

Class Management

To access class management, go to the '**Utilities**' tab and select '**Class Management**'. From the Class Management page, an existing class can be edited or a new class can be added.

Create a New Class:

1. Click the '**Add Class**' button in the upper right hand corner.
2. The '**Edit Class Info**' pop-up box will appear with the information to be filled in.
 - a. **Required Fields:** Class Name, Teacher, District ID*
NOTE: The SMS classes have their own district ID numbers, if this is a RightPath™ created class, your ID number should be formatted as follows: rrt-class_name
 - b. **Curriculum:** Choose the curriculum you would want attached to the class. *This can be done at a later time by going into the curriculum.*
 - c. **RightPath™ Program Class:** Use this checkbox if the class being created is for an eLearning program in the district and not in the student management system.
 - d. **Learning Recovery:** Use this checkbox for assigning a class to the learning recovery enrollment.
 - e. **SMS updates overwrite this class:** Use this checkbox is the class is an active class in the student management system. This will allow for SMS updates to keep the class current with correct roster information.
 - f. **Discussion Forum Threads:** Students Threads Require Approval and Allow Students to Create Threads

The screenshot shows the 'Edit Class Info' window. It has a title bar with a close button. The main area is titled 'Class Info' and contains several input fields and checkboxes. A red bracket on the right side of the window groups the 'Curriculum', 'Building', and 'Teacher' fields under the label 'Optional Fields'. The 'Curriculum' and 'Building' fields are dropdown menus, both currently set to 'None'. The 'Teacher' field is a text input with a dropdown arrow. Below these are checkboxes for 'District Class ID', 'RightPath Program Class', 'Learning Recovery Class', 'SMS updates overwrite this class' (which has a blue information icon), 'Students Threads Require Approval', and 'Allow Students to Create Threads'. At the bottom of the window are 'Save' and 'Cancel' buttons.

Note: This page can now be used to create Ad Hoc Classes. Ad hoc classes are a means for a district to create groups or classes in the RightPath™ system that are not stored in their SMS.

Adding Students and Secondary Teachers

1. Search for the student or to be added to the class and use the arrow pointing to the right to add the students/teachers.

2. To add multiple students/teachers, hold the control button and clicking on the names to be added.

3. To remove students or teachers from the class, select the student/teacher to be removed and click the arrow pointing to the left.

Search for Student Search

2, 1
456, 789
aaa, aaa
abc, abc
Arezzi (s), Ruth
Arezzi (s), Vinnie
b, a
Cahill, Roberta
D'Agostino, Carol
Davis, Matt
Dean, Emily
Diaz (s), Holly
Dirig, Denise
Fischer, Roman

➔ Banzer, Rob
➔ Christensen, William
➔ Cory, Susan
➔ DaBescia, Kelly

Editing an existing class:

1. Search for the class by class name or district class ID.
2. Click the pencil icon next to the name to edit. The class page information will appear. Once changes are made, click save.

Class Management

[+ Add Class](#)

Add/Edit Classes

[Search](#) ☐ Include Inactive Classes

Edit/View	Class Name ▲	Teacher	Building	District Class ID	Course Number	Subject	Section	Period
	Teacher 11 Class	Teacher 11, Train						