

Classes

09/06/2024 10:24 am EDT



The **Settings** -> **Classes** option allows you to create and import classes, as well as have a complete view of them. It shows relevant information, such as:

- Class name
- Grade
- Start and end dates
- Class code
- Number of students

The **Training manager** has access to all the information of the created classes, can import classes, and create new classes.

The list shows essential information about the class such as: name, level, start and end dates, the option to enable/disable iRead, class code, and number of students.

CLASS NAME	LEVEL	DATES	IREAD	CODE	STUDENTS
Sample Class	PRI	Start: 31/12/2023 End: 31/12/2024	<input checked="" type="checkbox"/>	JHW8KXXX	10

The platform is equipped with a search filter to streamline class management and offer an overview of them, along with options to filter by start/end date or level.

Importing Classes:

In this option, the Training Manager can upload a file containing information about students enrolled in a class in a bulk manner.

How to do it?

1. Click on **Import Classes**.
2. Select the file previously saved on your PC/Mac.

3. Click on **Import**.

Creating a New Class:

Creating a New Class: The Training Manager can create new classes. To do so, follow these steps to register the class with the following information:

How to do it:

1. Click on **New Class**.
2. Enter Name, Description, Grade (selecting the grade automatically assigns the level), and start and end dates of the class.
3. Click on **Save**.

Imported or created classes will be displayed in the Classes list. They can be edited or deleted directly from the list: click on the pencil icon to edit, and on the trash can icon to delete.



Edit

Click on the pencil icon.

- You will see the information of the class you want to edit.
- Edit the information.
- Click on **Save**.

Edit class ✕

Name
Sample Class

Description

Grade
4º Cuarto Primaria

primary

Start date
31/12/23

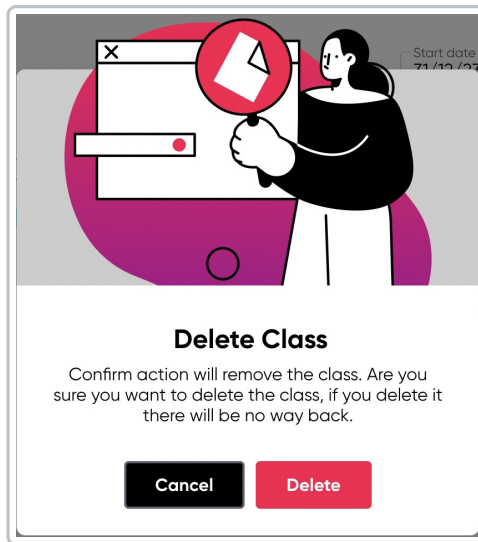
End date
31/12/24

Cancel **Save**

Delete

Click on the trash can icon.

- A confirmation alert will appear.
- Click on **Delete**.



You must be sure of this action, as once a class is deleted, it cannot be undone. If you are not sure about deleting the class, click Cancel.
