

# Classes

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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
- iRead (active/deactive)
- 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.

The screenshot shows the 'Classes' management interface. At the top, there are tabs for 'Go to Dashboard', 'Classes', 'Users', and 'Institutions'. Below the tabs, there's a search bar and filters for 'Import Class', 'New Class', 'Level' (set to 'All'), and date ranges (08/09/2024 to 30/12/2025). The main table lists classes with columns: CLASS NAME, GRADE, DATES, IREAD, CODE, and STUDENTS. Each row includes a class name, a grade indicator (PRI or SEC), start and end dates, an iRead toggle switch, a class code, and the number of students. Action icons (edit and delete) are present for each class.

CLASS NAME	GRADE	DATES	IREAD	CODE	STUDENTS
Compass	PRI 6º Sexta Primaria	Start: 12/09/2024 End: 30/12/2024	<input checked="" type="checkbox"/>	HAVJ6PWA	2
Fly High Primary	PRI 6º Sexta Primaria	Start: 12/09/2024 End: 30/12/2024	<input checked="" type="checkbox"/>	59WVPKQ	2
Fly High Secondary	SEC 2º Segundo Secundaria	Start: 14/10/2024 End: 28/12/2024	<input checked="" type="checkbox"/>	Q7SM5LLW	2
Go Further Primary	PRI 4º Sexta Primaria	Start: 12/09/2024 End: 30/12/2024	<input checked="" type="checkbox"/>	QTDALBCY	2
Go Further Secondary	SEC 3º Tercero Secundaria	Start: 09/09/2024 End: 27/12/2024	<input checked="" type="checkbox"/>	4847MMVE	0
Math Adventure	PRI 3º Tercero Primaria	Start: 12/09/2024 End: 30/12/2024	<input checked="" type="checkbox"/>	9YAPKBDK	1
Prueba 13.11.24	SEC 4º Cuarto Bachillerato	Start: 11/11/2024	<input checked="" type="checkbox"/>	JVKGGEAK	2

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.

The form contains a search bar labeled 'Search...' and three filter dropdowns: 'Start date' (31/12/23), 'End date' (31/12/24), and 'Level' (All).

## 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**.



Currently, the **<Import Class>** option is not available.

## 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), Test Level, and start and end dates of the class.
3. Select the users.
4. Click on **Save**.

### New Class

Name \*

Class

Description \*

New Class

Grade \*

3° Tercero Primaria

primary

Test level

upper primary

11/03/2025

28/03/2025

Search...

☒

USER

☒

DEMO STQA3

Student

☒

QADEMO TEACHER3

Teacher

☒

QADEMO TEACHER4

Teacher

Cancel

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

4° Cuarto Primaria

primary

Start date

31/12/23

End date

31/12/24

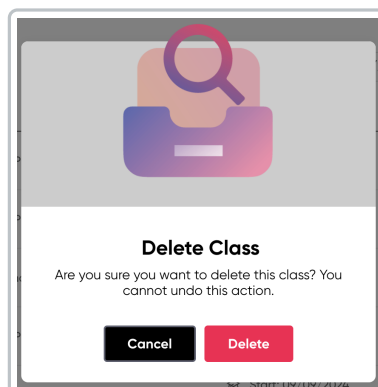
Cancel

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**.



Use the pagination bar it allows you to navigate through different pages by clicking on the page numbers or the Next and Previous buttons.



