Classes

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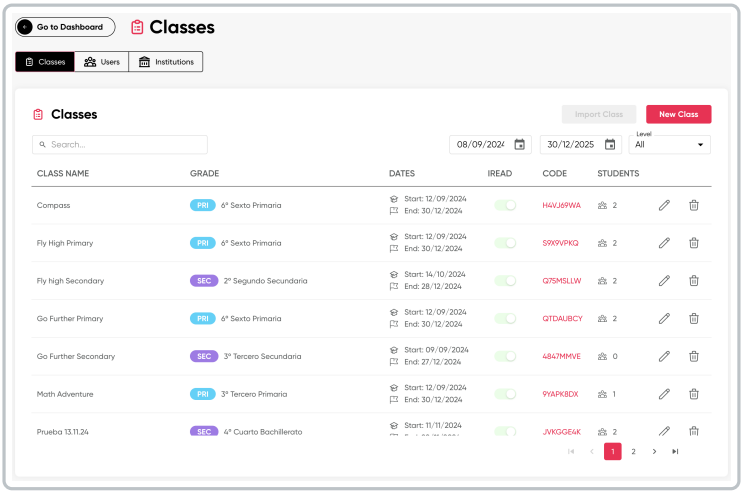
The **Settings -> Classes** option allows you to create and import classes, as well as have a complete view of them. It shows relevant information, such as:

- 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 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**.

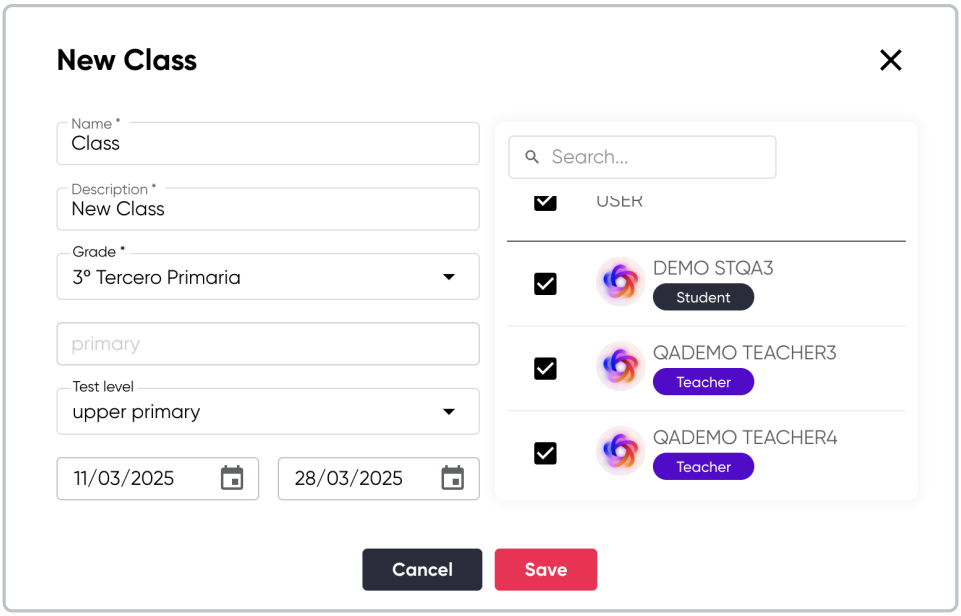
Currently, the **<Import Class>** option is not available.

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**.

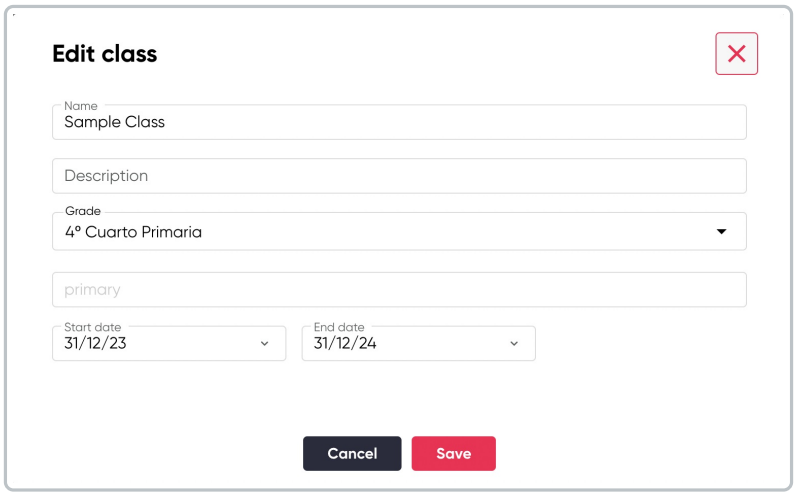


Imported or created classes will be displayed in the Classes list. They can be edited or deleted directly from the list: click on the pencil icon to edit, and on the trash can icon to delete.

Edit

Click on the pencil icon.

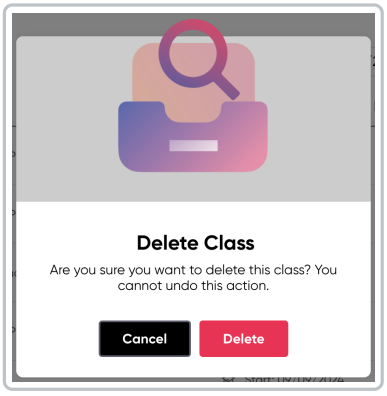
- You will see the information of the class you want to edit.
- Edit the information.
- Click on **Save**.



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.