

# My classes

09/20/2024 3:22 pm EDT



My classes refers to the list of classes where the training manager is responsible.

Basic information is displayed for each class:

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

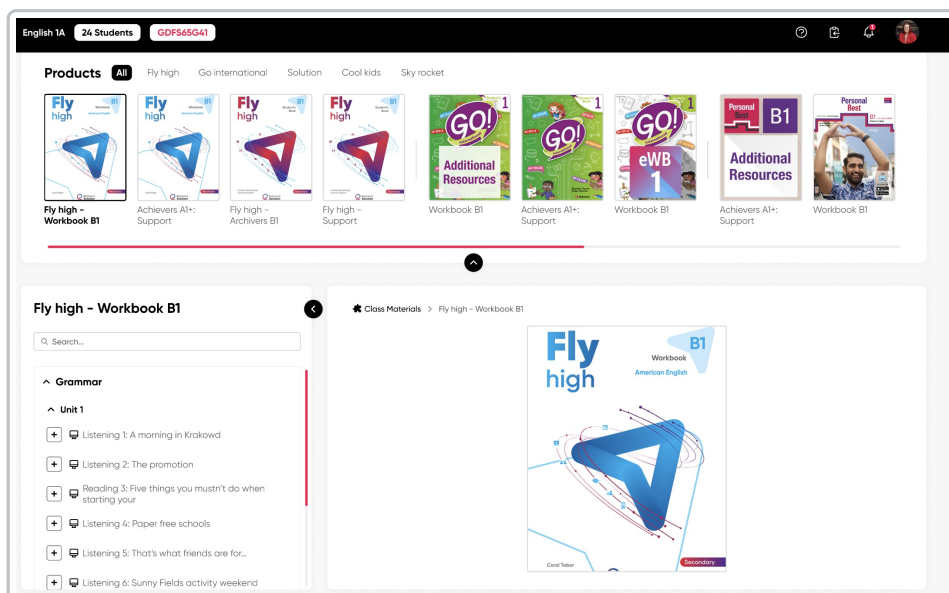
There is a search bar available to quickly and efficiently locate classes, as well as an option to filter classes by grade.

The screenshot shows the 'My Classes' interface. At the top, there is a search bar labeled 'Search...' and a dropdown menu labeled 'Grade'. Below this, there are four class cards, each featuring a profile picture, class name, level, grade, student count, dates, and a class code.

Class Name	Level	Grade	Students	Dates	Class Code
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	WUHXV76M
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	GDFS65G41
Primary Class 1 Highschool 4	Primary	Highschool 4	23	22/09/13 to 23/07/28	DAS6F4ASD
Preschool Class 1 Highschool 4	Preschool	Highschool 4	22	22/09/13 to 23/07/28	5J89AS1DO

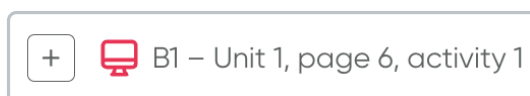
**To access the class:**

1. Click on the banner of the class you want to enter.
2. The class will open, and all uploaded materials will be displayed.



### To create assignments in the class:

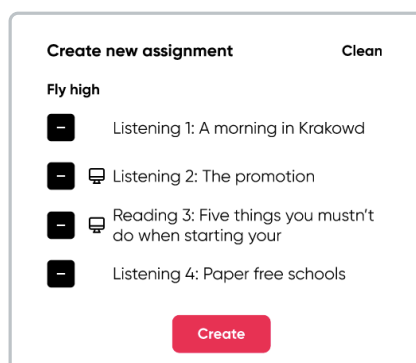
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



3. View the total of added activities at the top right.



4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** of the new assignment.

The screenshot shows the 'New assignment' dialog box for 'English 1A'. The 'General' tab is selected. It features a 'Title' input field, a larger 'Instructions' text area, and two date pickers for 'Start date' and 'End date'. At the bottom, there are 'Cancel' and 'Send' buttons.

- In the **Content** option, the created assignments are listed.

The screenshot shows the 'New assignment' dialog box for 'English 1A' with the 'Content' tab selected. A toggle switch is turned on, labeled 'Students has to complete the content in order'. Below this, a list of four assignments is shown, each with a dropdown arrow, a trash icon, and the text 'Fly high - Workbook BI':

- Part 1: Reading 1
- Part 1: Vocabulary 1
- Part 1: Reading 2
- Part 1: Vocabulary 2

'Cancel' and 'Send' buttons are at the bottom.

- In the **Students** option, all the students in the class are listed.

The screenshot shows the 'New assignment' dialog box for 'English 1A' with the 'Students' tab selected. It features a search bar labeled 'Search student' and a list of students with checkboxes for selection:

- Select all
- Juan Alejandro Martín Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

'Cancel' and 'Send' buttons are at the bottom.

5. Click on **Send**.