

## My Classes

This will take you through all the steps of the My Classes feature of the website. **My Classes** lets you maintain your class lists as well as create new classes or groups.

### In My Classes you can:

- Maintain your student list
- Build your own new classes
- Create student and teacher associations for posting assignments and announcements

### Creating My Class

1. Click on the **Communication** link located on the left hand side navigation menu. Then click on the **My Classes** link. See picture:

The screenshot shows the Township Hebrew Academy website interface. The header includes the school logo and name, "Township Hebrew Academy The Standard of Excellence". The navigation menu on the left lists various options, with "Communication" expanded to show "Messages" and "My Classes". A red arrow points to the "My Classes" link. The main content area displays the academic year "2007-2008" and a list of messages from other users, including congratulations and announcements.

**Township Hebrew Academy**  
The Standard of Excellence

Academic year : 2007-2008

Section: MS Teacher

Welcome Mr. Green

Last Login : Sep 20, 2007 11:07:43 /

Messages:

Ms. Rebecca Lifton	: Congratulation to Myra and Moishe as they welcome Justin Dylan Matthew into their Family!!! Mom, Dad and 6lb, 7oz Justin are all doing fine (but tired)!!!!	Sep 14, 07
Mr. Aaron Green	: Does anyone have any jumper cables in their car? my battery died	Sep 14, 07
Mrs. Lisa Farber	: My niece is playing in Romeo & Juliet at the city theatre tonight at 8pm. Anyone interested let me know by the end of the day.	Sep 14, 07
Mrs. Lisa Farber	: L'Shana Tovah everyone!	Sep 14, 07
Mrs. Janet Sokolowski	: cookies and cake are being served in the faculty lounge throughout the day	Sep 14, 07

[All messages...](#)

2. By Default you will see all classes you are associated with through the system. Under "Academic or Normal Classes" you will see classes you teach. Under "My Classes" you will see classes you will now learn how to set up.

- To add a new class, click on the **Add New Class** button. A small popup window will open where you need to enter a class name. Enter class name ex. "Extra Credit Class" and click on the **SAVE** button.

Academic year : 2007-2008

**Add Class**

Notes: »

Class Name:*	extra credit
Third Party Class Id:	xc
School:	Middle School
Grade:	6
Marking period:*	1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/>

Will you take Attendance for this class:  Yes  NO

Cancel Reset **Save**

Enter the class name and select the marking periods and click on Save.

You will now see your class under My Classes.

5 new e-mail(s)!  
Change Password

THA Homepage  
MS Homepage  
My Homepage  
My Links  
Academics  
Report Cards  
Academic Calendar  
Staff Directory  
Newsletters  
My Photo Gallery  
Communication  
Messages  
**My Classes**  
Announcements  
Student Roster  
Staff Roster  
Soin Mail  
Reports  
Email Help  
Logout

**My Classes** [Help](#)

Notes: »

Marking Period: 1 Academic Year: 2007-2008

[Check All](#) | [Clear All](#)

My Classes	# of Students	# of Staff Members	Select
extra credit	0	1	<input checked="" type="checkbox"/>

  

Normal Classes	# of Students	# of Staff Members	Select
Gemara 8-408	22	1	<input type="checkbox"/>
Mathematics 8-410	21	1	<input type="checkbox"/>
Social Studies 8-410	22	1	<input type="checkbox"/>

Delete Update Add My Class

Assign/Remove Students Assign/Remove Teachers

**Note:** The class you create will appear in the following modules:  
-Lesson Plan  
-Assignments  
-Grade Book  
-Communications (Student Roster, Messages and Announcements)

**Note:** to add this class to the Attendance Module, please schedule it.

- Now you need to assign students and teachers to your class. We will start with assigning teachers. By default you are the teacher of this class. To assign more teachers for this class, select the checkbox next to the class and click on the **Assign\Remove Teachers** button.

The screenshot shows a web interface with a sidebar on the left containing navigation links like 'THA Homepage', 'MS Homepage', 'My Homepage', 'My Links', 'Academics', 'Report Cards', 'Academic Calendar', 'Staff Directory', 'Newsletters', 'My Photo Gallery', 'Communication', 'Messages', 'My Classes', 'Announcements', 'Student Roster', 'Staff Roster', 'Soin Mail', 'Reports', 'Email Help', and 'Logout'. The main content area is titled 'Notes: »' and shows 'Marking Period: 1' and 'Academic Year: 2007-2008'. Below this are two tables: 'My Classes' and 'Normal Classes'. The 'My Classes' table has one row for 'extra credit' with 0 students and 1 staff member, and a checked 'Select' checkbox. The 'Normal Classes' table has three rows: 'Gemara 8-408' (22 students, 1 staff member, unchecked 'Select'), 'Mathematics 8-410' (21 students, 1 staff member, unchecked 'Select'), and 'Social Studies 8-410' (22 students, 1 staff member, unchecked 'Select'). Below the tables are buttons for 'Delete', 'Update', 'Add My Class', 'Assign/Remove Students', and 'Assign/Remove Teachers'. A red box highlights the 'Select' checkbox for the 'extra credit' class, and another red box highlights the 'Assign/Remove Teachers' button. A text box on the right says 'Check the select box and click on Assign/Remove Teachers'.

My Classes	# of Students	# of Staff Members	Select
extra credit	0	1	<input checked="" type="checkbox"/>

  

Normal Classes	# of Students	# of Staff Members	Select
Gemara 8-408	22	1	<input type="checkbox"/>
Mathematics 8-410	21	1	<input type="checkbox"/>
Social Studies 8-410	22	1	<input type="checkbox"/>

- On the **Assign/Remove Teachers** page, the default teacher is listed (the teacher who created the class) and a list of teachers to assign to the class are on the bottom. Either scroll down to the desired teacher, or click on the letter of the alphabet that is the first letter of that teacher's last name. Check the select box next to their name and click on the **Assign Teachers** button.

**Assign / Remove Teachers**

Hide List <

Currently Assigned Teachers to class: (extra credit)

Check All | Clear All

Teacher	Select	Teacher	Select
Green, Mr. Aaron	<input type="checkbox"/>		

Remove

Select School: -- All Schools --

Cancel Assign BACK

Note: Select a teacher from the list below.

Assign / Remove Teachers Check All Clear All

ALL A-C D-F G-I J-L M-O P-R S-U V-W X-Z

Teacher	Select	Teacher	Select
Brown, Mrs. Arlene	<input checked="" type="checkbox"/>	Brown, Mrs. Aviva	<input type="checkbox"/>
Brown, Rabbi Avraham	<input type="checkbox"/>	Brown, Mrs. Barbara	<input type="checkbox"/>
Brown, Mrs. Barbara	<input type="checkbox"/>	Brown, Mrs. Bracha	<input type="checkbox"/>
Brown, Mr. Bruce	<input type="checkbox"/>	Brown, Mrs. Chana	<input type="checkbox"/>
Brown, Ms. Dalia	<input type="checkbox"/>	Brown, Rabbi Daniel	<input type="checkbox"/>

Click on the **Select** box to choose the desired teacher. Or click on the letter range that corresponds with the teacher's last name to narrow the list. Click **Assign** to assign the teacher to the class.

You can assign as many teachers as you need for this class. After you click **Save**, the newly assigned teachers will show under Teachers Currently Assigned to this class column. Click on the **Back** button to go back to the main **My Classes** page where we will now assign students to this class. See picture below:

6. Now you can assign students to this class. Under My Classes locate the class you want to assign students to. Select that class and click on the **Assign Students** button.

Staff Roster

Soin Mail

Reports

Email Help

Logout

Social Studies 8-410 22 1

Delete Update Add My Class

Assign/Remove Students Assign/Remove Teachers

- On the Assign Students to a class page you will by default see a list of all students. You can search for students by selecting the Grade using the **Grade dropdown** menu or by searching for them by the Last Name or both.

**Notes: <<**  
 ▶ You may select students from the list shown below or  
 ▶ You may use the Grade/Section or the Search by Last Name fields to find students.  
 ▶ Assign students to the selected class.

School: -- All Schools --

Grade/Section: All Search by Last Name: Go

Class Gender: \* Boys Girls Combined

Cancel Assign BACK

[Show Student Addresses >](#) **Assign Students** [Check All](#) | [Clear All](#)

Student	Grade	Select	Student	Grade	Select
TestLast, teststud (A-A-2)	A	<input type="checkbox"/>	TestLast, TestStudone (A-A-2)	A	<input type="checkbox"/>
Brown, Aaron (N-N-1)	N	<input type="checkbox"/>	Brown, Aaron (N-N-1)	N	<input type="checkbox"/>
Brown, Abe (N-N-1)	N	<input type="checkbox"/>	Brown, Abraham (N-N-1)	N	<input type="checkbox"/>
Brown, Adina (N-N-1)	N	<input type="checkbox"/>	Brown, Alan (N-N-1)	N	<input type="checkbox"/>
Brown, Alex (N-N-1)	N	<input type="checkbox"/>	Brown, Alexandra (N-N-1)	N	<input type="checkbox"/>
Brown, Alvin (N-N-1)	N	<input type="checkbox"/>	Brown, Amanda (N-N-1)	N	<input type="checkbox"/>
Brown, Amanda (N-N-1)	N	<input type="checkbox"/>	Brown, Bailey (N-N-1)	N	<input type="checkbox"/>

- Once you have located the students you want to assign to your class, select them by checking off the checkboxes in the select column and click on the **SAVE** button. The selected students have now been assigned to the class. See picture:

Academic year : 2007-2008

**Record saved successfully**

Assign/Remove Students to: extra credit BACK

<< Previous Class Next Class >> Assign/Remove Teachers

[Hide List <](#) [Show Student Addresses >](#)

Currently assigned students for class : (extra credit)

▶ To remove students, please select them and click on the Remove button.

Remove

[Show Student Addresses >](#) [Check All](#) | [Clear All](#)

Student	Select	Student	Select
Brown, Aaron (N-N-1)	<input type="checkbox"/>	Brown, Abe (N-N-1)	<input type="checkbox"/>
Brown, Adina (N-N-1)	<input type="checkbox"/>	Brown, Alex (N-N-1)	<input type="checkbox"/>
Farber, Matt (12-4-207)	<input type="checkbox"/>	fisher, matthew (12-4-207)	<input type="checkbox"/>
TestLast, teststud (A-A-2)	<input type="checkbox"/>	TestLast, TestStudone (A-A-2)	<input type="checkbox"/>

Remove

**Notes: <<**  
 ▶ You may select students from the list shown below or  
 ▶ You may use the Grade/Section or the Search by Last Name fields to find students.  
 ▶ Assign students to the selected class.

9. To change the teachers or students associated with a particular class, select the class by checking off the check box to the right of the class name. Then click on either **Assign Teachers** or **Assign Students** button to make changes.

### **Deleting Students or Teachers from a class**

To remove students/teachers from a class, select the class you would like to manage, and then click on **Assign/Remove Students** or **Assign/Remove Teachers** as appropriate. Uncheck those individuals who should be removed. Click on **Save**.

#### *Note:*

- *The count in the column # of Staff Members includes you as a staff member.*
- *The classes that are created by you, are shown in bold.*
- *To view the staff members sharing a class, please select the class and click on the **Assign Teachers** button.*

*To view the student roster of a class, please select the class and click on the **Assign Students** button.*

You can also view the students in a particular class by clicking on the **Student Roster** link in the **Communication** module. From there you can also e-mail those students and their parents.