

Manually create classes to group multiple sections that meet in the same room at the same time.

Some teachers have reported that they are unable to see all course sections that meant in the same period on one list for attendance. Below is the process for manually creating these course groupings.

This process will allow teachers to enter attendance for all students in the class at one time, simplify enrollment management, and work with combined rosters.

You can view these classes in the **School** view: Click the **Schedule** tab. On the **Sections** side tab, click **Classes**. A list of multi-section classes for the current school year appears. Click a class to view the details.

To create a class:

1. Click the **Classes** side tab.

2. On the **Options** menu, click **Add**. The *New Schedule Class* page appears:

The screenshot shows the 'New Schedule Class' form. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, Admin. Below these are sub-tabs: Options, Reports, Help. The main title is 'Classes :: New Schedule Class'. On the left, there is a sidebar with 'Sections' (Matrix View, Classes, Details, Roster) and 'Class Size Summary'. The main form area has 'Save' and 'Cancel' buttons at the top left. Below them are input fields for 'Identifier*', 'Name', 'Maximum enrollment*' (with a value of 0), and a 'Class closed at max' checkbox. At the bottom right, there are 'Add' and 'Delete' buttons. Below the form is a table with columns: Course, Description, Teacher, Classroom, Schedule term, Schedule, Enrollment maximum, and Enrollment total. The table currently shows 'No matching records'.

3. Type an **Identifier** and **Name** for the class.

4. Type a number for the Maximum enrollment. When the system builds this class, it uses the maximum you set for each section, and finally this number.

5. Select the **Class closed at max** checkbox if the system cannot schedule students in the class when it reaches the maximum enrollment.

6. Select the **Add** button on the lower right of the screen to add sections to this grouping.

7. The **Add section** dialogue box appears:

The screenshot shows the 'Add section' dialogue box. At the top, there is a search bar with '1:ACAL-12-01' and a selection indicator '0 of 496 selected'. Below is a table with columns: Course, Teacher, Clssrm, Term, Schedule, and Max T. The table lists several course sections with checkboxes in the first column.

Course	Teacher	Clssrm	Term	Schedule	Max T
<input type="checkbox"/> ACAL-12-01	Beech, Deirdre; Fernandes, Delia	204	FY	3(2)	30
<input type="checkbox"/> ACAL-12-02	Fernandes, Delia	204	FY	1(1)	30
<input type="checkbox"/> ACHE-12-01	Deproy, Ruth-Ann	414	FY	4(1)	30
<input type="checkbox"/> ACSC-12-01	Fadden, Karina	219	FY	2(1)	30
<input type="checkbox"/> APHY-12-01	Bosch, Joey	413	FY	2(2)	30
<input type="checkbox"/> APSY-12-01	Sutter, Doug	313	FY	2(1)	30
<input type="checkbox"/> APSY-12-02	Sutter, Doug	313	FY	4(1)	30
<input type="checkbox"/> MAC--11-01	Serna, Chung	216	FY	2(1)	30
<input type="checkbox"/> MAF--11-01	Preston, Devian	214	FY	3(1)	30
<input type="checkbox"/> MAF--12-01	Zaborniak, Connelle	309	FY	1(1)	30

At the bottom of the dialogue box, there are 'OK' and 'Cancel' buttons.

8. Select the sections to add (It may be easiest to sort by teacher to identify the sections that have a shared period in the same room, with the same teacher)

9. Click **OK**

10. Click **Save**