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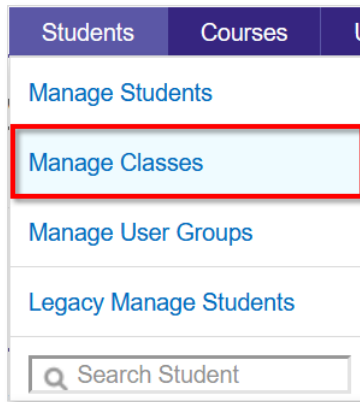
## Edgenuity Classes Overview

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We're excited to announce the release of a new feature enhancement that allows teachers and administrators to manage flexible student groupings and provide expanded reporting and progress monitoring options to other educators and administrators within the school or district. Similar to the User Groups feature, Classes allows teachers the flexibility to organize their students by period or by classroom. But Classes also allows teachers and administrators to share their Class groups with others to share report views.

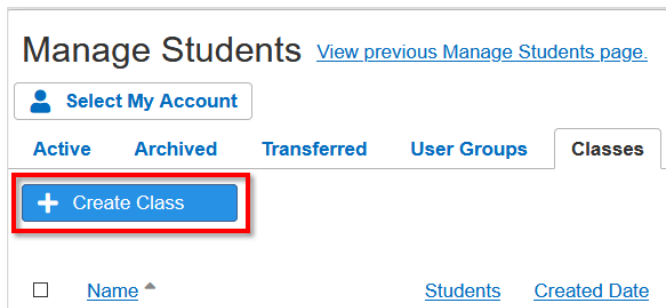
## Create a Class

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1. From the **Students** tab, select **Manage Classes**.



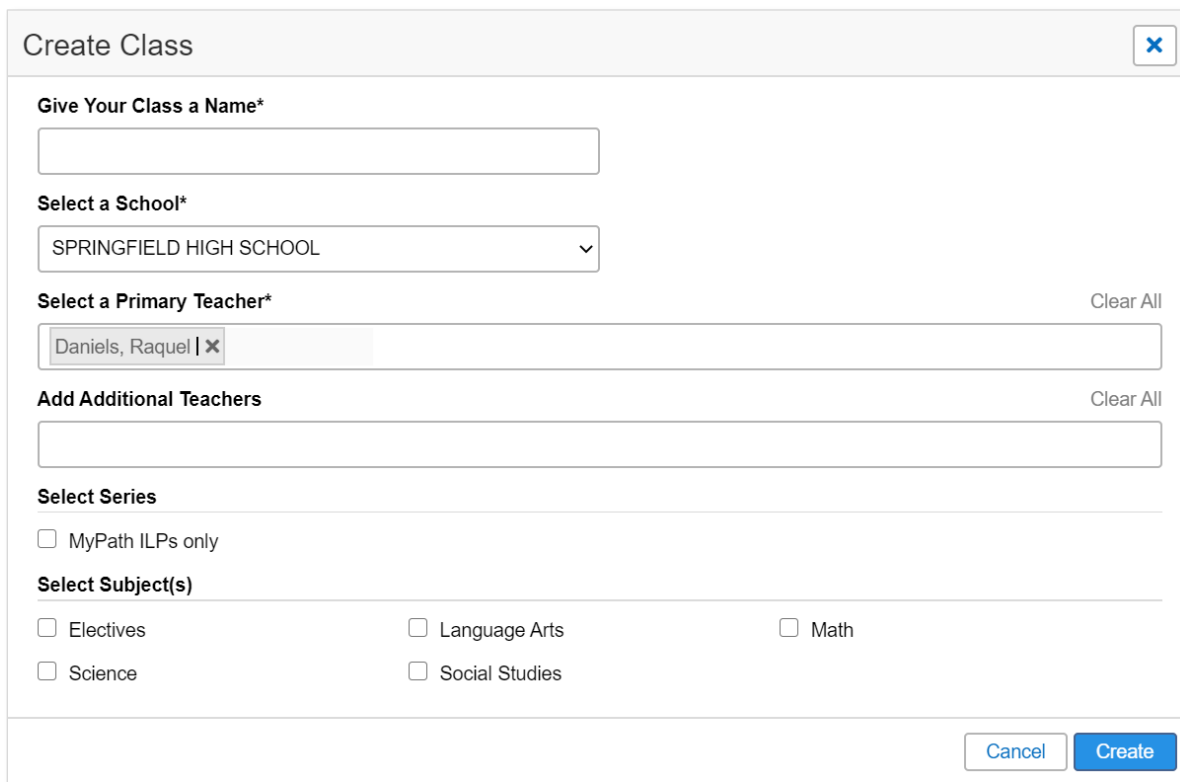
## Release Notes: Edgenuity Classes

2. Click the blue **Create Class** button.



3. Enter the following information and then click **Create**:

- **Class Name:** include key words that will make it easy to find
- **School** (for permissioned users): where the class should appear if the educator creating the class has been given access to more than one school in the district
- **Primary Teacher:** automatically enters your name, but if you are creating classes for someone else, be sure to remove your name and add their name here
- **Additional Teachers:** include any other teachers who you want to access this class, and use this class as filters on the various reports throughout Edgenuity
- **Series:** only check this box if the class is going to be used for managing MyPath ILPs (Individualized Learning Paths)
- **Subject(s):** check one or more subjects for this class; reports will include enrollments associated to the subjects you select for this class when this class is used as a filter

A screenshot of the 'Create Class' form. The form has a title bar with 'Create Class' and a close button (X). The form contains several sections:

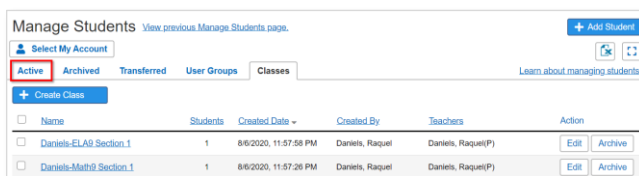
- Give Your Class a Name\***: A text input field.
- Select a School\***: A dropdown menu showing 'SPRINGFIELD HIGH SCHOOL'.
- Select a Primary Teacher\***: A text input field containing 'Daniels, Raquel' with a close button (X) and a 'Clear All' link.
- Add Additional Teachers**: A text input field with a 'Clear All' link.
- Select Series**: A section with a checkbox for 'MyPath ILPs only'.
- Select Subject(s)**: A section with checkboxes for 'Electives', 'Science', 'Language Arts', 'Social Studies', and 'Math'.

At the bottom right, there are 'Cancel' and 'Create' buttons.

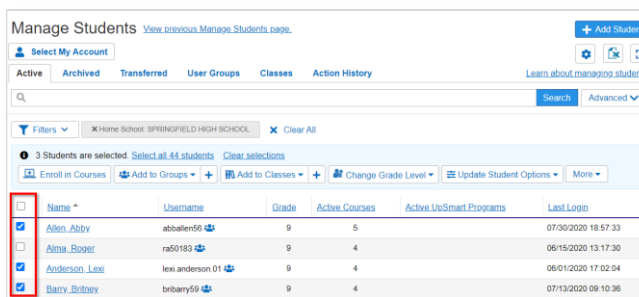
## Release Notes: Edgenuity Classes

### Add Students to a Class

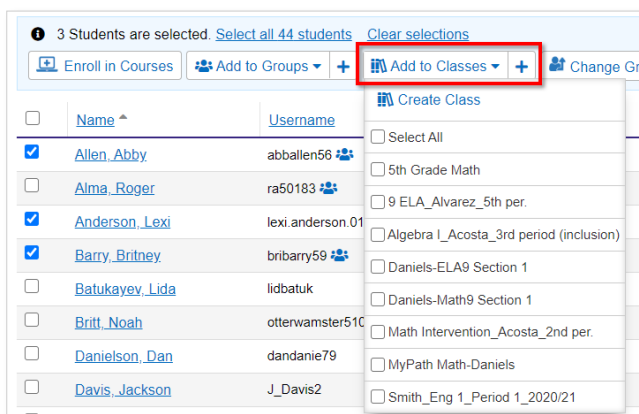
1. Once your Class is created, click the **Active** tab.



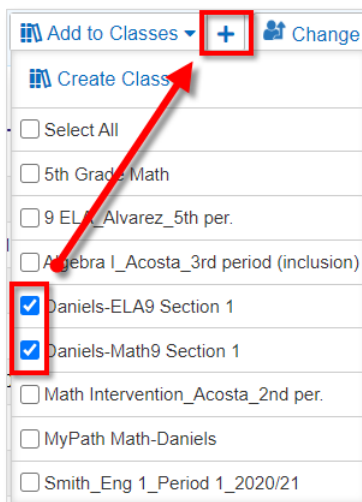
2. Select one or many students that you want to add to your class.



3. Locate the **Add to Class** option and click the **dropdown arrow**. Depending on your permissions, your action bar options may vary from this example. It may be located under the More option at the end of the action bar.



4. **Check the box** next to one or many classes, then click the **plus button** to add those students to the class(es) you selected.



## Release Notes: Edgenuity Classes

### Best Practices for Using Classes

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Classes can be shared to any other educator in the district. Those educators can then manage the class and run any desired reports for that class. Consider the following as you create Classes:

User Role	Classes Visibility
Co-teachers, Counselors	Can view classes they are added as a teacher
Educators	Can view classes they are added as a teacher
School Administrator	Can view all classes in the school; this is automatic so there is no need to add school admins to each class as an additional teacher
District Administrator	Can view all classes in the district; this is automatic so there is no need to add district admins to each class as an additional teacher

**Any educator who has been granted access to more than one school will see the classes they are added to only in the school they are currently logged into at the time. If a teacher want to see classes from another school they have access to, they should navigate to that school first by clicking the school name hyperlinked in the top right corner under their name.**

### Using Classes to Filter Reporting Data

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Classes can be used as a filter in the following reports:

- Gradebook
- Dashboard
- Manage MyPath
- Manage Current Sessions
- Group Progress
- Attendance Log
- Manage Enrollments
- District Settings > Manage Schedules

**Educators can also compose emails to one or more classes up to 200 total recipients.**

### Eddgenuity Classes Frequently Asked Questions

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**(Q) Where can I learn more about the Classes feature?**

(A) The Edgenuity Help Center has guided walk-thrus and videos that will help support your implementation of Classes. [Click here](#) to learn more about Classes.

**(Q) When should I use User Groups and when should I use Classes?**

## Release Notes: Edgenuity Classes

(A) User Groups are personalized groups that individual educators can manage, but not share with others. User Groups are useful for creating “watchlists” of students you want to keep an eye on, but can also be used for all of the reporting features that Classes can be used for. The biggest difference is that you cannot share a User Group with another educator.

Classes are shareable groups of students to be used for bulk enrolling and monitoring larger groups of students. Classes also has the option of pre-selecting one or many subjects which will automatically filter any enrollment data to those subjects assigned to the class.

### **(Q) If I add other teachers to my Class, will they be able to edit the class too?**

(A) Yes. Additional teachers will be able to manage your class just as you would. That means they'll also be able to add or remove students and additional teachers, rename the Class, and can also change the subject/series designator for your Class. The only thing they are not able to edit is the primary teacher.

### **(Q) What happens if I archive my Class? Can I re-enable my Class later?**

(A) No. Once is it archived, you will not be able to retrieve it again. If this happens, you'll need to re-create the Class again.

### **(Q) I archived a class and want to create a new one with the same name. Can that be done?**

(A) No, you must select a new name for your Class. You will see an alert if you try to reuse a Class name that has already been taken.

### **(Q) Can I add another educator to multiple Classes at one time after they are saved?**

(A) No. Educators must be added to individual Classes to be able to view Class data.

### **(Q) I already created my User Groups. Do I have to use Classes too?**

(A) No. Using the Classes feature is completely optional for educators.

### **(Q) Since I already created my User Groups, is there any way to copy them over to Classes?**

(A) There is not an option to copy User Groups to Classes, but you can create your Classes that you need, and then when you go to Manage Students to add your students to a Class, you can apply the filter for your User Group first, then select all students and add them to your Class.

### **(Q) Will Classes restrict teachers to only viewing the students linked to their Classes?**

(A) No. By default, teachers can view all students and all courses. They are able to create Classes of any students in their school.

If an administrator is considering limiting the students that educators can manage, additional information can be found in this Help Center article: [Updating Teacher Permissions to Only See Their Sections/Classes](#)

### **(Q) The Course Gradebook has a limit of displaying up to 999 students. If I create a Class with more than 999 students, will the Course Gradebook display all my Class data?**

(A) No, the Course Gradebook limit of displaying up to 999 students applies to all courses. If your Class contains more than that limit, data will not display in the Course Gradebook.