

HOW TO VIEW CLASS DETAILS

1. Select the teacher menu , students and classes, my classes

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Active Classes:

Name	Days	Starts	Ends	Grade	Season	Year	Details
Monday Class	M W F	12:30 PM	1:30 PM	9		2011	Details
Tuesdays Class	Tu Th	12:00 PM	1:00 PM	8		2011	Details
Thursdays Class	M W F	8:00 AM	9:00 AM	10	Spring	2011	Details
Testing Class	Tu	4:00 PM	5:00 PM	11	Spring	2011	Details
ABC Class	Tu Th	9:00 AM	10:00 AM	10	Spring	2011	Details
ABc	M W F	8:00 AM	9:00 AM	11	Spring	2011	Details
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Create a new Class							

2. Select the details for a class – you will be able to view the class details, students requesting activation, active students, active assignments, not yet active assignments, and past due assignments

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Class Details:

Name	Days	Starts	Ends	Grade	Season	Year	Code	Edit
Monday Class	M W F	12:30 PM	1:30 PM	9		2011	18	Edit

Students Requesting Activation:

You have students requesting access to this class. From here you may allow or deny access.

First Name	Last Name	Email	Grant Access	Deny Access
Activate	Student	rebecca.coyle@nyssbdc.org	Activate Student	Reject Student

Active Students:

First Name	Last Name	Email	View Details
Sample	Student	rebecca.coyle	Details
Joe	Smith	rebecca.coyle@nyssbdc.org	Details
Sue	Sample	rebecca.coyle@nyssbdc.org	Details