HOW TO ASSIGN CLASSES TO STUDENTS

This document explains how assign **Classes** to students. In Maplewood terminology, a **Class** is a course code that is taught by a certain teacher to a certain group of students at a certain time. Assigning Classes is a required in order to:

- Ensure that teachers can provide marks to students for the report cards
- In high schools, also to ensure that attendance collection per Class is possible

The document describes the steps to assign classes to elementary and junior high students (**Part I**) as well as senior high students (**Part II**).

PART I: ASSIGNING CLASSES IN ELEMENTARY AND JUNIOR HIGH GRADES

Typically every student in a homeroom takes the same subjects in elementary and junior high grades. Therefore, in K-9 gr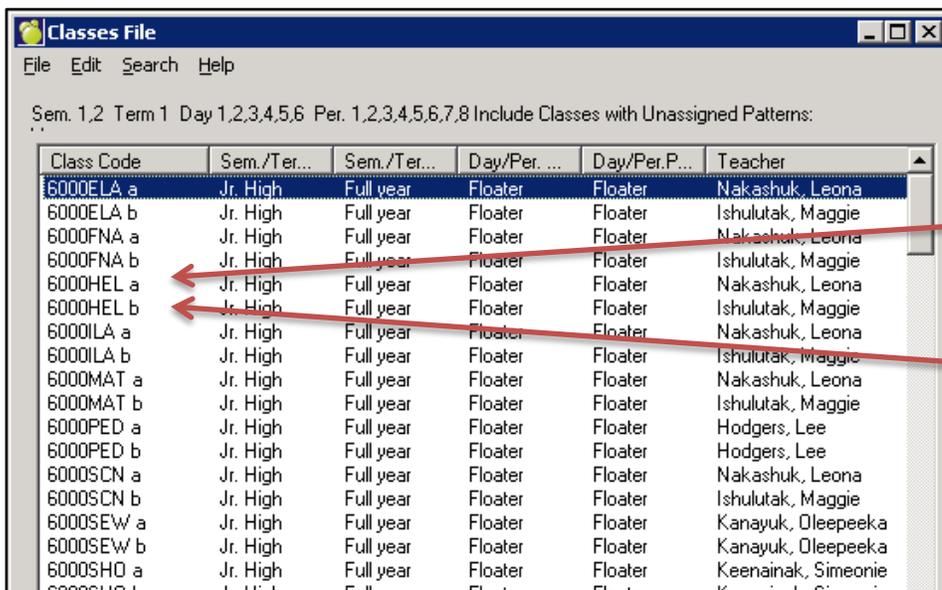ades, start by assigning students to homerooms: http://nunavutsis.wikispaces.com/file/view/How%20to%20Assign%20Homerooms.pdf/.

Let us assume we have the following homerooms and students have been assigned to them already:
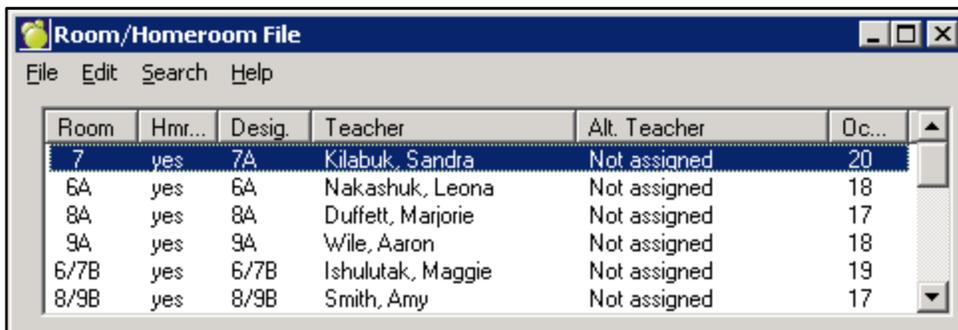
Also, the Classes File (**File -> School Setup -> Classes**) has already been set up and looks like this:

Note that there are two sections (**a** and **b**) of each grade six class because there are two homerooms for grade six students (**6A** and **6/7B**)

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1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**

2. Set **Homerooms** as the **Assignment Order**

3. Multi-select (CTRL + click) all the applicable classes (in this example 6A classes) that you want to assign

4. Make sure **Add Classes to Timetable** is selected on the left

5. Click **OK** to move to the next screen. That's where the Homeroom is selected

Select **Homeroom** as Assignment Order

Multi-select all the 6A (for example) classes by holding down Control (CTRL) and clicking the classes with the mouse

Click **OK** to move to the next screen

6. Next, check the **Individual Homeroom** check box and select the homeroom from the dropdown.

7. Finally, click **Start** to start assigning classes to students in the homeroom.

Select **Individual Homeroom**

Select the desired Homeroom from the dropdown menu. In this example, we select the 6A homeroom

Click **Start** to start assigning the selected classes to students in the selected homeroom!

After this, you are done assigning all 6A Classes to all the students in Homeroom 6A, as per the example.

> *To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database:* **File -> Maintenance -> Topic-Based Marks -> Correlate Database***!*

ASSIGNING CLASSES TO A HOMEROOM WITH TWO GRADES (SUCH AS 6/7B)

If there are two grades (such as a 6 and 7 split) in the same homeroom, we need an extra step: you want all grade six students in the 6/7B homeroom to have the 6000* classes and all grade seven students to have the 7000* classes. Following the steps outlined before will not accomplish this. Instead, we will create and save two **Inquiry Lists** and use those to assign classes to the right students. An **Inquiry List** is a Maplewood feature that allows you to query a specific subset of students based on specific criteria such as Homeroom and Grade.

Creating an Inquiry List for grade six students in the 6/7B homeroom

1. Go to **Reports -> Inquiry -> Present Students** which looks like this:
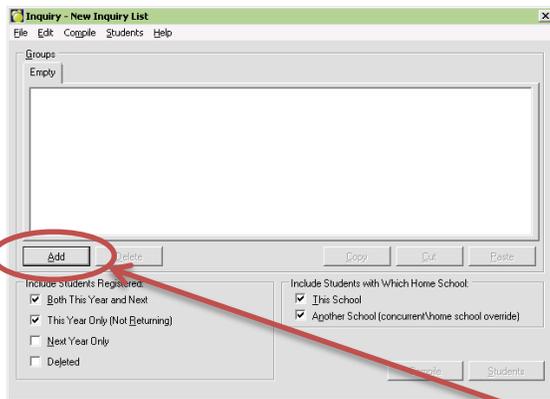
2. Let's start adding our search criteria. Click **Add** and the **Select Criterion** window opens up

3. Expand **Personal** and then expand **Biographics** until you see the **Homeroom** field. Select it and click **OK.**

Expand Personal …
Expand Biographics …
Select **Homeroom**
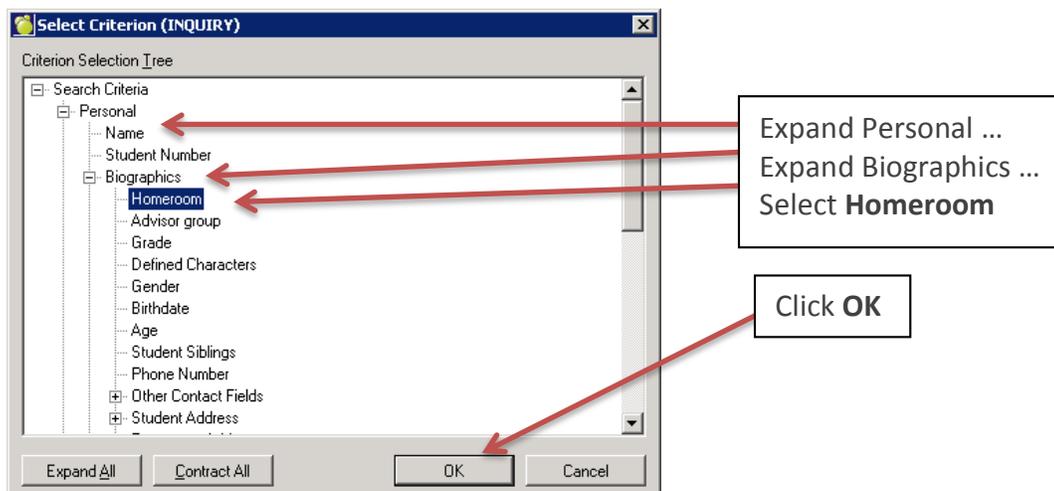
Click **OK**

4. In the next screen, select the homeroom (6/7B used in this example) and click **OK**
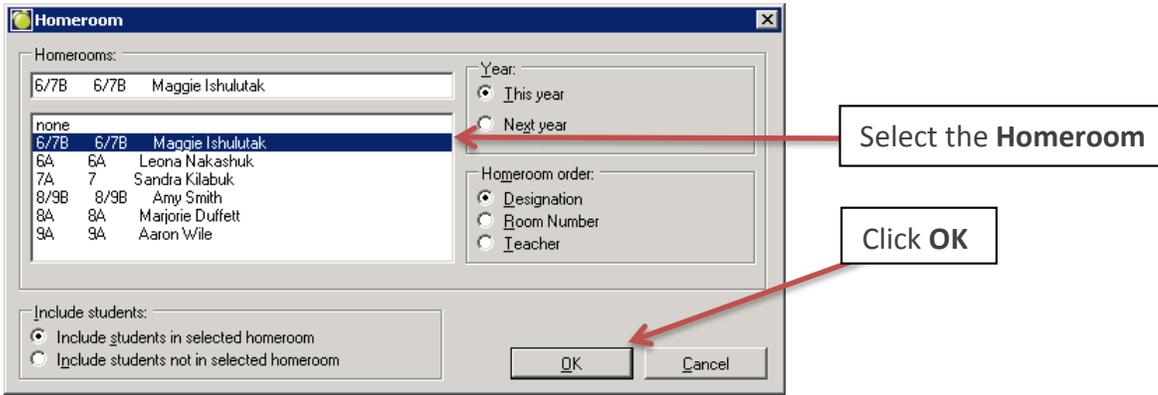
5. Click **Add** again to add another criterion, for **Grade**
6. Select **Grade** from the **Select Criterion** window. It's under **Biographics** as show below. Click **OK**.
7. In the next screen, select the grade (grade 6 in this example) and click **OK**

8. Your Inquiry should now look like this. What you are saying is *"give me a list of all the students in homeroom 6/7B that are in grade 6"*.
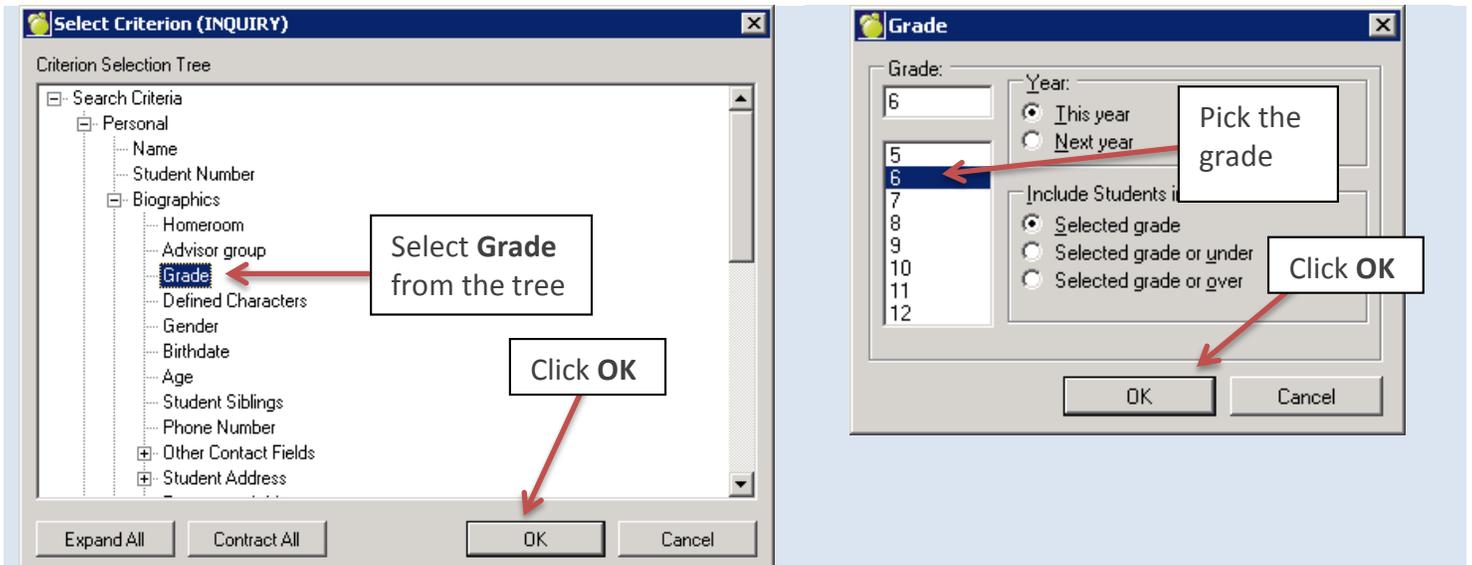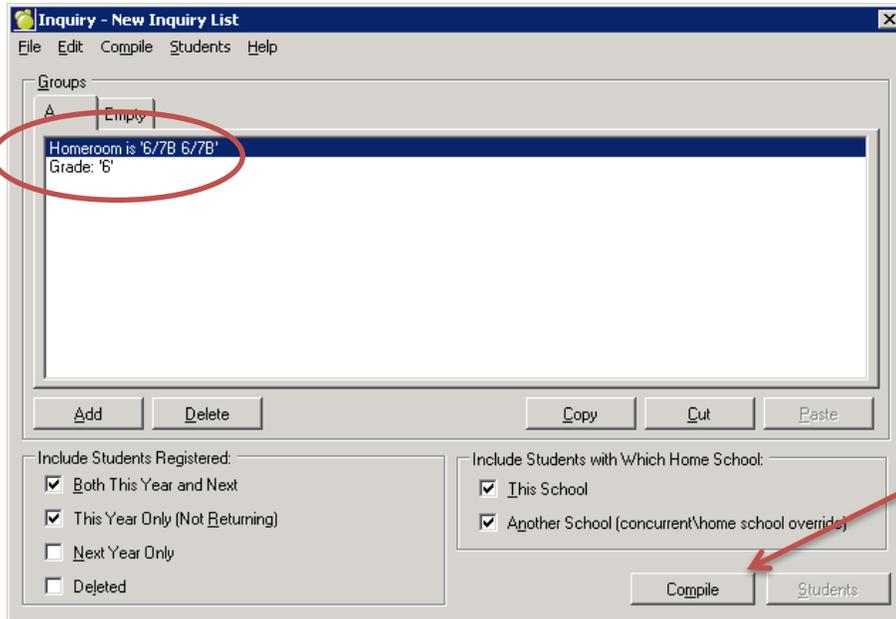

Click **Compile** after saving the Inquiry using **File -> Save As.** This creates the list and stores it internally in the system.

9. Select **File -> Save As** and save the Inquiry as "*6B Students*" (for example).

10. Click **Compile to compile the list of students**. The compiled Inquiry List is saved in the background in the system and you do not need to save the report that pops up. Click **Done** once the compiling is complete.

11. After compiling, close the **Inquiry** screen.

REPEAT THIS FOR THE GRADE SEVEN STUDENTS IN THE SPLIT HOMEROOM 6/7B SO THAT YOU HAVE TWO SAVED INQUIRY LISTS: "6B Students" and "7B Students."

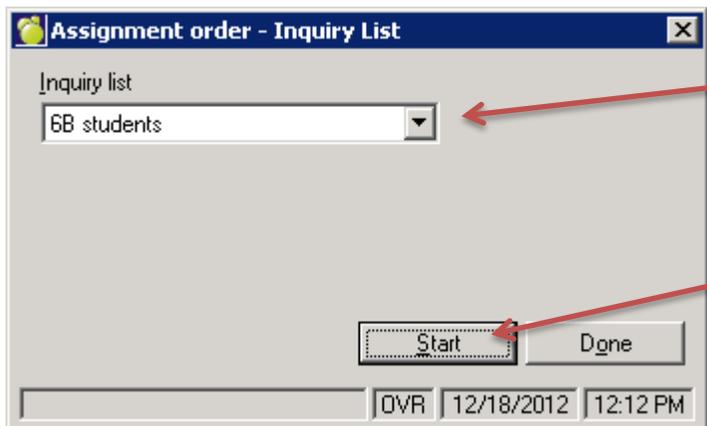*Assign classes to students using an Inquiry List*

Finally, let's assign classes to the students in the split 6/7B homeroom using the saved and compiled Inquiry Lists.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**

2. Set **Inquiry List** as the **Assignment Order**

3. Multi-select (CTRL + click) all the applicable classes (in this example 6B classes) that you want to assign

4. Make sure **Add Classes to Timetable** is selected

5. Click **OK** to move to the next screen where the **Inquiry List** is selected
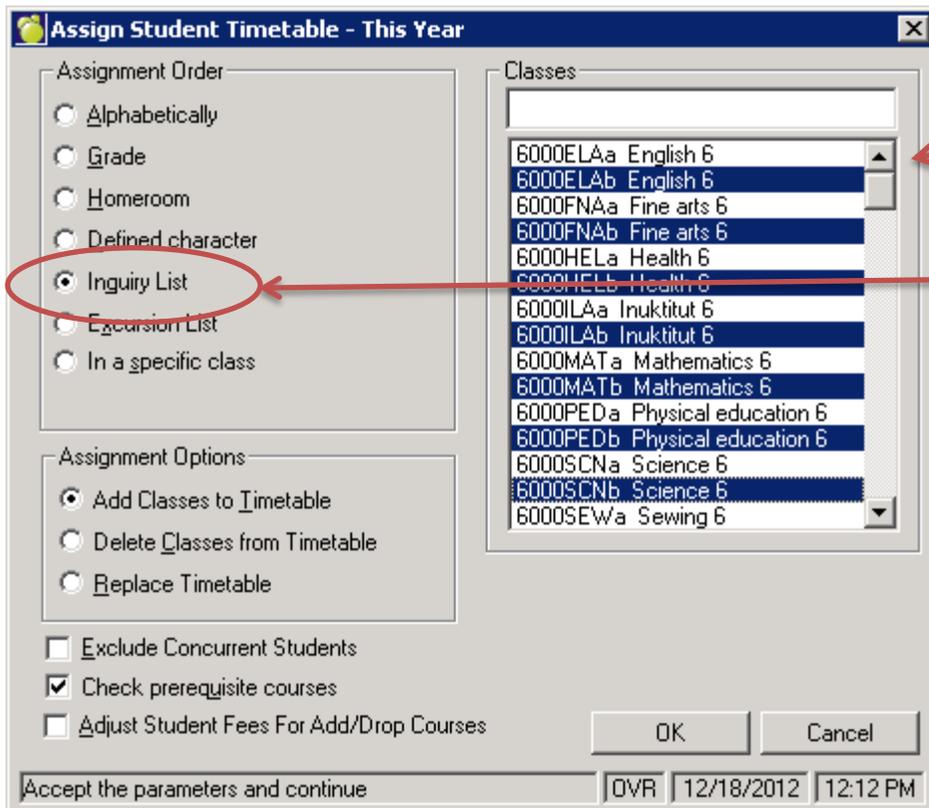
Multi-select classes (6B classes in this example) by CTRL+clicking them

Set **Inquiry List** as Assignment Order

Select the saved **Inquiry List** from the dropdown menu ("6B Students" in this example)

Click **Start** to start assigning the selected classes to students in the selected Inquiry List

*To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database**!*

PART II: ASSIGNING CLASSES IN SENIOR HIGH GRADES

In Senior High grades 10-12, some classes are taken by the whole grade and some classes are taken by a specific group of students. Typically homerooms are not used for grades 10-12 but if they have been assigned, you can use instructions in **Part I** of this document to assign classes to the students based on their homeroom.

Assigning a class by grade

Let's assume all students in a certain grade are taking a certain class. This could be useful in small high schools.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**
2. Select **Grade** as the assignment order
3. Select the class or classes on the right by clicking on the class (e.g. ELA20-2a) or multi-selecting them if there are many (CTRL + click)
4. Click **OK** to move to the next step where you select the target grade
5. In the next screen, select the grade for which you want to assign the class or the classes
6. Click **Start** to start assigning the class to the whole grade of students

Assigning a class to a specific collection of students

Let's assume that just some students are taking a certain class and we want to select the students individually.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**
2. Select **Alphabetically** as the assignment order and ensure that **Add Classes to Timetable** is checked
3. Select the class on the right by clicking on the class (e.g. ELA3104a)
4. Click **OK** to move to the next screen
5. In the next screen, select **By Group** and click **Add** to start adding students to the group
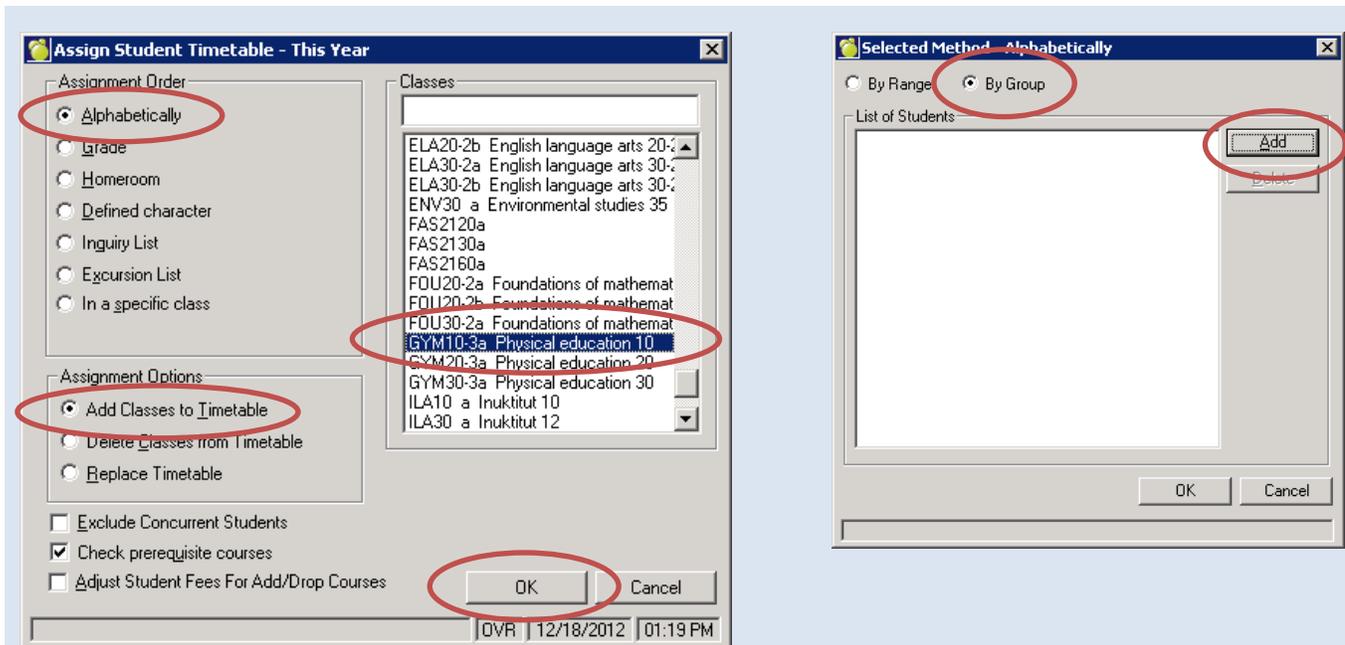
6. Search for the student by partial last name. Select the student once found and click **OK** to add.

Type the partial name of the student, such as "A"

Select the student by clicking once

Click **OK** to add the student to the collection

7. Add all the students to the collection in the same manner

8. Eventually you will have a list of students in the box:

Students that have been added to the collection

Click **OK** to assign the class to these students

9. Finally, click **OK** to assign the selected class to these students!

*To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database***!