

Classes

The Classes area enables you to add classes, and manage or delete your existing classes. The main Classes screen provides an overview of your classes including the ClassID and Number of Children.

Filter the main Classes screen by selecting **ENTITY FILTER** from the left-hand navigation.

The screenshot displays the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family, along with the user profile 'Infants, Toddlers, and Twos' (AT). The main navigation menu on the left includes Users, **Classes**, Children, Sites, License Settings, Messages, and Help. The 'Entity Filter' sidebar is active, showing an 'Add' button and a 'Filter your current view' section with dropdowns for Organization, Program, Site, and Teacher. The 'Filter Summary' on the right shows the current filters: Organization (MyTeachingStrategies Demo Organization), Program (All Programs), Site (All Sites), and Teacher (All Teachers). The 'Manage Classes' table lists existing classes with columns for Class, ClassID, Ages or Classes/Grades, Primary Teacher or Co-Teacher, Assistant Teachers, Site, Program, Organization, and Number of Children. A callout box points to the 'Filter your current view' section, stating: 'Here you can sort your view by **PROGRAM**, **SITE**, and/or **TEACHER**.'

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Kindergarten	1167296	Kindergarten	Jen Recant		Default Site	Default Program	MyTeachingStrategies Demo Organization	16
Infants, Toddlers, and Twos	1167498	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Sandra Faria		Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	10
		Preschool 3			Professional	Professional	MyTeachingStrategies	

Adding Classes

- 1 To add a new class, select **CLASSES** from the sub-navigation and select **ADD** from the left-hand navigation.
- 2 Select the **PROGRAM**, **SITE**, and **TEACHER** for which the class is to be set up.
- 3 Enter a **CLASS NAME** that is appropriate for reporting purposes.

The screenshot shows the 'Add New Class' form in the MyTeachingStrategies application. The form is titled 'Add New Class' and includes a '< Back to all classes' link. The form fields are as follows:

- Organization ***: A dropdown menu showing 'MyTeachingStrategies Demo Organization'.
- Program ***: A dropdown menu.
- Site ***: A dropdown menu.
- Teacher ***: A dropdown menu.
- Asst. Teacher 1**: A dropdown menu with a checkbox 'This user is a co-teacher?' below it.
- Asst. Teacher 2**: A dropdown menu with a checkbox 'This user is a co-teacher?' below it.
- Asst. Teacher 3**: A dropdown menu.
- Asst. Teacher 4**: A dropdown menu.
- Asst. Teacher 5**: A dropdown menu.
- Class Name***: A text input field with a lock icon.
- Ages or Classes/Grades***: A list of checkboxes:
 - ☐ Birth to 1 year (Red)
 - ☐ 1 to 2 years (Orange)
 - ☐ 2 to 3 years (Yellow)
 - ☐ Preschool 3 class/grade (Green)
 - ☐ Pre-K 4 class/grade (Blue)
 - ☐ Kindergarten (Purple)
 - ☐ 1st Grade (Pink)
 - ☐ 2nd Grade (Silver)
 - ☐ 3rd Grade (Brown)
- Class Identifier**: A text input field with a lock icon.
- Save**: A button at the bottom right.

Numbered callouts point to the following elements:

- 1: The 'Add' button in the left-hand navigation.
- 2: The 'Program', 'Site', and 'Teacher' dropdown menus.
- 3: The 'Class Name*' text input field.
- 4: The 'Ages or Classes/Grades*' list of checkboxes.
- 5: The 'Save' button.

- 4 Then select the appropriate age or classes/grades that applies to your class. If adding a mixed-age class, base your selection(s) to include the ages or grades in that class.

Placement in infants, toddlers, and twos classes depends on the child's birth date. Preschool, Pre-K, Kindergarten, 1st Grade, 2nd Grade, and 3rd Grade classes are identified according to the curriculum you are teaching rather than the children's ages.

- 5 Select **SAVE** to add the new class.

Managing Classes

Within a class profile, you can update class information, change the primary teacher, assign co-teachers, and more. To edit information for an existing class, select the class name from the main Classes screen.

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Preschool	1167904	Preschool 3 class/grade, Pre-K 4 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10

Deleting Classes

You can delete empty classes not associated with any children in MyTeachingStrategies™. Before deleting a class, first reassign all children in the class to a different class.

Once the class is unaffiliated with any children, select the **DELETE** button from the left-hand navigation to delete the class.

Archiving vs. Deleting

Archiving children's files allows you to store and reactivate the data at any time. Additionally, many administrative reports can include archived files. Records may be deleted if children are permanently leaving your organization and you do not wish to retain their data. If there is a possibility of a child returning to your organization, or if you wish to report on this year's data in the future, you may want to archive his or her file instead of deleting it.

← Back to all classes

Edit Class

Site * My Teaching Strategies

Teacher * Megan Teacher

Asst. Teacher 1

☐ This user is a co-teacher?

Asst. Teacher 2

☐ This user is a co-teacher?

Asst. Teacher 3

Asst. Teacher 4

Asst. Teacher 5

Class Name* Megan's Preschool Class

Ages or Classes/Grades*

- ☐ Birth to 1 year (Red)
- ☐ 1 to 2 years (Orange)
- ☐ 2 to 3 years (Yellow)
- ☒ Preschool 3 class/grade (Green)
- ☐ Pre-K 4 class/grade (Blue)
- ☐ Kindergarten (Purple)
- ☐ 1st Grade (Pink)
- ☐ 2nd Grade (Silver)
- ☐ 3rd Grade (Brown)

Class Identifier

Optional Items Management +

Save

Exporting Class Information

You can export all of your class information into Excel using the export table option.

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Select **EXPORT TABLE** from the bottom of the class list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Report' tab is selected. The main content area displays a table of classes. The table has columns for 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Classes' column lists various class types like 'Kindergarten', 'Infants, Toddlers, and Twos', and 'Preschool'. The 'Children' column lists individual children with their IDs. The 'Goals' column lists goals like '4 class/grade', 'Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade', and 'Preschool 3 class/grade, Pre-K 4 class/grade'. The 'License Settings' column lists settings like 'Liontop', 'Bright Start Site 1', 'Sales Demo Site', and 'MyTeachingStrategies Demo Organization'. The 'Messages' column lists messages like 'Bright Start Site 1', 'Bright Start Academy', 'MyTeachingStrategies Demo Organization', 'Sales Demo Program', and 'MyTeachingStrategies Demo Organization'. At the bottom right of the table, there is an 'Export Table' link. A blue line connects this link to the 'Reports Queue' section below.

The 'Reports Queue' section shows a table of reports. The table has columns for 'Title', 'Generated On', 'Status', and 'Output'. The 'Title' column lists reports like 'Classes Export', 'Users Export', 'Sites Export', 'Programs Export', 'Snapshot', 'DataExport', 'Alignment', and 'Snapshot'. The 'Generated On' column lists the date and time when the report was generated. The 'Status' column lists the status of the report, such as 'Completed'. The 'Output' column lists the output of the report, such as 'Download Export File', 'Table', and 'Graph'. A blue line connects the 'Download Export File' link in the 'Output' column to the 'Select DOWNLOAD EXPORT FILE to download the Excel file.' text.

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Select **DOWNLOAD EXPORT FILE** to download the Excel file.