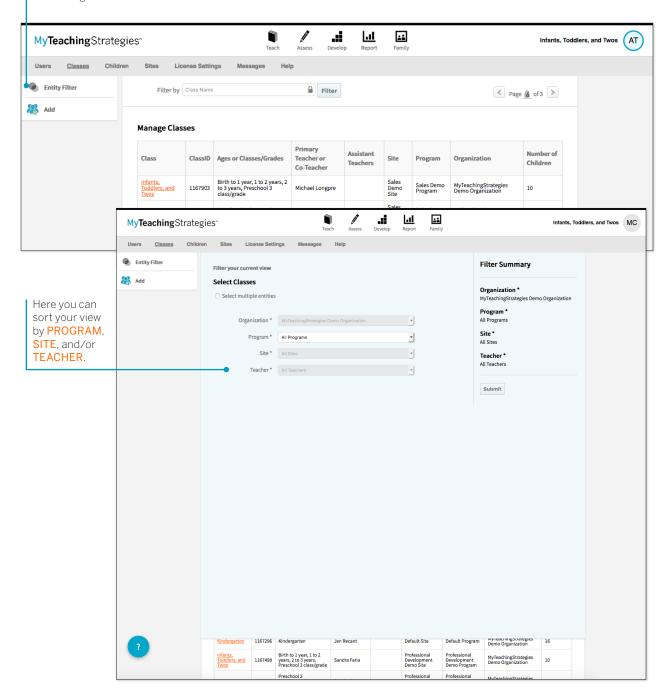
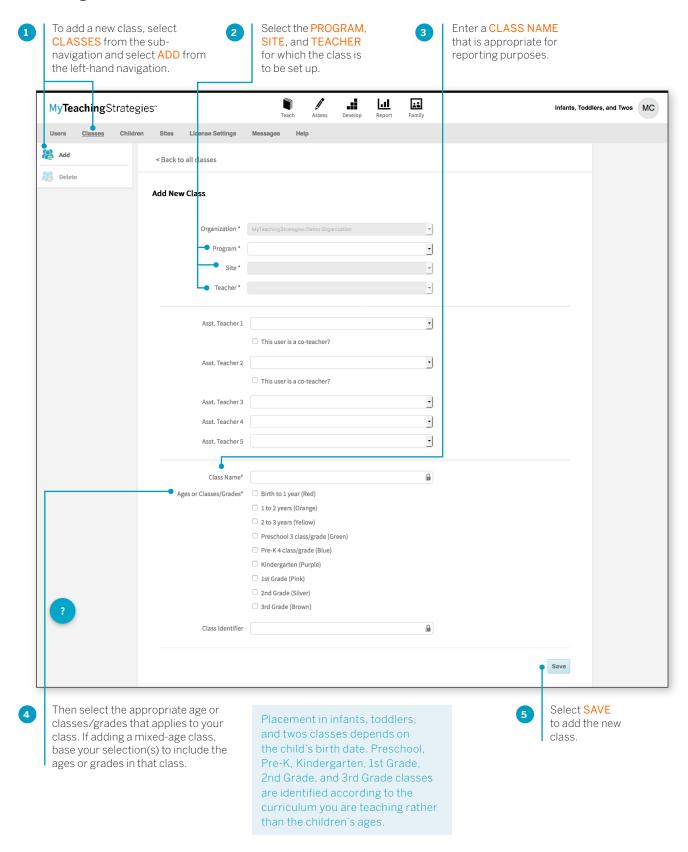
Classes

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.

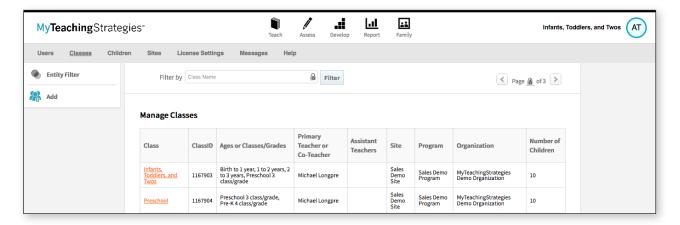


Adding Classes



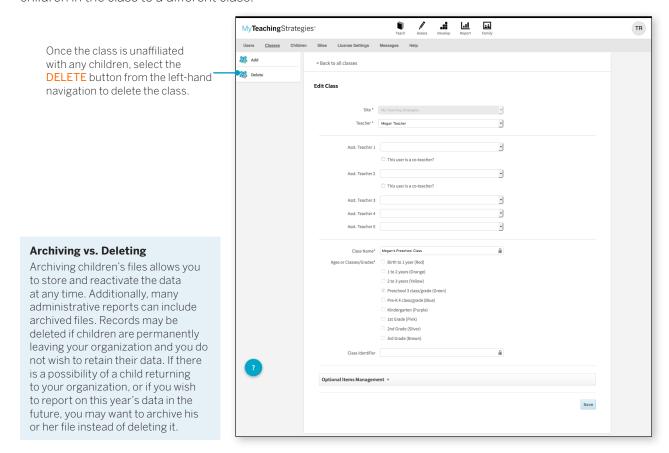
Managing Classes

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.



Deleting Classes

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



Exporting Class Information

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



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

