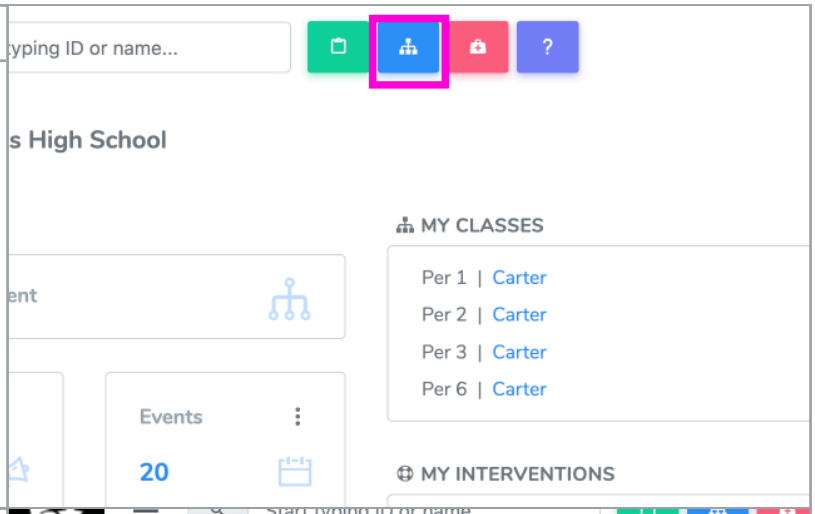
New Class Management Page

5-Star Students

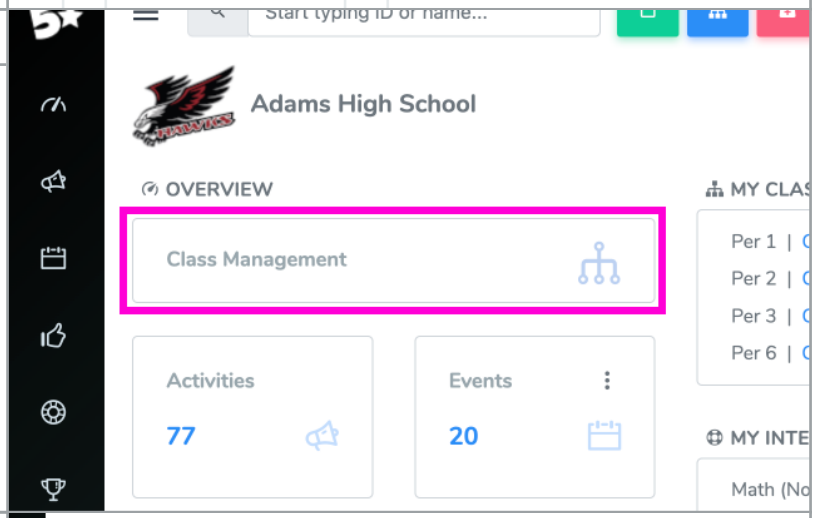
1

The new Class Management page can be accessed from the top menu bar or the dashboard.



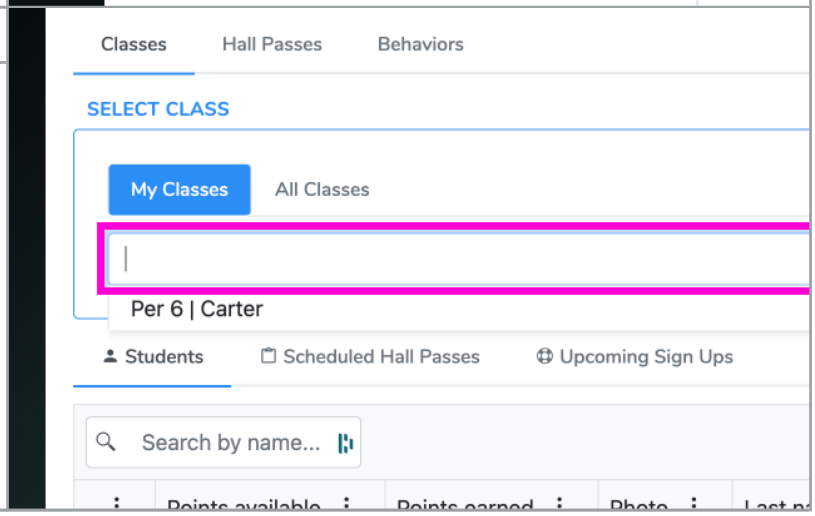
2

Click Class Management

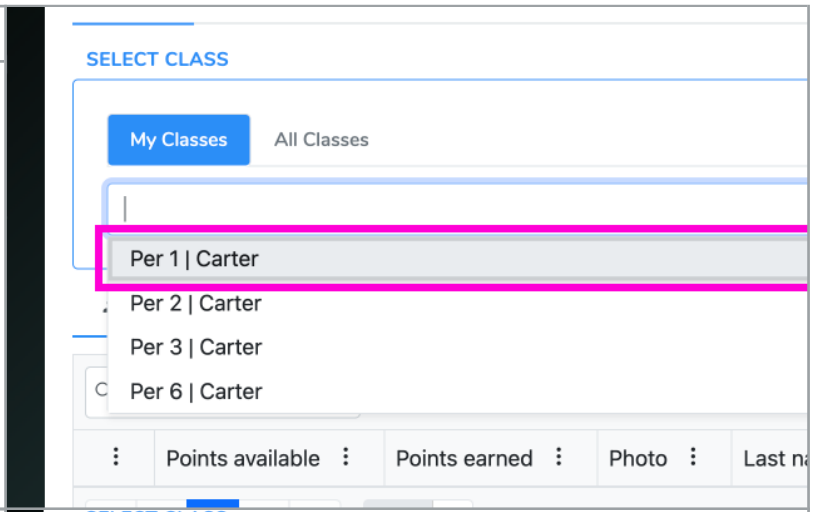


3

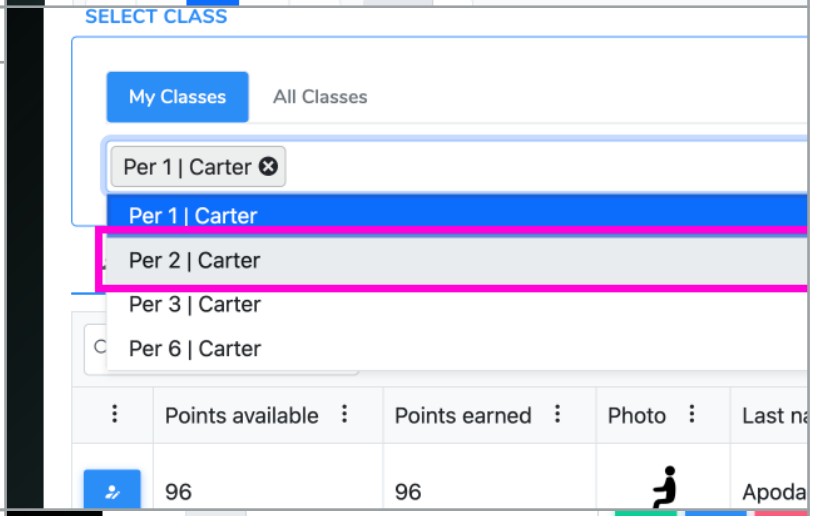
To view your roster(s), select one or multiple classes.



4

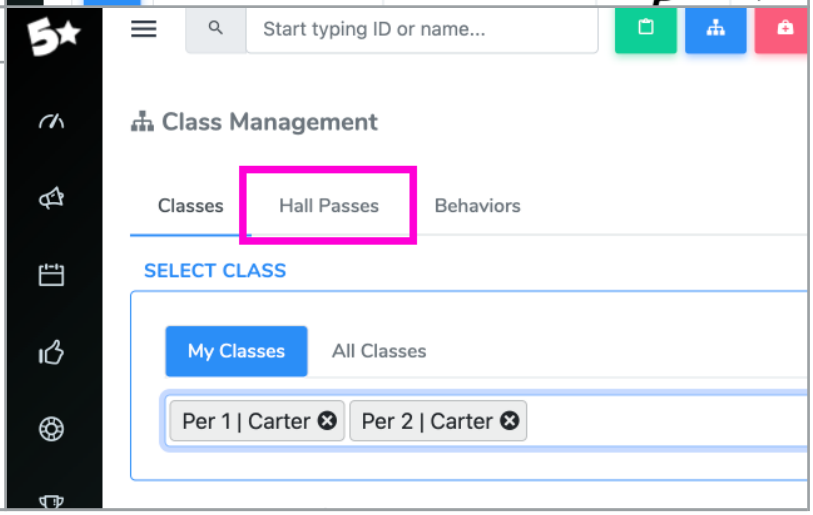


5



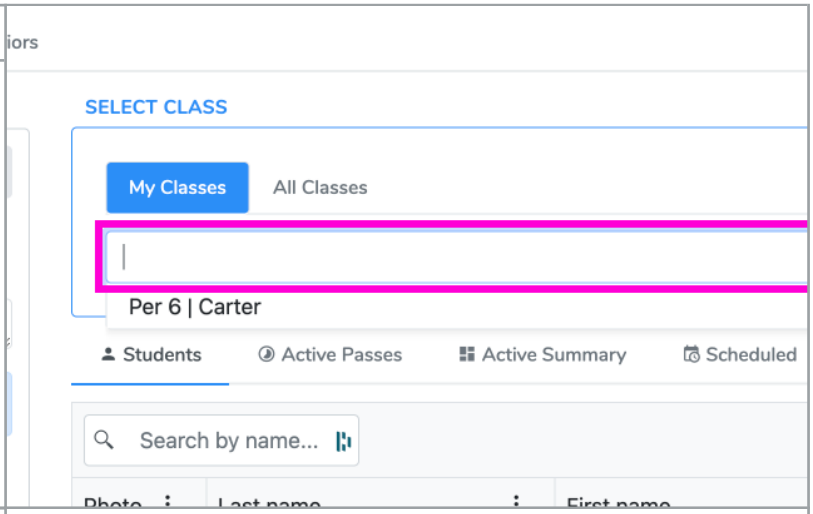
6

Click Hall Passes to manage and view passes by class roster

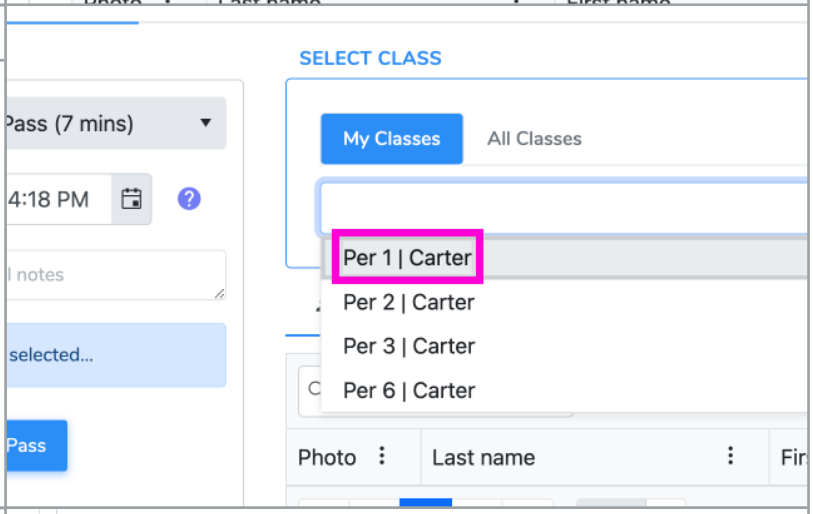


7

Select the class(es)

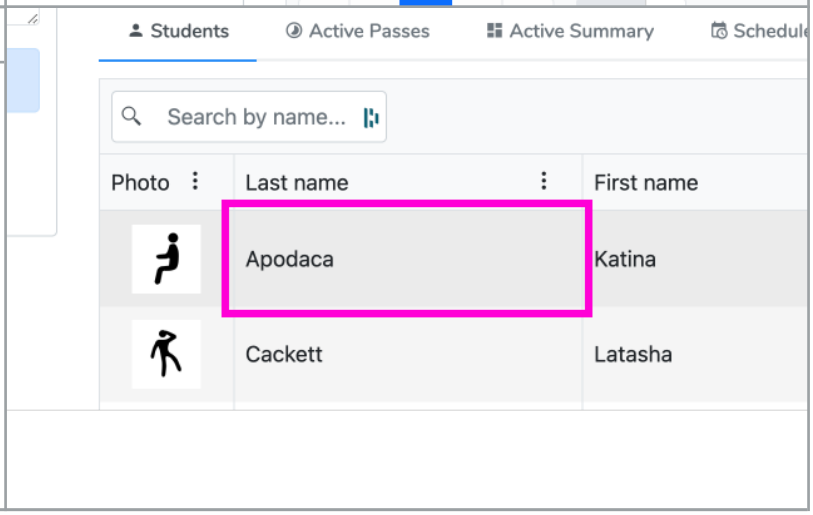


8



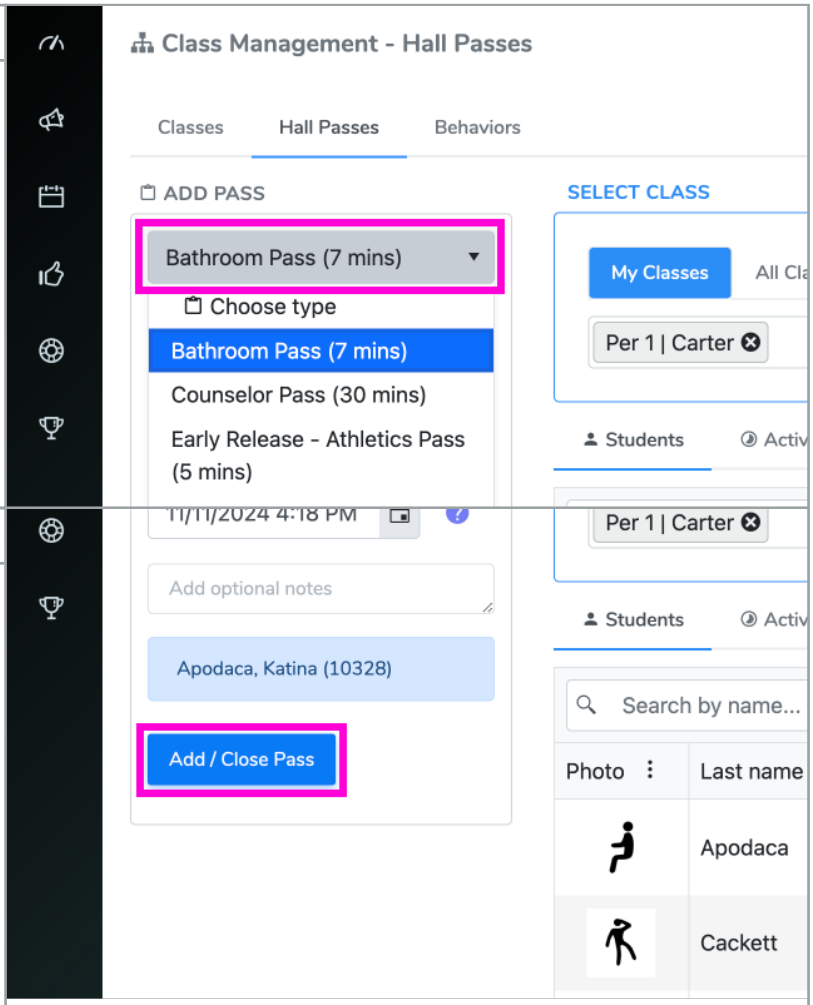
9

To add a hall pass, select the student.



10

Choose the pass from the drop down menu

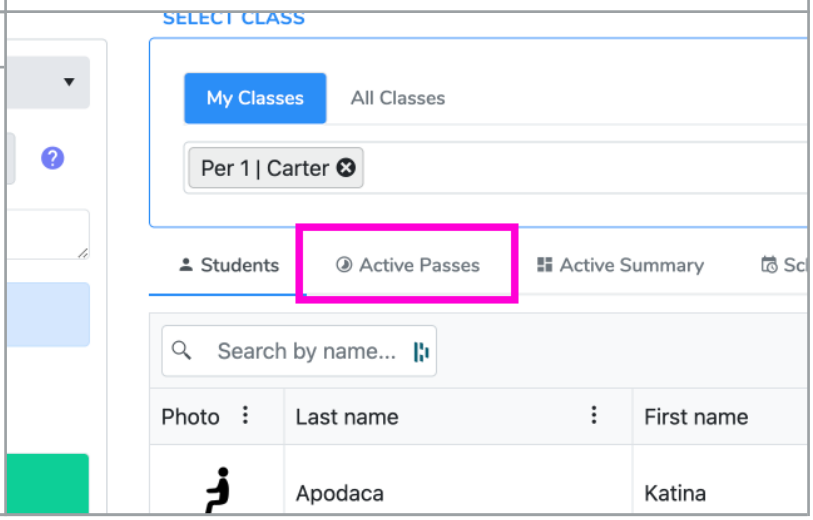


11

Click Add / Close Pass

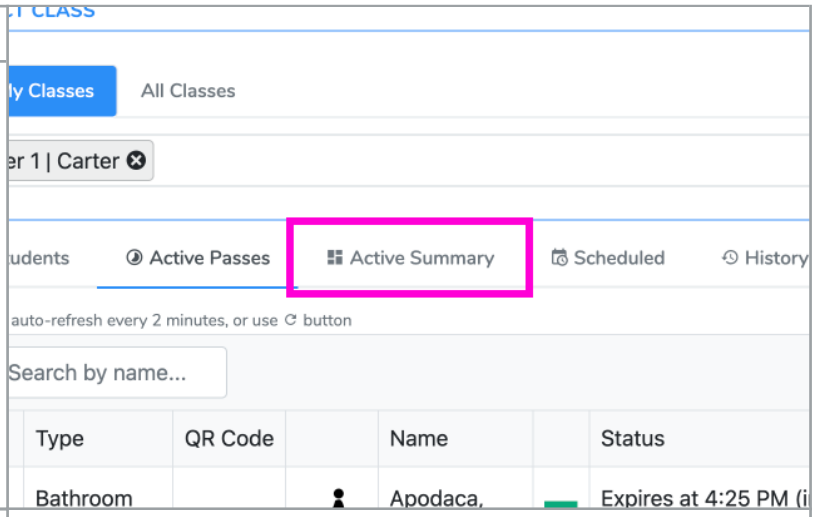
12

Click Active Passes to view the active passes for the selected class



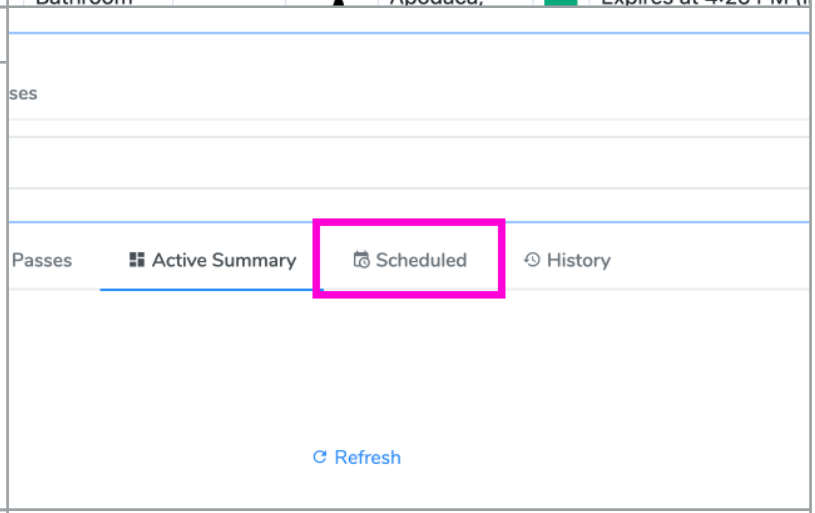
13

Click Active Summary to view the summary for the entire school



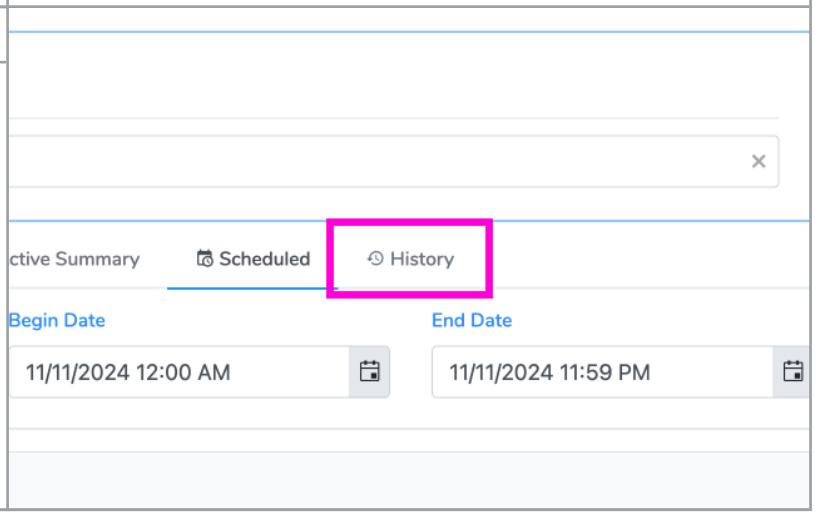
14

Click Scheduled to view any upcoming passes for the selected class



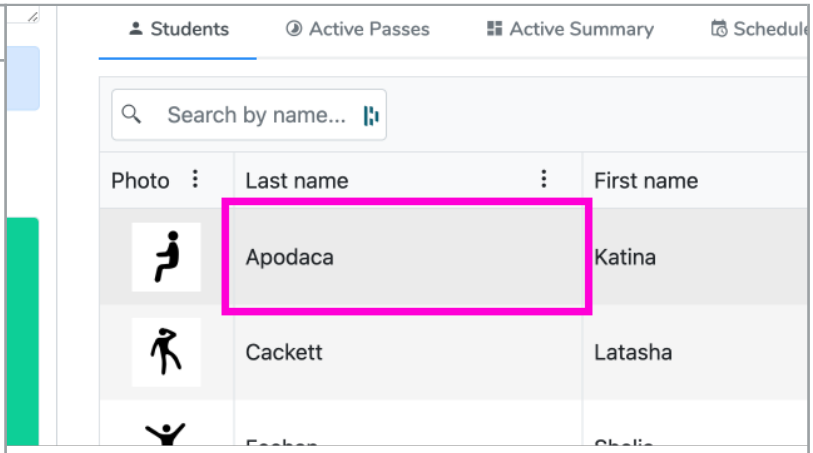
15

Click History to view the history for the selected class.



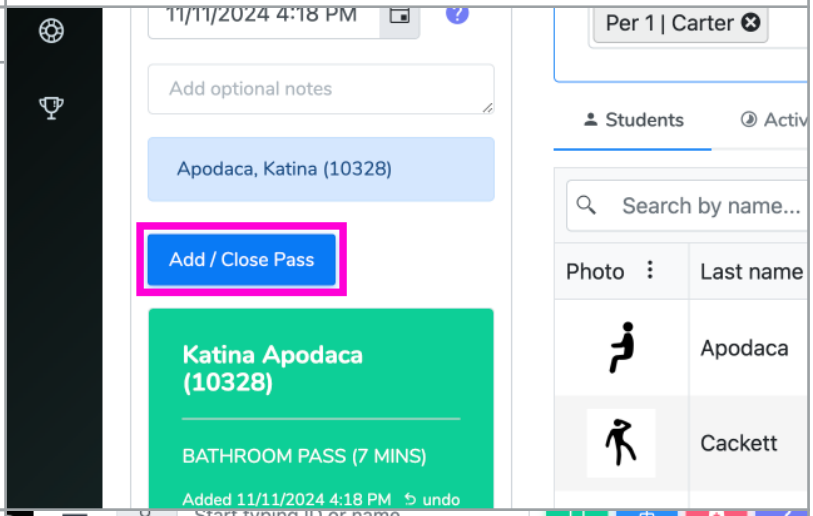
16

To close any passes, select the student



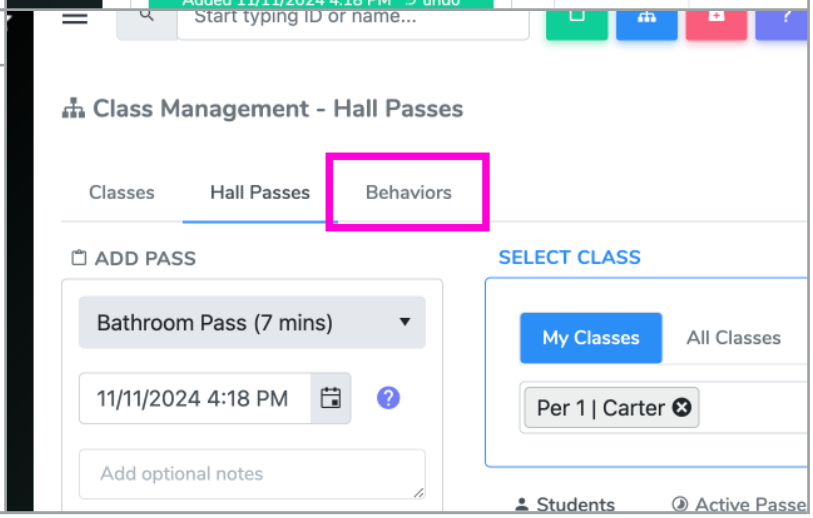
17

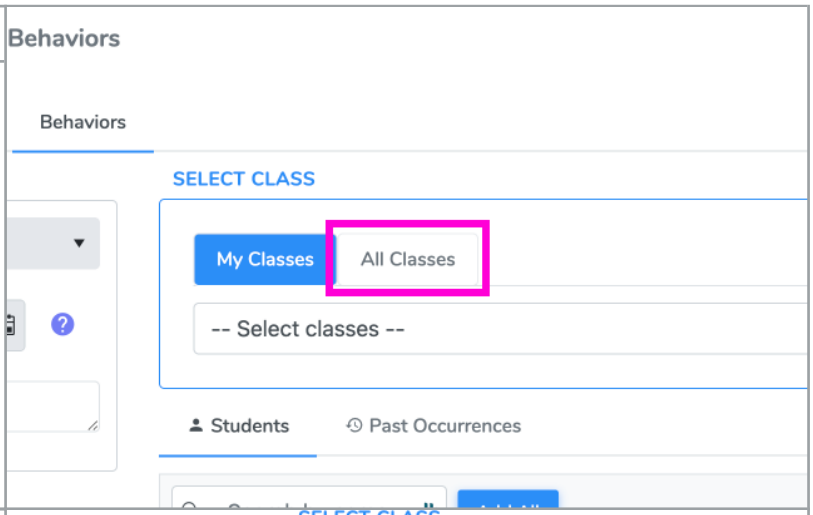
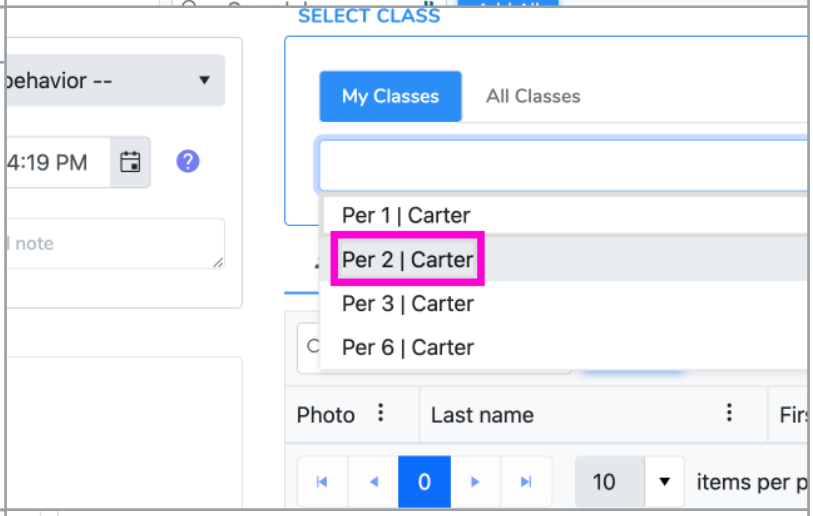
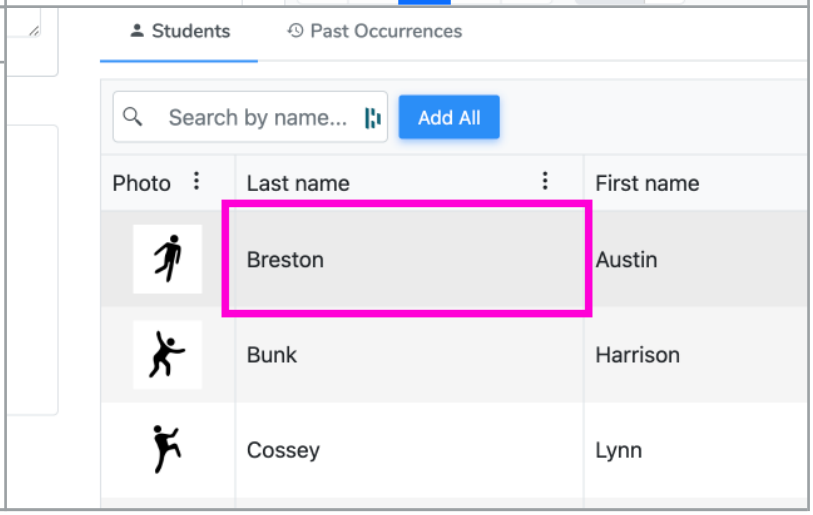
Click Add / Close Pass



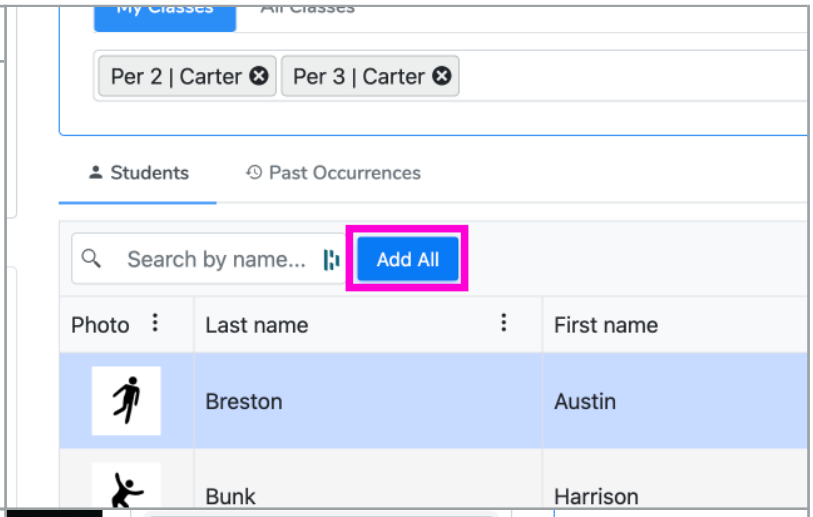
18

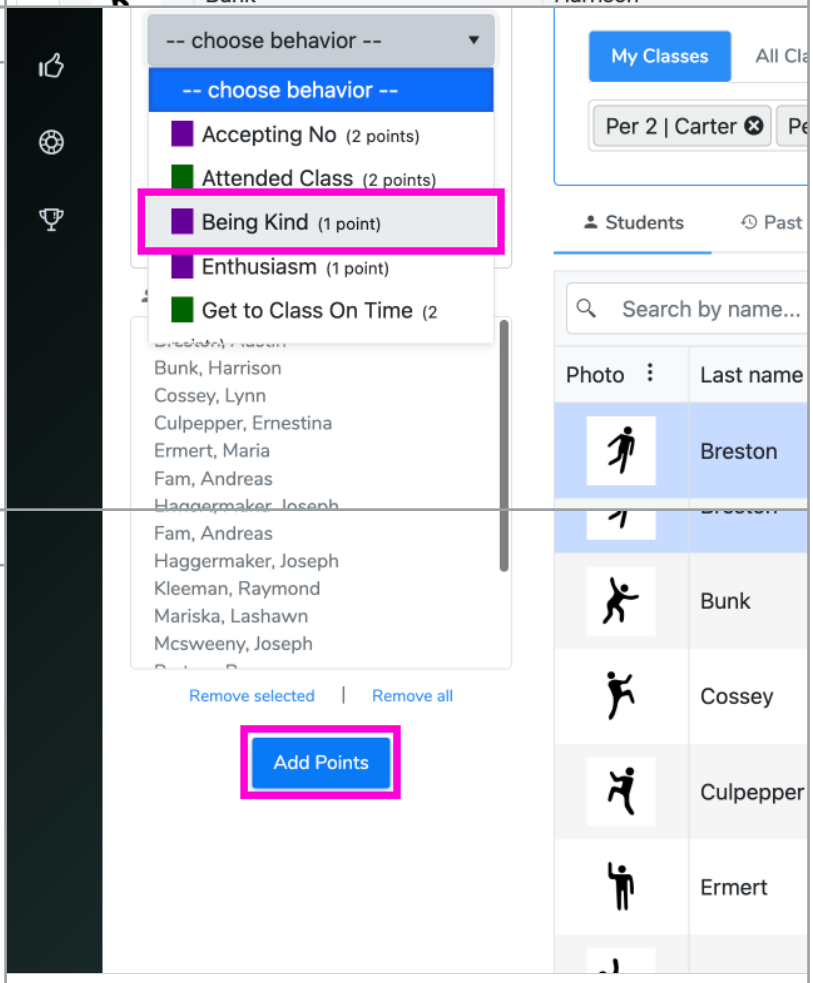
To issue behavior points, click Behaviors



You can issue points for other class rosters, if necessary. Click All Classes	19	
Select the class(es)	20	
Select one student at a time	21	

Or Click Add All	22
Select the behavior you're adding points for.	23
Click Add Points	24





That's it. You're done.

25

Tutorial completed.

Congratulations on finishing this tutorial.



Scan to go to the interactive player