



South Carolina Department of Education
Office of Instructional Resources and Technology Strategy
Manager Guide

Summer 2026
Version: 1.0

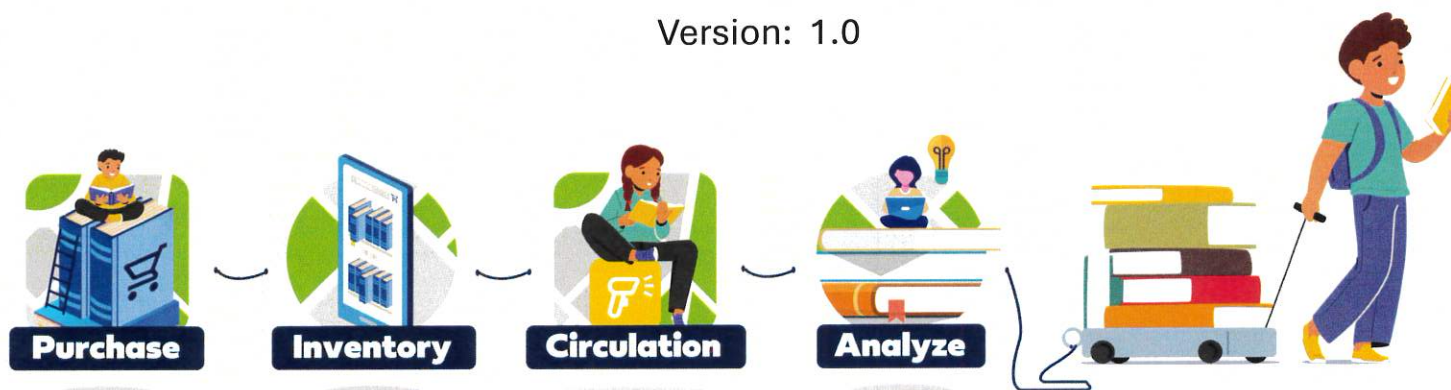
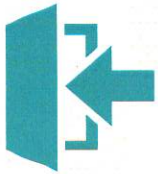


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Welcome to ClassGather

This training handbook is designed to support district and school instructional materials coordinators in successfully using ClassGather as part of the South Carolina statewide instructional materials program.

ClassGather serves as the system of record for managing state-adopted instructional materials and will be used by districts and schools to support inventory management, circulation, and ordering processes. This guide provides an overview of key system functions, roles, and responsibilities, along with step-by-step guidance to support day-to-day operations.

THIS HANDBOOK COVERS



User Roles & Responsibilities



Ordering & Receiving



Inventory Management



Report Features



Transfers & Circulation



End of Year Procedures



PURPOSE OF THIS GUIDE

The purpose of this handbook is to:

- Provide a clear understanding of how ClassGather will be used across districts and schools
- Define roles and responsibilities for instructional materials coordinators
- Support consistent processes for inventory, circulation, and ordering
- Serve as a reference during and after training sessions



INTENDED AUDIENCE

This guide is intended for:

- District Instructional Materials Coordinators
- School Instructional Materials Coordinators

Additional staff may also find this guide helpful depending on their role in managing instructional materials.



HOW TO USE THIS GUIDE

This handbook is designed to be both:

- A training companion during regional sessions
- An ongoing reference tool throughout the school year



USERS ARE ENCOURAGED

- Use the Handbook as a reference
- Utilize additional support resources available through ClassGather Helpdesk and online support site

ClassGather Implementation Process

A Significant Pre-Implementation Effort

Before districts and schools can successfully manage instructional materials in ClassGather, our team completed an extensive data cleanup, standardization, and setup process to ensure the catalog is accurate, consistent, and ready for statewide use.

WHY THIS WORK MATTERED

SCDE adoption data has come from multiple years, publishers, and formats—often without a consistent standard.

- ✓ Ensures districts and schools start with clean, accurate data
- ✓ Supports reliable inventory, ordering, and reporting
- ✓ Reduces confusion and duplicate records
- ✓ Provides a strong foundation for ongoing management

PRE-IMPLEMENTATION BY THE NUMBERS



4,585

**ACTIVE TITLES SET UP
IN THE CATALOG
FROM RLB**

Titles from RL Bryan's statewide catalog were reviewed, formatted, and loaded into ClassGather.



150

**TITLES MAPPED TO
AN ADOPTION**

Titles from the data import were matched to an existing adoption but were not included in the RLB title file.



200

TITLES RESEARCHED

Titles from the data import were researched to determine whether they should be added to the catalog.



100

**TEACHER MATERIALS
REMOVED FROM THE
CATALOG**

Teacher editions and non-student materials were removed to ensure the catalog reflects only materials issued to students.



A SOLID FOUNDATION FOR SUCCESS

This comprehensive cleanup and setup process ensures ClassGather is accurate, reliable, and ready to support SCDE, districts, and schools in managing instructional materials effectively.



Roles & Responsibilities

Successful implementation and use of ClassGather depends on clearly defined roles at both the district and school levels. Each role plays an important part in ensuring that instructional materials are accurately tracked, distributed, and managed throughout the school year.

District Coordinators provide oversight, compliance monitoring, and support across all schools within the district.

School Coordinators manage the day to day handling, inventory, circulation, and ordering of instructional materials within their assigned schools.



Together, these roles help ensure instructional materials are accurately tracked, distributed, and reported through the school year.

AT A GLANCE



District Coordinator

- Oversees instructional materials management across all schools in the district
- Supports schools with training and guidance
- Monitors district inventory and compliance (Transfers)
- DEIMS and School Account Management
- Serves as liaison to SCDE
- Ensures district adherences to SCDE requirements



School Coordinator

- Manages instructional materials at the school level
- Receives, inventories, and manages materials
- Maintains accurate inventory records
- Assigns and circulates materials
- Serves as the schools' primary materials contact
- Ensures school-level processes are completed accurately

SHARED EXPECTATIONS



- ✓ Use ClassGather as official system of record for state adopted instructional materials
- ✓ Maintain accurate and current inventory records
- ✓ Participate in required training and state updates
- ✓ Follow SCDE timelines and guidance for ordering, inventory, and circulation
- ✓ Communicate issues, discrepancies, and support needs in a timely manner

District Instructional Materials Coordinator

The District Instructional Materials Coordinator oversees instructional materials management across schools and serves as the primary liaison between the district and SCDE.



KEY RESPONSIBILITIES



1. DISTRICT OVERSIGHT

- View inventory across all schools
- Review district activity and reports
- Ensure schools complete all required processes and timelines
- DEIMS District & Entity Information Systems
- School User Account Management



2. SCHOOL SUPPORT & TRAINING

- Support school coordinators
- Reinforce SCDE training and guidance
- Assist with ordering and inventory questions
- Provide updates and reminders to schools



3. COMPLIANCE & REPORTING

- Review inventory reports
- Monitor shortages, fines and losses
- Monitor district compliance with SCDE requirements



4. ADOPTION MANAGEMENT

- Coordinate district instructional materials adoption activities
- Ensure district School Board approval is completed prior to submission
- Submit district curriculum adoption selections
- Communicate adoption timelines to schools



5. COMMUNICATION

- Serve as district liaison to SCDE
- Communicate statewide updates and guidance to schools
- Provide district-level guidance and resources
- Share best practices across schools



6. TRANSFERS & REALLOCATION

- Review and approve school transfer requests
- Monitor district inventory balances before requesting new materials
- Support schools with transfer questions and discrepancies



Serve as the primary contact at the district level

School Instructional Materials Coordinator

The School Instructional Materials Coordinator is responsible for managing the day-to-day handling of instructional materials at the school level.



KEY RESPONSIBILITIES



1. ORDERING MATERIALS

- Search catalog
- Create and manage title lists
- Submit material requests for district review
- Monitor request and order status
- Contact the District Instructional Materials Coordinator for transfer or ordering assistance



2. RECEIVING & SETUP

- Receive instructional material shipments
- Verify titles and quantities against packing lists
- Prepare materials for use:
 - Unpacking and organizing materials
 - Barcoding (if applicable)
- Receive materials in ClassGather



3. LOST & DAMAGED MATERIALS

- Identify and report lost or damaged materials within 2- week period
- Follow state guidance for replacement or payment processes



4. INVENTORY MANAGEMENT

- Maintain accurate inventory records
- View and manage Titles, Barcodes, Transfers, Fines, and Inventories Monitor material status (Available, Assigned, Lost/Damaged)
- Participate in the annual state inventory process



5. CIRCULATION

- Assign materials to students, teachers, or classrooms
- Check materials in and out using ClassGather
- Track usage and ensure materials are returned



6. END OF YEAR PROCESSES

- Check in all materials at the end of school year
- Reconcile inventory and report discrepancies
- Complete end of school year inventory report process.



7. COMMUNICATION

Communicate regularly with the state coordinator regarding:

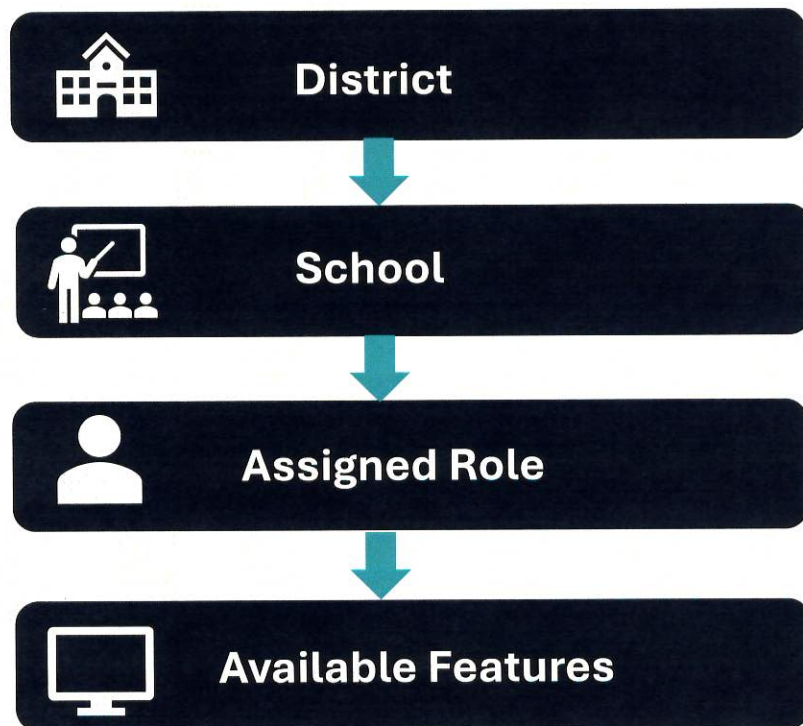
- ☒ Material requests
- ☒ Issues or discrepancies



Serve as the primary contact at the school for instructional materials

Understanding User Access

Access within ClassGather is based on your assigned role.



ACCESS IS DETERMINED BY

- ✓ District
- ✓ School
- ✓ Assigned Role



Users only see information and functionality related to their assigned responsibilities.

Navigation at-a-Glance

The main navigation menu provides access to the key areas of ClassGather.



Users only see information and functionality related to their assigned responsibilities.

 **Inventory**
 **Order**
 **Roster**
 **Circulate**
 **Reports**
 **Helpdesk**

1

Inventory

Track and manage instructional materials inventory

2

Ordering

Access the catalog and order instructional material

3

Circulation

Assign and track instructional materials to students

4

Reports

Access reports and view data insights

5

Help Desk

Access help articles, training resources, and support

6

Settings

Manage users, access, and impersonation (authorized users)

Catalog Overview

The Catalog contains all instructional materials approved for your district through the Intent to Adopt process.

Users can search, review, and select materials for ordering.



SEARCH FEATURES

- ✓ Series Name
- ✓ Keyword
- ✓ ISBN
- ✓ Publisher

 **Catalog**

 **Lists**

 **Orders**

Find the Right Curriculum for Your Classroom

Browse state-approved HQIM programs, digital resources, and classroom materials.

Search by keyword, ISBN, or publisher



TIP

Use the search bar to quickly locate approved materials

Using Filters

Narrow Your Search Results - use one or more filters to quickly locate the materials you need.



Grade

View titles aligned to a specific grade level level.



Subject

Filters titles by subject area.



Publisher

View titles from a specific publisher.



Adoption

View materials by adoption cycle.



Format

Filter by Physical, Digital, Consumable, or Bundle.



Curriculum (HQIM)

View titles within a specific program.



Multiple filters can be selected at the same time to further narrow results.

Using Search Results

Review Curriculum Details

Once you have narrowed your search, instructional materials matching your criteria will appear in the results section, including any related components or bundles

3

HMH Psychology 1st Edition Grades 09-12 HQIM 3340 ✓

Publisher: **Houghton Mifflin Harcourt** Subject: **2022 Adoptions Subjects** Grade: **12** Catalog: **7**

1 Title	2 ISBN	5 Price	4 Format	Qty	Subtotal	6 Actions
HMH Psychology Student Edition, High School	9780544859388	\$80.75	Physical	1	\$80.75	
HMH Psychology Student License Digital, 1-Year (ONLINE ONLY)	9780358396734	\$20.00	Digital	1	\$20.00	

- 1** Title
- 2** ISBN
- 3** Publisher

- 4** Format (Physical, Digital, Consumable, Bundle)
- 5** Price
- 6** Add titles directly to a list for future ordering



Click any title to view detailed product information.

View Product Details

Catalog Detail

HMH Psychology Student Resource Print ISBN 9780544859388 + Digital, 6-Year Bundle (student edition, digital access)

ISBN-13
9780358670032
Title Code
2240089
Publisher
Houghton Mifflin Harcourt
Subject
2022 Adoptions Subjects
Grade
12

Copyright
2018
Edition
Student
Price
\$132.00
Format
Bundle
HQIM
✓



Price
\$132.00

Subtotal
\$132.00

1

Add to List

Add To Cart

Components

ISBN-13	Description	Copyright	Format	Licenses Per Unit
9780544859388	HMH Psychology Student Edition, High School	2018	Physical	1
9780358399315	HMH Psychology Student License Digital, 6-Year (ONLINE ONLY)	2018	Digital	1



**Product
Description**



ISBN



Copyright



Edition



Pricing



Add to List



If the title is a bundle, the components section will display each item included in the bundle. Bundle components may include physical materials, digital licenses, and consumables.

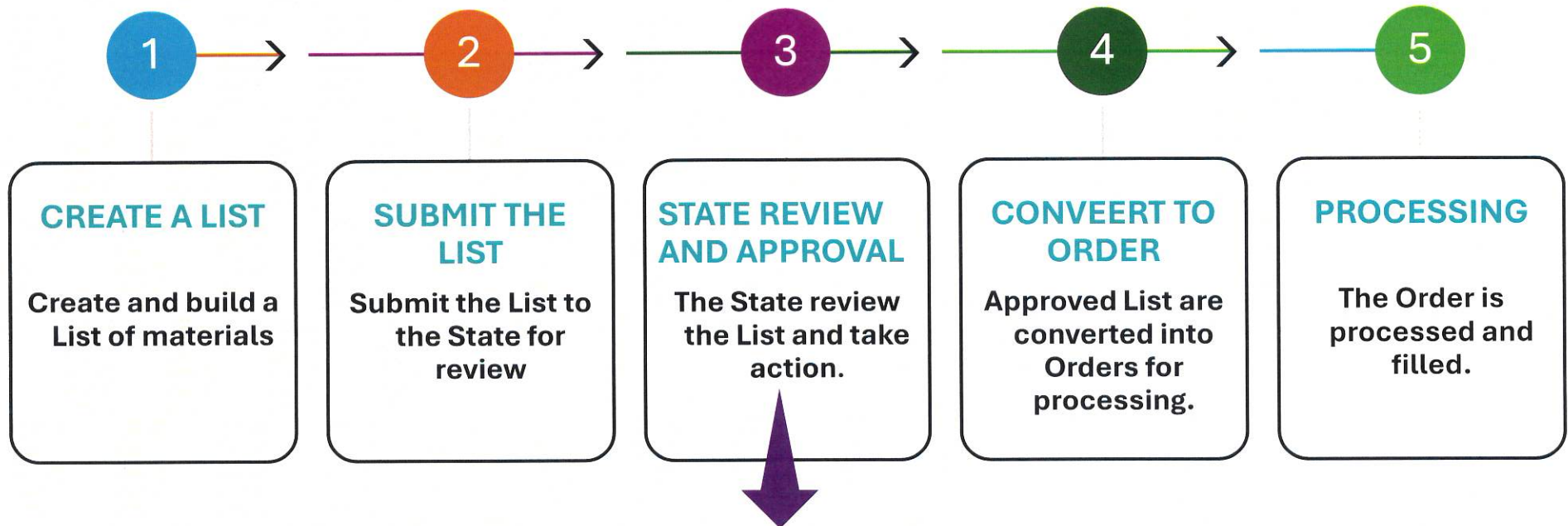


Options

- **Add to List**
- **Adjust
Quantities**

Ordering Overview

South Carolina schools create Lists of instructional materials for State review and approval.



DURING REVIEW PROCESS, THE STATE MAY:



Approve the List



List Not Approved



Modify Quantities



Add or remove items



LIST = School Submission
Created and submitted by the school for State reviews.



ORDER = State Approved List
Approved by the State and converted for processing.

List Overview

Lists are used to create and manage requests for instructional materials that will be submitted to the State for review and approval.

To submit materials for State review, you must first create a List. Once approved, the List will convert into an Order for processing.



LIST

- ☒ Created by School
 - ☒ Submitted for State Review
 - ☒ Editable
 - ☒ Not yet approved
- Purpose: Request review and approval from the State.



ORDER

- ☒ Created by State
 - ☒ Approved for processing
 - ☒ Not editable
 - ☒ Process status (tracking fulfillment)
- Purpose: Approved List converted for processing

Create a List

There are two ways to create a List:

OPTION 1: FROM THE CATALOG

- 1 Search for a title in the Catalog
- 2 Click Add to List
- 3 Select an existing List or choose Add New List

OPTION 2: FROM THE LISTS PAGE

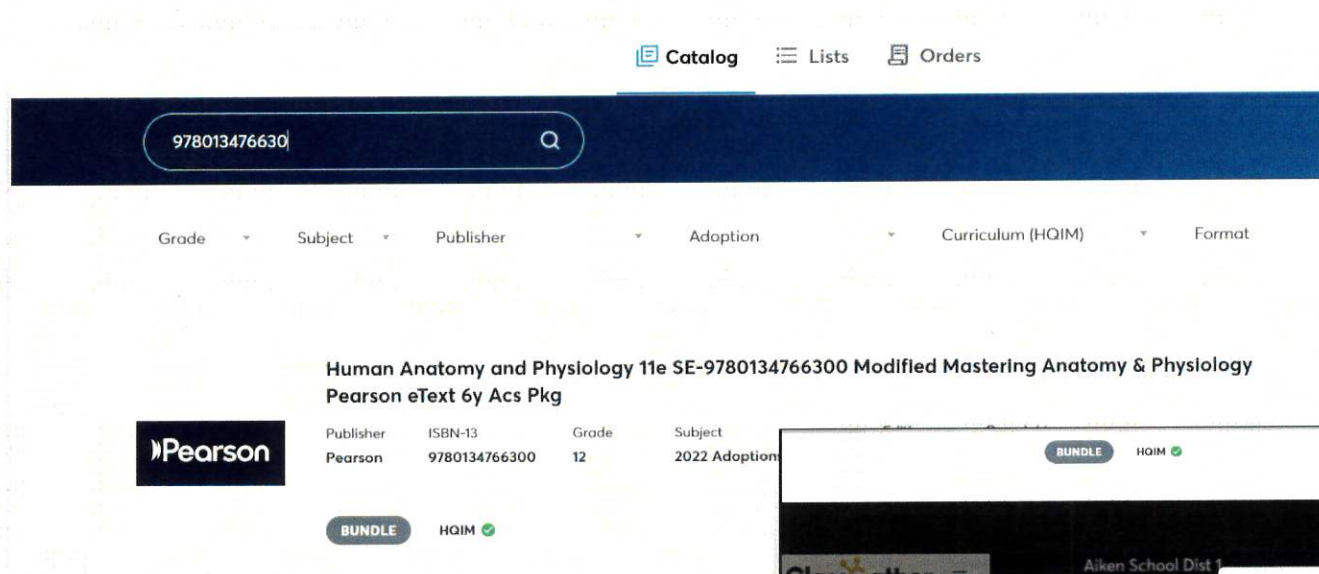
- 1 Navigate to Lists
- 2 In the Action Panel, click + Add List
- 3 Enter a List Name
- 4 Click Save



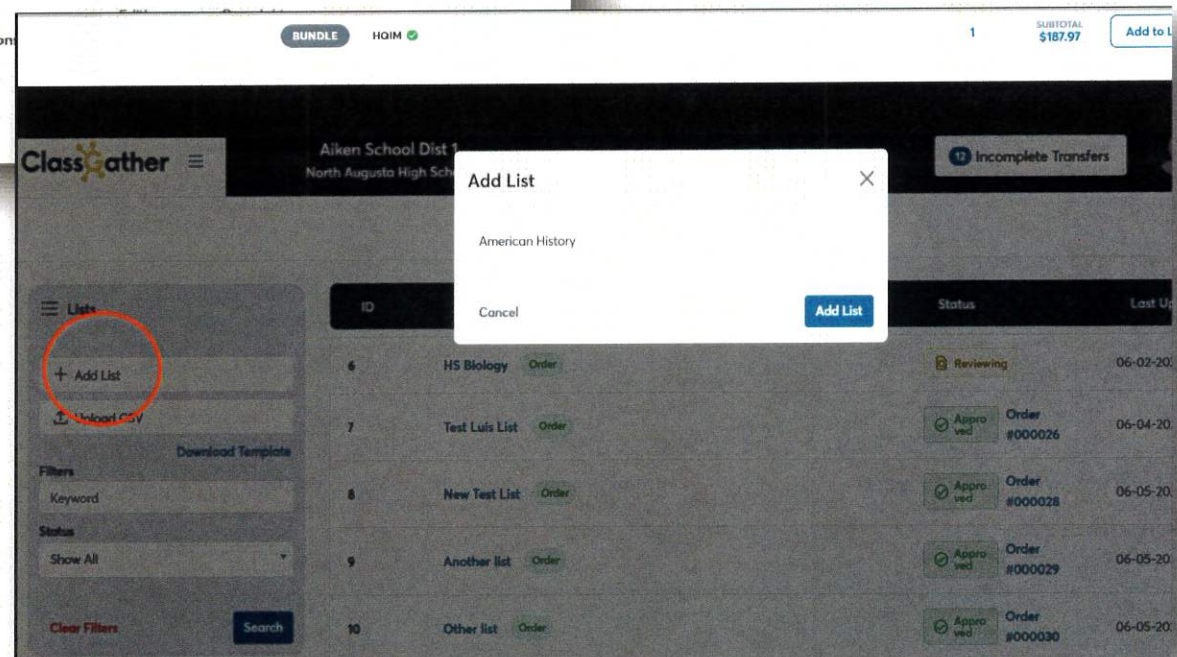
Create a List first before adding titles and quantities

Create a List

OPTION 1: From the Catalog



OPTION 2: From the Lists



Add Titles to a List

Add Titles Using the Order Pad

- 1 Open the List
- 2 Click Order Pad
- 3 Enter the ISBN
- 4 Press Tab
- 5 Enter the Quantity
- 6 Click Add Title to enter additional ISBNs
- 7 Click Add to List

Order Pad

ISBN-13/Title Code	Name	Grade	Quantity	
9781681612539	Amplify CKLA 2nd Ed G5 U1 Personal Narratives Reader	05	1	
9781681612379	Amplify CKLA 2nd Ed G5 U4 Adventures Of Don Quixote Activity Book	05	1	
9781617087257	Discovery Ed SC Elementary Science Student Techbook License, 6YR (teacher access, PD, planning resources) (ONLINE ONLY)	05	1	
9780134962856	enVision Matematicas, 1e Spanish SE Grade 5 Volume 1	05	1	
#			1	

Add Title

Cancel

Add to List

Determining Quantities

The system provides inventory information to help determine ordering quantities.



ENROLLMENT

Current
student
enrollment



AVAILABLE

Combination of Active,
Surplus and Inventory
Pending Receiving



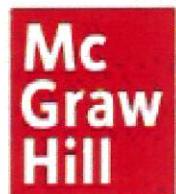
SHORT

Quantity needed based
on Enrollment and
Available quantities

American History

Submit for Review

Order Pad



American History: Connecting with the Past, 15e AP Edition SE Print-9780076738304 and
Digital SE-1266016462, 6YR Bundle

Price: \$159.90

Publisher	ISBN-13	Grade	Subject	Edition	Copyright
McGraw Hill Education	9780076831159	12	2022 Adoptions Subjects	Student	2017

BUNDLE HQIM 3372

Enrollment: 217 | Available: 0 | Short: 217

1

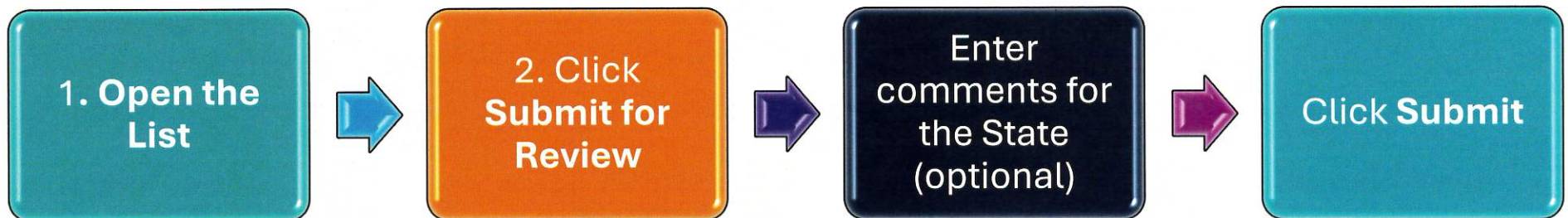
SUBTOTAL
\$159.90



These values can
help determine the
quantities needed
for the upcoming
school year.

Submit for State Approval

Once all titles and quantities have been added, the List can be submitted for State review.



Catalog Lists Orders

American History

American History: Connecting with the Past, 15e AP Edition SE Print-9780076738304 and Digital SE-1266016462, 6YR Bundle Price: \$159.90

Publisher	ISBN-13	Grade	Subject	Edition	Copyright
McGraw Hill Education	9780076831159	12	2022 Adoptions Subjects	Student	2017

BUNDLE HQIM 3372

Enrollment: 217 | Available: 0 | Short: 217 1

SUBTOTAL \$159.90

Submit for Review **Order Pad**

The List will update to Submitted and will remain in review until action is taken by the State.

Review List Status

To View the status of a List

Status Definition

- 1 Navigate to Lists
- 2 Locate the List
- 3 Review the Status Column
- 4 To view details, click the List Name or Order Number

List	Created but not submitted
Submitted	Submitted to the State for review
Approved	Approved by the State and converted to an Order
Rejected	Returned by the State for corrections

ID	Name	Status	Last Updated
6	HS Biology Order	 Reviewing	06-02-2026 10:42 AM
7	Test Luis List Order	 Approved Order #000026	06-04-2026 01:12 PM
8	New Test List Order	 Approved Order #000028	06-05-2026 12:56 PM

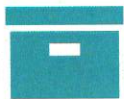
Delete and Archive List

From the Action Panel, users may:



Delete

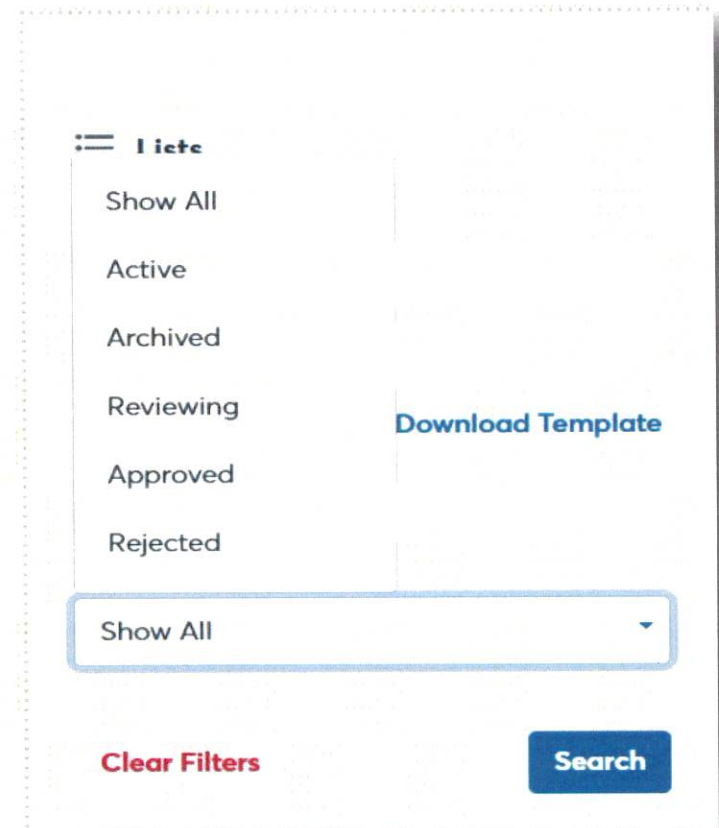
Permanently remove a List that is no longer needed



Archive a List

Move a List to archived status for future reference

Archived Lists can be viewed from the List page by selecting the appropriate Status filter.



Active

Archived

Submitted

Approved

Returned

State Order Review Process

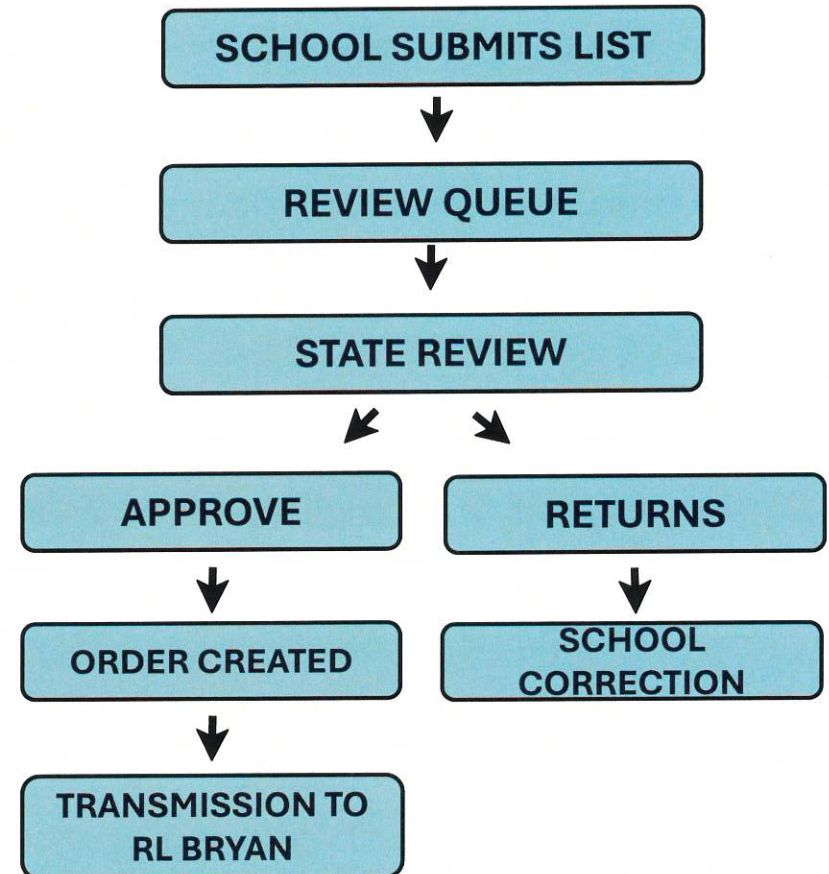
OVERVIEW

The State Order Review process allows the South Carolina Department of Education to review Lists submitted by schools before they are converted into Orders and transmitted to the State-approved depository for fulfillment.

State users may:

- ☒ Review submitted Lists
- ☒ Modify quantities
- ☒ Remove titles
- ☒ Add comments
- ☒ Approve Lists
- ☒ Return Lists to districts for corrections

Once approved Lists are converted into Orders and transmitted to State-approved depository.



Lists are reviewed by SCDE before being converted into Orders.

Accessing Order Review

1

Select Orders from the navigation menu

2

Click Review

3

The Review page displays all Lists awaiting State action

The screenshot shows the ClassGather interface for the South Carolina Department of Education (SC). The top navigation bar includes the ClassGather logo, the department name, a shopping cart icon with a \$0.00 balance, and a user profile icon for kellie.dumas@ingramcontent.com. The main navigation menu on the left includes options for Inventory, Order, Catalog, Lists, Review (selected), and Orders. The Review page displays a table of orders awaiting state action.

ID	Name	Bill To	Ship To	Status	Last Updated
5	Test 1	Aiken School Dist 1	Aiken Elementary School	Pending	06-01-2026 04:03 PM
6	HS Biology	Aiken School Dist 1	North Augusta High School	Pending	06-02-2026 10:42 AM
12	3rd Grade Math	Aiken School Dist 1	North Augusta High School	Pending	06-08-2026 09:02 AM
18	HS Anatomy	Aiken School Dist 1	North Augusta High School	Pending	06-10-2026 01:50 PM
19	Order Request	Aiken School Dist 1	North Augusta High School	Pending	06-12-2026 11:16 AM
21	American History	Aiken School Dist 1	North Augusta High School	Pending	06-12-2026 12:30 PM



The review page displays of Lists awaiting State action.

Review Queue

The Review Queue displays all Lists submitted by districts for State review.

HEADER DESCRIPTIONS

ID	NAME	BILL TO	SHIP TO	STATUS
List number assigned from school creation	List name provided by the school	District school is located (bill to is State)	School placing the request	Current Review Statue

Filtering the Review Queue

The Action panel allows users to filters List by

STATUS DESCRIPTIONS

STATUS	MEANING
Pending	Submitted and awaiting State Review
In Review	Currently being reviewed by the State

STATUS DESCRIPTIONS

STATUS	MEANING
Approved	Approved and converted to an Order
Returned	Returned to school for corrections

Reviewing a List

Review Requested Materials and Quantities

☒ Enrollment ☒ Available Inventory ☒ Shortage Information ☒ District comments

Catalog  **Review**  Orders

World History



Review



World History and Geography: Modern Times Student Edition

Price: \$86.13

Publisher	ISBN-13	Grade	Subject	Edition	Copyright
McGraw Hill Education	9780076768240	12	Multiple Subjects	Student	2018

PHYSICAL HQIM 3306 

Enrollment: 0 | Available: 134 | Short: 0 **777**

SUBTOTAL
\$66,923.01



SCDE TEAM OPTIONS

- ☒ Adjust quantities
- ☒ Remove titles
- ☒ Add comments
- ☒ Approve the List
- ☒ Reject the List

Review Order



World History

Subtotal
\$66,923.01

Bill To
Aiken School Dist 1

Ship To
North Augusta High School

Comment

Comment

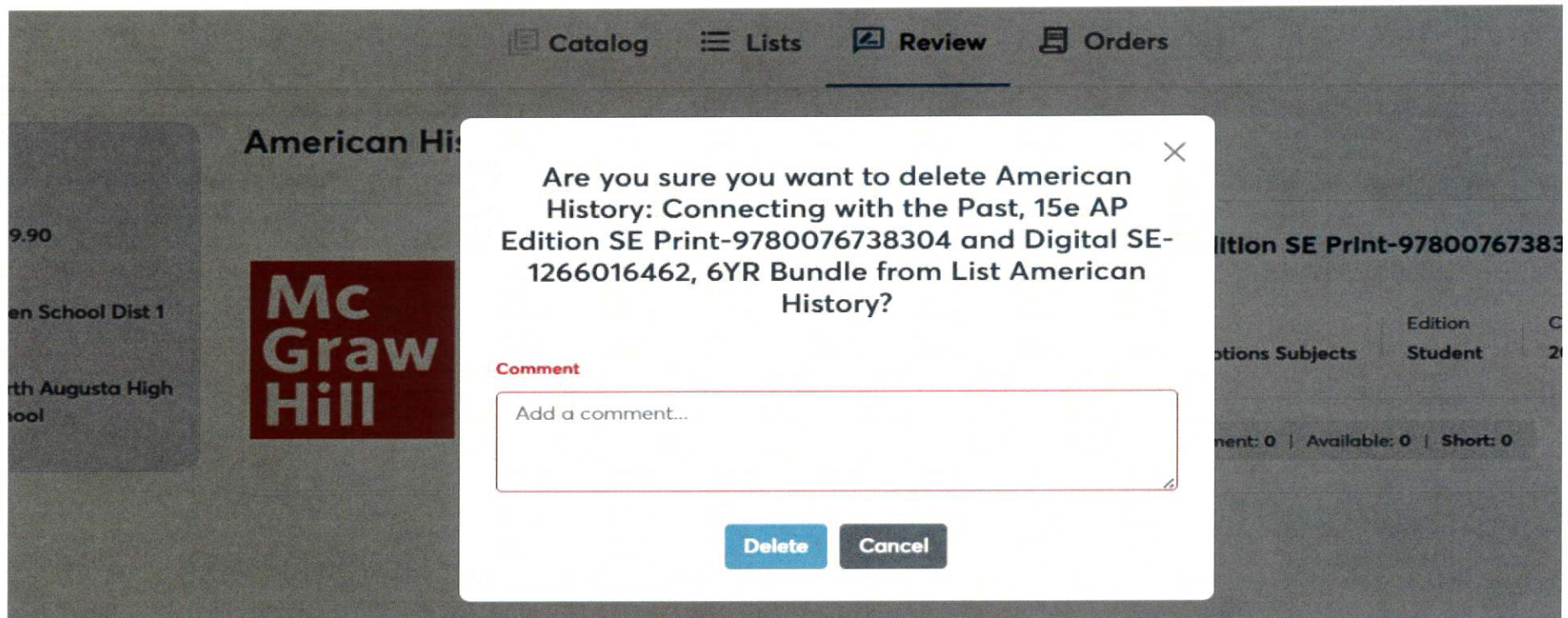
Cancel

 **Reject**

 **Approve**

Removing a Title

- 1** Click the Trash can icon
- 2** Enter a comment explaining why the title is being removed.
- 3** Save the Change



Approving or Rejecting a List

After reviewing the List:

- 1 Click Review
- 2 Select Approve or Reject
- 3 Enter comments (optional)


APPROVE

Approves the List and converts into an Order


REJECT

Returns the List to the district for corrections or resubmission

Review Order
✕

American History

Subtotal

\$159.90

Bill To

Aiken School Dist 1

Ship To

North Augusta High School

Comment

Comment

Cancel

Reject

Approve

APPROVED ORDERS

- ☒ An Order Number is assigned
- ☒ The Order is removed from the Review Queue
- ☒ The Order is included in the transmission file sent to RL Bryan
- ☒ Files are transmitted every 30 minutes.

+ Comments provide districts with guidance regarding removed titles

TO REVIEW AN APPROVED ORDER:

- 1 Locate the Order Number
- 2 Click the Order Number to view Order Details

Inventory Management

Inventory management is a core function of ClassGather. For South Carolina schools, inventory within ClassGather will include:

- ✓ State adopted instructional materials
- ✓ Materials funded through the state adoption process
- ✓ Materials associated and purchased within adoption cycles beginning in 2014 and forward



Materials outside of this scope will not be included in ClassGather

Inventory Expectations

Districts and schools are expected to:

- ✓ Maintain accurate inventory throughout the school year
- ✓ Ensure all Materials are properly recorded in the system
- ✓ Update inventory as materials are:



Received



Assigned



Returned



Lost or damaged

Receiving Materials

Receiving materials is the first step in bringing new instructional materials into the school's inventory. This process ensures that all materials delivered to the school is accurately verified, recorded, and made available for use.

Inventory Expectations

When materials are delivered to a school, the textbook coordinator will:



1

**Verify the
shipment**



2

**Confirm
quantities and
materials received**



3

**Prepare materials
for distribution and
use**



Accurate receiving ensures inventory records are correct from the start and materials are ready to use.

Receiving Materials Process

1 Step 1: Verify Shipment

Upon receiving a shipment:

- ☒ Compare delivered materials against the packing list
- ☒ Confirm:
 - Correct titles
 - Correct quantities
 - Condition of materials

2 Step 2: Identify Discrepancies

If any issues are identified:



Missing items or incorrect shipment

Report missing quantities or titles.



Damaged materials

Note any damaged or unusable materials



Key Reminder

Accurate receiving ensures that inventory records are correct from the start and school can confidently distribute materials to students and teachers.

Receiving Materials Process

3 Step 3: Process in ClassGather

Navigate to Inventory

- ☒ Choose Transfer Tab
- ☒ Select the Title or ISBN
 - Review Transfer dialogue box appears
 - Click Receive button

 **Receive**

☒ Title is added to the school inventory

EnVision Math SC Vols 1&2 Grade K (Consumable Preorder)

EnVision Math SC Vols 1&2 Grade K (Consumable Preorder)

From
Aiken Elementary School

Transfer
Import_pending Active

To
Aiken Elementary School

Quantity
68

ISBN
9798213097764C

Grade
KG

Edition
Student

Publisher
Savvas

Subject
Mathematics

Copyright
2026

Destiny_import

Date
06-18-2026 17:24

Transfer Status
created

Aiken Elem Admin (Kellie Dumas)kellie.dumas@tennesseebok.com
Aiken Elementary School

Date
06-22-2026 09:14

Transfer Status
received

Cancel

 Received

 HQIM

 Titles

 Barcodes

21 Transfers

 Fines

 Inventories

+ Action

Name	ISBN	Publisher	Type	Qty	Status	Date
EnVision Math SC Vols 1&2 Grade K (Consumable Preorder)	9798213097764 C	Savvas	Import_pending Active	68	 Received	06/22/26
The United States & South Carolina Studies Part 2, Grade 5 Student Edition	9781423657453	Gibbs Smith Education	Active Active	1	Receive 	06/21/26
EnVision Math SC Vols 1&2 Grade 5 (Consumable Preorder)	9798213097863 C	Savvas	Import_pending Active	76	Receive	06/18/26
EnVision Math SC Vols 1&2 Grade 4 (Consumable Preorder)	9798213097849 C	Savvas	Import_pending Active	82	Receive	06/18/26



Receiving Materials Process

4 Step 4: Prepare Materials for Use

After materials are verified and received in ClassGather, then:



Unpack and Organize

- ☒ Remove materials from packaging
- ☒ Group by title, grade level, subject level



Unbundle Materials (if Applicable)

- ☒ Separate individual components as needed
- ☒ Follow district guidance for how components should be tracked



Apply Barcodes (if Required)

- ☒ Apply barcodes to materials according to state requirements
- ☒ Ensure barcodes are properly placed, scannable, and linked to the correct item in ClassGather



Assign Materials

- ☒ Assign materials to the appropriate student or teacher
- ☒ Ensure accurate tracking from the point of receipt

Best Practices for Inventory Management



Update Inventory Regularly

Maintain inventory throughout the year



Verify Materials Upon Receipt

Confirm quantities and condition when shipments arrive.



Assign and Track Materials

Ensure all materials are assigned to students/teachers and properly tracked.



Address Discrepancies Immediately

Resolve issues as soon as they are identified.



Key Reminder

ClassGather serves as the system of record for state-adopted instructional materials

Maintaining accurate inventory data ensures:

- ☒ Consistent statewide reporting
- ☒ Effective instructional materials management
- ☒ A successful transition from year to year for students and teachers

Inventory in ClassGather

The Inventory section in ClassGather is where instructional materials are managed and tracked throughout their lifecycle.

This section provides the ability to:

- ☒ Search and filter instructional materials
- ☒ View and manage barcodes
- ☒ Receive materials into inventory via Transfers tab
- ☒ View fines for lost and damage materials
- ☒ View inventory reports

Titles

Keyword or ISBN

Publisher

HQIM

Grades

Subject

Copyright

Format

Edition

HQIM

Inventory Filters

Barcode

School

Inventory Status

User Search

Last Name/Email/Sourced ID

Clear Filters

Export

Search

HQIM

Titles

Barcodes

Transfers

Surplus

Fines

Inventories

Name	Publisher	Grade	Edition	Format	Available [?]	Active
HMH Avancemos, Level 4 Student Edition 9780544861244	Houghton Mifflin Harcourt	12	Student	Physical	47	47
Essential Health Skills for Middle School Student Edition 9781645643883	Goodheart-Willcox	08	Student	Physical	427	427
Explorations in Art: Grade 8, A Global Pursuit -- Digital Class Set, 6-Year License + 30 Student Editions 9781615287079	Davis Publications	08	Student	Physical	4	4
Explorations in Art: Grade 7, A Community Connection -- Digital Class Set, 6-Year License + 30 Student Editions 9781615287130	Davis Publications	07	Student	Physical	4	4
Explorations in Art: Grade 6, A Personal Journey -- Digital Class Set, 6-Year License + 30 Student Editions 9781615287000	Davis Publications	06	Student	Physical	4	4
Explorations in Art, Grade 5 -- Digital Class Set, 6-Year License + 30 Student Editions 9781615288601	Davis Publications	05	Student	Physical	3	3
Explorations in Art, Grade 4 -- Digital Class Set, 6-Year License + 30 Student Editions 9781615288595	Davis Publications	04	Student	Physical	3	3
Explorations in Art, Grade 3 -- Digital Class Set, 6-Year License + 30 Student Editions 9781615288588	Davis Publications	03	Student	Physical	3	3
Explorations in Art, Grade 2 -- Digital Class Set, 6-Year License + 30 Student Editions 9781615288571	Davis Publications	02	Student	Physical	3	3

Inventory Tabs Overview

The inventory section is organized into tabs to support management of instructional materials.



HQIM

Search and
manage
Curriculum
materials.



Titles

View Title
details and
manage
inventory at
the ISBN
level.



Barcodes

View
barcode
records and
drill down
to
individual
barcode
details.



Transfers

Receive
materials
from State
Depository
via
shipments



Fines

View fines
for lost or
damage
items



Inventory

Generate
inventory
reports to
review
counts and
history



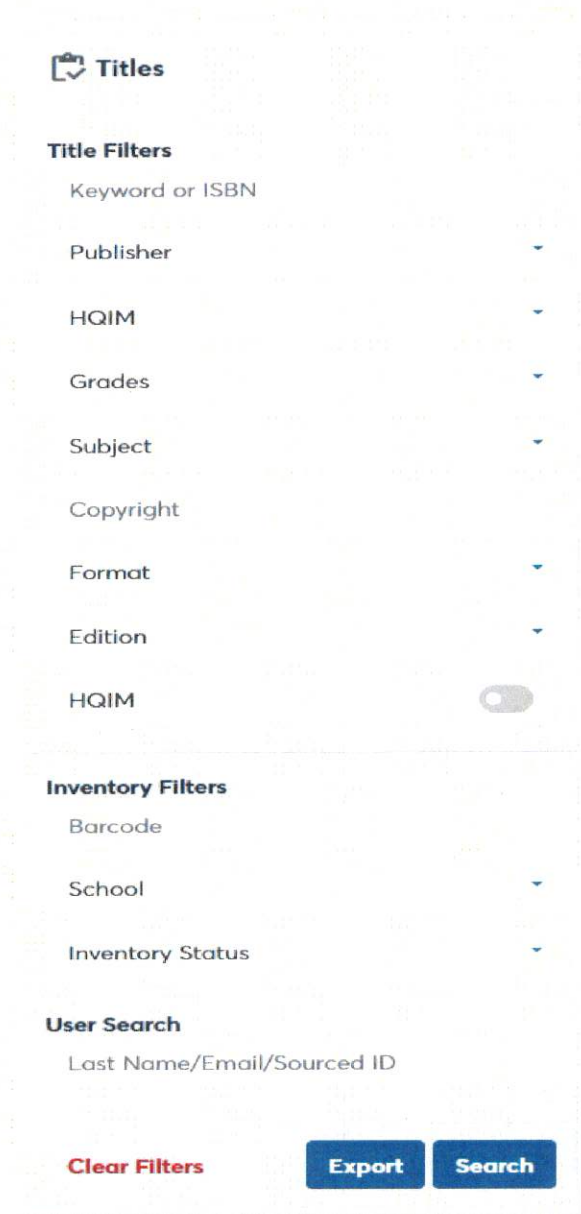
These tabs work together to manage the full lifecycle of instructional materials.

Search and Filter Features

Use the filter panel to find instructional materials quickly and accurately.

FILTER FIELD DESCRIPTIONS

Barcode	Enter or scan a barcode to locate a specific item
Keyword or ISBN	Search titles by keyword or ISBN number
Publisher	Filter by the publisher
Grades	Filter by grades
Format	Filter by format type (print, digital, consumable, bundle)
Edition	Filter by Edition
HQIM Toggle	Show only High Quality Instructional Materials
Inventory Status	Filter by All, Active, Disposal, Pending



The screenshot shows the 'Titles' search interface. It includes a 'Title Filters' section with dropdown menus for Keyword or ISBN, Publisher, HQIM, Grades, Subject, Copyright, Format, Edition, and an HQIM toggle switch. Below this is an 'Inventory Filters' section with dropdowns for Barcode, School, and Inventory Status. At the bottom is a 'User Search' field for Last Name/Email/Sourced ID. Action buttons for 'Clear Filters', 'Export', and 'Search' are located at the bottom right.

Action Button

The Action button provides access to key inventory tasks

+ Action

Actions

Inventory



Barcode Inventory

Associate codes with individual items.

Transfer



Active Transfer

Transfer items to another recipient as Active inventory.

Titles Tab Overview

The Titles tab provides detailed information about each instructional materials.
This tab includes four key sections.

Inventory

Displays current inventory counts including Active, Pending and Disposal

Transfers

Provide a history of all transfers for the material

Assignees

Lists students the materials has been assigned

Orders

Shows historical order information.

The screenshot shows the 'Titles' tab in the ClassGather system. The top navigation bar includes links for HQIM, Titles (selected), Barcodes, Transfers (6), Fines, and Inventories. A '+ Action' button is in the top right. Below the navigation bar, there are tabs for Inventory, Transfers, Assignees, and Orders. The 'Inventory' tab is active, showing a table with columns: Name, Available, Active, Pending, Surplus, and Disposal. The table contains one record for 'North Augusta High School' with 53 Available, 53 Active, 0 Pending, 0 Surplus, and 0 Disposal. To the left of the table, a 'Title Description' panel lists details: AP United States Government & Politics, 3rd Edition Student Edition Softcover, ISBN 9781690384168, Format Physical, Publisher Perfection Learning, Grade 12, Subject 2022 Adoptions Subjects, Edition Student, Copyright 2021, and Adopted No. Callout lines connect the text descriptions to their corresponding sections in the interface: 'Inventory' to the table, 'Transfers' to the Transfers tab, 'Assignees' to the Assignees tab, and 'Orders' to the Orders tab.

Name	Available	Active	Pending	Surplus	Disposal
North Augusta High School	53	53	0	0	0

Showing 1 to 2 records of 2 Show per Page 25

Page 1 of 1



Title Description includes ISBN, Format, Grade, Subject, Edition, Copyright and Adopted information.

Barcodes Tab Overview

The Barcodes tab provides detailed list of individual barcodes associated with instructional materials

The screenshot shows the 'Barcodes' tab selected in the top navigation bar. On the left, there is a filter panel with sections for 'Barcode', 'Title', 'User', and 'Role'. The main area displays a table of barcode records.

Barcode	Title	Publisher	Edition	Format	School	User Name	
SDE00010178 137 Active	Human Geography: A Spatial Perspective AP 1st Edition Stu Edition Print 9780357119082	Cengage	Student	Physical	North Augusta High School		...
SDE00011005 976 Active	Chemistry AP Edition, Student Edition 9781266515057	McGraw Hill Education	Student	Physical	North Augusta High School		...
SDE00011005 975 Active	Chemistry AP Edition, Student Edition 9781266515057	McGraw Hill Education	Student	Physical	North Augusta High School		...
SDE00010178 149 Active	Human Geography: A Spatial Perspective AP 1st Edition Stu Edition Print 9780357119082	Cengage	Student	Physical	North Augusta High School		...
SDE0000975 0277 Lost	HMH Avancemos, Level 2 Student Edition 9780544861220	Houghton Mifflin Harcourt	Student	Physical	North Augusta High School		...
SDE0000975 0377 Active	HMH Avancemos, Level 2 Student Edition 9780544861220	Houghton Mifflin Harcourt	Student	Physical	North Augusta High School		...
SDE00010178 138 Lost	Human Geography: A Spatial Perspective AP 1st Edition Stu Edition Print 9780357119082	Cengage	Student	Physical	North Augusta High School		...

The barcodes Tab is intended for inventory visibility and management. Student circulation details can be accessed in the Circulation Section.

Search and filter barcodes

Use the filter panel to locate barcodes by title, user, statue or other criteria.

View barcode details

View key information about each barcode including title detail and user history

Identify user assignment

View the user assigned to the barcode, if

Access additional sections

Click the (...) to view more details about barcode

Export barcode lists

Export list for reporting and record keeping.

Transfers Tab Overview

The Transfer tab provides a history of all transfers for instructional materials.



RECEIVE MATERIALS INTO INVENTORY

✓ **Receive**

When a shipment arrives, use the Transfers tab to review the pending transfer and click Receive to accept the materials. Once received, the materials are added to school inventory.

Transfers

← Transfers

Keyword or ISBN

Filters

Publisher

Format

Grades

Subject

Copyright

Edition

HQIM

Transfer Filters

Transfer Type

Transfer Status

Clear Filters

Export

Search

HQIM

Titles

Barcodes

Transfers

Fines

Inventories

+ Action

Name	ISBN	Publisher	Type	Qty	Status	Date
Practice of Statistics for the AP Course (Print and Online Combo) 6 Year BK ISBN 9781319409340	9781319584849	Bedford, Freeman & Worth	Import Active	20	Imported	06/23/26
SC College & Career-Ready Math Standards: Apps& Modeling Unit 1(7123) Unit 2(7130)(54) Unit 3(7147)(38) Unit 4(7154)(50)	9780825196126	BW WALCH EDUCATION	Import Active	88	Imported	06/23/26
Calculus, AP Edition, Student Edition Print + WebAssign 6 Year	9780357927557	Cengage	Import Active	18	Imported	06/23/26
Understanding Basic Statistics, Student Edition Print + WebAssign 6 Year	9798214006086	Cengage	Import Active	141	Imported	06/23/26
Understanding Basic Statistics, Student Edition Print + WebAssign 6 Year	9798214006086	Cengage	Import_pending Active	14	Receive	06/23/26
Precalculus, Student Edition Print + WebAssign 6 Year	9780357578735	Cengage	Import Lost	2	Imported	06/23/26
Precalculus, Student Edition Print + WebAssign 6 Year	9780357578735	Cengage	Import Active	68	Imported	06/23/26
Math Nation: SC Algebra 2 w/ Probability (All-inclu)-6yr Dig	9798893532371	Accelerate Learning	Import Active	365	Imported	06/23/26



The Transfers tab is the central location for managing shipments. Use this tab to confirm receipt of materials from RL Bryan and maintain accurate inventory records.

Fines Tab Overview

The Fines tab provides visibility into fines for lost, damaged, or unreturned instructional materials.

FILTER BY TYPE (SCHOOL OR STUDENT)



Use the User or School Fines tab to view fines assessed to the school or student.

- ☒ **School – Fines assessed to school**
- ☒ **Users – Fines assessed to users**



Take action on fines

Record payments or issues refunds if needed.



Drill down for details

Select a fine to view full details, including items involved and fine summary

INVENTORY



Search and filter fines

Filter by Inventory, Type, Status, Responsible Party and Search box.

HQIM Titles Barcodes Transfers Surplus Fines Inventories + Action							
Record payment							
User Fines School Fines							
Search for Fines by ID or User Inventory Type Status Clear Filters							
School	Case ID	Title/Code	Type	Responsible Party	Status	Balance	Last Updated
Wagener Salley High	279	American History: Connecting with the Past, 15th Edition, AP Edition Student Edition 9780076738304	Shortage	Jacob Starnes	Open	\$75.94	06/25/2026
Wagener Salley High	277	American History: Connecting with the Past, 15th Edition, AP Edition Student Edition 9780076738304	Shortage	Rowyn Franks	Open	\$75.94	06/25/2026
Wagener Salley High	275	World History and Geography: Modern Times Student Edition 9780076768240	Shortage	Qua'Sean Tyler	Open	\$30.15	06/25/2026



The Fines tab helps track outstanding fines and support financial accountability for instructional materials. School Instructional Materials Coordinators can view and manage fines at user level.



Inventory Tab Overview

The Inventories tab provides access to school inventory session.

The screenshot shows the ClassGather interface with the 'Inventories' tab selected. The breadcrumb trail indicates the path: 25-26 Destiny Import - 7/6 > District > Aiken High School > Status. Below the breadcrumb is a table with the following data:

School	Status	%	Short	Liability	Due	Last Updated
Aiken High School	Submitted	99.91%	4	\$240.76	07/11/2026	07/07/2026

At the bottom of the table, it says 'Showing 1 to 1 records of 1' and 'Show per Page 25'. There are also navigation arrows and a page number '1' in a box.

Key Reminder

Beginning each May, SCDE will create a new End-of-Year Inventory session for all schools. Inventory activities will remain open through June 30 to allow schools to verify and reconcile instructional materials before start of new school year.

Once the inventory session is finalized, shortages and fines are automatically created in the system based on missing or unaccounted-for materials.



View Inventory Sessions

Review current and historical inventory sessions



Monitor Inventory Process

View inventory completion percentages and monitor process



Review Inventory Shortages

Identify shortages and monitor missing instructional materials

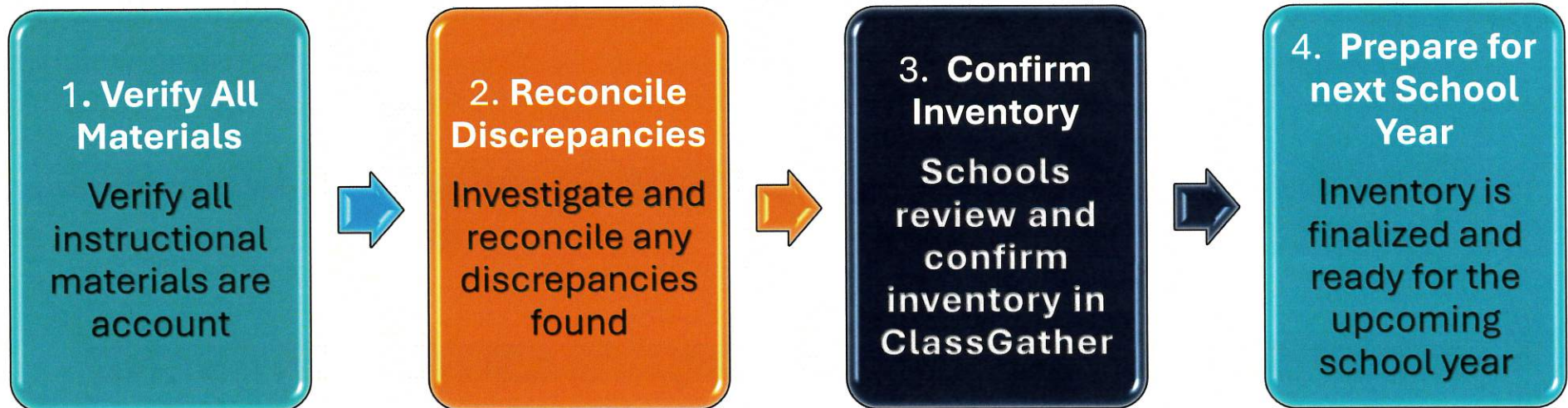


Track Inventory Deadlines

View inventory due dates and monitor submission status.

Annual Inventory Process

An annual inventory process will be conducted to



School Role During Annual Inventory



Review
inventory
records



Confirm
quantities for
all materials



Identify and
report
discrepances



Complete
annual
inventory
process

End of Year Inventory Process

SCDE creates an Annual Inventory for all schools.

Annual Inventory Process



Key Points

- ☒ Complete all pending materials receipts from RL Bryan
- ☒ Verify all incoming transfers have been received into inventory
- ☒ Resolve outstanding inventory discrepancies
- ☒ Confirm materials are available or inventory verification.



Inventory Opens – Snapshot Taken

At the Open Date + Start Time, a snapshot of inventory. This becomes the start of the end of the year inventory process.

Inventory		Status		Clear Filters			
Stocktake	School	Status	%	Short	Liability	Due	Last Updated
26-27 Destiny Import	Wagener Salley High	Submitted	88.32%	161	\$8,964.97	06/28/2026	06/25/2026

UNDERSTANDING THE RECONCILIATION PROCESS

Inventory begins with
ALL materials listed as
SHORT

SHORT decreases
RECONCILED increases

Shortages create
School Fines
Student Fines if assigned to user

Inventory Closed
After the Auto=Reconcile
Date, the inventory is closed



SCDE Annual Inventory

State Administrator Guide

State administrators create and manage the Annual Inventory for all schools. This process establishes the official inventory snapshot that schools will reconcile and submit.

Step 1: Create the Annual Inventory (Stocktake)

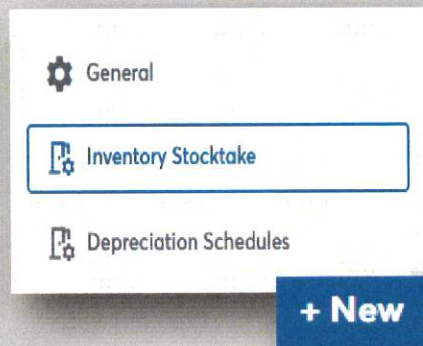
1

From profile menu, select Settings



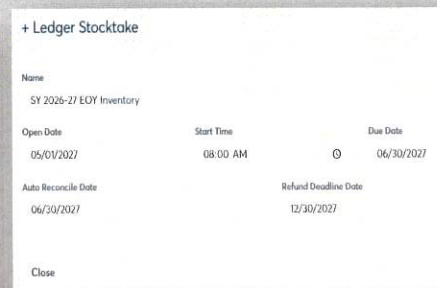
2

In Settings, select Inventory. Click New button.



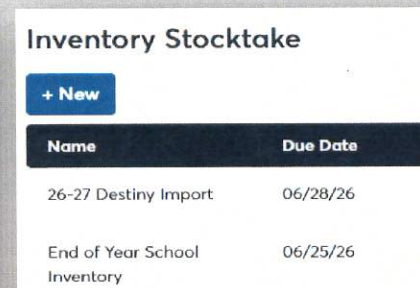
3

Enter the Inventory information and dates. Click Save button.



4

The new annual inventory will be listed.



DATE DEFINITIONS

Open Date:	Inventory will be available to schools
Start Time:	The exact time the inventory snapshot is taken for all schools
Auto-Reconcile Date	Inventory will automatically submit for schools that have not submitted by that date.
Refund Deadline Date	Last day for credit for items found.

SCDE Annual Inventory

State Administrator Guide

After the snapshot is taken, state administrators can monitor progress for all schools.

Step 2: MONITOR INVENTORY PROGRESS (STATE VIEW)

INVENTORY:		DISTRICT:		SCHOOL:		STATUS:		Clear Filters
All Inventories		All District		All Schools		All		
Stocktake	School	Status	%	Short	Liability	Due	Last Updated	
26-27 Destiny Import	Graniteville Elementary	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Redcliffe Elementary School	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Langley Bath Clearwater Middle	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Leavelle McCampbell Middle	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Minnie B Kennedy Middle School	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Wagener Salley High	Submitted	88.32%	161	\$8,964.97	06/28/2026	06/25/2026	
26-27 Destiny Import	Camden High School	Submitted	100%	0		06/28/2026	06/25/2026	
26-27 Destiny Import	Warrenville Elementary	Submitted	100%	0		06/28/2026	06/25/2026	

! Use this view to track completion rates and identify schools that may need assistance.

STEP 3: AFTER SUBMISSION

Review inventory records

Review Fines
View fines generated from shortages (School Fines and User Fines)

Track Refund Window
Monitor Items found before the refund Deadline Date.

Inventory Closed
After the Auto=Reconcile Date, the inventory is closed and becomes a permanent record.

SCDE Annual Inventory

State Administrator Guide

INVENTORY

School Inventory View

1 Inventory Reconciliation

As materials are reconciled, inventory moves from Short list to the Reconciled list.

2 Inventory Progress Summary

3 Inventory Filters

4 Items Remaining to Reconcile (Short)

Displays materials that have not yet been reconciled.

5 Reconciled Display materials

6 Inventory Reports

After Inventory has been submitted, view or download the Inventory Report and Ledger Report

26-27 Destiny Import

Wagener Salley High

Submitted Date: 06/25/2026 Inventory Report Ledger Report

Reconcile Scan physical book or enter code here and hit enter

Barcode

ISBN

1

Auto Check-In

Enter barcode

Completed 2 88.32%

Due Date 06/28/2026

Units Short 161

Estimated Liability



Chart view

User: User Grade: Grade Curriculum Program: Curriculum Program Clear

Short

4

	Available	Reconciled	Short	%	Cost
> Cengage Environmental Science: Sustaining Your World 1st Edition Grades 09-12	17	14	3	82.35%	
> Cengage Milady Standard Cosmetology 13th Edition Grades 09-12	22	4	18	18.18%	
> GHW Principles of Business, Marketing, and Finance 1st Edition Grades 09-12	40	38	2	95%	
> HMH Avancemos 1st Edition Grades 06-12	120	119	1	99.17%	
HMH Science Dimensions Earth and Space Science 1st Edition Grades 09-12	53	33	20	62.26%	

Reconciled

5

- Principles of Business, Marketing, and Finance Student Online Learning Ste Classroom Subscription, 1-Yr
20 | admin | 06/25/2026 4:27 PM
- HMH Avancemos, Level 1 Online Student Edition with Resources, 1-Year
10 | admin | 06/25/2026 4:27 PM
- HMH Avancemos, Level 2 Online Student Edition with Resources, 1-Year
20 | admin | 06/25/2026 4:27 PM
- HMH Avancemos, Level 3 Online Student Edition with Resources, 1-Year
10 | admin | 06/25/2026 4:27 PM

< 1 2 3 >

Key Reminder

During the inventory process, materials move from the **Items Remaining to Reconcile (Short)** section to the **Reconciled** section. When inventory is submitted (or automatically reconciled on the Auto-Reconciled Date), any remaining Short Materials generate shortages and applicable fines.

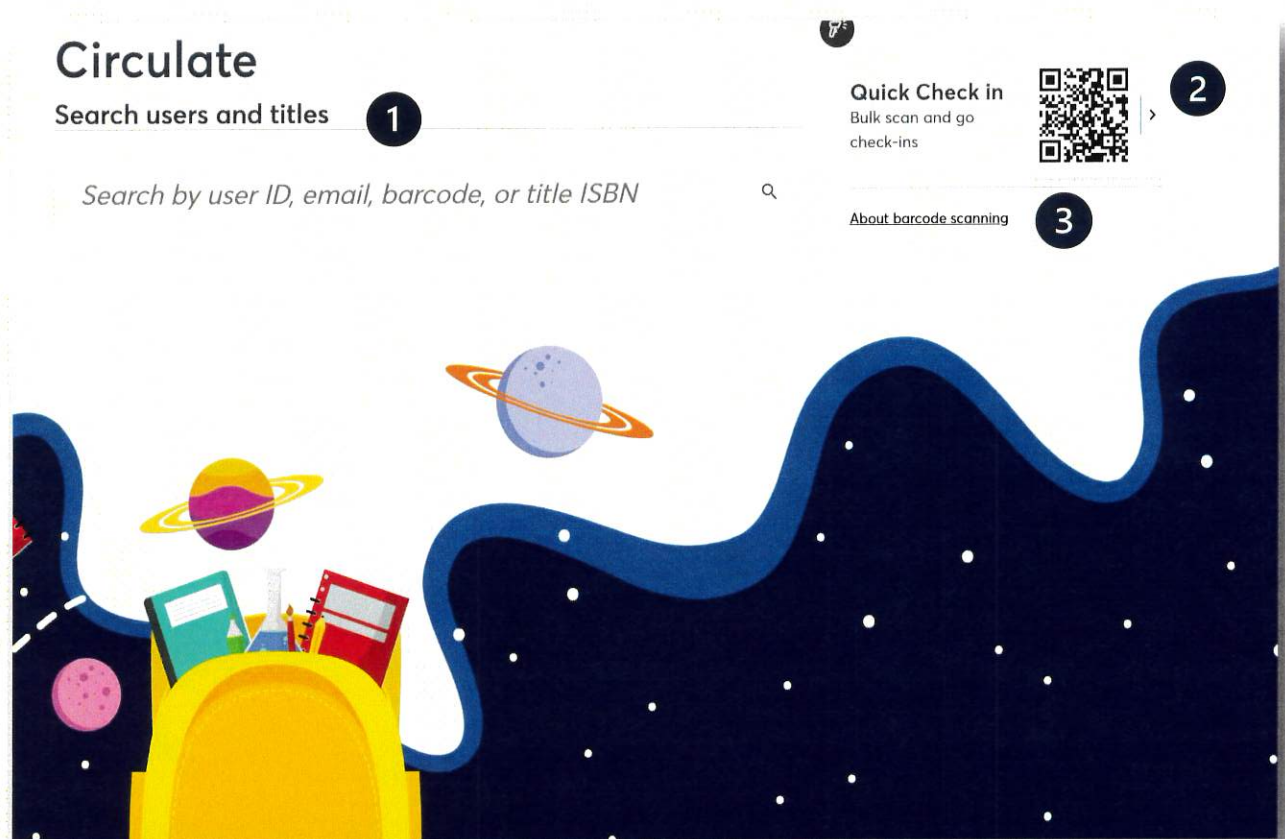


Circulate

The Circulate module is used to assign and manage instructional materials to students, teachers, or classrooms.

THIS MODULE SUPPORTS

- ☒ Assign instructional materials to students or staff
- ☒ Check instructional materials in and out
- ☒ Search users and instructional materials
- ☒ View circulation history
- ☒ Monitor outstanding fines
- ☒ Generate circulation reports



1

Search

Search users and titles by ID, email, barcode, or ISBN

2

Quick Check-in

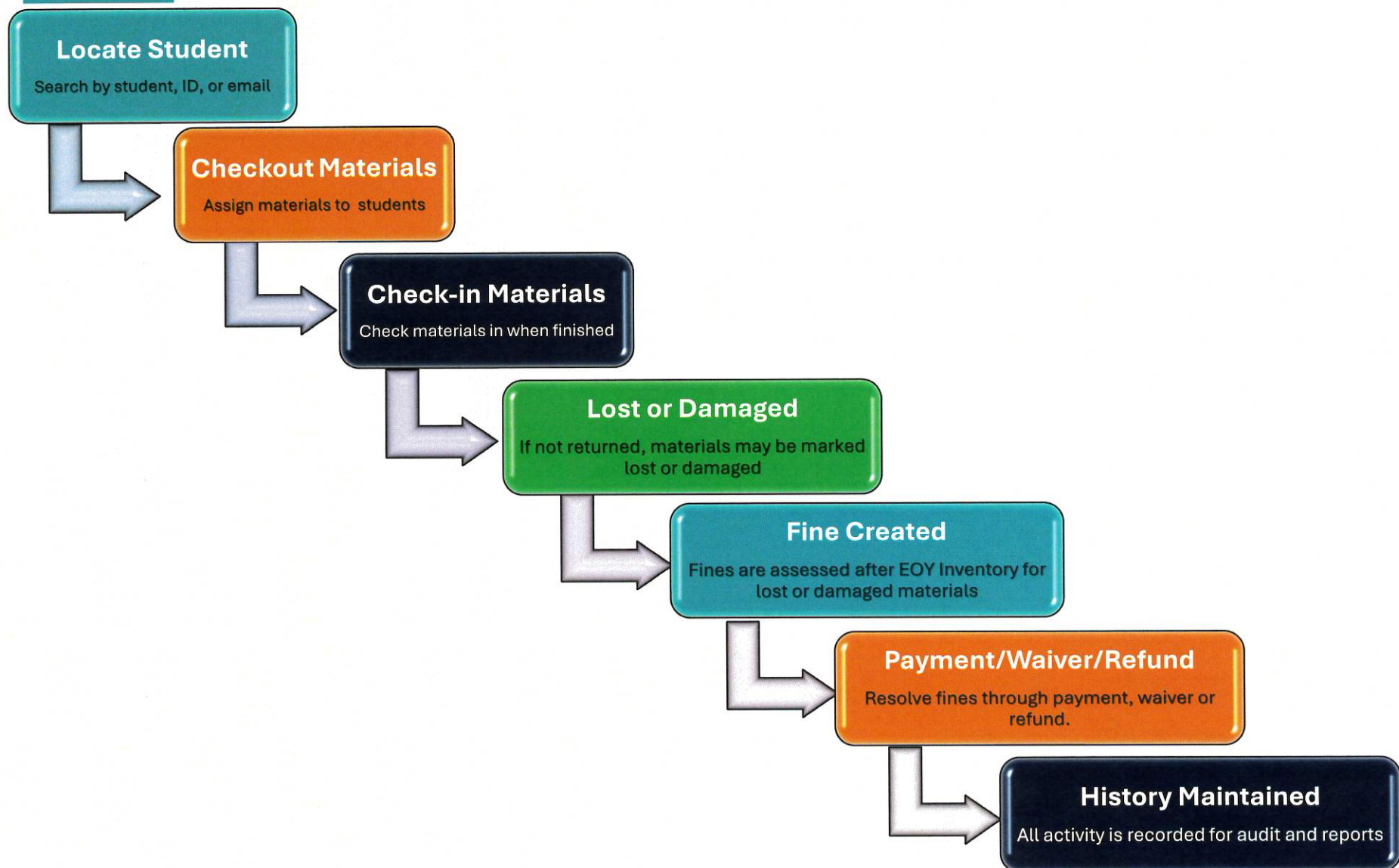
Open the Quick Check-in page for fast check-ins using a barcode scanner

3

About barcode scanning

Direct access to the Circulate Tutorials

Circulate Workflow



Circulate

QUICK CHECK-IN

ClassGather

Aiken School Dist 1
Wagener Salley High

4 Incomplete Transfers

Wagener-Salley High

Quick Check-In Scan physical book or enter code here and hit enter

Back to search

Enter barcode

Recent History Titles checked in with Quick Check-In

Title	Barcode/Qnty	Checked In From	Status
prev next			

Display records 1-0 of 0

- 1 Scan the barcode of the material.
- 2 Material is checked in
- 3 Inventory updates immediately
- 4 Recent History displays completed check-ins

QUICK CHECK-IN is the fastest way to return materials to inventory

Circulate

STUDENT CIRCULATION

Circulate By Student

Back to Circulate




Calee Smith
34662 
calee.smith 
Wagener-Salley High

User Circulation Report 

 **2 outstanding fines**

SDE00009238834 >

SDE00011004056 >

Enrollments

411400HW 15-
411400HW-1-9264620
15-912054-3-A

3025F0HW 15-
3025F0HW-2-9264793
15-912054-4-A

330700HW 15-
330700HW-1-9264649
15-912054-2-A

379909CW 15-
379909CW-4-9264799
15-912054-4-A

Check titles in/out Scan physical book or enter code here and hit enter

Enter barcode

Checked out titles to Calee Smith

Show Full History

- 1 Student profile and contact information
- 2 View outstanding fines for the student
- 3 Scan item barcode to check in or check out
- 4 View student enrollments

All circulation activity for the student is recorded in history

Circulate

TEACHER CIRCULATION

Circulate By Teacher

User Circulation Report 

Back to Circulate

RoXXXXX WiXXXXX

☒ **No outstanding fines**



08XXXXX 

rwXXXXX 

Northwest Middle School

Check titles in/out Scan physical book or enter code here and hit enter

Enter barcode



Checked out titles to RoXXXXX WiXXXXX

Show Full History



Enrollments

Planning / Prep 6

060600.105-5(A)



IB MYP Health Education

8

340132IB.1-2(A)



IBMYP HEATLH EDUCATION 6

349901IBMYP.6-8(B)



IB MYP Health Education

8

340132IB.5-2(A)



1

Teacher profile and contact information

2

View outstanding fines if applicable

3

Scan item barcode to check in or check out to the teacher (i.e. class sets)

4

View Teacher enrollments and access classes to check-out to students

**All circulation activity for the
teacher is recorded in history**

Circulate

TEACHER CIRCULATION BY CLASS

Circulate By Class

Print

Class Circulation Report

[Back to teacher page](#)

IB MYP Health Education 8



340132IB.1

RoXXXXX WiXXXXX

Northwest Middle School

Check titles in/out Scan physical book or enter code here and hit enter

Enter barcode

IB MYP Health Education 8, checked out titles to:

RoXXXXX WiXXXXX

rwXXXXX@jpsms.org | 08XXXXX



Enrollments

Search Enrollments



WiXXXXX RoXXXXX

Teacher

rwXXXXX@jpsms.org
08XXXXX



DaXXXXX GiXXXXX

00XXXXX@jpsms.org
13XXXXX

GaXXXXX PiXXXXX

00XXXXX@jpsms.org
13XXXXX

GrXXXXX GaXXXXX

00XXXXX@jpsms.org
14XXXXX

LeXXXXX JoXXXXX

00XXXXX@jpsms.org
14XXXXX

LiXXXXX BrXXXXX

- 1 Class Information & Teacher
- 2 Print a list of QR Codes of each Student in the class list
- 3 Scan item barcode to check in or check out to each student in alphabetical order or click each student on the right.
- 4 Print a circulation report of all checkouts for the students enrolled in that class.

Circulate

TITLE DETAILS & CHECKOUT HISTORY

Title details & Checkout History

[Title Circulation Report](#)

[Back to Search](#)



HMH Science Dimensions Earth and Space Science Student Edition

Title details

Title	Title Code	Publisher	Subject
9780544861817	-	Houghton Mifflin Harcourt	2022 Adoptions Subjects
Grade	Copyright	Edition	Price
9-12	2018	Student	\$89.85
Format	Adopted		
Physical	True		

History for Barcode # | SDE00011004004

Status	School	User/User Sourced ID	Updated
Checked-In	201015	James Luttman 5401731388	25/06/2026
Checked-In	-	-	25/06/2026
Checked-Out	201015	James Luttman 5401731388	25/06/2026
Checked-Out	201015	James Luttman 5401731388	25/06/2026
Checked-In	-	-	25/06/2026

1 | [prev](#) | [next](#)

Display records 1-5 of 5

CIRCULATE

TITLE CIRCULATION REPORT



Title Circulation Report

Date: 06/27/2026 18:07

Page: 1

HMH Science Dimensions Earth and Space Science Student Edition

Title details

ISBN: 9780544861817	Copyright: 2018
Title Code:	Edition: Student
Publisher: Houghton Mifflin Harcourt	Price: \$ 89.85
Subject: 2022 Adoptions Subjects	Format: physical
Grade: 9-12	Adopted: Yes

Title Circulation:

Barcode	Status	School	User	Updated
SDE00011004016	Checked-In			2026-06-25 21:27
SDE00011003974	Checked-In			2026-06-25 21:27
SDE00011003980	Checked-In			2026-06-25 21:27
SDE00011003983	Checked-In			2026-06-25 21:27
SDE00011003975	Checked-In			2026-06-25 21:27
SDE00011004008	Checked-In			2026-06-25 21:27
SDE00011004002	Checked-In			2026-06-25 21:27
SDE00011004015	Checked-In			2026-06-25 21:27

Review title information and the complete circulation history for this specific barcode

Generate a printable report of the complete circulation history for an individual title



FINES

UNDERSTANDING THE FINES PROCESS

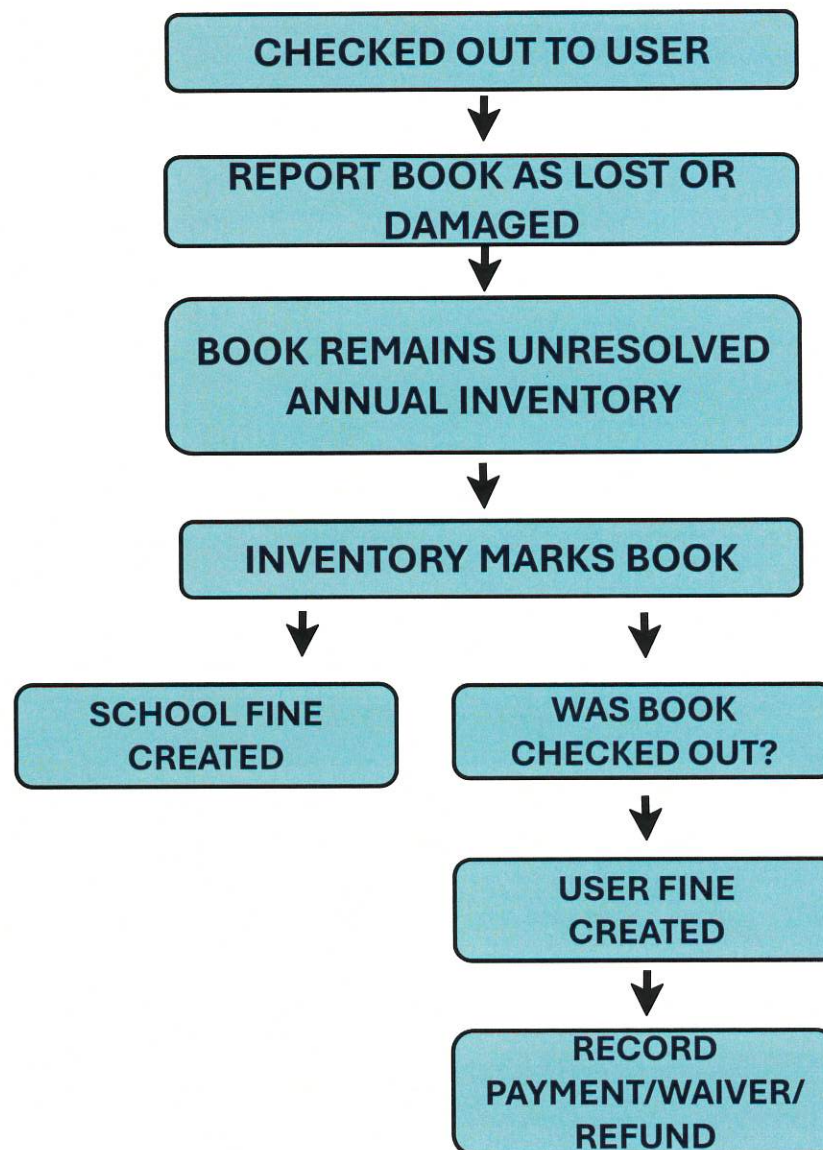
Fines are generated automatically based on the status of instructional materials during the annual inventory process.



IMPORTANT

Lost or damaged materials may be reported at any time during the school year, but fines are generated only when the Annual Inventory is completed.

FINES



FINES

REPORTING LOST OR DAMAGED MATERIALS

- 1 Search for checked-out materials in Circulate.
- 2 Select **Report As** from the menu.
- 3 Choose **Lost** or **Damaged**.
- 4 Add comments (optional)
- 5 Submit.



The material remains in Lost or Damaged status until it is found, repaired, or the Annual Inventory is completed.

FINES

MANAGING SCHOOL AND USER FINES

SEARCH

- Fine ID
- User
- School

FILTER

- Inventory
- District
- School
- Type
- Status

REVIEW

- View fine details
- Review balance
- View history

PROCESS

- Record payment
- Appy waiver
- Issue refund (when eligible)

The screenshot shows the ClassGather interface for managing fines. The top navigation bar includes links for HQIM, Titles, Barcodes, Transfers, Surplus, Fines (active), and Inventories. A user profile for billy.white@ingramcontent.com is visible. Below the navigation bar, there's a section for 'User Fines' and 'School Fines'. A search bar allows filtering by ID or User. Below the search bar, a table lists fines with columns: School, Responsible Party, Case ID, Title, Status, Balance, and Last Updated. The table shows six entries for Wagener Salley High, with statuses ranging from Closed to Open and balances from \$0.00 to \$58.40.

School	Responsible Party	Case ID	Title	Status	Balance	Last Updated
Wagener Salley High	Jacob Starnes	279	American History: Connecting with the Past, 15th Edition, AP Edition Student Edition 9780076738304	Closed	\$0.00	06/29/2026
Wagener Salley High	Rowyn Franks	277	American History: Connecting with the Past, 15th Edition, AP Edition Student Edition 9780076738304	Closed	\$0.00	06/29/2026
Wagener Salley High	Qua'Sean Tyler	275	World History and Geography: Modern Times Student Edition 9780076768240	Open	\$30.15	06/25/2026
Wagener Salley High	Latasia Conner	273	Milady Standard Cosmetology, 13th Edition Student Edition Print 9781285769417	Open	\$37.54	06/25/2026
Wagener Salley High	Khristien Edwards	271	HMH Science Dimensions Earth and Space Science Student Edition 9780544861817	Open	\$58.40	06/25/2026
Wagener Salley High	Ryan Fanning	269	World History and Geography: Modern Times Student Edition 9780076768240	Open	\$30.15	06/25/2026

FINES

RECORDING PAYMENTS, WAIVERS & REFUNDS

- 1 Open the **Fine** from the **Fines list**.
- 2 Select **Record Payment**
- 3 Enter:
 - **Amount**
 - **Payment Method**
 - **Reference Number (optional)**
 - **Memo (optional)**
- 4 Record Payment

Record Payment

Balance \$55.99

Fine ID	School	Title/Code	Invoice No.	Balance
29720	Elementary School	9780789188960	55	\$55.99

Amount

55.99

Method

Check

Reference No.

1234

Memo

Paid to Mrs. Finance.

Cancel

Record Payment

ADDITIONAL ACTIONS

Apply Waiver

Use when payment is not required.

Issue Refund

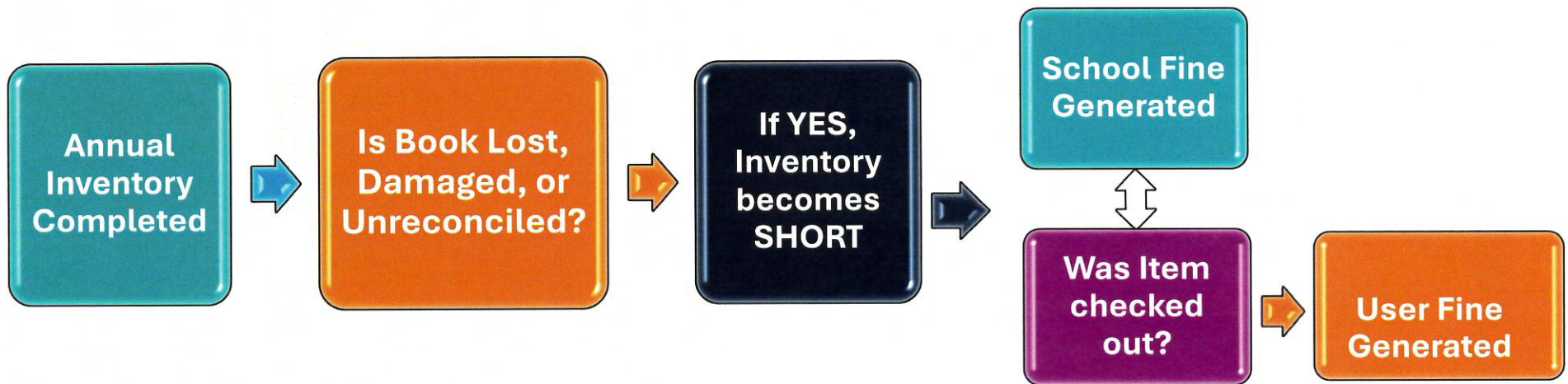
Available if a paid item is returned

Partial Payments

Fines remain Open until fully paid.

Fines

ANNUAL INVENTORY CREATES FINES



REMINDER

- School fines = responsibility of the school.
- User Fines = responsibility to the student (if checked out)
- Both fines may exist for the same item.

Reports

- 1  Select **Reports** from the navigation menu.
- 2  Select the desired **Report Type**.
- 3  Enter the required report parameters.
- 4  Select **Run Report**.
- 5  Wait for the report status to display **Completed** (green status).
- 6  Select **Download** to open the PDF.

Report Types

REPORT TYPE	PURPOSE
 Inventory	View current instructional materials inventory by school, including quantities and status.
 Transfers	Review materials transferred between schools.
 Intent to Adopt	Review submitted curriculum adoption selections and related details.
 Lost/Damaged	Review materials reported as lost or damaged by users.
 Orders	View instructional material orders and order history.

Report Type includes pdf, csv, and.xlsx.
Use Notify option to send Completed report via email.

HelpDesk & Support

The HelpDesk provides schools and districts with access documentation, submit support requests, and track open support tickets.

Helpdesk [+ Create Ticket](#)

[ClassGather Documentation](#)
[Inline Tutorials](#)

Filter Tickets

Keyword

Status

Ticket Status

Closed and Archived Tickets ☐

Application

All

Type

All

Date Range

mm/dd/yyyy

mm/dd/yyyy

[Clear Filters](#) [Search](#)

Status	Created	Requester	Subject	Application	Type
	06/01/26	Kristen Powell	Request to add 978-1-7280-6867-1 to Mississippi Department of Education Catalog for For adding to Inventory		Catalog
	06/01/26	Kristen Powell	Request to add 978-1-7280-6866-4 to Mississippi Department of Education Catalog for For adding to Inventory		Catalog
	06/01/26	Kristen Powell	Request to add 978-1-7280-6865-7 to Mississippi Department of Education Catalog for For adding to Inventory		Catalog
	06/01/26	Kristen Powell	Request to add 978-1-7280-6864-0 to Mississippi Department of Education Catalog for For adding to Inventory		Catalog
	06/01/26	Kristen Powell	Request to add 978-1-7280-6863-3 to Mississippi		Catalog

HelpDesk Options

**Submit
Support
Tickets**

**Search Support
Tickets**

View Ticket Status

**Access Training
Resources**



Create a Support Ticket

When additional assistance is needed, submit a HelpDesk ticket with as much detail as possible.

- 1 Select Create Ticket
- 2 Enter a clear Subject
- 3 Select the appropriate Type
- 4 Complete all required fields
- 5 Describe the issue in detail
- 6 Click Create Ticket button

TIP



Include screenshots, ISBNs, order numbers, or barcode numbers whenever possible to help resolve your request more quickly

+ Create Ticket

SUPPORT

Create Ticket



You can create at ticket here or simply email helpdesk@classgather.com and your tickets will appear in this section.

Subject

Subject

Type

Select Type

Billing
Catalog
Circulation
Inventory
Orders
Roster
Textbook Review
Vendor Inventory
Vendor Sales

Cancel

Create Ticket

Common HelpDesk Request Types

Choose the request type that best matches the issue to ensure the ticket is routed to the right team.

TYPE		USE WHEN...
	Short or Damaged	Materials arrive damaged or quantities are incorrect
	Returns	Returning instructional materials
	Orders	Questions about orders
	Inventory	Inventory discrepancies
	Technical Support	Login, system, or user issues

Support Workflow



Glossary

SCDE INSTRUCTIONAL MATERIALS TERMS	CLASSGATHER TERMS	DEFINITIONS
Instructional Materials	Title	An individual instructional material (print, digital and consumable
Collection	HQIM	A group of related Titles published as part of the series
Local Education Agency (LEA)	District	School district
Inventory	Inventory	Instructional materials purchased by the school
Transfer	Transfer	Movement of materials between schools
Circulation	Circulation	Process for checking materials in and out
Fines	Fines	School or user fines generated for lost, damaged, or unreconciled items.
Orders	Orders	Request for instructional materials through the ordering process

Additional Training Opportunities

Continued ClassGather Support

Learning doesn't stop after the initial training session. Join us for virtual follow-up sessions designed to reinforce key concepts, answer questions and share best practices.

Who Should Attend?



District Instructional
Materials Coordinators



School Instructional
Materials Coordinators



Virtual Training Sessions

August 6, 2026

August 11, 2026

August 13, 2026



Time: 4:00 PM

Before the Session



Zoom meeting
invitation will
be provided



Bring your
questions



Have access
to your
ClassGather
account



Optional: Have
your training
handbook
available

Need Help Before Then?



Email the HelpDesk



**Visit ClassGather
HelpDesk**

