

Manage Classes in the Staff Portal - The Main Page

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When staff log in to their Staff Portals, they are taken to the [News](#) tab. In addition, staff can go to the **Manage Classes** tab to do the following:

- [Take attendance](#)
- [Work with skills/levels](#)
- [Create/send emails](#)
- [View/manage resources](#)



The classes that are available to your staff when they are logged into the Staff Portal is determined by the settings in the Manage Classes Tab section of the Portal Settings tab in their individual Staff record. For an explanation of these settings refer to [Settings for Staff Portal Attendance](#).

Manage Classes
News
My Schedule
My Time Card
Manage Classes
Clock-In
Actions

Click to collapse the filters.

Class Filters
My Classes
Today's Classes

Date: 01/04/2020
Time:
Cat1:
Cat2:
Room:
Session:
Attendance Status: Not Completed
Instructor: John Linton
Go
Reset

Use the Class Filters to control which classes are displayed.

Fri, Jan 4 2020
2 Classes

Partial Attendance
Complete Attendance

Times	Class	Actions
6:00pm 6:30pm	<div> Partial Attendance </div> <div> Starfish - Fri - 6pm with John L. Pool 1 2 enrolled / 0 makeups </div>	Attendance Skills/Levels Email Virtual Class
7:00pm 7:45pm	<div> <div> Attendance for this class has not been taken. </div> <div> Swim Kids L9 - Fri - 7pm with John L. Pool 2 2 enrolled / 0 makeups </div> </div>	Attendance Email Resources

Session: Winter 2020
Days: F

Wait: 0
Start: 12/1/2020

Status: Active
End: 2/28/2020

On the main page of the *Manage Classes* tab, there are several **Class Filters** available to allow staff to drill down to specific classes including: Date, Time, Cat1, Session, Room, Attendance Status (Completed or Not Completed), and Instructor.

The status of the attendance for a class is indicated by a check mark:

- When no students in the class have been marked either present or absent there will be **no check mark** next to the class.
- When all students have been marked present or absent, a **green check mark** indicates that attendance is complete.

- If you allow partial attendance, where staff can mark some students present/absent and save the changes to complete at a later time, a **yellow check mark** will indicate that attendance for the class has been partially taken. See [Settings for Staff Portal Attendance](#) to learn more.

Additional class information is available by clicking the arrow (↗) next to the class name. To collapse/hide that information click the arrow (v) again.

Action Buttons

Email - The **Email** button opens a window where an email can be composed. All enrolled students appear with a check box allowing staff to select which students to include in the email. The message is sent to all contacts in the student's family record in your database. A copy of the email is retained in the *Family* record, on the *Misc* tab, for 180 days.

Attendance - When ready to [take attendance](#), staff will select the **Attendance** button.

Skills/Levels - If the class has skills assigned to it, staff will select the **Skills/Levels** button to [update skills](#).

Resources - If a resource has been added in the *Class* record and assigned to display in the Staff Portal, select the **Resources** button to open the resource. In addition, when a staff member is given access to manage [resources](#) in the Staff Portal, they can add, edit, and delete resources for a class.

Virtual Classes - If a virtual class link was added to a *Class* record, it will display in this section. Click the **Virtual Class** button to open the video.
