Managing Classes

j2dashboard

setup   manage users   classes   j2launch

manage classes - help-resources

enter a class name   6 cl

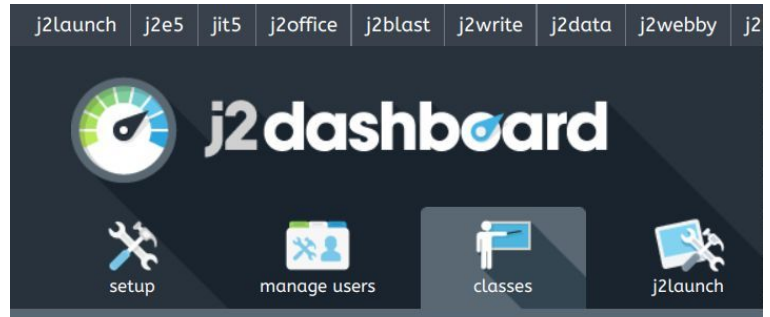|		class name	users	
☐	📁	Year 1	2	▼
☐	📁	Year 2	1	▼
☐	📁	Year 3	1	▼
☐	📁	Year 4	1	▼
☐	📁 👤	Green Table	1	▼
☐	📁 👤	Orange Table	1	▼

- You can add, change or edit a class by going to the J2dashboard, then selecting the 'classes' tab.

- The Green folders are registration classes. Users can only be associated

  with one registration class

- The Purple folders are group classes such as subject

  groups / sets / table groups (or year group if there are multiple classes in a year) . Users can be associated with multiple group classes

  To add classes select the + button on the left hand side and give the class an appropriate name.

add   ✖

⦿ 📁 registration class   ◯ 📁 teaching class

class name * [   ]

ok

- Once you have created a class click the little drop down arrow on the right hand side of the class name. Then select the + button, a pop up screen will appear where you can search users, once you have found the user you would like to add, select them so they are highlighted and add them by clicking the OK button.

		class name	users	
☐	📁	Year 1	2	▼
☐	📁	Year 2	1	▲
	☐ User2 - User 2			➕ 👤 ✏️
☐	📁	Year 3	1	▼
☐	📁	Year 4	1	▼
☐	📁 👤	Green Table	1	▼
☐	📁 👤	Orange Table	1	▼

find user   ✖

search   help-resources ▾

user name	alias	first	surname	class	type
Admin					administrator
BenJerry		Ben	Jerry	Year 3	pupil
SueWhite		Sue	White	Year 4	administrator
TomJone		Tom	Jone	Year 1	teacher
User1		User	1	Year 1	pupil
User2		User	2	Year 2	pupil

ok

- You can add multiple users by holding down the Ctrl key on the key board whilst selecting the users. It will say how many users you have selected at that moment in time in the right hand corner of the pop up. Once you click OK they will be added to the class.

find user   ✖

search   help-resources ▾   3 selected

user name	alias	first	surname	class	type
Admin					administrator
BenJerry		Ben	Jerry	Year 2	pupil
SueWhite		Sue	White	Year 4	administr
TomJone		Tom	Jone	Year 1	teacher
User1		User	1	Year 1	pupil
User2		User	2	Year 2	pupil

ok

Managing this years leavers

- We recommend renaming the classes with the users who are leaving to the year they are leaving and then add leavers e.g 2018 Leavers. So all the users that are leaving will be in this class.

Users moving classes/ years

- If users are staying in the same classes but moving year/teacher you can rename their current class.

- If registration groups are being changed we recommend deleting the current classes and creating new ones and adding the users

Renaming a class

- To rename a class, select the little drop down arrow on the right of the class name then select the rename button.
- A pop up will appear, type the name you would like the class changed to and click OK