

CLASSxp TIPS

ICON MISSING?

If the CLASSxp icon does not show, go to Application Explorer and choose it from there. The other way to open it is to go to Start, Run and type in the script for your campus. If you see something saying, "Illegal term #..." cancel through it. It's doesn't really create a problem.

SEARCHING?

The Circle with the F in it at the bottom of any information sheet is the FIND button.

WHERE DOES IT SHOW MULTIPLE PARENTS?

In the Parent Information area, there is a scroll bar on the right to show multiple parents and the in the bottom right of each it will show who the child lives with, who has parental rights, etc.

WHERE WILL IT SHOW WEB PUBLISHING PERMISSION?

In the Student Demographic area, the 3rd tab houses a place for web publishing permission and the signed AUP.

To Import a Class List to PC Gradebook--Go to Student List--Data--Export Data. Then name the file and save the Excel file as a Tab Delimited file.

To Print, go to a screen you want to print making sure it is a list. Go to File, Print and then drag to the right for the drop down menu. Choose Expanded Table and pick what you want from there.

PRINTING END OF THE WEEK ATTENDANCE

To Print attendance forms at the end of the week, Delete the section ID and it will print all the classes assigned to you.

GRADE SUBMISSION

When submitting grades at the end of the nine weeks, go to Performance and then to Class Grades. When the grading page appears, click ONCE on the blue box titled **9 Weeks** at the head of the column. (If you double click, it sorts by the column you highlight.) The whole column will be highlighted, and you may now TAB down the column instead of clicking through the list. If you click on UNDO, it will undo everything you have not saved. Save often.

To reset the bays at the bottom of the page where teachers personalize what information they want to appear for each child, just go to Class-Preferences and reset the default.

SEATING CHARTS

To create a new SEATING CHART, the easiest way is to duplicate the alphabetical one and move all the kids. You can also create a new one, and if you leave any students out, they will appear on an OUT OF CHART list. (This list will print when class lists are printed if you don't tell it not to as directed below.)

You can drag one student on top of another to make them trade places on the chart.

To change the available number of rows or columns, go to CLASS-Preferences, and then choose Class. It will open a dialog box asking for the number of columns and rows you prefer.

To print the seating chart, you must copy, paste to Word and crop it and then enlarge it so it won't print too gray.

(It looks as if the teachers should be able to print the seating chart, but that choice is grayed out. The grayed-out reports for seating chart and student list are not working in Classxp and never have, according to ProLogic. Maybe Pearson will fix them in the next upgrade.)

PRINTING CLASS LISTS

To Print, go to a class you want to print making sure it is a list. Go to File, Print and then drag to the right for the drop down menu. Choose Expanded Table and pick what you want from there.

To get a one-page list of students, you can tell it to print pages 1 to 1 of 2 to avoid getting the 2nd blank page. Or you might try this instead: Right-click on a student name and choose Demographic. Then enter Find mode by using the magnifying glass button on the bottom of the screen. Enter a * in the last name field and click Find. You then get a matrix of all students in the class. Choose File>Print and the expanded table option. You may have to choose landscape to fit the columns in, but this should give you a list with student ID, first & last names, grade, gender, and birth date.

ADDS/DROPS

To accept ADDS and DROPS, simply click next to the name and click SAVE.

With one exception (a no-show student who re-enrolled at the high school), all students adds and drops appear to be showing up automatically in CLASSxp almost immediately after they are done in the counselors' office. Adds and drops show up when a teacher first opens a class seating chart. They can also check for new adds and drops during the period by choosing Show Students Entering/Show Students Leaving from their Class drop-down menu.

WHEN DO SECTION CHANGES SHOW UP IN CLASSxp?

When major section changes are done - such as adding new sections, changing the teacher assignment on a section, etc., these changes do not show up automatically in the teacher's schedule & seating charts until a process called Update Seats is run. We have been running that process each evening. It cannot be run during the day unless all teachers are logged out; however, in the event that you do need it run during the day we can make an announcement and log everyone out to run it. The best option is to make major section changes at the end of the day so they show up the next morning.

DELETING SECTIONS & TEACHER NOT TAKEN ATTENDANCE REPORT

Because even empty sections will show up as not having attendance taken on the attendance office report, it's to everyone's benefit to delete these sections. However, when sections are deleted, the teachers who formerly were assigned to that section cannot open their schedule at all until Update Seats is run. For that reason, it's best to do these at the end of the day also. (We just found out about this issue on Thursday.)

SECTIONS COMBINED IN A SEATING CHART

The documentation for CLASSxp says that any sections assigned to the same teacher with the same meeting periods will show up combined in a seating chart. I know of a few cases where coaches do not have their sections combined and have to take attendance on multiple charts. If a section meets has the same start and end period and the same term (S1, etc) it will be combined in the seating charts.

So because some of the football sections have different terms (Football 1, 2 & 3 are S1, but the local credit section is YR) they appear in two seating charts, even though the periods are the same and the students are the same. Victor from ProLogic suggested that as an alternative to having the coaches take roll on 2 seating charts for those periods, we mark one of the sections as "no attendance taken." The student attendance is by period, so as long as roll was taken in one of the sections, they should be fine. Let Valerie (6055) or Mary (5192) know what you need done with this and if it is happening anywhere but football.

GLITCH WITH 2ND SEMESTER SEATING CHARTS

As you're probably aware, we had 2nd semester students showing up the seating charts on the first few days. In an attempt to correct that, we ran Update Seats incorrectly and ended up with an all-2nd Semester seating chart for the first period on Thursday morning (this is why so many students were showing up as dropped that morning). We had everyone log out and corrected the seating charts. If you know of any instances now where a 2nd semester student is showing up in a 1st semester class, please Mary Mitchem know, but they should all be corrected.