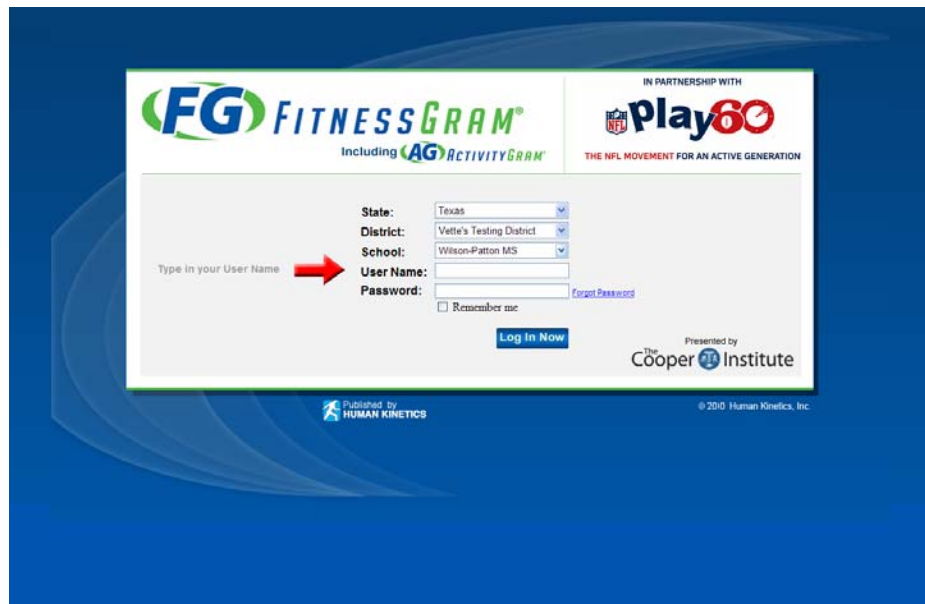


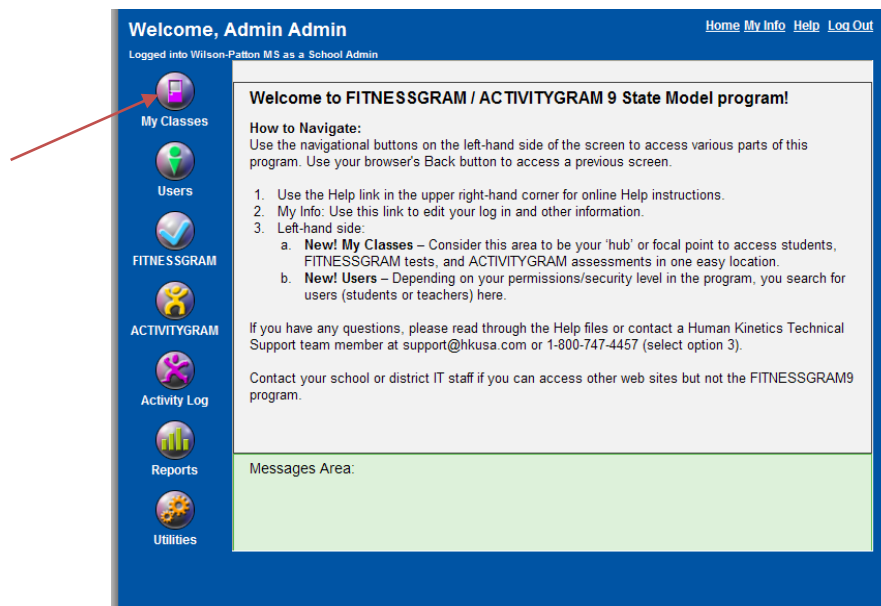
# How to Assign Classes to Teachers

Please follow these instructions to assign classes to teachers' accounts within the administrative level. You can search that class that are not assigned as Admin. The teachers will not be able to see these classes until the classes are assigned to them.

Log in to the district and school that the teacher missing the class is assigned to.



Click on the My Classes icon.



Select Teacher Unassigned in the drop-down list. This will display all the classes that are not assigned to any teachers in a list.

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My Classes

Teacher: Unassigned

Create Edit Delete Add Students Student Details

Show inactive classes.

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input type="checkbox"/>	Track3			0	23	0
<input type="checkbox"/>	Tennis3			0	23	0
<input type="checkbox"/>	Aerobic Training3			0	23	0
<input type="checkbox"/>	Health3			0	23	0
<input type="checkbox"/>	Tennis9			0	1	0

At this point, you will need to know the name of the class that needs to be assigned to the teacher. Check the box next to the class name you need to assign. Then click Edit.

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My Classes

Teacher: Unassigned

Create Edit Delete Add Students Student Details

Show inactive classes.

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input type="checkbox"/>	Track3			0	23	0
<input type="checkbox"/>	Tennis3			0	23	0
<input checked="" type="checkbox"/>	Aerobic Training3			0	23	0
<input type="checkbox"/>	Health3			0	23	0
<input type="checkbox"/>	Tennis9			0	1	0

Next to Teachers, click the Add link to add a teacher to this class.

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**Edit Class**

\*Class Name:  Teachers: 0 [Add](#) [View](#)  
\*Start Date:  Students: 23 [Add](#) [View](#)  
\*End Date:  FITNESSGRAMs: 0 [Add](#) [View](#)  
ACTIVITYGRAMs: 0 [Add](#) [View](#)  
Activity Logs: [View](#)

Description

Status:  active  inactive

[Save Changes](#)  
[Return To Class List](#)

Leave the First and Last name fields blank and click Search to search all teacher names available in this school, or enter a name to narrow the listing.

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**Users**

Search for:  Role:   
First:  Last:   
[Search](#)

**Teachers**  
Class: Aerobic Training3

[Add New](#) [Assign](#)

Add teachers to class in one of the following ways:

1. Perform a search to display teachers that are already in the system, and then click Assign to add them to our class. (Leave the name fields empty when you search if you want to display all teachers.)
2. Click Add New to create a new teacher record.

Check the box next to the teacher name you need to assign to this class. Click Assign.

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**Users**  
Search for:  Role:   
First:  Last:

**Teachers**  
Class: Aerobic Training3  
  Total found: 4

	Last Name	First Name	MI	Info
<input type="checkbox"/>	Beaver			<a href="#">More Info</a>
<input type="checkbox"/>	Meyer			<a href="#">More Info</a>
<input checked="" type="checkbox"/>	Ottwer-Higgins			<a href="#">More Info</a>
<input type="checkbox"/>	Page			<a href="#">More Info</a>

This teacher is now assigned to that class. You will see the notification at the top. Click on My Classes to continue, or exit the program if finished.

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**Roster**  
**1 new teacher assigned to this class**  
Teacher:   
Class:  [Return to Edit Class](#)  
Students / Teachers:

**Teachers**

	Last Name	First Name	MI	Email	Info
<input type="checkbox"/>	Ottwer-Higgins				<a href="#">More Info</a>

When you go back to My Classes, you will see that the class name you just assigned is no longer in the Unassigned listing.

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**My Classes**

Teacher:

[Create](#) [Edit](#) [Delete](#) [Add Students](#) [Student Details](#)

Show inactive classes.

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input type="checkbox"/>	Track3			0	23	0
<input type="checkbox"/>	Tennis3			0	23	0
<input type="checkbox"/>	Health3			0	23	0
<input type="checkbox"/>	Tennis9			0	1	0

## Technical Support

Monday through Friday, 7 am to 7 pm CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: [support@hkusa.com](mailto:support@hkusa.com)