

eBook Admin: Find Classes

This article describes where you can find/search for current classes and past classes for all of the teachers under your purview. You can filter by teacher or by school. You can sort by any of the column headings.

Find Classes from the 'Classes' Menu under 'eBook Admins'

Find Current or Past Classes

- For organizational purposes the Current and Past Classes are housed in different tabs.
- Past classes are for your reference. You may want to delete some of these periodically.

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Classes

+ Create a new Class

Per Page: 10

| Name | Teacher | PIN | Start Date | End Date | School | |
|--------------------|---------|-------|------------|------------|---------------------|--|
| Core Connections | Teacher | 6NF4F | 2017-08-07 | 2018-08-01 | CPM Training School | View Edit Delete |
| Cho Test PIN Class | Teacher | AFRCA | 2018-02-15 | 2018-06-30 | CPM Training School | View Edit Delete |
| Cho test PIN 2 | Grindy | B5CLN | 2018-02-15 | 2018-06-30 | CPM Training School | View Edit Delete |

Filter and Sort Classes

You can filter classes by the column headings Name, Teacher, PIN, Start Date, End Date or School by selecting the word. The triangle indicates which column is being sorted as well as the direction i.e. A to Z or Z to A.

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Classes

+ Create a new Class

Current Classes Past Classes Tutorial

Name Teacher PIN Start Date End Date School Per Page: 10

Search Classes

| | | | | | | |
|--------------------|---------|-------|------------|------------|---------------------|------------------|
| Core Connections | Teacher | 6NF4F | 2017-08-07 | 2018-08-01 | CPM Training School | View Edit Delete |
| Cho Test PIN Class | Teacher | AFRCA | 2018-02-15 | 2018-06-30 | CPM Training School | View Edit Delete |
| Cho test PIN 2 | Grindy | B5CLN | 2018-02-15 | 2018-06-30 | CPM Training School | View Edit Delete |

Find Classes from the 'Class Report' Menu under 'Reports'

1. Use the search to filter the results.

- Find all classes in Reports --> Class Report
- In the 'Search Classes' field, type in say a teacher's last name to narrow the number of classes down.
- As a school, decide on class naming protocols to help when using a filter.

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Contract Report License Report Class Report

Class Report

'Search Classes' field

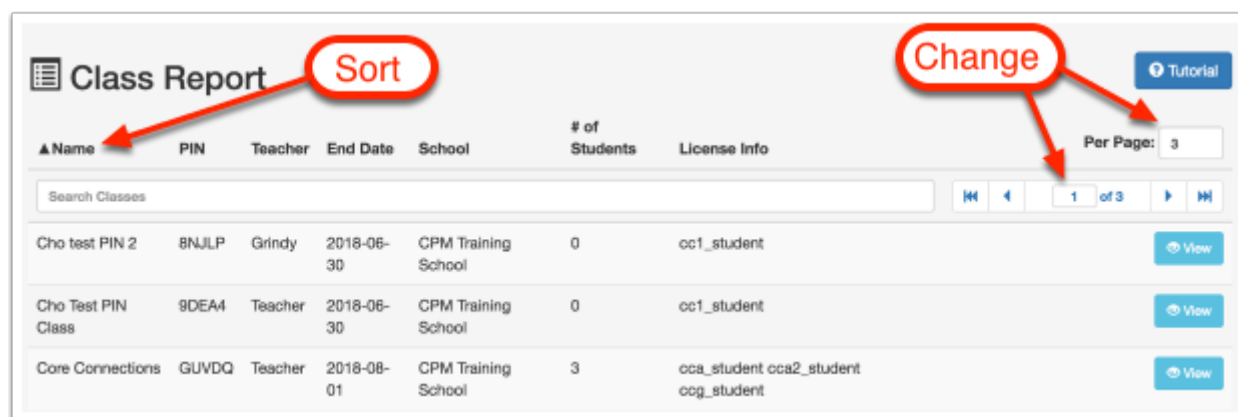
Name PIN Teacher End Date School # of Students License Info Per Page: 10

Search Classes

| | | | | | | | |
|--------------------|-------|---------|------------|---------------------|---|--------------------------------------|------|
| Core Connections | 6NF4F | Teacher | 2018-08-01 | CPM Training School | 8 | cca_student cca2_student ccg_student | View |
| Cho Test PIN Class | AFRCA | Teacher | 2018-06-30 | CPM Training School | 0 | cc1_student | View |
| Cho test PIN 2 | B5CLN | Grindy | 2018-06- | CPM Training | 0 | cc1_student | View |

2. Use the arrows next to the column labels to sort.

- Sort by Name, PIN, Teacher, End Date, or School.
- Change the page number or use the arrows to advance or reverse through pages.
- Change the number of results shown per page.



Class Report Sort Change Tutorial

| Name | PIN | Teacher | End Date | School | # of Students | License Info | |
|--------------------|-------|---------|------------|---------------------|---------------|--------------------------------------|----------------------|
| Search Classes | | | | | | | |
| Cho test PIN 2 | 8NJLP | Grindy | 2018-06-30 | CPM Training School | 0 | cc1_student | View |
| Cho Test PIN Class | 9DEA4 | Teacher | 2018-06-30 | CPM Training School | 0 | cc1_student | View |
| Core Connections | GUVDQ | Teacher | 2018-08-01 | CPM Training School | 3 | cca_student cca2_student ccg_student | View |

Per Page: 3

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3. If you know the PIN, filter by the PIN code.