My classes

07/31/2026 4:29 pm EDT

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In **<My classes>** the list of classes for which the Training Manager is responsible is displayed, enabling efficient management and quick access to key information for each group.

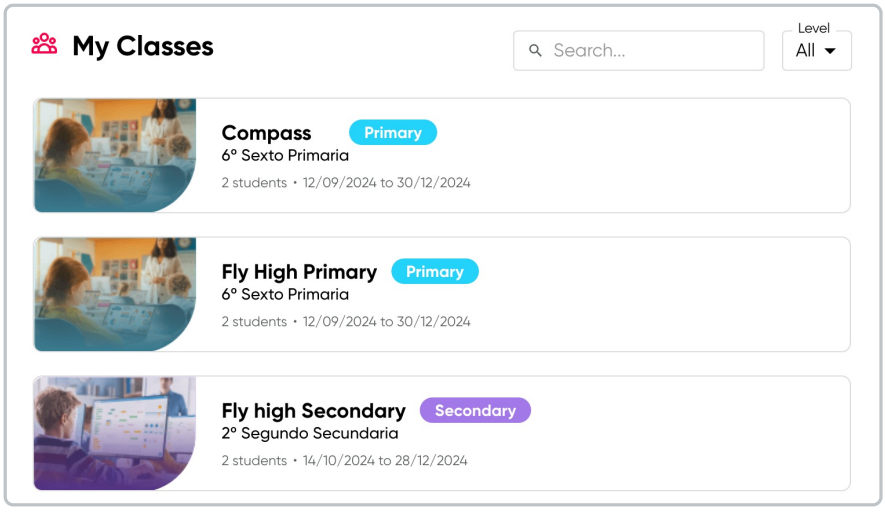
Available Information

Each class is displayed as a card with general information:

- Class title
- Educational level
- Grade
- Number of students
- Start and end dates
- Class code

Additionally, the module includes:

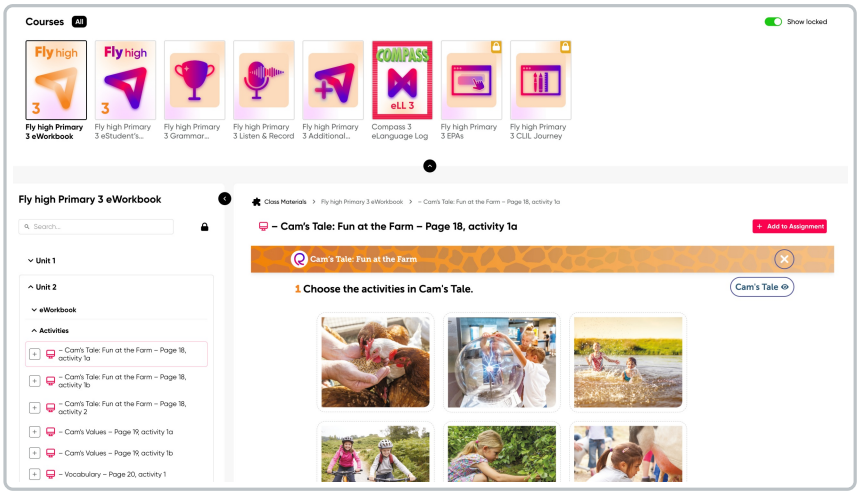
- A **search bar** to quickly locate classes.
- **Filters by level** (Preschool, Primary, Secondary) to facilitate organization and navigation.



How to access a class?

To enter a class:

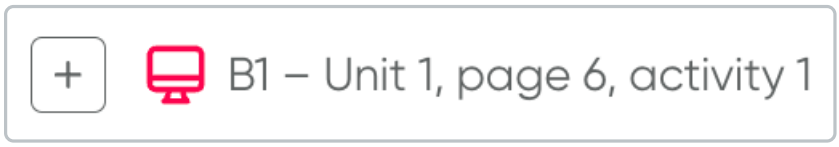
1. Click on the desired **class banner.**
2. The class view will open with all **available materials and content**.



How to create a new assignment?

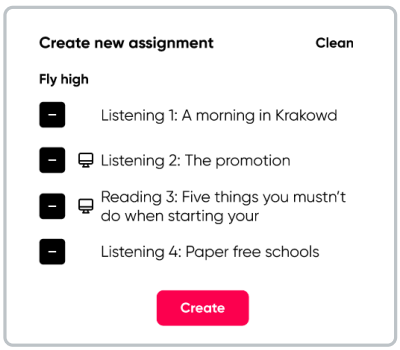
To create a new assignment within a class:

1. Select the **product** (a specific series or all available ones).
2. Click the **(+)** button to add activities.



3. View the **total number of selected activities** in the top right corner.

4. Click on **<Create>**.

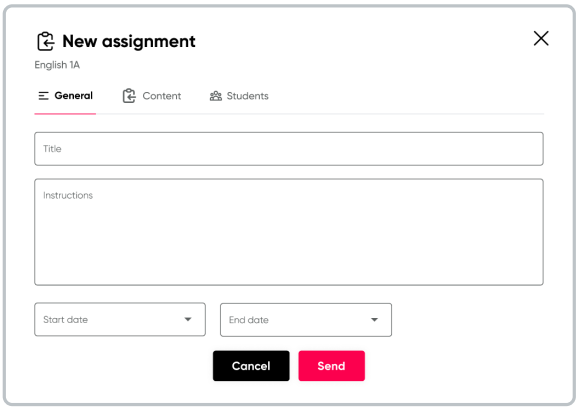


How to configure an assignment?

During the creation of the class, the following sections are presented:

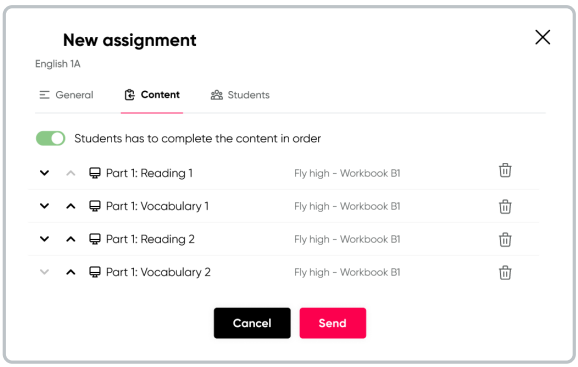
General

- Assign a **title to the activity**.
- Define **instructions**.
- Set the **start date and end date.**



Content

- Displays the activities that were previously added.

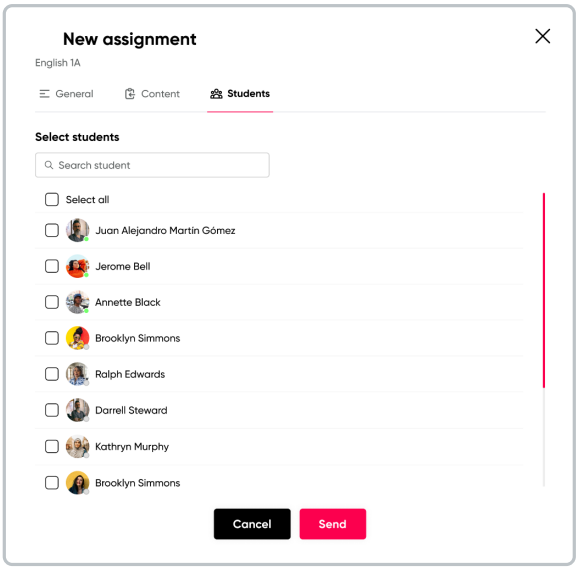


The option to have students complete each assignment in sequence can be enabled or disabled.

Use the **< ↓ ↑ >** arrows to adjust the order in which each assignment is completed.

Students

- The complete list of students in the class.



Submitting/creating the assignment

- Click **<Send>** to publish the assignment.

Why is it great?

- Centralizes class and assignment management in one place.
- Makes it easier to create and assign activities.
- Improves teacher organization.
- Provides clear control over dates, content, and students.