

# Classes in RenWeb

RenWeb has courses and classes.

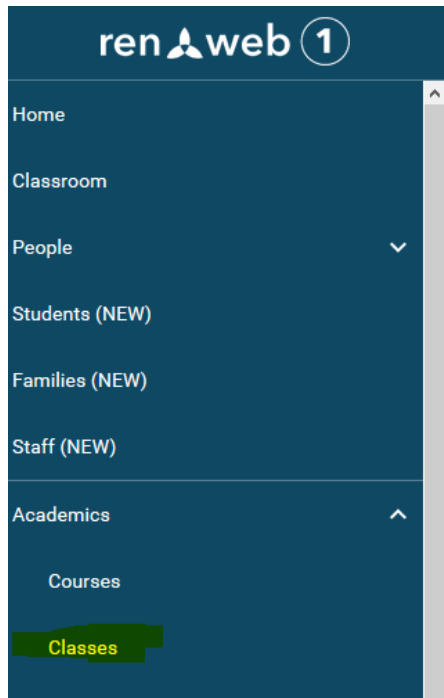
Courses are the overall subject and class is the individual classes being taught. Classes are where you enter your students.

EXAMPLE: Courses = 1.2 Art

Class= 1.2 Art- A

## How to Create Classes

### 1. RenWeb-Academics- Classes



### 2. Here is what the screen should look like.

A screenshot of the RenWeb Class Sections form. The form is divided into three main sections: 'Course List', 'Class Sections', and 'General'.  
1. **Course List**: A scrollable list of courses. The selected course is '1.2.ART - Art'. Other courses listed include: \*\*TK HR - Homeroom, \*NAD.K.HR - Homeroom, 1.2.BIB - Bible, 1.2.HR - Homeroom, 1.2.LA - Language Arts, 1.2.MAT - Math, 1.2.MUS - Music, 1.2.PE - Physical Education, 1.2.SCI - Science, 1.2.SS - Social Studies, 1.2.TEC - Technology, 3.8.ART - Art, 3.8.BIB - Bible, 3.8.HR - Homeroom, 3.8.LA - Language Arts, 3.8.MAT - Math, 3.8.MUS - Music, 3.8.PE - Physical Education, 3.8.SCI - Science, 3.8.SS - Social Studies, 3.8.TEC - Technology, WA SS - WA SS.  
2. **Class Sections**: A scrollable list of class sections. The selected section is '1.2.ART:A'.  
3. **General**: A form for editing the class section. It includes:  
- **Course**: A dropdown menu with '1.2.ART' selected.  
- **Section**: A dropdown menu with 'A' selected.  
- **Instructor**: Three rows for #1, #2, and Aide, each with a dropdown menu.  
- **Room**: A dropdown menu.  
- **Q1 Q2 Q3 Q4**: Four checkboxes, all of which are checked.  
- **Do not include on Day Attendance**: An unchecked checkbox.  
- **Lock Schedule - (Auto Scheduler)**: An unchecked checkbox.  
- **Lock Enrollment - (Auto Scheduler)**: An unchecked checkbox.  
- **Gender Restriction**: A dropdown menu.  
- **Linked Class**: A dropdown menu.  
At the bottom of the form are two buttons: 'Save' and 'Delete'.  
Below the Course List and Class Sections sections are several buttons: 'New', 'General', 'Roster', 'Schedule', 'Enroll', 'User Defined', 'Transfer', and 'Edit Course'.

- There should be a class in the Highlighted Class Section.
- If there is not a class there, then click New.

Class Sections

- New
- General
- Roster
- Schedule
- Enroll
- User Defined
- Transfer
- Edit Course

- This screen will appear. Enter one of the below options in the highlighted section.
- Below are examples: enter a letter such as A, the first 3 letters of the teacher's last name or the grades that are being taught.

**New**

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Add Class Section

WA SS

OR

Auto Add Multiple Sections

Alphabet

Numeric

Number of classes to add:

Add Class Section

WA SS

A

Add Class Section

WA SS

FAH

Add Class Section

WA SS

5-8

- Once an option has been entered into the box, click submit. Next enter the instructor. Then SAVE!

Class Sections

WA SS:A

**General** ID: 68

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Course Section

WA SS

A

Instructor

#1

#2

Aide

Room

8. The next step is to Enroll students into a class. Select Enroll

The screenshot shows a web interface for managing class sections. On the left, a list of class sections is shown, with '3.8.MAT:A' selected. Below this list is a vertical menu of buttons: 'New', 'General', 'Roster', 'Schedule', 'Enroll' (highlighted in yellow), 'User Defined', 'Transfer', and 'Edit Course'. The main area is titled 'General' and 'ID: 17'. It contains several dropdown menus for 'Course' (3.8.MAT), 'Section' (A), 'Instructor #1', 'Instructor #2', 'Aide', and 'Room' (1-5). There are also checkboxes for 'Q1', 'Q2', 'Q3', and 'Q4', all of which are checked. Below these are three unchecked checkboxes: 'Do not include on Day Attendance', 'Lock Schedule - (Auto Scheduler)', and 'Lock Enrollment - (Auto Scheduler)'. At the bottom, there are dropdown menus for 'Gender Restriction' and 'Linked Class', and two buttons: 'Save' and 'Delete'.

9. This screen will then appear. Highlight each student or hold shift and highlight multiple students. Then click the ENROLL(selected) button. The student will move over to the Class Roster. Once in the class roster they are official enrolled into that class.

The screenshot shows the 'Enroll Class' interface. On the left, there is a 'Filter Type' section with radio buttons for 'Next Year', 'Status', 'Grade Level', 'Class', and 'Request'. The 'Status' filter is selected, and a list of status options is shown: 'Enrolled' (highlighted in blue), 'Pre-Enrolled', 'Withdrawn', and 'Graduate'. The main area is divided into two panes: 'Selection' and 'Class Roster'. Both panes currently show a blacked-out area, indicating that students have been moved from the selection pane to the class roster. Below the panes, there are two buttons: 'Enroll (selected)' and 'Unenroll (selected)'. At the bottom, there is a 'Student Barcode:' input field and a 'Submit' button.

CONGRADULATIONS! You now know how to add a new class section and enroll your students!

**Questions?**

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