Classes in RenWeb

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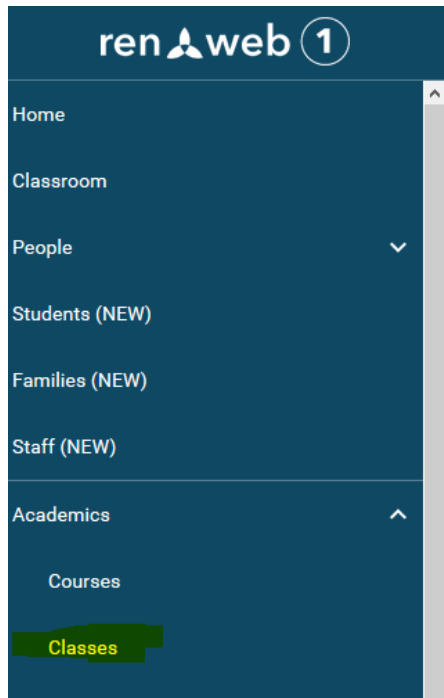
Courses are the overall subject and class is the individual classes being taught. Classes are where you enter your students.

> 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.

3. There should have a class in the Highlighted Class Section.
4. If there is not a class there, then click New.

Class Sections

New
General
Roster
Schedule
Enroll
User Defined
Transfer
Edit Course

5. This screen will appear. Enter one of the below options in the highlighted section.
6. 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

Add Class Section

WA SS

OR
Auto Add Multiple Sections
○ Alphabet
○ Numeric
Number of classes to add: [ ]
Submit   Cancel

Add Class Section

WA SS   A

Add Class Section

WA SS   FAH

Add Class Section

WA SS   5-8

7. Once an option has been entered into the box, click submit. Next enter the instructor. Then <u>SAVE!</u>

Class Sections

WA SS:A

General   **ID: 68**

Course   **Section**

WA SS   A

Instructor

#1 [   ]

#2 [   ]

Aide [   ]

Room

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

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.

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

Questions?
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