Assign Teachers to Classes

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When a **teacher or team member** is created in the system, they can be assigned to classes at that time. Any team member may be assigned to a class, not just those assigned the *Teacher* role.

Assign a Teacher to a Class

- 1. Ensure the correct site is selected at the top of the page, and then go to **Teachers & Staff** (left menu) > **Profiles** card > **View All Team Members**.
- 2. Select the team member's profile card.

967908 > Team Members Team Members						
Last Name: A-Z 🔹	*					
Natalie Barrett Administrator	Administrator : >	Andre Brighton Teacher	Teacher : >	Mandy Briner Timeclock	Timeclock : >	
Gloria Fields	Teacher : >	Suzanne Harris Owner	Owner : >	Sarah Henderson Administrator	Administrator : >	
Faye Jenkins Site Administrator	Site Administrator : >	Garrett Kondo Teacher	Teacher : >	Sherri Marker Timeclock	Timeclock : >	

3. Click the Actions menu Actions - Assign to a class.



- 4. Click the field under **Select all that apply** in the *Class Assignment* window, and select a class. Add additional classes as needed.
- 5. Click Save.

Unassign a Teacher from a Class

If you need to unassign a teacher from a class, follow these steps:

- 1. Go to Teachers & Staff (left menu) > Profiles card > View All Team Members.
- 2. Select the team member's profile card.
- 3. Click the **Classes** tab.
- 4. Go to the **Options** icon (:) > **Unassign** on the class card, and the teacher will be removed from that class assignment.

967908 > Business > Team Member	
Gloria Fields	🔶 Actions 👻
DETAILS SITES ① CLASSES ① PERMISSIONS	
Name: A-Z 🔹 😒	
After School Program Kindergarten and 1st Graders Westside Active Active Unassign	B