

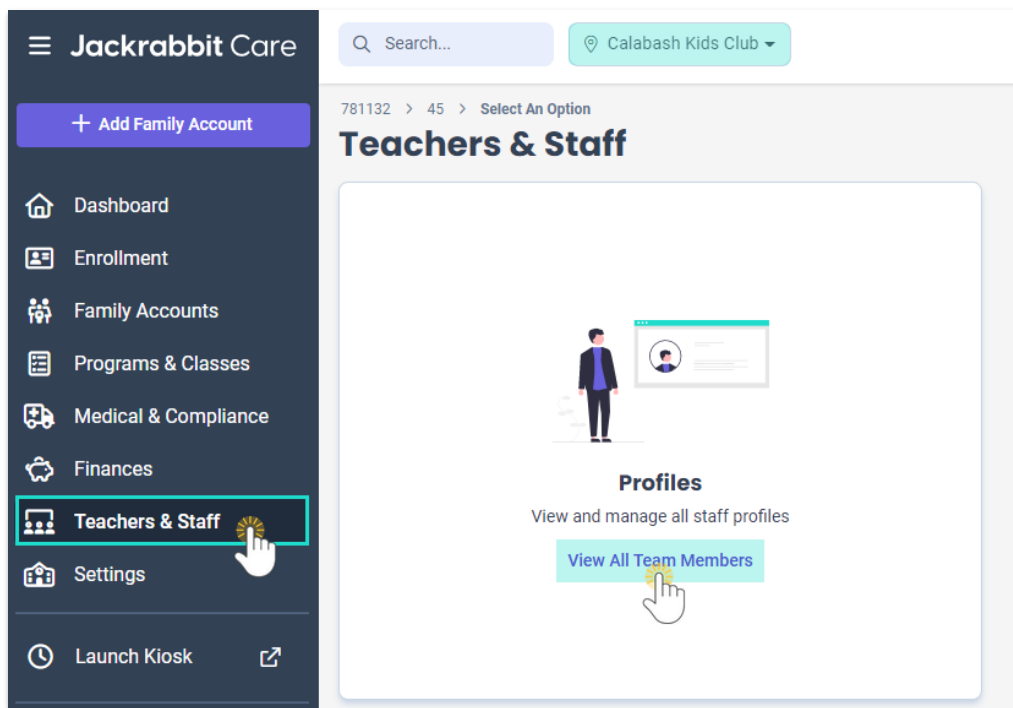
Assign Teachers to Classes

Last Modified on 09/06/2023 8:07 am EDT

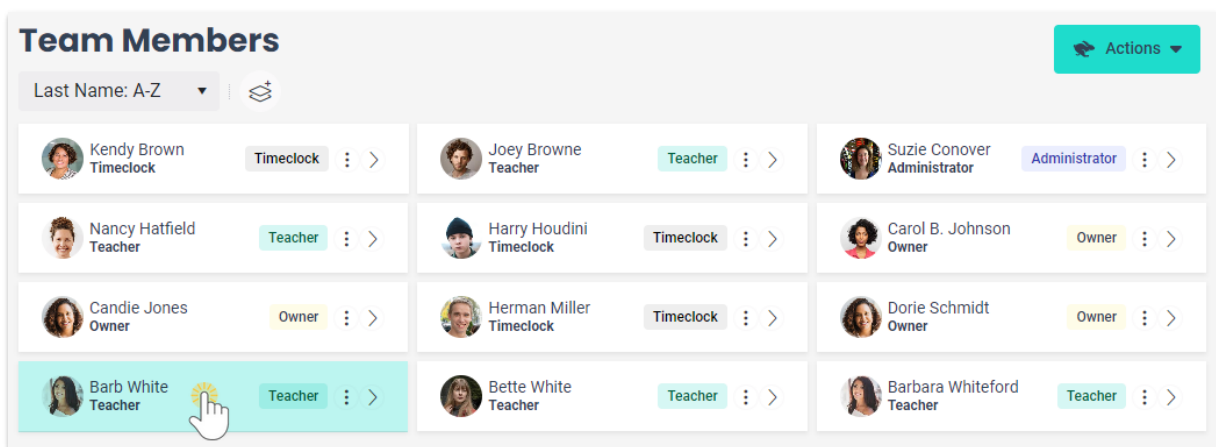
When a **teacher or staff member** is created in the system they can be assigned to classes. If, for any reason, you need to assign a staff member to a class at a later date, follow these steps.


1. Go to the **Left Menu > Teachers & Staff**.

Note: Be sure you have the right site selected at the top of the page.



2. Click the **View All Team Members** link located on the **Profiles** card to open the **Team Members** page.
3. Select the Teacher from the list and click on their card to open their profile.



4. Click the **Actions Menu**  > **Assign to a class** to open the **Class Assignment** window.


781132 > Business > Team Member

Barb White

DETAILS SITES 2 CLASSES 1

→ Tue, Sep 20, 1:08PM
LAST SIGN-IN

⌚ NEVER
LAST CLOCK-IN



Barbara "Barb" White
Full Name

Teacher
Role

Actions

- Assign to a site
- Assign to a class
- Archive


- Click the field under **Select all that apply** in the **Class Assignment** window, and select a class. Add additional classes as needed.
- Click **Save**. The classes the teacher is assigned to are listed under the **Classes** tab on their profile page. In addition, there is a **Classes** link at the bottom of the profile page.

Barb White

DETAILS SITES 2 CLASSES 3

→ Tue, Sep 20, 1:08PM
LAST SIGN-IN

⌚ NEVER
LAST CLOCK-IN



Barbara "Barb" White
Full Name

Teacher
Role




Classes assigned to teachers are a part of the personalized Dashboard. Refer to [Teachers - Sign In](#), [View Dashboard](#), [Families & Classes](#) for additional information.

Unassign a Teacher from a Class

If you need to unassign a teacher from a class, proceed as follows:

- Go to the **Left Menu** > **Teachers & Staff** > **Profiles** card > **View All Team Members** link.
- Select the teacher's profile card.
- Click the **Classes** tab.

4. Go to the **Options** icon  > **Unassign**. Click **Unassign**. You will see a confirmation popup message in the upper-right of the page. The teacher will be removed from that class assignment.

