

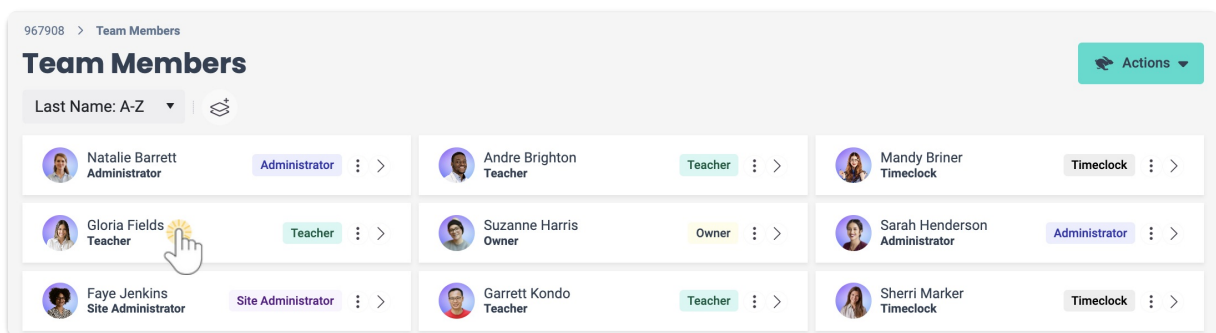
Assign Teachers to Classes

Last Modified on 06/25/2024 1:33 pm EDT

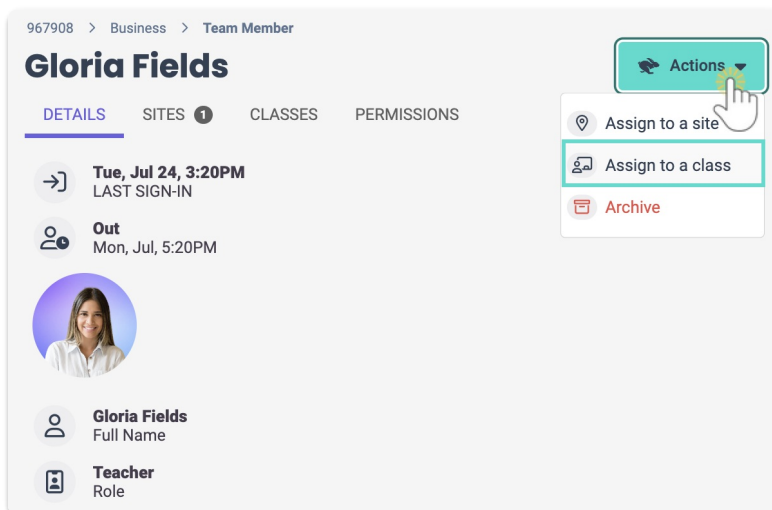
When a **teacher or team member** is created in the system, they can be assigned to classes at that time. Any team member may be assigned to a class, not just those assigned the *Teacher* role.

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.



3. Click the **Actions** menu > **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.

