Master Class Creation

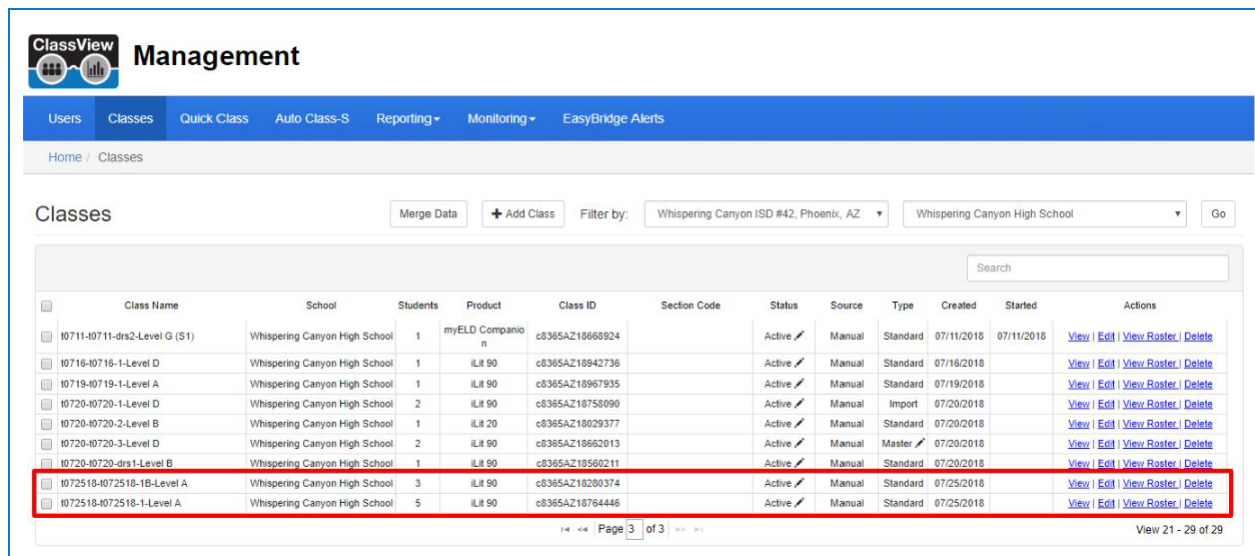## Combining Multiple Classes into a Single Roster in ClassView

Overview

Each year, ClassView is upgraded with new functionality. One such enhancement is the ability to create a Master Class. A master class is simply the combining of two or more classes or rosters into a single physical class. This can be applied to both EasyBridge and Manual rostering districts.

The class rosters that are combined are referred to as "import" classes. The separate import classes are required by the district to represent groups of students for various reasons (e.g., funding sources, student types).

Creating a Master Class in ClassView

Master classes must be created manually. In the example below, on the *Classes* tab, the example teacher has two separate classes for period 1. The first class has 3 students and the second has 5 — 8 students total.

To combine both rosters into a single physical class, a new class must be created using either the *+Add Class* button on the Classes tab or selecting the *Quick Class* tab. In this example, a new, third class will be created, which will be the Master class. Once completed, there will be two import classes and one Master class.

In order to combine classes into a single class, all rosters must feature the same:
- District
- School
- Product (iLit 90 classes, for example, cannot be combined with an iLit ELL class)
- School Session (the current school year will be defaulted)
- Grade Level
- Teacher

Once all of that information has been entered for the new class, click **Master Class**, shown below.

EasyBridge users should also click **Integrated**, shown below.

Once Master Class has been selected, the **Select New Import Classes** menu will appear.

Click the dropdown menu to select 2+ rosters from the list to combine into a single physical class.

Click **Save**.

Return to the Classes tab. Each of the original classes remain, but there is now an additional *Master* class below, with a total of 8 students. Notice that the **Type** category has changed — there is a distinction between *Import* classes and the *Master* class.

When the teacher logs into the period 1 class, there will be 8 students in the class and it will function like any other class. The teacher will not be able to log into the individual import classes, but instead logs into the Master class and everything works as if it were created as a single class. In the teacher login screen, import classes are not visible. Only the Master class is presented to the teacher.

Master class can be created by any Admin or Teacher. The data of the import classes does not get removed when it is merged into a master class manually. The data in the import classes also does not get removed when it is unlinked from the master class automatically or manually.