

# Master Class Creation

## Combining Multiple Classes into a Single Roster in ClassView

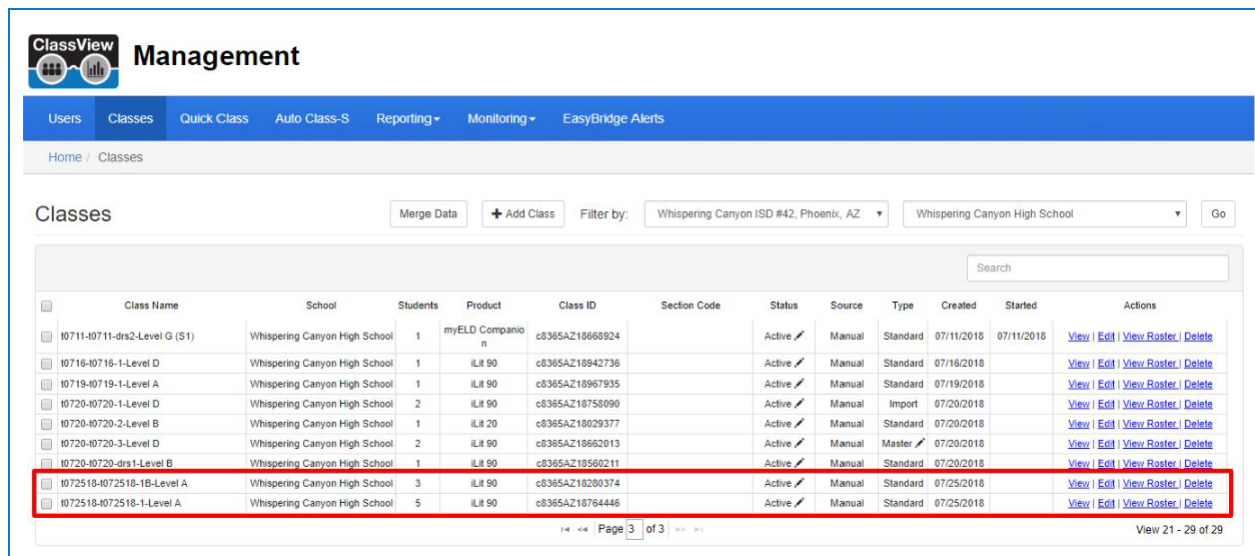
### Overview

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.



The screenshot shows the ClassView Management interface. The 'Classes' tab is selected. The interface includes a search bar and a table of classes. The last two rows of the table are highlighted with a red box.

Class Name	School	Students	Product	Class ID	Section Code	Status	Source	Type	Created	Started	Actions
0711-0711-drs2-Level G (S1)	Whispering Canyon High School	1	myELD Companio n	c8365AZ18668924		Active	Manual	Standard	07/11/2018	07/11/2018	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0716-0716-1-Level D	Whispering Canyon High School	1	iLit 90	c8365AZ18942736		Active	Manual	Standard	07/16/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0719-0719-1-Level A	Whispering Canyon High School	1	iLit 90	c8365AZ18967935		Active	Manual	Standard	07/19/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0720-0720-1-Level D	Whispering Canyon High School	2	iLit 90	c8365AZ18758090		Active	Manual	Import	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0720-0720-2-Level B	Whispering Canyon High School	1	iLit 20	c8365AZ18029377		Active	Manual	Standard	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0720-0720-3-Level D	Whispering Canyon High School	2	iLit 90	c8365AZ18662013		Active	Manual	Master	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
0720-0720-drs1-Level B	Whispering Canyon High School	1	iLit 90	c8365AZ18560211		Active	Manual	Standard	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
072518-072518-1B-Level A	Whispering Canyon High School	3	iLit 90	c8365AZ18280374		Active	Manual	Standard	07/25/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
072518-072518-1-Level A	Whispering Canyon High School	5	iLit 90	c8365AZ18764446		Active	Manual	Standard	07/25/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>

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.

**ClassView Management**

Users Classes Quick Class Auto Class-S Reporting - Monitoring - EasyBridge Alerts

Home / Classes / Add Class

**Add Class**

District \*  
Whispering Canyon ISD #42, Phoenix, AZ

School \*  
WHISPERING CANYON ELEMENTARY SCHOOL

Product \*  
iLit ELL

School Session\*  
2018 - 2019

Class Period\*  
1

Class Status\*  
Active

Grade Level \*  
Level A

Select Existing Teacher \*  
10710 10710

Select Existing Co Teacher  
ct606 ct606

Create Students  
+ Add Student(s)

Class Name \*  
10710-10710-1-Level A

Master Class  Demo Class

Save Cancel

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

**ClassView Management**

Users Classes Quick Class Auto Class-S Reporting - Monitoring - EasyBridge Alerts

Home / Classes / Add Class

**Add Class**

District \*  
Apple Grove EB Auto PROD, Jackson, UT

School \*  
Apple Grove High School EB Auto

Product \*  
iLit 90

School Session\*  
2018 - 2019

Class Period\*  
1

Class Status\*  
Active

Grade Level \*  
Level A

Select Existing Teacher \*  
teach-15 teach-15

Select Existing Co Teacher  
---Please Select---

Select New Import Class(s)  
---Please Select---

Class Name \*  
teach-15-teach-15-1-Level A

Master Class  Integrated

Save Cancel

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

The screenshot shows the 'Add Class' form in the ClassView Management system. The form includes several dropdown menus for District, School, Product, School Session, Class Period, Class Status, and Grade Level. There are also fields for selecting existing teachers and co-teachers. The 'Select New Import Class(s)' dropdown menu is highlighted with a red box and currently shows '--Please Select--'. Below this menu, the 'Class Name' field is populated with '10710-10710-1-Level A' and the 'Master Class' checkbox is checked. The 'Save' and 'Cancel' buttons are visible at the bottom right.

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

The screenshot shows the 'Add Class' form in the ClassView Management system. The 'Select New Import Class(s)' dropdown menu is highlighted with a red box and shows a list of selected rosters. The list includes 'All selected (2)', 'Select all', '1072518-1072518-104-Level A (d3365AZ16289374)', and '1072518-1072518-1-Level A (d3365AZ10764446)'. The 'Master Class' checkbox is checked. The 'Save' and 'Cancel' buttons are visible at the bottom right.

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.

The screenshot shows the ClassView Management interface. The top navigation bar includes 'Users', 'Classes', 'Quick Class', 'Auto Class-S', 'Reporting', 'Monitoring', and 'EasyBridge Alerts'. The main content area is titled 'Classes' and shows a list of classes with columns: Class Name, School, Students, Product, Class ID, Section Code, Status, Source, Type, Created, Started, and Actions. The class '1072518-4972518-1-Level A' is highlighted in red, indicating it is the Master class.

Class Name	School	Students	Product	Class ID	Section Code	Status	Source	Type	Created	Started	Actions
10711-10711-dn2-Level G (S1)	Whispering Canyon High School	1	myELD Companion	s8365AZ18669324		Active	Manual	Standard	07/11/2018	07/11/2018	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10716-10716-1-Level D	Whispering Canyon High School	1	IL8 90	s8365AZ18947736		Active	Manual	Standard	07/16/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10719-10719-1-Level A	Whispering Canyon High School	1	IL8 90	s8365AZ18967935		Active	Manual	Standard	07/19/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10728-10720-1-Level D	Whispering Canyon High School	2	IL8 90	s8365AZ18758090		Active	Manual	Import	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10728-10720-2-Level B	Whispering Canyon High School	1	IL8 20	s8365AZ18029377		Active	Manual	Standard	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10728-10720-3-Level D	Whispering Canyon High School	2	IL8 90	s8365AZ18662013		Active	Manual	Master	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
10728-10720-dn1-Level B	Whispering Canyon High School	1	IL8 90	s8365AZ18560211		Active	Manual	Standard	07/20/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
1072518-4972518-1B-Level A	Whispering Canyon High School	3	IL8 90	s8365AZ18280374		Active	Manual	Import	07/25/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
1072518-4972518-1-Level A	Whispering Canyon High School	8	IL8 90	s8365AZ18764446		Active	Manual	Master	07/25/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>
1072518-4972518-1-Level A	Whispering Canyon High School	5	IL8 90	s8365AZ18764446		Active	Manual	Import	07/25/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">View Roster</a>   <a href="#">Delete</a>

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.