NAZ Connect Procedures

Classroom Module - Manage

Add a new class

1. On the NAZ Connect Home screen, click on View Classes in the “Participants” section.

2. After verifying the class does not already exist, click on Add Class on the bottom left of the screen.

Add Class

Class Name: Capacity:
Instructor: Start Date: End Date:
Category: Description:

Add Class notes:

● For NAZ Family Academy classes, use the following naming scheme: “Class Type + Year + Session Number + Location + Season”
Example - “Foundations: 2018-04 (KIPP) Spring”
● “Capacity” - maximum number of attendees
● “End Date” - is optional; will be populated automatically after sessions are added
● “Description” - optional
● Complete resource sections as applicable
Add sessions

1. While in the “Add Class” window, click on “Add Sessions”.

Add Sessions notes:

- “Sessions Occur On” - will set up the sessions as a group; individual sessions may be edited to a different date, time or location, if necessary
- IMPORTANT - Once the Class has been saved, NO NEW SESSIONS can be added as a group!

Add to enrollment

1. While in the “Add Class” window, click on “Add to Enrollment”.
Add to Enrollment notes:
- Search by last name under **Add to Enrollment** or **Copy From Another Class** to select attendees from another class
- To remove a registrant, under “Enrolled” click “Remove”
- Additional registrants can be added at a later time, if necessary

Edit sessions and enrollment
1. On the “Classroom” window, click on the class you need to update and click **Edit Sessions** or **Edit Enrollment**.

![Classroom Window](image)

2. To edit a session, find the session you need to update and click **Edit** on the right side of the pop up, make the necessary changes, then click **Update**.
3. To edit enrollment, search by last name under “Add to Enrollment” to add additional participants, or click “Remove” next to the appropriate participant under “Enrolled”, then click **Save**.

Take attendance
1. On the “Classroom” window, click on the appropriate class and then click **Take Attendance**.
2. Select the correct session from the “Choose Session” drop down.

![Take Attendance Window](image)

Take Attendance notes:
- For each participant, check the “Attended” box if they were there for any part of the session
- Use the next two columns of checkboxes to note if the participant “Arrived Late” or “Left Early”
- Select a “Reason for Absence” from the drop down for any participant who did not attend the session
- “Remove Attendee” - this will remove the attendee from the class, not just this session
- “Add Attendee” - this will allow you to add a new attendee to the class
- “Finalize” - this will finalize attendance for this session and no further updates can be made
- “Print” - this will print a list of all participants and their attendance status for the selected session
- Currently, reading and math minutes are not tracked in the classroom module for Expanded Learning (ExL). If your team wishes to utilize this functionality, contact datasupport@the-naz.org to ensure the functionality is working properly and reports are available for your use.
View attendance
1. On the “Classroom” window, click on the appropriate class and then click **View Attendance**.

View Attendance notes:
- The key at the top shows how to read attendance for each session
- The lower section shows each session and the attendance status for each participant
- To view more sessions, click the arrows next to “Sessions to View”

Finalize a class
1. On the “Classroom” window, click on the appropriate class and then click **Finalize Class** on the bottom of the page.

Finalize Class notes:
- You will see the following notice:

  naz.mpowr.com says
  Once you finalize this class, it will no longer be editable (including sessions, attendance, and enrollment). Are you sure you want to finalize?

  Cancel OK

- After clicking “OK”, the class will disappear from the “Open Classes” list and will now appear under “Finalized Classes”