Manage classes

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Manage Classes

Within RLP, Classes are the learning environments intended for both teachers and students. In this section, digital resources and educational materials designed for teaching and learning the English language are provided. These resources are available for use by teachers and students to facilitate an effective and enriching educational process.

The Training Manager plays a crucial role in the system, being responsible for managing and overseeing various essential aspects for the efficient functioning of RLP. Their responsibilities include:

- **Class Management:** The Training Manager could create, organize, and manage Classes in RLP. This involves setting up the learning spaces, assigning teachers and students to each class, and ensuring that digital materials are available in the respective classes.
- **User Management:** The Training Manager is tasked with managing users within the system. This includes account creation, role assignment (teacher, student, or Training Manager), and maintaining user information, ensuring that everyone has appropriate and secure access to the platform.
- **Configurations:** The Training Manager handles system configurations, which may involve technical adjustments, security settings, and platform customization to suit the specific needs of the schools.

> ### How is class management and administration done?

In the main menu, you will find the option **Class Management**.
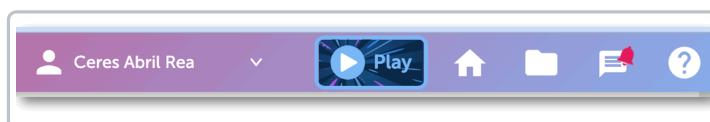
Within the Class Management section, there are various options that allow you to configure and manage classes within RLP. These options include:
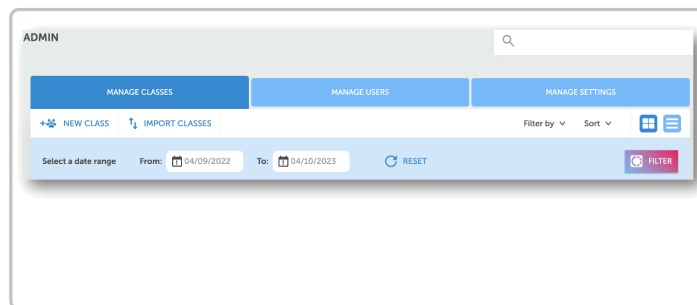
1. **Create Classes:** In this section, the Training Manager could create new classes in RLP. This involves setting the class name, assigning the grade and level for each class, as well as defining the start and end dates.

2. **Add Teachers:** This is where you can add teachers to specific classes. Administrators can assign teachers to each class who will be responsible for teaching and interacting with the students.

3. **Add Students:** This option allows you to incorporate students into their respective classes. Administrators can assign the appropriate students to each class, granting them access to educational materials and associated resources.

4. **Define Settings:** This option allows you to establish and modify the general settings of RLP. This could include adjustments related to security, content access, and other technical aspects to tailor the platform to institutional needs.

How to create a class?

Click on **Class Management** and select **New Class**. You can create classes individually or in bulk by clicking on the **Import Classes** option.
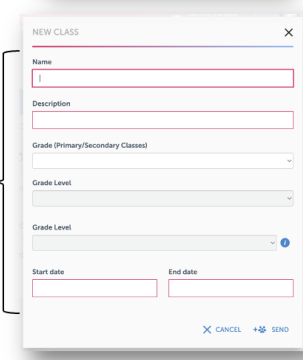
To create a class in RLP, follow these steps:

1. Access the **Class Management** section in the RLP platform.

2. Look for the **New Class** option, which is located within the **Class Management** section.

3. Clicking on **New Class** will open a form. Here, you'll need to enter the necessary information to configure the new class, including: ● Class Name: Assign a descriptive name to the new class.

- Description
- Grade (Primary/Secondary)
- Level
- Start and end dates

4. Complete the form with the required information and click **Submit**.

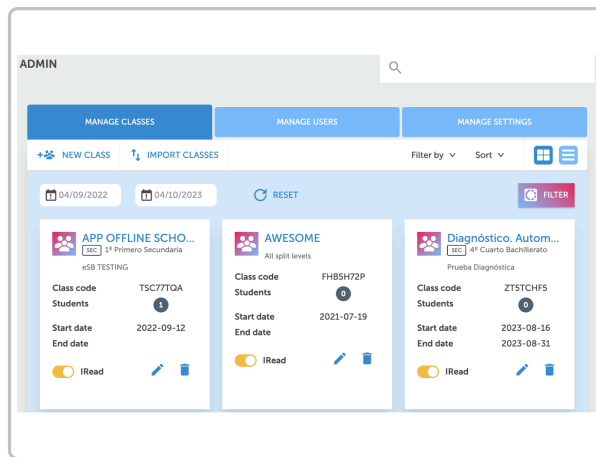The created class will be visible in the **Class Management** panel.

In this section, important information for users is displayed, such as the Class Code, the number of enrolled students, and the available period.

How to perform a bulk class upload?

To carry out a bulk upload of classes in RLP, follow these steps:

1. Access the Class Management section in the RLP platform.

2. Look for and select the **Import Classes** option.

3. Clicking on Import Classes will open a new window dedicated to bulk import.

4. Download the format for bulk upload, this file is in CSV (comma separated values) format. Each row in the file should contain the correct information for each class you wish to create.

5. Upload the file to the RLP platform following the provided instructions. Ensure that the file is in the correct format and that the data is complete.

6. Once you have uploaded the file, the platform will process the information and create classes according to the details provided in the file.

7. Verify that all classes have been created correctly and that the information has been imported accurately.

Bulk class uploading is an efficient way to establish multiple learning environment in RLP quickly and in an organized manner.
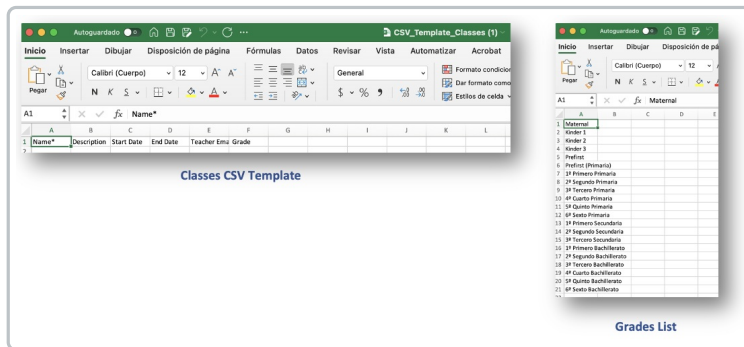
Download the format for bulk upload:
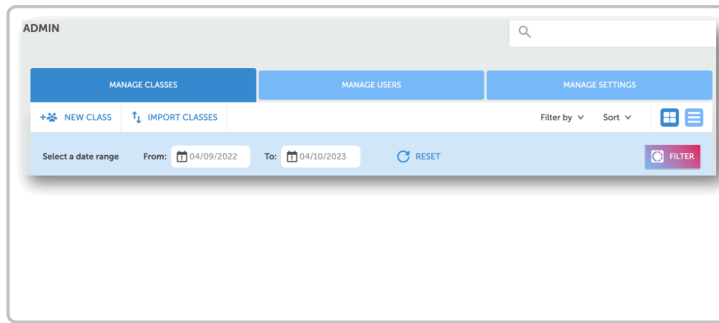
- **Download classes CSV Template.**

Check the list of grades in your country:

- **Download grades list for your country.**

Classes CSV Template

Grades List

Save the bulk format, fill in the corresponding data and select it to upload to RLP.