

Class administration

Last Modified on 04/06/2024 6:02 pm CDT

Manage classes

[Leer artículo en español](#)

Manage Classes

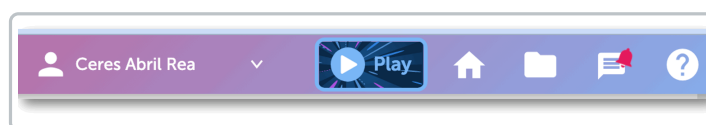
Within RLP, Classes are the learning environments intended for both teachers and students. In this section, digital resources and educational materials designed for teaching and learning the English language are provided. These resources are available for use by teachers and students to facilitate an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

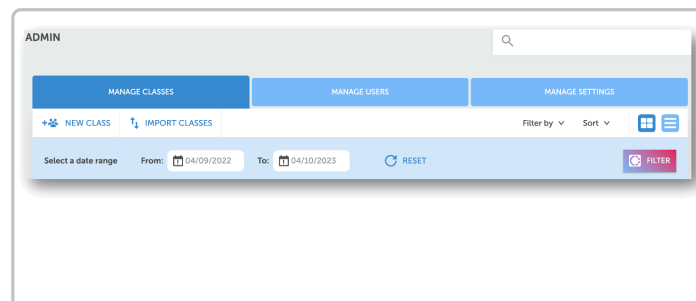
include adjustments related to security, content access, and other technical aspects to tailor the platform to institutional needs.

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**.

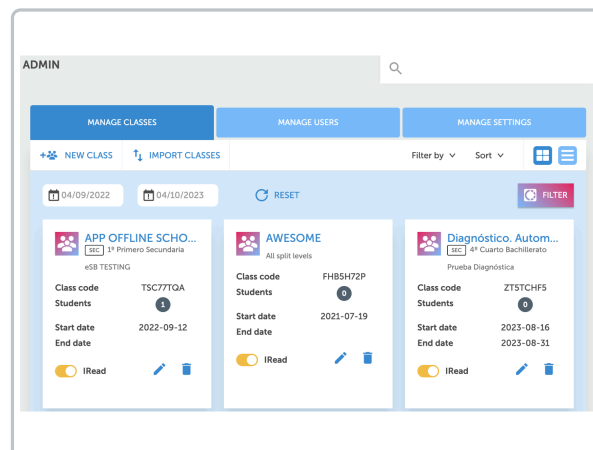


Fill in all requested information:

- Name
- Description
- Grade
- Level
- Validity

A screenshot of the 'NEW CLASS' form. It has a title bar with 'NEW CLASS' and a close button. The form contains several input fields: 'Name' (with the number '1' entered), 'Description', 'Grade (Primary/Secondary Classes)' (a dropdown menu), 'Grade Level' (a dropdown menu), and another 'Grade Level' (a dropdown menu with a blue dot). At the bottom, there are 'Start date' and 'End date' input fields. At the very bottom, there are 'CANCEL' and 'SEND' buttons.

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



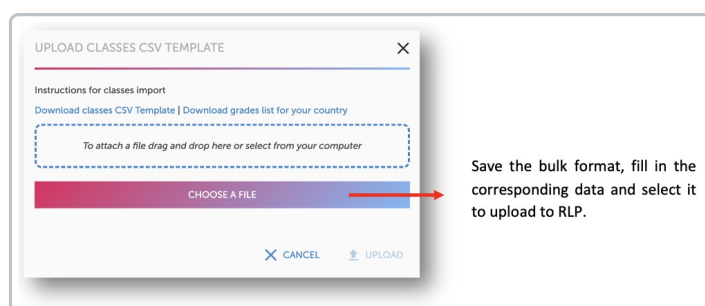
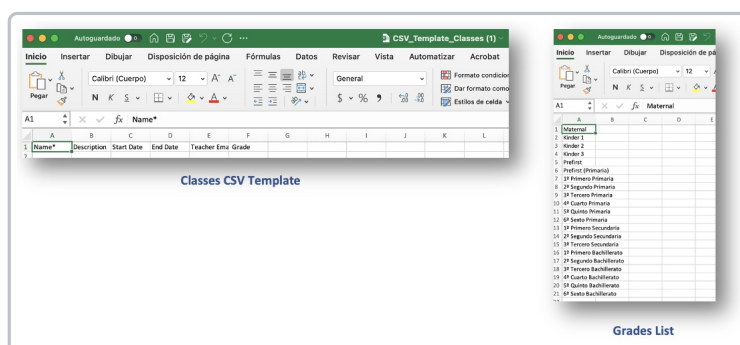
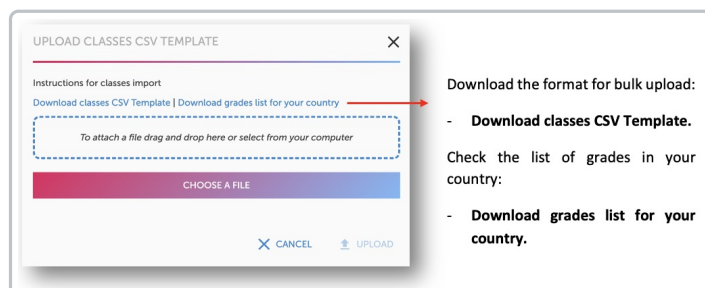
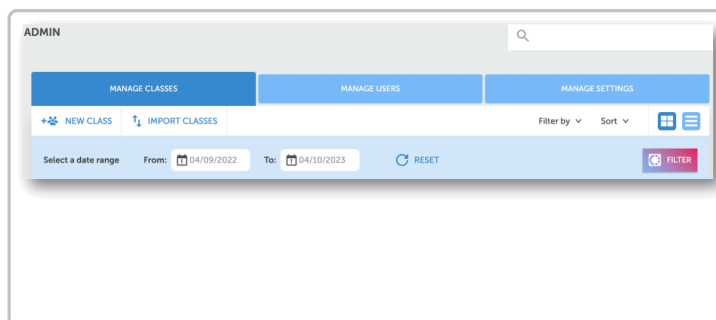
In this section, important information for users is displayed, such as the Class Code, the number of enrolled students, and the available period.

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.



Manage users

[Leer artículo en español](#)

Manage Users

The Management and administration of users in RLP are carried out through the **User Management** option. Here, you have control over creating, editing, enrolling, and deleting users. To perform these actions, follow these steps:

1. Click on **Manage Users** in the RLP platform.

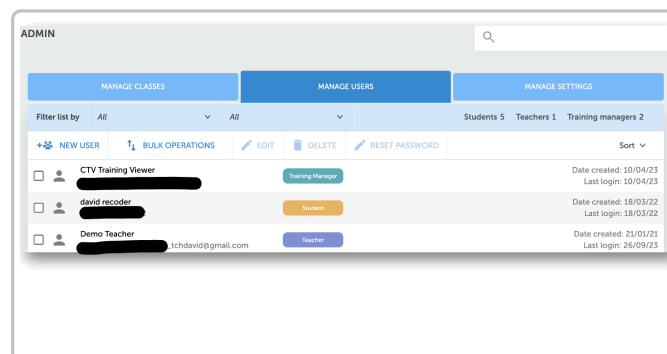
2. Within Manage Users, you will find various options to manage users:

- **Create Users:** Look for the **New User** option. Upon selecting it, a form will open to create a new user account. This includes data such as name, last name, email, assigned role (teacher, student, or Training Manager), and the classes where they need to be assigned.
- **Edit Users:** You can edit the information of existing users. Select the user you want to edit and click on **Edit**. You'll be able to update the necessary information and save the changes.
- **Delete Users:** If necessary, you can delete users. Select the user you want to delete and click on the **Delete** option. Before confirming deletion, ensure that this action is final, as it cannot be undone.
- **Reset Password:** You can reset users' passwords. Select the user and click on **Reset Password**. Assign the new information, and the user will receive an email notification indicating the password update.

Effective user management and administration are essential to maintaining an updated and organized platform.

How to create a new user?

To create a new user, click on **New User**.



Capture the personal data of the **New User**:

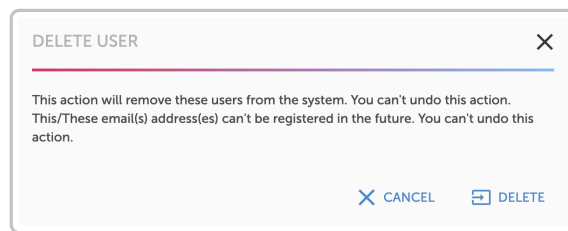
- Name.
- Last name.
- Email.
- Classes they will be assigned.
- Role (Teacher, Student or Training Manager).

Once the **New Users** have been created, the training manager has the permissions to **Edit, Delete, and Reset the password** for the profiles. To perform these actions, it is necessary to select the user or users and click on the action we want to take.

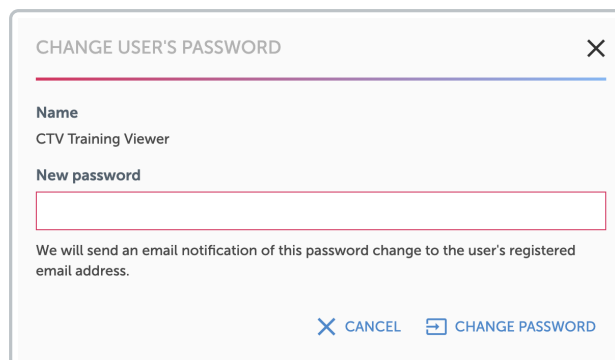
MANAGE CLASSES		MANAGE USERS		MANAGE SETTINGS	
Filter list by	All	All	Students 5	Teachers 1	Training managers 2
+ NEW USER	BULK OPERATIONS	EDIT	DELETE	RESET PASSWORD	Sort ▾
<input checked="" type="checkbox"/>	CTV Training Viewer richmondelt18+ctv@gmail.com Training Manager				Date created: 10/04/23 Last login: 10/04/23
<input type="checkbox"/>	david recoder david.recoder.182 Student				Date created: 18/03/22 Last login: 18/03/22
<input type="checkbox"/>	Demo Teacher richmondelt18+escolar_tchdavid@gmail.com Teacher				Date created: 21/01/21 Last login: 26/09/23

- Edit Profiles:** Si needed to update a user's information, such as their name, email, assign classes, or their role, the Training Manager can perform this action. This is done by selecting the corresponding user and then clicking on the Edit option.

2. Delete Profiles: If it's necessary to delete a user profile, the Training Manager can select the user in question and click on the Delete option. Before carrying out this action, it is essential to confirm as it cannot be undone.



3. Reset Password: If a user forgets their password or needs to reset it for any reason, the Training Manager can assist with this process. By selecting the user and clicking on the "Reset Password" option, a new password is generated that the user can use to access their account. The user will receive a notification via email with the new password and will be advised to change it after logging in.

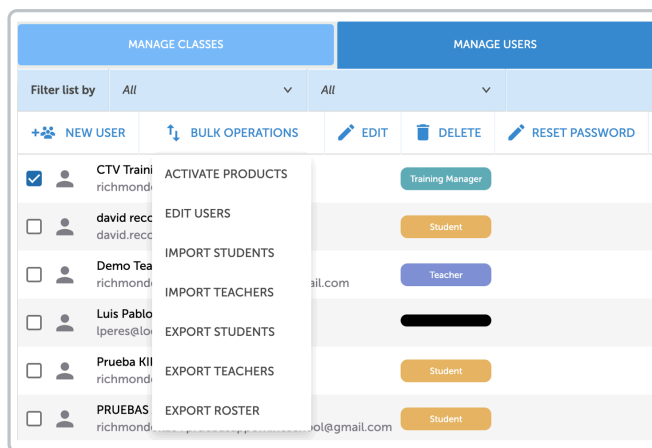


Proper user profile management contributes to maintaining security, privacy, and efficiency within the RLP platform.

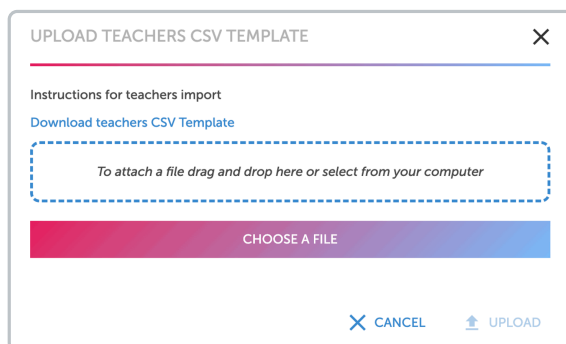
Can a bulk upload of new users be carried out?

Yes, it is possible to perform bulk uploading of new users into the system. Additionally, there is an option to export, import, and edit existing user information, as well as activate available products. All of this can be accomplished by clicking on the **Bulk Operations** option.

Performing bulk operations provides great efficiency and ease of management, as it allows for the simultaneous addition of a group of new users to the system, thus streamlining the onboarding process. Furthermore, the option to export and edit existing users provides the necessary flexibility to keep the information up-to-date and adjust when needed.



Within the list of available options, select the action you wish to perform and proceed to download the corresponding format. Once downloaded, proceed to enter the required information following the instructions provided in the format. After you have completed the data entry, be sure to save the changes, and finally, upload the file to the appropriate platform.



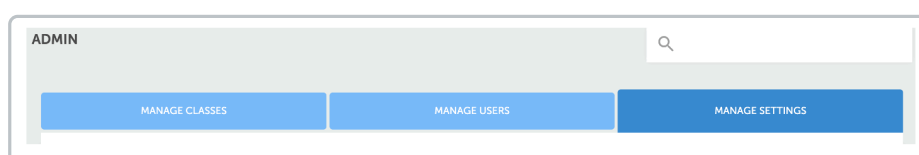
In Mexico, Colombia, Argentina, Brazil, Peru, and Central America (El Salvador, Honduras, and Guatemala), self-registration is available.

Manage settings

[Leer artículo en español](#)

Manage Settings

The management and administration of configurations are carried out through a process that allows the Training Manager to define and assign specific options and permissions for the use of the platform. These configurations are designed to tailor to the needs and roles of each user within the system.



The options that we find in this section are:

Calculating Scores

This option provides the Training Manager with the ability to define how the score calculation will be performed in the system.

- **Score as a proportion of activities attempted by student:** Choosing this option, the system will calculate the final score considering only the activities that students have completed. Activities that have not been completed do not influence the final score, which can provide a more accurate view of student performance.
- **Score as a proportion of all activities:** Opting for this alternative means that the system will calculate the final score considering all activities, both those that have been completed and those that students have not finished. In this case, incomplete activities will be scored as zero, which can have a broader impact on the final score.

Calculating Scores

<input type="radio"/>	<input type="radio"/>
Score as a proportion of activities attempted by student	Score as a proportion of all activities
<small>Final scores are calculated including only the activities students have effectively completed and submitted. Activities not completed or submitted by students are not considered. (Self-study)</small>	<small>Final scores are calculated including all the activities available for students, including those that have not been completed or submitted. Activities not completed or submitted by students are given a 0 (zero) score. (Self-study)</small>

Institution Type

In this option, you can select the type of institution. It can be either RLP+ or standard.

Institution Type

Institution Type description

RLP+

Time Zone

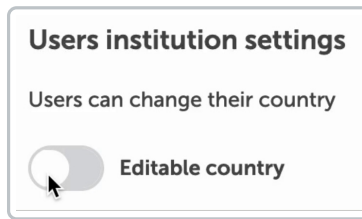
It is already determined by the schedule of the country where the Training Administrator is located. It cannot be modified.

Timezone

(GMT-06:00) Mexico City

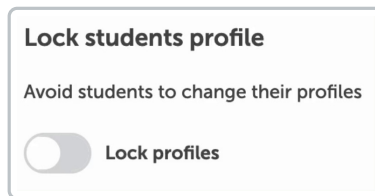
Users Institution Settings

Within this section, users are given the opportunity to enable or disable the option to change their registered country.



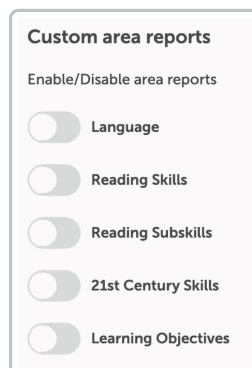
Lock Students Profile

Within this section, the essential functionality of blocking student profiles is introduced, preventing them from making changes to their existing profiles.



Custom Area Reports

Within this section, you can customize the reporting area, which involves the ability to enable or disable permissions associated with reviewing reports.



iREAD Activation

In this section, there is the possibility to enable or disable the iREAD tool. It's important to note that this action

incurs additional costs.

iRead Activation
Enable/Disable iRead in this institution based on each class grade. Please note that this will incur additional costs.

Preschool

Maternal Kinder 1 Kinder 2
 Kinder 3

Primary

Prefirst Prefirst (Primaria) 1º Primero Primaria
 2º Segundo Primaria 3º Tercero Primaria 4º Cuarto Primaria
 5º Quinto Primaria 6º Sexto Primaria

Secondary

1º Primero Secundaria 2º Segundo Secundaria 3º Tercero Secundaria
 1º Primero Bachillerato 2º Segundo Bachillerato 3º Tercero Bachillerato
 4º Cuarto Bachillerato 5º Quinto Bachillerato 6º Sexto Bachillerato

Disable Preschool Assignments

This option allows you to disable tasks for preschool, with exceptions where it is disabled by the type of institution.

Disable Preschool Assignments
Avoid teachers to create assignments for preschool classes (unless it is disabled due to your institution type)

Disable preschool assignments (if available)

My Links

The teacher can share external links on the platform.

My Links
My Links Description

Description URL [Seleccionar archivo](#) Sin archivos seleccionados [ADD NEW EXTERNAL LINK](#)

[Seleccionar archivo](#) [Eliminar enlace](#)

Sort	Name and description	Actions
X	Homework https://richmondip.com	Delete

It is important to **Save** all changes and/or updates made.
