Class File

The **Class file** is essential for creating and associating classes with teachers in the pickAtime event. Below are the detailed instructions for creating a valid **Class File**.

Required Columns

1. ClassID
   - A unique identifier for the class.
   - Must be unique per teacher. For example, if one class has multiple sessions taught by different teachers, you'll need distinct ClassIDs (e.g., "Eng9-869").
   - Ensure the same ClassID is used in the Enrollment File.
2. TeacherID
   - Links the class to the teacher.
   - Must match the TeacherID listed in the Teacher File.
3. ClassName (Optional)
   - Provides a descriptive name for the class (e.g., "Math").
   - Useful for display purposes on the CUI legend.
4. GroupName (Optional)
   - Categorizes teachers into groups (e.g., "Upper School" or "Lower School").
   - Helpful for managing time slots for different teacher groups.
5. PTAN (Optional)
   - Specifies the number of allowed parent appointments per class. Default is 1 if absent.

File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers labeled exactly as specified.
- Example Tools: Export from Excel or Google Sheets as Tab-delimited Text.

TEMPLATE of a Simple Class File:

ClassID	TeacherID	ClassName
Math-101	T001	Math
Science-102	T002	Science

TEMPLATE with Additional Columns:

ClassID	TeacherID	ClassName	GroupName	PTAN

Math-101	T001	Math	Upper School	2
Science-102	T002	Science	Lower School	1

PTAN (parent teacher appointment number) is the number of allowed appointments for each student's parent for that class. For example, some schools allow the parent 2 appointments with a home room teacher or an advisor. If the column is not present, 1 is assumed.

> The Class File assigns teachers to specific events and their associated classes. Each class must have a unique ClassID, and a TeacherID must match an imported teacher.

Where to Check Imported Class Data in the Admin UI

- Open the event in the Admin UI.
- Go to the Class Editor tab.
- The list of teachers and their imported classes will be displayed.
- Verify that all expected classes are associated with the correct teachers.

> If you have older classes and enrollments, you can now delete the event’s existing classes and enrollments directly from the Import page before uploading new data. This option will also delete the classes’ associated teacher resources, making it easier to remove bad data without leaving the Importer page. To locate this feature on the Imports page, click the Class file option within the File Type drop-down menu.

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