

Classes

Classes

How do I hide a class so parents can't book it?

You have two options:

Option 1: Set the class to Hidden (recommended)

1. Go to the **Class Editor** page.
2. Select the teacher.
3. Select the class from the teacher's class list.
4. On the right-hand side, toggle the **Type** column from **Shown** to **Hidden**.

This removes the class from the parent scheduler without deleting any data.

Option 2: Delete the class This permanently removes the class. Be careful to select the correct one — if you delete the wrong class, you'll need to re-import your data.

Class Scheduling Changes

How do I add a new teacher without re-importing?

1. In the Admin UI, go to **Class Editor**.
2. Select **Add Teacher/Team → Add Teacher**.
3. In the **Select Person** dialog, enter the teacher's Last name, First name, and Email.
4. Click **Add Contact**, then click **OK**.

The new teacher will now appear in your Teacher list on the Class Editor page. (See also: [Modifying Teacher or Room Data](#).)

How do I move a class from one teacher to another?

1. In the Admin UI, go to **Class Editor**.
2. Select the current teacher from the list on the left.
3. Select the class to be moved.
4. Click **Move Class**.
5. Select the teacher the class should be moved to.

How do I add a new student to a class?

1. In the Admin UI, go to **Class Editor**.
2. Select the teacher, then select the class.

If the student is already on your account: Type the student's name into the empty box on the far right of the roster and press Enter.

If the student is not yet on your account:

1. Click the **Enroll Student** icon above the class roster.
2. In the **Select Person** dialog, click **Show Full Dialog**.
3. Click **Add Contact**, fill in the student's information in the fields, and click **OK**.

This adds the student to both the class and your account contacts. (See also: [Modifying Enrollment Data](#).)

The scheduler is open, but some classes are missing. What do I do?

If you haven't made manual changes to classes/enrollment in the Admin UI: Simply re-import your updated class and enrollment files. New imports add missing data without overwriting what's already there.

If you have made manual changes (e.g., reassigning teachers, moving students between classes): Import a class file containing *only* the missing class(es), and an enrollment file containing *only* the missing enrollment.

In either case, existing appointments will not be affected.

Can we add administrators to the parent scheduler so all students can book with them?

Yes. Since administrators aren't tied to a specific roster, you'll need to create a class for them and enroll the whole school:

1. **Add the contact** — Confirm the Administrator/Counselor/Teacher is listed under Contacts. If not, add them manually, making sure a **TeacherID** is assigned.
2. **Create a class** — Either build a class file and import it, or add the class manually via Class Editor.
3. **Create an enrollment file** — List the StudentID for every student in the school, assigned to this new class.
4. **Import** — Import the class file (if not added manually) and the enrollment file.

Once complete, the administrator and their class will appear as bookable on parents' schedulers.

See also: [Adding a class for counselors](#).

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