

Sharing Classes

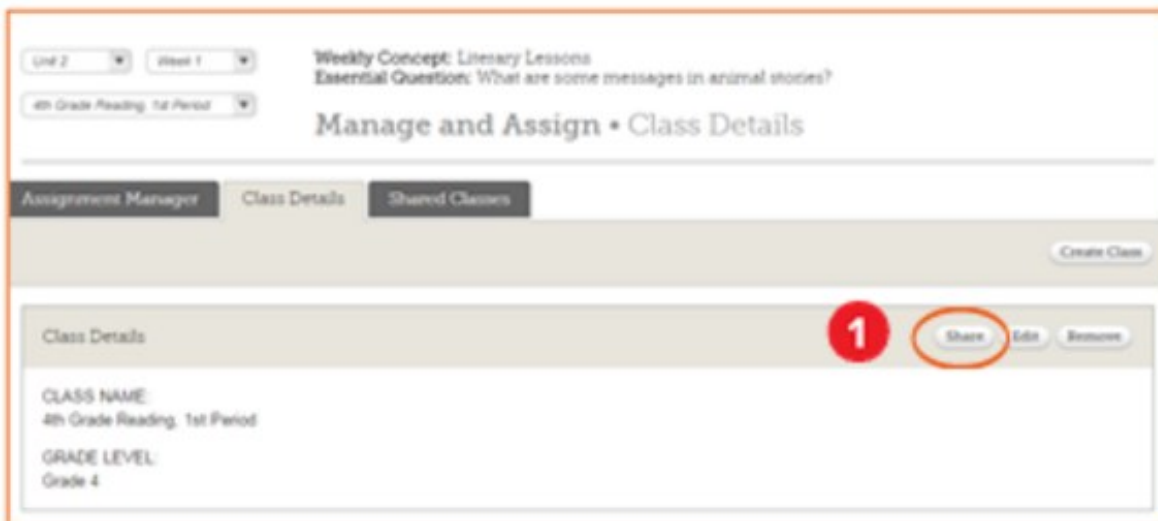
All students will be assigned to their homeroom teacher. You can share classes with other teachers so that you can access all the students. You can watch this video for directions on sharing a class or follow the screenshots and directions below.

Here is the link: <https://connected.mcgraw-hill.com/rd14t/programSearch.do?searchTerm=how+to+share+classes#>
It is the first video on the list.

Share a Class

You can also share your class information with other teachers.

1. On the **Class Details** tab, click **Share**.



2. Enter the e-mail addresses or ConnectED usernames for all the teachers you want to share your class information.
 - Use commas to separate teachers.
3. Select an **Expiration Date**. Teachers will no longer be able to see class information after this date.
4. Select **Allow to modify my planner and lesson plans** to let shared teachers make edits to your planner and lessons for this class.

The screenshot shows a 'Share Class' dialog box with the following elements and callouts:

- 2**: A text input field with the placeholder text 'Enter email address or ConnectED username. Please use commas'.
- 3**: An 'Expiration Date' field showing '09/09/2017' with a calendar icon.
- 4**: A checkbox labeled 'Allow to modify my planner and lesson plans'.
- 5**: A checkbox labeled 'Allow to interact with students'.
- 6**: A text input field labeled 'Add Notes to Shared Teacher(s)'.
- 7**: The 'OK' button, which is circled in red.

Below the checkboxes, there is a note: 'Checking either of these options will allow the teachers you are sharing with to change information in your course.'

5. Select **Allow to interact with students** to let shared teachers to change student information and send messages to student in this class.
6. Add any notes.
7. Click **OK**.

Any classes you have shared, as well as classes that have been shared with you, can be viewed on the **Shared Classes** tab.

4th Grade Reading, 1st Period

Manage and Assign • Shared Classes

Assignment Manager | Class Details | **Shared Classes**

Classes Shared with Me

CLASS NAME:	SHARED BY	EXPIRATION DATE	EDIT PLANNER	STUDENT ACCESS	SHOW CLASS *
4th grade Rocks	Demo, Reading/Wonders	07/18/2017	YES	YES	<input checked="" type="checkbox"/>

* Classes which are checked will be visible in the class selection dropdown.

Classes Shared by Me

CLASS NAME	EXPIRATION DATE	EDIT PLANNER	STUDENT ACCESS	ACTIONS
4th Grade Reading, 1st Period	06/29/2017	YES	NO	View / Edit Withdraw

Shared classes also appear on your class drop-down list.

4th Grade Reading, 1st Period

My Classes

- 4th Grade Reading, 1st Period
- 4th Grade Reading, 2nd Period
- 4th Grade Reading, 4th Period
- 4th Grade Reading, Period 5

Classes Shared With Me

- 4th grade Rocks

Edit Shared Classes

1. You can edit the information you choose to share with other teachers.

- On the **Class Details** tab, click **Edit Share**.

Class Details

1 Edit Share | Edit | Remove

CLASS NAME
4th Grade Reading, 1st Period

GRADE LEVEL
Grade 4

- On the **Shared Classes** tab, click **View/Edit**.

Classes Shared by Me

CLASS NAME	EXPIRATION DATE	EDIT PLANNER	STUDENT ACCESS	ACTIONS
4th Grade Reading, 1st Period	06/29/2017	YES	NO	1 View / Edit Withdraw

2. You can add new teachers, change the **Expiration Date**, or the materials you want to share.
3. Click **Share**.

Shared Class Details ✕

Any email addresses or usernames you add here will be added to the share. Please use commas*

Shared With TEACHER (X):
ReadingWonders Demo

Expiration Date:
06/29/2017 📅

Allow to modify my planner and lesson plans
 Allow to interact with students

Checking either of these options will allow the teacher(s) you are sharing with to change information in your course.

Add Notes to Shared Teacher(s)

Share
Cancel

4. To stop sharing a class, click **Withdraw**.

Classes Shared by Me					
CLASS NAME	EXPIRATION DATE	EDIT PLANNER	STUDENT ACCESS	ACTIONS	
4th Grade Reading, 1st Period 📄	06/29/2017	YES	NO	View / Edit Withdraw	

5. Click **OK** to verify.