

# Manage Classes in the Staff Portal - The Main Page

When staff logs in to their Staff Portals, they are taken to the **News** tab. In addition, staff can go to the **Manage Classes** tab to do the following:

- **Take attendance**
- **Work with skills/levels**
- **Create/send emails**
- **View/manage resources**

On the main page of the *Manage Classes* tab, there are several **Class Filters** available to allow staff to drill down to specific classes, including Date, Time, Cat1, Session, Room, Attendance Status (Completed or Not Completed), and Instructor.

Use the blue **Show Empty Classes** toggle to remove classes with no enrollment from the class list.

The screenshot shows the 'Manage Classes' interface. At the top, there are navigation tabs: 'Manage Classes', 'News', 'My Schedule', 'My Time Card', and 'Manage Classes'. A 'Clock-In' button and 'Actions' menu are in the top right. Below the navigation is a 'Class Filters' section with fields for Date (07/04/2023), Time, Cat1, Cat2, Room, Session, and Attendance Status. A 'Go' button and 'Reset' button are at the bottom left of the filters. A yellow callout box points to the filters with the text: 'Use the Class Filters in this section to control which classes are displayed below.' To the right of the filters is a 'Show All of Today's Classes' checkbox. Below the filters is a 'Show Empty Classes' toggle, which is currently turned on. A yellow callout box points to this toggle with the text: 'Use the toggle to remove classes with no enrollment from the list.' The main content area shows the date 'Tue, Jul 4 2023' and '2 Classes'. There are two radio buttons for 'Partial Attendance' (selected) and 'Complete Attendance'. Below this is a table with columns: Times, Class, Room, Enroll, Makeups, Storage, and Actions. The table lists two classes: 'Tumbling Beginner - Tues 6pm' and 'Tumbling Intermediate - Tues 7pm'. The first class has a yellow checkmark in the 'Attendance' column and a callout box that says 'Attendance for this class has not been taken.' The second class has a green checkmark in the 'Attendance' column. The 'Actions' column for each class contains buttons for 'Attendance', 'Email', 'Lesson Plans', and 'Resources'.

The status of the attendance for a class is indicated by a checkmark:

- When no students in the class have been marked either present or absent, there will be **no checkmark** next to the class.
- When all students have been marked present or absent, a **green checkmark** indicates that attendance is complete.
- If you allow partial attendance, where staff can mark some students present/absent and save the changes to complete at a later time, a **yellow checkmark** will indicate that attendance for the class has been partially taken. See [Settings for Staff Portal Attendance](#) to learn more.

Additional class information is available by clicking the arrow (↷) next to the class name. To collapse/hide that information, click the arrow (∨) again.



The classes that are available to your staff when they are logged into the Staff Portal are determined by the settings in the Manage Classes Tab section of the Portal Settings tab in their individual Staff record. For an explanation of these settings, refer to [Settings for Staff Portal Attendance](#).

## Action Buttons

<b>Email</b>	The <b>Email</b> button opens a window where an email can be composed. All enrolled students appear with a checkbox allowing staff to select which students to include in the email. The message is sent to all contacts in the student's family record in your database. A copy of the email is retained in the <i>Family</i> record, on the <i>Misc</i> tab, for 365 days.
<b>Attendance</b>	When ready to <a href="#">take attendance</a> , staff will select the <b>Attendance</b> button.
<b>Skills/Levels</b>	Staff will select the Skills/Levels button to update skills if the class has skills assigned to it.
<b>Resources</b>	If a resource has been added to the <i>Class</i> record and assigned to display in the Staff Portal, select the <b>Resources</b> button to open the resource. In addition, when a staff member is given access to manage <a href="#">resources</a> in the Staff Portal, they can add, edit, and delete resources for a class.
<b>Virtual Classes</b>	If a virtual class link was added to a <i>Class</i> record, it will display in this section. Click the <b>Virtual Class</b> button to open the video.