

Creating and Editing Classes

Teacher Directions

Procedure

1. Begin by logging into your account. This always lands you on your *Account screen*. Options may vary. But all active teachers will see links for **Classes**, **Edit Profile Settings**, **Subscription Locator**, and **Teacher Resources**.

Classes

Manage your Courses, create and assign tasks and track student progress.

Edit Profile Settings

View/edit your name and password. Teachers can edit the time zone used for their classes.

Subscriptions

View subscriptions purchased with your account; assign teachers to the subscription; view capacity and current use.

Subscription Locator

Teachers: If you used Task Tracker in the past, then you were part of an individual or group subscription. Find out details about that subscription if you need to be transferred to a newly-purchased subscription.

Teacher Resources

A view a growing collection of resources pertinent to your use of Task Tracker.

Sign Out

2. Tap on the **Classes** option. This will take you to a page that lists all classes associated with your account. Classes from previous years will be listed but displayed as inactive classes. Any class disabled during this subscription season will also be listed.

Current Subscription Capacity: 10/120 student spots filled (110 remain).

Active Classes

Here are your classes.

(Don't see the Add New Class button? Previous users: [Learn why](#), New Task Tracker users: [Read Here](#).)

Add New Class

3. Tap on the **Add New Class** button. This will pop up a form that you will have to fill out. You have the option of cloning classes from previous years or making a new class altogether. Cloning a class only clones the assignments ... not the students. Select **New Course** from the pull-down menu.

Select a Course to clone, or "New Course" to not clone.

If you clone a course, all items will be copied except Students, and all dates will be incremented to the subscription's year.

Select Option

4. When selecting a **New Course**, the pull-down menu expands. Fill in the form, keeping all things simple. Select the **Course Feature** you wish to use – Concept Builders or Minds On Physics or both. It can be a different choice for different classes. Make sure you've purchased enough seats to support your choice. And **CAUTION**: once chosen, it can't be changed. Most teachers choose not to receive emails sent by our system to students (it can be a lot of email). The **Class Sign-Up Code** will be used by students to sign up for your class; you can generate a random code or use your own (keep it simple). Tap on the **Create Course** button and you are done!

You can repeat this process for as many classes as you wish.

Class Name*:

Class Description:

Course Features:

Receive Student Emails:
Receive Task Assignment

Emails:

Class Sign Up Code*: [\(Generate Random\)](#)

Select the Course's School

Viewing and Editing Classes

Your **Active Classes** are listed at the top of your Classes page. Several properties associated with each class are listed in the table. The number of Task **Tracker Features** (like Concept Builders or Minds On Physics) is identified. This determines how many seats each student takes up in the subscription and the relationship between the # of features and the seats/student may vary from year to year). The **Sign-up Code** can be used to help students sign up for the class. (See our **Adding Students to Classes** page). The **Subscription Start** and **Subscription End** dates are not alterable. These are determined when the subscription is purchased and are based on the subscription season that you have chosen to use your plan. You are allowed to set a **Course End Date**. The course will automatically end on this date. This can be a date that is after the end of the Subscription season. For instance, a summer session may stretch into the next subscription season. To continue using the course during the next subscription season, you would have to renew your subscription and purchase new seats.

The Physics Classroom » Account » Classes




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Active Classes

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Add New Class

Actions	Name	Students	Features	Seats Per Student	Sign up Code	Subscription Start	Subscription End	Course End
  	Physics, Period 1	10	1	1.000	65e0f1e	8/1/2021	7/31/2022	7/31/2022

There are three **Action** buttons to the left of each class. The **View** button () allows you to open the course and begin adding topics and assigned tasks to the class. We discuss this in detail on the page titled **Creating an Assignment**. The **Disable** button () permanently disables the course and makes it inactive. Disabled courses cannot be re-enabled; so be cautious about using this option. Disabling a course does not allow you to recover used seats. Disabling a course is useful when a course ends (such as at the semester, the end of a trimester, or simply at the end of the year). Tracking of student progress ends when a course is disabled. Student scores can still be viewed. And teachers have access to assignments in order to clone them to future classes. The **Edit** button () is used to change properties of the class. The **Edit Class Dialogue Box** is shown at the right. Two things to observe are the data retention fields and the Features options. By default, we will destroy Student Data (i.e., scores and dates) and Student Accounts (name and email info) 30 days after the end of a subscription. If you wish to override these values, you may. For instance, if a student is continuing work during the next subscription season, you may wish to not have the account deleted. The **Features** section allows you to add a Task Tracker feature to a class. For instance, you could add Concept Builders or Minds On Physics to an existing subscription. The impact such an addition has on the total # of seats is updated in the Features section. **CAUTION:** Tapping **Save** will add the feature; such a decision is not reversible.

Course Name:

Course Description:

Course End:

Keep Student Data For X Days After Course End:

Keep Student Account For X Days After Course End:

Receive Student Emails:
 Receive Task Assignment Emails:

Features
Add these features to the course:
 Concept Builder

Available seats in subscription: 110
Current Seats: 0
With added feature: 0

