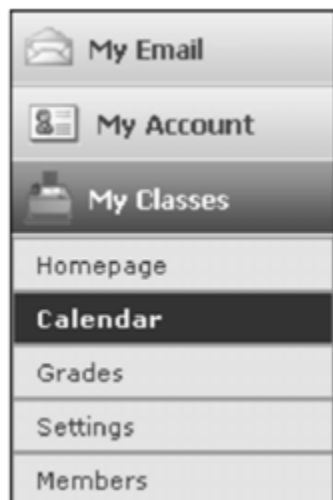


Creating an eChalk Class Page



To access the eChalk Class Page feature, log in and click the [My Classes](#) button on the left side toolbar. The Classes I Teach page will display.

Note: [My Classes](#) will only display on school sites.

Getting started with eChalk class Web pages is an easy three-step process:

- Create class sections.
- Complete your class profile.
- Add members to your class.

To create Sections and Visibility:

1. Log in and click the [My Classes](#) button on the left side toolbar. The Classes I Teach page will display.
2. Click the [Create a Class](#) button. The Create a Class page prompts you to enter basic information about your class and the number of sections you teach.
3. Select the appropriate subject/course that best describes the class you are creating. If you do not see a subject/course that describes the class you are creating, click the [Select Other Subjects & Courses](#) link to choose a different subject/course title.
4. Using the Sections drop down menu, select the number of sections or periods of the class you teach.

Note: By choosing multiple sections, you will be able to easily share materials between your various eChalk class Web pages rather than entering the same information several times.

5. If you teach this class at multiple eChalk school sites within your district, click the [Select Sites...](#) link to choose other school sites on which you would like your class page to be available.
 6. Determine who will be able to see your class page by selecting an option from the [This class will be visible to the following users drop down menu](#). You can indicate if the information on your class Web page will be visible to the general public from your school's homepage or if you only want it visible to the class members.
- Note: If your school does not have student accounts, it is important that all classes are Public to the Internet so your students can access the information.
7. Click [Start](#).

Power Tip: Not sure how many sections you'll need on eChalk? Don't worry; you can add new sections anytime.

Define a Class Profile

The Define Class screen allows a teacher to insert detailed information about each section of a class being taught.

Create a Class > Define Class

Profile

Enter the information specific to this class.

* Class Name:

* Term Start Date:

Term End Date:

Official Course ID:

Section ID:

Room:

Schedule:

Course Description:

* Taught by: Teacher, eChalk [Select other teachers...](#)

Grades: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

* Indicates required fields

Figure 8.2

To define a class profile:

1. Enter your **Class Name**. The class name should be something easy for students and parents to recognize in the Class Pages Directory (e.g., English 1 – Hooper (3rd block).
2. Enter the **Term Start Date** and the **Term End Date**. Click the Reference Calendar icon to view a calendar where you can navigate to the date you would like the class term to begin and end. The **Term Start Date** determines when the class becomes active and visible to others based on your visibility settings.
Note: You can enter a **Term End Date** if you know when the class ends. For example, if the class ends on the last day of school, you could enter the date of the last day of school. When a class reaches its term end date, the class becomes inactive, making the visibility of the class page private to your account and all class events archived.
3. Enter other optional class information in the appropriate fields.
4. The **Taught by** option allows you to include other faculty or staff as instructors of

your class page. Other instructors might include teachers with whom you co-teach or a paraprofessional who works in your classroom.

5. Select the **Grade(s)** to which this class is taught.

Note: Fields with a red asterisk (Class Name, Term Start Date and Taught By) are required; fields without a red asterisk are optional

6. At the bottom of the page, Advance by clicking the Next button and then clicking No in the pop-up window. Click **Finish** to save your class page if you will not be adding students at this time. Use the Adding Students to Your Echalk Classes and the Importing Students to Teacher Echalk Classes from PowerTeacher Gradebook help sheets if you need help. .