

## LIFE Classes Advisors

### Instructions for submitting a class on The Learning Connection Admin site

1. Log into [www.highpointhomeeducators.com](http://www.highpointhomeeducators.com) as a member.
2. Log into Group Admin Portal (your website admin address)
  - User Name:
  - Password:

**Note:** The current username and password will be provided to you in the advisor email. If you can't locate this information, please contact Denise Gallimore at [dwgallimore@triad.rr.com](mailto:dwgallimore@triad.rr.com) or Kristi Eisenman at [kristi.eisenman@gmail.com](mailto:kristi.eisenman@gmail.com)

3. On the top navigational bar, put your mouse over the **Tools** link. Then click on **Class Registration**.
4. Click on “**Add A New Class**”
5. **Important:** Sections that are only adjusted/entered by the Admin:
  - Class Column
  - Class Row
  - Start Time
  - End Time
  - Minimum Date
  - Sign up Start Date
  - Registration Deadline
6. **Grade:** To choose more than one grade, hold down the shift button while you click on the grades for your class.
  - a. Kindergarten/First Grade (K-1)
  - b. Second/Third Grade (2/3)
  - c. Fourth/Fifth Grade (4/5)
  - d. Middle School (6th-8th)
  - e. High School (9th-12th)

7. **Age Restriction:** If you want to restrict the youngest age student to enter your class, please choose the youngest age you will accept and then check the box below to enable this feature for your class. If you are putting an age restriction for the youngest age, please contact Denise Gallimore at [dwgallimore@triad.rr.com](mailto:dwgallimore@triad.rr.com) to get this approved.
8. **Instructors:** If you do not find your name listed as an instructor, please click on add instructor and fill out the information. Make sure to upload a head shot of yourself.
9. **Curriculum Used:** You can list the curriculum you are using here (teacher-created, Apologia, Saxon, Teaching Textbooks, etc.).
10. **Textbook needed:** List any textbook the student will need here.
11. **ISBN:** List ISBN numbers for any required books the students needs to purchase. Separate multiple ISBN numbers with a comma.
12. **Supply List and Course Syllabus.** Type up your course syllabus and supply list in a program such as Microsoft Word, Open Office, etc. Save your document in a PDF file, and upload to the site via the Upload button.
13. **“Date/Term Description”** – Please put Full Year (only if your class is a core class approved to be a year-long course), 1st Semester or 2nd Semester.
14. **Location:** In the email that you received with the advisor username and password for logging in, you received a grid attachment. This grid shows your assigned room number. Scroll through the list and click on your assigned room.
15. **Class Description.** Please include details with the description of the class:
  - Whether homework, tests, and quizzes will be assigned in your class.
  - Grading, research projects, field trips, etc.
  - Any other pertinent information that the students need to know about your class.

16. **Finances for class**. Here is the description for each financial section:

- **Class Fee**: These are standard and set by HPHE for each grade level. (\$50 for any classes K-5; 6-8 \$60; 9-12 \$65; 90 min core classes \$90)
- **Materials Fee**: This fee should cover the needed supplies per student for the semester. **Note**: Changes to the material fee cannot be done after schedule is published online.

17. **Send a Reminder**: You can send a reminder to your students set to a number of days of your choosing before the first day of classes.

18. **Reminder Message**: Place your reminder message here. Maybe they need to bring books/supplies to the first day of class. Or you might just want to put a welcome to class message here.

**QUESTIONS? Please email Denise Gallimore at [dwgallimore@triad.rr.com](mailto:dwgallimore@triad.rr.com) or Kristi Eisenman at [kristi.eisenman@gmail.com](mailto:kristi.eisenman@gmail.com)**