

## LIFE Classes Advisors

### Instructions for Uploading a Class:

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 **Classes & Rosters**.

### **I. How to Add a New Class**

4. Click on **+Add New Class** and with the new screen, be sure you are on the **General Info. Tab**.
5. **Class title and coordinator's email:** (a) Be sure that the grade level precedes the title. (Example: 6-8 Language Arts). (b) No class ID # is needed, so leave it blank. (c) But be sure to enter your (advisor's) email. (d) Next are two "enable" boxes; leave the 1<sup>st</sup> box ("Secure Class Forum") blank and the 2<sup>nd</sup> box ("Class Home Page...") should be checked.
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
  - d. (4/5)
  - e. Middle School (6th-8th)
  - f. 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. If you do not need age restrictions make sure the box is not checked.
8. **Instructors:** If you do not find your name listed as an instructor, please click on add instructors and fill out the information. Make sure to upload a head shot of yourself for the instructor photo.
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 need to purchase. Separate multiple ISBN numbers with a comma.
12. **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.
13. **Days of Class:** Click on box by Monday.
14. **Dates and Times:** Start and Finish dates will be emailed along with room assignments. Start and End times will also be given in email and can be selected from the drop-down menu.
15. **Matrix:** This will be the semester (Spring or Fall), the year, and the wing of the church where your room is selected. (Example: Spring '20 children's wing). **Click on the drop-down menu and select the new matrix option.**

16. **Class Columns**: From the drop-down menu, scroll down and select the time that this class begins.
17. **Class Rows**: From the drop-down menu, scroll down list and select the room number for this class.
18. **Class Description**: Type the class description directly into the text box. Please include details with the description of the class:
  - a. Whether homework, tests, and quizzes will be assigned in your class.
  - b. Grading, research projects, field trips, etc.
  - c. Any other pertinent information that the students need to know about your class.
19. **Do Not Save. Instead, return to top and select the Registration Tab.**
20. **Max/Min students**: The maximum limit is 12. The minimum limit is 4 students.
21. **Do Not Save. Instead, return to top and select the Finance Tab.**
22. **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 made after schedule is published online.
23. **Category**: From the drop-down menu, select **CRFP – Class Registration FP**.
24. **Notes to Admin**: If you have requests for equipment, please email Denise Gallimore at [dwgallimore@triad.rr.com](mailto:dwgallimore@triad.rr.com)

25. **Click on CREATE CLASS.** This will take you to the listing of classes on the Classes & Rosters page.
26. **Syllabus & Supply List:** To add both the syllabus and supply list documents within **Classes & Rosters**, scroll down and click on your class title. Select the **Resources Tab** and click + **Add Resource**. Give your syllabus a label; click **Browse** and locate file. Upload and click **Save & Add**. Repeat steps to add the supply list to resources and click **Save**. (If you encounter difficulty with the file extensions please convert documents to pdf format and attempt again).

## II. How to Create a 2<sup>nd</sup> Semester Class

- 1-3. steps are the same as in section I.
4. Click on the class you are currently offering that you want to convert to a 2<sup>nd</sup> semester class. Scroll to the bottom and click on **Save and Duplicate**.
- 5-8. steps should not need editing.
- 9-11. edit if curriculum/textbook needs to be updated.
12. **Location:** Edit if classroom assignment changed.
13. Should be the same/no need to edit.
14. **Dates and Times:** Edit according to email received from LCC.
- 15-24. steps are the same as in section I.
25. **Return to the top of page and select Resources Tab.** Delete existing files. **+Add Resource**. Label the resource (Example: syllabus or material list). Click **Browse** and locate file. Upload and click **Save and Add**. Repeat steps to add another resource and click **Save**.

## III. How to Edit an Existing Class

Changes are made using the **Classes & Rosters** tool. Go to the navigational bar and select the **Tools** link, **Classes**, and then **Classes & Rosters** from the drop-down menu. Scroll down list and locate your class; click on your class title. Edit as needed and click **Save Changes**.

**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)**

