

Nanaimo *e-Class* User Guide

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e-Class User Guide

In this user guide, we will show you how to:

- Move a student from one class to another in your school (p. 4)
- Add a new student to your school and to a class (p. 11)
- Send a student to a different school or accept a student from a different school (p. 16)

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Home

To get started, sign in and then click on the **e-Class** link in Your Applications box

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How do I move a student from one class to another in my school?

- Step 1 – navigate to your list of classes, find the student and “remove” the student from her/his current class
- Step 2 – go back to your list of classes and select the class you wish to put the student into
- Step 3 – select the student and enroll her/him in the new class

Step 1 – navigate to your list of classes

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e-CLASS (v3.0)
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Fake School 2: Home

School Year: 2015-2016

Term: 1

Date: 2015-10-19

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Step 1 – and click *view* for the class the student is currently in

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Fake School 2: Home

School Year: 2015-2016 Term: 1 Date: 2015-10-19

Year: 2015 Grade: ----- Subject: ----- Teacher: ----- Filter

Year	Term ▲▼	Grade ▲▼	Subject ▲▼	Division ▲▼	Block(s) ▲▼	Teacher(s) ▲▼	Enrolled	
2015	All Year	2	Primary	A		Not Assigned	2	[view] [edit]
2015	All Year	2	Primary	B		Not Assigned	1	[view] [edit]

[Add Class](#)

Step 1 – remove student from existing class

Year: 2015 Term: All Year Subject: Primary Grade: 2
Division: A Block: N/A Teacher(s):

[Edit Class Info](#)

3 Assigned Students

Select the student by checking the appropriate box, then select remove.

Note: this does not permanently delete the student.

<input type="checkbox"/>	PEN ▲▼	Last name ▲▼	First name ▲▼	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
<input checked="" type="checkbox"/>	98989898	Student	Fake 1	M	2					[view]
<input type="checkbox"/>	989898986	Student	Fake 4	F	2					[view]
<input type="checkbox"/>	989898985	Student	Fake 5	M	2					[view]

Step 2 – navigate to the class you wish to add the student to

Return to your list of classes

Tip: Use your bread crumbs to return to your class list

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Fake School 2: Classes

Year: Grade: Subject: Teacher:

Year	Term ▲▼	Grade ▲▼	Subject ▲▼	Division ▲▼	Block(s) ▲▼	Teacher(s) ▲▼	Enrolled		
2015	All Year	2	Primary	A		Not Assigned	2	[view]	[edit]
2015	All Year	2	Primary	B		Not Assigned	1	[view]	[edit]

Click on the class you wish to move the student into

Step 3 – add the student

Year: 2015 Term: All Year Subject: Primary Grade: 2
Division: B Block: N/A Teacher(s):

[Edit Class Info](#)

1 Assigned Students

Click on Add Students to bring up a list

To remove students in this class, click "Add Students"
to add students to be removed and click "Remove"

<input type="checkbox"/>	PEN ▲▼	Last name ▲▼	First name ▲▼	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
<input type="checkbox"/>	989898987	Student	Fake 3	M	2					[view]

Step 3 cont. – add the student

Enroll students into class **Primary 2 (B)**

1 students selected. [\[clear\]](#)

Grade: 2 Gender: --- Aboriginal: --- ESL: --- Fr.Im. --- Sp.Ed. --- Name/PEN: [Filter](#)

<input type="checkbox"/>	PEN ▲▼	Last name ▲▼	First name ▲▼	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
<input checked="" type="checkbox"/>	989898989	Student	Fake 1	M	2					[view]
<input type="checkbox"/>	989898984	Student	Fake 6	F	2					[view]

Select the student (s) you wish to add to the class

Click Enroll

How do I add a new student to my school?

- You must have the student's **PEN** (*not* a local student number) to enter a new student into the database for the first time.
- Click on **Your School**, then click on **Add Student**.
- Enter the student PEN and other information in the fields provided. Any fields marked with * are required.

Step 1 – click on your school, then on Students

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Fake School 2: Home

School Year: 2015-2016

Term: 1

Date: 2015-10-19

Click on your school and then on Students

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Step 2 – Add Students

6 Enrolled Students

Grade: Gender: Aboriginal: ESL: Fr.Im. Sp.Ed. Name/PEN:

----- ▾ ----- ▾ ----- ▾ ----- ▾ ----- ▾ ----- ▾ Filter

Click on Add Students

[Add Students](#)

[Add From File...](#)

PEN ▲▼	Last name ▲▼	First name ▲▼	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
985986998	Fake8	Lastfake8	M	2					[view]
989898989	Student	Fake 1	M	2					[view]
989898987	Student	Fake 3	M	2					[view]
989898986	Student	Fake 4	F	2					[view]
989898985	Student	Fake 5	M	2					[view]
989898984	Student	Fake 6	F	2					[view]

[Add Students](#)

[Add From File...](#)

Step 3 – add the student information including the PEN

Please NOTE: Not all student records from last year have been updated to the

Add Students



Enter PEN and other student information; fields with asterisks are required.

Delete PEN to clear a row.

* PEN	* Last Name	* First Name	* Gender	Birthdate	* Grade	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
985986998	Fake8	lastFake8	M ▼		2 ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]
			--- ▼		-- ▼	--- ▼	--- ▼	--- ▼	--- ▼	[del]

OK

Cancel



Step 4 – put the new student in the correct class

- Navigate back to your list of classes and add the student to the correct class.
 - See: *How do I move a student from one class to another in my school?*

How do I send a student to a different school or receive a student from a different school?

To send one of your students to a school in your district or receive a student from another Nanaimo school:

- Navigate to your school and click on Students
- Use filters to narrow your search; select the “view” link for student you wish to send
- Select “move” and then choose the school you wish to send to
- The receiving school can then assign the student to a class (see Step 2 - *How do I move a student from one class to another in my school?*)

Step 1 – sending a student to a different school

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Fake School 2: Fake

Navigate to your list of schools and select **Students**; click on the student you wish to send; then click on **Move**

School Year: 2015-2016

Term: 1

PEN: 985986998
Gender: Male
French Imm.:

Last Name: Fake8
Aboriginal:
Special Ed.:

First Name: lastFake8
ESL:

[Edit](#) [Move](#)

2015-2016

[Fake School 2](#)

Grade: 2 2015-10-19 to 2016-06-24

Term Class

Division Block(s) Teacher(s)

All Year [Primary 2](#)

B Not Assigned

Step 1 cont. – sending a student to a different school

School Year: 2015-2016 Term: 1 Date: 2015-10-19

PEN: **Move Student**

Gender:

enrich Imm.:

* To: Fake School ▼

* Grade: 2 ▼

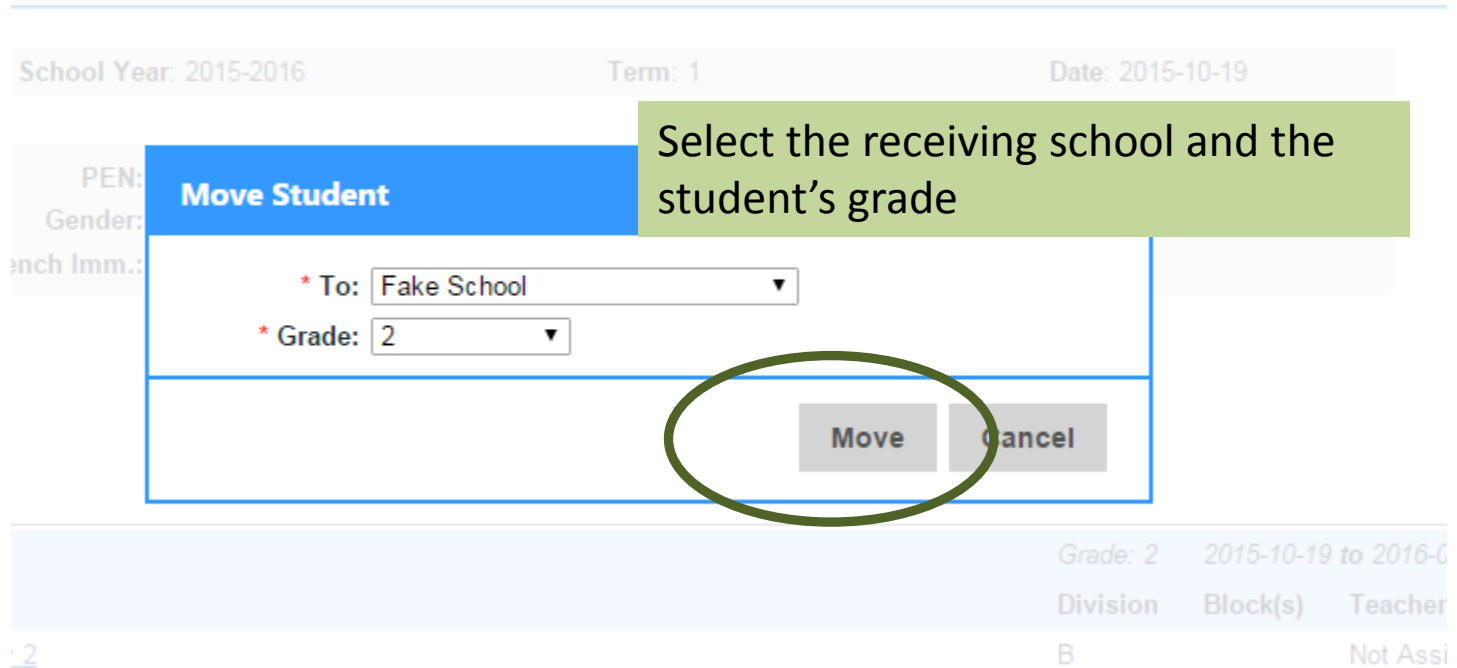
Move Cancel

Grade: 2 2015-10-19 to 2016-0

Division Block(s) Teacher

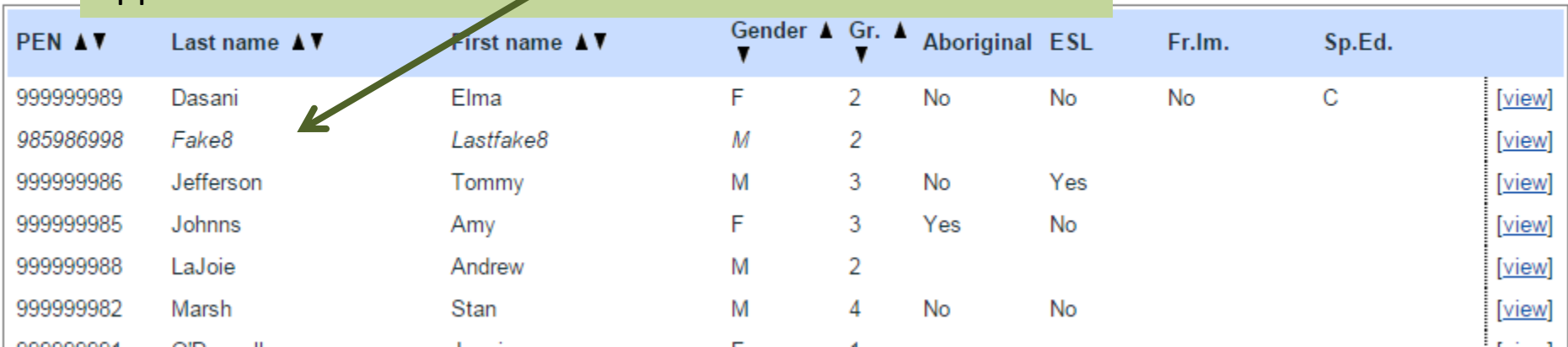
B Not Assi

2

The image shows a software interface for moving a student. At the top, there are three tabs: 'School Year: 2015-2016', 'Term: 1', and 'Date: 2015-10-19'. Below these is a 'Move Student' form. A green callout box with the text 'Select the receiving school and the student's grade' points to two dropdown menus: '* To: Fake School' and '* Grade: 2'. Below these are two buttons: 'Move' and 'Cancel'. The 'Move' button is circled in green. At the bottom of the form, there is a table with columns for 'Grade: 2', '2015-10-19 to 2016-0', 'Division', 'Block(s)', and 'Teacher'. The 'Teacher' column contains the text 'Not Assi'. On the far left, there is a small number '2'.

Step 1 cont. – sending a student to a different school

The student you are sending to a different school now appears in *italics*.



PEN ▲▼	Last name ▲▼	First name ▲▼	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
999999989	Dasani	Elma	F	2	No	No	No	C	[view]
<i>985986998</i>	<i>Fake8</i>	<i>Lastfake8</i>	<i>M</i>	<i>2</i>					[view]
999999986	Jefferson	Tommy	M	3	No	Yes			[view]
999999985	Johnns	Amy	F	3	Yes	No			[view]
999999988	LaJoie	Andrew	M	2					[view]
999999982	Marsh	Stan	M	4	No	No			[view]
000000004	00	00	F	4					[view]

Step 2 – the receiving school

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Fake School 2: Home

The receiving school will see a notification that a student move is pending; click on “**Please click here to view**” in the yellow box.

There are 1 student moves pending.

[Please click here to view.](#)

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Step 2 – the receiving school

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Fake School 2: Manage Pending Students

School Year: 2015-2016

Term: 1

Date: 2015-10-19

There are 1 student moves pending.

[Please click here to view.](#)

Pending Students

Please select the pending students you want to approve or decline.

<input type="checkbox"/>	PEN ▲▼	Last name ▲▼	First name ▲▼	From School	Gender ▲▼	Gr. ▲▼	Aboriginal	ESL	Fr.Im.	Sp.Ed.	
<input type="checkbox"/>	985986998	Fake8	Lastfake8	Fake School	M	2					[view]

Cancel

Decline

Approve

The receiving school can Approve or Decline the move. If approved the student can then be added to a class (see Step 2 - *How do I move a student from one class to another in my school?*).

If declined, the record will remain at the sending school.

Technical Support

- For technical support please contact Edudata Canada:
- 604.822.2338
- Edudata.canada@ubc.ca