

# Netop<sup>®</sup> School Class Management

*360° computerized teaching .*

**Version 9.2**



## **User's Guide**

Netop

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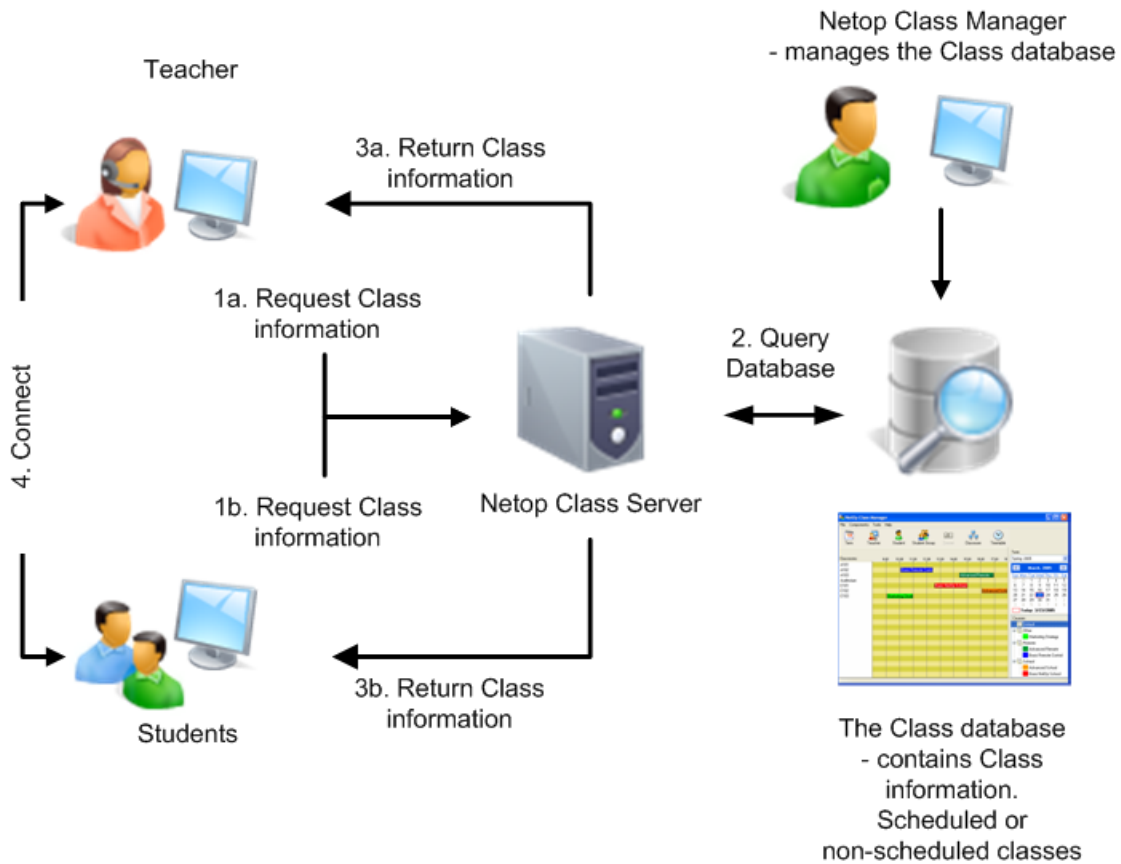
# 1 Features overview

## 1.1 Netop Class Management overview

Netop School Class Management includes two Netop modules:

- Netop Class Manager that manages a class database, and
- Netop Class Server that provides class information from the class database to Netop Teachers and Netop Students.

When Netop Teachers and Netop Students use Class Management with a Class Server and a Class Manager, the communication between the various components is as illustrated below:



<p><b>1a. and 1b. Request Class Information</b></p>	<p>When Teachers or Students end a class, they will automatically request class information from Netop Class Server.</p>
<p><b>2. Query Class Database</b></p>	<p>When Netop Class Server receives a class information request, it queries the class database for information for the requesting Teacher or Student.</p> <p>If the Netop School Class Management class has been set up to run in scheduled mode, it returns lesson information.</p> <p>If the Netop School Class Management class database has been set up to run in non-scheduled mode, it returns course information.</p>

## Features overview

<b>3a. and 3b. Return Class Information</b>	Netop Class Server returns the retrieved information to the requesting Teachers or Students.
<b>4. Connect</b>	Teachers display a <b>Select Class</b> window with either scheduled lessons to select one to run, or courses to select one to run.

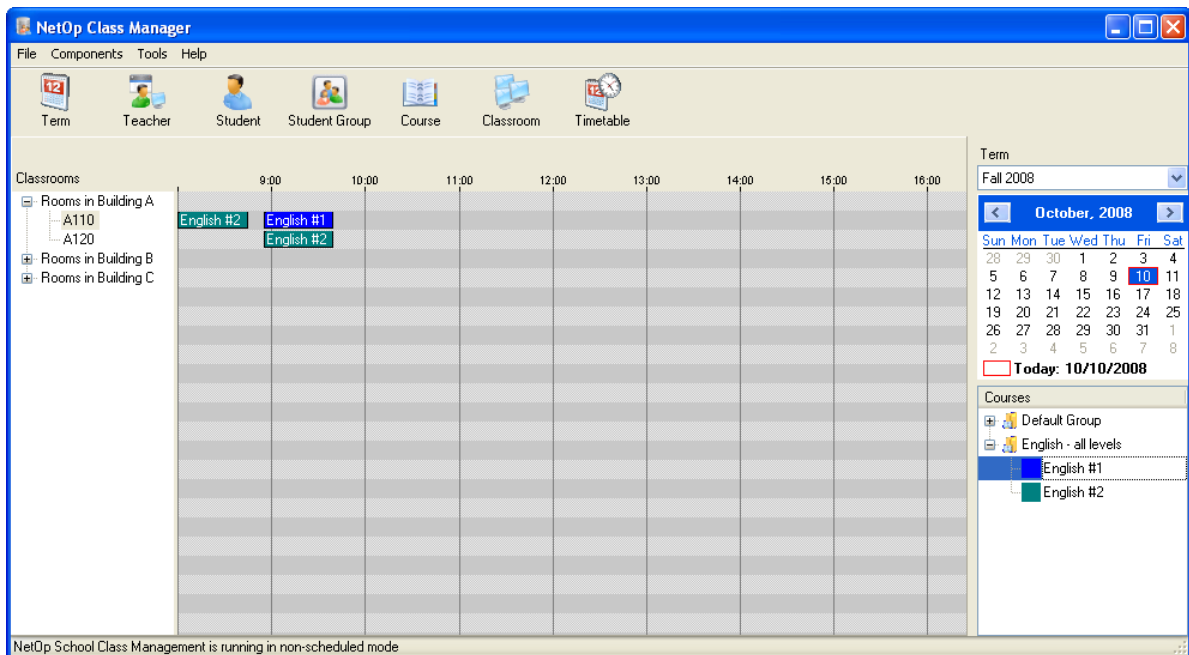
Students displaying the **Select Class** window enable the user to select a lesson to connect to or a course to connect to. If the lesson or class is not running, Netop Student will wait for it to start and then automatically connect.

The user can also select **<Available for any class>** to automatically connect to any class to which the Student is assigned or wait for one to start; this enables a Teacher running a class to connect the Student to the class.

Students not displaying the **Select Class** window will automatically connect to any class to which they are assigned or wait for one to start; this enables a Teacher running a class to connect the Student to the class.

Netop Class Manager manages the class database.

## 1.2 Netop Class Manager



The Netop Class Manager Window is the main user interface for managing the class database.

The work panel has a list of terms, a calendar, a courses section and - to the left - a classrooms section.

Select a term in the **Term** list to display the corresponding calendar. Select a date in the term calendar to display the lessons of the selected date in the **Classrooms** section. The **Courses** section contains lists course groups and courses.

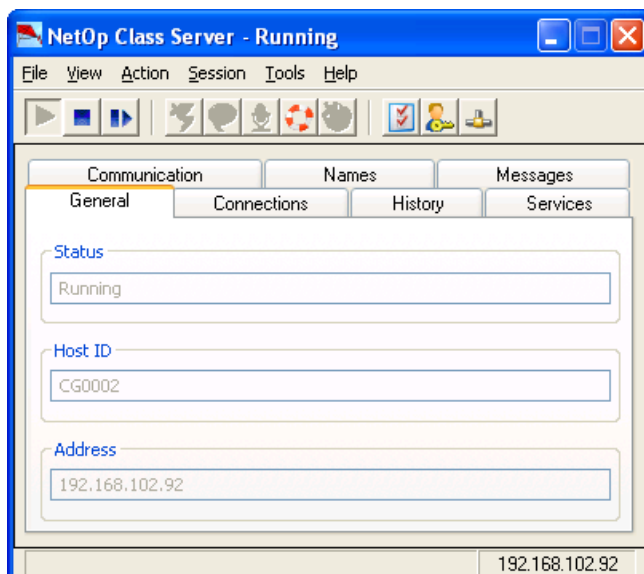
The class database contains interrelated tables of terms, teachers, teacher groups, students, student groups, courses, course groups, classrooms, classroom groups,

timetables and lessons.

- A term specifies a date range within which courses can be specified and course lessons can be scheduled in classrooms.
- A teacher that can be assigned to a teacher group identifies a Netop Teacher. Teachers and teacher groups can be assigned to courses.
- A student that can be assigned to a student group identifies a Netop Student. Students and student groups can be assigned to courses.
- A course that is assigned to a course group specifies the subject, identifying color and members of a series of classes. Course members are teachers, teacher groups, students and student groups.
- A classroom that is assigned to a classroom group specifies a physical or virtual venue of lessons.
- A timetable specifies a daily time range of lessons, optionally including fixed lesson schedules.
- A lesson that is named and colored by the course it is part of specifies a scheduled non-recurring or recurring class of a course in a classroom.

You can create classrooms in classroom groups, teachers, students, courses in course groups and lessons by import from an external data source. You can assign teachers and students to groups by import from an external data source.

### 1.3 Netop Class Server



NetOp Class Server is an extended Netop Remote Control Host that can provide class information from a class database to Netop Teachers and Netop Students.

Netop Class Server has full Netop Host functionality, which enables a Netop Class Server computer to be remote controlled from a computer running Netop Guest.

### **1.4 Computer resources**

Netop Class Manager and Netop Class Server must run on networked Windows computers. In a small setup both modules can run on the same computer but in a large setup, Netop Class Manager should run on one or multiple class administrator workstations and Netop Class Server should run on multiple computers for backup and load balancing.

The class database must run in an OLE DB accessible database. To try out Netop School Class Management, a local test database can be created on a computer running Netop Class Manager and Netop Class Server.



## 2 Install Class Management modules

### 2.1 Installation prerequisites and tips

Class Manager	<p>Class Manager must be installed on a Windows NT4+ (Vista, XP, 2000 or NT4) computer.</p> <p>To use Netop Class Manager, Microsoft .NET Framework version 1.1 must be installed on the computer. If not found on the computer, you will be referred to the Microsoft website to download and install a redistributable version of .NET Framework version 1.1.</p>
Class Server	<p>Netop Class Server must be installed on a Windows NT4, Windows 95 or newer Windows computer.</p> <p>The user who installs must have administrator rights on the computer.</p> <p>For backup and load balancing purposes, we recommend that you install Class Server on multiple computers.</p> <p>Netop Class Server must be installed on a computer which is not simultaneously running a Teacher or a Student module: Class Server cannot service a Netop School module running on the same computer.</p>

### 2.2 Install Class Manager and Class Server

Class Manager and Class server are both installed from the Netop School Family page on the Netop site.

#### Install Class Manager

1. Click the **Download Class Manager** link on the Netop School Family page.
2. In the **File Download** dialog box, click **Save** to download the installation package and install from a local computer, or **Run** to start the installation immediately.
3. When the installation is running, follow the installation wizard instructions.

When the installation is complete, Netop Class Manager starts automatically. To begin using the complete Class Management system, a few setup steps necessary both in the Teacher and Student modules as well as in the Class Server and the Class Manager modules.

- If you have not already installed Class Server, please proceed to do so; see below for brief installation instructions.

When both Class Server and Class Manager modules have been installed, you can proceed to setup; refer to [Basic setup steps](#) for details.

#### Install Class Server

Follow the same steps as described above for Class Manager, but click the **Download Class Server** link on the Netop School Family page.

## **Install Class Management modules**

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When the installation is complete, Netop Class Server starts automatically and opens the **Class Server Setup** dialog box; refer to [Basic setup steps](#) for details.

## 3 Set up Class Management

### 3.1 Basic setup steps

When the standard Netop School modules, Teacher and Student, have been installed as well as the advanced Class Server and Class Manager modules, the modules must be set up to connect to each other.

Below are the basic setup steps:

1. In the Teacher module: [Set up the Teacher module to use Class Server.](#)
2. In the Student module: [Set up the Student module to use Class Server.](#)
3. In the Class Manager module: [Select a database.](#)
4. In the Class Server: [Define a name for the Class Server and connect to the same database that you selected in Class Manager.](#)

When these steps have been complete and both the database and Class Server are running, Netop School Class Management can run automatically and unattended.

If Netop School Class Management fails to respond to Teacher and Student class information requests as intended, look into Netop Class Manager to see if the class database setup needs to be changed and look into Netop Class Server setup to see if it needs to be changed.

Before the start of a term, you must work with Netop Class Manager to specify the courses and possibly lessons and new teachers and students of the term. After the end of a term, you can clean up the class database of old term class data, see [Clean Up Database.](#)

### 3.2 Set up Teacher and Student

Class Server is an optional module and by default the Teacher and Student modules do not use Class Server to manage class connections.

#### Set up the Teacher module to use Class Server

1. On the **Tools** tab, in the **Startup** group, click **Class**.
2. Select the **Use Class Server** check box and click **Setup** to define Class Server setup.

Specify an IP address if the School modules are not on the same subnet.

Select how the Teacher computer should be identified. Note that you must identify a Teacher computer in the same way in Class Manager.

#### Set up the Student module to use Class Server

1. On the **Tools** menu, click **Options** and then double-click **Class**.
2. Select the **Use Class Server** option and click **Setup**.

The options are almost identical to the Teacher module options described above and the same considerations about identification apply.

### 3.3 Select a database

Before you can begin working with Class Management you need to select the database where you will be storing data about teachers, students, classes and classrooms.

When you start Class Manager for the first time, the **Database Management** dialog box to select a database automatically displays.

- If you are trying out Class Management or do not currently have a administrator access to an actual database, click **Use Test Database**.
- If you want to set up an actual database click **Update**.

#### **Use a test database**

A test database is a Microsoft Office Access file named ClassSrv.mdb which is created in your personal folder.

When you have selected to use a test database, you can immediately start using the Class Manager to enter test data.

#### **About using a test database**

Note that a test database is meant for testing only and you should not rely on a test database for storing vital class management data. If the test database becomes inaccessible, it will be deleted and re-created and consequently any stored data will be lost.

The test database requires that the Microsoft Jet 4.0 database engine and a current version of Microsoft Data Access Components (MDAC) are installed on the computer. Downloads are available from [www.microsoft.com](http://www.microsoft.com).

To avoid any file access issues, run Netop Class Manager and Netop Class Server modules on the same computer.

#### **Use an actual database**

1. On the **Tools** menu in **Class Manager**, click **Database Management**.
2. In the **Database Management** dialog box, click **Change**.

If you are trying out Class Management or do not currently have a administrator access to an actual database, click **Use Test Database**. For additional details, see below.

3. In the **Data Link Properties** dialog box, on the **Provider** tab, select the provider of the database that you will be using and click **Next**.

If using an SQL server (including MSDE), select Microsoft OLE DB Provider for SQL Server. If using another type of database, select the OLE DB provider matching the type of database.

4. On the **Connection** tab, specify setting for the database connection.

The specific settings differ according to the provider selected on the **Provider** tab but typically include server name, database name and password.

Optionally, click **Test Connection** to test that the information you have entered is sufficient and correct.

When you click **OK**, the connection is established and an empty database is created.

### About the class database

The class database can reside in any OLE DB (Object Linking and Embedding DataBase) accessible database.

If an OLE DB accessible database is available on the network, we recommend using it. If no OLE DB accessible database is available on the network, we recommend downloading and installing Microsoft SQL Server Database Engine (MSDE) from [www.microsoft.com](http://www.microsoft.com).

NetOp School Class Management is optimized for using a Microsoft SQL Server database. If you are using Microsoft SQL Server, in the **SQL Server Network Utility** window clear **Named Pipes** to apply only TCP/IP.

The database must be running to enable NetOp School Class Management to use it.

## 3.4 Connect to database

Class Server also needs to connect to the class database so that it can service Teacher and Student modules with class information. When you start Class Server for the first time, the **Class Server Setup** dialog box to provide the necessary setup information automatically displays.

In the **Class Server Setup** dialog box, do the following:

- Leave the **Enable** check box selected.
- In the **Class server ID** field, type the name that both Teacher and Student modules use to identify the server.
- In the **Database connect string** field, type database identification. **Tip:** The easiest way to fill in the information is to copy the string from the Class Manager where you just selected a database. Alternatively, click **Setup** to select provider and define connection properties.

If database access is password protected, type the user name and password in the appropriate fields.

Use the **Test** button to verify that Class Server can communicate with the database.

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### Tip

To open the dialog box when it does not automatically display: On the **Tools** menu, click **Class Server Setup**.

---

After the initial setup described above, the Netop Remote Control Setup Wizard will run to set up the Netop Host functionality of Netop Class Server. We recommend that you use the wizard default options.

# 4 Use Class Manager

## 4.1 Class Manager components

Class Manager is the interface to interrelated components in the class database. Because the components are interrelated and depend on each other, they must be created in a certain sequence. For example, a term must be created before courses or a timetable can be created. The sequence in which the components must be created is given by the sequence of the components buttons on the toolbar: Term, Teacher, Student, Student Groups, Course, Classroom and Timetable. You will see that commands and buttons that it does not make sense to use because the components that are prerequisites have not been created are unavailable. For example, Student Groups cannot be created until Students exist.

The Class Manager Components can either be created using the dialog boxes in the Class Manager, or they can be imported from external comma-separated values (CSV) files. They can also be created using a combination of the two methods. Import will only be successful if the necessary components already exist and the import will give an error message if you try to import, for example, course data before a term has been created.

This means that whether you choose to create components in the Class Manager or to import from an external file, Class Manager ensures data consistency.

Below sections include descriptions of the database components and information about specific rules or tips that may apply to creating each.

### Terms

A term is a data range within which courses can be created and lessons can be scheduled. A term is frequently a full year or a semester.

Typically, you will specify the current term when initially loading Netop Class Manager. You can create more terms later.

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#### Note

Terms cannot overlap.

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Select a term in the **Term** list to display its calendar, courses and lessons in the Class Manager window work panel.

A term can support one of two class modes. Non-scheduled mode provides course information to teachers and students requesting class information. Scheduled mode provides scheduled lesson information. You can switch the class mode of a term at any time.

To start up Netop School Class Management quickly and easily, use non-scheduled mode specifying only teachers and courses. Let teachers assign available students to courses while running in non-scheduled mode.

#### See Also

[Class modes](#)

### Teachers

Class Manager specifies teachers and teacher groups to identify Netop Teachers as course members.

Create at least one teacher; you can create more teachers later.

You can create teachers by import from an external data source.

You can assign teachers to teacher groups.

Teachers and teacher groups are available in all terms and are assigned to courses.

### **Students**

Class Manager specifies students and student groups to identify Netop Students as course members.

You do not need to specify students to create courses. However, to enable testing how Netop School Class Management works, create at least one student. You can create more students later.

You can create students by import from an external data source.

**Note:** A Netop Teacher can create a student by connecting an available Netop Student to the running class.

You can assign students to student groups.

Students and student groups are available in all terms and are assigned to courses.

### **Courses**

Class Manager specifies courses to identify the subjects and members of classes. Netop Class Manager can specify lessons as scheduled classes of courses in classrooms.

Create at least one course; you can create more courses later.

---

#### **Note**

To create a course, at least one Term and one Teacher must exist.

---

A course is always assigned to a course group. Initially, a default course group named **Default Group** exists.

You can create courses assigning them to one course group or assigning each of them to a specified course group by import from an external data source.

Courses and course groups are available only in the Term in which they were created in the work panel **Courses** section. Click [+] buttons to expand and [-] buttons to collapse course groups.

Netop School Class Management can support two class modes, non-scheduled mode and scheduled mode. Non-scheduled mode enables Netop Teachers to run non-scheduled classes of courses. Scheduled mode enables Netop Teachers to run scheduled lessons of courses in classrooms.

To run a simplified Netop School Class Management setup supporting only non-scheduled mode, you do not need to specify Classrooms and Lessons.

### **Classrooms**

Class Manager specifies classrooms as venues for lessons.

## Use Class Manager

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A Netop Class Manager classroom typically refers to a physical classroom with teacher and student computers that can connect for teachers and students to engage in educational activities in a lesson. However, a Netop Class Manager classroom can just as well refer to a virtual classroom where teacher and student computers in different physical locations can connect.

To support scheduled mode, create at least one classroom; you can create more classrooms later.

A classroom is always assigned to a classroom group. Initially, one classroom group named **Default Group** is available.

You can create classrooms assigning them to one classroom group or each to a specified classroom group by import from an external data source.

Classrooms and classroom groups are available in all terms in the Class Manager window work panel.

To display or hide classroom group names in the **Classrooms** section, right-click anywhere in the area and select **Show Groups** or **Hide Groups**. If classroom groups are displayed, click [+] buttons to expand and [-] buttons to collapse them.

### **Timetables**

Class Manager specifies timetables as daily time ranges within which lessons can be scheduled.

The applied timetable determines the initial time range of the Class Manager window.

Within a timetable, you can specify fixed lesson schedules to align lessons with your customary timetable.

Initially, a default timetable named **Default Group** with a time range from 8:00 A.M. to 4:00 P.M. and a floating lesson schedule is applied.

Timetables are available in all Terms in the Timetable window.

We recommend using a timetable with fixed lesson schedules.

### **Lessons**

Class Manager specifies lessons as scheduled classes of courses in classrooms.

To support scheduled mode, create at least one lesson by dragging a course from the Courses section to a classroom schedule bar.

---

#### **Note**

To create a lesson, at least one course and one classroom must exist.

---

Lessons are available only in the term in which they were created.

To rescale the schedule panel horizontally, drag horizontally above the schedule panel. To scroll the schedule panel horizontally, press CTRL and drag horizontally above the schedule panel.

To display the schedule panel of another term date, click the date in the term calendar.

To print the classrooms section, click **Print** on the **File** menu.



## 4.2 Class modes

One of the basic decisions you need to make when starting to use Netop Class Management is whether you want to use **scheduled** or **non-scheduled** class mode.

If you choose **non-scheduled** class mode, Class Management provides course information to Teachers and Students waiting for a class whereas time and place information is not provided. Non-scheduled class mode is simple to set up and to maintain since only courses need to exist whereas classrooms, timetables and lessons are not needed. Non-scheduled mode is typically used in teaching environments where students form groups and are taught in the same groups, like for example in primary or elementary school.

If you choose **scheduled** mode, Class Management provides lesson information, including information about classroom and time, to Teachers and Students waiting for a class. Scheduled class mode requires that you define classrooms, timetables and lessons. This information is typically available in a timetable planning system, exported from there and then imported in Class Manager. This means that when you use scheduled class mode, you will likely need to synchronize Class Manager and timetable planning information on a regular basis. Scheduled mode is typically used in teaching environments where students are not necessarily part of a class but join different lessons on an individual basis, like for example colleges or universities.

Class mode is set up for each term and is defined in the **Edit Term** dialog box.

You can see which mode is currently used in the Class Manager status bar. Also, the background color for the schedule panel differs in the different modes.

## 4.3 Import data from a CSV file

Basically there are two ways to enter data into the Class Management database: entering data manually using the Class Manager or importing data from a CSV file.

The import commands are on the **File** menu; you can choose to browse for multiple CSV files using the **Multi Import** command, or you can import from one CSV file at a time using the **Import From File** commands.

Regardless of which import you use, two requirements apply to the data import:

- Data must exist in the correct format in the CSV file.

For general information about the CSV file format, see [CSV file requirements](#). For information about the required and optional fields for each component type, see the description of each import on the **File** menu.

- Data must be imported in the right sequence for the import to be successful.

Data build on each other and the import must happen in a certain sequence. For example, teacher data must exist before course data is created and a teacher is assigned to a course.

## 4.4 CSV file requirements

These general requirements apply to CSV files used by Netop Class Manager:

There are no requirements to CSV file names, extensions and locations. However, we recommend to use CSV file names that identify the association of the file to a particular type of import operation and use the extension csv to identify files as CSV files or txt to identify files as plain text files.

## Use Class Manager

### Syntax

For import operations to succeed, CSV file syntax requirements must be observed.

Values can be separated by commas or semicolons.

Required values must specify a string of characters. Optional values can specify a string of characters or not.

Do not omit required commas or semicolons before and after a value not specifying a string of characters that is followed by a value specifying a string of characters in the same line.

### Values

Specify values only by characters that belong to the ASCII character set.

In values not enclosed by double quotation marks ("), do not use commas (,), semicolons (;), single (') and double (") quotation marks. Spaces are allowed.

In values enclosed by double quotation marks (") indicating that the value is what is enclosed, do not use double quotation marks (").

Special format requirements apply to time, date and certain other values. Other values are truncated after a specified number of characters, meaning that characters after the specified number of characters are disregarded. These numbers that are specified when the class database is created can be changed by the database administrator.

## 4.5 Work panel

The work panel contains an upper right **Term** list, a term calendar, a **Courses** section and - to the left - a **Classrooms** section.

### **Term list**

The **Term** list is located in the upper right corner of the work panel and displays the name of the selected term.

Existing teachers, teacher groups, students, student groups, course groups, classrooms, classroom groups and timetables are available in all terms. Existing term calendar dates, courses and lessons are available only in the term in which they are specified.

**Term calendar**

The calendar is located in the middle right of the work panel and displays a month in the term selected in the **Term** list.

The title bar displays the month and year. Click the left button to display the previous month. Click the right button to display the next month. Months outside the term cannot be displayed.

The calendar area displays the dates of the month in weekday columns. Click a date within the term to highlight it with a blue background to display its scheduled lessons in the **Classrooms** section.

The computer calendar current date is marked by a red rectangle. Below the calendar the current date is displayed with the rectangle symbol.

**Courses section**

The **Courses** section is located in the lower right corner of the work panel and displays existing course groups expanding into courses existing in the selected term.

Expand or collapse course groups by clicking the [+]/[-] buttons.

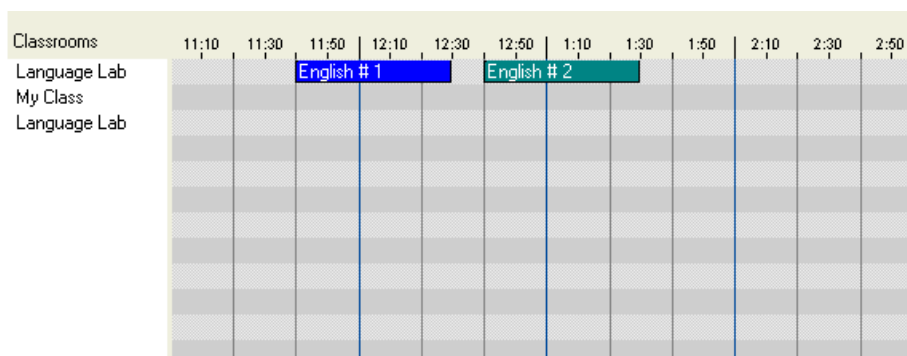
Courses display the course background color.

Right-click a course to open a menu where you can:

- Create a new course.
- Edit the selected course.
- Delete a course or course group.
- View the course dialog box.
- View the lessons in the selected course.

**Classroom section**

The **Classrooms** section is located to the left in the work panel and consists of a the classrooms bar and the schedule panel.



Right-click an item in the **Classrooms** section to open a menu where you can:

- Create a new classroom.
- Edit the selected classroom.
- Delete a classroom.

## Use Class Manager

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- View the classrooms dialog box.
- Show or Hide groups in the Classrooms panel.

The schedule panel displays a time range with vertical hour lines. The initial time range is determined by the applied timetable.

To rescale the time range, drag horizontally above the schedule panel. To scroll the time range, press CTRL and drag horizontally above the schedule panel.

Each classroom in the **Classrooms** bar has a horizontal schedule bar in the schedule panel. Lessons scheduled in a classroom on the selected day are represented by named and colored lesson blocks. The horizontal length of a lesson block represents the time that the lesson uses the classroom. If multiple lessons use a classroom at the same time, their lesson blocks share the classroom schedule bar.

## 4.6 Create and edit a lesson

To create a lesson, drag a course from the **Courses** section to the classrooms schedule bar and drop it to create a non-recurring lesson at the dropped time position. If the applied timetable specifies fixed lesson schedules, the lesson will be aligned to the fixed lesson schedule at the dropped time position.

You can edit a lesson using drag-and-drop or from a shortcut menu.

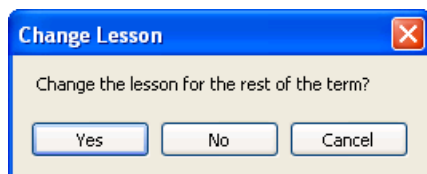
### **Edit a lesson using drag-and-drop**

**Note:** You cannot edit an ended lesson.

Move a lesson to another schedule panel time position or classroom schedule bar by dragging the lesson block.

Change the length of a lesson by dragging the left or right end of the lesson block.

If you are editing a recurring lesson, this window will be displayed:



Click **Yes** to close the window and apply changes to all future occurrences of the selected lesson.

Click **No** to close the window and apply changes only to the selected occurrence of the selected lesson making it non-recurring.

### **Edit a lesson from a shortcut menu**

Right-click a lesson block and click **Edit Lesson** on the shortcut menu.

**Edit Lesson**

Lesson

Course: English # 1

Classroom: Language Lab

Teacher: Dr Jekyll

Start time: 12:40 PM

End time: 01:30 PM

Date: Monday, August 07, 2006

Status: Upcoming

Non-recurring  
 Daily  
 Weekly

Delete Call Off

Change this lesson only

OK Cancel Help

### Notes

No dialog box options are available if the **Status** of the selected lesson is **Completed**.

All dialog box options except **Delete** are unavailable if the **Status** of the selected lesson is **Passed** or **Called Off**.

If the selected lesson is recurring, you will be asked if changes should apply to all future occurrences of it unless you select the **Change this lesson only** check box.

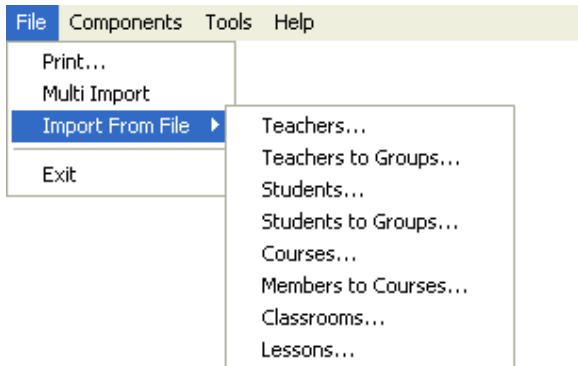
Use the dialog box options to change the current lesson selections.

The lesson **Status** can be one of the following:

- **Completed:** The lesson with a running class has ended.
- **Passed:** The lesson with no running class has ended.
- **Called Off:** The lesson has been called off.
- **Ongoing:** The lesson is ongoing.
- **Extended:** The lesson has been extended and is still ongoing.
- **Upcoming:** The lesson is scheduled to start in the future.

## 5 Class Manager menus and dialog boxes

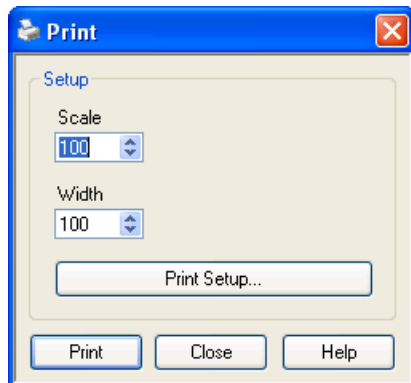
### 5.1 File menu



Print...

Prints the classrooms section with classrooms and time slots when each one is used.

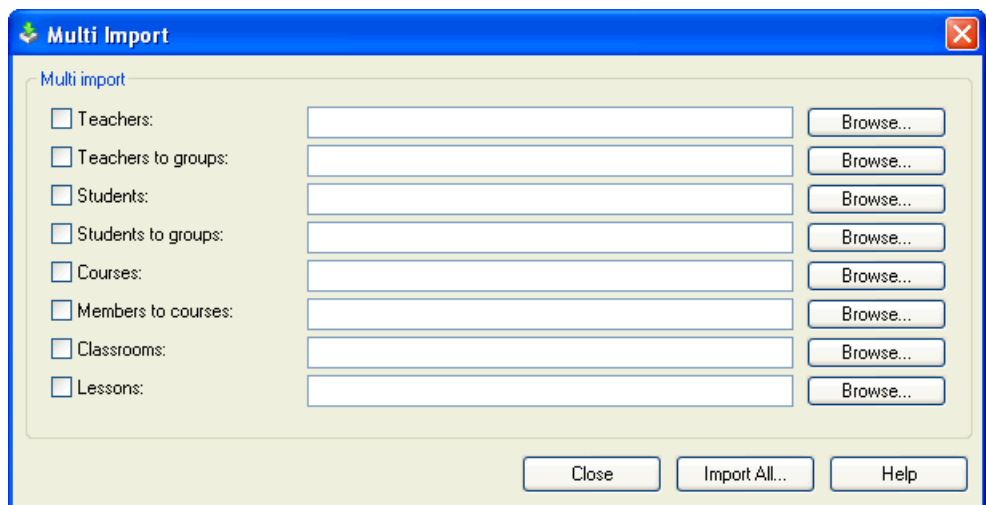
This can be useful to provide documentation for classroom utilization.



The size of the printout depends on the printer type and paper size. Adjust **Scale** (25-500) and **Width** (0-750) to fit the printout to the printer type and paper size.

Multi Import

Import one or more types of component data from a comma-separated values (CSV) file.



Click the relevant **Browse** button and locate the file to import.

Use **Import All** to execute the selected imports sequentially from top to bottom. When a selected import operation has been completed, the check mark next to it is removed. If the execution is stopped by an error, the error must be corrected before the import can be resumed.

**See Also**

General CSV file requirements: [CSV file requirements](#).

Individual CSV file requirements: [Import Teachers from file](#), [Import Students from file](#), [Import Classrooms from file](#), [Import lessons from file](#).

**5.1.1 Import Teachers from File**

- On the **File** menu, point to **Import From File** and then click **Teachers**.

Use the **Import Teachers from File** dialog box to import teacher data from a CSV file.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.

2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

**Import format**

The CSV file with teacher data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

<b>Value</b>	<b>Required or Optional</b>	<b>Max # of characters</b>	<b>Import description</b>
<Teacher>	Required	64	<p>The teacher name.</p> <p>If &lt;Teacher&gt; and &lt;Teacher Foreign ID&gt; are identical to existing teacher data, the existing data will be overwritten.</p> <p>If only one of either &lt;Teacher&gt; or &lt;Teacher Foreign ID&gt; is identical to existing teacher data, the imported data will result in new teacher data.</p>

## Class Manager menus and dialog boxes

Value	Required or Optional	Max # of characters	Import description
			Note: Identical <Teacher> values for different teachers are allowed but not recommended.
<Teacher Foreign ID>	Optional	64	This data is used only if you want identical <Teacher> values for different teachers.
<Comments>	Optional	64	
<Windows Logon Name>	One of these three values is required to uniquely identify the teacher.	250	Import always preserves data consistency: if an import would cause any teacher Windows Logon Name, Computer Name or Teacher Profile values to become duplicated, import will be denied.
<Computer Name>		250	
<Teacher Profile>		250	

### Sample data

Dr. Nelson,T1001,English teacher,NN,,  
 Mrs. Schmidt,T1002,German teacher,MES,G04,  
 Mr. Jones,T1003,"Replacement for Mrs. Schmidt",,,Herbert

<Teacher>	<Teacher Foreign ID>	<Comments>	<Windows Logon Name>	<Computer Name>	<Teacher Profile>
Dr. Nelson	T1001	English teacher	NN		
Mrs. Schmidt	T1002	German teacher	MES	G04	
Mr. Jones	T1003	"Replacement for Mrs. Schmidt"			Herbert

### 5.1.2 Import Teachers to Groups from File

- On the **File** menu, point to **Import From File** and then click **Teachers to Groups**.

Use the **Import Teachers to Groups from File** dialog box to import teacher data into a group from a CSV file.



#### Select the One Group tab to assign teachers to one teacher group

Use the **Import settings** to specify whether you want to import teacher data into an existing teacher group or create a new group.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.



2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

### **Import format**

The CSV file with teacher data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

<b>Value</b>	<b>Required or Optional</b>	<b>Max # of characters</b>	<b>Import description</b>
<Teacher Foreign ID>	Required	64	If no existing teacher is identified by this <Teacher Foreign ID> value, the assignment of the teacher to the specified teacher group will be denied.

### **Sample data**

T1001  
T1002  
T1003



### **Select the Multiple Groups tab to assign teachers individually to multiple teacher groups.**

1. Create your CSV file according to the import format described in the dialog box and below in this topic.

2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-

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click and click **Exclude**.

### Import format

The CSV file with teacher data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import Consequences
<Group>	One is required, the other may be required	64	<p>If an existing teacher group is identified by the &lt;Group Foreign ID&gt; value, the teacher will be assigned to this teacher group. The &lt;Group&gt; value will be disregarded.</p> <p>If no existing teacher group is identified by the &lt;Group Foreign ID&gt; value or if no &lt;Group Foreign ID&gt; value is specified, a &lt;Group&gt; value is required.</p> <p>If a required &lt;Group&gt; value is specified, the teacher will be assigned to a newly created teacher group identified by the &lt;Group&gt; value and, if specified, the &lt;Group Foreign ID&gt; value.</p> <p>If this creation of a teacher group will cause a teacher group Group value to become duplicated, the assignment of the teacher to a group will be denied.</p> <p>If a required &lt;Group&gt; value is not specified, the assignment of the</p>
<Group Foreign ID>		64	

## Class Manager menus and dialog boxes

			teacher to a teacher group will be denied.
<Group Comments>	Optional	64	If the teacher is assigned to an existing teacher group, any <Group Comments> value will be disregarded.  If the teacher is assigned to a newly created teacher group, any <Group Comments> value will become the teacher group Comments value.
<Teacher Foreign ID>	Required	64	If no existing teacher is identified by this <Teacher Foreign ID> value, the assignment of the teacher to the specified teacher group will be denied.

### Sample data

,E11,"Members of the 'English' faculty",T1001  
 German Teachers,G15,Sprechen Sie Deutsch,T1055  
 Physics Teachers,, ,T1073

<Group>	<Group Foreign ID>	<Group Comments>	<Teacher Foreign ID>
	E11	"Members of the 'English' faculty"	T1001
German Teachers	G15	Sprechen Sie Deutsch	T1055
Physics Teachers			T1073

### Note

Assigning teachers to teacher groups by CSV file specifications will replace all existing teacher to group assignments in specified teacher groups by imported teacher to group assignments. Before import, you will be notified which existing teacher to group assignments will be deleted by import. You will be warned if import deletes teacher to

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course assignments. If all existing teacher to group assignments in specified teacher groups shall not be replaced, do not use this method but edit each [Teacher Group](#).

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### 5.1.3 Import Students from File

- On the **File** menu, point to **Import From File** and then click **Students**.

Use the **Import Teachers from File** dialog box to import student data from a CSV file.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

#### Import format

The CSV file with student data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
<Student>	Required	64	<p>The student name.</p> <p>If &lt;Student&gt; and &lt;Student Foreign ID&gt; are identical to existing teacher data, the existing data will be overwritten.</p> <p>If only one of either &lt;Student&gt; or &lt;Student Foreign ID&gt; is identical to existing teacher data, the imported data will result in new student data.</p> <p>Note: Identical Student values for</p>

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			different students are allowed but not advisable.
<Student Foreign ID>	Optional	64	This data is used only if you want identical <Student> values for different teachers.
<Comments>	Optional	64	
<Windows Logon Name>	One of these two values is required to uniquely identify the student.	250	Import always preserves data consistency: if an import would cause any teacher Windows Logon Name or Computer Name values to become duplicated, import will be denied.
<Computer Name>		250	

### Sample data

Alice A. Anderson,S2001,,AAA,  
 Bob B. Bellamy,,Hearing disabled,,G74  
 Chris C. Charlton,S2003,,CCC,N28

<Student>	<Student Foreign ID>	<Comments>	<Windows Logon Name>	<Computer Name>
Alice A. Anderson	S2001		AAA	
Bob B. Bellamy		Hearing impaired		G74
Chris C. Charlton	S2003		CCC	N28

### 5.1.4 Import Students to Groups from File

- On the **File** menu, point to **Import From File** and then click **Students to Groups**.

Use the **Import Students to Groups from File** dialog box to import student data into a group from a CSV file.



#### Select the One Group tab to assign student to one student group.

Use the **Import settings** to specify whether you want to import teacher data into an existing student group or create a new group.

- Create your CSV file according to the import format described in the dialog box and below in this topic.

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2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

### Import format

The CSV file with student data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
<Student Foreign ID>	Required	64	If no existing student is identified by this <Student Foreign ID> value, the assignment of the student to the specified student group will be denied.

### Sample data

S1001  
S1002  
S1003



### Select the Multiple Groups tab to assign students individually to multiple student groups.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

**Import format**

The CSV file with student data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

<b>Value</b>	<b>Required or Optional</b>	<b>Max # of characters</b>	<b>Import description</b>
<Group>	One is required, the other may be required	64	<p>If an existing student group is identified by the &lt;Group Foreign ID&gt; value, the student will be assigned to this student group. The &lt;Group&gt; value will be disregarded.</p> <p>If no existing student group is identified by the &lt;Group Foreign ID&gt; value or if no &lt;Group Foreign ID&gt; value is specified, a &lt;Group&gt; value is required.</p>
<Group Foreign ID>		64	<p>If a required &lt;Group&gt; value is specified, the student will be assigned to a newly created student group identified by the &lt;Group&gt; value and, if specified, the &lt;Group Foreign ID&gt; value.</p> <p>If this creation of a student group will cause a student group Group value to become duplicated, the assignment of the student to a group will be denied.</p>

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			If a required <Group> value is not specified, the assignment of the student to a group will be denied.
<GroupComments>	Optional	64	If the student is assigned to an existing student group, any <GroupComments> value will be disregarded.  If the student is assigned to a newly created student group, any <GroupComments> value will become the student group Comments value.
<Student Foreign ID>	Required	64	If no existing student is identified by this <Student Foreign ID> value, the assignment of the student to the specified student group will be denied.

### Sample data

,5GR,,S1001  
 4th Grade,, "Class Teacher: Dr. Nelson",S1002  
 3rd Grade,3GR,,S1003

<Group>	<Group Foreign ID>	<Group Comments>	<Student Foreign ID>
	5GR		S1001
4th Grade		"Class Teacher: Dr. Nelson"	S1002
3rd Grade	3GR		S1003

### Note

Assigning students to student groups by CSV file specifications will replace all existing student to group assignments in specified student groups by imported student to group assignments. Before import, you will be notified which existing student to group



assignments will be deleted by import. You will be warned if import deletes student to course assignments. If all existing student to group assignments in specified student groups shall not be replaced, do not use this method but edit each student group.

### 5.1.5 Import Courses from File

- On the **File** menu, point to **Import From File** and then click **Courses**.

Use the **Import Courses from File** dialog box to import teacher data into a group from a CSV file.

 **Select the One Group tab to assign courses to one course group.**

Use the **Import settings** to specify the term that courses are to be created in and to specify whether you want to import course data into an existing course group or create a new group.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

#### Import format

The CSV file with course data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

<b>Value</b>	<b>Required or Optional</b>	<b>Max # of characters</b>	<b>Import description</b>
<Course>	Required	32	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, this <Course> value will replace the Course value of the existing course.  If import will not

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			<p>replace an existing course, if this &lt;Course&gt; value identifies an existing course assigned to the specified course group, import will be denied.</p> <p>If neither is the case, a course identified by this &lt;Course&gt; value and, if specified, the &lt;Course Foreign ID&gt; value will be created.</p>
<Course Foreign ID>	Optional	64	If this <Course Foreign ID> value identifies an existing course assigned to the specified course group, import will replace the existing course by the imported course.
<Comments>	Optional	64	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Comments> value will replace the Comments value of the existing course.
<Background Color>	Optional	Required format	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Background Color> value will replace the background color value of the

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			existing course.  If the <Background Color> value format is invalid, import will be denied.
<Teacher Foreign ID>	Optional	64	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Teacher Foreign ID> value will replace the Teacher Foreign ID value of the existing course.  If no existing teacher is identified by this <Teacher Foreign ID> value, import will be denied.  Note: This value assigns a main teacher to the course. A course without a main teacher is invalid.

### Sample data

English 1,ENG001,English Level 1,,T1001  
 English 2,,English Level 2,,  
 English 3,ENG003,,255:0:0,

<Course >	<Course Foreign ID>	<Comments>	<Background Color>	<Teacher Foreign ID>
English 1	ENG001	English Level 1		T1001
English 2		English Level 2		
English 3	ENG003		255:0:0	



**Select the Multiple Groups tab to assign courses individually to multiple course groups.**

Use the **Import settings** to specify the term that courses are to be created in.

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1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

### Import format

The CSV file with course data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
<Course>	Required	32	<p>If import will replace an existing course, see the import consequences of the &lt;Course Foreign ID&gt; value, this &lt;Course&gt; value will replace the Course value of the existing course.</p> <p>If import will not replace an existing course, if this &lt;Course&gt; value identifies an existing course assigned to the specified course group, import will be denied.</p> <p>If neither is the case, a course identified by this &lt;Course&gt; value and, if specified, the &lt;Course</p>

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			Foreign ID> value will be created.
<Course Foreign ID>	Optional	64	If this <Course Foreign ID> value identifies an existing course assigned to the specified course group, import will replace the existing course by the imported course.
<Comments>	Optional	64	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Comments> value will replace the Comments value of the existing course.
<Background Color>	Optional	Required format	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Background Color> value will replace the background color value of the existing course.  If the <Background Color> value format is invalid, import will be denied.
<Teacher Foreign ID>	Optional	64	If import will replace an existing course, see the import consequences of the <Course Foreign ID> value, any <Teacher

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			<p>Foreign ID&gt; value will replace the Teacher Foreign ID value of the existing course.</p> <p>If no existing teacher is identified by this &lt;Teacher Foreign ID&gt; value, import will be denied.</p> <p>Note: This value assigns a main teacher to the course. A course without a main teacher is invalid.</p>
<Course Group>	Optional	32	<p>If an existing course group is identified by the &lt;Course Group&gt; and/or &lt;Course Group Foreign ID&gt; values, the course will be assigned to it.</p> <p>If one existing course group is identified by the &lt;Course Group&gt; value and another existing course group is identified by the &lt;Course Group Foreign ID&gt; value, the course will be assigned to the course group identified by the &lt;Course Group&gt; value.</p> <p>If no existing course group is identified by the &lt;Course Group&gt; value or the &lt;Course Group Foreign ID&gt; value, if a &lt;Course Group&gt; value is specified the course will be</p>
<Course Group Foreign ID>	Optional	64	

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			<p>assigned to a newly created course group identified by the &lt;Course Group&gt; value and, if specified, the &lt;Course Group Foreign ID&gt; value. If no &lt;Course Group&gt; value is specified, the course will be assigned to the default course group.</p> <p>If no &lt;Course Group&gt; or &lt;Course Group Foreign ID&gt; values are specified, the course will be assigned to the default course group.</p>
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### Sample data

English 1,ENG001,,255:0:0,T1001,English,CGENG

German 1,GER001,,0:255:0,,,CGGER

Physics 1,PHY001,Mechanics,,,Physics,CGPHY

<Course>	<Course Foreign ID>	<Comments>	<Background Color>	<Teacher Foreign ID>	<Course Group>	<Course Group Foreign ID>
English 1	ENG001		255:0:0	T1001	English	CGENG
German 1	GER001		0:255:0			CGGER
Physics 1	PHY001	Mechanics			Physics	CGPHY

### 5.1.6 Import Members to Courses from File

- On the **File** menu, point to **Import From File** and then click **Members to Courses from File**.

Use the **Import Members to Courses from File** dialog box to import course and course members data from a CSV file.

Note

It is a prerequisite for a successful import that the courses

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1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

### Import format

The CSV file with course and course members data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
<Course Foreign ID>	Required	64	If no existing course is identified by the <Course Foreign ID> value, import will be denied.
<Member Foreign ID>	Required	64	If no existing teacher, teacher group, student or student group is identified by the <Member Foreign ID> value, import will be denied.
<To set as Main Teacher>	Optional	Required format	Format options are * (Yes) or <Anything else, typically blank> (No).  If multiple teachers are set as main teacher, the last one in the file will become main teacher.

### Sample data

ENG001,English Level 1,



ENG001, T1001, \*  
GER001, 5GR,

<Course Foreign ID>	<Member Foreign ID>	<To set as Main Teacher>
ENG001	English Level 1	
ENG001	T1001	*
GER001	5GR	

### 5.1.7 Import Classrooms from File

- On the **File** menu, point to **Import From File** and then click **Classrooms**.

Use the **Import Classrooms from File** dialog box to import classroom data into a group from a CSV file.



**Select the One Group tab to create classrooms assigning them to one classroom group.**

Use the **Import settings** to specify whether you want to import classroom data into an existing classroom group or create a new group.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

#### Import format

The CSV file with classroom data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
<Classroom>	Required	32	If import will replace an existing classroom, see the

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			<p>import consequences of the &lt;Foreign ID&gt; value, this &lt;Classroom&gt; value will replace the Classroom value of the existing classroom.</p> <p>If import will not replace an existing classroom, if this &lt;Classroom&gt; value identifies an existing classroom assigned to the specified classroom group, import will be denied.</p> <p>If neither is the case, a classroom identified by this &lt;Classroom&gt; value and, if specified, the &lt;Foreign ID&gt; value will be created.</p>
<Classroom Foreign ID>	Optional	64	If this <Foreign ID> value identifies an existing classroom assigned to the specified classroom group, import will replace the existing classroom by the imported classroom.

### Sample data

A1, CLRA001

A2,

A3, CLRA003



### Select the Multiple Groups tab to create classrooms assigning them individually to multiple classroom groups.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

**Import format**

The CSV file with classroom data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

<b>Value</b>	<b>Required or Optional</b>	<b>Max # of characters</b>	<b>Import description</b>
<Classroom>	Required	32	<p>If import will replace an existing classroom, see the import consequences of the &lt;Foreign ID&gt; value, this &lt;Classroom&gt; value will replace the Classroom value of the existing classroom.</p> <p>If import will not replace an existing classroom, if this &lt;Classroom&gt; value identifies an existing classroom assigned to the specified classroom group, import will be denied.</p> <p>If neither is the case, a classroom identified by this &lt;Classroom&gt; value and, if specified, the &lt;Foreign ID&gt; value will be created.</p>
<Classroom Foreign ID>	Optional	64	<p>If this &lt;Foreign ID&gt; value identifies an existing classroom assigned to the</p>

## Class Manager menus and dialog boxes

			specified classroom group, import will replace the existing classroom by the imported classroom.
<Group>	Optional	32	<p>If an existing classroom group is identified by the &lt;Group&gt; and/or &lt;Group Foreign ID&gt; values, the classroom will be assigned to it.</p> <p>If one existing classroom group is identified by the &lt;Group&gt; value and another existing classroom group is identified by the &lt;Group Foreign ID&gt; value, the classroom will be assigned to the classroom group identified by the &lt;Group&gt; value.</p> <p>If no existing classroom group is identified by the &lt;Group&gt; value or the &lt;Group Foreign ID&gt; value, if a &lt;Group&gt; value is specified the classroom will be assigned to a newly created classroom group identified by the &lt;Group&gt; value and, if specified, the &lt;Group Foreign ID&gt; value. If no &lt;Group&gt; value is specified, the classroom will be assigned to the default classroom group.</p> <p>If no &lt;Group&gt; or &lt;Group Foreign ID&gt; values are</p>
<Group Foreign ID>	Optional	64	

			specified, the classroom will be assigned to the default classroom group.
--	--	--	---

**Sample data**

A1,CLRA001,,  
A2,,New,CLRG2  
A3,CLRA003,,CLRG1

<Classroom>	<Classroom Foreign ID>	<Group>	<Group Foreign ID>
A1	CLRA001		
A2		New	CLRG2
A3	CLRA003		CLRG1

**5.1.8 Import Lessons from File**

- On the **File** menu, point to **Import From File** and then click **Lessons from File**.

Use the **Import Lessons from File** dialog box to import teacher data from a CSV file.

1. Create your CSV file according to the import format described in the dialog box and below in this topic.
2. Click **Browse** to locate and open the CSV file.

Initially the CSV file content displays in the dialog box so that you can review the data before doing the actual import. Any errors are marked as such and an error message is shown along with the data.

3. Click **Import** to import the data.

Imported records will be removed from the table while error records with a red background remain in the table.

If you want to edit the data before you import, right-click a record and then click **Edit and Import**.

To exclude one or more records from the import: Select the records, then right-click and click **Exclude**.

**Import format**

The CSV file with lesson data must have the right format for the import to be successful. The table below describes the format and the small set of sample data following the table follows the format requirements.

Value	Required or Optional	Max # of characters	Import description
-------	----------------------	---------------------	--------------------

## Class Manager menus and dialog boxes

<Course Foreign ID>	Required	64	If no existing course is identified by this <Course Foreign ID> value, import will be denied.
<Classroom Foreign ID>	Required	64	If no existing classroom is identified by this <Classroom Foreign ID> value, import will be denied.
<Lesson Date>	Required	Required format	Required date format: YYYYMMDD. If an invalid <Lesson Date> value is specified, import will be denied.
<Lesson Start Time>	Required	Required format	Required time format: HHMM . If an invalid <Lesson Start Time> or <Lesson End Time> value is specified, import will be denied.
<Lesson End Time>	Required	Required format	
<Teacher Foreign ID>	Required	64	If no existing teacher is identified by this <Teacher Foreign ID> value, import will be denied.
<Lesson Foreign ID>	Optional	64	<p>If an existing lesson is identified by this &lt;Lesson Foreign ID&gt; value, import will replace it by the imported lesson.</p> <p>If no existing lesson is identified by this &lt;Lesson Foreign ID&gt; value or if no &lt;Lesson Foreign ID&gt; value is specified, import will create a lesson identified by this &lt;Lesson Foreign ID&gt; value, if specified.</p>

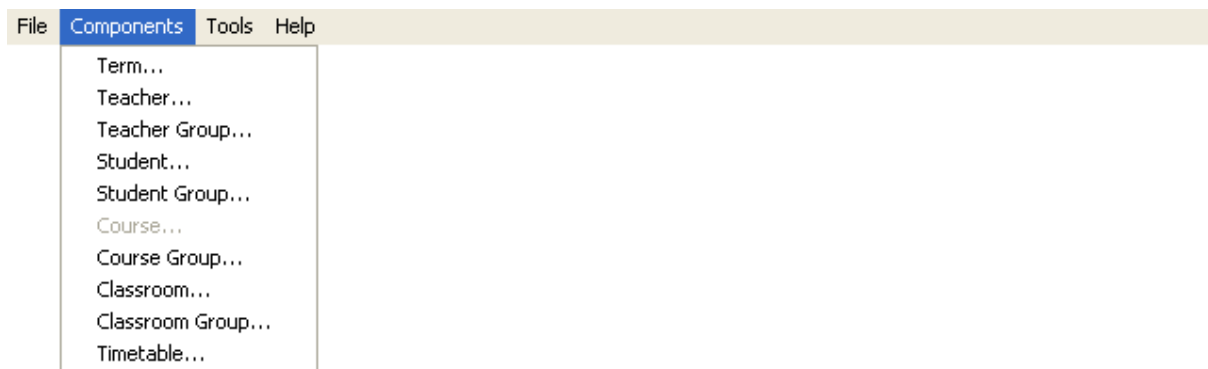
### Sample data

ENG001,CLRA001,20050310,0800,0845,T1001,9985AD47

GER001,CLRA001,20050310,0900,0945,T1002,  
PHY001,CLRA001,20050310,1000,1045,T1007,

<Course Foreign ID>	<Classroom Foreign ID>	<Lesson Date>	<Lesson Start Time>	<Lesson End Time>	<Teacher Foreign ID>	<Lesson Foreign ID>
ENG001	CLRA001	20090310	0800	0845	T1001	9985AD47
GER001	CLRA001	20090310	0900	0945	T1002	
PHY001	CLRA001	20090310	1000	1045	T1007	

## 5.2 Components menu



This menu contains these commands:

[Term](#)

[Teacher](#)

[Teacher Group](#)

[Student](#)

[Student Group](#)

[Course](#)

[Course Group](#)

[Classroom](#)

[Classroom Group](#)

[Timetable](#)

### 5.2.1 Term

- On the **Components** menu, click **Term**. Alternatively, click the **Term** button on the toolbar.

Use the **Term** dialog box to create new terms, and to edit or delete existing ones.

A term specifies a date interval in which courses can be specified and in which lessons can be scheduled.

## Class Manager menus and dialog boxes

---

The name of the current term is displayed in the **Term** list to the right in the Netop Class Manager window. The term date interval determines the range of the term calendar.

A term can support one of two class modes that you can switch at any time.

Click **New** to create a new term.

### About creating a new term

- A term name must be unique among all terms.
- The term start date must be before the end date. You cannot create a term with an end date in the past. Terms cannot overlap.
- Determine the level of freedom teachers should have with respect to running classes:

**Provide course names only** means that teachers can run any class, and that only courses need to be defined. Classroom, timetable and lesson information will be inactive.

**Provide scheduled lessons only** means that teachers can run only classes that are scheduled to start at the specified time. Classroom, timetable and lesson information will be active.

## 5.2.2 Teacher

- On the **Components** menu, click **Teacher**. Alternatively, click the **Teacher** button on the toolbar.

Use the **Teacher** dialog box to create new teacher data, and to edit or delete existing data.

Existing teachers and teacher groups are available in all terms for being assigned to courses.

Click **New** to create new teacher data.

Note that teacher data can also be created by importing from an external CSV file; for more information see [Import Teachers from File](#).

### About creating new teacher data

Field	Description
Teacher	The teacher name. Note that duplicate teacher names are allowed but not recommended.
Foreign ID	Optional field. Note that the Foreign ID must be unique among teachers, teacher groups, students and student groups.
Comments	Optional. Any textual comments related to the teacher.
Windows logon name, Computer name, Teacher profile	The name the teacher uses to log on to the teacher computer. The computer name of the Teacher computer.



<b>Field</b>	<b>Description</b>
	The name the teacher uses to log on to a teacher profile. Only one of these values is required. Each of these values must be unique among all teachers.

**View additional information about a teacher**

In the **Teacher** dialog box, right-click any teacher data and select **View Courses** or **View Groups**.

**View Courses** provides information about courses to which the selected teacher is assigned. The information in the dialog box is for viewing only. Manage the assignment of teachers and teacher groups to a course in the [Edit Course](#) dialog box.

**View Groups** provides information about teacher groups to which the selected teacher is assigned. The information in the dialog box is for viewing only. Manage the assignment of teachers to a teacher group in the [Edit Teacher Group](#) dialog box.

**5.2.3 Teacher Group**

- On the **Components** menu, click **Teacher Group**.

Use the **Teacher Group** dialog box to create new groups, and to edit or delete existing ones.

Existing teachers and teacher groups are available in all terms for being assigned to courses.

Click **New** to create a new group.

Note that you can also create teacher groups while assigning teachers to teacher groups by import from an external data source, see [Import Teachers to Groups from File](#).

**About creating new teacher groups**

Teacher data needs to be available before you can create teacher groups.

<b>Field</b>	<b>Description</b>
Group	The teacher group name Note that a teacher group name must be unique among all teacher groups.
Foreign ID	Optional field. Note that a foreign ID value must be unique among teachers, teacher groups, students and student groups.
Comments	Optional. Any textual comments related to the teacher group.

To add a teacher to the group:

- In the **Available teachers** list, right-click a teacher row and click **Assign Selected to Group**.

## Class Manager menus and dialog boxes

---

To remove a teacher from the group:

- In the **Teachers in group** list, right-click a teacher row and click **Unassign Selected from Group**.

Alternatively you can use a drag-and-drop operation to either add or remove.

### View additional information about a teacher group

In the **Teacher Group** dialog box, right-click any teacher data and select **View Teachers**.

**View Teachers** displays teachers assigned to the selected teacher group.

## 5.2.4 Student

- On the **Components** menu, click **Student**. Alternatively, click the **Student** button on the toolbar.

Use the **Student** dialog box to create new student data, and to edit or delete existing data.

Existing students and student groups are available in all terms for being assigned to courses.

Click **New** to create new student data.

Note that student data can also be created by importing from an external CSV file; for more information see [Import Students from File](#).

### About creating new student data

Field	Description
Student	The student name. Note that duplicate student names are allowed but not recommended.
Foreign ID	Optional field. Note that the Foreign ID must be unique among teachers, teacher groups, students and student groups.
Comments	Optional. Any textual comments related to the teacher.
Windows logon name, Computer name, Student login name	The name the teacher uses to log on to the computer. The computer name of the Student computer. The name the student uses to log on to the Student module. Only one of these values is required. Each of these values must be unique among all students.

### View additional information about a student

In the **Student** dialog box, right-click any teacher data and select **View Courses** or **View Groups**.

**View Courses** provides information about courses to which the selected student is

assigned. The information in the dialog box is for viewing only. Manage the assignment of students and student groups to a course in the [Edit Course](#) dialog box.

**View Groups** provides information about student groups to which the selected student is assigned. The information in the dialog box is for viewing only. Manage the assignment of students to a student group in the [Edit Student Group](#) dialog box.

### 5.2.5 Student Group

- On the **Components** menu, click **Student Group**. Alternatively, click the **Student Group** button on the toolbar.

Use the **Student Group** dialog box to create new groups, and to edit or delete existing ones.

Existing students and student groups are available in all terms for being assigned to courses.

Click **New** to create a new group.

Note that you can also create student groups while assigning students to student groups by import from an external data source, see [Import Students to Groups from File](#).

#### About creating new student groups

Student data needs to be available before you can create teacher groups.

Field	Description
Group	The student group name Note that a student group name must be unique among all student groups.
Foreign ID	Optional field. Note that a foreign ID value must be unique among teachers, teacher groups, students and student groups.
Comments	Optional. Any textual comments related to the student group.

To add a student to the group:

- In the **Available students** list, right-click a teacher row and click **Assign Selected to Group**.

To remove a student from the group:

- In the **Students in group** list, right-click a teacher row and click **Unassign Selected from Group**.

Alternatively you can use a drag-and-drop operation to either add or remove.

#### View additional information about a student group

In the **Student Group** dialog box, right-click any student data and select **View Students**.

**View Students** displays students assigned to the selected student group.

## Class Manager menus and dialog boxes

---

### 5.2.6 Course

- On the **Components** menu, click **Course**. Alternatively, click the **Course** button on the toolbar.

Use the **Course** dialog box to create new courses, and to edit or delete existing courses. At least one term and one teacher must exist before it is possible to create a course.

A course is always assigned to a course group; for information about course groups, see [Course Groups](#).

Existing courses are available only in the term in which they were created.

Click **New** to create a new course.

Note that courses can also be created by importing from an external CSV file; for more information see [Import Courses from File](#). You can also assign members to courses by import from an external data source, see [Import Members to Courses from File](#).

#### About creating a new course

Field	Description
Course	The course name. Note that a course name must be unique among courses in a course group.
Foreign ID	Optional field. Note that a foreign ID value must be unique among all courses.
Group	The group that the course belongs to. Click the <b>New Group</b> button to create a new group if none of the existing groups are suitable.
Term	The term in which the course exists.
Main Teacher	The name of the teacher that is assigned to this course as main teacher. The list of teacher names to choose from is empty until one or more teachers have been assigned to the course.
Comments	Optional. Any textual comments related to the course.
Background Color	The course color as it will appear in the Class Manager main window. Using different colors for different course makes it easier to differentiate between them. Depending on the color selected, white text or black text may be the best choice.

Use the **Students** and **Teachers** tabs to assign to the course. You can assign Students and Teachers individually or as member of a group.

To add to the course:

- In the **Available students** or the **Available teachers** list, right-click a row and click **Assign Selected to Course**.

To remove from a course:

- In the **Students in course** or the **Teachers in course list**, right-click a row and click **Unassign Selected from Course**.

Note that you cannot individually unassign students or teachers that were assigned as members of a group.

### View lessons and assign a teacher

- In the **Courses** dialog box, select a course and click the **Lessons** button.

The lesson status can be one of the following:

**Completed** (green background): The lesson with a running class has ended.

**Passed** (gray background): The lesson with no running class has ended.

**Not Completed** (white background): The lesson has not ended.

If Class Manager has not recently been refreshed, a recently completed or passed lesson may display **Not Completed**. To refresh: On the **Tools** menu, click **Refresh**.

The drop-down list beneath the list of lessons holds all teachers assigned to the course. The name of the main teacher displays by default.

For lessons that have status **Not Complete**, you can assign a new teacher by clicking **Assign Teacher to Lessons**.

## 5.2.7 Course Group

- On the **Components** menu, click **Course Group**.

Use the **Course Group** dialog box to create new groups, and to edit or delete existing ones.

A course is always assigned to a course group.

The names of the available course groups as well as courses in each group are displayed in the **Courses** list to the right in the Netop Class Manager window.

Existing course groups are available in all existing terms. Note that this is not the case for courses which are available only in the term in which they were created.

Click **New** to create a new group.

Note that you can also create courses in course groups by import from an external data source, see [Import Courses from File](#).

### About creating course groups

Field	Description
Group	The group name.  Note that a course group name must be unique among all course groups.

## Class Manager menus and dialog boxes

Field	Description
	Initially, a default course group named <b>Default Group</b> exists. It can be renamed, but it always remains the default classroom group. It cannot be deleted.
Foreign ID	Optional field.

### 5.2.8 Classroom

- On the **Components** menu, click **Classroom**. Alternatively, click the **Classroom** button on the toolbar.

Use the **Classroom** dialog box to create new classroom data, and to edit or delete existing data.

A Netop Class Manager classroom typically refers to a physical classroom with teacher computers and student computers that can connect for teachers and students to engage in educational activities in lessons. However, a Netop Class Manager classroom can also refer to a virtual classroom where teacher computers and student computers in different physical locations can connect.

A classroom is always assigned to a classroom group.

The names of the available classrooms are displayed in the **Classrooms** list to the left in the Netop Class Manager window.

Existing classrooms are available in all terms for scheduling lessons.

Click **New** to create a new classroom.

Note that you can also create classrooms in classroom groups by import from an external data source, see [Import Classrooms from File](#).

#### About creating a new classroom

Field	Description
Classroom	The classroom name. Note that a classroom name must be unique among classrooms in a classroom group.
Foreign ID	Optional field. Note that a foreign ID value must be unique among all courses.
Group	The group that the classroom belongs to. Click the <b>New Group</b> button to create a new group if none of the existing groups are suitable.

### 5.2.9 Classroom Group

- On the **Components** menu, click **Classroom Group**.

Use the **Classroom Group** dialog box to create new groups, and to edit or delete existing ones.

A classroom is always assigned to a classroom group.

The names of the available classrooms are displayed in the **Classrooms** list to the left in the Netop Class Manager window. Note that by default classroom groups are not shown. To show classroom groups:

- Right-click the **Classroom** list area and click **Show Groups** on the shortcut menu.

Click **New** to create a new group.

Note that you can also create classrooms in classroom groups by import from an external data source, see [Import Classrooms from File](#).

#### About creating a new classroom group

Field	Description
Group	<p>The group name.</p> <p>Note that a classroom group name must be unique among all classroom groups.</p> <p>Initially, a default course group named <b>Default Group</b> exists. It can be renamed, but it always remains the default classroom group. It cannot be deleted.</p>
Foreign ID	Optional field.

### 5.2.10 Timetable

- On the **Components** menu, click **Timetable**. Alternatively, click the **Timetable** button on the toolbar.

Use the **Timetable** dialog box to create a new timetable, and to edit or delete existing timetables.

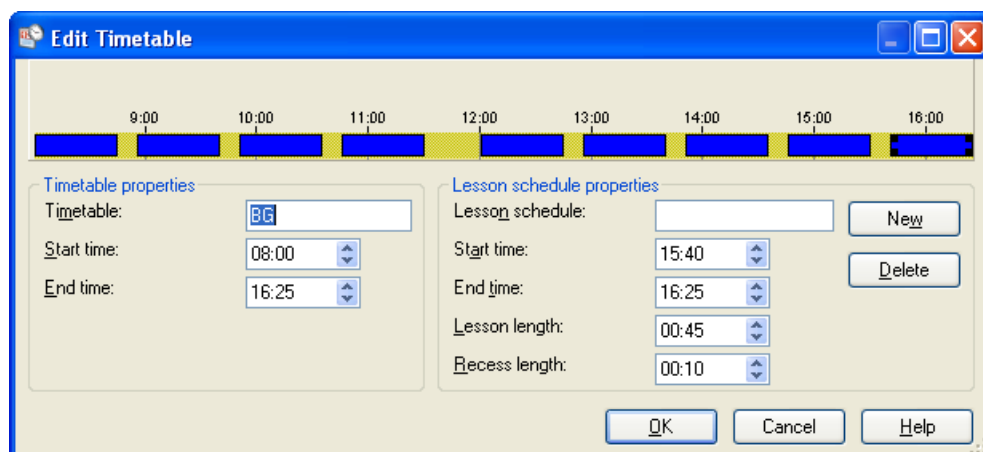
#### What is a time table in Netop Class Manager?

A timetable in Netop Class Manager defines a number of time slots for lessons and the intervals between the lessons within a daily start and end time; for example:

8:00-8:45	Module 1
8:45-8:55	Break
8:55-9:40	Module 2
9:40-9:50	Break
9:50-10:35	Module 3

## Class Manager menus and dialog boxes

10:35-10:45	Break
10:45-11:30	Module 4
11:30-12:00	Lunch break
12:00-12:45	Module 5
12:45-12:55	Break
12:55-1:40	Module 6
1:40-1:50	Break
1:50-2:35	Module 7
2:35-2:45	Break
2:45-3:30	Module 8
3:30-3:40	Break
3:40-4:25	Module 9



Multiple timetables can exist and one of them is applied. The applied timetable determines the default time range in Netop Class Manager.

A timetable can specify fixed lesson schedules to which new lessons will be aligned; existing lessons can also be aligned to a timetable.

Existing timetables are available in all terms for scheduling lessons.

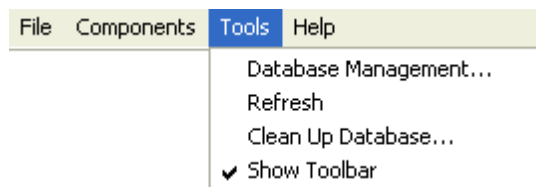
Click **New** to create a new timetable.



**About creating a new timetable**

Field	Description
Timetable properties	Timetable name, start and end time.  Initially, a timetable named <b>Default Group</b> exists and is applied. The timetable starts at 8 A.M. and ends at 4 P.M.
Lesson schedule properties	Initially, no lesson schedules exist. To create a lesson schedule, follow these steps:  <ol style="list-style-type: none"> <li>1. In the <b>Lesson length</b> and <b>Recess length</b> fields, set the typical values that you use for lessons and lesson breaks, for example 00:45 and 00:15.</li> <li>2. Click <b>New</b> to create a fixed lesson schedule starting at the earliest available time. The fixed lesson schedule will be displayed as a blue block in the graphical section.</li> <li>3. In the <b>Lesson schedule</b> field, optionally specify a name, for example Lesson 1.</li> <li>4. If required, adjust the start and end times of the fixed lesson schedule.</li> </ol> Repeat steps 2 to 4 until all desired lesson schedules have been created.

**5.3 Tools Menu**



This menu contains these commands:

[Database Management](#)

[Refresh](#)

[Clean Up Database](#)

[Show Toolbar](#)

**5.3.1 Database Management**

- On the **Tools** menu, click **Database Management**.

Use the **Database Management** dialog box to manage the class database.

The dialog box has three tabs:

 **Connection tab**

Use this tab to manage the class database connection.

## Class Manager menus and dialog boxes

<b>Database connection</b>	
Change	Open Windows' <b>Data Link Properties</b> window to specify a database connection and connect to it.
Use Test Database	Connect to the test database.
Using:	The name of the connected database.
<b>Database connection status</b>	
Query Status	Refresh the class database connection status in the field below.
Reconnect	Disconnect from and connect to the connected to class database.
<b>Database connect string</b>	
	The field displays the currently specified class database connect string. You can edit the string.



### Update tab

Use this tab to manage updates of the class database.

<b>Update database</b>	
Update	<p>Update the class database. When the class database has been updated successfully, a message to that effect is displayed.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• When Netop Class Manager loads, it checks the class database. If no database messages are displayed at loading, the class database is updated. You should update the class database only if you are notified that it needs updating.</li> <li>• Updating the class database using the <b>Update</b> button will not harm the data in the class database.</li> <li>• Updating the class database may require database administrator rights.</li> </ul>
<b>View advanced details</b>	
View Table Errors	Display class database table errors in a right pane expansion of the window.
View SQL Statements	<p>Display SQL statements required to update the class database in a right pane expansion of the window.</p> <p><b>Note</b> Viewing table errors or SQL statements does not require write rights in the class database.</p>

	<b>Tip</b> Right-click the window that opens to display the popup command <b>Copy All</b> . Select this command to copy the pane contents to the clipboard.
	Note: Class database table contents and relations are explained in the Netop <a href="#">KnowledgeBase</a> .

### **Advanced tab**

Use this tab to manage class database optimization options.

<b>Optimize Options</b>	
Use SQL Batch to increase performance	Netop Class Manager prefers to use SQL Batch collecting multiple SQL statements in one block to increase performance. If you experience performance problems and this option was for some reason not selected, select it to see if Netop Class Manager is able to use this optimization type. You will get a warning if not. In that case, leave the box cleared.

### **5.3.2 Refresh**

- On the **Tools** menu, click **Refresh**.

Use **Refresh** to retrieve new data from the class database to update window contents.

This is useful in the situations when updates do not happen automatically which could be the case when the class database contents has been changed from another Netop Class Manager.

### **5.3.3 Clean Up Database**

- On the **Tools** menu, click **Clean Up Database**.

Use **Clean Up Database** to remove class data of a term that has ended to reduce its size. If no terms exists that has ended, the **Term** list is empty and database cleanup is not possible.

### **5.3.4 Show Toolbar**

- On the **Tools** menu, click Show Toolbar to switch between showing and hiding the toolbar.

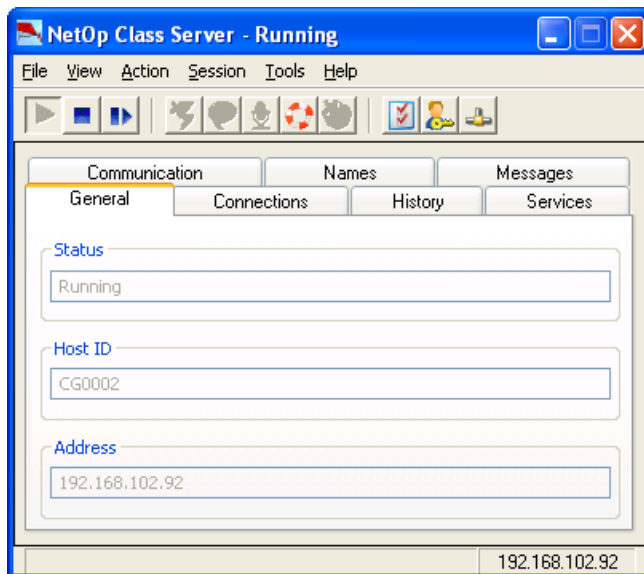
## 6 Class Server window

### 6.1 Netop Class Server window

If class server functionality has been set up, loading Netop Class Server will display this icon in the notification area in the lower right corner of the screen:



Double-click the icon to display this window:



Except for the window name, this window exactly matches the Netop Host window because Netop Class Server is an extended Netop Host with the additional ability to service Netop School module class requests to a class database.

On the Tools menu, click Class Server Setup to open the **Class Server Setup** window.

The default communication setup of Netop Class Server enables it to service Netop School modules on its local network segment using a default communication setup.

If Netop Class Server is to service Netop School modules beyond its local network segment and Netop School modules that use a non-default communication setup, communication adjustments are required.

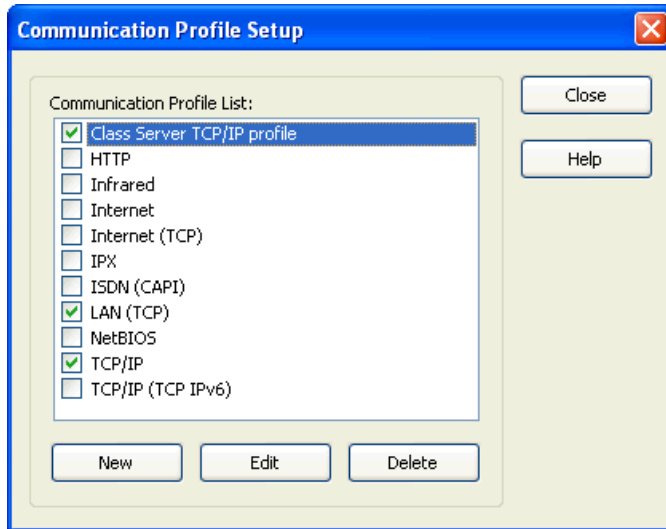
**Note:** To respond quickly, Netop Class Server stores class information in cache memory that is refreshed automatically once every hour. To apply class database class information changes immediately, restart Netop Class Server.

Netop Class Server cannot service a Netop School module running on its own computer.

#### Communication adjustments

If Netop Class Server is to service Netop School modules beyond its local network segment and Netop School modules that use a non-default communication setup, communication adjustments are required.

On the Tools menu, click **Communication Profiles**:



By default three communication profiles are enabled:

Class Server TCP/IP profile Netop School communication profile, default port 1971.

LAN (TCP) Netop Remote Control network point-to-point communication profile, default port 6502.

TCP/IP Netop Remote Control networking communication profile, default port 6502.

Refer to the Host documentation or to the Netop School Advanced User's Guide for details about the communication profiles.

When communication has been adjusted, restart Netop Class Server to apply changes.

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