

Creating and Editing a Class in Expert TA

When you first log in to Expert TA you will be taken to the *Class Management* page. At the top of the page you will see a blue menu with the words Class Management, Instructor, and Help.

Class Management | Instructor | Help

Classes					Class Menu	
PHYS 112					Please Select...	
Assignments						
Assignment	Weight	Start	Due			
▼ Learning Expert TA	0	Aug 21, 2016 12:00 AM	Aug 29, 2016 12:00 AM			
▼ Homework 1	5	Aug 24, 2016 12:00 AM	Aug 31, 2016 12:00 AM			
▼ Homework 2	5	Aug 29, 2016 12:00 AM	Sep 05, 2016 12:00 AM			
▼ Homework 3	5	Sep 05, 2016 12:00 AM	Sep 12, 2016 12:00 AM			
▼ Homework 4	5	Sep 07, 2016 12:00 AM	Sep 14, 2016 12:00 AM	Dec 05, 2016 12:00 AM	Homework	
▼ Homework 5	5	Sep 12, 2016 12:00 AM	Sep 19, 2016 12:00 AM	Dec 05, 2016 12:00 AM	Homework	
▼ Test 1	100	Sep 19, 2016 12:00 AM	Sep 20, 2016 12:00 AM	Dec 05, 2016 12:00 AM	60	Test

Add/Edit Class

Class Name:

Class Description:

Time Zone:

Academic Year:

Academic Semester:

Add/Create a Class

To add a new class, select **Create Class** from the *Class Menu* drop-down on the *Class Management* page. You will be presented with a pop-up window as seen in to the left.

Complete the information called for on this screen to create a new class. Select the **Save** button to save the class, or the **Cancel** button to exit the window without saving.

Edit a Class

To edit a class, select the class you want to edit from the *Classes* drop-down in the *Class Management* page, and then select the **Edit Class** option from the *Class Menu* drop down. This will take you to the pop-up screen for adding a class, but the fields will be populated with the information you input before. Make the desired changes and click either the **Save** or **Cancel** button.

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