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.

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.