

Classes

This guide will assist you with managing and importing students into Classes in 5-Star Students

- ✓ Manually adding classes/categories
- ✓ Importing class members
- ✓ Generating barcodes for class members
- ✓ Generating and using class barcodes

Classes in 5-Star Students can be used to keep track of different rosters of students by teacher and/or class period. Classes are similar to Activities; however, individuals cannot earn points for being a member of a class. This area is designed to help teachers quickly separate their rosters and award points for their students. The main Classes page will display the class names in each category and the number of members in each class.

From the people menu, select the classes tab.

Per 1	Per 2	Per 3
Asters (10)	Asters (10)	Asters (10)
Boney (10)	Boney (10)	Boney (10)
Breihan (10)	Breihan (10)	Breihan (10)
Bush (10)	Bush (10)	Bush (9)
Carter (10)	Carter (10)	Carter (9)

Manually Add Classes and Members

To manually add a new class in 5-Star, you first need to add categories. Click the *Categories* icon at the top of the Class Page. Add the different categories (i.e. periods) you will be able to choose from.

Classes [+ add new](#) [📄](#) [↑ import class members](#) [🗑️](#)

Class Categories [← back to classes](#)

[+ Add Category](#)

Category	
Per 1	✎ ✕
Per 2	✎ ✕
Per 3	✎ ✕

⏪ ⏩ 1 ⏪ ⏩ [↻](#)

After categories are set, click the *Add New* button at the top of the Class page to manually add a class.

DETAILS

Category
[Not Categorized](#) [Manage categories](#)

Name

Code
 [?](#)

Description

Require permissions?
[No](#) [?](#)

[Save](#) [Save & Add Another](#) [Cancel](#)

Add Members to a Single Class



You can use 1 of 4 options to add class members:

- Add from list
- Add from names
- Add from IDs
- Import from file

Add from list

To manually add students or staff to the class, click the [Add from list](#) button. You'll be able to browse through the different rosters.

Use the *filter icon*, available in each column header, to apply options to narrow your choices. Once an individual is located, click anywhere in their row to add them to the temporary list. You can also add students from a grade level or gender, and even choose individuals from an activity.

When finished, click the [Save List](#) button to add the new class members.

Add from names

To add class members by name, click the [Add from names](#) button. This is a simple method to add individuals if you have a list of names to copy/paste from another file or application. You can use 'first last' or 'last, first'.

Add from IDs

To add class members from a list of ID numbers, click the [Add from IDs](#) button. This is a simple method to add individuals if you have a list of IDs to copy/paste from another file or application.

Import from file

To add class members from a file, click the [Import from file](#) button. The file must contain the individual's ID number for the system to properly match to the correct person. You can import files in text ([.txt](#)), comma-delimited ([.csv](#)) or Microsoft Excel ([.xls/.xlsx](#)) formats. Make sure to review the file instructions, prior to preparing your file(s).

Importing Classes and Members

In order to import multiple members into different classes at once, you will need a file containing the individual's ID number, the category name (i.e. period), and the name of the class (i.e. teacher's name) in separate columns. The import process will automatically create new categories and classes if one does not already exist in the program.

Category	Class name	ID	FirstName (skip field)	LastName (skip field)
Per 2	Jackson	10013	Anna	Adams
Per 1	Reagan	10209	Damian	Adell
Per 4	Carter	10869	Ezra	Albelo
Per 2	Roosevelt	10355	Daniel	Albriton
Per 5	Nixon	10243	Karla	Anding
Per 1	Bush	10047	Anabelle	Andree

Click the [Import Class Members](#) button to upload the file. Follow the column matching instructions on the next page before processing the file. This action create any new groups and sort individuals into their groups automatically. If a student already exists in a group, the program will recognize the individual based on their ID number and will not add them again. **This upload will NOT delete any students who are no longer in the class automatically.**

Generating Barcodes

Generate barcodes for class members

A simple way for teachers to add behavior occurrences is being able to sort barcodes by classroom. After selecting the class, they can click on the barcode icon in the top right corner of the list and generate a PDF file with their students' barcodes.

Per 1/Asters [← back to classes](#)   Home > People > Per 1/Asters

Members

Type	Points	Last name	First name	ID	Grade	Gen
Student	9	Bodie	Brian	10084	10	M
Student	5	Cimaglia	Ivan	10057	10	M
Student	5	Duttinger	Carla	10270	12	F
Student	5	Glomb	Katina	10266	12	F

PDF List
 PDF Labels (Sm)
 PDF Labels (Lg)
 Excel

Compatible with Avery labels (5163/6163), 2 x 4 inches. Use PDF print option 'Actual size'

<p>Bodie, Brian</p> <p>10084</p>  <p>Per 1/Asters</p>	<p>Lindline, Nadine</p> <p>10155</p>  <p>Per 1/Asters</p>
<p>Cimaglia, Ivan</p> <p>10057</p>  <p>Per 1/Asters</p>	<p>Null, Elaine</p> <p>10222</p>  <p>Per 1/Asters</p>
<p>Duttinger, Carla</p> <p>10270</p>  <p>Per 1/Asters</p>	<p>Riskalla, Gracie</p> <p>10004</p>  <p>Per 1/Asters</p>

Generate class barcodes

Class barcodes are a quick way for staff members to check-in or add occurrences for their *entire* class with one scan. From the main Classes page, click the *Classes* barcode link in the top right corner. Filter and check off the classes you want to generate and print barcodes for.

Select classes below, then export barcodes to PDF or Excel

<input checked="" type="checkbox"/>	Category Name	Name
<input checked="" type="checkbox"/>	Per 1	Asters
<input checked="" type="checkbox"/>	Per 2	Asters
<input checked="" type="checkbox"/>	Per 3	Asters
<input checked="" type="checkbox"/>	Per 4	Asters

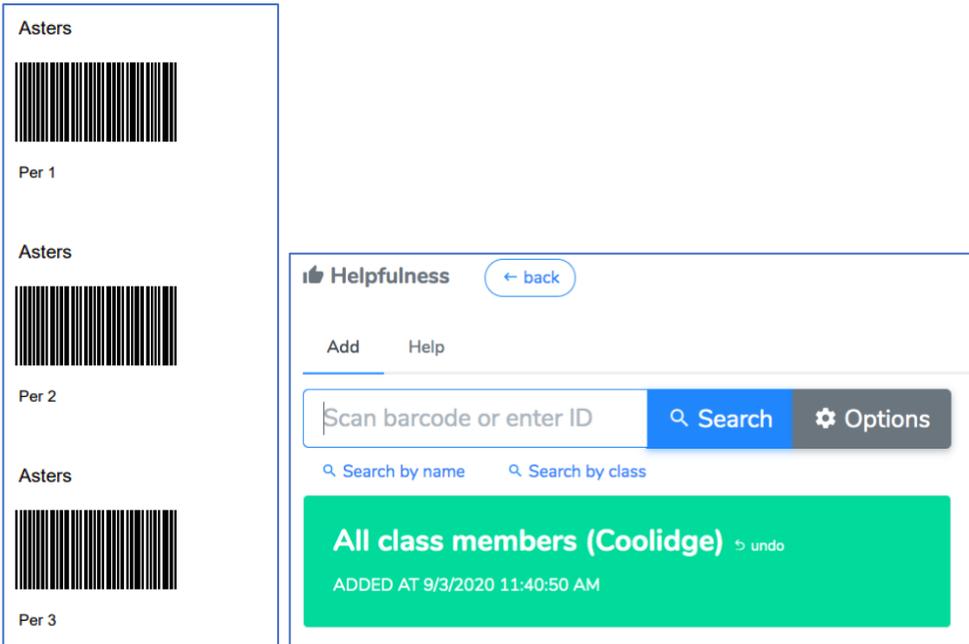
1 - 4 of 4 classes 

Classes

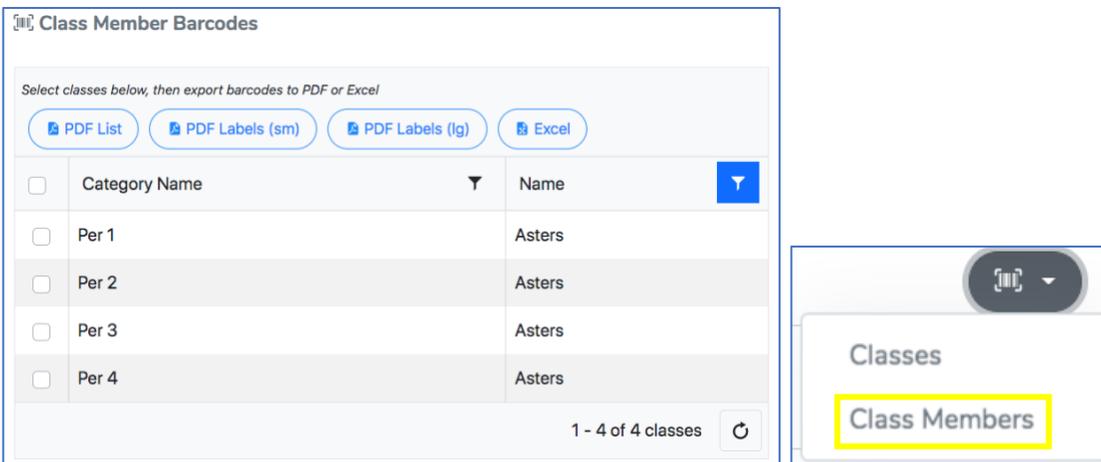
Class Members

Rather than scanning individual students, staff members will be able to scan this barcode for an activity, event, behavior, and/or intervention to add ALL students at once.



Generate class member barcodes

As previously mentioned, class member barcodes can be generated on list at a time after selecting a specific class. You can quickly export class member barcodes using the drop down option from the main Classes page. Filter and select the classes you need to export barcodes for.



The file will sort the categories (i.e. periods) by column.

Per 1/Asters	Per 2/Asters	Per 3/Asters
Bodie, Brian 10084 	Blanks, Cortez 10024 	Begum, Katie 10031 
Cimaglia, Ivan 10057 	Checketts, Alyssa 10372 	Casacchia, Leo 10193 
Duttinger, Carla 10270 	Dunlap, Deidre 10241 	Divenere, Antione 10890 
Glomb, Katina 10266 	Gleckler, Brent 10140 	Gant, Maureen 10083 
Kahae, Bret 10131 	Kahae, Bret 10131 	Hughe, Jody 10904 

Remove Classes and Class Members

To remove a single class member, click on the class they belong to. Find their name in the list (use the filter icons on any of the column headings) and click the “X” icon in their row. This will remove them from the class, but will not delete any of their 5-Star data.

To remove all members of a class, go to that class and click the *Trashcan* button at the top of the list. This will remove all of the class members, but will not delete any of their 5-Star data.

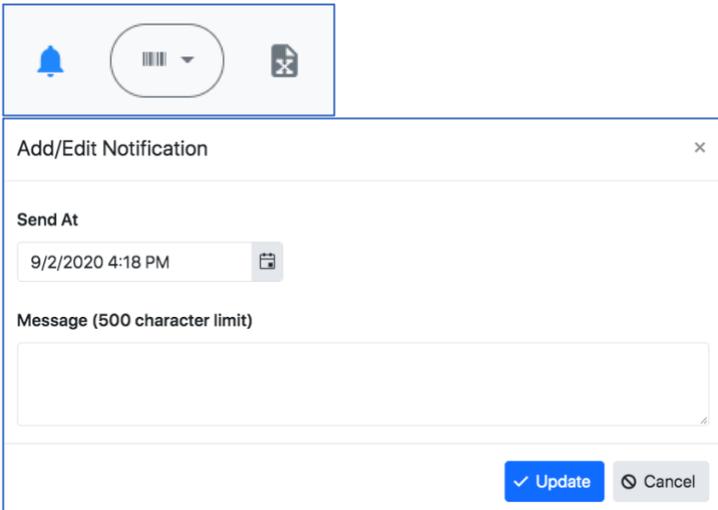
To remove a class, go to the class page and click the *Trashcan* icon at the top of the page. This will remove the class and all of the members, but will not delete any of their 5-Star data.

To remove ALL class members from EVERY class, click on the *Trashcan* icon at the top of the Classes page and select ‘Remove all class members’. A warning will appear where you will need to check to confirm this action. This will remove ALL class members in EVERY class. It will not delete their personal 5-Star data.

To remove ALL classes, click on the *Trashcan* icon at the top of the Classes page and select ‘Remove all classes’. Deleting all classes will also remove ALL class members. A warning will appear on the page asking you to confirm your action before completing the process.

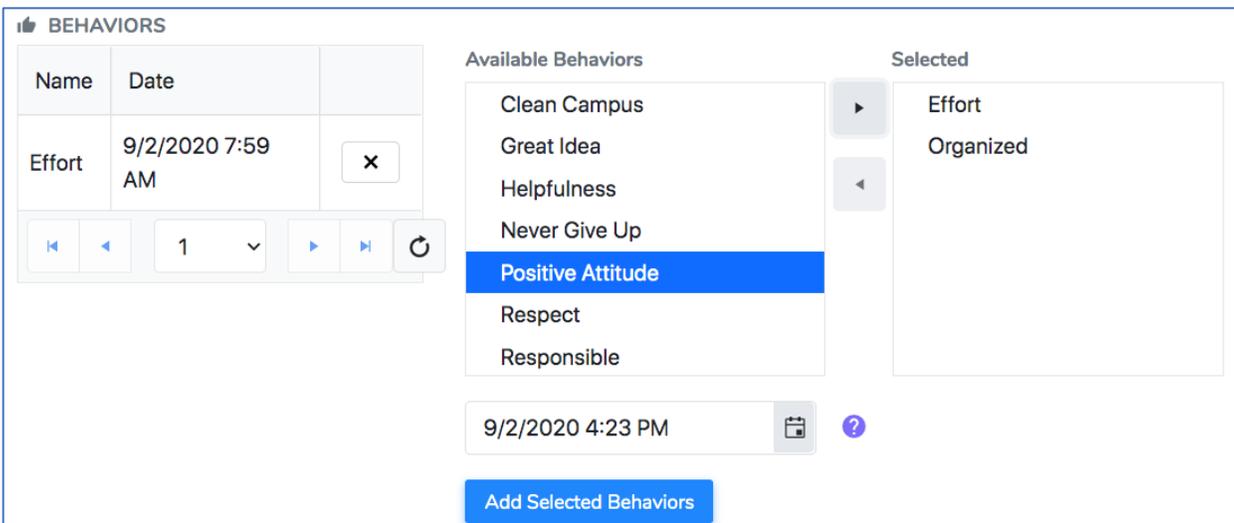
Class Management

After selecting a specific class, staff members (at the User level) will be able to send push notifications from that page. By selecting the bell icon, they will be able to schedule and send messages to the entire class.



The image shows a notification management interface. At the top, there is a bell icon, a dropdown menu with a barcode-like icon, and a document icon. Below this is a dialog box titled "Add/Edit Notification" with a close button (X). The dialog contains a "Send At" field with the value "9/2/2020 4:18 PM" and a calendar icon. Below that is a "Message (500 character limit)" text area. At the bottom right of the dialog are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

Staff members can also manage students' data from the class page. By clicking on the edit button next to a student's name, they can manually add activity participation and behavior occurrences.



The image shows a "BEHAVIORS" management interface. On the left is a table with columns "Name" and "Date". The table contains one row: "Effort" with the date "9/2/2020 7:59 AM". Below the table are navigation controls: a left arrow, a right arrow, a dropdown menu showing "1", another left arrow, another right arrow, and a refresh icon. To the right of the table is a list of "Available Behaviors": Clean Campus, Great Idea, Helpfulness, Never Give Up, Positive Attitude (highlighted in blue), Respect, and Responsible. To the right of the available behaviors is a "Selected" list containing "Effort" and "Organized". Below these lists is a date field with the value "9/2/2020 4:23 PM" and a calendar icon, followed by a question mark icon. At the bottom is a blue button labeled "Add Selected Behaviors".