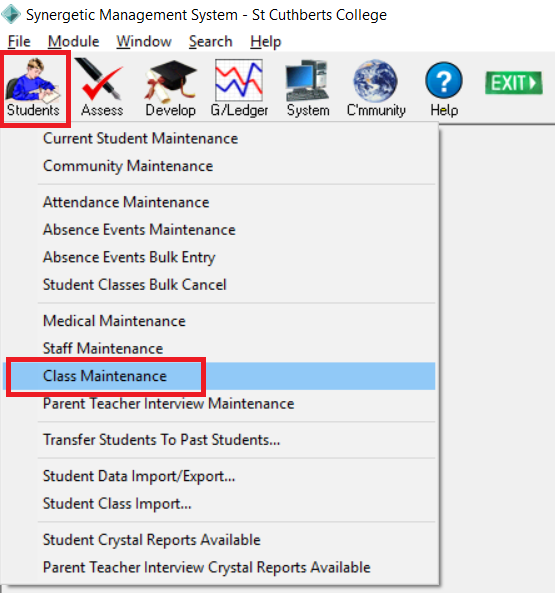
Class Maintenance

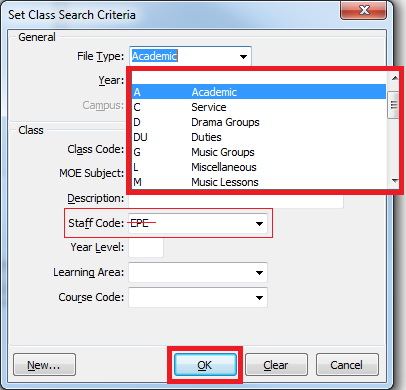
* To view a Class List (Pages 1-2)
* To add a student, to a Class List (Pages 3-4)
* To add students from a Tag List (Pages 5-6)
* To remove a student, from a Class List (Pages 7-8)
* To add a Staff member, to a Class (Page 9)

### To view a Class List:

With Synergetic open,

1.  Go to ***Students*** > ***Class Maintenance***
2. Select the ***File Type*** for the class

* Delete the ***Staff Code***
* Click ***OK***
* For a list of file types see [goo.gl/qDyQ4z](http://goo.gl/qDyQ4z) – this list is maintained by [summa.bourne@stcuthberts.school.nz](mailto:summa.bourne@stcuthberts.school.nz?subject=What%20is%20the%20File%20Type%20for%20my%20Class)



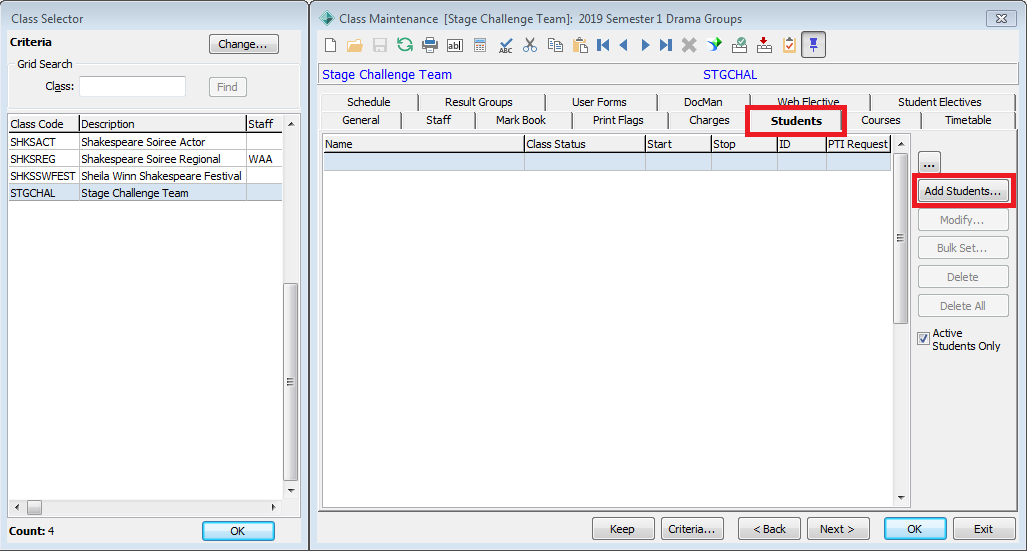
1. In the ***Class Selector*** window. select the co-curricular class then,  
   In the ***Class Maintenance*** window on the right, click the ***Students*** tab



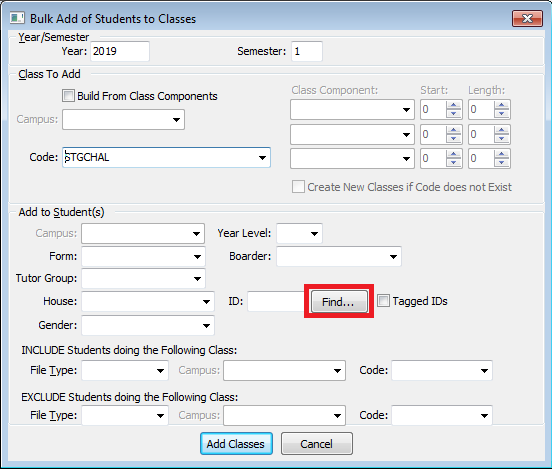
### To Add a Student

With the Class Maintenance Window open

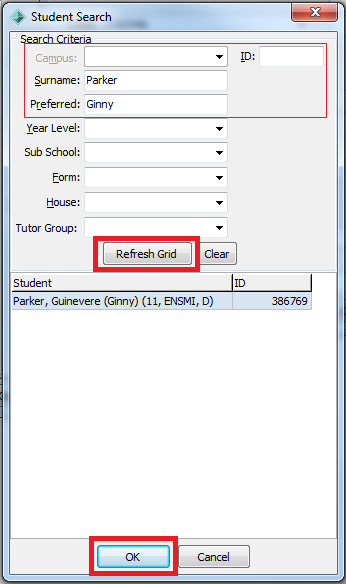
1. On the ***Students*** tab, click ***Add Students...***



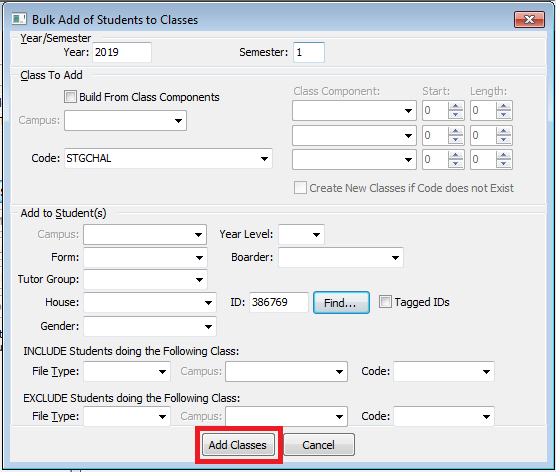
1. Click ***Find...***



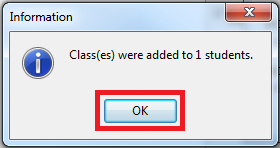
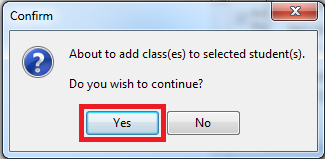
1. Enter a few details such as the Student ID, Surname or Preferred Name then click ***Refresh Grid***.  
   Select the student to be added and click ***OK***



1. Click ***Add Classes***



1. Click ***Yes*** then ***OK***

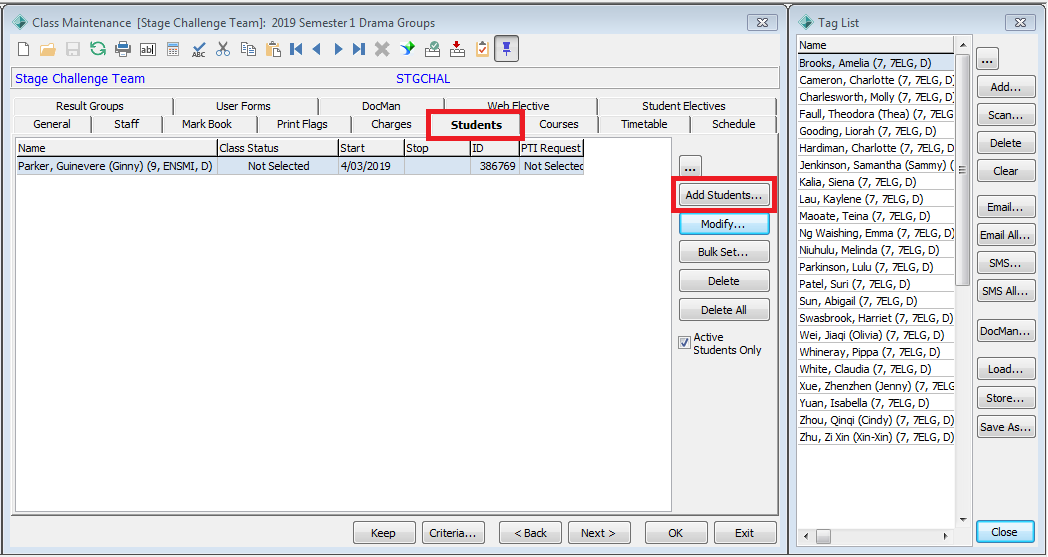


### To add students from a Tag List

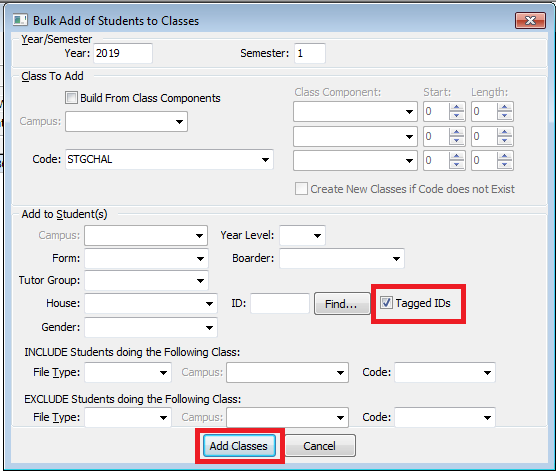
Multiple students can be added from a Tag List (ensure that the Tag List has already been created before continuing with the following).

With the Class Maintenance Window open

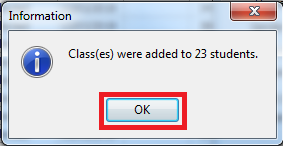
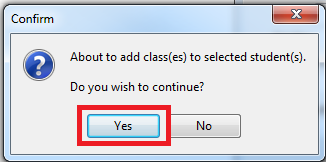
1. On the ***Students*** tab, click ***Add Students...***



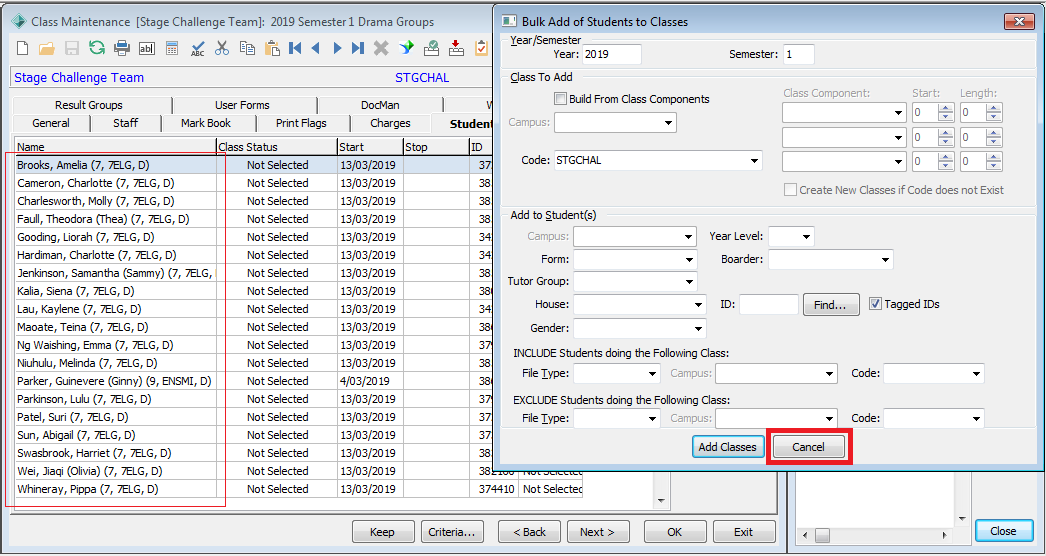
1. Check the ***Tagged IDs*** option then click ***Add Classes***



1. Click ***Yes*** then ***OK***



1. Click ***Cancel*** to close the window that remains open or continue adding students

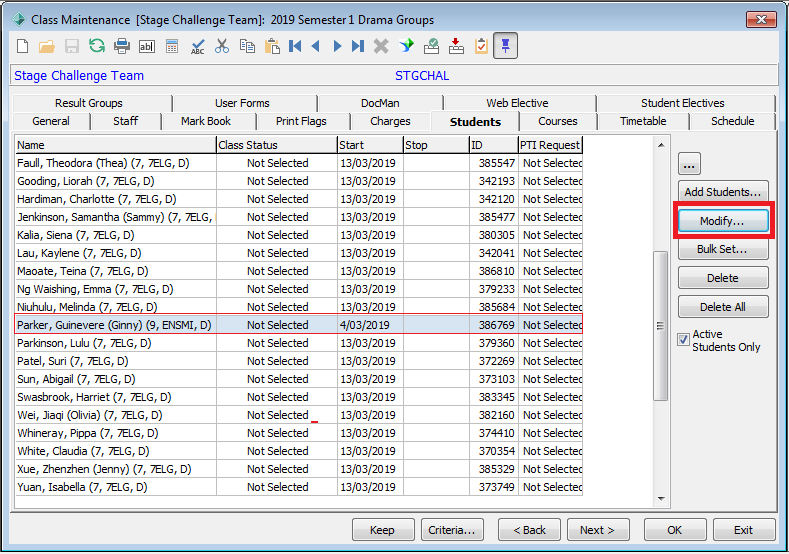


### To Remove a Student

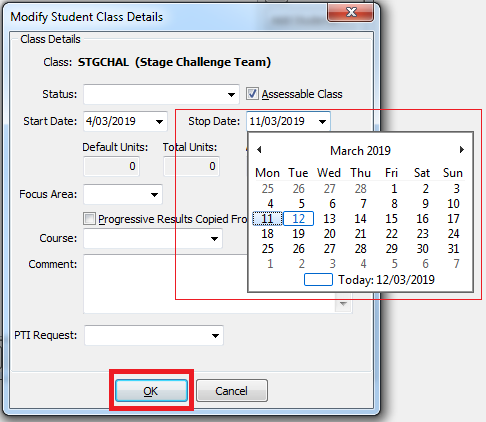
Note: when a student is finished in a class **do not delete** but rather, make them inactive by setting a Stop Date.

With the Class Maintenance Window open

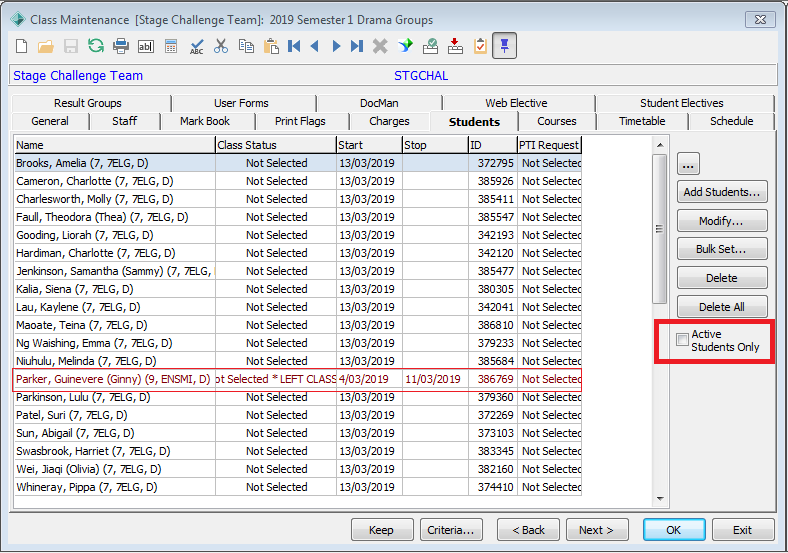
1. On the ***Students*** tab, select the student to be removed then ***Modify...***



1. Select a ***Stop Date***, then click ***OK***



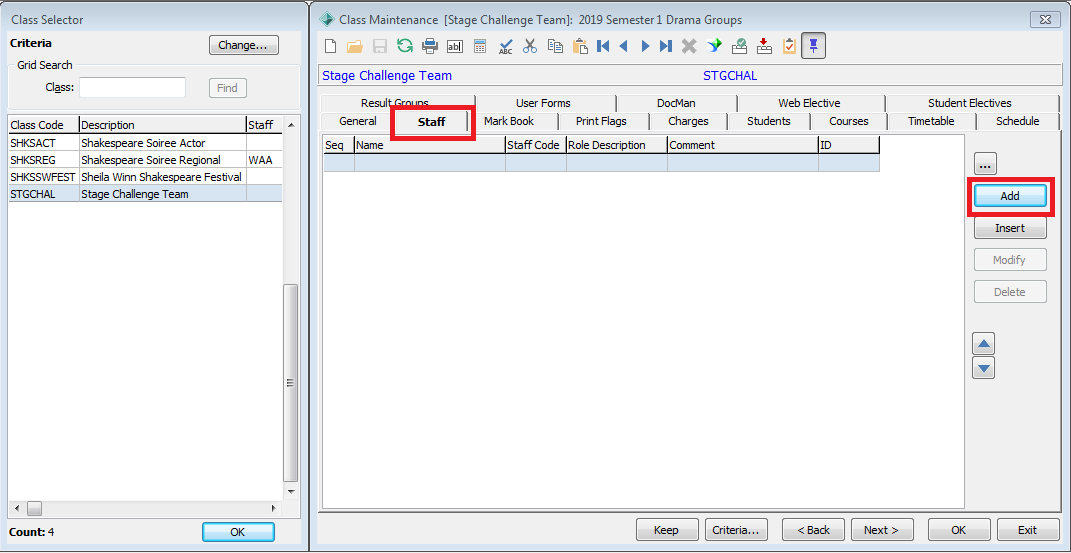
1. To view students who are no longer active,  
   remove the check in the ***Active Students Only*** option



### To Add a Teacher

With the Class Maintenance Window open

1. On the ***Staff*** tab, click ***Add***



1. The Staff Search window will open. Enter a few details such as the Staff Code, Surname or Preferred Name then click ***Refresh Grid***. If multiple results appear, select the student to be added and click ***OK***

