

Instructor/Club Facilitator

Welcome! This is your tutorial on how to use iClassPro to help you manage your classroom. iClassPro (iCP) is very different from ASAP in many ways. Here are the top 4 differences you'll notice:

1. There is no "app" for iClassPro for your mobile phone. Use your mobile phone's built in web browser and navigate to the portal. iClassPro immediately senses that you are looking from a phone and will automatically resize everything for ease of use.
2. iClassPro has two different PORTALS for instructors. One is the Attendance-Only Portal and the other is the Office Portal.
3. iClassPro allows you to view different information than ASAP including other teacher's classes, but not all the family details as you did before.
4. You cannot email your learners, only their parents in iCP. iCP does not collect email addresses connected to learners, only families. If you have a class where you routinely include your learners in your emails, we'll be rolling out a way for you to do that.

TIPS and TRICKS

1. Use the left navigation toolbar in the Office Portal to filter by learner, by class, by days of the week, and more.
2. Bookmarking this site will make it easier for you to get exactly where you need to go.
3. Even though it looks like you may be able to edit information, we have set permissions so that you can't alter anything you shouldn't be able to.
4. Preview: emailing all your families is a breeze in this new system. If you're going to be out a day and you'd like to introduce your sub, we'll show you how you can email all your families at once!
5. COME TO TEACHER TRAINING DAY to learn more about this powerful new system, how to take attendance, how to email your families and more!
6. We all know change is hard. Corporations spend billions each year onboarding their employees onto new systems. We are all here to make this transition as easy as possible. Sometimes the answer is "I'm sorry the system doesn't do that", but most of the time you'll be amazed at how wonderful the system is. And you can always email Caren at caren.delacruz@villagehome.org or Loriann at Loriann.schmidt@villagehome.org if you have any questions.

LOGGING IN

Log into iCP using a laptop/desktop or your mobile browser on your phone. The address is here: <https://app.iclasspro.com/staffportal/villagehome>

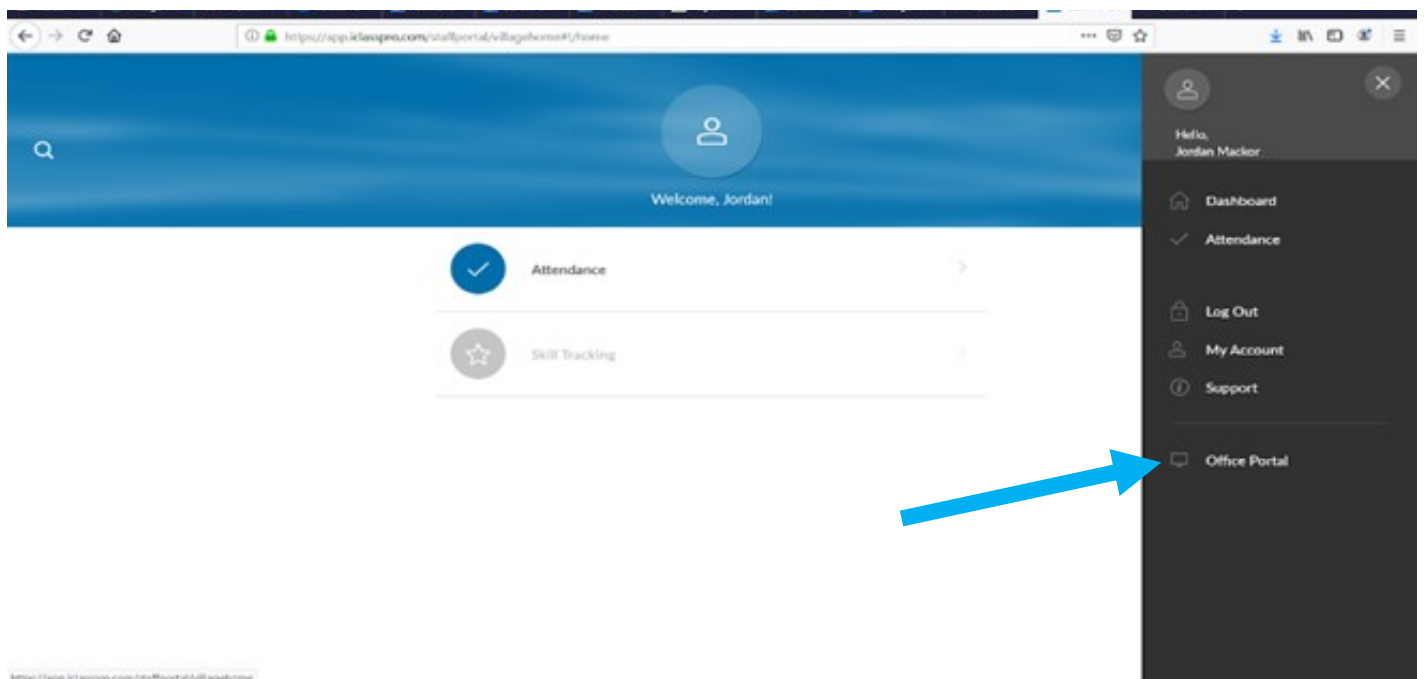
Your username is your VILLAGEHOME.ORG email. Your default password is 1234

The system will not force you to change your password, but we require you to do so.

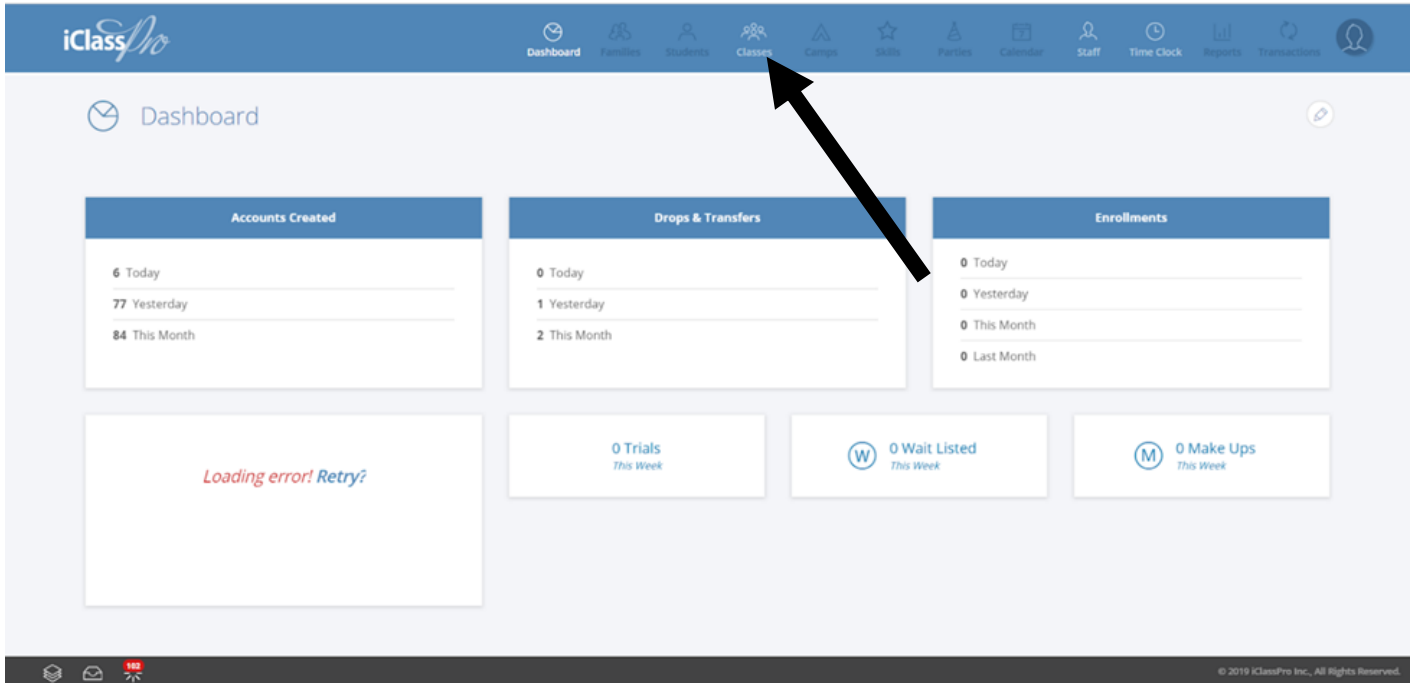


LOOKING AT YOUR ROSTER

To see your enrollments, click on the MENU (three bars on upper right screen) to pull out the menu. Select "Office Portal". Sometimes it makes you login again. Don't be alarmed.

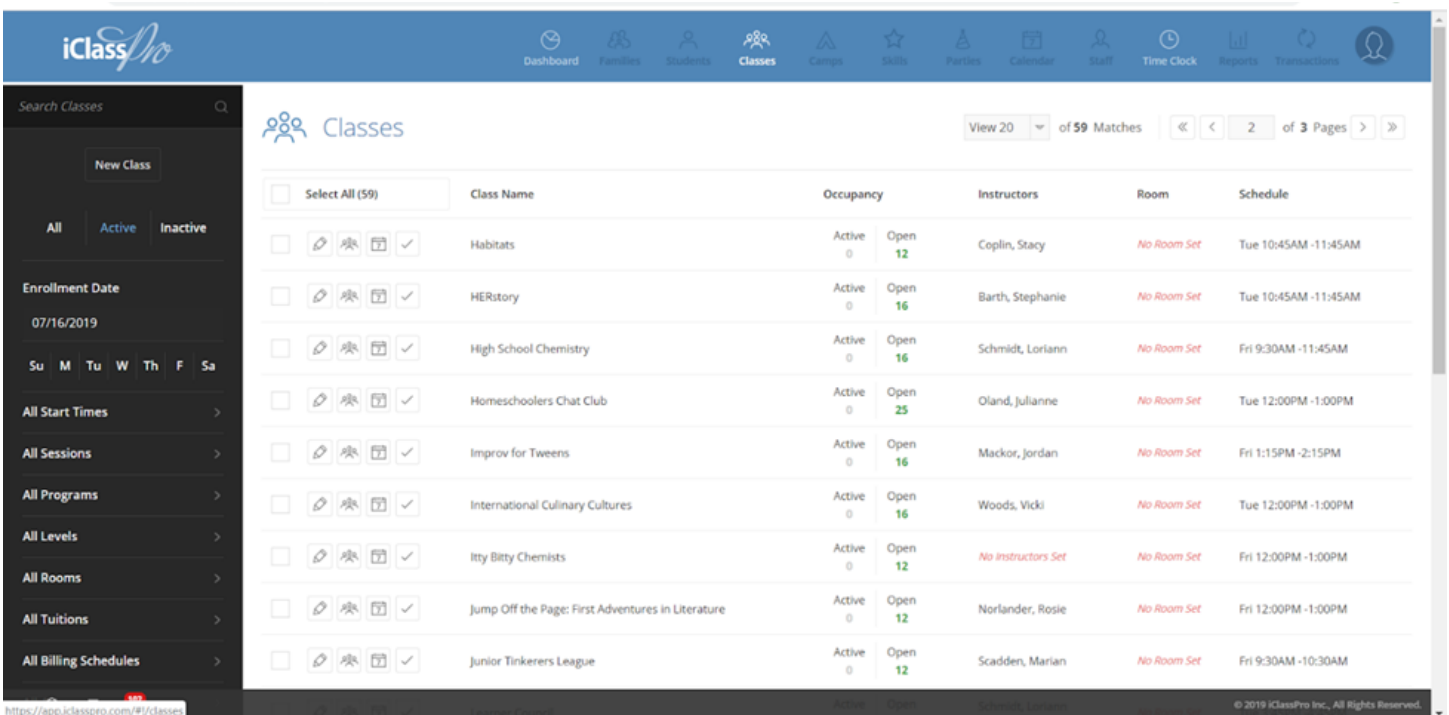


You will land on the Dashboard. Feel free to ignore. Across the top, you'll see the navigation. From here, you can navigate to the classes.

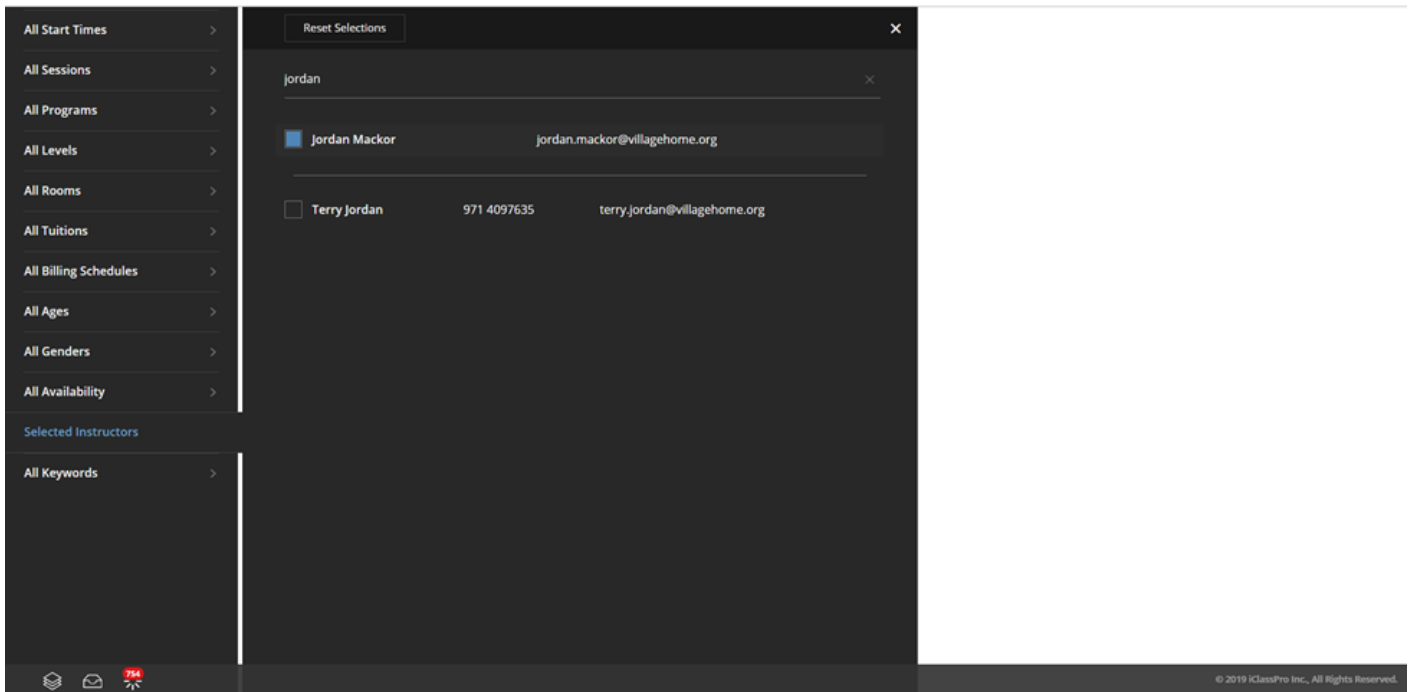


You will see ALL the classes, not just yours, but fear not! iClassPro has great filters on the left-side navigation bar.

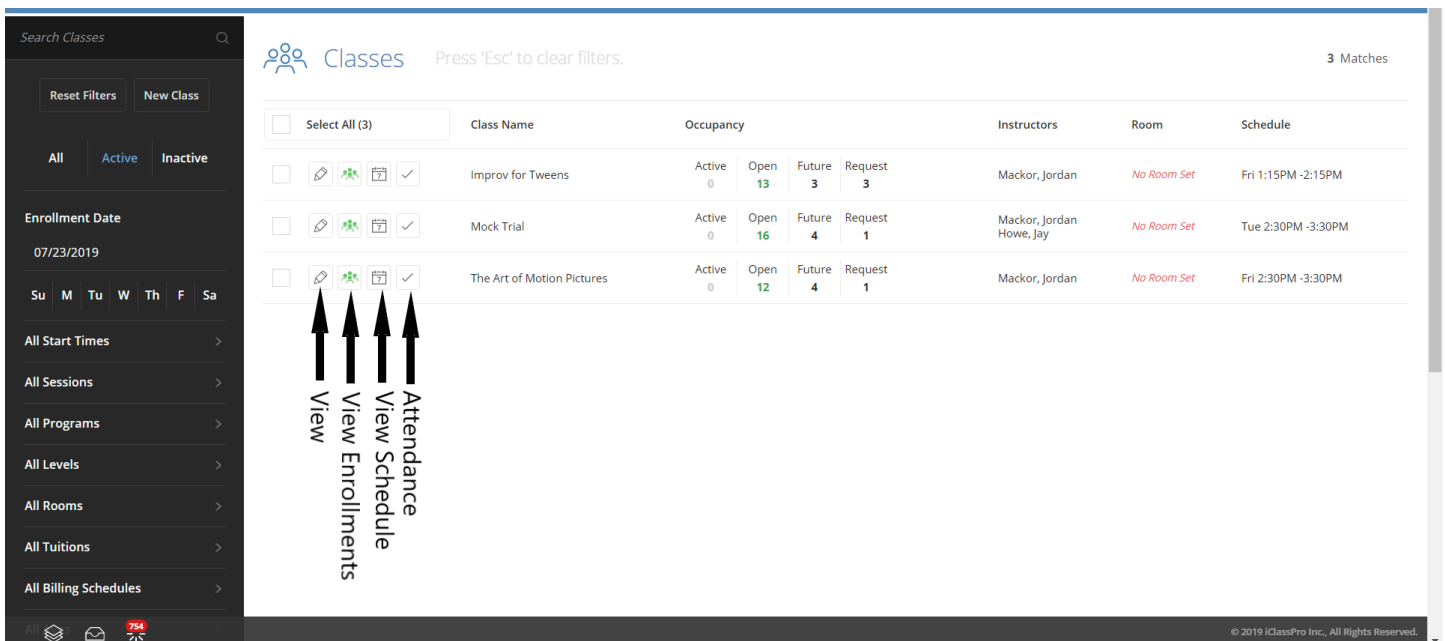
PLEASE NOTE: If you teach on multiple campuses, you will see a campus/location setting at the top of the left nav. Be sure it is set to the campus you want to look at. **If you only teach on one campus, you won't see this at all.**



Scroll down to see the “instructor” filter, enter your instructor name, click the box next to your name and it will filter just your classes.



Select whichever option you’d like to view the class, view enrollments, schedule or take attendance.



This is the View Enrollments screen. Click on the magnifying glass to see the learner's profile.

Active Enrollments will show on the left column and unprocessed requests and waitlist will show on the right.

Clicking on the magnifying glass will allow you to look at the student's profile.

PLEASE NOTE: Permissions have been set that do not allow you to make any changes to any student records, family information, or class details. Even if it looks like you are able to edit a field, there is no way to save it.

Search Classes

Reset Filters New Class

All Active Inactive

Enrollment Date
07/23/2019

Su M Tu W Th F Sa

All Start Times

All Sessions

All Programs

All Levels

All Rooms

All Tuitions

All Billing Schedules

Classes Press 'Esc' to clear filters. 3 Matches

Select All (3)

Class Name	Occupancy	Instructors	Room	Schedule
Improv for Tweens	Active 0 Open 13 Future 3 Request 3	Mackor, Jordan	No Room Set	Fri 1:15PM -2:15PM

Current and Future Enrollments					Requests From The Parent Portal					
Action	Name	Age	Start	Drop	Action	Name	Age	Type	Requested	Start
	Doe, Jamie	13 yr	*09/16/2019*	None		Clark, Linus	11 yr	ACTIVE	07/22/2019 @ 3:24 PM	09/16/2019
	Holland, Eli	11 yr	*09/16/2019*	None		newell, logan	13 yr	ACTIVE	07/22/2019 @ 12:35 PM	09/16/2019
	Walsh, Kyan	12 yr	*09/16/2019*	None		Reece-Schiffman, Gideon	14 yr	ACTIVE	07/22/2019 @ 1:34 PM	09/16/2019

<input type="checkbox"/>				<input checked="" type="checkbox"/>	Mock Trial	Active 0 Open 16 Future 4 Request 1	Mackor, Jordan Howe, Jay	No Room Set	Tue 2:30PM -3:30PM
<input type="checkbox"/>				<input checked="" type="checkbox"/>	The Art of Motion Pictures	Active 0 Open 12 Future 4 Request 1	Mackor, Jordan	No Room Set	Fri 2:30PM -3:30PM

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