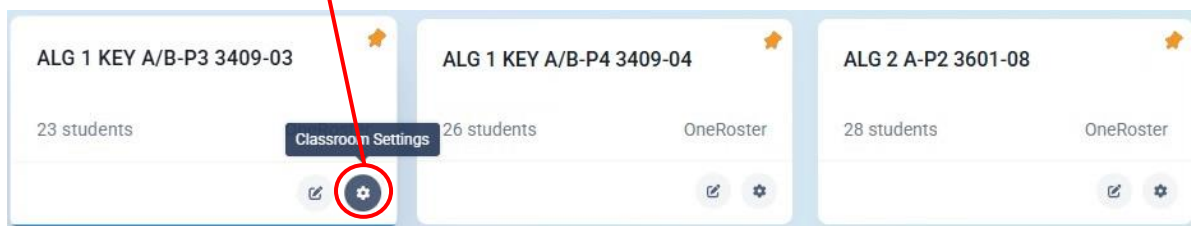


Scheduling a class means that it will automatically start and stop on the same day and at the same time until you change the schedule. During active/scheduled classes, Classwise records a student's web browsing activity, including open tabs, apps, and websites visited, and can generate Screenshot History Reports by taking screenshots every 10 seconds or when a new tab, window, or link that is opened.

Scheduling Classes

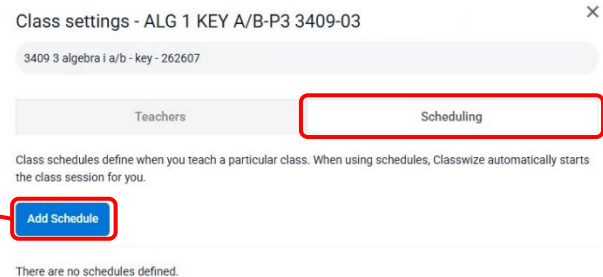
After you have successfully logged into Classwise:

1. Click on the **Classroom Settings** icon on the relevant class tile.

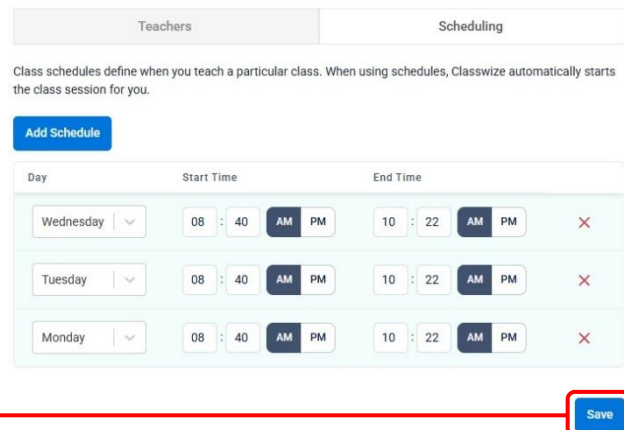


From the **Classroom Settings** window that appears:

2. Click on the **Scheduling** tab.
3. Click **Add Schedule**.



4. Select the **Day**, enter the **Start Time** and **End Time** for the active/selected class.
5. Click on **Add Schedule** again and repeat the steps above to add additional days/schedules.
6. Once the schedule has been completed for the selected class, click **Save**.



Repeat the steps above to complete schedules for all of your assigned classes in Classwize. Classwize will automatically start the class sessions for you when class schedules are completed.

Editing Class Schedules

Editing Active Scheduled Class Sessions

You cannot change or manually end a scheduled class while it is in session. This prevents the session from running into other scheduled classes.

Editing Inactive Scheduled Class Sessions

You can only edit a scheduled session while the class is inactive or not in session.

To edit an inactive class schedule:

1. Click on the **Classroom Settings** icon on the relevant class tile.
2. Click on the **Scheduling** tab.
3. To edit the class schedule:
 - a. Select a new **Day**, or
 - b. Select a new **Start Time**, or
 - c. Select a new **End Time**, or
 - d. Delete a schedule by clicking on the **Delete X** icon.

You can add your schedules in descending order, ascending order or random order. Regardless of sorting, sessions will start and end on the day and time you selected.

IT Support

Scheduling Classes:

If you have issues scheduling classes after completing the steps above, please submit a support request via email to epssupport@eriesd.org.