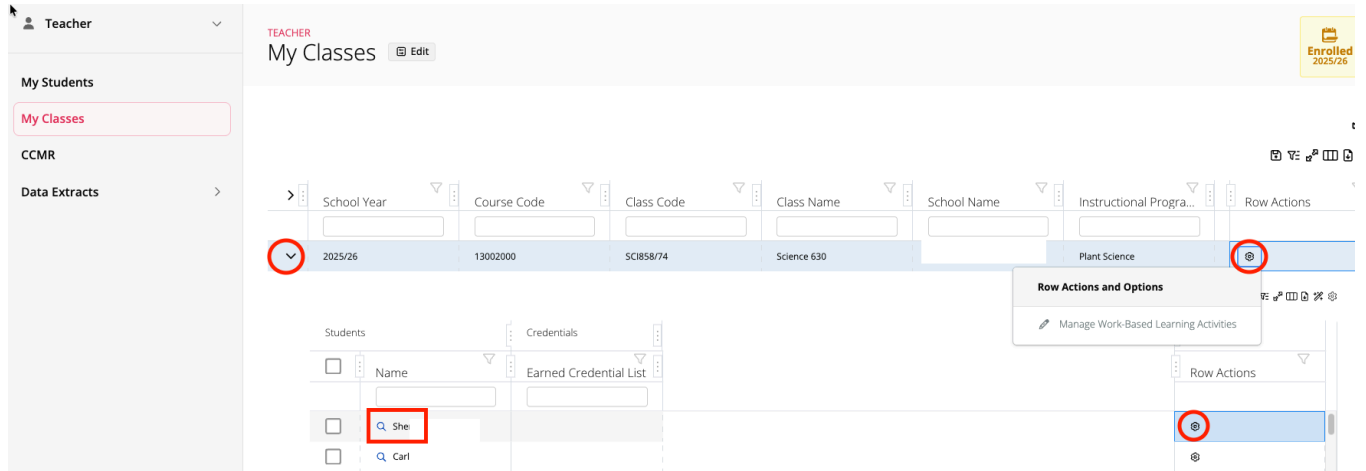


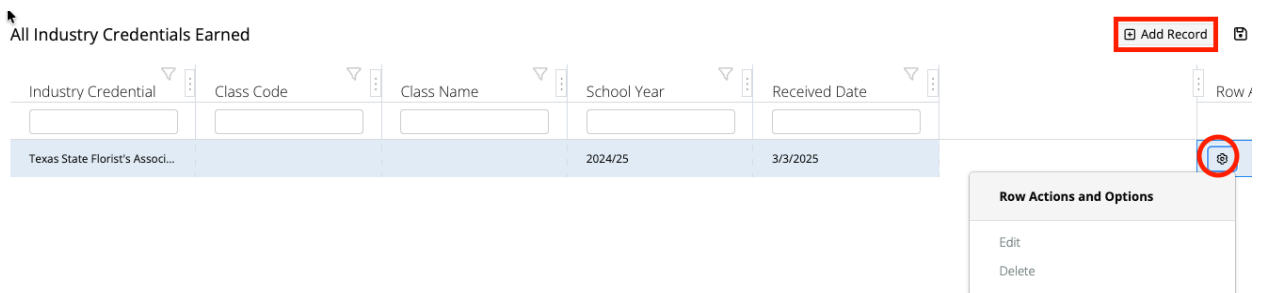
## CTE Teacher: Manage My Classes (Connect)

Here, you will learn how to manage your classes.

1. Start under **My Classes** in the left navigation menu.
2. You will see a data table of your assigned classes.



3. Click the left **arrow** to view students and their credentials.
  - a. Click the **magnifying glass** next to the student's name to view further Details, CTE, and Documents information.
  - b. Click the **Row Actions Gear** to the far right and choose **Manage Credentials** to assign Industry Credentials.

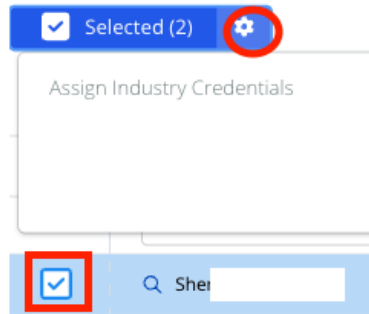


- i. Click the **Add Record** button in the top right.
  1. Click the **magnifying glass** in the **Industry Credential** field, click one or more checkboxes to the left, and click **Accept**.
  2. Select **Courses** similarly.
  3. Select the **Received Date**.
  4. Click **Save**.

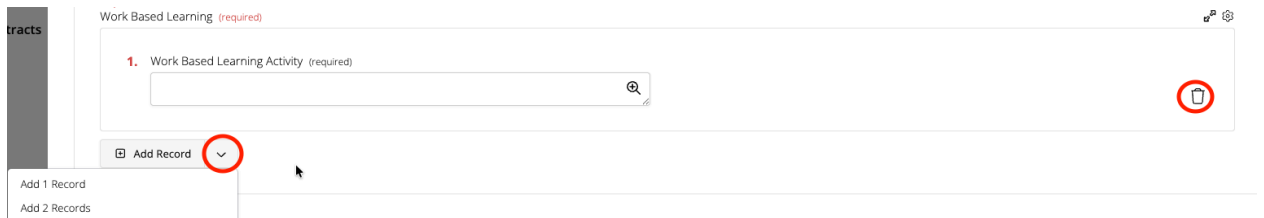
Industry Certificate (required)   Received Date (optional)   Class (optional)

- ii. Click the **Row Actions Gear** to the far right of the chosen credential to **Edit** or **Delete**.

- c. To add Industry Credentials en masse, click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose **Assign Industry Credentials**.



- i. Click the **magnifying glass** in the **Industry Credential** field, click one or more checkboxes to the left, and click **Accept**.
  - ii. Select **Courses** similarly.
  - iii. Select the **Received Date**.
  - iv. Click **Save**.
4. Click the **Row Actions Gear** to the far right and choose **Manage Work-Based Learning Activities**.
- a. Click the **Add Record button** to specify work-based learning activities planned for this course. Add as many activities as applicable using the dropdown menu to select the number of records.



- i. Click the **magnifying glass** in the **Work Base Learning Activity** field and click the **checkbox** to the left.
- ii. Click the **trashcan icon** to the right to delete the record.
- iii. Click **Save**.