

Scheduling Classes

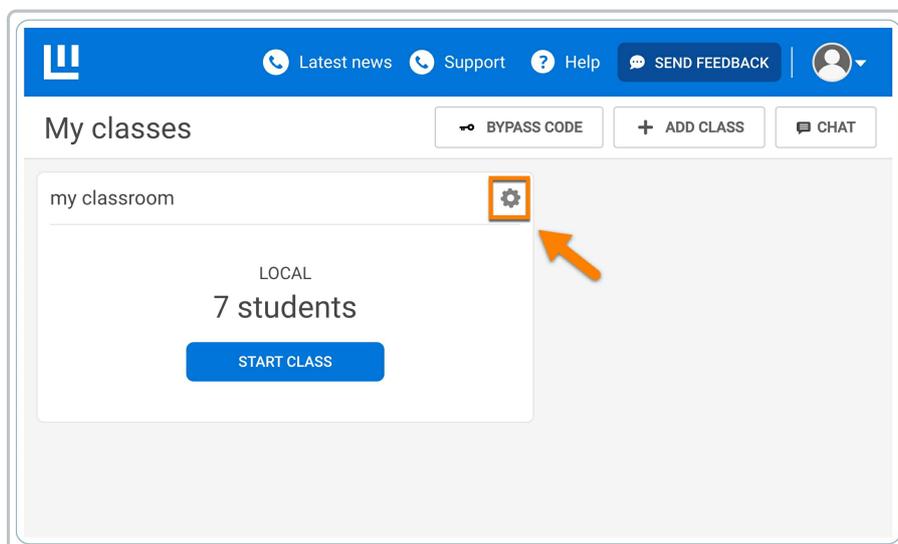
Last Modified on 2022-Jun-01 8:38:56 BST

Scheduling is useful when you're teaching the same class multiple times per week, or are teaching a lot of different classes that start and end at a specific time. Scheduling a session means that it will automatically start and stop on the same day, at the same time, until you change the schedule. If you schedule a session for Monday from 09:00am to 10:00am, it will run every Monday during that time. However, you can't change the end time of a scheduled session once it's started.

This feature is not available to Smoothwall users.

Creating a schedule

1. In Classize, select the **Settings** icon on the class tile



2. Select the **Scheduling** tab

Class settings - maths

2

| | | | |
|----------|----------|-------------------|-----------------|
| Students | Teachers | Scheduling | Invitation Code |
|----------|----------|-------------------|-----------------|

Class schedules define when you teach a particular class. When using schedules, Classwize automatically starts the class session for you.

[ADD SCHEDULE](#)

There are no schedules defined.

[SAVE](#) [DELETE](#) [CANCEL](#)

3. Select **Add Schedule**

Class settings - maths

2

| | | | |
|----------|----------|------------|-----------------|
| Students | Teachers | Scheduling | Invitation Code |
|----------|----------|------------|-----------------|

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[ADD SCHEDULE](#) 

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4. Select the **day**, **start time** and **end time** for the session using the dropdown lists, or by typing in the relevant field

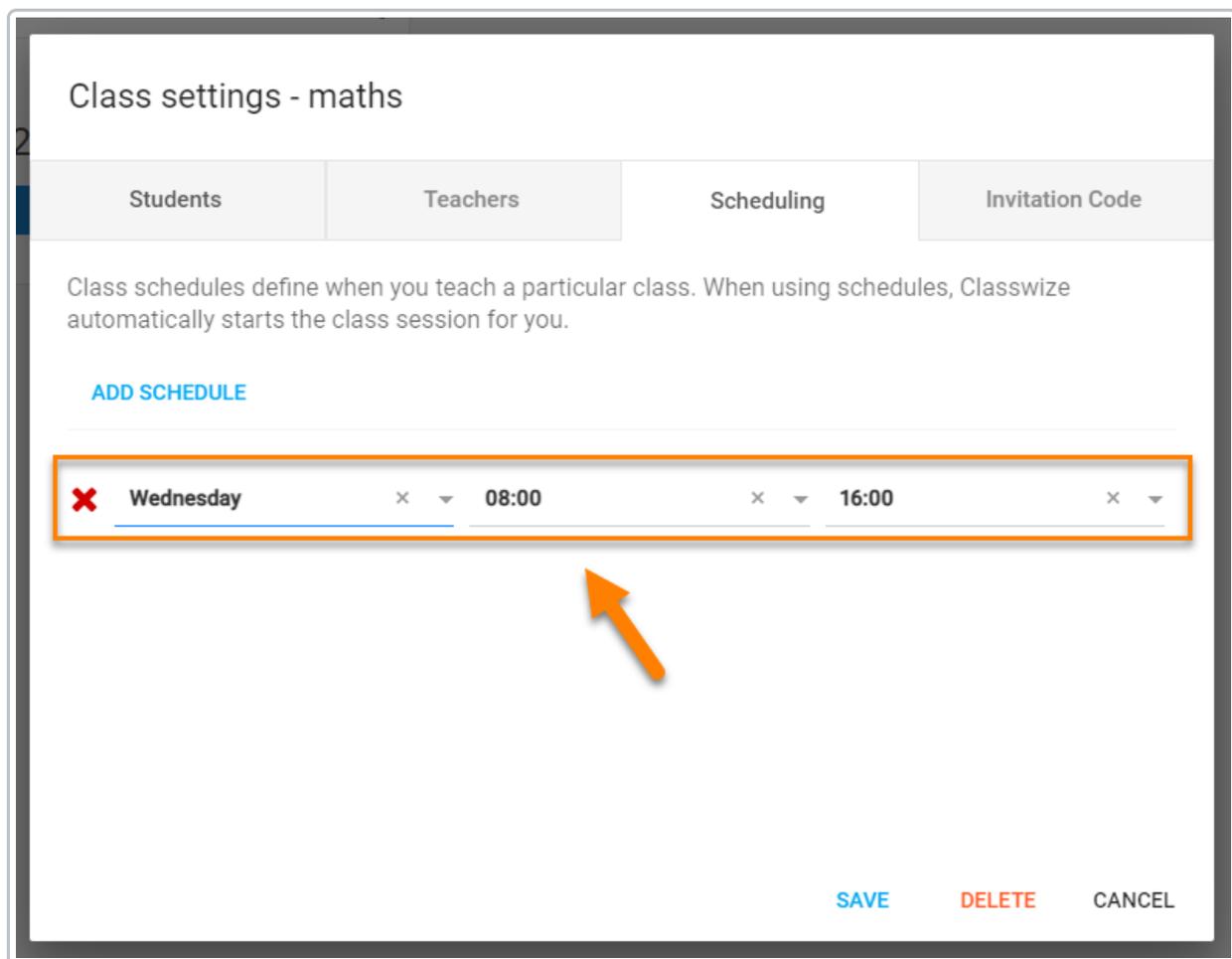
Class settings - maths

2

Students Teachers Scheduling Invitation Code

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[ADD SCHEDULE](#)



SAVE DELETE CANCEL

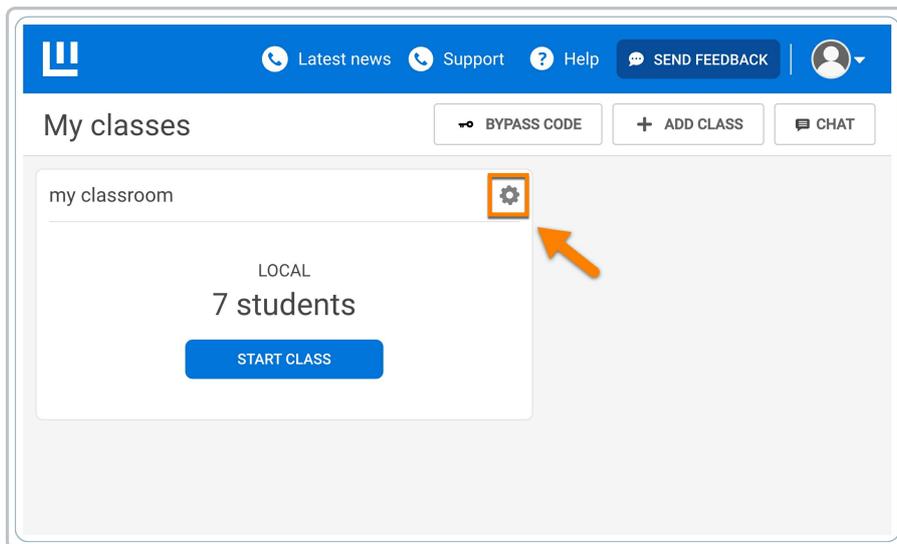
- Repeat steps 3 and 4 to add another session

Please Note: If you want to remove a schedule row, select the X icon.

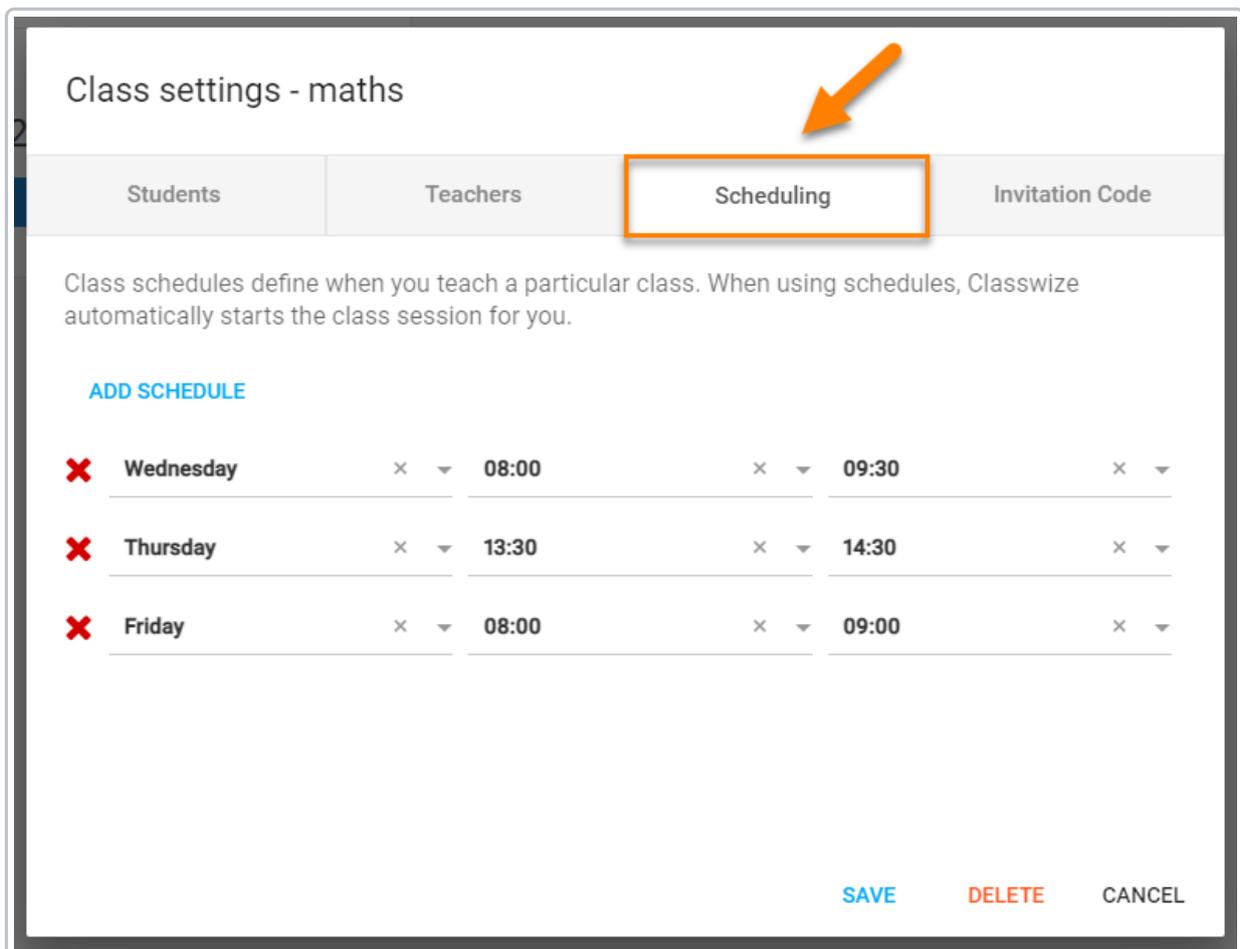
- Select **Save**

Editing a schedule

- In Classwise, select the **Settings** icon on the class tile



2. Select the **Scheduling** tab



3. Edit the sessions:

- Add a new session by selecting **Add Schedule**
- Remove a session by selecting the **X** icon
- Modify the dates and times by selecting the drop-down fields, or by typing in the relevant field

Troubleshooting

I can't edit multiple classes at once

There is no bulk edit feature for multiple classes. You will need to schedule sessions for each class individually. However, you can schedule multiple sessions for a single class at once.

I can't edit a schedule once it has started

You can't edit a scheduled session once it's started. This is to stop it from running into other scheduled sessions, which could cause students to appear in two classes at once.

I got an "Unable to add schedule due to time restrictions set by your school" error

Your school or school district has set limits on when teachers can schedule classes, usually to make sure classes aren't scheduled outside of school hours. If you keep getting this error, please contact your local IT support.
