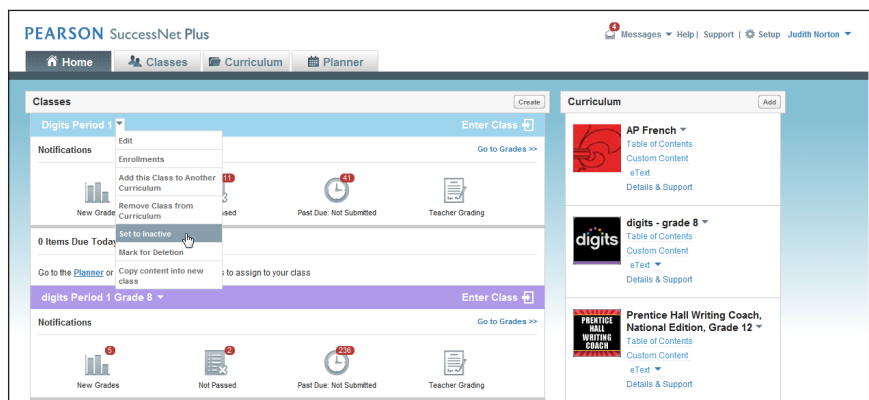


Teachers—Closing a Class

Introduction This guide shows how to close a class on SuccessNet Plus.

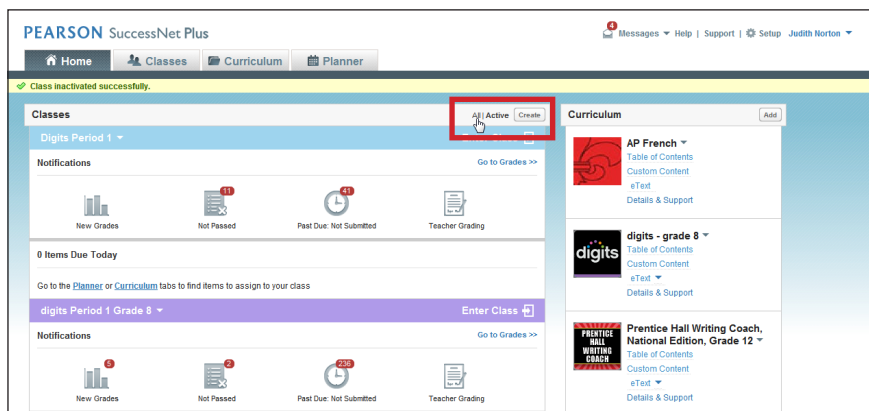
Inactivate a Class At the end of a semester or school year, close classes to release the product license subscriptions. It is strongly suggested that you run reports and export data from the Gradebook prior to closing a class.

After logging into your SuccessNet Plus account, click the class drop-down menu. Select **Set to Inactive**.



An alert box appears letting you know that inactivating the class will result in removal of the student roster. Click **OK**. You will see a message that the class has been inactivated successfully.

By default, only active classes appear on your Home page. To view active and inactive classes, click **All**.

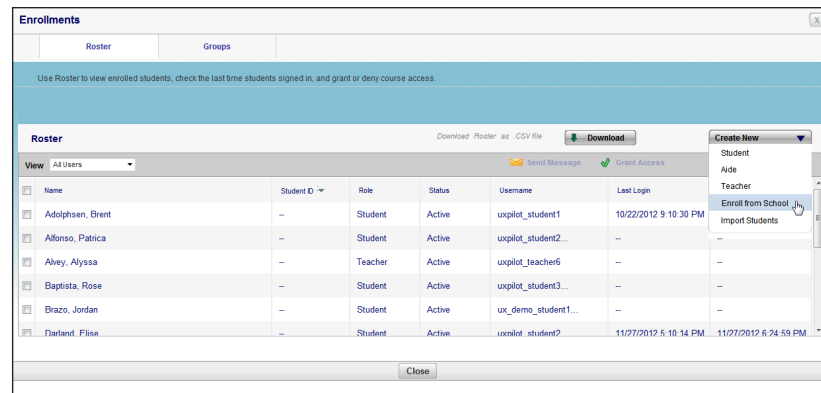


Reactivate and Reuse a Class

To reactivate and reuse an inactive class for another term or school year, click the class drop-down menu, and select **Set to Active**.

To enroll students in the class, click the class drop-down again, and select **Enrollments**.

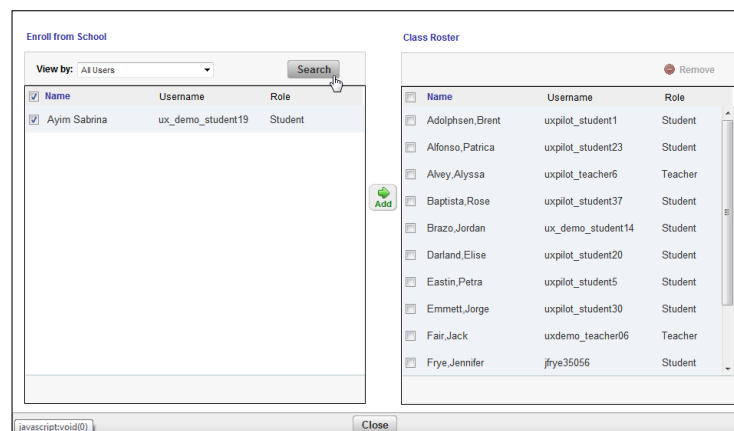
Use **Enroll from School** to add students to the class from the school roster. You can also import students using a file or create new accounts individually if students are not on the school roster.



Once you are finished, click **Close**.

Run a Report

To run a report or access student data for a student who was in the class last semester or last school year, first click the class drop-down menu, and select **Enrollments**. Then, click **Create New**, and select **Enroll from School**. Click **Search**, and locate the student by their last name or user name. Select the student, and then click **Add** to enroll the student in the class. Click **Close**.



Now that you have added the student, you can run reports or view the data that you need to access.

After running reports or viewing data, you will want to un-enroll this student to free up the license. Return to the Home page, click the class drop-down menu, and select **Enrollments**. Click **Create New**, and select **Enroll from School**. Select the student on the class list, and click **Remove**. Click **Close** to return to the Enrollments window.

Click **Close** again to return to your Home page.

**Administrators:
Close a Class** This feature is also available to SuccessNet Plus Administrators. SuccessNet Plus Administrators can close classes, reactivate classes, and then enroll new students into the class for the new school year or term.

Review This guide showed how to close a class on SuccessNet Plus.