



# Class Connect Naming Conventions

SY 2015-2016



# Class Connect Session Course/Program Details



For all schools, we recommend that you enter one of the following naming conventions in the **Course/Program** field when scheduling a Class Connect session so Data Managers can enhance your CC reporting opportunities. Remember this information is not visible in the system or to families. It is only available on the report.

The screenshot shows a web form titled "Manage Class Connect Session" with a "Session Type: Classroom" label. The form has a breadcrumb trail: "Session Details > Participants > Schedule Session". Below the breadcrumb, there is a light blue box containing the following fields:

- Instruction: "Enter the session name, select the date and times for the session. Click Continue to add participants."
- \* Required Fields
- \* Session Name:
- \* Teacher: Vialpando Bob ▾
- \* Subject: Select a subject ▾
- Course / Program:**  (This field is highlighted with a red box in the original image)
- \* Starts: Thu, Jul 30, 2015  10:00 AM ▾ MDT
- \* Duration: 30 minutes ▾
- Repeat Session: Never Repeats ▾

At the bottom of the form are two buttons: "Continue" (green) and "Cancel" (blue).



**Minimum information = Required/Optional**

**Examples:** REQ OR OPT

**Recommended information = Course Code\_Required/Optional**

**Examples:** ART-010AV1-K\_REQ OR ART-010AV1-K\_OPT

**Required information if school wants CC duration to feed into KSA  
provided lesson duration reports =**

**CourseCode\_Unit\_Lesson\_Required/Optional**

**Example:** ART-010AV1-K\_Unit 1\_Lesson 1\_REQ

*This only needs to be used if your school would like to also capture unit & lesson details on the lesson duration report provided by KSA. (CO and MI)*

# Where To Find Course Codes



## K8 Course Code

Welcome, Jeanie K. (Teacher) | [Logout](#)  
[Edit My Profile](#) Revision 20721, Build 57

[Reports](#) [Communications](#) **[Classrooms](#)** [Students](#) [Adults](#) [Admin](#) [Report Cards](#) [Help](#)

### Classrooms

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**Classroom Name:** InterMathB\_Sec1\_FNL\_14-15 - AKVA

[Edit Classroom](#)

Course Id: 9652 <b>CALMS1536</b>	Course Name: Intermediate Mathematics B	Start Date: 10/29/2014
Type: Course	Number of Students: 11	Maximum Size: 50
		Block Schedule: <input type="checkbox"/>

[Teachers](#) [Students](#) [Grade Marks](#)



# Where To Find Course Codes

## NOHS Course Code

**TotalView School**  
Revision 20721, Build 67

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### Classrooms

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**Classroom Name:** Dahl\_Madison\_ENG404B\_BritWldLit\_Sec1\_Sem2\_14-15 - ORVA

[Edit Classroom](#)

Course Id: 3246 **ENG-404BV1-K** Course Name: ENG404B: Honors British and World Literature Start Date: 01/28/2015  
Type: Course Number of Students: 6 Maximum Size: 200 Block Schedule:

[Teachers](#) [Students](#) [Grade Marks](#)