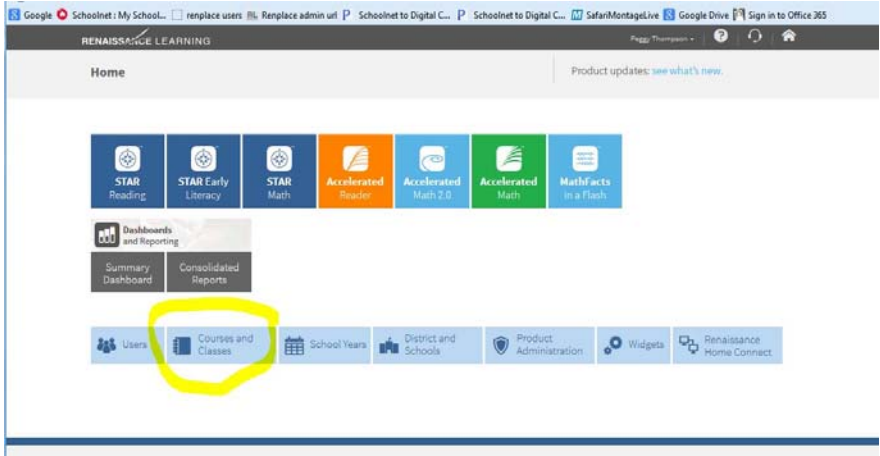


## Renaissance Place Hosted 2014

### Assign Products to courses and classes

Login and click on “Courses and Classes”



Click on Assign products to the right of the Course name you want to assign products to (Some choose Citizenship, some choose Language Arts).

Note: there are generally courses for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, etc. for each course type so this will have to be done for all.

Citizenship (7 Classes)	9999999K	Not Applicable	None	0	7	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (6 Classes)	99999991	Not Applicable	None	0	6	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (6 Classes)	99999992	Not Applicable	None	0	6	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (5 Classes)	99999993	Not Applicable	None	5	0	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (4 Classes)	99999994	Not Applicable	None	4	0	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (4 Classes)	99999995	Not Applicable	None	4	0	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️
Citizenship (4 Classes)	9999999P	Not Applicable	None	0	4	<a href="#">Add Class</a> ⚠️ <a href="#">Assign Products</a> <a href="#">Edit Course</a> ⚠️ <a href="#">Delete Course</a> ⚠️

Click on the check mark for all products and then check the teachers you want to have the products. Next, click Assign and the classes you want to have the products will have them.

Please note, that if any teachers change or if a course name changes from Focus it unassigns products so that the Renaissance Place Manager can assign it to the new teacher or the new course. Therefore, you will have to periodically check if you have teacher or course changes.

The screenshot shows the 'Assign Products' interface in Renaissance Place. The course is 'Citizenship at C.A. Weis Elementary School'. There are three product checkboxes: 'Products', 'Accelerated Reader', and 'STAR Reading', all of which are checked. Below this is a table of classes with columns for 'Class', 'Marking Period', 'Teacher', and 'Products Assigned'. All four classes have their checkboxes checked. At the bottom, there are three buttons: 'Assign', 'Unassign', and 'Done'. A yellow arrow points to the 'Assign' button.

<input checked="" type="checkbox"/>	Class	Marking Period	Teacher	Products Assigned
<input checked="" type="checkbox"/>	Ballard - 501	FULL YEAR	Merry Ballard	
<input checked="" type="checkbox"/>	Diebolt - 502	FULL YEAR	Jennifer Diebolt	
<input checked="" type="checkbox"/>	Hayden - 503	FULL YEAR	Jean Hayden	
<input checked="" type="checkbox"/>	Tofte - 504	FULL YEAR	Christine Tofte	