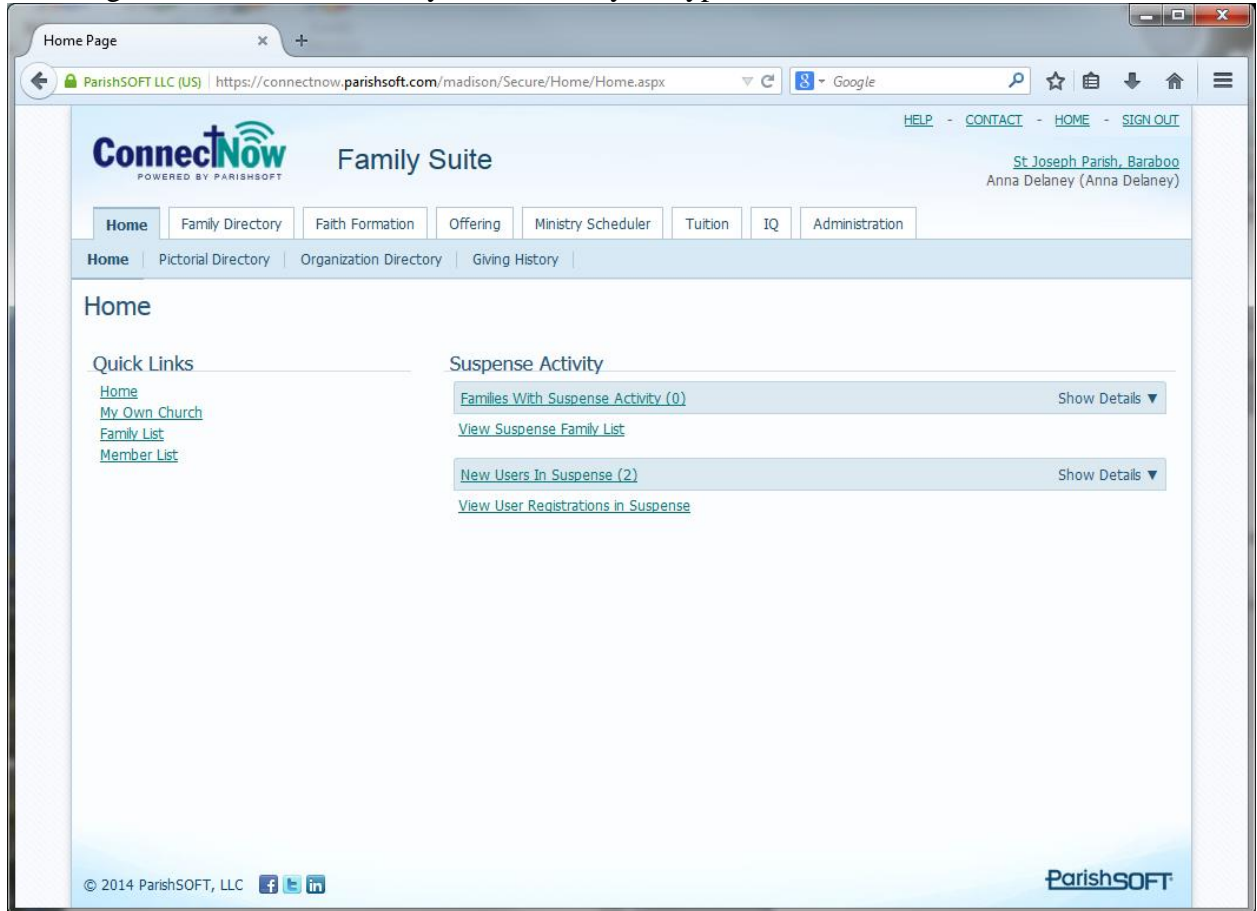
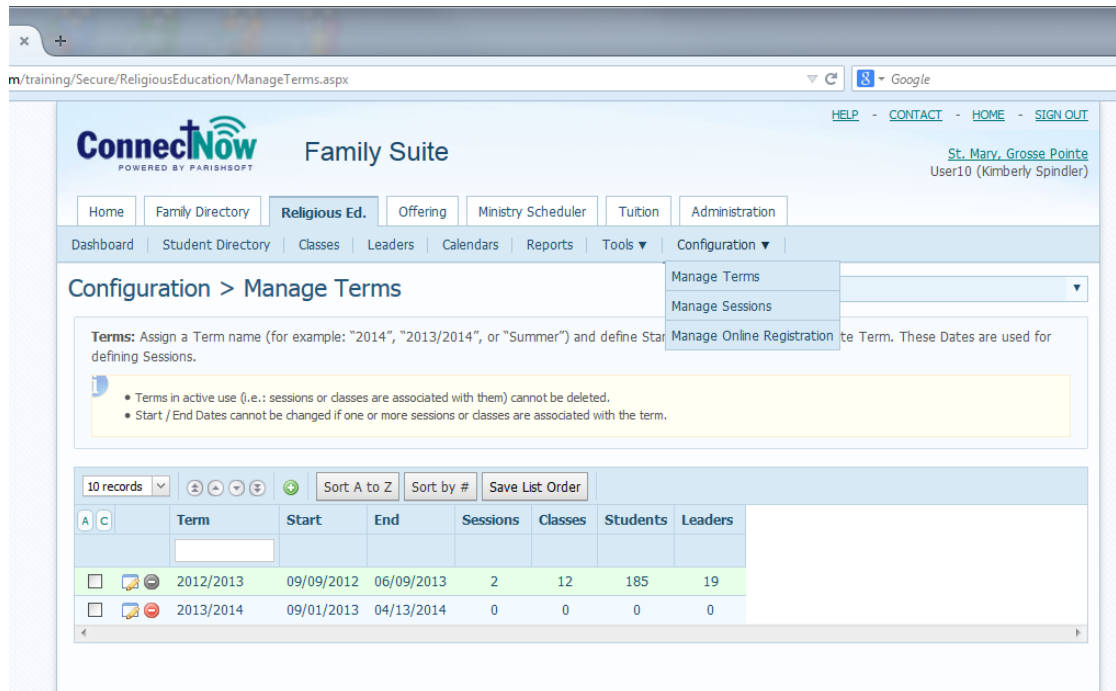


Setting up RE classes so they are defaulted at the top of your screen when working in Connect Now

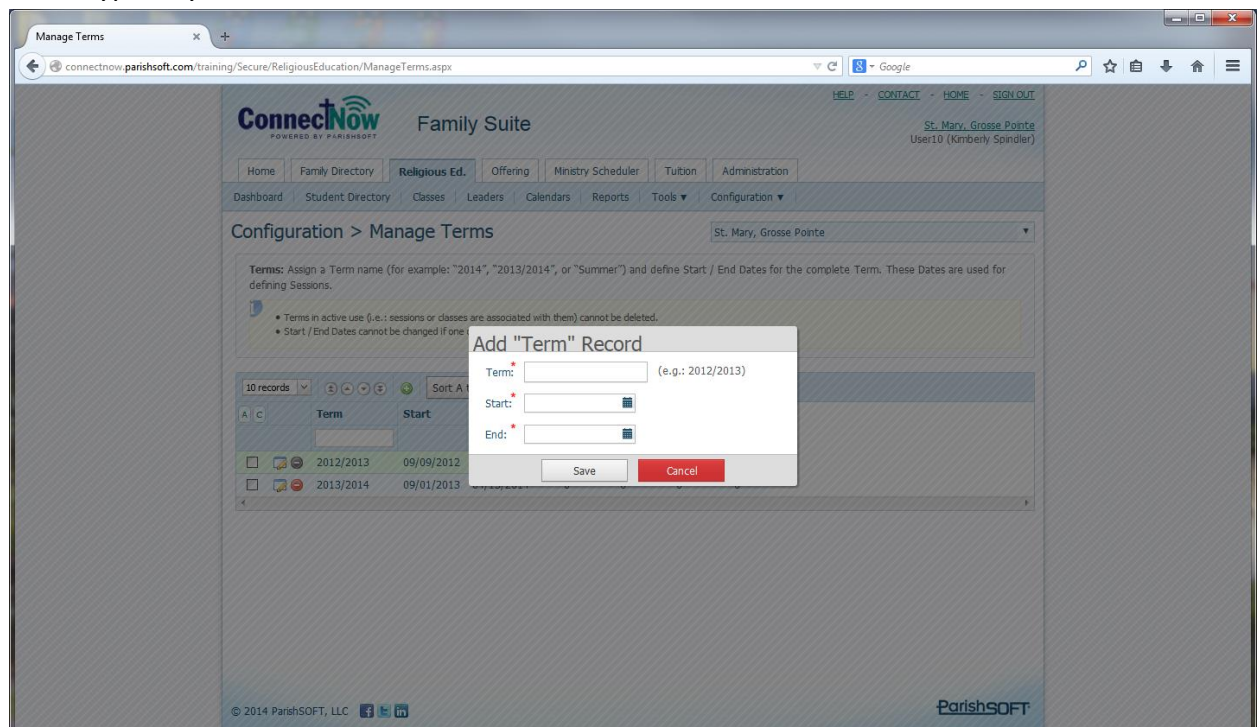
- 1) First, log into **ConnectNow** and you will be at your typical homescreen:



- 2) After you've done some of the basic setup (Under the Admin button), you'll go the RE tab, and click on the **Configuration** tab, then click on **Manage Term**



- 3) Here is the area where you can put in the classes, the date of the term, the leaders, etc. If you would like to add in a new term, click on the green + sign and you will have the following screen. The term name “usually” should include some type of year.



- 4) For the starting and ending date, it's better to do something a little “wider” than the actual term, in case you need to have additional dates for snow days, etc.

***You cannot edit the start and end date after the fact, so make sure it is much wider than you need, as you can't edit it later after there are classes/students added. You'll have to just start over!**

Ordering your sessions:

- 5) We can “move” the record up by having it checked and clicking on the double arrows, as seen below:

Configuration > Manage Terms

Terms: Assign a Term name (for example: "2014", "2013/2014", or "Summer") and define Start / End Dates for the complete Term. These Dates are used for defining Sessions.

- Terms in active use (i.e.: sessions or classes are associated with them) cannot be deleted.
- Start / End Dates cannot be changed if one or more sessions or classes are associated with the term.

	Term	Start	End	Sessions	Classes	Students	Leaders
<input checked="" type="checkbox"/>	2014/2015	09/01/2014	05/01/2015	0	0	0	0
<input type="checkbox"/>	2012/2013	09/09/2012	06/09/2013	2	12	185	19
<input type="checkbox"/>	2013/2014	09/01/2013	04/13/2014	0	0	0	0

- 6) Then you like the order they are displayed in, click the **Save List Order**, seen above. The very first “term” in the list will be the default term for the other screens in the Connect Now screen.