

Quick reference guide School admin



Classes in the admin view are sorted into **year level / group** categories. Additionally, if your school has multiple campuses, classes will be separated accordingly.

Main page

Accessing classes

- 1 Select a campus
- 2 Select a year level / group
- 3 Select a class

Editing classes

- 1 Add student
- 2 Add teacher
- 3 Toggle class settings
- 4 Access group login code
- 5 Schedule check-ins

The screenshot shows the SWITCH4Schools Administration Portal. On the left, the 'Campuses' section has 'Junior Campus1' selected (1). The main area shows '6 Groups / 3 classes' with 'Year 1' expanded to show '1PD' and 'Class1' (3). The right panel shows 'Class1' details, including 'Teachers' and 'Students'. A green box highlights the 'Class settings' panel, which includes 'Emotion intensity scale', 'Request teacher chat', and 'Request Chat Email Notifications'. A green arrow (5) points to the 'Schedule check-ins' tab, and another green arrow (4) points to the 'Class login' tab. A green box also highlights the 'Class login' section, which includes a QR code and a 'Student join class URL'.

Profile / billing / reports

To access and edit your profile details, review your billing details, and view your weekly reports, navigate to the top bar in your admin view.

The screenshot shows the top navigation bar of the SWITCH4Schools Administration Portal. It includes the SWITCH4Schools logo, 'Administration Portal', and navigation icons for Home, Resources, Reports, and Profile. The Resources, Reports, and Profile icons are highlighted with a red box.

Where to go for help

Feel free to chat to your program coordinator and/or reach out to the Switch4Schools team via email at