



# Teachers' Guide to **Setting Up My Class** in MINGA

MINGA's My Class allows for streamlined teacher processes in MINGA, allowing for ease of use with MINGA activities in the classroom.

## MINGA MY CLASS

By integrating the ability to assign behaviors and hall passes in one spot, My Class simplifies the workflow, making it easier to monitor and manage classroom activities. While the visibility of students with active hall passes and the number of assigned behaviors maintains safety and accountability.

Minga My Class also allows for increased participation and engagement through the Select random feature.

The screenshot displays the 'My Tools' interface with the 'My Class' tab selected. At the top, navigation links include Dashboard, My Class, Points, Notifications, and Preferences. Below the navigation, there is a 'User list' section with tabs for 'Ms. Bonnie's Class' and 'Mr. Terry's Class', a search bar for 'Search all students', and buttons for 'Select all' and 'Select random'. The main content area is divided into two sections: 'Active Hall Pass' and 'My Class'. The 'Active Hall Pass' section shows two student cards: Perez Sophia and St. James Amy, both with a 4:56 timer and an 'End' button. The 'My Class' section shows a grid of ten student cards, each with a profile picture, name, and a checkbox. Some cards also have a small icon and a number (e.g., 1). On the right side, there is a sidebar with a 'Search action' dropdown menu, a 'Category' dropdown menu set to 'Most used with list', and several action buttons: 'Community', 'Fountain', 'Restroom', and 'Hall' (which is selected). At the bottom of the sidebar, there are 'Advanced' and 'Assign' buttons.

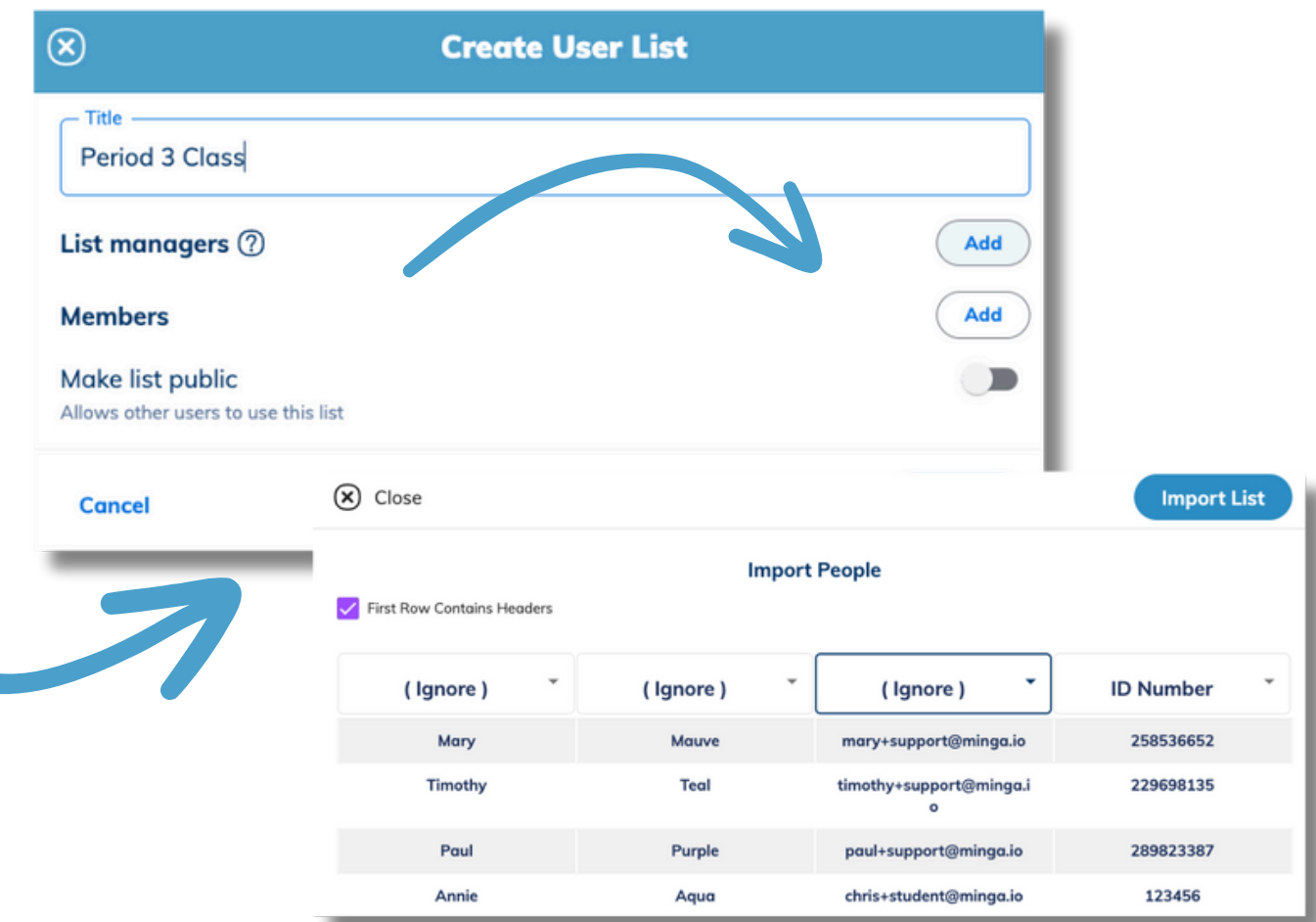
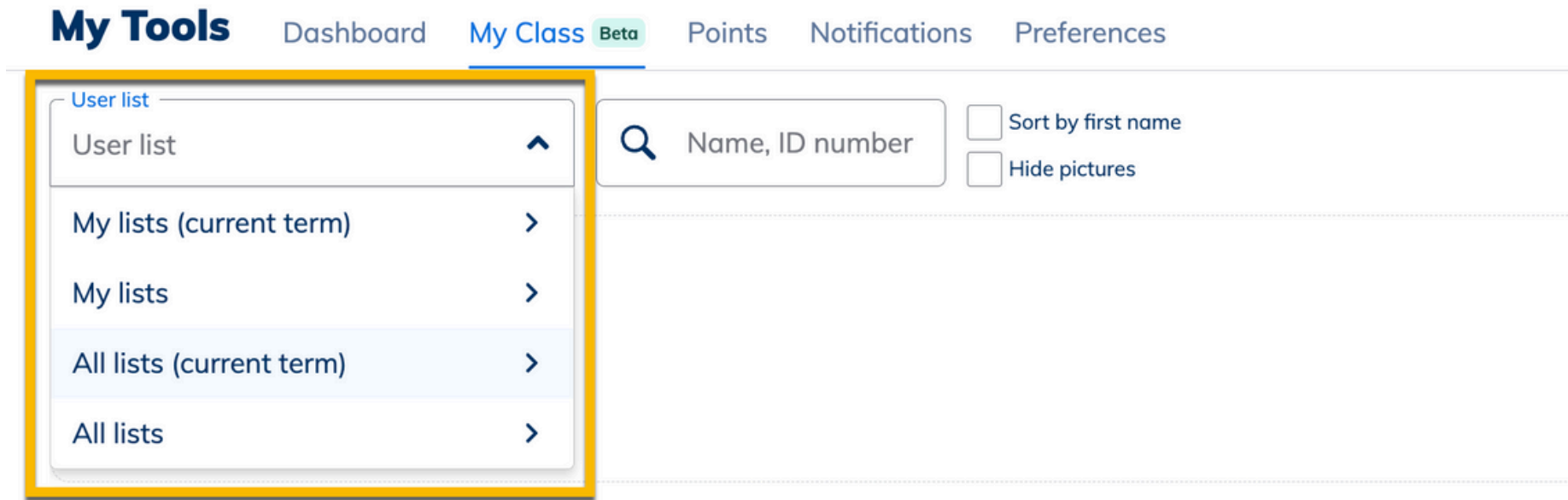
# STEP 1 - USER LISTS


Check to see if your class list(s) are in the drop down menu of My Class.

If it is not, upload your class lists as private User Lists in Minga to access your 'My Class' as needed!

To upload user lists for your class follow these steps:

- Click **Create a user list**
- Give your List a Title
- Click **Add** to add students to the class
- Click **Upload File** to upload a CSV or Excel file of your students. Must include Student ID number or Email Address.
- Click **'Import List'**
- Click the small box next to Name to select all and click **'Add'**
- Click (X) to close people selector
- Click Create



User List Guide 

## STEP 2 - ACCESSING MY CLASS

Now that your User List is uploaded.  
Navigate to **My Tools > My Class**

- Choose Your List (or multiple lists)
- Decide to sort by first name
- Hide photos or not
- Select Students to assign an action to



Click the person icon to see a student's profile

The screenshot shows the 'My Tools' dashboard with the 'My Class' tab selected. At the top, there are navigation links for 'Dashboard', 'My Class', 'Points', 'Notifications', and 'Preferences'. Below this, a 'User list' dropdown menu is set to 'Ms. Bonnie's Class X'. To the right is a search bar labeled 'Search all students' and two buttons: 'Select all' and 'Select random'. A gear icon for settings is in the top right corner.

The main section is titled 'My Class' and displays a grid of student cards. Each card includes a profile picture, the student's name (last name and first name), a selection checkbox, and a person icon. A blue arrow points from the 'Pim Adrian' card to the person icon, indicating that clicking it leads to the student's profile.

Student Name	Selection	Profile Icon
Boyd Charles	<input type="checkbox"/>	
Doyle Rosa	<input type="checkbox"/>	
Lemon Louanne	<input type="checkbox"/>	
Pearson Jake	<input type="checkbox"/>	
Perez Sophia	<input type="checkbox"/>	
Phillips Lou	<input type="checkbox"/>	
Pim Adrian	<input type="checkbox"/>	
Sergeant Gina	<input type="checkbox"/>	
St. James Amy	<input type="checkbox"/>	

## STEP 3 - ASSIGNING HALL PASSES & BEHAVIORS



**My Tools** Dashboard **My Class** Points Notifications Preferences

User list  
Ms. Bonnie's Class X

Search all students [Select all] [Select random]

**My Class**

Boyd Charles	Doyle Rosa	Lemon Louanne
Pearson Jake	Perez Sophia	Phillips Lou
Pim Adrian	Sergeant Gina	St. James Amy

Search action  
Category: Most used with list

Community  
 Fountain  
 Restroom  
 Hall

Note to student (optional)

Assign

Navigate to My Tools > My Class

- Select your student or student(s)
- **Search Action**, select the **Category** or choose from the **Most used** or **Most Used with List**
- Select the action
- Add a note (optional)
- Click Assign

**Pearson Jake**

1 1



The green and red numbers show how many praise and guidance behaviors have been assigned respectfully. The walking icon in grey represents a previous hall pass.



## STEP 4 - CLASSROOM PARTICIPATION

Boost classroom participation with a visual way to select students in Minga.

Click **'Select random'** to randomly select a student for prizes, participation, or seeing who gets to go first!



### My Tools

[Dashboard](#)[My Class](#)[Points](#)[Notifications](#)[Preferences](#)

User list

Ms. Bonnie's Class X



Search all students

Select all

Select random





## USING MY CLASS

- ✓ Assign behaviors & hall passes in one spot
- ✓ Check Student Profiles and IDs
- ✓ Give praise & guidance to reinforce behaviors

CLICK  
PLAY



# Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

