



# 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, specifically the 'My Class' section for 'Grade 11-3 - Math'. The interface features a search bar, sorting options (Sort by first name, Hide pictures), and buttons for 'Select all' and 'Select random'. A grid of student profiles is shown, each with a name, photo, and a checkbox. Some profiles have additional icons or numbers, such as a red '1' for Alexandre Smith and a green '2' for Evelyn Dubois. A right-hand sidebar contains a 'Search action' dropdown, a 'Most used' dropdown, and several action buttons: 'K Hall Bathroom North', 'Tardy', 'Participation', and 'Chatting'. At the bottom right, there is a 'Note to student (optional)' field and 'Advanced' and 'Assign' buttons.

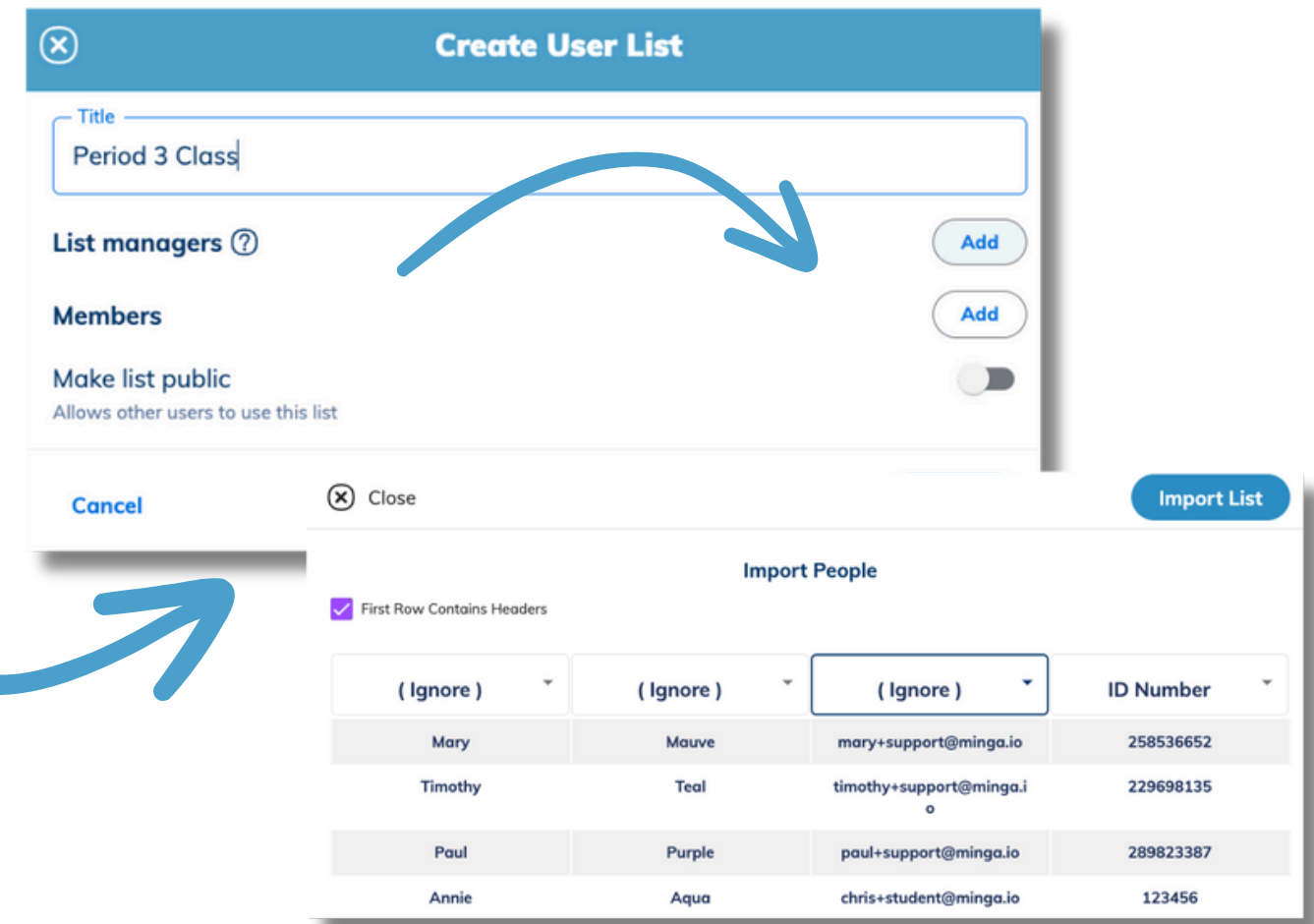
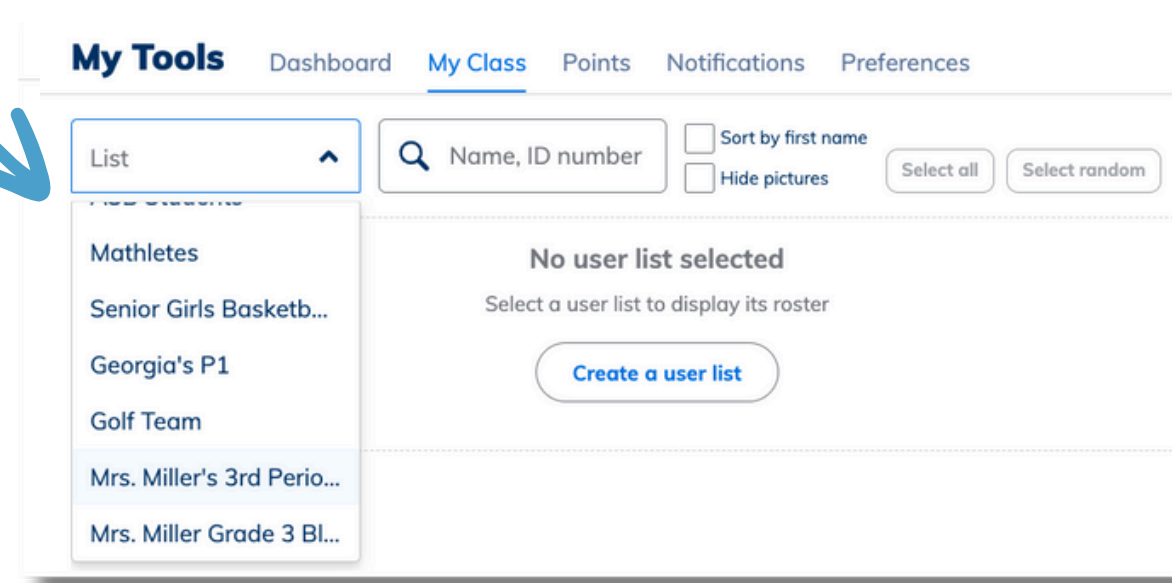
# STEP 1 - USER LISTS

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
- Decide to sort by first name
- Hide photos or not
- Select Students to assign an action to



Click the badge icon to see a student's ID and any active hall passes

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 the navigation, there is a dropdown menu for 'List' (currently showing 'My List'), a search bar for 'Name, ID number', and checkboxes for 'Sort by first name' and 'Hide pictures'. There are also 'Select all' and 'Select random' buttons. The main area displays a grid of student cards. Each card includes a profile picture, the word 'Student', and the student's name. To the right of each card is a selection checkbox and a badge icon. A blue arrow points to the badge icon of the student 'Nathi', which is highlighted with a yellow box.

Student Name	Selection	Badge
Student Amrit	<input type="checkbox"/>	
Student Finn	<input type="checkbox"/>	
Student Flo	<input type="checkbox"/>	
Student Chris	<input type="checkbox"/>	
Student Georgia	<input type="checkbox"/>	
Student Cody	<input type="checkbox"/>	
Student Giuseppe	<input type="checkbox"/>	
Student Arham	<input type="checkbox"/>	
Student Camilla	<input type="checkbox"/>	
Student Nathi	<input type="checkbox"/>	
Student Luis	<input type="checkbox"/>	

## STEP 3 - ASSIGNING HALL PASSES & BEHAVIORS

The screenshot shows the 'My Tools > My Class' interface. At the top, there are navigation tabs: 'My Tools', 'Dashboard', 'My Class', 'Points', 'Notifications', and 'Preferences'. Below the tabs, there is a search bar with 'Name, ID number' and a 'Sort by first name' checkbox. A grid of student cards is displayed, each with a profile picture, name, and a selection checkbox. Georgia and Camilla are selected. To the right, a 'Search Action' dropdown is set to 'Most used'. Below it, several behavior options are listed: 'Tardy DNT', 'Kindness', 'Tardy', and 'Restroom - SC - P0'. The 'Tardy' option is selected. A 'Note to student (optional)' field contains the text 'Late'. An 'Assign' button is at the bottom right.

Navigate to My Tools > My Class

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

A close-up of the student card for Georgia. It shows her profile picture, the name 'Student Georgia', and three behavior indicators: a green circle with the number '1', a red circle with the number '1', and a blue circle with a walking person icon. A clipboard icon is also visible.



The green and red numbers show how many praise and guidance behaviors have been assigned respectfully. The walking icon represents an active 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](#)

List

My List



Name, ID number

Sort by first name

Hide pictures

Select all

Select random

# 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

