MINGA

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.
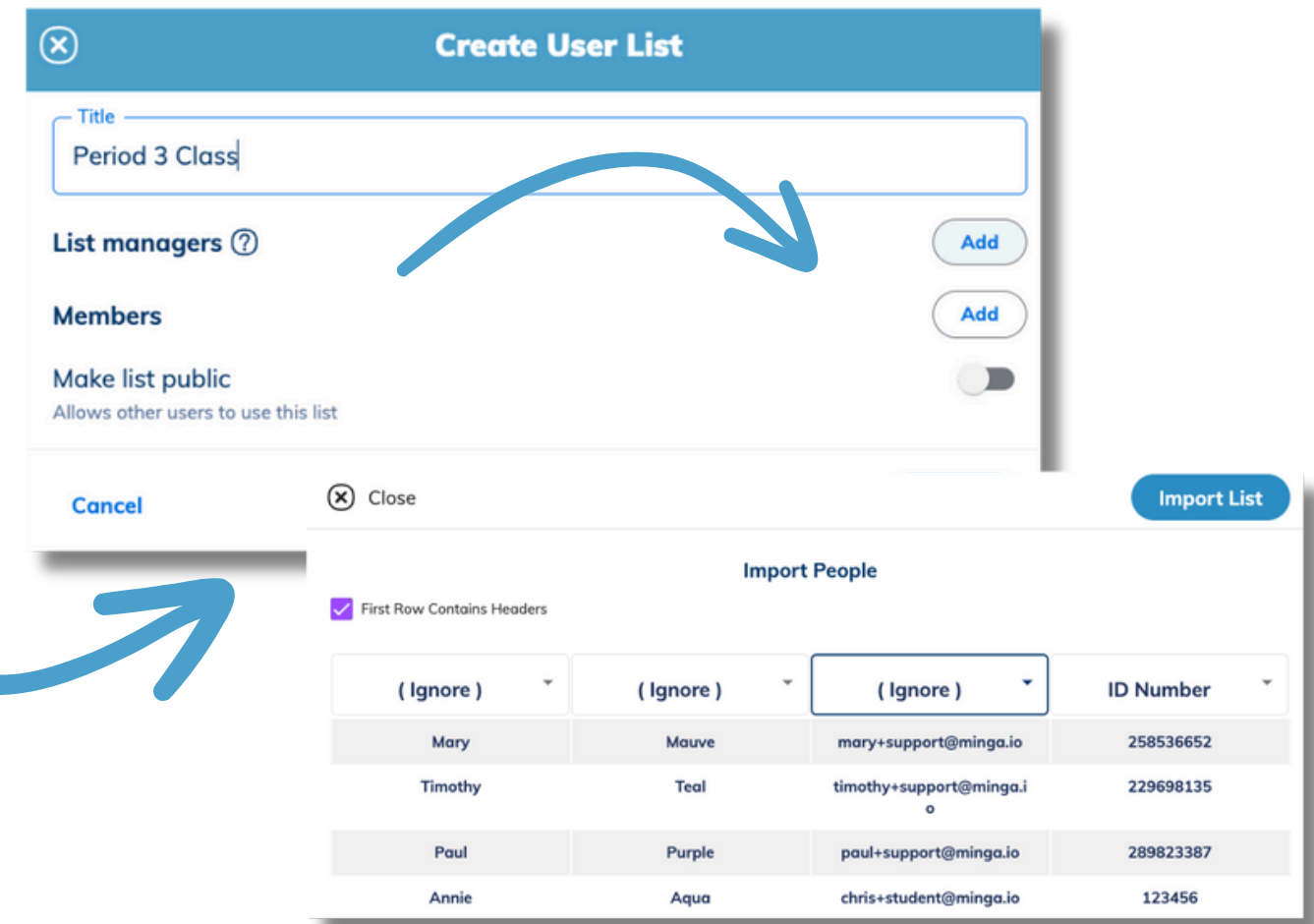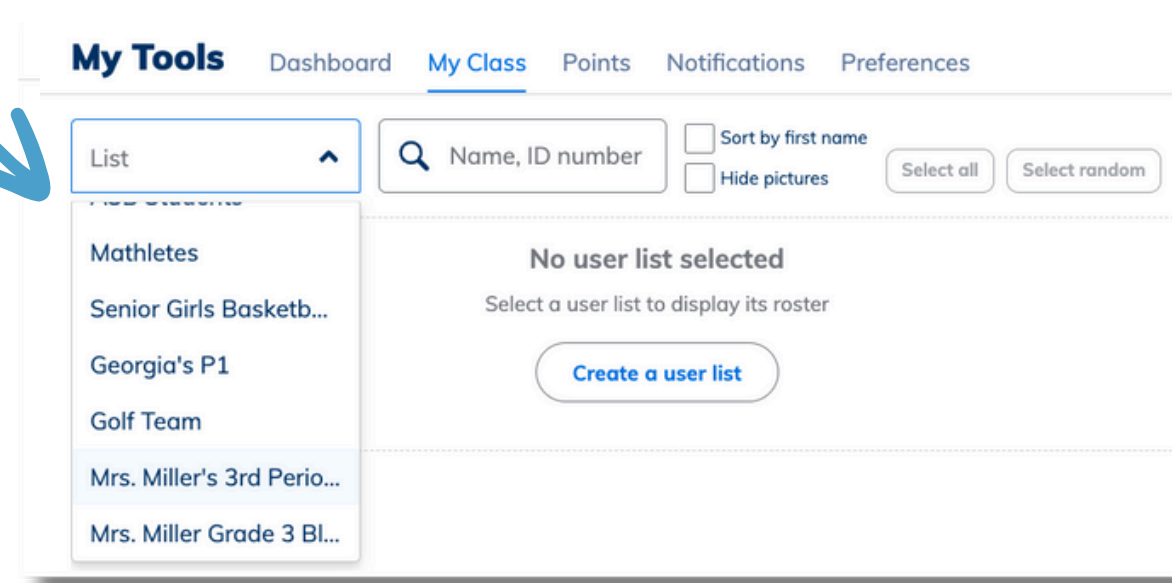
STEP 1 - USER LISTS

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

My Tools Dashboard My Class Points Notifications Preferences

List

Mathletes
Senior Girls Basketb...
Georgia's P1
Golf Team
Mrs. Miller's 3rd Perio...
Mrs. Miller Grade 3 Bl...

Name, ID number

Sort by first name
Hide pictures

Select all Select random

No user list selected

Select a user list to display its roster

Create a user list

Create User List

Title
Period 3 Class

List managers ?   Add

Members   Add

Make list public
Allows other users to use this list

Cancel   Close

Import List

First Row Contains Headers

Import People

(Ignore)	(Ignore)	(Ignore)	ID Number
Mary	Mauve	mary+support@minga.io	258536652
Timothy	Teal	timothy+support@minga.io	229698135
Paul	Purple	paul+support@minga.io	289823387
Annie	Aqua	chris+student@minga.io	123456

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**

My Tools   Dashboard   My Class   Points   Notifications   Preferences

List
[My List ⌄]   [🔍 Name, ID number]   ☐ Sort by first name   ☐ Hide pictures   [Select all]   [Select random]

Student Amrit ☐	**Student** Finn ☐	**Student** Flo ☐
Student Chris ☐	**Student** Georgia ☐	**Student** Cody ☐
Student Giuseppe ☐	**Student** Arham ☐	**Student** Camilla ☐
Student Keerthi ☐	**Student** Luis ☐	

STEP 3 - ASSIGNING HALL PASSES & BEHAVIORS

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

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!

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

MINGA HELP CENTER

Sign in to Minga at app.minga.io and click on the Help Center to access all resources;

- Video Tutorials
- PDF Guides
- Webinars
- Live Training Sessions

app.minga.io

Help Center
Welcome to the Minga Help Center. Ask a question or explore the help materials.

What are you looking for?

Resources by Manager

People Manager

ID Manager

Hall Pass Manager

Community & Communication

Check In Manager

Behavior Manager

Points Manager

Minga Support

Live Training Calendar