SC Endeavors Registry
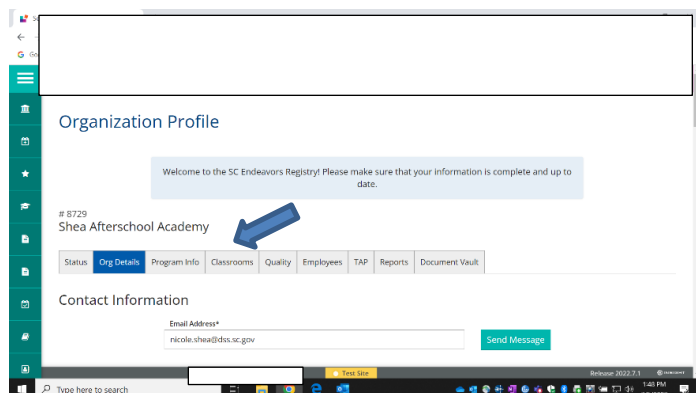
HOW TO CREATE CLASSROOMS

1. Click on your **organization** in the drop-down menu under your name in the upper right-hand corner on your Personal Profile page.
2. Click on the **Classrooms** Tab.

3. Click **Edit**.
4. Enter the **number of classrooms** in your organization.

5. Enter the number of children **enrolled** in each age group. Enter the number of **"high needs"** children per classroom. A child should be counted as **"high needs"** if meets one or more of the following criteria:
   - Receives child care subsidy (ABC voucher)
   - Children with disabilities
   - A dual language learner
   - Experiencing homelessness

   A drop-down menu will appear to select the specific risk factors for the children within a classroom. Select the appropriate risk factors that apply.

6. Select the option to describe when your program is open and serving children.

7. In the next section, please describe any time your program is closed for more than 2 weeks and not serving children.

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When is your program open and serving children? (Please choose the one answer that best fits.)

-- Select Timeframe --

-- Select Timeframe --
Full calendar year
School year only (typically September-May)
Summer only

8. Click **Update**.

9. Click **Edit** next to Director section if the Director is not listed. **If the Director is listed, skip to step 14**.

Director of Record   Edit

None

10. Click the **Add Director** tab.

Edit Director of Record   Add Director

Update   Return

11. Click **Select** next to the Director listed in the staff list.

12. Indicate date when this employee became the Director and click **Confirm**.

Indicate when this employee became the Director of Record

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm   Cancel

13. Confirm start date for Director and click **Update**.

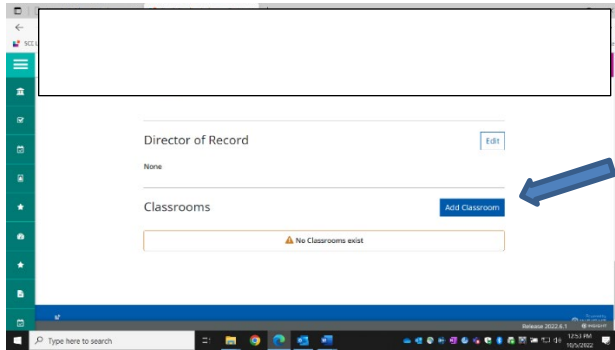Start Date   End Date

11/1/2020

mm/dd/yyyy   mm/dd/yyyy

14. To add classrooms, scroll down and click on the **Add Classroom** tab to add classrooms.

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15. Add name of classroom, date the classroom opened, hours open per week, times classroom is open, days of the week, ages served, and capacity. Once a classroom is set up, you do not need to add this classroom each year.

16. Click **Save**.
17. Scroll down to the middle of the screen to **add Lead Teacher and Teachers** to the classroom. Click the **+ sign** to add a Lead Teacher and Teacher.
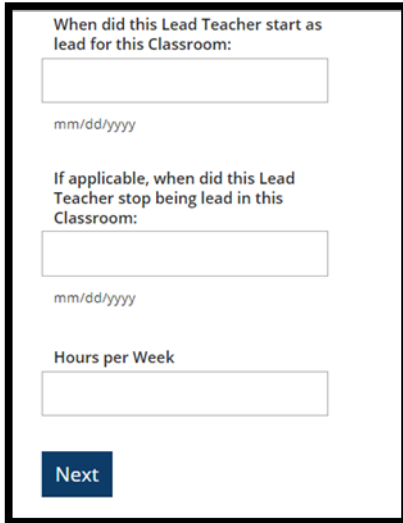

18. A list of teachers that have added their employment will be displayed.
    *Please note that a teacher must add their employment and the Director must verify employment under the Employee tab within the organization before you will be able to add them as a Lead Teacher or Teacher to a classroom.

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Click the **selec**t tab to the right of the Lead Teacher for this classroom.

19. Add start date and hours worked per week and click **next**.

When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

Next

20. Click **return** on the next screen after verifying Lead Teacher information. This will take you back to the classroom to add information for the other teachers in the classroom.

21. Click on the **+ sign** to add a Teacher to this classroom. Multiple Teachers may be listed under the Teacher section. You will need to go through this same process to add multiple teachers.
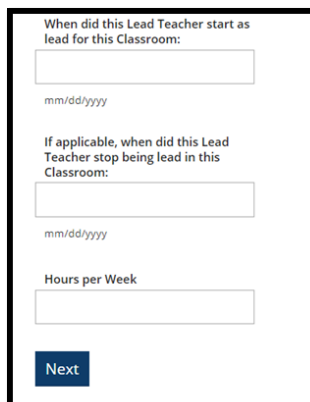
Teacher   +
☐ Position is Vacant

22. Chose the correct teacher from the list of employees to be added to this classroom.

23. Add start date and hours worked per week and click **next**.

When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

Next

24. Click **Update** to save changes**.**

25. Click **Cancel** to go back to the Classroom tab to continue setting up classrooms with teachers. Go to **Add Classroom** and repeat steps 14 – 24.