NetClassroom 101
**Welcome to the NetClassroom Cheat Sheet!**

**NetClassroom** is an online portal for students to access important school information such as grades, schedule, and unofficial transcripts. Don’t worry; NetClassroom is secure, so you see only your own grades and information.

**NetClassroom** is a software program by Blackbaud, Inc., which provides technology solutions for nonprofits.

---

**Tips and Tricks**

**Contact the teacher.**
To see a teacher’s schedule and contact details, click his or her name. Depending on your school’s settings, you may also send email to teachers from their contact pages.

**Show filters.**
Many pages use filters so you can select the criteria of the information to view. You can use many different filters depending on the page.

**Expand and collapse.**
Click to expand a row to view its detail information. Click to collapse a row and hide its information.

**Calendar.**
Select to view details by day, 7 days (week), or 31 days (month), or for a specific date.

---
What Can I Do in NetClassroom?

**Registration**
View your current schedule and the course catalog. Enroll in or request classes.

**Grades**
Review your final grades and unofficial transcripts.

Set up your Home page, review Frequently Asked Questions (FAQs).
**How Do I Register for Classes? (during open registration times)**

**Enroll.**

1. From Registration, select Enroll in classes or Enter requests.
2. Depending on your school’s settings, you enroll for classes or request classes.
3. If you enroll, view the Potential Schedule and Calculate Conflicts.
4. Click Submit to send your enrollment or requests.

**Request.**

1. Click Edit Requests or Edit Registration.
2. Click New and search for the class to register for.
3. If you enroll, view the Potential Schedule and Calculate Conflicts.
4. Click Submit to send your enrollment or requests.
What's My Class Schedule?

From the Registration menu, select your schedule.

List.
Expand a class to see its schedule. You can filter classes by year, session, and term.

Grid.
Filter classes by school, year, session, term, and time interval.

Calendar.
Display classes by day, week, month, or specific date.

To see the description of a class, click its name to view the course catalog.
To view a teacher's contact info, click the teacher's name.

Display your schedule on the Home page!

1. From the My settings menu, select Customize home.

2. Select Show class schedule for and the date range of the classes to display.

3. Click Save.