How to Access My Class Page/Calendar etc.

1. Go to My School | My Classes and click on the name of your class. The classroom home page. It is very similar to the school home page, but has customized content that pertains to the class.

2. This will take you the Class Home page which is very similar to the School Home page, but is specific to that class.
3. **Class Home/Class**: The items News, Calendar, Documents and Photos that appear function in the same way as at the school level but are specific to this particular class.

4. **Front Desk**: Click on **Staff** or **Students** to get a listing of any teachers/students associated with the class.
Additional Sections (right hand side of the School Home page):

- **Flash News:** Any news needing the attention of students or deemed urgent may appear as a scrolling news article in the upper right corner.

- **Teachers:** Any teachers or assistants associated with this class are listed here.

- **Students:** This lists the names of students in this class. This window can be collapsed by clicking on the minus sign in the box in the heading of the window.

- **Current Assignments:** Any current assignments the teacher has assigned for this class are displayed with the due date. Click on the title in blue text for details of the assignment. Assignment due dates will also appear on the classroom calendar.

- **Favorite Highlights:** Common website links for this classroom may be highlighted for your reference.

**Additional Resources for Students:**

- Additional NUI specific documentation on how to navigate the site is available on the [NUI School website](#) under the STUDENT LIFE/Sycamore Student Portal/Instructions.

- For general Sycamore site instructions, please select [Online Manuals/FAQ’s](#) section under the System Help menu on the left hand navigation bar.

- Please contact NUI IT department at [it@nuischool.org](mailto:it@nuischool.org) if you need further assistance.