



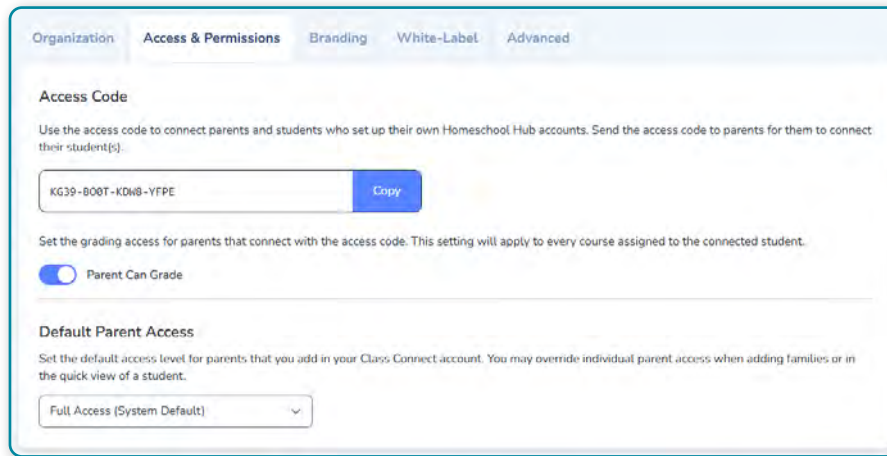
BJU Press Class Connect Guide

Class Connect (formerly Admin Portal) provides tools for co-ops to connect teachers to students in the Homeschool Hub. Two options are available to add students—Families that are already using the Homeschool Hub and families that you will add. Class Connect allows access to view students’ courses, track progress, review quizzes and tests, input grades, access resources, generate reports, and brand your own Class Connect site.

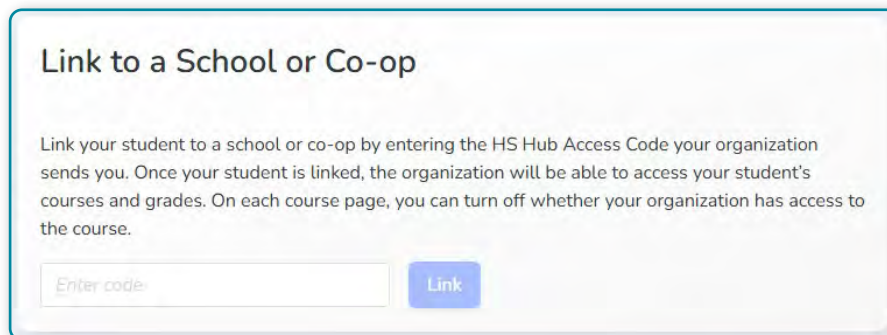
Admin Features

Connecting Students already using the Homeschool Hub

- In Settings, click on the Access & Permissions tab.



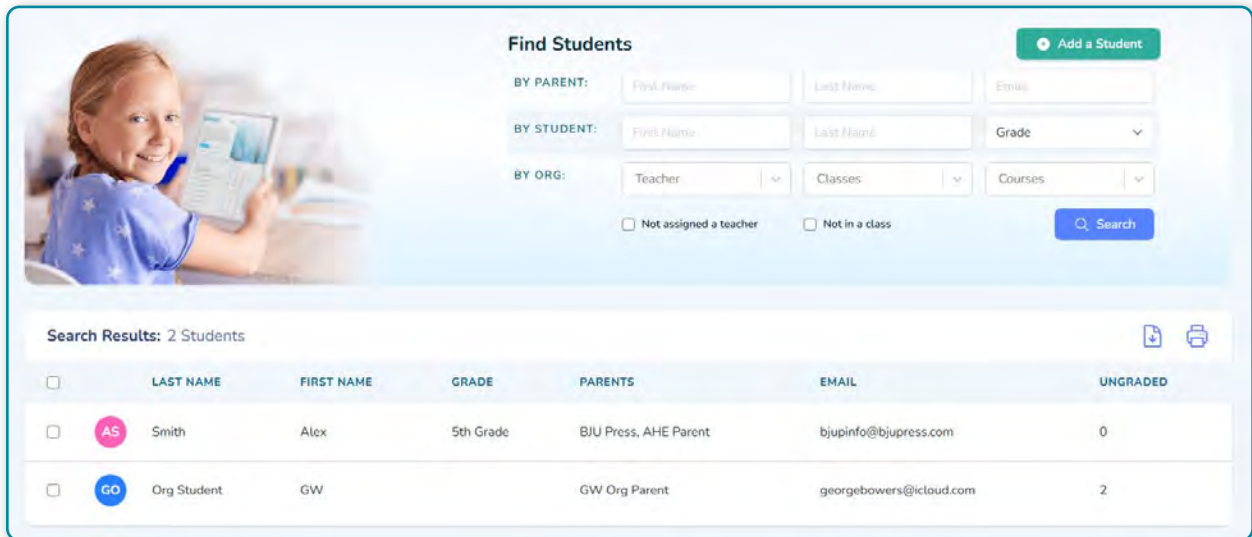
- The Access Code connects the student with your Class Connect site. Copy the code and distribute it to your parents.
- Once the parent has the code, the parent will login to their account in the Homeschool Hub. The parent will click on their profile and edit one of their students. At the bottom of the page, there is an area where they will be able to enter the code. Once linked, you will have access to the student.



Add Families through Class Connect

On the Students page, you can add parents and students and manage the accounts.

Click Add a Student.

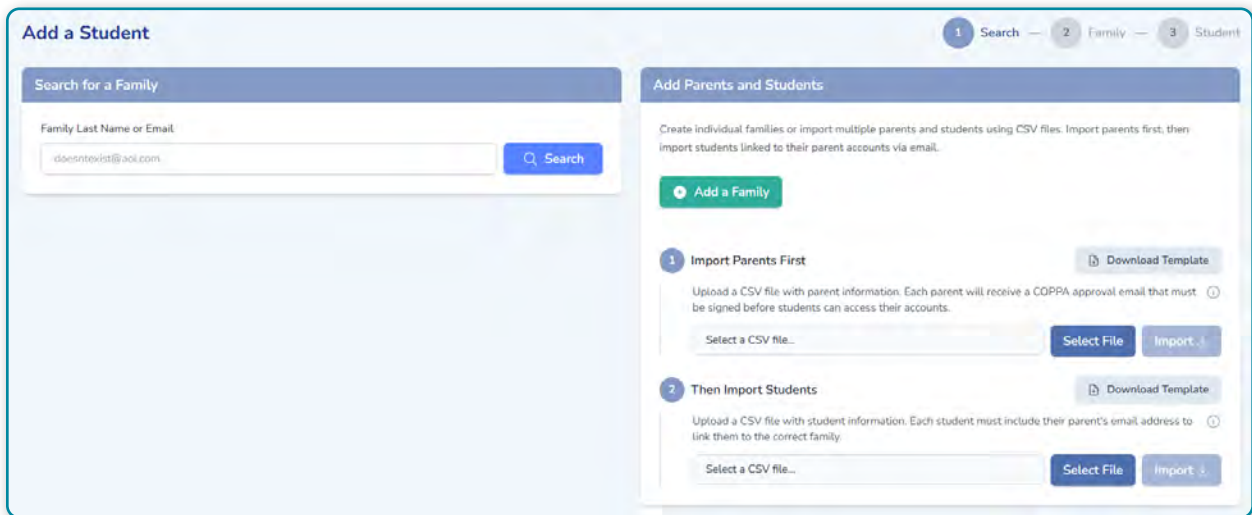


The screenshot shows the 'Find Students' interface. It includes a search bar with an 'Add a Student' button. Below the search bar are three sections: 'BY PARENT:' with fields for First Name, Last Name, and Email; 'BY STUDENT:' with fields for First Name, Last Name, and a Grade dropdown; and 'BY ORG:' with dropdowns for Teacher, Classes, and Courses. There are also checkboxes for 'Not assigned a teacher' and 'Not in a class', and a 'Search' button. Below the search filters, it says 'Search Results: 2 Students'. A table displays the results:

<input type="checkbox"/>	LAST NAME	FIRST NAME	GRADE	PARENTS	EMAIL	UNGRADED
<input type="checkbox"/>	AS Smith	Alex	5th Grade	BJU Press, AHE Parent	bjupinfo@bjupress.com	0
<input type="checkbox"/>	GO Org Student	GW		GW Org Parent	georgebowers@icloud.com	2

On the Add a Student page, you can perform the following functions:

- Search for existing families that you have added to add additional students
- Manually add parents and students
- Import parent and student accounts using the provided spreadsheet templates



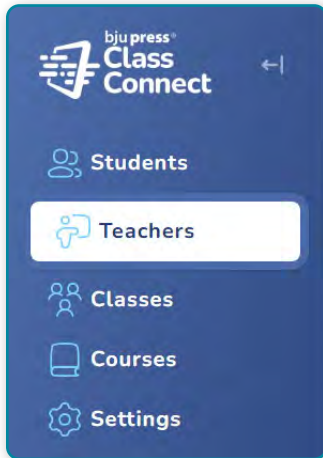
The screenshot shows the 'Add a Student' page. It has a breadcrumb trail: 1 Search — 2 Family — 3 Student. On the left, there is a 'Search for a Family' section with a text input for 'Family Last Name or Email' containing 'doesntexist@aol.com' and a 'Search' button. On the right, there is an 'Add Parents and Students' section with a green 'Add a Family' button. Below this are two numbered steps: '1 Import Parents First' and '2 Then Import Students'. Each step includes a 'Download Template' button, a description of the CSV file requirements, a 'Select a CSV file...' input, and 'Select File' and 'Import' buttons.

To start manually adding, click Add a Family.

Add all the required parent and student information. The email for the parent and username for the student(s) must be unique that does not exist in the Homeschool Hub. If the parent already exists in the Homeschool Hub, they should be sent the [access code](#) to connect their student(s). The parents will receive an automated email for the COPPA agreement to approve their student(s).

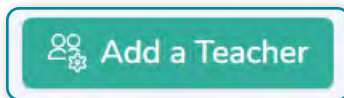
Add Teachers

To add teachers, go to Teachers in the navigation.



In the teacher area, you can add a teacher that will oversee students.

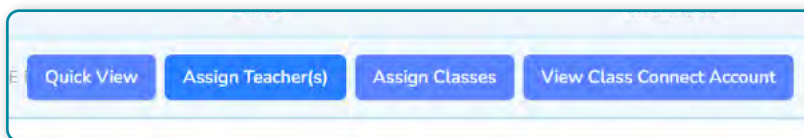
Click Add a Teacher in the top right corner to add one.



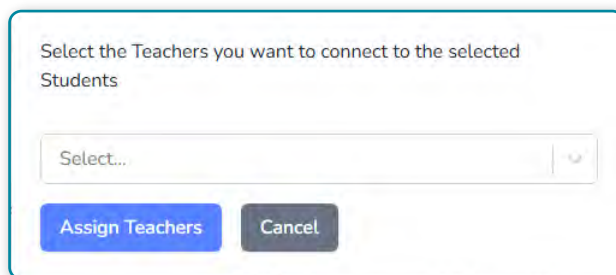
Enter the teacher's first name, last name, and email. The teacher will receive an email with login information. The teacher will use the information to login at <https://bjupressconnect.com>.

Assign Students to Teachers

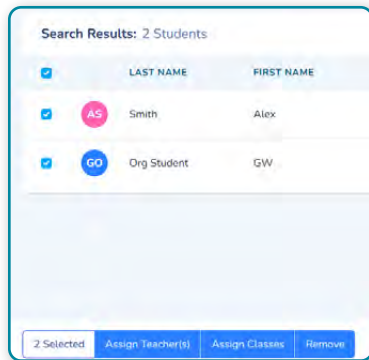
On the Students page, hover over the student for options to view student information, assign to a teacher, assign to a class, or view their Class Connect account.



- Assign Teachers—Allows you to assign teachers to students. Teachers will be able to access assigned students from their login.




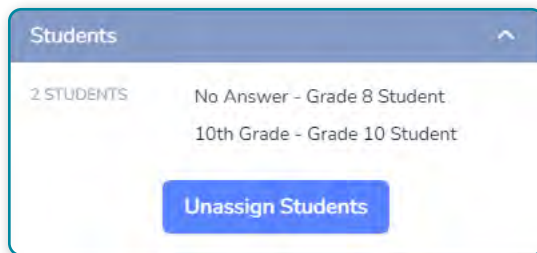
- You can assign a teacher or class to multiple students by clicking the checkbox next to the student and using the Assign Teacher(s) or Assign Classes button below the search result to assign the teacher to multiple students.



- View Class Connect Account—Clicking View Class Connect Account allows you to view the student’s account. Teachers also have access to View Class Connect Account. This gives access to the courses that have been assigned to the student and allows you to review assignments, input and review grades, use answer keys to check work, and export reports.

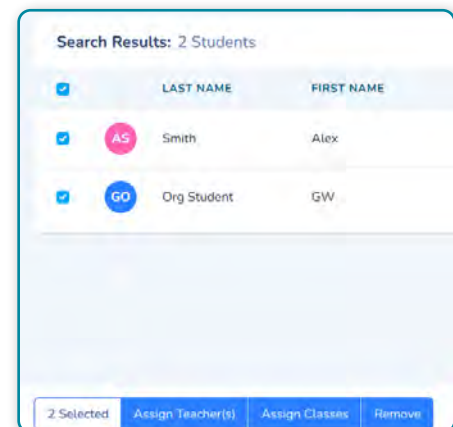
Unassign Teachers from Students

- At any time, you can unassign teachers from students. Go to the Quick View of a student and click the  next to the teacher to remove the teacher from the student.
- To remove all students from the teacher, go to the Teachers page, click on Quick View of the teacher, and click Unassign Students.



Remove Students from the Portal

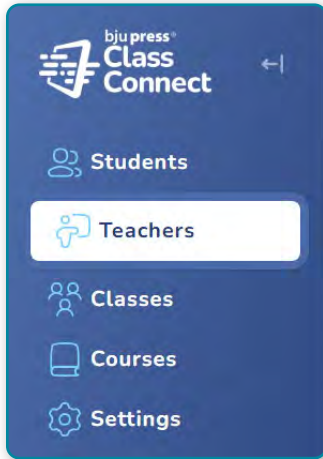
When selecting students, you can remove students that may no longer be enrolled with you. When a student is removed, this will disconnect them from your Class Connect site where they will no longer be listed in the Students List and will delete any progress from assigned courses you have purchased. Removing the student does not delete the student from Class Connect. It only removes the link between your site and the student’s account. Students can be re-linked at any time.





Assign Video Courses

If you have purchased video courses, you can assign those courses to students through the Courses page.




Go to Courses in the side menu.



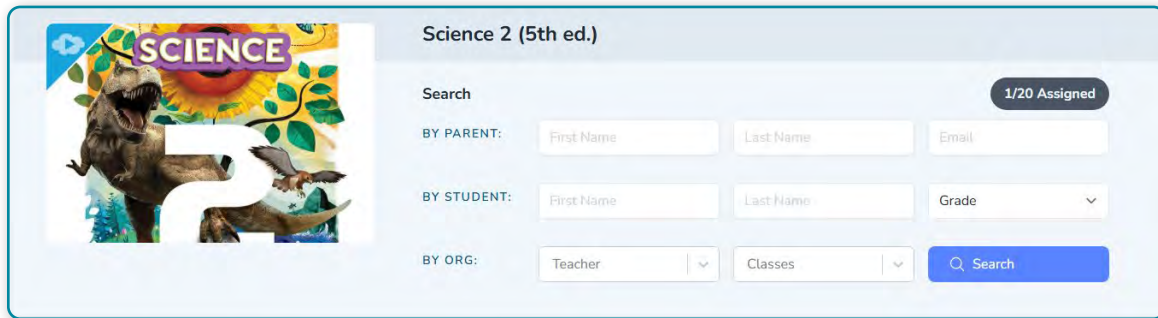
You can search for the course and navigate to multiple purchases. If multiple courses are purchased, you will see how many are assigned out of the total number available.

 Math 2 (3rd ed.)	10/23/2026	1/1
 Science 2 (5th ed.)	12/16/2026	1/20

If the same course is purchased on different days throughout the year, the courses will have different expiration dates and will be listed separately.

COURSE	EXPIRES	ASSIGNED/TOTAL
 Reading 5 (3rd ed.)	12/16/2026	0/20
 Reading 5 (3rd ed.)	12/18/2026	0/10
 Reading 5 (3rd ed.)	10/23/2026	0/1

To begin assigning, hover over the desired course and click on Manage. On the Manage Course page, you can search and filter for specific students.



Science 2 (5th ed.)

Search 1/20 Assigned

BY PARENT:

BY STUDENT:

BY ORG:

Below the search options, you can select the course and assign it to multiple students. You can use the select all button to select all students in the list.

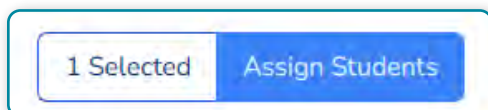


Assign New Students **Manage Assigned Students**

Search Results: 1 Student

<input checked="" type="checkbox"/>	LAST NAME	FIRST NAME
<input checked="" type="checkbox"/>	 Student	Grade 8

Once students are selected, click Assign Students at the bottom of the screen.



1 Selected

A new menu will appear to schedule the course.

Science 2 (5th ed.)
Assigning to 1 student

Course Display Name
Science 2 (5th ed.)

Grade Scale: 10 point
Daily Order: First
Course Color: Indigo

Lesson to start with
1 - Chapter 1: What Science Is - Unit 1: Let's Explore Matter and Motion Chapter 1: What Science Is Lesso...

How would you like to handle previous lessons?
 Skip Mark Complete & Input Grade

Which day should this lesson begin on?
07/08/2025

Schedule Type
Same schedule every week

Weekly Schedule
 Sun Mon Tue Wed Thu Fri
 Sat

Lessons Per Day: 1 Lesson Per Day
Report Periods: Quarter

Cancel Assign Course

Choose a start date and how the course needs to be scheduled. There are options to choose the weekly schedule and to set what the report periods need to be.

Once all the settings are correct, click Assign Course. After it is done assigning, the results will appear and report whether it is successful.

Unsuccessful results may be due to a course getting scheduled for over 2 years. Try modifying the scheduling to make sure it will be completed within 2 years.

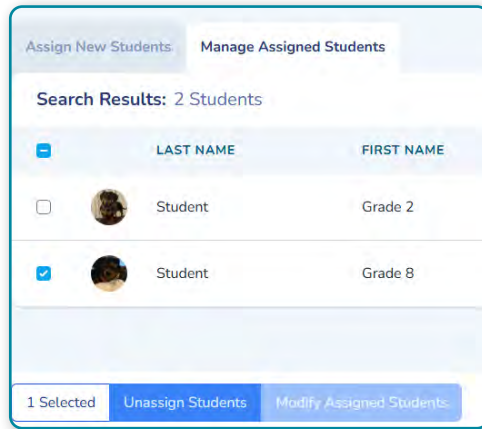
Course Assignment Results

1 successful

STUDENT	END DATE	STATUS
Grade 8 Student	11/9/2025	Success

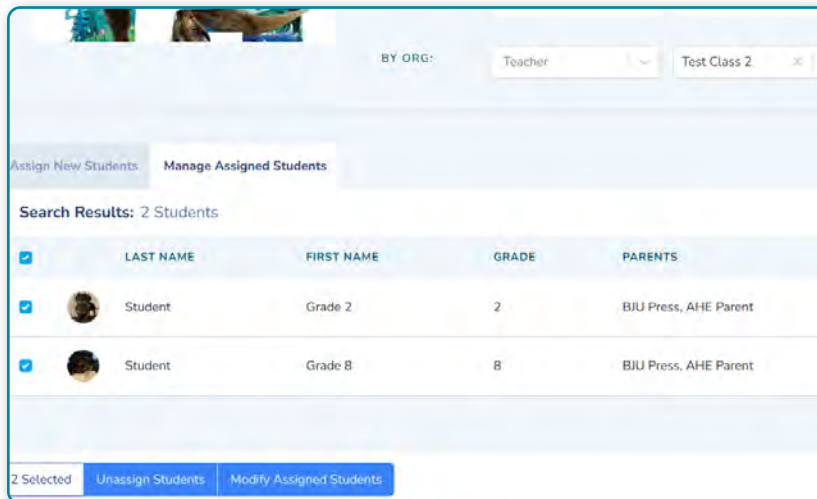
If you need to unassign the course, you can click on Manage Assigned Students.

- Select the students and click on the Unassign Students Option



This will remove the course from the student and delete any of the student's progress in that course. You will then regain that license to assign to another student as long as the course has not expired.

If the schedule for a class needs to be modified, you can select the class from the search area, then select the students to modify what has been assigned.



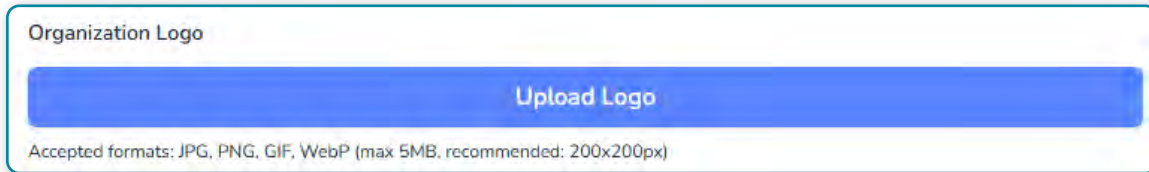
The start date, the days of the week the class is scheduled, or other settings can all be changed later.

Branding Settings

You can set up your own branding by adding an organization logo, setting a unique site where your students can login, and setting the colors of the unique site.

Upload Logo

The size of the logo should be 200x200px. The formats that are allowed are jpg, png, gif, webP.



Custom Site

Setting the subdomain will allow the students to login at the site you have set. Parents that you have created can also login to the site.

Note: If parents connect to Class Connect through the Access code, they will still login to <https://homeschoolhub.com>.

Theme Preset

Themes allow you to set the color scheme of the site. Default themes are available for the Class Connect site, and additional customizations are available.



Color Settings

RGB, Hex, and OKLCH are accepted. The color overrides will automatically convert RGB and Hex to OKLCH.

- **Primary Color**—Buttons, links, and toggles
- **Background Color**—typical color should be white
 - **Default**—Red: 241 Green: 246 Blue: 251
- **Gradient #1 and #2**—Left side main menu and login page
- **Text Color**—typical color should be black
 - **Default**—Red: 52 Green: 58 Blue: 64

Custom Color Overrides (Optional)

Pick a color or paste a value in hex, rgb, hsl, or oklch. We'll convert it to OKLCH automatically. Leave any field empty to inherit the preset.

[Want to fine-tune contrast? Use *oklch.com* for advanced adjustments.](#)

Primary Color Saved as oklch(0.5739 0.1015 215.28)

Reset

Converted to OKLCH automatically. Leave blank to inherit the preset.

Background Color Using preset

Reset

Converted to OKLCH automatically. Leave blank to inherit the preset.

Gradient One Saved as oklch(0.5739 0.1015 215.28)

Reset

Converted to OKLCH automatically. Leave blank to inherit the preset.

Gradient Two Saved as oklch(0.5739 0.1015 215.28)

Reset

Converted to OKLCH automatically. Leave blank to inherit the preset.

Text Color Saved as oklch(0.0000 0.0000 0.00)

Reset

Converted to OKLCH automatically. Leave blank to inherit the preset.

Once all settings have been added, click Save Branding Settings at the bottom of the page.

 Save Branding Settings

White-Label Tab

White-Label branding allows you to further enhance your custom site experience. All are optional to set.

- **Page Title**—Controls the name that appears in the top of the browser tab.
- **SEO Description**—Helps with search results of the site.
- **App Icons**—The Favicon and App Icons controls the icon that is in the browser tab and when it gets saved as a shortcut or app on the desktop
- **Social Sharing**—Sets the theme for how the link appears when the site is shared via social media.

PWA Colors—When the site is added on a mobile device to the home screen like an app, these settings control the colors of how it will open.