



To view class availability,

- Login to your account at homebase.upstatecoop.org
- Click on Classes on the left hand menu
- From the drop down, click on “Class Matrix”
- On the upper right hand corner, choose the appropriate campus and class level from the drop down menus
- You may either click on “Expand/Collapse All” to view availability across all hours, or click on the carrot symbol by each hour to view class availability in the specific hours
- See number of taken spaces under “Roster”
 - The first number on the roster are the number of spots filled (i.e., 5/12 would mean 5 spots are filled and 7 spots are available)
 - **Please note waitlists for middle and high school are displaying as 0, but this is because we are not utilizing waitlists on Homebase at this time. We actually have students on waitlists for many classes**

The screenshot shows the Homebase interface for viewing class availability. The left sidebar contains a navigation menu with items: Family Home, Financials, Calendar, Classes (with a dropdown arrow), Class List, Class Matrix (highlighted with a red arrow and annotation), and Parent Assistant. The main content area is titled 'Class Matrix' and includes a breadcrumb 'Family Home > Class Matrix' and a user profile 'JC'. At the top right, there are filters for 'TR' (dropdown), 'Elementary School' (dropdown), '2025-2026' (dropdown), and a '+ Add Slot' button. Below these are 'Expand/Collapse All' and 'Reset' buttons. The main table lists class hours: 8:00 - 9:05 (Early Hour), 9:10 - 10:15 (1st Hour), 10:20 - 11:25 (2nd Hour), and 11:40 - 12:45 (3rd Hour). Each row has an 'Edit' button and a dropdown arrow. A right sidebar contains a 'Filters' section with a search bar and dropdowns for 'Class/Package Name', 'Day Model' (set to 'All'), 'Days Offered' (set to 'All'), and 'Status'. Red annotations include: '1 - Click on classes drop down menu; then click on “Class Matrix”' pointing to the 'Classes' menu item; '2 - Select the correct campus & grade level from the drop down menus' pointing to the 'TR' and 'Elementary School' dropdowns; and '3 - Either drop down each hour individually or “collapse all” to view classes for each hour' pointing to the dropdown arrows in the class rows.

9:10 - 10:15

1st Hour

 Edit



Class Name	Teacher	See roster counts here	Roster	Waitlist
1st Blue Ridge			11/18	0 waiting 
1st Red Rock			0/18	0 waiting
2nd Blue Ridge			7/18	0 waiting
2nd Red Rock			0/18	0 waiting
3rd Blue Ridge			6/18	0 waiting
3rd Red Rock			0/18	0 waiting
4th Blue Ridge			5/18	0 waiting
5th Blue Ridge			5/18	0 waiting

Waitlist numbers are NOT accurate; waitlists are not being kept up to date on Homebase