



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, class level, and year 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)

1 - Click on classes drop down menu; then click on “Class Matrix”

2 - Select the correct campus & grade level from the drop down menus

3 - Either drop down each hour individually or “collapse all” to view classes for each hour

8:00 - 9:05 Early Hour				See Roster Counts Here		See Waitlist # here	
Class Name	Teacher	Status	Roster	Waitlist			
Art Through Design	Laura Borgognoni	Approved	18/18	1 waiting			
Biology w/ Lab	Jodi Williams	Approved	5/16	3 waiting			
Christian Worldview (1st Sem)		Approved	2/18	0 waiting	1st Semester		
Comparative World Religions (2nd Sem)	Cindi Myers	Approved	10/18	1 waiting	2nd Semester		
Computer Science	Tom Glass	Approved	18/18	4 waiting			