



Quick Help in ClassScape for Teachers

Login: _____ Password Hint: _____

Test Admin at my school: _____

Managing Classes & Students

Creating a Class

Classes/Students box → Add Class → Type class name → Click “Add Class” → If needed, click “Yes” to add students to the class → Search for student group by grade, name, and/or Student ID (NC Wise #) → Click “Get List of Students” → Check box in front of student name(s) → Click “Add Students to Class”

Viewing a Class Roster

Classes/Students box → Manage Classes → Select class from drop-down

Adding Students to a Class

Classes/Students box → Manage Classes → Select class name from drop-down menu → Click “Add Students to Class” → Search for student group by grade, name, and/or Student ID (NC Wise #) → Click “Get List of Students” → Check box in front of student name(s) → Click “Add Students to Class”

Removing or Making a Student Active/Inactive within a Class

Classes/Students box → Manage Classes → Select class name from drop-down

To Remove, Click “Delete” next to student name (only possible if student has *not* taken any assessments)

To Make Inactive, Click “Edit” next to student name → Click button next to “Active in Class?” → Click “Update Student”

Creating & Managing Assessments

Creating a Custom Assessment

Assessments box → Create Custom Assessment → (Step 1 of 3) Select subject/grade → Enter draft name → Click “Create” → (Step 2 of 3) Filter by goal/objective (and/or genre in Reading assessments) → Check box in front of item(s) to select (**Be sure to follow the guidelines in the white box at the top for numbers of items per objective and selection) → Click “Next” → (Step 3 of 3) Verify Assessment name → If needed, check box to share and/ or schedule assessment → Drag and drop thumbnails to arrange item order → Click “Finalize”

Notes regarding Custom Assessments:

- “Save” in Step 2 will update the Assessment Blueprint
- “Save As” will save a second copy of the assessment with the new draft name
- Assessment **must** be “Finalized” in Step 3 before it can be scheduled; it may not be scheduled as a draft

Editing a *Finalized* Custom Assessment

- **Note:** If a Custom Assessment has already been scheduled, you **must** save any changes made as a **new** assessment and modify the assessment name
- If the Custom Assessment has **not** been scheduled, you may update the assessment without changing the name

Assessments box → Manage Custom Assessments → Select Subject from drop-down → Scroll to find assessment → Click “Edit” below assessment name

- To modify Assessment name and/or Group: make changes on current screen → Click “Update Assessment” or “Save as New Assessment” (if already scheduled)
- To modify Assessment content (items): click “Back” (on screen below Assessment name – *not* browser button) → Check or uncheck boxes to add/remove items → Click “Next” → Confirm/change Assessment name and/or group → Click “Update Assessment” or “Save as New Assessment” (if already scheduled)

Scheduling an Assessment

Assessments box → Preview/Schedule Assessment → Find assessment name → Click “Next” to continue/schedule → Choose parameters → Click “Next” → Check boxes in front of classes taking that assessment → Click “Schedule” → Receive test code for each class

View an Assessment Without the Answer Key (Modeling/Examples/Use with “Clickers”)

Assessments box → Preview/Schedule Assessment → In Step 1 of 4, select grade/subject from drop down → Select desired assessment → Click “Preview Assessment w/o Keys”

Find a Student Login Code (Test Code) for a *Scheduled* Assessment

Assessments box → Manage Scheduled Assessments → Select Subject/Grade from drop-down → Select Class from drop-down → Click “Get Scheduled Assessments”

Extend Time/Dates for a Scheduled Assessment

Click “Edit” directly below login code → Make desired changes → Click “Update”

Delete an *Unused** Assessment

Click “Delete” directly below login code → Click “Yes” on confirmation page

*Completion ratio *must* be 0% to be able to delete

Data/Reports

Finding Results of a Student Assessment

Assessments box → Assessment Results → Select Grade/Subject → Select Class → Select Test Name → View report

Getting More Help! (For District/School Personnel Only)

Help Desk Online (E-mail) – Help box → Submit a Help Request

Help Desk Phone – 919.515.1320