



# Quick Help in ClassScape

## For Test Administrators (TA)

Login: \_\_\_\_\_ Password Hint: \_\_\_\_\_

### Managing Teachers & Students

#### Creating New Teacher/Administrator Accounts

**Users** box → Add User → Type User ID (you must choose/assign this) → Type first name, last name, email (must be correct for account validation) → Select role, default role, and subject(s)/grade(s) → Click "Add User"

#### Updating/Deleting Teacher/Administrator Accounts

**Users** box → Manage Users → Search for teacher/admin by name, User I.D., role and/or status → **If editing**, click "Edit" → Make changes → Click "Save Changes" → **If deleting**, check box in account row → Click "Delete" at top of column

#### Uploading a Student File

**Classes/Students** box → Upload Student Roster → Click "Browse" → Locate upload file → Click "Upload" → (Step 2 of 2) Verify upload data → Click "Add"

#### Adding a Single Student to the School

**Classes/Students** box → Add Student to School → Complete **all** fields → Click "Add Student"

#### Creating a Class for a Teacher

**Classes/Students** box → Add Class → Select teacher from drop-down menu → Type class name → Select if Benchmark class and/or to copy group of students from another class → Click "Add Class" → Receive confirmation and, if needed, click "Yes" to add students

#### Adding Students to a Class

**Classes/Students** box → Manage Classes → Select teacher from drop-down menu → 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"

### Managing & Creating Assessments

#### 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 each class taking the assessment → Click "Schedule" → Receive test code for each class

## Assigning an Assessment (Designating Ownership or Deleting Assessments Created in “Old” ClassScape 2.0)

**Assessments** box → Assign Assessments → Select subject/grade → Click “Get Assessments” → Select new owner (teacher) → Check box(es) under “Assign” column in front of assessments” → And/or, Check box(es) under “Delete” column next to assessments → Click “Update”

## 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 by 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; assessment draft cannot be scheduled

## 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)

## Monitoring Usage

### Viewing Teacher/Administrator Logins

**Users** box → View User Activity

### Viewing Number of Assessments Started/Completed

**Reports** box → Total Starts/Completions

### 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