

Getting Started Guide for Teachers

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Introduction

This Getting Started Guide is designed to help Teachers get up-and-running in the ClassScape system. It provides step-by-step instructions for most of the initial tasks you will need to complete, such as user account activation, creating classes, and adding students to your school.

Topics covered in this Getting Started Guide:

- [Activating Your User Account](#)
- [Creating a Class](#)
- [Adding Students to Your Class](#)
- [Scheduling an Assessment](#)

Activating Your User Account

Your school's test administrator will set up your user account. You will be given a User ID and your default password will be **apple**. Before you can log in to ClassScape, you must activate your user account by creating a new password and verifying your email address.

1. Click the **Login** button on the ClassScape homepage (Figure 1).



Figure 1: The ClassScape homepage

2. On the ClassScape Login screen (Figure 2), enter your User ID in the **Login** field.

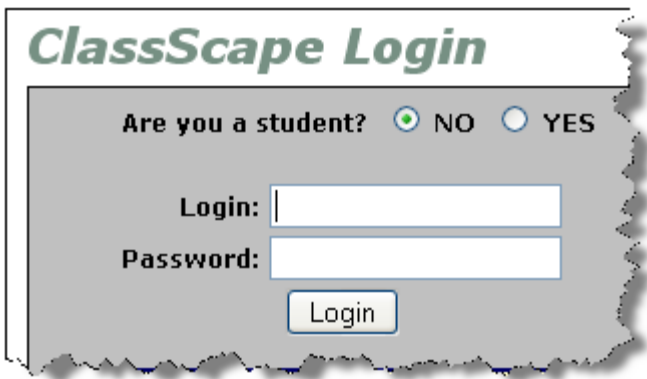


Figure 2: The ClassScape login screen

3. In the **Password** field, enter the default password **apple**.

- Click the **Login** button. The Verify Account screen (Figure 3) appears.

Verify Account

The screenshot shows the 'Verify Account' screen. At the top, there is a yellow box containing rules for User ID and User Password. Below this is a table of user information. At the bottom, there are two yellow input fields for 'New Password' and 'Confirm Password', and a 'Verify Email Address' button.

- User ID rules:
 - Must be 5 - 20 characters in length.
 - Must not contain or match the User Password.
 - Must be unique within ClassScape.
- User Password rules:
 - Must be 8 - 20 characters in length.
 - Must contain at least one number and one letter.
 - Cannot contain the User ID or any of the following words: apple, password, teach, school, change, hello, classscape.

Name:	Megan Wilkins
Login:	Mwilkins
County:	ClassScape
School:	McKimmon Elementary School
Email Address:	mwilkins@wcps.com

New Password:

Confirm Password:

Figure 3: The Verify Account screen

- Enter your new password in the **New Password** and **Confirm Password** fields.
- Click the **Verify Email Address** button. You will see a success message letting you know the verification email has been sent (Figure 4).

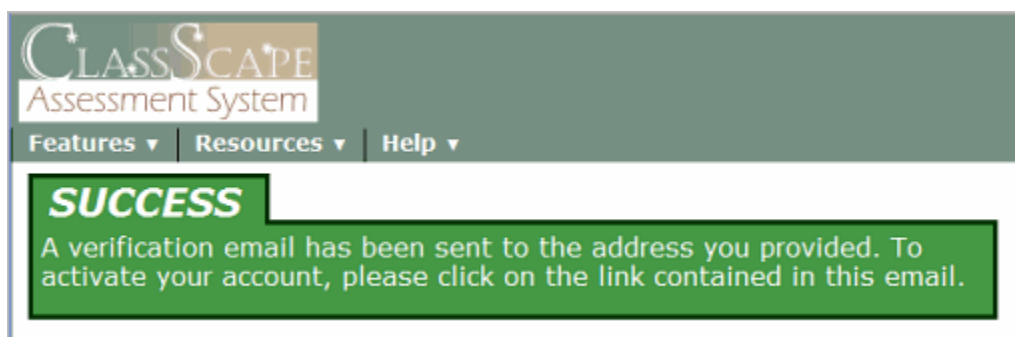


Figure 4: Success message letting you know the verification email has been sent

7. Log in to your email account, click the link provided in the verification email, and you will be returned to the ClassScape homepage where you will see a success message letting you know your email address has been verified (Figure 5).

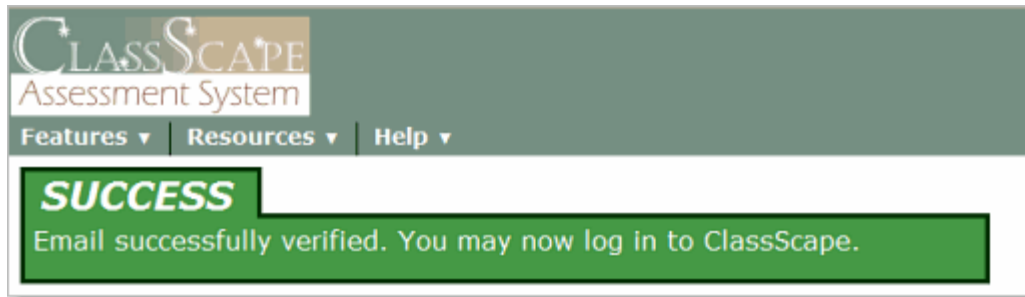


Figure 5: Success message letting you know your email address has been verified

8. Click the **Login** button located at the top of the ClassScape homepage (see Figure 1 on page 2). This takes you to the ClassScape Login screen.
9. Enter your User ID in the **Login** field.
10. Enter your password in the **Password** field.
11. Click the **Login** button. The ClassScape main screen appears.

What If I Get Locked Out of ClassScape?

After a certain number of failed login attempts, you will be locked out of ClassScape. After a few login attempts, ClassScape will display a warning message letting you know how many attempts you have left. If you get locked out, you will need to contact your local ClassScape administrator to get your account unlocked.

What If a Student Gets Locked Out of ClassScape?

If a student gets locked out of ClassScape, complete the following steps to unlock their account:

1. Go to the ClassScape main page, and click the Manage Classes link.
2. On the Manage Classes screen, select the class the student is in.
3. Click the **Edit** button under the student's ID number.
4. At the bottom of the Edit Student screen, select **No** beside "Account Locked?".
5. Click the **Update Student** button. The student's account is now unlocked.

Creating a Class

Teachers can create and add their own classes to the ClassScape system. There is neither a maximum number of classes, nor a minimum number of students that must be in a class. For example, if you would like to divide one actual class into four groups, you may do so by creating four separate ClassScape “classes.”

To Create a Class:

1. Under Classes/Students on the main page, click the **Add Class** link. You will be taken to the Add Class screen (Figure 6).

Add Class

You will have the opportunity to add students to the new class after the class has been created. Please use a name that will allow the class to be easily identified for student test registration and reporting of data.

NOTE: The same class can be used for multiple subjects if the teacher and students are the same.

Class Name:

Your existing classes:

Figure 6: Add Class screen

2. Enter in a name in the Class Name field.
3. Click the **Add Class** button.
4. You will receive a success message letting you know your class has been added to the ClassScape system (See Figure 7 on page 6).

SUCCESS

New class Grade 5 Reading A1 was successfully added.

Add Class

Would you like to add some students in the school to the new class?

Figure 7: Success message letting you know your class has been added

NOTE: Once you've created a class, you will be asked whether or not you want to add students to your class. To see how to add students to your school and classes, see the next section.

Adding Students to Your Class

Once you have created a class, you can add students to it as long as the students are already in the ClassScope system.

1. Under Classes/Students on the main page, click the **Add Student to School** link, and you will be taken to the Add Student to School screen (Figure 8).

Add Student to School

- All information must be filled out.
- Student ID rules:
 - Must be 5 - 20 characters in length.
 - Must be unique within your district; use the NCWISE number, if possible.
- Student Login rules:
 - Must be 5 - 20 characters in length.
 - Must not contain or match the Student Password.
 - Must be unique within ClassScope.
- Student Password rules:
 - Must be 8 - 20 characters in length.
 - Cannot contain the Student Login or any of the following words: apple, password, teach, school, change, hello, classscope.

NOTE: You will be given the opportunity to add the new student to your class(es) after the 'Add Student' button has been pressed.

School: McKimmon Elementary School

Student ID:

First Name:

Last Name:

Gender:

Grade Level:

Ethnicity:

Date of Birth:

Student Login:

Student Password:

Enable Computer Reads Aloud? NO YES

Figure 8: Add Student to School screen

2. Complete the form. Be sure to indicate whether or not you want the student to have access to the read-aloud option on assessments.

NOTE: All information must be filled out in order to successfully add a student to the ClassScape system.

3. Once the form is complete, click the **Add New Student** button (see Figure 8 on page 7).
4. You will receive a success message once the student has been added to the system. If items on the form were not filled in properly, you will receive an error message letting you know what items need to be modified.

Scheduling an Assessment

You can use ClassScape to schedule custom or pre-packaged assessments for the classes you create. Pre-packaged assessments are based on objective, and are created by ClassScape staff members. These assessments can be administered in any order throughout the school year and they are available for all subjects to which you have access. Custom assessments are created by you, your school’s test administrator, or a District Administrator.

1. Under Assessments on the main page, click the **Preview/Schedule Assessment** link. You are taken to the Assessment Scheduling – Step 1 of 4 screen (Figure 9).

Assessment Scheduling - Step 1 of 4

Please select an assessment from the list below and press the Next button. Customized assessments and / or school-specific assessments (if any) will appear at the end of subject / grade assessment groups.

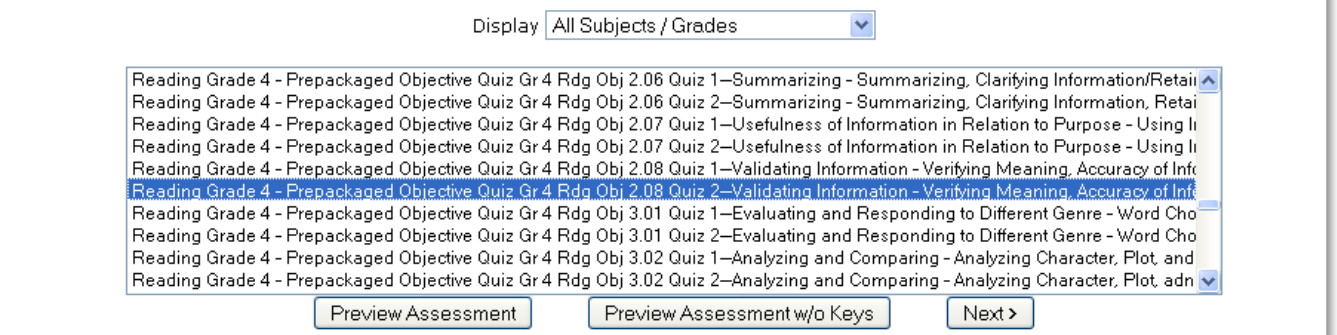


Figure 9: Assessment Scheduling – Step 1 of 4 screen

2. Select the appropriate subject and grade in the **Display** drop-down list, or you may select All Subjects/Grades.
3. In the list provided, click on the assessment you would like to administer (Figure 9).

NOTE: If you have previously created a custom assessment or if another teacher has created a custom assessment to share, it will appear at the bottom of the list prefaced by the creator’s User ID.

You can click the **Preview Assessment** button if you want to see the assessment items before scheduling the assessment (see Figure 10 on page 10).

ClassScape - Mozilla Firefox

http://152.1.166.214/ClassScape3/includes/AsmtPreview.jsp?asmtID=2330

Assessment Preview

Assessment: Gr 4 Rdg Obj 2.08 Quiz 2--Validating Information Verifying Meaning, Accuracy of Information
Type: Prepackaged Objective Quiz - 10 items

Item 1 of 10

Reading Grade 4

Item No:	SelNoID:	Difficulty:	Category:	Genre:	Thinking Skill:	ReadAloud Enabled:
10031600	1256	Easy	Critical Stance	Content	Applying	No

Objective 2.08: Verify the meaning or accuracy of the author's statement(s) by referencing the text or other resources.

Question X of Y

BACK RELOAD NEXT STOP AAA↓ AAA↑

Student: Assessment: Class:

Meet Mark Jones, Bear Biologist

Mark has been working for the N.C. Wildlife Resources Commission for nearly six years. As the state's black bear

X. Which sentence from the selection is an opinion?

Figure 10: Assessment Preview screen

If you are viewing the assessments with your students, you may choose to preview the assessment without the correct answers showing by clicking the **Preview Assessments w/o Keys** button.

- Once you have chosen an assessment to schedule, highlight it and click the **Next>** button. You are now at the Assessment Scheduling – Step 2 of 4 screen (see Figure 11 on page 11).

Assessment Start Date			Assessment End Date		
July	-	24	-	2010	
August	-	7	-	2010	
Daily Active Assessment Time Range					
7:00A.M.	-	6:00P.M.			

100%	Please select the percentage of questions students are required to answer. For example, selecting 60% means a student must answer at least 60% of the questions in this assessment.
<input checked="" type="radio"/> NO	Is this assessment given as a pre-assessment?
<input type="radio"/> YES	
<input checked="" type="radio"/> NO	Allow students to take assessments on Saturdays.
<input type="radio"/> YES	NOTE: ClassScape technical support is not available on Saturdays.
<input checked="" type="radio"/> NO	Allow students to see an assessment score.
<input type="radio"/> YES	
<input checked="" type="radio"/> NO	Allow students to see items answered incorrectly upon clicking the Grade Me button. Students will be able to review these items for two weeks.
<input type="radio"/> YES	

Figure 11: Parameters on the Assessment Scheduling – Step 2 of 4 screen

5. Select starting and ending dates and times for the assessment. Be sure to select a window that will allow for an opportunity for makeup assessments, if necessary.

NOTE: The ClassScape system is open to students Monday through Friday, 7 a.m. to 6 p.m. Click ***these days*** to view a list of holidays and university closings during which the ClassScape system will be closed.

6. Select the answer threshold—the percentage of questions a student must answer in order to complete the assessment. By setting the percentage at 100%, the student will need to attempt to answer all of the questions to have completed the assessment.

7. Decide if you want to allow students to see their assessment score, and click the button beside **Yes** or **No**.
8. Decide if you want to allow students to see which questions they have answered incorrectly by clicking the **Grade Me** button. Click the button beside **Yes** or **No**.
9. Once you have made all of your selections for the testing parameters, click the **Next>** button at the bottom of the screen. You are taken to the Assessment Scheduling – Step 3 of 4 screen.
10. Choose the class or classes for which you want to schedule the assessment. Any classes previously scheduled for the assessment will be listed here with the corresponding assessment code (Figure 12). The classes cannot re-register for this particular assessment.

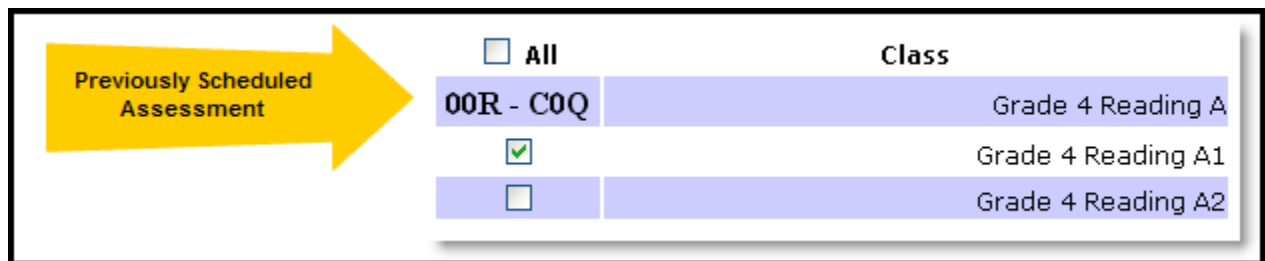


Figure 12: Choosing a class to schedule for the assessment

11. Review the information in the Assessment Scheduling Summary (Figure 13), which appears below the table of classes. Confirm that the information is correct, and click the **Schedule** button.

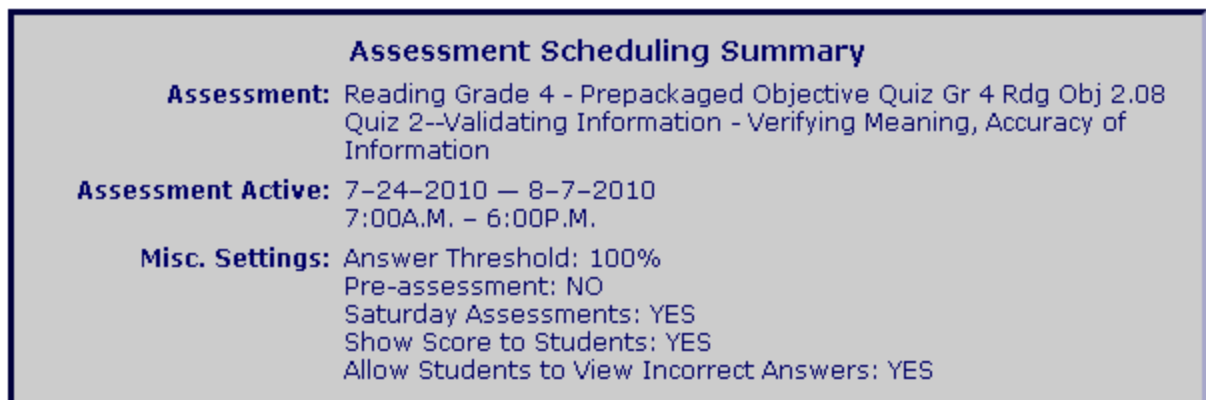


Figure 13: Assessment Scheduling Summary

A test code is generated and appears on the screen (Figure 14). Students will use the test code to log in to the scheduled assessment.

Test Code	
90H - VOC	Grade 4 Reading A1

Figure 14: Test code for scheduled assessment

If the assessment has been scheduled for any other classes, the class name(s) and test code(s) will also appear.