

Getting Started Guide for Test Administrators

Contents

- Introduction..... 1**
 - Topics Covered in this Getting Started Guide: 1
- Activating Your User Account..... 2**
 - What If I Get Locked Out of ClassScape?..... 4
 - What If a Student Gets Locked Out of ClassScape?..... 4
- Adding Teacher Accounts 5**
- Adding Classes for Teachers..... 7**
 - To copy students from an existing class: 7
 - To create a new class: 8
- Uploading Student Rosters 9**
- Creating Custom Assessments 11**
 - To choose a subject and grade: 11
 - To select assessment items: 12
 - To finalize the assessment: 14

Introduction

This Getting Started Guide is designed to help Test Administrators 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, adding new users, and adding student rosters for the schools in your district.

Topics Covered in this Getting Started Guide:

- [Activating Your User Account](#)
- [Adding Teacher Accounts](#)
- [Adding Classes for Teachers](#)
- [Uploading Student Rosters](#)
- [Creating Custom Assessments](#)

Activating Your User Account

A ClassScape staff member or designated user in your school with district level account access 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.

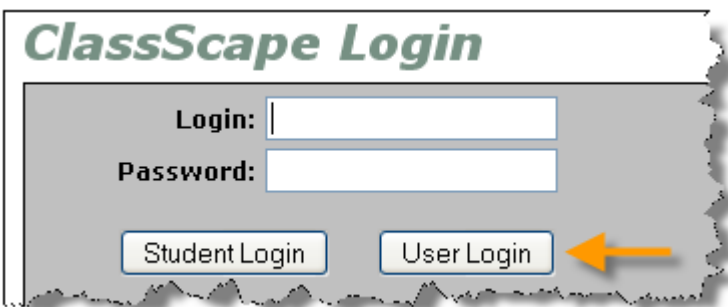


Figure 2: The ClassScape login screen

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

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

Verify Account

• User ID rules:

- Must be 5 - 20 characters in length.
- Must not contain or match the User Password.
- Must be unique within ClassScope.

• 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, classscope.

Name:	Megan Wilkins
Login:	Mwilkins
County:	ClassScope
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).

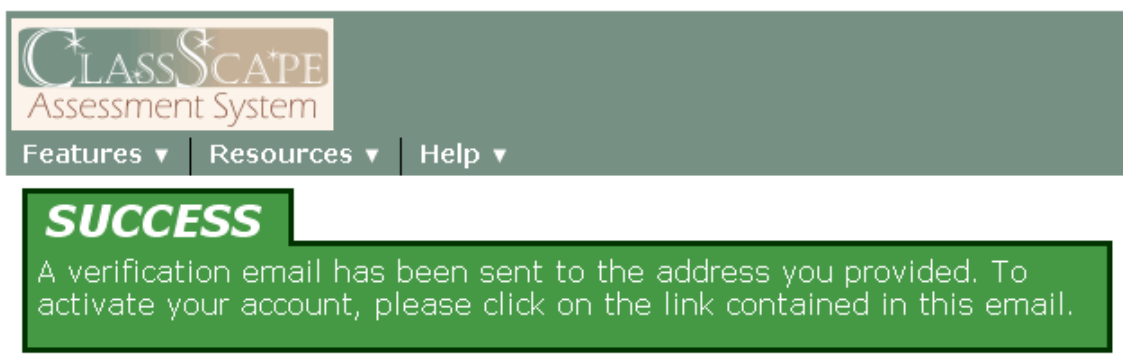


Figure 4: Success message letting you know the verification email has been sent

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).

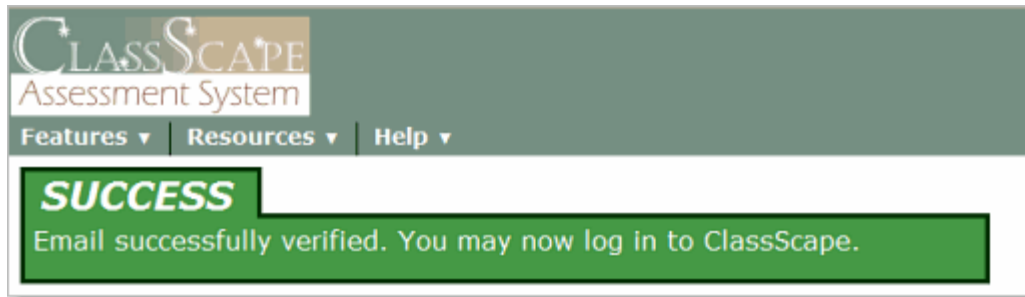


Figure 5: Success message letting you know your email address has been verified

8. Click the **Login** button located at the top of the ClassScape homepage (see Figure 1). This takes you to the ClassScape Login screen (see Figure 2 on page 2).
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 have 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 Students link.
2. On the Manage Students screen, enter the student's name and click the **Get List of Students** button.
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.

Adding Teacher Accounts

You must add user accounts for each teacher in your school that needs access to ClassScape. Even teachers who have been added previously will need to be added again, so they can go through the account activation process.

To Add a Teacher to ClassScape:

1. Under Users on the main page, click the **Add User** link. You will be taken to the Add User screen (Figure 6).

Account Information	Personal Information
* User ID (20 chars max): <input type="text"/>	* First Name: <input type="text"/>
	* Last Name: <input type="text"/>
	* Email: <input type="text"/>
	Phone: <input type="text"/>
	Gender: <input type="text" value="Unspecified"/>
	Ethnicity: <input type="text" value="Unspecified"/>
	District: ClassScape
	School:

Roles	Subject / Grade
<input type="checkbox"/> Test Administrator <input type="checkbox"/> Teacher	<input type="checkbox"/> Select All
Default Role: <input type="text" value="Select Default Role"/>	<input type="checkbox"/> Algebra 1 <input type="checkbox"/> Algebra 2
Job Title: <input type="text"/>	<input type="checkbox"/> Biology <input type="checkbox"/> Civics & Economics
	<input type="checkbox"/> Computer Skills <input type="checkbox"/> English 1
	<input type="checkbox"/> Extend 2 Reading Grade 3 <input type="checkbox"/> Extend 2 Reading Grade 4
	<input type="checkbox"/> Extend 2 Reading Grade 5 <input type="checkbox"/> Extend 2 Reading Grade 6
	<input type="checkbox"/> Extend 2 Reading Grade 7 <input type="checkbox"/> Extend 2 Reading Grade 8
	<input type="checkbox"/> Geometry <input type="checkbox"/> Math Grade 3
	<input type="checkbox"/> Math Grade 4 <input type="checkbox"/> Math Grade 5
	<input type="checkbox"/> Math Grade 6 <input type="checkbox"/> Math Grade 7
	<input type="checkbox"/> Math Grade 8 <input type="checkbox"/> Reading Grade 3
	<input type="checkbox"/> Reading Grade 4 <input type="checkbox"/> Reading Grade 5
	<input type="checkbox"/> Reading Grade 6 <input type="checkbox"/> Reading Grade 7
	<input type="checkbox"/> Reading Grade 8 <input type="checkbox"/> Science Grade 5
	<input type="checkbox"/> Science Grade 8 <input type="checkbox"/> US History

Figure 6: Add User screen

2. Fill in all the required information. Required fields are indicated by a red asterisk (*).
3. Select the roles the user will have access to by checking the appropriate boxes in the Roles form. Be sure to also select their default role—this will be the role they are automatically assigned to when they first sign in to ClassScape.

4. Next, select what subjects and grades the user will have access to. If you would like the user to have access to all subjects and grades, you can check the box beside **Select All**.
5. Once you have finished setting up the new user's account, click the **Add User** button located at either the top or bottom of the screen. You are then taken to the Edit User screen where you will see a success message. If any information was incorrect or did not adhere to the rules stated in the View Account Rules box, you will receive an error message letting you know what information was filled in incorrectly. Make any necessary changes, and click the **Save Changes** button.

Adding Classes for Teachers

You can set up classes for users in your district. Feel free to be creative with how you set up the classes. There is neither a maximum number of classes, nor a minimum number of students that must be in a class. For example, you can divide one actual class into four groups by creating four separate ClassScape “classes.”

To Create a Class:

Under Classes/Students on the main page, click the **Add Class** link. You will be taken to the Add Class screen (Figure 7).

Add Class

Create a new class by choosing a name that will allow for easier identification of student test registration and reporting of data. Benchmark class names will be prepended with 'BENCHMARK -' for easy identification. 'Reset' sets the page back to its original settings. Students can be added to the class by clicking on 'Add Class' or by returning to the home menu and clicking on 'Manage Classes' in the 'Classes/Students box'.

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

Teacher: ▼

Class Name:

Benchmark Class? NO YES

Copy students from existing class? NO YES

Teacher of Existing Class to Copy: ▼

Figure 7: Add Class screen

You can select an existing class to add its student roster to the new class. You can also add more students from your school once the new class has been created.

To copy students from an existing class:

1. Select a teacher for whom you want to create a class from the **Teacher** drop-down menu.
2. Enter in a name in the **Class Name** field.
3. Select whether or not it will be a benchmark class by selecting **Yes** or **No**.

4. Select **Yes** to copy students from an existing class.
5. Choose an available teacher from the **Teacher of Existing Class to Copy** drop-down menu.
6. Choose an available class from the **Existing Class to Copy** drop-down menu.
7. Click the **Add Class** button located at the bottom of the screen, or if you want to start over, click the **Reset** button (see Figure 7 on page 7).
8. You will receive a success message letting you know the new class has been added to the ClassScape system (Figure 8).

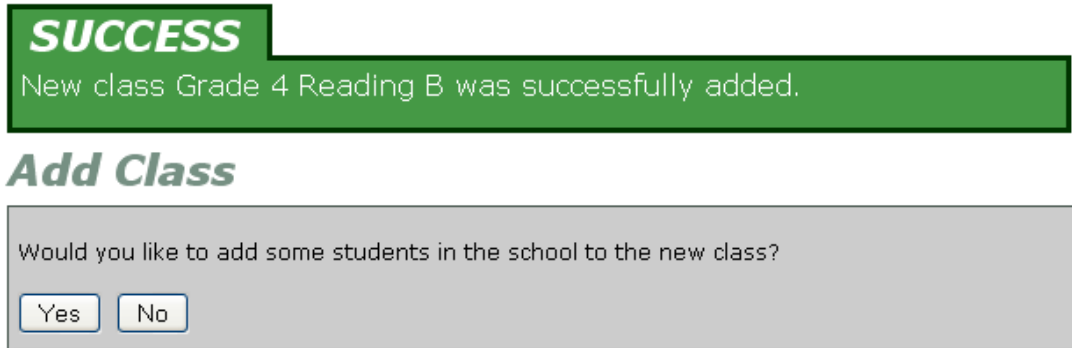


Figure 8: Success message letting you know the class has been added

NOTE: Once you have created a class, you will be asked whether or not to add students to your class. To see how to add students to a class you have created, see the next section.

To create a new class:

1. Select a teacher for whom you want to create a class from the Teacher drop-down menu.
2. Enter in a name in the **Class Name** field. (see Figure 7 on page 7)
3. Select whether or not it will be a benchmark class by selecting **Yes** or **No**.
4. Select **No** to copy students from an existing class.
5. Click the **Add Class** button.
6. You will receive a success message letting you know your class has been added to the ClassScape system (See Figure 8 above).

Uploading Student Rosters

To upload a student roster in ClassScape, click the **Upload Student Roster** link under Students on the main page. You are taken to the Upload Student Roster for School screen (Figure 9).

Upload Student Roster for School

For help with the most common upload issues, please click [here](#).

Multiple students can be added to your school by uploading either a .txt or a .csv file. Each line in the file must contain only one comma-delimited student record.

Please make sure your student data are in the following format:

Last Name, First Name, Student ID, Date of Birth, Gender, Grade, Ethnicity, Login, Password, Category*

* stands for optional fields.

To view the list of acceptable values for the student roster data, please click [here](#).

Select student data file to upload:

Figure 9: Upload Student Roster for School screen

Here you will see a box stating all parameters for your student data file along with links that will provide more information addressing the most common upload issues, along with a list of acceptable values for the student roster data.

1. Click the **Browse** or **Choose File** button to locate and select the data file.
2. Click the **Upload** button.

As soon as you add your student information, ClassScape analyzes that data, checks its format, searches for any student records that already exist in the system, and displays the results in the Add Student Roster Summary (see Figure 10 on page 10).

Add Student Roster Summary

New Students to Add	13
Students with Errors	3
Existing Students to Update	7
Existing Students with No Update Needed	1
Total processed	
24	

New Students to Add

Student	Student ID
Carlos Aceveda	78494
Jasmine Dillard	78495
Jada Hussey	78497
Kamaryah Bright	78499
Jordan Connelly	78410
Yoselin Gomez	78412

Students with Errors

Line #	Error
1	INCORRECT # OF COLUMNS
2	INCORRECT # OF COLUMNS
3	INCORRECT # OF COLUMNS

Existing Students to Update

Student	Last 4 Student ID
Samrawi Patterson	78424
Jourdan Mazingo	78419
Raequi'S Moore	78418
Hector Reyos	78413
Trea Ramirez	78411

Existing Students with No Update Needed

Student	Last 4 Student ID
Trey Sulley	78422

Figure 10: Add Student Roster Summary

Review the Add Student Roster Summary to see if any errors occurred, and make sure the correct number of student records was processed.

Click the **Start Over** button at the bottom of the screen to make any needed changes to your student records and then re-upload.

Once you have finished making any necessary changes, click the **Add** button. You will see a success message letting you know how many students have been added to ClassScape.

NOTE: ClassScape will only add student records that do not contain any errors and do not already exist in the ClassScape system.

Creating Custom Assessments

As a Test Administrator, you can use ClassScope to create, schedule, and manage custom assessments for teachers and other Test Administrators in your school district.

The main steps required to create a custom assessment are:

- Choosing a subject and grade
- Selecting assessment items
- Finalizing the assessment

To choose a subject and grade:

1. Under Assessments on the main page, click the **Create Custom Benchmark** link. The Create Custom Benchmark – Step 1 of 3 (Figure 11) screen appears.

If previously saved drafts are available, they will be listed at the bottom of the screen. Click on the draft name in the Previously Saved Draft(s) box, and then either click the **Preview** button to view items previously added to the draft, or click the **Open** button to continue working on the draft.

Delete	Subject / Grade	Draft
<input type="checkbox"/>	Algebra 1	Assessment Edit jlowry - Algebra 1 Quiz A (12 item(s))

Figure 11: Create Custom Benchmark - Step 1 of 3 screen

To create a new custom assessment, choose a subject and grade by highlighting them in the table provided. Once you have chosen a subject and grade, enter in a name for the draft and click the **Create** button (see Figure 11 on page 11).

To select assessment items:

1. The Create Custom Assessment – Step 2 of 3 screen contains a table listing all available assessment items for the subject and grade you chose (Figure 12). The items are grouped by objective, and within each objective the items are ordered by difficulty level. When items are associated with a selection, they are grouped by color. You can filter the item list by either choosing an objective from the Choose Objective drop-down list or choosing a goal from the Choose Goal drop-down list.

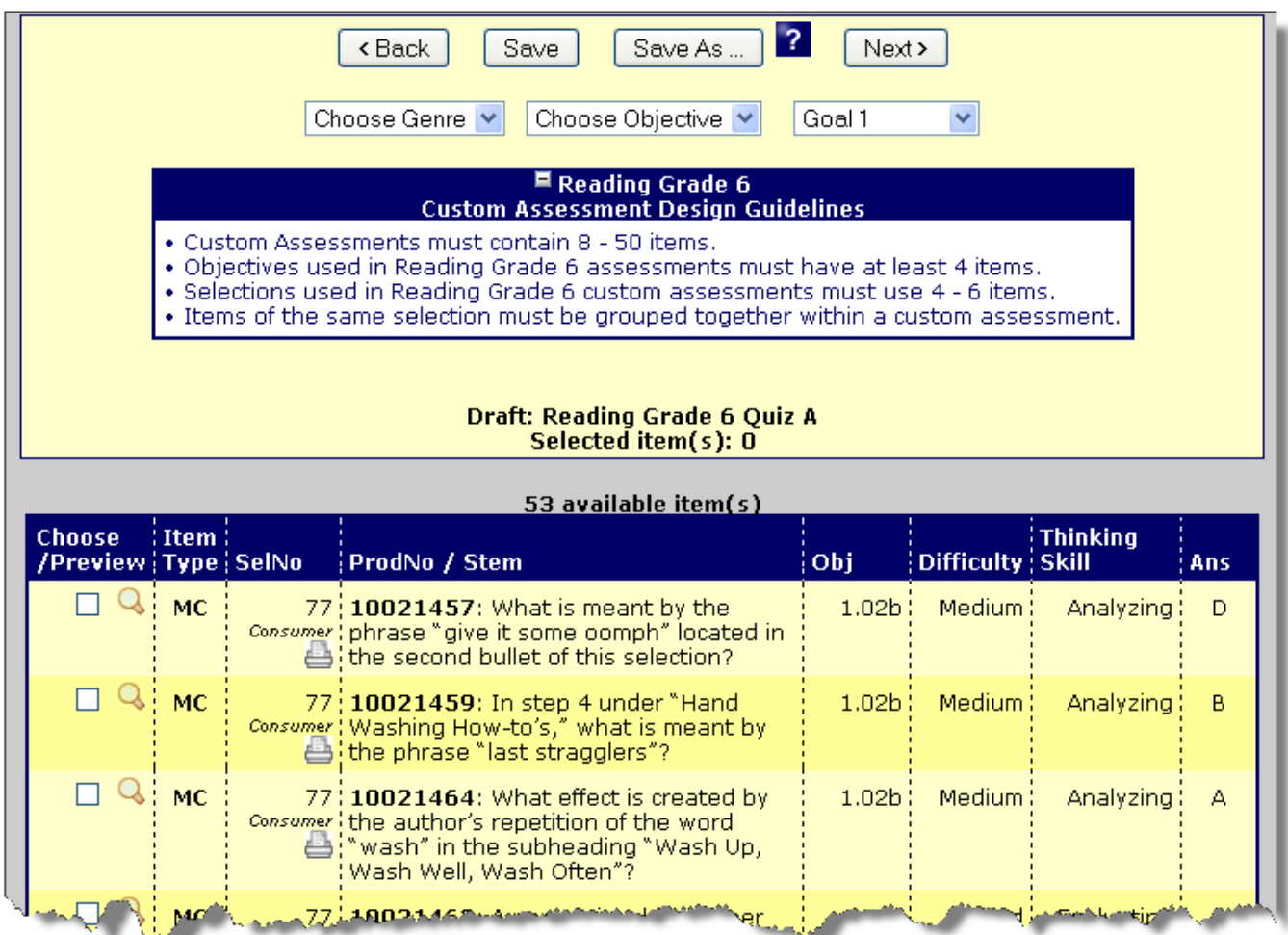


Figure 12: Create Custom Benchmark - Step 2 of 3 screen

- Select an item by checking the box beside it in the left-hand column. If you want to preview an item before selecting it, click the magnifying glass symbol. A new window appears with the item, along with the objective, item number, difficulty, thinking skill, and whether or not it is read-aloud enabled. If the item is paired with a selection, you will also see the selection, ID number, and genre. If you want to print a selection, click the printer icon located under the selection number.

As you choose assessment items, click the **Save** button, you will receive a success message letting you know the draft has been updated. The number of items you have selected is updated and displayed at the top of the table. You will also see detailed information about the items you have chosen.

Draft: Reading Grade 6 Quiz A
Selected item(s): 17

Genre			Key		Thinking Skill		Difficulty Level		Objectives		
	%	# Items	N/A	0.0 %	Knowledge	5.9 %	N/A	0.0 %		%	# Items
Consumer	47.1 %	8	A	35.3 %	Organizing	23.5 %	Easy	11.8 %	1.02b	23.5 %	4
Content	0.0 %	0	B	23.5 %	Applying	0.0 %	Medium	70.6 %	1.02c	17.6 %	3
Fiction	29.4 %	5	C	11.8 %	Analyzing	29.4 %	Hard	17.6 %	1.02d	29.4 %	5
Nonfiction	0.0 %	0	D	29.4 %	Generating	17.6 %			1.02e	17.6 %	3
Poetry	23.5 %	4			Integrating	11.8 %			1.02f	11.8 %	2
					Evaluating	11.8 %					

Figure 13: Selected items statistics

If you want to save a copy of the current assessment draft as a different draft, click the **Save As...** button. Any item additions/deletions that occur just before clicking the **Save As...** button will not affect the original draft.

NOTE: Choosing this option does NOT make the current draft assessment available for scheduling. If you wish to make the current draft available for scheduling, click the **Next>** button.

If at any time you want to go back to the previous page, click the **<Back** button.

Once you are finished selecting assessment items, click the **Next>** button at the top of the screen.

To finalize the assessment:

At the bottom of the Create Custom Benchmark – Step 3 of 3 screen, the assessment items you have chosen are displayed as thumbnail images in the Selected Items area (Figure 14). Once again, items associated with a selection are grouped by color. The thumbnail at the top, left-hand corner is the first item in your assessment, and the item at the bottom, right-hand corner is the last item.

The screenshot shows the 'Selected Items' area with a grid of assessment item thumbnails. The thumbnails are arranged in a grid and contain text about assessment items, including genre, title, and questions. An orange arrow points to the top-left thumbnail, labeled 'First Item'. Another orange arrow points to the bottom-right thumbnail, labeled 'Last Item'.

#1 Ans: D TS: ANA DL: M OBJ: 1.02b	#2 Ans: B TS: ANA DL: M OBJ: 1.02b	#3 Ans: A TS: ANA DL: M OBJ: 1.02b	#4 Ans: A TS: EVA DL: H OBJ: 1.02c
GENRE: Consumer The Buzz on Scuzz or Lather. Rinse. Repeat. You can't just	What is meant by the phrase "give it some oomph" located in the second bullet of this selection? You can't just	In step 4 under "Hand Washing How-to's," what is meant by the phrase "last stragglers"? You can't just	What effect is created by the author's repetition of the word "wash" in the subheading "Wash Up, Wash Well, Wash"? You can't just
#5 Ans: D TS: ORG DL: E OBJ: 1.02d GENRE: Consumer The Buzz on Scuzz or Lather. Rinse. Repeat. You can't just	Based on the selection, what is the <i>best</i> way to dry your hands after washing them? You can't just	#6 Ans: A TS: ANA DL: M OBJ: 1.02b GENRE: Poetry WHEN I HEARD THE LEARN'D ASTRONOMER When I heard the learn'd astronomer, When the proofs,	Based on the selection, what is the purpose of the "learn'd astronomer" in the poem? You can't just
#9 Ans: A TS: GEN DL: M OBJ: 1.02f GENRE: Poetry WHEN I HEARD THE LEARN'D ASTRONOMER When I heard the learn'd astronomer, When the proofs,	How does the speaker feel about the learn'd astronomer's discussion? You can't just	#7 Ans: A TS: ORG DL: M OBJ: 1.02d GENRE: Poetry WHEN I HEARD THE LEARN'D ASTRONOMER When I heard the learn'd astronomer, When the proofs,	What contrast exists between lines 1-5 and lines 6-8? A noisy and
			#8 Ans: D TS: ANA DL: M OBJ: 1.02e GENRE: Poetry WHEN I HEARD THE LEARN'D ASTRONOMER When I heard the learn'd astronomer, When the proofs,

Figure 14: Create Custom Benchmark – Step 3 of 3 screen

Double-click a thumbnail image if you want to preview an item once again. It appears in the window at the bottom of the screen.

You can change the order of the assessment items.

To do this:

1. Click the thumbnail image and drag it to the position where you want the item to be placed.
2. Position the thumbnail so that an orange line appears to the left of where you want to place the item (see Figure 15 on page 15).

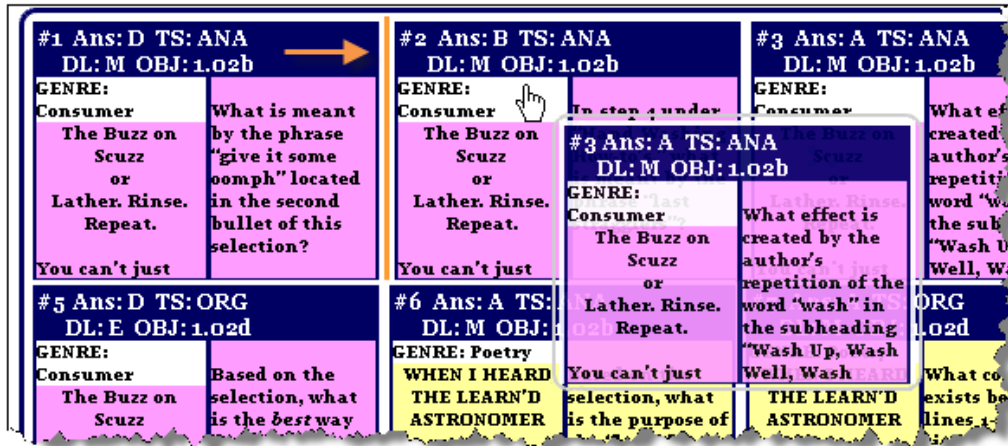


Figure 15: Move the thumbnail so that the orange line is to the left of where you want the item to go

3. Release the mouse button and check to make sure the item is in the correct ordering position.

NOTE: Items from the same selection must be grouped together. Items that are from the same selection will all have the same color.

You can also remove items from your assessment.

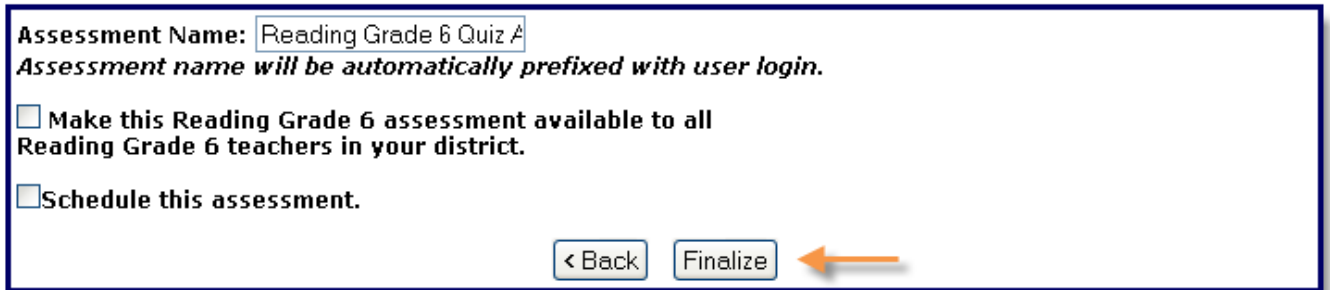
To do this:

1. Click and drag the thumbnail image from the Selected Items area to the Trash Can. Make sure your pointer is in the Trash Can before you release your mouse button.
2. To replace an assessment item you have removed, click and drag the thumbnail from the Trash Can to the Selected Items area.

Click the **Empty** button at any time to empty the Trash Can.

NOTE: Items emptied from the Trash Can can only be added back to the assessment by returning to Step 2. You can do this by clicking the **<Back** button.

3. Type the name of the assessment in the text box provided located above the thumbnail images (see Figure 16 on page 16). Please note that students will be able to see the name you give the assessment when they log in. The assessment name will be prefixed by “DISTRICT” and your user login when it is referenced in the ClassScape system (e.g. DISTRICT–sbradley–Math Assessment).



Assessment Name:
Assessment name will be automatically prefixed with user login.

Make this Reading Grade 6 assessment available to all Reading Grade 6 teachers in your district.

Schedule this assessment.

Figure 16: Entering the name of the assessment on the Create Custom Benchmark – Step 3 of 3 screen

4. Choose whether or not you'd like to share the assessment with teachers in your district. You can also choose whether or not to schedule the assessment by checking the box beside **Schedule this assessment**.
5. When you are done, click the **Finalize** button. You will receive a success message with the assessment name letting you know the assessment has been added to ClassScape.