

mCLASS System Administrator Guide

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Introduction

This guide is written for mCLASS System Administrators and is intended to:

- Give detailed instructions for the initial set-up of the mCLASS system
- Offer step-by-step instructions for performing common day-to-day administrative actions, including adding new staff and students and resetting user passwords
- Offer a detailed reference guide to each administrative tool provided by the mCLASS system

Setting up mCLASS

Data Import

Wireless Generation will undertake the initial import of staff, student and school information to the mCLASS system. In order for this import to take place, however, the Administrator must provide the following data in the spreadsheets provided by Wireless Generation:

School Data

This spreadsheet provides basic information about the school(s) under your administration, such as District, School Name, Address, Telephone/Fax Numbers, etc. It will also ask you to name several contacts including the School Principal, an Instructional Contact (i.e., a teacher who will serve as a liaison with the Administrator/Wireless Generation in terms of how mCLASS is deployed in the classroom), and a Technical Contact (i.e., a school or district-level employee who Wireless Generation can communicate with in the event of a system failure).

The School Contact Information spreadsheet also poses a series of technical questions that must be answered in order for Wireless Generation to provide trouble-shooting to help ensure that the software installation process proceeds smoothly. These questions are:

- Does the school have a computer available for teachers to use as a sync station?
- What type of machine is it? (Mac or PC)
- Does the identified computer(s) meet the hardware requirements identified in the Hardware Requirements Document?
- Do the identified computer(s) have Internet access?
- What is the speed of Internet access? (I.e., T1, Dialup)
- Who is the contact that can verify that the mCLASS Internet site is not filtered?
- Do the identified computer(s) have a USB port?
- Please identify any firewalls or filters that are in place that Wireless Generation should be aware of that might affect the Internet connection.

It is recommended that you consult with your Technical Contact to ensure that these questions are answered as accurately and completely as possible prior to the initial mCLASS system installation.

Staff Data

This spreadsheet requires you to enter in the names of all teachers and administrators at your school who will be using the mCLASS system. Please follow the format of the spreadsheet exactly and enter in all information as accurately and thoroughly as possible. Please note that fields whose names appear in italics are not required.

In the column labeled "User Class," please identify at least one "System Administrator" that can add/remove Staff and Students from the system.

Wireless Generation will import this information to the mCLASS system and return to you user names and passwords for all listed staff.

Student Data

This spreadsheet requires you to enter in the names of all students at your school who will be tracked using the mCLASS system. Please follow the format of the spreadsheet exactly and enter in all information as accurately and thoroughly as possible. Please note that fields whose names appear in italics are not required.

Please note that student information can be exported directly from an administrative system into a Comma Delimited File and passed on to Wireless Generation. However, you must ensure that all required fields are included in that file.

mCLASS Software Installation

The following instructions will lead the Administrator through the process of installing mCLASS software on both PCs and Palm devices as well as enabling users to access mCLASS reports online. Instructions are provided both for individual installations as well as large-scale installations. For answers to specific installation questions, please see the Troubleshooting Guide which begins on page 61.

Installation Terminology

- **mCLASS:Sync:** The Wireless Generation software that installs assessment applications to the handheld and synchronizes assessment data
- **WGSync:** An application that sits on the handheld computer and holds the user's Wireless Generation username and password
- **Sync Station:** A desktop or laptop computer that is used to synchronize mCLASS products
- **Public Sync Station:** A Sync Station that will be used by many users, and has the synchronization of personal information disabled

mCLASS Installation Guide for Windows

This guide provides instructions for installing mCLASS products on a computer running on Microsoft Windows 98 or higher. It includes an introduction, instructions for setting up a Sync Station, instructions for setting up a Palm OS handheld, and troubleshooting tips.

Windows NT/2000/XP Instructions

On Windows NT/2000/XP systems, it is necessary to have administrative privileges on the system to perform the following:

- Installation of Palm Desktop
- Installation mCLASS:Sync
- The first synchronization of a particular handheld with the computer

This last part occurs because the first time a new device syncs to a system, it looks like an entirely new piece of hardware to Windows. Administrative privileges are necessary to add any new hardware to such a system.

Palm Desktop installation not only copies files to the hard drive, but also stores many settings on the computer that are necessary for its operation. However, these settings are stored only for the user that is logged on at the time of installation. If another user is logged in, HotSync will not work properly. Thus it is necessary to install Palm Desktop and mCLASS:Sync for each Windows user that will be logged in while syncing at a sync station.

This combined with the fact that administrative privileges are necessary to install Palm Desktop presents a problem when the normal user is not an administrator; if Palm Desktop is installed as the administrative user, it will not work for the normal user.

The workaround for this is to follow this procedure:

1. Log into the system as an administrator

2. Grant administrative privileges to the normal user
3. Log out of the system, and log in as the normal user
4. Install Palm Desktop
5. Install mCLASS:Sync
6. Synchronize the handheld(s) to the computer
7. Log out and back in as an administrator
8. Return the normal user's privileges to normal.

Installing Palm Desktop

Before mCLASS Sync can be installed, Palm Desktop version 4.0 or higher must be installed on the computer first. Palm Desktop comes on the CD that comes with your handheld, and is also available for download from Palm at: <http://www.palm.com/us/support/downloads/>

Next, install Palm Desktop using the instructions provided. Sync your device to the computer to verify that HotSync is operational. If it does not work, contact your handheld manufacturer's support.

Installing mCLASS:Sync

The installer for mCLASS:Sync is available on your installation CD, or is downloadable from the mCLASS product website. It comes in a compressed form, as the file mCLASS-sync-pc.exe.

1. Copy / save the file mCLASS-sync-pc.exe to your desktop.
2. Double-click on mCLASS-sync-pc.exe to begin installation.
3. Follow the directions in the installer. If it reports an error, go to the troubleshooting section.

mCLASS:Sync is now installed on your computer. You can now proceed to setting up the handheld.

Installing assessment applications to the handheld

Choose "Set up a handheld" from Start Menu -> Programs -> Wireless Generation -> mCLASS Sync, and follow the directions on the screen.

mCLASS Installation Guide for Mac OS

This guide provides instructions for installing mCLASS products on an Apple Macintosh computer. It includes an introduction, instructions for setting up a Sync Station, instructions for setting up a Palm OS handheld, and troubleshooting tips.

A note about Mac OS:

There are two significantly different versions of the Mac OS that are supported by Wireless Generation: Mac OS 9 and Mac OS X. Older Apple systems shipped with only Mac OS 9. More recent systems ship with both Mac OS 9 and Mac OS X installed.

When the two operating systems are on the same machine, they can be considered different computers. The system settings are separate, as are the installed applications. Note: This

means that if an application is installed in one operating system, it will not be available in the other; it will need to be installed again to be used in the other operating system.

Applications installed under Mac OS 9 on a dual-boot system are installed in the “Applications (Mac OS 9)” folder on the hard drive. In all other cases, applications are installed in the folder simply labeled “Applications”.

For example, if you install Palm Desktop on a dual-boot system under Mac OS X, it will be installed into the “Applications” folder. If you boot the same computer in Mac OS 9, Palm Desktop will not be available, and HotSync will not run; Palm Desktop will need to be reinstalled under Mac OS 9, and will appear in the “Applications (Mac OS 9)” folder.

Installing Palm Desktop

Before mCLASS Sync can be installed, Palm Desktop version 4.0 or higher must be installed on the computer first. Palm Desktop comes on the CD that comes with your handheld, and is also available for download from Palm at:
<http://www.palm.com/us/support/downloads/>

Note: Only the newest handhelds ship with Palm Desktop 4.0 or higher. Many older models ship with version 2.6.x, which is not compatible with mCLASS:Sync. If this is the case for you, you will need to download the latest version from the website.

Next, install Palm Desktop using the instructions provided. Sync your device to the computer to verify that HotSync is operational. If it does not work, contact your handheld manufacturer’s support.

Important: There is one more procedure that is necessary for Mac OS 9.

1. Locate the “Palm” installation folder on your hard drive. If you are on a dual-boot system, it should be in the “Applications (Mac OS 9)” folder; otherwise it should be in the “Applications” folder.
2. Locate the file called “Conduit Manager”. Hold down the “ctrl” button while clicking on it. This will bring up a pop-up menu.
3. Choose “Get Info” from the pop-up menu.
4. There should be a dropdown menu in the window. Select “Memory” from this dropdown.
5. There should be two text boxes in the window marked “Minimum Size” and “Preferred Size”. Set “Minimum Size” to 20000, and “Preferred Size” to 30000.
6. Close the window to save the new settings. You can do this by clicking the box in the top left corner of the window.

Installing mCLASS:Sync

The installer for mCLASS:Sync is available on your installation CD, or is downloadable from the mCLASS product website.

Installation from CD

Copy mCLASS Sync Installer to your desktop. Double-click on icon on the desktop and follow the instructions on the screen.

Installation from web

When downloaded, it comes in a compressed form, as the file mCLASS-sync-mac.sit.

1. Copy / save the file mCLASS-sync-mac.sit to your desktop.
2. Double-click on mCLASS-sync-mac.sit. This will decompress the installer, leaving the file mCLASS Sync Installer on your desktop.
3. Double-click on mCLASS Sync Installer to begin installation.
4. If prompted for a username and password, enter a username and password for a user with administrator rights on this computer.
5. Verify that the drop-down box in the top-left corner of the window reads "Easy Install", and click on the "Install" button.
6. Follow the directions in the installer. If it reports an error, go to the troubleshooting section.

mCLASS:Sync is now installed on your computer. You can now proceed to setting up the handheld.

Installing assessment applications on the handheld

Locate the folder Applications -> mCLASS Sync on your hard drive. Double-click on "Set up a handheld", and follow the instructions on-screen.

mCLASS System Definitions

The following section provides definitions for the specific nomenclature used by the mCLASS system.

Institution Types

Institutions represent educational organizations, buildings, or facilities where users of the mCLASS system work. There are three types of Institutions as defined by the mCLASS system. They are:

- **Municipality:** A Municipality is an umbrella entity that oversees any number of Districts. For example, a Municipality might be “The City of New York”. Within the mCLASS system, Municipalities may have designated staff members, but will not have specific students assigned to them.
- **District:** A District is a smaller umbrella entity that oversees any number of Schools. For example, a District might be “Maple County”. Within the mCLASS system, Districts may have designated staff members, but will not have specific students assigned to them.
- **School:** A School is an individual entity such as “Maple Elementary School”. Unlike Municipalities and Districts, each School within the mCLASS system will have designated staff members AND students, and will have specific Policies assigned to govern usage of the system. (See page 54 for details.)

Accounts

Institutions are grouped into an Account. The Institution that contracted the mCLASS service from Wireless Generation oversees the Account and controls mCLASS access for all the Institutions that report into it.

The Account-holding Institution will have access to information pertaining to all Institutions that it oversees and has discretion over whether or not Policies will be set universally or at the individual School level. (See page 54 for details.)

Staff Types

The mCLASS system requires that Users be identified as one of four staff type categories. These should reflect staff’s role in the institution/school. They are:

- **School Administrator**
- **Specialist**
- **Teacher**
- **Teaching Assistant**

Access Levels

In addition to Staff Types, Users must be assigned an Access Level when their profiles are created. The Access Level refers to the amount of information that Users will be allowed to view within the mCLASS system. The three levels of access available to Users are the following:

- **System Access:** The mCLASS System Administrator may use all AMP administrative features, including:
 - View/Change Institution/School Contact Information
 - Add, View, Edit and Delete Staff Members

- Add, View, Edit and Delete Students
- Add, View, Edit and Delete Classes
- Add/Remove Staff or Students To/From Classes
- Enable or Disable mCLASS Applications for Staff Members
- Set/Change Policies
- Change Staff Members' Usernames
- View Staff Members' Temporary Passwords
- Reset Staff Members' Permanent Passwords
- Email Staff Members' Usernames and Passwords to Staff Members

(For detailed information about each of these tasks, please refer to the relevant section in the **Complete Administrative Home Reference Guide**, which begins on page 32.)

- **Full Access:** May view all Classes in the mCLASS system
- **Standard Access:** Ability to view Students and Classes is controlled by school's "Viewing Data" Policies (See page 54 for details)

Please see **Data Sharing** (page 63) in the Appendix of this document for more information about the implications of different Access Levels on mCLASS system usage.

Classes and Groups

Classes are formal sets of students as designated by a school (e.g., Mrs. Smith's 2nd Grade Homeroom; Mr. Jones' 4th Grade Reading Class). A System Administrator creates classes and assigns Class Owners. Depending on the school's Policies for "Modifying Classes", Class Owners may be able make changes to Class information (i.e., add/remove students; change class name). For more details, see page 54.

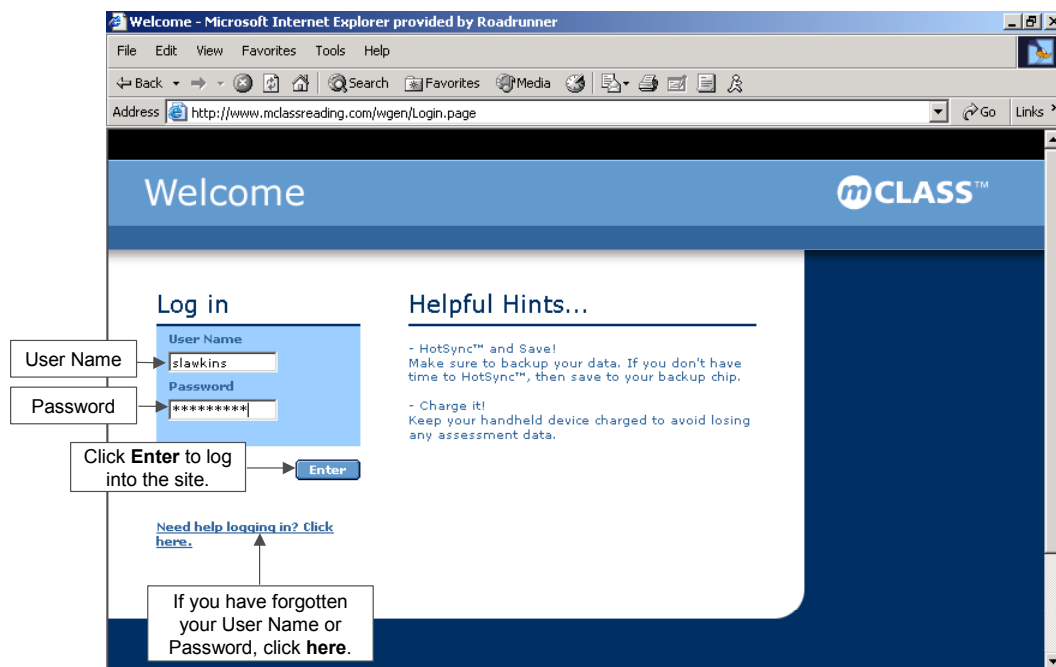
Groups are informal sets of students and are created by individual Users. Groups only have one owner – the User who created that group. When forming a Group, the User may draw from the entire pool of students to which he/she has access. For more information about creating and making modifications Groups, please see **Groups** in the Appendix of this document (Page 69).

Using mCLASS

Logging onto the Site

To login to the mCLASS Web site, follow the steps below:

- Locate any computer with an Internet connection. (This does not have to be one of the designated mCLASS reading computers in your school; any computer that can connect to the Internet will do, including a home computer.)
- If the computer isn't connected to the Internet, connect to Internet now. If you are logging in from home, you'll need to connect via your own Internet service provider.
- Open your browser and go to the mCLASS Web site: *http://www.mclassreading.com*. At the **Login/Welcome** screen (shown below), type in your assigned user name and password, and then click **Enter**. Please note that passwords are case sensitive (e.g., "Smith" versus "smith").

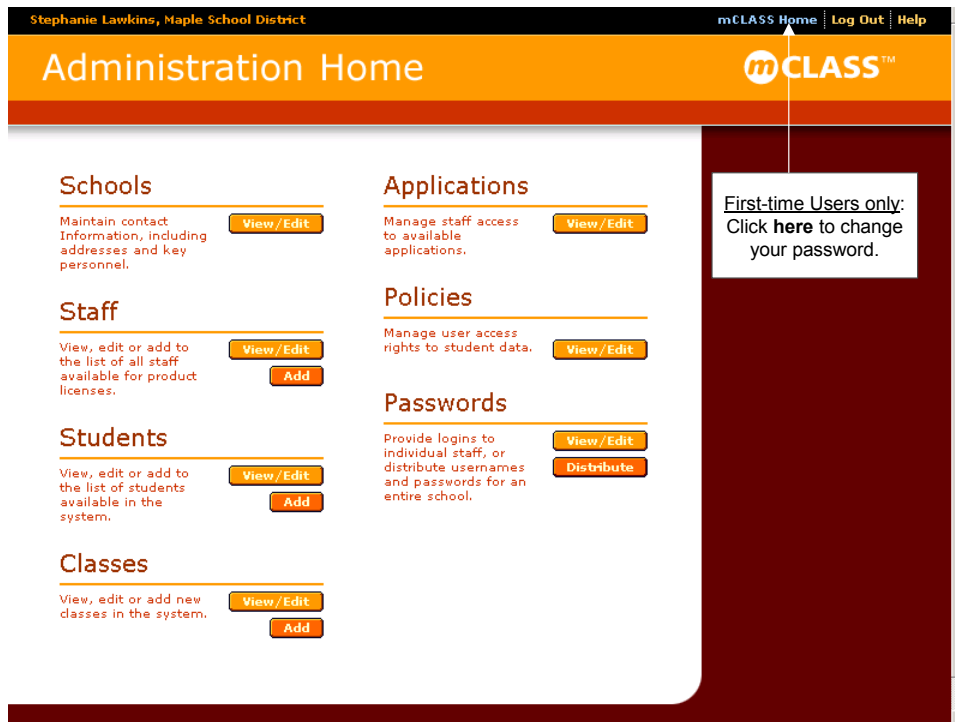


If you have forgotten your password:

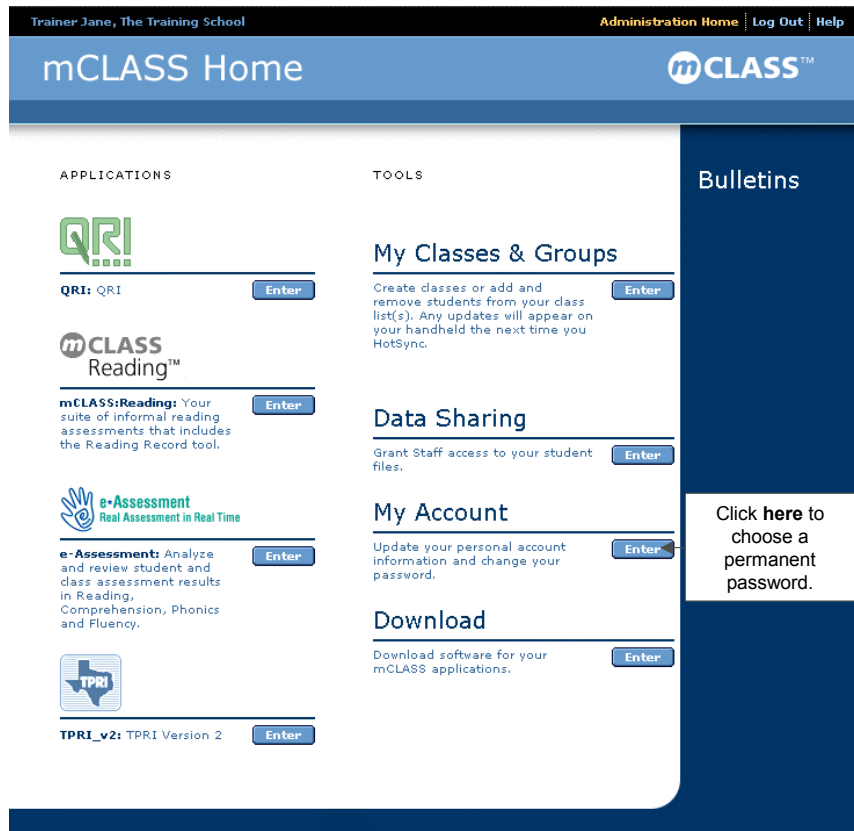
- Click on **Need help logging in?**, enter your email address, and then click Continue to have your user name and password sent to you via email. If you have any problems with this, please contact either a technology person in your Institution for help or contact Wireless Generation's Customer Support at 1-800-823-1969.

If you are logging into the system for the first time:

- Click on **mCLASS Home** at the top right-hand corner of the Administrative Home.



- This will take you to a new screen. Click on **Enter** next to the heading **My Account**.



- On the right hand side of the **My Account** page, under the title **Change Password (Optional)**, enter your Current Password as assigned to you. Then, enter a New Password of

your own choosing. This New Password must be between 4-12 characters in length and contain letters and numbers only.

The screenshot shows the 'My Account' page for Stephanie Lawkins, Maple School District. The page is divided into two main sections: 'Update Contact Information' and 'Change Password (Optional)'. The 'Update Contact Information' section includes fields for Last Name (Lawkins), First Name (Stephanie), Email (slawkins@maple.ed), Title (Principal, Maple Eler), Grade, Phone, and Fax. The 'Change Password (Optional)' section includes fields for Current Password, New Password, and Retype New Password. A note specifies that the new password must be between 4-12 characters in length and contain letters and numbers only. Callouts provide instructions for entering the current password, new password, and retype new password. At the bottom, there are 'Cancel' and 'Save Changes' buttons, with callouts explaining their functions: 'Click Cancel to undo changes or to exit screen.' and 'Click Save Changes to complete.'

- After entering your New Password, reenter it in the space below for confirmation, and then click **Save Changes**. You will be taken to a screen labeled "Update Successful".

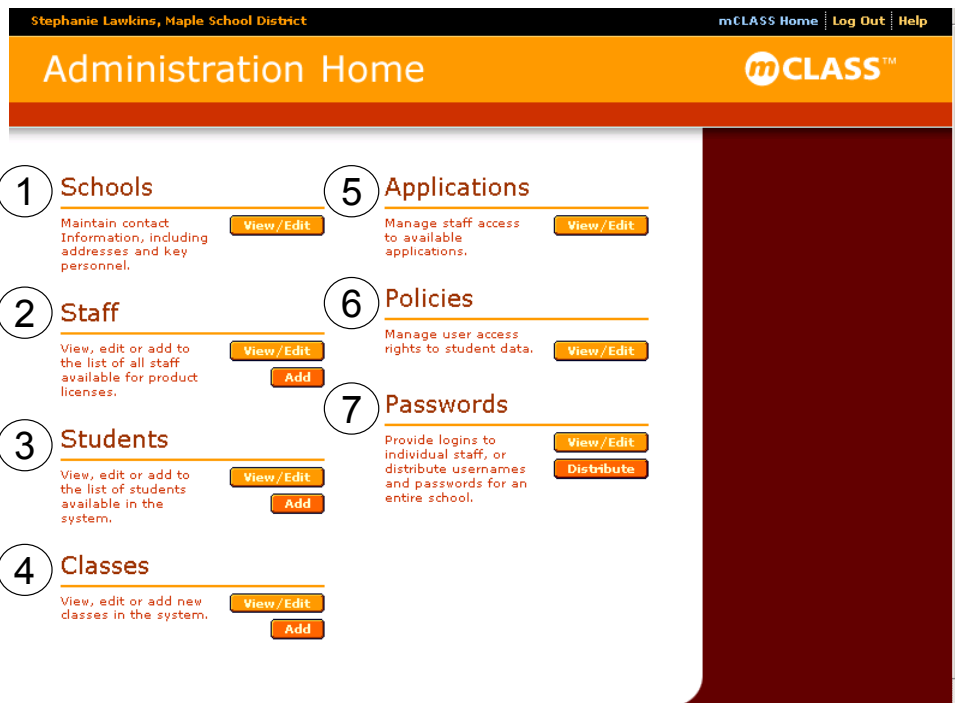
Please note PDA users must remember to change their passwords in WGSync on their PDAs as well. Please follow the instructions below:

- Tap the **WG Sync** icon main Palm menu to launch the application
- Tap **-Assigned-** to change your password
- Enter your new password in the field provided. To do this, you may either use Palm's "graffiti" or tap the "abc" icon in the bottom left-hand corner of the screen to bring up a typewriter interface.
- When you are finished, tap **OK**. Your new password will be saved.
- You will be taken back to the **-Assigned-** screen. Tap **OK** again to return to the main Palm menu.

From this point forward, you will use your new, self-chosen password to login to both the online system and your PDA. Please write this new password down and keep it in a safe location for future reference.

Administration Home Overview

After signing in, you will come to the mCLASS **Administration Home**, which contains links to the primary tools you will need for managing the mCLASS platform. These tools are labeled as follows:



1. **Schools:** Allows System Administrator to maintain institution/school information, including contact details for key staff members (page 32)
2. **Staff:** Allows System Administrator to add/delete staff members (including teachers, teaching assistants, and specialists, or other administrators) as well as update their contact information (page 34)
3. **Students:** Allows System Administrator to add/delete students and edit existing student information (page 39)
4. **Classes:** Allows System Administrator to set up classes consisting of staff and students (page 44)
5. **Applications:** Allows System Administrator to assign application licenses to appropriate staff members if these have not already been assigned (page 52)
6. **Policies:** Allows System Administrator to set rules governing the use of the mCLASS platform by its various users (page 54)
7. **Passwords:** Allows System Administrator to reset user passwords as well as send user name and password information to system users (page 56)

Guide to Common Administrative Tasks

After the initial set-up of the mCLASS system is complete, the primary day-to-day responsibilities of an mCLASS System Administrator will be to:

- A. Add new staff to the mCLASS system
- B. Add new students to the mCLASS system
- C. Reset user passwords

The following sections provide step-by-step instructions for ensuring that these tasks are completed correctly and thoroughly. Please note that this is NOT a complete reference guide – please refer to the **Complete Administrative Home Reference Guide**, which begins on Page 32, for comprehensive instructions for using mCLASS administrative tools.

Please Note: The initial import of staff and student records for an institution/school should already have occurred at installation. This section covers making incremental additions to staff/student lists once that initial import has already taken place. If initial staff/student data is missing or incomplete, please refer to the **Data Import** section of this guide (page 3) for a walk-through of the data import process.

A. Add new staff to the mCLASS system

The administrator must go through the following series of actions to ensure that new staff members are given proper access to the mCLASS system.

1. Add new staff record to system
 - Click on **Add** next to the title “Staff” on the main Administration Home.

The screenshot shows the mCLASS Administration Home interface. At the top, there is a navigation bar with the user name 'Stephanie Lawkins, Maple School District', the mCLASS Home logo, and links for 'Log Out' and 'Help'. Below the navigation bar is a large orange header with the text 'Administration Home' and the mCLASS logo. The main content area is divided into several sections, each with a title and a description, and a 'View/Edit' button. The 'Staff' section is highlighted with a white box and an arrow pointing to the 'Add' button. A text box next to the 'Add' button says 'Click Add to enter new staff into the system.' The other sections are: Schools (Maintain contact information, including addresses and key personnel), Applications (Manage staff access to available applications), Policies (Manage user access rights to student data), Passwords (Provide logins to individual staff, or distribute usernames and passwords for an entire school), Students (View, edit or add to the list of students available in the system), and Classes (View, edit or add new classes in the system).

- This will take you to a screen labeled **Add Staff**. Fill in the appropriate fields for the new staff member you are adding. Please note that all fields preceded by an asterisk are required in order for information to be saved to the system.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Add Staff

Return to Administration Home

Click **Cancel** to undo changes or to exit screen. **Cancel**

INSTRUCTIONS: Enter staff information below. Be sure to fill in the required fields.
IMPORTANT: Your entries will NOT be saved until you click the "Save Staff" button at the bottom of this page.

Staff 1

Fields with asterisks are required.

Select **Staff Type** and **Access Level** from drop-down menus

* Last Name: Johnson
 * First Name: May
 Title: _____
 Staff Type: School Administrator
 Access Level: Full
 Applications: mCLASS:TPRI™

Institution: Maple Elementary
 Grade: 1
 Staff ID: 0008
 Email: johnson@maple.edu
 Phone: _____
 Fax: _____

Staff 2

* Last Name: _____

Check here to assign application licenses to this staff member.

IMPORTANT: To save added staff to the system, you must scroll down to the bottom of the screen (not pictured here) and click **Save Staff**.

- The field entitled Staff Type is a drop-down menu; please choose School Administrator, Specialist, Teacher or Teaching Assistant.
- The next field, entitled Access Level, will determine the depth of information that this staff member will be allowed to access. The available options are System Access, Full Access, and Standard Access. Please refer to the **mCLASS Definitions** section of this guide (page 9) for help in determining how to classify a particular staff member.
- A list of all applications for which this institution/school holds licenses appears at the bottom left side of the screen. Put a check mark next to the names of the mCLASS applications that this staff member will be licensed to use. *Note: All available applications are checked by default.*
- When you are finished, please scroll to the bottom of the screen and click **Save Staff**. Note that this button may not be immediately visible depending on the size of your computer screen. If you do not click **Save Staff**, the new staff information will not be saved to the system and you will have to repeat this action.
- After clicking on **Save Staff**, you will be taken to a screen title **Confirm Add Staff**, which presents the information you just entered in a view-only format.

Confirm Add Staff

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Return to Administration Home

Review Information Make Changes

Review the staff information below. If you need to make any changes, select the "Make Changes" button above. If no changes are necessary, select the "Save" button at the bottom of this page. If you want to add additional staff, select the "Save and Add More" button at the bottom of this page.

Johnson , May

Last Name Johnson	Institution Maple Elementary
First Name May	Grade 1
Title	Staff ID 0008
Staff Type Teaching Assistant	Email mjohnson@maple.edu
Access Level Standard	Phone
Applications mCLASS:TPRI™	Fax

Finish

IMPORTANT: Please note that if multiple staff are added, you must scroll to the bottom of the page in order to view these buttons.

Save Save & Add More

To make edits to this staff member's information, click **Make Changes**.

If this staff information is correct and you are finished adding staff, click **Save**.

If this staff information is correct and you would like to add more staff, click **Save & Add More**.

- If this staff information is correct and you do not wish to add further staff to the system, click **Save** at the bottom right-hand side of the screen.
- If this information is correct and you wish to go on to add more staff members to the system, click **Save & Add More** at the bottom right-hand side of the screen.
- If there are errors in any record, please click **Make Changes** at the upper right-hand side of the screen to edit the information.
- When you have finished adding all staff information, you will be taken to a screen titled **Add Successful**. Here you will see the name and school of the person you have added to the system, along with his/her User Name and Temporary Password.

Add Successful

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Return to Administration Home

Staff Added

Name	Institution	Username	Temporary Password
May Johnson	Maple Elementary	mjohnson	not63jig

Add More Done

Note that the system automatically assigns a User Name and Temporary Password to new staff members.

If this staff information is correct but you would like to add more staff, click **Add More**.

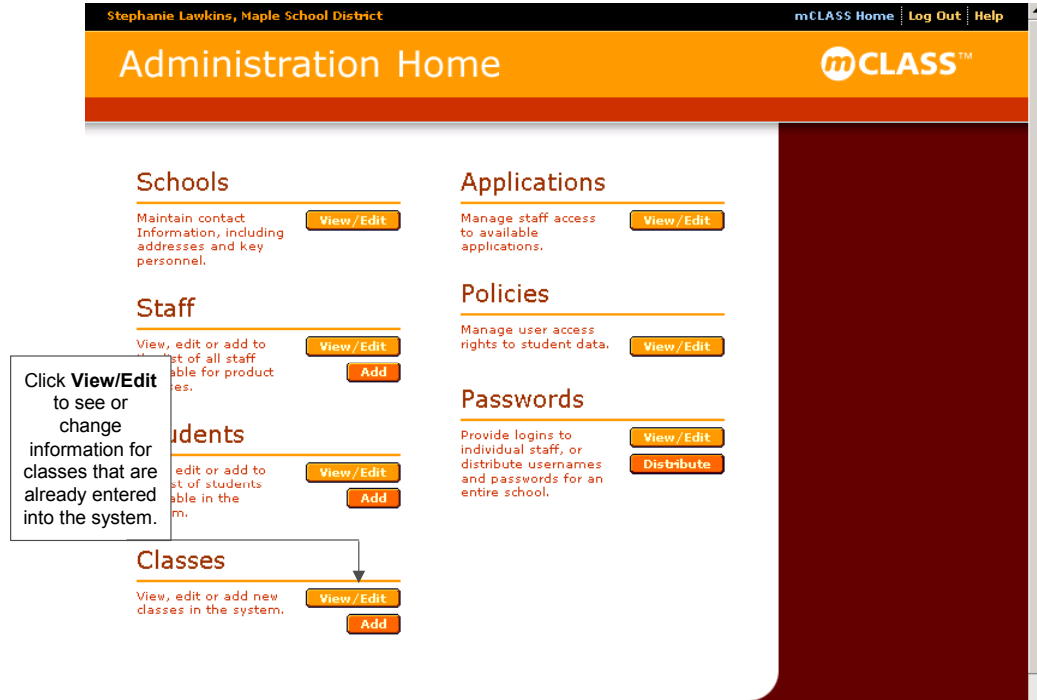
If this staff information is correct and you are finished adding staff, click **Done**.

- If you would still like to go back and add more staff, click **Add More**.
- If you are finished adding staff, click **Done**. Please note that you must click **Done** in order to commit these records to the system.

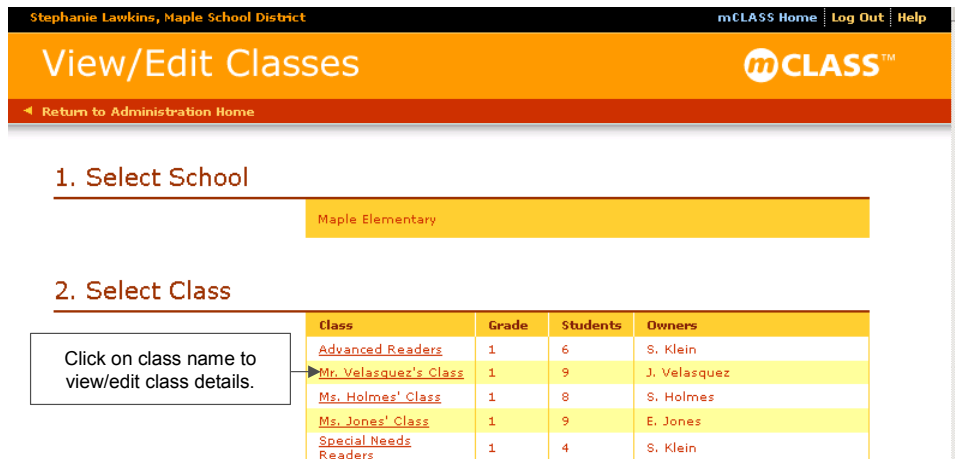
2. Add staff member to class(es)

To add staff to an existing class:

- Click on **View/Edit** next to the title “Classes” on the main Administration Home.



- This will take you to a screen that displays a list of all classes currently in the system for a school. (If you are the System Administrator for more than one school, you must select which school you would like to view from the drop-down menu.)



- Click on the name of the class you would like to add this staff member to in the list that appears in the lower portion of the screen. This action will take you to a new screen titled **Class Information** that displays detailed information for this class – including the staff and students associated with it - in a view-only format.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Class Information

Return to Administration Home

Mr. Velasquez's Class

Delete Class

Class Details

Edit

Grade	School	Status
1	Maple Elementary	Published

Staff

Edit

Name	Type
Velasquez, Jorge	Owner
Johnson, May	User
Klein, Susan	User

To add or remove staff from class, click the Edit button.

Students

Edit

Name	Grade	Homeroom
Bennett, Beth	1	
Easterly, Erica	1	
Hillard, Horatio	1	
Khan, Karina	1	
Nair, Neepa	1	
Quinn, Quincy	1	
Tsing, Tessa	1	
West, William	1	
Zuber, Zack	1	

- Click **Edit** next to the title “Staff”. This will take you to a page entitled **Class: Add/Remove Staff** that allows you to move any teachers and/or other staff members in a school in and out of a class.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Class: Add/Remove Staff

Return to Administration Home

Mr. Velasquez's Class

Available Staff

Choose institution/school from which you would like to add staff from drop-down menu.

Maple Elementary

- Lawkins, Stephanie Gordon, Frank (1)
- Holmes, Sally (1)
- Johnson, May (1)
- Jones, Emily (1)
- Klein, Susan
- Lawkins, Stephanie
- Velasquez, Jorge (1)

To select multiple entries, hold the "ctrl" key(PC) or the apple key (Mac)

To add a staff member, select his/her name in this box and click Add Owner.

Staff For This Class

Johnson, May
Klein, Susan
Velasquez, Jorge

Add

Remove

Finish

Done

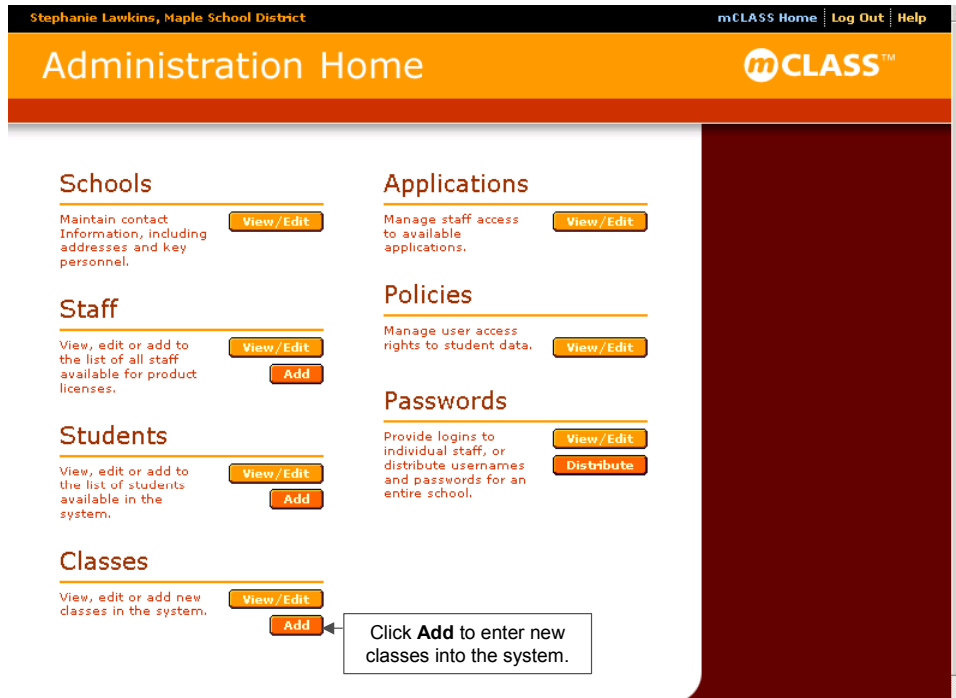
When you are finished making changes, click Done to save information.

- On the left-hand side of the screen is a list of Available Staff in your school, sorted by name. Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the Available Staff list.

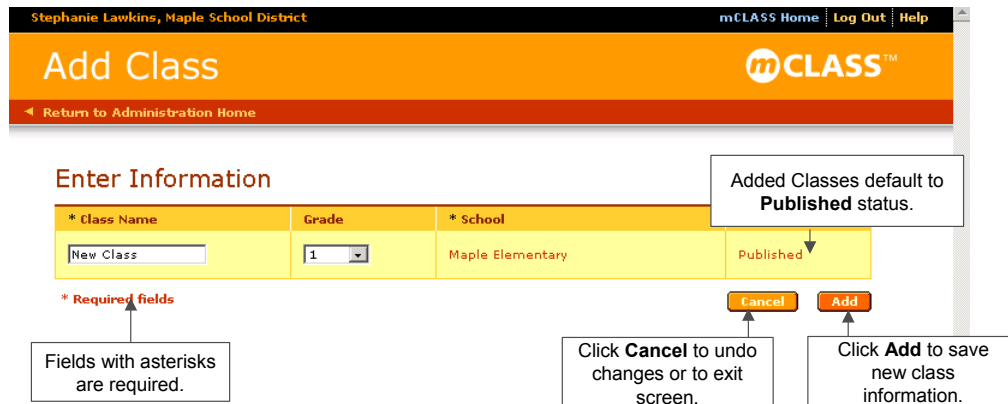
- Select a staff member by highlighting his/her name and then click the **Add Owner** button in the middle of the screen. Note: You may assign more than one Owner to a Class (for example, if two teachers team-teach a Class.)
- When you are done making changes, click **Done** to save.

To create a new class for this staff member:

- Go to the main Administration Home. Click on **Add** next to the title “Classes”.



- This will take you to a screen labeled **Add Class**. (If you are the System Administrator for more than one school, you must select which school you would like to view from a drop-down menu.)

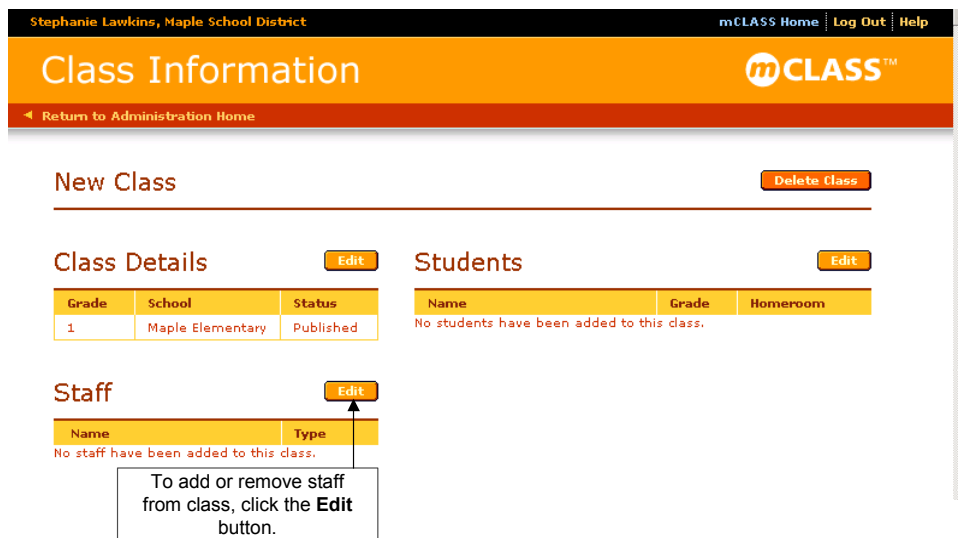


- Fill in the name of the class and choose the appropriate grade from the drop-down menu.

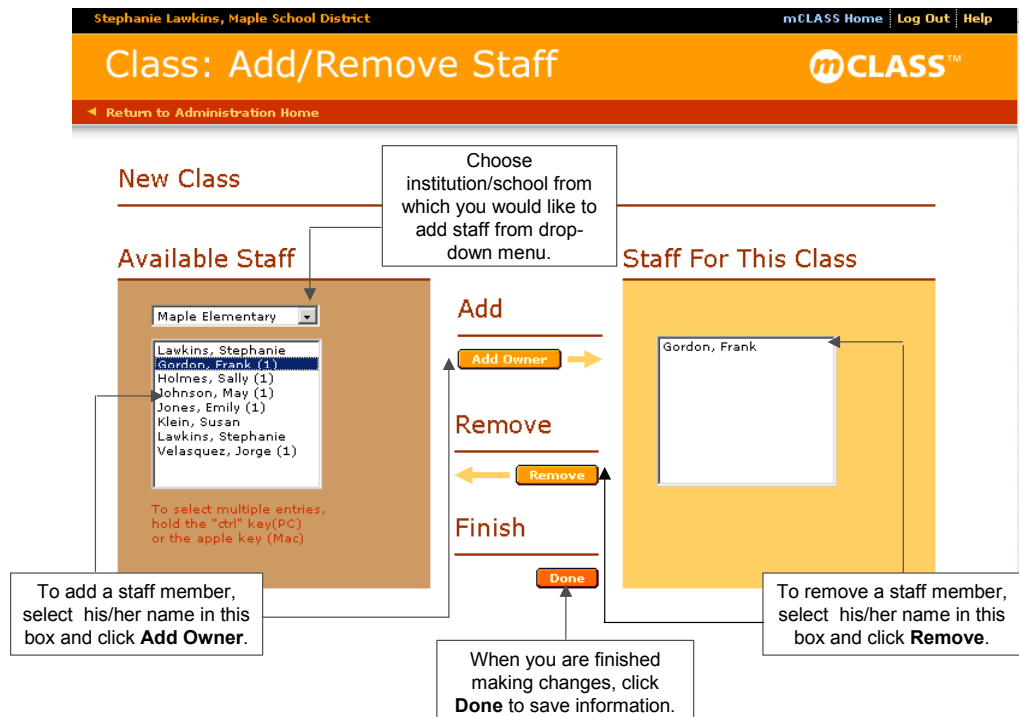
- The publishing status of the new class will automatically default to Published; if you want the class to be Archived, you will have to go back and edit the record later. Archived classes will not be saved on the handheld.
- When you are finished adding the class name and grade, click **Add**.
- If you decide that you do not want to add this class, click **Cancel**.
- After you click **Add**, you will be taken to a screen titled **Class Information**. Using this screen, you will assign teachers and/or other staff members to this class, as well as students.

a. Staff

- Click **Edit** next to the title “Staff”.



- This will take you to a page entitled **Class: Add/Remove Staff** that allows you to assign teachers and/or other staff members to the new class. The screen consists of two separate staff lists:



- i. Available Staff:
On the left-hand side of the screen is a list of all the available staff in your school, sorted by name. If you are the System Administrator for more than one school, you must choose the name of the school you wish to make changes to from the drop-down menu at the top of the Available Staff list.

To Add Owners to Class:

- Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the staff list.
- Select a staff member by highlighting his/her name and then click the **Add Owner** button in the middle of the screen.
- Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple staff members at the same time.

- ii. Staff For This Class:

On the right-hand side of the screen is a list of all staff members (both owners and users) who are already associated with this class.

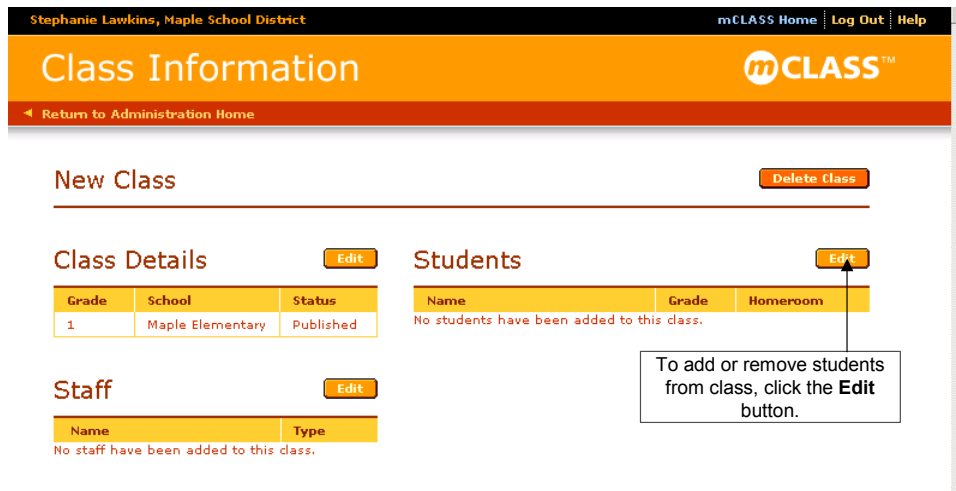
To Remove Owners from Class:

- Select a staff member by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple staff members at the same time.

- When you are done making changes, click **Done** to save.

b. Students

- Click **Edit** next to the title “Students” on the **Class Information** page.



- This will take you to a page entitled **Class: Add/Remove Students** that allows you to assign students to a new class. The screen consists of two separate student lists:

The screenshot shows the mCLASS interface for adding or removing students from a class. The interface is titled "Class: Add/Remove Students" and includes a navigation bar with "Return to Administration Home", "mCLASS Home", "Log Out", and "Help".

New Class: A box at the top right explains that students can be sorted by grade and/or homeroom using the drop-down menus.

Available Students: A list of student names is shown on the left. A drop-down menu at the top allows for filtering. A note indicates that holding the "ctrl" key (PC) or the apple key (Mac) allows for selecting multiple entries.

Students For This Class: A list of student names is shown on the right. A note explains that selecting a student's name in this box and clicking "Remove" will remove them from the class.

Buttons:

- Add:** A yellow arrow points from the "Available Students" list to the "Add" button.
- Remove:** A yellow arrow points from the "Students For This Class" list to the "Remove" button.
- Done:** A yellow arrow points from the "Students For This Class" list to the "Done" button.

Final Note: A box at the bottom center states: "When you are finished making changes, click **Done** to save information."

i. Available Students:

On the left-hand side of the screen is a list of all the available students, sorted by grade and then name.

- If you would like to view students from one grade only, choose the appropriate grade from the drop-down menu at the top of the list.
- If you would like to filter students by Homeroom (if this information is available on the system), select the Homeroom in the second drop-down menu.

To Add Students to Class:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple students at the same time.

ii. Students For This Class:

As you add students to this class, their names will appear in a list on the right-hand side of the screen.

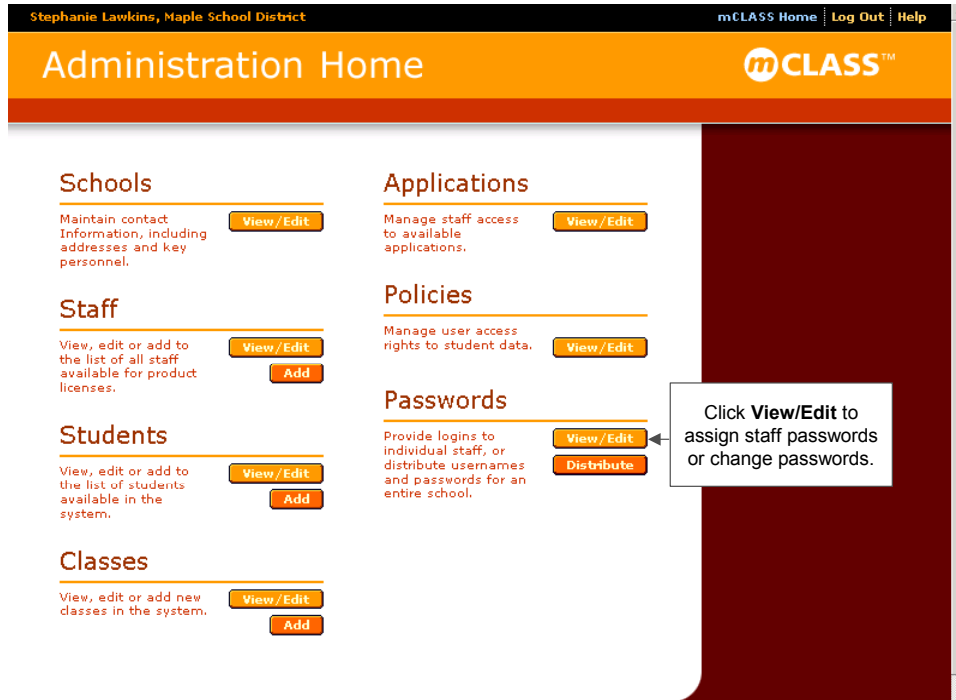
To Remove Students from Class:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple students at the same time.

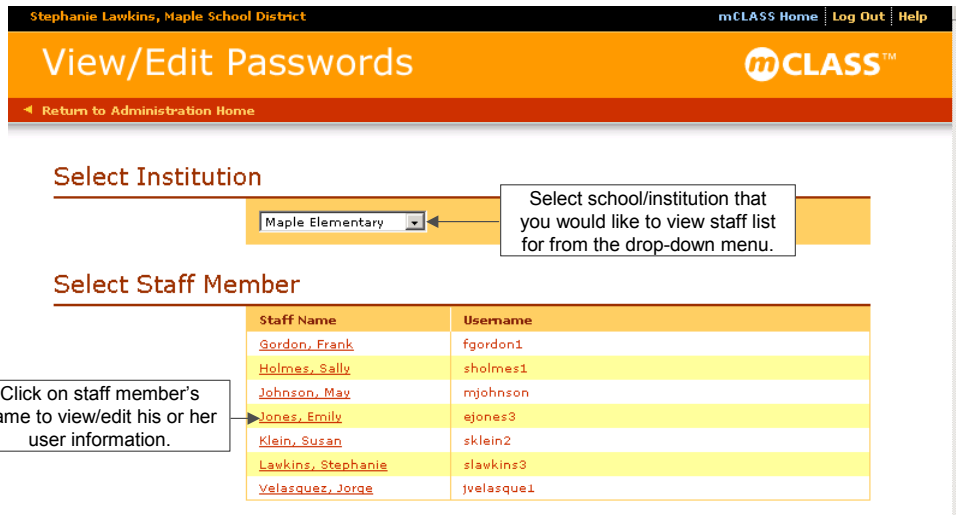
- When you are done making changes, click **Done** to save.

3. Email username and password to staff member

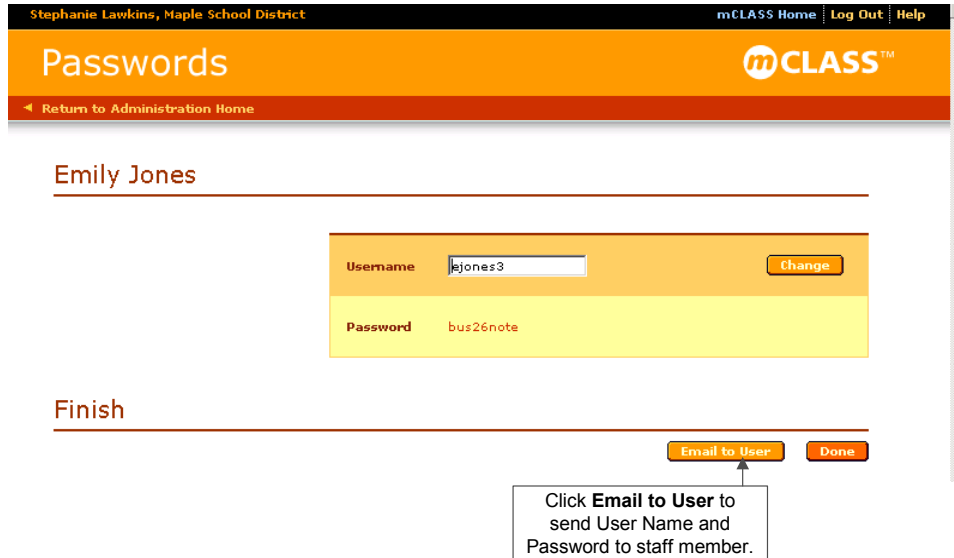
- Click on the **View/Edit** button that appears next to the title "Passwords" on the main Administration Home.



- This will take you to a screen labeled **View/Edit Passwords** that displays a list of users currently in the system as well as their User Names.



- Choose the institution/school that the staff member is associated with from the drop-down menu on the upper portion of the screen. The page will automatically update to display appropriate user names and details.
- Click on a staff member's on the list that appears in the lower portion of the screen. This action will take you to a new screen titled **Passwords** that displays detailed information for the user you selected.



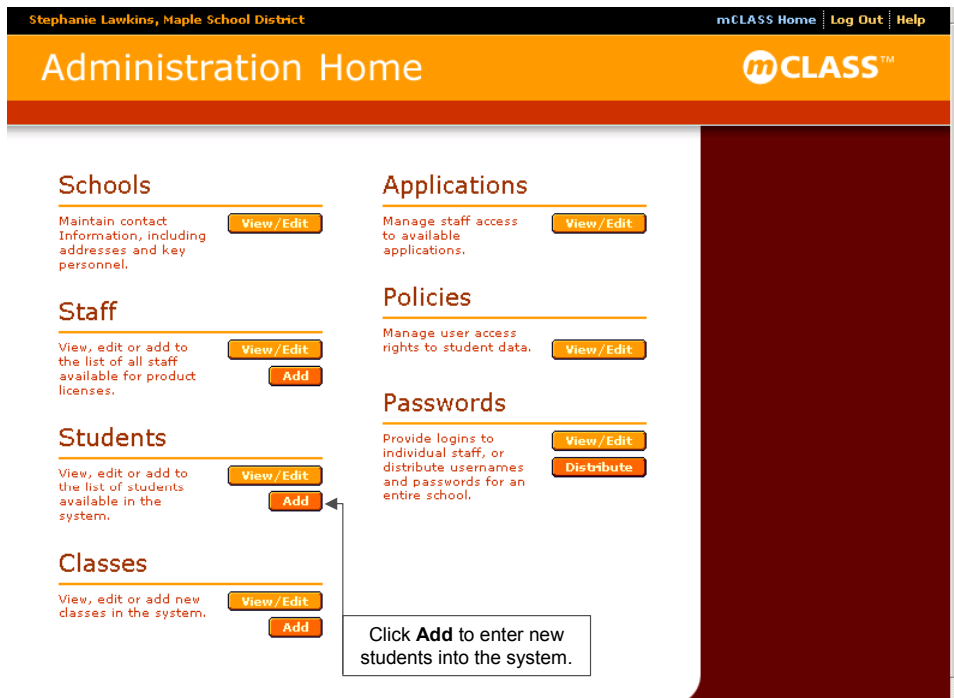
- Click **Email to User** to inform the user of his/her assigned Username and Password information. **Note:** If the user has already chosen a Password, this option will not be available. You will have to manually inform the user of his/her information.

B. Add new student(s) to the mCLASS system

The System Administrator must go through the following steps to add new student records to the mCLASS system.

1. Add new student record(s)

- Click on **Add** next to the title “Students” on the main Administration Home.



- This will take you to a screen labeled **Add Students**. (If you are the System Administrator for more than one school, you must select which school you would like to add the student to from the drop-down menu at the top of the student list.)

- Fill in the appropriate fields for the new student(s) you are adding. Please note that all fields preceded by an asterisk are required in order for information to be saved to the system. You may add up to five students at a time.
- When you are finished, please scroll to the bottom of the screen and click **Save Students**. Note that this button may not be immediately visible depending on the size of your computer screen. If you do not click **Save Students**, the new student information will not be saved to the system and you will have to repeat this action.
- After clicking on **Save Students**, you will be taken to a screen title **Confirm Add Students**, which presents the information you just entered in a view-only format.

- If this student information is correct and you do not wish to add further students to the system, click **Save** at the bottom right-hand side of the screen.
- If this information is correct and you wish to go on to add more students to the system, click **Save & Add More** at the bottom right-hand side of the screen.
- If there are errors in any record, please click **Make Changes** at the upper right-hand side of the screen to edit the information.
- When you have finished adding all student information, you will be taken to a screen titled **Add Successful**. Here you will see the name and school of the student(s) you have added to the system.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Add Successful

Return to Administration Home

Student Name	Student ID	State ID	Grade	Homeroom	School
Adams, Anna	027		1		Maple Elementary

Buttons: Add More, Done

Callout 1: If this student information is correct but you would like to add more staff, click **Add More**.

Callout 2: If this student information is correct and you are finished adding staff, click **Done**.

- If you would still like to go back and add more students, click **Add More**.
- If you are finished adding students, click **Done**. Please note that you must click **Done** in order to commit these records to the system.

2. Add student(s) to classes

- Click on **View/Edit** next to the title “Classes” on the main Administration Home.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Administration Home

Schools

Maintain contact information, including addresses and key personnel. [View / Edit](#)

Staff

View, edit or add to list of all staff available for product use. [View / Edit](#) [Add](#)

Students

View, edit or add to list of students available in the system. [View / Edit](#) [Add](#)

Classes

View, edit or add new classes in the system. [View / Edit](#) [Add](#)

Applications

Manage staff access to available applications. [View / Edit](#)

Policies

Manage user access rights to student data. [View / Edit](#)

Passwords

Provide logins to individual staff, or distribute usernames and passwords for an entire school. [View / Edit](#) [Distribute](#)

Callout: Click **View/Edit** to see or change information for classes that are already entered into the system.

- This will take you to a screen that displays a list of all classes currently in the system for a school. (If you are the System Administrator for more than one school, you must select which school you would like to view from the drop-down menu.)

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

View/Edit Classes

Return to Administration Home

1. Select School

Maple Elementary

2. Select Class

Class	Grade	Students	Owners
Advanced Readers	1	6	S. Klein
Mr. Velasquez's Class	1	9	J. Velasquez
Ms. Holmes' Class	1	8	S. Holmes
Ms. Jones' Class	1	9	E. Jones
Special Needs Readers	1	4	S. Klein

Click on class name to view/edit class details.

- Click on the name of the class you would like to add this student to in the list that appears in the lower portion of the screen. This action will take you to a new screen titled **Class Information** that displays detailed information for this class – including the staff and students associated with it - in a view-only format.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Class Information

Return to Administration Home

Mr. Velasquez's Class

Delete Class

Class Details Edit

Grade	School	Status
1	Maple Elementary	Published

Staff Edit

Name	Type
Velasquez, Jorge	Owner
Johnson, May	User
Klein, Susan	User

Students Edit

Name	Grade	Homeroom
Bennett, Beth	1	
Easterly, Erica	1	
Hillard, Horatio	1	
Khan, Karina	1	
Nair, Neepa	1	
Quinn, Quincy	1	
Tsing, Tessa	1	
West, William	1	
Zuber, Zack	1	

To add or remove students from class, click the **Edit** button.

- Click **Edit** next to the title “Students” on the **Class Information** page. This will take you to a page entitled **Class: Add/Remove Students** that allows you to assign students to a new class.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Class: Add/Remove Students

Return to Administration Home

Mr. Velasquez's Class

Sort students by grade and/or homeroom using the drop-down menus.

Available Students

Students For This Class

To select multiple entries, hold the "ctrl" key(PC) or the apple key (Mac)

To add a student, select his/her name in this box and click **Add**.

Add

Remove

Finish

Done

When you are finished making changes, click **Done** to save information.

- On the left-hand side of the screen is a list of all the available students, which can be sorted by grade and/or homeroom. Select the student you would like to add to the class by highlighting his/her name and then click the **Add** button in the middle of the screen.
- When you are done making changes, click **Done** to save.

C. Reset User Passwords

If a user forgets his/her password, the administrator must do the following in order to reinstate access to the mCLASS system.

- Click on the **View/Edit** button that appears next to the title "Passwords" on the main Administration Home.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Administration Home

Schools: Maintain contact information, including addresses and key personnel. **View/Edit**

Staff: View, edit or add to the list of all staff available for product licenses. **View/Edit** **Add**

Students: View, edit or add to the list of students available in the system. **View/Edit** **Add**

Classes: View, edit or add new. **View/Edit**

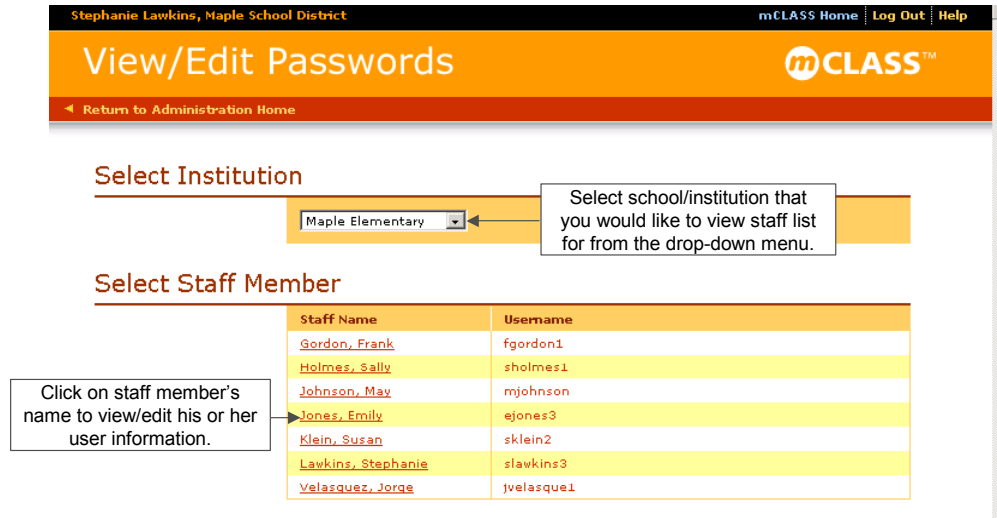
Applications: Manage staff access to available applications. **View/Edit**

Policies: Manage user access rights to student data. **View/Edit**

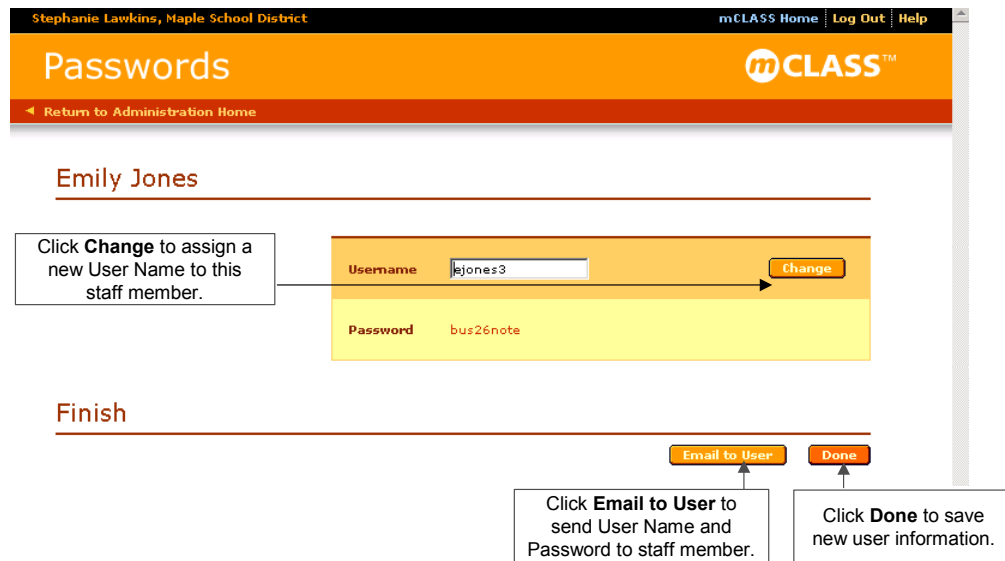
Passwords: Provide logins to individual staff, or distribute usernames and passwords for an entire school. **View/Edit** **Distribute**

Click **View/Edit** to assign staff passwords or change passwords.

- This will take you to a screen labeled **View/Edit Passwords** that displays a list of users currently in the system as well as their User Names.



- Choose the institution/school for the user whose password you need to change from the drop-down menu on the upper portion of the screen. The page will automatically update to display appropriate user names and details.
- Click on the user name from the list that appears in the lower portion of the screen. This action will take you to a new screen titled **Passwords** that displays detailed information for the user you selected.



- If the user has not yet changed his/her Temporary Password as assigned by the system, the Temporary Password will appear. The Temporary Password cannot be changed. Tell or email the staff member this password, and he/she can access the system.
- If the user has already chosen a permanent password, the words "Password Set" will appear. To assign a new temporary password to this user, click **Reset**. The system will automatically update the password.

- When you are done reviewing the temporary Password/reassigning the permanent Password, click **Email to User** to inform the user of his/her updated information.
- If you would rather inform the user in person or via another means of communication, simply click **Done** to register the change to the system.

Complete Administrative Home Reference Guide

This section provides a comprehensive guide to the administrative tools offered by mCLASS. For a guide to common day-to-day tasks, such as adding new staff and students to the system, please refer to the **Guide to Common Administrative Tasks**, which begins on Page 15.

1. Schools

This tool allows System Administrators to view and update information pertaining to the Institutions/Schools that they manage.

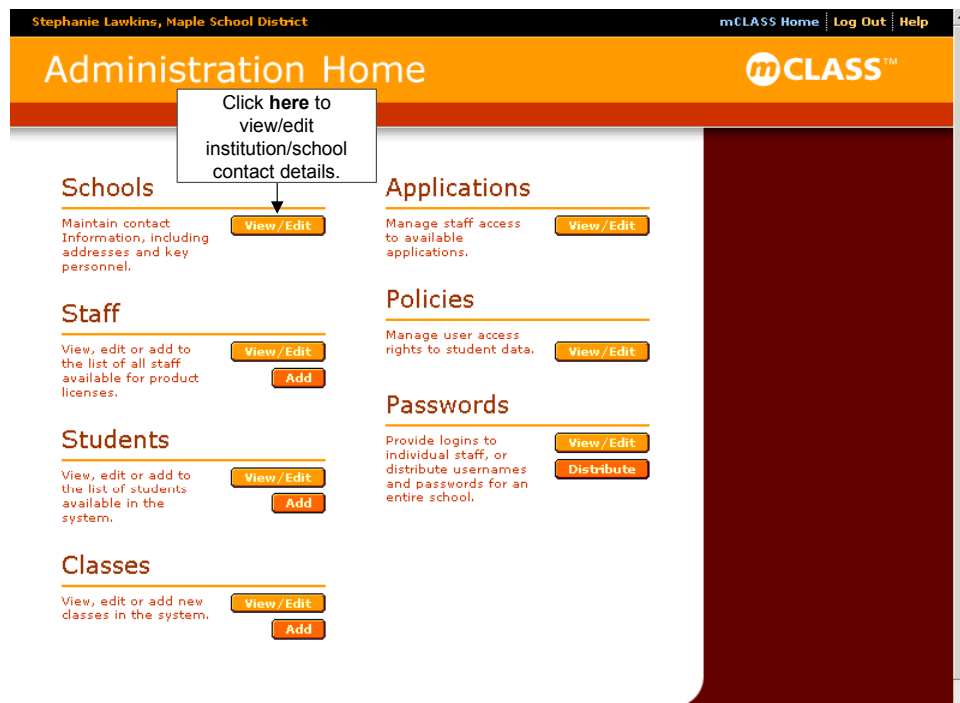
Note: It is very important for the System Administrator to ensure that this information remains up-to-date and accurate on an ongoing basis so that Technical and Customer Support reps from Wireless Generation are able to reach key staff contacts whenever necessary.

Available Tasks:

- A. View Institution/School Information
- B. Update Institution/School Information

A. View Institution/School Information

- Click on the **View/Edit** button next to “Schools” on the Administrative Home.



- This will take you to a page titled “School Information”. Click on the name of an Institution/School to view detailed information for that entity. This detailed information consists of the following:

School Information mCLASS™

Return to Administration Home

Select

- Maple School District
- Maple Elementary

Maple School District Edit

Address: 100 Maple Street
Mapleville, Michigan 12345
Phone: 212-555-1500
Fax: 212-555-1500

Primary System Administrator
Stephanie Lawkins

Administrative Contact
Name: Stephanie Lawkins
Email: slawkins@maple.edu
Phone: 212-555-1212
Fax: 212-555-1212

Instructional Contact
Name: Emily Jones
Email: ejones@maple.edu
Phone: 212-555-1213
Fax: 212-555-1213

Technical Contact
Name: John Davis
Email: jdavis@maple.edu
Phone: 212-555-1214
Fax: 212-555-1214

Done

If all information is correct, click on **Return to Administration Home** to return to the main menu.

Click on the name of the institution/school you would like to view/edit.

To make changes to this school's information, click **Edit**.

If this information is correct, click **Done**.

1. Institution/School name
2. Institution/School address
3. Institution/School phone/fax
4. Name/email/phone/fax for Administrative Contact
5. Name/email/phone/fax for Instructional Contact (i.e., a staff member who will serve as a liaison with the Administrator/Wireless Generation in terms of how mCLASS is deployed in the classroom)
6. Name/email/phone/fax for Technical Contact (i.e., a School or District-level employee who Wireless Generation can communicate with in the event of a system failure)

B. Edit Institution/School Information

- Click on the button labeled **Edit**. This will take you to a screen that allows you to overwrite existing information with new data.
- When you are finished updating school information, click **Save Changes**. Please note that all fields preceded by an asterisk are required in order for information to be saved to the system. If there are no changes to be made, click **Done** at the bottom of the screen.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Edit School Information

Return to Administration Home

Maple Elementary

Address

Name:

* Address 1:

Address 2:

* City:

State:

Province:

* Postal code:

* Country:

* Phone:

* Fax:

Primary System Administrator

Stephanie Lawkins

Administrative Contact

First Name:

Last Name:

Email:

Phone:

Fax:

Instructional Contact

First Name:

Last Name:

Email:

Phone:

Fax:

Technical Contact

First Name:

Last Name:

Email:

Phone:

Fax:

- After you click **Save Changes**, you will be returned to the screen that allows you to view current school information. If everything is correct and you have no more changes to make, click **Return to Administration Home** on the upper left hand of the screen. If you have more changes to make, simply click **Edit** again.

2. Staff

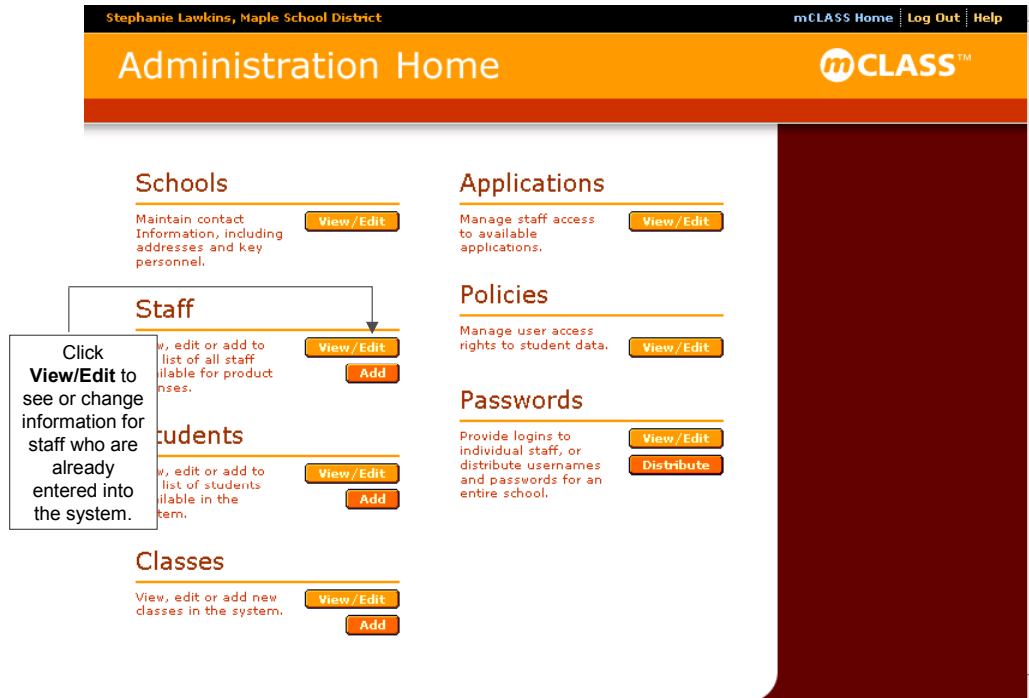
This tool allows System Administrators to view and update current staff information, as well as add new staff members to the system.

Available Tasks:

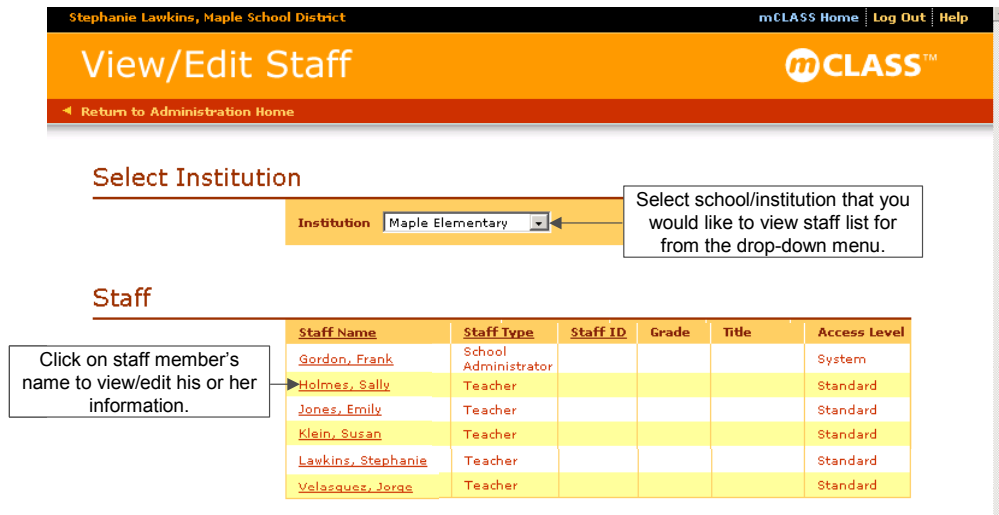
- View Current Staff
- Edit Current Staff
- Delete Current Staff
- Add New Staff

A. View Current Staff

- Click on **View/Edit** next to the title "Staff" on the main Administration Home.

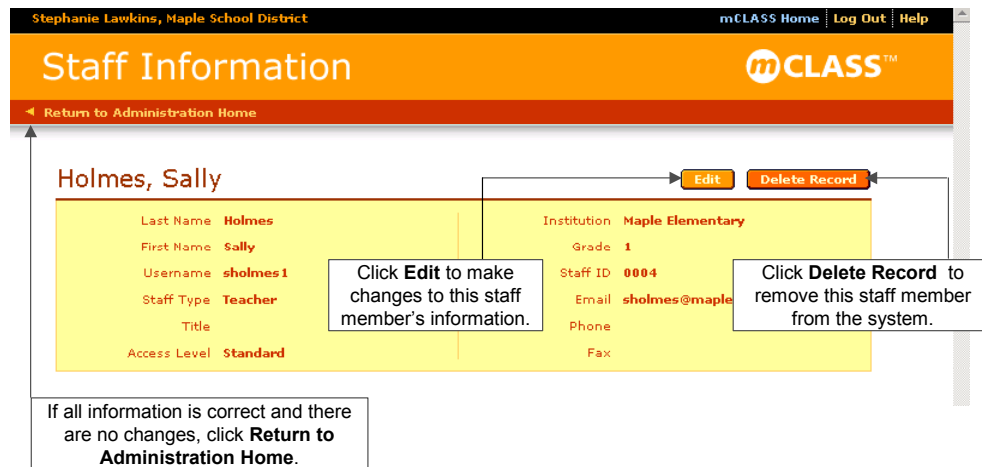


- This will take you to a page titled “View/Edit Staff.” Choose the institution/school for which you would like to view staff from the drop-down menu on the upper portion of the screen. The page will automatically update to display appropriate staff names and details.

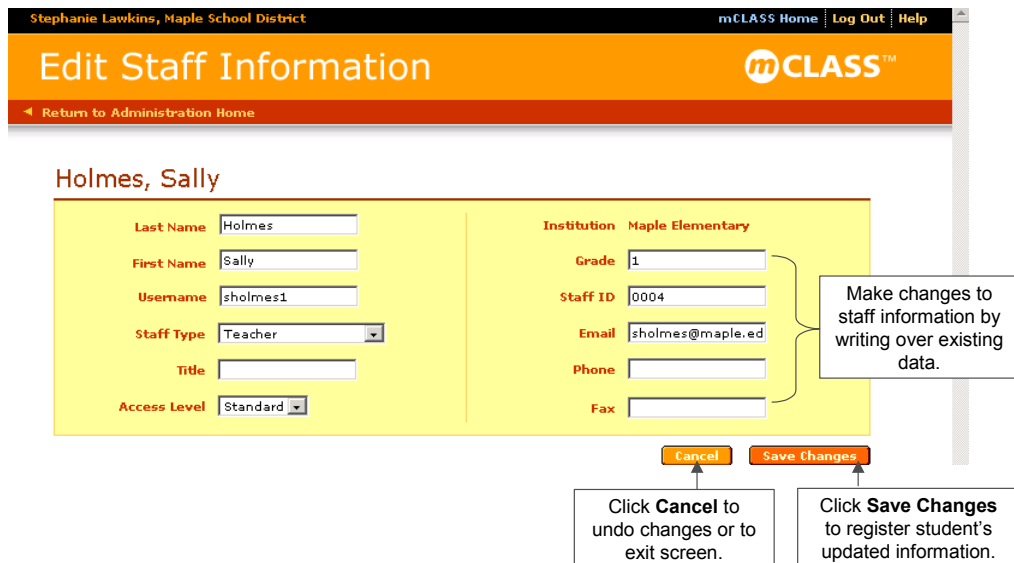


B. Edit Current Staff

- Click on a name from the staff list that appears in the lower portion of the screen. This action will take you to a new screen titled **Staff Information** that displays detailed information for the staff member you selected in a view-only format.



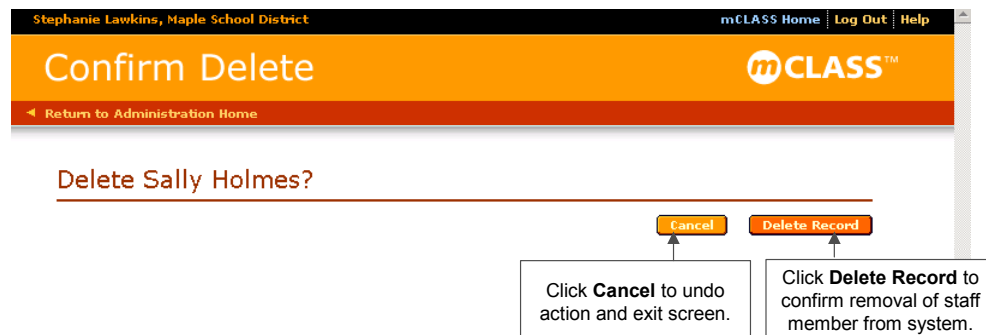
- Click **Edit** on the upper right hand side of the screen. This will take you to a page entitled **Edit Staff Information** that allows you to overwrite that staff member's current record.



- When you are done updating the appropriate fields, click **Save Changes**.
- If you decide that you do not want to make changes to this staff member's existing data, click **Cancel**. This action will save that staff member's information as it previously existed, with no changes registered.

C. Delete Current Staff

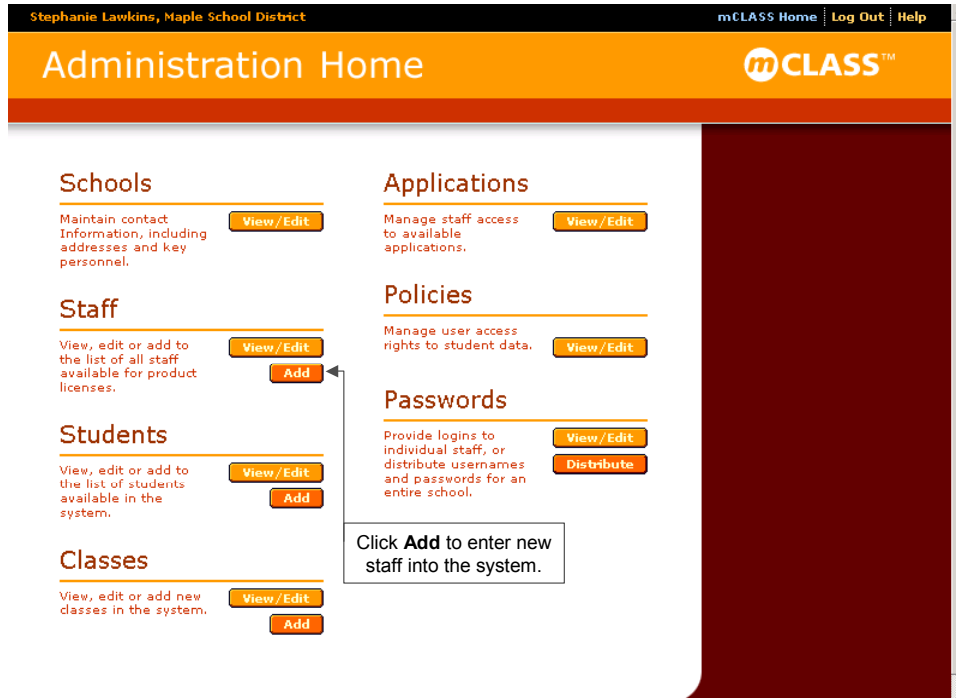
- Click **Delete Record** on the upper right hand side of the **Staff Information** screen.



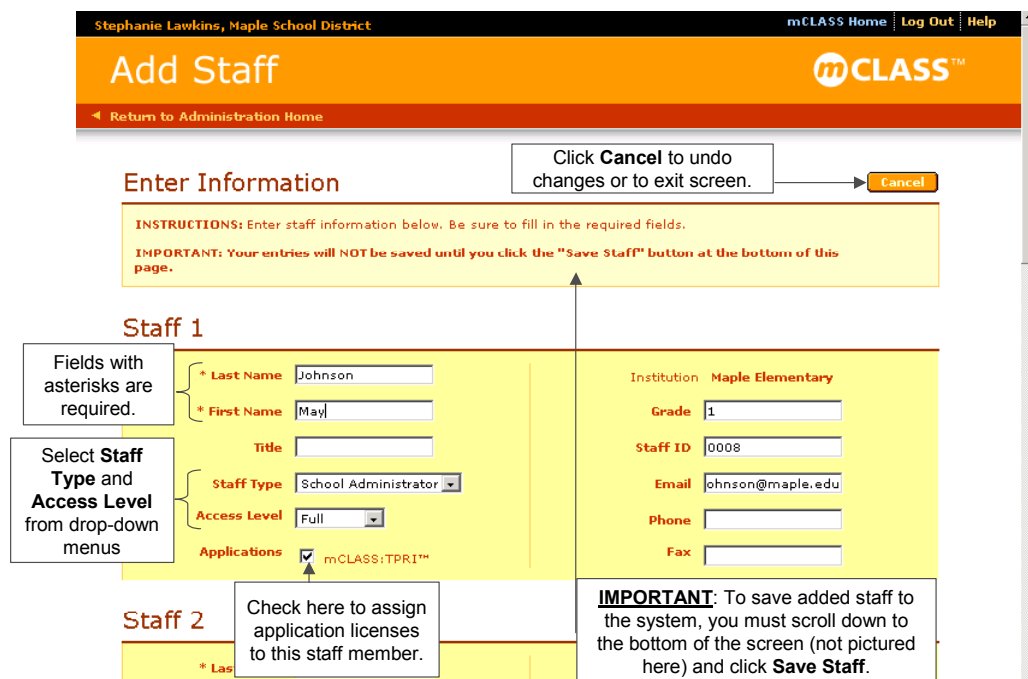
- You will be taken to a page titled **Confirm Delete** that gives you the choice to either **Delete Record** or **Cancel** the action.
- Click on the appropriate button to finalize the change.

D. Add New Staff

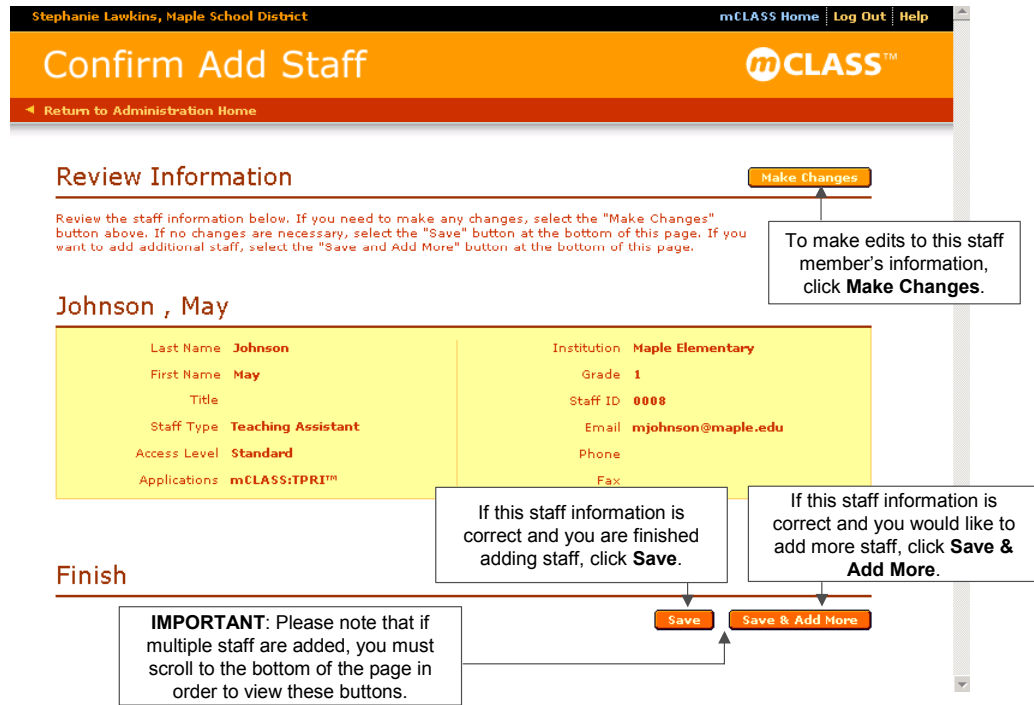
- Click on **Add** next to the title “Staff” on the main Administration Home.



- This will take you to a screen labeled **Add Staff**. Fill in the appropriate fields for the new staff member you are adding. Please note that all fields preceded by an asterisk are required in order for information to be saved to the system.



- The field entitled Staff Type is a drop-down menu; please choose School Administrator, Specialist, Teacher or Teaching Assistant.
- The next field, entitled Access Level, will determine the depth of information that this staff member will be allowed to access. The available options are System Access, Full Access, and Standard Access. Please refer to the **mCLASS Definitions** section of this guide (page 9) for help in determining how to classify a particular staff member.
- A list of all applications for which this institution/school holds licenses appears at the bottom left side of the screen. Put a check mark next to the names of the applications that this staff member will be licensed to use.
- When you are finished, please scroll to the bottom of the screen and click **Save Staff**. Note that this button may not be immediately visible depending on the size of your computer screen. If you do not click **Save Staff**, the new staff information will not be saved to the system and you will have to repeat this action.
- After clicking on **Save Staff**, you will be taken to a screen title **Confirm Add Staff**, which presents the information you just entered in a view-only format.



- If this staff information is correct and you do not wish to add further staff to the system, click **Save** at the bottom right-hand side of the screen.
- If this information is correct and you wish to go on to add more staff members to the system, click **Save & Add More** at the bottom right-hand side of the screen.
- If there are errors in any record, please click **Make Changes** at the upper right-hand side of the screen to edit the information.
- When you have finished adding all staff information, you will be taken to a screen titled **Add Successful**. Here you will see the name and school of the person you have added to the system, along with his/her User Name and Temporary Password.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Add Successful

Return to Administration Home

Staff Added

Name	Institution	Username	Temporary Password
May Johnson	Maple Elementary	mjohnson	not63jig

Buttons: Add More, Done

Note that the system automatically assigns a User Name and Temporary Password to new staff members.

If this staff information is correct but you would like to add more staff, click **Add More**.

If this staff information is correct and you are finished adding staff, click **Done**.

- If you would still like to go back and add more staff, click **Add More**.
- If you are finished adding staff, click **Done**. Please note that you must click **Done** in order to commit these records to the system.

3. Students

This tool allows System Administrators to view and update current student information as well as to add new students to the system.

Available Tasks:

- A. View Current Students (by grade or by name)
- B. Edit Current Students
- C. Delete Current Students
- D. Add New Students

A. View Current Students (by grade or by name)

- Click on **View/Edit** next to the title “Students” on the main Administration Home.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Administration Home

Schools

Maintain contact information, including addresses and key personnel. [View/Edit](#)

Staff

View, edit or add to the list of all staff available for product licenses. [View/Edit](#) [Add](#)

Students

View, edit or add to the list of students available in the system. [View/Edit](#) [Add](#)

Classes

View, edit or add new classes in the system. [View/Edit](#) [Add](#)

Applications

Manage staff access to available applications. [View/Edit](#)

Policies

Manage user access rights to student data. [View/Edit](#)

Passwords

Provide logins to individual staff, or distribute usernames and passwords for an entire school. [View/Edit](#) [Distribute](#)

Click **View/Edit** to see or change information for students who are already entered into the system.

- This will take you to a screen that displays a list of all students currently in the system, sorted alphabetically by name. (If you are the System Administrator for more than one school, you must select which school you would like to view from the drop-down menu at the top of the student list.) You may choose certain alphabetical subsets of students by selecting from the drop-down menu entitled “Range” at the top right of the screen.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

View/Edit Students

Return to Administration Home

Browse by Name

School: Maple Elementary | Range: App - Doo

Browse by Grade

You may select an alphabetical range for viewing a subset of the complete student list from the drop-down menu.

Alternatively, you can view students from a specific grade, listed alphabetically.

Select Student

Student Name	Student ID	State ID	Grade	Homeroom
Adams, Anna	027		1	
Anderson, Austin	001		1	
Bennett, Beth	002		1	
Cortez, Carlos	003		1	
D'Amico, Douglas	004		1	
Easterly, Erica	005		1	
Farmington, Faith	006		1	
Guo, George	007		1	
Hillard, Horatio	008		1	
Ignatius, Ife	009		1	

Click on student's name to view/edit his or her information.

- To view students sorted by grade, please click the button labeled **Browse by Grade** at the top right of the screen and then choose a grade from the drop-down menu labeled “Grade” on the upper portion of the screen. The page will automatically update to display student names and details specific to that grade arranged alphabetically.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

View/Edit Students

Return to Administration Home

Browse by Grade

School: Maple Elementary | Grade: all grades

Browse by Name

Select a grade to view from the drop-down menu.

Alternatively, you can view students listed alphabetically, or by designated alphabetical subsets.

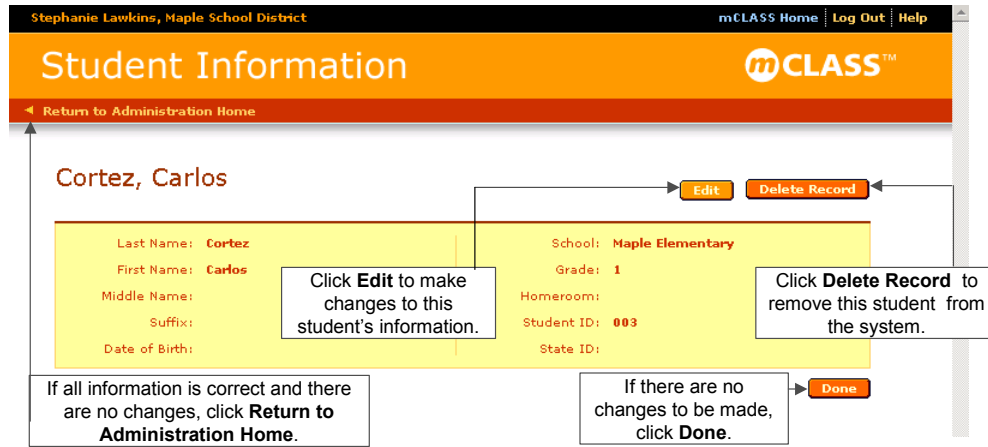
Select Student

Student Name	Student ID	State ID	Grade	Homeroom
Adams, Anna	027		1	
Anderson, Austin	001		1	
Bennett, Beth	002		1	
Cortez, Carlos	003		1	
D'Amico, Douglas	004		1	
Easterly, Erica	005		1	
Farmington, Faith	006		1	
Guo, George	007		1	
Hillard, Horatio	008		1	
Ignatius, Ife	009		1	

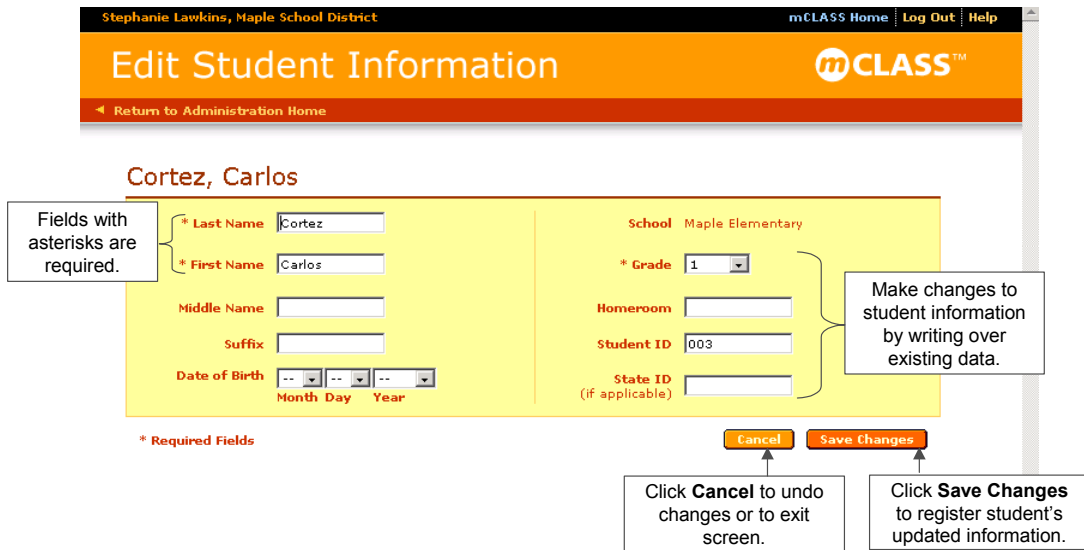
Click on student's name to view/edit his or her information.

B. Edit Current Students

- Click on a student’s name that appears on the list in the lower portion of the screen. This action will take you to a new screen titled **Student Information** that displays detailed information for the student you selected in a view-only format.
- If this student's information is correct, click **Done** at the bottom of the screen.



- If you would like to make changes to this record, click **Edit** on the upper right hand side of the screen. This will take you to a page entitled **Edit Student Information** that allows you to overwrite that student's current record.



- When you are done updating the appropriate fields, click **Save Changes**.
- If you decide that you do not want to make changes to this student's existing data, click **Cancel**. This action will save that student's information as it previously existed, with no changes registered.

C. Delete Current Students

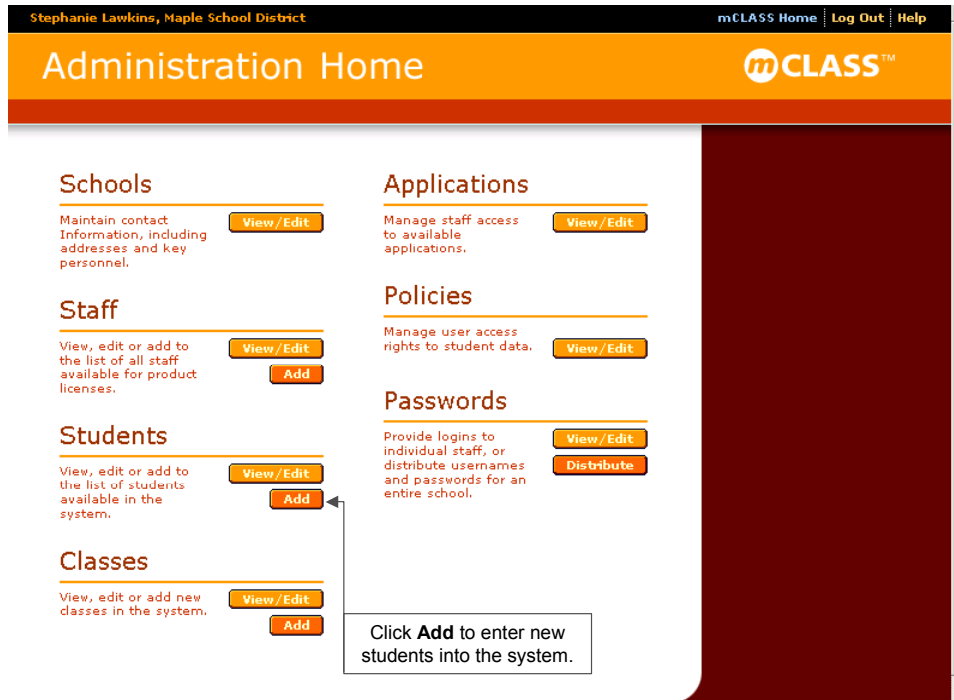
- Click **Delete Record** on the upper right hand side of the **Student Information** screen.



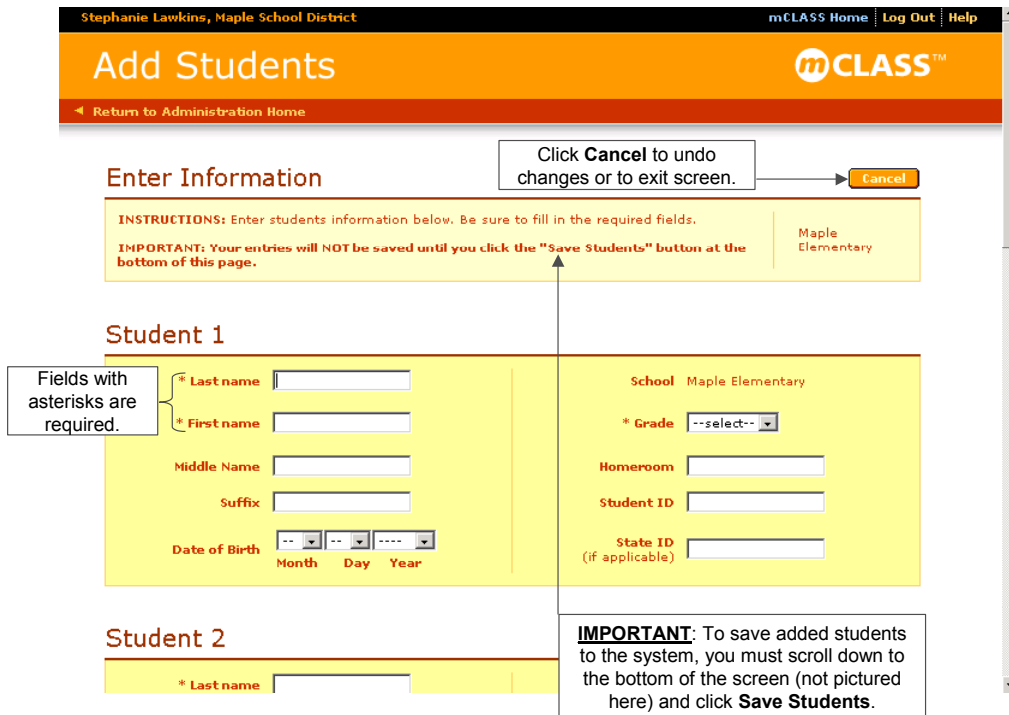
- You will then be taken to a page titled **Confirm Delete** that gives you the choice to either **Delete Record** or **Cancel** the action. Click on the appropriate button to finalize the change.

D. Add New Students

- Click on **Add** next to the title “Students” on the main Administration Home.



- This will take you to a screen labeled **Add Students**. (If you are the System Administrator for more than one school, you must select which school you would like to view from a drop-down menu at the top right of the screen.)



- Fill in the appropriate fields for the new student(s) you are adding. Please note that all fields preceded by an asterisk are required in order for information to be saved to the system. You may add up to five students at a time.
- When you are finished, please scroll to the bottom of the screen and click **Save Students**. Note that this button may not be immediately visible depending on the size of your computer screen. If you do not click **Save Staff**, the new student information will not be saved to the system and you will have to repeat this action.
- After clicking on **Save Students**, you will be taken to a screen title **Confirm Add Students**, which presents the information you just entered in a view-only format.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Confirm Add Students

Return to Administration Home

Review Information

Review the student information below. If you need to make any changes, select the "Make Changes" button above. If no changes are necessary, select the "Save" button at the bottom of this page. If you want to add additional students, select the "Save and Add More" button at the bottom of this page.

Adams, Anna

Last Name: Adams	School: Maple Elementary
First Name: Anna	Grade: 1
Middle Name:	Homeroom:
Suffix:	Student ID: 027
Date of Birth:	

Finish

Buttons: **Make Changes**, **Save**, **Save & Add More**

Callouts:

- To make edits to this student's information, click **Make Changes**.
- If this student information is correct and you are finished adding students, click **Save**.
- If this student information is correct and you would like to add more students, click **Save & Add More**.

- If this student information is correct and you do not wish to add further students to the system, click **Save** at the bottom right-hand side of the screen.
- If this information is correct and you wish to go on to add more students to the system, click **Save & Add More** at the bottom right-hand side of the screen.
- If there are errors in any record, please click **Make Changes** at the upper right-hand side of the screen to edit the information.
- When you have finished adding all student information, you will be taken to a screen titled **Add Successful**, with the name and school of the student(s) you added to the system.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Add Successful

Return to Administration Home

Students Added

Student Name	Student ID	State ID	Grade	Homeroom	School
Adams, Anna	027		1		Maple Elementary

Buttons: **Add More**, **Done**

Callouts:

- If this student information is correct but you would like to add more staff, click **Add More**.
- If this student information is correct and you are finished adding staff, click **Done**.

- If you would still like to go back and add more students, click **Add More**.
- If you are finished adding students, click **Done**. Please note that you must click **Done** in order to commit these records to the system.

4. Classes

This tool allows System Administrators to add, edit and update Classes in the mCLASS system.

For details about the distinctions between Classes and Groups, please see page 10.

Available Tasks:

- A. View Current Classes
- B. Edit Current Classes
 - a. Class Details
 - b. Staff
 - c. Students
- C. Delete Current Classes
- D. Add New Classes
 - a. Staff
 - b. Students

A. View Current Classes

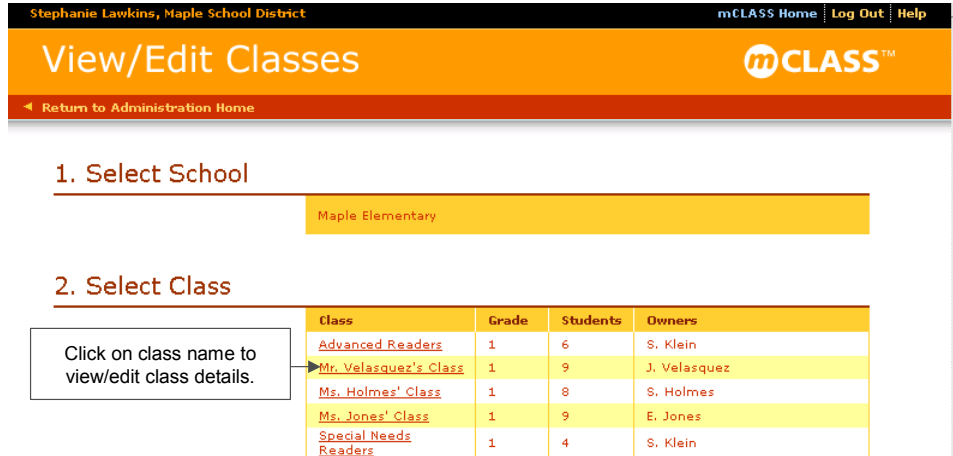
- Click on **View/Edit** next to the title “Classes” on the main Administration Home.

The screenshot shows the mCLASS Administration Home interface. At the top, the user is identified as Stephanie Lawkins, Maple School District. The main navigation bar includes 'Administration Home' and the mCLASS logo. The interface is divided into several sections, each with a 'View/Edit' button:

- Schools:** Maintain contact information, including addresses and key personnel.
- Staff:** View, edit or add to list of all staff available for product licenses.
- Students:** Edit or add to list of students available in the system.
- Classes:** View, edit or add new classes in the system.
- Applications:** Manage staff access to available applications.
- Policies:** Manage user access rights to student data.
- Passwords:** Provide logins to individual staff, or distribute usernames and passwords for an entire school.

A callout box highlights the 'View/Edit' button for the 'Classes' section, stating: "Click View/Edit to see or change information for classes that are already entered into the system."

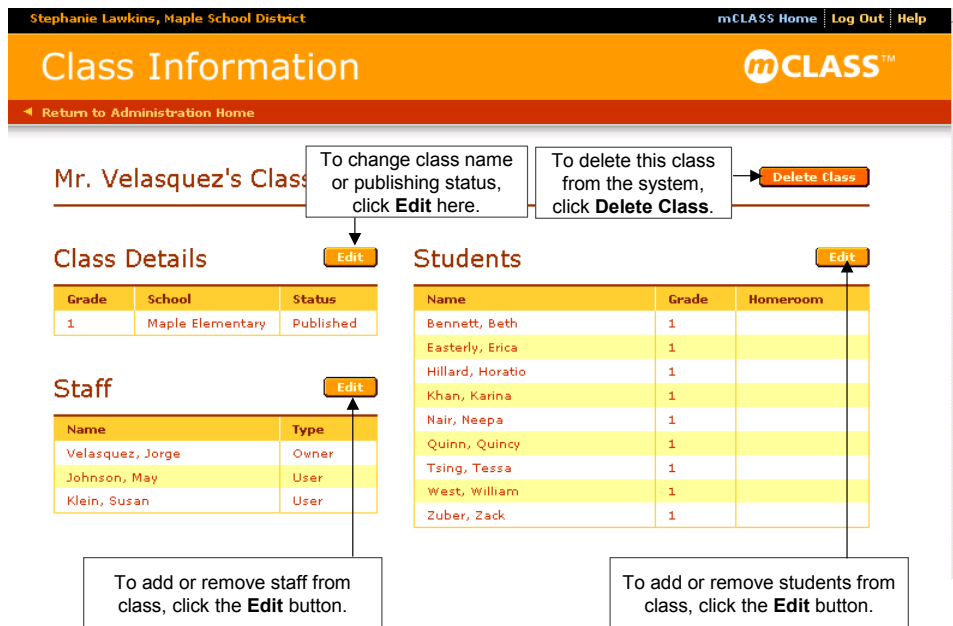
- This will take you to a screen that displays a list of all classes currently in the system for a school. (If you are the System Administrator for more than one school, you must select which school you would like to view from the drop-down menu.)



- This list provides basic information about the class, including the grade, how many students have been assigned to it, and the names of Class Owners.

B. Edit Current Classes

- Click on the class name in the list that appears in the lower portion of the screen.
- This action will take you to a new screen titled **Class Information** that displays detailed information for this class – including the staff and students associated with it - in a view-only format.



- You may choose to edit the following information pertaining to the class: Details (e.g., name, grade, publishing status), Staff, and/or Students.

a. Class Details

- Click **Edit** next to the title “Class Details”. This will take you to a page entitled **Edit Class Information** that allows you to overwrite the class name, grade

and/or publishing status (i.e., if a class information should be available for download to Palm Pilots it is **Published**; if it is not, it is **Archived**. An Archived Class may be one that is no longer in session, but whose data you would like to retain on the system for future use.)

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Edit Class Information

Return to Administration Home

Mr. Velasquez's Class

Class Detail

* Class Name	Grade	School	* Status
Mr. Velasquez's Cla...	1	Maple Elementary	Published

* Required fields

Fields with asterisks are required.

To change class name overwrite new data here.

Published classes will sync to users' Palm Pilots; Archived classes will not be synced.

Click **Cancel** to undo changes or to exit screen.

Click **Save Changes** to register updated information.

- When you are done updating the appropriate fields, click **Save Changes**.
- If you decide that you do not want to make changes to the existing data, click **Cancel**. This action will save the class details as they previously existed, with no changes registered.

b. Staff

- Click **Edit** next to the title "Staff". This will take you to a page entitled **Class: Add/Remove Staff** that allows you to move any teachers and/or other staff members in a school in and out of a class.

Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Class: Add/Remove Staff

Return to Administration Home

Mr. Velasquez's Class

Choose institution/school from which you would like to add staff from drop-down menu.

Available Staff

Maple Elementary

- Lawkins, Stephanie
- Gordon, Frank (1)
- Holmes, Sally (1)
- Johnson, May (1)
- Jones, Emily (1)
- Klein, Susan
- Lawkins, Stephanie
- Velasquez, Jorge (1)

To select multiple entries, hold the "ctrl" key(PC) or the apple key (Mac)

To add a staff member, select his/her name in this box and click **Add Owner**.

Staff For This Class

- Johnson, May
- Klein, Susan
- Velasquez, Jorge

To remove a staff member, select his/her name in this box and click **Remove**.

Add

Remove

Finish

When you are finished making changes, click **Done** to save information.

- The screen consists of two separate staff lists:
 - i. Available Staff:

On the left-hand side of the screen is a list of all the available staff in your school, sorted by name. If you are the System Administrator for more than one school, you must choose the name of the school you wish to make changes to from the drop-down menu at the top of the Available Staff list.

To Add Owners to Class:

- Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the staff list.
- Select a staff member by highlighting his/her name and then click the **Add Owner** button in the middle of the screen.
- Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple staff members at the same time.

- ii. Staff For This Class:

On the right-hand side of the screen is a list of all staff members (both owners and users) who are already associated with this class.

To Remove Owners from Class:

- Select a staff member by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple staff members at the same time.

- When you are done making changes, click **Done** to save.

c. Students

- Click **Edit** next to the title “Students”. This will take you to a page entitled **Class: Add/Remove Students** that allows you to move any students in a school in and out of a class. The screen consists of two separate student lists:

- i. Available Students:

- If you would like to view students from one grade only, choose the appropriate grade from the drop-down menu at the top of the list.
- If you’d like to filter the list of students by what Homeroom they are in (if this information is available in the system) select the Homeroom in the second drop-down menu.

To Add Students to Class:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

- ii. Students For This Class:

On the right-hand side of the screen is a list of all students who are already associated with this class, listed alphabetically.

To Remove Students from Class:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.
- When you are done making changes, click **Done** to save.

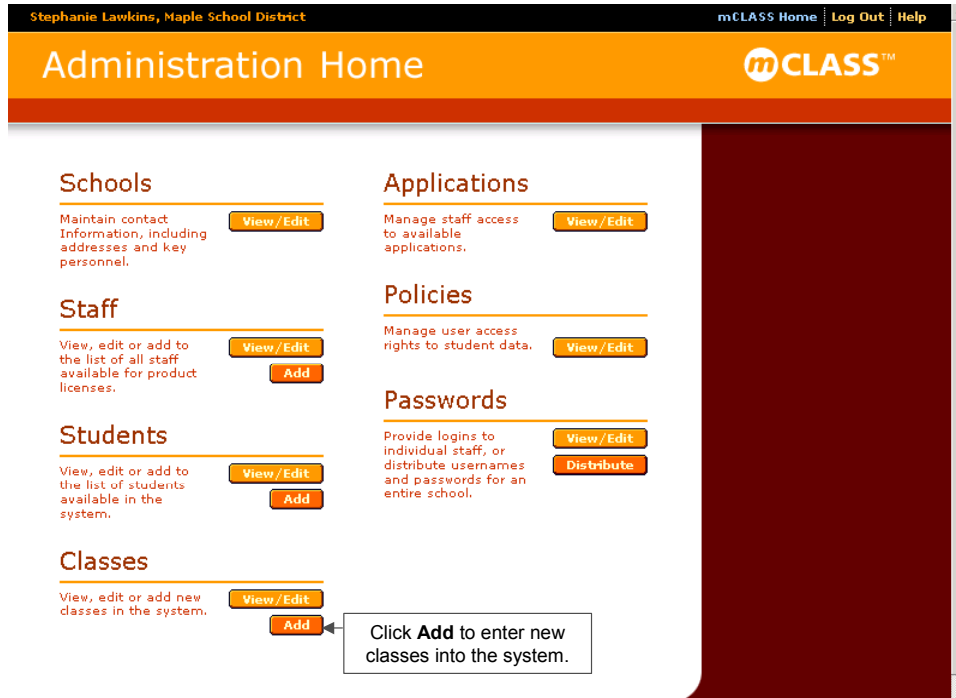
C. Delete Current Classes

- Click **Delete Class** on the upper right hand side of the **Class Information** screen. You will then be taken to a page titled **Confirm Delete** that gives you the choice to either **Delete Class** or **Cancel** the action.

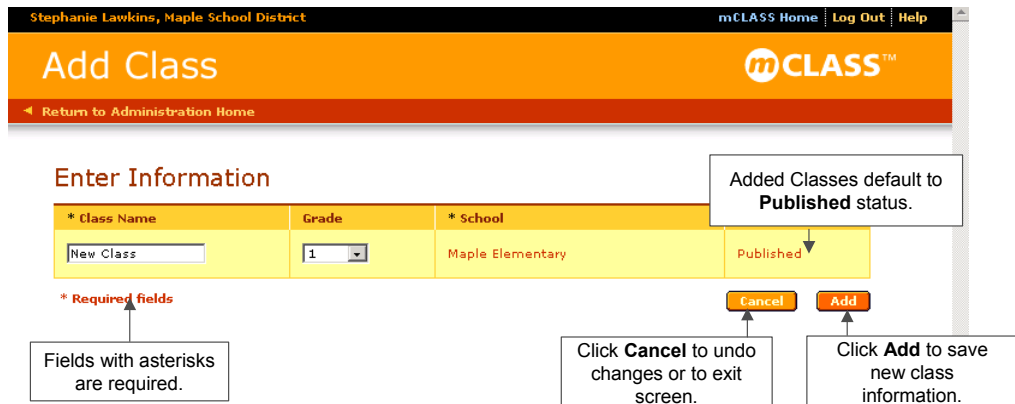
- Click on the appropriate button to save your changes.

D. Add New Classes

- Go to the main Administration Home. Click on **Add** next to the title “Classes”.

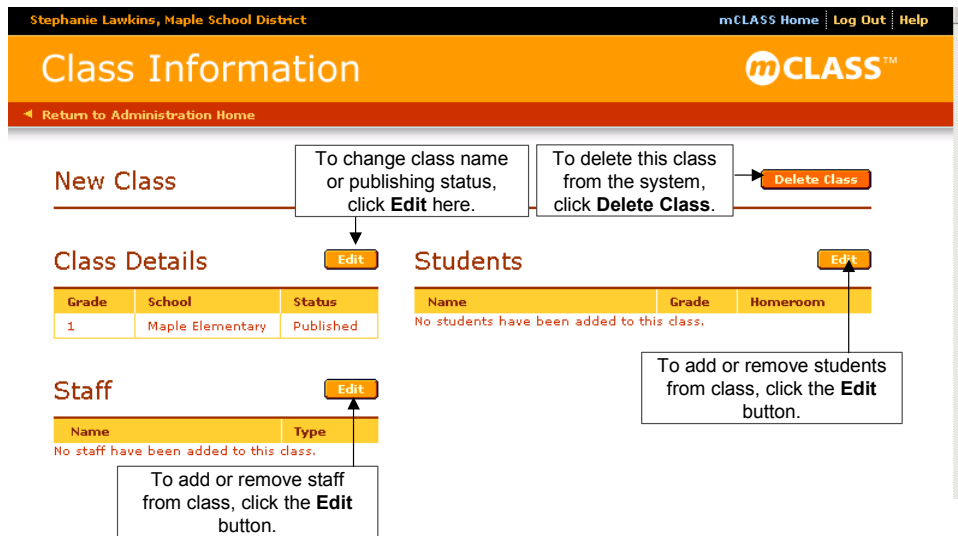


- This will take you to a screen labeled **Add Class**. (If you are the System Administrator for more than one school, you must select which school you would like to view from a drop-down menu.)



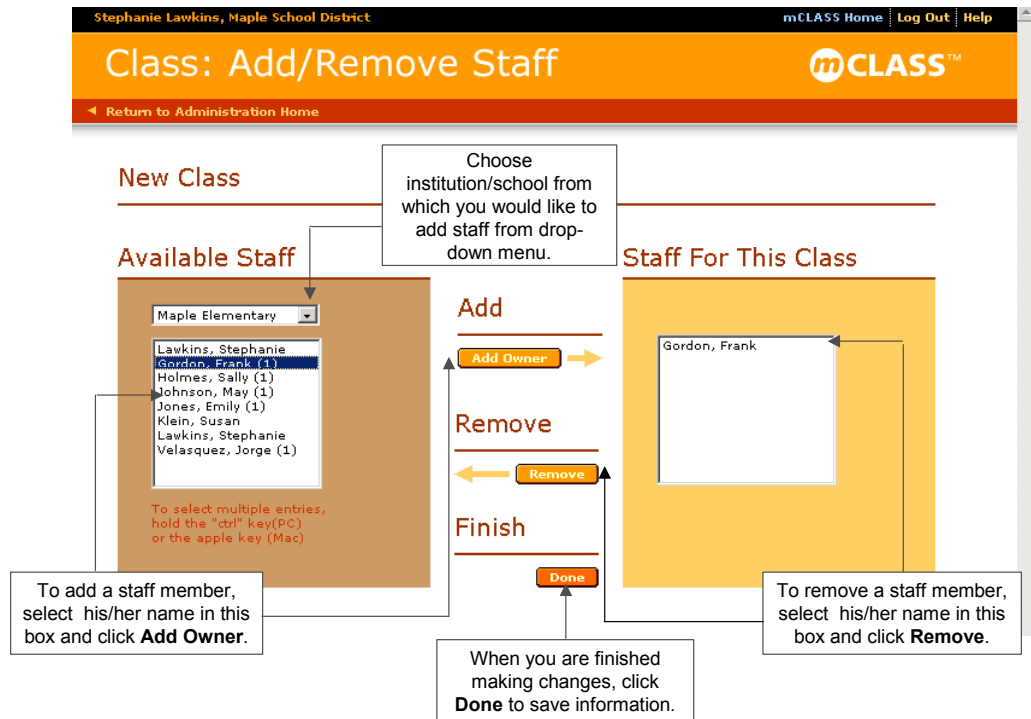
- Fill in the name of the class and choose the appropriate grade from the drop-down menu.
- The publishing status of the new class will automatically default to Published; if you want the class to be Archived, you will have to go back and edit the record later. Archived Classes will be removed from your PDA.
- When you are finished adding the class name and grade, click **Add**.
- If you decide that you do not want to add this class, click **Cancel**.

- After you click **Add**, you will be taken to a screen titled **Class Information**. Using this screen, you will assign teachers and/or other staff members to this class, as well as students.



a. Staff

- Click **Edit** next to the title "Staff". This will take you to a page entitled **Class: Add/Remove Staff** that allows you to assign teachers and/or other staff members to the new class. The screen consists of two separate staff lists:



- i. Available Staff: On the left-hand side of the screen is a list of all the available staff in your school, sorted by name. If you are the System Administrator for more than

one school, you must choose the name of the school you wish to make changes to from the drop-down menu at the top of the Available Staff list.

To Add Owners to Class:

- Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the staff list.
- Select a staff member by highlighting his/her name and then click the **Add Owner** button in the middle of the screen.
- Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple staff members at the same time.

ii. Staff For This Class:

On the right-hand side of the screen is a list of all staff members (both owners and users) who are already associated with this class.

To Remove Owners from Class:

- Select a staff member by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple staff members at the same time.

- When you are done making changes, click **Done** to save.

b. Students

- Click **Edit** next to the title “Students” on the **Class Information** page. This will take you to a page entitled **Class: Add/Remove Students** that allows you to assign students to a new class. The screen consists of two separate student lists:

The screenshot shows the mCLASS interface for adding or removing students to a class. At the top, the user is identified as Stephanie Lawkins, Maple School District, with links for mCLASS Home, Log Out, and Help. The page title is "Class: Add/Remove Students" with the mCLASS logo and a "Return to Administration Home" link.

The interface is divided into two main sections: "Available Students" on the left and "Students For This Class" on the right. In the "Available Students" section, there is a dropdown menu currently set to "all", and a scrollable list of student names including Adams, Anna; Anderson, Austin; Bennett, Beth; Cortez, Carlos; D'Amico, Douglas; Easterly, Erica; Farmington, Faith; Guo, George; Hillard, Horatio; and Ignatius, Ife. A red note below the list states: "To select multiple entries, hold the 'ctrl' key(PC) or the apple key (Mac)".

Between the two sections are three buttons: "Add", "Remove", and "Done". An arrow points from the "Add" button to the "Available Students" list, and another arrow points from the "Remove" button to the "Students For This Class" list. The "Students For This Class" list currently contains the names: Guo, George; Hillard, Horatio; and Adams, Anna.

Instructional callouts include:

- A box pointing to the dropdown menu: "Sort students by grade and/or homeroom using the drop-down menus."
- A box pointing to the "Add" button: "To add a student, select his/her name in this box and click **Add**."
- A box pointing to the "Remove" button: "To remove a student, select his/her name in this box and click **Remove**."
- A box pointing to the "Done" button: "When you are finished making changes, click **Done** to save information."

- i. **Available Students:**
 On the left-hand side of the screen is a list of all the available students, sorted by grade and then name.
 - If you would like to view students from one grade only, choose the appropriate grade from the drop-down menu at the top of the list.
 - If you'd like to filter the list of students by what Homeroom they are in (if this information is available in the system) select the Homeroom in the second drop-down menu.

To Add Students to Class:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

- ii. **Students For This Class:**
 As you add students to this class, their names will appear in a list on the right-hand side of the screen.

To Remove Students from Class:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

- When you are done making changes, click **Done** to save.

5. Applications

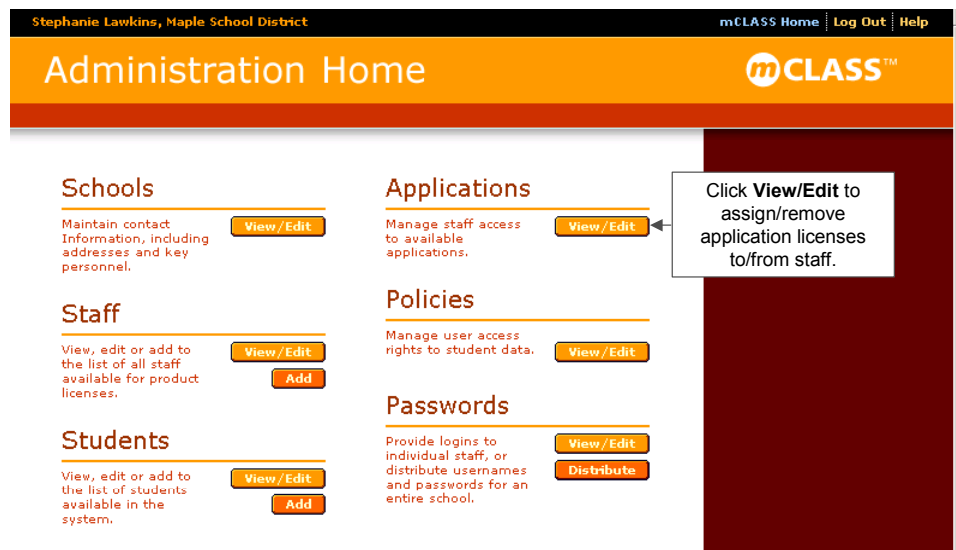
This tool allows System Administrators to assign mCLASS application licenses to staff.

Available Tasks:

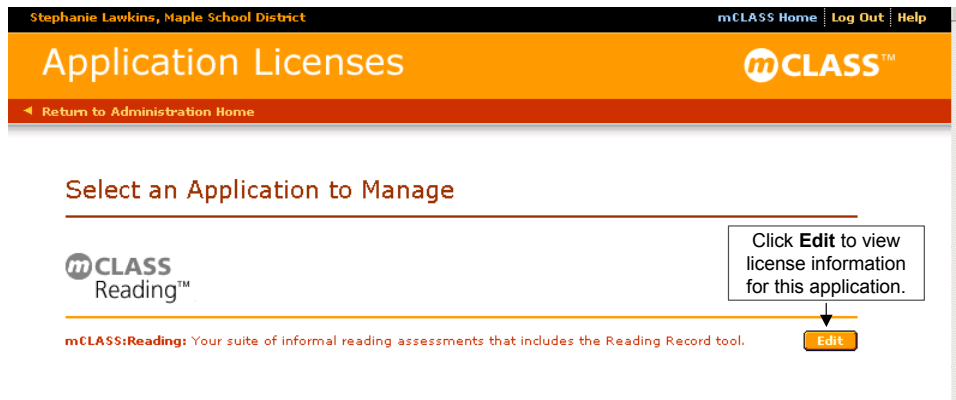
- A. View Application Licenses
- B. Add/Remove Staff Application Access

A. View Application Licenses

- Click **View/Edit** next to the title “Applications” on the main **Administration Home**.

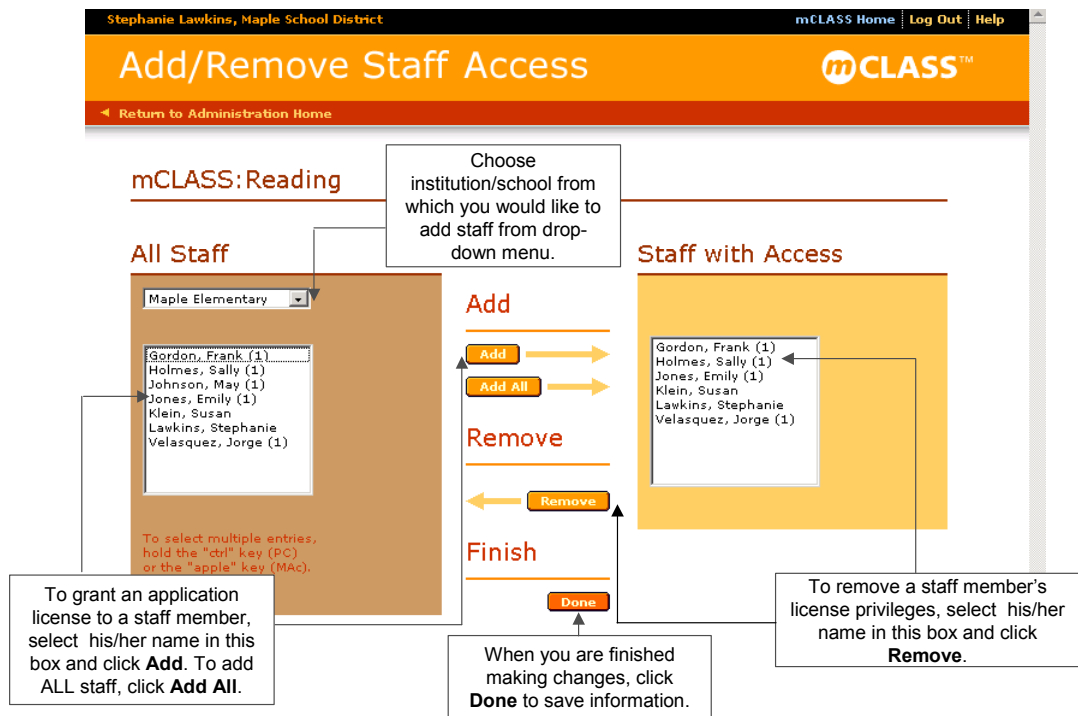


- This will take you to a page that lists applications to which your school currently has access.



B. Add/Remove Staff Application Access

- Click the **Edit** button next to the name and description of the application that you would to manage. This will take you to a screen entitled **Add/Remove Staff Access** that allows you to grant application licenses to any teachers and/or other staff members in a school. The screen consists of two separate staff lists:



- All Staff:
On the left-hand side of the screen is a list of all staff in your school, sorted by name. If you are the System Administrator for more than one school, you must choose the name of the school you wish to make changes to from the drop-down menu at the top of the All Staff list.

To Assign Licenses:

- Select a staff member by highlighting his/her name and then click the **Add** button in the middle of the screen. Holding down the **Ctrl** key (for PCs) or the **Open**

Apple key (for Apple/Mac) allows you to select and add multiple staff members at the same time. You may also add all staff from this list at the same time by clicking **Add All**.

ii. Staff With Access:

On the right-hand side of the screen is a list of all staff members who have already been assigned application licenses.

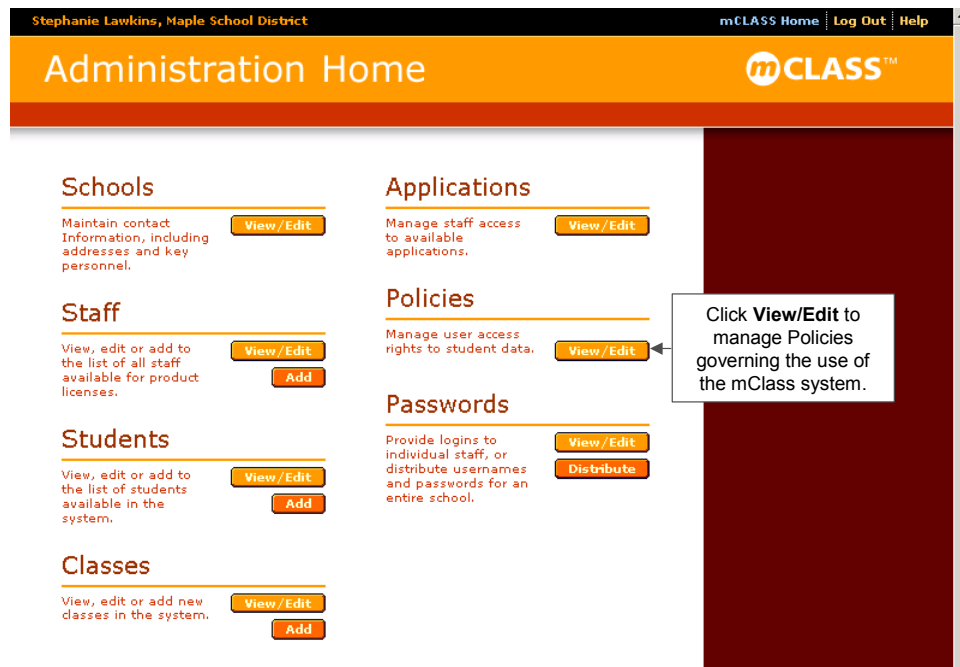
To Remove Licenses:

- Select a staff member by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl** key (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple staff members at the same time.
- When you are done making changes, click **Done** to save.

6. Policies

This tool allows the System Administrator to set the rules that govern the use of the mCLASS platform by its various users at the School level. Policies define a School's preferences for how Student and Class information is viewed and manage the default permissions Staff members have for working with this information.

To make changes to Policies, click on the **View/Edit** button that appears next to the title "Policies" on the main Administration Home.



This will take you to a screen labeled **Policies**. Below are detailed descriptions of each Policy that Administrators may have permission to set.

1. Viewing Data

Please note that this Policy is not yet in place but will be added to the mCLASS platform soon. This Policy affects the depth of Student and Class data that Users are allowed to access. There are three potential settings:

- **Open:** Staff members may view any User’s assessment data on any Student.
- **Class-based:** Staff members may view any User’s assessment data on any student enrolled in one of their Classes
- **Staff-based:** Staff members may only view their own students’ data. *This is the default option.*

Please see Data Sharing (Page 63) in the Appendix of this document for more information about the implications of different data viewing policies on the usage of the mCLASS system.

Policies for Maple Elementary

1 Viewing Data

Access to student files is:

- Open: Staff members may view anyone’s assessment data on any student
- Class-based: Staff members may view anyone’s assessment data on any student enrolled in their classes
- Staff-based: Staff members may only view their own student data <default>

2 Modifying Data

Modification of Classes and Account Information is:

- Open: All Staff may modify their Classes and Account Information
- Limited: Class modification is restricted to Staff with System Access <default>
- Restricted: Only users with System access may modify Classes and Staff Account Information

3 Viewing Archived Data (coming soon)

Access to Archived Data is:

- Open: All Staff may view Archived Data
- Limited: archived student data may be viewed by:
 - The creator of the data (owner)
 - Users with System Access
 - Additional Users, designated on an individual basis by a User with System Access <default>

Finish

Click **Cancel** to undo changes or to exit screen.

Click **Save Changes** to register updated Policies.

2. Modifying Classes

This Policy affects the rights of Users to make changes to Classes already entered in the system. There are three potential options for granting permission to edit Classes:

- **Open:** All Staff may modify their Classes and Account Information
- **Limited:** Only Staff with System access may modify Classes. All Staff may modify their Account Information. (See Page 9 for details.) *This is the default option.*
- **Restricted:** Only Staff with System access may modify Classes and Staff Account Information

3. Viewing Archived Data

Please note that this Policy is not yet in place but will be added to the mCLASS platform soon.. This Policy will affect whether or not selected Users may access archived Student assessment data. There are two potential options for granting access:

- **Open:** All Users may view archived data

- **Limited:** Archived data may be viewed by: a) the creator or owner of the data; b) Users with System Access (see page 9 for details); or c) additional Users designated on an individual basis by a User with System Access. *This is the default option.*

After choosing the appropriate Policies for your School, click on **Saves Changes** at the bottom of the screen. If you do not wish to make changes, click **Cancel**.

7. Passwords

This tool allows the System Administrator to reassign User Names and Passwords as well as to email user information to staff.

Available Tasks:

- View User Names and Passwords
- Edit User Names and Passwords
- Email User Names and Passwords

A. View User Names and Passwords

- Click on the **View/Edit** button that appears next to the title “Passwords” on the main Administration Home.

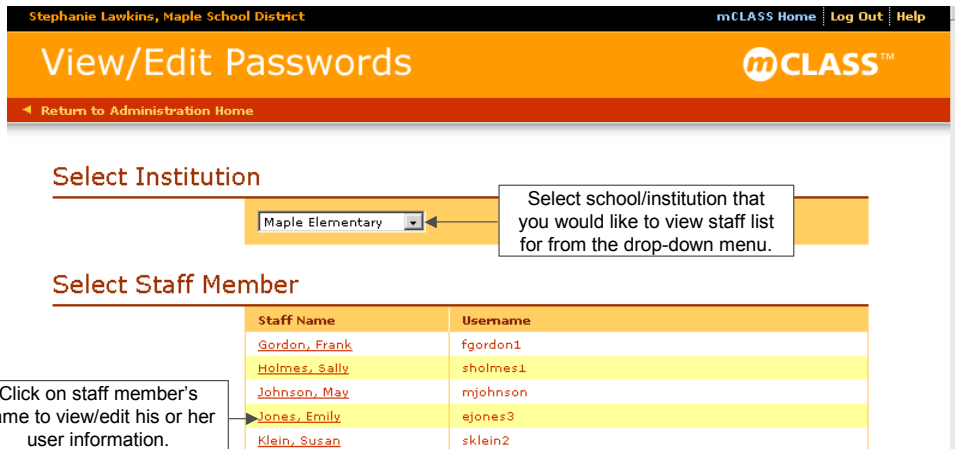
The screenshot shows the mCLASS Administration Home interface. At the top, the user is identified as 'Stephanie Lawkins, Maple School District' and there are links for 'mCLASS Home', 'Log Out', and 'Help'. The main heading is 'Administration Home' with the mCLASS logo. The interface is organized into several sections, each with a 'View/Edit' button:

- Schools:** Maintain contact information, including addresses and key personnel.
- Staff:** View, edit or add to the list of all staff available for product licenses.
- Students:** View, edit or add to the list of students available in the system.
- Classes:** View, edit or add new classes in the system.
- Applications:** Manage staff access to available applications.
- Policies:** Manage user access rights to student data.
- Passwords:** Provide logins to individual staff, or distribute usernames and passwords for an entire school.

Two callout boxes provide instructions for the Passwords section:

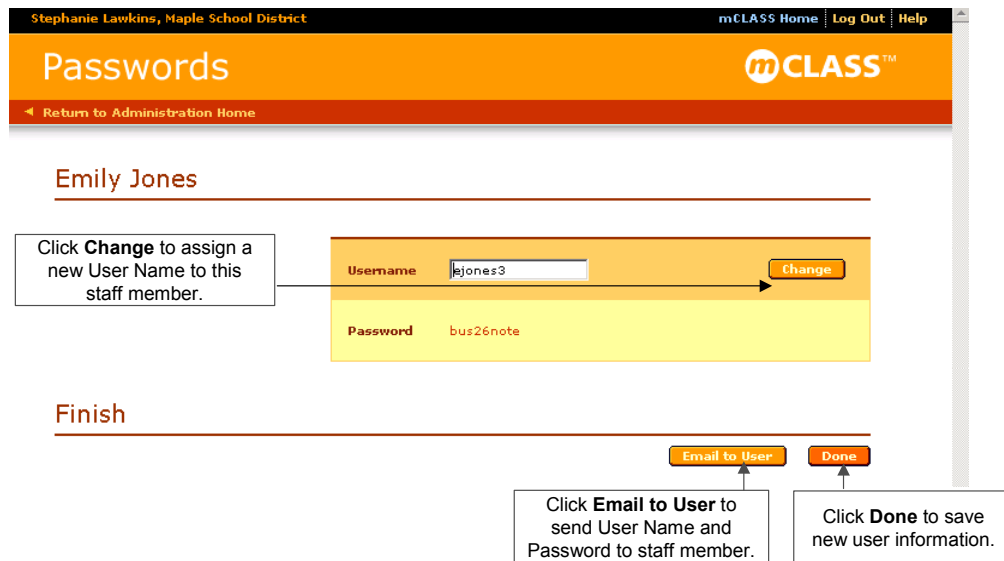
- Click **View/Edit** to assign staff passwords or change passwords.
- Click **Distribute** to inform staff via email of usernames and passwords.

- This will take you to a screen labeled **View/Edit Passwords** that displays a list of users currently in the system as well as their User Names.
- Choose the institution/school for which you would like to view users from the drop-down menu on the upper portion of the screen. The page will automatically update to display appropriate user names and details.



B. Edit User Names and Passwords

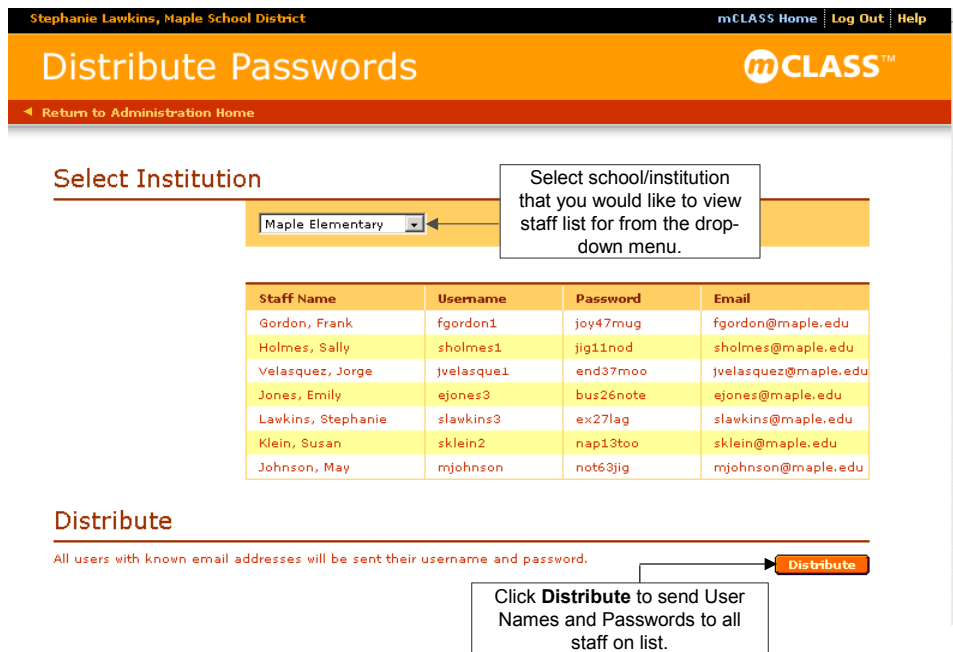
- Click on a staff name from the list that appears in the lower portion of the screen. This action will take you to a new screen titled **Passwords** that displays detailed information for the user you selected.



- To automatically assign a new User Name to that staff member, click **Change**.
- If the user has not yet changed his/her Temporary Password as assigned by the system, the Temporary Password will appear. The Temporary Password cannot be changed.
- If the user has already chosen a permanent password, the words "Password Set" will appear. To assign a new temporary password to this user, click **Reset**. The system will automatically update the password.
- When you are done reassigning a User Name and/or Password, click **Email to User** to inform the user of his/her updated information. If you would rather inform the user in person or via another means of communication, simply click **Done** to register the change to the system.

C. Email User Names and Passwords

- Click on the **Distribute** button that appears next to the title “Passwords” on the main Administration Home. This will take you to a screen labeled **Distribute Passwords** that displays a list of User Names, Passwords and email addresses for all users currently in the system.
- Please begin by choosing the institution/school for which you would like to view user information from the drop-down menu on the upper portion of the screen. The page will automatically update to display appropriate user names and details.
- When you are ready to email these users, click **Distribute** at the bottom of the screen.



Stephanie Lawkins, Maple School District | mCLASS Home | Log Out | Help

Distribute Passwords

Return to Administration Home

Select Institution

Maple Elementary

Select school/institution that you would like to view staff list for from the drop-down menu.

Staff Name	Username	Password	Email
Gordon, Frank	fgordon1	joy47mug	fgordon@maple.edu
Holmes, Sally	sholmes1	jig11nod	sholmes@maple.edu
Velasquez, Jorge	jvelasque1	end37moo	jvelasquez@maple.edu
Jones, Emily	ejones3	bus26note	ejones@maple.edu
Lawkins, Stephanie	slawkins3	ex27lag	slawkins@maple.edu
Klein, Susan	sklein2	nap13too	sklein@maple.edu
Johnson, May	mjohnson	not63jig	mjohnson@maple.edu

Distribute

All users with known email addresses will be sent their username and password.

Click **Distribute** to send User Names and Passwords to all staff on list.

Please note that this is a function that you will rarely use after the initial installation of the system. Typically User Names and Passwords will be assigned either one at a time or in small batches, and users will be emailed their system information on an individual basis using the **Email to User** function on the Passwords screen.

Appendix

Troubleshooting mCLASS:Sync

Sync station setup

- Q: When I try to install Palm Desktop on Windows, the computer says I need administrative privileges.
- A: See Installation Guide for Windows NT/2000/XP instructions.

Synchronization

- Q: When I sync my device to a Windows system, the computer says I need administrative privileges.
- A: See Installation Guide for Windows NT/2000/XP instructions.
- Q: mCLASS:Sync tells me that WGSync is not configured.
- A: This means that username and password information have not been entered on the handheld. Enter the information into WGSync and be sure to click "Save" to save the new settings.
- Q: When I sync my handheld, the HotSync window unexpectedly vanished after a short time. (Mac OS 9 only)
- A: Most likely not enough memory has been allocated to Conduit Manager. Check the Mac install guide for instructions to fix this.
- Q: When I sync, mCLASS:Sync never appears to run.
- A: Check to make sure mCLASS:Sync is installed on the system. You can check this on Windows by right-clicking on the HotSync Manager icon in the system tray and choosing "Custom"; "mCLASS Conduit" should appear in the list of conduits. On the Mac, open HotSync Manager, choose "Conduit Settings" from the "HotSync" menu; "mCLASS Conduit" should appear here. If mCLASS Conduit does not appear, reinstall. If it does appear, then make sure WGSync is installed on the handheld; this application must be present for mCLASS:Sync to start.
- Q: mCLASS:Sync tells me I have the wrong username and password.
- A: Log into the website to make sure you have the proper username and password. If so, open WGSync on the handheld and re-enter the information.
- Q: mCLASS:Sync gives the error "Proxy Authentication Required" without asking me for a password.
- A: This may indicate that you are networked behind a proxy that is not supported by mCLASS:Sync. Report this to Wireless Generation support immediately.
- Q: mCLASS:Sync gives the error "Server not found".
- A: mCLASS:Sync is unable to contact the synchronization server. Most often, this means that there is no Internet connection. To check this, open a web browser and see if you can browse.
- Q: mCLASS:Sync gives the error "HTTP Error 403".
- A: This means there is a firewall between the computer and the synchronization server that is forbidding access. The firewall may need reconfiguring to allow the synchronization data to pass through. Have your network administrator contact Wireless Generation support to resolve this.

Working with the handheld

Q: After I attempt to install WGSync to the handheld, I don't see the icon there.

A: Check the following:

Verify that the dropdown in the top-right corner of the handheld screen reads "All". Otherwise, some of your applications may not be displayed. Verify that the WGSync was set up to install for the correct username.

1. Open the HotSync application on the handheld, and check the user name in the top right corner.
2. Try to install WGSync for this user again.

Data Sharing

In instances where the System Administrator chooses either “Staff-based” or “Class-based” as the Data Viewing Policy for an institution/school, users are given choices regarding the sharing of their student information with other staff.

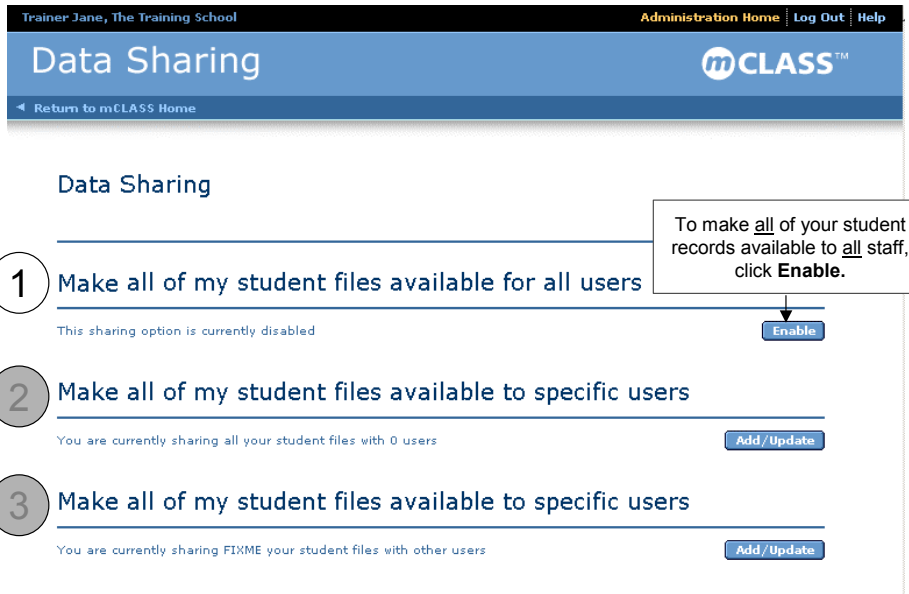
Staff- or Class-based Data Viewing Policy

Under a staff-based policy, all student files are private by default. In other words, only the creator of a particular student’s assessment can view mCLASS information pertaining to that student. However, users are given the option on an individual basis of allowing other staff to access their students’ data.

In an institution/school with a staff- or class-based data viewing policy in place, a heading titled *Data Sharing* will appear on the right-hand side of the mCLASS Home. Staff should click **Enter** in order to choose their data-sharing preferences.

The screenshot displays the mCLASS Home dashboard for a user named 'Trainer Jane, The Training School'. The dashboard is divided into two main columns: 'APPLICATIONS' and 'TOOLS'. A 'Bulletins' sidebar is visible on the right. The 'Data Sharing' option under the 'TOOLS' column is highlighted with a callout box that reads: 'Click here to choose options for sharing your student information with other staff.' The 'Data Sharing' option includes the text: 'Grant Staff access to your student files.' Other options include 'QRI', 'mCLASS Reading', 'e-Assessment', and 'TPRI_v2'.

Clicking **Enter** takes the user to a screen entitled **Sharing**. At the top of the page is an explanation of the data viewing policy currently in place. Users are then given three options for sharing their personal student data with others:



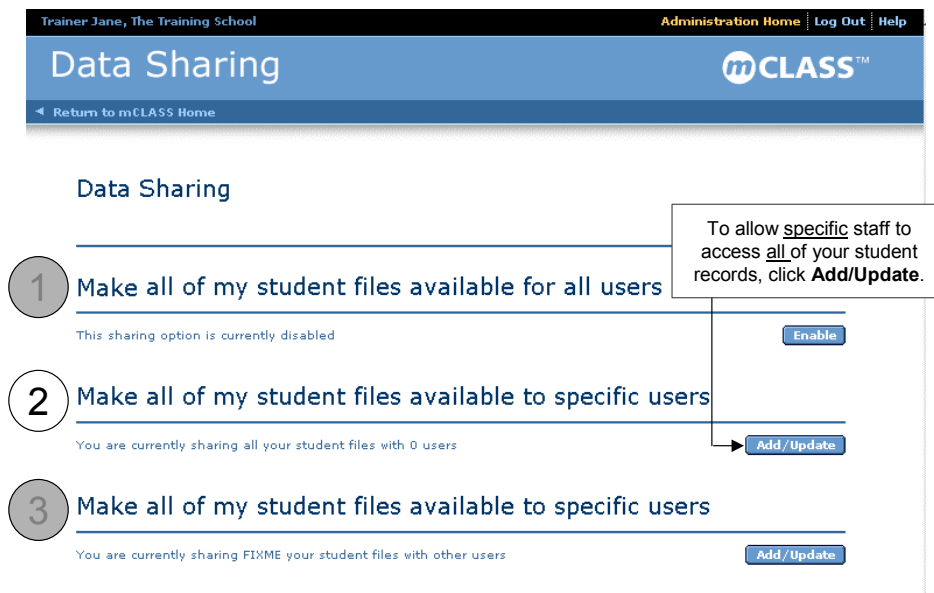
1. **Make all of my student files available to all Staff**

To enable all Staff access to all student data

- Click **Enable** if you would like to share all student information with all staff. There is no need to make changes to the other options offered on this page.

To disable all Staff access to all student data

- If you have previously chosen to Enable option and wish to change to one of the other data-sharing options, click **Disable**. Your student data will no longer be available to all staff.



2. Make all of my student files available to specific Staff:

To enable select Staff access to all student data

- Click **Add/Update**. This will take you to a screen entitled **Make all of my student files available to specific Staff**.

- On the left-hand side of the screen is a list of **All Staff** in your school, sorted by name. Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the **All Staff** list.
- Select a staff member by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Staff with Access to All Student Files**. Continue adding as many staff as you would like to the **Staff with Access to All Student Files** list.
- When you are done making changes, click **Done** to save.

To disable select Staff access to all student data:

- Click **Add/Update**. This will take you to a screen entitled **Make all of my student files available to specific Staff**.
- To remove data access from a staff member, highlight his/her name in the list on the right-hand side of the screen entitled **Staff with Access to All Student Files**. Click **Remove**.

The screenshot shows the 'Data Sharing' section of the mCLASS administration interface. At the top, it says 'Trainer Jane, The Training School' and 'Administration Home | Log Out | Help'. Below the header, there are three numbered steps:

- 1 Make all of my student files available for all users**
This sharing option is currently disabled. **Enable**
- 2 Make all of my student files available to specific users**
You are currently sharing all your student files with 0 users. **Add/Update**
- 3 Make all of my student files available to specific users**
You are currently sharing FIXME your student files with other users. **Add/Update**

A callout box points to the 'Add/Update' button in step 3, stating: 'To allow specific staff to access specific student records, click **Add/Update**.'

- When you are done making changes, click **Done** to save.

3. **Make specific student files available to specific Staff**

To enable select Staff access to select student data:

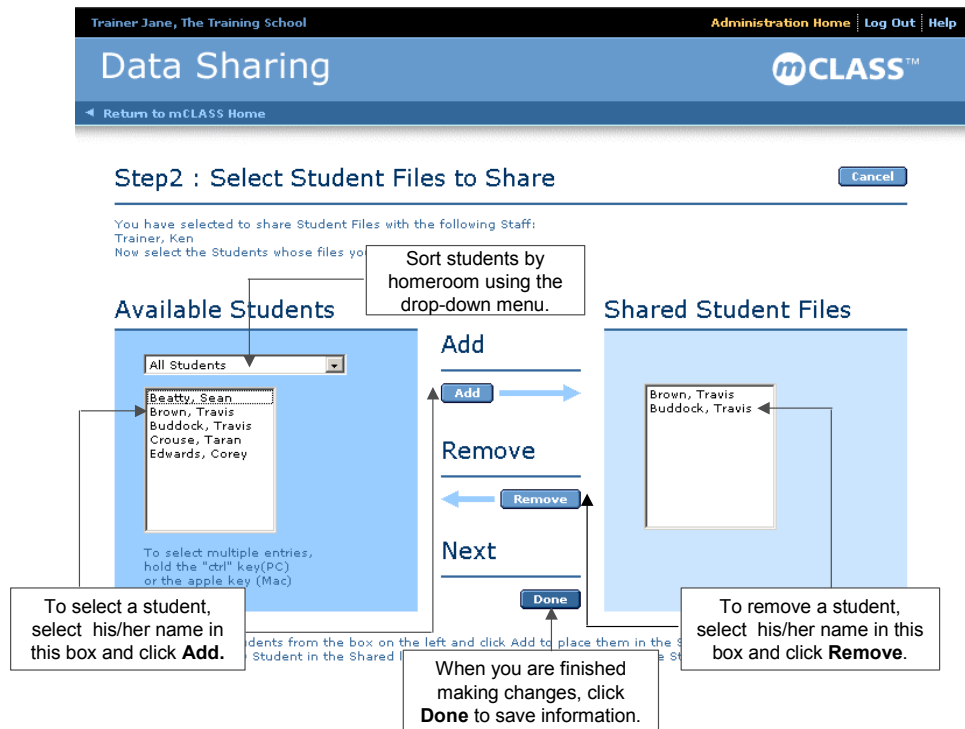
- Click **Add/Update**. This will take you to a new screen entitled **Step 1: Select Staff**.

The screenshot shows the 'Step 1: Select Staff' screen. It features two main columns: 'All Users' and 'Selected Staff'. The 'All Users' column has a dropdown menu set to 'The Training School' and a list of users: 'Gunn, Ken', 'Jane, Trainer', and 'Trainer, Ken'. The 'Selected Staff' column contains 'Trainer, Ken'. Between the columns are 'Add', 'Remove', and 'Next' buttons. A 'Cancel' button is at the top right.

Annotations include:

- 'Choose institution/school from which you would like to add staff from drop-down menu.' (pointing to the dropdown)
- 'Click **Cancel** to undo changes or to exit screen.' (pointing to the Cancel button)
- 'To grant access to a staff member, select his/her name in this box and click **Add**.' (pointing to the 'All Users' list)
- 'To select multiple entries, hold the "ctrl" key(PC) or the apple key (Mac)' (pointing to the 'All Users' list)
- 'When you are finished making changes, click **Next** to continue.' (pointing to the 'Next' button)
- 'To remove a staff member's access privileges, select his/her name in this box and click **Remove**.' (pointing to the 'Selected Staff' list)
- 'Add to place them in the Selected Staff list.' (pointing to the 'Add' button)
- 'Remove to place them in the All Users list.' (pointing to the 'Remove' button)

- On the left-hand side of the screen is a list of **All Staff** in your school, sorted by name. Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the **All Staff** list.
- Select a staff member by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Selected Staff**. Continue adding as many staff as you would like to the **Selected Staff** list.
- Click **Next** to continue.
- You will now be taken to a page entitled **Step 2: Select Student Files to Share**. The names of Staff with whom you have chosen to share data should appear at the top of the page.



- On the left-hand side of the screen is a list of **Available Students** (i.e., students whose records you own). These students can be filtered by Group or Class using the **Filter By**: drop-down menu.
- Select a student by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Shared Student Files**. Continue adding as many students as you would like to the **Shared Student Files** list.
- When are finished, click **Done** to save changes.
- You will be taken to a screen entitled **Shared Student Files** which displays the names of staff with whom you are sharing records, as well as the staff member's school, the names of students to whose records they have access, and those students schools.

Shared Student Files

You have chosen to make the following Student Files available to staff. To update the list of Student Files you are making available to a specific staff member, click Add. To make Student Files available to additional Staff, click Add.

To add more staff members for whom you would like to grant access to specific student records, click **Add**.

These Staff Members:		May view my Student File(s) for:	
Name	Location	Student	School
T. Ken	The Training School	Brown, Travis Buddock, Travis	The Training School The Training School

To update a specific staff member's access to specific student records, click his/her name.

If there are no changes, click **Done**.

- If you would like to update student file access for a particular staff member, click on his/her name. If you would like to add more staff, click **Add** at the top right-hand corner of the screen. If you have no changes, click **Done**.

To disable select Staff access to select student data:

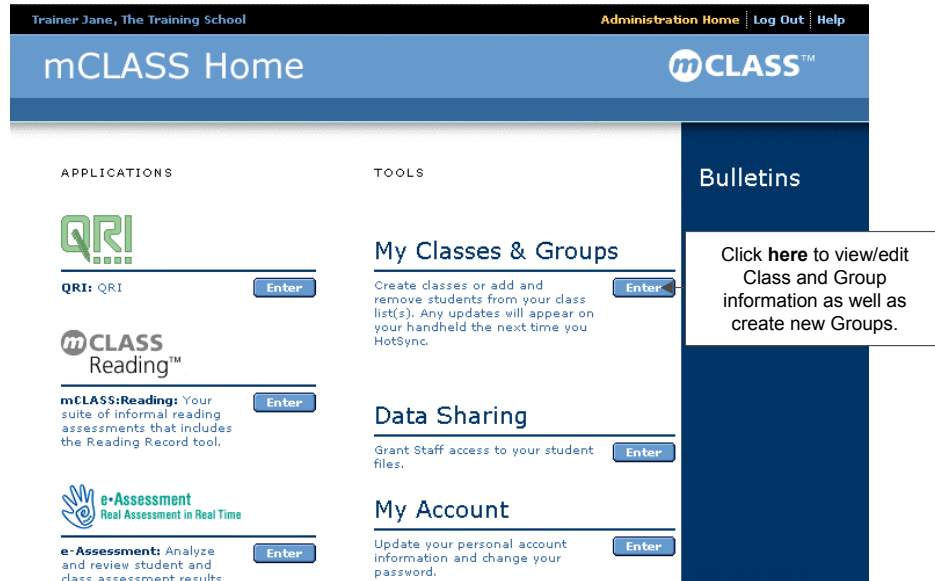
- Click **Add/Update**. This will take you to a new screen entitled **Step 1: Select Staff**.
- On the right-hand side of the screen under the heading **Selected Staff** is a list of all staff with whom you are currently sharing student files. Highlight the name of the staff member for whom you would like to discontinue access and then click **Remove** in the middle of the screen.
- Click **Next** to continue.
- You will now be taken to a page entitled **Step 2: Select Student Files to Share**. The names of Staff with whom you have chosen to share data should appear at the top of the page.
- If you wish to make changes to the list of students for whom you are currently changing records, please do so by either highlighting names from the list on the left-hand side of the screen entitled **Available Students** and then clicking **Add**, or highlighting names from the list on the right-hand side of the screen entitled **Shared Student Files** and then clicking **Remove**.
- Click **Done** when you are finished.
- You will be taken to a screen entitled **Shared Student Files** which displays the names of staff with whom you are sharing records, as well as the staff member's school, the names of students to whose records they have access, and those students schools. Please check to make sure that the changes you made are in place. If you do not wish to make more changes, click **Done**.

Groups

Groups are informal sets of students created by individual Users. Groups only have one owner – the User who created that group. When forming a Group, the User may draw from the entire pool of students to which he/she has access.

Note: For information on making changes to Classes, please refer to the Complete Administrative Home Reference Guide, Page 44.

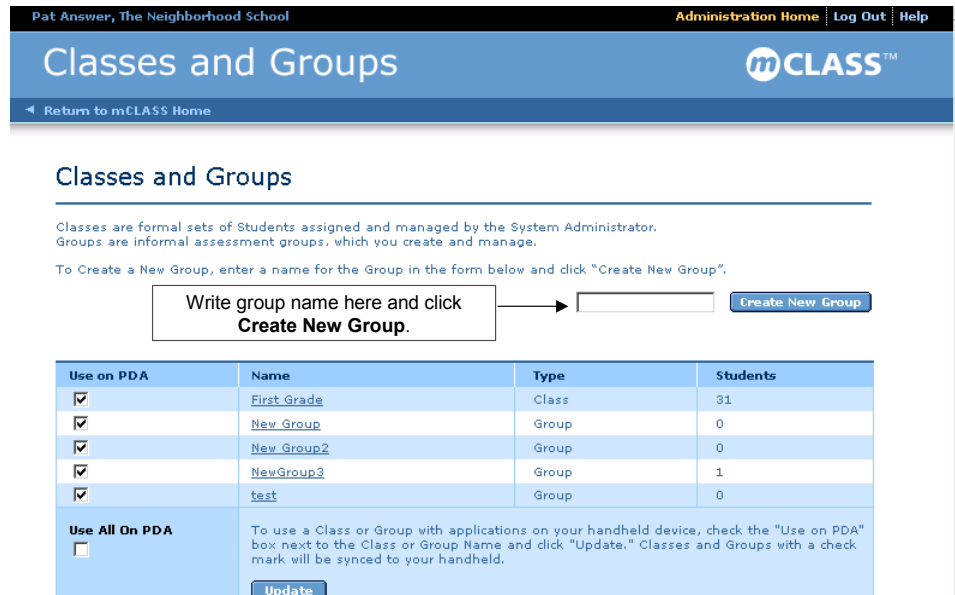
- Click **Enter** next to the heading **My Classes & Groups** on the mCLASS Home.



- This will take you to a screen entitled **Classes & Groups**, which lists all Classes for which you are an Owner and all Groups that you have created.

To create a new Group

- On the upper right-hand side of **Classes & Groups** page, enter a name for the Group that you would like to create. When you are finished, click **Create New Group**.



- This will take you to a screen entitled **Group: Add/Remove Students**. This screen consists of two separate student lists:

The screenshot shows the 'Group: Add/Remove Students' interface. At the top, it says 'Trainer Jane, The Training School' and 'Administration Home | Log Out'. The main title is 'Group: Add/Remove Students' with the mCLASS logo. Below the title is a 'Return to mCLASS Home' link. The main content area is titled 'Choose the students to place in My New Assessment Group'. It is divided into two main sections: 'Available Students' on the left and 'Students in My New Assessment Group' on the right. In the 'Available Students' section, there are filters for 'School' (The Training School), 'Filter By' (All Students), and 'Grade' (2). A list of student names is shown below the filters. In the 'Students in My New Assessment Group' section, a list of student names is shown. In the center, there are three buttons: 'Add', 'Remove', and 'Done'. Instructional callouts provide the following information:

- 'Sort students by school, grade and/or homeroom using the drop-down menus.'
- 'To add a student, select his/her name in this box and click **Add**.'
- 'To remove a student, select his/her name in this box and click **Remove**.'
- 'When you are finished making changes, click **Done** to save information.'

i. Available Students:

On the left-hand side of the screen is a list of all the available students, sorted by grade and then name. You may filter this list by School, Class/Group, or Grade using the drop-down boxes that appear at the top of the list.

To Add Students to Group:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl** key (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

ii. Students in Group <Name>:

As you add students to this group, their names will appear in a list on the right-hand side of the screen.

To Remove Students from Group:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl** key (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

- When you are done making changes, click **Done**.
- This will take you to a screen entitled **My Group Information** that displays details about the group you have created – including its name and information about students (their names, schools, grades and homerooms) - in a view-only format.
- If you would like to make further edits to this group, please click **Edit**. Otherwise, click **Done**.

To edit an existing group

- Click on the Group that you would like to edit from the list on the **Classes & Groups** page.

Pat Answer, The Neighborhood School Administration Home Log Out Help

Classes and Groups

Return to mCLASS Home

Classes are formal sets of Students assigned and managed by the System Administrator. Groups are informal assessment groups, which you create and manage.

To Create a New Group, enter a name for the Group in the form below and click "Create New Group".

Click on class/group name to view/edit details.

Use on PDA	Name	Type	Students
<input checked="" type="checkbox"/>	First Grade	Class	31
<input checked="" type="checkbox"/>	New_Group	Group	0
<input checked="" type="checkbox"/>	New_Group2	Group	0
<input checked="" type="checkbox"/>	NewGroup3	Group	1
<input checked="" type="checkbox"/>	test	Group	0

Use All On PDA

To use a Class or Group with applications on your handheld device, check the "Use on PDA" box next to the Class or Group Name and click "Update." Classes and Groups with a check mark will be synced to your handheld.

Update

If you have made changes to the PDA status of any class/group, click **Update** to save.

Check here to sync this class/group to your handheld device. You may choose **Use All on PDA** if you want all classes/groups to sync to your handheld.

- This will take you to a screen entitled **My Group Information** listing the names, schools, grades and homerooms of students in this Group.

Trainer Jane, The Training School Administration Home Log Out Help

My Group Information

Return to mCLASS Home

My New Assessment Group

Rename Group Delete Group

To change the name of this group, click **Rename Group**.

To delete this group from the system, click **Delete Group**.

Students

To add or remove students from group, click the **Edit** button.

Name	School	Grade	Homeroom
Beatty, Sean	The Training School	2	Trimble
Brown, Travis	The Training School	2	Gostony
Buddock, Travis	The Training School	2	Hepner
Crouse, Taran	The Training School	2	Gemgnani
Edwards, Corey	The Training School	2	Gemgnani

Edit

If there are no changes, click **Done**.

Done

- Click on **Edit** at the upper right-hand side of the **My Group Information** screen. This will take you to a screen entitled **Update Student List**. This screen consists of two separate student lists:

- i. **Available Students:**
On the left-hand side of the screen is a list of all the available students, sorted by grade and then name. You may filter this list by School, Class/Group, or Grade using the drop-down boxes that appear at the top of the list.

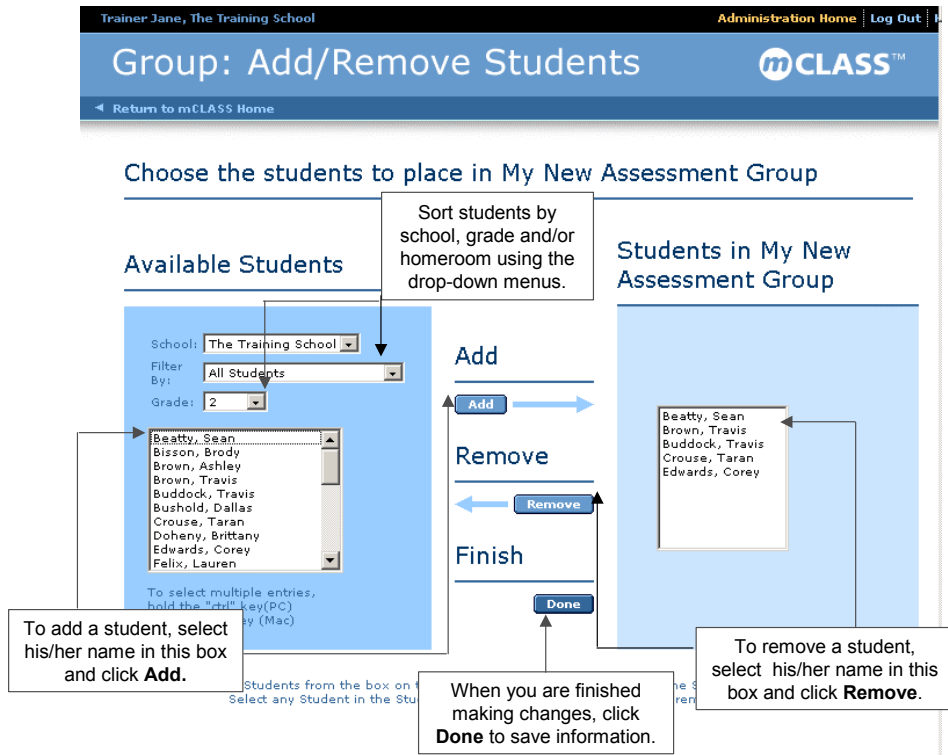
To Add Students to Group:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple students at the same time.

- ii. **Students in Group <Name>:**
As you add students to your group, their names will appear in a list on the right-hand side of the screen.

To Remove Students from Group:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple key** (for Apple/Mac) allows you to select and add multiple students at the same time.



- When you are done making changes, click **Done** to save.

To select which of your Classes and Groups you want to sync to your PDA

If you are running out of room on your PDA, or are no longer working with a certain Class or Group, you may want to choose not to sync those Classes or Groups to your PDA.

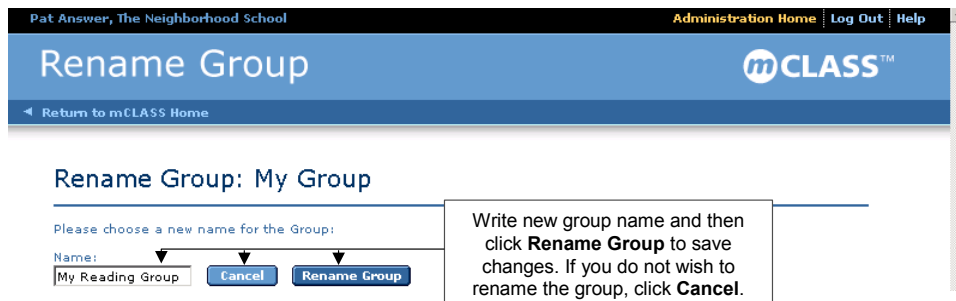
- To the left of the names of your classes and groups on the **Classes & Groups** page is a column entitled **Use on PDA**.

- Please place a check in the boxes for classes/groups that you would like to sync to your handheld.
- If you would like to make all of your classes/groups available on your handheld device, place a check in the box marked **Use All on PDA** at the bottom of the column. Note: All Classes and Groups are checked by default.

Save any changes to your PDA syncing status by clicking **Update**. Any changes will take effect during your next sync.

To rename an existing Group

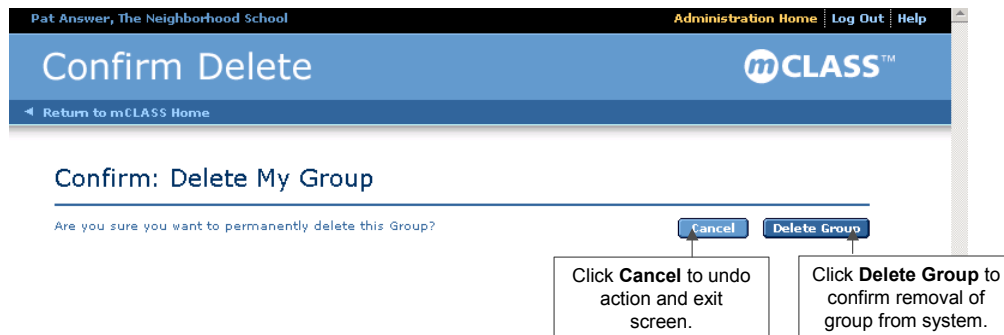
- On the **My Group Information** screen, click on **Rename** at the top right-hand corner of the screen. This will take you to a page entitled **Rename Group**.



- Choose a new name for the Group.
- When you are finished, click **Rename Group** to save your changes.

To delete an existing Group

- On the **My Group Information** screen, click on **Delete** at the top right-hand corner of the screen.
- This will take you to a page entitled **Confirm Delete** that gives you the choice to either **Delete Group** or **Cancel** the action.



- If you choose **Delete Group**, you will be taken to confirmation screen.
- Click **Done** to save your changes.