

Guide for mCLASS System Access Users - LAUSD

Option 1: Adding Yourself to a Class

Purpose: To help K-3 teachers who need to administer DIBELS Next assessments. Any trained personnel can assess students in any class. (See pages 2-3 for instructions)

Option 2: Creating Groups

Purpose: Groups are informal sets of students that can be used either to help organize students within classes, or to share students across classes with other staff. For example, a district reading specialist, intervention coordinator/teacher, or resource specialist teacher (who do not have their own carrying register) may need to create a group of students that is drawn from multiple classes. (See pages 4-5 for instructions)

Note: Groups cannot be used for reporting and are not considered official. A student can be assessed in a group, but the student's assessments are reported only in the student's Official Class.

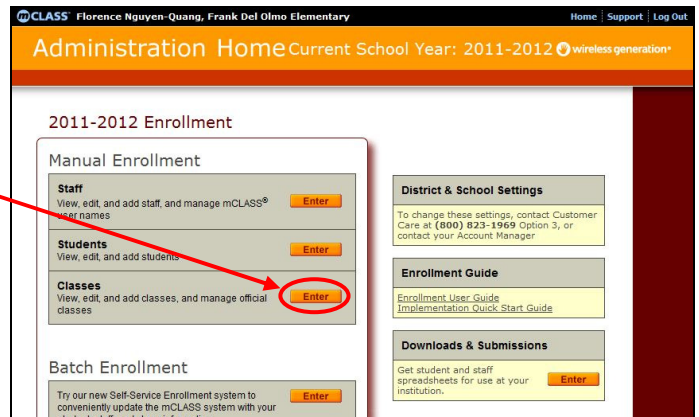
Option 1: Adding yourself to a class

1. Log in to mCLASS® Home at www.mclasshome.com with your single sign-on (SSO), e.g. if the SSO is **jsmith**, insert **lausd::jsmith** in the username field, and in the password field, insert the password that is used to log in with the SSO.

2. Click **Enter** next to **Go To Administration** to access the Administration Home page.



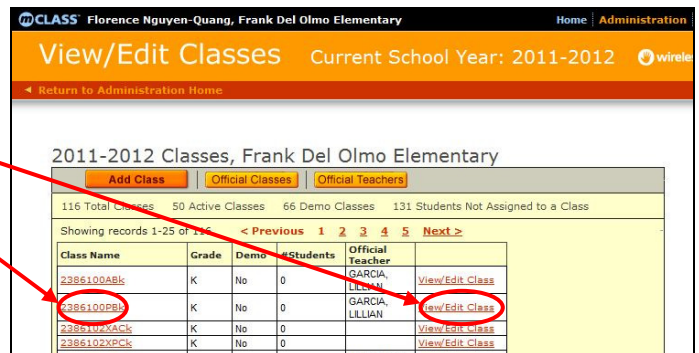
3. On the Administration Home page, click **Enter** next to **Classes**.



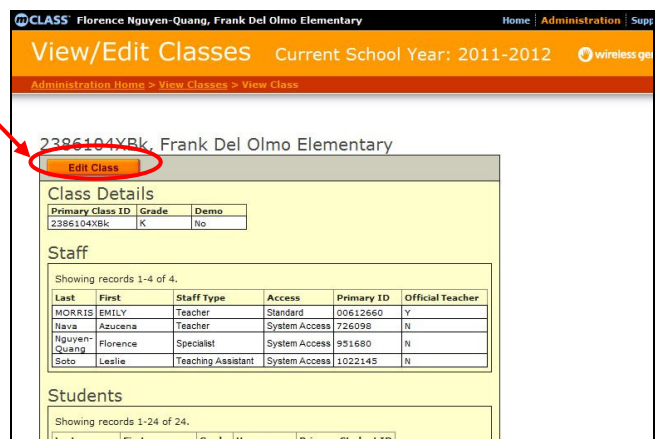
4. On the View/Edit Classes page, select the class that you would like to add yourself to. You can either click on the class name or on **View/Edit Class**.

Class Names are coded with [school location code][classroom number][track—if applicable][grade level]

e.g. 2386104Bk is the kindergarten class that is on track B, in room 104, at Frank del Olmo Elementary.



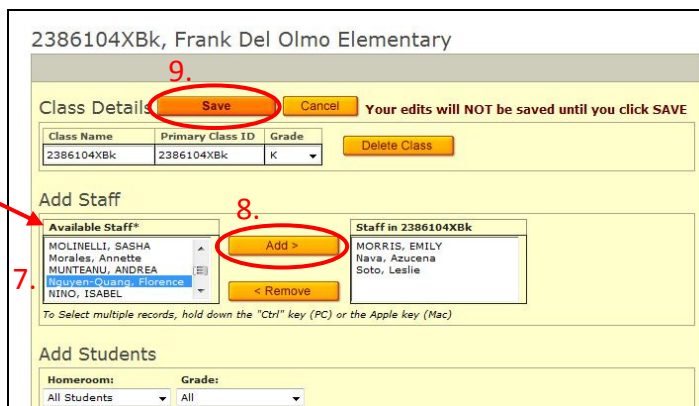
5. On the page displaying the Class Details, Staff, and Students, click **Edit Class**.



6. On the Edit Class Information page, under Add Staff, select your name from the **Available Staff** list. By default, the homeroom teacher should already be assigned to each class.

7. Click **Add**.

8. Make sure to click **Save**.



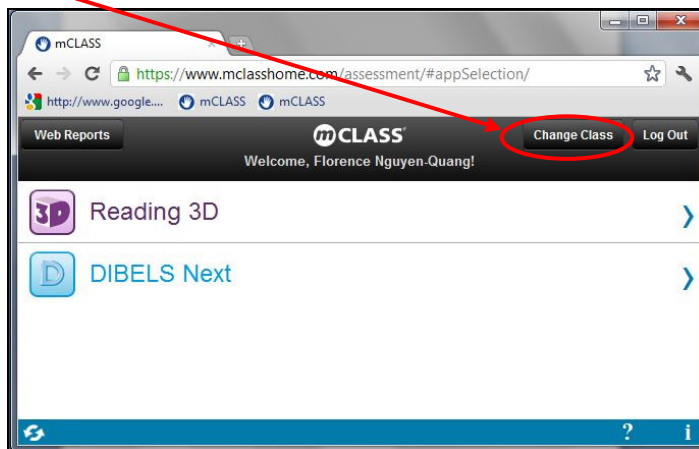
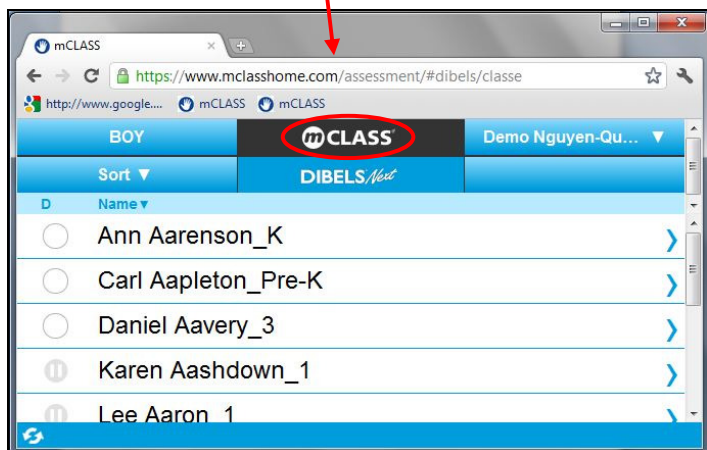
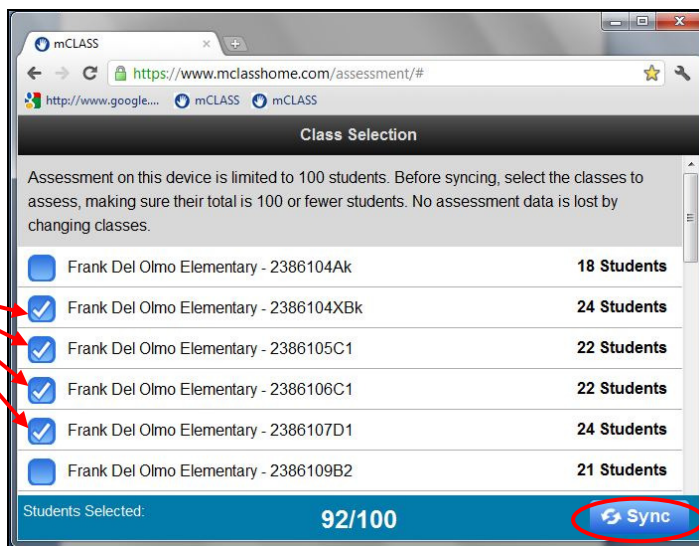
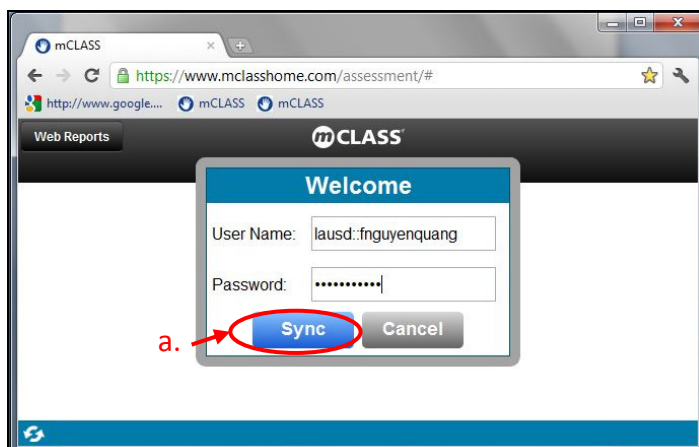
9. Sync your device

a. Open either Safari or Chrome and sign in with your username and password and click **Sync**.

b. Note: if you have added yourself to classes for which you will have access to more than 100 students, the message below will appear. Simply check off the classes that you will focus on first.

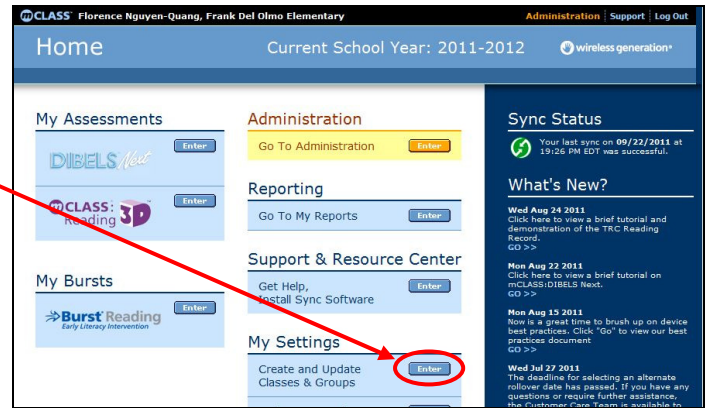
c. To change classes, click on the mCLASS® icon.

d. Click on the "Change Class" button. You will have the same option as before (check off the classes that you would like to focus on now). Please make sure to sync all results from previous assessments.

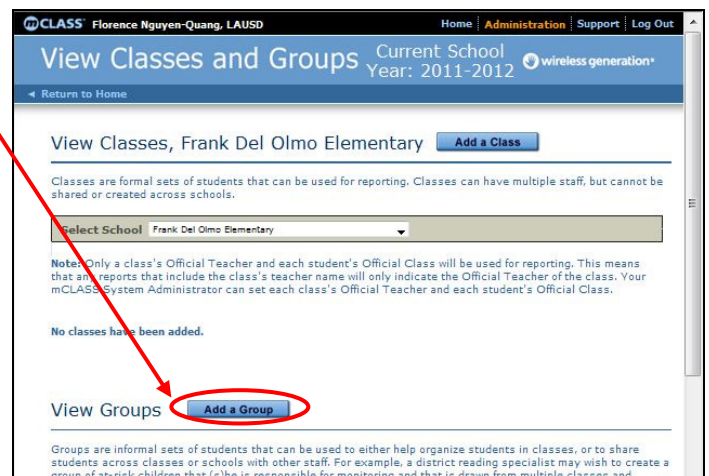


Option 2: Creating Groups

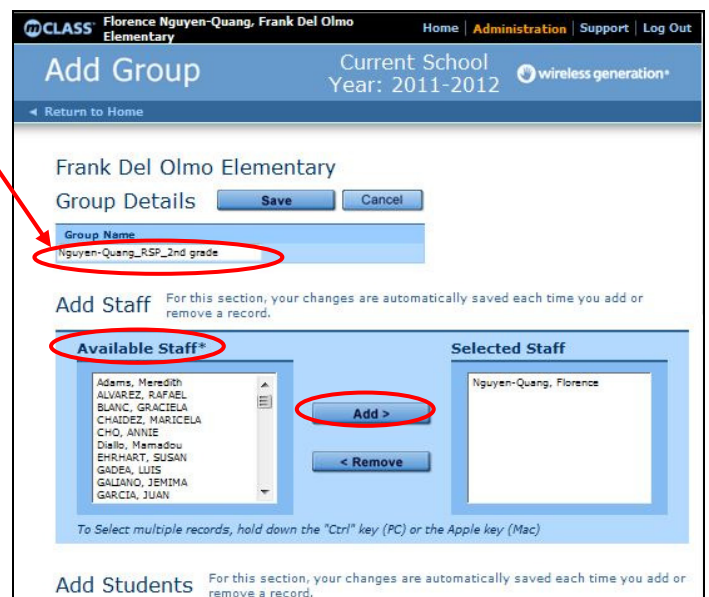
1. Go to mCLASS:Home, go to My Settings and click **Enter** next to Create and Update Classes & Groups.



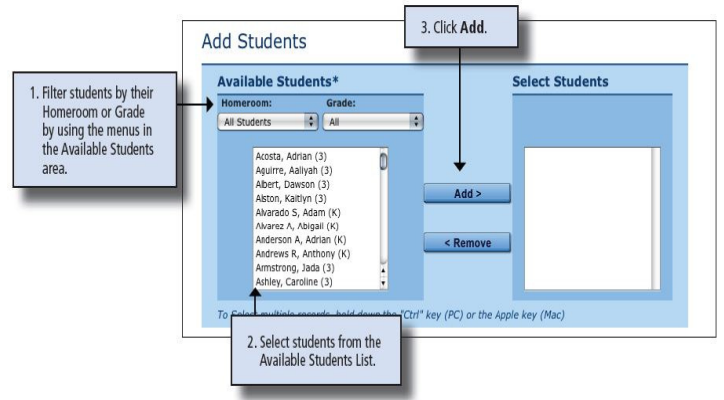
2. On the View Classes and Groups page, click **Add a Group**.



3. Go to the Group Details area. Enter a group name in the corresponding box.
4. Scroll down to the Add Staff area of the page. Select only the staff members who work with this class or group. If you would like to select more than one staff member, hold **Ctrl** (or **command** on a Mac) and click the name of multiple Staff members. When you finish selecting staff members, click **Add**. The staff members you selected display on the Select Staff list.



- Go to the Add Students area of the page. Use the menus above the Available Students list to filter the students by Homeroom or Grade. Select the students who are in the class or group from the Available Students list. To select more than one student, hold **Ctrl** (or **command** on Mac) and click the name of each student. When you finish selecting students, click **Add** to move the selected students into the class.



- Click **Save** in the Class Details or Group Details area when complete.
- After clicking **Save**, the page reloads. Go to the bottom of the page and click **Back to View Classes & Groups** to return to the View Classes and Groups page.



- Sync your device.
 - Open either Safari or Chrome and sign in with your username and password and click **Sync**.
 - If you are already logged in, simply tap on the sync button (the two arrows pointing to each other).

