

## Creating & Managing Classes

**Note:** The procedures covered in this document must be completed **BEFORE** a Test Coordinator can perform the Prepare step for sessions. For more information about the Prepare step, Test Coordinators should reference the [Pearson Access Online User Guide](#).

The purpose of this document is to provide guidance for creating and managing student test sessions and classes in Pearson Access. The following topics are covered in this guide:

- Classes
  - What are Classes?
  - How are Classes Used?
  - Class Naming Conventions
  - Creating and Adding Students to Classes by Importing a Student Registration/Personal Needs Profile (SR/PNP)
  - Manually Creating Classes in Pearson Access
  - Manually Adding, Removing, or Moving Students to Classes in Pearson Access

The ability to Create Classes these tasks is tied to different user roles. Refer to the User Role Matrix located on the MCAP Portal for information regarding user abilities.

## What are Classes?

Classes contain students that a user groups together for testing and reporting.

## Class Naming Convention

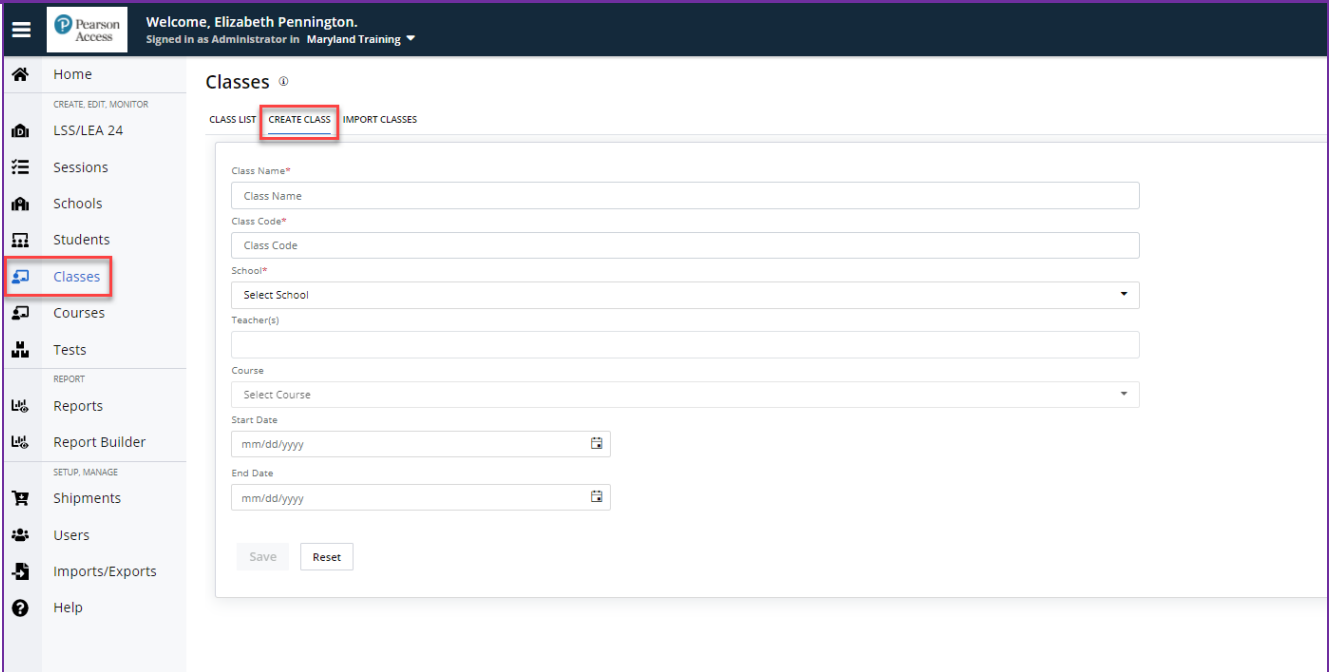
Before adding students to classes, decide on a naming convention. For example, you may consider naming sessions using the convention: “Grade” - “Subject” - “Room or Teacher” (Gr3 - Math - Room 02).

## Creating and Adding Students to Classes via Import

Importing a class file is the quickest and easiest way to add student class assignments within Pearson Access. This is done by populating each required column in the Class File. Please refer to the MCAP Guide to Importing Classes for more information.

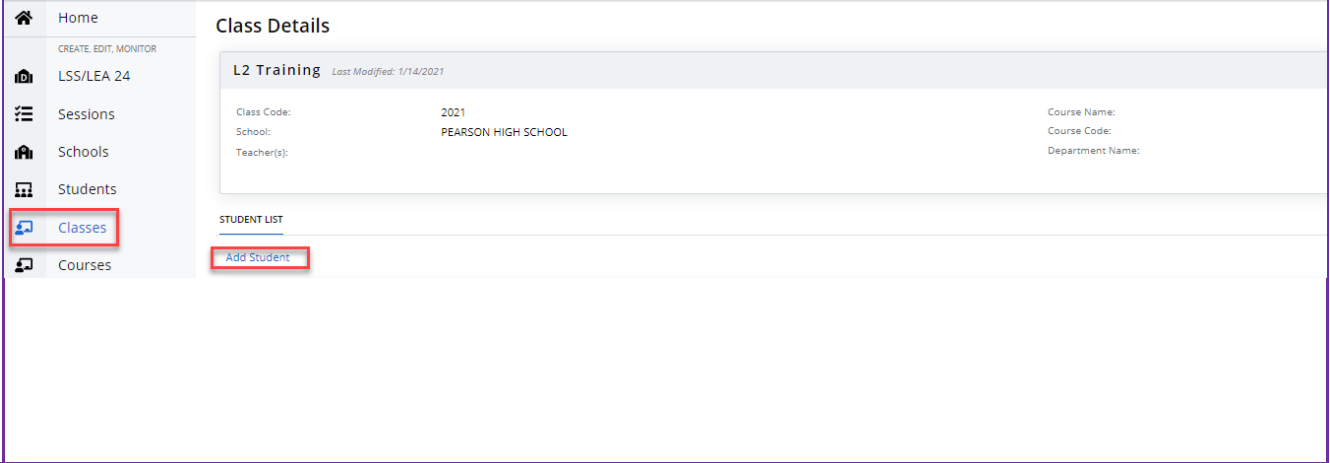
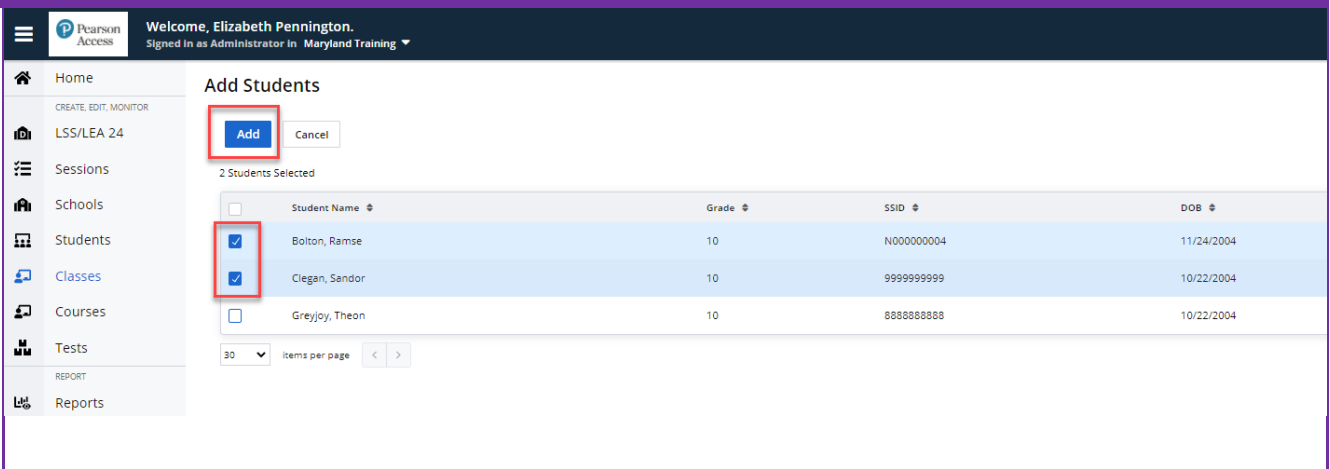
## Manually Creating Classes in Pearson Access

Classes can be manually created in Pearson Access. Follow the directions in the tables in this section to add students to classes.

Steps	Screen Shot
<ul style="list-style-type: none"><li>Choose Classes from the Menu</li><li>Select Create Class tab and fill in required information</li></ul>	 <p>The screenshot shows the Pearson Access interface. The user is logged in as Administrator in Maryland Training. The 'Classes' menu item is highlighted in the left sidebar. The 'CREATE CLASS' tab is selected and highlighted with a red box. The form contains the following fields:</p> <ul style="list-style-type: none"><li>Class Name* (text input)</li><li>Class Code* (text input)</li><li>School* (dropdown menu)</li><li>Teacher(s) (text input)</li><li>Course (dropdown menu)</li><li>Start Date (date picker, format mm/dd/yyyy)</li><li>End Date (date picker, format mm/dd/yyyy)</li></ul> <p>Buttons for 'Save' and 'Reset' are located at the bottom of the form.</p>

## Manually Adding/Updating/Removing Students to Classes in Pearson Access

Once classes are created, students can be added to them. Follow the directions in the tables in this section to add students to classes. You will also be able to edit existing class names and delete classes from the *Class List* screen.

Steps	Screen Shot																				
<ul style="list-style-type: none"><li>Click the class you will be updating from the Class List</li><li>Click “Add Student” and select the students you are adding to the class</li></ul>																					
<ul style="list-style-type: none"><li>Select the students you are adding to the class</li><li>Click “Add”</li></ul>	 <table border="1" data-bbox="913 1003 2020 1149"><thead><tr><th><input type="checkbox"/></th><th>Student Name</th><th>Grade</th><th>SSID</th><th>DOB</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Bolton, Ramse</td><td>10</td><td>N000000004</td><td>11/24/2004</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Clegan, Sandor</td><td>10</td><td>9999999999</td><td>10/22/2004</td></tr><tr><td><input type="checkbox"/></td><td>Greyjoy, Theon</td><td>10</td><td>8888888888</td><td>10/22/2004</td></tr></tbody></table>	<input type="checkbox"/>	Student Name	Grade	SSID	DOB	<input checked="" type="checkbox"/>	Bolton, Ramse	10	N000000004	11/24/2004	<input checked="" type="checkbox"/>	Clegan, Sandor	10	9999999999	10/22/2004	<input type="checkbox"/>	Greyjoy, Theon	10	8888888888	10/22/2004
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**Note:** You will need to remove all students assigned to a class before deleting it.