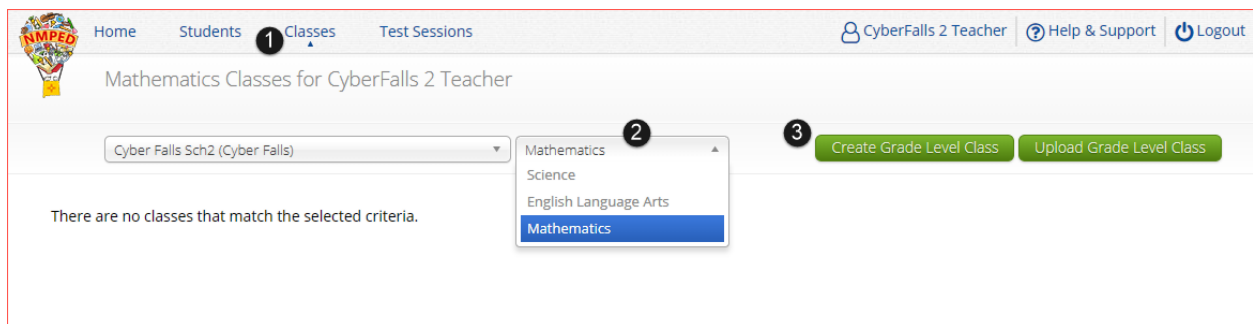
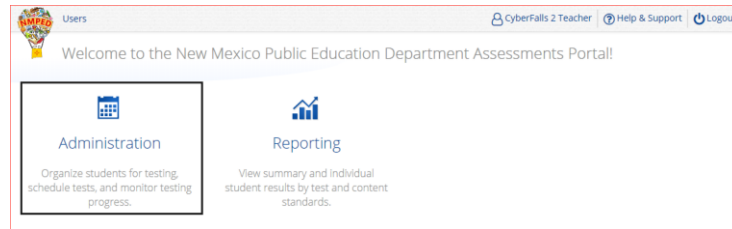


WORKING WITH CLASSES

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can create classes in the New Mexico Public Education Department Assessments Portal. Classes are created in the Administration Component of the New Mexico Public Education Department Assessments Portal.



Class Information

Class Name:

Teacher: Grade:

Search for Students

Grade: Class:

☒ Show only students that are not assigned to a class

Showing students in : Cyber Falls Sch2

Last Name, First Name (State Student ID)

Sort By:

Fellows, Zayna (100000040)

Fletcher, Fatima (100000036)

Floyd, Scarlett (100000051)

Gale, Abbi (100000038)

Giles, Jose (100000032)

Gonzalez, Misty (100000053)

Haines, Veronica (100000063)

Heath, Bobbie (100000024)

Hirst, Rylan (100000041)

Hood, Tegan (100000021)

Add »

« Remove

Save Cancel

Students in Demo 5th Gr Math: 20/90

Aguilar, Nettie (100000049)

Barnard, Dalton (100000055)

Buck, Brendon (100000057)

Cash, Orlando (100000050)

Gale, Abbi (100000038)

Giles, Jose (100000032)

Gonzalez, Misty (100000053)

Heath, Bobbie (100000024)

Hirst, Rylan (100000041)

Mccabe, Saara (100000046)

CREATING CLASSES

1. From the Administration Home page **click** on **Classes**.
2. On the Classes tab using the subject drop-down select the **subject** for the class.
3. Then **click** on the green **Create Grade Level Class** button.
4. **Enter** a name for the class.
5. **Select** teacher for the class.
6. **Select** a grade for the class.
7. **Select** the students for the class. This can be done by clicking on a student to select or select many students by clicking on the first student and dragging to highlight.
8. **Click** on the **Add** button to add students to the class, this will move the students selected to the Students in the class box on the right-side screen. Classes cannot exceed 90 students, the number of students in the class and the class limit are listed above the box with the added students.
9. After all the students that need to be added to the class have been added **click** the blue **Save** button to save the class.

VIEW, EDIT, DELETE CLASSES

1. To view a class, **click** on **View** on the Classes Tab for the class.

| Last Name | First Name | Middle Initial | State Student ID | Edit |
|------------|------------|----------------|------------------|------|
| Aguilar | Nettie | | 100000049 | Edit |
| Barnard | Dalton | | 100000055 | Edit |
| Buck | Brendon | | 100000057 | Edit |
| Cash | Orlando | | 100000050 | Edit |
| Chan | Pedro | | 100000056 | Edit |
| Daly | Mathias | | 100000042 | Edit |
| Davies | Alexis | | 100000026 | Edit |
| Delacruz | Courtney | | 100000023 | Edit |
| Dixon | Breanna | | 100000037 | Edit |
| Millington | Felicia | | 100000069 | Edit |

- To edit a class, click on **Edit** on the Classes Tab for the class that needs editing.

Home Students **Classes** Test Sessions CyberFalls 2 Teacher Help & Support Logout

Editing Students in Demo 5th Gr Math

Class Information

Class Name: Demo 5th Gr Math

Students in the class

Search for Students

Grade: 5 Class: Choose a Class

☒ Show only Students that are not assigned to a Class

Showing students in School: Cyber Falls Sch2

Last Name, First Name (State Student ID)

Sort By: Last Name

Cherry, Kaan (100000035)
 Christian, Malsey (100000048)
 Colon, Rachelle (100000027)
 Conway, Karis (100000044)
 Cunningham, Stephen (100000045)
 Edwards, Derek (100000028)
 Fellows, Zayna (100000040)
 Fletcher, Fatima (100000036)
 Floyd, Scarlett (100000051)
 Gale, Abbi (100000038)

Add Remove

Students in Demo 5th Gr Math: 20/90

Aguilar, Nettie (100000049)
 Barnard, Dalton (100000055)
 Buck, Brendon (100000057)
 Cash, Orlando (100000050)
 Chan, Pedro (100000056)
 Daly, Mathias (100000042)
 Davies, Alexis (100000026)
 Delacruz, Courtney (100000023)
 Dixon, Breanna (100000037)
 Millington, Felicia (100000069)

Save Cancel

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- To delete a class, click on Delete on the Classes Tab for the class that needs to be deleted.
NOTE: *Classes that are scheduled for a test cannot be deleted.*

Home Students **Classes** Test Sessions CyberFalls 2 Teacher Help & Support Logout

Mathematics Classes for Cyber Falls Sch2 (Cyber Falls)

Cyber Falls Sch2 (Cyber Falls)

Are you sure you want to delete this class: Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)?

Confirm Cancel

| Class | Teacher | Grade | Student Count | |
|---|-----------------------|-------|---------------|-----------------------------|
| Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5) | Teacher, CyberFalls 2 | 5 | 20 | View Edit Delete |

Showing 1 - 1 of 1