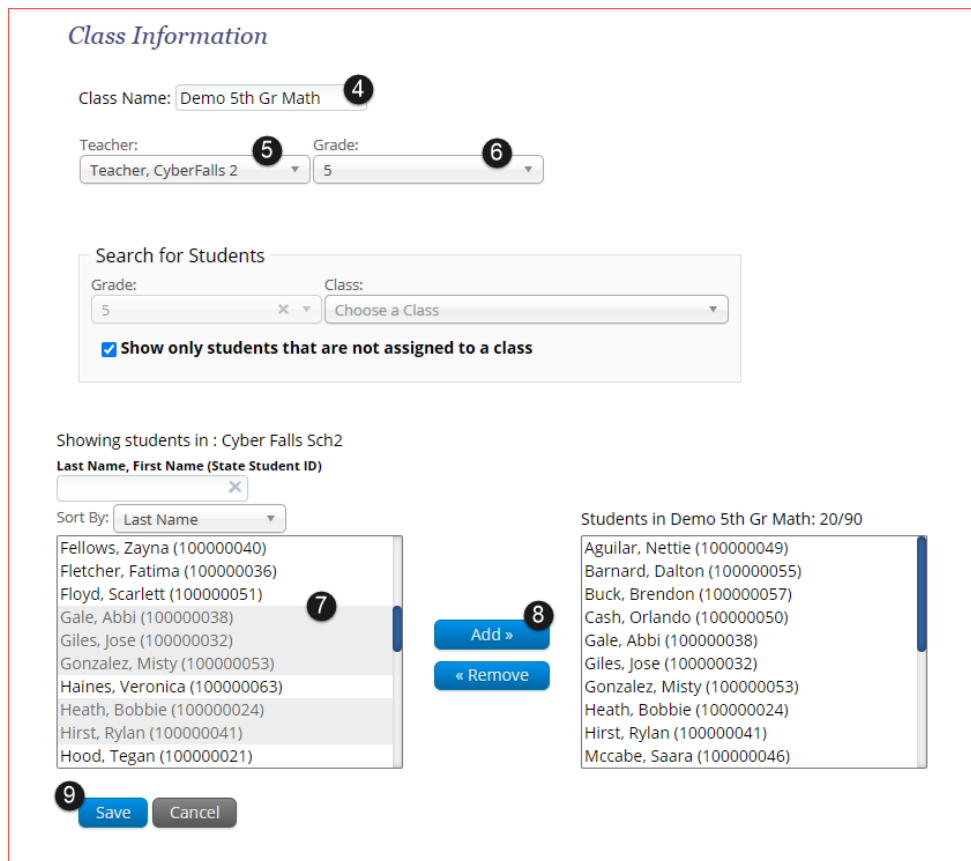
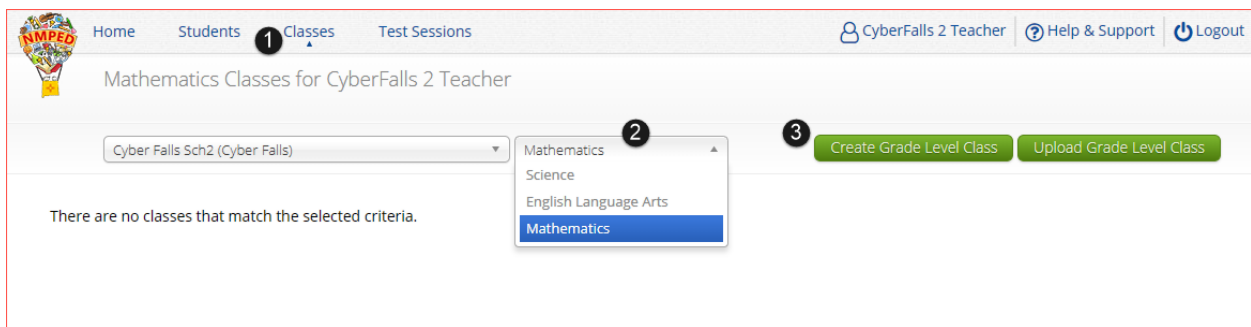
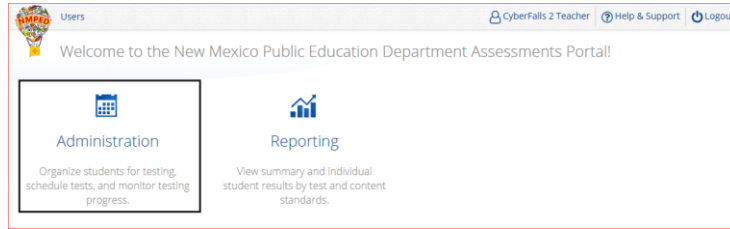


WORKING WITH CLASSES

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.



CREATING CLASSES

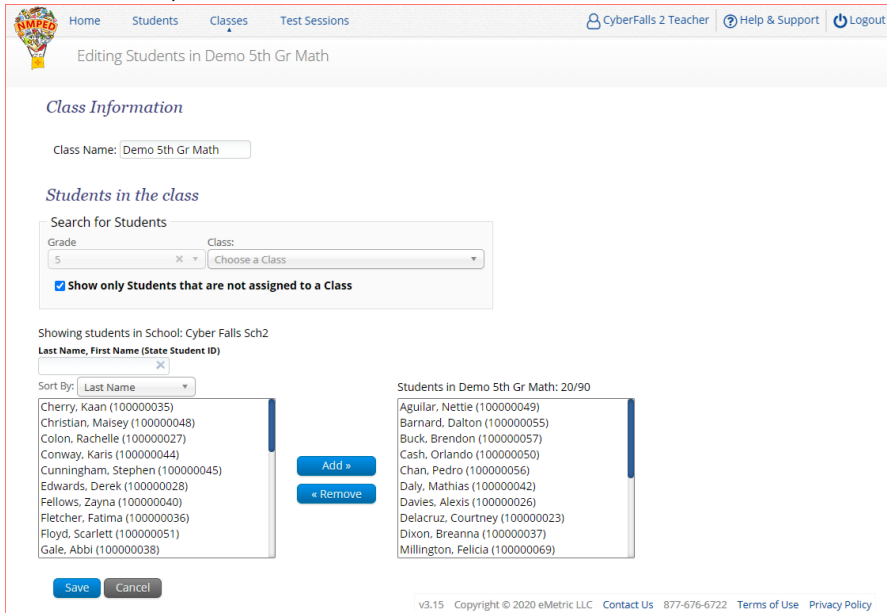
1. From the Administration Home page **click** on **Classes**.
2. On the Classes tab using the subject drop-down select the **subject** for the class.
3. Then **click** on the green **Create Grade Level Class** button.
4. **Enter** a name for the class.
5. **Select** teacher for the class.
6. **Select** 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

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



3. 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.*

