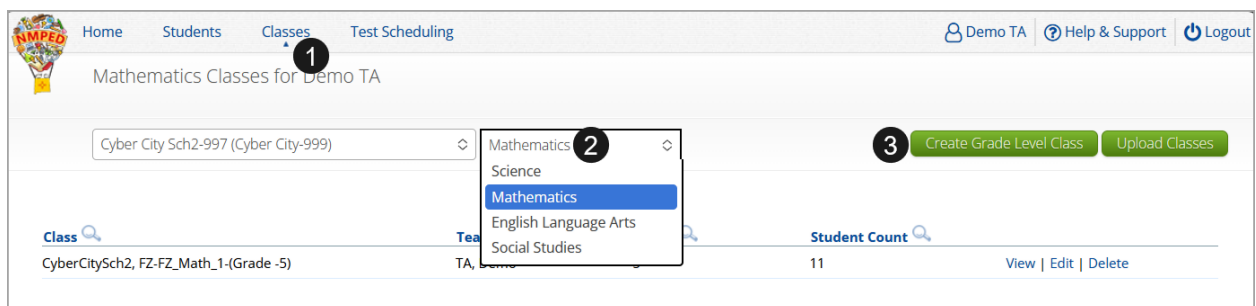
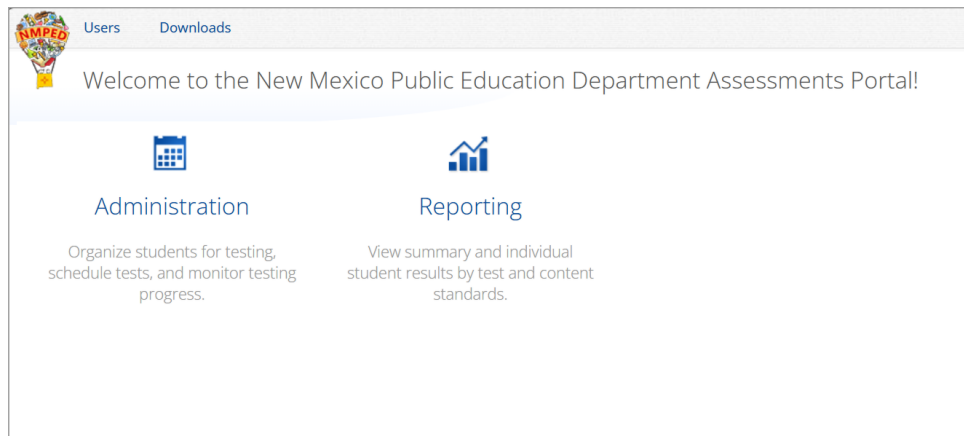


New Mexico Public Education Department Assessments

QuickStart: Creating Classes

A. Creating 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.



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.

Class Information

Class Name: Demo 5th Gr Math **4**

Teacher: TA, Demo **5** Grade: 5 **6**

Search for Students

Grade: 5 Class: Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber City Sch2-997

Last Name, First Name (State Student ID)

Sort By: Last Name

test, QAPGfourfive (999912345)
 Twentyeight, Student (999990028) **7**
 Twentyfive, Student (999990025)
 Twentyfour, Student (999990024)
 Twentynine, Student (999990029)
 Twentyone, Student (999990021)
 Twentyseven, Student (999990027)
 Twentysix, Student (999990026)
 Twentythree, Student (999990023)
 Twentytwo, Student (999990022)

8
 Add »
 « Remove

Students in Demo 5th Gr Math: 5/90

Twentyeight, Student (999990028)
 Twentyfive, Student (999990025)
 Twentyfour, Student (999990024)
 Twentynine, Student (999990029)
 Twentyone, Student (999990021)

9
 Save Cancel

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.

B. View, Edit, and Delete Classes

View | Edit | Delete

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

Details for FZ_Math_1:
Teacher: CyberCitySch2_FZ

[← Back](#) [Edit Class](#) [Export Roster](#)

Students in this class:

Last Name	First Name	Middle Initial	State Student ID	
Thirty	Student		999990030	Edit
ThreeEighty	Student		999990380	Edit
ThreeSeventyeight	Student		999990378	Edit
ThreeSeventyfive	Student		999990375	Edit
ThreeSeventyfour	Student		999990374	Edit
ThreeSeventynine	Student		999990379	Edit
ThreeSeventyone	Student		999990371	Edit
ThreeSeventyseven	Student		999990377	Edit
ThreeSeventysix	Student		999990376	Edit
ThreeSeventythree	Student		999990373	Edit

Showing 1 - 10 of 11 Page 1 of 2 [Next](#) [>](#) 10 per page

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

Editing Students in FZ_Math_1

Class Information

Class Name:

Students in the class

Search for Students

Grade: Class:

☒ Show only Students that are not assigned to a Class

Showing students in School: Cyber City Sch2-997

Last Name, First Name (State Student ID)

Sort By:

Allender, Alex (234567891)
EightEighteen, Student (999990818)
test, QAPGfourfive (999912345)
Twentyeight, Student (999990028)
Twentyfive, Student (999990025)
Twentyfour, Student (999990024)
Twentynine, Student (999990029)
Twentyone, Student (999990021)
Twentyseven, Student (999990027)
Twentysix, Student (999990026)

[Add »](#)
[« Remove](#)

Students in FZ_Math_1: 11/90
Thirty, Student (999990030)
ThreeEighty, Student (999990380)
ThreeSeventyeight, Student (999990378)
ThreeSeventyfive, Student (999990375)
ThreeSeventyfour, Student (999990374)
ThreeSeventynine, Student (999990379)
ThreeSeventyone, Student (999990371)
ThreeSeventyseven, Student (999990377)
ThreeSeventysix, Student (999990376)
ThreeSeventythree, Student (999990373)

[Save](#) [Cancel](#)

- 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*

Are you sure you want to delete this class: Demo TA Room 202-(Grade -05)?

[Confirm](#) [Cancel](#)