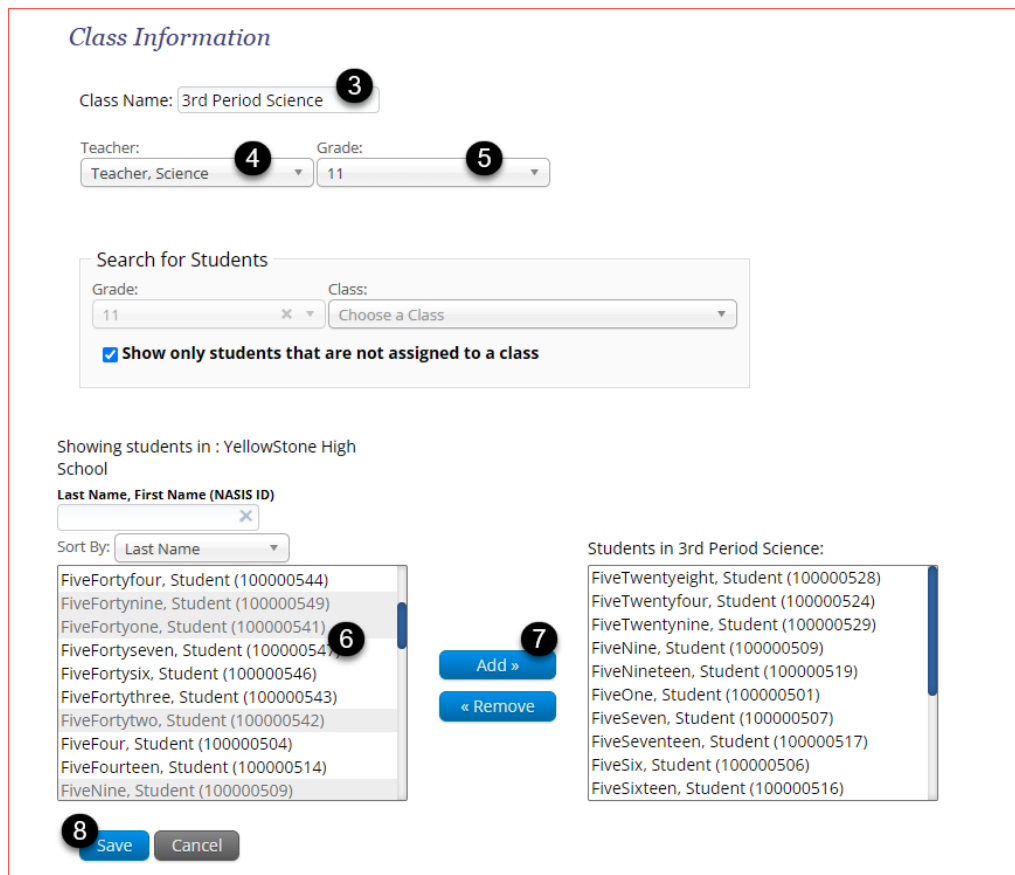
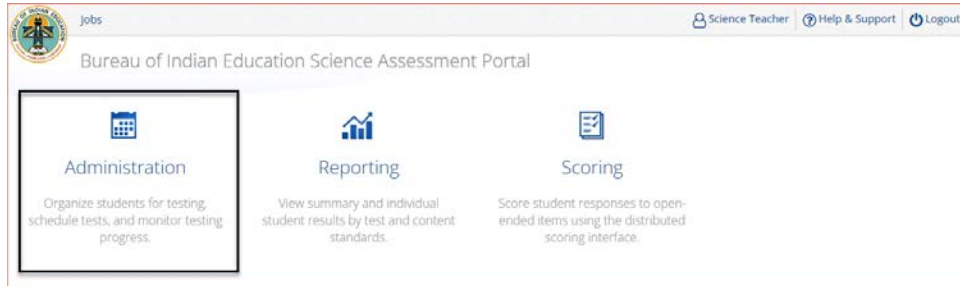


WORKING WITH CLASSES

School Test Coordinators and Test Administrators (including Teachers assigned the TA Role) can create classes in the BIE Science Assessment Portal. Classes are created in the Administration Component of the BIE Science Assessment Portal.



CREATING CLASSES

1. From the Administration Home page **click** on **Classes**.
2. Then **click** on the green **Create Grade Level Class** button.
3. **Enter** a name for the class.
4. **Select** teacher for the class.
5. **Select** a grade for the class.
6. **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.
7. **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.
8. 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

Science Classes for Science Teacher

YellowStone High School (YellowStone District) Science Create Grade Level Class Upload Classes

Class	Teacher	Grade	Student Count	
Teacher, Science-3rd Period Science-(Grade -11)	Teacher, Science	11	18	1 View 2 Edit 3 Delete

Showing 1 - 1 of 1

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

Details for 3rd Period Science:
Teacher: Teacher, Science

Back Edit Class Export Roster

Students in this class:

Last Name	First Name	Middle Initial	NASIS ID	
FiveFortynine	Student		100000549	View
FiveFortyone	Student		100000541	View
FiveFortytwo	Student		100000542	View
FiveNine	Student		100000509	View
FiveNineteen	Student		100000519	View
FiveOne	Student		100000501	View
FiveSeven	Student		100000507	View
FiveSeventeen	Student		100000517	View
FiveSix	Student		100000506	View
FiveSixteen	Student		100000516	View

Showing 1 - 10 of 18 Page 1 of 2 Next >| 10 per page

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

Home Students Classes Test Sessions Science Teacher Help & Support Logout

Editing Students in 3rd Period Science

Class Information

Class Name: 3rd Period Science

Students in the class

Search for Students

Grade: 11 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Yellowstone High School

Last Name, First Name (NASIS ID)

Sort by: Last Name

FiveEight, Student (100000508)
FiveEighteen, Student (100000518)
FiveEleven, Student (100000511)
FiveFifteen, Student (100000515)
FiveFive, Student (100000505)
FiveForty, Student (100000540)
FiveFortyeight, Student (100000548)
FiveFortyfive, Student (100000545)
FiveFortyfour, Student (100000544)
FiveFortyseven, Student (100000547)

Add >
< Remove

Students in 3rd Period Science:

FiveFortynine, Student (100000549)
FiveFortyone, Student (100000541)
FiveFortytwo, Student (100000542)
FiveNine, Student (100000509)
FiveNineteen, Student (100000519)
FiveOne, Student (100000501)
FiveSeven, Student (100000507)
FiveSeventeen, Student (100000517)
FiveSix, Student (100000506)
FiveSixteen, Student (100000516)

Save Cancel

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.*

Home Students Classes Science Teacher Help & Support Logout

Science Classes for Science Teacher

YellowStone High School (YellowStone District)

Are you sure you want to delete this class: Teacher, Science-3rd Period Science-(Grade -11)?

Confirm Cancel

Class	Teacher	Grade	Student Count	
Teacher, Science-3rd Period Science-(Grade -11)	Teacher, Science	11	18	View Edit Delete