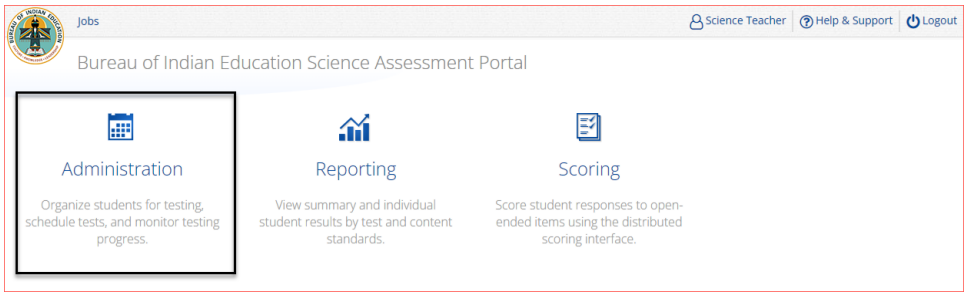
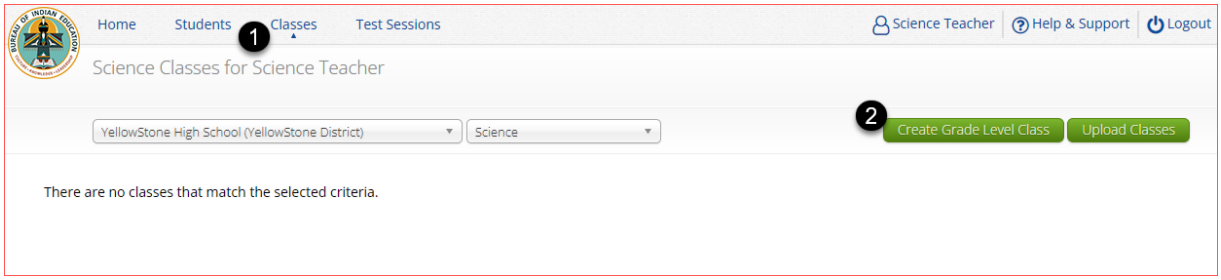
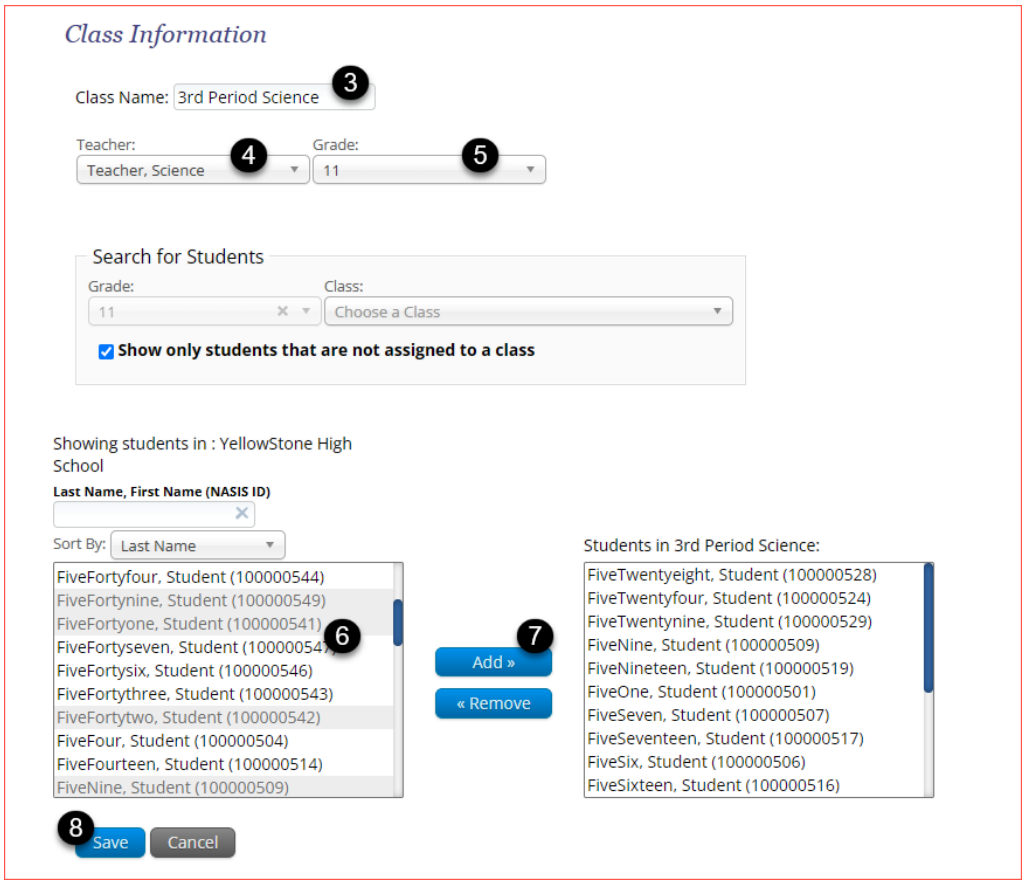
WORKING WITH CLASSES

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.



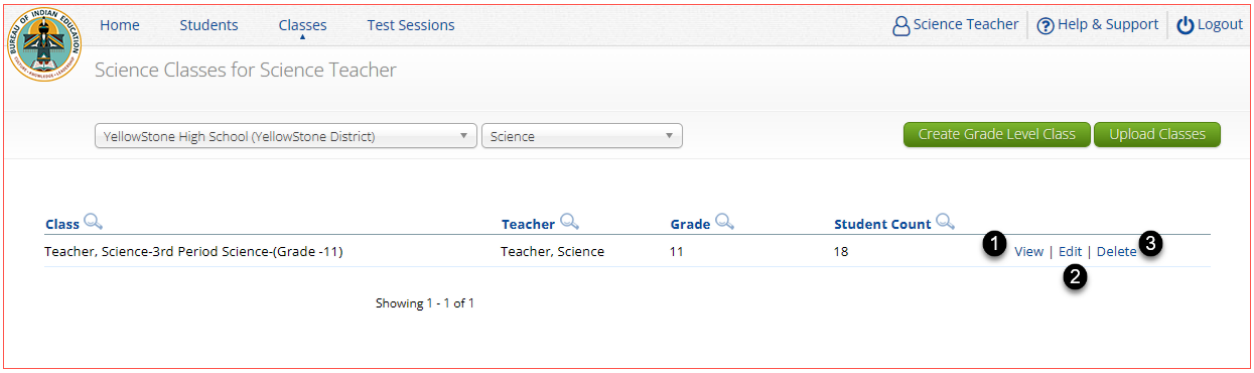




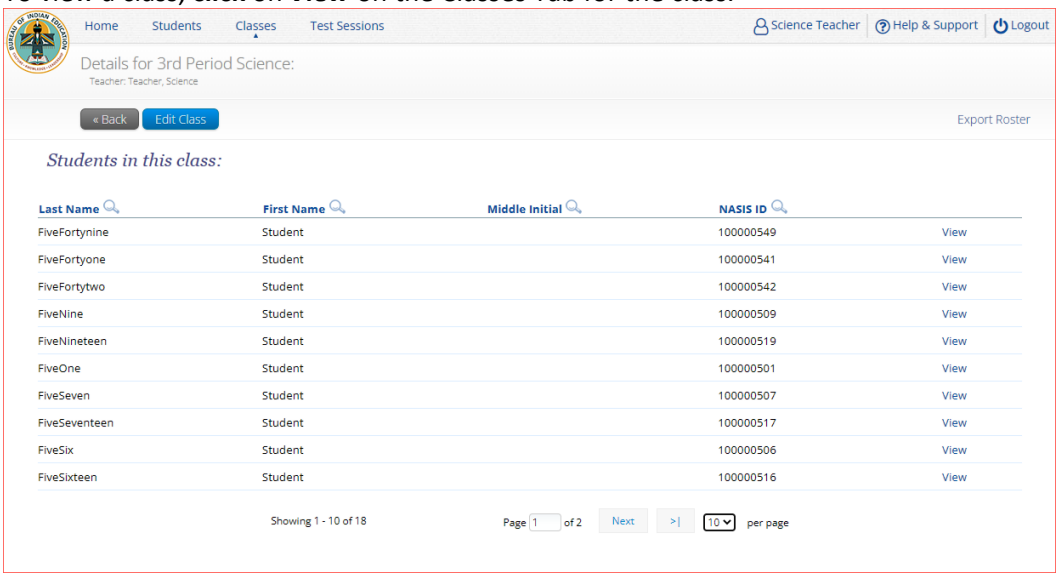
CREATING CLASSES

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.

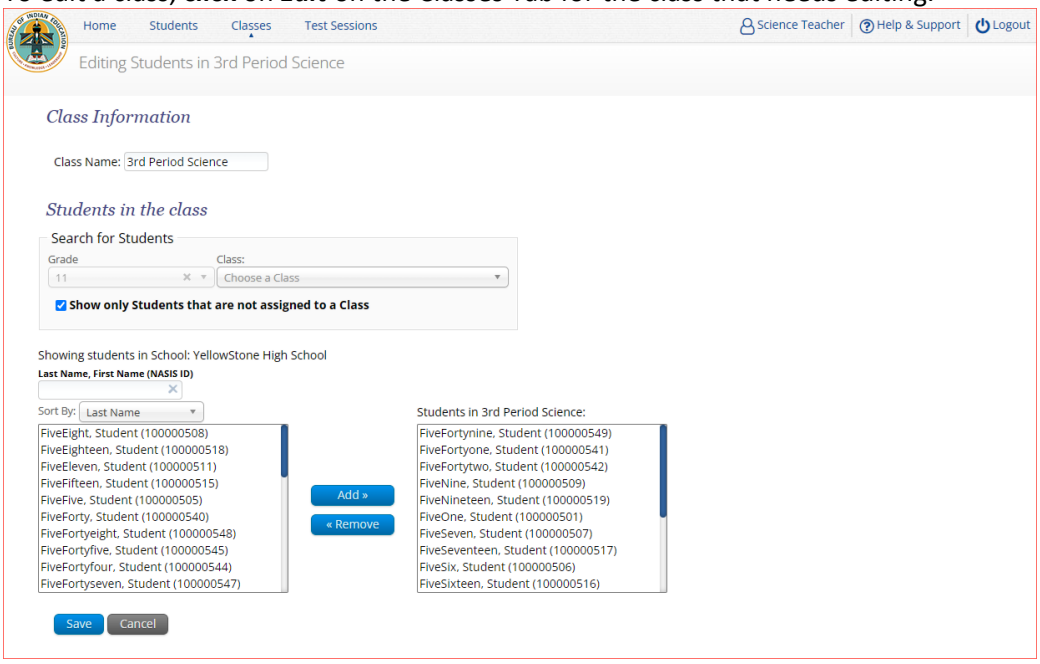
VIEW, EDIT, DELETE CLASSES



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



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.*

