



# School-Wide (System) Access Administration Guide

LAUSD 2014–2015 School Year

## Option 1: Adding yourself to a class

Staff with school-wide or system access can add themselves as staff members to any class. This can be used to help out teachers who need to administer mCLASS®:DIBELS Next® to their students. This option is also used when a substitute teacher needs to be able to assess a class. A school-wide access user can assign themselves to a class and then allow the sub to assess.

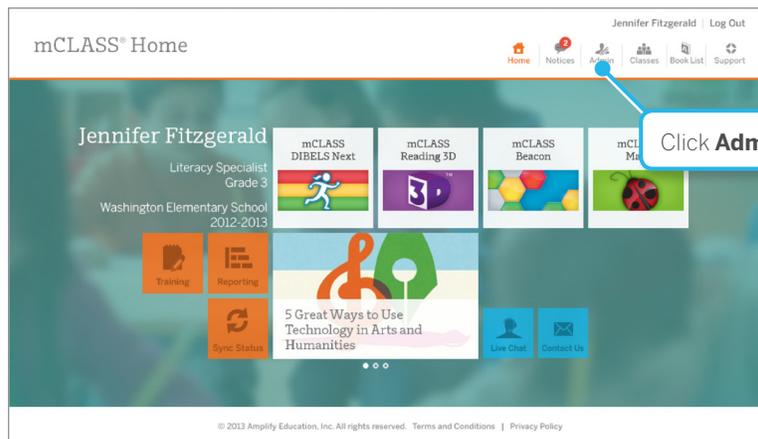
## Option 2: Creating groups

Groups are informal sets of students that can be used either to organize students within classes or to share students across classes with other staff. For example, district reading specialists, intervention coordinators/teachers, and resource specialist teachers (who do not have their own assigned classes) need to create groups of students drawn from multiple classes.

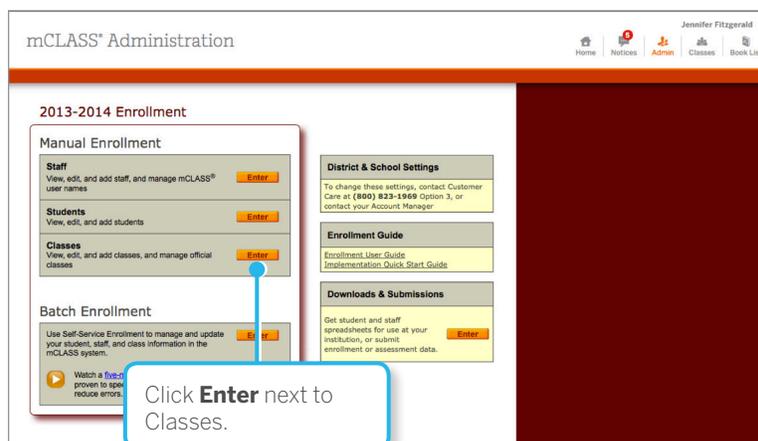
**Note:** Groups cannot be used for reporting and are not considered official. A student can be assessed in a group, but the student's results display only in the student's official class.

## Option 1: Adding yourself to a class

1. Log in to mCLASS:Home using your LAUSD user name and password with Single Sign-On (SSO). Go to [www.mclasshome.com](http://www.mclasshome.com) from any computer or device.
2. In the User Name field, enter *lausd::* followed by your user name. For example, if your user name is *jsmith*, type *lausd::jsmith*. Enter your LAUSD password in the Password field and click **Log In**.
3. Click **Admin** to access the Administration Home page.



4. On the Administration Home page, click **Enter** next to Classes.



- On the View/Edit Classes page, select the class that you would like to add yourself to. You can either click the class name or **View/Edit Class**.

2013-2014 Classes, Marissa's Jazz Muni

Select District or Program: All Districts | Select School: The Grange

Buttons: Add Class, Official Classes, Official Teachers

2 Total Classes | 0 Active Classes | 2 Demo Classes | 24 Students Not Assigned to a Class

2013-2014 Classes, Jeff's Math

Showing records 1-2 of 2.

Class Name	Grade	Demo	#Students	Official Teacher	View/Edit Class
Jeff's Math	None	Yes	13	Dorbin, Doris	View/Edit Class
Jeff's Math	None	Yes	13	Kemp, Dana	View/Edit Class

Students Not Assigned to a Class, Jeff's Math

To add these students to a specific class, click on the class name from the list above. To resolve records with Critical Errors, go to the Student Section. Error records cannot be added to a class until they are fixed.

Showing records 1-24 of 24.

Last	First	Grade	Homeroom	Primary Stud ID	Status
Bisock	Alexis	5		11900995	Enrolled
Boone	Anish	5		11901025	Enrolled
Canar	Daniela	5		11901014	Enrolled
Chaucer	Henry	3		wodw31	Enrolled
Christose	Kayla	5		11900994	Enrolled
Davis	McLaya	5		11901023	Enrolled
DoBell	Zerachyna	5		11900997	Enrolled
Hwangul	Olivia	5		11901024	Enrolled
McKinnon, II	Troy	5		11901018	Enrolled

- On the Class Details page, click **Edit Class**.

mCLASS Administration

Administration Home | View Classes | View Class

GR\_2\_Jenkins, SI School

Buttons: Edit Class

Class Details

Primary Class ID	Grade	Course	Demo
C1011-94654033	2		No

Staff

Showing records 1-1 of 1.

Last Name	First Name	Staff Type	Access	Primary ID	Official Teacher
Jenkins	Alison A	Teacher	Standard	110-94654033	Y

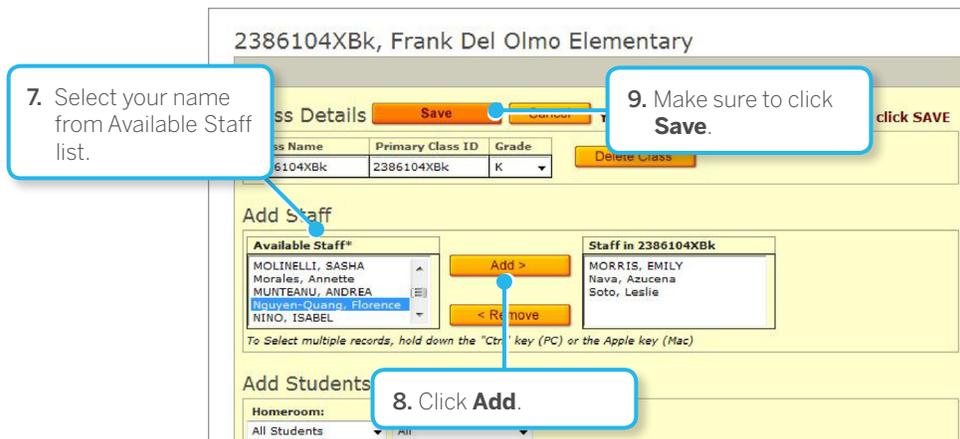
Students

Showing records 1-22 of 22.

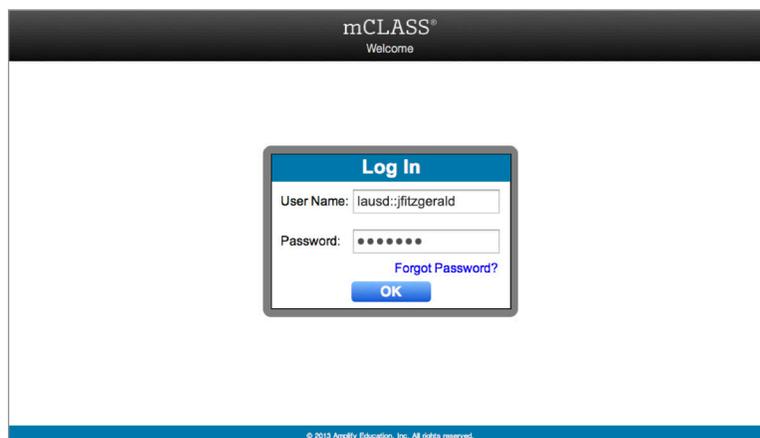
Last Name	First Name	Grade	Homeroom	Primary Student ID	Login Information
Beck	Jennifer	2	GR_2_Jenkins	S10_C1011-94654033	None
Bain	Candace	2	GR_2_Jenkins	S20_C1011-94654033	None
Bondurant	Wendi	2	GR_2_Jenkins	S14_C1011-94654033	None
Boysen	Karen	2	GR_2_Jenkins	S7_C1011-94654033	None
Harcornb	Ambera	2	GR_2_Jenkins	S5_C1011-94654033	None
Hendricks	Katie	2	GR_2_Jenkins	S1_C1011-94654033	None
Jones	Kimberly	2	GR_2_Jenkins	S11_C1011-94654033	None
Keller	Jean	2	GR_2_Jenkins	S22_C1011-94654033	None
Lupoli	Jessica	2	GR_2_Jenkins	S21_C1011-94654033	None

Option 1: Adding yourself to a class

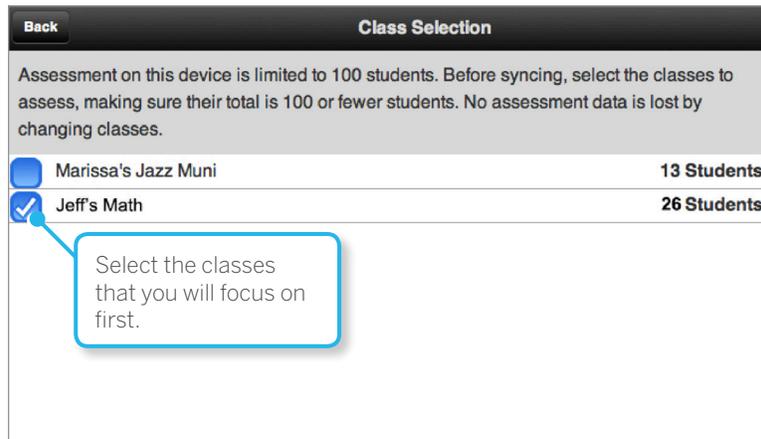
7. On the Edit Class Information page, under Add Staff, select your name from the Available Staff list. By default, the homeroom teacher should already be assigned to each class.
8. Click **Add**.
9. Click **Save**.



10. Sync your device.
  - a. Open the mCLASS app from the shortcut on your desktop and sign in with your user name and password. Click the **Sync** icon when logged in.



- b. If you have added yourself to classes for which you will have access to more than 100 students, the message below will appear. Select the check boxes for the classes that you will focus on first.



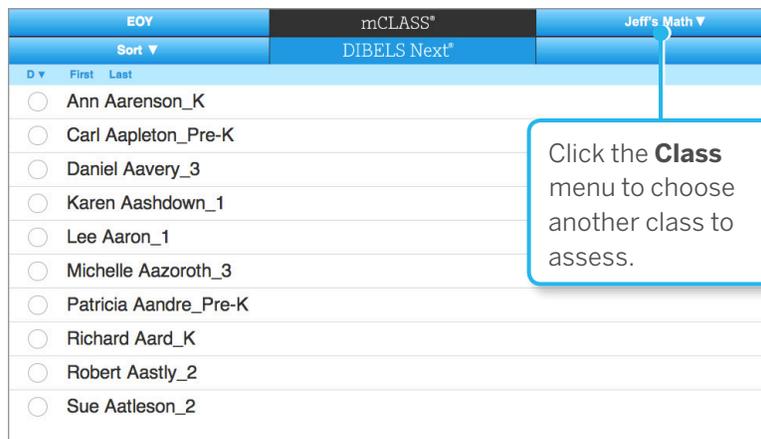
**Back** **Class Selection**

Assessment on this device is limited to 100 students. Before syncing, select the classes to assess, making sure their total is 100 or fewer students. No assessment data is lost by changing classes.

<input type="checkbox"/>	Marissa's Jazz Muni	13 Students
<input checked="" type="checkbox"/>	Jeff's Math	26 Students

Select the classes that you will focus on first.

- c. To change classes, click the class name in the upper-right corner.

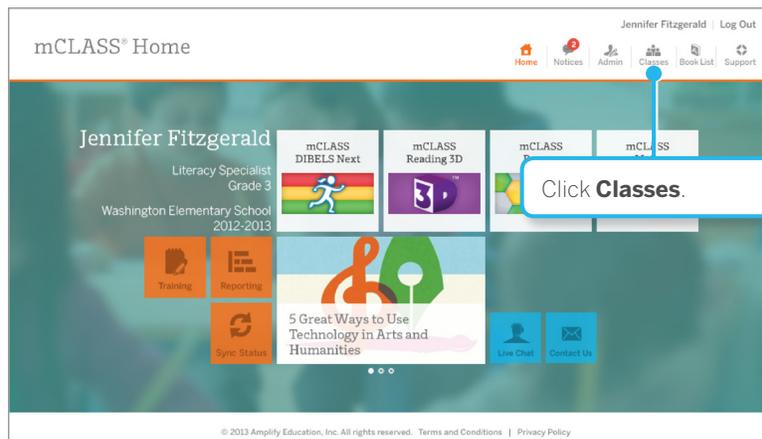


EOY	mCLASS*	Jeff's Math ▾
Sort ▾	DIBELS Next*	
D ▾	First	Last
<input type="radio"/>	Ann Aarensen_K	
<input type="radio"/>	Carl Aapleton_Pre-K	
<input type="radio"/>	Daniel Aavery_3	
<input type="radio"/>	Karen Aashdown_1	
<input type="radio"/>	Lee Aaron_1	
<input type="radio"/>	Michelle Aazoroth_3	
<input type="radio"/>	Patricia Aandre_Pre-K	
<input type="radio"/>	Richard Aard_K	
<input type="radio"/>	Robert Aastly_2	
<input type="radio"/>	Sue Aatleson_2	

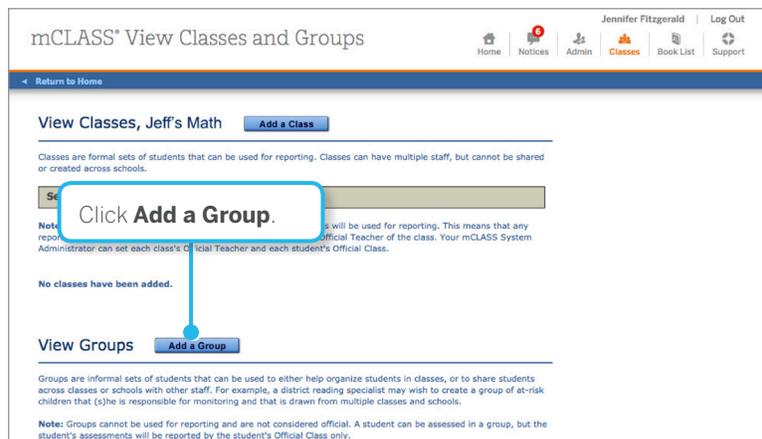
Click the **Class** menu to choose another class to assess.

## Option 2: Creating groups

1. From mCLASS:Home, click **Classes**.



2. On the View Classes and Groups page, click **Add a Group**.



- Go to the Group Details area. Enter the group name in the corresponding box.

mCLASS® Add Group

Home Notices Admin Classes Book List Support

Jennifer Fitzgerald | Log Out

← Returns to Home

Marissa's Jazz Muni

Group Details

Group Name  
Jennifer-Fitzgerald\_RSP\_2ndgrade

Add Staff For this section, your changes are automatically saved each time you add or remove a record.

Available Staff\* Selected Staff

School: Marissa's Jazz Muni

Adams, Meredith  
Alvarez, Rafael  
Blanco, Graciela  
Chaidez, Maricela  
Cho, Annie  
Diallo, Mamadou  
Ehrhart, Susan  
Gadea, Luis  
Galiano, Jemima  
Garcia, Juan

Add >

< Remove

asad, Cool

- In the Add Staff area of the page, select the staff members who work with this class or group. To select more than one staff member, hold Ctrl (or Command on a Mac) and click multiple staff names. When you finish selecting staff members, click **Add**. The staff members you selected display on the Selected Staff list.

Frank Del Olmo Elementary

Group Details

Group Name  
Nguyen-Quang\_RSP\_2nd grade

Add Staff For this section, your changes are automatically saved each time you add or remove a record.

1. Hold Ctrl (or Command on Mac) and click the names of multiple staff members.

2. Click Add.

Available Staff\* Selected Staff

School: Frank Del Olmo Elementary

Adams, Meredith  
ALVAREZ, RAFAEL  
BLANCO, GRACIELA  
CHAIDEZ, MARICELA  
CHO, ANNIE  
Diallo, Mamadou  
EHRHART, SUSAN  
GADEA, LUIS  
GALIANO, JEMIMA  
GARCIA, JUAN

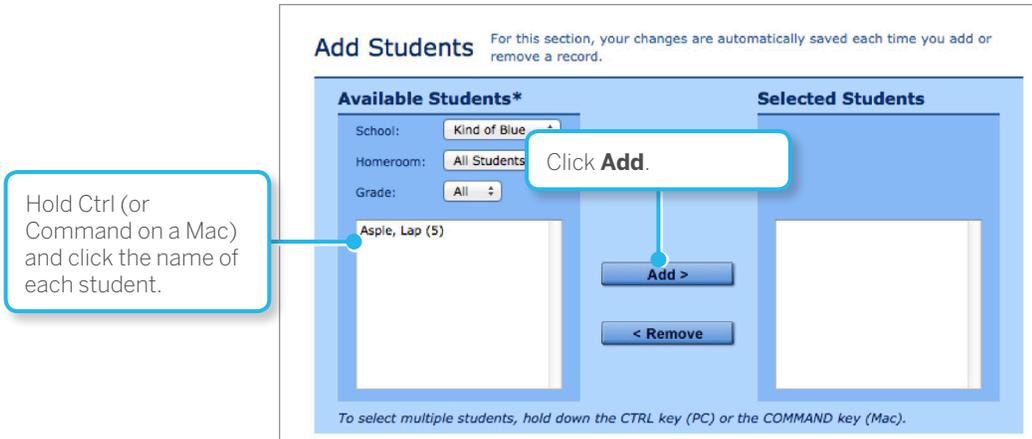
Add >

< Remove

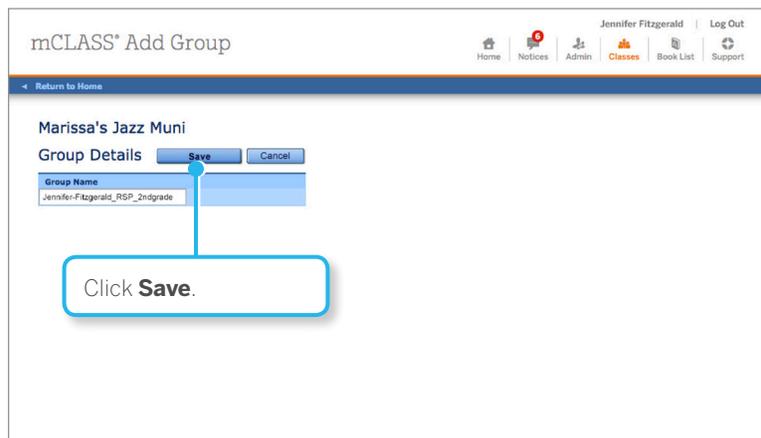
Nguyen-Quang, Florence

To Select multiple records, hold down the "Ctrl" key (PC) or the Apple key (Mac)

- In the Add Students area of the page, use the **School**, **Homeroom**, and **Grade** menus above the Available Students list to filter the students. Select students from the Available Students list. To select more than one student, hold Ctrl (or Command on Mac) and click the name of each student. When you finish selecting students, click **Add** to move the selected students into the group.



- Click **Save** when complete.



7. After clicking **Save**, the page reloads. Go to the bottom of the page and click **Back to View Classes & Groups** to return to the View Classes and Groups page.

mCLASS View Group

Home Notices Admin Classes Book List Support

Jennifer Fitzgerald Log Out

< Return to Home

Marissa's Jazz Muni

test [Edit Group](#)

Staff

Last Name	First Name	Staff
Fitzgerald	Jennifer	School Admin

Students

Last Name	First Name	Grade	Homeroom	Primary Student ID	School
Asple	Lap			20787443	Marissa's Jazz Muni

[Back to View Class/Group](#)

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8. Open the mCLASS app from the shortcut on your desktop and sign in with your user name and password. Click the **Sync** icon when logged in.

EOY mCLASS Jeff's Math

Sort DIBELS Next

D First Last

Ann Aarenson\_K >

Carl Aapleton\_Pre-K >

Daniel Aavery\_3 >

Karen Aashdown\_1 >

Lee Aarnon\_1 >

Azoroth\_3 >

Patricia Aandre\_Pre-K >

Richard Aard\_K >

Robert Aastly\_2 >

Sue Aatleson\_2 >

Click **Sync**.

## Amplify Support & Resources

Visit us online: [www.amplify.com/lausd](http://www.amplify.com/lausd)

View online training modules: <http://www.amplify.com/lausd/resources>

Contact Amplify Customer Services: (800) 823-1969, option 3, or email [help@amplify.com](mailto:help@amplify.com)