mCLASS Teacher's Guide

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Introduction

This guide is written for teachers using the mCLASS System and is intended to:

- Give detailed instructions for using the mCLASS system
- Offer step-by-step instructions for performing common day-to-day User actions, including entering account information, creating classes, adding groups, sharing data, downloading, and viewing assessment data.
- Offer a detailed reference guide to each teacher tool provided by the mCLASS system

Before You Begin

Items That Need to be In Place

1. The System Administrator must provide staff, student and school information to Wireless Generation to be placed into the mCLASS system in order for you to begin.

2. The System Administrator must have identified Users as one of four staff type categories: School Administrator, Specialist, Teacher or Teaching Assistant.

3. The System Administrator must have a list of the Teachers User Names and Passwords.

4. The System Administrator must have made sure that the necessary software is loaded onto the PDA's and school Sync Stations.

Using mCLASS

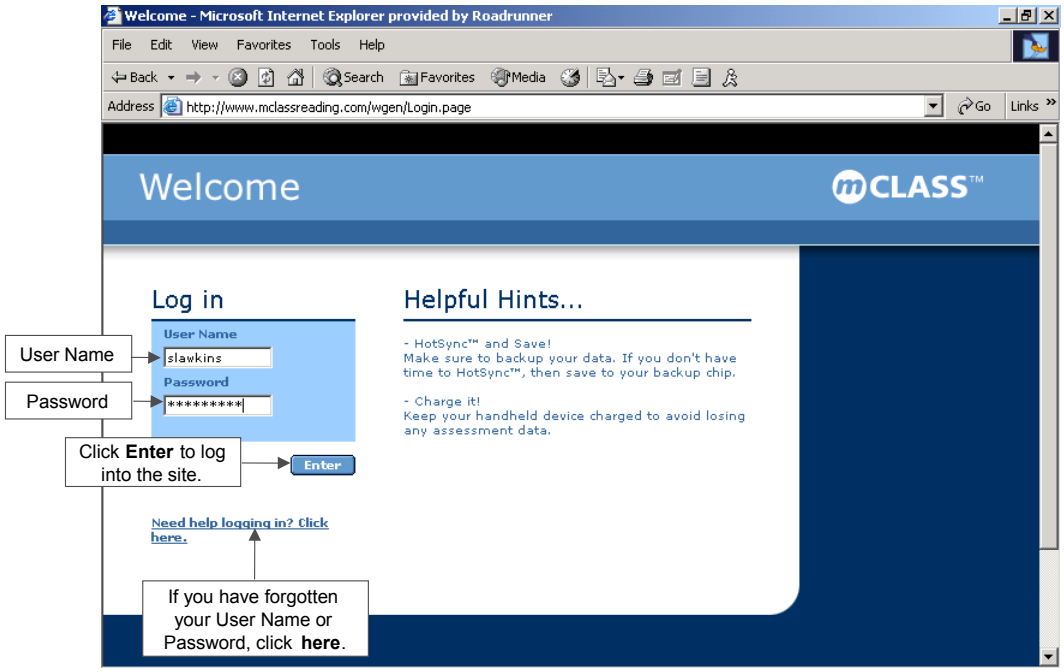
Logging onto the Site

To login to the mCLASS Web site, follow the steps below:

1. Locate any computer with an Internet connection. (This does not have to be one of the designated mCLASS reading computers in your school; any computer that can connect to the Internet will do, including a home computer.)

2. If the computer isn't connected to the Internet, connect to Internet now. If you are logging in from home, you'll need to connect via your own Internet service provider.

3. Open your browser and go to the mCLASS Web site: ***www.mclassreading.com***. At the **Welcome** screen (shown below), type in your assigned user name and password in the **Log in** box, and then click **Enter**. Please note that passwords are case sensitive (e.g., "Smith" versus "smith").



4. This will take you to the **mCLASS Home** Page.

If you have forgotten your password:

1. Click on **Need help logging in**?
2. Enter your email address, and then click **Continue** to have your user name and password sent to you via email (as long as your email address was provided by your system administrator).
3. If you have any problems with this, please contact either a technology person in your Institution for help or contact **Wireless Generation's Customer Support at 1-800-823-1969**.

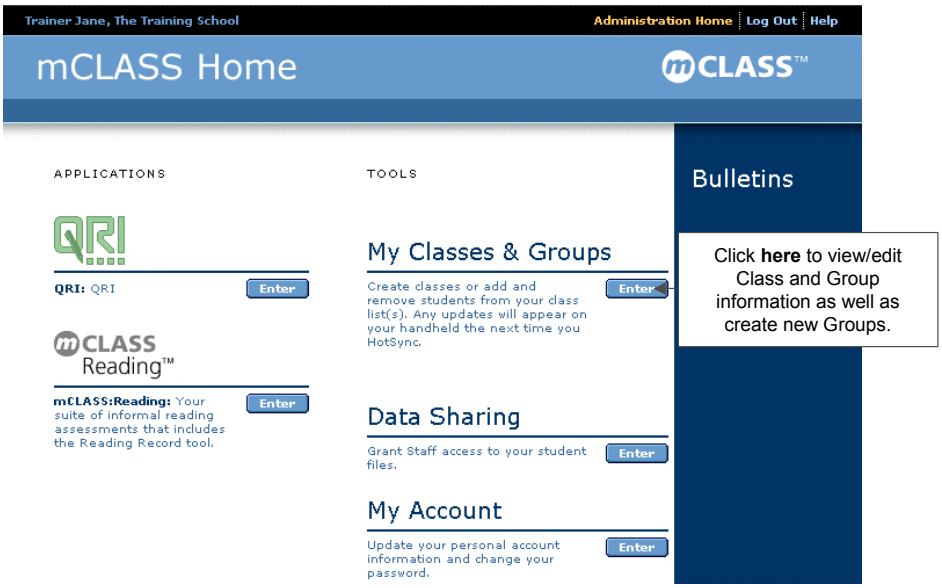
The mCLASS Home Page

MY CLASSES AND GROUPS

Classes in the mCLASS system should reflect your "official" and full class list. Groups are informal sets of students created by individual Users. When forming a Group, the User may draw from the entire pool of students to which he/she has access.

Note: For information on making changes to Classes, please refer to the Complete Administrative Home Reference Guide.

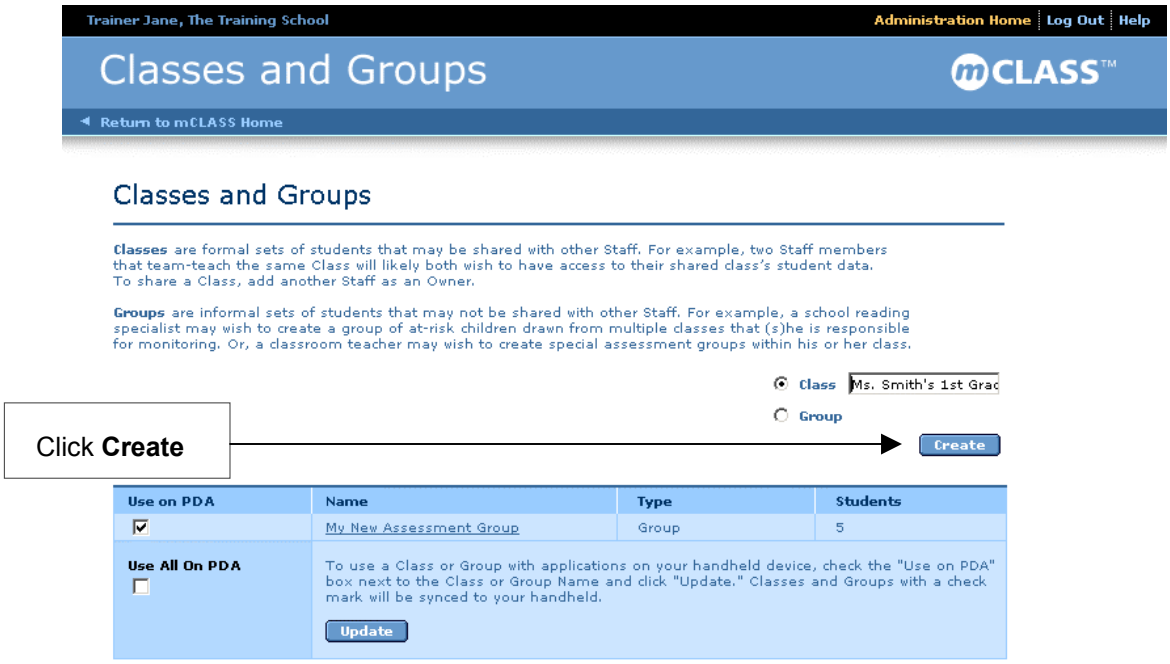
- Click **Enter** next to the heading **My Classes & Groups** on the mCLASS Home.



- This will take you to a screen entitled **Classes & Groups**, which lists all Classes for which you are an Owner and all Groups that you have created.

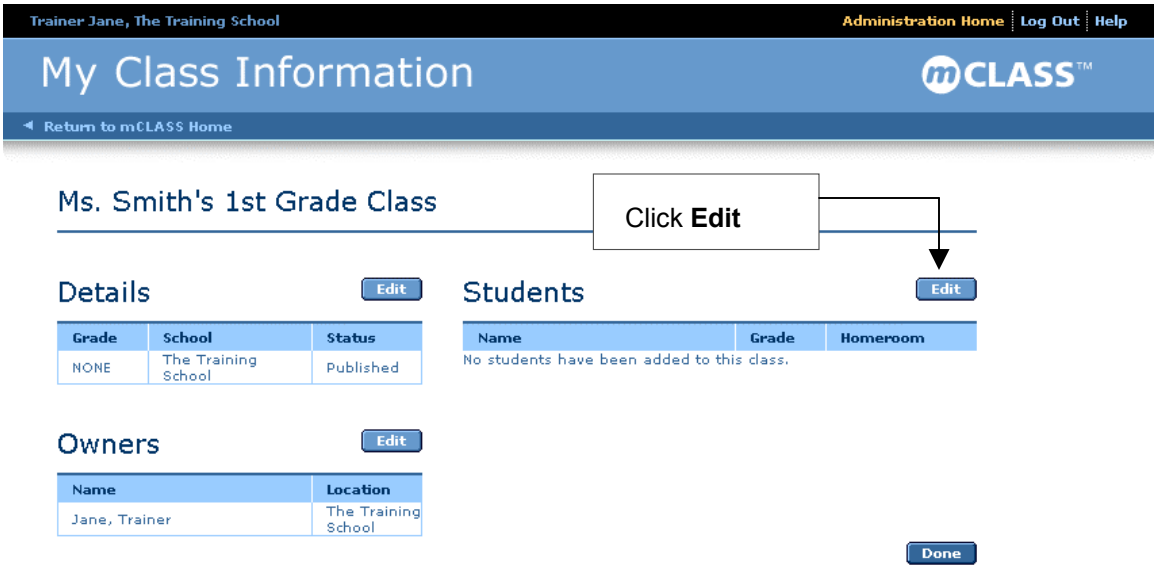
To Create a New Class

On the upper right-hand side of **Classes & Groups** page, enter a name for the Class that you would like to create. When you are finished, click **Create**.



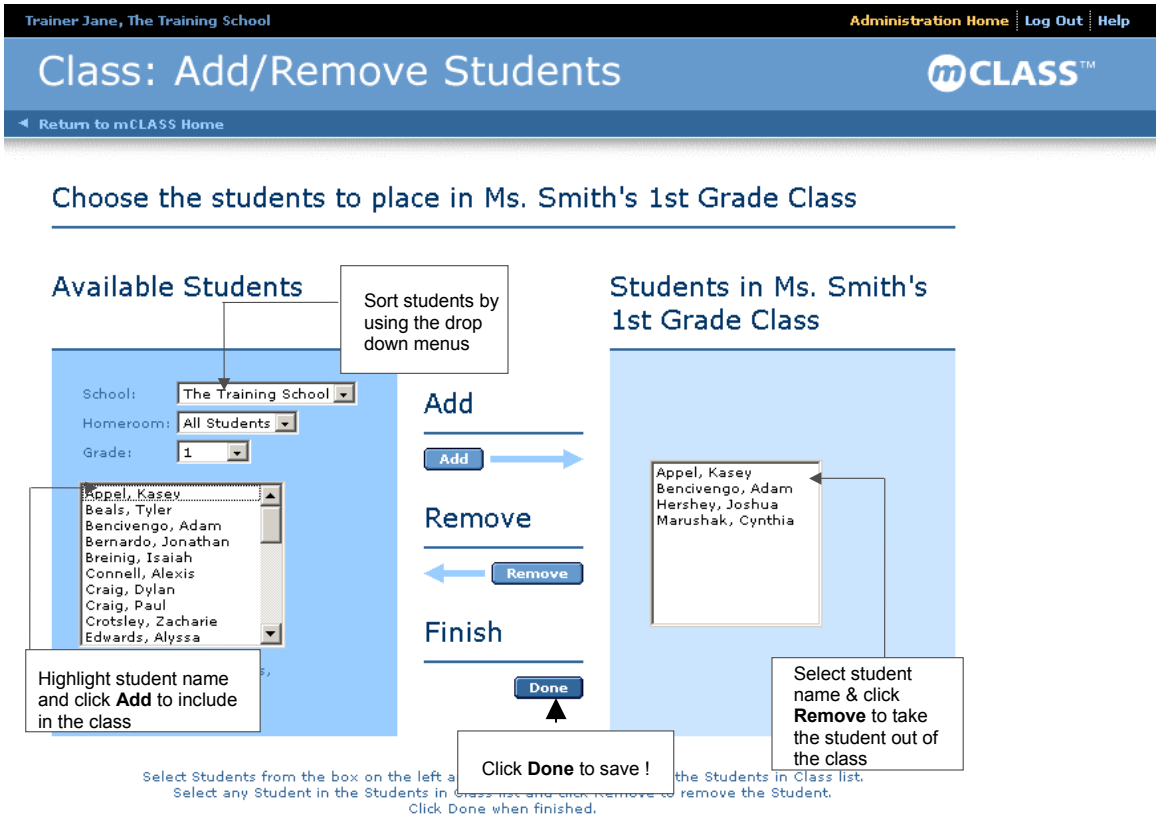
Please note: the Policy for allowing all Staff to create Classes must be set to **Open** in order for you to access this option. If you do not see this option available, please see your System Administrator.

Clicking **Create** will take you to a screen entitled **My Class Information**. This screen consists of three links: **Details**, **Owners** and **Students**.



Students:

To add and remove students, click on **Edit** next to Students header at the upper right-hand side of the **My Class Information** screen. This will take you to a screen entitled **Class: Add/Remove Students** screen. This screen consists of two separate student lists:



Available Students:

On the left-hand side of the screen is a list of all the available students, sorted by grade and then name. You may filter this list by School, Homeroom, or Grade using the drop-down boxes that appear at the top of the list.

To Add Students to Class:
Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

Students in Class:

As you add students to your Class, their names will appear in a list on the right-hand side of the screen.

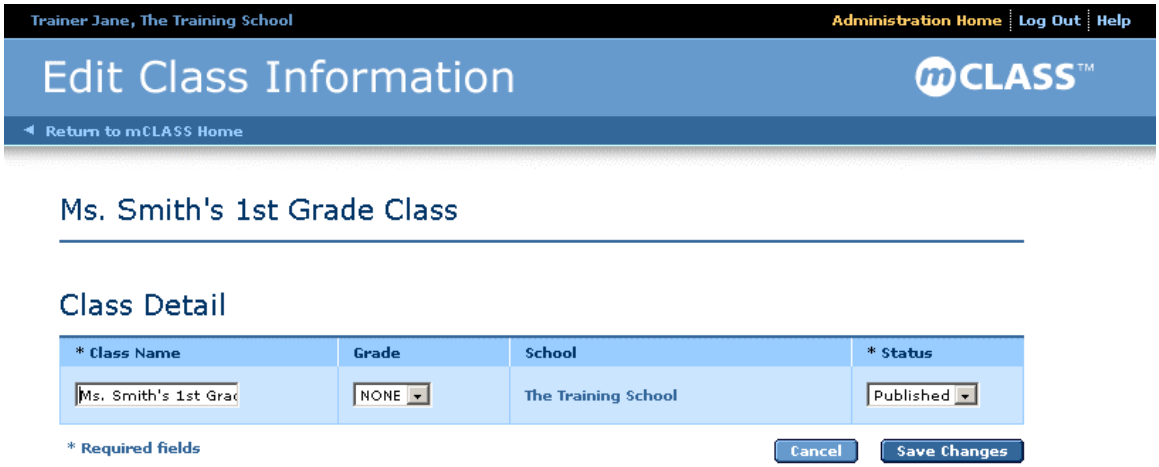
To Remove Students from Class:
Select a student by highlighting his/her name in this box and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

Finish

To Save Your Class Composition:
When you are done creating a class or making changes, click **Done** to save your changes.

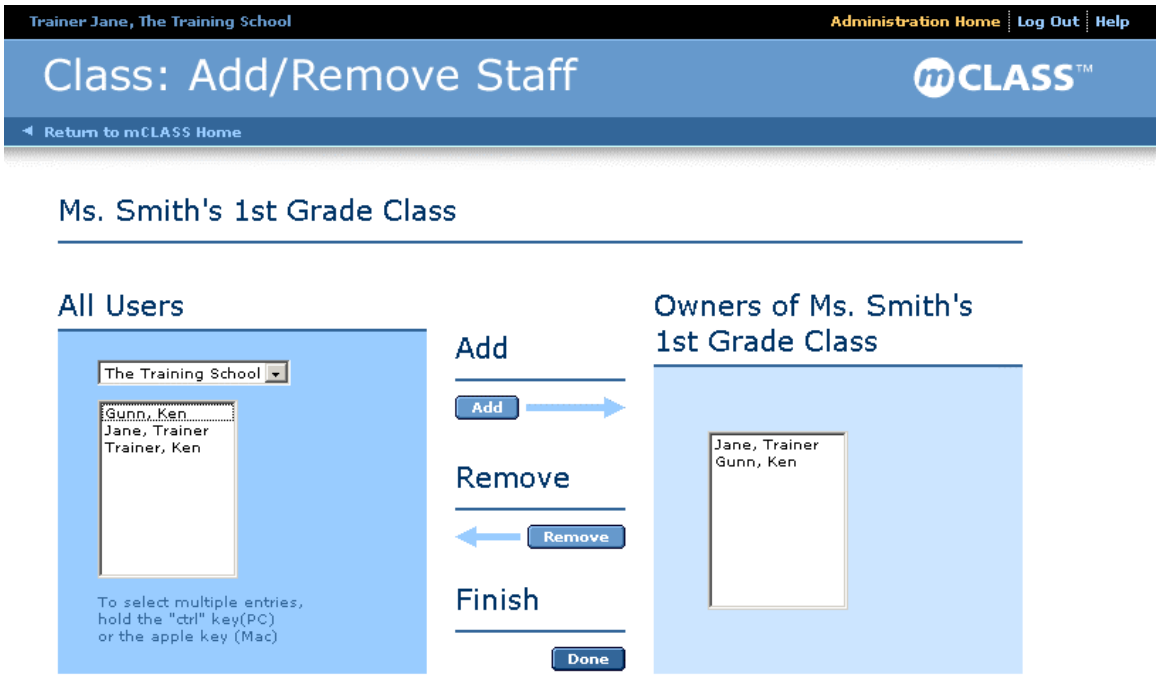
Edit Details

From the My Class Information Page, click on **Edit**, next to the Details area., in order to modify details about the Class like grade and the Class name.



Edit Owners

To add one or more additional owners to the class (for example, if you are team teaching a class with another teacher or a reading specialist), click on **Edit** next to Owners.



To Add and Owner to a Class:

- Select a Staff member by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

Owners of <Class Name>:

As you add Staff as owners to the Class, their names will appear in a list on the right-hand side of the screen.

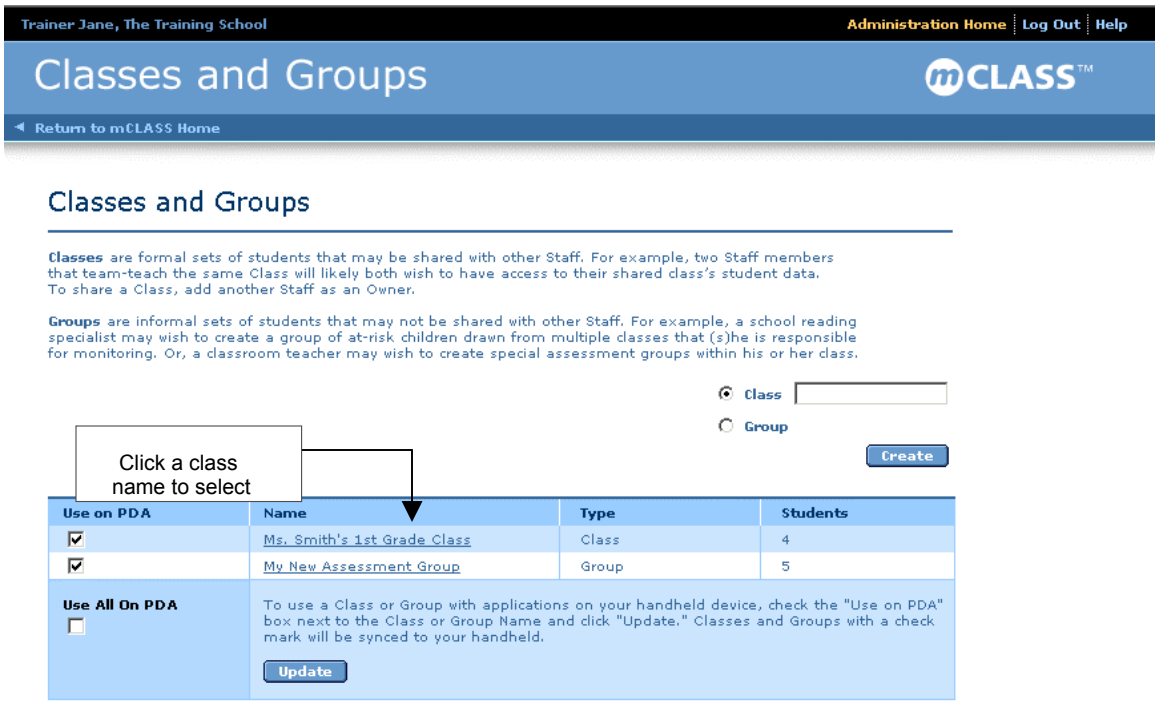
To Remove Owners from Class:

- Select a Staff member by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

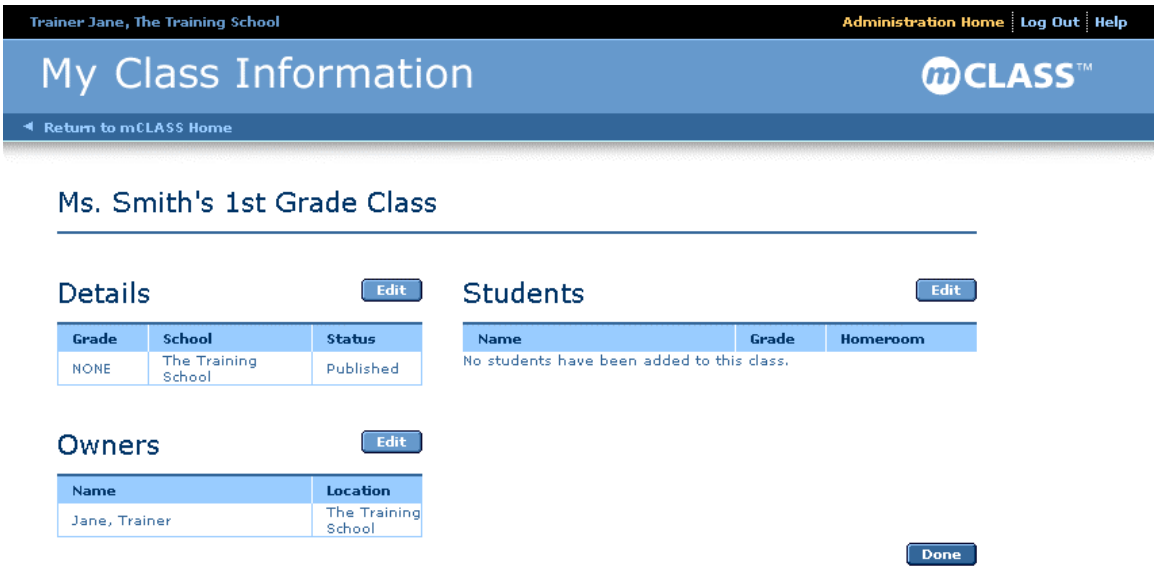
When you are done making changes, click **Done**.

To Edit an Existing Class

1. Click on the Class that you would like to edit from the list on the **Classes & Groups** page.



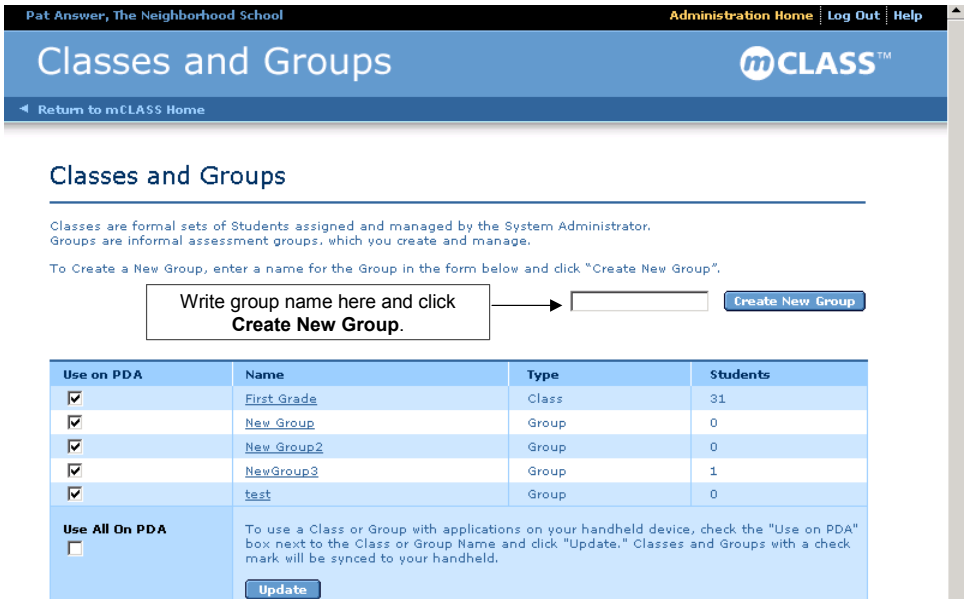
2. This will take you to the **My Class Information** page



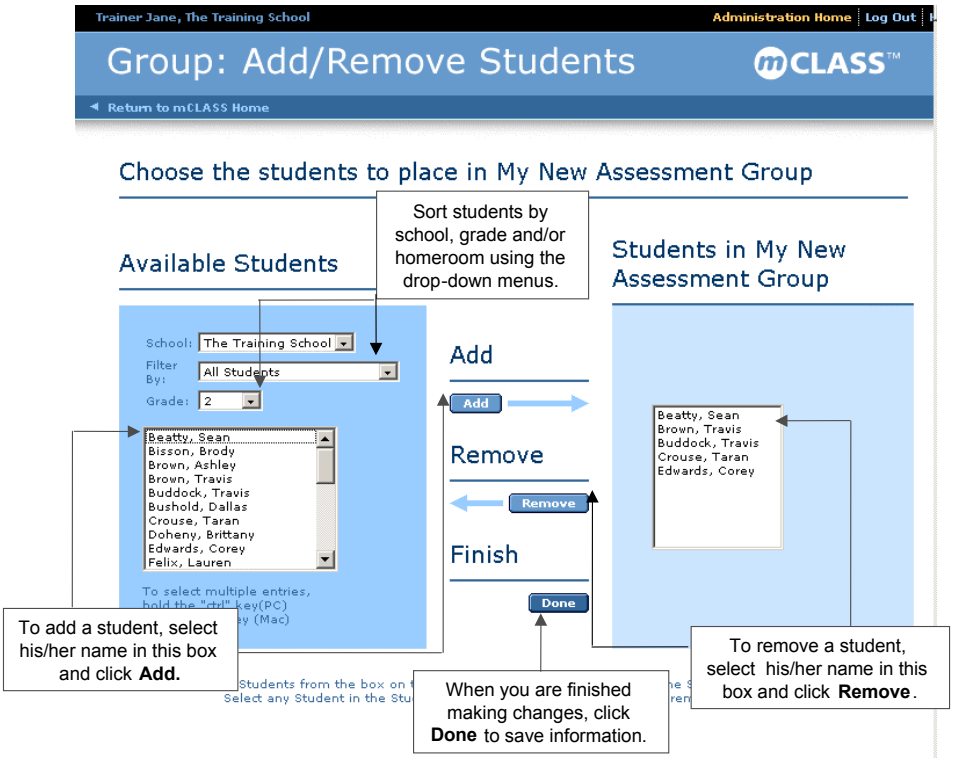
3. Click **Edit** to change information in each of the three sections: Details, Students, Owners.

To Create a New Group

1. On the upper right-hand side of the **Classes & Groups** page, enter a name for the Group that you would like to create. When you are finished, click **Create New Group**.



2. This will take you to a screen entitled **Group: Add/Remove Students**. This screen consists of two separate student lists:



Available Students:

On the left-hand side of the screen is a list of all the available students, sorted by grade and then name. You may filter this list by School, Class/Group, or Grade using the drop-down boxes that appear at the top of the list.

To Add Students to Group:

- Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

Students in Group:

As you add students to this group, their names will appear in a list on the right-hand side of the screen.

To Remove Students from Group:

- Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

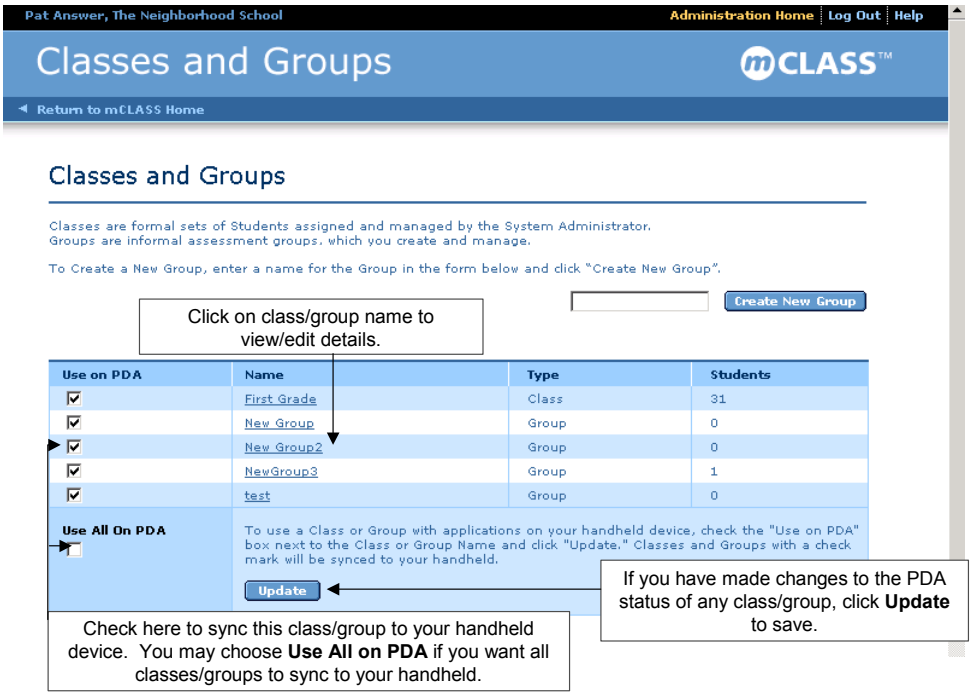
3. When you are done making changes, click **Done**.

4. This will take you to a screen entitled **My Group Information** that displays details about the group you have created – including its name and information about students (their names, schools, grades and homerooms) - in a view-only format.

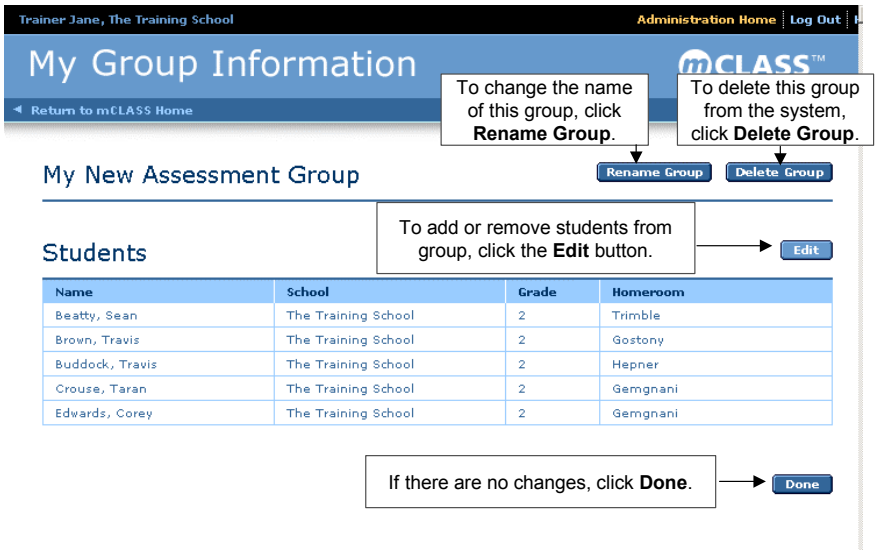
5. If you would like to make further edits to this group, please click **Edit**. Otherwise, click **Done**.

To Edit an Existing Group

4. Click on the Group that you would like to edit from the list on the **Classes & Groups** page.



5. This will take you to a screen entitled **My Group Information** listing the names, schools, grades and homerooms of students in this Group.



6. Click on **Edit** at the upper right-hand side of the **My Group Information** screen. This will take you to a screen entitled **Update Student List**. This screen consists of two separate student lists:

Available Students:

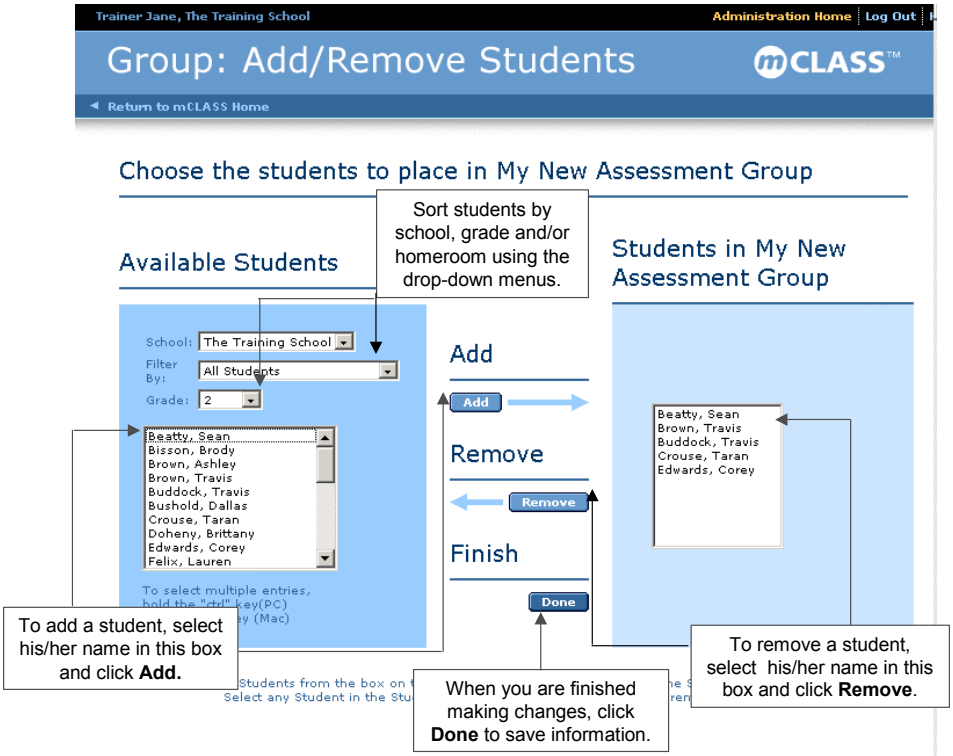
On the left-hand side of the screen is a list of all the available students, sorted by grade and then name. You may filter this list by School, Class/Group, or Grade using the drop-down boxes that appear at the top of the list.

To Add Students to Group:
Select a student by highlighting his/her name and then click either the **Add** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.

Students in Group:

As you add students to your group, their names will appear in a list on the right-hand side of the screen.

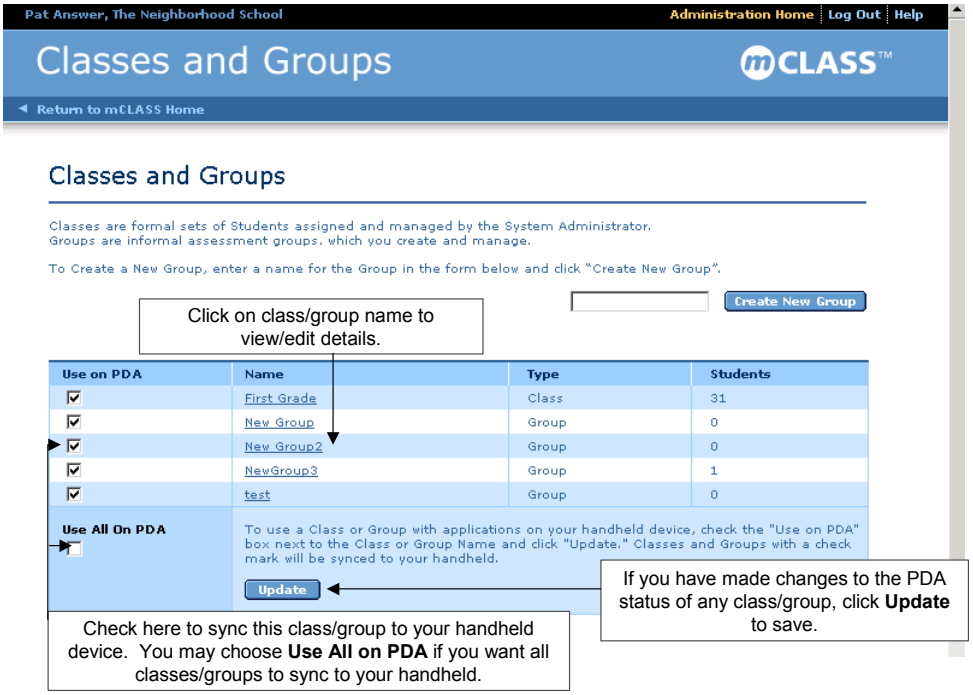
To Remove Students from Group:
Select a student by highlighting his/her name and then click the **Remove** button in the middle of the screen. Holding down the **Ctrl key** (for PCs) or the **Open Apple** key (for Apple/Mac) allows you to select and add multiple students at the same time.



7. When you are done making changes, click **Done** to save.

To Select Which Classes and Groups You Want to Sync to Your PDA

If you are running out of room on your PDA, or are no longer working with a certain Class or Group, you may want to choose not to sync those Classes or Groups to your PDA.



1. To the left of the names of your classes and groups on the **Classes & Groups** page is a column entitled **Use on PDA**.

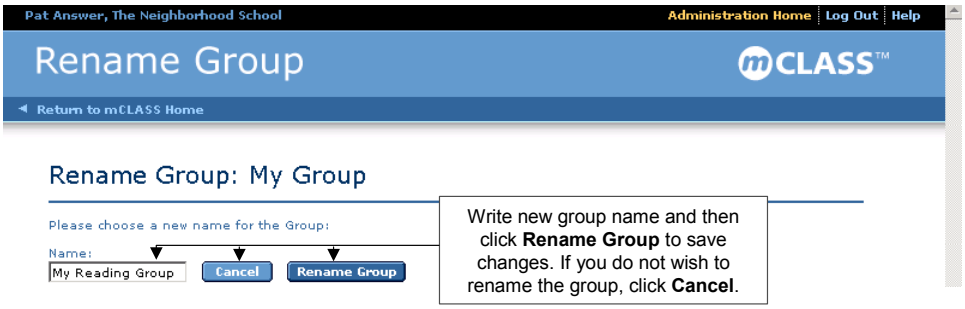
2. Please place a check in the boxes for classes/groups that you would like to sync to your handheld.

3. If you would like to make all of your classes/groups available on your handheld device, place a check in the box marked **Use All on PDA** at the bottom of the column. Note: All Classes and Groups are checked by default.

4. Save any changes to your PDA syncing status by clicking **Update**. Any changes will take effect during your next sync.

To Rename an Existing Group

1. On the **My Group Information** screen, click on **Rename** at the top right-hand corner of the screen. This will take you to a page entitled **Rename Group**.



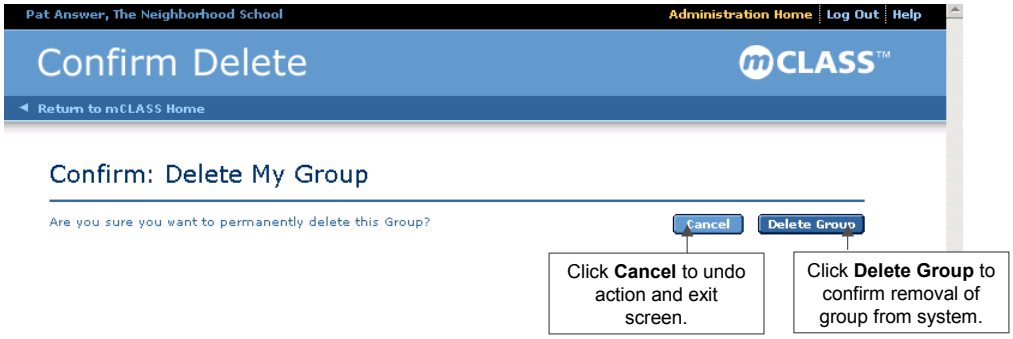
2. Choose a new name for the Group.

3. When you are finished, click **Rename Group** to save your changes.

To Delete an Existing Group

1. On the **My Group Information** screen, click on **Delete** at the top right-hand corner of the screen.

2. This will take you to a page entitled **Confirm Delete** that gives you the choice to either **Delete Group** or **Cancel** the action.

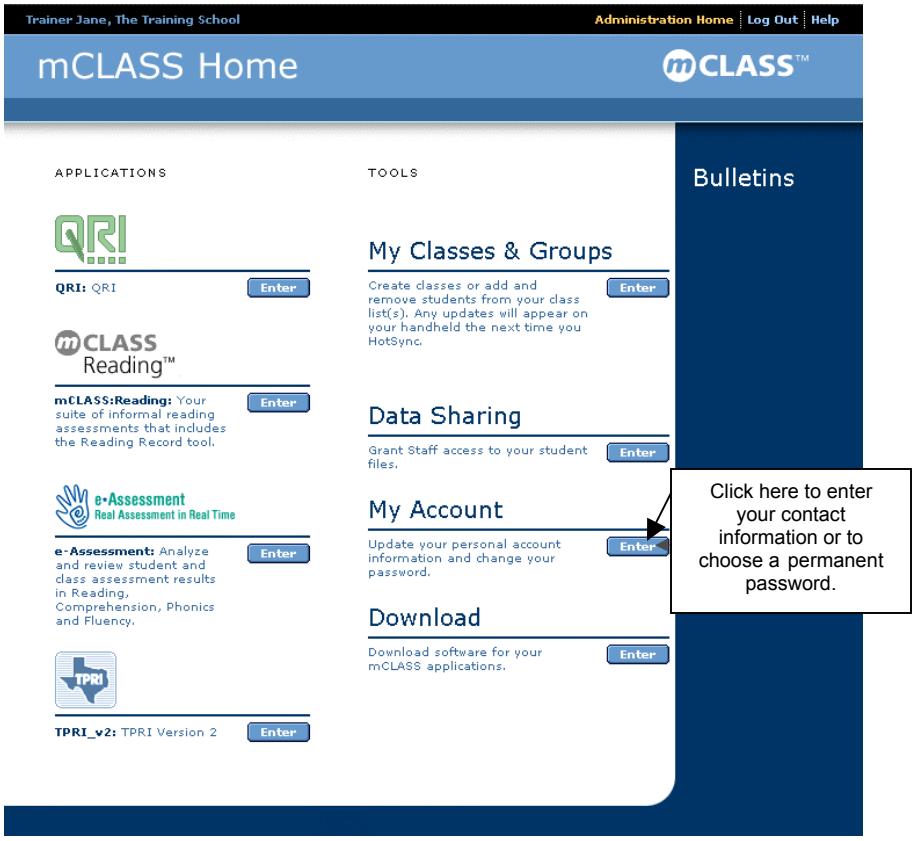


3. If you choose **Delete Group**, you will be taken to confirmation screen.
4. Click **Done** to save your changes.

MY ACCOUNT

1. Click on **Enter** right below **My Account**.

2. **Note:** If the System Manager has set the Modifying Data Policy to Closed, you will not be able to modify your own account information, and the "**My Account**" button will not be available.



3. On the left hand side of the **My Account** page, under **Update Contact Information**, enter all of your contact information so that Wireless Generation, Inc. will be able to contact you in the case that you are encountering technical difficulty. This area is not case sensitive.

4. On the right hand side of the **My Account** page, under the title **Change Password (Optional),** enter your Current Password as assigned to you. Then, enter a New Password of your own choosing. This New Password must be between 4-12 characters in length and contain letters and numbers only. You will have to enter your new password into WGsync on your PDA. Please note that passwords are case sensitive (e.g., "Smith" versus "smith").

5. After entering your New Password, reenter it in the space below for confirmation, and then click **Save Changes**. You will be taken to a screen labeled "Update Successful".

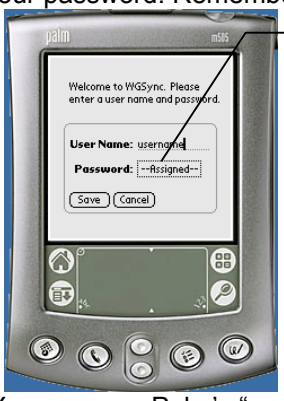
How to Change Your PDA Password After Changing it on the Web Site

Please note PDA user's must remember to change their passwords in WGSync on their PDA's. Please follow the instructions below:

1. Tap the **WG Sync** icon main Palm menu to launch the application

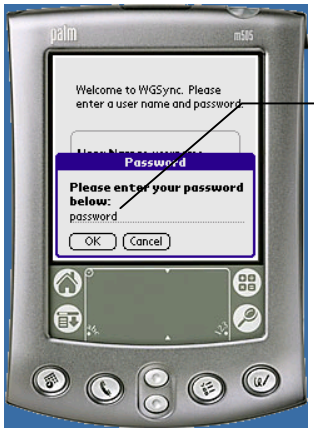
Tap **WG Sync**

2. Tap -**Assigned-** to change your password. Remember passwords are case sensitive.



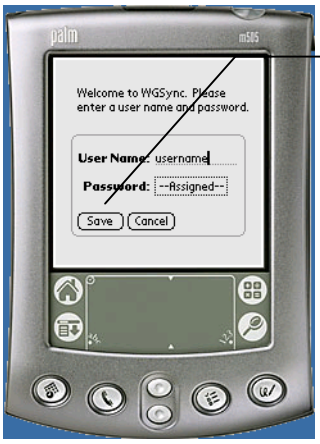
Tap the **-Assigned-** password box

3. **Enter** your new password. You may use Palm's "graffiti" or tap the "abc" icon in the bottom left-hand corner of the screen to bring up a typewriter interface. When you are finished, tap **OK**. Your new password will be saved.



Enter the new password and tap **OK to save**

4. You will be taken back to the **-Assigned-** screen. Tap **Save** to to return to the main Palm menu.



Tap **Save** to confirm the change and return to the Palm home menu

From this point forward, you will use your new, self-chosen password to login to both the online system and your PDA. Please write this new password down and keep it in a safe location for future reference.

DATA SHARING

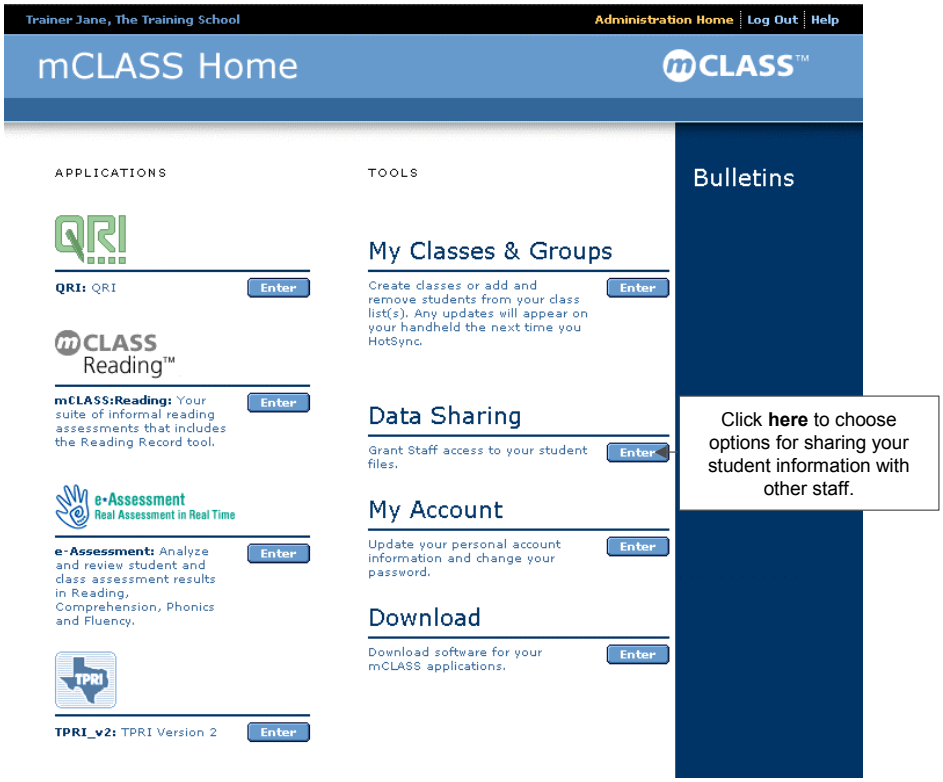
Depending on how the System Manager has set the mCLASS system Policies, Users may be given choices regarding the sharing of their student information with other staff.

1. **Staff -based Data Viewing Policy**
   Under a staff-based policy, all student files are private by default. In other words, users with Standard access will only be able to view their own assessments. However, users are given the option on an individual basis of granting other Staff access to their student assessment data.

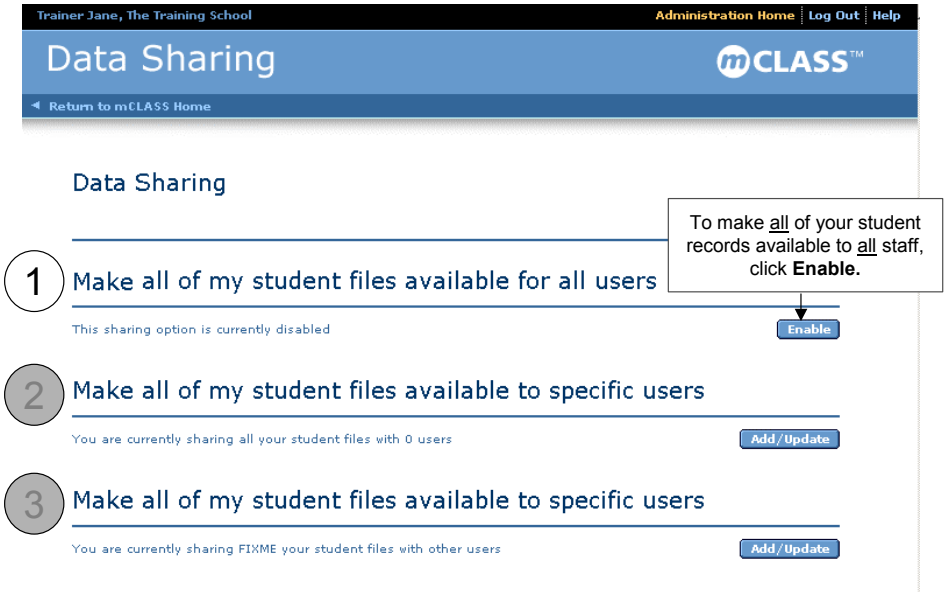
2. **Class-based Data Viewing Policy**
   Under a Class-based policy, users with Standard access are permitted to see all assessment data on students that are enrolled in their classes. In other words, if assessments were performed by another Staff member on a student in your Class, you will be able to see this data on the Web reports.

3. **Open Data Viewing Policy**
   In an open Data Viewing policy, all student assessments are viewable by all Staff, regardless of access level. In this case, there is no button for Data Sharing, as all assessment data is shared in an Open system.

Note: In an institution/school with a staff- or class-based data viewing policy in place, a heading titled *Data Sharing* will appear on the right-hand side of the mCLASS Home. Staff should click **Enter** in order to choose their data-sharing preferences.



Clicking **Enter** takes the user to a screen entitled **Sharing**. At the top of the page is an explanation of the data viewing policy currently in place. Users are then given three options for sharing their personal student data with others.



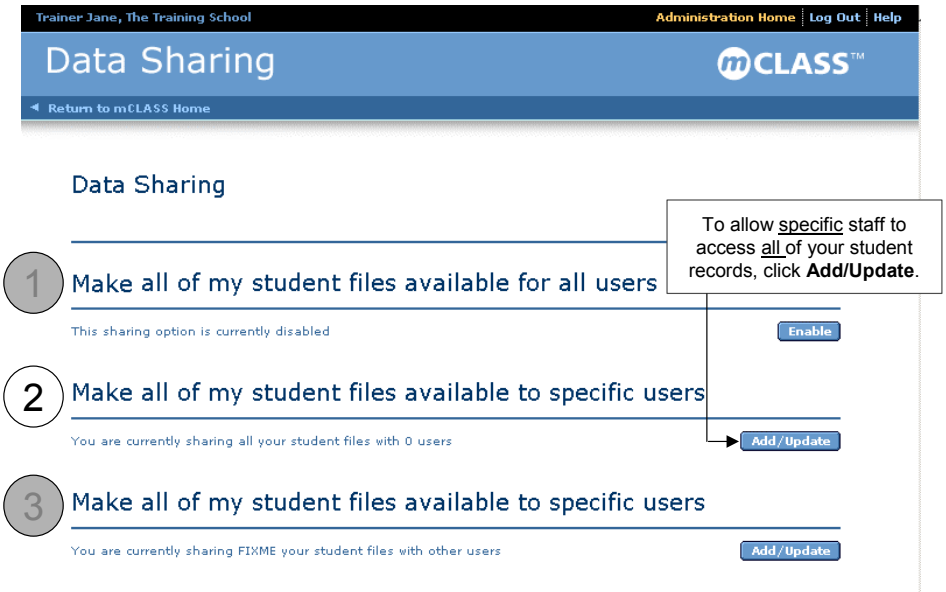
Make all of My Student Files Available to all Staff

To enable all Staff access to all student data:

- Click **Enable** if you would like to share all student information with all staff. There is no need to make changes to the other options offered on this page.

To disable all Staff access to all student data:

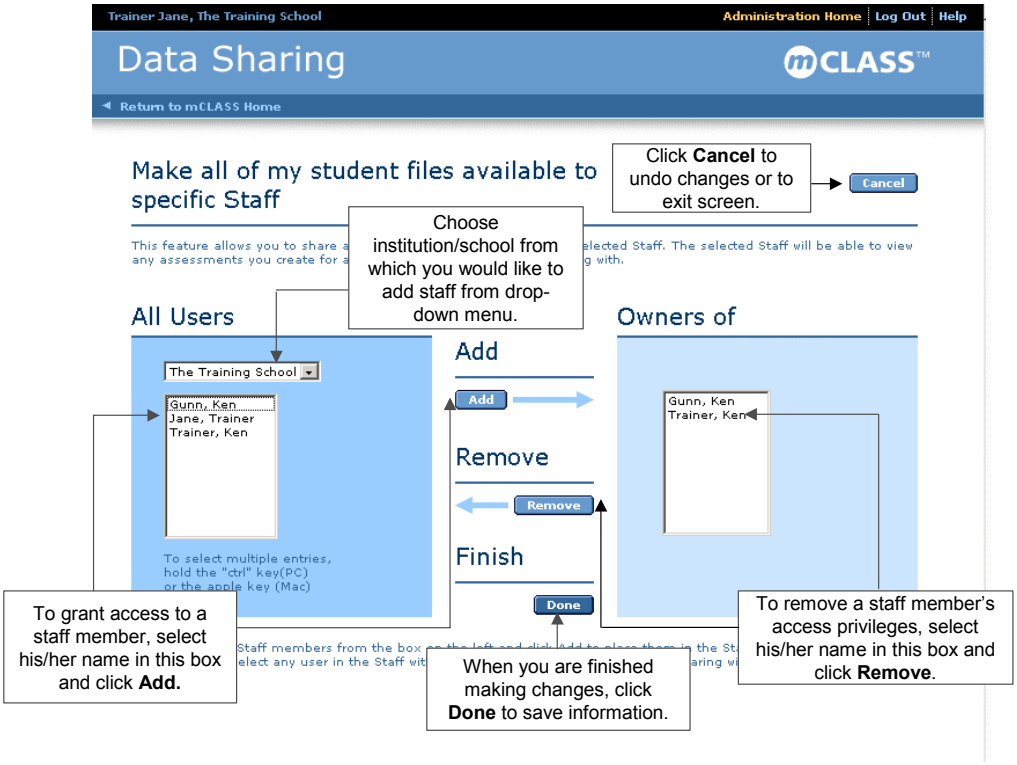
- If you have previously chosen to Enable option and wish to change to one of the other data-sharing options, click **Disable**. Your student data will no longer be available to all staff.



Make all of My Student Files Available to Specific Staff

To enable select Staff access to all student data:

1. Click **Add/Update**. This will take you to a screen entitled, "**Make all of my student files available to specific Staff**".



2. On the left-hand side of the screen is a list of **All Staff** in your school, sorted by name. Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the **All Staff** list.

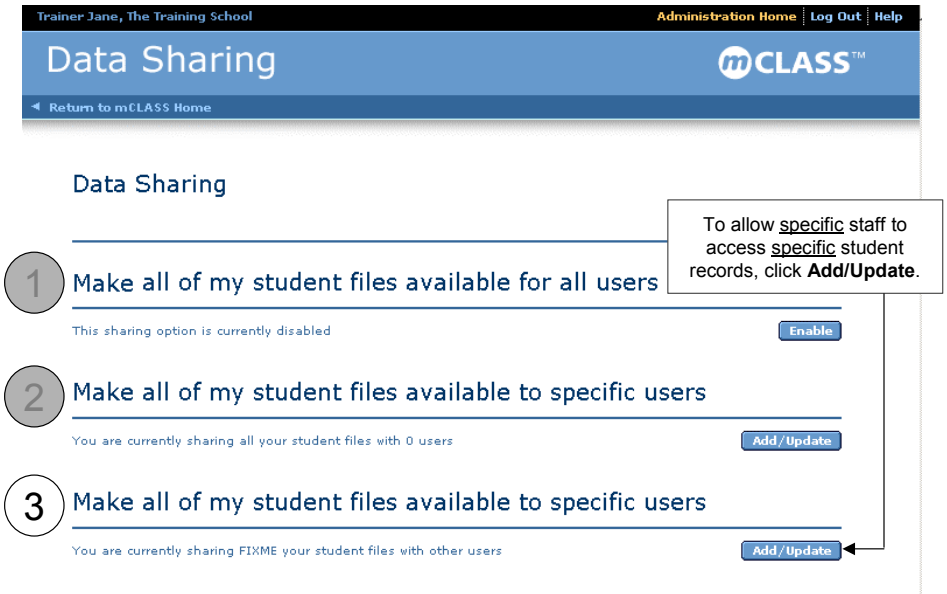
3. Select a staff member by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Staff with Access to All Student Files**. . Continue adding as many staff as you would like to the **Staff with Access to All Student Files** list.

4. When you are done making changes, click **Done** to save.

To disable select Staff access to all student data:

1. Click **Add/Update**. This will take you to a screen entitled, "**Make all of my student files available to specific Staff**".

2. To remove data access from a staff member, highlight his/her name in the list on the right-hand side of the screen entitled **Staff with Access to All Student Files**. Click **Remove**.

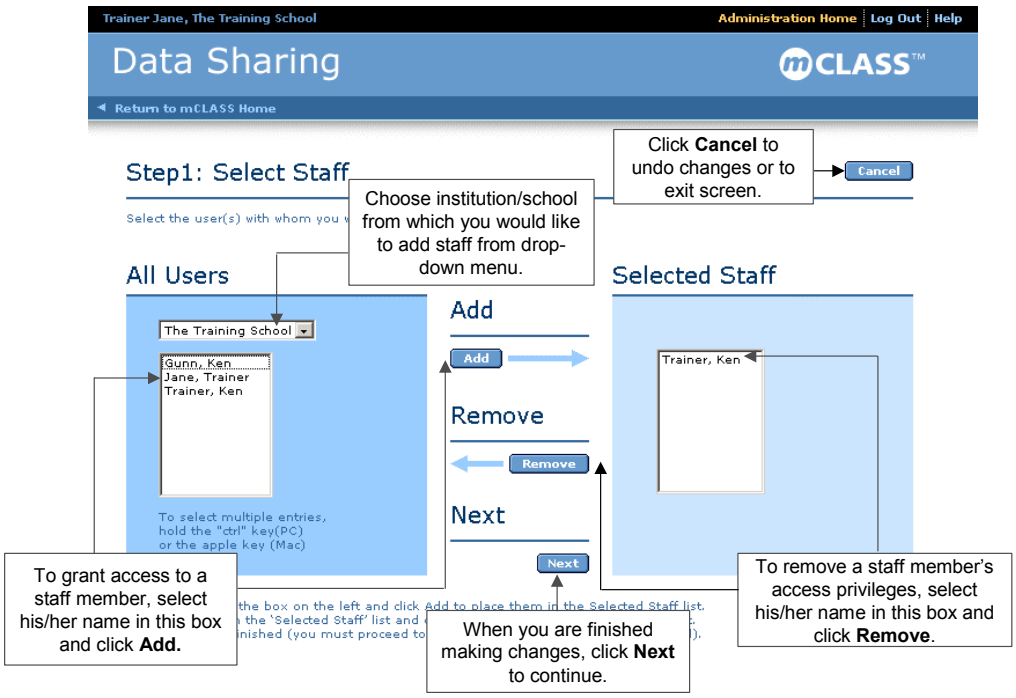


3. When you are done making changes, click **Done** to save.

Make Specific Student Files Available to Specific Staff

To enable select Staff access to select student data:

1. Click **Add/Update**. This will take you to a new screen entitled **Step 1: Select Staff**.

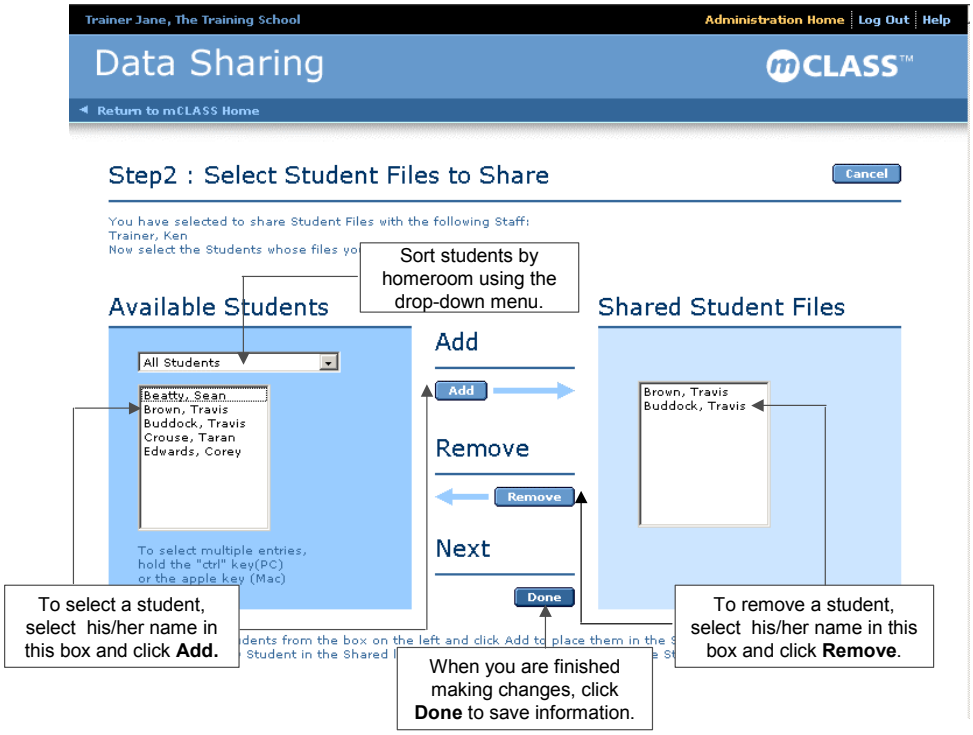


2. On the left-hand side of the screen is a list of **All Staff** in your school, sorted by name. Choose the name of the institution/school that this staff member is associated with from the drop-down menu at the top of the **All Staff** list.

3. Select a staff member by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Selected Staff**. Continue adding as many staff as you would like to the **Selected Staff** list.

4. Click **Next** to continue.

5. You will now be taken to a page entitled **Step 2: Select Student Files to Share**. The names of Staff with whom you have chosen to share data should appear at the top of the page.

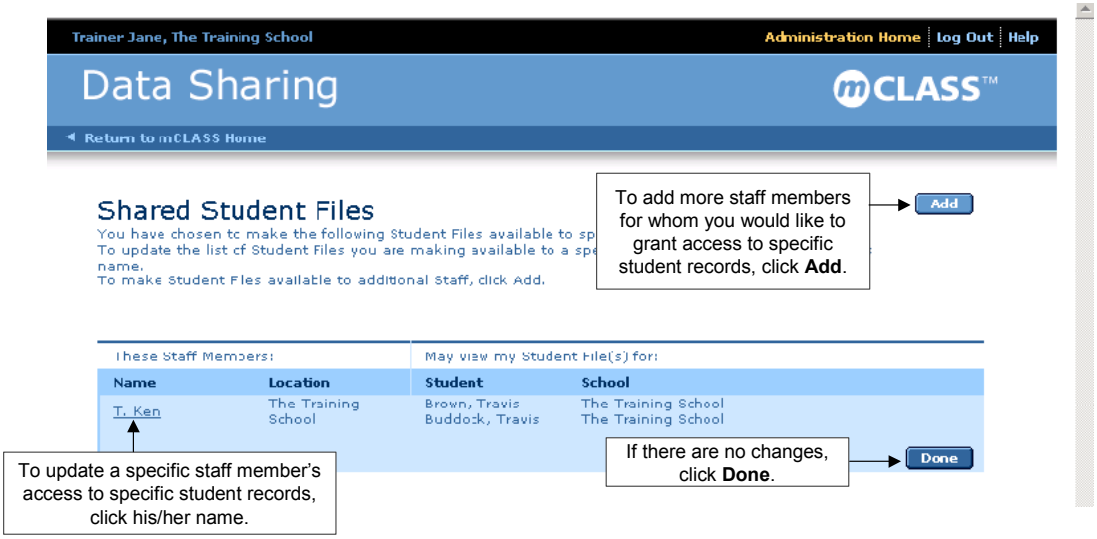


6. On the left-hand side of the screen is a list of **Available Students** (i.e., students whose records you own). These students can be filtered by Group or Class using the **Filter By:** drop-down menu.

7. Select a student by highlighting his/her name and then click the **Add** button in the middle of the screen. Selected names will now appear on the right-hand side of the screen under the heading **Shared Student Files**. Continue adding as many students as you would like to the **Shared Student Files** list.

8. When are finished, click **Done** to save changes.

9. You will be taken to a screen entitled **Shared Student Files** which displays the names of staff with whom you are sharing records, as well as the staff member's school, the names of students to whose records they have access, and those students schools.



10. If you would like to update student file access for a particular staff member, click on his/her name. If you would like to add more staff, click **Add** at the top right-hand corner of the screen. If you have no changes, click **Done**.

To disable select Staff access to select student data:

1. Click **Add/Update**. This will take you to a new screen entitled **Step 1: Select Staff**.

2. On the right-hand side of the screen under the heading **Selected Staff** is a list of all staff with whom you are currently sharing student files. Highlight the name of the staff member for whom you would like to discontinue access and then click **Remove** in the middle of the screen.

3. Click **Next** to continue.

4. You will now be taken to a page entitled **Step 2: Select Student Files to Share**. The names of Staff with whom you have chosen to share data should appear at the top of the page.

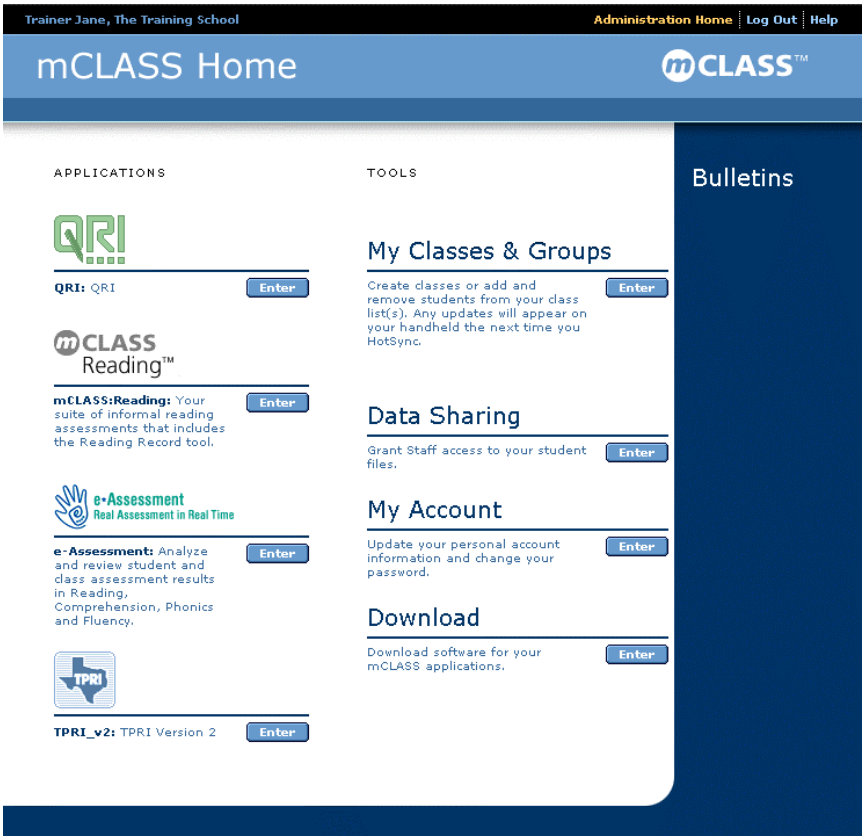
5. If you wish to make changes to the list of students for whom you are currently changing records, please do so by either highlighting names from the list on the left-hand side of the screen entitled **Available Students** and then clicking **Add**, or highlighting names from the list on the right-hand side of the screen entitled **Shared Student Files** and then clicking **Remove**.

6. Click **Done** when you are finished.

7. You will be taken to a screen entitled **Shared Student Files** which displays the names of staff with whom you are sharing records, as well as the staff member's school, the names of students to whose records they have access, and those students schools. Please check to make sure that the changes you made are in place. If you do not wish to make more changes, click **Done**.

DOWNLOAD

1. **Click** on **Enter** below **Download** to download software to use for your mCLASS applications.
2. **Click** on the software you are interested in downloading.
3. Read each window and follow the directions. If you need any assistance, call Wireless Generation, Inc. Tech Support at 1-800-823-1969.



APPENDIX

Troubleshooting mCLASS: Sync

Synchronization

Q: When I sync my device to a Windows system, the computer says I need administrative privileges.
A: See Installation Guide for Windows NT/2000/XP instructions.

Q: mCLASS: Sync tells me that WGSync is not configured.
A: This means that username and password information have not been entered on the handheld. Enter the information into WGSync and be sure to click “Save” to save the new settings.

Q: When I sync my handheld, the HotSync window unexpectedly vanished after a short time. (Mac OS 9 only)
A: Most likely not enough memory has been allocated to Conduit Manager. Check the Mac install guide for instructions to fix this.

Q: When I sync, mCLASS: Sync never appears to run.
A: Check to make sure mCLASS: Sync is installed on the system. You can check this on Windows by right-clicking on the HotSync Manager icon in the system tray and choosing “Custom”; “mCLASS Conduit” should appear in the list of conduits. On the Mac, open HotSync Manager, choose “Conduit Settings” from the “HotSync” menu; “mCLASS Conduit” should appear here. If mCLASS Conduit does not appear, reinstall. If it does appear, then make sure WGSync is installed on the handheld; this application must be present for mCLASS: Sync to start.

Q: mCLASS: Sync tells me I have the wrong username and password.
A: Log into the website to make sure you have the proper username and password. If so, open WGSync on the handheld and re-enter the information.

Q: mCLASS: Sync gives the error “Proxy Authentication Required” without asking me for a password.
A: This may indicate that you are networked behind a proxy that is not supported by mCLASS: Sync. Report this to Wireless Generation support immediately.

Q: mCLASS: Sync gives the error “Server not found”.
A: mCLASS: Sync is unable to contact the synchronization server. Most often, this means that there is no Internet connection. To check this, open a web browser and see if you can browse.

Q: mCLASS: Sync gives the error “HTTP Error 403”.
A: This means there is a firewall between the computer and the synchronization server that is forbidding access. The firewall may need reconfiguring to allow the synchronization data to pass through. Have your network administrator contact Wireless Generation support to resolve this.

TROUBLE SHOOTING THE HANDHELD

Q: After I attempt to install WGSync to the handheld, I don't see the icon there.

A: Check the following:
Verify that the dropdown in the top-right corner of the handheld screen reads "All". Otherwise, some of your applications may not be displayed. Verify that the WGSync was set up to install for the correct username.

1. Open the HotSync application on the handheld, and check the user name in the top right corner.
2. Try to install WGSync for this user again.