

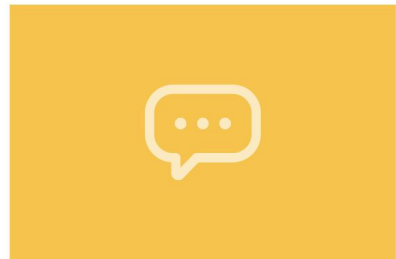
Amplify.



North Carolina Department of
PUBLIC INSTRUCTION

Creating Groups in mCLASS

mCLASS®

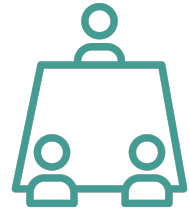


Creating Groups



What if someone who does not have an official class in PowerSchool needs to assess students on the mCLASS assessment platform?

- Only one teacher will be assigned to a class
- You cannot add additional staff members to a class manually in mCLASS as those changes will be reverted nightly
- You **can create a group** to assess students not assigned to you



Creating School Level Groups

Any access level can create a group in mCLASS: teacher, Specialist, or Admin!

The screenshot displays the Amplify mCLASS interface. At the top, the 'PROGRAMS & APPS' menu is highlighted with an orange box. Below the header, the user is greeted with 'Good morning, teacher Susan!'. The main content area shows 'Recommendations' and 'EMOJI POLL RESULTS'. On the right, a 'Tools' section contains icons for 'mCLASS Classes and Groups', 'My Account', 'My Content', and 'mCLASS Assessment Importer'. Below this, 'Other Resources' includes 'PD Library', 'Help', and 'mCLASS Resources'. At the bottom, a 'Programs' section lists 'Boost' and 'mCLASS'. A 'Tools' section at the bottom contains icons for 'Administrator Reports', 'Educator Home', 'mCLASS Admin', 'mCLASS Assessment Importer', 'Student Home', and 'TRC Book Management'. An 'Other Resources' section at the bottom lists 'mCLASS Español Resources', 'mCLASS Intervention Hub', 'mCLASS Math Resources', 'mCLASS Resources', and 'PD Library'. An orange arrow points from the 'mCLASS Admin' icon to an orange callout box that says 'RtA Admin click here'.

Amplify. HOME PROGRAMS & APPS

Good morning, teacher Susan!

mCLASS

Recommendations

EMOJI POLL RESULTS

Ms. H. Class 1 - 2nd Gr...

Excited 4

Check out our Training and Support Resources on the mCLASS Professional

Join our Science of Reading Facebook Community!

Amplify. HOME PROGRAMS & APPS

Tools

Programs

mCLASS

mCLASS Classes and Groups

My Account

My Content

mCLASS Assessment Importer

Other Resources

PD Library

Help

mCLASS Resources

NC AUTOSSE

Programs

Boost

mCLASS

Tools

Administrator Reports

Educator Home

mCLASS Admin

mCLASS Assessment Importer

Student Home

TRC Book Management

Other Resources

mCLASS Español Resources

mCLASS Intervention Hub

mCLASS Math Resources

mCLASS Resources

PD Library

RtA Admin click here

RtA Teachers and Specialists click here

Create a Group Instructions

Be sure you are creating a GROUP, not a class



Staff

Students

Classes

Groups

+  BATCH ENROLLMENT

 DOWNLOAD

 IMPORT

 HELP

NC DPI

Add Groups ▾

Find Groups

 Enter Group Name

Click here to add a group.

 Video Tutorial

0 Groups

Group Name ▾

Group Creator ▾

Staff ▾

Students ▾

Name the Group

Add Groups

Group Name *

Demo Group



+ Add Row

Submit

CANCEL

Name your group, then
click submit

Add Staff Members

Demo Group

NC DPI



Group Name

Demo Group

Staff

Assign Staff ▾

1 Assigned Staff

ALL ☐

AutoSSE, NC **GROUP CREATOR**

UNASSIGN ☐

School Administrat... | System Acce... | ncautos... | NC D...

Click "Assign Staff" to assign staff members to your group. Any staff member from the school can be in the group.

Add Students

Students

Assign Students ▼

0 Assigned Students

Do not assign more than 75 students to a group.

Then, click “Assign Students” to assign the students you would like in the group.

Save Changes

Demo Group

NC DPI

Group | 1 | --

Save Changes

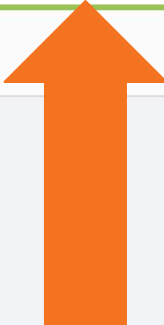
Cancel

Group Name

Demo Group

Delete

Help



Once your students and staff have been added, click “Save Changes.” The group will be available for all staff members assigned to it in both classroom reporting and assessment.

Reminders

- All official classing is done through PowerSchool. **Do not make any updates to classes.** Only groups should be created manually in mCLASS Home.
- Students can be in only one official class and this is determined by PowerSchool.
- Students can be in as many groups as you wish to assign them to.