

Utah Enrollment for mCLASS

Table of Contents

[Summary](#)

[Enrollment](#)

[Grades 1-3](#)

[Optional Assessment Grades](#)

[Do's and Don'ts](#)

[Frequently Asked Questions](#)

[Support Staff](#)

Summary

This document outlines enrollment, troubleshooting, state reporting process and supports for Local Education Agencies (LEAs) in Utah using mCLASS for the Acadience Reading assessment. Student licenses for mCLASS are covered by the Utah State Board of Education (USBE) for elementary school grades.

Since assessing requirements for Acadience Reading vary by grade, we've provided general guidance here to support educators. The benchmark assessment for students in grades 1-3 is required per Board Rule R277-406. LEA leaders establish recommendations for assessing students in optional assessment grades (K, 4, 5, and 6) and communicate expectations to staff.

Due to the complexities of enrollment specifically, much of this document is dedicated to the enrollment process. The enrollment process applies to grades K-6 as long as these grades are in your elementary school setting. Monday through Friday, each LEA student information system (SIS) will speak to UTREx then mCLASS. Enrollment files are updated nightly. This process allows for students and their data to transfer easily when they move from one LEA utilizing mCLASS to another LEA utilizing mCLASS.

Should you have enrollment questions, contact your LEA Amplify administrator initially, then feel free to reach out to the support staff listed in this document for additional guidance.

Enrollment

Who does what for enrollment files in mCLASS?

Owner	File name and description
USBE	<ul style="list-style-type: none"> • Student File – adds students • Class File –adds the classes • Staff to Class File – adds the official teacher only to the class • Student to Class File – adds students to the classes
Local Education Agency (district/charter)	<ul style="list-style-type: none"> • Staff File – adds staff. LEA is responsible for adding staff and deleting staff. • Staff to Class File - LEA adds all staff to each class who need access to assess the class (i.e. literacy coaches, assessment team members, paraprofessionals). <ul style="list-style-type: none"> ○ the Primary Staff ID field must be the same as the ID used in the Staff File. ○ the official teacher must be listed on the first line of each class in the Staff to Class File.

Key Terms that impact enrollment in mCLASS

Primary Staff ID	Primary Class ID	Class Name
<p>All staff (official educators and support staff) must have the correct ID number for their role entered in the Primary Staff ID field in mCLASS.</p> <p>For official educators, the CACTUS ID* is required in mCLASS.</p> <p>For non-educator support staff (paraprofessionals, aides, and assessment team members) the locally assigned LEA ID is required in the Primary Staff ID field.</p> <p>We advise against alpha characters for Primary Staff ID.</p>	<p>To make Primary Class IDs unique throughout the state, the USBE codes the class name using the institution number (first set of numbers) and the course section number (last set of numbers). For example: 07160-1149480</p>	<p>The USBE will name each class using the format: primary teacher last name, first name initial, two-digit grade (institution-course section ID). For example, Jane Smith is a first grade teacher at Happy Elementary. The class name would appear in mCLASS as SmithJ 01 (12345-654321)</p>

*To generate a CACTUS ID number, go to www.utah.gov/teachers, select BackGround Check, and follow the prompts. The ID number will be available after 24 hours by contacting USBE at 801.538.7740.

Troubleshooting Enrollment Issues

Following are some tips and next steps to assist with troubleshooting enrollment issues. You should first review the verification rules in your LEA's student information system (SIS) and UTREx upload before reaching out to USBE or Amplify for support.

Verify that:

- student is on the UTREx Student list and the record is valid.
- student is listed on the UTREx Course Membership list and the record is valid.
- course is on the UTREx Course Master list and the record is valid.
- core code used is on the Acadience Reading core code list.
- course entry and exit dates are correct and active.
- official, certified teachers have a CACTUS ID and that ID number is in both your SIS and mCLASS.
- your Course Section ID in your SIS does not change every quarter, trimester or semester. This will cause your classes to duplicate in mCLASS and unassign support staff and students to classes.
- if the student does not load within 72 hours in mCLASS, check Data Gateway to see if the student is still assigned as an active student at another LEA in Utah. If so, contact that LEA and work out the appropriate LEA for the student to be enrolled.

What if...

I don't see a class in mCLASS?

- If a class does not load to mCLASS, check the primary ID number to make sure the teacher's CACTUS ID is in your SIS and mCLASS.
- If the teacher does not have a CACTUS ID, the class will not load.
- If the teacher is a long-term sub or has not been issued a CACTUS ID, you can assign a different teacher, coach, or administrator who does have a CACTUS ID to the class temporarily in your SIS in an effort to get the class to load in mCLASS. The class will load to mCLASS under the alternate educator's name. Once the original official teacher has a CACTUS ID, update your SIS to reflect the accurate teacher's name and CACTUS ID number. The class and students, along with the student data, will then load in mCLASS under the new teacher's name within 72 hours.

I don't see a student in mCLASS?

- Review the “Troubleshooting Enrollment Issues” section in this document.
- Check your SIS to be sure the student file is accurate with the correct name, student SSID number, date of birth and assigned to the correct class.
- If this is correct, verify the student SSID number with USBE.
- If the student does not load within 72 hours in mCLASS, check Data Gateway to see if the student is still assigned as an active student at another LEA in Utah. If so, contact that LEA and work out the appropriate LEA for the student to be enrolled.

I don't see a class or my class on the mCLASS assessment app?

- If you see the class in [mCLASS Home](#), but not in the assessment app, reach out to your LEA Amplify administrator to verify you are assigned to the class. If you are not assigned to the class, you cannot assess students in the class. Your LEA Amplify administrator will need to add you to the class. Once added, resync and you should see the class on the assessment app.
- If you are assigned to the class and still can't see the class or classes you need to assess, view our Online Help for directions regarding the [Class Selection List](#).

I have students assigned to multiple classes for the same grade and same teacher?

In your SIS, the core code must be selected to distinguish between the students' homeroom and other content classes. If the core code is not selected, multiple content classes will be created for the same teacher and students will periodically be assigned to those multiple content classes. This issue needs to be addressed in your Student Information System.

Supports for enrollment issues:

For additional support regarding enrollment options for manual or batch enrollment, see the [Enrollment Guide](#).

The source of mCLASS enrollment is your LEA's Student Information System. Troubleshooting errors starts with contacting your LEA IT department for UTREx questions, and your SIS vendor for SIS questions.

Reminder: once updates are made to the LEA SIS, it can take up to 72 hours to reflect the changes in mCLASS.

Contact Amplify's Customer Care Team with enrollment questions by email at help@amplify.com, by phone at (800) 823-1969, or via LIVE Chat, Monday through Friday, 5 a.m. to 5 p.m. MT.

Grades 1-3

What do I do if a student is rostered in mCLASS, but takes the alternate assessment?

For a student who takes the alternate assessment, do not assess them with Acadience Reading. Mark the appropriate code in your SIS and assess the student with USBE-approved alternate assessment. The student will remain on your mCLASS rosters. Do not manually delete the student in mCLASS. Contact Tracy Gooley for further information on the alternate assessment. Tracy can be reached by email at tracy.gooley@schools.utah.gov or by phone at (801) 538-7887.

How do LEAs manage opt-out students whose parent or guardian does not want them assessed with Acadience Reading?

For students whose parent or guardian have opted them out of Acadience Reading, mark the appropriate code in your SIS. These students will remain on your mCLASS rosters. Do not delete the students from mCLASS as they will continue to be loaded with the daily SIS upload.

Where do I get a list of the codes for opt out students, alternate assessment students, move out students, etc.?

Below is a list of UTREx special codes that are entered in your SIS. Codes can also be obtained from the USBE support staff listed at the end of this document.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as “At or Above Grade Level” during the testing session
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as “Below or Well Below Grade Level” during the testing session
U	Untested – Student was enrolled in grade 1, 2, or 3, but was not given a designation because he/she was untested during the testing session; this should be a very limited number of students, if any
E	First Year EL Student – English learner enrolled in U.S. for first year (first enroll in the U.S. date is on or later than April 15 of the previous school year and EL status is “Y” or “O”)
AY	Alternate/Yes – Student was designated as “making adequate progress toward goal” or “achieved goal “ using the alternate reading assessment
AN	Alternate/No – Student was designated as “NOT making adequate progress toward

	goal” using the alternate reading assessment
S	Somewhere Else – Student was not enrolled in LEA during the testing session, was not in grades 1-3 during the testing session, or was medically excused during the entire testing window
O	Parent Opt Out – The student was opted out of K-3 Reading testing as allowed by Utah Code 53A-15-1403 (9) (a)
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Are the codes I enter in my SIS transferred to or located in mCLASS?

No. Codes do not appear in mCLASS; they display only in the LEA SIS.

Why is my Completion Report not showing 100%?

For a number of reasons, it is common for completion reports to not be at 100% for Utah LEAs. For example, there are students who moved out of your LEA, but are currently still on your mCLASS rosters, and there might be students who will not take the Acadience Reading assessment due to opt out or the alternate assessment. We recommend that LEAs generate specific grade band completion reports due to rostering being K-6 and state reporting being grades 1-3. During a benchmark window, we highly recommend administrators access the [Completion Report](#) in the Reporting Suite. For more support on generating the Completion Report during your benchmark window or for support on how to interpret the report, administrators can reach out to our Education Support Team by email at edsupport@amplify.com, by phone at (800) 823-1969 or by Live Chat.

What do I do for students who have exited our LEA (moved out of state, to an LEA using Acadience Learning or who are now homeschooled), but remain on our class lists?

Three times a year, Amplify will complete a clean up of student rosters. This will occur on the second Friday in November, second Friday in February, first Friday in April. Do not delete students from mCLASS as it will cause their data to not transfer to the new LEA.

Do LEAs still enter Reading on Grade Level (ROGL) Y/N information in their SIS?

LEAs must enter the Y/N for intervention and special codes into their SIS as those are not gathered through vendor databases. If you are an Aspire user, you must enter the Y/N ROGL in order to enter the Y/N intervention.

Optional Assessment Grades

What is the protocol for assessing students in kindergarten, fourth, fifth and sixth grade?

Acadience Reading is an optional assessment for students in these grades. LEAs set their own recommendations for assessing students in these grades and communicate the recommendation to educators.

Why is my Completion Report not showing 100%?

For a number of reasons, it is common for completion reports to not be at 100% for Utah LEAs. For example, there are students who moved out of your LEA, but are currently still on your mCLASS rosters, and there might be students who will not take the Acadience Reading assessment due to opt out or the alternate assessment. Lastly, we enroll all elementary students, however the LEA sets the recommendation for assessing students in these optional assessment grades. We recommend that LEAs generate specific grade band completion reports.

During a benchmark window, we highly recommend administrators access the [Completion Report](#) in the Reporting Suite. For more support on generating the Completion Report during your benchmark window or for support on how to interpret the report, administrators can reach out to our Education Support Team by email at edsupport@amplify.com, by phone at (800) 823-1969 or by Live Chat.

Do's and Don'ts

Topic	Don't	Do
Student PII - Personally identifiable information (PII) for education records is a FERPA term referring to identifiable information that is maintained in education records. PII includes direct identifiers, such as a student's name or identification number, indirect identifiers, such as a student's date of birth, or other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.	Don't send via email.	Do send securely to USBE or Amplify. You can upload student personally identifiable information (PII) to your LEA moveIT-testing-upload folder or email student PII with a <i>password protected excel workbook</i> and a separate email containing the password. Send the email messages to Maureen Rushing at maureen.rushing@schools.utah.gov for review.

		Amplify can also send you a secure file transfer in which student PII can be sent safely. Contact your Amplify Customer Success Manager for a secure file.
Students in mCLASS who have moved or who we aren't assessing.	Don't delete any students manually as it can cause duplicate student records and sometimes, sync issues.	Do leave all students on your class lists and know that students on your class list who do not have data or who have moved don't skew your participation rates or scored reports in the reporting suite. Amplify will remove move-out students three times a year from your rosters.
Benchmark Windows	Don't assess students for the benchmark outside the state benchmark windows.	Do assess all students within the state benchmark windows per Board Rule. Outside a benchmark window, students would receive progress monitoring assessments to determine their level of instructional ability.

Frequently Asked Questions

1. *Will student results from Acadience™ Learning (Acadience Data Management) transfer automatically?*

No. However, LEAs can import Acadience Reading data via the Amplify Acadience Reading Import tool. Contact Amplify's Customer Care Team by email at help@amplify.com, by phone at (800) 823-1969, or LIVE Chat, Monday through Friday, 5 a.m. to 5 p.m. MT to discuss the import process.

2. *Will student results from other states transfer too?*

No. If a student has assessment results from another state, that data will not transfer. Only data created after transferring into a Utah LEA will transfer with that student.

3. *Can educators set up Groups in mCLASS Home in order to view students from multiple classes?*

Yes. Educators can create [Groups](#) in mCLASS containing the students they have access to. Ask your LEA Amplify administrator about naming conventions for Groups in mCLASS.

4. *How does rollover work with the statewide rostering project?*

'Rollover' takes place annually in July and the USBE selects the date of rollover for all Amplify LEAs based on beginning of year start dates for year round schools. Amplify and the USBE will communicate to LEAs the rollover date annually. When an account is rolled over to the new school year, staff rosters remain the same, all the students are automatically moved to the next higher grade (e.g., second grade students will be made third graders), and classes are dismantled. LEAs cannot select their own rollover date. When rollover occurs, classes are dismantled through the rollover process. Aggregate reports can be generated for all years and are not impacted by rollover. On your first day of school, your enrollment will be pulled from your SIS -> UTREx -> mCLASS. Make sure your LEA is set up to automatically submit to UTREx nightly, beginning the week prior to the start of school.

Support Staff

Amplify Customer Care Team

Monday through Friday, 5 a.m. to 5 p.m. MT
Email: help@amplify.com
Phone: (800) 823-1969
LIVE Chat at mCLASS Home 6 a.m. to 4 p.m. MT

Amplify Education Support Team

Monday through Friday 6 a.m. to 4 p.m. MT by phone
Email: edsupport@amplify.com
Phone: (800) 823-1969
LIVE Chat at mCLASS Home 7 a.m. to 3 p.m. MT

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