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# ClassView

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## Class Setup and Rostering Guide



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
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# Support

[MySavvasTraining](#) offers On-Demand tutorials, videos, and guides for concise program training on both curriculum and management system features. Virtual Training Webinars and Workshops provide training on specific tasks or features of your programs; or you can take a deeper dive with curriculum-based training. These resources are available at your convenience, 24/7.

## My Savvas Training Registration

[Register here](#) or go to [MySavvasTraining.com](#) and follow the steps below:

1. Click the **Sign In**  button, then select **+ Create an Account**.
2. Complete the form using your school email address.
3. Select the check box, and click the **Create User Account** button.
4. Access your school email to activate your account.
5. Sign In\* and navigate to your training via link or Search. \*You must log in for your training to appear on your transcript.

## PreK-12 Curriculum Support Website

- For technical or customer support, visit our [Savvas Customer Care Community](#) site.
- Telephone: 1.800.848.9500
- Hours: 8:00 am - 7:00 pm EST, Monday-Friday

# Getting Started in ClassView

ClassView is the platform that houses the class rosters, data, and reporting tools for iLit and myPerspectives™ ELD Companion. Use this guide for support to **manually** create and manage classes and rosters. If you want to create or manage classes and rosters using EasyBridge Plus or Auto, please refer to the [Savvas Support site](#) for assistance.

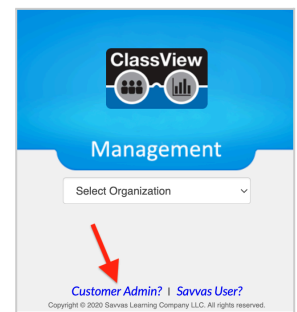
You will need ClassView login credentials to view all features and complete all tasks. Contact Savvas Technical Support at 1.800.848.9500 for assistance.

## Sign Into ClassView

### Signing in as an Administrator

ClassView Admin users can access the EasyBridge sign in screen through the ClassView login screen.

1. Go to [www.classview.net](http://www.classview.net).
2. Select **Customer Admin?** at the bottom of the page. This login process applies to EasyBridge Basic, EasyBridge Auto, and EasyBridge Plus administrators. Proceed with your EasyBridge Admin credentials or your original Classview Admin Credentials.
3. Depending on your EasyBridge Integration, complete the steps below:
  - For EasyBridge Basic Administrators, type your username and password, and then click **Sign In**.
  - For EasyBridge Auto or Plus Administrators, use the search bar to find your school district's sign. Type your username and password, and then click **Sign In**.
  - After clicking **Sign In**, you may see the ClassView login screen again for a few seconds before you are logged in.



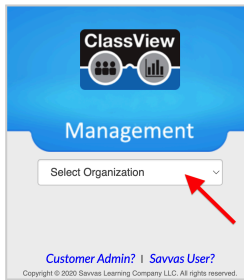
#### **NOTE:**

For additional support, visit the following Online Help sites listed below or call Savvas Customer Care.

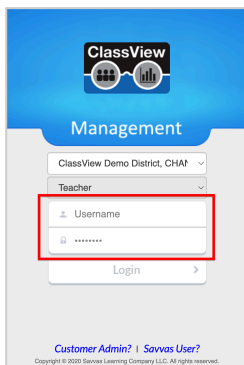
- [Request an Admin Account](#)
- [EasyBridge Sign In and Resetting Passwords](#)
- [Manage Administrator Accounts](#)

## Signing in as a Teacher

1. Go to [www.classview.net](http://www.classview.net).
2. Select your district from the dropdown menu.



3. Enter your **username** and **password**.



4. Click the **Login** button.

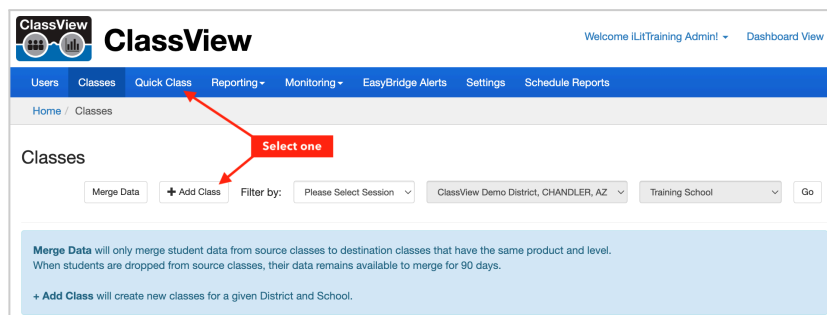
# Adding a Class in ClassView

Any ClassView user role can manually create a new class in ClassView. The ClassView user role determines which fields are preselected for you.

- *District Administrators*: can add a class for any teacher at any school within the district
- *School Administrators*: can add a class for any teacher within the school where you are an administrator
- *Teachers*: can add a class with themselves as the teacher

## Add Class

To access the *Add Class* screen, either click the **Quick Class** tab, or click on the **+Add Class** button under the **Classes** tab. If you are creating multiple classes, use the **Quick Class** tab which will provide the option to **Save and Add More**.



## Complete Class Information Fields

On the *Add Class* screen, complete the following fields using the dropdown menus. Note that some fields may already be preselected for you. Fields with an asterisk (\*) are required.

### Add Class

District *	School *	Product *	
ClassView Demo District, CHANDLER, AZ	Training School	---Please Select---	
School Session*	Class Period*	Class Status*	Grade Level*
2024 - 2025		Active	---Please Select---
GRADE Attempt Timeframe	Weekday(s)*	Start Time *	End Time *
<input type="radio"/> OFF	---Please select---		

- **District**: Your district name will be pre-selected for you.
- **School**: Depending on your role, your school name may be pre-selected for you.
- **Product**: Select either iLit45, iLitELL, iLit20, or myELD Companion.
- **School Session**: Select the current school year.

- **Class Period:** Can be up to 12 characters long, include uppercase and lowercase letters, numbers, spaces, and the following symbols: .-\_( )/?)
- **Class Status:** Make sure this is set to *Active*.
- **Grade Level:** Only one level may be added to a class. Use the chart below to select the level that is appropriate for the class.
  - Each level has standards corresponding to familiar grade levels.
  - For questions about selecting appropriate levels for iLit, please reach out to your iLit representative.

<b>Suggested iLit Class Level</b> <i>(based on students performing two years below grade level)</i>	<b>myPerspectives™ ELD Companion</b>
6th grade class = assign Level A 7th grade class = assign Level B 8th grade class = assign Level C 9th grade class = assign Level D 10th grade class = assign Level E 11th grade class = assign Level F 12th grade class = assign Level G	6th grade class = assign Level C 7th grade class = assign Level D 8th grade class = assign Level E 9th grade class = assign Level F 10th grade class = assign Level G 11th grade class = assign Level H 12th grade class = assign Level I

## GRADE Attempt Timeframe

If a ClassView admin user sets the time zone for the district, the **GRADE Attempt Timeframe** is available in the **Add Class** screen. Turning the toggle **ON** determines when students can access the GRADE™ (Group Reading Assessment and Diagnostic Evaluation). Teachers or admin have the ability to set the time period along with the weekdays for which the GRADE will be available to students.

If you are not using this option, continue on to see how to [add one or more teachers](#) to the class.

The screenshot shows the 'Add Class' form with the following fields:

- District \*: ClassView Demo District, CHANDLER, AZ
- School \*: Training School
- Product \*: ---Please Select---
- School Session\*: 2024 - 2025
- Class Period\*: [Empty]
- Class Status\*: Active
- Grade Level\*: ---Please Select---
- GRADE Attempt Timeframe**:  OFF
- Weekday(s)\***: ---Please select---
- Start Time \***: [Empty]
- End Time \***: [Empty]

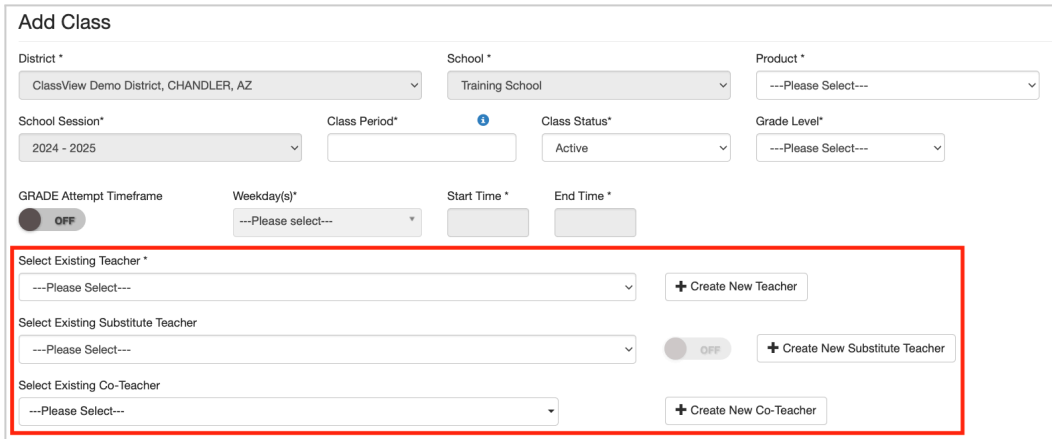
1. Toggle the option to **ON**. These fields now become required fields.
2. Use the dropdown menu to select one or more **Weekday(s)** when students will be able to access the GRADE.
3. Select the **Start time** using the 24-hour clock format in the dropdown menu.
4. Select the **End time** using the 24-hour clock format in the dropdown menu.

 **NOTE:**

Adjusting the **GRADE Attempt Timeframe** settings on a Master Class will be applied to all import classes within it.

## Add One or More Teachers

Adding a teacher to an iLit class is a **required** field. The teacher added here is the lead teacher, and any additional teachers can be added as co-teachers. Co-teachers do not have all the same functionality as the lead teacher. Review the [Grouping and Co-Teachers](#) document for more information.



The screenshot shows the 'Add Class' form with the following fields: District (ClassView Demo District, CHANDLER, AZ), School (Training School), Product (---Please Select---), School Session (2024 - 2025), Class Period (empty), Class Status (Active), Grade Level (---Please Select---), GRADE Attempt Timeframe (OFF), Weekday(s) (---Please select---), Start Time (empty), and End Time (empty). A red box highlights the teacher selection section, which includes: Select Existing Teacher (---Please Select---) with a '+ Create New Teacher' button; Select Existing Substitute Teacher (---Please Select---) with an 'OFF' toggle and a '+ Create New Substitute Teacher' button; and Select Existing Co-Teacher (---Please Select---) with a '+ Create New Co-Teacher' button.

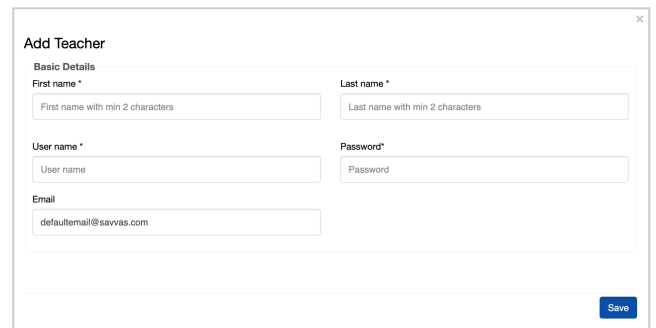
## Adding a Lead Teacher

Adding a lead teacher to the class is **required**.

1. Use the **Select Existing Teacher** dropdown menu to select the lead teacher.
2. If the teacher's name is not listed, click the **+Create New Teacher** button. A new window will appear.
3. Fill in the required fields. Once you have entered an acceptable username, a green check mark will appear.
4. Click **Save** to return to the **Add Class** screen.



This close-up shows the 'Select Existing Teacher \*' dropdown menu with a '---Please Select---' option and a '+ Create New Teacher' button.



The 'Add Teacher' form includes the following fields: Basic Details (First name \* and Last name \*), User name \* (with a green checkmark), Password \*, and Email (defaultemail@savvas.com). A 'Save' button is located at the bottom right.

## Adding a Co-Teacher

Adding a co-teacher to the class is **optional**.

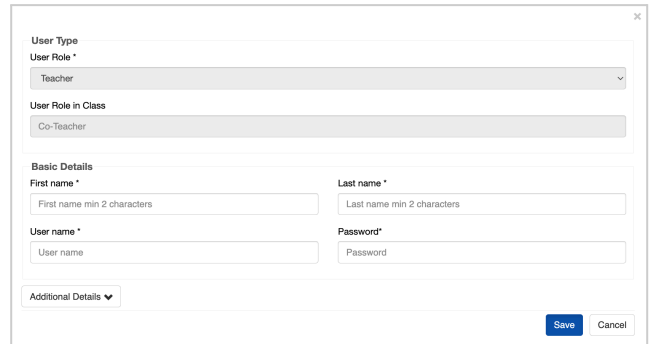
1. Use the **Select Existing Co-Teacher** dropdown menu to select one or more co-teachers for the class.
2. If the teacher's name is not listed, click the **+Create New Co-Teacher** button. A new window will appear.
3. Fill in the required fields under the **Basic Details** section. Once you have entered an acceptable username, a green check mark will appear.
4. Click **Save** to return to the **Add Class** screen.



Select Existing Co-Teacher

---Please Select---

+ Create New Co-Teacher



User Type

User Role \*

Teacher

User Role in Class

Co-Teacher

Basic Details

First name \*

Last name \*

First name min 2 characters

Last name min 2 characters

User name \*

Password\*

User name

Password

Additional Details ▾

Save Cancel

## Adding a Substitute Teacher

Adding a substitute teacher to the class is **optional**.

1. Use the **Select Existing Substitute Teacher** dropdown menu to select one substitute teacher for the class.
2. If the teacher's name is not listed, click the **+Create New Substitute Teacher** button. A new window will appear.
3. Fill in the required fields under the **Basic Details** section. Once you have entered an acceptable username, a green check mark will appear.
4. Click **Save** to return to the **Add Class** screen.
5. Activate the substitute teacher by turning the switch to **ON**.
  - When **ON**, the lead teacher can no longer access the class with the active substitute teacher.
  - When **OFF**, the substitute teacher cannot access the class teacher.

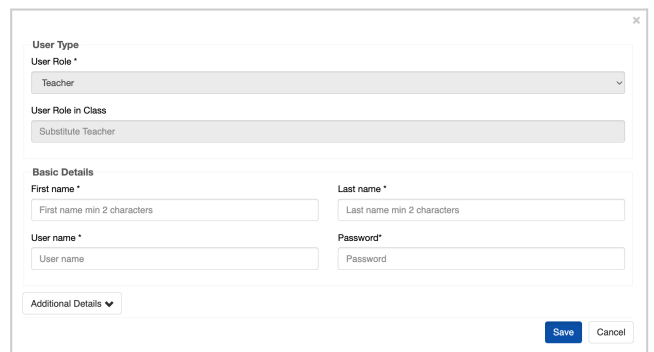


Select Existing Substitute Teacher

---Please Select---

OFF

+ Create New Substitute Teacher



User Type

User Role \*

Teacher

User Role in Class

Substitute Teacher

Basic Details

First name \*

Last name \*

First name min 2 characters

Last name min 2 characters

User name \*

Password\*

User name

Password

Additional Details ▾

Save Cancel



Select Existing Substitute Teacher

iLit\_Sub SubTeacher

ON

+ Create New Substitute Teacher

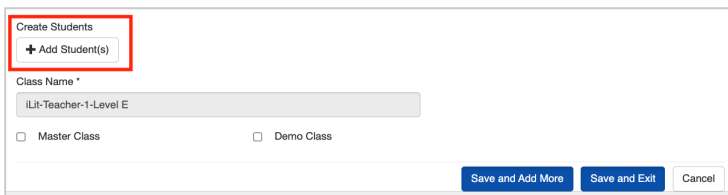
# Add One or More Students

The option to add students becomes available once you have completed the required fields listed above. From here, you may choose to manually create the usernames and passwords, or have the system automatically generate the usernames and passwords. Then, decide if you want to add one student or multiple students.

If you would like to create the class now and add students later, skip to the section of this guide that describes how to [finish creating a class](#).

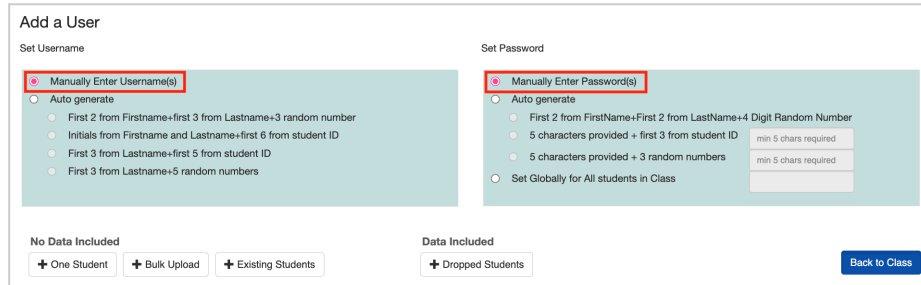
## Selecting Usernames and Passwords

1. From the **Add Class** screen, select the **+Add Student(s)** button.

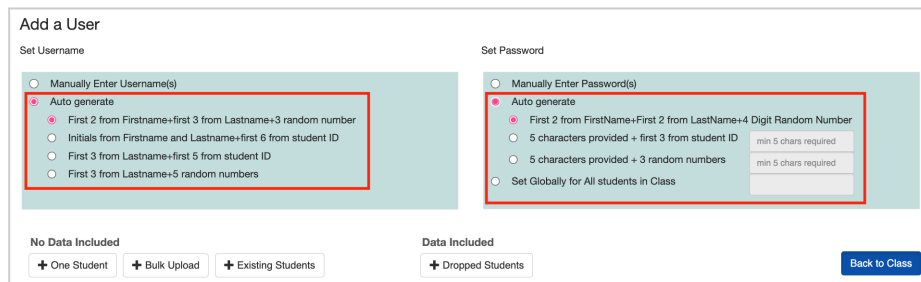


2. Select how the usernames and passwords are created.

- To manually enter usernames and passwords, select the **Manually Enter Username(s)** and **Manually Enter Password(s)** options.



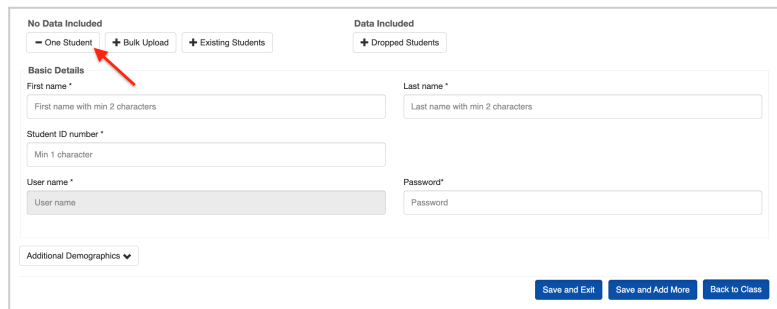
- To have the system generate usernames and passwords, select **Auto generate**. Give the system full control to generate the usernames and passwords, or select one of the possible formulas.



## Adding One Student

To add one student at a time:

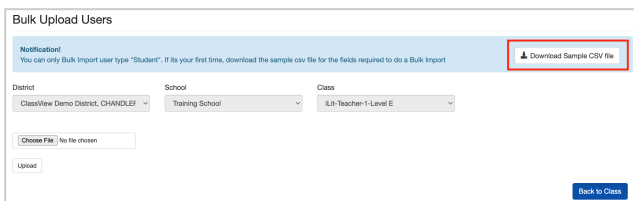
1. Select **+One Student**.
2. Complete the required fields.
3. Click the **Save and Exit** button if you are finished. Otherwise,
  - click **Save and Add More** if you want to add additional students using this form, or
  - click **Back to Class** to return to the class without saving any changes.



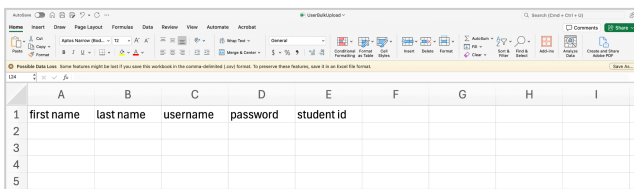
## Adding Multiple Students

To add multiple students at once:

1. Select **+Bulk Import** from the **Add a User** screen.
2. Download the sample .CSV file.

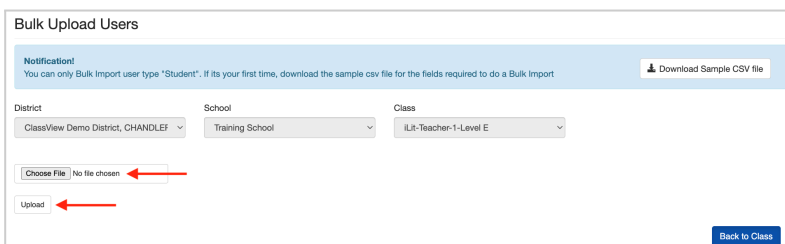


3. Add the students' details for the required fields. (Note if **Auto generate** was selected, the column for **Username** will not be listed.) Save as a .CSV file to your device.



	A	B	C	D	E	F	G	H	I
1	first name	last name	username	password	student id				
2									
3									
4									
5									

4. Click **Choose File** to select the document from your device. Then, click **Upload** to add students to the class.



- The data from the spreadsheet will then appear with the **Record Status**. When the status is **Valid** for all users, click **Submit**. Otherwise,
  - click **Back to Class** to return to the **Edit Class** screen without saving any students, or
  - click **Cancel** to return to the **Bulk Upload Users** screen without saving any changes.

**Bulk Upload Users**

**Notification!**  
You can only Bulk Import user type "Student". If its your first time, download the sample csv file for the fields required to do a Bulk Import. [Download Sample CSV file](#)

District:  School:  Class:

	First Name	Last Name	Student ID	UserName	Password	Record Status
<input type="checkbox"/>	iLitTraining3	iLitStudent3	3	training.s3	password1	Valid
<input type="checkbox"/>	iLitTraining2	iLitStudent2	2	training.s2	password1	Valid
<input type="checkbox"/>	iLitTraining1	iLitStudent1	1	training.s1	password1	Valid

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- Click **OK** on the confirmation message stating that all students have been successfully registered. Then,
  - Click **Done** to return to the *Bulk Upload Users* screen.
  - Click **Back to Class** to return back to the *Edit Class* screen.

## Finish Creating the Class

- The system automatically generates the **Class Name**.
- Optionally, you may select **Master Class** or **Demo Class**. Otherwise, do not select either option.
  - Master Class:** Select this option if multiple rosters of students are present in one physical class. View [Master Class Creation](#) for more details on using master classes.
  - Demo Class:** Select this option if you are using the class to demonstrate the product.
- Select one of the options:
  - Click **Save and Add More** to create another class.
    - If you selected **+Add Class** from the **Classes** tab, click the **Save** button.
  - Click **Save and Exit** to save the class and return to the **Classes** tab.
  - Click **Cancel** to return to the **Classes** tab without saving any changes.

Class Name \*

Master Class  Demo Class

# Manage Rosters

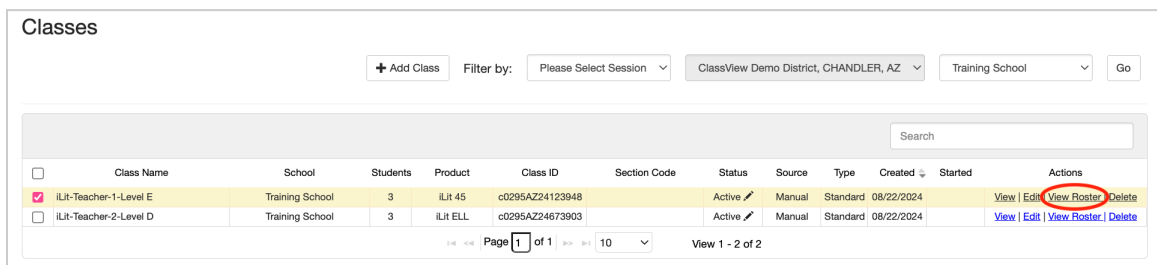
After you have created a class, you have several actions to help manage your classes and rosters.

- Export a roster
- Add a student to an existing class
- Move a student to another class
- Drop a student from a class

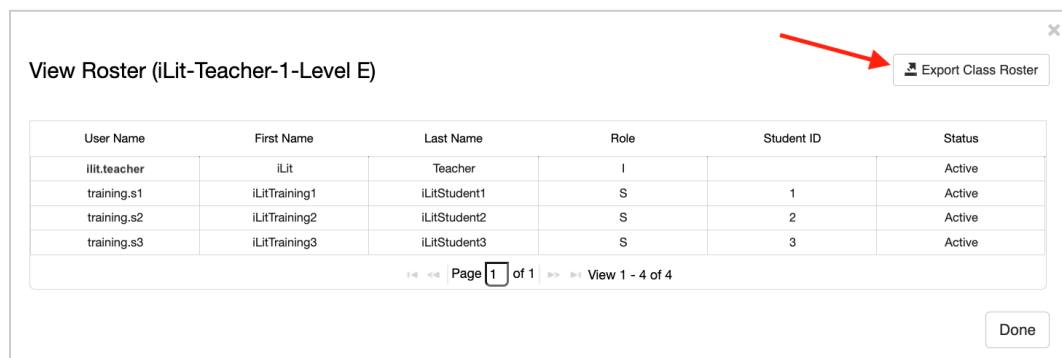
## Export a Roster

ClassView users can view a roster for a class to see which students are assigned to the class. Here, you have the option to export the user information for that class.

1. Click on the **Classes** tab.
2. Select your **District** and **School**, if these options are not already pre-selected for you.
3. Click **Go**. To help you find a class, you can use the search bar to filter through the list of classes.
4. Click **View Roster**. You can also check the box to the left of the class to highlight your selection.



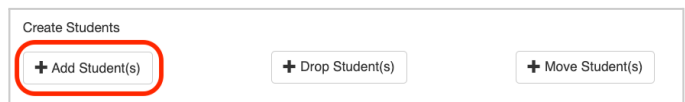
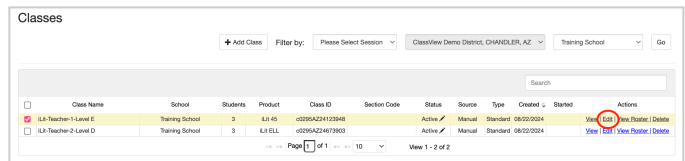
5. A new window appears displaying a list of both teacher and student users for that class. Click the **Export Class Roster** button to download the roster in a CSV format.



6. To exit the screen, click **Done**.

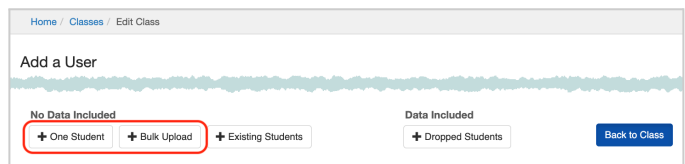
# Add Student(s) to an Existing Class

1. Click on the **Classes** tab.
2. Select your **District** and **School**, if these options are not already pre-selected for you.
3. Click **Go**. To help you find a class, you can use the search bar to filter through the list of classes.
4. Select **Edit**.
5. On the **Edit Class** screen, click **+Add Student(s)** under the **Create Students** section. From here, you can complete the following tasks:
  - Add One or More New Students
  - Add Existing Students
  - Add Dropped Students



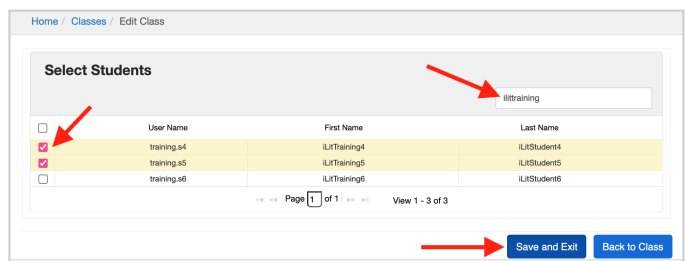
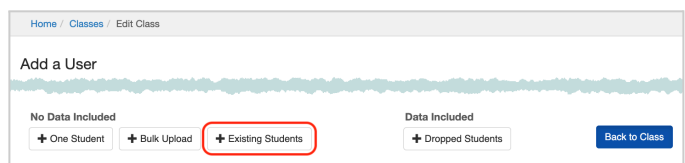
## Add One or More New Students

Refer to the [Add One or More Students](#) section of this guide for steps on adding one student or adding multiple students.



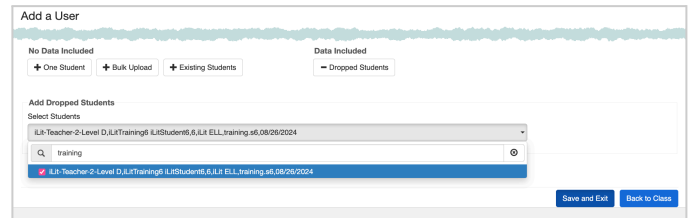
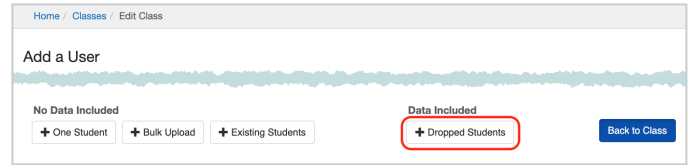
## Add an Existing Student

1. If the student already exists in ClassView, select **+Existing Students**.
2. Find their name by scrolling through the list. You may also use the search bar to filter users by username, first name, or last name.
3. Click the checkbox to select one or more students.
4. Click **Save and Exit** to add the selected students to the class. Click **OK** on the confirmation message that appears.
5. On the **Edit Class** screen, click **Save** to save your changes.



## Add a Dropped Student

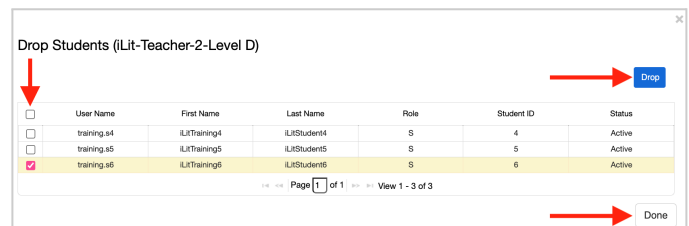
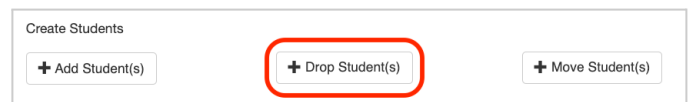
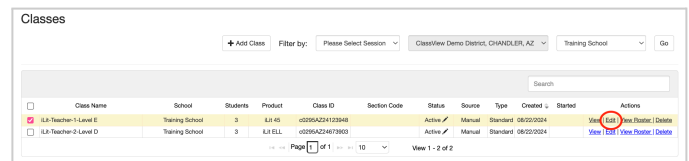
1. If the student already exists in ClassView, has been dropped from another class, and already has data, select **+Dropped Students**.
2. Use the dropdown menu to the student name(s). You may also use the search bar to filter users by username, first name, or last name.
3. Click the checkbox to select one or more students.
4. Click **Save and Exit** to add the selected students to the class. Click **OK** on the confirmation message that appears.
5. On the **Edit Class** screen, click **Save** to save your changes.



## Drop Student(s) from an Existing Class

Student data is retained in the system even if you drop a student. The data follows the student if they are added to a class of the same level at a later time.

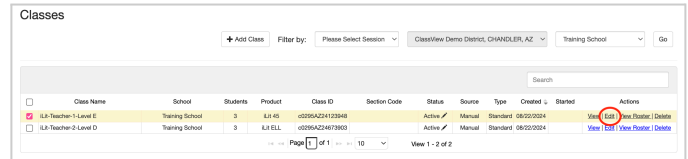
1. Click on the **Classes** tab.
2. Select your **District** and **School**, if these options are not already pre-selected for you.
3. Click **Go**. To help you find a class, you can use the search bar to filter through the list of classes.
4. Select **Edit**.
5. On the **Edit Class** screen, click **+Drop Student(s)** under the **Create Students** section.
6. Click the checkbox to select one or more students.
7. Click **Drop** to drop the selected students from the class. Click **OK** on the message pop-up asking to confirm the change. Click **OK** on the confirmation message.
8. Click **Done**.
9. On the **Edit Class** screen, click **Save** to save your changes.



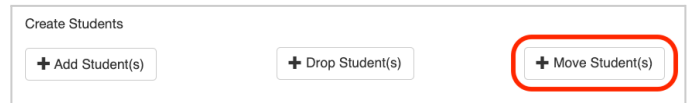
# Move Student(s) from an Existing Class

When moving a student from one class to another, their data will only be retained if they are moved to another class with the same product and same level.

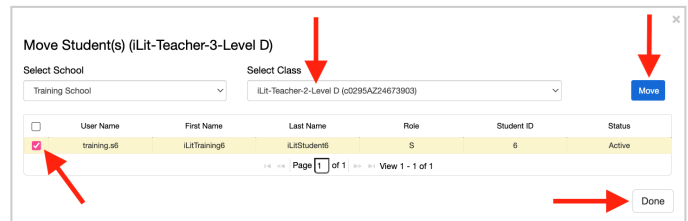
1. Click on the **Classes** tab.
2. Select your **District** and **School**, if these options are not already pre-selected for you.
3. Click **Go**. To help you find a class, you can use the search bar to filter through the list of classes.
4. Select **Edit**.
5. On the **Edit Class** screen, click **+Move Student(s)** under the **Create Students** section.



6. Click the checkbox to select one or more students.
7. Use the **Select Class** dropdown menu to select the class where the student(s) will move.



8. Click **Move** to move the selected student(s) to another class. Click **OK** on the confirmation message. Click **Done**.
9. On the **Edit Class** screen, click **Save** to save your changes.



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