



---

# ClassView

---

## Account Set-up and Rostering Guide

# Table of Contents

**Support..... 2**

**Get Started with ClassView ..... 3**

    Sign In to ClassView ..... 3

    Add a Class..... 4

    Add a Teacher..... 5

    Add Students..... 7

**Manage Rosters ..... 11**

    Export a Roster ..... 11

    Add a Student to an Existing Class ..... 13

    Move a Student..... 14

    Drop a Student..... 15

# Support

## My Savvas Training

[MySavvasTraining.com](https://my.savvas.com) provides on-demand training through product tutorials and interactive webinars, as well as a library of resources including training guides, step sets, implementation ideas and more. Schedule live, virtual training sessions with product experts. Use the live chat and email features to answer your questions quickly.

## Contact Guide

### Savvas Support

Savvas Support is the first point of contact for questions and information concerning Savvas products. Visit the **Savvas K12 Curriculum and Assessment Support** site at <https://pearsonnacomunity.force.com/support/s/> for more information.

### Technical Support

- Hours: Monday through Friday 8:00 a.m. to 8:00 p.m. EST
- 1-800-234-5832

### Customer Service

- Hours: Monday through Friday 8:00 a.m. to 8:00 p.m. EST
- 1-800-848-9500

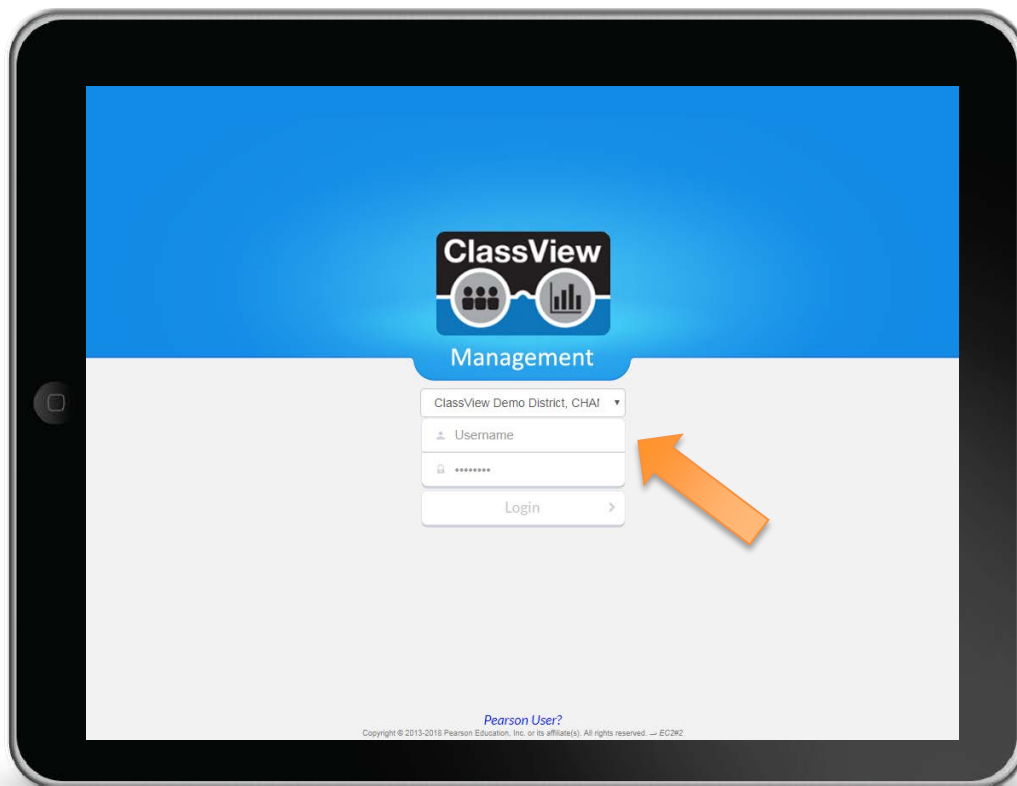
# Get Started with ClassView

ClassView is the platform that houses the class rosters, data, and reporting tools for iLit and myPerspectives™ *ELD Companion*. Use this guide for support as you manually create and manage class rosters.

You will need ClassView log-in credentials to view all features and complete all tasks. Contact Savvas Technical Support at 1-800-234-5832 for assistance.

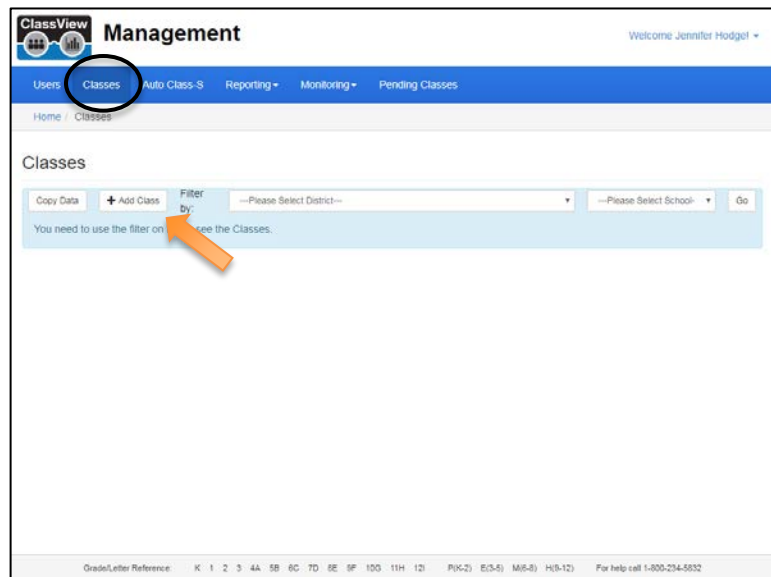
## Sign In to ClassView

1. Go to [www.classview.net](http://www.classview.net).
2. Select your district from the drop-down menu.
3. Enter your **Username** and **Password**.
4. Click **Login**.



## Add a Class

1. Click the **Classes** tab at the top of the **Home** screen.
2. Select **+Add Class**.



3. Select the appropriate **District** and **School** from the drop-down menus. These may be preselected for you, depending on your view.
4. Select your **Product**.
5. Add a **Class Period**.
6. Make sure the **Class Status** is set to **Active**.

### Add Class

District \*

ClassView Demo District, CHANDLER, A

School \*

Pearson Services School

Product \*

iLit 90

School Session\*

2017 - 2018

Class Period\*

1

Class Status\*

Active

Grade Level \*

Level B

7. Select the **Grade Level** that is appropriate for the class. Each product includes levels that correspond to familiar grade levels. For questions about selecting appropriate levels, contact a specialist via My Savvas Training chat or email support.

iLit	myPerspectives™ ELD Companion
Level A = Grade 4	Level C = Grade 6
Level B = Grade 5	Level D = Grade 7
Level C = Grade 6	Level E = Grade 8
Level D = Grade 7	Level F = Grade 9
Level E = Grade 8	Level G = Grade 10
Level F = Grade 9	Level H = Grade 11
Level G = Grade 10	Level I = Grade 12
Level H = Grade 11	

## Add a Teacher

You can assign multiple teachers to the same class. Designate one lead teacher, and then add additional teachers as co-teachers.

### To add a lead teacher, do the following:

1. From the **+Add Class** screen, select the appropriate name from the **Teacher** drop-down menu.
2. If the teacher's name is not listed, select **+Add Teacher**.

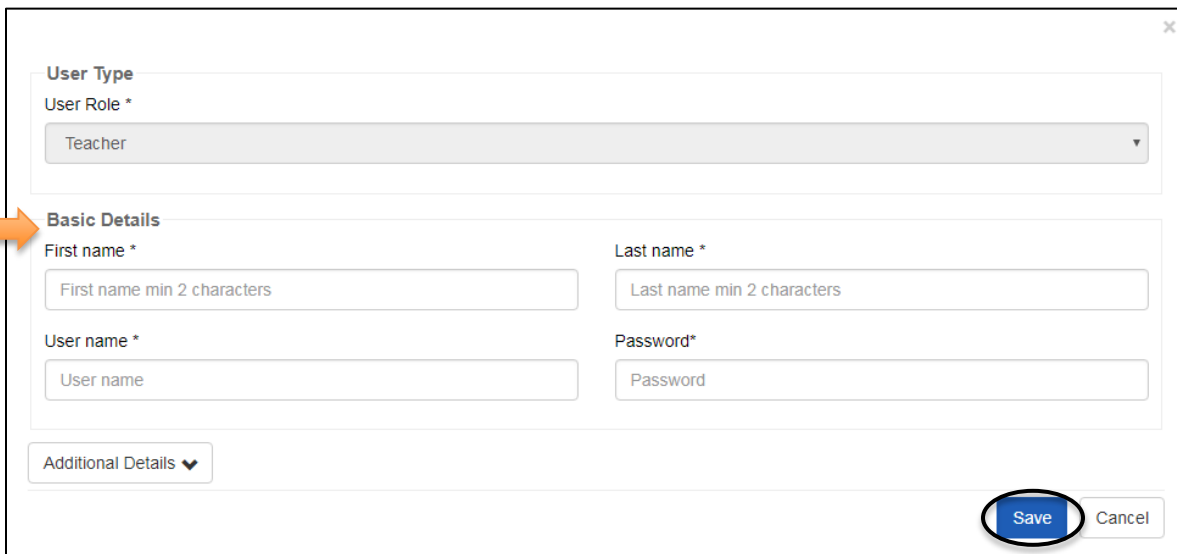
The screenshot shows the 'Add Class' form in the ClassView system. The form is titled 'Add Class' and has a navigation bar at the top with links: Users, Classes, Auto Class-S, Reporting, Monitoring, and Pending Classes. The breadcrumb trail is 'Home / Classes / Add Class'.

The form contains the following fields and options:

- District \***: ClassView Demo District, CHANDLER, AZ
- School \***: Pearson Services School
- Product \***: iLit 90
- School Session \***: 2017 - 2018
- Class Period \***: 1
- Class Status \***: Active
- Grade Level \***: Level B
- Teacher \***: ---Please Select--- (highlighted with a red box). Next to it is a button labeled '+ Add Teacher'.
- Co-Teacher**: ---Please Select---. Next to it is a button labeled '+ Add Co-Teacher'.
- Select Students**: ---Please Select---. Next to it is a button labeled '+ Add Student(s)'.
- Class Name \***: A text input field.
- Master Class**: ☐ Master Class
- Demo Class**: ☒ Demo Class

At the bottom right, there are 'Save' and 'Cancel' buttons. At the bottom left, there is a footer with the text: 'Grade/Letter Reference: K 1 2 3 4A 5B 6C 7D 8E 9F 10G 11H 12I P(K-2) E(3-5) M(6-8) H(9-12) For help call 1-800-234-5632'.

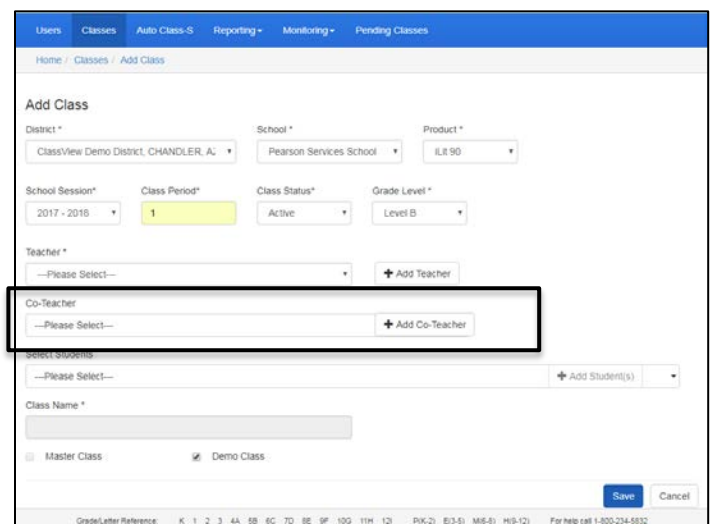
- Fill in the teacher's details including **Username** and **Password**.
  - Usernames and passwords are case sensitive.
  - Do not include spaces.
  - Do not include special characters, such as apostrophes or hyphens.
- Once you have entered an acceptable username, a green check mark will appear.
- Click **Save** to return to the **+Add Class** screen.



The screenshot shows a 'User Type' form. At the top, there is a 'User Role \*' dropdown menu with 'Teacher' selected. Below this is the 'Basic Details' section, which contains four input fields: 'First name \*' (with a hint 'First name min 2 characters'), 'Last name \*' (with a hint 'Last name min 2 characters'), 'User name \*' (with a hint 'User name'), and 'Password\*' (with a hint 'Password'). An orange arrow points to the 'Basic Details' section header. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in blue. An 'Additional Details' dropdown is also visible below the input fields.

**To add a co-teacher, do the following:**

- From the **+Add Class** screen, select the appropriate name from the **Co-Teacher** drop-down menu.
- If the teacher's name is not listed, select **+Add Co-Teacher**.
- Fill in the teacher's details including **Username** and **Password**.
  - Usernames and passwords are case sensitive.
  - Do not include spaces.
  - Do not include special characters, such as apostrophes or hyphens.
- Once you have entered an acceptable username, a green check mark will appear.
- Click **Save** to return to the **+Add Class** screen.



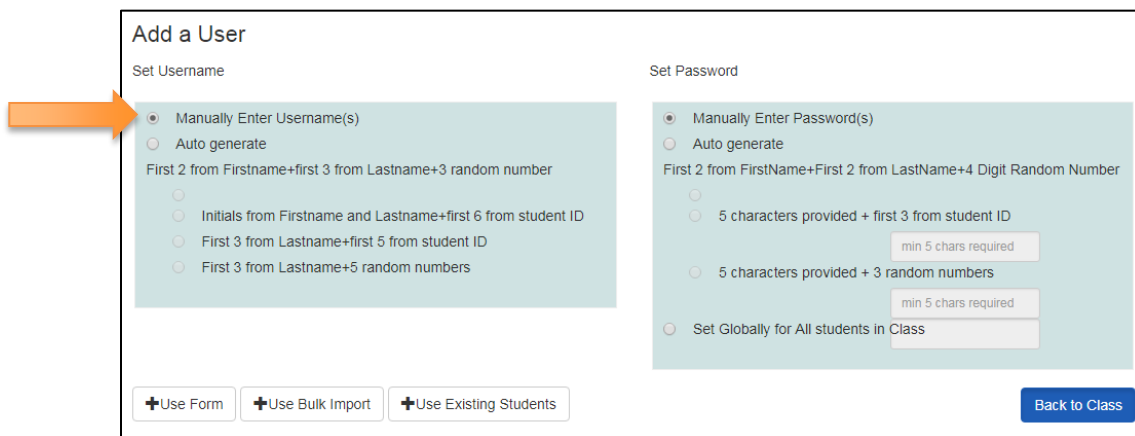
The screenshot shows the 'Add Class' form. It includes fields for 'District \*', 'School \*', 'Product \*', 'School Session\*', 'Class Period\*', 'Class Status\*', and 'Grade Level \*'. Below these are 'Teacher \*' and 'Co-Teacher' dropdown menus, each with a '+ Add Teacher' or '+ Add Co-Teacher' button. A black box highlights the 'Co-Teacher' dropdown menu. At the bottom, there are 'Save' and 'Cancel' buttons. The footer contains a 'Grade/Letter Reference' table and a help contact number.

## Add Students

You will have the option to add students once you have designated a teacher. 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.

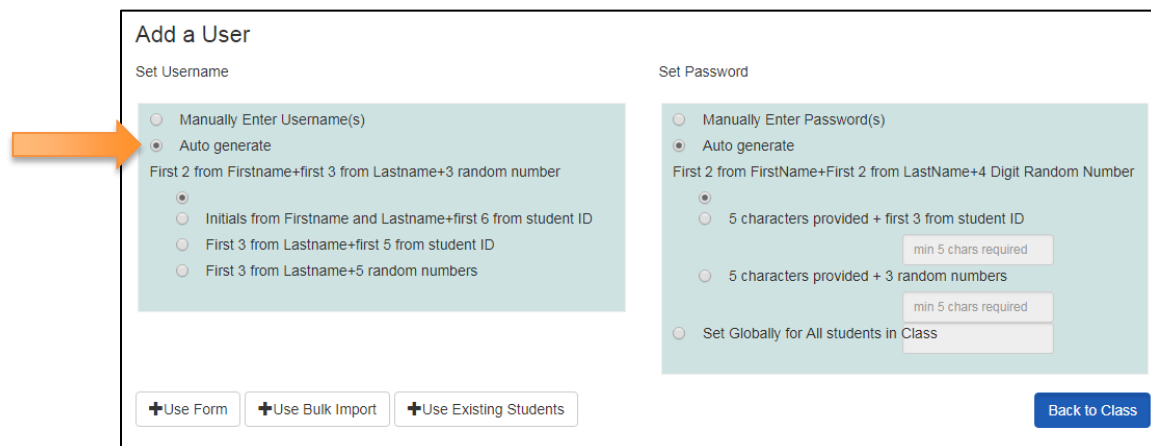
### To add new students to a class, do the following:

1. From the **+Add Class** screen, select **+Add Student(s)** after designating the teacher(s).
2. Manually enter usernames and passwords, or have the system generate them for you.
  - To manually enter usernames and passwords, select the **Manually Enter Username(s)** and **Manually Enter Password(s)** options.



The screenshot shows the 'Add a User' form. On the left, under 'Set Username', the 'Manually Enter Username(s)' option is selected, indicated by an orange arrow. Below it are four radio button options for username formulas. On the right, under 'Set Password', the 'Manually Enter Password(s)' option is selected. Below it are three radio button options for password formulas, each with a 'min 5 chars required' label. At the bottom are three buttons: '+Use Form', '+Use Bulk Import', and '+Use Existing Students'. A 'Back to Class' button is in the bottom right corner.

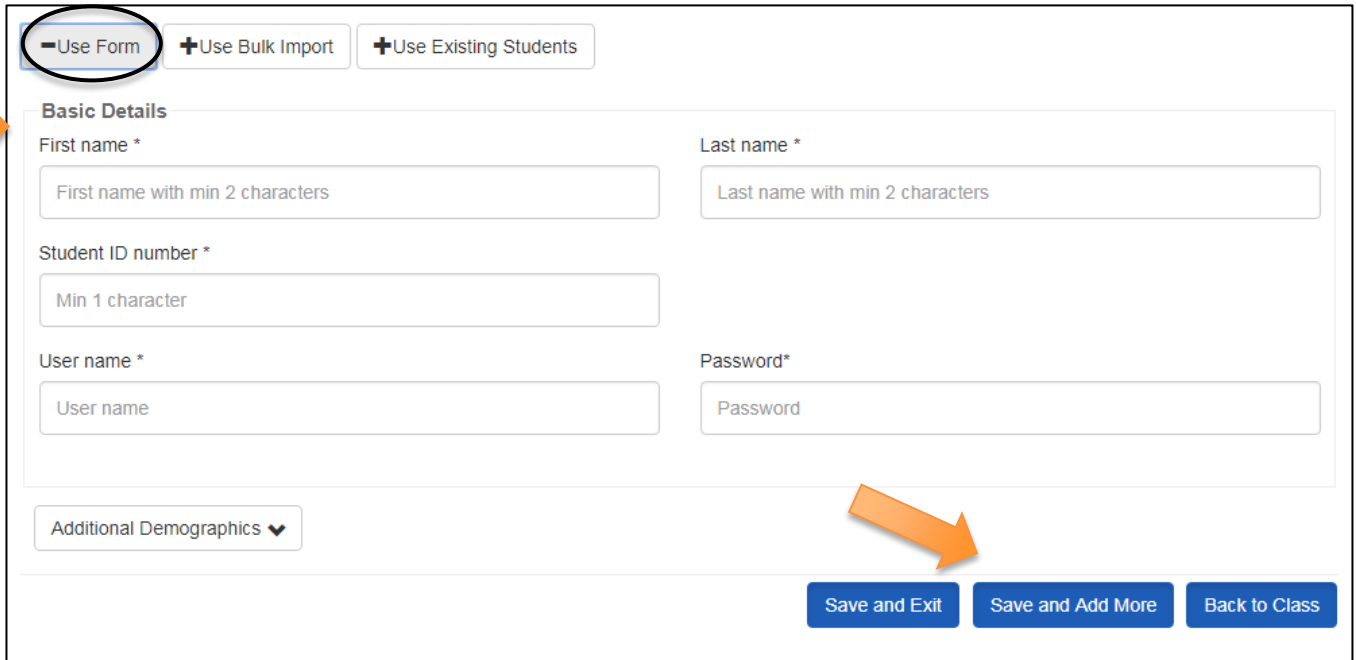
- To have the system generate usernames and passwords, select **Auto generate**. Give the system full control to generate the usernames and passwords, or select one of the possible formulas.



The screenshot shows the 'Add a User' form. On the left, under 'Set Username', the 'Auto generate' option is selected, indicated by an orange arrow. Below it are four radio button options for username formulas. On the right, under 'Set Password', the 'Auto generate' option is selected. Below it are three radio button options for password formulas, each with a 'min 5 chars required' label. At the bottom are three buttons: '+Use Form', '+Use Bulk Import', and '+Use Existing Students'. A 'Back to Class' button is in the bottom right corner.



3. Depending on how many students you are adding at a time, select **Use Form** or **Use Bulk Import** to add students. The **Use Form** option is best for adding a single student at a time.
- Select **+Use Form**.
  - Complete all required fields.
  - To add additional students, click **Save and Add More**. Once complete, click **Save and Exit**.



**Basic Details**

First name \*

Last name \*

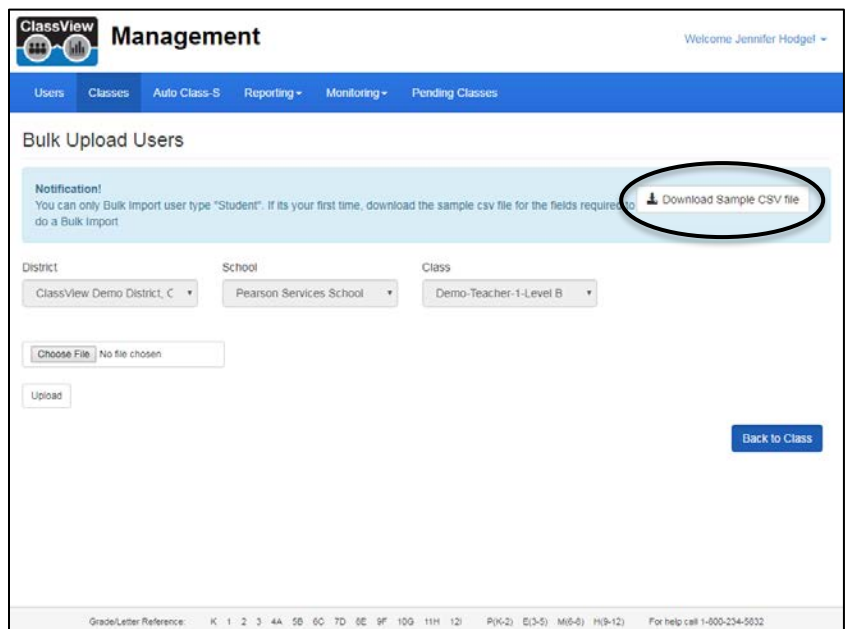
Student ID number \*

User name \*

Password\*

Additional Demographics ▼

4. The **Use Bulk Import** option is best for adding a group of students at one time.
- Select **+Use Bulk Import**.
  - Download the sample .CSV file.



**ClassView Management** Welcome Jennifer Hodget

Users Classes Auto Class-S Reporting Monitoring Pending Classes

**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: ClassView Demo District, C School: Pearson Services School Class: Demo-Teacher-1-Level B

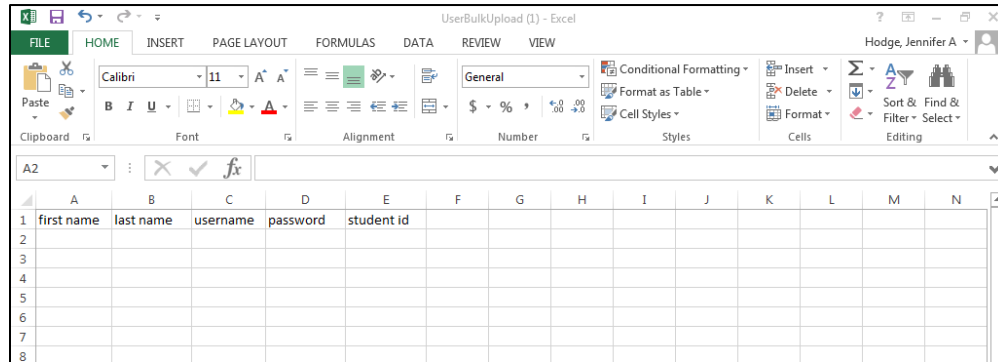
Choose File No file chosen

Upload

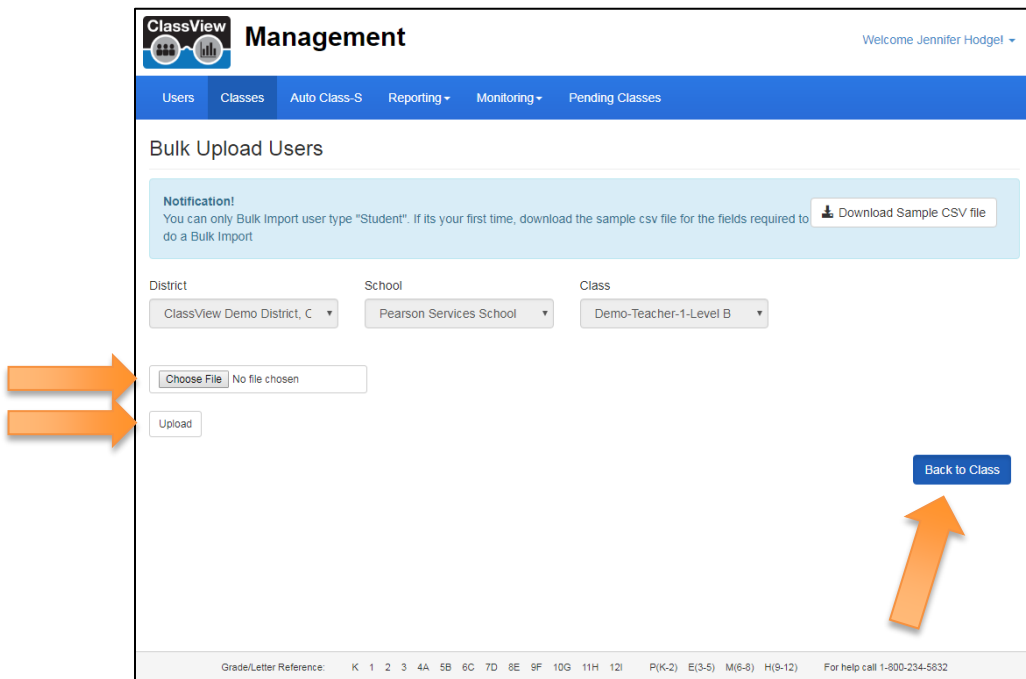
[Back to Class](#)

Grade/Letter Reference: K 1 2 3 4A 5B 6C 7D 8E 9F 10G 11H 12I P(K-2) E(3-5) M(6-8) H(9-12) For help call 1-800-234-5632

- Add the students' information.



- Save as a spreadsheet or .CSV file to your device.
- Click **Choose File** to select the document from your device.
- Click **Upload** to add students to the class.
- Then, click **Back to Class** to finish creating the class.



**To finish creating the class, do the following:**

1. The system will generate the **Class Name**.
2. Only select **Master Class** if multiple rosters of students are present in one physical class. Only select **Demo Class** if you are using the class to demonstrate the product. Otherwise, do not select either option.
3. Click **Save**.

**Edit Class (Demo-Teacher-1-Level B)**

District \*  
ClassView Demo District, CHANDLER, AZ ▼

School \*  
Pearson Services School ▼

Product \*  
iLit 90 ▼

Class Type \*  
Demo

School Session\*  
2017 - 2018 ▼

Class Period\*  
1

Class Status\*  
Active ▼

Grade Level \*  
Level B ▼

Class ID  
c6740AZ18914899

Section PIF ID

Teacher \*  
Demo Teacher ▼ + Add Teacher

Co-Teacher  
---Please Select--- + Add Co-Teacher


Select Students  
---Please Select--- + Add Student(s) ▼

**Class Name \***  
Demo-Teacher-1-Level B

Class Suffix \*  
None ▼

☐ Master Class ☐ Demo Class

Deployment Configuration  
A ▼



Save Cancel

# Manage Rosters

After you have created a class, several actions are possible.

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

## Export a Roster

1. From the **Classes** page, make sure your **District** and **School** are selected from the drop-down menus.
2. Click **Go**.
3. You can enter your **Class Name** in the search bar if you need to filter further.
4. Select the box next to the class that you want to manage.
5. Select **Manage Roster**.

**ClassView Management** Welcome Jennifer Hodge!

Users Classes Auto Class-S Reporting Monitoring Pending Classes

Home / Classes

**Classes**

Copy Data + Add Class Filter by: ClassView Demo District, CHANDLER, AZ Pearson Services School Go jennifer

<input type="checkbox"/>	Class Name	School	Student	Product	Class ID	Section Code	Status	Source	Type	Created	Started	Actions
<input type="checkbox"/>	Demo-Teacher-1-Level B	Pearson Services School	0	iLit 90	c6740AZ18914899		Active	Manual	Demo	04/05/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Demo-Teacher-1-Level B	Pearson Services School	0	iLit 45	c6740AZ18296641		Planned	Manual	Demo	04/04/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Cochrane-1-Level C	Pearson Services School	1	iLit 45	c6740AZ18195778		Active	Manual	Demo	03/06/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hayes-1-Level F	Pearson Services School	28	iLit ELL	c6740AZ18353854		Active	Manual	Demo	03/12/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hodge-1-Level A	Pearson Services School	4	iLit 20	c6740AZ17145609		Active	Manual	Demo	10/12/2017		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Jennifer-Hodge-1-Level B	Pearson Services School	4	iLit 90	c6740AZ17280537		Active	Manual	Demo	08/08/2017	08/08/2017	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hodge-1-Level B	Pearson Services School	3	iLit ELL	c6740AZ18608303		Active	Manual	Demo	03/02/2018	03/02/2018	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hoeming-1-Level F	Pearson Services School	10	iLit 90	c6740AZ17494565		Active	Manual	Demo	12/08/2017	12/10/2017	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hoeming-2-Level F	Pearson Services School	3	iLit 90	c6740AZ17919028		Active	Manual	Demo	12/08/2017		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hoeming-3-Level F	Pearson Services School	10	iLit 45	c6740AZ17658157		Active	Manual	Demo	12/11/2017	12/11/2017	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>

6. From the **Manage Roster** screen, select **Export Class Roster**.
7. The roster may take a few moments to download. It includes the username, password, and ID number for each student in the class. Save the roster to your device.
8. Click **Done**.

Manage Roster (Jennifer-Hodge-1-Level B)

Export Class Roster

Submit

---Please Select Action---

<input type="checkbox"/>	User Name	First Name	Last Name	Role	Student ID	Status
<input type="checkbox"/>	anfra616	Anna	Francis	S	12348	Active
<input type="checkbox"/>	cosmi627	Courtney	Smith	S	12346	Active
<input type="checkbox"/>	jenhodge	Jennifer	Hodge	I		Active
<input type="checkbox"/>	joram303	John	Ramirez	S	12347	Active
<input type="checkbox"/>	sajon584	Sam	Jones	S	12345	Active

Page 1 of 1

View 1 - 5 of 5

+ Add Student to Roster

Done

## Add a Student to an Existing Class

1. From the **Manage Roster** screen, select **+Add Student to Roster**.
2. If the student is enrolled in the program and has data, select his or her name from the **Students** drop-down menu. Enter the student's name in the search bar to limit scrolling.
3. Select the students' name, and click **Save**.

Manage Roster (Jennifer-Hodge-1-Level B) Export Class Roster

---Please Select Action---

Submit

	User Name	First Name	Last Name	Role	Student ID	Status
<input type="checkbox"/>	anfra616	Anna	Francis	S	12348	Active
<input type="checkbox"/>	cosmi627	Courtney	Smith	S	12346	Active
<input type="checkbox"/>	jenhodge	Jennifer	Hodge	I		Active
<input type="checkbox"/>	joram303	John	Ramirez	S	12347	Active
<input type="checkbox"/>	sajon584	Sam	Jones	S	12345	Active

Page 1 of 1 View 1 - 5 of 5

**+ Add Student to Roster**

Students

---Please Select---

Q maryl

Mary-Kasprzyk-1B-Level E, Demo Studentd, 1, iLit ELL, demostudent4

Save Done

4. If the student's name does not appear in the drop-down menu, return to the **Classes** page. Select your class, and click **Edit**.
5. From the **Edit Class** screen, click **+Add Student**. Return to the **Add Students** section of this guide, and follow the steps.

Home / Classes

Classes

Copy Data + Add Class Filter by: ClassView Demo District, CHANDLER, AZ Pearson Services Schoo Go

jennifer

	Class Name	School	Studen	Product	Class ID	Section Code	Status	Source	Type	Created	Started	Actions
<input type="checkbox"/>	Demo-Teacher-1-Level B	Pearson Services Scho	0	iLit 90	c6740AZ18914899		Active	Manual	Demo	04/05/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Demo-Teacher-1-Level B	Pearson Services Scho	0	iLit 45	c6740AZ18296641		Planned	Manual	Demo	04/04/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Cochrane-1-Level C	Pearson Services Scho	1	iLit 45	c6740AZ18195778		Active	Manual	Demo	03/06/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hayes-1-Level F	Pearson Services Scho	28	iLit ELL	c6740AZ18353854		Active	Manual	Demo	03/12/2018		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hodge-1-Level A	Pearson Services Scho	4	iLit 20	c6740AZ17145609		Active	Manual	Demo	10/12/2017		<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Jennifer-Hodge-1-Level B	Pearson Services Scho	4	iLit 90	c6740AZ17280537		Active	Manual	Demo	08/08/2017	08/08/2017	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Jennifer-Hodge-1-Level B	Pearson Services Scho	3	iLit ELL	c6740AZ18608303		Active	Manual	Demo	03/02/2018	03/02/2018	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Manage Roster</a>   <a href="#">Delete</a>

## Move a Student

1. From the **Manage Roster** screen, select **Move Student(s)** from the drop-down menu.
2. Check the box next to the name of the student(s) that you would like to move.
3. Select the appropriate information for the new school or class. Click **Submit** to save changes.

Manage Roster (Jennifer-Hodge-1-Level B)

Export Class Roster

Move Student (s)

Pearson Services School

---Please Select Class---

Submit

	User Name	First Name	Last Name	Role	Student ID	Status
<input type="checkbox"/>	anfra616	Anna	Francis	S	12348	Active
<input checked="" type="checkbox"/>	cosmi627	Courtney	Smith	S	12346	Active
<input type="checkbox"/>	jenhodge	Jennifer	Hodge	I		Active
<input type="checkbox"/>	joram303	John	Ramirez	S	12347	Active
<input type="checkbox"/>	sajon584	Sam	Jones	S	12345	Active

+

Add Student to Roster

Done

Page 1 of 1

View 1 - 5 of 5

**Important note:** All existing data will follow the student to the new class.

## Drop a Student

1. From the **Manage Roster** screen, select **Drop Student(s)** from the drop-down menu.
2. Check the box next to the name of the student(s) that you would like to drop.
3. Click **Submit** to save changes.

Manage Roster (Jennifer-Hodge-1-Level B)

Export Class Roster

Drop Student (s)

	User Name	First Name	Last Name	Role	Student ID	Status
<input type="checkbox"/>	anfra616	Anna	Francis	S	12348	Active
<input checked="" type="checkbox"/>	cosmi627	Courtney	Smith	S	12346	Active
<input type="checkbox"/>	jenhodge	Jennifer	Hodge	I		Active
<input type="checkbox"/>	joram303	John	Ramirez	S	12347	Active
<input type="checkbox"/>	sajon584	Sam	Jones	S	12345	Active

Page 1 of 1 View 1 - 5 of 5

+ Add Student to Roster

Done

**Important note:** Student data is retained in the system even if you drop a student. The data will follow the student if he or she is added to a class of the same level at a later time.