ClassView

Account Set-up and Rostering Guide

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Support

My Savvas Training

MySavvasTraining.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://pearsonnacommunity.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 *my*Perspectives™ *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.
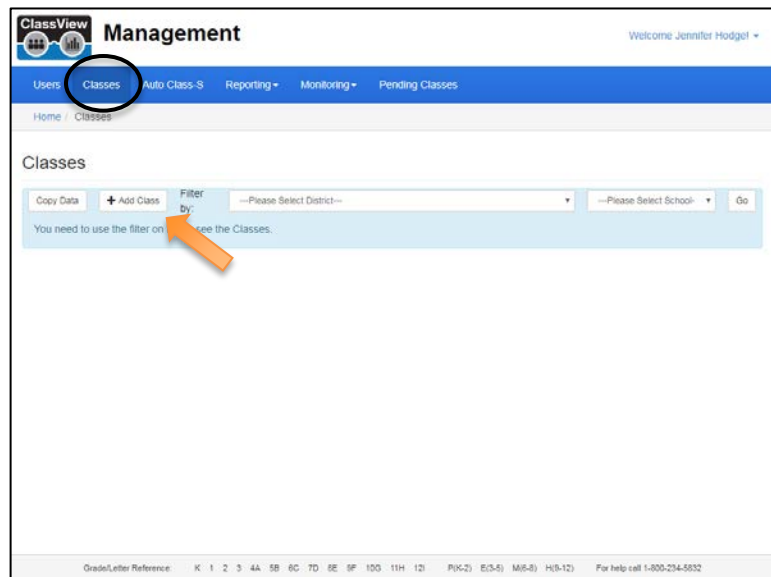
Sign In to ClassView

1. Go to www.classview.net.
2. Select your district from the drop-down menu.
3. Enter your **Username** and **Password**.
4. Click **Login**.
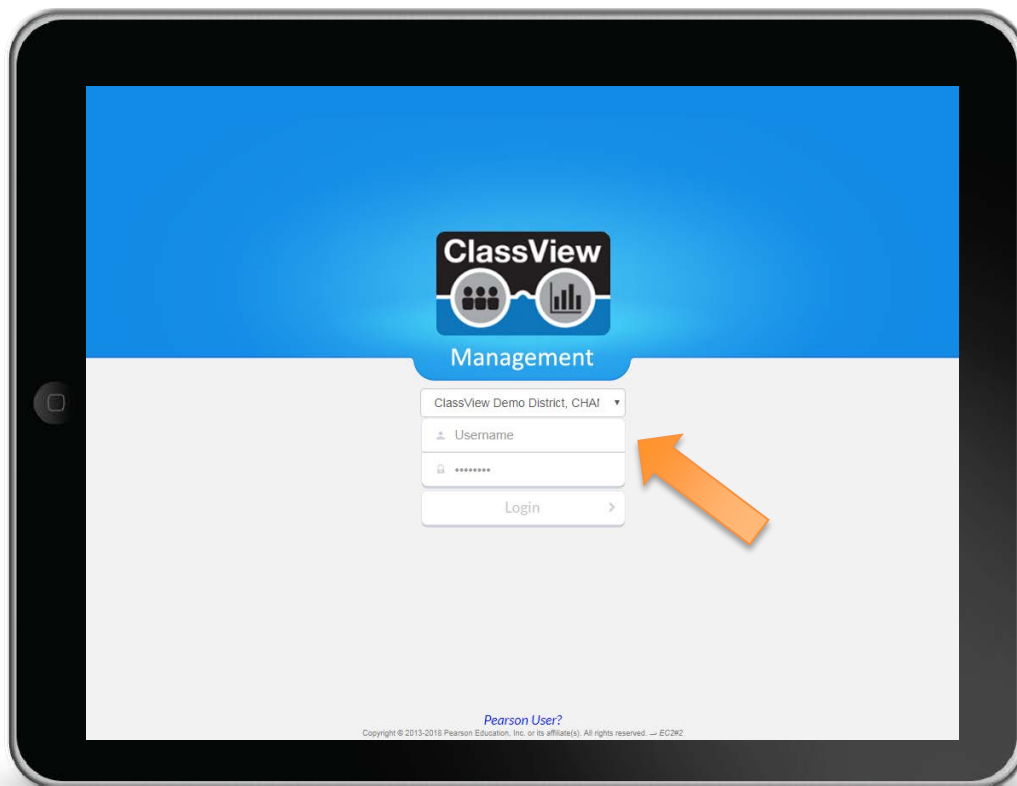
Add a Class

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**.

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

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.
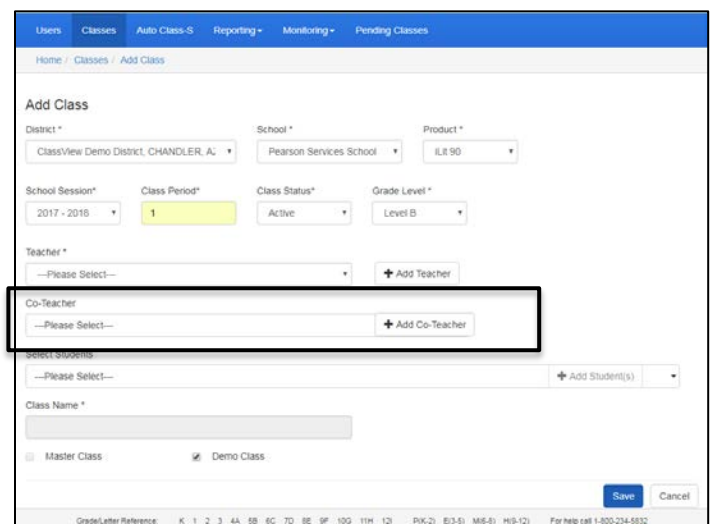2. If the teacher's name is not listed, select **+Add Teacher**.

3. Fill in the teacher's details including **Username** and **Password**.

   - Usernames and passwords are case sensitive.

   - Do not include spaces.

   - Don not include special characters, such as apostrophes or hyphens.

4. Once you have entered an acceptable username, a green check mark will appear.

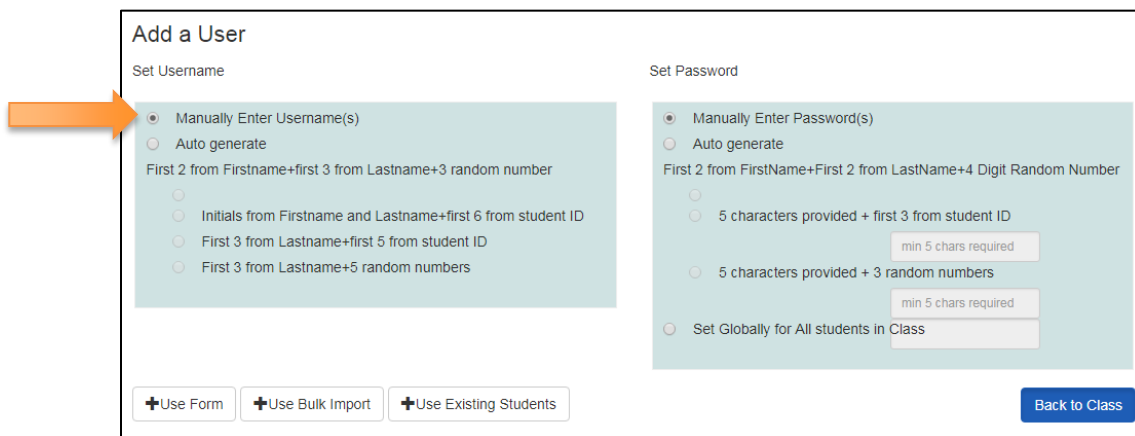5. Click **Save** to return to the **+Add Class** screen.

To add a co-teacher, do the following:

1. From the **+Add Class** screen, select the appropriate name from the **Co-Teacher** drop-down menu.

2. If the teacher's name is not listed, select **+Add Co-Teacher**.

3. 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.

4. Once you have entered an acceptable username, a green check mark will appear.

5. Click **Save** to return to the **+Add Class** screen.

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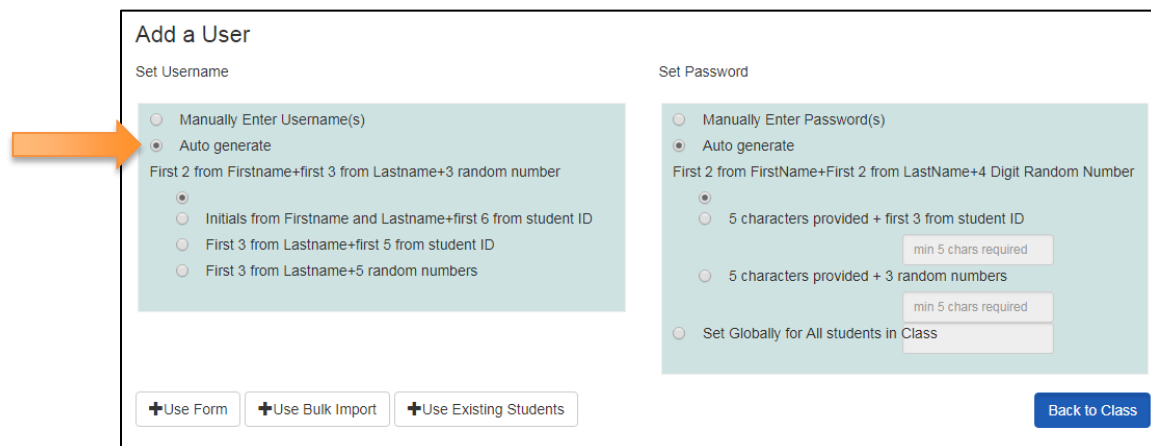
To add new students to a class, do the following:

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.
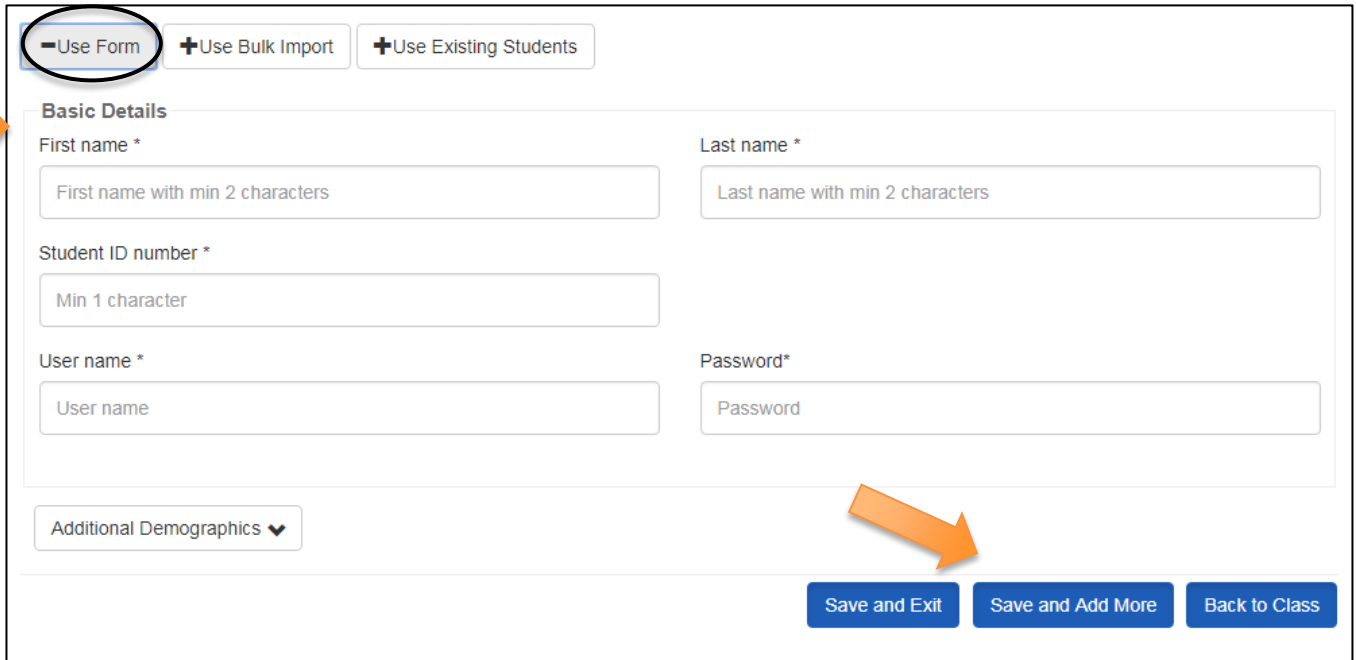

- To have the system generate usernames and passwords, select **Auto generate**. Give the system full control to generate the usernames and passwords, or select one of the possible formulas.

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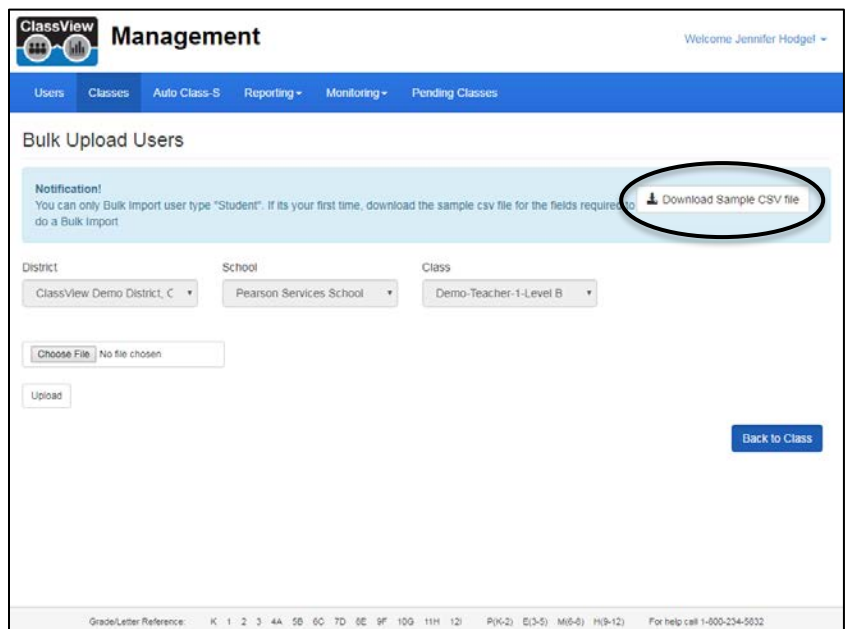
4. The **Use Bulk Import** option is best for adding a group of students at one time.
   - Select **+Use Bulk Import**.
   - Download the sample .CSV file.

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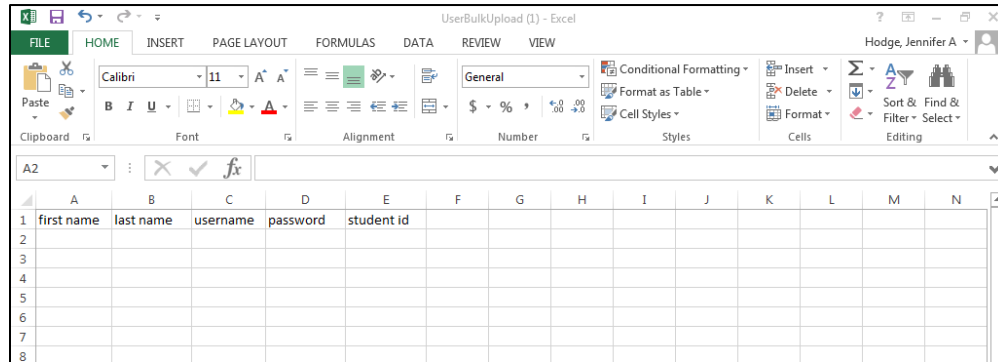
- Save as a spreadsheet or .CSV file to your device.
- Click **Choose File** to select the document from your device.
- Click **Upload** to add students to the class.
- Then, click **Back to Class** to finish creating the class.
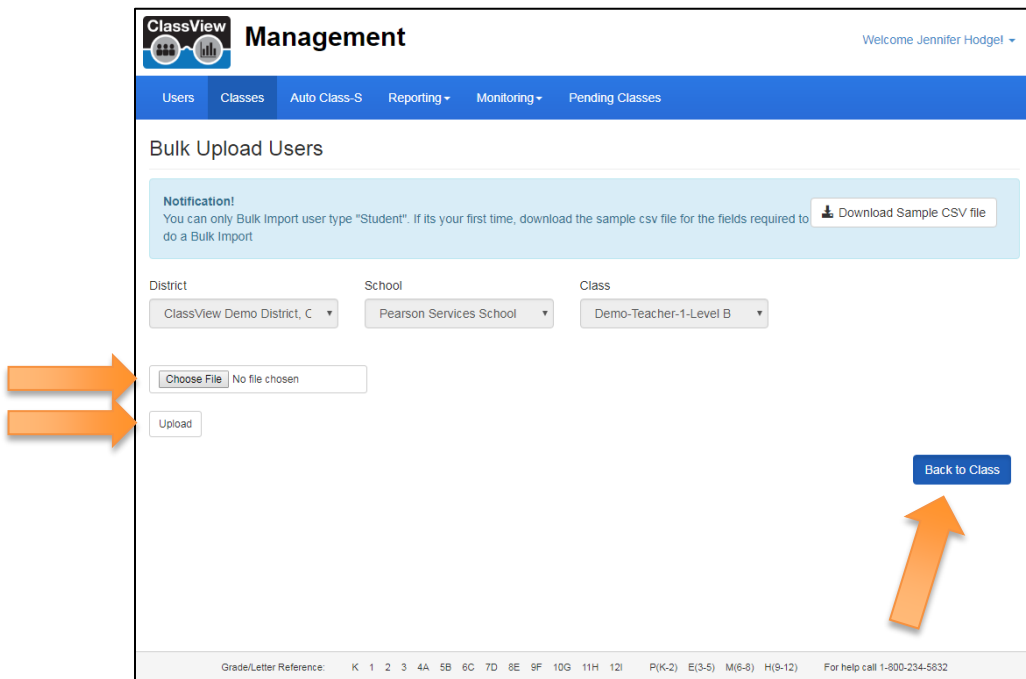
To finish creating the class, do the following:

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**.

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**.

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

---Please Select Action--- ▼

Submit

	User Name	First Name	Last Name	Role	Student ID	Status
☐	anfra616	Anna	Francis	S	12348	Active
☐	cosmi627	Courtney	Smith	S	12346	Active
☐	jenhodge	Jennifer	Hodge	I		Active
☐	joram303	John	Ramirez	S	12347	Active
☐	sajon584	Sam	Jones	S	12345	Active

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+ 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**.

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.

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
☐	anfra616	Anna	Francis	S	12348	Active
☑	cosmi627	Courtney	Smith	S	12346	Active
☐	jenhodge	Jennifer	Hodge	I		Active
☐	joram303	John	Ramirez	S	12347	Active
☐	sajon584	Sam	Jones	S	12345	Active

|◄ ◄◄ Page 1 of 1 ►► ►| View 1 - 5 of 5

+ Add Student to Roster

Done

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)   ▼

                                                                        Submit

	User Name	First Name	Last Name	Role	Student ID	Status
☐	anfra616	Anna	Francis	S	12348	Active
☑	cosmi627	Courtney	Smith	S	12346	Active
☐	jenhodge	Jennifer	Hodge	I		Active
☐	joram303	John	Ramirez	S	12347	Active
☐	sajon584	Sam	Jones	S	12345	Active

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✚ 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.