



TITLE I, PRIVATE SCHOOLS PROGRAM REFERENCE GUIDE

TITLE: mClass Accounts

DATE: August 2014

ROUTING

All ELA Teachers-
DIBELS Next
Grades K-6

PURPOSE: The purpose of this Reference Guide is to provide ELA teachers, that assess students using *DIBELS Next*, with concrete steps for setting up an mClass account, class rosters, and student accounts for multiple schools.

MAJOR CHANGES: None.

INSTRUCTIONS: This guide is to be used to ensure that all mClass accounts are set up properly for the administration of *DIBELS Next* and so that student data is accurately stored on mClass for the Title I, Private Schools Program.

RELATED RESOURCES: *DIBELS Next* Administration Guide
DIBELS Next Training Materials & Powerpoint
PSP Roster of Schools
<http://title1psp.edublogs.org>
mClass Account <http://www.mclasshome.com>
DIBELS Next Assessments <http://www.mclasshome.com/assessment>

Amplify (formerly *Wireless Generation*)
Customer Service: 1-800-823-1969 option #3

ASSISTANCE: For assistance or further information please contact:

Terin Ngo, Problem-Solving/ Data Coordinator
Expert- Response to Instruction and Intervention



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INTERNET BROWSERS & IMPORTANT LINKS

The recommended and best web operating systems for *DIBELS Next* and mClass is Google Chrome and/or Safari (for Mac products).

- *DIBELS Next* teacher, student, and class data can be accessed, inputted, edited, etc. @ <http://www.mclasshome.com>
- *DIBELS Next* Assessments @ <http://www.mclasshome.com/assessment>

RETURNING to EXISTING mClass TEACHER ACCOUNT(S)

All ELA teachers administering *DIBELS Next* (K-6) are assigned one username for each site. If you are unable to recall your username for any of your sites, email terin.ngo@lausd.net

1. Go to <http://www.mclasshome.com> to log into your account.
2. Enter your **User Name** and the **Password** for the site in which you wish to set up.
3. You will need your *Student Identification Sheets* to proceed to the [Steps for Creating Classes](#) for the new school year.

SET-UP of NEW mClass TEACHER ACCOUNT(S)

All ELA teachers administering *DIBELS Next* (K-6) are assigned one username for each site. Teachers will automatically receive an email from noreply@wgen.net (check your junk mailbox if it is not in your inbox) that will provide directions on how to log in to your account. If you are assigned to multiple sites, you will need to follow the same process for each of the accounts.

1. Upon receipt of your username, go to <http://www.mclasshome.com>
2. Enter your assigned **User Name** for mClass (not your LAUSD single sign-on) and click on **Forgot Password**. This will generate an email that will send you a temporary password.
3. Check your email and **COPY** the temporary password (to avoid any errors).
4. Go to <http://www.mclasshome.com> and type in your **User Name** and **Paste** the temporary password. You will now have the opportunity to reset your password.
5. If you are assigned to multiple sites, repeat steps #1-4. When you are resetting your password, you may want to use the same one for all of your mClass accounts.



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Steps for CREATING CLASSES

These steps are recommended to be your primary actions for setting up your class lists for the new school year.

1. Log into your **mClass account** for the desired school site.
2. Click on **Administration**, click on **Classes**, and **Add Class**.
3. Begin to fill in ALL the fields accurately from top to bottom.
4. Enter **Class Name**. Enter **Primary Class ID**. (See Data Coding System)
5. Select your name and click on the arrow to **Add Staff**.
6. Sort your list by Grade. (The students listed have been “rolled over” from the previous year.) Select the students in which you will assess and click on **Add Students**.
7. Click on **Save**.

Steps for ADDING NEW STUDENTS

After verifying “roll-over” student accounts from the previous year for your site, you might need to add NEW student accounts. DO NOT delete students from your mClass school roster. This will prevent the duplication of a student’s account and/or the loss of any historical data.

1. Log into your **mClass account** for the desired school site.
2. Click on **Administration**, click on **Students**, and **Add Students**.
3. Fill in every field accurately from left to right. Please make sure that all **First & Last Names** are spelled correctly, **DOB** is entered if you have it available, the present **Grade**, and **Student IDs** are properly assigned. (See Data Coding System)
4. Click on **Save**.
5. Go to [Steps for Editing Classes](#).

Steps for EDITING CLASSES

If you need to rename the classes you created, move a student (that is already on your mClass school roster) in or out of your class list, follow these steps.

1. Log into your **mClass account** for the desired school site.
2. Click on **Administration**, click on **Classes**, and select the class to **Edit** or **View/Edit Class**.
3. Make sure all the fields are filled in accurately from top to bottom as you are scrolling down to **Add Students**.
4. ~To add a student to your class list: Select the students (from the left) that are to be added. Click on **Add**. The students you’ve selected should now appear on the right.
5. ~To remove a student from your class list: Select the students (from the right) that are to be removed. Click on **Remove**. The students you’ve selected should now appear on the left.
6. Click on **Save**.



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SYNCHRONIZING

What is it? The act of synchronizing data from your mClass account to whichever electronic device you will be using to administer *DIBELS Next*, is commonly referred to as a “sync.” This process is done through the internet to your device (netbook, laptop, iPad, iPhone, Android, etc.) Devices **MUST BE ONLINE** to sync. An attempt to sync while offline, may cause the device to stall/crash and data may be lost. All sync’ing should be monitored by checking that the new data appears on both the mClass account @<http://www.mclasshome.com> and on the *DIBELS Next* Application @<http://www.mclasshome.com/assessment>.

When should I do it? Teachers should **ALWAYS** sync changes and updates. A “full sync” is recommended when possible. Clicking on the double-sided arrows only store your new data on your device. No one else is able to access this information. If your equipment crashes and/or stalls, your data may not be recovered.

A Full Sync? While your device is receiving an active internet connection, click on the **black mClass tab** and click on **log-out**. Before you log-out, the application will ask for your password and begin a sync. All new data will be sent to your mClass account online.

TESTING ONLINE @ <http://www.mclasshome.com/assessment>

The best way to set up your Offline Testing is to have <http://www.mclasshome.com/assessment> bookmarked or flagged as a “Favorite” on your web browser.

While testing, data is stored on the *DIBELS Next* Application, on your electronic device **ONLY**. As you are testing, click on the double-sided arrows to Save. This process only stores the data to your device. If your school has internet access, you will be able to sync your data as you assess your students. A “full sync” is still recommended at the end of your testing day in order to backup your new data.

TESTING OFFLINE

The best way to set up your Offline Testing is to have <http://www.mclasshome.com/assessment> bookmarked or flagged as a “Favorite” on your web browser and/or as a shortcut (icon w/ the letter “A” for Amplify) on your device.

If you do not have internet access while you are at your Title I, PSP location you will need to make sure that your class rosters for testing is up and running before you get to your site. This will require you to plan ahead and to log-in (while online) before you get to your offline site. You do not have to shutdown your netbook, just close the device until you are ready to test.

While testing, click on the double-sided arrows to Save. This will temporarily store the data to your device. A “full sync” is recommended at the end of your testing day in order to backup your new data. Reminder: You will need to wait until you have an active internet connection to fully sync any data.



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DATA CODING SYSTEM

The following ID's have been designed for the Title I, Private Schools Program in order to ensure accuracy of student data and school information.

-SCHOOL ID will be the school's official location code. This will consist of three letters that abbreviate the school's name, followed by four numbers. The location code for your school can be found on the PSP Roster of Schools.

-STAFF ID must consist of the School ID and the first 2 letters of the teacher's first name, and the first 2 letters of the teacher's last name. ie) XYZ1234TENO

-CLASS ID (also labeled as Primary Class ID) must consist of the School ID, a hyphen, and the grade # ie) XYZ1234-K or XYZ1234-3

-CLASS NAME may be assigned/personalized by the PSP teacher. This class name will be synced and appear on your mClass Assessment screen.

-STUDENT ID must consist of the School ID and the first 2 letters of the student's first name, and the first 2 letters of the student's last name. ie) XYZ1234TISA In the case where there are two students at the same site, that have similar initials, one of the students will be assigned with the third letter of their last name. ie) XYZ1234TISAU Do not create/add a student account unless you have ALREADY done a search for that student on the mClass database. Creating multiple student accounts prevent the ability for historical student data to be matched from year-to-year.

TECHNICAL PROBLEMS

Blank Screen or Error Message

If you open up your mClass Assessment application and the screen is blank or an error message popped up, it might have been because mClass has recently had some software updates. In order for things to go back to normal, here's what you might have to do:

1. If you can open up the application, do a full sync. (Make sure you are online.) This means log in and log out so that the sync can update your software.
2. If that doesn't work, then open up **Google Chrome** and type **mclasshome.com/assessment** and log in and log out.
3. If that doesn't work then you will have to clear the cache/cookies in Google Chrome. At some point, you have to get rid of them if you have too many. a) Log into your **mclasshome.com** account and check that your current assessment data is showing, before you clear anything. b) When you open up **Google Chrome**, there is a picture/icon of a **little wrench** on the right corner. Click on **Preferences, Under the Hood, Clear Browsing Data**. A pop-up box will display to change the "**Obliterate the following items from: ... (beginning of time)**" Final step, click on **Clear Browsing Data**. This should do the trick so go back to your mClass Assessment application and do a full sync. Log in and log out.

Still having technical problems? Call Customer Service @ 1-800-823-1969 Option #3