Option 1: Adding yourself to a class

Staff with school-wide or system access can add themselves as staff members to any class. This can be used to help out teachers who need to administer mCLASS®:DIBELS Next® to their students. This option is also used when a substitute teacher needs to be able to assess a class. A school-wide access user can assign themself to a class and then allow the sub to assess.

Option 2: Creating groups

Groups are informal sets of students that can be used either to organize students within classes or to share students across classes with other staff. For example, district reading specialists, intervention coordinators/teachers, and resource specialist teachers (who do not have their own assigned classes) need to create groups of students drawn from multiple classes.

**Note:** Groups cannot be used for reporting and are not considered official. A student can be assessed in a group, but the student’s results display only in the student’s official class.
Option 1: Adding yourself to a class

1. Log in to mCLASS:Home using your LAUSD user name and password with Single Sign-On (SSO). Go to www.mclasshome.com from any computer or device.

2. In the User Name field, enter lausd: followed by your user name. For example, if your user name is jsmith, type lausd:jsmith. Enter your LAUSD password in the Password field and click Log In.

3. Click Admin to access the Administration Home page.

4. On the Administration Home page, click Enter next to Classes.
5. On the View/Edit Classes page, select the class that you would like to add yourself to. You can either click the class name or View/Edit Class.

6. On the Class Details page, click Edit Class.
Option 1: Adding yourself to a class

7. On the Edit Class Information page, under Add Staff, select your name from the Available Staff list. By default, the homeroom teacher should already be assigned to each class.

8. Click **Add**.

9. Click **Save**.

10. Sync your device.
    a. Open the mCLASS app from the shortcut on your desktop and sign in with your user name and password. Click the **Sync** icon when logged in.
b. If you have added yourself to classes for which you will have access to more than 100 students, the message below will appear. Select the check boxes for the classes that you will focus on first.

![Class Selection]

Select the classes that you will focus on first.

c. To change classes, click the class name in the upper-right corner.

![Class Selection]

Click the Class menu to choose another class to assess.
Option 2: Creating groups

1. From mCLASS:Home, click **Classes**.

2. On the View Classes and Groups page, click **Add a Group**.
3. Go to the Group Details area. Enter the group name in the corresponding box.

4. In the Add Staff area of the page, select the staff members who work with this class or group. To select more than one staff member, hold Ctrl (or Command on a Mac) and click multiple staff names. When you finish selecting staff members, click Add. The staff members you selected display on the Selected Staff list.
Option 2: Creating groups

5. In the Add Students area of the page, use the **School**, **Homeroom**, and **Grade** menus above the Available Students list to filter the students. Select students from the Available Students list. To select more than one student, hold Ctrl (or Command on Mac) and click the name of each student. When you finish selecting students, click **Add** to move the selected students into the group.

![Add Students interface](image)

6. Click **Save** when complete.

![mCLASS Add Group interface](image)
7. After clicking **Save**, the page reloads. Go to the bottom of the page and click **Back to View Classes & Groups** to return to the View Classes and Groups page.

8. Open the mCLASS app from the shortcut on your desktop and sign in with your user name and password. Click the **Sync** icon when logged in.

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