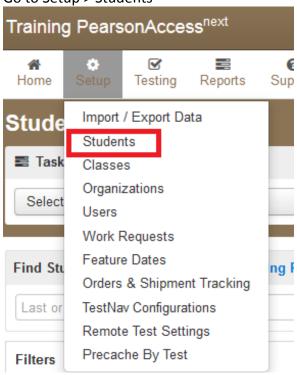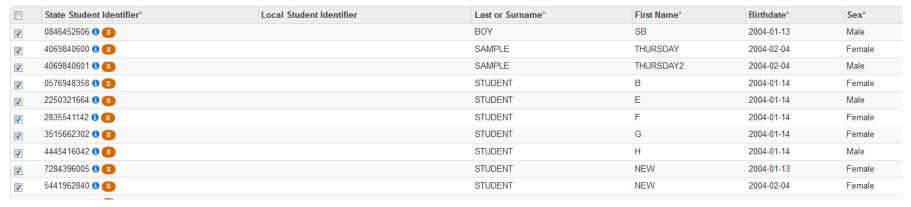# Using the Manage Classes Task in PearsonAccess<sup>next</sup>
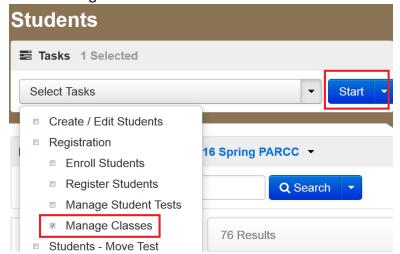
1. Sign in to PearsonAccessNext.

2. Go to Setup > Students
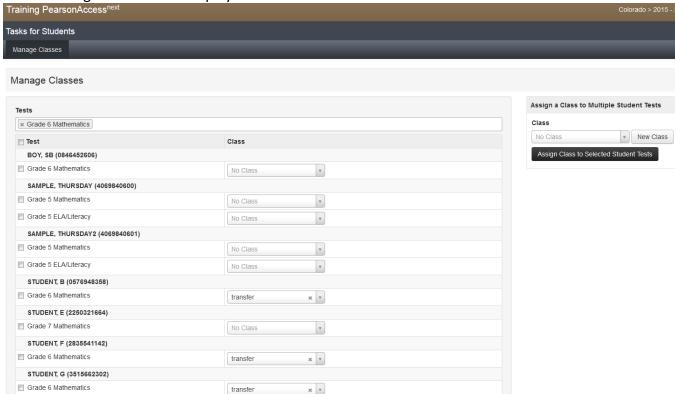


3. Locate and select the appropriate students.

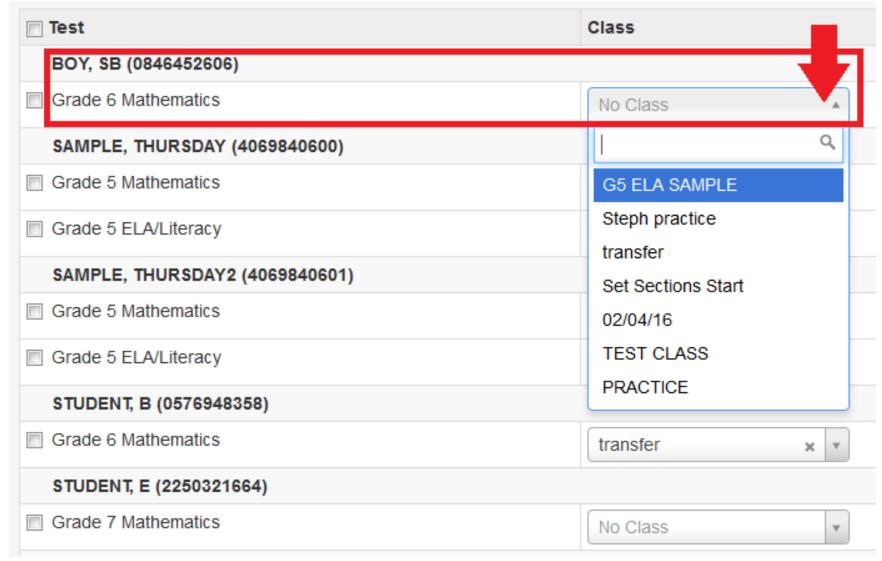| | State Student Identifier* | Local Student Identifier | Last or Surname* | First Name* | Birthdate* | Sex* |
|---|---|---|---|---|---|---|
| ☑ | 0846452606 ⓘ ⑧ | | BOY | SB | 2004-01-13 | Male |
| ☑ | 4069840600 ⓘ ⑧ | | SAMPLE | THURSDAY | 2004-02-04 | Female |
| ☑ | 4069840601 ⓘ ⑧ | | SAMPLE | THURSDAY2 | 2004-02-04 | Male |
| ☑ | 0576948358 ⓘ ⑧ | | STUDENT | B | 2004-01-14 | Female |
| ☑ | 2250321664 ⓘ ⑧ | | STUDENT | E | 2004-01-14 | Male |
| ☑ | 2835541142 ⓘ ⑧ | | STUDENT | F | 2004-01-14 | Female |
| ☑ | 3515662302 ⓘ ⑧ | | STUDENT | G | 2004-01-14 | Female |
| ☑ | 4445416042 ⓘ ⑧ | | STUDENT | H | 2004-01-14 | Male |
| ☑ | 7284396005 ⓘ ⑧ | | STUDENT | NEW | 2004-01-13 | Female |
| ☑ | 5441962840 ⓘ ⑧ | | STUDENT | NEW | 2004-02-04 | Female |

4. Select Manage Classes from the Tasks menu and select Start.



5. The following screen will be displayed:
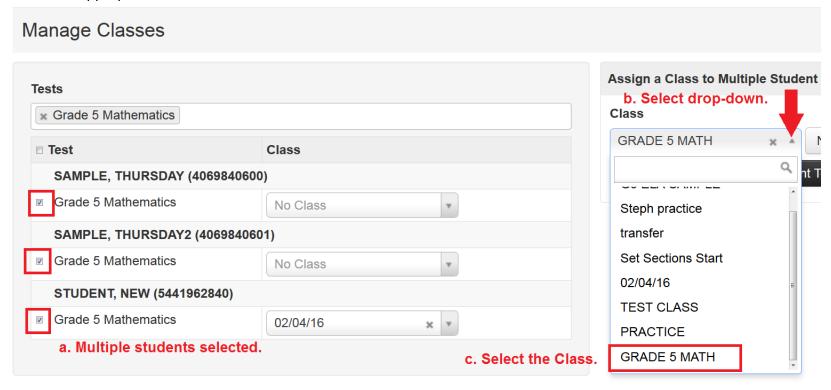
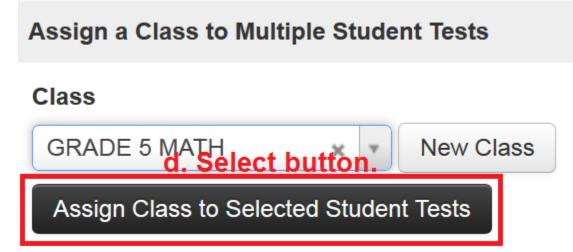6. Classes can be updated one-by-one by selecting the drop-down menu that is in line with the student's test.

| ☐ Test | Class |
|---|---|
| **BOY, SB (0846452606)** | |
| ☐ Grade 6 Mathematics | No Class ▲ |
| | ⌕ |
| | **G5 ELA SAMPLE** |
| **SAMPLE, THURSDAY (4069840600)** | Steph practice |
| ☐ Grade 5 Mathematics | transfer |
| | Set Sections Start |
| ☐ Grade 5 ELA/Literacy | 02/04/16 |
| **SAMPLE, THURSDAY2 (4069840601)** | TEST CLASS |
| ☐ Grade 5 Mathematics | PRACTICE |
| ☐ Grade 5 ELA/Literacy | |
| **STUDENT, B (0576948358)** | |
| ☐ Grade 6 Mathematics | transfer ✕ ▾ |
| **STUDENT, E (2250321664)** | |
| ☐ Grade 7 Mathematics | No Class ▾ |

7. Classes can also be updated en masse by selecting multiple student tests and utilizing the "Assign a Class to Multiple Student Tests" feature:
   a. Select checkboxes next to the appropriate students' tests.
   b. Select the "Assign a Class to Multiple Student Tests" drop-down menu.
      i. If the class has not yet been created, select the "New Class" button to the right of the drop-down menu and enter the necessary information. After saving, the new class will then appear as an option in the drop-down menu.
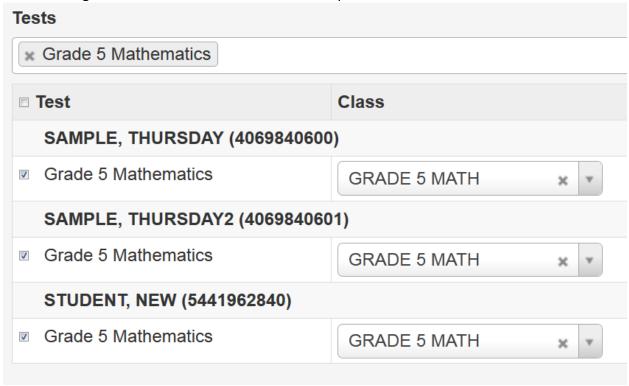
c. Select the appropriate Class name.



**Manage Classes**

**Tests**

| ☒ Grade 5 Mathematics |

| ☐ Test | Class |
|---|---|
| **SAMPLE, THURSDAY (4069840600)** | |
| ☑ Grade 5 Mathematics | No Class ▾ |
| **SAMPLE, THURSDAY2 (4069840601)** | |
| ☑ Grade 5 Mathematics | No Class ▾ |
| **STUDENT, NEW (5441962840)** | |
| ☑ Grade 5 Mathematics | 02/04/16 ✕ ▾ |

**a. Multiple students selected.**

**Assign a Class to Multiple Student**

**b. Select drop-down.**

**Class**

GRADE 5 MATH ✕ ▲

- Steph practice
- transfer
- Set Sections Start
- 02/04/16
- TEST CLASS
- PRACTICE
- **GRADE 5 MATH**

**c. Select the Class.**

d. Select "Assign Class to Selected Student Tests" button:



**Assign a Class to Multiple Student Tests**

**Class**

GRADE 5 MATH ✕ ▾   New Class

**d. Select button.**

**Assign Class to Selected Student Tests**

e. The Class assignments for the selected tests will be updated:

**Tests**

☒ Grade 5 Mathematics

| ☐ Test | Class |
|--------|-------|
| **SAMPLE, THURSDAY (4069840600)** | |
| ☑ Grade 5 Mathematics | GRADE 5 MATH ✖ ▼ |
| **SAMPLE, THURSDAY2 (4069840601)** | |
| ☑ Grade 5 Mathematics | GRADE 5 MATH ✖ ▼ |
| **STUDENT, NEW (5441962840)** | |
| ☑ Grade 5 Mathematics | GRADE 5 MATH ✖ ▼ |

f. Select Save.

Save

8. Students can now be added to Sessions by Class.