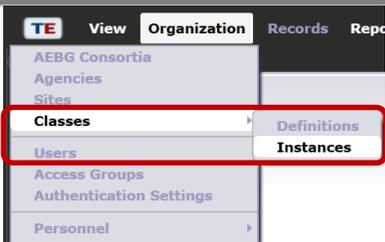
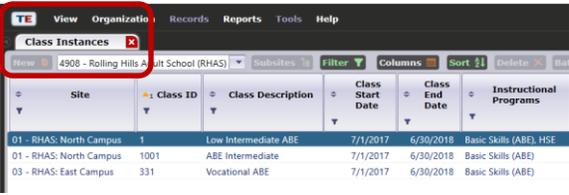
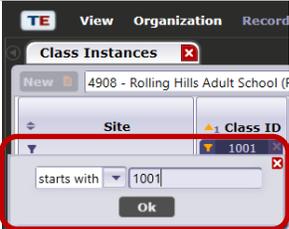
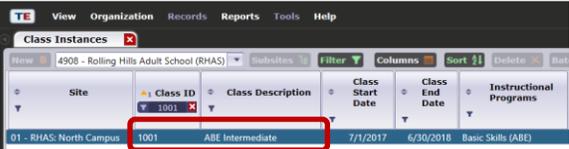
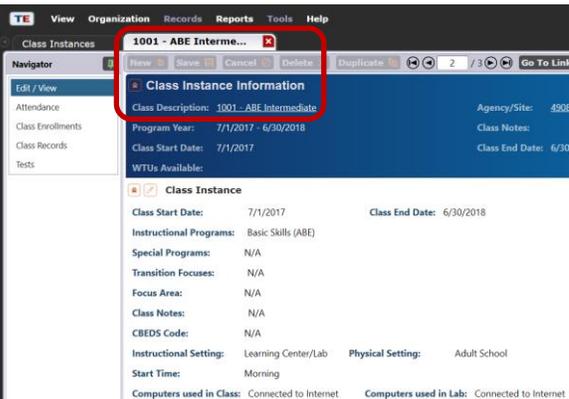


Steps to Access Your Class in TE

When teachers are assigned to a **Class** in TE, they can manage **Enrollment** and **Attendance**, view **Tests** taken by students enrolled in their class, generate **Reports** about their students and track progress.

Access: TE > Organization > Classes > Instances > Class Instance

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu Bar at the top, <ul style="list-style-type: none"> Click Organization. Click Classes. Click Instances.
2.		<ul style="list-style-type: none"> A tabbed page opens to display your Class(s) in the current program year.
3.		<ul style="list-style-type: none"> If needed, filter for your Class. In the Class ID column header, <ul style="list-style-type: none"> Click the Filter icon. Enter your Class ID. Click OK.
4.		<ul style="list-style-type: none"> From the filtered list, <ul style="list-style-type: none"> Double-click to open your Class.
5.		<ul style="list-style-type: none"> A new tabbed page opens to display your Class information with a split screen. <ul style="list-style-type: none"> Navigator at left. Class Instance record at right. Use the class Navigator to, <ul style="list-style-type: none"> Record Attendance for students enrolled in your class. Enroll new students in your class. View Tests taken by students enrolled in your class.