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.



Step	Screen	Description
1.	ViewOrganizationRecordsRepoAEBG ConsortiaAgenciesAgenciesSitesClassesDefinitionsUsersInstancesAccess GroupsAuthentication SettingsPersonnel>	 From the Menu Bar at the top, Click Organization. Click Classes. Click Instances.
2.	View Organization Records Reports Tools Help Class Instructional	• A tabbed page opens to display your Class(s) in the current program year.
3.	View Organization Record Class Instances Image: State	 If needed, filter for your Class. In the Class ID column header, Click the Filter icon. Enter your Class ID. Click OK.
4.	View Organization Records Reports Toolo Help Class Instances Image:	 From the filtered list, Double-click to open your Class.
5.	View Organization Records Reports Tools Help Class Instance Novigator Class Instance Information Class Instance Information Class Rescription: You - ABE Intermediate Program Year: Class Start Date: 71/2017 Class End Date: 6/201 Class Instance Class Rescription: You - ABE Intermediate Program: You - Class Instance Class Rescription: You - Class Instance Class Instance Class Instance Class Instance Class Instance Class Instance Class Ind Date: 6/20 Class Instance Class Ind Date: 6/20 Class Instance Class Ind Date: 71/2017 Class End Date: 6/20 Class Instance Class Indone: N/A Class Indone: N/A Class Indone: N/A Class Notes: N/A	 A new tabbed page opens to display your Class information with a split screen. Navigator at left. Class Instance record at right. Use the class Navigator to, Record Attendance for students enrolled in your class. Enroll new students in your class. View Tests taken by students enrolled in your class.

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