TOPSpro® enterprise

TE CLASSMATE
USER GUIDE

FOR DATA MANAGERS

Document Revision 2.0
Last Updated January 2022

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1. TE Data Manager Setup for TE Classmate

Add a User record in TE

Add a new **User** record in **TE** and then identify the **User** as a **Teacher** for **TE Classmate.**

1) Open **TE Client**, log in as the **TE Data Manager**, and add a new **User** record.

2) From the **TE** menu bar, go to **Organization / Users**.

3) Click on the **New** button to start adding the new **User** record.

4) Fill in the required information for the **User** (account name and password, contact name, and email). Next, select a **Group** for the new **User**, and click **Add** to apply.

5) Click the **Save** button to add the new **User** record in **TE**.
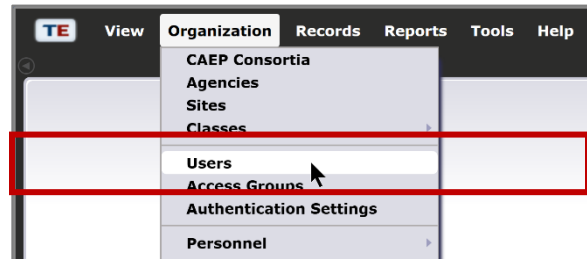
Add a Teacher record in TE

After adding the **User** record, add a **Teacher** record for the **Teacher** to register in and use **TE Classmate**.

1) From the **TE** menu bar, go to **Organization / Personnel / Registration**.

2) Click the **New** button.

3) In the **Select Container** section, check **Link with existing user.**

4) Select the container (agency, site) to add the **Teacher** record.

5) From the dropdown menu, select the **User**. Some fields in the **Personnel Identification** section will fill automatically.

6) Enter a **Personnel ID** value.

7) Click the **Save** button.

8) Wait a second for the record to save, and then from the **Navigator** panel at the left, click **Functional Roles**.

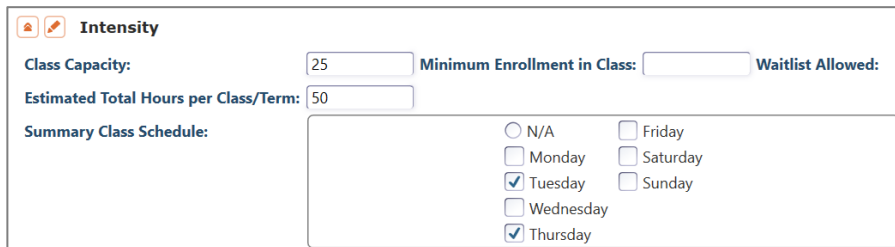9) Click the **New** button to assign a "**Teacher**" **Functional Role** to the personnel record just added.
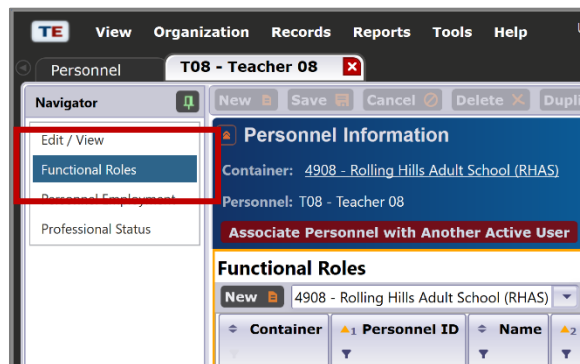
10) Most options are selected automatically with default values.

11) Select a **Class Definition** from the dropdown and assign the **Teacher** to a **Class**.

12) Select a **Start Date** when the personnel becomes a **Teacher** for that **Class**. Optionally, you can select an **End Date**.

13) Click the **Save** button.

Set Up the Class Schedule in TE

Set up the **Class Schedule** in **TE** to display in **TE Classmate**.

1. From the **TE** menu bar, go to **Organization \ Classes \ Instances**.

2. Look for the **Class** where the **Student** has an enrollment and double-click on the record.

3. Edit the **Intensity** section by clicking on the pencil icon. Notice there are several options to set up in this section, including the **Class Schedule**:

    a. Set up the required schedule and **Save**.

Intensity		
Class Capacity: 25	Minimum Enrollment in Class:	Waitlist Allowed:
Estimated Total Hours per Class/Term: 50		
Summary Class Schedule:	○ N/A ☐ Monday ☑ Tuesday ☐ Wednesday ☑ Thursday	☐ Friday ☐ Saturday ☐ Sunday

Add a Student record in TE

The following steps will add a new student record in **TE**:

1. Open **TE Client** on the local machine.

2. From the menu bar, go to **Records \ Students \ Demographics.**

3. Click the **New** button to add a new **Student** record.

4. Fill in all required information about the **Student**, including **first name, last name, email, phone, gender, race and ethnicity, language,** and **date of birth**. Please make sure to enter either an email or phone number, or both.

5. **Save** the **Student** record.

6. From the **Student** lister, select the new **Student**, and then click **Send Account Invite** from the toolbar.

7. The **CASAS Portal Account Invitation Wizard** will open. Follow the steps in the wizard to send the **Student Registration** by **email** or **SMS**.

8. Wait until the **Student** receives the **email** or **SMS** and clicks on the **Registration** link.

2. Installing TE Classmate

Complete the installation steps to install **TE Classmate** on your device.

Android Installations

Follow these steps for **Android** installations.

1) Open the **Google Play** app on your device and search for **TE Classmate**.

2) After finding **TE Classmate** in the search results list, tap on it to view the app information.

3) Tap the **Install** button.

4) Wait for the app to **Download** and **Install**.

5) A white **TE Classmate** icon is added to your **Android** device.
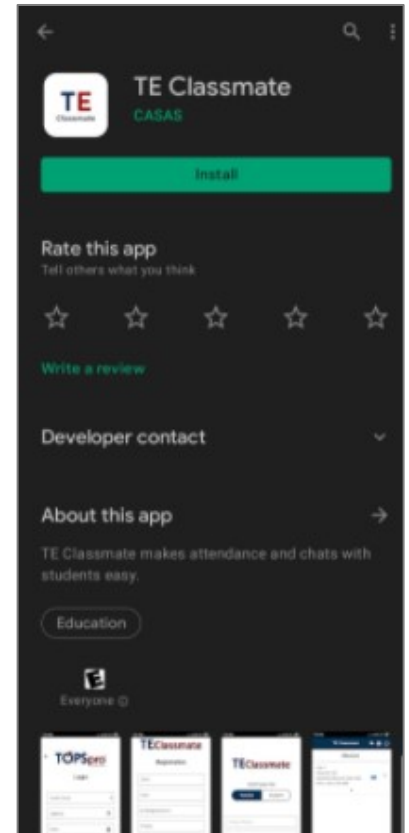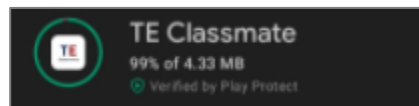
iOS Installations

The following steps are for **iOS** installations:

1) Open the **Apple Store** app on your device and search for **TE Classmate**.

2) After finding **TE Classmate** in the search results list, tap on it to view the app information.

3) Tap the blue **GET** button and tap the blue **Install** button. You will need your Apple account login and password to proceed.

4) Watch the **blue circle** that shows the app is downloading and installing for a couple of seconds, and then tap on the blue **OPEN** button to start the app (the first time only).

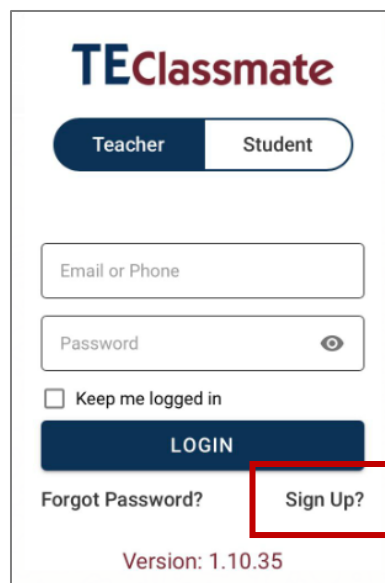5) A white **TE Classmate** icon is added to your **iOS** device.
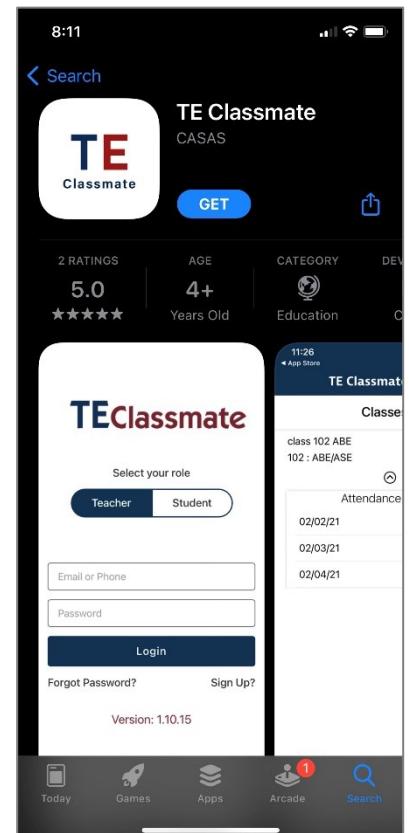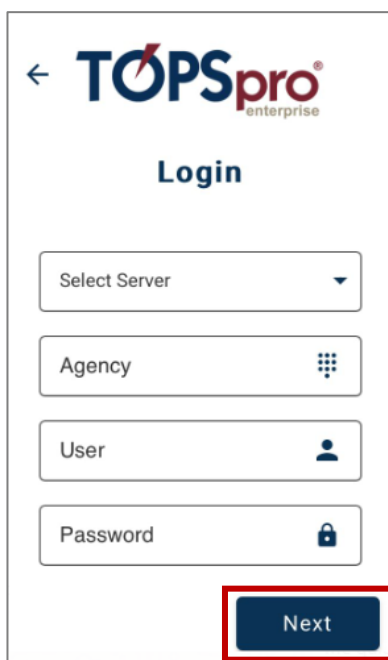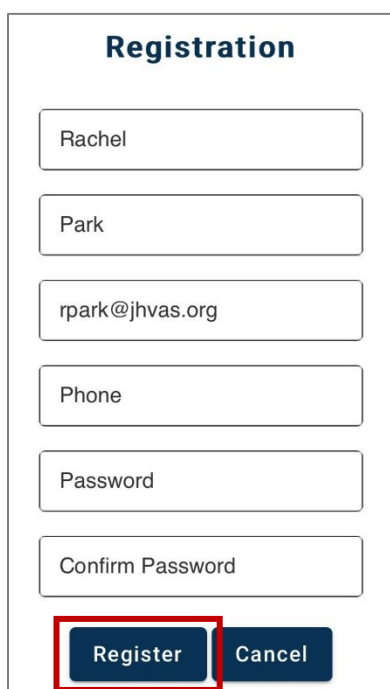
3. Using TE Classmate as a Teacher

Teacher Registration in TE Classmate

You will use the information given to you by your Agency's **TE Data Manager** to register as a **Teacher** in the **TE Classmate** app.

1) Open the **TE Classmate** app on your mobile phone or tablet.

2) From the main screen, look for the **Sign-Up?** link on the lower right, and tap it.

3) Enter the required data:

   a. Select the **Server** and enter your **Agency ID**.

   b. Enter your **Username** and **Password**.

   c. Then, tap the **Next** button.

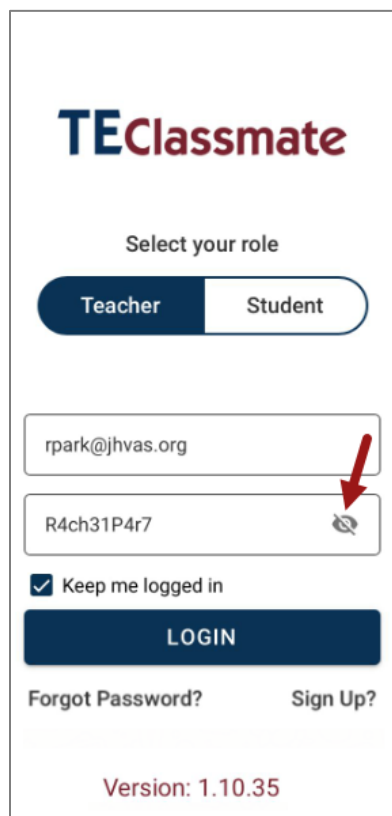4) Enter all necessary data to complete **Teacher Registration**.

   Note: Your **User** information populates fields by default – we recommend leaving this "like it is" and only completing the remaining fields.

5) After tapping the **Register** button, the sign-up process is complete, and **TE Classmate** will automatically log you out from the app.
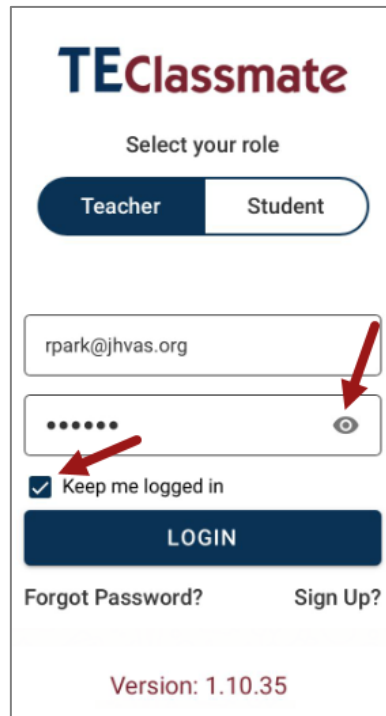
Teacher Classmate Account

1) If the **TE Data Manager** updates your **Teacher** account in **TE**, you will need to **Register** again in the **TE Classmate** app.

2) If the **TE Data Manager** deletes or disables your **Teacher** account in **TE**, you can no longer use the **TE Classmate** app.

3) You may stay logged in to avoid the 15-minute timeout period by tapping and checking the box to **Keep me logged in**.
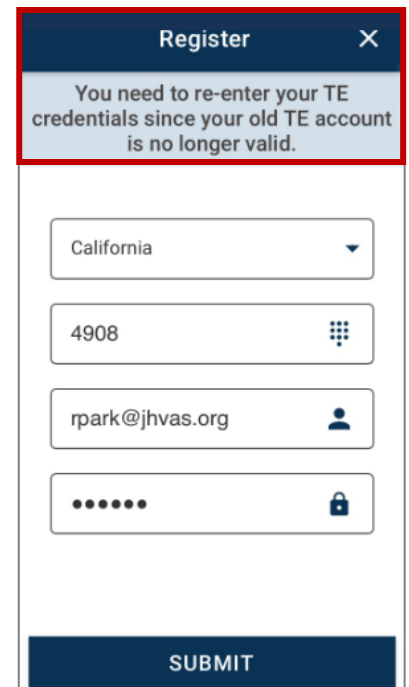
4) You can **Show** or **Hide** your **Password** by tapping the icon to the right of the password:

- password is **Unmasked = Open** eye icon 👁
- password is **Masked = Closed** eye icon 👁‍🗨

Recording Class Attendance

Upon successful login, you can check your **Class** listings, class **Enrollments**, take **Attendance**, **Chat** with groups, a class, and individual students.

1) Please note that you will only see your classes, students, and attendance data if your **Class** has student **Enrollments**.

2) The **TE Classmate** main screen lists **Classes** that are "active" in the current program year (i.e., July 1 – June 30).

3) By tapping on the **Class**,
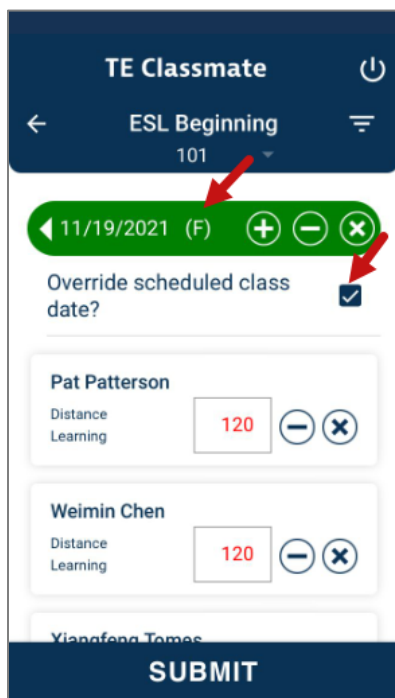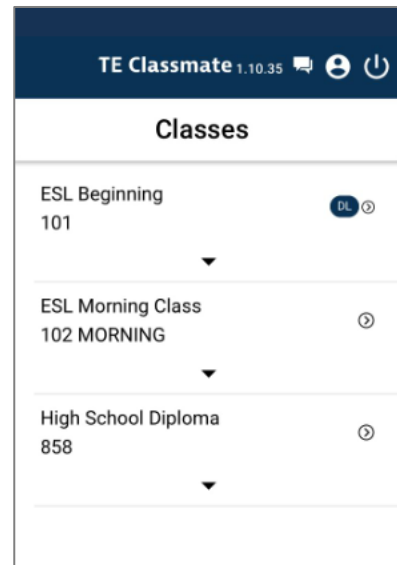
   a. The **Attendance** screen will display the **Class** name at the top with the **Class Id** below.

   b. The list of **Students** will display along the left side.

   c. The green **Control Bar** at the top displays the current **Date** and **Day** with the week's letter (**M** for Monday, **W** for Wednesday, and so on) to add attendance and allows you to mark changes that apply to the entire **Class**.

   d. You can enter attendance for days not set in TE for the **Class Schedule** section by checking the **Override scheduled class date?** box.

   e. If a **Student** arrives late, reduce their time by using the **minus (–)** button to the right of their name.

   f. To mark everyone present, tap **Submit** at the bottom.

4) The time (minutes) will display in **Red** and switch to **Green** after submitting the attendance.

5) If the **Class** also records **Distance Learning (DL)** attendance data, the interface will allow you to enter minutes separately for **DL** and **Face-to-Face** data.

6) If you enter the value "**0**" either manually or using the **minus (–)** button, …

… a popup message will display asking for confirmation: **Are you sure you want to set minutes to zero?** Tapping **YES** will set the value to zero.

> Are you sure you want to set distance learning minutes to 0?
>
> NO   YES
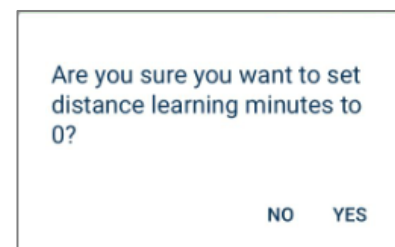
7) If you enter more minutes than the values set in the **Intensity** section for the **Class**, a message will inform you that **Instructional minutes must be less than or equal to the maximum set in your class instance.**

> Instructional minutes must be less than or equal to the maximum set in your class instance.
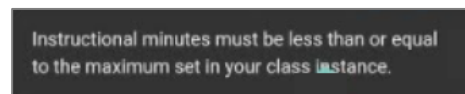
8) When you tap on the green **Control Bar** at the top of the **Attendance** window, a calendar displays **Red** and **Green** bubbles around the dates.

   a) If the **Class** already has **Attendance** data, the minutes will display in **GREEN**.

   b) You can add or subtract minutes by tapping the **plus (+)**, **minus (–)**, or **X** buttons. The updated values will turn **RED** to differentiate from values that are not changed.
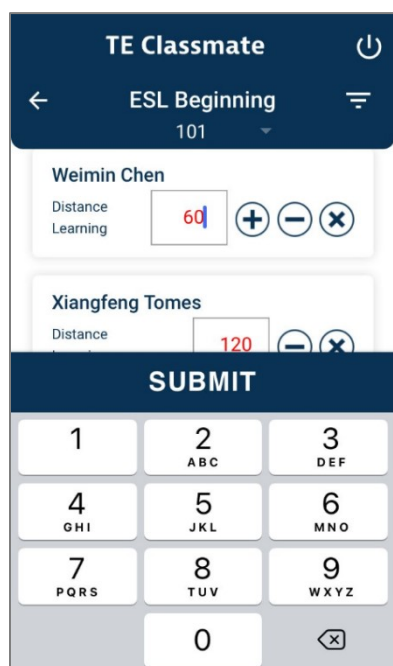
   c) To remove the minutes from a student, tap the **X** button to the right of their attendance minutes.

   d) You can also enter **Distance Learning** and **Face-to-Face** minutes by tapping on the field. The numeric keypad will display to enter a custom value.
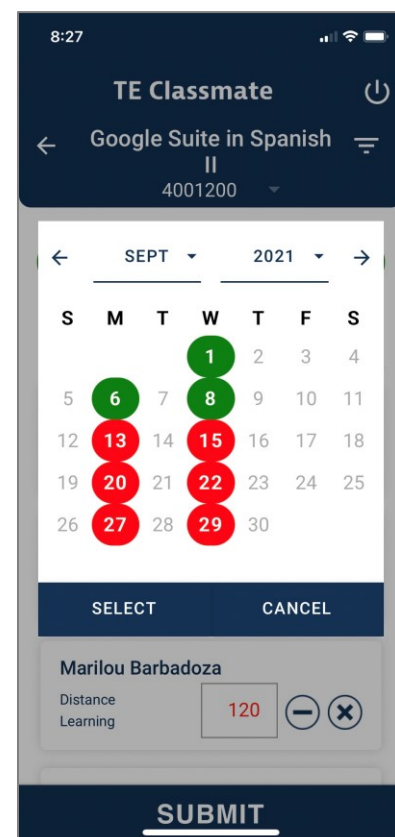
9) Tap **SUBMIT** to save your changes before proceeding to another date. The **SUBMIT** button is only available when you have at least one attendance value, or all values, before submitting.

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Classmate Chat for Teachers

A new option in **TE Classmate** allows you to initiate a **Chat** with an individual **Student**, a specific **Group** of students, or the entire **Class**.

1. At the TE Classmate toolbar, notice the Chat icon at the top. If a message is received, the icon will display a number representing the number of active chats.

2. Tap the **Chat** icon to open the list of active chats.

3. You can tap once on an active **Chat** to read the **Message** or initiate a new **Chat** by tapping on the **Add New** button.

4. A popup will display where you can select the type of **Chat**: **one-to-one, group,** or **class**.

     Note: Students can only initiate a **one-to-one** chat.

5. Depending on the selection option, the list of **Students** or **Classes** will display to choose from and start the **Chat**.

6. You can also send a **File** or **Photo** by tapping on the **Attachment** icon to the right of the messaging field.

7. Select the **File** or **Photo** from your device by tapping on the **Choose File** button.

8. You can **Delete** your message or attachment from the **Chat** window by tapping and holding down on the message or attachment. A confirmation popup will display to confirm the deletion.

9. Swipe left on the respective **Chat** and tap on the **Red** delete icon to delete the entire **Chat**.
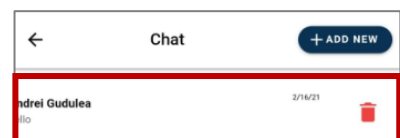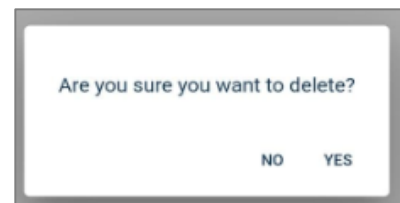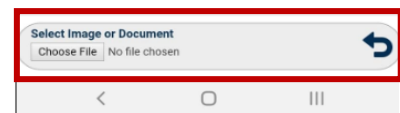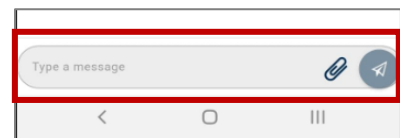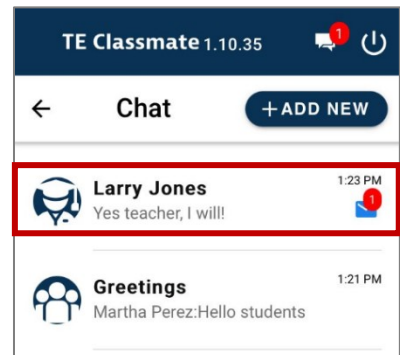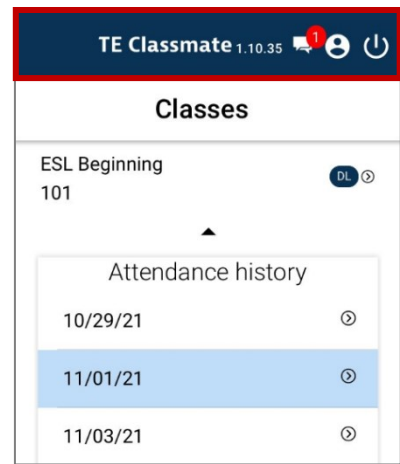
Student Educational Progress

Students can view their **Educational Progress** in **TE Classmate**, including their GED, HiSET, and TASC scores, by clicking on their **Profile**.

4. Using TE Classmate as a Student

Student Registration in the CASAS Portal

Before using **TE Classmate**, you must register in the **CASAS Portal**. Please follow these steps to complete **Student Registration** on your mobile phone or tablet.

1) Tap on the **Registration** link sent in an email from your **School**.

2) The **CASAS Portal** will open in a browser.

3) Enter or update your **Demographics** information.

4) Add an account **Password**.

5) After tapping the **Register** button, you will have access to more pages in the **CASAS Portal**.

Student Classmate Account

You can use **TE Classmate** to see your **Profile, Educational progress**, and **Demographics** from your **Classmate Account**.

1) To access your **Classmate Account**, tap on the round **Profile** icon in the toolbar at the top of the **TE Classmate** app.

2) A **Select to view** screen will pop up. You can view the corresponding details depending on the option you select.

3) Select the **Account** option to view or edit your **Personal Information**.

4) Select the **Educational progress** option to view details, such as your **Programs, Goals, Assessments,** and **Results**, including your GED, HiSET, and TASC scores.

5) Select the **Demographics** option to view and update your information.

Class Enrollments and Attendance

You can use **TE Classmate** to see your class **Enrollments** and **Attendance** data. You can also chat with your **Teachers**.

Log in to **TE Classmate** with the email address and password from registering in the **CASAS Portal**.

1) Open **TE Classmate** and tap the **Student** option on the login page.

2) Enter your email and password for the **CASAS Portal**.

3) After logging in, your **Class Schedule** will display by default.
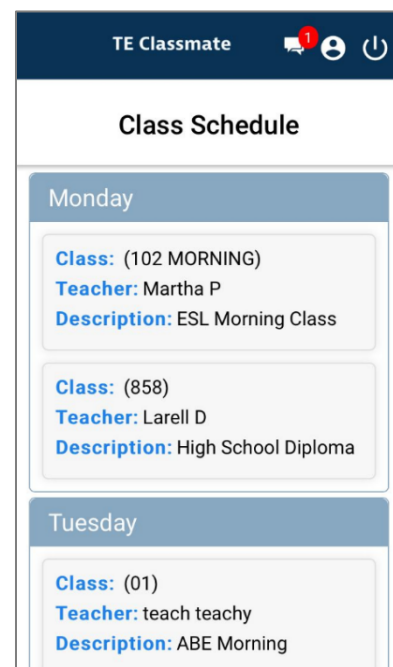
Classmate Chat for Students

A new option in **TE Classmate** allows you to **Chat** with your **Teachers**.

1. In the **TE Classmate** toolbar at the top, notice the **Chat** icon. If you have a **Message**, the icon will display a number representing the number of active chats.

2. Tap the **Chat** icon to open the list of active chats.

3. Tap once on an active **Chat** to read the **Message** or initiate a new **Chat** by tapping on the **Add New** button.

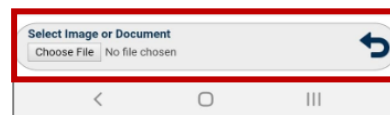4. A popup will display where you can type your message.

   Note: You can only initiate a **one-to-one** chat with your **Teacher**.
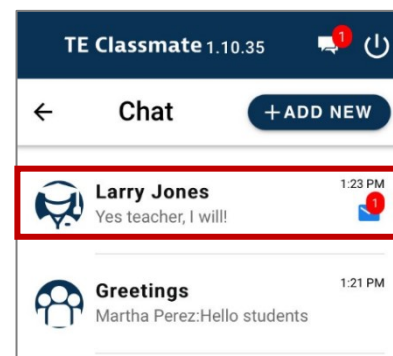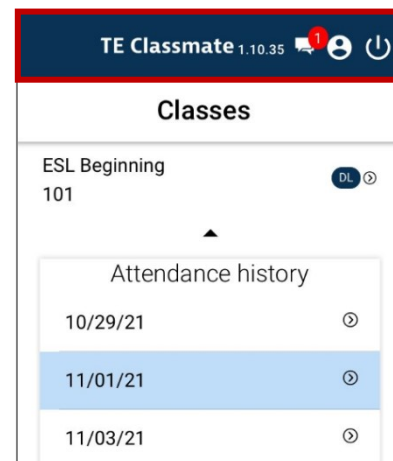
5. You can also send a **File** or **Photo** to your **Teacher** by tapping on the **Attachment** icon to the right of the message field.
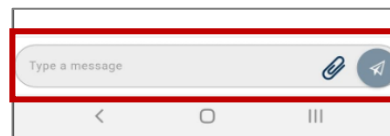
6. Select the **File** or **Photo** from your device by tapping on the **Choose File** button.

7. You can delete your **Message** or **Attachment** from the **Chat** window by tapping and holding down on the message or attachment. A confirmation popup will display to confirm the deletion.
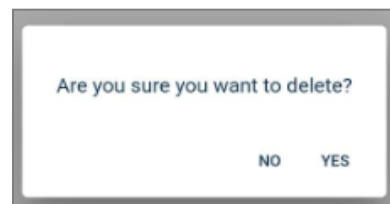
8. Swipe left on a **Chat** message and tap on the **Red** delete icon to delete the entire **Chat**.