



# TE CLASSMATE USER GUIDE FOR DATA MANAGERS

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**CASAS**  
[techsupport@casas.org](mailto:techsupport@casas.org)

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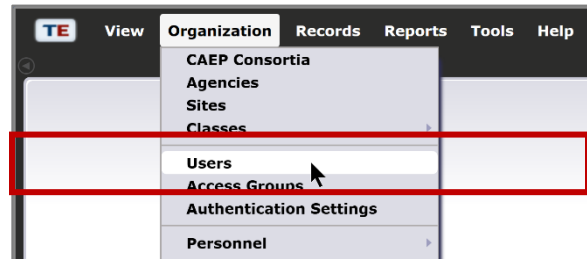
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# 1. TE Data Manager Setup for TE Classmate

## 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**.

A screenshot of the 'New User' form in the TE Data Manager. The form is titled 'New User' and has a 'Users' tab selected. The 'User Information' section is expanded, showing fields for 'User Account', 'Password', 'Retype Password', and 'Groups'. The 'User Identification' section is highlighted with a red box. Below it, there are checkboxes for 'Is Disabled', 'Is Suspended', 'No Concurrent Login', 'Strong Password Required', 'Password Recycling Is Enforced', and 'Password Should Be Changed'. The 'User Contact' section is also visible, with fields for 'Contact ID (optional)', 'Title', 'Address', 'City', 'Zip', 'Phone', 'Fax', 'Email', and 'State'. The 'First Name', 'Middle Name', and 'Last Name' fields are highlighted with a red box. The 'Email' field is also highlighted with a red box. The 'State' dropdown menu is set to 'Unknown'.

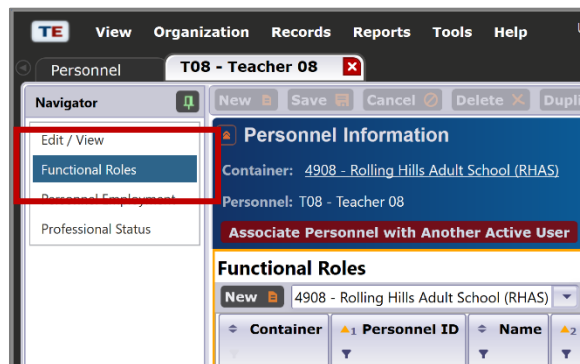
## Add a Teacher record in TE

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.

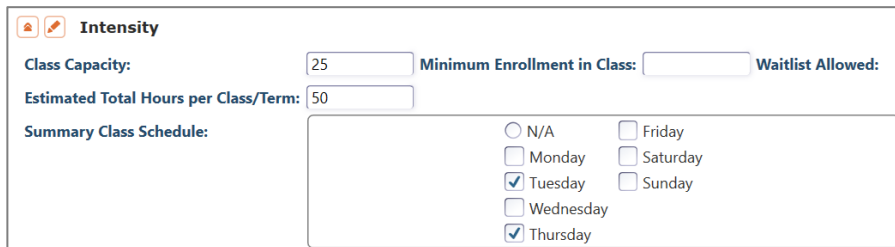


- 10) Most options are selected automatically with default values.
- 11) Select a **Class Definition** from the dropdown and assign the **Teacher** to a **Class**.
- 12) Select a **Start Date** when the personnel becomes a **Teacher** for that **Class**. Optionally, you can select an **End Date**.
- 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 ☐ Friday  
☐ Monday ☐ Saturday  
☒ Tuesday ☐ Sunday  
☐ Wednesday ☒ Thursday

## 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.

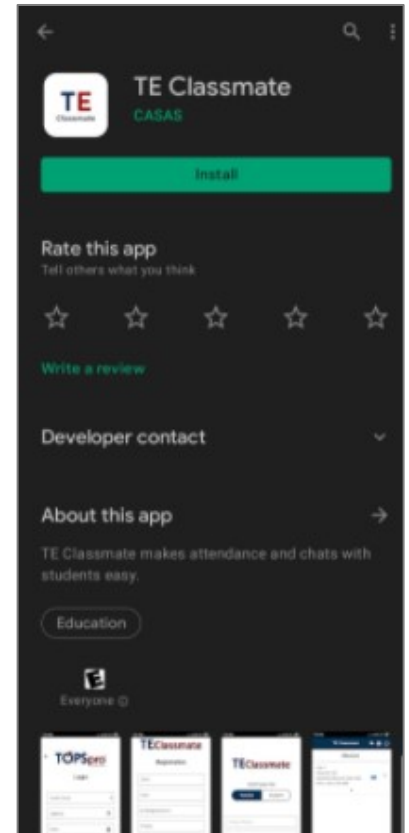
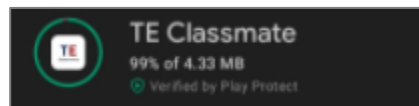
## 2. Installing TE Classmate

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

### Android Installations

Follow these steps for **Android** installations.

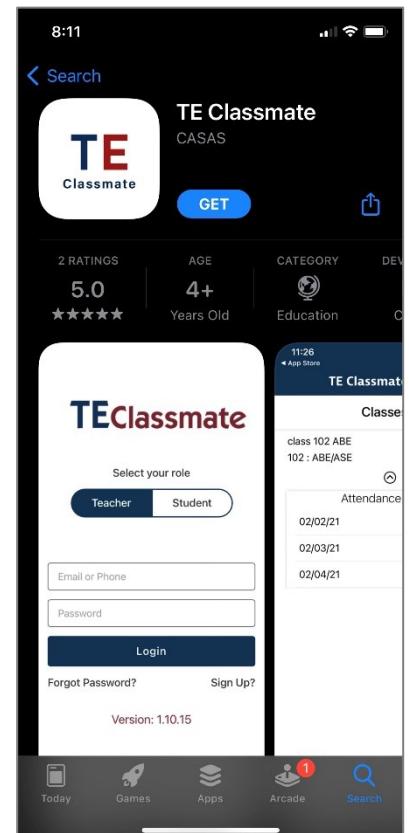
- 1) Open the **Google Play** app on your device and search for **TE Classmate**.
- 2) After finding **TE Classmate** in the search results list, tap on it to view the app information.
- 3) Tap the **Install** button.
- 4) Wait for the app to **Download** and **Install**.
- 5) A white **TE Classmate** 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.

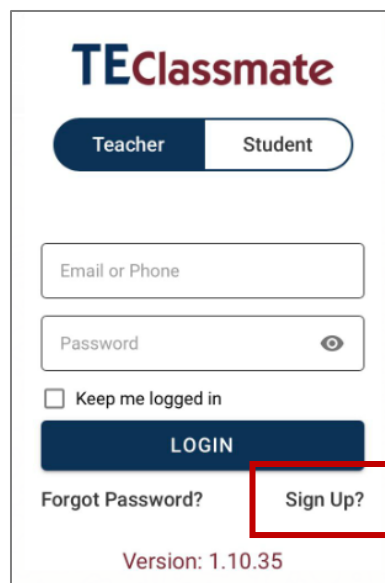


### 3. Using TE Classmate as a Teacher

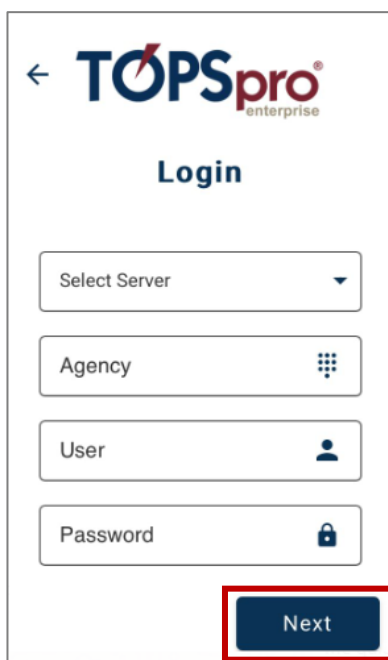
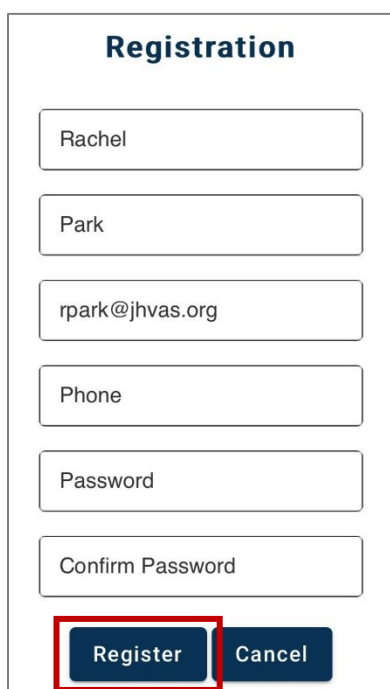
#### Teacher Registration in TE Classmate

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.

The image shows the main screen of the TE Classmate app. At the top, the logo "TEClassmate" is displayed. Below it are two tabs: "Teacher" (selected) and "Student". There are input fields for "Email or Phone" and "Password". A checkbox for "Keep me logged in" is present. A large blue "LOGIN" button is in the center. At the bottom, there are links for "Forgot Password?" and "Sign Up?". The "Sign Up?" link is highlighted with a red box. The version number "Version: 1.10.35" is at the bottom.

- 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.

The image shows the "TOPSpro enterprise" login screen. It has a back arrow and the logo. The title is "Login". There are four input fields: "Select Server" (a dropdown menu), "Agency" (with a grid icon), "User" (with a person icon), and "Password" (with a lock icon). A blue "Next" button is at the bottom right, highlighted with a red box.The image shows a "Registration" form. It has six input fields: "Rachel", "Park", "rpark@jhvas.org", "Phone", "Password", and "Confirm Password". At the bottom, there are two buttons: "Register" (highlighted with a red box) and "Cancel".

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

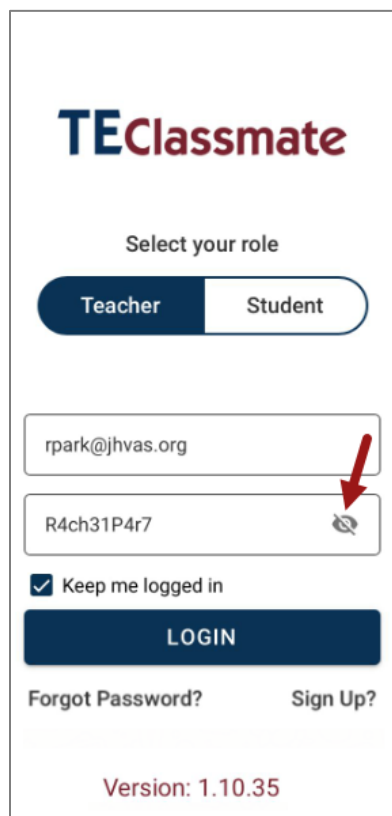
**Note:** Your **User** information populates fields by default – we recommend leaving this "like it is" and only completing the remaining fields.

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

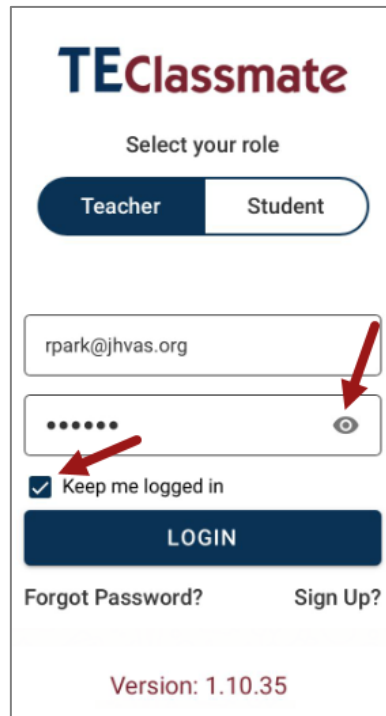
## Teacher Classmate Account

- 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**.





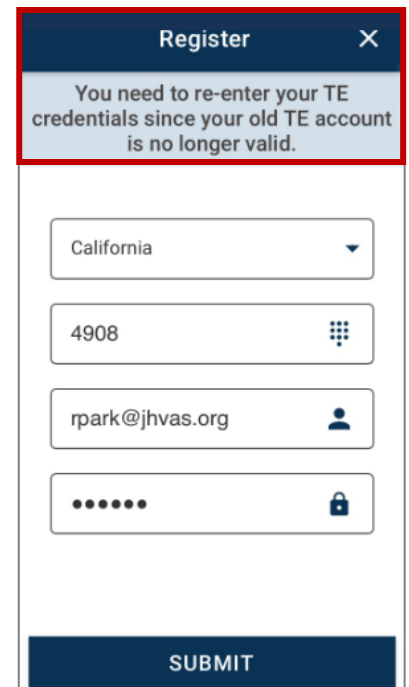
The image shows the TEClassmate login screen. At the top is the TEClassmate logo. Below it is a 'Select your role' section with two buttons: 'Teacher' (selected) and 'Student'. There are two input fields: the first contains 'rpark@jhvas.org' and the second contains 'R4ch31P4r7'. A red arrow points to the password field. Below the password field is a checkbox labeled 'Keep me logged in' which is checked. At the bottom is a large blue 'LOGIN' button. Below the button are two links: 'Forgot Password?' and 'Sign Up?'. At the very bottom, it says 'Version: 1.10.35'.



This image is similar to the previous one but includes an eye icon to the right of the password field. A red arrow points to this eye icon. The rest of the screen, including the 'Keep me logged in' checkbox and the 'LOGIN' button, is identical to the previous image.

- 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 



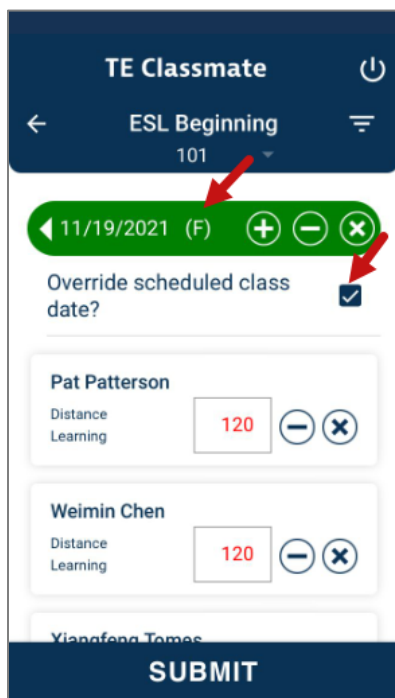
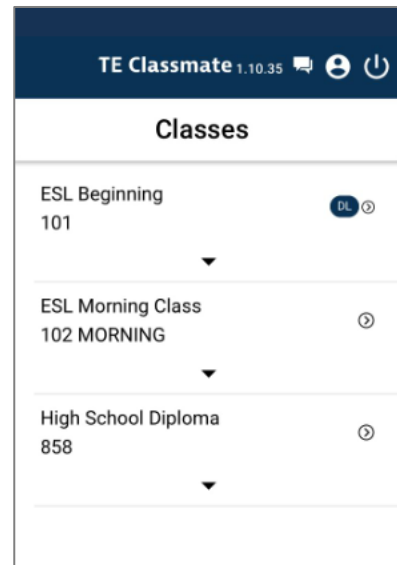
The image shows the TEClassmate Register screen. At the top is a dark blue header with the word 'Register' and a close 'X' icon. Below the header is a light blue message box that says: 'You need to re-enter your TE credentials since your old TE account is no longer valid.' Below this are four input fields: a dropdown menu showing 'California', a text field with '4908', a text field with 'rpark@jhvas.org', and a password field with six dots. At the bottom is a large blue 'SUBMIT' button.



## 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**,

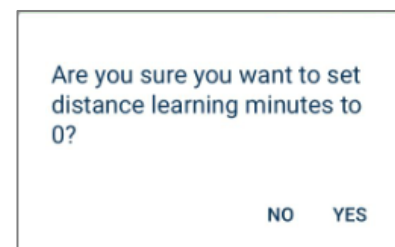


- a. The **Attendance** screen will display the **Class** name at the top with the **Class Id** below.
- b. The list of **Students** will display along the left side.
- c. The green **Control Bar** at the top displays the current **Date** and **Day** with the week's letter (**M** for Monday, **W** for 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.

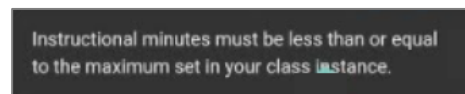
- 4) The time (minutes) will display in **Red** and switch to **Green** after submitting the attendance.
- 5) If the **Class** also records **Distance Learning (DL)** attendance data, the interface will allow you to enter minutes separately for **DL** and **Face-to-Face** data.
- 6) If you enter the value "0" either manually or using the **minus ( - )** button, ...



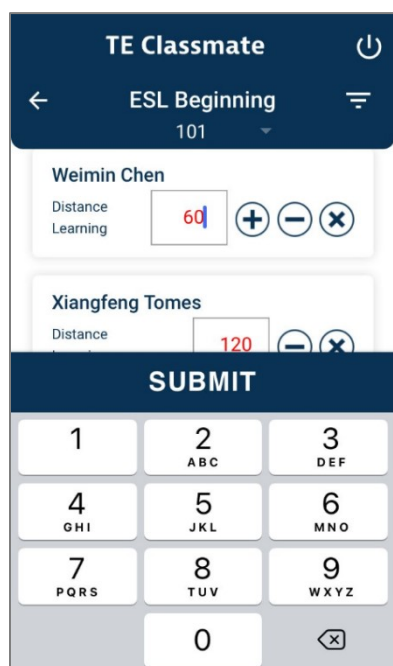
... a popup message will display asking for confirmation:  
**Are you sure you want to set minutes to zero?** Tapping **YES** will set the value to zero.



- 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.**

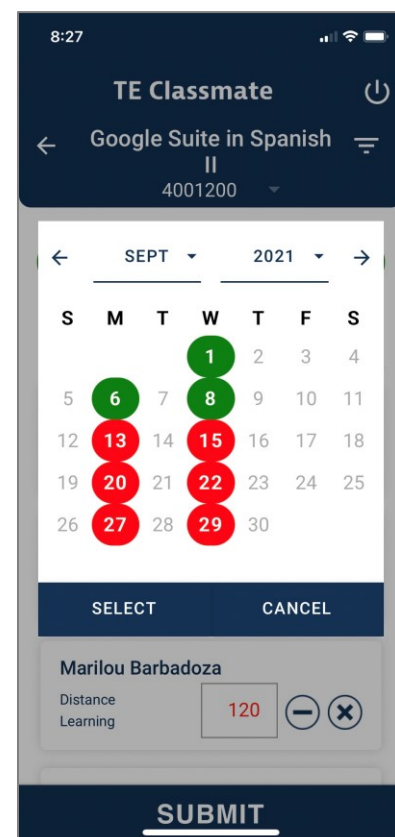


- 8) When you tap on the green **Control Bar** at the top of the **Attendance** window, a calendar displays **Red** and **Green** bubbles around the dates.
- a) If the **Class** already has **Attendance** data, the minutes will display in **GREEN**.
  - b) You can add or subtract minutes by tapping the **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.

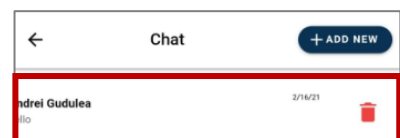
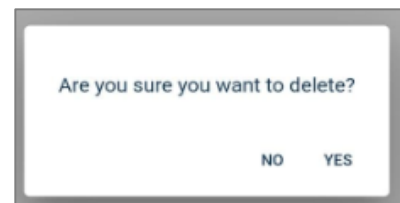
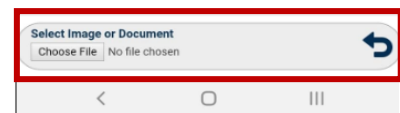
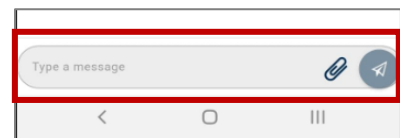
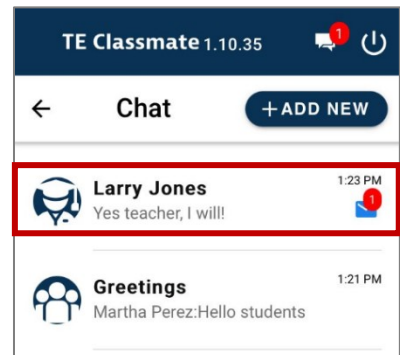
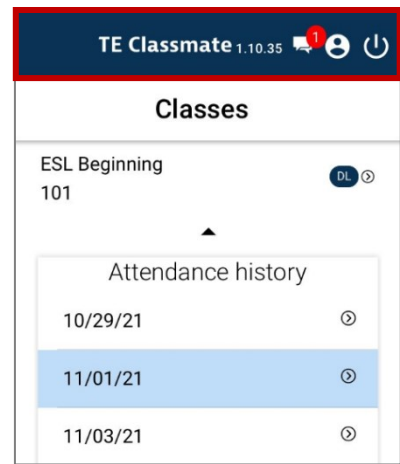
## Classmate Chat for Teachers

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.

A screenshot of a 'Select to view' dialog box. It has a dark blue header with the text 'Select to view'. Below the header are three radio button options: 'Account', 'Educational progress', and 'Demographics'. At the bottom are two buttons: 'Cancel' and 'Ok'.

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

A screenshot of the 'Account' screen in the TE Classmate app. The screen has a dark blue header with 'TE Classmate 1.10.35' and a back arrow. Below the header is the title 'Account'. A red box highlights the 'Personal information' section. Below this section are fields for 'First Name\*' (Larry), 'Last Name\*' (Jones), and a 'SAVE' button. There is also an 'Authentication' section with a 'Change Password' button. At the bottom, there are fields for 'Email' (blueasus31@gmail.com) with a 'Change' link, and 'Phone' with an 'Add' link.

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

The first screenshot shows the 'TE Classmate' app interface. At the top, there's a header with the app name and version '1.10.35'. Below it, a 'Class Schedule' section is visible. A modal dialog titled 'Select to view' is open, with three options: 'Account', 'Educational progress' (highlighted with a red box), and 'Demographics'. Below the modal, there's a 'Tuesday' section with details for 'Class: (01)', 'Teacher: teach teachy', and 'Description: ABE Morning'. The second screenshot shows the 'Educational progress' screen. It has a back arrow and the title 'Educational progress' (highlighted with a red box). Below this, there's a message 'No instructional hour found.' followed by three sections: 'GED 2014 Scores' (Science: 200 - 11/15/2021, Reasoning through Language Arts: 100 - 11/15/2021), 'HiSET Scores' (Science: 5 - 11/15/2021, Mathematics: 3 - 11/15/2021), and 'TASC Scores' (Writing: 300 - 11/15/2021, Language Arts: 800 - 11/15/2021).

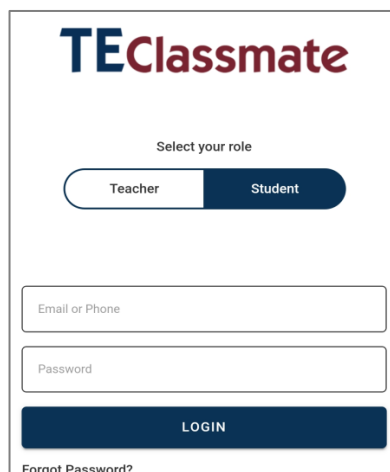
- 5) Select the **Demographics** option to view and update your information.

The first screenshot shows the 'TE Classmate' app interface. At the top, there's a header with the app name and version '1.10.35'. Below it, a 'Demographics' section is visible (highlighted with a red box). The second screenshot shows the 'Demographics' screen. It has a back arrow and the title 'Demographics' (highlighted with a red box). Below this, there's a 'Contact Information' section. It includes a 'Social Security Number' field with a toggle for 'Use the 9 digits format' (0/9), a 'Date of Birth' field (12/31/1981), a 'First Name' field (Larry), a 'Middle Name' field, and a 'Last Name' field (Jones). Each name field has a character count (Max 40 characters, 5/40 for First Name, 0/40 for Middle Name).

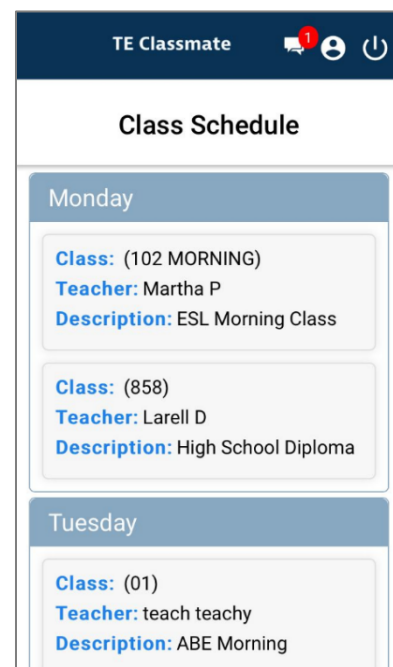
## Class Enrollments and Attendance

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**.

The login screen for TE Classmate. At the top is the TE Classmate logo. Below it is a section titled "Select your role" with two buttons: "Teacher" and "Student". The "Student" button is highlighted. Below these are two input fields: "Email or Phone" and "Password". At the bottom is a blue "LOGIN" button and a link that says "Forgot Password?".

- 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.

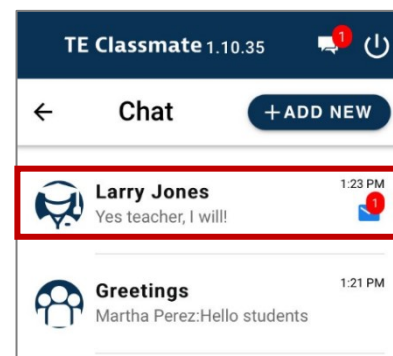
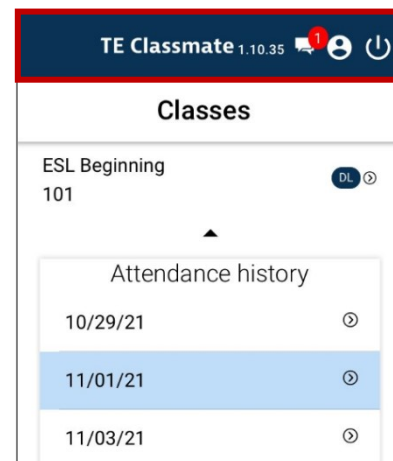


## Classmate Chat for Students

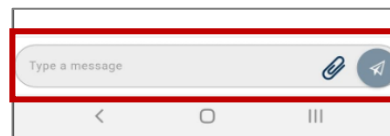
A new option in **TE Classmate** allows you to **Chat** with your **Teachers**.

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.

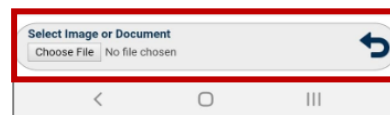
**Note:** You can only initiate a **one-to-one** chat with your **Teacher**.



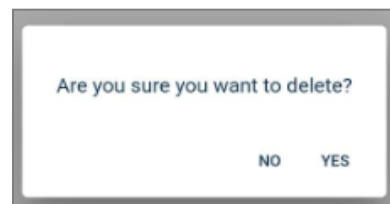
5. You can also send a **File** or **Photo** to your **Teacher** by tapping on the **Attachment** icon to the right of the message field.



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**.

