



# TE Classmate User Instructions

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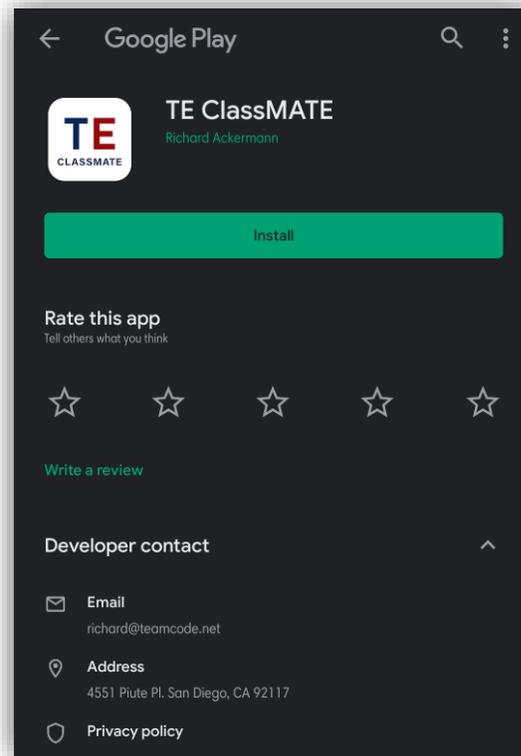
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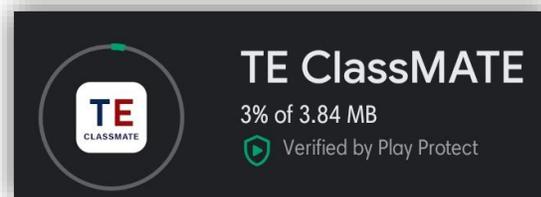
## 1. Installation

Follow these steps for Android installations:

1. Open Google Play app on your device and search for “TE Classmate”.
2. After you find it in the list of search results, tap on it to view the app information.



3. Tap the Install button.

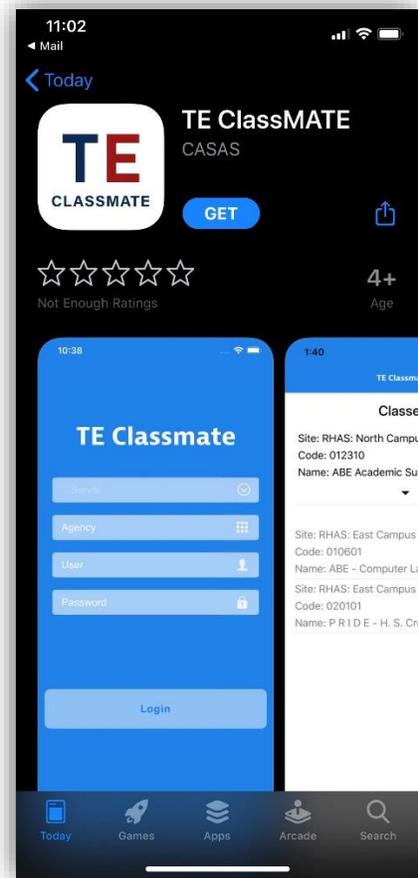


4. Wait for the app to be downloaded and installed. A white icon with the words “TE Classmate” will be created on your Android device.

The following steps are for iOS installations:

1. Open Apple App Store app on your device and search for “TE Classmate”.

2. After you find it in the list of search results, tap on it to view the app information.

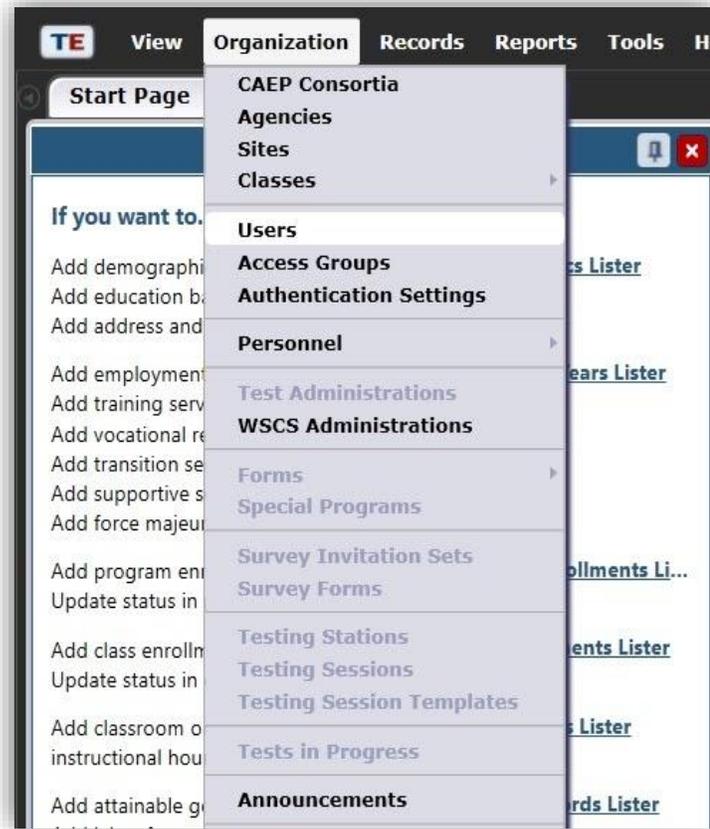


3. Tap the blue “GET” button. Tap the blue “Install” button. You’ll need your Apple account login and password to proceed.
4. Watch the blue circle which shows the app is downloading and installing for a couple seconds. Tap on the blue “OPEN” button to start the app (the first time only). After this, a white icon with the words “TE Classmate” will be created on your iOS device.

## 2. Create User record in TE

To create a new teacher in Classmate, a new user record must first be created.

1. Open TE Client and login as administrator.
2. Go to Organization → Users menu



3. From the list of users, click on the New button to start creating a new user.
4. Fill in the required information (user account, email, phone, password)

5. Click the Save button to save the user record.

### 3. Create Teacher record in TE

Once the user is created, the teacher record must be created as well, before registering and using the teacher account in TE Classmate.

1. From TE main menu, go to Organization → Personnel → Registration lister.
2. Click the New button.
3. In the Select Container section, mark the “Link with existing user” checkbox and a new option will be available.
4. Select the container (agency, site) where the teacher record will be created.
5. From the User dropdown, select the user created above. Notice that in the Personnel Identification section, some fields will be automatically filled.
6. Enter a Personnel ID value.
7. Click the Save button.
8. Wait a second for the record to be saved and then, from the Navigator panel in the left side, choose “Functional Roles” option.

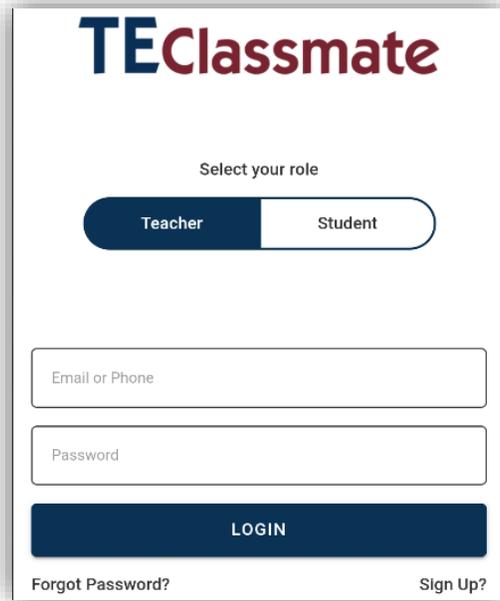


9. Click the New button to assign a functional role (teacher) to the personnel you just created.
10. Most options will be automatically selected with default values.
11. Select a Class Definition from the dropdown to assign a class to the teacher.
12. Select a Start Date as the date the personnel becomes a teacher for that class. Optionally, you can select an End Date.
13. Click the Save button.

### 4. Create Teacher record in Classmate

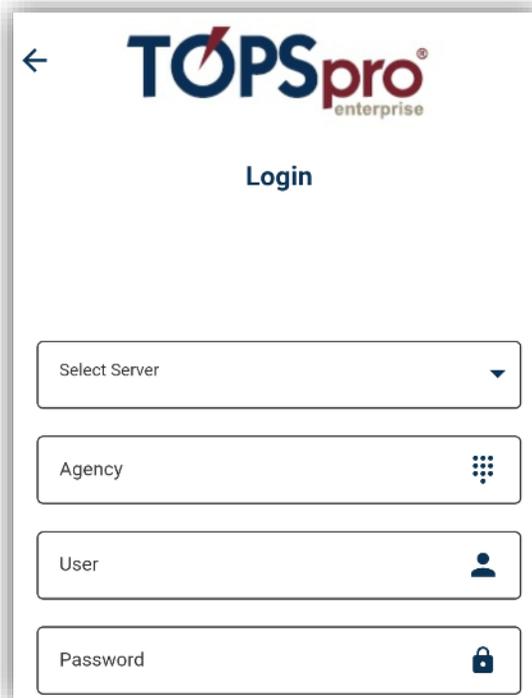
Now you will use the user information above to sign up the teacher in TE Classmate app

1. Open TE Classmate app on your mobile phone / tablet
2. From the main screen, look for the Sign Up link in the lower right side and tap it



The image shows the TEClassmate login interface. At the top, the logo "TEClassmate" is displayed in blue and red. Below the logo, the text "Select your role" is centered. There are two buttons: "Teacher" (highlighted in dark blue) and "Student" (white with a dark blue border). Below these buttons are two input fields: "Email or Phone" and "Password". A dark blue "LOGIN" button is positioned below the input fields. At the bottom, there are two links: "Forgot Password?" on the left and "Sign Up?" on the right.

3. Enter the required data: select the server where the user was created previously, write the agency ID then the user account and password. Then tap the Next button.



The image shows the TOPSpro enterprise login interface. At the top left, there is a back arrow icon. The logo "TOPSpro enterprise" is centered at the top. Below the logo, the word "Login" is centered. There are four input fields: "Select Server" (with a dropdown arrow), "Agency" (with a grid icon), "User" (with a person icon), and "Password" (with a lock icon).

4. Enter all required data to complete teacher registration. Please note that the user information is already added by default – we recommend leaving it as it is and only complete the remaining fields.

The registration form for TEClassmate. It features the title "TEClassmate" in a large, bold, blue and red font, followed by the subtitle "Registration" in a smaller blue font. Below the title are six input fields: "Mark", "Rhonson", "mark@tc.com", "Phone", "Password", and "Confirm Password". At the bottom of the form are two buttons: "Register" and "Cancel".

**TEClassmate**

Registration

Mark

Rhonson

mark@tc.com

Phone

Password

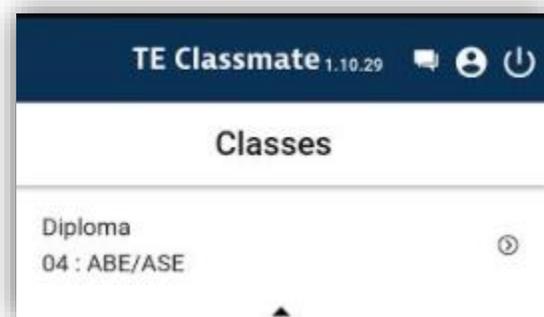
Confirm Password

Register Cancel

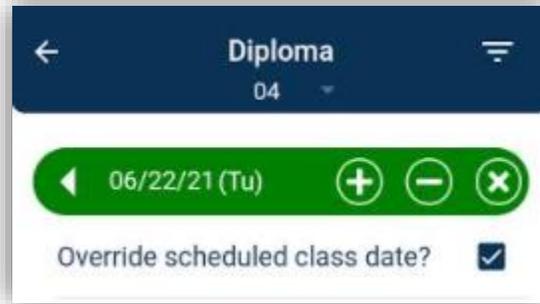
5. Once the Register button is clicked, the teacher has completed sign up process and he will be automatically logged in Classmate. On successfully login the teacher will be able to check class listing, class enrollments, taking attendance, chat with groups, class & students.

Please note that the teacher will only be able to see classes, students and their attendance data if the class assigned to him has enrolled students.

The main screen will show the list of Classes for this teacher in the current program year.



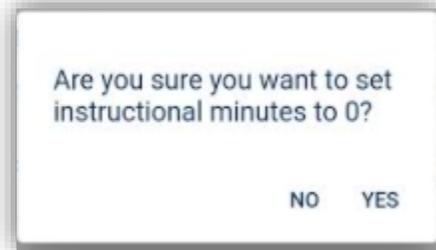
Tapping on the class or, in a class, an attendance day, the Attendance Screen will be displayed for the current date with initials of week, and it shows the name of the class at the top with class Id below it, and the list of students down the left edge. The green control bar at the top lets you mark changes that apply to the entire class, and shows the day for which attendance will be added and the day's initial in brackets (M for Monday, T for Tuesday, W for Wednesday, and so on). Teachers can enter attendance for days that are not set under Intensity -> Class Schedule section in TE by checking the "Override scheduled class date?" checkbox.



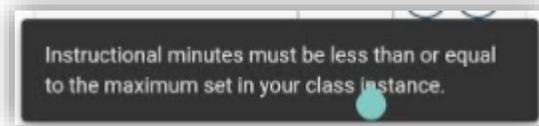
The length of time (minutes) are displayed in red (switches to green after attendance has been submitted). If the class is set to collect Distance Learning attendance data, the interface will allow the teacher to enter minutes separately for DL and Face to Face data.



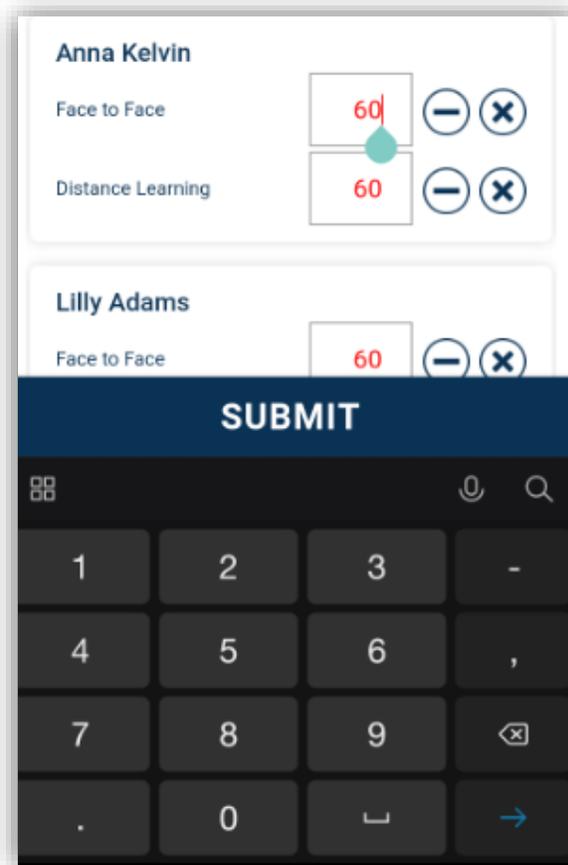
- To mark everyone present, tap "Submit" at the bottom, and you're done.
- If a student arrived late, decrement their time using the "-" button to the right of their name.
- If you enter the value "0" manually or by using "-" button, a popup message will be displayed asking for confirmation: "Are you sure you want to set minute to zero". Clicking on "yes" will set the value to zero.



- d. If you enter more minutes than the values set in class instance Intensity section, a message will inform you that “Minutes must be less than or equal to the maximum set in your class instance”.



- e. For classes that have attendance data already submitted, the minutes are displayed in GREEN. You can decrement OR increment the minutes by tapping the +, -, or X buttons. The updated values will turn RED to easily differentiate those that are not changed.
- f. To remove the minutes from a student, tap the “x” to the right of their attendance minutes.
- g. You can enter Distance Learning and Face to Face minutes also by tapping on the field. The numeric keypad will be displayed, and a custom value can be entered.



Tap “Submit” to save your changes before proceeding to another date. The SUBMIT button will only be available when you have updated at least one attendance value or all values need to be submitted.

## 5. Create Student record in TE

The following steps are used to create a new student record in TE:

1. Open TE Client
2. Go to Records -> Students -> Demographics
3. Click the New button to create a new student record.
4. Fill all required information about the student, including first name, last name, email, phone, gender, race & ethnicity, language and date of birth. Please make sure to enter the email address or phone number since the student registration link will be sent to that email or phone number.
5. Save the student record.
6. From the student lister, select the student that was created and 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 email arrives and the student clicks on the registration link within the email or SMS.

## 6. Register Student in CASAS Student Portal

After creating the student record in TE, the student must register in CASAS Student Portal. Please follow these steps to complete student registration:

1. Click on the registration link in the email received by student.
2. CASAS Student Portal will open in a browser and the student will be allowed to enter & update demographic information and create a student account password.

The screenshot shows a registration form titled "Register to CASAS Portal" with the instruction "Provide at least one contact information". The form contains the following fields and options:

- First Name \***: Andrew
- Last Name \***: Byron
- Gender \***: Male (selected), Female, Non-binary
- Email**: bogdan.gudulea@gmail.com (with a note: "You'll log in using either email or phone")
- Phone**: (with a note: "Add international prefix for numbers outside US")
- Password \***: (with a note: "Choose a combination of at least 6 numbers, uppercase and lowercase letters")
- Confirm password \***

A blue "Register" button is located at the bottom of the form.

3. After clicking the Register button, the student will have access to more pages on the Student Portal.



## 7. TE Classmate for student

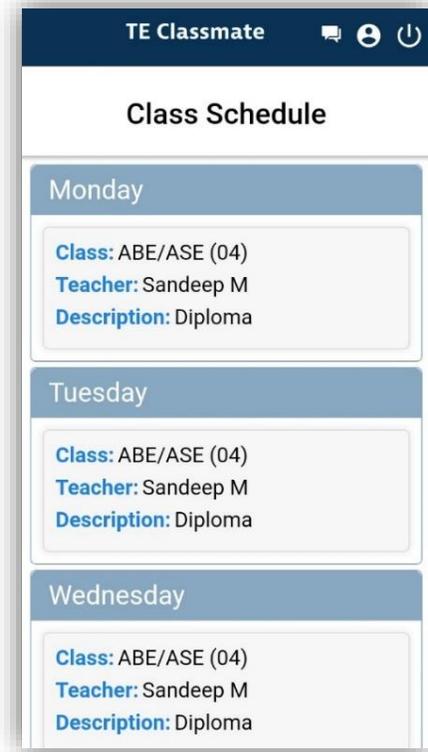
Students can also use TE Classmate to see their class enrollments and attendance data. They can also chat with their teacher(s).

Using the email address and the password created when registering in Student Portal, the student can login and use TE Classmate.

1. Open TE Classmate and tap the “Student” option on the login page.

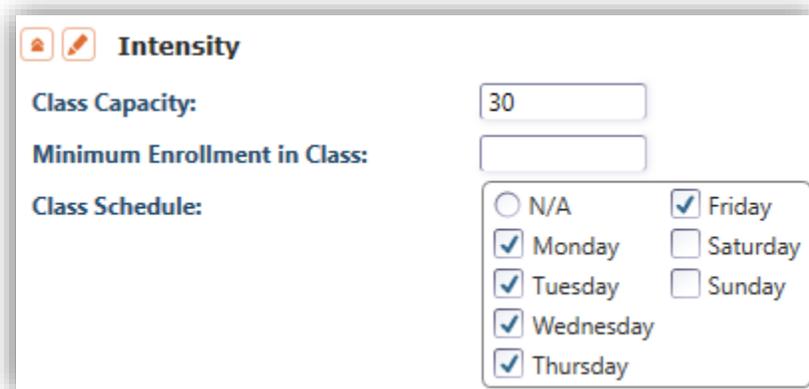
A screenshot of the TE Classmate login page. At the top, the "TEClassmate" logo is displayed in blue and red. Below the logo, the text "Select your role" is centered. There are two rounded rectangular buttons: "Teacher" on the left and "Student" on the right, with the "Student" button highlighted in dark blue. Below these buttons are two input fields: "Email or Phone" and "Password". At the bottom, there is a dark blue "LOGIN" button and a link for "Forgot Password?".

2. Enter the email and password used when the student registered on the Student Portal.
3. After login, the Class Schedule will be displayed by default.



Please note that in order to show the class schedule, this must be first set up in TE:

- From TE main menu, go to Organization → Classes → Instances.
- Look for the class where the student is enrolled in and double-click on the record.
- Edit the “Intensity” section by clicking on the pen icon. Notice there are a number of options to set up in this section, including the class schedule:

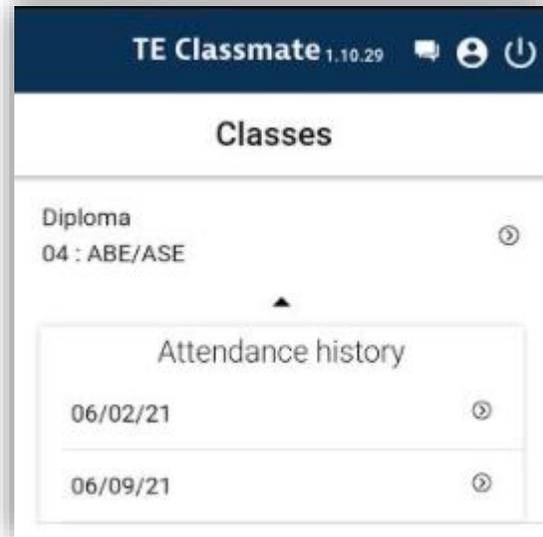


- Set up the required schedule and Save.

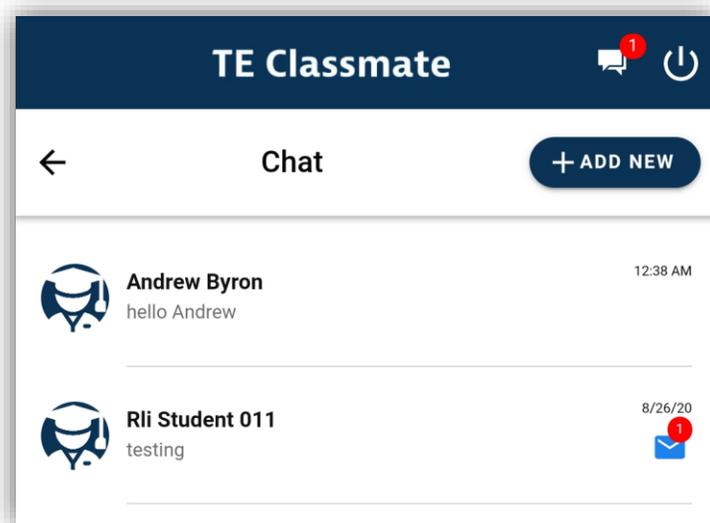
## 8. Classmate Chat

A new option has been added to TE Classmate: the option to initiate a chat between teacher with a specific student, a group or with the entire class.

1. In TE Classmate upper toolbar, notice the chat icon. If there are messages received, the icon will also display a number representing the number of active chats.

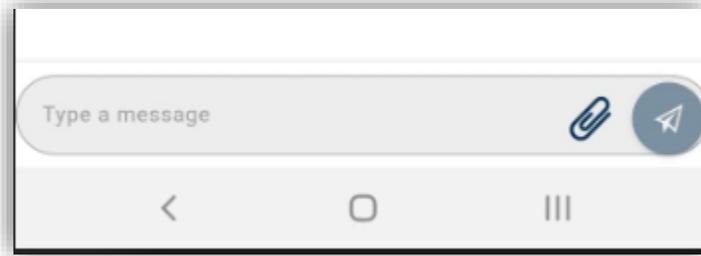


2. Tap the chat icon to open the list of active chats.

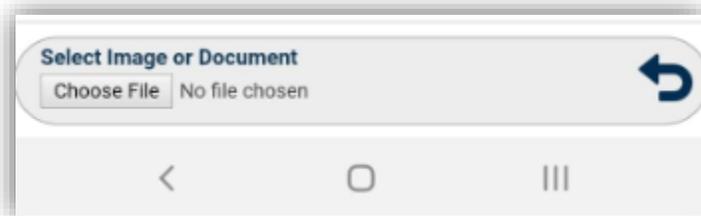


3. The teacher / student can tap one of the active chats or initiate a new one by tapping on the Add New button.

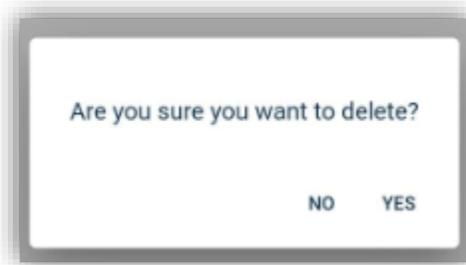
4. A popup will be displayed where the teacher can choose the type of chat required: one on one, to group or to class.  
**Note:** Students can only initiate a “one to one” chat.
5. Depending on the selected option, the list of students or classes will be displayed to choose from and start the chat.
6. Students and teachers can also send a file or photo by tapping on the attachment icon, found on the right side of the texting field.



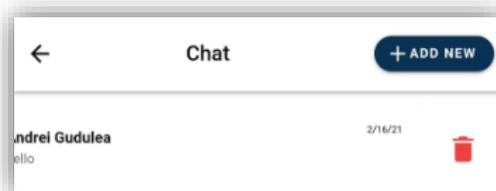
7. Select the file or photo from the device by clicking on the Choose File button



8. Users can delete their own message or attachment from the chat window, by long pressing on the message or attachment to be deleted. A confirmation popup will be displayed.



9. To delete the entire chat, swipe left on the respective chat and tap on the red delete icon.



## 9. Classmate Account

Students can also use TE Classmate to see their Account, Educational progress and Demographic data by tapping on account icon present on home page.

1. In TE Classmate upper toolbar, notice the round Account icon.



2. Tap on the account icon a select to view screen will pop up. Depending on the selected option, student can view the corresponding details.



3. By selecting Account option Student's Personal Information can be viewed. Student can also change the Details.

- By tapping Educational Progress student can view details like Student Programs, Goals, Assessments and Results. These field relates to TE’s student record fields. The fields under Educational Progress are not editable in Classmate but any changes in TE will be immediately visible in Classmate

| Date         | From | Score |
|--------------|------|-------|
| Jan 23, 2021 | 901R | 192   |
| Jun 11, 2021 | 904R | 201   |



- By tapping on Demographics student can view and edit the Demographic Details. The fields under Demographics are editable in Classmate and these changes will be reflected in TE as well.

← **Demographics**

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**Contact Information**

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Social Security Number

Use the 9 digits format 0/9

Date of Birth 6/4/1998

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First Name  
Lilly

Max 40 characters 5/40

Middle Name

Max 40 characters 0/40

Last Name  
Adams

Max 40 characters 5/40

Home Address