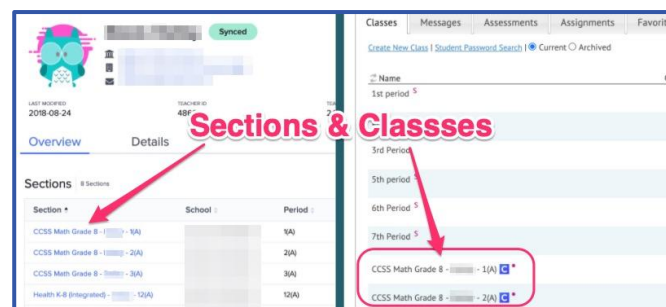


Clever/ClassLink Class Rostering 101

Importing, Setting Up & Rostering Your Classes

IMPORT CLASSES

Your district has enabled Class Rostering. When you log in using SSO via the Clever Tile or ClassLink Portal, your classes will be created. Note that you'll want to 1) make sure that the names of any existing USATestprep classes match with what is coming over from Clever or ClassLink so the classes will merge and 2) you will still need to edit classes and associate USATestprep tests.



- If you have duplicate classes, they can be merged in a few easy steps.

EDIT CLASSES

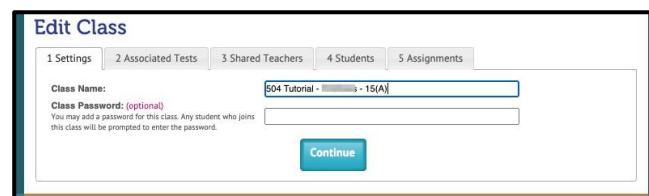
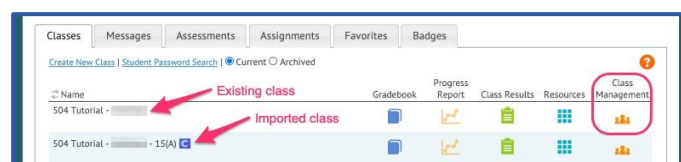
EDIT the manually created USATestprep class to match the name of the imported course/class.

Click the **Class Management** icon.

Click the **Edit Class** link.

Update the Class Name.

SAVE your changes.



MERGE CLASSES

DELETE the imported class.

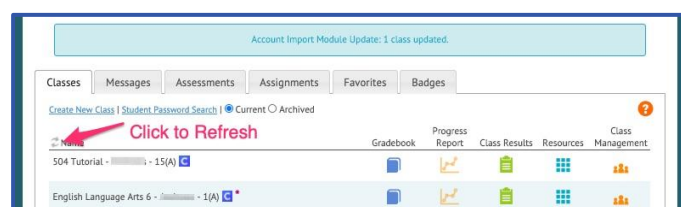
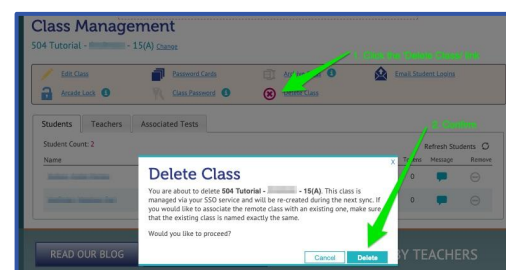
Return to **Class Management**.

Click the link to **Delete Class**.

Click **Delete** to confirm.

Return to your classes tab.

Click the **REFRESH** icon to merge classes.



ROSTER CLASSES

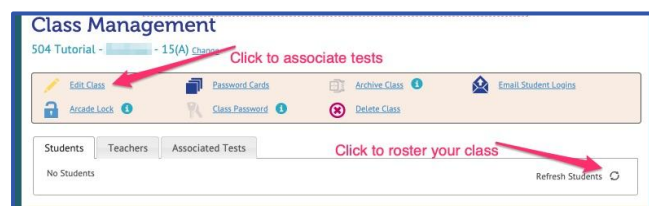
Return to **Class Management**.

Click the **Edit Class** link.

ASSOCIATE class with test(s).

SAVE your changes.

Click the **Refresh Students** icon to add students.



*Classes created by rostering will be archived If data is no longer being shared.