

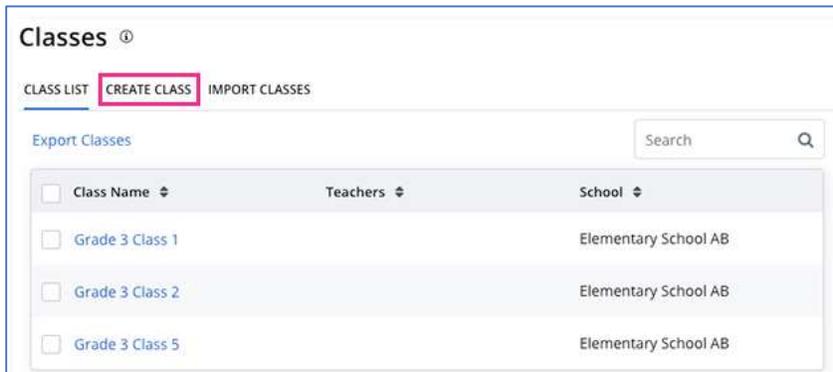
# Create, Edit, or Delete Classes in Pearson Access

## Manual Process to Create Classes

\*Classes can only be created at the School level

### Create Class

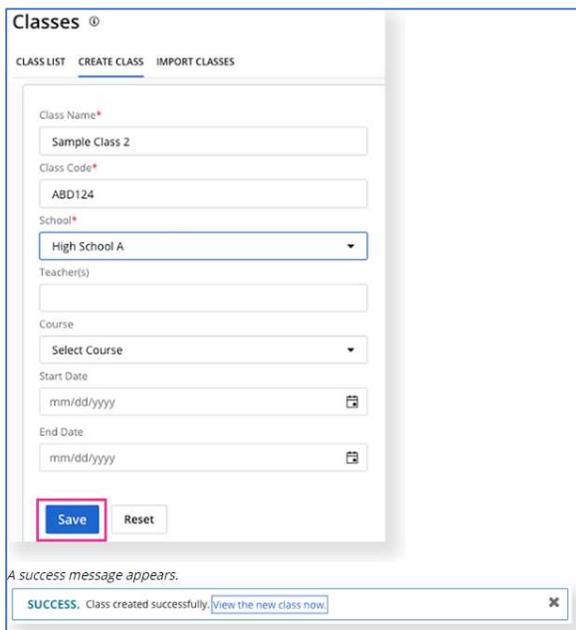
1. Log into Pearson Access (PA)
2. On the left select Classes
3. Click Create Class



The screenshot shows the 'Classes' management interface. At the top, there are three tabs: 'CLASS LIST', 'CREATE CLASS' (which is highlighted with a red box), and 'IMPORT CLASSES'. Below the tabs, there is a search bar and a table of existing classes. The table has columns for 'Class Name', 'Teachers', and 'School'. Three classes are listed: 'Grade 3 Class 1', 'Grade 3 Class 2', and 'Grade 3 Class 5', all associated with 'Elementary School AB'.

<input type="checkbox"/>	Class Name	Teachers	School
<input type="checkbox"/>	Grade 3 Class 1		Elementary School AB
<input type="checkbox"/>	Grade 3 Class 2		Elementary School AB
<input type="checkbox"/>	Grade 3 Class 5		Elementary School AB

4. Enter required details and click **Save**.

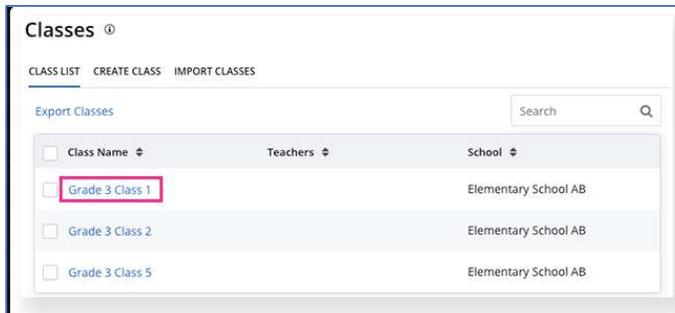


The screenshot shows the 'CREATE CLASS' form. It includes fields for 'Class Name\*' (Sample Class 2), 'Class Code\*' (ABD124), 'School\*' (High School A), 'Teacher(s)', 'Course' (Select Course), 'Start Date' (mm/dd/yyyy), and 'End Date' (mm/dd/yyyy). The 'Save' button is highlighted with a red box. Below the form, a success message is displayed: 'SUCCESS. Class created successfully. [View the new class now.](#)'

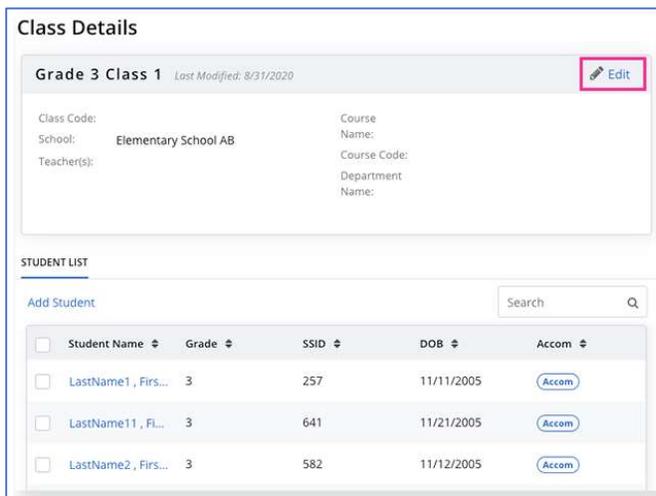
# Create, Edit, or Delete Classes in Pearson Access

## Edit Class Details

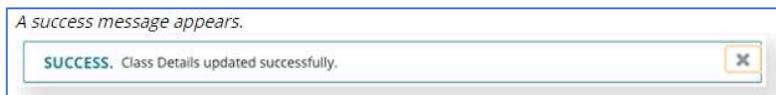
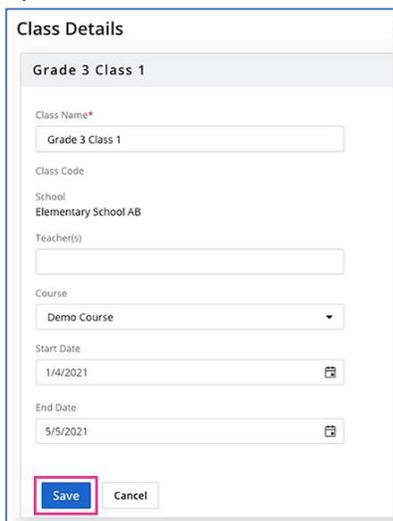
1. From the main menu, click **Classes**.
2. Scroll to find the class or search for it, and click it



3. Click **Edit**.



4. Update class details and click **Save**.



# Create, Edit, or Delete Classes in Pearson Access

## Add Student(s) to a Class

1. On the **Class Details** page, under **STUDENT LIST**, click **Add Student**.

**Class Details**

Grade 3 Class 2 Last Modified: 7/24/2020 [Edit](#)

Class Code: \_\_\_\_\_ Course Name: \_\_\_\_\_  
School: Elementary School AB Course Code: \_\_\_\_\_  
Teacher(s): \_\_\_\_\_ Department Name: \_\_\_\_\_

**STUDENT LIST**

[Add Student](#)

<input type="checkbox"/>	Student Name	Grade	SSID	DOB	Accom
<input type="checkbox"/>	LastName12, Fi...	3	311	11/22/2005	<a href="#">Accom</a>
<input type="checkbox"/>	LastName13, Fi...	3	711	11/23/2005	<a href="#">Accom</a>

2. Select a student name(s) and click **Add**.

**Add Students**

[Add](#) [Cancel](#)

1 Students Selected

<input type="checkbox"/>	Student Name	Grade	SSID	DOB	Accom
<input checked="" type="checkbox"/>	LastName10, FirstName10	3	673	11/20/2005	
<input type="checkbox"/>	LastName123, FirstName123	5	287	1/11/2006	

*A success message appears.*

**SUCCESS.** 1 student(s) were added.

## Remove Student(s) from a Class

1. On the **Class Details** page, select a student name(s). Click **Remove**.

**STUDENT LIST**

[Remove](#)

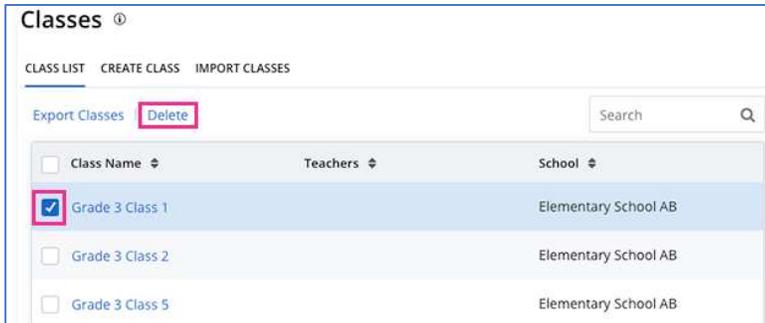
<input type="checkbox"/>	Student Name	Grade	SSID	DOB	Accom
<input type="checkbox"/>	LastName1, Firs...	3	257	11/11/2005	<a href="#">Accom</a>
<input checked="" type="checkbox"/>	LastName10, Fi...	3	673	11/20/2005	<a href="#">Accom</a>

**SUCCESS.** 1 student(s) were removed.

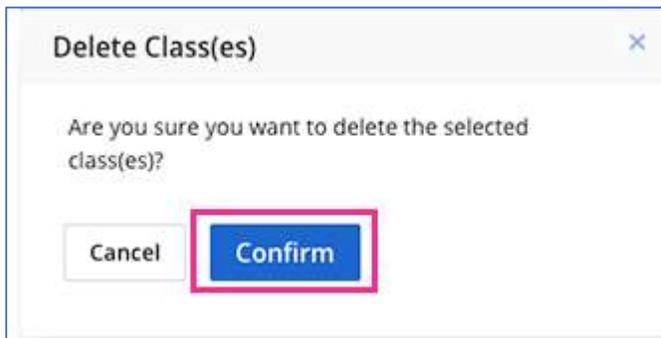
# Create, Edit, or Delete Classes in Pearson Access

## Delete Class

1. From the main menu, click Classes
2. Scroll to find the class or search for it and select it. Click Delete.

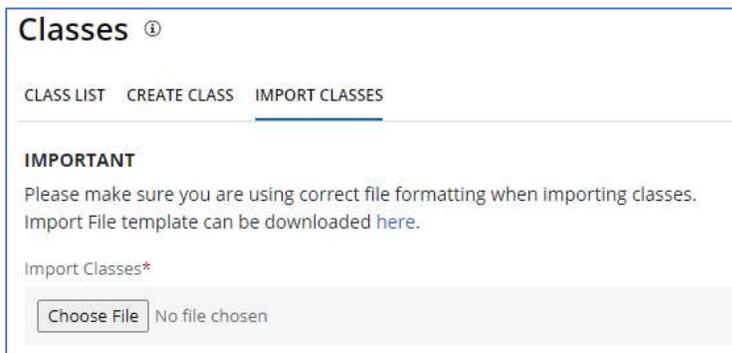


3. Click **Confirm**.



## Import Process to Create, Edit, or Delete Classes

1. Log into Pearson Access (PA)
2. On the left select Classes
3. Click on Import Classes



## Create, Edit, or Delete Classes in Pearson Access

4. The Import File Template can be downloaded here

**IMPORTANT**

Please make sure you are using correct file formatting when importing users. Import File template can be downloaded [here](#).

5. Complete required fields.

- a. Below are the requirements for completing the Classes Import Template.

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values
A	Update Indicator (updateIndicator)	Y	1	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	I = Insert U = Update D = Delete
B	Customer Code	Y	50	Pearson created unique ID to identify project.	BIE Must be in uppercase
C	Organization Code	Y	50	The Organization of the state, District, or school the user needs to be assigned or removed.	Numeric 0-9
D	ClassID	Y	50	Unique ID for the class. This must be unique for the school.	Alphanumeric Special characters
E	ClassName	Y	100	Name of the Class	Alphanumeric Special characters
F	ClassGrade	N	2	Grade of class. Allow single digit 1,2,3,4, Pearson will translate to 01.	02, 03, 04, 05, 06, 07, 08, 09, 10,11, 12
G	ClassSubject	N	255	Subject: ELA or Math	Alphanumeric Special characters
H	Role	Y	255	Teacher role and above are allowed to be assigned to a class. *This role must match the role of the user in the user file.  * If a student or a teacher is associated to multiple classes, a separate row for each class is required.	Teacher Administrator Test Coordinator Student

## Create, Edit, or Delete Classes in Pearson Access

I	ID	Y	255	<p>Unique id for the student or teacher</p> <ul style="list-style-type: none"> <li>Student id for students (must match to the studentId provided in the student file or record will error)</li> <li>Email for teachers</li> </ul>	<p><b>Student:</b> Numeric</p> <p><b>Teacher:</b> Before the @: A-Z, a-z, 0-9, ., _, %, +, ` , ~, /, #, \$, !, &amp;, ', * , =, ?, ^, {,  , }, -</p> <p>After the @ A-Z, a-z, 0-9 . -</p> <p>After the last period (.), 2-4 in length A-Z, a-z</p>
J	CourseID	N	255	<p>Unique ID for the Course.</p> <p>Must match to the course Id provided in the courses file or record will error.</p>	<p>Alphanumeric Special characters</p>

### 6. Import Classes by selecting Choose File

**Classes** ⓘ

CLASS LIST   CREATE CLASS   IMPORT CLASSES

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**IMPORTANT**

Please make sure you are using correct file formatting when importing classes. Import File template can be downloaded [here](#).

Import Classes\*

Choose File No file chosen

### 7. Verify Import on Import/Export Screen

**Imports/Exports** ⓘ

DATA IMPORT LIST   DATA EXPORT LIST

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