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

4. Enter required details and click **Save.**
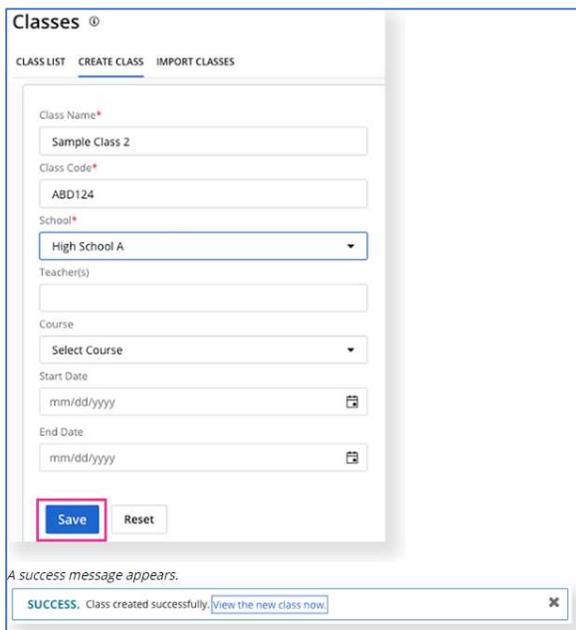
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Edit Class Details

1. From the main menu, click **Classes**.
2. Scroll to find the class or search for it, and click it
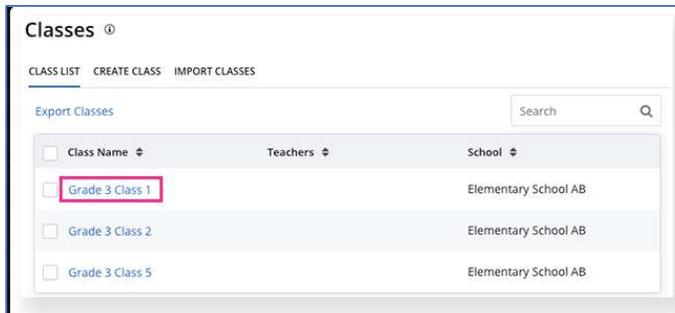
3. Click **Edit**.
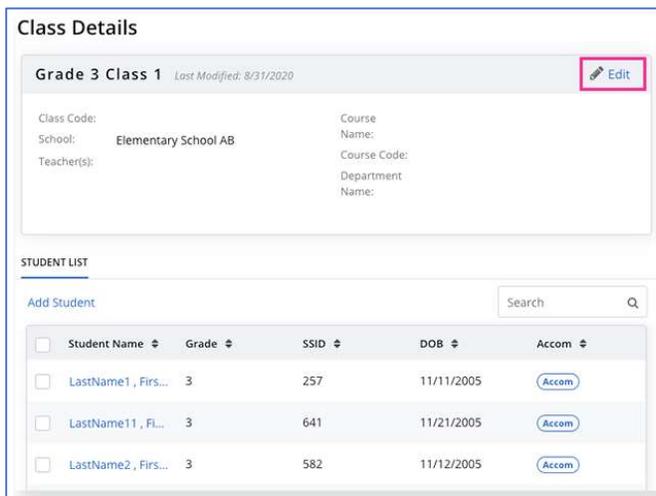
4. Update class details and click **Save**.
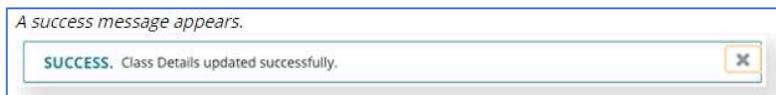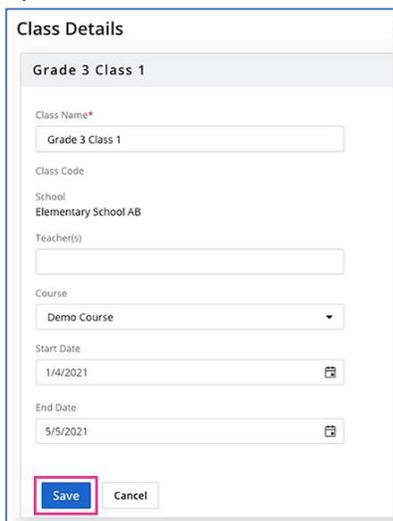
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Add Student(s) to a Class

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

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

A success message appears.

Remove Student(s) from a Class

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

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Delete Class

1. From the main menu, click Classes
2. Scroll to find the class or search for it and select it. Click Delete.
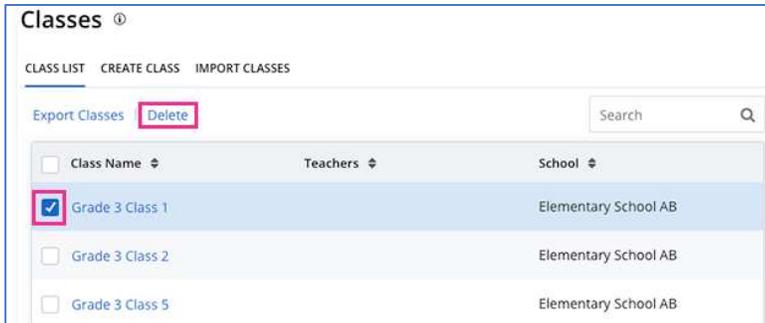
3. Click **Confirm**.
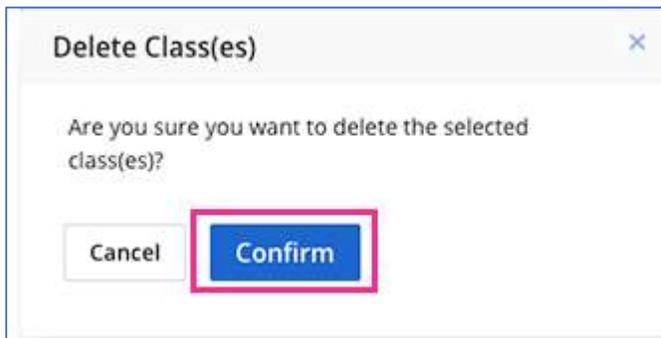
Import Process to Create, Edit, or Delete Classes

1. Log into Pearson Access (PA)
2. On the left select Classes
3. Click on Import Classes
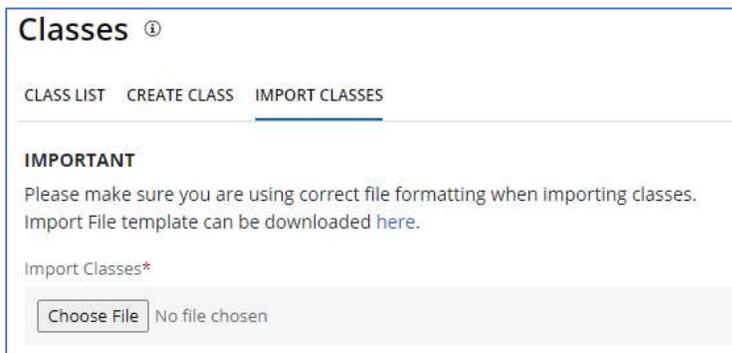
Create, Edit, or Delete Classes in Pearson Access

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

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I	ID	Y	255	Unique id for the student or teacher • Student id for students (must match to the studentId provided in the student file or record will error) • Email for teachers	**Student:** Numeric **Teacher:** Before the @: A-Z, a-z, 0-9, ., _, %, +, `, ~, /, #, $, !, &, ', *, =, ?, ^, {, |, }, - After the @ A-Z, a-z, 0-9 . - After the last period (.), 2-4 in length A-Z, a-z
J	CourseID	N	255	Unique ID for the Course. Must match to the course Id provided in the courses file or record will error.	Alphanumeric Special characters

6. Import Classes by selecting Choose File

7. Verify Import on Import/Export Screen