INTRODUCTION

Created by
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Classworks is supported by the Denton ISD Curriculum Department.

For help with using Classworks, first go to the Classworks Help Center.

If you are not able to resolve your problem using the Help Center, contact your campus “Classworks Champion.”

If your “Classworks Champion” is not able to resolve the problem, contact Lyneille Meza by email at lmeza@dentonisd.org.

A PowerPoint presentation for use when helping students access Classworks, is at: http://tinyurl.com/ClassworksLogIn
Accessing Classworks (for Teachers)

1. Finding Classworks:
   a. From a school computer, click on the BLUE Classworks icon on the desktop. “Blue is for you. Yellow is for the little fellow.”
   
   b. From another computer,
      Go to the DISD Website, and Sign In using your DISD username and password,

      Click the **Staff** tab,

      Click **Staff Quick Links**.
Logging on to Classworks (For Teachers)

In the Name field,
Type EITHER your first name OR your last name.

In the ID field,
Type your DISD Employee Number.

In the Password field,
Type: denton
Creating a Classworks Class

1. Be sure that **Classes** is chosen, and click the **Create New Class** button.

2. Enter a Name for your class following the guidelines in the appropriate box.

   **Elementary**
   (Grade Level) (Teacher Last Name, First Initial) (Subject or HR [for home room])
   Examples:
   3 CooperS HR 5 BlalockL Math

   **Middle School**
   (Grade Level) (Teacher Last Name, First Initial) (Subject) (Period)
   Example:
   6 SmithG Math per 2
   6-8 FrandlinM Reading per 4

3. Click to choose an icon to represent your class.
4. Click **Grade**, then scroll and click to check the grade for your class.

5. Click **Search**.

6. Click to choose the students you want to add to your class.

Note: Students should appear in the Search Results automatically after they are entered into your gradebook. If one of your students is in your gradebook, but not in Classworks, contact Lyneille Meza at lmeza@dentonisd.org.
7. Click Add.

8. The students that you want in your class should appear in the Students in Class box.

9. If you are finished adding students, click Save.

10. If you want to add more students, or students from another grade, search again to get the students in the Search Results box, then check them, and click Add again.

11. If you accidentally add students, click Remove.
Adding Students to a Class (after the Class has been created)

1. Be sure that **Classes** is selected and Double-Click the class.

2. Click **Edit Class**.

3. To add students to the class, use the **Grade**, **Search** and **Add** buttons.

4. To remove students, use the **Remove** button.
Creating a Custom Assessment (in order to make an Individualized Learning Path)

1. **Click** Assessment.

2. **Click** Create New Assessment.

3. Choose Custom from the **Test Type** drop down box.

4. Choose Language Arts or Mathematics from the **Subject** drop down box.
5. Choose the grade or grade range by adjusting the sliders at each end.

6. Click **Next**.

7. Click the plus sign to the left of **State Standard** and/or **Strand**.

8. Continue clicking plus signs to open and close items until you locate what you want to be assessed. When you find what you want to be assessed, click to check those items, and click **Next**.
9. The next screen will show you what will be assessed and will give you information about the assessment. Name your Assessment.

10. Click **Save**.

Be sure that **Create ILP** is checked.

Check out the **# of Items per Test**.

You may want to check **Shortest Test Possible**.
Assigning an Assessment to an Entire Class

1. From the Classes tab, place a check beside the class(es) that you wish to assign the assessment. (You may assign the same assessment to multiple classes at once.)

2. Click the Assign button.

3. Click Assessment.

4. Click the plus sign to the right of Custom.
5. Click to choose the assessment you wish to assign.

![Assessment Selection Window](image)

6. Click to set the Start Date and the End Date and click Assign Assessment.

NOTE: If you add a student to your class AFTER you assign the Assessment, that student will not be given the assessment unless you go back in and add the assessment to that student.
Assigning an Assessment to Specific Students

1. Click the **Students** tab and the **Assessment** subtab.

2. Click to choose your class.

3. **Student Assessment**

4. Click to check the student(s) to whom you want to assign the assessment and click **Assign Assessment**.

5. Click the plus sign to the right of Custom.
6. Click to choose the assessment you wish to assign.

7. Click to set the Start Date and the End Date and click Assign Assessment.
Assigning Instruction to the Entire Class.

1. Click the Classes tab.

2. Double click on the class icon or place a check mark beside the classes that you wish to assign instruction.

3. Click Assign

4. Click Instruction.

5. Select the tab (Created, Preset, Shared or State Standards) that includes the assignment you are assigning. (The tabs are on the top right.)

6. Click the plus signs to open/close items until you locate the instruction you want to assign.

7. Click to check the instruction you want to assign.

8. Click Assign Instruction.
Assigning Instruction to Specific Students

1. Click the Students tab.

2. Place a check next to the student(s) that you wish to assign instruction.

3. Click Assign Instruction.

4. Select the tab (Created, Preset, Shared or State Standards) that includes the assignment you are assigning. (The tabs are on the top right.)

5. Click the plus signs to open/close items until you locate the instruction you want to assign.

6. Click to check the instruction you want to assign.

7. Click Assign Instruction.