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## EADMS Tutorials

**Custom Class Manager**

Learn how to create and manage custom classrooms.

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Introduction
Welcome to the EADMS Custom Class Manager! Custom classrooms make testing and reporting on special groups of students simple and expedient. Your custom classroom can contain any or all of the students that you have access to, which means that district administrators can even group students enrolled in different schools. This is great for tracking the progress of students enrolled in special programs or classrooms participating in team teaching.

In this tutorial, we will create a new custom class and learn how to use the custom class in your reports.

Let’s get started!

Creating a Custom Class

Getting Started
To begin, hover over the Utilities menu on the menu bar.

The menu will drop down below your mouse.

Hover over Managers, and another menu will fly out to the side.

Click on Custom Class Manager.
Adding a New Class

Click **Add Classroom**.

In the textbox labeled **Custom Classroom Name**, type the abbreviated name of your school, the grade level of the students you are going to choose, and a description of the classroom. Be sure to give your classrooms unique, descriptive names. Duplicates will not be allowed, and you will want to make it easy to find your class.

In the textbox labeled **Description**, type:

*This custom class was created for the EADMS tutorial.*

Click **Save**.

You have now created an empty classroom. It has no students yet.

Click **Add Students**.

Before you can start selecting students, you need to select a student group that has less than 500 students in it. If you are a teacher, your classroom(s) should be selected already, so you probably see students. If you do not see students, you’ll need to narrow down the student group using the dropdown lists. As soon as you have selected a student group with less than 500 students, the list of students that meet your criteria will appear in the **Select Individual Students** section. Check the checkboxes next to five students.

At the bottom of the list, click **Add Students**.

Click **Save**. Your class should now have five students.
Sharing the Custom Class

Click **Configure Access** in the **Access** section.

Select **All users with teacher level access**. This will let all users with at least teacher level access in EADMS view this classroom, which means they can report on the students in the classroom. Keep in mind that this means that you are giving all of these users access to all information about these students.

We may not want to allow everyone access to all of these students. Usually, you will only want to share with a few specific users.

Select **No Sharing**. Check the checkbox labeled **Select Users**.

You will need to know the access level of the users you want to share the classroom with. Use the dropdown lists to drill down to the user you want to share with, and click **Add**.

If you want to allow this user to change the classroom (i.e., add or remove students, rename it, etc.) check the checkbox labeled **Can Edit** next to his or her name.

Click **Save**.

Removing Students from the Custom Class

Check the checkbox next to one of the students in the **Students** section.

Click **Delete Students**.
**EADMS Tutorials**

**Custom Class Manager**

**Reporting on a Custom Class**

Now that we have a custom class, we can easily report on it.

Let’s take a look at a CST Performance Level report using these students.

Hover over the **Reports** menu on the menu bar.

The menu will drop down below your mouse.

Hover over **Special Reports**, and another menu will fly out to the side. Click on **CST Reports**.

From the dropdown list labeled **Select Report**, select **Perf Level Report**.

Click on **Custom Classrooms**.

Select your class from the dropdown list labeled **Choose a Custom Classroom**.

Click **Generate Report**.

We now see our five students separated by their performance level on the ELA CST.

You can use custom classes for all of your student-based reports, such as the Standards-Based Report, Report Builder, and Student Profile.

**Deleting a Custom Class**

Let’s delete this tutorial class now so that it doesn’t clutter up your custom classroom list. Go back to the Custom Class Manager (see Getting Started on page 2).

Type the name of your class into the **Class Name** textbox and click **Go** to search for your class.

Click **Edit** next to your tutorial class.

Click **Delete**. Click **OK**.

Congratulations! You have successfully created and reported on a custom class. Thank you for taking the time to go through this tutorial with us.