Teacher User’s Guide
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• Log in to ConnectED using your username and password.
Getting Started

- The main screen contains all the available content for the program.
- Select *DLM Early Childhood Express Teacher*. 
Getting Started

- Click Assessment.
Getting Started

- Select *Online Assessment*.
- Register or log in to your account.
- You can log out of your account at any time by clicking *Logout* on the navigation bar.
Editing Profile

- Click Profile on the top navigation bar.
- Update First Name, Last Name, Password, Email, and State.
- Click Save.
- Username cannot be changed.
Class Management

- From this screen you can
  - Add a new class
  - Edit existing classes
  - Remove existing classes
Adding a New Class

- To add a new class, click Add Class on the Class Management screen.
- Name your class, briefly describe it (optional), and use the dropdown menus to choose testing periods.
- Click Next.
Adding a New Class

- To add an existing student to your class, use the Find a Student fields or scroll through the list to find the student. Click Add To Class.
- To add a new student to your class, enter the student’s name in the Add New Student fields and click Add.
- When you are finished, click Save. Your new class will be listed at the bottom of the Class Management page.
Editing a Class

- To edit class information from the main Class Management page (see p. 7), click **Edit** in the Action column by the appropriate class on the class list.
- Make edits on the Class Builder screen. Click **Next**, and then **Save**.
- If the class has already been selected, click **Edit** under the Action column of the Class Roster screen. Make edits in the Class Info column in the side panel and click **Save**.

![Class Management Interface](image_url)
Deleting a Class

To delete a class, click *Remove* next to that class in the list. If the class has already been selected, click *Delete* in the side panel.

A dialog box will pop up, asking you to confirm that you want to delete the class.

Click *OK*. The class will be permanently removed from the Class Management page.

The students from a deleted class will remain in the database, but none of their test data will be retained.
Class Roster Management

- From this screen you can
  - Add a new student
  - Edit a student
  - Delete a student
Adding a New Student

- From the Class Roster, click *Add Student* under the class name.
- You will be taken to the Edit Class Roster page. Add a student to the class from the database on the left or add a new student in the righthand pane.
- Add multiple students to the class at once from this page by selecting multiple check boxes in the Student Name list. Click *Add to Class*.
- When the correct students are listed in the righthand pane, click *Save.*
To edit a student from the Class Roster (see p. 12), click *Edit* next to that student, or select the student. In Student Detail View, click *Edit* in the Student Info side panel.

Enter your changes and click *Save.*
Deleting a Student

- To delete a student from the Class Roster, either click **Delete** next to the student’s name in the Class Roster or select the student. In the Student Detail View, click **Delete** in the Student Info side panel.
- To delete multiple students from a class at once, click **Edit** next to the class on the Class Management screen, and click **Next** to go to the Edit Class Roster screen (see p. 13).
- Select the checkboxes next to multiple student names in the right pane, and click **Remove from Class**.
- Students who are removed from a class will remain in the database, but none of their test data will be retained.
You can give the following assessments:
- Student Weekly Assessment
- Student Performance Assessment
- Student Observational Assessment
- Class Weekly Assessment
- Class Performance Assessment
From the Class Roster screen, click **Weekly** next to the student’s name.

From the Student Weekly Assessment screen, select the unit and week from the dropdown menus and click **Start Assessment**.

Fill in the results and comments as they apply.

Click **Finish+Publish**.

To edit this assessment, choose the same unit and week and click **Start Assessment**. A warning will appear, asking if you want to edit a previously completed assessment.
Student Performance Assessment

• From the Class Roster screen, click Performance next to the student’s name.
• From the Student Performance Assessment screen, choose the observation period from the dropdown menu.
• The student’s previous weekly assessment results can be added for reference by clicking Add Weekly Assessment Results.
• Edit or fill in the results for that observation period as they apply.
• Click Finish + Publish.
• To edit this assessment, choose the observation period from the dropdown menu. A warning will appear, asking if you want to edit a previously completed assessment.
Student Observational Assessment

From the Class Roster screen, click *Observational* next to the student’s name.

From the Student Observational Assessment screen, edit the Observer, Date, and Time fields as needed.

Record the setting and incident description for the observational period.

Click *Save Entry*.

To edit an Observational Assessment, navigate to the Edit Student screen. Select the appropriate assessment, and click *Edit*. Edit the entry and click *Save Entry*. 
To administer a Class Weekly Assessment, click Weekly next to the class in the Class List on the Class Management screen, or select the class and click Assess Class: Weekly from the Class Roster page.

This will take you to the Class Weekly Assessment screen. Select the Unit and Week from the dropdown menus, and click Start Assessment.

Fill in the results for all students as they apply.

Click Finish+Publish.

To edit this assessment, choose the same unit and week and click Start Assessment. A warning will appear, asking if you want to edit a previously completed assessment.
Class Performance Assessment

To administer a Class Performance Assessment, click *Performance* next to the class in the Class List on the Class Management screen, or select the class and click *Assess Class: Performance* from the Class Roster page.

Select the observation period from the dropdown menu.

The previous Performance Assessment results for all students will show automatically in the assessment for reference.

The previous Weekly Assessment results for all students can be added for reference by clicking *Add Weekly Assessment Results*.

Edit or fill in the results for that observation period as they apply.

Click *Finish + Publish*.

To edit this assessment, choose the observation period from the dropdown menu. A warning will appear, asking if you want to edit a previously completed assessment.
The available reports include
- Student Weekly Report
- Student Performance Report
- Student Observational Report
- Class Weekly Report
- Class Performance Report
Student Weekly Report

• This report provides the data reported on any individual Student Weekly Assessment.
Student Performance Report

• This report provides the data reported on any individual Student Performance Assessment.
Student Observational Report

- This report provides the data reported on Student Observational Assessments for a student over a period of time.
This report provides the data reported on any specific Class Weekly Assessment.
This report provides the data reported on any specific Class Performance Assessment.