NAPLAN — Preparing

Factsheet 8C: Add/Remove class groups

	Preparing	Delivering	Results

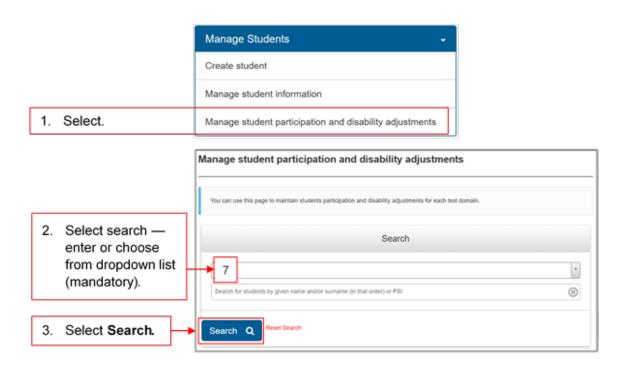P NC ST TA

The **Principal** and **NAPLAN Coordinator** can assign class groups in the Assessment Platform (www.assessform.edu.au).

Add class groups

Students can be added to a class group to assist with printing **student session slips** for the TA packs (see Factsheet 12: Create TA Packs).
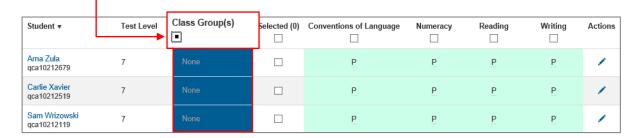

A list of students matching your search criteria will be displayed.

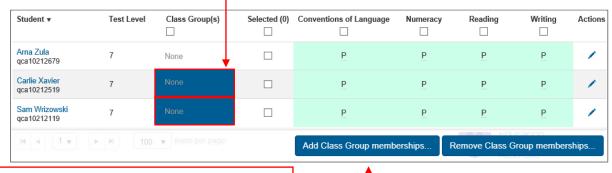To add class groups individually or in bulk:

- select the **Class Group(s)** column to include all students displayed on the current page **OR**
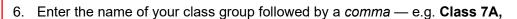- select the corresponding cells for specific students from the displayed list.
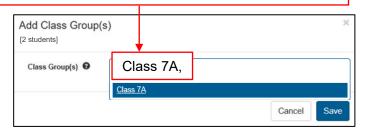
4.1 Select the **Class Group(s)** column **OR**

Student ▾	Test Level	Class Group(s) ▣	Selected (0) ☐	Conventions of Language ☐	Numeracy ☐	Reading ☐	Writing ☐	Actions
Arna Zula qca10212679	7	None	☐	P	P	P	P	✏
Carlie Xavier qca10212519	7	None	☐	P	P	P	P	✏
Sam Wrizowski qca10212119	7	None	☐	P	P	P	P	✏

4.2 Select the corresponding cells for specific students.

Student ▾	Test Level	Class Group(s) ☐	Selected (0) ☐	Conventions of Language ☐	Numeracy ☐	Reading ☐	Writing ☐	Actions
Arna Zula qca10212679	7	None	☐	P	P	P	P	✏
Carlie Xavier qca10212519	7	None	☐	P	P	P	P	✏
Sam Wrizowski qca10212119	7	None	☐	P	P	P	P	✏

| ◁ ◁ 1 ▾ ▷ ▷ | 100 ▾ items per page | | Add Class Group memberships… | Remove Class Group memberships… |

5. Select **Add Class Group memberships…**

6. Enter the name of your class group followed by a *comma* — e.g. **Class 7A,**

Add Class Group(s)   ✕
[2 students]

Class Group(s) ❓   Class 7A,
                     Class 7A
                                          Cancel   Save

7. Select **Save**.

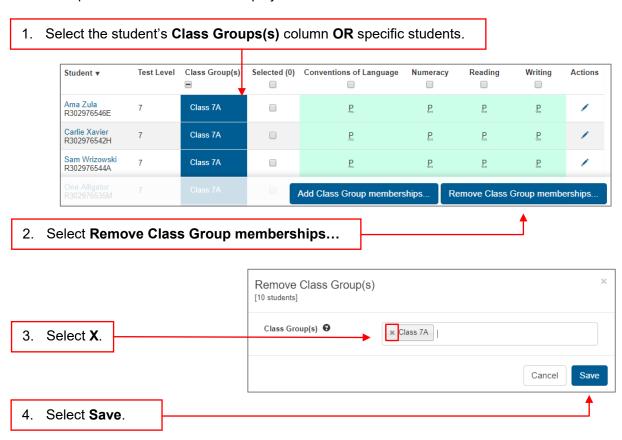| Student ▾	Test Level	Class Group(s) ☐	Selected (0) ☐	Conventions of Language ☐	Numeracy ☐	Reading ☐	Writing ☐	Actions
Arna Zula qca10212679	7	None	☐	P	P	P	P	✏
Carlie Xavier qca10212519	7	Class 7A	☐	P	P	P	P	✏
Sam Wrizowski qca10212119	7	Class 7A	☐	P	P	P	P	✏

The updated student list will reflect the new class groups.

Remove class groups

To remove class groups individually or in bulk:

- select the **Class Group(s)** column to include all students displayed on the current page **OR**

- select specific students from the displayed list.

1. Select the student's **Class Groups(s)** column **OR** specific students.

Student ▼	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Ama Zula R302976546E	7	Class 7A	☐	P	P	P	P	✏
Carlie Xavier R302976542H	7	Class 7A	☐	P	P	P	P	✏
Sam Wrizowski R302976544A	7	Class 7A	☐	P	P	P	P	✏
One Alligator R302976535M	7	Class 7A	☐	Add Class Group memberships...		Remove Class Group memberships...		

2. Select **Remove Class Group memberships…**

Remove Class Group(s)
[10 students]

Class Group(s) ❓ → ✕ Class 7A

Cancel **Save**

3. Select **X**.

4. Select **Save**.

The updated student list will reflect the changes.

More information

If you would like more information, please visit the QCAA website at www.qcaa.qld.edu.au and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.