NAPLAN — Preparing

Platform guide 10: Add/remove class groups



The principal and NAPLAN coordinator can assign class groups in the assessment platform.

Add class groups

To assist with printing **student session slips** for the TA packs, students can be added to class groups (see Platform guide 14: Create TA Packs).

	Manage Students -	
	Create student	
	Manage student information	
1. Select.	Manage student participation and disability adjustments	
	Manage student participation and disability adjustments	
2. Select Search and enter or choose test level from dropdown	You can use this page to maintain students participation and disability adjustments for each test domain.	
list (mandatory).	Search	
	by Test Level or Class Group(s)	Y
3. Select Search.	Search Q	8
	Search Q Reset Search	

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

To add class groups individually or in bulk, select either:

- the Class Group(s) column to include all students displayed on the current page or
- the corresponding cells for specific students from the displayed list.





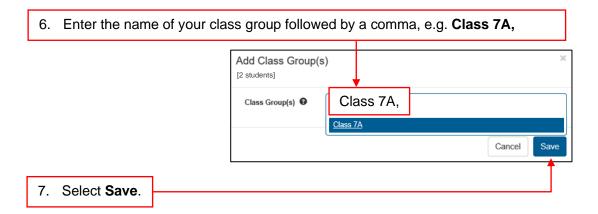
4.1 Select the Class Group(s) column OR

Т

Student •	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Arna Zula qca10212679	7	None		P	P	Р	P	1
Carlie Xavier qca10212519	7	None		P	P	Р	P	1
Sam Wrizowski qca10212119	7	None		P	P	Р	P	1

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	Р	Р	Р	1
Carlie Xavier qca10212519	7	None		P	Р	Р	Р	1
Sam Wrizowski qca10212119	7	None		P	Р	Р	Р	1
H 4 1 V	► ► 100	▼ items per page	-	Add Class Group memb	erships	Remove Class C		rships
Select Add C	lass Grou	p members	hips	↑				



Student 🔻	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Ama Zula qca10212679	7	None		P	Р	Р	Р	1
Carlie Xavier qca10212519	7	Class 7A		Р	Р	Р	Р	1
Sam Wrizowski qca10212119	7	Class 7A		Р	Р	P	P	1

The updated student list will reflect the new class groups.

5.

Remove class groups

To remove class groups individually or in bulk, select either:

- the Class Group(s) column to include all students displayed on the current page or
- specific students from the displayed list.

elect the CI	ass Gro	ups(s) colu	umn 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	1
Carlie Xavier R302976542H	7	Class 7A		P	P	P	P	1
Sam Wrizowski R302976544A	7	Class 7A		P	P	P	P	1
One Alligator R302976535M		Class 7A		Add Class Group members	ships F	Remove Class (Group memb	erships

2. Select Remove Class Group memberships...

		Remove Class Group(s) [10 students]		×
3. Select X.		Class Group(s) 🕑	× Class 7A	
				Cancel Save
4. Select Sav	e			

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.

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1. Assessment platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).