



TE CLASSMATE  
USER GUIDE  
FOR STUDENTS

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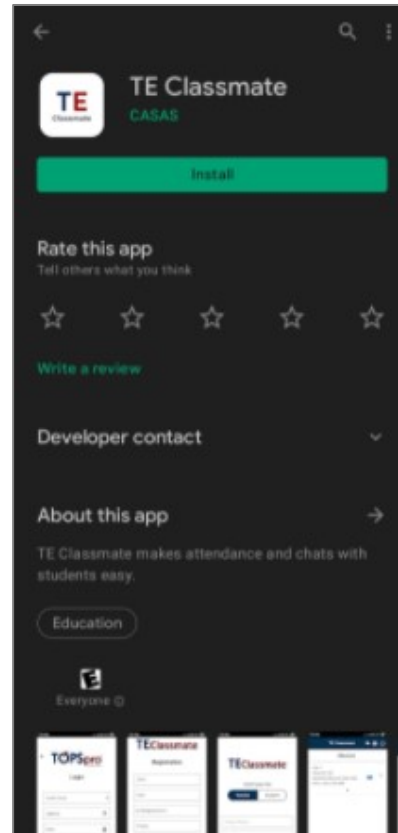
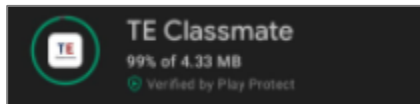
# 1. Install TE Classmate

Complete the installation steps to install **TE Classmate** on your device.

## Android Installations

Follow these steps for **Android** installations.

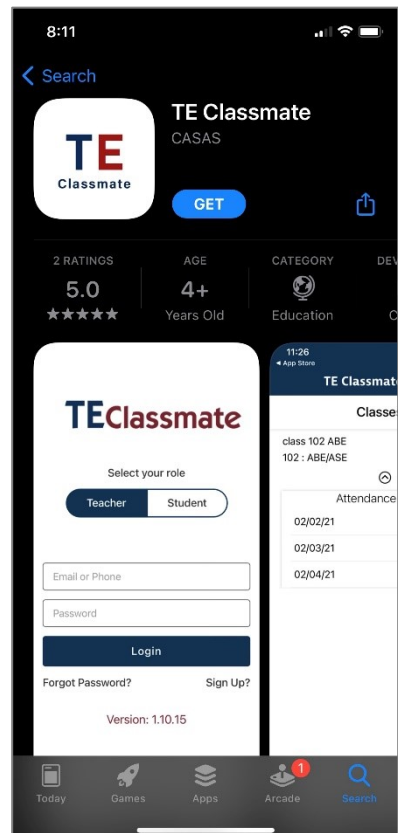
- 1) Open the **Google Play** app on your device and search for **TE Classmate**.
- 2) After finding **TE Classmate** in the search results list, tap on it to view the app information.
- 3) Tap the **Install** button.
- 4) Wait for the app to **Download** and **Install**.
- 5) A white **TE Classmate** icon is added to your **Android** device.



## iOS Installations

The following steps are for **iOS** installations:

- 1) Open the **Apple Store** app on your device and search for **TE Classmate**.
- 2) After finding **TE Classmate** in the search results list, tap on it to view the app information.
- 3) Tap the blue **GET** button, and then tap the blue **Install** button. You will need your Apple account login and password to proceed.
- 4) Watch the **blue circle** that shows the app is downloading and installing for a couple of seconds, and then tap on the blue **OPEN** button to start the app (the first time only).
- 5) A white **TE Classmate** icon is added to your **iOS** device.



## 2. Register as a Student in the CASAS Portal

Before using **TE Classmate**, you must register in the **CASAS Portal**. Please follow these steps to complete **Student Registration** on your mobile phone or tablet.

- 1) Tap on the **Registration** link sent in an email from your **School**.
- 2) The **CASAS Portal** will open in a browser.
- 3) Enter or update your **Demographics** information.
- 4) Add an account **Password**.
- 5) After tapping the **Register** button, you will have access to more pages in the **CASAS Portal**.

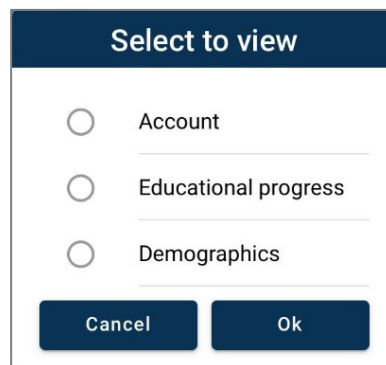
### Your Classmate Account

You can use **TE Classmate** to see your **Profile**, **Educational progress**, and **Demographics** from your **Classmate Account**.

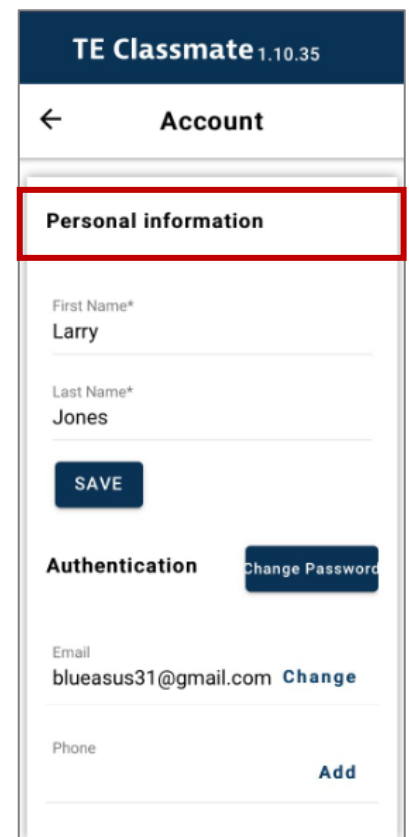


- 1) To access your **Classmate Account**, tap on the round **Profile** icon in the toolbar at the top of the **TE Classmate** app.

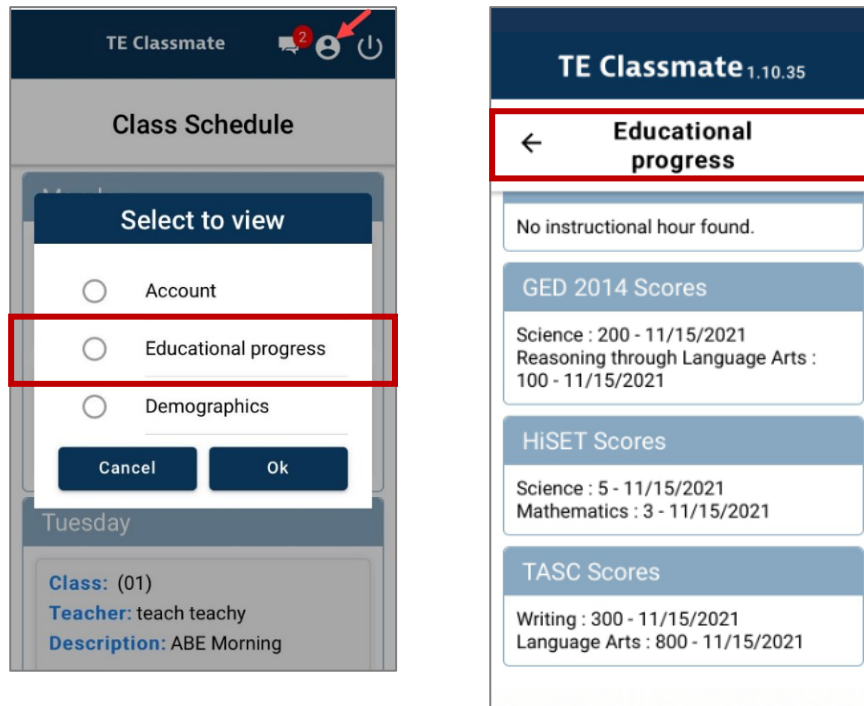
- 2) A **Select to view** screen will pop up. You can view the corresponding details depending on the option you select.



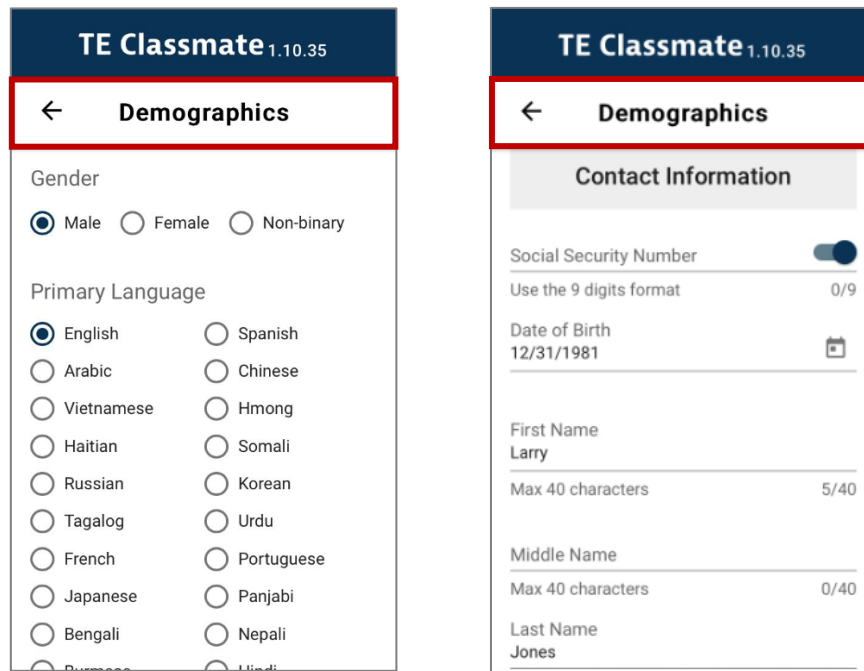
- 3) Select the **Account** option to view or edit your **Personal Information**.



- 4) Select the **Educational progress** option to view details, such as your **Programs, Goals, Assessments, and Results**, including your GED, HiSET, and TASC scores.



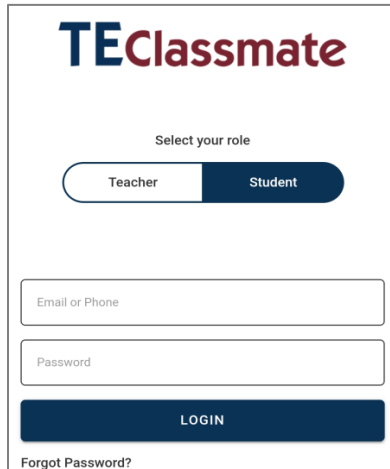
- 5) Select the **Demographics** option to view and update your information.



### 3. Using TE Classmate

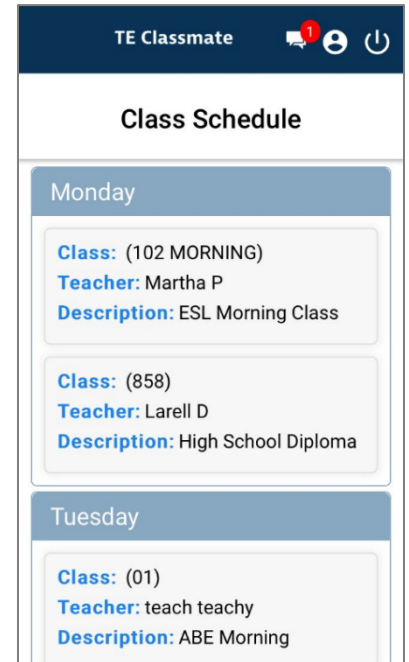
You can use **TE Classmate** to see your class **Enrollments** and **Attendance** data. You can also chat with your **Teachers**.

Log in to **TE Classmate** with the email address and password from registering in the **CASAS Portal**.



The login page for TE Classmate features the logo at the top. Below it, a 'Select your role' section has two buttons: 'Teacher' and 'Student', with 'Student' selected. There are input fields for 'Email or Phone' and 'Password', followed by a 'LOGIN' button. A 'Forgot Password?' link is located at the bottom left.

- 1) Open **TE Classmate** and tap the **Student** option on the login page.
- 2) Enter your email and password for the **CASAS Portal**.
- 3) After logging in, your **Class Schedule** will display by default.

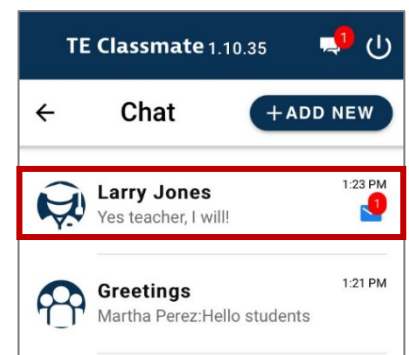
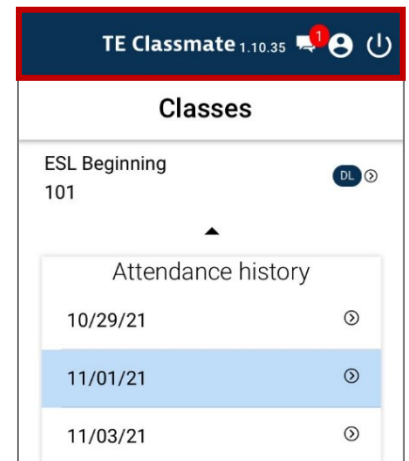


### Classmate Chat

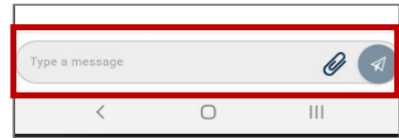
A new option in **TE Classmate** allows you to **Chat** with your **Teachers**.

- 1) In the **TE Classmate** toolbar at the top, notice the **Chat** icon. If you have a **Message**, the icon will display a number representing the number of active chats.
- 2) Tap the **Chat** icon to open the list of active chats.
- 3) Tap once on an active **Chat** to read the **Message** or initiate a new **Chat** by tapping on the **Add New** button.
- 4) A popup will display where you can type your message.

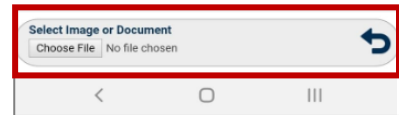
**Note:** You can only initiate a **one-to-one** chat with your **Teacher**.



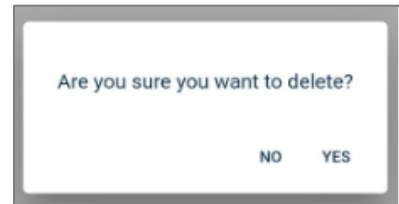
5) You can also send a **File** or **Photo** to your **Teacher** by tapping on the **Attachment** icon to the right of the message field.



6) Select the **File** or **Photo** from your device by tapping on the **Choose File** button.



7) You can delete your **Message** or **Attachment** from the **Chat** window by tapping and holding down on the message or attachment. A confirmation popup will display to confirm the deletion.



8) Swipe left on a **Chat** message and tap on the **Red** delete icon to delete the entire **Chat**.

