

<b>Create New User</b>	<b>Copy &amp; Add Students to an Additional Group</b>
<ol style="list-style-type: none"> <li>1) Click <b>User List</b></li> <li>2) Click <b>New User</b></li> <li>3) Complete user information. (For new teachers, check the box for “Teacher” and “Response Scorer.”)</li> <li>4) Determine appropriate level of rights to give or click <b>Select All</b></li> <li>5) Click <b>Create User</b></li> </ol>	<p><i>Easy way to build class not loaded (e.g. Basic Skills or SpEd)</i></p> <ol style="list-style-type: none"> <li>1) Set the view for the teacher for whom you want to add students to his/her class.             <ol style="list-style-type: none"> <li>a) In district access, click <b>School</b> and select the school (double click or click <b>Set Current View</b>)</li> <li>b) At school access, click <b>Teacher</b> and select</li> </ol> </li> <li>2) Click <b>Manage Groups</b></li> <li>3) Click the group the student will be added to (the student will also remain in the original group)</li> <li>4) Click <b>Add Students</b></li> <li>5) Select the student(s)</li> <li>6) Click <b>Add Students</b></li> </ol>
<b>Print Teacher List</b>	<b>Create Tag Group</b>
<ol style="list-style-type: none"> <li>1) Click <b>Reports Results</b></li> <li>2) Click <b>School Reports</b></li> <li>3) Click <b>Teacher List</b></li> <li>4) Click <b>Create Report</b>, which creates a Batched Report</li> <li>5) When completed, click on report name</li> <li>6) Scroll to bottom of page and click <b>Download</b> button             <ol style="list-style-type: none"> <li>a) File Download dialogue box offers options to Open or Save the file.</li> <li>b) Click Open to view the Test Ticket PDF report.</li> </ol> </li> <li>7) Print the report and distribute information to teachers</li> </ol>	<ol style="list-style-type: none"> <li>1) Click on <b>Manage Tag Groups</b></li> <li>2) Click on the <b>New Tag Group</b> button</li> <li>3) Type in the name of your Tag Group</li> <li>4) Set the criteria for your Tag Group</li> <li>5) Click on the <b>Create Tag Group</b> button</li> </ol> <p>* Tag groups are important for assigning tests and for viewing NCLB subpopulations in reports.</p>
<b>Create New Group</b>	<b>Assign Tests</b>
<ol style="list-style-type: none"> <li>1) Using the top of the navigation bar set the view for the teacher who needs the new group.             <ol style="list-style-type: none"> <li>a) In district access, click <b>School</b> and select the school (double click or click <b>Set Current View</b>)</li> <li>b) At school access, click <b>Teacher</b> and select</li> </ol> </li> <li>2) Click <b>Manage Groups</b></li> <li>3) Click <b>New Group</b></li> <li>4) Complete Group Name and Group Description (they can be the same)</li> <li>5) Click <b>Create Group</b></li> </ol>	<ol style="list-style-type: none"> <li>1) Click <b>Manage Assignments</b></li> <li>2) Click <b>Assign Test</b></li> <li>3) In the top box, select a Test Folder and then Test</li> <li>4) In the second box, select Groups or Tag Groups, and then group(s) for assignment</li> <li>5) In the bottom box (below the buttons), determine the assignment details             <ol style="list-style-type: none"> <li>a) Start and Due Date</li> <li>b) Enforce Date Range</li> <li>c) Start and End Time</li> <li>d) Student View Results</li> </ol> </li> <li>6) Click <b>Assign Test</b></li> <li>7) Screen refreshes and tells you that you have assigned test</li> <li>8) Assign another test or click <b>Done</b> to return to the Assignment Summary</li> </ol> <p>* Administrators can only view tests they assign. If teachers assign tests, only they can view results.</p>
<b>Add a New Student</b>	<b>Set Proficiency Scale</b>
<ol style="list-style-type: none"> <li>1) Click <b>Manage Enrollment</b></li> <li>2) Click <b>New Student</b></li> <li>3) Complete student information             <ol style="list-style-type: none"> <li>a) Fields with asterisks must be completed as well as grade</li> <li>b) User ID must be unique</li> </ol> </li> <li>4) Select Group(s) to add student to</li> <li>5) Click <b>Create Student</b></li> <li>6) Screen refreshes back to Manage Enrollment screen</li> </ol>	<ol style="list-style-type: none"> <li>1) Click <b>Manage Proficiency Scales</b></li> <li>2) Click <b>New Proficiency Scale</b></li> <li>3) Name proficiency scale</li> <li>4) Select # of levels in scale</li> <li>5) Set name of each level and score range</li> <li>6) Click <b>Create Proficiency</b></li> </ol>
<b>Transfer a Student to a New Class</b>	
<ol style="list-style-type: none"> <li>1) Click <b>Manage Enrollment</b></li> <li>2) Click <b>Transfer Students</b></li> <li>3) Select “From Teacher” - teacher student transferring from</li> <li>4) Select students</li> <li>5) Select Group(s) to move student(s) to</li> <li>6) Click <b>Transfer Students</b></li> </ol>	