

Add a Teacher

1. Click **Manage Teachers** icon
2. Click **New teacher** button
3. Complete the teacher Information box – fields with asterisks are required
4. Select the access rights for the teacher
5. Click **Create Teacher** button

Edit Teacher Information

1. Click **Manage Teachers**
2. Click the edit icon next to the desired teacher's name
3. Make changes to the teacher's information
4. Edit teacher's access rights if needed
5. Click **Update Teacher** button

Delete a Teacher

1. Click **Manage Teachers**
2. Click the delete checkbox next to the desired teacher's name
3. Click **Delete** button (in header box)
4. Click OK to confirm

Create a Group for a Teacher

1. Click **Manage Group** icon
2. Click on **Teacher** in the top left corner to change your view
3. Select a Teacher and Click **Set Current View**.
Notice, you are now set at a teacher level
4. Click **New Group** button
5. Complete the Group Information box – group name and group description are required
6. Click **Create Group** button

Add a New Student

1. Click **Manage Enrollment**
2. Click **New Student** button
3. Complete the Student Information box – fields with asterisks are required
4. Select a Group to add the student
5. Click **Create Student** button

Edit Student Information

1. Click **Manage Enrollment**
2. Click the **Edit** icon of the desired student
3. Update student information
4. If applicable, click **Define** button to modify the student's special codes
5. Click **Update Student** button

Transfer Students to a Group

1. Click **Manage Enrollment**
2. Click **Transfer Students** button
3. Select the teacher you want to transfer from
4. Select student(s) to transfer
5. Select the teacher and group you want to transfer to
6. Click **Transfer Students** button

Set-Up Special Codes

Designed to defined a set of students

1. Click **Manage Special Codes**
2. Select the Creation Level from the drop down box
3. Click **New Special Code** button
4. Complete the Special Code Information dialog box
5. Click **Create Special Code** button

Note: These special codes will display on the student information page

Create Tag Groups

Designed to allow you to run a query based on special code criteria

1. Click **Manage Tag Groups**
2. Click **New Tag Group** button
3. Enter a Tag Group name
4. Set the criteria for the query
5. Click the **Run Query** button to determine the number of students that the match the criteria and Click **Close**
6. Click **Create Tag Group** button

View List of Users

1. Click **User List**
2. Below is a list of options for each user
 - a. Click the **View** icon to view information about a user
 - b. Click **Edit** icon to make changes to the user information or access rights
 - c. Click delete checkbox and Click the **Delete** button (in header box) to delete a user. Click OK to confirm

View Data Mining Reports

1. Click **Report Results** icon
2. Click **Data Mining** icon (default)
3. Click one of three report names
 - a. Click **School Proficiency By Test** to display the number of students in each proficiency level
 - b. Click **School Proficiency By Test** displays the proficiency of each standard
4. Select a Test Folder
5. Select Test (essay)
6. For the Teacher Proficiency by Standard report, select Standard
7. Click **Create Report** button
8. Select different values in the drop down boxes on top to change the parameters of a report
9. For all reports, click on the graphs to display more detail
10. Click Print View then Click Print to print a report

View School/Group/Student Reports

1. Click **Report Results** icon
2. Click **School Reports, Group Reports** or **Student Reports** icon
3. Click one of three report names
 - a. Click **Roster Report** to display the login, password and site information for all students
 - b. Click **Teacher List** to display the login, password and site information for all students
 - c. Click **Status List** to display student scores and status on an assignment
 - d. Click **Writing Gain** displays school, group or students percentage gain ordered by the assignment due date
 - e. Click **Descriptor Report** to display descriptions for the Writing Dimensions score
 - f. Click **Test Ticket** to display login, password and site information for all students
 - g. Click **Rank List** to display students ranking by performance on an assignment
 - h. Click **Writing List** to display student performance on the Writing Dimensions
 - i. Click **Writing Summary** to display student's average performance on the Writing Dimensions
 - j. Click **Frequency Distribution** displays students response frequency distribution for each selected prompt
 - k. Click **Rubric Report** to display point descriptions for the student writing score
4. If required, Select a Test Folder
5. If required, Select Test (essay)
6. Click **Create Report** button
7. Click **Batch Reports** icon to view a PDF of a report