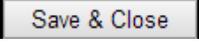


Teacher Account Online Setup

Please use Mozilla Firefox  or Google Chrome 

- 1) Teacher Login.
- 2) Settings > SIS Data > Classes.
- 3) “Edit”  to add co-teachers.
- 4) “Students”  to add students to class.
- 5) Filter to only “enrolled” students.
- 6) Once students are selected, click 
 - a. “WARNING...” Yes. Continue
- 7) Home > Assessments > Insert Assessment ID # in search field
 - a. Double check the settings of the “General Tab” of the assessment being used.
 - b. Click “Save and Close” 
- 8) Teacher Dashboard
 - a. Assign
 - b. Select “Assign Online Assessment To”
 - c. Select Students 
 - d. Click “Assign”