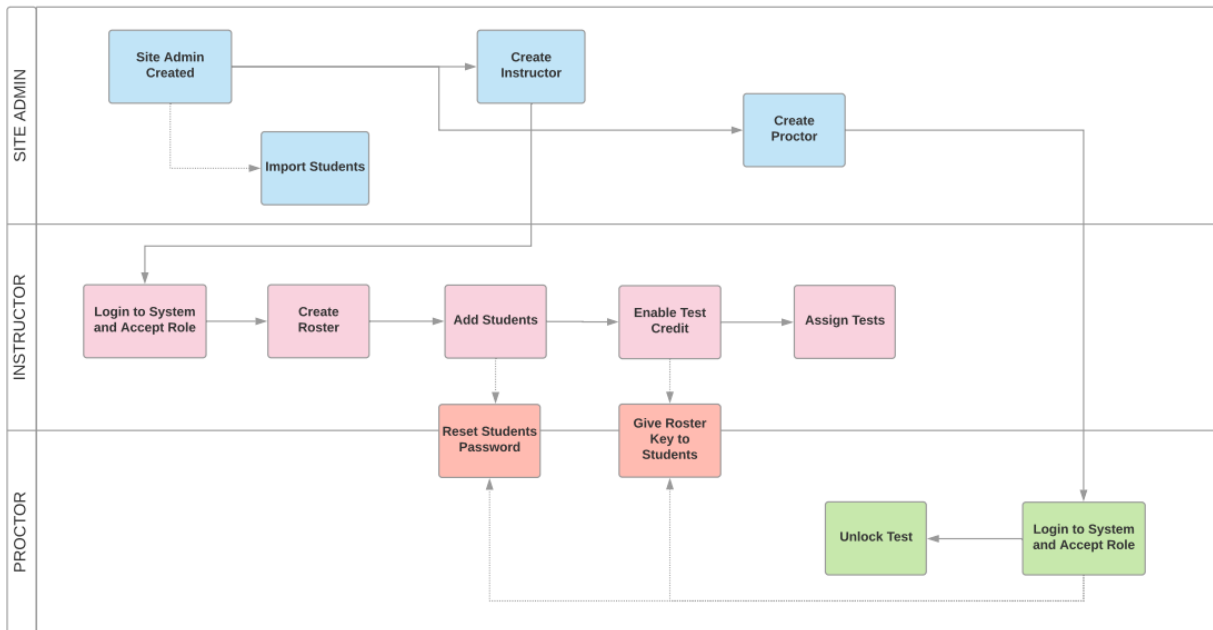


Quick Start Guide: Instructor

The Summit Test Delivery System Flow

The Summit Test Delivery System requires minimal setup to begin delivering tests. The diagram below shows the flow. This start up guide covers the Instruction portion of the flow.

TEST ADMINISTRATION FLOW



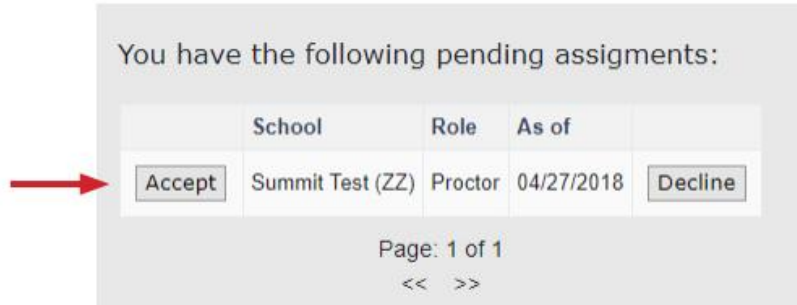
To begin testing you need to:

1. Accept Assignment - 1st time only
2. Create Roster
3. Add Students
4. Enable Test Credit
5. Assign Students tests
6. Give students login information

Quick Start Guide: Instructor

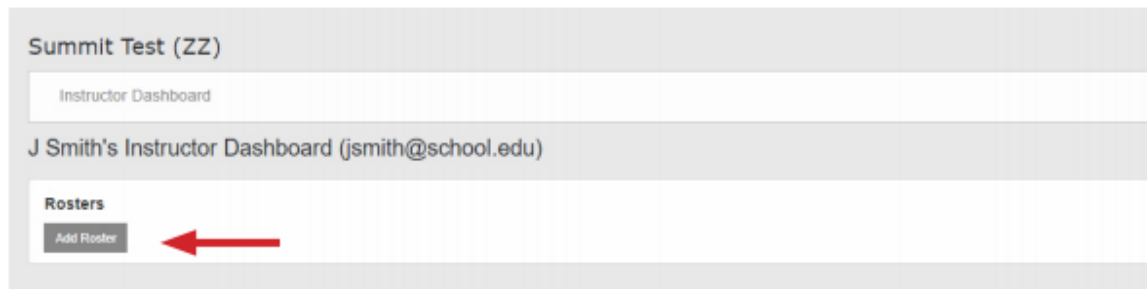
Accept Assignment:

To accept an instructor linkage request, the instructor must login to the Summit Student Certification site at <https://www.testwithsummit.com/Login.aspx> and click the “Accept” button under Pending Assignments.



Create Roster:

Click Add Roster:



Select the correct Test Series, and add a Roster/Course Name and description (optional) and click create roster:

Summit Test (ZZ)

Instructor Dashboard

Add New Roster

Select Test Series: **Harmony Premium**

Roster / Course Name:



Description:

Academic Year: Test 1

Academic Year Start Date: 4/24/2018

Academic Year End Date: 4/27/2018

Instructions- To create a new roster:
1. Select the test series to be associated with this roster.
2. Give the roster a meaningful name.
3. Optional - Provide a brief description of the roster.
4. Click 'Create Roster' to save.

Quick Start Guide: Instructor

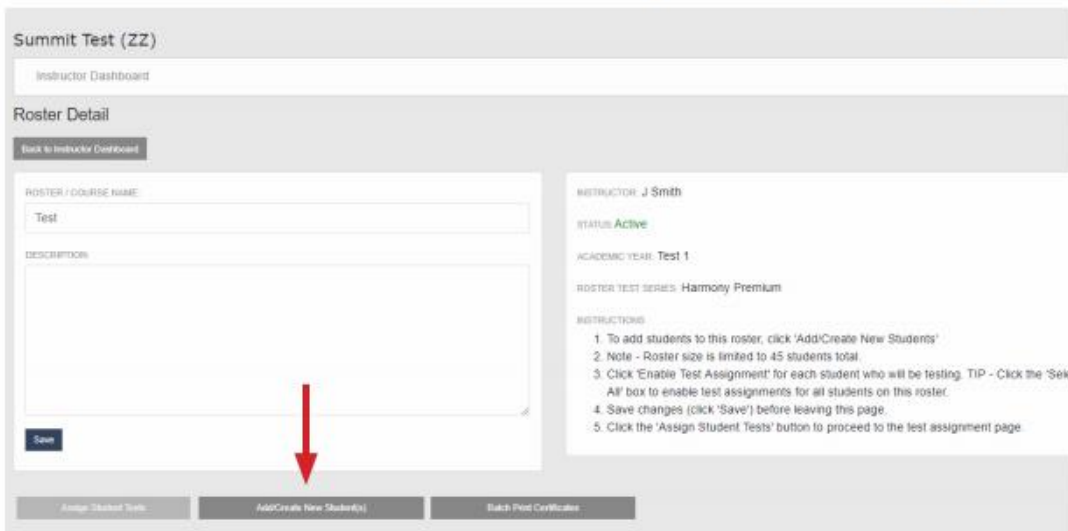
Now Select your roster from the list:



	Status	Year	Roster / Course Name	Description	Student Count	Added	
<input type="button" value="Select"/>	Active	Test 1	Test		0	04/26/2018	<input type="button" value="View Instructor Report"/>

Click Add/Create New Student(s)

To add students to the roster, click the “Add/Create New Student(s)” button.



Summit Test (ZZ)

Instructor Dashboard

Roster Detail

Back to Instructors Dashboard

ROSTER / COURSE NAME: Test

DESCRIPTION:

Save

INSTRUCTOR: J Smith

STATUS: Active

ACADEMIC YEAR: Test 1

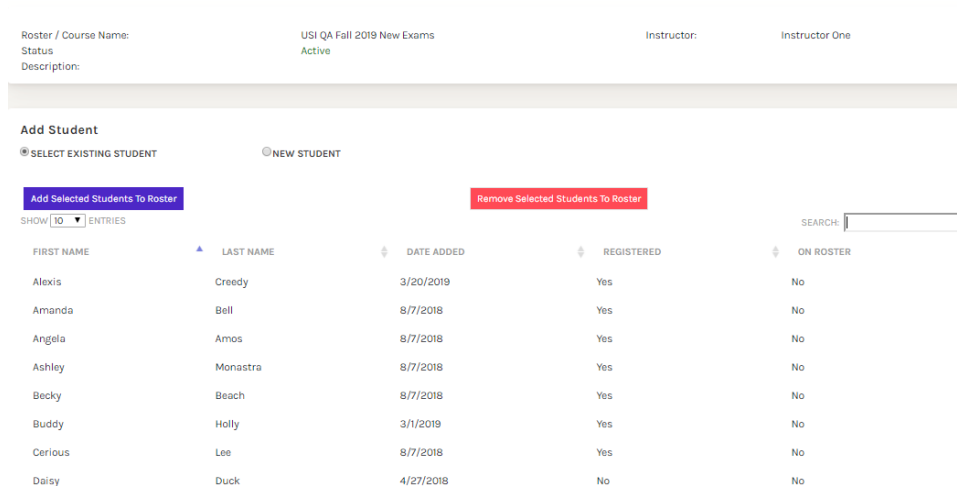
ROSTER TEST SERIES: Harmony Premium

INSTRUCTIONS

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 45 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Assign Student Tests **Add/Create New Student(s)** Batch Print Certificates

If you already have students loaded for your school (School Administrators can upload a bulk list of students), they will be displayed here:



Roster / Course Name: USI QA Fall 2019 New Exams
Status: Active
Description:

Instructor: Instructor One

Add Student

SELECT EXISTING STUDENT NEW STUDENT

SHOW 10 ENTRIES SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Alexis	Creedy	3/20/2019	Yes	No
Amanda	Bell	8/7/2018	Yes	No
Angela	Amos	8/7/2018	Yes	No
Ashley	Monastra	8/7/2018	Yes	No
Becky	Beach	8/7/2018	Yes	No
Buddy	Holly	3/1/2019	Yes	No
Cerious	Lee	8/7/2018	Yes	No
Daisy	Duck	4/27/2018	No	No

Quick Start Guide: Instructor

Select the students you would like to add to the list and click Add Selected Students to Roster. You can also add students here by selecting the New Student radio button.

Add Student

SELECT EXISTING STUDENT NEW STUDENT

Add Selected Students To Roster **Remove Selected Students To Roster**

SHOW 10 ENTRIES SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Alexis	Creedy	3/20/2019	Yes	No
Amanda	Bell	8/7/2018	Yes	No
Angela	Amos	8/7/2018	Yes	No
Ashley	Monastra	8/7/2018	Yes	No
Becky	Beach	8/7/2018	Yes	No
Buddy	Holly	3/1/2019	Yes	No
Cerious	Lee	8/7/2018	Yes	No
Daisy	Duck	4/27/2018	No	No
Fred	Flinstone	4/25/2018	Yes	No

Enable Test Credit:

On the roster detail screen, put check marks next to the students you want to test and click Save:

4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Add/Create New Student(s) Assign Student Tests Import Roster

Save

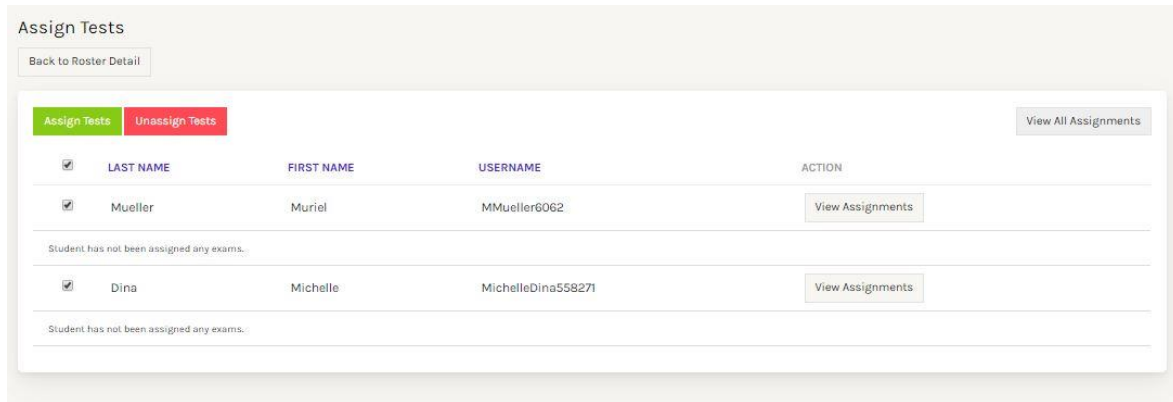
Last	First	User Name	Roster Key	Status	Profile	Results	Remove	<input type="checkbox"/> SELECT ALL
Dina	Michelle	MichelleDina558271	S35-VWH	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT
Mueller	Muriel	MMueller6062	EMX-2JQ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT

Save

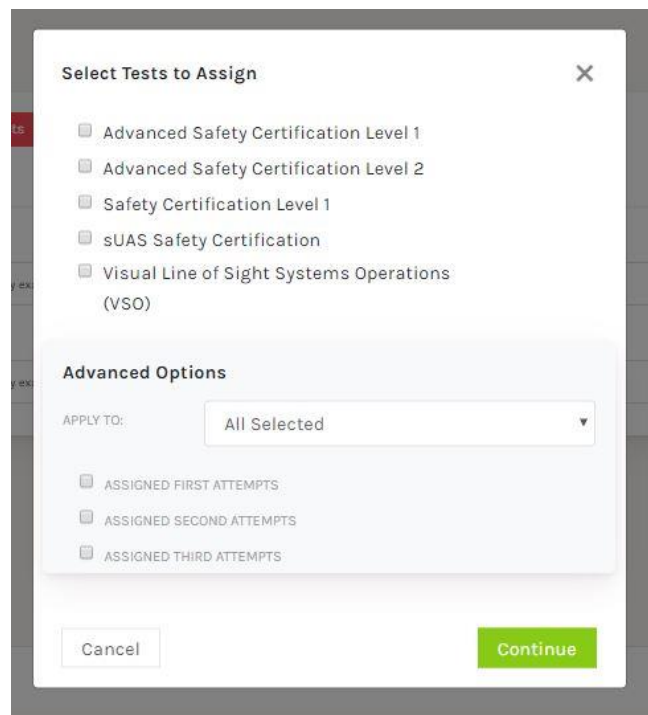
Quick Start Guide: Instructor

Assign Student Tests:

From the Roster Detail Screen select Assign Student Tests. On the assignment screen put a checkmark in checkbox corresponding to the test you want to assign and click “Assign Tests”:



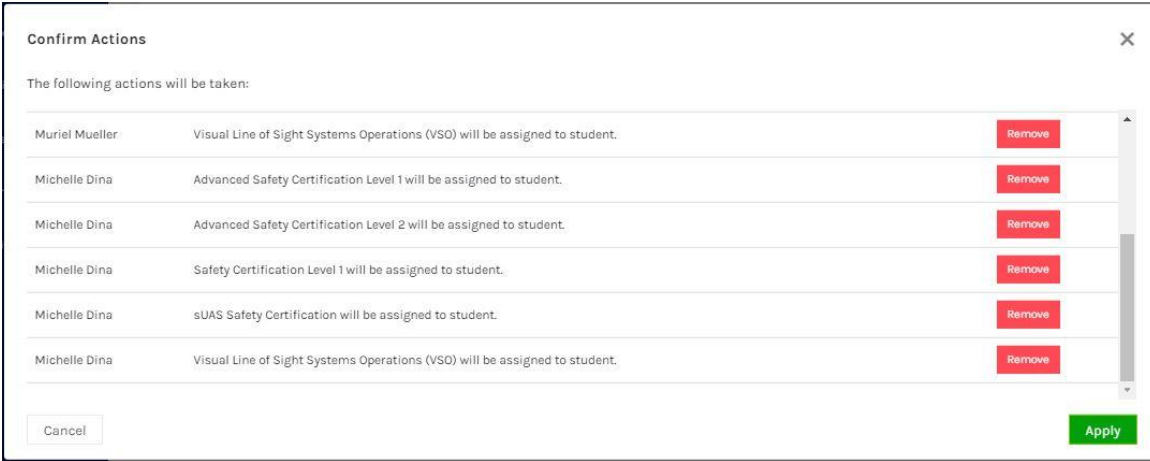
A window will pop up asking which tests you would like to assign”



Check the boxes next to the test(s) you want to assign and click “Continue”

Quick Start Guide: Instructor

You will be asked to confirm the tests that are assigned. If all are correct, click “Apply”



Give students login information:

The roster detail screen has the information that students need to login to the system:

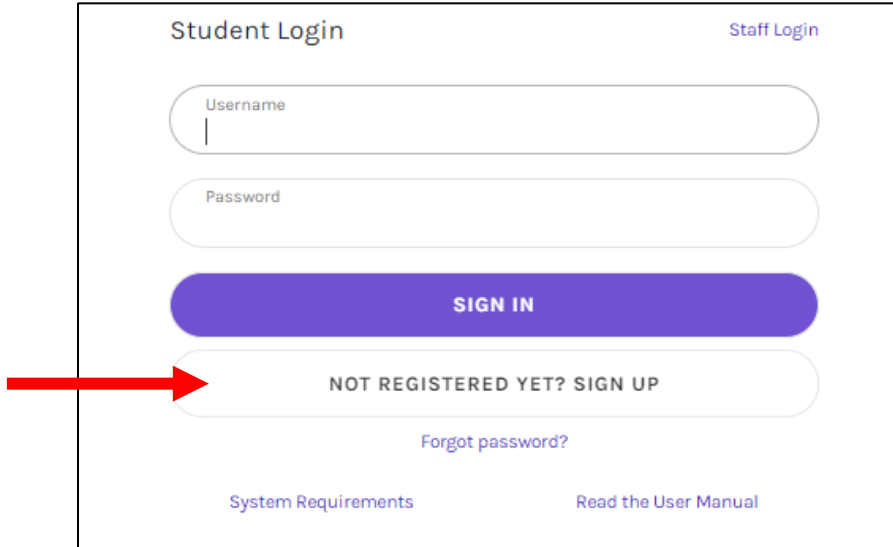
Last	First	User Name	Roster Key	Status	Profile	Results	Remove	Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lily	LilyPotter865288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

The student will need their first and last name and the roster key to login for the first time. The URL for students is:

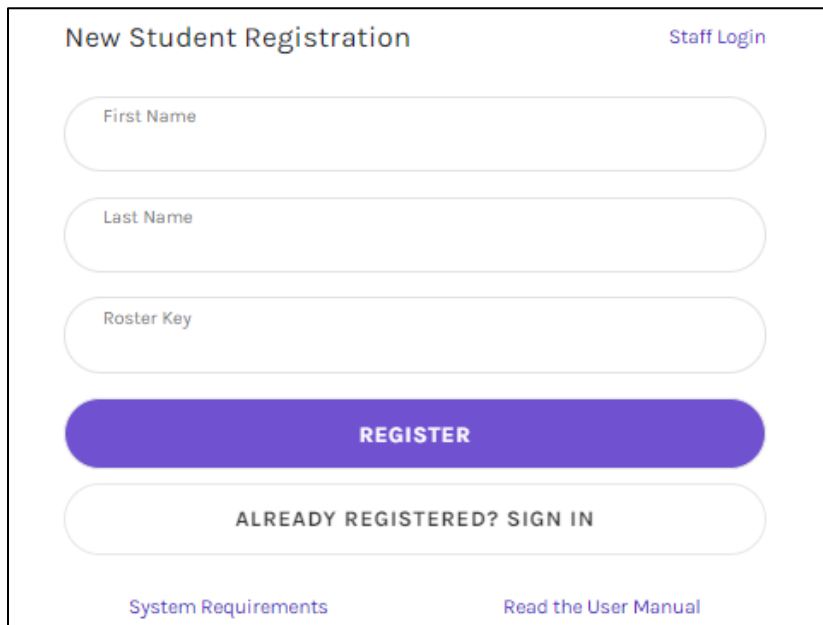
<https://www.testwithsummit.com/loginstudent.aspx>

Quick Start Guide: Instructor

The first time a student visits the site, they will use the New Student Registration box as seen below:



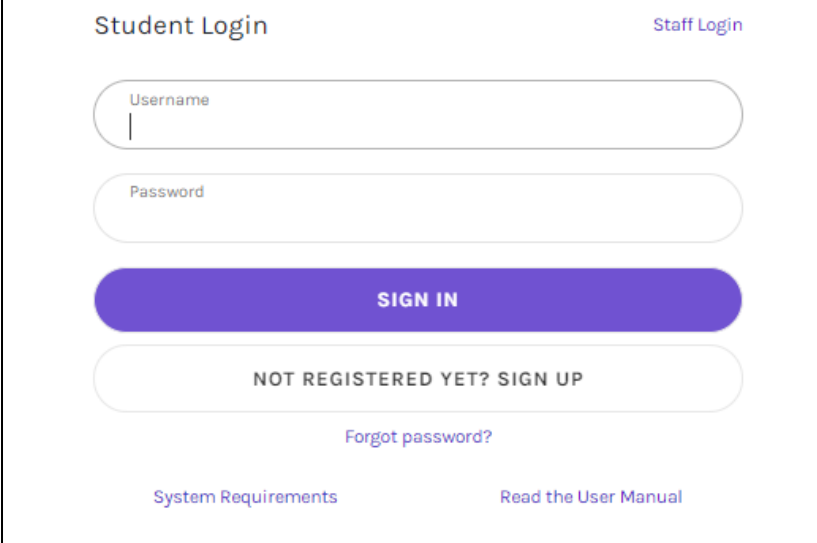
The screenshot shows the 'Student Login' interface. At the top left is the title 'Student Login' and at the top right is a link for 'Staff Login'. Below the title are two input fields: 'Username' and 'Password'. A prominent purple button labeled 'SIGN IN' is positioned below the password field. A red arrow points to a button labeled 'NOT REGISTERED YET? SIGN UP' located below the 'SIGN IN' button. Below this button is a link for 'Forgot password?'. At the bottom of the form are two links: 'System Requirements' and 'Read the User Manual'.



The screenshot shows the 'New Student Registration' interface. At the top left is the title 'New Student Registration' and at the top right is a link for 'Staff Login'. Below the title are three input fields: 'First Name', 'Last Name', and 'Roster Key'. A prominent purple button labeled 'REGISTER' is positioned below the 'Roster Key' field. Below the 'REGISTER' button is a button labeled 'ALREADY REGISTERED? SIGN IN'. At the bottom of the form are two links: 'System Requirements' and 'Read the User Manual'.

Quick Start Guide: Instructor

On subsequent visits to the site, the student will use the username/password they registered with in the log in box shown below:



The image shows a login interface with the following elements:

- Student Login** (header text on the left) and **Staff Login** (header text on the right, in blue).
- Username** input field with a vertical cursor.
- Password** input field.
- SIGN IN** button (purple background, white text).
- NOT REGISTERED YET? SIGN UP** button (white background, black text).
- Forgot password?** link (blue text).
- System Requirements** link (blue text) and **Read the User Manual** link (blue text) at the bottom.