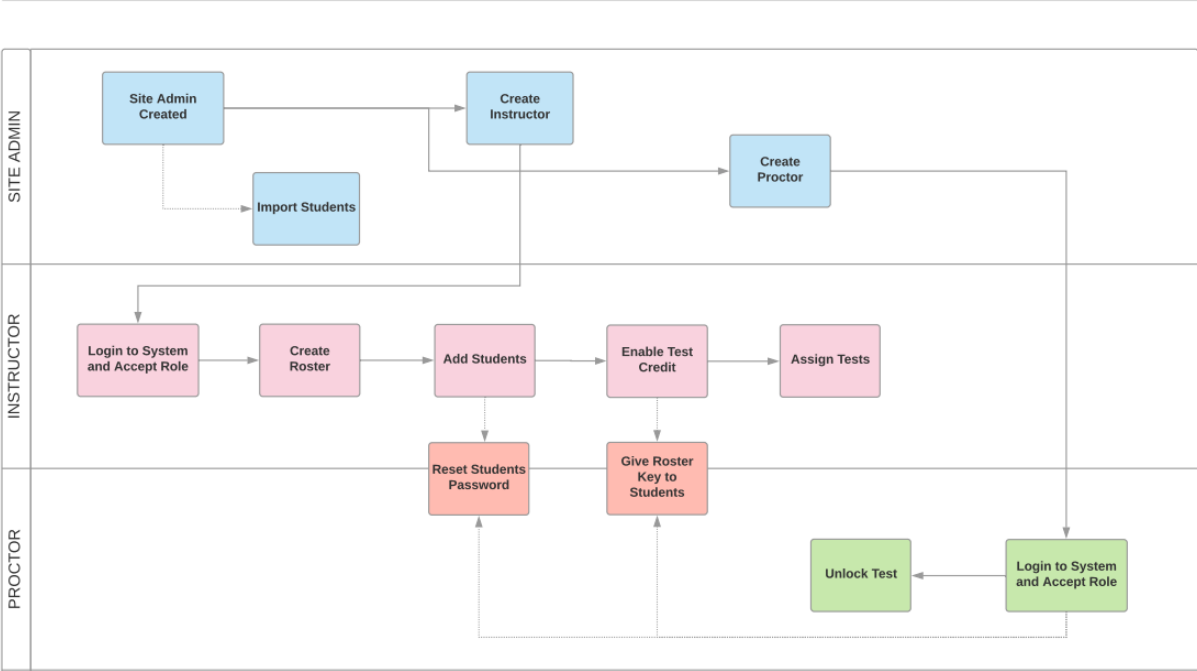


# Quick Start Guide: Site Administrator

## The BrightShift Test Delivery System Flow

The BrightShift Test Delivery System requires minimal setup to begin delivering tests. The diagram below shows the flow. It all starts with the Site Administrator. This start up guide covers the Site Admin portion of the flow.

TEST ADMINISTRATION FLOW



## Import Students

New students can be loaded to the master school student list by importing a comma separated value (CSV) file that contains the following fields: StateID, FirstName, LastName. The batch import should only be used after the site administrator has verified that the state IDs are complete for all previously entered students. Failure to do so can result in the duplication of students.

# Quick Start Guide: Site Administrator

On the School Administrator Screen, scroll to the bottom:

**Pending Assignments**

	First	Last	User Name	Role	Status	As of
<a href="#">Cancel Assignment</a>	Kim	Reed	kim.reed@ophrescue.org	Instructor	Pending	5/1/2018 8:25:58 AM
<a href="#">Cancel Assignment</a>	Kim	Reed	highpointpsaPresident@gmail.com	Proctor	Pending	5/1/2018 8:27:03 AM

**Instructors**  
[Add Instructor](#)

**Proctors**  
[Add Proctor](#)

**Completed Assignments**  
[View History](#)

**Export School Report**  
Select Test Window  
Select One...  
[Generate Report for the Selected Test Window](#)

**Student List**  
[View Student List](#) [Batch Import Students](#)

Select View Student List to see a list of students for your school, Batch Import Students takes you to the batch import screen:

User Manual

**Summit Test (ZZ)**

School Administration

The file format should be .csv. Please make sure that there are no extraneous commas, and no other punctuation in the file other than the ones shown. This includes quotation marks, periods, and all other punctuation. Refer to the picture to the right for an example of what a .csv file looks like.

[Choose File](#) No file chosen

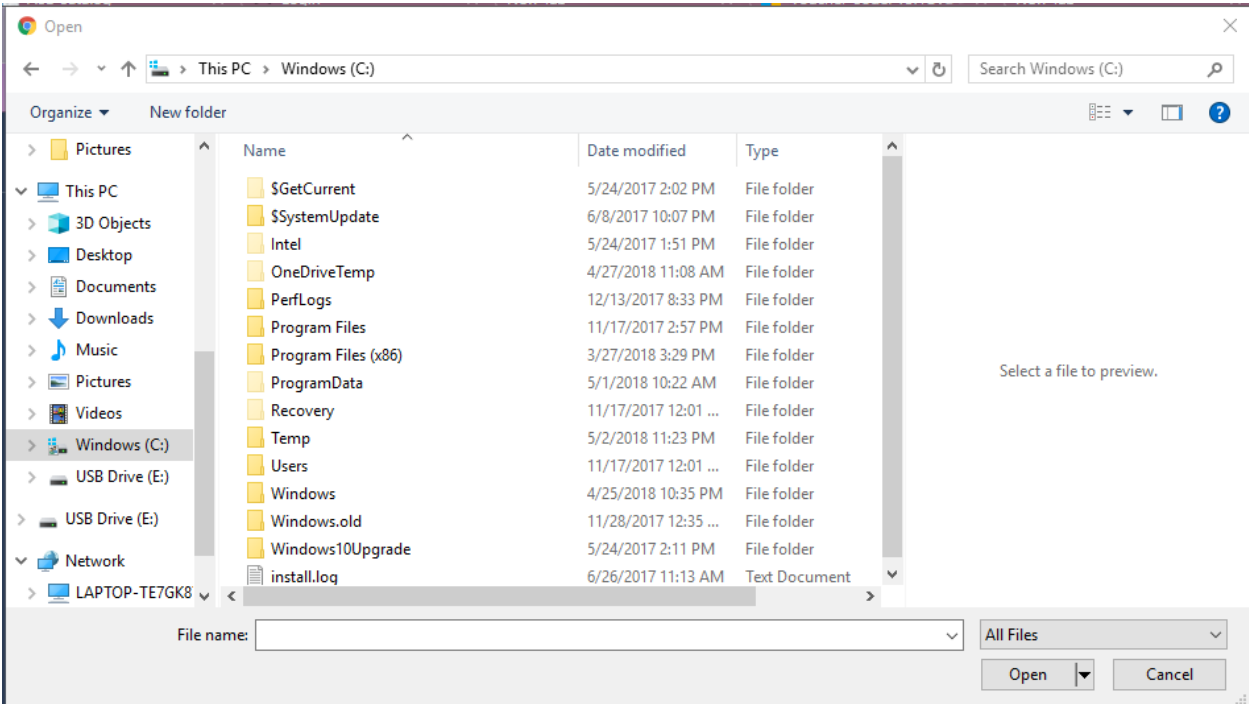
[Import File](#)

Be sure to note: There must be NO commas at the end of the line. If you have a header line, it must be formatted exactly like the one to the right to ensure it is not imported as a student. Each line represents one and only one student. Finally, double check the file is saved as a .csv file.

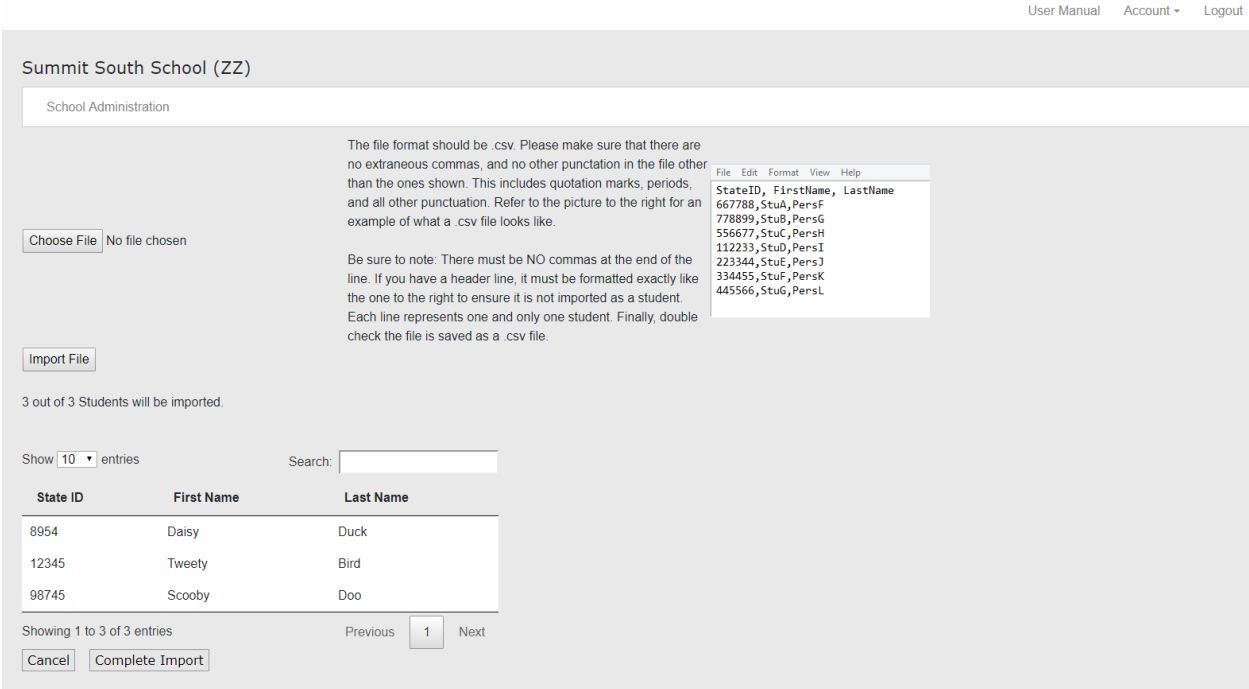
```
File Edit Format View Help
StateID, FirstName, LastName
667788, StuA, PersF
778899, StuB, PersG
556677, StuC, PersH
112233, StuD, PersI
223344, StuE, PersJ
334455, StuF, PersK
445566, StuG, PersL
```

# Quick Start Guide: Site Administrator

Choose File brings up the windows file dialog box. Select the file you want to upload and click open:



Click Import File and a list of the students to import is displayed:



# Quick Start Guide: Site Administrator

Click complete import and you will see a confirmation that your students were imported:

User Manua

Summit South School (ZZ)

School Administration

The file format should be .csv. Please make sure that there are no extraneous commas, and no other punctuation in the file other than the ones shown. This includes quotation marks, periods, and all other punctuation. Refer to the picture to the right for an example of what a .csv file looks like.

Choose File No file chosen

Import File

3 out of 3 Students will be imported.

Please be sure to print a copy of this imported list, this will be the only time this list is displayed.

Student Daisy Duck (StateID: 8954) was imported successfully.  
Student Tweety Bird (StateID: 12345) was imported successfully.  
Student Scooby Doo (StateID: 98745) was imported successfully.  
3 students were imported.

StateID	FirstName	LastName
667788	StuA	PersF
778899	StuB	PersG
556677	StuC	PersH
112233	StuD	PersI
223344	StuE	PersJ
334455	StuF	PersK
445566	StuG	PersL

## Create Users

Click add instructor or add proctor and the add user screen is displayed:

School Administration

SELECT EXISTING USER

User Name:

Last Name

FirstName

Find User

Select This User

CREATE NEW USER

Add New User Form

\* = Required Field

Email Address (user name) *	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Title	<input type="text"/>
Telephone	<input type="text"/>
Password Recovery Question	<input type="text"/>
Password Recovery Answer	<input type="text"/>
Comment	<input type="text"/>

Create User

# Quick Start Guide: Site Administrator

To create a new user click the “Create New User” radio button:

School Administration

SELECT EXISTING USER

User Name:

Last Name

FirstName

CREATE NEW USER

Add New User Form  
\* = Required Field

Email Address (user name) *	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Title	<input type="text"/>
Telephone	<input type="text"/>
Password Recovery Question	<input type="text"/>
Password Recovery Answer	<input type="text"/>
Comment	<input type="text"/>

Enter information and click “Create User”. The user will be assigned the role, and will display in the pending assignments until the user accepts the role:

Pending Assignments						
	First	Last	User Name	Role	Status	As of
<input type="button" value="Cancel Assignment"/>	Test	Test	test@test.com	Proctor	Pending	5/2/2018 11:57:53 PM

# Quick Start Guide: Site Administrator

To add an “Existing User”, search for the user and click find user. If the user is found the screen below is displayed:

● SELECT EXISTING USER

User Name:

Last Name

FirstName

<b>User Name</b>	<b>test@test.com</b>
NamePrefix	
First	Test
Last	Test
NameSuffix	
Title	
Telephone	
Comment	

Click “Select This User” to add candidates.