BrightShift Admin Job Aid:

Guidance for BrightShift Admin

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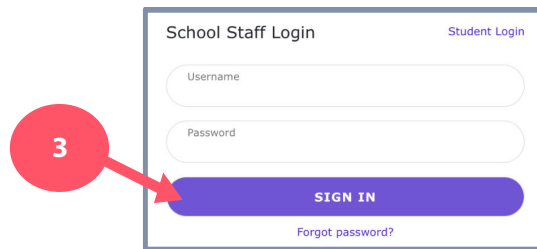## LOGGING INTO BRIGHTSHIFT:

1. Click the correct login link for the program you are accessing to log in to your BrightShift Dashboard.

    a. To access the ASE Entry-Level Certification BrightShift Program, click here: https://test.asestudentcertification.com/

    b. To access any other BrightShift Program, click here: https://www.testwithsummit.com/Login.aspx

2. Ensure that you are in the correct login screen for your role by checking the login title, faculty must log in on the "School Staff Login" page and students must login on the "Student Login" page. To switch between the two login pages, click the purple role-based login button.
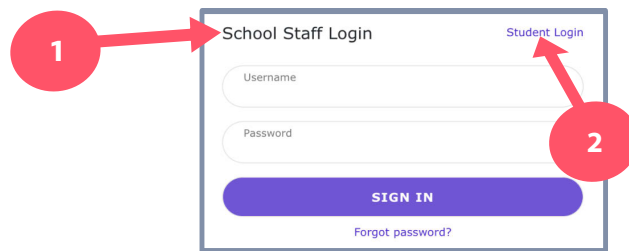
3. Fill in your username and password then click the "Sign In" button to get redirected to your role-based BrightShift Dashboard.

4. If it is an Admin User's first time logging into their school's BrightShift account, system terms and test score release agreements will be displayed before getting redirected to their BrightShift Dashboard. Admin Users must agree to all terms and conditions before their school can access BrightShift Programs.
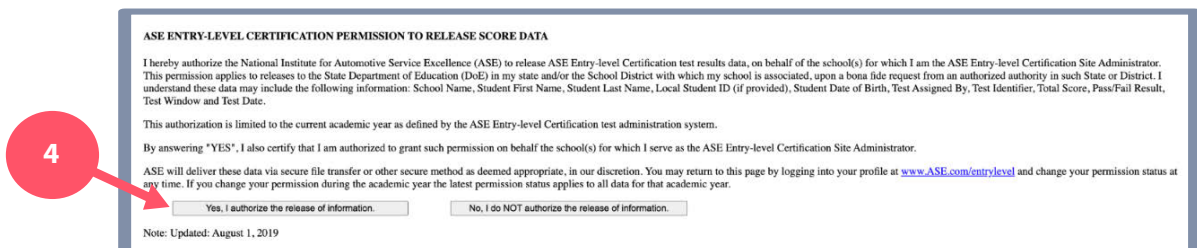
5. The user will be redirected to their role-based Dashboard, look below for further role-specific instructions.

BrightShift

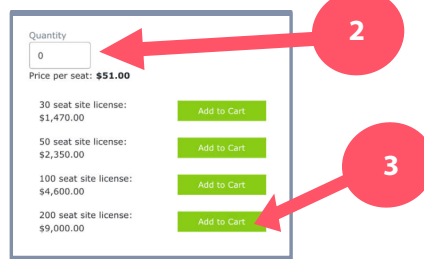## ROLE 3: BRIGHTSHIFT ADMIN:

PURCHASING CREDITS:

*Credits must be purchased in order to assign a test series to a student. Each credit corresponds to the allocation of one test series to one individual student.

1. Navigate to the BrightShift Admin Dashboard as directed above.

2. Click the "Purchase Credits" button in the top section of the Admin Dashboard. User will be redirected to the "Purchase Credits" screen.

AVAILABLE CREDITS	43	CREDITS RESERVED	5
TOTAL PURCHASED	50	CREDITS BURNED	2
		CREDITS VOIDED	0

**1** → Purchase Credits | View Orders

3. Add the number of credits you would like to purchase to your cart. There are options to purchase by credit or in bulk.
   *Credits purchased in bulk include a discounted price-per-unit.

2 →

Quantity
0
Price per seat: **$51.00**

30 seat site license: $1,470.00 → Add to Cart
50 seat site license: $2,350.00 → Add to Cart
100 seat site license: $4,600.00 → Add to Cart
200 seat site license: $9,000.00 → Add to Cart **3**

4. Choose your payment method, enter your payment information and click the "Continue" button. To edit your cart click the "Edit Cart" button.
   *The "Purchase Order/Check" option is only available to pre-approved schools.

Payment Method
○ PURCHASE ORDER / CHECK
○ CREDIT CARD

4 →

5

Edit Cart | Continue ←
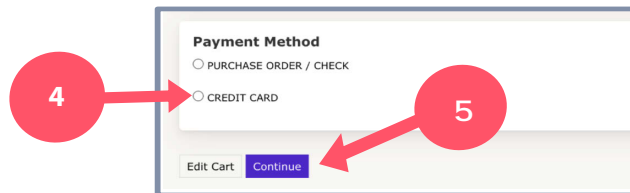
5. User will be redirected to their order confirmation. To download and print the order confirmation, click the "Print Order Confirmation" button at the bottom of the screen.

6 → Print Order Confirmation
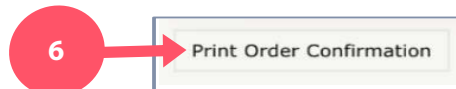
ADDING INSTRUCTORS:

1. Navigate to the BrightShift Admin Dashboard as directed above.

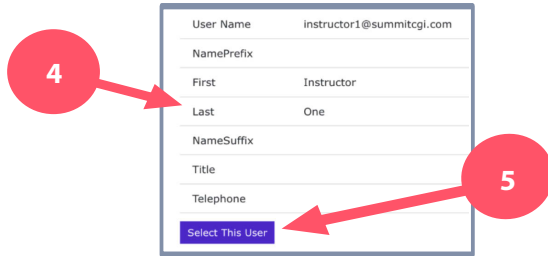2. Click the "Add Instructor" button on the Admin Dashboard.

Instructors
1 → Add Instructor
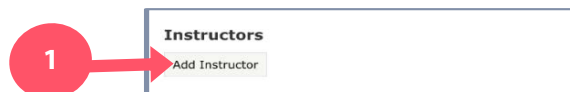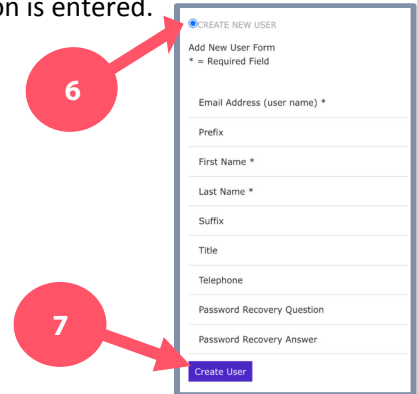

ADDING INSTRUCTORS CONTINUED:

3. If the instructor you want to add is already a registered BrightShift user, click the "Select Existing User" button and enter their BrightShift associated username in the "username" search box then click the "find user" button.

2

SELECT EXISTING USER

User Name: instructor1@summitcgi.com
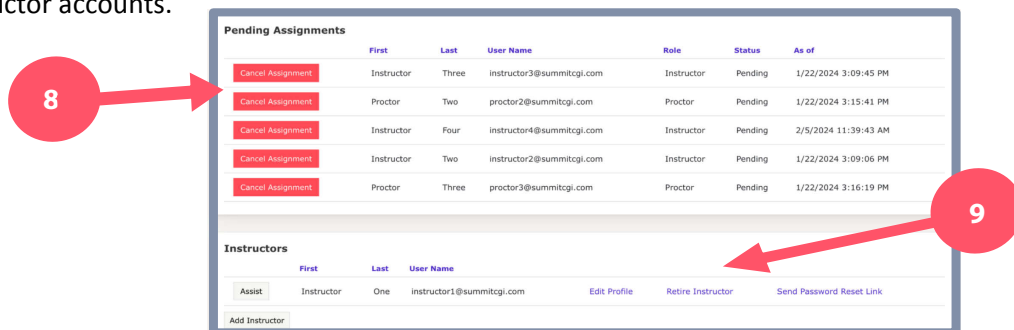
3

Find User
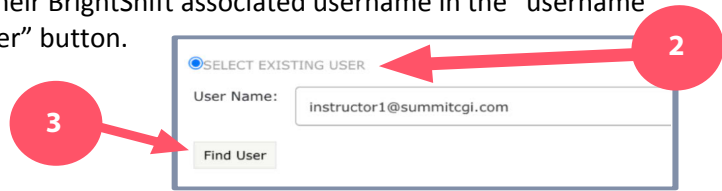
4. Verify you have located the correct instructor by confirming their account details. Once verified, click the "Select This User" button to add the instructor to the school system.

4

User Name	instructor1@summitcgi.com
NamePrefix	
First	Instructor
Last	One
NameSuffix	
Title	
Telephone	

5

Select This User

5. If the instructor you want to add is not already a registered BrightShift user, click the "Create New User" button and fill out the "Add New User" form with the instructor's information. Click the "Create User" button once all of the instructor's information is entered.

6

CREATE NEW USER

Add New User Form
* = Required Field

Email Address (user name) *

Prefix

First Name *

Last Name *

Suffix

Title

Telephone

Password Recovery Question

Password Recovery Answer

7

Create User

6. The user will be redirected to their Admin Dashboard and see the newly added instructor displayed in the "Pending Assignments" section. Instructors must login to their accounts and accept their role to confirm their role assignment. Once confirmed, Instructors will appear in the "Instructors" section. From here you can "Assist" Instructors or click the "Edit Profile", "Retire Instructor" and "Send Password Reset Link" buttons to edit Instructor accounts.

Pending Assignments

	First	Last	User Name	Role	Status	As of
Cancel Assignment	Instructor	Three	instructor3@summitcgi.com	Instructor	Pending	1/22/2024 3:09:45 PM
Cancel Assignment	Proctor	Two	proctor2@summitcgi.com	Proctor	Pending	1/22/2024 3:15:41 PM
Cancel Assignment	Instructor	Four	instructor4@summitcgi.com	Instructor	Pending	2/5/2024 11:39:43 AM
Cancel Assignment	Instructor	Two	instructor2@summitcgi.com	Instructor	Pending	1/22/2024 3:09:06 PM
Cancel Assignment	Proctor	Three	proctor3@summitcgi.com	Proctor	Pending	1/22/2024 3:16:19 PM

8

9

Instructors

	First	Last	User Name			
Assist	Instructor	One	instructor1@summitcgi.com	Edit Profile	Retire Instructor	Send Password Reset Link

Add Instructor

BrightShift

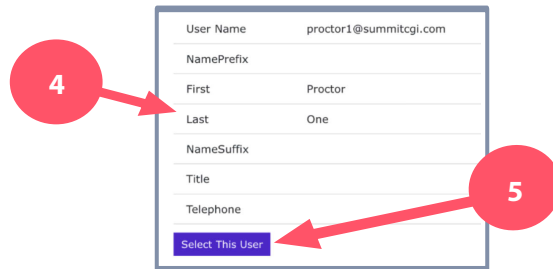**ADDING PROCTORS:**

1. Navigate to the BrightShift Admin Dashboard as directed above.

2. Click the "Add Proctor" button on the Admin Dashboard.
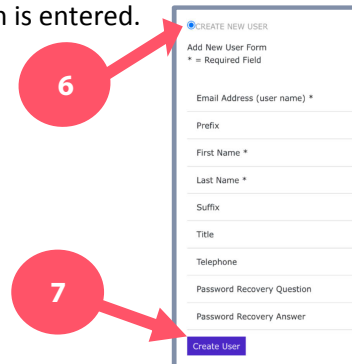
Proctors
Add Proctor

1 →
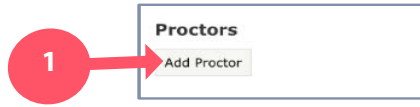
3. If the proctor you want to add is already a registered BrightShift user, click the "Select Existing User" button and enter their BrightShift associated username in the "username" search box and click the "find user" button.

SELECT EXISTING USER
User Name: proctor1@summitcgi.com
Find User

2 →

3 ←
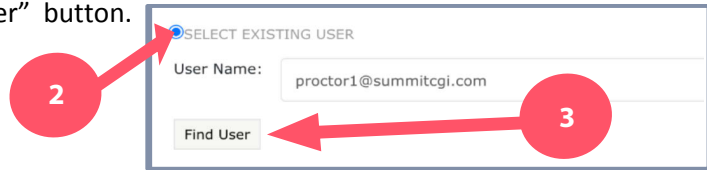
4. Verify you have located the correct proctor by confirming their account details. Once verified, click the "Select This User" button to add the proctor to the school's system.

User Name	proctor1@summitcgi.com
NamePrefix	
First	Proctor
Last	One
NameSuffix	
Title	
Telephone	

Select This User

4 →

5 ←

5. If the proctor you want to add is not already a registered BrightShift user, click the "Create New User" button and fill out the "Add New User" form with the proctor's information. Click the "Create User" button once all of the proctor's information is entered.

CREATE NEW USER
Add New User Form
* = Required Field

Email Address (user name) *

Prefix

First Name *

Last Name *

Suffix

Title

Telephone

Password Recovery Question

Password Recovery Answer

Create User

6 →

7 →

6. The user will be redirected to their Admin Dashboard and see the newly added proctor displayed in the "Pending Assignments" section. Proctors must login to their accounts and accept their role to confirm their role assignment. Once confirmed, Proctors will appear in the "Proctor" section. From here you can click the "Edit Profile", "Retire Proctor" and "Send Password Reset Link" buttons to edit Proctor accounts.

Pending Assignments

	First	Last	User Name	Role	Status	As of
Cancel Assignment	Instructor	Three	instructor3@summitcgi.com	Instructor	Pending	1/22/2024 3:09:45 PM
Cancel Assignment	Proctor	Two	proctor2@summitcgi.com	Proctor	Pending	1/22/2024 3:15:41 PM
Cancel Assignment	Instructor	Four	instructor4@summitcgi.com	Instructor	Pending	2/5/2024 11:39:43 AM
Cancel Assignment	Instructor	Two	instructor2@summitcgi.com	Instructor	Pending	1/22/2024 3:09:06 PM
Cancel Assignment	Proctor	Three	proctor3@summitcgi.com	Proctor	Pending	1/22/2024 3:16:19 PM

8 →

9 ←

Proctors

First	Last	User Name	Date Confirmed			
Proctor	One	proctor1@summitcgi.com	1/22/2024 4:44:03 PM	Edit Profile	Retire Proctor	Send Password Reset Link

EXPORTING REPORTS:

1. Navigate to the Admin Dashboard as directed above.

2. Scroll down and locate the "Export Exam Reports" section of the Admin Dashboard. Click on the "Select Test Window" drop-down and select the Test Window you would like to export.
   *A "Test Window" is a timeframe during which tests are taken.
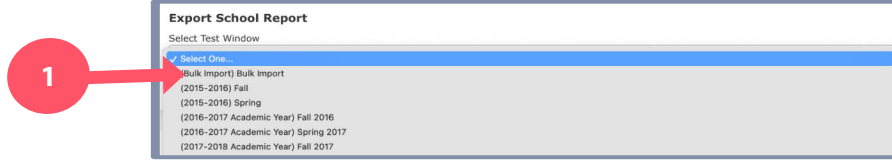
3. Click "Export PDF" or "Export CSV" to download the chosen Report in the desired file format.

ASSISTING INSTRUCTORS:

*Admin accounts have the ability to "Assist Instructors", meaning they have access to all Instructor Accounts within their School and can enter Instructor Dashboards of individual instructors to make any needed changes or adjustments.

1. Navigate to the Admin Dashboard as directed above.

2. Click the "Assist Instructor" button next to the name of the Instructor you would like to assist.
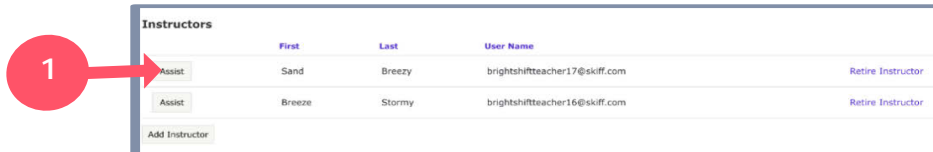
3. The user will be redirected to the selected Instructor's Dashboard. Refer to the "Instructor" section of this document for further instructions on the functionalities of the "Instructor Dashboard".
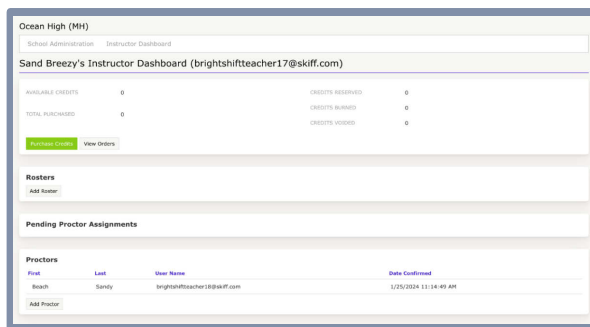
ADDITIONAL RESOURCES:

SCHEDULE A PERSONAL ONBOARDING MEETING:

For additional, personalized help with the onboarding process, schedule a BrightShift Success Support meeting with our BrightShift Customer Support Expert at this link:
https://calendly.com/brightshiftinc/brightshift-success-support

JOB AIDS FOR OTHER BRIGHTSHIFT ROLES:

For additional role-based and district-specific job aids, visit the BrightShift resources page at this link:
https://brightshiftinc.com/resources/

VIDEO TUTORIALS:

For role and task-based video tutorials, visit the BrightShift resources page at this link:
https://brightshiftinc.com/resources/

INTERACTIVE KNOWLEDGE BASE:

BrightShift has created and trained an interactive knowledge base that users can utalize to ask specific questions and get quick answers. To access the BrightShift knowledge base visit this link:
https://brightshiftinc.com/resources/

BrightShift Job Aid:

Guidance and Instruction for all BrightShift Roles

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