

BrightShift Instructor Job Aid: Guidance for BrightShift Instructors

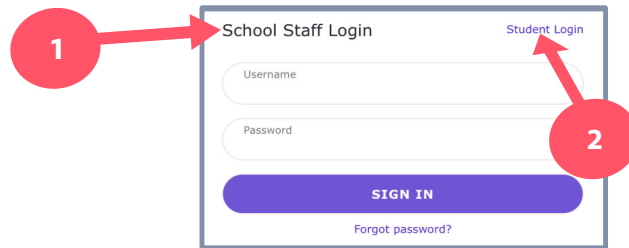
TABLE OF CONTENTS

LOGGING INTO BRIGHTSHIFT	2
BRIGHTSHIFT INSTRUCTOR GUIDE.....	3
ADDING ROSTERS.....	3
ASSIGNING TESTS.....	4
REVIEWING TEST RESULTS.....	5
ADDITIONAL RESOURCES.....	6
SCHEDULE A PERSONAL ONBOARDING MEETING:.....	6
JOB AIDS FOR OTHER BRIGHTSHIFT ROLES:.....	6
VIDEO TUTORIALS:.....	6
INTERACTIVE KNOWLEDGE BASE:.....	6

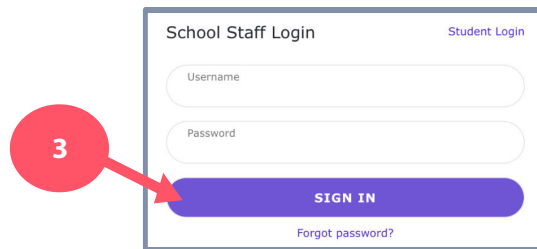
LOGGING INTO BRIGHTSHIFT:

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>

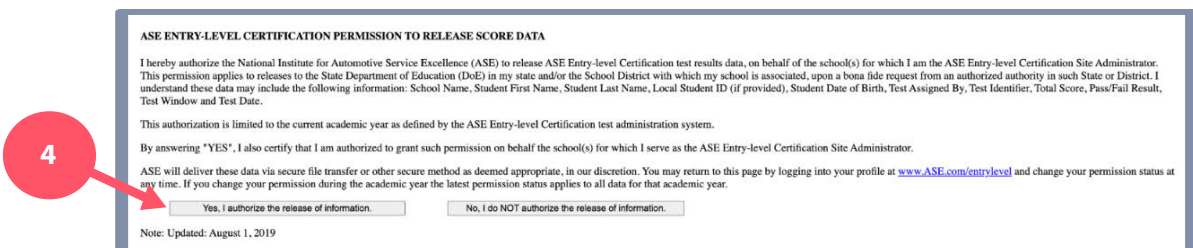
2. Ensure that you are in the correct login screen for your role by checking the login title, faculty must log in on the "School Staff Login" page and students must login on the "Student Login" page. To switch between the two login pages, click the purple role-based login button.



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.

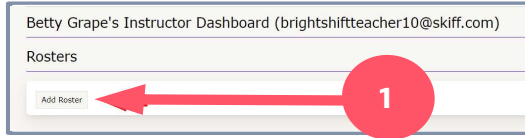


5. The user will be redirected to their role-based Dashboard, look below for further role-specific instructions.

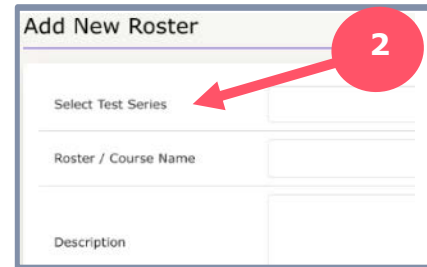
BRIGHTSHIFT INSTRUCTOR GUIDE:

ADDING ROSTERS:

1. Navigate to the BrightShift Instructor Dashboard as directed above.
2. Click on the “Add Roster” button seen below to be redirected to the roster set-up page.



3. Enter all of the required information for the new roster.
 1. "Select Test Series": Select the desired Test Series, these options are prefilled based on the testing program and determines which tests are available to be assigned to students.
 2. "Roster/Course Name": Create a memorable name for the new roster here.
 3. "Description": Describe the roster here for later reference.



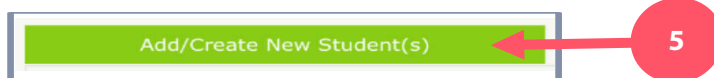
4. Click the “Create Roster” button to create the new roster. You will then be redirected to the “Instructor Dashboard”.



5. To add students to a roster, select the desired roster from the roster list on the “Instructor Dashboard”. User will get redirected to the “Roster Detail Screen”.



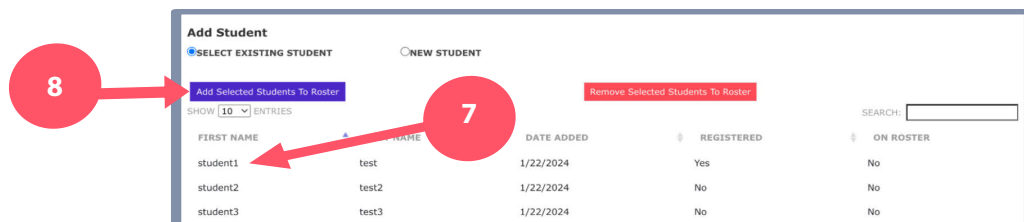
6. Scroll to the bottom of the “Roster Detail” screen and click the green “Add/Create New Student(s)” button. User will get redirected to the “Add Student to Roster” screen.



7. If the student(s) you would like to add is already registered in the school’s BrightShift account, click the “Select Existing Student” button.



- a. Select the student(s) you would like to add to the roster and then click the “Add Selected Students to Roster” button.

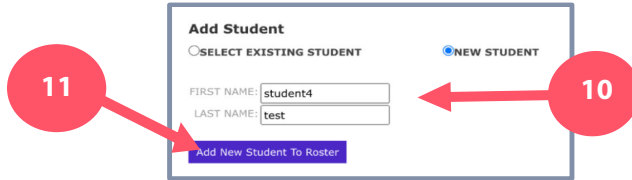


ADDING ROSTERS CONTINUED:

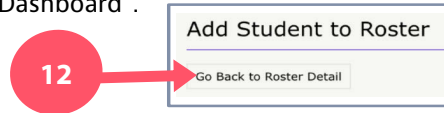
- If the student(s) you would like to add is not already registered in the school's BrightShift account, click the "New Student" button.



- Enter the student's first and last name and then click the "Add New Student to Roster" button.



- Click the "Go Back to Roster Detail" button at the top of the "Add Student to Roster" screen. You will be redirected to the "Admin Dashboard".

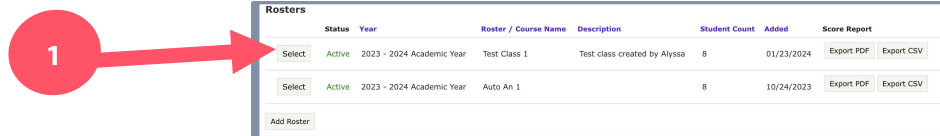


- You will now see the newly added students listed at the bottom of the "Roster Detail" screen. From here you can: view student's usernames, roster keys, statuses, profiles, and test results. Additionally, you can click the "Reset PW" button to reset a student's password, "Remove" students from the roster and "Enable Test Assignments".

Last	First	User Name	Roster Key	Status					
test	student1	sTest2362	GUE-NPB	Registered	Profile	Results	Reset PW	Remove	ENABLE TEST ASSIGNMENT

ASSIGNING TESTS:

- Navigate to the Instructor Dashboard as directed above.
- Select the roster you would like to assign tests to. You will then be redirected to the "Roster Detail" screen.



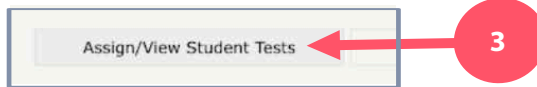
- "Enable Test Assignments" for the roster: In order to assign tests to a roster you must "Enable Test Assignments" for the students who will be taking the tests. Each student you select will account for 1 credit, deducting from your total available credits.
 - To do this, scroll to the bottom of the screen, locate the student roster list and check the "Enable Test Assignments" box for all rostered students you want to assign tests to in the future.



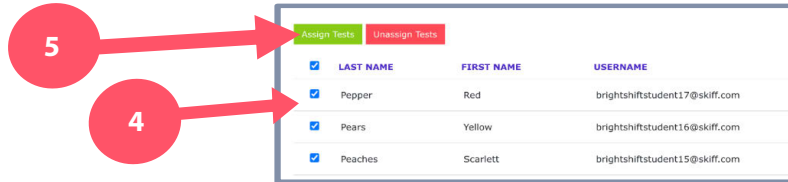
- Once Test Assignments are enabled, you can assign specific tests to students in the roster.

ASSIGNING TESTS CONTINUED:

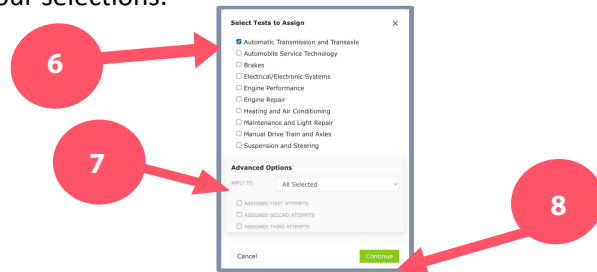
5. Click the "Assign/View Student Tests" button shown below. You will then be redirected to the "Assign Tests" screen.



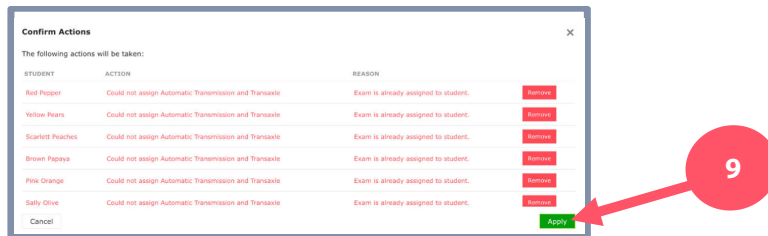
6. Select the students you would like to assign a test to or click the "select all" box at the top of the roster to select the entire course roster. Then select the green "Assign Tests" button.



7. Select the test(s) you would like to assign the selected students and choose any desired advanced options. Click continue once you have made your selections.



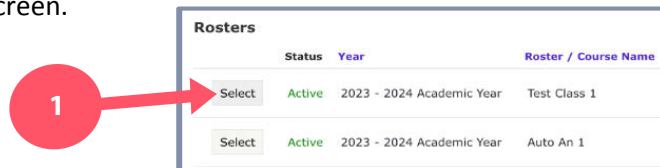
8. A verification screen will appear. Confirm the information is accurate and click the "Apply" button to assign the chosen tests.



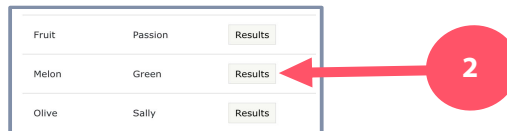
REVIEWING TEST RESULTS:

1. Navigate to the Instructor Dashboard as directed above.

2. Select the roster you would like to view test results from. You will then be redirected to the "Roster Detail" screen.



3. Scroll to the bottom of the "Roster Detail" screen to locate the list of students in the roster. Click each student's "Results" button to get redirected to their "Student Exam List" dashboard.



REVIEWING TEST RESULTS CONTINUED:

4. Click the “View Test Results” button for any completed exam to view the student’s test results.



5. View Test Results. Click the “Back to Student Exam List” button to return to the previous screen or the “Return to Roster” button to return to the “Roster Detail” screen.

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 utilize to ask specific questions and get quick answers. To access the BrightShift knowledge base visit this link:

<https://brightshiftinc.com/resources/>