

## BrightShift Job Aid:

### Guidance and Instruction for all BrightShift Roles

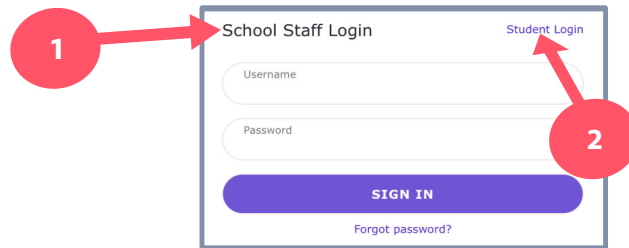
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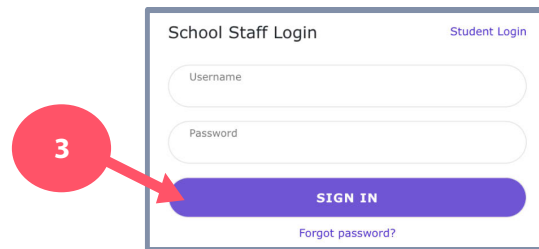
## LOGGING INTO BRIGHTSHIFT:

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>

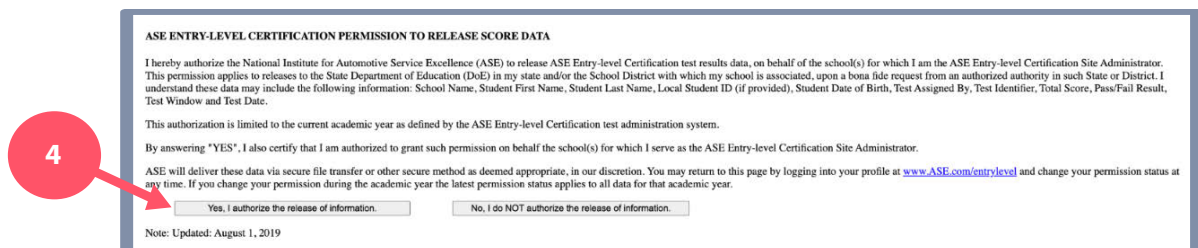
2. Ensure that you are in the correct login screen for your role by checking the login title, faculty must log in on the "School Staff Login" page and students must login on the "Student Login" page. To switch between the two login pages, click the purple role-based login button.



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.

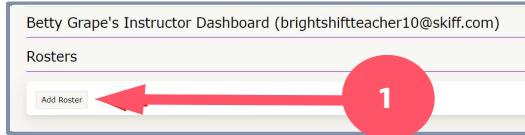


5. The user will be redirected to their role-based Dashboard, look below for further role-specific instructions.

## ROLE 1: BRIGHTSHIFT INSTRUCTOR:

### 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.

Add New Roster

Select Test Series

Roster / Course Name

Description

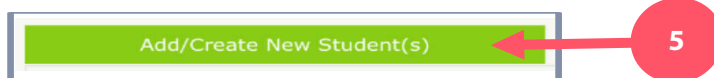
4. Click the “Create Roster” button to create the new roster. You will then be redirected to the “Instructor Dashboard”.



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”.



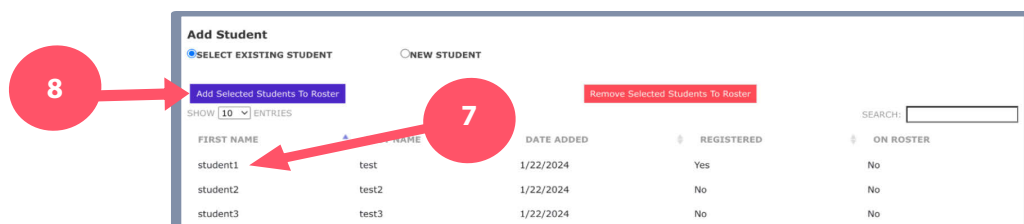
6. Scroll to the bottom of the “Roster Detail” screen and click the green “Add/Create New Student(s)” button. User will get redirected to the “Add Student to Roster” screen.



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.

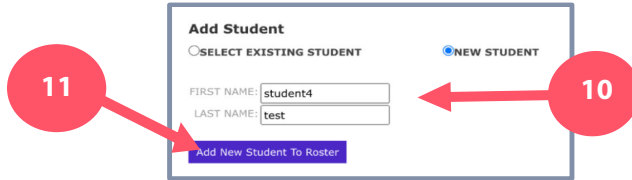


### ADDING ROSTERS CONTINUED:

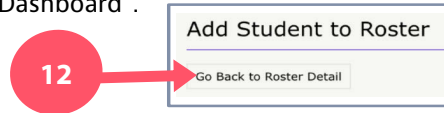
- If the student(s) you would like to add is not already registered in the school's BrightShift account, click the "New Student" button.



- 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".

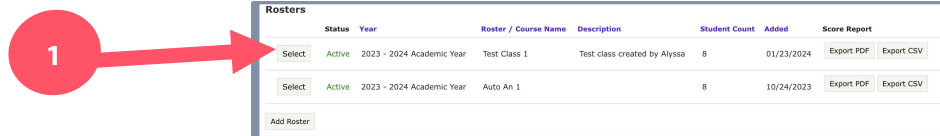


- You will now see the newly added students listed at the bottom of the "Roster Detail" screen. From here you can: view student's usernames, roster keys, statuses, profiles, and test results. Additionally, you can click the "Reset PW" button to reset a student's password, "Remove" students from the roster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



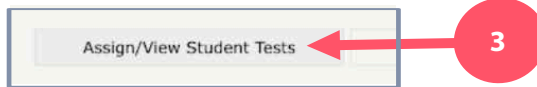
- "Enable Test Assignments" for the roster: In order to assign tests to a roster you must "Enable Test Assignments" for the students who will be taking the tests. Each student you select will account for 1 credit, deducting from your total available credits.
  - To do this, scroll to the button of the 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.



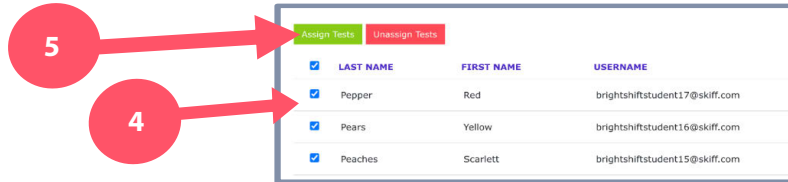
- Once Test Assignments are enabled, you can assign specific tests to students in the roster.

### ASSIGNING TESTS CONTINUED:

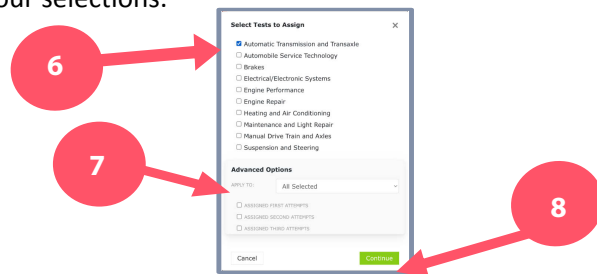
5. Click the "Assign/View Student Tests" button shown below. You will then be redirected to the "Assign Tests" screen.



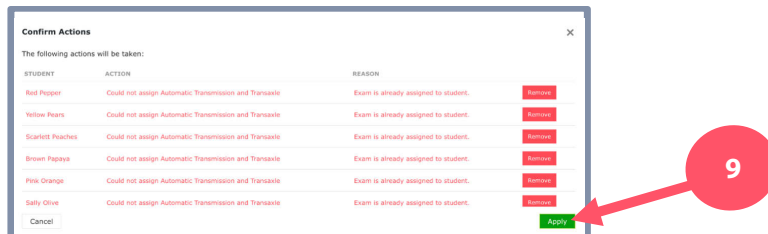
6. Select the students you would like to assign a test to or click the "select all" box at the top of the roster to select the entire course roster. Then select the green "Assign Tests" button.



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.



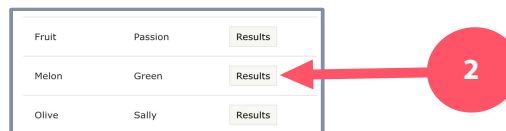
### REVIEWING TEST RESULTS:

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:

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



- 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.

## ROLE 2: BRIGHTSHIFT PROCTOR:

### UNLOCKING TESTS:

- Navigate to the Proctor Dashboard as directed above.
- Locate the desired student and test from the roster below and click the “Unlock” button.

First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Engine Performance	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Manual Drive Train and Axles	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Suspension and Steering	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Automobile Service Technology	Completed	1/23/2024 2:32:38 PM	1/23/2024 2:42:25 PM	1/23/2024 2:43:03 PM
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Brakes	Assigned	Unlock	--	--

- Once a test is unlocked, students will be able to access it from their dashboard.
- Proctors can also view the exact date and time a student starts and submits each test from the Proctor Dashboard.

First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Engine Performance	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Manual Drive Train and Axles	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Suspension and Steering	Assigned	Unlock	--	--
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Automobile Service Technology	Completed	1/23/2024 2:32:38 PM	1/23/2024 2:42:25 PM	1/23/2024 2:43:03 PM
Reset PW	Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Brakes	Assigned	Unlock	--	--

### RESTARTING TESTS:

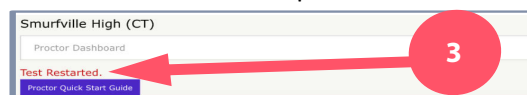
- Navigate to the Proctor Dashboard as directed above.
- Locate the paused test in the student exam roster and click the “Pause” button.

Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Engine Performance	In_Progress	Pause
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- Click the “Restart” button.

Passion Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Engine Performance	Paused	Restart
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- A “Test Restarted” confirmation should appear at the top of the Proctor Dashboard and the student will now be able to re-access the paused exam.

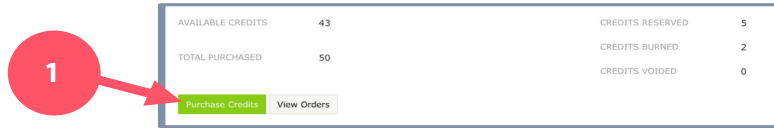


## ROLE 3: BRIGHTSHIFT ADMIN:

### PURCHASING CREDITS:

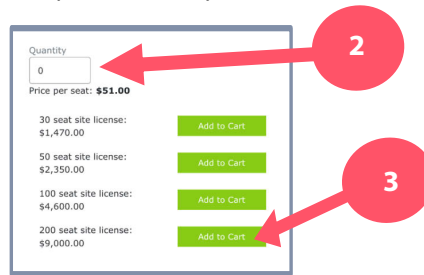
\*Credits must be purchased in order to assign a test series to a student. Each credit corresponds to the allocation of one test series to one individual student.

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.



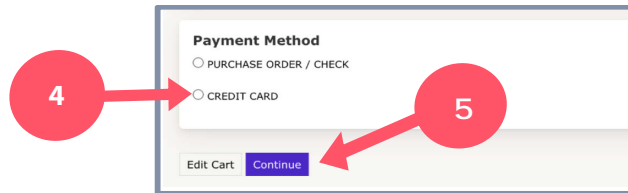
3. Add the number of credits you would like to purchase to your cart. There are options to purchase by credit or in bulk.

\*Credits purchased in bulk include a discounted price-per-unit.

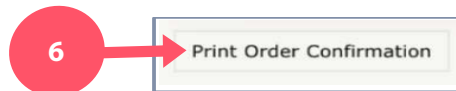


4. Choose your payment method, enter your payment information and click the "Continue" button. To edit your cart click the "Edit Cart" button.

\*The "Purchase Order/Check" option is only available to pre-approved schools.



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.



### ADDING INSTRUCTORS:

1. Navigate to the BrightShift Admin Dashboard as directed above.
2. Click the "Add Instructor" button on the Admin Dashboard.



### 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.

**SELECT EXISTING USER**

User Name: instructor1@summitcgi.com

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.

User Name	instructor1@summitcgi.com
NamePrefix	
First	Instructor
Last	One
NameSuffix	
Title	
Telephone	
<b>Select This User</b>	

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.

**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. 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
<b>Cancel Assignment</b>	Instructor	Three	instructor3@summitcgi.com	Instructor	Pending	1/22/2024 3:09:45 PM
<b>Cancel Assignment</b>	Proctor	Two	proctor2@summitcgi.com	Proctor	Pending	1/22/2024 3:15:41 PM
<b>Cancel Assignment</b>	Instructor	Four	instructor4@summitcgi.com	Instructor	Pending	2/5/2024 11:39:43 AM
<b>Cancel Assignment</b>	Instructor	Two	instructor2@summitcgi.com	Instructor	Pending	1/22/2024 3:09:06 PM
<b>Cancel Assignment</b>	Proctor	Three	proctor3@summitcgi.com	Proctor	Pending	1/22/2024 3:16:19 PM

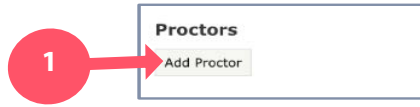
  

Instructors						
	First	Last	User Name			
<b>Assist</b>	Instructor	One	instructor1@summitcgi.com	<a href="#">Edit Profile</a>	<a href="#">Retire Instructor</a>	<a href="#">Send Password Reset Link</a>

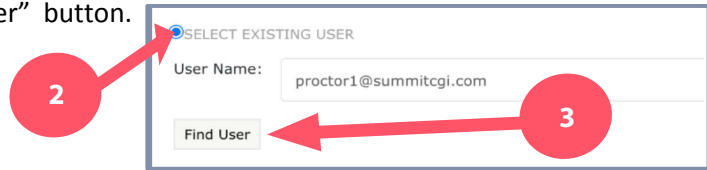


## ADDING PROCTORS:

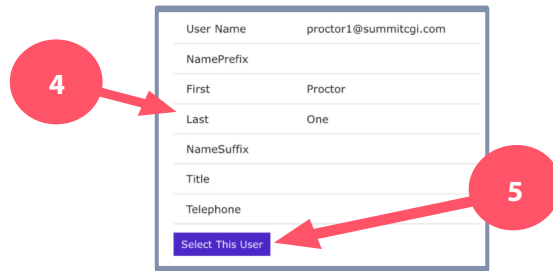
1. Navigate to the BrightShift Admin Dashboard as directed above.
2. Click the “Add Proctor” button on the Admin Dashboard.



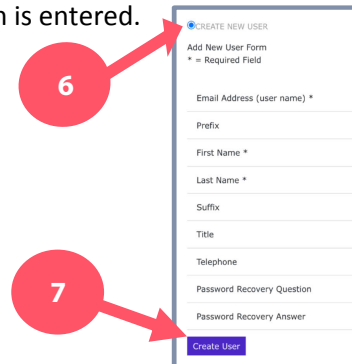
3. If the proctor you want to add is already a registered BrightShift user, click the “Select Existing User” button and enter their BrightShift associated username in the “username” search box and click the “find user” button.



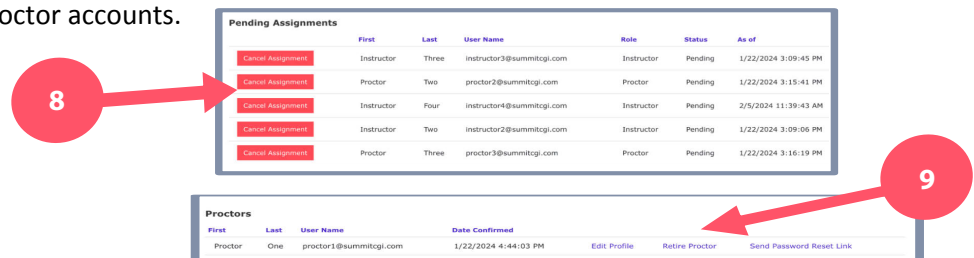
4. Verify you have located the correct proctor by confirming their account details. Once verified, click the “Select This User” button to add the proctor to the school’s system.



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.

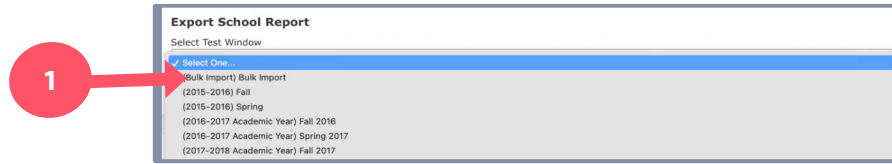


6. The user will be redirected to their Admin Dashboard and see the newly added proctor displayed in the “Pending Assignments” section. Proctors must login to their accounts and accept their role to confirm their role assignment. Once confirmed, Proctors will appear in the “Proctor” section. From here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

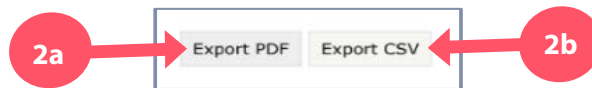


### EXPORTING REPORTS:

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.



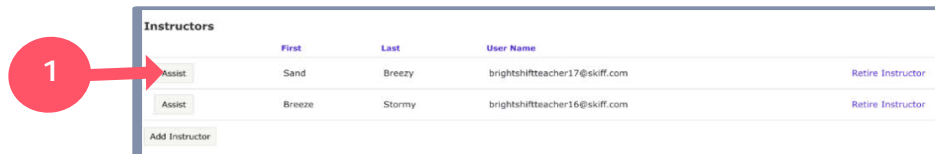
3. Click “Export PDF” or “Export CSV” to download the chosen Report in the desired file format.



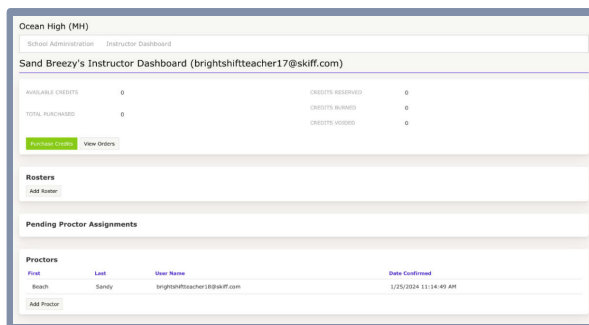
### ASSISTING INSTRUCTORS:

\* 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.



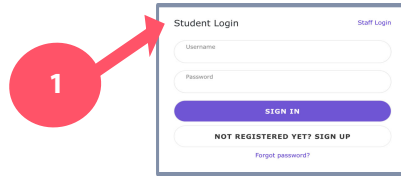
3. The user will be redirected to the selected Instructor’s Dashboard. Refer to the “Instructor” section of this document for further instructions on the functionalities of the “Instructor Dashboard”.



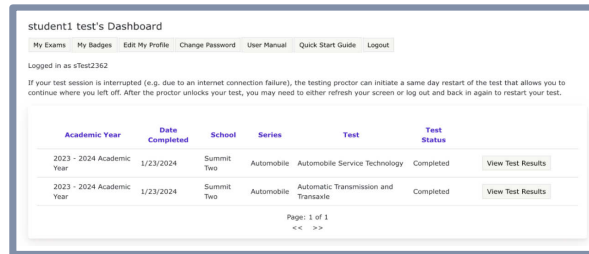
## ROLE 4: BRIGHTSHIFT STUDENT:

### STUDENT DASHBOARD FUNCTIONALITIES:

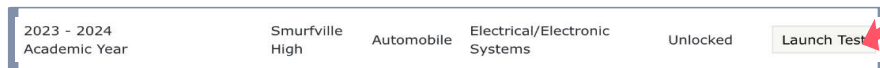
1. Launch BrightShift as directed above. Ensure each student logs in on the correct student login page.



2. Upon signing in, students will be redirected to the BrightShift Student Dashboard. Here students will see all of their assigned, completed and unlocked tests.



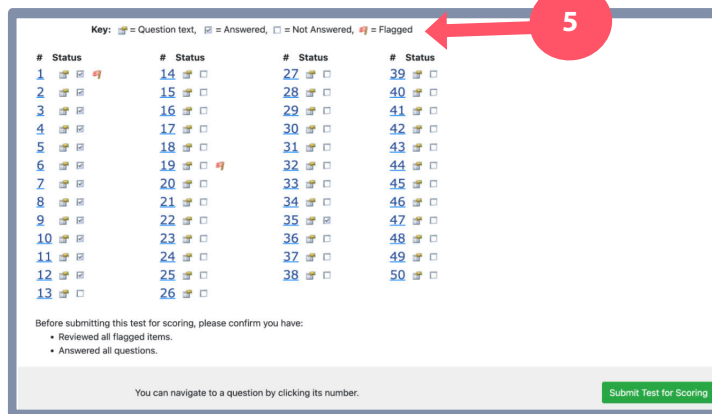
3. To take a test, students will click the “Launch Test” button next to the desired assigned test.



3. During an exam, students can click the “Flag for Review” button to mark a question they want to return to before submitting the exam. Additionally, students can click the “review test” button at the bottom of the exam window to see an overview of the questions on the exam.



4. Within an exam’s “Review” screen, students can easily view flagged questions, test progression and an interactive question list. To submit exams, click the “Submit Test for Scoring” button at the bottom of the “Review” screen.



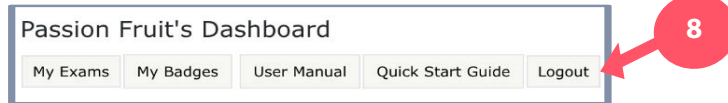
5. After completing the test, students will be automatically logged out of their BrightShift dashboard for security purposes.

### STUDENT DASHBOARD FUNCTIONALITIES CONTINUED:

6. To view test results, students will re-launch the BrightShift App and click the “View Test Results” button next to the desired completed test on their Student Dashboard.



7. To log out of the BrightShift Student Dashboard, click the “Logout” button at the top of the Student Dashboard.



### MULTIPLE ROLES:

\*Sometimes an individual user will act as multiple roles when using BrightShift software

1. Navigate to your role-based Dashboard as directed above.
2. To switch between role-based dashboards, locate the Dashboard Navigation Bar and select the Dashboard you would like to work in.



### MULTIPLE SCHOOLS:

\*Sometimes an individual user will be associated with multiple BrightShift schools.

1. Navigate to your role-based Dashboard as directed above.
2. To switch between different BrightShift school dashboards, click on the school dropdown menu in the top left corner and select the school you would like to work on.



## **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/>