

BrightShift Proctor Job Aid: Guidance for BrightShift Proctors

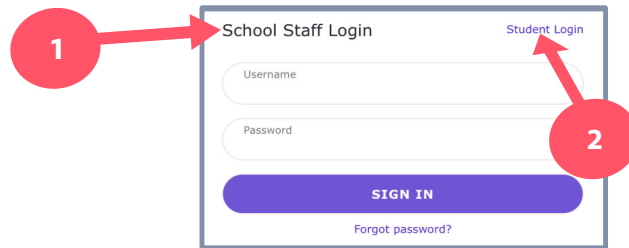
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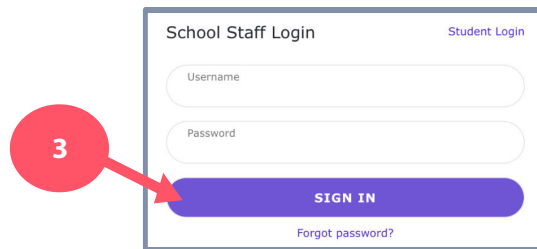
LOGGING INTO BRIGHTSHIFT:

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>

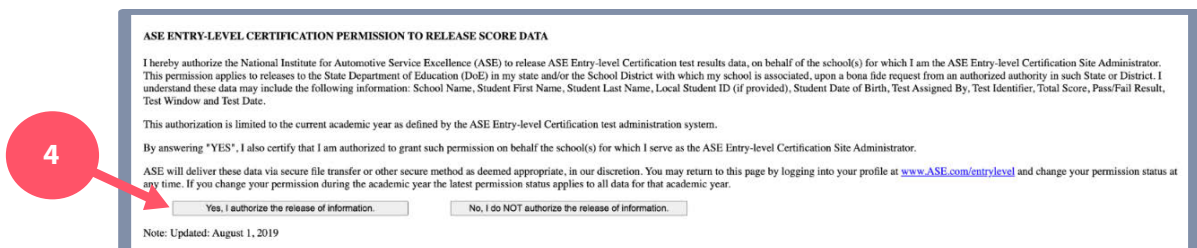
2. Ensure that you are in the correct login screen for your role by checking the login title, faculty must log in on the "School Staff Login" page and students must login on the "Student Login" page. To switch between the two login pages, click the purple role-based login button.



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 2: BRIGHTSHIFT PROCTOR:

UNLOCKING TESTS:

1. Navigate to the Proctor Dashboard as directed above.
2. 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 2:49:03 PM
Reset PW	Passion	Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Brakes	Assigned	Unlock	--	--

3. Once a test is unlocked, students will be able to access it from their dashboard.
4. 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 2:49:03 PM
Reset PW	Passion	Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Brakes	Assigned	Unlock	--	--

RESTARTING TESTS:

1. Navigate to the Proctor Dashboard as directed above.
2. 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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3. Click the "Restart" button.

Passion	Fruit	brightshiftstudent14@skiff.com	Registered	U7T-JPV	Automobile	Engine Performance	Paused	Restart
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4. 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.

Smurville High (CT)	Proctor Dashboard	Test Restarted.	Proctor Quick Start Guide
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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/>