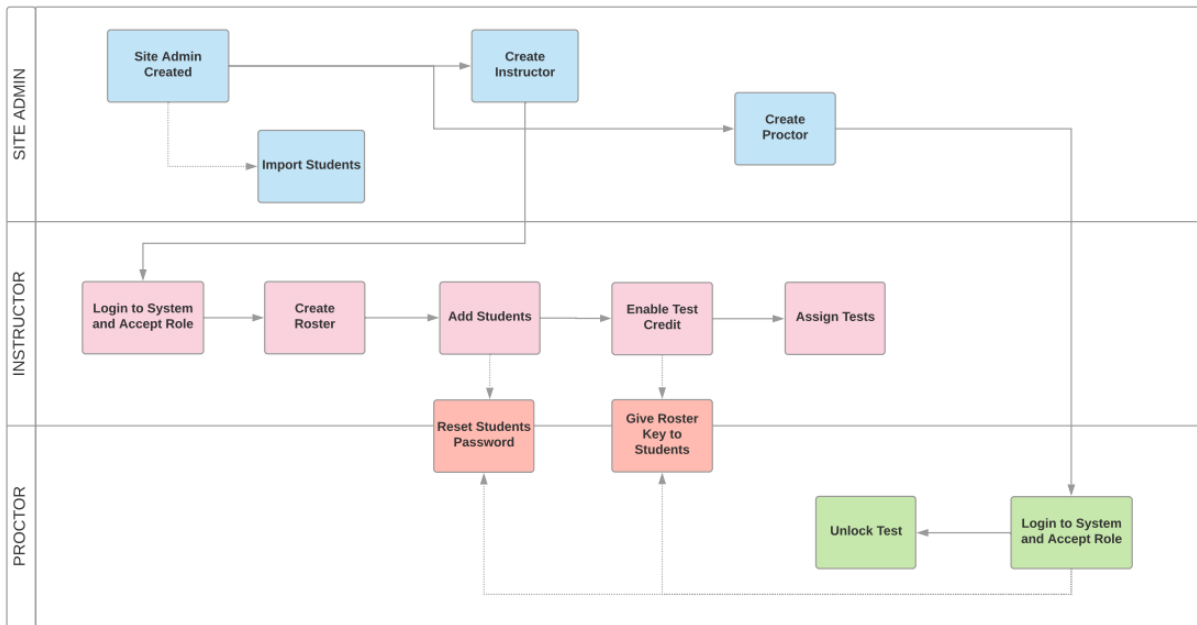


# Quick Start Guide: Instructor

## The Summit Test Delivery System Flow

The Summit Test Delivery System requires minimal setup to begin delivering tests. The diagram below shows the flow. This start up guide covers the Instruction portion of the flow.

### TEST ADMINISTRATION FLOW



### To begin testing you need to:

1. Accept Assignment – 1<sup>st</sup> time only
2. Create Roster
3. Add Students
4. Enable Test Credit
5. Assign Students tests
6. Give students login information

### Accept Assignment:

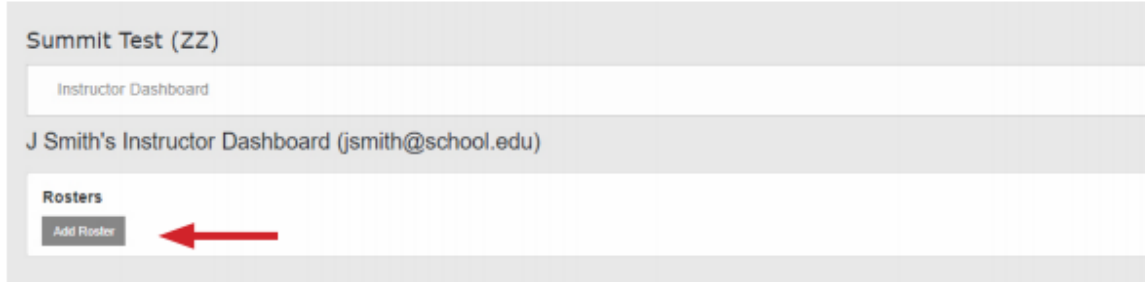
To accept an instructor linkage request, the instructor must login to the Summit Student Certification site at <https://www.testwithsummit.com/Login.aspx> and click the "Accept" button under Pending Assignments.



# Quick Start Guide: Instructor

## Create Roster:

Click Add Roster:



Select the correct Test Series, and add a Roster/Course Name and description (optional) and click create roster:

The screenshot shows the 'Add New Roster' form. A red arrow points to the 'Select Test Series' dropdown menu, which is currently set to 'Harmony Premium'. Below this are fields for 'Roster / Course Name', 'Description', 'Academic Year' (set to 'Test 1'), 'Academic Year Start Date' (4/24/2018), and 'Academic Year End Date' (4/27/2018). To the right, there are instructions for creating a new roster. At the bottom, there are 'Create Roster' and 'Cancel' buttons.

**Instructions-** To create a new roster:

1. Select the test series to be associated with this roster.
2. Give the roster a meaningful name.
3. Optional - Provide a brief description of the roster.
4. Click 'Create Roster' to save.

Now Select your roster from the list:

The screenshot shows a table of Rosters. A red arrow points to the 'Select' button in the first row. The table has columns for Status, Year, Roster / Course Name, Description, Student Count, and Added. There is also a 'View Instructor Report' button for the first row and an 'Add Roster' button at the bottom.

	Status	Year	Roster / Course Name	Description	Student Count	Added	
Select	Active	Test 1	Test		0	04/26/2018	View Instructor Report

# Quick Start Guide: Instructor

Click Add/Create New Student(s)

To add students to the roster, click the “Add/Create New Student(s)” button.

Summit Test (ZZ)

Instructor Dashboard

Roster Detail

Back to Instructor Dashboard

ROSTER / COURSE NAME: Test

DESCRIPTION:

Save

INSTRUCTOR: J Smith

STATUS: Active

ACADEMIC YEAR: Test 1

ROSTER TEST SERIES: Harmony Premium

INSTRUCTIONS

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 45 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Assign Student Tests Add/Create New Student(s) Batch Print Certificates

If you already have students loaded for your school (School Administrators can upload a bulk list of students), they will be displayed here:

Add Student

Select Existing Student

Add Selected Students To Roster Remove Selected Students To Roster

Show 10 entries Search:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Scooby	Doo	4/25/2018	No	No
Guy	Fieri	4/26/2018	No	Yes
Fred	Flinstone	4/25/2018	No	No
Harry	Potter	4/24/2018	Yes	No

Showing 1 to 5 of 5 entries Previous 1 Next

\*New Student

First Name: Last Name: Add New Student To Roster

Select the students you would like to add to the list and click Add Selected Students to Roster. You can also add students here by selecting the New Student radio button.

# Quick Start Guide: Instructor

## Enable Test Credit:

On the roster detail screen, put check marks next to the students you want to test and click Save:

**Summit Test (ZZ)**

Instructor Dashboard

**Roster Detail**

Back to Instructor Dashboard

ROSTER / COURSE NAME: Test

DESCRIPTION:

INSTRUCTOR: J Smith

STATUS: Active

ACADEMIC YEAR: Test 1

ROSTER TEST SERIES: Harmony Premium

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 45 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Assign Student Tests Add/Create New Student(s) Batch Print Certificates

Students

Last	First	User Name	Roster Key	Status	Profile	Results	Remove	Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lilly	LillyPotter865288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

## Assign Student Tests:

From the Roster Detail Screen select Assign Student Tests. On the assignment screen put a checkmark in checkbox corresponding to the test you want to assign and click save:

Save

STUDENT NAME	ASSIGNED TESTS
Dina, Michelle	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> sUAS Safety Certification</li><li><input type="checkbox"/> Sample Certificate Test</li></ul>
Langolf, Nick	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> sUAS Safety Certification</li><li><input type="checkbox"/> Sample Certificate Test</li></ul>
Olds, Josh	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> sUAS Safety Certification</li><li><input type="checkbox"/> Sample Certificate Test</li></ul>

Page: 1 of 1  
<< >>

Save

# Quick Start Guide: Instructor

Give students login information:

The roster detail screen has the information that students need to login to the system:

Last	First	User Name	Roster Key	Status	Profile	Results	Remove	<input type="checkbox"/> Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lily	LilyPotter965288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

The student will need their first and last name and the roster key to login for the first time. The URL for students is: <http://www.testwithsummit.com/loginstudent.aspx>

The first time a student visits the site, they will use the New Student Registration box as seen below:

## New Student Registration

First Name

Last Name

Roster Key

On subsequent visits to the site, the student will use the information they registered with in the log in box shown below:

# Quick Start Guide: Instructor

## Student Login

[Switch to Staff Login](#)

Username

Password

[Log In](#)

[I Forgot My Password](#)