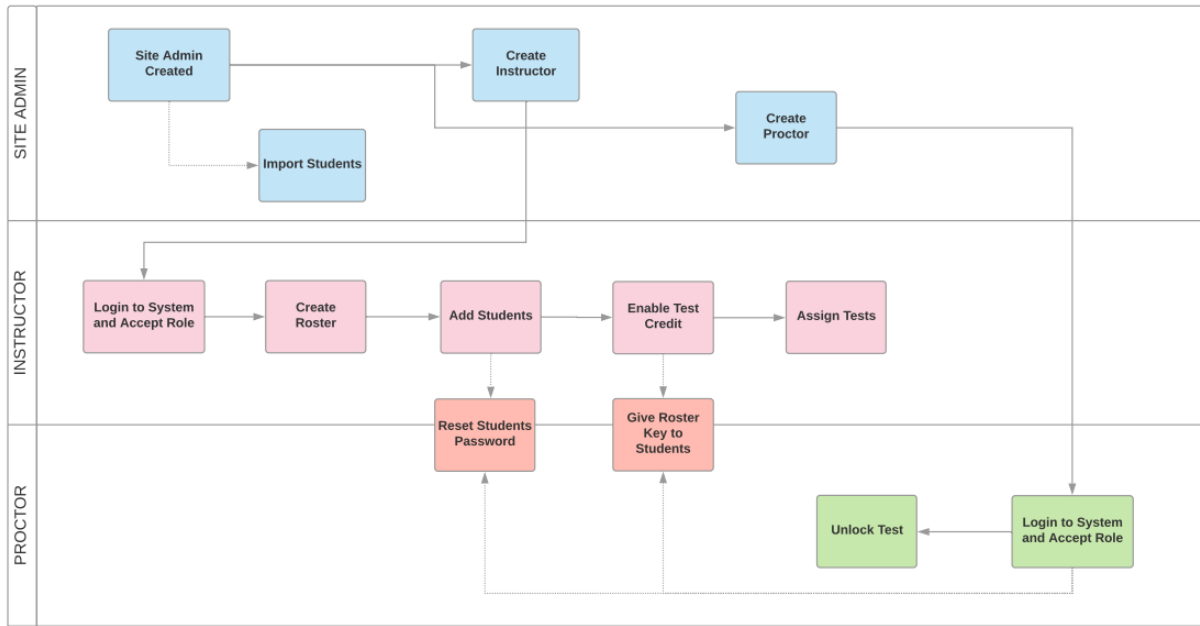


Instructors Quick Start Guide

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

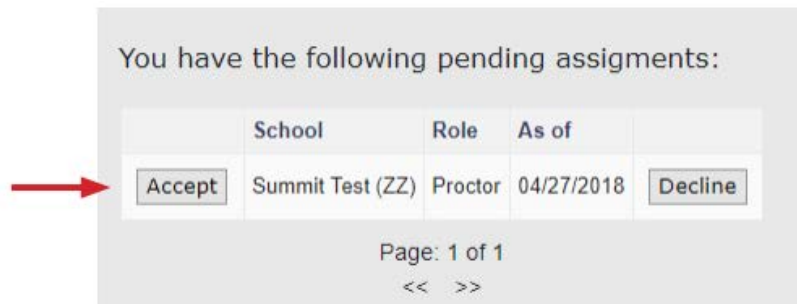


To begin testing you need to:

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

Accept Assignment:

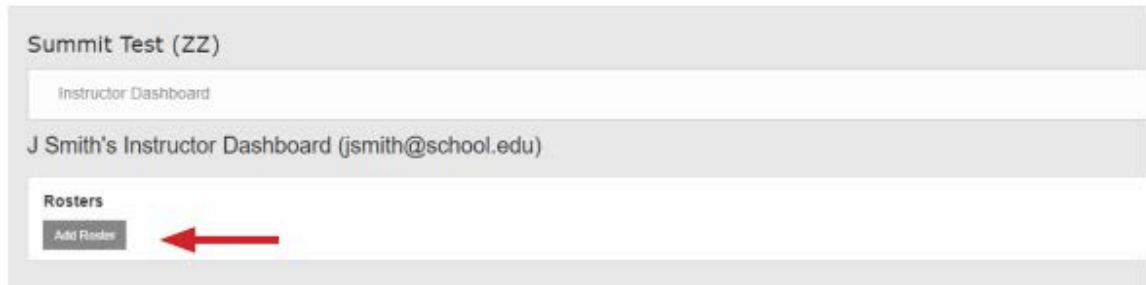
To accept an instructor linkage request, the instructor must login to the Summit Student Certification site and click the “Accept” button under Pending Assignments.



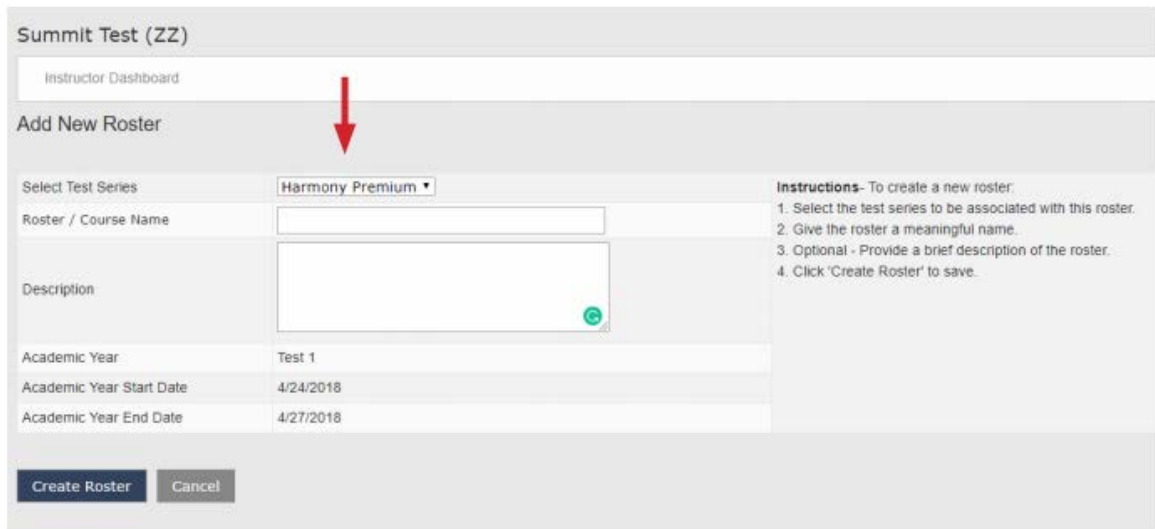
Instructors Quick Start Guide

Create Roster:

Click Add Roster:



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



Now Select your roster from the list:



Instructors Quick Start Guide

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:

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.

Save

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

If you already have students loaded for your school (School Admin’s can upload student lists), 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.

Enable Test Credit:

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

Instructors Quick Start Guide

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 an x in checkbox beside the test abbreviation and click save:

Summit Test (ZZ)
Instructor Dashboard

Test Assignment Page

Assignments for Roster: Test
Academic Year: Test 1
Current Testing Window: Window 1
Series: Harmony Premium

Legend:
H1 = Toon Boom Harmony Associate Certification Exam

Instructions:

1. Refer to the legend to identify the test names.
2. Click the check boxes to assign one or more tests to individual students.
3. Click 'Save' before leaving each page to save all test assignments.
4. Since a maximum of 15 students are displayed per page, proceed to the next page to continue test assignments.

Go Back to Roster Detail | Save

Fieri, Guy	Window 1	H1 <input checked="" type="checkbox"/>
Potter, Lilly	Window 1	H1 <input checked="" type="checkbox"/>

Page: 1 of 1
<< >>
Save

Give students login information:

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

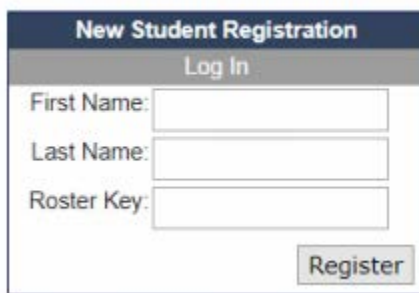
Instructors Quick Start Guide



The screenshot shows a web interface for instructors. At the top, there are three tabs: 'Assign Student Tests', 'Add/Create New Student(s)', and 'Batch Print Certificates'. Below the tabs is a table titled 'Students'. The table has columns for 'Last', 'First', 'User Name', 'Roster Key', 'Status', and 'Select All'. There are two rows of student data. Each row has buttons for 'Profile', 'Results', and 'Remove', and a checkbox for 'Enable Test Assignment'.

Last	First	User Name	Roster Key	Status				<input type="checkbox"/> Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lily	LilyPotter865288	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 logs in they will use the New Student Registration box as seen below:



The form is titled 'New Student Registration' and has a 'Log In' button. It contains three input fields: 'First Name:', 'Last Name:', and 'Roster Key:'. There is a 'Register' button at the bottom right.

New Student Registration	
<input type="button" value="Log In"/>	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	