



Edmentum Assessment Back to School Checklist

Begin this school year with your Edmentum Assessments account ready to go! Complete this checklist and your account will be equipped for student use.

- Add new users/instructors (administrator)
- Deactivate/delete old users (administrator)
- Assign instructors to programs (administrator)
- Archive assignments no longer being used (administrator)
- Create Accucess Assignment
- Create Test Packs Assignment

REGISTERING USERS

ADD INDIVIDUAL USERS

- Click **ADMINISTRATION CENTER** in the app switcher bar
- Hover over **USERS** and click **MANAGE**
- Click **CREATE A USER**
- Select a **ROLE**
- Complete all required fields
- Select the **LOCATION(S)**
- Click **SAVE & RETURN TO USERS** or **SAVE & CREATE ANOTHER USER**



BATCH IMPORT USERS

- Click **ADMINISTRATION CENTER** in the app switcher bar
- Hover over **USERS** and click **BATCH PROCESSING**
- Click the **FILE FORMAT SPECIFICATIONS** tab to view data specifications and to download a **SAMPLE FILE**
- To begin the import process click the **UPLOAD** tab
- **BROWSE** for the file
- Click **IMPORT THE SELECTED FILE**
- Click the **HISTORY** tab to view the processing status

MANAGING USERS

- Click **ADMINISTRATION CENTER** in the app switcher bar
- Hover over **USERS** and click **MANAGE**
- Use the **FILTERS** on the left to filter by location, role, status and grade
- Click **ACTIONS** to the right of the user
- Choose **EDIT USER**, **DEACTIVATE USER**, or **DELETE USER**

ADD INSTRUCTORS AND PROGRAM ADMINS TO A PROGRAM

- Click **ADMINISTRATION CENTER** in the app switcher bar
- Click **PROGRAMS**
- Click the **PROGRAM** that you would like to add users to
- Click the **INSTRUCTORS AND PROGRAM ADMINISTRATORS** tab
- Click **ENROLL USERS**
- Check the users that you wish to add to the program
- Click **ENROLL** at the bottom of the screen

CREATE AN ACCUCESS ASSIGNMENT

- Hover over **EDMENTUM ASSESSMENTS** in the app switcher bar and select the **PROGRAM**
- Click the **MY ASSIGNMENTS** tab
- Click **CREATE AN ASSIGNMENT**
- Place a check in the box next to the learner(s) and click **NEXT**
- Click the **ACCUCESS** tab
- Select the assessment and click **NEXT**
- Fill in the **ASSIGNMENT NAME** and **START DATE**
- Choose the **START** and **TARGET GRADE LEVELS**
- Choose the **PRESCRIPTION SETTINGS** and click **NEXT**
- Review assignment details and click **CREATE ASSIGNMENT**



ARCHIVE AN ASSIGNMENT

- From the **ADMINISTRATION CENTER**, hover over **SETTINGS**
- Click **ARCHIVE**
- Click the **CLASSES** tab
- Locate the class(es) that need to be removed, and click the **ARCHIVE** button. To archive multiple classes once,
- Check off each class, then click **GROUP ACTIONS**, and **ARCHIVE SELECTED CLASSES**
- Click **YES** to confirm

CREATE A TEST PACKS ASSIGNMENT

- Hover over **EDMENTUM ASSESSMENTS** in the app switcher bar and select the **PROGRAM**
- Click the **MY ASSIGNMENTS** tab
- Click **CREATE AN ASSIGNMENT**
- Place a check in the box next to the learner(s) and click **NEXT**
- Click the **TEST PACKS** tab
- Click the triangle next to the test pack to view grade levels
- Click the triangle next to the grade to view available tests
- Place a check in the box next to the test(s) that you would like to assign
- Set the **START** and **DUE DATES** and click **NEXT**
- Set **ASSIGNMENT PREFERENCES** and click **NEXT**
- Review assignment details and click **CREATE ASSIGNMENT**