



Exact Path Back to School Checklist

It's a new school year so make sure your Exact Path account is ready! Complete this checklist and your account will be equipped for student use.

- Define academic year (administrator)
- Define diagnostic testing windows (administrator)
- Batch enroll/edit users (administrator)
- Create classes (teacher or administrator)
- Schedule a diagnostic test (teacher can do this if the diagnostic is NOT being scheduled by administrator for entire grade or school)
- Review Student Assessment Video with class
- Review log in process with students
- Schedule time for students to take all the assessments
- Review how to view student results



CREATING USERS

Account Administrators and Program Administrators have the ability to create multiple Learners and/or Instructors in the system at one time using the Batch Import feature. This is a useful alternative to creating the users manually.

HOW TO BATCH IMPORT USERS

- Click on the **ADMINISTRATION CENTER** link at the top of the home page.
- Hover over the **USERS** tab and click on **BATCH PROCESSING**.
- Click on the File Format Specifications tab to view data specifications and click **DOWNLOAD A SAMPLE FILE**.
- Once you have populated the file, save it to your desktop.
- From the Batch processing screen, click the **UPLOAD** tab.
- Click browse, locate your file, and click **OPEN**.
- Click Import the Selected File to begin the batch process.
- A message displays at the top of the screen to inform you that the document was uploaded successfully. Click the Refresh button on the Import History tab to monitor the import progress.

HOW TO MANUALLY ADD USERS

- Click the **ADMINISTRATION CENTER** link at the top of the page.
- Hover over the **USERS** tab and click on **MANAGE**.
- Click on **CREATE A USER**.
- Enter the required information noted by the fields that contain an asterisk.
- Enter optional information.
- Enter the login credentials. This includes User Name (Plato Name) and Password.
- Assign the user to his or her physical location by checking the appropriate box below the login area.
- Click **SAVE & CLOSE** if you are done adding users, or **SAVE & CREATE ANOTHER USER** to add additional users.

DEFINING ACADEMIC YEARS

The first time an Account Administrator logs in to the application, they will be brought to the Settings tab and asked to define their academic years. Academic Years should align to your school/district structure. The Academic Year is used to guide testing window structure and data reporting.

HOW TO DEFINE ACADEMIC YEARS

- To define your academic year, click the **DEFINE NEW ACADEMIC YEAR** link.
- You can set up an academic year, summer session, or other under the Type header.
- Under the Name header, select the appropriate option or name your Academic Year if you selected other.
- Select **START DATE** and **END DATE**, and click **SAVE**.

HOW TO SET UP DIAGNOSTIC TESTING WINDOWS

- Once you have defined your academic years, select the **DIAGNOSTIC TESTING** tab in the Settings page.
- Select your **ACADEMIC YEAR**.
- Under the Test Frequency section, select the number of times you plan to administer the Diagnostic Test within an Academic Year.
- Note: This selection can be changed later if you decide to administer an additional diagnostic test.
- Select the Test Window dates and click **SAVE SETTINGS**

HOW TO CREATE A CLASS

- To create a class, click the **MY CLASSES** tab at the top of the screen.
- Click the **MANAGE CLASSES** tab at the top of the screen.
- Click **CREATE A CLASS** in the upper right-hand side of the screen.
- Enter the following information:
 - Class Name (Example: Ms. Jones 4th Grade)
 - Instructors
 - Select School
 - Grade (optional)
- Select students to add to the class. You can filter by student name, location, and grade.
- Click the student name to add the student to the class.
- Click **SAVE CLASS**.



SCHEDULING A DIAGNOSTIC TEST

To schedule a diagnostic test, a Diagnostic Testing Window must first be defined. Account Administrators, Program Administrators, and Instructors can schedule a diagnostic test.

HOW TO SCHEDULE A DIAGNOSTIC TEST

- Click **INDIVIDUALIZED LEARNING** from the app switcher bar at the top of the page.
- Choose the subject for which you would like to schedule a diagnostic test.
- Click **SCHEDULING**.
- Select which Diagnostic to be scheduled.
- Select the Academic Year (*Take note of the testing window availability*).
- Identify the students you wish to schedule a diagnostic test for. You can find the students via their class, locations, grade, or search for their name.
- Select the students in the list and click **SCHEDULE**.
- A pop-up window displays. Set the date and time the test will be available to students.
- Click **SCHEDULE**.

HOW TO VIEW STUDENT RESULTS

- Select a subject from the top of the screen.
- Click the **STUDENT RESULTS** button.
- Select the appropriate test by clicking the test window at the top of the page.
- Select the class, instructor, or student.
- Select a placement category by clicking on the category under **STUDENT RESULTS**.
- Click a student's name to view the Student Summary Report. Here, you will be able to view overall diagnostic placement information, domain placement, and the learning path.