Admin Quick Start Guide

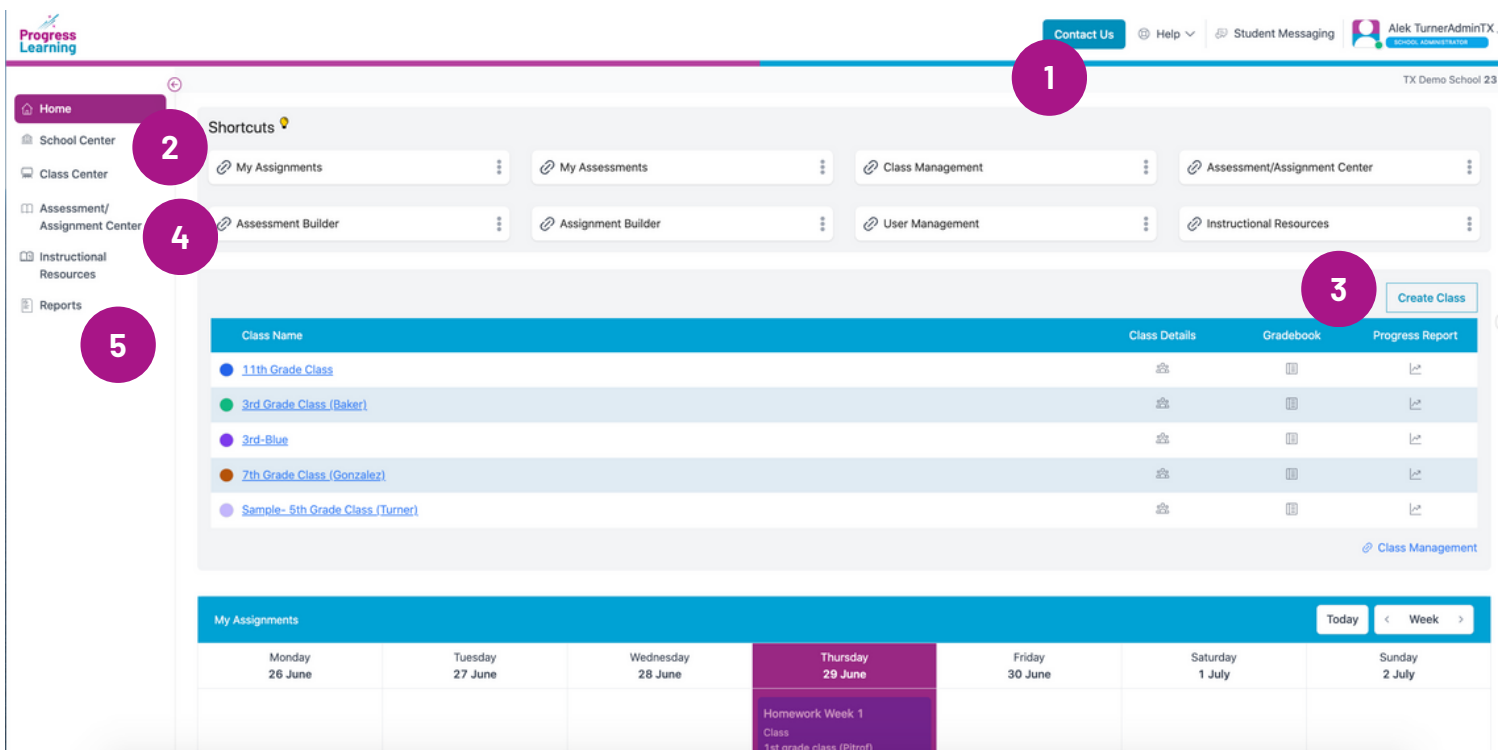**Progress Learning**

1 Live Training Calendar

Within the HELP menu, go to Live Training Calendar and complete a series of on-demand video trainings. Special live webinar topics are offered each month; watch your email and check our calendar.

2 School Center

Under "User Management" manage student and teacher login credentials. Customize and enable Liftoff settings, as well as view your "Account Information" to see what subjects are included with your campus subscription.

3 Set Up Classes

Use the "Create New Class" link to set up your classes (you can even share your class with other teachers), associate subject areas, and add students. If you prefer, students can join your class from their homepage instead.

4 Assessment and Assignment Center

Use our Assessment and Assignment Builder to create formative and summative assessments as well as a variety of activities, including practice questions and instructional videos. In our assessments, you can include a variety of technology-enhanced items or build your own with our teacher-authored questions feature.

5 View Standards-Based Data

Refer to your progress report to shows average scores by standard for your school, teachers, and individual students.

Tips for a Successful Bulk Upload

Enter in the required fields:
- First name
- Last name
- Grade level
- Username
- Password

All other fields are optional. Even if you do not use all the columns in your spreadsheet, do NOT delete, move, or rename them.
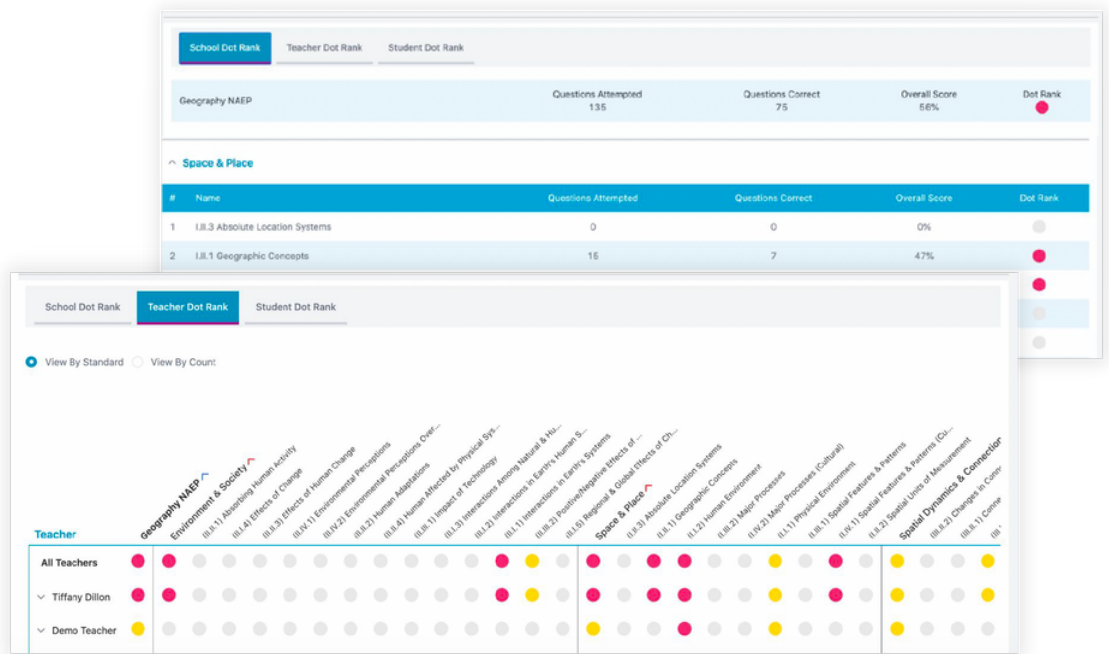
Progress Reports

School Dot Rank

Refer to this tab for at-a-glance proficiency for a particular subject area. Our color-coded Dot Rank system indicates areas of strength and weakness for your school. Use the gear icon to set a specific date range or question source(s).

Teacher Dot Rank

View school-wide Dot Rank scores by individual teachers and classes.
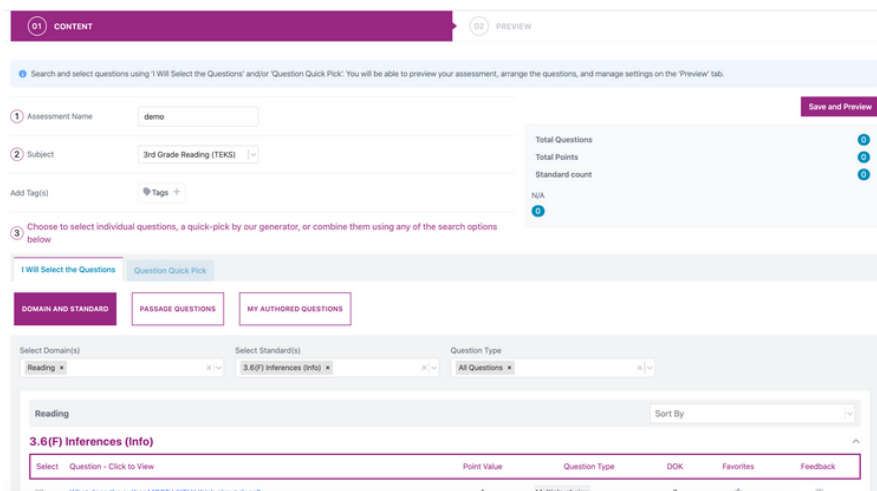
Student Dot Rank

View individual student dot rank information for a specific subject.

Assessment Builder

Settings have been added to the Preview tab and will include visibility into questions added, total points and DOK information.

Assessment Tag management has been moved to Assessment Bank from the Assessment/Assignment Center.

Training Options

- Series of on-demand webinars: Located on every teacher's page is a "Live Training Calendar" link within the HELP menu. Teachers have the freedom to skip around and locate the topics they're most interested in.

- Personal online webinar: If your school would like a custom, live webinar training, please email training@progresslearning.com for availability. Fees may apply.

- Weekly topic-specific live webinars: Our Progress Learning trainers conduct weekly webinars on a variety of valuable topics including Getting Started, Building Diagnostics, Assignments, Integrations and more! *Coming Soon!*

- *To learn more about training options, click here.*

We are here to help!

Use the Contact Us button at the very top of any page to ask questions or share feedback and receive announcements by clicking this icon on your dashboard.