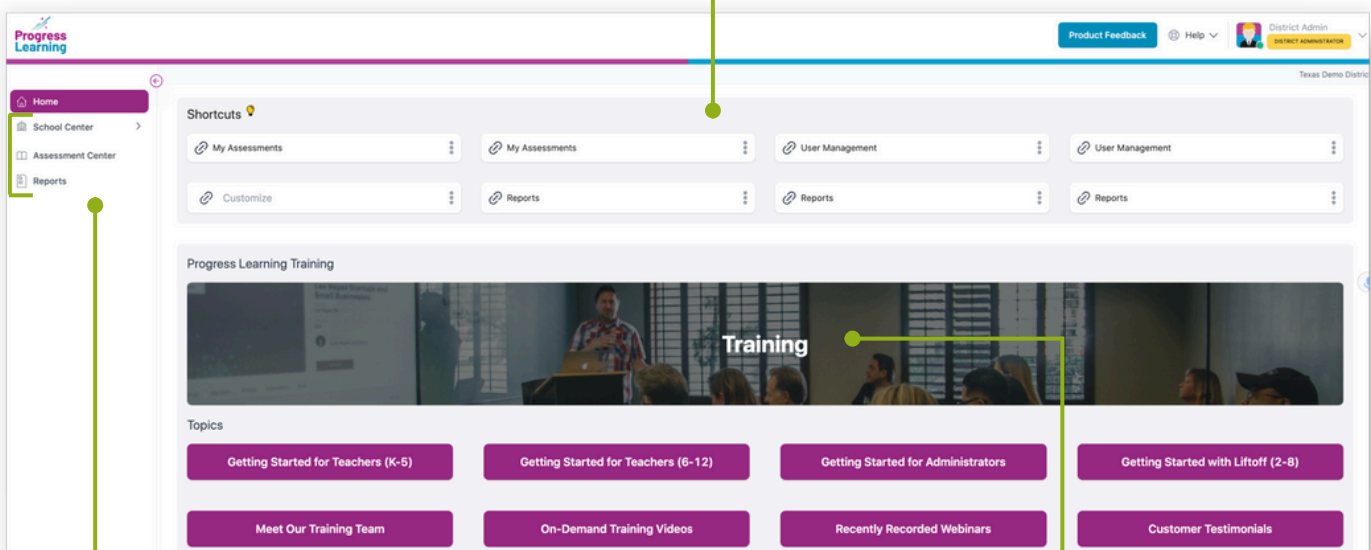# District Quick Start Guide

**Progress Learning**

## 1. Shortcuts

Create shortcuts to organize and access any link quickly from the dashboard. Click the three dots in the right corner of each shortcut tab to customize your individual links.



## 2. School Center, Assessment Center, and Reports

Within the USERS area, you can create and edit students, teachers, and other district users.

Each school admin user can also upload and manage teacher and student accounts. We offer bulk uploading through an Excel or CSV template as well as automated sync options, including Clever, ClassLink, and SFTP. Contact us for setup.

View all schools at a glance along with their Account ID and teacher/student activation codes for creating new accounts. Use the "Login" link to quickly log in as an admin user at a particular school.

Create custom assessments that can be administered to students district-wide. Our district assessment builder is great for both formative and summative assessments.

Access district-wide reports by standard. Choose a subject area to pull up overall mastery for all students in the district. Be sure to check out the School Dot Rank tab to compare the data by individual schools.

## 3. Training

Our Getting Started Webinars provide the opportunity to join one of our program experts live via Zoom. We are offering webinars daily at varying times. Choose the type of Getting Started Webinar and select a day and time that works best for your schedule.

Click here to visit our training page.

# District Assessments

## Security Settings
When creating your assessment, you can decide what level of access you would like teachers to have, including whether teachers can preview and duplicate the assessment— along with whether teachers can view the results or not.

## Pre-Built vs. Build Your Own
The second step of our assessment builder allows you to either have Progress Learning generate the assessment (Pre-Built) or the freedom to choose the exact questions yourself (Build Your Own). You can also add questions of your own in step three, and our platform will break down the data for you.

## Actionable Goals
Once the results are in, compare scores by standard across schools. You will also have a detailed item analysis for every question.

*i* Keep an assessment locked (deactivated) before and after school to prevent students from completing it outside of school hours.

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## What do teachers have in their accounts?

- For any assessment, whether it's a district assessment or a formative assessment that the teacher created, teachers can quickly assign individualized remediation to students, directly from the Remediation tab of the results.
- Teachers have access to a wealth of daily instructional resources, including printable activities, warm-up Bell Ringer questions, mini-lesson videos, and more. These resources can be used for whole-group instruction, guided practice, stations, enrichment, sub plans, and more.
- Every class has a progress report for teachers to pull standards-aligned data for the entire class and individual students.
- If teachers would like students to work through a series of specific activities targeting a particular standard, then they can create assignments for their classes.
- Students can access independent practice activities at home and work at their own pace in the standards where they've scored the lowest.

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**Ready to learn more?**
Visit **www.progresslearning.com** or contact us at **info@progresslearning.com**