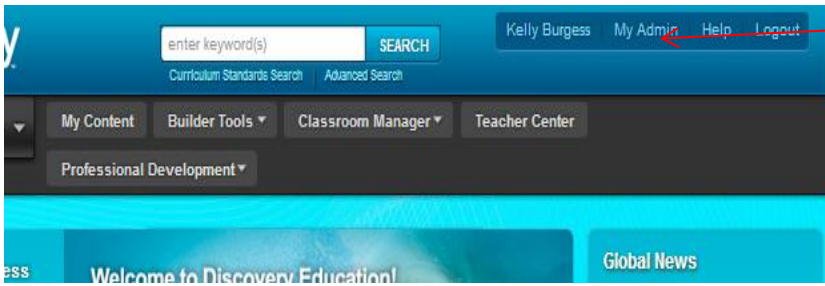
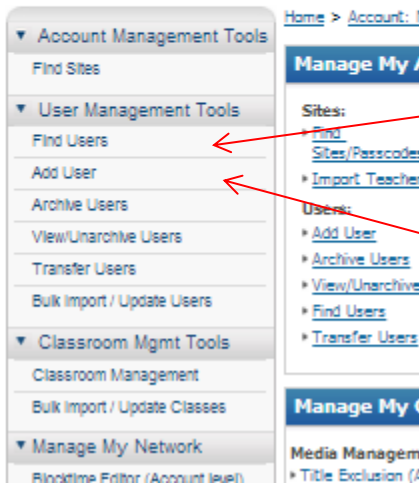
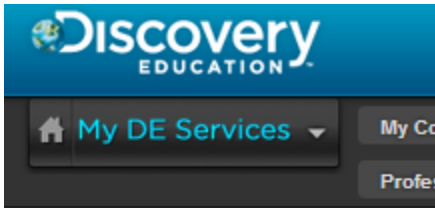


To create a new student user:



Click on My Admin



First verify that the user is not already in the system by clicking on Find Users and searching for the student's ID# in the search field

If the student is not in the system then click Add User.

Add User

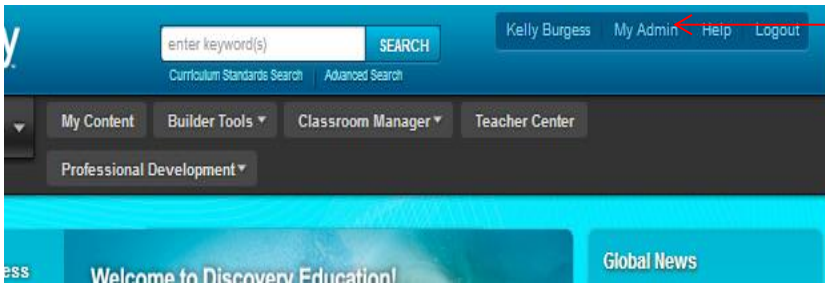
Select Student as the Role

Fill in required fields. Username is the graduation year, up to 8 letters of last name, first initial. If the username is not unique then add a -K to the end. (ex. 94burgessk-k)

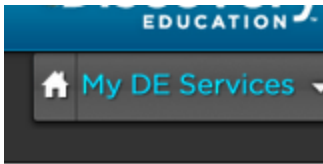
Passwords for elementary students are the school initials, 123. (ex. JP123 or FLW123)
Passwords for KIS, KMS & ALB are student ID #s

Click Submit

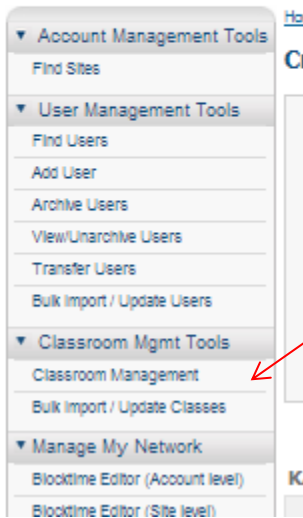
To add student to a class



Click on My Admin



Click on Classroom Management



If adding a student to a class that does not yet exist click on Add New Class

Classroom Management

Choose Site:

[Add New Class](#)

Search: by class [Clear Results](#)

Results 1-23 of 23 Records Items per page: 60 Status: Unarchived

Class Name	Class ID	Teacher Name	Create Date	Subject	Grade	Semester			
High School		- unassigned -	08-07-2014	-	-	Full	-	Roster	Archive Duplicate
Battle With Beckham		Beckham, Kelly	08-07-2014	-	-	Full	-	Roster	Archive Duplicate
KMS Media Center		Beckham, Kelly	08-07-2014	-	-	Full	-	Roster	Archive Duplicate
Britt 1st		Britt, Alicia	08-07-2014	Reading/Language Arts	8	Full	✓	Roster	Archive Duplicate
Britt 2nd		Britt, Alicia	08-07-2014	-	-	Full	-	Roster	Archive Duplicate

If adding student to a class that already exists click on the Class Name.

Elementary schools can click Duplicate to create a duplicate roster for each subject assessed.

Create/Update Classroom

Class Name: Use Benchmarks? This Use Benchmark box MUST be checked.

Class ID:

Class Description:

Grade: ALB selects the grade as "HS"

Subject:

Semester Block: Elem, KIS and KMS select Full. ALB selects the appropriate semester.

Teacher:

KANNAPOLIS MIDDLE SCHOOL's Roster Page 1 of 91 **Class Roster**

Last name: Grade:

NAME	GRADE	USERNAME	ID
<input type="checkbox"/> Abernathy, Abigail	7	20abernatha	1857634
<input type="checkbox"/> Absher, Ashley M	8	19abshera	1857466
<input type="checkbox"/> Ackerman, Jordan J	7	20ackermanj	1823446
<input type="checkbox"/> Acosta, Alexis	7	20acostas	1853271
<input type="checkbox"/> Acosta, Martin	8	19acostam	1855090

NAME	GRADE	ID
<input checked="" type="checkbox"/> Byrd, Markus		
<input checked="" type="checkbox"/> Campbell, Mi		
<input checked="" type="checkbox"/> Cooper, Asiyah S	8	19coopers
<input checked="" type="checkbox"/> Deringburg, Tyonia M	8	19deringbut
<input checked="" type="checkbox"/> Esquivel, Issac D	8	19esquivel

Drag Students Here

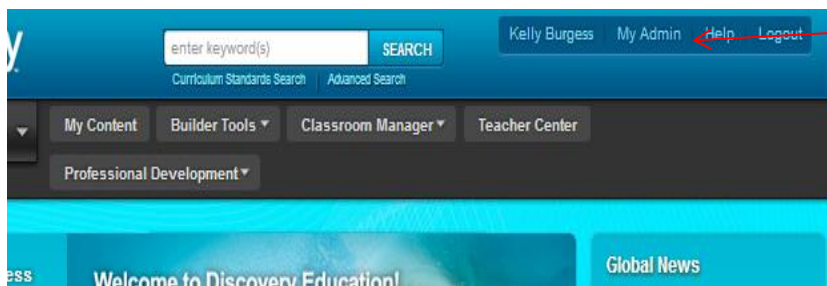
Click on the box next to the student's name in the "School Roster". The student name will then populate in the "Class Roster"

Click Save at the bottom of the screen.

To add students to grade and subject pool

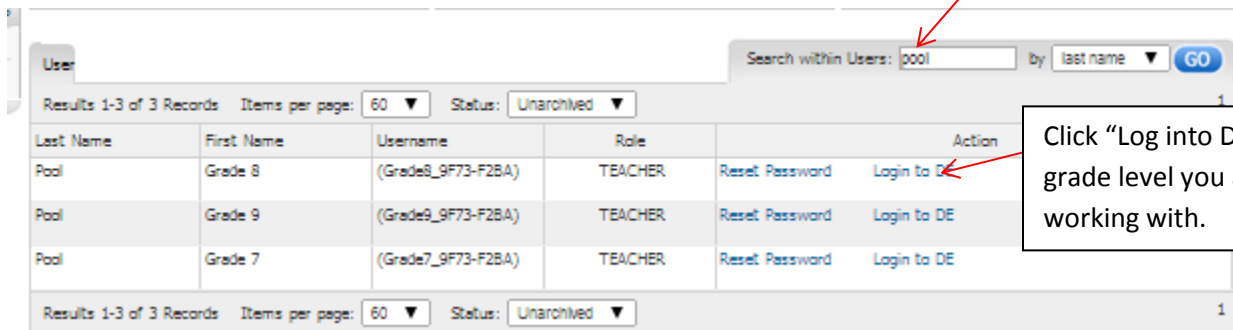
This must be up to date prior to each benchmark assessment.

If this is not done then students will not see the assessment when they log into DE.



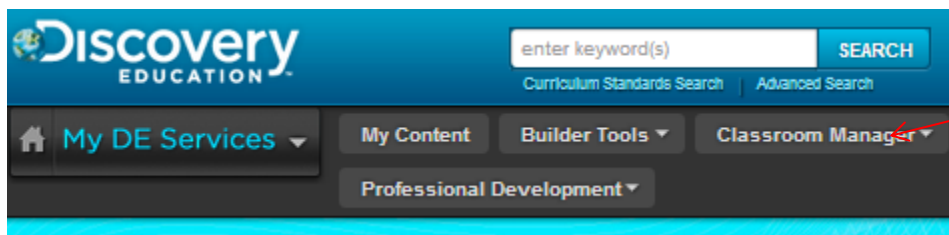
Click on My Admin

Scroll down to the middle of the screen

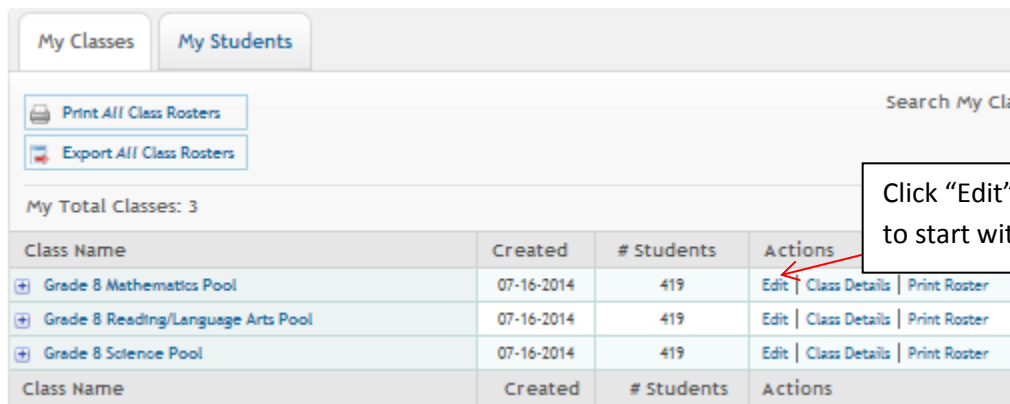


Type "pool" into the search field.

Click "Log into DE" as the grade level you are working with.



Hover over "Classroom Management" and click "My Classes"



Click "Edit" for the subject you want to start with.

KANNAPOLIS MIDDLE SCHOOL Roster

Select the students you would like to add to the class by selecting their name.

Search Students: by Last Name in Grade

Sort by grade or search for specific student.

Click on the box next to the student's name within the School Roster so it will move to the Class Roster.

Student Name	Grade
Zimmermann, Alexander P	8
Young, Nautica S	8
Yoss, Celina C	8
Yooce, Michael S	8
Yeomans, Kaylee M	8
Yang, Touchua	8
Yang, Arrawn C	8
Xiong, Darren T	8
Woods, Zion A	8
Woods, Lindsay B	8
Wood, Keethen L	8

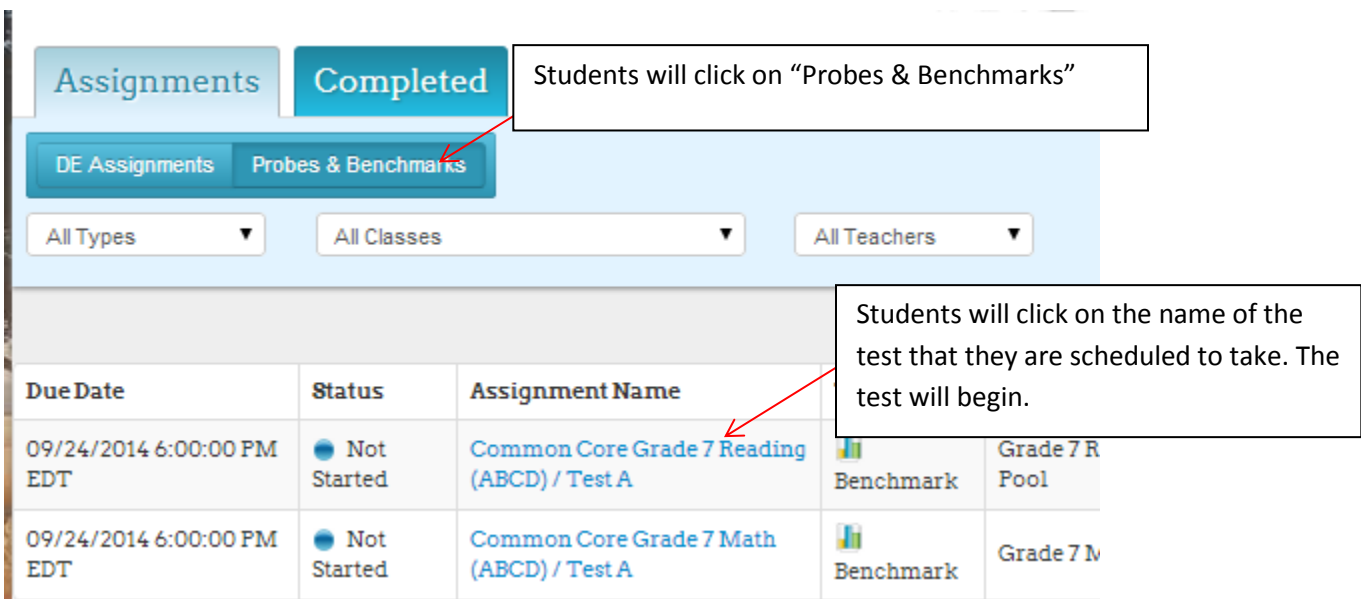
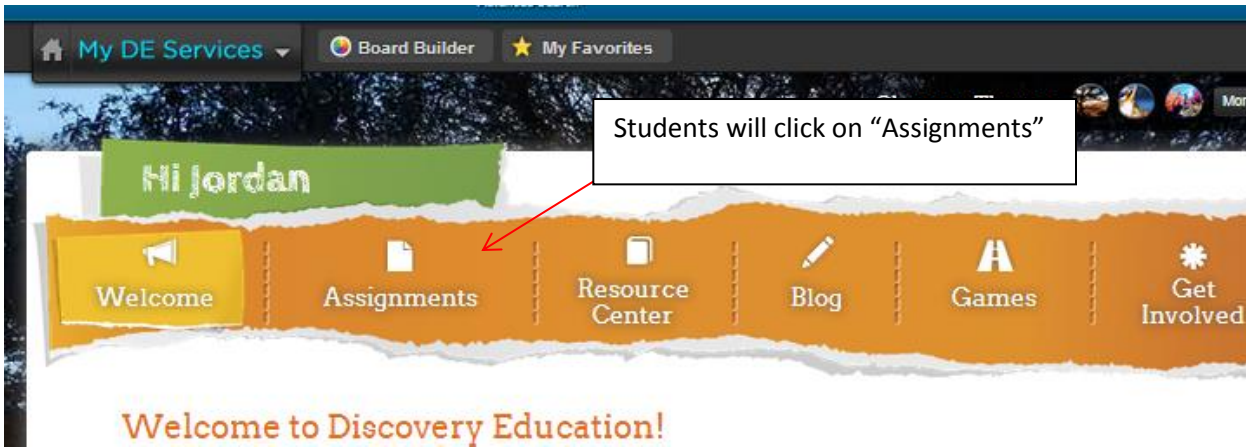
Student ID
1857634
1857466
1823446
1853271

All	Student
<input type="checkbox"/>	Abernathy
<input checked="" type="checkbox"/>	Absher, A
<input type="checkbox"/>	Aokernan
<input type="checkbox"/>	Acosta, Alexis

You MUST click save at the bottom right of the screen when you are done.

Student log in to access benchmark

Students go to www.discoveryeducation.com. (This can be saved as a shortcut to the desktop or as a QR code.) They enter their usernames and passwords.



Students CAN close the test and log in at a later date/time if they need to continue testing after the period is over.