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What’s New in This Guide

Update December 2021

Aggregated Results: Allows you to look at your district’s diagnostic results at a high level – keeping track of diagnostic administration progress and performance, as well as seeing whether your schools are on track, according to norms. Sort by Grade-Level Proficiency or National Percentile Rank.

Help and Support

Edmentum offers a variety of resources to help you use Exact Path.

Help Center

Keyword Search

1. From inside Exact Path, click Help Center (top right of the page).

2. Search for your topic by keyword.

How-To Tours

How-To Tours show you step-by-step how to perform the most important tasks in Exact Path. These tours are built into your Exact Path system, so you actually perform the task as you complete the tour.

1. From inside Exact Path, click Help Center (top right of the page).

The Help Center pop-up appears.
2. Select one of the **How To/Tours**. Pop-up windows guide you through the task.

![How To/Tours](image)

**Resources**

Exact Path resources include parent letters, quick start guides, and more.

1. Click **Help Center** (top right of the page).

   ![Help Center](image)

2. From the Help Center pop-up, scroll down to **Resources**, and click a resource title to open it. What you see may vary from the image below.
Learn and Support Center

The Learn and Support Center contains quick reference guides and videos that help you use Exact Path to its fullest potential.

1. From inside Exact Path, click **Help Center** (top right of the page).

   ![Help Center](image)

   The Help Center pop-up appears.

   ![Help Center Pop-up](image)

2. Scroll down and click **Online Help**.

   ![Online Help](image)

   The Learn and Support Center opens in a new tab.

Customer Support

If you encounter problems using Exact Path that the above resources do not cover, contact Edmentum Customer Support:

- 800.447.5286 (7am to 6pm Central Standard Time)
- support@edmentum.com

When you contact Customer Support, please have your Account ID and Login information available.
Overview: Roles and Permissions

Account Administrator

The Account Administrator is the main contact within a school or district for Edmentum’s Exact Path implementation. The staff member in this role understands the organization’s implementation goals and oversees activities related to the implementation process. Anyone with an Account Administrator role will have access to all student data.

The Account Administrator performs the following tasks:

- Clearly articulate the expectations for instructors in their online teaching roles.
- Analyze and interpret student data.
- Schedule and manage Academic Years and Diagnostic Testing Windows.
- Understand school policies that determine which students are appropriate to enroll in Edmentum’s Exact Path.
- Support instructors and students with the administrative and orientation requirements for technology.
- Ensure that instructors receive appropriate training to do their job effectively.

Program Administrator

The Program Administrator can perform the same functions as the Account Administrator and can serve as a secondary administrator for the Account Administrator. For example, a lead teacher could be a Program Administrator for his or her subject area.

The only difference between a Program Administrator and an Account Administrator is that a Program Administrator is restricted to viewing student data for students who share the Program Administrator's location(s). Account Administrators can view data for all students regardless of location.

Instructor

Instructors can perform the following tasks:

- Fully manage their classes
- Facilitate and monitor student learning
- Schedule diagnostic assessments to learners within Administrator-defined testing windows
- Create classes and groups
Designating User Roles

It is important to decide which user roles work best for educators at your school or district. Any person who has access to an administrator role can create and manage users and adjust your school's program. Those that are listed as instructors can create classes and groups. Any educator who needs to have access to a specific school's data (rather than the entire account) might serve best as a program administrator. On the other hand, someone who needs to manage the entire program for a school or school district may serve better as an account administrator. The chart below breaks down each user’s responsibilities.

Responsibility Chart

<table>
<thead>
<tr>
<th>Function</th>
<th>Account Administrator</th>
<th>Program Administrator</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>View student data</td>
<td>All locations</td>
<td>Assigned locations</td>
<td>Within classes</td>
</tr>
<tr>
<td>Batch enroll users</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Manually add users</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Define academic years</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Schedule a diagnostic testing window</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Schedule a diagnostic test</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Unschedule a diagnostic test</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create a class</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create a group</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View aggregated results</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View student results</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Log Into Your Account


1. Go to the Edmentum login page.
2. Enter your Account Login, User Name, and Password, and click Log in to your Edmentum Account.

If your school uses ClassLink, Clever, EdOptions Academy, Google, or Microsoft to log in, click the appropriate button to log in.

Verify Your Email Address

If this is your first time logging in, you’ll be required to verify your email address. This will allow you to reset your password yourself and ensures you receive important program information from Edmentum. Here’s what you’ll need to do:

1. Enter an email address. If you have an email address associated with your account, it will automatically populate.
2. Click Send Verification and Continue. You’ll now be logged into your account.

3. In a moment, you’ll receive an email from an “@edmentum.com” address. Open this email and click Confirm Email. An Internet browser opens with a message confirming that you’ve completed the process.

Sign in with Google or Microsoft SSO

Single Sign On (SSO) allows you to sign into an account once to access multiple programs. Your account administrator will inform you how you should log into your Edmentum account. Here’s how to log in using Google or Microsoft SSO.

1. Access your account using the URL provided by your account administrator.*
2. If you're not currently logged into your Google or Microsoft account, select your account, and you'll be logged in.

3. If you have multiple roles, select the role. If you only have one role, you'll be taken to your landing page automatically.

*Don't have a special URL? Don't worry. You can still log in. Just go to [https://login.edmentum.com/](https://login.edmentum.com/). Now select **Google** or **Microsoft**. See Step 2 above.
Administration Center

Create and Enroll Students and Teachers

Note: You can create classes first and then enroll users. For how to create a class, see Create a Class.

Batch Import Users

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

1. Click Administration Center at the top of the home page.

2. From the Users drop-down, select Batch Processing.

a. If you are new to the batch upload process, click File Format Specifications to view the requirements for entering data.

b. Click Download a Sample File. This Excel file is populated with all the categories of information you can upload.

c. Populate the sample file with data from your location, making sure to include
locations (school names) and demographic information for learners. This information will enhance the reporting available in Exact Path and ensure that Instructors and Program Administrators see correct data.

d. Save the file to your computer.

3. From the **Batch Processing** screen, click **Upload**.

4. Click **Browse**, locate your file, and click **Open**.

5. 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.

6. Click the **Refresh** icon to monitor the import progress. A “Download File” icon appears when the file is successfully uploaded.

---

**Enroll Instructors in Exact Path**

Once you upload your instructors, you need to give them access to Exact Path.

1. In the Administration Center, click the **Programs** tab.

2. Click the program name to expand the **Program** panel.

3. Under the **Instructors and Program Administrators** tab, from the **Enroll Users** dropdown, select **Instructors**.

4. Select the instructor(s), and click **Enroll**. A confirmation message appears briefly, and the instructors appear in the list of Instructors and Program Administrators.

---

**Enroll Students in Exact Path**

Once you upload your instructors, you need to give them access to Exact Path.

1. In the Administration Center, click the **Programs** tab.

2. Click the program name to expand the **Program** panel.

3. Click the **Learners** tab.

4. Click **Enroll Users**, and select the students to enroll into Exact Path. A confirmation
message appears briefly.

Manually Add Users

Manually adding users allows you to create users one at a time. This can be helpful for adding students who transfer to your location after the start of the school year.

1. Click **Administration Center** at the top of the home page.

2. From the **Users** drop-down, select **Manage**.

3. Click **Create a User**.

4. Enter the user’s information, including login credentials and location.

   Note: If the user is an instructor, select **Instructor** under the **Access Type** drop-down. (This drop-down appears when you select **Instructor** from the **System Role** drop-down.)

5. Click **Save & Return to Users** if you are done adding users or **Save & Create Another User** to add additional users.
Edit Users

This feature allows you to add or change information in a user’s profile.

1. Click **Administration Center** at the top of the home page.

2. From the **Users** drop-down, select **Manage**.

3. From the **Actions** drop-down next to the user’s name, select **Edit User**.

4. Edit the user profile as necessary, and click **Save & Return to Users** (bottom of the page).

Delete Users

Note: You can delete a learner's profile only if the learner has not completed any learning activities in Exact Path. If the learner has completed learning activities, you can **deactivate** the learner’s profile to prevent him or her from logging in to Exact Path. See Deactivate Users.

1. Click **Administration Center** at the top of the home page.

2. From the **Users** drop-down, select **Manage**.
3. From the Actions drop-down next to the user’s name, select **Delete User**.

A confirmation message displays.

![Message](image)

**Deactivate Users**

Deactivating a user account will prevent the user from logging in to Exact Path. A learner’s progress through learning activities will be preserved.

1. Click **Administration Center** at the top of the home page.

![Administration Center](image)

2. From the **Users** drop-down, select **Manage**.

![Manage](image)
3. From the **Actions** drop-down next to the user’s name, select **Deactivate User**.

![Actions drop-down menu]

The **Deactivate User(s)** warning message displays.

4. Click **Yes**.

A confirmation message displays.

![Confirmation message]

**Reactivate Users**

Reactivating a user’s account will allow a previously deactivated user to log in to Exact Path. Learners will be able to resume their learning paths from the point at which their account was deactivated.

1. Click **Administration Center** at the top of the home page.

![Administration Center button]

2. From the **Users** drop-down, select **Manage**.

![Users drop-down menu]
3. From the **Status** drop-down on the left side of the page, select **Inactive**.

![Status drop-down with Inactive selected]

4. Click **Apply Filters**.
   
   A list of inactive users displays.

5. From the **Actions** drop-down next to the user’s name, select **Reactivate User**.

![Actions drop-down with Reactivate User selected]

A confirmation message displays.

> The user(s) has been successfully reactivated.

---

**Bulk Class Archive**

Deleting a class removes students from the instructor’s view. It does not delete any student data, and students who were enrolled in the class will still be able to access it.

1. Click **Administration Center** at the top of the home page.
2. Click **Settings**.

3. Click **Archive**.

4. Select **Exact Path** in the Program Filter.

5. Place a check in the box next to the classes that you would like to archive.
6. Click **Group Actions**.

7. Click **Archive Selected Classes**.

![Archive dialog box showing Group Actions and Archive Selected Classes]

8. A confirmation box will appear. Click **Yes**.

![Confirmation dialog box with Yes and No options]

**Restoring Archived Classes**

You may restore classes that you have archived at any time. This will restore the classes to the instructor’s view.

1. Click **Administration Center** at the top of the home page.

2. Click **Settings**.

3. Click **Archive**.
4. Click **View & Manage Past Archived Classes**.

5. Select **Exact Path** in the Program Filter.

6. To restore an individual class, click **Un-Archive** to the right of the class title.
7. To restore multiple classes, place a check in the box next to the classes that you would like to archive.

8. Click Group Actions.

9. Click Un-Archive Selected Classes.

10. A confirmation box will appear. Click Yes.
Password Security

This is an optional feature you can enable to increase account security and meet your district's security requirements. Only administrators can enable and edit this feature.

Enable Password Security

1. In the Administration Center, under **Settings**, click **Application**.

2. Under **Password Requirement Settings**, check the box to enable password requirements and click **Save Changes** at the bottom of the page.
This enables the ability to edit the default password security requirements and gives you access to the **Educator Password Settings** page, available under the **Users** drop-down. See the next section on how to customize the settings.
Customize Password Security Settings

The password security defaults are based on industry standards. You can leave these settings as is, or adjust to meet district or organizational requirements.

1. Under the **Users** tab, click **Educator Password Settings**. This page is only available if you’ve enabled Password Requirement Settings in Application Settings; see the previous section for more information.

2. Adjust each setting as needed. See the table below for more explanation of each setting. **Note:** The Edmentum default recommendations are based on industry best practices.

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<th>Industry-standard Default</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password Length</td>
<td>Passwords must contain at least 8 characters.</td>
<td></td>
</tr>
<tr>
<td>Required Characters</td>
<td>Passwords must contain at least 1 of each character: uppercase letter, lowercase letters, numbers, and special characters.</td>
<td>If you do not want a character type to be required, type 0 in the field. These fields cannot be left blank.</td>
</tr>
<tr>
<td>Password Expiration</td>
<td>Passwords expire after 90 days.</td>
<td></td>
</tr>
<tr>
<td>Password Attempts</td>
<td>Users can attempt to enter their password a maximum of 10 times before being locked out of their accounts.</td>
<td>When locked out, users will be prompted to reset their passwords.</td>
</tr>
<tr>
<td>Password Change</td>
<td>Common passwords are blocked.</td>
<td>Click the i to see the list of industry standard passwords blocked by default. Enter additional passwords to block, such as your school’s name or mascot.</td>
</tr>
<tr>
<td>Password Reset</td>
<td>Users will be prompted to reset their passwords after expiration.</td>
<td>We recommend forcing password reset immediately any time you make significant changes to password requirements.</td>
</tr>
</tbody>
</table>

3. Click **Save Changes** to implement changes to password requirements.
Define Academic Years and Set Standards

The first time you (as an Account Administrator or Program Administrator) logs in to Exact Path, you'll land on the Settings tab. To prepare your account, you'll need to define the academic year and select the appropriate academic standards. Academic Years should align to the school or district calendar. The Academic Year guides the structure of testing windows and data reporting. Academic Years **cannot be deleted** once they are defined, but you can edit an academic year by clicking the edit button (pencil icon).

1. If you’re not already on the Settings page, click **Settings** (top right of page).

2. If this is your first time logging in, you’ll automatically land on the Academic Years page. If you land on the Test Windows page, click **Academic Years**.

3. Click **Add year**. Note: The Academic Years are separated by Present & Future and Past tabs. On the “Past” tab, you can view previous Academic Years.

4. Select the type of year (Academic, Summer Session, Other); the year, and start and end dates. Click **Save**.

5. Under the “Standards Setup” section, select your state standards for Math and Reading and Language Arts.

6. **OPTIONAL:** **Auto-generate Learning Paths**
   You may want to students to begin working in learning paths before diagnostic data is available. Check the “Auto-generate Learning Paths” to give all students in the account on-grade level learning paths. When diagnostic data is available, students will be provided learning paths based on that data.
Set Up Diagnostic Test Windows

Testing windows need to be created before Exact Path diagnostics can be scheduled to students. If this is your first time setting up testing windows, we recommend reading the FAQ below “How do I create diagnostic testing windows?”.

How do I create diagnostic Test Windows?

1. Click **Settings** (top right of the page).
2. Select the **Test Frequency**. If you select fewer than four windows, you can decide to administer additional tests later.
3. Select the date ranges for your **Test Windows**.
4. Select **Auto-Schedule Diagnostic**. This feature automatically schedules all diagnostics when the testing window opens.
5. Select custom diagnostic availability, if desired. By default, diagnostics will be available to students all day during their scheduled testing window.

Note: Is your implementation also using NWEA MAP Growth or Renaissance Star at some schools? Please see “Multiple Assessment Setup Guide”.

---

**Auto-Generate Learning Paths (Optional)**

When this setting is checked, students receive immediate access to an on-grade level learning path before diagnostic data is available. When a student takes a diagnostic during the year the learning path will automatically update based on their diagnostic performance.

- Auto-generate Learning Paths

Next: Test Windows
6. Click **Save Settings**. A confirmation message indicates the settings have been saved.

### Modify a Diagnostic Testing Window

You cannot delete a diagnostic testing window once it has been created, but you can modify it. Follow steps above to modify a diagnostic testing window.

### Test Window FAQ

#### Why do I need to create testing windows?

Delivering Exact Path diagnostics is a two-step process. First, you must create the testing windows, which is the period of time when students can access the Exact Path diagnostics. Then, either select auto-schedule or you and your educators can manually schedule diagnostics during the open testing window.

#### Who can create diagnostic testing windows?

Only account and program administrators can create diagnostic testing windows. All user roles (account admin, program admin, and instructor) can schedule a diagnostic. However, if you have enabled auto-scheduling, diagnostics will automatically be scheduled at the beginning of the testing window and no further action is required by instructors.

What do I need to do before creating the testing windows?

Before scheduling a diagnostic testing window, you must first define an academic year and select state standards. See “Set Academic Years and State Standards” on the Exact Path Learn & Support page for more information.

#### How long should my testing windows be and when should I schedule them?

Some metrics pertaining to Exact Path diagnostic scores, such as national percentile rank and growth comparisons to students across the nation, are based on students completing the diagnostic during the following windows: Aug. 15 – Oct. 14, Dec. 1 – Jan. 31, and Apr. 1 – May 31. We recommend testing during these windows for the most accurate interpretations of diagnostic scores as compared to other students across the nation.

We also suggest assessing your students for the first time as early in the school year as fits with
your class schedules and attempt to complete your testing within 2-week windows. Plan for a minimum of 60 instructional days between testing cycles to allow for accurate growth measures.

**Note:** These windows **cannot be deleted**, but they can be modified if you need to extend the window to accommodate students.

**Do I have to manually schedule each diagnostic during the testing windows, or is there an auto-scheduling feature?**

When you are setting up your testing windows, you have the option to select “Auto-Schedule Diagnostic.” You can enable auto-schedule at the beginning of the academic year, or before or during a testing window. All students enrolled in Exact Path will be scheduled for each available subject. Note: To schedule diagnostics for only one or two subjects, the auto-schedule feature must be disabled.

**If I need to add a student after the testing window begins, will the student be auto-scheduled for the diagnostics?**

If auto-schedule has been enabled for the testing window and you add a student while a testing window is in progress, yes, the student will be auto-scheduled for the diagnostics. Note: There may be a delay of a couple hours. We recommend adding students a day before they are scheduled to take the diagnostic so there is no delay in beginning their diagnostics, if possible.

If you do not auto-schedule diagnostics, you can easily schedule new students one at a time when the testing window is open.

**How can I keep students working on their current learning paths after they take a diagnostic?**

Exact Path creates an individualized learning path for each student based on their performance on the diagnostic. However, we understand that, in some cases, you may want some students to take a diagnostic but to continue working in their current learning path.

Note: This option is only available for the second, third, or fourth diagnostics of the current academic year. For the first diagnostic of the academic year, all students receive a learning path based on their performance on the diagnostic.

To keep a student’s current learning path for the current or future diagnostics:

1. Go to the **Diagnostic Scheduling** page for the subject.

2. Select the diagnostic for which you want to keep students’ learning paths.

3. Toggle on **CONTINUE CURRENT LEARNING PATH** for all students or individual students.
### Diagnostic 2

**Text window currently open. Attempt to have all students complete this diagnostic within 04/01/2020 - 05/01/2020.**

**Select the option to schedule the test for the whole class or individual students.**

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>Start Time (EST)</th>
<th>End Time (EST)</th>
<th>Audio Controls</th>
<th>Current Admin Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>6th</td>
<td>04/01/2020 10:00 AM</td>
<td>04/01/2020 10:30 AM</td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td>6th</td>
<td>04/01/2020 10:00 AM</td>
<td>04/01/2020 10:30 AM</td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td>6th</td>
<td>04/01/2020 10:00 AM</td>
<td>04/01/2020 10:30 AM</td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>Student 4</td>
<td>6th</td>
<td>04/01/2020 10:00 AM</td>
<td>04/01/2020 10:30 AM</td>
<td>Off</td>
<td></td>
</tr>
</tbody>
</table>

**Toggle on for the whole class or individual students.**
Schedule a Diagnostic

This section contains helpful information for understanding how to schedule Exact Path diagnostics for your students. If this is your first time, we recommend reading the FAQ below before scheduling the diagnostics for your account.

Why do I need to schedule a diagnostic?

Scheduling a diagnostic makes the test available to specific students during a specific timeframe. The timeframe can be as broad as the whole diagnostic testing window, or as narrow as a single day. Narrowing a student’s testing window helps create testing security.

Auto-scheduling may have been enabled for your account. In this case, you will not need to manually schedule any diagnostics. Check with your account administrator for more information, or see the “Auto-Scheduling Diagnostic Tests” section below.

Before you schedule a diagnostic

We recommend deciding early who is responsible for scheduling tests. In some cases, it may be necessary to allow teachers to schedule a test because they may be more familiar with the availability and skill level of their learners to complete the test. In other cases, it may be necessary for an administrator to schedule the test, so that all learners complete the diagnostic assessment within the diagnostic testing window.

Auto-Scheduling Diagnostic Tests

If the account administrator has enabled auto-scheduling, you will not have to schedule your students’ diagnostics.

Auto-scheduling schedules the diagnostics for each subject available in your account. If you only want to schedule specific subjects and specific students, your account administrator will need to disable.

What if a student does not complete the diagnostic during the scheduled time?

As long as the diagnostic testing window is still open, you can reschedule the student so they have time to complete it.

If the testing window has closed, you can generate a learning path from the Knowledge Map or Current Activities pages. Look for this icon next to the student’s name:
How can I keep students working on their current learning paths after they take a diagnostic?

Exact Path creates an individualized learning path for each student based on their performance on the diagnostic. However, we understand that, in some cases, you may want some students to take a diagnostic but to continue working in their current learning path. 

**Note:** This option is only available for the second, third, or fourth diagnostics of the current academic year. For the first diagnostic of the academic year, all students receive a learning path based on their performance on the diagnostic.

To keep a student’s current learning path for the current or future diagnostics:

1. Go to the Diagnostic Scheduling page.
2. Select the diagnostic for which you want to keep students’ learning paths.
3. Toggle on **CONTINUE CURRENT LEARNING PATH** for all students or individual students.

---

**How do I schedule a diagnostic?**

1. From the top menu, click the subject the diagnostic test will cover.
2. Under the **Diagnostic Testing heading**, click **Diagnostic Scheduling**.
3. Select all or click the check box next to a student’s name to schedule him/her for the diagnostic. Search for students by class, location, grade, or name.
4. Click **Schedule**. The Schedule Diagnostic Availability window opens.
5. Set the date and time the test will be available to students, and click **Schedule**.

**Note:** The date range must be within the diagnostic testing window that has previously been created. You will not be able to schedule a diagnostic test outside of a testing window.

The Scheduled tab displays the number of students scheduled for the diagnostic. Click the tab to view the list of students.

---

**How do I unschedule a test?**

Unscheduling a diagnostic test removes selected students from the diagnostic testing schedule. **Account Administrators**, **Program Administrators**, and **Instructors** can unschedule a diagnostic test for students.

1. From the top menu, click the subject from which you want to unscheduled students.

2. Under the **Diagnostic Testing heading**, click **Diagnostic Scheduling**. By default, the most recent or current diagnostic testing window is shown. Use the diagnostic drop-
down to select a different testing window.

3. Check the students you want to unscheduled.

4. Click Unschedule.

**Instructor Settings: Class Privacy and Management**

As the administrator, these settings allow you to set the level of permissions your instructors have to view student data and create and edit classes. These settings are specific to Exact Path instructors and can be set account-wide or by location.

**Access Instructor Settings**

Instructor Settings is available to account administrators (will see all locations) and program administrators (will see locations they are assigned).

1. In the upper right corner of the screen, click **Settings**.
2. Click the **Instructor Settings** tab.

See the next two sections for more details on each setting.
Class Privacy

Set whether instructors can view student data from other instructor's classes. By default, instructors can ONLY see student data in classes they manage. Use this setting to ensure student data privacy.

Note: Program administrators continue to have visibility into all data for their location.

**Important:** Introduction of this setting on January 27, 2020, will affect what data your instructors can see. By default, this setting is turned **On**. This means instructors will only be able to view data for classes they manage.

1. Decide if you want to keep the default settings. Remember, instructors can be assigned to multiple classes, so you can still ensure your instructors have access to the data they need.
   
   When Class Privacy is turned **Off**, instructors will see all student data for their entire location.

2. Decide which locations Class Privacy will apply to. As a reminder, program administrators will continue to have visibility to all data for their assigned location(s).

![Account Level Instructor Settings](image)

Note: Instructors can be assigned to more than one location. If an instructor's locations have different settings selected for Class Privacy, the instructor will be subject to the more restrictive setting, regardless of the location he or she is accessing.

Class Management

Set whether instructors can create and edit classes. By default, instructors CAN create and edit classes. Use this setting to centralize class management to a single location, such as a central office building, or continue to allow locations to manage their classes.

1. Decide if you want to keep the default settings. By default, instructors can create and edit classes.

   Turning this setting to **Off** disables class creation and editing for all instructors in the
account.

2. If you want to disable class creation and editing at certain locations, leave Class Management **On** and unselect the applicable locations.

![Account Level Instructor Settings](image_url)

Note: Instructors can be assigned to more than one location. If an instructor’s locations have different settings selected for Class Management, the instructor will be subject to the more restrictive setting, regardless of the location he or she is accessing.
Remove Students from Exact Path

The auto-schedule feature assigns diagnostic tests to each student enrolled in Exact Path. If you have students who used to be in the program but are no longer participating in Exact Path, you can remove them from the program so they do not receive a diagnostic.

1. In the top menu bar, click Administration Center.

2. Click the Programs tab.

3. Click the Exact Path tile to expand it, and click the Learners tab.
4. Use the search bar to locate the student, and click the red X to un-enroll the student.

5. A dialog box shows you which classes the student is currently enrolled in. Click Yes to un-enroll the student. Please note: If the student is currently enrolled in a class, re-enrolling the student will not reinstate them in the class.
Enable Audio Controls for a Diagnostic Test

For students in need of click-to-speak accommodations, enabling audio controls allows them to select any text and have it read to them.

Before enabling audio controls, you need to schedule students for a diagnostic test. See Schedule a Diagnostic Test, page 21, for instructions.

Note: To ensure valid diagnostic scores, we recommend enabling audio controls only when students need formal accommodation. Audio controls should not be used for low-ability readers.

1. Select the subject of the test.

2. Click **Scheduling**.

3. From the **Diagnostic** drop-down, select the diagnostic.

4. Select the **Academic Year** from the drop-down on the right side of the page.

5. Click the **Scheduled** tab to view the students who are scheduled for the diagnostic test.
6. **Toggle the Audio Controls button next to the student’s name to **On**.**

When the student takes the diagnostic, he or she will see the **Click to Speak** button under **Reader Tools**. Depending on the student’s grade level, this button may be turned on automatically, or the student may need to toggle it to **On**.

On the **Student Results** page, an asterisk indicates that the student had access to audio controls for the diagnostic.

### Unschedule a Diagnostic Test

Unscheduling a diagnostic test removes individual students from the diagnostic testing schedule. **Account Administrators, Program Administrators,** and **Instructors** can unschedule a diagnostic test for students. To change the number of diagnostic tests scheduled for an academic year, see **Schedule a Diagnostic Window, page 17**.

1. Select the subject of the test you want to unschedule.

2. Click **Scheduling**.

3. From the **Diagnostic** drop-down, select the diagnostic to unschedule.
4. Select the **Academic Year** from the drop-down on the right side of the page.

![Diagnostic 1](image)

5. Click the **Scheduled** tab to view the students who are scheduled for the diagnostic test.

   ![Scheduled Tab](image)

6. Click the check box next to a student’s name to remove him/her from the diagnostic. Search for students by class, location, grade, or name.

7. Click **Unschedule**.

   ![Unschedule Tab](image)

   The **Unschedule Diagnostic Availability** pop-up appears.

8. Click **Unschedule**.

   The **Not Scheduled** tab displays the students not scheduled for the diagnostic. Click the tab to view the list of students.

   **Note:** To reschedule students for a diagnostic, see [Schedule a Diagnostic Test](#).
Create a Class

Classes allow educators to view the group of learners that they manage. A class can have multiple instructors, and learners can be enrolled in multiple classes. **Classes must be created before learners can complete the diagnostic test.**

1. Click **My Classes**.

2. Click **Manage Classes**.

3. Click **+ Create a Class**.

4. Enter the following information:
   a. **Class Name**

   Note: Each class must have a unique name. Use a name that you and your learners will easily recognize. If you are an Account Administrator, Edmentum recommends that you establish a naming convention for all the instructors at your location to follow.
   
   If you are not an Account Administrator, check with this individual to see if there is a naming convention you should follow.

   b. **Instructors**

   c. **School**

   d. **Grade (optional)**

   Note: Grade refers to the learners’ actual grade level, not their skill level.

5. Click a learner’s name to enroll him/her in the class. Filter students by name, location and/or grade level.

6. Click **Save Class** (at the bottom of the page).
Edit a Class

1. Click **My Classes**.

2. Click **Manage Classes**.

   Any classes for which you are an instructor appear by default.

3. To edit another instructor's class, select the instructor's name from the drop-down, or search for the class name in the search bar.

4. Click the pencil icon next to the class name.

5. Edit the class as needed, and click **Save Class** (bottom of the page).

Delete a Class

Deleting a class removes students from the instructor's view. It does not delete any student data, and students who were enrolled in the class will still be able to access it.

1. Click **My Classes**.
2. Click **Manage Classes**.

Any classes for which you are an instructor appear by default.

3. To delete another instructor’s class, select the instructor’s name from the drop-down, or search for the class name in the search bar.

4. Click the trash can icon next to the class name.

The **Delete Class** window opens.

5. Click **Yes, Delete Class**.

   The class disappears from the instructor’s list of classes.

**Note:** To restore students to the instructor’s view, create a new class with the previously enrolled students. (See **Create a Class** for instructions.)

---

**Bulk Class Archive**

Deleting a class removes students from the instructor’s view. It does not delete any student data, and students who were enrolled in the class will still be able to access it.

1. Click **My Classes**.

2. Click **Manage Classes**.

3. Select the location.
4. Any classes for which you are an instructor will appear by default. To bulk archive another instructor’s classes, select the Instructor. You may select one or all instructors.

5. Place a check in the box(es) next to the class(es) that you would like to archive.

6. Click **Archive Selection**.

7. A confirmation box will appear. Click **Yes, Archive Classes**.
Student Settings

The Student Settings allow you to adjust settings for Learning Paths and Diagnostics.

1. Under the **My Classes**, click **Manage Classes**.

2. Under Manage Classes, click the **Student Settings** tab.

![Manage Classes](image)

Learning Path Settings

1. Select the class you want to view.

2. Adjust the settings as desired. If the setting is not applicable to a student, you will not be able to select it. (For example, if the student is in 7th grade and the setting applies to students in grades kindergarten – 5th grade).

   - **Adjust Content Style for 6-12**: When selected, the student will receive content designed for learners at a younger developmental level.
   - **Include All Skills in Remediation**: When enabled, this setting results in a learning path that includes all skills available, regardless of content style. This means an older student may receive some content designed for younger learners and spend more time on the learning path.
   - **Hide Calculators**: Hide the calculator from skills where the calculator is available.

3. Click the **i** to learn more about each setting.

4. Save your changes. The **Save Changes** button becomes clickable once you've made changes to the settings.
Diagnostic Settings

1. Click the **Diagnostics** tab.

2. Select the class you want to view.

3. Adjust the settings as desired. To adjust the starting grade level for a student’s next diagnostic, select the grade level from the drop-down.

4. Click the **i** to learn more about each setting.

5. Save your changes. The **Save Changes** button becomes clickable once you’ve made changes to the settings.
Administrator Dashboard

The Administrator Dashboard has been reimagined to focus on the most important data points for you. Now, you will be able to visualize the answers to two critical questions:

- Do students have learning paths?
- Are students using learning paths?

The Administrator Dashboard gives you insightful data to help you oversee your Exact Path implementation. Specifically, you can monitor:

- The percentage of enrolled students who have received learning paths
- The average amount of time students spend on their learning paths each week
- A diagnostic timeline displaying each testing window and the completion progress
- A Learning Path Usage graph showing weekly time-spent averages by class

On the newly redesigned Administrator Dashboard, two impactful widgets will help you unpack critical information that drives successful outcomes.

Percentage of enrolled students who have received learning paths:

Learning Path usage is broken down into three categories. The height of each bar represents the percentage of active students in each category, and the shading of the bar corresponds to the category. Time-spent starts accruing when an active student launches a learning path activity, and it stops when they exit the activity.
Testing Window Timeline:

[Image of Administrator Dashboard with testing window timeline]

View testing windows for the current school year. Note: your windows may vary from this example.

Learning Path Usage Graph:

[Image of Learning Path Usage Graph]

Filter by school, grade, and subject.

Select a weekly date range to view the average weekly time spent in learning path lessons and progress checks. Note: The week is Sunday to Saturday.
View Current Testing Window Completion Percentages

1. On the Administrator Dashboard, click the current testing window bar. This brings up a module showing student diagnostic progress broken down by subject.

2. Click an arrow to see a list of students whose diagnostics are in progress or not scheduled.

3. For students who do not have a diagnostic scheduled yet, this page allows you to schedule them. **Note:** this is only applicable if you have auto-schedule disabled.

![Administrator Dashboard](image)

Overview: Diagnostic Results

You have two options for viewing your students' results on their diagnostics. Each report provides distinctive views of your students' diagnostic results, allowing you to take certain actions based on each report.

<table>
<thead>
<tr>
<th>Class Results Summary</th>
<th>Student Summary Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>See a class's average scores and visualize a class's average growth across the school year</td>
<td>See an individual student's scores, visualize growth across the school year, and view time on test and time on item</td>
</tr>
<tr>
<td>Determine which students need differentiated instruction by sorting students by score, growth, national percentile rank, Learning Path Entry Grade (LPEG)</td>
<td>See a student's time on test, time on item, and number of sessions taken to complete the diagnostic</td>
</tr>
<tr>
<td>Determine domain strengths and needs for individual students and for whole-class trends</td>
<td>Compare a student's performance to other students nationally</td>
</tr>
<tr>
<td></td>
<td>See which skills a student was assessed on and which skills they answered incorrectly/correctly</td>
</tr>
</tbody>
</table>

More information available in the Help Center.
Let's go over some basic information that you'll see in these reports.

**Student Categorization by National Percentile Rank**

*Available in the Student Summary Report, Class Results Report, and Aggregated Results (Administrators only).*

There are four categories a student's score on the diagnostic may fall into: 0-24th percentile, 25-49th percentile, 50-74th percentile, and 75-99th percentile. These categories represent where a student's score falls relative to Exact Path national norms from the spring testing window.

A student's percentile rank helps you track growth by seeing how students' progress in the categories throughout the year. The first category includes students with percentile ranks below the 25th percentile, meaning that students in this group had diagnostic scores that were in the bottom 25% of students nationally that tested in the spring. Because the Exact Path national norms are based on spring testing performance, students that show growth in their diagnostic scores will also show increases in their percentile ranks and corresponding category as students’ progress from fall to winter to spring testing windows. You can expect to see lower percentile ranks during fall and winter diagnostic results, since NPR compares results to students who tested in the spring. The scores should rise as students receive instruction throughout the school year.

**Note:** National percentile rank is only available for grades K - 8.

**Visibility into Where Students Start Learning**

*Available in the Class Results Report.*

With Learning Path Entry Grade (LPEG), you can see the grade level of the lowest skill where a student is beginning their learning path. In the Class Results Report, you'll see both LPEG by domain and the overall lowest LPEG for the subject.

**Adaptive Diagnostic Experience**

*Available on the Student Summary Report.*

With the Diagnostic Experience view, you gain insight into how students performed on each item (question) of the diagnostic, including time spent on each item, whether an item was correct or incorrect, and the number of sessions it took to complete the diagnostic. The adaptive diagnostic is designed to assess what material a student is ready to learn, so the goal is for the student to get about 50 percent of the questions correct. The estimate of the student's ability bounces up and down and the confidence bars tighten as the test narrows in on the student's precise ability.
Domain Details

Available in the Student Summary Report.

With this view, you have item-level visibility, grouped by domain. Drill into detailed performance information for a specific student to better understand your student’s assessment journey and skill readiness.

Have you encountered an unfamiliar term?

To provide robust, research-based data, our diagnostic reports may include terms or concepts you’re unfamiliar with. You don't need to be an expert in adaptive diagnostics to use our reports to inform your classroom instruction, but it may be helpful to understand some of the concepts in the reports. That’s why we provide brief guides for each report, as well as a glossary for all the terminology related to our reports. We also know there may be times you want to talk to a real, live person. Our fantastic Customer Support team is ready to help you. Use the contact information below.

Diagnostic Glossary
Aggregated Results

Aggregated Results are available to both account administrators and program administrators. This report is available at the district level – with visibility into all schools in the district – and at the school level, with visibility into all grades and classes within the school.

**Tip:** Sort classes within a grade level by Average Score and Average Growth. This can help you differentiate high-performing classes from those that may need additional support.

Access Aggregated Results

Aggregated Results are available for each subject in which students have completed diagnostics.

1. Select the desired subject from the top menu.

2. Within the Overview tab’s Diagnostics heading, click **Aggregated Diagnostic Results**.

3. Choose whether you’d like to view the latest diagnostic results by Grade-Level Proficiency or National Percentile Rank.
The current or most recent diagnostic results are shown.

### Math

**District Totals**

#### Grade-Level Proficiency

The proficiency classification indicates whether students are on track, at the time of the diagnostic, to meet end-of-year grade-level expectations. This view reflects only locations with Exact Path as the assessment provider.

<table>
<thead>
<tr>
<th>Below</th>
<th>Approaching</th>
<th>Meets</th>
<th>Exceeds</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>11%</td>
<td>29%</td>
<td>24%</td>
<td>13%</td>
<td>23%</td>
</tr>
<tr>
<td>479 Students</td>
<td>1,237 Students</td>
<td>1,009 Students</td>
<td>542 Students</td>
<td>953 Students</td>
</tr>
</tbody>
</table>

- Andrews St. Academy
- Anne Richards Elementary
- Brookfield Elementary
- Canaan Road Intermediate
- Catherine Wilton Primary
- College and Career Prep

### Math

**Other**

*School:* Canaan Road Intermediate  *Grade:* Grade 5

Below is a summary of students’ national percentile ranks in Mathematics, in the classes associated to the school and grade you selected.

<table>
<thead>
<tr>
<th>Range</th>
<th>0 - 24th</th>
<th>25 - 49th</th>
<th>50 - 74th</th>
<th>75 - 99th</th>
<th>NOT COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>17%</td>
<td>38%</td>
<td>12%</td>
<td>19%</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>19 Students</td>
<td>42 Students</td>
<td>13 Students</td>
<td>21 Students</td>
<td>17 Students</td>
</tr>
</tbody>
</table>
Understand Aggregated Results

What data will you see with Aggregated Results?

- The Aggregated Results view allows you to look at your district's diagnostic results at a high level and then dig deeper into the data by schools and classes.
- Keep track of diagnostic administration progress and performance.
- See whether your schools are on track according to norms.

Grade-Level Proficiency

![Grade-Level Proficiency Chart]

Based on seasonal performance, students are grouped in categories that indicate whether they are on track, at the time of the diagnostic, to meet end-of-year grade-level expectations. Namely, the classifications show whether learners are projected to fall below (red), approach (orange), meet (green), or exceed (blue) grade-level expectations by the end of the school year.
National Percentile Rank

National Percentile Rank (NPR) gives you a snapshot of how students perform compared to other students nationally. NPR compares a student’s score on the diagnostic to other students in the same grade nationally who tested in the spring. Norms for grades K-8 are based on student performance data from the Exact Path diagnostic. Preliminary norms for high school students are estimated based on observed trends in the K-8 data.

The 50th National Percentile Rank represents median performance for other students of the same grade that tested in spring. The median is where half of students score higher and half of students score lower.

- National Percentile Ranks above 50 indicate the student scored higher than the median scale score for their grade.
- Ranks below 50 indicate the student scored higher than the median scale score for their grade.

**Tip:** Because the National Percentile Rank compares your students’ scores to students who tested in the spring, the NPR can help you gauge student growth throughout the school. In the fall and winter, you can expect lower scores.

**View Students with Incomplete Diagnostics**

Within the National Percentile Rank view, you’ll see a heading entitled “Not Completed.” This shows the percentage and number of students who have not yet completed the diagnostic. To view a list of students and their diagnostic statuses, click the percentage under **Not Completed.** The report opens in a new tab.
Let's take a closer look at each section of the report:

- Detailed Breakdown by School
- Detailed Breakdown by Class

**Detailed Breakdown by School**

This view shows you a snapshot of each school, broken down by grade.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Total Students</th>
<th>Avg. Score (SD)</th>
<th>Avg. Growth</th>
<th>National Percentile Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0-24th</td>
</tr>
<tr>
<td>Grade K</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>0%</td>
</tr>
<tr>
<td>Grade 1</td>
<td>63</td>
<td>825 (60)</td>
<td>27</td>
<td>19%</td>
</tr>
<tr>
<td>Grade 2</td>
<td>66</td>
<td>901 (58)</td>
<td>31</td>
<td>11%</td>
</tr>
<tr>
<td>Grade 3</td>
<td>7</td>
<td>944 (102)</td>
<td>12</td>
<td>43%</td>
</tr>
</tbody>
</table>

*NPR percentages will only include students that completed the diagnostic and might not add up to 100% due to rounding.

**Total Students**: The number of students in the school who completed the diagnostic for the specified testing window.

**Average Score**: This column shows the average score for each school, with the standard deviation (SD) next to the score. Standard deviation indicates the spread of scores within a group; a greater standard deviation indicates students have a wider range of abilities, whereas a lesser standard deviation indicates students are more similar to each other in ability.

**Average Growth**: Growth is the change in scores from consecutive diagnostics. This column shows the average growth for each school. Average growth is calculated as the difference between average scale scores for the population.

**National Percentile Rank (NPR)**: NPR compares a student’s score on the diagnostic to other students in the same grade nationally who tested in the spring. These four columns allow you to sort by the percent of students in each National Percentile Rank category.

**Not Completed**: This column includes students who might be scheduled for – but who have not yet started – the current diagnostic. “Not Completed” also comprises students whose current diagnostics are still in progress and those who may not be scheduled to take the assessment entirely. Click the percentage to view a list of students, their school and grade information, and their test statuses.
Detailed Breakdown by Class

This view gives you a snapshot of each class within a grade for the selected school. See the previous section for an explanation of each column.

**Tip:** Sort classes within a grade level by Average Score and Average Growth. This can help you differentiate high-performing classes from those that may need additional support.

### View Class Results for a Diagnostic

Once your students complete the diagnostic, the first place you'll want to go to see overall results is the Class Results. This report gives you an overview of how your class performed on the diagnostic and can help you identify areas to focus your instruction immediately following the diagnostic.

Note: Once your students begin working in their individualized learning paths, the best place to find data on their learning path progress is Current Activities or the Knowledge Map.

1. Log into your Exact Path account, and in the top menu bar, click the subject for the results you want to view.

2. Under the Diagnostics heading, click **Class Diagnostic Results**.
You are now viewing the **Class Results Summary Report**. Follow these instructions to ensure you are viewing the correct or most recent results:

3. Select a diagnostic from the selector in the top right corner of the page. By default, you will see the current or most recent diagnostic.

4. Select your class. If you are an administrator, you can select specific teachers in your school and view their classes.

**Understand the Class Results**

The Class Results is an overview of how your class did overall on a diagnostic. Let's look at each part of the report.

**Class Results Summary**

This visual gives you the class average score and allows you to see how the average score has changed between diagnostics. With the visibility of highest and lowest score, you can see how spread out your students’ scores are.

- **Number of students**: this is the number of students enrolled in the class at the time the report is pulled and that completed the diagnostic.

- **Average score**: this is the average score of your class, with the standard deviation. Standard deviation indicates the spread of scores within a group; a greater standard deviation indicates students have a wider range of abilities whereas a lesser standard deviation indicates students are more similar to each other in ability.

- **Average Growth**: this is the difference between average scale scores for students in your class on consecutive diagnostics. Currently, we do not compare growth with a previous year's diagnostic.

*How do we calculate average growth for your class?*

Average growth is calculated as the difference between average scale scores for your class. If not all of your students tested at both testing windows for which the growth calculation is based, then average growth may not equal the average of each individual student’s growth.
Diagnostic Grade-Level Proficiency Distribution

This visual shows class performance compared to grade-level expectations for each diagnostic taken. Students who complete the diagnostic are broken into four classifications, represented by the various colors in the graph. The proficiency classifications indicate whether students are on track, at the time of the diagnostic, to meet end-of-year grade-level expectations. Namely, the classifications show whether learners are projected to fall below (red), approach (orange), meet (green), or exceed (blue) grade-level expectations by the end of the school year.

Detailed Class Breakdown

This table provides you detailed information about how each student in your class performed on the diagnostic, which can help you decide where you should focus instruction directly following the diagnostic.

Note: Once students begin working in their learning paths, track progress with Current Activities and the Knowledge Map. Go to the Help Center for more information.
1. Click a column heading to sort based on that field.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Growth</th>
<th>Scale Score</th>
<th>NPR</th>
<th>Learning Path Entry Grade (LPED) by Domain</th>
<th>Lowest LPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIXON, Gordon</td>
<td>5</td>
<td>52</td>
<td>1150</td>
<td>87th</td>
<td>6 6 5 5 6 5 7</td>
<td>N/A 5</td>
</tr>
<tr>
<td>SHANNON, Amalia</td>
<td>5</td>
<td>182</td>
<td>1117</td>
<td>79th</td>
<td>3 5 5 5 5</td>
<td>N/A 3</td>
</tr>
<tr>
<td>ENGLISH, Zahra</td>
<td>5</td>
<td>11</td>
<td>1080</td>
<td>64th</td>
<td>N/A 3 5 4 5 5</td>
<td>N/A 3</td>
</tr>
<tr>
<td>CARTER, Mae</td>
<td>5</td>
<td>14</td>
<td>1065</td>
<td>56th</td>
<td>N/A 3 5 4 5 5</td>
<td>N/A 3</td>
</tr>
<tr>
<td>BURRIS, Jemma</td>
<td>5</td>
<td>2</td>
<td>1060</td>
<td>52nd</td>
<td>N/A 3 5 5 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>TORRES, Will</td>
<td>5</td>
<td>9</td>
<td>1059</td>
<td>52nd</td>
<td>N/A 3 5 4 5 5</td>
<td>N/A 3</td>
</tr>
<tr>
<td>MULLEN, Alastair</td>
<td>5</td>
<td>96</td>
<td>1024</td>
<td>35th</td>
<td>N/A 3 4 4 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>BAILEY, Lawson</td>
<td>5</td>
<td>20</td>
<td>1021</td>
<td>34th</td>
<td>N/A 3 4 4 5 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>GARNER, Foster</td>
<td>5</td>
<td>15</td>
<td>1017</td>
<td>39nd</td>
<td>N/A 3 4 4 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>VALENZUELA, Cora</td>
<td>5</td>
<td>74</td>
<td>1015</td>
<td>32nd</td>
<td>N/A 3 4 4 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>MEADOWS, Mallory</td>
<td>5</td>
<td>12</td>
<td>1009</td>
<td>31st</td>
<td>N/A 3 4 4 5 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>KENNEDY, Gianni</td>
<td>5</td>
<td>2</td>
<td>1007</td>
<td>30th</td>
<td>N/A 3 4 4 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>CARLSON, Iziah</td>
<td>5</td>
<td>10</td>
<td>1005</td>
<td>30th</td>
<td>N/A 3 4 4 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>NELSON, Heidi</td>
<td>5</td>
<td>17</td>
<td>1002</td>
<td>29th</td>
<td>N/A 3 4 3 4 4</td>
<td>N/A 3</td>
</tr>
<tr>
<td>LYONS, Virginia</td>
<td>5</td>
<td>14</td>
<td>968</td>
<td>21st</td>
<td>N/A 3 4 3 3 2</td>
<td>N/A 2</td>
</tr>
<tr>
<td>WILLIS, Leyla</td>
<td>5</td>
<td>22</td>
<td>952</td>
<td>18th</td>
<td>N/A 3 4 3 2 4</td>
<td>N/A 2</td>
</tr>
</tbody>
</table>

1. **Grade**: This is the enrolled grade level of the student as recorded in the Exact Path system at the time the student completed the diagnostic.

2. **Growth**: This is the change in scores between consecutive diagnostics. An upward arrow indicates positive growth, while a downward arrow indicates negative growth.

3. **Scale Score**: This is the student's performance on the diagnostic, based on the diagnostic scale which ranges from 500 to 1500 for all students in K-12. The diagnostic scale is a metric for measuring a student's ability. The color next to the Scale Score refers to the student's proficiency classification (below, approaching, meets, or exceeds) and depicts whether the student is on track, at the time of the diagnostic, to meet end-of-year grade-level expectations.

4. **Grade Level Proficiency (GLP)**: This is indicated in the Scale Score column via the color-coded rectangle and associated legend. GLP shows individual performance compared to grade-level expectations for a given diagnostic using four classifications: below, approaching, meets, and exceeds. Unlike NPR, Grade Level Proficiency adjusts three times of year (*fall, winter, and spring*) to capture and reflect expected learning growth throughout the year.
5. **National Percentile Rank (NPR):** This column gives you a quick glance on how students are performing relative to other students of their same grade in the spring from a national sample. An NPR below 50 means the student scored lower than the median (middle) score from students in the same grade that tested in spring, whereas an NPR above 50 means the student scored higher than the median.

6. **Learning Path Entry Grade (LPEG) by Domain:** This is the grade level of the first skill the student was placed in for their individualized learning path for a specific domain.

7. **Lowest LPEG:** This is the grade level of the first skill the student will receive in their learning path for the selected diagnostic and for the subject you are viewing.

8. An asterisk beside a student's name indicates Text to Speech was enabled for the test.

### The Student Diagnostic Summary Report

The **Student Summary Report** gives you an in-depth view into a student’s diagnostic experience, including time on each item in a diagnostic, the number of sessions taken to complete it, and domain level details.

### Access the Student Summary Report

1. Log in to your Exact Path account. Navigate to the Class Summary Report by selecting a subject and then clicking **Class Diagnostic Results**.

The Student Diagnostic Summary Report opens in a new tab:
Make sure Diagnostics is selected.

Select a different subject to view that subject's diagnostic information.

The current academic year is shown. To view a previous year, select it from the drop-down.

Click here to print the report.

Click here to reset the diagnostic.
Understand the Student Summary Report: Diagnostic Results

Dig deeper into a student's diagnostic results.

All Subjects

The All Subjects page of the Student Summary Report consists of:

- A student's scores for the current or most recent diagnostic for each subject.
- A visual of the student's growth between consecutive diagnostics for all subjects.

Most Current/Recent Scores

A quick view of the student's scores in each subject in which they've taken a diagnostic. The student's score will fall between 500 and 1500 on the diagnostic scale, which measures the student's ability. Note: Each subject has its own diagnostic scale. Scores cannot be compared between subjects.

All Diagnostic Scores

This graph compares all the diagnostics a student has taken within each subject and shows how the student's scale scores have changed throughout the school year. All diagnostic scores are based on Exact Path's diagnostic scale, which is a metric for measuring a student's ability. The diagnostic scale ranges from 500 to 1500 for all students in K-12. The diagnostic scale is unique to each subject, meaning scale scores should not be compared between subjects.

Let's go over the visual elements:
1. Scale Score: The student's location on the diagnostic scale, where 500 is the lowest possible score and 1500 is the highest possible score.

2. Growth: The difference between two consecutive diagnostic scores. This number can be positive or negative, depending on whether the student's score goes up or down between the diagnostics.

*The bars extending above and below the scale scores indicate the standard error of measurement (SEM), which quantifies how precise the scale score is. For example, if a student were to take this same diagnostic again under the similar conditions, their score may vary by, typically, one SEM above or one SEM below the score. For example, a score of 700 with SEM 30 indicates that the student's score would likely fall between 670 (i.e., 30 below 700) and 730 (i.e., 30 above 700) if the student were to retest again under similar conditions.

Note: Growth can only be calculated between consecutive diagnostics. Growth is also not available on the first diagnostic.

Subject: Math, Reading, or Language Arts

For each subject, the Student Summary Report shows you the details of each diagnostic the student has taken. You can see:

- The student's national percentile rank
- Item level details
- Domain details
National Percentile Rank

National percentile rank (NPR) compares a student's score on the diagnostic to other students in the same grade nationally who tested in the spring.

The 50th national percentile rank represents median performance for other students of the same that tested in spring. The median is where half of students score higher and half of students score lower.

- National percentile ranks above 50 indicate the student scored higher than the median scale score of other students of the same grade.
- Ranks below 50 indicate the student scored lower than the median scale score of other students of the same grade.

Let's use the example above of a Student Summary Report to understand how to use this data. Because the national percentile rank compares Chase to other seventh graders testing in the spring, Chase's national percentile ranks should rise across fall, winter, and spring testing windows as he learns and demonstrates growth on the diagnostic scale.

You can use this visual to determine how many scale score points a student must grow by in order to reach the 24th, 49th, and 74th percentiles. In the example above, Chase needs to improve his diagnostic score of 939 by 79 points to reach the 24th percentile rank of 1018.

Note: Only available for grades K-8.
Diagnostic Experience

This graph represents the student's experience on the diagnostic and shows which items the student answered correctly and incorrectly. You can also see how the test adapts. Notice how the estimate of the student's ability bounces up and down and the confidence bars tighten as the test narrows in on the student's precise ability.

You'll also see how many sessions it took the student to complete the test. It's important for students to complete the test in just one or two sessions with as few days between sessions as possible.
Domain Details

This section shows domain details:

- Skill statement: The description of the skill. Click the skill name to see the Skill Statement.
- Skill grade: The grade level of the skill aligned to the item
- Points: Number of questions answered correctly out of the total number of questions.

While the goal of an adaptive test is for students to answer approximately 50% questions correctly, this level of visibility provides a quick glance at individual student strengths and weaknesses by skill and grade level.

Reset a Diagnostic

**For completed diagnostics:** You may want to reset a diagnostic for a student if you think the results do not reflect their best work or academic progress. An unusually short test time may be proof of this. To find out the time per item and total time on the diagnostic, see Diagnostic Experience.

**For in-progress diagnostics:** You may want to reset an in-progress diagnostic if the student needs to restart the diagnostic, or if you want to assign a learning path to the student. Follow the on-screen prompts to complete this process.

1. Under **Current/Most Recent Scores**, click **Reset Diagnostic** under the test you want to reset. Warning: This action cannot be undone.
## Diagnostic Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Where Can I Find This in Each Report?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptive Diagnostic</td>
<td>The Exact Path test designed to assess what material a student is ready to learn. The test adjusts after each submitted question by administering more difficult questions following correct answers and easier questions following incorrect answers to precisely estimate a student's ability.</td>
<td>The diagnostic results are available on each report. For details on diagnostic results for each student, see Student Summary Report.</td>
</tr>
<tr>
<td>Diagnostic Scale</td>
<td>The diagnostic scale is a metric for measuring a student's ability. The diagnostic scale ranges from 500 to 1500 for all students in K-12. Each subject's diagnostic scale is unique, meaning scores cannot be compared between subjects.</td>
<td>Student Summary Class Results</td>
</tr>
<tr>
<td>Domain</td>
<td>A cluster of related skills within a subject (e.g. geometry or functions within mathematics).</td>
<td>Student Summary Class Results</td>
</tr>
<tr>
<td>Field Test Item</td>
<td>An individual test question that is used for ongoing research but that does not count toward a student's score.</td>
<td>Student Summary</td>
</tr>
<tr>
<td>Growth</td>
<td>The change in a student's score between two consecutive diagnostic testing windows, calculated by subtracting the former score from the most recent score.</td>
<td>Student Summary. Average growth is available in Class Results.</td>
</tr>
<tr>
<td>Grade-Level Proficiency</td>
<td>Based on seasonal performance, students are grouped in categories that indicate whether they are on track, at the time of the diagnostic, to meet end-of-year grade-level expectations.</td>
<td>Class Results</td>
</tr>
<tr>
<td>Highest Score / Lowest Score Item</td>
<td>The greatest and least of the diagnostic scores within a class.</td>
<td>Class Results</td>
</tr>
<tr>
<td>Learning Path Entry Grade (LPEG)</td>
<td>The grade level of the skill the student will first encounter in the learning path.</td>
<td>Class Results</td>
</tr>
<tr>
<td>National Percentile Rank (NPR)</td>
<td>A number indicating the percent of norming-group students that scored lower than the student's score. The norming-group represents students from around the United States and from the same grade level as the student who tested during spring 2019. For example, a student with a 42nd national percentile rank means that the student scored higher than 42% of students from a nationally representative group of students in the same grade level who tested in spring 2019.</td>
<td>Student Summary, Class Summary, Aggregated Results</td>
</tr>
<tr>
<td>Points</td>
<td>The number of correct responses out of the total number of items administered. For example, 3/5 means the students answered 3 out of 5 items correctly.</td>
<td>Student Summary</td>
</tr>
<tr>
<td>Score</td>
<td>The student's location on the diagnostic scale, where 500 is the lowest possible score and 1500 is the highest possible score.</td>
<td>Student Summary, Class Results, Aggregated Results</td>
</tr>
<tr>
<td>Skill</td>
<td>A learning objective on the Exact Path learning path.</td>
<td>Student Summary</td>
</tr>
<tr>
<td>Skill Grade</td>
<td>The grade level of the skill in the learning path.</td>
<td>Student Summary</td>
</tr>
<tr>
<td>Standard Deviation (SD)</td>
<td>Standard deviation indicates the spread of scores within a group; a greater standard deviation indicates students have a wider range of scores, whereas a lesser standard deviation indicates students' scores are more similar to each other.</td>
<td>Class Results, Aggregated Results</td>
</tr>
<tr>
<td>Standard Error of Measurement (SEM)</td>
<td>SEM quantifies the precision of a scale score by specifying how much a student's score would likely vary by if the student were to take the test again under similar circumstances in the same time period. For example, if a student's score is 750 and the SEM is 30, this indicates</td>
<td>Student Summary</td>
</tr>
</tbody>
</table>
their score from another administration of the test during the same time period would often be between 720 and 780, which corresponds to 30 points below 750 and 30 points above 750.

| Time on Item | The amount of time a student spent on an item (minutes and seconds). | Student Summary |

**Edit a Student’s Learning Path Placement**

Editing a student’s learning path placement allows you to adjust the student’s learning path grade level in one or more domains. You may want to take this action if you see a student struggling with a skill and believe he or she would be more appropriately placed at a lower grade level. On the other hand, you can also take this action to challenge students who would be better placed at a higher grade level.

**Editing a student's learning path placement deletes any previous work the student has completed in the skills or domains you edit.**

1. Select the subject you want to edit.

2. Under **Learning Paths**, click **Current Activities**.

3. Click on the student's name.

4. On the Student Summary Report, click the **Skills** tab.
5. On the Student Summary Report, click **Edit Learning Path Placement**.

6. Edit the learning path as needed. Select a grade and then the new skill you want the student to start with.
7. Save your changes. This creates a new learning path for the student. The previous learning path can be found on the Student Summary Report.
View Other Metrics

The Exact Path diagnostic also provides other metrics, including Quantiles for math and Lexiles for reading.

View Lexile Scores

Students who complete the reading diagnostic receive a Lexile score and range. This information is available in a few locations, including the Diagnostic Results page and the Student Summary Report. For more information on the Student Summary Report, see the "Guide to the Student Summary Report" on Exact Path's Learn and Support page.

1. On the top menu bar, click the **Reading** button.

2. Under Diagnostic Testing, click the **Class Diagnostic Results** button.

3. Under the selected diagnostic, click the **Other Metrics** tab. Use the diagnostic drop-down to view a different diagnostic. The drop-down defaults to the current diagnostic testing window.
View Quantile Scores

Students receive Quantile scores and ranges based on their math diagnostic results. This information is available on the Diagnostic Results page and the Student Summary Report. For more information on the Student Summary Report, see the "Guide to the Student Summary Report" on Exact Path’s Learn and Support page.

1. On the menu bar, click Math.

2. Under Diagnostic Testing, click the Class Diagnostic Results button.

3. Under the selected diagnostic, click the Other Metrics tab. Use the diagnostic drop-down to view a different diagnostic. The drop-down defaults to the current diagnostic testing window.
Generate On-Grade Level Learning Paths

Exact Path allows you to create on-grade level learning paths for students before they take a diagnostic assessment. As an Account or Program Administrator, you can bulk auto-generate learning paths. Account and Program Administrators and Instructors can create learning paths on an individual student basis from the Knowledge Map or Current Learning Path page.

Bulk Auto-Generate Learning Paths

This optional, bulk action allows you to provide on-grade level learning paths to all students enrolled in Exact Path while the feature is turned on. It may be useful to create learning paths for your students to begin working on, while you prepare and plan to administer a diagnostic. Once students have taken a diagnostic, their auto-generated learning paths will be replaced based on their diagnostic results.

This feature can be turned on or off at any time during the Academic Year, as needed.

**Note:** This will not override learning paths students already have based on diagnostic results. For example, students have taken Diagnostic 1 in September. To ensure new students who join between the first and second diagnostics can begin working in learning paths, you enable “Auto-Generate Learning Paths” in your account. The new students will be given on-grade level learning paths, shortly after being enrolled in Exact Path. The students with diagnostic results will have no change to their paths.

1. In your Exact Path account, go to **Settings**, and click **Academic Years and Standards**.
2. Auto-Generate learning Paths appears just below Academic Years. Check the box and click **Save**.
Auto-Generate Individual Student Learning Paths

This feature allows you to create on-grade level learning path for a student. If a testing window has closed and a student hasn't completed the diagnostic, this is a simple way to provide them a learning path. If you have a student join your class between learning paths, you can use this feature to give them a learning path until they are able to take a diagnostic.

1. Select a subject from the top menu.


3. Locate the student. You may need to select a different class if you don't see them listed.

4. Click the blue Create Learning Path icon beside the student's name. Then click Continue in the modal to complete the process. You student will now have a learning path for the selected subject next time they log into their account.

Panda, Maddy
Current Learning Level: N/A
Total Skills Mastered: 0
Batch Print Custom Reports

Print a Basic Report including all sections of the Student Summary Report for both the Learning Path and Diagnostic Reports. Currently, this feature is available on Current Activities and the Knowledge Map.

Print a Customized Report including only the sections you want in the report. This is a great way to tailor reports to specific stakeholders, such as administration, parents, or students.

Print a Basic Report

1. From Current Activities or the Knowledge Map, click Print Summary.

2. Select Basic Reports, and click Next.

3. Select one or more of your students, and click Print. On this page, you can also select a different subject and diagnostic window, if desired.
4. Your report will be generated in a new browser tab. Follow your device's printing process to print the report.

**Batch Print a Custom Report**

Your custom reports will be saved, so that you can easily generate a new report based on the criteria of past reports.

1. From Current Activities or the Knowledge Map, click **Print Summary**.

2. Select **Custom Printable Report**. Once you create custom reports, they will be available in the drop-down menu, so you can run new reports based off the previous reports. Or you can choose to create a new custom report by selecting **Create a new custom report** from the drop-down.

3. Name your report. Remember that this report can be used as template for running future
report, so give the report a name that you'll recognize. By default, all report data views are included. You can deselect/select as needed to create your custom report.

4. Select one or more of your students, and click **Save & Print**. On this page, you can also select a different subject and diagnostic window, if desired.

5. Your report will be generated in a new browser tab. Follow your device's printing process to print the report.

To print using a previously created report, select the report from the drop-down menu.
Review Mastery Quiz Questions

Review your students’ answers to mastery quiz questions to gain insights into your students’ progress.

1. Click any subject to view: Math, Reading, or Language Arts.
2. Under the Learning Paths heading, select either **Learning Activities** or **Knowledge Map**.

3. **Learning Activities**: Select the grade you want to view and then click a skill to open the resources drawer.

4. **Knowledge Map**: Select the grade you want to view and then click a skill to open the resources drawer.
This opens a drawer containing Learning Path activities, resources, and standards coverage information for the selected skill.

5. Hover over the master quiz box and select **Review**. In this example, the student scored 20% on the quiz, which locked the quiz. Review the answers to evaluate where she may need additional instruction. If desired, you can also unlock the mastery quiz from this screen.

The mastery quiz answers open in a new tab. The form shows the full questions and how the student answered each one.
Print Certificates

Teachers can print student certificates that students earn from Challenges and mastering skills in their Progress Checks.

Print Progress Check Trophy Certificates

Students earn trophies when they score at least 80 percent on a skill in a progress check. Students can print their own certificates from their accounts, or you can print out certificates for your students. At this time, you can only print one certificate at a time. We are working on adding batch printing.

First, you need to navigate to the Student Summary Report.

1. Click any subject to view: Math, Reading, or Language Arts.

2. Click either Current Activities or Knowledge Map. Then click a student’s name. This opens the Student Summary Report.

3. Under the Trophies tab, click the trophy icon to open print options for that certificate.

4. Select your printer settings and click Print.

Print Challenge Certificates

When students complete the Challenges in Exact Path you’ve given them, they earn badges. They can print the badge certificates, or you can print individual certificates for your
students.

1. On the main menu, under **My Classes**, click **Challenges**.

![Challenges menu](image)

On the Challenges page, you can see all active and past challenges. Each Challenge card displays the Challenge name, how many students have completed the Challenge, and the start and end dates of the challenge. If the Challenge's end date has passed, click the **Past Challenges** tab to view it.

![Challenges page](image)

2. Click a Challenge card to view its details.
3. Click the **Print** button for each student whose certificate you want to print.
4. Or, to batch print your students' Challenge certificates, click **Print All Certificates**.

5. Print the certificate following your device's printing process.
Create Groups

The **Groups** feature is a planning tool which allows you to create learner groups while viewing relevant learning path data. This tool allows you to divide students into groups based on their performance in their learning paths for intervention programs or small-group activities.

**Note:** To create groups in a class, you must be listed as an instructor for the class. See **Edit a Class** to add yourself as an instructor for a class.

Auto Group Students

First check the Knowledge Map to decide which domain and skill you want to group students by. For example, in the Knowledge Map below, two students have failed the skill “3rd Grade Multiplication and Division Properties” once.

To create a group based on this skill, follow these instructions:

1. Under My Classes, click **Groups**.
2. Select the domain from the drop-down.
3. Select the skill from the drop-down.
4. Click **Auto Group Students**.

(See screenshot on next page).
5. Click Create Groups.

The students in the class are now grouped by the select skill into different groups based on their Learning Path performance.

Create an Assignment for a Group

1. Click Create Assignment.
2. Complete the Create Assignment modal.

Hide Subjects

This setting allows you to hide subjects from your account you don't want to see. For example, if you only teach math, you can remove reading and language arts from your views.

1. While you are signed into Exact Path, click the My Profile button.

2. Under Show or Hide Primary Subjects, deselect the subjects you do not want to view. By default, all subjects your organization has purchased are visible.

3. Click Save & Close.

Only the subject(s) you selected are visible in the top menu bar and for most reports.
View Diagnostic Reports
Diagnostic reports help administrators track learner growth over time based on several key indicators. 

1. Click **Reports**.

2. Click **Diagnostic Reports**.

National Percentile Rank Trends
Learn how students are performing on the diagnostic assessments throughout the academic year. Analyze how individual students are performing between testing administrations. **National Percentile Rank Trends** appears by default when you go to Diagnostic Reports. 

3. Select how you would like to view the report and click **View Report**.
Export Diagnostic Results to Excel

This report allows you to monitor how students are performing on diagnostic assessments across the academic year. Information includes diagnostic score, Lexile or Quantile, percentile, and demographic details at the student level.

1. Click **Diagnostic Results Export**.

![Diagnostic Results Export](image)

2. Select your desired information, and click **Export**. The report downloads to your computer as an Excel spreadsheet.
Access Skills Reports

Skills reports pull information from students’ progress through their learning paths. These reports allow for up-to-the-minute monitoring of student progress.

1. Click Reports and the click **Skills Reports**.

2. Select a report to view.

Skills Performance

The Skills Performance report shows how well students are performing on grade-level skills. This is the first report listed.

1. Select the subject and grade you want to view. You also have options to view by school or class. You can then select all schools or classes or specific ones.
Learning Path Progress

The Learning Path Progress report shows how much time students spend working on skills in Exact Path and how many activities they have completed. The summary view provides an overview of learning path progress, while the detail view shows the data by student. (Admin) This report is helpful for monitoring teachers' implementation of Exact Path in their classrooms.

1. Select the report type, Summary or Detail. Choose the Academic Year, or select a specific date range. Choose a subject or all subjects. Select “All My Schools” or “Select Schools” to choose a school. Now select a grade.
Learning Path Availability Report

This report helps you identify each student's learning path status and which students may still need a learning path. You can also see the assessment provider used to create the learning path. This report is exported as a CSV.

1. Select the data you’d like to view.

2. Below is an example of the exported report.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
<td>Last Name</td>
<td>SIS ID</td>
<td>Subject</td>
<td>Learning Path Available</td>
<td>Assessment Provider</td>
<td>Pr Grade</td>
<td>Class</td>
<td>School Location</td>
</tr>
<tr>
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<td>Brielle</td>
<td>Villere</td>
<td>9618</td>
<td>Mathematics</td>
<td>LP3</td>
<td>Yes</td>
<td>Edmentum</td>
<td>3rd</td>
<td>Frisco Elementary</td>
</tr>
<tr>
<td>3</td>
<td>Tyler</td>
<td>Allen</td>
<td>9603</td>
<td>Mathematics</td>
<td>LP2</td>
<td>Yes</td>
<td>NWFA</td>
<td>7th</td>
<td>Legacy Middle</td>
</tr>
</tbody>
</table>