



Exact Path

Quick Start Guide For Administrators



Place Students on the Exact Path to Individualized Learning

Edmentum Exact Path helps you understand where your students are academically and then take that data a step further. Adaptive tools offer targeted instruction that is aligned to your goals, paced to your students' needs, and structured to give students control. Start using Exact Path in five easy steps!

1

Log In

1. Go to <https://login.edmentum.com/>.
2. Enter your **Account, User Name**, and **Password**.
3. Click **Log in to Edmentum**.

2

Create Users

To create individual users:

1. Click **Administration Center** (top of the page).
2. From the **Users** drop-down, click **Manage**.
3. Click **Create a User**.
4. Enter the user's information, including login credentials and location.
5. Click **Save & Return to Users** if you are done adding users or **Save & Create Another User** to add additional users.

To batch import users:

1. Click **Administration Center** (top of the page).
2. From the **Users** drop-down, click **Batch Processing**.
3. Click **File Format Specifications** to view the requirements for entering data.
4. Click **Download a Sample File**.

This Excel file is populated with all the categories of information you can upload.

5. Populate the sample file with data from your location, and save the file to your computer.
6. From the **Batch Processing** screen, click **Upload**.
7. Click **Browse**, locate your file, and click **Open**.
8. Click **Import the Selected File** to begin the batch process.

3

Define Academic Years and Set Standards

1. Click **Exact Path** (top of the page).
2. Click **Settings** (top right of the page).
3. Click **Academic Years**.
4. Click **+Add year**.
5. Select the year's type, name, start date, and end date.
6. Click **Save**.
7. Under the **Standards** Setup heading, select your standards for Math and Reading and Language Arts. These settings are automatically saved.



4

Schedule a Diagnostic Testing Window

NOTE: You must define the academic year before scheduling a diagnostic testing window.

1. After defining your academic years, click **Test Windows**.
2. Select the **Academic Year** from the drop-down (top right side of the page).
3. Click +Add Test Window, enter the Test Windows dates, and click **Save**.
4. Click +Add Benchmark Window, enter test window dates, and click **Save**.
5. Optional: Customize hours tests are accessible in the **Test Availability** section.

5

Schedule a Diagnostic Test

NOTE: You must schedule the diagnostic testing window before scheduling a diagnostic test.

1. Choose the subject (Math, Reading, or Language Arts) that the diagnostic test will cover.
2. Click Diagnostic **Scheduling**.
3. Select the class or location and the **Academic Year** to be scheduled.
4. Select the students who will take the diagnostic, and click **Schedule**.
5. Set the date and time the test will be available to students, and click **Schedule**.

Note: For Exact Path to function correctly, students' devices must allow pop-ups.



View Student Diagnostic Results

1. Select a subject (Math, Language Arts, or Reading).
2. Select **Class Diagnostic Results** and select the appropriate diagnostic.
3. To view individual student results in the Student Summary Report, click a student's name.



Monitor Student Progress

The Knowledge Map allows you to monitor student performance, growth and progress in their learning paths.

1. Choose the subject (Math, Reading, or Language Arts) to monitor.
2. Click **Knowledge Map**. Use the directional arrows to view the skills.



Need Your Account Info in a Snap? Keep This Page Handy

Your Exact Path account information for quick reference:

Account

Username

Password

Get Help Using Exact Path

Edmentum offers three different resources to help you use Exact Path.

1

Help Center Menu

The Help Center menu has easy-access resources for you, your students, and their families.

1. Click **Help Center** (top right of page).
2. Resources are organized into sections based on the audience.

2

Learn and Support Site

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

1. Click **Help Center** (top right of page).
2. From the Help Center menu, select **Exact Path -- Learn and Support**.
3. **Resources** are organized into topics, select a tab to see resources for that area.

3

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