

How To Guide



To assign an assessment:

Step 1: Login using email.
Password is: mokler

Login to your account or [Login with Google](#)

Userid or Email

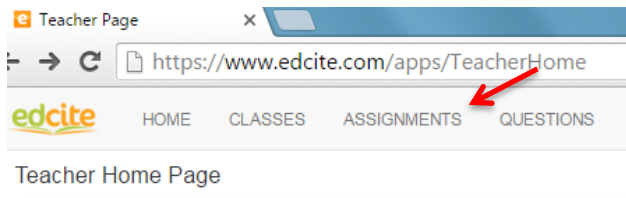
Password

[Forgot password?](#) Keep me logged in

[Login](#)

Don't have an account? [Sign Up](#)

Step 2: Go to “My Assignments” to view assignments created for you.



Step 3: Click on the assignment you will work on.

Name	Tags	Status
<input type="checkbox"/> SBAC practice (Shared)	Mokler RL.3.1 RL.3.2 RL.3.3 RL.3.4 RL.3.5	Draft
<input type="checkbox"/> SBAC (Shared)	Mokler RL.3.1 RL.3.2 RL.3.3 RL.3.4 RL.3.5	Draft
<input type="checkbox"/> MLK (Shared)	Mokler W.3.2	Draft
<input type="checkbox"/> Messy Brother (Shared)	Mokler RL.3.1 RL.3.2 RL.3.3 RL.3.6	Draft
<input type="checkbox"/> Volcano Sea Mount (Shared)	Mokler	Draft
<input type="checkbox"/> Cold Read 14 (Shared)	Mokler	Draft
<input type="checkbox"/> Cold Read 13 (Shared)	Mokler	Draft
<input type="checkbox"/> Volcano (Shared)	Mokler	Draft
<input type="checkbox"/> Galileo (Shared)	Mokler RI.3.3	Draft
<input type="checkbox"/> Habitat Destruction (Shared)	Mokler RI.3.1 RI.3.2 RI.3.3 RI.3.6 RI.3.8	Draft

Step 4: Activate the assignment

Edit Assignment

[Add Questions](#) [Save](#) [Assign](#) [Tag](#) [Share](#)

Name Status

Due Date Quick Assign [https://edcite.com/1th83g4](#)

[VIEW](#) [REPORT](#) [PRINT](#) [ANSWER KEY](#) [ACTIVATE](#) [SETTINGS](#)

Step 5: Click “Assign”

Edit Assignment

[Add Questions](#) [Save](#) [Assign](#) [Tag](#) [Share](#)

Name Status

Due Date Quick Assign [https://edcite.com/1thc2e](#)

Step 6: Click on students you want to assign. If you want to assign all students, click on box next to name. Then click “Send to Selected Students.”

Select from My Students List [Send to Selected Students](#) [Setup Classes or Students](#)

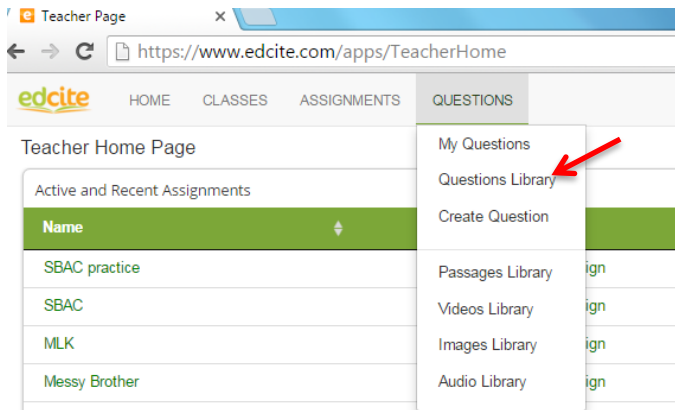
Classes [Grade 3 SBAC practice](#) [Sample Class](#) [All \(1\)](#) Filter:

<input type="checkbox"/>	Name	Class	Notes
<input checked="" type="checkbox"/>	Luis Nunez (Inunez10)	Sample Class	

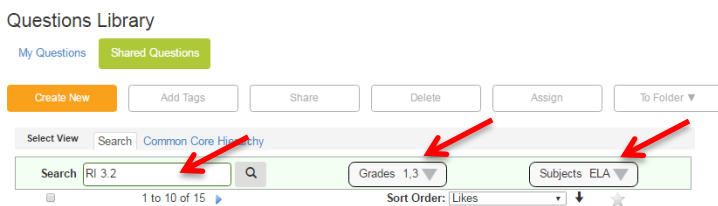
[Send to Selected Students](#) [Ca](#)

To look for questions:

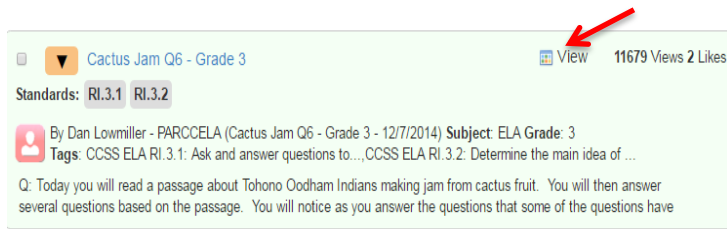
Step 1: Go to “Questions” tab and select “Questions Library”



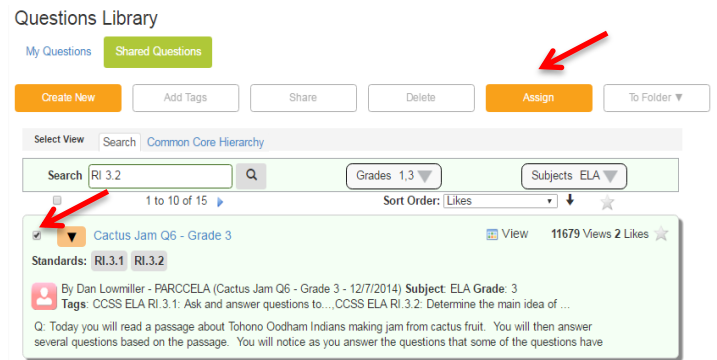
Step 2: Type in any keywords, select grade level, and select subject.



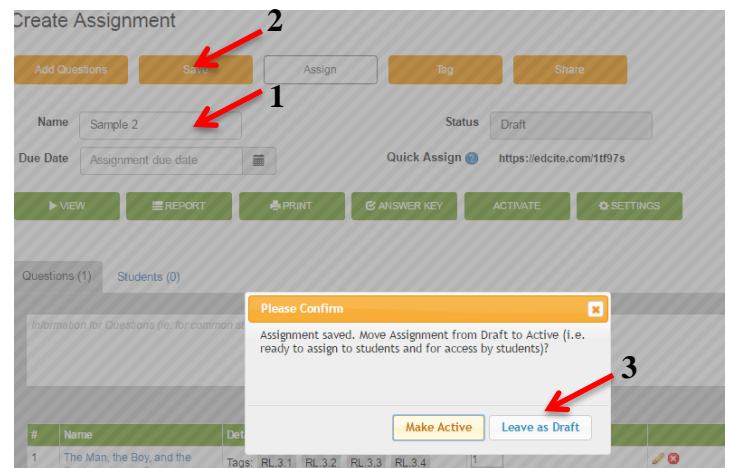
Step 3: You can view the assignment and it will appear on a separate window.



Step 4: To assign this test, check the box on the top left corner and then hit assign at the top.

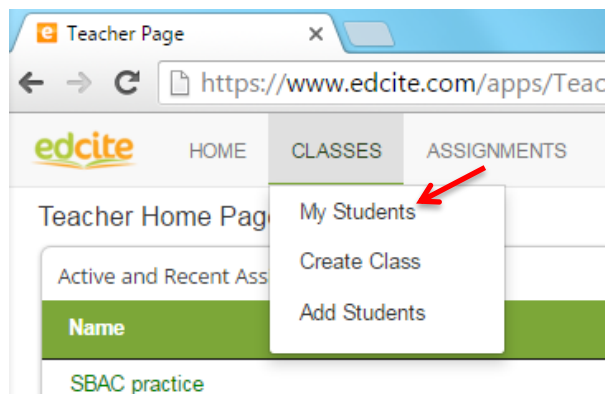


Step 5: Give your assignment a name, click save and leave it as a draft until you are ready to assign.

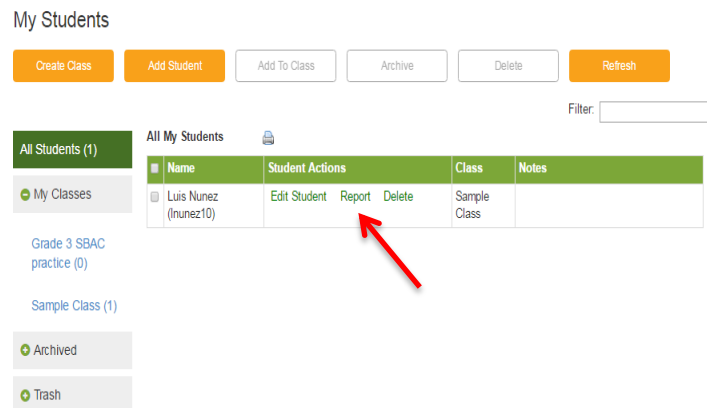


To view student responses:

Step 1: Go to “Classes” tab at top and click on “My Students.”



Step 2: Scroll to student you would like to view and click on “Report”



Step 3: Click “Open” on the assignment you want to view.

