



Summit Student Certification User Manual

Version 1.0

User instructions for the Summit Student Certification
Online Test Administration Website

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TESTING POLICIES

For the Certification Tests to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the instructors who schedule the tests and the proctors who administer them must strictly follow all program procedures.

Testing Dates and Times – The Certification Tests may be administered during the published testing windows only. During the testing window, tests may be scheduled for any time of the day that a proctor is available for supervision.

Testing Environment – The Certification Tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

Proctors – The proctor may be a school administrative staff member or current or retired faculty member. Students may not be proctors.

Proctor's Responsibility – The proctor is responsible for verifying the student's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

Accommodations - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity.

Retests – Retests for completed tests are not allowed during the same testing window. Students who are unsuccessful in achieving a passing grade, or those who wish to improve their score, may not reattempt the same exam until a later testing window.

Instructor Level Access – Instructors are given unique password access to the testing platform for registering students and monitoring their progress. Instructors may not share their access information with students and must take reasonable precautions to safeguard their password at all times. Instructors are not allowed to view the tests at any time.

Cancellation of Scores – Summit reserves the right to cancel any test score and/or bar participation in the Summit Student Certification testing program if Summit has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

Good And Reasonable Effort – Summit considers each school participating in the Summit Student Certification Program to be an active partner in the test delivery process. As such, Summit expects all school staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

Username – All non-student users must use a valid email address as their username.

OVERVIEW OF USER ROLES

Each user in the Summit Student Certification online test delivery system is assigned one or more user roles, with each role having specific responsibilities and capabilities. These roles are somewhat hierarchical and include a site administrator, instructor, proctor, and student.

SITE ADMINISTRATOR

The site administrator may be an instructor or other staff person who will serve as the system coordinator for the school.

The site administrator role possesses the following abilities and responsibilities:

1. Add and remove instructors to/from the school
2. Add and remove proctors to/from the school
3. Reset instructor's and proctor's password
4. View and edit portions of the school's profile data
5. Monitor the progress of all testing
6. Help the instructor manage class rosters, assign tests, and review test results
7. Download student test results (csv text file format)
8. Assist any instructor by selecting the "Assist Instructor" button from the list of

A site administrator may be assigned to more than one school. For school systems that have a central coordinator for the tests, this feature allows one person to manage and monitor multiple schools.

INSTRUCTOR

Non-instructional staff may not be assigned an instructor role.

The instructor role possesses the following abilities and responsibilities:

1. Verify and edit own profile
2. Build and maintain class rosters
3. Add existing students to a class roster
4. Add new students to a class roster
5. Remove student names from their own class roster
6. Reset student passwords
7. Assign tests to students
8. View student test results
9. Create proctors

Instructors are established by the school's site administrator. Where appropriate, the instructor may be associated with more than one school.

PROCTORS

Proctors are responsible for enabling and monitoring the tests for the students. Proctors are established by either the instructor or the site administrator. The proctor may be a school administrative staff member or current or retired faculty member. Students may not be proctors. Where appropriate, proctors may be associated with more than one school.

The proctor role possesses the following abilities and responsibilities:

1. Verify a student's identity
2. Enable the assigned test one at a time
3. Re-set a test if the student should become disconnected from the system while testing
4. Monitor the test session to ensure all testing policies are followed

STUDENTS

Student users are initially established by an instructor by placing the student's name on one or more class rosters. This process creates a unique roster key to be used by the student during their first login as a means to confirm a link to the instructor's roster.

Student responsibilities include:

1. Login prior to test date and complete their student profile
2. Take tests assigned to them by their instructor
3. View test results online through their profile page

USER LOGIN – GENERAL

All users of the Summit Student Certification online test delivery system will login through the home page. Two login buttons are provided, one for school staff, the other for students.

The screenshot shows a web interface with two main sections: 'Student' and 'New Student Registration'. The 'Student' section has a 'Log In' header, fields for 'User Name' and 'Password', a 'Log In' button, a link for 'I Forgot My Password', and a 'Switch to Staff Login' button. The 'New Student Registration' section has a 'Log In' header, fields for 'First Name', 'Last Name', and 'Roster Key', and a 'Register' button. To the right of these sections, there is a 'System Requirements' block listing internet access, browser versions (Google Chrome, Version 51 or higher), cookies, pop-ups, and screen resolution (1024 x 768 or higher). Below this is a message about email communications and a note about browser compatibility (Chrome 66.0). At the bottom, there are system status indicators: 'Browser: Chrome v66', 'Screen Resolution: 1920 x 1080', 'JavaScript: Enabled', and 'Pop-Up Blocker: Turned OFF'.

Student
Log In
User Name:
Password:
Log In
I Forgot My Password
Switch to Staff Login
Read the User Manual

New Student Registration
Log In
First Name:
Last Name:
Roster Key:
Register

System Requirements: Internet access. Google Chrome, Version 51 or higher; cookies enabled; pop-ups allowed; screen resolution 1024 x 768 or higher. The school's email server must allow all non-student users to receive email communications from webmaster@natef.org. Non-student users must use a valid email address as their user name.

You have a compatible browser for this test (Chrome 66.0).

Browser: Chrome v66 Screen Resolution: 1920 x 1080
JavaScript: Enabled
Pop-Up Blocker: Turned OFF

SCHOOL STAFF LOGIN

School site administrators, instructors, and proctors will sign in through the School Staff Login portal by entering their username and password as indicated.

The username and password are sent to school staff via email when they are initially established as a user in the system. Upon initial login, users are asked to change their password. Username and passwords can be self-edited at any time through the user's profile. The user should create a password recovery question and answer in their profile to help them re-set their password should it be forgotten or misplaced in the future.

The screenshot shows the 'School Staff Login' form. It has a header 'School Staff Login' and a sub-header 'Log In'. Below these are fields for 'User Name' and 'Password', followed by a 'Log In' button. There is also a link for 'I Forgot My Password'.

School Staff Login
Log In
User Name:
Password:
Log In
I Forgot My Password

- **Passwords** must be at least six characters long and contain two non-alpha characters.
- **Usernames** must be a valid email address.

STUDENT LOGIN

Students logging in for the first time will use the New Student Registration portal provided in the lower half of the Student Login screen. In addition to entering their first and last name, they must enter the Roster Key provided by one of their instructors. A student must first appear on an instructor's roster before the student can establish their profile in the system. Upon the first login, the student must complete their student profile and create a permanent username and password. The student must also create a password recovery question and answer in their profile to help them re-set their password should it be forgotten or misplaced in the future. Future student logins will be accomplished through the upper "Student" portal.

- **Passwords** must be at least six characters long and contain two non-alpha characters.

Student	
Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
I Forgot My Password	
<input type="button" value="Log In"/>	

New Student Registration	
Log In	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	

SITE ADMINISTRATOR

Each school must have someone identified as the site administrator to participate with the Summit Student Certification program. This person is initially identified by the school on the test order form. Changes can be made as necessary by contacting the help desk.

When the site administrator is established or updated, they will receive an email notifying them of the assignment. If they are a new user to the system, their username and password will also be sent via email. The new site administrator should login as soon as practical and update their password to something of their choosing. At this time the site administrator should create a password recovery question and answer should they misplace or forget their password in the future.

SITE ADMINISTRATOR DASHBOARD

An individual user may be established as a site administrator for more than one school. This allows a group of schools (e.g., a school district) to utilize a central coordinator if desired. Users who are associated with more than one school are given a “Select School” button at the top of the page for switching from one school to another. Care must be taken to ensure that the correct school is selected before making any changes. If the user is associated with only one school, the “Select School” button will not be displayed.

Summit Test (ZZ)

School Administration Proctor Dashboard

School Administration

School	Summit Test Edit School Profile
Address	101 Main Street
City / State	Annapolis ZZ 20705
Authority	Headmaster Dumbledore
Main Telephone	
Administrator:	B Smith (email/username: Bsmith@school.edu) Edit User

Pending Assignments

Instructors

	First	Last	User Name		
Assist Instructor	J	Smith	jsmith@school.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	K	Smith	ksmith@school.edu	Edit Instructor's Profile	Retire Instructor

[Add Instructor](#)

Proctors

First	Last	User Name	Date Confirmed		
B	Smith	Bsmith@school.edu	4/27/2018 4:22:36 PM	Edit Proctor's Profile	Retire Proctor

ADDING INSTRUCTORS

The site administrator's first step should be to maintain the school's list of participating automotive instructors. New instructors can be added, and instructors who are no longer with the school can be disassociated from the school.

To add a new instructor to the school, the following information is needed:

1. First and last name
2. Email address (this will be their username)
3. Telephone number

To determine if the instructor is already in the system, click "Add Instructor", enter the instructor's email address into the "User Name" box under the label "Select Existing User", and then select "Find User".

● SELECT EXISTING USER

User Name:

Last Name

FirstName

Find User

Select This User

If the instructor is already in the system, a profile box will be displayed with additional information you can use to verify his/her identity. If this is correct, click "Select This User".

An email will be automatically sent to the instructor requesting that they accept this assignment to your school.

● SELECT EXISTING USER

User Name:

Last Name

FirstName

Find User

User Name	jsmith@school.edu
NamePrefix	J
First	J
Last	Smith
NameSuffix	
Title	
Telephone	
Comment	

Select This User

If the instructor is not already in the system, select “Create New User” and enter the required information. When ready, click “Create User” at the bottom of the screen. Two emails will automatically be sent to the instructor. The first email provides them with a temporary password and login instructions. The second email notifies them of the requested assignment as an instructor. Upon initial login, the instructor can complete their profile, update their password to something of their choosing, accept the instructor assignment, and begin setting up their class roster.

The “Add Instructor” process is completed once the instructor logs in and accepts your request to be listed as an instructor for the school. Based on your school’s internal arrangements for test administration and management, you may also add yourself as either an instructor or a proctor, if appropriate.

● CREATE NEW USER

Add New User Form

* = Required Field

Email Address (user name) *	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Title	<input type="text"/>
Telephone	<input type="text"/>
Password Recovery Question	<input type="text"/>
Password Recovery Answer	<input type="text"/>
Comment	<input type="text"/>

Create User

RETIRING OR EDITING INSTRUCTORS

If an instructor appears on your instructor list who is no longer associated with your school, click the “Retire Instructor” button located next to their name. This will disassociate their instructor profile from your school. Their profile will stay live in the system and all links to other schools and roles will be maintained.

If an instructor’s name is spelled incorrectly (e.g. Bob vs. Robert), select the “Edit Instructor’s Profile” button to access their profile and make the required changes. Only the school’s site administrator can make changes to the instructor’s name. Otherwise, the instructor can maintain the rest of their profile as needed.

Instructors

	First	Last	User Name		
Assist Instructor	J	Smith	jsmith@school.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	K	Smith	ksmith@school.edu	Edit Instructor's Profile	Retire Instructor

Add Instructor

ADDING PROCTORS

Using the “Add Proctor” button, you may add proctors in the same manner as instructors. Although both the site administrator and instructors may add proctors, it’s important to note that instructors cannot also be proctors.

The proctor may be a school administrative staff member or current or retired faculty member. Students may not be proctors.

Proctors					
	First	Last	User Name	Date Confirmed	
Assist Proctor	B	Smith	Bsmith@school.edu	4/24/2018 10:35:32 AM	Edit Proctor's Profile
Retire Proctor					
Add Proctor					

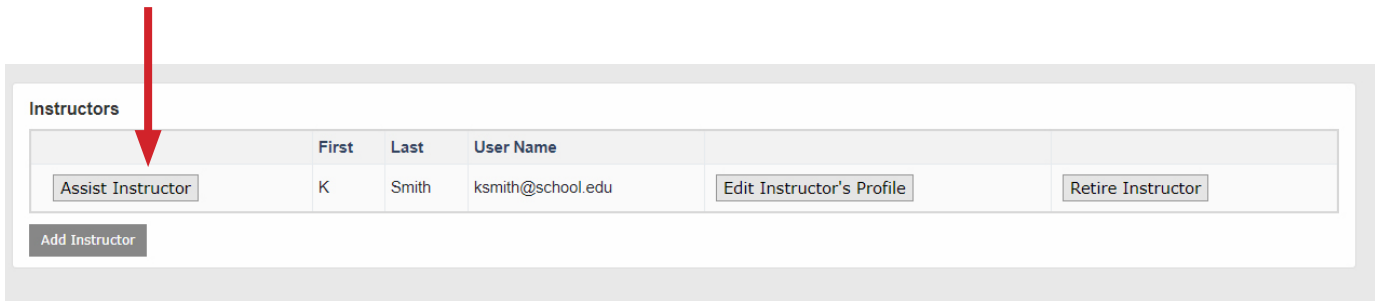
PENDING ASSIGNMENTS AS INSTRUCTORS OR PROCTORS

To determine if an instructor or proctor has logged in and accepted their assignment, or to cancel an assignment, review the Pending Assignments section of the School Administrator’s main page (Navigation tip: click School Administration Dashboard if not visible on current page).

Pending Assignments						
	First	Last	User Name	Role	Status	As of
Cancel Assignment	Test	Test	test@test.com	Proctor	Pending	4/29/2018 11:06:13 PM

ASSISTING INSTRUCTORS

As the school's site administrator, you can also perform all the same functions as the instructor. This feature allows you to assist the instructor with any of their responsibilities such as managing class rosters, assigning tests, and reviewing testing progress. To access this feature, click the "Assist Instructor" button for the instructor you wish to help. This essentially allows you to act on their behalf and perform any of the functions that are associated with that instructor



Instructors

	First	Last	User Name		
Assist Instructor	K	Smith	ksmith@school.edu	Edit Instructor's Profile	Retire Instructor

[Add Instructor](#)

SITE ADMINISTRATOR WITH PROCTOR

Site administrators who also have a proctor role can switch between those two roles by selecting either the "School Administration" or the "Proctor Dashboard" buttons. To enable tests for students, the user must be on the Proctor screen. For details on the Proctor capabilities and procedures, please refer to the Proctor section of this manual.

Summit Test (ZZ)

Proctor Dashboard

Search Students

First Name Last Name

Series Test

Students Per Page

☐ HIDE COMPLETED TESTS

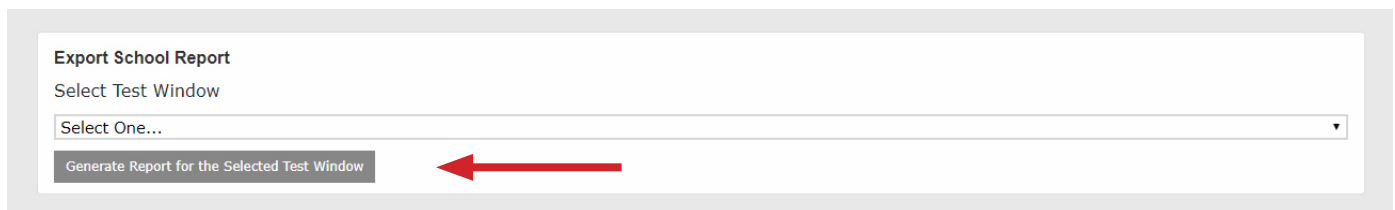
<< >>

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Tinker	Bell	TinkerBell	Registered	WU7-EVG	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Assigned	Unlock	--	--	--
Reset PW	Tweety	Bird	TweetyBird	Registered	98T-96H	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Idle	Restart	4/27/2018 8:15:05 PM	4/27/2018 8:15:22 PM	--
Reset PW	Scooby	Doo	Scooby	Registered	X7P-FVV	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Unlocked		4/29/2018 10:23:27 PM	--	--
Reset PW	Scooby	Doo	Scooby	Registered	A3K-HHU	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Completed		4/29/2018 10:23:32 PM	4/29/2018 10:24:32 PM	4/29/2018 10:29:35 PM
	Guy	Fieri	GuyFieri107242	UnRegistered	HJN-BQU	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Assigned	Unlock	--	--	--
Reset PW	Fred	Flinstone	Flinstone	Registered	7R9-97M	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Assigned	Unlock	--	--	--
Reset PW	Harry	Potter	HPTest	Registered	G7G-UXV	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Assigned	Unlock	--	--	--
Reset PW	Harry	Potter	HPTest	Registered	GTP-QTT	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Assigned	Unlock	--	--	--

SCHOOL LEVEL SCORE REPORT

The school's site administrator can create and download a comma separated value (CSV) text file that shows all results for all students for a given test window. This report can then be used for school-wide data reporting. To create the report, select the desired test window from the dropdown box in the Export School Report section of the Site Administrator's dashboard (see below).

Schools that wish to have access to historical test results should download and archive these files for future reference. The online system retains student records for two years.



Export School Report

Select Test Window

Select One...

Generate Report for the Selected Test Window

When opened in Excel, the report will look similar to the image shown below.

StudentLastName									
	A	B	C	D	E	F	G	H	I
1	StudentLa	StudentFi	LocalStudi	SeriesName	TestName	TestScore	Pass/Fail	TestAssignedBy	TestWindow
2	Bell	Tinker		ToonBoom	Harmony Premium Cert	35	Pass	Smith, K (ksmith@sche	Window 1
3	Bell	Tinker		Storyboard Pro	Storyboard Pro Exam	25	Pass	Smith, K (ksmith@sche	Window 1
4	Potter	Harry		Storyboard Pro	Storyboard Pro Exam	21	Fail	Smith, K (ksmith@sche	Window 1
5									
6									
7									

STUDENT ID MAINTENANCE

For schools that report their student test results to another agency, such as the Department of Education, the State ID field in the student's profile is the key field for database data matching. This State ID can be entered and edited through the student's profile by either the student or instructor.

The school's site administrator can view and edit the State ID for all students through a special link at the bottom of their dashboard. It is highly recommended that the site administrator use this list to verify and correct any missing IDs before using the batch import utility for adding new students. This will help eliminate duplicate entries for students who have been entered previously.

Each column can be A-Z or Z-A sorted by clicking on the column heading. Clicking the edit button next to the student name will open to the student's profile page. Here the site administrator can edit the student's ID, save the changes, then navigate back as needed.

**Student list is available
at the bottom of the
school dashboard.**

Add Test Credits

Account Balance \$496.00
Order Date 4/27/2018
Amount \$
Payment Reference (PO, CC or check #)
Entered By jeffh
Comment

Student List

[View Student List](#) [Batch Import Students](#)

Student List

[Hide Student List](#) [Batch Import Students](#)

First Name	Last Name	Date of Birth	State ID	
Tinker	Bell	01/01/1980		Edit
Tweety	Bird		12345	Edit
Scooby	Doo			Edit
Daisy	Duck		8954	Edit
Guy	Fieri			Edit
Fred	Flinstone			Edit
Harry	Potter	01/01/1980		Edit
Lilly	Potter	01/01/1980		Edit

**Once selected the
student list is available
in the same area.**

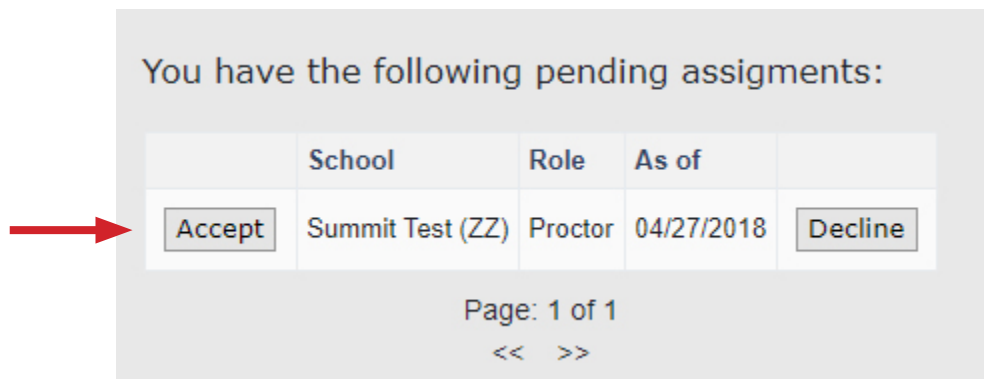
BATCH IMPORT STUDENT LIST

New students can be loaded to the master school student list by importing a comma separated value (CSV) file that contains the following fields: StateID, FirstName, LastName. The batch import should only be used after the site administrator has verified that the state IDs are complete for all previously entered students. Failure to do so can result in the duplication of students.

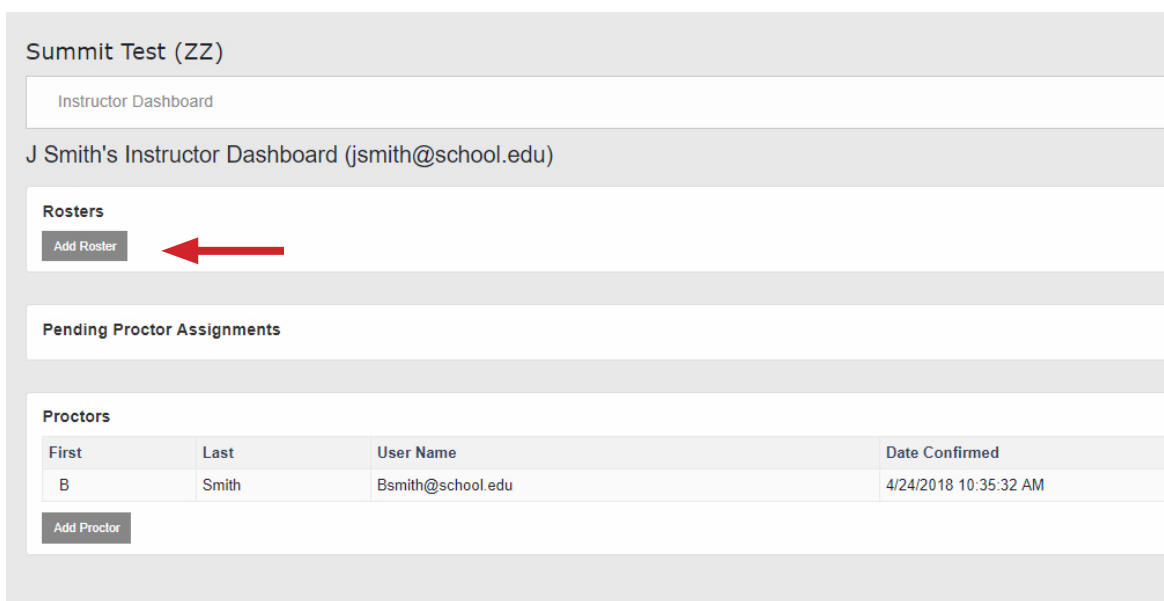
INSTRUCTORS

Instructors are established in the Summit Student Certification test delivery system by the school's site administrator. Once an instructor has a user profile, they may be linked to other schools if desired. Since the linking process is initiated by the site administrator from the other school, the instructor must provide their username (i.e., email address) to the site administrator making the requested link. When an instructor is set up in the system, or when an instructor assignment request is made from another school, the instructor will receive an email notification that serves as a request to be associated with that school.

To accept an instructor linkage request, the instructor must login to the Summit Student Certification site and click the "Accept" button under Pending Assignments.



After accepting the assignment, the instructor will be taken to their "Instructor Dashboard" (similar to a home page). This is the starting point for managing rosters, assigning tests, viewing results, etc. It's helpful to know that clicking the "Instructor Dashboard" button on any page will bring the instructor back to this page. The first step would normally be to create a new roster.



STUDENT ROSTER MANAGEMENT

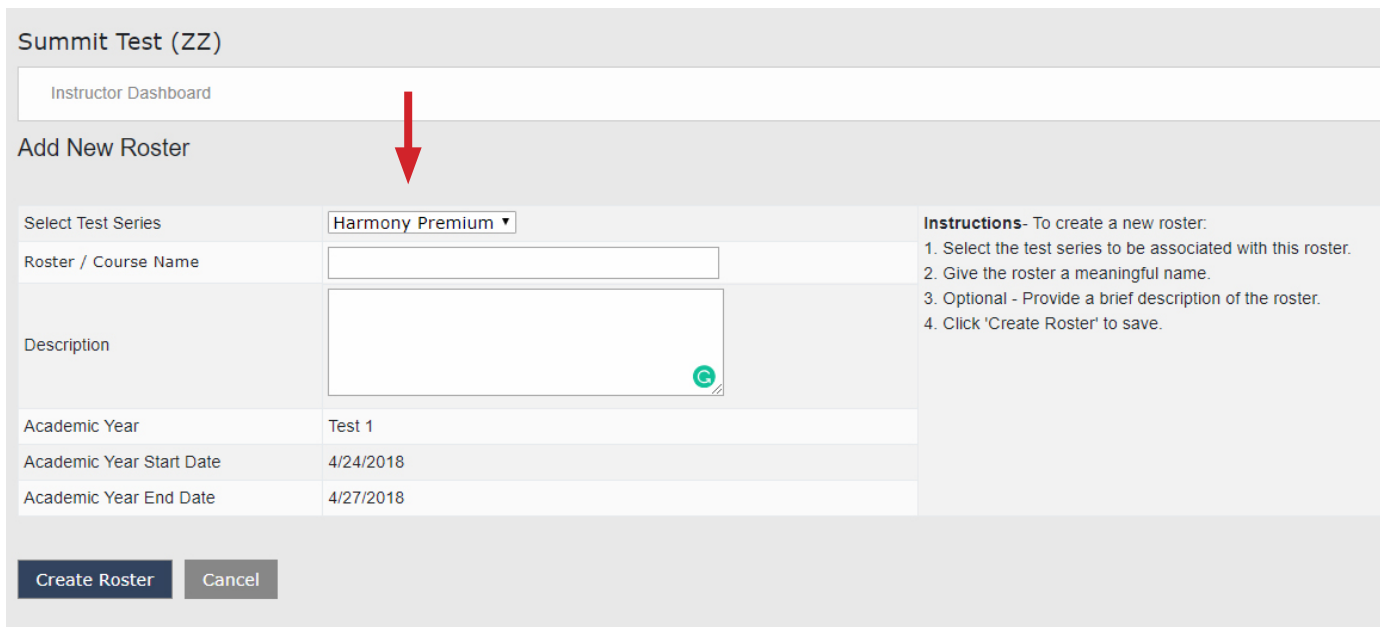
Rosters are limited to a maximum of 45 students and each roster must be associated with a test series (e.g. Harmony, Storbyoard Pro).

Helpful Concept – Regardless of whether the school has one or multiple instructors, or whether an instructor has one or multiple rosters, the process of building class rosters creates a master school roster behind the scenes. This school-wide “master school roster” is used to create an available student list when creating a new roster or when editing an existing roster. All instructors in the school will access and contribute to the school-wide roster when making their individual class rosters. This helps to prevent the duplication of students in the system as well as saves time for the instructor when building a roster.

CREATING A ROSTER AND LINKING TO A TEST SERIES

Clicking the Add Roster button on the Instructor Dashboard will open an add new roster screen as shown below.

1. Select the test series to be associated with this roster. Clicking the dropdown arrow will reveal all test series.
2. Give the roster a meaningful name.
3. Optional - Provide a brief description (e.g. pretest, morning students, etc.)
4. Click “Create Roster” to save.



Summit Test (ZZ)

Instructor Dashboard

Add New Roster

Select Test Series: Harmony Premium ▼

Roster / Course Name:

Description:

Academic Year: Test 1

Academic Year Start Date: 4/24/2018

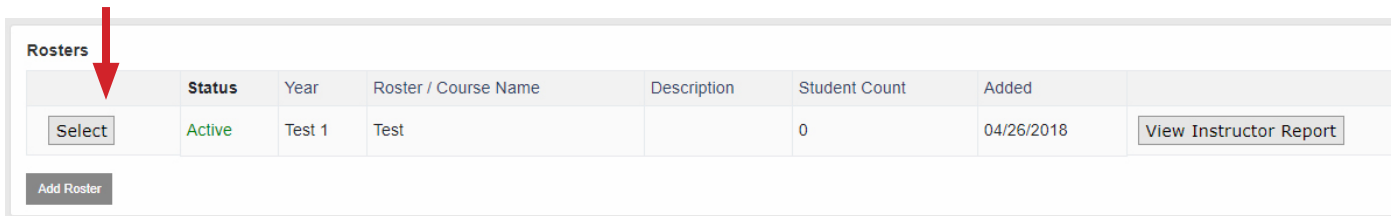
Academic Year End Date: 4/27/2018

Instructions- To create a new roster:

1. Select the test series to be associated with this roster.
2. Give the roster a meaningful name.
3. Optional - Provide a brief description of the roster.
4. Click 'Create Roster' to save.

Create Roster Cancel

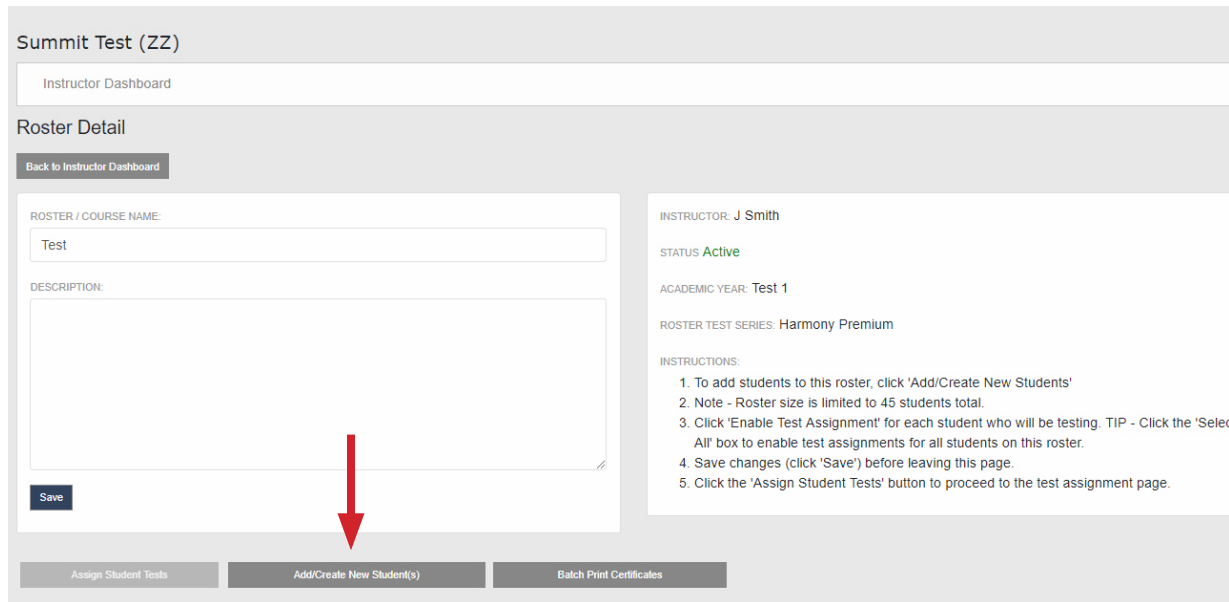
Once the new roster is created, it will appear in a list on the Instructor's Dashboard. Any previous rosters will also be displayed. To work with any roster, click the "Select" button.



	Status	Year	Roster / Course Name	Description	Student Count	Added	
Select	Active	Test 1	Test		0	04/26/2018	View Instructor Report

[Add Roster](#)

To add students to the roster, click the "Add/Create New Student(s)" button.



Summit Test (ZZ)

Instructor Dashboard

Roster Detail

[Back to Instructor Dashboard](#)

ROSTER / COURSE NAME:
Test

DESCRIPTION:

[Save](#)

INSTRUCTOR: J Smith

STATUS: Active

ACADEMIC YEAR: Test 1

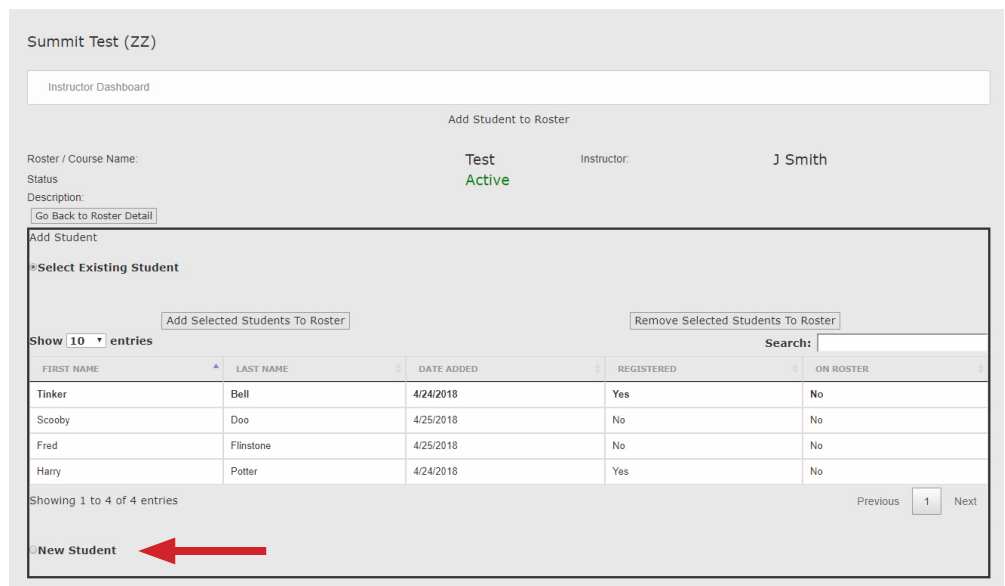
ROSTER TEST SERIES: Harmony Premium

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 45 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

[Assign Student Tests](#) [Add/Create New Student\(s\)](#) [Batch Print Certificates](#)

Students can be added one at a time using the New Student option at the bottom of the Add Student screen (also see batch import instructions another option). Clicking the New Student button as shown below will expand the New Student box to provide a means to enter new student names. All that is required using this method is the first and last name of the student.



Summit Test (ZZ)

Instructor Dashboard

Add Student to Roster

Roster / Course Name: Test Instructor: J Smith

Status: Active

Description:

[Go Back to Roster Detail](#)

Add Student

Select Existing Student

[Add Selected Students To Roster](#) [Remove Selected Students To Roster](#)

Show 10 entries Search:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Scooby	Doo	4/25/2018	No	No
Fred	Flinstone	4/25/2018	No	No
Harry	Potter	4/24/2018	Yes	No

Showing 1 to 4 of 4 entries Previous 1 Next

New Student

Roster / Course Name: Test
 Status: Active
 Description:
[Go Back to Roster Detail](#)

Add Student

Select Existing Student

[Add Selected Students To Roster](#) [Remove Selected Students To Roster](#)

Show 10 entries Search:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Scooby	Doo	4/25/2018	No	No
Fred	Flinstone	4/25/2018	No	No
Harry	Potter	4/24/2018	Yes	No

Showing 1 to 4 of 4 entries

New Student

First Name: Guy
 Last Name: Flierl
[Add New Student To Roster](#)

Enter students name, then click “Add New Student to Roster”

Students name will appear as they are added. The list will continue to grow as more students are added to the system.

Repeat the process for each new student to be added to the system.

Summit Test (ZZ)

Instructor Dashboard

Add Student to Roster

Student created successfully.

Roster / Course Name: Test
 Status: Active
 Description:
[Go Back to Roster Detail](#)

Add Student

Select Existing Student

[Add Selected Students To Roster](#) [Remove Selected Students To Roster](#)

Show 10 entries Search:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Scooby	Doo	4/25/2018	No	No
Guy	Flierl	4/26/2018	No	Yes
Fred	Flinstone	4/25/2018	No	No
Harry	Potter	4/24/2018	Yes	No

Showing 1 to 5 of 5 entries

New Student

First Name:
 Last Name:
[Add New Student To Roster](#)

Each time an instructor adds a new student to a roster, the student’s name is also placed on a master school list for the school. If a student has already been entered on another roster, by the same or a different instructor at that school, their name should appear on the master student list that is displayed every time the instructor is in the process of adding students to a roster.

Referring to the following graphic, to add a student to a roster who is already in the system, simply highlight the student's name with a click to the appropriate row on the student list (multiple rows can be selected at the same time), then click the "Add Selected Students To Roster" button.

Note that the columns can be sorted in ascending or descending order for easier location of a particular student. A search box is also available for more direct name searches.

The screenshot shows the 'Add Student to Roster' interface. At the top left, there is a button labeled 'Go Back to Roster Detail' with a red arrow and the number 1 pointing to it. Below this, a summary box displays 'Roster / Course Name:', 'Test Status: Active', and 'Instructor: J Smith'. The main section is titled 'Add Student' and includes a radio button for 'SELECT EXISTING STUDENT'. Below this, there are two buttons: 'Add Selected Students To Roster' (with a red arrow and the number 2) and 'Remove Selected Students To Roster'. A search bar is located to the right of these buttons. Below the search bar is a table with 5 columns: 'FIRST NAME', 'LAST NAME', 'DATE ADDED', 'REGISTERED', and 'ON ROSTER'. The table contains 8 rows of student data. A red arrow and the number 3 point to the row for 'Daisy Duck'. At the bottom of the table, it says 'Showing 1 to 8 of 8 entries' and has 'Previous', '1', and 'Next' navigation links. At the very bottom, there is a radio button for 'NEW STUDENT'.

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Tweety	Bird	4/27/2018	No	No
Scooby	Doo	4/25/2018	No	No
Daisy	Duck	4/27/2018	No	No
Guy	Fieri	4/26/2018	No	Yes
Fred	Flinstone	4/25/2018	Yes	No
Harry	Potter	4/24/2018	Yes	No
Lilly	Potter	4/26/2018	Yes	Yes

1. Once students have been added, click "Go Back To Roster Detail" to assign tests
2. After Selecting the student(s) to be added to the roster, click "Add Selected Students to Roster".
3. Click one or more rows to select students to add to the roster.

Each column can be sorted by clicking on the arrows next to each header.

A “yes” in the Registered column means that the student has completed their profile and established their username and password.

A “yes” in the On Roster column indicates the student is already on the roster.

Add Student to Roster

Go Back to Roster Detail

Roster / Course Name:
Test
Status
Active
Instructor:
J Smith
Description:

Add Student

SELECT EXISTING STUDENT

Add Selected Students To Roster
Remove Selected Students To Roster

SHOW 10 ENTRIES
SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Tweety	Bird	4/27/2018	No	No
Scooby	Doo	4/25/2018	No	No
Daisy	Duck	4/27/2018	No	No
Guy	Fieri	4/26/2018	No	Yes
Fred	Flinstone	4/26/2018	Yes	No
Harry	Potter	4/24/2018	Yes	No
Lilly	Potter	4/26/2018	Yes	Yes

Showing 1 to 8 of 8 entries
Previous
1
Next

NEW STUDENT

When adding a new student to a roster, if someone with the same last name has been added previously, a warning will be displayed prompting the user to verify that they are not duplicating a student. In the example below, the new student that is being entered now, Lilly Potter, is not the same student as Harry Potter. Of course if it appears that you are about to create a duplicate entry, such as Robert Jones vs. Bob Jones, click “Cancel”.

Roster / Course Name:
Test
Status
Active
Instructor:
J Smith
Description:
Go Back to Roster Detail

Add Student

SELECT EXISTING STUDENT

Add Selected Students To Roster
Remove Selected Students To Roster

SHOW 10 ENTRIES
SEARCH:

FIRST NAME	LAST NAME	DATE ADDED	REGISTERED	ON ROSTER
Tinker	Bell	4/24/2018	Yes	No
Scooby	Doo	4/25/2018	No	No
Guy	Fieri	4/26/2018	No	Yes
Fred	Flinstone	4/25/2018	No	No
Harry	Potter	4/24/2018	Yes	No

Showing 1 to 5 of 5 entries
Previous
1
Next

NEW STUDENT

First Name:
Lilly
Last Name:
Potter

A student with this last name already exists.
Please refer to the "Available Students" table above and confirm this is not a duplicate record.

Create Additional Student
Cancel

ENABLING TEST ASSIGNMENTS

Now that a roster is created and it is associated with a test series, you must “Enable Test Assignments” before moving on to assign the test. This action subtracts the test fee from the school’s account for every student whose test series is enabled. You can select individual students, or select all on this page by using the select all button. **You MUST click the save button before leaving this page.**

If there are multiple pages you must repeat this step for all subsequent pages.

Summit Test (ZZ)

Instructor Dashboard

Roster Detail

[Back to Instructor Dashboard](#)

ROSTER / COURSE NAME: Test

DESCRIPTION:

INSTRUCTOR: J Smith

STATUS: Active

ACADEMIC YEAR: Test 1

ROSTER TEST SERIES: Harmony Premium

INSTRUCTIONS:

1. To add students to this roster, click 'Add/Create New Students'
2. Note - Roster size is limited to 45 students total.
3. Click 'Enable Test Assignment' for each student who will be testing. TIP - Click the 'Select All' box to enable test assignments for all students on this roster.
4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

[Save](#)

[Assign Student Tests](#) [Add/Create New Student\(s\)](#) [Batch Print Certificates](#)

Students

Last	First	User Name	Roster Key	Status				<input type="checkbox"/> Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lilly	LillyPotter865288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

Using the check boxes, assign the test you wish to assign and then click “save”. Based on the test series, the appropriate key to identify each test abbreviation is shown next to the instructions.

Summit Test (ZZ)

Instructor Dashboard

Test Assignment Page

Assignments for Roster: Test

Academic Year: Test 1

Current Testing Window: Window 1

Series: Harmony Premium

[Go Back to Roster Detail](#)

[Save](#)

Fieri, Guy	Window 1	H1 <input type="checkbox"/>
Potter, Lilly	Window 1	H1 <input type="checkbox"/>

Page: 1 of 1

[Save](#)

Legend:
H1 = Toon Boom Harmony Associate Certification Exam

Instructions:

1. Refer to the legend to identify the test names.
2. Click the check boxes to assign one or more tests to individual students.
3. Click 'Save' before leaving each page to save all test assignments.
4. Since a maximum of 15 students are displayed per page, proceed to the next page to continue test assignments.

ROSTER KEY

For each student on the roster, a unique roster key is generated. The student must use this roster key to initially set up their student profile. When setting up their profile, the student must enter the first name, last name, and roster key exactly as the instructor entered it on the roster (including dashes or spaces).

- Students must enter first and last name exactly as it appears on the roster when registering for the first time
- Students need the roster key to establish their student profile. It must be entered exactly as it appears (including the dash '-')
- Unregistered means the student profile is not yet completed.

Assign Student Tests

Add/Create New Student(s)

Batch Print Certificates

Students

Last	First	User Name	Roster Key	Status				<input type="checkbox"/> Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lilly	LillyPotter865288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

PREPARING STUDENTS TO LOGIN AND COMPLETE THEIR STUDENT PROFILE

Before a student can take an assessment, they must login through the student login on the website and complete their student profile. While doing so, they will create a user-name and password that will allow them to take assigned tests and view the results.

To establish their password, they will need the following information exactly as it appears on the roster:

1. First Name
2. Last Name
3. Roster Key

The very first time a student logs in they will use the lower "New Student Registration" login portal as shown in the graphic to the right. After their profile is complete and they have created a password, all future logins will use the upper "Student" login portal. After the student's profile is complete, their Roster Key will no longer be needed.

Student	
Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
I Forgot My Password	
<input type="button" value="Log In"/>	

New Student Registration	
Log In	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	

ASSIGNING TESTS

From the instructor dashboard, select the appropriate roster, and then click the “Assign Student Tests” button on the Roster Detail page.

Save

4. Save changes (click 'Save') before leaving this page.
5. Click the 'Assign Student Tests' button to proceed to the test assignment page.

Assign Student Tests

Add/Create New Student(s)

Batch Print Certificates

Students

Last	First	User Name	Roster Key	Status				<input type="checkbox"/> Select All
Fieri	Guy	GuyFieri107242	HJN-BQU	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Lilly	LillyPotter865288	GSP-UAJ	Unregistered	Profile	Results	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

To assign tests

1. Refer to the legend to identify test names.
 2. Click the check boxes to assign one or more tests to individual students.
 3. Click “save” before leaving each page to save all test assignments.
- A maximum of 15 students are available per page.

Assignments for Roster:

Test

Academic Year:

Test 1

Current Testing Window:

Window 1

Series:

Harmony Premium

Go Back to Roster Detail

Save

Fieri, Guy	Window 1	H1 <input type="checkbox"/>
Potter, Lilly	Window 1	H1 <input type="checkbox"/>

Page: 1 of 1

<< >>

Save

If the wrong tests was assigned, it can be unassigned by checking the box a second time. Once the test has been started by the student, its assignment status cannot be changed.

Once tests are assigned, the student may be directed to the proctored testing location anytime during the published testing windows – fall or spring.

The details of scheduling (e.g., which tests to take, date, time, and location) are determined at the school level.

Test Fees

The test fee allows the student to take any or all test in a series twice during the academic year - once in the fall window and once in the spring.

VIEWING AND PRINTING TEST RESULTS

To view the instructor summary report, select the “View Instructor Report” button for a given roster.

Rosters

	Status	Year	Roster / Course Name	Description	Student Count	Added	
Select	Active	Test 1	Test		2	04/26/2018	View Instructor Report

Add Roster

Below is a sample instructor report. Data on the report are updated each time the report is opened.

Summit Student Certification Instructor Score Report Academic Year: Test 1 Test Window: Window 1

Instructor: K Smith
School Name: Summit Test
School Address: 101 Main Street Annapolis, ZZ 20705

Series Name **HARMONY PREMIUM**

Student	Toon Boom Harmony Associate Certification Exam (35 Questions)
Bell, Tinker	100% Pass
Avg % Correct	100%
% Examinees Passing	100%

Series Name **STORYBOARD PRO**

Student	Toon Boom Storyboard Pro Certification Exam (25 Questions)
Bell, Tinker	100% Pass
Potter, Harry	84% Fail
Avg % Correct	92%
% Examinees Passing	50%

Print Report

To view the scores of an individual student, select the “Results” button next to the student’s name on the instructor roster and a list of all the student’s tests will be displayed.

Students									
Last	First	User Name	Roster Key	Status					<input type="checkbox"/> Select All
Bell	Tinker	Tinker	WU7-EVG	Registered	Profile	Results	Reset PW	Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Doo	Scooby	ScoobyDoo132336	X7P-FVV	Unregistered	Profile	Results		Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Flinstone	Fred	FredFlinstone222740	7R9-97M	Unregistered	Profile	Results		Remove	<input checked="" type="checkbox"/> Enable Test Assignment
Potter	Harry	HPTest	G7G-UXV	Registered	Profile	Results	Reset PW	Remove	<input checked="" type="checkbox"/> Enable Test Assignment

To view a student's test score report, click "View Test Results".

Showing student dashboard for **Tinker Bell (Tinker)**

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Testing Window	School	Series	Test	Test Status			
Test 1	Window 1	Summit Test	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed	View Test Results	View Certificate	Cancel Score
Test 1	Window 1	Summit Test	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Completed	View Test Results	View Certificate	Cancel Score

A detailed score report is displayed and can be printed

Summit Test (ZZ)

School Administration

Showing student dashboard for **Tinker Bell (Tinker)**

Student Name: Tinker Bell (Tinker)
Academic Year: Test 1
Session: Window 1
Series Name: Storyboard Pro
Test Name: Toon Boom Storyboard Pro Certification Exam
Your score is: 25 - Pass
The number correct needed to pass is 18 out of 25

Content Area	Number Correct	Max Score
Software Manipulation	3	3
Industry Concept	1	1
Storyboarding	6	6
Structure	3	3
Storyboard Enhancements	3	3
Animatic	9	9

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

[Print Report](#)

[Back To Student Exam List](#) [Back To Roster](#)

VIEWING AND PRINTING CERTIFICATES

Note: Certificate printing may be restricted and/or fulfilled by a third party in some states or localities. There are two options for printing certificates: one at a time, or all certificates for a roster at once. To print individual certificates, navigate to the student's test results and click the "View Certificate" button. The individual certificate will display and can be printed.

Showing student dashboard for **Tinker Bell (Tinker)**

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Testing Window	School	Series	Test	Test Status			
Test 1	Window 1	Summit Test	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed	View Test Results	View Certificate	Cancel Score
Test 1	Window 1	Summit Test	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Completed	View Test Results	View Certificate	Cancel Score

To print all certificates for an entire roster, click the “Batch Print Certificates” button on the roster detail page.



Assign Student Tests

Add/Create New Student(s)

Batch Print Certificates

Students

Last	First	User Name	Roster Key	Status				
Bell	Tinker	Tinker	WU7-EVG	Registered	Profile	Results	Reset PW	Remove
Doo	Scooby	ScoobyDoo132336	X7P-FVV	Unregistered	Profile	Results		Remove
Flinstone	Fred	FredFlinstone222740	7R9-97M	Unregistered	Profile	Results		Remove

The certificate will include all the student’s certifications for a given year. If a test was taken and pass in both the Fall and Spring test widows, only the Spring instance will be shown.



COMMON QUESTIONS

Q. When the student tries to launch their test, the system kicks them out and takes them back to the login screen. What's wrong?

The browser's popup blocker is likely on and is not allowing the test to launch.

Q. If a student fails a test in the fall, can they take the test again in the spring?

Yes, students may take each test in the series twice per academic year - once in the fall window and once in the spring. Students may not retake the same test during the same test window.

Q. What if a student forgets their username or password?

- The instructor can recover the student's username from the roster. It appears next to their name on the Roster Detail screen.

- If the student has completed their profile, including their password recovery question and answer, they can retrieve their password from the student login page by clicking "I Forgot My Password" and following the instructions provided.

- If a student has completed their profile but did not complete their password challenge question and answer, the instructor can reset their password to a default "na3sa1" from the roster screen. This can only be used if the student has already completed their student profile.

- If the student has not completed their profile, the reset password button is not displayed. Their instructor should give them their Roster Key and instruct them to login using the "New Student Registration" portal and complete their profile.

Q. What if the student's test is interrupted?

If a student experiences a technical interruption during their test (e.g., loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

Q. Can I upload a list of students to the school rather than entering them one at a time?

The site administrator can upload a comma separated value (CSV) file of new students to the system.

Q. How long are the test scores available?

As a general rule, Summit keeps the student test records on the system for the two previous years, plus the current academic year.

For archival records, the school site administrator can download a comma separated value (CSV) file for all students by test window and archive these data locally.

Additionally, reports and certificates can be saved locally as pdf files.

PROCTORS

The proctor is responsible for verifying the student's identity, unlocking the scheduled test, and monitoring the student's test session to ensure all testing procedures are followed.

LOCATING A STUDENT ON THE PROCTOR LIST

The proctor's screen shows all tests that are currently assigned for all students. Since the list shows a separate record for each test by student, the proctor should use one or more of the filters and sorting tools to manage the list and quickly locate the specific test(s) they wish to unlock.

1. Filter by first and/or last name (full or partial names).
2. Filter by test series (Harmony, Storyboard Pro), and/or by test name.
3. Change the number of records displayed per page (e.g., 0, 25, 50, etc)
4. Hide tests that have been completed.
5. Sort A-Z or Z-A by any selectable column header.

Once a filter is populated (e.g., with a name or test series), click the "Search" button to update the screen.

Search Students
First Name 1 Last Name
Series 2 Test

Students Per Page 3
☐ HIDE COMPLETED TESTS 4

<< >>

5	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<input type="button" value="Reset PW"/>	Tinker	Bell	Tinker	Registered	QK3-T8G	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Completed		4/25/2018 10:00:31 AM	4/25/2018 10:03:30 AM	4/25/2018 10:05:44 AM
<input type="button" value="Reset PW"/>	Tinker	Bell	Tinker	Registered	WU7-EVG	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed		4/25/2018 12:57:35 PM	4/25/2018 12:57:49 PM	4/25/2018 12:59:25 PM
	Scooby	Doo	ScoobyDoo132336	UnRegistered	X7P-FVV	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Assigned	<input type="button" value="Unlock"/>	--	--	--
	Scooby	Doo	ScoobyDoo132336	UnRegistered	A3K-HHU	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Assigned	<input type="button" value="Unlock"/>	--	--	--
<input type="button" value="Reset PW"/>	Harry	Potter	HPTest	Registered	G7G-UXV	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed		4/25/2018 4:20:45 PM	4/25/2018 4:24:36 PM	4/25/2018 4:27:12 PM
<input type="button" value="Reset PW"/>	Harry	Potter	HPTest	Registered	GTP-QTT	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Assigned	<input type="button" value="Unlock"/>	--	--	--

UNLOCKING A TEST FOR A STUDENT

To launch a test for a student, the proctor should take the following steps:

1. Verify the student's identity.
2. Confirm that the student has his/her username and password.
3. Confirm which test the instructor wants the student to take and click the "Unlock Test" button for it.
4. Direct the student to login via the "Student Login" and start their test.
5. Monitor the student throughout the testing session to ensure he/she does not receive assistance or open other programs or windows during the test session.
6. If a student is scheduled to take more than one test, they should notify the proctor when they have completed the first test so the proctor can unlock the next one.

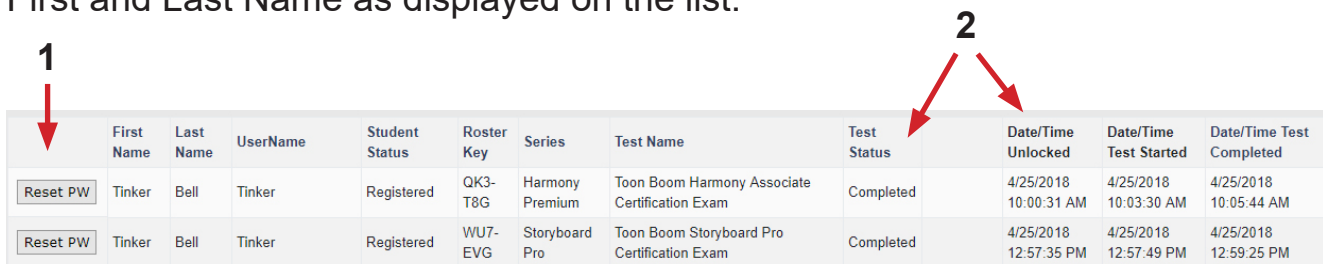
Please unlock only one test at a time per student. Once a test is unlocked, the student has 30 minutes to launch the test. If the student does not begin the test within the 30 minute period, the system will reset the test to the "Assigned" state.

If a student experiences a technical interruption during their test (e.g., loss of Internet, computer failure, etc.), the proctor can restart the test and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

The following screen demonstrates two helpful features:

1. Student password reset
2. Monitor test progress

If a student cannot remember their password, the Proctor can reset their password to a default "na3sa1" by clicking the reset PW button (provided they have completed their profile as indicated by the word "Registered" in the Student Status column). If the Student Status is "Unregistered", the Proctor can provide the student with their Roster Key and First and Last Name as displayed on the list.



	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Tinker	Bell	Tinker	Registered	QK3-T8G	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Completed	4/25/2018 10:00:31 AM	4/25/2018 10:03:30 AM	4/25/2018 10:05:44 AM
Reset PW	Tinker	Bell	Tinker	Registered	WU7-EVG	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed	4/25/2018 12:57:35 PM	4/25/2018 12:57:49 PM	4/25/2018 12:59:25 PM

By periodically refreshing their screen (use F5 key), the Proctor screen will be updated to reflect Test Status, Date/Time Test Started, and Date/Time Test Completed.

HELPFUL HINTS

- **Time To Start** – Students have 30 minutes to start the test once it is unlocked by the proctor.
- **Time To Test** – Duration depends on which test(s) are being taken
- **Monitor Students** – Students must be monitored by the proctor throughout the entire test session to ensure that no outside assistance is utilized – including the opening of additional browser windows.
- **Restarts** – If a student experiences a technical interruption during their test (e.g., loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.
- **Student Profile/Password** – If a student has not previously set up their student profile (i.e., established a username and password), they must do so prior to starting the test. To do this, they will enter their first name, last name, and their unique Roster Key in the lower half of the student login screen. If necessary, the proctor can locate the student's Roster Key next to their name on the proctor screen.
- **Test Fails To Start** – If the student is kicked out of the system as they try to launch the test, verify that the pop up blocker is turned off. To change this in Internet Explorer, select "Internet Options" from the Tools drop-down menu, and under the "Privacy" tab, make sure pop-up blocker is turned OFF.

STUDENTS

STUDENT PROFILE

Before a student can take a test, they must login and complete their student profile. While doing so, they will create a username and password that will allow them to take assigned tests and view the results. At the student login screen, the student will be required to enter the following information exactly as their instructor entered it on his/her roster: First Name, Last Name, Roster Key. The roster key is a six character alphanumeric expression (e.g. F2D-9HW) that uniquely identifies the student on the roster. It must be entered exactly as it appears, including the dash “-”.

Student	
Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
I Forgot My Password	
<input type="button" value="Log In"/>	

New Student Registration	
Log In	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	

New Student Registration	
Log In	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Roster Key:	<input type="text"/>
<input type="button" value="Register"/>	

All future student logins will be through the upper “Student” login portal. If a student forgets their password, the “I Forgot My Password” utility on the login screen will present them with the Password Challenge Question from their profile. If answered correctly, the student will be provided a screen to establish a new password.

When the student establishes their profile, they may find that the instructor incorrectly entered their name (e.g. Bobby Bower rather than Robert Bower). The student may correct the spelling of their first and last name only during the initial profile setup. To make corrections in the future, the student must request that the instructor make those changes.

Student	
Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
I Forgot My Password	
<input type="button" value="Log In"/>	

STARTING A TEST

Before logging in to test, verify that the correct browser is being used and that the popup blocker is turned off by referring to the message(s) displayed on the login screen. In the example below, a red warning message indicates that the popup blocker is turned on. Tests will not launch properly until the pop up blocker is turned off.

After logging in, the student's home page contains a "Student Dashboard" that is used to navigate among different features of the system. Clicking the "My Exams" button will take the student to a page similar to the one shown below. All tests that have been assigned by the instructor will be listed. When the proctor has unlocked a test, the student has 30 minutes to login and begin their test. When the student is ready to begin their test, the student will click the "Launch Test" button next to the unlocked test.

Student Dashboard

[My Exams](#) [Edit My Profile](#) [Change Password](#) [User Manual](#) [Logout](#)

Logged in as student

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Testing Window	School	Series	Test	Test Status	
Test 1	Window 1	Summit Test	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Unlocked	Launch Test

Page: 1 of 1
<< >>

Upon starting the test, the first screen the student will see is the Confidentiality Agreement. Students must agree to the terms of this statement to participate with the Summit Student Certification tests.

CONFIDENTIALITY STATEMENT

I understand that the content on this examination is confidential. No part of the examination materials may be copied, downloaded, reproduced, stored, disseminated or conveyed to anyone else. Also, I will neither give nor receive assistance in selecting an answer for any question in this examination.

→

☒ AGREE

I certify that I have read, understand, and AGREE to abide by the terms stated above.

☐ DISAGREE I DO NOT AGREE to abide by the terms stated above.


Please use the mouse to click the AGREE or DISAGREE button.

Click on the Next button to continue. [Next](#)

EXAMPLE TEST SCREEN

Below is a typical layout that demonstrates how the test questions are presented. The top header displays the student's name on the left, and a clock indicating how much time remains for the test on the right. The name of the current test is centered just below the header.

Welcome
Tweety Bird (TweetyBird)


Bring Your Stories To Life

Time Remaining: 0:49:41
☐ Hide clock

Current Test: Harmony Premium Exam

1.) What is persistence of vision?

☐ D. It means an animation is interesting enough to keep viewers engaged.

☐ A. It's when the eye's retina retains an image for a moment before replacing it with the next one.

☐ B. It means you are able to make out shapes from a far distance.

☐ C. It's when the idea of an animation is able to persist throughout the story.

Review Test

1 of 35 Questions

Flag for Review

Previous

Next

To select an answer, click the button next to the desired choice. To change the selected answer to something different, simply click on another option to change the response.

Use the navigation bar below the question to move throughout the test.

- To flag a question as a reminder to come back for a review, simply click the “Flag for Review” button
- To move to the next or previous question, click “Next” or “Previous”

The navigation bar also displays the sequence number of the current question and how many questions are on the test.

After answering the last question, or when clicking the “Review Test” button, the student is taken to the test summary screen.

The summary screen shows the status of each question – answered, not answered, or flagged for review. When using the cursor to hover over the question icon, the first few words of the question are displayed. To return to the question, click on the question number. Once all flagged items have been reviewed and all questions have been answered, click “Submit Test for Scoring”.

Important - The test will score once the student clicks the “Submit Test for Scoring” button. Simply disconnecting from the system, closing the browser or allowing the test timer to run out will NOT force the test to score.

Toon Boom Harmony Associate Certification Exam - Review

Key: = Question text, = Answered, = Not Answered, = Flagged

#	Status	#	Status	#	Status	#	Status
1		10		19		28	
2		11		20		29	
3		12		21		30	
4		13		22		31	
5		14		23		32	
6		15		24		33	
7		16		25		34	
8		17		26		35	
9		18		27			

Before submitting this test for scoring, please confirm you have:

- Reviewed all flagged items.
- Answered all questions.

Return to Previous Question

Toon Boom Harmony Associate Certification Exam

You can navigate to a question by clicking its number.

Submit Test for Scoring

When the test is submitted for scoring, the student is automatically logged out and returned to the login screen. The student can log back in to view their results or to start another test.

VIEWING TEST RESULTS

To view test results, login and select “View Test Results”

Student Dashboard

[My Exams](#) [Edit My Profile](#) [Change Password](#) [User Manual](#) [Logout](#)

Logged in as student

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Academic Year	Testing Window	School	Series	Test	Test Status	
Test 1	Window 1	Summit Test	Storyboard Pro	Toon Boom Storyboard Pro Certification Exam	Completed	View Test Results
Test 1	Window 2	Summit Test	Harmony Premium	Toon Boom Harmony Associate Certification Exam	Assigned	

The resulting report will appear similar to the sample shown below.

Student Dashboard

[My Exams](#) [Edit My Profile](#) [Change Password](#) [User Manual](#) [Logout](#)

Logged in as student

Student Name: Harry Potter (HPTTest)

Academic Year: Test 1

Session: Window 1

Series Name: Storyboard Pro

Test Name: Toon Boom Storyboard Pro Certification Exam

Your score is: 21 - Pass

The number correct needed to pass is 18 out of 25

Content Area	Number Correct	Max Score
Software Manipulation	3	3
Industry Concept	1	1
Storyboarding	6	6
Structure	3	3
Storyboard Enhancements	3	3
Animatic	5	9

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

[Print Report](#)

[Back to My Exams](#)

To obtain the corresponding Summit Student Certification certificate, please check with the instructor or schools site administrator.

