Exact Path

Instructor Guide

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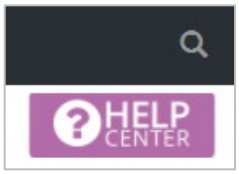
Help and Support

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).

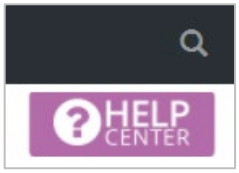


2. Search for your topic by keyword.

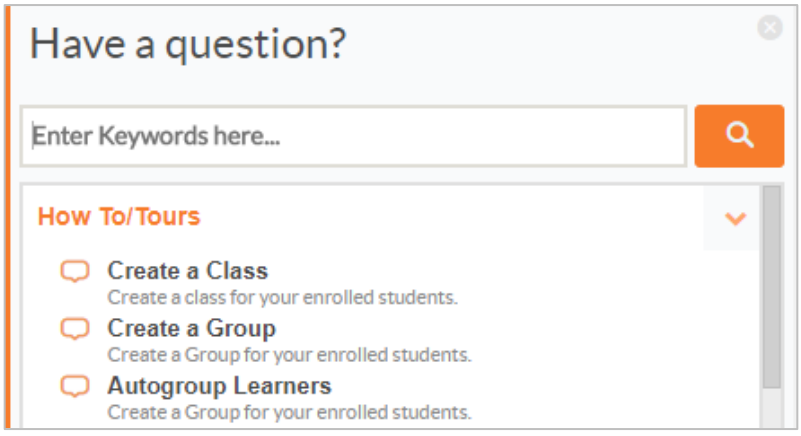
How-To Tours

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.



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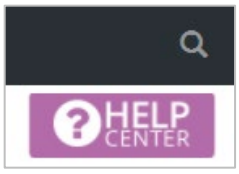
2. Select one of the **How To/Tours**.

Pop-up windows guide you through the task.

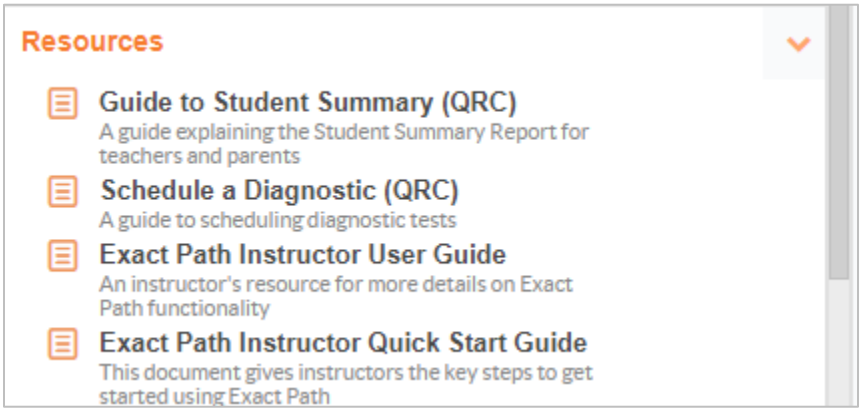
Resources

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

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



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.



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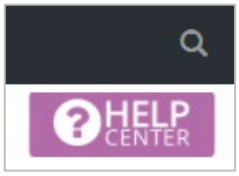
Learn and Support Center

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**.



2. The Help Center pop-up appears. Scroll down and click **Exact Path – Learn and Support**.

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 reaching out to Customer Support, please have your Account ID and Login available.

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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

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Responsibility Chart

This chart shows the tasks that are available to Administrators and Instructors.

Function	Account Administrator	Program Administrator	Instructor
View student data	All locations	Assigned locations	Within classes
Batch enroll users	✓	✓	
Manually add users	✓	✓	
Define academic years	✓	✓	
Schedule a diagnostic testing window	✓	✓	
Schedule a diagnostic test	✓	✓	✓
Unschedule a diagnostic test	✓	✓	✓
Create a class	✓	✓	✓
Create a group	✓	✓	✓
View aggregated results	✓	✓	
View student results	✓	✓	✓

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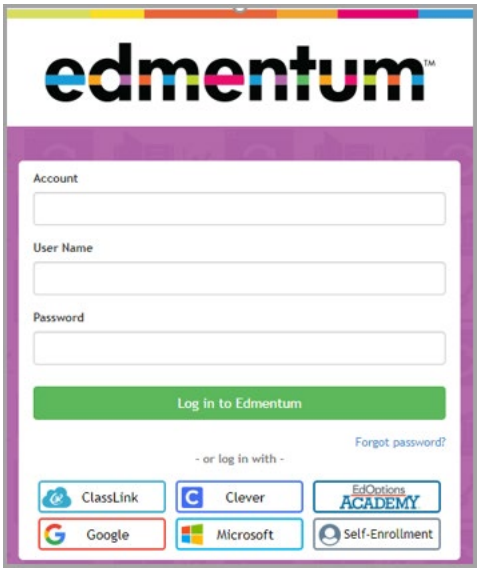
Log Into Your Account

Bookmark the Edmentum login page for easy access: https://login.edmentum.com.



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

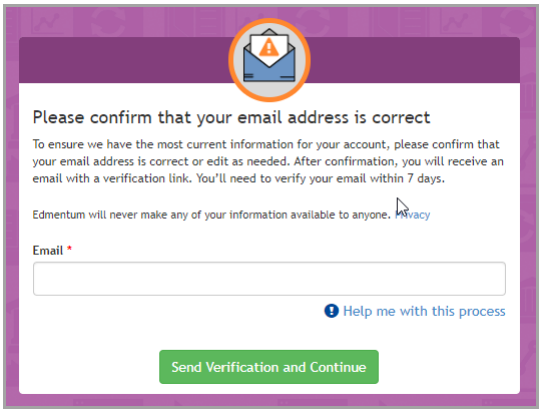
If your school uses ClassLink, Clever, EdOptions Academy, Google, or Microsoft to log in, click the appropriate button to log in.

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.

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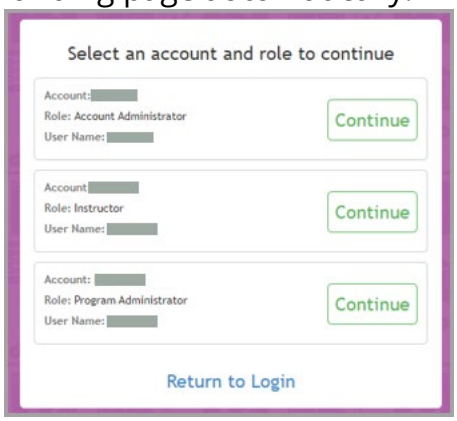
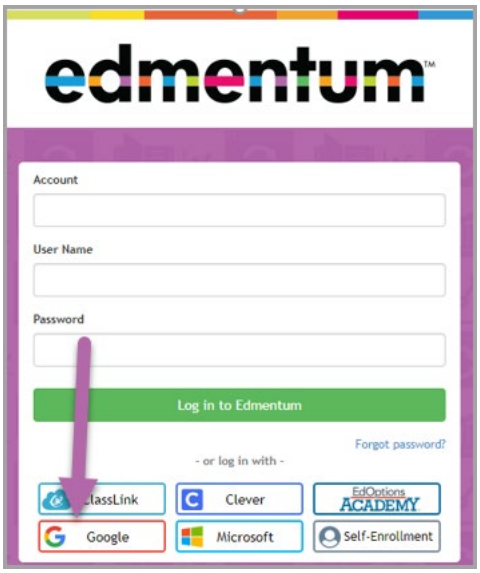
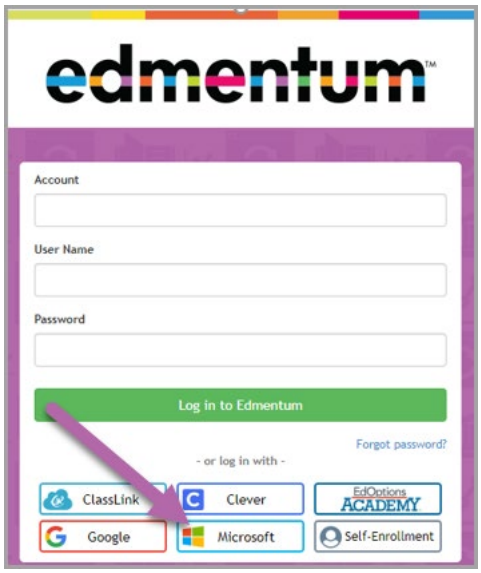
1. Access your account using the URL provided by your account administrator.*
2. If you're not currently logged into your Google or Microsoft account, select your account, and you'll be logged in.
3. If you have multiple roles, select the role. If you only have one role, you'll be taken to your landing page automatically.



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





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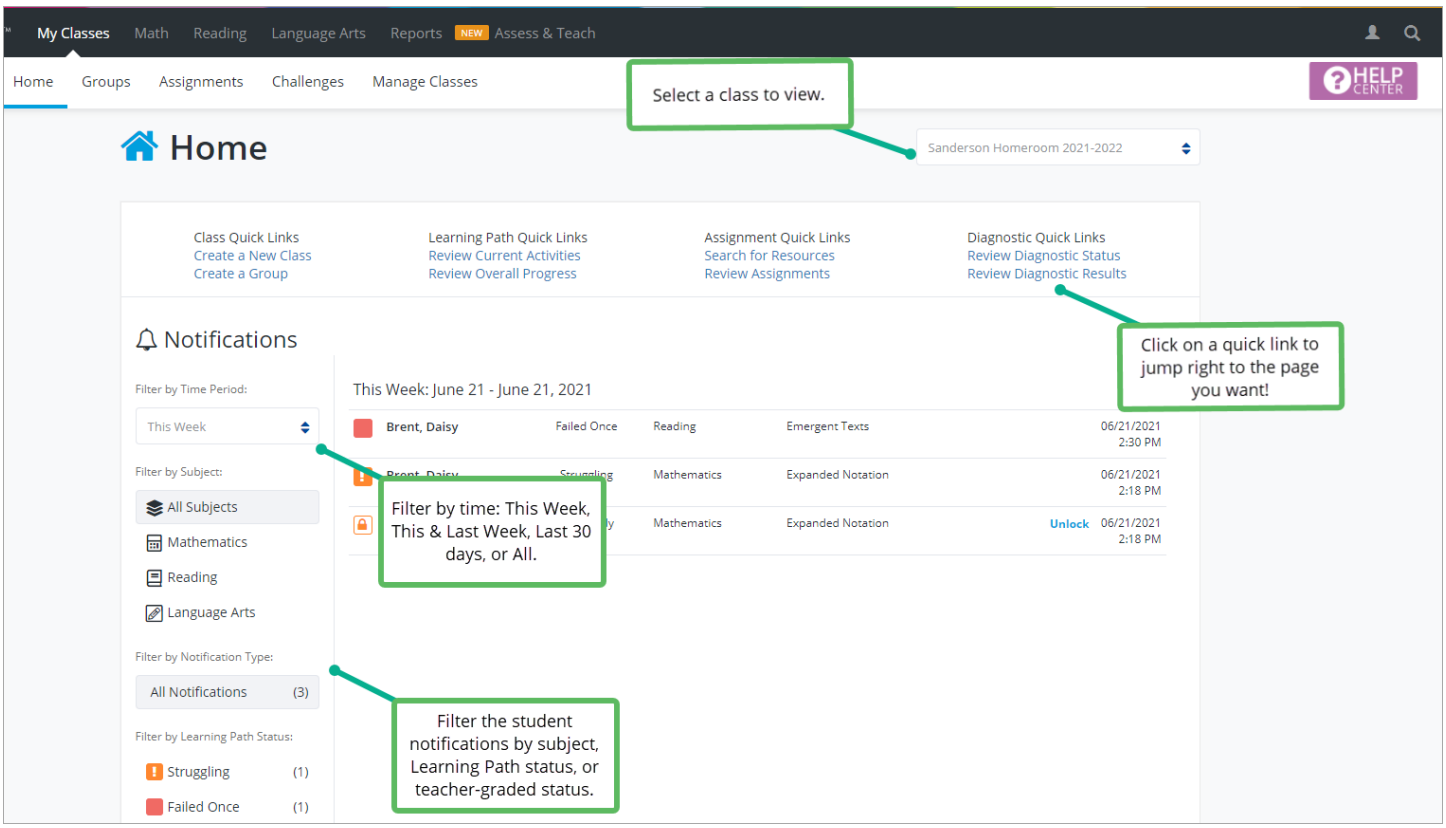
Teacher Homepage

Your homepage notifies you of items that may require your attention, such as assignments that are ready for you to grade, and other notifications. If you have multiple classes, be sure to select the class you want to view from the drop-down menu in the top right corner of the screen.

Use the quick links to jump directly to the actions you want to take on your class.

Take a look at this quick overview of your homepage:



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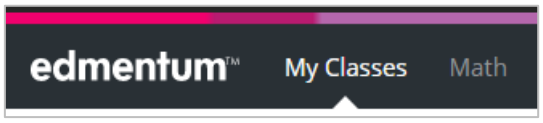
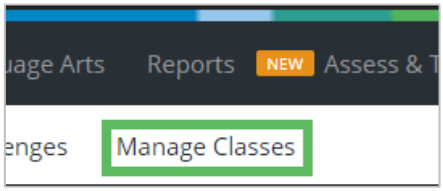
Create a Class

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

1. Click **My Classes**.



2. Click **Manage Classes**.



3. Click **+ Create a Class**.
4. Enter the class name.

Note: Each class must have a unique name. Use a name that you and your students will easily recognize. Check with your school administrator to see if there is a naming convention you should follow.

5. Select the instructor(s), school, and grade.

Note: The grade field is optional. Grade refers to the students' actual grade level, not their skill level.

6. Click a student's name to enroll him/her in the class. You can filter students by location, grade level, or name.
7. Click **Save Class** (at the bottom of the page).

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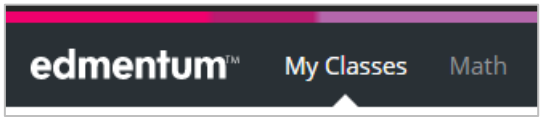
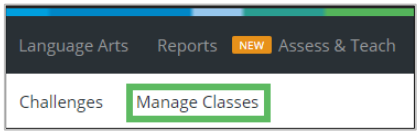
Print Login Cards

Give these cards to your students to help them remember their usernames and passwords.

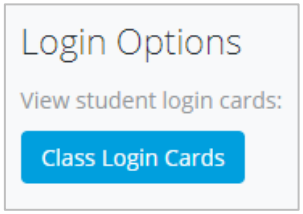
1. Click **My Classes**.



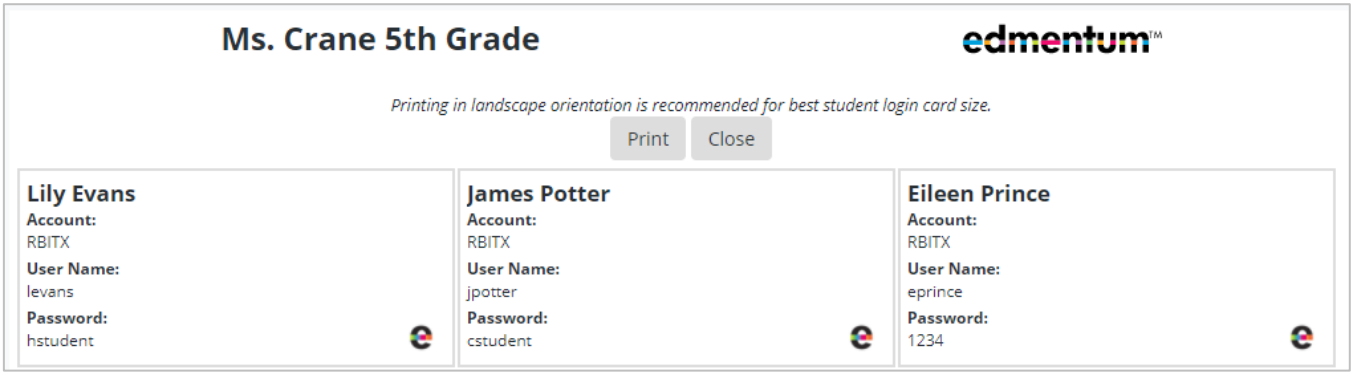
2. Click **Manage Classes**.



3. Click the class name.
4. Under **Login Options**, click **Class Login Cards**.



The login cards page opens in a new tab.



5. Click **Print** to open your browser's print function.

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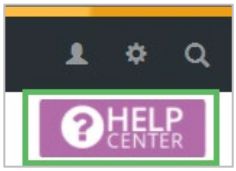
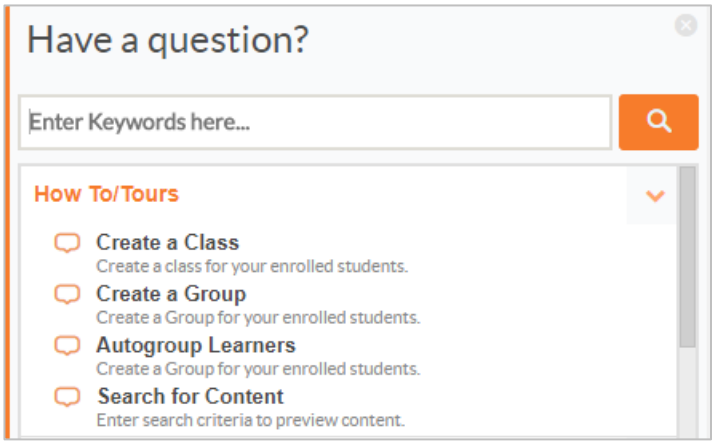
Print Parent Letters

The parent letter explains how Exact Path works and how parents can monitor their children's progress.

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



The Help Center pop-up appears.

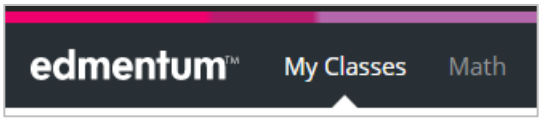


2. Scroll down to **Resources**, and click **Parent Letter (English Version)** or **Parent Letter (Spanish Version)**.

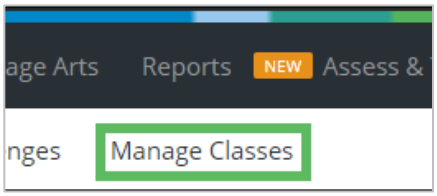
The letter opens as a PDF in a new tab.

Edit a Class

1. Click **My Classes**.



2. Click **Manage Classes**.



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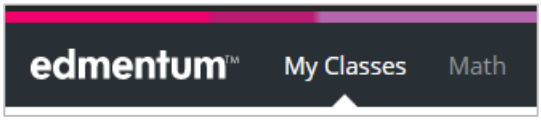
3. Click the pencil icon next to the class you want to edit.

4. Edit the class as needed, and click **Save Class**.

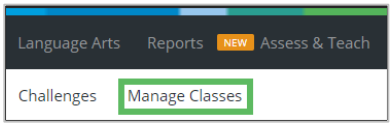
Delete a Class

Deleting a class removes students from your 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. Click the trash can icon next to the class name.

The **Delete Class** window opens.

4. Click **Yes, Delete Class**.

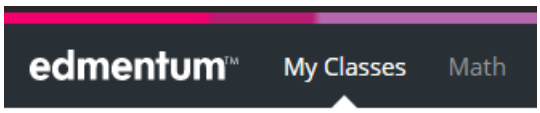
The class disappears from your list of classes.

Note: To restore students to your view, create a new class with the previously enrolled students. (See **Create a Class**, page 12, for instructions.)

Bulk Class Archive

The Bulk Class Archive feature saves you time by allowing you to archive old classes and clean up your account at the beginning of each new school year without deleting any of the associated student data.

1. Click **My Classes**.



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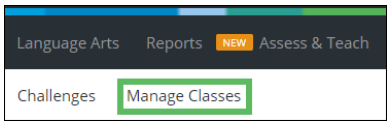
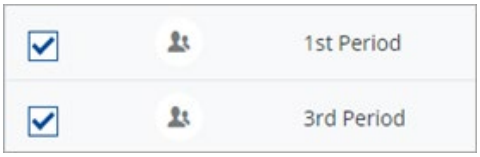
2. Click **Manage Classes**.

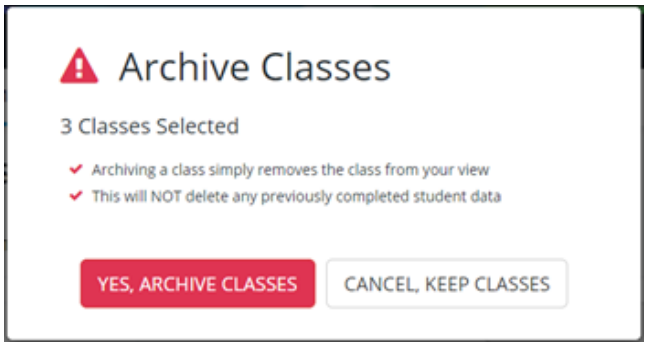


3. Place a check in the box next to the class(es) you want to archive.



4. Click **Archive Selection**.

5. A confirmation box will appear. Click **Yes, Archive Classes**.



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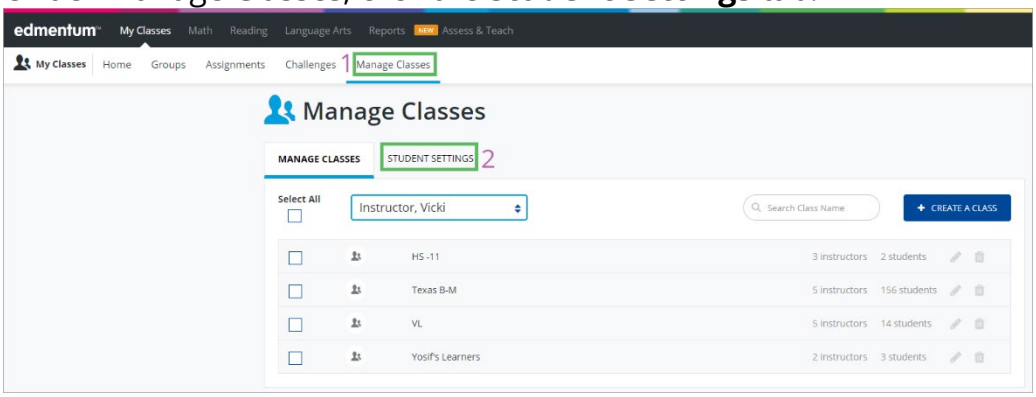
Student Settings

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

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



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.

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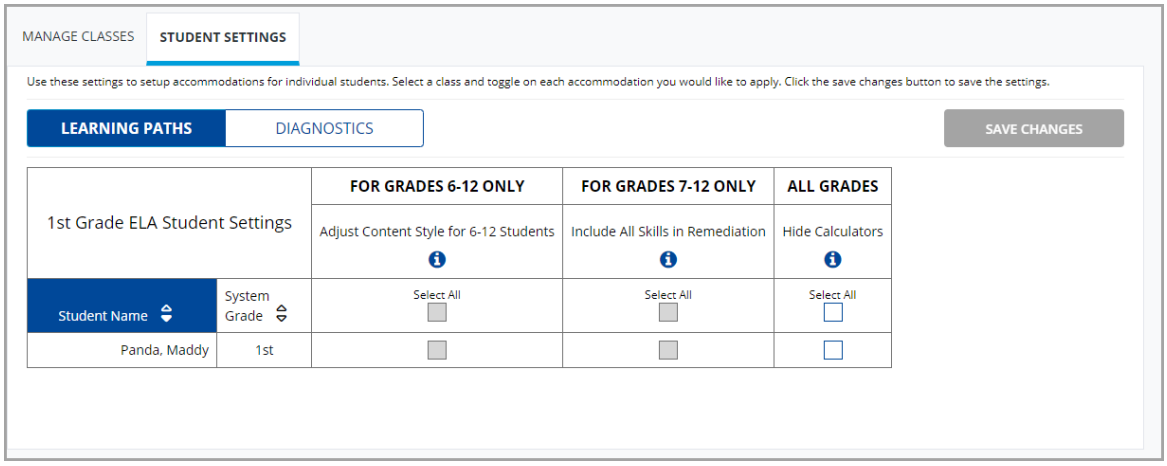
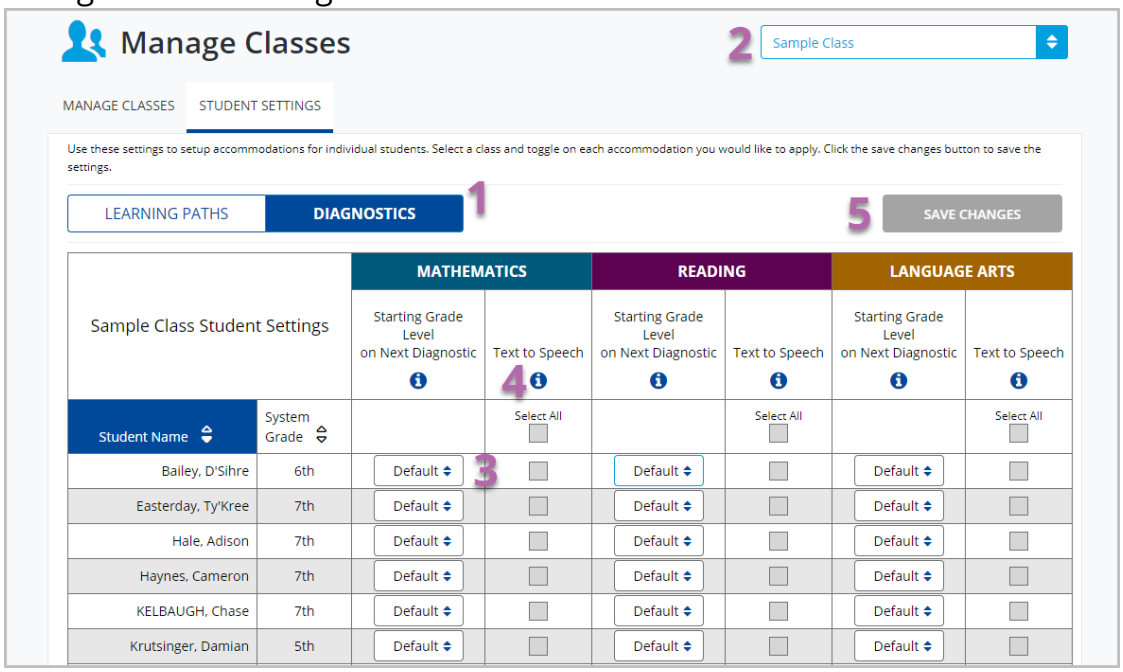


Diagnostic Settings

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.



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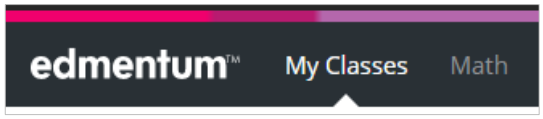
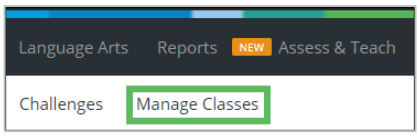
Set Up Easy Login

Easy Login is a feature that allows students to log in to Exact Path using a picture password instead of a traditional username and password. This feature is ideal for younger students, who may have trouble with username-and-password combinations, but a class at any grade level can use Easy Login. Easy Login is available **after** the class is created in Exact Path, not during the class-creation process.

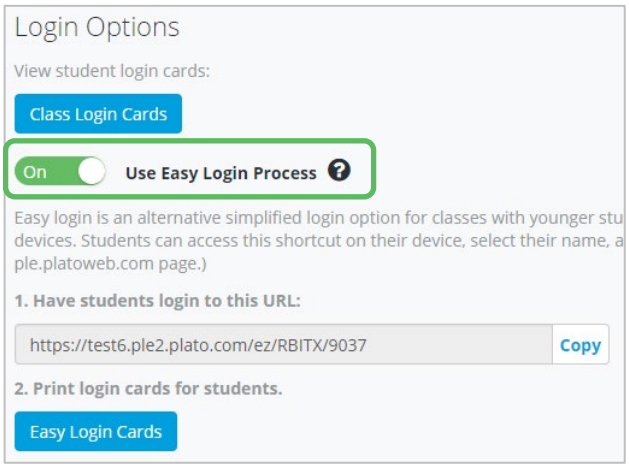
1. Click **My Classes.**



2. Click **Manage Classes**.



3. Select the class name from your list of classes.
4. Under **Login Options**, toggle the **Use Easy Login Process** button to **On.**



Exact Path generates a unique URL for the class. Students use this URL rather than the standard Edmentum URL to access the class. We recommend bookmarking this URL to each student's device.

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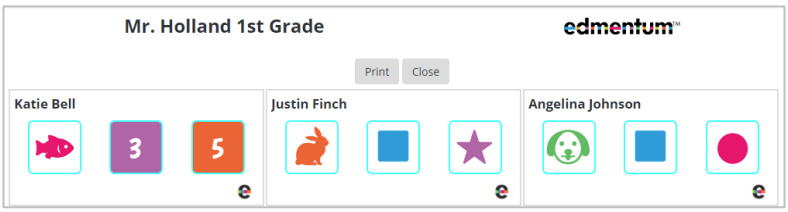
5. Click **Easy Login Cards** to print cards with each student's login code. Give these cards to your students to help them remember their codes.



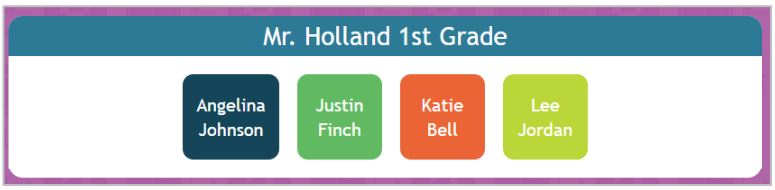
6. Return to the **Edit Class** tab, and click **Save Class**.

Note: Each student's login code is linked to the student's original username and password as they were entered by an Account or Program Administrator. Therefore, we recommend unique passwords so that students will have unique Easy Login codes.

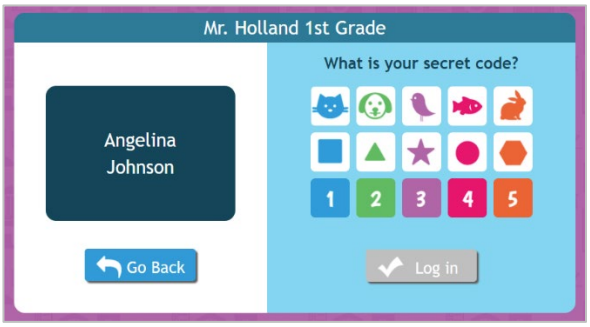
To reset a student's Easy Login code, Administrators need to reset the student's original username and password.

Student View of Easy Login

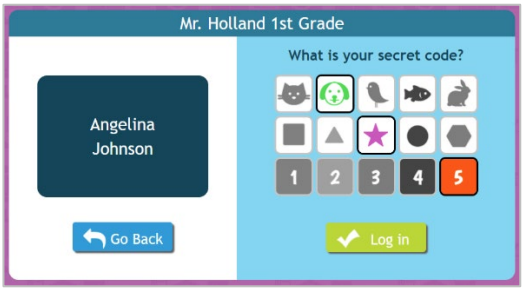
1. Students go to your class's unique URL and see a list of students in the class.



2. Each student clicks his or her name. The Easy Login page appears.



3. Students enter their login code and click **Log in**.



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Schedule a Diagnostic Test

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.

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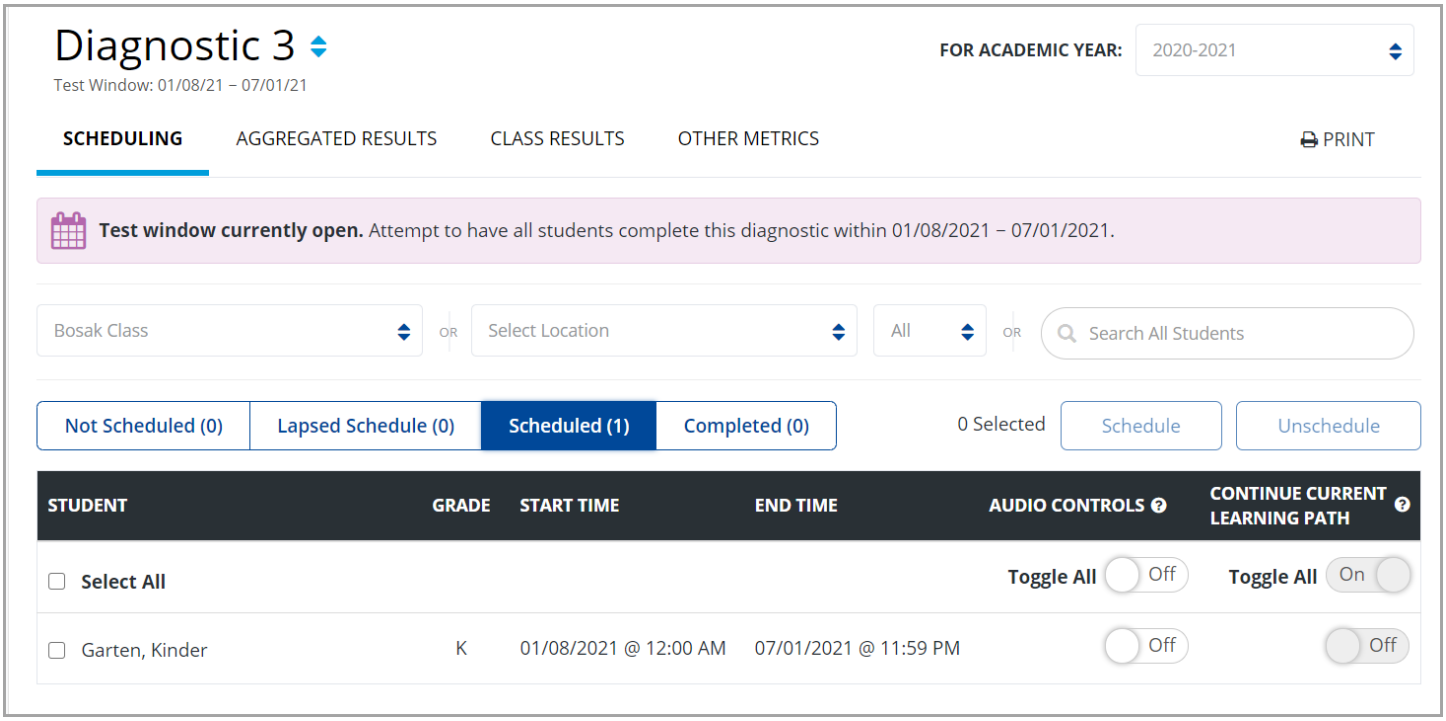
Note: This option is only available for the second, third, or fourth diagnostics of the current academic year. For the first diagnostic of the academic year, all students receive a learning path based on their performance on the diagnostic.

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.

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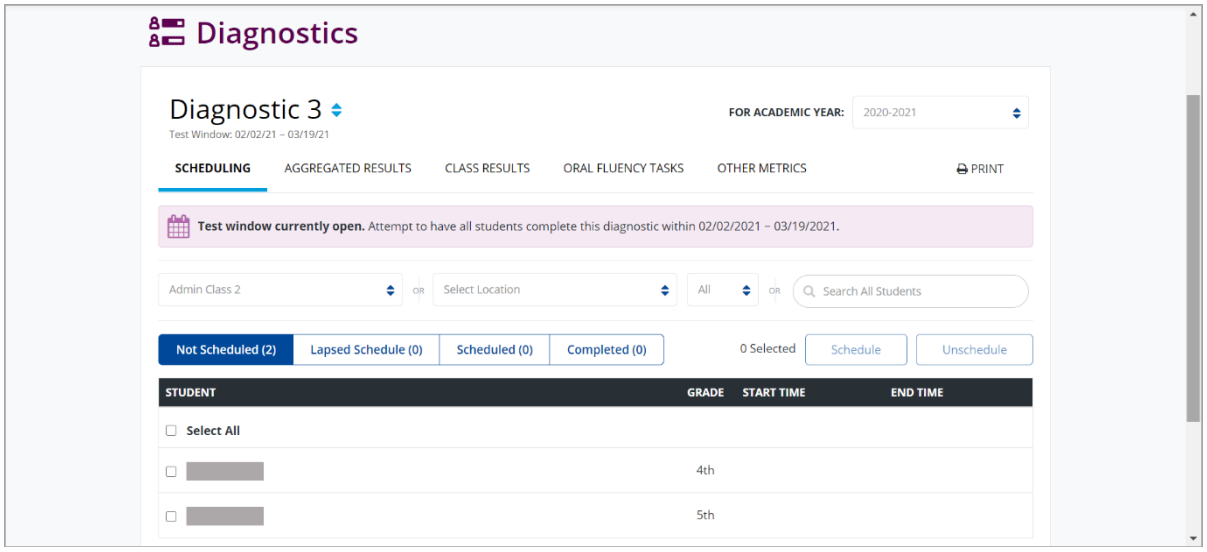
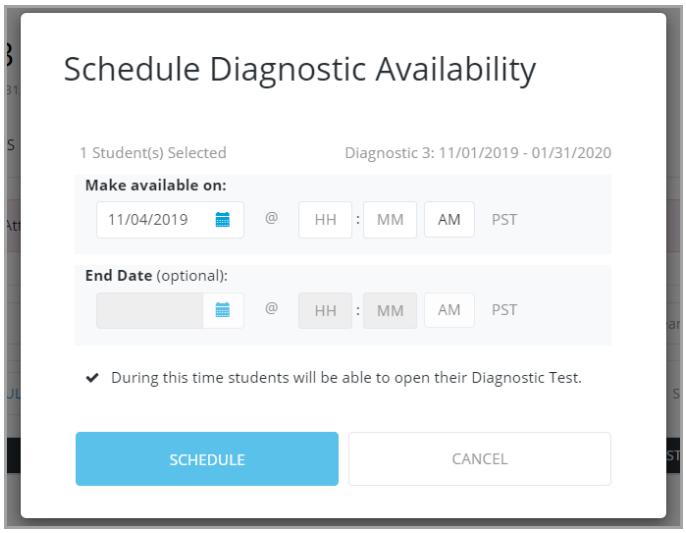


4. Click **Schedule**. The Schedule Diagnostic Availability window opens.
5. Set the date and time the test will be available to students, and click **Schedule**.



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.

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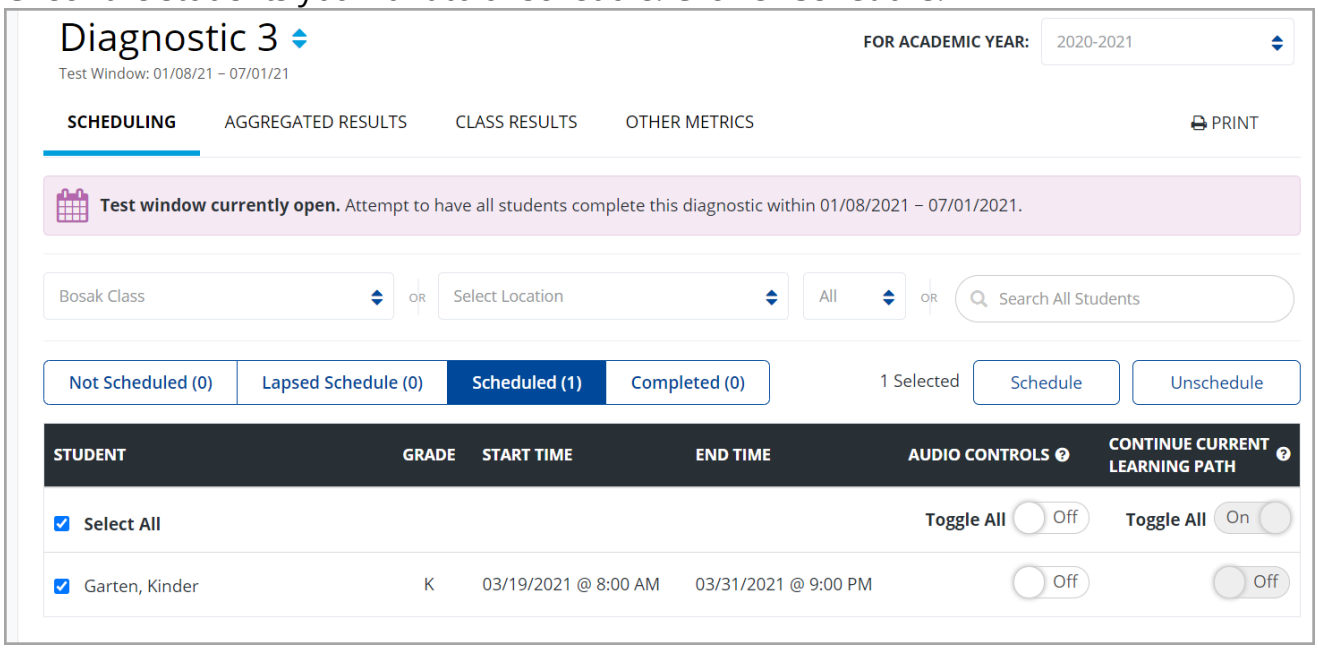
2. Under the **Diagnostic Testing** heading, click **Diagnostic Scheduling**. By default, the most recent or current diagnostic testing window is shown. Use the diagnostic drop-down to select a different testing window.

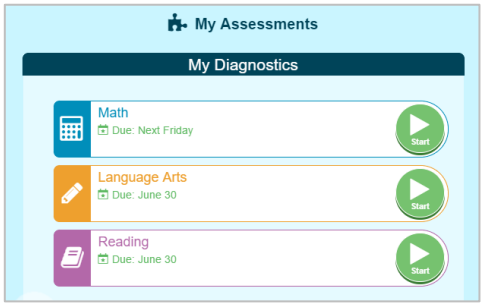
3. Check the students you want to unschedule. Click **Unschedule**.



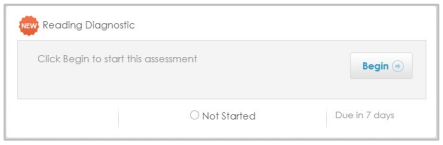
Student View – Diagnostics Available

Grades K - 2 View

Grades 3 - 5 View



Grades 6 - 12 View



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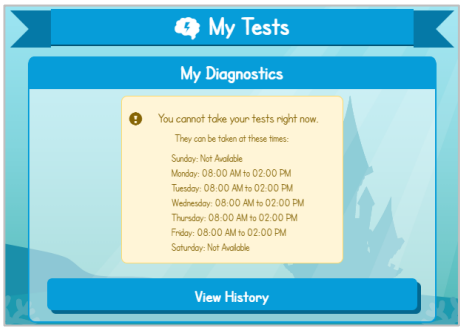
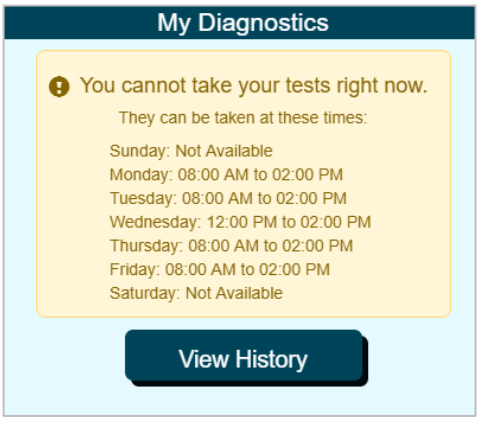
Student View – Diagnostic Not Available

If students are unable to access their diagnostics, your account administrator may have set limits to when diagnostics are available. A note will appear on the diagnostic window explaining what times the diagnostics are available to students.

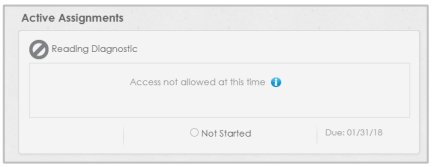
Grades K - 2 View



Grades 3 - 5 View



Grades 6 - 12 View



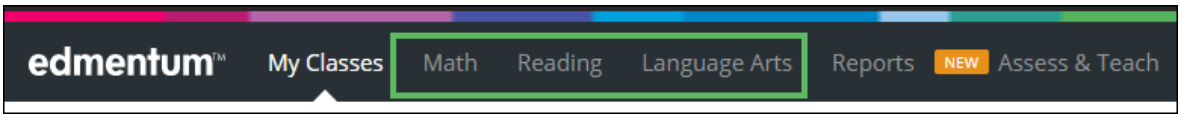
Enable Audio Controls for a Diagnostic Test

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 the previous section, Schedule a Diagnostic Test, for how to do this.

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.

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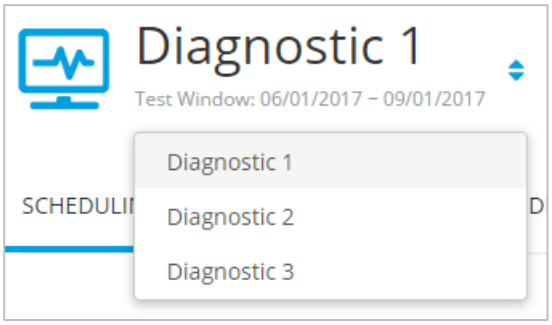
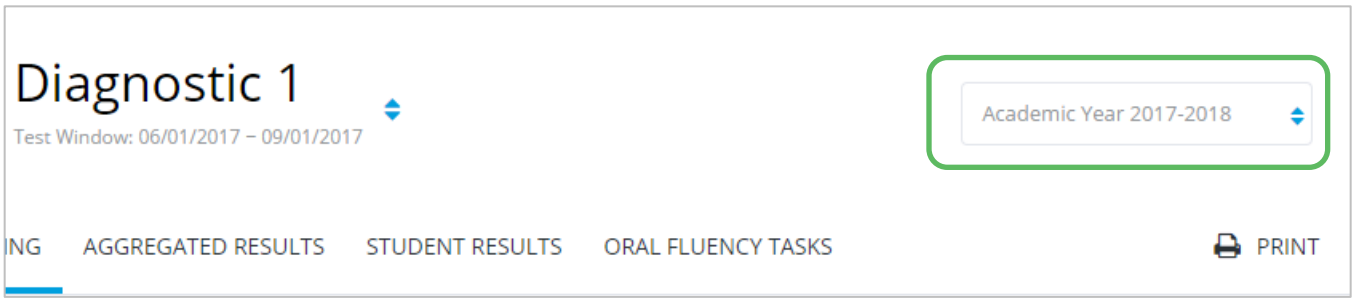
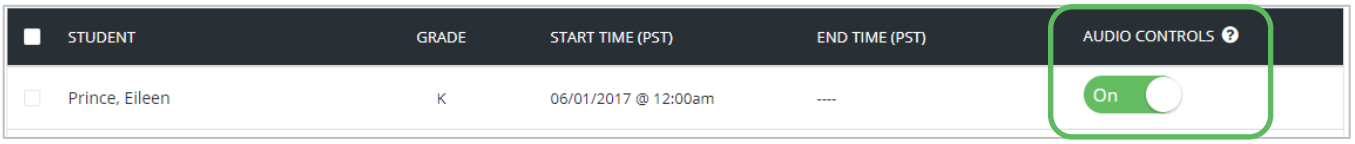


4. Select the **Academic Year** from the drop-down on the right side of the page.

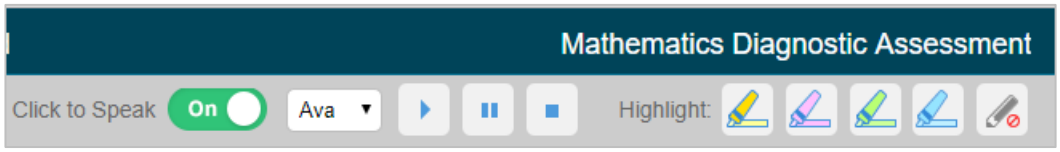


5. Click the **Scheduled** tab to view the students who are scheduled for the diagnostic test.

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.

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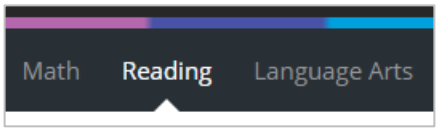
Test Students' Oral Fluency

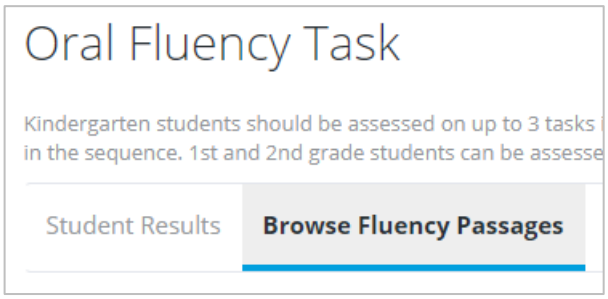
Oral fluency tests assess young students' skills in reading out loud. This diagnostic requires face-to-face testing. Results of this test do not affect students' Learning Paths.

Locate Testing Materials

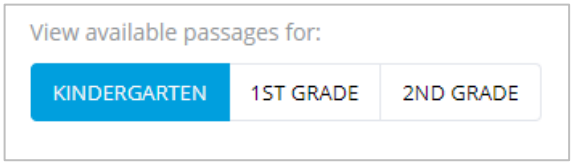
1. Click **Reading**.



2. Under **Diagnostic Testing**, click **Oral Fluency Tasks**.
3. Click **Browse Fluency Passages**.



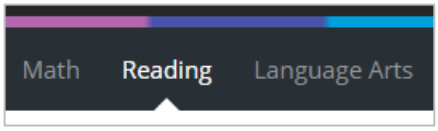
4. Select the grade level.



5. Print the passage(s) to use in testing. Each passage contains instructions for administering the diagnostic.

Record Student Oral Fluency Diagnostic Results

1. Click **Reading**.



2. Under **Diagnostic Testing**, click **Oral Fluency Tasks**.

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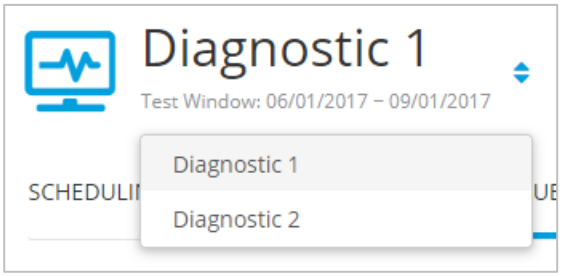
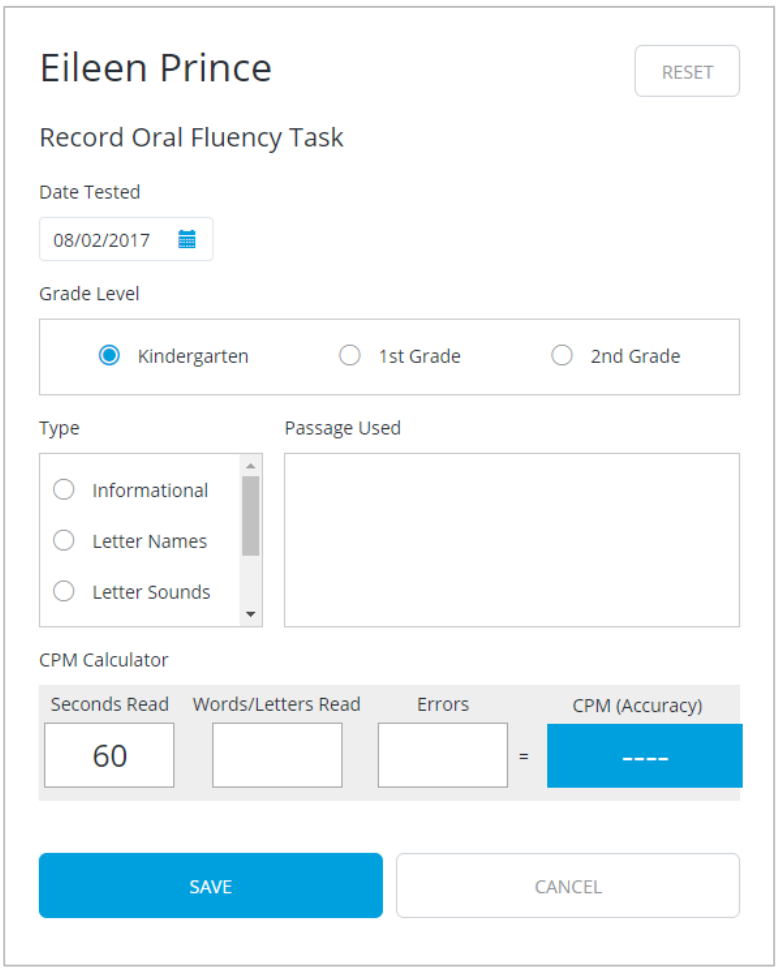
3. If necessary, select the diagnostic from the drop-down. (Diagnostic 1 is the default.)



4. If necessary, select the teacher and class. You can also search for students by name.

5. Click **Add** next to a student's name.

The **Record Oral Fluency Task** window appears.



6. Enter the following information:
   a. Date of testing (if different than today's date)
   b. Grade level of passage used (the student's grade is selected by default)

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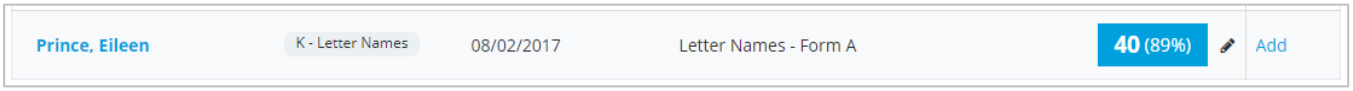
c. Type of passage used
d. Title of passage used
e. Seconds read (if other than 60 seconds)
f. Number of words or letters read
g. Number of errors made

The student's accuracy rating is automatically calculated.

7. Click **Save**.

The diagnostic results appear next to the student's name.



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.

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

More information available in the Help Center.

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Learn More

See this icon next to a section of a report? Click it to learn more about that part of the report!

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.

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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.

Grade-Level Proficiency

Available in the Class Results Report.

Through a graph and a detailed class breakdown, you will gain insight into how a class performed relative to grade-level expectations for each diagnostic taken. Students who complete the diagnostic are placed into one of four grade-level proficiency classifications – below, approaching, meets, exceeds. The proficiency classifications indicate whether students are on track, at the time of the diagnostic, to meet end-of-year grade-level expectations.

Typical Growth

Available in the Class Results Report.

Following multiple administrations of the Exact Path diagnostic, educators will be able to see a student's actual growth from one assessment to the next paired with what typical growth can be expected. Typical growth is reported based on a student's enrolled grade level and their grade level proficiency classification and can be used as a powerful indicator to determine how students are performing relative to others in the same grade level with a similar starting 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.

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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.

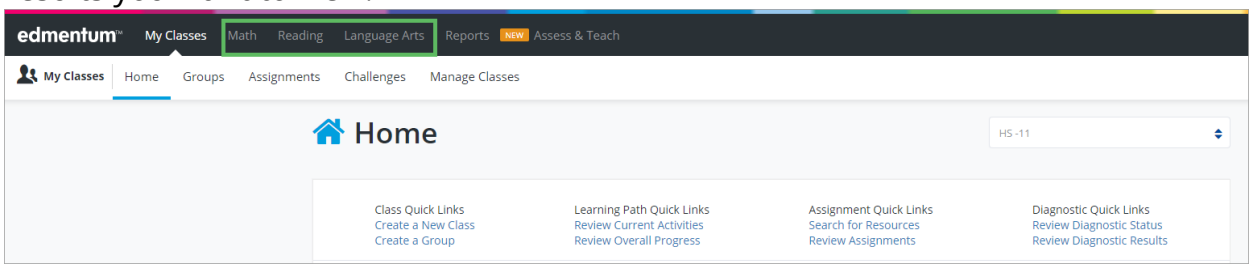
Diagnostic Glossary, page 45

Class Diagnostic Results

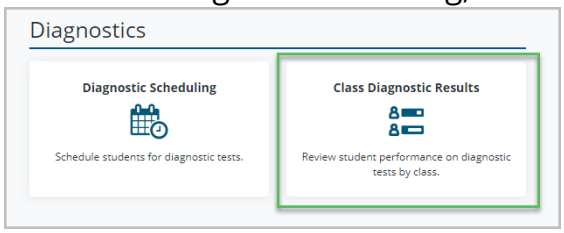
Once your students complete the diagnostic, the first place you'll want to go to see overall results is the **Class Results**. This report gives you an overview of how your class performed on the diagnostic and can help you identify areas to focus your instruction immediately following the diagnostic.

Access Class Results for a Diagnostic

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 review your class's performance:

1. 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.
2. Select your class. If you are an administrator, you can select specific teachers in your school and view their classes.

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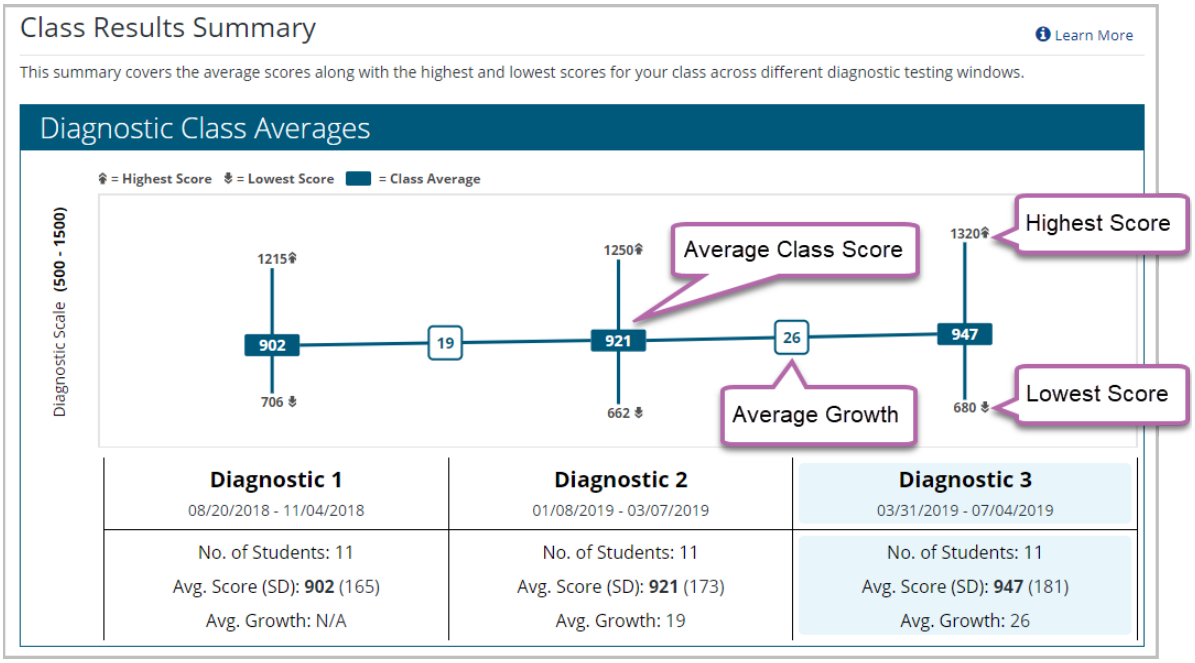
Understand the Class Results

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 (SD). 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 all your students did not test 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.

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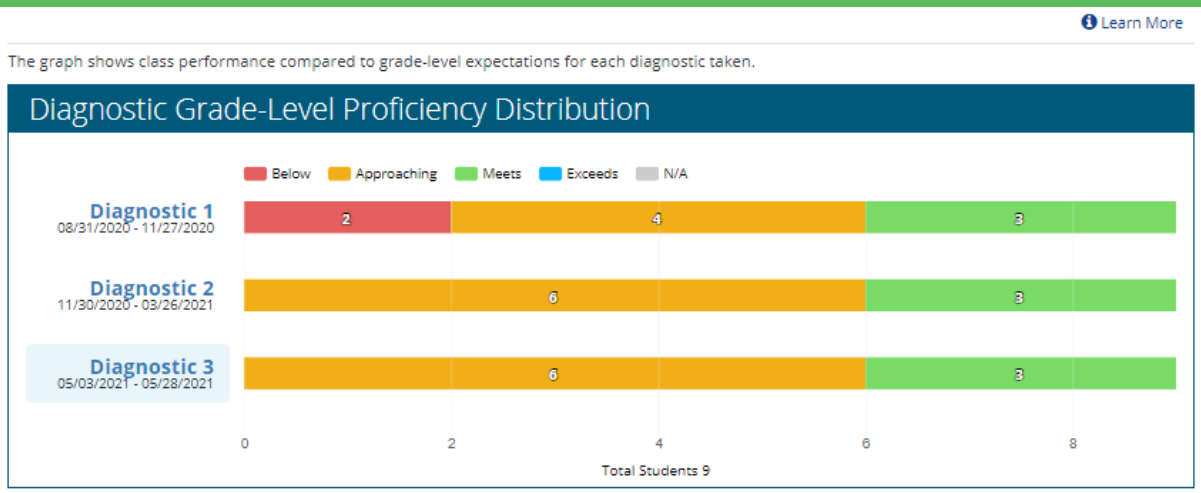
Diagnostic Grade-Level Proficiency Distribution

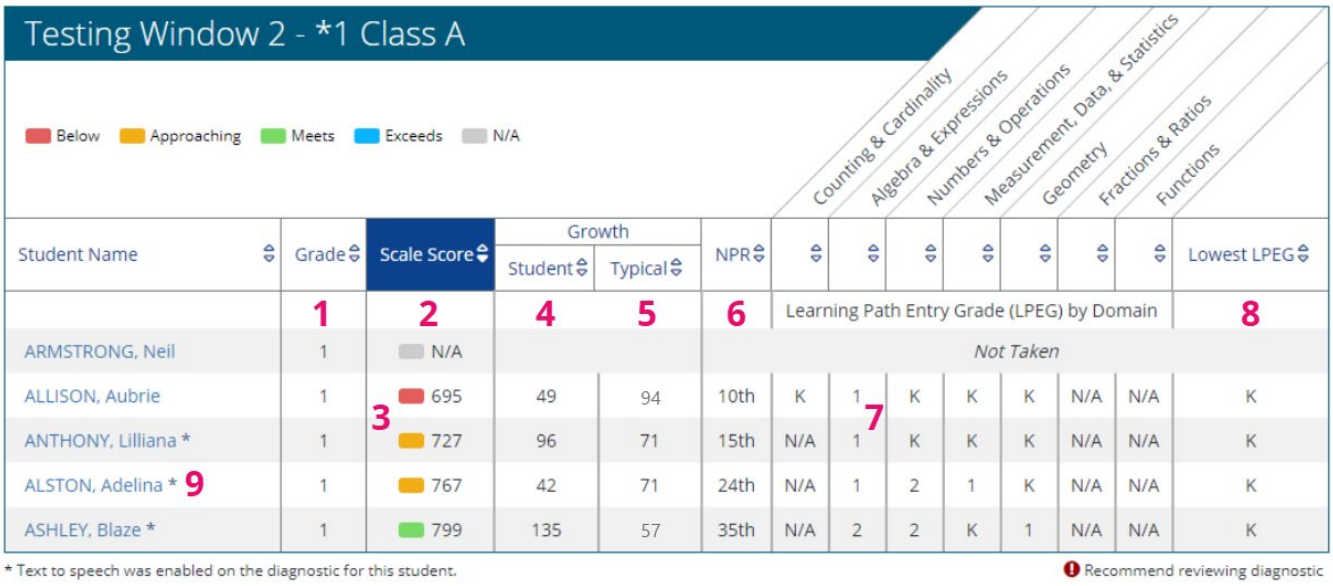
This table shows class performance relative to grade-level expectations for each diagnostic taken. Data is available for students who assess in grades K-8 using Edmentum's diagnostic assessment only. Proficiency levels are assessed by comparing a student's scale score to a research-based grade-level classification, commonly referred to as a cut score, which is used to break down performance into four categories: below, approaching, meets, and exceeds grade-level expectations.

Note: Grade-level proficiency cut scores adjust during three different testing windows (fall, winter, spring) to reflect the student's expected learning growth throughout the 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.



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To interact with this report, click a column heading to sort based on that field. Select a specific student's name to open Student Summary Results and retrieve data by individual learner.

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. **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.
3. **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 National Percentile Rank, GLP adjusts three times of year (*fall, winter, and spring*) to capture and reflect expected learning growth throughout the year.
4. **Student Growth**: This is the change in the student's score between consecutive diagnostics.
5. **Typical Growth**: This is a measure of how the student is performing relative to other students in the same grade level and same starting performance level. A student must complete two diagnostic tests, with at least 100 calendar days between the completion dates, to receive a typical growth value.
6. **National Percentile Rank (NPR)**: This column gives you a quick glance at 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.
7. **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.
8. **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.
9. 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.

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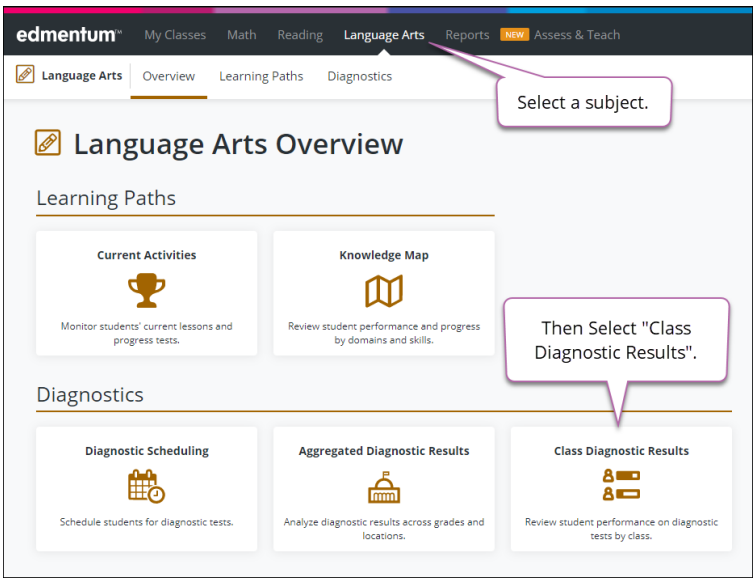
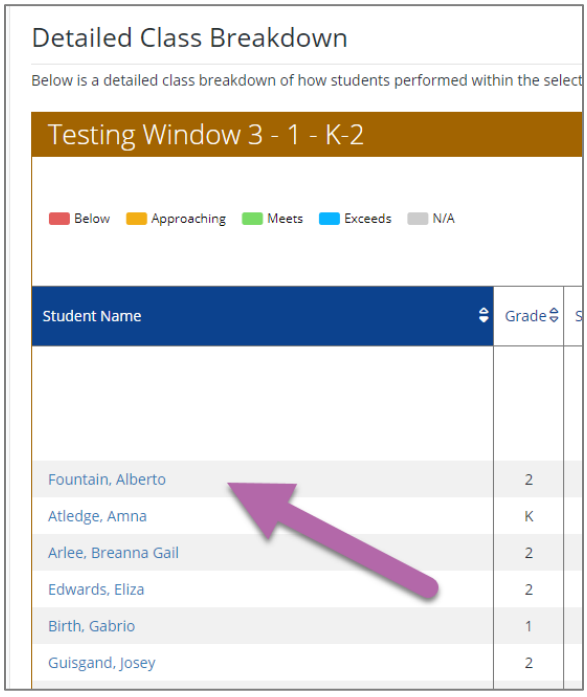
Access the Student Summary Report

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



In the next window, scroll to the Detailed Class Breakdown and select a student.



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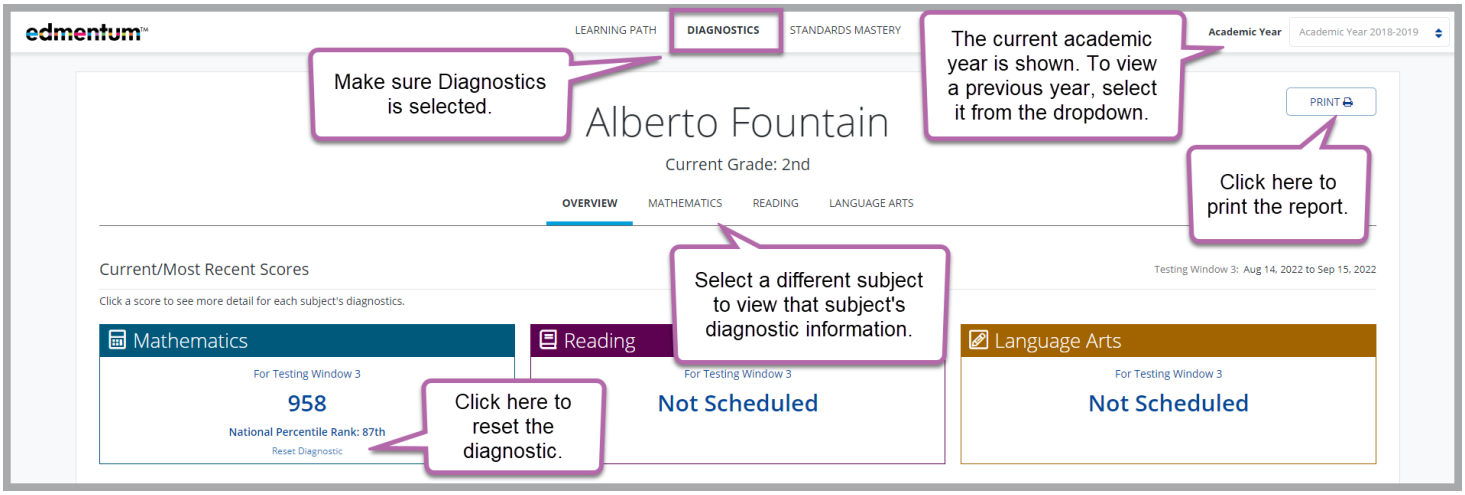
The Student Summary Report opens in a new tab:



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.

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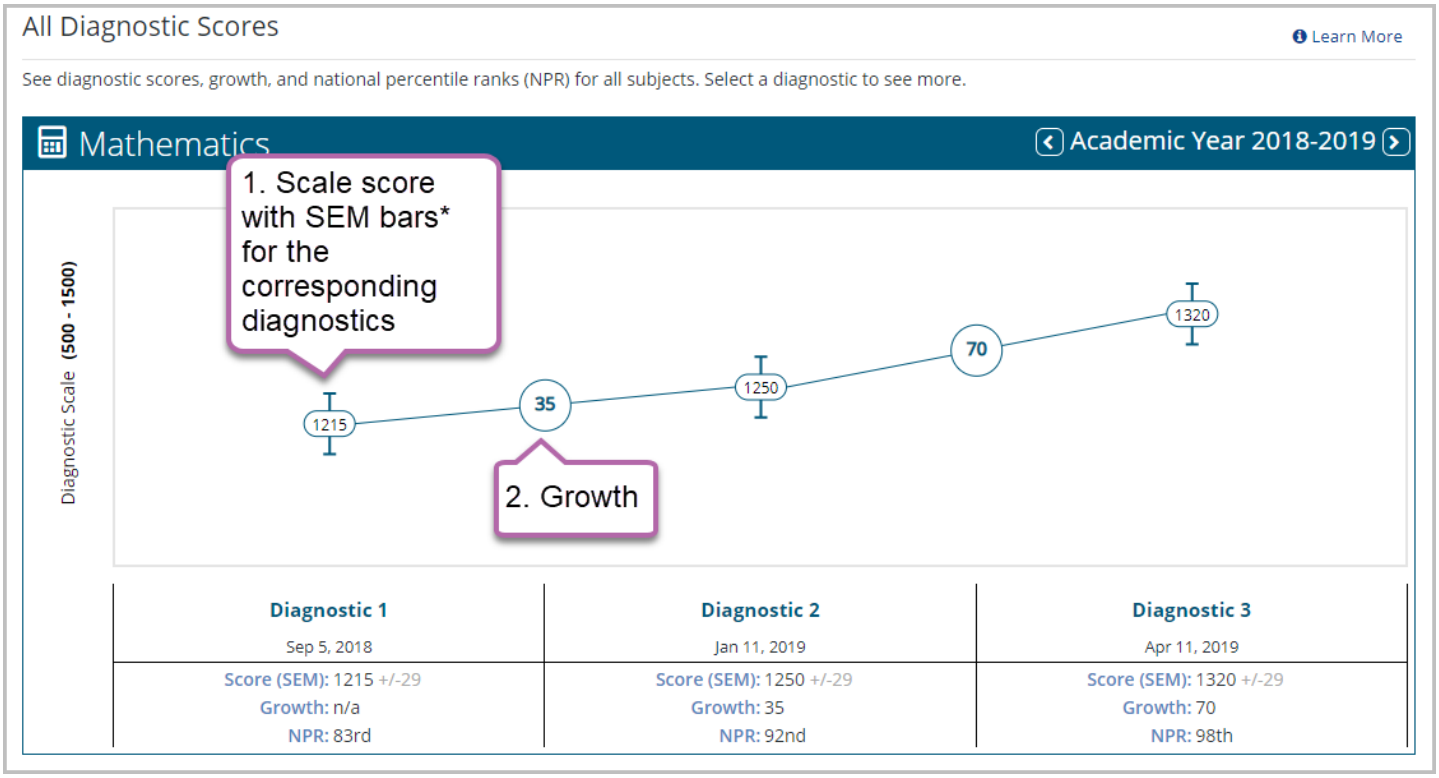
All Diagnostic Scores

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 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.

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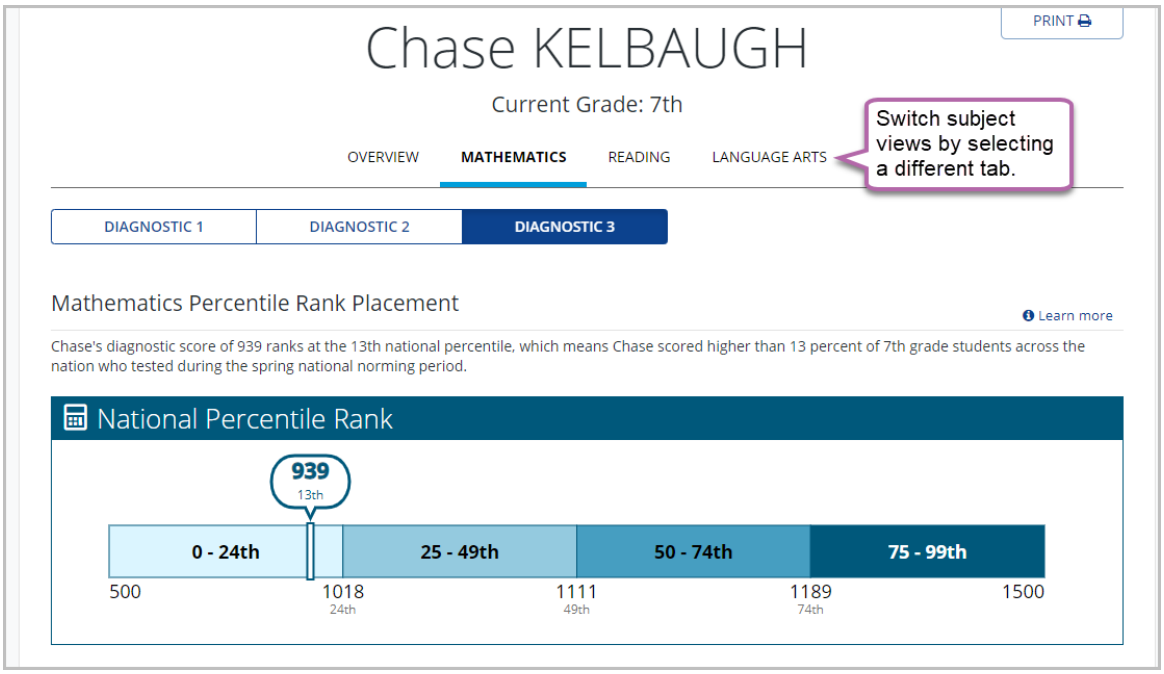
Subject: Math, Reading, or Language Arts

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. 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 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.

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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.

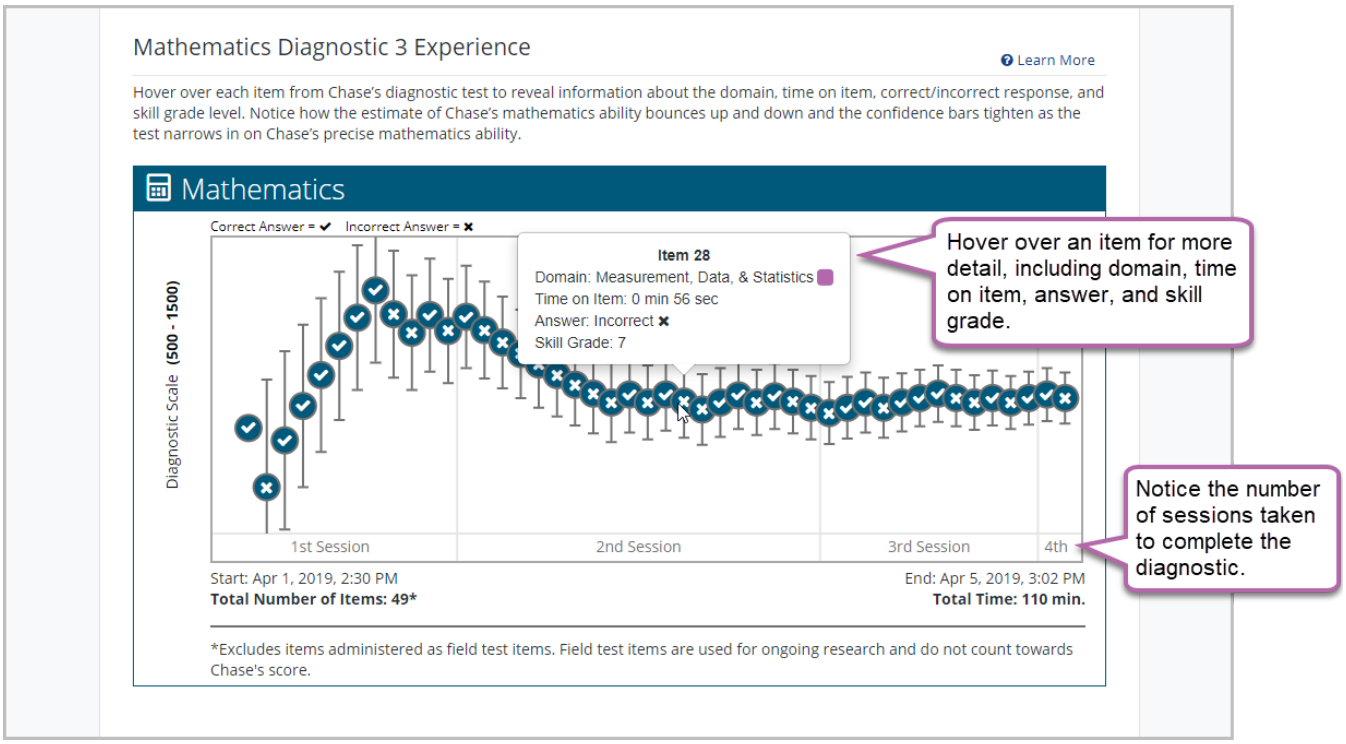
You can use this visual to determine how many scale score points a student must grow by in order to reach the 24th, 49th, and 74th percentiles. In the example above, Chase needs to improve his diagnostic score of 939 by 79 points to reach the 24th percentile rank of 1018.

Note: 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.

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.



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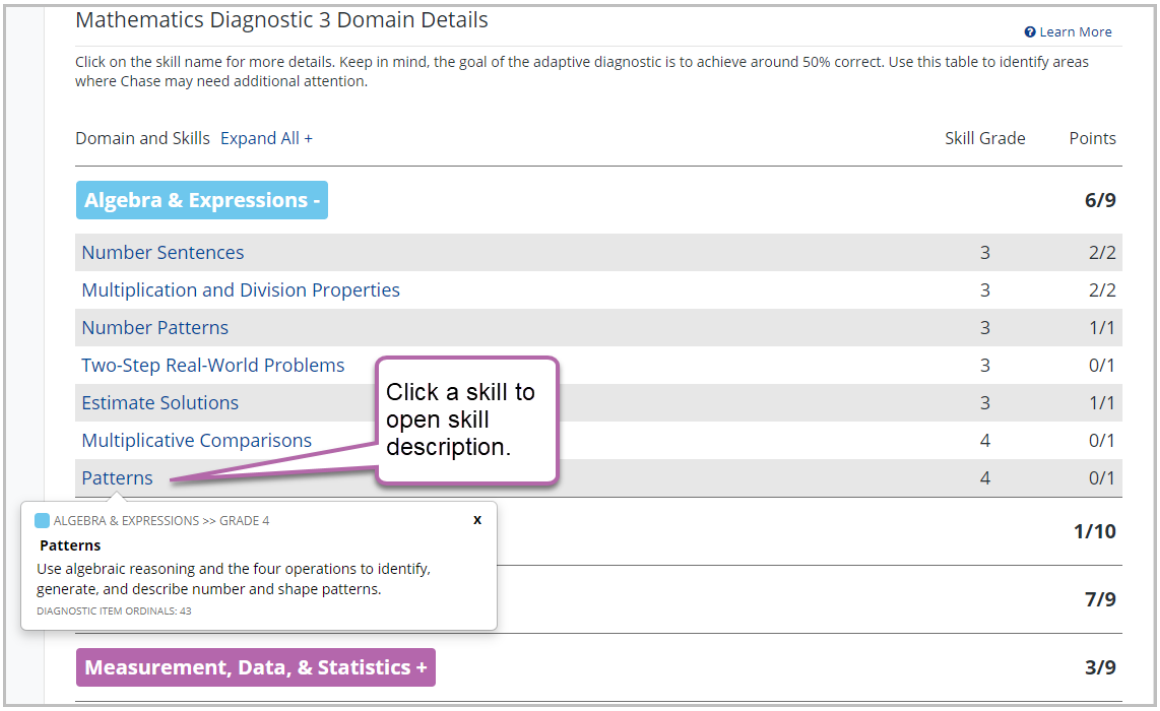
Domain Details

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.

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Diagnostic Glossary

Term	Definition	Where Can I Find This in Each Report?
Adaptive Diagnostic	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.	The diagnostic results are available on each report. For details on diagnostic results for each student, see Student Summary Report.
Diagnostic Scale	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.	Student Summary Class Results
Domain	A cluster of related skills within a subject (e.g. geometry or functions within mathematics).	Student Summary Class Results
Field Test Item	An individual test question that is used for ongoing research but that does not count toward a student's score.	Student Summary
Growth	The change in a student's score between two consecutive diagnostic testing windows, calculated by subtracting the former score from the most recent score.	Student Summary. Average growth is available in Class Results.
Grade-Level Proficiency	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.	Class Results
Highest Score / Lowest Score	The greatest and least of the diagnostic scores within a class.	Class Results
Item	An individual test question.	Student Summary
Learning Path Entry Grade (LPEG)	The grade level of the skill the student will first encounter in the learning path.	Class Results
National Percentile Rank (NPR)	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.	Student Summary, Class Summary, Aggregated Results
Points	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.	Student Summary
Score	The student's location on the diagnostic scale, where 500 is the lowest possible score and 1500 is the highest possible score.	Student Summary, Class Results, Aggregated Results
Skill	A learning objective on the Exact Path learning path.	Student Summary
Skill Grade	The grade level of the skill in the learning path.	Student Summary
Standard Deviation (SD)	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.	Class Results, Aggregated Results

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Standard Error of Measurement (SEM)	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 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.	Student Summary
Time on Item	The amount of time a student spent on an item (minutes and seconds).	Student Summary
Typical Growth	The median growth observed from a national sample of students who completed at least two diagnostic assessments. It can be used as a measure of how a student is performing relative to other students in the same grade level and same starting performance level.	Class Results

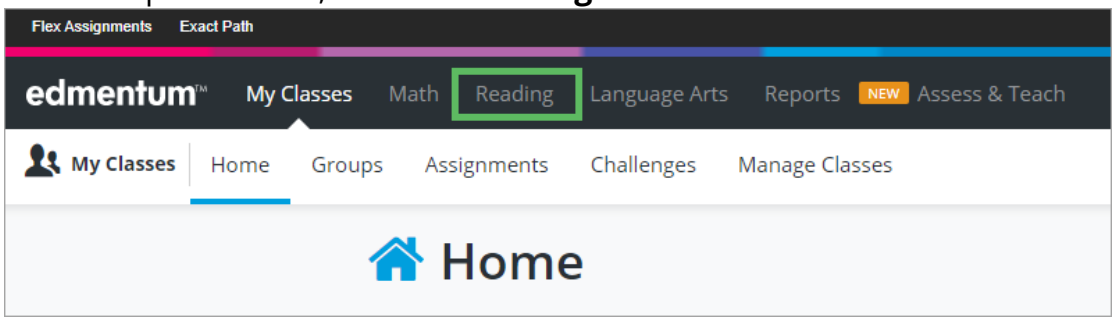
View Other Metrics

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

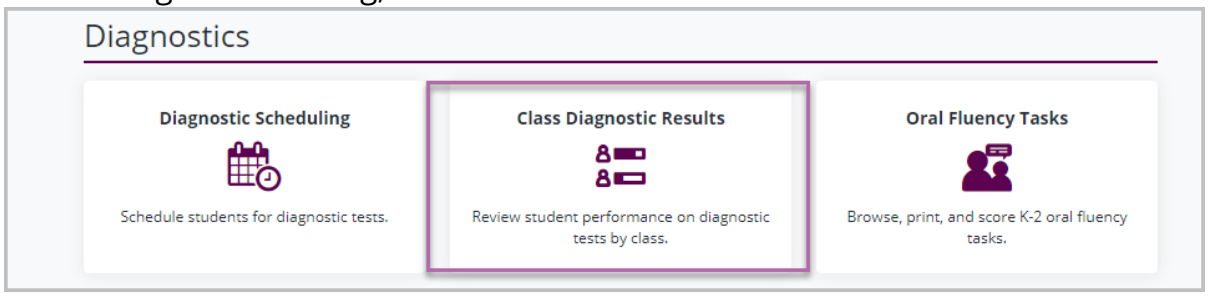
View Lexile Scores

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 **Student 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.

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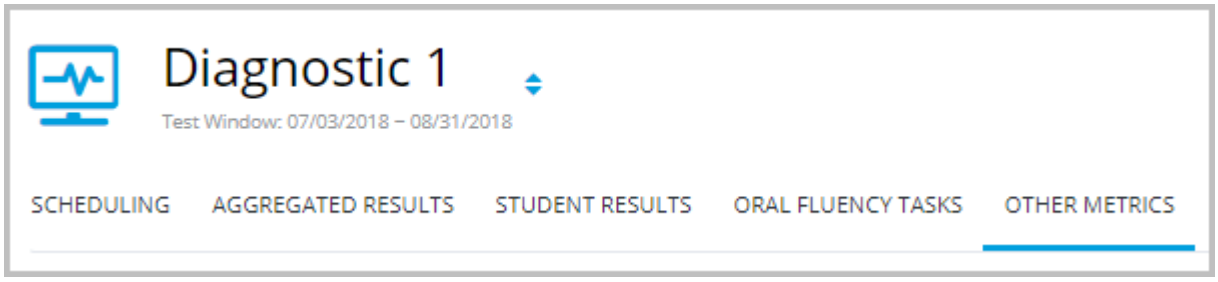

Student Results

Reading Diagnostic 2

STUDENT	GRADE	LEXILE	ESTIMATED LEXILE ®RANGE
Abbott, Veronica	1st	435L	335L - 485L
Adkins, Darin	1st	440L	340L - 490L
Andrews, Bruce	1st	515L	415L - 565L
Armstrong, Joy	1st	380L	280L - 430L
Arnold, Alma	1st	140L	40L - 190L
Arnold, Geoffrey	1st	620L	520L - 670L
Baker, Roberta	1st	260L	160L - 310L
Barber, Linda	1st	215L	115L - 265L
Barker, Geraldine	1st	385L	285L - 435L
Barton, Andy	1st	535L	435L - 585L

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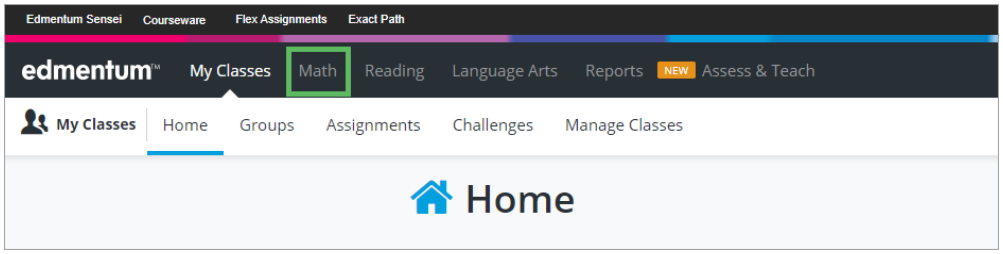
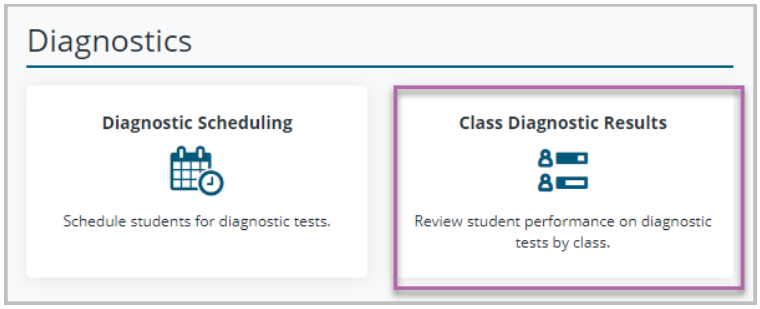
View Quantile Scores

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.

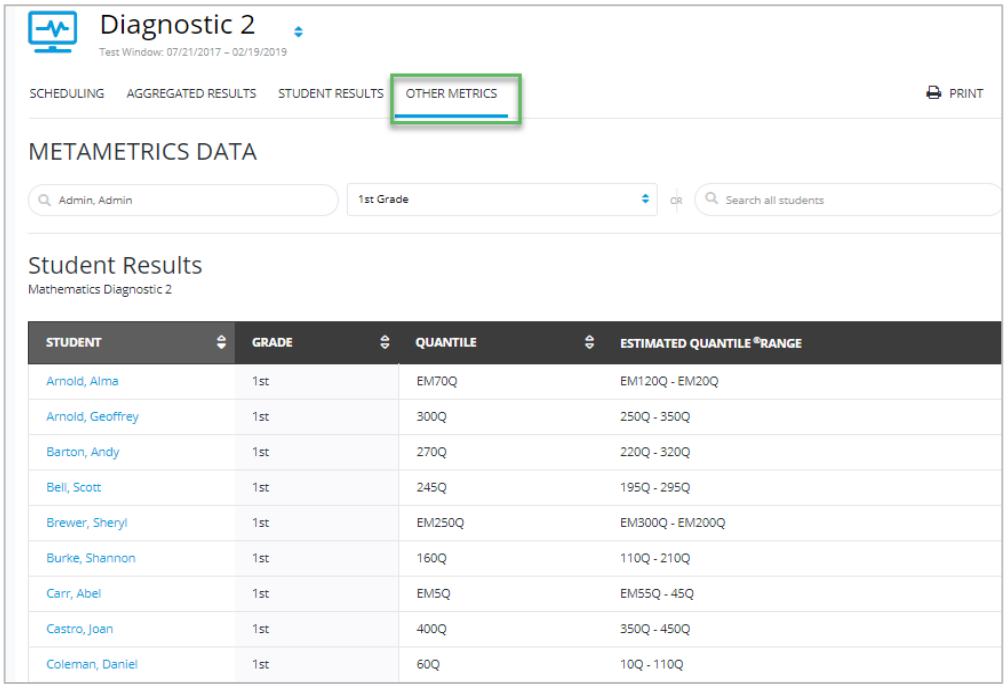
1. On the menu bar, click **Math**.



2. Under Diagnostic Testing, click the **Student 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.



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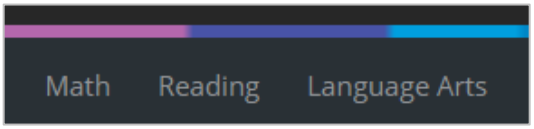
Edit a Student's Learning Path Placement

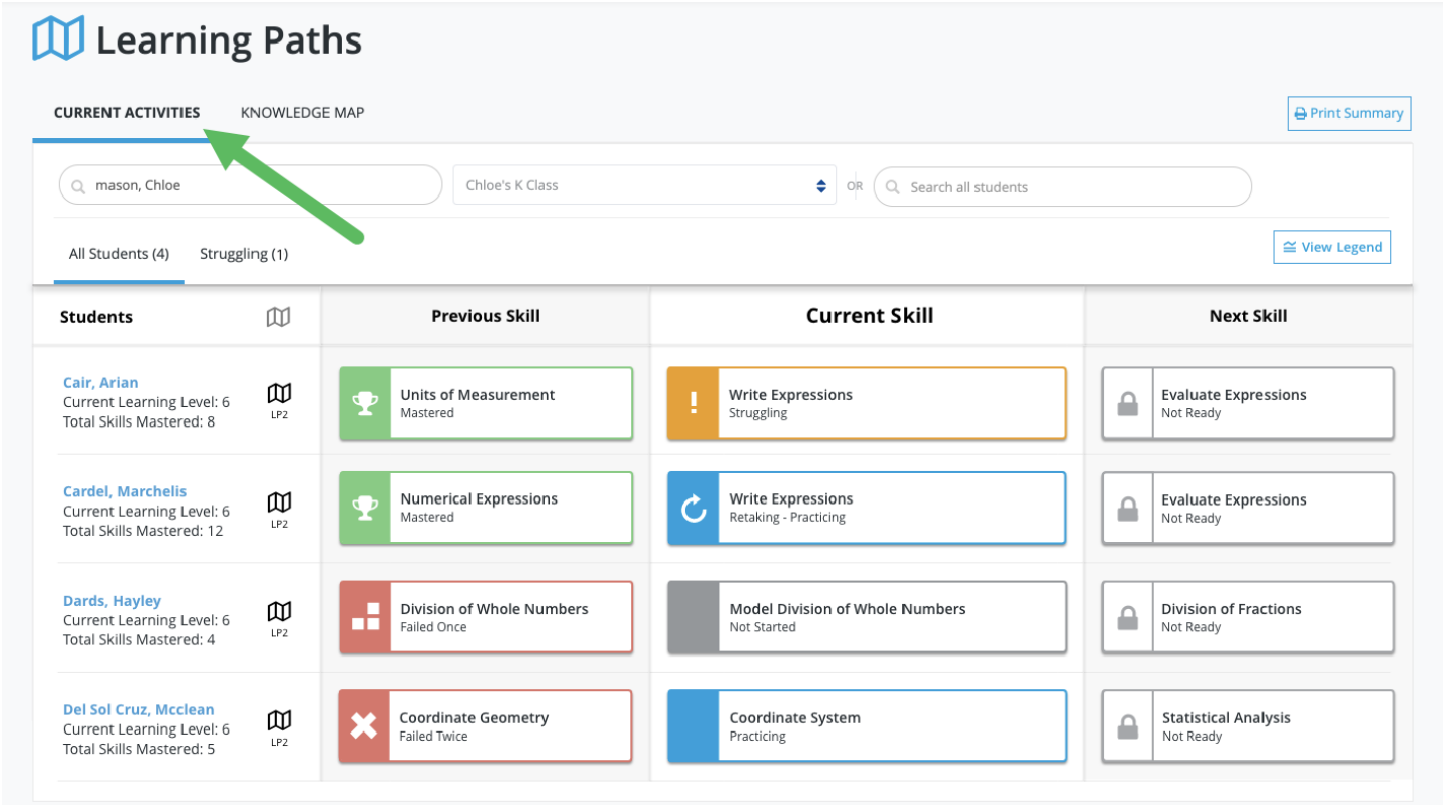
Editing a student's learning path placement allows you to adjust the student's learning path grade level in one or more domains. You may want to take this action if you see a student struggling with a skill and believe he or she would be more appropriately placed at a lower grade level. On the other 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. Then, click **Edit Learning Path Placement**.

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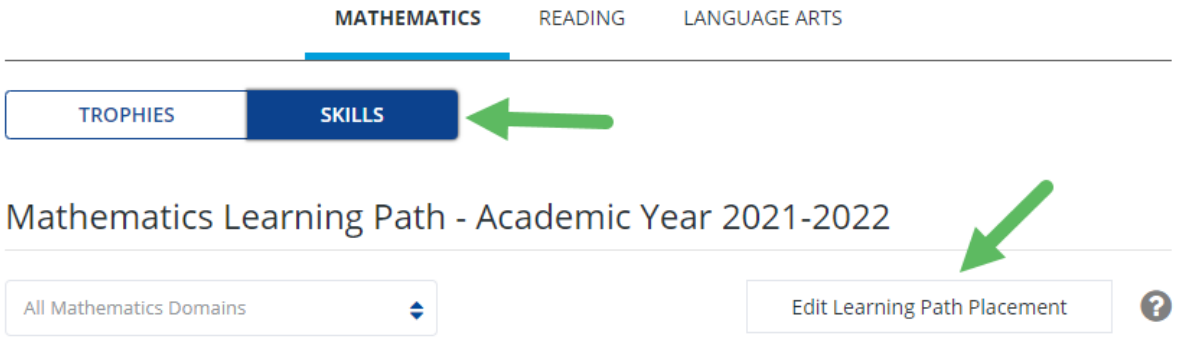
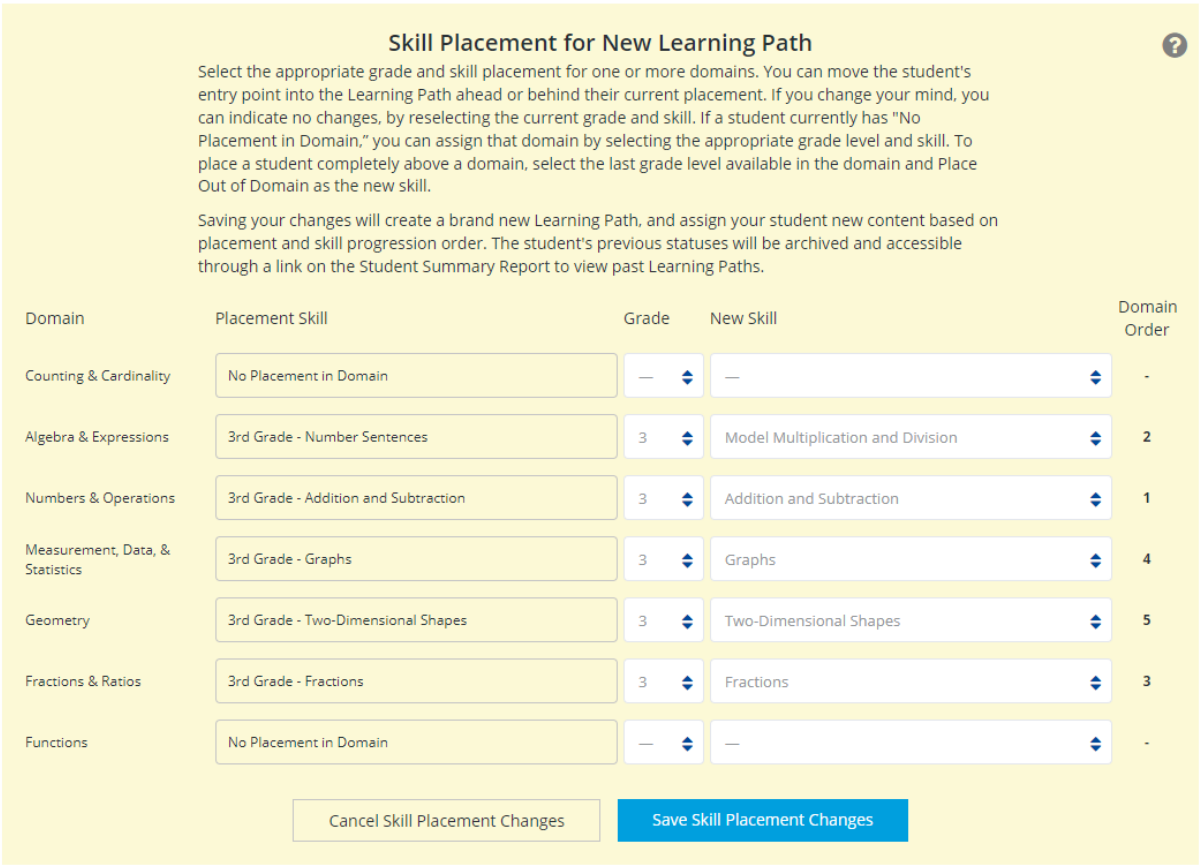


6. Edit the learning path as needed. Select a grade and then the new skill you want the student to start with.



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 by clicking View Learning Path History.

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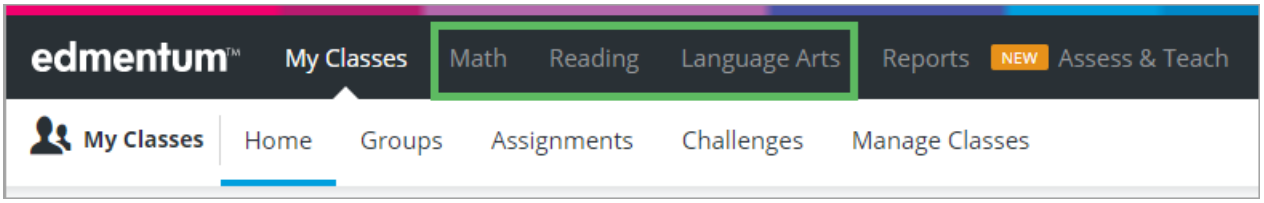
Create an On-Grade Level Learning Path

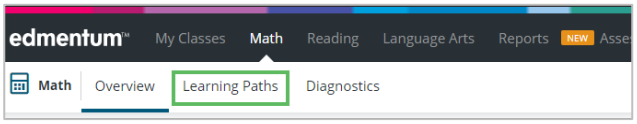
While the best way to provide a learning path for a student is by having them take the diagnostic, we provide you with a way to allow students to start working in Exact Path without taking the diagnostic.

Note: This feature is only available for students who have not yet taken a diagnostic for the current subject and testing window.

1. Select a subject.

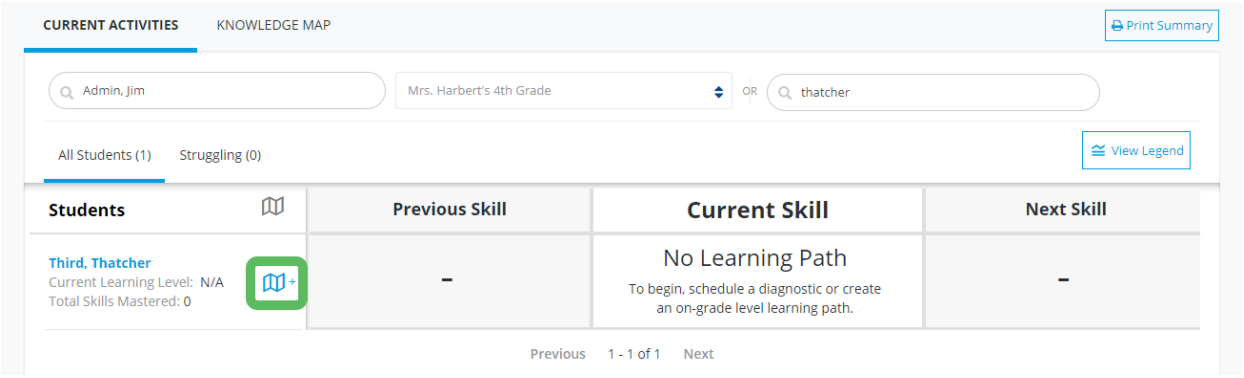


2. Click **Learning Paths**.

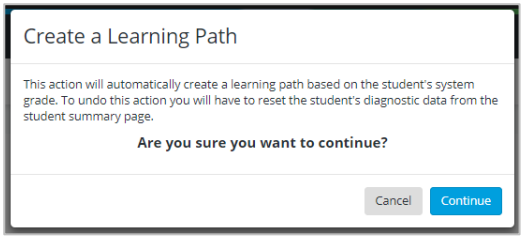


3. Select a class from the drop-down menu.

4. Click the blue **Create Learning Path** icon next to the student you want to create a learning path for. This can be done from the Current Activities Page or the Knowledge Map page.



5. Click **Continue**.



You will see confirmation that the learning path was created. The student can now begin working in their new learning path. This new learning path is based on the student's system grade.

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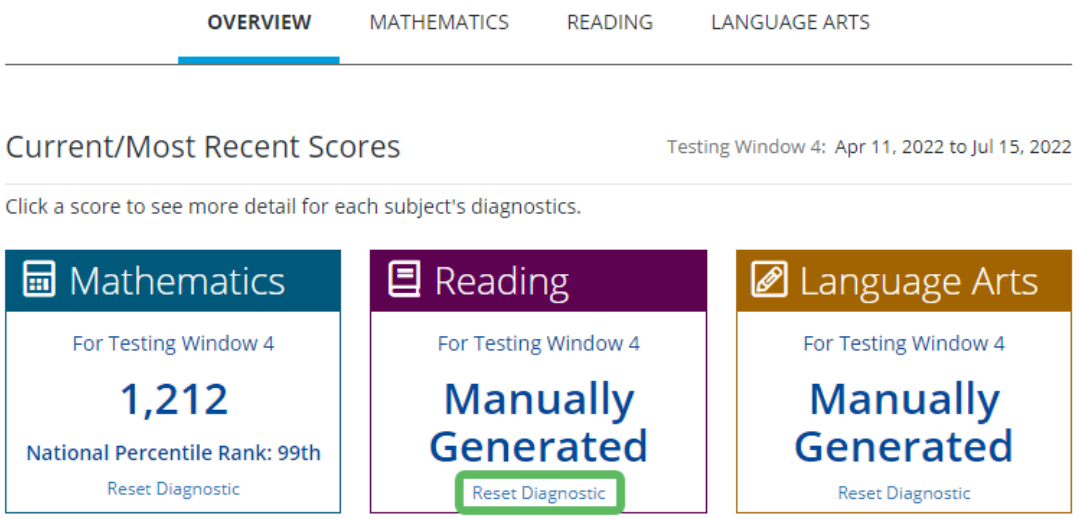
Remove a Learning Path

You can remove Learning Paths that are associated with an active testing window by resetting the assessment. A learning path from a previous window cannot be removed.

1. From the Student Summary Report, click the **Diagnostics** tab at the top.
2. In the **Overview,** you can select **Reset Diagnostic** underneath the subject you wish to reset.



3. The student can now be reassessed in the given window.

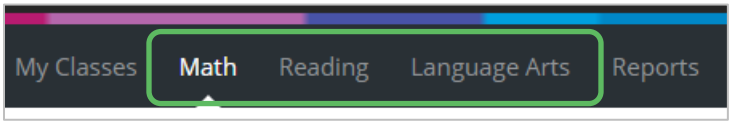
View Students' Learning Paths

You can view your student's learning paths in two different forms: Current Learning Activities and Knowledge Map.

Current Activities

Current Activities shows the topics students are practicing, topics they have mastered, topics they are struggling with, and the topics they will learn next.

1. Click the subject.



2. Under **Learning Paths**, click **Current Activities**.
3. If you teach multiple classes, select the desired class from the drop-down menu, or search for an individual student's name.

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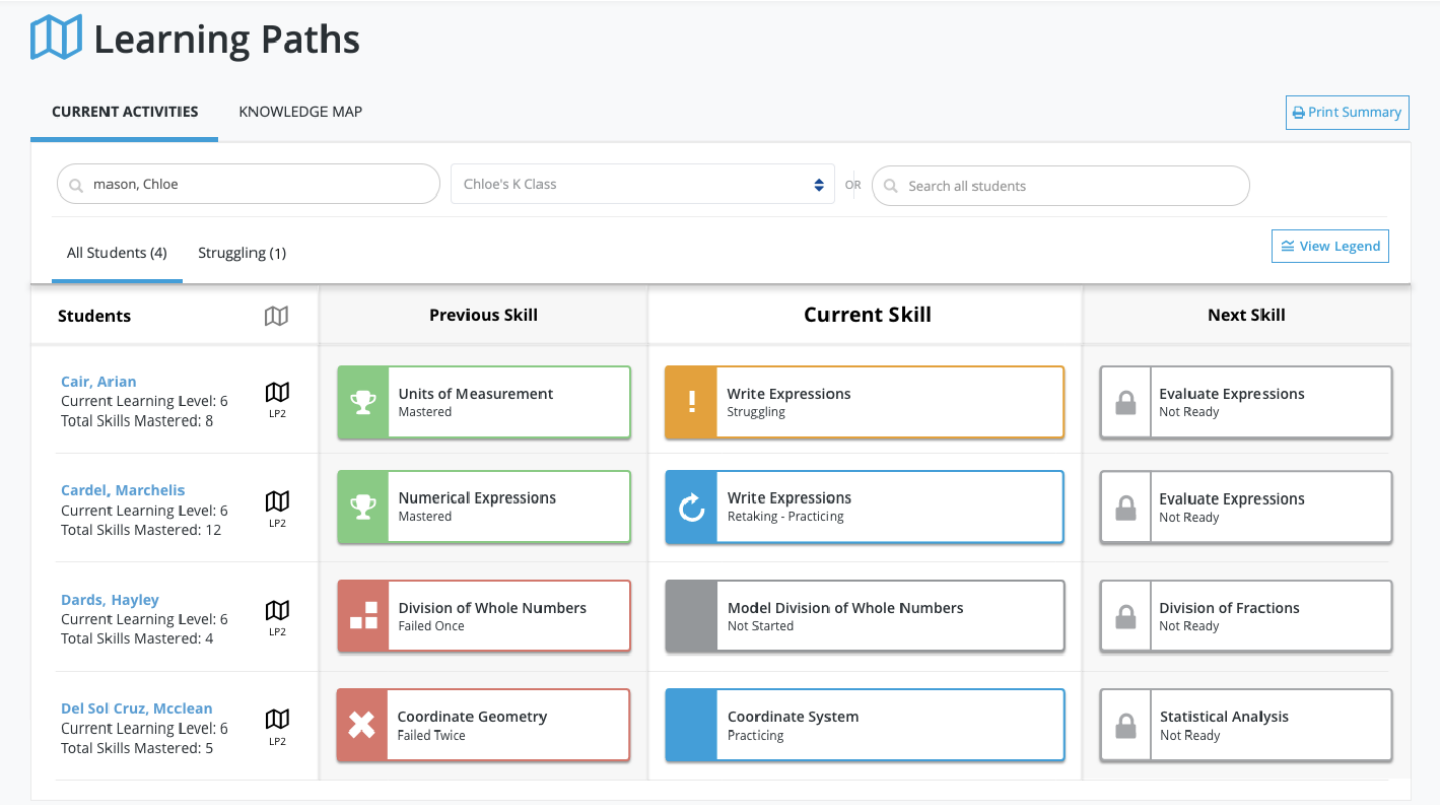
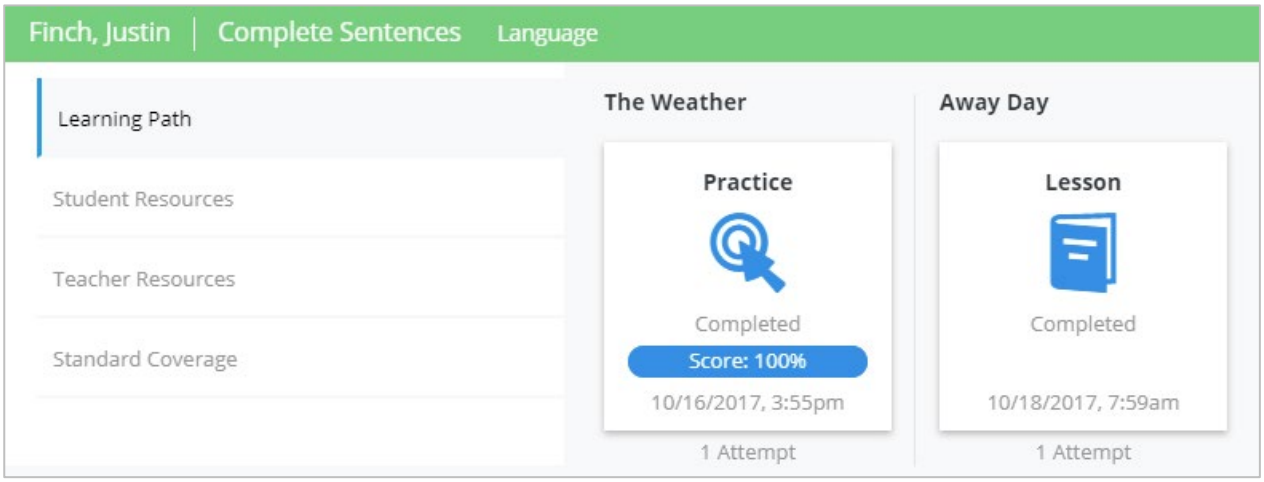


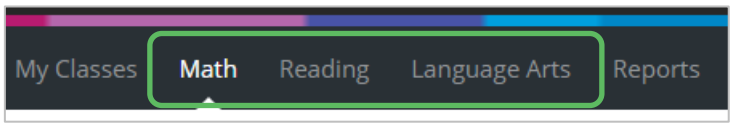
Click on an activity name for more information or to view the activity.



Knowledge Map

The Knowledge Map displays student progress through their learning paths. It offers a higher-level view than the Current Learning Activities section and is especially helpful for monitoring students' mastery of grade-level skills.

1. Click the subject.



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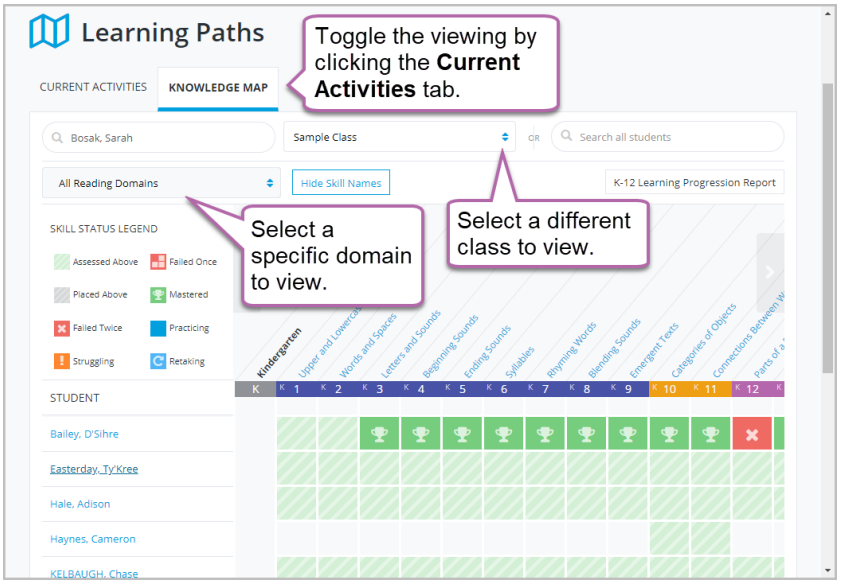
2. Under **Learning Paths**, click **Knowledge Map**.

The Knowledge Map displays.

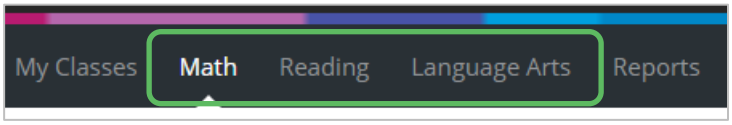


Click a colored square for more information or to view learning activities.

Print a Student Summary Report

Student progress reports make helpful take-aways for parent-teacher conferences. Each progress report displays student progress in a single subject.

1. Click the subject.



2. Under **Learning Paths**, click **Knowledge Map** or **Current Activities**.
3. If you teach multiple classes, select the desired class from the drop-down menu, or search for an individual student's name.
4. Click the student's name.

The Student Summary Report for that subject opens in a new tab. You'll see any trophies the student has earned from Progress Checks. Click the **Skills** tab to view the the student's progress on each skill.

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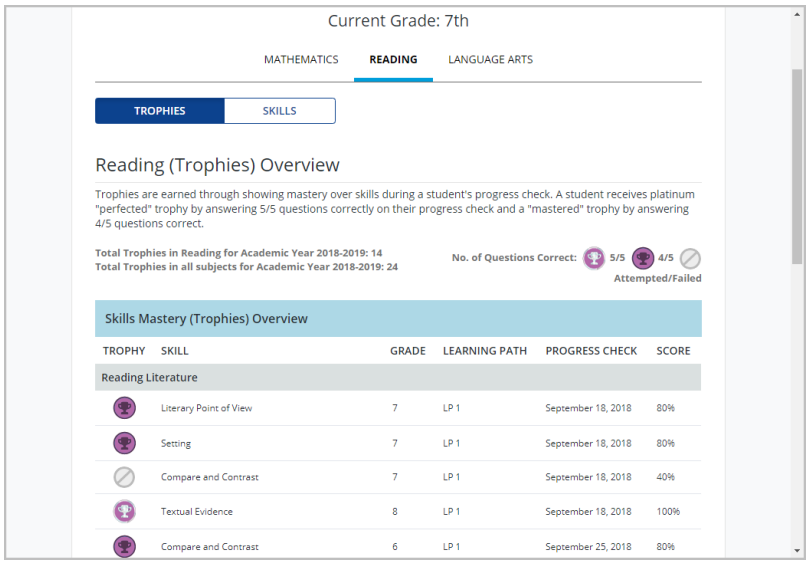


To view the student's progress in another subject, click the subject at the top of the page (under the student's name).

5. The **Print** button in the upper right hand corner will allow you to print this report.

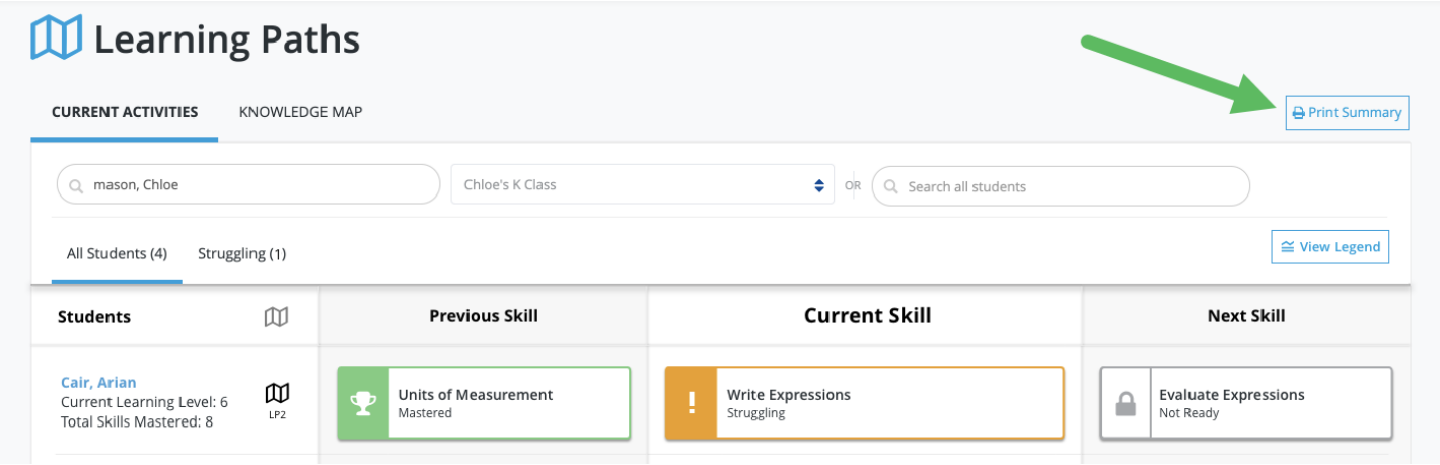
Batch Print Reports

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**.



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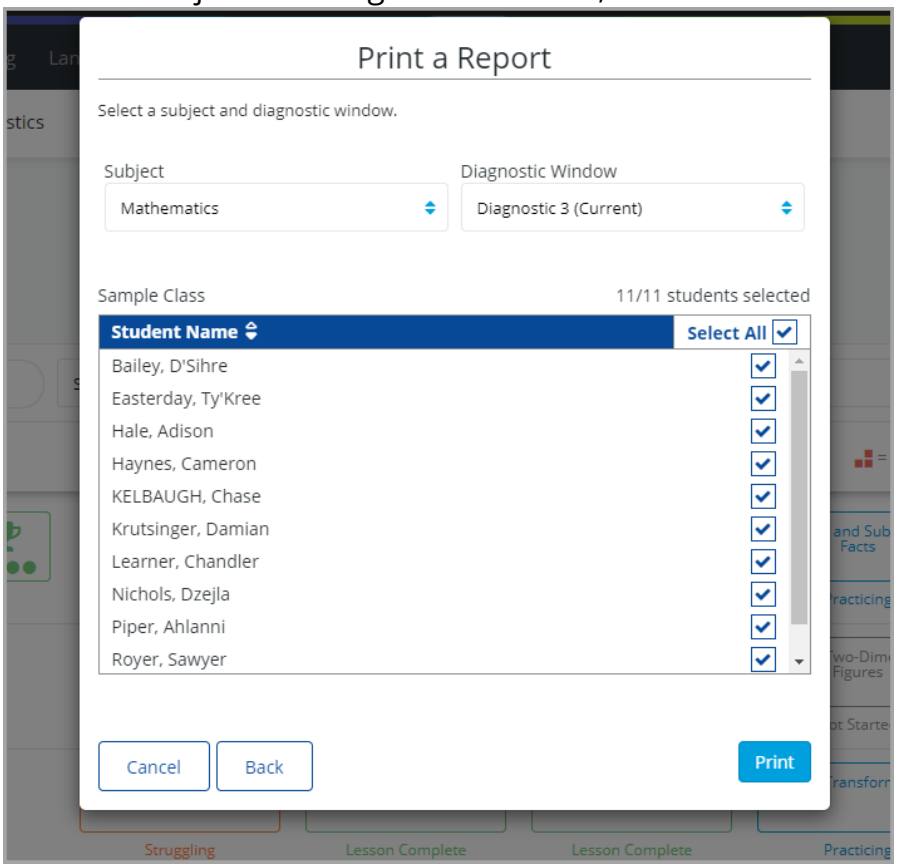
2. Select **Basic Reports**, and click **Next**.
3. Select one or more of your students, and click **Print**. On this page, you can also select a different subject and diagnostic window, if desired.



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.

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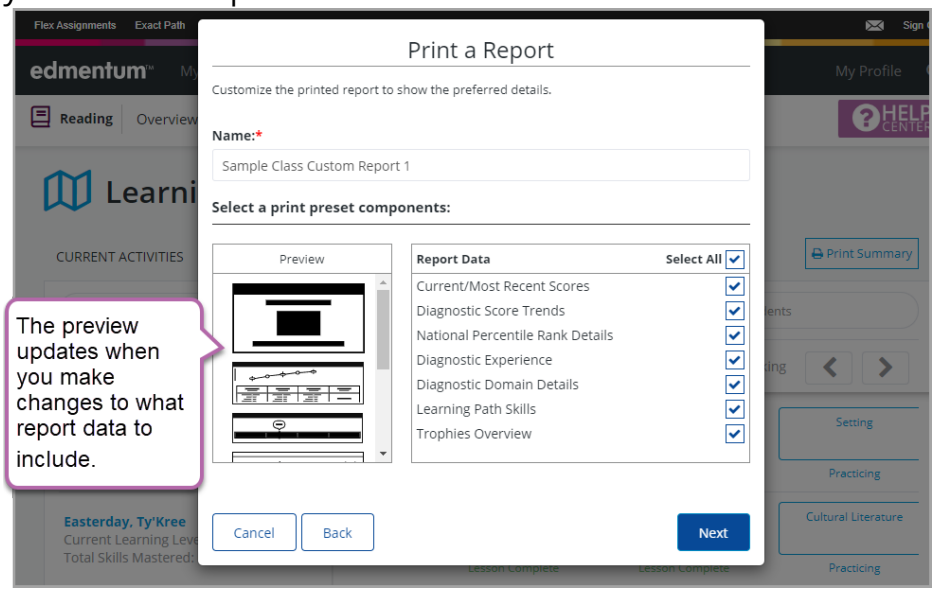
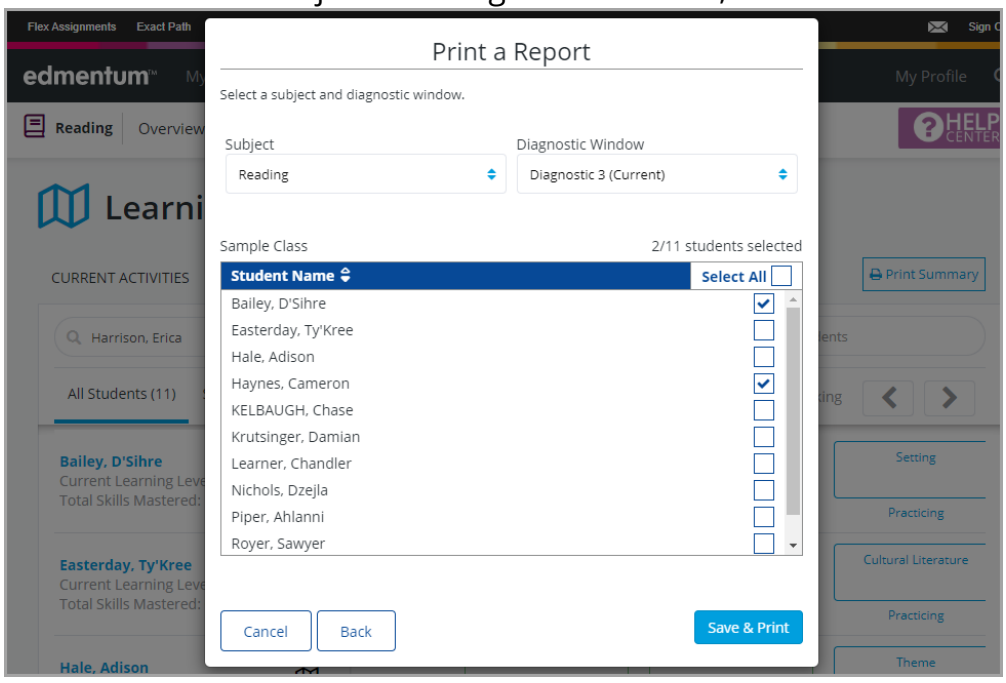
3. Name your report. Remember that this report can be used as template for running future report, so give the report a name that you'll recognize.

   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 print the report.

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Print Certificates

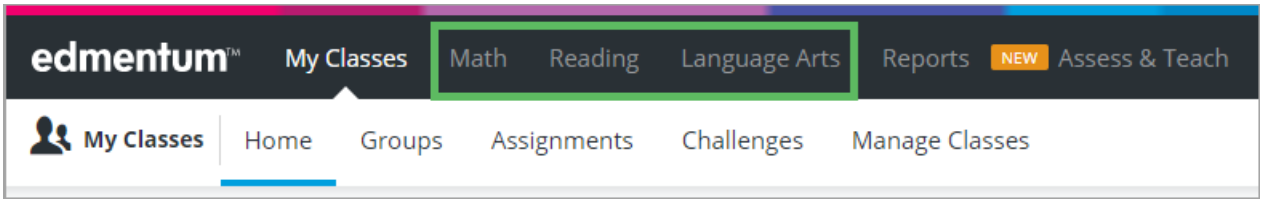
Teachers can print student certificates that students earn from Challenges and mastering skills in their Progress Checks.

Print Progress Check Trophy Certificates

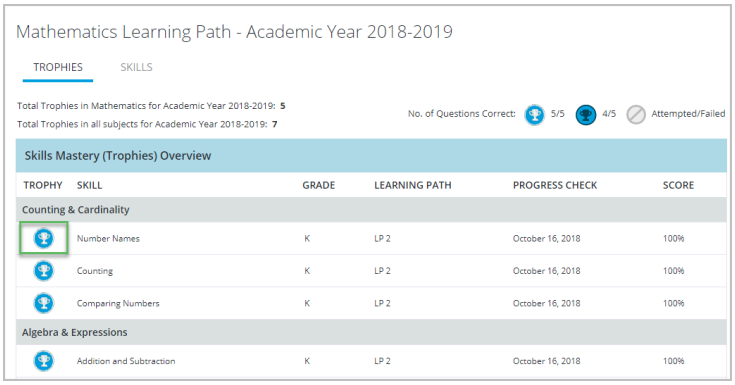
Students earn trophies when they score at least 80 percent on a skill in a progress check. Students can print their own certificates form their accounts, or you can print out certificates for your students. At this time, you can only print one certificate at a time. We are working on adding batch printing.

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**.

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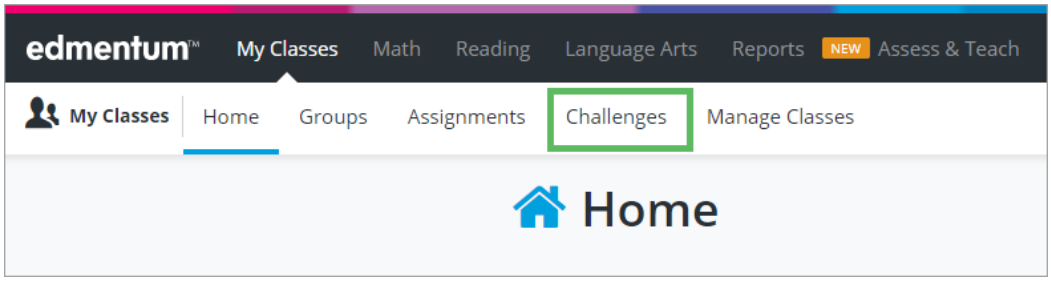
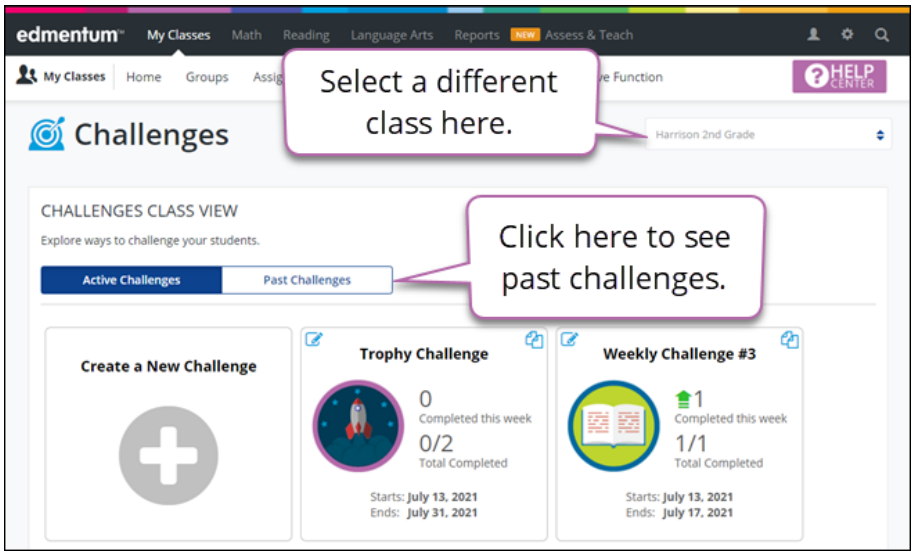
Print Challenge Certificates

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.

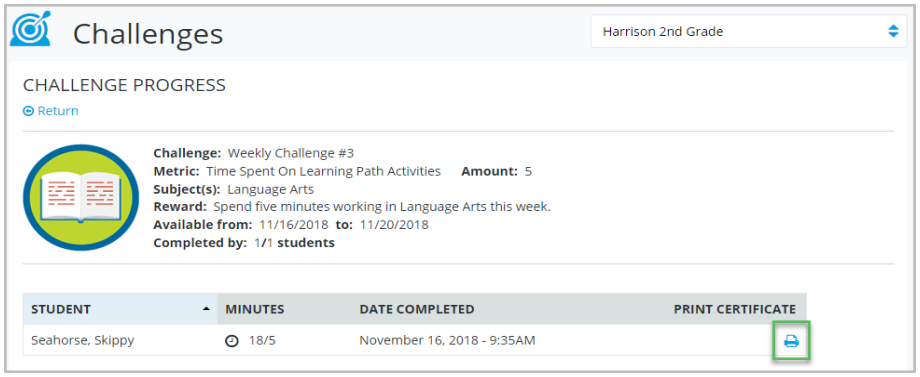
1. On the main menu, under **My Classes**, click **Challenges**.



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.



2. Click a Challenge card to view its details.
3. Click the **Print** button for each student whose certificate you want to print.



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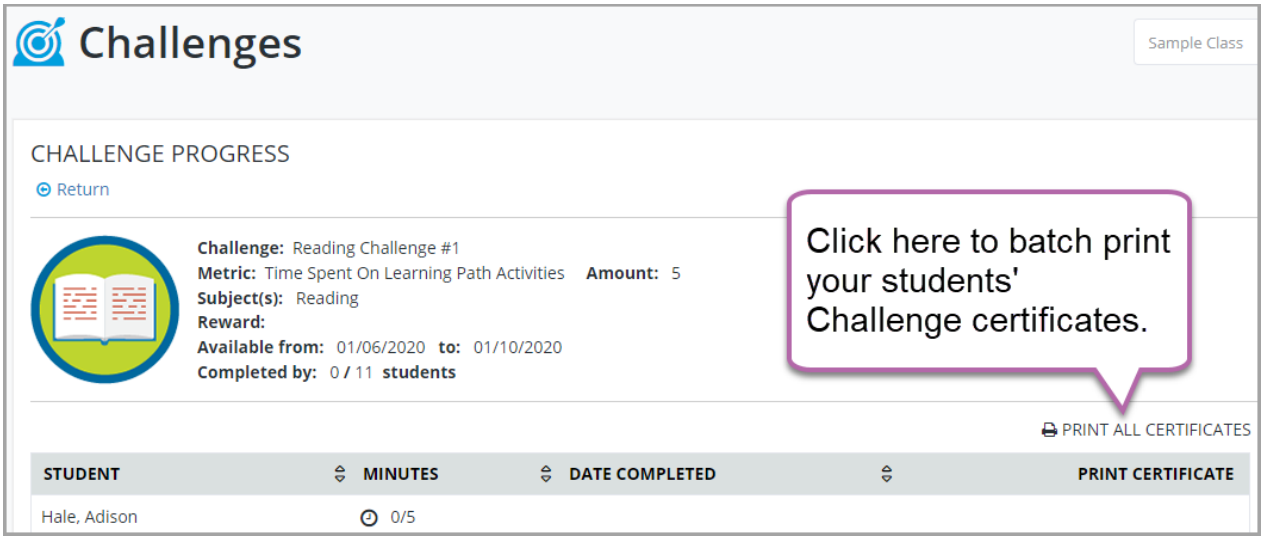
4. Or, to batch print your students' Challenge certificates, click **Print All Certificates**.



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

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Assign Content

Search Exact Path's vast content library for resources to support and enhance your students' work in their learning paths. Assign content directly from the Knowledge Map or Current Activities, or use the Assess & Teach.

Note: Assignments are available to students in a separate area from their learning paths. See specific student guides in the Help Center.

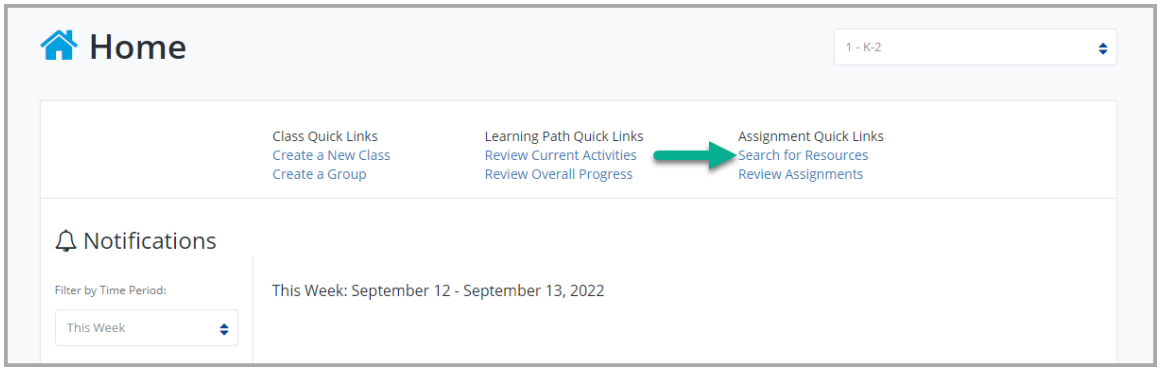
- Grades K-2: From My Teacher on the homepage and then in My Work
- Grades 3-5: Assignments on the menu
- Grades 6-12: Assignments appear on the homepage and on the All My Work page

To integrate assignments into your student's daily work, direct them to work on their learning paths one day and assignments another day.

Assess & Teach (Search Content)

You can search content by skill or standards. You can also assign certain content like learning path content and videos or access resources like lesson plans and printable worksheets.

1. From your Exact Path homepage, under Assignment Quick Links, click **Search for Resources**.



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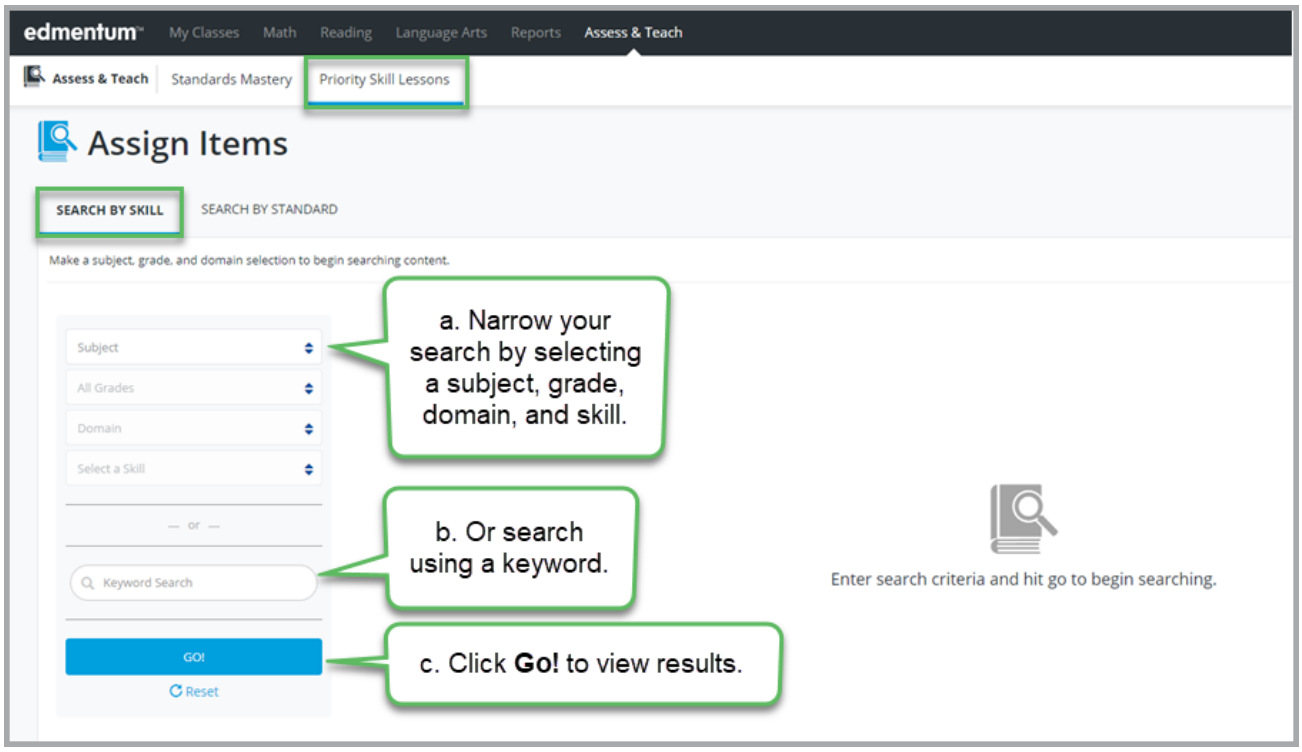
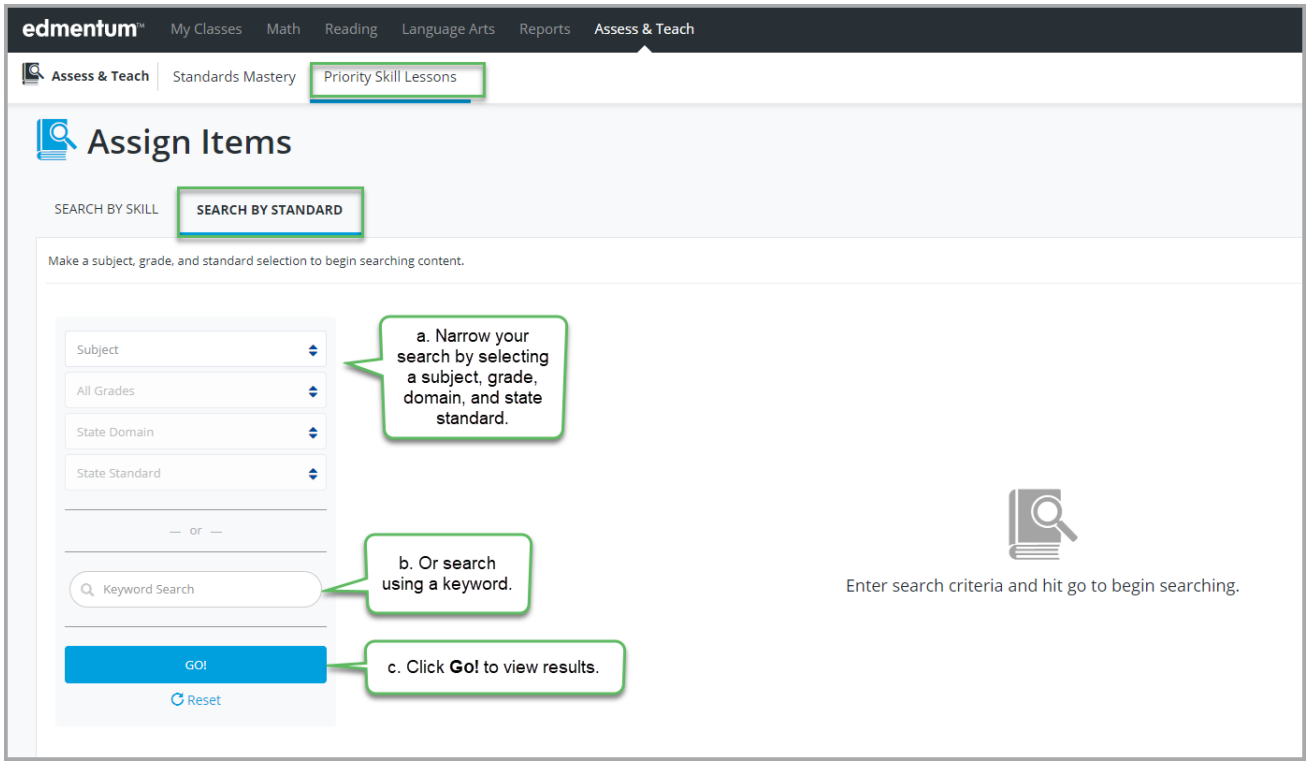
2. Option 1: Search for content by priority skill.



3. Option 2: Search for content by standard.



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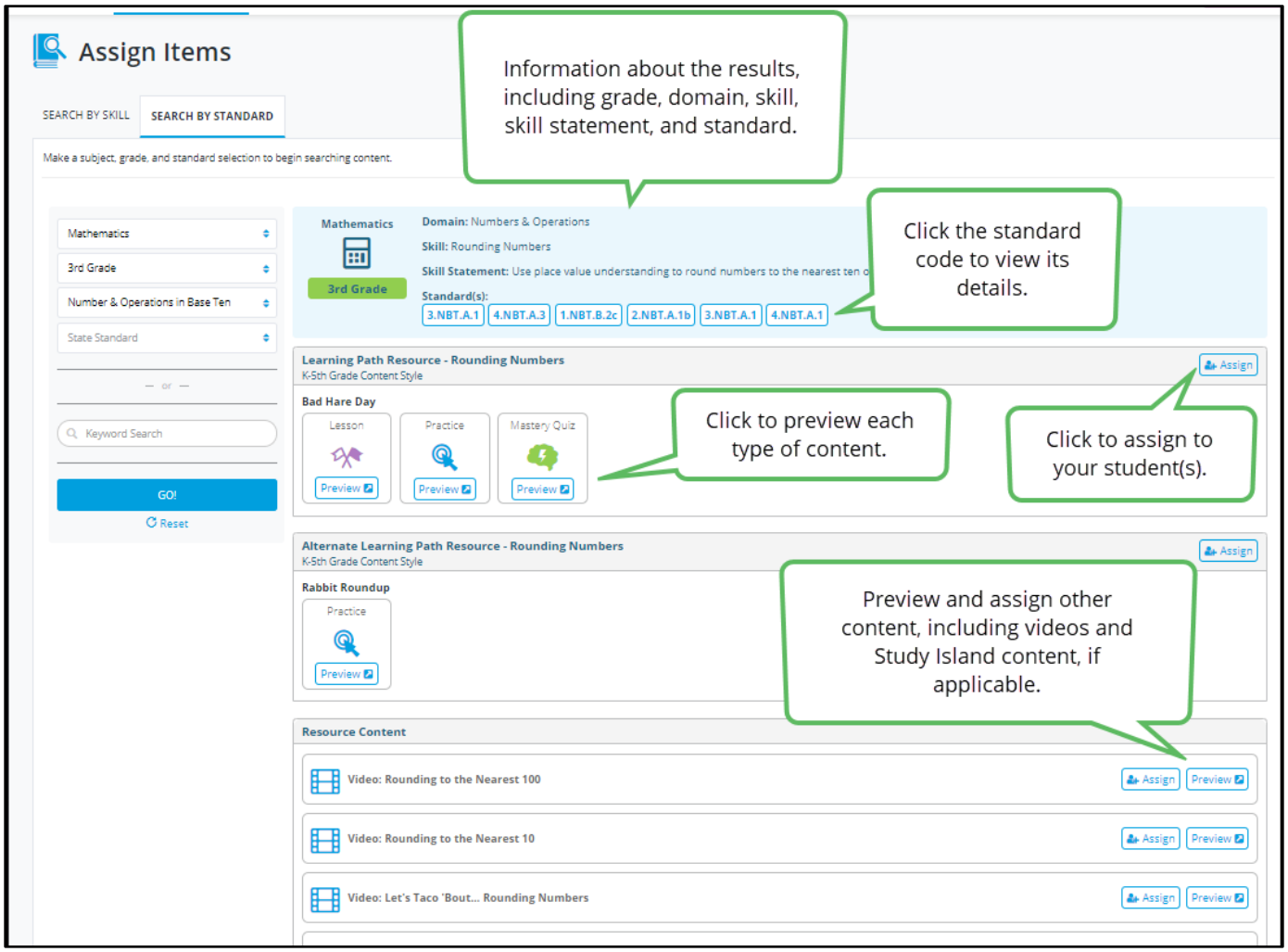
Results page:



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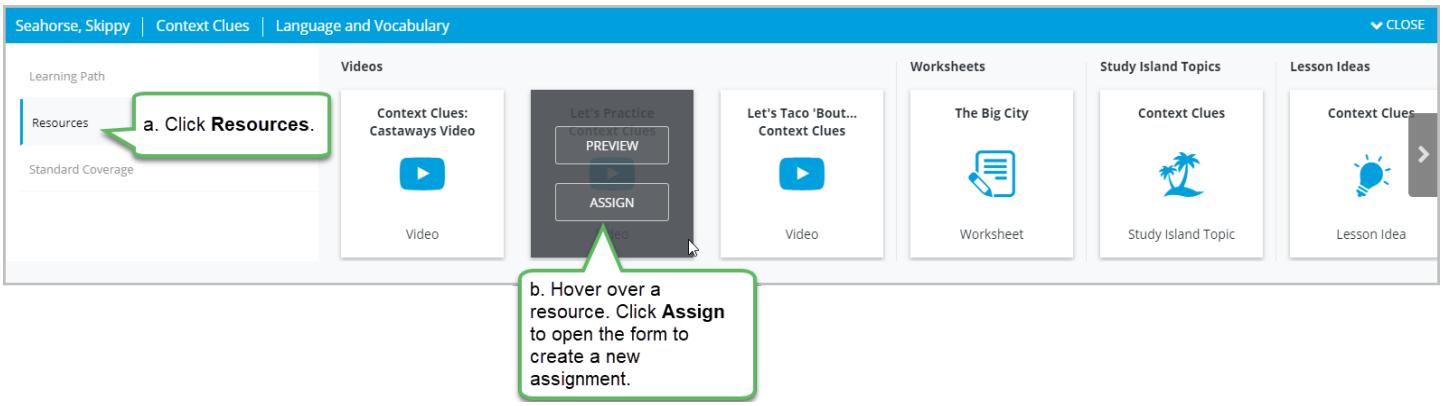
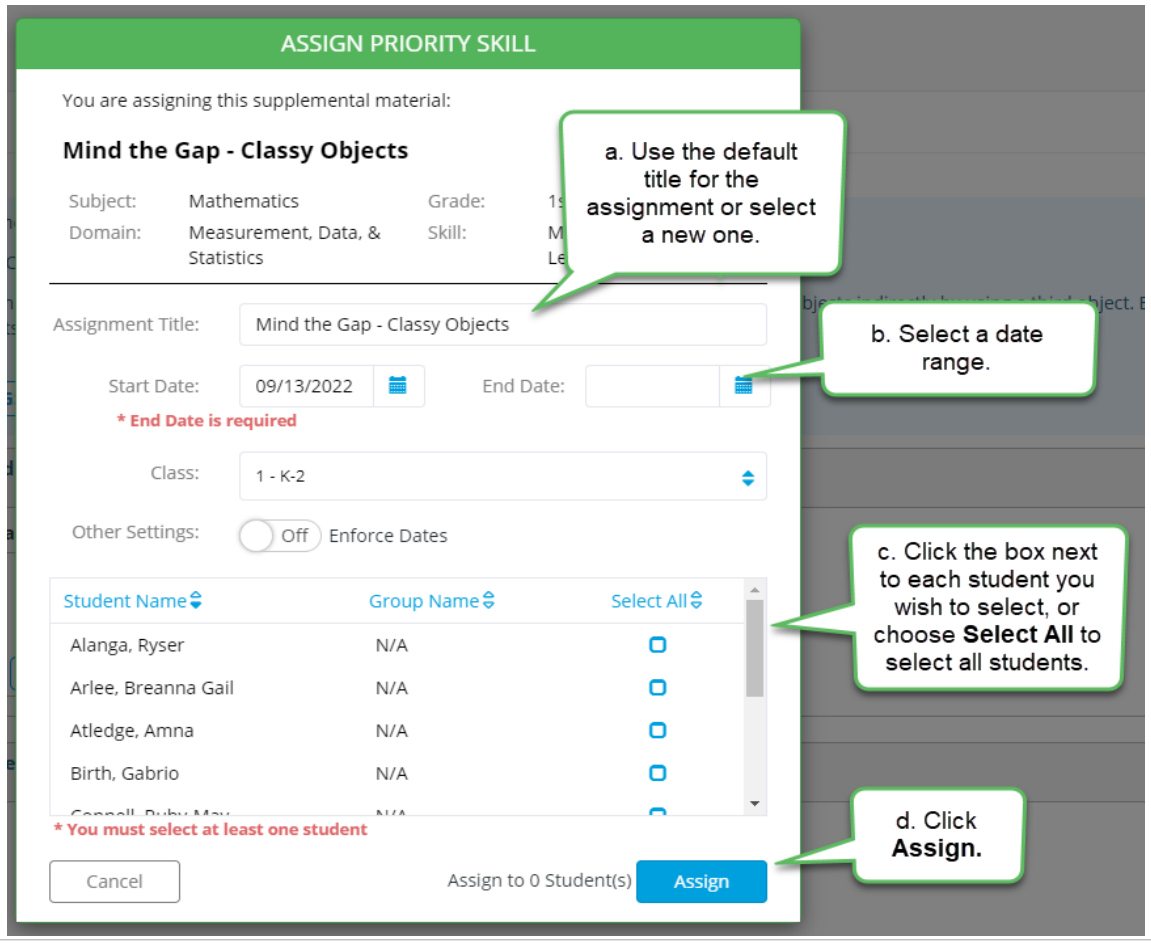
Assign Content from the Knowledge Map or Current Activities Pages

4. Select a skill from either the Current Activities Page or Knowledge Map to open the resource drawer.

5. Click **Resources**. In the content drawer, you can also preview learning path content and view the standards coverage for the skill. **Note:** Some skills may not have assignable resources.



6. Once you have selected a resource to assign, complete the assignment form.



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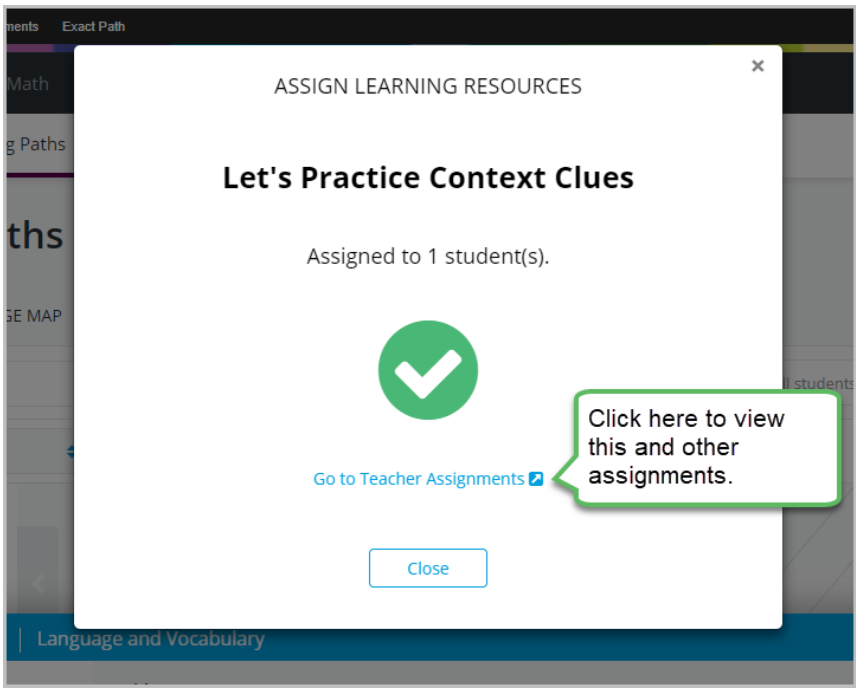
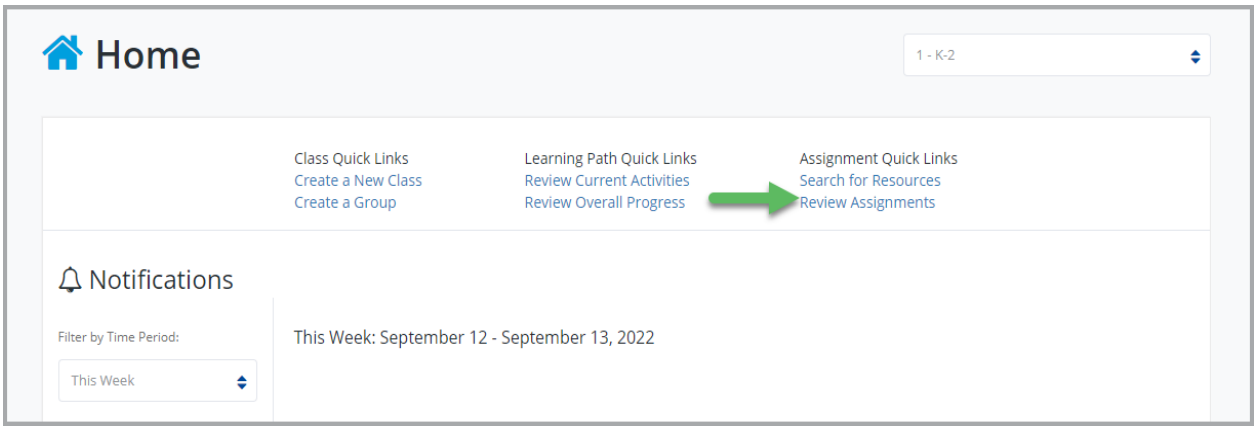
7. You have successfully created an assignment! Click **Go to Teacher Assignments** to view all your assignments or close the window and return to the Knowledge Map.



Assign Content from the Assignments Page

From the Teacher Assignments page, you can view your current and past assignments and edit and create new assignments. Note: Archived assignments (formerly Inactive Assignments) are assignments with all students removed.

1. On your homepage, under Assignment Quick Links, click **Review Assignments**.



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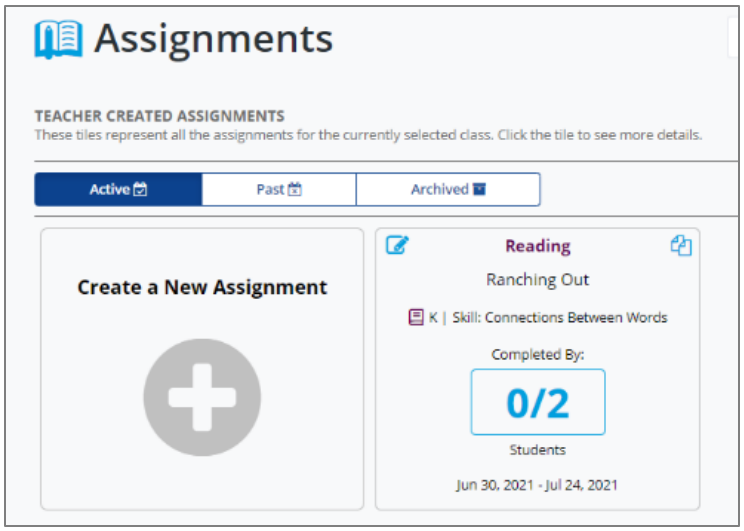
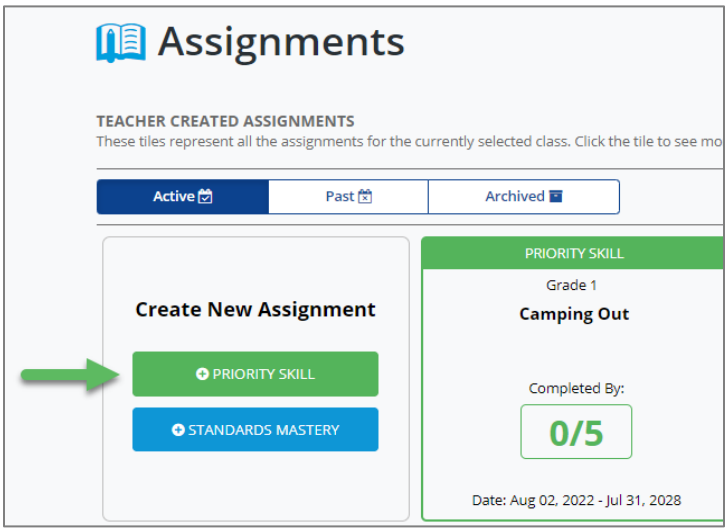
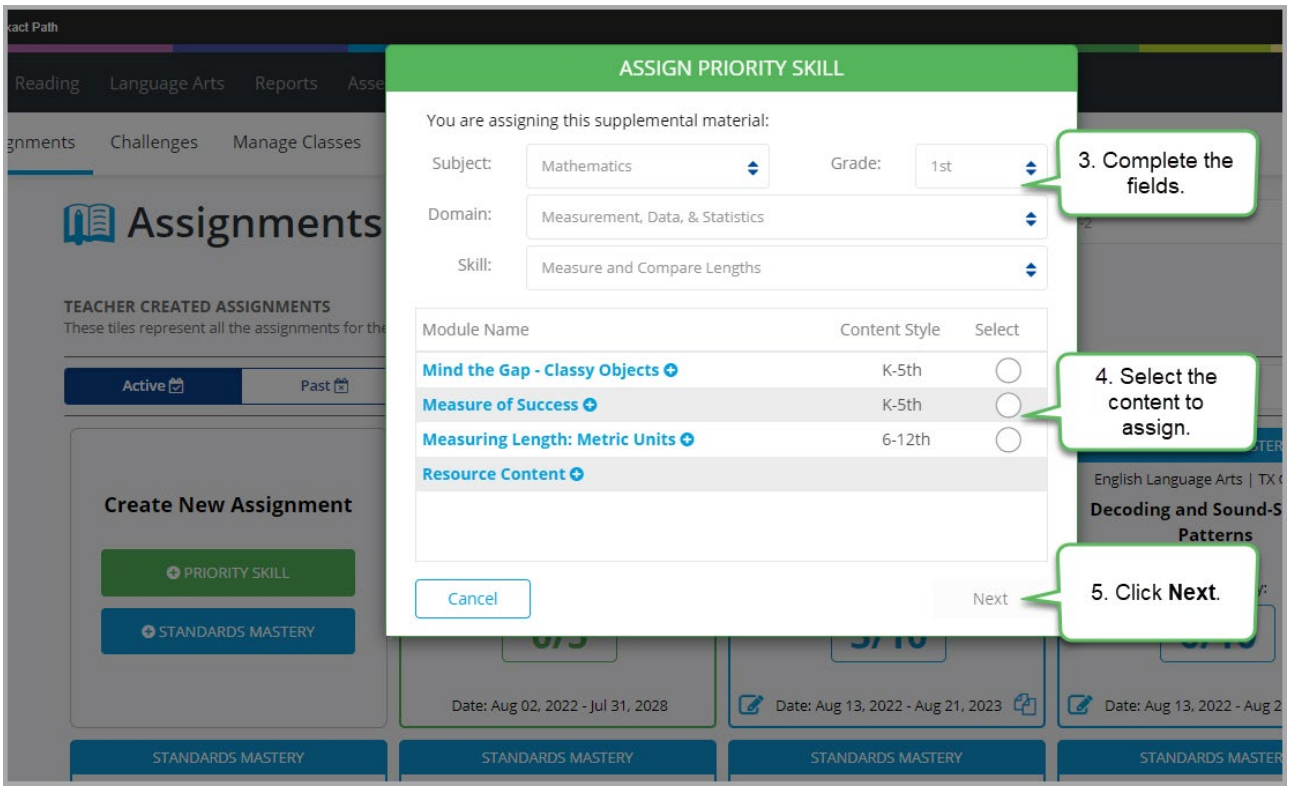
2. Click the **Create a New Assignment** or **Priority Skill** button.





3. Complete the fields in the top portion of the window.
4. Select the content to assign to your students from the bottom portion of the window.
5. Click **Next**.



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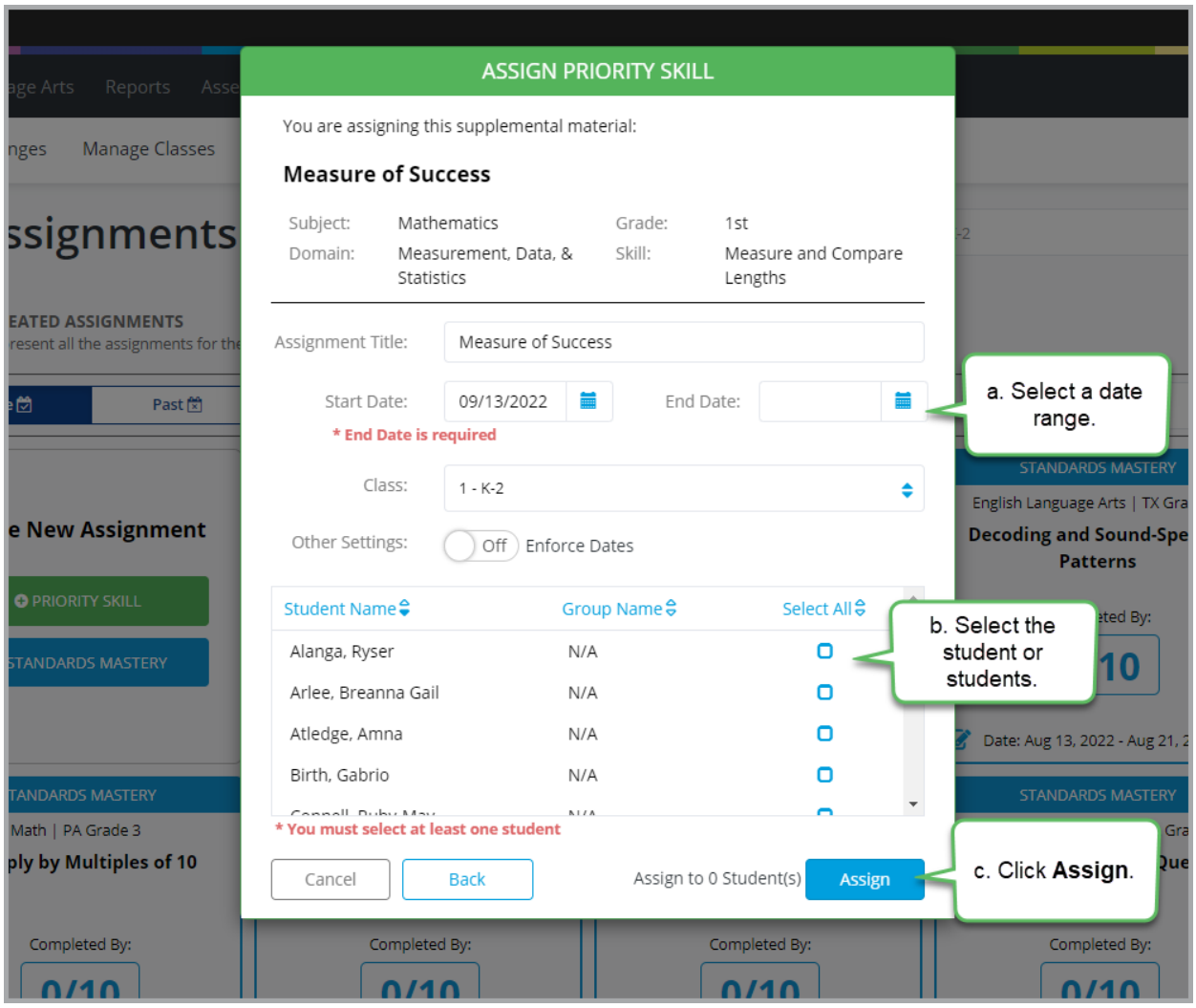
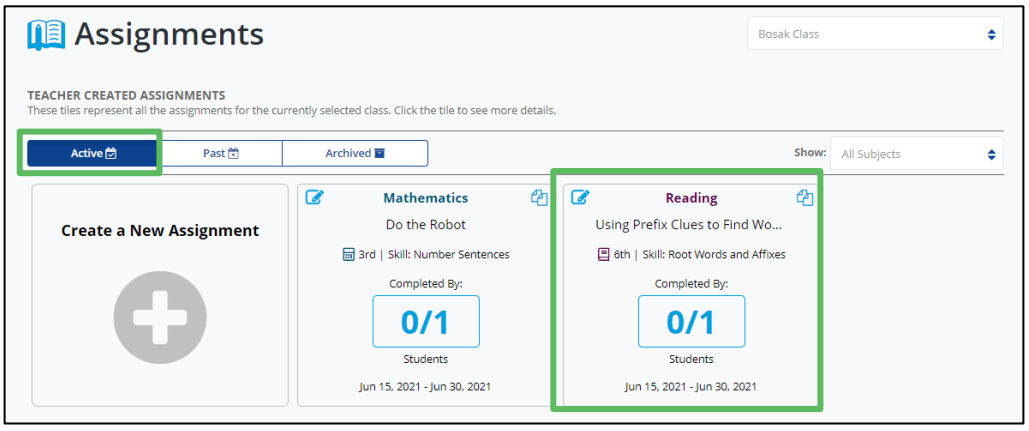
6. Select the student or students to receive the assignment, and click **Assign**. Be sure to select the date range.



7. The new assignment appears in the list of Active Assignments.



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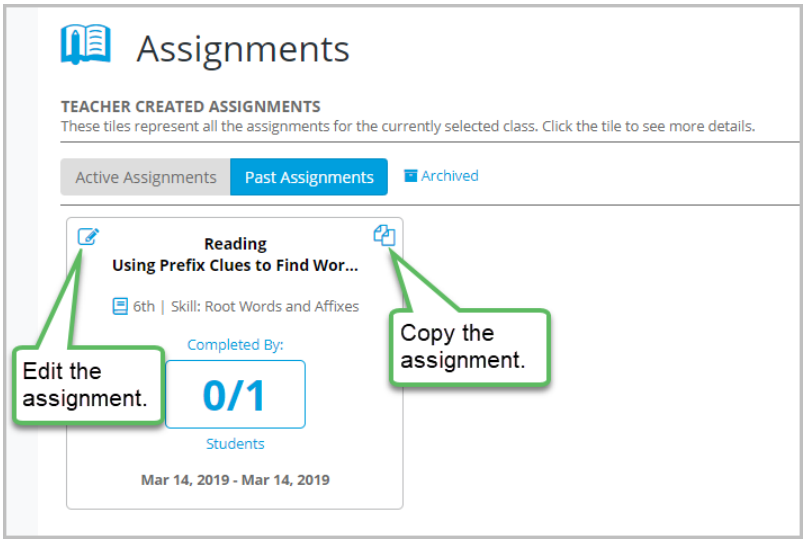
Past Assignments

This is where you'll find assignments whose due dates have passed. You can edit these assignments to add students from your class give students more time, if desired. You can also copy the assignment to assign the same content as a new assignment or to share with another class.

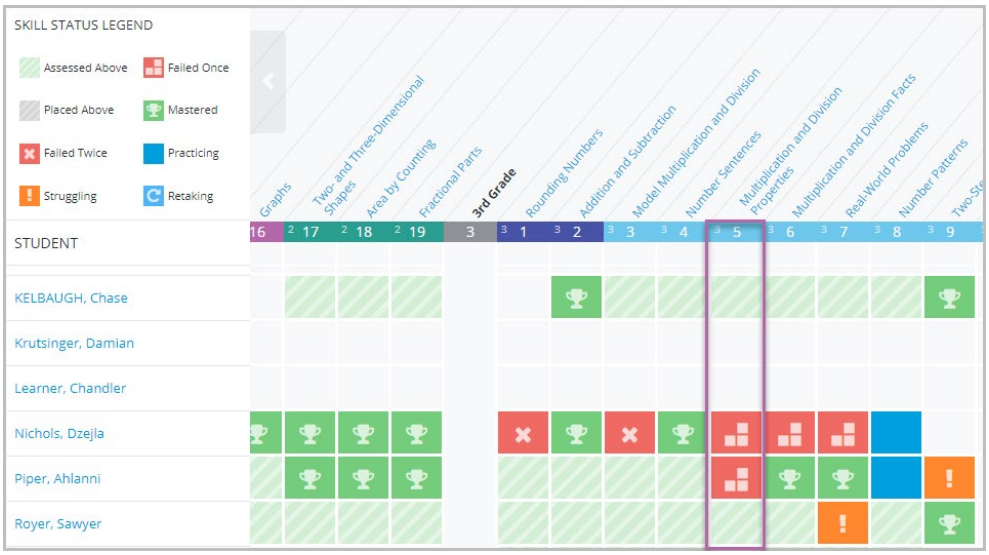


Create Groups

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.

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.



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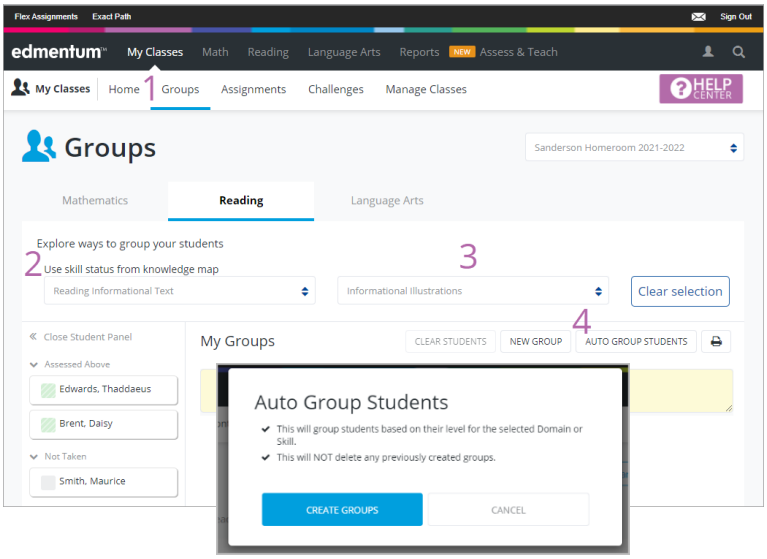
To create a group based on this skill, follow these instructions:

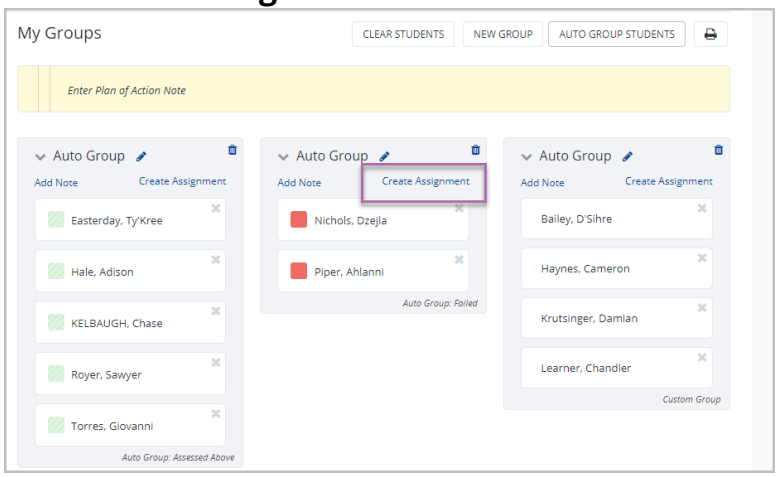
1. Under My Classes, click **Groups**.
2. Select the domain from the drop-down.
3. Select the skill from the drop-down.
4. Click **Auto Group Students**.
5. Click **Create Groups**.



The students 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.

Create a Challenge

Challenges allow teachers to set goals that motivate their students. When students successfully complete a challenge, they earn a badge. Challenges can be based on either mastery of a topic (earning a specified number of mastery badges within a certain timeframe) or time on task.

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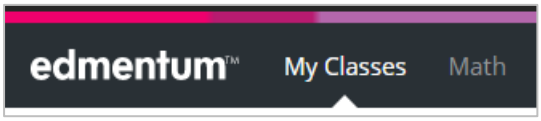
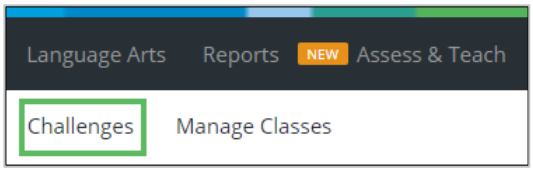
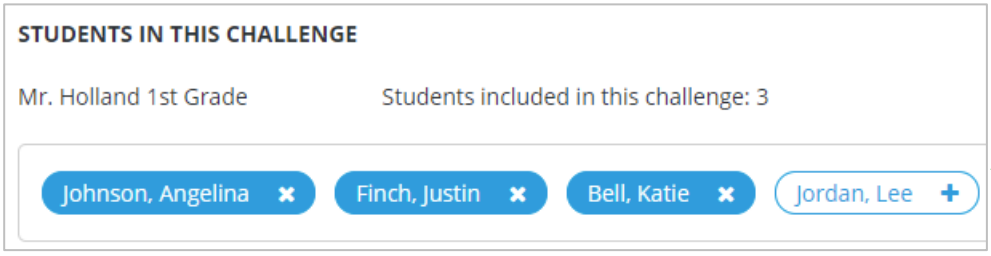
1. Click **My Classes**.



2. Click **Challenges**.



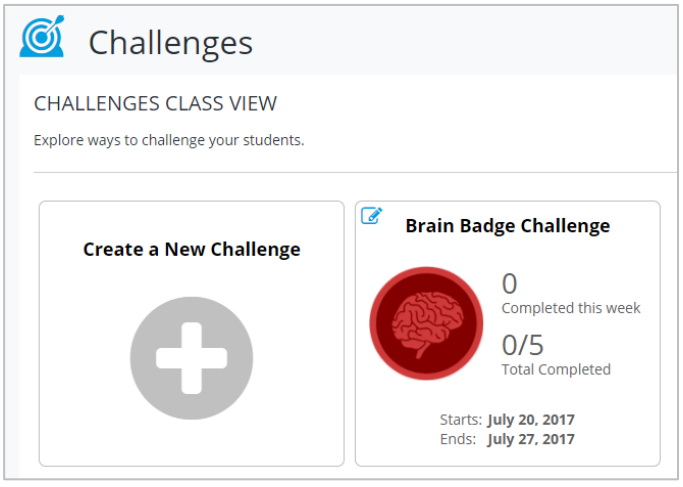
3. If you teach multiple classes, select the class from the drop-down (top right of the page).
4. Click **Create a New Challenge**.
5. Enter the challenge title, availability dates, subject(s), and metric.
    a. If the challenge is based on the number of trophies students earn, enter the number required to complete the challenge.
    b. If the challenge is based on time on task, enter the number of minutes required to complete the challenge.
6. Enter a description of the challenge (optional).
7. Select the reward badge students will earn.
8. If desired, click the **X** next to a student's name to remove individual students from the challenge. By default, challenges apply to the whole class.



Lee Jordan has been removed from this challenge. Click the **+** to return him to the challenge.

9. Click **Save Changes**.

A confirmation message appears and then you return to the Challenges page. The new challenge appears.



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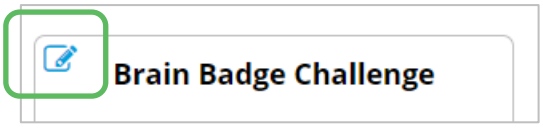
Edit a Challenge

1. Click the pencil icon next to the challenge name.

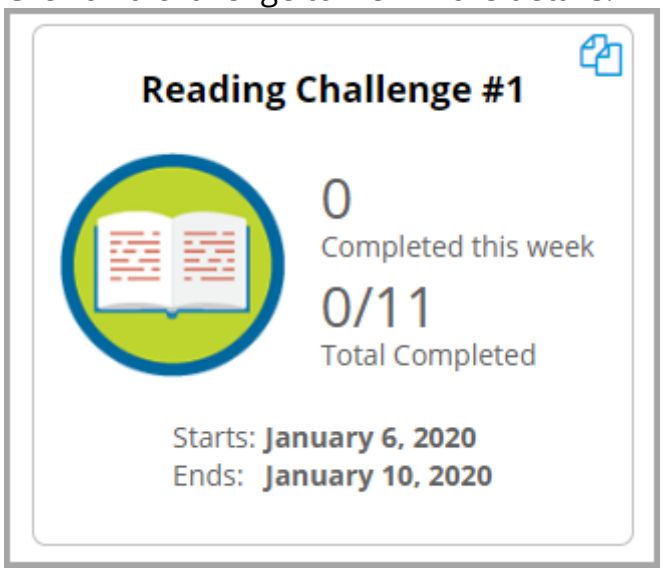


2. Edit the challenge as needed, and click **Save Changes**.

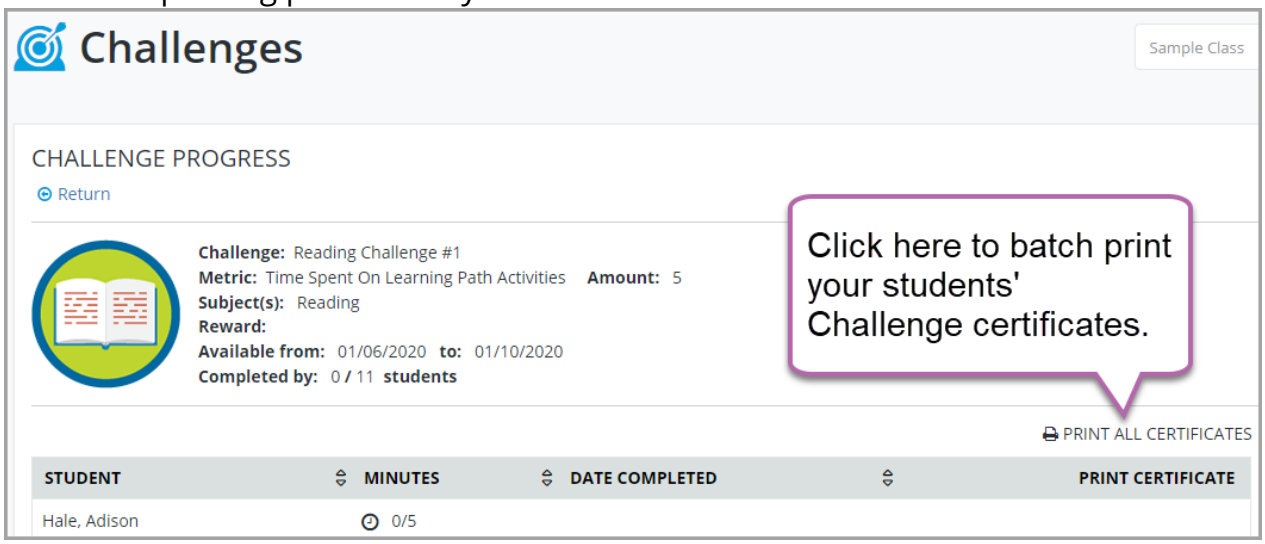
View Challenge Results and Batch Print Certificates

As students complete the challenge, a tally appears on the Challenges page.

1. Click on a challenge to view more details.



2. To batch print your students' Challenge certificates, click **Print All Certificates**. Then follow the printing process for your device.



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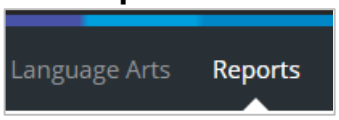
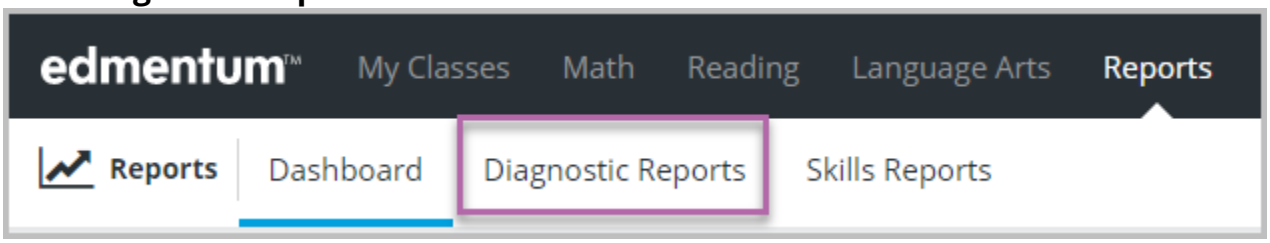
View Diagnostic Reports

Diagnostic reports help administrators track learner growth over time based on several key indicators.

1. Click **Reports**.



2. Click **Diagnostic Reports.**

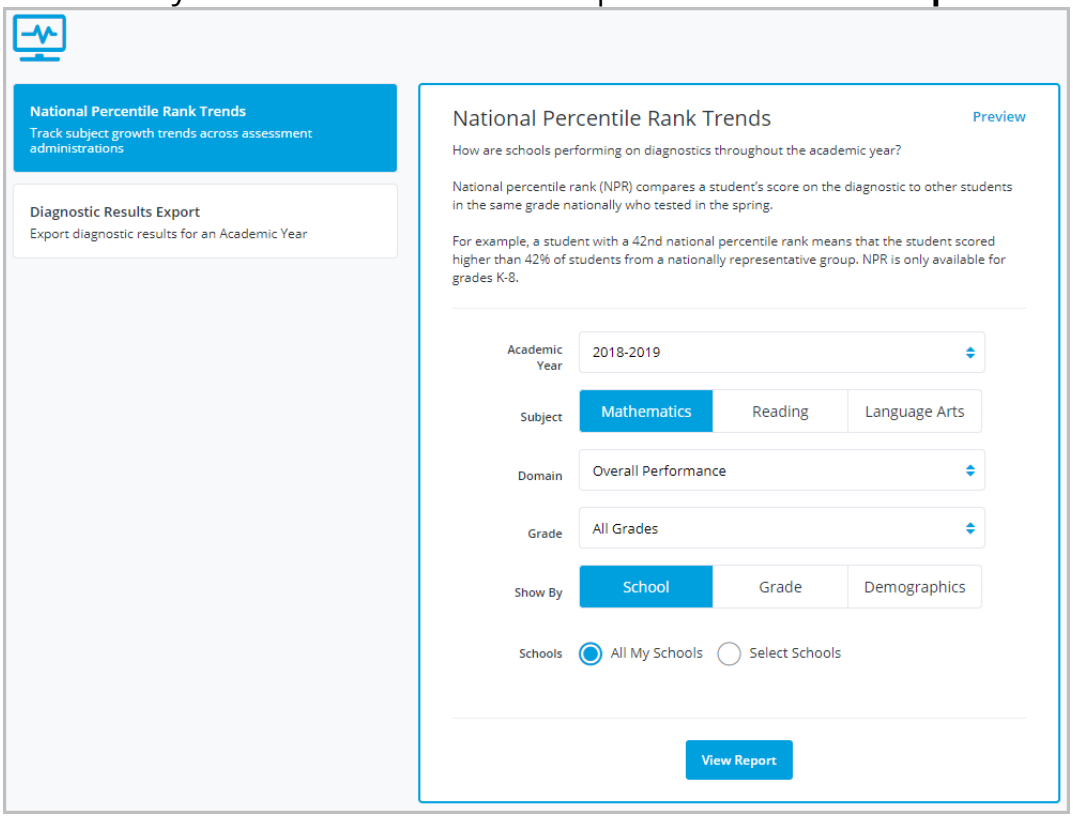


National Percentile Rank Trends

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.

1. Select how you would like to view the report and click **View Report**.



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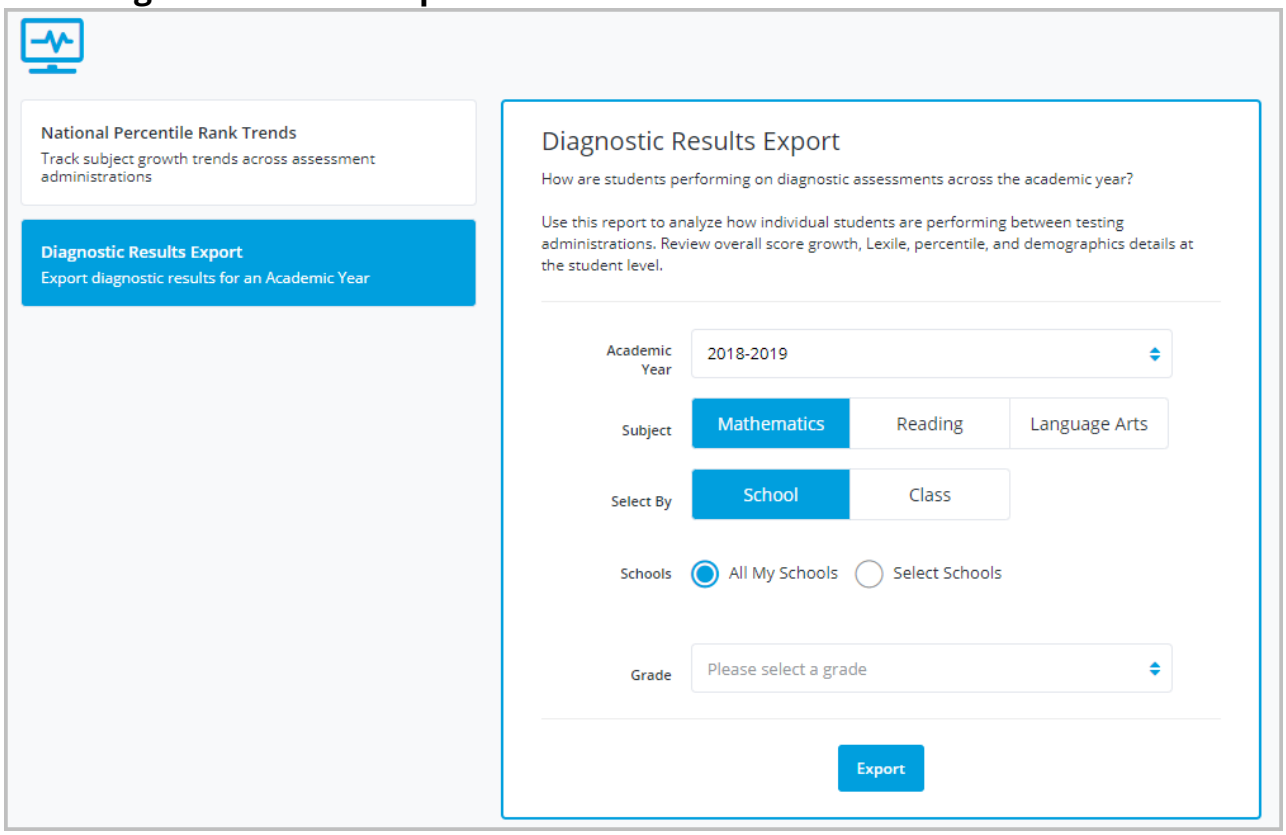
Export Diagnostic Results to Excel

This report allows you to monitor how students are perming 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**.



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

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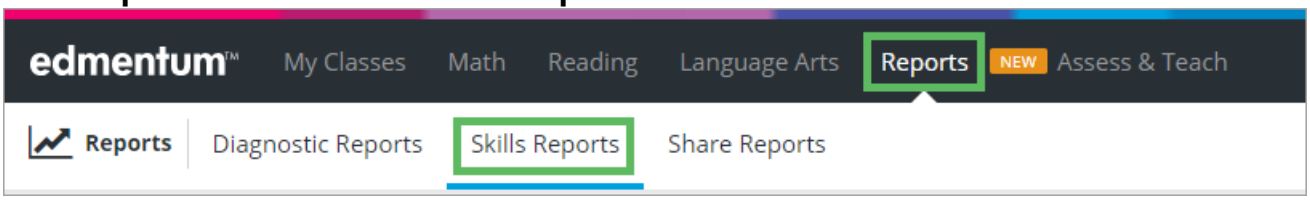
Access Skills Reports

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 then click **Skills Reports**.

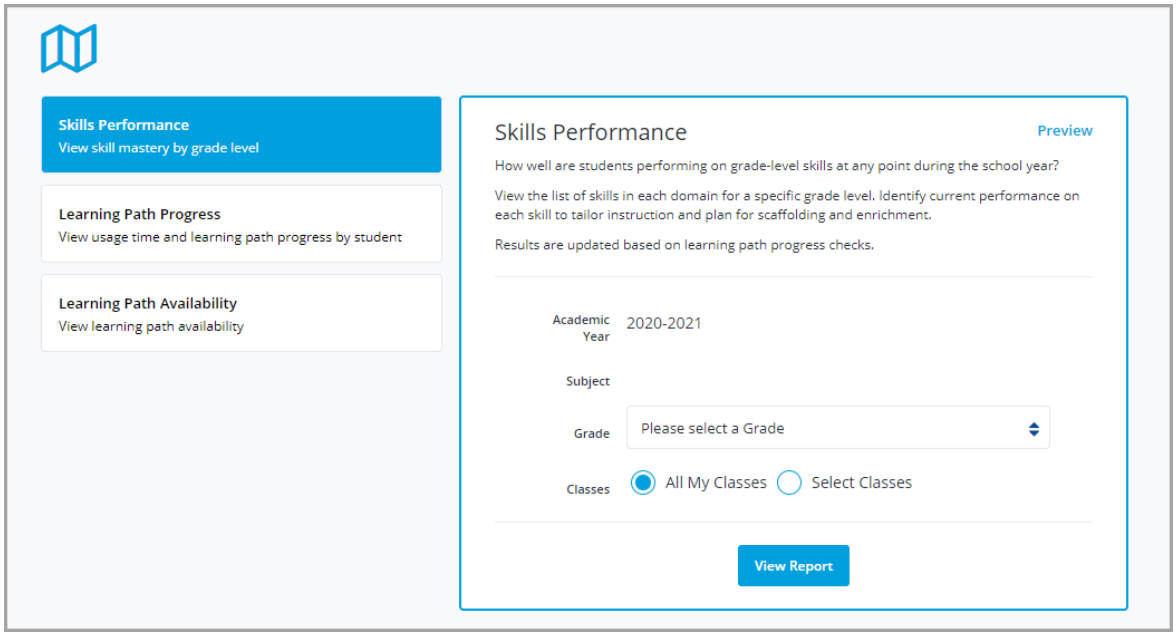


2. Select a report to view.

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. Then select to view all your classes, or select **Select Classes** and choose the class from the list.



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.

1. Select the report type, Summary or Detail. Choose the Academic Year, or select a specific date range. Choose a subject or all subjects. Finally, choose all classes or view one class.

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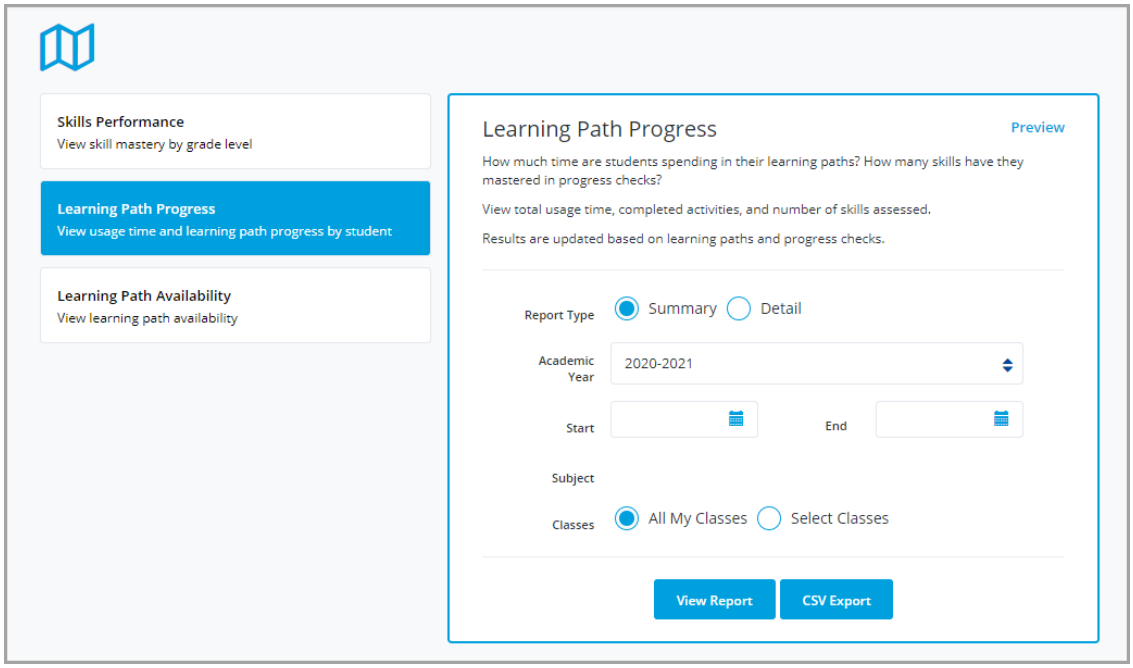
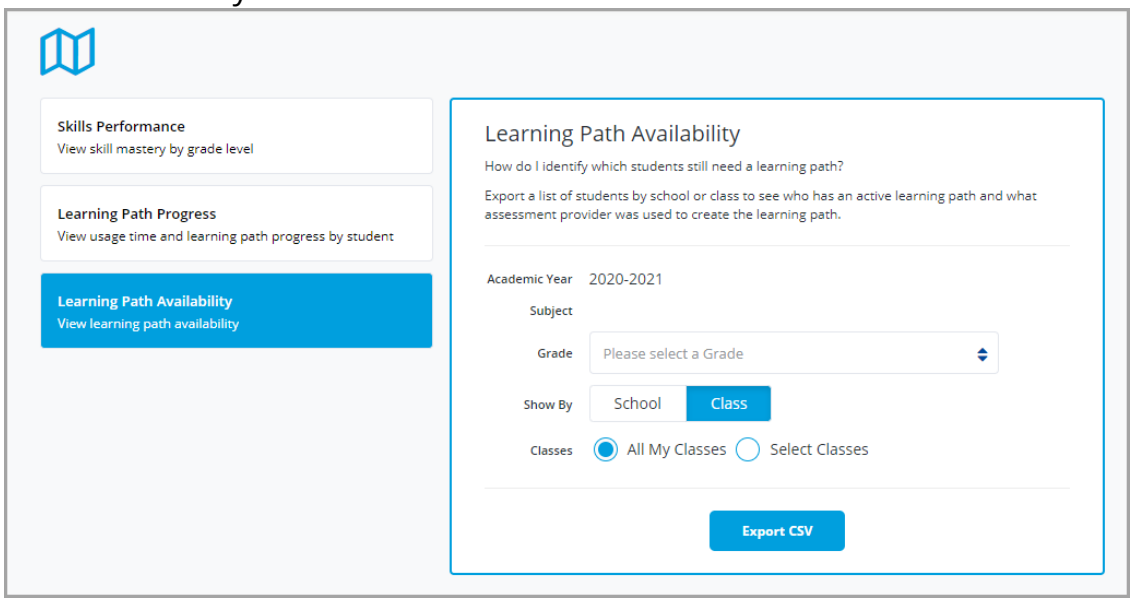


Learning Path Availability Report

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. It shows which learning path each student is on (LP1, LP2, LP3, etc) and if students have a learning path available.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	SIS ID	Subject	Learning P	Available	Assessment Pr	Grade	Locations	Classes
2	Brielle	Villere	5618	Mathematics	LP3	Yes	Edmentum	3rd	Frisco Elementary	Jones 3rd Math 2020
3	Tyler	Allen	9603	Mathematics	LP2	Yes	NWEA	7th	Legacy Middle	Fredrick Accelerated Math P1 20-21

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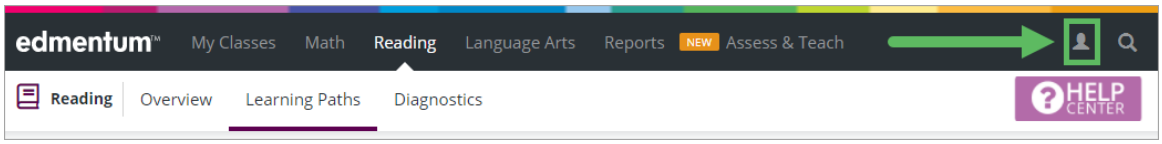
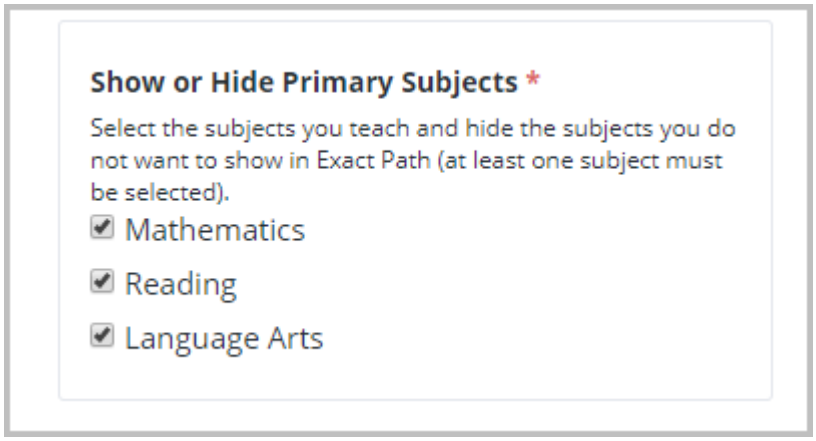
Hide Subjects

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.

Benchmarks

Customers in AZ, SC, VA, GA, KY, TN and IN who have access to Edmentum Benchmarks in Exact Path can find details in this Benchmark User Guide.

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