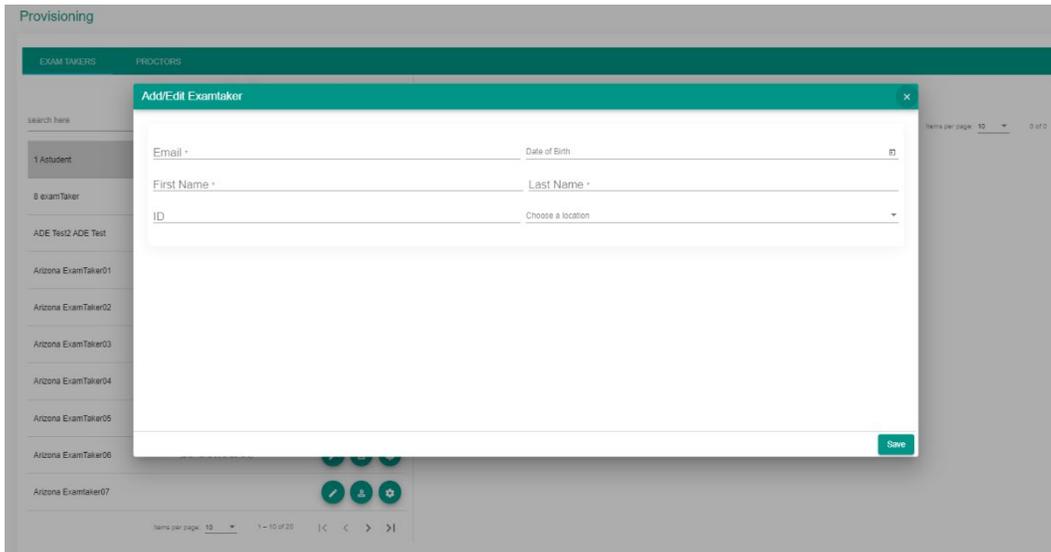


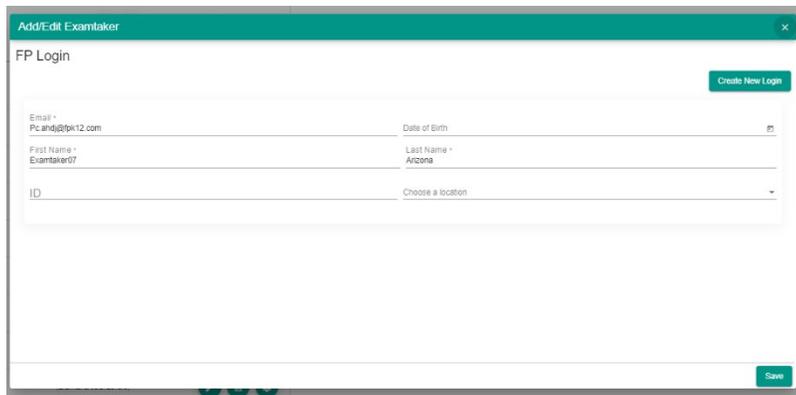
Creating Students (Exam Takers) for the ADE Achievement Tutoring Program

1. Create a student (Exam Taker) manually or by using the Bulk Upload process.
- For manual creation, click the “+Add New” button and complete this form:



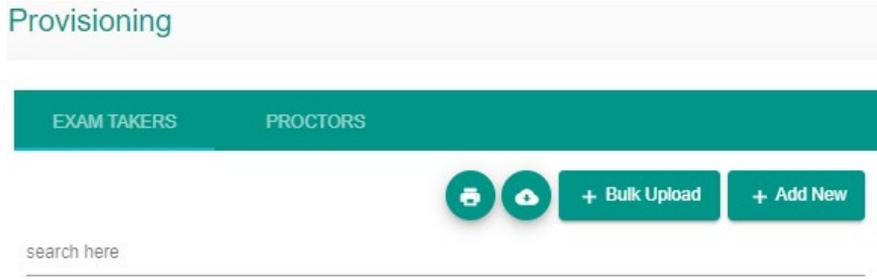
The screenshot shows the 'Add/Edit Examtaker' form in a web application. The form is titled 'Add/Edit Examtaker' and has a close button (X) in the top right corner. It contains several input fields: 'Email *', 'Date of Birth', 'First Name *', 'Last Name *', and 'ID'. There is also a dropdown menu labeled 'Choose a location'. A 'Save' button is located at the bottom right of the form. The background shows a list of exam takers with columns for '1 student', '8 examTaker', and 'Arizona ExamTaker01' through 'Arizona ExamTaker07'. There are also navigation controls like 'Items per page: 10' and '1 - 15 of 20'.

- DO NOT use a real student email address. Create a unique “fake” email address such as firstname.lastname@focalpointk12.com so the student will not receive an email from the system.
- Once created, click the edit button and be sure to click the “Create New Login” button. This will create the student’s user name.

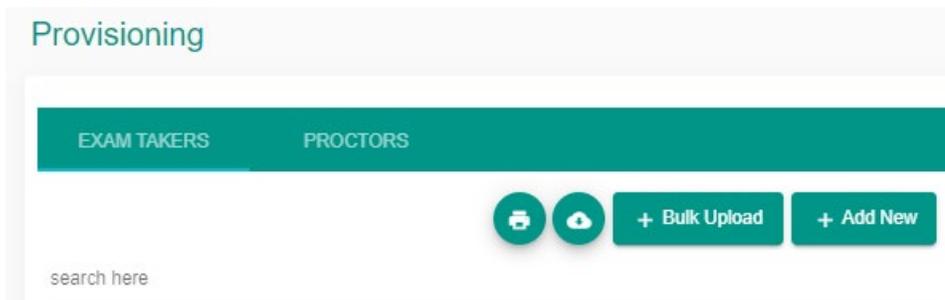


The screenshot shows the 'Add/Edit Examtaker' form with a 'Create New Login' button in the top right corner. The form is titled 'Add/Edit Examtaker' and has a close button (X) in the top right corner. It contains several input fields: 'FP Login', 'Email *', 'Date of Birth', 'First Name *', 'Last Name *', and 'ID'. There is also a dropdown menu labeled 'Choose a location'. A 'Save' button is located at the bottom right of the form. The background shows a list of exam takers with columns for '1 student', '8 examTaker', and 'Arizona ExamTaker01' through 'Arizona ExamTaker07'. There are also navigation controls like 'Items per page: 10' and '1 - 15 of 20'.

- To use Bulk Upload instead, download the Template and upload your completed template. Allow a few hours after you upload for the system to fully process your submission.



2. Once Students (Exam Takers) have been added, you can download the Exam Takers list to get a list of the User IDs for your students. You would do this by clicking the Printer Icon you see here.



3. The system will assign a default password to all students. This will enable you to easily provide them with access to FocalPoint. The default password for each student is @Abcd1234
 - Passwords can be changed or reset as needed. To reset, click the pencil icon beside the student's name to edit the student's information and then click the Reset Password button.

ADE Test2 ADE Test	(ade.test.ade.test2.3)			
Arizona ExamTaker01	(examtaker01.arizona.3)			
Arizona ExamTaker02	(examtaker02.arizona.3)			
Arizona ExamTaker03	(examtaker03.arizona.3)			
Arizona ExamTaker04	(examtaker04.arizona.3)			

