



This guide is meant to provide specific information to help school administrators with different processes within CERT.

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## WHAT IS CERT?

The College Equipped Readiness Tool (CERT) is an interim assessment tool based on ACT's College Readiness Standards. CERT was designed for administrators, teachers and students as a means to provide actionable data on the most important set of standards students will be assessed upon. Up to three times a year, students have the opportunity to take age-appropriate ACT-like assessments, receive instant feedback on their performance, and then be taken through a suite of remediation tools. Teachers benefit from CERT's detailed reports that help tailor classroom instruction and direct teachers in possible curricular gaps. For grades 6 through 8, students take Explore-like assessments, save the spring assessment for grade 8, which is a PreACT-like assessment. Grade 9 students will take PreACT-like assessments, while grades 10 through 12 take full length ACT-like assessments. Some of the features included in each CERT account include:

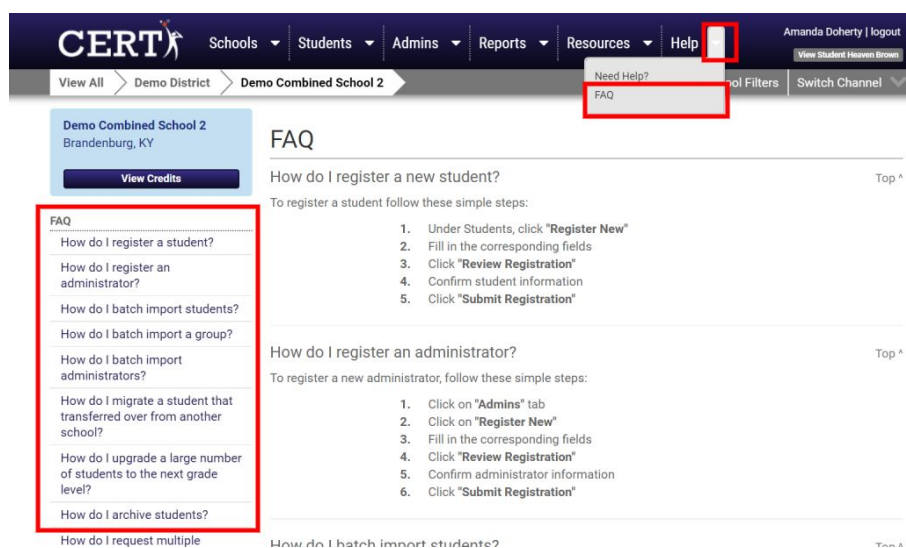
- Remedial Videos for each question on each assessment
- Remedial Lessons covering various pertinent skills addressed on each assessment that includes test strategy
- Small formative assessments (Quizzes) which allow additional interim testing throughout the year (additional purchase)
- Six distinct reports to allow teacher access to student mastery levels on the College Readiness Standards, cut scores, benchmark performance, remedial completion, and more
- Data of student mastery of Common Core State Standards
- Individual Course Reports detailing weaknesses and strengths
- Teacher created and vetted standards based lesson plans

## RESOURCES

If at any point you have a question or need help completing a certain function, there are several resources available to you, but the two main resources we encourage you to utilize are the FAQ's page and the chat feature.

### FAQ's Page

Our FAQ section is quite extensive and can be found in the "Help" dropdown box. Step-by-step procedures and screenshots are provided for every operation teachers or administrators need to perform within the program.



The screenshot shows the CERT system interface. At the top, there is a navigation bar with the CERT logo and several dropdown menus: Schools, Students, Admins, Reports, Resources, and Help. The Help dropdown menu is open, and the 'FAQ' option is highlighted. Below the navigation bar, there is a breadcrumb trail: View All > Demo District > Demo Combined School 2. The main content area is titled 'FAQ' and contains a list of frequently asked questions. The first question is 'How do I register a new student?' with a 'Top ^' link. Below the question, it says 'To register a student follow these simple steps:' followed by a numbered list of five steps: 1. Under Students, click "Register New", 2. Fill in the corresponding fields, 3. Click "Review Registration", 4. Confirm student information, 5. Click "Submit Registration". The second question is 'How do I register an administrator?' with a 'Top ^' link. Below the question, it says 'To register a new administrator, follow these simple steps:' followed by a numbered list of six steps: 1. Click on "Admins" tab, 2. Click on "Register New", 3. Fill in the corresponding fields, 4. Click "Review Registration", 5. Confirm administrator information, 6. Click "Submit Registration".

### Chat Feature

Our world class customer support can be accessed through our online chat feature. When you have a question, your quickest resource will be the instant chat. The chat feature can be found on the bottom right-hand side of the window and operates from 7:45am-5pm EST. The absolute quickest and best way to reach customer support is via the chat feature.



## PREVENTING TECHNICAL DIFFICULTIES

### System Requirements

The system requirements page details the specific requirements for devices to properly access the assessments and remediation. The school's administration team has likely shared this document with the IT personnel, but by checking the basic requirements, users can ensure a flawless assessment day.

The screenshot shows the CERT website interface. The top navigation bar includes 'CERT' logo, 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Resources' menu is open, showing options like 'Site Updates', 'Manage Site Updates', 'Review Test Content', 'Review Mini Quiz Content', 'Proctoring Manuals', 'Parent Information', 'System Requirements', 'Kentucky Information', 'Download Mini Quizzes', and 'DOWNLOAD TESTS'. The 'System Requirements' option is highlighted with a red box and the number '2'. The main content area displays 'CERT: System Requirements' and 'Supported Internet Browsers'. Under 'Supported Internet Browsers', there are sections for 'Windows OS Users', 'Mac OS Users', and 'Chrome OS Users'. The 'Windows OS Users' section lists 'Microsoft Internet Explorer version 10 or higher', 'Google Chrome', and 'Mozilla Firefox'. The 'Mac OS Users' section lists 'Apple Safari', 'Google Chrome', and 'Mozilla Firefox'. The 'Chrome OS Users' section lists 'Google Chrome'. A note states: 'Internet Browsers not mentioned above are NOT currently supported and may not meet all requirements of your program.' The 'Internet Browser Settings' section is also visible.

## Practice Assessment

On the homepage for CERT, we offer a short practice assessment. This practice assessment serves two purposes. First, it allows your servers to communicate with CERT servers to ensure a good connection. Any possible technical difficulties are likely to present themselves on this practice (no-stakes) assessment. Second, the practice assessment allows students to see and use all the features on our program. This is a short, 16-minute practice run which will ensure that any firewalls, settings, or WiFi requirements can be addressed before the day of testing, but also allow teachers to model valuable information for your students such as:

- Strikethrough feature
- Skip Button
- Timer
- Automatic Advance
- Flag Question
- Reveal and hide Answer Sheet

PASSAGE

**The Role of Fine Arts in Education**

Professor James Catterall has spent a significant portion of his career studying education, specifically the role that fine arts (such as music, painting, as well as drawing) can play in the development of a child's learning. He studied the correlation among academic achievement and the study of fine arts in thousands of young students over a period of several years.

1 A. No passage striktthrough

B. in addition to

C. and

D. ~~is not the intended position.~~

**CERT** | Username | logout

Practice Assessment - English | 4 Questions | 03:25 | QUESTION TIME 00:09

Unflag Question | Hide Answer Sheet | Show Directions

PASSAGE

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According to Professor James Catterall, students who studied fine arts had higher grades, better attendance records, and the best standardized test scores than those who did not. Perhaps most interestingly, fine arts students from economically disadvantaged backgrounds have \_\_\_\_\_ their standardized test scores.

2 F. NO CHANGE  
G. between  
H. around  
J. about

1 A B C D  
2 F G H J  
3 A B C D  
4 F G H J

## HOW TO LOGIN

Once your administrator has created an account for you, you will be sent a welcome email which includes your login credentials. Regardless of what level of access granted (admin, teacher, or student) you will all sign in to the same website: [www.certforschools.com](http://www.certforschools.com)

**CERT**  
College Equipped Readiness Tool

Username

Password

**Sign in**

Forgot Your Password?

Practice Assessment

Learn More | Video Overview | System Requirements | Privacy Policy | Contact Us

**Administrators** will have access to all students and have the ability to enable or disable specific settings in the CERT account.

**Teachers** will have access to the students they have been assigned to in “Groups.” These will likely be organized by class periods and perhaps by grade level if appropriate.

**Students** will have access to their assessments, remedial videos, Quizzes, and individual course reports. Their platform looks much different than the teacher or administrator platform which you can learn more about here.

## ADMIN ONLY FUNCTIONS

As an Admin, you have access to functions that teachers and students will not be able to access. These settings can be adjusted at any time and can be used to prep for an assessment day as well as to control access to assessments and remediation resources to ensure the CERT program is being utilized the way you would like it to be used at your school.

To prepare for assessment day, use the following features to ensure the settings are set to your desired specifications.

### Assessment Access

First, go to Assessment Access found on the left sidebar to ensure the proper grade levels have been enabled.

- Under the **Student** tab, select **Assessment Access** in the left column
- Before changing any settings, scroll down to view your current testing window to ensure the date of testing falls within the confines of these dates. If you need these windows adjusted at any time, please contact a CERT Support Team member via chat or email

When access is enabled, students will be able to login and take the active assessment exam.

**Testing Environment**

Testing  Online  Offline

Offline Assessments require printing of test materials.

**ATTENTION:**

If you have students currently testing online and you change this setting, these users WILL experience errors. We suggest only changing this setting after hours when you are certain no students are testing.

Online Group Testing - Time Enforcement

If the box above is checked, all students in the chosen group will receive full time for each of the four test sections during online testing. This means that individual students will not be permitted to move on to a subsequent test until the total allotted time for the current test has elapsed.

	Fall	Winter	Spring
<b>Starts:</b>	Jul 1 2018	Dec 1 2018	Mar 1 2019
<b>Ends:</b>	Nov 30 2018	Feb 15 2019	Jun 30 2019
Grade 6	✓	✓	✓
Grade 7	✓	✓	✓
Grade 8	✓	✓	✓
Grade 9	✓	✓	✓
Grade 10	✓	✓	✓
Grade 11	✓	✓	✓
Grade 12	✓	✓	--

Delete Custom Dates

**\*\*NOTE: Exam Room closes with each assessment window in order to refresh with remedial videos for the next assessment window. Two windows cannot be open at the same time, so ensure students have adequate time to both take the assessment and complete the Exam Room remedial videos within the boundaries of your assessment window. Contact a CERT Support Team member to request custom Assessment Windows to fit your needs.\*\***



- After checking the assessment windows, scroll back to the top of the page and select **Enabled** next to each grade level you would like to grant access to the assessment
- Choose whether your students will assess primarily online or offline for this assessment. If you plan to test online or have a mix of both, select **Online**. If you would like to test offline or once you're ready to upload student answers, select **Offline**
- Decide whether you would like to **Enforce Time Limits**. This is a school-wide function which will affect all students, including those with extended time. If selected, students will have to complete the entire assessment in the order seen in the ACT (English, Math, Reading, Science). Students will not be able to progress from one section to the next until the full timer runs out. To enable this feature which best simulates the ACT experience, make sure this box is selected. If you would rather students complete one section at a time without having to wait for the timer to run out, and to have a choice as to which section they use, leave it Deselected.
- Good practice would be to disable assessment access as soon as your testing sessions have been completed
- To save changes, select **Update Assessment Settings**

**CERT** Schools ▾ Students ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ Amanda Doherty | logout  
View Student Cody Oliver

View All > Demo District > Demo Kentucky Combined School

Clear School Filters | Switch Channel ▾

**ATTENTION:**  
If you have students currently testing online and you change this setting, these users WILL experience errors. We suggest only changing this setting after hours when you are certain no students are testing.

Online Group Testing - Time Enforcement  
If the box above is checked, all students in the chosen group will receive full time for each of the four test sections during online testing. This means that individual students will not be permitted to move on to a subsequent test until the total allotted time for the current test has elapsed.

**Confirmation on Exit**  
Display dialog:  Enabled  Disabled  
If enabled, a confirmation dialog will be displayed if the student try to leave a section before it is finished.

**STUDENTS**  
View All  
View Archived  
Register New  
Reset Courses  
Hand Grade  
Professional Development  
Assessment Access  
Remediation Access  
Mini Quiz Access

**GROUPS**  
View All  
Create New  
Delete All

Grade 7	✓	✓	✓
Grade 8	✓	✓	✓
Grade 9	✓	✓	✓
Grade 10	✓	✓	✓
Grade 11	✓	✓	✓
Grade 12	✓	✓	-

Delete Custom Dates

Assessments may ONLY be taken within the designated periods.

**Update Assessment Settings**

## Remediation Access

Immediately after completing the online assessment or after importing student answers, the remedial portion of the student accounts will become available. To ensure access is set to your specifications, follow the steps below:

- Under the **Students** tab, select **Remediation Access** in the left sidebar
- While you can enable or disable multiple remedial settings, the two settings you will want to adjust immediately are the **Study Hall** and **Exam Room** features. If you'd like students to have access immediately after the assessment, ensure these options are both **Enabled**. If you'd rather these features remain closed until all students have had a chance to complete the assessment, click **Disabled**
- Good practice is to leave Exam Room and Study Hall disabled until the assessments have been completed. This will ensure assessment data is valid and not compromised by your non-assessed students' seeing the assessment answers in Exam Room of another student
- Always ensure that changes are saved before leaving the page by selecting

The screenshot displays the 'Manage Remediation Access' interface for Demo Kentucky Combined School. The page is organized into several sections:

- Navigation:** A top navigation bar includes 'CERT' logo, 'Schools', 'Students', 'Admins', 'Reports', 'Resources', 'Help', and 'Logout'. Below it, a breadcrumb trail shows 'View All > Demo District > Demo Kentucky Combined School'.
- Left Sidebar:** Contains navigation options for 'STUDENTS', 'ASSESSMENT ACCESS' (with 'Remediation Access' highlighted), 'GROUPS', and 'BATCH OPERATIONS'.
- Main Content Area:**
  - School:** Demo Kentucky Combined School, Brandenburg, KY.
  - All Assessments:**
    - Study Hall: Enabled (highlighted with a red box)
    - Course Report: Enabled
    - Readiness Standards Report: Enabled
  - Spring Assessment:**
    - Exam Room: Enabled (highlighted with a red box)
  - Update Button:** 'Update Remediation Settings' (highlighted with a red box)
- Right Panel (Student Remediation):** Provides explanatory text for 'Study Hall', 'Course Report', 'Readiness Standards Report', and 'Exam Room' features, along with a 'PLEASE NOTE' section.

## Quiz Access

**\*\*NOTE: We are unable to share answer keys so quizzes can ONLY be taken online. This is to your benefit as there are multiple reports available for you to monitor student mastery as well as review videos for each question for your students.\*\***

- First, confirm that Quizzes have been purchased for your school. Quizzes are a great feature which can be purchased in addition to student credits but are not accessible by default
- Select **Quiz Access** in the left-column. Then select **Enable**. This will enable quizzes for all students school-wide
- Click **Update Quiz Access** to save changes

The screenshot displays the CERT system's Quiz Access configuration page for Demo Kentucky Combined School. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Students' menu is active. The left sidebar lists various management options, with 'Quiz Access' selected. The main content area features a green 'Quiz Access Updated' notification. Below this, three sections allow for enabling or disabling quiz access for different student groups: High School (All 9th to 12th students), Middle School (All 6th to 8th students), and Confirmation on Exit (Display dialog). Each section has an 'Enabled' button. A blue informational box on the right provides details about the feature's scope and the effect of disabling it. At the bottom, an 'Update Quiz Access' button is visible.

## Activities & Logins for Admin

At times, it may be helpful to monitor the amount of time your teachers have spent utilizing the program. The successful implementation of this program relies greatly on the involvement of the teachers using data to drive instruction. This information can provide insight into who may feel comfortable using the program and who may need some additional training or ideas on how to best utilize the data.

With this report you can monitor the following information:

- 1) The number of times each administrator has logged into CERT this year
- 2) The average amount of time spent with each login
- 3) The total time spent on CERT for the year
- 4) The most recent login

To monitor activities for teachers and administrators, follow the steps below:

- Select the drop-down arrow next to the **Reports** tab
- Under the **Admin Reports** heading, select **Activities & Logins**
- Navigate the sortable headings

The screenshot shows the CERT system interface. The 'Reports' tab is selected, and the 'Activities & Logins' report is displayed. The report table has the following data:

Logins	Average (Minutes)	Total (Hours)	Last Login
4	16.35	1.09	Mar 01, 2019
2	180.82	6.03	Feb 15, 2019
1	1.30	0.02	Mar 05, 2019

## Review Completion Report

To monitor the schoolwide progress in completing remediation features by group, you can follow the steps below. This report will include percentage of students per group who have completed the Exam Room for each section as well as the percentage of students who have not begun Exam Room remediation for each section.

The screenshot shows the CERT system interface. The 'Reports' menu is open, and the 'Review Completion' option is highlighted. The report displays a table of student groups and their completion percentages for various exams. A 'BFilter Data' panel on the right allows filtering by Exam (Fall) and Year (2018-19). The table shows the following data:

Teacher	Group	Qty.	Math	Science	Average
	2018-19	236			
	2018-19 Fall A...	10			
	9-12 All Studen...	178			
	ALL STUDENTS 20...	178			
	Winter-Jan 2018	181			
	9-12 All Studen...	178	0%	48%	0%
	ALL STUDENTS 20...	178	0%	48%	0%
	Winter-Jan 2018	181	0%	48%	0%

## Archive Students

To archive a student who no longer attends your school:

- Select the student you would like to archive under the **Students** tab
- Select the button labeled **Archive this Student**
- The student will be removed from your account and placed in our secure servers where the scores will be preserved for future use

The screenshot shows the CERT system interface. The 'Students' menu is open, and the 'Archive This Student' button is highlighted. The page displays the student's profile information, including their name, email, and state ID. The 'Archive This Student' button is located in the 'Student Details' section.

To archive an entire graduating class:

- In the **Students** tab, scroll down to **Batch Operations** and select **Archive Students**
- Select the grade level and the corresponding graduation year of the student group you would like to archive using the drop-down options
- Select **Review** to view a student list in order to confirm the grade level you selected is correct

**\*\*Use caution when batch archiving students. This is an irreversible operation.\*\***

The screenshot displays the CERT system interface. At the top, the navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Students' tab is active. Below the navigation bar, the breadcrumb trail shows 'View All > Demo District > Demo Kentucky Combined School'. The main content area is titled 'Archive Students'. A notice states: 'Archived students are removed from all the listings and no longer can log in and do assessments, but their data will still be displayed in the reports. If any student didn't start the tests of his/her current course, the credit will be refunded and student will be deleted from the system.' Below the notice, the form shows 'School: Demo Kentucky Combined School, Brandenburg, KY'. The 'Grade Level' dropdown is set to '12th Grade' and the 'Class of' dropdown is set to '2019'. In the left sidebar, under 'BATCH OPERATIONS', 'Archive Students' is highlighted. A 'Review' button is located at the bottom right of the form area.

## Access Assessment PDFs

As an administrator, you will have access to download PDF versions of the assessments. This will allow you to print the assessments if you plan to assess offline or if you have students who will need a paper copy on assessment day. It is important to note that *only* the assessments for the current testing window will be available to download.

To access PDFs of the assessments, follow the steps below:

- Select the drop-down arrow next to the **Resources** tab
- Under the **Download Tests** heading, select the grade-level you wish to download
- To download assessments with English instructions, choose from the options under the **Assessments in English** heading
- To download assessments with Spanish instructions, choose from the options under the **Assessments with Spanish Instructions** heading

The screenshot shows the CERT website interface. The 'Resources' menu is open, and the 'Assessments in English' section is highlighted. The 'Assessments with Spanish Instructions' section is also visible.

**1** Resources

**2** Grade 10 Assessments

**3** Assessments in English

**4** Assessments with Spanish Instructions

Download CERT Grade 10 Assessments

Assessments are intended to be given to students.

Grade 9 Assessments not currently available.

Grade 10 Assessments currently available.

Grade 11 Assessments

Grade 12 Assessments

English Reading Science Answer Sheet

Fall Assessment

Winter Assessment

Spring Assessment Complete Test

English Math Reading Science Answer Sheet

Fall Assessment This assessment is not currently available.

Winter Assessment This assessment is not currently available.

Spring Assessment Complete Test

## Reset Student Score on Assessment

**\*\*NOTE:** Resets can only be completed once per section per assessment per student. This reset cannot be overridden by a Support Staff, therefore a second reset cannot be completed for the same section for the same student even by a Support Staff. Please use this feature only when absolutely necessary.\*\*

- Select the student whose assessment you would like to reset in the **Students** tab

The screenshot shows the CERT website interface with the 'Students' tab selected. The 'Student Accounts' table is displayed, showing a list of students with columns for First Name, Last Name, Email, School, Course, Registered, and Last Login.

Students

Student Accounts

First Name	Last Name	Email	School	Course	Registered	Last Login
Body			Demo Kentucky Combine	Grade 9	Aug 19 2015	Aug 24 2017
Nason			Demo Kentucky Combine	Grade 9	Aug 19 2015	Oct 11 2017
Devon			Demo Kentucky Combine	Grade 9	Aug 19 2015	Dec 05 2018
Michael			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Anthony			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 14 2017
Lestie			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Paul			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 13 2017
Michelle			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Jasmine			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 16 2017
Arlana			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Lana			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Kelsey			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 14 2017
David			Demo Kentucky Combine	Grade 10	Aug 20 2015	Sep 21 2017
Heather			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 23 2017
Brady			Demo Kentucky Combine	Grade 10	Aug 20 2015	Aug 28 2017
Robert			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 12 2017

- Select the current grade tab for the student
- Select the **Fall**, **Winter**, or **Spring** assessment
- Choose which section you need to reset and click the **Reset** button in the right column



The screenshot shows the CERT system interface for user Cody Oliver. The user is logged in as 'Cody Oliver' and is viewing the 'Grade 9' profile. The 'Winter Assessment' section is active, showing a grid of assessment results for English, Math, Reading, and Science. The 'Reset' button in the Actions column for the English section is highlighted with a red box.

Section	Reviewed	Score	Feedback	Target	Started	Completed	Actions
English		--					Reset Cache
Math		--					Reset Cache
Reading		--					Reset Cache
Science		--					Reset Cache

- Confirm the function by selecting **Reset Section**

The screenshot shows the 'Reset Section' dialog box for Grade 9 - Winter Assessment - English. The dialog contains a 'PLEASE NOTE' section with the following text: 'IMPORTANT: any cached answers for that section will be deleted. This action is NOT reversible. Please use caution when resetting sections.' The 'Reset Section' button is highlighted with a red box.

**Reset Section**  
Grade 9 - Winter Assessment - English

**PLEASE NOTE:**  
IMPORTANT: any cached answers for that section will be deleted.  
This action is NOT reversible. Please use caution when resetting sections.

**Reset Section**

Section	Reviewed	Score	Feedback	Target	Started	Completed	Actions
English	22 / 28 / 0	71.43%	17	19	Mar 6, 2017 9:59 PM	Mar 6, 2017 9:59 PM	Reset Cache
Math	38 / 2 / 0	100.00%	36		Mar 6, 2017 10:44 PM	Mar 6, 2017 10:44 PM	Reset Cache
Reading	24 / 1 / 0	0.00%	35		Mar 7, 2017 12:14 AM	Mar 7, 2017 12:14 AM	Reset Cache



## RESOURCES

**\*\*NOTE: These features are available to both administrators and teachers\*\***

### Proctoring Manuals

CERT provides proctoring manuals for both online and offline facilitation.

- Select the drop-down arrow next to **Resources**
- Select **Proctoring Manuals**
- If assessing offline, select **Offline Proctoring Manual (Download)**
- If assessing online, select **Online Proctoring Manual**

The screenshot shows the CERT website interface. At the top, there is a navigation bar with the following tabs: Schools, Students, Admins, Reports, Resources, and Help. The Resources tab is highlighted with a red box. Below the navigation bar, there is a sidebar on the left with a 'View Credits' button. The main content area is titled 'Online Proctoring Manual'. Below this title, there are two buttons: 'Offline CERT Proctoring Manual' and 'Online CERT Proctoring Manual', both highlighted with red boxes. A dropdown menu is open from the Resources tab, showing options like Site Updates, Manage Site Updates, Review Test Content, Review Mini Quiz Content, Proctoring Manuals (highlighted with a red box), Parent Information, System Requirements, Kentucky Information, Download Mini Quizzes, and DOWNLOAD TESTS. The DOWNLOAD TESTS section includes Grade 6 through Grade 12 Assessments.

### Parent Information Letter

A great resource for you to help explain what CERT is to parents and how it is being used at your school is the Parent Information Letter. This document can be downloaded as a Microsoft Word document which you can then revise, print, and distribute to the parents of your students. To find this letter, follow the steps below:

- Select the drop-down arrow next to the **Resources** tab
- Click **Parent Information**
- The document will automatically download and will be available for you to revise and distribute

The screenshot shows the CERT system interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Resources' dropdown menu is open, showing options like 'Site Updates', 'Manage Site Updates', 'Review Test Content', 'Review Mini Quiz Content', 'Proctoring Manuals', and 'Parent Information' (which is highlighted with a red box). Below the menu, the 'Student Accounts' page is visible, featuring a table with columns for First Name, Last Name, Email, Course, Registered, and Last Login. The table lists several students, including Cody, Mason, Devon, Michael, Anthony, Leslie, Paul, Michelle, Jasmine, Arianna, Lana, Kelsey, David, and Heather, along with their respective courses and registration dates.

**\*\*Note: If your school sends home the Course Report to parents detailing their child's progress in reaching the College Readiness goals, the Parent Information Letter is a great resource to include\*\***

## Account Credentials for Teachers & Students

If at any time a teacher or student loses or forgets a password, you can access the login credentials using one of the following reports. While teachers can view the Student Credentials report, only administrators can view the Administrator Credentials Report.

- Select the drop-down arrow next to the **Reports** tab
- To view Admin credentials, select **Account Credentials** under the heading **Admin Reports**
- To view Student credentials, select **Account Credentials** under the heading **Student Reports**

The screenshot shows the CERT system interface. At the top, there is a navigation bar with 'CERT' logo and menu items: Schools, Students, Admins, Reports, Resources, Help, and Logout. Below the navigation bar, there is a breadcrumb trail: View All > Demo District > Demo Kentucky Combined School. The main content area is titled 'Student' and shows a table of student records with columns for Student ID, Login, and Password. A dropdown menu is open under the 'Reports' menu item, listing various report categories: Transactions, Order History, Invoices, Course Report Requests, Readiness Standards Report Requests, ADMIN REPORTS (with 'Account Credentials' highlighted in red), STUDENT REPORTS (with 'Account Credentials' highlighted in red), and STUDENT ASSESSMENTS (with 'Grade 6 Students' through 'Grade 12 Students' listed). The sidebar on the left contains sections for 'STUDENTS' (View All, View Archived, Register New, Reset Courses, Hand Grade, Professional Development, Assessment Access, Remediation Access, Mini Quiz Access) and 'GROUPS' (View All, Create New).

## ONBOARDING TASKS (RETURNING SCHOOLS)

**\*\*NOTE: If your school has never used CERT before, please skip down to page 26\*\***

### Clever

Clever gives students and teachers a single login for all of their online learning programs and resources, personalized for each user's needs. If your school has opted to use and has enabled the free single sign-on program, the following processes will automatically take place the first time your students, teachers and admins sign into their CERT account:

- Students will be promoted to proper grade level
- Teacher groups will be created based on rostering information found in your Student Information System (SIS)
- Teacher and admin accounts created within CERT for new users

If you are interested in learning more about this free program, please visit the [Clever website](#).

Before uploading new students into the account, best practice is to clean up your current data in the account. By removing the students who no longer attend your school, moving the previous year's students to their new grade-level, and deleting the previous year's groups, you will ensure everyone is where they are supposed to be in CERT.

### 1. Batch Archive Students (If Applicable)

If you have a grade-level who has graduated or moved on to high school, you can archive the entire graduating class in a single batch operation. Archived students are removed from your Student page, but their data will still be displayed in the reports for your records:



If there are individual students you know have transferred to another school or are no longer attending your school, you can archive these students individually by accessing their account information as seen below:

- Under the **Students** tab, select the student from the student list
- Under the **Profile** tab, select **Archive This Student**
- Confirm the action by selecting **Archive Student** when the dialogue box pops up

The screenshot shows the CERT Student Accounts interface. The top navigation bar includes the CERT logo and menu items: Schools, Students, Admins, Reports, Resources, Help, and Logout. Below this, a breadcrumb trail shows 'View All > Demo District > Demo Kentucky Combined School'. The main content area is titled 'Student Accounts' and shows the profile for 'Mason Age'. The 'Profile' tab is selected and highlighted with a red box. The 'Student Details' section contains several buttons: 'Login as Mason', 'Resend Welcome Email', 'Move to a Higher Grade', 'Rollback Student', and 'Archive This Student'. The 'Archive This Student' button is highlighted with a red box. The 'General Information' section shows fields for First Name (Mason), Last Name, Email (mason. [redacted]), State ID, and Password (477berry).

### 3. Batch Upgrade by File/Fi

To promote entire grade-levels to the next grade level, you can choose one of two options.

#### Batch Upgrade by File

The first option is to upgrade students by uploading an AD HOC created by your student information system (SIS). With this option, all students whose unique logins are included in the AD HOC will be automatically moved to the next grade-level. To complete this function, follow the steps below:

- Under the **Students** tab, scroll down to find the **Batch Operations** heading in the left-column
- Select **Batch Upgrade by File**
- Follow the guide shown in the screenshot below (step 3) to create the AD HOC
- Upload the file to CERT by selecting **Choose File**
- Follow the promptings of the file upload

## Batch Upgrade by Filter

The second option to upgrade students to their current grade level is to Batch Upgrade by Filter. This will not require you to create an AD HOC, but it will require you to complete the function for each grade-level. To complete this function, follow the steps below:

- Under the **Students** tab, scroll down to the **Batch Operations** heading
- Select **Batch Upgrade by Filter**
- Use the filters to select the correct grade level and graduating year
- Click **Filter**
- After reviewing the list to ensure the students are correct, click **Review**
- Confirm changes when the dialogue box pops on the screen

**\*\*IMPORTANT:** The Batch Upgrade by *Filter* will promote **ALL** students to the next grade level. It's important that retained students are noted and "rolled back" to the proper grade level in order to stay in the grade level corresponding to their grade level in your Student Data Management System. The Batch Upgrade by *File* will only promote students in the file. Retained students will remain in their current year's grade level, but that data will need to be

reset to give them the opportunity to assess again. To ensure the most accurate student list, **Batch Upgrade by File** is recommended.

## 4. Batch Import Students

Once all current students have been placed in the correct grade levels, you are ready to upload the new students to your account. Usually this will be the lowest grade level you serve at your school. To import these students in a single action, follow the steps below:

- Under the **Students** tab, scroll down to the Batch Operations heading
- Select **Batch Import**
- Use the links in the blue box titled **File Selection** to read helpful tips and view samples of an ADHOC so you can create a file to upload using your Student Data Management System
- Once the file has been created, select Choose File to upload

The screenshot displays the CERT system interface for the 'Import Students' page. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Students' tab is active. The page title is 'Import Students' for 'Demo Kentucky Combined School'. The 'Upload File' section features a 'Choose File' button and a note: 'Please upload an .xls, .xlsx, or .csv file.' A red box with the number '4' highlights this section. On the left, the 'BATCH OPERATIONS' menu is expanded, with 'Batch Import' highlighted by a red box and the number '2'. On the right, a 'File Selection' pop-up box provides instructions: 'Using the "Browse" button, select the file on your computer with the student data. Note: Your file MUST have column headers.' It includes two links: 'Click here for instructions on creating the import file' and 'Click here for instructions on importing from Infinite Campus'. A red box with the number '3' highlights this pop-up box.

- Make sure "Uploaded Field" and "Import Field" are automatically matched. If not, make adjustments by clicking the Optional Student Fields and dragging them to the corresponding column headings
- Click **Confirm Data Mapping**
- Fill in corresponding field for **Password**
- Click on **Review Import**
- Click on **Complete Import**



**CERT** Schools Students Admins Reports Resources Help | logout

Clear School Filters Switch Channel

### Import Students

Upload File Step Completed

56 Rows  
6 Available Columns

**STUDENTS**

- View All
- Register New
- Add/Transfer Credits
- Batch Import
- Batch Upgrade by File
- Batch Upgrade by Filter
- Score Import
- GradeCam Import
- Archive Students
- Assessment Access
- Remediation Access

**STUDENT GROUPS**

- View All
- Create New
- Batch Group Creation

**RESOURCES**

- View All Updates
- Manage Updates

**Map Import Fields** Auto Detect Mapping Reset Mapping Settings

**Data Mapping**

The columns and the values from your import are shown below. Columns in green have automatically been matched for you. Drag the fields from the list to the left and drop them on the corresponding column from your uploaded file.

Uploaded Field	Sample Value	Import Field
<input checked="" type="checkbox"/> Last Name		<input type="checkbox"/> Last Name
<input checked="" type="checkbox"/> First Name	Samantha	<input type="checkbox"/> First Name
<input checked="" type="checkbox"/> Email		<input type="checkbox"/> Email
<input checked="" type="checkbox"/> State ID		<input type="checkbox"/> State ID
<input type="checkbox"/> Password (optional)	Gold1	<input type="checkbox"/> Password
<input checked="" type="checkbox"/> Grade Level	7	<input type="checkbox"/> Grade Level

**Optional Student Fields**

- Password
- Birthdate
- Gender
- Ethnicity
- GAP Filters**
- Disability
- English Language Learner

**Confirm Data Mapping**

**\*\*NOTE: After confirming data mapping, it's likely that a list of errors appear due mainly to students already being a current user in another CERT school. . This means they have transferred to your school from another CERT school by using the migration feature. It's VERY important to note these error messages as you will need them to migrate the students into your account. See below for steps to migrate students.\*\***

## 5. Migrate Students from Other Schools

To migrate a student who transferred from another CERT school, follow these simple steps:

- Click **Register New**
- Click on the blue **Search** box
- Fill in the corresponding fields
- Click **Search**
- Double-check that you have chosen the correct student and fill in any missing or incorrect information for the account
- Click **Review**
- Click **Submit**



The screenshot shows the CERT system interface. At the top, there is a navigation bar with 'CERT' logo and menu items: Schools, Students (highlighted with a red box), Admins, Reports, Resources, and Help. Below this is a breadcrumb trail: View All > Demo District > Demo Kentucky Combined School. The main heading is 'New Student Registration'. On the left, there is a 'View Credits' button. Below that is a 'STUDENTS' section with a list of options: View All, View Archived, Register New (highlighted with a red box and a red '1'), and Reset Courses. Further down are links for Hand Grade, Professional Development, Assessment Access, and Remediation Access. The main form area is titled 'Student Information' and includes a 'Search' button (highlighted with a red box and a red '2'). The form fields are: School (Demo Kentucky Combined School, Brandenburg, KY), Group (dropdown menu), Name (First and Last input fields), and Email (input field with a note: 'This field will be used for student logins').

**\*\*NOTE: If an error message occurs stating that the student cannot be moved to the appropriate grade, please contact one of our CERT support staff by email or the chat feature\*\***

## 6. Change Passwords for All (Optional)

Students and Admin can change their passwords at any time. For ease of getting everyone into the system at the beginning of the year as many have likely forgotten the previous year's password, you can create a shared password for all students and/or admin so they can log in and adjust their password accordingly. To change all passwords for your students and/or admins, follow the steps below:

- Under the **Students** tab, scroll down to the **Batch Operations** heading
- Click **Change Password**
- Select if you'd like to change the password for all **Admins/Teachers** or all **Students**
- Type in your shared password of choice
- Click **Review Changes** and confirm changes

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ Logout

View All > Demo District > Demo Kentucky Combined School Clear School Filters Switch Channel ▾

Demo Kentucky Combined School  
Brandenburg, KY  
[View Credits](#)

View All  
Create New  
Delete All

**BATCH OPERATIONS**

Sync With Clever  
Batch Import  
Batch Upgrade by File  
Batch Upgrade by Filter  
Batch Group Creation  
Score Import  
Answer Import  
Archive Students  
Move Students  
**Change Password** **2**

### Change Password

\* Users   **3**

\* Password  **4**  
define a new password for ALL users selected

**Review Changes** **5**

## 7. Batch Upload Groups

Before uploading new groups to the system, you'll want to check to see that all the previous year's groups have been deleted. To do this, follow the steps below:

- Under the **Students** tab, scroll down to the Groups heading in the left column
- Select **View All** to see if there are currently any groups that need to be deleted
- If so, select **Delete All** and confirm the changes

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ Logout

View All > Demo District > Demo Kentucky Combined School Clear School Filters Switch Channel ▾

Demo Kentucky Combined School  
Brandenburg, KY  
[View Credits](#)

Professional Development  
Assessment Access  
Remediation Access  
Mini Quiz Access

**GROUPS**

**View All** **2**  
Create New  
**Delete All** **3**

**BATCH OPERATIONS**

Sync With Clever  
Batch Import  
Batch Upgrade by File  
Batch Upgrade by Filter

### Student Groups

[Export to Excel](#)

Name	Extra Id.	Schools	Students	Admins	Qty
JVes_AT Roster_CERT		Demo Kentucky Combined Scho	26		1
DReed_AT Roster_CERT	AT	Demo Kentucky Combined Scho	5		1
DReed_1st Period_English II	1st	Demo Kentucky Combined Scho	18		2
DReed_2nd Period_English II	2nd	Demo Kentucky Combined Scho	18		2
DReed_3rd Period_English II	3rd	Demo Kentucky Combined Scho	24		2
king_1stperiod_geometry		Demo Kentucky Combined Scho	31		1
King_AT Roster_CERT		Demo Kentucky Combined Scho	29		1
ABishop_ATRoster_CERT	AT	Demo Kentucky Combined Scho	31		1
king_5thperiod_geometry		Demo Kentucky Combined Scho	29		1
king_6thperiod_algebra1		Demo Kentucky Combined Scho	19		1
king_3rdperiod_algebra1		Demo Kentucky Combined Scho	28		1
king_2ndperiod_algebra1		Demo Kentucky Combined Scho	23		1
LDuffield_AT Roster_CERT		Demo Kentucky Combined Scho	18		1
DReed_4th Period_English II	4th	Demo Kentucky Combined Scho	31		1
DReed_5th Period_English II	5th	Demo Kentucky Combined Scho	31		1
Ellis_2nd Period_English	2nd	Demo Kentucky Combined Scho	4		1

Once last year's groups have been deleted, you can upload your new groups by following the steps below:

- Under "Student Groups," click on **Batch Group Creation**
- In the blue box on the right titled **File Selection**, read instructions and view helpful links to create the necessary file
- Click **Choose File** to upload file with student group information

- Make sure "Uploaded Field" and "Import Field" are properly mapped (matched)
- Click on **Confirm Data Mapping**
- Click on **Review Import**
- Click on **Complete Import**

The screenshot shows the CERT system interface for Batch Group Creation. The top navigation bar includes the CERT logo, menu items for Schools, Students, Admins, Reports, Resources, and Help, and a user profile for Amanda Doherty. The breadcrumb trail shows View All > Demo District > Demo High School. The main content area is titled "Batch Group Creation" and features an "Upload File" section with a "Choose File" button and "No file chosen" text, both highlighted with a red box and the number 3. Below this is a "File Selection" modal window with instructions and a note that the file must have column headers, with a red box and the number 2 pointing to the instructions. The left sidebar contains a "View Credits" button and two sections: "GROUPS" with options like View All, Create New, and Delete All; and "BATCH OPERATIONS" with options like Batch Import, Batch Upgrade by File, Batch Upgrade by Filter, Batch Group Creation (highlighted with a red box), Score Import, Answer Import, Archive Students, Move Students, and Change Password.

## ONBOARDING TASKS (NEW SCHOOLS)

**\*\*NOTE: If you are a returning school, please go back to page 18\*\***

### Clever Schools

If your school is using the single sign-on program, Clever, most all on-boarding processes of adding students, create teacher groups (classes), as well as registering teachers and admins will be completed automatically. Please reach out to a CERT expert if you have specific questions regarding using CERT with Clever.

### 1. Batch Import Students

To import all students in a single action, follow the steps below:

- Under the **Students** tab, scroll down to the **Batch Operations** heading
- Select **Batch Import**
- Use the links in the blue box titled **File Selection** to read helpful tips and view samples of an ADHOC so you can create a file to upload using your Student Management System
- Once the file has been created, select **Choose File to upload**

The screenshot displays the CERT system interface for a school named 'Demo Kentucky Combined School'. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Students' tab is active. Below the navigation bar, there are links for 'View All', 'Demo District', and 'Demo Kentucky Combined School'. The main content area is titled 'Import Students' and features an 'Upload File' section with a 'Choose File' button and a 'File Selection' pop-up box. The 'File Selection' box contains instructions: 'Using the "Browse" button, select the file on your computer with the student data. Note: Your file MUST have column headers'. There are three red boxes with numbers: '2' highlights 'Batch Import' in the sidebar, '3' highlights the 'File Selection' box, and '4' highlights the 'Choose File' button.

- Make sure "Uploaded Field" and "Import Field" are automatically matched. If not, make adjustments by clicking the Optional Student Fields and dragging them to the corresponding column headings
- Click **Confirm Data Mapping**
- Fill in corresponding field for **Password**
- Click on **Review Import**
- Click on **Complete Import**

**Import Students**

Upload File Step Completed

56 Rows  
6 Available Columns

**Map Import Fields** Auto Detect Mapping Reset Mapping Settings

**Data Mapping**

The columns and the values from your import are shown below. Columns in green have automatically been matched for you. Drag the fields from the list to the left and drop them on the corresponding column from your uploaded file.

Uploaded Field	Sample Value	Import Field
Last Name	Adams	Last Name
First Name	Samantha	First Name
Email	Samantha	Email
State ID	1962349892	State ID
Password (optional)	Gold1	
Grade Level	7	Grade Level

Optional Student Fields: Password, Birthdate, Gender, Ethnicity, GAP Filters, Disability, English Language Learner

**Confirm Data Mapping**

**\*\*NOTE:** You could very possibly receive a number of error messages letting you know that a student (or students) are already registered. This means they have transferred to your school from another CERT school. Note these error messages as you will need them to continue with the next step\*\*

## 2. Migrate Students from Other Schools

To migrate a student who transferred from another CERT school, follow these simple steps:

- Click **Register New**
- Click on the blue **Search** box
- Fill in the corresponding fields
- Click **Search**
- Double-check that you have chosen the correct student and fill in any missing or incorrect information for the account
- Click **Review**
- Click **Submit**

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾

View All > Demo District > Demo Kentucky Combined School

## New Student Registration

**Student Information** 2 **Search**

School: Demo Kentucky Combined School  
Brandenburg, KY

Group: -- Select --

Select a group to automatically add this student.  
Group memberships may also be managed later.

\* Name:

\* Email:

**This field will be used for student logins**

**1** **Register New**

**2** **Search**

**\*\*NOTE: If an error message occurs stating that the student cannot be moved to the appropriate grade, please contact one of our CERT support staff by email or the chat feature\*\***

### 3. Batch Upload Groups

Before uploading new groups to the system, you'll want to check to see that all the previous year's groups have been deleted. To do this, follow the steps below:

- Under the Students tab, scroll down to the Groups heading in the left column
- Select View All to see if there are currently any groups that need to be deleted
- If so, select Delete All and confirm the changes

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ logout

View All > Demo District > Demo Kentucky Combined School Clear School Filters | Switch Channel ▾

## Student Groups

Export to Excel

Name	Extra Id.	Schools	Students	Admins	Qty
Jives_AT Roster_CERT		Demo Kentucky Combined Schoo	26		1
DReed_AT Roster_CERT	AT	Demo Kentucky Combined Schoo	5		1
DReed_1st Period_English II	1st	Demo Kentucky Combined Schoo	18		2
DReed_2nd Period_English II	2nd	Demo Kentucky Combined Schoo	18		2
DReed_3rd Period_English II	3rd	Demo Kentucky Combined Schoo	24		2
king_1stperiod_geometry		Demo Kentucky Combined Schoo	31		1
King_AT Roster_CERT		Demo Kentucky Combined Schoo	29		1
ABishop_ATRoster_CERT	AT	Demo Kentucky Combined Schoo	31		1
king_5thperiod_geometry		Demo Kentucky Combined Schoo	29		1
king_6thperiod_algebra1		Demo Kentucky Combined Schoo	19		1
king_3rdperiod_algebra1		Demo Kentucky Combined Schoo	28		1
king_2ndperiod_algebra1		Demo Kentucky Combined Schoo	23		1
LDuffield_AT Roster_CERT		Demo Kentucky Combined Schoo	18		1
DReed_4th Period_English II	4th	Demo Kentucky Combined Schoo	31		1
DReed_5th Period_English II	5th	Demo Kentucky Combined Schoo	31		1
Ellis_2nd Period_English	2nd	Demo Kentucky Combined Schoo	4		1

**2** **View All**

**3** **Delete All**

Once last year's groups have been deleted, you can upload your new groups by following the steps below:

- Under "Student Groups," click on **Batch Group Creation**
- In the blue box on the right titled **File Selection**, read instructions and view helpful links to create the necessary file
- Click **Choose File** to upload file with student group information
- Make sure "Uploaded Field" and "Import Field" are properly mapped (matched)
- Click on **Confirm Data Mapping**
- Click on **Review Import**
- Click on **Complete Import**

The screenshot displays the CERT system interface for Batch Group Creation. The top navigation bar includes 'CERT' and various menu items like 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The user is logged in as 'Amanda Doherty'. The main content area is titled 'Batch Group Creation' and features an 'Upload File' section with a 'Choose File' button and a 'No file chosen' message. A red box with the number '3' highlights the 'Choose File' button. To the right, a 'File Selection' modal is open, providing instructions and links for creating the import file. A red box with the number '2' highlights a link in the modal that says 'Click here for instructions on importing from Infinite Campus.' The left sidebar shows a navigation menu with 'Batch Group Creation' highlighted.

## 4. Batch Upload Admin

\*\*\*NOTE: You only need to complete this step if you decided not to do step 4\*\*\*

- Click the Admins tab
- Select Batch Import
- Read the guide and view the samples provided in the blue box titled File Selection to create an ADHOC from your Student Management System
- Upload the file to CERT by selecting **Choose File** and following the prompts to upload

The screenshot displays the CERT Admin interface. At the top, the navigation bar includes 'CERT' logo, 'Schools', 'Students', 'Admins' (highlighted), 'Reports', 'Resources', and 'Help'. Below this, a breadcrumb trail shows 'View All > Demo District > Demo Kentucky Combined School'. The main header reads 'Import Admins / Teachers'. On the left sidebar, under 'ADMINIS', there are links for 'View All', 'Register New', and 'Edit Your Profile'. Under 'BATCH OPERATIONS', 'Batch Import' is highlighted with a red box. The central area features an 'Upload File' section with a 'Choose File' button (highlighted with a red box) and the text 'No file chosen' and 'Please upload an .xls, .xlsx, or .csv file.'. To the right, a 'File Selection' help box (highlighted with a red box) provides instructions: 'Using the "Browse" button, select the file on your computer with the admin data. Note: Your file MUST have column headers. Click here for helpful hints / instructions.'



## ADJUST INDIVIDUAL STUDENT ACCOUNTS

### Change Grade Level

Students are permitted to advance one grade level per year. If a student needs to be rolled back to a previous grade level and there is data in that grade level, you must use the **Reset** option to clear out old data to allow for the student to assess again.

**\*\*NOTE: If buttons seen below are not enabled or if the grade level you need is not an option, contact a CERT Support Staff member to manually override the grade level for you. Moving a student to a new grade will cost one credit if the account has been used in any capacity.\*\***

- Select the **Student** tab to see your current list of students
- Select the student you would like to move to a different grade
- To roll the student back one grade level, select **Rollback Student**
- To move the student one grade higher, select **Move to a Higher Grade**

The screenshot shows the CERT Student Accounts interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Students' menu is highlighted. Below the navigation, the page title is 'Student Accounts' and the student's name 'Devon Akers' is displayed. The 'Move to a Higher Grade' button is highlighted in a red box, along with the 'Rollback Student' button below it. Other buttons visible include 'Login as Devon', 'Resend Welcome Email', and 'Archive This Student'.

- After completing the grade-level change, click the tab of the correct grade level to see if any of the assessments have been taken previously, either because the student attended another school or is repeating a grade level
- If you would like to erase previously-taken sections, select **Reset** next to the chosen sections in each of the testing windows

The screenshot shows the 'CERT' interface for a 'Grade 9' student. The 'Winter Assessment' section is active, with a table of results for English, Math, Reading, and Science. Each row has 'Reset' and 'Cache' buttons. The 'Reports' sidebar on the right includes 'Readiness Standards', 'Skill Breakdown', and 'Grade Comparison'.

Section	✓	✗	Reviewed	Score	Feedback	Target	Started	Completed	Actions
English	8	42	0	73.81%	9	10	Mar 6, 2017 10:33 PM	Mar 6, 2017 10:33 PM	Reset, Cache
Math	3	37	0	59.46%	9		Mar 6, 2017 11:22 PM	Mar 6, 2017 11:22 PM	Reset, Cache
Reading	9	16	0	87.50%	14		Mar 6, 2017 11:47 PM	Mar 6, 2017 11:47 PM	Reset, Cache
Science	29	1	0	100.00%	35		Mar 7, 2017 12:45 AM	Mar 7, 2017 12:45 AM	Reset, Cache

## Provide Extended Time on Assessments

- Select the student’s name from the student list under the **Students** tab
- Scroll down to the bottom of the page
- Use the drop-down box next to **Extended Time** to select **1.5x** or **2x**
- Save changes by selecting **Update Student**

The screenshot shows the 'Student Accounts' page. A table lists student information including First Name, Last Name, Email, School, Course, Registered, and Last Login. The student 'Mason' is highlighted with a red box.

First Name	Last Name	Email	School	Course	Registered	Last Login
Cody			Demo Kentucky Combined	Grade 9	Aug 19 2015	Aug 24 2017
Mason			Demo Kentucky Combined	Grade 9	Aug 19 2015	Oct 11 2017
Devon			Demo Kentucky Combined	Grade 9	Aug 19 2015	Dec 05 2018
Michael			Demo Kentucky Combined	Grade 10	Aug 20 2015	Never
Anthony			Demo Kentucky Combined	Grade 10	Aug 20 2015	Apr 14 2017
Leslie			Demo Kentucky Combined	Grade 10	Aug 20 2015	Never
Paul			Demo Kentucky Combined	Grade 10	Aug 20 2015	Apr 13 2017
Michelle			Demo Kentucky Combined	Grade 10	Aug 20 2015	Never
Jasmine			Demo Kentucky Combined	Grade 10	Aug 20 2015	Oct 16 2017

The screenshot shows the 'Update Student' form. The 'Extended Time' dropdown menu is set to '1x (not extended)'. The 'Update Student' button is highlighted with a red box.

\* Email: mason  
 \* State ID:   
 Password: 477berry  
 New Password:   
 Class Of: 2021  
 Extended Time: 1x (not extended)  
 Update Student

## Change Password

- Select the student's name from the student list under the **Students** tab
- Scroll down to find the field titled **New Password**
- Type in the new password for the student
- Select **Update Student** and confirm changes when prompted

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ | logout

View All > Demo District > Demo Kentucky Combined School Clear School Filters Switch Channel ▾

Demo Kentucky Combined School  
Brandenburg, KY  
View Credits

### Student Accounts

 Export to Excel

First Name	Last Name	Email	School	Course	Registered	Last Login
Cody			Demo Kentucky Combine	Grade 9	Aug 19 2015	Aug 24 2017
Mason			Demo Kentucky Combine	Grade 9	Aug 19 2015	Oct 11 2017
Devon			Demo Kentucky Combine	Grade 9	Aug 19 2015	Dec 05 2018
Michael			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Anthony			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 14 2017
Leslie			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Paul			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 13 2017
Michelle			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Jasmine			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 16 2017
Arianna			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Lana			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Kelsey			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 14 2017
David			Demo Kentucky Combine	Grade 10	Aug 20 2015	Sep 21 2017
Heather			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 23 2017
Bradly			Demo Kentucky Combine	Grade 10	Aug 20 2015	Aug 28 2017
Robert			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 12 2017

**STUDENTS**

- View All
- View Archived
- Register New
- Reset Courses
- Hand Grade
- Professional Development
- Assessment Access
- Remediation Access
- Mini Quiz Access

**GROUPS**

- View All
- Create New

**CERT** Schools ▾ **Students** ▾ Admins ▾ Reports ▾ Resources ▾ Help ▾ | logout

View All > Demo District > Demo Kentucky Combined School Clear School Filters Switch Channel ▾

Resend Welcome Email

Move to a Higher Grade

Rollback Student

Archive This Student

\* Email mason@demo.kentuckycombinedschool.org  
This field will be used for student logins

\* State ID

Password 477berry

New Password   
Enter a new value for password, otherwise, leave this field blank

Class Of 2021

Extended Time 1x (not extended)  
Extend the default time for the student to answer the assessments

CERT UID 60398  
Registered Aug 19, 2015 09:58 PM  
Last Login Oct 11, 2017 04:25 PM

**STUDENTS**

- View All
- View Archived
- Register New
- Reset Courses
- Hand Grade
- Professional Development
- Assessment Access
- Remediation Access
- Mini Quiz Access

**GROUPS**

- View All
- Create New

**Update Student**

## Archive Students

- Select the student's name from the student list under the **Students** tab
- Click **Archive This Student** and confirm changes when prompted
- Save changes to the account by selecting **Update Student**

The screenshot shows the CERT system interface for a student account. The 'Students' tab is selected in the top navigation. The student's name is 'Mason'. The 'Archive This Student' button is highlighted with a red box. Below the form, the 'Update Student' button is also highlighted with a red box.

## Reset Section of an Assessment

**\*\*NOTE: Resets can only be completed once per section per assessment per student. This reset cannot be overridden by a Support Staff, and a second reset cannot be completed for the same section for the same student even by a Support Staff, so please use this feature only when absolutely necessary.\*\***

- Select the student whose assessment you would like to reset in the Student Tab

The screenshot shows the 'Student Accounts' table in the CERT system. The 'Students' tab is selected in the top navigation. The table lists student accounts with columns for First Name, Last Name, Email, School, Course, Registered, and Last Login. The first row, for student 'Cody', is highlighted with a red box.

First Name	Last Name	Email	School	Course	Registered	Last Login
Cody			Demo Kentucky Combine	Grade 9	Aug 19 2015	Aug 24 2017
Mason			Demo Kentucky Combine	Grade 9	Aug 19 2015	Oct 11 2017
Devon			Demo Kentucky Combine	Grade 9	Aug 19 2015	Dec 05 2018
Michael			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Anthony			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 14 2017
Leslie			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Paul			Demo Kentucky Combine	Grade 10	Aug 20 2015	Apr 13 2017
Michelle			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Jasmine			Demo Kentucky Combine	Grade 10	Aug 20 2015	Oct 16 2017
Arianna			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never
Iana			Demo Kentucky Combine	Grade 10	Aug 20 2015	Never

- Select the current grade tab for the student
- Select the Fall, Winter, or Spring assessment
- Choose which section you need to reset and click the Reset button in the right column

CERT Schools Students Admins Reports Resources Help

View All Demo District Demo Kentucky Combined School Clear School Filters Switch Channel

Brandenburg, KY Cody Oliver View Credits Return to Grid

Profile Affiliations **Grade 9** Quizzes

CERT Grade 9 Credit Course Switch Course Answer sheet Course Report Readiness Standards

Winter Assessment Fall Winter Spring Real

Section	Reviewed	Score	Feedback	Target	Started	Completed	Actions
English							Reset Cache
Math							Reset Cache
Reading							Reset Cache
Science							Reset Cache

STUDENTS  
View All  
View Archived  
Register New  
Reset Courses  
Hand Grade  
Professional Development  
Assessment Access  
Remediation Access  
Mini Quiz Access

GROUPS  
View All  
Create New

Reports  
Readiness Standards  
Skill Breakdown  
Grade Comparison

- Confirm the function by selecting Reset Section

CERT Schools Students Admins Reports Resources Help

View All Demo District Demo Kentucky Combined School Clear School Filters Switch Channel

Brandenburg, KY Cody Oliver View Credits Return to Grid

Profile Affiliations **Grade 9** Quizzes

CERT Grade 9 Credit Course Switch Course Answer sheet Course Report Readiness Standards

Winter Assessment Fall Winter Spring Real

Section	Reviewed	Score	Feedback	Target	Started	Completed	Actions
English	22	28	0	71.43%	17	19	Reset Cache
Math	38	2	0	100.00%	36		Reset Cache
Reading	24	1	0	0.00%	35		Reset Cache

STUDENTS  
View All  
View Archived  
Register New  
Reset Courses  
Hand Grade  
Professional Development  
Assessment Access  
Remediation Access  
Mini Quiz Access

GROUPS  
View All  
Create New

Reports  
Readiness Standards  
Skill Breakdown  
Grade Comparison

**Reset Section**

Grade 9 - Winter Assessment - English

**PLEASE NOTE:**  
IMPORTANT: any cached answers for that section will be deleted.  
This action is NOT reversible. Please use caution when resetting sections.

**Reset Section**

## REPORTS

### College Readiness Request Info Update

To monitor the status of a group College Readiness Request, follow the steps below. In this report you will see the date requested, who the reports were requested by, which group the reports will include, which testing window the request was made for, the status of the request, and the number of emails to be expected once the request is complete.

- Click the drop-down arrow next to the **Reports** tab
- Select **College Readiness Report Request** to view a list of requests
- For more detailed instructions or a guide to the specific columns, select the button titled **Click here for Instructions**

The screenshot shows the CERT system interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Reports' tab is selected, and a dropdown menu is open, highlighting 'College Readiness Report Requests'. Below the navigation, the page title is 'Manage College Readiness Report Requests'. A table displays the status of requests, with columns for Status, Emails, Single File, Last Update, Retry, and Continue. A 'Click here for instructions' button is visible in the top right of the table area.

Requested at	Status	Emails	Single File	Last Update	Retry	Continue
Feb 18, 2019 08:51 AM	DONE	1	Y	Feb 18, 2019 09:04 AM	↺	→
Oct 09, 2018 05:45 PM	DONE	2	Y	Oct 09, 2018 07:55 PM	↺	→
Oct 09, 2018 05:44 PM	DONE	2	Y	Oct 09, 2018 07:10 PM	↺	→
Oct 09, 2018 05:44 PM	DONE	2	Y	Oct 09, 2018 06:20 PM	↺	→

## Course Report Request Info Update

To monitor the status of a Course Report Request, follow the steps below. In this report you will see the date requested, who the reports were requested by, which group the reports will include, which testing window the request was made for, the status of the request, and the number of emails to be expected once the request is complete.

- Click the drop-down arrow next to the **Reports** tab
- Select **Course Report Requests** to view a list of requests
- For more detailed instructions or a guide to the specific columns, select the button titled **Click here for instructions**

The screenshot shows the CERT system interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Reports' dropdown menu is open, showing options like 'Transactions', 'Order History', 'Invoices', 'Course Report Requests', 'Readiness Standards Report Requests', 'ADMIN REPORTS', 'STUDENT REPORTS', and 'STUDENT ASSESSMENTS'. The 'Course Report Requests' option is highlighted with a red box. Below the navigation bar, the 'Manage Course Report Requests' page is visible, with a 'Click here for instructions' button highlighted in red.

The screenshot shows the 'Manage Course Report Requests' page. The table displays the following data:

Requested at	Requested by	Group*	Period	Status	Emails	Single File	Last Update	Retry	Continue
Oct 17, 2018 09:49 AM		182525	Fall	DONE	1	Y	Oct 17, 2018 10:02 AM		
Oct 08, 2018 11:33 AM		182524	Fall	DONE	1	Y	Oct 08, 2018 12:32 PM		
Oct 08, 2018 11:32 AM		182527	Fall	DONE	1	Y	Oct 08, 2018 12:16 PM		
Oct 08, 2018 11:32 AM		182526	Fall	DONE	1	Y	Oct 08, 2018 12:02 PM		
Oct 08, 2018 11:31 AM		182525	Fall	DONE	1	Y	Oct 08, 2018 11:47 AM		
Oct 08, 2018 11:26 AM		182520	Fall	DONE	1	Y	Oct 08, 2018 11:32 AM		

The 'Click here for instructions' button is highlighted in red.



## Mass Reports

The Mass Assessment Report allows you to look at school-wide data of all student scores in one single report.

To request an Assessment Report (All Grades), follow the steps below:

- Click the **Reports** tab
- Scroll down to the **Mass Reports** heading in the left column
- Select **Assessments (All Grades)**

The screenshot shows the CERT system interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Reports' tab is selected. The left sidebar shows 'MASS REPORTS' with 'Assessments (All Grades)' highlighted. The main content area displays 'Student Reports' with options for 'Assessment Score & Review', 'College Readiness Standards', 'Item Analysis', and 'Scores', each with a 'View Report' button.

- Use the filters to choose which grade level and testing window you'd like to request
- Select the academic school year you want the data to represent
- Select **Request this Assessment (All Grades)**

The screenshot shows the CERT system interface. The top navigation bar includes 'Schools', 'Students', 'Admins', 'Reports', 'Resources', and 'Help'. The 'Reports' tab is selected. The left sidebar shows 'SYSTEM REPORTS' with 'Request this Assessment Report (All Grades)' highlighted. The main content area displays 'Request Assessment Report (All Grades)' with an 'IMPORTANT!' notice and a 'Request List' section.



## Score Import

As a longitudinal data product, we aim to integrate your students' progress on the real ACT as they use our practice ACT-like assessments. Below you will learn how to upload your students' real ACT scores into CERT so you can see how your students are progressing toward their goals.

- Click **Students** in the top panel
- Find the heading **Batch Operations** towards the bottom left and click **Score Import**

The screenshot shows the CERT interface for 'Demo High School'. The 'Batch Operations' menu is open, and 'Score Import' is highlighted with a red box. The 'Student Accounts' table is visible below the menu.

First Name	Last Name	Email	School	Course	Registered	Last Login
Sheila	Alcot	shelby.abbott@stu.hop	Demo High School	Grade 11	Aug 22 2014	Jan 21 2016
Hannah	Adams	hannah.adams@stu.hop	Demo High School	Grade 11	Aug 22 2014	Aug 17 2015
Logan	Adams	logan.adams@stu.hop	Demo High School	Grade 11	Aug 22 2014	Apr 15 2015
Trevor	Adams	trevor.adams@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 05 2017
Tristynn	Adams	tristynn.adams@stu.hop	Demo High School	Grade 11	Aug 22 2014	Nov 25 2014
Elizabeth	Adamson	elizabeth.adamson@stu.hop	Demo High School	Grade 11	Aug 22 2014	Jan 22 2015
Brandi	Almon	practice1@email.com	Demo High School	Grade 11	Aug 22 2014	Sep 06 2016
Chadrick	Alshire	chadrick.alshire@stu.hop	Demo High School	Grade 11	Aug 22 2014	Aug 12 2016
Drem	Arnett	practice1@email.com	Demo High School	Grade 11	Aug 22 2014	Sep 06 2016
Mackinsey	Arnett	mackinsey.arnett@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 21 2014
Abby	Baucum	abby.baucum2@stu.hop	Demo High School	Grade 11	Aug 22 2014	Never
Shanice	Bean	shanice.bean@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 21 2014
Jakar	Belle	jakar.belle@stu.hopkin	Demo High School	Grade 11	Aug 22 2014	Aug 24 2015
Cecil	Bennett	cecil.bennett2@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 20 2014
Madison	Blair	madison.blair@stu.hop	Demo High School	Grade 11	Aug 22 2014	Never
Peyton	Boling	peyton.boling@stu.hop	Demo High School	Grade 11	Aug 22 2014	Nov 25 2014
Robert	Bond	robert.bond@stu.hopki	Demo High School	Grade 11	Aug 22 2014	Never
Cameron	Bowman	cameron.bowman@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 21 2014
Daisey	Boyd	daisey.boyd@stu.hopki	Demo High School	Grade 11	Aug 22 2014	Sep 20 2015
Boston	Brady	boston.brady2@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 21 2014
Terika	Branham	terika.branham@stu.hop	Demo High School	Grade 11	Aug 22 2014	Never
Cassidy	Brasher	cassidy.brasher@stu.hop	Demo High School	Grade 11	Aug 22 2014	Never
Kirsten	Brewer	kirsten.brewer@stu.hop	Demo High School	Grade 11	Aug 22 2014	Nov 25 2014
Lindsey	Brooks	lindsey.brooks@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 20 2014
Austin	Bruce	austin.bruce2@stu.hop	Demo High School	Grade 11	Aug 22 2014	Oct 21 2014

- Select **Method 1** or **Method 2**

The screenshot shows the 'Score Import' page. The 'Choose Import Mode' section is visible, with 'Method 1' and 'Method 2' options. The 'Score Import' option in the 'Batch Operations' menu is highlighted with a red box.

**Method 1**

Use this method if your import file looks like the pic on the left. Click here to download a sample import file.

**Method 2**

Use this method if your import file looks like the pic on the left. Click here to download a sample import file.

- From here you may drag and drop an Excel or .csv file from your computer or click **Choose File**

## Mapping

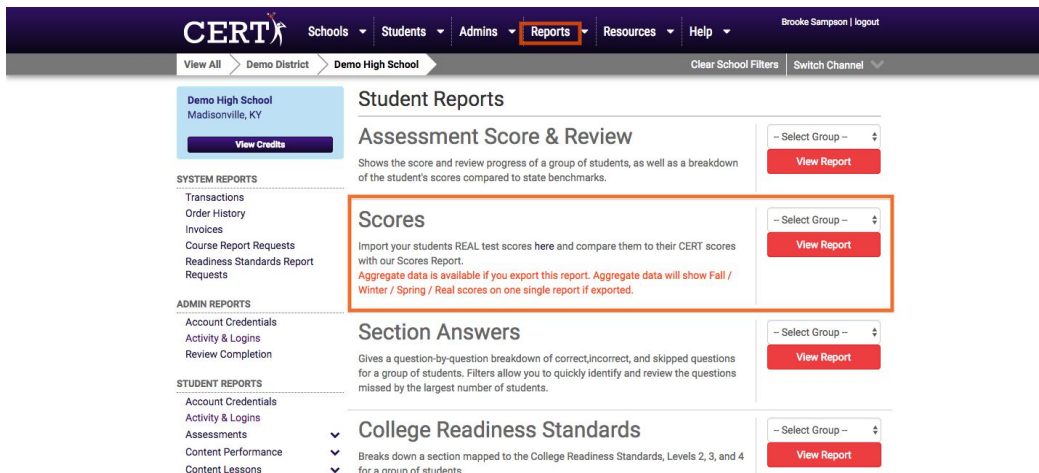
The next step to importing is to map the fields on your Excel or .csv document to the fields within CERT.

- Follow the on screen instructions and simply drag and drop the fields into their corresponding names. In the example below we would drag and drop **First Name** on the right to **First Name** on the left. We would do the same for **Last Name**. **Email** was already done in the example below.
- Click **Confirm Data Mapping** and your file will upload

## How to View Uploaded Scores

To view your real ACT scores along side your CERT scores use the following report. To access this report:

- Click **Reports** in the top panel
- Find the heading **Scores** and select the appropriate **Group** and **Grade** from the dropdown menus, and click **View Report**



Now you have your real ACT scores along side your CERT scores. If you'd like to export this data click **Export Data** towards the to right of the page below.

**Scores Report** Go Back

Import your students REAL test scores here and compare them to their CERT scores with our Scores Report.  
 Aggregate data is available if you export this report. Aggregate data will show Fall / Winter / Spring / Real scores on one single report if exported. Export Data | Print Report

**Scores Comparison**

Student	State ID	Name	English		Math		Reading		Science		Composite		Date
			CERT	Real	CERT	Real	CERT	Real	CERT	Real	CERT	Real	
Alexander			--	--	--	--	--	--	19	--	19	--	--
Lindsey			--	--	14	--	--	--	--	--	14	--	--
Jarah			--	--	20	--	--	--	--	--	20	--	--
Christian			--	--	13	--	--	--	--	--	13	--	--
Michael			--	--	26	--	--	--	--	--	26	--	--
Keely			--	--	25	--	--	--	--	--	25	--	--
Sara			--	--	27	--	--	--	--	--	27	--	--
Dorothy			--	--	31	--	--	--	--	--	31	--	--
Caleb			--	--	24	--	--	--	--	--	24	--	--
Hope			--	--	18	--	--	--	--	--	18	--	--
Alex			16	--	15	--	14	--	--	--	15	--	--
LaShawnda			--	--	--	--	--	--	17	--	17	--	--
Garrett			--	--	32	--	--	--	--	--	32	--	--
Micah			--	--	29	--	--	--	--	--	29	--	--
Orion			--	--	19	--	--	--	--	--	19	--	--
Dana			--	--	18	--	--	--	--	--	18	--	--
Aiyana			--	--	31	--	--	--	--	--	31	--	--
Jorge			--	--	17	--	--	--	--	--	17	--	--

**Filter Data**

Exam: Grade 11 | Spring

GAP: All Students

Year: 2017-18

**Update Report**

**Summary**

Total Students: 99

**Benchmarks**

English: 18 (No data available)

Math: 19 (No data available)

Reading: 20 (No data available)

Science: 23 (No data available)

**\*\*NOTE: Aggregate data is available if you export this report. Aggregate data will show Fall / Winter / Spring / real ACT scores on one single report if exported.\*\***

## COMMON CORE STATE STANDARDS REPORT

The Common Core State Standards Report (which may be renamed according to the standards with which your specific state follows) allows teachers to monitor progress on mastering the Common Core State Standards (CCSSs). Within this report, teachers can view mastery percentages for the entire class, as well as gather information on individual student performance for each standard. Additionally, linked to each standard is teacher-created standards based lesson plans. To find this report:

- Select **View All** under **Groups**
- Select appropriate group
- Choose the **Assessments** tab

The screenshot displays the CERT system interface. At the top, there is a navigation bar with 'CERT' logo and menu items: Schools, Students, Admins, Reports, Resources, Help. The user is logged in as Brooke Sampson. Below the navigation bar, the breadcrumb trail shows 'View All > Demo District > Demo Kentucky Combined School'. The main content area is titled '2 Student Groups' and shows a group named '1st period English 1' (marked with a red '2'). The 'Assessments' tab is selected (marked with a red '3'). A green message box indicates 'Group successfully updated'. The group details show '1st period English 1' as the name, '1' as the period, and '19 Students Selected'. On the left sidebar, under 'GROUPS', the 'View All' link is highlighted with a red '1'. On the right side, there is a vertical list of actions: Student Credentials, Logins & Activity, Archive Students, Reset Quizzes, Request Course Reports, Request Readiness Standards Reports, and Request Assessment Reports (All Grades). Below this list is the 'Group Details' section.

Once within the assessments tab, you'll see all the available reports. Locate the CCSS (in the screenshot "Kentucky State Standards") report.

The screenshot shows the CERT system interface. At the top, there is a navigation bar with the CERT logo and menu items: Schools, Students, Admins, Reports, Resources, and Help. The user is logged in as Brooke Sampson. Below the navigation bar, there is a breadcrumb trail: View All > Demo District > Demo Kentucky Combined School. The main content area is titled 'Student Groups' and '1st period English 1'. There are tabs for 'General Information', 'Admins', and 'Assessments'. The 'Assessments' tab is active, showing 'Grade 10 Assessment (5 Students)'. A green box indicates 'Assessment Active' with a link to 'Click here to manage students'. On the right, there is a 'Reports' sidebar with a list of reports. The 'Kentucky Academic Standards Scores' report is highlighted with a red box. Other reports include 'Assessment Scores and Review Student Growth Percentile', 'Item Analysis', 'Readiness Standards', 'Skill Breakdown', 'Quizzes Answers', 'Quizzes Completion', and 'Quizzes Scores'. On the left, there are sections for 'STUDENTS', 'GROUPS', and 'BATCH OPERATIONS' with various sub-options.