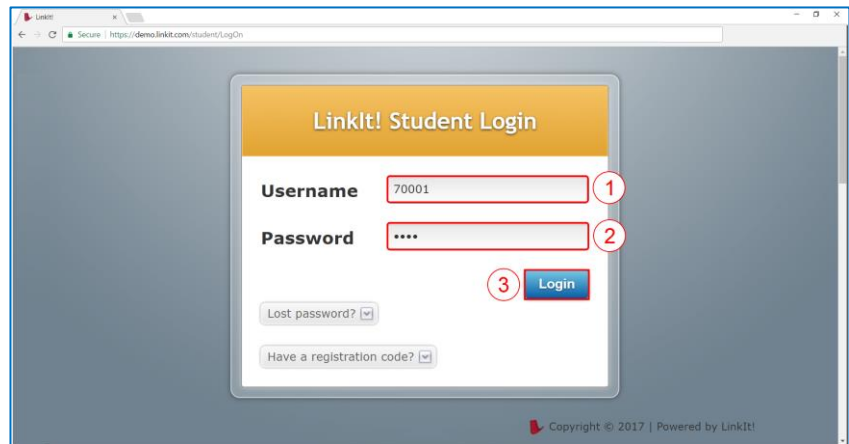


Task: Log into the Student/Parent Portal for the First Time

Audience: Students and/or Parents

1. Go to your district or school's LinkIt specific web address (ask your teacher to provide you with this address).
2. Follow the corresponding set of instructions below based on whether you are logging in using an (a) username and password OR (b) a registration code:
 - a. Username and Password Login
 1. Enter your username (student's ID) in the corresponding field
 2. Enter your password (student's last name - all lower case, without any special characters) in the corresponding field
 3. Click the "Login" button. The page will refresh to a new page in which you will be asked to enter additional information.



4. Select a security question and enter an answer.
5. Enter an email address to associate to the account.
***Note:** The email address entered will be used to reset your password should you need to do so in the future.
6. Enter and confirm a new password.

- Click the “Submit” button. The page will refresh to the portal’s home page.

The screenshot shows a web form titled "Student Details" with two main sections: "Security Question/Answer" and "Change Password".

Security Question/Answer Section:

- Message: "YOUR ACCOUNT DOES NOT HAVE AN ASSOCIATED SECURITY QUESTION/ANSWER SET. PLEASE SET ONE UP NOW BEFORE CONTINUING."
- Callout 4: A dropdown menu with the question "What is your favorite animal?". The menu is open, showing options: "What is your favorite animal?", "What is the last name of your hero?", "What do you want to be when you grow up?", and "What is your least favorite sports team?".
- Text input field: "Lion"

Change Password Section:

- Message: "YOUR CURRENT PASSWORD IS EITHER A TEMPORARY PASSWORD OR CONSIDERED WEAK BY THE SYSTEM'S PASSWORD STANDARD. PLEASE SET A NEW STRONG PASSWORD BEFORE CONTINUING."
- Callout 5: "Email:" field with the value "sample@email.com".
- Callout 6: "Password:" field with masked characters ".....".
- "Confirm Password:" field with masked characters ".....".
- Callout 7: "Submit" button.

b. Registration Code Login

1. Click on the “Have a registration code?” label to expand the section.
2. Enter the registration code in the field provided.
3. Click the “Submit” button. The page will refresh to show a confirmation message.

The screenshot shows the 'LinkIt! Student Login' interface. It features a header with the title 'LinkIt! Student Login'. Below the header are two input fields: 'Username' and 'Password', each with a corresponding text box. To the right of the 'Password' field is a blue 'Login' button. Below these fields is a 'Lost password?' link with a dropdown arrow. A red circle with the number '1' highlights the 'Have a registration code?' link, which has a small icon next to it. Below this link is a section titled 'Enter your Registration Code'. A red circle with the number '2' highlights the input field containing the code 'FO9EO'. To the right of this field is a blue 'Submit' button, which is highlighted with a red circle and the number '3'.

4. Click the “Next” button. The page will refresh to a new page in which you will be asked to set up your account.

The screenshot shows the 'Hello Louis' confirmation page. It has a header with the title 'Hello Louis'. Below the header is a text box containing the following message: 'By clicking the "Next" button, you confirm you are Louis Behrens. Otherwise, please close this browser page and contact your teacher for a new registration code. Creating an account on behalf of another student may result in disciplinary actions.' At the bottom right of the text box is a blue 'Next' button, which is highlighted with a red circle and the number '4'.

5. Enter a username.
6. Enter and confirm a password.
7. Click the “Finish” button. The page will refresh to a new page in which you will be asked to enter additional information.

Set Up Your Account

Username ⓘ

Password ⓘ

Confirm Password

Finish

TIP: Hovering over the “i” icons will show helpful tips for creating strong usernames and passwords.

8. Enter an email address to associate to the account.
***Note:** The email address entered will be used to reset your password should you need to do so in the future.
9. Select a security question and enter an answer.
10. Click the “Submit” button. The page will refresh to the portal’s home page.

Account Details

Email

ⓘ YOUR ACCOUNT DOES NOT HAVE AN ASSOCIATED EMAIL ADDRESS. PLEASE SET ONE NOW BEFORE CONTINUING.

8

Security Question/Answer

ⓘ YOUR ACCOUNT DOES NOT HAVE AN ASSOCIATED SECURITY QUESTION/ANSWER SET. PLEASE SET ONE UP NOW BEFORE CONTINUING.

What is your favorite animal?

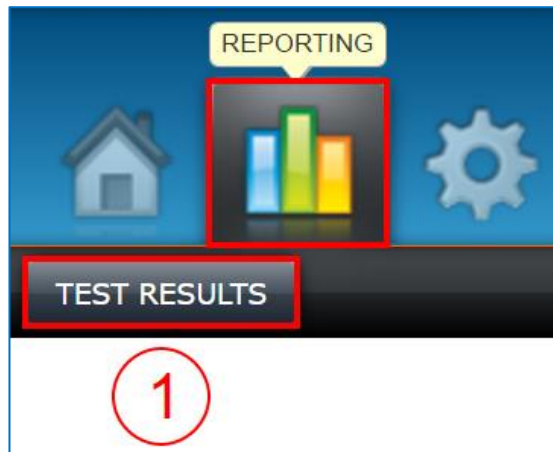
9

10 **Submit**

Task: View Overall Student Test Results

Audience: Students and/or Parents

1. Log into the Student/Parent Portal (refer to pages 14 - 17 above for instructions).
2. Click on the Reporting icon and then click on the “Test Results” module. The test results page will open in a new browser tab.



The test results page will show all test results available for a student in Linkit, including the following information for each test:

- a. Test name
- b. Result date
- c. Raw and/or percent score

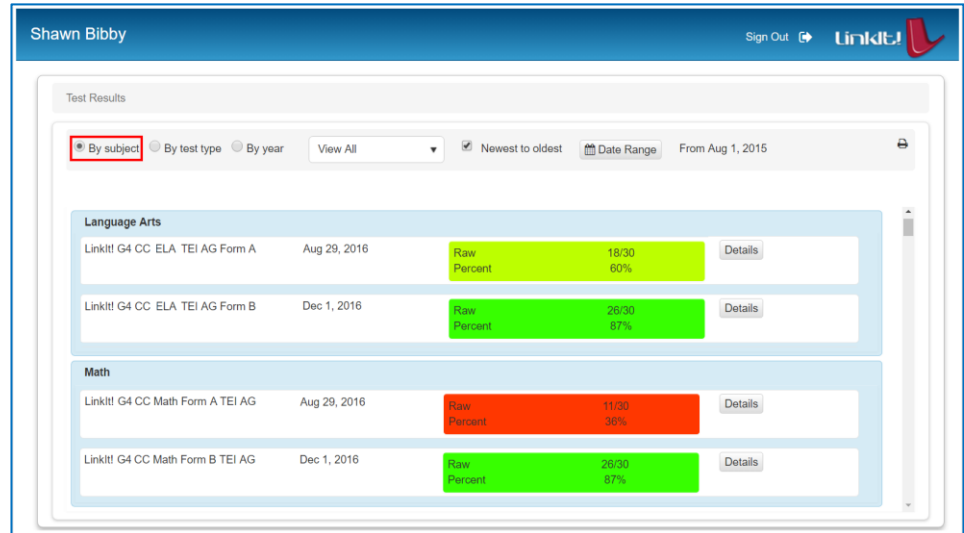
***Note:** Depending on the settings in each district, you may not see all the information presented in this guide.

Subject	Test Name	Date	Raw Score	Percent Score	Details
Language Arts	Linkit! G4 CC ELA TEI AG Form A	Aug 29, 2016	18/30	60%	Details
	Linkit! G4 CC ELA TEI AG Form B	Dec 1, 2016	26/30	87%	Details
Math	Linkit! G4 CC Math Form A TEI AG	Aug 29, 2016	11/30	36%	Details
	Linkit! G4 CC Math Form B TEI AG	Dec 1, 2016	26/30	87%	Details

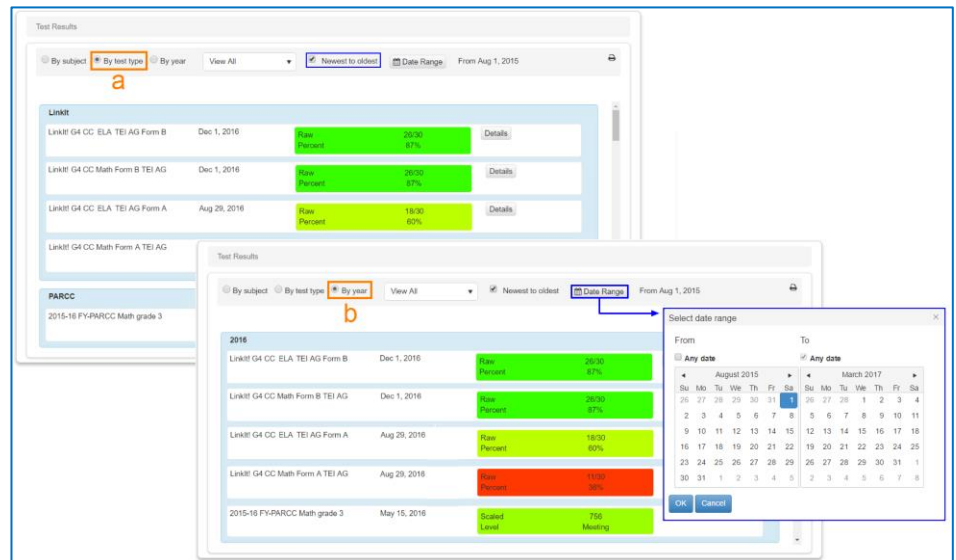
Task: Group and Filter Overall Test Results by Subject, Test Type, and Year

Audience: Students and/or Parents

1. Log into the Student/Parent Portal and open the test results page (refer to pages 13 - 17 above for instructions). By default, test results will be grouped by subject.



2. Select to group the test results either (a) by test type or (b) year using the radio buttons at the top of the page.



3. Use the “View All” drop-down menu to filter the data for a particular subject, test type, or year when grouping the results accordingly.

The screenshot shows a 'Test Results' interface. At the top, there are filter options: 'By subject', 'By test type' (selected), and 'By year'. A dropdown menu is open, showing 'LinkIt' (selected), 'View All', 'PARCC', and 'SGO'. A red circle with the number '3' is around the 'View All' option. To the right, there are checkboxes for 'Newest to oldest' and a 'Date Range' field set to 'From Aug 1, 2015'. Below the filters is a table of test results for 'LinkIt'.

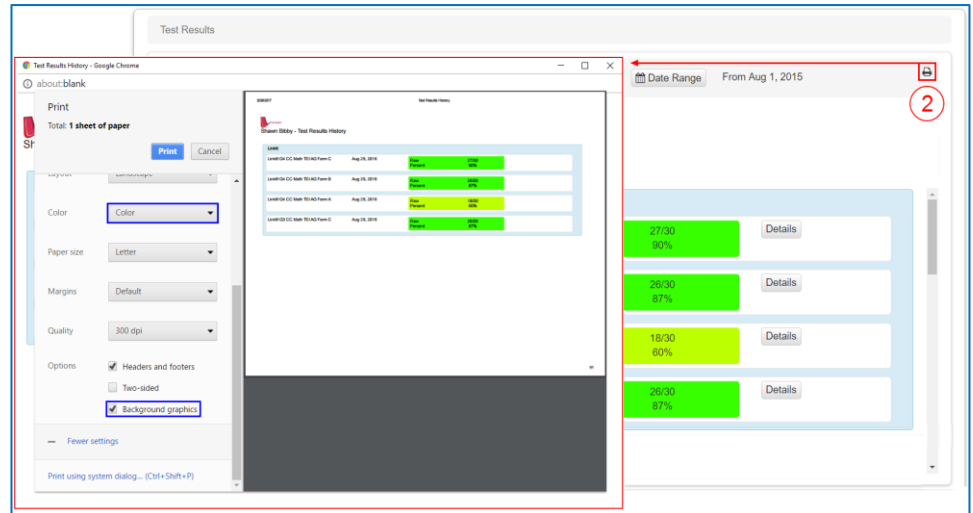
Test ID	Date	Raw	Percent	Details
LinkIt! G4 CC ELA TEI AG Form B	Dec 1, 2016	26/30	87%	Details
LinkIt! G4 CC Math Form B TEI AG	Dec 1, 2016	26/30	87%	Details
LinkIt! G4 CC ELA TEI AG Form A	Aug 29, 2016	18/30	60%	Details
LinkIt! G4 CC Math Form A TEI AG	Aug 29, 2016	11/30	36%	Details

Task: Print Overall Test Results

Audience: Students and/or Parents

1. Log into the Student/Parent Portal, open the test results page, and group/filter the test results as desired (refer to pages 13 - 19 above for instructions).
2. Click the printer icon on the top right corner. The report will reopen in a new dialogue window, where it can be printed or saved as a PDF file.

TIP: To print in color, check the “background graphics” box and ensure the settings are set to “color” in the print dialogue window.



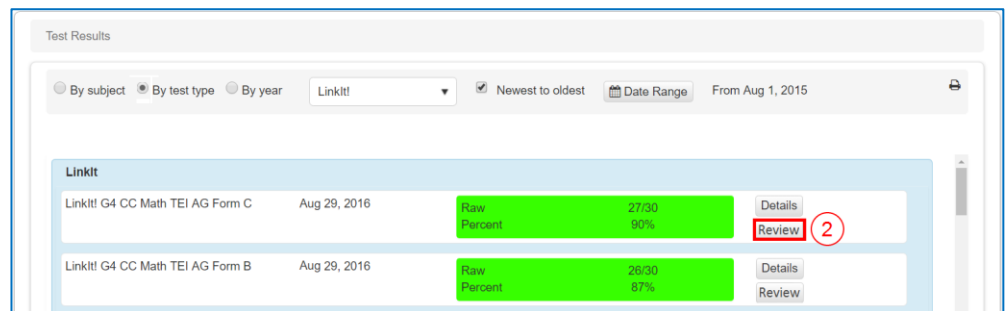
Task: Review Tests Taken Through LinkIt

Audience: Students and/or Parents

1. Log into the Student/Parent Portal, open the test results page, group the test results by test, and filter for only LinkIt tests (refer to pages 13 - 19 above for instructions). If your district/school's administrator(s) and/or teacher has enabled the ability for tests taken through LinkIt to be reviewed, these tests will display a "Review" button.

***Note:** This feature is only available to online tests taken through the LinkIt test taker.

2. Click the "Review" button. The test take will open in a new tab with a dialog window stating your test is ready to begin. Open the tab and click the "Begin Test" button. You will be able to navigate the test in full and view the student's answers, the correct answers, scores on open-ended questions, and any teacher feedback provided.



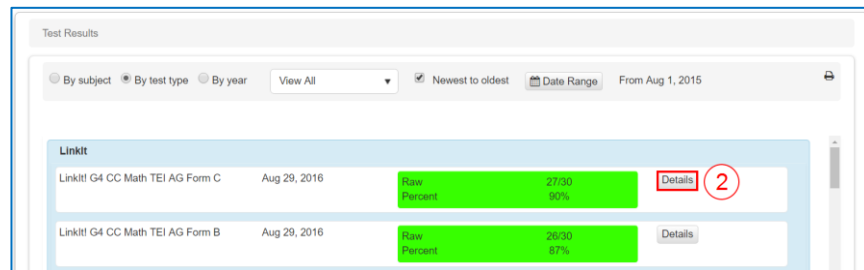
Task: View and Print Details for Tests Taken Through LinkIt (Including Metadata Such as Standards, Topics, Skills, and Other Tags)

Audience: Students and/or Parents

1. Log into the Student/Parent Portal and open the test results page (refer to pages 13 - 17 above for instructions). Assessments taken through Linkit will display a “Details” button next to the scores, allowing you to analyze performance in a particular test on metadata such as standards, skills, topics, questions, and other diagnostic categories.


***Note:** This feature will only be available if you district or school’s administrator(s) in charge of the Linkit Student/Parent Portal have enabled access to this level of data. Furthermore, this feature is only available for tests taken directly through the Linkit software and not external assessments for which data was uploaded to the system, such as PARCC tests.

2. Click the “Details” button.



The page will refresh to a new page offering an in-depth view at the student’s performance for that particular test. The top of the page will display the following information:

- a. Test name
- b. Result date
- c. Student’s overall percent score
- d. Student’s overall raw score
- e. Class percent score average
- f. Class raw score average
- g. Question numbers
- h. Correct answers for each question
- i. Student’s answer for each question (green if correct, red if incorrect)
- j. Class average percent score for each question

Shawn Bibby Sign Out 

Test Results / Result Details

a Test Name LinkIt! G4 CC Math TEI AG Form C
b Result Date Aug 29, 2016
c Test Score 90%
d Points Earned 27 out of 30

e Class Average 65%
f Class Average 19

g	Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
h	Correct Answer	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
i	Student's Answer	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
j	Class Average	100%	100%	100%	100%	100%	100%	100%	100%	97%	90%	87%	80%	80%	70%	67%

Question	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Correct Answer	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Student's Answer	A	A	A	A	A	A	A	A	A	A	A	A	B	C	D
Class Average	67%	67%	67%	60%	57%	50%	50%	47%	40%	27%	17%	13%	7%	0%	0%

If each person at a party will eat $\frac{3}{8}$ of a pound of roast beef, and there will be 5 people at the party, how many pounds of roast beef will be needed?

A. $1\frac{3}{8}$ pounds
 B. 2 pounds
 C. $\frac{3}{8}$ pounds
 D. 1 pound

TIP: Click on a question's number to display that question's content.

The bottom of the report will by default display (k) all the standards, topics, skills, and other tags tested in the assessment along with (l) the corresponding associated questions, (m) the student's percent scores, (n) and the class average percent scores. This list can be limited to display only one type of tag by using the corresponding checkboxes at the top.

TIP: By default, you will be shown all tags associated with at least one question, but you can increase this number by changing the Item Threshold value.

TIP: You can hide all tags by checking the “None” checkbox.

The screenshot displays the 'Test Results / Result Details' page for a LinkIt G4 CC Math TEI AG Form C test. The page shows test statistics (Test Name, Result Date, Test Score, Points Earned, Class Average, Class Average) and a 'Tag Display' section with an 'Item threshold' set to 1. Below this, there are four overlapping panels showing different tag categories: Standards, Topics, Skills, and Other. Each panel has a 'Tags' filter menu and a table of associated items with columns for Questions, Score, and Class.

Standards Panel:

Standards	Questions	Score	Class
4.NBT.A.2	4, 5, 6	100%	100%
4.NBT.A.3	7, 8, 9	100%	89%
4.NBT.B.4			

Topics Panel:

Topics	Questions	Score	Class
Number and Operations in base Ten	4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 23	100%	88%
Number and Operations--Fractions	24, 29	50%	20%
Number and Operations--Fractions	15, 17, 18, 19, 20, 21, 22, 25, 26, 27, 28, 30	83%	40%

Skills Panel:

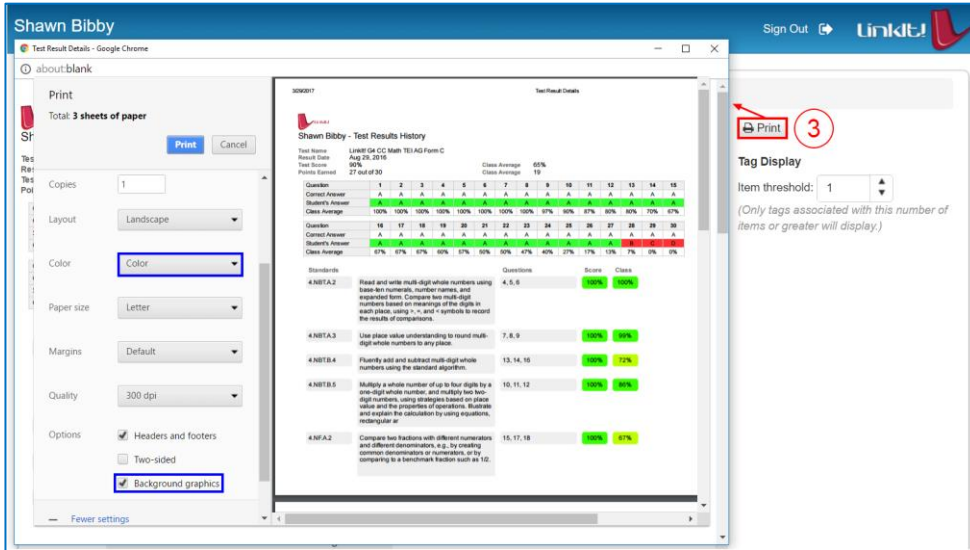
Skills	Questions	Score	Class
Adding and Subtracting Like Fractions and Mixed Numbers	19, 20, 21	100%	56%
Adding and Subtracting Multi-Digit Numbers	13, 14, 16	100%	72%
Comparing Decimals to Hundredths	28, 29, 30	0%	2%
Comparing Unlike Fractions	15, 17, 18	100%	67%
Composing Tenths and Hundredths	25, 26, 27	100%	19%
Multiplying a Fraction by a Whole Number	22, 23, 24	100%	46%
Reading and Writing Whole Numbers / Comparing	4, 5, 6	100%	100%

Other Panel:

Tags	Questions	Score	Class
Fill-in-the-Blank	3, 9, 16	100%	88%
Inline Choice	10, 19	100%	75%
Multi-Select	5, 18	100%	83%
Multiple choice	1, 2, 4, 6, 7, 8, 11, 12, 13, 14, 15, 17, 20, 21, 22, 23, 25, 27, 28, 30	90%	65%

***Note:** Administrators and teachers can limit what tests and information is displayed in the portal, and they may therefore choose to withhold certain information presented in this guide.

- To print the test details report, click the printer icon on the top right corner. The report will reopen in a new dialogue window, where it can be printed or saved as a PDF file.



TIP: To print in color, check the “background graphics” box and ensure the settings are set to “color” in the print dialogue window.

Task: Change Personal Information and Security Settings

Audience: Students and/or Parents

The “Settings” section of the portal will allow you to change any of the personal information and security settings outlined below:

- a. Current password
- b. Security question and answer
- c. Student’s first and last names

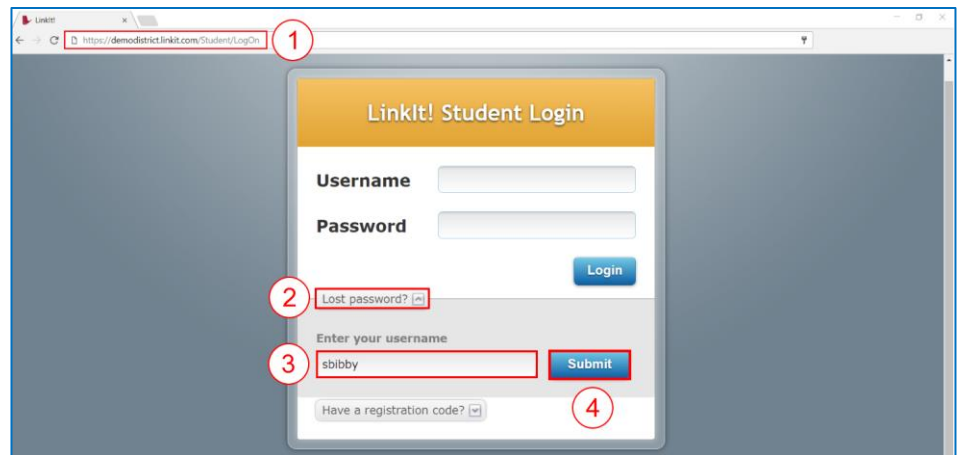
The screenshot shows the LinkIt! Settings page. At the top, there is a navigation bar with a home icon, a bar chart icon, a gear icon labeled 'SETTINGS' (highlighted with a red box), and the LinkIt! logo. A 'LOGOUT' button is in the top right corner. The main content area contains three panels:

- Change Password a**: Includes fields for 'Current password', 'New password', and 'Confirm New password', with a 'Submit' button.
- Change Question/Answer b**: Includes fields for 'Current Password', 'Current Security Question' (with the example 'What is your favorite animal?'), 'New Security Question' (a dropdown menu with 'What is your favorite animal?' selected), and 'New Security Answer', with a 'Submit' button.
- Change Name c**: Includes a yellow warning box that says 'AFTER SUBMITTING, YOU WILL BE LOGGED OUT FOR THE CHANGES TO TAKE EFFECT.', fields for 'First Name' and 'Last Name', and a 'Submit' button.

Task: Reset Password

Audience: Students and/or Parents

1. Go to your district or school's specific LinkIt student/parent portal URL.
2. Click on the "Lost password" label to expand the section.
3. Enter your username in the field provided.
4. Click the "Submit" button. The page will refresh to show two options for resetting your password.



5. Follow the corresponding set of instructions below based on the method chosen for resetting your password:

a. Security Question Reset Method

1. Enter the answer to your security question in the field provided.
2. Click the "Submit" button. The page will refresh to a new page in which you will be asked enter a new password.
3. Enter and confirm a new password in the fields provided.
4. Click the "Submit" button. The page will refresh to a confirmation page.
5. Click the "Return to Login" button. The page will refresh to the login page, where you can log back into the portal using your new password.



b. Email Reset Method

1. Click the “Send Email” button. You will be sent an email from notification@linkit.com with a temporary password.

***Note:** If you do not receive an email in 2 hours after requesting a password reset, check your “Spam” folder. This email will be sent to the address you entered for the account when you logged in for the first time. If you did not enter an email address, try the Security Question Reset Method above or ask your teacher to change the password.

The screenshot shows a 'Reset Password' form with two sections: 'Question & Answer' and 'Email Temporary Password'. The 'Question & Answer' section asks 'What is your favorite animal?' and has a 'Submit' button. The 'Email Temporary Password' section contains instructions and a 'Send Email' button, which is circled in red with the number '1'. Below the form is a 'Cancel' link. An email notification is shown below the form, titled 'Your LinkIt! Password has been reset', from 'notification@linkit.com' to 'me'. The email body contains the message: 'Your LinkIt! password has been reset. Please navigate to <http://demo.district.linkit.com/Student/LogOn> and use the following temporary password: 5PQ@yvoRF-'. A red arrow points from the 'Send Email' button to the email notification.

2. Return to the portal login page and login using your username and the temporary password provided via email. The page will refresh to a new page in which you will be asked enter a new password.
3. Enter and confirm a new password in the fields provided.
4. Click the “Submit” button. The page will refresh to the portal’s home page.

The screenshot shows a browser window displaying the 'LinkIt! Student Login' page. The URL is 'https://demo.district.linkit.com/Student/LogOn'. A message 'Temporary password sent.' is displayed. The login form has 'Username' (sbibby) and 'Password' (masked with dots) fields, both circled in red with the number '2'. A 'Login' button is to the right. Below the login form are links for 'Lost password?' and 'Have a registration code?'. An 'Account Details' form is shown in the bottom right, with 'Password:' and 'Confirm Password:' fields circled in red with the number '3', and a 'Submit' button circled in red with the number '4'. The 'Account Details' form also contains instructions: 'YOUR CURRENT PASSWORD IS EITHER A TEMPORARY PASSWORD OR CONSIDERED WEAK BY THE SYSTEM'S PASSWORD STANDARD. PLEASE SET A NEW STRONG PASSWORD BEFORE CONTINUING.'