

CT-STEM Administrator Guide



This document is intended to help site administrators for schools or research teams set up CT-STEM assessments.

First Steps

- I. Change Password
- II. Create Teachers
- III. Create Sections

Changing your Password

- 1) Go to <http://ct-stem-assess.herokuapp.com/admin/>
- 2) Login using your username and temporary password (if you do not have one, please email ct-stem@ccl.northwestern.edu).
- 3) Click “Change password” in the top right.
- 4) Type in your temporary password in the old password slot, then type in what you would like your new password to be.
- 5) Click “Change my Password”.

Welcome, **newuser**. Change password / Log out

Creating Teachers

When students login to take the assessment, they will need to select a teacher.

- 1) On the home page, click “Add” next to Teachers.
- 2) Fill out all of the information for the teacher you would like to add.
- 3) **Make sure** you select yourself as the owner, so you can have access to all of the students’ results for that teacher’s section. If you do not select yourself, you will not be able to see any of that information.
- 4) Click Save.

