

Getting Started as a uPAR Educator / Administrator

Administering a uPAR online assessment is fast and simple, and can be done in a matter of seconds.

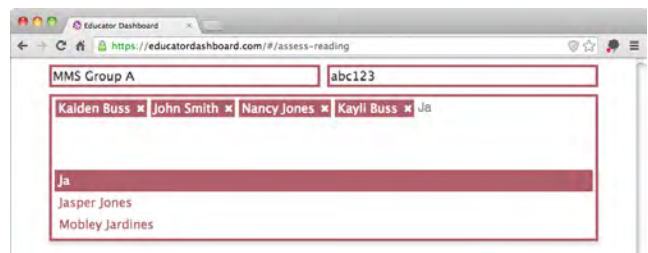
1. Navigate to educatordashboard.com
After a successful login, you will see the Home Page with three colored sections available.
2. Go to the red Assess section and click on your product. You will see the screen below and can learn more about uPAR by viewing each area. Choose Assess to begin creating an assessment.



3. To create an assessment, enter the following data:
 - Create an Assessment Name
 - Create an Assessment Password
 - Add your Students names



Consider using simple assessment names that are easy for students to enter.



Important note: Separate each name with either a comma or by pressing the Enter key on the keyboard.



Start typing the student names. If a student has already been set up, they will appear in the list as you type.

4. Click **Next >** when complete.
5. Enter the students Grade Level into the first box, and Independent Reading Level into the second box. Choose a specific text type in the dropdown provided, or leave it set to All for the students to decide.
6. Click **Create >** to proceed.
7. Next, click **Print** to share the instructions with your students.

