



To Share Your Test with Other Teachers in your building (Test created using District Tab)

1. Login to Achievement Series www.achievementseries.com
2. Click on District Test tab
3. In left hand column under Scheduled Sessions, click on List
4. Click on Test that you wish to share
5. Click on Share tab
6. Click on Edit Access List
7. Click on Edit Staff button
8. Go to box next to Position and choose Teacher w/student edit
9. Click on search
10. Click boxes next to teacher names under assign new access level
11. Click box to right of new access level and select manager
12. Click Update and Close. Teachers who were checked will now see your test when opening scan station and be able to print their forms and scan their tests.

To Add or Delete Students (from your Classes)

1. Login to Achievement Series www.achievementseries.com
2. Click on Site Admin tab
3. In left hand column under Classes, click on List
4. Click on Section that needs correction
5. Click on Student tab
6. Click on Edit Enrollment in left hand column
7. When removing students click on column header above check boxes and it will bring all students already checked to top of the list.
8. Click on box to left of student to add, or uncheck to delete
9. Click OK and Close