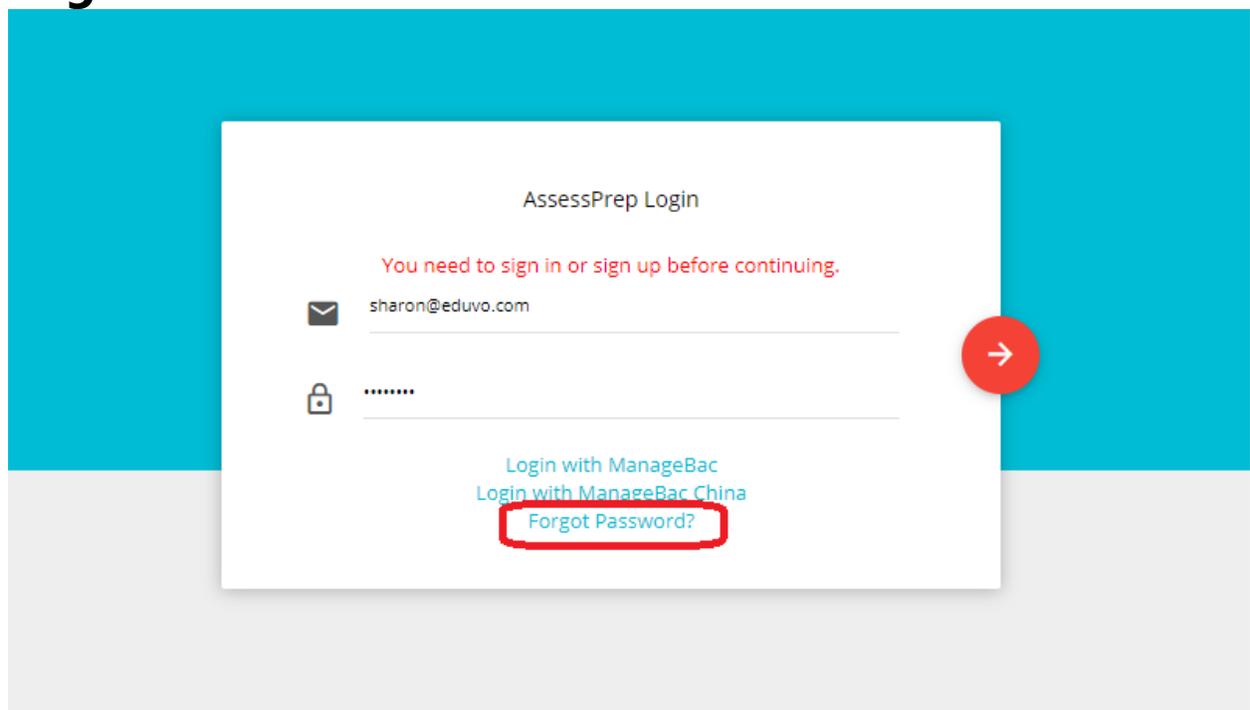


Configuring AssessPrep Settings (for Non-ManageBac Schools)

Important

If your school is set up without the **ManageBac** integration, you will have to configure a few things:

Login



Login to AssessPrep as an Admin^[1] via the Welcome E-mail sent to your inbox. If you have forgotten your password, click **Forgot Password** to receive a password reset email.

School Settings

HOME SHARON ARESE | ADMIN | SAMPLE TAISI SAMPLE MYP

SCHOOL SETTINGS

GENERAL PERMISSIONS

School Name ✓ Trial
Sample Taisi

✓ MYP ✓ DP

Contact email
contact@email.com

SAVE CHANGES

Send an Email to our Support Team

Navigate to **Settings** via the left navigation menu to change School Name and the Contact Email.

Years



YEARS & LABELS

Middle Years Programme

Year 5

Year 4

Year 3

Year 2

Year 1

Diploma Programme

Grade 9

Grade 12

Grade 11

Grade 10

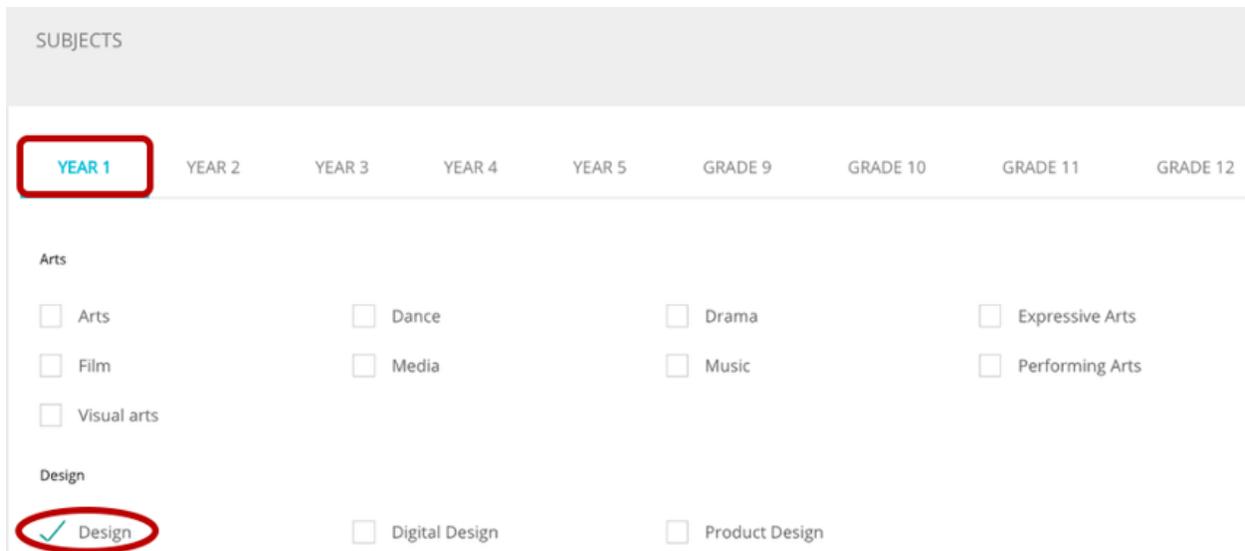
| |
|--------|
| Title |
| Year 5 |
| Title |
| Year 4 |
| Title |
| Year 3 |
| Title |
| Year 2 |
| Title |
| Year 1 |

| |
|----------|
| Title |
| Grade 9 |
| Title |
| Grade 12 |
| Title |
| Grade 11 |
| Title |
| Grade 10 |

SAVE CHANGES

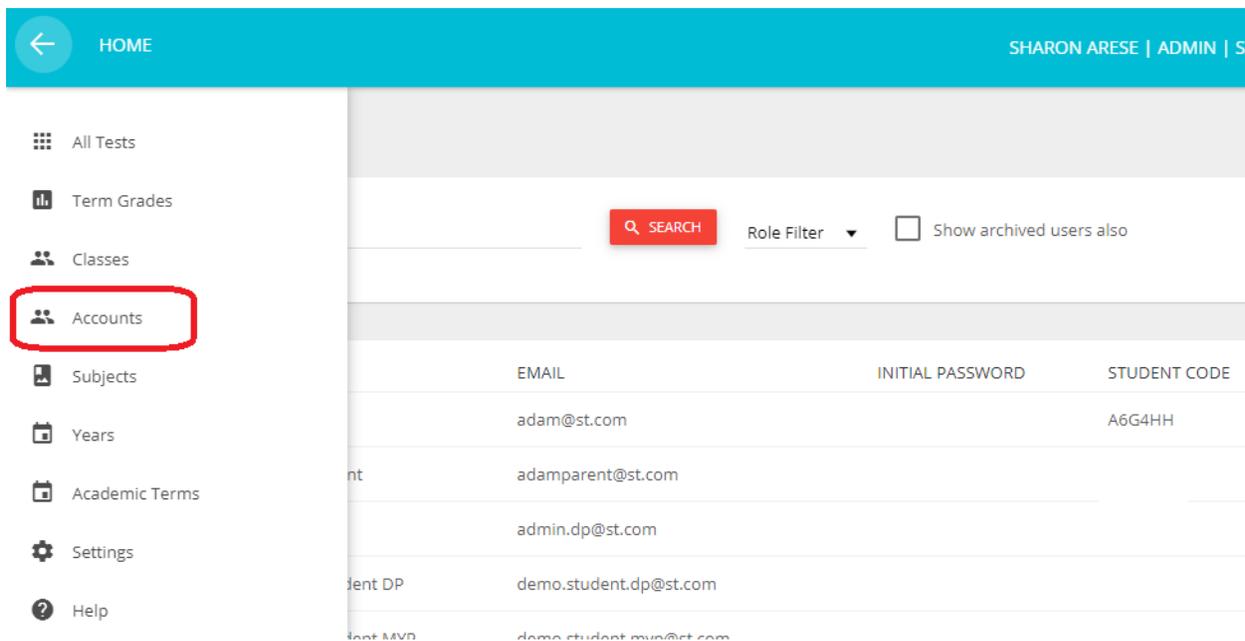
Navigate to **Years** via the left navigation menu to set Titles for DP and/or MYP year.

Subjects



Navigate to **Subjects** via the left navigation menu to enable subjects. Select a year and enable all relevant subjects that you want to create tests for. Be sure to click **Save Changes** at the bottom of the page.

Manage User Accounts



Navigate to **Accounts** via the left navigation menu.

1. Create Accounts

MANAGE ACCOUNTS

Search SEARCH

Show archived users also Role Filter ▾

| S NO. | ROLE | NAME | EMAIL | INITIAL PASSWORD | STUDENT CODE | YEAR | ACTIONS |
|-------|---------------|-------------------|-------------------------|------------------|--------------|----------|---|
| 1 | Admin_teacher | Admin DP | admin.dp@st.com | | | |   |
| 2 | Student | Demo Student DP | demo.student.dp@st.com | | GR2GT3 | Grade 12 |   |
| 3 | Student | Demo Student MYP | demo.student.myp@st.com | | P64EZ7 | Year 5 |   |
| 4 | Student | Demo Student 2 DP | demo.student2.dp@st.com | | D39YMP | Grade 12 |    |
| 5 | Student | Demo Student 3 DP | demo.student3.dp@st.com | | W7KJHQ | Grade 12 |    |

Talk to AssessPrep - Online

To create **individual accounts**, click the blue "New Account" button on the bottom-right corner of the page.

Each Student has a unique Student Code, viewable in the Accounts list. Students will use this code to submit tests.

| | | | | | | | |
|---|---------|-------------------|-------------------------|--|--------|----------|---|
| 4 | Student | Demo Student 2 DP | demo.student2.dp@st.com | | | Grade 12 |    |
| 5 | Student | Demo Student 3 DP | demo.student3.dp@st.com | | W7KJHQ | Grade 12 |    |

To create **bulk accounts**, click the green "Multiple Accounts" button on the bottom-right corner of the page.

- Step 1: Select Role (and Program for Student). Click NEXT.

Step 1: Select Role (and Program for Student).

| S NO. | R | | | | |
|-------|---------|--------------------|--------------------------|--------|----------|
| 1 | S | | | | |
| 2 | P | | | | |
| 3 | A | | | | |
| 4 | S | | | | |
| 5 | S | | | | |
| 6 | S | | | | |
| 7 | S | | | | |
| 8 | S | | | | |
| 9 | S | | | | |
| 10 | Student | Demo Student 4 MYP | demo.student4.myp@st.com | AAPXFZ | Year 5 |
| 11 | Student | Demo Student 5 DP | demo.student5.dp@st.com | ZDRYC7 | Grade 12 |

Select Role and click **NEXT**.

Step 2:

Create Multiple Student/Teacher Accounts ✕

Step 1 - Select Role / Step 2 - Add accounts

Year value should match one of these: Year 1, Year 2, Year 3, Year 4, Year 5, Grade 9, Grade 10, Grade 11, Grade 12

| | Full Name | Email | Year | Parent Name 1 | Parent Email 1 | Parent Name 2 | Parent Email 2 |
|---|-----------|-------|------|---------------|----------------|---------------|----------------|
| 1 | | | | | | | |
| 2 | | | | | | | |

Step 1 - Select Role / Step 2 - Add accounts

Year value should match one of these: Year 1, Year 2, Year 3, Year 4, Year 5, Grade 9, Grade 10, Grade 11, Grade 12

| | Full Name | Email | Year |
|---|-----------------|-----------------|--------|
| 1 | Rachel Epelbaum | chloe@eduvo.com | Year 5 |
| 2 | | | |

Step 2: Enter Full Name, Email, and Year or copy-paste from an existing sheet. The year must match as per settings. Click **DONE**.

2. Edit or Archive Accounts

MANAGE ACCOUNTS

Search SEARCH Role Filter Show archived users also

| S NO. | ROLE | NAME | EMAIL | INITIAL PASSWORD | STUDENT CODE | YEAR | ACTIONS |
|-------|---------------|------------------|-------------------------|------------------|--------------|----------|---|
| 1 | Admin_teacher | Admin DP | admin.dp@st.com | rockpaper | | | Archive User |
| 2 | Student | Demo Student DP | demo.student.dp@st.com | rockpaper | GR2GT3 | Grade 12 |   |
| 3 | Student | Demo Student MYP | demo.student.myp@st.com | rockpaper | | Year 5 |   |

Under ACTIONS, the icons allow you to Edit or Archive users.

3. Print Accounts

MANAGE ACCOUNTS SEE GUIDE TO SETUP

Search SEARCH Role Filter: Student Year Filter: Year 5 Show archived users also

| S NO. | ROLE | NAME | EMAIL | INITIAL PASSWORD | STUDENT CODE | YEAR | ACTIONS |
|-------|---------|------------------|-------------------------|------------------|--------------|--------|---------|
| 1 | Student | Demo Student MYP | demo.student.myp@st.com | | P64EZ7 | Year 5 | |

MANAGE ACCOUNTS SEE GUIDE TO SETUP

Search SEARCH Role Filter: Student Year Filter: Year 4 Show archived users also

Search and/or Filter users based on Role (and Year for Student). A "printer" icon will appear to the right. Click to print or save as PDF.

Manage Classes

HOME SHARON ARESE | ADMIN | SAMPLE TAISI SAMPLE MYP SEE GUIDE TO SETUP

MANAGE CLASSES SEE GUIDE TO SETUP

Choose Year: Year 1 Choose Subject: SEARCH RESET

| S.NO. | CLASS NAME | SUBJECT | SUBJECT GROUP | TEACHERS | STUDENT COUNT | PROGRAM | ACTIONS |
|-------|------------------|-----------|---------------|--------------|---------------|---------|---------|
| 1 | Biology Year 5 | Biology | Sciences | Sharon Arese | 7 | MYP | |
| 2 | Chemistry Year 4 | Chemistry | Sciences | Sharon Arese | 1 | MYP | |

1

Navigate to **Classes** via the left navigation menu

1. Create Classes

Create/Edit Class ✕

Enter Name
Design

Choose Year
Year 1

Choose Subject
Design - Design

Select Teachers
Sharon Arese

Start Term
Term 1 (current)

End Term
Term 2

Add Students

sample

Sample A

Sample B

Sample C

SUBMIT

To create a **new class**, click the red "New Class" button on the bottom-right corner of the page.

1. Enter Name
2. Choose Year
3. Choose Subject
4. Select Teachers - Map multiple teachers to each classroom. This allows them to work together on tests that are created for the classroom .
5. Choose start term and end-term.
6. Add Students - Map the students who will be part of this classroom. This allows students to download and take tests that are created for the classroom.
7. Click SUBMIT

2. Edit or Archive Classes

| MANAGE CLASSES | | | | | | |
|----------------|--------------------------|----------------|---------------|---------|--|--|
| Search | | Choose Program | SEARCH | RESET | | |
| S.NO. | CLASS NAME | TEACHERS | STUDENT COUNT | PROGRAM | ACTIONS | |
| 1 | Extended Mathematics | Sharon Arese | 1 | MYP | Archive Class | |
| 2 | IB DP Biology - Grade 12 | Sharon Arese | 5 | DP | <div style="display: flex; align-items: center; gap: 10px;"> ✎ 🗑️ </div> | |

Under ACTION, the icons allow you to Edit or Archive classes.

Once the above steps are complete, teachers can start [creating tests](#).