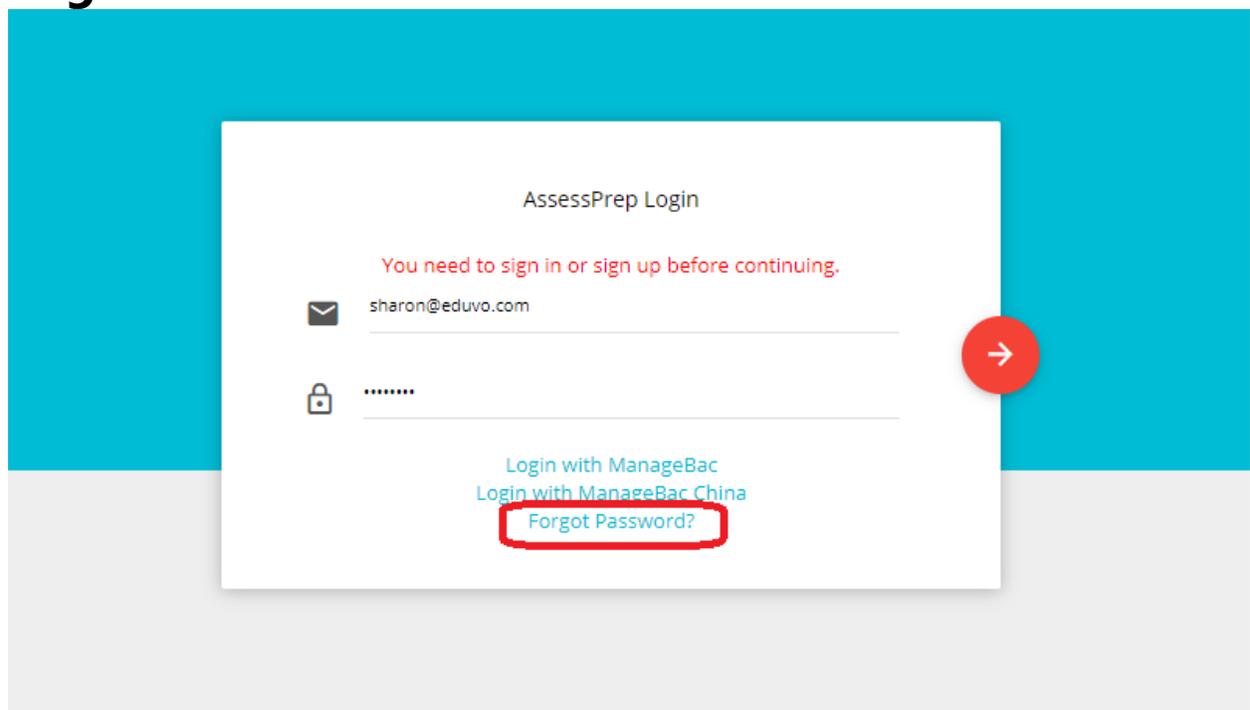


# Configuring AssessPrep Settings (for Non-ManageBac Schools)

*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<sup>[1]</sup> 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

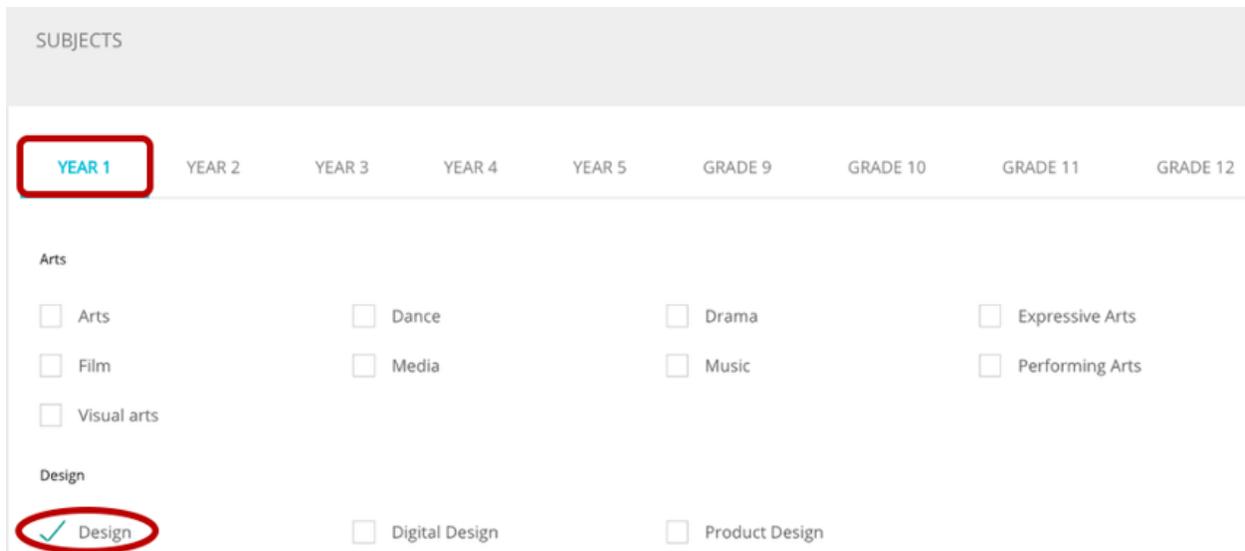
SAVE CHANGES

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

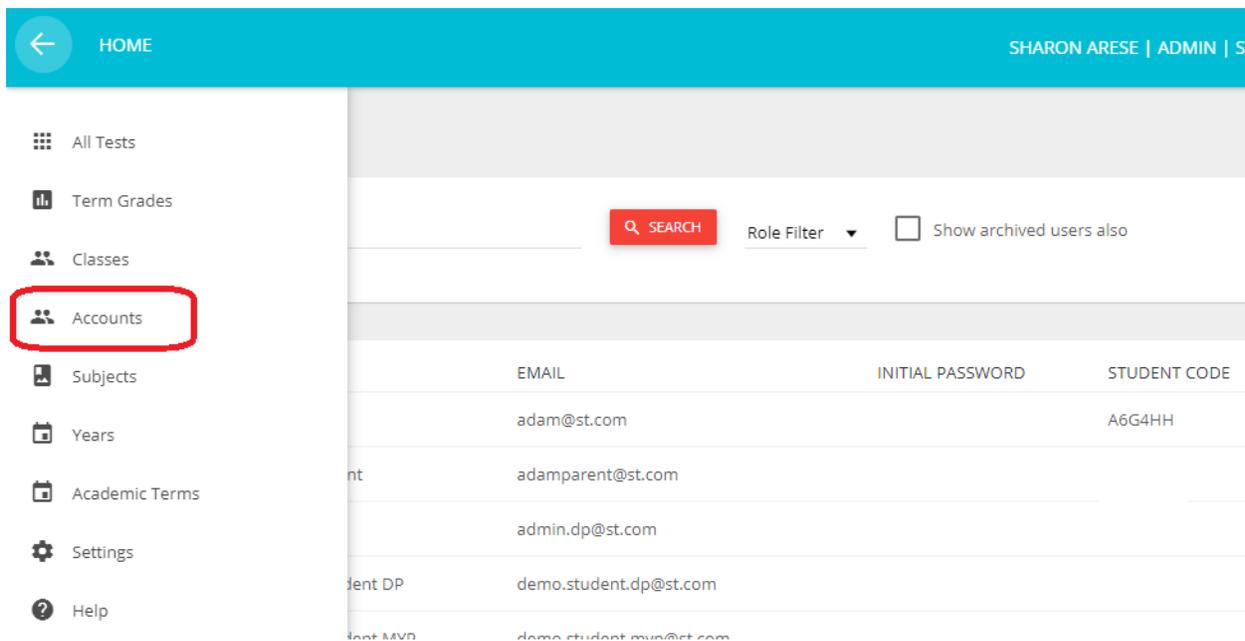
Navigate to **Years** via the left navigation menu to set Titles for DP and/or MYP year.

## 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).

The screenshot displays a web application interface for creating multiple accounts. A modal dialog box is open, titled "Create Multiple Student/Teacher Accounts". The dialog has a teal header and a white body. It shows "Step 1 - Select Role / Step 2 - Add accounts". A dropdown menu labeled "Choose account role" is highlighted with a red box, and "Student" is selected. At the bottom of the dialog, a "NEXT >" button is also highlighted with a red box. The background shows a table of student accounts with columns for ID, Role, Name, Email, ID, and Program.

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	<span style="background-color: red; color: white; padding: 2px 5px;">SEARCH</span>	<span style="border: 1px solid gray; padding: 2px 5px;">RESET</span>		
S.NO.	CLASS NAME	TEACHERS	STUDENT COUNT	PROGRAM	ACTIONS	
1	Extended Mathematics	Sharon Arese	1	MYP	<span style="background-color: gray; color: white; padding: 2px 5px;">Archive Class</span>	
2	IB DP Biology - Grade 12	Sharon Arese	5	DP	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> <span style="font-size: 1em;">✎</span> <span style="font-size: 1em;">🗑</span> </span>	

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

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