![FOCALPOINT logo]

Proctor (Tutor) Quick Start Guide

1. Navigation:

- Tutors will be assigned the role of Proctor within FocalPoint.

- FocalPoint will create Tutor logins from information provided to us by your Test Coordinator (TC). You will then receive your login credentials via email.
  (You may want to safelist the email address noreply@focalpointK12.com)

- To access FocalPoint, visit
  https://lms.backpack.education
  (You may want to bookmark this URL)

- There you will login with your username and password.

- If desired, you can record your username and password here:

  - Username:
  - Password:

2. Enrollments Landing Page:

- When you log in as a Tutor, you will see the Enrollments Landing page, where you have control over Exam Administration.

- Students who have enrolled for the exam would be reflected under the enrollees.

3. Viewing Published Examinations:

- You can view all the exams published in your organization.
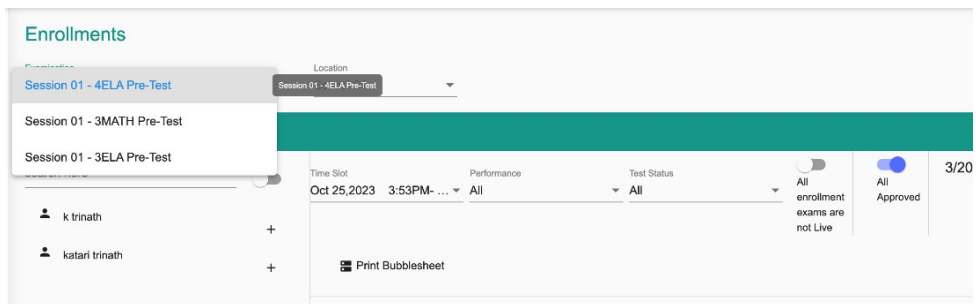
4. Reviewing Locations:

- Tutors can be assigned to one or multiple locations.

- The locations dropdown lists all locations you are assigned to. (Your location will be the school you are associated with or where you will be tutoring.)
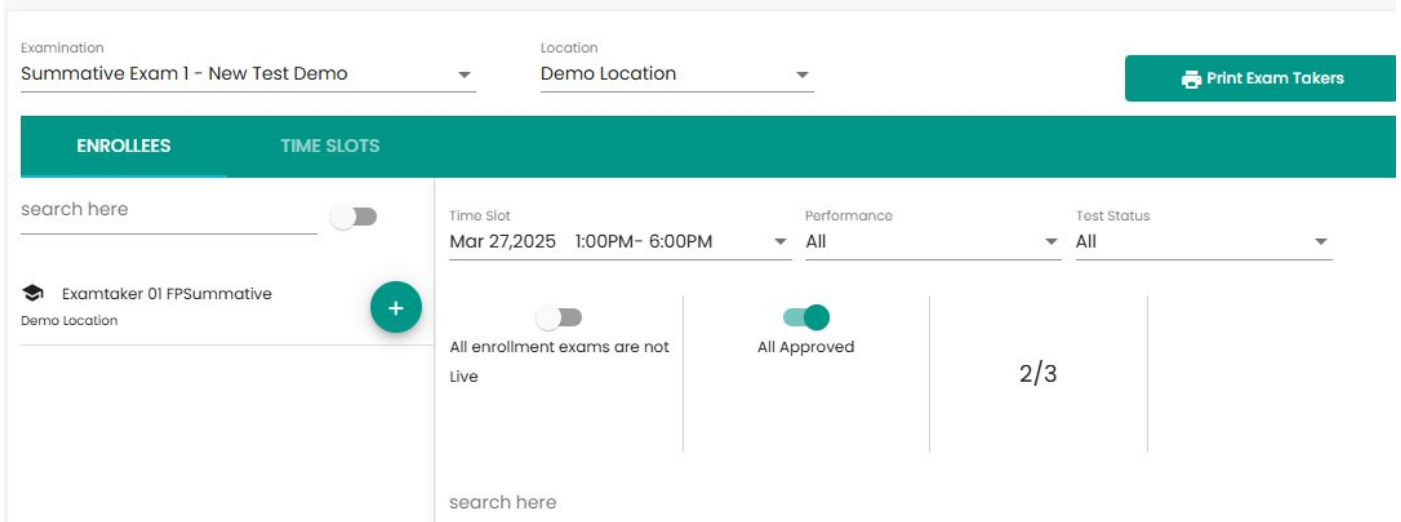
5. Creating Time Slots:

- Time slots are time blocks allocated to administer exams.

- They include the date, time, test name, and the number of exam takers allowed

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- You will need to create time slots for each of the pre- and post-tests so your students can take those tests.

- Additional time slots can be created if more students need to be scheduled for the exam.

6. Enrolling Students:

- Tutors will enroll students registered for a specific exam into a time slot
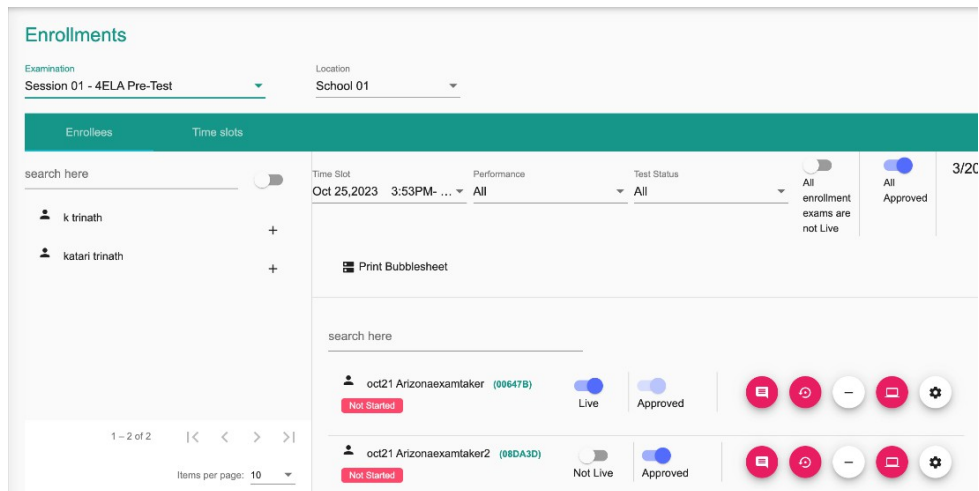
- You can add more students if there are available slots.

7. Managing Students and Accommodations:

- During the test administration window, Tutors can:
  - Use Proctor comments to report test incidents or irregularities.
  - Reset a student's exam, giving them a fresh start.
  - Remove a student from the time slot to reschedule them.

- Tutors can also add or change student accommodations, such as Read Aloud, Extended Time, Pause Test, Calculator, and Print Test based on each student's needs.
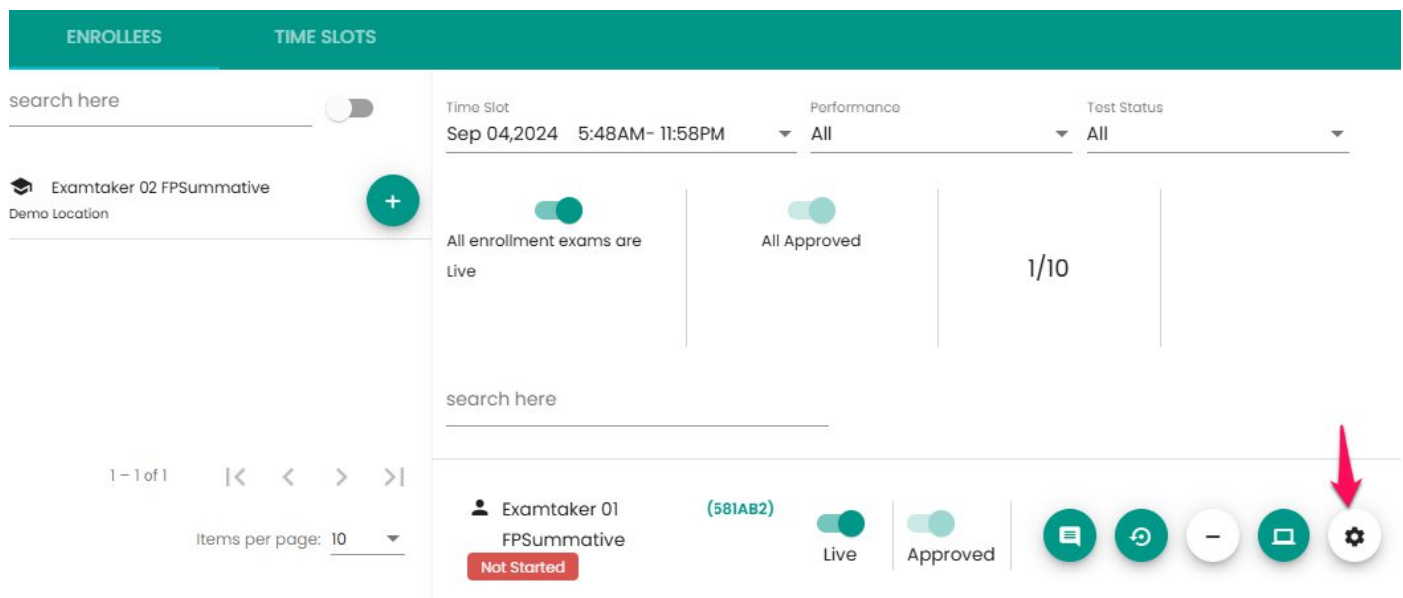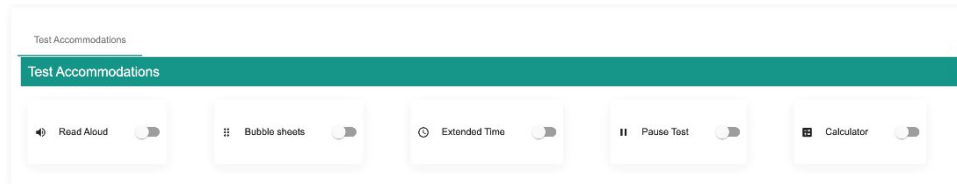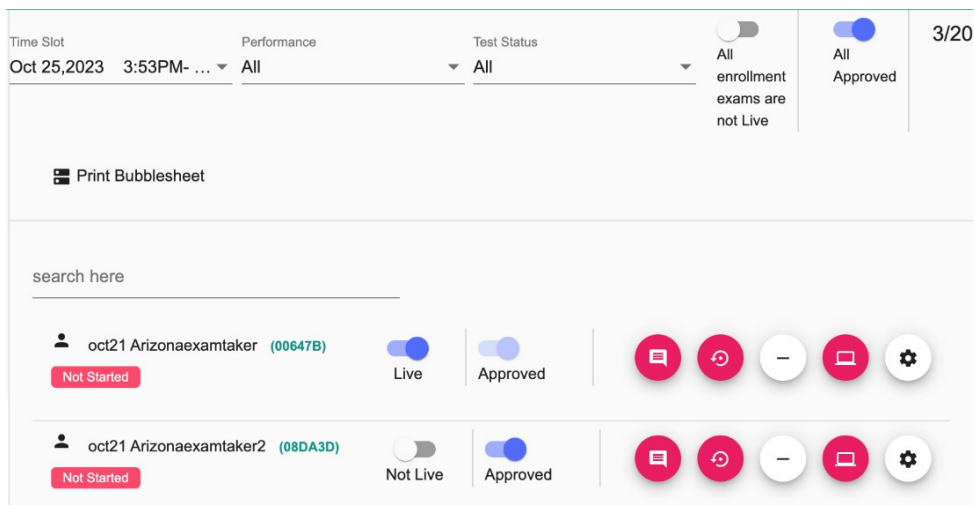

8. Making the Exam LIVE:

- Tutors can activate the exam for individual students or all at once.

- This control helps ensure that the test is taken within the administration window with proper monitoring.

9. Monitoring Student Status:

- Each student has a status indicator, which can be:
  - Not Started: The student has not begun the test.
  - In Progress: The student is actively taking the test.
  - In Review: The student has completed the test, awaiting scoring.
  - Completed: The test has been successfully completed and scored

10. Searching for Students and Using Filters:

- Tutors can easily find individual students by typing their names in the search bar, which is helpful when managing many students.

- Filters also allow Tutors to sort students based on performance and test status.

11. Viewing Student Performance:

- After test administration, Proctors (Tutors) can view student performance.

With this guide and the accompanying training video as references, you are now equipped with the essential knowledge to manage your Tutor responsibilities using FocalPoint. If you have questions or need assistance, please ask, or refer to our support resources. As a reminder, you can:

- Visit the Help Center from the Help menu in FocalPoint.
- Call: 866.377.4265
- Email: Support@focalpointk12.com

Good luck with your Tutoring role!!