



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:

PLEASE LOGIN TO APP

By logging in to this confidential site, you are acknowledging that you understand and will comply with the requirements to protect confidential student data under the **Family Educational Rights and Privacy Act (FERPA)**. You are further agreeing to responsibly use the data for the benefit of the students for whom you have a legitimate educational interest.


Username

Password

Login

[Forgot password](#)

☐ Remember my login

 Contact Us: 866-377-4263
Email: support@FocalPointK12.com

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.

The screenshot displays the FocalPoint FP Examcenter interface. The top navigation bar is teal with the FocalPoint logo, a menu icon, the text 'FP Examcenter', and user controls including a profile icon, a share icon, a settings gear, and a red 'PF' button. The left sidebar features a large circular 'PF' logo, the name 'Proctor FPSummativ', and a list of navigation items: 'Dashboard', 'Enrollments' (highlighted in teal), 'Enrollees', 'Administration' (with a dropdown arrow), and 'Help'. The main content area has a teal header with 'ENROLLEES' and 'TIME SLOTS' tabs. Below this, there are filters for 'Examination' (Summative Exam 1 - New Test Demo) and 'Location' (Demo Location), along with a 'Print Exam Takers' button. The 'ENROLLEES' section includes a search bar, a toggle switch, and a list of exam takers. The first entry is 'Examtaker 01 FPSummativ' at 'Demo Location', with a green '+' icon. The 'TIME SLOTS' section shows filters for 'Time Slot' (Mar 27, 2025 1:00PM - 6:00PM), 'Performance' (All), and 'Test Status' (All). It also includes a search bar and a table with columns for 'All enrollment exams are not Live', 'All Approved', and '2/3'. At the bottom, there is a pagination bar showing '1 - 1 of 1' and a list of exam takers, including 'Examtaker 03 FPSummativ' with ID '(5D3D9A)', a 'Not Started' status, and 'Live' and 'Approved' toggle switches. A row of icons for chat, refresh, minus, laptop, and settings is at the bottom right.

FocalPoint **FP Examcenter** PF

PF
Proctor FPSummativ

- Dashboard
- Enrollments**
- Enrollees
- Administration
- Help

Examination: Summative Exam 1 - New Test Demo
Location: Demo Location Print Exam Takers

ENROLLEES **TIME SLOTS**

search here ☐

Examtaker 01 FPSummativ
Demo Location +

Time Slot: Mar 27, 2025 1:00PM - 6:00PM
Performance: All
Test Status: All

search here

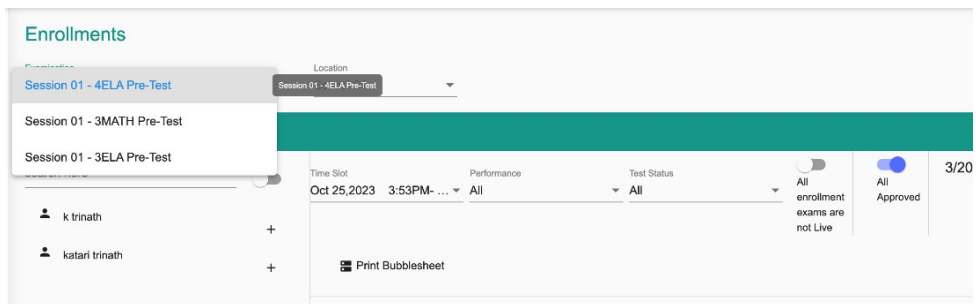
All enrollment exams are not Live ☐ All Approved ☒ 2/3

1 - 1 of 1

Examtaker 03 FPSummativ (5D3D9A) ☒ Live ☒ Approved Not Started Chat Refresh Minus Laptop Settings

3. Viewing Published Examinations:

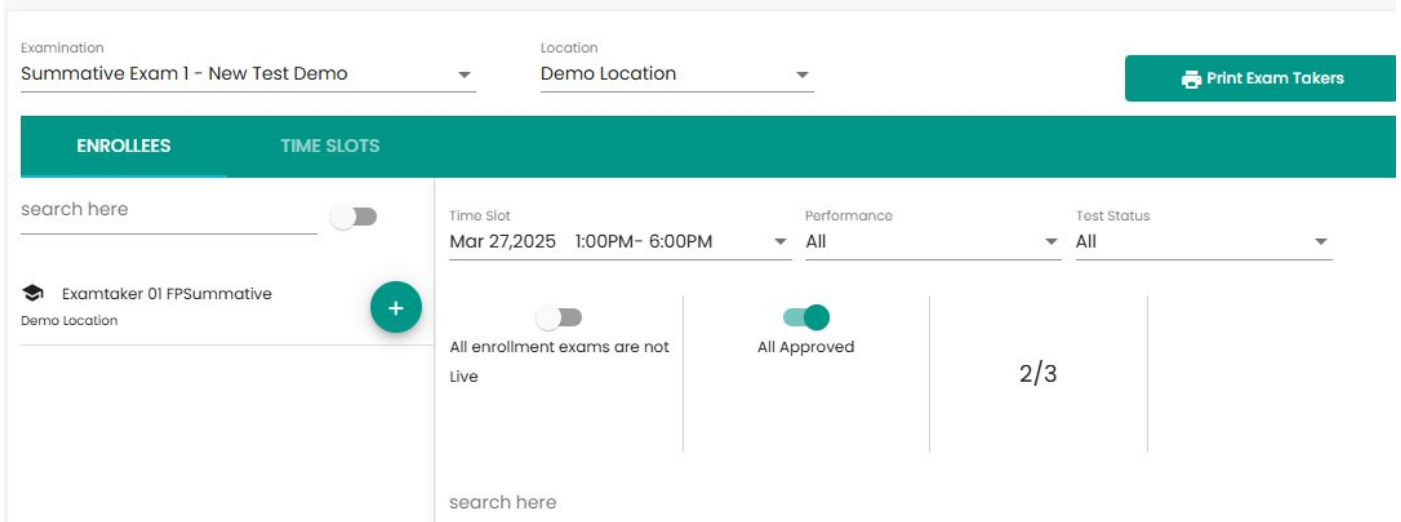
- You can view all the exams published in your organization.



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.)

Enrollments



5. Creating Time Slots:

- Time slots are time blocks allocated to administer exams.

Enrollments

Examination: **Session 01 - 3ELA Pre-Test** Location: **School 01**

Enrollees Time slots + Add New

Time Slot	Test Name	Identifier	Action
Oct 21, 2023 11:00 PM-11:55 PM	735547	32253080-f885-4a59-aecf-2287e2b21e31	
Oct 21, 2023 9:10 AM-10:10 AM	735547	f4db1b6e-3209-4c8f-ba2d-94e5700d2c44	
Oct 20, 2023 10:05 AM-10:05 AM	735547	a74f48f2-9931-4e76-a8c3-e42a3ce30943	

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

Exam Time slot ×

Session 01 - 3ELA Pre-Test School 01

Exam Date * Start Time * End Time * Exam Taker count allowed *

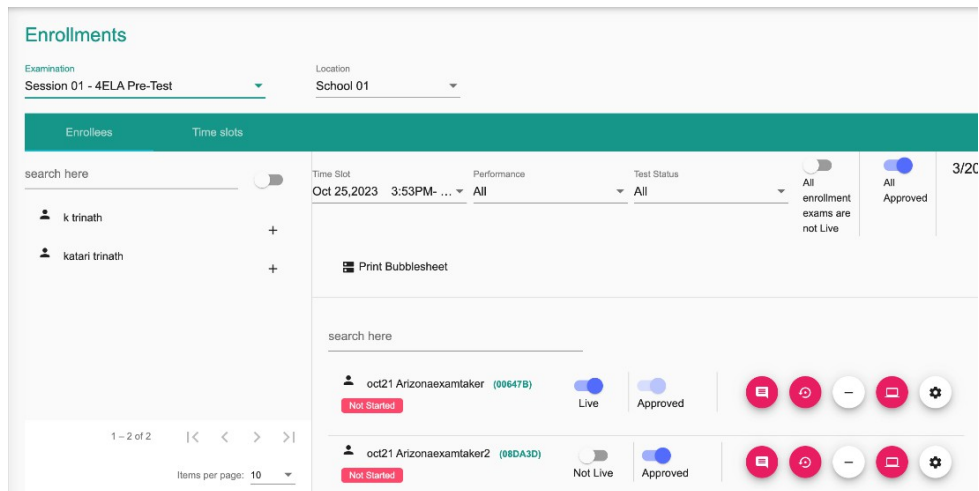
10/22/2023 11:55 11:55

Save

- 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:

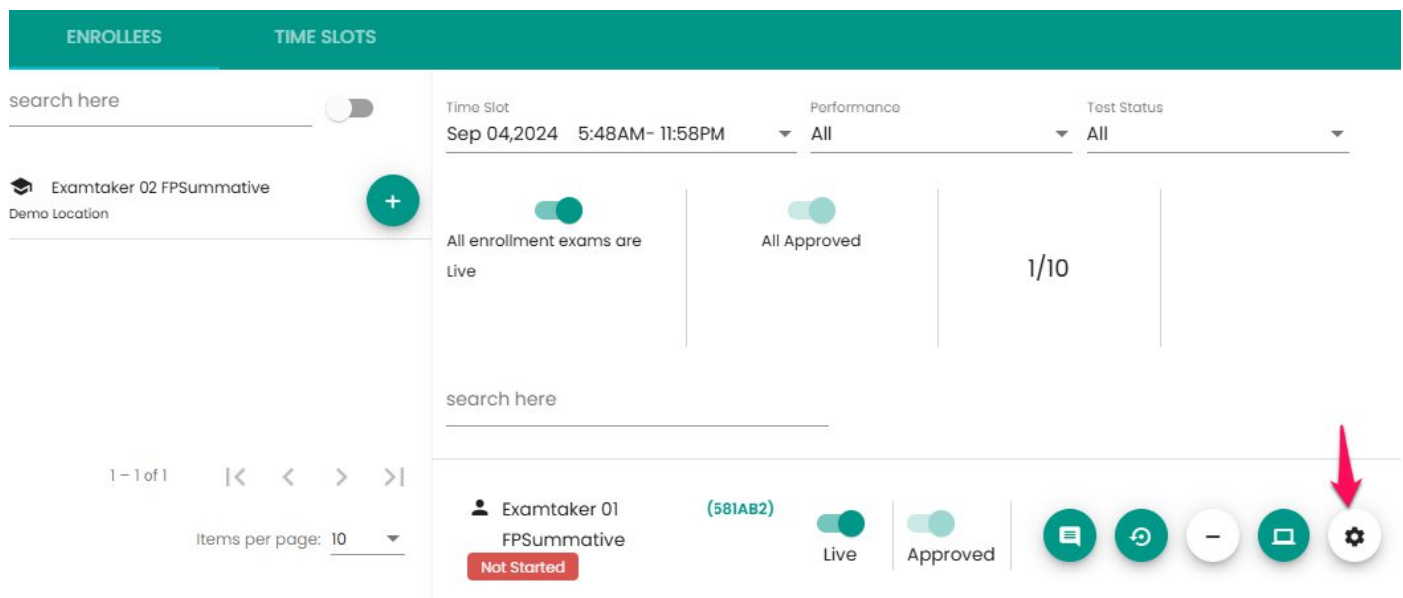
- Tutors will enroll students registered for a specific exam into a time slot



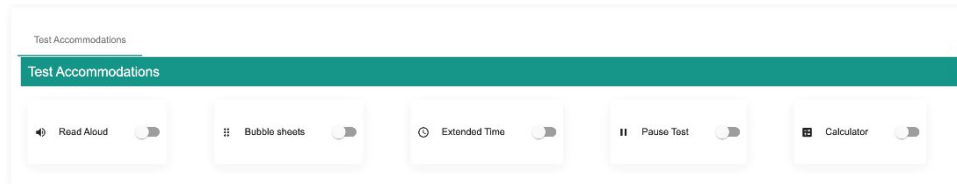
- You can add more students if there are available slots.

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.

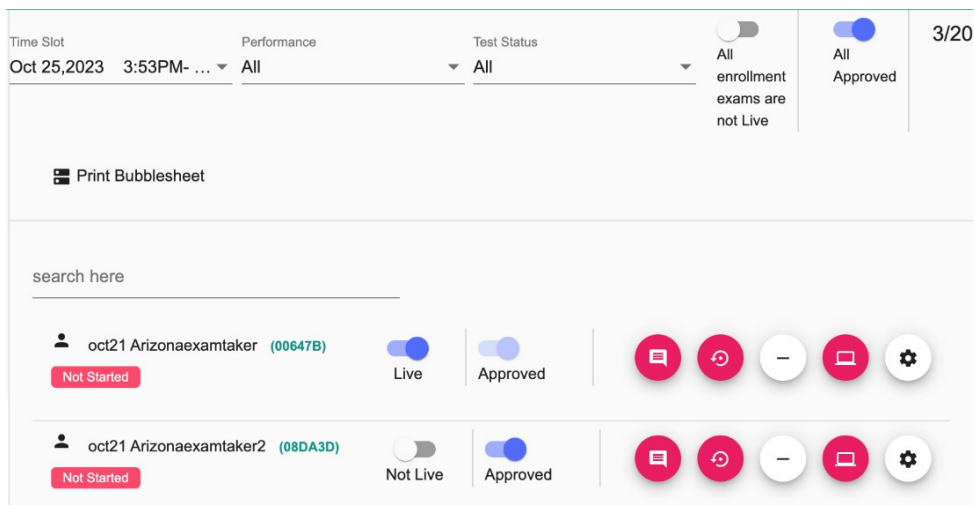


- Tutors can also add or change student accommodations, such as Read Aloud, Extended Time, Pause Test, Calculator, and Print Test based on each student's needs.



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

search here

oct21 Arizonaexamtaker
00647B

Not Started

Live

Approved

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.

Time Slot

Nov 23,2023
7:44PM- 8:44PM

Performance

All

Test Status

All

All

Approved

3/1

search here

11. Viewing Student Performance:

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

examtaker01 ade

Not Started

Approved

examtaker02 ade

Highly Proficient (24/24)
Completed

examtaker03 ade

Not Started

Approved

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!!