

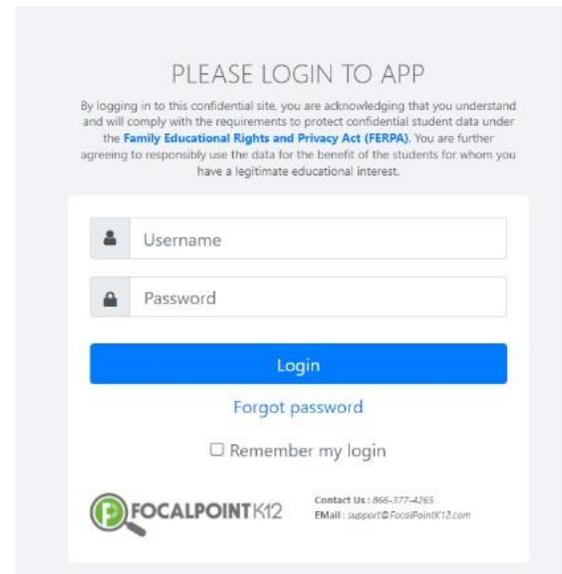
# Controller Training Manual

*This manual will guide Controllers/Test Coordinator (TC) and District Assessment staff through the process of managing the pre-testing and post-testing process for each Tutoring Session. This guide is intended to accompany the asynchronous training session available to Controllers.*

*Within Focal Point, Controllers will have access to the following:*

## Navigation

- Test Coordinator (TCs) and selected district assessment staff will be assigned the role of Controller within FocalPoint.
- FocalPoint will create controller logins and notify each controller with their credentials via email. (You may want to safelist the email address [noreply@focalpointK12.com](mailto: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

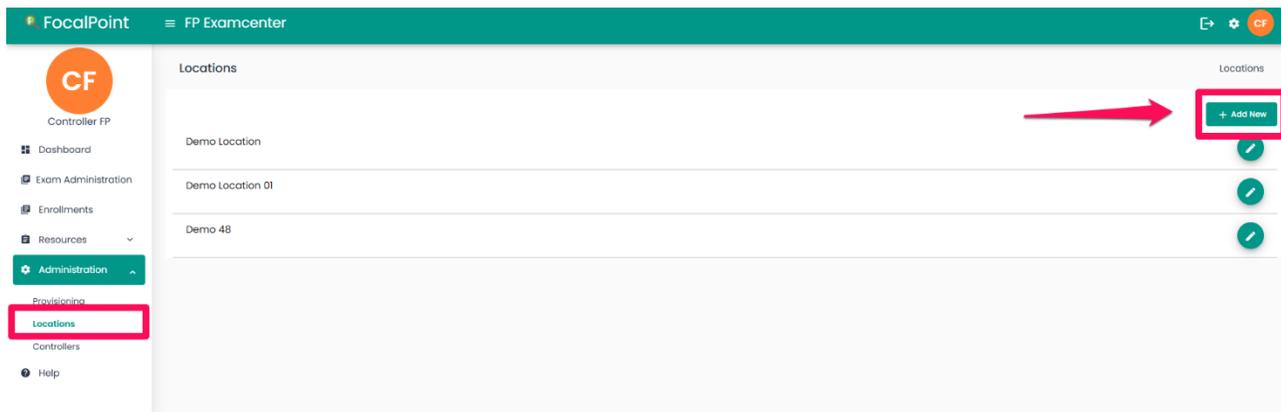
 FOCALPOINT K12

Contact Us: 866-377-4263  
Email: [support@FocalPointK12.com](mailto:support@FocalPointK12.com)

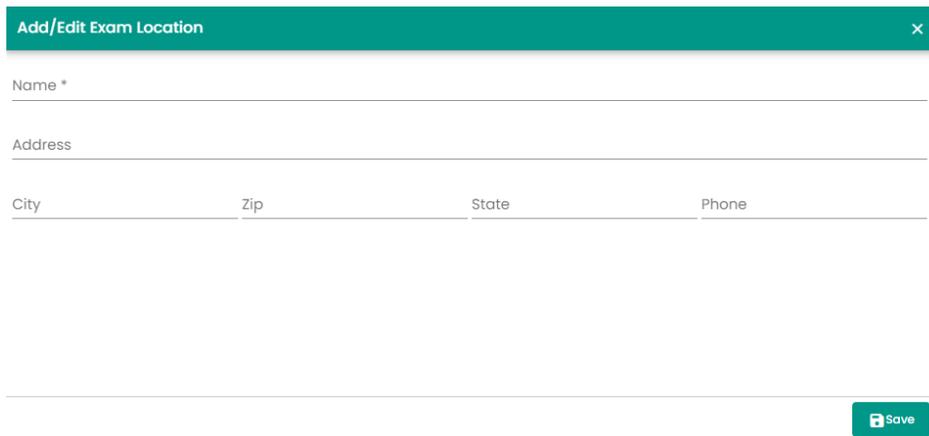
## Provisioning (Adding Locations and Users to FocalPoint)

- Controllers can do the following:
  1. [Add Locations](#) (typically the schools where test administration takes place).
    - To access locations, go to the Administration section.
    - Click on 'Locations'.

- To add new location, select the 'Add New' button.



- The Add/Edit page appears, fill the details and click on 'Save'.



## 2. Add Controllers (TCs)

- Manually Add New Controllers:
  - Click on 'Add New' to create individual controller profiles.



- Required Fields:
  - Email
  - First Name
  - Last Name
- Optional Field:
  - ID (Local Identifier of the user)
- Administrative Access:
  - Select 'Is Admin' to grant administrative privileges.

Add/Edit Controller
×

Email \*

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First Name \* Last Name \*

---

ID

---

Is Admin

Save

○ Bulk Upload Controllers:

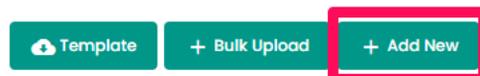


- Download the provided xlsx file template for bulk operations.
  - Complete the template with the required controller details.
  - Required Fields:
    - Email
    - First Name
    - Last Name
  - Optional Field:
    - ID (Local Identifier of the user).
  - Administrative Access:
    - Indicate 'Is Admin' as needed.
  - Use 'Bulk Upload' to load the completed xlsx file.
- Automated Processing:
    - The system automatically processes and adds a new controller to the list.
    - Controllers with administrative privileges can create additional users.
  - Error Handling:
    - Recorded errors in the uploaded file are communicated to the user.
    - Errors are presented in the same excel format for easy identification and correction.

### 3. Add Proctors and Assign to Locations

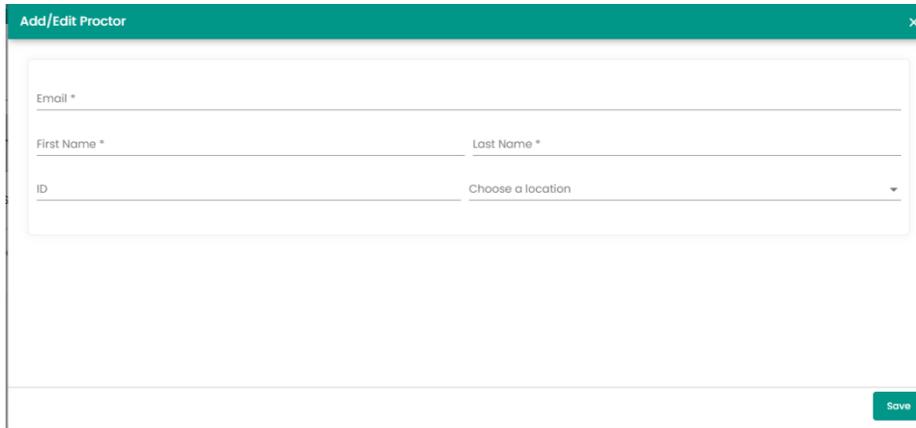
○ Manually Add New Proctors:

- Click on 'Add New' to create individual proctor profiles.



- Required Fields:
  - Email

- First Name
- Last Name
- Optional Field:
  - ID (Local Identifier of the user).



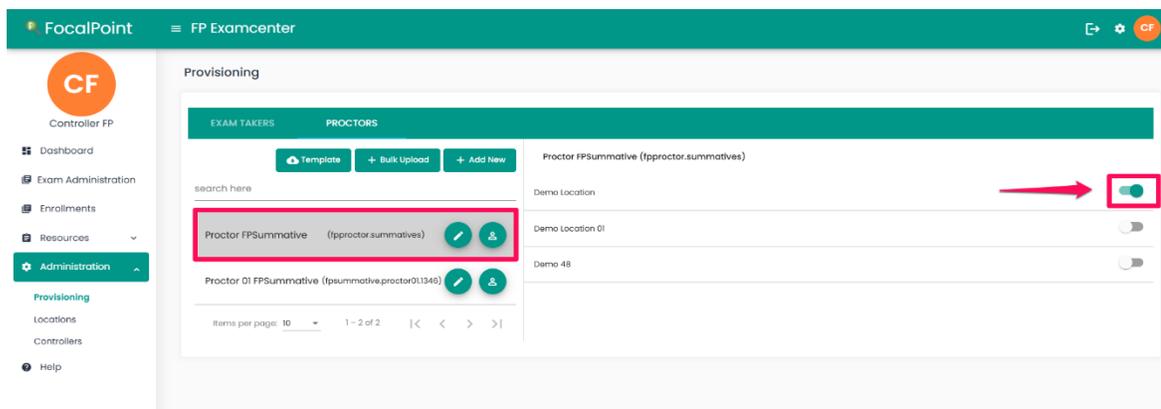
○ Bulk Upload Proctors:



- Download the provided xlsx file template for bulk operations.
- Complete the template with the required proctor details.
- Required Fields:
  - Email
  - First Name
  - Last Name
- Optional Field:
  - ID (Local Identifier of the user).
- Use 'Bulk Upload' to load the completed xlsx file.
- The system automatically processes and adds new proctors to the list.

○ Assign Proctors to Locations:

- Toggle the option to assign proctors to multiple locations.
- Proctors can be assigned to multiple locations based on the toggle selection.



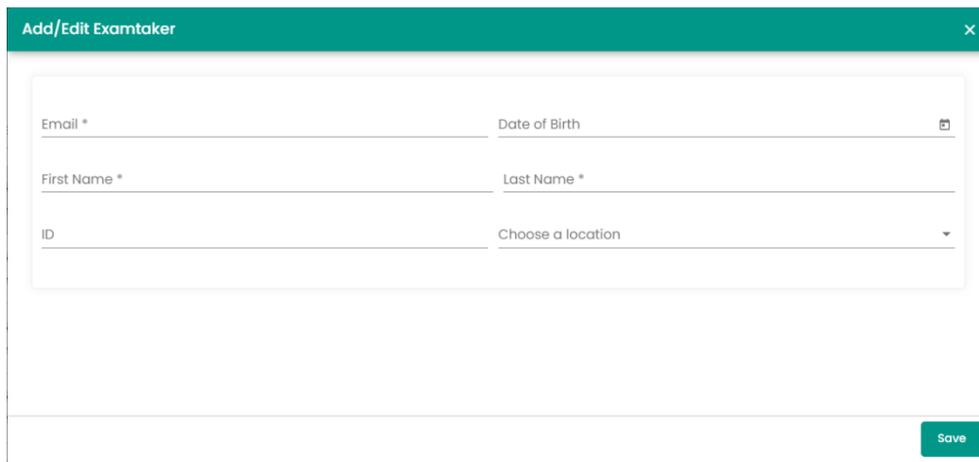
## 4. Add Exam Takers

### ○ Manually Add New Students:

- Click on 'Add New' to manually create individual student profiles.



- Required Fields:
  - Email
  - First Name
  - Last Name
- Optional Fields:
  - ID (State student identifier)
  - Location (Enrolled school)
  - DOB (Date of Birth)

A screenshot of the 'Add/Edit Examtaker' form. The form has a teal header with the title 'Add/Edit Examtaker' and a close button. The form contains several input fields: 'Email \*', 'Date of Birth' (with a calendar icon), 'First Name \*', 'Last Name \*', 'ID', and 'Choose a location' (with a dropdown arrow). A 'Save' button is located at the bottom right of the form.

### ○ Bulk Upload Students:



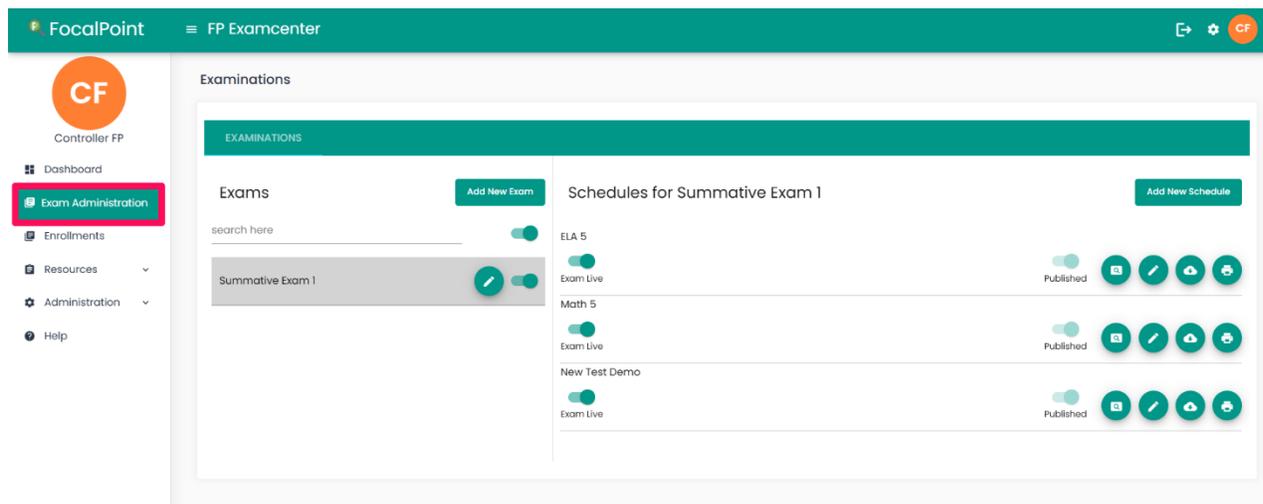
- Download the provided xlsx file template for bulk operations.
- Complete the template with the required proctor details.
- Required Fields:
  - Email
  - First Name
  - Last Name
- Optional Field:
  - ID (Local Identifier of the user)
- Use 'Bulk Upload' to load the completed xlsx file.
- The system automatically processes and adds new proctors to the list.

- Error Handling:
  - In case of any errors within the uploaded file, they are recorded.
  - The system pushes back the recorded errors to the user in the same excel format.
  - This enables users to quickly identify and rectify any issues for a smooth bulk upload process.

This flexible approach allows administrators to efficiently manage the addition of exam takers, whether it's a few individual entries or a bulk upload using an xlsx file.

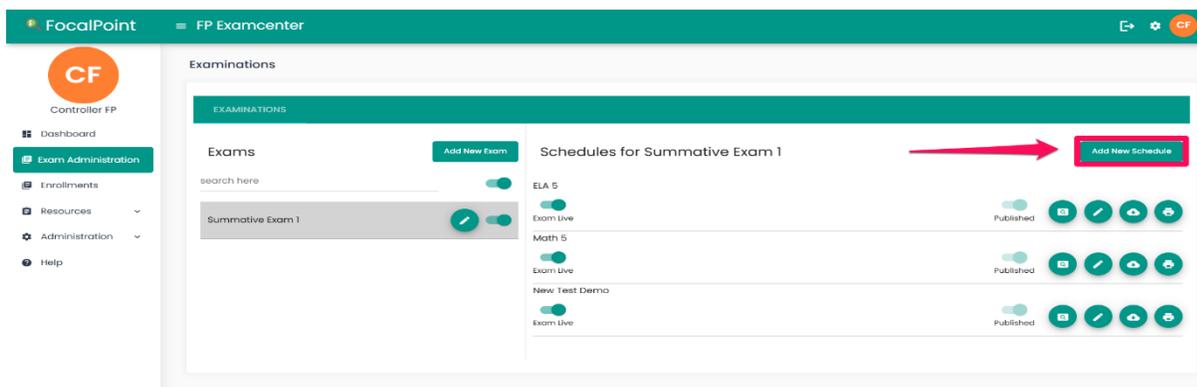
## Accessing the Exam Administration Page

- When you log in as a controller, you'll see the Exam Administration page.
- This is where you will manage the examinations (pre-tests and post-tests) for your district.

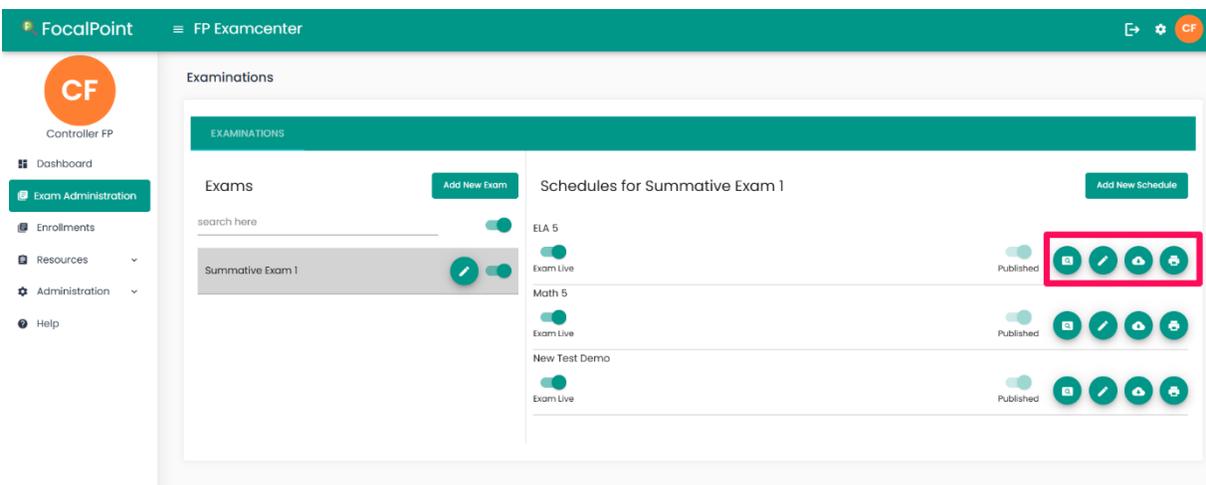


## Managing Exam Schedules

- Admins pre-built Assessments and their corresponding Schedules will be available on the Examinations screen after they are published. You can view them on the Exam Administration screen.
- Access Exam Administration:
  - Navigate to the Exam Administration screen.

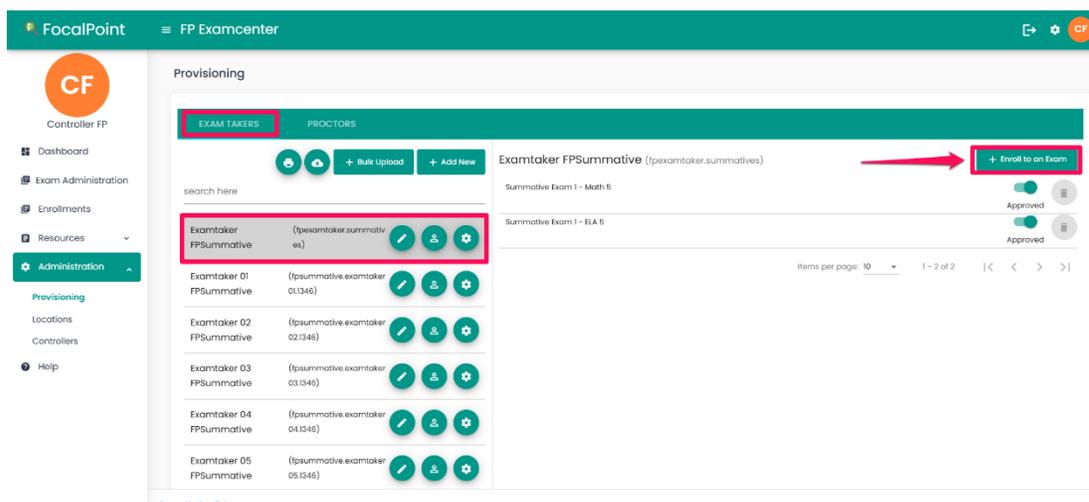


- View Exams:
  - On the left panel, click on the specific exam you want to manage.
- Display of Test Schedules:
  - The right panel will showcase the schedules associated with the selected exam.
- Preview Test, Edit, Export Exam Taker's list, Print Test:
  - Controllers have the option to:
    - Preview Test: Review the test to see how its displayed to the student.
    - Edit: Test can be edited with all details.
    - Export Exam Takers list: Download the list of exam takers and associated details.
    - Print Test: Generate a hard copy of the test.



## Manage Exam Enrollment

- Controllers have administrative privileges, including enrolling Exam Takers to an Exam (registering students for pre-tests and post-tests).
  - Select Exam Taker
    - Choose the 'Enroll to an Exam' option.



- Select Examination:
  - Pick the desired examination from the available options.
- Select Schedule:
  - Choose the appropriate schedule for the selected examination.
- Save:
  - Save the enrollment to confirm the selected student's registration for the chosen test.

**Enrollment** ✕

Examination  
**Summative Exam 1**

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Schedule  
**ELA 5**

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Save

## Enrollments

- Controllers can monitor Exam Administration using the Enrollment menu. This menu provides details on student enrollment, including the student's name, location, exam date, analytics summary, and performance.

FocalPoint
FP Examcenter
🔍 ⚙️ CF

CF

Controller FP

- ☰ Dashboard
- ☰ Exam Administration
- ☰ Enrollments
- ☰ Resources
- ☰ Administration
- ☰ Help

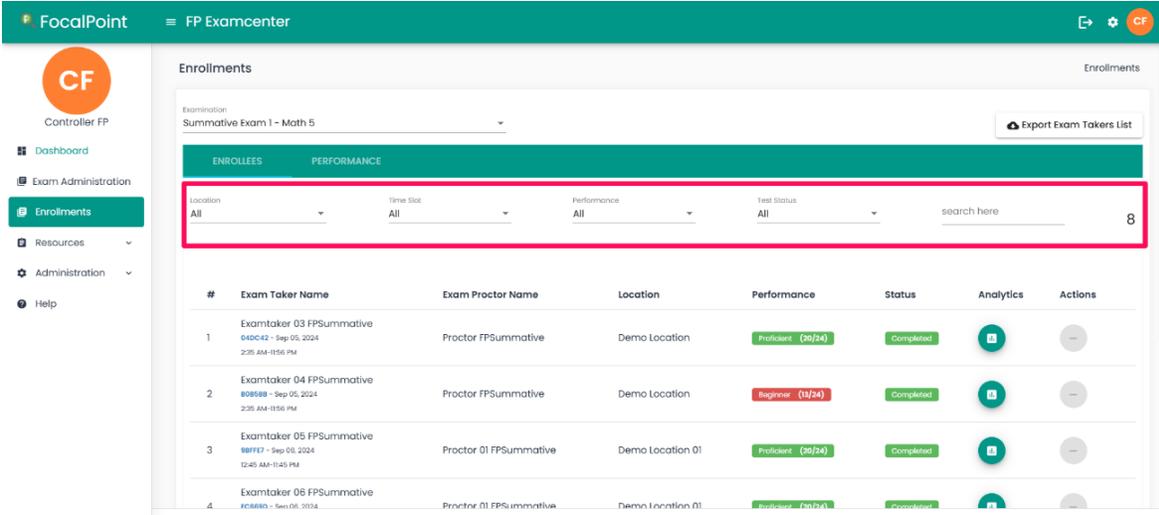
Enrollments
Enrollments

Examination  
Summative Exam 1 - Math 5

[Export Exam Takers List](#)

ENROLLEES		PERFORMANCE					
Location	Time Slot	Performance	Test Status	search here			
All	All	All	All	8			
#	Exam Taker Name	Exam Proctor Name	Location	Performance	Status	Analytics	Actions
1	Examtaker 03 FPSummative 040C42 - Sep 05, 2024 2:35 AM-11:59 PM	Proctor FPSummative	Demo Location	Proficient (20/24)	Completed		
2	Examtaker 04 FPSummative 808588 - Sep 05, 2024 2:35 AM-11:59 PM	Proctor FPSummative	Demo Location	Beginner (11/24)	Completed		
3	Examtaker 05 FPSummative 98F7E7 - Sep 05, 2024 12:45 AM-11:45 PM	Proctor 01 FPSummative	Demo Location 01	Proficient (20/24)	Completed		
4	Examtaker 06 FPSummative FC6880 - Sep 05, 2024	Proctor 01 FPSummative	Demo Location 01	Proficient (20/24)	Completed		

- Controllers can filter student lists using the top filters such as location, time slot, performance, and test status, or search for students by name in the search bar. You can view the number of enrolled students for specific examination and location.



**Enrollments**

Examination: Summative Exam 1 - Math 5

Export Exam Takers List

ENROLLEES PERFORMANCE

Location: All Time Slot: All Performance: All Test Status: All search here 8

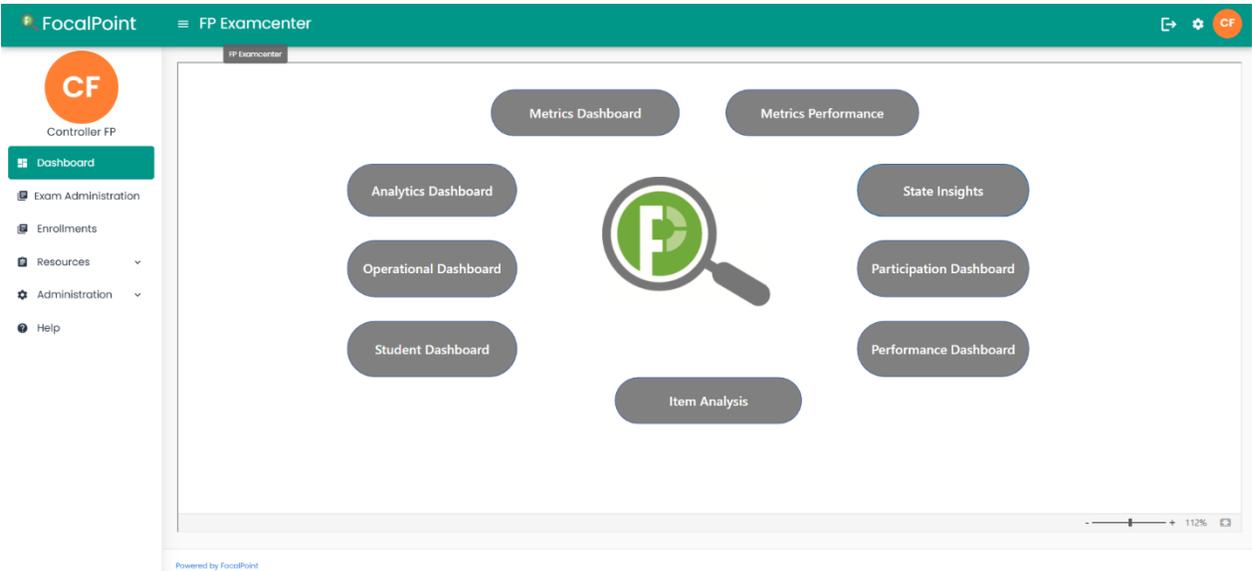
#	Exam Taker Name	Exam Proctor Name	Location	Performance	Status	Analytics	Actions
1	Examtaker 03 FPSummative 04DC42 - Sep 05, 2024 2:25 AM-10:56 PM	Proctor FPSummative	Demo Location	Proficient (20/24)	Completed		
2	Examtaker 04 FPSummative 050908 - Sep 05, 2024 2:25 AM-10:56 PM	Proctor FPSummative	Demo Location	Beginner (10/24)	Completed		
3	Examtaker 05 FPSummative 06FFE7 - Sep 05, 2024 12:45 AM-11:45 PM	Proctor 01 FPSummative	Demo Location 01	Proficient (20/24)	Completed		
4	Examtaker 06 FPSummative FC6880 - Sep 05, 2024	Proctor 01 FPSummative	Demo Location 01	Proficient (20/24)	Completed		

- Controllers can also export a list of exam takers by examination. This export provides Excel data with exam takers' summary information, including raw scores.

## Dashboard

The Dashboard provides real-time insights into exam performance. It allows administrators to track student progress, monitor completion rates, and view detailed score reports. The dashboard also shows time spent on exams and identifies performance trends over time.

- Once logged into the platform, on the left menu, select the 'Dashboard' section.
- Within the dashboard, you can find various reports as shown.



**FocalPoint** FP Examcenter

CF Controller FP

Dashboard

Exam Administration

Enrollments

Resources

Administration

Help

Metrics Dashboard

Metrics Performance

Analytics Dashboard

Operational Dashboard

Student Dashboard

State Insights

Participation Dashboard

Performance Dashboard

Item Analysis

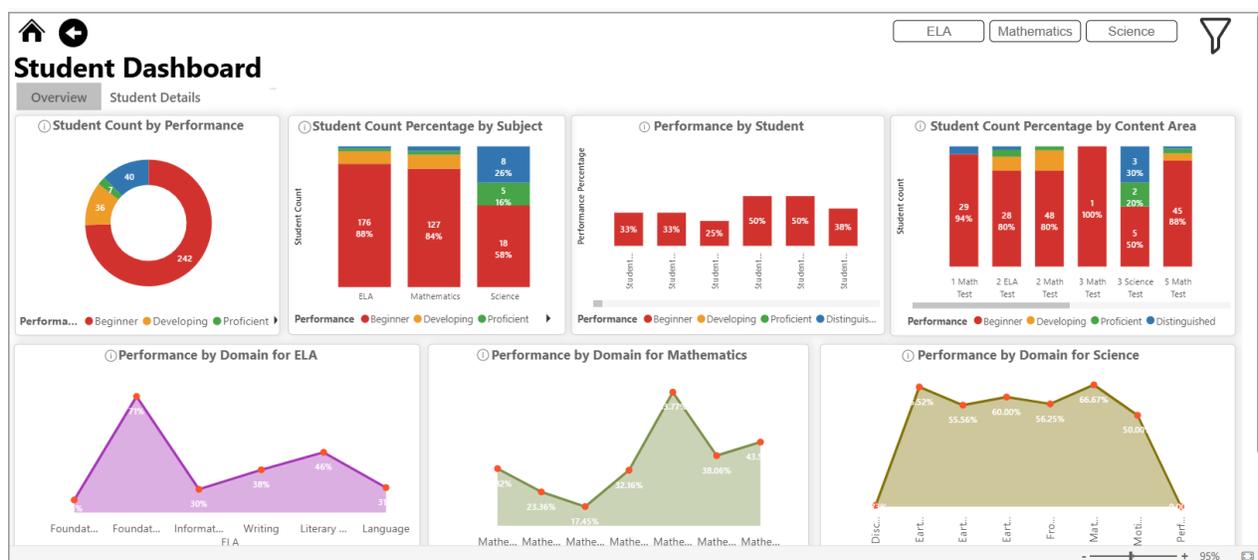
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By selecting each dashboard, you will find them in detailed reports based on various criteria and drill through the data. Let's look into one of the reports below.

## Student Dashboard

In this dashboard Performance details in student level are shown. Click on the 'Student Dashboard' to review the student report represented by colored bands.

- Here is the overview of the Student Dashboard displayed. You can filter the details using the slicer panel located at the top right corner of the page.
- In this report you can find the student count by performance, subject wise percentage of the students, etc. You can drill down the details by clicking on the colored bands.



## Help

With this guide and the accompanying training video as references, you are now equipped with the essential knowledge to manage examinations in your district using FocalPoint.

If you have any questions or need assistance, please don't hesitate to ask or refer to our support resources. As a reminder, you can:

- Visit the Focal Point Support from the Help menu.
- Call: 866.377.4265
- Chat: Live chat option.
- Email: [support@focalpointk12.net](mailto:support@focalpointk12.net)

*Good luck with your Controller responsibilities!*