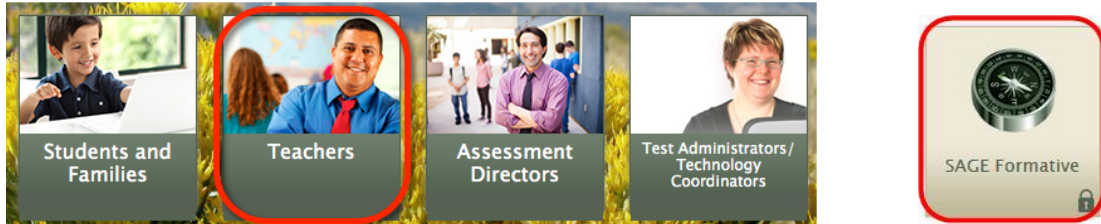


SAGE Formative Quick Start Guide for TEACHERS

1. Access SAGE portal: <http://sageportal.org/>
2. Click the 'Teachers' card, then click 'SAGE Formative'



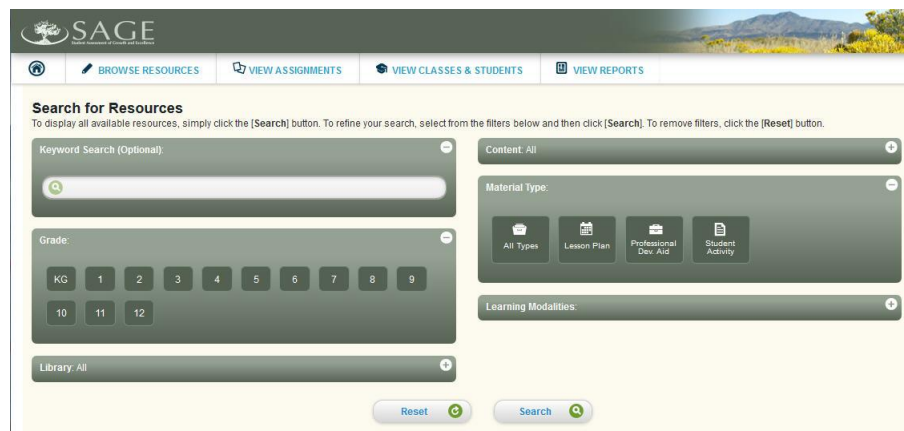
3. Enter login information. Use **Forgot Your Password?** link if needed.

Username: (school email address) _____ Password: _____

4. Click 'Browse Resources'

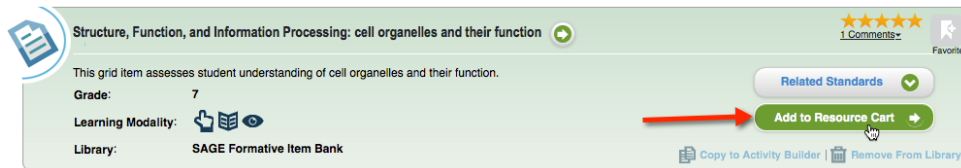


5. To display all resources, click **Search** or select from filters to refine your search. For details see Browse and Filter Resources on pages 14-16 of the [SAGE Formative Users Guide](#) or here: <http://goo.gl/m45OaN> (capital o).



Link to all SAGE Formative Training Documents: <http://sageformative.wikispaces.com/>

6. View/evaluate a resource by clicking the right arrow next to its name. You can also view **Related Standards** to see other resources aligned to the same Core concept. If you want to use a resource, click **Add to Resource Cart** to add it to the list of questions for your assignment:



7. You can also add an item to your cart while previewing the item with the **Add to Cart** button. Once the item has been added to your cart, the cart button will change from green to grey.



8. Continue to add resources to your cart until you have the desired questions for your assignment. Once you are ready to create your assignment, click the **Resource Cart** icon on the top right of the Resources Search Results page.



9. In the new popup window, you can delete any questions you don't need by clicking the **X** next to the question name. Now, click **Save as Assignment**.



10. In the Add to Assignment window, you have several options and settings. Fill out each field with the appropriate information. *Note: If you do not set a Start Date, your students will not be able to access the assignment.* If you would like more information on what each of these options do, view this PDF: <http://goo.gl/zWldoA>

11. **Manage Resources** will allow you to reorder or delete assignment resources.

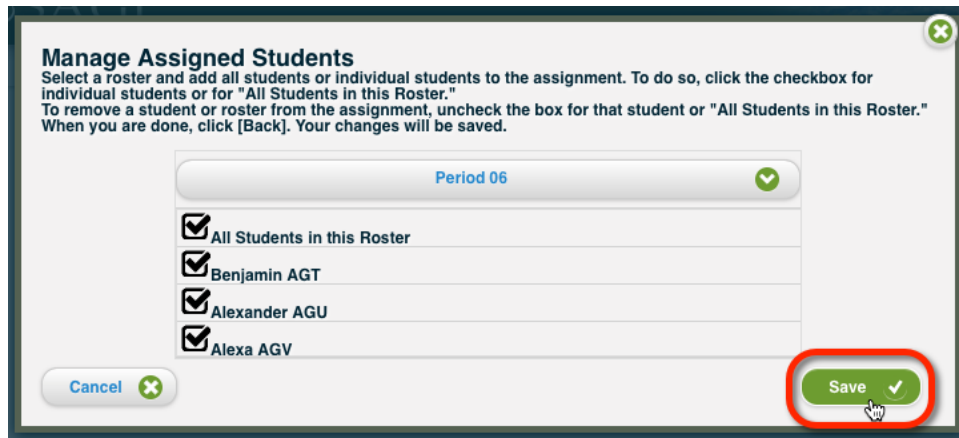
Manage Resources 

12. Use **Manage Assigned Students** to choose the students who will receive this assignment. You can choose all students, all students in one or more classes, or individual students from any classes. Change classes or 'rosters' by clicking the current class/roster name button with the down arrow:

Manage Assigned Students 



13. You **MUST** add students to **EACH** assignment/assessment before students can access it. When finished, click **Save** to save your changes.



Manage Assigned Students
Select a roster and add all students or individual students to the assignment. To do so, click the checkbox for individual students or for "All Students in this Roster."
To remove a student or roster from the assignment, uncheck the box for that student or "All Students in this Roster."
When you are done, click [Back]. Your changes will be saved.

Period 06

☒	All Students in this Roster
☒	Benjamin AGT
☒	Alexander AGU
☒	Alexa AGV

Cancel



Save

14. **Save** the assignment.

15. Once you save an assignment, you are returned to the **Browse Resources** section. You can reset the filters and repeat the steps above to create additional assignments, or you can find additional resources to add to the assignment you just made.

Adding Resources to an Existing Assignment

Adding new resources or questions to an existing assignment is much like creating the assignment to begin with. Use the **Browse Resources** filters to find the new item(s) you would like to add, and add them to your **Resource Cart**. Click the cart and then **Save as Assignment**.

In the next window, add the resource to an existing assignment by clicking **Create a New Assignment** and selecting a previously created assignment:

Add to Assignment

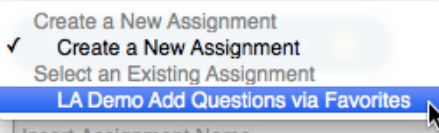
Select Assignment

Create a New Assignment

Add to Assignment

Select Assignment

Assignment Name:



- Create a New Assignment
- ☒ Create a New Assignment
- Select an Existing Assignment
- LA Demo Add Questions via Favorites

Make sure to **Save** your changes after you add new resources. Now, your assignment is ready for students.



Save

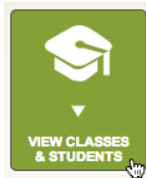
STUDENT LOGIN INSTRUCTIONS

1. Students login from the SAGE Portal: <http://sageportal.org>
2. Click 'Students and Families' and then 'SAGE Formative'



3. 'SAGE Login' (username) for students is their SSID number. (**No leading zeros are required.**)
Note: Students who log in for the first time must enter their SSID in the Password field.
Upon logging in students will be prompted to change their password. The **new password must be at least five characters in length**. You can have your students use their SSID as their password, or a generic password all will use, or let them choose their own.

Teachers: View student SSID numbers from the **View Classes & Students** tab.



Reset passwords by using the **Reset Password** icon.



STUDENT RESULTS

View student assessment results from the **View Reports** tab. View the [Reports Summary Handout](#) (PDF) or at this address: <http://goo.gl/griqHm> (Complete instructions pages 107-132 of [SAGE Formative User Guide](#))