



ASW Bee

ASW Part I Tests

Coach Instructions

Logging in

In your web browser, go to the website <https://aswbee.com>.

Change to the teacher login screen by clicking the “Click here to login as a teacher” link.

ASW Bee
Student login

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Team name

Login name

Password

☐ Check to remember your login name & team on this device

[Click here to login as a teacher](#)

Login

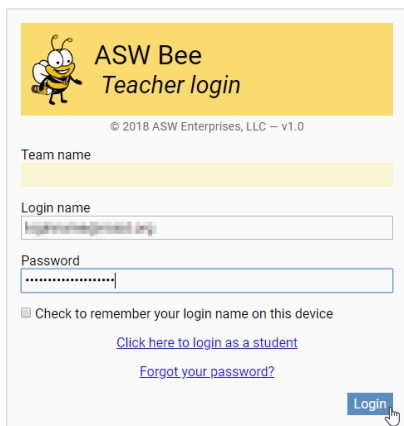
Enter your login name and password from the license email.

Your ASW Bee license is ready!

ASW Bee by ASW Enterprises, LLC

Your ASW Bee license is ready!	
ASW Sample Part I Tests, 2018-2019	
Organization:	ASW HS
Teacher/Coach name:	Miss Beehive
Teacher/Coach email address:	MissBeehive@aswbee.com
Licensed for:	10 students
License is good through:	May 31, 2019
To access ASW Bee, go to:	https://aswbee.com
Your login name is:	MissBeehive
Your password is:	12345678
Helpful links to get you started:	
Coach instructions	
Student instructions	

Click the “Login” button. Note: *The team name is not used when teachers log in.*



ASW Bee
Teacher login

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Team name

Login name

Password

☐ Check to remember your login name on this device

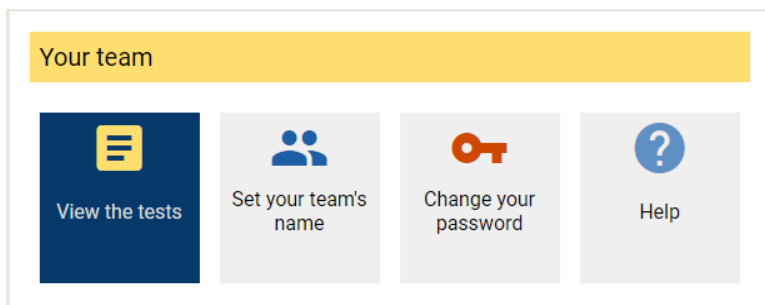
[Click here to login as a student](#)

[Forgot your password?](#)

Login

Password

Your dashboard will appear.



Your team

View the tests

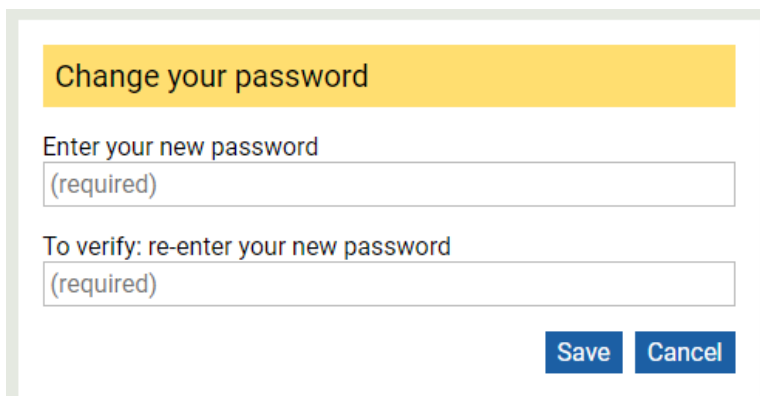
Set your team's name

Change your password

Help

When you log in for the first time, we suggest that you change your password.

Just click the “Change your password” button and enter a new password. Passwords are case-sensitive.



Change your password

Enter your new password

(required)

To verify: re-enter your new password

(required)

Save Cancel

**Please note that our company cannot ever see or recover your password,
so make sure that you remember it.**

Name your team

The first step in setting up your team for the year is to give it a team name. The team name is used by the student, along with his or her login name, to log into the system.

There are 2 rules to remember:

1. The team name must be unique in ASW Bee for the current school year.
Note: If you have more than one ASW Bee license (example: you're using both ASW Part I Tests and ASW Spelling Tests), each must have its own unique team name.
2. The team name should be easy for your students to remember.

To set the team name, click the “Set your team’s name” button on the dashboard and enter your team's name. Note the “Help” link on the form. Clicking “Help” links throughout the program will display helpful information.

Set your team's name

Team name
(required)

Help

Save Cancel

Set your team's name

Team name
(required)

Help

Your students will log in using this team name plus their individual login names. This allows students to have simple login names (example: "mary").

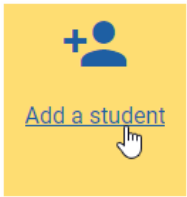
Notes & suggestions:

- The team name should be easy for your students to remember and type.
- The case of the team name is not important when the student is logging in. If your team name is "Bulldogs", the student may log in with "Bulldogs", "bulldogs", "BULLDOGS", or any other case variation. All will work.
- The team name must be unique to ASW Bee during the current school year. ASW Bee will check and not save your team name if the name is already used this year. If this happens, you might try variations ("Bulldogs1", "Dogs", ...) or a completely different team name.

Save Cancel

Add your students

Once the team name is set, the “Add a student” button will be visible in the dashboard.



To add students to your team, click the “Add a student” button.

Adding a new student

Student's last name
(required)

Student's first name
(required)

Student's middle name

Name help

Student's login name
(required)

Student's password
(required)

Login help

Student is active?
Yes

Active help

Delete

Save

Cancel

There are 2 rules to remember:

1. The student's name (first + middle + last) must be unique for your team. Middle name is not required but can be used to make the student's name unique if needed.
2. The student's login name must be unique for your team.

For the student's login name, we suggest using the student's first name. If this would make two students have the same login name, use their last name, add their last initial, or add a number - basically anything to make a unique login name for each student.

The student's password does not have to be unique, so you are free to use a different password for each student or the same password for all students. Passwords are case-sensitive.

You are in charge of the student's password, which means:

- The students cannot change their passwords.
- You can always see each student's password in case the student forgets it.
- You can change the student's password if necessary.

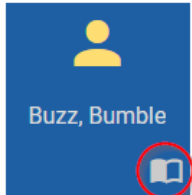
You're ready to go!

The student can now go to <https://aswbee.com> and login using his/her team name, login name, and password.

Checking student progress

After a student takes and saves a test, you will be able to see his/her results.

To do this, click the small gradebook icon in the corner of the student button to see the latest results.



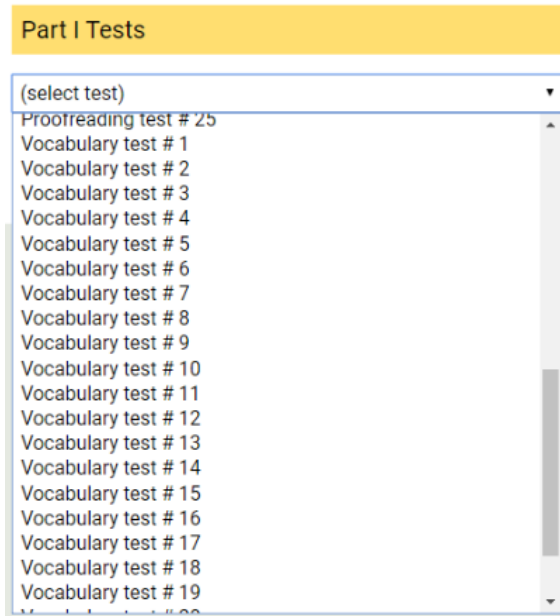
You can see the test number, number of attempts, timestamp, and score of the latest test.

Part	Test #	# times taken	Last time finished	Last score
Proofreading	1	2	6/24/2018 4:36 PM	12/12
• All proofreading questions on test # 1 were answered correctly •				
Proofreading	2	2	6/24/2018 4:38 PM	11/12
• Missed proofreading questions, test # 2 •				
Proof word	Submitted spelling		Correct spelling	
Kierkegard	Kierkegaard		Kierkegaard	
• End of missed proofreading questions, test # 2 •				
Proofreading	3	1	6/24/2018 4:40 PM	11/12
Proofreading	4	1	6/24/2018 4:43 PM	12/12
Proofreading	5	1	6/24/2018 4:45 PM	12/12

If you click the test row, you will be able to see and print the results of the latest attempt.

Vocabulary	12	1	6/24/2018 1:21 PM	14/15
• Missed vocabulary questions, test # 12 •				
Question	Answer		Correct answer	
The chef explained that he had used **tapioca** as a	flavor enhancement		thickening agent	
.....				
• End of missed vocabulary questions, test # 12 •				
Vocabulary	13	1	6/24/2018 1:23 PM	15/15
Vocabulary	14	1	6/24/2018 1:25 PM	15/15
Vocabulary	15	1	6/24/2018 1:28 PM	15/15
Vocabulary	16	1	6/24/2018 1:30 PM	15/15

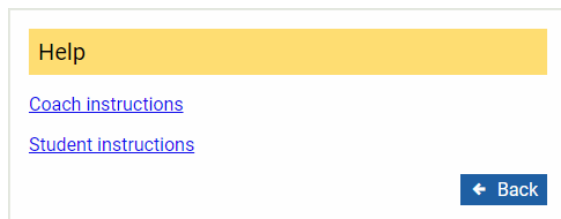
If you want to administer a printed test or print the list and/or test for the student to take home, click the “View the tests” button from the dashboard. From here, select the test, then click the “Print” button. The word list will be presented along with a printed test and key.



Students can print individual word lists from their program as well.

Other things...

- You will always have access to these instructions from the “Help” button on the dashboard.



- You can print student instructions for your spellers as needed. Students can access the instructions from our website as well.
- Please note, you need to obtain an official copy of the UIL Word Power. You can get it at the UIL website: <http://www.uiltexas.org/academics/academic-contests/spelling-and-vocabulary>

Good luck!