



RISE Up Platform TEACHER USER GUIDE

Release date: August 14, 2023

NRF FOUNDATION
RISE UP

Teacher User Guide

Table of Contents

[Roles and Capabilities](#)

[Assigning Licenses to Students](#)

[To assign a specific license to a student:](#)

[To assign a student to a program \(license\):](#)

[Withdrawing Licenses](#)

[Adding Students](#)

[To add a single student:](#)

[To add a group of students:](#)

[Viewing License Information](#)

[Editing Account Details](#)

[Signing Up as an In-person Proctor](#)

[Proctoring an Exam](#)

[Reporting an Exam Violation](#)

[Requesting Accommodations for Students](#)

Roles and Capabilities

	Group Administrator	Site Administrator	Teacher
Register for a new account	●		
Purchase RISE Up licenses and materials	●	●	
Get quotes for future orders	●	●	
Grant (allocate) licenses to third-party organizations and teachers			
Allocate licenses to affiliated sites	●		
Allocate licenses to affiliated teachers	●	●	
Assign courses and exams to students	●	●	●
Assign students to a site	●		
Assign students to a teacher	●	●	
Withdraw unused licenses	●	●	●
Set up partner sites	●		
Set up teacher accounts	●	●	
Set up student accounts individually or in batches	●	●	●
Manage your personal information	●	●	●
Change your password	●	●	●
Manage your organization's information	●	●	
View information about your associated groups		●	●
View information about your associated sites	●		●
View information about your associated teachers	●	●	
View information about your students	●	●	●

	Group Administrator	Site Administrator	Teacher
Request accommodations for students	●	●	●
Apply to be an in-person proctor	●	●	●
Proctor in-person exams	●	●	●
See outstanding invoices	●	●	
See your order history and past receipts	●	●	
See saved quotes	●	●	
Contact Customer Support to...	<ul style="list-style-type: none"> • Add additional administrators to your group or your sites • Make changes to sites and teachers 	<ul style="list-style-type: none"> • Add additional administrators to your site 	

Assigning Licenses to Students

After licenses are allocated to you, you can assign them to your students. This allows students to access the courses and exams. You will be able to see the status of these licenses, and you can withdraw unused licenses from students if needed.

Assigning Licenses can be done in two ways:

- You can select a specific license from the Manage Licenses page to assign to a student.
- You can select a student from the Manage Students list and assign a program (license) to them.

To assign a specific license to a student:

1. Click **MANAGE LICENSES** on the dashboard, or select it from the menu in the upper-left corner.



Your Licenses and Materials	Your Partners	Your People	Your Reports
<ul style="list-style-type: none">MANAGE LICENSES 1ASSIGN LICENSES TO STUDENTS	<ul style="list-style-type: none">MANAGE GROUPSMANAGE SITES	<ul style="list-style-type: none">VIEW PROCTORSMANAGE STUDENTS	<ul style="list-style-type: none">CREATE NEW REPORTOPEN SAVED REPORTS
CURRENT LICENSES 15	GROUP: Hang's Test Group	PROCTORS 0	SAVED REPORTS 0
ALLOCATED/NOT YET ASSIGNED 15	SITE: Hang's Test Group	STUDENTS 30	
ASSIGNED/NOT YET USED 0			

2. On the Manage Licenses page, identify the license you'd like to assign to a student.

Edmentum
RISE UP PLATFORM

Manage Licenses

SHOW/HIDE FIELDS 2
 4/71 Fields shown - 15 licenses shown

FILTER
 6 Filters applied

OPEN TEMPLATE SAVE TEMPLATE SAVE AS PDF DOWNLOAD AS CSV FOR EXCEL

ASSIGN SELECTED LICENSES TO STUDENT
 0 Students Selected

ID	COURSE/EXAM	TYPE	GROUP	SITE	TEACHER	EXP. DATE	STATUS
01	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	●
02	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	●
03	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	●
04	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	●
05	Customer Service & Sales	Online Course	Hang's Test Group	Kahibocingo	Eve Le	06/30/24	●
06	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
07	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
08	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
09	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
10	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
11	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
12	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
13	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●
14	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	●

To help narrow down your search, you can:

- Use the **SHOW/HIDE FIELDS** feature to customize the amount of information displayed about each license, helping you determine which license you want to assign to the student;
- Use the **FILTER** feature to search for specific licenses based on criteria such as Program or Type; and
- Click on the column headings to sort the list of licenses.

Click on the checkbox in the far left column for each student you wish to select. The number of students selected is displayed below **ASSIGN SELECTED LICENSES TO STUDENTS**.

SHOW/WIDE FIELDS

- ID NUMBER
- SITE
- COURSE/EXAM
- TEACHER
- TYPE
- PURCHASE DATE
- FUNDER
- EXPIRATION DATE
- GROUP
- STATUS

CANCEL APPLY

ID	COURSE/EXAM	TYPE	EXPI DATE	STATUS
81	Customer Service & Sales	Online Course	06/18/24	●
82	Customer Service & Sales	Online Course	06/18/24	●
83	Customer Service & Sales	Online Course	06/18/24	●
84	Customer Service & Sales	Online Course	06/18/24	●
85	Customer Service & Sales	Online Course	06/18/24	●
86	Customer Service & Sales	Online Course	06/18/24	●
87	Customer Service & Sales	Online Course	06/18/24	●
88	Customer Service & Sales	Online Course	06/18/24	●
89	Customer Service & Sales	Online Course	06/18/24	●
90	Customer Service & Sales	Online Course	06/18/24	●
91	Customer Service & Sales	Online Course	06/18/24	●
92	Customer Service & Sales	Online Course	06/18/24	●
93	Customer Service & Sales	Online Course	06/18/24	●
94	Customer Service & Sales	Online Course	06/18/24	●

FILTER

Course

- CUSTOMER SERVICE & SALES
- RETAIL INDUSTRY FUNDAMENTALS
- BUSINESS OF RETAIL, OPERATIONS & PROFIT
- WAREHOUSE, INVENTORY & LOGISTICS

Type

- ONLINE COURSE
- EXAM
- RETAKE EXAM

Funder

[SEE ALL](#)

Group

[SEE ALL](#)

- HANG'S TEST GROUP

CLEAR FILTERS CANCEL APPLY

ID	COURSE/EXAM	TYPE	EXPI DATE	STATUS
81	Customer Service & Sales	Online Course	06/18/24	●
82	Customer Service & Sales	Online Course	06/18/24	●
83	Customer Service & Sales	Online Course	06/18/24	●
84	Customer Service & Sales	Online Course	06/18/24	●
85	Customer Service & Sales	Online Course	06/18/24	●
86	Customer Service & Sales	Online Course	06/18/24	●
87	Customer Service & Sales	Online Course	06/18/24	●
88	Customer Service & Sales	Online Course	06/18/24	●
89	Customer Service & Sales	Online Course	06/18/24	●
90	Customer Service & Sales	Online Course	06/18/24	●
91	Customer Service & Sales	Online Course	06/18/24	●
92	Customer Service & Sales	Online Course	06/18/24	●
93	Customer Service & Sales	Online Course	06/18/24	●
94	Customer Service & Sales	Online Course	06/18/24	●

- Click **ASSIGN SELECTED LICENSES TO STUDENTS**. A dialog box will appear showing the available students.

BSE UP PLATFORM

Manage Licenses

SHOW/WIDE FIELDS 4/71 Fields shown - 13 licenses chosen FILTER 6 Filters applied OPEN TEMPLATE SAVE TEMPLATE SAVE AS PDF DOWNLOAD AS CSV FOR EXCEL

ASSIGN SELECTED LICENSES TO STUDENT 3 licenses selected

ID	ID	COURSE/SLAM	TYPE	GROUP	SITE	TEACHER	EXP. DATE	STATUS	
<input checked="" type="checkbox"/>	01	2232	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	02	2234	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	03	2237	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input type="checkbox"/>	04	2238	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	05	2239	Customer Service & Sales	Online Course	Hang's Test Group	Kahibawenge	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	06	2240	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	07	2241	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	08	2242	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	09	2244	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	10	2254	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	11	2258	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	12	2260	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	13	2262	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	14	2264	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>

- Select the student's name from the list, or start typing part of the student's name and then select it.

BSE UP PLATFORM

Manage Licenses

SHOW/WIDE FIELDS 4/71 Fields shown - 13 licenses chosen FILTER 6 Filters applied OPEN TEMPLATE SAVE TEMPLATE SAVE AS PDF DOWNLOAD AS CSV FOR EXCEL

ASSIGN SELECTED LICENSES TO STUDENT 3 licenses selected

ASSIGN LICENSES TO STUDENTS

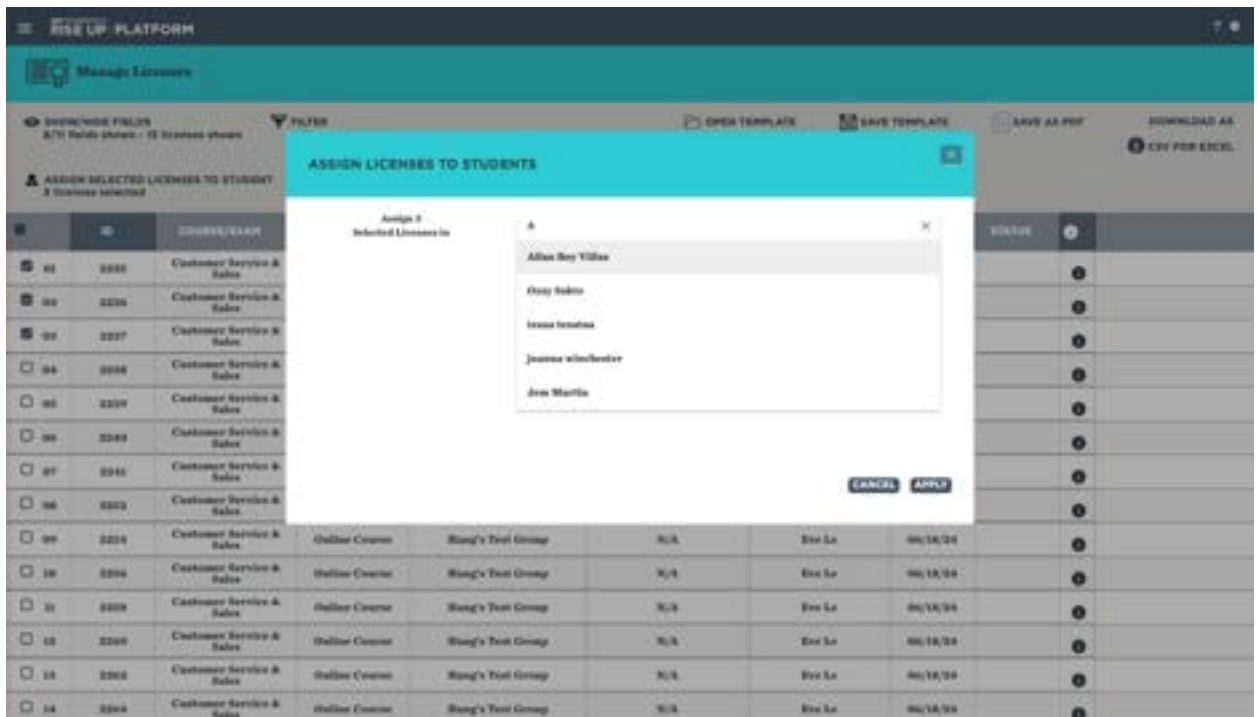
Assign 3 Selected Licenses to

Select from the list below, or start typing a name

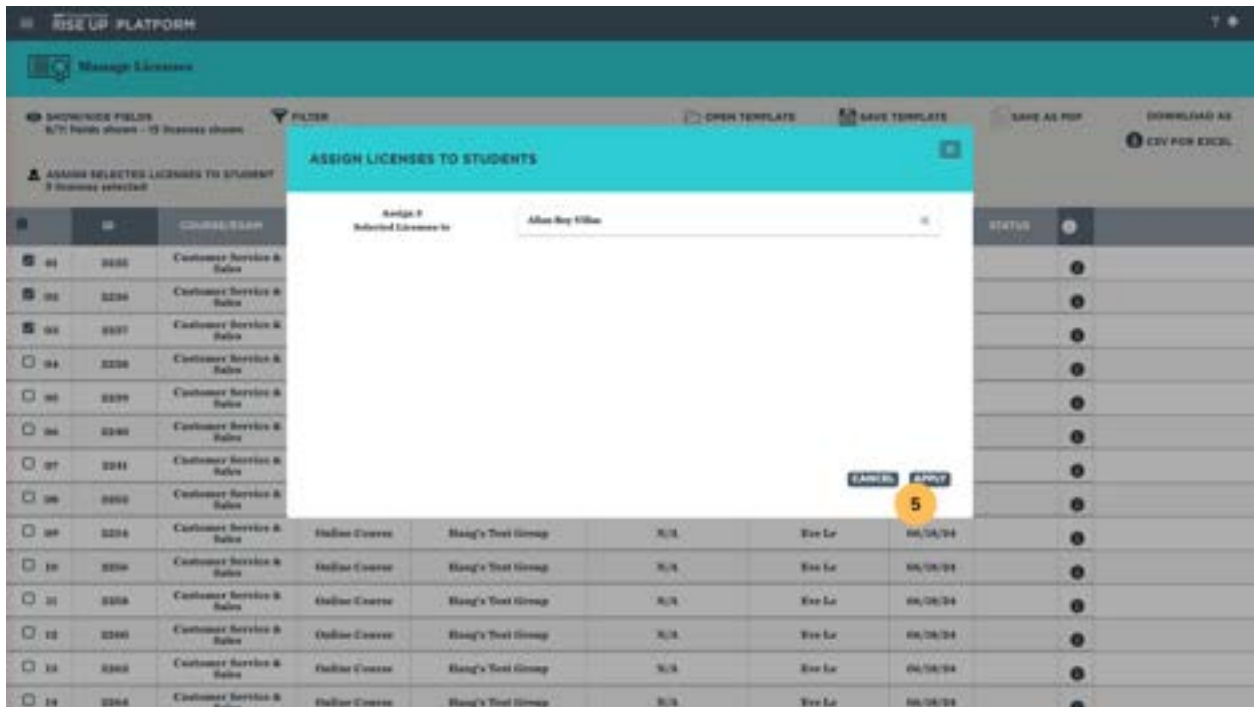
4

CANCEL APPLY

ID	ID	COURSE/SLAM	TYPE	GROUP	SITE	TEACHER	EXP. DATE	STATUS	
<input checked="" type="checkbox"/>	01	2232	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	02	2234	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	03	2237	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input checked="" type="radio"/>
<input type="checkbox"/>	04	2238	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	05	2239	Customer Service & Sales	Online Course	Hang's Test Group	Kahibawenge	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	06	2240	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	07	2241	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	08	2242	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	09	2244	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	10	2254	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	11	2258	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	12	2260	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	13	2262	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>
<input type="checkbox"/>	14	2264	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Eve Le	06/30/24	<input type="radio"/>



5. Click **APPLY**.



6. A dialog box confirming that the licenses have been successfully assigned to a student or students will appear. Click **OK** to return to the Manage Licenses page. The license will

be immediately available for the student.

ID	SSN	COURSE	TYPE	GROUP	SITE	PROCTOR	EXP DATE	STATUS
00	3230	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Site Co	06/18/24	Assigned, Not Started
00	3230	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Site Co	06/18/24	Assigned, Not Started
00	3237	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Site Co	06/18/24	Assigned, Not Started
04	3238	Customer Service & Sales	Online Course	Hang's Test Group	Teachers Lounge	Site Co	06/18/24	
00	3239	Customer Service & Sales	Online Course	Hang's Test Group	Kabobounge	Site Co	06/18/24	
00	3240	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
07	3241	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
00	3252	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
00	3254	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
00	3256	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
11	3258	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
10	3260	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
10	3262	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	
10	3264	Customer Service & Sales	Online Course	Hang's Test Group	N/A	Site Co	06/18/24	

To assign a student to a program (license):

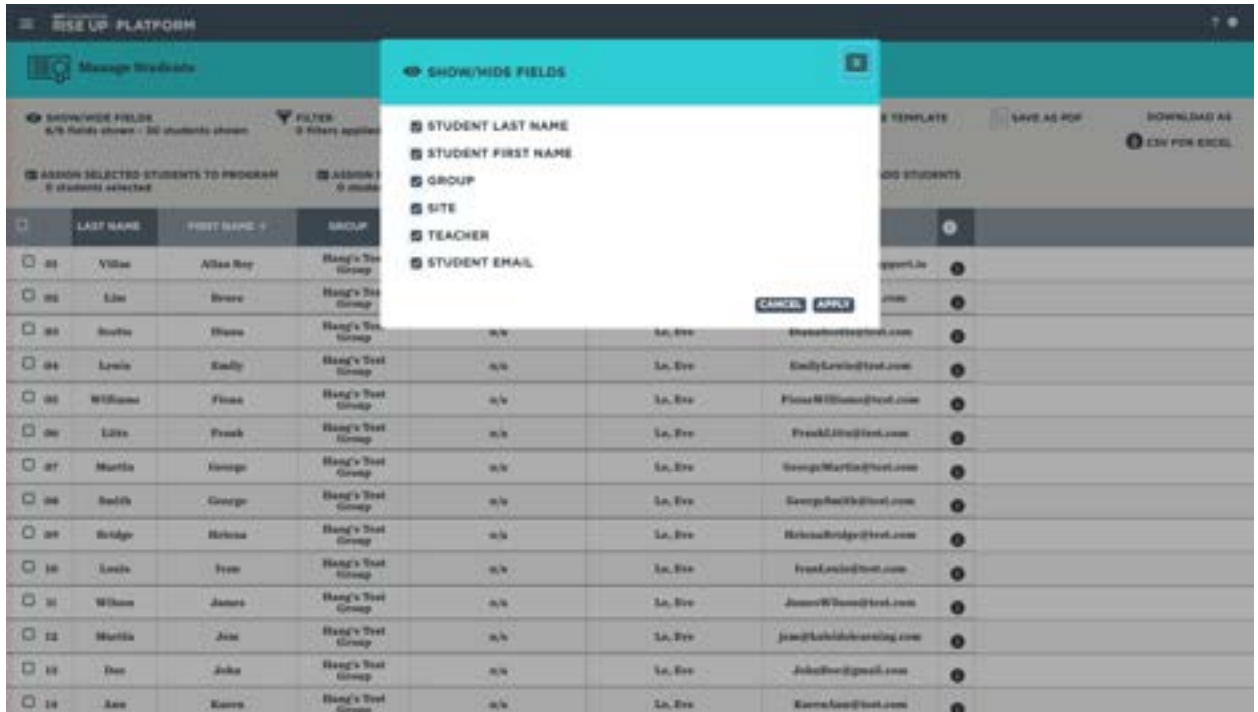
1. Click **MANAGE STUDENTS** on the dashboard, or select it from the menu in the upper-left corner.

Your Licenses and Materials	Your Partners	Your People	Your Reports
<ul style="list-style-type: none"> MANAGE LICENSES ASSIGN LICENSES TO STUDENTS 	<ul style="list-style-type: none"> MANAGE GROUPS MANAGE SITES 	<ul style="list-style-type: none"> VIEW PROCTORS MANAGE STUDENTS 1 	<ul style="list-style-type: none"> CREATE NEW REPORT OPEN SAVED REPORTS
<p>CURRENT LICENSES 15</p> <p>ALLOCATED/NOT YET ASSIGNED 15</p> <p>ASSIGNED/NOT YET USED 0</p>	<p>GROUP: Hang's Test Group</p> <p>SITE: Hang's Test Group</p>	<p>PROCTORS 0</p> <p>STUDENTS 30</p>	<p>SAVED REPORTS 0</p>

2. On the Manage Students page, identify one or more students to whom you'd like to assign a program (license). To help narrow down your search, you can:
 - Use the **SHOW/HIDE FIELDS** feature to customize the amount of information displayed about each student, helping you determine which students you want to assign licenses to;
 - Use the **FILTER** feature to search for specific students based on criteria such as Course or Group; and
 - Click on the column headings to sort the list of students.

Click on the checkbox in the far left column for each student you wish to select. The number of students selected is displayed below **ASSIGN SELECTED STUDENTS TO PROGRAM**.

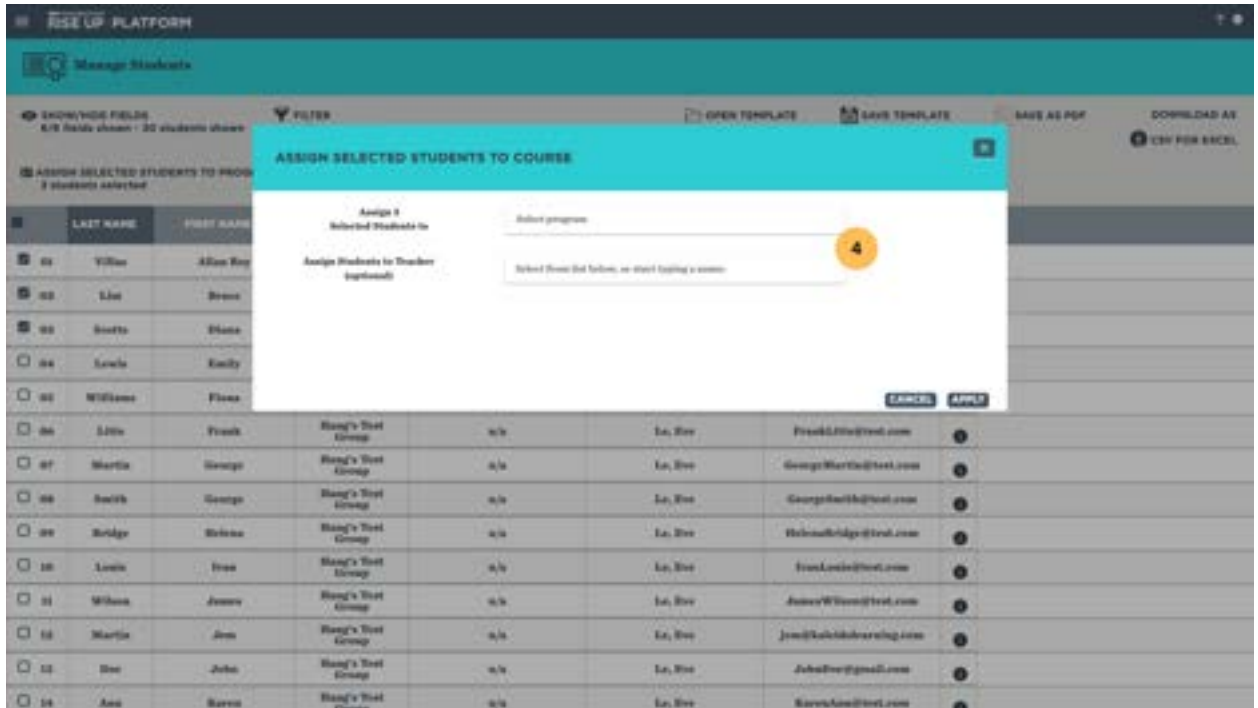
<input type="checkbox"/>	LAST NAME	FIRST NAME	GROUP	SITE	TEACHER	EMAIL	
<input type="checkbox"/>	81	Yllee	Allen Roy	King's Test Group	USA	La, Eno	allen.roy@peaksupport.io
<input type="checkbox"/>	82	Edo	Steve	King's Test Group	USA	La, Eno	SteveEdo@test.com
<input type="checkbox"/>	83	Scott	Nana	King's Test Group	USA	La, Eno	NanaScott@test.com
<input type="checkbox"/>	84	Leola	Emily	King's Test Group	USA	La, Eno	EmilyLeola@test.com
<input type="checkbox"/>	85	William	Fiona	King's Test Group	USA	La, Eno	FionaWilliam@test.com
<input type="checkbox"/>	86	Lita	Frank	King's Test Group	USA	La, Eno	FrankLita@test.com
<input type="checkbox"/>	87	Marta	George	King's Test Group	USA	La, Eno	GeorgeMarta@test.com
<input type="checkbox"/>	88	Smith	George	King's Test Group	USA	La, Eno	GeorgeSmith@test.com
<input type="checkbox"/>	89	Bridge	Helen	King's Test Group	USA	La, Eno	HelenBridge@test.com
<input type="checkbox"/>	90	Leola	Frank	King's Test Group	USA	La, Eno	FrankLeola@test.com
<input type="checkbox"/>	91	Wilson	James	King's Test Group	USA	La, Eno	JamesWilson@test.com
<input type="checkbox"/>	92	Marta	Jon	King's Test Group	USA	La, Eno	JonMarta@learning.com
<input type="checkbox"/>	93	Don	John	King's Test Group	USA	La, Eno	JohnDon@gmail.com
<input type="checkbox"/>	94	Ann	Karen	King's Test Group	USA	La, Eno	KarenAnn@test.com



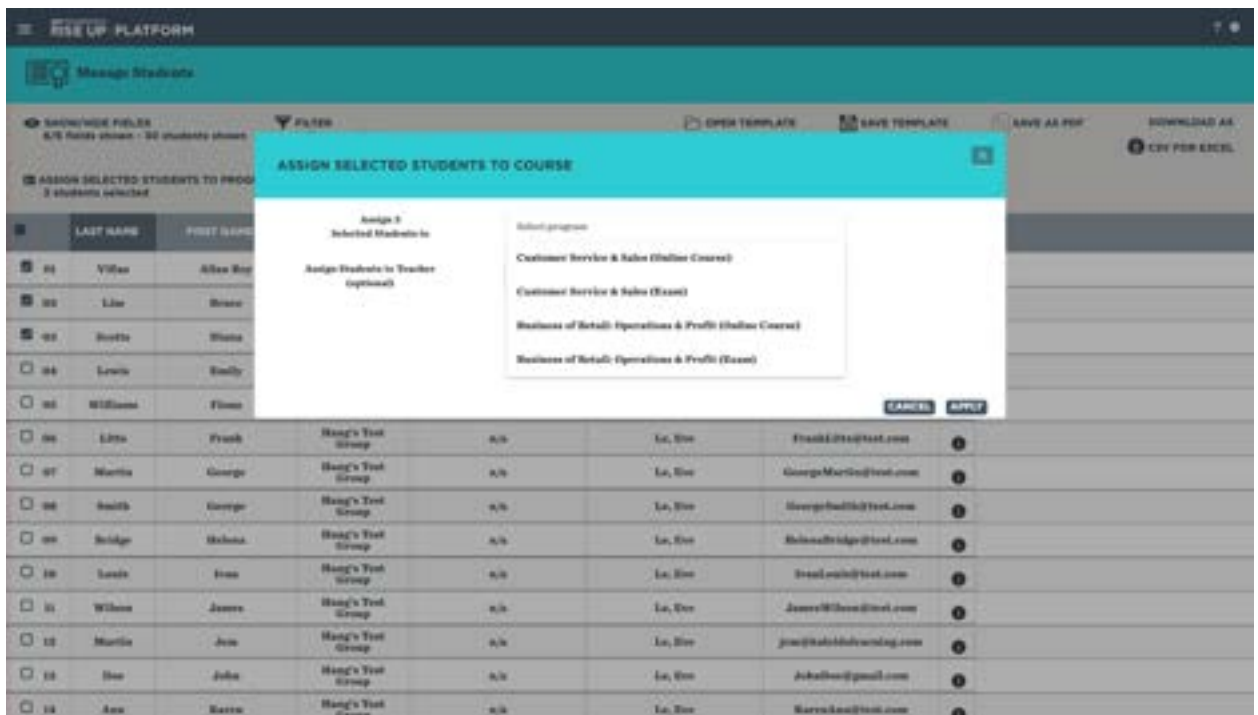
3. Click **ASSIGN SELECTED STUDENTS TO PROGRAM**. A dialog box will appear showing the available programs (licenses). Note that you can only assign students to one program (license) at a time.



4. Select the program (license) you want from the list.



5. A dialog box confirming that the students have been successfully assigned to a program (license) will appear. Click **OK** to return to the Manage Students page. The licenses will be immediately available for the student.



Withdrawing Licenses

If you want to take back an unused license, you can withdraw it from the Manage Licenses page.

1. Click **MANAGE LICENSES** on the dashboard, or select it from the menu in the upper-left corner.
2. On the Manage Licenses page, click on the checkboxes on the far left of each license you wish to withdraw. To help you find the licenses, you can:
 - Use the **SHOW/HIDE FIELDS** feature to see more or less about each license;
 - Use **FILTER** to help narrow down the list of licenses; and
 - Click on the column headings to sort the list of licenses.

Click on the checkbox in the far left column for each license you wish to select. The number of licenses selected is displayed below the menu option.

3. Click **WITHDRAW LICENSES**.
4. A dialog box asking if you want to withdraw the selected licenses will appear. Click **YES** to withdraw them.

Adding Students

When you add a new student, they will be connected to you, which will allow you to assign programs to them and track their progress. They will also automatically be connected to your group and/or site if you are connected to them. Your group and site can assign students to you as well. You can add students individually, or you can add a batch of students at once.

To add a single student:

1. Click **ADD STUDENTS** on the Manage Students page, or select it from the menu in the upper-left corner.

RISE UP PLATFORM

Your Licenses and Materials

- MANAGE LICENSES
- ASSIGN LICENSES TO STUDENTS

CURRENT LICENSES: 15

ALLOCATED/NOT YET ASSIGNED: 15

ASSIGNED/NOT YET USED: 0

Your Partners

- MANAGE GROUPS
- MANAGE SITES

GROUP: Hang's Test Group

SITE: Hang's Test Group

Your People

- VIEW PROCTORS
- MANAGE STUDENTS 1

PROCTORS: 0

STUDENTS: 30

Your Reports

- CREATE NEW REPORT
- OPEN SAVED REPORTS

SAVED REPORTS: 0

RISE UP PLATFORM

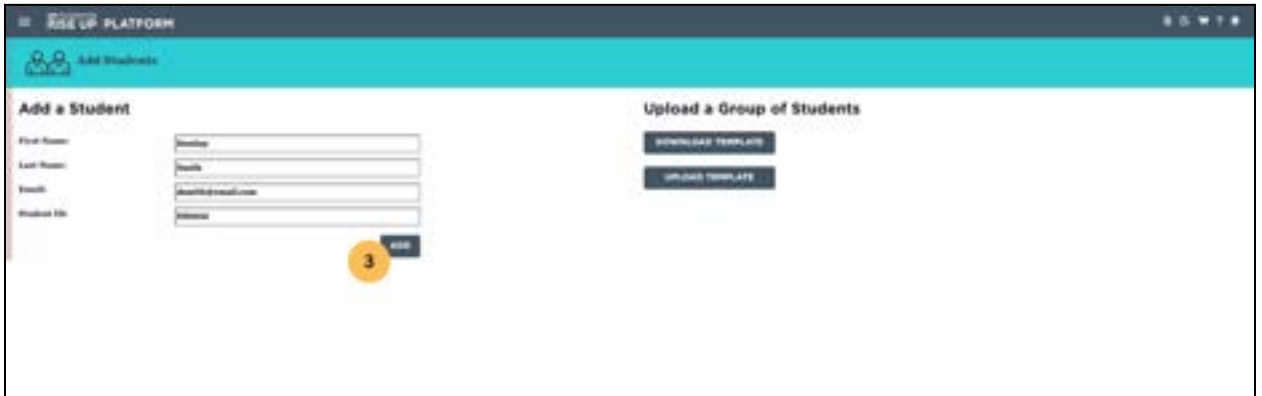
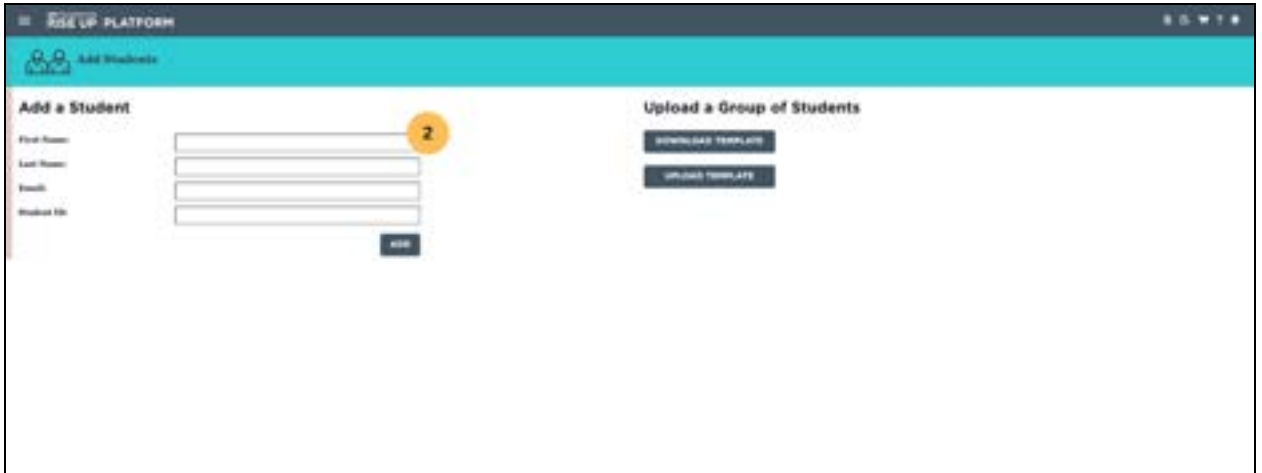
Manage Students

SHOW/HIDE FIELDS: 6/8 fields shown • 30 students shown FILTER: 0 filters applied OPEN TEMPLATE SAVE TEMPLATE SAVE AS PDF DOWNLOAD AS CSV FOR EXCEL

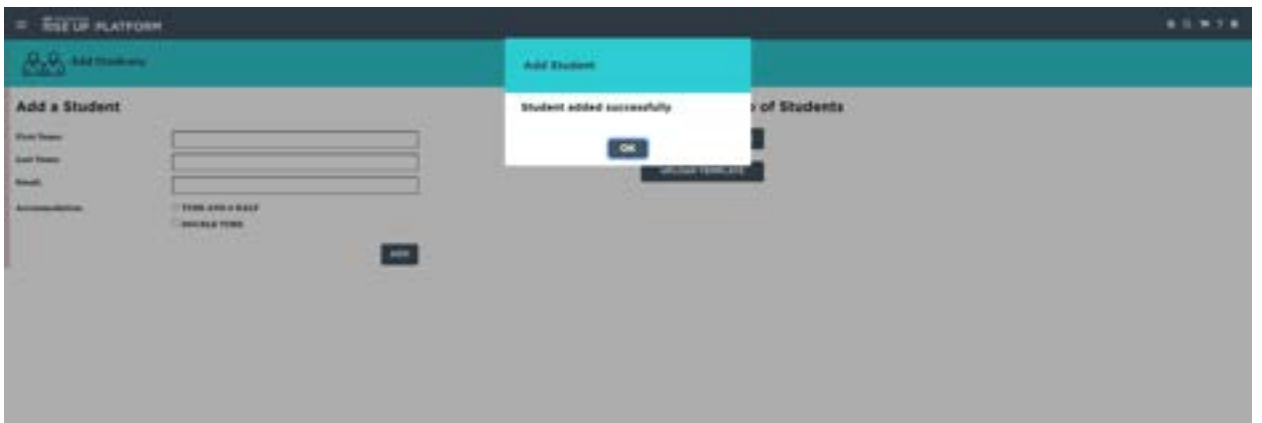
ASSIGN SELECTED STUDENTS TO PROGRAM: 0 students selected ASSIGN SELECTED STUDENTS TO SITE: 0 students selected ASSIGN SELECTED STUDENTS TO TEACHER: 0 students selected + ADD STUDENTS 1

<input type="checkbox"/>	LAST NAME	FIRST NAME	GROUP	SITE	TEACHER	EMAIL	<input type="checkbox"/>	
<input type="checkbox"/>	01	Yilan	Alisa Ray	Hang's Test Group	n/a	La, Eln	alisa.01@psk-support.co	<input type="checkbox"/>
<input type="checkbox"/>	02	Edin	Bruce	Hang's Test Group	n/a	La, Eln	Bruce.Edin@test.com	<input type="checkbox"/>
<input type="checkbox"/>	03	Isabella	Diana	Hang's Test Group	n/a	La, Eln	DianaIsabella@test.com	<input type="checkbox"/>
<input type="checkbox"/>	04	Leela	Emily	Hang's Test Group	n/a	La, Eln	EmilyLeela@test.com	<input type="checkbox"/>
<input type="checkbox"/>	05	William	Fiona	Hang's Test Group	n/a	La, Eln	FionaWilliam@test.com	<input type="checkbox"/>
<input type="checkbox"/>	06	Lita	Frank	Hang's Test Group	n/a	La, Eln	FrankLita@test.com	<input type="checkbox"/>
<input type="checkbox"/>	07	Martin	George	Hang's Test Group	n/a	La, Eln	GeorgeMartin@test.com	<input type="checkbox"/>
<input type="checkbox"/>	08	Isabel	George	Hang's Test Group	n/a	La, Eln	GeorgeIsabel@test.com	<input type="checkbox"/>
<input type="checkbox"/>	09	Widge	Helen	Hang's Test Group	n/a	La, Eln	HelenWidge@test.com	<input type="checkbox"/>
<input type="checkbox"/>	10	Leela	Ivan	Hang's Test Group	n/a	La, Eln	IvanLeela@test.com	<input type="checkbox"/>
<input type="checkbox"/>	11	Wilson	Jason	Hang's Test Group	n/a	La, Eln	JasonWilson@test.com	<input type="checkbox"/>
<input type="checkbox"/>	12	Martin	Jon	Hang's Test Group	n/a	La, Eln	jon@kashidlearning.com	<input type="checkbox"/>
<input type="checkbox"/>	13	Eric	John	Hang's Test Group	n/a	La, Eln	JohnEric@gmail.com	<input type="checkbox"/>
<input type="checkbox"/>	14	Ann	Karen	Hang's Test Group	n/a	La, Eln	KarenAnn@test.com	<input type="checkbox"/>

2. Enter the student's name and email. You can also enter a student ID for your own tracking purposes.
3. Click **ADD** to add the student to your list.



4. A dialog box confirming that the student has been successfully added will appear. Click **OK** to return to the Add Students page. You will be able to assign licenses to the student or assign them to a teacher and/or a site immediately. The student will receive an email with a link to complete the registration process.



To add a group of students:

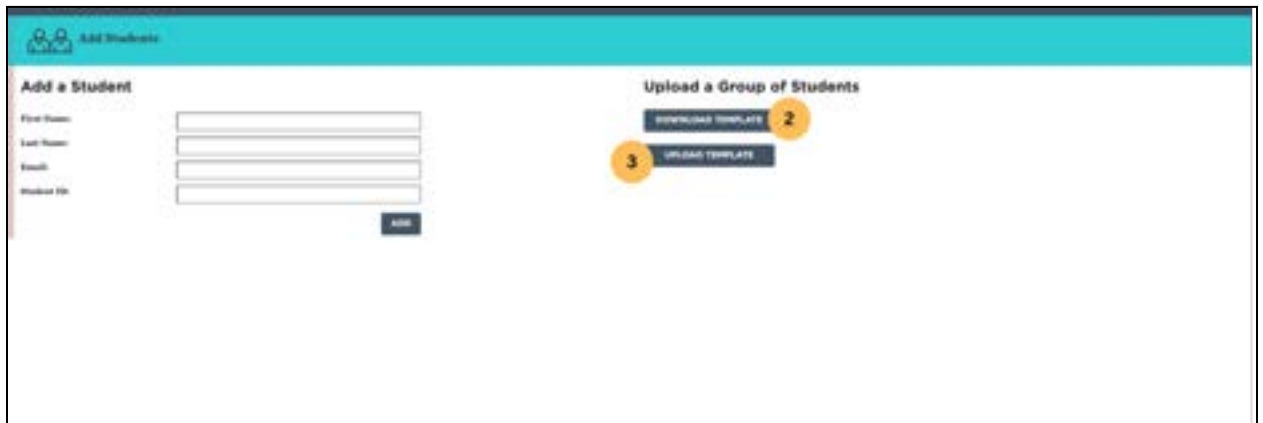
1. Click **ADD STUDENTS** on the Manage Students page, or select it from the menu in the upper-left corner.

The screenshot shows the RISE UP PLATFORM dashboard. The top navigation bar includes 'Your Licenses and Materials', 'Your Partners', 'Your People', and 'Your Reports'. The 'Your People' section is active, showing 'VIEW PROCTORS' and 'MANAGE STUDENTS' with a red '1' next to it. The 'MANAGE STUDENTS' option is highlighted. The dashboard also displays 'CURRENT LICENSES 15', 'ALLOCATED/NOT YET ASSIGNED 15', and 'ASSIGNED/NOT YET USED 0'. The 'GROUP: Hang's Test Group' and 'SITE: Hang's Test Group' are also visible.

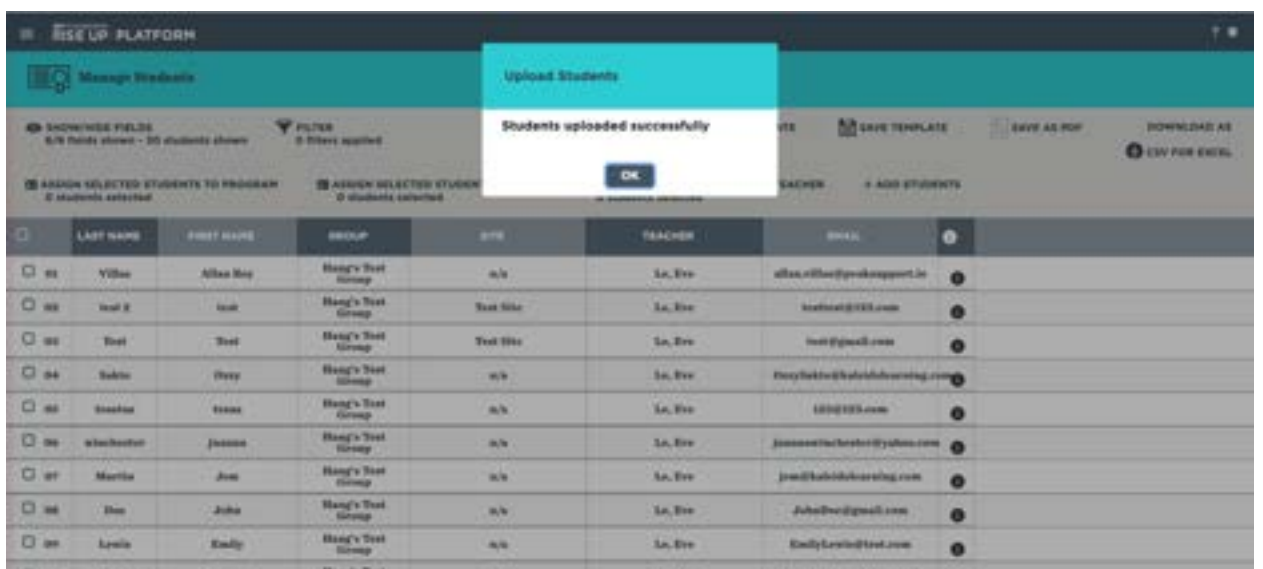
The screenshot shows the 'Manage Students' page in the RISE UP PLATFORM. The page title is 'Manage Students'. There are several action buttons: 'SHOW/HIDE FIELDS', 'FILTER', 'OPEN TEMPLATE', 'SAVE TEMPLATE', 'SAVE AS PDF', and 'DOWNLOAD AS CSV FOR EXCEL'. Below these are three assignment options: 'ASSIGN SELECTED STUDENTS TO PROGRAM', 'ASSIGN SELECTED STUDENTS TO SITE', and 'ASSIGN SELECTED STUDENTS TO TEACHER'. The '+ ADD STUDENTS' button is highlighted with a red '1'. Below the buttons is a table of students.

<input type="checkbox"/>	LAST NAME	FIRST NAME 1	GROUP	SITE	TEACHER	EMAIL	<input type="checkbox"/>		
<input type="checkbox"/>	01	Ylbae	Alfon	Ray	Hang's Test Group	s/k	La, Eln	alfon.ylbae@peaksupport.io	<input type="checkbox"/>
<input type="checkbox"/>	02	Edin	Bruce	Hang's Test Group	s/k	La, Eln	BruceEdin@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	03	Scottie	Diana	Hang's Test Group	s/k	La, Eln	DianaScottie@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	04	Leela	Emily	Hang's Test Group	s/k	La, Eln	EmilyLeela@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	05	William	Fiona	Hang's Test Group	s/k	La, Eln	FionaWilliam@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	06	Litta	Frank	Hang's Test Group	s/k	La, Eln	FrankLitta@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	07	Martin	George	Hang's Test Group	s/k	La, Eln	GeorgeMartin@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	08	Smith	George	Hang's Test Group	s/k	La, Eln	GeorgeSmith@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	09	Bridge	Nelson	Hang's Test Group	s/k	La, Eln	NelsonBridge@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	10	Leela	Ivan	Hang's Test Group	s/k	La, Eln	IvanLeela@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	11	Wilson	James	Hang's Test Group	s/k	La, Eln	JamesWilson@test.com	<input type="checkbox"/>	
<input type="checkbox"/>	12	Martin	Jon	Hang's Test Group	s/k	La, Eln	jon@kaleidoslearning.com	<input type="checkbox"/>	
<input type="checkbox"/>	13	Doe	John	Hang's Test Group	s/k	La, Eln	JohnDoe@gmail.com	<input type="checkbox"/>	
<input type="checkbox"/>	14	Ann	Karen	Hang's Test Group	s/k	La, Eln	KarenAnn@test.com	<input type="checkbox"/>	

- On the Add Students Page, click **DOWNLOAD TEMPLATE** to download the student enrollment CSV template. Open the downloaded template, which includes columns of the student's emails, first names, and last names. You can also add student IDs for your own tracking purposes. Enter your students' data following the format provided in the template. Make sure not to rename the columns in the template.
- Once you've finished adding your students' information to the template, save the CSV file. On the Add Students page, click **UPLOAD TEMPLATE** to upload the CSV with the student information to the list.



- After you've selected the CSV, a dialog box confirming that the students have been successfully added will appear. Click **OK** to return to the Manage Students page. You will be able to assign programs to the student immediately. The student will receive an email with a link to complete the registration process.



Viewing License Information

Viewing license information through the Manage Licenses page.

1. Click **MANAGE LICENSES** on the dashboard, or select it from the menu in the upper-left corner.



2. On the Manage Licenses page, you will find an information icon **i** in the far right column for each license. Click the information icon and then a dialog box will open, providing you with detailed information about the selected license.

BSE UP PLATFORM

Manage Licenses

SHOW/HIDE FIELDS: 8/11 Fields shown - 12 Licenses shown | FILTER: 0 Filters applied

OPEN TEMPLATE | SAVE TEMPLATE | SAVE AS PDF | DOWNLOAD AS EXCEL FOR EXCEL

ASSIGN SELECTED LICENSES TO STUDENT: 0 Students selected

ID	COURSE/TEAM	TYPE	GROUP	SITE	TEACHER	EXP. DATE	STATUS		
01	2220	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	2
02	2226	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	1
03	2227	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	1
04	2228	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24		1
05	2229	Customer Service & Sales	Online Course	Hong's Test Group	Kahibonape	Eve Le	06/18/24		1
06	2230	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
07	2241	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
08	2250	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
09	2254	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
10	2256	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
11	2258	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
12	2260	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
13	2262	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
14	2264	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1

BSE UP PLATFORM

Manage Licenses

SHOW/HIDE FIELDS: 8/11 Fields shown - 12 Licenses shown | FILTER: 0 Filters applied

OPEN TEMPLATE | SAVE TEMPLATE | SAVE AS PDF | DOWNLOAD AS EXCEL FOR EXCEL

ASSIGN SELECTED LICENSES TO STUDENT: 0 Students selected

LICENSE DETAILS


ID: 1220
 Course: Customer Service & Sales
 Type: Online Course
 Purchase Date: 06/18/23
 Expiration Date: 06/18/24
 Funder: N/A
 Group: HONG'S TEST GROUP
 Site: TEACHERS LOUNGE
 Teacher: EVE LE

Transfer History

Transfer Date	Transfer From	Transfer To
6/18/2023	Ever (12) Purchased License	6/18/2023
6/19/2023	Ever (120) Purchased License	6/19/2023
6/19/2023	Allocated to org (24) Teachers Lounge	6/18/2024
7/14/2023	Allocated to teacher (240) Eve Le	6/18/2024


Status: ASSIGNED/NOT STARTED
 Archived: NO

ID	COURSE/TEAM	TYPE	GROUP	SITE	TEACHER	EXP. DATE	STATUS		
01	2220	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	2
02	2226	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	1
03	2227	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24	Assigned/Not Started	1
04	2228	Customer Service & Sales	Online Course	Hong's Test Group	Teachers Lounge	Eve Le	06/18/24		1
05	2229	Customer Service & Sales	Online Course	Hong's Test Group	Kahibonape	Eve Le	06/18/24		1
06	2230	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
07	2241	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
08	2250	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
09	2254	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
10	2256	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
11	2258	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
12	2260	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
13	2262	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1
14	2264	Customer Service & Sales	Online Course	Hong's Test Group	N/A	Eve Le	06/18/24		1

- Click  in the top right-hand corner to close the dialog box and return to the Manage Licenses page.

Editing Account Details

My Account can be used to add or update account information.

1. Click the **My Account** icon  in the upper-right corner of any page.
2. From the My Account page, you will be able to add or update information related to your Profile and Account Information.
 - a. Under My Profile you can edit your profile information.
 - i. Click **EDIT** under the information you'd like to update.
 - ii. A dialog box with fields available to edit will appear. Enter the details you would like to edit and click **SAVE CHANGES** to update your information.
 - b. In Account Information you can edit your account information.
 - i. Click **EDIT** under the information you'd like to update.
 - ii. A dialog box with fields available to edit will appear. Enter the details to edit and click **SAVE CHANGES** to update your information.
 - iii. If you'd like to let other users see your organization check the box next to "Let other users see our organization." at the bottom.

Signing Up as an In-person Proctor

Administrators of groups can also sign up to be in-person proctors to administer online exams in an in-person setting, usually for a group of students.

1. Click **APPLY TO BE A PROCTOR** from either the Manage Account: My Profile page or the Proctor Exam page. This opens a dialog with the rules and responsibilities for proctors.
2. Read these rules and responsibilities, and then click **ACCEPT** to agree to them. You will then be granted permission to proctor exams.

Proctoring an Exam

Administrators with proctor status can proctor exams by providing a code unique for the proctor and date to the students.

Before you proctor an exam, make sure that all the students taking the exam are assigned to you. You can check this on the Manage Students page. If a student is not currently assigned to you and you will be proctoring their exam, find out if they have a RISE Up account. If they do, have your administrator assign them to you. If they do not, you can add them using the Set Up Students process or ask an administrator to set them up and assign them to you.

1. Open the Proctor Exam page by selecting it from the menu in the upper-left corner.
2. Click **ACCOMMODATION RESOURCES** for ideas on how to make accommodations for your students. Make sure you have reviewed and are following the rules for proctoring exams, and that you are meeting your students' accommodation needs.
3. Click **GET TODAY'S CODE**, and provide this code to your students to activate the exam.

Reporting an Exam Violation


If you witness a violation (like cheating) while you are proctoring an exam, make sure to report it.

1. Open the Proctor Exam page by selecting it from the menu in the upper-left corner.
2. Click **REPORT A VIOLATION**.
3. Complete the violation dialog:
4. Select the student from a list of all students associated with the proctor.
5. Select the exam from a list of all exam types:
6. Enter a description of the violation.
7. Click **REPORT**.
8. The RISE Up team will be notified about the violation with information about the student, the proctor, the exam, and the details of the violation, and will make a decision about how to handle the results of the exam.

Requesting Accommodations for Students

If you have a student who needs accommodations for testing, request those accommodations in advance.

1. Click **MANAGE STUDENTS** on the dashboard, or select it from the menu in the upper-left corner.

2. Identify the Student for whom you want to request accommodations. Use **SHOW/HIDE FIELDS**, **FILTER**, and/or click on column headers to sort to help you find the correct student.
3. Click the info button  for that student.
4. In the student info dialog, click **REQUEST ACCOMMODATIONS**.
5. Complete the Request Accommodations information.
6. Click **SUBMIT**. Your request will be submitted, and the requested accommodations will appear as “pending” for the student. You will receive a response by email, and the status of the accommodations will be updated in the system.