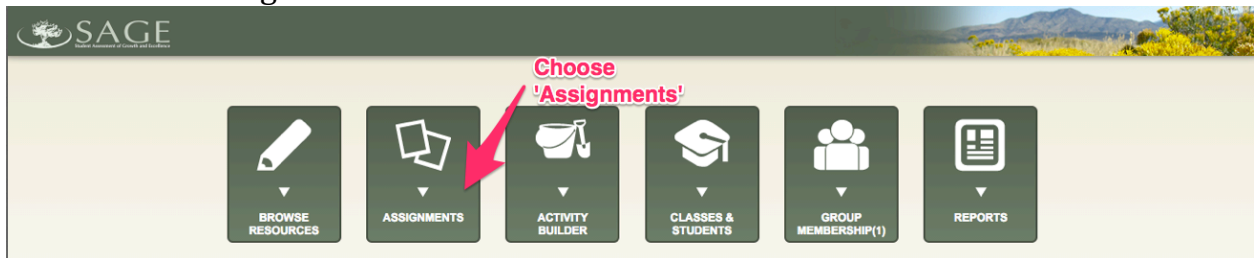




How to use access District level assessments in SAGE Formative

Canyons School District
Education Technology
Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. Go to <http://www.sageportal.org>
2. Click on the “Teachers” button.
3. Click on the “SAGE Formative” button.
4. Log in. Your username is your COMPLETE email address. The password you choose yourself. If you don’t remember your password, click on “Forgot Your Password?” Follow the instructions. If you are still have problems logging in, contact SAGE Help Desk at 1-855-570-7239 or email sagehelpdesk@air.org.
5. Click on the “Assignments” button.



6. The “Assignments” page will contain any assignments you have already created for your students. You can choose different libraries to access different assignments.
 - a. “My Library” contains assignments you have created for your students. Only you can see these assignments.
 - b. “Utah” contains assignments that have been created on a state level and shared throughout the state.
 - c. “Canyons District” contains assignments that have been created on a district level and shared with the district, such SAGE practice tests.
 - d. “YOUR SCHOOL” contains assignments that you and teachers at your school have created and shared with your school.
7. To access the district assessments choose “Canyons District” from the pull down menu.

1. Choose 'Canyons District' Library

3. Choose '+Assign'

2. Click double arrows to expand

Assignment Name	Owner	Window Close Date	Actions
Secondary I District Assessment	CANYONS DISTRICT	04/01/2015	View + Assign Edit
Secondary I District Assessment - End of year	CANYONS DISTRICT	06/30/2015	View
Secondary I Priority Standard Question Bank	CANYONS DISTRICT	06/30/2015	View



How to use access District level assessments in SAGE Formative

Canyons School District
Education Technology
Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

- Find the assessment needed for your class. Click on the green arrows on the right of the assessment and select "Assign". Another popup menu will appear. Use the drop down menu to select the class that needs take the assessment. Select "All Students in this Roster" to assign the assessment to your whole class.

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.

2. Check "All students in Roster" 1. Choose your course

3. Select 'Save' 8.

If you go back to "My Library" you will now see the district assessment in that library and that it has been assigned to a class.