1. Navigate to http://www.sageportal.org Click on the *"Teachers"* button and then on the *"SAGE Formative"* button.
2. Log in with your username (CSD Email) and the password you choose. If you don't know your username or password, you can click on the "forgot Password" button, call **1-855-570-7239** which is the Sage Help Desk, or email SAGEHelpDesk@air.org. Once SAGE Formative opens your page will look like the graphic below.
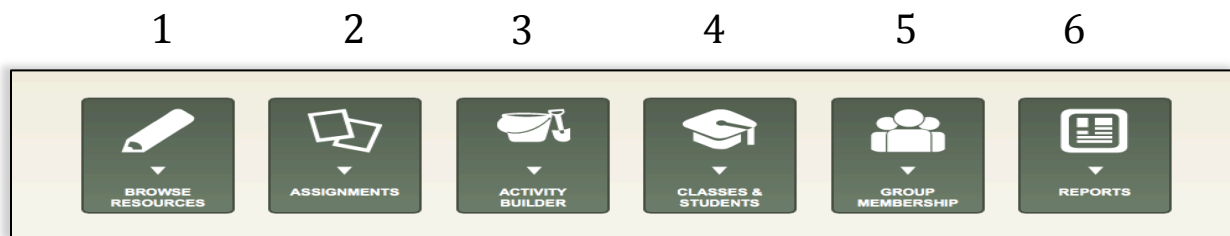
1. **BROWSE RESOURCES** (Think Questions): Click on this button to find questions and sets of questions, and compile ready-made questions into your own groups of questions that you will use to make assignments. These are all called resources.

2. **ASSIGNMENTS** (Think Quizzes): Click on this button to select assignments that you want to assign to students to complete. This will appear empty until you have made an assignment. Also use this button to create your own assignments.

3. **ACTIVITY BUILDER**: Click on this button to build your own questions. After they have been built, they become available in the *"Resources"* button. For the 2015-2016 school year, CSD will focus on using ready-made resources (questions) and not building individual questions in the Activity Builder.

4. **CLASSES AND STUDENTS**: Click on this button to view your students and classes. You can also print student login information here, then cut into strips for students.

5. **GROUP MEMBERSHIP**: Click on this button to set up Groups. Groups are used to share Resources between Professionals.

6. **REPORTS**: Click on this button to access the results of the Assignments (Quizzes) your students have completed.

   Since one of the most common uses of SAGE Formative will be assigning students to take a test or quiz *(Assignments)* compiled from the ready made questions and sets of questions *(Resources)*, next is a walk through of preparing and assigning a test to students.
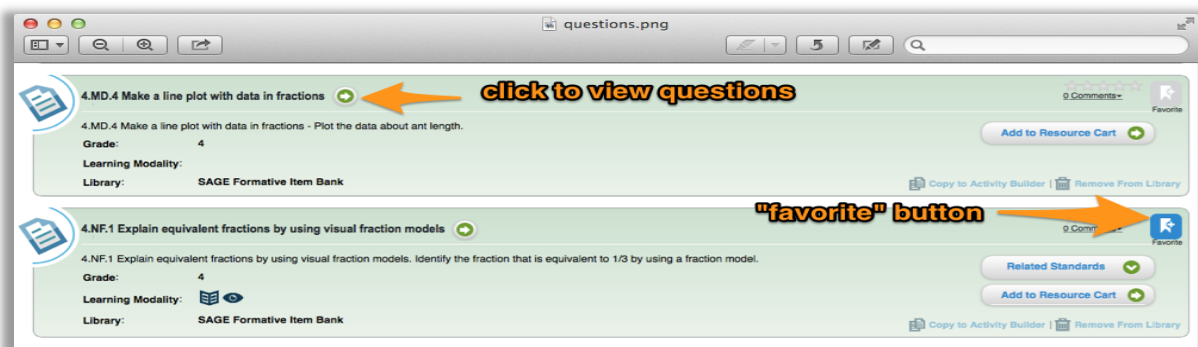
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How to Use SAGE Formative

SEARCHING FOR RESOURCES (Questions)

Select the *"Browse Resources"* button. Below is an example of a search for 4th grade math fraction questions. It yielded 32 results. You can adjust search parameters accordingly in each of the sections. Expand using the plus sign to see choices in the different sections below. Click the "Search" button once you have set all your search parameter.
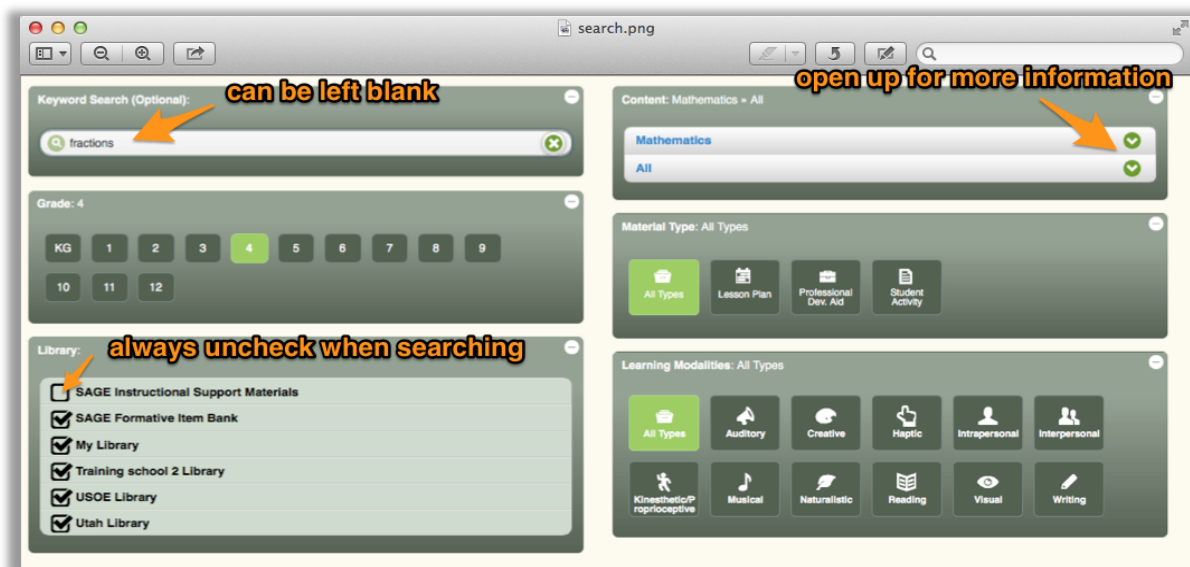
If you click on the *"Related Standards"* button, it will suggest additional questions that are related. One hint is to *"favorite"* the questions you would like to review more carefully (see below). You can quickly look at all of your "favorites" by clicking on the *"View by Favorites"* (instead of ALL) toggle at the top right of the results page.

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Select *"add to resource cart"* and the question will be stored in your cart until you make them a resource of your own or create an assignment (quiz.) Once you have selected all of the needed questions, click on the *"Resource Cart".* You will want to save the compilations of your questions as a new resource to easily find and reuse. Click *"Save as a Resource."* Click to *"Save and Publish".* You will return to the search you had before and notice the resource cart is empty.

The resource you just created now needs to be made into an assignment before you can assign it to students. You have to go search for it, but it was saved in *"My Library"* so it is easy to find. Narrow your search by unchecking everything except *"My Library".* The search in *"My Library"* will show the Resource you just created (compilation of questions). Click on the *"Resources Cart"* at the top, and this time, select *"save as an assignment".* *Set all of the specifics on the assignments and be sure* to click at the bottom of the page page on the *"Manage Assigned Students".* This is where you can select the students you want to take the test. Click on *"Save".*

Adding Assignments to your Group Library:

Select *"add to resource cart"* and the question will be stored in your cart until you make them a resource of your own or create an assignment (quiz.) Once you have selected all of the needed questions, click on the *"Resource Cart".* You will want to save the compilations of your questions as a new resource to easily find and reuse. *Change 'My Library' to the 'Group Library' or your choice.* Click *"Save as a Resource."* Click to *"Save and Publish".* You will return to the search you had before and notice the resource cart is empty.

How to Use SAGE Formative

There are 2 places you can go to view the assignments you have just made. One place is in the **"Activities"** button where you can see the assignments (activities) based on the search parameters you choose. You can view the rosters of students assigned, and if you click on the double green action arrows at the far right of the screen for additional functions.

The other place you can see assignments is in the **"Classes and Students"** button. Click on the class to open up the button and you can click on the **"View Assignments"** arrow at the far right.
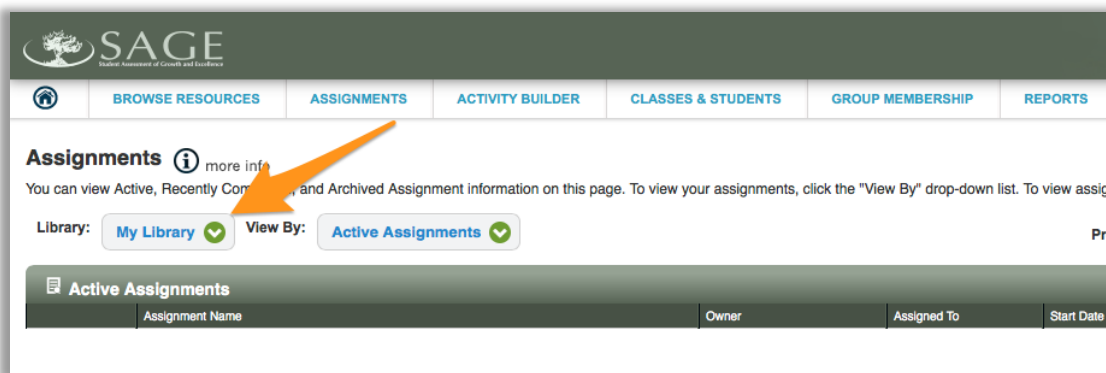

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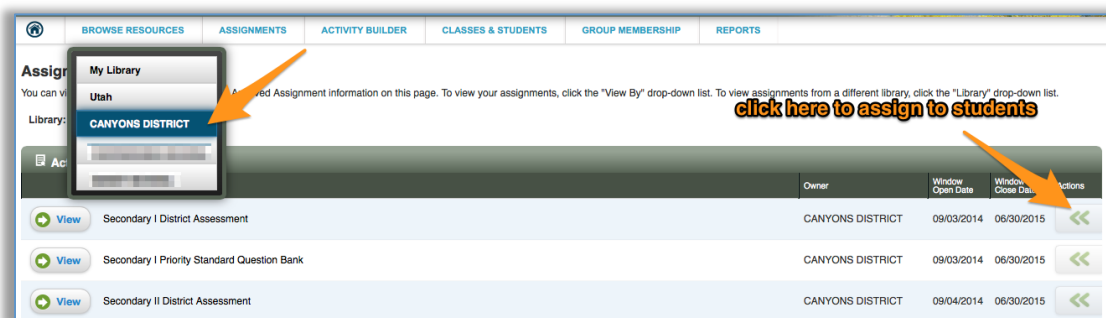|	Canyons School District
How to Use SAGE Formative	Education Technology Department 9361 S. 300 E. Sandy, UT 84070 Help Desk: 801-826-5544

ACCESSING AND ASSIGNING DISTRICT ASSIGNMENTS

Click on the *"Assignments"* button. Then click on the dropdown arrow next to **"My Library"** and it will open up to several choices. Select *"Canyons District".*

You will see the choices of assignments that have been sent out by the district. The green arrows to the right of the screen allow you to select which of your students/classes you want to assign this assignment to.

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STUDENT LOGIN INFORMATION

Visit the SAGE Portal at http:/sageportal.org. Select "Students & Families" and then select "SAGE Formative." Students log in the first time with their SSID as their username and password. Students will be forced to reset their password. It is **strongly recommended** that there is a common password for schools. We suggest everyone set the password to the word "write."

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