



ReadyAssessments User Guide

This ReadyAssessments user guide will help you and your students get set-up in 5 steps!

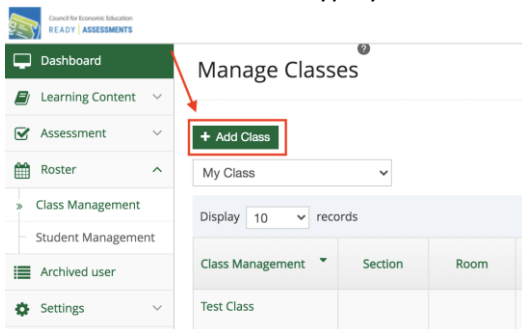
- Step 1: Create EconEdLink membership or log in**
- Step 2: Create your class**
- Step 3: Create class code**
- Step 4: Provide student login instructions**
- Step 5: Assign an assessment**

Step 1: Create EconEdLink membership or log in

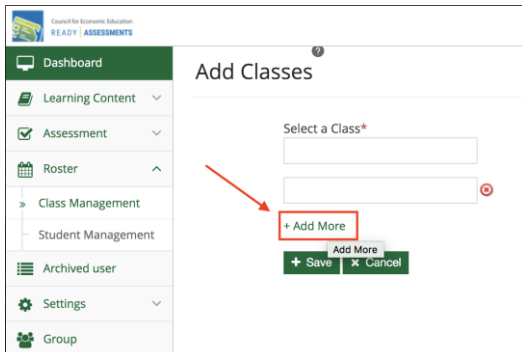
1. Log in to EconEdLink.org/ReadyAssessments > Click 'Access ReadyAssessments' button
2. Type in your username and password or sign up as a new member. For a new member:
 - a. You must complete the form > Submit > Check your e-mail to verify your account > Go back to EconEdLink.org
3. Click 'Log in'

Step 2: Create your class

1. Go to 'Roster' > 'Class Management' on the left-hand side menu
2. Click 'Add Class' button > type your Class Name in field



3. Click '+ Add More' to add more class names

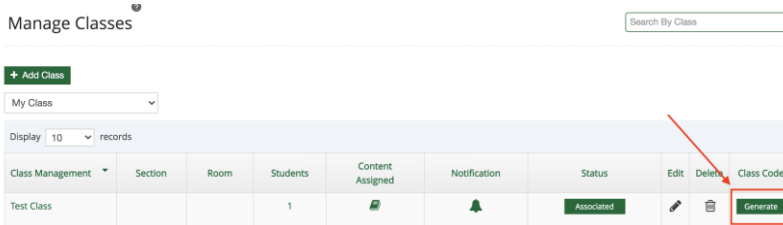


4. Click 'Save'



Step 3: Create class code

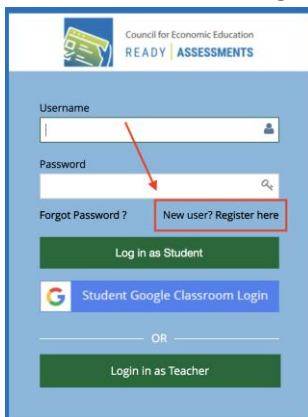
1. Click 'Roster' > 'Class Management' in the sub-menu
2. Go to 'Class Code' in table and click on 'Generate'



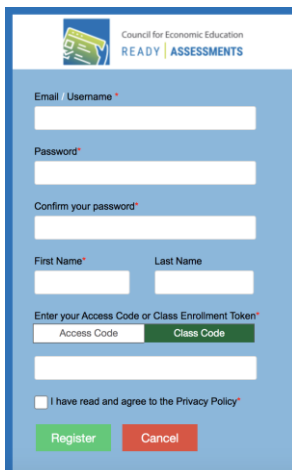
3. Once the code is generated, you can share it using the 'Share' icon and enter each individual student's email address or simply share the class code in your classroom or via LMS

Step 4: Provide student login instructions

1. Go to readyassessments.econedlink.org
2. Click on 'New User? Register here' >



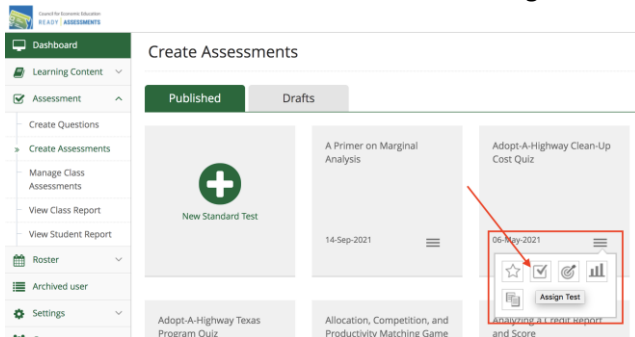
3. Fill-in all fields in the form > Click on 'Class Code' and enter your class code > Click 'Register' button





Step 5: Assign an assessment

1. Go to 'Assessment' > 'Create Assessments' in the left nav sub-menu
2. Select an assessment > click on the hamburger menu > Click on the 'Assign Test' icon with check mark



3. An 'Assign' pop up will appear
 - a. Select a class from the list.
 - b. Select a desired 'Due Date' or leave blank

4. Click 'Save.'

Caution! How to assign an assessment to a new class?

1. For example, if you have assigned an assignment to NPFC Test Class #1, you will see this page after clicking the "Assign Test" icon:



2. You might want to click the “x” next to “NPFC Test Class #1” because you want to assign it to new class, but **please don’t remove the old class(es)**, otherwise you will lose all your students’ data on that assessment. Please add your new class, for example, “NPFC Test Class #2”, and click “Save” with all your old classes.

3. If you accidentally remove the old class(es) and click “save”, please click “Go Back” to restore it.

Do you need additional support?

Contact help@councilforeconed.org or call/text 212-827-3640 or 212-827-3641