



This ReadyAssessments user guide will help you and your students get set-up in ReadyAssessments.

Step 1: Create EconEdLink membership or log in to access ReadyAssessments

1. Log in to [EconEdLink.org/ReadyAssessments](https://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 “Class” 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: Upload your students

1. Click "Roster" on the left-hand side menu
2. Click "Student" in the sub-menu
3. Add one student at a time by clicking "Add Student" or add students in bulk by clicking "Bulk Upload"
4. When you click "Bulk Upload," you will be redirected to the "Bulk Upload Students" page
5. Click the "Download CSV template" or "Download xls template" button to download the template.
6. First Name, Last Name, Username, Password, and Class name are all REQUIRED FIELDS. Disregard other fields. The class name should match the class names you created in previous step
7. Click on "Browser" to Import the file on the portal from your system
8. Click "Upload."

Step 4: Assign an Assessment

1. Click “Assessment” > “Standard Test” in the 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.”

Step 5: Provide Student Logins to ReadyAssessments

1. Go to readyassessments.econedlink.org
2. Login using credentials provided by teacher; use the credentials created in the rostering process