USER GUIDE
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Clear Path at a Glance
About Clear Path, powered by ScholarCentric

Clear Path is your one-stop destination for accessing your resilience assessments and reports. Depending on your user type, you can:

<table>
<thead>
<tr>
<th>Task</th>
<th>District Admins</th>
<th>School Admins</th>
</tr>
</thead>
<tbody>
<tr>
<td>View and allocate licenses to schools</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Generate district level reports</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Generate school level reports</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Generate student reports</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Create a Access Key for the assessment</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Deliver the assessment with students</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

About the Clear Path Assessment

The research-validated Clear Path Assessment is designed to evaluate students’ resilience aptitude in six areas that improve academic achievement:

<table>
<thead>
<tr>
<th>Importance of education</th>
<th>Stress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic confidence</td>
<td>Health and well-Being</td>
</tr>
<tr>
<td>Connectedness</td>
<td>Intrinsic motivation</td>
</tr>
</tbody>
</table>

The Clear Path Assessment comes in different levels:

- **Level 1** = Elementary grades
- **Level 2** = Secondary grades
  - Level 2 has two forms:
    - Form A = Pre-Assessment
    - Form B = Post-Assessment
Assessment Administration Guidelines

Surveys may be administered online in one class period or over multiple class periods. Use the chart below to determine what administration method is best for your students.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Item Count</th>
<th>Reading Level</th>
<th>Time Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Student Survey</td>
<td>55</td>
<td>2nd grade</td>
<td>20-25 min</td>
</tr>
<tr>
<td>Level 2 Student Survey</td>
<td>108</td>
<td>5th grade</td>
<td>20-25 min</td>
</tr>
</tbody>
</table>

To administer over multiple class periods:

1) Ask students to close the browser window at any point during the Survey. Student responses will be saved automatically.
   Ask students to re-enter active Access Key and their First and Last Name. The Survey will continue where students left off.

**Note:** Student data will not be available until student has completed the Survey.

Guidelines for Introducing the Student Survey to Students

Here are some points to stress to your students:

> You are about to take a personal survey that provides an opportunity for you to share your thoughts and feelings about how you learn. There are no right or wrong answers to this survey and you will not be graded. However, the more honestly you answer the questions, the more meaningful your results will be. If you feel uncomfortable about any of the questions, you don’t have to answer them and can skip ahead to the next question. Your responses to the survey will be private and will be used to help us create a positive and engaging learning environment for you.

About the Clear Path Reports

The Clear Path Reports generated from the Clear Path Assessment provide:

- Root cause analysis
- Trend analysis to inform school culture and climate
- Data and reports by student, school, and district
- Support for Learning Management System (LMS) and Student Integration Systems (SIS) integration

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1, Form A School Report</td>
<td>Aggregated school-level data report for all students who took the Level 1, Form A assessment. Available in PDF and Excel format.</td>
</tr>
<tr>
<td>Level 1, Form A District Report</td>
<td>Aggregated district-level data report for all students who took the Level 1, Form A assessment. Available in PDF format.</td>
</tr>
<tr>
<td>Level 2, Form A School Report</td>
<td>Aggregated school-level data report for all students who took the Level 2, Form A assessment. Available in PDF and Excel format.</td>
</tr>
<tr>
<td>Level 2, Form A District Report</td>
<td>Aggregated district-level data report for all students who took the Level 1, Form A assessment. Available in PDF.</td>
</tr>
<tr>
<td>Level 2, Form B School Report</td>
<td>Aggregated school-level data report for all students who took the Level 2, Form B assessment. Available in PDF and Excel format.</td>
</tr>
<tr>
<td>Level 2, Form B District Report</td>
<td>Aggregated district-level data report for all students who took the Level 2, Form B assessment. Available in PDF.</td>
</tr>
<tr>
<td>Clear Path Student Reports</td>
<td>Individual student data report which includes the sub-means of the 6 resiliency skills. Available in PDF for Level 2, Form A assessments only.</td>
</tr>
</tbody>
</table>

**Help and Support**

We have a number of resources available to you on our Clear Path Help page:

- Tutorials
- Quick Start Guides
- Assessment Instruction Guide
- System Requirements

**To access:**
Step 1: Go to https://www.GoClearPath.com:

Step 2: Click on “Help” at the bottom of the page:

You can also go directly to http://www.ScholarCentric.com/ClearPathHelp

To reach us directly, you can email us at ClearPath@ScholarCentric.com or call us at (800) 995-8779 ext 2.

System Requirements

Clear Path is optimized for Windows 7 and 8 running Chrome and OS X running Safari. Most browser updates are free, and we encourage Clear Path users to update their browsers to the versions listed below.

Chrome – Version 36
Firefox – Version 31
Safari – Version 7
MS Internet Explorer – Versions 10 and 11
Best Practices

In order to ensure that you receive all necessary Clear Path communication, please work with your internal tech support team to add the following domains to your whitelist:

- [http://www.ScholarCentric.com](http://www.ScholarCentric.com)
- [https://www.GoClearPath.com](https://www.GoClearPath.com)

Privacy and Terms and Conditions

To view our privacy statement and terms and conditions, please visit:

District Administrator Account
District User Overview

All sites implementing the Clear Path Assessment with multiples sites will have a designated Clear Path District Administrator who will be responsible for:

- Managing and allocating licenses to schools
- Supervising the assessment usage at each school site
- Generating district level reports
- Generating school level reports

District Flow Chart
Logging In

Step 1: Go to https://www.GoClearPath.com:

Step 2: Click on “Admin/Educators enter here:”

Step 3: Enter the login credentials provided to you by email and click “Log In:”

Note: You will be required to change your password after your initial log in. If you forget your password, click the “Forgot your password?” link to receive email instructions on resetting your password.
Step 4: Access the district home page:

General Navigation

Step 1: At any time, you can return to your district home page by clicking the “Home” icon on the top left of your screen.

Step 2: To change your password, click on your name at the top right of your screen, then click on “Edit Profile” in the drop down menu.

Step 3: To contact us, click on your name at the top right of your screen, then click on “Contact Us” in the drop down menu.
Step 4: To log out, click on your name at the top right of your screen, then click on “Logout” in the drop down menu.

At any time, you can access our help page by clicking on the “Help” button at the bottom of the page:
Distributing Licenses

Step 1: From your district home page, click on “Distribute Licenses to Schools” or “Licenses”

Step 2: The district licenses home page will give you a general overview of licenses that have been purchased, allocated, and used, along with the start and expiration date for each assessment:

Note: To view any licenses that have been purchased independently by schools in your district, click on the checkbox next to “Show licenses purchased independently by schools.” While you may view how many licenses have been purchased by each school, you may NOT alter the license distribution for these since the purchase was made at the school level.
Step 3: Click on the “Allocate License to Schools” button for the assessment type you wish to view:

Remember: “Form A” = pre-assessment; “Form B” = post-assessment

Step 4: Review the license distribution for your district. These have been allocated to the schools in your district based upon conversations we’ve had with you and your resilience team. You can see how many licenses each school has used by looking at the “Used by Students” column. You can also see how many total assessments have been purchased, allocated, and not allocated for your district.
Remember: “Level 1” = elementary assessment, “Level 2” = secondary assessment

Step 5: To change the distribution of licenses in your district, change the number in the “Allocated” column. You can only make changes to the distribution for Unused licenses.

<table>
<thead>
<tr>
<th>Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

Step 6: Click “Save”

District Reports

Step 1: From your district home page, click on “Run a District Report” or “District Reports:”

Step 2: Choose the assessment level you’d like to run. You will only have access to run reports that you have purchased (e.g. if you have only purchased Level 1 assessments, you will not see the option to run Level 2 reports).
Remember: “Level 1” = elementary assessment, “Level 2” = secondary assessment

💡 TIP: You can save time by accessing the last 5 reports that you have generated by clicking on the links stored below the Assessment Level buttons

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**Step 3:** Choose the date range for your report then click “Next”. Only students who took the assessment during the date range you select will be reflected in the report. The default dates are set to reflect an academic year (August 1st to July 31st):

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**Step 4:** Choose either “Form A” or “Form B.” “Form B” reports are currently only available for “Level 2” (secondary) assessments. You will only have access to run reports that you have purchased (e.g. if you have only purchased Form A assessments, you will not see the option to run Form B reports).

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Remember: “Form A” = pre-assessment; “Form B” = post-assessment

**Step 5:** Select the schools that you want to include in your report by clicking the checkboxes next to the school names, then click “Next.” For district reports, you must select at least two schools, and for statistical validity, each school must have assessed at least 20 students for this report.
TIP: To generate a district-wide report, select all schools.

TIP: “Form A Student Completion” and “Form B Student Completion” allow you to see how many students have completed each assessment in the date range you’ve selected.

Step 6: Select “Run PDF Report” to create a new report with the selected schools. Once the report is created a Download button will appear.

Note: Assessment download time can vary, depending on how many students have assessed.

Step 7: Click on “Download PDF Report.”
Step 8: Review your Clear Path district data report.

💡 TIP: You can save time by accessing the last 5 reports that you have generated of this Level and Form at the bottom of the download reports page:

💡 TIP: To return to a previous step in the report generation process, you can use the navigation bar at the top of your screen:
School Reports

Step 1: From your district home page, click on “Run a School Report” or “School Reports:”

Step 2: Choose the assessment level you’d like to run. You will only have access to run reports you have purchased (e.g. if you have only purchased Level 1 assessments, you will not see the option to run Level 2 reports).

Remember: “Level 1” = elementary assessment, “Level 2” = secondary assessment

💡 TIP: You can save time by accessing the last 5 reports that you have generated by clicking on the links below the Assessment Level buttons
Step 3: Choose the date range for your report then click “Next.” Only students who took the assessment during the date range you select will be reflected in the report. The default dates are set to reflect an academic year (August 1st to July 31st):

![Select Date Range]

Step 4: Choose either “Form A” or “Form B.” Form B reports are currently only available for Level 2 (secondary) assessments. You will only have access to run reports that you have purchased (e.g. if you have only purchased Form A assessments, you will not see the option to run Form B reports).

![Select Report Form]

Remember: “Form A” = pre-assessment; “Form B” = post-assessment

Step 5: Select the school that you want to include in your report by clicking the dial box next to the school name, then click “Next”. You can only select one school.

![Select School]

💡 TIP: “Form A Student Completion” and “Form B Student Completion” allow you to see how many students have completed each assessment in the date range you’ve selected.
Step 6: Click “Run PDF Report” to create a new PDF report for the school you’ve selected. Once the report is created a Download button will appear.

Note: The PDF report will show you both aggregate and individual student data (for statistical validity, a school must have assessed at least 20 students for this report).

Step 7: Click on “Download PDF Report.”

Step 8: Click “Run Excel Report” to create a new Excel report for the school you’ve selected. The report will automatically download.

Note: The Excel sortable file will show you individual student data in an excel spreadsheet, enabling you to sort and filter the data (at least 1 student is required to run this report).
Note: If you would like a .CSV file to upload your data to your Student Information System (SIS), please email us at ClearPath@ScholarCentric.com.

Step 9: Review your Clear Path School Reports.

💡 TIP: You can save time by accessing the last 5 reports that you have generated of this Level and Form at the bottom of the download reports page:

💡 TIP: To return to a previous step in the report generation process, you can use the navigation bar at the top of your screen:
School Administrator Account
School User Overview

All sites implementing the Clear Path Assessment will have a designated Clear Path School Administrator who will be responsible for:

- Setting up Access Keys for the assessment
- Providing Access Keys to teachers/administrators administering the assessment
- Ensuring the assessment is delivered and monitoring usage
- Generating school level reports
- Generating student reports (if applicable)

School Admin Flow Chart
Logging In

Step 1: Go to https://www.GoClearPath.com:

Step 2: Click on “Admin/Educators enter here:”

Step 3: Enter the login credentials provided to you by email and click “Log In:”

Note: You will be required to change your password after your initial log in. If you forget your password, click the “Forgot your password?” link to receive email instructions on resetting your password.
Step 4: Access school home page:

General Navigation

Step 1: At any time, you can return to your school home page by clicking the “Home” Icon, top left of your screen:

Step 2: To make changes to your name, contact details or password, click on your name at the top right of your screen, then click on “Edit Profile” in the drop down menu:
Step 3: To contact us, click on your name at the top right of your screen, then click on “Contact Us” in the drop down menu:

Step 4: To log out, click on your name at the top right of your screen, then click on “Logout” in the drop down menu:

At any time, you can access our help page by clicking on the “Help” link at the bottom of the page:
Accessing the Assessment

Step 1: Your school will need an active Access Key to access the assessment. To generate an Access Key, click on “Give an Assessment” from your school home page.

Step 2: Click on “Create Access Key” for the assessment you’d like to launch:

Note: You can view the details of your school’s purchase and usage history by clicking on the “View Details” link:

This will show you how many licenses have been purchased by your district and/or school, how many have been allocated to your school, how many are remaining, and the license expiration date:
Step 3: Once you click “Create Access Key,” a unique Access Key will be created, granting your school access to the assessment.

Step 4: Share the Access Key and instructions with the teachers/administrators administering the assessment by printing (“Print Key & Instructions”) or emailing instructions (“Email Key & Instructions”). If need be, you can also “Delete the Key and Start Over.”

**Note:** For security purposes, Access Keys will deactivate after 14 days. When you generate an Access Key, the “Access Period” will be listed below. You can create new Access Keys as needed.

**TIP:** To avoid issues when administering your assessment, make sure that the Access Key you are using/providing to your team will be active during the scheduled assessment period.

**TIP:** For easy reference, your Active Access Keys, along with links to share the Access Key via email or hard copy will always be listed on the “Give an Assessment” landing page.
School Assessment Start Page

1. Choose which assessment to assign.
2. Click "Create Access Key." This will create an Access Key unique to your school.
3. Share the Access Key via email or hard copy with teachers/admins proctoring the assessment.
   Note: Access Keys will deactivate after 34 days. You can create new Access Keys as needed.

Level 1 Form A Assessment

Create Access Key

ACTIVE ACCESS KEYS

Access Key: pdp245 This access key will expire September 2nd, 2014) ✎ Print ✎ Email ✎ Delete
Access Key: test001 This access key will expire September 2nd, 2014) ✎ Print ✎ Email ✎ Delete
Access Key: cw046 This access key will expire September 2nd, 2014) ✎ Print ✎ Email ✎ Delete
Administering the Assessment

Assessment Administration Guidelines

Surveys may be administered online in one class period or over multiple class periods. Use the chart below to determine what administration method is best for your students.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Item Count</th>
<th>Reading Level</th>
<th>Time Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Student Survey</td>
<td>55</td>
<td>2nd grade</td>
<td>20-25 min</td>
</tr>
<tr>
<td>Level 2 Student Survey</td>
<td>108</td>
<td>5th grade</td>
<td>20-25 min</td>
</tr>
</tbody>
</table>

To administer over multiple class periods:

1) Ask students to close the browser window at any point during the Survey. Student responses will be saved automatically.
2) To continue the Survey, go to [https://www.GoClearPath.com](https://www.GoClearPath.com). Ask students to re-enter Access Key and their First and Last Name. The Survey will continue where students left off.

Note: Student data will not be available until student has completed the Survey.

Guidelines for Introducing the Student Survey to Students

Here are some points to stress to your students:

You are about to take a personal survey that provides an opportunity for you to share your thoughts and feelings about how you learn. There are no right or wrong answers to this survey and you will not be graded. However, the more honestly you answer the questions, the more meaningful your results will be. If you feel uncomfortable about any of the questions, you don’t have to answer them and can skip ahead to the next question. Your responses to the survey will be private and will be used to help us create a positive and engaging learning environment for you.

Steps for Students to Access the Assessment

Step 1: Instruct your students to go to [https://www.GoClearPath.com](https://www.GoClearPath.com)
Step 2: Have them click on the “Students enter here” button:

Step 3: Have them enter their active Access Key and click “Start Survey.”

Step 5: Have them enter their Student ID and click “Next”
Note: For Level 2 assessments, they must select which language to assess (English or Spanish).

Step 6: Now, they can begin the assessment.
School Reports

Step 1: From your school admin landing page, click on “Run a Report” or “Reports”

Step 2: Choose the assessment level you’d like to run. You will only have access to run reports that you have purchased (e.g. if you have only purchased Level 1 assessments, you will not see the option to run Level 2 reports).

Remember: “Level 1” = elementary assessment, “Level 2” = secondary Assessment

💡 TIP: You can save time by accessing the last 5 reports that you have generated by clicking on the links below the Assessment Level buttons

Step 3: Choose the date range for your report click then click “Next.” Only students who took the assessment during the date range you select will be reflected in the report. The default dates are set to reflect an academic year (August first to July 31st):
Step 4: Choose the Form for your report. Form B reports are currently only available for Level 2 (Secondary) assessments. You will only have access to run reports you have purchased (e.g. if you have only purchased Form A assessments, you will not see the option to run Form B reports).

Remember: “Form A” = pre-assessment; “Form B” = post-assessment

Note: See next section for instructions on running Student Reports.

Step 5: Click “Run PDF Report” to create a new PDF report for your school. Once the report is created a Download button will appear.

Note: The PDF report will show you both aggregate and individual student data (for statistical validity, a school must have assessed at least 20 students for this report).

Step 6: Click on “Download PDF Report.”
Step 7: Click “Run Excel Report” to create a new Excel report for your school. The report will automatically download.

Note: The Excel sortable file will show you individual student data in an excel spreadsheet, enabling you to sort and filter the data (at least 1 student is required to run this report).

Note: If you would like a .CSV file to upload your data to your Student Information System (SIS), please email us at ClearPath@ScholarCentric.com.

Step 8: Review your Clear Path School Report.
**TIP:** You can save time by accessing the last 5 reports that you have generated of this Level and Form at the bottom of the download reports page:

**TIP:** To return to a previous step in the report generation process, you can use the navigation bar at the top of your screen:

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**Student Reports**

**Step 1:** From your school landing page, click on “Run a Report” or “Reports”

**Step 2:** Choose “Level 2.” Student Reports are currently only available for Level 2, Form A assessments.
**TIP:** You can save time by accessing the last 5 reports that you have generated by clicking on the links below the Assessment Level buttons.

**Step 3:** Choose the date range for your student reports click then click “Next.” Only students who took the assessment during the date range you select will be reflected in the reports. The system’s default dates are set to reflect an academic year (August first to July 31st):

**Step 4:** Choose “Student Report.”
Step 5: Choose the students for whom you want to generate student reports by clicking the check box next to the Student ID/First and Last Name.

**TIP:** Student resiliency data is displayed to the right. You can sort/search by student ID, first name, last name, date of assessment, class ID, and data results.

**Note:** For your reference, the number of available Student Reports is listed above the student list, under “Remaining available Student Report licenses”. Depending on your implementation, your district/school may have purchased more Form A assessments than Student Report licenses and thus may not get a Student Report for each completed assessment. To purchase additional Student Report licenses, please contact us at ClearPath@ScholarCentric.com.

Step 6: Once you’ve selected your students, click on the “Confirm Selection and Continue” button at the bottom of your page.

**Note:** If you want to view a student report that you’ve previously generated, just click the “Continue without adding new students” button instead.
Note: Since confirming the selection will use up some of your Student Report licenses, you’ll need to confirm the selection once more. If you do not have enough licenses remaining, you will get an error message.

Step 8: Click on “Student Reports.”

Step 9: To download student reports, individually, click on the Student ID. To download all reports into one .zip file, click “Download all into a single PDF.”

Note: You can search for or sort students by student ID, first name and last name, date assessed and class number.

Step 10: Review your Clear Path Student Reports and share them with your students in time for lesson 4 of the curriculum:
Step 11: To access a school report that will include only the students for whom you’ve chosen to download Student Reports, return to the previous “Select Report Form.”

Step 12: Click on “Form A & Sortable File”

Step 13: Click “Run PDF Report” to create a new PDF report that will include the students receiving student reports. Once the report is created a Download button will appear.
Note: The PDF report will show you both aggregate and individual student data (for statistical validity, a school must have assessed at least 20 students for this report).

Step 14: Click on “Download PDF Report.”

Step 15: Click “Run Excel Report” to create a new Excel report that will include the students receiving student reports.

Note: The Excel sortable file will show you individual student data in an excel spreadsheet, enabling you to sort and filter the data (at least 1 student is required to run this report).

Note: If you would like a .CSV file to upload your data to your Student Information System (SIS), please email us at ClearPath@ScholarCentric.com.