

Clear Path™ Resiliency Assessment Quick Start Guide

This Quick Start Guide is intended to give you some quick tips for administering the resiliency assessment on the **Clear Path™** portal. This online portal is where students, administrators, and/or site facilitators will log in to access the assessment and reports that are available immediately after students have completed the assessment.

Log into Clear Path™

1. Log into the online assessment portal, **Clear Path™** by going to <https://www.GoClearPath.com>.
2. Click on the “**Admin/Educators enter here**” button.
3. Log in using the credentials sent to you by email. Follow prompts to create a new password. If you do not have login credentials, refer to the “Help” section of this guide. There is only one account username and password per site that can be shared amongst users if necessary.
4. Create a new password immediately upon logging in, and be sure to write it down in a safe place.

Prepare for Assessment Administration

1. Log into <https://www.GoClearPath.com> using your emailed login credentials
2. Click on the “**Give an Assessment**” button.
3. Choose which assessment to assign – As a reminder, *Level 1* is for elementary students (grades 3-5) and *Level 2* is for middle and high school students (grades 6-12). *Form A* is generally used for the ‘pre- test’ and *Form B* is the ‘post- test’.
4. Click on “**Create Access Key.**” This will create an **Access Key** unique to your site that is necessary for every student to enter in order to take the assessment so data can be correlated to your site.
5. Send the Access Key via email or print hard copies of the key to share with anyone facilitating the assessments to students.

TIP: It is easiest to set up Access Keys one week prior to testing so you have time to distribute the required key to those facilitating the assessment. Remember, the Access Key will only work for 14 days, so you want to take this into account for when you create it. You can always generate additional keys if the testing window needs to span longer than two weeks.

Prepare the Appropriate Testing Environment

- This assessment is online, so facilitators need to plan accordingly to have enough computers or tablets for students to take the assessment during the identified testing window. If there are large numbers of students who need to be tested, consider rotating students through a computer lab on different days and times.
- All students taking the test will need their own **Student ID** number (this is generally a state or school ID) because it will be used as a unique identifier to display student data in addition to their first and last name (e.g. there may be two John Smith’s, so a student ID can help further identify a student’s data). It is a good idea to have these pre-printed in advance. (Small post-its or stickers with necessary testing information such as **Student ID** and the assessment **Access Key** can be quickly distributed to students in order to support easy test administration.)
- Students who are taking the assessment two times a year need to be sure that they use the exact same student ID in order for the data to match and the system to show resiliency gains.

Prepare the Appropriate Testing Environment (Cont.)

- It is recommended that the Clear Path™ website ([GoClearPath.com](https://www.GoClearPath.com)) and site **Access Key** are written on the front board for assessment administration.
- When preparing students to take this assessment, let students know that “*this is not a test, but that it is a survey that will help you better understand some of their non-academic needs.*” They should be encouraged to answer the questions as honestly as they can so results are an accurate reflection of their social and emotional needs. This will help you know how best to support them.
- Students also should be encouraged to ask questions if they come across any words or terms that are unfamiliar to them.

Administer the Assessment

1. Once ready to give the assessment, tell students to log into <https://www.GoClearPath.com>
2. Students will click on “**Students**” button and enter the **Access Key**.
3. They will then enter their first and last name.
4. They will choose to take the test in either English or Spanish.
5. Finally, clicking on “**Start Survey**” will begin the assessment.
6. Walk around the room while students are taking the test to ensure they are not just clicking through the assessment. There is nothing to stop them from skipping* questions or answering them without reading, so it is important they are monitored carefully.
7. Help define terms or words that are unfamiliar to students if any arise.

*Note: *Students have the option to skip questions if they choose, but understand that this can result in partial resiliency data on either the pre- and/or post- test, if administered.*

Generate Reports

1. Click on “**Run a Report**”
2. Choose the appropriate Level (**Level 1** for Elementary Assessment reports or **Level 2** for Middle School or High School reports)
3. Select the date range for when the Assessment was given. (This will default to the current school year.)
4. Select the reports to run (**Form A** for a Pre-Assessment report, **Form B** for a Post-Assessment report, or **Student Reports** for individual student reports)
5. Generate reports by clicking on “**Run PDF Report**” for the report including aggregate data charts and individual student data charts. “**Run Excel Report**” for Excel spreadsheet with individual student data and student names.
6. The Report will generate and can be downloaded, saved, and printed.
7. Additional training videos on generating **Clear Path™ Student Reports** can be found on our help page.

Get Help

- Visit <https://www.ScholarCentric.com/ClearPathHelp> for some online resources, training tutorials and videos for immediate additional assistance.
- Otherwise, contact Customer Care at: (800) 995-8779.