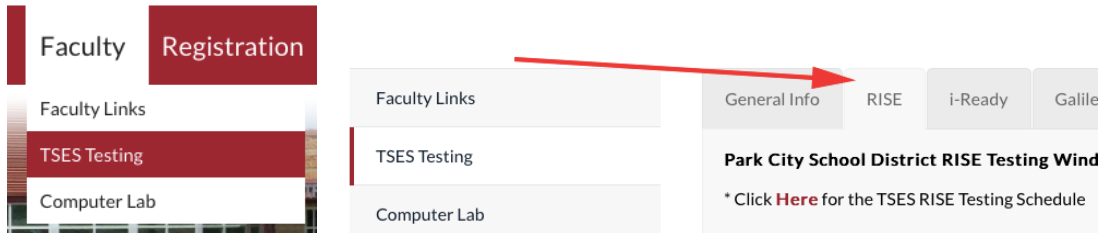


# RISE Spring Summative 2019 Teacher/Proctor Instructions:

1) Log into the following RISE portal:

<https://ut.nextera.questarai.com/admin>

The link is located on our webpage under Faculty, RISE Assessment



2) Log in

## Utah RISE Assessments

Powered by Nextera™

User ID

Password

Sign In

[Forgot your password?](#)



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3) Your username will be your school email. If you do not know your password, choose "Forgot your Password"

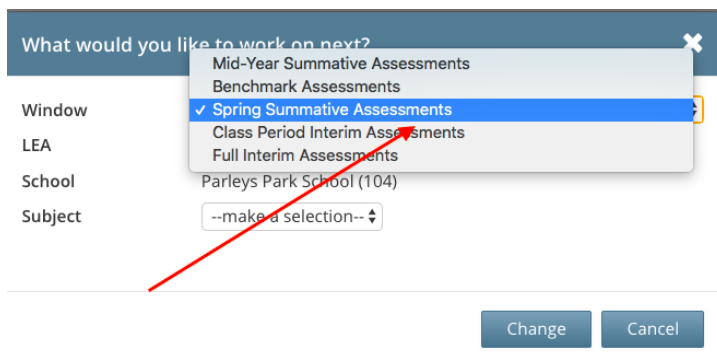
NOTE: Check your SPAM folder if you do not see an email to reset your password.

4) After you log in, click on [Change](#) at the top of the Utah RISE Assessment page.

Mid-Year Summative Assessments | Park City District (22) | Trailside School (116) | No Su... [Change](#)

## Utah RISE Assessments

5) Under Window, choose Spring Summative Assessment.



6) Under Subject, choose the Subject.

What would you like to work on next? ✕

Window: Spring Summative Assessments

LEA: Park City District (22)

School: Park City School (104)

Subject: ▼

- ✓ ELA
- Math
- Science
- Secondary Math
- Writing

Change Cancel

7) Choose the Test Administration option:

TEST ADMINISTRATION ▼

- Important Dates
- Test Administration
- Testing Status Details

8) Find the test and click on View

ELA, Spring Summative Assessments

: All ▼ Search

| Class                             | Subject | Test Name        | Testing Status | View              |
|-----------------------------------|---------|------------------|----------------|-------------------|
| Attendance - Grade 3 (ELA1043417) | ELA     | Spring Summative | Not Started    | <span>View</span> |

9) You will see two Access Codes and Print Labels.

Examiner View

Print Labels

Session 1 Access Code **7971**  Submit Cancel

Session 2 Access Code **6321**  Submit Cancel

10) If you need to Print ID's & Passwords. Choose the Avery 5163

11) Click on the Examiner View and it will open a new tab.

Examiner View

Print Labels

12) Follow the Test Administration Manual starting on page 40.