



This Quick Start will get you started on the Measuring Up e-Path® system in no time. If you would like a more in-depth tutorial of the system, please refer to your Insta-Train document. If you need immediate assistance, please contact ePath Customer Care (ECC) by phone: **1-800-853-2779** or by e-mail: **epathcustomer@sbcbglobal.net**

## Quick Help for **Measuring Up e-Path®**

### Quick Start for Teachers:

- 1) Enter system with username and password ([www.muep.com](http://www.muep.com)) – Please feel free to change your password and keep it in a safe place.
- 2) Add Class (Classes may have already been setup by School Administrator)
  - ➔ Class Management
  - ➔ Click [Add New Class](#)
  - ➔ Fill in required fields, click save
- 3) Add students to your class roster
  - ➔ Class Management
  - ➔ Click [Roster](#) to right of Class
  - ➔ Click [Add Students to Class Roster](#)
  - ➔ Make selections from drop down boxes to populate student master list
  - ➔ Click upon students names (hold down control key to select multiple students)
  - ➔ When all the names are selected, click on **Add Selected Students** at the top of the lists, then click save
- 4) Assign a Measuring Up® Test
  - ➔ Test Management
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Choose Measuring Up® Test and click [Assign/Cancel](#)
  - ➔ New Assignment
  - ➔ Fill in fields, click save
- 5) Confirm that students have their user names and passwords
  - ➔ Class Management
  - ➔ Click [Roster](#) to right of Class
  - ➔ Print Roster

### Other tasks:

- Change student's username or password
  - ➔ Class Management
  - ➔ select a year
  - ➔ select class
  - ➔ Edit Account
- UnEnroll student (take off roster)
  - ➔ Class Management
  - ➔ select a year
  - ➔ select class
  - ➔ UnEnroll
- View/print reading selections
  - ➔ Test Management
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Reading Selection
- View sample open-ended answers
  - ➔ Toolbox,
  - ➔ View Samples,
  - ➔ Choose subject, test, and question
- Cancel assigned test
  - ➔ Test Management
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Assign/Cancel
  - ➔ Cancel
- Edit assignment end date
  - ➔ Test Management
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Locate test and click [Assign/Cancel](#)
  - ➔ Click [Edit](#) to right of Assignment
  - ➔ Change end date, click save
- View test assignment history
  - ➔ Test Management
  - ➔ Assignment History
- Create your own benchmark test
  - ➔ Test Management
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Create New Test
  - ➔ or USE QUICKTEST
- Score open-ended questions
  - ➔ Gradebook
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ Score
  - ➔ Question number or Score
- Summary/detailed test results
  - ➔ Gradebook
  - ➔ Select School Year
  - ➔ Class
  - ➔ Subject
  - ➔ View Gradebook
  - ➔ Click student's score to access Student Personal Prescriptive Path® (P3®)
- View reports on test data
  - ➔ Teacher Level Reports
  - ➔ Test Reports
    - Class Personal Prescriptive Path® (P3®)
    - Differentiated Learning Groups
    - Class Test Item Analysis
    - Test Results Simple
    - Test Results Expanded
    - Test Progress Comparison