



Spalding Education International's Online Assessment Management System (OAMS).

Role	Rights
District Administrator	Step 1. Add/edit schools Step 2. Add/edit school administrators View – classes View – assessments Run/print reports by school, grade level, class, and student.
School Administrator	Step 1. Add/edit classes Step 2. Add/edit teachers Step 3. Upload/edit students View – assessments Run/print reports by school, grade level, class, and student.
Teacher	View – class and students Administer assessments Run/print reports by class and student
Add School	Step 1. Select School Step 2. Select Add new Step 3. Complete Add New School Card – All fields are required Step 4. Select SAVE
Edit School	Step 1. Select School Step 2. Edit school card Step 3. Select SAVE
Add New Administrator	Step 1. Select School Card Step 2. Select School Administrator Step 3. Select Add New Step 4. Complete School ADMIN Card - Optional fields Work Phone and Cell Phone all other fields are required. Step 5. Select SAVE
Edit School Administrator	Step 1. Select ADMINS Step 2. Select School Administrator's Card Step 3. Edit School Administrator's Card Step 4. Select SAVE





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Add Classes – Step 1	<p>Step 1. Select CLASSES Step 2. Select ADD New Step 3. Complete CLASS Card – Classroom Name Field must include a numeric grade level i.e., 3rd School Year – YYYY Select Grade level in pull down menu Step 4. Select SAVE</p>
Edit Classes	<p>Step 1. Select CLASSES Step 2. Select CLASS Card Step 3. Edit School CLASS Card Step 4. Select SAVE</p>
Add Teachers – Step 2	<p>Step 1. Select TEACHERS Step 2. Select ADD New Step 3. Complete Teacher Card – Optional fields Middle Name, Work Phone and Cell Phone. Staff ID must be at least two-digits. Username must be unique in case there is more than one user with the same name i.e. jsmith. Instead use jsmith25 Step 4. Select SAVE</p>
Edit Teachers	<p>Step 1. Select TEACHERS Step 2. Select TEACHERS Card Step 3. Edit TEACHER Card Step 4. Select SAVE</p>
Add/Upload Students –Step 3	<p>Step 1. Select Admin next to the reports icon Step 2. Select District Step 3. Select School Step 4. Browse for file Step 5. Select IMPORT</p>
Edit Students	<p>Step 1. Select STUDENTS Step 2. Select Student’s card Step 3. Edit School student’s Card Step 4. Select SAVE</p>
Assign Teachers –Step 4	<p>Step 1. Select CLASSES Step 2. Select Class Card Step 3. Select Teacher under Teachers Assigned Step 4. Select SAVE</p>





Enroll Student in a class – Step 5	Step 1. Select CLASSES Step 2. Select Student Enrollment Step 3. Select Student(s) Step 4. Select SAVE
View Reports	Step 1. Reports Icon Step 2. Select Type of Report – i.e., Summary, Trend, Comparison, Missed Phonogram, Reading Comprehension, Summary of Test Items, and Summary of Test Items Scored Step 3. Date Range Step 4. Assessment Type – Oral Phonogram, Written Phonogram, Spelling, Reading Comprehension Step 5. Grade Level – Admin Only Step 6. Class – Admin Only Step 7. Student attributes Step 8. Student Name – optional Step 9. Select GENERATE REPORTS Step 10. Select Arrow to print a PDF Copy

