

## GETTING STARTED

To access **The Teaching Edge<sup>Plus</sup>**:



1. Type **www.hbedge.net** in your web browser.
2. Select **The Teaching Edge** from the welcome screen.
3. Enter your Username and Password. Click **I forgot my password** to receive a password reminder.





## MANAGE GROUPS

As part of your account setup, students are grouped by their Edge level. From the **Manage Groups** screen, you can:



### Create a Group

1. Click .
2. Enter a group name and select an Edge Level. All other information is optional.
3. Click .

### Add Students

1. Select a group name from the table.
2. Click .
3. Select a student from the Student Roster. Use Shift, CTRL, or mouse-drag to select multiple students.
4. Click  to add selected students to the group.



### Modify a Group Name

1. Click  next to the group record you wish to modify.
2. Make your changes in the Group Name text box and click .



## MANAGE STUDENTS

From the **Manage Students** screen, you can:



### Print Usernames and Passwords

1. From the student table, click **Print** in the top navigation bar.
2. Click  to print the list of students. Or, click  to return to the main screen.

### Set Up a New Student Profile

1. Click .
2. Enter the student's First Name, Last Name, Student Number, Student Login, Password, Grade, and Edge Level. All other information is optional.
3. Click .


### Modify a Student Profile

1. Click  next to the student record you wish to modify.
2. Make your changes in the Student Information box and click .



## MANAGE & VIEW TESTS

All cluster and unit tests are automatically assigned to students based on their Edge level. To activate a test assignment, specify a start and due date. From the **Manage Tests** screen, you can:


### Activate a Test Assignment

1. Click the assignment name in the summary table.
2. Click the edit icon for the assignment.
3. Specify Start and Due Date.
4. Click .

### Assign a Test

1. Click  below the table.
2. Select a test folder from the drop-down menu. Then, select a test.
3. Select a group from the list.
4. Specify a Start Date, a Due Date, and Randomize Questions.
5. Click .

### View/Print a Test

1. Click a test name from the table.
2. Click . Scroll down to view the entire test as the student will see it.
3. Click **Answer Key** to view the answer key.
4. Click **Print** to print the test.

## ADD RUBRIC SCORES

From the **Add Rubric Scores** screen, you can:

### Add a Rubric Score

1. Click **Score** for the student and item row you wish to score.
2. In the Student Response screen, view the student's response and rubric.
3. Select a score from the pull-down menu and click **Save & Close**.

### Change a Rubric Score

Select a new score from the quick-score pull-down menu.

#### OR

1. Click the score you wish to change. You will see the Student Response screen.
2. Select a score from the pull-down menu and click **Update & Close**.

## VIEW AND PRINT REPORTS

From **Groups at a Glance**, select a level and a unit. Then, click a group to:

### View Reports

1. Click a group score to view a group report.
2. Click a student's name in the table to view the student's Grades at a Glance.
3. Click a student's score to view a student report.

*Note: ? indicates a missing rubric score.*

*- indicates no test results are available.*



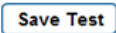
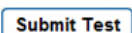

### Print a Report

1. While viewing the report, click **Print** below the banner. You will see the preview screen.
2. Click the print button in the preview screen.
3. Close the window to return to the Students at a Glance screen.




## TAKE AND REVIEW AN ONLINE TEST

Navigate to The Learning Edge from [www.HBedge.net](http://www.HBedge.net). Select **Take a Test & View Results** to:

### Take or Complete a Test

1. Click a test name from the list.
2. Read the directions and click the letter for your response.
3. Click  to go to the next question, or click  to go to the previous question.
4. Click the check box to flag a question for review.
5. Click  to open Save/Submit pop-up.
6. Click  to submit the test for scoring and exit. OR, Click  to save a test in progress and exit.

### Review a Submitted Test

1. Click a submitted test name from the list.
2. A green check mark appears next to the correct answer. Click  to review the next question or  to review the previous question.
3. Click  to exit.

### Technical Support

Monday-Friday  
9:00am-5:00pm, Pacific Time

Toll-Free Phone: 866-710-1573  
Email: [techsupport@ngsp.com](mailto:techsupport@ngsp.com)