

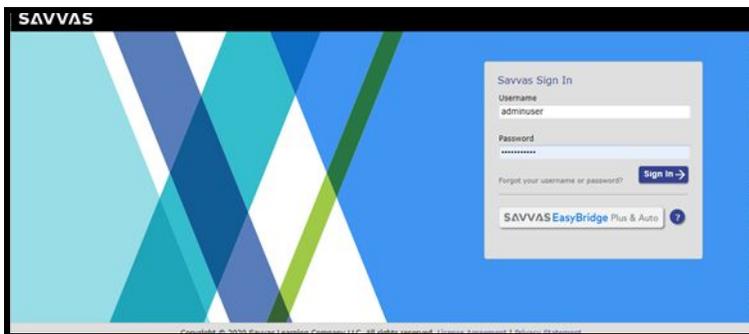
Realize Customer Administrator Guide

As a Realize Customer Administrator, you can browse your subscribed programs to see the same content that teachers are using in your district. You can also customize and share assessments across your school or district to ensure that all teachers in your district are accessing the same customized version of any assessment within Realize. Finally, you can access Realize Reports to ensure everyone is on the right path for academic success.

All existing District and School Administrator users have access to the Realize Customer Administrator features. New users can also be set up by the District Administrator with the correct permissions for access.

Customer Administrator Login

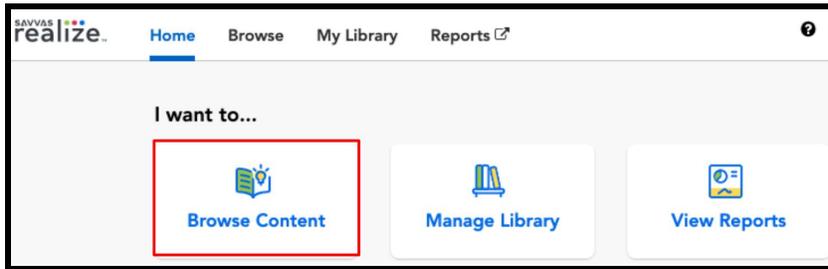
Sign in by clicking **Sign In** on the Realize sign-in page at savvasrealize.com.



Note: Existing District and School Administrators who sign in to EasyBridge can access the Realize Customer Administrator features by clicking **Browse Content** in the EasyBridge home page.

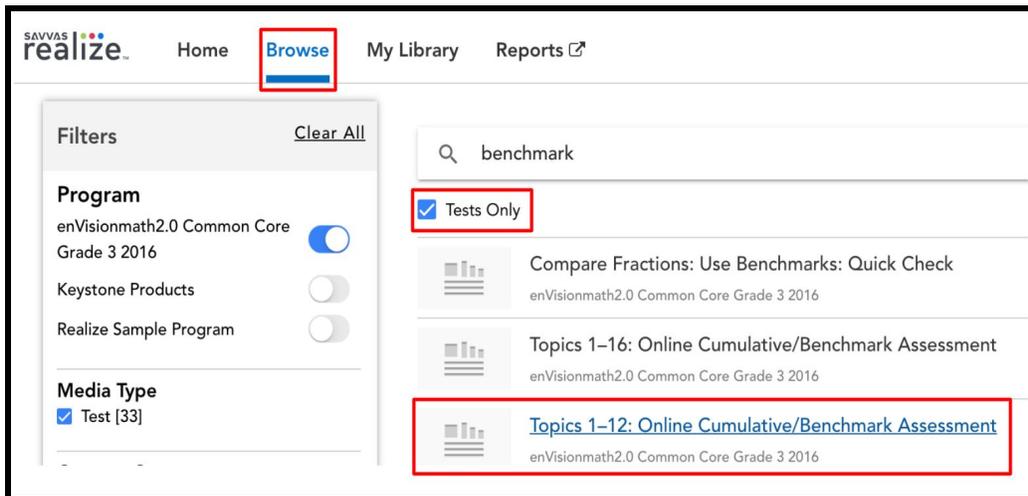


Once signed in, the **Home** page provides access to **Browse Content**, **Manage Library**, and **View Reports**.

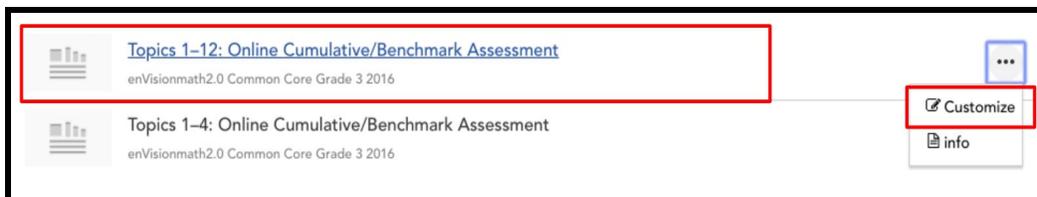


Customize an Assessment

Select **Browse Content** on the **Home** page to find an assessment. The **Browse** page lists all available assessments.



Click the ellipsis to the right of an assessment and select **Customize**.



Note: Some customization options described may not be available for all assessments.

Edit or Rename the Assessment

Click **Edit**. Enter a unique **Title** and/or **Description**, or change the mastery settings, and then click **Save**.

Note: You should name your custom assessment in such a way that differentiates it from the original name. This makes it easier for teachers to find the custom assessment and distinguish it from the original version of the assessment.

Topics 1–12: Online Cumulative/Benchmark Assesmen...

You are editing an assessment.

Cancel Done

Title:

Description:

Do you want this test to count toward mastery?
Mastery is set to a 70% score by default.

Yes

Cancel Save

Remove Items

Click the blue trash can icon  to the right of any items you want to remove. Click **Undo** to cancel the action.

1 15.3.H1-6

Show question

3.GA.1

Rearrange Items

To rearrange the items within an assessment, click **Rearrange**.

View original Rearrange Preview Remove this version

Topics 1–12: Online Cumulative/Benchmark Assesmen...

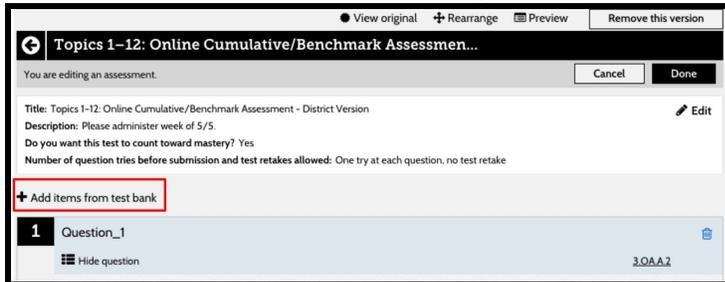
You are editing an assessment.

Cancel Done

Click and drag the questions to reorder the test, and then click **Done**.

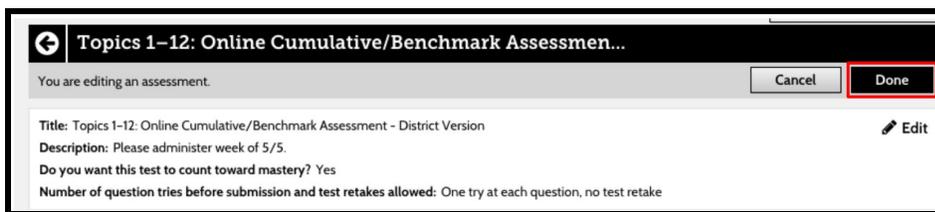
Add New Items

To add new items click **+Add question** or **+Add items from test bank**.

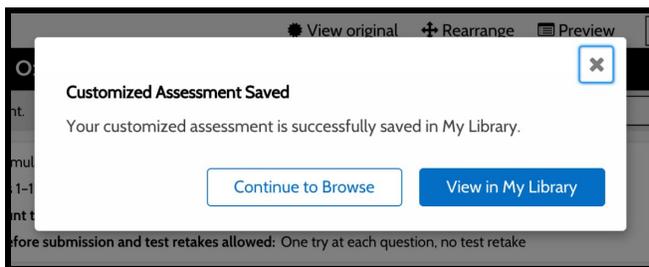


Continue the steps for adding items to your test, and when finished, click **I'm done adding questions**.

When you are finished customizing the assessment, click **Done**.



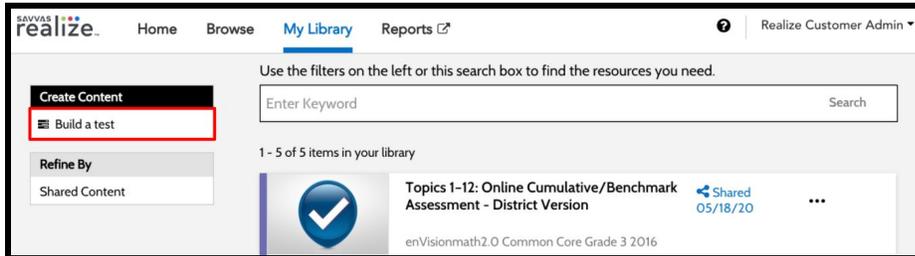
Click **View in My Library** or **Continue to Browse**.



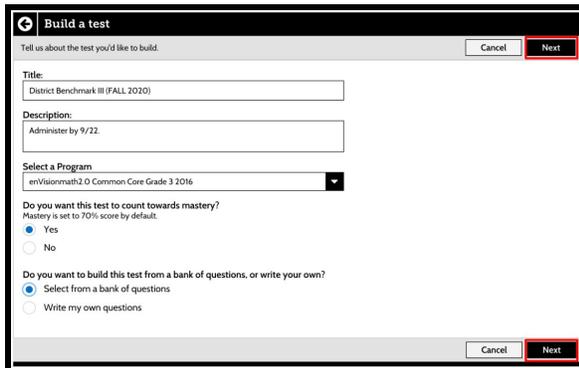
See the [Customize a Savvas Program Test](#) topic in the Realize Help for Instructors for more detailed instructions for customizing assessments.

Create a New Custom Assessment

You can create a new custom assessment by clicking **My Library** and selecting **Build a test**.



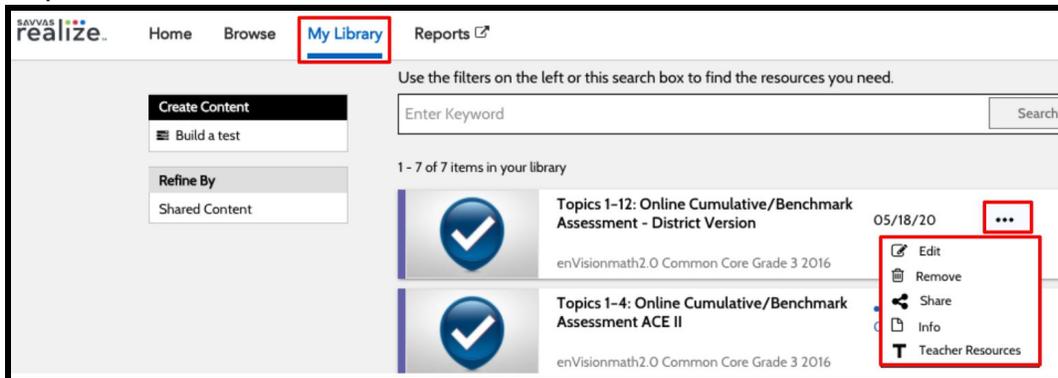
Select a program, enter a unique **Title** and/or **Description**, or change the mastery settings, and then click **Next** to continue creating your new assessment.



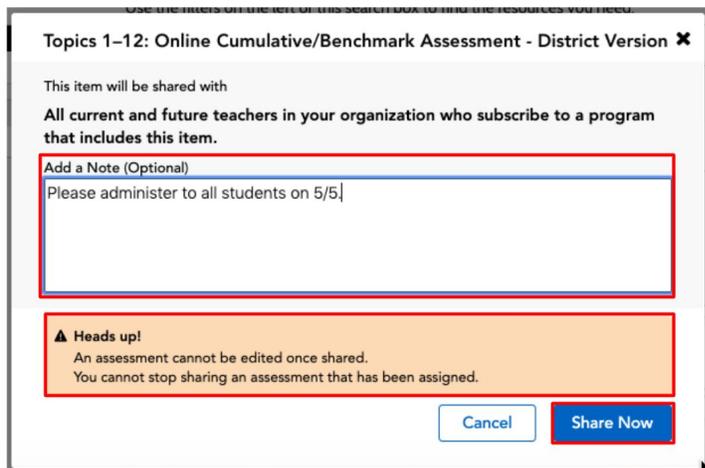
Share a Customized Assessment

Once shared, an assessment can no longer be edited. You can cancel sharing to allow for additional editing only if the assessment has not yet been assigned by any teachers.

To share a customized assessment, go to the **My Library** page. Click the ellipsis and select **Share**.



Optionally add a note, and then click **Share Now**.

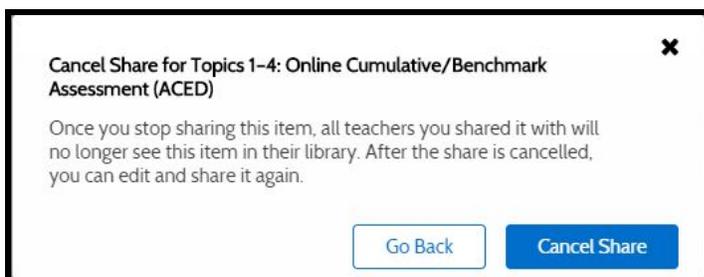


The assessment is now shared with all teachers within your school or district who subscribe to the program.

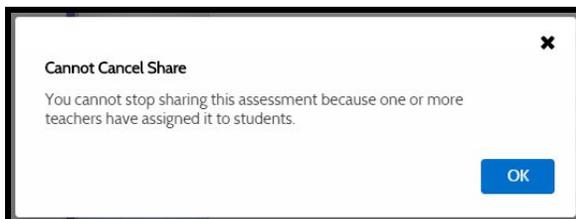
Note: Customer Administrators cannot assign Customized Assessments.

Cancel Share

You cannot cancel a shared assessment once it has been assigned. To cancel a shared assessment, locate the assessment in your library, click the ellipsis and select **Cancel Share**. Click **Cancel Share** again to confirm.



If you attempt to cancel a shared assessment that has already been assigned, you will see the following message:



Once canceled the assessment can be edited and shared again.

Teacher Access to Shared Assessments

Once you share a customized assessment, teachers can access the assessment from a new **Shared with Me** tab in the **My Library** space of Realize.



See the [Access Shared Assessments](#) topic in the Realize Help for Instructors for detailed instructions.

Access Reports

Click **View Reports** from the **Home** page or **Reports** from the top navigation. Realize Reports opens in a new window.

