



Center Administrator Tip Sheet

Here are important tips as a Returning Center Administrator

As Center Admin, you will manage your Testing Center including all rostering and test preparation. Teacher-Proctors will administer the Student assessment.

Login to ARK at test.arktest.org with your School Email address and prior password

HINT: if you forgot your password, use the 'Forgot Password' link on the login page

Release non-returning Teachers and Students

Find the user in the proper list, click the 'three-dot menu' and select "Release"

Roster any new Teachers and Admins

To change an existing user's role, please email help@arktest.org with the user's name, email and desired role.

Link: [Teacher Rostering Guide](#)

Build your Classes

Link: [Class Creation Guide](#)

Roster your Students

Link: [Student Rostering Guide](#)

Add your Students to their Classes

Link: [Adding Students to Classes Guide](#)

Duplicate Class as Testing Sections

On your Classes List, select the "**Duplicate Class as Testing Section**" Button to make your class a Testing Section.

Create a Teacher Testing section

Link: [Teacher Testing Guide](#)

CONGRATULATIONS! YOU'RE DONE!

Login at Test.ARKTest.org

Call us: (888) 985-1324

Email us: help@arktest.org