



Perspective Online User Guide

PDF Edition

This PDF edition is a snapshot of the online user guide on the day the PDF was created. The user guide was created for online use. For the best reading experience and the most up-to-date information, consult the online version at: <https://support.assessment.pearson.com/x/qQhgAQ>.

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Perspective Online User Guide Home

Perspective™ is a web-based educational platform that uses student assessment data to create individualized learning resources. With Perspective™, teachers can create tests and assignments, and select the instruction format (for example, video or print) that best suits an individual student's need.

The user guide was created for online use. For the best reading experience and the most up-to-date information, we recommend using the online version. This PDF edition is a snapshot of the online user guide on the day the PDF was created, June xx, 2016.

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

Table of Contents

- System Requirements
- System Basics
 - Create a User Account
 - Log In
 - Log Out
 - Reset Your Password
- View Learning Resources
- Manage Assignments
 - Create an Assignment Sheet
 - View and Manage Assignment Sheets
- Manage Tests
 - Create a Test
 - View and Manage Tests
- Additional Resources
- Recently Updated

System Requirements

This section covers system requirements for Perspective™. Pearson continually monitors and evaluates the recommended and supported software requirements. As vendors release newer versions of their products, we update the recommended operating systems and browsers accordingly.

The software requirements for Perspective™ are as listed below:

Devices	Browser	Operating Systems
PC	Internet Explorer 9, 10	Windows: XP, SP2, 7, 8
PC	FireFox 27,28 or higher	Windows: XP, SP2, 7, 8
PC	Chrome - latest version	Windows: XP, SP2, 7, 8
MAC	Safari 6 or higher	MAC OS X v10.7
iPad3-7, iPad Mini	Safari 7	

Other Requirements

- Adobe Flash 10.0+
- Adobe Acrobat Reader 6.0+
- Enable pop-ups
- Screen resolution:1280x1024
- For videos and audio files: sound card and headphones with in-line volume control.

System Basics

This section covers global system knowledge.

- [Create a User Account](#)
 - [Log In](#)
 - [Log Out](#)
 - [Reset Your Password](#)
-

Create a User Account

Depending on your role, you may need to create a user account to access the system.

To create a user account, enter the system URL and follow these steps:

1. From the login page, click **Sign Up**.
 2. Enter the required details.
 3. Click **Create Account**.
-

Log In

To login, enter the system URL and follow the appropriate steps below.

Teachers

You must [create a user account](#), before you can access the system.

Enter your email and password, and click **Log In**.

Families and Students

Enter the Assignment ID or the Learning Locator. Click **Go!**

Log Out

To log out of the system, follow these steps:

1. Click the Settings icon



in the upper right of the page.

2. Select **Sign Out**.
-

Reset Your Password

You can reset your password two ways.

Before Logging In

This method is useful if you have forgotten your password.


To reset your password, follow these steps:

1. From the login page, click **Forgot Password**.
2. Enter your email address, and click **Reset Password**.

You will receive an email with password reset instructions. Follow these instructions.

After Logging In

To reset your password, follow these steps:

1. Click the Settings icon
 in the upper right of the page.
2. Select **Change Password**.
3. Enter your current and new password, and click **Submit**.

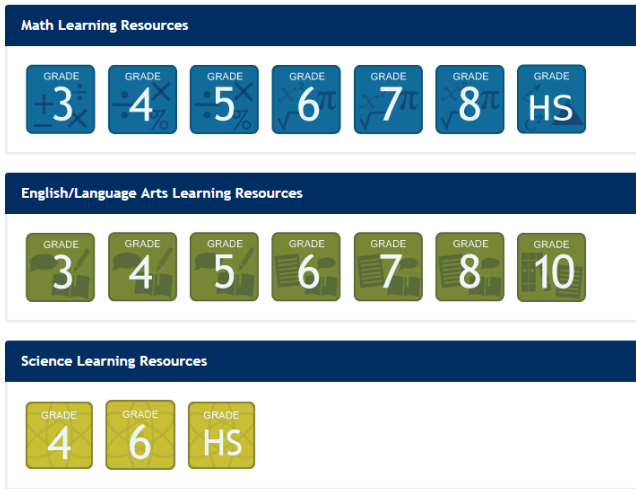
View Learning Resources

You can view the Learning Resources two ways:

View by Subject and Grade

To view the available learning resources, follow these steps:

1. From the home page, click a Subject Grade icon.
▼ [Click here to view a screenshot...](#)



The screenshot shows three sections of learning resources:

- Math Learning Resources:** Includes grade icons for 3, 4, 5, 6, 7, 8, and HS.
- English/Language Arts Learning Resources:** Includes grade icons for 3, 4, 5, 6, 7, 8, and 10.
- Science Learning Resources:** Includes grade icons for 4, 6, and HS.

- Alternatively, from the menu bar, click the **Learning Resources** tab to view available resources. You can also search for available resources using Basic or Advanced Search.
▼ [Click here to view a screenshot...](#)

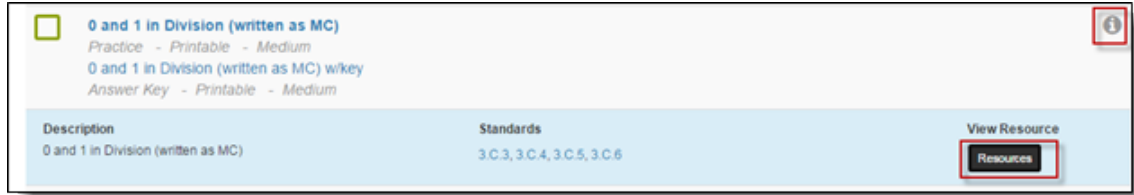


2. To view a resource:
 - Click the resource link, or
 - Click the Information icon



next to the resource link, and then click **Resources**.

✓ [Click here to view a screenshot...](#)

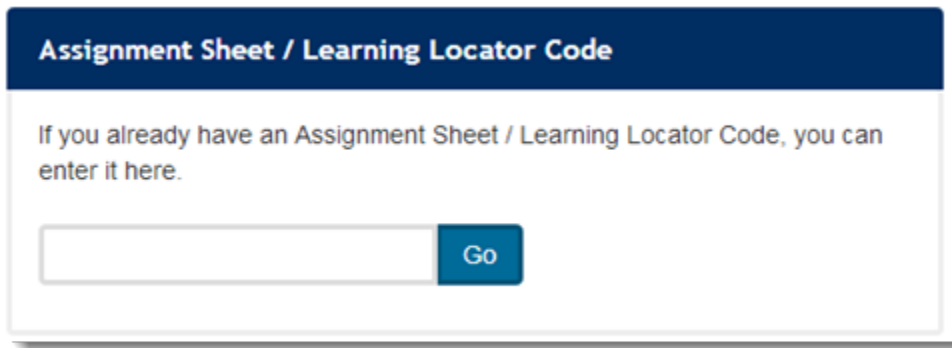


View by Assignment ID or Learning Locator

To view the available learning resources, follow these steps:

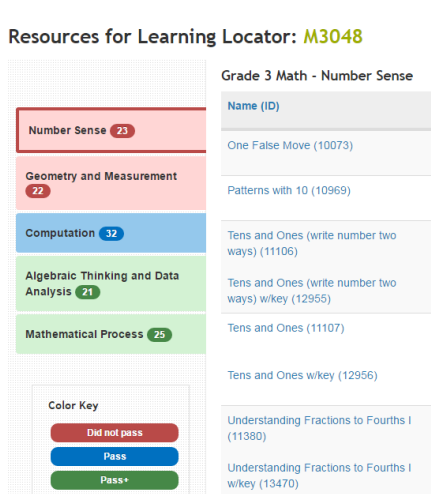
1. From the home page, enter the Assignment ID or the Learning Locator. Click **Go**.

✓ [Click here to view a screenshot...](#)



2. A list of resources for the assignment displays. Click the resource link to view details.

✓ [Click here to view a screenshot...](#)



Related Information

- Learning Resources are study materials generated to meet student's learning needs. Learning Resources are classified by subject and grade. Through Assignment ID or the Learning Locator, students and their families can view the learning resources assigned to them.
- The Learning Locator is a code tied to student's test performance and the resources generated to meet student's learning needs.

Manage Assignments

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

This section explains how to create and manage assignments.

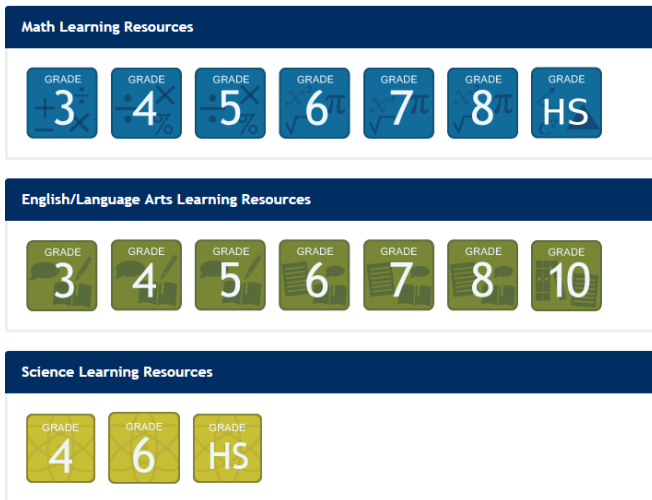
- [Create an Assignment Sheet](#)
- [View and Manage Assignment Sheets](#)

Create an Assignment Sheet

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

To create an assignment sheet, follow these steps:

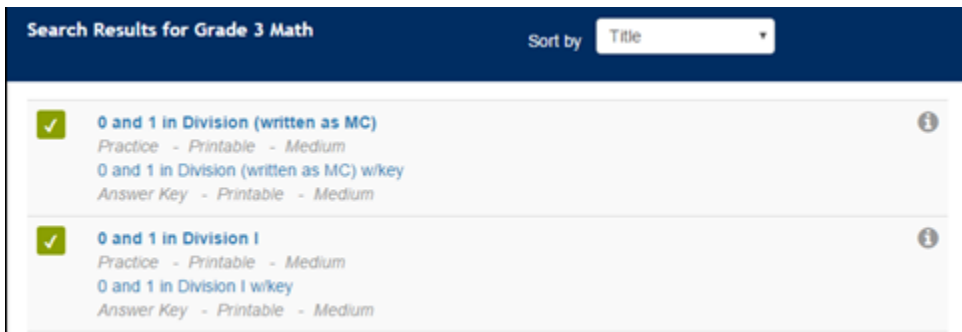
1. From the home page (if available, select the **Lesson Builder Menu**), click a Subject Grade icon.
 [Click here to view a screenshot...](#)



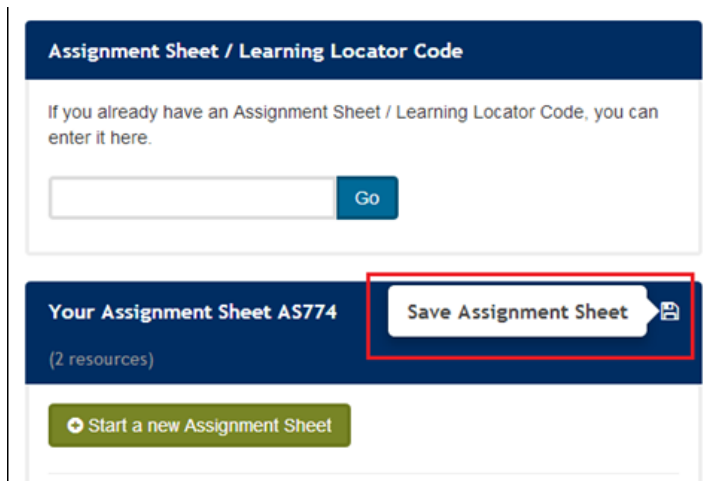
- Alternatively, from the menu bar, click the **Learning Resources** tab to view the list of available resources. You can also search for available resources using Basic or Advanced Search.
 [Click here to view a screenshot...](#)



2. Select a resource(s) for the assignment.
 [Click here to view a screenshot...](#)

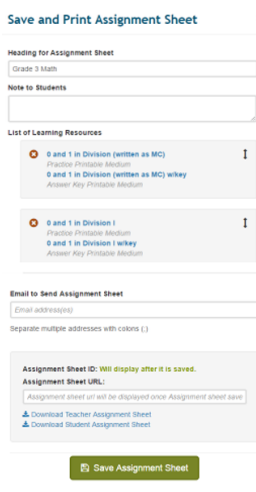


3. Click **Save Assignment Sheet**.
 [Click here to view a screenshot...](#)



4. Enter the assignment details. To create and download PDF of the assignment sheet, click **Download Teacher Assignment Sheet** or **Download Student Assignment Sheet**.

▼ [Click here to view a screenshot...](#)



5. Click **Save Assignment Sheet**.

Related Information

To meet student's learning needs, teachers select learning resources and create assignment sheets for students to complete.

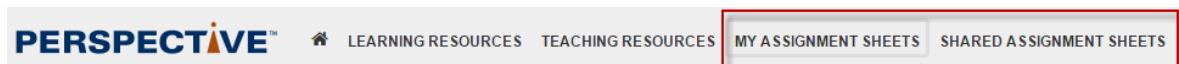
View and Manage Assignment Sheets

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

You can [create assignment sheets](#) for students, which are listed under **My Assignment Sheets** tab in the menu bar.

Other teachers may share assignment sheets with you. You can view and manage these assignment sheets from the **Shared Assignment Sheets** tab in the menu bar.

▼ [Click here to view a screenshot...](#)



View and Manage My Assignment Sheets

To view and manage assignment sheets which you have created, follow these steps:

1. On the menu bar, click the **My Assignment Sheets** tab.
2. Your assignment list displays.

✓ [Click here to view a screenshot...](#)

Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete
AS372	Grade 3 Math (1 Resources)	May 24, 2016				
AS371	Grade 3 Math (1 Resources)	May 24, 2016				
AS370	Grade 6 Science (4 Resources)	Apr 7, 2016				
AS369	High School Math (4 Resources)	Apr 7, 2016				

- To add or remove resources from an assignment sheet, click the Edit icon



next to an assignment.

- Select the resource(s) you want to add or remove, and then click the Save icon.

✓ [Click here to view a screenshot...](#)

- Add details, and then click **Update Assignment Sheet**.

✓ [Click here to view a screenshot...](#)

- To share the assignment with other teacher(s), click the Share icon



next to an assignment. Enter email address(es), and then click **Share**. When you share an assignment with other teacher(s), the shared assignment is displayed under their **Shared Assignment Sheets** tab.

✓ [Click here to view a screenshot...](#)

Share Assignment Sheet

Email address(es) to share the Assignment Sheet

Enter Email address(es)

Separate multiple addresses with colons(,)

Share

Cancel

- To create a copy of an assignment, click the Copy icon



next to the assignment.

✓ [Click here to view screenshots...](#)

My Assignment Sheets							Search
Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete	
AS372	Grade 3 Math (1 Resources)	May 24, 2016					

A copy is created with a different Assignment Sheet code.

My Assignment Sheets							Search
Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete	
AS372	Grade 3 Math (1 Resources)	May 24, 2016					
AS371	Grade 3 Math (1 Resources)	May 24, 2016					

- To delete an assignment, click the Delete icon



next to an assignment, and then click **Delete**.

✓ [Click here to view a screenshot...](#)

Delete Assignment

Are you sure you want to delete the Assignment Sheet

Delete

Cancel

View and Manage Shared Assignment Sheets

To view and manage assignment sheets which are shared with you, follow these steps:

1. On the menu bar, click the **Shared Assignment Sheets** tab.
2. Your shared assignment list displays.
✓ [Click here to view a screenshot...](#)

Shared Assignment Sheets						Search
Assignment Sheet Code	Title	Owner	Created Date	Copy	Delete	
AS371	Grade 3 Math (1 Resources)	UserName@Pearson.com	Jun 3, 2016			

- To manage the assignment sheet, create a copy of the assignment. Click the Copy icon







next to the assignment. Rename it, and then click **Copy**. The copied assignment appears under **My assignment Sheets** tab.

- ✓ [Click here to view screenshots...](#)

Copy Assignment Sheet

Enter the name of the Assignment Sheet to be created

Copy

My Assignment Sheets							Search
Assignment Sheet Code	Title	Created Date	Edit	Share	Copy	Delete	
AS376	NewAssignment (1 Resources)	Jun 3, 2016					

- To delete an assignment, click the Delete icon



next to an assignment, and then click **Delete**.

▼ [Click here to view a screenshot...](#)

Delete Assignment

Are you sure you want to delete the Assignment Sheet

Delete

Cancel

Manage Tests

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

This section explains how to create and manage tests.

- [Create a Test](#)
- [View and Manage Tests](#)

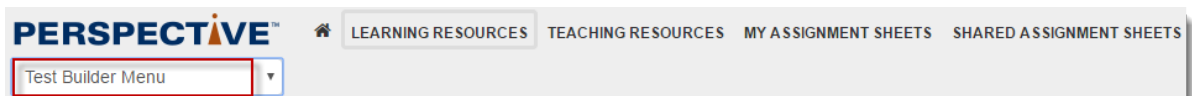
Create a Test

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

To create a test, follow these steps:

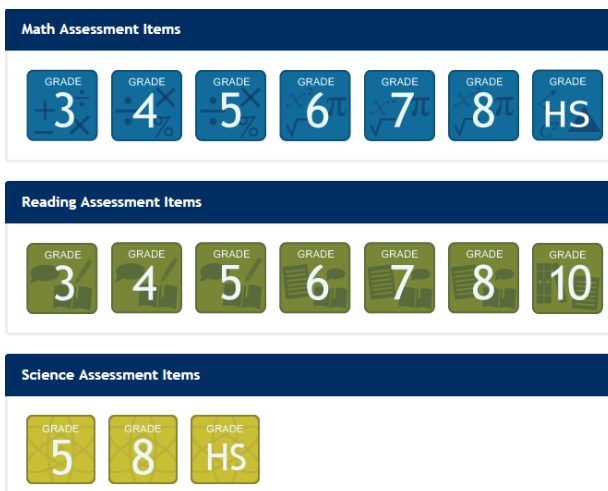
1. From the home page, select the **Test Builder Menu**.

▼ [Click here to view a screenshot...](#)



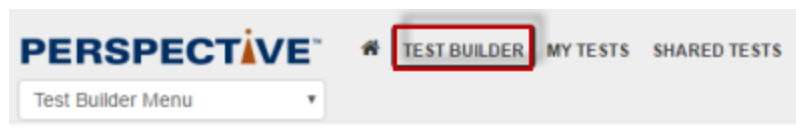
2. Click a Subject Grade icon.

▼ [Click here to view a screenshot...](#)



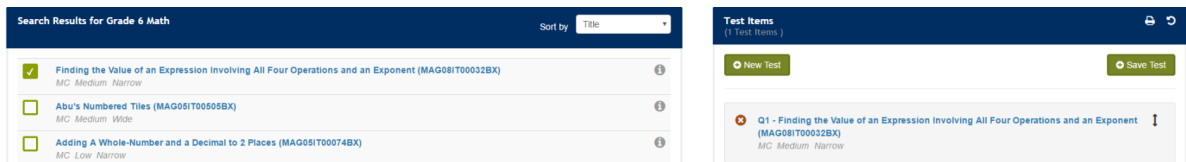
- Alternatively, from the menu bar, click the **Test Builder** tab to view the list of available resources. You can also search for available resources using Basic or Advanced Search.

Click here to view a screenshot...



2. Select a resource(s) for the test.

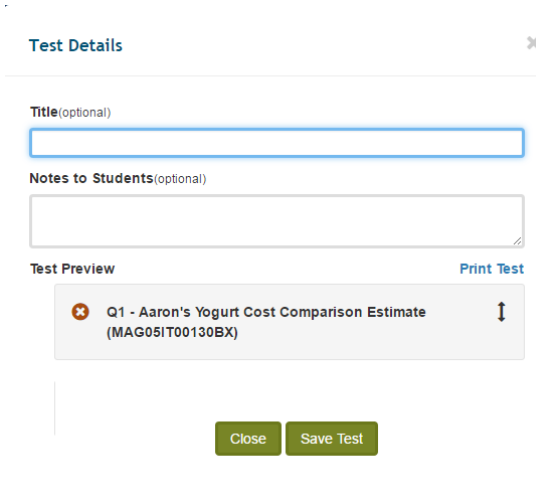
Click here to view a screenshot...



3. Click **Save Test**.

4. Enter the details, and then click **Save Test**.

Click here to view a screenshot...



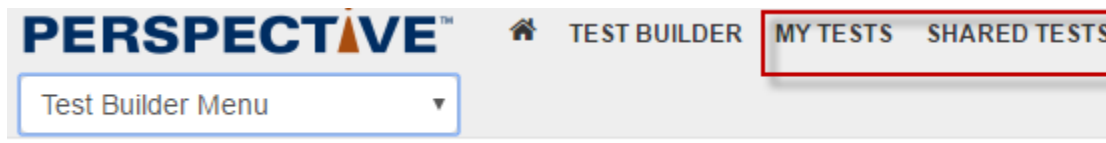
View and Manage Tests

Some features are only available to some users. If you do not see a specific feature, your account is not configured to access it.

You can create tests for students that are listed under **My Tests** tab in the menu bar.

Other teachers may share tests with you. You can view and manage these assignment sheets from the **Shared Tests** tab in the menu bar.

Click here to view a screenshot...



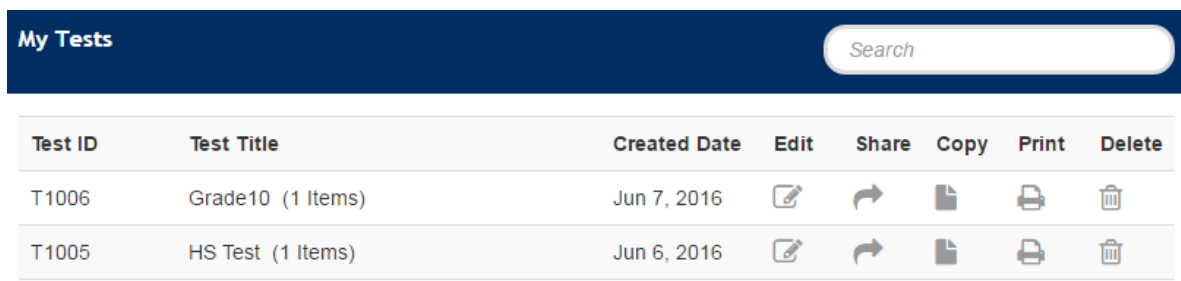
View and Manage My Assignment Sheets

To view and manage assignment sheets which you have created, follow these steps:

1. On the menu bar, click the **My Tests** tab.

2. Your test list displays.

✓ [Click here to view a screenshot...](#)



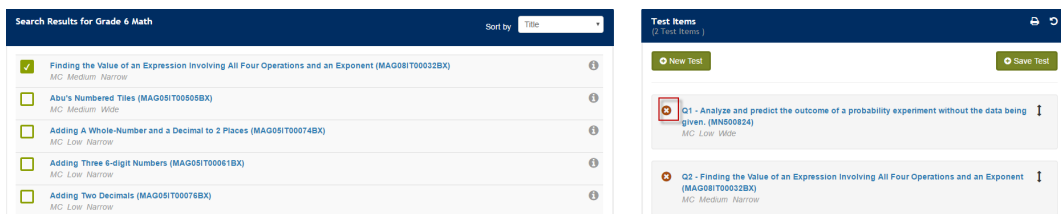
Test ID	Test Title	Created Date	Edit	Share	Copy	Print	Delete
T1006	Grade10 (1 Items)	Jun 7, 2016					
T1005	HS Test (1 Items)	Jun 6, 2016					

• To add or remove resources from a test, click the Edit icon



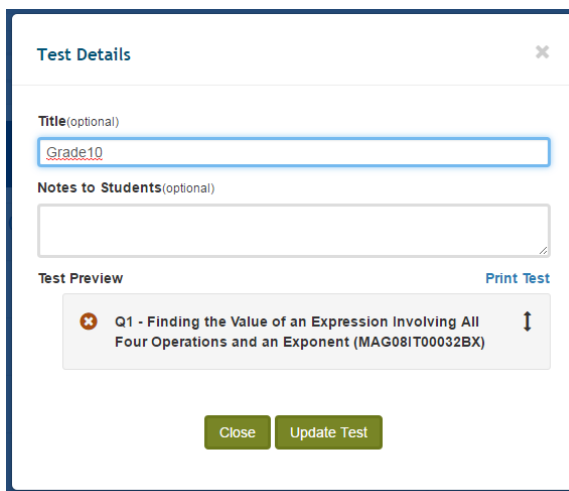
• Select the resource(s) you want to add or remove, and then click **Save Test**.

✓ [Click here to view a screenshot...](#)



• Add details, and then click **Update Test**.

✓ [Click here to view a screenshot...](#)



• To share the test with other teacher(s), click the Share icon



. Enter email address(es), and then click **Share**. When you share a test with other teacher(s), it displays under their **Shared Tests** tab.

✓ [Click here to view a screenshot...](#)

Share Test ✕

Email address(es) to share the test.

Separate multiple addresses with colons(,)

Share **Cancel**

- To create a copy of a test, click the Copy icon



- Enter a test title, and click **Copy**.
- ✓ [Click here to view screenshots...](#)

Copy Test ✕

Enter the name of the test title to be created.

Copy

- To delete a test, click the Delete icon



- and then click **Delete**.
- ✓ [Click here to view a screenshot...](#)

Delete Test

Are you sure you want to delete the test.

Delete **Cancel**

View and Manage Shared Test

To view and manage test which are shared with you, follow these steps:

1. On the menu bar, click the **Shared Test** tab.
2. Your shared test list displays.

✓ [Click here to view a screenshot...](#)



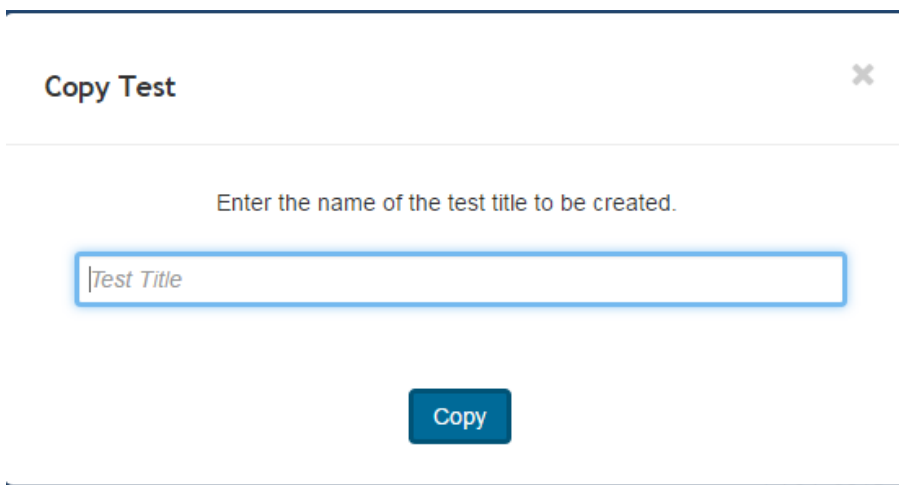
Test ID	Test Title	Owner	Created Date	Copy	Delete
T349	Test for Grade 4 Math (6 Items)	UserName@Pearson.com	Jun 3, 2016		

- To manage the test, create a copy of the test. Click the Copy icon



. Rename the test, and then click **Copy**. The copied test displays under **My Tests** tab.

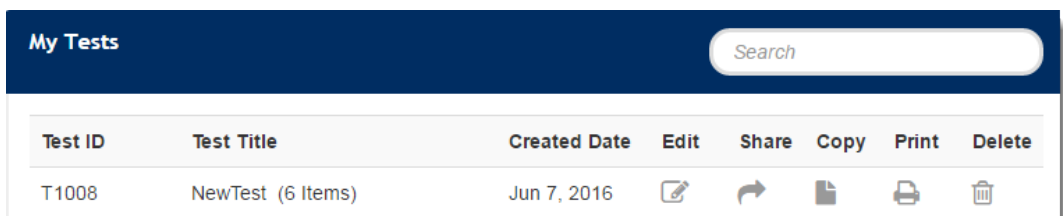
✓ [Click here to view screenshots...](#)








Copy Test ✕

Enter the name of the test title to be created.

Copy



Test ID	Test Title	Created Date	Edit	Share	Copy	Print	Delete
T1008	NewTest (6 Items)	Jun 7, 2016					

- To delete a test, click the Delete icon



, and then click **Delete**.

✓ [Click here to view a screenshot...](#)

Delete Test

Are you sure you want to delete the test.

Delete

Cancel

- To create a PDF copy of a test , click the Print icon



. View and print the test paper.

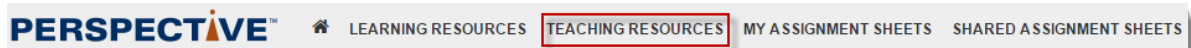
Additional Resources

There are additional resources available for reference.

Additional Resources for Teachers

Click the **Teaching Resources** tab in the menu bar. A list of available resources displays. For example links to the Department of Education site, Professional Development. Click the resource link you want to see.

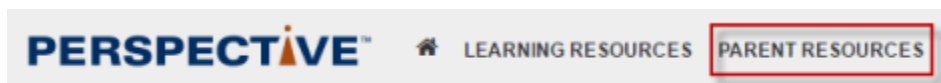
✓ [Click here to view a screenshot...](#)



Additional Resources for Families and Students

Click the **Parent Resources** tab in the menu bar. A list of available resources displays. For example Parent Toolkit, FAQs. Click the resource link you want to see.

✓ [Click here to view a screenshot...](#)



Related Information

For support information, click the Support link at the bottom of any page.

Recently Updated

Date	Updates
June 06, 2016	Initial publication

