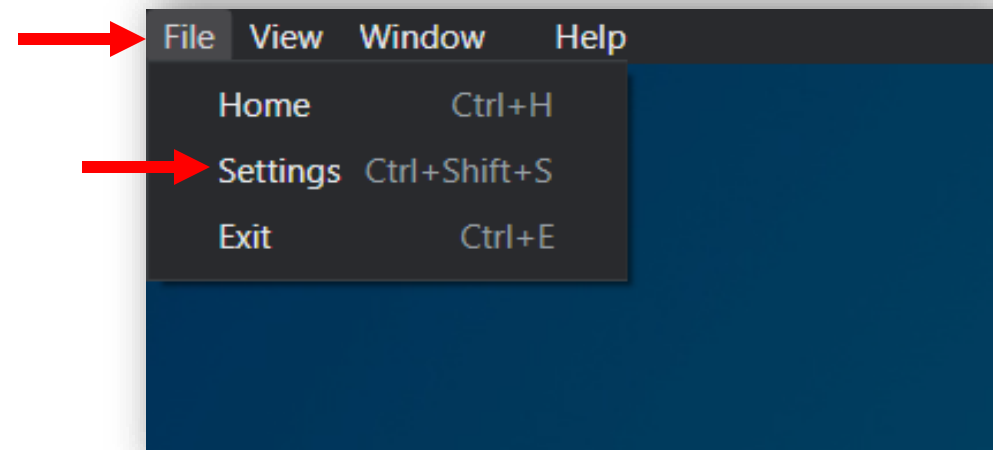


How to access the Faculty Experience - Pearson



- 1 Open the SUMADI™ app.
- 2 Go to the “***File***” option located at the upper toolbar menu and click on “***Settings***”.



- 3 In the “**Welcome**” section you must enter the **Institution ID** corresponding to your center. Once the changes have been made, click on the “**Submit**” button.

Welcome

INSTITUTION ID

LANGUAGE


English ▾


CAMERA

HP HD Camera (04f2:b6) ▾

MICROPHONE

Microphone Array (Intel) ▾



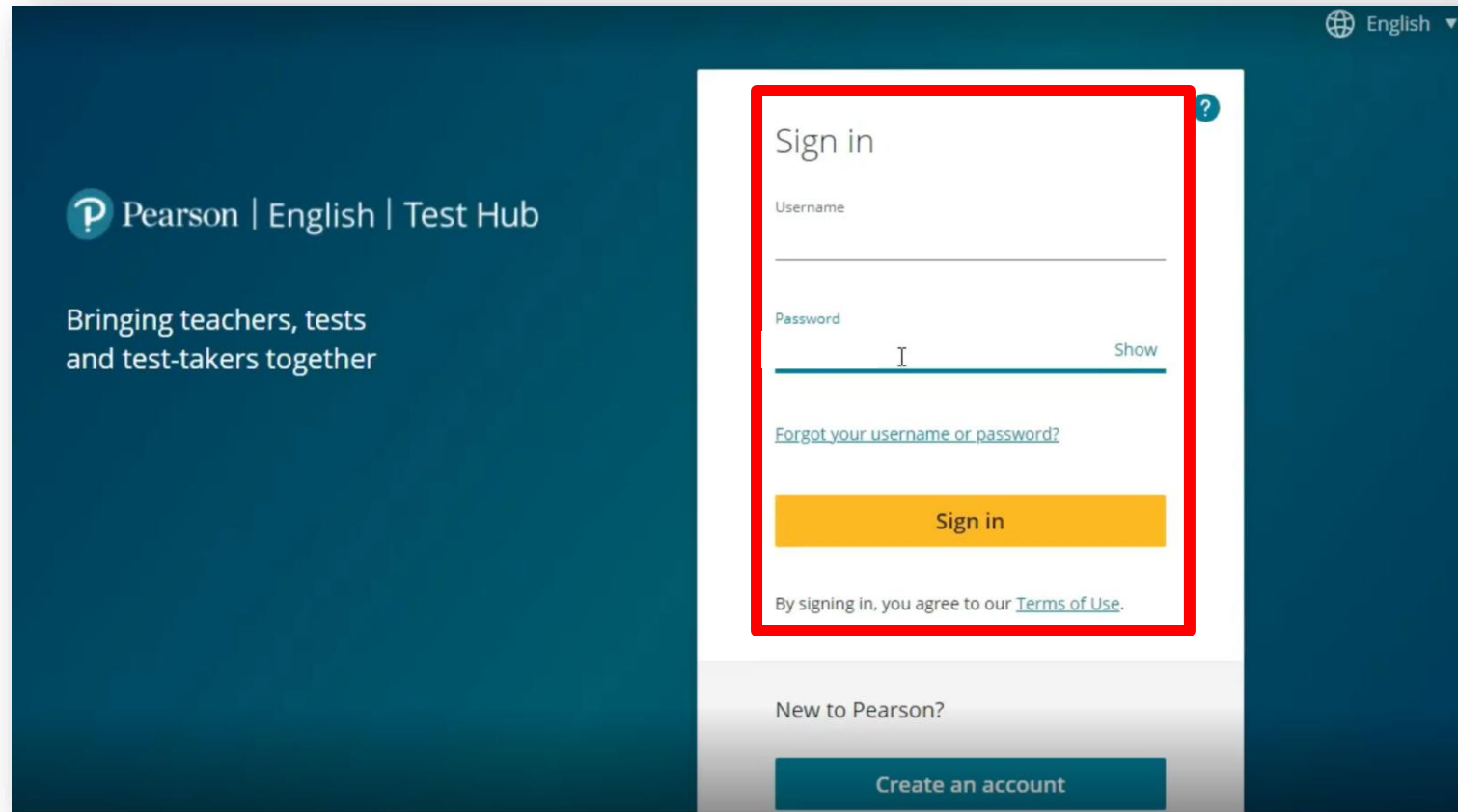


NOTE: When submitting any Setting the Sumadi program will restart and you will be required to login in again and start over.

SUBMIT

Note: In the “**Language**” section, you can select the one of your preference.

- 4 After clicking “**Submit**”, SUMADI™ will automatically restart and the Pearson portal will be displayed, where you must enter your teacher/admin credentials.



- 5 Once you log in to the institution's account, go to the ***“Institutions”*** section and click on the ***“SUMADI”*** option.

The screenshot displays the Pearson English Test Hub interface. The top navigation bar includes the Pearson logo, 'English | Test Hub', and links for 'Give us Feedback' and 'Profile'. A left sidebar contains navigation options: 'My profile', 'Institutions' (highlighted with a red box and arrow), and 'Batch import'. The main content area is titled 'Institution List' and features a search bar. Below the search bar is a table with the following columns: 'Name of chain', 'Name of institution', 'City', 'Country', and 'Created'. A single row is visible, with the 'Name of institution' cell containing the text 'SUMADI', which is highlighted with a red box and arrow. The 'Name of chain' is 'Pearson Costa Rica', 'City' is 'Costa rica', 'Country' is 'Coste Rica', and 'Created' is '22/08/2022'. At the bottom, there is a pagination control showing 'Rows per page: 25' and navigation arrows.

Name of chain	Name of institution	City	Country	Created
Pearson Costa Rica	SUMADI	Costa rica	Coste Rica	22/08/2022

- 6 A list of options will be displayed, and you must select “**Go to overview**” to continue.

The screenshot displays the Pearson English Test Hub interface. At the top, the Pearson logo and 'English | Test Hub' are visible on the left, and 'Give us Feedback' and 'Profile' on the right. The main content area is titled 'Institution List > SUMADI'. Below this, there is a section for the institution 'SUMADI' with details: 'Pearson Costa Rica', 'Costa Rica; Capterra Inc. Boulevard Manuel Ávila Camacho no. 36, Piso 10 Col. Lomas de Chapultepec; Costa rica; 00000', and 'Marianela Bustillo'. A 'Change institution' button is located on the right. Below the institution details, there is a 'Tests' section with four cards: 'Overview' (with a description and a 'Go to overview' button), 'Test-takers' (with a description and a 'Go to test-takers' button), 'Test invites' (with a description and a 'Go to test invites' button), and 'Licences' (with a description and a 'Go to licences' button). A red box highlights the 'Go to overview' button, and a red arrow points to it from the 'Members' link in the sidebar.

- 7 Then, in the options displayed, you must select ***“Instructor LTI Sumadi”*** to access the SUMADI™ reports.

The screenshot shows the Pearson English Test Hub interface. The breadcrumb trail is [Institution List](#) > [SUMADI](#) > [Tests](#) > Overview. The left sidebar contains navigation options: My profile, Institutions, Batch import, Institution home: SUMADI, Assign, Tests, Overview (selected), Test takers, Test invites, Licenses, Staff, Members, and Inactive members. The main content area is titled 'TESTS' and 'Overview'. It includes a search bar for test-takers and a filter for groups. Below the search bar are three buttons: 'View score report', 'Export to CSV', and 'Instructor LTI Sumadi' (highlighted with a red box and a red arrow pointing to it). A 'More Options' dropdown is also visible. Below the buttons is a table with the following data:

Test	Start Date	Due date	Test-taker	Groups	Status	Overall score
Level Test	14/10/2022 13:00 hrs (-06:00 hrs UTC)	10/06/2023 13:00 hrs (-06:00 hrs UTC)	Walter Amador	Test Sumadi exams	Assigned 14/10/2022 12:12 hrs (-06:00 hrs UTC)	-