



Organization Guide- April 2026

The objective of this guide is to support educational organizations in implementing Study Smart’s holistic diagnostic assessment.

Table of Contents

Study Smart Overview	1
Getting Prepared	2
Prior to Registration	2
Who, Where, How and What of the Assessment	2
Organization Integration	2
Organization, Educator and Student Set Up	5
Setting up the Organization	5
Invite Educators to your Organization	6
Invite Students to your Organization	6
Parent Communication Email (optional based on organization process)	7

Study Smart Overview

Study Smart was designed to help educators save time in identifying and supporting the diverse strengths and needs of students while helping students to become motivated self-directed learners. It helps educators understand each student’s strengths, needs, and learning preferences—before learning begins. Through an engaging, student-directed experience, learners discover how they learn best and receive personalized strategies they can use independently or with their teachers.

The result: confident, self-directed students and more time for educators to guide learning where it matters most.

After the students are set up, the assessment can be completed independently. However, educators can incorporate opportunities for reflection, student-teacher collaboration and promoting self-regulated learning skills at any time throughout the assessment process. This is a detailed guide to get you started and continue supporting your students throughout the entire school year.

Getting Prepared

Prior to Registration

Prior to starting, each organization can preview the assessment by **watching a short 10 minute video**: <https://studysmart.ca/teacher-demo-video/>

Who, Where, How and What of the Assessment

Who should do the assessment?

- Students in grades 5 -10
- Proficiently reading at a minimum of a grade 5 level (until the accessibility features are completed).

Where and how should assessment be completed?

- A 1:1 or small group setting is recommended
- Complete independently without interaction with other students to minimize distractions.

How long does the assessment take?

- The estimated total time to complete the assessment is 75 minutes
- Research found 3-5 sessions of 15 - 30 minutes each most effective

What materials are required?

- Access to a computer, phone, or tablet.
- Earbuds or headphones to listen to the videos and audio activities.
- A microphone within the device and a quiet place to complete 2 short audio recordings.

Organization Integration

The assessment platform can be integrated into your organizational processes in a variety of ways. However, research has found the platform most effective when used as a supplementary resource with an educator to enable the educator to gain a deeper understanding of how the student learns and how they are motivated. Below is a sample of a potential schedule for completing each part of the assessment with the guidance of a tutor. You can also reduce the amount of time completing the assessment at the educational session by assigning some parts to be completed as an assignment at home. The parts most appropriate to be completed at home are highlighted in orange.

4 sessions (30 min each) 75 min assessment + 45 min tutor guidance			
Orientation -orientation with educator or organization leader	Registration	independently	2 min
	Who are you?	independently	8 min
	Informal getting to know student process/questions	With educator or organization leader	15 min
Tutoring session #1 Level 1	How do you read?	independently	7 min
	Reflection activity	With educator	4 min
	What are your strengths and needs?	independently	14 min
	Reflection activity	With educator	5 min
Tutoring session #2 Level 2:	How do you remember?	independently	13 min
	Reflection activity	With educator	4 min
	How do you learn best/ motivated?	independently	10 min
	Reflection activity	With educator	3 min
Tutoring session #3 Level 3	How do you listen	independently	7 min
	Reflection activity	With educator	3 min
	How do you express yourself?	independently	8 min
	Finish learning plan /strategies	independently	8 min
	Reflection activity	With educator	4 min
Tutoring session #4 Action Plan	Reflection Review	Independently / with educator	5 min
	Learning Plan	Independently / with educator	7 min
	Action Plan	Independently / with educator	14 min
	Student Advocacy	Independently / with educator	4 min

Subsequent sessions			
	Action Plan and strategy follow-up	With educator	5- 10 min

The above schedule is only an example, however the program can be completed in shorter periods of time over 5 sessions or longer periods of time over 3 sessions.

The educator's coaching guide provides a detailed step-by-step guide that helps educators identify the strengths and needs of their students while supporting students to become self-directed, confident learners.

Organization, Educator and Student Set Up

Setting up the Organization

Class or Group Profile:

The class/group profile is the main resource that will be used to gather, maintain, and monitor students as they progress through the assessment. A class/group profile provides organizations with a one-page snapshot of the strengths, needs, interests, and learning preferences of all students in each of their groups.

Accessing the Class Profile:

- Login to your organization account at: <https://studysmart.ca/login/>
- Click “Groups” at the top of the page.

StudySmart Inclusive Education Solutions

Groups Educator Account About My Account

0% COMPLETE Last activity on January 22, 2025 9:18 pm

Welcome to your Educator Account

Study Smart is a holistic assessment platform designed to save you time in identifying and supporting the diverse needs of all students in your educational settings. Follow the 4 simple steps below to get started.

- EDUCATOR GUIDES**
Detailed guides to get started
Organization Guide
Educator Guide
- CLASSES OR GROUPS**
A snapshot of the holistic profiles of all students in your class/group
- INVITE STUDENTS**
Invite students to complete their student-directed assessment
- SUPPORT STUDENTS**
Monitor progress of your students' learning plans and action plans

Set up Teachers/Educators within Groups:

StudySmart Inclusive Education Solutions

My Groups Educator Account My Account

	Group	Teacher	Student	Group leaders	Students	Class Profile
Delete	Study Smart teacher 1	Invitation email	Invitation email	Diane Montgomery Katie Kraft	0	
Delete	Study Smart tutor 2	Invitation email	Invitation email	Diane Montgomery	0	

Class name

Your membership allows 20 classes. Avoid using special characters. Spaces allowed. You have created 2 classes.

Invite Educators to your Organization

Copy and paste the invitation email link from your Class/Group profile page above. Email the invitation to your teachers/educators. Below is an example of the text within the invitation.

You have been invited to **Study Smart teacher 1**, giving you access to your students' learning plans and a group/class profile. Register using the link below and you will be linked to our organization.

https://stagingstudysmart.ca/enroll/?invite_code=GWPSK&token_sd=177408337xxxxx100

If you already have a Study Smart account, please sign in then click the above link.

After the teachers/educators receive the invitation, they will be directed to the registration page. Once they complete their registration, they will be linked directly to your organization. Then the teachers/educators can set up their own group and invite their own students. Alternatively, the organization can also invite the students directly to each teacher/tutors group.

Invite Students to your Organization

If your organization chooses to invite the students directly instead of each educator inviting the students, you can proceed with this invitation the same way you invited the educators. Click on the student invitation link in your Class/Group profile page which will generate the following text:

From: Organization Email
To: Student Email
Subject: Invitation to Study Smart

You have been invited to join the group Mr Monty Grade 6 math. This activity will help you and us understand how you learn best and give you a choice and voice in your learning.

Go to https://studysmart.ca/enroll/?token_sd=95659602268xxxxx0

Register for a new account or sign into your existing Study Smart account.

Also, copy and paste the following registration instructions below in the invitation as well.

After you click on the invitation link, you will be directed to a registration form. Complete the form as follows:

- **User name**- choose something easy to remember each time you login (5-10 characters)
- **First Name**- only your first name is required
- **Avatar or Nickname**- a name you want to be identified by throughout the activity.
- **Grade**- current grade level at school
- **Email**- school or personal email
- **Password**- choose something easy to remember for each time you login

The screenshot shows a registration form with the following fields and labels:

- Username ***: Input field with an envelope icon and the text "Username".
- First Name ***: Input field with a person icon and the text "First Name".
- Nickname or Avatar name ***: Input field with a person icon and the text "Nickname Or Avatar Name".
- Grade ***: A dropdown menu with the text "Select a grade".
- User Email ***: Input field with an envelope icon and the text "User Email".
- User Password ***: Input field with a lock icon and a series of dots representing a password.

If your organization would like to advise each student's parents of their involvement in the assessment, you can use the following "Parent Email communication" and adjust the language to suit your organization's needs.

Parent Communication Email (optional based on organization process)

This term, ***name of organization***, is introducing a new gamified assessment tool to help your child, and us, gain a better understanding of how your child learns. This tool focuses on your child's strengths, needs, and learning preferences. It generates a personalized learning plan and learning strategies which will be shared with your child and us. You also have the option to share the plan with your child's classroom teacher if you find it beneficial. [CLICK HERE](#) for more information about the tool.

The assessment will be completed during the period of **(dates)** primarily at our organization, however it can also be continued at home. The estimated time to complete the assessment is 75 minutes, however, the series of short, gamified quizzes and activities allows it to be completed over several short periods. Students will be rewarded for their efforts with virtual coins they can spend at a virtual shop. It entails a lot of text so proficient reading at a minimum grade 5 level is required. Daily reminders would be helpful to keep your child on track.

In preparation for the assessment please give your child the attached student invitation to get started **(insert student invitation link from "groups" page)**

If your child encounters any technical issues with the tool, contact Study Smart at <https://studysmart.ca/contact/>.

Implementation of the Study Smart Assessment Platform:

The rest of the assessment platform steps are outlined in detail in the **Educator guide**.

Ongoing Support:

If you require additional support in the implementation of your assessments or anything else, contact us <https://studysmart.ca/contact/> or email info@studysmart.ca.