**Introduction to Abacus**

Abacus is the document and data upload center utilized by the Kentucky Center for Mathematics. This secure website will be used for you and your school to submit consent forms and upload schoolwide student assessment data.

**Getting Started with Abacus**

1. Go to <https://kcm.nku.edu/abacus/>
2. Click “Login”
3. Set your password by clicking “Forgot your password? Reset it.”
4. Sign in with your school email address and password.

**Assignments in Abacus**

All MAF classroom teachers and MITs have been given assignments in Abacus.

**MIT Assignments for 2017-2018**

* Complete the [Participant Consent Form](http://www.kentuckymathematics.org/docs/Participant_Consent_14-248.pdf) and upload to the appropriate Abacus assignment.
* Send [Guardian/Parental Consent Forms](http://www.kentuckymathematics.org/docs/Guardian_Student_Consent_English_14-248.pdf) home with your small-group / one-on-one intervention students.
	+ Once the KCM has received your Infinite Campus data in October/November, you will be able to upload and attach the applicable student consent to the appropriate student.
	+ All consent forms, including the Guardian/Parental Consent forms in multiple languages, can be found under the “Documents” section of the [MAF Resources Webpage](http://www.kentuckymathematics.org/maf_2017-2018.php).
* Submit Fall Schoolwide Test Data per [Abacus “Help” Instructions](https://kcm.nku.edu/abacus/help.php).
* Submit Spring Schoolwide Test Data per [Abacus “Help” Instructions](https://kcm.nku.edu/abacus/help.php).

**Classroom Teacher Assignments for 2017-2018**

* Complete the [Participant Consent Form](http://www.kentuckymathematics.org/docs/Participant_Consent_14-248.pdf) and upload to the appropriate Abacus assignment.

**Questions**

Questions regarding Abacus can be sent to abacus@nku.edu.



