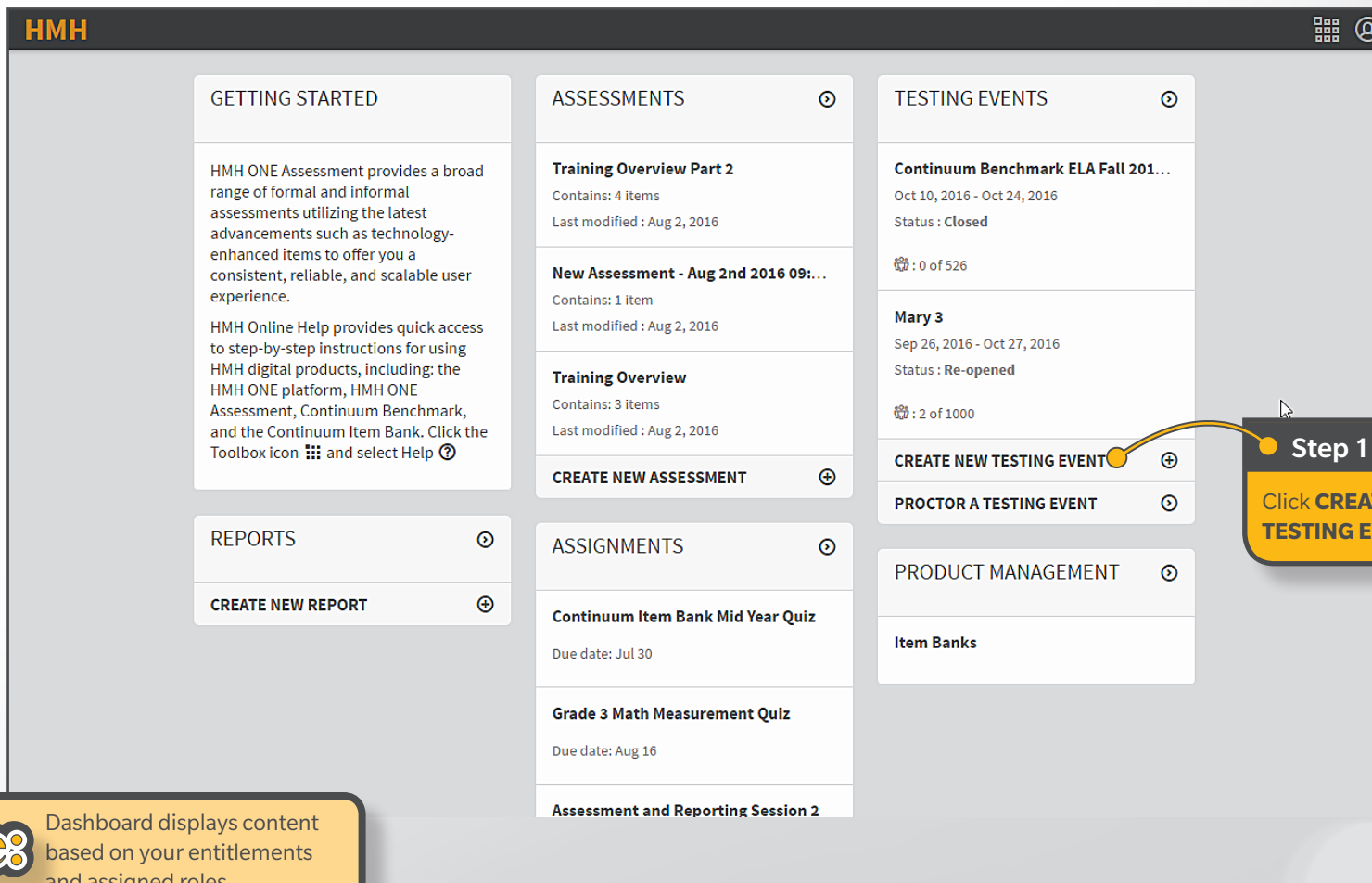


## Access Create Testing Event Page



The screenshot shows the HMH dashboard interface. The top navigation bar includes the HMH logo and a user profile icon. The main content area is divided into several sections:

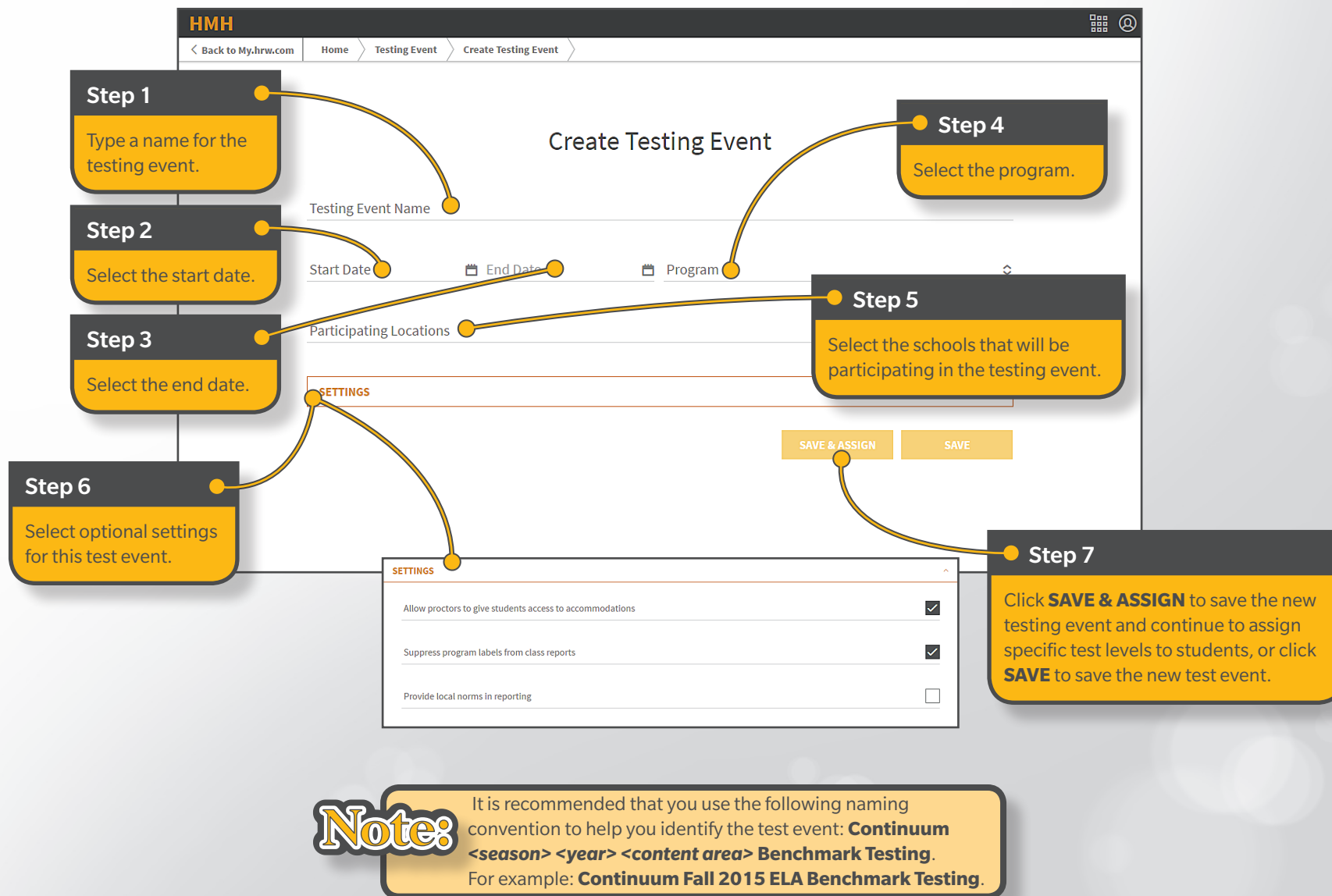
- GETTING STARTED**: Contains introductory text about HMH ONE Assessment and Online Help, and a 'HELP' button.
- ASSESSMENTS**: Lists 'Training Overview Part 2', 'New Assessment - Aug 2nd 2016 09:...', and 'Training Overview'.
- TESTING EVENTS**: Lists 'Continuum Benchmark ELA Fall 201...', 'Mary 3', and a 'CREATE NEW TESTING EVENT' button with a plus icon.
- REPORTS**: Contains a 'CREATE NEW REPORT' button with a plus icon.
- ASSIGNMENTS**: Lists 'Continuum Item Bank Mid Year Quiz' and 'Grade 3 Math Measurement Quiz'.
- PRODUCT MANAGEMENT**: Contains an 'Item Banks' section.

A callout box labeled 'Step 1' points to the 'CREATE NEW TESTING EVENT' button, with the text: 'Click **CREATE NEW TESTING EVENT**.'

**Note:**

Dashboard displays content based on your entitlements and assigned roles.

## Create Testing Event



**Step 1**  
Type a name for the testing event.

**Step 2**  
Select the start date.

**Step 3**  
Select the end date.

**Step 4**  
Select the program.

**Step 5**  
Select the schools that will be participating in the testing event.

**Step 6**  
Select optional settings for this test event.

**Step 7**  
Click **SAVE & ASSIGN** to save the new testing event and continue to assign specific test levels to students, or click **SAVE** to save the new test event.

**Settings:**

- Allow proctors to give students access to accommodations ☒
- Suppress program labels from class reports ☒
- Provide local norms in reporting ☐

**Note:** It is recommended that you use the following naming convention to help you identify the test event: **Continuum <season> <year> <content area> Benchmark Testing.**  
For example: **Continuum Fall 2015 ELA Benchmark Testing.**