

Select the Test or Quiz to Assign

Step 1

Click the arrow by **Assignments** on the Dashboard or click **Assignments** in the **Learning Management Center**.

[DELETE A CLASS](#)
[DELETE STUDENTS](#)

▼ **Assignments**

[HOW TO USE](#)
[ASSIGNMENTS](#)

Assignments 

Due: 09/28/2016

Step 2

Click the **Assignments** tab to view the options for selecting assignments.

Step 3

Select a class and a book from the available lists.

Please choose a class and a book:

Class:

Book:

☒ View all assignable content

☐ View all assignments made

Please choose an assignment type:

Category:

Grade:

Submit

[See Next 25 >>](#)

Step 4

Select **Tests and Quizzes** from the **Category** drop-down list. Leave **All** for Grade.

Step 5

Click **Submit** to view the list of assignments in the **Resource** and **Action** columns.

Note:

Leave checked to see all available assignments.

Note:

Leave unchecked to see tests and quizzes that have not yet been assigned.

Step 6

Click **Assign** for the quiz or test you want to assign.

Action

[View](#) [Assign](#)

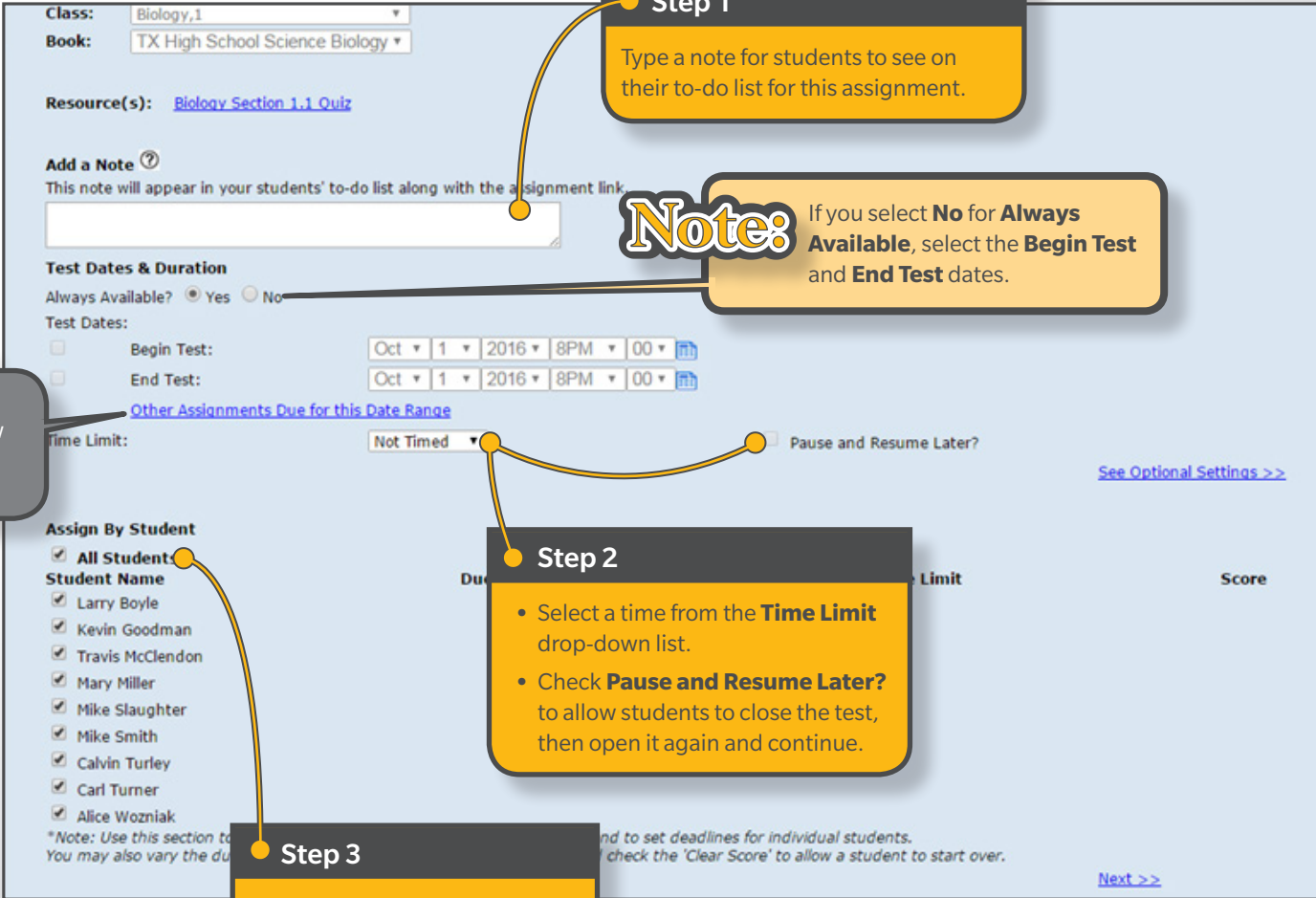
[View](#) [Assign](#)

[View](#) [Assign](#)

[View](#) [Assign](#)

[View](#) [Assign](#)

Assign a Test or Quiz



Step 1

Type a note for students to see on their to-do list for this assignment.

Note: If you select **No** for **Always Available**, select the **Begin Test** and **End Test** dates.

Did You Know? If you select a date range for the assignment, you can view what other assignments are due in this date range.

Step 2

- Select a time from the **Time Limit** drop-down list.
- Check **Pause and Resume Later?** to allow students to close the test, then open it again and continue.

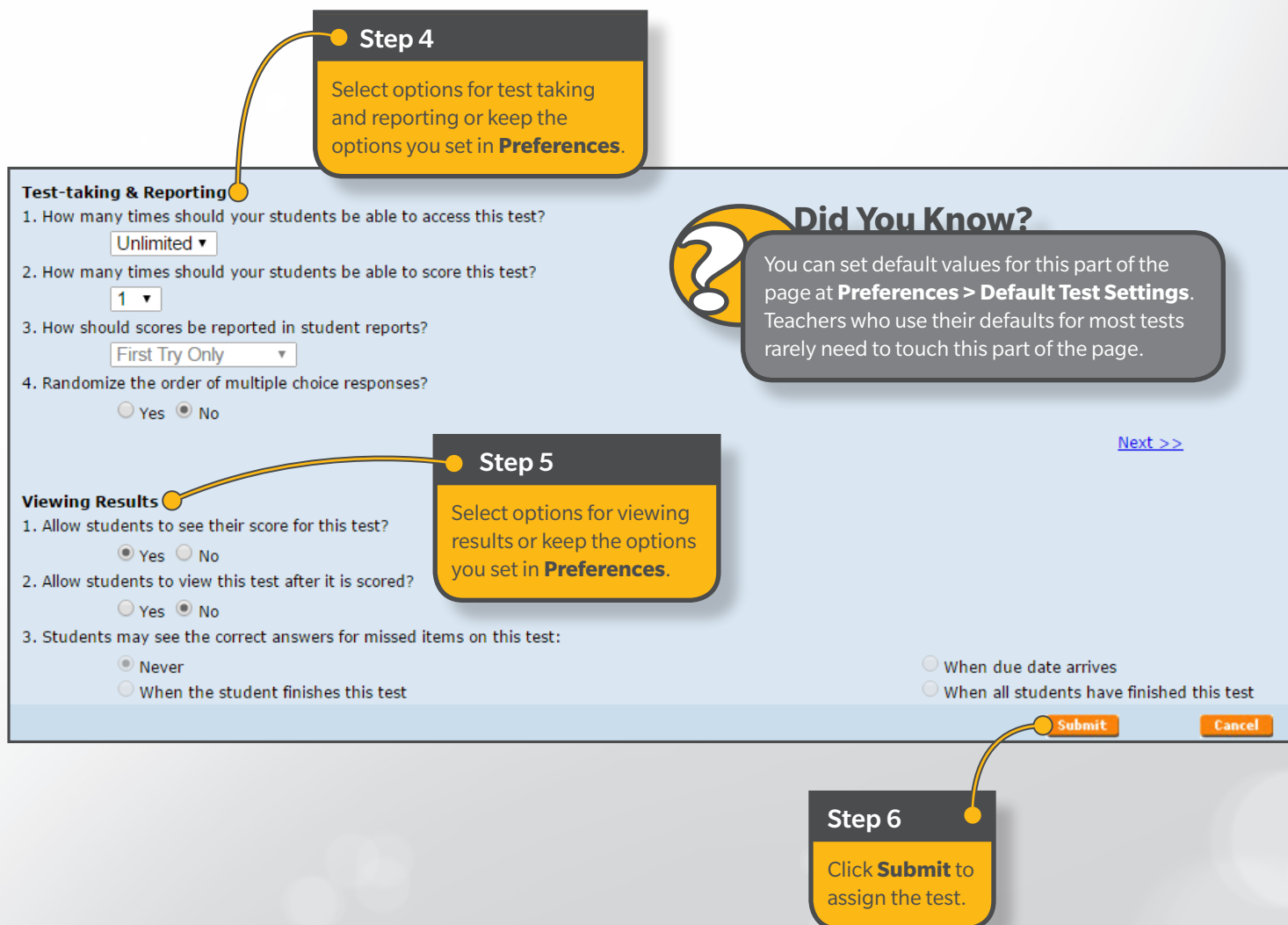
Step 3

Check **All Students** or select the individual students to whom you want to assign the test.

Interface Details:

- Class:** Biology,1
- Book:** TX High School Science Biology
- Resource(s):** [Biology Section 1.1 Quiz](#)
- Add a Note** ⓘ: This note will appear in your students' to-do list along with the assignment link.
- Test Dates & Duration:**
 - Always Available?** ☒ Yes ☐ No
 - Test Dates:**
 - ☐ **Begin Test:** Oct 1 2016 8PM 00
 - ☐ **End Test:** Oct 1 2016 8PM 00
 - [Other Assignments Due for this Date Range](#)
 - Time Limit:** Not Timed
 - ☐ **Pause and Resume Later?**
 - [See Optional Settings >>](#)
- Assign By Student**
 - ☒ **All Students**
 - Student Name**
 - ☒ Larry Boyle
 - ☒ Kevin Goodman
 - ☒ Travis McClendon
 - ☒ Mary Miller
 - ☒ Mike Slaughter
 - ☒ Mike Smith
 - ☒ Calvin Turley
 - ☒ Carl Turner
 - ☒ Alice Wozniak
- *Note: Use this section to set deadlines for individual students. You may also vary the duration for individual students. To check the 'Clear Score' to allow a student to start over.
- [Next >>](#)

Assign a Test or Quiz (continued)



Step 4
Select options for test taking and reporting or keep the options you set in **Preferences**.

Test-taking & Reporting

1. How many times should your students be able to access this test?
2. How many times should your students be able to score this test?
3. How should scores be reported in student reports?
4. Randomize the order of multiple choice responses?
☐ Yes ☒ No

Did You Know?
You can set default values for this part of the page at **Preferences > Default Test Settings**. Teachers who use their defaults for most tests rarely need to touch this part of the page.

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Step 5
Select options for viewing results or keep the options you set in **Preferences**.

Viewing Results

1. Allow students to see their score for this test?
☒ Yes ☐ No
2. Allow students to view this test after it is scored?
☐ Yes ☒ No
3. Students may see the correct answers for missed items on this test:
☒ Never
☐ When the student finishes this test
☐ When due date arrives
☐ When all students have finished this test

Step 6
Click **Submit** to assign the test.