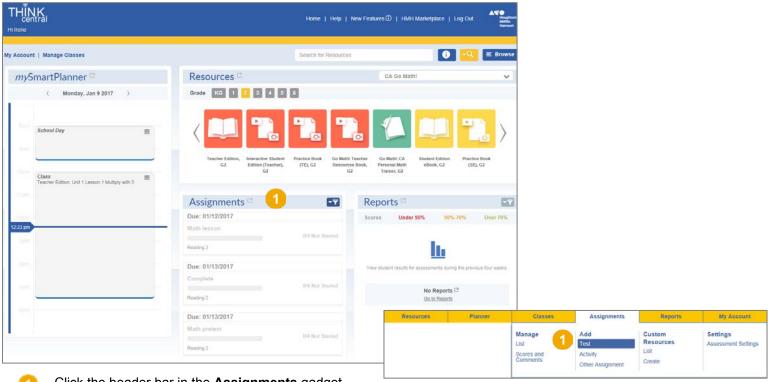


Add a Test

(Teacher)

Open Assignment List Page

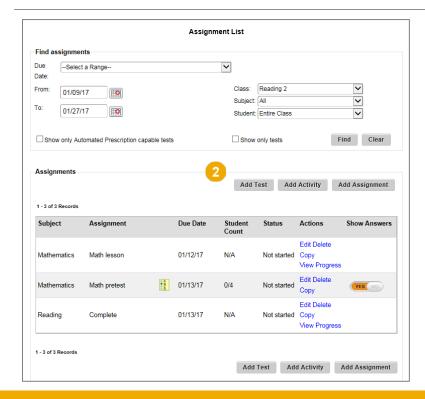


Click the header bar in the Assignments gadget.

Or

Click the Assignments tab, move to the Add area, and then click Test.

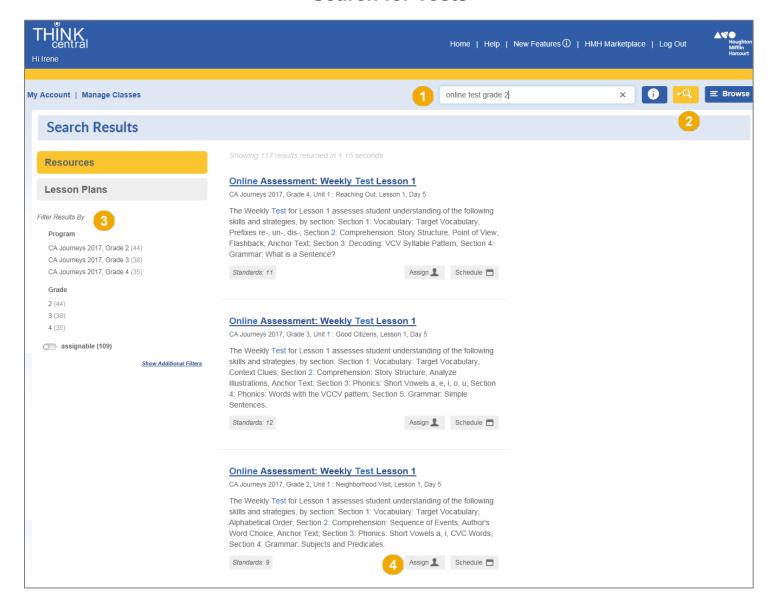
The Assignment List page appears.



Click the Add Test button.
The Search for Resources box appears.



Search for Tests

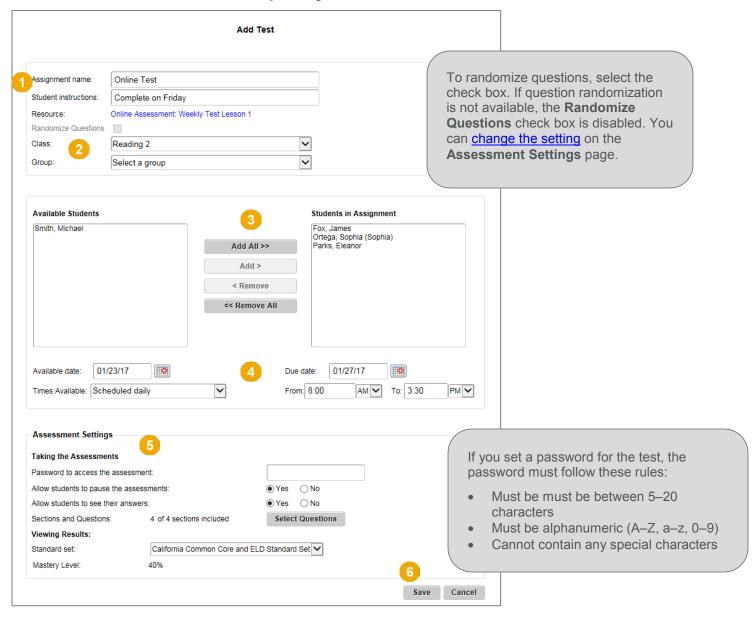


- Type keywords to locate the test to be assigned.
- Click to display resources that match the keywords.

Alternatively, you can click the **Browse** button and scroll through the list to locate the assessment. (See <u>Browse Resources</u> for details.).

- If needed, use the filters on the left panel of the page to filter the list and display the resources that meet the selection criteria.
- 4 Locate the assessment resource to be assigned and click **Assign**. The **Add Test** page appears.

Specify Test Details



- Type a name for the test and instructions for the student.
- Select the Class and, if needed Group from the lists.
- Click to assign to all the Available Students.

Or to assign to individual students, select each student in the **Available Students** box, and then click **Add >**. Selected students are displayed in the **Students in Assignment** box.

Use the < Remove or << Remove All buttons to remove students from the class roster.

- Set the Available date, Due date, and Times Available.
- Set options as needed.

Note: The options for assessment settings vary depending on the features available for an assessment. For example, not all assessments are automated-prescription capable and not all automated-prescription-capable assessments have an associated follow-up assessment.

Click Save, and when the confirmation box appears, click OK to save the test.

Saved Test Listed on Assignment List Page

The saved test appears in your **Assignment List** page and on your students' **Things to Do** list when the **Available Date** allows it.

