

# ASSIGNING A TEST

Before you can assign a test, you must have already created a course with at least one class as well as the test itself.


1. CLICK ASSIGN →
2. TEST SELECT POPUP
3. SELECT THE TEST



TOTAL 1

## Tests

0 ASSIGNED



NEW +	EDIT ✎	ASSIGN 👤
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### SELECT A TEST

American History Quiz 1	✎
Math Skills Assessment	✎

🗑️ Drag here to delete



# ASSIGNING A TEST CONTINUED...



Assign Test

Math Skills Assessment

Select a course, class, or student to assign this test to and click next.

- All Courses
  - Algebra I
    - Fall Semester 2018
    - Algebra II
    - Caluclus II

Next

4. SELECT THE COURSE, CLASS, OR INDIVIDUAL STUDENT YOU WANT TO ASSIGN TO

5. CLICK NEXT BUTTON



Step 1	Select Test	✓
Step 2	Select Assignees	○
Step 3	Choose Settings	✗
Step 4	Grading Category (Optional)	✗

There is a progress table that indicates what step you have accomplish designed to aid you in the assignment process



# ASSIGNING A TEST CONTINUED...

## 6. CHOOSE THE APPROPRIATE ASSIGNMENT OPTIONS

A. **DUE DATE:** TEST ONLY AVAILABLE WITHIN THE SELECTED DATE RANGE

B. **PASSWORD:** REQUIRE STUDENTS ENTER A PASSWORD IN ORDER TO TAKE TEST

C. **MULTIPLE ATTEMPTS:** ALLOW STUDENTS TO TAKE TEST MULTIPLE TIMES

D. **VIEW RESULTS:** ALLOW STUDENTS TO VIEW TEST RESULTS

E. **TIME LIMIT:** ADD A TIME LIMIT TO THE TEST

F. **PASS-FAIL:** ADD A PASS FAIL THRESHOLD WHERE PASSING RESULTS IN CERTIFICATE

## 7. CLICK SAVE

### Assign Test

Math Skills Assessment  
Assignees: 1 class

**Date Range**  
Do you want to set a date range for the test?  Yes  No  
Start Date/Time: 09/08/2018 7:53 PM Stop Date/Time: 09/08/2018 7:53 PM

**Password**  
Do you want to set a password for this assignment?  Yes  No

**Multiple Attempts**  
Do you want to allow the user to take the test multiple times?  Yes  No

**View Results**  
Do you want to allow the user to review his/her results?  Yes  No

**Time Limit**  
Do you want add a time limit to the test?  Yes  No

**Pass - Fail**  
Do you want to make this a pass/fail test?  
(Certificate of Achievement)  Yes  No

Back Save



**YOUR TEST ASSIGNMENT  
HAS BEEN SAVED**



**THE PROGRESS STEP  
TABLE INDICATES WHAT  
STEP YOUR ON**



# ASSIGNING A TEST CONTINUED...

**Multiple Attempts**  
Do you want to allow the user to take the test multiple times?  Yes  No

**View Results**  
Do you want to allow the user to review his/her results?  Yes  No

**Time Limit**  
Do you want add a time limit?  Yes  No  
5

**Pass - Fail**  
Do you want to make this a pass/fail test?  
(Certificate of Achievement)  Yes  No  
Minimum Passing Score  
90

Back

**Test Assignment Created!**  
You now have the option to give the assignment a grading category.

Step 1	Select Test	✓
Step 2	Select Assignees	✓
Step 3	Choose Settings	✓
Step 4	Grading Category (Optional)	○





8. SELECT A GRADING  
CATEGORY IF APPLICABLE



9. CLICK DONE TO SAVE  
ASSIGNMENT




# ASSIGNING A TEST CONTINUED...

Assign Test ✕ ^ ✕

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Math Skills Assessment  
Assignees: 1 class

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 **Grading Category**  
Do you want to link this assignment to a grade scale category?  Yes  No

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Algebra I - Fall Semester 2018  
Class 1 of 1

Select a category... ▾

Your Grade Scale Categories

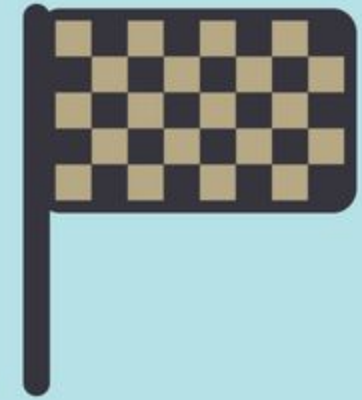
- Homework
- Essay
- Quizzes
- Final Exam

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⏪ Back Done

# ASSIGNING A TEST CONTINUED...

Step 1	Select Test	✓
Step 2	Select Assignees	✓
Step 3	Choose Settings	✓
Step 4	Grading Category (Optional)	✓



**TEST ASSIGNMENT  
COMPLETE!**

