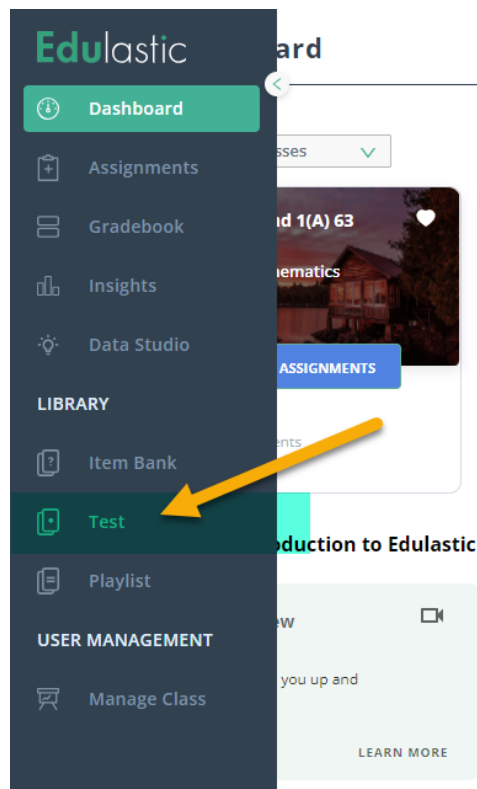




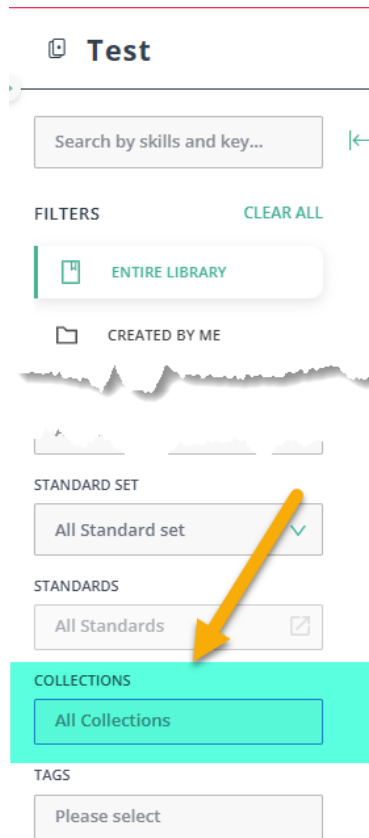
Assigning Tests from District Collections

Login to your Edulastic Account.

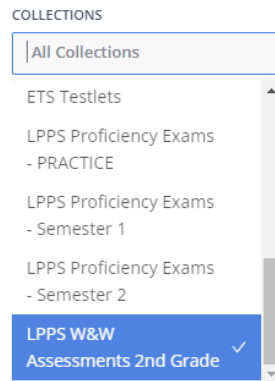
From the menu bar on the left, select TEST.



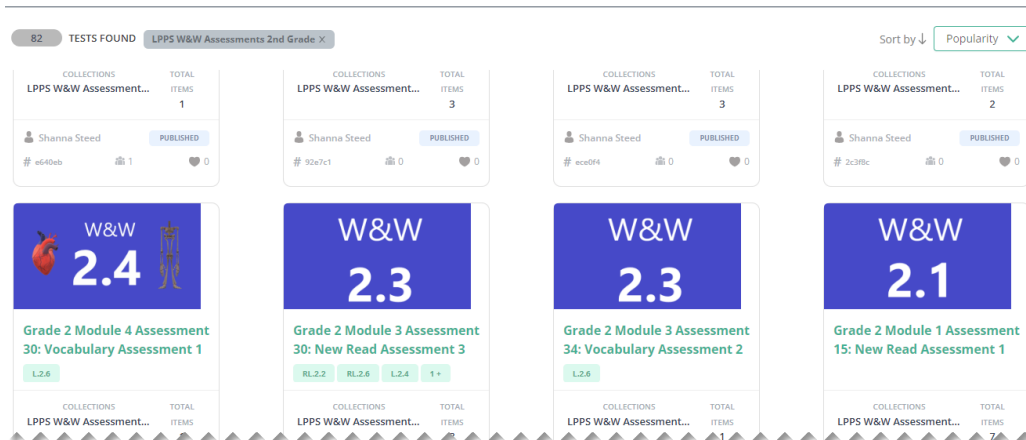
On the test menu, scroll down to COLLECTIONS.



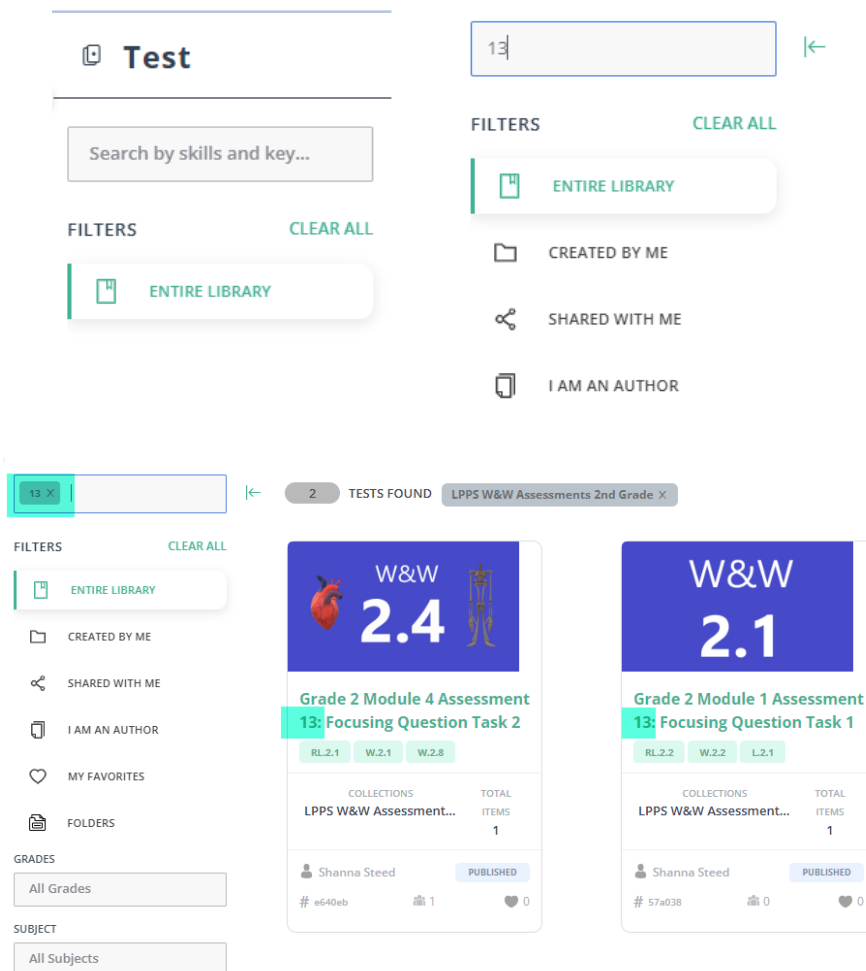
Select the collection your test is in.



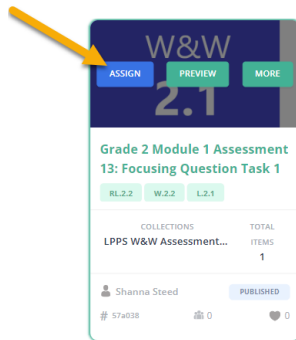
All tests that are housed in that collection will show on your screen.



You can filter through those tests using the search box in the upper left-hand corner. Type in a name or test number and hit enter to filter your results.



- Once you find your desired test, hover your mouse over that test and options will show. Click on ASSIGN.



- Set your options for the test and choose which class(es) you wish to assign the test to.

CLASS/GROUP	TEST BEHAVIOR	ANTI-CHEATING	AUTO REDIRECT SETTINGS	MISCELLANEOUS
CLASS/GROUP				Select a class to assign
STUDENTS				<input checked="" type="radio"/> ALL STUDENTS IN SELECTED CLASSES <input type="radio"/> SPECIFIC STUDENTS
				<input checked="" type="radio"/> USE OPEN AND CLOSE DATE <input type="radio"/> USE OPEN, DUE AND CLOSE DATE (ALLOWS LATE SUBMISSIONS)
OPEN DATE				2023-08-18 09:52 am
CLOSE DATE				2023-08-25 11:00 pm
OPEN POLICY				Automatically on Start Date
CLOSE POLICY				Automatically on Close Date
STUDENT ATTEMPT WINDOW				Anytime between the Open and Close date
TAGS				W&W X GRADE 2 MODULE 1 X ASSESSMENT 13 X

- When you are finished, click on ASSIGN located in the upper right-hand corner.

