


1.) Select the **Assessments Icon**  from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.



2.) Locate the Assessment you would like to duplicate.

NOTE: If the assessment is from a different school year, click in the **Year** box and place a check in the desired year. In addition if a particular assessment is being searched for, click in the **Search by Assessment Title** and place a word in the text box that is certain to be in the title.

Find Assessments

Subject	(None)
 Year	2011-2012
Grade Level	(None)
Test Type	(None)
Search by Assessment ID	(None)
 Search by Assessment Title	(None)
Filters	None

 **Select a folder**




- Shared Assessments
- Gratiot Isabella RESD (District)
- Personal Folders

Next click on the folder where the assessment might be located. If the assessment is not listed in the Shared Assessment folder it is for one of two reasons. 1) It is in another folder. 2) **Only 20** assessments are listed at one time.

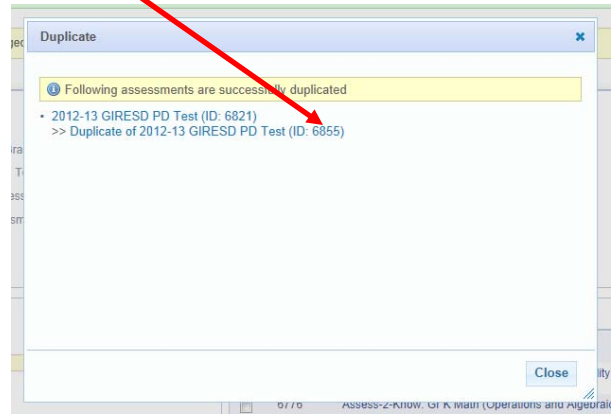
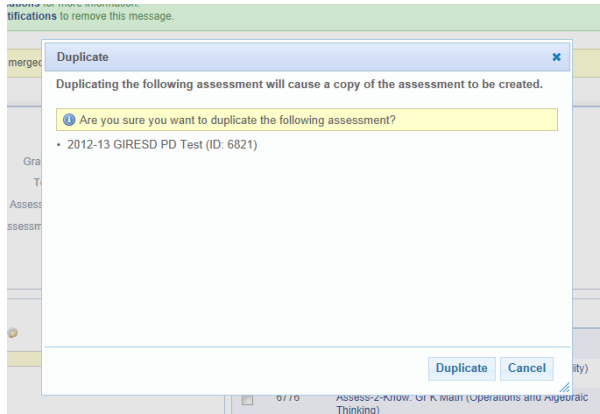
Selecting More Results in the bottom right corner will bring up 20 additional assessments with each 'click'.



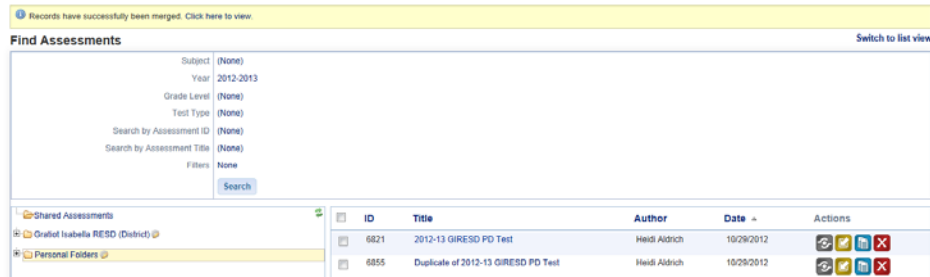
3.) Access the Duplicate feature by selecting either the Duplicate icon

ID	Title	Author	Date	Actions
6821	2012-13 GIRESD PD Test	Heidi Aldrich	10/29/2012	  

4.) Click **Duplicate**. A new dialogue box will appear containing confirmation that your Assessment was duplicated and a corresponding Assessment ID #.

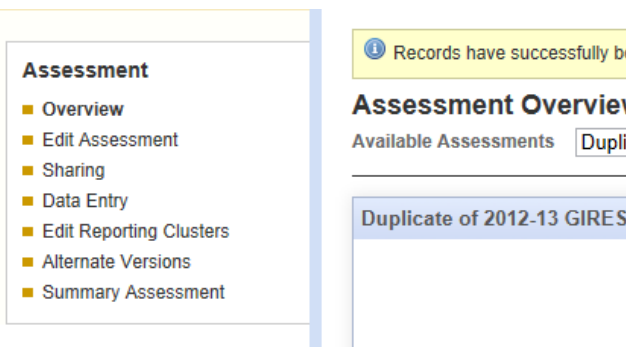


5.) Refresh your screen by clicking the **Search**. Your Duplicated Assessment will appear.



6.) Edit your Assessment Title by Clicking on the Assessment title you would like to change.

7.) Click **Edit Assessment** in the Navigation menu on the left side of your screen.



8.) Make changes to your Assessment Title, Year, as well as any additional information as preferred.

