

Directions to print test document:

NOTE: This process needs to be completed by each teacher for each online exam.

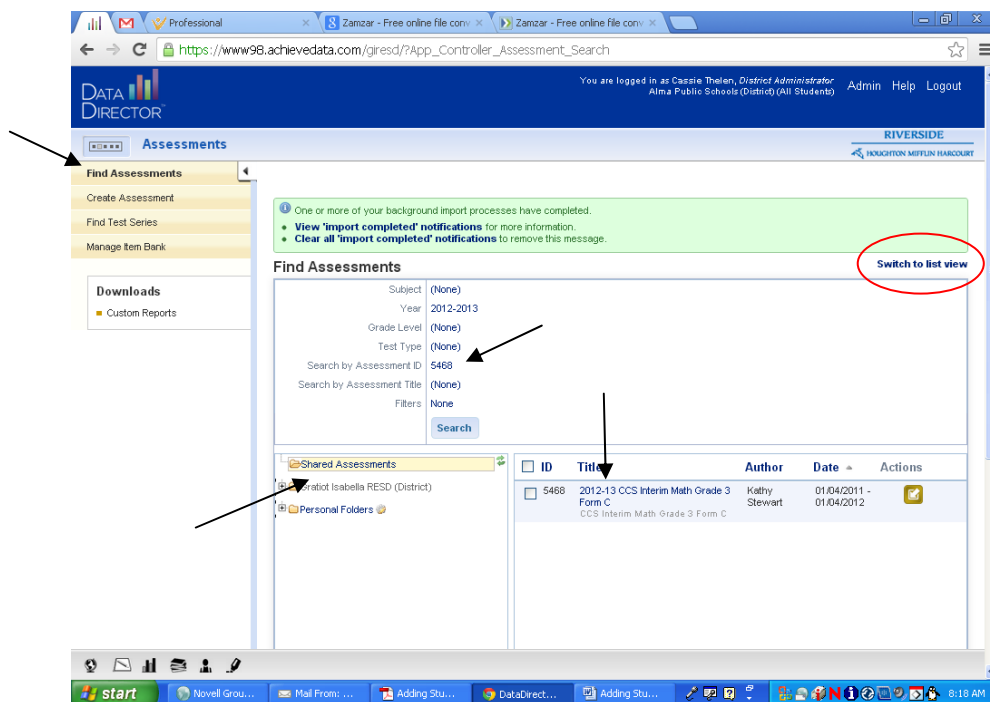
- 1.) Select the **Assessments Icon**  from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.



Locating the Assessment you would like to administer online:

- 1.) Click **Find Assessment**.
- 2.) Type the corresponding Assessment ID in the Search by Assessment ID text field.
- 3.) Click on **Shared Assessments** and then **Search**.
- 4.) Click on the **Assessment Title**.


NOTE: The screenshots for this support document are in folder view. To be in this view, click the "Switch to folder view" on the right side). If you don't know your assessment id, then find the assessment by choosing the other options.



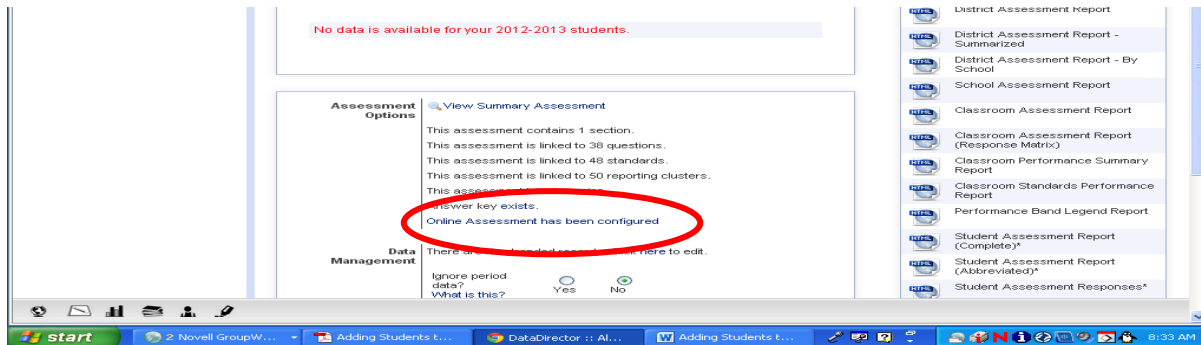
The screenshot shows the 'Find Assessments' search interface. The search criteria are as follows:

- Subject: (None)
- Year: 2012-2013
- Grade Level: (None)
- Test Type: (None)
- Search by Assessment ID: 5468
- Search by Assessment Title: (None)
- Filters: None

The search results table is shown below:

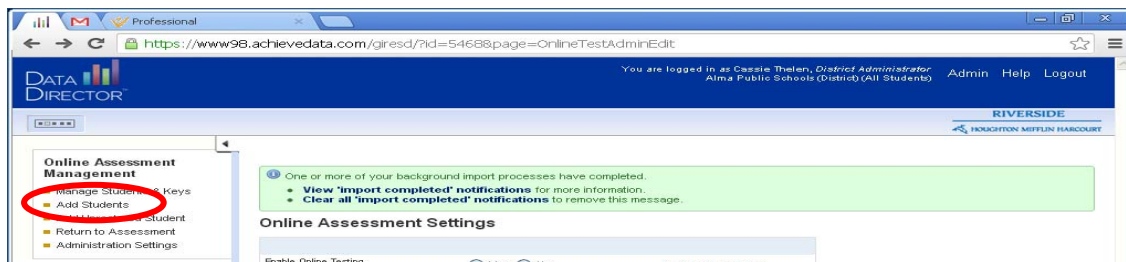
ID	Title	Author	Date	Actions
5468	2012-13 CCS Interim Math Grade 3 Form C	Kathy Stewart	01/04/2011 - 01/04/2012	

5.) In the Assessment Overview page scroll down and click **Online Assessment has been configured**. **NOTE:** If assessment has not been configured please contact Heidi Aldrich at haldrich@giresd.net or at 989-875-5101 ext. 341.



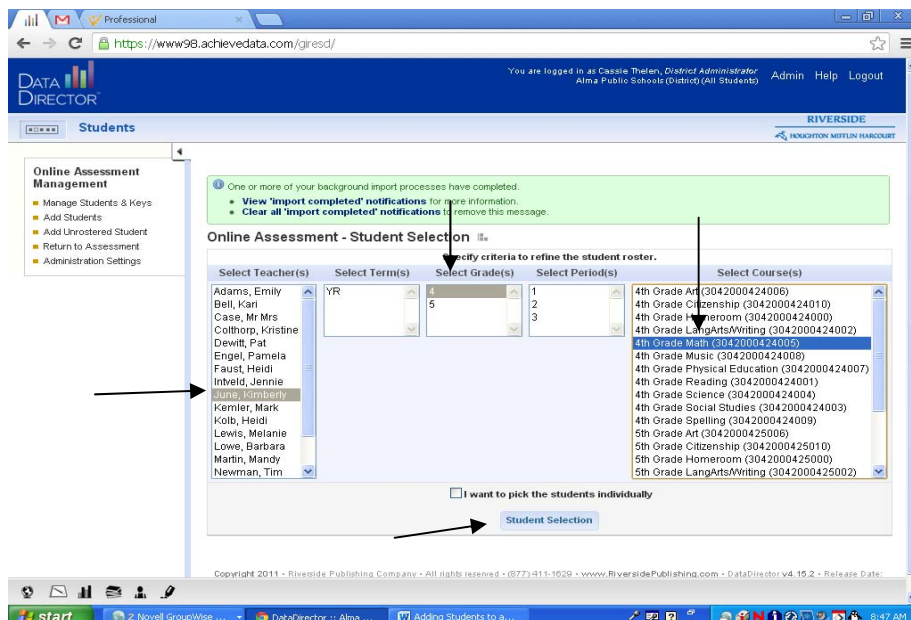
6.) The assessment will already be configured for you. Please do not click any of the settings.

7.) Click **Add Students** under Online Assessment Management in the Navigation menu on the left.



8.) Choose your school and then click **Choose this school and continue to the next step**.

9.) Select the Teacher, Grade, Period, and Course (if applicable) or click on the box next to "I want to pick students individually". Once you have selected your filter(s) click on **Student Selection**.

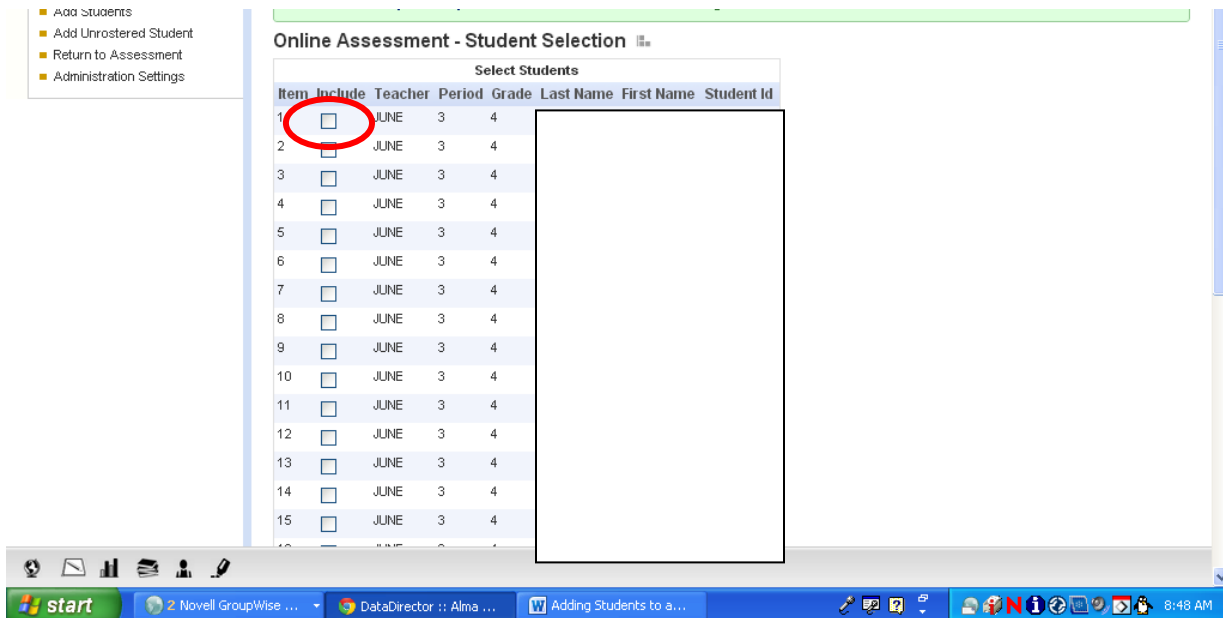


Questions: Contact Heidi Aldrich, GIRESD, at haldrich@giresd.net or 989-875-5101 ext. 341

10.) **Selecting Student Individually** - Click the box next to the student(s) name you would like to assign to the exam.

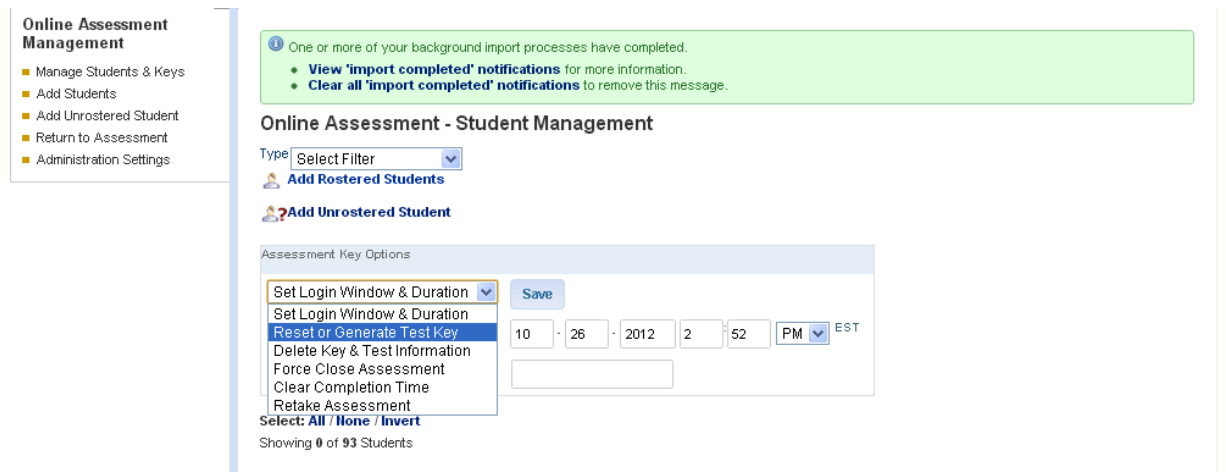
11.) Click on **Student Selection**.

Helpful Hint: Do this if you just a few student codes or you have a new student since you created the test codes.



12.) Click **Reset or Generate Test Key**.

10.) Click **Save**.



Helpful Hints: Your class will come up with test keys. You can send it to a PDF or Excel document. Sending the code to an Excel document will allow you to increase the font size, and increase the row height. Print the document and cut into strips for each student to use when testing OR click on the PDF icon to generate a roster and test code. Open or save the PDF to access and print.