



Test Builder

1. In the navigation bar, select Assessment and click Test Builder.

2. At the Test Builder main page, select a standard set, a subject, and a grade level.

You may enter a keyword to narrow the focus.

3. Click Next.

At any time while building your custom test you can back up and make changes.

4. In the grid, click check boxes to select the desired objectives for your test.

A "cannot print" icon appears beside any objective in the list that cannot be printed. If any of these objectives are selected for a custom test, the test will not be printable.

NOTE: Print feature only available if purchased.

5. Click Next.

6. Review your selections, remove or add objectives if you wish, and click Next.

7. Review the default test properties, make any changes you wish, and click Next.

8. Enter a name for your test (required).

You may enter a message for your students. The message appears on the test title page.

9. Click Next.

10. Review the test summary, and click Save.

You are taken to the Assignment Builder to assign your test.

11. If you wish to view your assignment, click View Assignment.

To view the test summary and answer key of the test in your assignment, click the Details link.

12. In the Assignment field, type a name for your assignment (it can be the test name), select Sequential order, and click Complete Assignment.



13. In the Complete Assignment dialog box, do the following:
Select the availability (who should have access to the assignment).

- Select a subject.
- Select a grade level.
- Select the assignment order.
- Select whether or not to apply the assignment order to all folders.
- If the Offline option appears, select whether or not to mark the assignment as offline. (The Offline option is available for teachers only. Once an assignment is marked as offline, it cannot be changed to online, and vice versa. To get that type of change, you must make a copy of the assignment.)
- Select whether or not to show worksheet links in the student launch pad.
- Check Draft Mode if you want this to be a draft assignment. (Note that Draft assignments cannot be assigned.)
- Select whether to assign now or later. (With a draft assignment, the option to assign now is not available.)
- Click Next. 14. If you elected to assign now, select a class or classes or individual students to whom you wish to assign this test, and click Finish. In the confirmation dialog box, click Close.

You are taken to the Assignments home page.

15. If you elected to assign later, in the confirmation dialog box, click Close.

You are taken to the Assignments home page.