
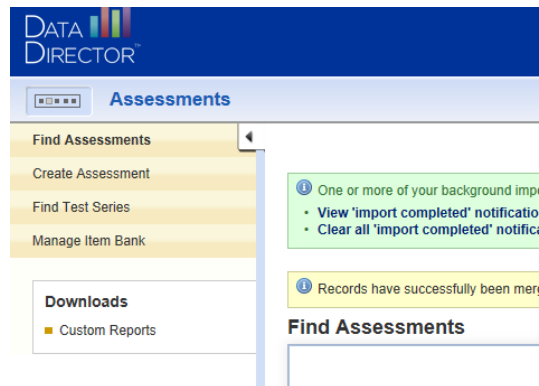


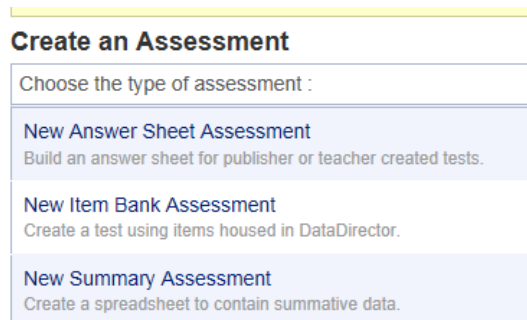
1.) Select the **Assessments Icon**  from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.



2.) Select **Create Assessment** from the side menu



3.) Select **New Answer Sheet** as the assessment type



4.) Best Practice: Begin the title with the academic year ex. 2012-2013, followed by a descriptive name for the assessment

Title (Required) - Enter a title for the assessment.

Local ID - Optional entry used to enter a local identifier.

Grades (Required) - Click (None) and select grade(s) from pop-up

Subject Area (Required) - Click (None) and select from pop-up

Type (Required) - Click (None) and select from pop-up

Year - Click (None) and select academic year from pop-up

Exam date option - Set to Single Date by default, select Date Range to add a date range.

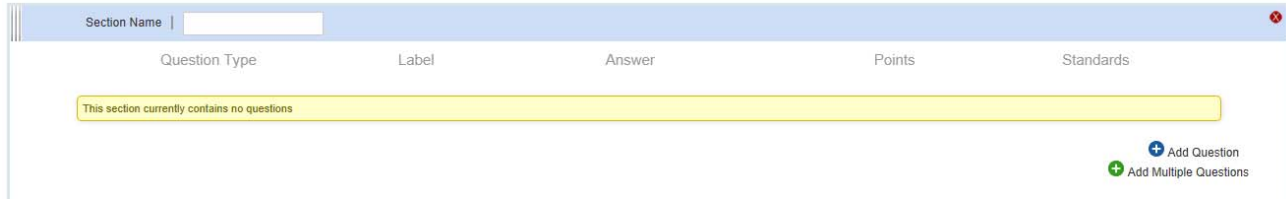
Exam date (Required) - Enter date or if date range option selected, enter dates

5.) Enter **Assessment Summary**

6.) Click **Save Changes**

NOTE: Your answer sheet will be assigned a unique Assessment ID. This ID can be used to locate your answer sheet in the future for editing, printing, or scanning.

Adding Questions



1.) Click Add Question 

2.) Select [Question Type](#) from the drop-down.

Note: You may alter the question Label; however in most cases it is not necessary or recommended to change the label.

3.) Select the Answer or click edit and change the default answer options prior to selecting the correct answer.

NOTE: You are not required to choose an Answer if you will be manually scoring the test and do not intend to print an answer key.

4.) Align the question to a standard (OPTIONAL) –

NOTE: Click (None), if you selected standards in Assessment Summary, they will appear in a pop-up box.

To link your questions to standards:

- Check box next to standard*
- Click Done*

Repeat 1-5 for each additional question.

Add Multiple Questions

The Add Multiple Questions feature allows you to add multiple question fields at the same time. Use the slider to adjust the number of fields to add. Although you have the ability to add from 1 to 100 questions at a time, it is recommended that you do not add more than 40 questions at a time.

To use this feature:

1.) Click **Add Multiple Questions**  Add Multiple Questions

2.) Slide the bar until the desired number of questions appears after the X

Helpful Hint: *The added questions will have the same question type as the last question type in the list. If you are adding a large number of questions of a different type, you may want to add a question, change the question type, and then use Add Multiple Questions to add the next set of questions.*

Reordering questions -You can reorder questions by clicking and holding the hash marks next to the question and dragging it to the new location.