

DD 4.0 Duplicating Assessments

1.) Select the **Assessments Icon** Assessments 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.



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'.



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

tifications	to remove this message.	
mergec	Duplicate	×
	Duplicating the following assessment will cause a copy of the assessment to be created.	
Gra Ti Assess ssessm	Are you sure you want to duplicate the following assessment? 2012-13 GIRESD PD Test (ID: 6821)	
	Duplicate Cancel	ity)

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

B Records have successfully been merged. Click he	re to view.						
ind Assessments							Switch to list vie
Subject	(None)						
Year	2012-2013						
Grade Level	(None)						
Test Type	(None)						
Search by Assessment ID	(None)						
Search by Assessment Title	(None)						
Filters	None						
	Search						
Grated Assessments B Gratiot Isabella RESD (District) ₽			ID	Title	Author	Date +	Actions
			6821	2012-13 GIRESD PD Test	Heidi Aldrich	10/29/2012	🐼 🖸 🔝 🗙
F Personal Folders			6855	Duplicate of 2012-13 GIRESD PD Test	Heidi Aldrich	10/29/2012	

- 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.

*Title	Change Mel "Duplicate of 2012-13 GIRESD PD Test"
ID	6855
Local ID	
*Grades	7
*Subject Area	Mathematics
*Type	User-Created
Description	
Term	(None)
*Year	2013 Academia Marco
Exam date option	Sa Academic rear X
*Exam date	10-29 0 2004-2005 0 2009-2010
	0 2005-2006 0 2010-2011
Attached files	Up © 2006-2007 © 2011-2012
	Add Si 2007-2008 © 2012-2013 © 2008-2009 © 2013-2014
Currently Aligned Standards	Nation // winting an expression in different forms in

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