

Create Test Session

Step 1. Select **Find Students to Test**.

MANAGE TESTING SESSIONS

Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test My Class button to select class.

Find Students to Test

Step 2. Select the building in which you teach. For high school teachers, leave the default “All Grades” selected. For middle school teachers, select NBC Middle School. Click Search.

School

All My Schools

Grade

All Grades

Instructor

All Instructors

Class

All Classes

Step 3. Review the search results to ensure students shown match the students in your class. Click **Add Students**.

<input checked="" type="checkbox"/>	Gordon	Page	-
<input checked="" type="checkbox"/>	Guerrero	Alyna	-

Add Students **Cancel**

Step 4. Select students by clicking on the checkbox located immediately to the left of “Last Name”. All students will then have a checkbox marked. Click on **Assign Test**.

Student List

Assign Test Assign Accommodations Remove Students from List

<input checked="" type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	Reishuizen	Sophia

NOTE: If a student requires accommodations (such as including text-to-speech), place a checkmark in front of that student only and click **Assign Accommodations**.

Step 5. If you plan to use this testing session at a later time, select **Save Session**. If you plan to test immediately, click **Test Now**.

Test Now **Save Session** **Cancel**

For the testing session name, use a name that’s unique and easy to type. Avoid spaces, special characters, and capital letters. Examples: **jbmath72** (your initials +subject +grade +period) or even something simple like Bender-Math.