



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.

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	-

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

<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**.

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.