Express Assignment Management

Organization, site admins, and assignment managers can easily create and customize the assignments (test/pathway/practice/survey) delivered to examinees. This includes options to specify what content is displayed, how it is displayed, and when it is available.

To start, click on the **Assignments** link in the header to open the **Assignments** management page.

NOTE: Site admin cannot view organization admins assignments. Site admins can create assignments for their site only.

Assignment Management Video Tutorial (*right click to open in a new window or tab*)

Step 1. Click on **Add Assignment** at the top to create a new assignment, or select an assignment from the list shown to make changes. Use the search bar at the top to narrow down search results.

Step 2. On the **Assignment Configuration** page, enter the name and description (optional) in the boxes shown.

Step 3. Click on the **Tests** tab and choose the Test Type from the dropdown of available tests. Select the corresponding test. Preview the test if needed by clicking on the magnifying glass icon next to the name of the test.

Step 4. Click on the **Settings** tab to select a TimeZone. **Important:** this must be completed in order to save the assignment.

Step 5. Click on **Security** to set security settings. Click here for more on the **Unlock Key** option.

Step 6. Click on **Tools** to configure available tools (calculator, ruler, math formula, protractor, etc)

Step 7. Select **Report** to set the availability of the report to the examinee.

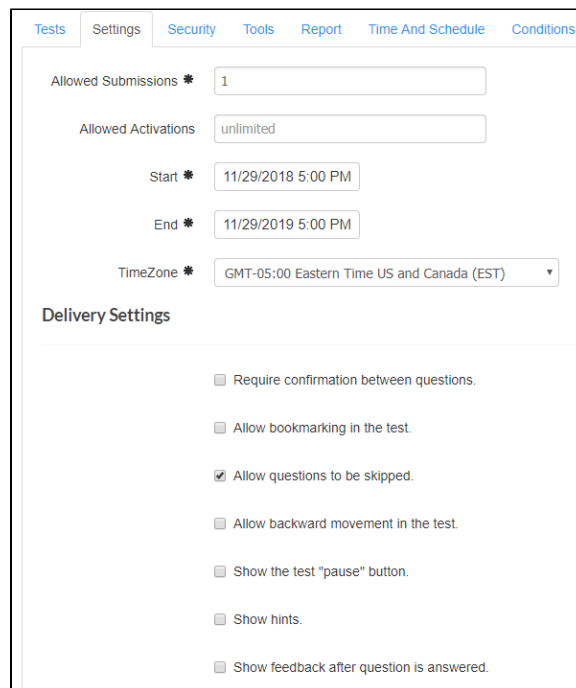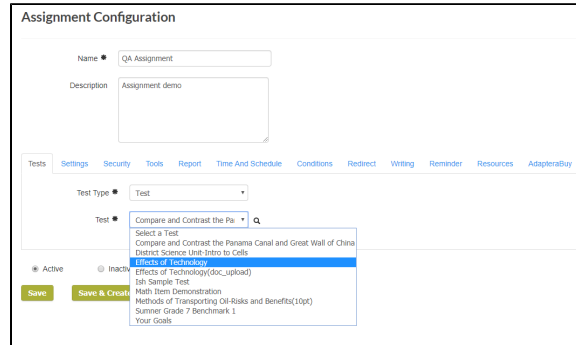**Step 8.** Click on **Time and Schedule** to set timer settings.

Step 9. Click on **Conditions** to configure the availability of the assignment (i.e. all examinees, attribute based (i.e. only to examinees with grade attribute equal to 8).

Step 10. Click on **Redirect** to set the url of where the examinee will land once test is completed. Default value is the examinee dashboard.

Step 11. Click on **Writing** if the test is or contains an essay.

Step 12. Select **Reminder** to automatically email examinees the due date for the assignment.

Step 13. Select **Resources** if you want the examinee to have access to additional materials before they start the assignment. These documents would be displayed on the the examinee dashboard next to the assignment name.

Step 14. Click on **AdapteraBuy** if the assignment is available from your organization's store. Please click on Ada pteraBuy for additional information.