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.

Assignment Configuration				
Name *	QA Assignment			
Description Assignment demo				
Tests Settings Security Tools Report Time And Schedule Conditions Redirect Writing Reminder Resources AdapteraBuy				
Test Test Compare and Cont Select a Test				
		trast the Pari * Q		
	District Science Unit	ist the Panama Canal and Great Wall of China Intro to Cells		
Active In	Ish Sample Test			
Save Save & C	Math Item Demonstr Methods of Transpor	ation ting Oil-Risks and Benefits(10pt) chmark 1		
	Your Goals			
Tests Set	tings Secur	ity Tools Report Time And Schedule Conditions		
Allowed Submissions *		1		
Allowed Activations		unlimited		
Start 🏶		11/29/2018 5:00 PM		
End 🏶		11/29/2019 5:00 PM		
TimeZone *		GMT-05:00 Eastern Time US and Canada (EST)		
Delivery Setting				
Delivery Settings				
		Require confirmation between questions.		
		Allow bookmarking in the test.		
		Allow questions to be skipped.		
		Allow backward movement in the test.		
		Show the test "pause" button.		
		Show hints.		
		Show feedback after question is answered.		

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