

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.

The screenshot shows the 'Assignment Configuration' page with the 'Tests' tab selected. The 'Name' field contains 'QA Assignment' and the 'Description' field contains 'Assignment demo'. Below these fields is a horizontal tab bar with 'Tests', 'Settings', 'Security', 'Tools', 'Report', 'Time And Schedule', 'Conditions', 'Redirect', 'Writing', 'Reminder', 'Resources', and 'AdaptersBuy'. Under the 'Tests' tab, there is a 'Test Type' dropdown set to 'Test' and a 'Test' dropdown menu. The 'Test' dropdown is open, showing a search bar and a list of tests including 'Compare and Contrast the Pa...', 'Select a Test', 'Compare and Contrast the Panama Canal and Great Wall of China', 'Detect Science Unit Intro to Cells', 'Effects of Technology', 'Effects of Technology(doc_upload)', 'Lab Sample Test', 'Math Item Demonstration', 'Methods of Transporting QA-Risks and Benefits(10p)', 'Summer Grade 7 Benchmark 1', and 'Your Goals'. At the bottom left, there are radio buttons for 'Active' and 'Inactive', and two buttons: 'Save' and 'Save & Create'.

The screenshot shows the 'Assignment Configuration' page with the 'Security' tab selected. The 'Allowed Submissions' field is set to '1', 'Allowed Activations' is set to 'unlimited', 'Start' is set to '11/29/2018 5:00 PM', 'End' is set to '11/29/2019 5:00 PM', and 'TimeZone' is set to 'GMT-05:00 Eastern Time US and Canada (EST)'. Below these fields is the 'Delivery Settings' section, which contains several checkboxes: 'Require confirmation between questions.', 'Allow bookmarking in the test.', 'Allow questions to be skipped.' (checked), 'Allow backward movement in the test.', 'Show the test "pause" button.', 'Show hints.', and 'Show feedback after question is answered.'.

Step 14. Click on **AdaptaraBuy** if the assignment is available from your organization's store. Please click on [AdaptaraBuy](#) for additional information.