

<u>TestPad – How to Assign Tests to Students</u>

- 1. To assign a test
 - (a) click Assign Tests from the Assign dropdown menu.

| SLDS TRL IEP | Growth Model | LOR | PD | GOFAR | Gifted Eligibility | TestPad | EL Screener | TKES/LKES | Logout |
|--------------|-----------------|-----|--------------------|---|---|---------|-------------|-----------|--------|
| A Home | Create - Search | • ^ | ssign v | Grade | Help & Training | | | | |
| TestPad | | | 6 A 6 R 7 N | ssign Tests eset / Reop Ianage Assi | en Test gned Tests | | | | |

(b) Or click the Assign icon and then click Assign Tests to Students.



(c) Or click **Search Tests** from the **Search** dropdown menu to search for a particular test.



 Test Search Results window displays. Click on the Assign link of the applicable test.

| A Home | Orate - Seath - A | aign• | Goode • Help & Tra | in n | 4 | | | | | | |
|----------------|-------------------|-------|-----------------------------|------|-----------------------------------|---|---------------------|---|-------------|---|-------------------------------------|
| | | 8 | | | | | | | | | |
| Search Filters | | Sei | arch Result | | | | | | | | |
| | | | Text Name | Ŧ | Created By | Ŧ | Created/Modified On | т | Test Status | Ŧ | Actions |
| Grade | Select Rens. | 1 | HG RESA Grade 2 Geometry | 1 | Training_SystemUser [District] | | 03/12/2018 | | Public | | Annies Services limit Direct Classe |
| Subject | Select Item | | Text 5 M | | Training_SystemUser [D60/kt] | | 11/27/2017 | | Public | | Analta Preview-Just Print Glass |
| Level | Select Item. | • | Mix 3mt 2017 | | Training_SystemUser [District] | | 11/26/2017 | | Public | | Assists Preview-Inst Print Classe |
| Bank | Select Items. | 0 | 0100 | 10 | · iteres per page | | | | | | 1 - 3 of 3 items |
| Created By | Select Brank - | | | | | | | | | | |
| | _ | - 1 | | | | | | | | | |

3. Complete the **Test Information** and **Test Attributes** sections.



4. The last section is reserved for defining which student(s) should be assigned the test. The teacher's course sections are listed on the left. Click the + plus sign to expand and see all students registered in that section. Select one, some, or all students the test is to be assigned to. Click the checkbox to quickly select 'all' the students.

| Student Information | Selected stude | Selected student: | | | | | | | |
|---|----------------|-------------------|------|--------------|---|--------------------------|--|--|--|
| Select student | GTD | T Last Name | Ŧ | First Name | ۲ | | | | |
| | 9001982738 | Bowlin | | Shera | | Bernzee Student Activity | | | |
| VL - EIP READING RESOURCE GRADE 5 | 9000844366 | Dillard | | Lavonna | | Bernove Student Activity | | | |
| Y1 - Homeson Grade S - Section CD1 | 9000376663 | Hornsby | | Le | | Bemave Student Activity | | | |
| Shera Bowlin | 9002409328 | Mccomb | | Ramiro | | Bemove Student Activity | | | |
| Lavona Dilard Le Harrohy | 9000986357 | Overton | | Arapel | | Bernove Student Activity | | | |
| Ramiro Mccomb | 9003239957 | Pina | | Geralyn | | Bernove Student Activity | | | |
| Argel Overton | 9002915398 | Bauch | | Estefana | | Remove Student Activity | | | |
| Children Rauch | 9003199132 | Schaal | | Vaughn | | Bemove Student Activity | | | |
| Varght Schall | 9000389711 | Schiling | | Inga | | Demove Student Activity | | | |
| 🕐 🔲 YI - Language Arts Grade 5 - Section 50 | 0000 | 10 | • 10 | ris per page | | 1 - 9 of 9 items | | | |
| Image: Y1 - Language Arts Grade 5 - Section 50 | | | - | | - | | | | |

 Use the ADD button to confirm the student selection. The assigned students are listed by name along with additional features/links. Lastly, choose to cancel, preview or

complete the assignment process.

