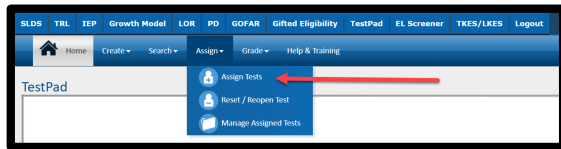


TestPad – How to Assign Tests to Students

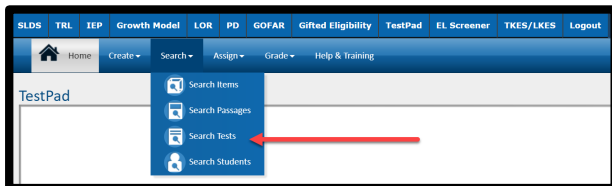
- To assign a test –
 - click **Assign Tests** from the **Assign** dropdown menu.



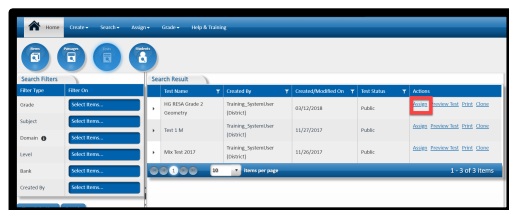
- Or click the **Assign** icon and then click **Assign Tests to Students**.



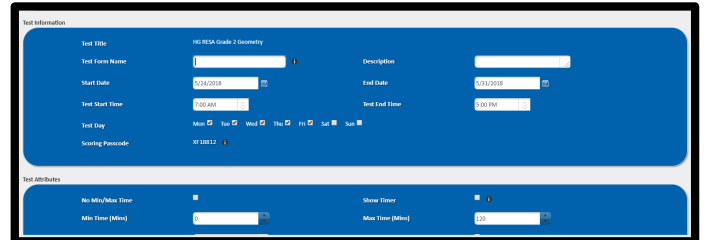
- Or click **Search Tests** from the **Search** dropdown menu to search for a particular test.



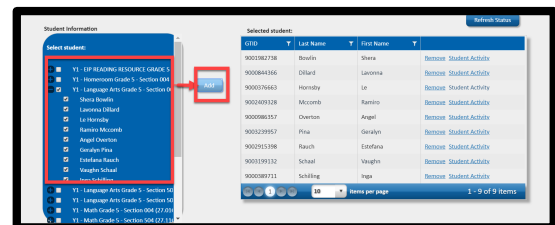
- Test Search Results window displays. Click on the **Assign** link of the applicable test.



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



- 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.



- 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.

