TestPad
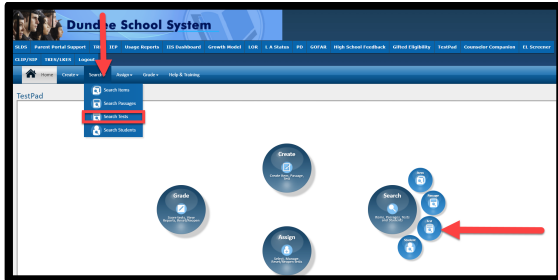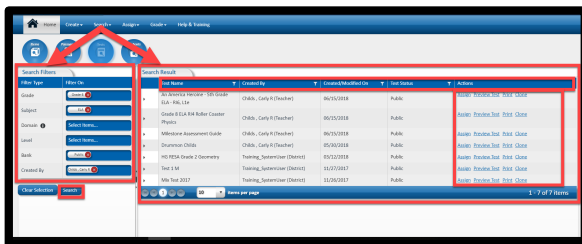# Manage/Find Test

1. To find (manage) a test which has not yet been assigned to any student(s), click **Search Tests** from the **Search** dropdown menu or the **Search** icon.
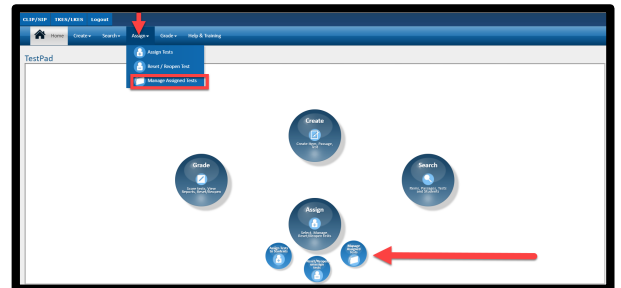

2. A **Search** screen displays. Users can use the various **Search Filters** on the left side of the screen, then click the **Search** button, to locate a specific test. Otherwise, users can simply find a test using the **Search Results** window on the right side of the screen. Tests are displayed 10 per page and each column header can be clicked to sort/filter the displayed results.

3. The **Search Results** window provides the user with **Actions** to either **Assign**, **Preview**, **Print** and/or **Clone** the test.

4. To find (manage) tests that have already been assigned to students, click **Manage Assigned Tests** from the **Assign** dropdown menu or **Assign** icon.

5. A similar **Search** screen displays as detailed in Paragraph # 2 with mostly identical features and functions. The biggest difference is the **Actions** available to the user from the **Actions** menu. Users can **Manage** and/or **Print Test Roster**.