

## <u>TestPad</u> Manage/Find Test

 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.



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

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Search Filters	Search Filters					
Filter Type	Titter On	Test form Name T	Test Name T	Created By T	Status 🔻	Actions
Grade	Select Items	An America Heroine - 5th Grade ELA - 105, L1e	An America Heroine - 5th Grade ELA - 816, L2e	Childs , Carly R	Test Assigned	Manage Etitt Sent Roster
Subject	Select Items	Grade 8 ELA R54 Roller Coaster Physics	Grade 8 ELA 814 Roller Coaster Physics	Childs , Carly R	Test Assigned	Manage Print Test Roster
		Milestone Assessment Guide	Milestone Assessment Guide	Childs , Carly R	Test Assigned	Manage Erint Test Roster
Dorrain O	Select Search Criteria	3ry.4	Drammon Childs	Childs , Carly R	Test Assigned	Manage Etict.Text.Roster
Standard O	Select Search Criteria	Try #2	Drummon Childs	Childs , Carly R	Test Assigned	Manage Print Test Roster
Test Status	Select Items	Drummon Childs 2	Drummon Childs	Childs , Carly R	Test Assigned	Manage Erint.Test.Roster
		Drummon Childs	Drummon Childs	Childs , Carly R	Test Assigned	Manage Erict.Text.Roster
Created By	SORGI DOTO	a a a a a a a a a a a a a a a a a a a				1 - 7 of 7 items
Clear Selection	Scarch					