

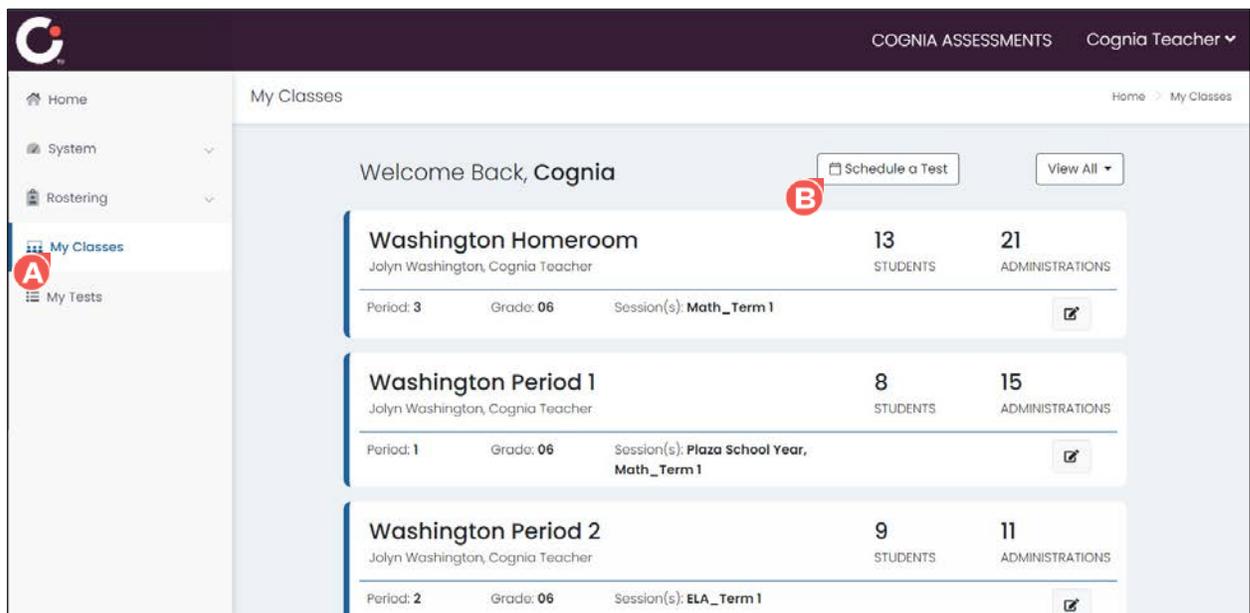


Schedule a Cognia Test

Cognia™ created tests must be scheduled from the My Classes page.

To schedule a Cognia test:

1. Select the **My Classes** **A** menu located on the left side of the page. This opens your list of classes.
2. Click the **Schedule a Test** **B** button. This opens the Select a Test window.



- By default, Shared Tests is selected in the **Test Type** **C** drop-down list. This displays the Cognia created tests that are available for scheduling.

Tips: Use the **Search Tests** **D** field, **Content Area** **E** drop-down list, and/or **Grade** **F** drop-down list to filter the list of tests. Use the **page numbers** **G** and/or **navigation arrows** **H** to navigate through the different pages of tests. Click a **column header** **I** to sort the tests by that column and click the header a second time to reverse sort the list.

- Locate the test you want to schedule, and then click anywhere on the **test** **J** to select it.
- Click the **Select Test** **K** button located in the lower right of the window. This opens the Schedule and Assign window.

Select a Test to Schedule

Test Type: Shared Tests (C) | Test Name: Search Tests (D) | Content Area (E) | Grade (F)

1 to 12 (12) | « 1 » (G, H)

Test Name (I)	Content Area	Grade	Standards	Items	Date Created
<input checked="" type="radio"/> Interim Language Usage Gr3 Form 1 (J)	Language Usage	03	14 Standards	46	April 19, 2022
<input type="radio"/> Interim Language Usage Gr3 Form 2	Language Usage	03	13 Standards	46	April 20, 2022
<input type="radio"/> Interim Language Usage Gr4 Form 1	Language Usage	04	15 Standards	46	April 19, 2022
<input type="radio"/> Interim Language Usage Gr4 Form 2	Language Usage	04	17 Standards	46	April 20, 2022
<input type="radio"/> Interim Language Usage Gr5 Form 1	Language Usage	05	18 Standards	46	April 19, 2022
<input type="radio"/> Interim Language Usage Gr5 Form 2	Language Usage	05	15 Standards	46	April 20, 2022

Cancel | Select Test (K)

6. By default, the **Administration Name** ^L is the test name followed by *Administration*. Edit the name if desired.
7. Click in the **Start Date** ^M and **End Date** ^N fields to select the testing dates from the calendar.
8. (Optional) Select an **Academic Session** ^O from the drop-down list to filter the list of classes by the selected session.
9. Select a class from the **Assign to Classes** ^P drop-down list. (Multiple classes may be selected.) Upon selecting a class, the list of students within the selected class(es) displays.

Tip: Click a **column header** ^Q to sort the students by that column and click the header a second time to reverse sort the list.
10. Click anywhere on a **student** ^R to select them.
11. Once you've completed making all selections, click the **Assign Test** ^S button. The test is scheduled, and you are returned to the My Classes page.

Schedule And Assign ✕

Administration Name

Start Date End Date

Academic Session Assign to Classes

👤 8 students in 1 class

Student	Class
Santiago Gonzalez	Washington Period 1
Benjamín Martinez	Washington Period 1