



## **Schedule a Teacher Created Test**

Teachers can only access their own tests, which can be scheduled from the My Tests or My Classes page.

- 1. To schedule a test from the My Tests page, skip to step 2. To schedule a test from the My Classes page, select the **My Classes** in menu located on the left side of the page.
  - **a.** Click the **Schedule a Test** <sup>(1)</sup> button. This opens the Select a Test window.

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合 Home		My Classes		Home 💚 My Classes
<ul> <li>System</li> <li>Rostering</li> </ul>	с 0	Welcome Back, <b>Cognia</b>	B Schedule a Test	View All 💌
III My Classes		Washington Homeroom Jolyn Washington, Cognia Teacher	13 STUDENTS	21 ADMINISTRATIONS
My Tests		Period: 3 Grade: 06 Session(s): Math_Term 1	č.	ß

**b.** By default, the shared Cognia tests that are available for scheduling displays. To view your created tests, select **My Tests** from the **Test Type O** drop-down list.

**Tips:** Use the **Search Tests (D)** field, **Content Area (E)** drop-down list, and/or **Grade (F)** dropdown list to filter the list of tests. Use the **page numbers (C)** and/or **navigation arrows (E)** 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.

- **c.** Locate the test you want to schedule, and then click anywhere on the **test 0** to select it.
- **d.** Click the **Select Test** If button located in the lower right of the window. This opens the Review Test page.

Test Type	Test Name		Con	Grade	
My Tests	× V Search Tes	sts	۹ 🖪	~	
⊕ Create New Test				1 to 20 (109) «	( 1 2 3 4 )
lest Name	🔶 Content Area	Grade	Standards	Items	Date Created
Term 1 ELA	ELA	08	3 Standards	3	October 27, 2022
O Term 1 Reading	ELA	08	2 Standards	2	November 8, 2022

e. Click the Schedule and Assign <sup>1</sup> button. This opens the Schedule and Assign window.

Test Details	
The second se	
Review Test	
Term 1 Reading	
Math Grade 08 Grade 8: 2 Standards	2 Items 2 Total Points
Item 1 1 Point	Тура:
	Choice
Which statement best proves	Standard Alignment:
describe a right triangle?	
	Metadata: Learning Target: I <b>can ide</b> r
A triangle with	
← Back	Schedule And Assign
	Term 1 Reading Math       Grade 08       Grade 8: 2 Standards         Item 1       1 Point         Which statement best proves that the given side lengths describe a right triangle?         A triangle with

- 2. To schedule a teacher created test from the My Tests page, select the **My Tests** <sup>1</sup>/<sub>10</sub> menu located on the left side of the page. This opens your list of created tests.
  - **a.** Click the **calendar (**) icon for the test you want to schedule. This opens the Schedule and Assign window.

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Rostering	×		Search Tests		۹		×		~
🖬 My Classes		2 Tests						⊕ Crea	te New Test
i≣ My Tests		Term 1	ELA						
		ELA	08	1 Standard	3 Items	Created: October 27, 2022		Ń	• 8
		Term 1	Reading					<b>W</b>	
		ELA	08	1 Standard	4 items	Created: October 13, 2022	ADMINISTRATION	0	• 8



- **3.** By default, the **Administration Name O** is the test name followed by *Administration*. Edit the name if desired.
- 4. Click in the Start Date <sup>©</sup> and End Date <sup>©</sup> fields to select the testing dates from the calendar.
- 5. (Optional) Select an Academic Session <sup>(C)</sup> from the drop-down list to filter the list of classes by the selected session.
- 6. Select a class from the Assign to Classes S 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 o** to sort the students by that column and click the header a second time to reverse sort the list.

- 7. Click the Select All <sup>●</sup> button to select all students in the list or select the checkbox <sup>●</sup> to the left of a student's name to select individual students in the list.
- **8.** Once you've completed making all selections, click the **Assign Test** 0 button. The test is scheduled, and you are returned to the My Classes or My Tests page.

2022	
Assign to Classes	
Washington Period 1 X	~
Washington Period 2 ×	,
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Washington Period 1	
Washington Period 1	
Washington Period 1	
	Assign to Classes Washington Period 1 X Washington Period 2 X Class Washington Period 1 Washington Period 1