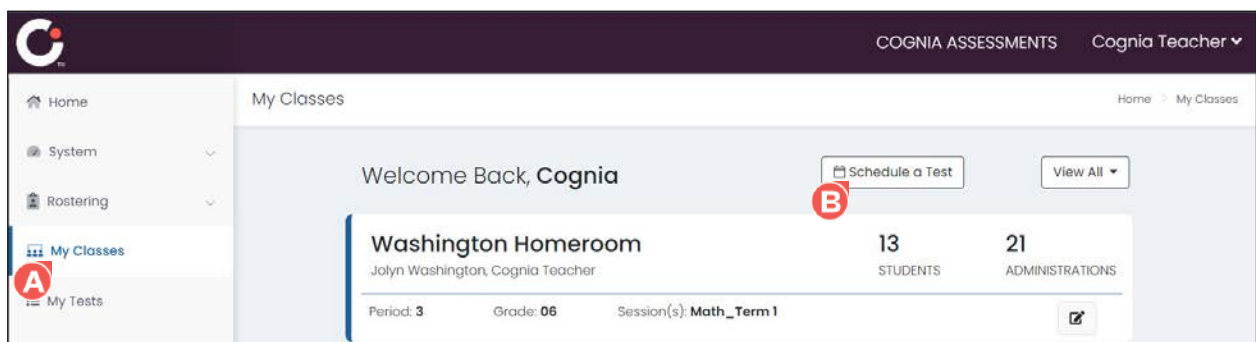




# Schedule a Teacher Created Test

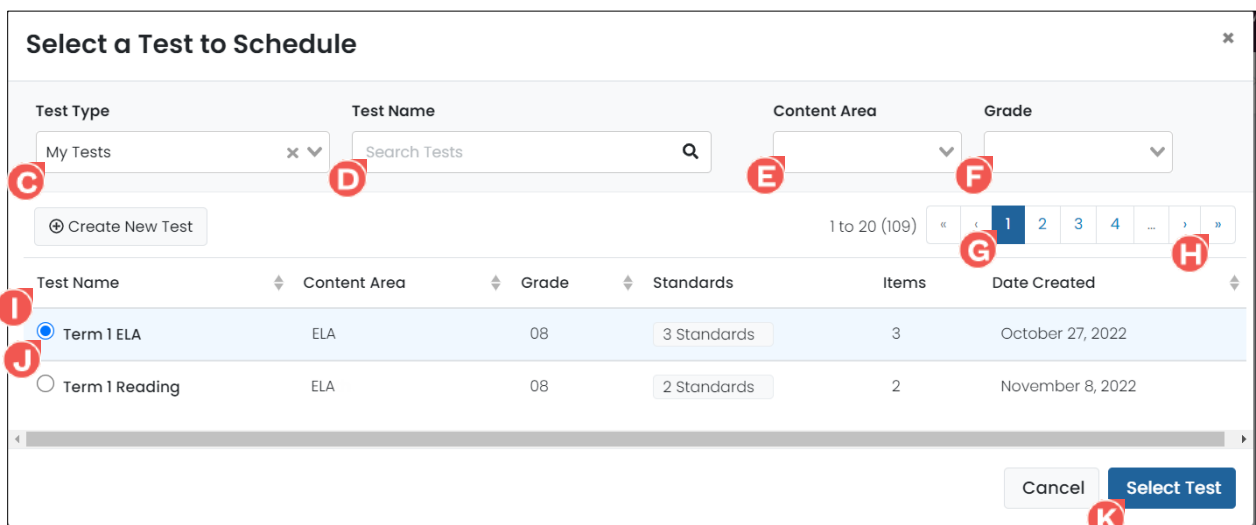
Teachers can only access their own tests, which can be scheduled from the My Tests or My Classes page.

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** **A** menu located on the left side of the page.
  - a. Click the **Schedule a Test** **B** button. This opens the Select a Test window.

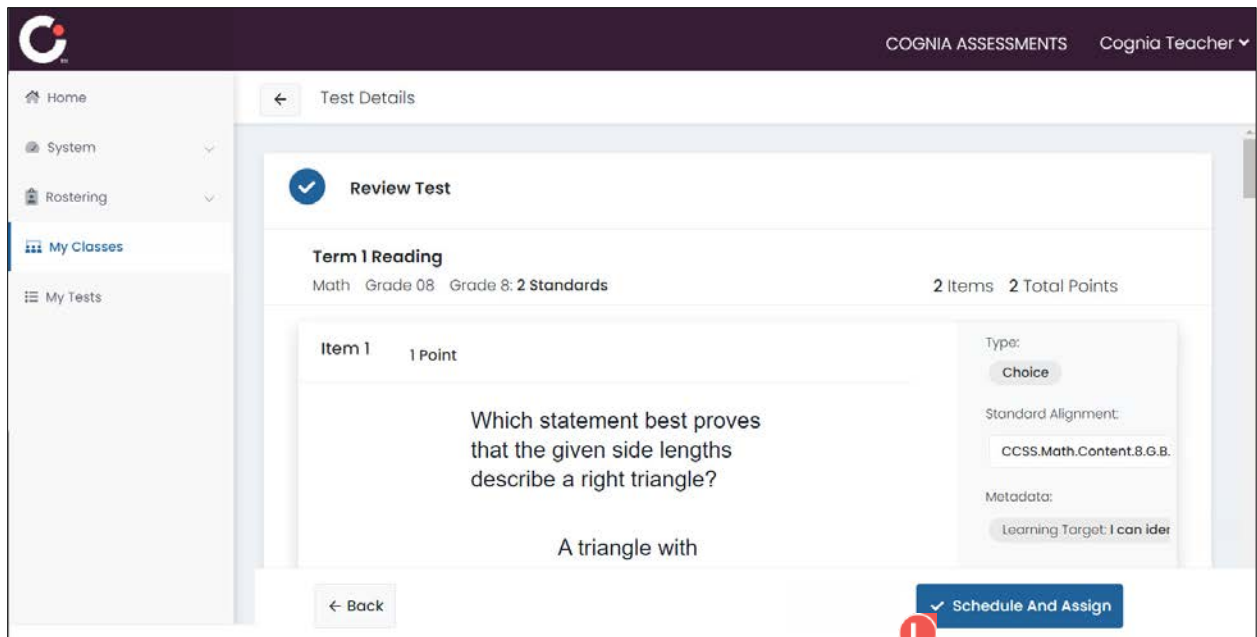


- b. By default, the shared Cognia tests that are available for scheduling displays. To view your created tests, select **My Tests** from the **Test Type** **C** drop-down list.
 

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

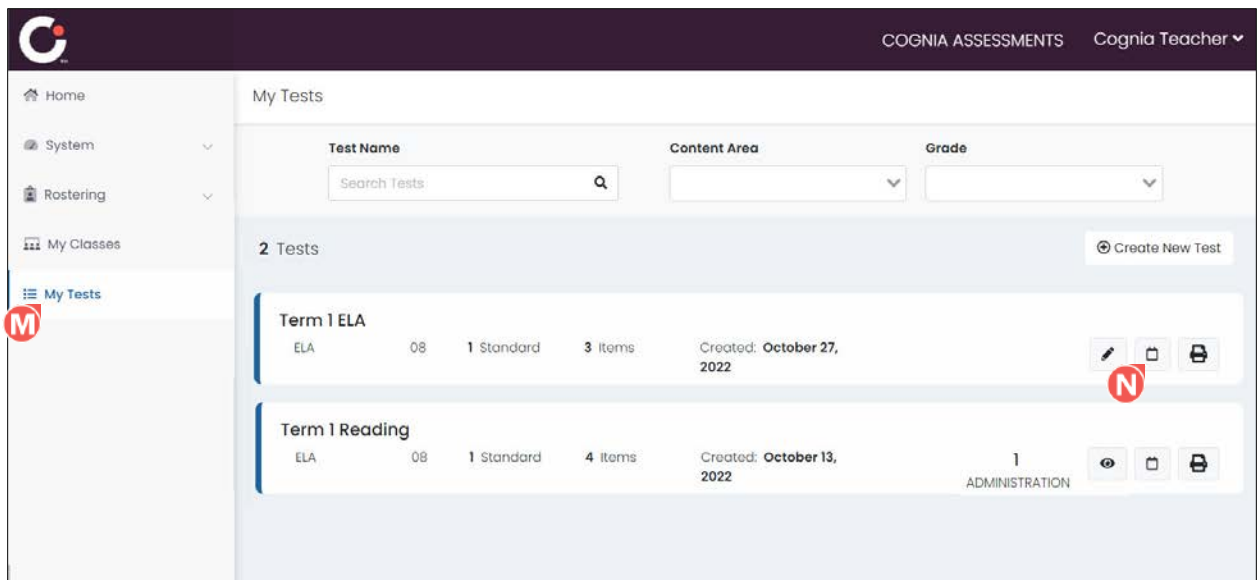











- e. Click the **Schedule and Assign** <sup>L</sup> button. This opens the Schedule and Assign window.




2. To schedule a teacher created test from the My Tests page, select the **My Tests** <sup>M</sup> menu located on the left side of the page. This opens your list of created tests.



- a. Click the **calendar** <sup>N</sup> icon for the test you want to schedule. This opens the Schedule and Assign window.







- By default, the **Administration Name**  is the test name followed by *Administration*. Edit the name if desired.
  - Click in the **Start Date**  and **End Date**  fields to select the testing dates from the calendar.
  - (Optional) Select an **Academic Session**  from the drop-down list to filter the list of classes by the selected session.
  - Select a class from the **Assign to Classes**  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**  to sort the students by that column and click the header a second time to reverse sort the list.
- Click the **Select All**  button to select all students in the list or select the **checkbox**  to the left of a student's name to select individual students in the list.
  - Once you've completed making all selections, click the **Assign Test**  button. The test is scheduled, and you are returned to the My Classes or My Tests page.


### Schedule And Assign ✕


Administration Name 




Start Date   End Date 

Academic Session   Assign to Classes 

 30 students in 2 classes 

Washington Period 1 

Washington Period 2 

Student 	Class 
<input type="checkbox"/> Santiago Gonzalez	Washington Period 1
<input checked="" type="checkbox"/> Benjamín Martinez 	Washington Period 1
<input type="checkbox"/> Sebastian Lopez	Washington Period 1