

# Test Management Step by Step Guide

## Teachers and School Administrators

### Overview

**My test library** – *Lists tests created by you in Test Construction*

**Step 1:** Assign tests

- Set test windows
- Assign students to test

**Step 2:** Return to My scheduled tests, or print materials for this assignment

**Optional:** Copy test

- Create a copy of the test to allow it to be edited in Test Construction

**My scheduled tests** – *Tests scheduled by you, your school, or your district*

**Step 1:** Print student test materials

- Choose paper or online testing for each student

**Step 2:** Print test booklets

**Step 3:** View Student Roster

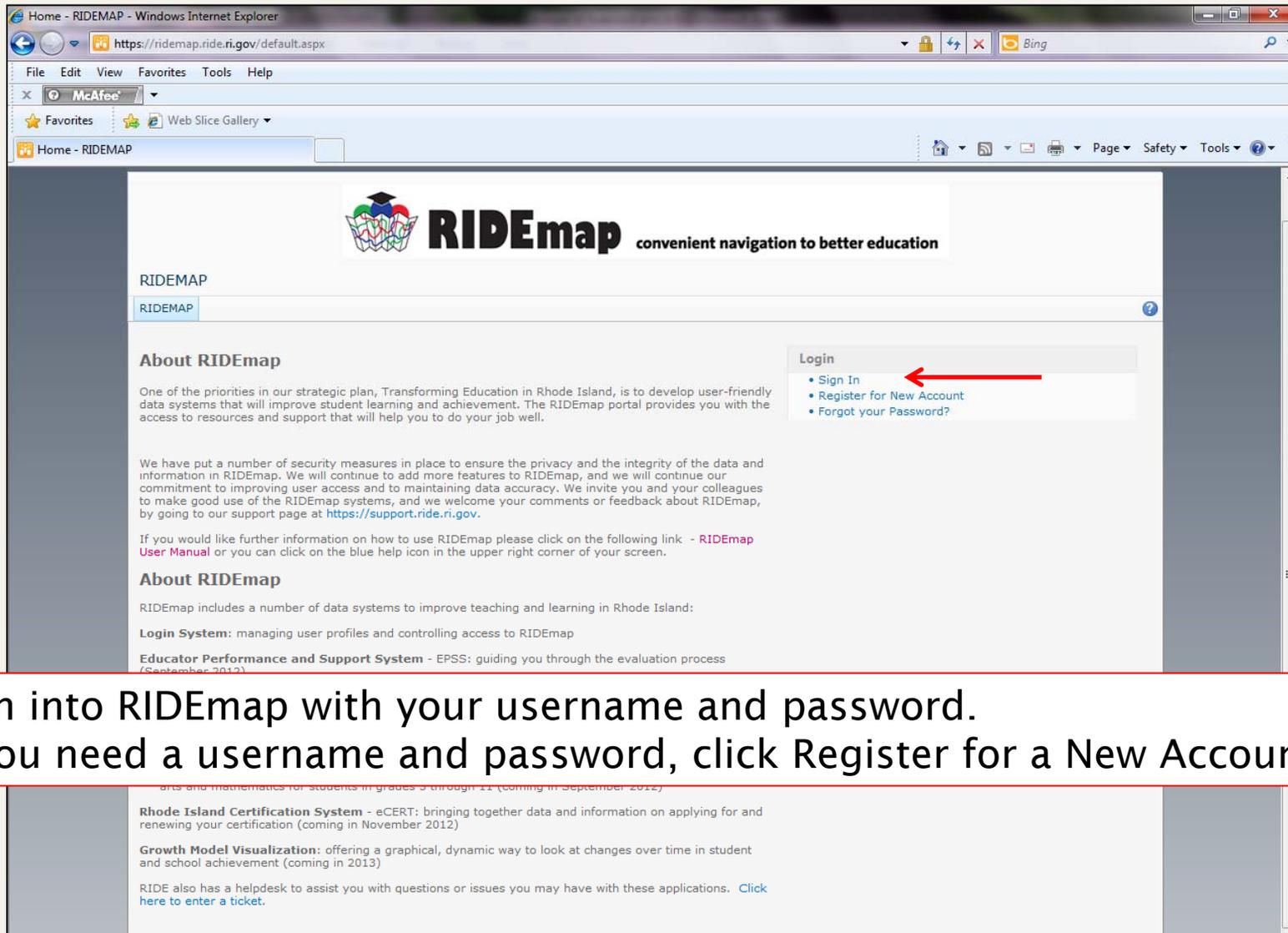
- Roster of students assigned to the test
- Monitor online testing status

**Step 4:** Add/Remove Students

- Assign more students to the test

**Other:** Interim Tests – Practice Test - Differences for School Administrators

# Teacher - Login



The screenshot shows the RIDEmap website in a Windows Internet Explorer browser. The address bar displays <https://ridemap.ride.ri.gov/default.aspx>. The page features the RIDEmap logo with the tagline "convenient navigation to better education". A navigation menu includes "RIDEMAP" and "About RIDEmap". The "About RIDEmap" section contains text about the strategic plan and security measures. A "Login" box on the right side of the page lists three options: "Sign In", "Register for New Account", and "Forgot your Password?". A red arrow points to the "Sign In" option. Below the screenshot, a red-bordered box contains the following text:

Sign into RIDEmap with your username and password.  
If you need a username and password, click Register for a New Account.

# Login



**RIDEmap** convenient navigation to better education

RIDEMAP

RIDEMAP

District Exchange

ISS-PROJECT

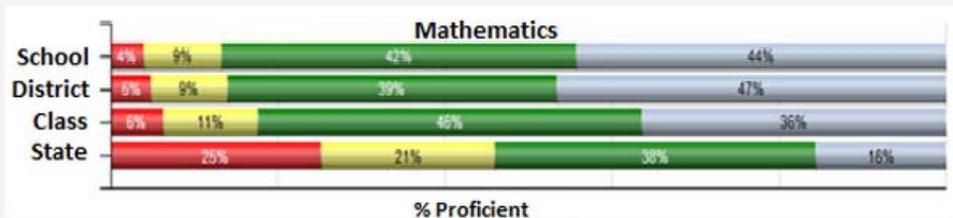


RIDEMap Alerts

Hints and Tips

**Teachers: Look at what is waiting for you inside the Instructional Support System**

*Understand your class's achievement against the school, district and state*



*Drill to see individual student proficiency by demographic characteristics*

Student List -

Student Grade Race /

Monthly Maintenance

RIDEMap Monthly Maintenance is scheduled for the 3rd Thursday of every month from 6 pm to 12 am.

Please plan accordingly.

Help Desk

RIDE also has a helpdesk to assist you with questions or issues you may have with these applications.

[Click here to enter a ticket.](#)

Public

- Formative Assessment PD
- InfoWorks!
- My eCert
- Rhode Island Growth Model
- The Academy for Transformative Leadership

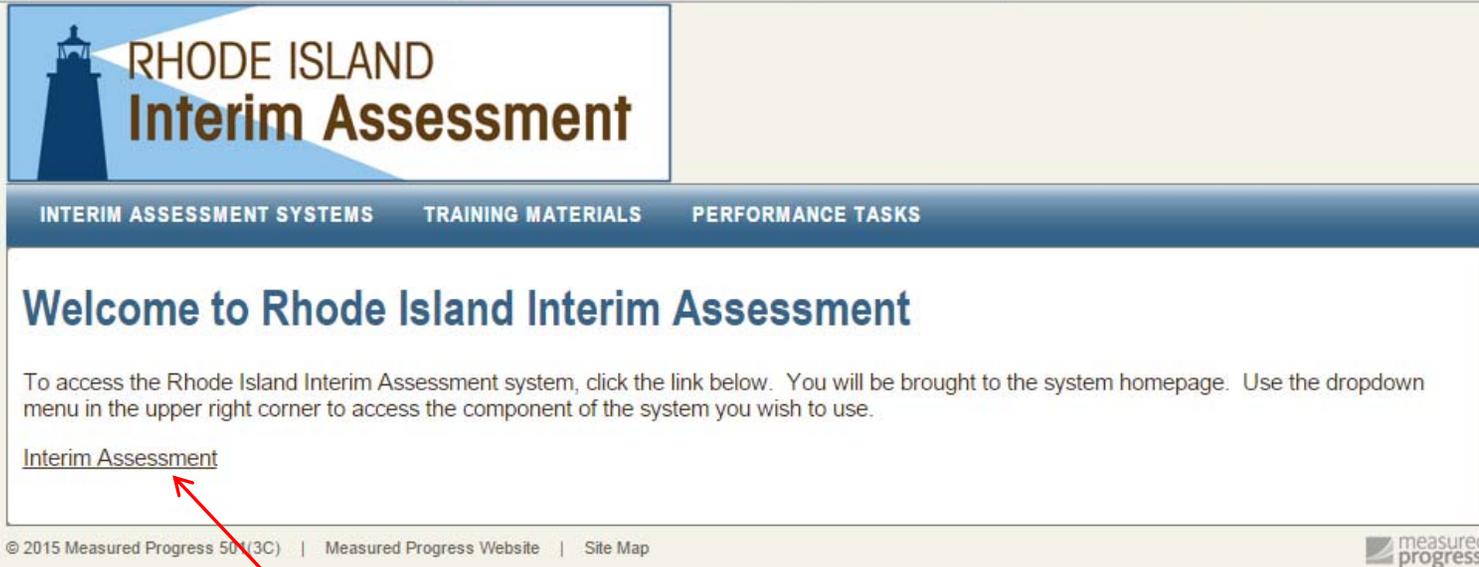
State

- ADFS Test
- Instructional Support System
- Interim Assessment

Once signed in, click on the Interim Assessment link.

# IMS Dashboard

---



**RHODE ISLAND  
Interim Assessment**

INTERIM ASSESSMENT SYSTEMS   TRAINING MATERIALS   PERFORMANCE TASKS

## Welcome to Rhode Island Interim Assessment

To access the Rhode Island Interim Assessment system, click the link below. You will be brought to the system homepage. Use the dropdown menu in the upper right corner to access the component of the system you wish to use.

[Interim Assessment](#)

© 2015 Measured Progress 5011(3C) | Measured Progress Website | Site Map



Click on the Interim Assessment link. This will open a new window.

NTS Home

RI Interim Assessment | RI Dept. of Education

▼ **More tools**

[NTS Home](#)

[Content Pool Management](#)

[Content Search](#)

[Test Creation](#)

[Test Management](#)

[Scanning](#)

[Scoring](#)

Choose “Test Management” from the “More Tools” dropdown menu.

# Teacher – Test Management Home Page

**My tests** i

[My scheduled tests \(6\)](#) [My test library](#)

▼ Locally Created Tests (6 tests)

Test name	Subject ▼	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	DistAdmin-t1	<a href="#">Actions</a>
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2014	Teacher10	<a href="#">Actions</a>
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	<a href="#">Actions</a>
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin-t1	<a href="#">Actions</a>
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	<a href="#">Actions</a>
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	<a href="#">Actions</a>

**My scheduled tests:** Lists tests already scheduled by you, your district, or the state.

**My test library:** Lists tests created by you that are available to be scheduled.

# My test library - Actions

The screenshot shows the 'Test Management' interface. At the top left is the 'RHODE ISLAND Interim Assessment' logo. The page title is 'Test Management'. On the right, it says 'Welcome, FnameTea10 LnameTea10 | Help'. Below the title is a breadcrumb 'Home > Test Management'. The main section is 'My tests', with two tabs: 'My scheduled tests (6)' and 'My test library'. The 'My test library' tab is active. Below the tabs is a table with columns: 'Test name', 'Subject', 'Grade(s)', 'Created by', and 'Actions'. The table lists three tests: 'Sample Test for Scoring', 'Scanning Test 082013', and 'Test for Amanda'. An 'Actions' dropdown menu is open over the 'Sample Test for Scoring' row, showing options: 'Assign test' and 'Create a copy'. The 'Created by' column shows 'Teacher10' for the first two tests and 'Teacher10' for the third.

Test name	Subject	Grade(s)	Created by	Actions
Sample Test for Scoring			Teacher10	Actions
Scanning Test 082013			Teacher10	Actions
Test for Amanda			Teacher10	Actions

**Actions:** Choose to assign the test to students or create a copy of the test.

**Note:** if you create a copy, the copy is placed in the Test Construction Tool as a draft test, to allow you to make edits. Once you finalize the test, it will appear in My test library.

# My test library – Assign test



Home > Assign test

## Assign test

You can add or remove entire sections by clicking the select box, or expand each

### Sample Test for Scoring

2

Section Teacher10 Grade06 (5 students - 0 assigned)

<input type="checkbox"/>	Last name	First name	Grade
<input checked="" type="checkbox"/>	Lname46	Fname46	06
<input checked="" type="checkbox"/>	Lname47	Fname47	06
<input type="checkbox"/>	Lname48	Fname48	06
<input type="checkbox"/>	Lname49	Fname49	06

Calendar for September 2013:

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1

Start: 09/11/2013 End: 09/11/2014

- Step 1 - Assign test:**
1. Set an administration window for the test, if desired. The default window is one calendar year from the date test was created.
  2. Assign students to the test. Students are grouped by section. Use the arrow to open each section and view the list of students. If students are missing or incorrect, contact your data manager or the RIDE helpdesk.

# My test library – Assign test

**RHODE ISLAND Interim Assessment** Test Management Welcome, FnameTea10 LnameTea10 | Help

Home > Assign test

## Assign test

You can add or remove entire sections by clicking on the section name.

**Sample Test for Scoring**

Section Teacher10 Grade06 (5 students)

Last name	
<input checked="" type="checkbox"/>	Lname46
<input checked="" type="checkbox"/>	Lname47
<input type="checkbox"/>	Lname48
<input type="checkbox"/>	Lname49
<input type="checkbox"/>	Lname50

< Return to my tests

This test is available between these dates:  
Start: 09/11/2013 End: 09/11/2014

Grade
06
06
06
06
06

Cancel Update

**✔ Your test has been assigned**

This test assignment will now appear in the list on your "My scheduled tests" tab.

What would you like to do next?

- View/print student roster
- Print student test materials
- Add/remove students
- Create a new assignment
- Return to my tests

**Step 2 - Assign test:** A message lets you know your test has been assigned. The test will now appear in My scheduled tests, with the chosen start date and end date. If you wish to create a new administration window for the same test, select "Create a new assignment". The other options can be accessed here or through My scheduled tests.

# My scheduled tests

The screenshot shows the 'Test Management' interface. At the top left is the 'RHODE ISLAND Interim Assessment' logo. The page title is 'Test Management'. On the top right, it says 'Welcome, FnameTea10 LnameTea10 | Help'. Below the title is a breadcrumb 'Home > Test Management'. The main section is 'My tests', which has an information icon (i) on the right. Under 'My tests', there are two tabs: 'My scheduled tests (6)' (selected, with a red arrow pointing to it) and 'My test library'. Below the tabs is a section for 'Locally Created Tests (6 tests)'. This section contains a table with the following data:

Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	DistAdmin-t1	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2014	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin-t1	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	Actions

Below the table is a callout box with the text: 'My scheduled tests: Return to the My scheduled tests home page to review the rest of the options under "Actions"'

# My scheduled tests - Actions

1

Locally Created Tests (6 tests)						
Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	DistAdmin-11	<ul style="list-style-type: none"> <li>Print test booklets</li> <li>View/print student roster</li> <li>Print student test materials</li> <li>Add/remove students</li> </ul>
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2014	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin-11	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu	Seventh G	08/27/2013	08/27/2014	Teacher10	Actions

2

Locally Created Tests (6 tests)						
Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	DistAdmin-11	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2014	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	<ul style="list-style-type: none"> <li>Add/remove students</li> </ul>
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin-11	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu	Seventh G	08/27/2013	08/27/2014	Teacher10	Actions

Note: Available actions depend on the start date of the test. In example 1, above, the start date has passed and the user can access all test materials. In example 2, the start date has not yet happened. The user can only add or remove students assigned to take the test.

# My scheduled tests – Student test materials

The screenshot shows the 'Test Management' interface for the Rhode Island Interim Assessment. The page title is 'Test Management' and the user is logged in as 'FnameTea10 LnameTea10'. The breadcrumb trail is 'Home > Test Management'. Under 'My tests', there are two tabs: 'My scheduled tests (6)' and 'My test library'. A dropdown menu for 'Locally Created Tests (6 tests)' is open, showing a table of tests. The table has columns for Test name, Subject, Grade, Start date, End date, and Created by. The 'Print student test materials' option in the 'Actions' column is circled in red. Below the table, a red-bordered box contains the text: 'Step 1 - Print student test materials : click to choose paper testing or computer testing for each student assigned to the test.'

Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	Teacher10	Print test booklets View/print student roster Print student test materials Add/remove students
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2013	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin11	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	Actions

# My scheduled tests – Student test materials



Home > Print student test materials

## Student Test Materials

Sample Test for Scoring

09/03/2013 - 09/03/2014

Section view

Entire roster

Select student test material type



Print

Entire Roster (5 students)

**Last name** v

First name

M.I.

ID

Select student test material type

Answer sheets

Online test tickets

<input type="checkbox"/>	Last name	First name	M.I.	ID			
<input checked="" type="checkbox"/>	Lname46	Fname46		4517	06	Teacher10 Gra...	Sample Test for...
<input checked="" type="checkbox"/>	Lname47	Fname47		4518	06	Teacher10 Gra...	Sample Test for...
<input type="checkbox"/>	Lname48	Fname48		4519	06	Teacher10 Gra...	Sample Test for...
<input type="checkbox"/>	Lname49	Fname49		4520	06	Teacher10 Gra...	Sample Test for...
<input type="checkbox"/>	Lname50	Fname50		4521	06	Teacher10 Gra...	Sample Test for...

**Print student test materials** : Select individual students or the entire roster. Next, choose Answer sheets or Online test tickets. Then, click "Print". Every student needs a test ticket to login to computer-based test.

# My scheduled tests – Student test materials

**STUDENT ANSWER SHEET**

Student Name :	Lname46, Fname46
Student ID :	4517
Grade :	06
Test Name :	Sample Test for Scoring
Form Name :	Sample Test for Scoring
School Name :	Demonstration District 1 School 1

**Paper-based Testing:** A new tab will open and present a file of student answer sheets for every student selected in the previous step. Student information is pre-populated into the box in the upper right corner. Answer sheets are unique to each student and cannot be photocopied. Print this file.

# My scheduled tests – Student test materials

TestTeacherPrint (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Portal - Staging Portal Print student test materials TestTeacherPrint (application/pdf Ob... x +

measuredprogress.org https://tm.uat.nimble.measuredprogress.org/tsa/TestTeacherPrint

139% Collaborate Sign Find

**RHODE ISLAND Interim Assessment**

**Student Login Tickets**

Sample Test for Scoring

Teacher10 Grade06

**Student Name:** Lname46, Fname46

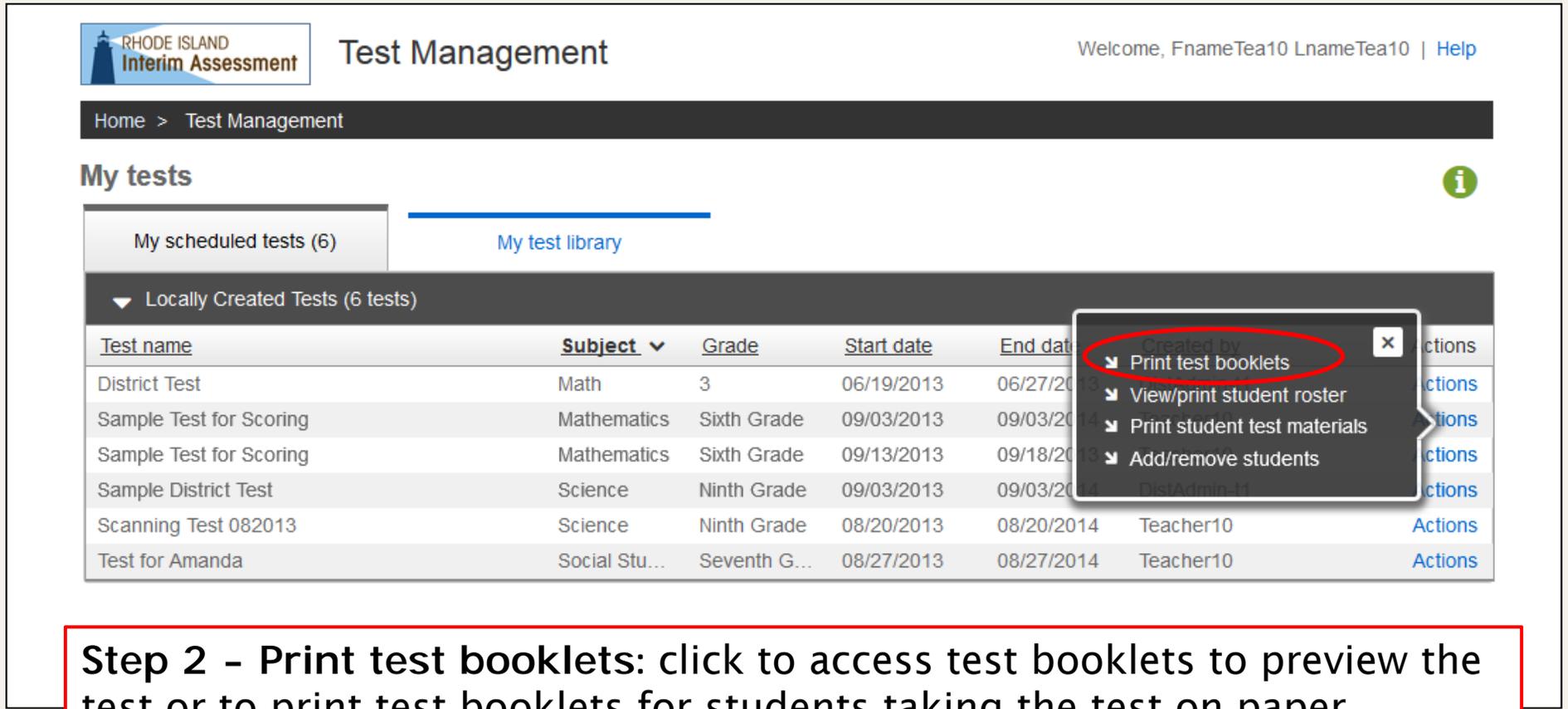
**Student ID:** 4517

**User Name:** Student46

**Password:** Student46

**Computer Testing :** A new tab will open and present a file of login tickets for every student selected in the previous step. Each student will need a login ticket to access computer-based tests. Print this file, cut out the individual login tickets, and distribute them to students.

# My scheduled tests – Print test booklets



Home > Test Management

## My tests

My scheduled tests (6) | My test library

Locally Created Tests (6 tests)

Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013		Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2014		Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013		Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin11	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	Actions

Created by

- Print test booklets
- View/print student roster
- Print student test materials
- Add/remove students

**Step 2 - Print test booklets: click to access test booklets to preview the test or to print test booklets for students taking the test on paper.**

# My scheduled tests – Print test booklets

TestMaterialPrint (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Portal - Staging Portal Test Management TestMaterialPrint (application/pdf Object) +

measuredprogress.org https://tm.uat.nimble.measuredprogress.org/tsa/TestMaterialPrint?x=nxZ%2Be2kyVnifSEJ4DxnF110L34fQ63ZtQyy4%2ByK4RzEXIRD6a8PWCgHsNB Google

139% Collaborate Sign Find

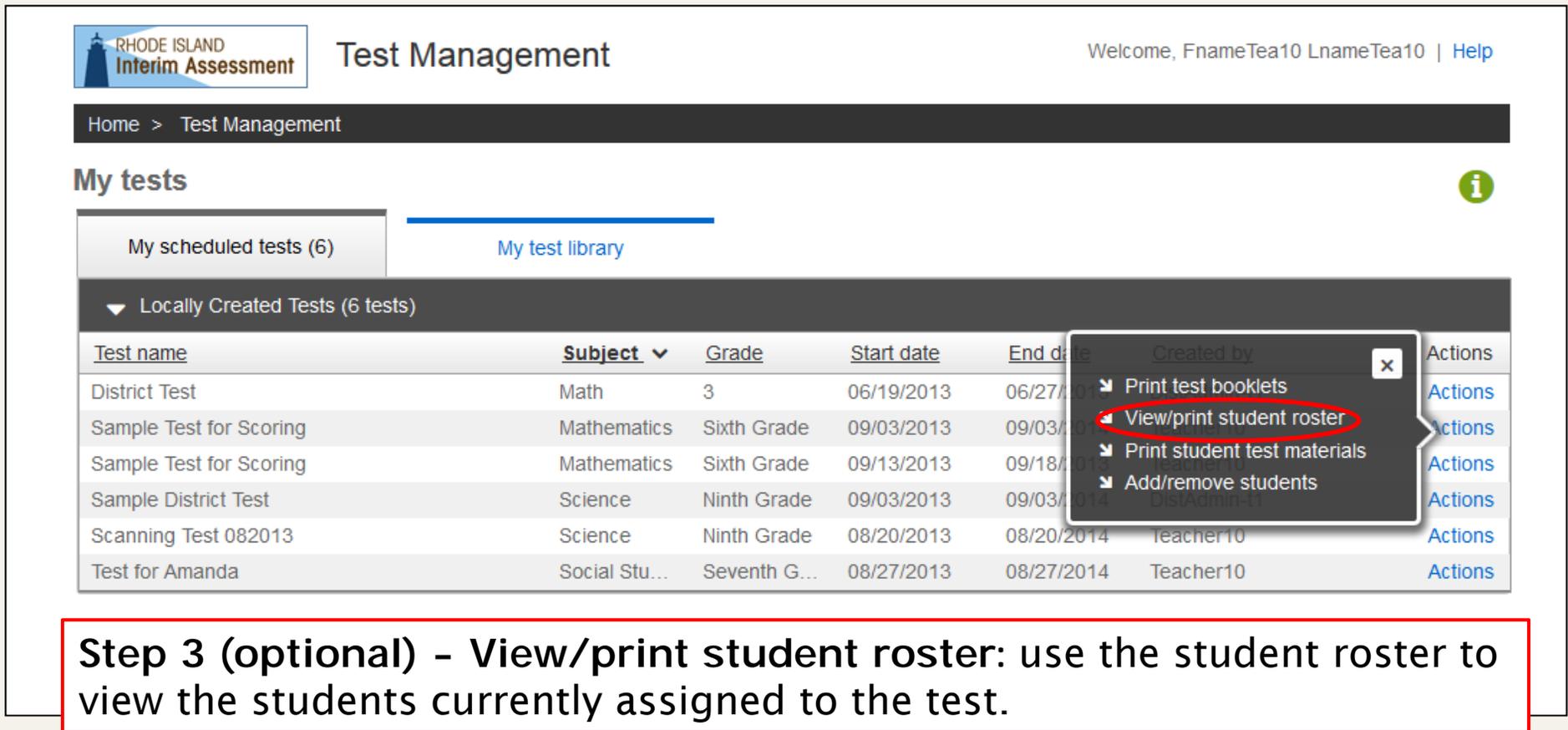
## Sample Test for Scoring

1. Owen bought 2 kilograms of flour. He used 300 grams of flour to bake cookies. How many kilograms of flour were left?
2. The net of a rectangular prism is shown below.

**Test booklet:** a new tab will open with a PDF of the test booklet. Print this file and photocopy it, as needed. Make sure students have the correct test booklet to match their answer sheets.

 **Tip:** There is only one form of the fixed-form interim tests this year. It is no longer necessary to match the test booklet with the form on the answer sheet.

# My scheduled tests – student roster



The screenshot shows the 'Test Management' interface for the Rhode Island Interim Assessment. The page title is 'Test Management' and the user is logged in as 'FnameTea10 LnameTea10'. The breadcrumb trail is 'Home > Test Management'. Under 'My tests', there are two tabs: 'My scheduled tests (6)' and 'My test library'. A dropdown menu is open for 'Locally Created Tests (6 tests)'. The table below lists six tests with columns for Test name, Subject, Grade, Start date, End date, and Created by. An 'Actions' column is on the right. A context menu is open over the 'Actions' link for the first test, 'District Test', with the option 'View/print student roster' circled in red.

Test name	Subject	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2013	Teacher10	Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013	Teacher10	Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2014	DistAdmin11	Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	Actions

**Step 3 (optional) - View/print student roster:** use the student roster to view the students currently assigned to the test.

# My scheduled tests – student roster



Home > View/print student roster

## Student Roster

Test for Amanda

08/27/2013 - 08/27/2014

Section view

Entire roster

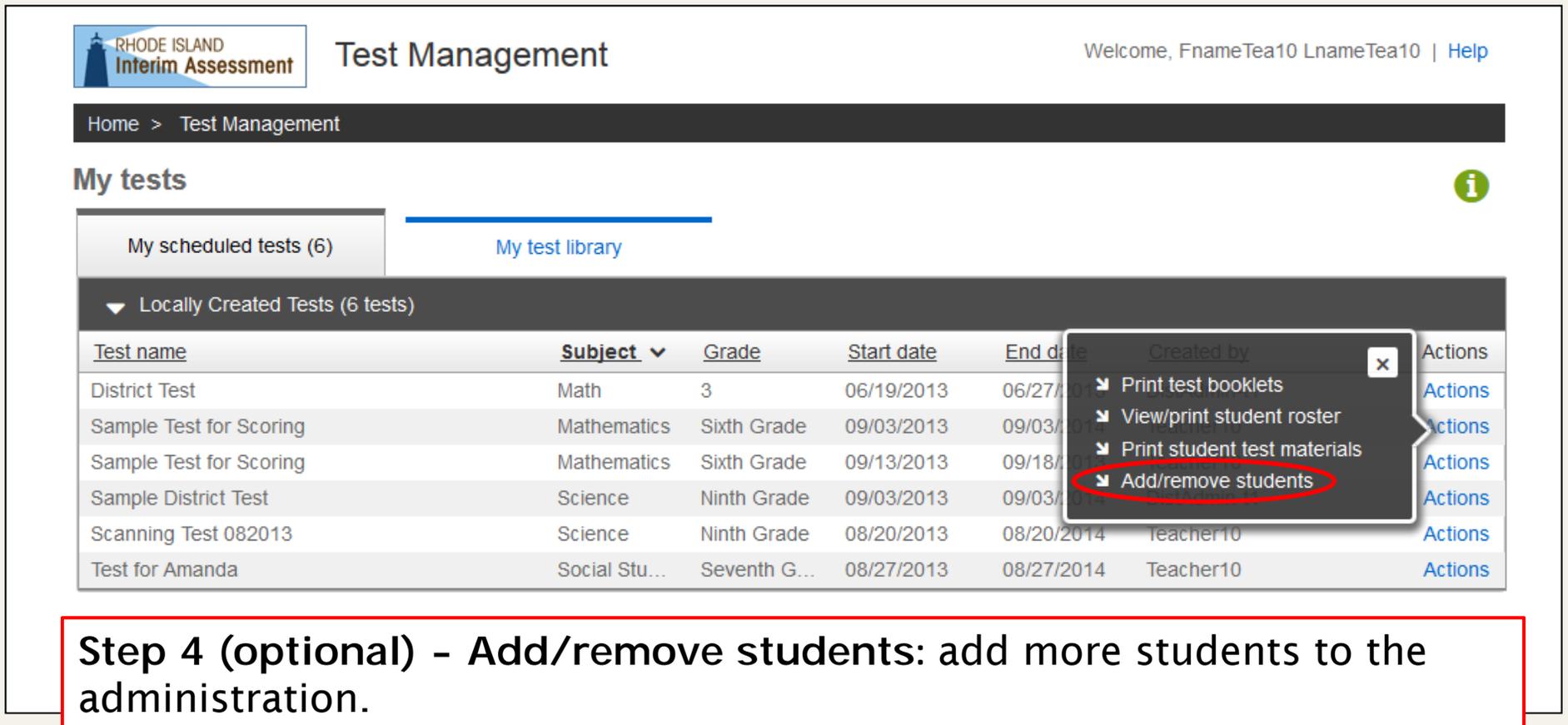
☰ Entire Roster (5 students)

Last name ▾	First name	M.I.	ID	Grade	Section	Form	★ Test Status
Lname46	Fname46		4517	06	Teacher10 ...		...
Lname47	Fname47		4518	06	Teacher10 ...		...
Lname48	Fname48		4519	06	Teacher10 ...		...
Lname49	Fname49		4520	06	Teacher10 ...		...
Lname50	Fname50		4521	06	Teacher10 ...		...

**Student roster:** View the entire roster of assigned students, or select Section view.

★ **Tip:** Refer to the Test Status column during computer testing for a status on students who have not logged in, are actively testing, or have submitted tests.

# My scheduled tests – Add/remove students



**My tests** i

My scheduled tests (6) My test library

▼ Locally Created Tests (6 tests)

Test name	Subject ▼	Grade	Start date	End date	Created by	Actions
District Test	Math	3	06/19/2013	06/27/2013		Print test booklets View/print student roster Print student test materials Add/remove students
Sample Test for Scoring	Mathematics	Sixth Grade	09/03/2013	09/03/2013		Actions
Sample Test for Scoring	Mathematics	Sixth Grade	09/13/2013	09/18/2013		Actions
Sample District Test	Science	Ninth Grade	09/03/2013	09/03/2013		Actions
Scanning Test 082013	Science	Ninth Grade	08/20/2013	08/20/2014	Teacher10	Actions
Test for Amanda	Social Stu...	Seventh G...	08/27/2013	08/27/2014	Teacher10	Actions

**Step 4 (optional) - Add/remove students: add more students to the administration.**

# My scheduled tests – Add/remove students

Test ManagementWelcome, FnameTea10 LnameTea10 | [Help](#)

[Home](#) > [Assign test](#)

## Assign test

You can add or remove entire sections by clicking the select box, or expand each section to add or remove individual students.

**Sample Test for Scoring**This test is available between these dates:  
Start:  End:

Section Teacher10 Grade06 (5 students - 2 assigned)

	Last name ▼	First name	M.I.	ID	Grade
<input checked="" type="checkbox"/>	Lname46	Fname46		4517	06
<input checked="" type="checkbox"/>	Lname47	Fname47		4518	06
<input type="checkbox"/>	Lname48	Fname48		4519	06
<input type="checkbox"/>	Lname49	Fname49		4520	06
<input type="checkbox"/>	Lname50	Fname50		4521	06

**Add/remove students:** use the check boxes to add more students to the administration. You cannot change the administration dates from this screen, that must be done when the test is originally assigned.



**Tip:** You do not remove students from a test assignment. Simply do not print answer sheets or test login tickets for any student who will not be taking the test.

# My scheduled tests – Interim Tests

My scheduled tests (23)      My test library

▶ Practice Administration (3 tests)      09/01/2012 - 06/30/2013

▼ Rhode Island Interim Assessment Fall 2013 (18 tests)      09/09/2013 - 11/27/2013

Test name ▼	Subject	Grade(s)	Created by	Actions
RI Fall 2013 Grade 10 Reading	Language Arts	Grade Level 10	jessica.brown	View/print student roster Print test manual Print test booklets Print student test materials Add/remove sections
RI Fall 2013 Grade 11 Reading	Language Arts	Grade Level 11	jessica.brown	Actions
RI Fall 2013 Grade 3 Math	Mathematics	Grade Level 3	jessica.brown	Actions
RI Fall 2013 Grade 3 Reading	Language Arts	Grade Level 3	jessica.brown	Actions
RI Fall 2013 Grade 4 Math	Mathematics	Grade Level 4	jessica.brown	Actions
RI Fall 2013 Grade 4 Reading	Language Arts	Grade Level 4	jessica.brown	50 Actions

**Interim tests:** The fixed-form interim tests are offered three times per year. They are listed under their own test administration (1). They will have a test administration manual available in the “Actions” menu (2).

Fixed-form interim tests must be assigned to each school by the district, and to each section of students by the school administrator. Then, teachers will see the tests in My scheduled tests.

# My scheduled tests – Practice Test

The screenshot shows the 'Test Management' interface for 'RHODE ISLAND Interim Assessment'. The user is logged in as 'Jessica Brown'. The breadcrumb trail is 'Home > Test Management'. Under 'My tests', there are two tabs: 'My scheduled tests (23)' (selected) and 'My test library'. A table lists the tests:

Test Name	Period
Practice Administration (3 tests)	09/01/2012 - 06/30/2013
Rhode Island Interim Assessment Fall 2013 (18 tests)	09/09/2013 - 11/27/2013

**Practice test:** There is a practice test available for computer testing only. The test is listed under its own administration, and the same procedures apply for assigning students and printing test tickets.

The practice test is designed to allow students to become familiar with the online testing interface. Every student who will be testing online should take the practice test at least once.

# School Admin. & Admin. Assistant Roles

RHODE ISLAND Interim Assessment Test Management

Welcome, SchAdmin 1Sch1 | [Help](#)

Home > Test Management

### My tests i

[My scheduled tests \(17\)](#) **My test library**

Test name	Subject	Grade(s)	Created by	Actions
Sample District Test	Science	Ninth Grad..	in-t1	Actions
Sample District ELA test	English	Fourth Gra..	DistAdmin-t1	Actions
Sample District Math Test	Mathematics	Seventh Gr..	DistAdmin-t1	Actions

**School Administrator & Administrative Assistant Roles:** These school-level roles function much the same as the teacher role in Test Management.

Tests must be assigned to sections by the school-level role. School Administrators can then choose to print testing materials or have teachers do those steps.

# School Admin. & Admin. Assistant Roles

**RHODE ISLAND Interim Assessment** Test Management Welcome, SchAdmin 1Sch1 | [Help](#)

Home > Assign test

### Assign test

By selecting a course, you can assign the test to all sections under that course. You can also expand each course to select and assign individual sections.

**Sample District Math Test** This test is available between these dates:  
Start:  End:

- ▶ Section Course Teacher10 Grade06 (1 section - 0 assigned)
- ▶ Section Course Teacher11 Grade06 (1 section - 0 assigned)
- ▶ Section Course Teacher12 Grade06 (1 section - 0 assigned)
- ▶ Section Course Teacher13 Grade07 (1 section - 0 assigned)

**School Administrator & Administrative Assistant – Assign test:**  
School-level roles see all sections within the school. Choose the appropriate sections to assign the test to. Interim tests, tests created by the district, and test created by the School Administrator must be assigned to sections in order for teachers to see the tests in Test Management.

The administration window can also be narrowed, if desired.

# School Admin. & Admin. Assistant Roles



Home > Test Management

### My tests i

**My scheduled tests (17)**

[My test library](#)

▶ Demo CC Administration (3 tests)	03/04/2013 - 03/10/2014						
▶ NCSC Test Run (5 tests)	06/18/2013 - 03/20/2014						
▼ Locally Created Tests (9 tests)							
Test name	Subject	Grade	Start date	End date	Created by	Sections	Actions
Pubs Prod Test 3 2_18	Any	Any	02/18/2013	06/20/2013	SchAdmin-1Sch1	1	Actions
Pubs Prod Test 5 2_18	Any	Any	02/18/2013	06/20/2013	DistAdmin-11	1	Actions
SchAdmin-1Sch1	ELA	5	06/05/2013	12/05/2013		2	Actions
Sample District ELA test	English	Fourth Gra...	09/16/2013	09/16/2013		4	Actions
District Test	Math	3	06/05/2013	06/20/2013		5	Actions
District Test	Math	3	06/19/2013	06/20/2013		5	Actions
SchAdmin-1Sch1	Math	4	03/01/2013	09/01/2013	SchAdmin-1Sch1	3	Actions

- Print test booklets
- View/print student roster
- Print student test materials
- Add/remove sections

**School Administrator & Administrative Assistant – My Scheduled tests:** All actions for scheduled tests are the same as for a teacher.

School administrators may choose to have teachers print materials for their own sections.

# School Admin. & Admin. Assistant Roles



Home > Print student test materials

## Student Test Materials

Sample District ELA test

09/16/2013 - 09/16/2014

Display a specific section:

Teacher1 Grade03 

- Teacher1 Grade03
- Teacher11 Grade06
- Teacher12 Grade06
- Teacher13 Grade07

Lname2      Fname2

Lname3      Fname3

Lname4      Fname4

Lname5      Fname5

Select student test material type 

students)

name	M.I.	ID	Grade	Form
1		4463	03	
		4464	03	
		4465	03	
		4466	03	
		4467	03	

**School Administrator & Administrative Assistant – Print materials:**  
School-level roles must select a section to view a roster or print student test materials.