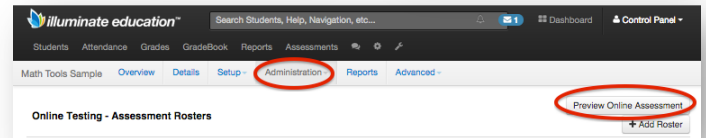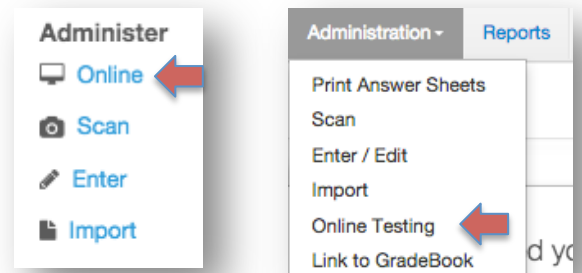## Setup Online Testing

1 Select the **Assessments** tab, click **List Assessments**

2 Find your assessment, click on the assessment title

3 Preview your online assessment prior to administering it. To access online testing options you can:
→ Use the "Hello there." window, click **Online**, click **Preview Online Assessment**
→ Use the **Administration** sub-tab, click **Online Testing**, click **Preview Online Assessment**

Create a Testing Window (Add Roster)

1 Access the **Online Testing** options, via the "Hello There." window or the Administration sub-tab, click **Add Roster**

2 Select the testing window start and end times for each class or period. Think about when students can access.

3 Review the **Online Testing – Administration Setting**s to set further security restrictions and to **Randomize Answer Choices**.

4 Click **Save**.

5 All the testing windows (rosters) you have setup will be displayed with the current status. Notice at anytime you can edit or delete the roster. If you need to assign a different group of students to this assessment at a different day or time, select **Add Roster** and repeat the the steps above.

Student Portal View

1 Search and select a student to access **Student Profile**

2 Locate or add the widget **Portal View**
→ **Don't see it?** Click **Add Widgets** to add **Portal View**. It will appear at the bottom of the page

Click the Assessments tab on the left of the widget to view **Pending Assessments** to verify the setup of your Online Testing Roster.
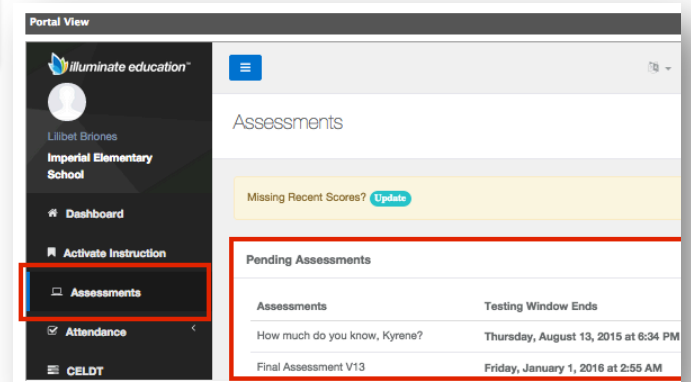
3 All recent assessments, results, and data will be available for review here as well.

4 To disable portal access to assessment results, the test author can use the Setup sub-tab from within the assessment, and edit the Information section.

Online Assessments