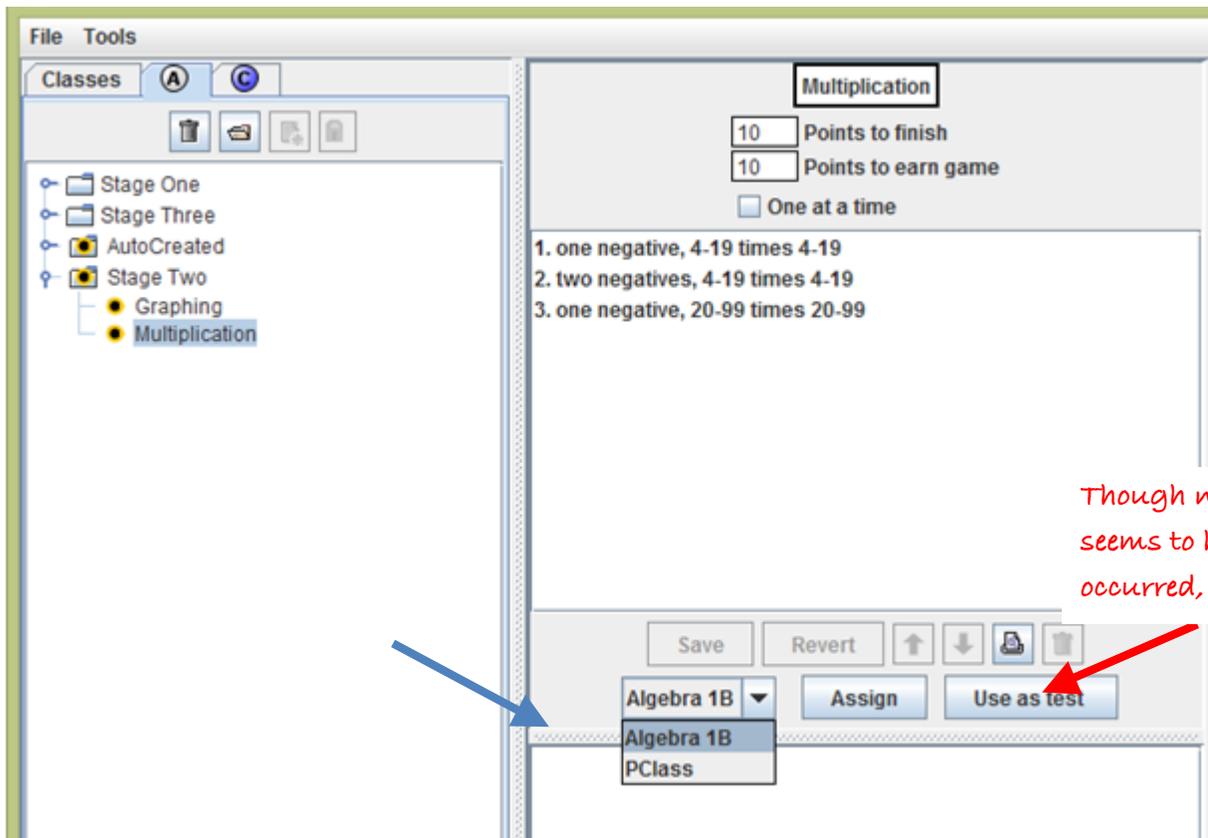




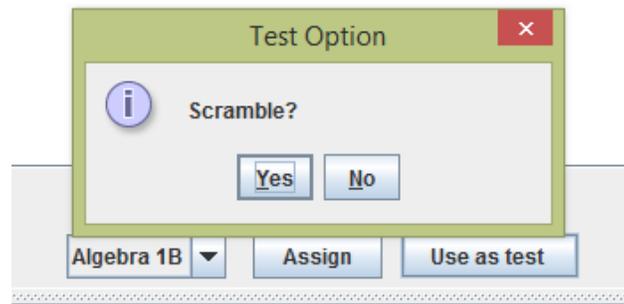
Creating a Test

1. Begin by selecting an assignment under your **Assignment** tab. In the center panel, **(a)** select the correct class and then **(b)** click on **Use as Test**.



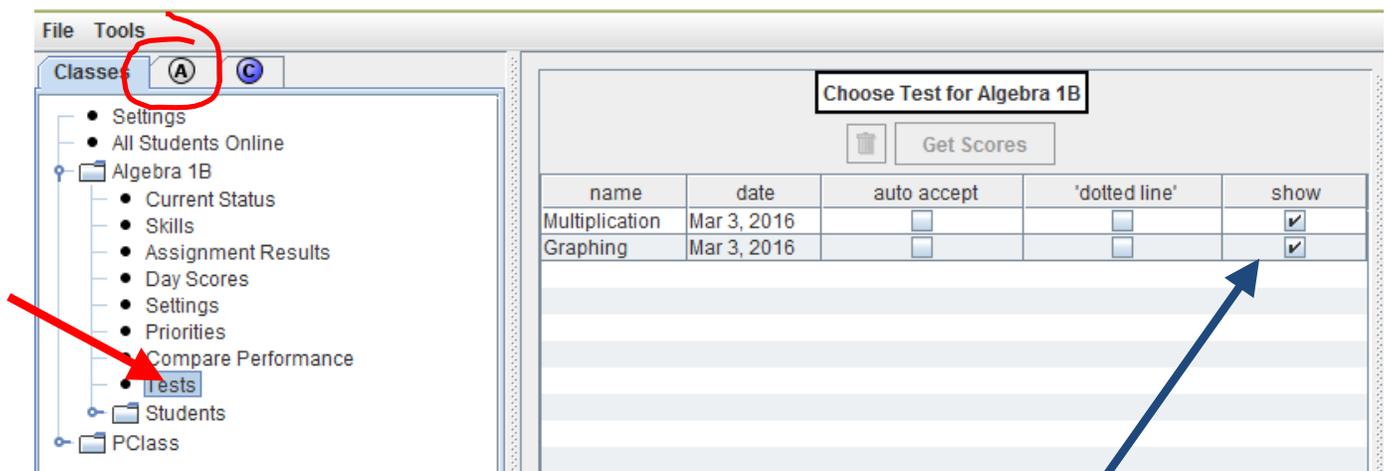
Note: Get More Math will create a test with exactly the same number of problems as skills that you have listed. *If you would like multiple problems to appear for a particular skill, enter that skill on the Assignment list multiple times before clicking **Use as Test**.*

2. The **Scramble** option determines whether problems are given in random order.



3. To view a list of the tests you have created, return to your **Classes** tab, choose a class and click on **Tests**. A list of tests will appear in the center panel.

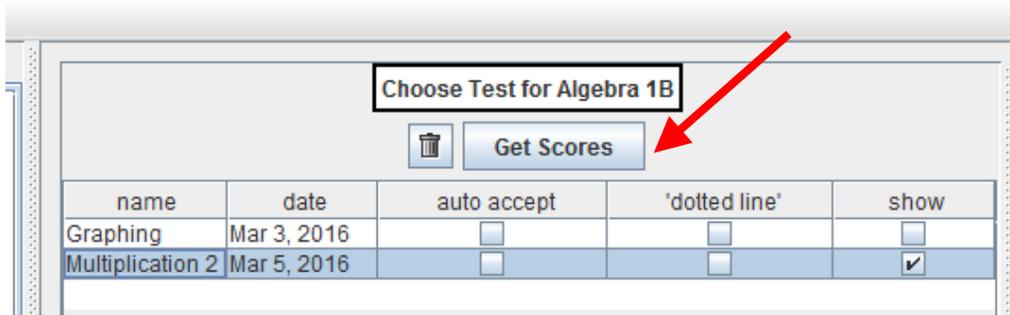
****Note:** You may experience a brief lag between selecting an assignment for a test and its appearance on this chart due to server processing.



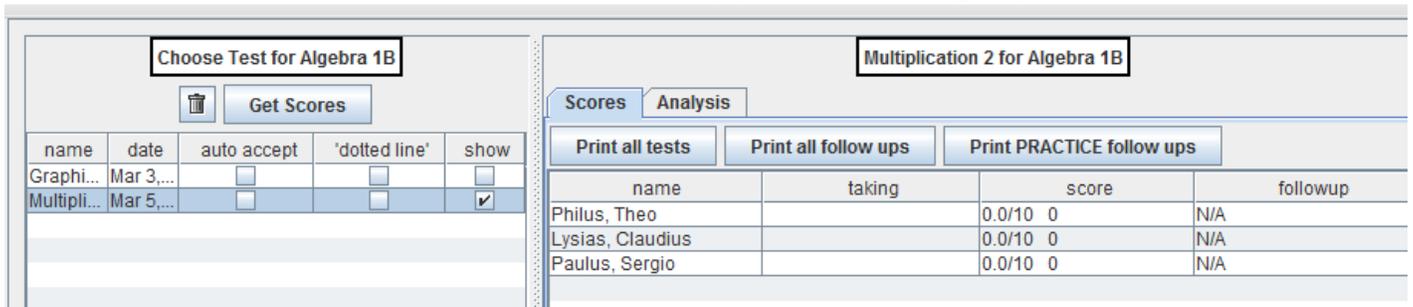
4. In order to access the test, students must request it from you. A student may only request a test that has **Show** selected on the chart above. (See "Assigning a Test" for the next steps.)

5. **Note:** Once you have clicked **Use as Test**, you cannot edit the test you have created. If you need to make changes, you will have to delete the test from the list of tests (click on test, then click on trashcan button) and return to **Assignments** to create a new test.

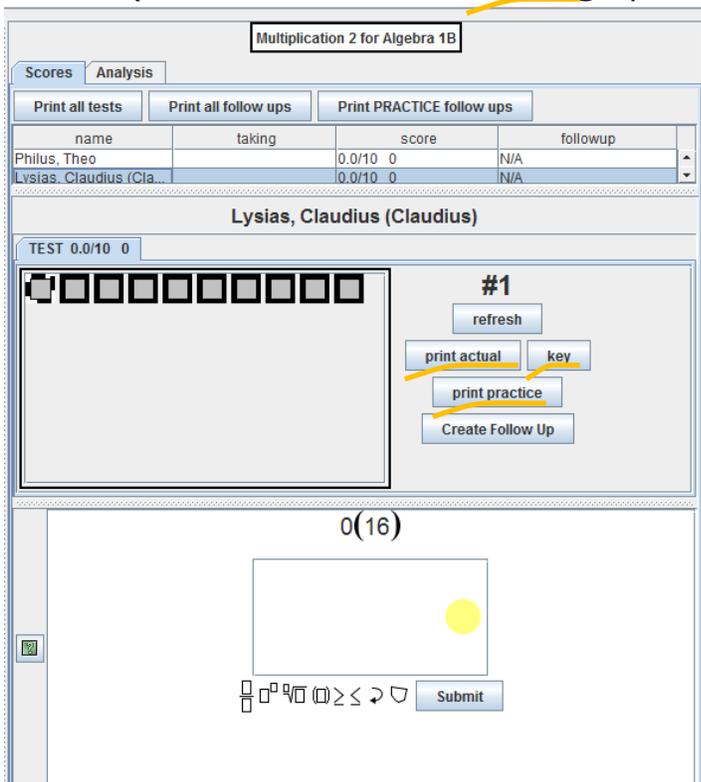
6. To view any individualized test, click on the name of the test and **Get Scores**.



7. A chart with each student's name will appear on the right panel.



8. Left click on any name. The student's individualized test will become visible below. (Note the individual **Printing** options here.)



Teaching Note: You can view any student's progress *during* a test by hitting the **refresh** button from time to time to see the student's latest entries.

****END****