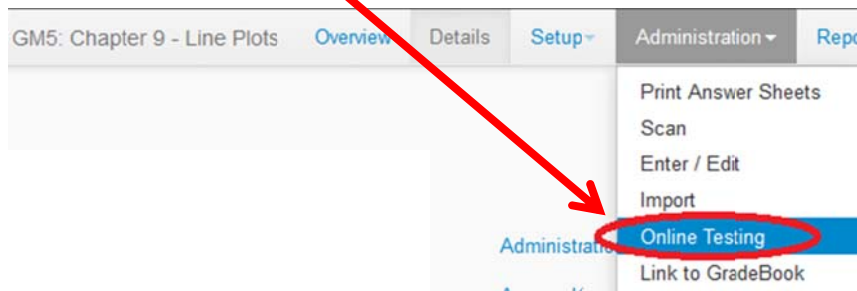
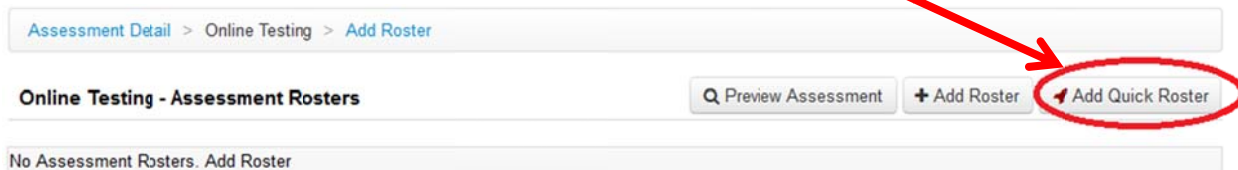


Using the Quick Roster Feature to Assign and On-line Test

At times it may be desirable to assign an on-line test to a student who is not currently on my roster. To do this, after selecting the desired test, establish a "Quick Roster." To do this, after selecting the desired test, select the "online testing" option under the "administration tab" as usual:



This time, instead of using the "+Add Roster" option, use the "Add Quick Roster" option:



This will generate a 0-student roster with an access code (this access code will be different for every roster created):

Delete	Edit	Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Section	Students	Postal	Password
<input type="checkbox"/>	Edit	Glispay, Eric	Aug 22, 2016 5:17:00 PM	Aug 29, 2016 7:17:00 PM	All Day	■	None								0		Access Code: W5M5SD4

Students will then need to be directed to a log-in page (<https://testing.illuminateed.com/auth/quick>) where they will type in their username (the same one they always use), and the access code provided by the teacher and then click the "next" button:

