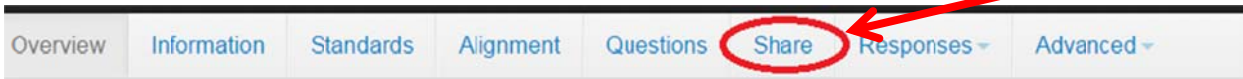


SHARING AN ASSESSMENT

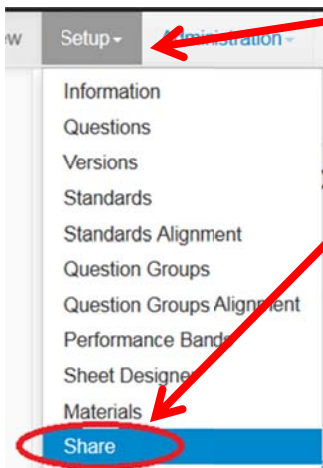
1. To allow others to use an assessment that you are an author of, find the assessment in your list, and click on the title:



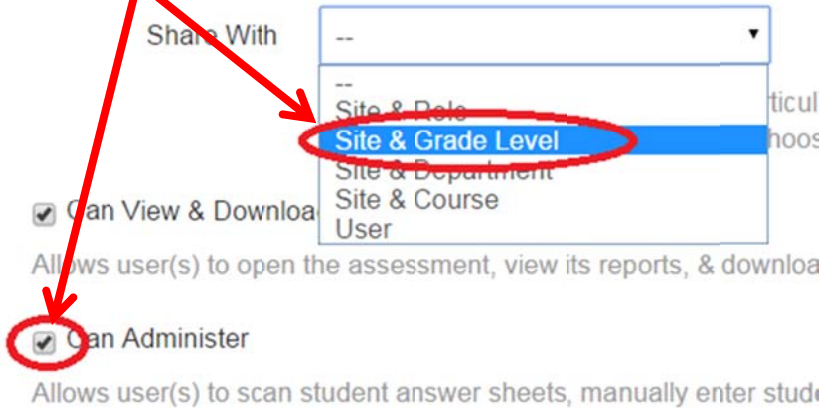
This will take you to the test's overview screen.
 2a. If you have an old view of the assessment screen, then there'll be a "share" button located near the top portion of the screen:



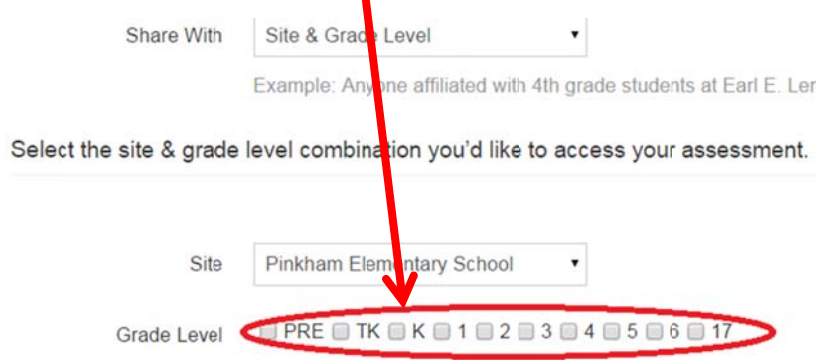
2b. If you have the newer view, then select the "Share" option under the "Set up" tab:



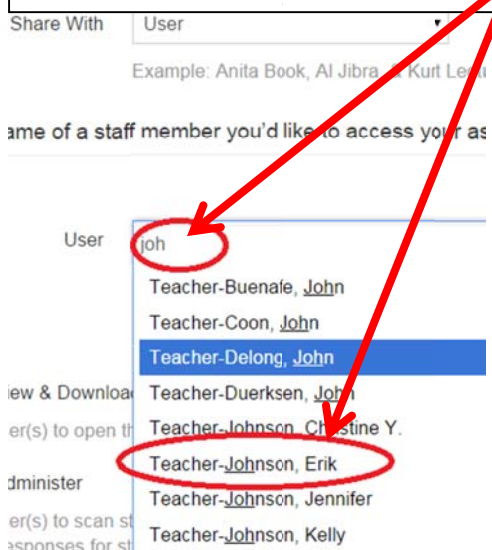
3a. In the "Share With" field, select the option you'd like:
 If you wish to share with a certain grade level at the site, select "Site & Grade Level." If the desire is to share with an individual, select the "User" option. Be sure to click on the "Can Administer" option so that users can scan to the test:



3b. The "Site and Grade Level" option will allow you to select the grade to share with:



3c. If using the "User" option, you will need to begin typing the name so that the options to select can appear below the field:



4. Click the "Share" button near the bottom of the screen when ready:

