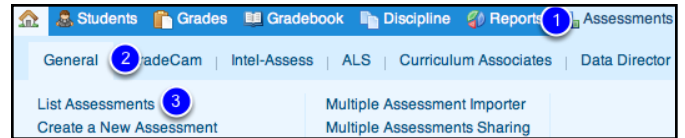


Edit, Duplicate, or Delete an Assessment

You can always edit or delete an assessment if the "Can Edit" permission has been given to you. Check with the assessment creator if you are unsure as to whether or not you have this permission.

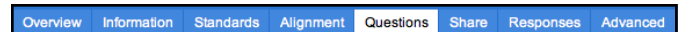
Where to Start

If your assessment is not open, click **Assessments (1)**, then **General (2)**, click **List Assessments (3)**. Select your assessment.



Edit an Assessment

Click on whichever **tab** will lead to the type of changes you want to make:



Information - Click here to change the title, description, and filters for the assessment. Filters can be used to locate the assessment when searching the Assessment List.

Standards - Click here to select standards you will use to link questions to standards.

Alignment - Click here to link questions to state content standards. You might need to visit the **Standards** link first.

Questions - Click here to provide the correct answer for each question on your assessment.

Share - Click here to change the permissions of those with access to your assessment.

Responses - Go here to scan answer sheets but or hand enter student responses.

Advanced - This is for less common changes, such as assigning questions to groups (e.g., if you want to analyze results for standards already taught versus those for standards not yet taught) or adjusting performance bands (e.g., changing the score required to earn a particular proficiency level, or changing the name of the proficiency level).

Duplicate an Assessment

Click the **paper icon** to duplicate an assessment.



Delete an Assessment

Click the red **minus (-)** icon next to any assessment you wish to permanently delete.

