

Assigning Assessments to Students

You can assign assessments to individual students or your entire class. Follow the instructions below to get started.

Click on the **Test Queue** tab of your teacher account.

The screenshot shows the 'Test Queue' interface for the 'Edge 3.0 Class'. The 'Test Queue' tab is highlighted. A red arrow points to the 'Manage Class Queue' button, labeled 'Assigning the whole class'. Another red arrow points to the 'Add/Edit' button for a student, labeled 'Assigning individual students'.

First Name	Last Name	Grade	Actions	Not started	In Progress	Last ELA Complete	Last Math Complete	Start
Julia	Applegate	9.6	Add/Edit	0	0	08/01/2022	-	Begin
JulieAnne	Chekenian	7.6	Add/Edit	2	0	03/14/2022	03/15/2022	Begin
Lorna	Chekenian	13	Add/Edit	1	0	-	-	Begin

ASSIGNING ASSESSMENTS TO THE WHOLE CLASS

Click on **Manage Class Queue**

The **Overview** page will display a list of all assessments that have been assigned or are currently in progress for the entire class.

Assessments that are queued but not yet started will display a **Remove** button. Assessments that have already been started will display a **Terminate** button.

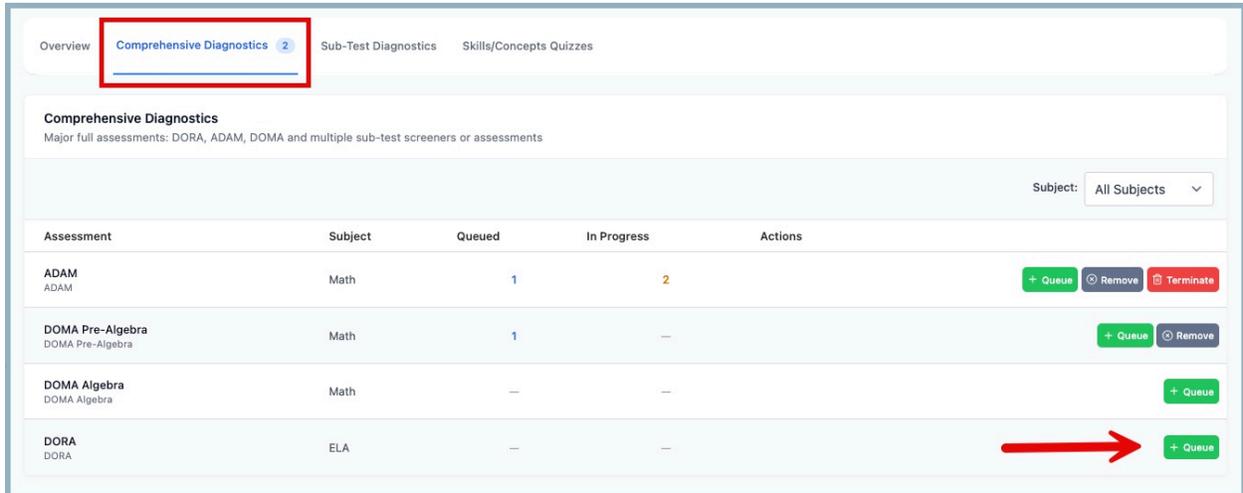
If you want to remove the queued assessment, simply click **Remove**.

To terminate an assessment that is already in progress, click **Terminate**. A warning message will appear notifying you that the test results will no longer be available after you select **Yes, Terminate**.

The screenshot shows the 'Active Tests' section. The 'Overview' tab is highlighted. The 'Active Tests' section shows two tests: 'ADAM Comprehensive' with 1 queued and 2 in progress, and 'DOMA Pre-Algebra Comprehensive' with 1 queued. Buttons for 'Remove' and 'Terminate' are visible.

Test Name	Comprehensive	Queued	In Progress	Remove	Terminate
ADAM	ADAM Comprehensive	1	2	Remove	Terminate
DOMA Pre-Algebra	DOMA Pre-Algebra Comprehensive	1	0	Remove	

To Queue up a Comprehensive Diagnostics assessment, click on **Comprehensive Diagnostics**. Locate the row for the assessment you wish to assign and click on the green **Queue** button.

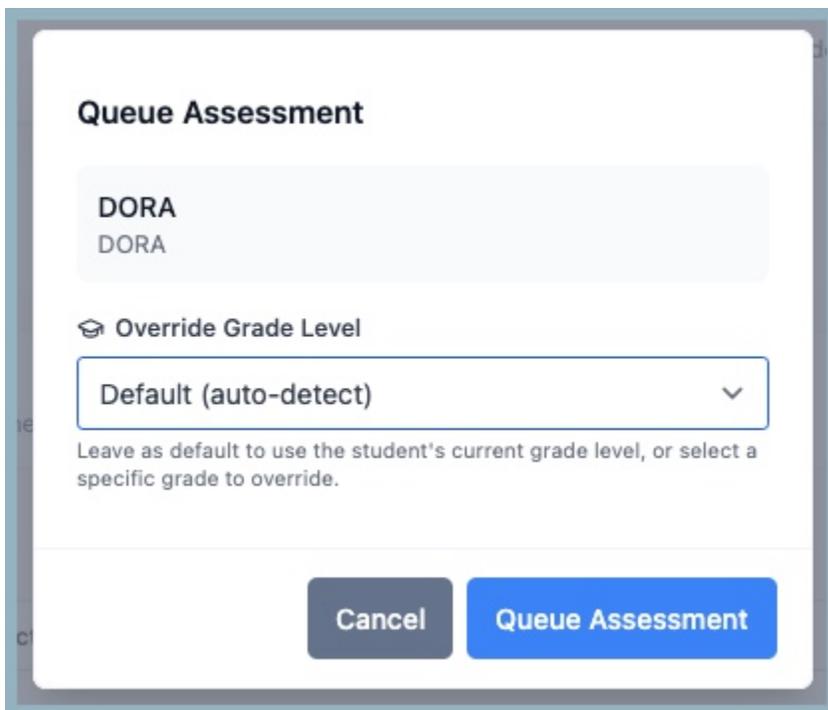


The screenshot shows the 'Comprehensive Diagnostics' section of a software interface. At the top, there are tabs for 'Overview', 'Comprehensive Diagnostics' (which is selected and highlighted with a red box), 'Sub-Test Diagnostics', and 'Skills/Concepts Quizzes'. Below the tabs, there is a sub-header 'Comprehensive Diagnostics' with a description: 'Major full assessments: DORA, ADAM, DOMA and multiple sub-test screeners or assessments'. A 'Subject:' dropdown menu is set to 'All Subjects'. Below this is a table with columns: 'Assessment', 'Subject', 'Queued', 'In Progress', and 'Actions'. The table contains four rows of assessment data. A red arrow points to the '+ Queue' button in the 'Actions' column for the 'DORA' assessment row.

Assessment	Subject	Queued	In Progress	Actions
ADAM ADAM	Math	1	2	+ Queue Remove Terminate
DOMA Pre-Algebra DOMA Pre-Algebra	Math	1	—	+ Queue Remove
DOMA Algebra DOMA Algebra	Math	—	—	+ Queue
DORA DORA	ELA	—	—	+ Queue

A pop-up window will appear, giving you the option to override the grade level. This option is designed for students with IEPs whose instructional grade level is significantly lower than their enrolled grade level. For most students, you should leave the grade level set to Default, since the assessments automatically adapt to student responses.

To queue the class, click **Queue Assessment**.



The screenshot shows a 'Queue Assessment' pop-up window. At the top, it says 'Queue Assessment'. Below that, the assessment name 'DORA' is displayed. Underneath, there is a section titled 'Override Grade Level' with a dropdown menu currently set to 'Default (auto-detect)'. A note below the dropdown reads: 'Leave as default to use the student's current grade level, or select a specific grade to override.' At the bottom of the window, there are two buttons: 'Cancel' and 'Queue Assessment'.

Once queued, you will be able to view the number of students queued and in progress, and students can log in using their unique student credentials, or the teacher can log them in from the teacher account.