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.

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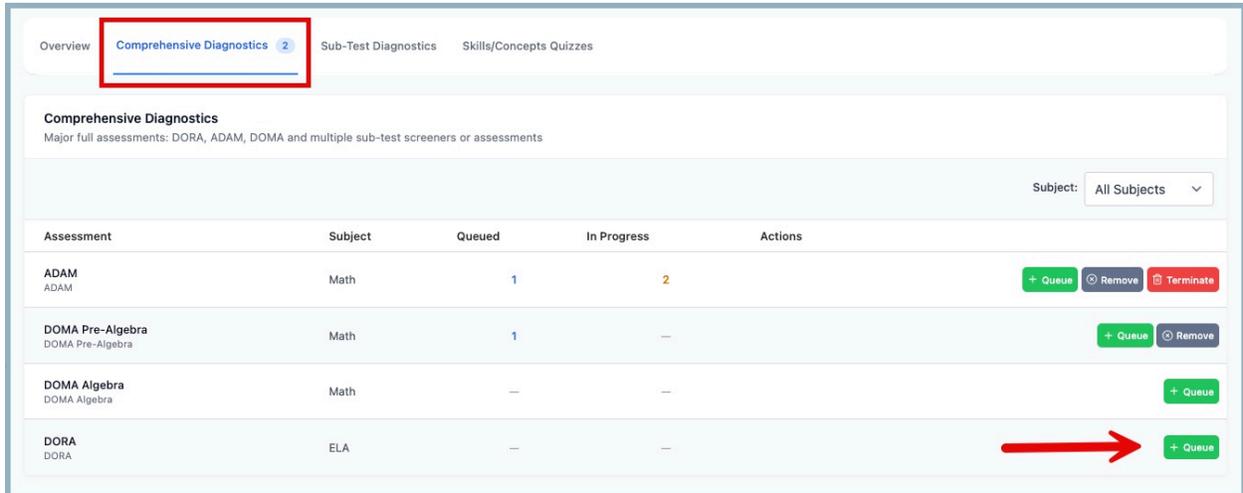If you want to remove the queued assessment, simply click **Remove**.
To terminate an assessment that is already in progress, click **Terminate**. A warning message will appear notifying you that the test results will no longer be available after you select **Yes, Terminate**.

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.
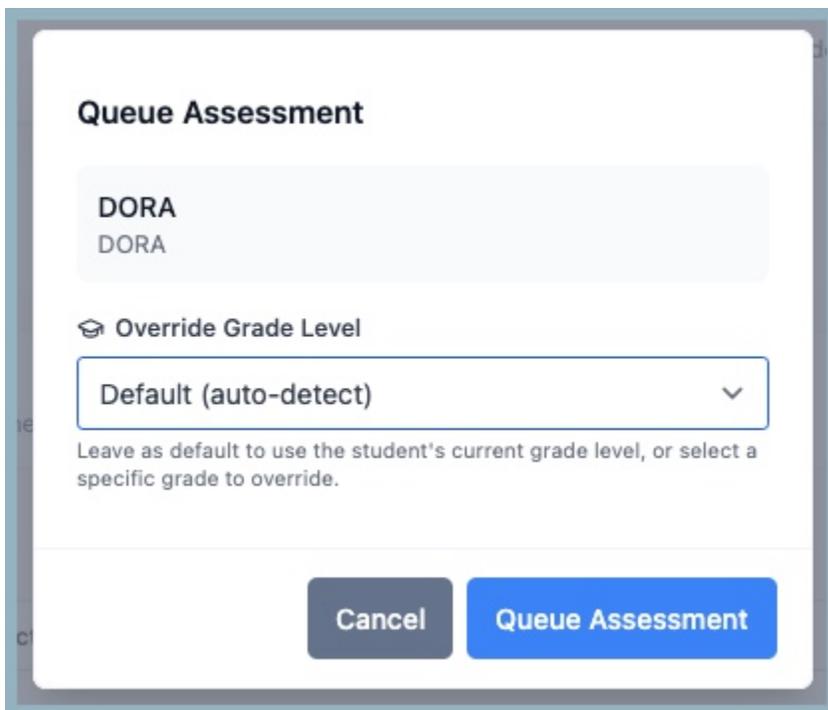

A pop-up window will appear, giving you the option to override the grade level. This option is designed for students with IEPs whose instructional grade level is significantly lower than their enrolled grade level. For most students, you should leave the grade level set to Default, since the assessments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

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

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.