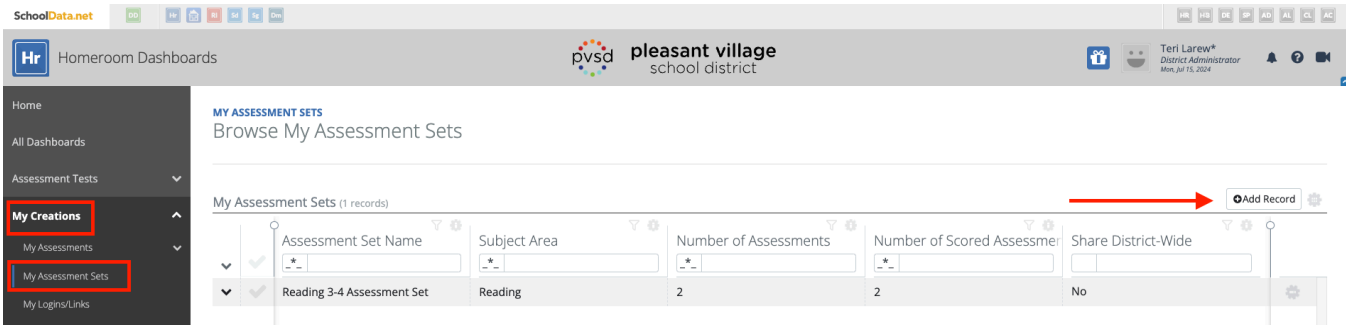# Creating and Managing Assessment Sets

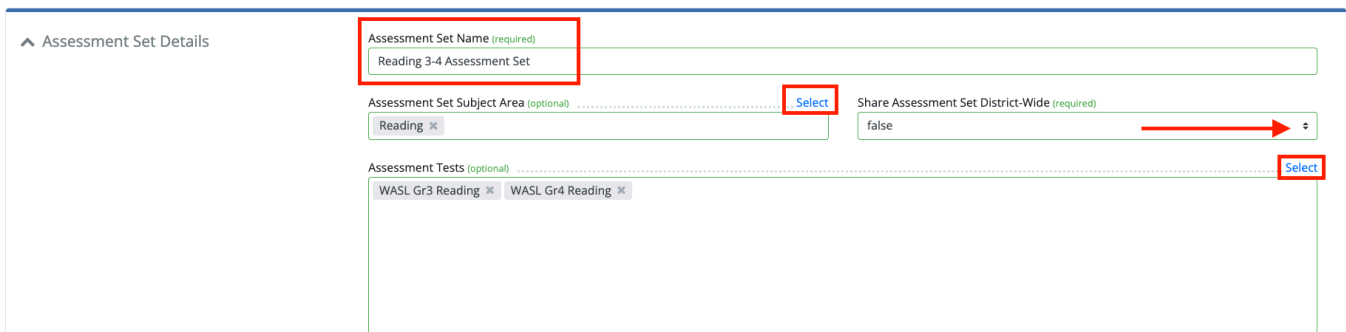## Creating a New Assessment Set

1. Start under **My Creations** in the left navigation menu and choose **My Assessment Sets.**

2. Click **Add Record** in the top right corner.

3. Fill in the **Assessment Set Name**.

4. Select the **Assessment Set Subject Area** by clicking **Select** and then clicking the **checkbox** to the left of the chosen area.

5. Select **True/False** from the dropdown menu in the Share Assessment Set District-Wide field. If you mark it True, your set will be available for anyone to use.

6. You can select the **Assessment Tests** by clicking **Select** and then clicking the **checkbox** for one or more choices, or click the **checkbox** at the top to select all.

- Search keywords or **filter** tools are built into each column header to narrow results.
- To order the assessments, click on the **View Selected** at the bottom right of the Item list.

- Click and hold the **cross-arrow icon** to move the assessment order.
- Click the **"-" icon** to remove an assessment item from the list.
- Click **Close Selected** in the top right corner to return to the selection process.


7. Once you have selected assessments and set their order, click **Add Assessment Tests** to finalize your list.

8. Then, click **Add** to save the assessment set. Depending on the size of the assessment set you have created, it can take up to 90 minutes for the set to display.

View Created Assessment Sets

1. To view the actual Assessment Set, select **Assessment Tests** in the left navigation menu and choose **Launch Assessments**.
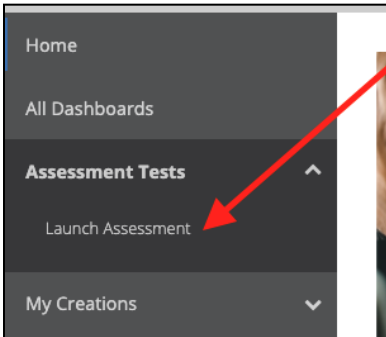
2. Or, **s**elect an assessment container on a dashboard, choose the **Launcher tab,** and then select **Assessment Widget Launcher.**

3. Select the **Assessment Set Scores.**
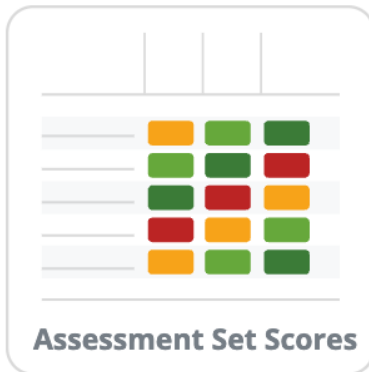

4. Follow the instructions on the screen: **(1) Pick a student group, (2) Select an Assessment Set, (3) Launch view.** The list of assessment sets available will include shared assessment sets in addition to the custom assessment sets you have created. Type True in the My Assessment Set column to quickly locate your assessment sets.
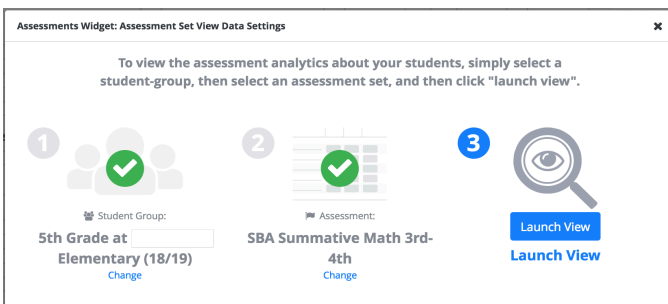
Managing Assessment Sets

1. Start under **My Creations** in the left navigation menu and choose **My Assessment Sets.**

2. Click the **Row Actions Gear** to the far right and select **Edit, Delete, Copy Assessment Set or Clone.**
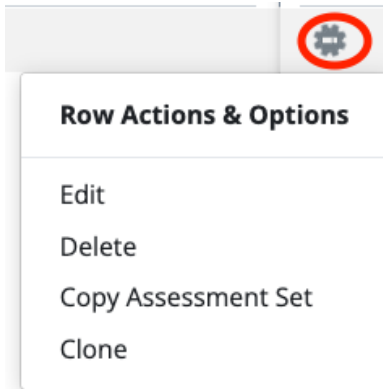
Copying Assessment Sets

1. Here, you can copy to specific roles, schools, or specific users.

2. In the Roles field, click **Select**, then click one or more **checkmarks** to the far left, select the top checkmark to select all, and then select **Add Roles** in the top right.

3. Select the **Schools** and **Users** fields similarly.

4. Click **Save**.