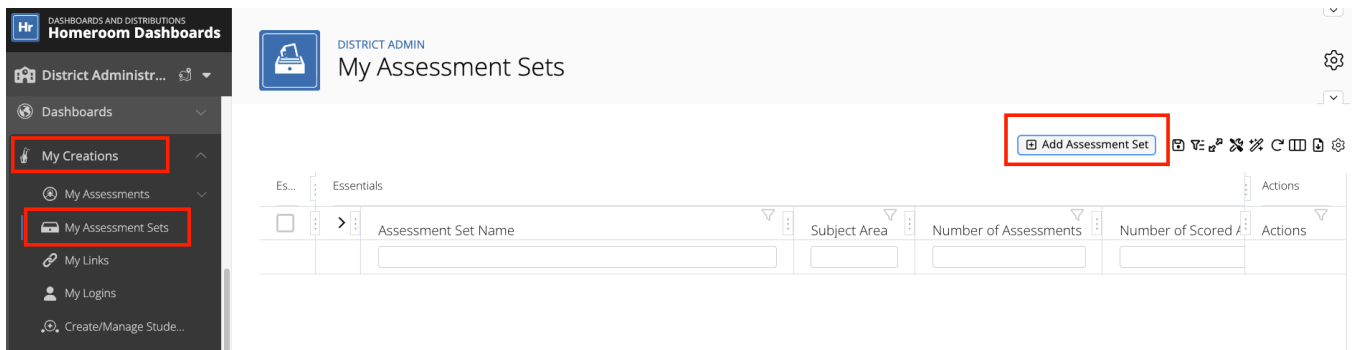


Creating and Managing Assessment Sets (Connect)

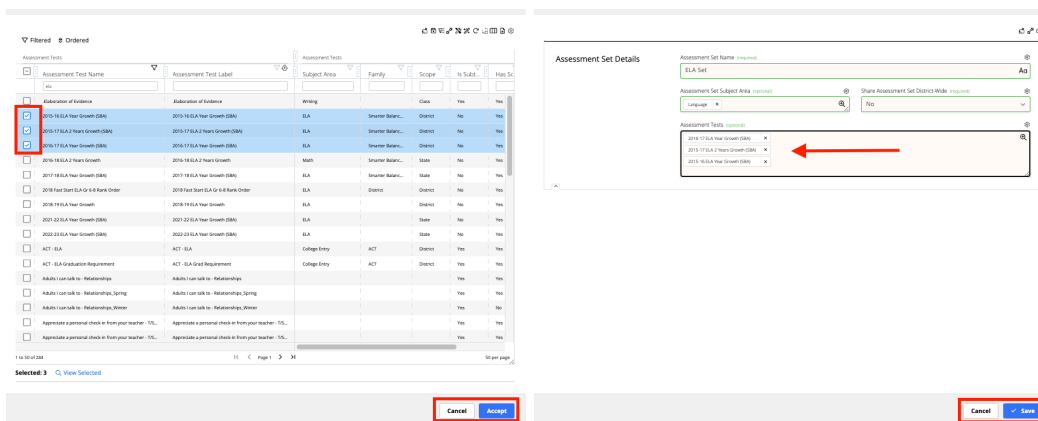
Here, you will learn to create and manage assessment sets.

Creating a New Assessment Set

1. Start by navigating to **My Creations** in the left navigation menu and selecting **My Assessment Sets**.
2. Click **"Add Assessment Set"** in the top-right corner.



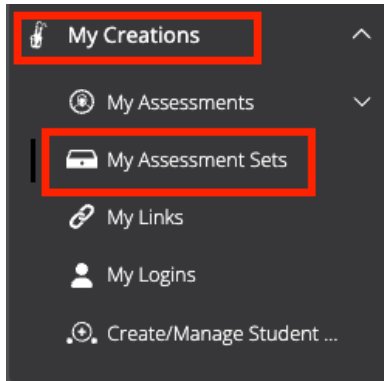
3. Fill in the **Assessment Set Name**.
4. Click the **Assessment Set Subject Area** field and choose the **checkbox** to the left of the subject area.
5. **Share Assessment Set District-Wide** by selecting **Yes/No** from the dropdown menu. If you mark it Yes, your set will be available for anyone to use.
6. Click the **Assessment Tests** field and select the **checkbox** to the left of one or more assessment choices, or click the **checkbox** at the top to select all.
 - a. Use keywords or **filter** tools at the top of each column header to help narrow search results.
 - b. **Order the assessments:** Click **Accept**, then drop and drag the assessment selections to the preferred order.



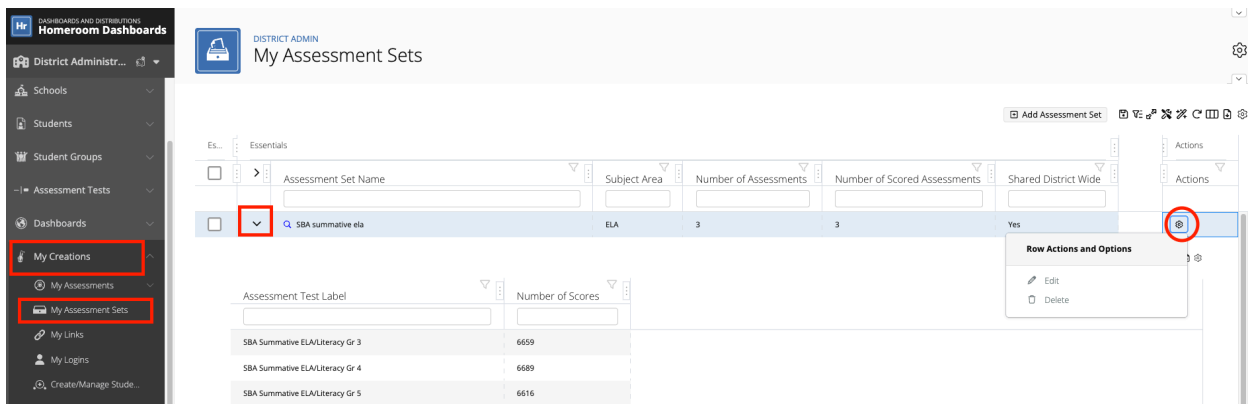
7. Last, click **Save** to finalize. Depending on the size of the assessment set you have created, it can take up to 90 minutes for the set to display.

View and Manage Created Assessment Sets

1. Start by navigating to **My Creations** and selecting **My Assessment Sets**.



2. Click the **arrow** to the far left to reveal further details
3. Click the **Row Actions Gear** to the far right and select **Edit, Delete**



4. To delete multiple assessment sets at once, click one or more **checkmarks or checkboxes** to the far left or click the top checkmark or checkbox to select all.
5. Click the **Select Row Actions Gear** at the top and choose **Delete Selected Assessment Sets**.

