


## Creating and Managing Assessment Sets V2

### 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 Record (Add Assessment Set)** in the top right corner.



The screenshot shows the 'MY ASSESSMENT SETS' page with a table of existing assessment sets. The table has the following columns: Assessment Set Name, Subject Area, Number of Assessments, Number of Scored Assessments, and Share District-Wide. A red arrow points to the 'Add Record' button in the top right corner of the table.

Assessment Set Name	Subject Area	Number of Assessments	Number of Scored Assessments	Share District-Wide
Reading 3-4 Assessment Set	Reading	2	2	No

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 **True/False (Yes/No)** from the dropdown menu. If you mark it True (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.
7. Use keywords or **filter** tools at the top of each column header to help narrow search results.
8. To order the assessments, click **View Selected** at the bottom right of the list before clicking Add Assessment Tests. Then, click and hold the **cross-arrow icon** to order the assessments. Click the **minus icon** to remove an assessment item from the list. Once you've finished ordering, click **Close Selected** in the top right corner and then **Add Assessment Tests**.

### Assessment Tests Add Assessment Tests

Assessment Tests (2637 records) Filtered

Name	Is Pass Fail	Subject Area	Is Child Test	Parent Asses	Correspondi	Family	Scope
star reading							
STAR Reading Gr 1 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 2 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 3 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 4 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 5 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 6 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District
STAR Reading Gr 7 Fall-Scale Scor...	false	Reading	No		STAR Readi...	STAR	District

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Your Selected Assessment Tests 9 View Selected

### Assessment Tests Add Assessment Tests

Your Selected Assessment Tests 9 Close Selected

STAR Reading Gr 3 Fall-SS/SBA BMark	+	-
STAR Reading Gr 5 Fall-SS/SBA BMark	+	-
STAR Reading Gr 4 Fall-SS/SBA BMark	+	-
STAR Reading Gr 4 Winter-SS/SBA BMark	+	-
STAR Reading Gr 3 Winter-SS/SBA BMark	+	-
STAR Reading Gr 5 Winter-SS/SBA BMark	+	-
STAR Reading Gr 5 Spring-SS/SBA BMark	+	-
STAR Reading Gr 4 Spring-SS/SBA BMark	+	-
STAR Reading Gr 3 Spring-SS/SBA BMark	+	-

Edit Record Update

#### Assessment Set Details

Assessment Set Name (required)  
Reading 3-4 Assessment Set

Assessment Set Subject Area (optional) Select  
Reading

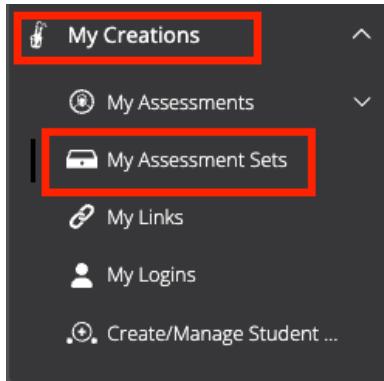
Share Assessment Set District-Wide (required)  
false

Assessment Tests (optional) Select  
WASL Gr3 Reading WASL Gr4 Reading

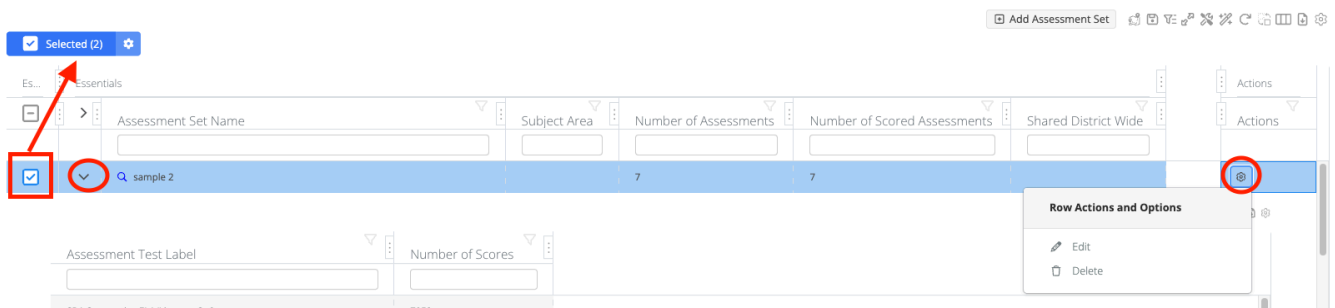
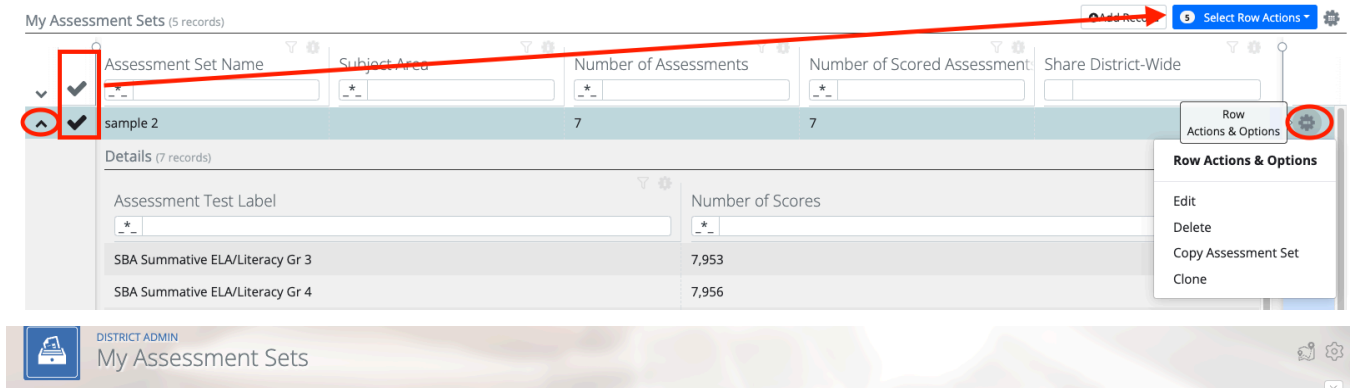
9. Last, click **Add or Save** to finalize. Depending on the size of the assessment set you have created, it can take up to 90 minutes for the set to display.

## View and Manage Created Assessment Sets

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

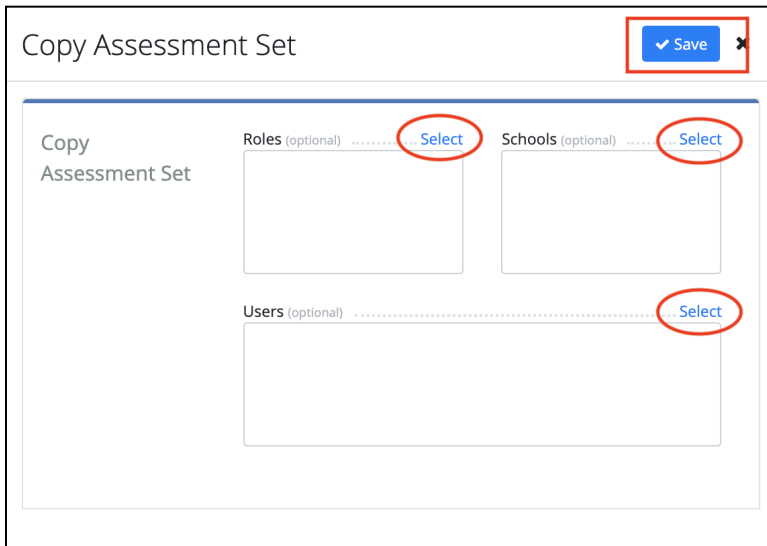


2. Click the arrow to the far left to reveal further details
3. Click the **Row Actions Gear** to the far right and select **Edit, Delete, Copy Assessment Set, or Clone**.
4. To delete multiple assessment sets at once, click one or more **checkmarks or checkboxes** to the far left or click the top checkmark or checkbox to select all.
5. Click the **Select Row Actions Gear** at the top and choose **Delete Selected Assessment Sets**.



## Copying Assessment Sets

1. Click the **row actions gear** to the far right, then select "**Copy Assessment Sets**".
2. In the **Roles** field, click **Select**, then click one or more **checkmarks** to the far left, or select the top checkmark to select all, then select **Add Roles** in the top right.
3. Select the **Schools** and **Users** fields similarly.
4. Click **Save**.



Copy Assessment Set

✓ Save

Copy Assessment Set

Roles (optional) ..... Select

Schools (optional) ..... Select

Users (optional) ..... Select