# Assigning a Test

Teachers use this function to assign a test to students. The assigned test will be listed in each student's To Do list.

To assign a test:

1. On the top navigation menu, select **Content** and then click **Tests**. The Tests page appears.



1. Select a product and test type. For Envision math select Common Core, for Reading Street G, X select test type.



1. Click **Go** to generate the test list.

 

1. Click a test name. The options menu appears.



1. Select **Assign** to assign the test. The Assign Test page appears.



1. In the **Class/Group** list, select the class or group to which you want to assign the test.



The **Start Date** and **End Date** fields show the start and end fate of the test

1. Click the **Start Date** field. A small calendar appears. Pick a start date for the test.



1. Click the **End Date** field. A small calendar appears. Pick a due date for the test.



1. In the **Student** list, select the students to whom you want to assign the test by clicking the check boxes preceding the student names. To select all students, click the check box located in the table header.





1. Scroll down and Click **Save**.



1. Repeat the procedure for the next test.