

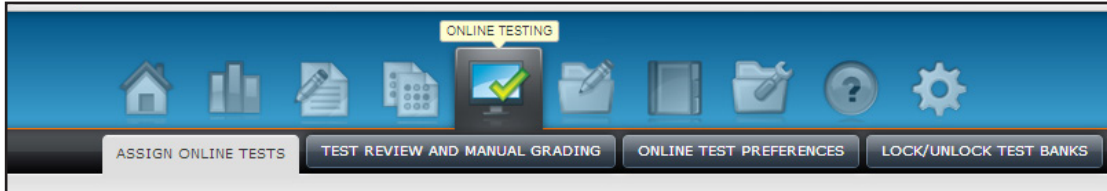
LinkIt! Cheat Sheet



LinkIt!

Assigning an Online Test - TEI AG

1. Go to Online Testing - Assign Online Tests



2. Select Your Test

You will first drill down to the appropriate grade-level and subject. Then, you will choose the test bank and test that you would like to assign.

A screenshot of the 'Assign Online Test' form. The form has a blue header with the text 'Assign Online Test'. Below the header is a 'Select Test' button. The form contains four dropdown menus: 'Grade' (set to 4), 'Subject' (set to Language Arts), 'Bank' (set to Linkit! CC TEI AG), and 'Test' (set to Linkit! G4 CC ELA TEI AG Form A).

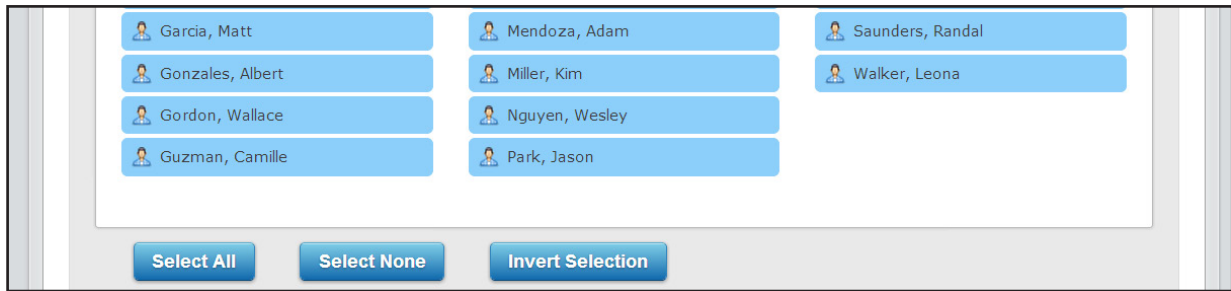
3. Select Your Class

After selecting your test you will then drill down to your class. (If signing in as a teacher your name will automatically be selected)

A screenshot of the 'Select Students' form. The form has a 'Select Students' button. Below the button are two radio buttons: 'Class Assignment' (selected) and 'Group Assignment'. The form contains four dropdown menus: 'School' (set to John W Hancock Elementary), 'Term' (set to 2013-2014 FY), 'Teacher' (set to Bilodeau, Patrick (Bilodeau)), and 'Class' (set to Home Room 8). There is also a checkbox labeled 'Use Roster at Time of Test Taking' which is currently unchecked.

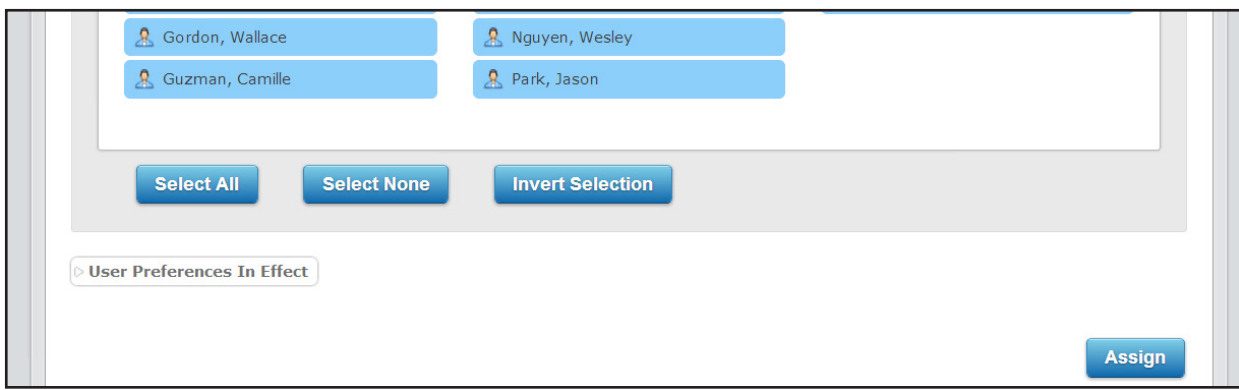
4. Select/Deselect Students

After you select your class you will see all students in that class. If necessary, you can deselect students by clicking on their names.



5. Assigning/Generating the Test Code

The final step is to click the Assign button which will generate a test code.



This code can then be shared with students when they are ready to begin testing (they will use it as an access code to get into the Online Test Taker).

A screenshot of the "Test Assignment Codes" table. The table has five columns: "Assigned", "Test", "Teacher", "Class", and "Test Code". A "Print" button is located in the top right corner of the table area.

Assigned	Test	Teacher	Class	Test Code
08/30/2014 2:29:52 PM	LinkIt! G4 CC ELA TEI AG Form A	Patrick Bilodeau	Home Room 8	1412MHBS