

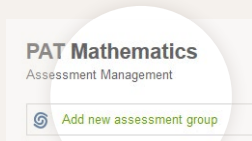
Creating an Assessment

STEP 1

Select the assessment area - Mathematics

STEP 2

Click on the 'Add new assessment' button



STEP 3

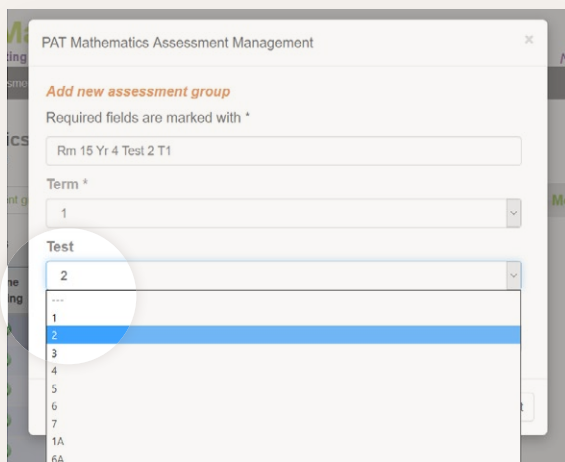
Give the assessment a name e.g. Rm15 Yr 4 Test 2 T1

STEP 4

Select the term

STEP 5

Select the test number: 2



STEP 6

Select the year level of the students

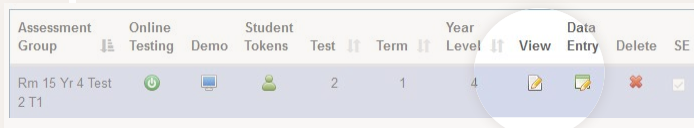
STEP 7

Review the details and when ready, click the 'Submit' button

Adding Students to the Assessment

STEP 1

Next to the assessment group name, select the 'View' icon

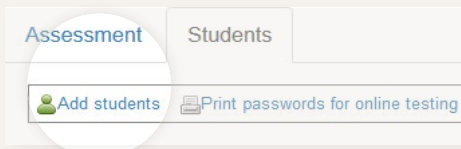


STEP 2

Click on the 'Students' tab

STEP 3

Click 'Add students'

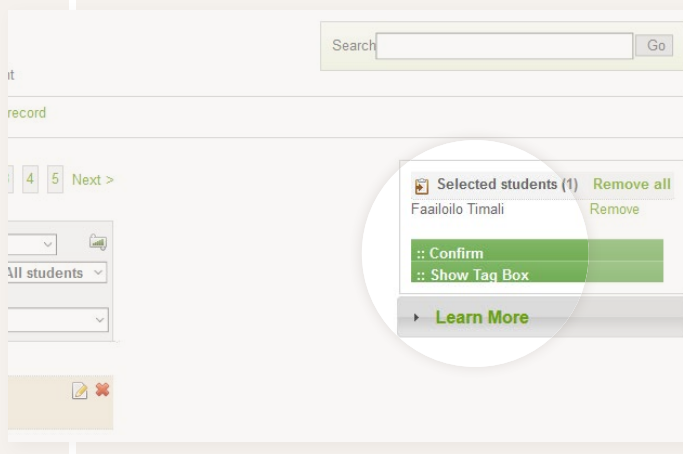


STEP 4

Filter on the class/year group you would like and select the relevant students

STEP 5

Click the 'Confirm' button on the right hand side



Removing students from the original assessment group

STEP 1 Next to the assessment group name, select the 'View' icon

Assessment Group	Online Testing	Demo	Student Tokens	Test	Term	Year Level	View	Data Entry	Delete	SE
Rm 15 Yr 4 Test 2 T1				2	1	4				

STEP 2 Click on the 'Students' tab

STEP 3 Click once on each student that you wish to remove

STEP 4 Click on the 'Remove from assessment' button

Assessment		Students
Add students Print passwords for online testing URL for students: https://www.nzceronline.org.nz/		
	Fraser Hampton Year 3, Female, NZ European / Pākehā	E9VVZS
	Guidance Apiata Year 3, Female, Māori	4XGGWU
	Luke Mills Year 3, Female, Māori	HBXXZX

Selected Students (2)

Guidance Apiata
Year 3, Female, Māori

Fraser Hampton
Year 3, Female, NZ European / Pākehā

[Remove from assessment](#)

STEP 5 Click 'Submit' to confirm the process