

COPY AN ASSESSMENTS FROM PREVIOUS SCHOOLS YEARS TO 2021-2022

To copy an assessment from a previous school year, you can **copy the assessment forward** to the new year by selecting the 2020-2021 school year, selecting the assessment and pressing the copy button.

1. From the assessment manager, change the school year and locate your assessment. Select the assessment and click the copy icon.

The screenshot shows the 'Manage Assessments' interface. At the top, there are filters for Year, Collection, Subject, Standard Grade/Concept, Assessment Type, Status, Tags, and Assessment Created By. The 'Year' dropdown is set to '2020-2021' and is circled in red. A red arrow points to the '2021-2022' option in the dropdown menu, with the annotation '1. Change year to 2020-2021'. Below the filters, there are tabs for 'Imported', 'Linked', and 'Bulk Activations'. A search bar is present. On the right, there are icons for copy, delete, and other actions. A red arrow points to the copy icon, with the annotation '3. Click the copy icon button'. Below the filters, it says 'Showing 50 of 660 records'. A table lists assessments. The first row is selected, with a green checkmark in the checkbox and a red arrow pointing to it, with the annotation '2. Select the assessment you want to copy to 2021-2022'. The table columns are: #, Assessment Name, # of Items, Start Date, End Date, Status, Progress, Activity, Type, Created By, Last Modified, and Functions. The first row has the following data: 1, Seeing All the Stars in the Sky - I, 4, 05/07/2021, 05/07/2021, Closed, 3458, AKO, High School, 05/10/2021.

2. Next, a pop-up window will appear.

Select the current school year, create a new name for the assessment, and click save. *You will still need to publish the assessment after this step when you are ready to administer.*

Video tutorial: <https://youtu.be/RxDfPssdeQg>

The screenshot shows the 'Copy Assessment: 1 - Seeing All the Stars in the Sky - I' pop-up window. It has the following fields and options: 'School Year' dropdown set to '2021-2022' (circled in red) with annotation '1. Select new school year'; 'New Assessment Name' text box with annotation '2. Create a new assessment name' and '(50 character max.)'; 'Start & End Date' date picker set to '08/01/2021 - 08/31/2021'; 'Include test documents' radio button checked; 'Online Settings' radio buttons: 'Retain original settings' (unchecked), 'Apply My Preferences settings' (checked), and 'Customize settings' (unchecked). At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' circled in red and annotation '3. Click save and don't forget to flip your school year to 21-22'.