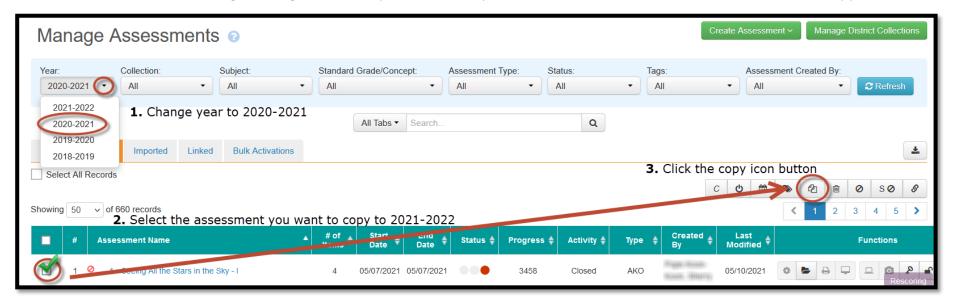
COPY AN ASSESSMENTS FROM PREVIOUS SCHOOLS YEARS TO 2021-2022

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.



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

