

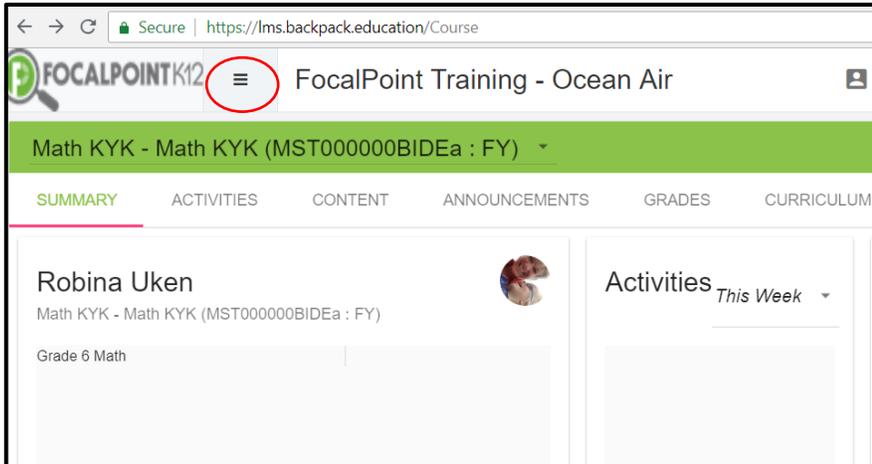


### FocalPointK12 Update: Test Sharing

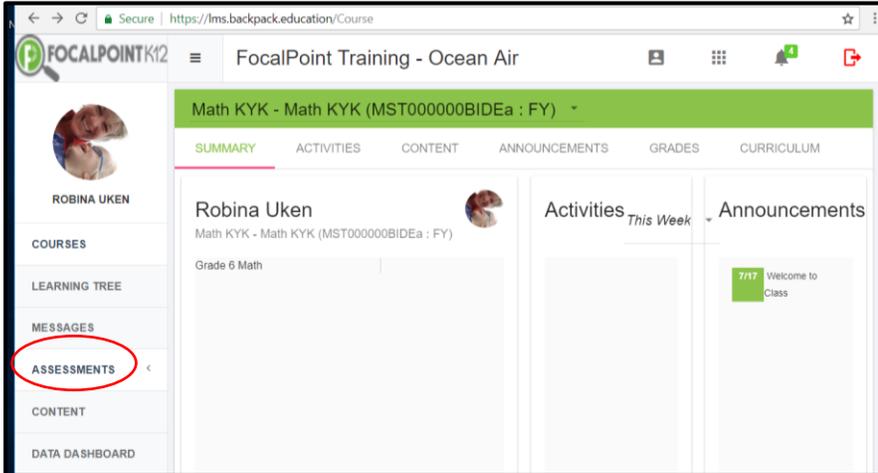
- ❑ Click on the 'Menu' Tab located in the top left corner of the page
- ❑ Menu Tabs will appear on the left side of your screen.
- ❑ Select the 'Assessments' Tab.
- ❑ Select 'Tests'
- ❑ Select "My Tests" circle on the top of the page.
- ❑ Find the test you want to share, click "Edit"
- ❑ For your shared tests to show in "My shared Tests", click the district toggle, it will turn pink.
- ❑ To additionally share with individuals, click on the share symbol in the top menu bar.
- ❑ A search bar and a list of users will appear on the left.
- ❑ Search to find a person(s) to share to, and click "Add"
- ❑ A pop up will appear saying "successfully added user"
- ❑ The user will appear on the right of the screen.
- ❑ Once finished choosing users to share, X out the screen using X in top right.
- ❑ Choose Save
- ❑ Back on the Tests page choose the "My shared Tests" circle
- ❑ The test you shared will appear there IF you turned on the "share to district" toggle.
- ❑ If you didn't want to share with district, that is fine, your test is still shared to the selected individuals, but it just won't show in your "Shared Tests" log.

# New Share Test Functions from FocalPointK12

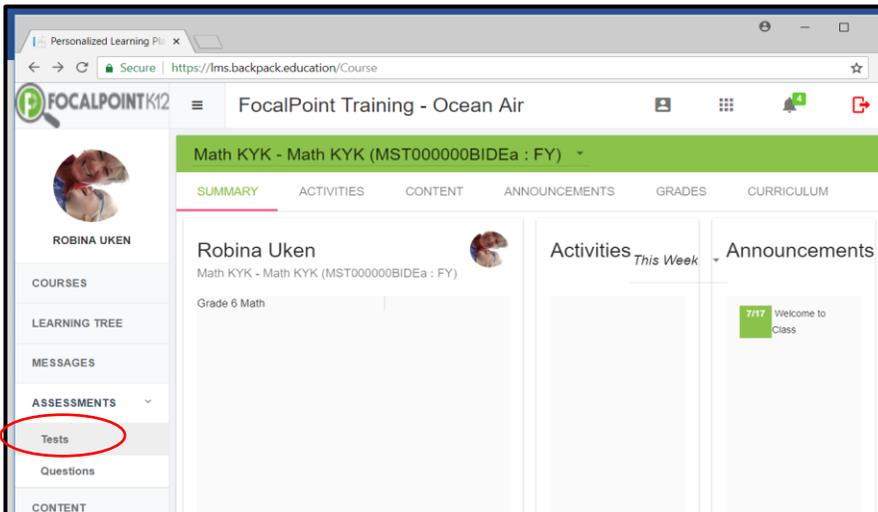
## ☐ Menu Tab



## ☐ Assessments Tab



## ☐ Tests



## My Tests

The screenshot shows the 'My Tests' page in the FocalPoint Training system. The user is Robina Uken. The page has a sidebar with navigation options like COURSES, LEARNING TREE, MESSAGES, ASSESSMENTS, Tests, Questions, and CONTENT. The main area displays a list of tests with columns for Subject, Grade, Standard, TestType, and CreatedBy. The 'My Private' radio button is selected and circled in red.

Subject	Grade	Subject	Createdby	Type	Shared	Max Attempts
none	Grade 4	Mathematics	Robina Uken	No	No	1
CCSS.Math.Content.4.NBT.A.1 CCSS.Math.Content.4.NBT.A.2						
Delete Edit Clone Preview Print						
2nd grade Math	Grade 2	ELA	Robina Uken	Formative	No	1
CCSS.ELA-Literacy.RF.2.4 CCSS.ELA-Literacy.RI.2.1 CCSS.ELA-Literacy.RI.2.10						
CCSS.ELA-Literacy.RI.2.8						
Delete Edit Clone Preview Print						

## Choose the test you want to share and click "Edit"

The screenshot shows the 'My Tests' page with the 'Edit' button for the selected test circled in red.

Subject	Grade	Subject	Createdby	Type	Shared	Max Attempts
none	Grade 4	Mathematics	Robina Uken	No	No	1
CCSS.Math.Content.4.NBT.A.1 CCSS.Math.Content.4.NBT.A.2						
Delete Edit Clone Preview Print						
2nd grade Math	Grade 2	ELA	Robina Uken	Formative	No	1
CCSS.ELA-Literacy.RF.2.4 CCSS.ELA-Literacy.RI.2.1 CCSS.ELA-Literacy.RI.2.10						
CCSS.ELA-Literacy.RI.2.8						
Delete Edit Clone Preview Print						

## District Share Toggle (to share with district and to have it show in "my shared test")

The screenshot shows the 'Test Detail' page for the '2nd grade Math' test. The 'District Share' toggle is circled in red.

Details

Title: 2nd grade Math

Maximum Time(min): 60.00

No Time Limit:

District Share:

Description: Please enter description

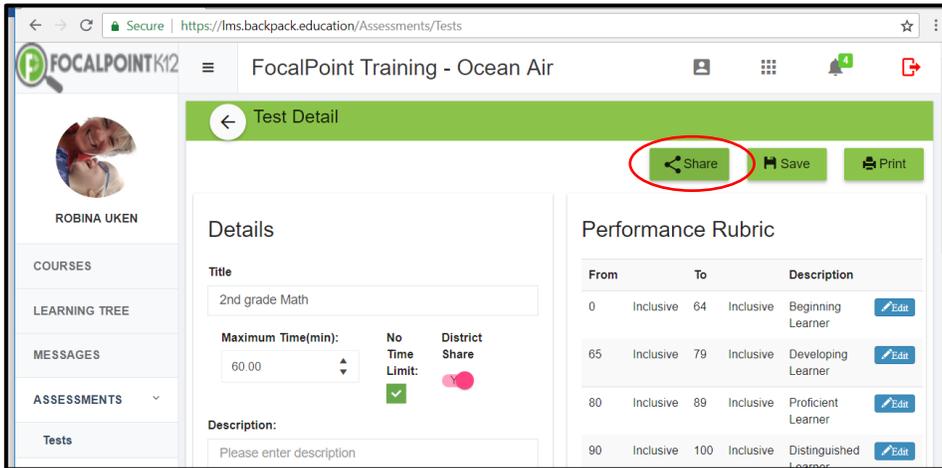
Formative X

TestType

Performance Rubric

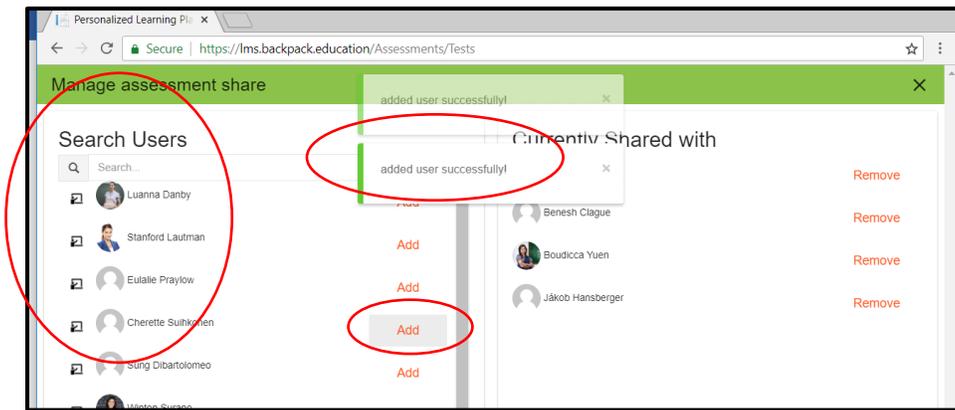
From	To	Description
0	Inclusive 64	Inclusive Beginning Learner <a href="#">Edit</a>
65	Inclusive 79	Inclusive Developing Learner <a href="#">Edit</a>
80	Inclusive 89	Inclusive Proficient Learner <a href="#">Edit</a>
90	Inclusive 100	Inclusive Distinguished Learner <a href="#">Edit</a>

## ❑ Select "Share" Icon



## ❑ Click "add" for who you want to share to from list of users on the left.

## ❑ A pop up will confirm saying "added user successfully"



## ❑ Add users and they will then appear on the right.

