

FocalPointK12 Update: Test Sharing

- □ Click on the <u>'Menu' Tab</u> located in the top left corner of the page
- □ Menu Tabs will appear on the left side of your screen.
- □ Select the <u>'Assessments'</u> Tab.
- □ Select <u>'Tests'</u>
- □ Select <u>"My Tests"</u> circle on the top of the page.
- □ Find the test you want to share, click <u>"Edit"</u>
- For your shared tests to show in "My shared Tests", <u>click the district toggle</u>, it will turn pink.
- **D** To additionally share with individuals, click on the <u>share symbol</u> 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 <u>"Add"</u>
- A pop up will appear saying <u>"successfully added user"</u>
- □ 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 <u>Save</u>
- Back on the Tests page choose the <u>"My shared Tests"</u> 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.

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Assessments Tab



□ Tests



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Choose the test you want to share and click <u>"Edit"</u>

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

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

A pop up	will confirm	saying '	ʻadded	user s	successfully	y



Add users and they will then appear on the right.

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□ X out of the screen when finished.

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□ Click save

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□ Select "My Shared Tests", your shared test will be at the top!

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