

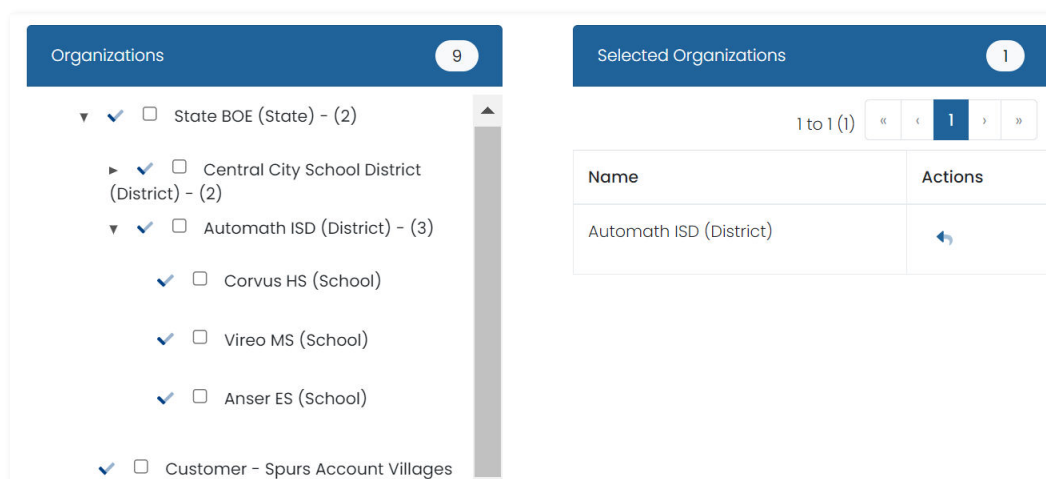
Test Publishing Options

Audience: District-level assessment administrators


When publishing a test you can select the checkbox to assign to all child institutions (e.g., schools) or the checkmark to select just the top level (e.g., district). Which one should you pick? The answer depends on who should be able to create administrations.

Option A: Top Level Org (Typically District) Will Create All the Administrations

If you only want one administration of the test, to be defined by district-level admin, then select the checkmark to assign to the district org only. This means that the test window and all settings are the same across all schools. If using the eligibility method, the school test coordinator will still have the ability to create proctor groups as needed for each assessment.



The screenshot shows two panels: 'Organizations' on the left and 'Selected Organizations' on the right. The 'Organizations' panel has a header with '9' and a list of organizations with checkboxes. The 'Selected Organizations' panel has a header with '1' and a table with one row.

| Name | Actions |
|-------------------------|--------------------------------------------------------------------------------------|
| Automath ISD (District) |  |

In this example, a test has been published to a single district. Only ADAM users assigned to Automath ISD District can use this test to create administrations.

The organization(s) with access to create administrations are shown on the right side. In this example, any school in Automath can administer a test if a district user creates an administration that includes eligible students at their school, but a school user cannot create their own administration with alternative dates, etc. In this example, the district administrator is dictating what students should take this assessment and within what time window.

Option B: Allow Schools to Create Their Own Administrations

If you want any school in the district to be able to schedule their own unique administration of the test, then select the checkbox in front of the district to assign all the schools within the district. The schools/districts with access to use this test to create and administration are shown on the right side.

Test Publishing Options

The screenshot shows two panels. The left panel, titled 'Organizations' with a count of 9, contains a tree view of organizational levels: State BOE (State) - (2), Central City School District (District) - (2), and Automath ISD (District) - (3). Under Automath ISD, three schools are listed: Corvus HS (School), Vireo MS (School), and Anser ES (School). All are checked. The right panel, titled 'Selected Organizations' with a count of 4, shows a table with 4 rows. The first row is 'Automath ISD (District) (3)' with two left-pointing arrows. The next three rows are 'Corvus HS (School)', 'Vireo MS (School)', and 'Anser ES (School)', each with one left-pointing arrow. A pagination control at the top of the right panel shows '1 to 4 (4)' and page '1'.

| Name | Actions |
|-----------------------------|---------|
| Automath ISD (District) (3) | ← ← |
| Corvus HS (School) | ← |
| Vireo MS (School) | ← |
| Anser ES (School) | ← |

In this example, the test has been published to each of the schools plus the district. ADAM users assigned to the district or any of the schools in the district can use this test to create local administrations.

Use this method when the district user doesn't have knowledge of which courses/classes should be assigned, or to give schools flexibility in scheduling a smaller test window within the dates set up on the test. Note that this option requires training for school level test administrators that isn't necessary with option A.

What if I want to allow school-based test coordinators to create administrations, but not teachers?

When creating the test, on the Test Config page, select 'Prevent Teacher Assignment'

