

Creating Test Windows

The Test Windows functionality simplifies the scheduling of multiple district tests that share a common date range. Test window managers can create and manage test windows, and then link multiple tests to a single test window. A test window defines the scheduling options for all tests linked to the window, ensuring that all the tests have identical scheduling options.

Users must be in a user role with the operation **Create and manage test windows** to assessments tests to test windows. Note that both district and school users with the operation can view and modify district test windows. Contact your site administrator for questions about your user permissions.

Create a New Test Window

For details on the options available when setting up a test window, refer to the *Scheduling Assessments Quick Reference Card*.

To create a test window:

1. Click **Assessments Admin** in the left navigation column
2. Click **Test Windows**
3. Click **Create New Window**
4. Enter a name; e.g. Fall Benchmarks, 20-21
5. Enter a start, end and score due date
6. Optionally, select the checkbox to customize options and choose the desired settings

These options cannot be overridden at the test level: only customize these options if they should be the same for all assessments linked to this test window.

7. Click **Create Window**

View or Modify an Existing Test Window

If you edit a test window, the scheduling settings for all linked tests will be updated in a background task, and **the tests may need to be republished** (the TestNav Status column in the test list indicates whether a test needs to be republished). You will receive a notification when the task is completed.

To view or modify a test window, first click **View Details** (or anywhere in the window row) to open the Window Details page.

View Settings

Expand **Scheduling options saved with this test window**.



Modify the Test Window

Click **Edit Test Window** to edit the window scheduling options and dates, and then be sure to save changes.

View Tests Linked to the Test Window

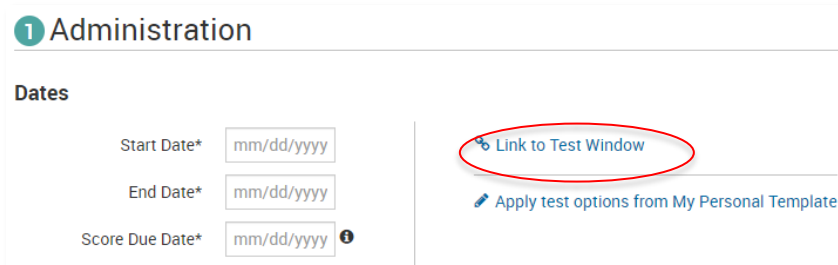
Click the number in the Linked Tests column for the desired test window. The list is sorted by test name in alphabetical order. From the menu for a test you can **Unlink** the test from the window or click **View Details** (or anywhere in the test row) to open the Test Details page if a test needs to be republished.

Window Name	Start Date	End Date	Linked Tests
Sample Window	11/18/2020	11/25/2020	1

Link a Test to a Test Window

Once a new test window is created, it can be linked to tests on the schedule page.

1. Navigate to the schedule page for a test
2. Click **Link to Test Window**



The screenshot shows the 'Administration' section of a software interface. Under the 'Dates' heading, there are three date input fields: 'Start Date*' (mm/dd/yyyy), 'End Date*' (mm/dd/yyyy), and 'Score Due Date*' (mm/dd/yyyy) with an information icon. To the right of these fields, there is a button labeled 'Link to Test Window' which is circled in red. Below this button is another button labeled 'Apply test options from My Personal Template'.

3. Click the name of the test window



The screenshot shows a dropdown menu with the text 'Window Name' and a downward arrow. Below the menu, the option 'Winter Benchmarks' is selected and highlighted in green, with a checkmark icon to its left.

4. Click **Link to Selected Window**
5. Assign the test
6. If online options were not specified in the test window, make selections
7. Click **Save and Publish**