

Select All, Unselect, Delete Selected (and a couple related tools)

Helpful Hints:

- When creating a passage, it is a good idea to select all of the questions before clicking the "Add Passage" button so the selected questions will automatically be linked to the passage upon creation.
- To copy a question within an assessment, you will need to select the questions first, then click the "Copy Questions" button to make an exact copy of the selected questions. They will be added to the end of the assessment and given the next available question number(s).
- Scoring Guides are available electronically through the Answer Entry/Verification screen to help enter grade in a paperless manner.

Frequently Asked Questions:

Q: Why can I not delete a question?

A: Questions can be manipulated as long as there does not exist student data. In these cases, the best option is to exclude the question by changing the special scoring. If the question needs to be removed for future test administrations, it is best to create a copy of the assessment, then delete the question.