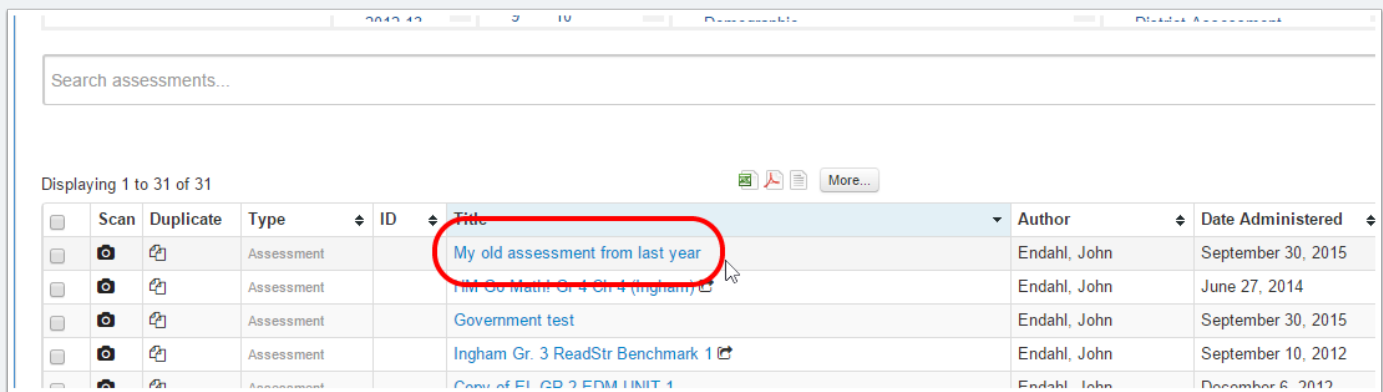


Duplicate an assessment to re-use it this year

There are two techniques you can easily duplicate an assessment used in previous years. Using these steps, you will retain the original assessment and any student results. You will make a new copy of this assessment, ready to administer to your current classes.

Locate the assessment you wish to duplicate

Log onto Illuminate, then go to Assessment > List Assessments. Use the various search tools to find the assessment you want to re-use. In this example, we are going to prepare "My old assessment from last year" for use this year.



Search assessments...

Displaying 1 to 31 of 31

	Scan	Duplicate	Type	ID	Title	Author	Date Administered
<input type="checkbox"/>			Assessment		My old assessment from last year	Endahl, John	September 30, 2015
<input type="checkbox"/>			Assessment		NIM Co Math Gr 4 Ch 4 (Ingham)	Endahl, John	June 27, 2014
<input type="checkbox"/>			Assessment		Government test	Endahl, John	September 30, 2015
<input type="checkbox"/>			Assessment		Ingham Gr. 3 ReadStr Benchmark 1	Endahl, John	September 10, 2012
<input type="checkbox"/>			Assessment		Copy of EL CP 2 EDM UNIT 1	Endahl, John	December 6, 2012

Duplicate an assessment to re-use it this year

Duplicating from the Assessment List

Click the "duplicate" button for the assessment to make a new copy.

Illuminate will ask you to verify you want to duplicate the assessment. Click OK

Go to "Open the copied assessment". (i.e. skip the next step, "Duplicating from within the assessment - Step 1")

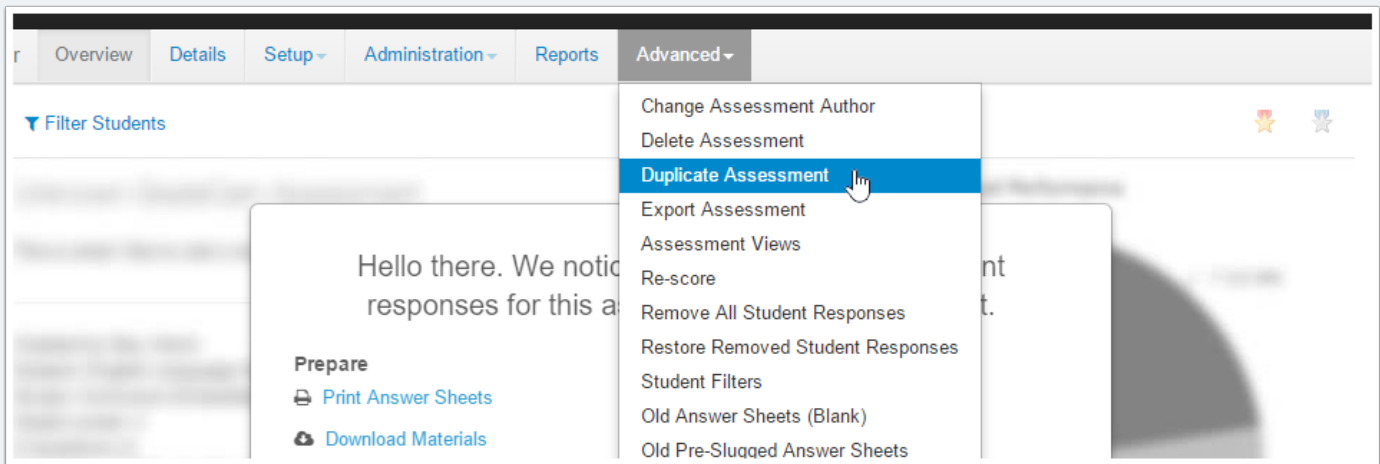
The screenshot shows the 'Assessment List' interface. At the top is a search bar labeled 'Search assessments...'. Below it, it says 'Displaying 1 to 31 of 31'. A table lists assessments with columns for 'Scan', 'Duplicate', 'Type', 'ID', and 'Title'. The first row is highlighted, and a red arrow points to the 'Duplicate' button. A tooltip over the button says 'Duplicate My old assessment from last year.'. Below the table, a confirmation dialog box is open, titled 'Controller'. The dialog text reads: 'The page at inghamisd.illuminateed.com says: Duplicate My old assessment from last year?'. There is an unchecked checkbox for 'Prevent this page from creating additional dialogs.'. A red arrow points to the 'OK' button.

Scan	Duplicate	Type	ID	Title
<input type="checkbox"/>		Assessment		My old assessment from last year
<input type="checkbox"/>		Assessment		HM Go Math! Gr 4 Ch 4 (Ingham)
<input type="checkbox"/>		Assessment		Government test

Duplicate an assessment to re-use it this year

Duplicating from within the assessment

If you opened your old assessment, you can duplicate the assessment by clicking on **Advanced > Duplicate Assessment** in the sub-navigation bar. Illuminate will create a copy without asking for permission and return you to the assessment list.



Duplicate an assessment to re-use it this year

Open the copied assessment

Illuminate duplicates the assessment, and displays a message showing the duplication was successful near the top of the screen. Click the "Copy of ..." link to open the new copy of the assessment.

NOTE: The copy also appears in your list of assessments. You can scroll through the list and find the copy. It is easier to use the link that appears at the top of the screen, however.

The screenshot shows the Illuminate assessment interface. At the top, a green message bar states: "My old assessment from last year has been successfully duplicated as [Copy of My old assessment from last year](#)". A red arrow points to this link. Below the message is a filter panel with sections for "Author (1 selected item)", "Year", "Grade", "Type (1 selected item)", and "Scope". The "Author" section has "Me" selected. The "Year" section has "2016-17" selected. The "Grade" section has "K 1 2" selected. The "Type" section has "Assessment" selected. Below the filter panel is a search bar labeled "Search assessments...". Below the search bar, it says "Displaying 1 to 32 of 32" and there are icons for print, download, and a "More..." button. Below this is a table of assessments:

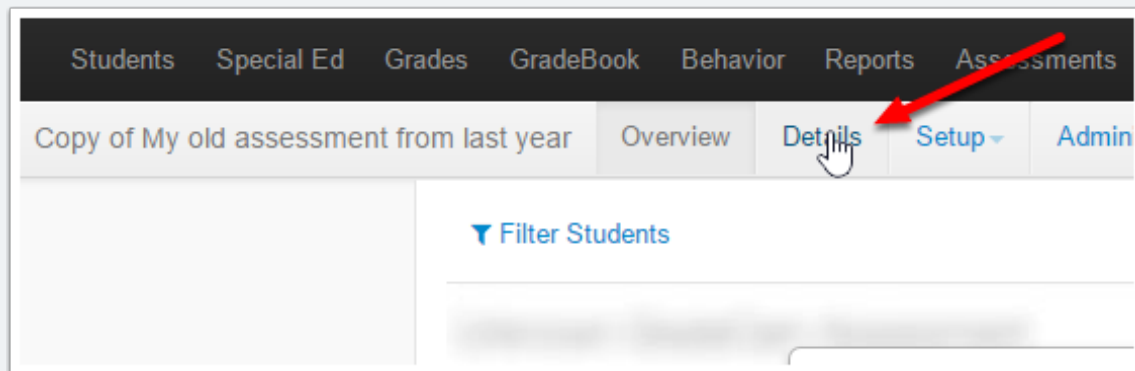
<input type="checkbox"/>	Scan	Duplicate	Type	ID	Title	Author
<input type="checkbox"/>			Assessment		My old assessment from last year	Endahl, John
<input type="checkbox"/>			Assessment		HM Go Math! Gr 4 Ch 4 (Ingham)	Endahl, John
<input type="checkbox"/>			Assessment		Government test	Endahl, John
<input type="checkbox"/>			Assessment		Ingham Gr. 3 ReadStr Benchmark 1	Endahl, John
<input type="checkbox"/>			Assessment		Copy of EL GR 2 EDM UNIT 1	Endahl, John
<input type="checkbox"/>			Assessment		Copy of APUSH Ch 15-17	Endahl, John
<input type="checkbox"/>			Assessment		EL Gr. 4 ReadStr Benchmark 5	Endahl, John
<input type="checkbox"/>			Assessment	AF01	Algebra Foundations 01 - 1-12	Endahl, John
<input type="checkbox"/>			Assessment		Copy of My old assessment from last year	Endahl, John
<input type="checkbox"/>			Assessment		Ingham Gr. 2 ReadStr Benchmark 1	Endahl, John

A red arrow points to the "Copy of My old assessment from last year" link in the table row.

Duplicate an assessment to re-use it this year

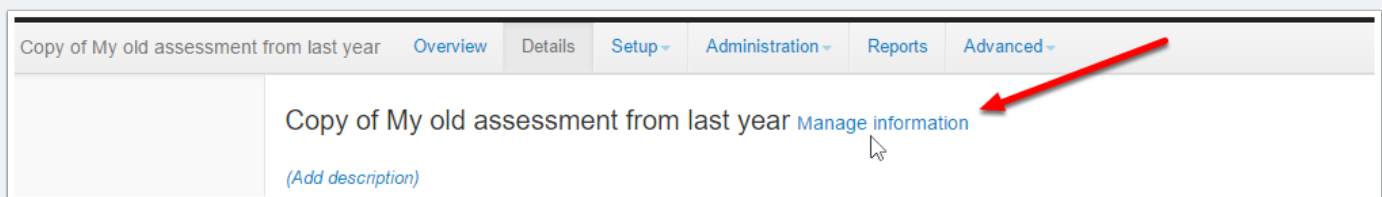
View the assessment Details

Open the copied assessment. Then click the Details link in the sub-navigation bar.



Go to Manage Information to edit the assessment name

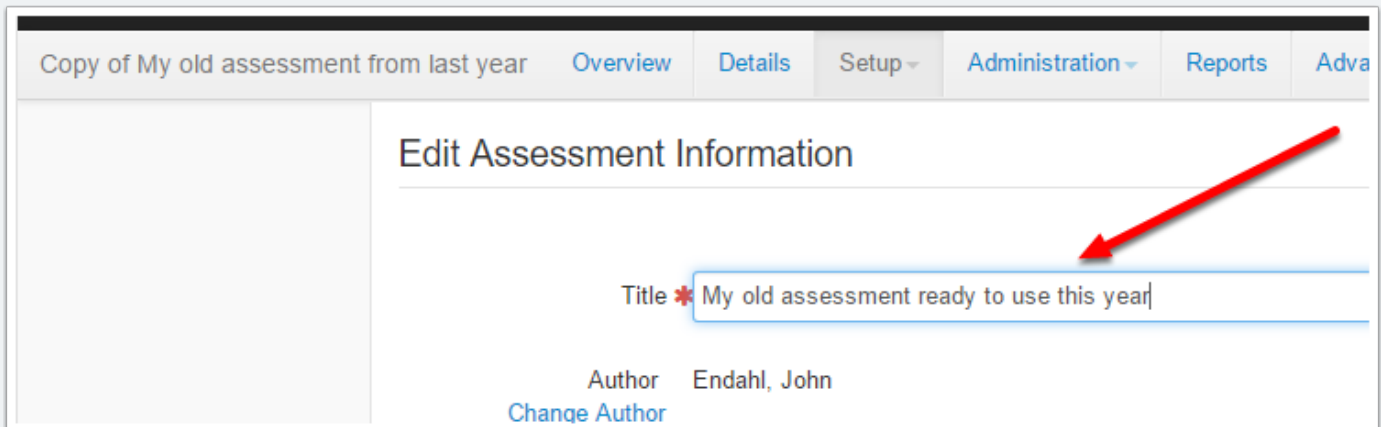
The assessment details page opens. Click "Manage information"



Duplicate an assessment to re-use it this year

Edit the assessment name and other details

Edit the assessment title, and edit other fields as desired (Academic Year, Date administered, etc.). Hit the Save button at the bottom of the screen. You now have an empty copy of the assessment ready to use with your current classes.



The screenshot shows a web interface for editing an assessment. At the top, there is a navigation bar with tabs: "Copy of My old assessment from last year", "Overview", "Details", "Setup", "Administration", "Reports", and "Adva". Below the navigation bar, the main content area is titled "Edit Assessment Information". A red arrow points to the "Title" field, which contains the text "My old assessment ready to use this year". Below the title field, the "Author" field is visible, showing "Endahl, John" and a "Change Author" link.