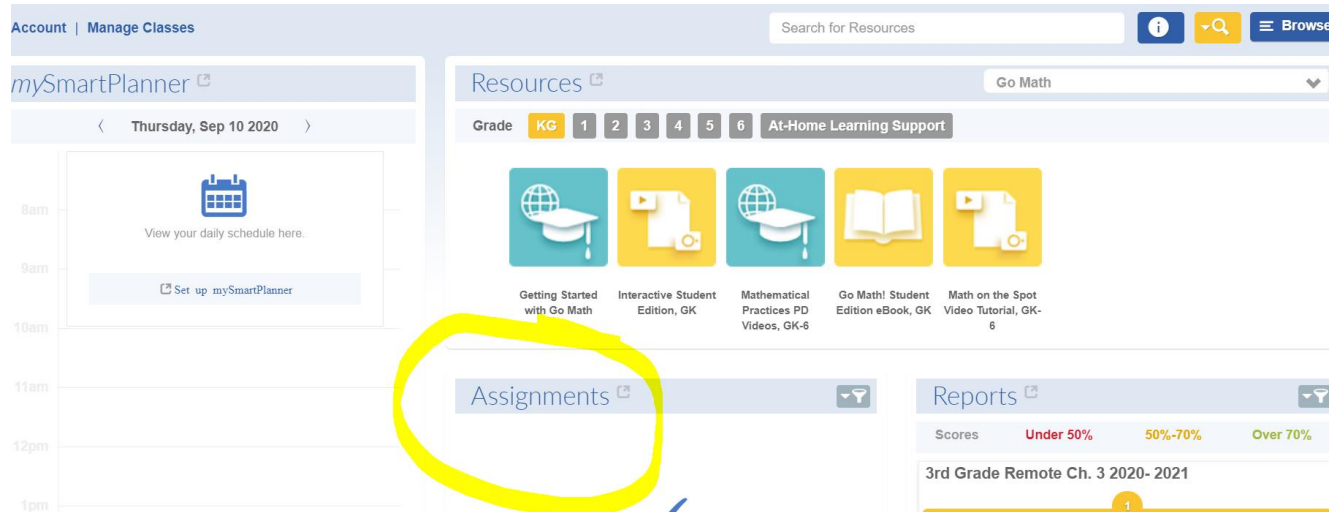
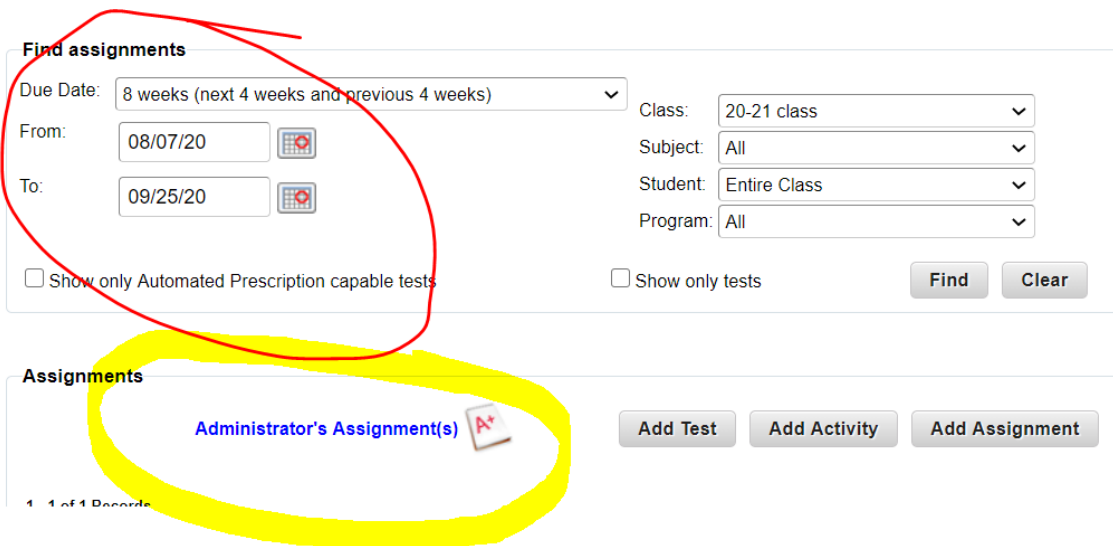


# Directions for assigning a test in Think Central

Login to your account. Click “assignments.”



Choose the date range of assignments you want to view (current year) and then click on “administrator’s assignments.”



Find the test you want to assign and click “assign” next to that test.

Subject	Assignment	Proposed Due Date	Comments	Actions
Mathematics	3rd Ch. 3 PRACT...	11/15/19	From Zeman:	<a href="#">Assign</a> <a href="#">Delete</a>
Mathematics	3rd Ch 3 Test 2019...	12/06/19	From Zeman:	<a href="#">Assign</a> <a href="#">Delete</a>
Mathematics	3rd Ch. 4 test 201...	01/03/20	From Zeman:	<a href="#">Assign</a> <a href="#">Delete</a>

Choose your class. It will look slightly different for you. It will name your class something similar to:  
2020-2021 Fourth Grade Section .....

**Assignment Details**

Assignment name: 3rd Ch. 3 PRACTICE 19-20

Assign to students in one or more classes:

- Select All
- 20-21 class
- bcleary3
- bcleary3 - 2018-2019
- Intervention 2018

Click "add all" to add all of your students from the left to the right side. Then choose the date you want the test to open as well as close. I usually leave it open a couple extra days after I think they will be finished in case of absences.

**Available Students**

- Botts3, Leigh
- Huggins3, Henry
- Mouse3, Ralph S
- Quimby3, Ramona
- Spofford3, Otis

**Students in Assignment**


**Add All >>**


**Add >**


**< Remove**


**<< Remove All**


**Assignment Settings**

Available date: 09/10/20 

Due date: 09/17/20 

Times available: Any Time 

From:  AM 

To:  AM 

**Note :** If the assignment is made to two or more classes and you want to restrict which students receive the assignment, then

Click save.

**Save** **Cancel**