



A Guide for Galileo® K-12 Online: Close (Reopen) a Test

PURPOSE

Any assessment (benchmark, formative, or quiz) can be set to a closed status. **A closed test cannot be edited, scheduled, or scored and bubble sheets cannot be generated.** A closed test is not displayed in test drop-down fields, except for when generating reports. A closed test can be reopened.

WHO CAN DO THIS?

Tests may only be closed or opened by any Galileo user who has *Write* access to that test library.

STEPS

ACCESS TEST BUILDER PAGE

- Click either:
 - Assessment>Test Construction>Test Builder.**
 - Test Builder** tile.
- If necessary select a **School**.
- If necessary, select the **Class**.
- Select the test **Library**.

Select a library and click on the links below to add or modify a test.

School	Desert Elementary School
Class	Bob's Class
Library	Math Quizzes

CLOSE A TEST

- Access the **Test Builder** page.
- Click either the:

- the **slider bar** on the index list next to the desired test. The bar becomes red indicating that the test is now closed.
- the **slider bar** in the column heading to close all tests. The bar for each test becomes red indicating that the tests are now closed.

Closed	Test	Max Points	Test Status	Published	Item Count	Options
	2017-2018 ATI CCP ELA 04 Gr. CBAS #1	45	Publish	5/15/2014	45	
	2017-2018 ATI CCP ELA 04 Gr. CBAS #1	45	Publish	4/6/2016	45	
	(CAT) ATI AZ-CC-Reading 04 Gr. Adaptive	35	Publish	5/12/2014	35	

REOPEN A CLOSED TEST

- Access the **Test Builder** page.
- Click either the:
 - the **slider bar** on the index list next to the desired test. The bar changes from red to blue indicating that the test is now open.
 - the **slider bar** in the column heading to open all tests. The bar for each test changes from red to blue indicating that the tests are now open.

Closed	Test	Max Points	Test Status	Published	Item Count	Options
	2017-2018 ATI CCP ELA 04 Gr. CBAS #1	45	Publish	5/15/2014	45	
	ATI CCP ELA 04 Gr. CBAS #1	45	Publish	4/6/2016	45	
	ATI CC-Reading 04 Gr. Adaptive	35	Publish	5/12/2014	35	
	ATI CC Science 04 Gr. HG CBAS #1	36	Publish	5/12/2014	36	