IMAGINE LEARNING, INC.

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

1. Click either:

   a. **Assessment>Test Construction>Test Builder**.

   b. **Test Builder** tile.

2. If necessary select a **School**.

3. If necessary, select the **Class**.

4. Select the test **Library**.

CLOSE A TEST

1. Access the *Test Builder* page.

2. Click either the:

   a. the **slider bar** on the index list next to the desired test. The bar becomes red indicating that the test is now closed.

   b. 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.

REOPEN A CLOSED TEST

1. Access the *Test Builder* page.

2. Click either the:

   a. 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.

   b. 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.