



A Guide for Galileo® K-12 Online: Move or Copy a Test

PURPOSE

A test may be moved or copied from one library to a different library. This is beneficial if you created a test in your library and decide that it should be placed in a community library or to a different library you created (e.g., move from the "Math Test Library" to the "Algebra II Test Library").

Any user may move or copy tests between libraries if they have the appropriate library permissions. Only District-level users have access to the Secure Library, the library where district-wide tests reside.

BENCHMARK ASSESSMENTS

Benchmark assessments should be moved from a Secure Library to the appropriate community district-wide library in order for test results to be accessible by users. (Instructional Effectiveness benchmark tests should remain in the ATI delivered library.) This is done by the designated district's/charter school's District-level user.

LIBRARIES

ATI's Educational Management Services creates and defines user access to the Secure and district-wide Libraries for each district/charter school. Once the district-wide assessments reside in the district's/charter school's library, the scheduling process may begin.

Certain benchmark assessments (e.g., Instructional Effectiveness

assessments) reside in a *Results Only* Library. District-level users have access this library. The *Results Only* library permission prevents Class- and School-level users from viewing the test items and scheduling a test; they may view the learning standards. Additionally, users cannot access details of certain report details (e.g., the test item), generate test booklet, or print answer key pages.

Assessments residing in a *Results Only* library should remain in this secure library and should **not** be moved to a different library. The *Results Only* library permissions should not be modified.

REPORTS

Tests that reside in a Secure Library cannot be seen by other Galileo users, thus teachers cannot generate reports for these tests.

MOVE A TEST

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.**
5. Click the *Move Test* button.

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



6. Select the test **From Library.**

Assessments residing in a "Results Only" library should **not** be moved to a different library.

- Place a checkmark by the **test(s)** you would like to move. You may use the Select All or the Deselect All link.

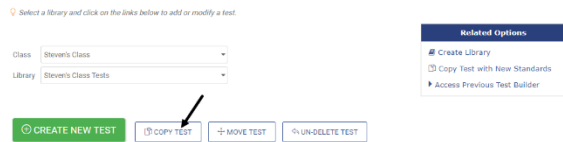


- Select the test **To Library**.
NOTE: If the test title name already exists in the selected test library, a duplicate test name followed by a number (e.g., duplicate test (2)) is assigned.
- Click the *Move Test* button.

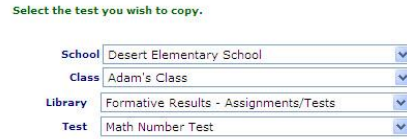
COPY TESTS

ATI delivered district-wide tests should not be copied.

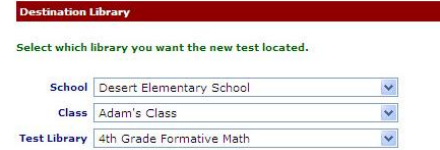
- Click either:
 - Assessment>Test Construction>Test Builder.**
 - Test Builder** tile.
- If necessary select a **School**.
- If necessary, select the **Class**.
- Select the test **Library**.
- Click the *Copy Test* button.



- Select the **School, Class, Library, and Test** you would like to copy.



- Select the **School, Class, and Library** of your test's destination.



- Enter a **New Test Title**.
- (optional)* Click the **Copy test status of original test** to retain the published status of the newly copied test.
- Click the *Copy Test* button.
NOTE: If the new test title name already exists in the selected test library, a duplicate test name message displays. Enter a different test name.

The test is now in the destination's library.

Close	Test	Max Points	Test Status	Published	Items Created	Options
	RE.4.5 Q	5	publish	5/26/2009		
	RE.4.5 Q(2)	5	construction	--		

If necessary, make any desired changes and update the **Test Status** to "Published".

