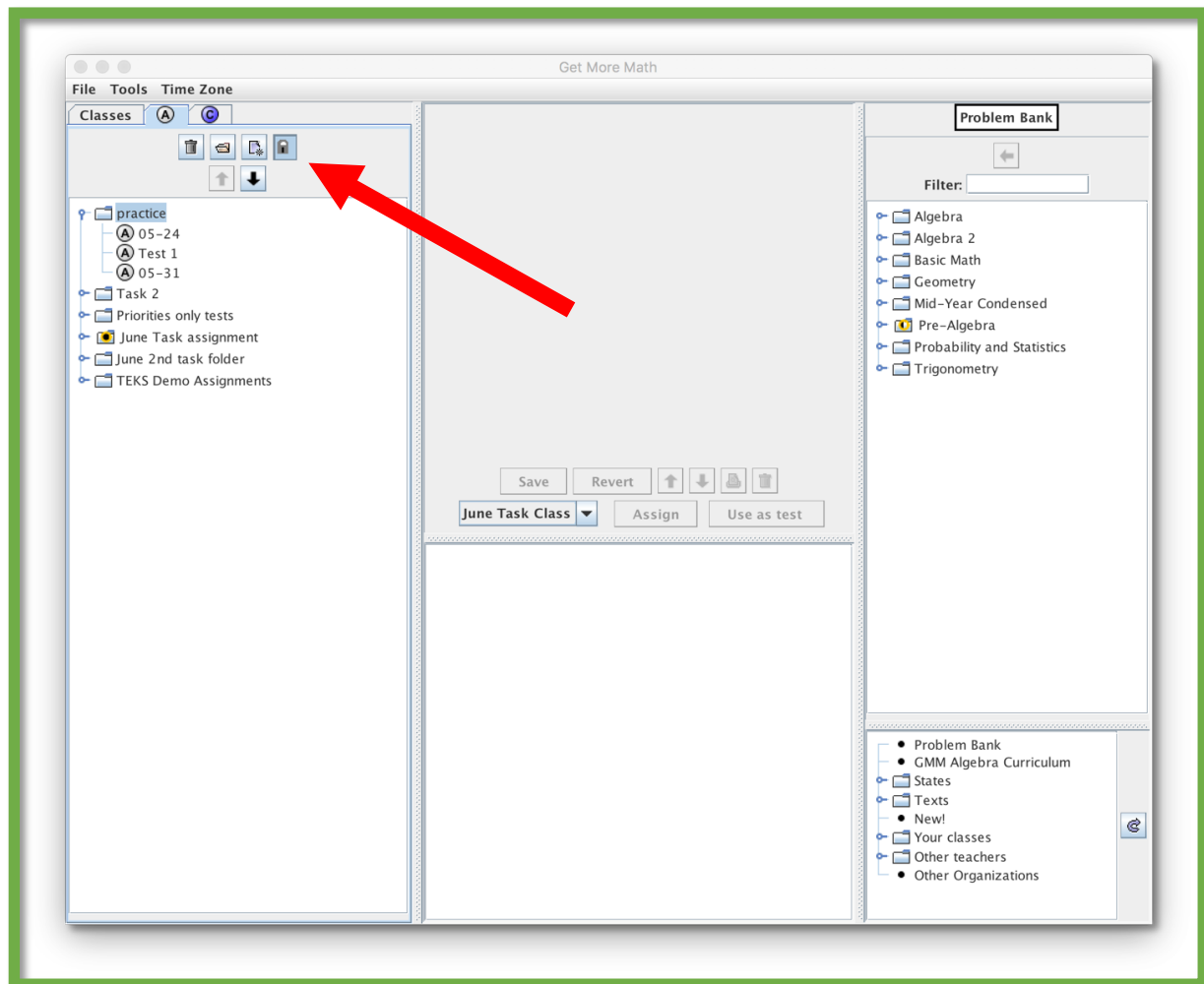




## How to Create a Locked Test

To create a locked test—

1. Go to **Assignment** tab.
2. Choose the assignment folder you want the test to be located in, or create a test folder.
3. Once the folder is highlighted, choose the **Lock** icon rather than the regular assignment icon.



4. You are now creating a locked test.

5. You are able to choose your items for the test, but remember when you add the items, look at each one in the middle pane to make certain each question is what you want. Toggle through the items until you have the question you want.
6. Once you are certain you have the skills and specific questions you want, you'll hit **SAVE**, then **USE AS TEST**.
7. Showing & Giving the test is accomplished the same way as a normal test.

Note: You are still able to scramble the order of the test questions, so that each student will have the same questions, but in a different order than other class members.

**\*\*END\*\***