

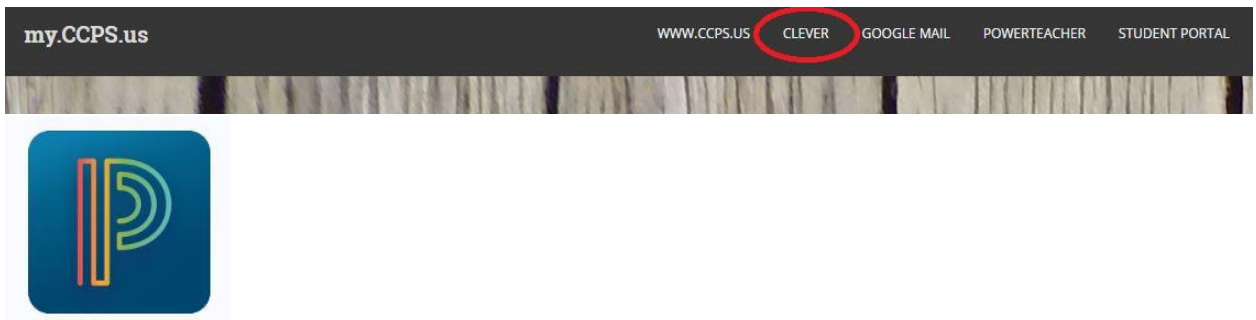


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PowerSchool Assessment

Creating an Assessment

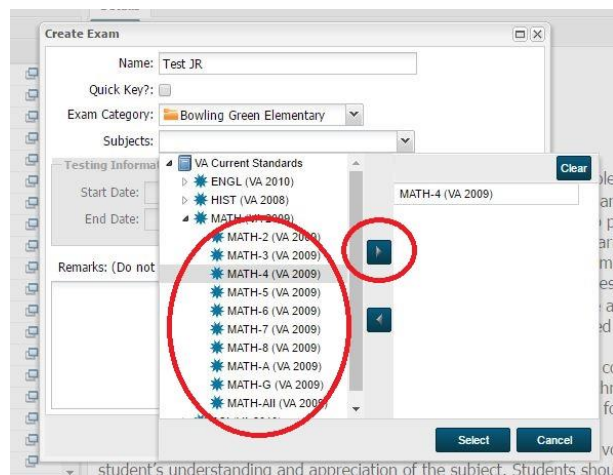
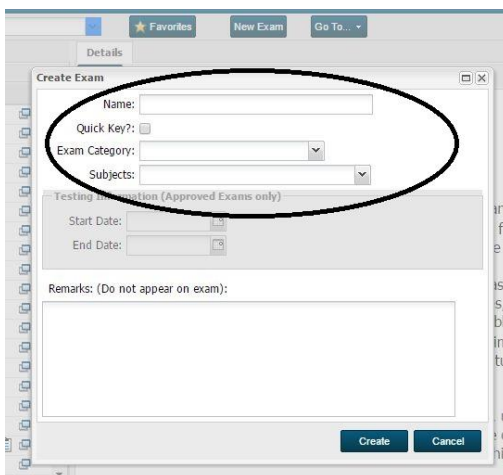
1. Go to **Clever** from the intranet site and if prompted login with Google. Once on Clever select the **Powerschool Assessment and Analytics** application



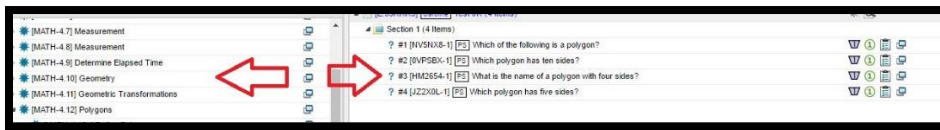
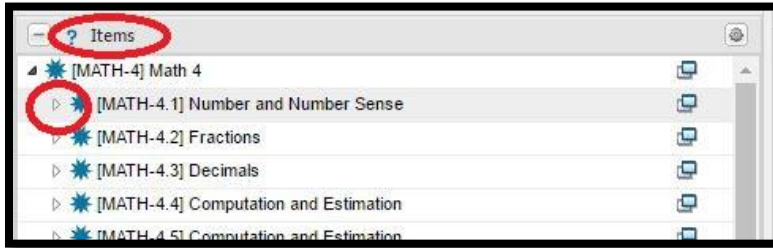
2. Choose **Create an Assessment**



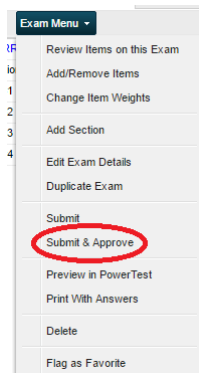
3. Select **New Exam** giving the exam a name (may be a specific naming convention), select the appropriate category, and select the correct **subject**. Once everything is selected choose **create**.



4. After creating the exam, add questions by selecting **Items** from the left menu to display the questions (use the drop down icon to expand). Once a question is chosen, **drag** it to the right side where the exam is located.



5. Once finished adding questions, the exam must be submitted and approved by going to **Exam Menu** and selecting **Submit and Approve**



6. You may need to set up a date window for the exam by going to **Exam Menu, Edit Exam Details**, then fill in the dates (this is usually a window of time 1-2 weeks). Click **Save**.

