



Copying a Classroom Test to Another Section or Class Period

Go to www.achievementseries.com and click on "Staff Members."

Login using the following:

Site ID
Staff ID
Password

1. Select the class where you want to create the new test.
2. Select Duplicate Test from the Test Creation Options.
3. Select the Test you want to duplicate.
4. Click Next.
5. Select the new section to place the duplicated test.
6. Click Next.
7. Name the Test (Need to use a new name). Test Appears in test list with new name.
8. Activate the test.

Scantron Tech Support
District Contact – Dianne –Assessment Assistant
For additional information, use the online HELP link

800-445-3141
587-7178 or DCanoles@d303.org