How to Copy a Shared Test in SchoolNet

Note: In order to share a test within your school, the test should be saved in Common Classroom. However, Common Classroom tests cannot be scheduled or assigned to a section until the test is copied and saved in My Classroom. Remember, test sharing is not available beginning one week before and throughout the benchmark testing window.

Step 1: Sign into SchoolNet.

Step 2: Hover over Assessment Admin Tab, then click Find a Test.

Step 3: Click the name of the test you would like to copy.

Test Central
Step 4: Under **Actions** click **Copy Test**.

Step 5: Rename the assessment, choose **Test Category: My Classroom**, make sure all other fields are correct, and click **Generate Test**.

Please see [Assigning an Assessment in SchoolNet](#) for the next steps.