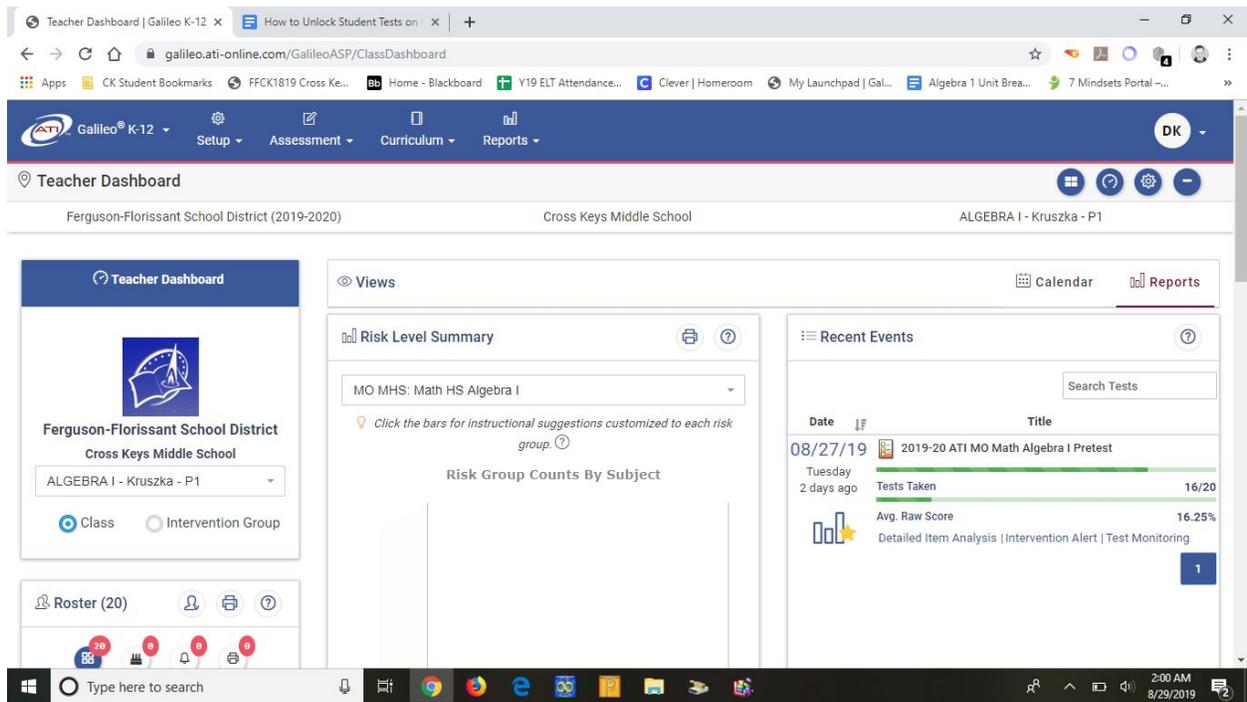
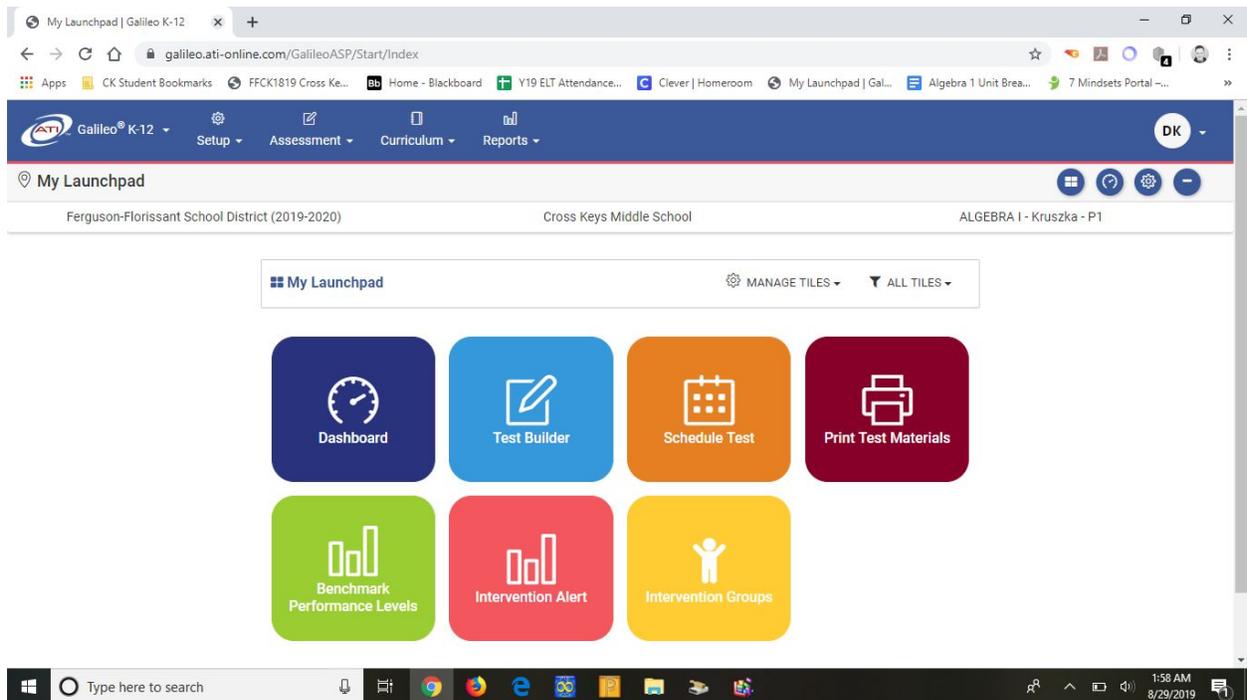
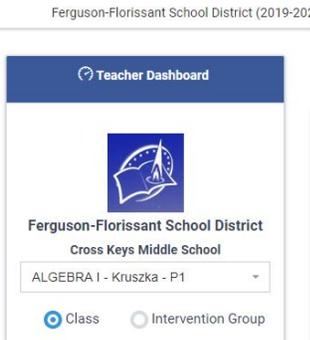


First, find and click Dashboard Icon on the launchpad screen

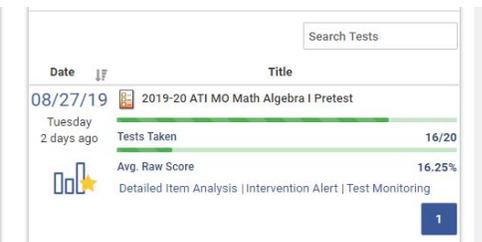


If you are seeing a different dashboard, find the Reports tab on the right side of the screen.

Next, select the class you need to reassign an assessment to in the drop down menu under the Ferguson-Florissant logo



Once you have selected the class, there is a link on the right side that says "Test Monitoring". Find it and click it.



The screenshot shows the 'Test Monitoring' interface for the '2019-20 ATI MO Math Algebra I Pretest'. It features a pie chart showing the class average of 16.25% (with segments for 21.11%, 16.25%, and 62.64%) and a bar chart showing the 'Avg Percent Scored' for each item. A table below shows individual student performance.

Name	Earned Points	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Anderson, Kyrak	4/45 = 8.89%	A	A	0/1	C	C	B	C	A	C	B	B	B	A	C	D	0/1	B	0/1
Abkins, Ryan	10/45 = 22.22%	---	D	0/1	B	C	C	C	A	B	B	---	D	D	D	B	0/1	B	0/1
Bacher, Jeremiah	8/45 = 17.78%	D	C	0/1	C	C	D	D	A	B	D	C	D	A	D	0/1	A	0/1	0/1

From this screen, find the padlock icon on the left side under the pie chart



Once you press it, you will be able to select from 3 options.



Notes:

If the window for the assessment is closed, then you will need to reassign the assessment to the class the student(s) are in. Can only be assigned in 5 minute increments.