

How to Build a Test in ODYSSEY

1. Select **Assessment**
2. Choose **Test Builder**
3. At the Test Builder main page, select a **standard, a subject, and a level.**
4. Click Next
5. Scroll through the list of objectives and check the boxes to select the desired **objectives** for your test.
6. Click **Next.**
7. Review your selections. Remove or add objectives if you wish.
8. Click **Next.**
9. Review the default **Test Properties** and make any changes you wish
10. Click **Next.**
11. Enter a **name** for your test.(46 character limit)
12. Click **Next.**
13. Review the **test summary**, and click **Save.**
14. Give the **assignment a name** (It could be the same as the test name.)
15. Choose the order (Sequential or Self-Select)
16. Click Complete Assignment
17. On this screen, select who should have **access** to the assignment, **subject** area, and **grade** level. Also select whether or not to show worksheet links in the student launch pad.
18. Decide whether you want to assign it now, or later.
19. Click on the Next button.
20. If you assign now, select the Class (all students or individual students).
21. Click the Finish” button at the bottom of the window.