

ASSESSMENT IMPLEMENTATION GUIDE



WORD
of LIFE™



Digital Assessment Instructions for Schools

- School teachers control when students access digital assessments by sharing the assessment.
- Digital assessments may only be taken **one time**.
- Printable PDF versions may be used for retakes.

How to Assign a Digital Assessment

- Step 1 Open the Teacher Portal.
- Step 2 Expand the **Resources by Type** menu.
- Step 3 Click **Assessments: Digital**
- Step 4 Locate the assessment you want to assign.
- Step 5 Click the  in the top-right corner of the assessment.
- Step 6 Create a new message.
The assessment link will automatically appear in the message.
- Step 7 Send the message to the class.
Students will receive a notification that a new message is available in the Student-Parent Portal.
- Step 8 Students click the assessment link in their portal message to complete the assessment.

Additional Notes for School Teachers

- Printable PDFs and answer keys are available in the Teacher Portal.
- Digital and printable assessments contain content directly from:
 - Student Text lessons
 - Chapter review activities
- Teachers can track student progress and assessment grades on the Student Progress Tab.