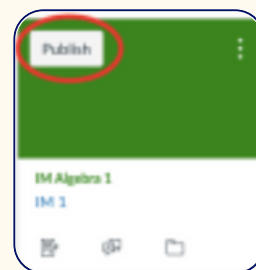
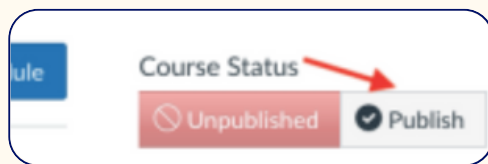


How to Administer a Common Assessment

Please note: In order for students to see assignments, you have to make sure your course is published. In your dashboard, if your course looks like this, then you need to click "**Publish**". Or if you are in your course and see the red "unpublished" button, you will need to click "**Publish**":



To Select a Common Assessment

Step 1: In Canvas, you can choose "Assignments" or "Modules".

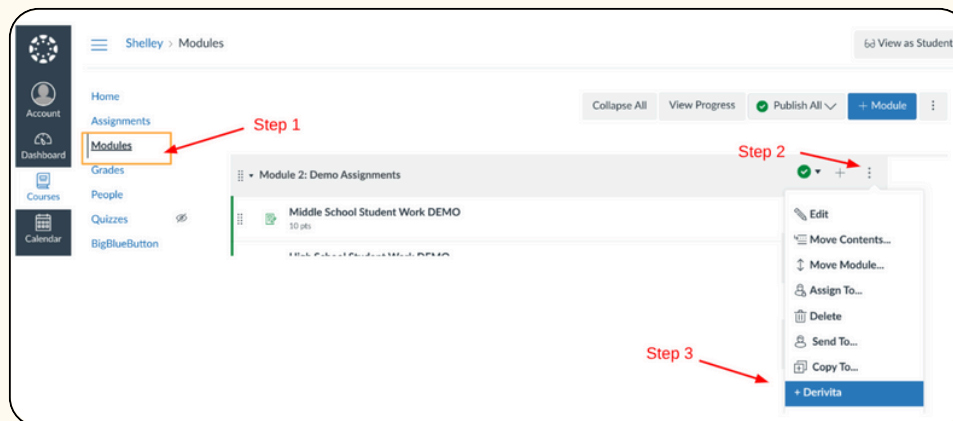
For Assignments:

Choose the three dot menu and "+Derivita".

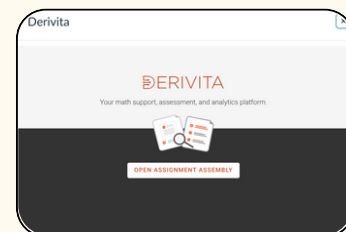


For "Modules":

Choose the module you'd like to place the assessment under, then choose the three dot menu and "+Derivita".



Step 2: Open Derivita's "Assignment Assembly".

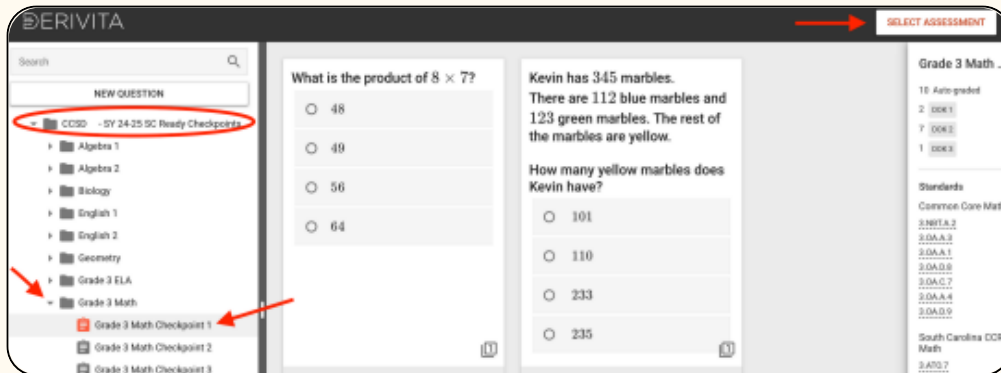


Step 3: Once the Content Library opens, you will see all of the Books open to you. Locate your Assessment under Common Assessments.

Click the arrow to the left of the unit assessments you need.

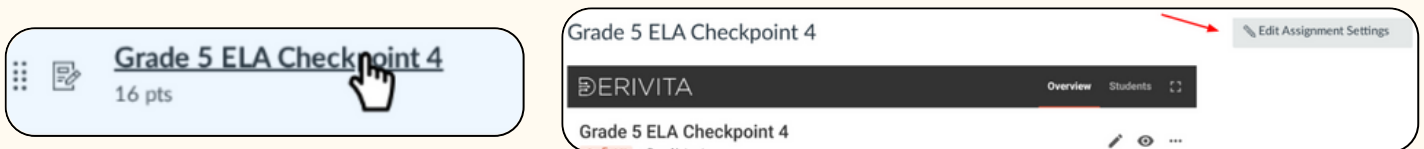
Click on the assessment you need. This will open all of the questions on the assessment for you to preview.

Click **"Select Assessment"** in the top right corner of the screen.

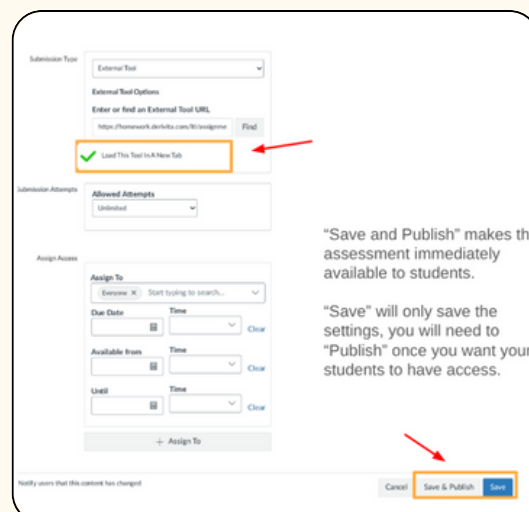


Step 4: Once you have clicked "Select Assessment", it will send you back to Canvas.

To add a due date, click on the assignment name, then "Edit Assignment Settings".



Step 5: Scroll down and add your due dates in Canvas. Then, "Save and Publish" or "Save" if you don't want your students to have immediate access. If your students use Snap & Read, be sure to click "Load This Tool in a New Tab."



Congratulations!

You have successfully created a Common Assessment!