DERIVITA

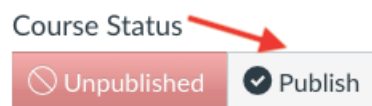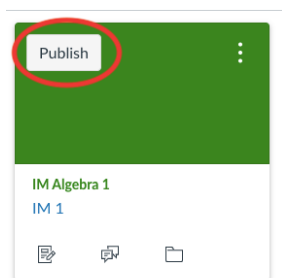## How to Administer a Unit Assessment/SC Ready Checkpoint

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 Or if you are in your course and see the red "unpublished" button, you will need to click "Publish:.
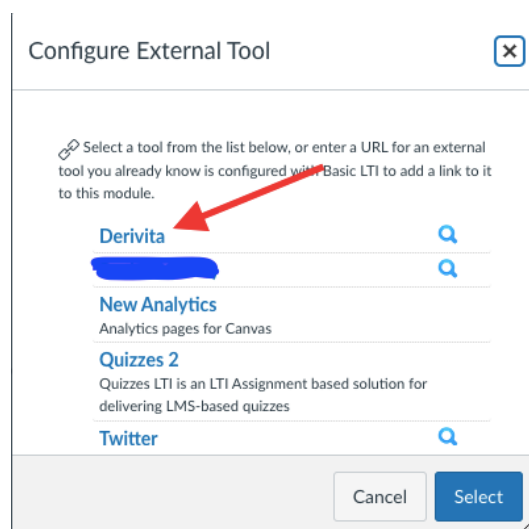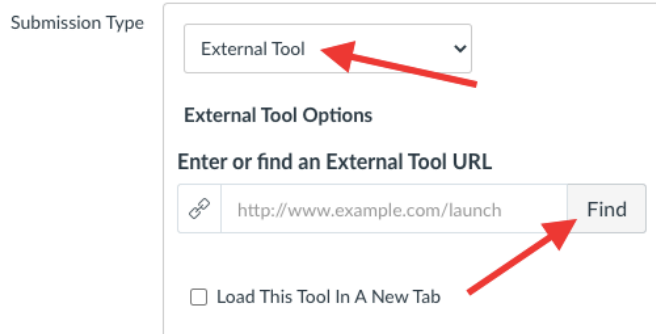

To administer a unit assessment:

**Step 1**: In Canvas, Click "+ Assignment" to create a new assignment.
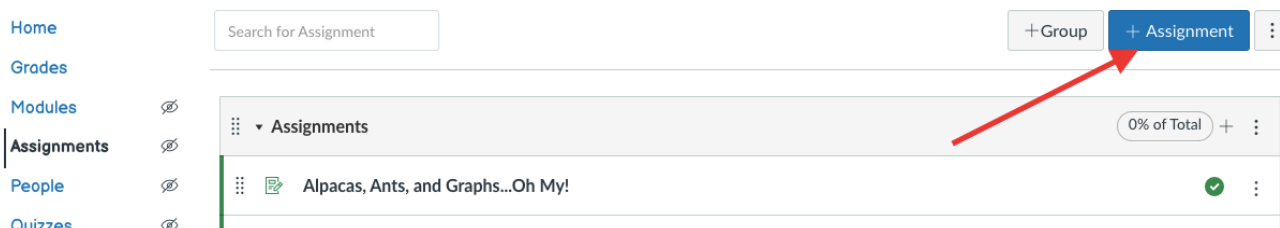
Step 2:
- Title the assignment and determine the number of points.
- Under **Submission Type,** select **"External Tool"** from the drop-down menu.
- Click **"Find"** and select **"Derivita"** from the pop-up box. This will launch Derivita's Content Library.

Step 3: Once the Content Library opens, you will see all of the Books open to you.
- Locate your ELA Assessment under Common Assessments (see screenshot below).
- Click the arrow to the left of the unit assessments you need (CCSD Burke High School - ELA Checkpoints)
- Click on the assessment you need. This will open all of the questions on the assessment for you to preview.

Step 4: Click "Select Assessment" in the top right corner of the screen. (See screenshot below)
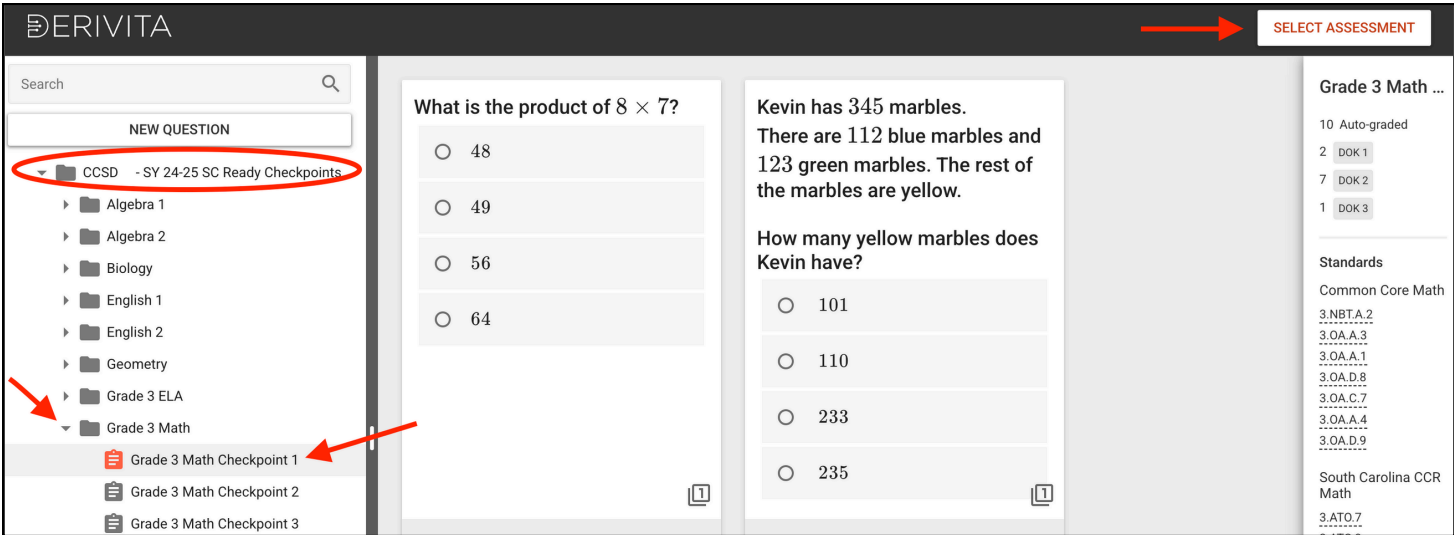
Step 5: Once you have clicked "Select Assessment", it will send you back to Canvas where you will click "Select". Clicking "Select" will paste the assignment's URL in the blank box. (See screenshots below).
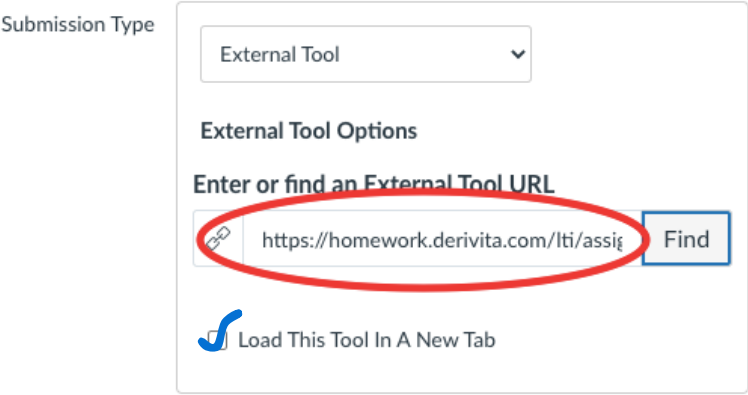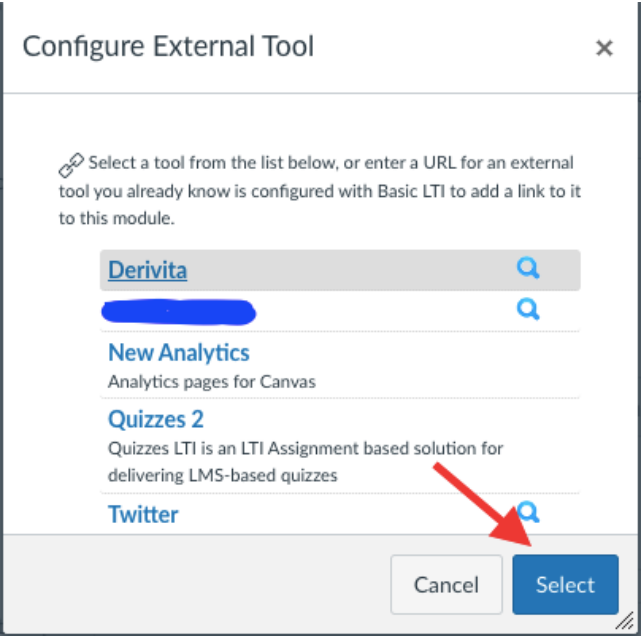
Step 6: Add your due dates in Canvas. Then, "Save and Publish."

Step 7: When students launch the assessment and it opens in a new tab, students requiring Snap & Read can click to open Snap & Read from the new tab. It will work perfectly at this point.

Congratulations!

You have successfully created your assessment assignment!