



Technology Helper

PassPlan—Creating an Assessment or Test

1. Go to www.passplan.com
2. Login using your username and password and then click on Secure login.
3. Click on the menu at the top for My Test Center and go down to Create Assessment
4. Click on build assessment (or autogenerate for a quick creation: see below)
5. Select the appropriate grade and subject area and click submit.
6. Select the standard. You also have the option of choosing either Blooms OR Difficulty Level. Click Submit.
7. Choose the number of questions for your assessment from the available questions shown on the chart and click submit.
8. Click the box next to “Put On Test” for any questions that you want included in your test and click CREATE TEST.
9. Choose a name for your test and click SUBMIT.
10. You may then View Test, Assign Test, Print Test or Add Questions to Test.
 - a. View Test—View the questions selected; you may print from this screen.
 - b. Assign Test
 - 1) Select school and click submit
 - 2) Select Teacher and click Submit
 - 3) Select Class and click Submit
 - 4) Select availability date and click Submit
 - 5) Use the ADD or REMOVE buttons to assign or not assign students to the test.
 - c. Print Test—Allows you to view and print the created test
 - d. Add Questions to the Test

AUTOGENERATE ASSESSMENT

1. Login using the procedure above.
2. Select the standard. You also have the option of choosing either Blooms OR Difficulty Level. Click SUBMIT.
3. Choose the number of questions for your assessment from the available questions show on the chart and click SUBMIT.
4. Choose a name for your test and click SUBMIT.
5. You may then View Test, Assign Test, Print Test or Add Question to Test.