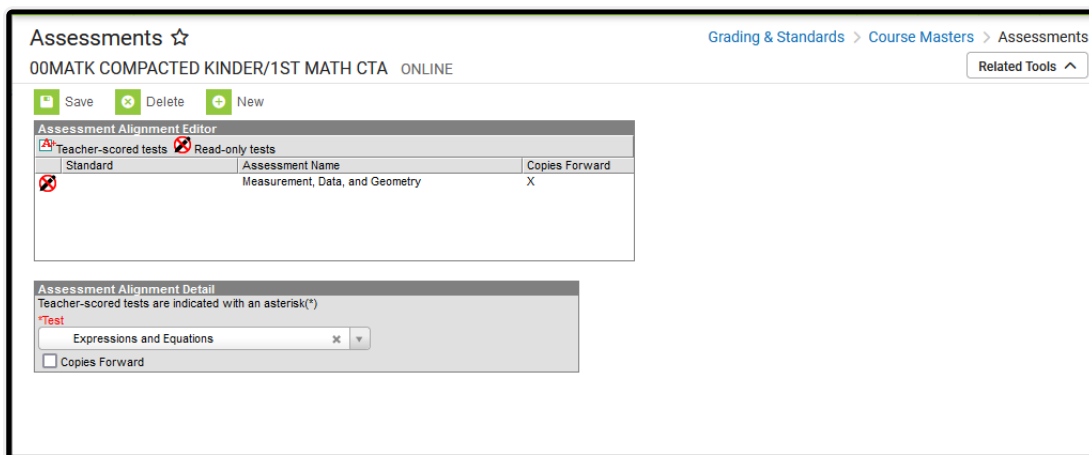# Assessments (Course Masters)

Last Modified on 03/03/2025 1:28 pm CST

Tool Search: Assessments

The Course Master Assessments tool lists the names of the assessments that are marked as teacher-scored tests and read-only tests. A teacher-scored text is determined by the Test Structure. Tests display as Teacher-scored or Read-only test.

In order for a test to be selected and assigned to a Course Master, the test must be created in the Test Setup structure.
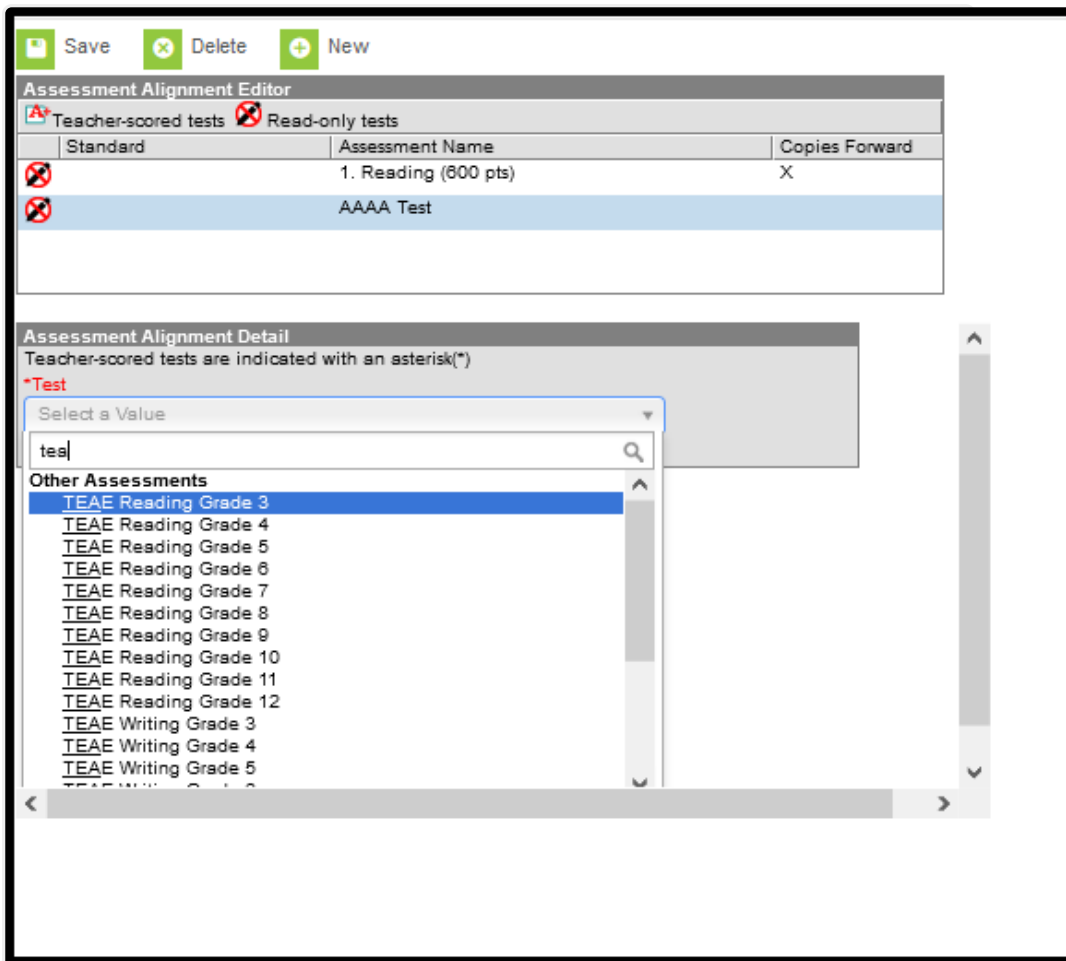

Course Master Assessments

Read - View assessments for the Course Master.
Write - Modify assessments for the Course Master.
Add - Add new assessments to the Course Master.
Delete - Remove assessments from the Course Master.

For more information about Tool Rights, see the Tool Rights article.

There may be several assessments from which to choose. The Test dropdown list is searchable; enter a start of a test name or a part of a test name and matching results display.

Searchable Field for locating test

Course Master Workflow

▸ Click here to expand...

Step		Campus Location
1.	Create Course Catalogs for the district.	Grading & Standards > Grading & Standards Administration > Course Catalogs
2.	Assign the Course Catalog to the school.	School & District Settings > Schools > School Information
3.	Create Course Masters for the district.	Grading & Standards > Course Masters > Course Master Information
4.	Add Grading Tasks to the Course Master.	Grading & Standards > Course Masters > Grading Tasks
5.	Add Standards to the Course Master.	Grading & Standards > Course Masters > Standards

Step		Campus Location
6.	Add Categories to the Course Master.	Grading & Standards > Course Masters > Categories
7.	Add Assessments to the Course Master.	Grading & Standards > Course Masters > Assessments
8.	Establish Grade Calc Options for the Course Master.	Grading & Standards > Course Masters > Grade Calc Options
9.	Push the Course Master to the Courses.	Grading & Standards > Course Masters > Course Master Information > Push to Courses
10.	Copy Course Master information to other Course Masters.	Grading & Standards > Course Masters > Copy Course Master
11.	Use the Push ALL Course Masters tool to update the Course Catalog with the latest Course Master data.	Grading & Standards > Grading & Standards Administration > Push All Course Masters
12.	Use the Push ALL Courses tool to update all courses in the selected calendar with the latest Course data.	Grading & Standards > Grading & Standards Administration > Push All Courses

Course Master Assessments Options

The following fields are populated when adding an assessment to a course.

Field	Description
Standard	Displays the name of the standard aligned to the selected assessment. This column is populated only when the chosen assessment has a standard aligned to it (done in the Standards Bank).
Assessment Name	Displays the name of the assessment.
Copies Forward	Displays an X when the assessment is marked to copy forward into future calendars.

Course Master Aligned Courses and Assessments

When the course is linked to a Course Master, and editing of Assessments is marked as Locked on the Course Catalog, a lock icon displays next to the test when viewing Assessment aligned to a Course. Any changes to these locked tests must be done on the Course Master.

Locked Assessment on Course

Assign an Assessment to a Course Master

1. Select the **New** icon. An Assessment Alignment Detail editor displays.
2. Type in the **Test** dropdown field to find the test to assign to the course. Or, scroll through the list of tests available.
3. Determine if the test should follow the course as it moves forward into future calendars. If yes, mark the **Copies Forward** checkbox.
4. When finished, click the **Save** icon.

The test displays in the Assessment Alignment Editor.

Any changes made to Assessment or any other Course Master tab require a push process to the courses. This option is available on the Course Master Info tab.

Assessments cannot be added more than once, but multiple assessments may be added for any Course Master. For example, a teacher-scored test named Reading - Teacher Scored is selected

and added. The user cannot add the Reading - Teacher Scored test again. But any other test that hasn't been added that needs to be added can be without error.

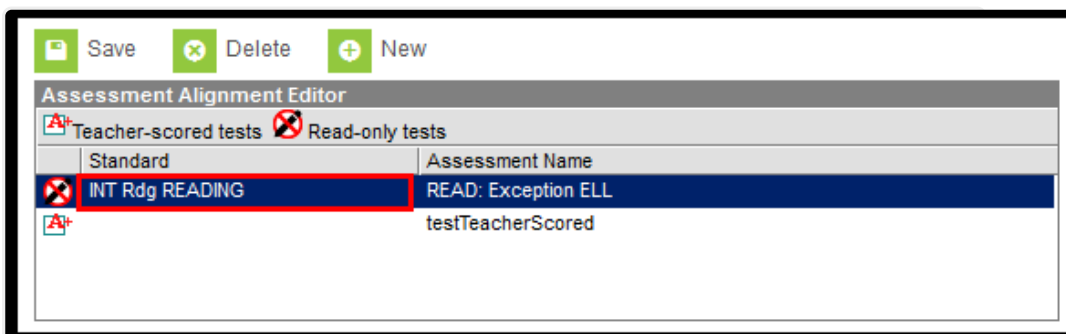# Assign a Teacher-Scored Assessment to a Course Master

Teacher-scored assessments are preceded with an asterisk.

1. Click the **New** icon. An Assessment Alignment Detail editor displays.
2. Type in the **Test** dropdown field to find the test to assign to the course. Or, scroll through the list of tests available.
3. Click the **Save** icon.

Teacher-scored assessments **cannot** be copied forward, as they require a start and end date.

Assign a Standard to a Course Master

The Standard column in the Assessment Alignment editor will display a standard if the test has been aligned to a standard in the Standards Bank (as part of aligning assessments with assignments). Only one teacher-scored test is allowed per course. Teacher-scored assessments are preceded with an asterisk.

Standards Aligned to Assessments