

## Reuse an Existing My Classroom Test

In Schoolnet, you can readminister a test you made in a previous year by first making a copy of the existing test.

Although teachers may have permissions to view tests in multiple test categories, they can only copy tests in the same test categories as those they can create.

*To locate a test created in the previous school year:*

1. Roll your cursor over Assessment Admin in the blue header bar and click **Find a Test**
  2. For Admin Date Range select the previous year; other filters are optional  
To filter on My Classroom tests only, click **Advanced Search**
  3. Click the test name to access the Test Detail page
  4. Under Test Actions in the left column click **Copy Test**
  5. Edit the test name so it doesn't include '(COPY)'
  6. Scroll down and click **Generate Test**
  7. Make any desired edits
  8. The test is ready to schedule
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