

## **Creating and scanning an assessment in Edusoft:**

First you need to decide if the assessment is for your use only or will be used by multiple teachers. Use "**Teacher Tools**" for assessments you only use in your own classes. Use "**Benchmark Exams**" for assessments given by multiple teachers.

If all you want to do is set up an existing assessment for grading and analysis in Edusoft (you just want to put the answers into Edusoft, not all of the questions for online testing), you can use the **ALIGN AN EXISTING TEST** option instead of **CREATE A NEW TEST**.

[Quick Guide to \*\*ALIGNING AN EXISTING TEST\*\*](#)

[Online instructions for \*\*CREATING A NEW TEST\*\* in Edusoft](#)

More on printing answer sheets:

[Online instructions for viewing and printing Edusoft answer sheets](#)