

# How to Add Students to An Existing Assessment

This guide will show you how to add students to an assessment that has already been launched.

## 1 Click "Assignments"

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar contains four items: 'Quick Start' (green), 'Students' (light blue), 'Assignments' (pink, highlighted with a red circle), and 'Reports' (light blue). The main content area has two sections: 'Organize students' (orange) and 'Share content' (light blue). The 'Organize students' section shows 35 students in total and 3 students in your classes, with buttons for 'Manage roster' and 'Group students'. The 'Share content' section shows 19 playlists in total and 9 your playlists, with a note to contact sales@captivoice.com to activate content sharing.

Section	Item	Value
Organize students	students in total	35
	students in your classes	3
Share content	playlists in total	19
	your playlists	9

To activate content sharing please contact [sales@captivoice.com](mailto:sales@captivoice.com).

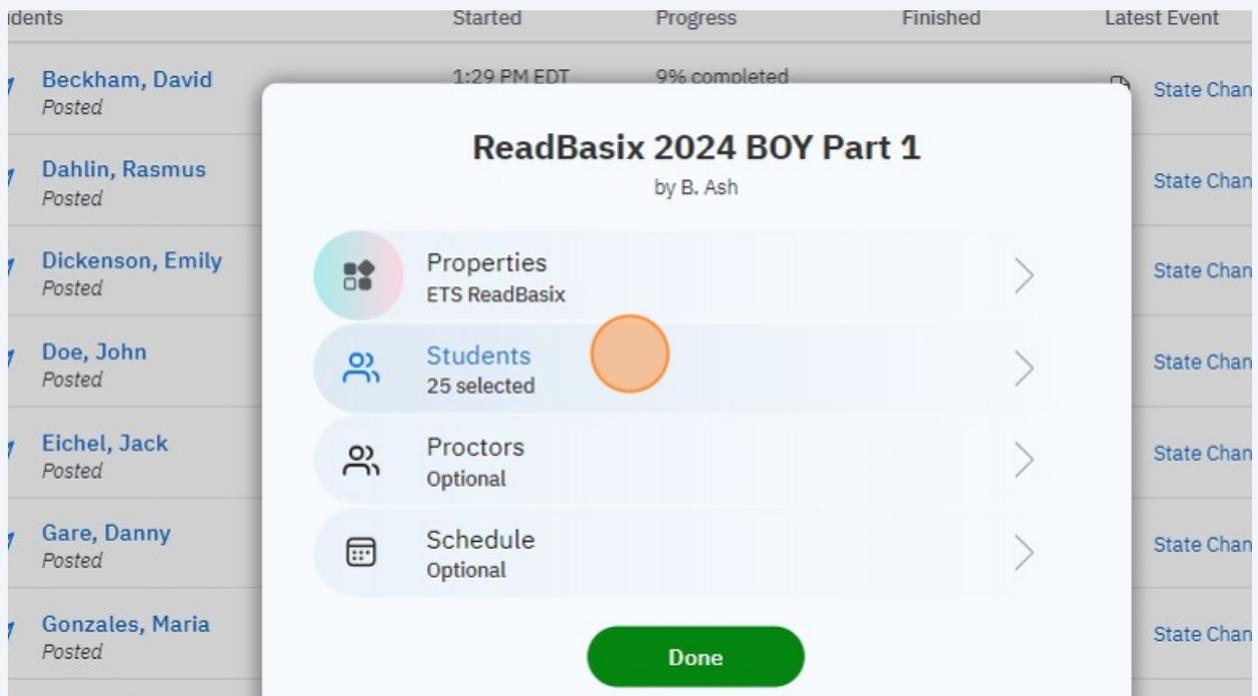
2 Select the assessment you want to add the students to.

Assignment Name	Status	Time	Date
ETS ReadBasix	In Preparation	-	-
Community Gardens - Scoring check 2	Launched	4:53 PM	Sep 3, 2024
Community Gardens - Scoring Check	Launched	4:41 PM	Sep 3, 2024
ReadBasix BOY 2024	Launched	11:22 AM	Aug 30, 2024
<b>ReadBasix 2024 BOY Part 1</b>	Launched	1:29 PM	Aug 29, 2024
tretr	In Preparation	-	-
ReadBasix BOY Fall 24	Launched	2:38 PM	Aug 21, 2024
ReadBasix Fall BOY 24 Part 1	Launched	11:42 AM	Aug 20, 2024

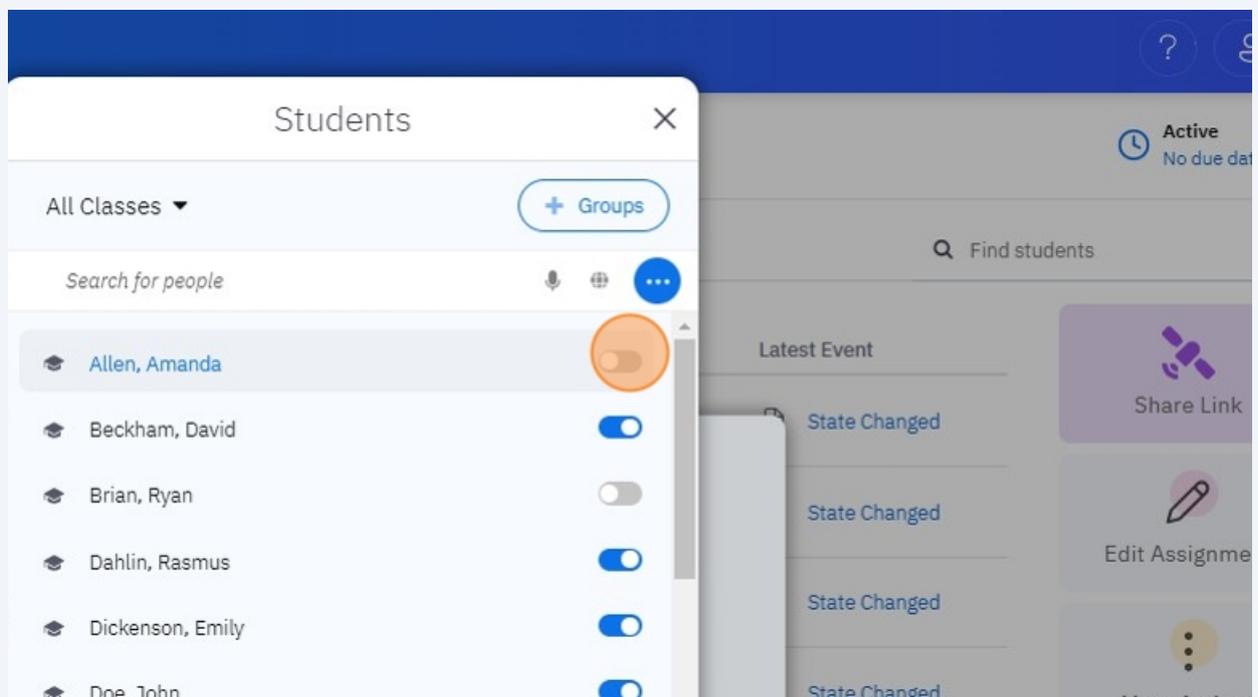
3 Click "Edit Assignment"

ed	Progress	Finished	Latest Event
PM EDT 9, 2024	9% completed 2m elapsed	-	State Changed
	0% completed 0m elapsed	-	State Changed
	0% completed 0m elapsed	-	State Changed
	0% completed 0m elapsed	-	State Changed
	0% completed 0m elapsed	-	State Changed
	0% completed	-	State Changed

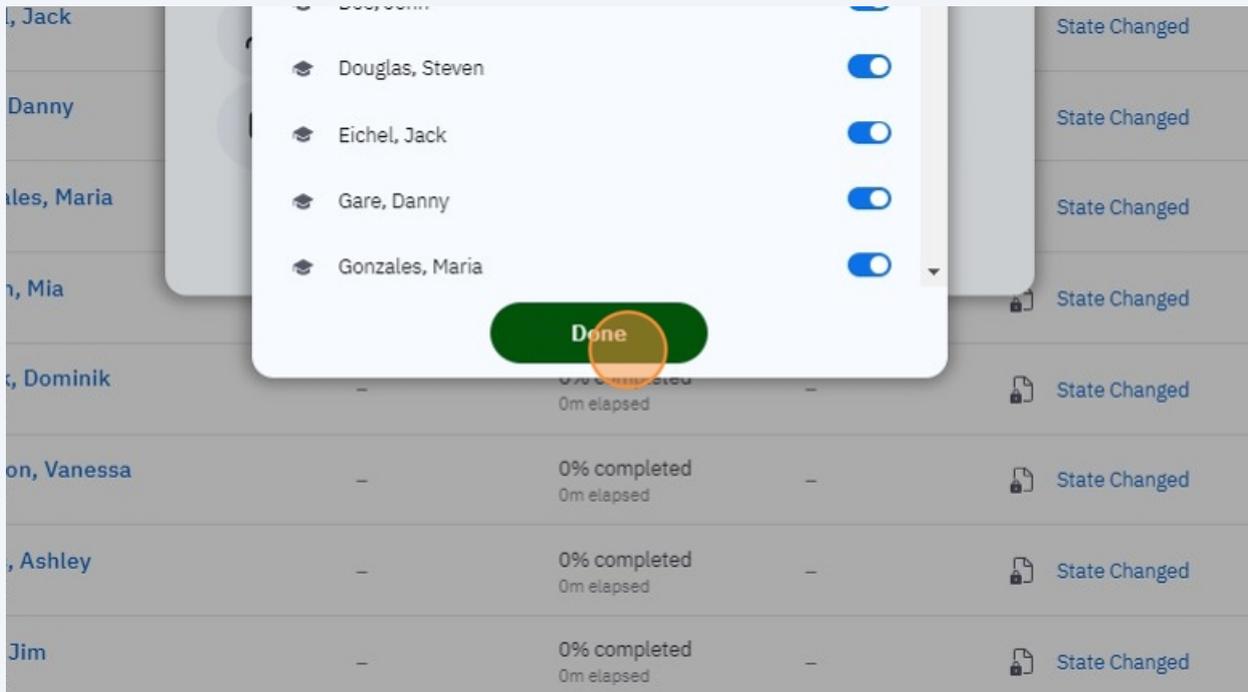
4 Click "Students"



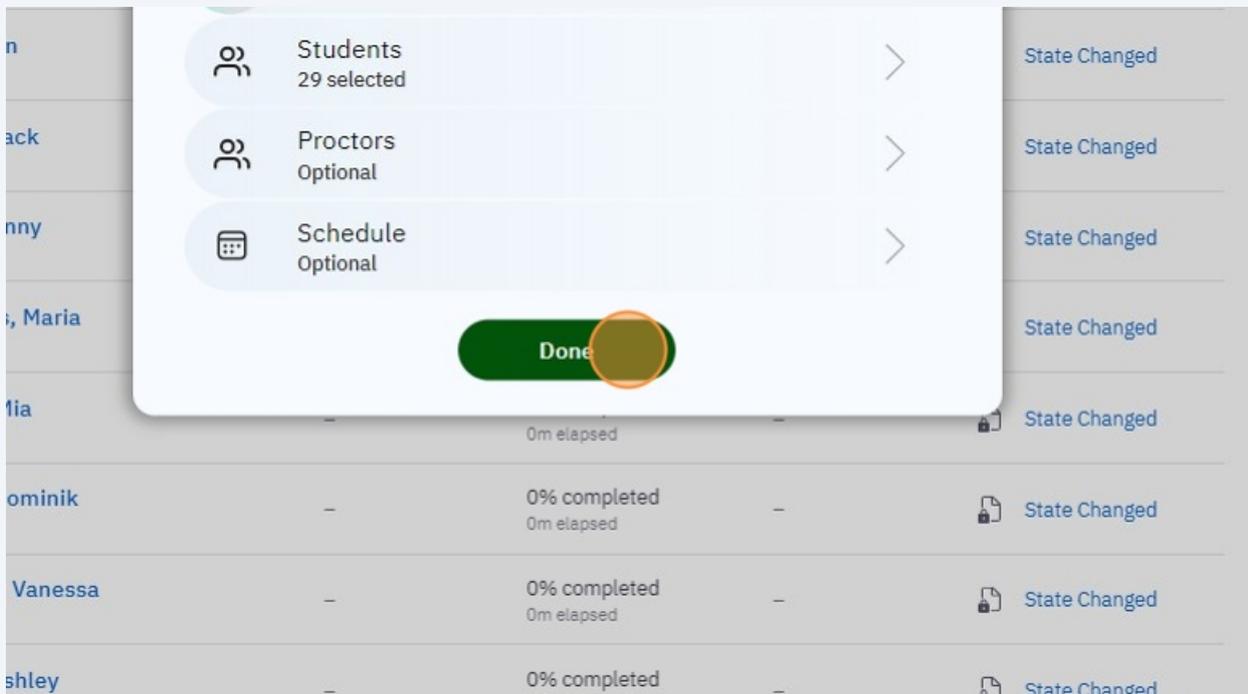
5 Add the student or students.



6 Click "Done"



7 Click "Done"



8 Click "All Student States" at the top of your screen.

The screenshot shows the top navigation bar with 'HOME' and 'MANAGE' buttons. Below it, the page title is 'ReadBasix 2024 BOY Part 1' followed by a dropdown menu 'All Student States'. The 'Summary' tab is selected. A table lists students with columns for 'Students', 'Started', 'Progress', 'Finished', and 'Latest Event'. An orange circle highlights the 'All Student States' dropdown menu.

Students	Started	Progress	Finished	Latest Event
Allen, Amanda <i>On Hold</i>	-	0% completed 0m elapsed	-	Student
Beckham, David <i>Posted</i>	1:29 PM EDT Aug 29, 2024	9% completed 2m elapsed	-	State C
Brian, Ryan <i>On Hold</i>	-	0% completed 0m elapsed	-	Student
Dahlin, Rasmus		0% completed		State C

9 Click "On Hold"

The screenshot shows the same interface as above, but with the 'All Student States' dropdown menu open. The 'On Hold' option is highlighted with an orange circle. The table below shows the student status for 'Allen, Amanda' as 'On Hold'.

Students	Started	Progress	Finished	Latest Event
Allen, Amanda <i>On Hold</i>		0% completed 0m elapsed	-	Student
Beckham, David <i>Posted</i>	1:29 PM EDT Aug 29, 2024	9% completed 2m elapsed	-	State C
Brian, Ryan <i>On Hold</i>		0% completed 0m elapsed	-	Student
Dahlin, Rasmus		0% completed		State C

## 10 Click "More Actions"

Started	Progress	Finished	Latest Event
	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added

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Share Link

Edit Assignment

More Actions

## 11 Click "Post..."

	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added
	0% completed 0m elapsed	-	Student Added

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Share Link

Edit Assignment

More Actions

- Hold...
- Post...
- Review...
- Submit and Score...
- Recompute All Scores
- Change Owner
- Archive Assignment

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Click "Post" and the newly added students will be able to begin the assessment.

