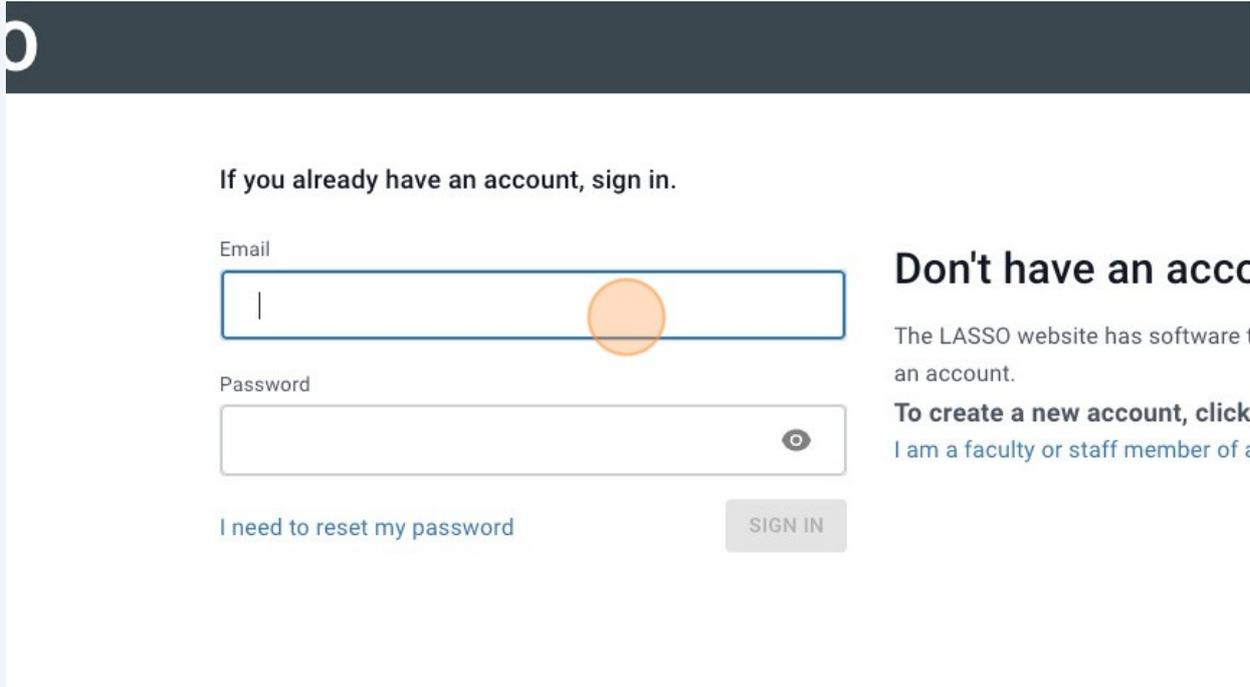




# How to launch an assessment on LASSO

This guide provides step-by-step instructions on how to launch an assessment on LASSO. It includes detailed navigation steps to effectively utilize the LASSO platform for conducting assessments.

- 1. Navigate to <https://tools.lassoeducation.org/login> and sign in using your email and password.



2 Click the name of the course for which you want to launch the assessment.

Home > Courses

## Courses

Year	Term	Course	Action
2024	Spring	> PHYS 231 Sections 1-9 & H1	  

3 Click the name of the assessment you want to launch.

Assessments

[FAQ](#)

[LASSO instruments page](#)

Year	Term	Course	Action
2024	Spring	> PHYS 231 Sections 1-9 & H1	

**Assessment**

Force Concept Inventory

**4** Enter a start and deadline for your current administration.

The screenshot shows a web interface with two administration panels, Administration 1 and Administration 2. Each panel contains the following fields:

- Responses: 0 / 4
- Average Score: 0
- Started: mm/dd/yyyy, --:-- (calendar icon)
- Last reminder: (empty)
- Deadline: mm/dd/yyyy, --:-- (calendar icon)

Below each panel are four buttons: SAVE DATES, SEND REMINDERS, DOWNLOAD DATA, and DOWNLOAD TEST ITEMS DATA. At the bottom, there is an "Output" section with three buttons: GET RESULT & ANALYSIS, GET REPORT, and ADDITIONAL REPORTS. A pagination bar at the top right shows "0 to 0 of 0" and "Page 0 of 0".

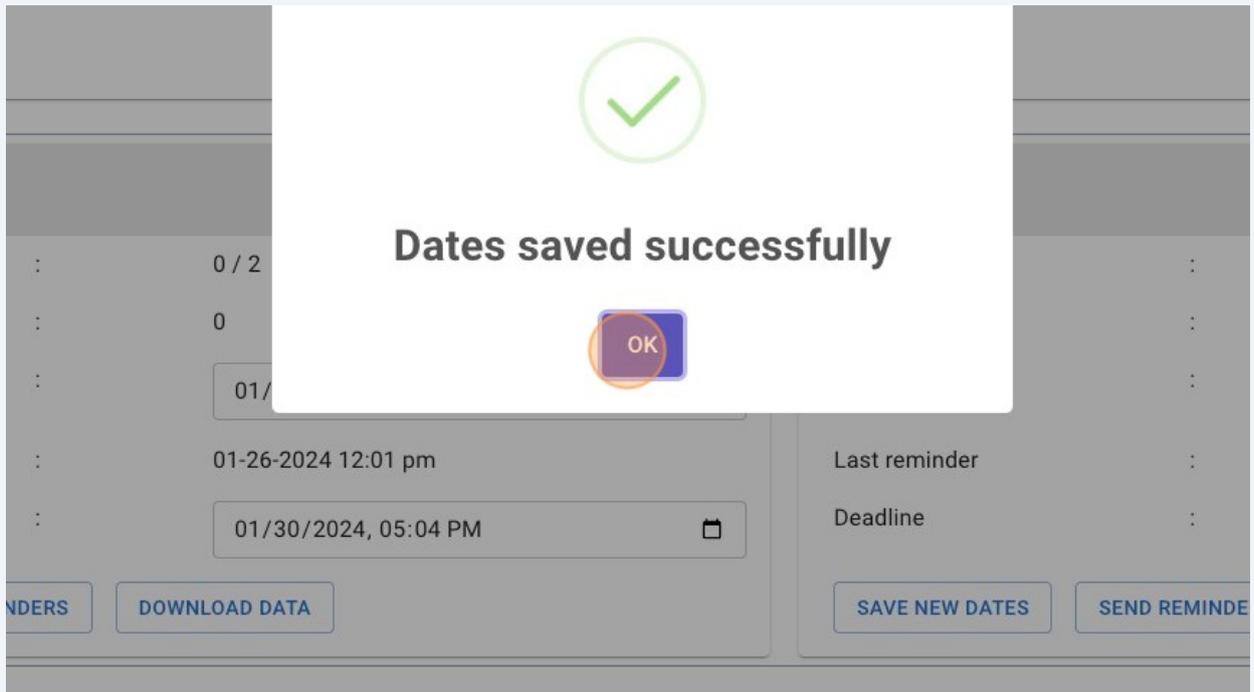
**5** Click the "SAVE NEW DATES" button for each administration (e.g. Administration 1).

This screenshot is similar to the previous one but shows the "Administration 1" panel with specific values entered:

- Responses: 0 / 2
- Average Score: 0
- Started: 01/29/2024, 05:04 PM (calendar icon)
- Last reminder: 01-26-2024 12:01 pm
- Deadline: 01/30/2024, 05:04 PM (calendar icon)

The "SAVE NEW DATES" button is highlighted with an orange circle. The "Output" section and footer are also visible. The footer contains the text: © 2012-2023 LASSO, Version 5.7.0, Released Date: 05:01:2024.

- 6 A confirmation message will be displayed, click "OK" to close the message.



-  Emails will be automatically sent to all your students once the start time is reached (or immediately if it has already passed).

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Optional: You can send reminders to the students after the assessment start date. Click the "SEND REMINDERS" button.

Average Score	:	0
Started	:	01/29/2024, 05:04 AM
Last reminder	:	01-29-2024 01:39 pm
Deadline	:	01/30/2024, 05:04 PM

**Output**

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Version 5.7.0

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A confirmation message will be displayed, click "OK" to close the message.

0 / 2

0

01/

01-29-2024 01:39 pm

01/30/2024, 05:04 PM

Last reminder

Deadline

**Saved and email reminder Sent**

OK

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Once the assessment is complete click the "DOWNLOAD DATA" (raw data) or "GET REPORT" buttons (analyzed data) to get the information about the assessment.

Responses	:	0 / 1
Average Score	:	0
Started	:	01/24/2024, 05:04 PM 
Last reminder	:	01-24-2024 05:06 pm
Deadline	:	01/29/2024, 05:04 PM 

### Output

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Version 5.7.0  
Released Date: 05:01:2024