How to Import State Assessment Bookmarks HTML File

Office of Educational Assessment and Accountability (OEAA)

The Office of Educational Assessment and Accountability has created a file of bookmarks for the most commonly used web pages and documents for the administration of state assessments. The bookmarks are URLs of web pages and documents that are controlled by OEAA and typically do not change from year to year. The links to the documents will remain the same, as the intent is to update documents when they become available using the current URL.

The bookmark file is not meant to be a complete list of all documents or web pages and we encourage you to customize it to fit your role and responsibilities for the administration of state assessments.
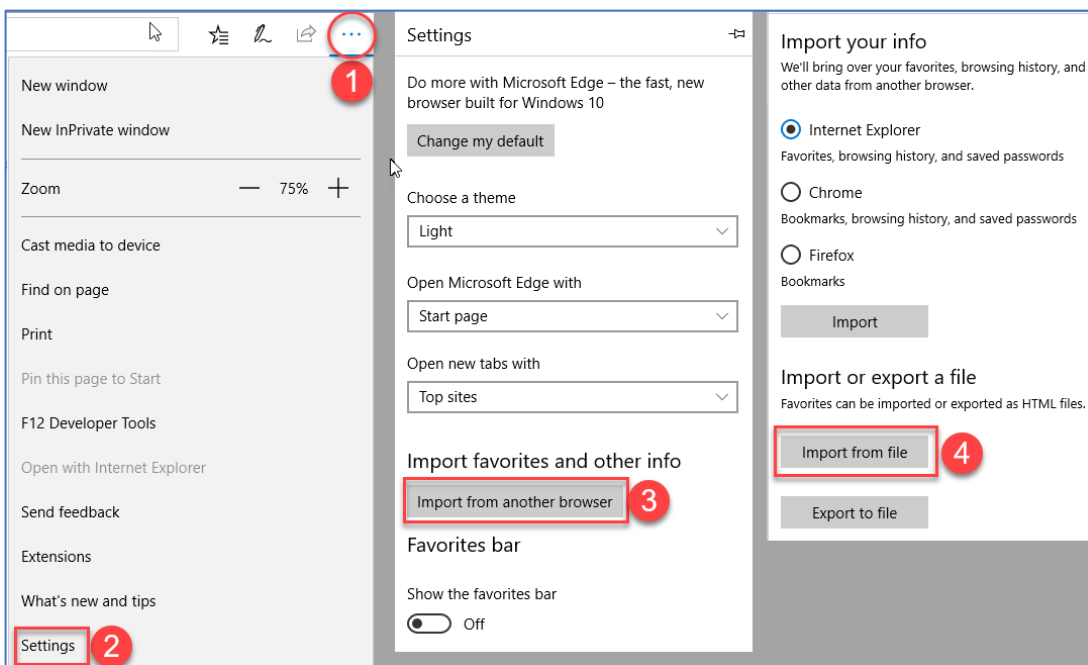
Please note: When adding your own bookmarks, it is possible that the URL may change each year depending on the document or source (i.e. College Board and ACT documents).

To import the bookmark file you will need to do a right mouse click on the **Bookmarks icon** on the [Assessment Coordinator Training Guide web page](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-476290--,00.html) (https://www.michigan.gov/mde/0,4615,7-140-22709_70117-476290--,00.html), select **Save Link As**, and **Save** it to your desktop.

Directions are listed on the following pages for importing the bookmarks into the Microsoft Edge, Google Chrome, and Firefox web browsers.
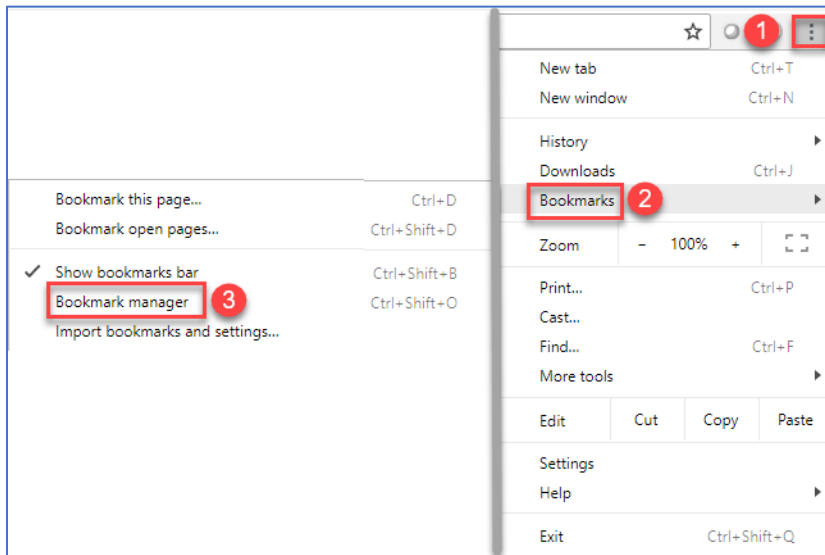
How to Add Test Coordinator Bookmarks to Microsoft Edge

1. With Microsoft Edge open, tap or click the **ellipsis** at the top right to display the dropdown menu.
2. Select **Settings** from the drop-down menu.
3. Next, tap or click the **Import from another browser** option.
4. Under the heading **Import or export a file** select **Import from file**.
5. Navigate to the **State Assessment Bookmarks.html** file
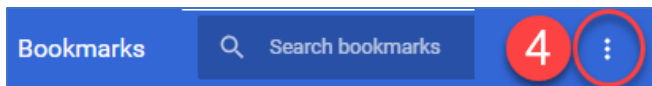6. Select open. The State Assessment Bookmarks File has been imported.

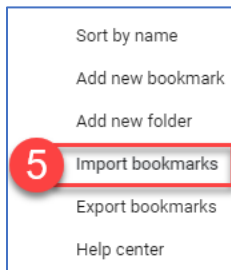How to Add Test Coordinator Bookmarks to Google Chrome

1. With Google Chrome open, tap or click the ellipsis at the top right to display the dropdown menu.
2. Navigate down to **Bookmarks**.
3. Next, tap or click the **Bookmark Manager** option.

4. Select the ellipsis at the top right on the blue bookmarks bar.
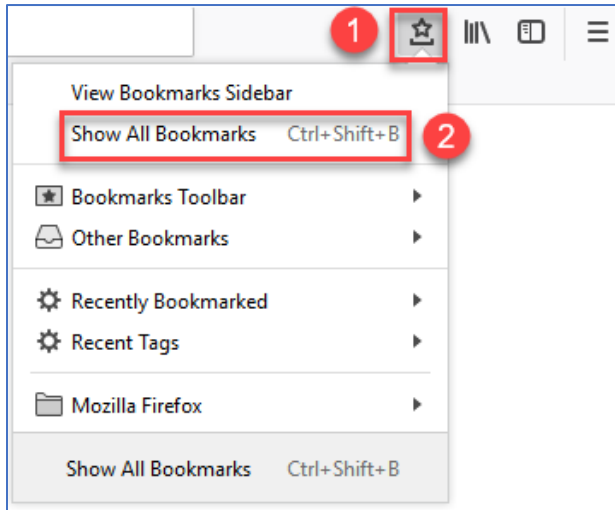

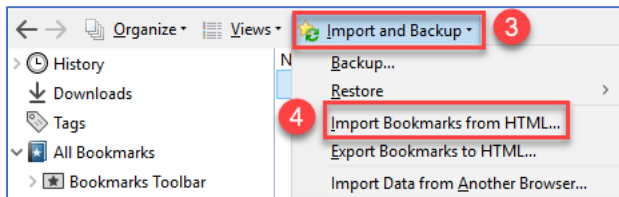5. Select **Import bookmarks** from the pop-up menu.

6. Select the **State Assessment Bookmarks HTML** file and select Open. The State Assessment Bookmarks File has been imported.

How to Add Test Coordinator Bookmarks to Firefox

1. Open Firefox and select the Show your bookmarks icon.
2. Select Show All Bookmarks

3. Select the **Import and Backup** drop-down
4. Select Bookmarks from HTML from the drop-down list.

5. Navigate to the **State Assessment Bookmarks.html** file
6. Select open. The State Assessment Bookmarks File has been imported.