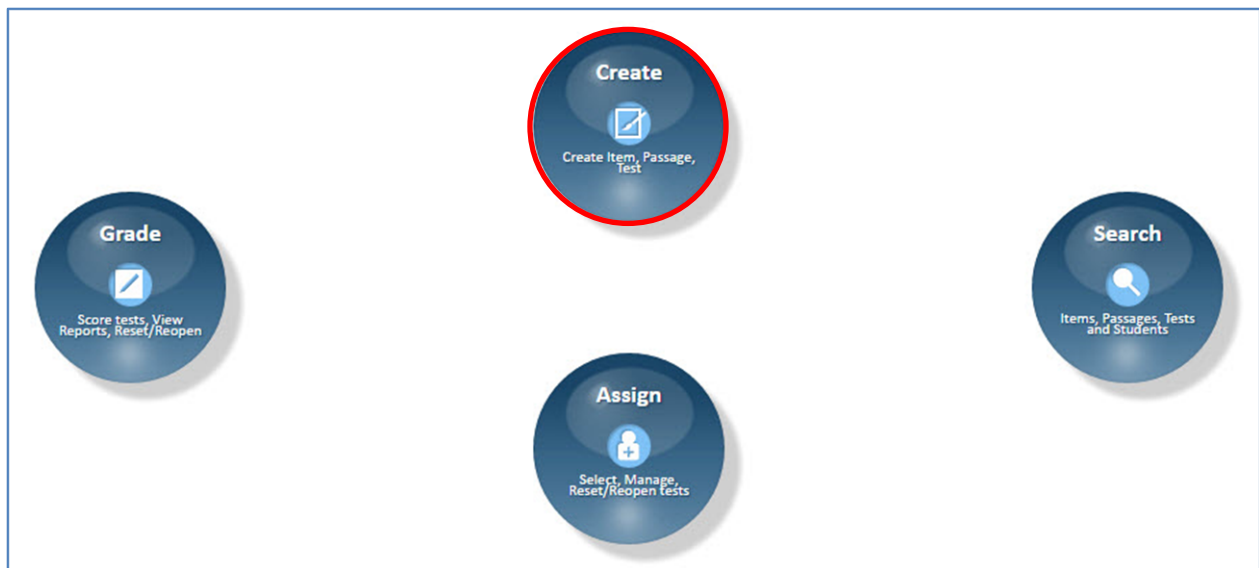


TestPad Quick Start Guide (Teacher)

Create a New Test

1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (SLDS) link.
3. Select TestPad from the menu.


This is the TestPad landing page. Select the **Create** access bubble.



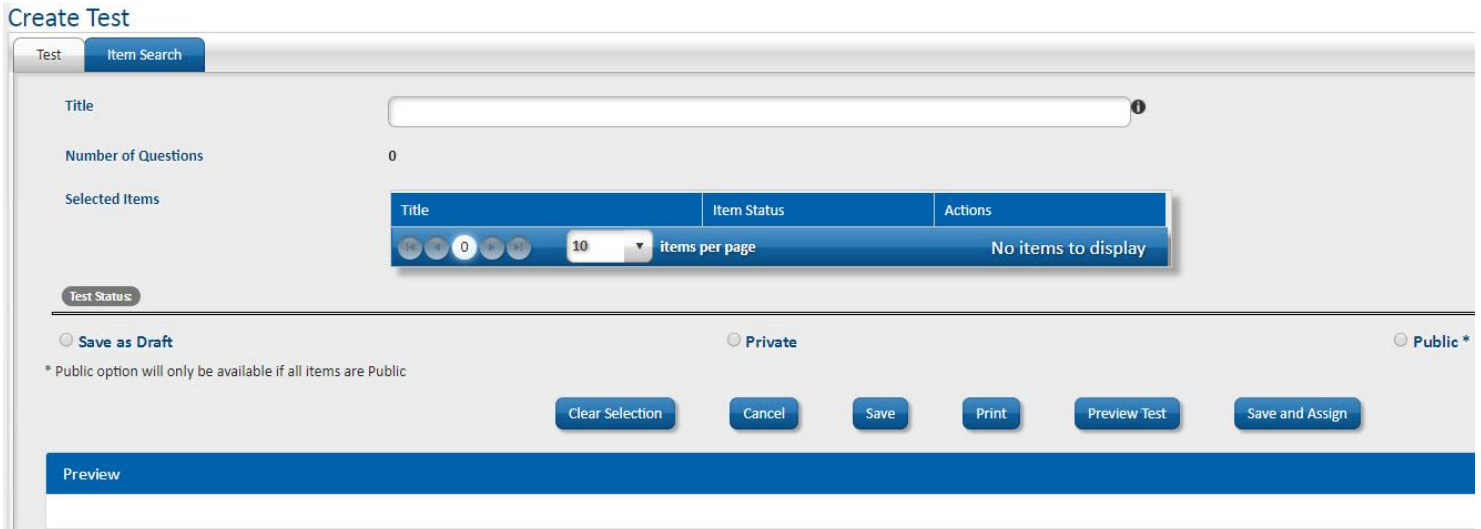
Click on the **Test** function bubble.



This is the **Test** tab in the **Create Test** window. The first step is to add Items to the test.

 **Title** is a required field

Click the **Item Search** tab to add items to the test.



Create Test

Test **Item Search**

Title

Number of Questions 0

Selected Items

Title	Item Status	Actions
0	10 items per page	No items to display

Test Status:


Save as Draft Private Public *

* Public option will only be available if all items are Public

Clear Selection Cancel Save Print Preview Test Save and Assign

Preview

Locate the item(s) to add to the test. Click the **Add** link beside each item.



Item ID	Subject	Grade	Passage Id	Created By	Created/Modified On	Item Status	Actions
SOGR3175917	Social Studies	Grade 3		samuel@doe.k12.ga.us (District)	10/13/2017	Public	Add
MAGR4175281	Mathematics	Grade 4		moore@doe.k12.ga.us (District)	09/29/2017	Public	Add
MAGR4173144	Mathematics	Grade 4		moore@doe.k12.ga.us (District)	09/29/2017	Public	Add
MAGR4178958	Mathematics	Grade 4		moore@doe.k12.ga.us (District)	09/29/2017	Public	Add
MAGR5176878	Science, Mathematics	Grade 5		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add
MAGR5172298	Science, Mathematics	Grade 5		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add
MAGR5174646	Science, Mathematics	Grade 5		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add
MAGR5171935	Science, Mathematics	Grade 5		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add
MAGR6174497	Science, Mathematics	Grade 6		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add
SCGR6177301	Science	Grade 6		offey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Add

10 items per page 1 - 10 of 37 items

Filter Type	Filter On
Grade	Select Items...
Subject	Select Items...
Course Name ⓘ	Select Search Criteria...
Standard ⓘ	Select Search Criteria...
Level	Select Items...
Item Type	Select Items...
Depth Of Knowledge	Select Items...
Bank	Select Items...
Created By	Select Items...

Clear Selection Search

You may also use the search filters to locate specific items for your test.

Once you have added all the items to the test that you wish to add, you may click on the **Test** tab again to see all of the items on the test.

Create Test

Test **Item Search**

Title: Quiz-01 ⓘ

Number of Questions: 3

Selected Items

Title	Item Status	Actions
MAGR4175281	Public	Remove ↑ ↓
SOGR3175917	Public	Remove ↑ ↓
MAGR5172298	Public	Remove ↑ ↓

10 items per page 1 - 3 of 3 items

Test Status: Save as Draft Private Public *

* Public option will only be available if all items are Public.

Clear Selection Cancel Save Print Preview Test Save and Assign

Items can be removed via the **Remove** link. Use the arrows to change the order of the items.

Select one of the following options under **Test Status**:

- **Private** – The test is *not* visible to other TestPad users and unavailable to be copied or shared.

- **Public** – These test is visible to other TestPad users and available to be copied or shared.
- **Save as Draft** – The test is stored and awaiting completion.

Click **Save and Assign**.

The **Search Result** window opens and the new test is ready to be assigned.

Search Result					
	Test Name	Created By	Created/Modified On	Test Status	Actions
▶	Quiz_01	samuel@doe.k12.ga.us	10/17/2017	Public	Assign
▶	2017 Sep Test	Panigrahi@doe.k12.ga.us	10/03/2017	Private	Assign
▶	Sample math test	moore@doe.k12.ga.us	10/02/2017	Public	Assign