# TestPAD Teacher Quick Start Guide

This guide will illustrate how to link an existing passage to an existing item. Review the other Quick Start guides in the series to create an Item or a Passage.

Link a Passage to an Item

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 **Search** access bubble.
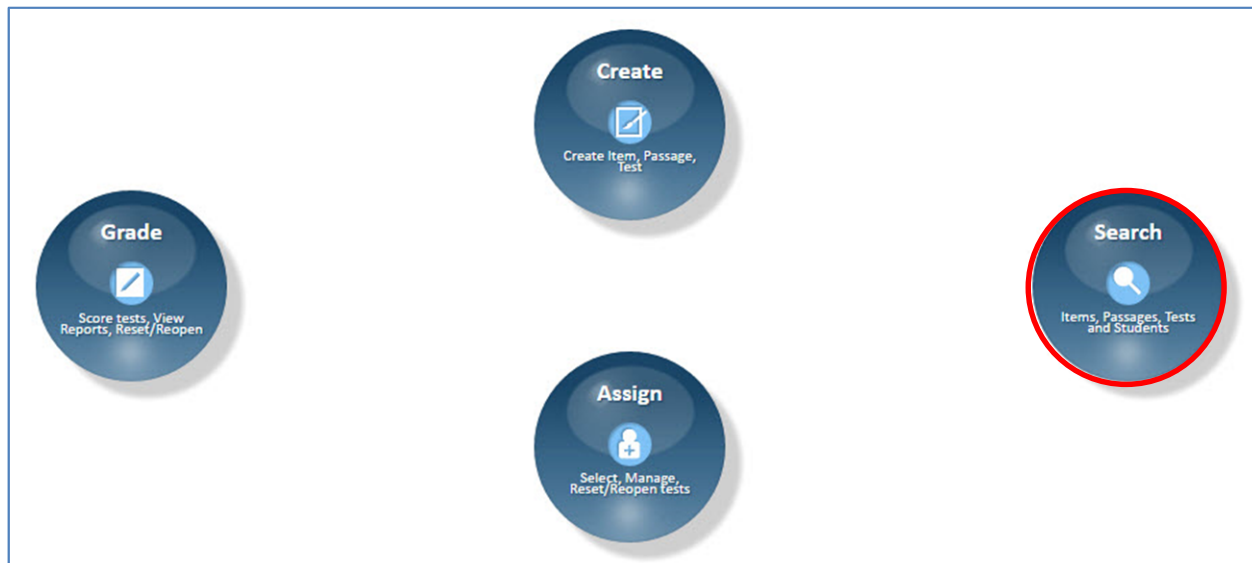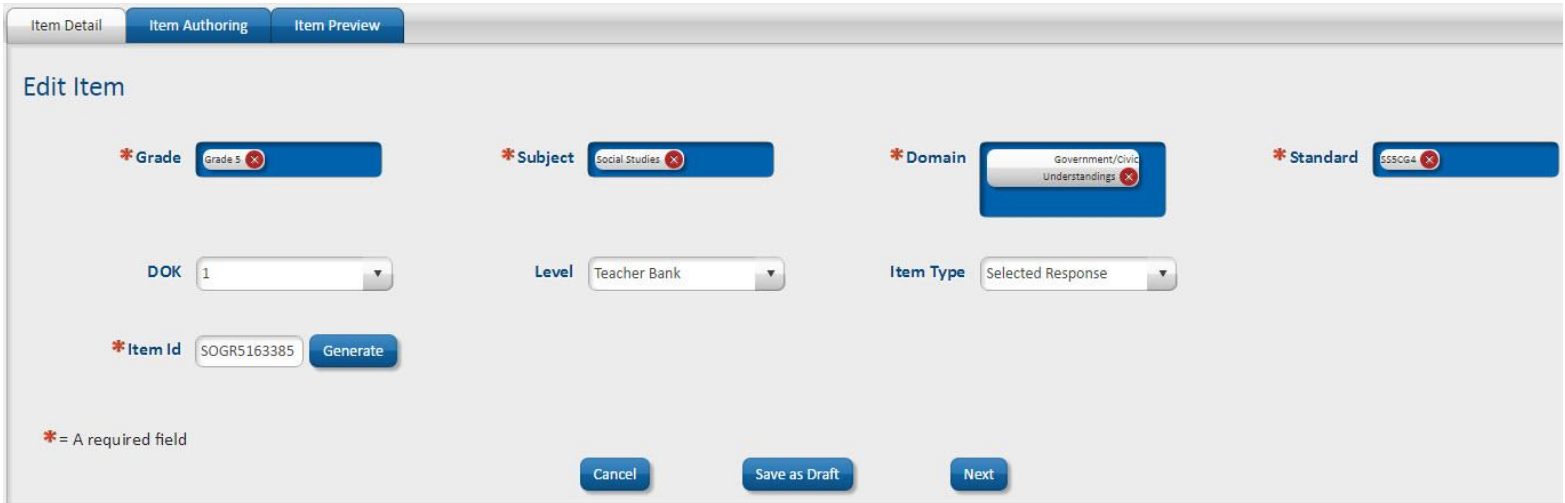
Click on the **Item** function bubble.

Locate the item. Click on the **Edit** link.

Item ID	Subject	Grade	Passage Id	Created On	Item Status	Actions
SOGR5163385	Social Studies	Grade 5		08/04/2016	Save As Draft	Edit Delete
SCGR4169079	Science	Grade 4	37809	08/04/2016	Public Bank	Add
ELGR3164642	ELA	Grade 3	52882	08/04/2016	Public Bank	Add
ELGR4163803	ELA	Grade 4		08/01/2016	Public Bank	Add
MAGR3162006	Math	Grade 3		07/27/2016	Public Bank	Add
SCGR3169515	Science	Grade 3		07/27/2016	Public Bank	Add
ELGR4161411	ELA	Grade 4		07/25/2016	Public Bank	Add Unpublish

Search Result

1   10   items per page   1 - 7 of 7 items

This is the **Item Detail** tab. Fields marked with an ✳ asterisk are required.

If no edits are needed, click **Next.**

Item Detail	Item Authoring	Item Preview

Edit Item

✳**Grade** Grade 5 ⊗ ✳**Subject** Social Studies ⊗ ✳**Domain** Government/Civic Understandings ⊗ ✳**Standard** SS5CG4 ⊗
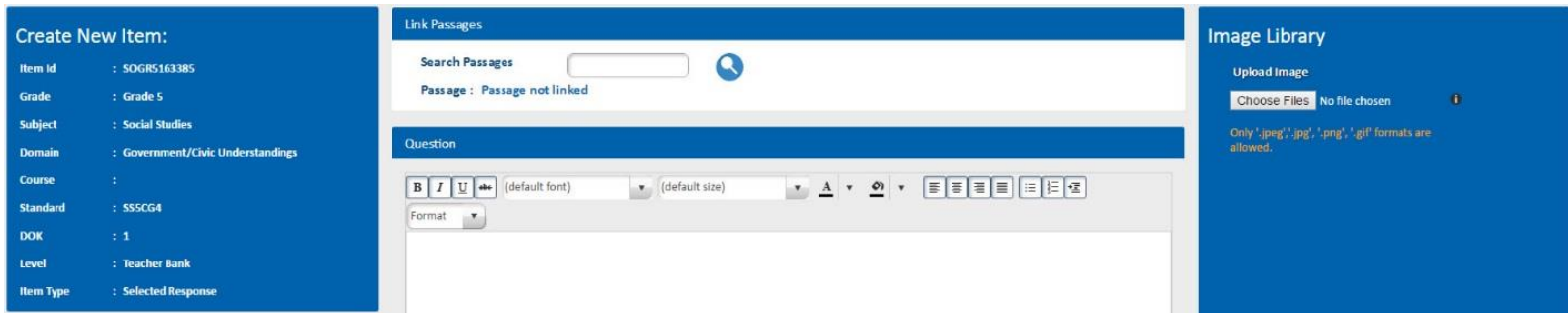
DOK 1 ▼   **Level** Teacher Bank ▼   **Item Type** Selected Response ▼

✳**Item Id** SOGR5163385 | Generate |

✳ = A required field

| Cancel | Save as Draft | Next |

Enter a passage Id to display a specific passage or click on the **Search Passage** 🔍 icon.

Create New Item:

Item Id	: SOGR5163385
Grade	: Grade 5
Subject	: Social Studies
Domain	: Government/Civic Understandings
Course	:
Standard	: SS5CG4
DOK	: 1
Level	: Teacher Bank
Item Type	: Selected Response

Link Passages

Search Passages [   ] 🔍

Passage : Passage not linked

Question

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Format ▼

Image Library

Upload Image

Choose Files No file chosen ⓘ

Only '.jpeg','.jpg', '.png', '.gif' formats are allowed.

Locate the passage. Click on the **Add** link.

Search Passage Result			
Passage Form Name	Passage ID	Passage Status	
A little about nothing	12192	Public Bank	Add
Government Branches	33204	Public Bank	Add

The passage has been added to the item. Continue building your item. Click **Finish and Save.**

Link Passages	
Search Passages	
Passage : Government Branches (33204)	

The item now has an Id confirming the passage has been linked.

Search Result

Item ID	Subject	Grade	Passage Id
SOGR5163385	Social Studies	Grade 5	33204
SCGR4164135	Science	Grade 4	
SCGR4169079	Science	Grade 4	37809
ELGR3164642	ELA	Grade 3	52882