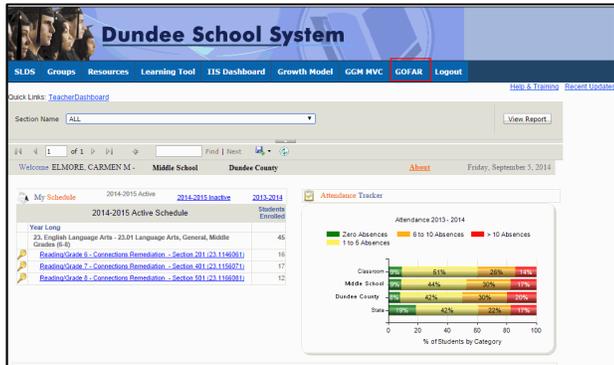# GOFAR Teacher Quick Start Guide

Accessing GOFAR

1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (**SLDS)** link. The SLDS main window opens.
3. Click **GOFAR** on the tool bar menu. The **GOFAR** main window appears.

Teacher Landing Page

Navigating in GOFAR

The SLDS Dashboard tool bar provides the District and Teacher easy access to strategic resources and tools. The tool bar enables greater efficiency in navigating the management of student and teacher business intelligence and assessment data.

Creating Student Tests – You can create student test using items from the Teacher Bank or System Bank.

Creating a Test using Filters

1. **From** the **Item Bank**, select desired filter options.
2. Click **Add test with selected filters**.
3. Complete **Random Test Creation** options.
4. Save test options.

Creating a Test using the Cart

1. From the **Item Bank**, add items to the cart.
2. Click **Create new Test with the Cart**.
3. Complete **Random Test Creation** options.
4. Save test options.

Creating Student Tests – (cont'd)

Creating a Test from the Test Creation Tab

1. Select the **Test Creation** tab.
2. Click **Add New Test**.
3. Enter test details in **Add /Edit Test** window.
4. Save test options.

Pushing tests to Test Administration

1. After creating a test, choose **Push to Test Administration**

Test Administration

Test Assignment – *Assign tests to students.*

1. From the **Test Administration** tab, click **Test Assignment**.
2. Select desired filter options.
3. Click **Assign**.
4. Enter required test information.
5. Save test assignment options.

Test Management – *Manage tests, Print tests and Report scores.*

1. From the **Test Administration** tab, click **Test Management**.
2. Select desired filter options.
3. Click **Manage**.
4. Enter required test information and select desired students.
5. Save test management options.

Test Scoring – Constructed Response – District Assigned

1. From the **Test Administration** tab, click **Test Scoring**.
2. Enter passcode in the search box
3. Click **Search** to retrieve the student test.
4. Click **Review – (**Status = **Pending Review)**.
5. Complete scoring the student test.

Test Scoring – Teacher Assigned

1. From the **Test Administration** tab, click **Test Management**.
2. In **Search Filters**, select the desired filters and click **Search**.
3. In the **Search Result** area locate the test you want to score.
4. Click **Manage** to view the test information. The **Test Management** window with the Test Information displays.
5. Under **Selected student** click the **Review** button. The **Review** window appears. The status must equal **Completed**. See the table below for **Status** column definitions.
6. Select a constructed response question to view the student responses. The question content appears in the window.
7. Scroll down to view the rubric.
8. Select the appropriate response in the rubric based on the student response to the question.
9. Click **Submit**