

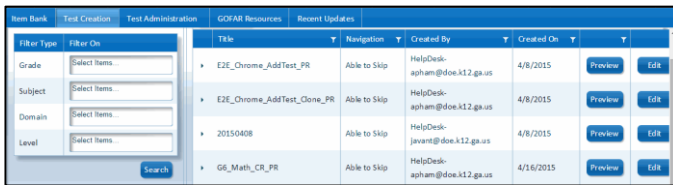
GOFAR System Level Test Administration Quick Start Guide

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.

Test Creation Tab

Use the Test Creation tab to search for an existing test using the filter option. The test must be ready for Test Administration.




Item Bank	Test Creation	Test Administration	GOFAR Resources	Recent Updates
Grade	Select Items			
Subject	Select Items			
Domains	Select Items			
Level	Select Items			

Title	Navigation	Created By	Created On	Preview	Edit
E2E_Chrome_AddTest_PR	Able to Skip	HelpDesk-apham@doe.k12.ga.us	4/8/2015	Preview	Edit
E2E_Chrome_AddTest_Gone_PR	Able to Skip	HelpDesk-apham@doe.k12.ga.us	4/8/2015	Preview	Edit
20150408	Able to Skip	HelpDesk-javant@doe.k12.ga.us	4/8/2015	Preview	Edit
06_Math_CR_PR	Able to Skip	HelpDesk-apham@doe.k12.ga.us	4/16/2015	Preview	Edit

Select Test



Please contact the District SLDS user to push the test to Test Administration as applicable (see page 2).

1. From the **Test Creation** tab, in the **Created By** column select the filter icon .
2. Under **Show Items with value that:** enter **State** under **Contains**.

Show items with value that:

Contains

state

And

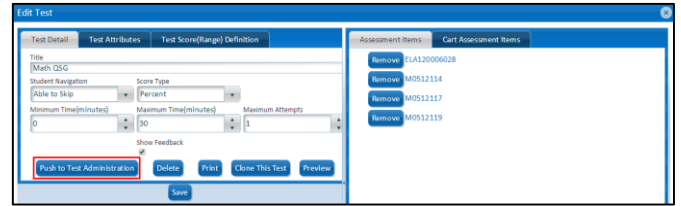
Is equal to

Filter Clear

3. Click **Filter**. The desired tests are shown in the list.

Title	Navigation	Created By	Created On	Preview	Edit
Module 1 Foundations of Algebra Number Sense and Quantity	Able to Skip	STATE MATH ADMIN	7/1/2015	Preview	Edit
PrePost Foundations of Algebra Assessment	Able to Skip	STATE MATH ADMIN	7/1/2015	Preview	Edit
Module 2 Foundations of Algebra Arithmetic to Algebra	Able to Skip	STATE MATH ADMIN	7/16/2015	Preview	Edit

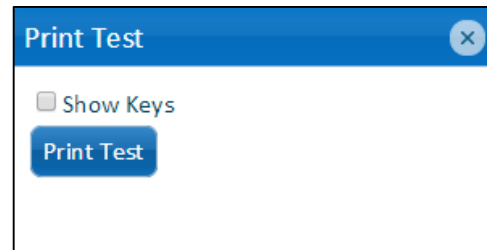
4. Click **Edit**. The **Edit Test** window appears.



5. Click **Push to Test Administration** to make the test available to assign to students. A confirmation message displays.
6. Click **OK**.

Printing a Test


1. From the **Edit Test** window, click **Print**. The **Print Test** dialog box appears.
2. To view the answer key for the test select **Show Keys** (optional).
3. Click **Print Test**. The test appears in a new window.



4. Close the **Edit Test** window.

Test Administration Tab

Test Assignment – Assign tests to students.

1. From the **Test Administration** tab, click **Test Assignment**.
2. in the **Title** column select the filter icon .
3. Under **Show Items with value that:** enter the name of an existing test (e.g. Math QSG) under **Is equal to**
4. Click **Filter**. The desired test is shown in the list.
5. Click **Assign**.
6. Enter required test information.
7. Click **Save and Publish to Students**



Please see the GOFAR User's Guide for further details on the test assignment feature.