

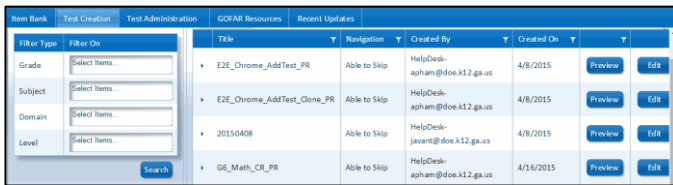
# GOFAR Foundations of Algebra Quick Start Guide

## 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.




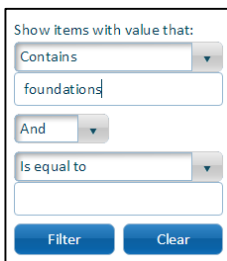
Filter Type	Filter On	Title	Navigation	Created By	Created On	Preview	Edit
Grade	Select Items	E2E_Chrome_AddTest_PR	Able to Skip	HelpDesk-apham@doe.k12.ga.us	4/8/2015	Preview	Edit
Subject	Select Items	E2E_Chrome_AddTest_Cone_PR	Able to Skip	HelpDesk-apham@doe.k12.ga.us	4/8/2015	Preview	Edit
Domains	Select Items	20150408	Able to Skip	HelpDesk-javant@doe.k12.ga.us	4/8/2015	Preview	Edit
Level	Select Items	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 **Title** column select the filter icon .
2. Under **Show Items with value that:** enter the name of an existing test (e.g. Foundations) under **Contains**.



Show items with value that:

Contains

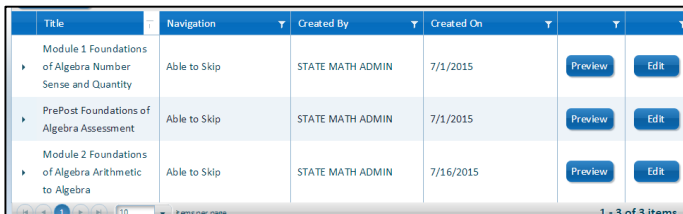
foundations

And

Is equal to

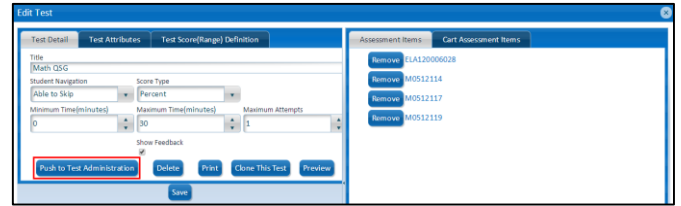
Filter Clear

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
Pre-Post 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.



Test Detail Test Attributes Test Score(Range) Definition

Title: Math QSG

Score Type: Percent

Minimum Time(minutes): 0 Maximum Time(minutes): 30 Maximum attempts: 1

Show Feedback

Push to Test Administration Delete Print Close This Test Preview

Assessment Items: Cart Assessment Items

Remove: ELA120006028

Remove: M0512114

Remove: M0512117

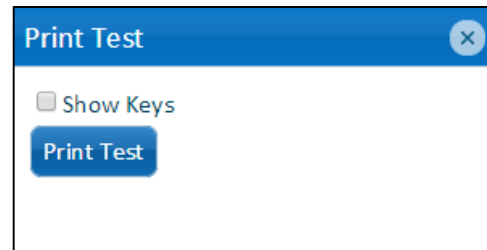
Remove: M0512119

Save

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.



Print Test


Show Keys

Print Test

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

## Test Administration Tab

**Test Assignment** – Assign tests to students.

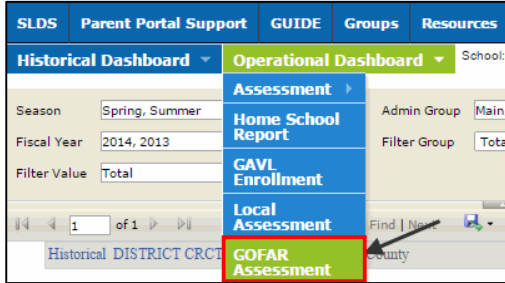
1. From the **Test Administration** tab, click **Test Assignment**.
2. in the **Title** column select the filter icon .
3. Under **Show Items with value that:** enter the name of an existing test (e.g. Math QSG) under **Is equal to**.
4. Click **Filter**. The desired test is shown in the list.
5. Click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



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

**Access to Assessment Proficiency Reports**

1. See **Accessing GOFAR** one page 1.
2. From the **Operational Dashboard** tab select **GOFAR Assessment**. The report list displays.



**Foundations of Algebra Test  
Published July 2016**

Test Name	User Who Can Access the Test Creation Tab	User Who Can Access the Test Administration Tab
PrePost Foundations of Algebra Assessment	<ul style="list-style-type: none"> <li>• District SLDS User</li> </ul>	<ul style="list-style-type: none"> <li>• District SLDS User</li> <li>• School SLDS User</li> <li>• Teacher SLDS User</li> </ul>
Module 1-5 Foundations of Algebra	<ul style="list-style-type: none"> <li>• District SLDS User</li> <li>• School SLDS User</li> <li>• Teacher SLDS User</li> </ul>	<ul style="list-style-type: none"> <li>• District SLDS User</li> <li>• School SLDS User</li> <li>• Teacher SLDS User</li> </ul>