

<u>TestPad – New Passage</u>

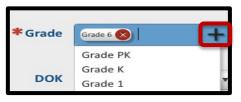
Detail

Adding New Passage Detail

 When creating a new passage in TestPad, the first screen displayed is Passage Detail. Fields marked with * are required.

Passage Detail	Passage Authoring	Passage Preview					
Create New	v Passage						
*G	rade -Select Grade		* Subject	-Select Subject-		* Standard	-Select Standard
*Passage N	ame						
Passa	ge Id 86453						
* = A required	l field filter is temporarily unava	ilable due to undates					
O me bomain i	inter is temporarily unava	_	r Selection	Cancel	Save as Draft	Next	

 Complete the fields in order from left to right. To select more than one option for a field, click the + at the right of the field (after selecting the first option) and click the next desired option.



- 3. Enter a unique name in the **Passage Name** field to identify the passage.
- 4. The Passage Id field is prepopulated.

		22
Passage Id	86453	
		2

- 5. Finish the Passage Detail screen by selecting one option at the bottom.
 - a. **Clear Selection** (to remove the selections in all fields).
 - b. **Cancel** (to cancel creation of the new passage).
 - c. Save as Draft (to create a passage that cannot be seen by anyone other than the creator).
 - d. **Next** (to move to the Passage Authoring screen).



NOTE: For more information about creating passages, please see additional Five Steps TestPad documents.