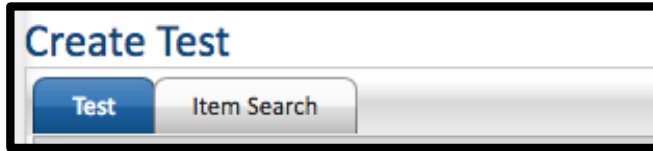
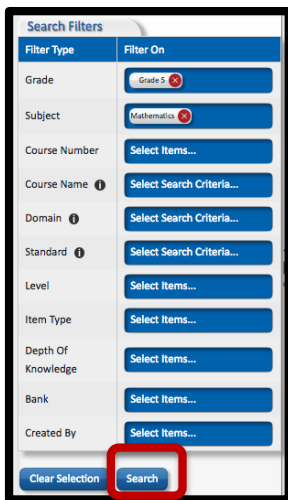


Adding New Items to a New Test Detail

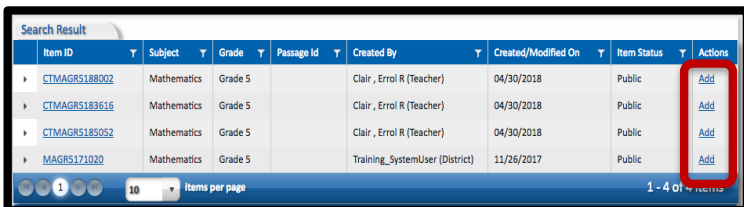
- When creating a new test in **TestPad**, the first screen displayed has two tabs: **Create Test** and **Item Search**. Click **Item Search** to add items to the test.



- Use the appropriate Search Filters to locate desired items to add to the test; click **Search** to display results. You can click the Item ID to preview the selected item.

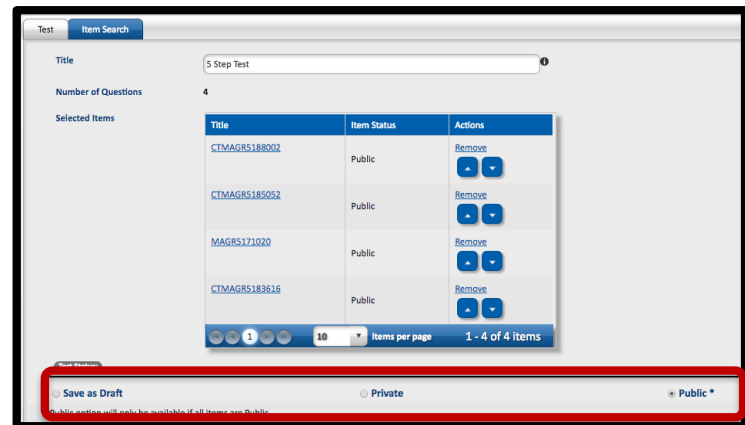


- To add an item to the test, click **Add**:



Item ID	Subject	Grade	Passage Id	Created By	Created/Modified On	Item Status	Actions
CTMAGRS188002	Mathematics	Grade 5		Clair, Errol R (Teacher)	04/30/2018	Public	Add
CTMAGRS183616	Mathematics	Grade 5		Clair, Errol R (Teacher)	04/30/2018	Public	Add
CTMAGRS185052	Mathematics	Grade 5		Clair, Errol R (Teacher)	04/30/2018	Public	Add
MAGRS171020	Mathematics	Grade 5		Training_SystemUser (District)	11/26/2017	Public	Add

- Click **Test** to name the test. The items added to the test will be displayed. Designate status of the test by selecting:
 - Save as Draft** (to create an item that cannot be seen by anyone other than the creator, including district level personnel).
 - Private** (viewable by creator and by district level personnel).
 - Public** (viewable by all TestPad users within the school).



- To delete, preview, save or assign the test, select the appropriate option at the bottom of the page.

