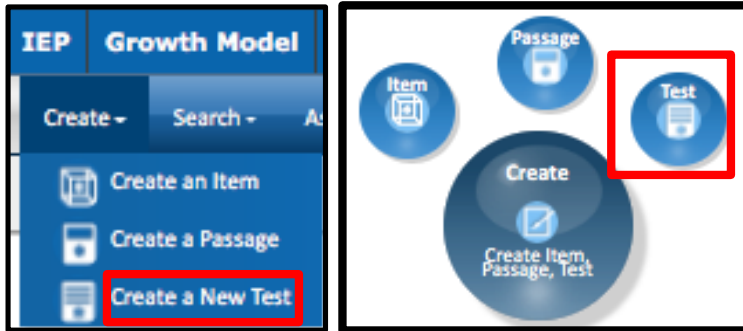


TestPad – Create a New Test

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

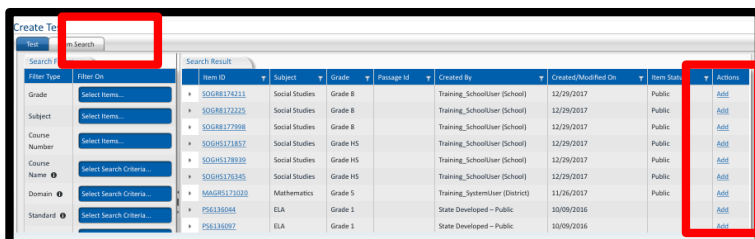
1. In the TestPad tool, select the drop-down menu under "Create" and select "Create a New Test" OR click the "Create" icon on the page and select the "Test" icon.



2. Click the "Test" tab to name the test. Once named, choose to save the test as a draft, private, or public (all items must be public to save the test as "Public"). You may clear your selection, cancel, print, preview, save or save and assign the created test by selecting one of the options at the bottom of the screen.



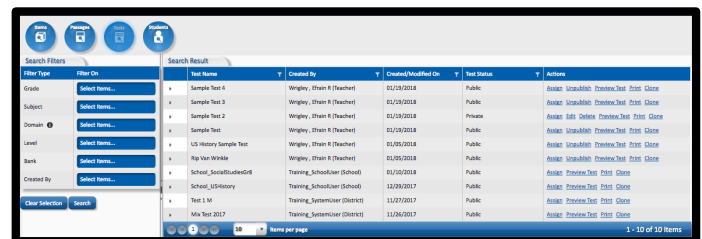
3. To add items to the new test, click "Item Search" and search for items based on your desired criteria, then add the selected items to the test by clicking "add."



4. Selecting "Private" before saving will create a test viewable only by the individual creating the test, as well as district users. Selecting "Public" before saving will create a test viewable by all school users.



5. Saved tests will be added to the list of available tests. Tests can be assigned to students, previewed, printed, or cloned. Private tests can be edited. Public tests can only be "unpublished" by the creator.



For more information on test creation and test assignment, see other TestPad 5 Steps.