TestPad Quick Start Guide (Teacher)

Assign a Test
1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (SLDS) link.
3. Select TestPad from the menu.

Tests can be assigned immediately upon creation or saved and assigned later. In this example, a test was created and saved but not assigned. The assignment process is the same if a test is assigned immediately or later.

This is the TestPad landing page. Select the Assign access bubble.

Click on the Assign Tests to Students function bubble.
The Test Search window opens. If you don’t see a test in the results, search filters can narrow the results and help to locate specific tests.

Locate the test and click on the Assign link.

This is the Test Information module. Test Form Name is a required field. The remaining fields enable the custom scheduling of the test.

Scoring Passcode – Allows other teachers to assist with scoring tests.
Test Attributes enable scoring and time parameters to be set.

- No Min/Max Time – The test will not have a minimum or maximum open time.
- Min Time (Mins) – Defines a minimum amount of time the test must be open.
- Student Navigation – Determines if the student can submit the test with or without all questions being answered.
- Show Timer – Displays a timer on the test.
- Max Time (Mins) – Defines a maximum amount of time the test can be open.
- Allow Students to Check Answers – Allows students to check their answers during the test. This applies only to multiple choice questions. An answer cannot be changed once it has been viewed.

Student Information enables the assignment of the test to an entire class, a range of classes or to a specific student or a group of individual students.

- Use to expand the list and display individual students.
- Check the box to select all students in that class.

Select student(s). Click on the Add button, then click on the Assign to Student(s) button. You may also choose to Preview the test as a student.
Use the **Remove** link to remove a student from the test.

**Student Activity** provides details about a student’s testing activity.

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The **Assigned Test** window opens. The test will briefly show a status of **Pending Registration**. The status will change to **Test Assigned**.