

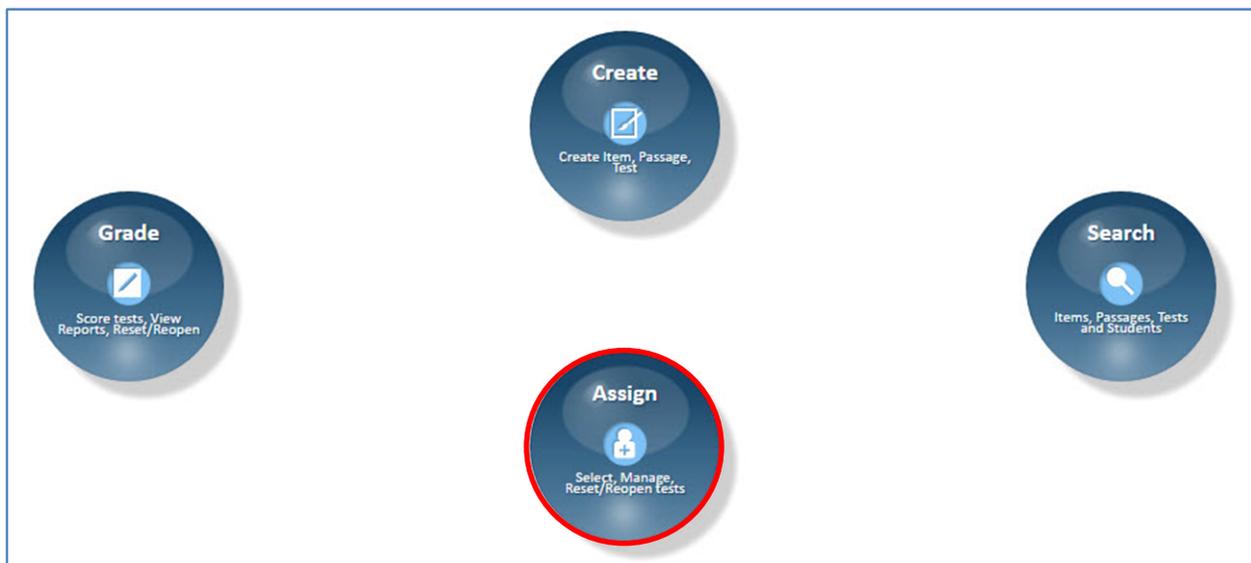
TestPad Quick Start Guide (Teacher)

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.

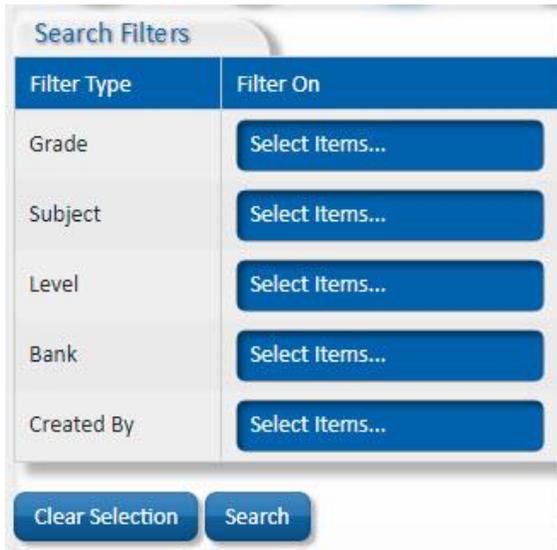
This is the TestPad landing page. Select the **Assign** access bubble.



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.



The Search Filters window is a panel with a title bar 'Search Filters'. It contains a table with two columns: 'Filter Type' and 'Filter On'. The rows are: Grade, Subject, Level, Bank, and Created By. Each 'Filter On' cell contains a blue button labeled 'Select Items...'. At the bottom of the panel are two buttons: 'Clear Selection' and 'Search'.

Locate the test and click on the **Assign** link.

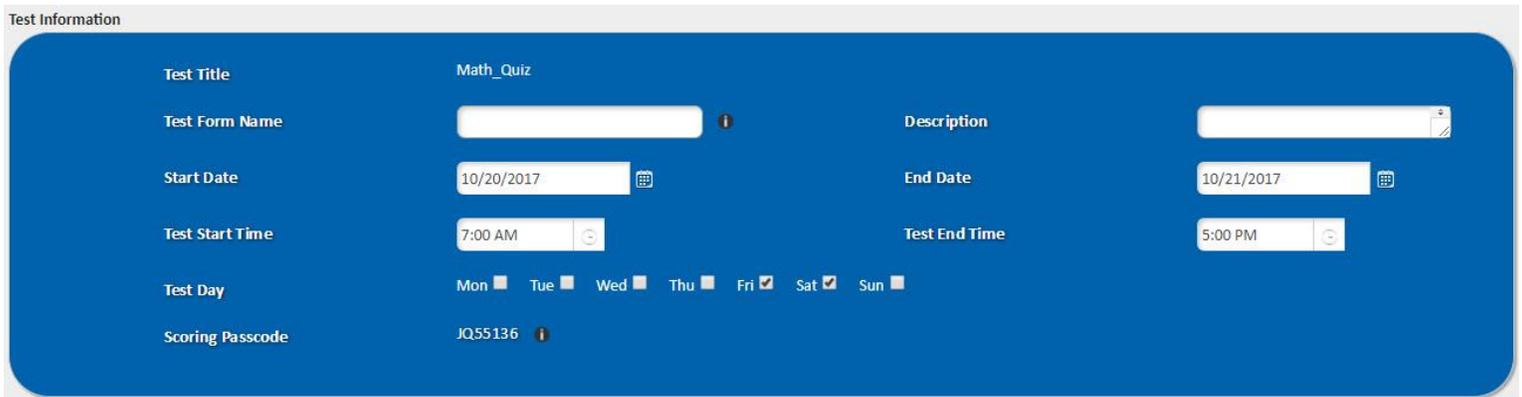


The Search Result window shows a table with the following data:

Test Name	Created By	Created/Modified On	Test Status	Actions
Math_Quiz	HelpDesk-msamuel@doe.k12.ga.us (Teacher)	10/20/2017	Public	Assign Preview Test Print Clone
ashjonestest	HelpDesk-tcoffey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Assign Preview Test Print Clone
test	HelpDesk-tcoffey@doe.k12.ga.us (Teacher)	02/06/2017	Public	Assign Preview Test Print Clone

At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 3 of 3 items'.

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



The Test Information form is a blue-themed interface with the following fields:

- Test Title:** Math_Quiz
- Test Form Name:** (empty text field with an information icon)
- Description:** (empty text area with a clear button)
- Start Date:** 10/20/2017 (calendar icon)
- End Date:** 10/21/2017 (calendar icon)
- Test Start Time:** 7:00 AM (time picker)
- Test End Time:** 5:00 PM (time picker)
- Test Day:** Mon Tue Wed Thu Fri Sat Sun
- Scoring Passcode:** JQ55136 (information icon)

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.

Test Attributes

No Min/Max Time	<input type="checkbox"/>	Show Timer	<input type="checkbox"/>
Min Time (Mins)	<input type="text" value="0"/>	Max Time (Mins)	<input type="text" value="120"/>
Student Navigation	<input type="text" value="Able to Skip"/>	Allow Students to Check Answers	<input type="checkbox"/>

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. **Preview As Student**

Student Information

Select student:

- Y1 - Language Arts-1st Grade - Section 011 (23.0020000)
- Y1 - Math-1st Grade - Section 041 (27.0120000)
- Y1 - Reading-Grade 1 - Section 031 (23.0012000)
- Y1 - Science-1st Grade - Section 051 (41.0120000)
- Y1 - Social Studies-1st Grade - Section 021 (45.0020000)

Add

Selected student:

GTID	First Name	Last Name
0		

10 items per page No items to display

Refresh Status

Cancel Preview As Student Assign To Student(s)

Use the **Remove** link to remove a student from the test.

Student Activity provides details about a student's testing activity.

Selected student:

GTID	First Name	Last Name	
0005203547	Jocelyn	Random	Remove Student Activity
0095200187	William	Denham	Remove Student Activity

10 items per page 1 - 2 of 2 items

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

Search Result

Test Form Name	Test Name	Created By	Status	Actions
Period 1	Math_Quiz	HelpDesk-msamuel@doe.k12.ga.us	Test Assigned	Manage Print Test Roster

10 items per page 1 - 1 of 1 items