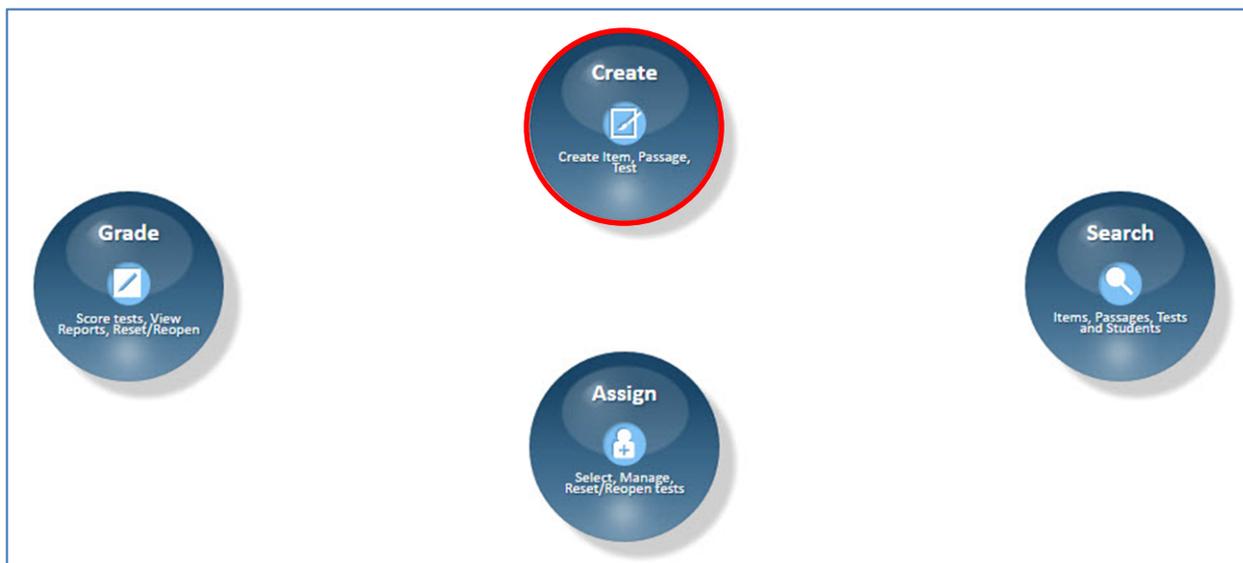


# TestPad Quick Start Guide (Teacher)

## Create a New Item

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

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



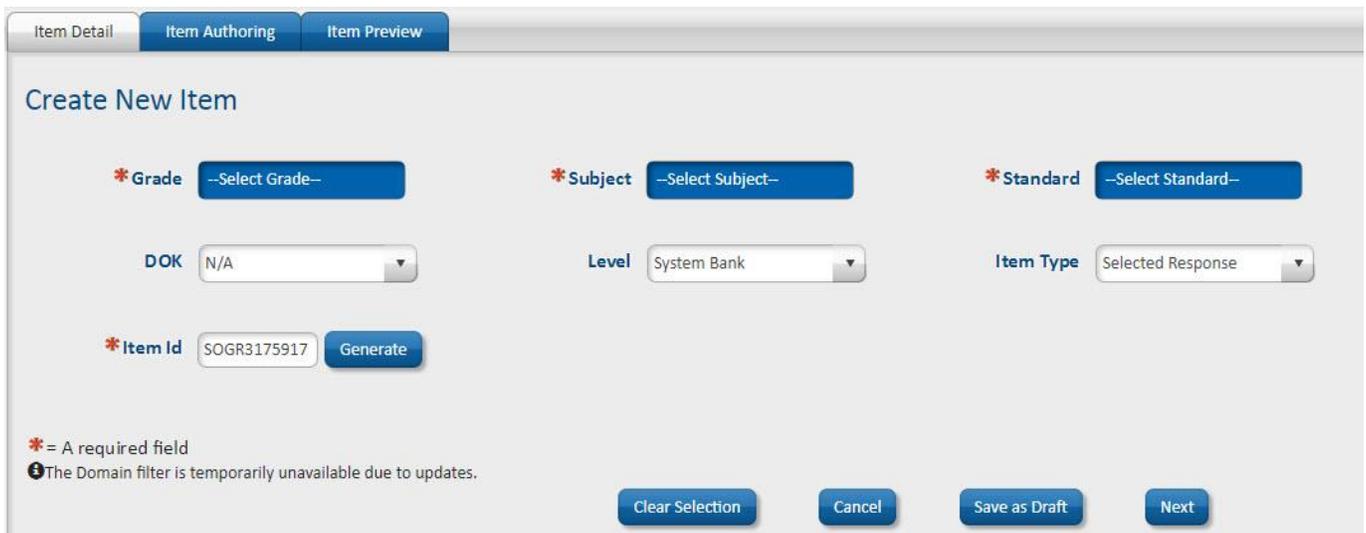
Click on the **Item** function bubble.



This is the **Item Detail** tab. This is the first step in creating a new item. Fields marked with an  asterisk are required. Begin by selecting a **Grade**. The **Subject**, and **Standard** fields populate according to the selection made in the preceding field.

Click on the **Generate** button and the application will create an Item Id or an Item Id can be entered manually.

Click **Next**.



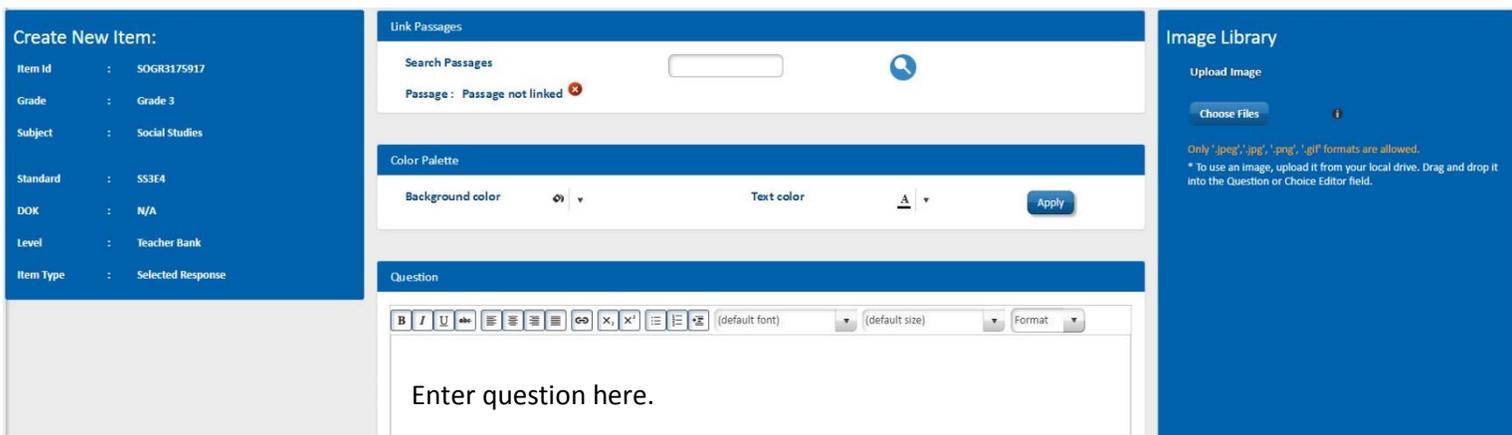
The screenshot shows the 'Item Detail' tab with the 'Create New Item' form. The form includes the following fields and buttons:

- Grade**: A dropdown menu with "--Select Grade--" selected. It is marked with a red asterisk.
- Subject**: A dropdown menu with "--Select Subject--" selected. It is marked with a red asterisk.
- Standard**: A dropdown menu with "--Select Standard--" selected. It is marked with a red asterisk.
- DOK**: A dropdown menu with "N/A" selected.
- Level**: A dropdown menu with "System Bank" selected.
- Item Type**: A dropdown menu with "Selected Response" selected.
- Item Id**: A text input field containing "SOGR3175917" and a "Generate" button.

At the bottom of the form, there is a legend: "\* = A required field" and a message: "The Domain filter is temporarily unavailable due to updates." Below the legend are four buttons: "Clear Selection", "Cancel", "Save as Draft", and "Next".

Type your question into the **Question** field. Passages can be linked via the **Search Passage** feature.

Images can be added to both the question and the answer fields via the **Image Library** function by clicking on the **Choose Files** button. Once you have selected the images, you will need to drag and drop them into the field where you would like for them to appear.

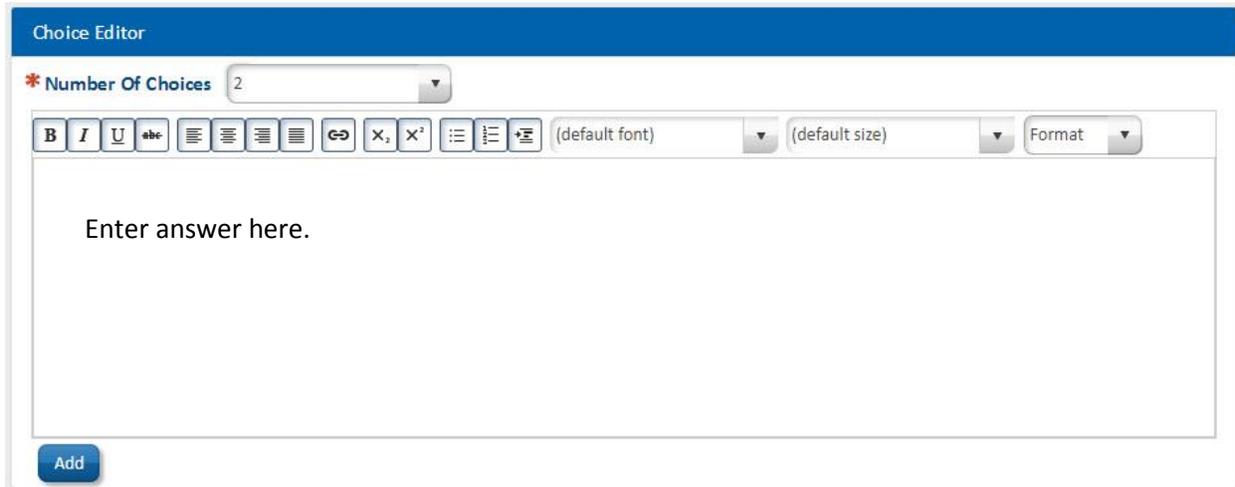


The screenshot shows the 'Create New Item' form with the 'Question' field and the 'Image Library' sidebar. The 'Question' field contains the text "Enter question here." and has a rich text editor toolbar above it. The 'Image Library' sidebar is on the right and includes the following elements:

- Image Library** header
- Upload Image** section with a "Choose Files" button.
- A message: "Only '.jpeg', '.jpg', '.png', '.gif' formats are allowed." and "\* To use an image, upload it from your local drive. Drag and drop it into the Question or Choice Editor field."

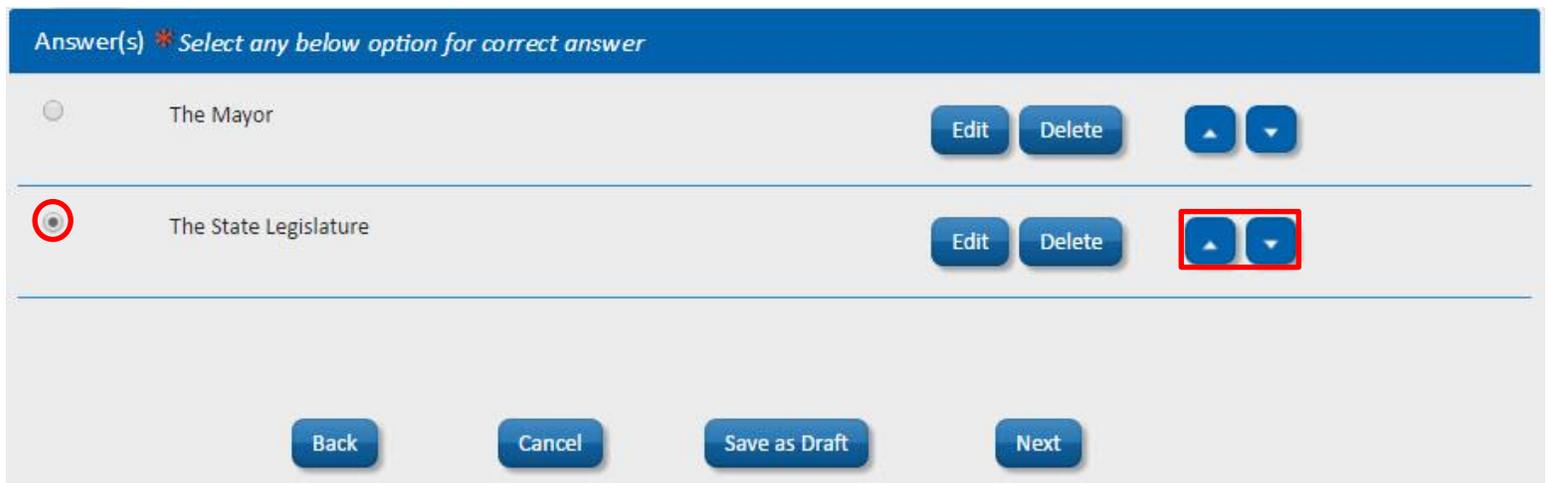
The 'Link Passages' section at the top of the sidebar shows a search bar and a message: "Passage: Passage not linked" with a red error icon.

Type your answer into the **Choice Editor**. Click the **Add** button after typing each answer. A minimum of 2 and a maximum of 6 choices are allowed per question.



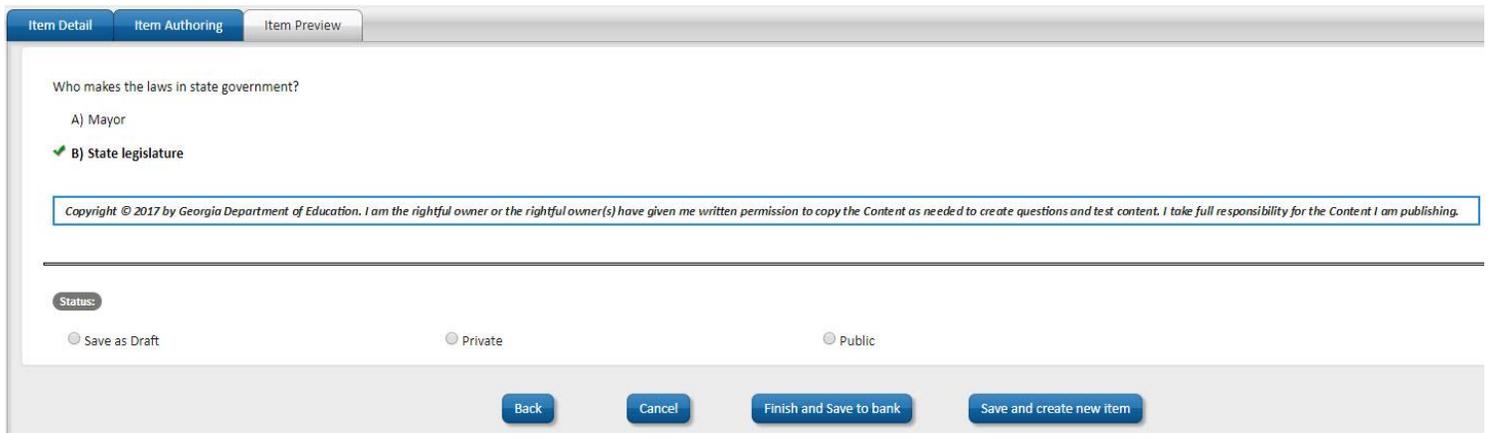
The screenshot shows the 'Choice Editor' interface. At the top, there is a blue header with the text 'Choice Editor'. Below the header, there is a dropdown menu labeled '\* Number Of Choices' with the value '2'. Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, subscript, and superscript. There are also dropdown menus for '(default font)' and '(default size)', and a 'Format' dropdown. The main area is a large text box containing the text 'Enter answer here.'. At the bottom left of the text box is a blue 'Add' button.

Select the correct answer. Answers can be edited or deleted via the **Edit** or **Delete** buttons. Use the arrows to change the order of the answers. Click **Next**.



The screenshot shows the answer selection interface. At the top, there is a blue header with the text 'Answer(s) \* Select any below option for correct answer'. Below the header, there are two rows of answer options. The first row has a radio button, the text 'The Mayor', and buttons for 'Edit', 'Delete', and two arrows (up and down). The second row has a radio button with a red circle around it, the text 'The State Legislature', and buttons for 'Edit', 'Delete', and two arrows (up and down) which are highlighted with a red box. At the bottom, there are four buttons: 'Back', 'Cancel', 'Save as Draft', and 'Next'.

This is the **Item Preview** tab. You can save your item as a **Draft**, publish **Privately** or **Publicly**.



- **Private** – These items are *not* visible to other TestPad users and unavailable to be copied or shared.
- **Public** – These items are visible to other TestPad users and available to be copied or shared.
- **Save and create new item** allows you to save the item and return to the item authoring tab to create another item with similar attributes.

Click **Finish and Save to bank**. The Item Search window opens and the new item is ready to be added to the Test Cart.

Search Result			
	Item ID	Subject	Grade
▶	<a href="#">SOGR3175917</a>	Social Studies	Grade 3
▶	<a href="#">MAGR4175281</a>	Mathematics	Grade 4
▶	<a href="#">MAGR4173144</a>	Mathematics	Grade 4