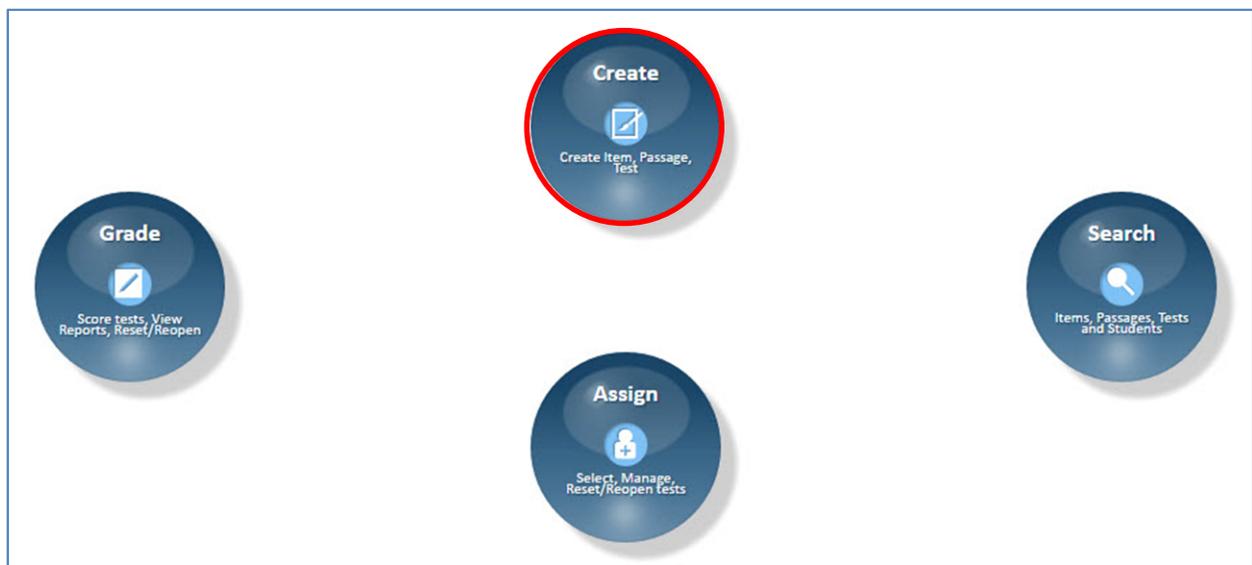


# TestPAD Teacher Quick Start Guide

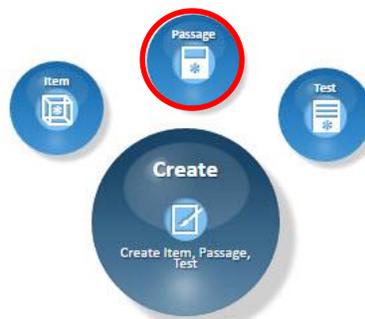
## Create a New Passage

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.



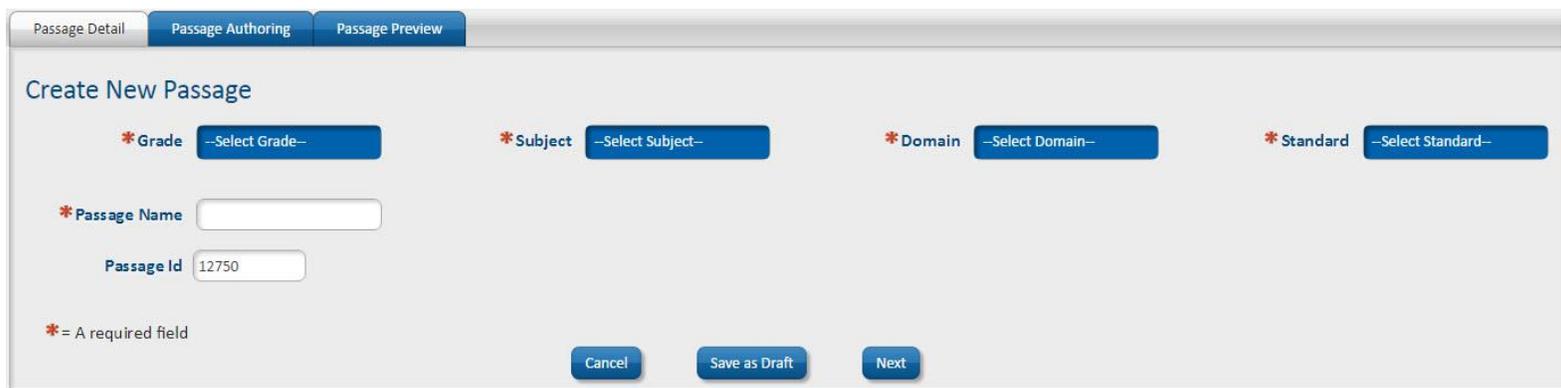
Click on the **Passage** function bubble.



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

The **Passage Id** field is system generated.

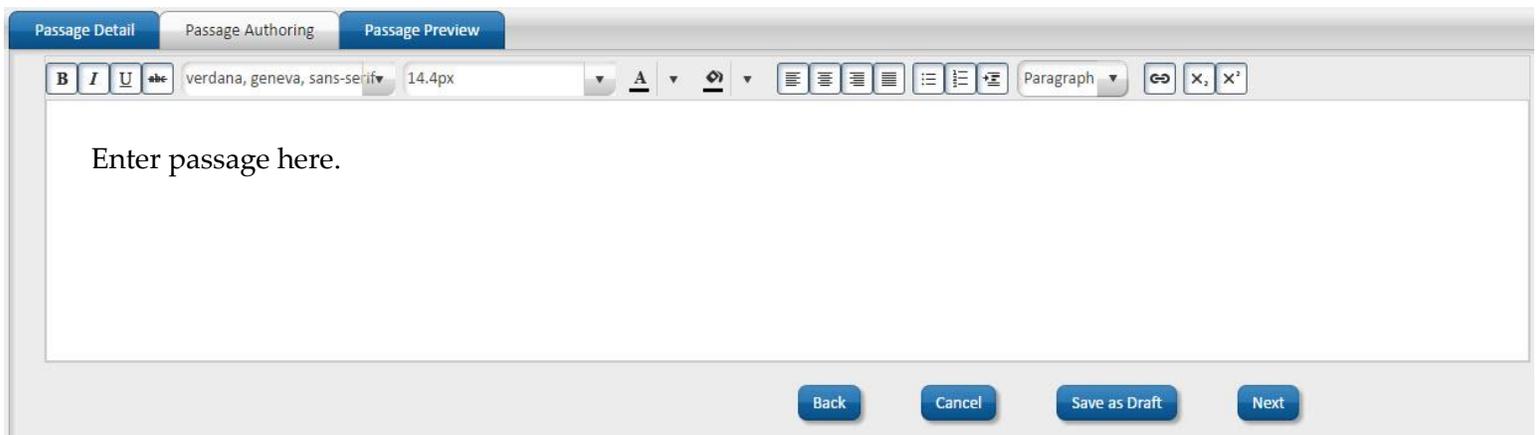
Click **Next**.



The screenshot shows the 'Create New Passage' form in the 'Passage Detail' tab. The form includes the following fields and controls:

- Grade**: A dropdown menu with the text "--Select Grade--".
- Subject**: A dropdown menu with the text "--Select Subject--".
- Domain**: A dropdown menu with the text "--Select Domain--".
- Standard**: A dropdown menu with the text "--Select Standard--".
- Passage Name**: A text input field.
- Passage Id**: A text input field containing the value "12750".
- A legend at the bottom left states: "\* = A required field".
- Buttons at the bottom: "Cancel", "Save as Draft", and "Next".

This is the **Passage Authoring** tab. Type your passage into the **Passage** field.

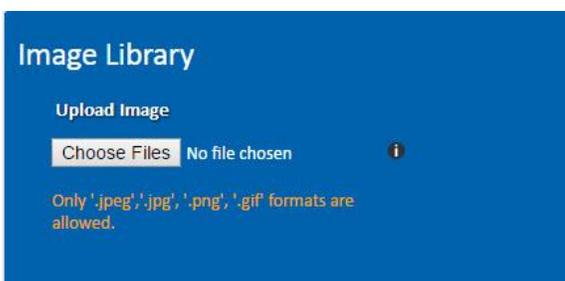


The screenshot shows the 'Passage Authoring' tab with a rich text editor. The editor includes a toolbar with the following options:

- Text formatting: Bold (B), Italic (I), Underline (U), and text color (A).
- Font settings: Font family (verdana, geneva, sans-serif) and font size (14.4px).
- Paragraph settings: Paragraph, Bulleted List, Numbered List, Indent Left, Indent Right, and Paragraph style.
- Other: Undo (↶), X (✕), and X<sup>2</sup> (✕<sup>2</sup>).

The main text area contains the placeholder text: "Enter passage here."

Buttons at the bottom: "Back", "Cancel", "Save as Draft", and "Next".



Images can be added via the **Image Library** using drag and drop functionality. Click **Next**.

This is the **Passage Preview** tab. The passage can be saved as a **Draft**, published into the **Private Bank** or the **Public Bank**.

- Private Bank – Passages saved to this bank are *not* visible to other TestPAD users and unavailable to be copied or shared.
- Public Bank – Passages saved to this bank are visible to other TestPAD users and available to be copied or shared.

Click **Finish and Save**.

The screenshot shows the 'Passage Preview' tab of the TestPAD interface. It contains the following text:

Congress is composed of two parts: the Senate and the House of Representatives.

**Senate**  
The Senate has 100 elected senators total; 2 senators per state. Each senator serves a 6 year term.

**House of Representatives**  
The House has 435 voting representatives; the number of representatives from each state is based on the state's population. Each representative serves a 2 year term and may be re-elected.

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Passage Name: Government Branches  
Passage Title: 33204

**Bank Options:**

Save as Draft       Private Bank       Public Bank\*

\* = A required field

Buttons: Back, Cancel, Finish and Save

The **Passage Search** window opens and the new passage is ready to be linked.

The screenshot shows the 'Search Result' window with the following table:

Passage Name	Passage ID
Government Branches	33204
A little about nothing	12192

At the bottom of the window, there are navigation buttons and a dropdown menu set to '10 items per page'.