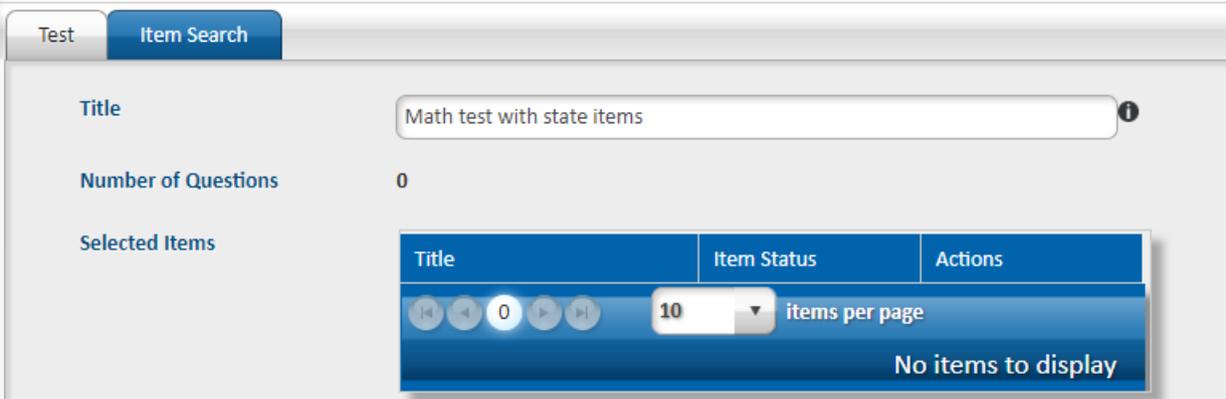


TestPad Quick Start Guide (Teacher)

Create a New Test with GOFAR items

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

Enter a **Title** for the Test and click **Item Search**



Create Test

Test | **Item Search**

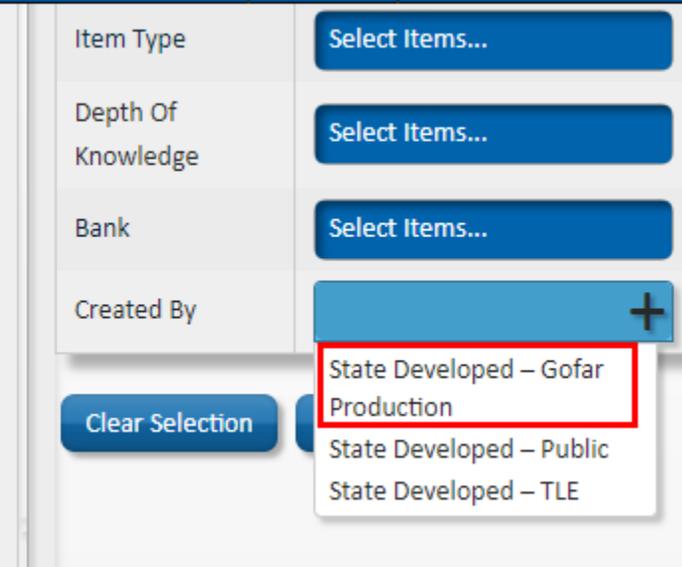
Title: Math test with state items ⓘ

Number of Questions: 0

Selected Items:

Title	Item Status	Actions
0 items per page No items to display		

Choose **State Developed – Gofar Production** for Created By. Then choose your other search fields.



Item Type: Select Items...

Depth Of Knowledge: Select Items...

Bank: Select Items...

Created By: State Developed – Gofar Production (selected), State Developed – Public, State Developed – TLE

Clear Selection

You will now see only **State Developed – Gofar Production** items

Preview items by clicking on the Item ID. They will show below. Click Add to add the items.

Search Result									
Item ID	Subject	Grade	Passage Id	Created By	Created/Modified On	Item Status	Actions		
MA14SR050667	Mathematics	Grade 5		State Developed – Gofar Production	06/18/2015	Public	Add		
MA14SR050666	Mathematics	Grade 5		State Developed – Gofar Production	06/18/2015	Public	Add		
MA14SR050665	Mathematics	Grade 5		State Developed – Gofar Production	06/18/2015	Public	Add		
MA14SR050664	Mathematics	Grade 5		State Developed – Gofar Production	06/18/2015	Public	Add		
MA14SR050663	Mathematics	Grade 5		State Developed – Gofar	06/18/2015	Public	Add		

Once you have added all the items to the test that you wish to add, you may click on the Test tab again to see all the items on the test.

Test
Item Search

Title

Number of Questions 3

Selected Items

Title	Item Status	Actions
MA14SR050667	Public	Remove ▲ ▼
MA14SR050665	Public	Remove ▲ ▼
MA14SR050657	Public	Remove ▲ ▼

⏪ ⏩ 1 ⏴ ⏵

10 items per page

1 - 3 of 3 items

You can return to add more items that are not in the Gofar bank.

Working with passages in TestPad

Items with passages show a **Passage ID**.

Search Result				
Item ID	Subject	Grade	Passage Id	
EL14SR050262	ELA	Grade 5	1405038	
EL14SR050259		Grade 5	1405038	
EL14SR050254		Grade 5	1405006	
EL14SR050251	ELA	Grade 5	1405006	
EL14SR050222		Grade 5	1405053	
EL14SR050221		Grade 5	1405053	
EL14SR050219	ELA	Grade 5	1405053	

To find more items with this passage, click on the **Passage ID filter**. Enter the **Passage ID** into the Is equal to box. Then click **Filter**.

Show items with value that:

Is equal to

And

Is equal to

You can now easily assign test items attached to the passage

Item ID	Subject	Grade	Passage Id	
EL14SR050262	ELA	Grade 5	1405038	
EL14SR050259	ELA	Grade 5	1405038	
EL14SA050264	ELA	Grade 5	1405038	
EL14SA050263	ELA	Grade 5	1405038	
EL14SA050261	ELA	Grade 5	1405038	
EL14ER050258	ELA	Grade 5	1405038	

10 items per page

Preparing Tests to be Assigned

Items can be removed via the **Remove** link. Use the arrows to change the order of the items.

Select one of the following options under **Test Status**:

- **Private** – The test *is not* visible to other TestPad users and unavailable to be copied or shared.
- **Public** – These test *is visible* to other TestPad users and available to be copied or shared.
- **Save as Draft** – The test is stored and awaiting completion.

Click **Save and Assign**.

The **Search Result** window opens and the new test is ready to be assigned.