

Creating Tests

- Select Tests from the Home page
- On the Tests page, Select Actions, and then New Test

1. Enter a Name, Description, Subject, and Grade.
2. Check the Show Score page checkbox if you want the students to see their score when they have finished the test.
3. Select Save when you are finished or Cancel to cancel the process.
4. The Test Items page displays. Use this window to add items and passages to your test.
5. Click each item you want to add to the test. A check mark is displayed next to each item (to deselect, click the item again).
6. Use the same process for Adding Passages.
7. When you are finished adding passages, click on the Done button, on the top right of page.
8. The completed test displays in the Test page. Users can view, work with, add, and delete items and passages in the test.
9. Selecting the Actions button displays a menu of available options—copy test, delete test, and share test.

Gr	Subject	Item Text	Alignment	Estimated Difficulty	DOK	Pts	Identifier
4	Mathematics	Justin knows that there are 4 ...	4.OA.C.05	Hard	3	1	1000361
4	Mathematics	Ann helps her mom decorate ...	4.OA.C.05	Hard	3	1	1000362
4	Mathematics	Look at the figure. (Image: M...	4.G.A.01	Hard	1	1	1000363
4	Mathematics	Look at the map below. (Ima...	4.G.A.01	Easy	1	1	1000364
4	Mathematics	Develin connects points L and...	4.G.A.01	Easy	1	1	1000365
4	Mathematics	Which of the following figures...	4.G.A.01	Medium	2	1	1000367
4	Mathematics	Use the trapezoid below to an...	4.G.A.01	Medium	2	1	1000368
4	Mathematics	Which shape has only acute a...	4.G.A.01	Medium	2	1	1000369

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4	Mathematics	Use the trapezoid below to an...	4.G.A.01	Medium	2	1	1000368
4	Mathematics	Use the angles below to answ...	4.G.A.01	Medium	2	1	1000371
4	Mathematics	Use the picture of a building ...	4.G.A.01	Medium	2	1	1000372