


# TAG








## Create a Test




### CREATE A NEW TEST

- From Tests, click New 
- Enter information and Save









### ATTACH ITEMS TO TEST

- Select Content Area, Course and TEKS Year; Source and SE are Optional; Click Search
- Use column headings to filter/sort items; Click Advanced Search for additional filter options
- Select Items – Click item box to add to test (items will automatically save, and the number will update at the top as you add); Click top box to add all items in your search
- Click Passage name to filter for items from same passage; Click on keyword to filter by keyword
- Preview  items before attaching to test
- Click  to reorder items (drag and drop), use icons for  delete,  Print preview,  Preview item

### ADDITIONAL TEST ICONS (TOP RIGHT)

- Add  – Add additional items
- Preview  – View complete test
- Print  – See reverse side for additional details





### FROM TEST LIST:

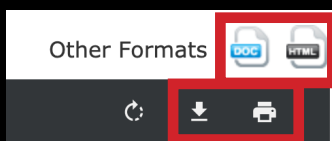
- Sort/filter tests using column headers
- Edit  tests you created
- Preview  tests
- Print  tests
- View, Save or Print  test keys
- Copy  tests
- Export  selected test key to TEKScore
-  Change test header
- Delete  tests you created

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## Print a Test




- Click Print 
- Drag and Drop numbers under Outline to re-order; Click page break icon to add page breaks
- Click Save
- Click  Options to set print Settings
- Click  to print Test (hover over test)
- Click  to download PDF (hover over test)



### EXPORT TO WORD:

- Choose the DOC icon to export the test to Microsoft Word® or another word processor
- View > Print Layout
- Page Layout > Margins > Narrow
- Starting at the beginning of your test, click above items; Insert > Page Break to move items to another page
- Save test as a Word Document (.doc or .docx)

### ADDITIONAL ICONS

- Click  Settings to edit Test Criteria
- Click  Items to edit test
- Click  Search to return to Test List

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