


# 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