

# SDAP Help Sheet for Using Pre-Made Forms to Create Tests

<https://sdap.emetric.net/Portal/> (works best in Google Chrome, Firefox, and Internet Explorer 11)

- **Make sure your classes are already created. If not, see the other side before continuing.**
- Click on “Authoring”
- Choose “Classroom Program” where it says “Item Banks for”
- All of the Item Banks you have access to should now be visible
- “Math” and “English Language Arts” have been aligned to the newest standards and are found under their own section
- Click on  making sure the standards on the right match the subject
- \*\* All forms are named using the State Standards and are ordered by grade level
- Clicking on the form will bring up this set of buttons: 

 Copy

 (found on right hand side)

 Create a Test

Save a copy of the form to your Personal Item Bank in order to make changes to the form

Preview the form in a Java window. This is what it will look like to your students.

Create a test using the form as it is without making changes to it

- In the next pop-up window, click on the bank in which you want to make a copy of the form
- You will receive a notice at the top of the screen confirming the completion of your copy
- Go to the group you saved the form
- You will see your copy of the form there
- Now you are able to edit this form using 
- Click on 

\*\* Changes to your copied form will not affect the state’s form

- Change the name of the form to your preference
- Add extra questions to the form by clicking
  - Click 
  - Choose which group you want to find the item in
    - Choose Math or Language Arts to choose pre-made items
    - Choose Personal Item Bank to add items you’ve created
  - Change the standard or use the key search
  - Click on items you want to add (Chosen items turn grey)
  - Click on  to exit out of the list of items
- o Click and drag on items to move them to your preference
- Delete any questions by clicking on the  below it
  - Click on  then 
- Follow the steps in the box to the right

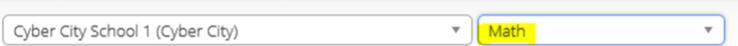
- Name your test similar to your form name
- Choose the organization(s) to use this test
- Choose the options for this test
- Choose the dates your test will be published (can’t change this)
- (Optional) Click on  to add an existing form to this test. Note: this form must include the EXACT SAME items (in any order) as the form already included
- Click 
- Click on  to schedule your test.

(Or click on , Administration, then [Test Sessions](#))

- Test Sessions (Schedule a test) – Click on
- Use the dropdown menus to filter the list of content areas, programs, and available tests to match the ones you have been using
- Click “Schedule New Test Session”
- Select the classes and forms you wish to schedule by clicking to highlight the desired classes and forms.
- Indicate the Start Date, End Date, Start Time, End Time and Time Zone.
- If you choose not to click “Use single password for all students”, each student will be assigned their own randomly generated password.
- Click “Schedule”.
- Find all the students’ usernames and passwords by clicking “View Details/Student Logins”.
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- To print student logins, click the area above the information that says “Print test login (Avery label 5160)”
- See bottom of back side on how to administer the test



## Creating a Class

- 1) Click on  Administration
- 2) Click on **Classes**
- 3) Choose your content area in the drop down box  

- 4) Use this tab **Course Level** or **Grade Level** to choose to either course level or grade level. Use course level if you will identify the class by subject. Use grade level if you will identify the class by grade.
- 5) Click on **Create Course Level Class** or **Create Grade Level Class** depending on class type.
- 6) Create a unique class name
- 7) Select the teacher if you are an administrator (Teacher must have an account created in SDAP)
- 8) Choose the Content Area.
- 9) Ctrl-Click or Shift-Click which students are in your class
- 10) Click **Add >>**
- 11) Click "Save"
- 12) Click on  to return to the homepage or **Home** to return to the  Administration homepage
- 13) Wait until the next morning. Then you should be able to see individual students' data

## Directions to Download iTester3

- 1) Technology coordinator or administrator must log into SDAP
- 2) Click on  Administration
- 3) Click on the link found in the middle of the screen corresponding to the type of computers your students have
- 4) Follow the directions to download
- 5) Either download iTester3 on all computers manually (recommended) or download on your network and push out to all computers

\*\* Students will click on the iTester icon found on the desktop to log in to take the test.

## Administering Your Test

- 1) Make sure iTester3 is downloaded on the computers students will use (See your Tech coordinator)
- 2) Have students click on the iTester3 icon
- 3) Students must log in using their unique username and password