

**South Dakota Assessment Portal**  
**Step by Step Instructions for Teachers**

Go to <https://sdap.emetric.net>

Enter the username and password. Then click Go.

You will be prompted to reset your password. Please do so with a password of your choice.

All of the directions below can be accessed from the **Help** link on the Home Page.

**Creating your classes:**

For more detailed information please see the iTester User Manual.

1. Start on the SDAP home page.
2. Click on the iTester logo.
3. Select the subject for which you want to create classes for in the drop down menu at the top right: "Currently working in."
4. Choose the Classes tab.
5. Click on "Create New Class."
6. Select the Teacher Name from the drop down list.
7. Type in a Class Name. This name will help you identify the group of students, ex. Period 1.
8. Select the content area for the class.
9. Select students from the box on the left and "Add" them to the box on the right. You can use the filters to narrow down the list of students.
10. Once you are finished creating your class, click Save.

**Editing your classes:**

For more detailed information please see the iTester User Manual.

1. Start on the SDAP home page.
2. Click on the iTester logo.

3. Select the subject for which you want to edit a class in the drop down menu at the top right: "Currently working in."
4. Choose the Classes tab.
5. Locate the class that needs to be edited in the list and click on "View Details."
6. Click on the "Edit Class" link at the top of the table.
7. Use the filters to narrow down the list of students on the left to help locate students. Select students on the left to "Add" them to the class or select students on the right to "Remove" them from the class.
8. Once you are finished making changes to your class, click Save.

### Test Creation Hierarchy

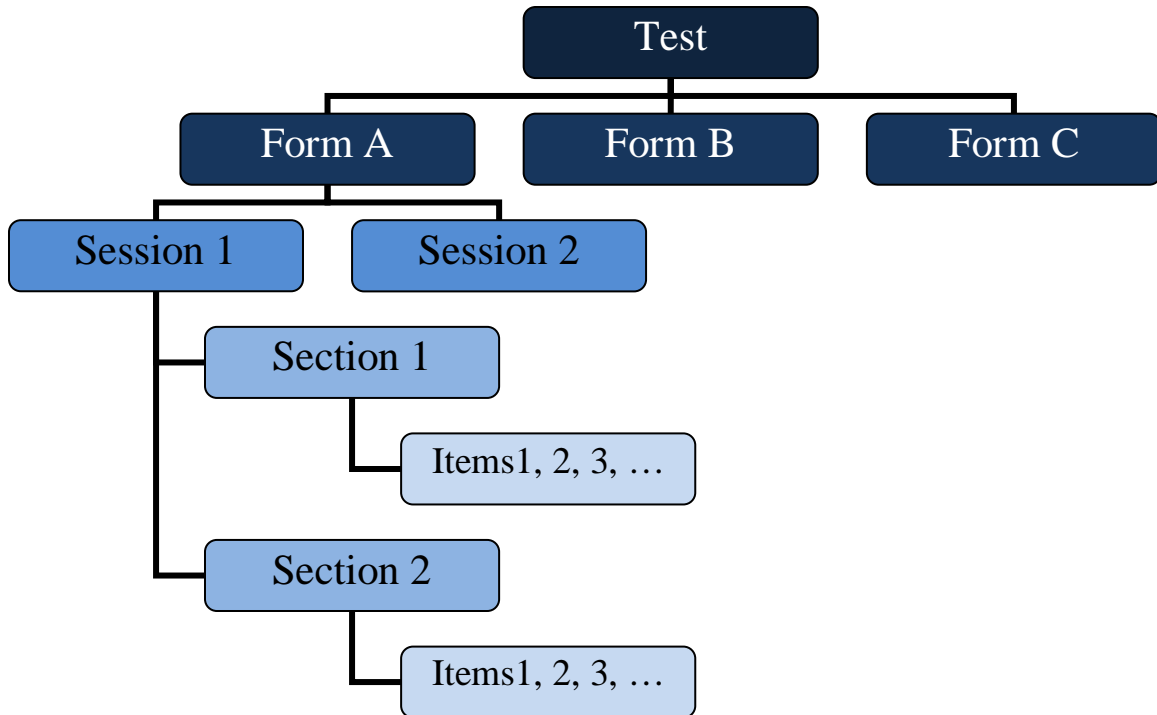
A test can be comprised of **one** or more forms.

A form can be comprised of **one** or more sessions.

A session can be comprised of **one** or more sections.

A section is comprised of items.

See below for a diagram of the test creation hierarchy.



### Creating Items (Questions and Answers) and Defining Item Properties

For more detailed information please see the TestBuilder User Manual.

1. Start on the SDAP home page.
2. Click on the TestBuilder logo.
3. Click on the Items tab.
4. Click Create Item.
5. **Optional:** Enter a stimulus. A stimulus may be an image or a reading passage that needs to be displayed for an item. The stem (or question) for the item may reference the stimulus.
6. **Required:** Enter a stem. The stem is the question portion of the item.
7. **Required:** Enter answer choices under Responses. Enter up to six answer choices for the item. To add an additional answer choice, click Add Answer Choice. To change the correct answer, click on the red text "This response is not a correct answer." It should change to "This response is a correct answer." Only one correct answer can be selected for each item.

8. **Required:** Enter a unique item name. This name will be used to identify the item from a list of items, so it is best to enter something meaningful to you and other users, should the item be shared.
9. **Optional:** Enter a description for the item.
10. **Required:** Align the item to a standard. Click on Add a Standard and select from the list of standards. An item can be aligned to multiple standards where applicable.
11. **Optional:** Make tools available for students to use while viewing this item. These tools currently include: protractor, ruler, calculators.
12. **Optional:** Change the default layout of the item by changing the drop down selections under layout.
13. **Optional:** Sharing an item with other users is not currently available. This feature will be available in October.
14. Once an item has been entered, you may click on Preview to look at the item you have created or you may click Save to save the item.

### **Creating Forms for a Test:**

**For more detailed information please see the TestBuilder User Manual.**

1. Start on the SDAP home page.
2. Click on the TestBuilder logo.
3. Click on the Forms tab.
4. Click Create Form.
5. Type in a unique form name and optional description.
6. Select the standards alignment for the form you are creating.
7. Select the content area for the form you are creating.
8. Click on Session Directions to add directions for the session/form.
9. Click on +Items to begin adding items to the sections of the form.
10. Use the filters to narrow down the list of items.
11. Use the magnifying glass icon to view a preview of a specific item.
12. Click on the item to add it to the form.

13. Once all items have been added to the form, click the X on the overlay to return to the Create Form page.
14. To rearrange items on the form, simply click and drag the item to the desired location.
15. Once finished, click Save Form.

### **Using Available Forms to Create a Test:**


**For more detailed information please see the TestBuilder User Manual.**

1. Start on the SDAP home page.
2. Click on the TestBuilder logo.
3. Click on the Tests tab.
4. Click Create Test.
5. Enter a unique name for the test you wish to administer.
6. Choose the Standards alignment for your new test using the drop down menu.
7. Choose the Content Area for your new test using the drop down menu.
8. Click on Add Existing Form.
9. Select the forms you would like to add to the test. A test can be comprised of one or more forms. Remember that if multiple forms are selected, then each student would randomly be assigned only one of those forms.
10. Once all forms have been added to the test, click the X on the overlay to return to the Create Test page.
11. After the forms have been added to the test, click Save.

### **Publish a Test for Scheduling:**

**For more detailed information please see the TestBuilder User Manual.**

1. You must create a test using the steps above before you can publish a test.
2. Start on the SDAP home page.
3. Click on the TestBuilder logo.

4. Click on the Tests tab.
5. Find the test you wish to schedule from the list of tests in the table.
6. Click on the “Publish” icon: .
7. Select the course you wish to administer the test to.
8. Select the start and end date for which you want the test to be available for scheduling in iTester.
9. Click Publish.

### **Schedule a Test Session for a Class:**

For more detailed information please see the iTester User Manual.

1. You must publish a test using the steps above before you can schedule a test session.
2. Start on the SDAP home page.
3. Click on the iTester logo.
4. Click on the Test Sessions tab.
5. Click on the Schedule Test Sessions link.
6. Select the type of test that you are scheduling. (For now, the only selection is Formative).
7. Select the published test to schedule from the drop down list.
8. Select the forms that you would like to use for the administration. If you select multiple forms, they will be spiraled throughout the class. Ex. Student A takes form 1, student B takes form 2, etc...
9. Select the student classes that you are scheduling the test for.
10. Designate the test window. The students will only be allowed to log in to take the test during the date and times listed here.
11. **Optional:** If you do not want to distribute unique usernames and passwords to each student for the formative test, you may click on the checkbox that says “Use single password for all students.” When this box is checked each student will use the SIMS ID as a username and the common password to login to take their test.
12. Click Schedule Test Session

### View Details/Print Student Logins for a Scheduled Test:

For more detailed information please see the iTester User Manual.

1. You must schedule a test using the steps above before you can view the details of a scheduled test session.
2. Start on the SDAP home page.
3. Click on the iTester logo.
4. Click on the Test Sessions tab.
5. Use the filters to access the list of scheduled tests available to you.
6. Click on View Details/Student Logins
7. The table will display each student's username and password to access the test. You may also click the Print Student Test Logins (Avery Label 5160) link to open a document that is preformatted to print on the specified Avery labels for easy distribution of usernames and passwords in the classroom.

### Accessing On-line Tests:

1. There will be a shortcut on the students' computer that looks like



- Click on that icon.
2. **Enter** SIMS ID and password
3. Click **Login**.