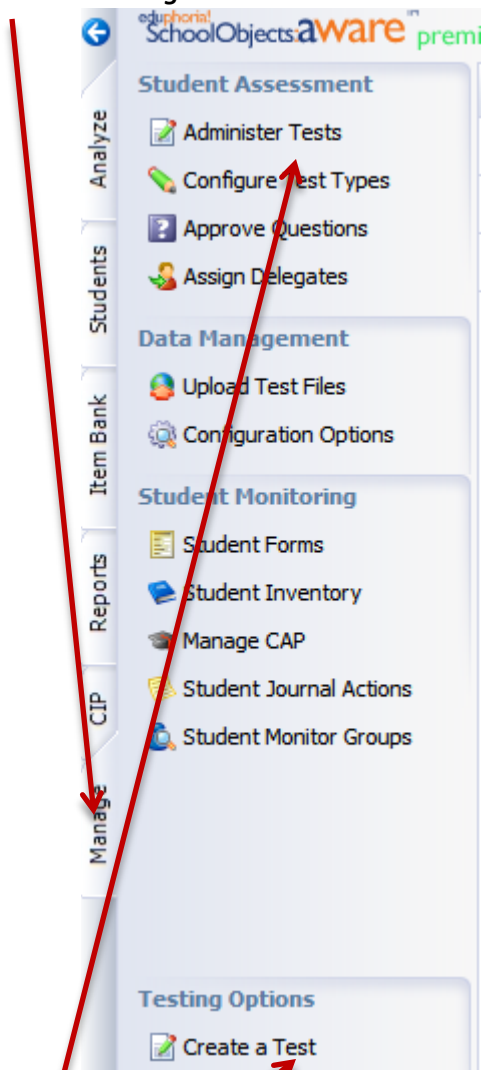


Directions for Creating a Test in Eduphoria

1. Login to Eduphoria <https://aledo.schoolobjects.com/>
2. Click **Aware**

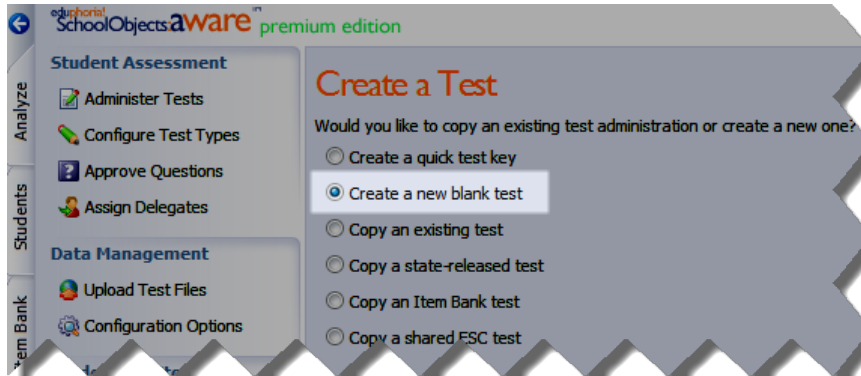


3. Click the **Manage Tab**

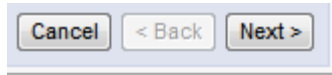


4. Click **Administer Test**
5. Click **Create a Test**

6. Click **Create a new blank test**



7. Click **Next** in the bottom right corner



8. Type in Title

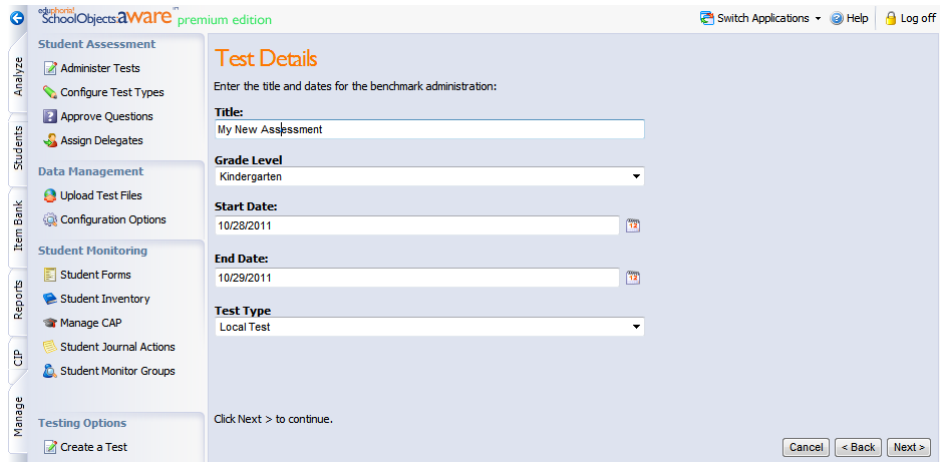
9. Select Grade Level

10. Select Start Date (This date represents the window of time the test can become available)

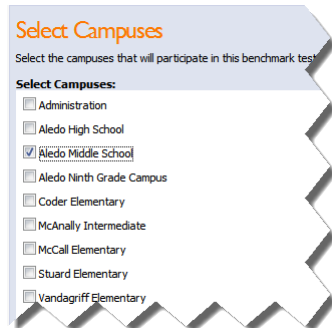
11. Select End Date (This date represents the last date the test is available for access)

12. Select Test Type

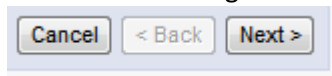
13. Click **Next** in the bottom right corner



14. Click **School**

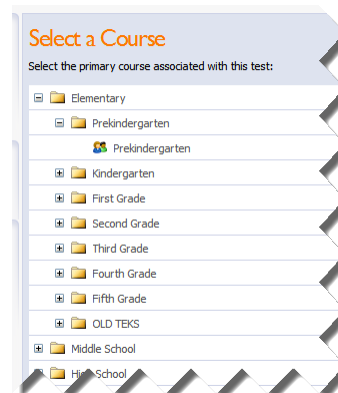


15. Click **Next** in the bottom right corner

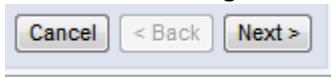


16. Click + sign for appropriate school type

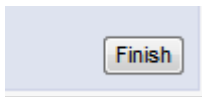
17. Click + sign for appropriate grade level & subject



18. Click **Next** in the bottom right corner



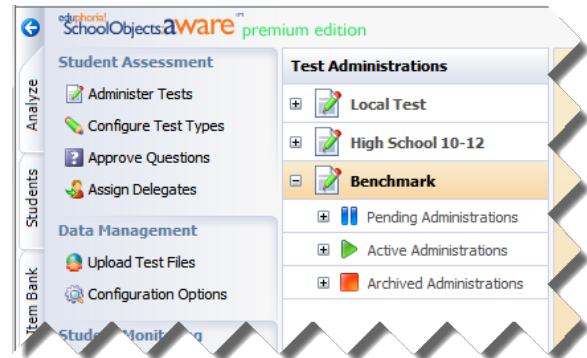
19. Click **Finish**



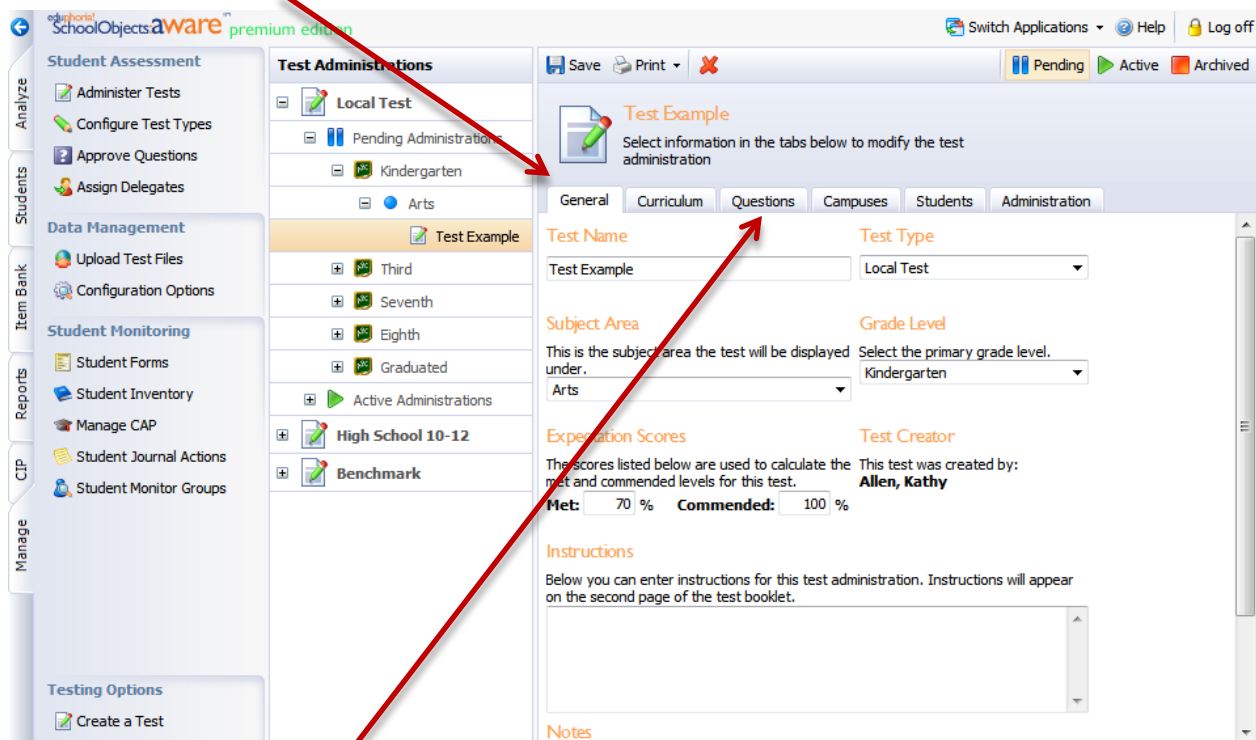
20. Click on **Administer Tests**

21. Click **Local Test** or **Benchmark** (which ever category you use to create your test)

22. Click **Pending Administrations**



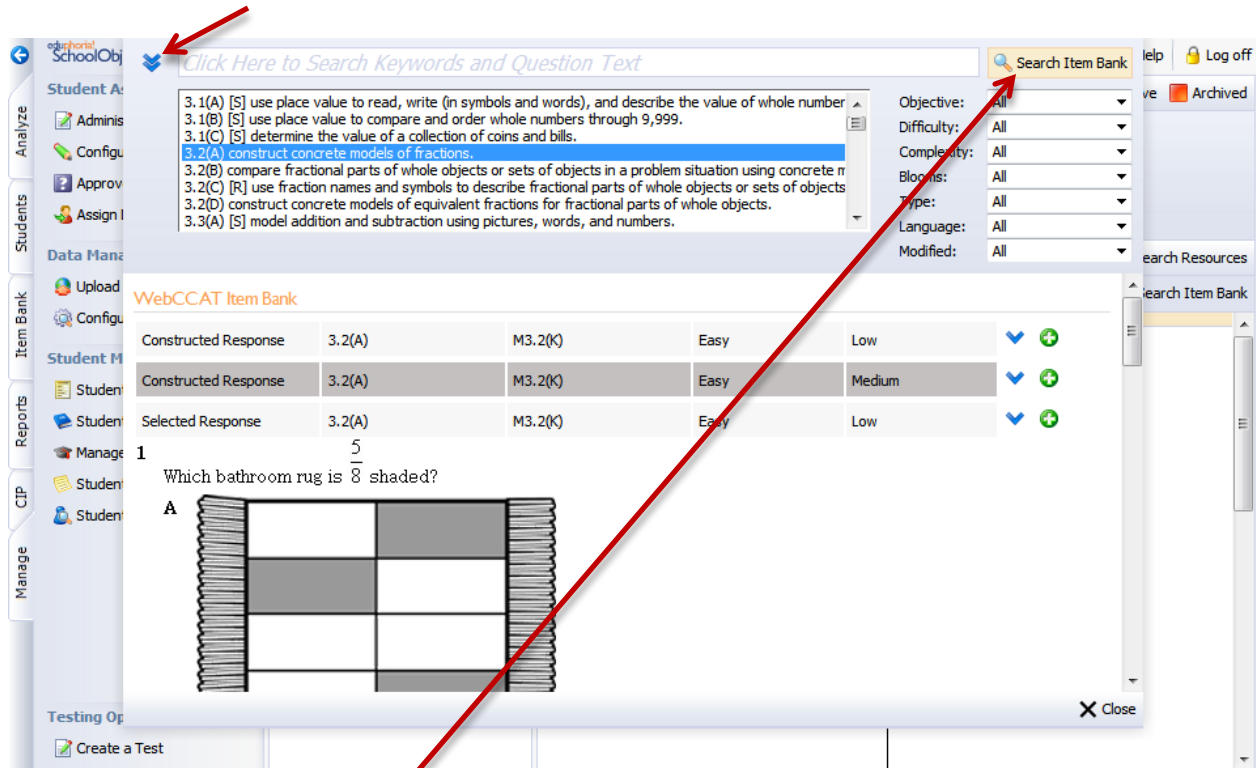
23. Under the **General** tab, make sure all of your information is correct



24. Click the **Questions** tab

25. Click **Search Test Item Bank**

26. Click the double caret arrow



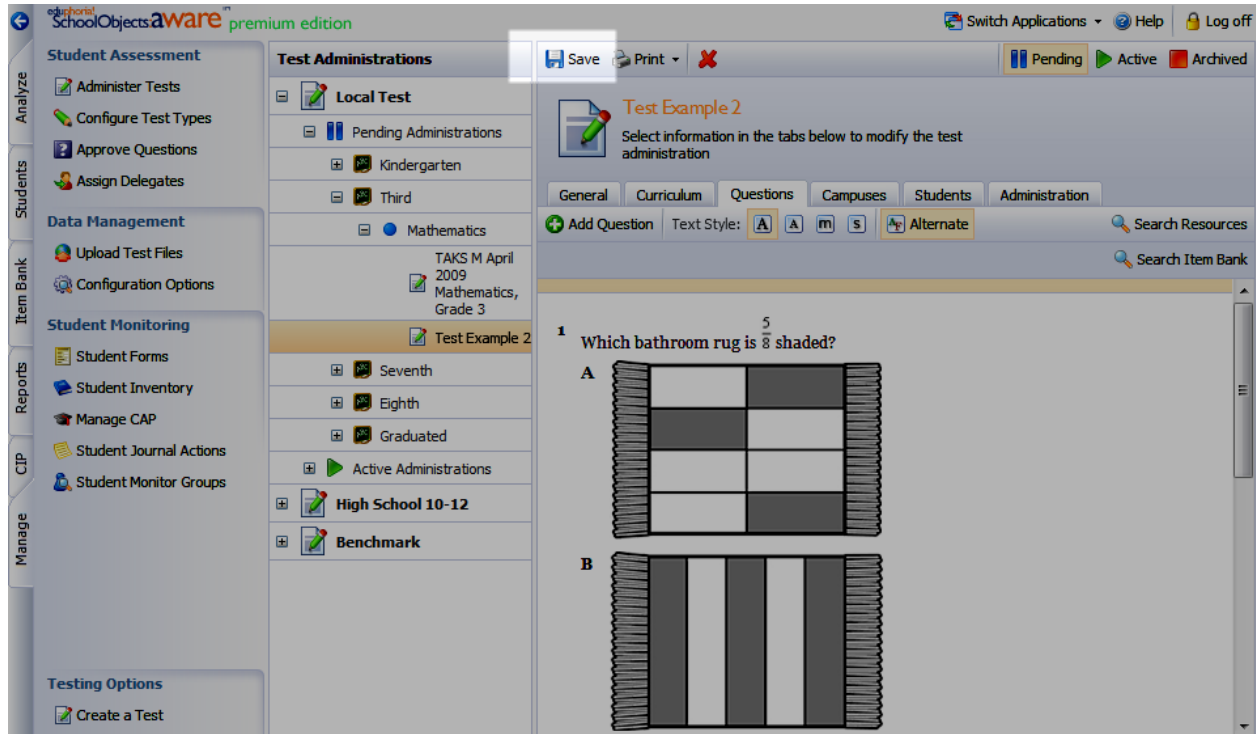
27. Click desired student expectation (hint: concerning the menu choices on the right hand side, keep all the drop down options as "all")

28. Click **Search Item Bank**

29. Click single blue caret to review each test question

30. Click + sign to select the test question

31. Click the **SAVE** button on a frequent basis throughout the development of the test so you will not lose your work!



32. When finished constructing the test click the **SAVE** button.

Altering Test Questions:

To alter a test question or answer, put the cursor on the test question. When the pencil appears, click the pencil. The question will appear in a box and you will have an option to alter the test question.

Deleting Test Questions:

To Delete a test question, place the cursor on a question. Click the pencil, on the bottom left click remove and the question will be deleted.

Assigning Students:

1. Click Student Tab
2. Click one of the following options under "Assigned Students"
 - Students in selected courses (best option in most cases)
 - All students in the tests grade level
 - All students at selected campus
3. Subject Area- select appropriate subject
4. Roster Courses- select all courses that apply
5. Do not alter the following options: filter by program status & filter by form
6. Filter by Grade Level- select appropriate grade level

Printing Tests

1. Click Aware Tab
2. Click Test Administration (local or benchmark)
3. Select Grade Level
 - Select Subject
 - Select Test
4. Hit print button