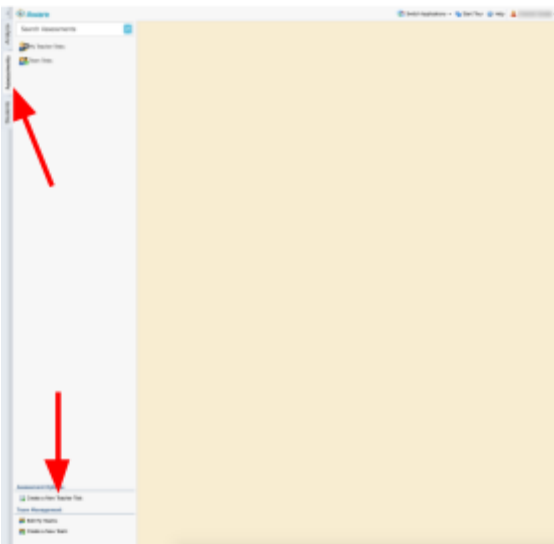


How to Create a Team Test

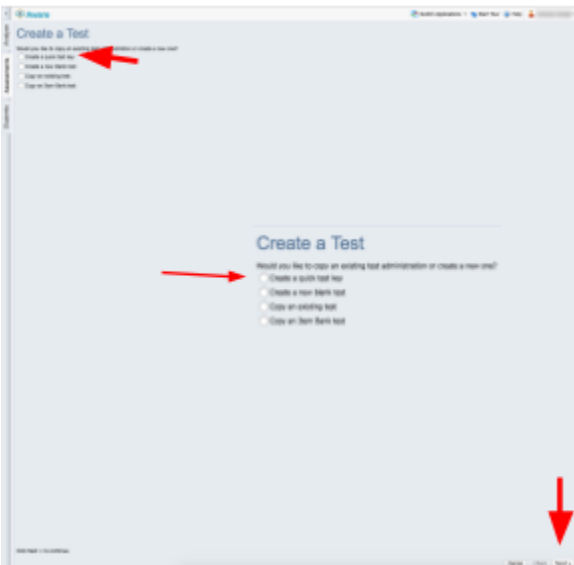
1. Log in to Eduphoria and open Aware.



2. Click on the Assessments tab and then choose Create a New Teacher Test.



3. Choose "Create a quick test key" and then click next.



4. Enter in the Title for your test as specified. (ex. 1st Grade Math Pre Test) and choose the correct grade level. If you have several grade levels in the class, choose the most common grade level. Click Next.

Test Details

Enter the title and dates for the benchmark administration:

Title:

Grade Level
Kindergarten

5. Choose the course that this test aligns to. Click next.

Select a Course

Select the primary course associated with this test:

- Elementary
 - Prekindergarten
 - Kindergarten
 - First Grade
 - Art, Grade 1
 - English Language Arts and Reading, Grade 1
 - Health Education, Grade 1
 - Mathematics, Grade 1
 - Music, Grade 1
 - Physical Education, Grade 1
 - Science, Grade 1
 - Social Studies, Grade 1
 - Spanish Language Arts (SLA) and Reading, Grade 1
 - Technology Applications, Kindergarten-Grade 2
 - Theatre, Grade 1
 - Second Grade

6. Enter in the number of questions on your test. Click next.

Build Test Key

Enter the number of questions and number of responses per question. After the test is created you can go back and add math matrix or rubric questions.

Number of questions:

Number of responses:

7. Enter in your answers from your answer key and click next.

Enter Test Key

Optionally, select the correct answers of your test.

	A/F	B/G	C/H	D/J
1.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
17.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

8. You will see a screen that says You're Done. Click Finish in the bottom right corner

You're Done!

Click finish to create the new test administration.

9. Click the "Share With Team" button at the top. Choose the name of the team and Select Pre and Post test at the campus-level test type. Click Convert Test to Team Test. Then Click Active to make the test active.

Share with Team

Permanently convert this into a Team Test:

Select a Team:

My Team

Select New Campus-level Test Type:

Pre and Post Test

Convert Test To Team Test Cancel