How to Create a Test Manually
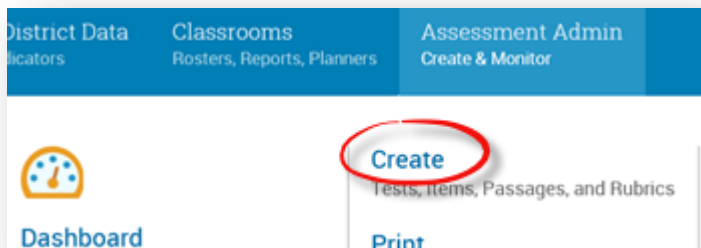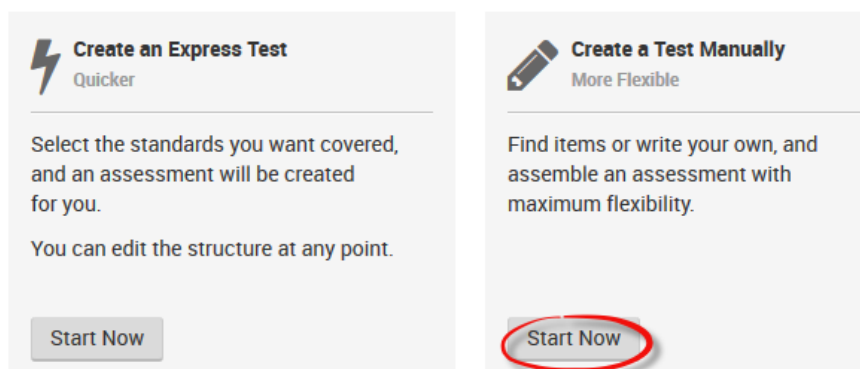
First, go to Assessment Admin, and select **Create**
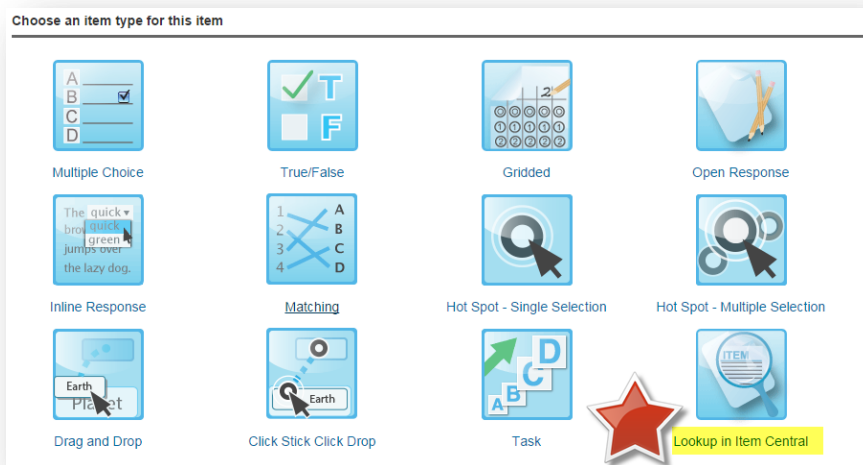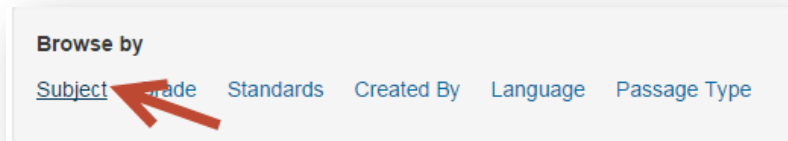

Select **Start Now**

Fill in the test properties as described on page 18,

From here, the user has several choices. The user can write their own item by selecting the item type or use **Lookup in Item Center** to access the IBTP item bank.

The easiest way to search is to drill down by filters. First, click on Subject, to narrow your search to items available for your subject only:

In the example, we'll choose **Life and Physical Sciences**.
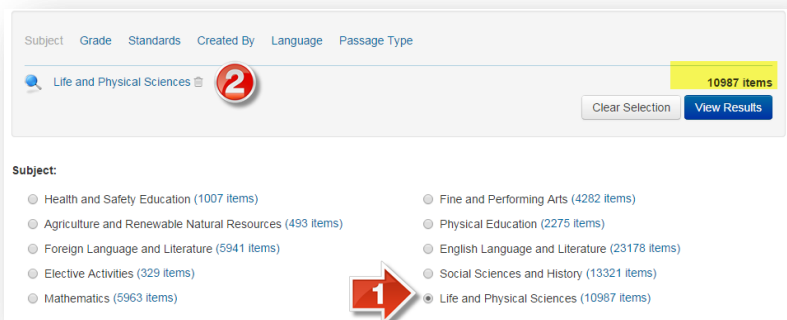
Click on Grade then select the grade level for which you are seeking items. You will see that the number of available items now drops significantly, as we drill down.

Click on Standards. Use the drop-down menu to select your correct set of standards:
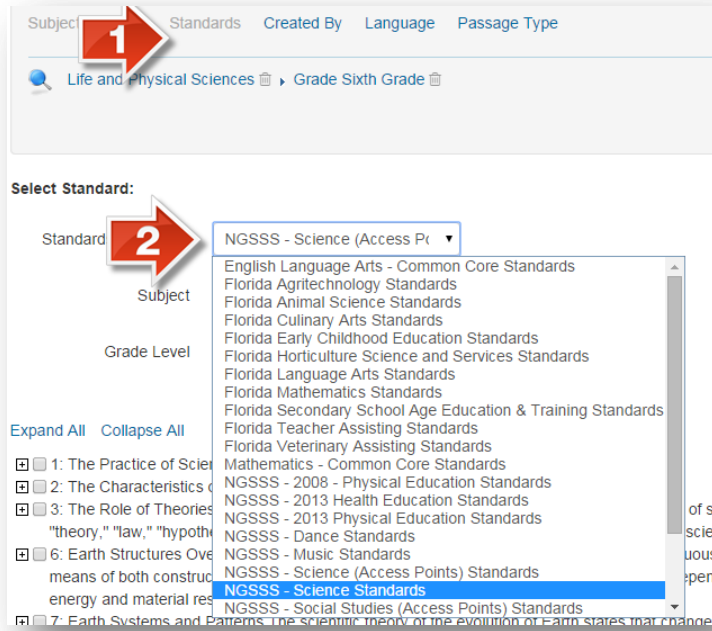

Click on the + signs to expand out your standard selection, and put a check in the box of the standards for which you are seeking items. You will see your available number of items appear next to each:
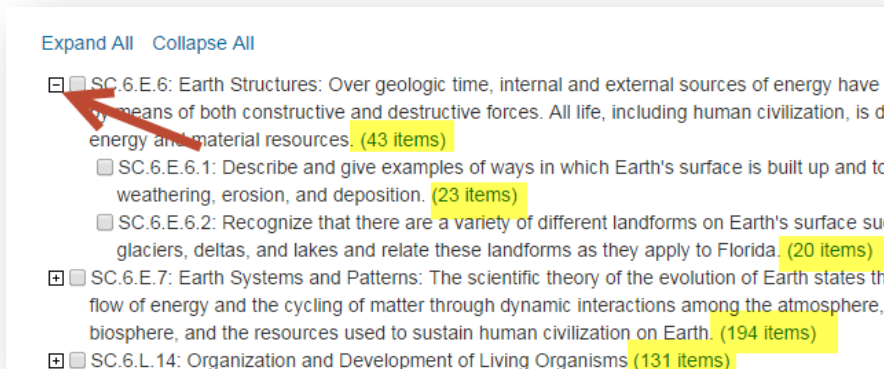
As you put a checkmark in each box, you will notice that standard appear in your list of filters. When you're ready, click View Results:

Subject   Grade   Standards   Created By   Language   Passage Type

🔍   Life and Physical Sciences 🗑 ▸ Grade Sixth Grade 🗑 ▸ SC.6.E.6.1 🗑   43 items
                                                          SC.6.E.6.2 🗑

                                                          Clear Selection   View Results

Select Standard:
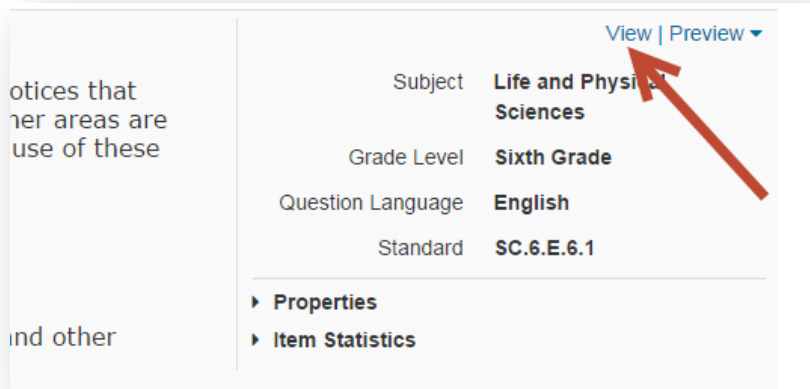
Standards Document   [NGSSS - Science Standards ▾]

Subject   [Life and Physical Sciences ▾]

Grade Level   [Sixth Grade ▾]

Expand All   Collapse All

⊟ ☐ SC.6.E.6: Earth Structures: Over geologic time, internal and external sources of energy have continuously altered the features of Earth by means of both constructive and destructive forces. All life, including human civilization, is dependent on Earth's internal and external energy and material resources. (43 items)
   ☑ SC.6.E.6.1: Describe and give examples of ways in which Earth's surface is built up and torn down by physical and chemical weathering, erosion, and deposition. (23 items)
   ☑ SC.6.E.6.2: Recognize that there are a variety of different landforms on Earth's surface such as coastlines, dunes, rivers, mountains, glaciers, deltas, and lakes and relate these landforms as they apply to Florida. (20 items)

Your items will then display. When you find an item that looks good, you can click on View to see its additional attributes, including cognitive complexity level (Webb's DOK):

Put a check mark in the box next to each item you'd like to add to the test, then click Add Items to Test:
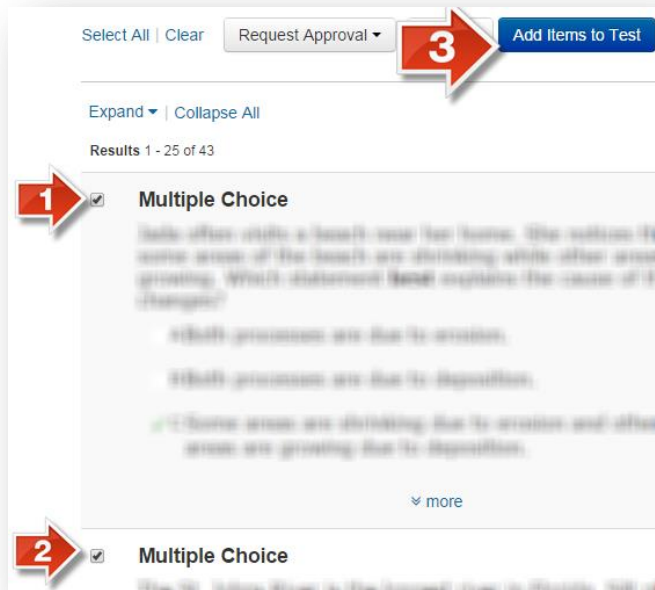
Once your test is created, you can preview it online, or you can generate a printed version of the student test booklet. Before you can schedule the test, you will need to make it public (it will still only be visible by teachers and administrators, not by students).