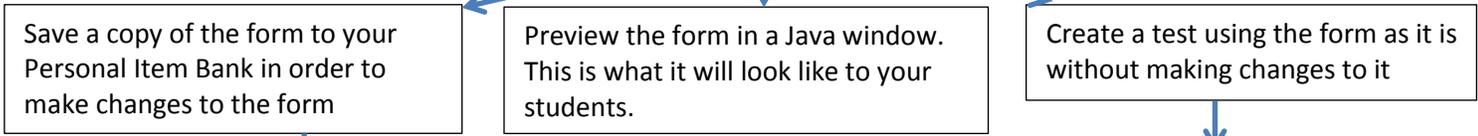
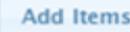


# Using the **Pre-Made Statewide Forms** in South Dakota Assessment Portal

- Log into SDAP: <https://sdap.emetric.net/Portal>
- **Make sure your classes are already created. If not, see the other side before continuing.**
- Click on  **TestBuilder**
- Click on  **Forms**
- In the **Group:** dropdown box, switch to “Language Arts-State” or “Math-State.”
- \*\* All forms are named using the Common Core Standards and are ordered by grade level
- Next to the form you want, you will see the following icons. The icons will do the following:
- (The length is the number of questions)



- In the next pop-up window, click on the bank in which you want to make a copy of the form
- Click 
- You will receive a green notice at the top of the screen confirming the completion of your copy
- Go to the group you saved the form to in the drop-down box near the top of the screen
- 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-State or Language Arts-State 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
- Click and drag on items to move them to your preference
- Delete any questions by clicking on the  next to it
- Preview an item by clicking on the  next to it
- Click on 
- Follow the steps in the box to the right



- Name your test similar to your form name
- Add an optional description for your test
- Standards and Content Area must be the same as the forms and cannot be changed
- For **Course**, choose “All Courses” or match with the content area of your created class
- 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 publish your test
- Click on  to schedule your test.
- (Or click on , , then )
- Choose your class in the upper right-hand corner for **Currently Working In** (same as when you created your class)
- Change **Test Type** to “Formative”
- Select your test next to **Tests:**
- Click **Schedule Test Sessions**
- Click on the form(s) you created on the left
- Click on the class(es) that will take the test on the right
- Change the times for specific classes in the testing window.
- Click the box next to “Use single password for all students” if you want each student to have the same password (Their usernames will be their unique SIMS #s)
- Click “Schedule Test Sessions”
- Find all the students’ usernames and passwords by clicking **View Details/Student Logins**
- Print the students’ usernames and passwords by clicking **Print Student test logins** (Turn off pop up blocker if nothing happened)
- See bottom of back side on how to administer the test

## Creating a Class

- 1) Click on  iTester
  - 2) Click on 
  - 3) Choose your content area in the upper right-hand corner for **Currently Working In**
    - This must match the content area in the **Currently Working In** dropdown box when working under **Test Sessions** to schedule your test.
  - 4) Click on **Create New Class**
  - 5) Create a unique class name
  - 6) Choose the Content Area. (This **MUST** match the content area and the course of the test)
  - 7) Ctrl-Click, Shift-Click, or click and drag to select the students that are in your class
  - 8) Click **Add >>**
  - 9) Click "Save"
  - 10) Click on  to return to the homepage
- 

## Directions to Download iTester3

- 1) Technology coordinator or administrator must log into SDAP
- 2) Click on  iTester
- 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.

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## 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.