## How-To Guide

## INSPECT

## To Create a test:

**<u>Step 1</u>**: Login to OARS and click on "Assessments" on the top left of screen.



Step 2: Click New Test on the top left of screen. (Make sure you are on "Test & Keys" tab)

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**Step 3**: Select the subject (CCSS), grade level, and give your test a name. Then click "Automatic Build"



**<u>Step 4</u>**: Select the strand and/or claim that you want from the drop down menus on the left hand side of the page to narrow your search.

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All Strands		
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<u>Step 5</u>: Select the number of questions you want from each standard. When done, click "+ Add Items" then Click "Done"

A Practice SBAC   0 Items on Test			Search 2 🙂 Filter		
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110 Items Four	<sup>nd</sup> <b>1</b>			🕈 Add Items 🔰 🛱 Group By	
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3 3	8 0	0	INSPECT	CCSS-ELA 3 RF.3d - Read grade-appr	
2 2	4 0	0	INSPECT	CCSS-ELA 3 RF.4a - Read on-level tex	
e	4 0	0	INSPECT	CCSS-ELA 3 RF.4b - Read on-level pr	
0 2					

INSPECT will generate a test for you and you have the option to:

- Save the test
- View the test booklet
- Add items
- Remove items
- Swap item for another similar question