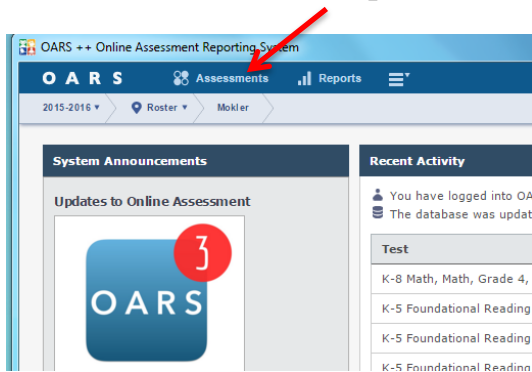


How-To Guide

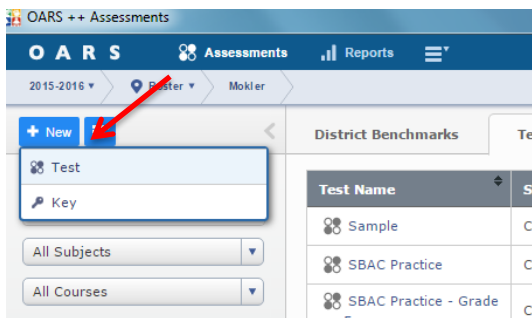
INSPECT

To Create a test:

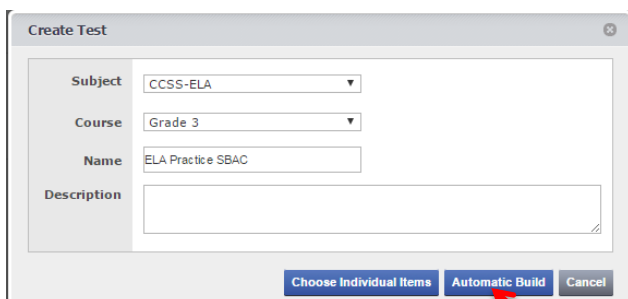
Step 1: Login to OARS and click on “Assessments” on the top left of screen.



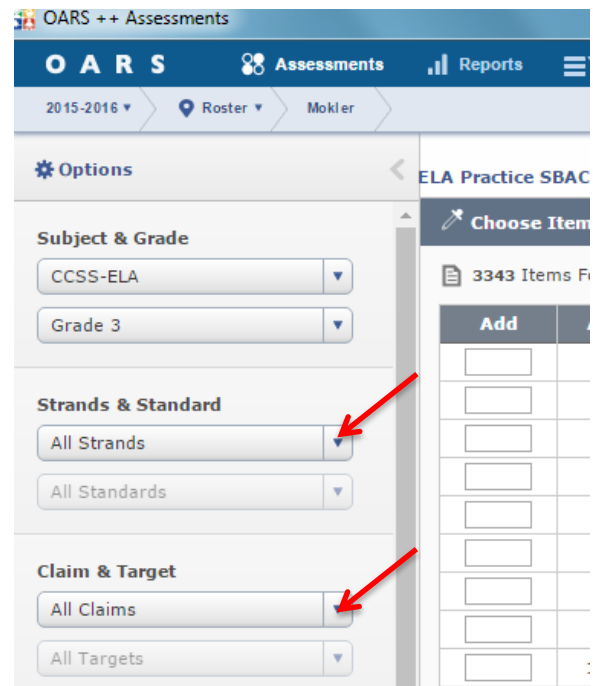
Step 2: Click New Test on the top left of screen. (Make sure you are on “Test & Keys” tab)



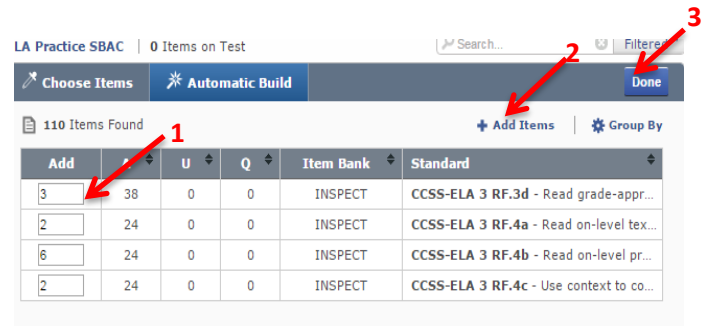
Step 3: Select the subject (CCSS), grade level, and give your test a name. Then click “Automatic Build”



Step 4: 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.



Step 5: Select the number of questions you want from each standard. When done, click “+ Add Items” then Click “Done”



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