



Quick Start Teacher Guide

Student Functions

- Go to <http://www.georgiaoas.org>
- Log on with a student ID and password.

Taking Student Tests

- From the *Student Welcome Page*, select **View Student Tests**.
- Choose a **subject area** (e.g., Math) from the list of available subjects.
- Select a test, then click **Take Test**.
- Answer question, selecting **Next Question** to advance to the next page or passage.
- Once you have answered all test questions, click **Grade My Test**; then click **OK**.
- View the test results.
- Scroll to the bottom of the page; decide what you want to do with the test results--whether to send them to a teacher, save the results, or discard them.

Taking Teacher Assigned Tests

- From the *Student Welcome Page*, select **View Teacher-Assigned Tests**.
- Select a test from the *Test List Page*, then click **Take Test**.
- Answer question, selecting **Next Question** to advance to the next page or passage.
- Once you have answered all test questions, click **Grade My Test**; then click **OK**.
- View the test results, if available.
- Click **Return Home** to return to the *Test List Page*.

Viewing Test Results

- From the *Student Welcome Page*, select **View Student Tests** (then select a subject area) or select **View Teacher-Assigned Tests**.
- Select **See Results**.
- A list of tests that have been scored will be shown. Click on the test that you want to view and then click **See Results**
- Click **Return Home** to close the *Test Results Page* and return to the list of tests.
- Click **Go Back** to return to main menu.

Teacher Functions

- Go to <http://www.georgiaoas.org>
- Log on with a teacher ID and password.

Creating Tests using the OAS Item Bank

- From the *Teacher Welcome Page*, select the **Tests** tab.
- Select **Create a new test**.
- Give the test a name, a unique test identifier; select any other desired options.
- Select a test generation method:
 - For *teacher-selected*, choose **Let me choose the questions**.
 - For *system-selected*, choose **Let the system choose the questions for me**.
- Specify how student feedback should be provided; for example, correct and incorrect with answers.
- Determine the score ranges for the test and the message the student will see once the test has been scored, or leave the default ranges and messages.
- Click **Submit**.
- Select the subject, grade, and domain/standard/element(s) to be included in the test:

If using the teacher-selected method:

- Choose a **Subject**.
- Choose a **Grade Level**.
- Choose a **Domain**.
- Choose a **Standard** and an **Element**, if available.
- Click **Show Items**.
- Put a check mark to the left of any and every item to be included in the test.
- Click **Add Selected to Test**.
- Review items on *Selected Items Page*. Remove items, if necessary.
- If desired, click **Preview Test** or add more items by clicking **Add Items** and repeating steps.
- When all items have been selected, click **Create Test**.

- Click **Try Test** to preview the test.
- After trying the test, click **Return Home** to return to the *Teacher Welcome Page*.

If using the system-selected method:

- Choose a **Subject**.
- Choose a **Grade Level**.
- Choose a **Domain**.
- Choose a **Standard** and an **Element**, if available.
- Fill in the number of questions desired for the test.
- Click **Preview Test**.
- Preview the test; then click **Start Over** or **Submit**.

Assigning a Test to a Class

- Select the **Tests** tab.
- Select **Assign test(s) to class(es)**.
- Select the class to which you want to assign a test.
- Click **New**.
- Choose the test(s) you want to assign to the class.
- Select any additional options.

Note: Tests can be assigned on Mondays-Fridays during certain hours by specifying dates and times in the **Dates Test(s) can be taken** and the **Time Test(s) can be taken** areas. For example, if times of 8:00am and 3:00pm are entered, then the test is only available during school hours for the specified dates.

| | | |
|-----------------------------------|---|--|
| Dates Test(s) can be taken | From: <input type="text"/> <i>example: 01/01/1998</i> | To: <input type="text"/> <i>Note: Blank means any date.</i> |
| Time Test(s) can be taken | From: <input type="text"/> <i>example 11:20:00 am</i> | To: <input type="text"/> <i>Note: Blank means any time. If a time is entered student can only take test during that timeframe Mon - Fri.</i> |

- Click **Submit**.

Scoring Open-Ended Items

- Select the **Tests** tab.
- Select **Score open ended items**.
- Click on the name of the test to be scored.
- Click **Select**.
- Click the students to be scored (or click **Select All**).
- Click **Next**.
- Give the student a score for their answer.
- Click **Next Student** to go to the same question for the next selected student or click **Next Question** to go to the next question for the same student.
- Click **Back** when finished scoring.

Viewing Reports

- Select the **Reports** tab.
- Choose the type of report you want.
- Click on a report name.
- Select the name of the class whose results you want to view.
- Select the name of the test for which you want to view results.
- If necessary, deselect a student (or students) to remove them from the report.
- Click **Generate Report**.
- Click the **Report Menu** link to return to the reporting options.

Info on Constructed Response Items:

- Items requiring constructed responses will be located in the **Writing Domain** for Grades 5, 8, and 12.
- These items are selected and added into a test in the same manner as all other multiple-choice items.
- Sample papers and annotations are located under the **Schools** link on the logon screen, under **Writing Test Sample Papers and Annotations**.

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Writing Test Sample Papers and Annotations

- 5104 Grade 5 Persuasive Writing Topic, Sample Papers and Annotations
- 5217 Grade 5 Information Writing Topic, Sample Papers and Annotations
- 5310 Grade 5 Narrative Writing Topic, Sample Papers and Annotations
- 8119 Grade 8 Persuasive Writing Topic, Sample Papers and Annotations
- 8219 Grade 8 Expository Writing Topic, Sample Papers and Annotations

- You will not receive reports for the entire test if you do not manually score these constructed response items.