

# Eduphoria Test Creation

Step 1: Log in to Eduphoria

Step 2: Go in to "aware"

Step 3: Choose the "test" tab on the left hand side

Step 4: Choose Create a Test

↳ Copy an item bank test (to use a CSCOPE unit test)

NEXT

☛ Click All Shared test

☛ Choose grade level

☛ Choose subject

☛ Choose test wanted (available tests are CSCOPE unit tests)

NEXT

☛ "Test Details" (Type in Test Title and choose grade level)

NEXT

☛ Click

FINISH

☛ "General" Tab

⊙ Choose Expectation Score

⊙ Enter Instructions if any

☛ "Questions" Tab

⊙ Shows full exam with answers

(Obj's and standards)

⊙ Text Style:

Changes booklet style (modified)

↳ Create a new blank test (to use your questions or test bank questions)

NEXT

☛ "Test Details" (Type in Test Title and choose grade level)

NEXT

☛ Choose course and grade level

NEXT

☛ Click

FINISH

☛ "General" Tab

⊙ Choose Expectation Score

⊙ Enter Instructions if any

⊙ "Questions" Tab

- ☛ Press Add Question (for your own questions)
  - Type in your own question and correct answer
  - You may cut and paste questions/pictures or add file
  - "Option" Tab allows you to choose standards for answer key
- ☛ Press Add Question (to search item bank)
  - Press "Search item bank"
  - You can type in standard # or key word or blue double down arrow for list of standards (then press "search item bank")
    - ✓ Once Item Bank Opens
      - ◆ You will see a list of available questions with standard and question level
  - To view question press ▼
  - To add question to your test press +
  - To go back to test press "close"
    - ◎ Text Style:
      - change booklet style (modified)

Step 5: Once Finished With Exam:

- ☑ Be sure to save your exam!
- ☑ You may "share" the exam with other teachers
  - Press "Share" and search for person you want to share with.

Step 6: If you are printing exam:

- ☑ Be sure to print test booklet and test key for yourself.

You will find your tests under your "Active Administrations"