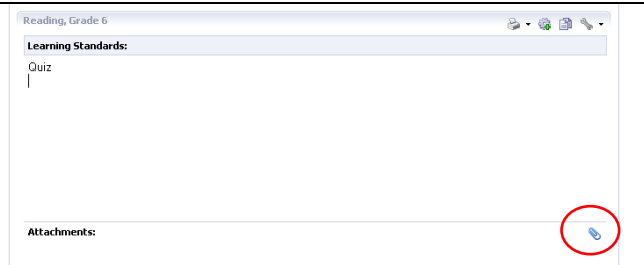
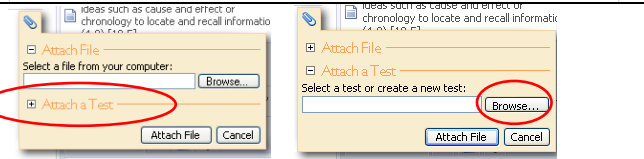
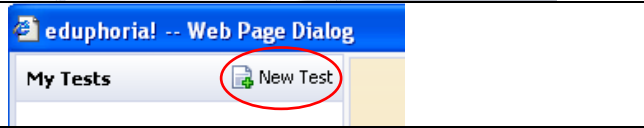
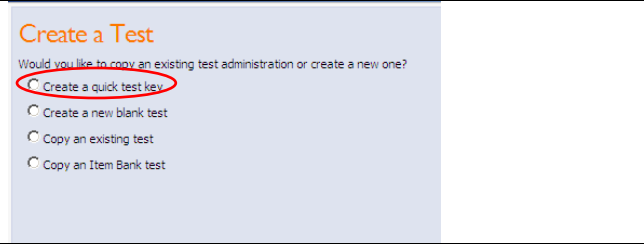
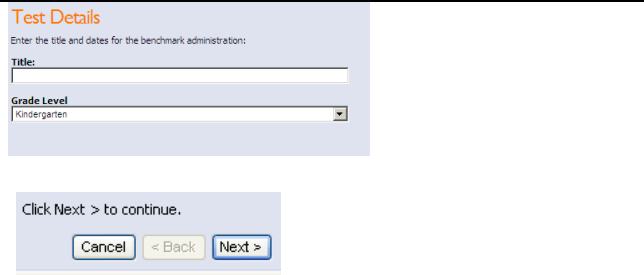
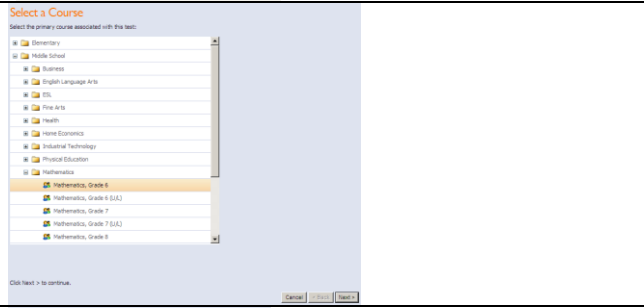
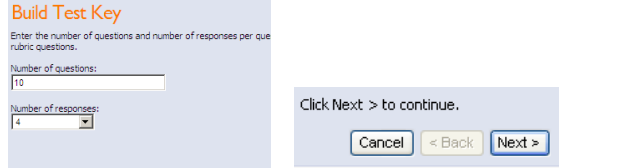
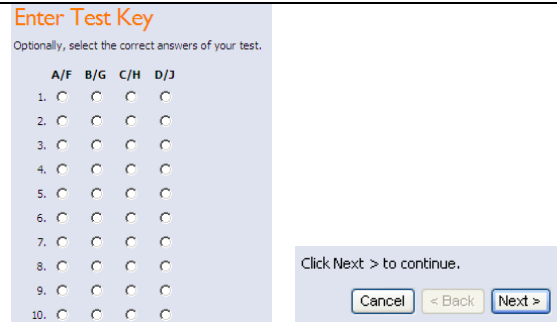


Forethought – Creating Teacher-Made Tests for Scanning

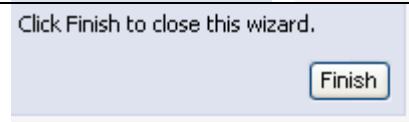
Creating a test:

<p>Go to the day in forethought that you wish to give a quiz. Click inside of your plans, like you are going to edit your plans. A blue paperclip will appear; click on the paperclip.</p>	
<p>Click on “Attach a Test,” then click the “Browse” button.</p>	
<p>A new window will open; click “New Test.”</p>	
<p>Select “Create a quick test key”</p>	
<p>On the right side of the window, a column will appear. Give your test a title and choose the grade level. Click “Next.”</p>	
<p>Drill down the course list to highlight the course you are testing and then click next.</p>	
<p>Select the number of questions and the number of responses for each question then click next.</p>	

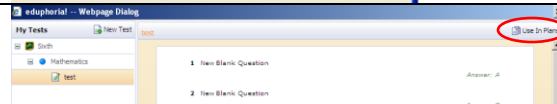
Select the correct answer choices for your test. Click “Next.”



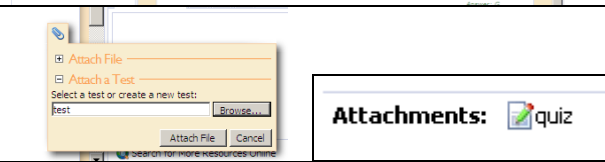
Click “Finish.”



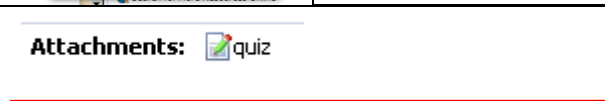
Click the “Use in Plans” button that appears in the next window.



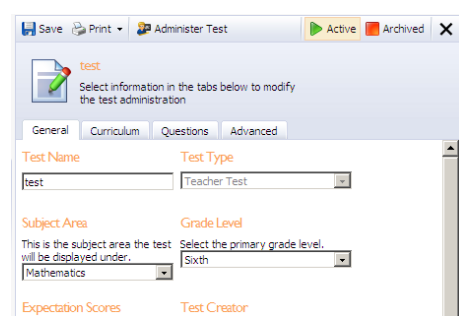
When it brings you back to your lesson plans, click “Attach File.” You will then see the file name next to “Attachments:”



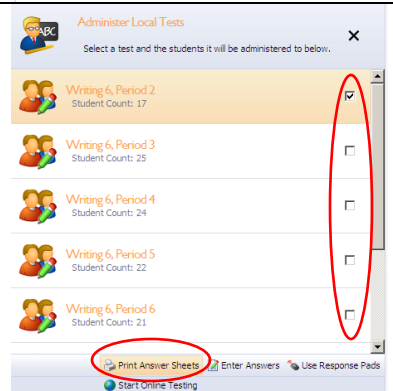
To print the answer documents, double click on the name of your file.



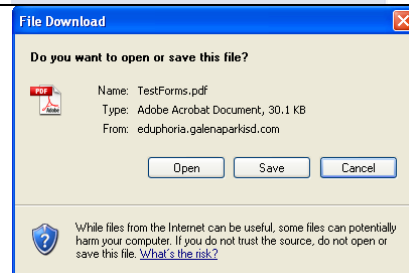
On the next window, click “Administer Test,” then select “Print Answer Documents” and then choose the class you wish to print.



Check the boxes next to the classes you need to print scantrons and then select “Print Answer Sheets.”

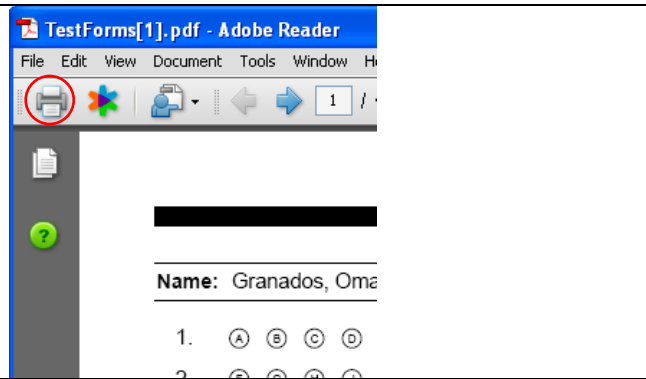


You will then see the Adobe file download window. Click “Open” (similar to printing benchmarks.)



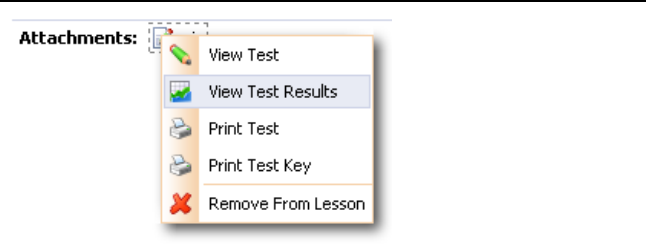
Click the printer button to print tests.

After administering tests, scan on the scanner in the computer lab, as you would a district benchmark test.



Once you have scanned the tests, go back into your lesson plans to the day you have your test in your plans.

Right click on the attachment and select “View Test Results.”



From the dropdown menu, select the way you would like to view the test results.

Click either “Export to Excel” or “Print to PDF” to see the results.

