

# Georgia CRCT Online

## Quick Start Guide for Teachers

Commonly Used Tasks	Participant Guide
<p><b>Getting Started</b></p> <ol style="list-style-type: none"><li>1. Go to your region's Web address, <a href="http://regionx.georgiacrct.org">http://regionx.georgiacrct.org</a> (where x is your region, for example, regionA).</li><li>2. Log in with your user ID and password.</li></ol>	<p><b>Lesson 2,</b> pages 30-31</p>
<p><b>Creating Tests</b></p> <ol style="list-style-type: none"><li>1. From the <i>Teacher Welcome Page</i>, click <b>Test Design Center</b>.</li><li>2. Click <b>Tests</b> on the <i>Test Design Center Page</i>.</li><li>3. Click <b>New</b> on the <i>Tests Available Page</i>.</li><li>4. Give the test a name, a unique test identifier; fill in any other desired information.</li><li>5. Select a test generation method:<ul style="list-style-type: none"><li>• For <i>teacher-selected</i>, choose <b>Let me choose the questions</b>.</li><li>• For <i>system-selected</i>, choose <b>Let the system choose the questions for me</b>.</li></ul></li><li>6. Specify how student feedback should be provided; for example, correct and incorrect with answers.</li><li>7. Click <b>Next</b>.</li></ol> <p><b>If using the teacher-selected method:</b></p> <ol style="list-style-type: none"><li>1. Choose a <b>Subject</b> from the drop down menu.</li><li>2. Choose a <b>Grade Level</b> from the drop down menu.</li><li>3. Choose a <b>Domain</b> and test <b>Item Type</b> from the drop down menus.</li><li>4. Click <b>Search</b>.</li><li>5. Preview the test and select questions; then click <b>Add Selected to Test</b>.</li><li>6. Review items on <i>Selected Items Page</i>. Remove items, if necessary.</li><li>7. If desired, click <b>Preview Test</b>.</li><li>8. Click <b>Create Test</b>.</li><li>9. Click <b>Try Test</b> if you want to take the test as a student.</li><li>10. Click <b>Home</b> to return to the <i>Teacher Welcome Page</i>.</li></ol> <p><b>If using the system-selected method:</b></p> <ol style="list-style-type: none"><li>1. Choose a <b>Subject</b> from the drop down menu, then click <b>Next</b>.</li><li>2. Choose a <b>Grade Level</b> from the drop down menu, then click <b>Next</b>.</li><li>3. Choose a <b>Domain</b> and test <b>Item Type</b> from the drop down menus, and fill in the number of questions desired for the test.</li><li>4. Click <b>Create Test</b>.</li><li>5. Preview the test; then click <b>Accept</b> or <b>Reject</b>.</li><li>6. Click <b>Home</b> to return to the <i>Teacher Welcome Page</i>.</li></ol>	<p><b>Lesson 2,</b> pages 36-44</p>

<b>Commonly Used Tasks</b>	<b>Participant Guide</b>
<b>Assigning a Test to a Class</b> <ol style="list-style-type: none"><li>1. From the <i>Teacher Welcome Page</i>, click <b>Test Design Center</b>.</li><li>2. Click <b>Assign Tests to Students</b>.</li><li>3. Click <b>New</b>.</li><li>4. Choose the test(s) you want to assign to the class.</li><li>5. Click <b>Finish</b>.</li><li>6. Click <b>Home</b> to return to <i>Teacher Welcome Page</i>.</li></ol>	<b>Lesson 3,</b> pages 54-57
<b>Viewing Reports</b> <ol style="list-style-type: none"><li>1. Click <b>Results Center</b>.</li><li>2. Click <b>View Reports</b>.</li><li>3. Choose a report, then click <b>Show Report</b>.</li><li>4. Choose a class (or classes), then click <b>Next</b>.</li><li>5. Choose a test (or tests), then click <b>Next</b>.</li><li>6. If necessary, choose a student (or students), then click <b>Next</b>.</li><li>7. Click <b>Return to Reports Menu</b> to return to the list of reports.</li></ol>	<b>Lesson 3,</b> pages 72-75