

# Georgia CRCT Online

## Quick Start Guide for Teachers

Commonly Used Tasks	Training Manual
<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 28-29</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></li><li>4. Leave the <b>Item Type</b> at <b>Multiple Choice Only</b></li><li>5. Click <b>Search</b></li><li>6. Preview the test and select questions; then click <b>Add Selected to Test</b></li><li>7. Review items on <i>Selected Items Page</i>. Remove items, if necessary</li><li>8. If desired, click <b>Preview Test</b></li><li>9. Click <b>Create Test</b></li><li>10. Click <b>Try Test</b> if you want to take the test as a student</li><li>11. 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></li><li>4. Leave the <b>Item Type</b> at <b>Multiple Choice Only</b></li><li>5. Fill in the number of questions desired for the test</li><li>6. Click <b>Create Test</b></li><li>7. Preview the test; then click <b>Accept</b> or <b>Reject</b></li><li>8. Click <b>Home</b> to return to the <i>Teacher Welcome Page</i></li></ol>	<p><b>Lesson 2,</b> pages 31-41</p> <p><b>Lesson 2,</b> pages 37-39</p> <p><b>Lesson 2,</b> pages 40-41</p>

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<p><b>Assigning a Test to a Class</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>Assign Tests to Students</b>.</li> <li>3. Click on the title of the class to which you want to assign a test</li> <li>4. Click <b>Assign Tests</b></li> <li>5. Click <b>New</b></li> <li>6. Choose the test(s) you want to assign to the class</li> <li>7. Click <b>Finish</b></li> <li>8. Click <b>Home</b> to return to <i>Teacher Welcome Page</i></li> </ol>	<p><b>Lesson 3,</b> pages 52-55</p>
<p><b>Viewing Reports</b></p> <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>	<p><b>Lesson 4,</b> pages 60-64</p>