



Student/Teacher Functions

Student Functions

- Go to <https://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** to advance to the next test page.
- 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** to advance to the next test page.
- 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 <https://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 **Search**.
- 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

Option 1:

- Select the **Classes** tab.
- Select **Assign test(s) to a class**.
- 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.
- Click **Submit**.

Option 2:

- Select the **Tests** tab.
- Select **Assign test(s) to student(s)**.
- 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.
- Click **Submit**.
- Select the name(s) of the students to whom you want to assign a test.
- Click **Submit**.

Viewing Reports

- Select the **Reports** tab.
- Choose **Select Report Name**.
- 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.