

GoFAR "Cheat Sheet" for Creating Tests

- ✓ Login to Infinite Campus
- ✓ Click on "SLDS" on the left side
- ✓ Click on the "GoFAR" tab
- ✓ Click on the "Item Bank" tab
- ✓ Under "Search Filters" Select the Grade/Subject/Domain/Standard/Depth of Knowledge/Item Type (Constructed Response Question and/or Selected Response) from each drop down menu
- ✓ After selecting the appropriate "Search Filters" click on "Search" at the bottom
- ✓ On the right side you will see a list of Titles and Passage ID; Select "Preview" to see the question first; Select "Add" to add the question to the "Cart" in the right hand corner
- ✓ Once you have your item(s) in the cart, click on "Cart"
- ✓ A new screen will pop up; click on "Create New Test With Cart"
- ✓ In the "Title" box type the Title for the test
- ✓ Click "Save"
- ✓ A new screen will pop up with the following Tabs: Test Detail/ Test Attributes/ Test Score (Range) Definition (Changes for each tab is optional)
- ✓ Click "Save" then "OK"
- ✓ Select "Push to Test Administration" then Click "OK"
- ✓ Click the "X" on the BLUE BAR in the right hand corner
- ✓ Select the "Test Administration" Tab; a drop down menu will appear
- ✓ Select "Teacher Assignment"; Under "Search Filters" select Grade/ Subject/ Collection (optional)/ Level (optional)
- ✓ After selecting the appropriate "Search Filters" click on "Search"
- ✓ The test you created will appear on the right side under "Search Result"
- ✓ Click "Assign" for the test you want to assign
- ✓ A new screen will pop up: "Test Information" screen
- ✓ Type in the "Test Form Name" in the box (Suggestion: copy/paste the "Test Identifier" into this box)
- ✓ Fill in the "Test Form Description" (Optional)
- ✓ Select the "Start Date" / "End Date" / "Test Day" / "Test Time" (Teacher Discretion)
- ✓ Under "Student Information" click on the "+" of each section to select the students
- ✓ Once ALL students are selected; Click "Add" (located in the middle)
- ✓ All selected students will appear on the right side
- ✓ Select "Save and Publish to Students"
- ✓ "Search Result" Screen will appear then click "Manage"
- ✓ Scroll down and write down the "Student Passcode" number (this is for the students when it's time for them to login to take a test) and the "Scoring Passcode" number (this is for Teachers ONLY when it's time to score a test)
- ✓ Click on the "x" on the BLUE BAR" to return to the GoFAR homepage

GOOD LUCK AND HAPPY TEST CREATING!

To View/Score Test

- ✓ Click "Test Administration"; drop down menu will appear
- ✓ Select "Test Scoring"
- ✓ Type in the "Scoring Passcode" in the "Search Tests" box
- ✓ Click "Search"
- ✓ Click "Review"

After scoring a test and to see the final test results

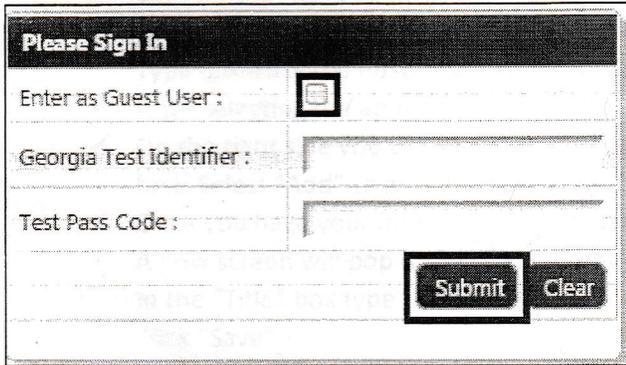
- ✓ Click "Test Administration"; drop down menu will appear
- ✓ Select "Test Management"
- ✓ On the right side filter for the test
- ✓ Select "Manage"
- ✓ Scroll down and under "Review Test" select "View Score"
- ✓ "Score Card" screen will appear
- ✓ Select "View Content" to see the questions and the student's answers

GOOD LUCK AND HAPPY TEST CREATING!

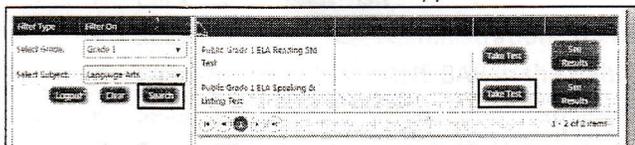
GOFAR Student Quick Start Guide

Taking a Practice Test - Coming Soon! Accessing Student Portal

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb>
The GOFAR main window appears.



2. Select the option **Enter as Guest User** to take a practice test.
3. Click **Submit**. The Test Information appears.



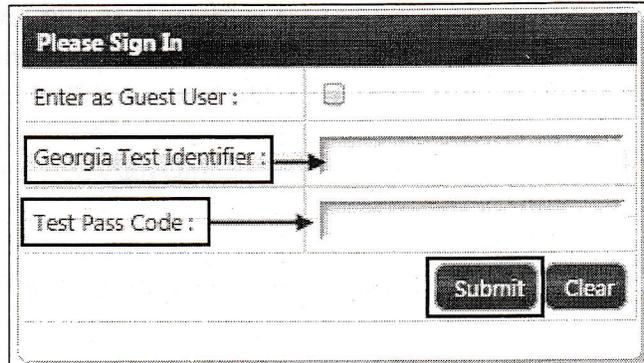
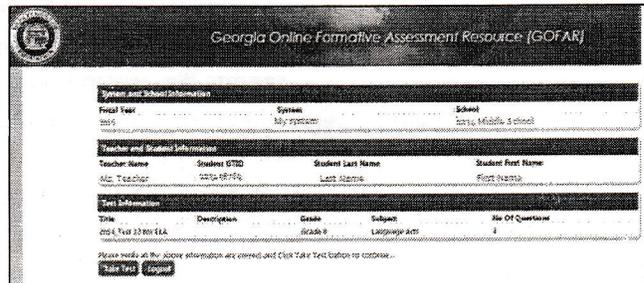
4. Select a grade from the list in the **Filter On** column.
5. Select a subject from the list in the **Filter On** column.
6. Click **Search**. The available tests are shown in the list on the right of the screen.
7. Click **Take Test** next to the desired test. The student test appears.
8. The student navigates through the test until complete.
9. Click **Finish Test** when complete. A **Confirmation Required** message appears.
10. Click **Confirm** to complete the test. The **Assessment Result** message appears.
11. Click **OK**. A message indicating that the student successfully completed the assessment appears.
12. Close the window when complete.

View Test Results for Practice Test

1. To view the results of the practice assessment test, return to the student assessment main window.
2. Click **See Results**. The student test result window appears.
3. Close the window when you are finished viewing the test results.

Taking a Teacher Assigned Constructed Response Test Accessing Student Portal

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb>
The GOFAR main window appears.
2. Enter your **Georgia Test Identifier (GTID)** in the box.
3. Enter the **Test Pass Code** provided by the Teacher.
4. Click **Submit**. The Test Information appears.

Teacher Name	Student GTID	Student Last Name	Student First Name
Mr. Teacher	12345678	Last Name	First Name

Title	Description	Grade	Subject	No. Of Questions
5th Grade ELA	Grade 5 ELA	Grade 5	Language Arts	1

5. Click **Take Test**. The test appears.
6. Navigate through the test until complete.
7. Click **Finish Test** when complete. A **Confirmation Required** message appears.
8. Click **Confirm** to complete the test. The **Assessment Result** message appears.
9. Click **OK**. A message indicating that the student successfully completed the assessment appears.
10. Close the message window when complete. The student is logged out of GOFAR.

Taking a Teacher Assigned Constructed Response Test

1. Follow steps 1 – 6 above.
2. Click **Finish Test** when complete A **Confirmation Required** message appears.
3. Click **Confirm**. The **Assessment Result** window displays.
4. Click **OK**. A message displays stating the assessment was completed successfully.
5. Close the message window when complete. The student is logged out of GOFAR.