

DYNAMIC[™]
LEARNING MAPS

Guide to Retrieving Testlet Information Page (TIP)

2017-2018



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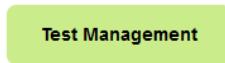
Retrieving the TIP pages

The following steps will help teachers to retrieve the TIP pages for testing.

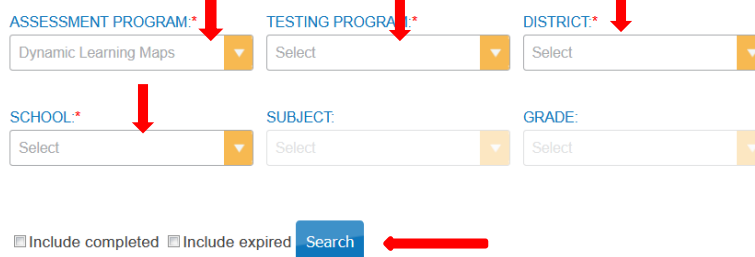
1. Click on Manage Tests.



2. Click on Test Management.



3. Complete the required drop-down menus, then click search.

A search form with six dropdown menus and a search button. The dropdowns are labeled: 'ASSESSMENT PROGRAM:*' (with 'Dynamic Learning Maps' selected), 'TESTING PROGRAM:*' (with 'Select' selected), 'DISTRICT:*' (with 'Select' selected), 'SCHOOL:*' (with 'Select' selected), 'SUBJECT:' (with 'Select' selected), and 'GRADE:' (with 'Select' selected). Below the dropdowns are two checkboxes: 'Include completed' and 'Include expired'. A blue 'Search' button is to the right. Red arrows point to each dropdown menu and the 'Search' button.

4. TIP page will appear under the Test Information section.

