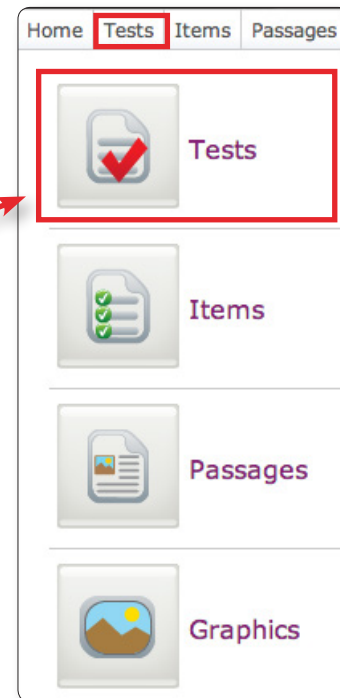


Creating a Test in TAG

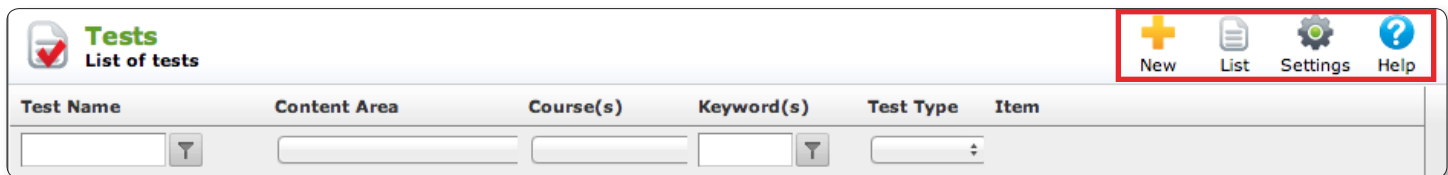
- Log-in to DMAC Solutions® at <https://www.dmac-solutions.net>.

*Your user-name and password will be given to you by your site district administrator.

- Click on TAG to enter the application
- Once you've entered the TAG application, choose Tests from the menu as seen here.



Icons: List of Tests



- Click **New** + to create a new test
- Select the **List** 📄 to view all tests that have been created
- Click the **Settings** ⚙️ to establish print settings for your test
- Select the **Help** ? for tips about the features on the List of tests page

Note: Users can create custom tests in TAG or select from a library of pre-bundled assessments including TEA released tests. Skip to page 10 for more information.

Creating a New Test in TAG

Click **New** +

- The test **name** is the only required field. **Keyword(s)** and **Directions** may also be added if the user prefers these options. If the user enters keywords, separate the words or phrases by commas.

Add Items to Test

- Click **add** to attach assessment items to your test.
- Select the **Content Area** and course from the drop-down menu.
- To add items in Spanish to your test, select **Spanish** from the drop-down menu. Otherwise, the default language will be set to **English**.
- Select the **SE Year**.
Note: Defaults to current Student Expectations unless otherwise set by District Administrator.
- Click **Apply**.


All the items in the application for the selected content area and course will appear in the window.


Column Headings

SE	Std	Dual SE	Cat	Description	Note	Item Type	DOK	Item#	Related Name
<input type="checkbox"/>	2B	S	2	Why does Dad go to town?	TAKS 04 2003 03 RE E 1 #8	TEA	1	6185	Lucy and the Chickens (Fiction) (Readability: 5.68)
<input type="checkbox"/>	2B	S	2	How long does it take to train a guide horse?	TAKS 04 2003 03 RE E 1 #19	TEA	1	6235	Little Helpers (Literary Nonfiction) (Readability: 3.3)
<input type="checkbox"/>	2B	S	2	Read the list below. Then answer the following que	TAKS 03 2004 03 RE E 0 #5	TEA	1	16624	The Marfa Lights (Literary Nonfiction) (Readability: 4.5)

- Click on Column Headings (e.g., **SE**, **Std**, **Dual SE**, etc.) to sort information. Type into the filter boxes or use drop-down arrows to filter information for each column.
- The bar at the bottom of the page will show **how many pages** of items are available.
- The **number of items** will also be noted in the bar at the bottom on the right.
- Select **filter** to add additional selection criteria for items. Filter selections are not required. See the following page for more information.

Filtering Items






- After clicking **filter**  a pop-up box will appear with selections to help narrow your list.
- You may filter by **Multiple Student Expectations** by selecting the SE's from the drop-down menu.
- Click **apply**.

Note: When searching for items, **reset**  will clear the selected filters.

Previewing Items


Note: Make sure you have your **pop-up windows** enabled in your internet browser before clicking the preview icons.

Preview individual items by clicking on **preview**  at the far right end of each item.

Add Test Items									
* Selected Course: ELA-Gr3 SE Year: 2009     									
SE	Std	Dual SE	Cat	Description	Note	Item Type	DOK	Item#	Related Name
<input type="checkbox"/>	2B	S	2	Read the list below. Then answer the following que	TAKS 03 2004 03 RE E 0 #5	TEA	1	16624	The Marfa Lights (Literary Nonfiction) (Readability: 1.5)
<input type="checkbox"/>	2B	S	2	The man at the motel tells Roberto that it is a go	TAKS 03 2004 03 RE E 0 #8	TEA	1	16656	The Marfa Lights (Literary Nonfiction) (Readability: 1.5)
<input type="checkbox"/>	2B	S	2	How did Mr. and Mrs. Woods know...	TAKS 06 2006 03 EN E 1 #20	TEA	1	39830	Clever Critters (Expository) (Readability: 4.56)

- You can also hover your mouse over the description and SE to see a pop-up preview.

Add Test Items * Selected Course: ELA-Gr4 SE Year: 2009										
SE	Std	Dual SE	Cat	Description	Note	Item Type	DOK	Item #	Related Name	
<input type="checkbox"/>	2A	R	1	In paragraph 14, the word	TAKS 04 2003 04 RE E 0 #4	TEA	1	40092	Talking Drums (Literary Nonfiction) (Readability: 6.08)	
<input checked="" type="checkbox"/>	2A	R	1	Use "Training Luke" to answer this question. In p	TAKS 04 2006 04 RE E 0 #16	TEA	1	40472	Training Luke and Saddle Up (Paired Passage) (Fiction) (Readability: 6.71)	
<input type="checkbox"/>	2A	R	1	What does the word unconvinced mean in paragraph 19?	TAKS 2010 04 RE E 0 #2-1-1	TEA	2	76314	A Friendly Audience (Fiction) (Readability: 4.17)	
<input checked="" type="checkbox"/>	2A	R	1	What does the word effortlessly mean in paragraph	TAKS-M 2010 04 RE E 01 #01	TEA	2	79225	TAKS-M A friendly Audience (Fiction) (Readability: 3.11)	
<input checked="" type="checkbox"/>	2A	R	1	What does the word unconvinced mean in paragraph	TAKS-M 2010 04 RE E 01 #07	TEA	1	79231	TAKS-M A Friendly Audience 4 (Fiction) (Readability: 3.11)	

Place a check mark in the box to the left of the items you wish to view. Click **preview**  on the yellow bar to view all selected items.

Selected items will appear in a pop-up window

- As you review items, you can un-check them if you do not want to attach the items to your test.
- Click **save check changes** to add only the checked items to your test.

Preview Selected Items

☒ What does Peter give the cat?
A) A bowl of milk
B) Half of his sweater
C) An old cape
D) Half of a sweet roll
Correct Answer - A
Item #: 39598

☒ Robert does not help Miguel practice his pitching because —
A) Miguel turned down Robert's invitation to go to the powwow
B) Robert has to practice for the dance he is performing
C) Robert does not play baseball as well as Miguel does
D) Miguel makes fun of Robert's costume for the powwow
Correct Answer - B
Item #: 39840

save check changes

reset checks

close

Select Items for Your Test

Check the box to the left of the items you wish to add to your test. All the items on the current page may be selected by checking the box at the top left of the window near the column headers.

- Note:** Some of the items in the list may be **bold**. This means that those items already exist on another test that you have created.

Tests

Edit existing test

Name:*

DMAC Test May 20

Directions:

Keyword(s):

Save

Settings

Preview

Key

Share

Print

New

List

Help

Add Test Items * Selected Course: ELA-Gr4 SE Year: 2009

preview


edit

add

filter

reset

SE	Std	Dual SE	Cat	Description	Note	Item Type	DOK	Item #	Related Name	
<input checked="" type="checkbox"/>	2A	R	1	In paragraph 14, the word	TAKS 04 2003 04 RE E 0 #4	TEA	1	40092	Talking Drums (Literary Nonfiction) (Readability: 6.08)	
<input checked="" type="checkbox"/>	2A	R	1	Use "Training Luke" to answer this question. In p	TAKS 04 2006 04 RE E 0 #16	TEA	1	40472	Training Luke and Saddle Up (Paired Passage) (Fiction) (Readability: 6.71)	
<input checked="" type="checkbox"/>	2A	R	1	What does the word unconvinced mean in paragraph 19?	TAKS 2010 04 RE E 0 #2-1-1	TEA	2	76314	A Friendly Audience (Fiction) (Readability: 4.17)	

- Select **save**  to save the test items selected. You will see a message indicating that the test information has been saved.

Copy/Edit Items while in Add Items Screen

While selecting items for your test, you can copy existing assessment items to modify them for your test while still in the **Add Items** screen.

Add Test Items * Selected Course: ELA-Gr4 SE Year: 2009 preview edit + add filter reset

SE	Std	Dual SE	Cat	Description	Note	Item Type	DOK	Item #	Related Name
<input type="checkbox"/>	2A	R	1	In paragraph 14, the word	TAKS 04 2003 04 RE E 0 #4	TEA	1	40092	Talking Drums (Literary Nonfiction) (Readability: 6.08)
<input checked="" type="checkbox"/>	2A	R	1	Use "Training Luke" to answer this question. In p	TAKS 04 2006 04 RE E 0 #16	TEA	1	40472	Training Saddle Passer (Readability: 6.08)
<input checked="" type="checkbox"/>	2A	R	1	What does the word unconvinced mean in paragraph 19?	TAKS 2010 04 RE E 0 #2-1-1	TEA	2	76314	A Friend (Fiction) (Readability: 4.17)

Copy Selected Item

Copy to Item Description:

copy cancel

1. Click on **Copy** to the right of the assessment item.
2. Rename the item and click the **copy** button. The item will automatically open in a new window.

Items Edit existing item

General Question

Description: * DMAC Test Item 1 Note: TAKS 07 2003 03 RE E 2 #04 Language: English

Content Area: English Language Arts and Reading Keyword(s): Item Type: User

Course: * ELA-Gr3 Question Type: Multiple Choice Level: Not leveled Item #: 185537

Share item with other district users? ☐ Print responses in two columns? ☐

more fields...

Student Expectations

Year	Course	SE #	Description	Std	Dual Course	Dual #	Dual Description	Proce
2009	ELA-Gr3	2B	ask relevant questions, seek clarification, and locate facts and details about stories and other texts and support answers with evidence from text	S				

+ add

7

+ Add new student expectations

SE Year: 1998 SE Course: ELA-Gr4 Student Expectation: (1A) determine the purposes for listening such as to gain info




















Dual SE Course: Dual SE: Select Dual Student Expectation










Show Process Expectations Only ☐

apply cancel

3. Edit the **General** and **Question** tabs as needed
 4. To add student expectations, click **Add** +
 5. To **revise** existing SE's, click
 6. To **delete** existing SE's, click
 7. Select the expectations and click **Apply**
 8. Click **Save**
- Note:** automatically saves revised item to your test

Preview, Delete, Renumber and Revise Test Items

Edit Test Items												❌ multi-delete + add 📄 number 🔄 reorder related				
#	SE	Std	Dual SE	SE Yr	Cat	Course	Description	Note	Type	DOK	Lang	Related Name				
1	Fig19A			2009		ELA-Gr4	DMAC Test Item may 20	TAKS 2008 04 RE E 03#10 P2	User		E	A Family Gathering	<div>1</div> <div></div>			
2	Fig19D	S		2009	3	ELA-Gr4	Which idea from the story shows that -	TAKS 2008 04 RE E 04#12 P2	TEA	3	E	A Family Gathering		  		
3	5A	S		2009	2	ELA-Gr4	How does the author tell this story?	TAKS 2008 04 RE E 04#13 P2	TEA	3	E	A Family Gathering		  		
4	Fig19D	S		2009	3	ELA-Gr4	Which sentence in the story best shows the reader	TAKS 04 2004 04 RE E 0 #31	TEA	3	E	A School on Rails		  		
5	6B	R		2009	2	ELA-Gr4	What is the most likely reason Grandpa tells Anne	TAKS 04 2004 04 RE E 0 #34	TEA	3	E	A School on Rails		  		
6	13B	S		2009	3	ELA-Gr4	Use "A Texas Safari" to answer this question. Loo	TAKS 04 2009 04 EN E 0 #16	TEA	3	E	A Texas Safari and A Wild Adventure (Paired Passage)		  		

- Once items have been saved to the test, the selected items will appear in the window. Preview individual items by selecting **preview**  to the right of the individual item. The item may also be deleted from your test by selecting **delete** . To revise an item select . To replace and revise an item select .
- Click **multi-delete** to delete multiple items from your test at one time. Select the items you wish to delete by checking the box to the left of the item and click **delete**.
- To add more items select **add** . Choose a **content area** and **course**. Click **apply**. This will allow you to return to the **Add Test Items** page and make additional selections if needed. Refer to **Page 2**.
- You can also change the order of the items on the test by clicking on **number** .
 - You may either manually type the numbers into the boxes to reorder the items or you may click on the dots to drag an item to a new position.
 - Click **Save**  to save the changes made to the order of the items.
 - Choose **reset numbers**  to reset the order of the items back to the way they were originally.
- You can change the order of the passages and all related items by clicking **Reorder Related** . Click on the dots by the number and drag and drop to reorder. Click **Save**.

#	Description	SE	Std	Dual	Level
<input type="checkbox"/>	1 The purpose of this story is to --	Fig19A			3
<input type="checkbox"/>	2 Which idea from the story shows that -	Fig19D	S		3
<input type="checkbox"/>	3 How does the author tell this story?	5A	S		3
<input type="checkbox"/>	4 Which sentence in the story best shows the reader	Fig19D	S		3
<input type="checkbox"/>	5 What is the most likely reason Grandpa tells Anne	6B	R		3
<input type="checkbox"/>	6 Use "A Texas Safari" to answer this question. Loo	13B	S		3
<input type="checkbox"/>	7 Use "A Texas Safari" and "A Wild Adventure" to ans	7A	S		3
<input type="checkbox"/>	8 Use "A Texas Safari" and "A Wild Adventure" to ans	7A	S		3
<input type="checkbox"/>	9 What is one difference between the poem and the selection?	Fig19F	R		3
<input type="checkbox"/>	10 What is one difference between the poem and the	Fig19F	R		3
<input type="checkbox"/>	11 Both the poem and the selection express the importance of --	Fig19F	R		3
<input type="checkbox"/>	12 In paragraph 14, the word	2A	R		1

#	SE	Std	Dual SE	SE Yr	Cat	Course	Description
1	2B	S		2009	2	ELA-Gr3	Read the list below. It shows the order
2	2B	S		2009	2	ELA-Gr3	DMAC Test Item 1
3	2B	S		2009	2	ELA-Gr3	Robert does not help Miguel practice his pitching...

Order	Description	Type	Item Count
1	A Family Gathering	Passage	3
2	A School on Rails	Passage	2
3	A Texas Safari and A Wild Adventure (Paired Passage)	Passage	3
4	Carmen and Zach Bonners Little Red Wagon	Passage	3

Test Icon: Print Settings



- Customize your print settings for your test by clicking on the **settings** icon located at the top right

 The 'Print Settings' dialog box contains the following options:

- ☒ Print title
- ☒ Print alternating answer choices (A-E, F-K)
- ☒ Print directions
- ☐ Print student expectations
- ☐ Print bubbles
- ☐ Remove answer choice for STAAR-M
- ☐ Print key at end of test
- Font Name:
- Font Size: pt
- Starting Number:
- Print STAAR composition forms:
- Print STAAR short answer boxes:
- Print STAAR math charts-grade:
- Print STAAR science charts-grade:
- Print EOC reference Materials for:
- Print TAKS math charts-grade:
- Print TAKS science charts-grade:
- Click to view the [TEA Font Matrix](#)

- Choose the print settings preferences by checking the preference boxes
- Choose **reset** to clear the list, and revise
- Note:** Print settings will reset when you close your browser

Test Icons: Preview Test



Test - Grade 4 Sample Math Test

1. The graph below shows the number of sunny days and rainy days in a city during four months.

City Weather

Month	Sunny days	Rainy days
March	18	12
April	10	18
May	22	8
June	24	6

Based on the graph, how many more sunny days than rainy days did this city have during the months of April, May, and June?

A. 21
B. 56
C. 26
D. 20

2. A group of lines is shown below.

Test Icons: Preview, Print, Save Test Key

 **Tests**
 Edit existing test

 Save
  Settings
  Preview
  **Key**
 Share
  Print
  New
  List
  Help

Test Key - Grade 4 Sample Math Test


Item #	Answer	Course	SE	SE Year	Standard	Dual	RC	DOK
1	1	Math-Gr4	4.01A	2006	S	4.15B	1	1
2	F	Math-Gr3	3.8A	2012	R	3.1B	4	2
3	C	Math-Gr4	4.6A	2012	S	4.1D	3	2
4	H	Math-Gr4	4.8B	2012	S	4.1G	3	3
5	A	Math-Gr3	3.6A	2012	R	3.1D	3	1
6	F	Math-Gr2	2.2F	2012		2.1D		1
7	D	Math-Gr4	4.5B	2012	R	4.1D	2	2

Item #	Free Response Answer
1	One hundred thousand five hundred twenty one


Test Icons: Sharing Your Test

 **Tests**
 Edit existing test

 Save
  Settings
  Preview
  Key
  **Share**
 Print
  New
  List
  Help


You can share the test with specific users or groups of users by choosing **share** .

Individual -

- Choose the **User Role** (District, Campus, Teacher) and **Campus**
- Select the specific users who will be allowed to see the test but not change the test. Click .

Note: Tests must be shared with users in your district who will need to create the test key in TEKScore









Share by: ☒ User ☐ Group


Available Users 

☒ District ☐ Campus ☐ Teacher
 DMAC ELEMENTARY

- ☐ BARTON, CARLY
- ☐ BENITO, SAN
- ☐ CHUCA, CHUKXTERS
- ☐ DEMO, FLATONIA
- ☐ FARR, BESS
- ☐ FORWARD, LEAD
- ☐ GOODIE, VENORA
- ☐ HARRIS, JONATHAN
- ☐ HUDGINS, COURTNEY
- ☐ JACK, APPLE
- ☐ JORDAN, ARIKA

Current Users

BARTON, CARLY	District Manager	 
HARRIS, JONATHAN	District User	 
WEBB, DINA	District User	 
WILSON, JENNIFER	District User	 

Note: Click here to make a group 

Setting up a Group in Advance -

Home Tests Items Passages Graphics **Admin** Path Support

Tests
Edit existing test

Name:* Grade 4 Sample Math Test

Directions:

1

Add Test Items

SE Std Dual SE Cat Descri

Admin dropdown menu options:

- TAG Item Counts
- TEKS-RS Test Status
- TEKS-RS Item Counts
- Hide Content
- Test Print Settings
- Test Share Users
- Test Share Groups**
- SE Default Year

Keyword(s):

Gr4 SE Year: 2012

Item Type DOK Item# Related Name

1. Click on **Admin**. Select **Test Share Group** from the drop-down menu.

Test Share Groups
Manage groups of users to share tests with

New Help

Share Groups

Share Group Name	Preview	Edit	Delete
11111			
2347			
5th grade math and admin			
aaaa Team math grade 5			
bevy group			

2

3

2. Preview users in an existing group by clicking on **preview** . Edit users in an existing group by clicking on **edit** . Delete an existing group by clicking on **delete** .

3. Create a **NEW** group by clicking on **new** . Name the group and click **add**.

Add New Group Name

Share Group Name:

add cancel

4

Test Share Group Users
Manage test share group users

Save List Help

Available Users

+

Share Group Users

Group Name: DMAC Share Group

Available Users list:

- ☐ ADMINISTRATOR, DMAC ISD
- ☐ BABINEAUX, JAMIE
- ☐ BARTON, CARLY
- ☐ BENITO, SAN
- ☐ CHUCA, CHUKXTERS
- ☐ DEMO, FLATONIA
- ☐ FARR, BESS
- ☐ FORWARD, LEAD
- ☐ GOODIE, VENORA
- ☐ HARRIS, JONATHAN
- ☐ HUDGINS, COURTNEY

4. Choose user role and campus. Select users by checking the box to the left of the name and click **Add** .
> Click **Save**

Test Icons: Printing Your Test

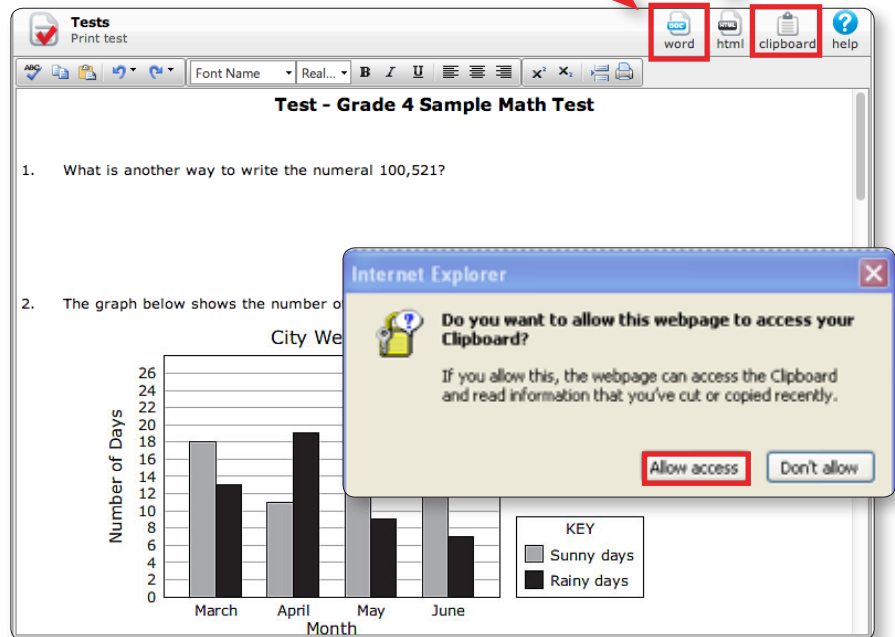


Choose the **word** or **clipboard** icons to copy the test. This allows you to open or paste the test in Microsoft Word or another word processor.

- The **word** icon is the preferred method to move your test over to a word processor.
- You can also try the **clipboard** option if needed. If you click **clipboard**, choose **Allow access** if you see a pop-up window. Paste the document into the word processor and make edits in your word processor before printing.

Choose **help** ? for additional **Print test** tips.

NOTE: Be sure you have selected your print preferences in settings prior to printing your test.

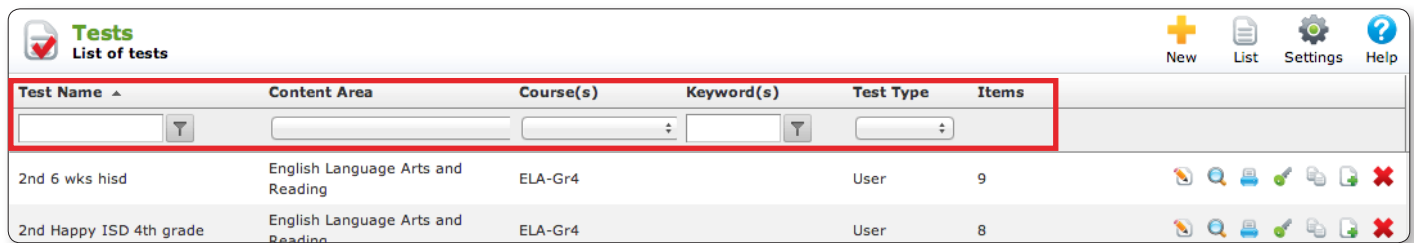


Helpful Formatting Tips for PC

- View > **Print Layout**
- Page Layout > Margins > **Narrow**
- Select **CTRL + A** to highlight test; click back to 'home' screen, to change font or size
- Starting at the beginning of your test click above items; Insert > **Page Break** to move items to another page (as needed)
- Save tests as a Word Document (.doc or .docx)



List of Tests: View, Modify, Print Existing Tests and Merge










- To view a test that has already been created, choose the **list** icon to return to the **List of Tests** screen.
- **Note:** This is also where you can copy, view, merge or print other types of tests such as TEA Released.
- Search for created tests by using the Test Name, Content Area, Course(s), Keyword, and Test Type filters.

List of tests Icons

Tests List of tests						New	List	Settings	Help
Test Name	Content Area	Course(s)	Keyword(s)	Test Type	Items				
2nd 6 wks hisd	English Language Arts and Reading	ELA-Gr4		User	9				
2nd Happy ISD 4th grade	English Language Arts and Reading	ELA-Gr4		User	8				
2nd Six Weeks grade 4 guardiola	English Language Arts and Reading	ELA-Gr4		User	8				
4th gr happy	English Language Arts and Reading	ELA-Gr4	happy	User	13				

Individual Test Icons

	The edit test icon will allow you to modify existing tests if needed. If you are not authorized to edit a test, the icon will not appear.
	Preview the test by clicking the preview icon.
	The print icon located to the right of the individual test name allows you to print a master copy of the test.
	The key icon (located to the right of the individual test) will pull up the attached test key to print
	The merge icon will merge multiple tests together
	Click the copy icon to make another copy of the selected test. Name the copy and click the copy button. You will create an additional copy of the original version which can then be edited or modified. Auto Opens.
	The delete icon allows the login to created the test to delete it if needed. (Note: District Administrators can delete tests for their district). After deleting, the test will no longer be available in the List of tests.

Merge Test

Tests List of tests						New	List	Settings	Help
Test Name	Content Area	Course(s)	Keyword(s)	Test Type	Items				
STAAR 04 2013 05 MA E 0	Mathematics	Math-Gr5		TEA	50				
STAAR 04 2013 05 MA S 0	Mathematics	Math-Gr5		TEA	50				
STAAR 10 2011 05 MA E 0	Mathematics	Math-Gr5	05-Grade,E-Lang	TEA	13				
STAAR 10 2011 05 MA S 0	Mathematics	Math-Gr5	05-Grade,S-Lang	TEA	13				

1. Select Test

2. Click on **Merge** 

Selected Test Name: STAAR 04 2013 05 MA E 0

Selection Criteria

Content Area: Mathematics

Test Type:

☐ User

☐ District

☒ TEA

☐ TEKS-RS

Merge Style:

☒ Append to end

☐ Insert at beginning

☐ Randomly merge

Available Tests

3. Choose **Content Area** of Test you want to merge
4. Select **Test Type** and **Merge Style**
5. Click Search to see available tests based on your criteria

6. Select test to merge
7. Click **merge**

Selected Test Name: STAAR 04 2013 05 MA E 0

Selection Criteria

Content Area: Mathematics

Test Type:

☐ User

☐ District

☒ TEA

☐ TEKS-RS

Available Tests

☐ STAAR 10 2011 04 MA E 0

☐ STAAR 10 2011 04 MA S 0

☒ STAAR 10 2011 05 MA E 0

☐ STAAR 10 2011 05 MA S 0

☐ STAAR 10 2011 06 MA E 0

☐ STAAR 10 2011 07 MA E 0

☐ STAAR 10 2011 08 MA E 0

Merged Test Name

Merged Test Name:

Math Merged Test

add cancel

8. Name new test and click **add**
9. Merged Tests will open in new window

For additional training and assistance, please contact your DMAC regional contact or call 1.866-988-6777.