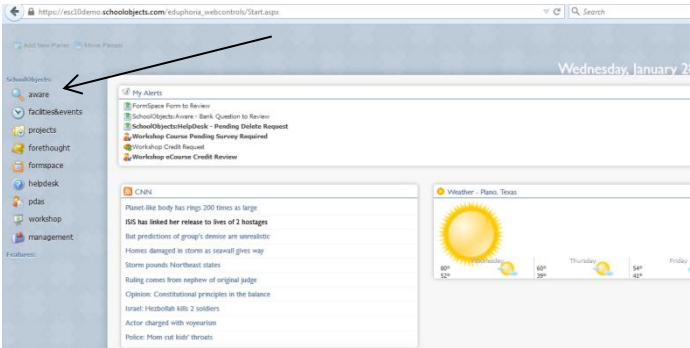
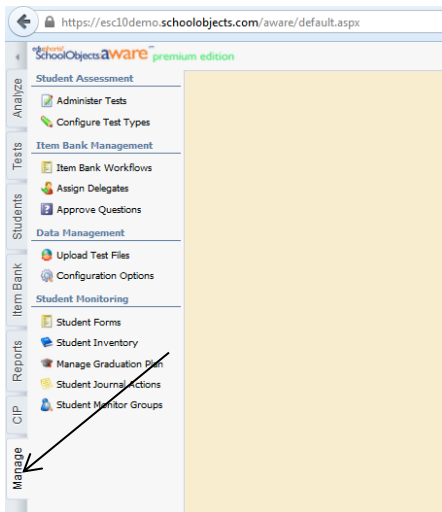


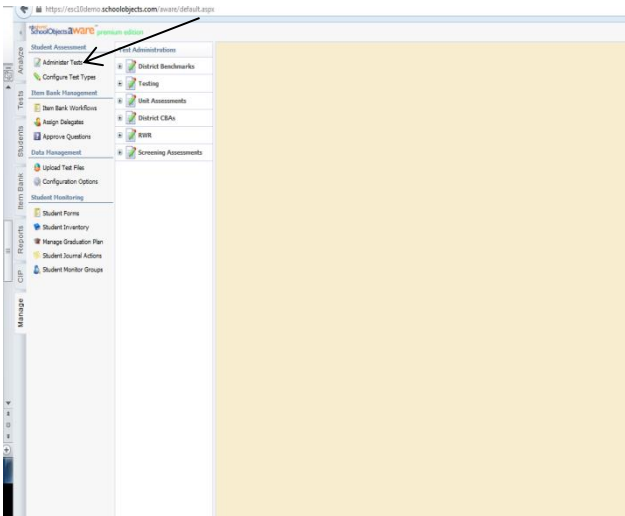
How to Create TRS Test using Keyword Search Option



Choose **Aware**

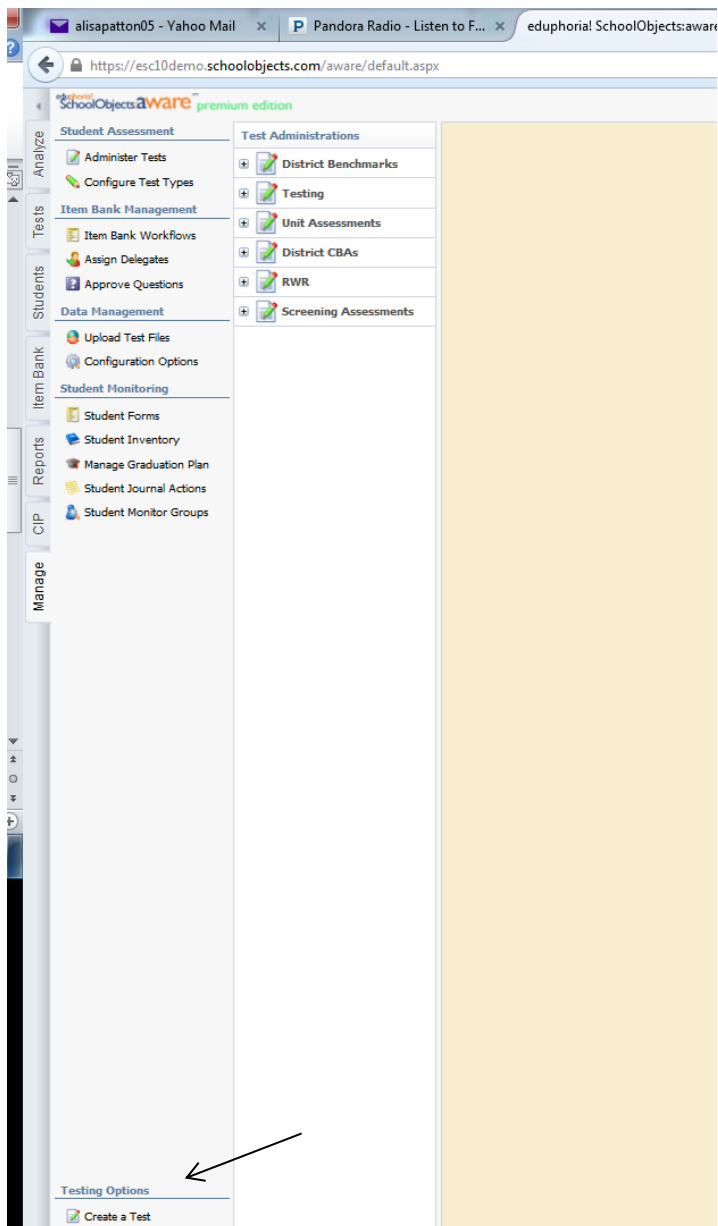


Go to the **Manage** Tab

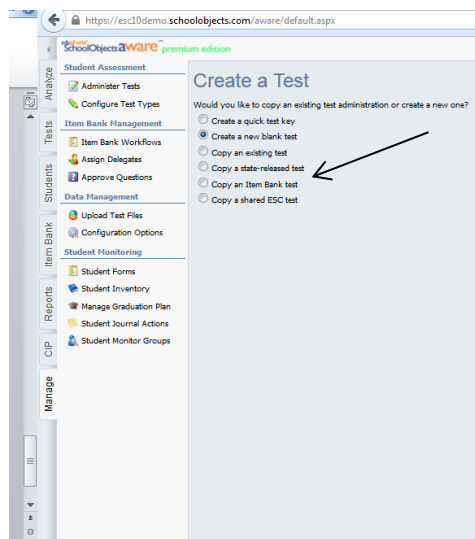


Choose **Administer Test**

How to Create TRS Test using Keyword Search Option

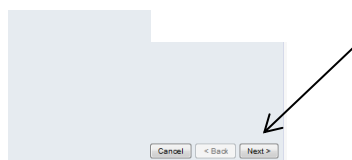


Choose **Create a Test** at the bottom left corner

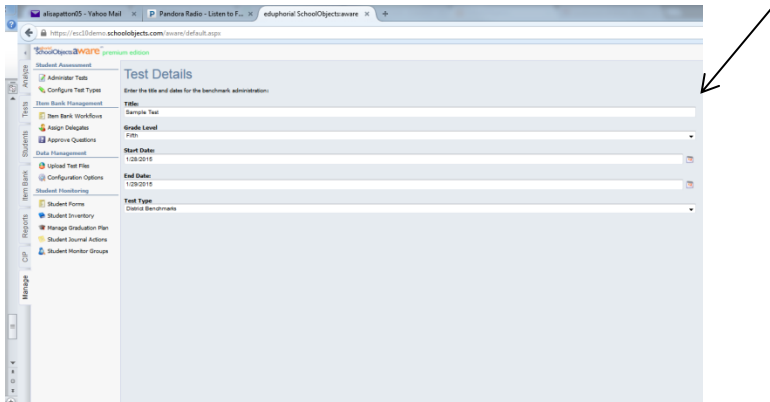


Choose **Create a blank test**

Then choose **Next** in the bottom right corner



How to Create TRS Test using Keyword Search Option

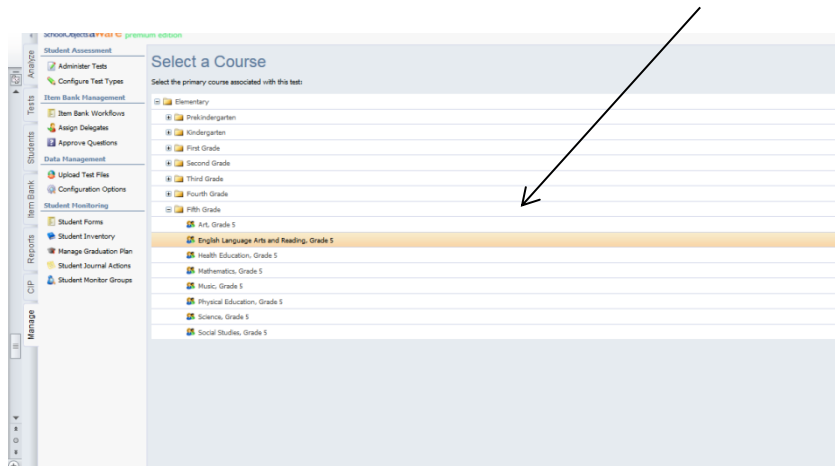
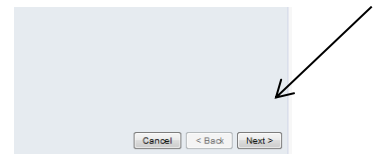


Type your test name

Choose dates

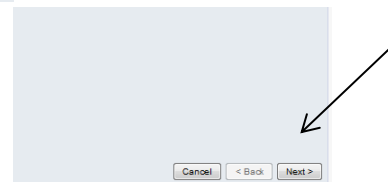
Choose folder to store the test

Choose **Next** in the bottom right hand corner



Choose Grade level and course

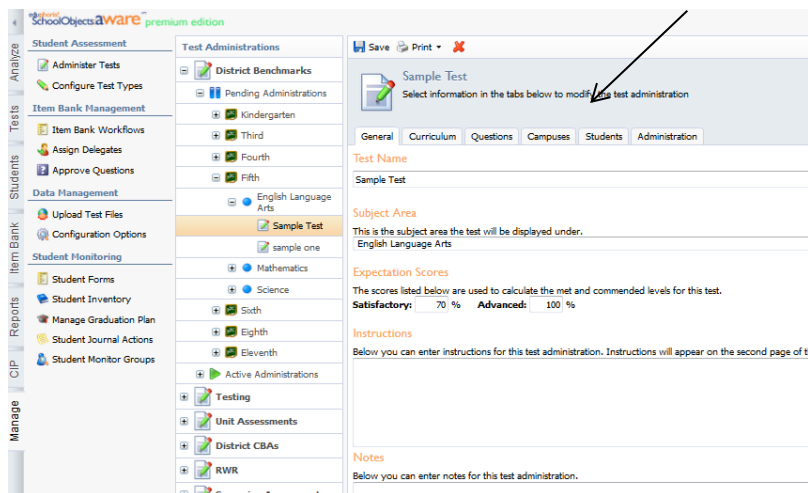
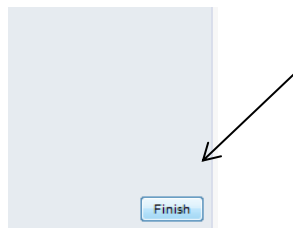
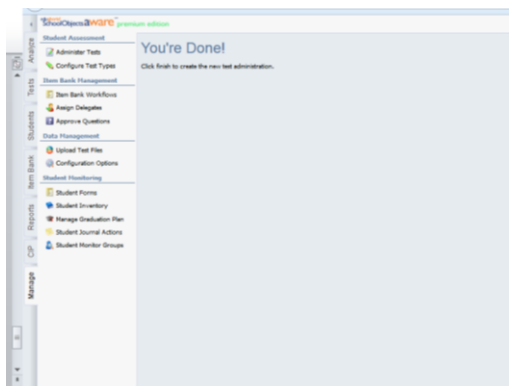
Choose **Next** in the bottom right hand corner



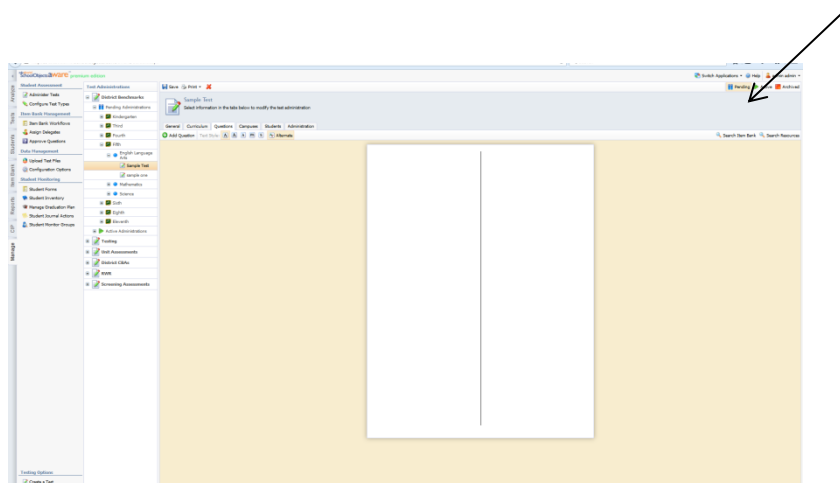
How to Create TRS Test using Keyword Search Option

You're done

Choose **Finish** in the bottom right hand corner

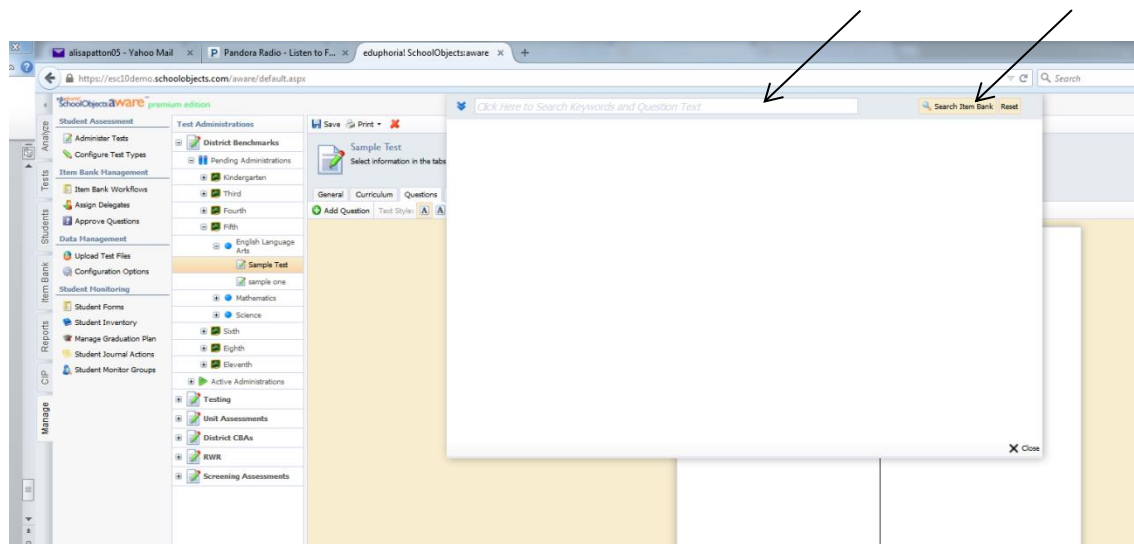


Choose the **Question Tab**



Choose **Search Item Bank**

How to Create TRS Test using Keyword Search Option

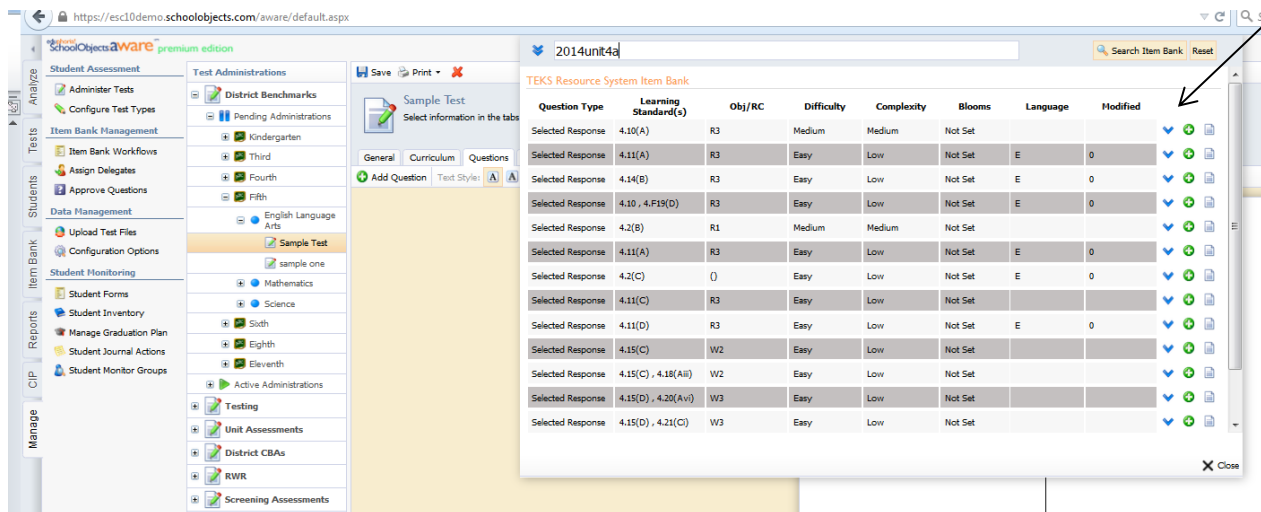


In the box type “2014Unit (and the unit number for the questions you would like to use)”

For Example:

“2014Unit4A”

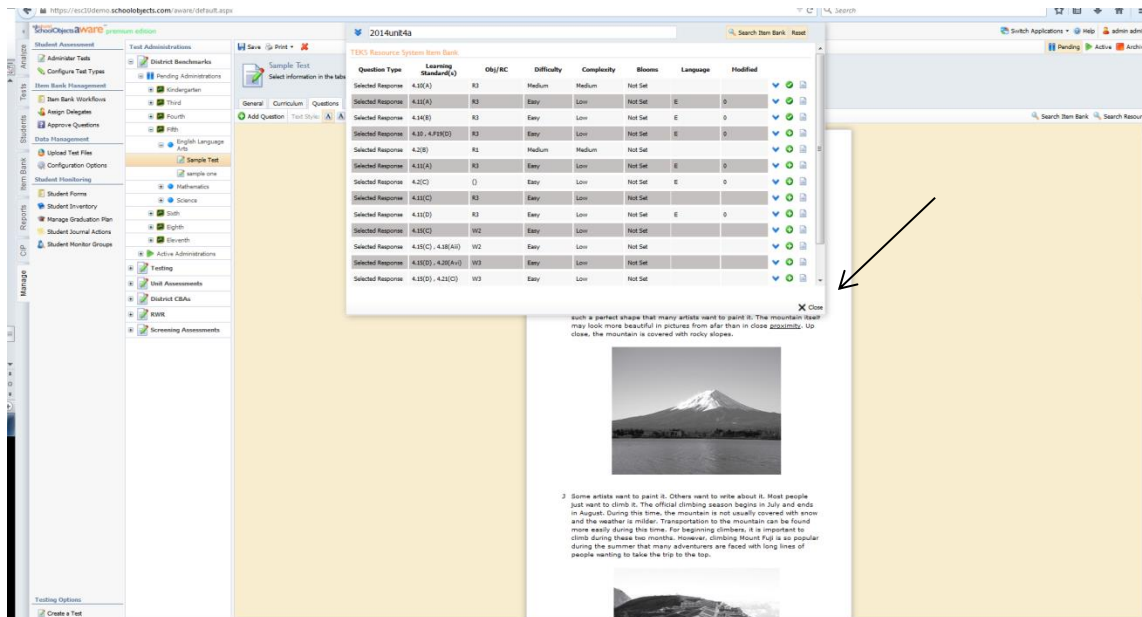
Then choose search item bank to get a list of questions from that unit test.



All the questions for the Unit number you choose should appear in the box.

Click the **green plus** to add the questions to your test

How to Create TRS Test using Keyword Search Option



Once you click the green plus question will appear on your test. Once you have added all the questions you want. Choose close at the bottom in order to preview your test.

If you would like to add more questions choose search item bank and type the keyword unit test again.