# How to Create TRS Test using Keyword Search

#### 1. Choose Aware



### 2. Go to the Assessment Tab

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3. Click "Create a new Test", then choose "Create a new blank test" & Click Next



4. Type your Test Title & Grade Level, Choose dates, Choose folder to store the test, & Click Next



5. Select your Campus (Assesments made by teachers will not see this screen) Then Click Next

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6. Choose Grade Level and Course then Click Next

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# 7. You're done, Click Finish

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## 8. Click the Question Tab then Click Search item Bank

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#### 9. In the search box type the keyword "unit#", then Click Search Item Bank The *#* in the keyword should be the unit number, example: unit4 For spanish items the keywords is "unidad#" example: unidad4 Also don't forget that some units may have and A & B, example: unit4A World Geography will be differnt depending on if you are doing Regional or Conceptual: example unitR or unit1C 1 🔅 Aware 😻 2015unit4 😋 Switch Applications 🔹 👦 Start Tour 🎯 Help 🔒 admin admin 👻 🔍 Search Item Bank 🛛 Reset ? 🛃 Save 🖕 Print 🗸 Pending Active Archived Search Assessments School Assessments District Assessments Student Inventories General Curriculum Questio Add Question Text Style: A 🔍 Search Item Bank 🔍 Search Resources Students Item Bank X Close Assessment Options 🔒 Create a New Test 💊 Configure Test Types 🌮 Add a Test Type Nass Edit Assessments Student Inventory Options new Student Inventory Rew Student Inventory Assessment Team Management 🕵 Edit My Teams 🎊 Create a New Team

### 10. Click the Select all then Click Add Selected then Close

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#### Your test is now created

