1. Log into TRS Site and Go to Assessment Center (Under District Resources)
2. Create an Assessment

2b) Name the assessment (Ie: Kinder Sample Test, etc.)

1. Select Grade & Subject
2. Click on Add Assessment item (Top Right Side)
3. Click Search (a blue box window will open up)
4. Select Item type (ie: Formative)
5. Select Item Format (ie: Constructed Response)
6. Click on Ck box for Unit & TEKS (\*\*\* Look at Unit Map or Year at a Glance)
7. Scroll Screen down to Green Search button and click it
8. Items with a √ box will appear
9. Close the side window >
10. Reiew the items you want and √ the box above the item

 \*\*\*The number of items will appear under the seach eye glass

1. 5 6 7 8 will show other items (TEKS) in the system
2. Pull up the side window < and click on view assessment
3. Click print when you are ready