



# Quick Start Guide

# TAO Quick Start Guide

## What is TAO?

Developed by Open Assessment Technologies (OAT), TAO is one of the most advanced test authoring tools on the market, thanks to our native implementation of the Question and Test Interoperability (QTI) standard for online assessment development.

TAO enables educators and other test-writers to create E-tests on the fly, and administer them easily and quickly to students on a classroom or nationwide basis. TAO is QTI and LTI standards-based, and is fully compatible with many commercial add-ons. Developers can access the source code for their own test-writing or administering purposes, opening a wide range of potential customizations.

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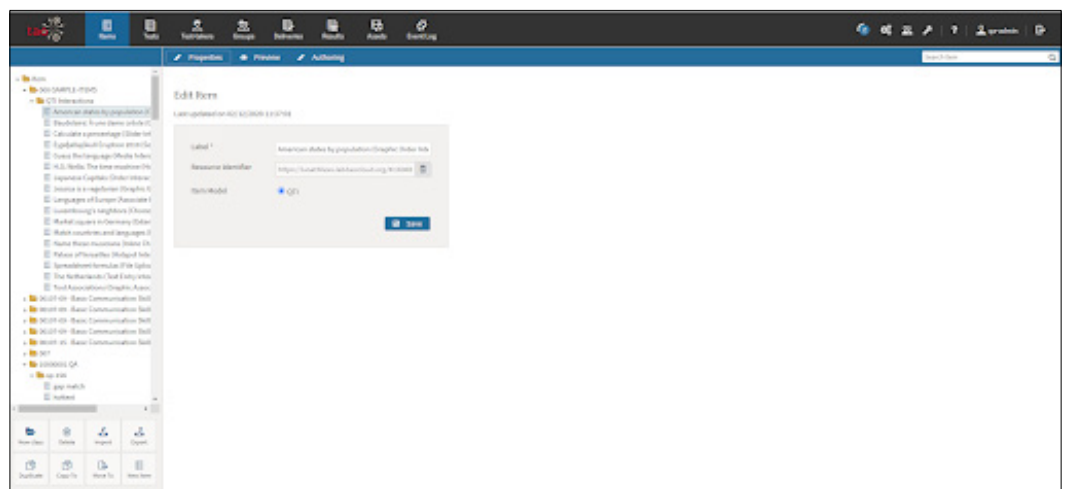
## TAO Architecture

TAO is designed to be as user-friendly as possible. The image below shows a typical user interface (some features may be different on your screen, depending on the version you are using).

The bar across the top of the screen is called the **Assessment Builder Bar**. The icons on it which are situated towards the left represent different areas of TAO. On the right-hand side of the Assessment Builder Bar you can access your settings and manage your users.


**Libraries** are displayed on the left-hand side of the screen. In the image, the Items library is open, showing its contents, including the structure. In the **Class** (the word used in TAO for 'folder') which is open you can see a number of test items.

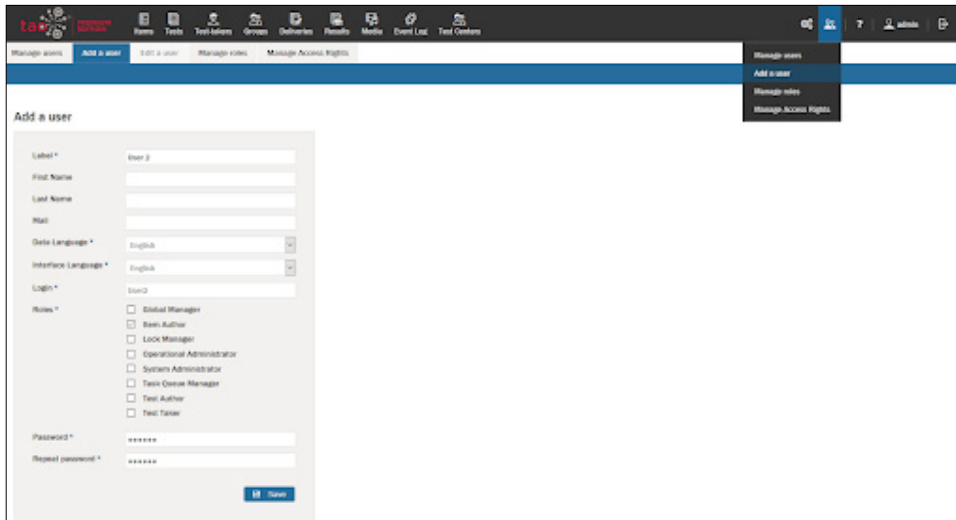
Under the library is a **Button Bank**. Using these buttons you can carry out operations on the open library. The highlighted item in the library is the one that shows on the **Canvas** - the middle part of the screen, which is the area where you will edit your test items, compile your tests, add new test-takers, etc.



## Getting Things Set Up

Before using TAO, you will need to create accounts for different types of users. These are set up in the User Management area of your TAO system. Your TAO system comes ready with one administrator account set up for you. Follow the steps below to set up a new user account and to define the role of the new user.

1. Create a new user. To do this, hover over the Users  icon on the right-hand side of the Assessment Builder Bar and click on the Add a user tab. This tab allows new user accounts to be created on your TAO system.



2. Fill in the user's details. The fields for the user's details are in the panel which appears on the canvas.
3. Decide what role the user should have. You'll see a list of possible user roles below the details you have just added. The role you choose for a user will determine what that user can do in TAO and which areas of TAO they have access to.

You can refer to the section on [Main Roles](#) in the User Guide for a comprehensive description of all the roles in TAO.

## Starting to Work in TAO

Once you've set up your TAO environment with the users you need, you can start using TAO. With TAO you can:

- Author assessments
- Roster test-takers
- Deliver assessments
- View results

A brief introduction is given below to each of these functionalities, along with links to additional, more detailed resources.

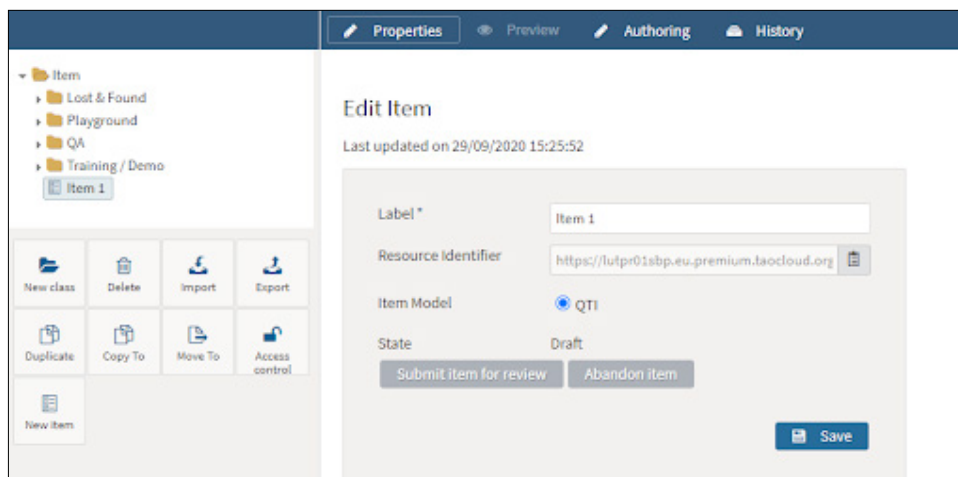
## Authoring Assessments

To create an assessment in TAO, you will first need to create the test items and then compile them into a test, which you will need to publish before you are able to deliver it to test-takers.

### Items

An Item is a complete assessment question made up of at least one interaction, as well as any supporting material you may want to add. TAO has several easy-to-use predesigned interaction templates to create your test items with.

The image below shows the Items library on the left, with a newly created item (called Item 1) open on the canvas in the middle. It can be edited (i.e. populated with interactions and supporting material) by clicking on Authoring in the blue bar at the top.



For more information on items, see the section [Creating a Test Item](#) in the User Guide.

### Tests

A test is a group of items, together with information on how they are ordered and presented to the test-taker. Once you have created the items you need for your test, click on the Tests library in the Assessment Builder Bar. Tests are created and edited in a similar way to items. See the section [Creating a Test](#) in the User Guide for more details.

### Deliveries

Before test-takers can take the assessment you have prepared, the test needs to be assembled as a Delivery. Deliveries provide the means of administering tests. In effect, a delivery is a published test. See the section [Creating a Delivery](#) in the User Guide for more details.

## Rostering Test-Takers

Test-takers are individuals who will take assessments assembled in TAO. There are different ways of getting test-takers into TAO. They can either be entered individually, or alternatively, test-taker metadata files can be imported into TAO.

## Rostering Test-Takers Cont.

- For more information on adding individual test-takers, see the section [Creating Test-takers](#) in the User Guide.
- See the section on [Importing Test-takers](#) in the User Guide for an example of test-taker data in a CSV file. (The supported formats are RDF or CSV.)

Depending on how you will be delivering your tests (see the next section), you may need to organize them into groups. See the section on [Groups](#) in the User Guide for more information.

The training course [All you Need to Know About Test-takers](#) gives more detailed information on test-takers, including how to add additional information to a test-taker's profile.

## Delivering Tests

There are three ways to deliver a test - in other words, to enable test-takers to sit your published test.

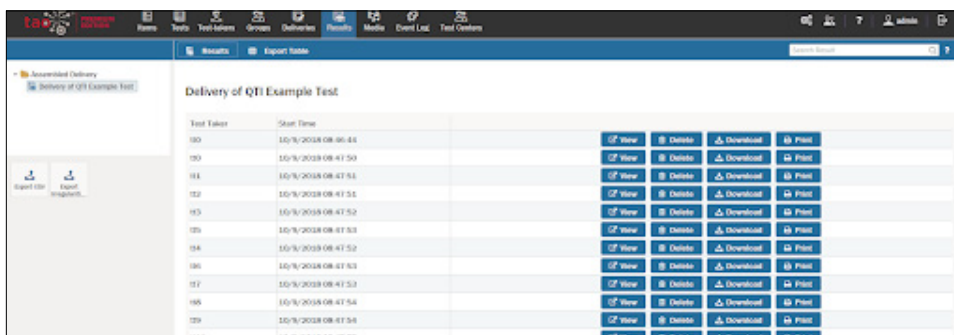
1. Assigning the test to an internal group of test-takers (your own students). See the section [How do I deliver tests internally?](#) for more details on how to do this.
2. Using an LTI application (such as Moodle). See the section [How do I integrate TAO in my LMS using LTI?](#) for more details on how to do this.
3. Referring the delivery to a test center. See the section [How do I manage test centers and enable them to deliver tests?](#) for more details on licensing test centers to assign deliveries to test-takers.

## Monitoring Your Test Delivery

The proctoring feature allows the administrators of deliveries to monitor a delivery. By assuming the role of proctor, a teacher or test center administrator is able to follow the progress of test-takers sitting a test. Note: See the section on Proctoring in the User Guide for more details.

## Getting Results

After the assessment is over, the Results of an assessment can be viewed for each delivery. They can also be downloaded to another device. A results table contains a list of all the test-takers who took the assessment, and typically looks like this:



The screenshot shows the TAO interface with a table titled "Delivery of QTI Example Test". The table has columns for "Test Taker" (ID), "Start Time", and a set of action buttons for each row. The action buttons include "View", "Delete", "Download", and "Print".

Test Taker	Start Time	View	Delete	Download	Print
100	10/9/2018 08:40:44	View	Delete	Download	Print
101	10/9/2018 08:41:50	View	Delete	Download	Print
102	10/9/2018 08:41:51	View	Delete	Download	Print
103	10/9/2018 08:41:52	View	Delete	Download	Print
104	10/9/2018 08:41:53	View	Delete	Download	Print
105	10/9/2018 08:41:52	View	Delete	Download	Print
106	10/9/2018 08:41:53	View	Delete	Download	Print
107	10/9/2018 08:41:53	View	Delete	Download	Print
108	10/9/2018 08:41:54	View	Delete	Download	Print
109	10/9/2018 08:41:54	View	Delete	Download	Print
110	10/9/2018 08:41:55	View	Delete	Download	Print

For information on how to interpret the results, see the section on [Viewing Results](#) in the User Guide.



# WANT TO LEARN MORE?

Contact our training team at [training@taotesting.com](mailto:training@taotesting.com) to learn more about our training courses and custom packages. We can help you pick the right sessions based on your goals and get set up with your next training!



[training@taotesting.com](mailto:training@taotesting.com)

## About TAO

TAO, from Open Assessment Technologies, is the leading digital assessment solution for education and career advancement. Modular, customizable and interoperable by design, TAO empowers you to break free from the confines of proprietary silos, eliminate expensive licensing fees, take full control of your testing resources, and enjoy enterprise-level support. As of 2020, TAO has delivered over 100 million tests in over 30 languages worldwide.