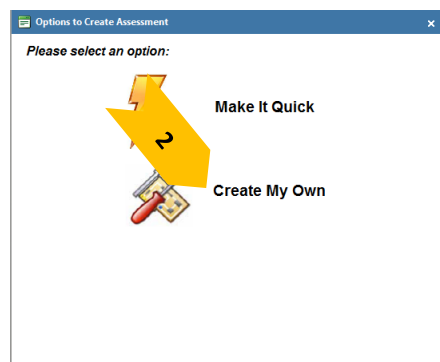


Create an Item Bank Assessment

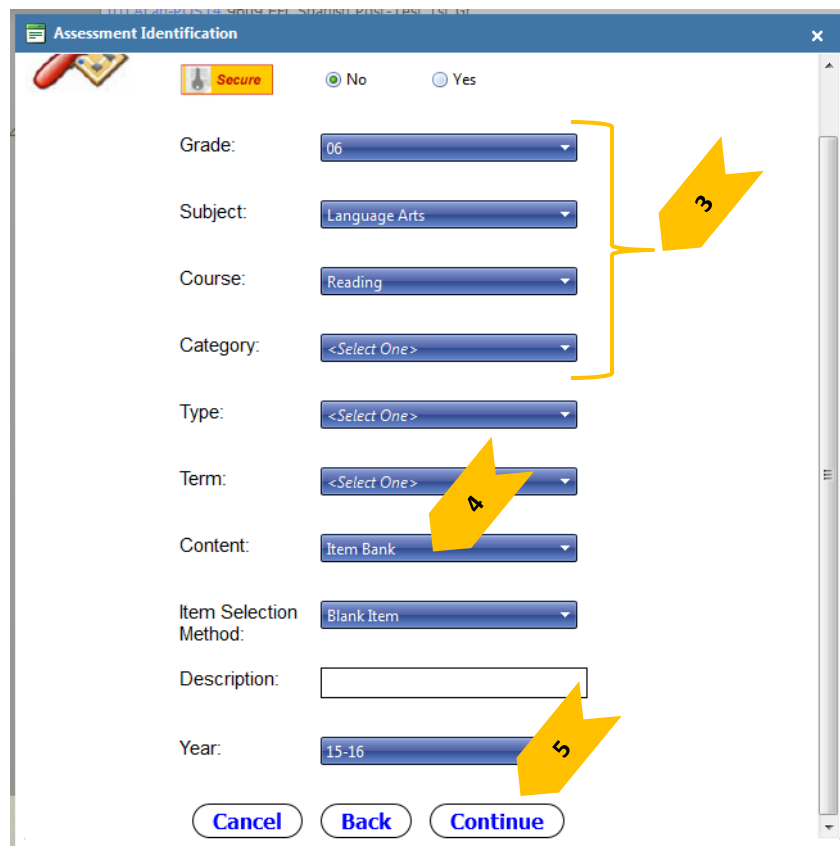
Assessments are created from the Assessments menu. Users can create an external or an online item bank assessment from this menu. Users will be able to create, edit, search and place items from the available item banks to an assessment.



1. Click the **Add** icon located at the lower right-hand corner of the Edit Assessments tile.
2. Click on **Create My Own**.



3. Teacher access will default to the **Grade, Subject, Course** and **Category** according to their scheduled classes. Specify criteria for **Type** and **Term**.
4. Confirm the **Content** is set to **Item Bank** in the Assessment Identification window.



The screenshot shows the 'Assessment Identification' window with the following fields and values:

- Secure:** No Yes
- Grade:** 06
- Subject:** Language Arts
- Course:** Reading
- Category:** <Select One>
- Type:** <Select One>
- Term:** <Select One>
- Content:** Item Bank
- Item Selection Method:** Blank Item
- Description:** (empty text box)
- Year:** 15-16

Buttons at the bottom: **Cancel**, **Back**, **Continue**

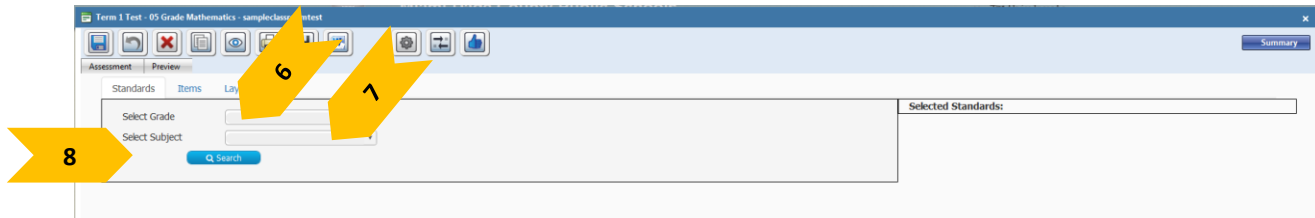
5. Click the **Continue** button.



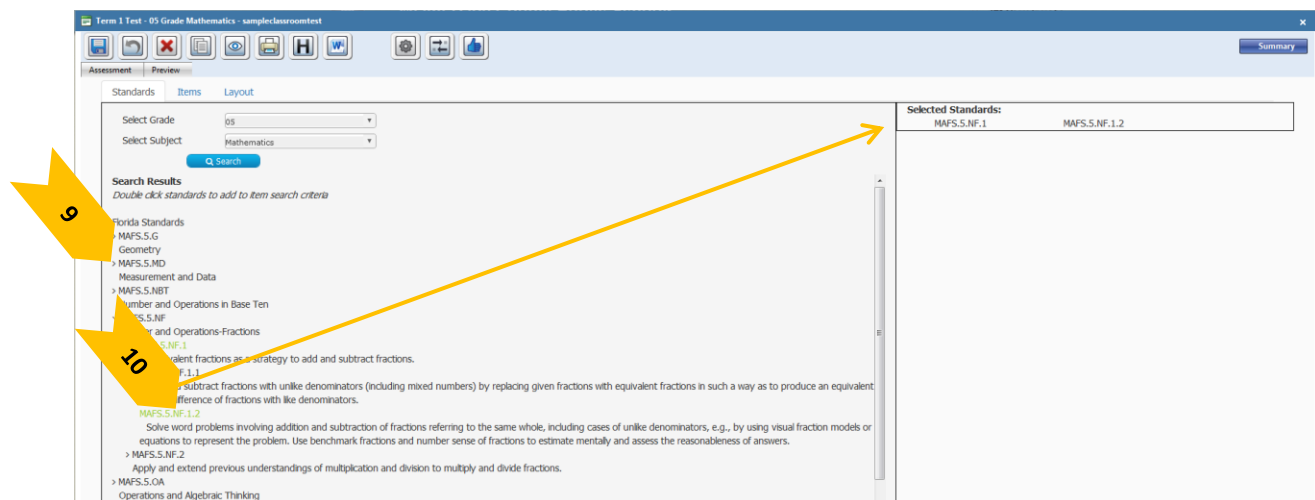
The Assessment window is displayed which contains three (3) tabs: Standards, Items and Layout. In the Standards' tab, the user will specify the standards that will be tested in the assessment. From the Items tab, the user will specify the types of items for the assessment and from the Layout tab, the user is able to organize the items in the assessment.

STANDARD TAB

6. Click on **Select Grade** to specify the grade of the assessment.
7. Click on **Select Subject** to specify the subject of the assessment.
8. Click on the **Search** button, to view the standards. The standard list will display, listing the standard domain and description.



9. Click on the **tick mark** located to the left of the domain – to expand the list and view the strand.
10. Double click on the standard to select it for this assessment. It will display on the **Selected Standards** section on the right-side of the window.

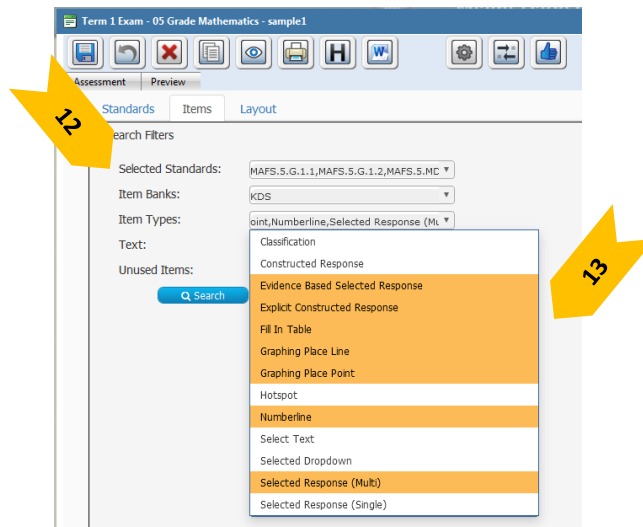


ITEMS TAB

11. Click the **Items** tab.



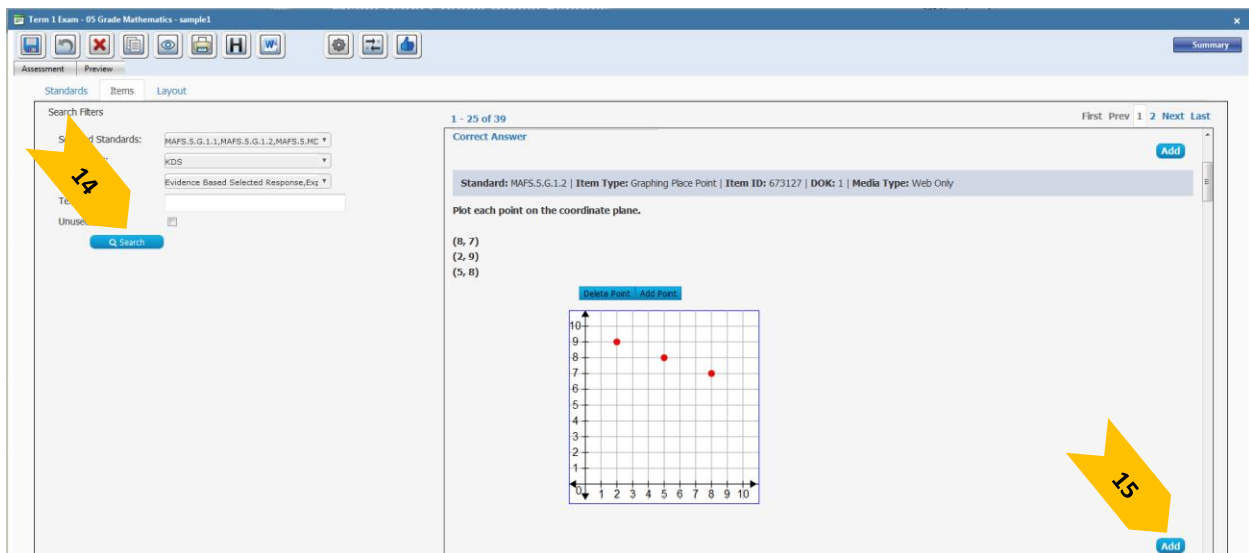
12. Click on each standard that displays in the **Selected Standards** dropdown list.
13. Select the **Item Banks** you wish to utilize and select all the **Item Types** of items for this assessment.



14. Click on the **Search** button.
15. Click on the **Add** button to include an item on the assessment.

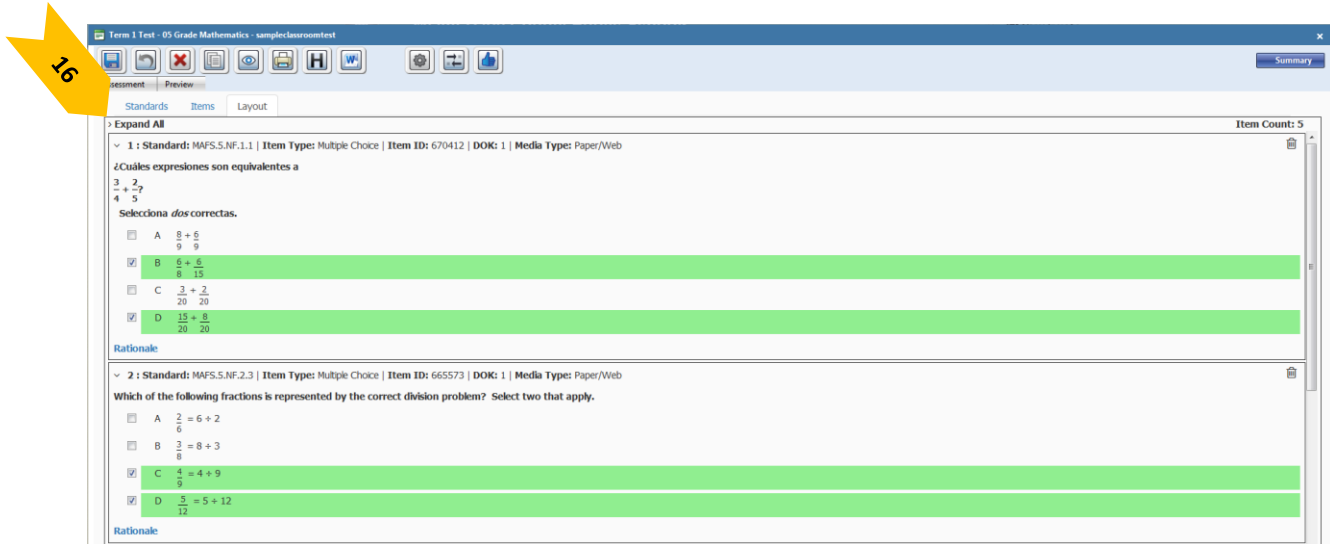


The system will display a list of items based on the criteria that the user specifies. To add an item to the assessment, click on the **Add** button – at the bottom of each item. Once an item is added to the assessment the Add button will indicate **Added**.



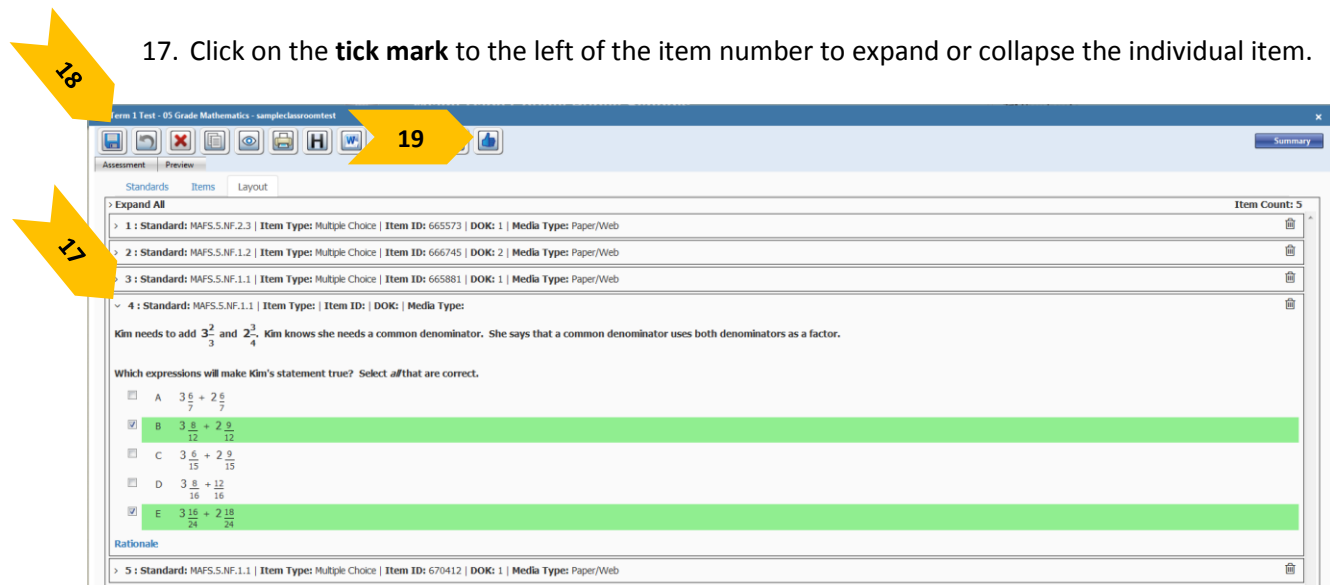
LAYOUT TAB

16. Click on the **Expand All** tick mark to toggle between a collapsed or expanded view of the item list.



The item list includes the Standard, Item Type, Item ID, DOK (Depth of Knowledge) and Media Type (whether the item is for paper or web based assessment).

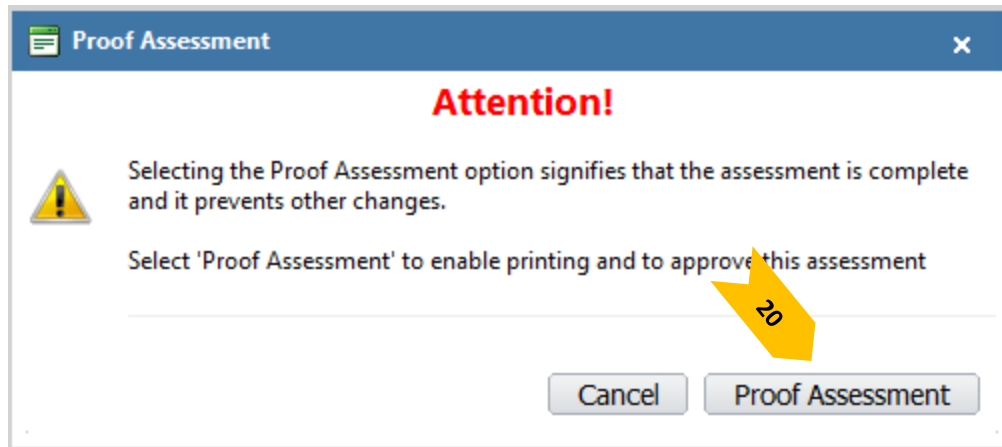
17. Click on the **tick mark** to the left of the item number to expand or collapse the individual item.



18. Click the **Save** button to save the items and/or modifications to the assessment.

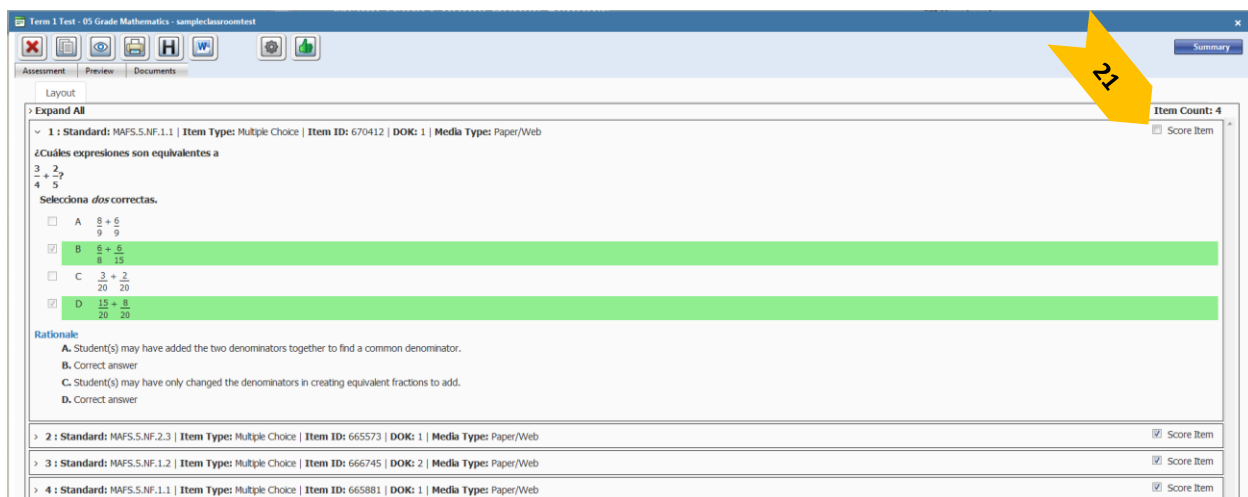
19. Click the **Proof Assessment** button.

20. Click the **Proof Assessment** button in the window to confirm.



Once an assessment is proofed, it is locked in preparation for administration, with one exception: **Score Item**.

21. Click on **Score Item** to toggle between scoring the item and not scoring the item, in the assessment.



Once the assessment is proofed, notice that the **Blue Thumbs Up**, prior to proofing, is now a **Green Thumbs Up**.



After the assessment is proofed, if the user notices an error in the assessment and bubble sheets have not been printed, or the assessment has not been administered, click the Copy Assessment icon. This creates an editable copy of the assessment. Make any changes to the copy of the assessment, delete the old version and proof the new assessment.

ADDITIONAL FUNCTIONS

At the top of the assessment window, the following functions are available to the user.



SAVE

Store any additions or modifications made to the assessment.



UNDO

Undo the last action taken.



DELETE ASSESSMENT

Delete the current assessment. **NOTE:** If an Assessment has been printed, the user cannot delete it.



COPY ASSESSMENT

Make a duplicate of the current assessment.



ONLINE PREVIEW ASSESSMENT

Provide user with a preview of assessment as it would display online.



PRINT

Print the assessment. **NOTE:** Once the assessment is printed, it cannot be deleted.



PRINT HTML

View **DRAFT** paper/pencil view of assessment.



PRINT WORD

View and print assessment through MS Word.



CONFIGURE ASSESSMENT

Edit the configuration of current assessment.



REORDER ITEMS

Shuffle the order of items in the assessment.



PROOF ASSESSMENT

Once assessment is proofed, it can be administered via paper/pencil or online.