Creating an Assessment Using the Item Bank

1. Click the Assessment Icon
2. Click Create Assessment

3. Select New Item Bank Assessment

a. **NOTE**: Items with RED asterisk are required
b. **Title** – Make the title meaningful. HINT: strongly suggest each Assessment name begins with the Academic Year.
c. **Local ID** – Optional - let DD assign a number
d. Filters – These are Labels ONLY – will NOT affect Assessment, important to find assessment later.
   i. **Grade Level** – must select
   ii. **Subject Area** – must select
   iii. **Type** – we recommend User Created
e. **Description** – Optional - For your own information
f. **Term** – Optional, only a label
g. **Year** – This is the Academic Year of the students you intend to test. It is required and should match the year in your Title. If you use this again in the next academic year you should duplicate and rename and change this setting.
h. **Exam Date Option** – This is only a label. Has no bearing on when the exam can be given.
   i. **Single Date** – default is today’s date
   ii. **Date Range** – allows for a date range
i. **Exam date** – defaults to today’s date.
j. **Attach Files** – this is used to attach files (Word document(s), PowerPoint(s), pictures, pdf(s), etc.) to your Assessment

k. **Currently Aligned Standards** – DO NOT USE THIS

l. **Advanced Options** – This will display additional options for creating your assessment. It is recommended that you check this box every time you create an Assessment, whether you use the Advanced Options or not.

m. **Total Points** – You can set the Total number of points you wish for the entire exam. Optional. If you enter a total point value, you must click Apply.

4. **Sections** – You can format your Assessment in one or multiple Sections
   a. **Section Name** – this will appear on the student answer sheet as a heading
   b. **Add Items** – To add items (questions) from the item bank to your assessment, click “Add Items”. This appears in the lower right area of the section (see above)

5. **Search Items** (below) – This allows you to find specific Standards to which test items are linked.
   a. (See Attached “SEARCH ITEMS Screen” Handout)

6. Once you have selected your search parameters, click **SEARCH**
7. The Standards that met your criteria will be displayed. If no item(s) match your parameters the following message appears:

Search results:

8. If you want to review each item before selecting them for inclusion on your test, click anywhere on the BLUE title. The following screen will appear:

To include an item on your test put a check in the box.

If you want all “12” items included on your exam simply click “Select 12 Items”
9. You can now review your first item. Scrolling down the screen will reveal all 12 items.
10. After checking the appropriate boxes, scroll to the bottom of the page and click CLOSE.
11. You will return to your original Standards search results.
   a. You can now select other standards and continue to add questions to your test.
   b. You can also choose to either MODIFY your search criteria or….
   c. BEGIN a NEW SEARCH.
   d. Once you have included all your items – CLICK CLOSE.
12. You will now be able to see your entire test.

**IMPORTANT**: Make sure you click SAVE CHANGES (or you will lose all your work)

13. At this point you could add another Section of questions (return to step #4) or be done.
14. You have been working on the “Create Item Bank Assessment” page. This is not how
   your assessment will look. Once you have saved your assessment you will see choices in
   the left navigation bar. Click “Overview” to go to your assessment overview page. Scroll
   to the bottom and you will see all the downloadable assessment materials created for
   your assessment, i.e. answer sheets, test booklets. Clicking on these icons will enable
   you to see your assessment and your answer sheets.
15. See additional instructions for configuring your assessment for online testing.