Copy and Set Up Item Templates

▶ Step 1: Copy the District Item Template

1. Navigate to the Item Bank page.

2. Click on the number in the row for the Item Type template ❶.

   The Item Bank opens to display the bank's questions.

	#	Bank Name ▲	# of Items
☐	1	CTE	469
☐	5	Inspect Spanish	3233
☐	6	Item Bank with Templates	1 ❶

3. Select the checkbox for the desired item type ❷.

4. Click the **Copy** button ❸.

5. Type a new name for the item, such as "My Item MC Template."

   The item is copied to the "District Work Space."

❷ ☑ Item Name: Multiple Choice Template

Type the question here

A ✓ A
B ○ B
C ○ C
D ○ D

❸

Item Selected Including 0 Pilot Items | Clear | + Copy | + Move | 🗑 Delete | ⊗ Un

▶ Step 2: Move Item to My Work Space

1. Return to the Item Banks and Select "District Work Space."

2. Find the copied item in the District Work Space and select the checkbox for this item.

3. Click the **Move** button to place the item in "My Work Space."

🏷 | **Move** | Align Standards | Publish | 🗐 | 🗑
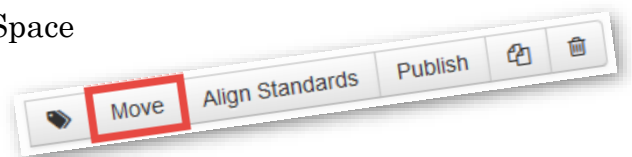
▶ Step 3: Modify the Copied Item

1. Select the **Edit** option found by clicking the triangle button located in the Function column.

|	#	Item ID / Passage Title	Status	Type	Standards	Last Modified	Functions
☐	1	My Item Template	Completed	MC	No Std Selected	10/20/2017	⌄
☐	2	MC-Template	Completed	MC	SOC.9-12.C13.[9-12].8	10/1	Edit
☐	3	Mary's CTE Question Bank	In Progress	MC		09/1	Publish
☐	4	Explicit Constructed Response	In Progress	XCR		08/1	History / Move

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2. Navigate to the standards window.

a. Click the "Add Subjects" button ❶ to add standards. Keep clicking options in the order as numbered above until the standards list is populated in the middle of the screen. Select a standard ❹ that fits most of the questions that you will create.

b. **Save** the item.

▶ Step 4: Make Multiple Copies of the Item

1. In "My Work Space," click on the item's corresponding checkbox.

2. Click the **Copy** button.

3. Rename the item and click **Save.**

4. *Now there are two items.* Select both items and copy these. Add a suffix to the name of the item. Use a letter or number as the suffix does not matter since you will likely change the name of the item when you create the actual question.

5. Continue to select multiple items and copy them until you have the number of items needed.
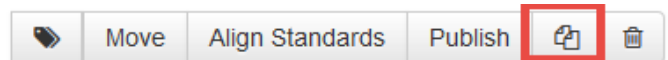
▶ Step 5: Author the Question

Tip: *Keep the first item as a template just in case you need to make more blank items.*

1. Select to **Edit** option to modify the item.

2. Change the name of the question to match your naming scheme.

3. Change the question and answers.

4. Select the standard(s) assigned to the question.

5. **Publish** the item.

Final Note: *When looking at an item in the item bank and finding a problem, you may edit the question if you were the creator. However, when a question is modified, it must be published to the item bank once again.*