

# Item Bank Management

## ► Item Bank Spaces

### 1. My Work Space

- Each user has a “My Work Space” where items are created and published to the user’s personal item bank.
- If a School or District level user creates an item or passage in My Work Space, that item or passage must be moved into either the School Work Space or District Work Space when publishing the item and allowing for access to other users.



### 2. School Item Banks

- Teachers and School Level users have access to the School Work Space.
- When items or passages are created in the School Work Space, users with permission can view, edit, publish, and delete items and passages created by other School Work Space users. This allows for collaboration between users.
- Items and passages residing in the School Work Space can only be published to School Level Item Banks.



### 3. District Item Banks

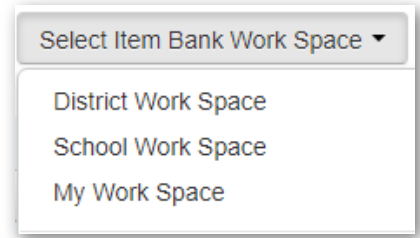
- Teacher, School, and District level users can be granted District Work Space permissions.
- When items or passages are created in the District Work Space, users with permission can view, edit, publish, and delete items and passages created by other District Work Space users. This allows for collaboration between users.
- Items and passages residing in the District Work Space can only be published to District Level Item Banks.

## ► Notes about Item Management

- You do not need a separate item bank for each topic or even subject. Adding standards when creating an item will provide the information needed to access items.
- You only need to create an item one time. An item may be used in multiple tests and across multiple years.
- Revised items are available for future assessments. Once an item is added to an assessment, it remains “as-is” unless the item is updated within the assessment.
- The workspace selected will determine where the item can be published, My Work Space, School, or District.

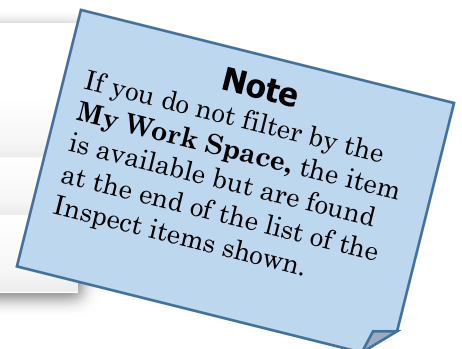
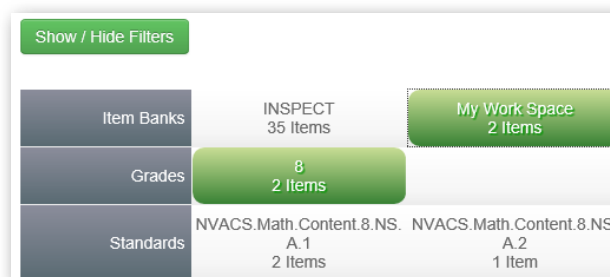
## ► How to Create Items

1. Click the **Item Banks** menu option.
2. Select the desired Work Space from the dropdown.
3. Click the **+ Create Item** button.
4. Follow the steps needed to create an item. *Make sure to select and note the assigned standard(s).*
5. Publish the item to an available item bank, which may be the personal Work Space, the school's Work Space or a district item bank.



## ► How to Select Items from an Item Bank Test

1. Click the **Create Assessment** tile.
2. Select the **Item Bank** option.
3. Follow the directions for creating an Item Bank assessment.
4. On the item selection page, click the **Show/Hide Filters** button.
5. Select **My Work Space** item bank or other as needed. Only those items that are included in the selected item bank and match the selected standards will appear.



6. Select the items to include within your test.

## ► How to Share Items

1. Items are shared through placement in item banks.
2. Select the item and click the "Move" button.
3. Select the work space where the item needs to be moved, such as the **School Work Space**.
4. In the new location, publish the item to an available Item Bank.

