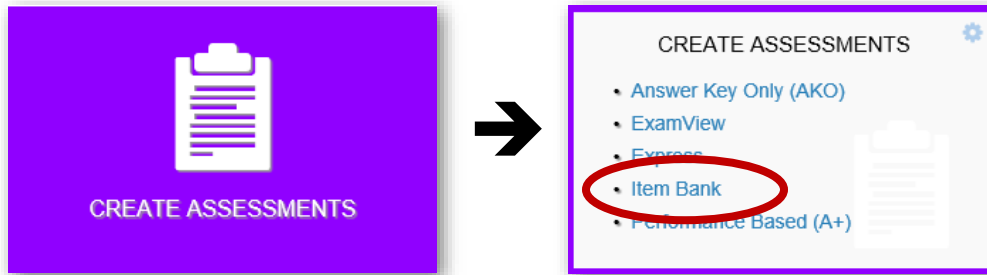


# Creating an Item Bank Assessment

## ► Create Assessments

1. Click on the “Create Assessment” tile.
2. Select the “Item Bank” option.



## ► Assessment Info

Provide general details about the assessment.

**Tip:** Notice the type of assessment appears on the top left corner of the window.

A screenshot of the 'New Item Bank Assessment' form. The form has a blue header with the text 'New Item Bank Assessment' and a question mark icon. Below the header are five numbered callouts pointing to different parts of the form:

- 1 Assessment Level:  My Assessment  School Assessment
- 2 Assessment Name:
- 3 Subject:
- 4 Existing Collection:
- 5 Student Selection:  Schedule all students to take this assessment  
 Schedule students by grade level  
 Schedule students by Course Group or Course  
 Schedule students by Student Group

- 1 **Assessment Level:** Select the “School” option if the test is intended to be used as a common assessment for the school or grade level.
- 2 **Assessment Name:** The name should describe the assessment as well as include the school year (i.e. 18-19). Including the school year is helpful when copying a test from one year to the next.
- 3 **Subject:** Select the subject area for the test. Other subject areas may be added on the next screen.
- 4 **Existing Collection (Optional):** A collection is a means to organize assessments by subject or other criteria. Select or create a new collection.
- 5 **Student Selection:** There are three options for scheduling students. For elementary schools, schedule all students or select a grade level if creating a common assessment. For secondary schools, schedule students by course or grade level, depending on your purpose for the assessment.

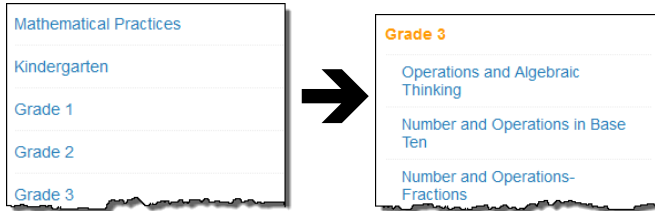
## ► Filters

Select standards planned to be used in the assessment.

1. **ELA:** Select the strand, then the grade level.

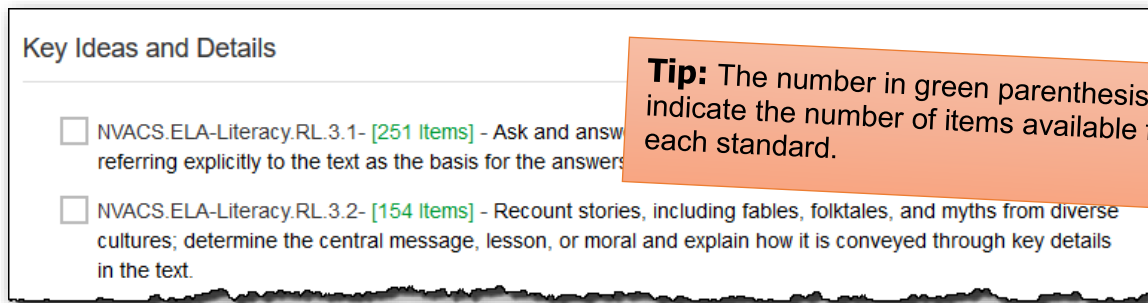


**Math:** Select the grade level, then the strand.

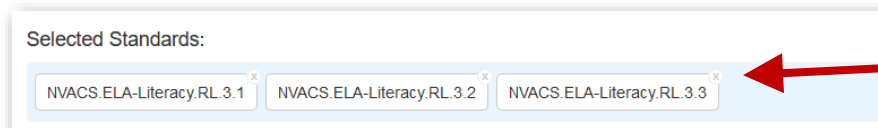


**Other Subject Areas:** Select the standard set and then the subject area.

2. Select one or more standards, as desired, for the assessment.

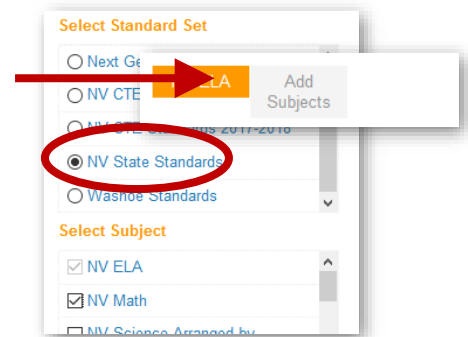


3. The selected standards are shown above the standards list. Standards may be removed by clicking on the “x” on the top right corner of the listed standard.



4. Assessments may be made that incorporate items from multiple subject areas.

- a. Click the “Add Subjects” button to add additional standards.
- b. Select the “NV State Standards” option and then the desired subject area.



## ► Items

Select items for the assessment in this section.

For best results when selecting items, show and utilize all the filters that are available.

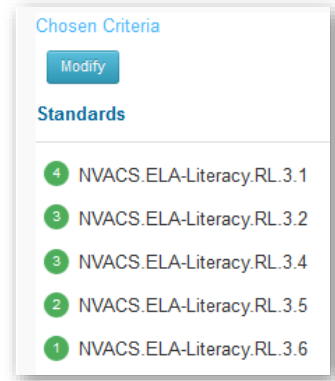
- 1 Click the “gear” button to select all the available filters.
- 2 Working from the top-down, select filter options, such as “Word Count.” Only items that meet the selected criteria (highlighted in green) will be displayed.

The screenshot shows a table of filters with a 'Show / Hide Filters' button at the top left. A red arrow labeled '2' points to the 'Grades' filter, which is highlighted in green and shows '3' items and '109' passages. Another red arrow labeled '1' points to a gear icon in the top right corner. A dialog box titled 'Add / Remove Filters' is open, showing a list of filter categories with checkboxes: Item Types, Administration Methods, Difficulty Levels, Depth Of Knowledge, Bloom's Taxonomy, Word Count, and Lexile. All checkboxes are checked. An 'Update' button is at the bottom of the dialog.

- 3 The tabs identify the number of items and passages that meet the criteria.
- 4 Click the checkbox to select an item. Remove the item by re-clicking on the checkbox.
- 5 Click the “Selected Items” tab to view the items you have selected.

The screenshot shows the 'Selected Items' tab with 15 items. A red arrow labeled '3' points to the 'Items 694' tab. A red arrow labeled '5' points to the 'Selected Items 15' tab. A red arrow labeled '4' points to a checkbox next to an item name. A tip box says: 'Tip: For ELA, explore items through the Passages tab.' The passage is titled 'A Day with Bibby' and contains text about a cat named Bibby. Below the passage are tabs for 'Items 4', 'Items with other Standards 7', and 'Properties'. The item list shows a green checkbox, the item name 'KDS-E556400', and standards: 'CCSS.ELA-Literacy.RF.3.4b, CCSS.ELA-Literacy.RF.3.4c ...'. Below the item list is a question: 'Read the sentence from the passage.'

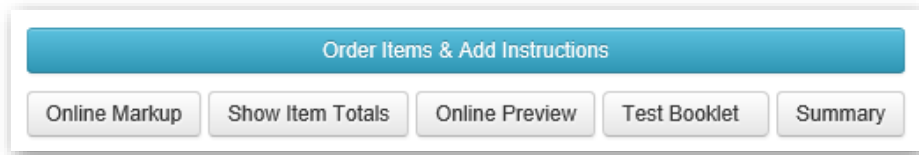
- The selected standards appear on the left side of the screen. The count for each standard adjusts as questions are selected.
- Click on the Modify button to add or remove standards.



### ► Summary

*Modify the format of the assessment. Following is a summary of available options.*

- Adjust the scoring value for each question.
- Items may be mapped to multiple standards. Only the standards that were selected in the filter screen are checked. You may add or remove standards that are aligned to the question within the test.



- Online Markup:** Add popups, rollovers or resources to test questions.
- Online Preview and test booklet:** View the test as it will appear for the student on screen.
- Order Item & Add Instructions:** Change the order of the questions, add instructions, and change the layout of the test booklet.
- Summary:** View the teacher booklet.

### ► Performance Levels

- Adding a performance level is optional, but helps to identify students performing within specified ranges.
- Select premade performance levels or add custom performance levels for the current assesment.

### ► Setup

*Select options that you will be available when administering the assessment.*

- Enable Browser Lockdown:** Toggle this option on to prevent students from navigating to other webpages during an online assessment. Devices with the “padlock” icon on them indicate that the lockdown browser is available for that device.
- Online settings:** See “Online Settings” handout for more details.