

Before You Begin...

- Have a general idea of how the item will read.
- Make sure any necessary images are easily accessible and in .jpg or .gif format.
- Know the standards to which the item will be linked.

Item text can be pasted from .txt documents, but not from Word documents.

Each item type has possible answer choices that match the structure of the item. For constructed response, enter the rubric's requirements for each score level.

Your item cannot be added to an assessment until it is linked to a standard.

Creating an Item

Add custom items to your personal item bank

Create your own items for use in Item Bank tests. Custom items can be used in conjunction with existing A2K items or on their own. With the appropriate permissions, you can also use this feature to duplicate and edit other users' items.

STEPS

1. Launch the Application Switcher and select **Assessments**.
2. From the left navigation bar, click **Manage Item Bank**.
3. From the left navigation bar, click **Create New Item**.
4. Give the new item a label. This label will only appear to other *DataDirector* users.
5. Choose the item type.
6. Enter the item stem in the Question box.
7. Enter possible responses in the Answer Choice fields.
8. Check the Correct box to the right of the correct answer.
9. If the text of the item is extensive or contains large images, select the Wrap option under Continue on Next Column.
10. To use this item in future assessments, leave the item as Active.
11. Use the Language drop-down to select the language used in the item.
12. Use the Cognitive Difficulty drop-down to select the cognitive difficulty level of the item.
13. Click **Save Item**.

TIP

Language and cognitive difficulty information allow users to find this item by searching with these criteria when building an assessment.


14. Click **Standards** on the left to link a standard to the item.
15. Click **Search for standards to link to this item**.
16. Use the search filters to narrow down the possible standards for the item, then click **Search**.
17. Check the box to the left of the standard to link it to the item, then click **Close**.

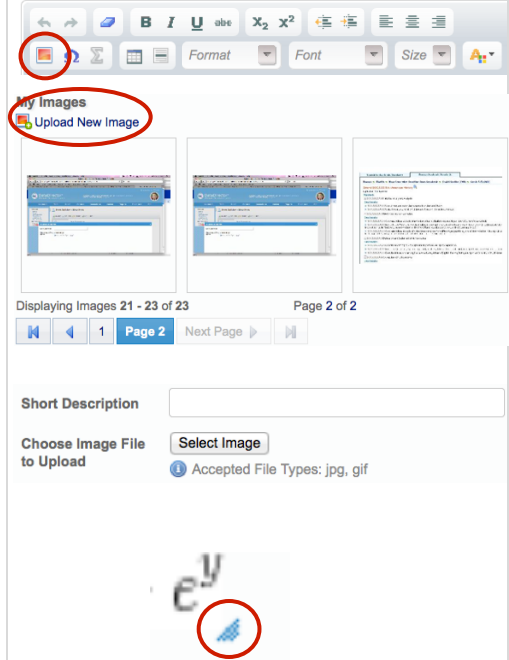
The screenshot shows the DataDirector interface. At the top, there are navigation icons for Overview, Assessments (circled in red), Reports, Curriculum, Students, and Programs. Below these is a 'Manage Item Bank' button and a 'Create New Item' button. The 'Item Type' dropdown menu is open, showing options: Multiple Choice (selected), True / False, Yes / No, Short Answer, and Constructed Response. Below the dropdown is a rich text editor with a toolbar containing options like Bold, Italic, Underline, and Font color. At the bottom, there are settings for 'Continue on Next Column' (No Wrap selected), 'Status' (Active selected), 'Language' (English), and 'Cognitive Difficulty' (Select Difficulty). A 'Save Item' button is at the bottom right. The 'Standards' section is visible at the bottom, showing a search results table for 'National Standards - Common Core State Standards'.

Cluster	MA.3. Students can: Reason with sha
Statement	MA.3.3.G.1 Underst four sides), and that the shared attrib quadrilaterals, and draw examples of c
Curriculum	Resources (8)

DataDirector Training

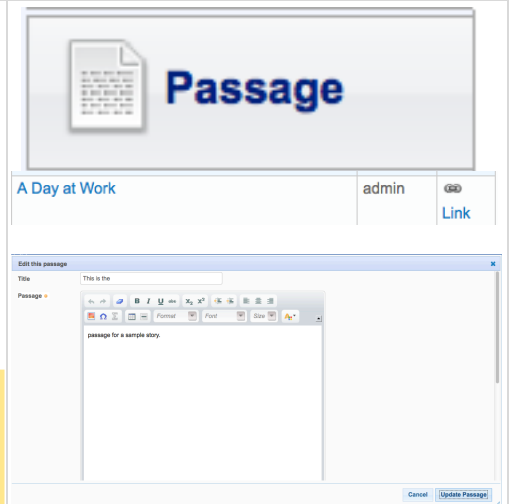
Adding and Editing Item Images

1. Click the image icon in the tools box at the top of the Question or Answer Choices sections.
2. Click **Upload New Image** or **select a previously- uploaded image**.
3. If adding a new image, give it a short description, then click **Select Image** to browse your computer.
4. Locate the file and select it by double-clicking.
5. Click **Save and Continue**.
6. Click on the image from the image library to add it to the question or answer choice.
7. Once in the image library, hover your cursor over the image to reveal the  icon in the lower right corner. Click on the icon to edit the image.
8. Click and drag the hash marks on the lower right corner of the image to make the image larger or smaller.




Adding Passages to Items

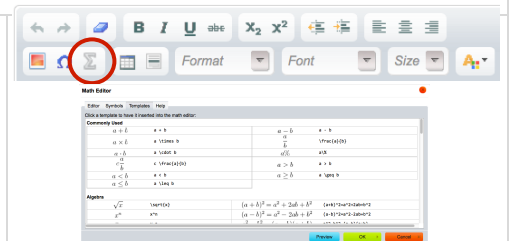
1. To add a passage to an item, click the **Passage** tab on the left of the item edit screen.
2. If the passage is already in the passage library, click **Link this item to an existing passage**. Click the title to preview the passage, or **Link** to link it to the item.
3. If the passage needs to be added, click **Create a new passage**. Add a title and the text. Click **Create Passage** to generate the passage.



TIP
If a single image (like a map) will be linked to multiple questions on an assessment and you wish for it to show only once, add the image to a passage and simply link each question stem to the passage.

Adding Math Symbols and Equations

1. Click the  icon to add math symbols.
2. Enter the equation in TEX format or use the Symbols or Templates tabs to assist in building it.
3. Preview the equation by clicking **Preview**. Click **OK** when your equation is ready.



Like items, text for passages can be pasted from .txt files, but not from Word documents.

Find out more about TEX format by clicking on the Help tab in the equation editor modal window.