

Create Assessments Items

Quick Reference Card

Create Assessments Items

Schoolnet contains many features to make the creation of test items both fast and flexible. For additional details, refer to the quick reference cards on the specific item types, working with passages, foreign languages, rubrics, and math items.

Options for Creating Items

Add items to an item bank for future use or create them while building a test.

Create Items Individually

To add an item for use later, start by clicking the Assessment Admin header. From the Create menu, click **Create an Item**.

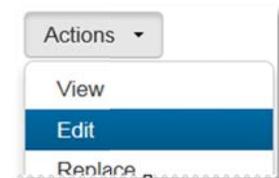
Create Items as Part of a Manual Test

When you create a new manual test, you can specify the number of items so the test will generate placeholders for each. If all or most items are multiple choice, check the available option to eliminate the extra step of picking the type for each item.



Number of Items All Multiple Choice

On the Test Detail page, click **Edit** next to a placeholder item to add content.



After completing an item, from the Item Detail page click a number in the Test Items header to navigate to the next placeholder.



In the Ready to Schedule stage of a test, you have the option to make the items available for other tests. To do so, scroll to the bottom of the page and click **Add All Items to Item Central**. Then scroll back up and click **Schedule**.

[Add All Items to Item Central](#) (will not update items currently in Item Central)

Use an Express Test as a Standards “Scaffold”

If you want to create a specific number of items per standard, use the Express Test feature to create a “scaffold” for each standard that does not have any aligned items. When you create the placeholder test, indicate how many items per standard to include. This will save several clicks and ensure that each standard has the desired number of items created for it. When you’ve built all placeholder items, click **Ready to Schedule**. At the bottom of the screen, click **Add All items to Item Central** to save the items for future use in Item Central. Then, delete the test that you used to build the items.

Create a Multiple Choice Item

All item types share several required fields and options. Start by learning to enter a multiple choice item and then try out the other types.

To create a multiple choice item:

1. Roll your cursor over Assessment Admin and click **Create**

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2. Click **Create an Item**
3. Click **Multiple Choice**
4. In the Item Properties section, choose a subject and grade level
5. If you know the standard, click **Edit** and enter a Standard ID

Otherwise, click **Standard Lookup** to browse. In the Item Standard Picker, click the + icon to expand the standard. Choose one standard and click **Done**.

6. Optionally, add teacher instructions on how to administer this item
7. Provide an item name, publisher, and keywords as appropriate

Click **Show More** to enter optional metadata—such as item category and course ID—that can be used to search for the item

8. Under Question Content, select **Click here to add content** to open the text editor and add your question content in the new window that appears

Several formatting options are available, including:

	Paste from Word — Use this paste option when copying from Word to avoid introducing formatting errors.
	Insert Image — Do not copy and paste an image; instead import the file using the Insert Image icon. Supported file types include: jpeg, gif, and png.
	Math Equation — Insert an equation built from the available syntax.

	Special Character — Insert characters not available on a standard keyboard.
	Table — Use a table when you need columns.
	Spell Check — Correct spelling errors.

9. Click **Save** when you are finished entering content
10. Repeat the same process for each of the answer choices associated with this question

Click **add new answer choice** or the X icon to adjust the number of answer choices as needed. Up to 10 are supported.

11. Check the answer that is the correct response

By default, the correct response will be worth one point, but you can change this value to weight questions differently.

12. Optionally, add a teacher explanation to indicate a common reason why students select a wrong answer

The teacher explanation appears in Item Analysis reports.

13. If students have access to view their results, you can add a student explanation to provide feedback
14. If you are creating the item as part of a test, click **Return to Test Detail** or jump to the next question by clicking a number in the Test Items header.

The item preview is not available for items created within a test, but you can preview the entire test at any time to view in-progress items.

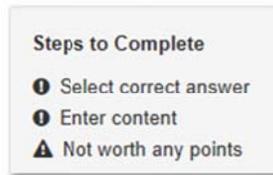
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15. If creating an item independently of a test, click **Save and Preview** and then choose whether or not to preview the item with math manipulatives
16. Close the preview window and click **Save** to save and select sharing options

Depending on your user permissions, you can save the item for your use only, add it to a co-authoring folder, or share it at the institution level.

About Steps to Complete

Use the Steps to Complete section of the Create New Item page to identify if required information is missing. The alerts may not update until you save your item or change screens, such as by selecting a standard or previewing the item. Note that the Submit button is not available until all alerts are cleared, so you may find it easier to submit multiple items from the item bank as a last step after item creation.



Available Item Types

Online tests support all test types. The use of clickers, pre-printed OMR answer sheets and plain paper answer sheets limit what item types are available.

Item Type/Purpose	Notes
Multiple Choice	Supports up to 10 answer choices. Use when there is one correct answer. Partial credit is not supported: although you can allow for either of two answers to earn the full point value, students cannot get points for each of two answers.

Item Type/Purpose	Notes
True or False	The stem expresses a statement that the student marks as "true" or "false."
Open Response Use for written or uploaded response answer.	Attach a rubric, scoring instructions and exemplars.
Matching Use to identify relationships or associations between similar items, such as terms, objects, or concepts.	Define up to 18 question stems and 18 answer choices. Add more answer choices than question stems to increase the difficulty of the item.
Inline Response These items are similar to fill-in-the-blank test items.	The item can consist of a single sentence, phrase, or several paragraphs. Answer choices can be up to 50 characters in length.
Gridded Response Use a gridded response question for numeric answers.	Supports up to 8 columns and you can include more columns than necessary. You can pre-populate the decimal place, use negative numbers and specify if a fraction must be entered exactly as shown.
Task Use when you want to save multiple items together in a specified order to use for multiple assessments.	Each activity (item) within the task can build on the previous activity. You can include all other item types and they each can be aligned to a different standard.

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Item Type/Purpose	Notes
<i>The following are Technology Enhanced Items that are available for online tests only:</i>	
Drag and Drop Use when you want students to sort answers into one of multiple containers to indicate their answers.	Can have up to 8 containers and 8 answer choices, including formatted text and images, but not media.
Click Stick Click Drop Use as an alternative to drag and drop when students will be testing on a tablet or without a mouse.	The same options are available as for a drag and drop item.
Hot Spot Use to require students to drag and drop a target icon on a specific location within a reading selection, math equation, graphic, or image, based on the question stem.	Up to 16 hot spots can be defined as possible responses. Edit and save PNG, GIF, or JPG images not exceeding 600 x 600 pixels before uploading.