DATA DIRECTOR — Creating an Item Bank Assessment
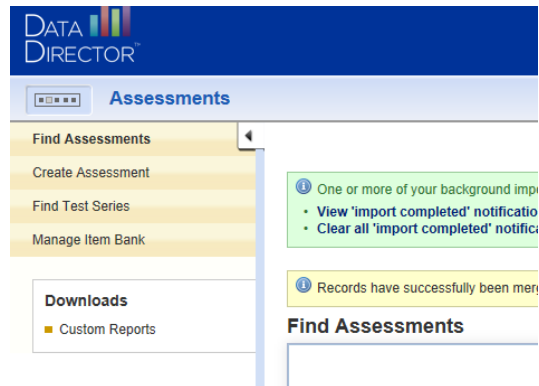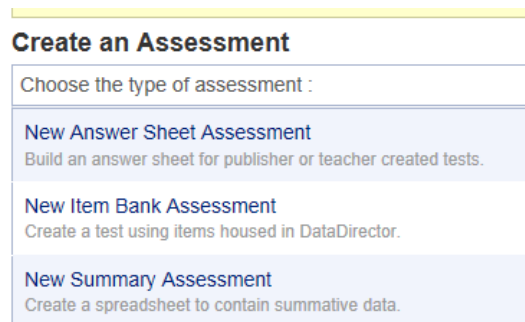
1.) Select the **Assessments Icon** [Assessments] from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.

2.) Select **Create Assessment** from the side menu

3.) Select **New Item Bank Assessment** as the assessment type

4.) Best Practice: Begin the title with the academic year ex. 2012-2013, followed by a descriptive name for the assessment

Title (Required) - *Enter a title for the assessment.*
Local ID - Optional entry used to enter a local identifier.
Grades (Required) - *Click (None) and select grade(s) from pop-up*
Subject Area (Required) - *Click (None) and select from pop-up*
Type (Required) - *Click (None) and select from pop-up*
*Year - **Click (None)** and select academic year from pop-up*
Exam date option - Set to Single Date by default, select Date Range to add a date range.
Exam date (Required) - Enter date or if date range option selected, enter dates

5.) Enter **Assessment Summary**

6.) Click **Save Changes**
NOTE: Your answer sheet will be assigned a unique Assessment ID. This ID can be used to locate your answer sheet in the future for editing, printing, or scanning.

Questions: Contact Heidi Aldrich, GIRESD, at haldrich@giresd.net or 989-875-5101 ext. 341

Adding Questions

1.) Click Add Question

2.) Filter by Standard: Choose the standards you would like to search for by first clicking on the

 Michigan - Grade Level and High School Content Expectations

This will expand your criteria further allowing you to choose a content area, then grade level and standard and even strand.
OR

 National Standards - Common Core State Standards

This will expand your criteria further allowing you to choose between ELA and Math, then grade level (choose actual grade level, NOT grade level introduction), then standard and even strand.

3.) Click the box next to the box you would like to pull in items for:

4.) Scroll down to Item Publishers near the bottom of the Item Search page and choose Expand All. Check the box next to the specific item bank you would like to pull from or leave blank to pull from all banks.

5.) Click Search

6.) View available items by clicking on the title OR add all items within a standard by clicking on Select (#) Items.
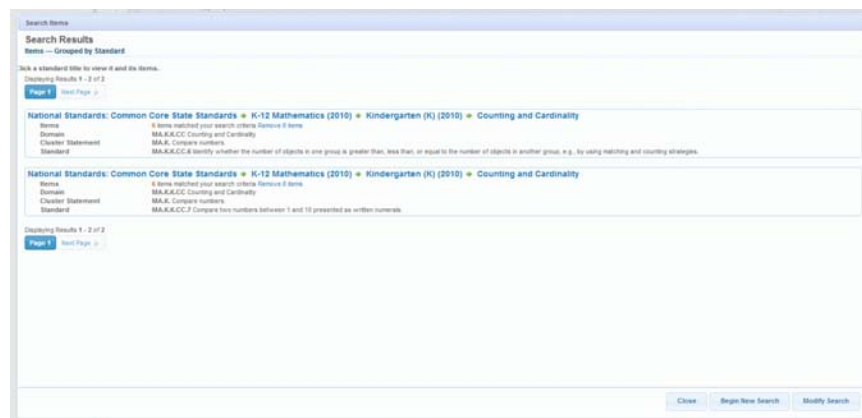

7.) Select an item(s) to be added to your assessment by clicking the box next to the Item ID number. The item(s) will attach to the assessment automatically.
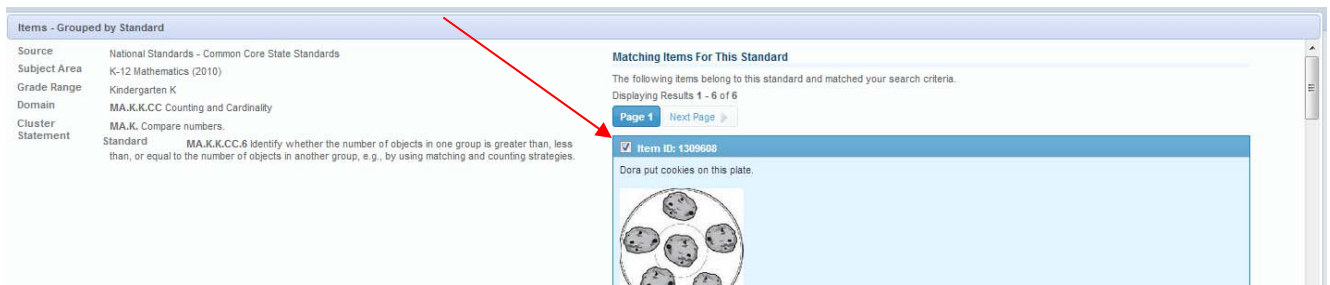
8.) To modify your search click Close

9.) Click Modify Search and repeat steps 1-7 above.
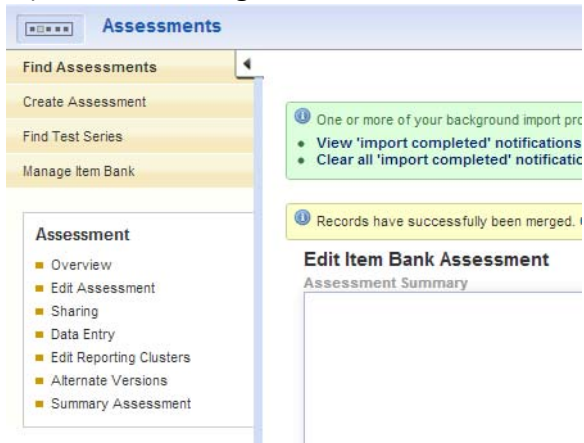

Note:
Reordering questions -You can reorder questions by clicking and holding the hash marks next to the question and dragging it to the new location.

Finalizing your Assessment
10.) Click Save Changes and watch for the *bouncing green bar* to verify your assessment has been saved.

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View Your Assessment

1.) In the left navigation menu "Assessment" select Overview

2.) Scroll to the bottom of the page and select the PDF to either print assessment booklets or create answer sheets.

NOTE: Online Assessments

1.) Click Online Assessment has not been configured.
 2.) Click Yes next to Enable Online Testing
3.) Change the Testing Period End Time to a desired date. (ex: 06/30)
4.) Click Always next to Disable Student Tutorial
5.) Save Changes

Note: Contact Heidi Aldrich for assistance on assigning online test keys or printing answer documents to complete the process or refer to the instructional handouts.