Associating Passages

Associate a passage to any question type. Use it to include content that applies to multiple items, such as a diagram or picture. Refer to the following points when associating a passage to questions:

- The Express Test method of creating a test is not recommended for tests with passages

- To include line numbering for a passage:
  o If you can embed numbers in the text, then type the numbers in parentheses
  o Insert line breaks (Shift+Enter) at end of each reading line to create a soft return, and precede each line of text with a line number

- To add a passage to a test item, at the bottom of the test item page, click **Add Passage** and then choose **New Passage** or **Search for Passage**

- To add a passage (and the associated test items) to a test, select **Find an Item or Passage** from the Assessment Admin menu

Create New Passage and Add Items

Create passages that can be associated with test items.

To create passages:

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

2. Click **Create a Passage**.

3. Enter the **Passage Title**. This title displays in the results when searching for passages.

4. Enter **Content**. The passage body field allows users to copy and paste content (e.g. text, images, graphs) from your existing tests and/or electronic item banks. You can also type directly into it.

5. Select the **Passage Orientation**. There are two ways to view passages in an online test.

6. Select a **Subject** and **Grade level**.

7. **Optional**: Enter additional information about your passage to provide additional search filters.

8. Click **Save**

9. **Optional**: Click **Add New Item** to create a new item to associate to the passage

10. **If applicable** choose **sharing options** to determine who can view the item in **Item Central**.

Add a Passage to a Question

Any question type can be associated with a passage. Once a passage is created, you can link multiple questions to the same passage.

To add a passage:

1. Scroll to the bottom of an item that will be linked to a passage

2. Click the down arrow next to **Add Passage**

3. Select **New Passage**

4. Enter a **title** and the **content** of the passage

5. Select a **Subject** and **Grade level**

6. Click **Save**

7. Click **Back to Previous Page** to return to the item

8. To link additional items to the same passage, click the down arrow next to Add Passage and click Search for Passage

9. Slowly type in the title of the passage. Highlight the title in the type-ahead pop-up.