

Create Passages Quick Reference Card

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
 - 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 I tem 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.

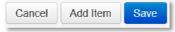
Create a Passage

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.

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