



Schoolnet: Submitting a Test Item Quick Reference Card

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Audience: This document is intended for assessment item creators who know how to create an item in Schoolnet and would like to share it.

As a first step, ask your Schoolnet administrator which of the following configurations, if any, applies to your site:

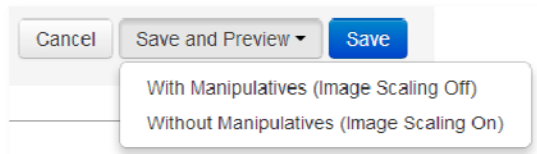
- Teachers submit items to a reviewer at the school. The reviewer approves the items for the school materials bank. At that point, the items are visible to users at the school. The reviewer has the option to submit the items to a reviewer at the district. The district reviewer approves the items for the district item bank, and the items are then visible to all schools.
- Teachers submit items to a reviewer at the district. The reviewer approves the items for the district materials bank, and they are available to all schools.
- Teachers submit items to a reviewer at the school. The reviewer approves the items for the school bank, but the materials are visible to teachers at all schools in the district.

Be sure you understand the submittal process at your school.

Submit a Test Item During the Creation Process

To share a test item you created, submit it.

1. Create an item with all required fields
2. Preview your item, either with or without manipulatives (mathematical tool aids)
3. Close the Preview window to return to the item



4. Click **Submit [to School/District]**



Use the Steps to Complete section of the Create New Item page to identify if required information is missing. Note that the alerts may not update until you save your item or change screens, such as by selecting a standard or previewing the item. The Submit button is not available until all alerts are cleared, so you may need to preview the item if you want to submit it before saving.

Steps to Complete

- ❗ Select correct answer
- ❗ Enter content
- ⚠ Not worth any points

5. To confirm that you want to submit the item for approval, click **OK**
6. To save your work, click **Save**

Submit a Test Item After the Creation Process

If you did not submit an item during the creation process, you can locate and submit it later from Item Central. Note that if you have permission to save directly to the school level, the items will not be under the filter "Created by = Me," but under the school instead.

