



# Schoolnet: Create a Multiple Choice Item Quick Reference Card

## Schoolnet: Create a Multiple Choice Item

Schoolnet contains many built-in features to make the creation of test items both fast and flexible.

### Options for Creating Items

Add items to an item bank for future use or create them as part of a test.

#### Create Items Individually

To add an item for later use, click the Assessment Admin header and then click **Create an Item**

#### Add Items as Part of Creating a Test

To add items when creating a test, indicate the approximate number of items so the test will generate a placeholder for each.

Number of Items:   All Multiple Choice

From the Test Detail page, click **Edit** next to an empty item to add the content. Alternatively, from a completed item you can use the Test Items header to jump to the next question.

Test Items 1 2 3 4

Optionally, to make the items available for other tests, before you click Schedule, be sure to click **Add All Items to Item Central**.

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

## Use an Express Test as a Standards “Scaffold”

When adding multiple choice items to populate the Item Bank, rather than for a specific assessment, use the Express Test feature to create a “scaffold” for each standard that needs items. When you create the placeholder test, indicate how many questions 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 Express Test that you used to build the items.

## Create a Multiple Choice Item

Each multiple choice item supports up to 10 answer choices.



1. Roll your cursor over Assessment Admin, and click **Create**
2. Click **Create an Item**
3. Click **Multiple Choice**
4. Under ITEM PROPERTIES, choose a grade level and subject
5. Click **Standard Lookup**

If the item is part of a test, the standard set defaults to the grade level and subject chosen for the test; otherwise select the desired standards document, grade level, and subject. Click the + icon to expand the standard. Choose one standard and click **Done**.





6. Select **Click here to add content** to open the text editor and add your question content in the new window that appears

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Several formatting options are available:

-  Paste from Word – Use this paste option when copying from Word to avoid formatting errors
-  Insert Image – Do not copy and paste an image; you must 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

7. Click **Save** when you are finished entering content
8. 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.

9. Check the answer that is the correct response and weight the question by changing the point value if desired

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

The teacher explanation appears in Item Analysis reports.

10. If students have access to view their results, add a student explanation to indicate why each item is correct or incorrect
11. Add a publisher, your name, and keywords as appropriate
12. Click **More Options** to expand the section and access additional fields

Do not use the Hint field.

13. Click **Save** to add your item to Item Central

If you are creating the item as part of a test, click **Return to Test Detail** or jump to the next question using the blue Test Items header.

## Add a Passage to a Question

Associate any item type with a new or existing passage. A passage might be a reading selection, math equation, graphic, or image. Once created, you can link multiple items to the same passage.

To add a new passage:

1. Scroll to the bottom of the item
2. Click **Add Passage**
3. Select **New Passage**
4. Enter a passage name and the content of the passage
5. Choose the grade level and subject
6. Add optional information as appropriate and then click **Save** to return to the item, which will now indicate that the new passage is associated with it

