

Schoolnet: Approving a Test Item Quick Reference Card

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Audience Roles: Leadership, Staff with Test Item Administrator

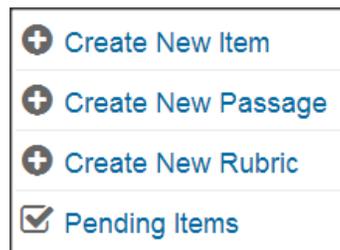
Ask your Schoolnet administrator which of the following configurations applies to your site:

- 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 item 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 materials bank, but the materials are visible to teachers at all schools in the district.

Approving a Test Item

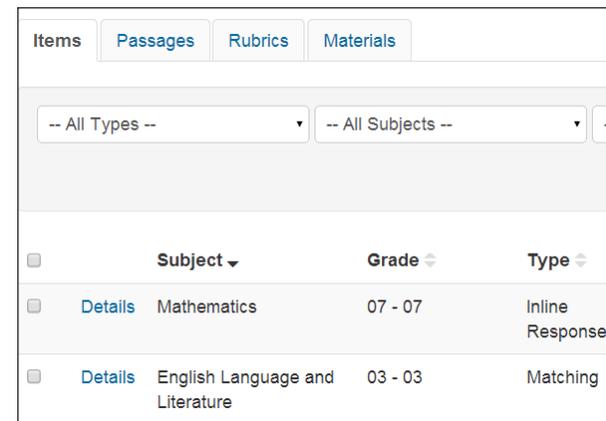
To approve a test item, follow these steps:

1. Roll your cursor over the **Assessment Admin** header and click **Find an Item, Passage or Rubric**
2. Click **Pending Items** from the menu on the right



3. On the **Items** tab, sort any column by clicking the header

If the list is very long, use the **Grade**, **Type**, **Subject** and **Source** filters as needed to reduce the number of results.



To approve an item without reviewing it, select the check box next to the item and click **Approve** at the bottom of the page.

4. To see more information about an item, click **Details**
5. To access the approval screen after reviewing the item details, click **Approve this Item** (even if you plan to request revisions)
6. Enter comments in the **Comments** text box, as needed
7. To approve the item, click **Approve**

If you **Return** the item, the status reverts to private. The creator can modify and resubmit the item.

The submitter will receive an email indicating whether the item was approved or returned.