

Schoolnet: Create Assessments Items Quick Reference Card

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Audience Roles: Teacher, Leadership, Staff with Test Item Administrator

Schoolnet contains many features to make the creation of test items both fast and flexible. For additional details, refer to the quick reference cards on the specific item types, working with passages, foreign languages, rubrics, and math items.

Options for Creating Items

Add items to an item bank for future use or create them while building a test.

Create Items Individually

To add an item for use later, start by clicking the **Assessment Admin** header. From the menu on the first, click **Create an Item**.

Create Items as Part of a Manual Test

When you create a new manual test, you can specify the number of items so the test will generate placeholders for each. If all or most items are multiple choice, check the available option to eliminate the extra step of picking the type for each item.

Number of Items ☐ All Multiple Choice

On the **Test Detail** page, click **Edit** under the **Actions** drop down menu next to an item to add content.

Actions ▾

- View
- Edit
- Replace

After completing an item, from the **Item Detail** page click a number in the **Test Items** header to navigate to the next placeholder.

Test Items 1 2 3 4

In the **Ready to Schedule** stage of a test, you have the option to make the items available for other tests. To do so, scroll to the bottom of the page and click **Add All Items to Item Central**. Then scroll back up and click **Schedule**.

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

Use an Express Test as a Standards “Scaffold”

If you want to create a specific number of items per standard, use the Express Test feature to create a “scaffold” for each standard that does not have any aligned items. When you create the placeholder test, indicate how many items 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 test that you used to build the items.

Create a Multiple Choice Item

All item types share several required fields and options. Start by learning to enter a multiple choice item and then try out the other types.

To create a multiple choice item:

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1. Roll your cursor over **Assessment Admin** and click **Create**
2. Click **Create an Item** from the menu on the far right
3. Click **Multiple Choice**
4. In the **Item Properties** section, choose a **Subject** and **Grade Level**
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. Click **Show More** to enter optional metadata—such as **Item Category** and **Course ID**—that can be used later when searching for the item
7. Under **Question Content** select **Click here to add content** to open the text editor and add your question content in the new window that appears

Several formatting options are available, including:

	Paste from Word — Use this paste option when copying from Word to avoid introducing formatting errors.
	Insert Image — Do not copy and paste an image; instead 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.

8. Click **Save** when you are finished entering content
9. 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. Up to 10 are supported.

10. Check the box to indicate the answer that is the correct response

By default, the correct response will be worth one point, but you can change this value to weight questions differently.

11. Optionally, add a **Teacher Explanation** to indicate a common reason why students select a wrong answer

The teacher explanation appears in Item Analysis reports.

12. If students have access to view their results, add a **Student Explanation** to indicate why each item is correct or incorrect

13. Add a **Publisher**, **Your Name**, and **Keywords** as appropriate

14. Click **Show More** to expand the section and access additional fields

15. 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 by clicking a number in the **Test Items** header.