## Schoolnet: Submitting a Test Item

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

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

First, ask your Schoolnet administrator which of the following configurations, if any, apply 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.

## Submit a Test Item During the Creation Process

To share a test item you created, submit it for approval.

1. Create an item with all required fields

2. Preview your item, either with or without manipulatives (mathematical tool aids)
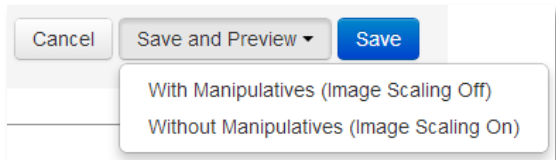


3. Close the Preview window to return to the item and click **Save**

4. On the **Item Status** screen click the radio button to **Share with Others**

5. Click the radio button next to the group you wish to share the item with then click **Save**

## Submit a Test Item After the Creation Process

If you did not submit an item during the creation process, you can locate it and submit it later from **Item Central**. If you have permission to save directly to the school level, the items will be under the school name instead of under **Me** in the **Created by** filter.

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