

Basics of Item Creation

Schoolnet contains many features to make the creation of test items both fast and flexible. For additional details, refer to online help on specific item types.

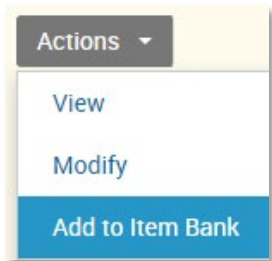
Options for Creating Items

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

Create Items as Part of a New Test

When you create a new manual or express test, you can use existing items and create your own.

In the Ready to Schedule stage, you have the option to make any newly created items available in an Item Bank for later tests.



Create Items Individually

To add an item to a bank for use later, in the Assessments menu under the Items, Rubrics and Passages header, click **Create** and then click the desired item type.

Create a Multiple Choice Item

All item types share several required fields. Start by learning to enter a multiple choice item and then try other types. The field order varies slightly depending on whether you are making a freestanding item or adding within a test, in which subject and grade are already selected.

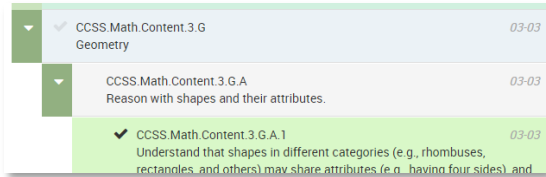
To create a multiple choice item within a test draft:

1. Click **Add Item**
2. From the menu, select **Multiple Choice**
3. Click **Select Standard Alignment**
4. Under Question Content, click in the box and enter the stem
Several formatting options are available.
5. If this item will share a passage with other items, click **Add Passage** and then **New Passage**.

Enter the passage or image and click **Save Passage** to return to the Create item screen. The next time you create an item that uses the same passage you can search for and add it.

6. Enter each answer choice
You can delete unused ones or add additional choices as needed.
7. Select one correct answer and optionally weight it by increasing the point value
8. Click **Select Standards**

- Expand a standard to view a more granular level and check one or more standards



- Click **Save and Close**

Note: If creating or later adding an item with multiple standards within a test you will have the opportunity to designate the primary standard for reporting purposes

- For mathematics items, you have the option to make tools and manipulatives such as rulers and calculators, available for online assessment
- A Formula Reference Sheet can be uploaded with additional information for students testing online, such as a periodic table or list of formulas. It will show up as an exhibit for the item in an online test.