

Search Item Bank

- Search items using a combination of any of the following delimiters
 - Category
 - Keywords
 - Type: Questions, Answers, Passages, Standards
 - Grades
 - Discipline
 - Strand
- Click *Next Step*
- View item results

Edit My Items

- Find your items using the scroll bar or type the item number in the box and click *Go*
- View the item

Create an Item

Creating an Item

- Click *Link to Standard* search for and link a standard the item
- Type item question and optional rationale
 - *Add *Element Options* (e.g. a picture or graph) if applicable
- Type answer choices and optional rationale
 - *Add *Element Options* (e.g. a picture or graph) if applicable
- Click the check box to indicate correct answer
- Click *Save*

Adding a Passage

- Click *Link to Passage* to link the item to a passage or, after clicking *Link to Passage*, click *Create New Passage* to add a passage
- If adding a passage, type the Title, Author, and the Passage Element (the body of the passage).
- Click *Save & Link* in the upper left corner

Editing the Item

- Click the *Exam* tab, then click *Search Item Bank*
- Click the *My Items* check box and click *Next Step*
- Click the blue item number
- Make any necessary modifications to the item and click *Save* at the bottom of the page

Browse Imagebank

Browsing

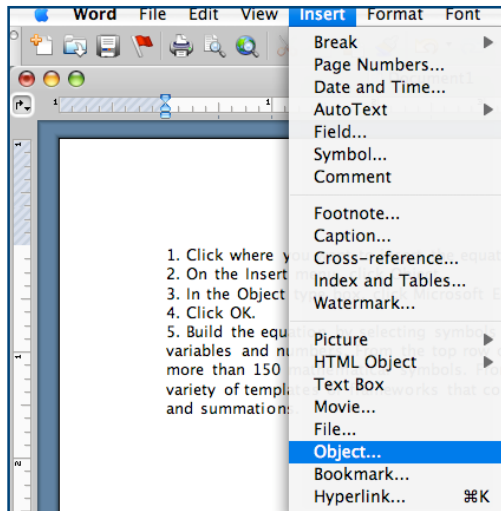
- Click the drop down menu and select a discipline
- View images the and use the pagination at the bottom of the screen to analyze other images

Adding an Image

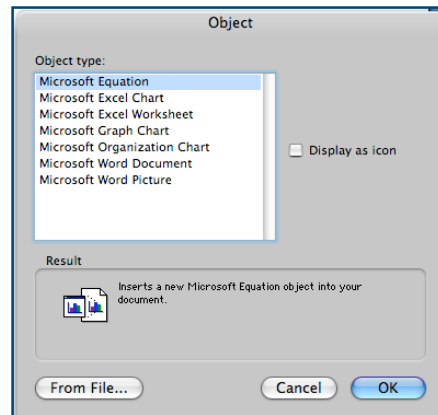
- Click ... *Upload New Image*
- Type the title and link the item to a discipline
- Click *Browse* to retrieve the image

Adding an Equation to the Item Bank

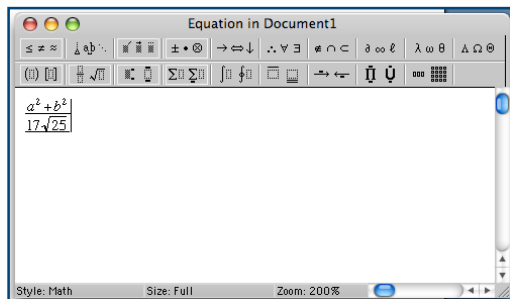
- In your Word document, click where you want to insert the equation.
- On the Insert menu, click Object.



- In the Object type box, click Microsoft Equation then click OK.



- Build the equation by selecting symbols from the Equation toolbar and typing variables and numbers. From the top row of the Equation toolbar, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.



- After creating or editing your equation, simply close the Equation Editor and your equation will be placed on your document.

- Right click (or control-click) on the newly created equation and select "Save as Picture" to create a file that can then be uploaded into DataDirector's Item Bank.

