

Basics of Item Creation

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 specific item types, working with passages, foreign languages, rubrics and math items.

Options for Creating Items

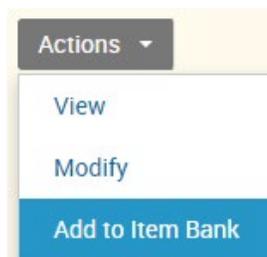
Add items to an item bank for future use or create them while building a test. When choosing an item type, review the table on page 3 to determine which would best measure the skill to assess.

See also: *Understanding Item Bank Access Quick Reference Card*.

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

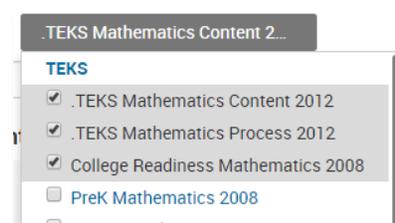
To add an item to a bank for use later, in the Assessments menu under the Items, Rubrics and Passages header, click **Create** and then click the desired item type.

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 freestanding multiple choice item:

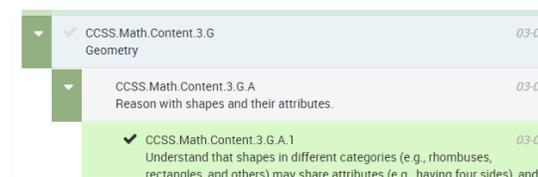
1. In the Assessments menu under the Items, Rubrics and Passages header, click **Create** and then click **Multiple Choice**
2. Choose a subject and grade range
3. Click **Select Standard Alignment**
4. You can select or deselect standards sets in the menu next to the grade range to limit which standards appear underneath



5. Depending on your familiarity with the standard text, choose between the descriptive and list view



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



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7. 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.

8. Under Question Content, click in the box and enter the stem

Several formatting options are available. See also: *Formatting with the Content Editor Quick Reference Card*.

9. If this item will share a passage or image 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.

See also: *Using the Same Passage of Exhibit for Multiple Test Items Quick Reference Card*.

10. Enter each answer choice

You can delete unused ones or add up to 10 additional choices as needed.

11. Select one correct answer and optionally weight it by increasing the point value

12. Optionally, add teacher explanations that will appear in the item analysis to indicate a common reason why students select a wrong answer

13. If students have access to view their results you can add student explanations to provide feedback

14. For mathematics items, you have the option to make tools and manipulatives such as rulers and calculators, available for online assessment

See also: *Special Feature for Math Items Quick Reference Card*.

15. The Formula Reference Sheet can be used to upload any additional information to make available for students testing online, such as a periodic table or list of formulas

16. Optionally, add teacher instructions on how to administer this item

17. Click **Additional Properties** to enter any optional metadata—such as item category and course ID—that can be used to search for the item

18. Click **Preview** and choose from available options

19. Close the preview window and click **Save to Bank**

20. Select the desired bank and click **Save to Bank**

For more information about Items Banks, refer to *Item Searching and Organization Quick Reference Card*.

Partial Credit

The following 'multi-part' items support the choice of partial credit or 'all or none' scoring with your indicated total point value: checklist, drag and drop, click stick click drop, inline response, gap match and hot spot (multiple).

Scoring Model ⓘ [Learn more](#)

Default scoring: Assign points to each answer. All or none scoring: Assign points to the question.

Available Item Types

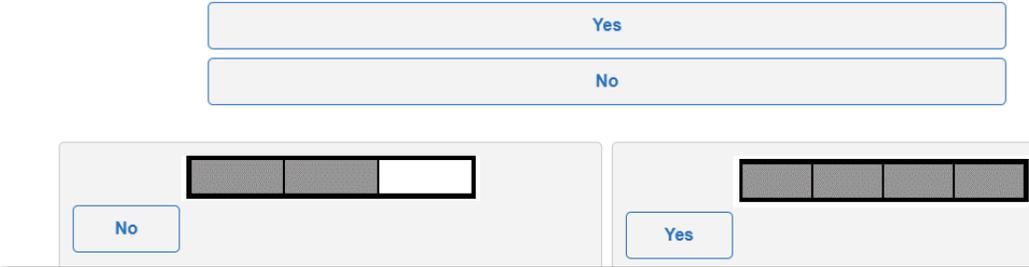
When selecting items for a test, consider how it may be administered to students. The use of paper answer sheets limit what item types can be used. Any item can be associated with a passage.

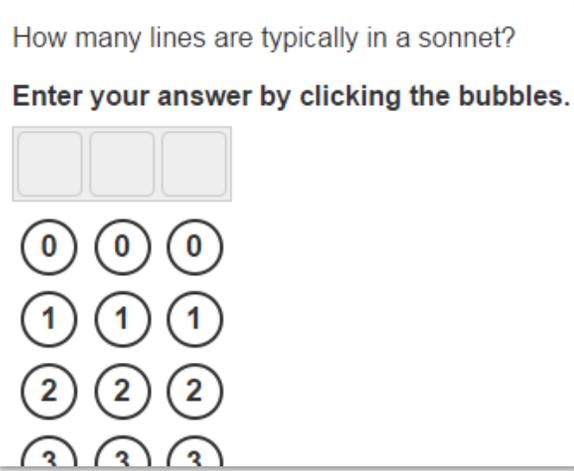
Item Type & Description	Notes	Delivery Method Considerations	Example
<p>Multiple Choice Use when there is one correct answer.</p>	<p>Up to 10 choices. Partial credit not supported. Can allow for either of multiple correct answers to earn full point value, but students cannot get points for each of two answers.</p>	<p>Don't scramble if answer choice include 'all of the above', 'both A and B', etc.</p>	<p>What is the volume of a cube with 5-inch side lengths?</p> <ul style="list-style-type: none"> <input type="radio"/> A. 125 <input type="radio"/> B. 1250 <input type="radio"/> C. 100
<p>Checklist Use for multiple correct answers. Can discourage guessing by assigning negative points to wrong answers.</p>	<p>Maximum response range helps students by providing a cap on possible correct answers. Can weight correct answer choices and/or assign negative points to incorrect answers. Regardless of answers, total score will not be recorded below zero and cannot exceed 99.</p>	<p>Not supported for OMR (pre-printed) answer sheets.</p>	<p>Read the sentence.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Now it is time to take longer strides—time for a great new American enterprise—time for this nation to take a clearly leading role in space achievement, which in many ways may hold the key to our future on earth.</p> </div> <p>What are the most likely reasons the author included this sentence in the text? Select two options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. The author wanted to demand that Congress act immediately. <input type="checkbox"/> B. The author wanted to call attention to the mission's deadline. <input type="checkbox"/> C. The author wanted to show that a space mission will take time. <input type="checkbox"/> D. The author wanted to emphasize the urgency to move forward. <input type="checkbox"/> E. The author wanted to convey his thoughts in a memorable way.

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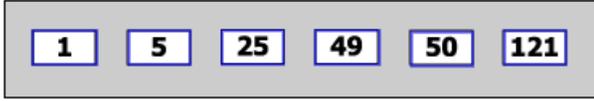
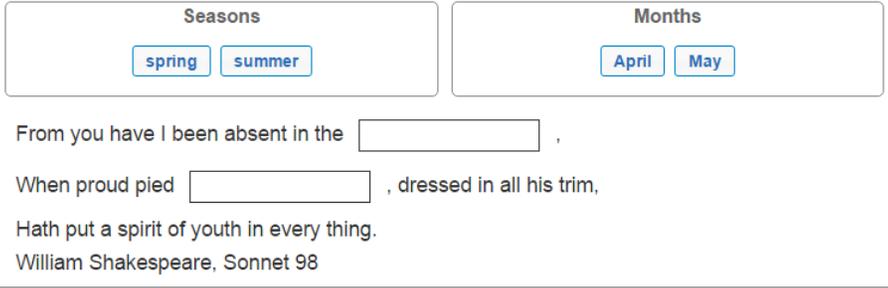
Item Type & Description	Notes	Delivery Method Considerations	Example
True or False			<p>Stagflation is a combination of persistent high inflation and high unemployment in a country's economy.</p> <p><input type="radio"/> T. True</p> <p><input type="radio"/> F. False</p>
Open Response Use for written responses or observed performance.	In addition to capturing writing and math equations, this flexible type can be used to record scores for students reading aloud or even fitness achievements in PE class. You can attach a rubric, scoring instructions and exemplars. See also: <i>Open Response Items and Rubrics Quick Reference Card</i>	Within a test, an Answer Sheet Options section is available to specify how to capture student work for paper tests.	<p>Simplify the expression below completely. Show or explain how you got your answer.</p> $\frac{a^{14} \cdot a^{10}}{a^5 \cdot a^7}$ <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Inline Response These items are similar to fill-in-the-blank test items.	The item can consist of a single sentence, phrase, or several paragraphs. Answer choices can be up to 50 characters in length.		<p>Compare using >, <, or =.</p> <p>a. 1 hundred thousand <input type="text" value="Choose..."/> 10,000.</p> <p>b. 200 thousands 4 hundreds <input type="text" value="Choose..."/> 204,000.</p> <p>c. 8 hundreds + 4 thousands + 27 <input type="text" value="Choose..."/> 640 hundreds</p> <p>d. 50 hundred thousands <input type="text" value="Choose..."/> 50,000,000</p>

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<p>Drag and Drop Use when you want students to sort answers into one of multiple containers to indicate their answers.</p>	<p>Can have up to 8 containers and 8 answer choices, including formatted text and images, but not media.</p>	<p>Online, audio is supported for target containers and answer choices.</p>	<p>Sort the text elements below based on whether they are found in plays or prose. Some can be put into both boxes.</p> 
<p>Click Stick Click Drop</p>	<p>Does not support media. When creating new items, choose drag and drop instead.</p>	<p>In TestNav the item is delivered to students as a drag and drop item type.</p>	
<p>Matching Use to identify relationships or associations between similar items, such as terms, objects or concepts.</p>	<p>Define up to 18 question stems and 18 answer choices. Add more answer choices than question stems to increase the difficulty of the item.</p>	<p>In TestNav, students drag their response and drop it into the desired question container.</p>	<p>Decide whether each fraction strip is equal to $\frac{2}{2}$. Choose Yes or No for each fraction strip.</p> 

Item Type & Description	Notes	Delivery Method Considerations	Example
<p>Gridded Response Use a gridded response question for numeric answers.</p>	<p>Supports up to 8 columns and can include extra columns to avoid giving away number of places in the answer. You can pre-populate the decimal place, use negative numbers and specify if a fraction must be entered exactly as shown. See also: <i>Gridded Item Quick Reference Card</i></p>	<p>Choice of bubble selection grid or text box entry. Takes up lots of space on paper answer sheets.</p>	<p>How many lines are typically in a sonnet?</p> <p>Enter your answer by clicking the bubbles.</p>  <p>The example shows a question: "How many lines are typically in a sonnet?". Below it is a text box with the instruction "Enter your answer by clicking the bubbles." Inside the text box, there are three empty rectangular bubbles for digits. Below the text box is a numeric keypad with four rows of three circular bubbles each, containing the digits 0, 1, 2, and 3 respectively.</p>
<p>Task Use when you want to save multiple items together in a specified order with instructions or to use for multiple assessments.</p>	<p>Each activity (item) within the task can build on the previous activity. You can include all other item types and they each can be aligned to a different standard. See also: <i>Creating Multi-Item Tasks Quick Reference Card</i></p>	<p>If a task contains two activities they will be displayed to the student on the same page.</p>	

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<p>Hot Spot Use to require students to drag and drop a target icon on a specific location within a reading selection, math equation, graphic, or image, based on the question stem.</p>	<p>Available for either single or multiple correct answers. Up to 16 hot spots can be defined as possible responses. Edit and save PNG, GIF or JPG images not exceeding 600 x 600 pixels before uploading. See also: <i>Creating Hot Spot Items Quick Reference Card</i></p>	<p>Online only</p>	<p>Directions: Click on all of the numbers you want to select. Which numbers are perfect squares?</p> 
<p>Gap Match Works like a combination of inline response and drag and drop.</p>	<p>Can have categories. See also: <i>Creating Gap Match Items Quick Reference Card</i></p>	<p>Online only</p>	<p>Fill in the missing words for this passage.</p>  <p>From you have I been absent in the _____ , When proud pied _____ , dressed in all his trim, Hath put a spirit of youth in every thing. William Shakespeare, Sonnet 98</p>
<p>Hot Text, Graphic Gap Match, Universal</p>	<p>Import only, cannot be created or edited in Schoolnet.</p>	<p>Online only</p>	<p>NA</p>