Quick Guide - Item Bank

The itembank is a permission-based feature and if enabled, will appear as option in: Assessments > Create a New Assessment > Itembank; or Assessments > under Itembank, and click Visit Itembank.

What can you create?

*First time logging in? You may have to register with your email address and Illuminate password.

When you click on the Create tab, you have three options, New Assessment, New Item, and New Passage. By clicking on New Item or New Passage, you are only creating singular assessment items. To use these items, you will need to select them when building a New Assessment.

Creating a New Assessment

Select the Create tab. Select New Assessment. Enter the Assessment details (Title, etc.). Select standards by choosing a standard set and grade level > click Search. Choose appropriate standards by checking the box in front of the standard > Select Continue.

Select Add Items to search for items using filters. Click Add to choose items.

Review allows you to review items selected, shuffle answer choices, and item order.

Booklet allows you to arrange the layout of your assessment and Generate, or save/print a digital copy of the student and teacher booklets.

Publish means you will send this assessment to your Illuminate Assessment account, ready to scan and located in your Assessment List. It will be a permanent copy and you can no longer edit the assessment once published.
To access assessments you have created within the Itembank, both published and unpublished, click on the Assessments tab. This will bring you to your list of assessments.

Click on the assessment title to open the assessment.

You can also duplicate and create assessments from this screen.

Select the Trash Can to delete an assessment-NOTE: THIS CANNOT BE UNDONE.

You can also search for specific assessments by using the keywords search bar at the top of the page. Click Search.
To access items you have created within the Itembank, both published and unpublished, click on the Items tab. This will show you all of the individual items you have created.

Select the Pencil to edit any portion of the item.

Select the Paper icon to duplicate an item.

Select the Trash Can to delete an item.

Click on My Passages to access any passage based items you have created.

Click Create Item to create a new item.

You can also search for specific items by using the keywords search bar at the top of the page. Click Search.