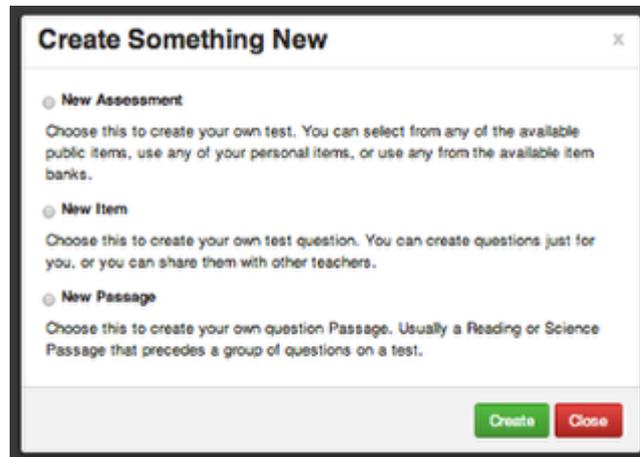


Quick Guide - Item Bank

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**.

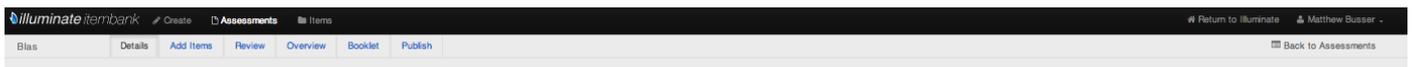
What can you create?



*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.

Finding Assessments or Items you've created

The screenshot shows the 'My Assessments' page. At the top right is a green '+ Create Assessment' button. Below it is a search area with a 'Keywords' input field (placeholder: 'Enter search keywords...'), a 'Published' dropdown menu (placeholder: '-- Select --'), and an 'ID' input field. A blue 'Search' button is to the right. Below the search area, it says 'Displaying 1 to 10 of 622'. There are two pagination controls, each showing a list of numbers from 1 to 10. The main content is a table with the following data:

ID	Title	Questions	Author	Published	Last Modified	
4587	Ascend Learn Test	6	Matthew Busser	Yes	Apr 8, 2014	
4582	Inspect Std Search Test	0	Matthew Busser	No	Apr 7, 2014	
4578	Standards Quiz	0	Matthew Busser	No	Apr 7, 2014	
4577	Math Grade 5	3	Matthew Busser	No	Apr 7, 2014	
4549	CASBO	4	Matthew Busser	No	Apr 7, 2014	
4574	Math Grade 5	0	Matthew Busser	No	Apr 7, 2014	
4547	Math Test	0	Matthew Busser	No	Apr 4, 2014	
4544	1212 mB	0	Matthew Busser	No	Apr 4, 2014	
4542	Clyde is Testing	1	Matthew Busser	No	Apr 4, 2014	
4541	CCSS Grade 6 v4	10	Matthew Busser	No	Apr 4, 2014	

Below the table, it says 'Displaying 1 to 10 of 622'. At the bottom right are three buttons: 'Delete' (red), 'Duplicate' (blue), and '+ Create Assessment' (green).

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**.

illuminate itembank Create Assessments Items

Items My Passages Feedback Report

Items + Create Item

Standards [Select Standards](#)

Item Banks [My Items / Passages](#) Authors [Select Authors](#)

Item Types [Select Item Types](#) Item Keywords [Enter Item Keywords](#)

Passages [With or Without Passages](#) Passage Title [Enter Passage Title](#)

Attributes [Item \(Language\(English\)\)](#) Item / Passage Identifiers [Enter Identifiers](#)

[Search](#)

Displaying 11 to 14 of 14

ID	Rev	Stem	Type	Bank	Author	Published	Updated	
242581	1	Stem	MC		Matthew Rankin	No	Oct 2, 2013	
242580	1	stem	MC		Matthew Rankin	No	Sep 26, 2013	
237831	1	What is the intersection of the two g	MC		Matthew Rankin	Yes	Aug 27, 2013	
237826	1	Stem	MC		Matthew Rankin	No	Aug 23, 2013	

Displaying 11 to 14 of 14

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**.