

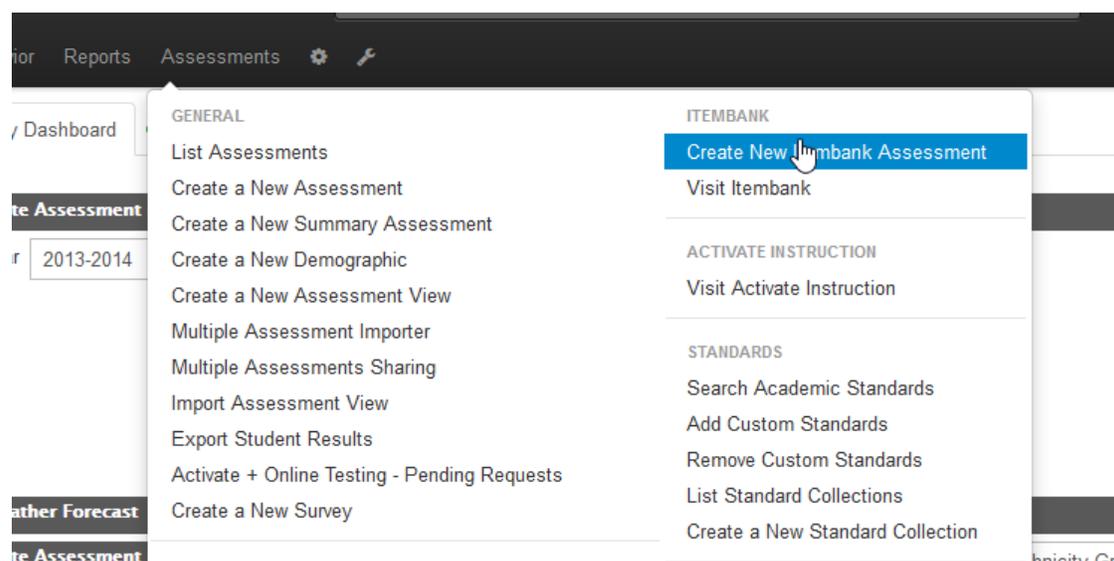
Create Item Bank Assessments

Steps required to create an item bank assessment using INSPECT or other item collections, publishing the assessment and making it available for online administration.

Learning targets:

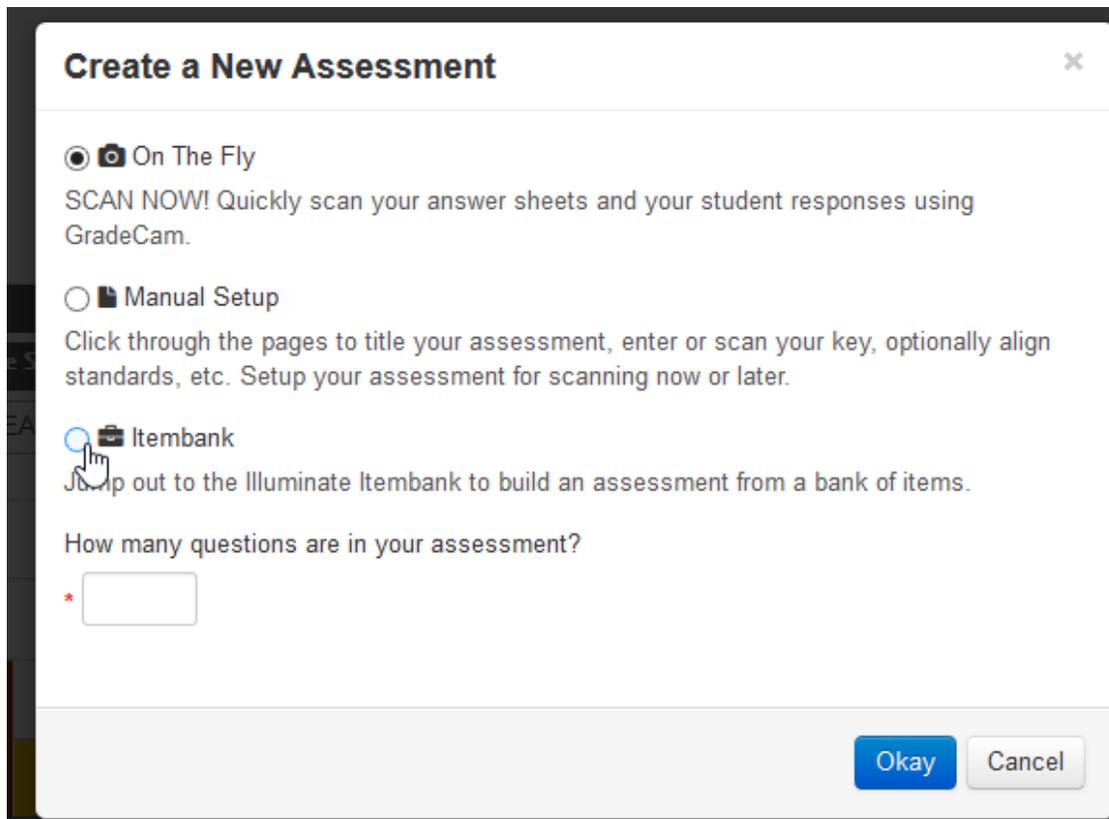
- Access the item bank
- Search for items based upon standard, difficulty, response type
- Add additional standards collections
- Add items to the assessment
- Editing the assessment
- Publishing the assessment
- Make the assessment available for online administration

Access the item bank



If you have access to the item bank, you can select Assessments>Create New Item Bank Assessment to view the items. (If you do not have this option, contact the Illuminate support person in your district, or call the help desk at 244-1215)

Access the item bank (alternate method)



Create a New Assessment ✕

 On The Fly
SCAN NOW! Quickly scan your answer sheets and your student responses using GradeCam.

 Manual Setup
Click through the pages to title your assessment, enter or scan your key, optionally align standards, etc. Setup your assessment for scanning now or later.

 Itembank
Jump out to the Illuminate Itembank to build an assessment from a bank of items.

How many questions are in your assessment?
*

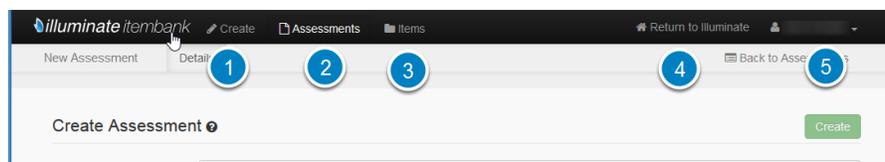
Okay **Cancel**

An alternate method to access the item bank is to create a new assessment and select the "Itembank" radio button. (If you do not have this option, contact the Illuminate support person in your district, or call the help desk at 244-1215).

Creating an itembank account

The first time you access the itembank, you will be asked to create a new itembank account. You should use exactly the same credentials for the itembank that you use for Illuminate (i.e. your username should be your full e-mail address, and your password should be the same password that you use in Illuminate).

Navigation within the Itembank



The navigation bar within the Itembank has five main options.

1. **Create** - allows you to create new items, passages and assessments. You are currently on the "create an assessment" screen, but it is possible to create your own items and/or passages

using this option.

2. Assessments - allows you to view and edit existing itembank assessments, or create a new assessment.
3. Items - allows you to browse and create items without adding them to an assessment.
4. Return to Illuminate - exits the Itembank and returns you to Illuminate Education.
5. Your name - allows you to modify some itembank settings and exit the itembank.

Add basic information about the assessment

The screenshot shows the 'Create Assessment' form. At the top left is the title 'Create Assessment' with an information icon. At the top right is a green 'Create' button. The form contains the following fields:

- Assessment Name:** A text input field containing '2015-2016 Grade 5 Mathematics, Unit 6, Week 1'.
- Assessment Description:** A text area containing the text: 'This assessment is for Grade 5 Math, Our Created Curriculum series for unit 6, week 1. This assessment focuses upon Common Core standard MA.5.OA.1 and 2 (Operations and Algebraic Thinking, Write and Interpret Numerical Expressions)'.
- Assessment Tags:** A section with three dropdown menus:
 - Academic Year:** Set to '2015-2016'.
 - Grade Levels:** Set to '5th Grade'.
 - Subject:** Set to 'Mathematics'.

At the bottom right of the form is another green 'Create' button.

To create the assessment, enter a name (following the naming conventions of your district). You can also enter a detailed description, academic year, grade level and subject. These fields are optional. Once you have entered the information, hit the "Create" button.

Select standards part 1

After you create the assessment, you are presented with a screen to select specific standards that will be used in the assessment. Use the pulldowns to select the specific standards you wish to view.

Selecting standards part 2

Use the selection triangles to expand the standards. Click on the standard to select it. Selected standards will have a small "chain" icon indicating it has been selected. Click the standard a second time to unlink.

Select standards part 3

Mathematics
Grade 5
▼ CCSS.MA.5.5.OA - (470 Items)
Operations and Algebraic Thinking
▼ CCSS.MA.5.5.OA.WIN - (417 Items)
Write and interpret numerical expressions.
🔗 CCSS.MA.5.5.OA.1 - (306 Items)
Use parentheses, brackets, or braces in numerical expressions, and evaluate expressions with these symbols.
🔗 CCSS.MA.5.5.OA.2 - (117 Items)
Write simple expressions that record calculations with numbers, and interpret numerical expressions without evaluating them.
▶ CCSS.MA.5.OA.APR - (53 Items)
Analyze patterns and relationships.
▶ CCSS.MA.5.5.NBT - (927 Items)
Number and Operations in Base Ten

Go Back Continue

0 Items 2 Standards 0 Passages

Standards
CCSS.MA.5.5.OA.1 (0)
CCSS.MA.5.5.OA.2 (0)

Question Groups Overview

Continue to select the standards. The assessment dashboard on the right side of the screen will update as you make selections, showing the standards as you make your selections. When you have selected all the standards you wish to include, hit the "Continue" button.

Use the search filters, part 1

2015-2016 Grade 5 Mathematics, Unit 6, W Details Add Items Review Overview Booklet Publish Back to Assessments

Your assessment has been successfully created.

Go Back Continue

0 Items 2 Standards 0 Passages

Standards
CCSS.MA.5.5.OA.1 (0)
CCSS.MA.5.5.OA.2 (0)

Question Groups Overview

Created By (John Endahl)
Created (07-06-15 6 AM)
Updated (07-06-15 6 AM)

Search Filters

Selected Standards [CCSS.MA.5.5.OA.1](#) [CCSS.MA.5.5.OA.2](#)

1 Item Banks [INSPECT - SBAC](#) Authors [Select Authors](#)

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

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

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

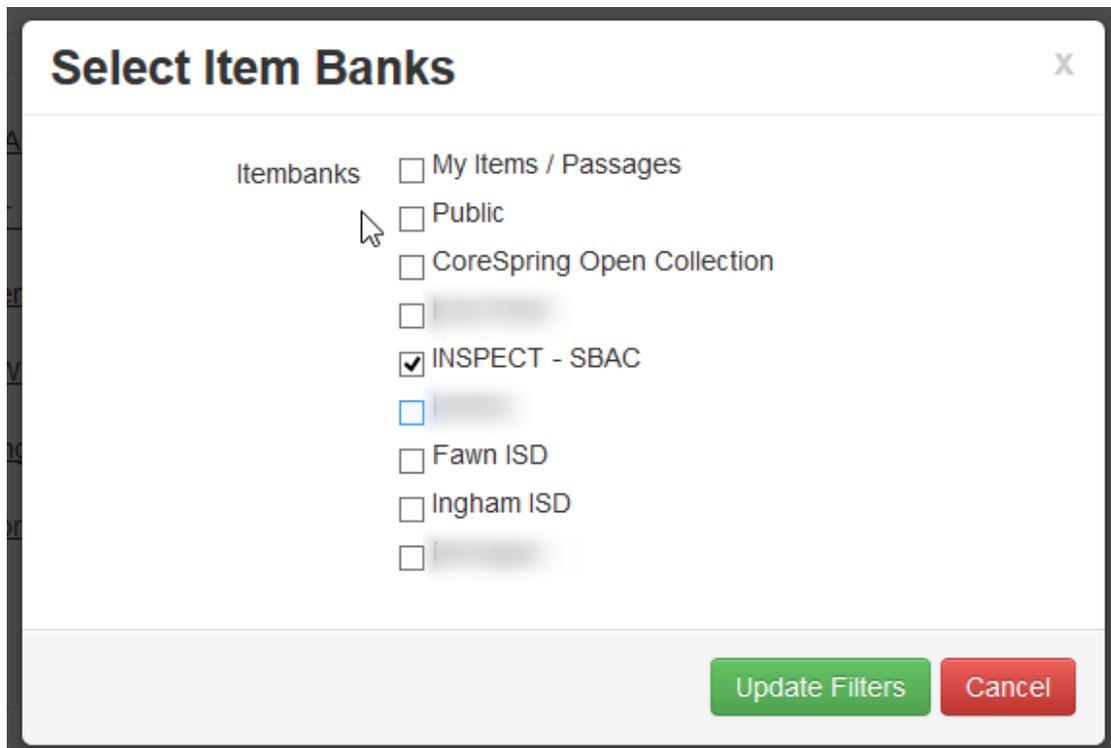
Locked Status [Locked or Unlocked](#)

Reset Search

Search Results

Click the filter links above to refine your search.

1. After you select standards, you specify search filters. This screen allows you to select the specific item banks to include (#1), select item response type (#2), item difficulty and other factors (#3).



Illuminate provides access to multiple item banks. NOTE: you may not have access to all of the items banks shown in this screenshot.

My Items/Passages contains items that you have authored using the "Create a New Item" feature. It is a personal itembank.

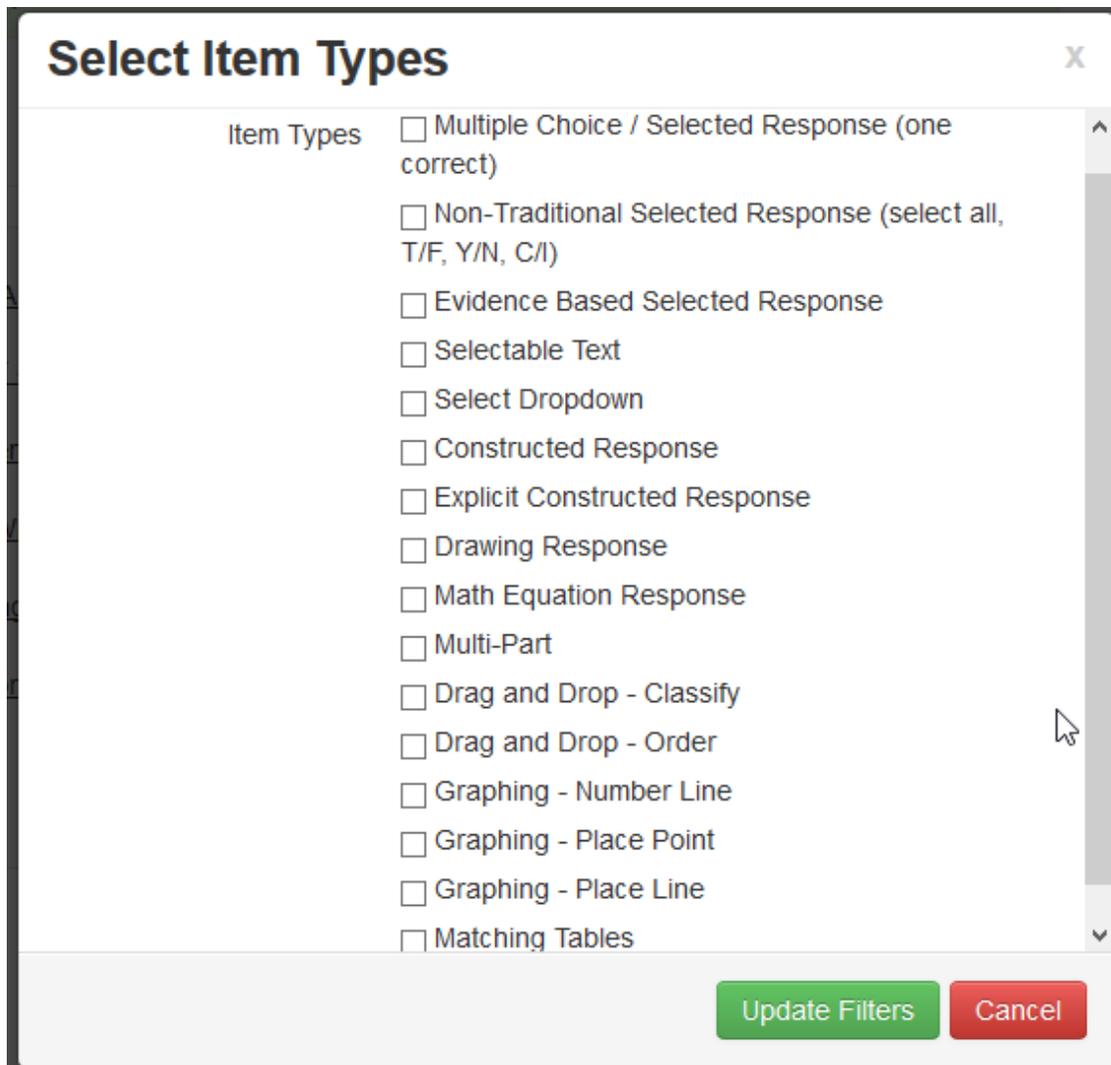
Public is a nationwide repository of authored items. These items are not curated or validated for suitability.

The CoreSpring Open Collection is an itembank containing 990 technology-enhanced items aligned to the Common Core. At the time of this writing (July 2015), these items are available to all Illuminate users at no cost. For more information, [visit this link](#).

INSPECT - SBAC - this is the INSPECT item bank, which contains over 28,000 items aligned to the Common Core state standards in math and English language arts. Access to this item bank requires an additional annual subscription cost to Illuminate.

Fawn ISD - This is an Illuminate training item bank and should not be used.

Ingham ISD - This is a consortium-wide itembank which could be used to share items between districts.



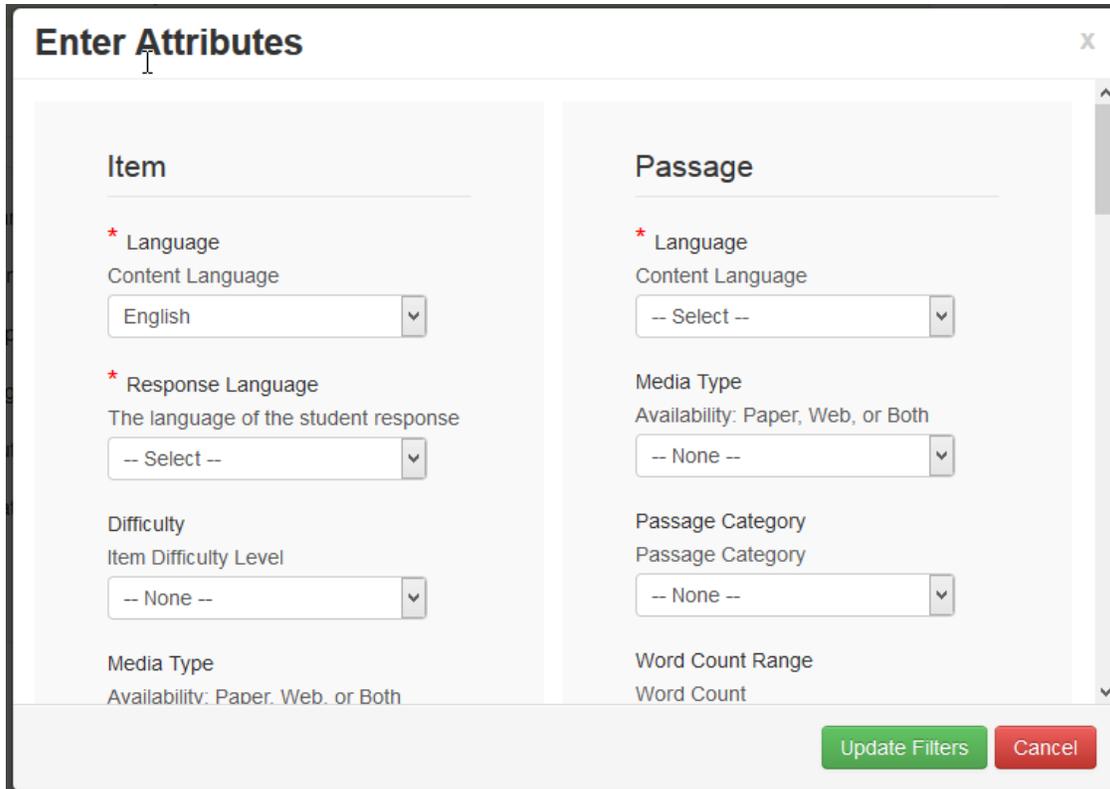
The image shows a dialog box titled "Select Item Types" with a close button (X) in the top right corner. The dialog contains a list of item response types, each with an unchecked checkbox. The list is as follows:

- Multiple Choice / Selected Response (one correct)
- Non-Traditional Selected Response (select all, T/F, Y/N, C/I)
- Evidence Based Selected Response
- Selectable Text
- Select Dropdown
- Constructed Response
- Explicit Constructed Response
- Drawing Response
- Math Equation Response
- Multi-Part
- Drag and Drop - Classify
- Drag and Drop - Order
- Graphing - Number Line
- Graphing - Place Point
- Graphing - Place Line
- Matching Tables

At the bottom right of the dialog, there are two buttons: "Update Filters" (green) and "Cancel" (red).

If you click on the Item Types option, you can specify the item response types you wish to include in the search. NOTE: There may not be items available for the grade/standards and item banks you have selected using all these response modes.

Search filters - Item attributes



Enter Attributes

Item

- * Language
Content Language: English
- * Response Language
The language of the student response: -- Select --
- Difficulty
Item Difficulty Level: -- None --
- Media Type
Availability: Paper, Web, or Both

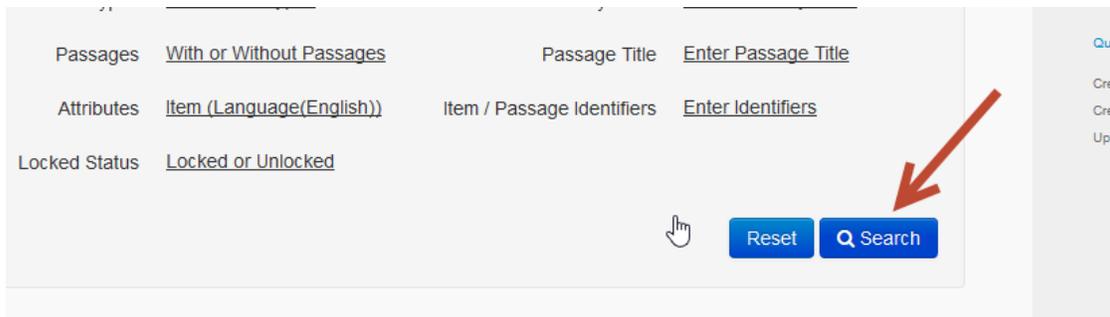
Passage

- * Language
Content Language: -- Select --
- Media Type
Availability: Paper, Web, or Both: -- None --
- Passage Category
Passage Category: -- None --
- Word Count Range
Word Count

Update Filters Cancel

Item attributes allow you to specify search criteria based upon item difficulty, Webb's Depth of Knowledge, SBAC Claim, SBAC Target, Bloom's taxonomy, etc.

Search filters - perform the search



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

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

Locked Status [Locked or Unlocked](#)

Reset Search

Once you have made all of your search filter selections, hit the Search button to find matching items.

Viewing the item information

Search

Response Type Usage

Items / Passages Found: 191

Displaying 1 to 10 of 191

Question MC CCSS.MA.5.5.OA.2

Teacher Instructions

TEACHER READS:

Read the question to yourself and select the best answer.

Which expression correctly shows the sum of 20 and 8 minus the product of 3 and 5?

A $(20 + 8) - (3 \times 5)$

B $(20 + 8) \times (3 + 5)$

C $20 + 8 - 3 + 5$

D $20 \times 8 \times 3 \times 5$

Click to show Rationale & Item Info

Add

Passages

Standards

CCSS.MA.5.5.OA.1 (0)

CCSS.MA.5.5.OA.2 (0)

Question Groups Overview

Created By (John Endahl)

Created (07-08-15 6 AM)

Updated (07-08-15 6 AM)

To include the item in the assessment, hit "Add"

View rationale and additional information

Items that match your filter criteria should now appear. The response type is indicated by the small badge (MC means Multiple Choice). Item usage is next to the response type. A pencil indicates that item can be used on pencil-and-paper assessments, a small screen indicates the item is suitable for an online assessment. Hit the "Click to show rationale..." link to view item response rationale as well as additional information such as SBAC target and claim, item difficulty level, etc. NOTE: for rubric-scored items, "Show rationale" also displays the score rubric for the item.

If you decide that you want to use the item in the assessment, hit the "Add" button. The button name will change to "Added". To remove an item from the assessment, click the "Added" button.

Continue to add items

Go Back Continue

5 Items 2 Standards 0 Passages

2 MC 2 CR 1 MER

Passages

Added

As you add items, the assessment dashboard updates to show the number of items and the various response types you have added to the assessment. Continue to add items, and then hit "Continue".

Review the assessment

2015-2016 Grade 5 Mathematics, Unit 6, W Details Add Items Review Overview Booklet Publish Back to Assessments

Your assessment has been successfully created.

Questions

1

Question CR / Item in Use CCSS.MA.5.5.OA.1, CCSS.MA.5.5.OA.2

Teacher Instructions

TEACHER READS:

Read and complete the task that follows.

For Field Day, Principal Thompson wants to purchase ribbons for prizes. There are N events on Field Day. Each event will need three ribbons. Ribbons come in packages of 8.

Part A:
Write an expression to show how many packages of ribbons Principal Thompson will need to purchase for N events.

Part B:
If there are 15 events, how many packages of ribbons will Principal Thompson need to purchase?

Click to show Rationale & Item Info

Go Back Continue

5 Items 2 Standards 0 Passages
2 MC 2 CR 1 MER

Standards
CCSS.MA.5.5.OA.1 (2)
CCSS.MA.5.5.OA.2 (4)

Question Number

Randomize response order

You are now on the review screen. This allows you to view all the items you have added to the assessment. You can change the order of the questions by changing the question number. You can also randomize the order of the responses for individual items, or all items, by clicking the "randomize" icon.

When you are finished with your review, click the "Continue" button.

Assessment Overview screen

2015-2016 Grade 5 Mathematics, Unit 6, W Details Add Items Review Overview Booklet Publish

Your assessment has been successfully created.

Questions Overview Add Section

| | | | | |
|---|-----|--|------------------------------------|---|
| 1 | CR | For Field Day, Principal Thompson wants | CCSS.MA.5.5.OA.1, CCSS.MA.5.5.OA.2 | + |
| 2 | MER | Nikki went to buy flowers to plant in he | CCSS.MA.5.5.OA.2 | + |
| 3 | MC | Which expression correctly shows "the di | CCSS.MA.5.5.OA.2 | + |
| 4 | MC | Which expression correctly shows the | CCSS.MA.5.5.OA.2 | + |
| 5 | CR | Meyer Elementary School sells popcorn | CCSS.MA.5.5.OA.1 | + |

Add Section

The assessment overview screen shows a reduced view of the questions. You can use the arrowhead icons at the right side of each question to change the order of the items. The overview screen also allows you to divide your assessment into sections. You can use sections to group

items by response type, for example. You can move items from one section to another using drag-and-drop with the arrowhead icons.

When you have finished moving items and sections, hit the "Continue" button.

Create the test booklet

The screenshot shows a web interface for creating a test booklet. At the top, there is a navigation bar with tabs: "2015-2016 Grade 5 Mathematics, Unit 6, W", "Details", "Add Items", "Review", "Overview", "Booklet", and "Publish". Below the navigation bar, a green message box states "Your assessment has been successfully created." Below this, the "Print Options" section is visible, featuring a "Generate" button and a "Saved" button. The "Print Options" section contains several groups of radio button options:

- Font Face:** Helvetica (Sans-Serif) (selected), Times (Serif), DejaVu (Serif), DejaVu (Sans-Serif), OpenDyslexic (Sans-Serif).
- Font Size:** Tiny - 8pt, Small - 10pt (selected), Med - 12pt, L - 14pt, XL - 16pt.
- Question Spacing:** Minimal - 1x, Medium - 1.5x (selected), Large - 2x, XL - 3x, XXL - 4x, XXXL - 10x.
- Choice Spacing:** Minimal - 1x (selected), Medium - 1.5x, Large - 2x, XL - 3x, XXL - 4x, XXXL - 10x.
- Constructed Response Space Formatting:** Lined (selected), Blank Space.
- Constructed Response Spacing:** None (selected), 1 Line, 3 Lines, 5 Lines, 10 Lines, 20 Lines.

If all of your assessment items can be used in a paper/pencil response mode, you can create an assessment booklet of your assessment. The Booklet page provides options of font-choice, spacing, size, etc. There are also options for the overall page layout. Once you've made your selections, hit the "Generate" button and a student test booklet and teacher booklet will be created and attached to the assessment. You will also have the option of saving the pdf to your hard drive.

Use the "Continue" button when you have completed generating your assessment booklets.

Publish the assessment

Your assessment has been successfully created.

Publish Your Assessment

Publishing your assessment will finalize and lock it from further editing. This should be done before you administer the assessment. Once published, the assessment may be accessed for use and administration within integrated systems.

[Publish](#)

| Title | Number of Questions | Questions | |
|---|---------------------|-------------|-----------------|
| Difficulty | | | Disabled |
| Medium | 4 | 1, 2, 3, M5 | |
| High | 1 | 4 | |
| Depth of Knowledge | | | Disabled |
| 1 - Recall | 1 | 2 | |
| 2 - Skills and Concepts | 3 | 1, 3, 4 | |
| 3 - Strategic Thinking | 1 | M5 | |
| SBAC Claim | | | Disabled |
| Math - 1 - Concepts and Procedures | 2 | 2, 3 | |
| Math - 2 - Problem Solving | 2 | 1, 4 | |
| Math - 4 - Modeling and Data Analysis | 1 | M5 | |
| SBAC Target | | | Disabled |
| Math - A | 3 | 2, 3, M5 | |
| Math - B | 1 | 4 | |
| Math - C | 1 | 1 | |
| SBAC Content Category | | | Disabled |
| Math - Claim 1 - Supporting Cluster | 2 | 2, 3 | |
| Math - Claim 2 - Problem Solving | 2 | 1, 4 | |
| Math - Claim 4 - Modeling and Data Analysis | 1 | M5 | |
| Revised Bloom's Taxonomy | | | Disabled |
| 2 - Understanding | 3 | 2, 3, 4 | |
| 3 - Applying | 2 | 1, M5 | |

[Go Back](#) [Continue](#)

5 Items 2 Standards 0 Passages

2 MC 2 CR 1 MER

Passages

Standards

CCSS.MA.5.5.OA.1 (2)
CCSS.MA.5.5.OA.2 (4)

[Question Groups Overview](#)

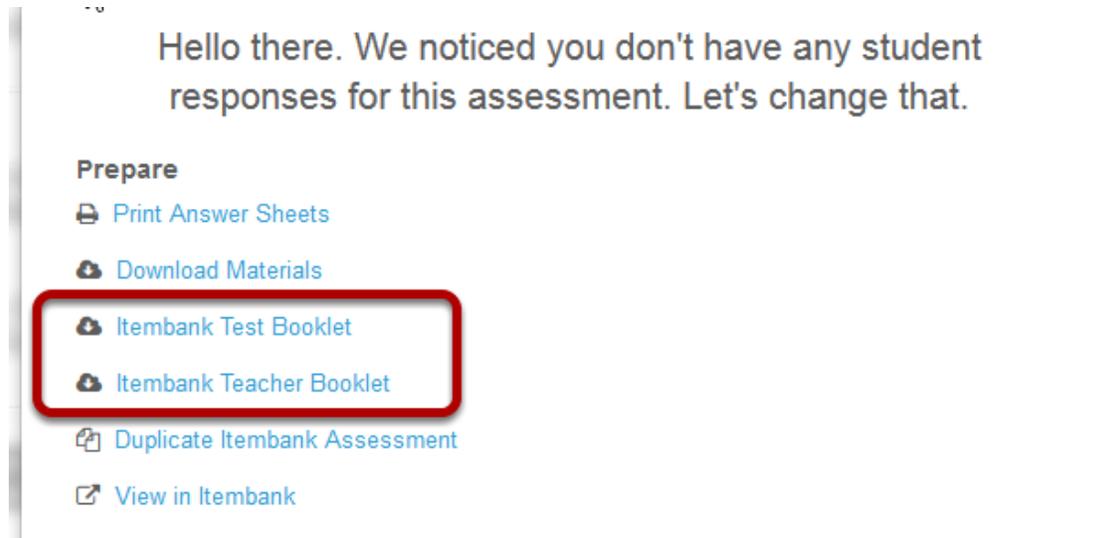
Created By (John Endahl)
Created (07-08-15 6 AM)
Updated (07-08-15 8 AM)

The final step in the assessment creation process is to publish the assessment. NOTE: Once you publish an assessment, it is NOT POSSIBLE to edit it further. If you need to make changes to a published assessment, your only option is to make a duplicate copy of the assessment, and edit the copy. DO NOT PUBLISH an assessment unless you are certain there are no further changes to be made.

The Publish page includes a summary of the assessment, providing a breakdown based upon item difficulty, Depth of Knowledge, SBAC Claim and Target, etc. You see the number of questions in a particular area and the item numbers. If you wish to see reports based upon these categories, click the "Disabled" icon to enable that category type. The categories will appear as "Question Groups" in the Illuminate reports.

An assessment must be published in order to be available in Illuminate for administration and scoring. However, the assessment should not be published until you are certain there will be no further edits to the assessment.

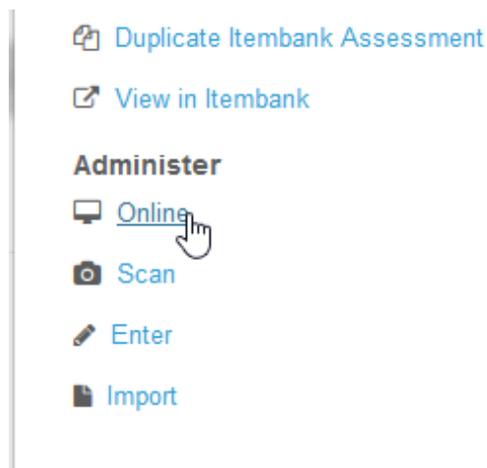
Administer the assessment - pencil/paper



If you wish to administer your assessment using pencil/paper, click on the assessment and download the "Itembank Test Booklet" for the students. Print the necessary number of copies of the booklet. Print answer sheets for your class and administer and scan in the usual method.

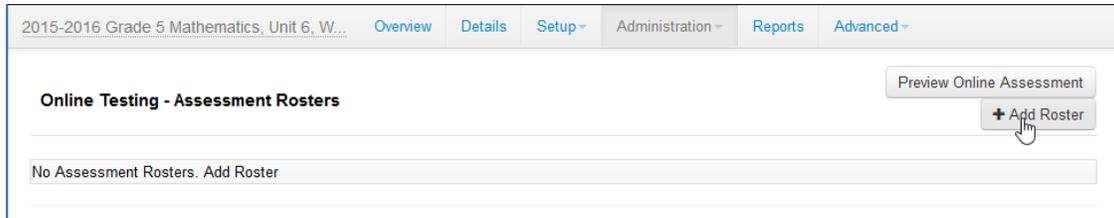
NOTE: you can also access the test booklets using the Setup>Materials menu option in the navigation bar.

Administer the assessment - online, step 1



To prepare an assessment for online administration, select "Online" from the options. You can also use the Administration>Online option from the top navigation bar.

Administer the assessment - online, step 2 - create a testing roster



You will see a Roster screen. To administer the assessment, you need to create a roster of students. Click the Add Roster button to get started.

Administer the assessment - online, step 3 - make roster selections

Online Testing - Assessment Roster

Testing Window Start:  :

Testing Window End:  :

Academic Year:

Grade Level:

Site:

User:

Departments:

Course:

Sections:
A-Squared - 3(A) (150745)
History 8B-A - 2(A) (150706)
History 8B-A - 5(A) (150310)
History 8B-A - 6(A) (150253)
History 8B-A - 7(A) (149692)

Students:

Student Count: 106 Students

Set the testing window, and specify courses, classes and/or specific students that will be included in this roster. Depending upon your level of access in Illuminate, you may not have all of the options you see above.

Administer the assessment - online, step 4 - set administration options

Online Testing - Administration Settings [Hide](#)

Time of Day Window: All Day Daily Window

Time Duration: Minutes. Set to '0' for no time limit.

Student Pauses: Set to '0' to disallow student pausing.

CR Input Method: Online Entry Written

Availability: Open Password

Browser: Any Browser / Device Locked Browser Only

Locked Browser supports Windows or Mac Desktop only. Mobile and iOS devices not supported.
See the [Installation Instructions](#) for more info.

Randomize Answer Choices: Normal Choice Order Randomize Choice Order

Show the Online Testing - Administration Settings by clicking the word "Show". Here you can specify the specific testing window, whether the assessment is timed, if the student has the ability to pause the assessment, whether to allow students to enter Constructed Responses online or written, and other choices. Make the appropriate selections.

Administer the assessment - online, step 5 - make online tools available

Online Testing - Tool Settings [Hide](#)

| | | | |
|------------------------|---|---|---|
| Ruler: | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting | |
| Calculator Basic: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting |
| Calculator Scientific: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting |
| Protractor: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting |
| Digital Notepad: | <input checked="" type="radio"/> Enable | <input type="radio"/> Disable | |
| Calculator Graphing: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting <i>Coming Soon!</i> |
| Formula Sheet: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting <i>Coming Soon!</i> |
| Straight Edge: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting <i>Coming Soon!</i> |
| Dictionary: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting <i>Coming Soon!</i> |
| Spell Checker: | <input type="radio"/> Enable | <input type="radio"/> Disable | <input checked="" type="radio"/> Use Item Setting <i>Coming Soon!</i> |

Cancel

Save

If you wish students to use online testing tools, click the word "Show" next to the Online Testing - Tool Settings. You can enable, disable, or use the tool setting within the item. NOTE: these tools are under development.

Administer the assessment - online, step 6 - save the settings and generate the roster

The assessment roster was successfully added.



Online Testing - Assessment Rosters

| Created By | Window Start | Window End | Time of Day Window | Status | Time Duration | Academic Year | Grade Level | Site | User | Department |
|--------------|-----------------------------|---------------------------|--------------------|---|---------------|---------------|-------------|------|------|------------|
| Endahl, John | May 27, 2015 12:00:00 AM | Jun 3, 2015 2:28:00 PM | All Day |  Saving | None | | | | | |

Once you have entered all your selections, click the "Save" button at the bottom of the screen. After a few seconds, Illuminate will return to the roster screen and you will see the progress on creating the roster. You will also see some of the settings you selected when creating the roster.

Administer the assessment - online, step 7 - roster generation is complete

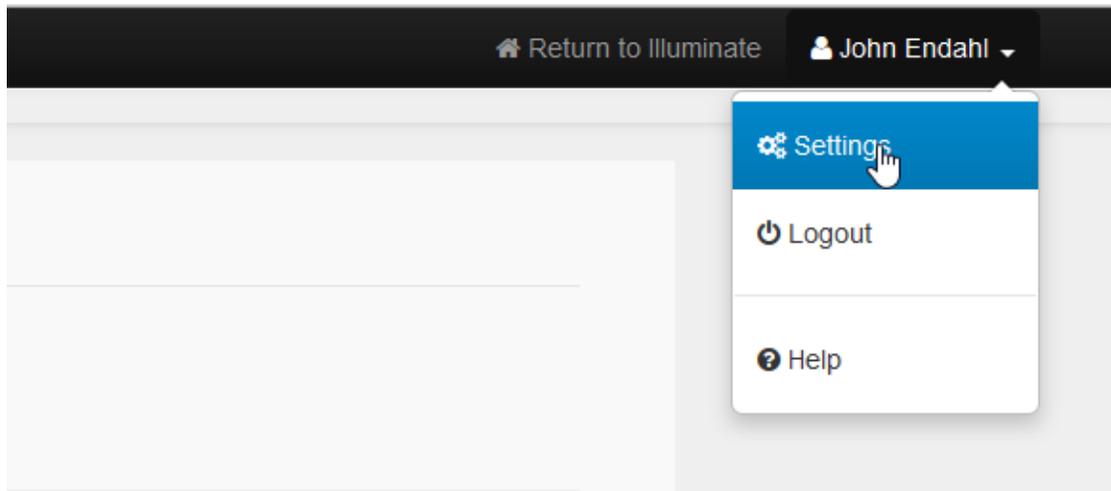
| Window End | Time of Day Window | Status | Time Duration | Academic Year |
|---------------------------|--------------------|---|---------------|---------------|
| Jun 3, 2015 2:28:00 PM | All Day |  Complete | None | |

If Illuminate is able to assign the assessment to the roster you have defined, after a short period of time you should see the "Completed" status shown above. The test is now properly assigned to the students and will be available on their student portal during the testing window.

How do students log on to get to the assessment?

Students should go to <http://inghamisd.illuminatehc.org>. They would then click on the "Student" tab, enter their network credentials and network password. This will allow them to access Illuminate via the student portal.

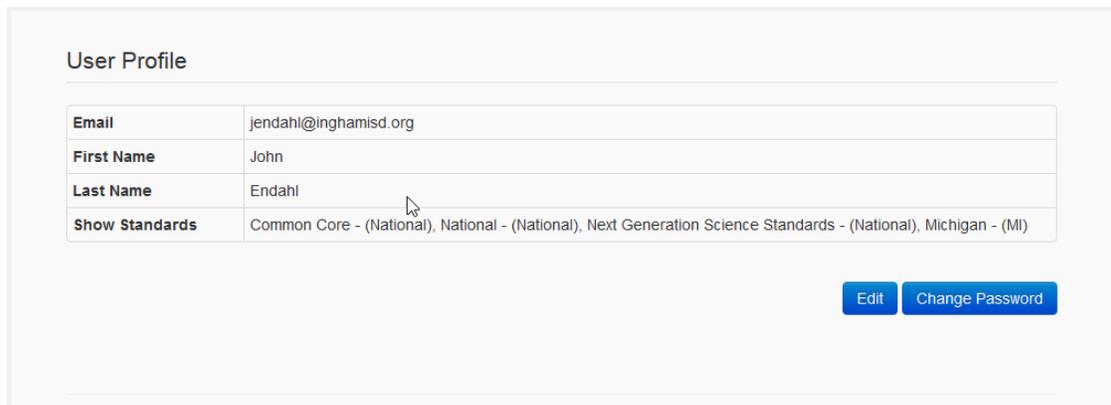
How do I add other sets of standards to my choices?



By default, the item bank limits you to national standards collections and Michigan-specific standards. However, there may be additional items aligned to other state standards.

To modify the standards collection for your account, enter the itembank, and then click on your name in the top navigation bar. Select "Settings" from the dropdown menu that appears.

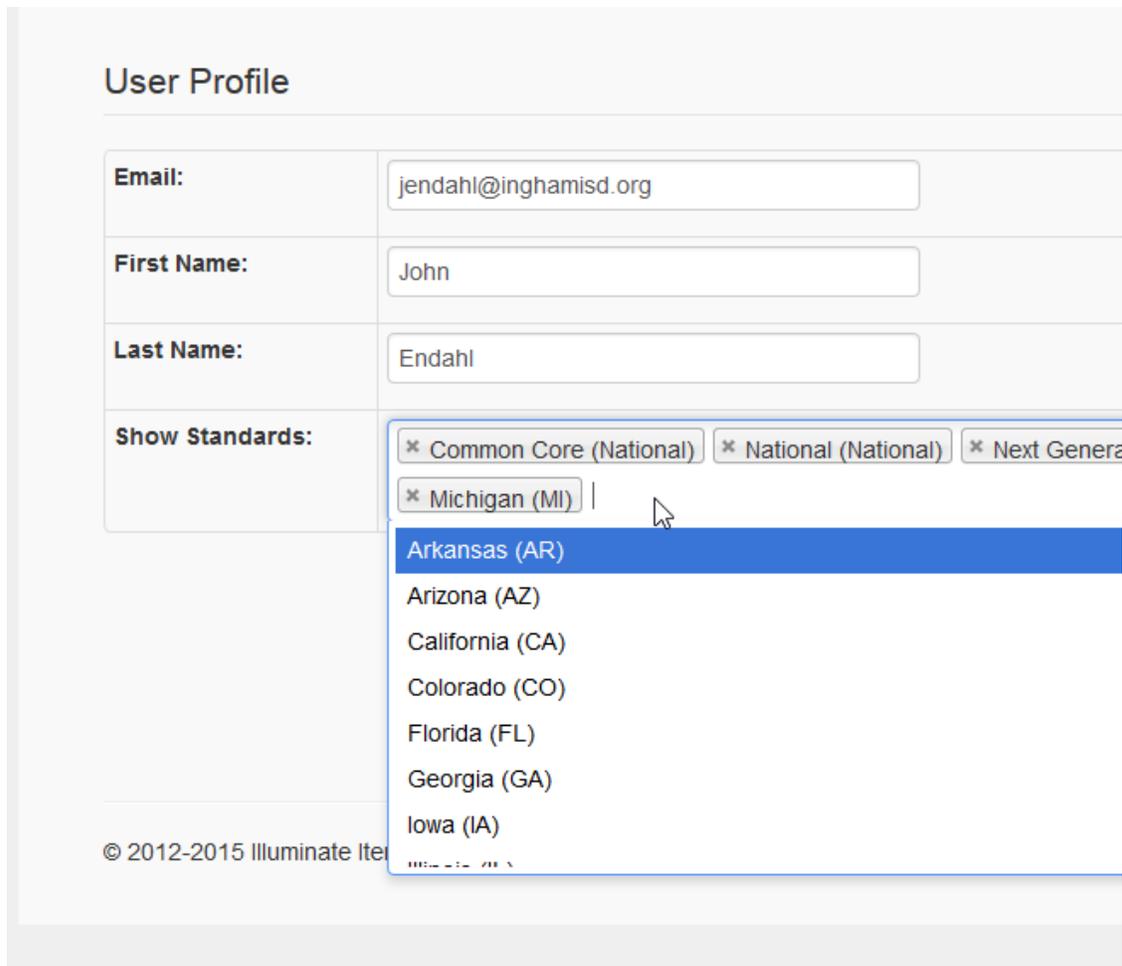
Adding standards - part 2

A screenshot of the "User Profile" page. The page has a light gray background. At the top, the text "User Profile" is displayed. Below it is a table with four rows. The first row is "Email" with the value "jendahl@inghamisd.org". The second row is "First Name" with the value "John". The third row is "Last Name" with the value "Endahl". The fourth row is "Show Standards" with the value "Common Core - (National), National - (National), Next Generation Science Standards - (National), Michigan - (MI)". Below the table are two blue buttons: "Edit" and "Change Password".

| | |
|----------------|--|
| Email | jendahl@inghamisd.org |
| First Name | John |
| Last Name | Endahl |
| Show Standards | Common Core - (National), National - (National), Next Generation Science Standards - (National), Michigan - (MI) |

After you select Settings, you will see your user profile, which lists the standards that you have enabled. To add a standard set, click "Edit".

Adding standards - part 3



The screenshot shows a 'User Profile' form with the following fields:

- Email:** jendahl@inghamisd.org
- First Name:** John
- Last Name:** Endahl
- Show Standards:** A dropdown menu is open, showing a list of states and standard collections. The list includes: * Common Core (National), * National (National), * Next Genera, * Michigan (MI), Arkansas (AR), Arizona (AZ), California (CA), Colorado (CO), Florida (FL), Georgia (GA), Iowa (IA), and Minnesota (MN). The 'Arkansas (AR)' option is currently selected and highlighted in blue.

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You will now have the ability to edit your information. Click in the "Show Standards" box and a list of states will appear. To add a new standard collection, locate it in the list and select it. When you are finished, click "Update". The new standards will now be available to you in the itembank.

Because Illuminate was developed in California, there are many items aligned with the California Content Standards, especially in non-Common Core subjects such as Social Studies and Science.

Useful links

[Help documentation from Illuminate](#)

[Itembank Overview](#)

[Video: Creating an itembank assessment](#)

[Create an itembank assessment](#)

[All Itembank help topics \(including how to create new items\)](#)

[Student Portal Navigation Guide](#)

[CoreSpring Item Bank](#)

[Information about INSPECT from Key Data Systems](#)

[Ingham ISD Illuminate WIKI site](#)

[Link to Illuminate Home Connection \(student portal\)](#)