

Guide on How to Create Item Bank Assessments

Login to Illuminate

Click on the blue tile “**Create an Assessment**” and select “**Item Bank**”. Then click on “**Assessment (Standard Mode)**” and click on “**Next**”.

Capistrano Unified School District
2019-2020

Hi Ann
Today is Thursday, September 12, 2019

View Assessments
Create an Assessment
Create Flexible Assessment
Create a Custom Report
View Reports
SBA Reports 2018-19
Search for a Student
Del Obispo Writing Program

Go to data dashboard
Reset Shared Tiles
Edit Layout

Create A New Assessment

Assessment Other Legacy

On the Fly
Scan a bubble sheet to create an answer key

Flexible
Create an answer key and upload a PDF for paper or online administration

Item Bank
Create an assessment from a bank of items

Skills
Use words, numbers or images to create a one-on-one assessment

Then click on “**Assessment (Standard Mode)**” and click on “**Next**”.

Hi there. What kind of content do you want to create?



- Assessment (Standard Mode)**
Choose this to create your own test. You can select from any of the available public items, use any of your personal items, or use any from the available item banks.
- Assessment (Quick Mode)**
This is the new approach to creating assessments. You will be able to select all the standards you want to test against. Furthermore, you will be able to set criteria for each selected standard. Questions will be auto generated based off the selected standards and set criteria.
- Item**
Choose this to create your own test question. You can create questions just for you, or you can share them with other teachers.
- Passage**
Choose this to create your own question Passage. Usually a Reading or Science Passage that precedes a group of questions on a test.



Next Cancel

Step 1: Provide Basic Information

Type in the title of your assessment under “**Assessment Name:**” The Assessment Description and Assessment Tags (Academic Year, Grade Levels, and Subject) are optional. Select and click on “**Create**”.

Step 1: Create Assessment

* Assessment Name:
Sample Item Bank Assessment

Assessment Description:

Academic Year:
-- Select Academic Year --

Grade Levels:
Select Grade Levels

Subject:
-- Select a Subject --

Create

Step 2: Choose Standards

Click on the “Type” dropdown and scroll down to California (CA) and select “Common Core Content Standards”. Choose the Subject and Grade Levels and a list of Standards will be generated with a bank of questions (Items) to choose from for each Standard. Now click on the standard(s) you want to review for adding questions and press “Next”.

Step 2: Standards

What Standards are you Assessing?

Common Core Content Standards Mathematics (2010) Grade 1

Standard Keywords: NS.1.1, inequalities, etc

Recent: CCSS.ELA-Literacy.RL.1 3.OA.8 WH.10.6 WH.10.6.4 WH.10.6.2

Expand All Collapse All

- Common Core Content Standards
 - Mathematics
 - Grade 1
 - 1.OA - (578 Items) Selected
 - Operations and Algebraic Thinking
 - 1.NBT - (358 Items) Selected
 - Number and Operations in Base Ten
 - 1.MD - (113 Items)
 - Measurement and Data
 - 1.G - (46 Items)
 - Geometry

Expand All Collapse All

Selected Standards

- 1.OA » Grade 1 » Mathematics (2010) » Common Core Content Standards » California
 - Operations and Algebraic Thinking
- 1.NBT » Grade 1 » Mathematics (2010) » Common Core Content Standards » California
 - Number and Operations in Base Ten

Step 3: Add Items

This screen allows the selection of several search filters such as Standards, source of questions, type of questions with or without passages, language, authors, by key word and passage. Select filters and click on “Reset”. A list of questions from your search will be listed on your system. Scroll down and begin selecting questions you want to include in the assessment. When you locate a question you want, click on “Add” and the question will be added.

Step 3: Add Items

Selected Standards [Select Standards](#)

Item Banks [My Items / Passages .Inspect*](#) 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](#)

Locked Status [Locked or Unlocked](#)

[Reset](#) [Search](#)

Back [Next](#)

0 Items 2 Standards 0 Passages

Standards

1.OA (0)
1.NBT (0)

[Question Groups Overview](#)

Created By (Ann Singleton-Tademy)
Created (09-12-19 10 AM)
Updated (09-12-19 10 AM)

Question MC

CCSS.ELA-Literacy.RI.9-10.2 ,
CCSS.ELA-Literacy.RI.9-10.10a ,
CCSS.ELA-Literacy.RI.9-10.10b ,
CCSS.ELA-Literacy.RI.9-10.2 ,
CCSS.ELA-Literacy.RI.9-10.10a ,
CCSS.ELA-Literacy.RI.9-10.10b , ELD.PI.9-10.6

Teacher Instructions

TEACHER READS:

Read the question to yourself and select the best answer.

Which statement *best* explains how the central idea is developed?

- A The author uses verifiable facts to develop the central idea.
- B The author uses cause and effect to develop the central idea.
- C The author uses examples and illustrations to develop the central idea.
- D The author uses personal experiences to develop the central idea.

[Click to show Rationale & Item Info](#)

[Add](#)

Step 4: Review Item Selections

Once all of the questions have been added, click on “Next”. The system will show all of the questions selected. Here is your opportunity to review and change the order of the questions, delete/add questions and make any changes. To delete a questions click on the “x” in the upper right corner of the question. The blue box on the question will shuffle the order of the questions. Or you can change the number of question in the box to what you want it to be. When complete click on “Next”.
Note: On the right side of the screen the number of items selected, standards covered, number of passages included, titles and type of questions will be listed.

The screenshot shows the 'Step 4: Questions' interface in the Illuminate Itembank. The progress bar at the top indicates the current step. The main area displays a question editor for a math problem involving two functions: $y = |x + 5|$ and $y = \log(x + 9) + 3$. A graph of these functions is shown on a coordinate plane. The question is a multiple-choice (MC) item. The right-hand summary panel, highlighted with a red box, shows the following statistics:

- 3 Items
- 5 Standards
- 0 Passages
- Standards: MA.9-12.A-REI.11 (1), MA.7.7.G.4 (1), MA.1.1.OA.7 (1), MA.7-12.N (0)
- Item Types: MC (1), ECR (1), DD (1)

At the bottom of the summary panel, it lists the creator (Ann Singleton-Tademy), creation date (02-12-18 3 PM), and update date (02-12-18 3 PM). A red arrow points to the 'Next' button in the top right corner of the interface.

Step 5: Prepare Test Booklet

This screen outlines Print Options – changes can be made to the font type, size, spacing, add a cover page and select the format of the booklet. Once all selections are made, click on “**Generate**”. The booklet will be generated and loaded on to the system. Then click on “**Open**” to review the booklet.

Step 5: Print Options

- Font Face**
 - Helvetica (Sans-Serif)
 - Times (Serif)
 - DejaVu (Serif)
 - DejaVu (Sans-Serif)
 - OpenDyslexic (Sans-Serif)
- Font Size**
 - Tiny - 8pt
 - Small - 10pt
 - Med - 12pt
 - L - 14pt
 - XL - 16pt
- Question Spacing**
 - Minimal - 1x
 - Medium - 1.5x
 - Large - 2x
 - XL - 3x
 - XXL - 4x
 - XXXL - 10x
- Choice Spacing**
 - Minimal - 1x
 - Medium - 1.5x
 - Large - 2x
 - XL - 3x
 - XXL - 4x
 - XXXL - 10x
- Constructed Response Space Formatting**
 - Lined
 - Blank Space
- Teacher Edition Options**
 - Yes
 - No

Generate **Save Default**

3 Items 5 Standards 0 Passages

Standards
MA.7.7.EE.4.a (1)
MA.7.7.G.4 (1)
MA.1.1.OA.7 (0)
MA.7-12.N (0)

Item Types
NTSR (1)
ECR (1)
MER (1)

Step 5: Prepare Test Booklet

Cover Page

- Include
- Don't include

Generate **Save Default**

PDF Templates

Template	Description	Example
<input checked="" type="radio"/> 2 Columns	Item Display: 2 Columns Distractor Display: Vertical	
<input type="radio"/> 2 Column Table	Item Display: Side By Side Distractor Display: Vertical	
<input type="radio"/> Full Page	Item Display: Full Page Distractor Display: Vertical	
<input type="radio"/> Full Page - Side By Side Distractors	Item Display: Full Page Distractor Display: Horizontal	
<input type="radio"/> Full Page - Horizontal Distractor Table	Item Display: Full Page Distractor Display: Horizontal 2 Column Table	
<input type="radio"/> Full Page - Distractor Table	Item Display: Full Page Distractor Display: Vertical 2 Column Table	

Generate **Save Default**

3 Items 5 Standards 0 Passages

Standards
MA.7.7.EE.4.a (1)
MA.7.7.G.4 (1)
MA.1.1.OA.7 (0)
MA.7-12.N (0)

Item Types
NTSR (1)
ECR (1)
MER (1)

Step 6: Publish

Once the questionnaire is finished and there are no more changes click on **“Publish”**. Remember once the booklet is published changes can no longer be made. Now the assessment will be listed in your list of available assessments.

The top screenshot shows the 'Step 6: Publish Your Assessment' screen. A red arrow points to the 'Publish' button. The screen displays a progress bar with six steps: Step 1 (Provide Basic Information), Step 2 (Choose Standards), Step 3 (Add Items), Step 4 (Optional: Review Item Selections), Step 5 (Optional: Prepare Test Booklet), and Step 6 (Publish). The 'Publish' button is highlighted in green. Below the progress bar, there is a table with columns: Title, Number of Questions, and Enable/Disable Question Groups. The table lists various assessment components and their status (Enabled or Disabled).

Title	Number of Questions	Enable/Disable Question Groups
Difficulty		Disabled
Medium	3	1, 2, 3
Depth of Knowledge		Disabled
1 - Recall	1	1
2 - Skills and Concepts	2	2, 3
Revised Bloom's Taxonomy		Disabled
3 - Applying	3	1, 2, 3
SBAC Claim		Disabled
Math - 1 - Concepts and Procedures	1	1
SBAC Claim and Target		Disabled
Math - Math I Concepts and Procedures - Target: F	1	1
SBAC Content Category		Disabled
Math - Claim 1 - Supporting Cluster	1	1
Item Type		Disabled
Explicit Constructed Response	1	1
Math Equation Response	1	3
Non-Traditional Selected Response (select all, T/F, Y/N, C/I)	1	2

The bottom screenshot shows the 'View Assessments' list. The 'Sample Itembank Assessment' is circled in red. The table below shows the details of the assessment.

ID	Type	Title	Owner	Date Created	Last Accessed	Actions
59849	Itembank	Sample Itembank Assessment	Singleton-Tademy, Ann	February 12, 2018	June 4, 2018	Action