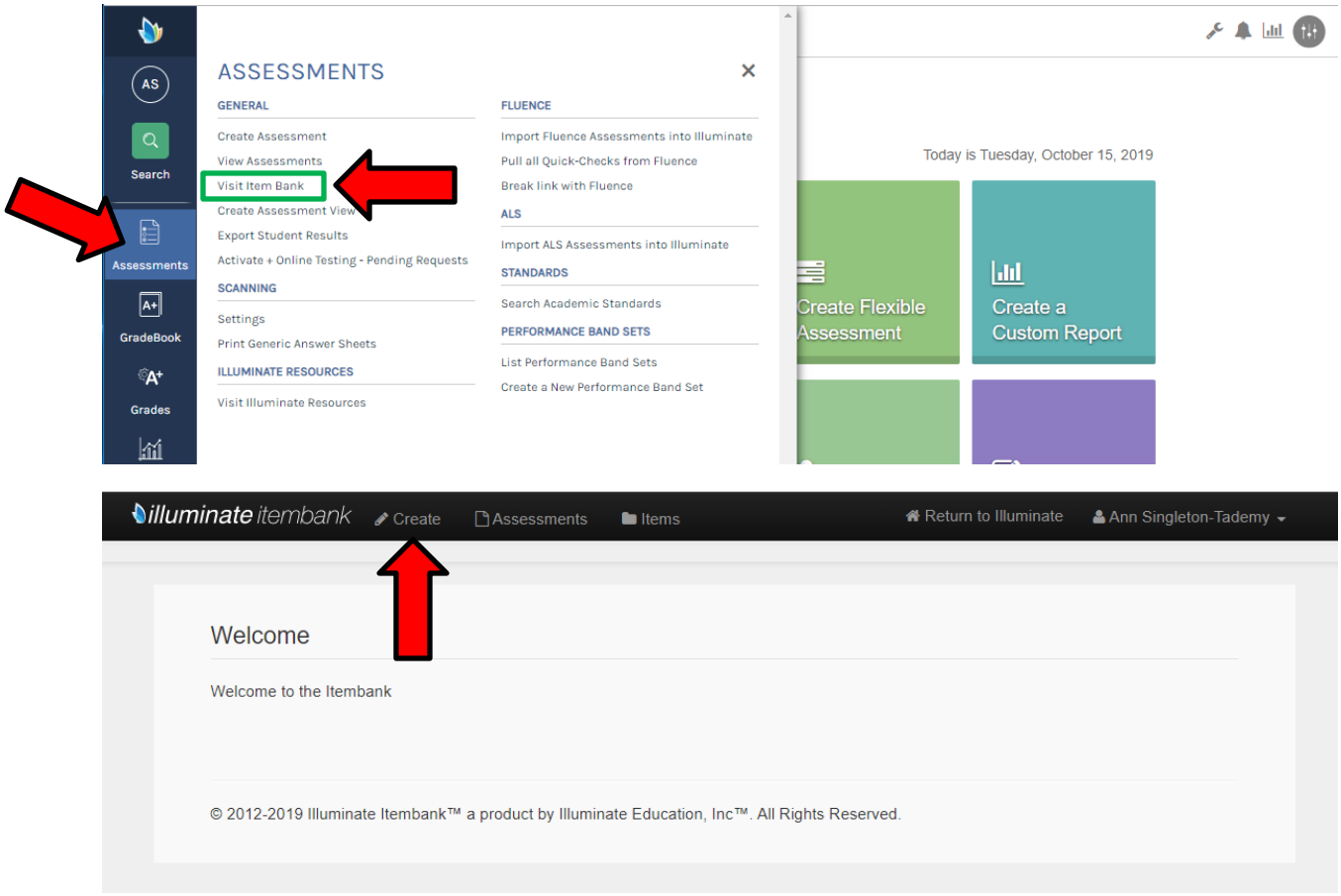
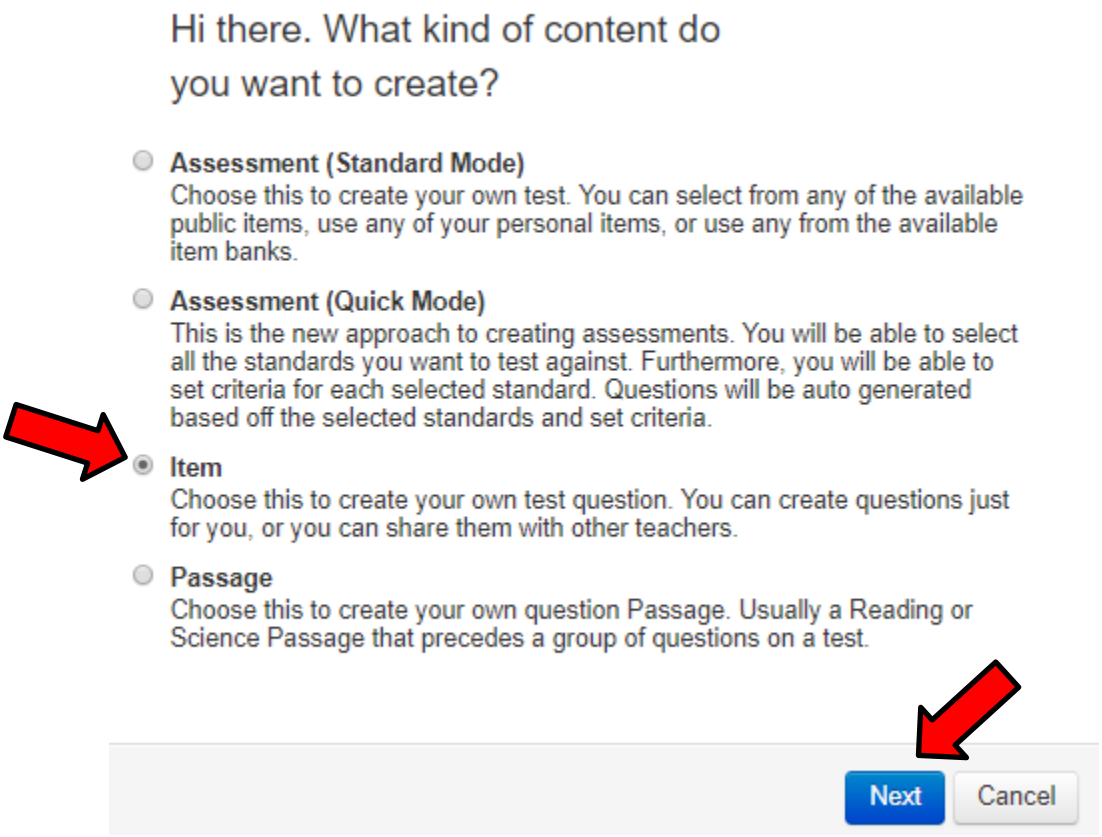
Guide on How to Create Your Own Item Bank Questions

Login to Illuminate

Click on **"Assessments"** and select **"Visit Item Bank"**. Then click on **"Create"**.



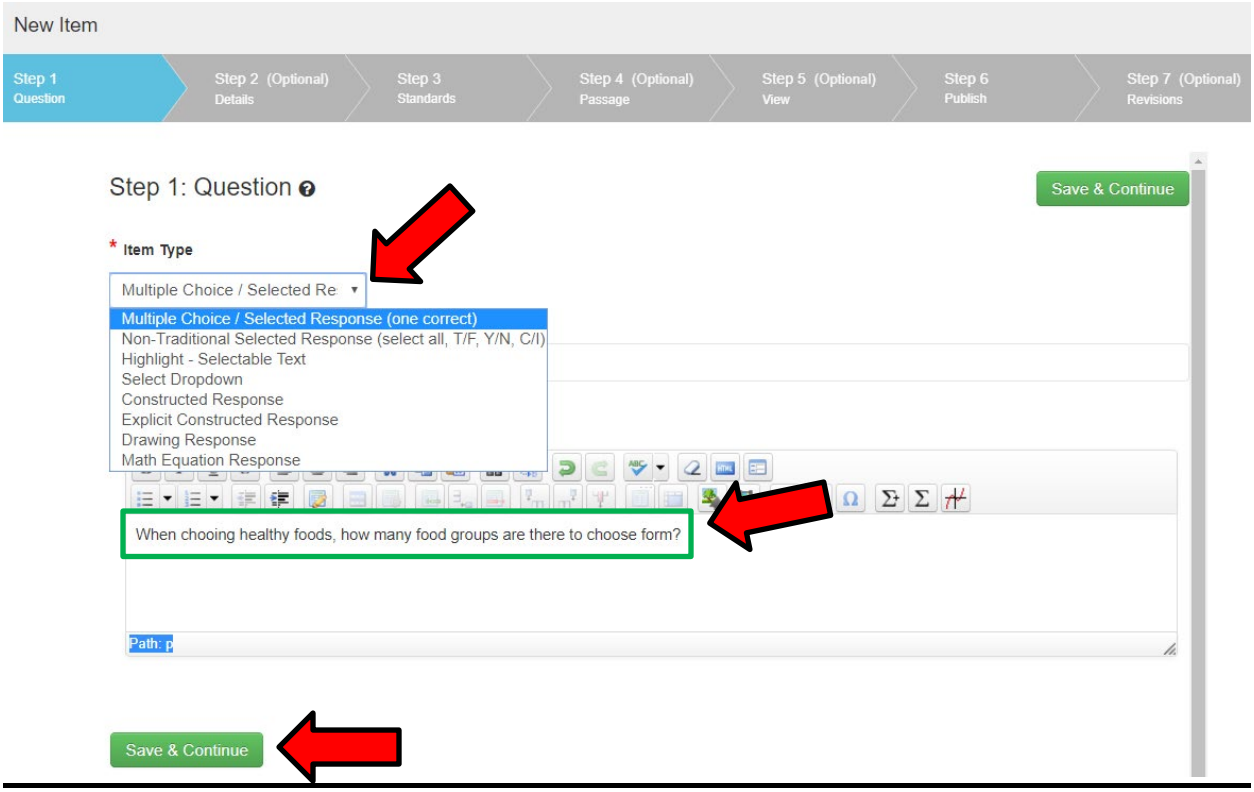
Select **“Item”** and click on **“Next”**.



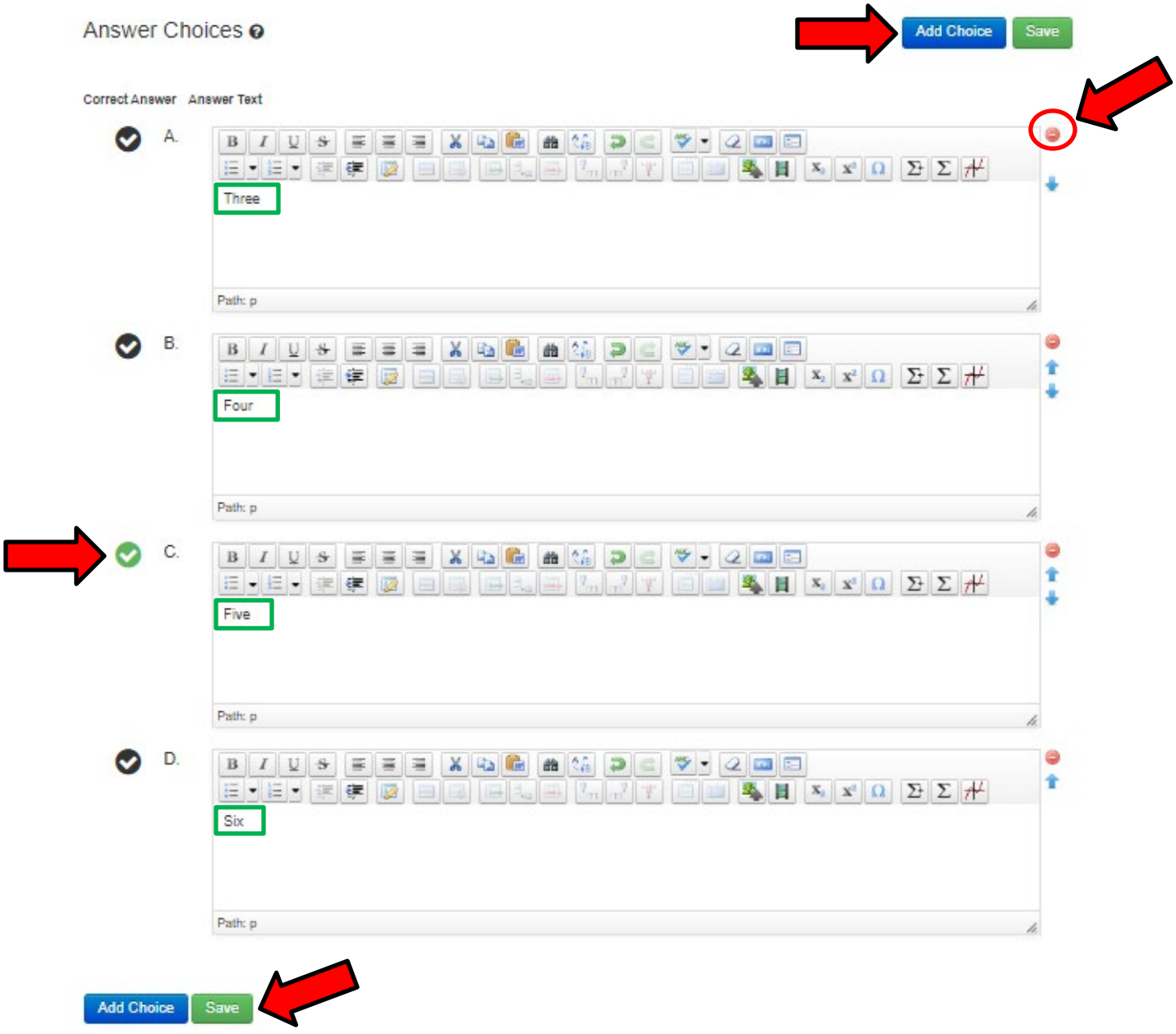
<u>Step 1</u>: Question

Select the type of question to create by clicking on the dropdown arrow and selecting. Question types are: Multiple Choice, Non-Traditional Multiple Choice, Highlight – Selectable Text, Select Dropdown, Constructed Response, Explicit Constructed Response, Drawing Response, or Math Equation Response.

Type the question in the space provided under Stem and click on **"Save & Continue"**.



Now enter the answer choices. To add additional answer choices, click on **"Add Choice"** or to delete an answer choice, click on the red circle . Indicate the correct answer by clicking on the next to the answer choice and then click on **"Save"**.



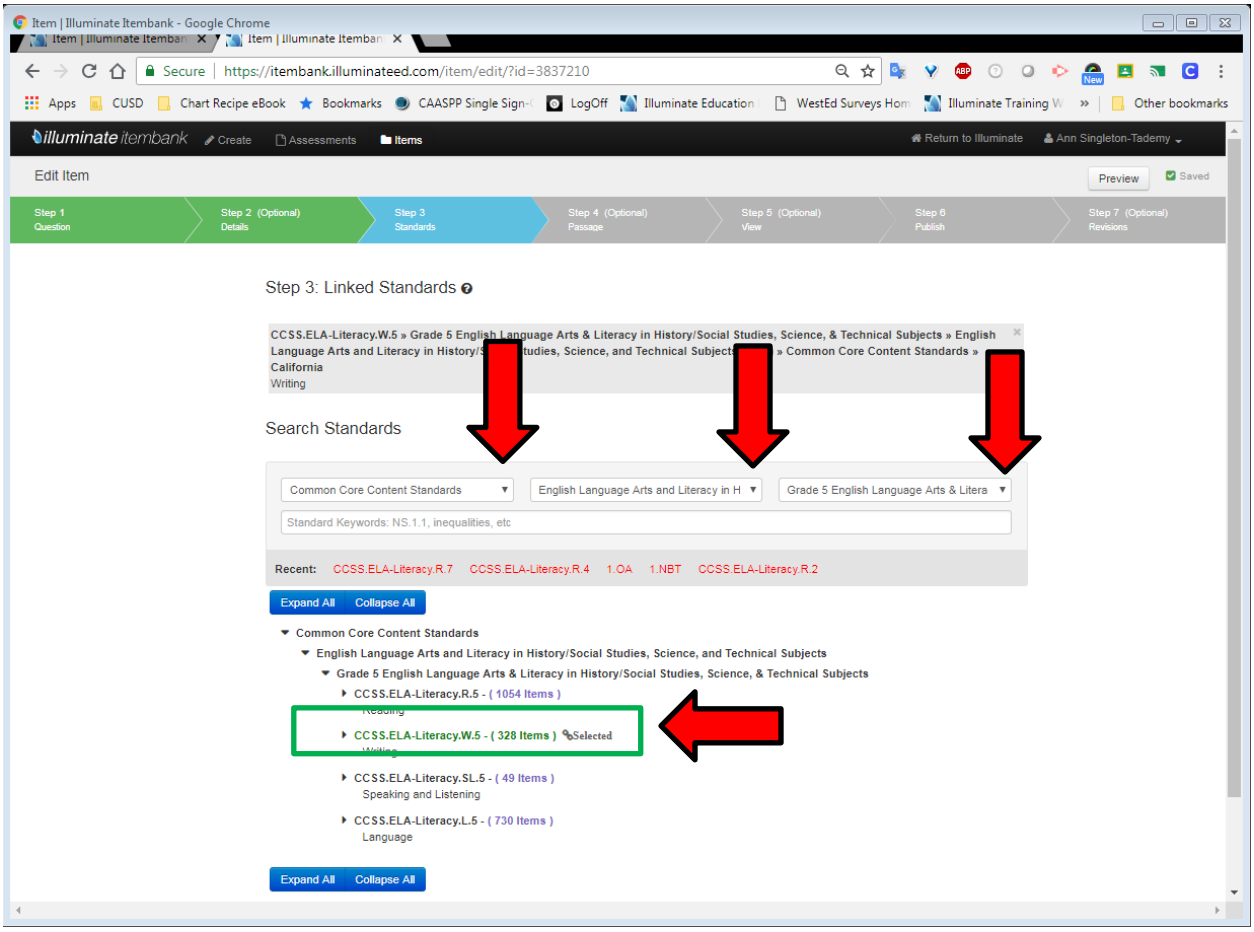
Step 2: Details

Click on Step 2 (Optional) - Provide specific details about the item being created.

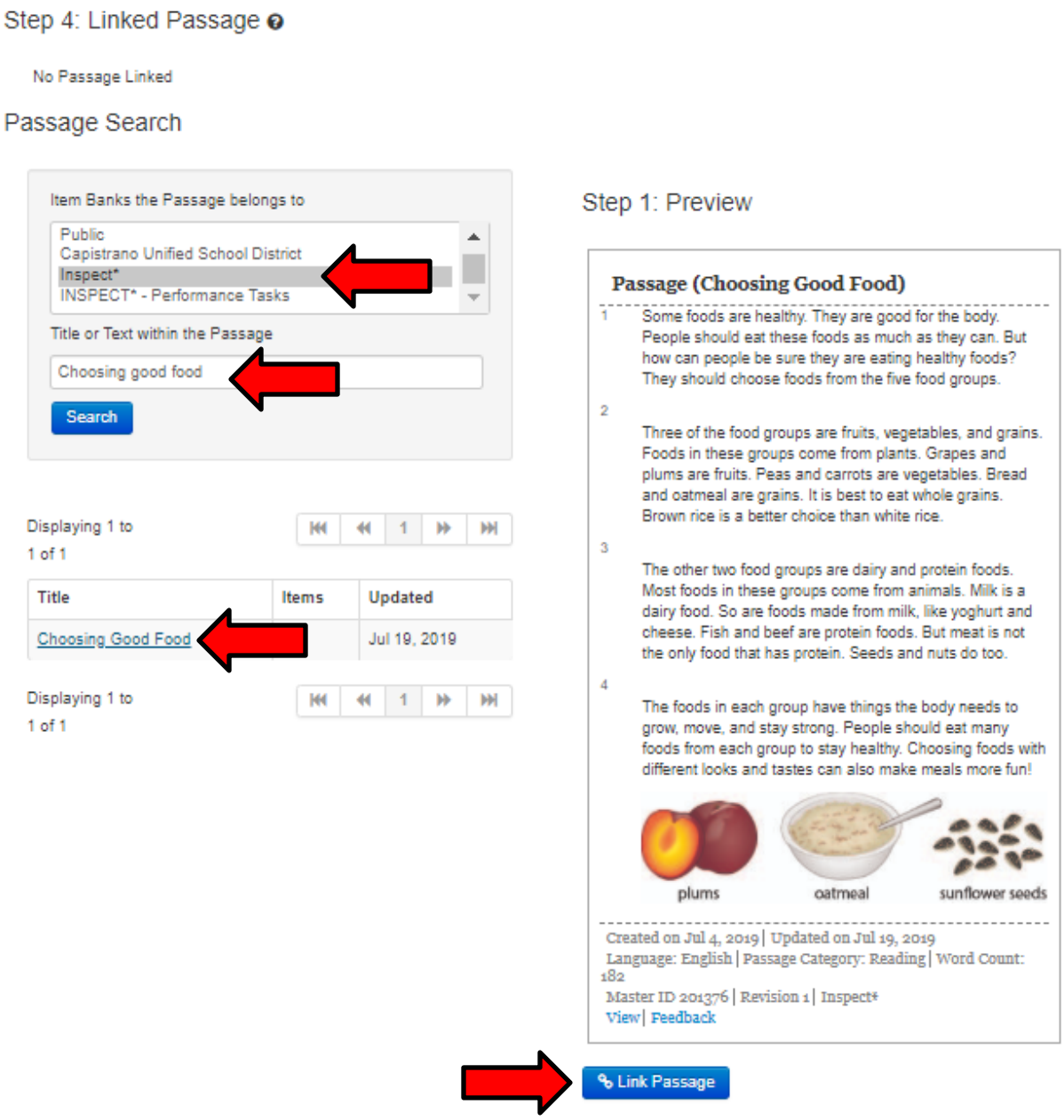
Step 3: Standards

Click on Step 3 and select standards the question is covering. All items that are created require at least 1 standard linked to the question.

Click on the **"Type"** dropdown and scroll down to California (CA) and select **"Common Core Content Standards"**. Choose the Subject and Grade Levels. Now click on the standard(s) to link to the question.

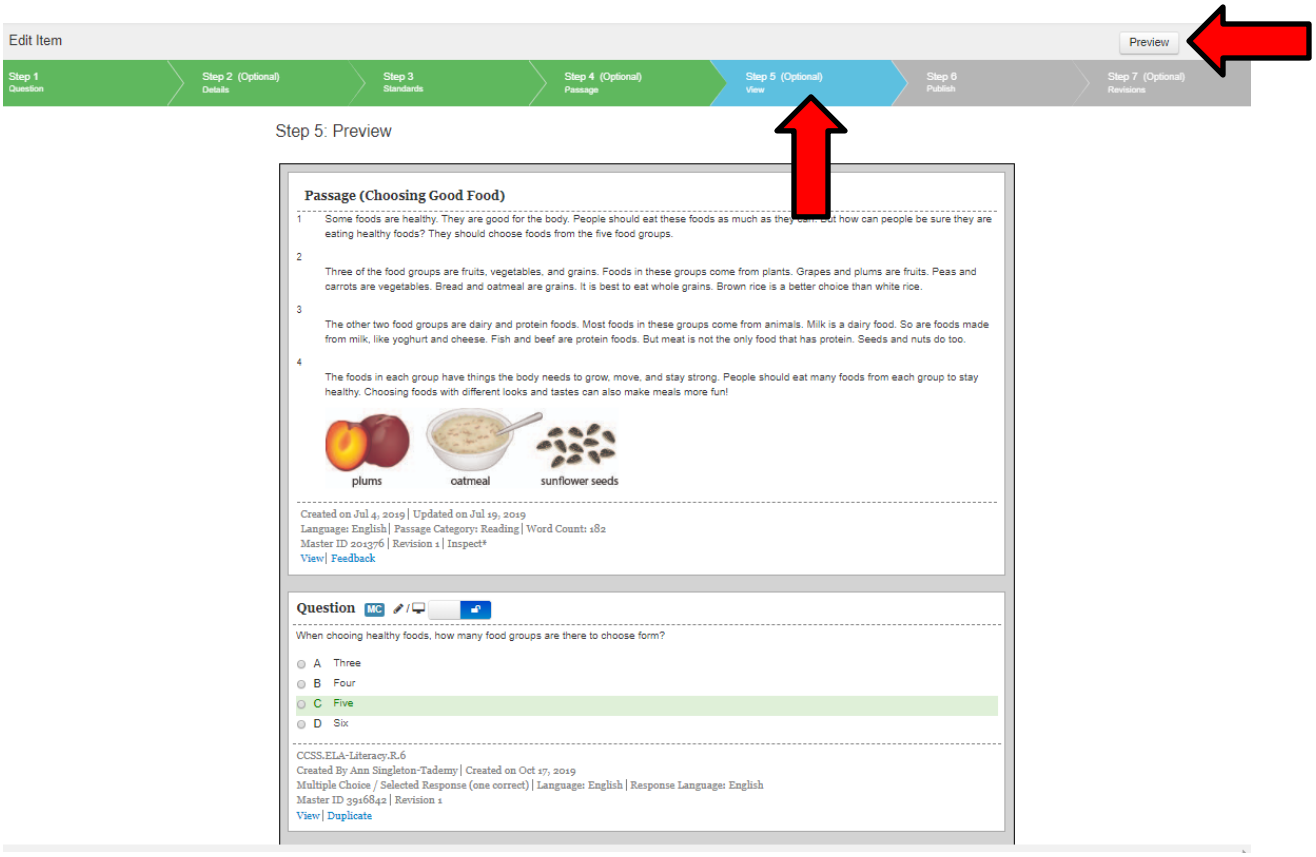


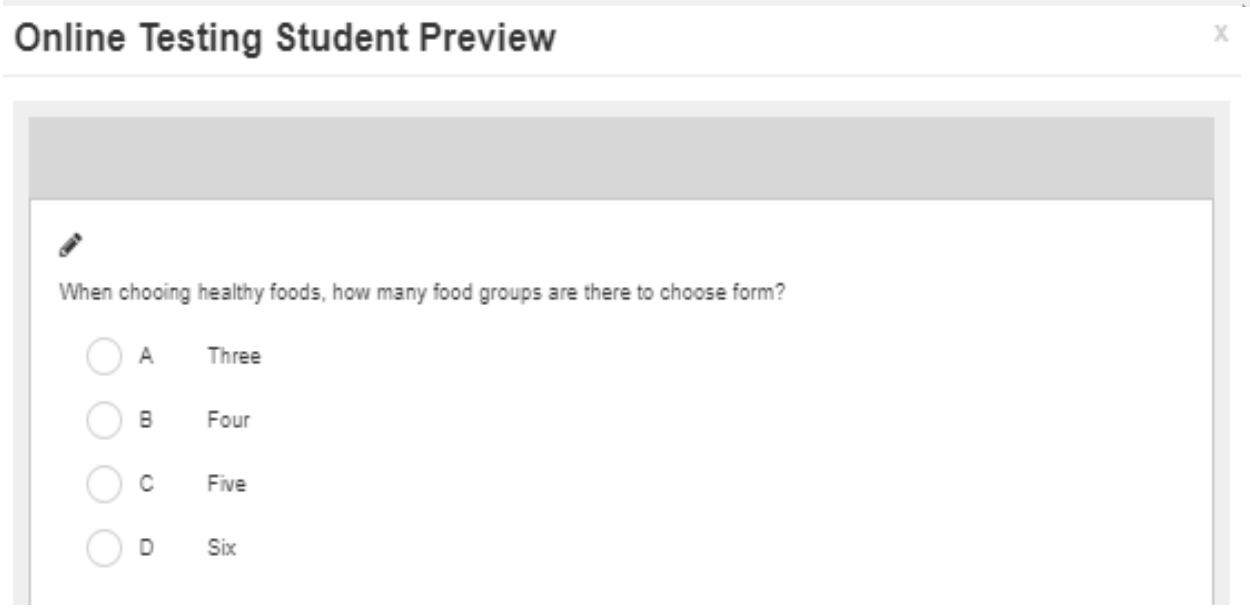
Step 4: Passage (Optional) If there is a passage already created, you have the ability to link it to the question. Click on the Item Bank and type in the title or text within the passage. Click on the Title and preview the passage. Click on **"Link Passage"** to link this passage to your question.



Step 5: View

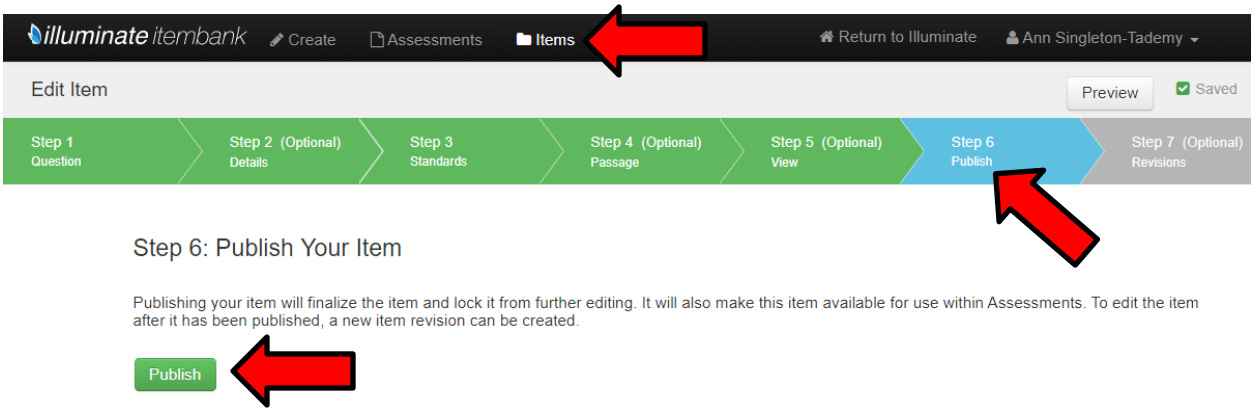
Click on Step 5 to view the question. Click on **"Preview"** to view how students will see the question.

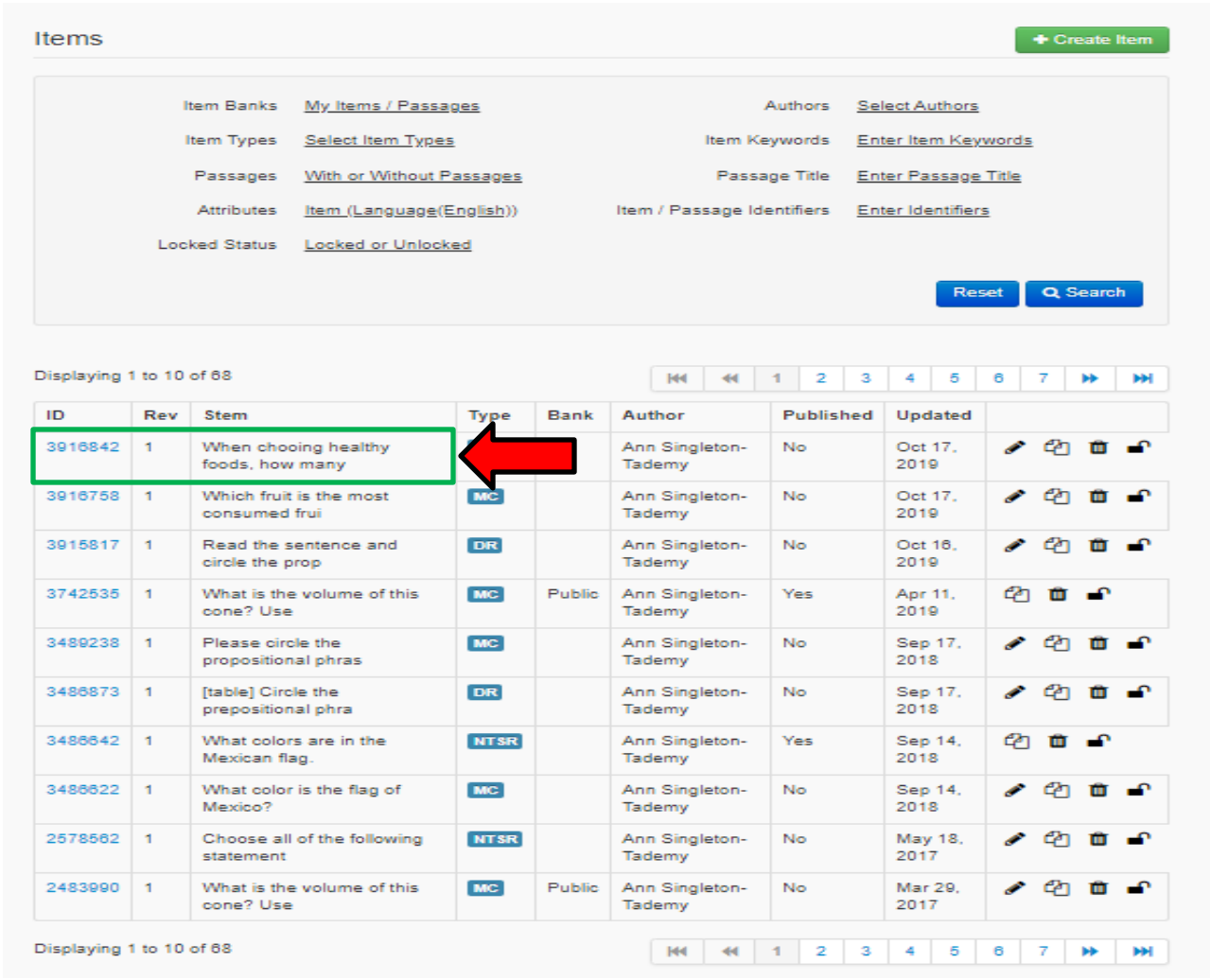




Step 6: Publish

Once the question is finished and there are no more changes, click on "**Publish**". Remember once questions are published changes can no longer be made. To view all of the items you have created, click on **"Items"** and a list of items will be displayed.





These questions are ready to be inserted into an Itembank Assessment. For assistance in creating the assessment, see ”Guide on How to Create Item Bank Assessments”.