School City Help

Copy and Set Up Item Templates

► Step 1: Copy the District Item Template

- 1. Navigate to the Item Bank page.
- Click on the number in the row for the Item Type template ①.

The Item Bank opens to display the bank's questions.



🖋 🕲 🕂

- 3. Select the checkbox for the desired item type 2.
- 4. Click the **Copy** button **3**.
- 5. Type a new name for the item, such as "My Item MC Template."

The item is copied to the "District Work Space."

Step 2: Move Item to My Work Space

- 1. Return to the Item Banks and Select "District Work Space."
- 2. Find the copied item in the District Work Space and select the checkbox for this item.
- 3. Click the **Move** button to place the item in "My Work Space."



► Step 3: Modify the Copied Item

1. Select the **Edit** option found by clicking the triangle button located in the Function column.

#	Item ID / Passage Title	\$ Status 🔶	Туре 🗧	Standards	¢	Last Mo	odified 🚽	Functions
1	My Item Template	Completed	MC	No Std Selected		10/20	0/2017	~
2	MC-Template	Completed	MC	SOC.9-12.C13.[9-12].8		10/1	Edit	
3	Mary's CTE Question Bank	In Progress	MC			09/1	Publish History	
4	Explicit Constructed Response	In Progress	XCR			08/1	Move	

Continued on next page...



Item Name: Multiple Choice Template

Type the question here

2. Navigate to the standards window.

Health Science ^X Add and Public Safety	Search Standard Enter minimum 2 characters to search standards. Q
Select Standard Set	1.0: UNDERSTAND ANATOMY AND PHYSIOLOGY
O Common Core	
O Next Generation Standards	SPMED.1.1 - DEFINE AND EXPLAIN THE MEDICAL TERMS
O NV CTE Standards	SPMED.1.1.1 - Define common prefixes, suffixes, and word roots relat functions
NV CTE standards 2017-2018	SPMED.1.1.2 - Spell and pronounce medical terms correctly
O NV State Standards	SPMED.1.1.3 - Identify basic medical abbreviations
Select Subject	SPMED.1.1.4 - Use proper terminology while describing major sports i
Education, Hospitality and Human Services	SPMED.1.2 - UNDERSTAND STRUCTURE AND FUNCTION OF THE MUSC
Employability Skills For Career Readiness	SPMED.1.2.1 - Differentiate between the four basic tissue types in the
Health Science and Public Safety	SPMED.1.2.2 - Explain the mechanism of muscle contraction

- a. Click the "Add Subjects" button **①** to add standards. Keep clicking options in the order as numbered above until the standards list is populated in the middle of the screen. Select a standard **④** that fits most of the questions that you will create.
- b. **Save** the item.

► Step 4: Make Multiple Copies of the Item

- 1. In "My Work Space," click on the item's corresponding checkbox.
- 2. Click the **Copy** button.

۲	Move	Align Standards	Publish	ආ	ŵ
---	------	-----------------	---------	---	---

- 3. Rename the item and click **Save.**
- 4. *Now there are two items*. Select both items and copy these. Add a suffix to the name of the item. Use a letter or number as the suffix does not matter since you will likely change the name of the item when you create the actual question.
- 5. Continue to select multiple items and copy them until you have the number of items needed.

Step 5: Author the Question

Tip: Keep the first item as a template just in case you need to make more blank items.

- 1. Select to **Edit** option to modify the item.
- 2. Change the name of the question to match your naming scheme.
- 3. Change the question and answers.
- 4. Select the standard(s) assigned to the question.
- 5. **Publish** the item.

Final Note: When looking at an item in the item bank and finding a problem, you may edit the question if you were the creator. However, when a question is modified, it must be published to the item bank once again.