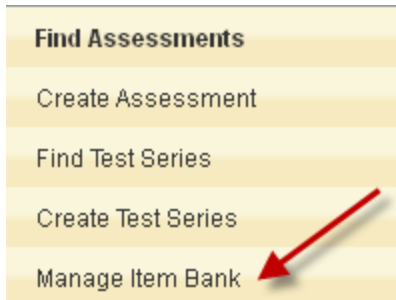


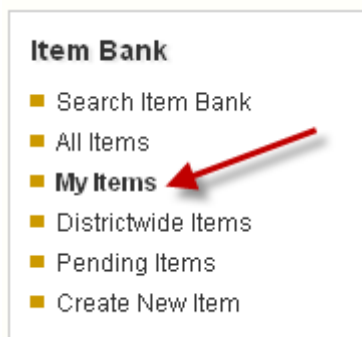
Managing Item Bank Items

Once an Item Bank Item has been created, users can edit the Item, use the Item in an Item Bank Assessment, or submit the Item for district approval so that it can be used by others.

To manage an Item, return to the Assessment section and select Manage Item Bank.



Next, select My Items.



You will now see all of the Items for which you are the author.

Test Item ID: 4479

View Edit Duplicate Share Delete

This item has not been submitted for district approval. To share this item with y

What is your reaction to the writing?

Item Standards

Standard	Description
LA.4.SL.4.1.a	Come to discussions prepared, having read or studied required mat

Item Attributes

Attribute	Value
Type	Constructed Response
Language	English
Rubrics	7-Point Rubric
Grade Levels	4
Created By:	Mitch Fowler (fowlerm)

Editing an Item

To edit an Item, click the Edit button below the Item ID.



You will return to the same screen that you used to create and link the item. Make your changes and click Save Item at the bottom of the page.

 A screenshot of the 'Item Properties' form. On the left is a sidebar with tabs for 'Item', 'Passage', 'Standards', and 'Preview'. The 'Item' tab is active. The main area contains the following fields:

- Label:** A text input field containing 'Test Item'. Below it is an information icon and the text 'Provide a descriptive label to help you locate this'.
- Item Type:** A dropdown menu currently set to 'Constructed Response'.

Using an Item Bank Item in an Item Bank Assessment

For instructions on using your Item Bank Items, please see the “Using an Item Bank Item in an Item Bank Assessment Tutorial”.

Submitting an Item for District Approval

If you would like to let others use your Item Bank Item in an assessment, you will need to submit it for district approval. To submit, click the “request district approval” link.

 A screenshot of a notification message in a yellow box. The text reads: 'This item has not been submitted for district approval. To share this item with your district, please [request district approval](#).' A red arrow points to the 'request district approval' link.

Note: Only District Administrators have access to approve Items. It would be a good idea to send an email to your District Administrator to let them know they have Items pending approval. **Once Items are approved, they cannot be edited.**