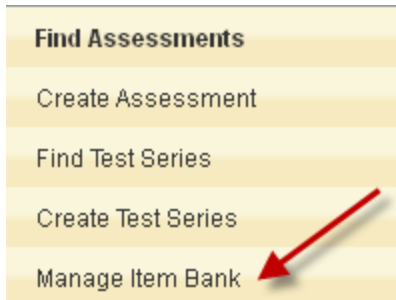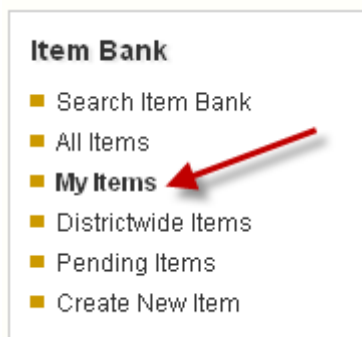# Managing Item Bank Items

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.

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.

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.

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.**