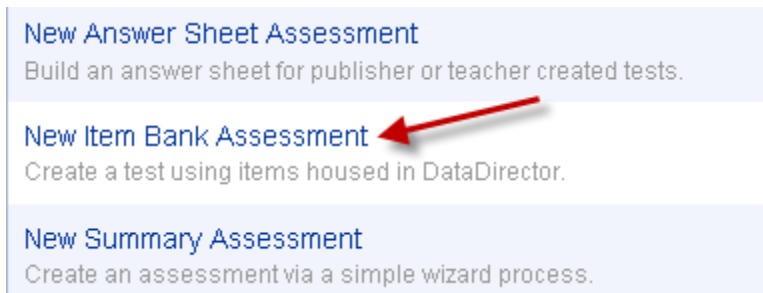# Using Item Bank Items in Item Bank Assessments

Once an Item has been created, it can be inserted into an Item Bank Assessment. Users will first need to create an Item Bank Assessment or access an Item Bank Assessment that has already been created. For the purposes of this tutorial, we will be working with a new Item Bank Assessment.

1. Navigate to the Assessment section and click Create Assessment.
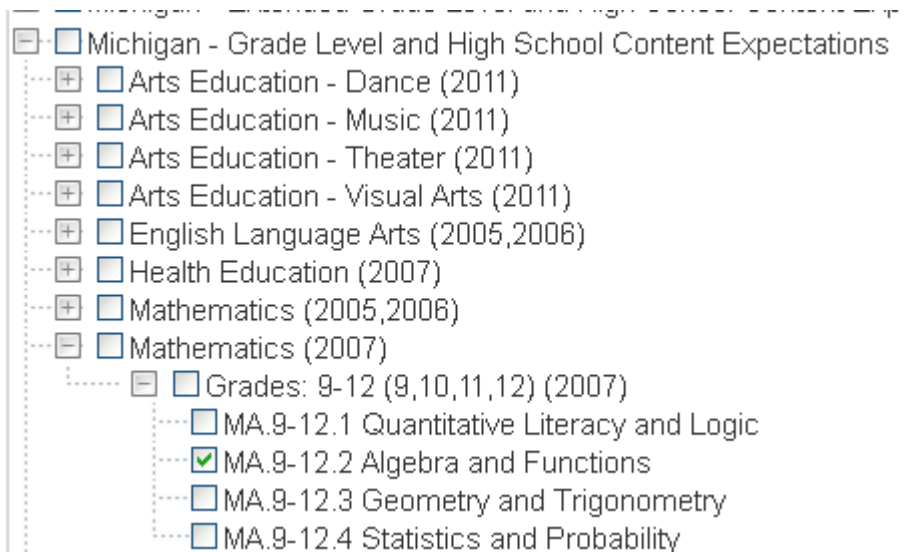

2. Select New Item Bank Assessment.

3. Complete the Assessment Summary section. Note: Most users select "User-Created" as their Type.

4. Next, select Add Items.

➕ Add Items

5. Instead of adding questions like you would in an Answer Sheet Assessment, you are prompted to search for Item Bank Items by standard. Mine down to specific grade levels and strands by clicking the "+" next to each level. If I wanted to search for all Items linked to Algebra and Functions HSCEs, I would select the options below and click Search. Notice I did not check the boxes above my selected Strand, I expanded the menu.

☐ Michigan - Grade Level and High School Content Expectations
  ⊞ ☐ Arts Education - Dance (2011)
  ⊞ ☐ Arts Education - Music (2011)
  ⊞ ☐ Arts Education - Theater (2011)
  ⊞ ☐ Arts Education - Visual Arts (2011)
  ⊞ ☐ English Language Arts (2005,2006)
  ⊞ ☐ Health Education (2007)
  ⊞ ☐ Mathematics (2005,2006)
  ⊟ ☐ Mathematics (2007)
      ⊟ ☐ Grades: 9-12 (9,10,11,12) (2007)
          ☐ MA.9-12.1 Quantitative Literacy and Logic
          ☑ MA.9-12.2 Algebra and Functions
          ☐ MA.9-12.3 Geometry and Trigonometry
          ☐ MA.9-12.4 Statistics and Probability

6. DataDirector will return results based on your search criteria.

Michigan: Grade Level and High School Content Expectations ➡ **Mathematics (2007)** ➡ **Gr**

Items	4 items matched your search criteria Select 4 items
Strand	MA.9-12.2 Algebra and Functions
Standard	MA.9-12.A3 Students study the symbolic and graphical forms of each functio problems or for modeling real-world situations.
Strand	MA.9-12.A3.2 Exponential and Logarithmic Functions
Expectation	MA.9-12.A.3.2.5 Relate exponential and logarithmic functions to real phenor

7. There are two ways to add questions at this point. You can add ALL questions linked to a standard by clicking "Select _ Items". This will AUTOMATICALLY add all questions to your assessment.

Michigan: Grade Level and High School Content Expectations ➡ **Mathematics (2007)** ➡ **Gr**

Items	4 items matched your search criteria Select 4 items

To review the items before adding them to your assessment, click the link in the top of the box.

You will see each question linked to the standard you selected. Add the question by checking the box next to the Item ID. Once checked, it will automatically be added to your assessment.

8. To add your own Items to your assessment, follow steps 1-4 above. However, when you get to step 5 (selecting your standards), you will not only need to select the standard your item is linked to (Note: Choosing the standard at the top level is fine. DataDirector just need to know which set of standards to look in for your Item), you will also need to scroll down to the bottom of the screen to the Item Publishers section. Expand Local Items and check the box that says My Items. Click Search.

9. Add your Item the same way you added other Item Bank Items.