

Using Manual Create

1. Login to your account and go into a class (or if you are in an admin account, go directly to step 2).
2. Drop down the Assessment tab at the top of the page to Manual Create.
3. On page that pops up, go to the tab labeled "Passages" and drop down to "Create Passage."
4. Fill out the relevant information in the drop down menus and select "Create."

The screenshot shows the 'Create New Passage' form in the Edify Author interface. The user is logged in as 'Josie Gerriets' at 'Skills IA School'. The navigation tabs are 'Passages', 'Items', and 'Assessments'. The breadcrumb trail is 'Home > Passages > Create Passage'. The form fields are:

- Passage Type *: Literary passage
- Subject *: Reading
- Item Bank *: Private Bank of Josie Gerriets

A green 'CREATE' button is located below the form fields.

5. Go to the paper and pencil and click them to open the editor. Copy/ paste in your passage text. Select save.

The screenshot shows the 'Passage Details' editor in the Edify Author interface. The breadcrumb trail is 'Home > Passages > Passage Details'. The page title is 'Passage Details'. Below the title, there is a dashed box containing the text: 'This is what a passage will look like. You can add pictures by going to the small image tab from the control bar.' To the right of the dashed box is a 'Preview' button with a paper and pencil icon. Below the dashed box, there are icons for 'Items', 'Assessments', and 'Publish'. The 'Passage ID' is 26879 and the 'Status' is 'Approved'. Below this, there is a 'Characteristics' section with the following fields:

- Bank *: Private Bank of Jc
- Passage Title *: PASSAGE-26879
- Passage Type *: Literary pass
- Language *: English
- Lexile Rating: (200 - 1700)
- Flesch/Kincaid Grade: (0.10 - 100.00)
- Passage Topic:
- Passage Genre:

At the bottom of the 'Characteristics' section are 'SAVE' and 'CANCEL' buttons.

6. Take note of the passage ID (so that you can align questions to it later). In this case, it is 26879.

- Now, go to the “Items” tab at the top and select “Create Item.”
- Fill out the relevant information for the question you want to create and select the standard to align the question to and select, “Create.”

Passages Items Assessments

Home > Items > Create Item

Create New Item

Item Type * Selected Response

Subject * Reading

Standard Set * English 8

Item Bank * Private Bank of Josie Gerriets

Measurable Standard * [8.RL.1] Cite the textual evidence that most strongly

LOOKUP

CREATE

- Open the question by going to the paper and pencil. The top box is the question and the four other boxes are the spaces for each of the foils. Then save.
- Now, go to the alignment tab on the right and next to “Passage ID,” select “Add.”

Passages Items Assessments

Home > Items > Item Details

Item Details

Review the content to check for presentation of the item and accuracy of the correct answer.

How do you add a picture?

A You go to the omega sign

B You go to the image box

C You run in a circle

D You throw things

Item ID 414851

Item Type Selected Response

Status Draft

Characteristics

Alignment

Subject Reading

Standard Set English 8

Passage ID Add | Create

Measurable Standards Add

Type and select measurable standards

LOOKUP

Measurable Standard

Common Core Standards for English Language Arts

[8.RL.1] Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.

Statistics

- On the new page, enter the Passage ID you wrote down earlier.
- Select the box next to the passage and “Add to Item.”

Records found: 1

Passage ID	Passage Type	Item Count	Subject	Status	Date Updated
<input checked="" type="radio"/> 26879	Literary passage	0	Reading	Approved	11-05-14

Passages per page: 20

ADD TO ITEM RETURN TO ITEM

- You will now be routed back to the Item. Change the “Status” to “Approved.”
- Repeat steps 7-13 for each of the questions you want added to the passage.
- When you are done creating items, go to the “Assessments” tab and drop down to “Create Assessment.”

16. Choose the drop downs that suit your purpose and click on Next. Please note that the information to the right of Bank is where the assessment will reside, not where it comes from.

[Home](#) › [Assessments](#) › [Create Assessment](#)

Create Assessment

Assessment Type *	Teacher Created ▼
Subject *	Reading ▼
Standard Set *	English 6 ▼
Bank *	Private Bank of Sioux City ▼
Standards *	Common Core Standards for English Language Arts (1) ▼

NEXT

17. On the next page click on the green button that says Add Existing Items.
18. On the next page click on Advanced Search in the middle of the page
19. Enter the passage ID that you created earlier.

Home | Items | Item Advance Search

Search Items

Search in:

ID:

Search Item Content:

Passage Id:

Measurable Standard: [Lookup](#)

Descriptor:

Item Type:

Subject:

Standard Set:

20. Now, all questions aligned to that passage will appear. You can see the question by selecting the black diagonal arrow that appears next to the Item ID number.

Sort by: [High to Low](#)

<input type="checkbox"/>	Item Id	Item Name	Passage Id	Item Type	Subject	Standard Set	Status	Date Updated
<input type="checkbox"/>	65510	Item65510 - Mood	11450	Selected Response	Reading English 5		Approved 07-	
		Measurable Standard:	[5.RL.3] Compare and contrast two or more characters, settings, or events in a story or drama; analyze how and why individuals or events change and how they relate to one another over the course of the text (e.g., how characters interact). Bloom's Taxonomy:		Webb's DOK:			
<input type="checkbox"/>	144088	Item144088 - Supporting detail...	11450	Selected Response	Reading English 5		Approved 07-	
		Measurable Standard:	[5.RL.1] Quote accurately from a text when explaining what the text says explicitly and what it implies or infers (e.g., details, themes, or motifs); cite relevant textual details to support an analysis of what the text says explicitly and what it implies or infers. Bloom's Taxonomy:		Webb's DOK:			
<input type="checkbox"/>	147894	Item147894 - Main idea	11450	Selected Response	Reading English 5		Approved 07-	
		Measurable Standard:	[5.RL.2] Determine a theme of a story, drama, or poem from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem expresses ideas. Bloom's Taxonomy:		Webb's DOK:			

21. Select the box next to Item ID at the top to select all items. Go to “Add to assessment” at the bottom of the page.

- a. A screen will pop up saying “Validating Items.” Once this is completed and the pop up closes, click on “Return to Assessment.”
- b. You will now be taken back to the Assessment page, with the poem and questions added. You can now check the questions one more time.

22. If this is the last passage you want to add to the assessment, go to “Save.”

- a. Copy down the Assessment ID (in this case 11780)

Assessment Details

Assessment Id	11780	Assessment Name	TEST-11780
Subject	Reading	Standard Set	English 5
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Langua...
Author	Sioux City	Total Points Value	8.00

[Add Existing Item](#)
[Create and add new Item](#)
[Save](#)

The items on this assessment appear below. Use the above buttons to either add existing items or add new items to this assessment.

Narrative poetry is poetry that tells the story of a person or event. Read this poem. Then answer the questions that follow.

Man of the Century

My Gramps was born in Norway
His father's only son

[Copy](#)
[Modify](#)

Custom Code:
 Bank
 Status

Passage Metadata
 Passage Id
 Source Id
 Passage Status

23. To rename the test, select the “Assessments” tab at the top of the page, and drop down to “Search Assessments”

24. Search for the Assessment ID, and then re-open the assessment by selecting the blue ID number- this will pull the test back up.

ID	Subject	Standard Set	Assessment Type	Standards	Author	Date Updated
11780	Reading	English 5	Administrator Created	Common Core Standards for	Sioux City	11-04-14

Home > Assessments > Assessment Items

Assessment Details

Assessment Id	11780	Assessment Name	TEST-11780	Edit
Subject	Reading	Standard Set	English 5	
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Langua...	
Author	Sioux City	Total Points Value	8.00	

[Copy](#)
[Modify](#)
[History](#)
[Preview](#)
[PDF](#)
[Publish](#)

Custom Code:

Bank:

Status:

[Add Existing Item](#)
[Create and add new Item](#)
[Save](#)

The items on this assessment appear below. Use the above buttons to either add existing items or add new items to this assessment.

Narrative poetry is poetry that tells the story of a person or event.

Passage Metadata

25. Now, you will have the option of selecting the “Edit” function next to the name of the assessment.

26. You can rename the test as you see fit and then select “Save.” Once you are sure you are done editing the assessment, on the right, go to the “Status” drop down and select “Approved.”

The screenshot shows a web interface for managing assessments. At the top, there are navigation tabs for 'Passages', 'Items', and 'Assessments'. Below this, a breadcrumb trail reads 'Home > Assessments > Assessment Items'. The main content area is titled 'Assessment Details' and contains a table with the following information:

Assessment Id	11780	Assessment Name	TEST-11780	Edit
Subject	Reading	Standard Set	English 5	
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Langua...	
Author	Sioux City	Total Points Value	8.00	

To the right of the table is a toolbar with icons for 'Copy', 'Modify', 'History', 'Preview', 'PDF', and 'Publish'. Below the toolbar, there are input fields for 'Custom Code' (9004873), 'Bank' (Private Bank of Sioux City), and 'Status' (Approved). At the bottom of the page, there are three buttons: 'Add Existing Item', 'Create and add new item', and 'Save'. A note below the buttons states: 'The items on this assessment appear below. Use the above buttons to either add existing items or add new items to this assessment.'

27. Then, go to the green arrow labeled “Publish.”

- a. When the pop up appears, select the box next to “Regenerate .pdf” and confirm. Regenerating the PDF tells the server to re-create your assessment with its changes so that when you print it, the correct questions come up.

28. Once it is published, it will appear on your assessment page as an assessment that can assigned.