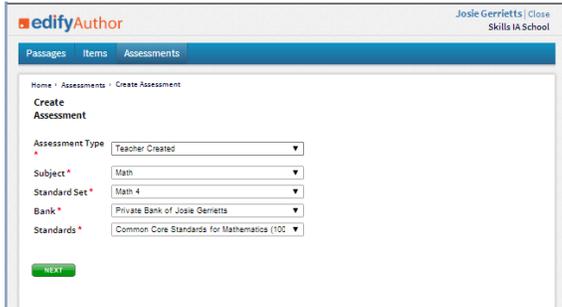


## Using Manual Create

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, fill out the relevant information from the drop down menus and select “Next.”

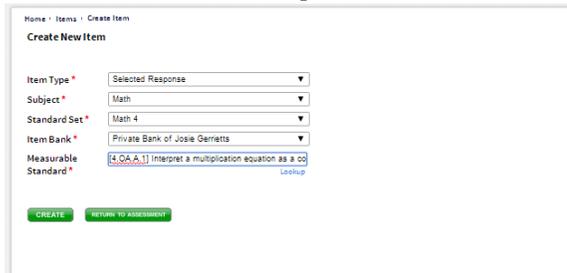


The screenshot shows the 'edifyAuthor' interface for creating an assessment. The user is logged in as 'Josie Gerrietta' at 'Skills IA School'. The 'Assessments' tab is active. The 'Create Assessment' form includes the following fields:

- Assessment Type: Teacher Created
- Subject: Math
- Standard Set: Math 4
- Bank: Private Bank of Josie Gerrietta
- Standards: Common Core Standards for Mathematics (100)

A green 'NEXT' button is located at the bottom left of the form.

4. Now, go to the green button labeled, “Create and add new item.”
5. Fill out the relevant drop down menu items. Select “Create.”

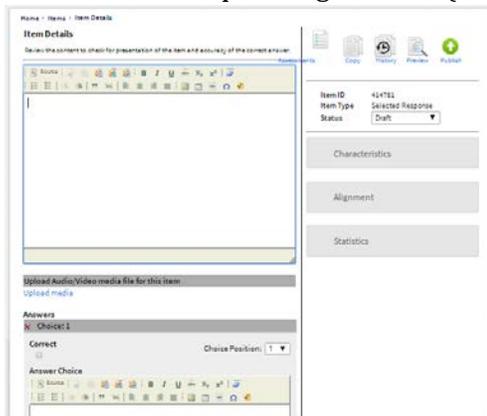


The screenshot shows the 'Create New Item' form. The user is logged in as 'Josie Gerrietta' at 'Skills IA School'. The 'Items' tab is active. The 'Create New Item' form includes the following fields:

- Item Type: Selected Response
- Subject: Math
- Standard Set: Math 4
- Item Bank: Private Bank of Josie Gerrietta
- Measurable Standard: 4.OA.A.1 Interpret a multiplication equation as a co

At the bottom, there are two green buttons: 'CREATE' and 'RETURN TO ASSESSMENT'.

6. 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.
  - a. Use the image icon (fifth icon from the right, second row) to upload images,
  - b. Use the equation generator (far right icon, second row) to add equations.

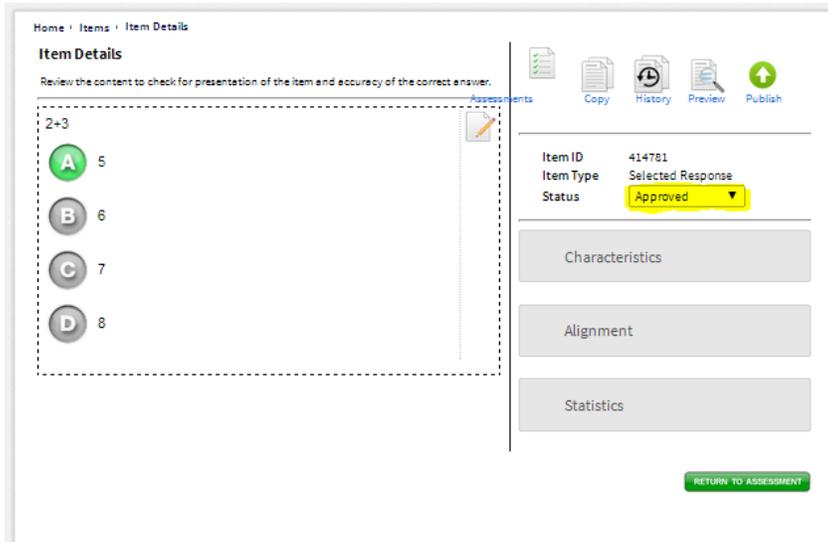


The screenshot shows the 'Item Details' form. The user is logged in as 'Josie Gerrietta' at 'Skills IA School'. The 'Items' tab is active. The 'Item Details' form includes the following fields:

- Item ID: 14721
- Item Type: Selected Response
- Status: Draft
- Characteristics
- Alignment
- Statistics

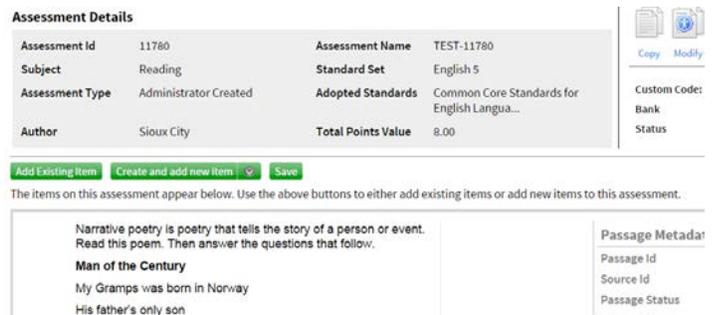
At the bottom, there are two green buttons: 'CREATE' and 'RETURN TO ASSESSMENT'.

7. When you have completed your item,
  - a. Select “Save”
  - b. Change the “Status” to “Approved” (highlighted below)
  - c. Go to “Return to assessment”



8. Repeat steps 4- 7 for each of the questions you want added to the assessment.

9. Once you have added all of the questions you need, go to “Save.”
  - a. Copy down the Assessment ID (in this case 11780)



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

11. 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 English Language Arts	Sioux City	11-04-14

Assessments per page: 20

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

The screenshot shows the 'Assessment Details' page for 'TEST-11780'. The 'Assessment Name' field is highlighted in yellow, and the 'Edit' button next to it is also highlighted in yellow. The page includes a navigation breadcrumb 'Home > Assessments > Assessment Items', a toolbar with icons for Copy, Modify, History, Preview, PDF, and Publish, and a form for Custom Code, Bank, and Status. Below the details are buttons for 'Add Existing Item', 'Create and add new item', and 'Save', followed by a note: 'The items on this assessment appear below. Use the above buttons to either add existing items or add new items to this assessment.' The items list shows 'Narrative poetry is poetry that tells the story of a person or event.' with a 'Passage Metadata' link.

13. 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.”

This screenshot is similar to the previous one but shows the 'Status' dropdown menu set to 'Approved'. The 'Status' field is highlighted in yellow. The 'Assessment Name' field is still highlighted in yellow. The 'Publish' button in the toolbar is also highlighted in yellow. The rest of the page layout, including the breadcrumb, toolbar, form fields, and buttons, remains the same.

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

- 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.

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