

## Using Manual Create (for Poetry)

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 the next page, 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

4. On the next page click on the green button that says Add Existing Items.
5. On the next page click on Advanced Search in the middle of the page
6. On the next page drop down on these choices.
  - a. In *Search Item Content*, put the word “poem”
  - b. Push the Search button at the bottom of the page.
7. On the next page items aligned to passages will come up. Drop down the sort by menu to Passage ID.
8. The Passage ID numbers are in the middle of the row (as seen circled in black below).

Sort by: PassageId High to Low

1-20 of 39

<input type="checkbox"/> Item Id	Item Name	Passage Id	Item Type	Subject	Standard Set	Status	Date Updated
<input type="checkbox"/> 90720	Item90720 - Conclusions, Infer...		Constructive Response	Reading English 5		Approved	02-12-14
<b>Measurable Standard:</b> [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 reflects upon a topic; summarize the text.							
<b>Bloom's Taxonomy:</b>		<b>Webb's DOK:</b>					
<input type="checkbox"/> 147894	Item147894 - Main idea	11450	Selected Response	Reading English 5		Approved	07-27-14
<b>Measurable Standard:</b> [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 reflects upon a topic; summarize the text.							
<b>Bloom's Taxonomy:</b>		<b>Webb's DOK:</b>					

- To the right of the passage ID is a diagonal arrow. If you click on that, the passage will pop-up so you can see if you want to use it.

My Manhattan, 1895

Morning's breeze, awakening my skin; salty stickiness  
 Burrowing through the window beneath the pane, tickling hair,  
 Whispering, "it's time!" Make ready haste to travel north  
 for picnic, fun, cousins; a consummate summer's day in the park.

Bustling from our tenement flat, we seven tumble, giggle  
 Down onto South Street, where bowsprits of ships point their  
 Canvas fingers at us as if wishing to leave their watery beds,  
 To shake themselves like soaked terriers and tag along.

Boys splash on rain-drowned paving blocks between trolley tracks;  
 I care to join, but sharp parental nods bring me back to the

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 reflects upon a topic; summarize the text.

- Select the passage you and take note of the passage ID number (in this case 11450).
- Now, return to the previous page by selecting "Modify Search" at the top left (without selecting any of the questions).

12. Put the passage ID number in the search box and select search.

Home > Items > Item Advance Search

### Search Items

Search in:

ID:

Search Item Content:

Passage Id:

Measurable Standard:  [Lookup](#)

Descriptor:



Item Type:

13. 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"/>	<a href="#">65510</a>	Item65510 - Mood	<a href="#">11450</a>	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, events, and settings develop and change over the course of the text.					
		Bloom's Taxonomy:	Webb's DOK:					
<input type="checkbox"/>	<a href="#">144088</a>	Item144088 - Supporting detail...	<a href="#">11450</a>	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 inferences from the text.					
		Bloom's Taxonomy:	Webb's DOK:					
<input type="checkbox"/>	<a href="#">147894</a>	Item147894 - Main idea	<a href="#">11450</a>	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, analyze how characters in a story or drama respond to challenges or how the speaker in a poem reacts to a situation; summarize the text.					
		Bloom's Taxonomy:	Webb's DOK:					

14. 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.
15. 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	Copy	Modify
Subject	Reading	Standard Set	English 5	Custom Code: Bank Status	
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Language...		
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. <b>Man of the Century</b> My Gramps was born in Norway His father's only son	<b>Passage Metadata</b> Passage Id Source Id Passage Status
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16. To rename the test, select the “Assessments” tab at the top of the page, and drop down to “Search Assessments”
17. 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				     	
<b>Assessment Details</b>				<a href="#">Edit</a>	
Assessment Id	11780	Assessment Name	TEST-11780	Custom Code: 9004873 Bank: Private Bank of Sioux City Status: Draft	
Subject	Reading	Standard Set	English 5		
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Language...		
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.	<b>Passage Metadata</b>
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18. Now, you will have the option of selecting the “Edit” function next to the name of the assessment.







19. 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

Passages Items **Assessments**

Home > Assessments > Assessment Items

### Assessment Details

Assessment Id	11780	Assessment Name	TEST-11780	<a href="#">Edit</a>
Subject	Reading	Standard Set	English 5	
Assessment Type	Administrator Created	Adopted Standards	Common Core Standards for English Language...	
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.

“Approved.”

20. 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.

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