

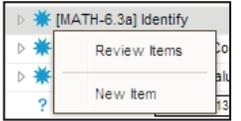


Assessment

Drag and drop

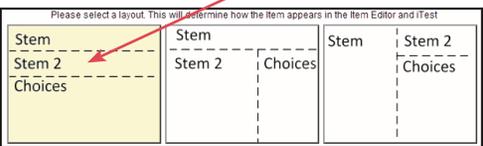
To create a drag and drop item in **Assessment Library**:

- 1 Select the subject from the **Subject** drop-down menu.
- 2 Right click on the appropriate SOL and select **New Item**.
- 3 The **Item Wizard** will appear. Select **Drag and Drop** and click **Next**.

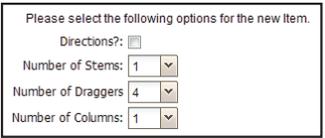


- 4 Select one of the three layouts.

Recommended layout for drag & drop



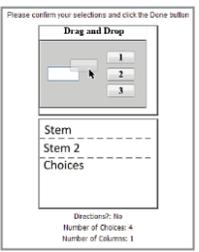
- 5 The next page allows for the inclusion of directions, number of stems, **"draggers"**, and columns.



Tip: All answers for a drag and drop test item are referred to as **"draggers"** and they are placed in the appropriate **"bays"**. Drag and drop items can include up to 10 **"draggers"**.

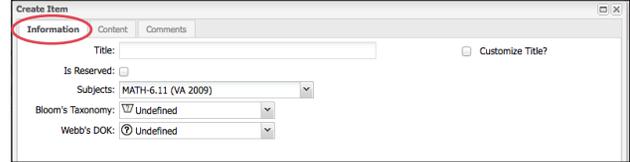
TEI Creation Cheat Sheet

- 6 The **Item Wizard** will provide a summary of selections made.

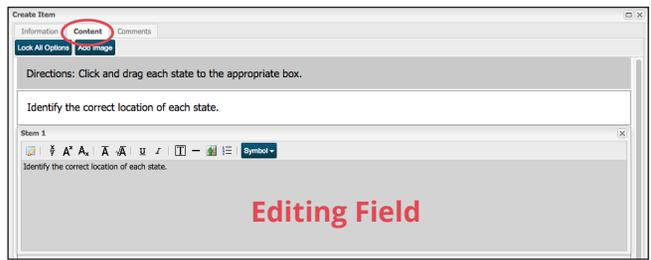


Tip: Changes can be made to the top two choices on the summary screen by clicking **"Back"**. Directions, stems, and columns can still be changed after clicking **"Next"**.

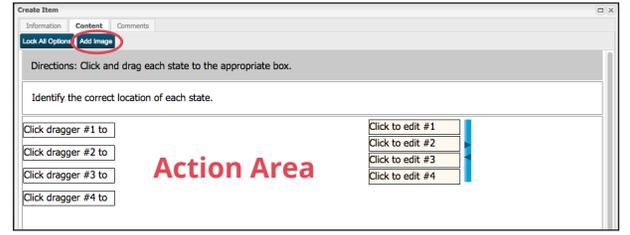
- 7 The **Create Item** window is divided into three tabs. The **Information** tab allows user to customize a title, confirm SOL, and select one of six levels of Bloom's taxonomy.



- 8 Click on the **Content** tab to create the drag and drop item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.



- 9 Click **Add Image** to add a background image to the action area.



Tip: Drag and drop items must include a background image in the action area. The maximum graphic size for a drag and drop item is 950 X 550 pixels.

- 10 Click each **"dragger"** on the right side to enter answer choices. As answers are entered they will also appear in the **"bays"** on the left.

- 11 Place the **"bays"** in the correct location on the graphic.



Tip: The blue side bar on the right of the answer choices allows user to adjust the width of the column.

- 12 Once the **"stem"** and **"draggers"** are filled in and **"bays"** have been placed in the appropriate area, click **Create** in the bottom right of the **Create Item** window.



TEI Creation Cheat Sheet

To create **Hot Spot** and **Fill in the Blank** items in the **Assessment Library**, follow steps 1-4 from the drag and drop instructions:

➔ For a **Hot Spot** item, select directions, stems, number of answer choices, and columns. For a **Fill in the Blank** item, select directions, stems, and choices.

Please select the following options for the new item.

Directions?:

Number of Stems:

Number of Choices:

Number of Columns:

Please select the following options for the new item.

Directions?:

Number of Stems:

Number of Choices:

Hot Spot Fill in the Blank

*Tip: For a **Fill in the Blank**, an item can have up to ten accepted answers (choices).*

➔ Confirm selections made for the creation of a **Hot Spot** or **Fill in the Blank** item in the **"Item Wizard"**.

Please confirm your selections and click the Done button

Hot Spot

1	2	3
4	5	6

Stem

Stem 2

Choices

Directions?: No
Number of Choices: 4
Number of Columns: 1

Please confirm your selections and click the Done button

Fill in the Blank

Stem

Stem 2

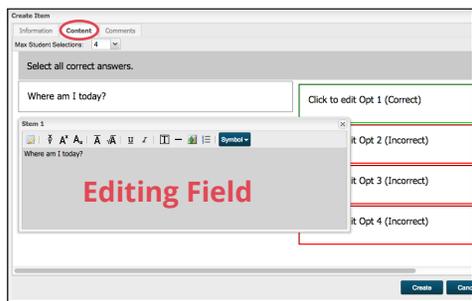
Choices

Directions?: Yes
Number of Choices: 1
Number of Columns: 1

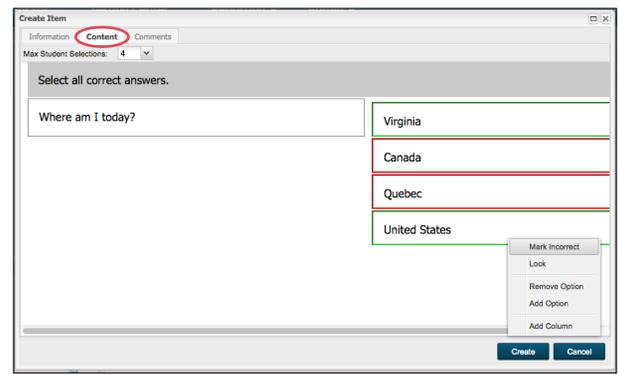
Changes can still be made to directions, choices, and columns in the item creation process.

Hot Spot

- 1 Click on the **Content** tab to create the **Hot Spot** item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.



- 2 Click on an answer option to enter an answer choice. To mark an answer as correct/incorrect, right-click inside the **"option"** field.

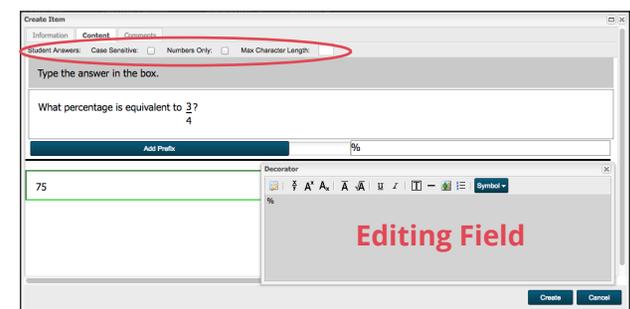


*Tip: **Hot Spot** items can have up to ten answer options with multiple correct answers.*

- 3 Once the stem and answer options have been completed, select **Create** in the **"Create Item"** window.

Fill in the Blank

- 1 Select the **Content** tab to create the **Fill in the Blank** item. Click inside any field to edit the information.



- 2 The boxes labeled **"prefix"** and **"suffix"** can be edited by clicking the text box.

*Tip: The **"Student Answers"** check boxes allow the parameters of student responses to be limited to numerical characters, case sensitive responses, and maximum character length.*

- 3 Once the stem and acceptable answers have been completed, select **Create** in the **"Create Item"** window.

REAL-TIME HELP available M-F 7:00am – 5:00pm through screen sharing and chat by clicking



Don't forget: You can always email aasupport@powerschool.com