

1. Log in.
2. Click the **Tests** tab, and then select **Item Search** on the menu.
 - a. Type an item code in the **Item Details** field. (To find an item code, use the Item Summary links at right or use the Grade, Subject, Item Type, and Source filters.)
 - b. Click **Search**.

1

IDMS Log In

User Name:
teacher15

Password:

Database:
[Dropdown]

Login Clear

[Forgot Password?](#)
[System Requirements](#)

2

Home Standards Curriculum **Tests** Results Maintenance help [logout](#)

Item Search Item Edit Test List Test Builder Answer Key Builder Scanning Center Online Test Management Rubric Maintenance Scoring Center Report Que

Item Search **Display:** Items

a.

Search Criteria expand all

Item Details - Basic Search

CME099 Use a comma or carriage return to separate multiple item codes.

Item Codes : partial match exact match Search Text : [Text Box]

Grade : All Item Type : All

Subject : All Source : All

Standards :

Include only Items that have Standards assigned to them :

Item Details - Advanced Search

Passage Details - Basic Search

b. Reset Search

3. In the **Search Results** area
 - a. Select the radio button next to the item you want to revise.
 - b. Then click **copy**.
4. To confirm the copy, click **OK**.

The screenshot shows the 'Search Results' interface. At the top, there are buttons for 'collapse all', 'copy', and 'view item card'. Below this is a table with columns for 'Passage Code(s)', 'Passage(s)', and 'Number of Items'. A single entry is shown with '1' items. To the right of this entry is a 'hide passage' link. Below the passage information is a table for 'Item Code' and 'Question'. The question text is: 'Read the sentence. Last year, we ____ to the zoo. Which word belongs in the sentence?'. Below the question is a table with columns: 'Sequence', 'Printed Answer', 'Spoken Answer', 'Rationale', and 'Correct'. The table contains four rows (A, B, C, D) with corresponding answers: 'go', 'went', 'gone', and 'going'. The 'Correct' column shows 'no' for A, C, and D, and 'yes' for B. To the right of the question table, there is a 'DOK: 2' and 'Interaction: Multiple Choice' section. A confirmation dialog box is open on the right side of the screen, with the text: 'The page at https://www.idmsweb.com says: You are about to make a new copy of this item. Are you sure you want to continue?'. The dialog has 'Cancel' and 'OK' buttons. A green arrow points to the 'OK' button. Red numbers 3, 4, and 'a.' are overlaid on the screenshot to indicate the steps described in the instructions. A green arrow points to the 'copy' button, and another green arrow points to the radio button next to the item code 'CME099'.

Passage Code(s)	Passage(s)	Number of Items
		1

Item Code	Question
CME099	<p>Read the sentence.</p> <p>Last year, we ____ to the zoo.</p> <p>Which word belongs in the sentence?</p>

Sequence	Printed Answer	Spoken Answer	Rationale	Correct
A	go			no
B	went			yes
C	gone			no
D	going			no

INFORM Assessment Test Builder

Edit a Published Test Item

5. Enter a new **Item Code**, and make revisions.

5

Home Standards Curriculum **Tests** Results Maintenance help logout

Item Search Item Edit Test List Test Builder Answer Key Builder Scanning Center Online Test Management Rubric Maintenance Scoring Center Report Queue

Item Bank - Edit Item CME099 successfully copied. Please enter a new Item Code, then Save, to complete the process.

Save Cancel

Item Definition

Item Writer: Contract #: Project ID:

Item Details - Basic

Item Code:

Grade: Grade 03 **Type:** Multiple Choice

Subject: Language Arts **Language:** English

Answer Alignment:

<input checked="" type="radio"/> A B C D	<input type="radio"/> A C B D	<input type="radio"/> ABCD	<input type="radio"/> ABC	<input type="radio"/> A B C D
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Column Span:

<input type="radio"/>	<input checked="" type="radio"/>
One Column	Two Column

Standards: CA.LA.3.WC.1.3, CC.LA.L.3.1e, CA.LA.3.L.1.g

Item Details - Advanced

6. To revise the **Question**, use the editing tools.
7. To edit, add, or remove **Answers**:
 - Check the box beside the answer choice.
 - Click **add** or **remove**.
 - Enter the Sequence of the answer choice.
 - If this answer is the correct one, select the **Correct Answer** radio button.
 - Choose a view—**Printed Text** or **Spoken Text**. The **Rationale** choice is optional.
 - Revise the text using the editing tools.
 - Repeat the process for each answer choice.
8. Click **Save**.
9. From the **Item Status** menu, choose an option.
10. Click **Publish**.

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