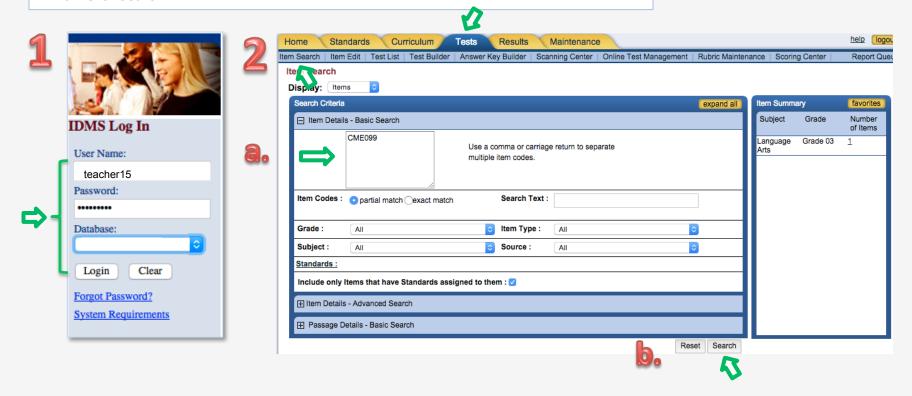




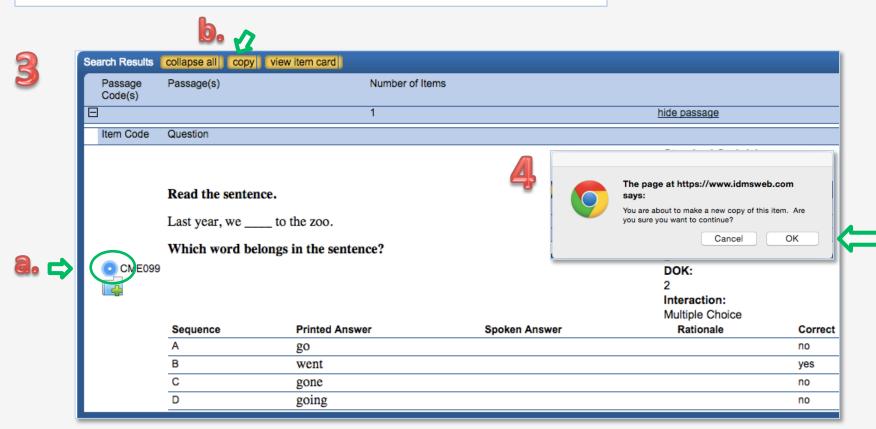
- 1. Log in.
- 2. Click the **Tests** tab, and then select **Item Search** on the menu.
 - a. Type an item code in the **Item Details** field. (To find an item code, use the Item Summary links at right or use the Grade, Subject, Item Type, and Source filters.)
 - b. Click Search.







- 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**.







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

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





- 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.

