

# How to create an item and save it to the Item Bank

How to Guide

# How to create an item and save it to the Item Bank

## 1. Go to 'Quiz Items' to create an item



CONTENT GROUPS RESOURCES PARTNERS BLOGS



Parabal Partap Si...

Search for content

Domains  
Wordnet  
Quiz Items

0 concept(s) chosen

Advanced Options

SEARCH

41 Contents

+ Create New Content

<p>English Kindergarten ( 5-6 yrs )</p> <p><b>Multiplication Practice</b> WORKSHEET   REVIEW</p> <p>This worksheet contains 10 questions about the multiplication of</p> <p>Last Updated On: 2016-08-04</p> <p>Parabal Partap Singh</p>	<p>English Grade 3 ( 7-8 yrs )</p> <p><b>Multiplication Practice</b> WORKSHEET   LIVE</p> <p>This worksheet contains 10 questions about vertical multiplication...</p> <p>Last Updated On: 2016-08-04</p> <p>Parabal Partap Singh</p>	<p>Hindi Grade 1 ( 5-6 yrs )</p> <p><b>छूटी हुई संख्याएँ (Missing Numbers)</b> WORKSHEET   LIVE</p> <p>इस बर्कशीट में छूटी हुई संख्याओं के 20 सवाल हैं। यह उन बच्चों के लिए...</p> <p>Last Updated On: 2016-07-27</p> <p>Parabal Partap Singh</p>	<p>English Grade 3 ( 7-8 yrs )</p> <p><b>Geometry: Components Of 2-D Sh...</b> WORKSHEET   DRAFT</p> <p>This worksheets contains 10 questions about properties of 2-D shapes...</p> <p>Last Updated On: 2016-07-25</p> <p>Parabal Partap Singh</p>
<p>Hindi Grade 3 ( 7-8 yrs )</p>	<p>English Grade 1 ( 5-6 yrs )</p>	<p>English Kindergarten ( 5-6 yrs )</p>	<p>English Kindergarten ( 5-6 yrs )</p>

# How to create an item and save it to the Item Bank

## 2. Create a new Quiz Item



CONTENT GROUPS RESOURCES PARTNERS BLOGS



Parabal Partap Sl... ▾

### Items

Search    My Ite... ▾

ADD QUIZ ITEM

Title	Level	Type
<a href="#">DRAWING</a>	EASY	mcq
<a href="#">RUNNING</a>	EASY	mcq
<a href="#">MATCH THE FOLLOWING</a>	EASY	mtf
<a href="#">POTATOES</a>	EASY	mcq
<a href="#">MATCH THE FOLLOWING</a>	MEDIUM	mtf
<a href="#">COLOUR OF TOMATOES</a>	EASY	mcq

# How to create an item and save it to the Item Bank

## 3. Select question type



CONTENT GROUPS RESOURCES PARTNERS BLOGS



### Create A Question

NEXT CANCEL

Choose a question type \*

- ✓ Multiple Choice
- Fill in the Blanks
- Match the Following

- 1.TEXTQUESTION\_IMAGEOPTION
- 7.TEXTQUESTION\_TEXTOPTIONB
- 2.TEXTQUESTION\_TEXTOPTIONA
- 4.COUNTINGQUESTION
- 3.TEXTIMAGEQUESTION\_TEXTOPTION
- 6.TEXTIMAGEQUESTION\_TEXTANDIMAGEOPTION
- 5.IMAGETEXTQUESTION\_IMAGEORTEXTOPTION

Select template to see preview.

# How to create an item and save it to the Item Bank

## 4. Select question template



CONTENT GROUPS RESOURCES PARTNERS BLOGS



### Create A Question

NEXT CANCEL

Choose a question type \*

Multiple Choice

PICK A TEMPLATE \*

- 1.TEXTQUESTION\_IMAGEOPTION
- 7.TEXTQUESTION\_TEXTOPTIONB
- 2.TEXTQUESTION\_TEXTOPTIONA
- 4.COUNTINGQUESTION
- 3.TEXTIMAGEQUESTION\_TEXTOPTION
- 6.TEXTIMAGEQUESTION\_TEXTANDIMAGEOPTION
- 5.IMAGETEXTQUESTION\_IMAGEORTEXTOPTION

Question goes here/this is the question/The question this is/I dont know



options1

options2

options3

options4

# How to create an item and save it to the Item Bank

## 5. Fill in question data

### Create A Question

Title

PICK ANOTHER TEMPLATE SAVE CANCEL

Language \* English Level \* Easy Grade \* 3 Grades Chosen Domain \* Numeracy

Concepts Multiplication/Division Multiplication of 2 digits

Type something to get content suggestions

Set your question

*What is the product of 24 and 30?*

Image Audio

Remove

Count

Set your answers

QUESTION PREVIEW PREVIEW

►This is a multiple choice question template. ►This allows you to create questions with text and image. The question also allows for audio. ►The options can have audio and text. The option should not have more than 10-12 characters. ►Always select (mixed) setting when creating a question option. ►The 'title' section (though compulsory) is not displayed in the final question presentation (the area can be used to put a unique question id). ►The text put in the 'question' section is displayed. The text in the question should be no more than two lines or 100-200 characters. ►To make the audio for question auto play, add it as a page level audio when you add the question to the content. ►Question allows for four options. Allows for more and less options also. Try and ensure that the options are not too many as it will reduce the size of the text and image. Even numbered options work best."

# How to create an item and save it to the Item Bank

6. Preview question and Save. This will add the saved item into the Item Bank

## Create A Question

Title \_\_\_\_\_

PICK ANOTHER TEMPLATE SAVE CANCEL

Language \* English Level \* Easy Grade \* 3 Grades Chosen Domain \* Numeracy

Concepts Multiplication/Division Multiplication of 2 digits

Type something to get content suggestions

Set your question

*What is the product of 24 and 30?*

Image Audio

Remove

Count Count

Set your answers

720

QUESTION PREVIEW PREVIEW

What is the product of 24 and 30?

720 360 480

# How to add items from Item Bank into a worksheet

How to Guide



# How to Add items from Item Bank into a worksheet

1. Choose "Worksheet" as the type of Content



EkStep

[CONTENT](#)

[GROUPS](#)

[RESOURCES](#) ▾

[PARTNERS](#)

[BLOGS](#)

Search for content

[Choose concepts](#) 0 concept(s) chosen

Choose Content Type

Story

✓ **Worksheet**

Collection

Game

Template

I wish to create

in [Choose Language](#) ▾ about

[Choose concepts](#)

GET STARTED

# How to Add items from Item Bank into a worksheet

2. Select Concepts to be taught. Multiple concepts can be selected.

The screenshot shows the EkStep interface with a modal dialog box titled "What is your content about?". The dialog box has a search bar at the top containing "Multiplication" and "Multiply 2 digits, 3 digits numbers". Below the search bar, there are two columns of content. The left column lists "Literacy V3" and "Numeracy". Under "Numeracy", there are sub-items: "Number Sense", "Geometry", "Measurement", "Data Handling", and "Linear Math". A grey arrow points to "Linear Math". The right column is titled "Linear math" and lists several sub-items: "Linear math", "-- Understand, represent fractions", "Mental maths in multiplication", "-- Mental maths to double 2 digit numbers", "Mental addition for 2 digit numbers", "Mental maths for 2 digit numbers", "Multiplication" (checked), "-- Multiply 2 digits, 3 digits numbers" (checked), "-- Understand and learn multiplication tables upto 10", "-- Multiplication as repeated addition", and "-- Understand meaning of multiplication (as repeated)". At the bottom right of the dialog box, there are two buttons: "CANCEL" and "DONE".

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# How to Add items from Item Bank into a worksheet

## 3. Select Template to be used



CONTENT GROUPS RESOURCES- PARTNERS BLOGS



Parabal Partap Si... ▾

I wish to create Worksheet ▾ in English ▾ about

[Choose concepts](#) 2 concept(s) chosen

GET STARTED

PICK A TEMPLATE

MULTIPLICATION TABLES

ADDITION TEMPLATE

BLANK TEMPLATE



Blank Template

START CREATING

# How to Add items from Item Bank into a worksheet

## 4. Enter Content Details (Metadata), such as title, description, language, etc

### Untitled content

English | Worksheet

 Enter content details



SEND FOR REVIEW

PREVIEW

SAVE PROGRESS



Title \*

Multiplication Practice

Description \*

This worksheet contains 10 questions about the multiplication of

Content Type \*

Worksheet

Language \*

English

Domain \*

Numeracy

Choose concepts 2 concept(s) chosen

Grade \*

All Grades (7)

Age Group

5-6

Genre

Choose Genre

Copyright

Enter Copyright Information

Choose Theme

Author

Parabal Partap Singh

Copyright

Copyright

Publisher

Publisher

Source

Source

Choose existing content archive

BROWSE

\* Allowed file types are: zip (Story, Worksheet), apk (Game)

\* Maximum allowed file size: 50 MB

Choose Archive Type

Choose Archive Type

Keywords

Type text and press enter to add text as a Keyword

Reviewer's Comments

Collaborator's Comments

REPORTED ISSUES

No Reported issues.

RESOLVED ISSUES

No record found.



Add a comment

Newest

Oldest



No comments

# How to Add items from Item Bank into a worksheet

## 5. Click on “Add Assessment” to add items from the Item Bank

**Multiplication Practice**

English | Worksheet [Enter content details](#)

[SEND FOR REVIEW](#) [PREVIEW](#) [SAVE PROGRESS](#) ✕

Ab TEXT IMAGE SOUND SCRIBBLE PAD SHAPES HOTSPOT

+

▴

Keywords >>

TEACHER INSTRUCTIONS:

# How to Add items from Item Bank into a worksheet

## 5. Add Assessment (cont)

The screenshot shows a software interface for adding assessments. The main window is titled "Add Assessment" and has a search bar at the top with the placeholder text "Search by question, or question title". Below the search bar are several filters: Language (English), Question Type (mcq), Difficulty level (Select), and Domain (Select). There is also a Grade dropdown menu currently showing "All", "Kindergarten", "Grade 1", and "Grade 2". Below these filters are input fields for "Concepts" (containing "Enter Concepts") and "Code" (containing "Question Code").

At the bottom of the dialog, there is a list of questions. The first question is "Select the correct answer" with a difficulty level of "EASY" and a code of "Add999.Vert.Q7". The second question is "Do this sum" with a difficulty level of "MEDIUM". Each question has a blue "ADD" button next to it. To the right of the question list is a large empty box labeled "Item Preview comes here". A "NEXT" button is located at the top right of the question list area.

TEACHER INSTRUCTIONS:

# How to Add items from Item Bank into a worksheet

## 5. Add Assessment (cont)

The screenshot shows a software interface for creating a worksheet. The main window is titled "Multiplication Practice" and has a sidebar with "English" and "Ab TEXT". A modal dialog box titled "Add Assessment" is open, showing the following details:

- Test Settings:**
  - Title: Assessment Title
  - Total Marks: 10
  - Display any: 10 /12 questions
  - Show Immediate Feedback
  - Shuffle Questions
- ADDED QUESTIONS (12):** A list of four items, each with a "REMOVE" button:
  - Do this sum (Multiple Choice Question | MEDIUM | q12.3dto2dmult)
  - Do this sum (Multiple Choice Question | MEDIUM | q8.3dto2dmult)
  - Do this sum (Multiple Choice Question | MEDIUM | q1.3dto2dmult)
  - Do this sum (Multiple Choice Question | MEDIUM | q1.3dto2dmult)
- Buttons:** "ADD MORE QUESTIONS" and "ADD TEST".
- Preview:** A large empty box labeled "Item Preview comes here".

Below the dialog box, the text "TEACHER INSTRUCTIONS:" is visible above an empty input field.

# How to Add items from Item Bank into a worksheet

## 6. Save Content and Send for Review

The screenshot shows a digital worksheet editor interface. At the top, the title "Multiplication Practice" is displayed. Below the title, there are navigation options: "English | Worksheet" and a link to "Enter content details". On the right side of the top bar, there are three buttons: "SEND FOR REVIEW" (highlighted in blue), "PREVIEW", and "SAVE PROGRESS". A user icon is also present. Below the top bar is a toolbar with icons for "Ab TEXT", "IMAGE", "SOUND", "SCRIBBLE PAD", "SHAPES", and "HOTSPOT". The main workspace is divided into three sections: a left sidebar with a thumbnail of the worksheet, a central area with a large white success message, and a right sidebar labeled "Keywords". The success message features a green checkmark icon, the word "Success", and the text "Content details saved & submitted for review successfully", with an "OK" button below it. At the bottom of the central area, there is a "TEACHER INSTRUCTIONS:" label and a text input field.

**Multiplication Practice**

English | Worksheet [Enter content details](#)

SEND FOR REVIEW PREVIEW SAVE PROGRESS

Ab TEXT IMAGE SOUND SCRIBBLE PAD SHAPES HOTSPOT

Assessment Title

1/1

+

Keywords >>

**Success**

Content details saved & submitted for review successfully

OK

TEACHER INSTRUCTIONS:



End of Tutorial