

CIM: LOCATING ITEMS, PASSAGES, AND RUBRICS

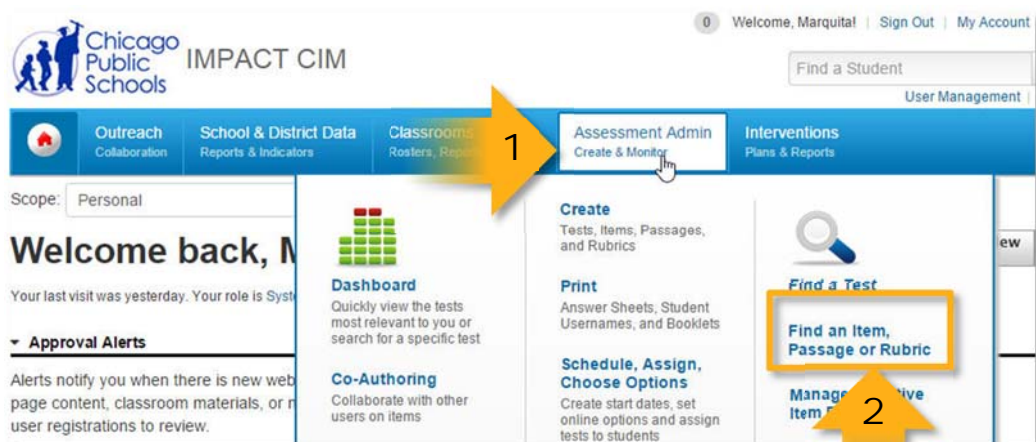
User Guide

CIM's **Item Central** is a repository within the *Assessment Admin* module from which users can create and manage items, passages, and rubrics. After locating and selecting items, passages, and rubrics from item Central, users can quickly generate assessments containing the selected resources. Items can also be assigned to a scoring rubric and aligned to a standard from Item Central. The repository is organized into three searchable tabs:

- *Items* – Search for items or questions. When you search for items, you also receive passages that are linked to the items.
- *Passages* – Search for reading passages that may be independent or linked to test items.
- *Rubrics* – Search for rubrics or the guidelines that are used to evaluate student performance on a test.

Navigate to Find an Item

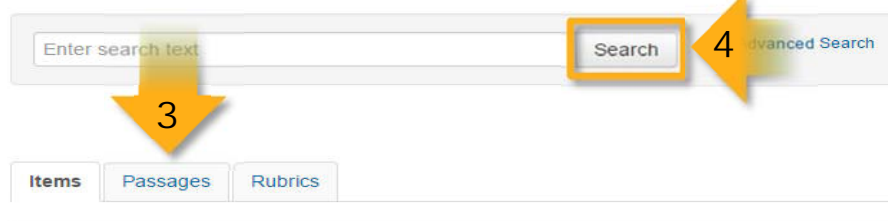
1. Hover over **Assessment Admin** in the menu bar.



2. Click **Find an Item Passage or Rubric**.

3. From the **Item Central** page, select the *Items*, *Passages*, or *Rubrics* tab (*Items* is selected by default).

Item Central




4. Click **Search**.

5. If the search results contain more than 500 objects, click the **Open Filters** link.

Item Central

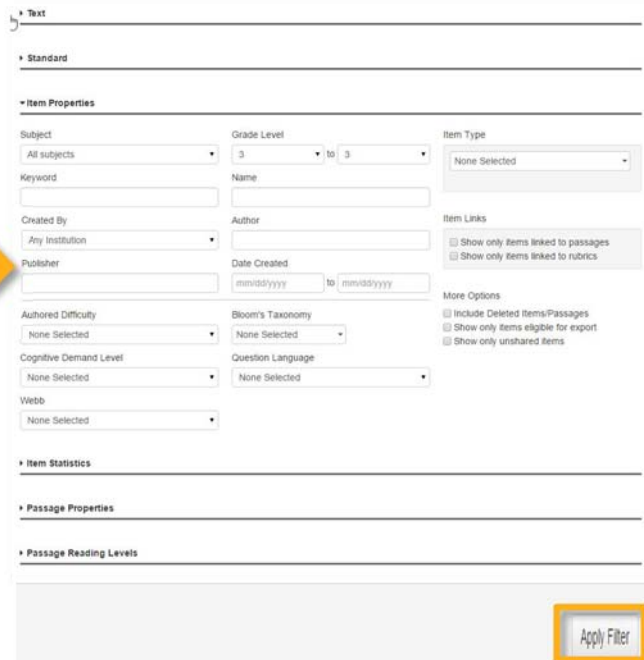
Results exceed 500 items. Please refine your search to view additional items.

Item Browsing Results (500) [Open Filters](#)

Q Grade 3 

5

6. Use one or more of the fields available in the panel to narrow the search parameters and click the **Apply Filters**.



The screenshot shows a filter panel with the following sections:

- Text**: Search bar containing "Grade 3".
- Standard**: Empty field.
- Item Properties**:
 - Subject: All subjects
 - Grade Level: 3 to 3
 - Item Type: None Selected
 - Keyword: Empty
 - Name: Empty
 - Created By: Any Institution
 - Author: Empty
 - Publisher: Empty
 - Date Created: mm/dd/yyyy to mm/dd/yyyy
 - Item Links:
 - Show only items linked to passages
 - Show only items linked to rubrics
 - More Options:
 - Include Deleted Items/Passages
 - Show only items eligible for export
 - Show only unshared items
- Item Statistics**: Empty
- Passage Properties**: Empty
- Passage Reading Levels**: Empty

An arrow labeled "6" points to the "Apply Filter" button at the bottom right of the panel.

