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

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