



# Step by Step for using the C4L Item Writing Template

Item Writer Information		ALIGNMENT	
District ID		Framework:	#N/A
Submission Date		Grade:	#N/A
Item Information		Standard:	(Select a Standard)
Item Type	(Select Item Type)		#N/A
Passage Title			
Item ID		Benchmark:	(Select a Benchmark)
Subject	(Select a Subject)		#N/A
Grade	(Select a Grade)		
Depth of Knowledge	(Select DoK)	Indicator:	(Select an Indicator)
Judged Difficulty	(Select Difficulty)		ALIGNMENT:
Focus			#N/A

**Item Prompt / Stem:**

**Answer Options**

KEY:	(Select Key)
Option A	
Option B	
Option C	
Option D	

**Item Notes:**

**Helpful Hints**

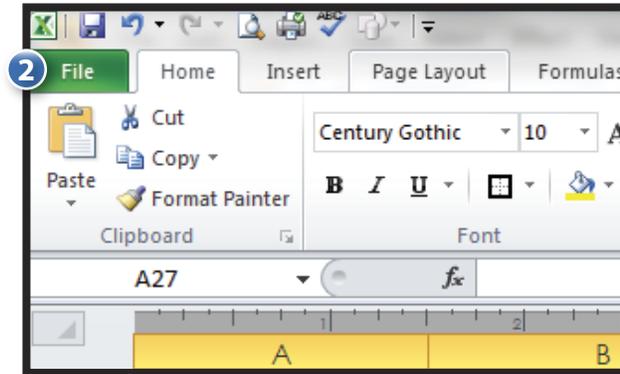
1. All white boxes require information.
2. Image names should be used within the Item Prompt/Stem and/or Answer Options portions of this form where they should appear for online display. Image names should NOT include blank spaces. (Example: math\_image.gif)
3. Use PLAIN text only in the Item writing template. Formatting will not transfer. Specific formatting requests can be added to the item notes section of the template.
4. For a return break within a cell: On a PC use Alt + Enter, on a Mac use Control + Command + Return.
5. You must choose a subject before selecting a grade.
6. You must choose a grade before selecting an alignment.
7. Any standard, benchmark or indicator choice that appears in red must be reselected. Alignment must be green.

# Getting Started

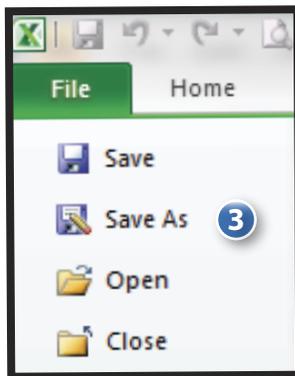


1 Open the Item Template Excel Form.

2 Click "File".



3 Click "Save As".



4 Rename the workbook.

Workbook name should begin with the year and program, then your district name, and lastly the indicator.

Example: 2013C4L\_500\_MA6\_2\_5\_d.xlsx

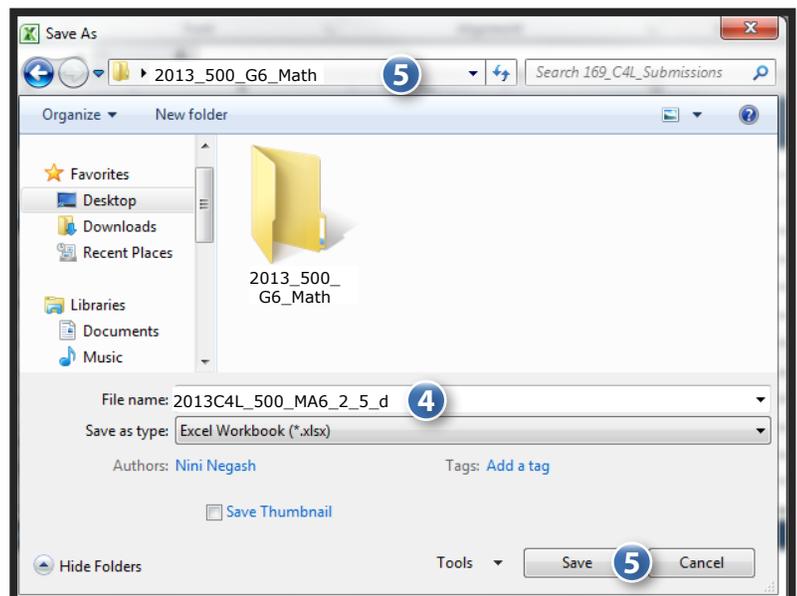
2013C4L\_500\_LA6\_PassageTitle.xlsx

2013C4L\_500\_SC3\_1\_1\_a.xlsx

[See page 8 for detailed naming convention rules.](#)

5 Save the workbook as a .xlsx file in the proper folder.

[See page 6 for folder set-up.](#)



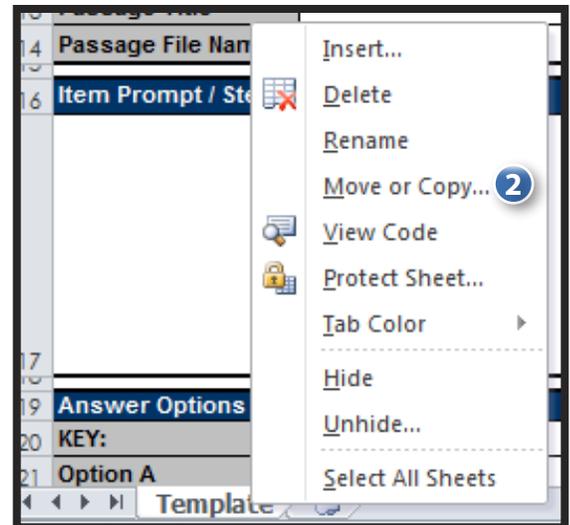
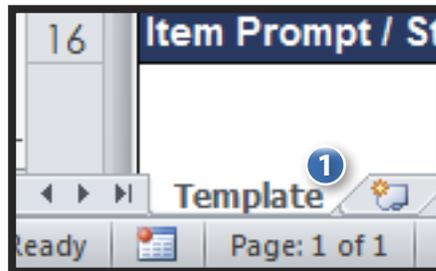
**COMPATIBILITY:** The Item Writing Template is compatible with Windows Excel 2007 and above for PC and Excel 2011 for MAC. Do not use Open Office to add items to the template.

# Copying the Transfer Form Worksheet

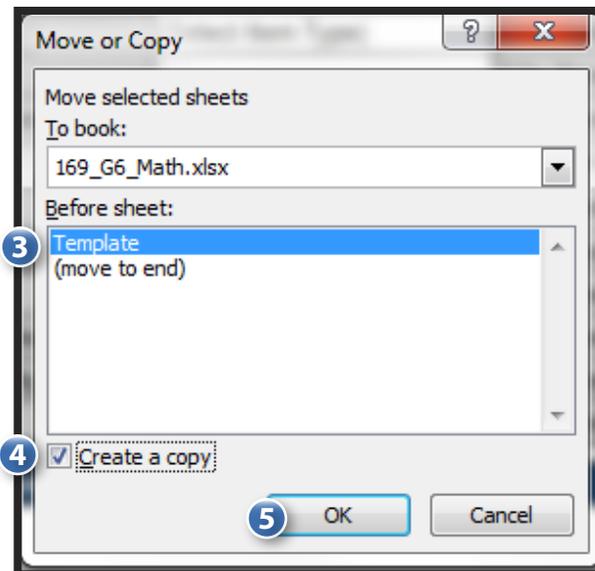


- 1 On a PC, right click on the "Template" tab, Control + Click on a Mac.
- 2 Select "Move or Copy..."

**NOTE:** To avoid template formatting issues, do **NOT** delete the original template.



- 3 Select "Template".
- 4 Check "Create a copy".
- 5 Click "OK".



A new "Template (2)" tab will appear.

- 6 Double click on the "Template (2)" tab to highlight.



- 7 Rename the tab, using the Item ID naming convention.

Example: Year.DistrictCodeIndicator\_#

District 341 6th grade Reading ID would be 13.500LA6.1.6.k\_1.

[See page 8 for detailed naming convention rules.](#)



Repeat these steps to continue creating individual worksheets for items.

**Do not delete the template tab.**

Be sure to rename the template tab with the item ID.

Reminder: Each New Indicator Code ends with "\_1".

# Selecting the Required Fields



## Required Information

ALL white boxes require entered information or there will be an importing error of the item.

- 1 In cell B2 type your C4L District ID.
- 2 In cell B3 type the date.
- 3 In cell B5 choose an **Item Type** from the drop-down selection.
  - Stand Alone Multiple Choice
  - Passage Multiple Choice
- 4 If the item type is a passage multiple choice, cell B6 will turn white. Type in the **Passage Title**.
- 5 In cell B7 type in the **Item ID**.  
 Example: 13.500LA6.1.6.k\_1  
 Reminder: The Item ID and the worksheet tab name should be the same.

	A	B
1	<b>Item Writer Information</b>	
2	<b>C4L District ID</b>	1
3	<b>Submission Date</b>	2
4	<b>Item Information</b>	
5	<b>Item Type</b>	(Select Item Type) 3
6	<b>Passage Title</b>	
7	<b>Item ID</b>	5
8	<b>Subject</b>	(Select a Subject) 6
9	<b>Grade</b>	(Select a Grade) 7
10	<b>Depth of Knowledge</b>	(Select DoK) 8
11	<b>Judged Difficulty</b>	(Select Difficulty) 9
12	<b>Focus</b>	10

[See page 8 for detailed naming convention rules.](#)

	A	B
4	<b>Item Information</b>	
5	<b>Item Type</b>	Passage Multiple Choice 4
6	<b>Passage Title</b>	

- 6 In cell B8 choose a **Subject** from the drop-down selection.
- 7 In cell B9 choose a **Grade** from the drop-down selection.
- 8 In cell B10 select a Depth of Knowledge.
- 9 In cell B11 select a Judged Difficulty.
- 10 In cell B12 type in a Focus.

- 11 In cell A15 type in the **Item Prompt/Stem**.  
**Helpful Hint:** For a return break within a cell:  
 On a PC - Alt + Enter  
 On a Mac - Control + Command + Return

	A	B	C	D
14	<b>Item Prompt / Stem:</b>			
15	11			

- 12 In cell B18 choose the correct answer **KEY:** to the item from the drop-down selection.
- 13 In cells B19, B20, B21 and B22 type in the answer options.

	A	B	C	D
17	<b>Answer Options</b>			
18	<b>KEY:</b>	(Select Key) 12		
19	<b>Option A</b>	13		
20	<b>Option B</b>	13		
21	<b>Option C</b>	13		
22	<b>Option D</b>	13		

## Additional Information

- 14 Use cell A25 to type in Item Notes.
  - The Item Notes are not a part of the displayed Item.
  - Example Item Notes: *Italicize the variables in the equation.*

	A	B	C	D
24	<b>Item Notes:</b>			
25	14			

# Entering Alignments



- 1 The framework and grade will automatically be inserted based on the subject and grade selected under Item Information.
- 2 In cell D4 select a standard from the drop-down selection.
- 3 In cell D7 select a benchmark from the drop-down selection.
- 4 In cell D10 select an indicator from the drop-down selection.
- 5 When all alignment fields are properly selected, cell C12 will turn green.

	C	D
1	<b>ALIGNMENT</b>	
2	<b>Framework:</b>	MA ①
3	<b>Grade:</b>	5
4	<b>Standard:</b>	(Select a Standard) ②
5	#N/A	
6	#N/A	
7	<b>Benchmark:</b>	(Select a Benchmark) ③
8	#N/A	
9	#N/A	
10	<b>Indicator:</b>	(Select an Indicator) ④
11	<b>ALIGNMENT:</b>	
12	#N/A	

	C	D
1	<b>ALIGNMENT</b>	
2	<b>Framework:</b>	MA
3	<b>Grade:</b>	5
4	<b>Standard:</b>	2
5	GEOMETRIC/MEASUREMENT CONCEPTS	
6	GEOMETRIC/MEASUREMENT CONCEPTS	
7	<b>Benchmark:</b>	2
8	Coordinate Geometry	
9	Coordinate Geometry	
10	<b>Indicator:</b>	a
11	<b>ALIGNMENT:</b>	
12	MA.5.2.2.a ⑤	

- 6 When a field turns red, the standard, benchmark or indicator must be reselected.

	C	D
1	<b>ALIGNMENT</b>	
2	<b>Framework:</b>	MA
3	<b>Grade:</b>	5
4	<b>Standard:</b>	2
5	GEOMETRIC/MEASUREMENT CONCEPTS	
6	GEOMETRIC/MEASUREMENT CONCEPTS	
7	<b>Benchmark:</b>	3
8	Not Valid - Reselect Benchmark ⑥	
9	Not Valid - Reselect Benchmark	
10	<b>Indicator:</b>	(Select an Indicator)
11	<b>ALIGNMENT:</b>	
12	#N/A	

- 7 When all fields turn red, the grade in cell B9 must be reselected.

	A	B	C	D
1	<b>Item Writer Information</b>		<b>ALIGNMENT</b>	
2	C4L District ID		<b>Framework:</b>	SC
3	Submission Date		<b>Grade:</b>	3
4	<b>Item Information</b>		<b>Standard:</b>	2
5	<b>Item Type</b>	(Select Item Type)	#N/A	
6	<b>Passage Title</b>		#N/A	
7	<b>Item ID</b>		<b>Benchmark:</b>	2
8	<b>Subject</b>	Science	#N/A	
9	<b>Grade</b>	3 ⑦	#N/A	
10	<b>Depth of Knowledge</b>	(Select DoK)	<b>Indicator:</b>	b
11	<b>Judged Difficulty</b>	(Select Difficulty)	<b>ALIGNMENT:</b>	
12	<b>Focus</b>		#N/A	

## Images

- 1 When an image is used in the item prompt, type in the exact file name of the image in the desired location.
- 2 When an image is used in the answer options, type in the exact file name of the image in the desired location.

To ensure an image is properly loaded in an item, use the Image Gallery to find exact spelling of image names. Keep in mind that image names are also case sensitive. It is unnecessary to use "< >" around an image name.

Example: *math\_image.gif*

	A	B	C	D
14	<b>Item Prompt / Stem:</b>			
	Use the graph below to answer the question.			
	circle_1_4.gif 1			
	How much of the graph is shaded?			
15				
16				
17	<b>Answer Options</b>			
18	<b>KEY:</b>	A		
19	<b>Option A</b>	f_1_4.gif 2		
20	<b>Option B</b>	50%		
21	<b>Option C</b>	f_2_3.gif		
22	<b>Option D</b>	60%		

## Superscript

- 3 To add superscript text to an item stem or answer option, place a "^" keystroke before the character.
- 4 Include a comment in the Item Notes sections.

	A	B	C	D
16				
17	<b>Answer Options</b>			
18	<b>KEY:</b>	B		
19	<b>Option A</b>	5 + 4		
20	<b>Option B</b>	7 <sup>2</sup> - 1 3		
21	<b>Option C</b>	8 - 2 <sup>2</sup>		
22	<b>Option D</b>	12 - 3		
23				
24	<b>Item Notes:</b>			
	In Option B and C, format the 2 to superscript. 4			
25				

## Approved Keystroke Symbols

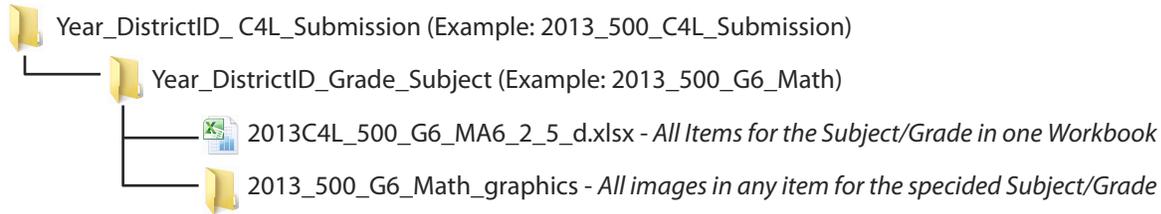
The the following keystrokes are approved symbols that have a compatible display and can be used in the item template.

+	-	=	<	>		^	(	)	*	\$	%
---	---	---	---	---	--	---	---	---	---	----	---

# How To Package the Transfer Files



1 Save all files in the following folder system set up...



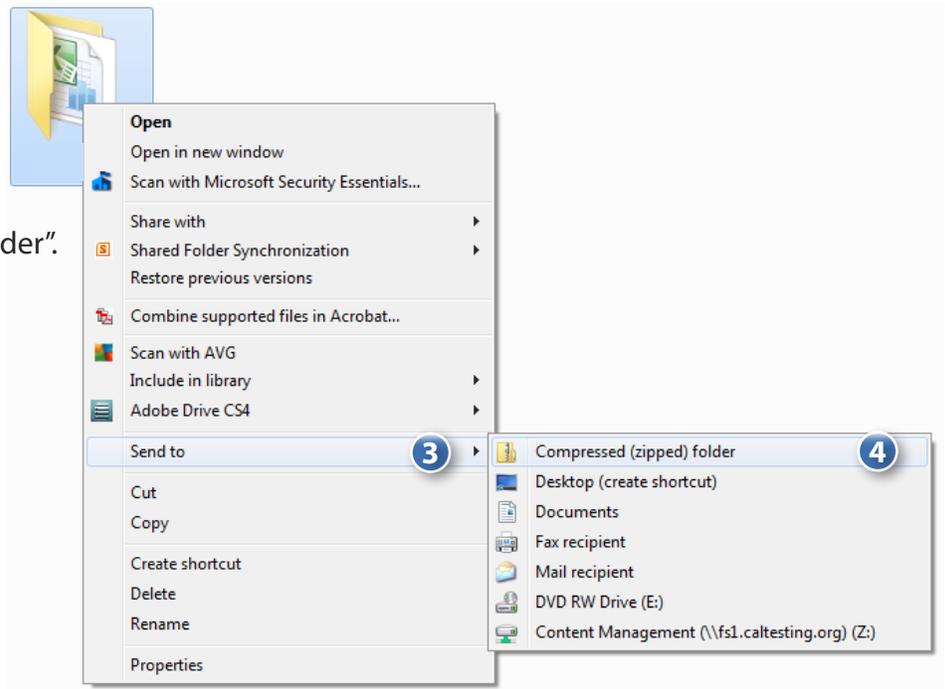
2 On a PC, right click on the Transfer File that contains all of the files.

Mac users skip to Step 5.



3 Go to "Send to".

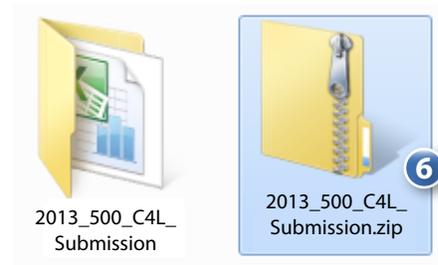
4 Click on "Compressed (zipped) folder".



A zipped copy of the Transfer Folder will appear.

5 Rename the zipped folder as 2013\_500\_C4L\_Submission.zip

6 Email the file to NDE.  
nde.stateassessment@nebraska.gov



[See page 8 for detailed naming convention rules.](#)

## How to Name Items (worksheets)

### **13.500MA6.2.5.d\_1**

13 = year of item development

500 = district code (use your district code instead of 500)

MA = subject

6.2.5.d = indicator

1 = item number within the set

\*This number becomes the name of the template worksheet for the item (tabs).

## How to Name Graphics

### **13.500MA6.2.5.d\_1g1**

13 = year of item development

500 = district code (use your district code instead of 500)

MA = subject

6.2.5.d = indicator

1 = item number within the set

g1 = first graphic associated with the item

\*This number is assigned to a graphic created by the item writer. IF more than one graphic is part of an item, this is indicated by the number at the end of the code (g1, g2, g3, g4, etc.). Graphics are saved in a separate graphics file, **2013\_500\_G8\_Science\_graphics** (graphics folder for grade 8 science items).

## How to Name Workbooks (Excel files)

Each indicator (Math & Science) or passage (Reading) must have its own workbook.

**2013C4L\_500\_MA6\_2\_5\_d** (use your district code instead of 500)

**2013\_500\_LA6\_PassageTitle** (use your district code instead of 500)

\*In the workbook, the worksheets (tabs) at the bottom will have 13.500MA6.2.5.d\_1, 13.500MA6.2.5.d\_2, 13.500MA6.2.5.a\_3, etc. (Use your district code instead of 500.)

## How to Name Folders

Each workbook (Math, Science, or Reading) must have its own grade level folder.

Grade level graphics folder saved in folder with grade level workbooks.

**2013\_500\_G6\_Math** (Folder is for grade 6 math workbooks. Use your district code.)

**2013\_500\_G6\_Read** (Folder is for grade 6 read workbooks. Use your district code.)

**2013\_500\_G8\_Science** (Folder is for grade 8 science workbooks. Use your district code.)