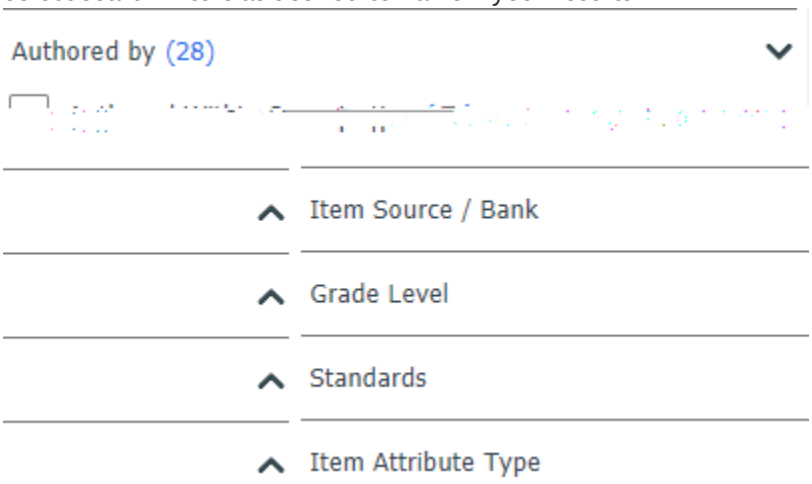
Access the video tutorial on this topic here: https://performancematters.wistia.com/medias/4n2dwcr4j0

1. Navigate to .
2. Search for and and click the Test Title to display a test.
   Click to access the Add Items window. This window will resemble the global search page, with search filters on the left and search results on the right.
   The search bar includes four methods for finding items.

   - Keywords - will return all items that contain the search term and match the search filters
   - Standards - will return all standards that contain the search term and match the search filters
   - Resources - will return all resources that contain the search term and match the search filters
   - Item Assignments - will return all item assignments that contain the search term and match the search filters

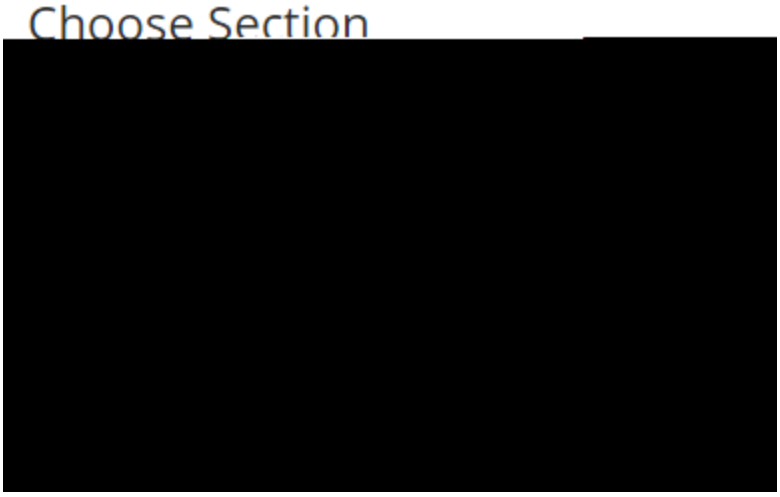
   1. Select one of the four-item search methods.
   2. Select search filters as desired to narrow your results.



   Search filters operate using the following logic:
   - When selecting one attribute within multiple attribute categories, the search will return results matching all selections (Ex: Grade level - 5 AND Question Interaction -Multiple Choice)
   - When selecting multiple attributes within one category, the search will return results matching either criterion (Ex: Grade level - 5 OR Grade level - 4)
   - When selecting multiple attributes within multiple attribute categories, the search will return results matching any of the selected criteria (Ex: Grade level 5 OR Grade level - 4 OR Question Interaction - Multiple Choice OR Question Interaction - Draw)

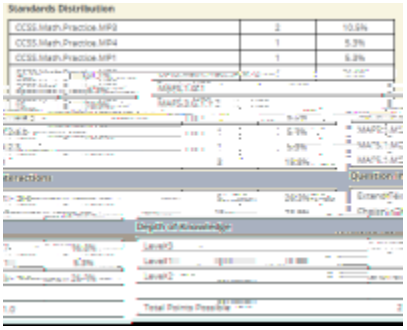
3. Appropriate for the search option you chose, begin typing a search term to receive a list of matching results. Enter at least three characters in order to see results. (For help searching by standard, see the topic Standard Codes.)

8. If your test has multiple sections, you will be prompted to select the section to which the items should be added. Select the section, then click .



9. All items will be listed in the order in which you added them. Options available when viewing the test items are as follows.

A.

   A. Adjust item weight using the text box provided.
   B. View the full item by clicking on .
   C. Remove an item by clicking on .
   D. Reorder items by clicking on the item box with the directional cursor and dragging it to the desired location. (This option is available only if sections have not been added using Test Format.)
   E. View the item attributes by hovering over the tag icon.
   F. Edit the selected item in a new tab.

A summary of the test and its items is displayed at the bottom of the properties tab. Be aware that items with multiple alignments will result in counts and percentages that add up to more than the actual number of items and over a 100%, so the rows should be viewed in isolation.