

Powerschool Assessment—Add Resources to Items

Access the video tutorial on this topic here: <https://performancematters.wistia.com/medias/aj75sol40z>

Add Resources to Items

Resources can be added directly into the item editing pane. For optimum test-creation flexibility, create a separate item for each interaction you want to associate to the resource.

To begin adding resources to items, login to Performance Matters using your login credentials. Navigate to an existing item by accessing the search menu and searching for the item, or click Item> New Item to create a new item.

Add Passage Resource

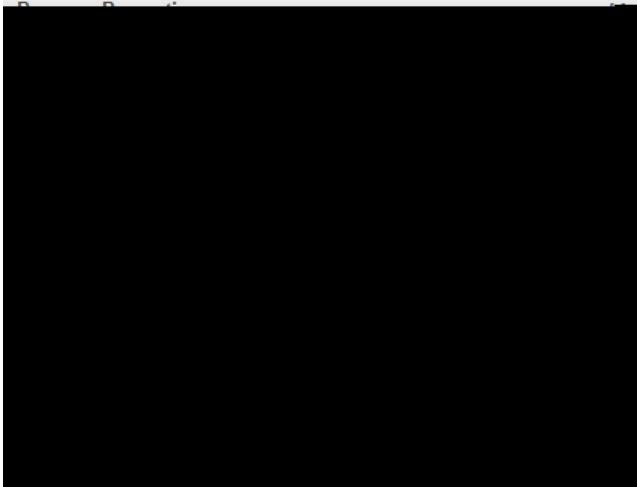
Follow these steps if the resource you are adding to your item is not an image file. If you are not sure, search for the resource and preview it via the search results.


1. Open an item either by creating a new item (Items > New Item from the main menu) or using the global search and then clicking Edit when the item displays in the Results list.
2. Click in the item editing pane where you want the resource to appear. The resource does not have to be placed within an instructions block or interaction.
3. From the text editor, click Insert passage.

4. In the Passage Properties pop-



- B. You can also begin typing in the search bar to find a specific resource file.
 - C. Select the desired resource.
 - D. Click OK.
6. The resource URL appears in the Passage Properties window. Here you can adjust how the resource will appear to test-takers. Click OK when done.



 Note:
If the passage selected is a PDF file, to ensure the passage displays correctly in OLA, we recommend the passage display height be set to 1000.
You cannot edit or format passage resource content in the item editing pane. To edit the resource, you must use the resource editing pane accessed from the search results.

Add Image Resource

Access the video tutorial on this topic here: <https://performancematters.wistia.com/medias/3qrd27q138>

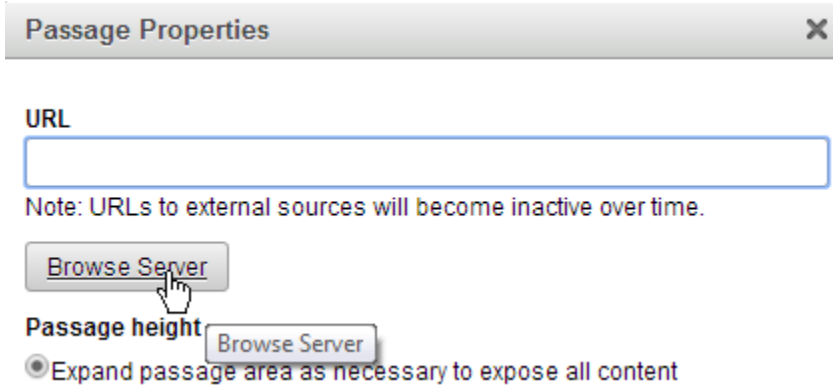
Follow these steps if the resource you are adding to your item is an image file. If you are not sure, search for the resource and view the file type via the search results.

1. Open an item either by creating a new item (Items > New Item from the main menu) or using the global search and then clicking Edit when the item displays in the Results list.
2. Click in the item editing pane where you want the resource to appear.
3. From the text editor, click Image.

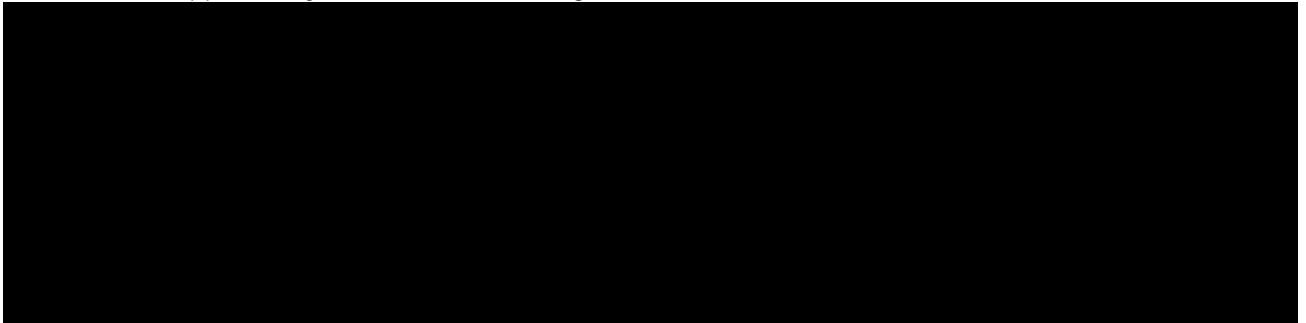




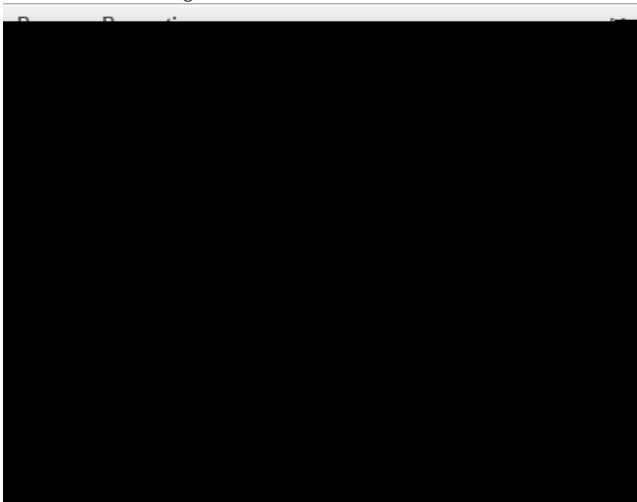
- In the Image Properties pop-up, select Browse Server.




- A window will appear for you to choose the image resource.



- Browse for a list of resource files by selecting the appropriate organization, item source and item bank.
 - You can also begin typing in the search bar to find a specific resource file.
 - Select the desired resource.
 - Click OK.
- A preview of the image appears in the Image Properties window. Here you can add alt text and format the image. Click OK when done.



 Note: If a red x appears in the image preview window, you have selected a resource that is not an image file type. Instead, use the instructions for adding a passage resource.