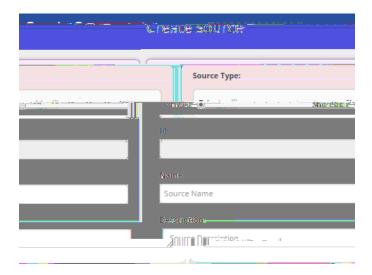Access the video tutorial on this topic here:
https://performancematters.wistia.com/medias/2xb6prh688

1. Select   >   from the main navigation menu.
2. Determine whether the source will be private or shareable and select the appropriate radio button.
   - limits access to the item source and its contents to the organization that created it, even if they share with trusted organizations.
   - allows other trusted organizations the ability to use the item source.
3. Enter the item source name and description using the naming convention defined by your school district.
4. Click   . Then click   .

You can either add item banks after creating an item source (which puts you on the Edit Source page), or you can use the global search to find and edit an existing source.

If you are not creating a new item source, you first need to open an existing item source in the Edit Source page:
   1. Click to open the global search.
   2. Select   in the Type section of the REFINE BY menu.
   3. Enter search terms.
   4. Press the Enter key.
   5. Click   on the desired item source.

   1. On the Edit Source page, click   .
   2. Enter an item bank title and description using your district's naming conventions.
   3. Click   to add another bank to the source. Continue to add banks as required.
   4. Click the delete icon to remove a bank from the source.
   5. When done, click   . Then click   to add the banks to the item source.
   6. If desired, you can edit permissions.