Drag and drop

To create a drag and drop item in Assessment Library:

1. Select the subject from the Subject drop-down menu.

2. Right click on the appropriate SOL and select New Item.

3. The Item Wizard will appear. Select Drag and Drop and click Next.

4. Select one of the three layouts.

5. The next page allows for the inclusion of directions, number of stems, “draggers”, and columns.

6. The Item Wizard will provide a summary of selections made.

   **Tip:** Changes can be made to the top two choices on the summary screen by clicking “Back”. Directions, stems, and columns can still be changed after clicking “Next”.

7. The Create Item window is divided into three tabs. The Information tab allows user to customize a title, confirm SOL, and select one of six levels of Bloom’s taxonomy.

8. Click on the Content tab to create the drag and drop item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.

9. Click Add Image to add a background image to the action area.

   **Tip:** Drag and drop items must include a background image in the action area. The maximum graphic size for a drag and drop item is 950 X 550 pixels.

10. Click each “dragger” on the right side to enter answer choices. As answers are entered they will also appear in the “bays” on the left.

11. Place the “bays” in the correct location on the graphic.

   **Tip:** The blue side bar on the right of the answer choices allows user to adjust the width of the column.

12. Once the “stem” and “draggers” are filled in and “bays” have been placed in the appropriate area, click Create in the bottom right of the Create Item window.
To create Hot Spot and Fill in the Blank items in the Assessment Library, follow steps 1-4 from the drag and drop instructions:

**Hot Spot**

1. Click on the Content tab to create the Hot Spot item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.

2. Click on an answer option to enter an answer choice. To mark an answer as correct/incorrect, right-click inside the “option” field.

3. Once the stem and answer options have been completed, select Create in the “Create Item” window.

**Fill in the Blank**

1. Select the Content tab to create the Fill in the Blank item. Click inside any field to edit the information.

2. The boxes labeled “prefix” and “suffix” can be edited by clicking the text box.

3. Once the stem and acceptable answers have been completed, select Create in the “Create Item” window.

**Tips:**

- For a Hot Spot item, select directions, stems, number of answer choices, and columns. For a Fill in the Blank item, select directions, stems, and choices.

- Confirm selections made for the creation of a Hot Spot or Fill in the Blank item in the “Item Wizard”.

- Hot Spot items can have up to ten answer options with multiple correct answers.

Changes can still be made to directions, choices, and columns in the item creation process.

**REAL-TIME HELP** available M-F 7:00am – 5:00pm through screen sharing and chat by clicking Live Assist.

**Don’t forget:** You can always email aasupport@powerschool.com