

Item Bank Organization in Schoolnet

Simply put, an Item Bank is a folder with permissions. Every personal or public item, rubric and passage must be saved in an Item Bank. The Item Bank's sharing settings - editable by bank managers - determine who can access the items, rubrics and passages saved within it. Item Banks can be created by all educators unless rights for their assigned role are configured as disabled on your site.




As a best practice, segment items into banks according to their audience and purpose; avoid creating banks to group items by subject or grade level when sharing with a wide as users will not want to sift through long lists of banks and already have those filters readily available. It is useful to put Spanish items in a separate bank so users can opt in or out when searching as needed.

See also: *Security Options for Schoolnet Tests and User Permissions Concerning Assessments*

An item bank consists of three properties, editable at any time by users with 'Manage' access:

- Bank Name** (required)
 Use the name to describe the grouping logic. Why are these items together - do they share a common publisher? Are they meant for a specific use, or available to a specific audience? Supports 150 characters, but concise naming is encouraged. During searches for items, passages or rubrics, the corresponding bank name will appear beside each search result.
- Bank Description** (required)
 Use the bank description to help users better understand the bank's contents. Elaborate on what these items have in common, how they should be used, and who can access them. Users will see bank descriptions when apply bank filters to their searches (by hovering over a bank name) or when they visit the Item Banks page.
- Sharing Settings** (not required)
 The bank's sharing settings define which site users can view the bank and its records. The creator of the bank is considered the bank's primary manager, and will automatically have the highest level access (Manage) to the bank.

There are three levels of bank access that can be assigned:

|  View Only |  View & Edit |  Manage |
|---|---|---|
| <ul style="list-style-type: none"> Can browse the bank's items, rubrics and passages and add them to test drafts | <ul style="list-style-type: none"> "View Only" access Can edit the items, rubrics and passages within the bank* Can move the items, rubrics and passages to other banks where the user has "manage" access | <ul style="list-style-type: none"> Users with Manage rights can change the bank owner; "Owner" simply identifies who created or currently manages the bank; the owner has standard manage rights. "View and Edit" access Can update the bank properties (title, description) Can delete the bank, if it is empty Can update bank sharing settings (who can access the bank) Always grant to at least one additional person for troubleshooting purposes |

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Sharing Banks

Bank access can be assigned to two different audience types: People and Institutions. You can mix and match, adding as many different combinations as you'd like. User management permissions will drive which audience types will show to the user who is attempting to add sharing settings to a bank.

Sharing Banks to People

Sharing to “people” means that you will manually select individual users to which you would like to grant bank access. Any who creates a bank has “People” as a bank sharing option.

| User Name | Region | Access Level | Action |
|------------------|---------------------------------------|--------------|---------------|
| Allevi, Giovanni | North Region | can | View and Edit |
| Gephart, WILLIAM | South Region > Franklin Pierce High | can | View and Edit |
| Mantey, ARTHUR | National School District | can | Manage |
| PEARL, Chanese | North Region > Abraham Lincoln Middle | can | View and Edit |

On clicking **Add People**, a “Share Bank with People” window opens for selecting desired users. The institution filter at the top of the page will automatically be set to the viewing user’s default institution, but they are fully adjustable. The user search is limited by the selected institution filter.

Once a user is selected from the user lookup, their name appears directly below the user search field. Use the drop-down button to assign them a bank access level, then click **Add People** to return to the bank setup screen.

Tip: if you intend to share a bank with multiple people, use this screen to first look up and select all the individual users you wish to add to the bank. Once their names show in the list, adjust their access levels (Manage, View & Edit, or View Only). Then, add those new users to your bank with a single click, then save!

Sharing Banks to Institutions

When a bank is shared to an institution, it is automatically accessible to all educators in the shared institution. If the user’s institution associations change, their bank access will change without any intervention required. Users with the operation, ‘Share an item bank with users at an institution’ will have the ability to share banks to an institution; when editing the Sharing Settings for an Item Bank, an additional **Institutions** button will offer them this option.

On clicking **Add Institution** to the bank’s sharing settings, a “Share Bank with Institutions” window will open. On this screen, the user will select the institution(s) that should have bank access, as well as the type of users within the selected institution(s).

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The screenshot shows the 'Share Bank with Institutions' interface. At the top, there is a breadcrumb 'Center City School D...' and a dropdown 'Select a School'. Below this, a checkbox 'Include all child institutions in search' is checked. A list of schools is shown: 'Center City School D..., 28 Schools'. Below that, there are 'Select All' and 'Deselect All' buttons. A grid of school names with checkboxes is visible: DELOSSANTOS SCHOOL, MARGENAU SCHOOL, HUIGHE SCHOOL, GAFFORD SCHOOL, DUQUE SCHOOL, COLVIN SCHOOL. At the bottom, there are two rows of sharing options: 'Everyone' with 'can' access and a 'View Only' dropdown; and 'Test Item Administrator' with 'can' access and a 'View and Edit' dropdown. At the very bottom are 'Cancel' and '+ Add Institutions' buttons.

At the top of the screen, an institution filter defaults to the user's default institution. To prevent users from being able to share banks to wider audiences than appropriate, only the institutions to which the user has the 'share bank' operation are selectable. District users can share a bank to all institutions within their district or any subset of institutions within their district; school users will be able to share a bank to only their own institution.

Once the desired institutions have been selected, focus next on which user type you would like to grant access, for the selected institution(s). There are two options:

- Everyone - all users with access to the Assessments module will see this bank, regardless of their role (Teachers, Staff, Leadership, System Operators)
- Test Item Administrators - users specifically assigned the Test Item Administrator role. This role is normally assigned to only a subset of institution users.

You may wish to keep the default sharing options, where 'Everyone' has view access to the bank and only Test Item Administrators have View & Edit access. Or, you may want to uncheck one of the two audiences where it is not appropriate to your bank rules. Consider these selections carefully, and click **Add Institutions** to add the Sharing Setting.

Suggested Bank Sharing Combinations

- For a district-wide public bank where editing is handled by a selected few individuals,
 - Manage: selected high level users individuals only
 - Edit Access: selected editors individuals only
 - View Access: Everyone at the district
- For a collaborative school bank where editing is open:
 - Manage: selected individuals at the school
 - View & Edit Access: Everyone at the school
- For a collaborative bank designed for full access by a small group of individuals:
 - Manage: selected individuals

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Item Banks Page

A new Item Banks page provides users with a visual inventory of the banks to which the user has access, and single-click entry. From the Item Banks page, users can:

- Search items, rubrics or passages across all available banks
- Search items, rubrics or passages within an individual bank (from here, records can be moved to another bank by users with 'View & Edit' access)
- Edit bank properties (for banks where the user has 'Manage' access)
- Create a new bank (if user has 'Create item banks' operation)

The screenshot shows the 'Item Banks' page with a '+ Create a New Bank' button in the top right. Below is a table of banks:

| Bank Name | Items | Passages | Rubrics | Search When Building Tests |
|---|-------|----------|---------|-------------------------------------|
| All Banks | 18324 | 2204 | 14 | |
| Personal Bank | 6 | 1 | 0 | <input checked="" type="checkbox"/> |
| Center City School District Items: All Access Use | 17775 | 2190 | 14 | <input checked="" type="checkbox"/> |
| District Items for Classroom Use | 0 | 0 | 0 | <input checked="" type="checkbox"/> |
| Math 7 Teachers Consortium | 500 | 11 | 0 | <input checked="" type="checkbox"/> |
| State Released | 43 | 2 | 0 | <input type="checkbox"/> |

System operators can search for and manage all banks in the new System Admin Bank Search. This allows system operators to find and manage any bank in the site. Searches can be performed by bank name or by bank owner.

The screenshot shows the 'Item Banks' page with a red circle around the 'System Admin Bank Search' link. An arrow points from this link to a 'Select Bank to Manage' dialog box. The dialog box has a search bar with the text 'Search by Owner Name' and a dropdown menu with options 'Bank Name' and 'Bank Owner'. Below the search bar, it says 'by searching for the Bank Owner or Bank Name'.

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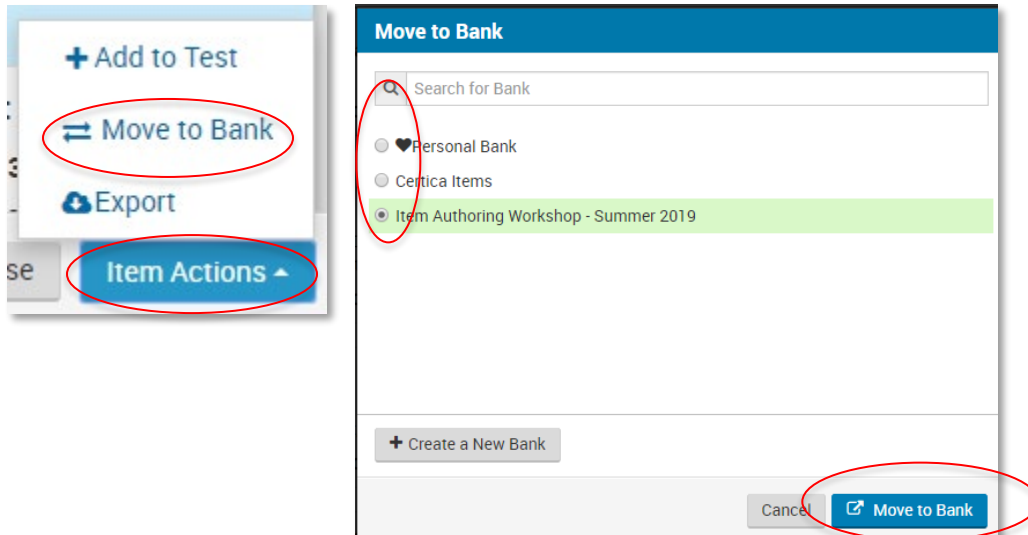
Moving and Deactivating Content

Rather than delete items you want to remove from active use, move them to an isolated bank, indicating in the bank name/description that the items are meant for archiving, and do not share the bank with a large audience. Users with View & Edit access to a bank can easily move the bank's items, rubrics and passages to another bank for which they have edit access. The user must begin from the Item Banks page and perform a search against records in an individual bank (not "All Banks").

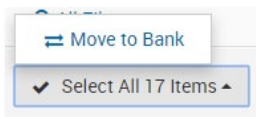
NEW! You can now move an unlimited number of items or passages between item banks. You must have *manage* or *edit* rights to both banks. Previously this was limited to 500 items or passages at a time. We recommend moving large numbers of items outside school hours to avoid affecting performance.

Moving records can be achieved in a few ways:

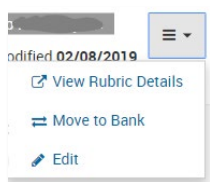
- For items or passages, select one or more records in a bank and then select **Move to Bank** from the **Item Action** menu. On the next screen, pick the destination banks and click **Move to Bank**



- For items or passages, use the "Select All..." button in the lower left and then then click **Move to Bank**. Select new bank as described above



- For rubrics, from the actions menu for an individual rubric, choose **Move to Bank**



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Considerations When Moving Passages

Keep the following in mind:

- If you have selected to move items that share a passage, and the passage is in the same Item Bank as the selected items, then you will be presented with the option to move the passage to another bank as well.
- If you have not selected to move all the passage's items, or the passage is in a different Item Bank, then the items will be moved but the passage will not. Users are notified of this.
- Items and passages do not have to be saved in the same bank in order to function properly. A user who can view an item can automatically view its linked passage, regardless of the bank where the passage may be saved.
- When moving passages from the passage search screen, the passages will be moved to a new bank. Any linked items will need to separately be moved from the item search screen.
- Items with restricted licenses can be moved between banks by a bank editor, even though the item content is locked from editing. Licensing is a restriction of content editing, not bank editing/assignment.