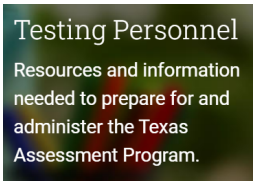
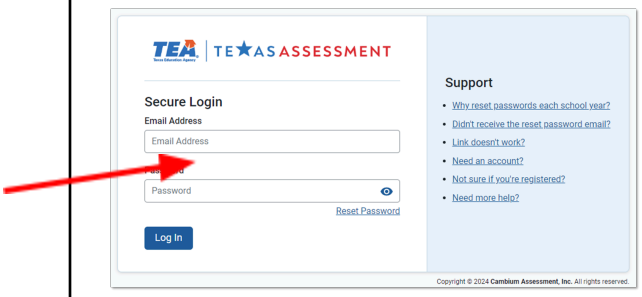
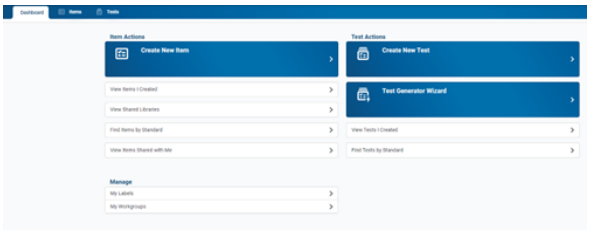
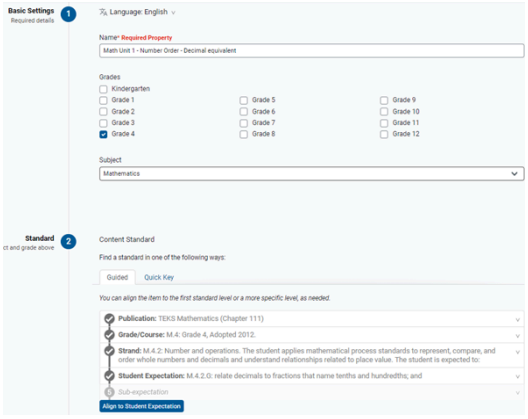
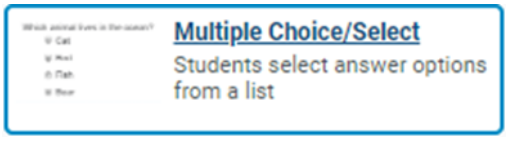
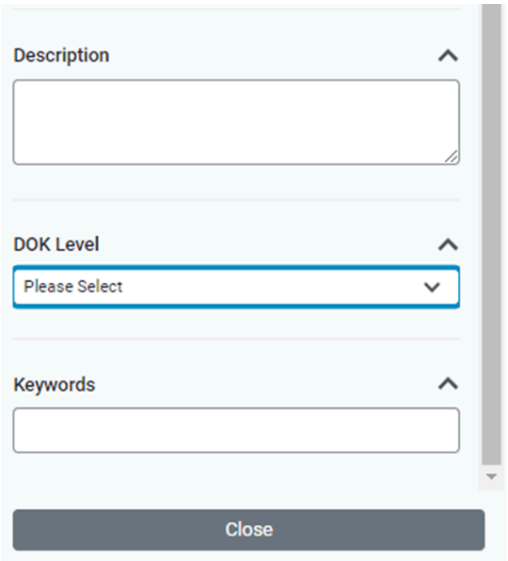
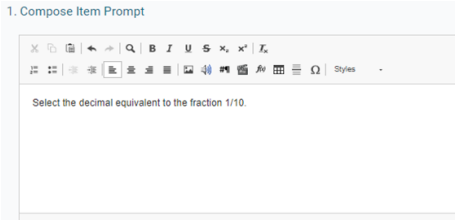
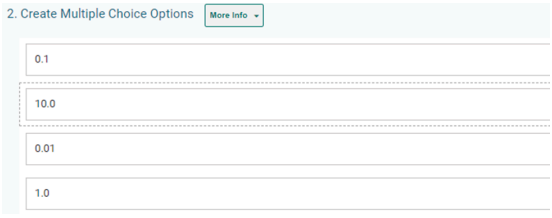
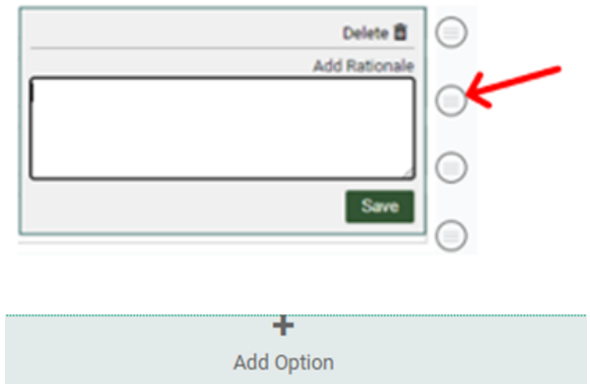
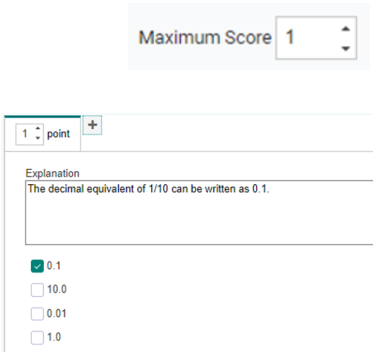
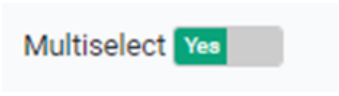
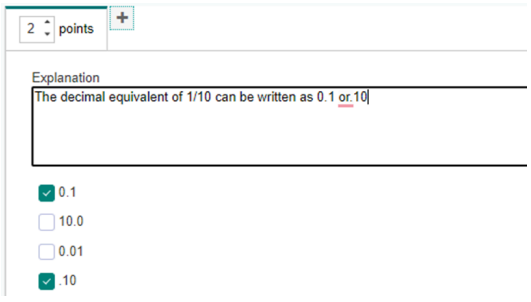
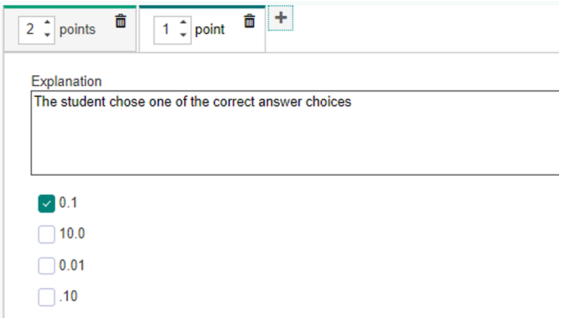
Authoring Multiple Choice or MultiSelect Items

1	Go to https://texasassessment.gov and select **Testing Personnel.** Scroll down the page and select the **Texas Formative Assessment Resources (TFAR)** tile.	
2	You will be prompted to log in to access CAI Online Systems Input your District email address and password. Select Log In.	
3	From the Authoring Dashboard: Select “Create New Item.”	
4	Enter the Item title. ○ Using an Item Name that gives insight into the items use or content is beneficial. Items are stored in the users item bank and using a descriptive name makes finding items for particular content much easier when searching for items in future school years. • Select the Grade Level. • Select the Subject Area. • Select the Content Standard. • Select Align to Student Expectation.	
5	Select the Item Template for “Multiple Choice/Select.”	

	When the Item Template is displayed: Select the Item Properties icon in the upper right of the screen. Next, complete the Item Description, Depth of Knowledge and Keywords fields. These fields are option, however they provide valuable information to administrators, teachers, workgroup members and students. **Description**: In the *Description* field, enter a user-friendly description for the item. **DOK**: To select a Depth of Knowledge level for the item, select an option from the **DOK** drop-down. **Keywords**: Keywords allow you to search for items on the **Items** tab. To add a new keyword, enter it in the *Keywords* field and click **Add**. To remove a keyword, click X beside that keyword. After entering the desired information, select "Close."	
6	In step 1, compose the item prompt in the space provided. Text editing tools are provided in the menu bar above the space provided for composing your prompt.	
7	In step 2 ,"Create Multiple Choice Options", enter the answer choices into the template. Select the "hamburger" icon *(indicated by the red red arrow)* to the far right of each answer choice to enter the rationale for each response *(optional)*. If the rationale is entered for each answer choice, select save after each entry.	

	Entering the rationale will allow other staff members to see the rationale along with the students responses in the CRS. Additional answer choice options or distractors may be added by selecting “Add Option” below the last answer choice. Answer choice option may also be removed by selecting the hamburger icon and choosing “Delete.”	
8	In step 3, “Construct Answer Keys,” set the Maximum Score Value for the Item. Next, set the point value earned for a correct response and enter the correct response in the field provided. If creating a multiple Choice Item, the “point” values should match the “Maximum Score”. In the explanation field, the author may enter an explanation of how the point values are awarded for the response or how the students should arrive at the correct response.	
8a	**Multiselect Items** To Create a Multiselect Item, set the **Multi Select** toggle to **Yes**. Then specify the maximum number of response options students can select at once in the *Maximum Selections* field. In the *Point* field, enter the score for a correct (or partially correct) response. If a sample response is already entered, you may need to clear its checkbox first. In the provided response area, select the response options that students would need to select in order to earn the score entered in the *Point* field. *Optional*: In the *Explanation* field, explain why the entered response is worth the score you specified.	 

	Optional: If the item has more than one correct or partially correct answer, you can click beside the *Point* field to create additional answer keys. Repeat these steps for each answer key you add. *Optional*: To remove an answer key, click in the tab for that answer key. *Optional*: If you want to provide a description of the scoring criteria to view in reports for the item, mark the **Include Scoring Description** checkbox. Then fill out the *Description* and *Exemplar* fields that appear. To save the item, click **Save** above the template.	
9	If you need additional information or get “stuck” at any point. Each Item template contains a brief video tutorial with step-by-step instructions. Simply select the “Watch Tutorial Icon for additional assistance.	