Adding New Items to an Existing Test

1. Click on 'My Tests' on the left, then click on the test that you'd like to update
2. Click on the 'Items' tab, and your test should appear on the right
3. To add a specific item on a topic:
    - Click on the 'Items' button on the top of the test on the right. A new items search pane will appear on the right
    - Search for a specific topic or word that deals with the question you'd like to add
    - You will see all of the question stems that pertain to your search. Click on the question to see the answers that go with the question beneath.
    - To add a question that you find, just click on the question and drag it into your test on the left.
    - To change the order of the questions, just hover your mouse over the question number. You'll see a little trash can (to delete the question) oran up/down arrow icon. Click that icon and drag the question up/down the test until you reach the place you'd like that question to be, and let go of the mouse button.
    - To close the 'Items' search pane, just click on the 'Items' button on the top right again.
4. To add a question from a specific core standard, objective, or indicator:
    - Click on the 'Standards' button on the top of the test to the right. A new pane will appear on the right.
    - Choose the subject, grade level and core document that you'd like to add questions for. The standards within that core will appear beneath.
    - Using the arrows on the left of the displayed options, open up the standard and objective that you are looking for. If you are not sure, they are listed beneath.
    - After each objective or indicator, there will be a link with the number of items each contains. Click on that link to view all of the questions within.
    - UTIPS will then do a search for the items you have selected.
    - To add a question that you find, just click on the question and drag it into your test on the left.
    - To change the order of the questions, just hover your mouse over the question number. You'll see a little trash can (to delete the question) or an up/down arrow icon. Click that icon and drag the question up/down the test until you reach the place you'd like that question to be, and let go of the mouse button.
    - To close the 'Items' search pane, just click on the 'Items' button on the top right.