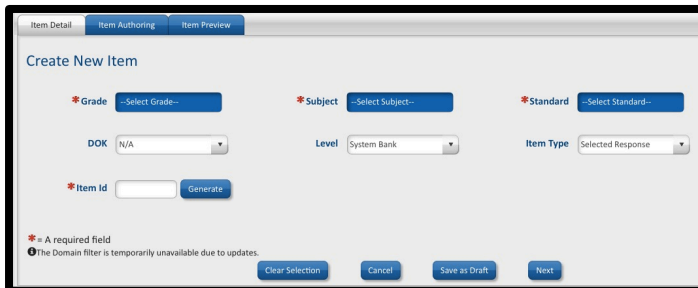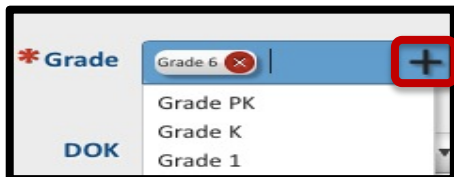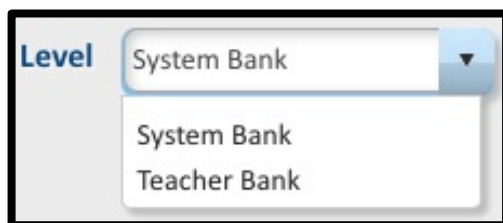# TestPad – New Item Detail

## Adding New Item Detail

1. When creating a new item in **TestPad**, the first screen displayed is **Item Detail**. Fields marked with * are required.



2. Complete the fields in order from left to right. To select more than one option for a field, click the **+** at the right of the field (after selecting the first option) and click the next desired option.



3. For the **Level** field:
   a. District users will see **System Bank** and **Teacher Bank.**
   b. School and Teacher users will see only **Teacher Bank.**



4. For the **Item Id** field:
   a. Create a unique **Item Id** by typing it into the field. (maximum of 20 characters)
   b. Click [Generate] to have the system create an **Item Id.**



5. Finish the Item Detail screen by selecting one option at the bottom.
   a. **Clear Selection** (to remove the selections in all fields).
   b. **Cancel** (to cancel creation of the new item).
   c. **Save as Draft** (to create an item that cannot be seen by anyone other than the creator).
   d. **Next** (to move to the Item Authoring screen).