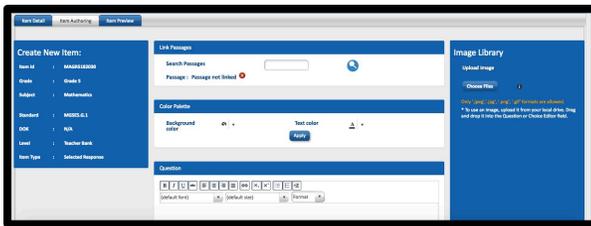


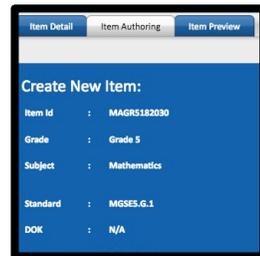
TestPad – New Item Authoring

Adding New Item Authoring Information

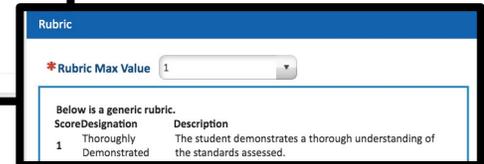
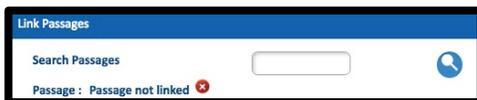
1. When creating a new item in **TestPad**, the second screen displayed is **Item Authoring**. Fields marked with * are required.



2. The selections made on the **Item Detail** tab will be displayed in the left section.



3. In the middle section, enter the desired information as applicable. Options include **Link Passage**, **Color Palette**, **Question**, and **Choice Editor (selected response)** or **Rubric (constructed response)**.



4. The **Image Library** is in the right section. You can upload images that have been saved on your computer.



5. Finish the **Item Authoring** screen by selecting one option at the bottom.
 - a. **Back** (to return to the **Item Detail** screen).
 - 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 Preview** screen).

