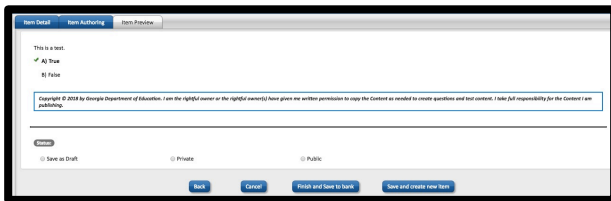


TestPad – New Item Preview

Previewing and Finalizing New Item

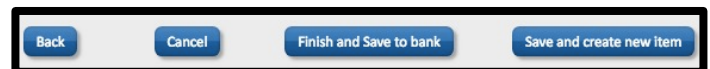
1. When creating a new item in **TestPad**, the third screen displayed is **Item Preview**.
2. The question and answer choices entered on the **Item Authoring** screen will be displayed.



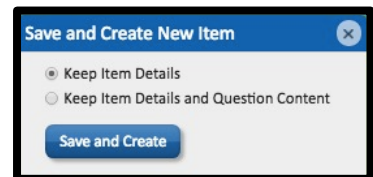
3. Designate status of the item by selecting:
 - a. **Save as Draft** (to create an item that cannot be seen by anyone other than the creator).
 - b. **Private** (viewable by creator and by district level personnel).
 - c. **Public** (viewable by all TestPad users within the school).



4. Finish the creation of the new item by selecting the appropriate option at the bottom.
 - a. **Back** (to return to the **Item Authoring** screen).
 - b. **Cancel** (to cancel creation of the new item).
 - c. **Finish and Save to bank** (to create an item and go to the **Item Search** screen).
 - d. **Save and create new item** (to go to the **Item Detail** screen in order to create a new item – see #5 below).



5. Selecting **Save and create new item** will display this message:



- a. Select **Keep Item Details** to clone the information input on the **Item Detail** screen.
- b. Select **Keep Item Details and Question Content** to clone the information input on both the **Item Detail** and **Item Authoring** screens.