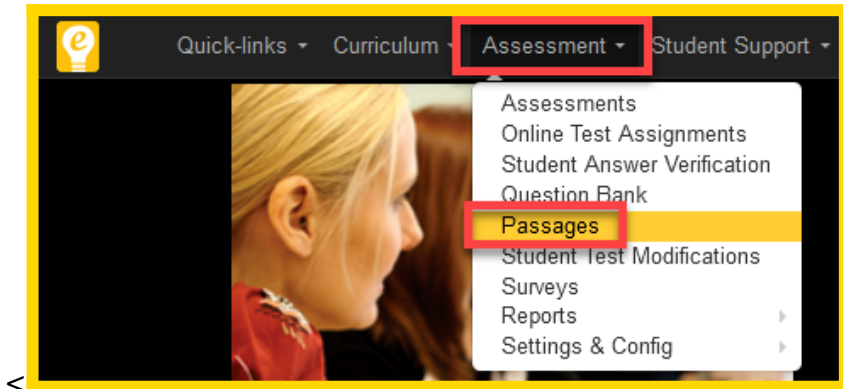
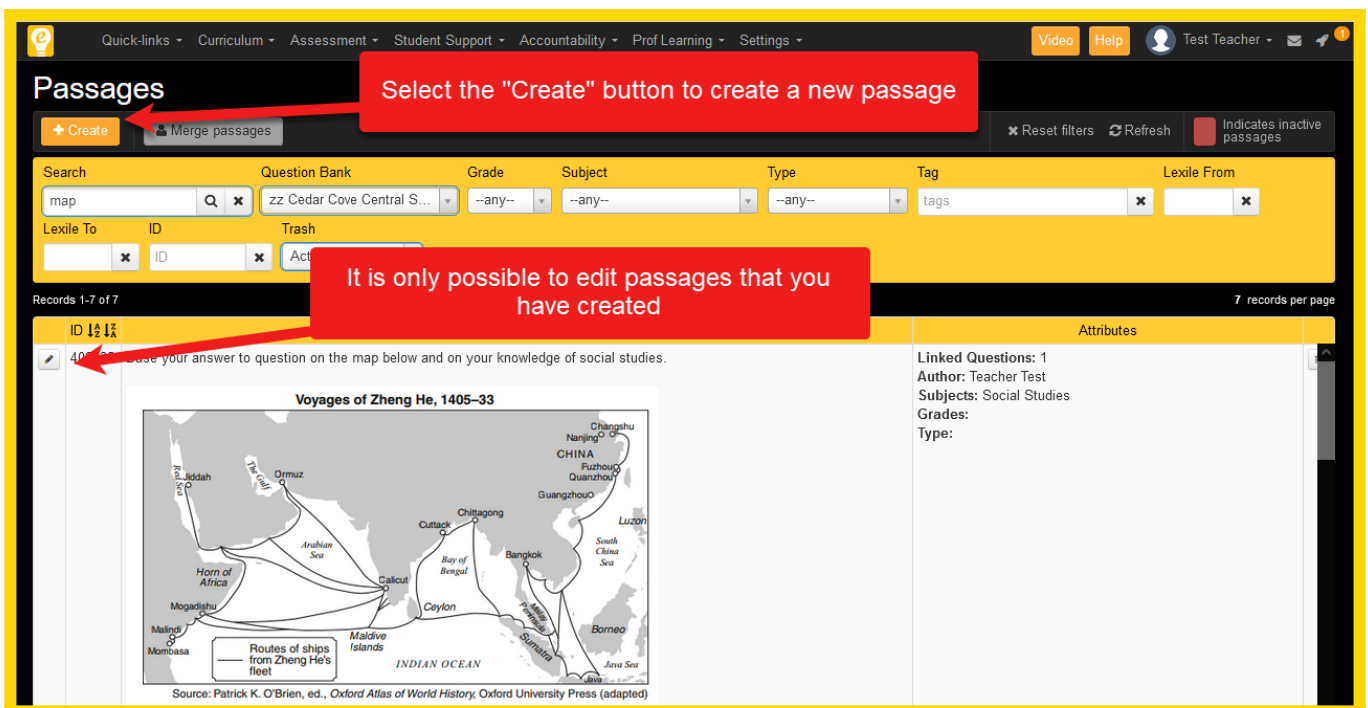


# 03.H.6. Passages 201: Adding a Passage to a District Question Bank (without creating an assessment)

If the goal is to simply create passages for later use, it is possible to add a passage to a district test bank without creating an assessment first. To do so, navigate directly to the **Passage Editor** located in the Assessment pull-down in the navigation bar.



This will navigate to the eDoctrina **Passages Homepage**. This page allows the user to view all passages that exist under the selected conditions of the available filters. It is also possible to edit any passage that has been created by the signed in user as well as view passages that have been created by other district users.



*NOTE: If the Passage is available in the list on the Passage Homepage, it is available to be used in the Question Bank.*

**+ Create**

The **+ Create** button will navigate the user directly to the passage editor and the process for adding/linking questions is the same as described above.

**IMPORTANT: To properly save a Passage, it is required to add questions. If no questions are added, the passage will not save and it will not be able to be recovered.**

## Adding a Passage to an Assessment from the Question Bank

**Questions bank**

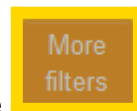
If an assessment exists and an existing passage needs to be added, select the button from within the Assessment Editor.

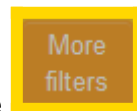
The screenshot shows the 'Edit assessment (#1288754) Passage- Test' interface. At the top, there are navigation tabs: General, Questions, Online Settings, Print Settings, Instructions & Notes, Proficiency Table, Attachments, and Additional. Below these, there are sub-tabs: Questions bank, Answers key, Questions, Rubric, and List. The 'Questions bank' sub-tab is highlighted with a red box. A red arrow points to the 'Questions bank' button. The main area shows a question editor with a 'Question' field and a 'Type' dropdown menu set to 'Letter (a,b,c)'. Other settings include 'Choices' (4), 'Scoring type' (Single correct answer), 'Correct' (a), 'Special scoring' (None), and 'Points' (1). There are also checkboxes for 'Put page break after this question when printing assessment' and 'Put line after question'.

This will navigate the user to the eDoctrina Question Bank. This is where all questions located in the selected Question Bank will be located. This tool is designed to search for questions, but it is possible to locate a question linked to a passage by searching by the Passage #, any keywords in the Passage itself, or by any entered Tags.

For more information on how to add a question to an assessment through this tool, please visit our help guide regarding the eDoctrina [Question Bank](#).


1. The large number in this box represents the number of questions selected within the question bank, that will be added to the assessment.



2. If the questions linked to a desired Passage still cannot be found, select the  option as there are a few tools here that will make finding the questions linked to the passage easier.

*NOTE: For more information on how to use the advanced search feature within the Question Bank, please visit our help guide regarding the eDoctrina [Question Bank Advanced Search Feature](#).*



3. Once the desired passage or question has been located, simply click the  button. This will add the selected question to the assessment. It will also produce a pop-up window that will ask if all questions linked to the same passage should be added to the assessment.

**Questions linked to the same passage as just added question** ×

There are 6 other questions linked to the same passage. Please use GREEN button if you want to add additional questions to the assessment.

1202729 MC 🔍 🗑️

FREE Content, **Pioneer Fun**

Question

Which information most contributes to the organization of paragraph 1?

Answers

a. the comparison to the toys of today

b. the explanation of the problem of transportation

c. the mention of the cause for only a few trips to town

d. the use of words and numbers that indicate periods of time

1 standard(s)

1202730 MC 🔍 +

FREE Content, **Pioneer Fun**

Question

Which sentence gives the best evidence that readers can relate the article to their own lives?

Answers

a. "Town stores featured candy, jump ropes, marbles, books that were designed to teach children good behavior, china and paper dolls." (paragraph 2)

b. "Without store-bought toys, pioneer children made their own fun out of what they had." (paragraph 3)

1 standard(s)

1202731 MC 🔍 +

FREE Content, **Pioneer Fun**

Question

Which sentence best supports a main idea of the article?

Answers

a. "For pioneer children growing up in the 1800s, the nearest town could be days away by horseback or covered wagon." (paragraph 1)

b. "Most pioneer families had little money for fun and games." (paragraph 2)

c. "Without store-bought toys, pioneer children made their own fun out of what

1 standard(s)

1202732 MC 🔍 +

FREE Content, **Pioneer Fun**

Question

In the "Whirligig" instructions, which step relates to positioning an object?

Answers

a. step 1

b. step 2

c. step 3

d. step 4

1 standard(s)

1202733 MC 🔍 +

FREE Content, **Pioneer Fun**

Question

Step 1 for making a tin can lantern is helpful because

Answers

a. nails will not puncture the hard surface created by the ice inside

b. it allows the lantern maker to avoid smashing in the side of the can

c. a hard surface will allow the lantern maker to draw detailed pattern

d. it allows the lantern maker to avoid scratching the surface of the can

1 standard(s)

1202734 MC 🔍 +

FREE Content, **Pioneer Fun**

Question

Which definition of "secure" best matches its use in step 5 of "Tin Can Lantern"?

Answers

a. to remove from danger

b. to get for oneself

c. to protect an area

d. to attach firmly

1 standard(s)

Add all 1
Dismiss 3

1. Click the Add all button to add ALL questions linked to the passage.
2. Click the + button to ONLY add the selected question(s).
3. Click the Dismiss button if the creator does not wish to add any other questions linked to this passage.

Once all of the desired passages or questions have been added to the assessment, use the Back to test button to navigate back to the Assessment Editor.

## Adding a Passage (when questions already exist)

If questions already exist and a passage needs to be added to one or many of the questions, eDoctrina makes it simple to link the existing questions to a passage that needs to be created.

Simply select the checkbox for each of the questions that should be linked to the passage, then click

the **Add passage** button to navigate to the Passage Editor.

**After the desired questions have been selected, click the "Add passage" button to navigate to the Passage Editor**

**Select the checkbox next to all questions that should be linked to the passage**

In the Passage Editor, all selected question will appear in the Linked Questions section. All that is needed from here is to enter some general information and the contents of the passage.

**Create passage**

Grade: 4 | Subject: ELA | Visibility state: Visible | Workflow State: Visible

**Enter some general information about the passage**

**Enter the Passage into the WYSIWYG Editor**

**Selected Questions will already be linked**

ID	Type	Question	Points	Attributes
815306	MC	What is the most likely reason there are two different settings in the play?	1.00	

## Adding Questions to an Existing Passage (District Admin Only)

If you wish to add additional questions to an existing passage then it must be done within an assessment that has questions linked to the desired passage in addition to the desired unlinked questions.

This process can be carried out in the Assessment Editor by:

The screenshot shows the 'Edit assessment' interface for assessment #1288713. The top navigation bar includes 'Quick-links', 'Curriculum', 'Assessment', 'Student Support', 'Accountability', 'Prof Learning', and 'Settings'. The main header is 'Edit assessment (#1288713) Add Passage Test'. Below this are tabs for 'General', 'Questions', 'Online Settings', 'Print Settings', 'Instructions & Notes', 'Proficiency Table', 'Attachments', and 'Additional'. The 'Questions' tab is active, showing a list of questions. Question 2 is selected, and its details are shown in the main area. A red callout with the number '1' points to the 'Add passage' button in the left sidebar. Question 3 is also selected, and a red callout with the number '2' points to it. A red callout with the number '3' points to the 'Add passage' button in the left sidebar. The main area shows the passage text and the question details for Question 2, including a table of answers.

1. Select a question or questions that are already linked to the desired passage.
2. Select the question(s) you wish to add to the desired passage.
3. Select "Add passage".

After selecting "Add passage" the following popup will appear:

The 'Add passage' popup dialog contains the following text and table:

Some of the questions are already linked to other passages.  
 Select one option for each question and select proceed.  
 Click cancel to go back if you selected one of the questions by accident.

Question	Current Passage	Keep As Is	Link To passage	Link to new passage
#8153869	#473704	<input checked="" type="radio"/>	-	<input type="radio"/>
#8157179	-	<input type="radio"/>	<input type="radio"/> #473704	<input checked="" type="radio"/>

\* Questions already linked to a passage will be copied and linked to the new passage, the original question and passage will remain unchanged.

Proceed Cancel

Select "Link to Passage" for the additional question(s) you wish to add, and click "Proceed". The additional questions will now be linked to the existing passage.

**IMPORTANT :**

- 1. Once the Passage has already been created, the only way to add additional questions is from within the Passage Editor, or by linking them in an assessment, with the desired questions, as a District Administrator.**
- 2. Questions can ONLY be linked to one passage.**
- 3. Passages will not be saved if no questions have been linked to them.**