

Formative Item Set Use Cases – PDF versions

The intent of this document is to help guide you through some options for the use of the PDF items sets that are available.

1. I am a teacher and I want to administer a Cognia created Formative Assessment item set as a PDF.
 - a. Log into [MyJourney](#)
 - b. Select Assessments and then Formative Content Library
 - c. Identify the item set you would like to administer.
 - i. You can use the Formative Item Sets Overview to have a high-level view into all available items sets for a Math, Reading, or STEM.
 - ii. You can use the landing page in the Formative Content Library to filter and search for the learning targets, domain, cluster, or keyword you are looking to gather information about.
 - d. Print the PDF item set for administration.
 - e. For remote administration this can be delivered to the students via email or other method of delivery being implemented by the school.

2. I am a teacher and I want to administer certain items from an item set as a PDF.
 - a. Log into [MyJourney](#)
 - b. Select Assessments and then Formative Content Library
 - c. Identify the item set you would like to administer.
 - i. You can use the Formative Item Sets Overview to have a high-level view into all available items sets for a Math, Reading, or STEM.
 - ii. You can use the landing page in the Formative Content Library to filter and search for the learning targets, domain, cluster, or keyword you are looking to gather information about.
 - d. Use the preview feature to review the items set and identify which items you would like to administer.
 - e. Print the PDF item set for administration.
 - f. Annotate the PDF to identify which item(s) the students should answer as part of the assignment.
 - g. For remote administration this can be delivered to the students via email or other method of delivery being implemented by the school.

3. I am a teacher and I want to create and administer a formative assessment item set with test items aligned to one or two particular domains, clusters or learning targets from multiple item sets.
 - a. Log into [MyJourney](#)
 - b. Select Assessments and then Formative Content Library
 - c. Preview items sets looking for specific test items that align to the domain, cluster or learning targets you wish to address.

- i. You can use the Formative Item Sets Overview to have a high-level view into all available items sets for Math, Reading, or STEM.
 - ii. You can use the landing page in the Formative Content Library to filter and search for the learning targets, domain, cluster, or keyword you are looking to gather information about.
- d. Print the identified PDF item sets with the items you have selected to administer.
- e. Annotate the PDF's to identify the items the students should answer as part of the assignment. You may also choose to cut and paste the items from multiple item set overviews to create one item set for administration with your students.
- f. For remote administration this can be delivered to the students via email or other method of delivery being implemented by the school.

