Go to Data director.com/seattle
Login with your information
Click on the switcher on the left hand side
click on assessments
Go to create assessment on the left side
New item bank assessment
Give it a title, I like to name it based on the key idea of the common core state standards: main idea or in this case how images add to text

Fill in the starred areas
Grade
Subject area
Type: school
Year: this is important to include
Add items: blue button on the bottom right
Under standard disciplines: select the + by national learning standards: common core state standards
Select the + by k-12 English language arts
Select your grade level +
Select reading +
Select the corresponding next section: my standard is tied with informational text, so I am going to choose information. If you are choosing literature, you would choose literature
Choose the next heading that will help you narrow down your standard. This takes a little guess and check to find, since it uses different language. It is also helpful to reference the common core state standards page for these headings (flip over to shot of common core page)
Integration of Knowledge and Ideas

- **CCSS.ELA-Literacy.RI.2.7** Explain how specific images (e.g., a diagram showing how a machine works) contribute to and clarify a text.
- **CCSS.ELA-Literacy.RI.2.8** Describe how reasons support specific points the author makes in a text.
- **CCSS.ELA-Literacy.RI.2.9** Compare and contrast the most important points presented by two texts on the same topic.

Range of Reading and Level of Text Complexity

I see that my standard 2.7 is under the integration of knowledge and ideas
so I + that one
+Choose the first standard (because it was the first standard on the
common core page under that heading, or you can click them all until you
find the exact wording)
finally, check the box next to your standard.
You are done in that box, so scroll down to the bottom of the page and
click on search.
You might have to wait awhile for it to load.
The next page pops up. It lists the common core standard I focused on, the anchor standards, and here is the part we want to focus on.

Items: 6 items matched my criteria. By clicking on “select 6 items” I can save all 6 questions that relate to this standard in one place.

After you click select, it might take awhile for to load all the items.

Click close
This will allow you to preview all of the questions selected for this standard.
The most important part: scroll down to the bottom, before you do anything else, and click SAVE changes!!

When your assessment is done saving, a green bar will appear.
Now you just need to access your assessment.
Go back to the switcher in the top left corner and click on assessments.
Find assessments
Personal folders (switch to folder view if your folders don’t show)
And there it is: how images add to text
Click on the title of the assessment
Scroll down to student booklet and click it
Select your font size
Then click create assessment booklet.
Again, your screen will need to load. After it does, print it, file it, run copies when you need to make exit slips for standards.