

# CREATING AN ANSWER KEY DOCUMENT USING THE INTERIM ASSESSMENT ITEM PORTAL (IAIP)

Use the Interim Assessment Item Portal (IAIP) to create your own customized Answer Key documents for any interim tests and/or items!

## STEP 1

To access the Interim Assessment Item Portal (IAIP), click on the IAIP icon on the menu bar along the left side of the Tools for Teachers home page (<https://smartertoolsforteachers.org/>). Clicking on this icon will redirect users with the appropriate access to the IAIP. You must log in to complete the remaining steps.

Once logged in, click **View Interim Items**:

### Start Using the IAIP

Use the button below to go to the IAIP and access interim items. To find items, you can search by interim assessment name or by content area.





## STEP 2

From the IAIP landing page, if you would like to search for items that meet certain criteria or are on a particular test, you **MUST** select a filter for the grade and subject for which you would like to perform a search. Only one grade and subject area can be selected for a given search.

These additional filters can be used to refine your search:

- Test Name
- Claims
- Targets
- Content Standards

If you know the specific item ID you are searching for, you can use the Advanced Filters feature to directly search for an item ID. You are also able to search for item types and Performance Tasks in the Advanced Filters.

There are two ways to view search results – the item card view and the grid view. The IAIP defaults to the item card view. In this view, each item appears in an individual “card,” as shown in Step 3a. The grid view shows results in a table format, as shown in Step 3b. You can choose to toggle between these two views via the button centered above the search results area. The option selected appears in grey.



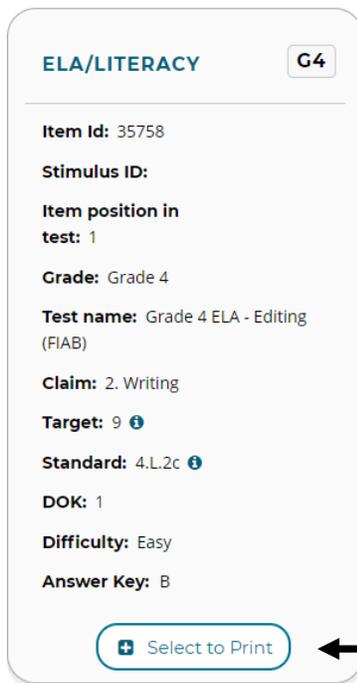
## STEP 3

Select the items for which you would like to create an Answer Key PDF. If you are selecting an entire test to print, click the Select All button that appears at the top left of the results section on the landing page. You must select a test before you can use the Select All button. Continue reading to learn how to select individual items or continue to Step 4 to move on to printing.



If you prefer to select individual items to print, there are two ways to do so:

- a. If the item card view is enabled, click the Select to Print button at the bottom of the item card (see image below). This will move the item to your print cart.



Clicking here will add the item to your print cart.

b. If the grid view is enabled, click the plus button to the left of the item ID to move the item to your print cart.

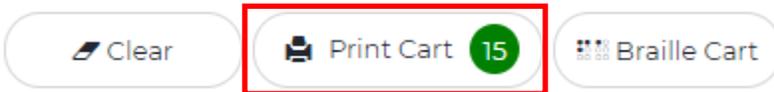
Item	Stimulus ID	Item position in test	Subject	Grade	Test name	Claim	Target	Standard	DOK	Difficulty	Answer Key
	96040	1	ELA	4	Grade 4 ELA - Write and Revise Opinion Texts (FIAB)	2	6	4.W.1d	2	Moderate	D
	33509	2	ELA	4	Grade 4 ELA - Write and Revise Opinion Texts (FIAB)	2	6	4.W.1	3	Difficult	<a href="#">View</a>

Clicking here will add the item to your print cart

**Note:** If an item’s answer key/rubric is more than five characters in length, it will not display in the search results. Instead, a button titled “View” will be shown (as shown for item 33509 in the image above). Clicking this button will enable a pop-up that shows the full answer key/rubric.

## STEP 4

Once you have selected all items for which you would like to create an Answer Key PDF, click on the Print Cart button on the top right of the results section on the landing page.



## STEP 5

The first screen of the print cart shows the entire list of items selected to print. If desired, you can choose to remove items by clicking on the red “x” to the left of a given item. You can reorder items by clicking the up or down arrow to the right of a given item.

Once you are satisfied with your item list, click the Next button at the bottom right of the screen.

	6	76585	Math	4	Grade 4 MATH - Measurement and Data (IAB)	6	1	J	4.MD.4	2	Difficult		
	7	89062	Math	4	Grade 4 MATH - Measurement and Data (IAB)	7	1	I	4.MD.1	1	Difficult		
	8	5695	Math	4	Grade 4 MATH - Measurement and Data (IAB)	8	1	K	4.MD.7	2	Difficult		
	9	82632	Math	4	Grade 4 MATH - Measurement and Data (IAB)	9	1	J	4.MD.4	2	Difficult		
	10	36064	Math	4	Grade 4 MATH - Measurement and Data (IAB)	10	4	D	Math Practice	2	Difficult		
	11	5677	Math	4	Grade 4 MATH - Measurement and Data (IAB)	11	1	K	4.MD.6	2	Difficult		
	12	7658	Math	4	Grade 4 MATH - Measurement and Data (IAB)	12	2	P	Math Practice	2	Difficult		

[Close](#) [Next](#)

## STEP 6

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On the second screen of the print cart, you will be able to choose various options to support printing a PDF. For the purpose of this tutorial, we will focus exclusively on printing an Answer Key PDF. To make this selection, under the Print Options heading at the bottom of the screen, use the drop-down arrow to select “Answer Keys only.” Once this selection has been made, click the Print To PDF button in the bottom right corner of the screen.

### PDF Content

## STEP 7

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While the PDF generates, you will briefly see a message that reads “Please wait while PDF is being generated...” Once the PDF finishes generating it will appear on your screen. To save the PDF to your computer, click the Download PDF button at the bottom right of the screen.