Creating and Editing Reading Passages for Test Items

When you want to include a reading passage for students to respond to in a test item, you must create it in the Passage area of ActivProgress. Then you can associate the passage with the test item.

There are three steps:
1. Start a new passage or access an existing passage;
2. Enter information about the passage; and
3. Enter/edit the passage itself.

Once your passage is complete, you can associate it with a test question.

Step 1

Start a New Passage/Access an Existing Passage.

To begin, go to the Create tab and click on Passages in the left column.

You’ll see a list of reading passages that have already been created within your
ActivProgress requires you to create a passage before you can associate it with a question. You can’t create a passage while you are building a test item.

To write a new passage, click Add Passage. Then go to Step 2 of this guide.

If you want to edit an existing passage, there are several ways to search for it.

You can enter keywords in the search box. You can also use the Mine button to see only those passages you have added, or the All button to see all of your organization’s passages.

When you find the passage, hover over it until the downward arrow appears on the right. Click the arrow, then click on the word Edit.

Now you can access and edit the passage.
Step 2

Whether you are creating a new passage or editing an existing one, this page allows you to enter or edit information about it.

Edit or add information by filling out the title and source fields, then using the Grade Level and Subject pull-down menus.

Step 3

Enter or edit the passage.

Now enter your passage in the text box or edit the text that is already there.

✓ Tool Tip

You can cut and paste your passage from Word, but some of your formatting may be
lost and images will not paste. The reason is that Word is not a web application like the passage editor and does not directly translate to ActivProgress. Use the Paste from Word button in the advanced tools area of the rich text editor to paste text. You will have to upload images into your media library and then insert them into the passage using the Click Here to Insert Media link.

Use the rich-text editing tools to format and enhance look and feel of the passage. Click on the green arrows to access more editing options.

To add a media item such as an image to your passage, click Click here to insert media.

Then select a media item from your My Media file or your Network Media file.

You may also upload a new media item from your computer. For more information about uploading media, see the user guide “Using My Media Library.”

✅ Tool Tip

If you include video in your reading passage, it will not be visible by students if they are using test booklets and bubble sheets.

Click Finish when you are done. Your passage is ready to associate with an item.

Remember, you will associate the passage to your item or items when you write the questions. For more information about this step, see the “Authoring Test Items” user guides.