STI Education Data Management Solutions

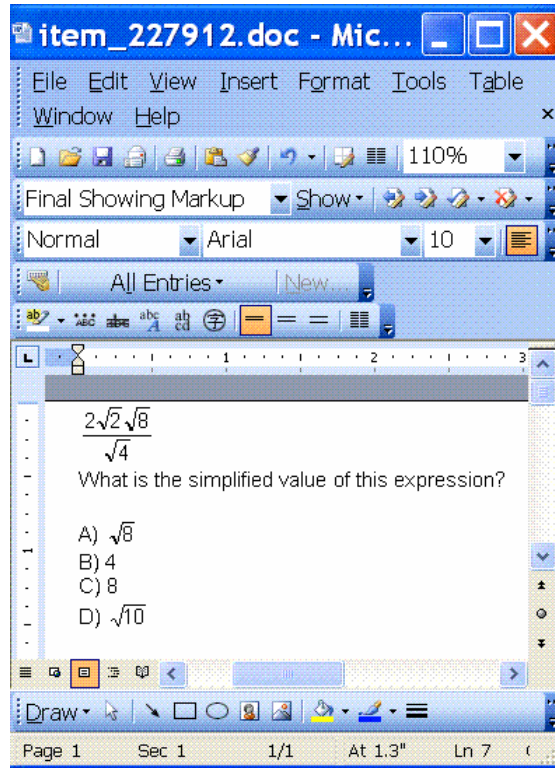# *STI Assessment v.3.5*
Educator Help Document:

Incorporating Equations in
STIA User-created Items

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Version:	2.0

Equation Editor to STIA

1) Preparing Graphic Files

Begin with content already created in MS Word using Microsoft Equation Editor.

1) Make a screen shot of this item by pressing ALT+PrtScn.

2) Copy the screen shot of this question into your favorite image-editing program. Microsoft Paint, which is standard on most PC's, works well for this.

3) Save the file as a .gif or .jpeg (not bitmap [.bmp]) with a name that you'll remember and in a location where you can find it again.

   NOTE: Please notice that in this case, we're basing the file name on 227912, the code of an item we've already created in STIA. **This is a recommended organizational routine.**

4) Copy the file as many times as you'll need parts (in this case, five parts: question plus four answer choices).

   Rename the files so that each file name will tell you the part of the item that it represents. At STI, we usually name images with the item number and location—for example, 227912_Q.gif is the "stem" or "question," and 227912_D.gif is choice D of the same item.

5) Now, for each of the five files, follow "help" instructions in MS Paint to copy content, delete the rest, and paste back in the content you want to keep:
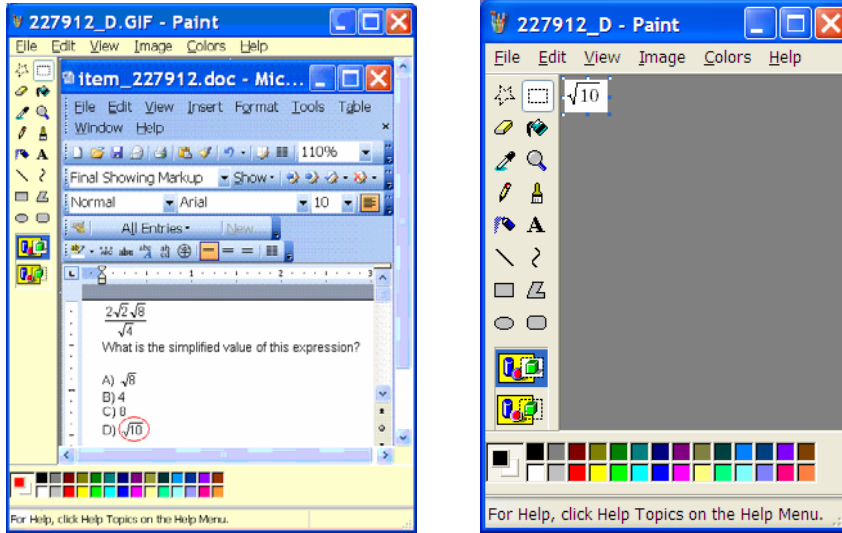
Remember that all the background you see—white, in this example—is part of the picture you're creating. You must resize the image in MS Paint in order to eliminate white space.

NOTE: It is usually better to create graphics ONLY for Equation Editor expressions. In this case, "What is the simplified value of this expression?" does NOT require a graphic.

2) Adding Equation Editor Content to an Item

1) Create a folder for the item(s) if one does not already exist.

2) Click the **Add Folder** button. A form appears.
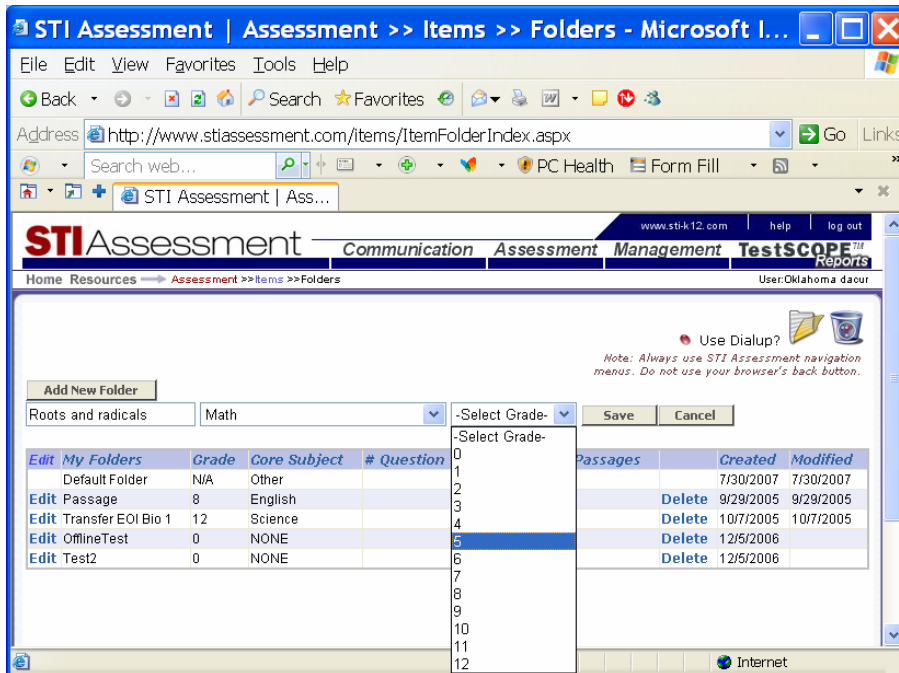
3) Type in the name of the folder. Use the pull-down menus to select subject and grade level. Then click the **Save** button.

4) From the Items screen, use the pull-down menus to select your username (in this case, the username is "Oklahoma dacur") and the folder to which you want to add the item or items.

5) Then click the **Add New Question** button.
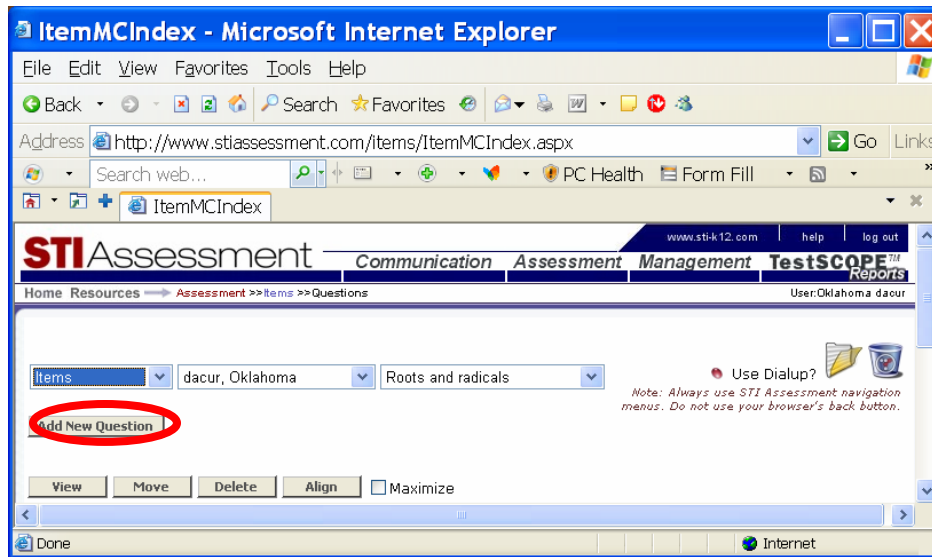
6) An Item-Creation screen will open up in a new window.
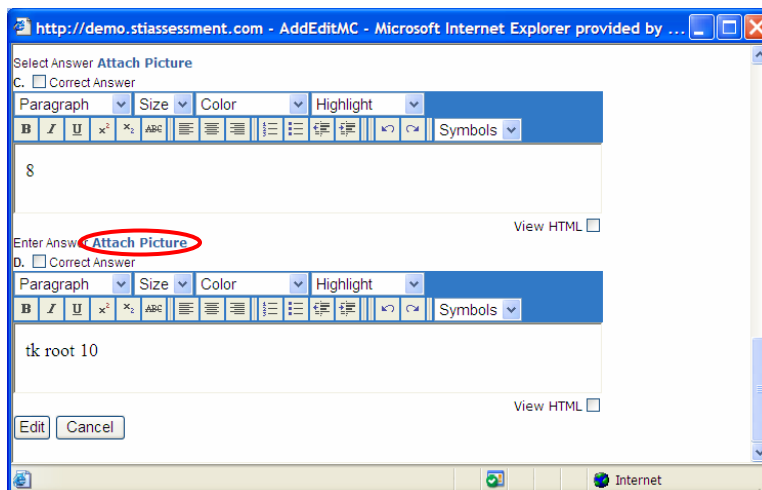
7) In addition to any other item edits, add Equation Editor elements to your item by clicking the appropriate Attach Picture link.

    A) Choose **Upload** from the pull-down-menu.

    B) Click **Browse** to search your hard drive for your picture.

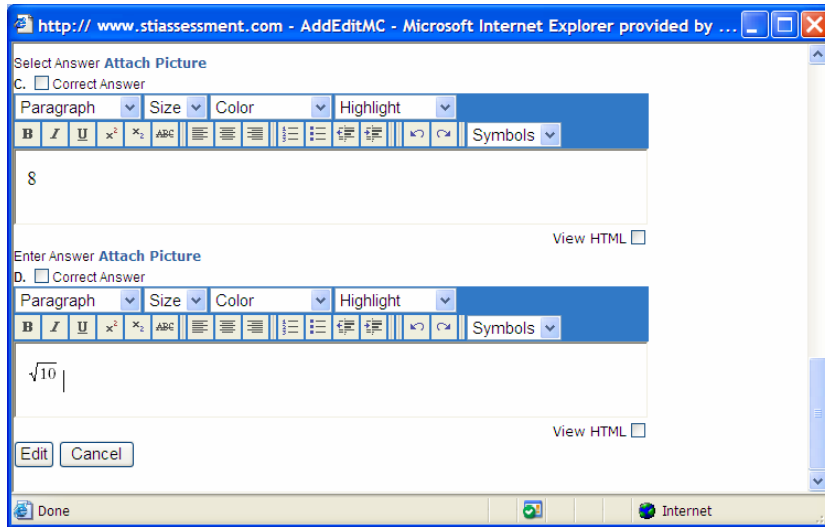   C) Fill in the name of your picture and add keywords if you like.

D) Using the pull-down menus, choose the folder for your picture (usually the same folder as the item) and indicate whether the picture is public or reserved.
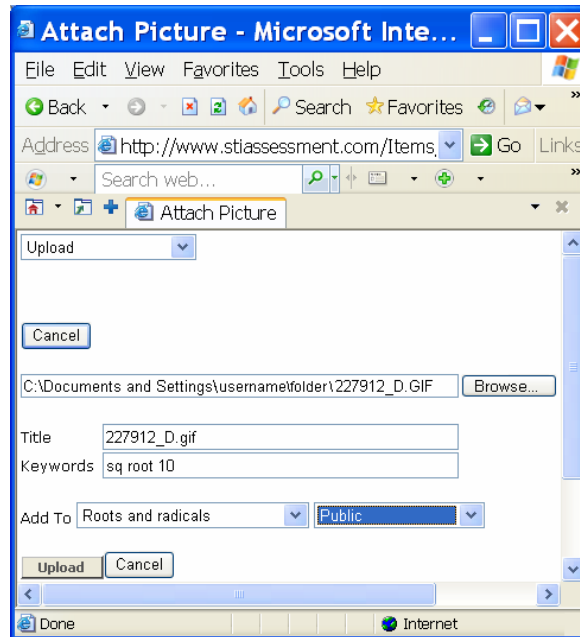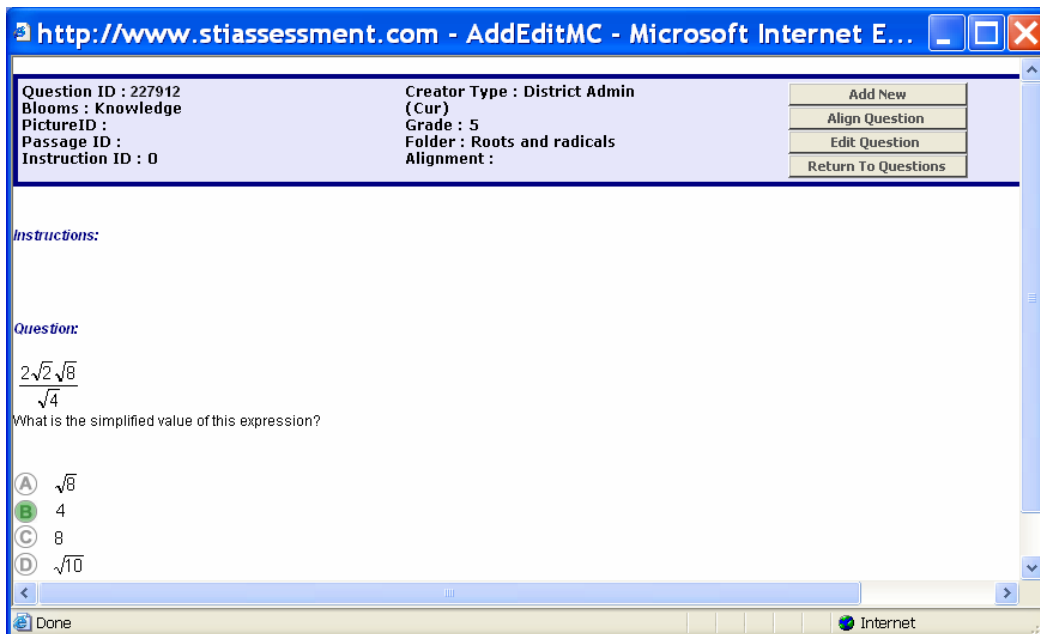

E) Click the **Upload** button. The picture will display.
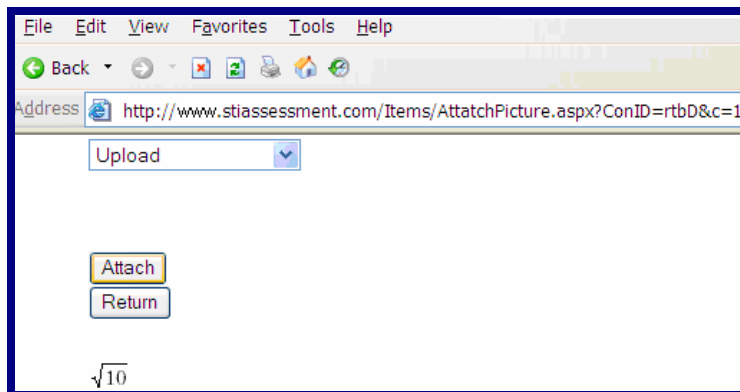
F) Click the **Attach** button to add it to the question.

The following screenshot shows the completed item.

3) Math Graphics Menu

Math symbols were added with Version 3.5 to text entry boxes for Multiple Choice, Constructed Response, Passage and Rubric Creation/Edit pages. In the screenshot below, you can see all the different symbols you have to select from. Each of the symbols can be added to the item as well as the color, font and size modified like all other text in that item.