

To find items and assessments you've created in Performance Matters:

1. Log into Performance Matters and click on the magnifying glass icon next to your at the top right of the screen. This is the Global Search Icon.



2. Use the filter boxes on the left side of the screen and select **Authored by Me**

Filter

Clear All

Clear Filter(1)

☒ Authored by Me (734)

☐ Available for Bulk Actions (11)

☐ Authored Within Organization (734)

3. To find items you've created, click the Assessment Item or Assessment test checkbox under the Type tab

Type

Clear Filter(1)

☒ Assessment Item (10)

☐ Assessment Test (504)

☐ Item Bank (1)

☐ Item Source (1)

☐ Resource (11)

☐ Scoring Assignments (207)

Type

Clear Filter(1)

☐ Assessment Item (272)

☒ Assessment Test (20)

4. You can filter further via Item Source/Bank, Standards, Last Edit Date, and more.

Item Source / Bank

☐ District Created Secure Items

☐ Grade 2 Items from Illustrative Mathematics

☐ Grade 3 Items from Illustrative Mathematics

Last Edit Date

☐ Last 7 Days

☐ Last 30 Days

☐ Last 90 Days

☐ Older Than 90 Days

Standards

☐ EVC.WA.MA

☐ NAT.100

5. Your assessments or items will appear on the left-hand side of the screen, and can be sorted by relevance, date, title, or ID.

Sort by: Select

Relevance

Date

Title

ID