



Prepare Videos on Google Drive for Test Items in Performance Matters


2020



**This book provides a step by step
guide on preparing videos saved
on Google Drive for test items in
Performance Matters.**



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Create a Presentation in Google Drive

Create a Presentation in Google Drive

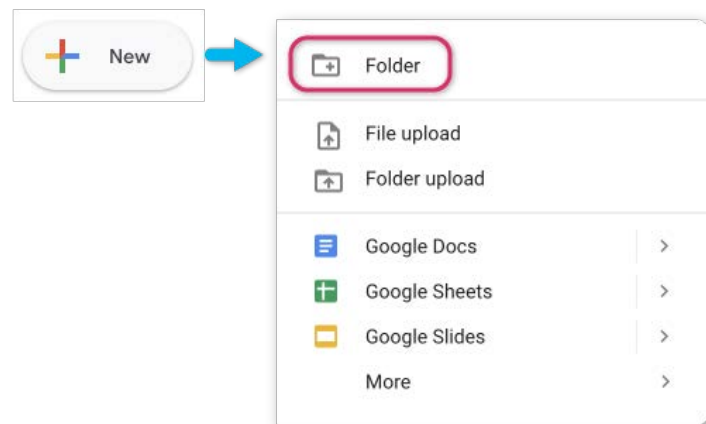
STEP 1:

Open **Google Chrome** and navigate to [Google Drive](https://drive.google.com)



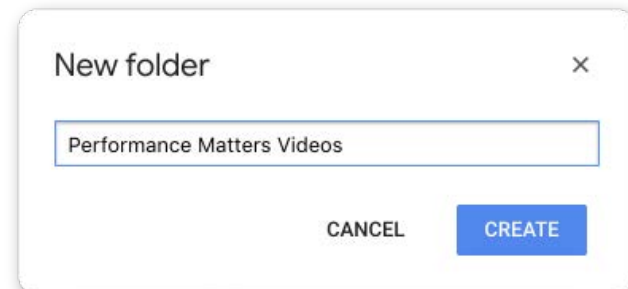
STEP 2:

Click on the **New** button and select **Folder**



STEP 3:

Name the folder and click **Create**



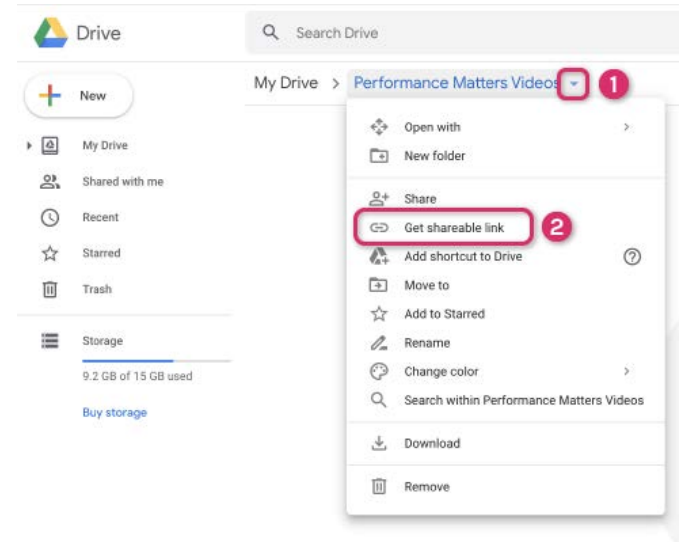
Create a Presentation in Google Drive

STEP 4:

Open the folder.

Select the drop-down arrow next to the folder name (1).

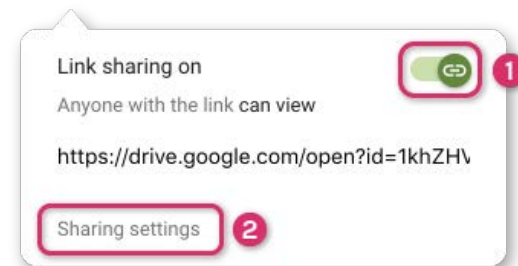
Click **Get Shareable Link** (2).



STEP 5:

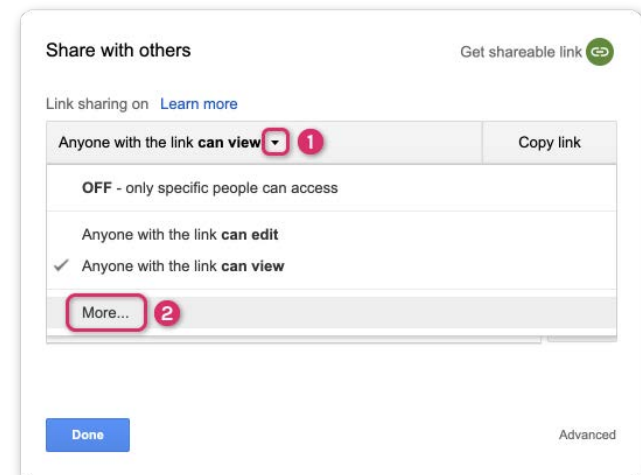
Toggle Link Sharing to **On** (1).

Click **Sharing settings** (2).



STEP 6:

Click the **drop-down arrow** (1) and select **More...** (2).



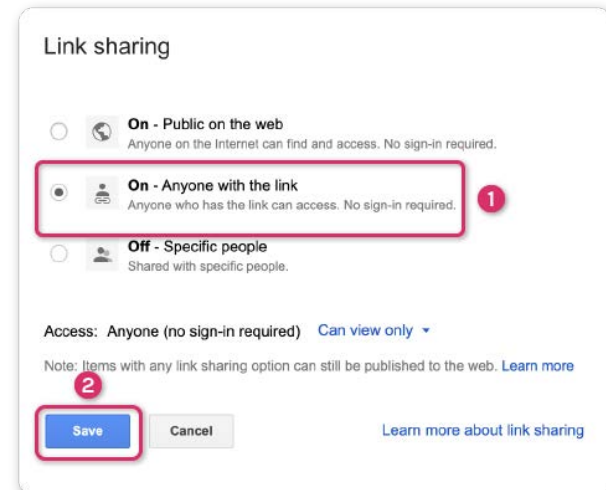
Create a Presentation in Google Drive

STEP 7:

Select **On - Anyone with the link** (1).

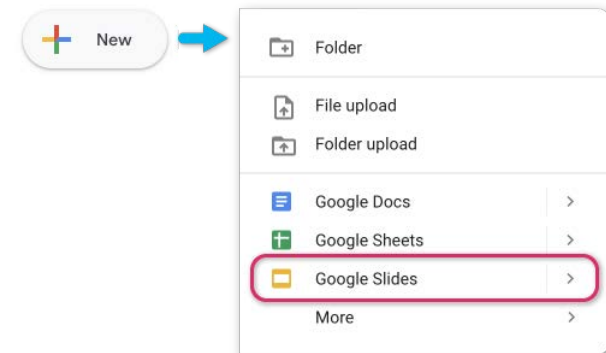
Click **Save** (2).

Click **Done** to close the Sharing window.



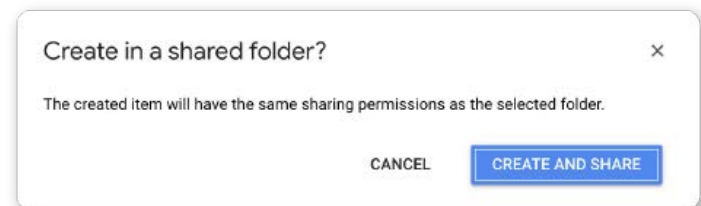
STEP 8:

Click on the **New** button and select **Google Slides**.



STEP 9:

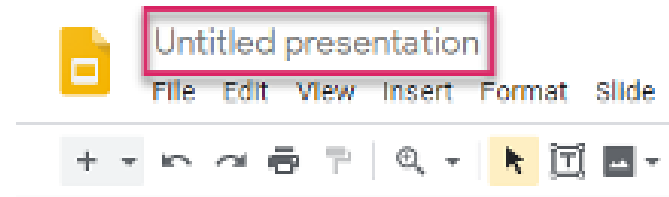
Click the **drop-down arrow** (1) and select **More...** (2)



Create a Presentation in Google Drive

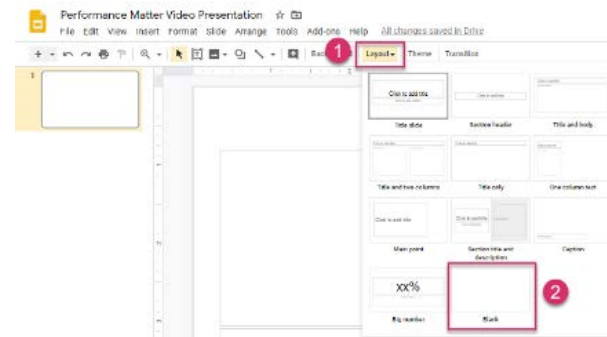
STEP 10:

Name your presentation by clicking on *Untitled presentation* in the top left above the menu bar.



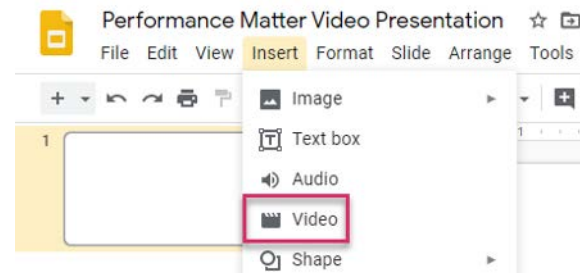
STEP 11:

Click the **Layout** drop-down menu (1) and choose **Blank** (2) to change the slide format.



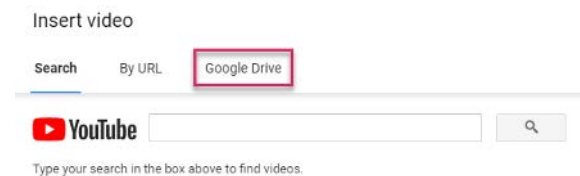
STEP 12:

Select the **Insert** tab and choose **Video**.



STEP 13:

Select **Google Drive**.

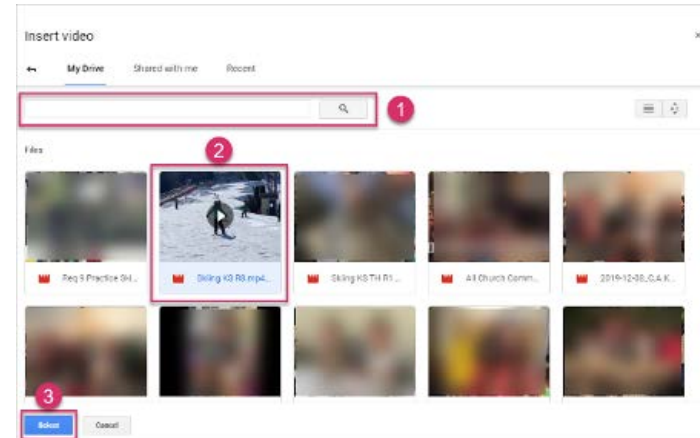


Create a Presentation in Google Drive

STEP 14:

Locate the desired video using the Search field (1) or scrolling through the list.

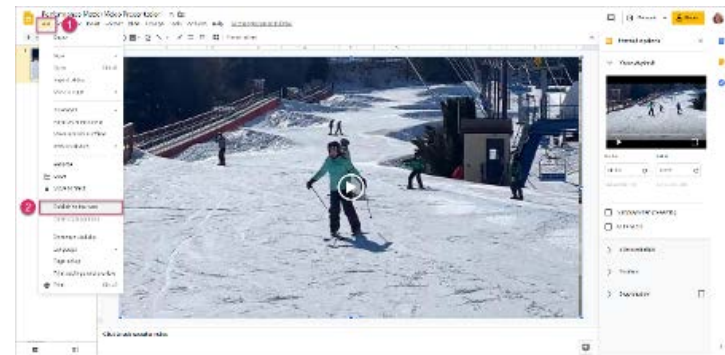
Click the video to select it (2) and then click on the **Select** button (3).



STEP 15:

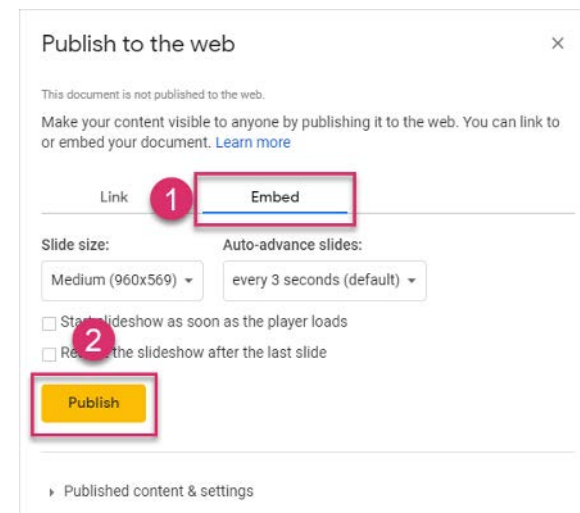
ADJUST THE SIZE OF THE VIDEO TO FIT THE ENTIRE SCREEN

Select the **File** menu (1) and choose **Publish to the Web** (2).



STEP 16:

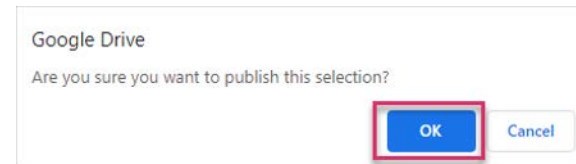
Choose the **Embed** tab (1) and click on the **Publish** button (2).



Create a Presentation in Google Drive

STEP 17:

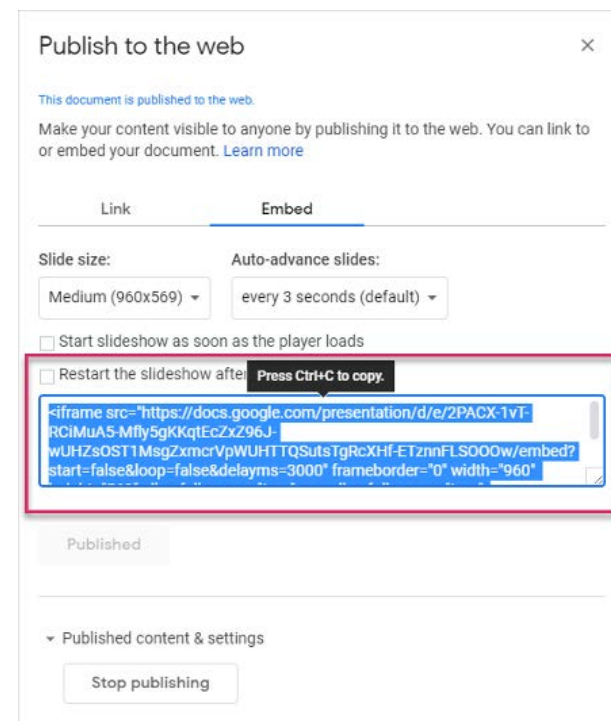
Select **OK** on the confirmation window



STEP 18:

Click where the embed code is displayed to **select all of the text** which will become highlighted.

Press **Ctrl+C** (or **Command⌘+C** on a mac) on the keyboard to copy the text to be used when creating a resource in Performance Matters.



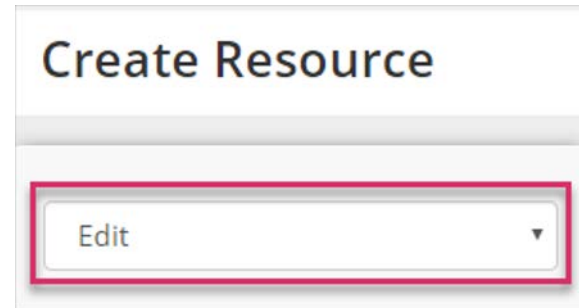
**Create a
Media
Resource in
Performance
Matters**

Create a Media Resource in Performance Matters

STEP 1:

In Performance Matters, go to **Items > Menu Resource**.

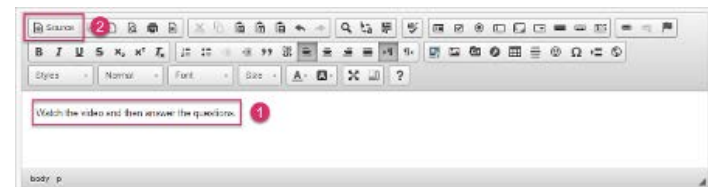
Select **Edit** from the drop-down menu.



STEP 2:

In the editing pane, **enter any introductory text (1)** for the video.

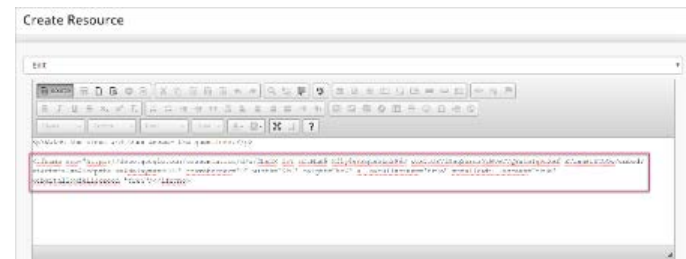
In the editor toolbar, select the **Source view (2)**.



Create a Media Resource in Performance Matters

STEP 3:

Paste the embed code copied from the presentation in Google Drive into the editing pane.



STEP 4:

DEFINE THE RESOURCE PROPERTIES

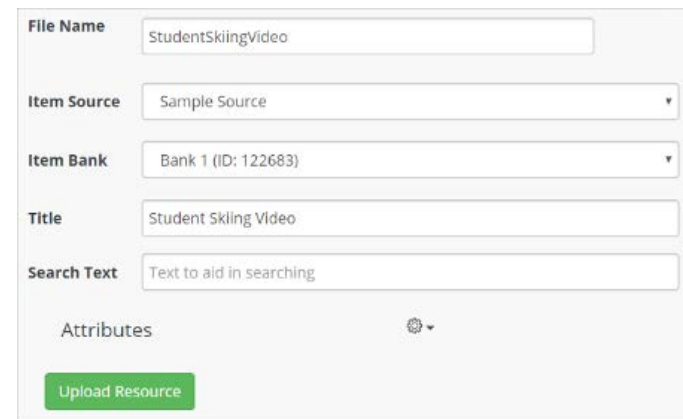
Enter a **filename**. (The name cannot contain a dot.)

Select the **Item Source** and **Item Bank**.

Enter the resource **Title**. Characters not supported in resource titles are !"#\$%&'*+/,/;<=>?@[] ^`{|}~€±.

Select any desired **Attributes** for the resource.

Click the **Upload Resource** button when done.

A screenshot of the 'Create Resource' form. It contains several input fields: 'File Name' with the value 'StudentSkiingVideo', 'Item Source' with a dropdown menu showing 'Sample Source', 'Item Bank' with a dropdown menu showing 'Bank 1 (ID: 122683)', 'Title' with the value 'Student Skiing Video', and 'Search Text' with the value 'Text to aid in searching'. Below these fields is an 'Attributes' section with a gear icon and a dropdown arrow. At the bottom is a green 'Upload Resource' button.

Add a Media Resource to an Assessment Item

Add a Media Resource to an Assessment Item

STEP 1:

Go to **Items > New Item**.

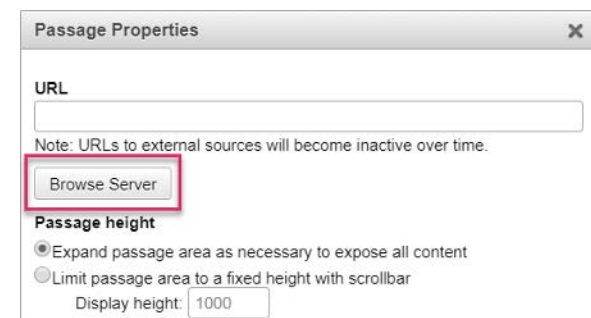
Place the **cursor** where you want the resource to appear in the item editing pane.

Select the **Insert passage** icon.



STEP 2:

In the **Passage Properties** pop-up, select **Browse Server**.



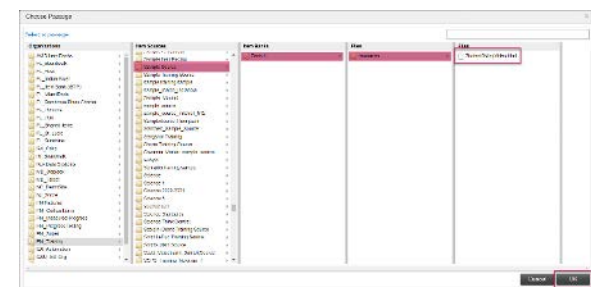
STEP 3:

Browse for a list of resources by selecting the appropriate organization, item source and item bank.

YOU CAN ALSO USE THE SEARCH BAR TO FIND A SPECIFIC RESOURCE FILE

Select the desired resource.

Click **OK**.

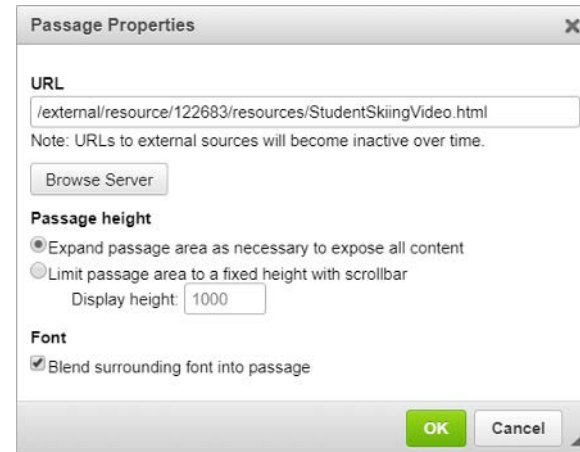


Add a Media Resource to an Assessment Item

STEP 4:

In the Passage Properties window, **adjust how the resource will appear to test-takers.**

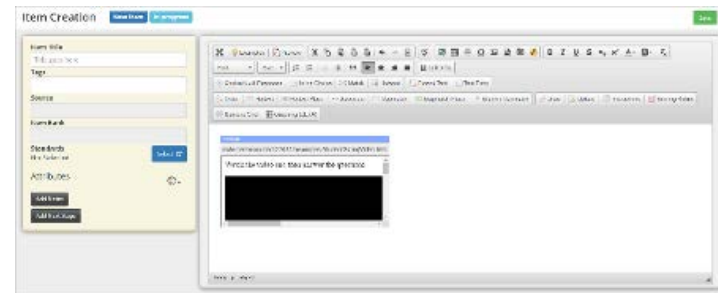
Click **OK** when done.



STEP 5:

Add interaction(s) and format the item as desired.

Save and **submit** the item to be used on an assessment.



IP