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WY Authoring Condensed User Guide

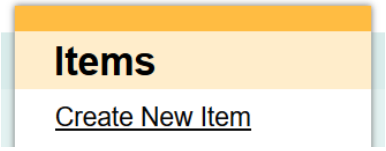
Authoring allows you to create original items and add them to tests, which you can administer to students online or as paper booklets.

How to Create Original Items for Your Tests

Items are the stimuli and questions that students answer when taking a test. A stimulus can be a reading passage or other type of media (such as an image or video) that students view in order to respond to its linked questions. You can use the item builder in Authoring to create stimuli and a variety of item types. After creating items, you can add them to your tests and share them with educators.

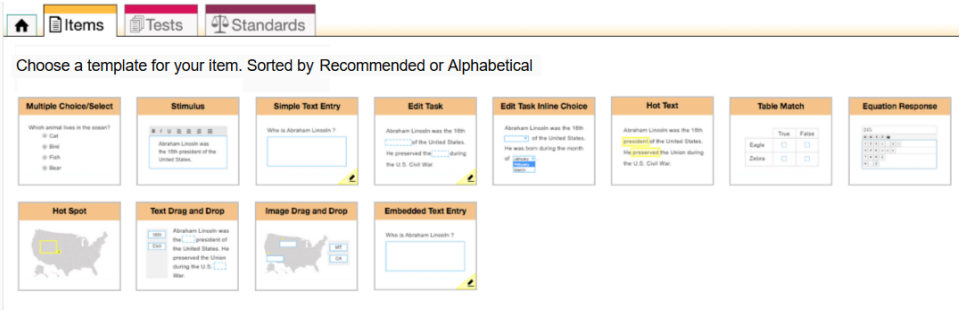
1. To create a new item, log in to Authoring and click the **Create New Item** link on the **Dashboard** tab or from the **Items** tab.

Figure 1. Create New Item Link



2. The item builder appears, displaying a list of item template options. Item types that display a pencil icon in the corner will need to be scored by hand in the Reporting system.

Figure 2. Item Builder–Template Options



3. You can hover over an item template to read a description of that item type. Once you know which one you want to create, click the template for that item type.

   The item template appears, along with a set of 

menus, which you can click to display a set of instructions explaining how to fill out the template. You can also click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template.

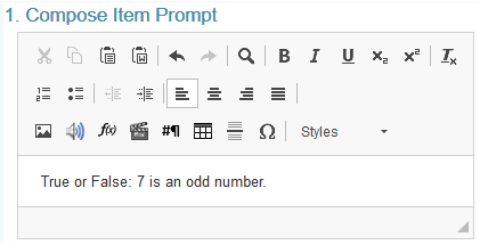
4. Although there are many different item types available, most item templates generally involve three main steps: composing the item prompt, creating the response area, constructing the answer keys (except for stimuli templates, which don't require a response area or answer key).

- **Step 1: Compose the Item Prompt**:

  The prompt is the question or the directions that students respond to in an item. You can enter the prompt in a text box at the top of each template.

You can use the toolbar in this text box to format the text and insert media elements, such as images, videos, and tables.

Figure 3. Composing Item Prompts

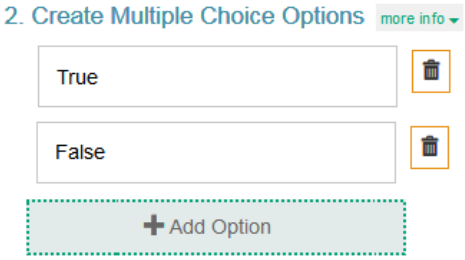


- **Step 2: Create the Response Area**:

  The response area is the part of the item that students interact with when answering the question. The response areas are different for each type of item template available.

  Items may require students to select an answer from a list of options, type a response in a text box, enter an equation with an on-screen keypad, and more.

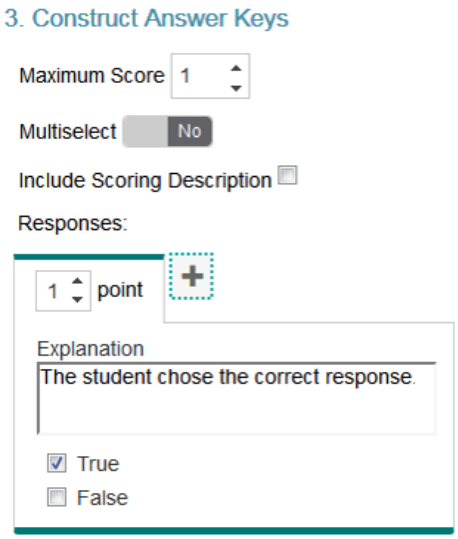
Figure 4. Creating the Response Area



- **Step 3: Construct the Answer Keys**:

  The answer key determines how many points an item is worth and how a student's response will be scored. Students do not see the answer key, but this information is used by the system (for machine-scored items) and educators (for hand-scored items).

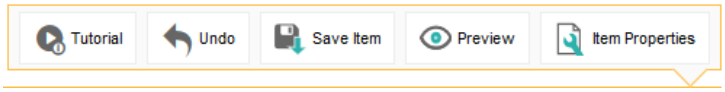
Figure 5. Constructing Answer Keys



- **For machine-scored items**, the answer key shows a preview of the item's response area, where you should enter a valid response and select how many points that response is worth.
  - You can click to create additional answer keys if the item has multiple correct or partially correct answers.
- **For hand-scored items**, the answer key displays a *Rubric* field where you can enter scoring criteria and an *Exemplar* field where you can enter reader-friendly examples of valid responses for each score a student may earn. This information will be used in the Reporting system, where student responses for the item will be scored by hand.

5. At any point when building an item, you can align the item to standards and enter other item details (such as its name, grade, and subject) from the **Item Properties** menu in the toolbar above the template.

Figure 6. Item Toolbar



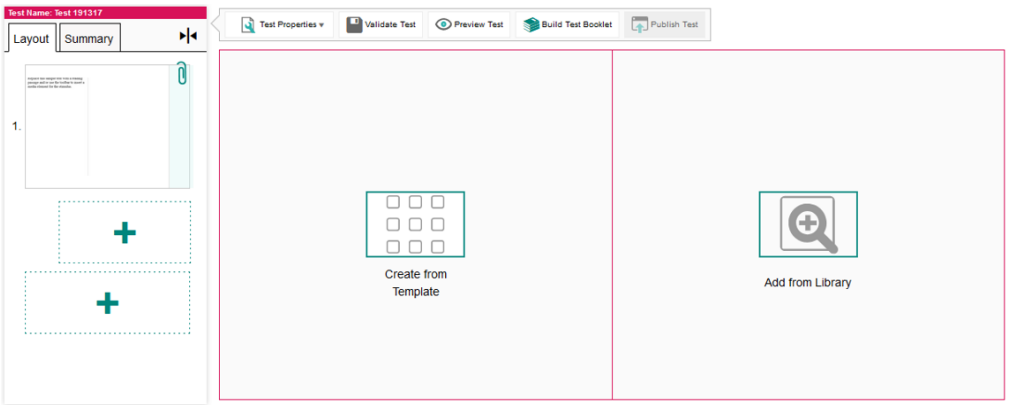
6. To save the item, click **Save Item** in the item toolbar. Once you save an item, it is added to your item's library with a Draft status. Your library items can be added to tests or shared with other users.

7. *Optional*: If you are creating a stimulus, a plus icon ( ) appears to the left of the template. You can click this icon and then repeat steps 2-5 to create items to link to that stimulus.

How to Build Tests that can be Administered to Students

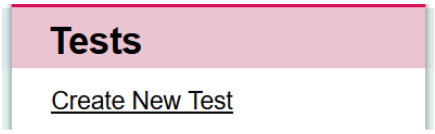
You can build new tests for your students on the test builder page in Authoring. When adding items to a test, you can insert existing items from your available item libraries, and you can also create new items by filling out templates directly in the test. After you create a test, you can publish it to the Test Delivery System for online administration or generate a test booklet for paper administration.

Figure 7. Test Builder



1. To create a new test, select **Create New Test** on the **Dashboard** tab or from the **Tests** tab.

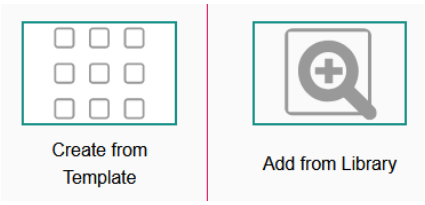
Figure 8. Create New Test Link



The test builder page appears (see Figure 7). The first page of the test is already added for you, giving you two options for adding the first item.

2. You can choose between the following options when adding items to each page of a test:

Figure 9. Adding Items



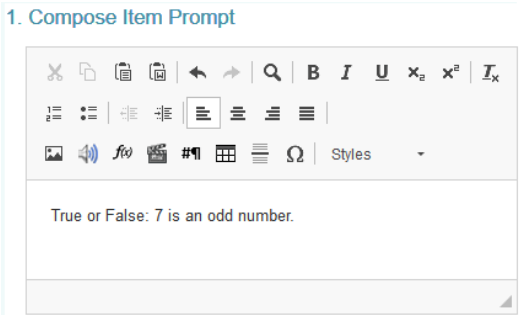
- To create a new item, click **Create from Template** and an available template from the list of item types that appears. Then select the grade and subject from the tool button in the upper right-hand corner
- To insert an existing item that you already created or that another educator shared with you, click **Add from Library**. You can enter a keyword to search for a particular item and use the filter panel on the right to narrow your search results.
  - If any exclusive item libraries are available to you, an additional **Add from Library** option appears for each one. Items from exclusive libraries cannot be added to tests that contain items from any other library, including items you created.

- Select the library item you wish to add. To add the item directly to the test, click **Add Original Item to Test**. To add a copy of the item to the test, click **Add Copy of Item to Test**.

  When you add the original item, any changes you make to the same item in other tests will affect that item in this test (and vice versa). When you add the item copy, any changes you make to the original item in other tests do not affect the item in this test. You must make at least one edit to copied items so that their content is not identical to the original item.

3. You can edit the content for your added items by following the same process that is used to create items in the item builder (see Figure 2).

Figure 10. Entering Item Content

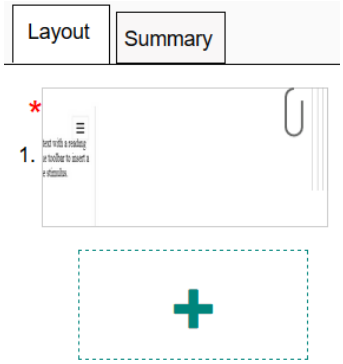


- You may need to click **Edit** in the item toolbar at the top-right in order to make changes to items. You cannot make changes to items that appear on a published test or items that were shared with you without editing permission.
- After editing an item, click **Save Item** in the item toolbar. Items and tests are saved separately.

8. To add more items to the test, click ✚ in the **Layout** panel on the left. A new thumbnail will appear in this panel for each item you add.

- When you add a stimulus to the test, a separate, smaller ✚ icon appears below the stimulus thumbnail, allowing you to create items to link to that stimulus.
- You can rearrange the items in your test by clicking the arrows (▲▼) in the corner of their thumbnails.

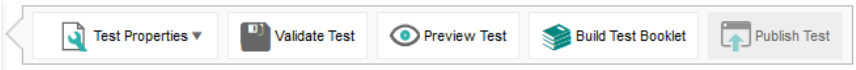
Figure 11. Layout Panel



5. At any point when you're building a test, you can enter details (such as the test's name, grade and available tools) from the **Test Properties** menu in the test toolbar at the top of the screen.

6. *Optional*: To see what the test will look like to students, click **Preview Test** in the test toolbar at the top of the screen. You can enter sample responses to items and click **Item Score** to make sure the items are being scored correctly.

Figure 12. Test Toolbar



7. To check the test for errors, click **Validate Test** in the test toolbar.

8. Depending on how you want to administer the test, do either of the following:

   - To publish the test for online administration, click **Publish Test** in the test toolbar. Once you publish a test, you will be able to administer it to students in the Test Administration System.

     - After publishing a test, you can add it to your test sessions by selecting it from the ***Test Selection*** window in the Test Delivery System. The ***Test Selection*** window allows you to filter and search for a specific test based on the subject and grade properties chosen for it in Authoring. You can administer your own tests, shared tests, and tests from a shared test library.

     - Before or after publishing a test, you can share that test with other educators for administration purposes. District- and school-level users can also set administration dates when they share a Published test with educators in their institutions. These dates determine when the test will be available in the Test Delivery System.

   - To build a test booklet for paper administration, click **Build Test Booklet** in the test toolbar. The ***Test Booklet Generator*** window appears, walking you through the steps for customizing the test booklet. The booklet file will be sent to the Inbox, where you can download and print it.

Building Test Booklets for Paper Administration

If you plan to administer a test to students on paper, you can generate a test booklet with paper-friendly versions of the test items. You should not include any items with audio or video elements in a test that will be administered on paper. Some items from shared libraries may not be compatible with the paper format, so you should always preview the test booklet in Authoring before you administer it.

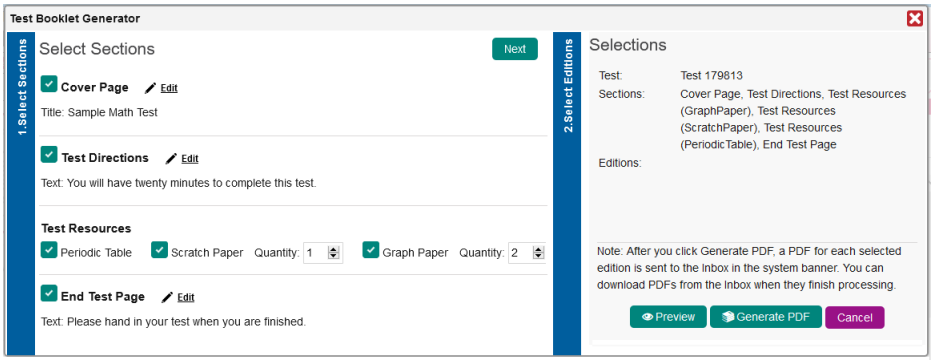
1. To build a test booklet for paper administration, do either of the following:

   - On the test builder, click **Build Test Booklet** in the test toolbar.

   - On the **Tests** tab, click **Build Booklet** in the Action column for a test.

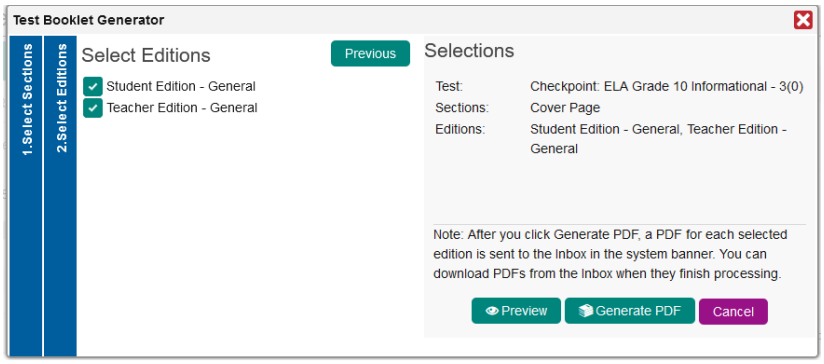
2. The ***Test Booklet Generator*** window appears, displaying the *Select Sections* panel. You can use this panel to add and customize the Cover Page, Test Directions, Test Resources, and End Test Page.

Figure 13. Test Booklet Generator—Select Sections



3. After customizing the booklet sections, click **Next**. The *Select Editions* panel appears.

Figure 14. Test Booklet Generator—Select Editions



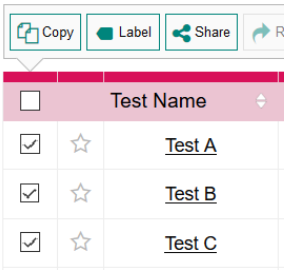
4. Mark the checkbox for each edition of the test booklet you wish to generate:
   - **Student Edition**: The student edition displays the test items without any scoring guidelines.
   - **Teacher Edition**: The teacher edition displays the test items with their scoring guidelines.
5. To preview the content of the test booklet, click **Preview** beside the appropriate edition type in the *Selections* panel on the right.
6. To generate test booklets for the selected editions, click **Generate PDF**. A PDF file for each selected edition type will be added to the Inbox once the task finishes processing.
7. To access the test booklet file from the Inbox, click **Inbox** in the Authoring banner. The Inbox window appears.
8. Click the name of the test booklet file to download it to your computer.

How to Share Your Items and Tests with Other Educators

You can share your items and tests with other educators so that they can co-author the content, use the content for themselves, or administer your tests to their students. You may share content with individual users, a custom group of users (workgroups), and entire institutions (such as your school).

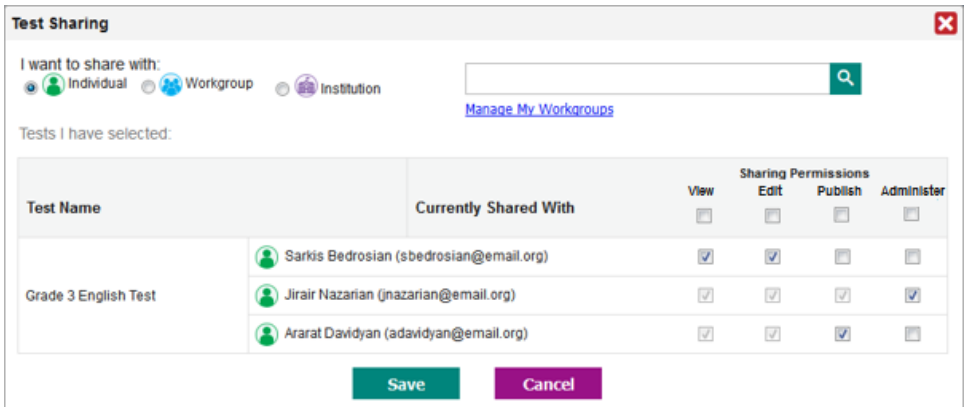
1. To share your content, first open the **Items** or **Tests** tab. In the filter panel on the left, select filters for the items or tests you want to share and click **Apply** to display the items or tests in the table. Then mark the checkbox for each item or test you wish to share and click **Share** above the table.

Figure 15. Selecting Tests to Share



The ***Sharing*** window appears (see Figure 15), listing each selected item or test in the table at the bottom.

Figure 16. Sharing Window for Tests



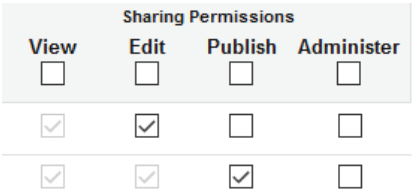
2. Select the recipients who you want to share the content with. You can add multiple recipients to share with.

- To share the content with an individual educator, mark the **Individual** radio button and search for that educator's name or email address. District- and school-level users may first need to select the educator's institutions from the available drop-down lists.
- To share the content with a workgroup, mark the **Workgroup** radio button and search for that workgroup's name.
- To share the content with an entire institution, such as a school or district, mark the **Institution** radio button and search for that institution's name.

3. Select the specific permissions you'd like to give to each sharing recipient.

By default, all sharing recipients will be able to create copies of your shared content, but you will have to choose the other actions that you want them to be able to perform.

Figure 17. Selecting Sharing Permissions



- *For all content types*:
  - To allow a recipient to view the content in Authoring, mark the **View** checkbox.
  - To allow a recipient to make edits to the shared content, mark the **Edit** checkbox.
- *For tests only*:
  - To allow a recipient to publish the test to the Test Delivery System, mark the **Publish** checkbox. If a recipient publishes a test, it will be published for everyone sharing it.
  - To allow a recipient to administer the test to students in the Test Delivery System, mark the *Administer* checkbox. The recipient will be able to add this test to their sessions so that students can complete it.
- *For Draft items only*:
  - To allow a recipient to publish tests containing the shared Draft item, mark the **Publish** checkbox.

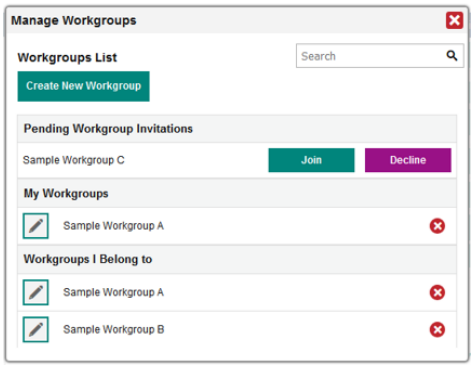
4. Click **Save** at the bottom of the window.

How to Create and Join Workgroups for Sharing Content

If you want to share your tests and items with the same group of educators on a regular basis, you can create a workgroup for those educators. You can also join other workgroups that you get invited to.

1. From the **My Settings** menu in the banner, select **Manage Workgroups**. The ***Manage Workgroups*** window appears.

Figure 18. Managing Workgroups



2. To create a new workgroup, click **Create New Workgroup**. The ***New Workgroup*** window appears.

a. In the *Workgroup Name* field, enter a unique name for the workgroup.

b. In the *Search Entity to Add to Workgroup* field, enter the name or email address for the user you wish to add to the group. Select the appropriate name when it appears in the dropdown.

3. To join a workgroup, open the **Notifications** menu in the banner and click **Workgroup Invitations**. The ***Manage Workgroups*** window appears.

a. In the *Pending Workgroup Invitations* section, click **Join** to accept the workgroup invitation, or click **Decline** to reject it.

How to Submit Your Items to a Shared Items Library

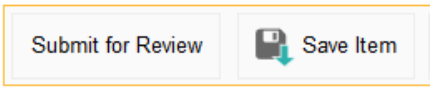
Authoring users with item submission permission can submit their items to a shared items library, which will be available to any educators in their district or state. Items submitted to a shared library must be approved at multiple review levels by Authoring users in a review group.

1. To submit an item to a shared library, first navigate to the item builder page for that item by clicking its name in the table on the **Items** tab.

   a. You may need to apply filters in order to locate the item. To do this, select filter options in the filter panel on the left and click Apply to display the items in the table.

9. In the item toolbar, click **Submit for Review**.

Figure 19. Submit for Review Button



10. In the confirmation message, select which review group you wish to submit the item to and click **Submit**. The item will be removed from your personal library. Once it is approved at every review level and processed externally, it will appear in the shared items library and can be added to tests.

How Reviewers Approve Items Submitted to a Shared Library

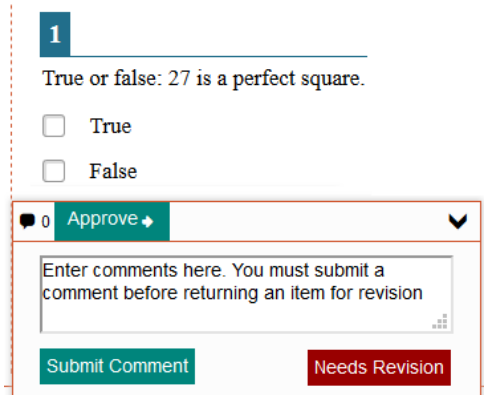
Once an item is submitted to a review group, Authoring users with the appropriate reviewing permissions in that review group can review and approve the item. The item must be approved by users at each required review level before it can be finalized.

1. To review items submitted to a library, click the name of the item you wish to review on the **Items** tab. Items available for review display  in the Action column. Once you select an item, its item builder page opens.

   - You can mark the **Items to Review** checkbox in the filter panel beside the table to view only items submitted for review.
   - If you click the **Review Items** link on the **Dashboard**, the **Items** tab opens with the **Items to Review** filter automatically applied.

2. *Optional*: If you want to edit the item directly, you can modify its content and properties by following the same procedures used to create original items. You may need to click **Edit** in the item toolbar first.

Figure 20. Item Feedback Panel

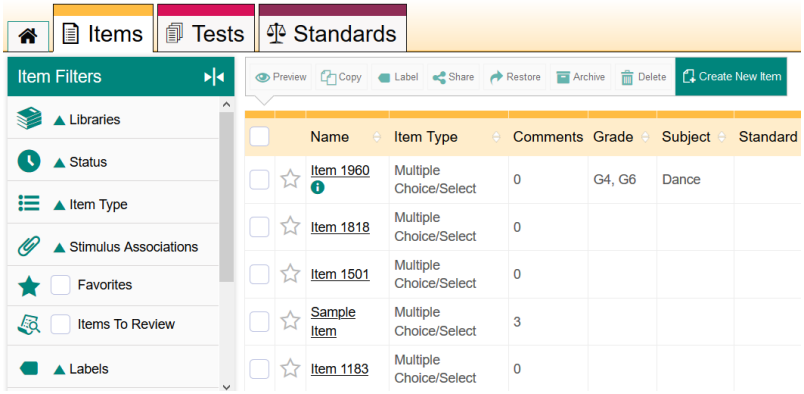


3. In the bottom-left corner, click ^ to expand the item feedback panel and then do either of the following:
   - If the item is ready to move to the next review level, click **Approve**. Depending on the item's current review level, it will either move up to the next review level in Authoring or be added to the queue of items that will be processed by CAI.
   - If the item needs additional revisions, enter a comment in the provided field and then click **Needs Revision** to return the item to its original author.

How to Manage Your Available Items and Tests

After you create original items and tests in Authoring, you can perform different tasks with them from the tables on the **Items** tab and **Tests** tab. Depending on how you access these tabs, you may need to select options from the filter panel on the left and click **Apply** in order to display the items and tests.

Figure 21. Items Tab



All Authoring users can perform the following actions to items and tests:

- Edit the content of any items and tests with a Draft status.
- Copy content that you want to modify without affecting the original version.
- Label content so it is easier to organize and locate.
- Save an item as a PDF so you can print it out.
- Archive old content that you don't need to use anymore.

District- and school-level users can perform the following tasks:

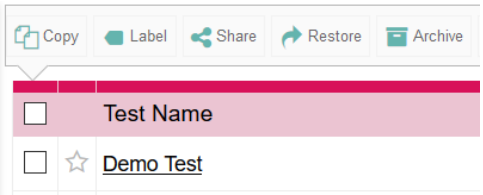
- Set administration rules for tests, including who can administer a test and when it will be available in the Test Delivery System.

How to Edit the Items and Tests You've Created

You can make changes to any item or tests you created that have a Draft status.

When another educator shares an item or test with you, you may only edit its content if you were given editing permissions by the original author. If you cannot edit a test or item for any of these reasons, you may still be able to create a copy of it and make changes to the content of the copy.

Figure 22. Selecting a Test to Edit



- To make changes to your content, open the appropriate content tab and click the name of the item, or test you want to edit (you may need to apply filters first). The corresponding builder page will appear.
  - When editing items, you may also need to click **Edit** in the item toolbar.

How to Make Copies of Items and Tests

You can create copies of any test or item that you wish to modify without affecting the original version. For example, if you want to edit a Published item or a shared item that you don't have permission to edit, you could copy that item and make edits to the copied version. You may not have permission to copy items in a certain library.

- To copy a test or item, open the appropriate content tab, then mark the checkbox for each test or item you wish to copy (you may need to apply filters first). Click **Copy** above the table and then click **OK**. The copied content is added to the table. You can click the name of he copied version to edit its content.

How to Add Labels to Organize Items and Tests

You can create labels and add them to content that you want to organize in their tables. After adding labels to your content, you can use the **Labels** menu in the filter panel beside the table to easily view all the items, tests, or standards with the selected label.

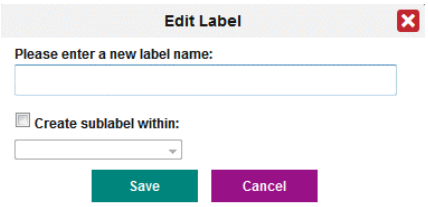
1. On the appropriate tab, mark the checkbox for each test or item you wish to label (you may need to apply filters first). Then click **Label** above the table. The ***Apply Label*** window appears.

- To assign the content to an existing label, mark the checkbox for that label and click **Apply**.
- To create a new label, click **Create New**. The ***Edit Label*** window appears:

  b. Enter a name for the label.

  c. Click **Save**, and then click **Apply**.

Figure 23. Edit Label Window



Saving Items as Printable PDF Files

If you want to create a printable version of an item, you can save it as a PDF file. When saving items as a PDF, you can choose whether or not to include the item's scoring guidelines in the PDF file. PDF files display items with paper-friendly formatting (if available) and also display an item's properties.

1. To save an item as a PDF, open the **Items** tab and mark the checkbox for each item you wish to save as a PDF, then click **Save as PDF** above the table (you may need to apply filters first). If you select multiple items, they will be saved as a single PDF file.
2. *Optional*: If you want the PDF to display the item's scoring guidelines, mark the **Include scoring guidelines** checkbox in the window that pops up.
3. Click **Generate PDF**. The PDF file will be added to the Inbox.
4. When the item PDF finishes processing, click **Inbox** in the banner. The Inbox appears.
5. To download the PDF to your computer, click the name of the appropriate file.

How to Archive Items and Tests That You No Longer Need

You can archive Published content or delete Draft content that you do not wish to use anymore. Archived and deleted content cannot be shared, administered, or linked with any new content.

- To archive an item or test, mark the checkbox for each item or test you wish to archive and then click **Archive** above the table (you may need to apply filters first).
  - When archiving a Published test, mark the **Archive Published Items Not On Other Tests** checkbox if you wish to also archive the test items that do not appear on any other tests.

  - In the popup window, click **OK**. The status of the content changes to Archived.

- To delete a Draft item or test, mark the checkbox for each item or test you wish to delete and then click **Delete** above the table (you may need to apply filters first).
  - When deleting a Draft test, mark the **Archive Published Items Not On Other Tests** checkbox if you wish to also archive the test items that do not appear on any other tests.
  - In the popup window, click **OK**. The content is removed from Authoring.

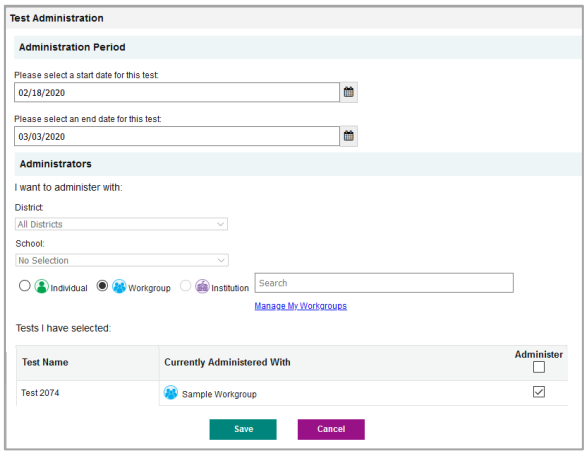
How District- and School-level Users Set Administration Dates for Tests

District- and school-level users can share their tests with any other educators in their institutions that they want to administer the test in the Test Delivery System. When sharing a test, district- and school-level users can select when the test will be available in the Test Delivery System and which educators will be able to administer it to their students.

1. On the **Tests** tab, mark the checkbox for each test you wish to share and click **Administer** above the table (you may need to apply filters first). The ***Test Administration*** window appears.

2. To specify the date range during which the test will be available in the Test Delivery System, select start and end dates from the fields in the *Administration Period* section.

Figure 24. Test Administration Window



3. In the *I want to administer with* section, select who can administer the test in the Test Delivery System:
   - To share the test with an individual user, mark the **Individual** radio button and search for that user's name or email address. You may need to select the user's district or school from the available dropdowns first.
   - To share the test with a workgroup, mark the **Workgroup** radio button and search for that workgroup's name. A workgroup is a custom group of Authoring users.
   - To share the test with an entire school or district, mark the **Institution** radio button and search for that institution's name.

4. Click **Save**. The test will be available in the Test Delivery System for the selected administrators on the specified start date. You can update the administration dates and administrators at any time.

How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

How to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (see Figure 25) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or **Field Authored** beside it).

11. Click a test name (or **Field Authored** beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

District-level users can view all classes (rosters) in a school. To do so, follow these instructions:

12. From the dashboard that appears when you log in, click a test group name (or **Field Authored** beside it).

13. Click a test name (or **Field Authored** beside it) in the table of assessments. A page of district test results appears, listing schools within the district.

14. Click a school name (or **Field Authored** beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 25 displays a list of your rosters and the performance of each class. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 25. My Students' Performance on Test Report: Performance by Roster Tab

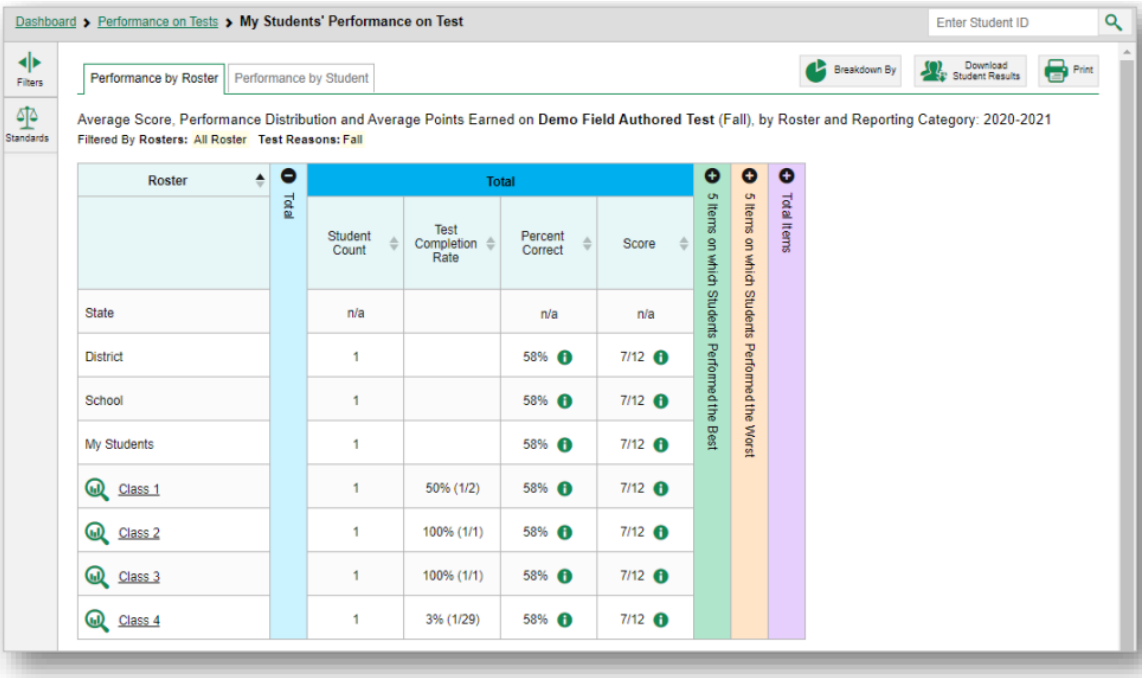


Table 1. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a class (roster)

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or **Field Authored** beside it).

2. Click a test name (or **Field Authored** beside it) in the table of assessments. A page of test results appears.

3. Select the **Performance by Student** tab.

4. Click the name of an individual student (or **Field Authored** beside it) in the report. The Student Performance on Test report appears (see Figure 26).

District-level users:

1. From the dashboard that appears when you log in, click a test group name (or **Field Authored** beside it).

2. Click a test name (or **Field Authored** beside it) in the table of assessments. A page of test results by school appears.

3. Click a school name (or **Field Authored** beside it). The School Performance on Test report appears.

4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 26. Teacher View: Student Performance on Test Report

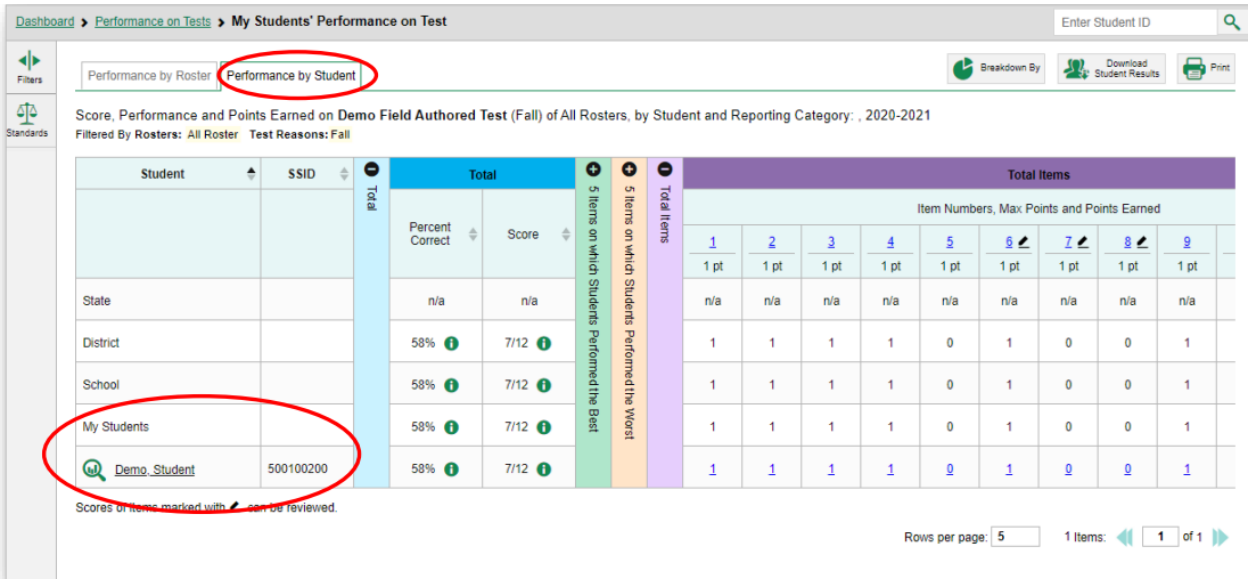


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Table 2. Teacher View: Student Performance on Test Report Elements

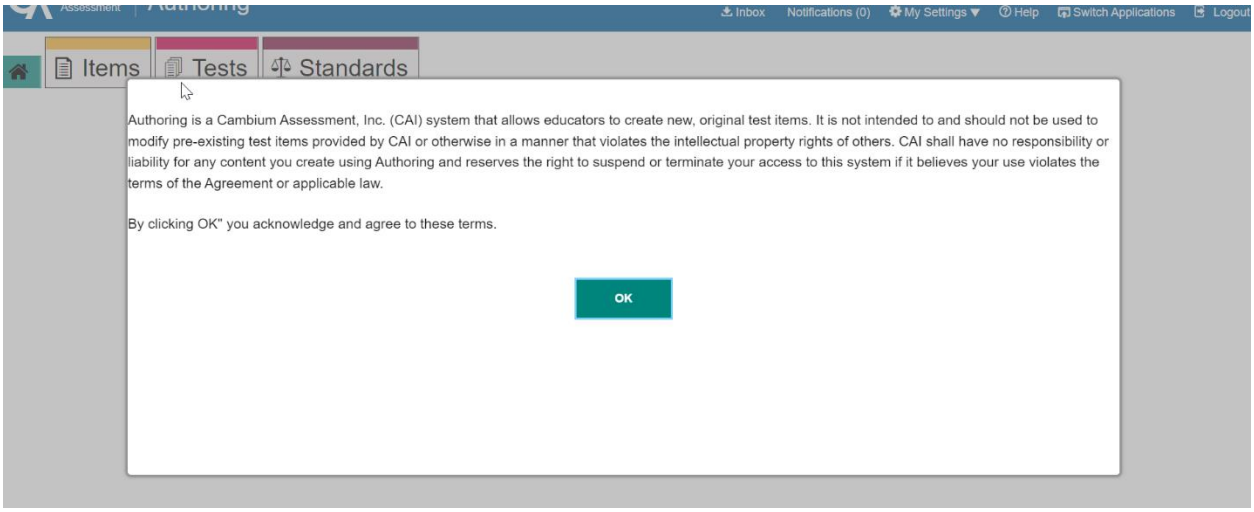
#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see Figure 26).

Authoring System Copyright

When users log in to the Authoring system for the first time, they will be prompted with a message acknowledging Cambium Assessment's copyright agreement shown below in Figure 27.

Figure 27. User Agreement



By pressing "Ok", users agree to Cambium Assessment's copyright terms. Users may distribute items they have created as long as they ensure any content added is not copyrighted. This also applies to prepopulated Authoring items.

As stated in Figure 27, users may not distribute CAI content in any way that impacts our copyright. For example, items cannot be posted publically or used for commercial purposes. If users have questions about the Authoring agreement, please contact the Wyoming Help Desk at 1-888-897-8024 or wyohelpdesk@cambiumassessment.com.