Authoring User Guide

2023–2024

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Cambium
Assessment

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Overview of Authoring

The Authoring system is a content creation site educators can use to create items that align to standards and add to original tests. The tests created in Authoring can be administered online in the Test Administration Site or administered on paper as test booklets.

This user guide includes the following sections:

- – How to Access Authoring: This section explains how to log in to Authoring.

- – Navigating the Authoring Site: This section explains how to use the quick links on the Authoring **Dashboard** and the filters on the content tabs to find and create items and tests.

- – How to Create Items That You Can Add to Tests: This section explains how to create original items by filling out templates in the item builder page. It also explains how to align items to standards.

- – How to Build a Test That You Can Administer to Students: This section explains how to create original tests in the test builder page. When creating tests, you can add existing items to the test pages or create new items directly in the test builder.

- – This section also explains how to publish tests to the Test Administration Site for online testing and how to generate test booklets for paper testing.

- – Working with the Items and Tests Available to You: This section explains how to edit, preview, copy, label, and archive your original items and tests on the content tabs.

- – Sharing Your Content with Other Educators: This section explains how to share your items and tests with other educators, so that they may co-author the content or use it for themselves. It also explains how authorized users share tests with custom administration dates.

- – The Appendices provide information about the tables in content tabs, the text editor toolbar in item templates, and the username and password you use to log in.

How to Access Authoring

This section explains how to log in to Authoring. In order to access Authoring, you must have an authorized username and password.
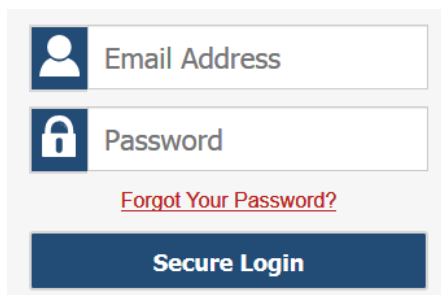
1. To access Authoring, navigate to the Assessment Program Portal (https://wyoassessment.org/).

2. Select the appropriate user role or assessment card and then click the **Authoring** card. The login page appears (see Figure 2).

Figure 1. Authoring Card

3. On the login page, enter the email address and password you use to access all Cambium Assessment systems, such as TDS and TIDE.

Figure 2. Login Page

4. Click **Secure Login**.

   ▪ If the *Enter Code* page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

   ▪ If the *Terms and Conditions* page appears, you should review the terms on this page and click **Accept** to proceed.

The Authoring **Dashboard** appears.

- *Optional*: To navigate directly to another Assessment Program system, select an option from the **Switch Applications** menu in the top-right corner.

- *Optional*: To log out of Authoring, click **Logout** in the top-right corner.

- Logging out of one Assessment Program system will also log you out of most other Assessment Program systems. However, you will not be logged out of the Test Administration Site, in order to prevent the accidental interruption of an active test session.

Navigating the Authoring Site

The Authoring site consists of a **Dashboard** tab where you can quickly jump to common tasks, as well as a content tab for each type of content you can work with: **Items**, **Tests**, and **Standards**.

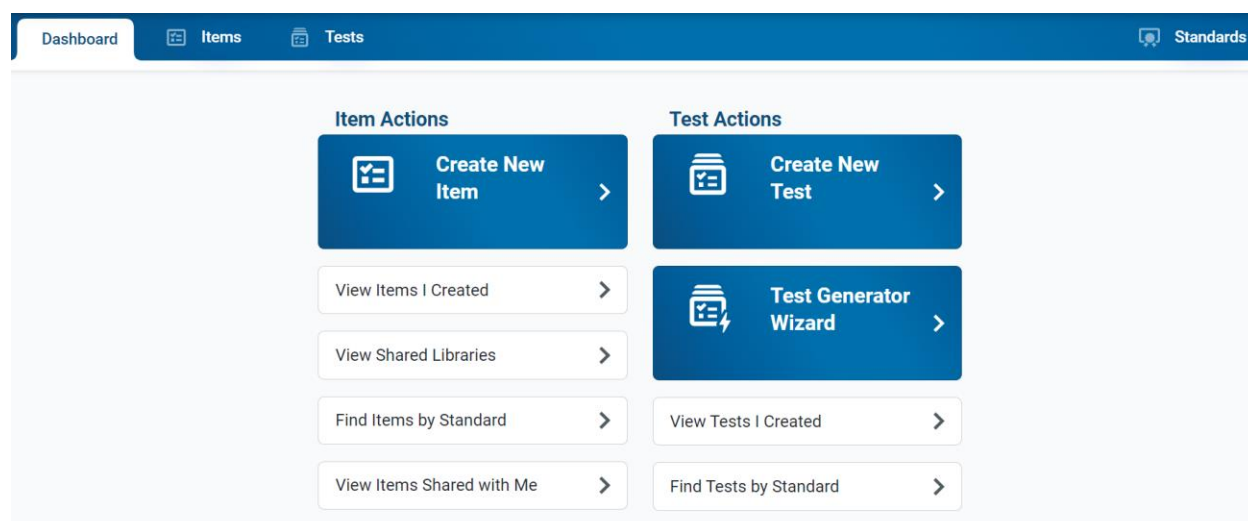## Using the Dashboard Quick Links to Start Common Tasks

The **Dashboard** displays quick links you can click to jumpstart common tasks, such as creating and viewing items and tests. To return to the **Dashboard** tab at any time, click ⌂ in the top-left corner.

Figure 3. Authoring Dashboard

The **Dashboard** tab includes the following item quick links:

- **Create New Item:** This link opens the item builder page, where you can create a new item.
- **Find Items by Standard:** This link opens the **Items** tab with the filter panel focused on the *Standards* search bar, so you can easily locate items aligned to a specific standard. You will need to enter a standard key and click **Apply** in order to display the items.
- **View Items I Created:** This link opens the **Items** tab, filtered to show you only your own items that were created or edited within the last 30 days.
- **View Items Shared With Me**: This link opens the **Items** tab, filtered to show you only the items that other Authoring users created and shared with you within the last 30 days.
- **View Shared Libraries**: This link opens the **Items** tab with the **Libraries**, **Grade**, and **Subject** filters expanded so that you can easily locate the items in a shared library, such as SAMPLE LIBRARY. Shared libraries consist of premade items provided by the Assessment Program that you can add to your tests. You will need to apply filters in order to view these items.

The **Dashboard** includes the following test quick links:

- **Create New Test:** This link opens the test builder page, where you can create a new test.

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- **Find Tests by Standard:** This link opens the **Tests** tab with the filter panel focused on the *Standards* search bar, so you can easily locate tests with items aligned to a specific standard. You will need to enter a standard key and click **Apply** in order to display the tests.
- **View Tests I Created:** This link opens the **Tests** tab, filtered to show you only your own tests that were created or edited within the last 30 days.

Using the Content Tabs to View Items, Tests, and Standards

The Authoring content tabs allow you to manage your existing items, tests, and standards, as well as create new items and tests. Each content tab displays a [table](#) that organizes the items, tests, or standards available to you. A [filter panel](#) beside the table helps you locate specific content based on its subject, grade level, or other properties. You can also use the toolbar above each table to [perform actions](#) on your items and tests, such as creating copies of them or sharing them with other users.

Note: In some cases, the tables on the **Items** and **Tests** tabs will not display until you select filter options from the panel on the left and click **Apply**.

Figure 4. Content Tab — Items

The following content tabs are available for you to work with:

- **Items tab**: Displays items from the library of items you created, the library of items that other users shared with you, and any shared libraries of premade items provided by the Assessment Program.
  - If you click the **Review Items**, **View Items I Created**, or **View Items Shared With Me** link on the **Dashboard**, this tab displays the items automatically.

- If you click the **Find Items by Standard** or **View Shared Libraries** link on the **Dashboard,** or you click the **Items** tab directly, you will need to apply filters in order to display the items.
  - **Tests tab**: Displays tests from the library of tests you created, the library of tests that other users shared with you, and any shared libraries of premade tests provided by the Assessment Program.
    - If you click the **View Tests I Created** link on the **Dashboard**, this tab displays tests automatically.
    - If you click the **Find Tests by Standard** link on the **Dashboard,** or you click the **Tests** tab directly, you will need to apply filters in order to display the tests.
  - **Standards tab:** Displays Wyoming Content Standards. You cannot create or modify the standards.

Using Filters to Find Items, Tests, and Standards

Each content tab includes a filter panel and search bar that helps you find the items, tests, or standards you want to work with (see Figure 4). You may be required to apply filters first in order to display the items or tests in the table of the content tab. The available filter options are different for each content type, but they are similar to use.

- To filter the table content, select options from the filter panel on the left and click **Apply**. The table updates to display results that match the filter criteria you selected.
  - If the filter panel is collapsed, click ◀▶ to expand it.
  - To remove filters, click **Clear Filters** in this panel.
- You can use the following filter options on every content tab:

- **Favorites**: You can click ♡ next to any item, test, or standard on the content tabs to save it as a favorite. Then you can mark the **Favorites** checkbox filter to show only the content that you have favorited.

- **Labels**: You can create custom labels to organize your items, tests, and standards. Then you can expand the **Labels** menu and mark the available checkboxes to view only the content associated with a particular label.
  - You can use the following filter options on the **Items** and **Tests** tabs only:
- **Date Range**: You can expand the **Date Range** menu and mark a checkbox to view only the items or tests that were created, edited, or added to a shared library in the selected time period. You can also mark the **Custom** checkbox and then enter dates in the *From* and *To* fields to use a custom time period.
  - If you click the **View Items I Created**, **View Items Shared with Me**, or **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Last 30 Days** option.
- **Text Search**: You can expand the **Text Search** menu and enter a search term in the text field to locate items or tests that contain that term in their name, content, or properties.

- ▪ If you need to search for content aligned to a particular standard, you should use the *Standard* search field further down in the filter panel.

- **Libraries**: You can expand the **Libraries** menu and mark the available checkboxes to view only the content you created, content other users shared with you, or content in a shared library, such as SAMPLE LIBRARY. Shared libraries include premade items or tests that anyone in your district can use for their students. Shared libraries may be grouped by subject in the **Libraries** filter. You can click the name of a subject to view the libraries that belong to it.

  - ▪ If you click the **View Items I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Items I Created** option.

  - ▪ If you click the **View Items Shared With Me** quick link on the **Dashboard**, this filter will automatically be set to the **Items Shared With Me** option.

  - ▪ If you click the **View Shared Libraries** quick link on the **Dashboard**, this filter will be expanded but no options will be automatically selected.

  - ▪ If you click the **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Tests I Created** option.

    - o **Grades**: You can expand the **Grades** menu and mark the available checkboxes to view only the content associated with a particular grade level.

    - o **Subjects**: You can expand the **Subjects** menu and mark the available checkboxes to view only the content associated with a particular subject. Items are associated with subjects directly, while a test's subject is determined by the items on that test.

    - o **Standard**: To show only the items or tests aligned to a particular standard, you can enter the key for a standard in the *Standard* search field (such as *A-CED.1*). Items are aligned to standards directly, while a test's standards are determined by the items on that test.

  - ▪ To find the key for a standard, click the **Preview** button for the appropriate standards publication on the **Standards** tab, then click the plus icons in the available standard categories until you find a specific standard. The key is the part that appears highlighted.

  - ▪ If you click the **Find Items by Standard** link on the **Dashboard**, the **Items** tab opens with the focus set to this field, so you can easily find items by their aligned standards.

  - ▪ If you click the **Find Tests by Standard** link on the **Dashboard**, the **Tests** tab opens with the focus set to this field, so you can easily find tests by their aligned standards.

- o **Status**: You can expand the **Status** menu and mark the available checkboxes to view only the content with a particular status. All new items and tests have a Draft status by default. Publishing a test changes its status to Published, along with the status of each item on that test. Archiving an item or test changes its status to Archived.

- – You can use the following filter options on the **Items** tab only:

  - ▪ **Item Type**: You can expand the **Item Type** menu and mark the available checkboxes to view only the items that have a particular item type.

    - ▪ To view Multi-Part items, you should select the **Multi-Part** checkbox. You cannot filter a Multi-Part item by the individual interaction types in it. In other words, if a Multi-Part item includes a Hot Text interaction and a Hot Spot interaction, the item will not appear in the filtered results if you select the checkbox for **Hot Text** or **Hot Spot** instead of **Multi-Part**.

- – **Course**: You can mark a checkbox in the Course menu to show only the items that are associated with a particular course, such as Algebra 1.

- – **Items to Review**: You can mark the **Items to Review** checkbox to show only the items that have been submitted to a shared items library and still need to be approved.

  - ▪ When you click the **Review Items** link on the **Dashboard**, the **Items** tab opens with this filter automatically applied, so you can quickly see which items still need to be reviewed.

- **Stimulus Associations**: You can expand the **Stimulus Associations** menu and mark the available checkboxes to view only items that are linked to a stimulus or only items that are not linked to any stimulus.

How to Create Items That You Can Add to Tests

You can create individual items in Authoring's item builder by filling out a variety of item templates. Your original items can be added to the tests that you create in the test builder.

1. To create a new item, select **Create New Item** from the **Dashboard**, or click **Create New Item** on the **Items** tab.

2. In the list of templates that appears, select an item type to create an item based on that template. Templates with a pencil icon in the corner will need to be scored by a user in the Reporting system.

Figure 5. Item Builder – Template List
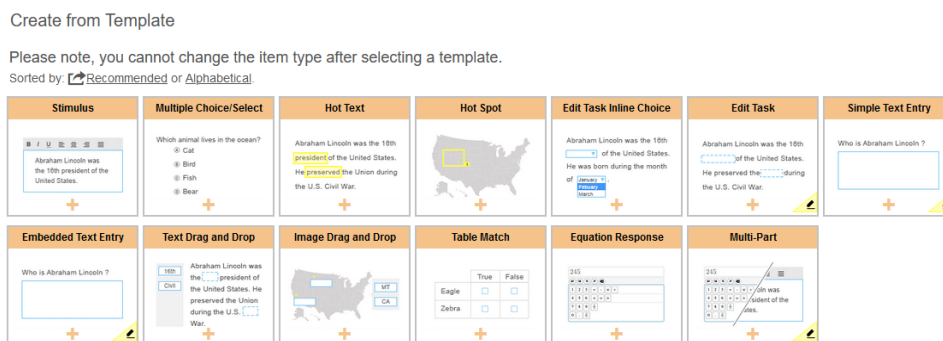
After selecting an item type, the item template appears, along with an item toolbar and instructions you can expand by clicking **More Info**. Item templates display sample content in each field, including the answer key. You will need to replace this content when you create the item's new content.

-   If you selected the Multi-Part item option, you will need to select the number of parts to include, the item's scoring method, which item types to use, and then click **Create Multi-Part Item** before the template appears.

3. Fill out the item template. You can click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template. Most item templates require you to fill out three main sections: the item prompt, the response area, and the answer key. However, Multi-Part items contain multiple item types and require you to create a separate prompt and response area for each one.

-   **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 the template. You can use the text box toolbar to format the text and insert media elements, such as images, videos, and tables. However, you should not add video or audio to any items you plan to administer in paper test booklets.

Figure 6. Compose the Item Prompt

-   **Create the Response Area**:

The response area is the part of the item that students interact with in order to answer the question. The steps for creating the response area are different for each type of item template. More detailed instructions for creating each type of response area are provided in the section Filling Out Item Templates.

Figure 7. Create the Response Area–Multiple Choice/Select

-   **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 this information, but it is used by the Authoring system (for machine-scored items) and educators (for hand-scored items).

Figure 8. Construct Answer Keys

Table 1. Construct Answer Keys Steps

#	Step
1	Enter the item's highest possible score
2	Set the point value for a valid response
3	Enter a valid response worth that point value
4	Add more valid responses, if needed

- **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 more answer keys if the item has other correct or partially correct answers.

  - *Optional*: In the *Explanation* field, you can explain why each valid response is worth the number of points you selected.

  - *Optional*: The **Include Scoring Description** checkbox lets you add a reader-friendly description of the rubric and an example of a valid response, which will be available in the Reporting system for this item. This will also display in teacher editions of test booklets.

- **For hand-scored items**, the answer key displays a *Description* field where you can enter a rubric and an *Exemplar* field where you can enter reader-friendly examples of valid responses for each score a student may earn. This will be used in the Reporting system, where student responses for the item will be scored by hand. For more information, see the *Centralized Reporting User Guide*. This information will also be displayed in teacher editions of test booklets.

  - Hand-scoring access is available for approved user roles. Please note, this means the results from all teacher-authored tests with hand-scored items will not be reported in the Centralized Reporting System until these items have been hand-scored. Please hand-score these items to allow test results to populate in the Centralized Reporting System. For more information, see the *Centralized Reporting User Guide.*

4. At any point when you're building an item, you can align the item to standards and select additional item details from the **Item Properties** menu in the toolbar above the template.

Figure 9. Item Toolbar

| Tutorial | Undo | Save as PDF | Submit for Review | Save Item | Preview | Item Properties |
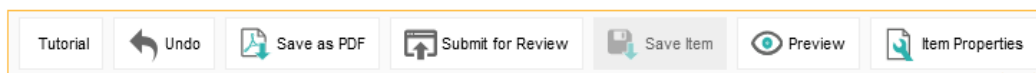
5. *Optional*: To see what the item will look like to students, click **Preview** in the item toolbar. For machine-scored items, you can enter a sample response in the item preview and click **Item Score** to make sure the item is being scored accurately.

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

    - You cannot save an item if its answer key has an invalid response. Answer keys with invalid responses will display an error message explaining why the answer is invalid.

    - Items automatically save your changes at a regular interval. When an item is saved, the **Save Item** button will be grayed out.

    - To undo a saved change, click **Undo** in the item toolbar. A popup window appears, displaying previous drafts of the item. Select **Revert** for the version you wish to return to.

7. You can permanently delete any stand-alone draft main item but only while they are still in the Item Editor.

    - Within the Item Editor page, click **Delete Item** in the toolbar. Click **OK** to delete the item.

        ▪ You cannot delete draft main items once sub-items have been created. However, you can still delete any sub-items, if necessary.

        ▪ You cannot permanently delete draft items after they have been saved to a Library.

Filling Out Item Templates

This section provides more detailed instructions for filling out the template for each item type.

Creating a Stimulus that You Can Link with Items

Stimulus templates allow you to create a reading passage or other type of media, such as an image or video, that students will view in order to answer items linked to the stimulus.

For example, you could create a reading passage about a historical event and link it with items that will evaluate the students' understanding of that event.

You can link multiple items with a stimulus on a single test page. A stimulus does not include a response area or an answer key, but the items you link with it do.

1. To fill out the template, enter the content for the stimulus in the provided text box. You can use the toolbar in this box to format the text and insert media elements.

Figure 10. Stimulus Template
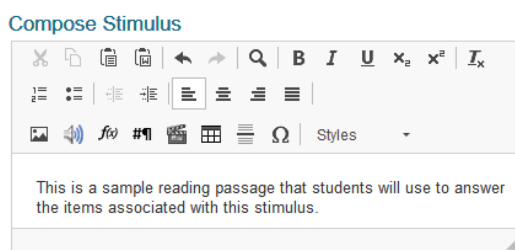
2. In the item toolbar above the template, click **Save Item**.

3. To create items to link with the stimulus, click ✚ to the left of the template and select an option for adding an item. You cannot link a stimulus with another stimulus.

   - You can enter the content for the linked item by following the instructions for the appropriate item template in this user guide. You can repeat this step to add more items, as necessary.

   - You cannot link a new stimulus to an item that already exists in your libraries.

   - When an item is linked to a stimulus, the **Items** tab table displays 🛈 beside the item's name. You can click this icon to see which stimulus the item is linked to.

## Creating Multiple Choice and Multiple Select Items

Multiple Choice items require students to select a single option from a list of possible answer options, while Multiple Select items require students to select one or more options from a list of answer options.

For example, a Multiple Choice item could be used for a "true or false" question, while a Multiple Select item might ask students to select all the synonyms for a vocabulary word from a list of options.

The same template is used to create both item types.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the [toolbar](#) to format the text and insert media elements.

2. In the *Create Multiple Choice Options* section, sample response options are already provided. You can click each option to replace the sample text with the desired text for that response option.

Figure 11. Multiple Choice/Select Template
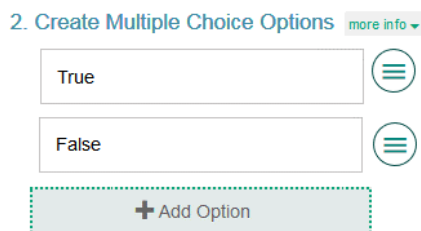
3. *Optional*: To add additional response options to the item, click **Add Option** and then enter the

   content for the new option that appears. To remove an option, click ☰ beside it and then click **Delete**.

4. *Optional*: To enter the rationale for why a response option is correct or incorrect, click ⊜ beside it, then enter a description in the *Add Rationale* field and click **Save**.

5. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

6. *Optional*: To allow students to select more than one response option, set the **Multiselect** toggle to **Yes**. Then specify the maximum number of options they can select in the *Maximum Selections* field.

7. To create answer keys for the item, do the following:

   ▪ In the *Point* field, enter the score for a correct or partially correct response.

   ▪ In the provided response area, select the response options that students would need to select in order to earn the score you entered in the *Point* field.

   ▪ If a sample response is already entered, you may need to clear its checkbox first.

Creating Hot Text Items

Hot Text items require students to select words or phrases in a section of text. The words and phrases appear shaded when students select them.

For example, a Hot Text item might provide a sentence and ask students to select all the verbs in it.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Hot Text Elements* section displays sample text, including a selectable word. Delete this sample text and enter new text containing the words or phrases students will select.

Figure 12. Hot Text Template
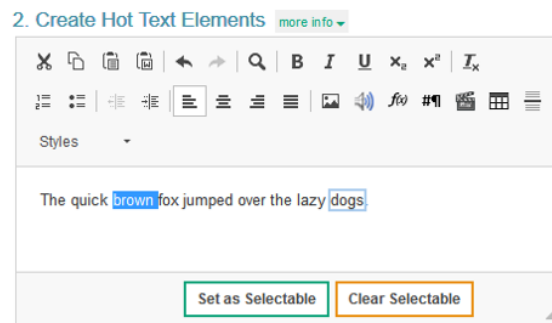
3. To tag a word or phrase that will be selectable to students, do the following:

   ▪ Click and drag the cursor across a word or phrase to highlight it.

   ▪ Click **Set as Selectable** below the text box. A border appears around the selected word.

   - *Optional*: To untag a word you marked as selectable, click that word and then click **Clear Selectable**.

- In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field.

- To create answer keys for the item, do the following:

  ▪ In the *Point* field, enter the score for a correct or partially correct response.

  ▪ In the provided response area, click the words or phrases that students would need to select in order to earn the score you entered in the *Point* field.

Creating Hot Spot Items

Hot Spot items require students to select one or more clickable regions on an image. A rectangular border appears around each region the students select.

For example, a Hot Spot item could show a map of the United States and ask students to identify where Washington D.C. is located.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. In the *Upload Image and Set Hot Spot Region* section, upload an image for the item.

   ▪ Click **Upload Image**.
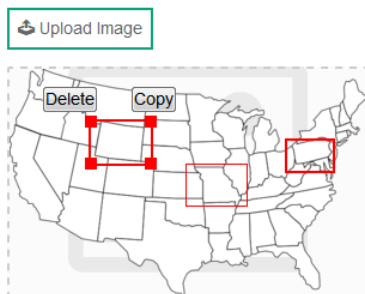
Figure 13. Image Properties Window
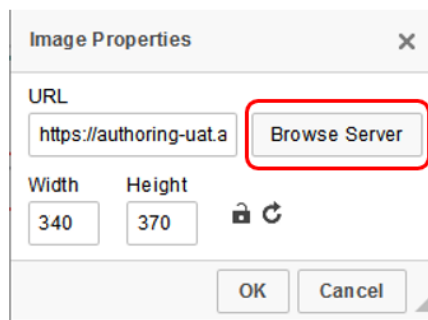
   ▪ In the ***Image Properties*** window, click **Browse Server** (see Figure 13). Then do one of the following:

     ▪ If the image you want to use for the item is already available in the ***File Manager*** window, select it and click **Add to Item**. You can use the search bar in the corner to search for an image by its file name.

     ▪ If the image you want to use is not available in the ***File Manager*** window, click **Upload File** and select an image file from your computer. Then select the image and click **Add to Item** once it is uploaded. The image must be 600 x 600 pixels or smaller and under 1.5 MB. The file may take a moment to upload.

   ▪ In the ***Image Properties*** window, click **OK**.

3. To create the selectable hot spot regions on the image, do the following:

a. Click the image once to set the first corner of the selectable rectangle, then click one more time where you want to set its opposite corner (do not click and drag). A red box appears, but this will not be visible to students.

Figure 14. Hot Spot Template

- *Optional*: To move a selectable region, click that region and drag it to the desired location.

- *Optional*: You can copy or delete a selectable region by selecting that region's box and then clicking **Copy** or **Delete**.

- In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field.

- *Optional*: To limit the number of hot spot regions students can select at a time, enter a value in the *Maximum Selections* field.

- To create answer keys for the item, do the following:

  - In the *Point* field, enter the score for a correct or partially correct response.

  - In the provided response area, click the image regions that students would need to select in order to earn the score you entered in the *Point* field.

    - If a sample response is already entered, you may need to unselect that hot spot first.

## Creating Edit Task Inline Choice Items

Edit Task Inline Choice items provide a section of text in which one or more drop-down menus appear in place of words. Students select answer options from the drop-downs to complete the sentence.

For example, an Edit Task Inline Choice item could provide a sentence with a drop-down menu in place of a vocabulary word and ask students to select the correct spelling of it from the list.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the [toolbar](#) to format the text and insert media elements.

2. The *Create Edit Task Elements with Inline Choice Lists* section displays sample text content, including an editable word. Delete this sample text and enter new text content containing the words that students will select.

Figure 15. Edit Task Inline Choice Template
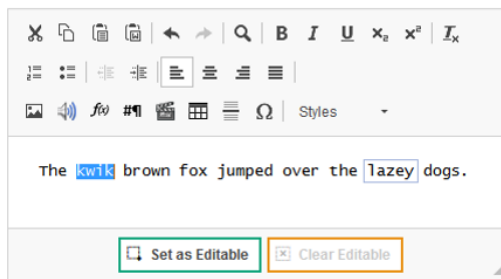
3. To set up the drop-down menu for a word or phrase, do the following:

- ▪ Click and drag the cursor across the desired word or phrase to highlight it.

- ▪ Click **Set as Editable** below the text box. A border appears around the selected word and the ***Inline Choice*** window appears.

- ▪ In the ***Inline Choice*** window, enter an answer option in the blank text box.

- ▪ To add additional answer options, click **Add Option** and enter the option in the new text box that appears.

- In the *Construct Answer Keys* section, the *Maximum Score* field is automatically set based on the number of editable elements you created. You cannot customize this score.

- To create the item's answer key, select the correct response options from the drop-down menus in the answer area. The item will automatically assign students the appropriate number of points for their response based on the number of correct selections they made.

Creating Edit Task Items

Edit Task items require students to make edits to a specified word or phrase in a sentence or paragraph. Students can click each of these words or phrases to open a text box where they type a replacement for the original text. These items must be scored by an authorized user in the Reporting system.

For example, an Edit Task item could provide a sentence with a misspelled word and ask students to enter the correct spelling for it in a popup text box.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Edit Task Elements* section displays sample text content, including an editable word. Delete this sample text and enter new text content containing the words that students will replace.

Figure 16. Edit Task Template
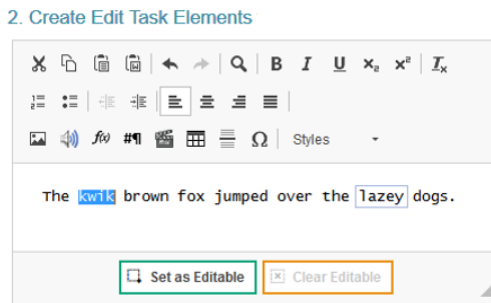
3. To tag a word or phrase that students will be able to replace, do the following:

- Click and drag the cursor across a word or phrase to highlight it.

- Click **Set as Editable** below the text box. A border appears for the selected word.

- In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

- Fill out the rubric for the correct, full-credit response for the item. In the *Description* field, describe how a student must respond to the item in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

- *Optional*: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric's score.

Creating Simple Text Entry Items

Simple Text Entry items require students to type a written response in a provided text box. You can choose what kind of toolbar to include in the text box. These items must be scored by an authorized user in the Reporting system.

For example, a Simple Text Entry item might ask students to write a short essay about their favorite historical figure.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the [toolbar](#) to format the text and insert media elements.

2. To specify the height of the students' text box, enter a value in the *Number of Rows in Text Box* field.

Figure 17. Simple Text Entry Template

3. To specify the type of toolbar that will be available to students, select an option from the **Text Editor to Show Student** menu.

    -   You can choose to use no toolbar, or you can use a toolbar with buttons for spell check, formatting text, and/or adding bulleted lists or numbered lists.

4. To fill out the rubric for the item's full-credit response, enter the maximum score in the *Points* field. In the *Description* field, describe how students must respond in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

5. *Optional*: The template automatically creates a rubric tab for each possible score a student could earn based on the maximum score. To fill out any additional rubrics, click the tab for that rubric and enter a description and exemplar for the rubric's score.

6. *Optional*: If multiple scoring criteria should be used to evaluate the student's response, you can click **Add More** at the bottom of the page to create a separate rubric for each criterion. For example, you could create separate rubrics for *Spelling*, *Syntax*, *Comprehension*, etc.

Creating Embedded Text Entry Items

Embedded Text Entry items require students to fill in one or more blank text boxes in a sentence by typing a response in the provided boxes. These items must be scored by an authorized user in the Reporting system.

For example, an Embedded Text Entry item could provide a sentence with a missing word and ask students to fill in the blank with the appropriate vocabulary word that they learned in English class.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the [toolbar](#) to format the text and insert media elements.

2. The *Create Embedded Text Entry Elements* section displays sample text with a blank text box. Replace this sample content with the new text content and text boxes for your item.

Figure 18. Embedded Text Entry Template
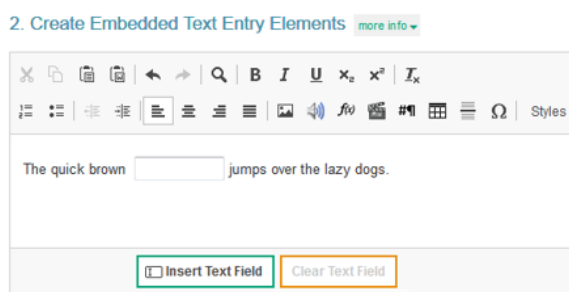
    -   To insert a blank text box in the response area, click the cursor where you want to place the text box, and then click **Insert Text Field**. You can insert multiple text boxes, if necessary.

    -   In the **Enter Text Field Properties** window, specify the length of the blank text box.

        -   *Optional*: To remove a blank text box from the response area, click that text box and then click **Clear Text Field**.

- In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

- Fill out the rubric for the correct, full-credit response for the item. In the *Description* field, describe how a student must respond to the item in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

- *Optional*: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric's score.

Creating Text Drag and Drop Items

Text Drag and Drop items require students to fill in one or more blank "drop" boxes in a sentence or paragraph by dragging response options into those boxes from a word bank.

For example, a Text Drag and Drop item could provide a sentence with a missing word and ask students to fill in the blank with a vocabulary word from the provided word bank.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Enter Text and Set Drag and Drop Options* section displays sample text content, including a blank drop box. Replace this sample content with the new text content and the blank text boxes for your item.

   - To insert a blank drop box in the response area, click where you want to place the drop box, and then click **Insert Drop Area**. You can insert multiple drop boxes, if necessary.

   - *Optional*: To remove a blank drop box from the response area, select that text box and click **Clear Drop Area**.

Figure 19. Text Drag and Drop Template

- The template displays sample word bank options below the text box. You can click these answer options to replace the sample text with the text that students will drag into the drop boxes.

- *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.

- In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

- *Optional*: To set the maximum number of times students can drag each answer option into a drop box, enter the value in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each word bank option in multiple drop boxes.

- *Optional*: To require students to use each answer option a certain number of times, enter the required value in the *Minimum Matches of Each Answer Option* field. Students will not be able to complete the item until they have used each answer option the specified number of times.

- To create answer keys for the item, do the following:

  - In the *Point* field, enter the score for a correct or partially correct response.

  - In the provided response area, drag the answer options into the drop boxes required in order to earn the score you entered in the *Point* field.

    - If a sample response is already entered, you may need to drag it out of the response area first.
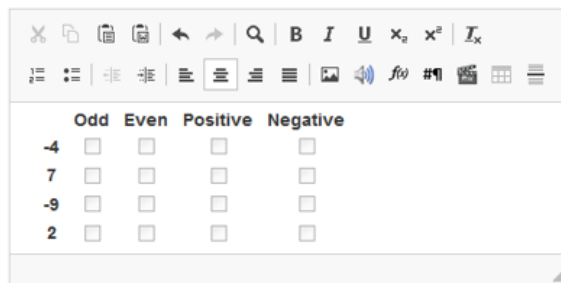
Creating Image Drag and Drop Items

Image Drag and Drop items require students to fill in the blank "drop" boxes on an image by dragging response options into those boxes from a word bank. You can specify the size and location of the drop boxes where students drag their answers.

For example, an Image Drag and Drop item could provide a map of the United States and ask students to place state names on the map using a provided word bank.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. In the *Select Background Image and Set Drag and Drop Regions* section, click **Upload Image**.

   - In the *Image Properties* window, click **Browse Server** (see Figure 13). Then do one of the following:

     - If the image you want to use for the item is already available in the *File Manager* window, select it and click **Add to Item**. You can use the search bar in the corner to search for an image by its file name.

     - If the image you want to use is not available in the *File Manager* window, click **Upload File** and select an image file from your computer. Then select the image and click **Add to Item** once it is uploaded. The image must be 600 x 600 pixels or smaller and under 1.5 MB. The file may take a moment to upload.

3. To add the drop box areas to the image, do the following:

   - Click the image once to set the first corner of the selectable rectangle, then click one more time where you want to set its opposite corner (do not click and drag). A red box appears, but this will not be visible to students.

- *Optional*: To move a drop box region, click that box and drag it to the desired location on the image.

- *Optional*: You can copy or delete a drop box region by selecting that box and then clicking **Copy** or **Delete**.

Figure 20. Image Drag and Drop Template
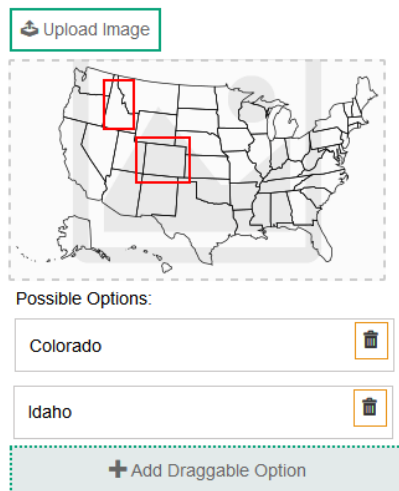
- The item template displays sample answer options below the background image. You can click these answer options to replace the sample text with the new text or image that students will be able to drag into the drop boxes.

- *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.

- In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

- *Optional*: To limit how many times students can use each answer option in the word bank, enter the desired limit in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each option in multiple drop boxes.

- *Optional*: To require students to use each answer option a certain number of times, enter a value in the *Minimum Matches of Each Answer Option* field. Students will not be able to finish the item until they have used each response option the specified number of times.

- To create answer keys for the item, do the following:

  - In the *Point* field, enter the score for a correct or partially correct response.

  - In the provided response area, drag the response options into the drop boxes required to earn the score you entered in the *Point* field.

    - If a sample response is already entered, you may need to drag it out of the response area first.

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Creating Table Match Items

Table Match interactions provide two sets of match options in a table, with one set listed in columns and the other set listed in rows. Students match options in the columns to options in the rows by marking checkboxes in the cells where they intersect.

For example, a Table Match item could list a set of numbers in the rows and a set of properties in the columns (such as Odd, Even, Positive, and Negative), and students would have to select the properties that apply to each number.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Table Match Options* section displays a sample table. You can modify the match options that appear in each column header and row header. You can also modify the number of rows and columns that appear in the table.

    -   To enter a caption for this table, click the text box above the table and type the caption.

        Figure 21. Table Match Template

3. To enter match options in the table, click inside the row headers and column headers, and then replace the sample text with the content for the match options.

4. To modify the number of rows in the table, click ⊞ in the toolbar and select an option from the menu that appears. You can also right-click a row and select a menu option.

5. To modify the number of columns in the table, click ⊞ in the toolbar and select an option from the menu that appears. You can also right-click a column and select a menu option.

6. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

7. To set restrictions on the matches a student can make, do the following:

    ▪   In the *Minimum Number of Total Matches* field, enter the minimum number of checkboxes students must mark in the entire table.

    ▪   In the *Maximum Number of Total Matches* field, enter the maximum number of checkboxes students can mark in the entire table.

- In the *Maximum Number of Checked Cells in Each Row* field, enter the maximum number of checkboxes students can mark in any row.

- In the *Maximum Number of Checked Cells in Each Column* field, enter the maximum number of checkboxes students can mark in any column.

- To create answer keys for the item, do the following:

  - In the *Point* field, enter the score for a correct or partially correct response.

  - In the provided response area, mark the checkboxes in the table cells that students would need to select in order to earn the score you entered in the *Point* field.

    - If a sample response is already entered, you may need to clear the checkboxes first.

Creating Equation Response Items

Equation Response items require students to use an on-screen keypad or their physical keyboard to enter a mathematical expression or equation in the response area.

For example, an Equation item could provide an algebraic equation and ask students to reduce it.

1. To fill out the template, replace the sample text in the *Compose Item Prompt* section with the item's question or directions. You can use the $f(x)$ button in the toolbar to insert a formula.

2. In the *Select Equation Keypad* section, select an option from the **Equation Preset** drop-down to determine which buttons will be available on the student's keypad.

   - The keypad in this section displays the buttons associated with the selected **Equation Preset** type. By default, all keypads include **Back**, **Next**, **Undo**, **Redo**, and **Delete** buttons at the top.

Figure 22. Equation Template
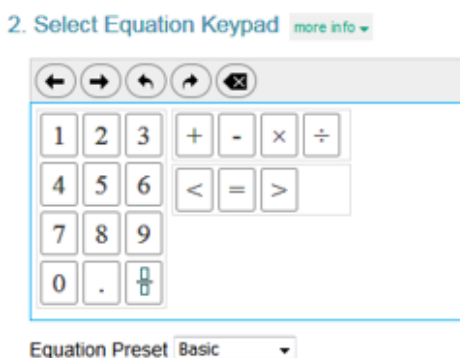
3. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

4. *Optional*: To set the item to automatically simplify the student's entered response, set the **Simplify Response** toggle to **Yes**.

5. To create answer keys for the item, do the following:

   - In the *Point* field, enter the score for a correct or partially correct response.

- In the provided response area, use the keypad to enter the mathematical expression that students would input in order to earn the score you entered in the *Point* field.

  After entering a fraction, exponent, or root, you may need to click ➡ in order to enter additional characters.

  - If a sample response is already entered, you may need to clear the response area first.

Creating Multi-Part Items that Combine Item Types

The Multi-Part item template allows you to combine two to four item types into a single item. When creating a Multi-Part item, you can choose how it will be scored, how many parts it includes, and which item type is used for each part.

For example, a Multi-Part item with a Multiple Choice/Select part and an Edit Task part could ask students whether a statement is true or false, and then ask them to correct the part of the statement that is false.

If a Multi-Part item includes only two parts and both item types are machine-scored, then the Multi-Part item itself can be machine-scored. If a Multi-Part item includes more than two parts, or if any of the included item types are hand-scored, then the Multi-Part item must be scored by hand.

A Multi-Part item cannot include a Stimulus part. However, you can still link a Multi-Part item to a Stimulus. Equation Response and Edit Task Inline Choice item types cannot be added to Multi-Part items at this time.

The templates for Multi-Part items require you to create a separate prompt and response area for each part of the item, but only one answer key is needed for the whole item. Some of the settings and fields that usually appear in the section for constructing answer keys will appear in the section for constructing response areas in Multi-Part item templates.

1. To create a Multi-Part item, first select the **Multi-Part** card on the item builder template list (see Figure 5). A set of additional options appears.

Figure 23. Multi-Part Item Options

Select the number of parts for this Multi-Part item.

Scoring Method	Number of Parts to Create
◉ Machine Scored ○ Hand Scored	2 ⌄

Select the type of each part for this Multi-Part item.

Part 1	Part 2
Hot Spot ✱ ⌄	Multiple Choice/Select ✱ ⌄

This item can be machine-scored

Create Multi-Part Item

2. In the *Scoring Method* section, select either **Machine Scored** or **Hand Scored**.

3. From the **Number of Parts to Create** drop-down, select how many parts the item will include. If the item is machine scored, you can include only two parts.

4. A drop-down appears for each part included in the item. Select which item types you want to combine from these drop-downs. If the item is machine-scored, you cannot select any hand-scored item types.

5. Click **Create Multi-Part Item**. The Multi-Part item template appears.

6. In the first *Compose Item Prompt* section, enter the question or directions for the first part of the item. You can use the [toolbar](#) to format the text and insert media elements.

7. In the section for creating the first response area, fill out all the provided fields. The actual steps involved depend on which item type you selected for the first part of the item. For more information, you can consult the instructions for that item type in the [Filling Out Item Templates](#) section of this guide.

   - Unlike the templates for items with only one part, Multi-Part templates do not provide sample content in this section. This means if you are creating a response area for an item type that includes response options, such as Multiple Choice/Select, no options will appear by default.

Figure 24. Constructing the Response Area—Multiple Choice/Select

8. If any answer key settings appear in this section (such as the **Multiselect** toggle in [Figure 24](#)), select the necessary settings for your item.

9. Repeat steps 6–8 for each additional item type included in the Multi-Part item.

10. In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field.

11. To create answer keys for the item, do one of the following:

    a. **For machine-scored items**: In the *Point* field, enter the score for a correct or partially correct response. In the provided response areas, enter the response that a student would need to enter in order to earn that score. Be sure to enter a response for both parts of the item.

For hand-scored items: In the *Description* field, describe how students must respond in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit. The template automatically creates a rubric tab for each possible score a student could earn based on the maximum score. To fill out any additional rubrics, click the tab for that rubric and enter a description and exemplar for the rubric's score.

Aligning Standards and Setting Up Properties for Your Items

You can use the **Item Properties** menu in the item toolbar to align your items to standards and to enter other helpful details, such as the subject and grade levels an item belongs to.

Standards identify the specific skills or areas of knowledge that an item measures. Aligned standards will appear in the reports for Authoring tests, helping you pinpoint the specific areas in which a student may be excelling or may need additional support. The properties you set up for items also make it easier to filter items when adding them to tests or locating them on the **Items** tab.

Item properties can be entered at any point while an item has a Draft status. However, once an item is added to a test and the test is published, the item status changes to Published and its properties will be locked, along with its content.

Figure 25. Item Properties Menu

You can use the **Item Properties** menu to set up the following properties for your items:

- **Item Name**: In the *Item Name* field, enter a unique name for the item. A default item name is automatically provided for every item you create.

- **Subject**: From the **Subject** drop-down, select the subject to which the item belongs.

- **Grade**: In the *Grades* section, mark the checkbox for each grade level the item should be associated with.

- **Primary Standard**: In the *Primary Standard* section (see Figure 26), do one of the following:

- If you already know the key for the standard, enter it in the search field and select it from the drop-down that appears.

- If you don't know a standard's key, click **Align to Standard** and choose a standards' publication from the drop-down. Additional drop-downs appear as you select from the available standard categories. Continue selecting options until you select a specific standard.

Figure 26. Primary Standard Section

- **Secondary Standard**: After aligning an item to a primary standard, you can align the item to additional standards in the *Secondary Standard* field by following the same process used to align the primary standard.

- **Description**: In the *Description* field, enter a user-friendly description for the item.

- **Difficulty Level**: From the **Difficulty Level** drop-down, select whether the item is intended to be easy, moderate, or difficult.

- **Keywords**: Keywords allow you to search for items on the **Items** tab. To add a new keyword, enter it in the *Keywords* field and click **Add**. To remove a keyword, click ⊗ beside that keyword.

- **Source**: You can use the *Source* field to explain the origin of any reading passage or other media you add to an item. For example, if a reading passage came from the public domain, you can mention that here.

How to Build a Test That You Can Administer to Students

You can build new tests for your students in Authoring's test builder. When adding items to a test, you can insert existing items from the available item libraries, and you can also create new items by filling out templates directly in the test builder. After creating a test, you can publish it to the Test Administration Site for online administration, or you can build a printer-friendly test booklet for paper administration.

There are two ways to create new tests for your students in Authoring:

- Generate a Test Automatically: This method uses the test generator wizard to quickly create a new test based on the standards that you want it to assess or based on a template saved from another test.

- Build a Test Manually: This method allows you to select each individual item that will appear on a test. When building a test manually, you can choose to add existing items from the available item libraries, and you can also create new items by filling out templates directly in the test builder.

Generating a Test Automatically

If you want to quickly create a new test, you can use the test generator wizard in Authoring to automatically create one. This tool allows you to specify which standards a test should assess and how many items should be included for each standard. Then it automatically builds a test based on your chosen parameters. You can also generate a test based on an existing template, in which the properties, standards, and item counts are preselected.

After generating a test, you can add or remove items in the same way that you would when building a test manually.

- To generate a new test, select **Test Generator Wizard** from the **Dashboard** (see Figure 3), or click **Test Generator Wizard** on the **Tests** tab (see Figure 3). The test generator wizard opens to the *Get Started* panel.

Figure 27. Test Generator – Get Started

2. In the provided fields, select the grades and subject for the test. The test properties you select appear in the *Selected Options* panel on the right.

    -   A generic name is automatically provided for the test, but you can enter a custom name to make it easier to locate on the **Tests** tab and in the Test Administration Site.

    -   If the **Item Source** drop-down appears, select which library of items the test will use.

3. After selecting all the required test properties, click **Next Step**. The *Select Standards* panel appears.

Figure 28. Test Generator – Select Standards

4. On the *Select Standards* panel, you can use the **Guided** and **Quick Key** options to select which standards the test should assess. You can repeat this step until you have selected every standard you want to include. Each standard you select appears in the *Selected Options* panel on the right. If you need to remove a selected standard, click ❌ beside that standard's name.

    -   If you know the quick key for the standard you want to add to the test, click the **Quick Key** tab, then enter the standard's key in the search field. You can learn a standard's key by previewing it.

    -   If you don't know the key for the standard you want to add to the test, select the appropriate standard categories from the drop-downs provided on the **Guided** tab. Then click **Align** for the standard or category you selected.

5. After you have selected every standard that you want the test to assess, click **Next Step**. The *Item Distribution* panel appears, displaying the number of items available for each standard you selected.

Figure 29. Test Generator – Item Distribution

6. For each standard you selected, specify how many of its aligned items should be added to the test. You can enter a number in the *# to Add to Test* fields or use the arrow buttons that appear next to each field. The item count updates in the *Selected Options* panel on the right.

   - The value you enter in the *# to Add to Test* field cannot exceed the value in the Available column for the corresponding standard.

   - The total item count for the test cannot exceed 35 items.

7. After you have specified how many items should be included for each standard, do one of the following:

   - If you are ready to generate the test, click **Generate Test**. Then skip to step 9.

   - If you want to customize the tools and other available test properties, click **Optional Test Properties**. The *Optional Settings* panel appears.

8. On the *Optional Settings* panel, you can specify various test properties, such as the description, keywords, security rules, and test tools.

9. Click **Generate Test**. Authoring automatically creates a new test based on the number of items you chose to include for each selected standard. If the generated test includes any stimuli, its total item count may be more than what you selected, since stimuli can be linked with items aligned to additional standards.

       - *Optional*: If you want to reuse the selected standards and item counts as a template for generating future tests, click **Save These Settings as a Template**.

10. To review the test and adjust its items and properties, click **Review Test** in the confirmation message. The test builder appears, allowing you to add and remove items just like you would for a test built manually.

   - The test will not be published to the Test Administration Site until you click the **Publish Test** button on the test builder page.

   - After the test is generated, you can also access it from the **Tests** tab at any time.

Generating Tests from a Template

If you have previously generated a test in Authoring and saved it as a template, you can generate additional tests that use the same test parameters as that template. This means you can quickly generate a new test that uses the same properties, standards, and item counts as the original test, but the actual items in it may differ.

- To generate a new test from a template, select **Test Generator Wizard** from the **Dashboard** (see [Figure 3](#)), or click **Test Generator Wizard** on the **Tests** tab (see [Figure 3](#)). The test generator wizard opens to the *Get Started* panel:

- From the **My Templates** drop-down in the top-right corner, select the template you wish to use for the new test. The test properties, standards, and item counts associated with that template appear in the *Selected Options* panel on the right.

- *Optional*: If you wish to rename or delete an existing template, select **Manage Templates** from this drop-down. In the ***Manage Test Templates*** window that pops up, enter a new name for a given template or click ✖ to delete it. Then click **Save Changes**.

- *Optional*: You can modify any of the selected test properties, standards, or item counts for the new test, as necessary.

- Click **Next Step** until you get to the *Item Distribution* panel. Then click **Generate Test**.

- The test generator wizard selects items randomly, so some of the items on the new test may be the same items selected for previously generated tests that used the same template.

Building a Test Manually

If you want to select the individual items to include in a test, you can build a new test manually on the test builder page. When building a test manually, you can choose to add existing items from the available item libraries, and you can also create new items by filling out templates directly in the test builder.

Note: You can also follow the instructions provided in this section to add items to a test that you created in the [test generator](#).

Figure 30. Test Builder Screen
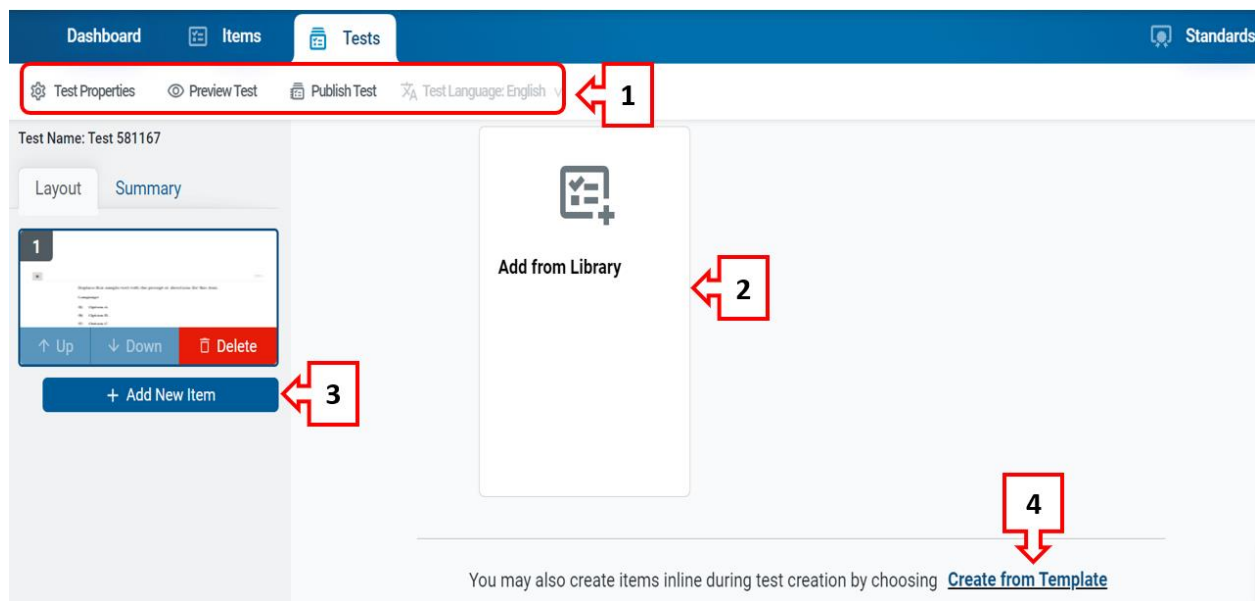
Table 2. Test Builder Elements

#	Element
1	Test toolbar
2	Add from Library button
3	Add item to test button
4	Create from Template link

1. To start building a new test, select **Create New Test** from the **Dashboard** (see Figure 3**)**, or click **Create New Test** on the **Tests** tab (see Figure 3). The test builder appears. The first test page will already be added, giving you the option to create a new item from a template or insert an existing item from a library.

2. There are multiple options for adding items to each page of a test (see Figure 31):

   - To insert an existing item from your available libraries, click **Add from Library** and then apply filters and select an item. Your libraries may include items you created, items shared with you, and items provided by the Assessment Program.

   – To create a new item, click **Create from Template** and then select an available item template.

3. When you add an item to a test, the test builder displays the item's template.

Figure 31. Entering Item Content
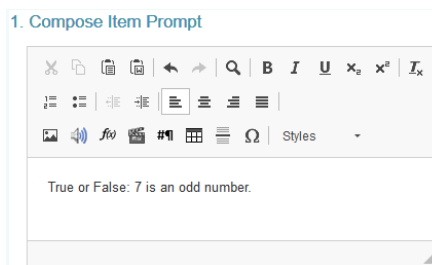
- You can edit the content for added items by following the same process that you would use to create items in the item builder.

- After editing an item, click **Save Item** in the item toolbar. The **Save Item** button grays out when an item saves automatically.

4. To add more items to the test, click **Add New Item** in the **Layout** panel on the left (see Figure 30). A new thumbnail will appear in this panel for each item you add.

   1. When you add an item set to the test, an **Add Item to Passage** button appears below the item set thumbnail, allowing you to create new items that belong to that set.

   2. You can rearrange the items in your test by clicking **Up** or **Down** under their thumbnails.

   3. You can click **Delete** in a thumbnail to remove an item from the test. This action will not delete the item from its library.

      ▪ To delete multiple items, you can select the checkbox at the top of each thumbnail and then click **Delete Items** at the bottom of the **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. You can delete a draft test at any time in the Test Editor if the test does not yet contain any items.

   - Saved draft tests can be permanently deleted at any time from within the **Tests** tab.

      ▪ Select the checkboxes of the tests you want to delete and then click **Delete** in the toolbar. This does not delete the items that have previously been added to the test.

7. *Optional*: To see how the test will appear to students, click **Preview Test** in the toolbar. You can only preview an item after it has been saved. You can enter sample responses to machine-scored items and click **Item Score** to ensure that the items are being scored correctly.

8. *Optional*: To view a summary of test information, click the **Summary** tab in the left panel. This summary view shows you the test's total count of items, item sets, unique standards, unique item types, and pages. It also shows you which standards are aligned to each test item.

9. 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 toolbar. Once you publish a test, you will be able to administer it to students in the Test Delivery System.

   – To build a test booklet for paper administration, navigate to the **Tests** tab and select **Build Booklet** from the dotted menu to the left of that test.

Adding Test Items from Your Available Libraries

When building a test, you can add existing items from your available item libraries. If you plan to administer a test on paper, you should not add any items with video or audio multimedia, as these elements will be redacted.

The item libraries may include items that you created, items that other educators shared with you, and any items in a shared items library, such as SAMPLE LIBRARY. Shared libraries include ready-made items that are available to every user in your district.

You may need to apply filters in order to display available items.

Figure 32. Adding Items from the Library

	Name	Features	Item Type	Grade	Subject	Standard(s)	Created by
☑ +Add	Ricky Finds His Voice RL Level I Published	⌄ 🖻1	Item Set	G1	English Language Arts	RL.1.1 1.RL.2.1 RL.1.3 3 more	CAI
☑ +Add	Gr1 Diagnostic 2 RL Aiden Learns to Play Level I Published	⌄	Item Set	G1	English Language Arts	RL.1.2 1.RL.2.2 RL.1.3 5 more	CAI
☐ +Add	Gr1 Test Set RI City and Country Level J Published	⌄	Item Set	G1	English Language Arts	RI.1.1 RI.1.2 RI.1.8 5 more	CAI
☑ +Add	Gr1 Diagnostic RL Making Breakfast Level J Published	⌄	Item Set	G1	English Language Arts	RL.1.2 1.RL.2.2 RL.1.3 5 more	CAI
☐ +Add	Light Pollution and Fireflies Published	⌄	Multi-Part	G9, G10, G11, G12	Science	NGSS-HS-LS|LS4|HS-LS4-6	CAI
☐ +Add	Lange's Metalmark Butterflies Published	⌄	Multi-Part	G9, G10, G11, G12	Science	NGSS-HS-LS|LS2|HS-LS2-4	CAI

1. To insert items from the library, click **Add from Library** on a blank test page in the test builder. The *Add from Library* panel appears.

2. To display the available items, you may select filter options for various item properties in the filter menu on the right. After selecting filters, click **Apply** at the bottom of the filter panel to narrow the list of available items. The filter options shown here are the same ones available on the **Items** tab.

3. To add an item to the current test page, click **Add** for the item you want to add.

   – You can also add multiple items to your test at one time by marking the checkboxes beside the **Add** button. When you are finished, click **Add Items to Test** in the toolbar to add the selected items. The item list under the **Layout** panel on the left will be updated.

4. In the preview window that pops up, select **Add Item to Test**.

   - For Draft items, any edits you make to the same item in other tests will affect the item content in this test (and vice versa). You cannot edit the content of Published items you add to the test.

   - The *Add from Library* panel remains open after adding an item, so you can add additional library items if you wish. If you want to edit a Draft library item that you added, you can click its thumbnail in the *Layout* panel on the left and then click **Edit** in the top-right corner.

Creating New Test Items from a Template

When building a test, you can create new items directly in the test builder. The items that you create on a test can also be edited individually in the item builder (if they have a Draft status) and added to other tests.

1. To select an item template, click **Create from Template** on a blank test page in the test builder. The *Create from Template* panel appears.

2. To select an item template, click the template you want to use in the list of options that appears. Items with a pencil icon will need to be scored by an authorized user in the Reporting system. The template and setup instructions for the selected item type appear.

Figure 33. Create from Template Panel
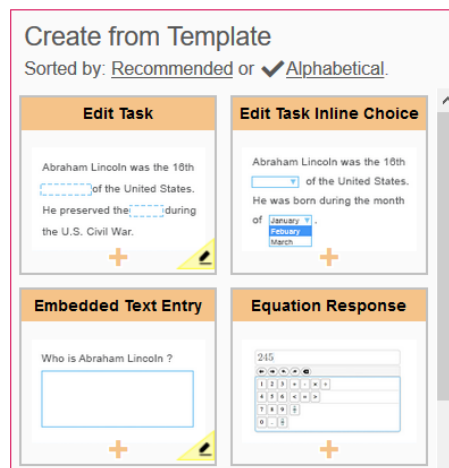
3. You can fill out the template by following the same process used in the item builder. You can click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template.

Figure 34. Item Template
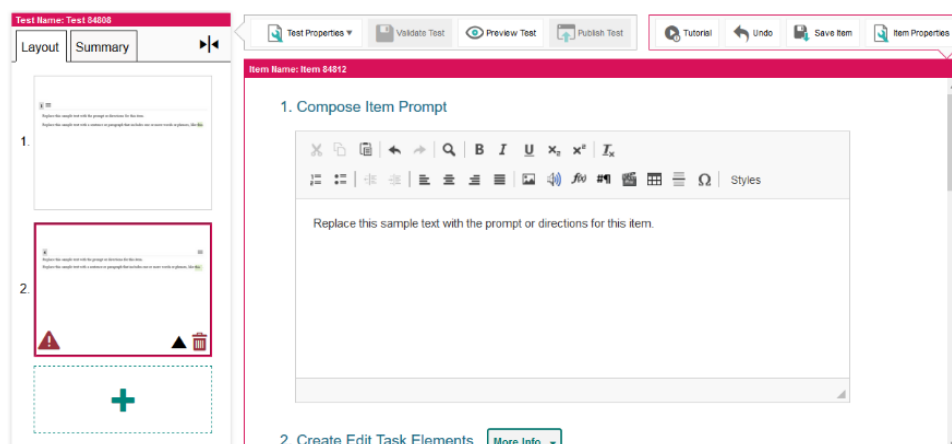
4. You can align items to standards and enter other item properties by selecting options from the **Item Properties** menu in the item toolbar.

5. When you are finished authoring the content, click **Save Item** in the item toolbar. Once you save an item, it is added to your personal items library. You can add this item to other tests as well, but its content and properties will lock once one of its associated tests is published.

Setting Up Properties to Organize and Describe Your Tests

You can use the **Test Properties** menu in the test toolbar to enter additional details for your tests.

For instance, test properties let you identify which grade levels a test belongs to. This makes it easier to filter and locate tests when administering them in the Test Administration Site. You can also use test properties to specify which tools will be available to students when they take a test.

You can enter test properties at any point while a test has a Draft status. However, once a test is published, the properties will be locked.

Figure 35. Test Properties Menu

You can use the **Test Properties** menu to set up the following properties for your tests:

- **Test Name**: In the *Test Name* field, enter a unique name for the test.

- **Description**: In the *Description* field, enter a user-friendly description for the test.

- **Grade**: Mark the checkbox for each grade level the test should be associated with. You can also mark the **Use Grades from Items** checkbox to set the test to automatically use the same grade levels selected for the items added to it.

- **Keywords**: Keywords allow you to search for tests on the **Tests** tab. To add a new keyword, enter it in the **Keywords** field and click **Add**. To remove a keyword, click ⊗ beside that keyword.

- **Security**: If you mark the **Hide Items in Reports** checkbox in the *Security* section, users won't be able to view the content for any test items in performance reports for this test. The item content will be available only to students when completing the test.

- **Test Tools**: Allows you to select which tools will be available to students in the test. Additional universal tools not shown in this menu may also be available in the Test Administration Site. For more information about universal test tools, see the *Test Administration User Guide*.

    - To include a calculator that students can use, select the type of calculator you want to provide from the **Desmos Calculator** drop-down. An option may be pre-selected based on the highest grade level associated with the test.

    - To include a periodic table that students can view, set the **Periodic Table** toggle to **On**.

    - To include a thesaurus that students use to look up synonyms, set the **Thesaurus** toggle to **On**.

    - To include a dictionary that students use to look up definitions, set the **Dictionary** toggle to **On**.

    - To include a ruler that students cab use, set the Ruler toggle to **On**. This feature is only visible in Test Delivery System (TDS), not within the Authoring preview.

- **TDS Student View**: Allows you to select the layout the test will use in the Test Delivery System. For example, if alternate assessments require a different layout, you can select that option here.

Note: The Text-to-Speech (TTS) tool is available only for students you have the TTS accommodation assigned to them in TIDE.

Validating a Test and Fixing Errors

Before you can publish a test, you must validate it to make sure there are no test errors. To do this, click **Validate Test** in the test toolbar. If the test is already valid, this button turns gray and displays `Test is Valid.` You cannot validate a test if any of its items have unsaved changes.

Table 3 explains how to resolve the validation errors that may appear.

Table 3. Possible Validation Errors in a Test

Validation Error	How to Fix This Error
You cannot publish items that use the template's sample content. You must make some changes to this item.	This error occurs when you create a new item from a template but you do not make any edits to the item's default content. To fix this, click **Edit** in the item toolbar for the item and update the content so that it is not identical to that of the sample content.
You must add at least one item to this test.	This error occurs when the test does not contain any items. To fix this, add at least one item to the test.

This item is linked to a stimulus in one test and on its own in another. You either need to add the item's linked stimulus to this test or remove the item from a stimulus it does not belong to.	● This error may occur when you add a library item to a stimulus. Stimuli cannot be linked to items that already exist in an item library. To fix this, remove the item and add it to a new test page instead of the stimulus. ● This error may also occur when you add a library item to a test without its linked stimulus. To fix this, remove the item from the test and add its linked stimulus instead. ● The linked item should be added automatically when you add its stimulus.
You must link at least one item to this stimulus.	This error occurs when a stimulus is added to the test but no items are linked to the stimulus. To fix this, click the stimulus thumbnail, then click the ✚ button directly below it to create a linked item.
This item is under review and cannot be published until it is approved and added to a shared library.	This error occurs when you add an item that has been submitted to a shared item library but has not been approved. To fix this, you must remove the item from the test.
You do not have permission to publish this item.	This error occurs when you have added a shared item that you do not have permission to publish. To fix this, you must remove the item from the test. If you still wish to add an item like this to this test, you should create a copy of the shared item.
Item missing required property [Grades/Subject/Name].	This error occurs when an item on the test is missing a required property. To fix this, make sure you select a value for all properties labeled as required in the **Item Properties** menu for each item.

Publishing Tests for Online Administration

If you plan to administer your test to students online, you must publish it to the Test Administration Site. You can administer any test you publish, and you can share the test with other Authoring users to let them administer it as well. You cannot make changes to a test or its items once you publish it.

1. To publish a test to the Test Administration Site, first save any changes to the test items

2. Click 🔼 **Publish Test** in the test toolbar.

    a. If a validation error message appears, review the message and fix the issue as needed. For an overview of validation errors, see Table 3 in the previous section.

3. A window pops up, asking you to verify which tools will be turned on for the test. You may select options from the available drop-down and toggles and then click **Done**.

4. In the confirmation message that appears, click **OK** to publish the test. Please note, this action cannot be reversed.

    - 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 districts and schools. These dates determine when the test will be available in the Test Administration Site.

- After publishing a test, you can add it to your test sessions by selecting it from the *Test Selection* window in the Test Administration Site. The *Test Selection* window allows you to filter and search for a specific test based on the subject and grade properties selected for it in Authoring. You can administer your own tests and shared tests. Tests created in Authoring have unlimited test opportunities in the Test Administration Site.

- For more information about administering tests, see the *Test Administration User Guide*.

Administering Authored Tests outside the Secure Browser

For added flexibility, students are able to take authored tests outside the Secure Browser. Tests are administered via an online browser like Chrome, Safari, or Firefox. Students can access the test session through a direct Test Session Link. For more information regarding administering tests outside the Secure Browser, see the *Test Administration User Guide.*

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. When building a test booklet, you can customize its cover page, test instructions, resources, and end test page. You can also choose whether to create a student edition or a teacher edition, which includes the scoring information.

- 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.

- Some item libraries may prohibit printing. You cannot generate a booklet for a test if it includes items from such libraries.

- You may not be able to generate booklets for tests with a large number of items (the exact number of items at which issues can arise depends on the items' content).

1. To build a test booklet for paper administration, open the **Tests** tab and click **Build Booklet** in the Action column for a test (you may need to apply filters first).

2. The *Test Booklet Generator* window appears, displaying the *Select Sections* panel (see). You can use this panel to add and customize the following sections in the test booklet:

   - **Cover Page**: To include a cover page with the test, mark the **Cover Page** checkbox. You can click **Edit** to customize the content of the cover page.

   - **Test Directions**: To include a page of instructions that appears at the start of the test, mark the **Test Directions** checkbox. You can click **Edit** to customize the content of the directions.

   - **Test Resources**: To include a periodic table printout with the booklet, mark the **Periodic Table** checkbox. To include sheets of blank scratch paper, mark the **Scratch Paper** checkbox and choose how many pages to include in the **Quantity** field. To include sheets of graph paper, mark the **Graph Paper** checkbox and choose how many pages to include in the **Quantity** field.

   - **End Test Page**: To include a page of instructions after the last test item, mark the **End Test Page** checkbox. You can click **Edit** to customize the content of this page.

Figure 36. Test Booklet Generator—Select Sections
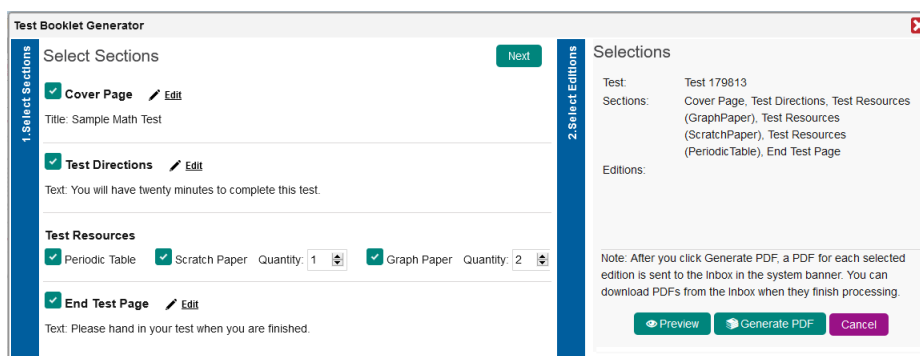
3. After customizing the test booklet sections, click **Next** in the top right corner. The *Select Editions* panel appears (see Figure 37).

Figure 37. Test Booklet Generator—Select Editions
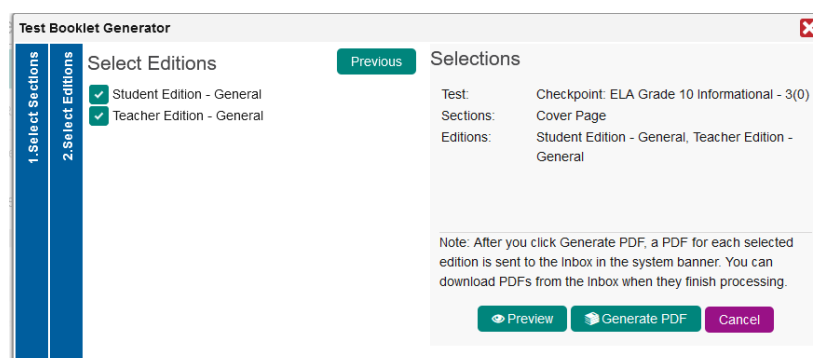
4. Mark the checkbox for each edition of the test booklet you wish to generate:

- **Student Edition**: The student edition displays the test items without any scoring guidelines or item property details.

- **Teacher Edition**: The teacher edition displays the test items with their scoring guidelines, item properties, and a test summary section.

5. To preview the content of the test booklet, click **Preview** (you can preview only one edition at a time). You should always preview a booklet before generating it to ensure it does not include any items with multimedia or items from a shared library that do not have paper-friendly formatting.

- To view one page at a time, select **Single** in the top right corner. To view two pages side-by-side, select **Double**.

- You can click the ¶ paragraph icons in the left margin to insert page breaks in the booklet (see Figure 38). For example, if an item's response options are split across two pages, you can click the paragraph icon that appears before the prompt to set the item content to appear together on a new page.

    ▪ To remove a page break, click the paragraph icon a second time.

Figure 38. Test Booklet Generator—Preview Window
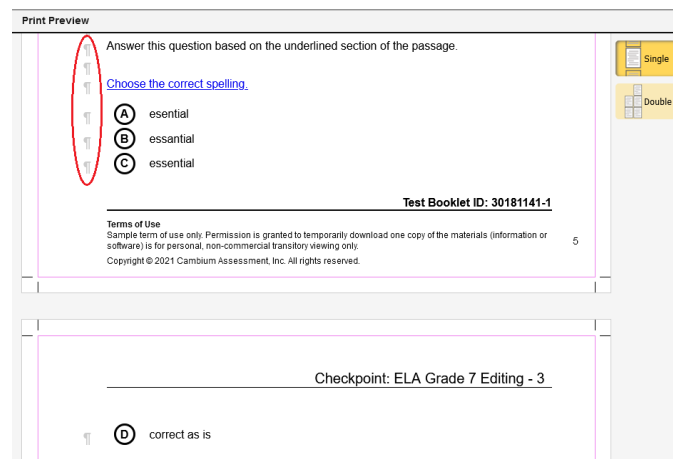
6. To generate test booklets for the selected editions, click **Generate**. A PDF file for each selected edition type will be added to the Secure File Center once the task finishes processing.

7. To access the test booklet file from the Secure File Center, click **Secure File Center** in the Authoring banner. The Secure File Center window appears (see Figure 39).

Figure 39. Secure File Center
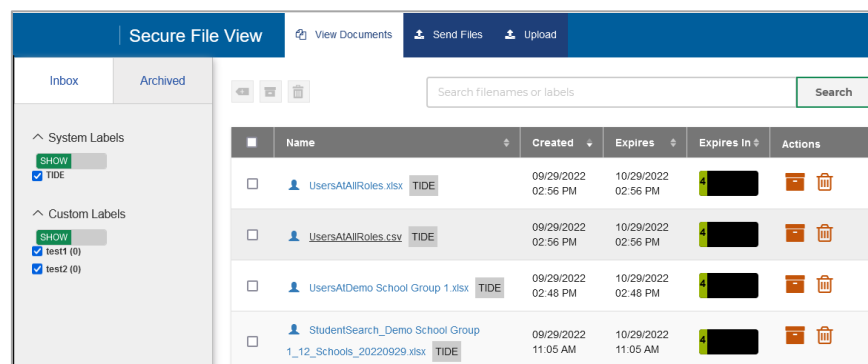
8. Click the name of the test booklet file to download it to your computer.

   - Files are automatically removed from the Secure File Center after 30 days. If you want to keep a test booklet file in the Secure File Center for longer than that, click ▭ in the Actions column for that file to archive it. You can access archived files by clicking **Archived** on the left side of the Inbox.

   - To delete a test booklet file from the Secure File Center, click 🗑 in the Actions column for that file.

        - You can also use the Secure File Center to upload files and send files. See the *TIDE User Guide* for more information.

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View Scores and Results for Your Tests in Reporting

Users are able to view all test scores, results, items, and item responses in Reporting after tests are administered in TDS and fully scored. Writing items must be hand-scored before they can appear in reports. For more information, see the *2023–2024 Reporting User Guide*

Working with the Items and Tests Available to You

You can use the toolbar and table on the Authoring site's content tabs to perform various actions on items and tests. The actions that you can perform on your content may depend on its status and library.

Figure 40. Tests Tab Toolbar

All Authoring users can perform the following actions on the content tabs:

- Make changes to your items and tests that haven't been published yet.

- Preview content to see how it will appear to students in the Test Administration Site.

- Copy items and tests that you want to modify without affecting the original version.

- Label content so it is easier to organize and locate on your content tab tables.

- Save an item as a PDF so you can print it out.

- Share items and tests that you want other educators to co-author or use for themselves.

- Build a test booklet that can be administered to students on paper.

- Archive items and tests that you don't need to use anymore.

- District- and school-level users can also perform the following actions:

- Set administration rules for when tests will be available in the Test Administration Site.

- Translate items into another language.

Making Changes to Your Items and Tests

You can modify the content of any item or test you created if it has a Draft status. After you publish a test, you cannot edit that test or any of the items on it, even if they appear on other unpublished tests.

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. You can also make copies of shared items and edit the copies. However, you cannot make any edits to items in a shared library, such as SAMPLE LIBRARY.

- 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 item or test builder page will appear.

- If a translation has already been entered for an item you are editing, you should be sure to update the translation to include any changes you make to the item's original content. You can click **Other Languages** in the item builder toolbar to access the translation editor for that item.

  - When editing items, you may also need to click 🖊 **Edit** in the item toolbar.

Previewing Items, Tests, and Standards

You can preview your items and tests to see how they will appear to students in the Test Administration Site. You can also preview standards publications to see their structure and find the keys for individual standards that you may want to align to items or use to filter the **Items** and **Tests** tabs.

  - To preview content, do one of the following:

  - For tests and standards, open the appropriate content tab and click 👁 **Preview** in the Action column (you may need to apply filters first). A preview window opens For items, open the **Items** tab, mark the checkboxes for the items you wish to preview, and click 👁 **Preview** above the Items table.

Figure 41. Test Preview Window
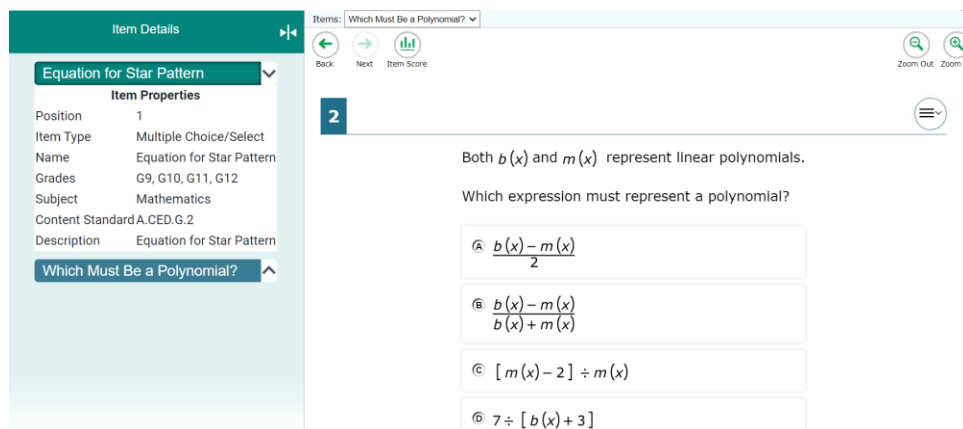
  - When previewing tests and items, you can enter responses for machine-scored items and click **Item Score** to verify the item is being scored accurately. A popup window appears, indicating which answer key matches the entered response.

  - You can click ◀▶ on the left side of the preview window to view the properties for each item.

Figure 42. Standards Preview Window

Preview of: Common Core ELA Standards

Subject: English Language Arts Description: Common Core ELA Standards Grade Level: G1, G10, G11, G12, G2, G3, G4, G5, G6, G7, G8, G9, KG

1-IT   Read Analytically: Informational Text - Students can read closely and analytically to comprehend a range of in

1-LT   Read Analytically: Literary Text - Students can read closely and analytically to comprehend a range of increas

2-W   Write Effectively - Students can produce effective and well-grounded writing for a range of purposes and aud

3-L   Speak and Listen purposefully - Students can employ effective speaking and listening skills for a range of purp

3-S   Speak and Listen purposefully - Students can employ effective speaking and listening skills for a range of purp

4-CR   Conduct Research- Students can engage in research/ inquiry to investigate topics and to analyze, integrate,

NA   NA

UD   Undesignated

- The preview window for standards shows you the keys for each standard, which you can use when finding items and tests by standards, or when aligning new items with standards.

Making 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 some libraries. Copying a test does not create a copy of each item on it. Editing the items on a test copy will affect the items on the original test, and vice versa.
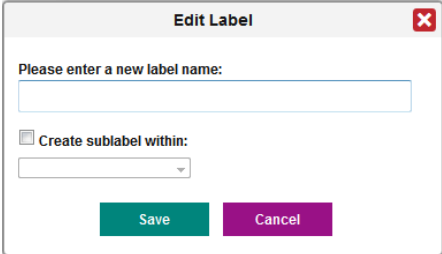
- To copy your content, open the appropriate content tab and mark the checkbox for each test or

   item you wish to copy (you may need to apply filters first). Then click   **Copy** above the table and click **OK**. The copied content is added to the table.

- You can click the name of the copied version to edit its content. You should make at least one edit to copied items so that the copy is not completely identical to the original. If a test includes a copied item that is identical to the original item version, it may cause a validation error.

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 printout. PDF files display items with paper-friendly formatting (if available) and also display an item's properties.

You may not be allowed to save printouts of items in certain libraries. If you select an item for which printing is prohibited, a warning message appears when you try to save it as a PDF.

Figure 43. Sample Item PDF
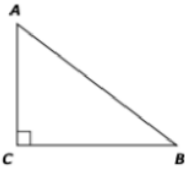
1. To save an item as a PDF, open the **Items** tab and mark the checkbox for each item you wish to save as a PDF, then click **Save as PDF** above the table (you may need to apply filters first). If you select multiple items, they will be saved as a single PDF file. You may not be able to save a PDF for a large selection of items (the number of items at which issues can arise depends on the items' content).

    -   You can also click this button for a single item in the toolbar of the item builder (see Figure 5).

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. *Optional*: If you want to preview the PDF before generating it, click **Preview**.

4. Click **Generate PDF**. The PDF file will be added to the Secure File Center.

5. When the item PDF finishes processing, click **Secure File Center** in the banner. The Secure File Center appears (see Figure 39).

6. To download the PDF to your computer, click the name of the appropriate file.

    -   Files are automatically removed from the Secure File Center after 30 days. If you want to keep a file in the Secure File Center for longer than that, click in the Actions column for that file to archive it. You can access archived files by clicking **Archived** on the left side of the Inbox.

    -   To delete a file from the Secure File Center, click in the Actions column for that file.

Adding Labels to Organize Your Items, Tests, and Standards

You can create labels and add them to content that you want to organize on the content tabs. You can also create sub-labels within other labels (such as `Shakespeare > Tragedies > Hamlet`). After adding labels to your content, you can use the **Labels** menu in the filter panel on the left of each content tab to easily view all the items, tests, or standards with the selected label.

You can create labels for any content in your libraries, but these labels appear on your screen only. They are unique to your account and do not display for anyone else the content is shared with.

1. To label your content, open the appropriate content tab and mark the checkbox for each test, item, or standard you wish to label (you may need to apply filters first). Click [icon] **Label** above the table. The *Apply Label* window appears.

2. Do either of the following:

   - To assign the content to an existing label, mark the checkbox for that label (you can search for existing labels in the provided search field).

   - To create a new label, click **Create New**. The *Edit Label* window appears (see Figure 44):

Figure 44. Edit Label Window

   - Enter a name for the label.

   - *Optional*: When you're adding a sub-label to an existing label, mark the **Create sublabel within** checkbox and select the label it should belong to from the drop-down.

   - Click **Save**.

3. Click **Apply**. The label tag appears next to the name of the selected content.

4. *Optional*: To remove an added label, click [icon] in that label tag on the content tab table.

5. *Optional*: To modify a label, select **Manage Labels** from the **My Settings** menu in the banner. Click **Edit** next to the label's name. Make the necessary changes and then click **Save**.

   - To hide all labels on the content tabs, set the **Hide all labels from view** toggle to **On**.

Archiving and Deleting Items and Tests That You No Longer Need

You can archive and delete content that you do not wish to use anymore. This will remove it from your content tab tables. Archived and deleted content cannot be shared, administered, or associated with other content. Your ability to archive and delete content depends on its status and other conditions explained in Table 4. You cannot archive or delete any items or tests in a shared library.

Table 4. Archive and Delete Permissions

Content Type	Archive and Delete Permissions
Draft Items	- Draft items can be deleted if they are not linked to any tests. - Draft items cannot be deleted while they are linked to a test. - Draft items cannot be archived.
Published Items	- Published items cannot be deleted. - Published items cannot be archived if they are linked to a published test. - Published items can be archived only if every test they are linked to is also archived.
Draft Tests	- Draft tests can be deleted. - When deleting a Draft test, users can choose to also archive any items on that test that are not linked to additional tests. - Draft tests cannot be archived.
Published Tests	- Published tests cannot be deleted. - Published tests can be archived. - When archiving a Published test, users can choose to also archive any items on that test that are not linked to additional tests. - Archiving a test does not change the status of any test items that are also linked to additional tests.

- 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.

- If you wish to restore an archived item or test, set the **Status** filter to **Archived**, then mark the checkbox for the content you wish to use again and click **Restore** above the table.

- 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.

Translate Items into Another Language

While an item is in a Draft state, you can create translations for it in additional languages.

You can click ⌄ next to an item name on the **Items** tab to display the *Language* field, which lists an icon for each language the item's content is currently available in. A plus symbol appears in the icon for any language the item has yet to be translated to.
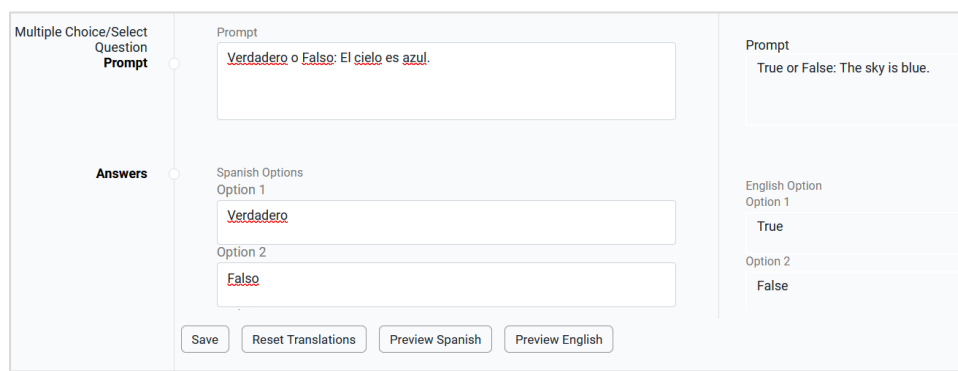
4. To translate an item into another language, click ⌄ in the row for an item on the **Items** tab (you may need to apply filters first). Then click a language icon that includes a plus symbol. The ***Add Language*** page appears, displaying the item's original content on the right and the translated content on the left.

Figure 45. Add Spanish Language Page

5. In the translation section on the left, review the translations that Authoring automatically generated and revise as necessary.

Some item types require translations only for the prompt, some require translations for the prompt and answer options, and some require additional translations for every individual body text element. For more information, see [Guide for Translating Authoring Item Types](#).

10. *Optional*: To preview the item's content as it will appear to students, click the **Preview** button for the appropriate language at the bottom of the page.

Note: If an item is linked to an item set, you cannot preview the item's translated content until you have also saved the translation for the item set.

11. *Optional*: If you need to remove your edits and reapply the translations that Authoring generated, click **Reset Translations** at the bottom of the page.

12. When you have finished translating the item's content, click **Save** at the bottom of the page.

Note: After translating the content for an item set, you should also translate the content for the items that are linked to it.

13. *Optional*: To modify the translation after creating it, click ⌄ in the row for the item on the **Items** tab and then click the language icon, which should now display a pencil icon.

- If you update the content for the item's original language without updating the item's translated content, an exclamation mark displays for the outdated translation in the language icon. You must update the translated content before you can publish any tests that contain that item.

Guide for Translating Authoring Item Types

The layout of item content in Authoring's translation editor is different from the layout in which the items will appear to students. This is because it isolates the item's text elements in order to optimize the translation process. When you select a translated text element on the left, the corresponding text from the item's original language becomes highlighted on the right.

1. The text elements that require translation depend on the item type:

- Stimuli, Hot Spot items, Simple Text Entry items, and Equation Response items require translation only for the item prompt (or body text, in the case of Stimuli).

- Multiple Choice/Select items and Image Drag and Drop items require translations for the item prompt and each response option.

- All other item types require translation for additional body text elements, as noted in the following sections:

  - Translate Hot Text Items
  - Translate Edit Task Inline Choice Items
  - Translate Edit Task Items
  - Translate Embedded Text Entry Items
  - Translate Text Drag and Drop Items
  - Translate Table Match Items

Translate Hot Text Items

- For Hot Text items, the translations for each selectable word or text segment appear in separate text boxes in the *Answers* section.

- The translations for each text segment that comes before, after, or between selectable words appear in separate text boxes in the *Body Text* section.

- **Example**: Figure 46 shows a Hot Text item in which students need to select every noun in the sentence, "The *quick* brown *fox* jumps *over* the lazy *dog*."

  - The words *quick*, *fox*, *over*, and *dog* are set as selectable, so the translations for these words each appear in separate text boxes of the *Answers* section at the bottom, whether or not they're a correct answer.

  - Meanwhile, *The*, *brown*, *jumps*, and *the lazy* each come before, after, or between selectable words, so their translations are listed in separate text boxes of the *Body Text* section.

Figure 46. Hot Text Item Translation

Translate Edit Task Inline Choice Items

- For Edit Task Inline Choice items, the translations for each editable word or text segment appear in separate text boxes in the *Body Text* section of the translation editor.

- The translations for each answer option that can replace the editable words also appear in separate text boxes in the *Body Text* section.

- The translations for each text segment that comes before, after, or between editable words also appear in separate text boxes in the *Body Text* section.

- **Example**: Figure 47 shows an Edit Task Inline Choice item that requires students to replace the misspelled word in the sentence, "The quick brown fox *jormps* over the lazy dog."

  - The word *jormps* is editable, with the words *joomps*, *jumps*, and *jurmps* provided as replacement options, so the translations for each of these words appears in a separate text box.

  - Meanwhile, the text segment *The quick brown fox* comes before the editable word, so its translation appears in a separate text box, and the text segment *over the lazy dog* comes after the editable word, so its translation also appears in a separate text box.

Figure 47. Edit Task Inline Choice Item Translation

Translate Edit Task Items

- For Edit Task items, the translations for each editable word or text segment appear in separate text boxes in the *Body Text* section of the translation editor.

- The translations for each text segment that comes before, after, or between editable words also appear in separate text boxes in the *Body Text* section.

- **Example**: Figure 48 shows an Edit Task item that requires students to replace the misspelled word in the sentence, "The quick brown fox *jormps* over the lazy dog."

  - The word *jormps* is editable, so its translation appears in its own text box.

  - Meanwhile, the text segment *The quick brown fox* comes before the editable word, so its translation appears in a separate text box, and the text segment *over the lazy dog* comes after the editable word, so its translation also appears in a separate text box.

Figure 48. Edit Task Item Translation

Translate Embedded Text Entry Items

- For Embedded Text Entry items, the translations for each text segment that comes before, after, or between blanks appear in separate text boxes in the *Body Text* section.

- **Example**: Figure 49 shows an Embedded Text Entry item that requires students to fill in the blank in the sentence, "The quick brown ____ jumps over the lazy dog."

  - The text segment *The quick brown* comes before the blank, so its translation appears in its own text box, and the text segment *jumps over the lazy dog* comes after the blank, so its translation also appears in a separate text box.

Figure 49. Embedded Text Entry Item Translation

Embedded Text Entry Question **Prompt**	Spanish Prompt Completa el espacio en blanco en la siguiente oración.	English Prompt Fill in the blank in the sentence below.
Body Text	Spanish Embedded Text Entry Body Body Text 1 El marrón rápido Body Text 2 salta sobre el perro perezoso.	English Embedded Text Entry Body Body Text 1 The quick brown Body Text 2 jumps over the lazy dog.

Translate Text Drag and Drop Items

- For Text Drag and Drop items, the translations for each draggable answer option appear in separate text boxes in the *Answers* section.

- The translations for each text segment that comes before, after, or between blanks appear in separate text boxes in the *Body Text* section.

- **Example**: Figure 50 shows a Text Drag and Drop item that requires students to fill in the blank in the sentence, "The quick brown ____ jumps over the lazy dog."

  - The words *fish*, *fox*, and *snake* are provided as draggable answer options, so the translation for each one appears in a separate text box in the *Answers* section at the bottom.

  - Meanwhile, the text segment *The quick brown* comes before the blank, so its translation appears in its own text box in the *Body Text* section, and the text segment *jumps over the lazy dog* comes after the blank, so its translation also appears in a separate text box here.

Figure 50. Text Drag and Drop Item Translation

Text Drag and Drop Question **Prompt**	Spanish Prompt Completa el espacio en blanco en la siguiente oración.	English Prompt Fill in the blank in the sentence below.
Body Text	Spanish Text Drag and Drop Body Body Text 1 El marrón rápido Body Text 2 salta sobre el perro perezoso.	English Text Drag and Drop Body Body Text 1 The quick brown Body Text 2 jumps over the lazy dog.
Answers	Spanish Options Option 1 Pez Option 2 Zorro Option 3 Serpiente	English Options Option 1 Fish Option 2 Fox Option 3 Snake

Translate Table Match Items

- For Table Match items, the translations for each row and column option appear in separate text boxes in the *Answers* section.

- The translation for the table caption appears in a text box in the *Body Text* section.

- **Example**: Figure 51 shows a Table Match item in which students need to match the animals listed in the table rows to the categories listed in the table columns.

    - The table caption, *Animal Categories,* appears in a separate text box in the *Body Text* section.

    - The row headers include *Robin*, *Pig*, *Chicken*, and *Cow*, and the column headers include *Mammal* and *Bird*. The translations for each of these options appear in separate text boxes in the *Answers* section.

Figure 51. Table Match Entry Item Translation

Sharing Your Content with Other Educators

Authoring lets you share your original items and tests with other educators who you want to co-author the content, use the content for themselves, or administer your original tests to students. Content may be shared with individual educators, custom groups of educators (known as "workgroups"), or an entire school or district.

You can choose exactly how recipients will be able to use your shared content. The available sharing permissions you can give them depend on what type of content you are sharing:

- When sharing a test, you can choose to let recipients view it, edit it, publish it, and/or administer it in the Test Administration Site. When you share a test, the individual items on it are also shared with the same permissions as the test.

- When sharing an item, you can choose to let recipients view it, edit it, and/or publish tests that they've added the item to.

Creating Workgroups for Sharing Content

If you plan to share content with the same group of educators on a regular basis, you can create a new workgroup for them. You can also join other workgroups that you're invited to and manage the membership of your existing workgroups.

1. To create a new workgroup, click **My Workgroups** on the **Dashboard**. The *Manage Workgroups* window appears.

Figure 52. Manage Workgroups Window

2. Click **Create New Workgroup**. The *New Workgroup* window appears.

3. Enter a name for the workgroup and select the institution that its members belong to. In the *Search Entity to Add to Workgroup* field, enter the name or email address for the educator you wish to add to the group.

4. Select the appropriate educator. The educator's name appears in the *Members* section. The added educators become active in a workgroup once you click **Save**.

5. *Optional*: If you need to modify the workgroup, click **My Workgroups** on the **Dashboard** and then click ✏ by the name of the workgroup you wish to modify. You can also click ✕ to delete a workgroup.

Rules for User Roles and Workgroups

Sharing content between users in Authoring and TDS follows the TIDE user role hierarchy. This means users can share content with other users in the same role, as well as to any users below them in the TIDE hierarchy. However, users cannot share content to users above them in the TIDE hierarchy.

However, it is possible to bypass these restrictions by sharing content with a Workgroup, which enables sharing of content across user roles.

Example:
- Building Coordinators (BC) can share content with other Building Coordinators and Test Administrators (TA) but cannot readily share content to District Test Coordinators (DTC) above them in the TIDE user role hierarchy.
- For a BC to share content with a District Test Coordinator (DTC), both the BC and DTC could be members of a Workgroup, allowing the BC to readily share content with the DTC.

Transferring Workgroup Ownership

Creating a workgroup establishes your user role as the workgroup owner. As the owner, you are not able to remove yourself from any workgroup. Authoring also does not allow users to change their own user roles.

To navigate around these restrictions, you can transfer ownership to another user. This will also remove any actions that you previously had access to and prevent you from receiving any further ownership related notifications.

- If you do not add yourself to the member list prior to transferring ownership to another user, you will automatically be removed from the workgroup. If this occurs, you must ask an existing member to re-add you to the workgroup.

- Adding yourself to the member list is ideal if you would like to remain in the group after relinquishing administrative privileges.

To transfer a workgroup to another user:

1. From the **Dashboard** tab, open **My Workgroups**. The **Manage Workgroups** window appears.

2. Click the ✏ icon beside the workgroup that you want to transfer ownership. The **Edit Workgroup** appears.

   - If the user you would like to assign ownership to is not already in selected workgroup, search for their name under **Search for Recipients** in the search bar. Their name will appear under **Search Results.**
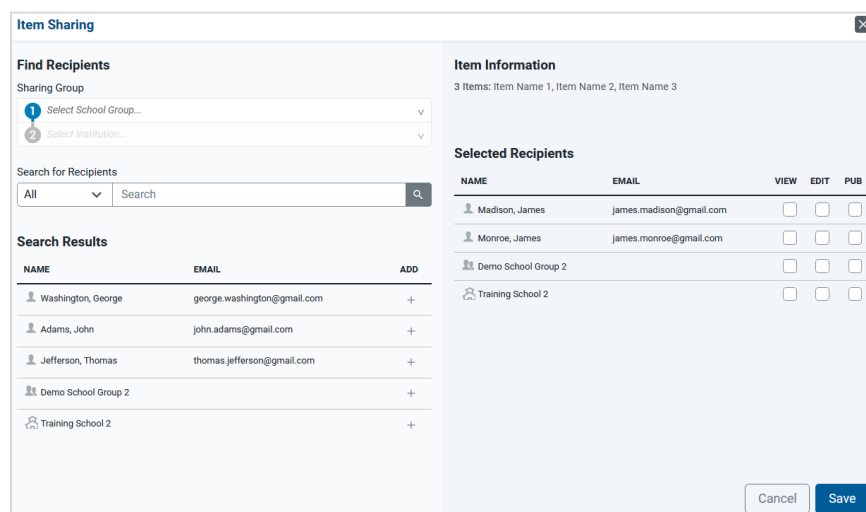
- To add a user, click the $+$ symbol under **Add**. Once added, the selected user's name will appear in the table of current workgroup members on the right-hand side.

3. Click **Transfer Ownership**. Click **Assign** beside the name of the requisite user. A confirmation box will appear. Click **OK** to confirm the workgroup ownership transfer.

How to Share Items with Other Educators

You can share any items in your personal libraries.

1. To share items, open the **Items** tab and apply the appropriate filters. Then do one of the following:

   - To share an individual item, select **Share** from the dotted menu to the left of that item.

   - To share multiple items, mark the checkbox for each item you wish to share. Then click **Share** above the table.

<p align="center">Figure 53. Item Sharing Window</p>

2. If the **Sharing Group** drop-downs appear, select the appropriate district and school, as necessary.

3. In the *Search for Recipients* field, search for the user, workgroup, or institution you wish to share with.

4. In the search results that appear at the bottom, click **+** for each user, workgroup, or institution you wish to add as a recipient.

5. Select the specific permissions you'd like to give to each recipient. All recipients will be able to create copies of your shared content by default.

   - To allow a recipient to view the content, mark the **View** checkbox.

   - To allow a recipient to make edits to the shared content, mark the **Edit** checkbox.

   - To allow a recipient to publish tests containing the Draft item, mark the **Publish** checkbox.

6. Click **Save**. The shared content is added to the Items table for the selected recipients.

How to Share Tests with Other Educators

When sharing tests with other educators, you can choose to share the test with them in Authoring for collaboration purposes or in the Test Delivery System, where they can administer it to students.

1. To share tests, open the **Tests** tab and apply the appropriate filters. Then do one of the following:

    -   To share an individual test, select **Share** from the dotted menu to the left of that test.

    -   To share multiple tests, mark the checkbox for each test you wish to share. Then click **Share** above the table.

Figure 54. Test Sharing Window

2. In the *Sharing Destination* section, do one of the following:

    -   If you want to share the test with other Authoring users for collaboration, mark the **Share in Authoring** radio button.

    -   If you want to share the test with other users so they can administer it to their students, mark the **Share to TDS** radio button.

3. If the **Sharing Group** drop-downs appear, select the appropriate district and school, as necessary.

4. In the *Search for Recipients* field, search for the user, workgroup, or institution you wish to share with.

5. In the search results that appear at the bottom, click **+** for each user, workgroup, or institution you wish to add as a recipient.

6. *For tests shared to TDS*: In the *Administration Period* fields, enter the test window dates during which the test should be available to administer to students in the Test Delivery System.

7. *For tests shared in Authoring*: Select the specific permissions you'd like to give to each recipient. All recipients will be able to create copies of your shared content by default.

    -   To allow a recipient to view the tests, mark the **View** checkbox.

    -   To allow a recipient to make edits to the shared tests, mark the **Edit** checkbox.

    -   To allow a recipient to publish the tests, mark the **Publish** checkbox.

8. Click **Save**. If the tests were shared in Authoring, they will appear on the Tests tables for the selected recipients. If the tests were shared to TDS, they will appear in the **Select Tests** tab of the Test Delivery System for the selected recipients.

9. *Optional*: To modify the administration dates for a shared test, click the dates in the Test Window column for that test on the **Tests** tab. Then enter the revised dates in the window that pops up and click **Set Test Window**.

Content Sharing in Authoring and TDS

Content in Authoring can be shared between users in two primary ways:

- **Share in Authoring**, which allows other users to View, Edit, or Publish your content.

- **Share to TDS**, which allows other users to administer tests you have created.

A user's specific sharing permissions are dependent upon both their individual TIDE user role, as well as the status of the content that needs to be shared.

Share in Authoring

Content shared to Authoring can be used for collaboration between users and for finalizing items and tests.
- Both items and tests can be shared.

- Both Draft and Published content can be shared.

  – *For Draft content*: users can grant other users permission to View, Edit, or Publish the content.

  – *For Published content*: users can grant other users permission to View the content only, as no additional changes can be made to Published content.

- Shared content is only accessible in Authoring, regardless of user roles.

To access content Shared in Authoring:

1. Log in to Authoring and click either the **Items** or **Tests** tabs. The *Item Filters* panel opens automatically.

2. Within the *Item Filters* panel, expand the **Libraries** filter option.

3. Select either the **Items Shared With Me** or **Tests Shared With Me** libraries. Click **Apply Filters**. The content table will update automatically.

Figure 55. Item Filters Panel
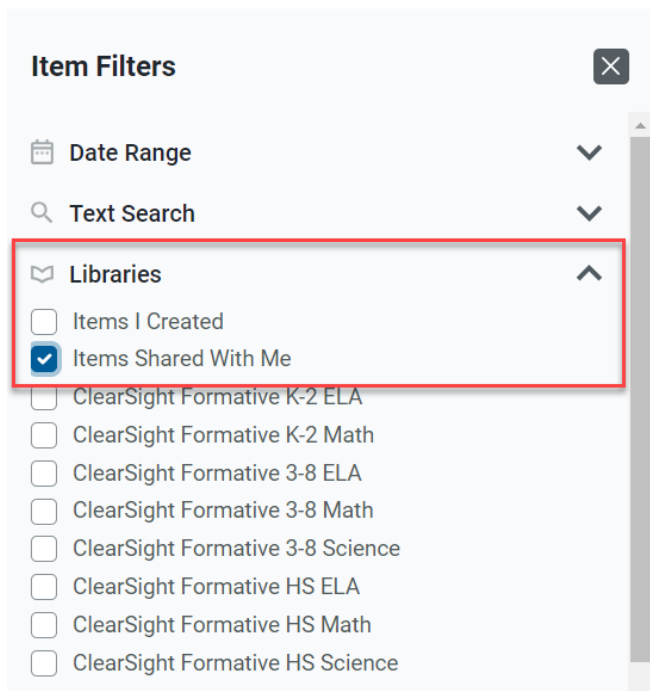
Share to TDS

Sharing to TDS allows users to grant other users permission to administer a published test in TDS. This is particularly helpful when creating a common assessment that other educators need to administer to students.

- Only Published tests can be Shared to TDS.

- Shared content will only be available in TDS.

To Access Tests Shared to TDS

Once a test is Shared to TDS, the shared user can only access this assessment in TDS. These tests will be available in a new TDS test category called **Tests Shared With Me**.

You can administer a shared assessment through the following steps:

1. Log in to TDS. The *Test Selection* window opens automatically. If the *Test Selection* window is not open, click **Select Tests** in the top-right corner of the TA Site.

2. From the testing category page, select **Tests Shared With Me** at the bottom of the testing category options.

3. Select the relevant assessment from the available options.

Figure 56. Test Selection Window

For Admin Users: Sharing Tests with Administration Dates

District and school-level users can set administration dates that specify exactly when their shared tests will be available in the recipients' Test Administration Site. Recipients will be able to access these shared tests in the Test Administration Site, but they cannot view or edit them in the Authoring **Tests** tab.

1. To share a test with educators and set its administration dates, open the **Tests** tab. Then mark the checkbox for each Published test you wish to share and click **Administer** above the table (you may need to apply filters first). The *Test Administration* window appears.

Figure 57. Test Administration Window

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

3. In the *I want to administer with* section, select who will be able to administer the test in the Test Administration Site. You may need to select the recipients' district or school from the available drop-downs first:

    -   To share the test with an individual educator, mark the **Individual** checkbox and search for that educator's name or email address. You may need to select the user's district or school from the available drop-downs first.

    -   To share the test with a [workgroup](#), mark the **Workgroup** checkbox and search for that workgroup's name.

    -   To share the test with an entire school or district, mark the **Institution** checkbox and search for that institution's name.

4. Select the intended administrator. You can repeat this step to add more administrators.

5. Click **Save**. The test will be available in the Test Administration Site for the selected administrators on the specified start date. You can repeat these steps to update the administration rules at any time.

How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test, and you can also view the test results for a particular roster.

How to Access Test Results for All Your Rosters

The **Performance by Roster** tab (see [Figure 58](#)) displays test results for each 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).

2. 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 rosters in a school. To do so, follow these instructions:

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 district test results appears, listing schools within the district.

3. 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 58 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 58. My Students' Performance on Test Report: Performance by Roster Tab
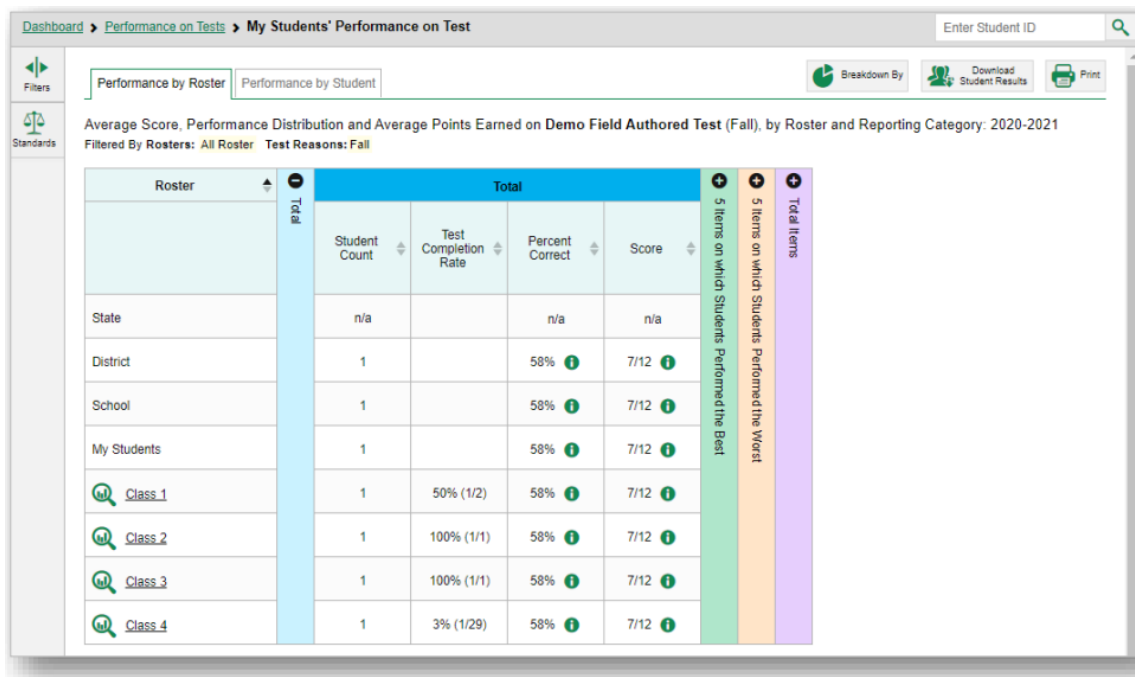
Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a 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 59](#)).

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 59. Teacher View: Student Performance on Test Report
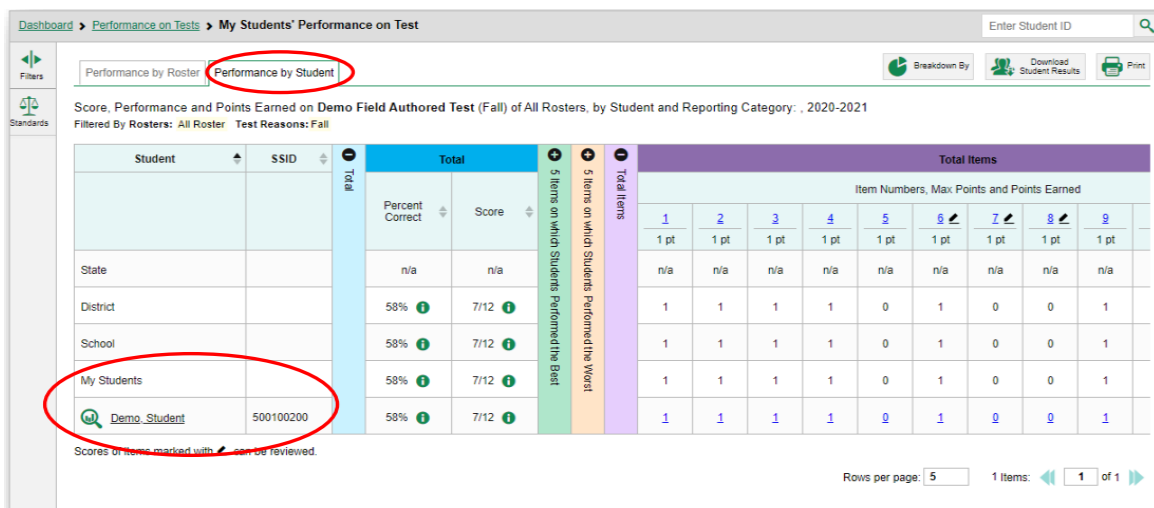
Table 6. Teacher View: Student Performance on Test Report Elements

#	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 59).

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 60.

Figure 60. User Agreement
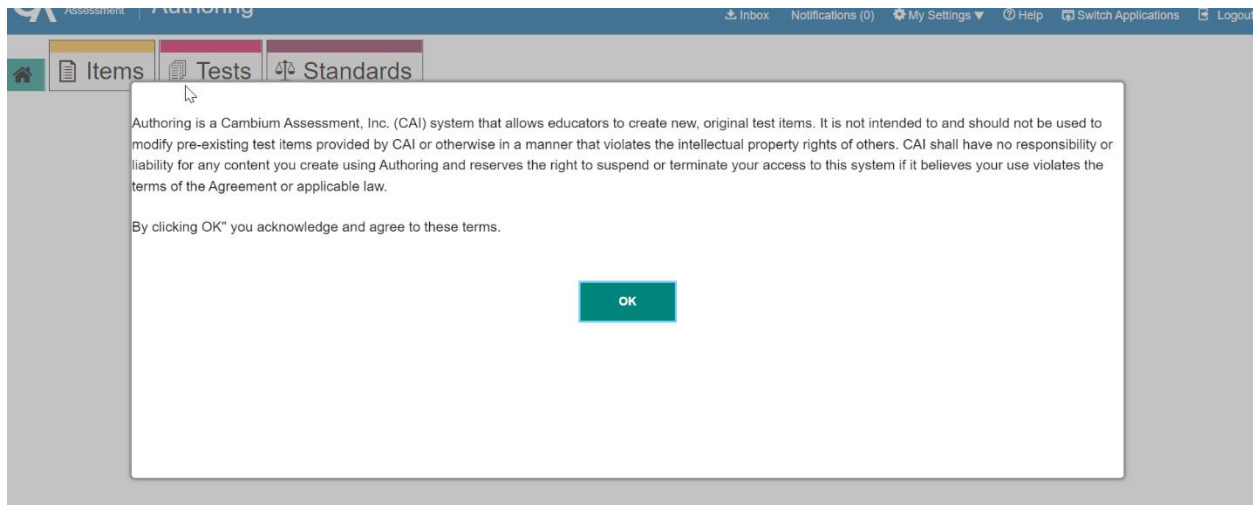
By pressing "Ok", users agree to Cambium Assessment's copyright terms. Users may distribute items they have created as long as they ensure any content added is not copyrighted. This also applies to pre-populated Authoring items.

As stated in Figure 60, users may not distribute CAI content in any way that impacts our copyright. For example, items cannot be posted publicly or used for commercial purposes.

Appendix A. Understanding the Content Tab Tables

This appendix provides more information about the columns in the tables that appear on the content tabs for **Items**, **Tests**, and **Standards**.

- - The following columns appear in the tables on the **Items**, **Tests**, and **Standards** tabs:

- **Name**: Displays the name of the content. You can click the name to access the builder page for this content. This column also displays any labels you assigned to the content.

  - ▪ You can click ♡ next to the name to save this content to your Favorites list, which is accessed from the filters panel beside the table.

  - ▪ If a description property was entered for the content, you can click 🛈 in this column to view the description. This info icon also shows you which stimulus an item is linked to.

- **Grade**: Displays the grade levels associated with the content.

- **Subject**: Displays the subject associated with the content.

- **Created by**: Displays the name of the user who created the content. When the content is shared with another user, a sharing icon ⌁ appears in this column.

- **Date**: Displays the date on which the content was last modified by you or another user.

- - The following column appears in the tables on the **Items** and **Tests** tabs only:

- **Status**: Displays the current status of the content (Draft, Published, Archived, or Deleted). When an item is submitted for review, this column shows the item's current review level and review group.

  - ▪ All new items and tests have a Draft status when you first create them. A test's status changes to Published when you publish that test. An item's status changes to Published when it appears on a test that has been published.

- - The following columns appear in the table on the **Items** tab only:

- – **Item Type**: Displays the type of item template that was used to create the item.

- – **Standard(s)**: Displays the key for the standard aligned to the item. If multiple standards are aligned, a plus icon appears in this column, which you can click to open a pop-up listing each standard.

- **Linked Tests**: Displays the number of tests that the item has been added to. You can click 🛈 to view a popup listing which tests include the item. The test count does not include any Archived tests.

- - The following columns appear in the table on the **Tests** tab only:

- **# of Items**: Displays the total number of items added to the test.

- **Administration Dates** (district- and school-level users only): The date range during which the test will be available to administer to students. You can click above the table to edit [administration dates](#) and details.

- The following column appears in the table on the **Tests** and **Standards** tabs:

- **Action**: This column displays different action buttons depending on the content type:

  - A **Preview** button appears for standards and tests. You can click this button to open a *Preview* window showing you what tests will look like to students. For standards, it shows you a standard publication's structure and its standard keys, which you can use to filter tests and items on the content tabs.

  - A **Build Booklet** button appears for tests. You can click this button to open the *Test Booklet Generator*, which allows you to create printable test booklets for paper administration.

Appendix B. Using the Text Editors in Item Templates

This appendix provides instructions for using the text editor toolbar available for all item templates. This toolbar allows you to format text, create tables, and insert media uploaded from your computer. Any media files you upload for an item must be under 1.5 MB. You should not add multimedia to any items you plan to administer in paper test booklets.

Table 7. Text Editor Tools

| Button	Function	Button	Function
✂	Cut selection	↹ ↹	Decrease or Increase indent
⧉	Copy selection	☰	Align left
📋	Paste selection	☰	Center
↩	Undo change	☰	Align right
↪	Redo change	☰	Justify
🔍	Find a keyword	🖼	Insert image (JPG, PNG, or GIF)
B	**Bold** text	🔊	Insert audio clip (WAV, M4A, or OGG)
I	Italicize text	f(x)	Insert math formula
U	Underline text	#¶	Insert numbered paragraphs
x_2	Set text as sub-script	🎬	Insert video clip (WEBM or MP4)
x^2	Set text as super-script	⊞	Insert table
I_x	Remove text formatting	☰	Insert horizontal line
⅟☰	Insert numbered list	Ω	Insert special character
☰	Insert bulleted list	Styles ▾	Select paragraph style

Inserting Images with the Text Editor

You can insert JPG, PNG, or GIF image files (1.5 MB or smaller, 600 x 600 pixels or smaller) in your items and stimuli. The *File Manager* window used to upload media maintains a library of every image you upload so that you can reuse it for future items, if you wish.

1. Click 🖼 in the toolbar.

2. If the *Image Properties* window appears, click **Browse Server**. The *File Manager* window appears, displaying any images you have previously uploaded. Do one of the following:

- If the image you want to add to the item is already available in this window, select it and click **Add to Item**. You can use the search bar in the corner to search for files by their name.

- If the image you want to add to the item is not available in this window, click **Upload File** and select the required file from your computer. Once the image appears in the *File Manager* window, select it and click **Add to Item**. The file may take a moment to upload. If there is an issue with the file, an error message appears when you try to upload it.

- *Optional*: If you wish to remove an image from the *File Manager* window, select it and click **Delete**. Then click **OK** in the confirmation window.

Figure 61. File Manager Window
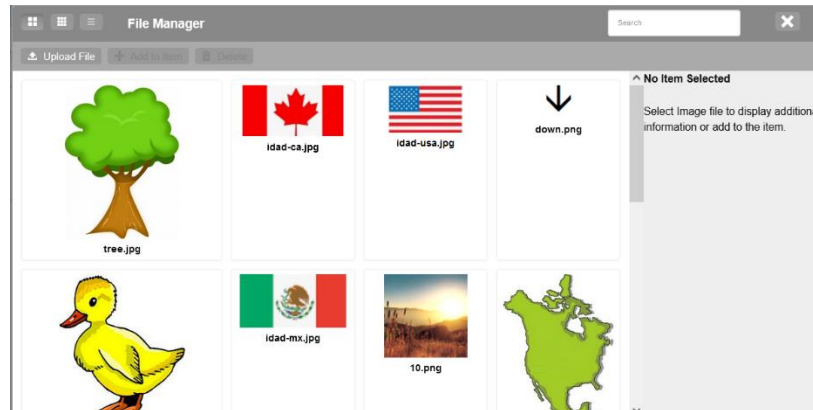
3. In the *Image Properties* window, set the item properties as necessary (available properties may vary):

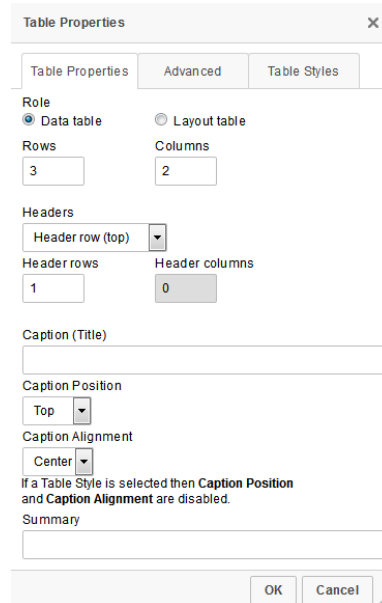Figure 62. Image Properties Window
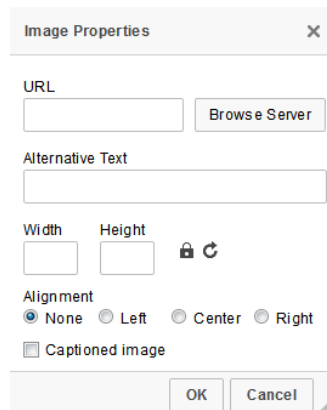
- To create alternative text for screen readers, enter text in the *Alternative Text* field.

- To change the image dimensions, enter values (in pixels) in the *Width* and *Height* fields. To lock the width-to-height ratio, click 🔒. To reset the image dimensions, click ↻.

- To add a caption to the image, mark the **Captioned image** checkbox and enter a caption.

4. Click **OK**.

5. *Optional*: After adding an image to the text editor, you can click and drag its corners to resize it.

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Inserting Tables with the Text Editor

1. Click ⊞ in the toolbar. The *Table Properties* window appears.

Figure 63. Table Properties Window

- Specify the number of rows and columns in the table by entering values in the *Rows* and *Columns* fields. To include column or row headers in the table, select an option from the **Headers** drop-down.

- To add a caption to the table, enter the required text in the *Caption* field.

- To apply a preset style to the table, click the **Table Styles** tab and select a style option.

2. Click **OK**.

Inserting Audio Files with the Text Editor

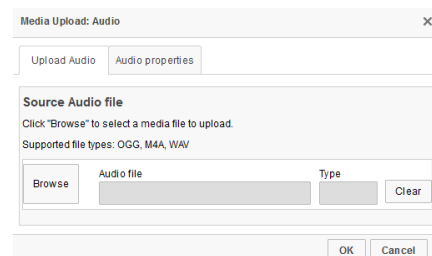You can insert WAV, M4A, or OGG audio files (1.5 MB or smaller) in your items and stimuli.

- Click 🔊 in the toolbar.

- If the *Media Upload: Audio* window appears, click **Browse**.

Figure 64. Media Upload: Audio Window

- In the window that appears, select the required file from your computer. Once the file finishes processing in the *File Manager* window, select it and click **Add to Item**.

  - The file may take a moment to upload and convert. If there is an issue with the file, an error message appears when you try to upload it.

- In the *Media Upload: Audio* window, click **OK**.

Inserting Video Files with the Text Editor

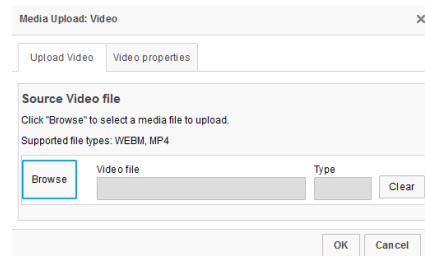You can insert WEBM or MP4 video files (1.5 MB or smaller) in your items and stimuli.

1. Click ![icon] in the toolbar.

2. If the *Media Upload: Video* window appears, click **Browse**.

Figure 65. Media Upload: Video Window


3. In the window that appears, select the required file from your computer. Once the file finishes processing in the *File Manager* window, select it and click **Add to Item**.

  - The file may take a moment to upload and convert. If there is an issue with the file, an error message appears when you try to upload it.

4. In the *Media Upload: Video* window, click **OK**.

Inserting Formulas with the Text Editor

1. Click $f(x)$ in the toolbar. The ***Math Editor*** window appears.

Figure 66. Math Equation Editor Window
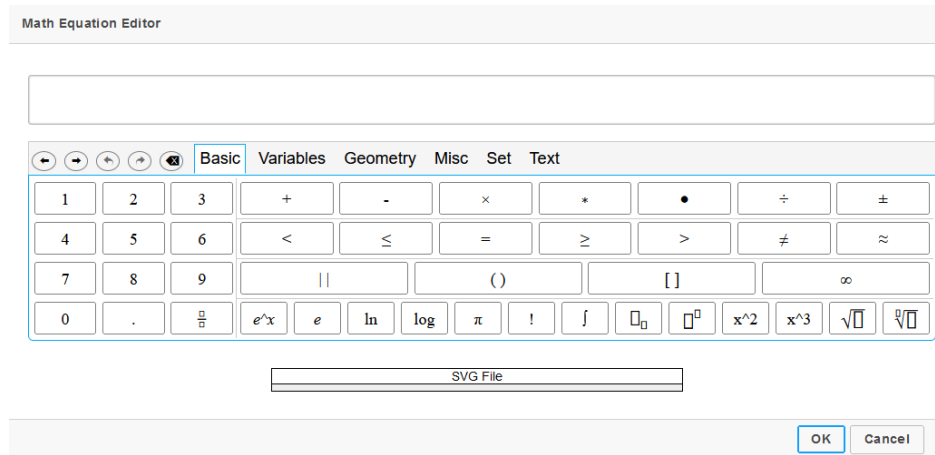
2. Click the desired special characters to enter the formula in the text box at the top of the window. You can click the tabs to view additional categories of special characters.

3. To convert the formula into an image, click **OK**. The window closes and the image of the formula appears in the text box.

Appendix C. Usernames and Passwords

Your username is the email address associated with your account in TIDE. When your account is created, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes of receiving this email.

- **If your first temporary link expired:**

In the activation email you received, click the second link provided and request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional Help:**

If you are unable to log in, contact the Wyoming Help Desk for assistance.

User Support

For additional information and assistance in using Authoring, contact the Assessment Program Help Desk. You can also click the Help link in the banner to access the online version of the help guide.

The Help Desk is open Monday – Friday 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming portal).

<div style="border:1px solid #000; background:#c9d6ea; padding:1em; text-align:center;">

Wyoming Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyohelpdesk@cambiumassessment.com

</div>

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's ID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.

  Operating system and browser information, including version numbers (for example, Windows 10 and Firefox 72 or Mac OS 11 and Safari 11).