

Authoring User Guide

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Table of Contents

Overview of Authoring	1
Access Authoring	2
Navigating the Authoring Site	3
Using the Dashboard Quick Links to Start Common Tasks	3
Using the Content Tabs to View Items and Tests.....	4
Applying Filters to Find Items and Tests.....	5
Find Items and Tests by their Standard Alignment	7
Create Items That You Can Add to Tests	8
Create a Passage to Group Items Together	11
Create Multiple Choice and Multiple Select Items	11
Create Hot Text Items	12
Create Hot Spot Items.....	13
Create Edit Task Inline Choice Items	14
Create Edit Task Items.....	15
Create Simple Text Entry Items.....	16
Create Embedded Text Entry Items	17
Create Text Drag and Drop Items	18
Create Image Drag and Drop Items	19
Create Table Match Items	21
Create Equation Response Items.....	22
Create Multi-Part Items That Combine Item Types.....	23
Align Standards and Set Up Properties for Your Items.....	24
Create Tests That You Can Administer to Students	27
Generate a Test Automatically	27
Generating Tests from a Template	29
Build a Test Manually.....	30
Add Test Items from Your Available Libraries.....	31
Create New Test Items from a Template	32
Set Up Properties to Organize and Describe Your Tests.....	33
Publish Tests for Online Administration.....	35
Build Test Booklets for Paper Administration.....	36

Work with the Items and Tests Available to You	40
Edit Your Items and Tests	40
Preview Items and Tests	41
Make Copies of Items and Tests	41
Save Items as Printable PDF Files	42
Add Labels to Organize Your Items and Tests	42
Archive and Delete Items and Tests That You No Longer Need.....	44
Translate Items into Another Language.....	45
Guide for Translating Authoring Item Types	46
Translate Hot Text Items	47
Translate Edit Task Inline Choice Items.....	47
Translate Edit Task Items.....	48
Translate Embedded Text Entry Items.....	48
Translate Text Drag and Drop Items.....	49
Translate Table Match Items	50
Share Your Content with Other Educators.....	51
Create Workgroups for Sharing Content	51
Share Items with Other Educators.....	52
Share Tests with Other Educators.....	53
Appendix A. Understanding the Content Tab Tables	55
Appendix B. Using the Text Editors in Item Templates.....	56
Insert Images with the Text Editor	56
Insert Tables with the Text Editor	57
Inserting Audio Files with the Text Editor	58
Inserting Video Files with the Text Editor	58
Inserting Formulas with the Text Editor	58
Appendix C. Usernames and Passwords	59
User Support	60

Overview of Authoring

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

This user guide includes the following sections:

- [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.
- [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.
- [Create Tests That You Can Administer to Students](#): This section explains how to create original tests for your students. In Authoring, you can either manually create a test by selecting each item you want to add to the test, or you can automatically generate a test based on the standards you want it to assess.
 - This section also explains how to [publish tests](#) to the Test Delivery System for online testing and how to [generate test booklets](#) for paper testing.
- [Work with the Items and Tests Available to You](#): This section explains how to edit, preview, copy, label, translate, and archive your original items and tests on the content tabs.
- [Share 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.
- 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.

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://idaho.portal.cambiumast.com>).
2. Select the appropriate user role or assessment card and then click the **Authoring** card. The login page appears.
3. On the login page, enter the email address and password you use to access all Cambium Assessment systems, such as TDS and TIDE.
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.

5. *Optional:* To navigate directly to another Assessment Program system, click your username in the top-right corner and select an option from the *Switch Applications* section.
6. *Optional:* To log out of Authoring, click your username in the top-right corner and then click **Log Out**.
 - 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 Delivery System, in order to prevent the accidental interruption of an active test session.

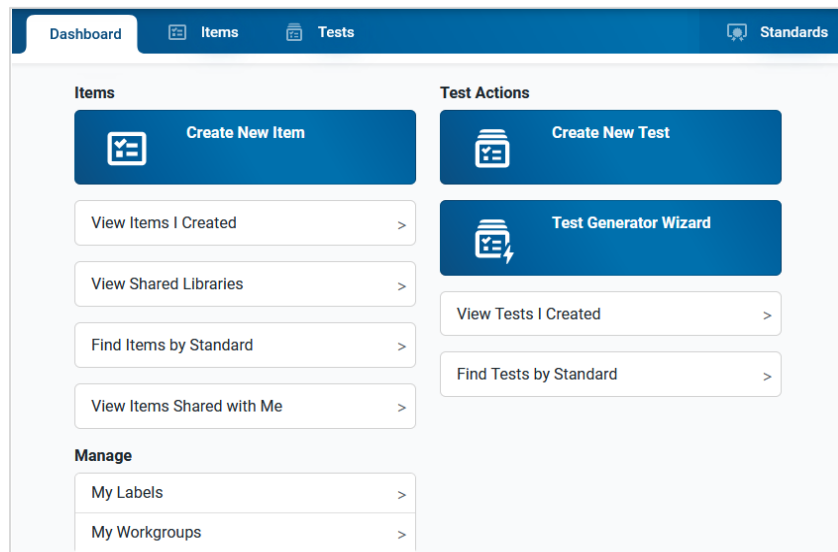
Navigating the Authoring Site

The Authoring site consists of a **Dashboard** tab where you can quickly jump to common tasks, content tabs for working with **Items** and **Tests**, and a panel for viewing **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. It also includes links for managing labels for items and tests and workgroups for sharing content.

Figure 1. 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](#).
- **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. This is the default search filter. To extend the search date range and add other search filters, [click here](#).
- **View Shared Libraries:** This link opens the **Items** tab with the *Filters* panel open and the **Libraries**, **Grade**, and **Subject** filters expanded so that you can easily locate the items in a shared library. Shared libraries, such as SAMPLE LIBRARY, consist of premade items provided by Assessment Program that you can add to your tests. You will need to [apply filters](#) in order to view these items.
- **Find Items by Standard:** This link opens the **Items** tab with the *Filters* 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 ID and click **Apply Filters** in order to display the items.
- **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.

Authoring User Guide

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 manually by selecting each item you want to add to it.
- **Test Generator Wizard:** This link opens the test generator wizard, which allows you to automatically generate a new test based on the standards you want it to assess.
- **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.
- **Find Tests by Standard:** This link opens the **Tests** tab with the *Filters* 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 ID and click **Apply Filters** in order to display the tests.

The **Dashboard** includes the following links for general management tasks:

- **My Labels:** This link allows you to create and manage [labels](#) you can use to organize your items and tests.
- **My Workgroups:** This link allows you to create and manage [workgroups](#), which are groups of users who regularly share items and tests with each other.

Using the Content Tabs to View Items and Tests

The **Items** and **Tests** content tabs in Authoring allow you to manage your existing items and tests. The [tables](#) on these tabs provide details about the content available to you, and a [Filters panel](#) 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 apply filter options.

Figure 2. Content Tab – Tests

	Test Name	# of Items	Administration Dates	Grade	Subject	Created by	Date
<input checked="" type="checkbox"/>	Test 530458 Published	2	11/30/2022 - 7/31/2023	G3	Other	Me	11/30/2022
<input type="checkbox"/>	Test 530457 Draft	0				Me	11/30/2022
<input type="checkbox"/>	Test 529920 Draft	0				Me	11/21/2022

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 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.

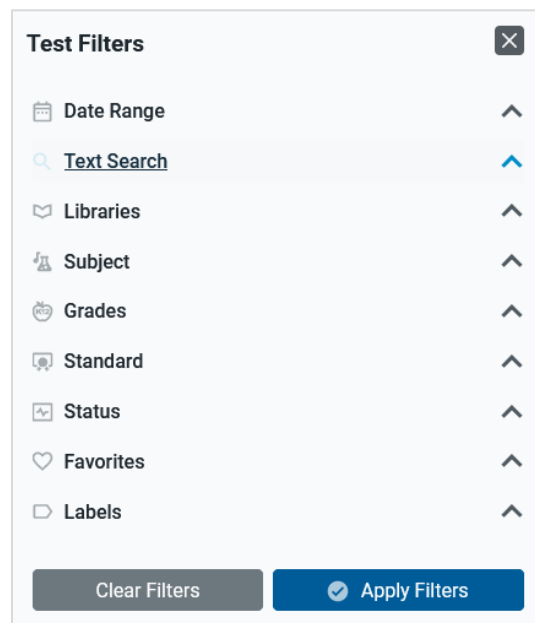
Authoring User Guide

- **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 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.

Applying Filters to Find Items and Tests


Each content tab includes a *Filters* panel that helps you find the items or tests you want to work with. You may be required to apply filters first in order to display the items or tests in the table of the content tab.

Figure 3. Test Filters Panel



- To filter the table content, click **Show Filters** in the top-left corner. In the *Filters* panel that pops up, select the appropriate options and click **Apply Filters**. The table updates to display results that match the filter criteria you selected.
 - To remove the applied filters, open the *Filters* panel and click **Clear Filters**.
- You can use the following filter options on the **Items** and **Tests** tabs:
 - **Date Range:** Filters the table to show 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.
 - **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.

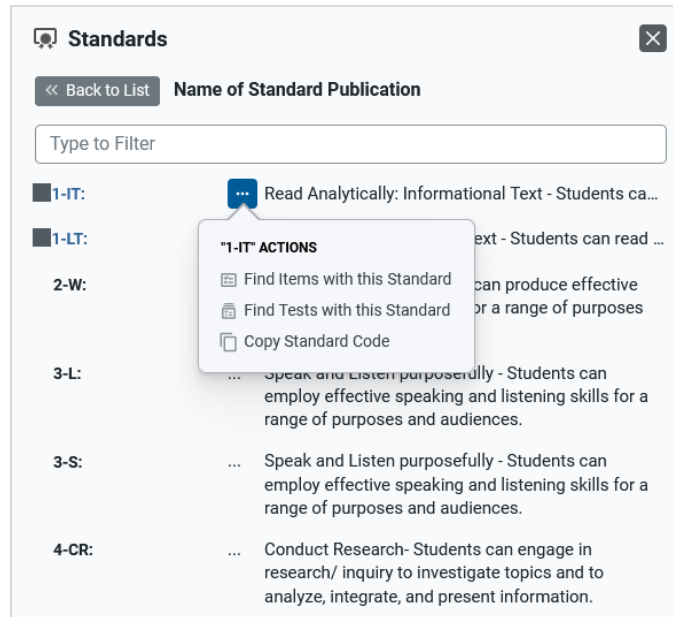
Authoring User Guide

- **Libraries:** Filters the table to show 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.
- **Language:** Filters the table to show only content that is available in the specified language.
- **Subject:** Filters the table to show 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 it.
- **Grades:** Filters the table to show only the content associated with a particular grade level.
- **Standard:** Filters the table to show only the content associated with a particular standard ID. Items are aligned to standards directly, while a test's standards are determined by the items on it.
- **Status:** Filters the table to show 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.
- **Favorites:** Filters the table to show you only the content that you have favorited. You can click  next to any item or test on the content tabs to save it as a favorite.
- **Labels:** Filters the table to show only the content you have labeled with [custom labels](#) created from the **Dashboard**.
- You can use the following filter options on the **Items** tab only:
 - **Item Types:** Filters the table to show only the items that have a particular item type.
 - **Item set Associations:** Filters the table to show only items that belong to an item set, or only items that are not part of an item set.
 - **Difficulty Level:** Filters the table to show only items that are easy, moderate, or difficult.

Find Items and Tests by their Standard Alignment

You can use the *Standards* panel in Authoring to quickly locate items and tests that are aligned to a particular standard.

Figure 4. Standards Panel



1. To open the *Standards* panel, click **Standards** in the top-right corner.
2. A list of available standards publications appears. Select the name of the publication you wish to view.
3. Expand the standard categories until you locate the standard you are looking for. You can also search for the standard at the top of this panel.
4. Click the dotted menu to the left of a specific standard and do either of the following:
 - To view a list of tests aligned to this standard, select **Find Tests with this Standard**.
 - To view a list of items aligned to this standard, select **Find Items with this Standard**.

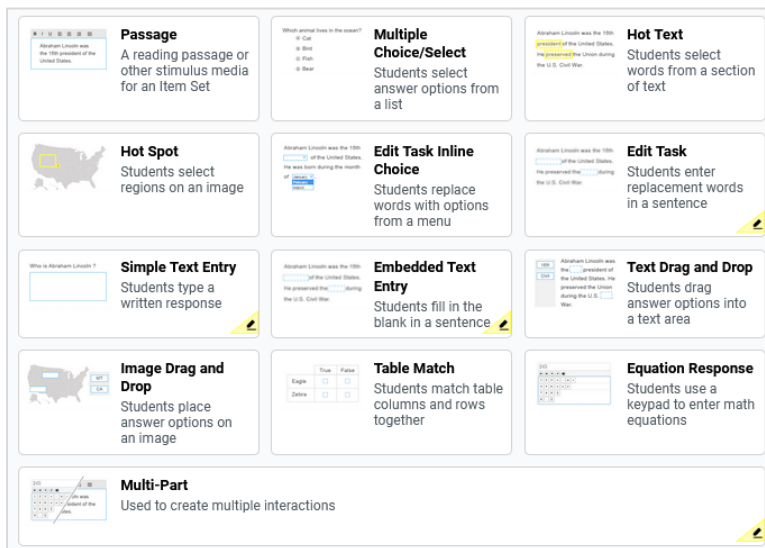
You can also use this menu to copy the ID of a standard that you wish to [align a new item](#) to.

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 and test generator wizard.

1. To create a new item, click **Create New Item** on the **Dashboard** or **Items** tab.
2. Select the item’s [required properties](#) from the fields that appear.
3. 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



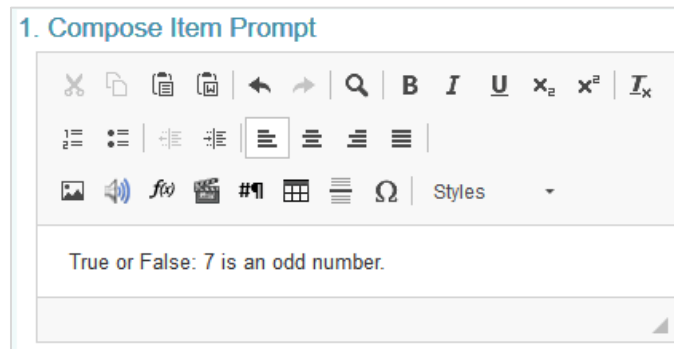
After selecting an item type, the item template appears. Item templates display sample content in each field, including the answer key. You will need to replace this content when you create the item’s new content.

- 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.
4. Fill out the item template. You can click **Tutorial** in the 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.

- **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.

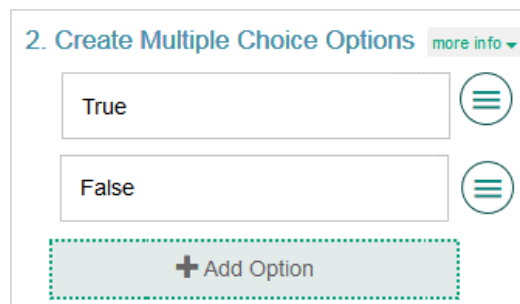
Figure 6. Compose the Item Prompt



- **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 following sections.


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

- **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 is used in the Reporting system, where student responses for the item will be scored by hand. This information also displays in teacher editions of test booklets.
5. 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* panel in the toolbar above the template.
 6. *Optional:* To see how the item will appear to students, click **Preview** in the toolbar. For machine-scored items, you can enter a sample response in the item preview and click **Item Score** to ensure that the item is being scored accurately.
 7. 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.
 - 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 toolbar. A pop-up window appears, displaying previous drafts of the item. Select **Revert** for the version you wish to return to.

Create a Passage to Group Items Together

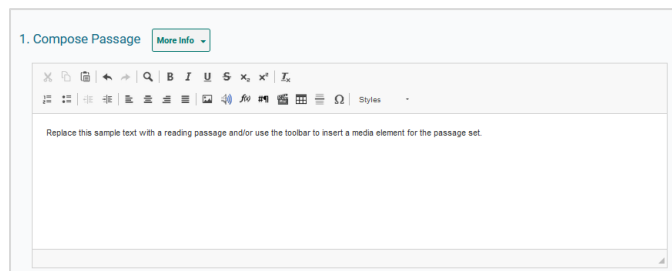
Passage templates allow you to create item sets that link a passage or other type of media to a group of related items.

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 group multiple items in an item set on a single test page. The passage or media element in an item set 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 passage or other media type in the provided text box. You can use the [toolbar](#) in this box to format the text and insert media elements.

Figure 9. Passage Template



2. In the toolbar above the template, click **Save Item**.
3. To create items to link with the item set, click **Add Item to Passage** to the left of the template and select an option for adding an item.
 - 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 item set to an item that already exists in your libraries.

Create Multiple Choice and Multiple Select Items

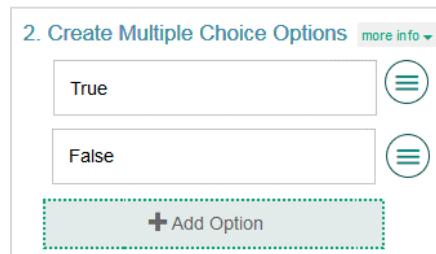
Multiple Choice items require students to select a single option from a list of possible answer options, while Multiple Select items require students to select one or more options from a list of answer options.



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 10. 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.

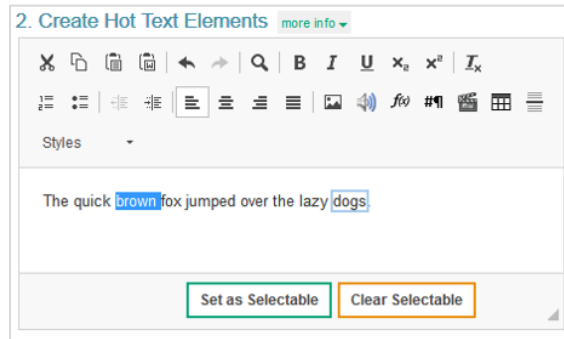
Create Hot Text Items

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 11. 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.
4. *Optional:* To un-tag a word you marked as selectable, click that word and then click **Clear Selectable**.
5. In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field.
6. 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.

Create 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.

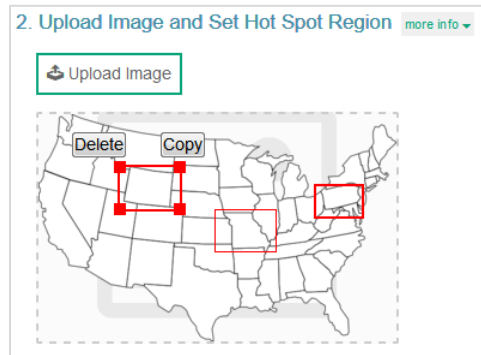
For example, a Hot Spot item could show a map of the United States and ask students to identify where Washington D.C. is located.

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**.
 - In the *Image Properties* window, click **Browse Server**. 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.

Authoring User Guide

- In the **Image Properties** window, click **OK**.
3. To create the selectable hot spot regions on 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.

Figure 12. 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**.
4. In the **Construct Answer Keys** section, enter the highest possible score in the **Maximum Score** field.
 5. *Optional:* To limit the number of hot spot regions students can select at a time, enter a value in the **Maximum Selections** field.
 6. 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.

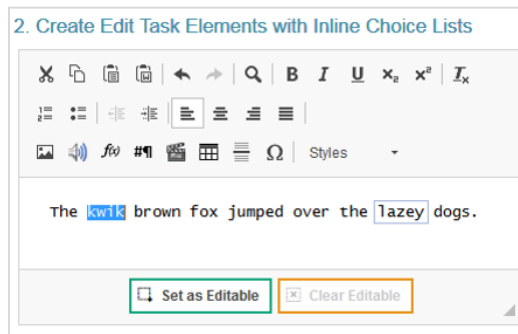
Create Edit Task Inline Choice Items

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 13. 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.
4. 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.
5. 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.

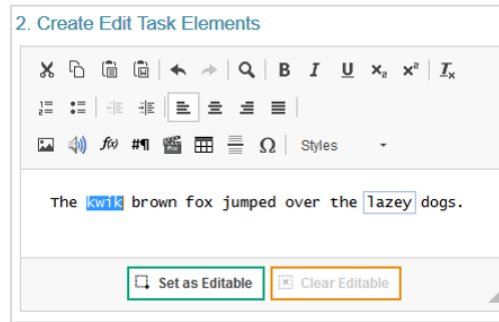
Create Edit Task Items

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 pop-up 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 14. 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.
4. In the *Construct Answer Keys* section, enter the item’s highest possible score in the *Maximum Score* field.
5. 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.
6. *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.

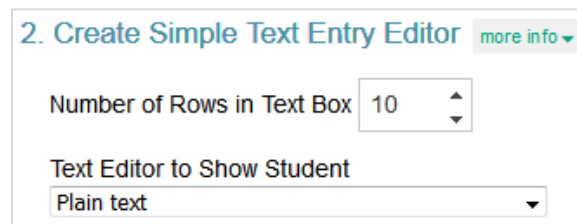
Create Simple Text Entry Items

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 15. Simple Text Entry Template



Authoring User Guide

- 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.
- 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.
- 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.
- 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.

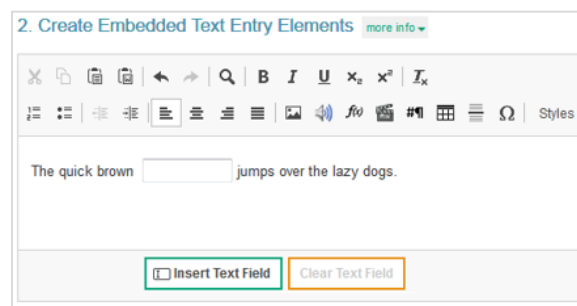
Create Embedded Text Entry Items

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.

- 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.
- 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 16. 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**.

Authoring User Guide

3. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.
4. 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.
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 for the item, click the tab for that rubric and enter a description and exemplar for the rubric's score.

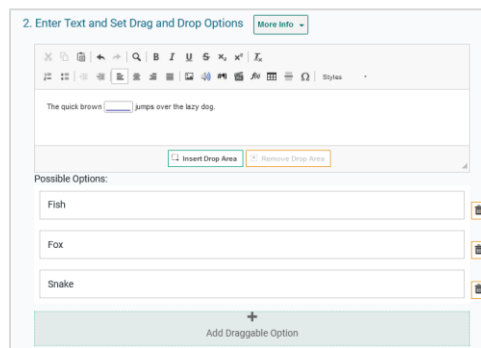
Create Text Drag and Drop Items

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 17. Text Drag and Drop Template



3. 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.
4. *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.
5. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.

Authoring User Guide

6. *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.
7. *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.
8. 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.

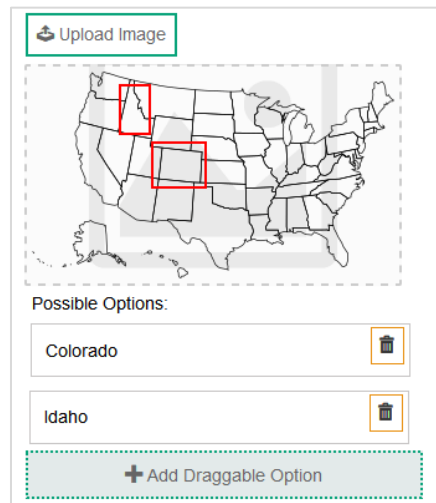
Create Image Drag and Drop Items

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**. 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 18. Image Drag and Drop Template



4. 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.
5. *Optional:* To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.
6. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field.
7. *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.
8. *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.
9. 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.

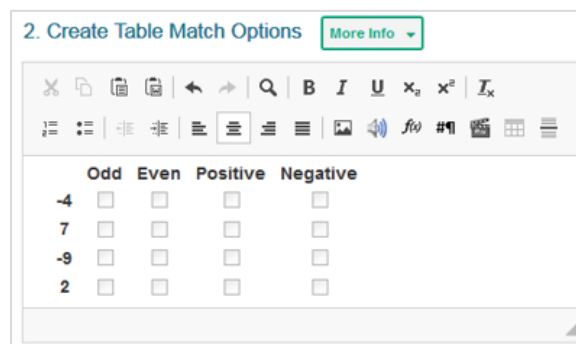
Create Table Match Items



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 19. 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.

Authoring User Guide

- In the *Maximum Number of Checked Cells in Each Column* field, enter the maximum number of checkboxes students can mark in any column.
8. 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.

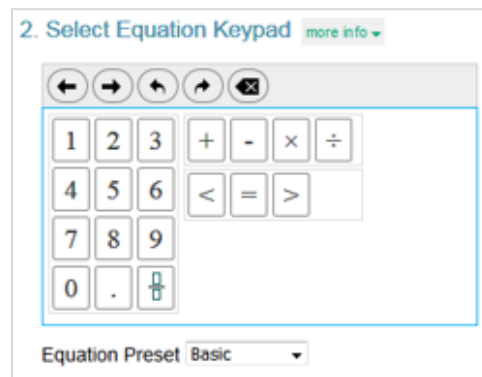
Create Equation Response Items

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 $\frac{f(x)}{g(x)}$ 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 20. 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 \rightarrow in order to enter additional characters.

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

Create 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 hand-scored.

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 21. Multi-Part Item Options

Multi-Part Options
Configure scoring and items

2 Scoring Method

Machine Scored
 Hand Scored

Number of Parts to Create
2

Hot Text *

Table Match *

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.

Authoring User Guide

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 creating that item type in this guide.

Figure 22. Constructing the Response Area—Multiple Choice/Select

8. If any answer key settings appear in this section (such as the **Multiselect** toggle in [Figure 22](#)), 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:
 - **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.

Align Standards and Set Up Properties for Your Items

You can use the *Item Properties* panel in the 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 23. Item Properties Panel

You can use the *Item Properties* panel 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 the item should be associated with.
- **Primary Standard:** In the *Primary Standard* section (see [Figure 24](#)), do one of the following:
 - If you know the ID for the standard you want to align to the item, click the **Quick Key** tab, then enter the key in the search field. You can copy a standard’s ID from the [Standards](#) panel.
 - If you don’t know the ID for the standard you want to align to the item, select the appropriate standard categories from the drop-downs provided on the **Guided** tab. Then click **Align** for the standard or category you selected.
 - If a standard is already aligned to the item, you can click **Change Standard** to align a different standard, if necessary.

Figure 24. Primary Standard Section

Primary Standard ▲

Find a standard in one of the following ways:

Guided Quick Key

You can align the item to the first standard level or a more specific level, as needed.

Publication

Select a Publication... ▾

Please select a publication to begin.

Align

- **Secondary 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 a reading passage or other media you add to an item. For example, you could note whether a reading passage is from the public domain.

Create Tests That You Can Administer to Students

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.

After generating or building a test, you can publish it to the Test Delivery System for online administration, or you can build a printer-friendly test booklet for paper administration.

Generate 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](#).

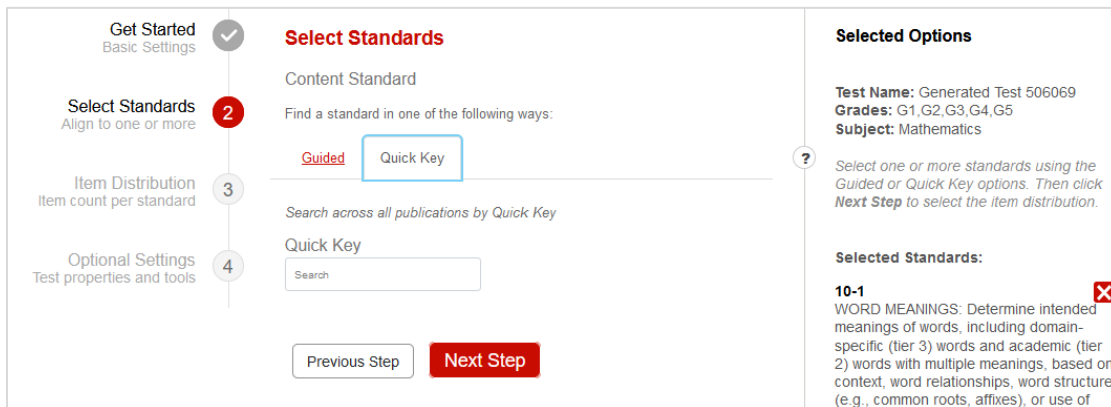
1. To generate a new test, click **Test Generator Wizard** on the **Dashboard** (see [Figure 1](#)) or **Tests** tab (see [Figure 38](#)). The test generator wizard opens to the *Get Started* panel.

Figure 25. 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 Delivery System.

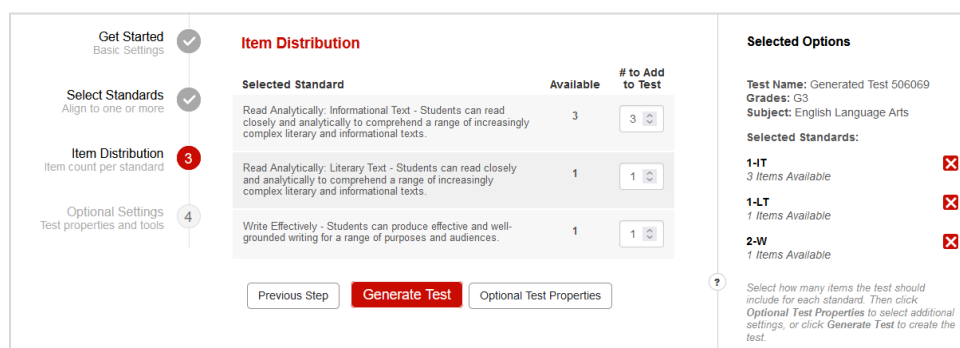
- If the **Test Language** drop-down appears, select which language the test items will use.
3. After selecting all the required test properties, click **Next Step**. The *Select Standards* panel appears.

Figure 26. 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 ID for the standard you want to add to the test, click the **Quick Key** tab, then enter the ID in the search field. You can copy a standard’s ID from the [Standards](#) panel.
 - 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 27. 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.

Authoring User Guide

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 [10](#).
 - 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 standard. If the generated test includes any item sets, its total item count may be more than what you selected, since item sets 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 Delivery System 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.

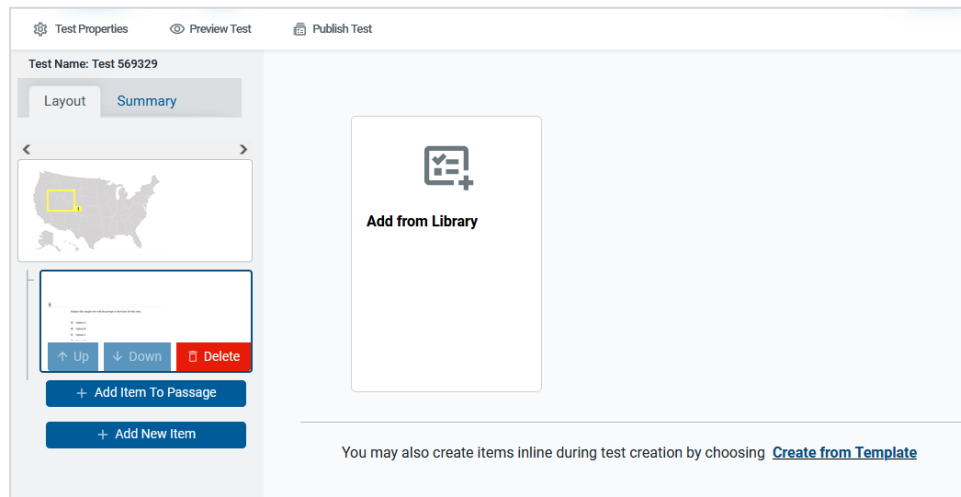
1. To generate a new test from a template, click **Test Generator Wizard** on the **Dashboard** (see [Figure 1](#)) or **Tests** tab (see [Figure 38](#)). The test generator wizard opens to the *Get Started* panel.
2. From the **My Templates** drop-down in the top-right corner, select the template you 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**.
3. *Optional:* You can modify any of the selected test properties, standards, or item counts for the new test, as necessary.
4. 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.

Build a Test Manually

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

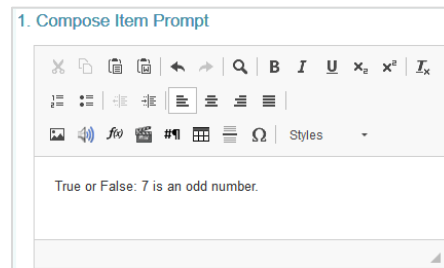
You can also follow the instructions in this section to add items to tests created in the [test generator](#).

Figure 28. Test Builder Screen



1. To start building a new test manually, click **Create New Test** on the **Dashboard** (see [Figure 1](#)) or **Tests** tab (see [Figure 38](#)). The test builder appears with the first blank page already added.
2. To choose a language for the test, select an option from the **Test Language** drop-down in the toolbar. Any items you add to the test must have content available in the selected language, either as its primary language or secondary language.
3. There are multiple options for adding items to each page of a test (see [Figure 28](#)):
 - To add 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 Assessment Program.
 - To create a new item, click [Create from Template](#) and then select an available item template.
4. When you add an item to a test, the test builder displays the item's template.
 - 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 toolbar. The **Save Item** button grays out when an item saves automatically.

Figure 29. Entering Item Content








5. To add more items to the test, click **Add New Item** in the **Layout** panel on the left (see [Figure 28](#)). A new thumbnail will appear in this panel for each item you add.
 - 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.
 - You can rearrange the items in your test by clicking **Up** or **Down** under their thumbnails.
 - You can click **Delete** in a thumbnail to remove an item from the test. This action will not delete the item from its library.
6. At any point when you're building a test, you can enter [test details](#) (such as its name, grade, and available tools) from the **Test Properties** menu in the toolbar at the top of the screen.
7. *Optional:* To see how the test will appear to students, click **Preview Test** in the toolbar. 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.

Add 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. Shared libraries include premade items that are available to every user in your district.

Figure 30. Adding Items from the Library

	Name	Features	Item Type	Grade	Subject	Standard(s)	Created by	▼ Date
	L.1.4.b Affixes Published	▼	Grid	G1	English Language Arts		CAI	9/30/2022
	L.1.1.e Verb Tense Published	▼	 1 Grid	G1	English Language Arts		CAI	9/30/2022
	L.1.1.c Use of Nouns and Verbs Published	▼	Grid	G1	English Language Arts		CAI	9/30/2022
	L.1.4.a Context Clues Published	▼	Grid	G1	English Language Arts		CAI	9/30/2022

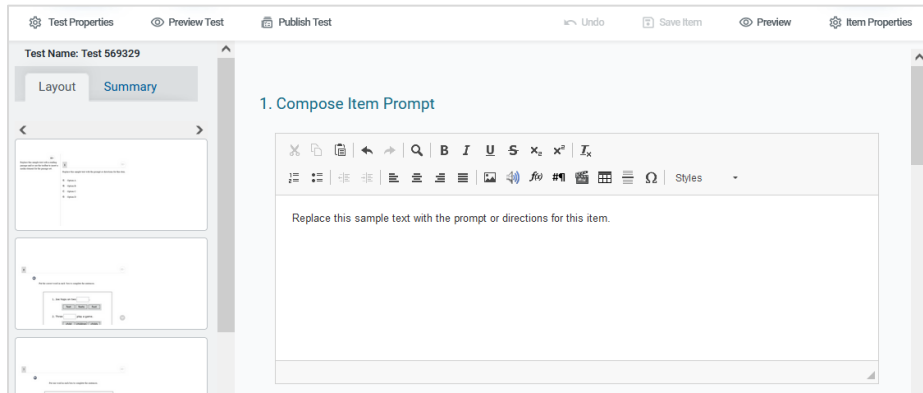
1. To add items from the library, click **Add from Library** on a blank test page in the test builder. The *Filters* panel appears.
2. To display the available items, select the appropriate filter options and click **Apply Filters**. The [filter options](#) available here are the same ones available on the **Items** tab.
 - To change the selected filters, click **Show Filters** in the top-right corner.
3. To add an item to the current test page, click **Add** for the item you want to add.
4. In the preview window that pops up, select **Add Item to Test**.
 - 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. You cannot edit the content of Published items you add to the test.
 - Any edits you make to a Draft item on this test will affect the same item on any other tests it belongs to (and vice versa).

Create 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. Select the item’s required properties from the fields that appear. These properties will make it easier to organize and locate your items and tests in Authoring, as well as in the Test Delivery System and the Reporting system.
3. 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.
4. You can fill out the template by following the same process used in the [item builder](#). You can click **Tutorial** in the toolbar to watch a video illustrating the steps for completing the template.

Figure 31. Item Template



5. You can align items to [standards](#) and enter other item properties by selecting options from the *Item Properties* panel in the toolbar.
6. When you are finished authoring the content, click **Save Item** in the 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.

Set Up Properties to Organize and Describe Your Tests

Test properties allow you to provide additional details about your test. In the test generator wizard, you can set properties from the *Optional Settings* panel. In the test builder, you can set properties from the *Test Properties* panel accessed from the toolbar.

Some test properties make it easier to filter and locate tests when administering them in the Test Delivery System. 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 32. Test Builder – Test Properties Panel

The screenshot shows the 'Test Properties' panel with the following details:

- Test Name:** Test 570036
- Description:** (Empty text area)
- Grade Level:**
 - Use Grades From Items
 - Kindergarten
 - Grade 1
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - Grade 6
 - Grade 7
 - Grade 8
 - Grade 9
 - Grade 10
 - Grade 11
 - Grade 12

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 Level:** 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 **X** 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 in the test. The tools you select will be available to every student who takes the test. Additional universal tools not shown in this menu may also be available in the Test Delivery System. 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 preselected 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 allow students to use text-to-speech to listen to test content, set the **TTS** toggle to **On**.

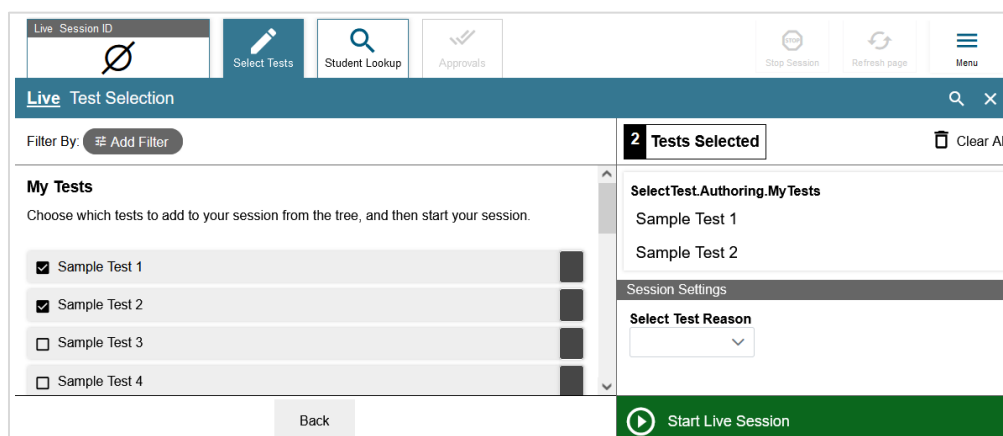
- To include a reference sheet with formulas or other helpful resources, select an option from the **Reference Sheet** drop-down.

Publish Tests for Online Administration

If you plan to administer your test to students online, you must publish it to the Test Delivery System. 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. Every test gets published from the test builder, whether you generated it automatically or built it manually.

1. To publish a test to the Test Delivery System, first save any changes to the test items.
2. Click **Publish Test** in the toolbar.
 - If a validation error message appears, review the message and fix the issue as needed. For an overview of validation errors, see [Table 1](#) at the bottom of this 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**.
 - If all the items on the test are available in multiple languages, you can also set the test language from this window. Once you publish the test, you cannot change its selected language, but you can create a copy of the test and change the language of the copy.
4. In the confirmation message that appears, click **OK** to publish the test. Please note, this action cannot be reversed.
 - A test window may be automatically created for the test when you publish it. This test window determines when it will be available for administration. You can [edit](#) the window from the **Tests** tab.
 - You can [share](#) tests with other educators for administration purposes.
 - After publishing a test, you can add it to your test sessions by selecting it from the **Select Tests** tab in the Test Delivery System (see [Figure 33](#)). The **Select Tests** tab 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 Delivery System.
 - For more information about administering tests, see the [Test Administration User Guide](#) .

Figure 33. Test Delivery System–Test Selection Tab



[Table 1](#) explains how to resolve the validation errors that may appear.

Table 1. 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 toolbar for the item and update the content so that it is not identical to that of the sample content.
You must link at least one item to this item set.	This error occurs when an item set is added to the test but no items are linked to the item set. To fix this, click Add Item to Passage below the passage thumbnail to create a linked item.
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	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 <i>Item Properties</i> panel for each item.
Item needs translation update.	This error occurs when a translation was entered for an item, and then the item's original content was updated but the translated content wasn't. To fix this issue, access the translation editor for the item and revise the translated content as needed.

Build 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.

Authoring User Guide

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.

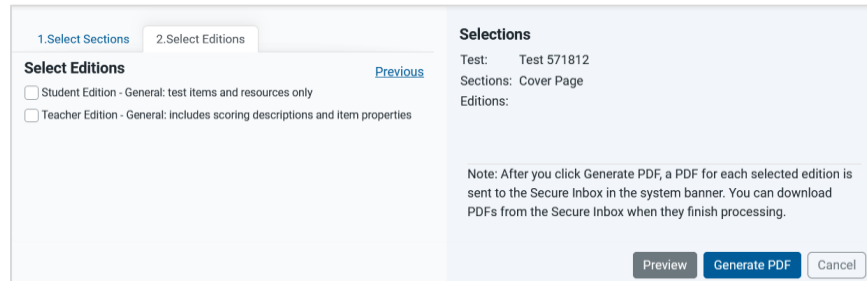
You may not be able to generate booklets for tests with a large number of items (the exact number of items at which issues can arise depends on the items' content).

1. To build a test booklet for paper administration, open the **Tests** tab and select **Build Booklet** from the dotted menu to the left of a test (you may need to apply filters first).
2. The **Test Booklet Generator** window appears, displaying the **Select Sections** tab (see [Figure 34](#)). 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. After editing, click **Save**, where the **Edit** button previously was.
 - **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. After editing, click **Save**, where the **Edit** button previously was.
 - **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. After editing, click **Save**, where the **Edit** button previously was.

Figure 34. Test Booklet Generator—Select Sections

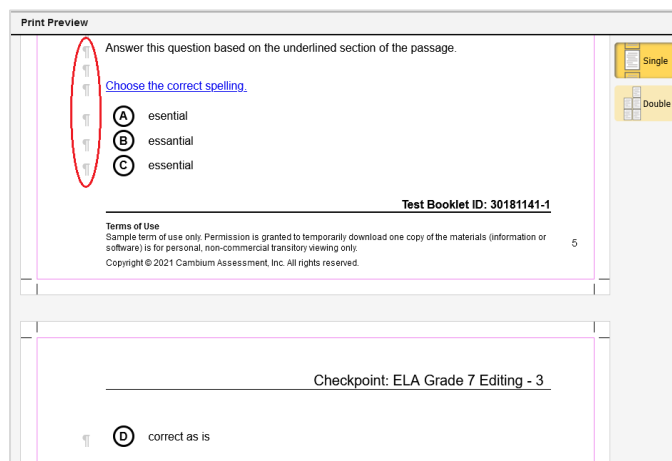
3. After customizing the test booklet sections, click **Next** in the top-right corner. The **Select Editions** tab appears (see [Figure 35](#)).

Figure 35. 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 36](#)). For example, if an item’s response options 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.

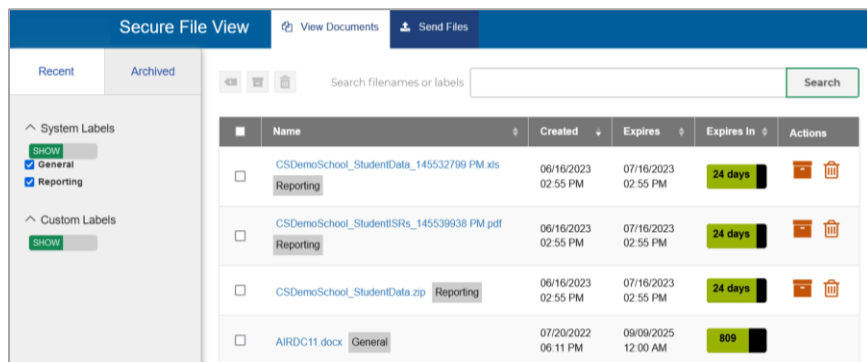
Figure 36. Test Booklet Generator—Preview Window





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.

- 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 37](#)).

Figure 37. Secure File Center

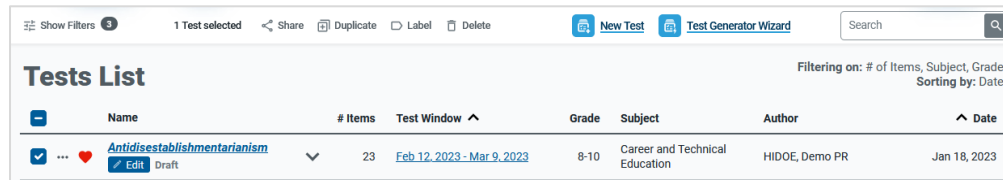


- Click the name of the test booklet file to download it to your computer.
 - Files are automatically removed from the Secure File Center after 30 days.
 - If you want to remove a file from the **Recent** tab without deleting it, you can click  in the Actions column for that file to archive it. You can access archived files from the **Archived** tab on the left side of the Secure File Center.
 - 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.

Work with the Items and Tests Available to You

You can use the toolbar and table menus 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 38. Tests Tab Toolbar



You can perform the following actions on the content tabs:

- [Edit](#) your items and tests that haven't been published yet.
- [Preview](#) content to see how it will appear to students in the Test Delivery System.
- [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.
- [Translate](#) items into another language.

Edit 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.

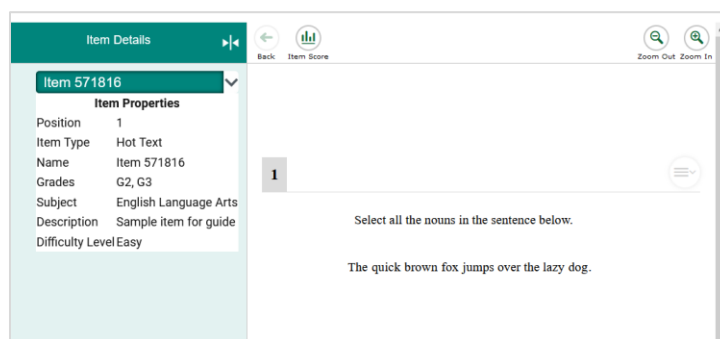
- To make changes to your content, open the appropriate content tab and click **Edit** below the name of the item or test you want to edit (you may need to apply filters first). The corresponding item or test builder page will appear.
- If a translation has already been entered for an item you are editing, 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.
- To modify the period during which a Published test is available for administration, 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**.


Preview Items and Tests

You can preview your items and tests to see how they will appear to students in the Test Delivery System.

1. To preview content, open the appropriate content tab and apply filters, if necessary. Then do either of the following:
 - To preview an individual item or test, select **Preview** from the dotted menu to the left of the item or test.
 - To preview multiple items at once, mark the checkbox for each item and then click **Preview** at the top of the **Items** tab.

Figure 39. Test Preview Window



2. If an item is available in multiple languages, select a language option from the pop-up that appears.
3. *Optional:* You can enter responses for machine-scored items and click **Item Score** to verify that the item is being scored accurately. A window pops up, 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.

Make Copies of Items and Tests

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

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.



1. To copy your content, open the appropriate content tab and apply filters, if necessary. Then do either of the following:
 - To copy an individual item or test, select **Copy** from the dotted menu to the left of that item or test.
 - To create copies of multiple items or tests, mark the checkbox for each item or test you wish to copy. Then click **Copy** above the table.
2. Click **OK**. The copied content is added to the table.

3. 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.

Save 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 file, you can choose whether 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. If an item's content is available in both English and Spanish, its PDF file displays the English version by default.

1. To save an item as a PDF file, open the **Items** tab and mark the checkbox for each item you wish to save as a PDF file, 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).
2. *Optional:* If you want the PDF file 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 file 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 file finishes processing, click **Secure File Center** in the banner. The Secure File Center appears (see [Figure 37](#)).
6. To download the PDF file 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 remove a file from the **Recent** tab without deleting it, you can click  in the Actions column for that file to archive it. You can access archived files from the **Archived** tab on the left side of the Secure File Center.
 - To delete a file from the Secure File Center, click  in the Actions column for that file.

Add Labels to Organize Your Items and Tests

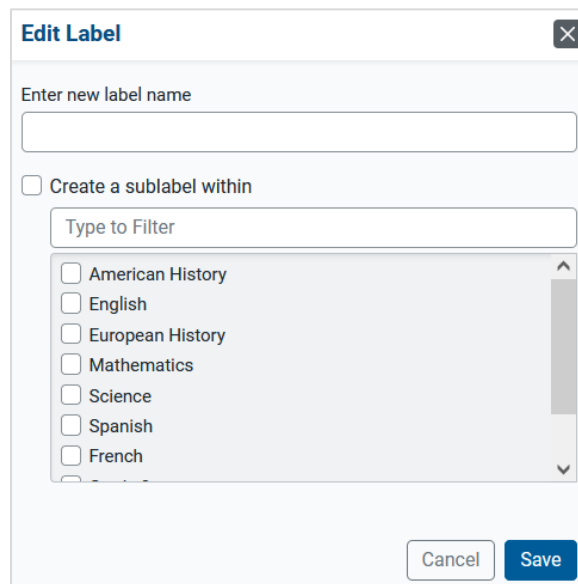
You can create labels and add them to content that you want to organize on the content tabs. You can also create sub-labels within other labels (such as Shakespeare > Tragedies > Hamlet). After adding labels to your content, you can use the **Labels** menu in the [Filters panel](#) to easily view all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

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

1. To label your content, open the appropriate content tab and apply filters, if necessary. Then do either of the following:

- To label an individual item or test, select **Label** from the dotted menu to the left of that item or test.
 - To label multiple items or tests, mark the checkbox for each item or test you wish to label. Then click **Label** above the table.
2. In the **Apply Label** window that appears, 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 40](#)):

Figure 40. 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 **X** in that label tag on the content tab table.
5. *Optional:* To modify a label, select **My Labels** from the **Dashboard**. Click **Edit** next to the label's name. Make the necessary changes and then click **Save**.
- To hide all labels on the content tabs, mark the Hide all labels from view checkbox.

Archive and Delete 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 2](#). You cannot archive or delete any items or tests in a shared library.


Table 2. Archive and Delete Permissions

Content Type	Archive and Delete Permissions
Draft Items	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Draft tests can be deleted. <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • Published tests cannot be deleted. • Published tests can be archived. <ul style="list-style-type: none"> ▪ 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.


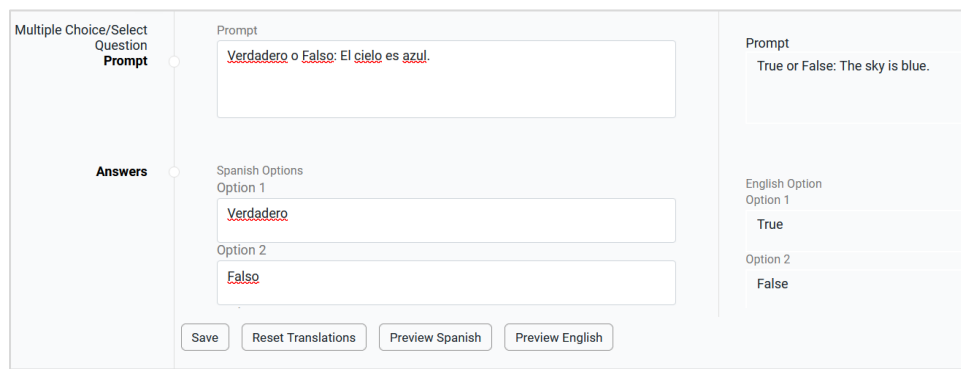

1. To translate an item into another language, click  in the row for an item on the **Items** tab (you may need to apply filters first). Then click a language icon that includes a plus symbol. The **Add Language** page appears, displaying the item's original content on the right and the translated content on the left.

Figure 41. Add Spanish Language Page



2. 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](#).
3. *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.
4. *Optional:* If you need to remove your edits and reapply the translations that Authoring generated, click **Reset Translations** at the bottom of the page.
5. 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.
6. *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.

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 42](#) 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 42. Hot Text Item Translation

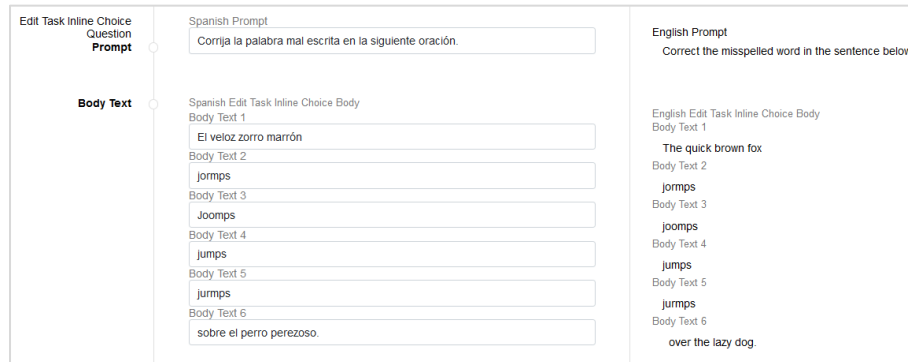
Hot Text Question Prompt	Spanish Prompt Seleccione cada sustantivo en la siguiente oración.	English Prompt Select every noun in the sentence below.
Body Text	Spanish Hot Text Body Body Text 1 El Body Text 2 marrón Body Text 3 salta Body Text 4 el perezoso Body Text 5 .	English Hot Text Body Body Text 1 The Body Text 2 brown Body Text 3 jumps Body Text 4 the lazy Body Text 5 .
Answers	Spanish Options Option 1 rápido Option 2 zorro Option 3 encima Option 4 perro	English Options Option 1 quick Option 2 fox Option 3 over Option 4 dog

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 43](#) 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.

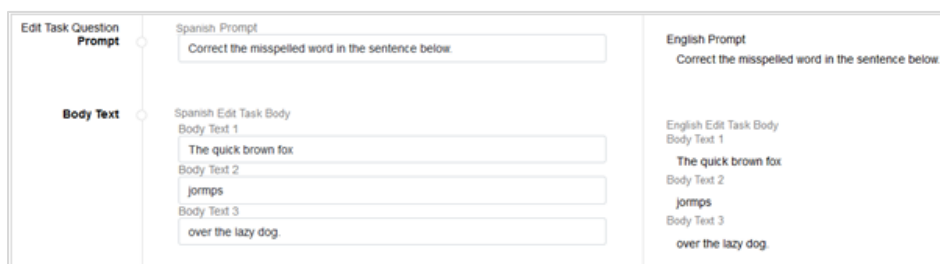
Figure 43. Edit Task Inline Choice Item Translation



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 44](#) 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 44. 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 45](#) 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 45. 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 46](#) 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 46. 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 47](#) 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 47. Table Match Entry Item Translation

<p>Table Match Question Prompt</p>	<p>Spanish Prompt Relaciona los animales con la categoría correcta.</p>	<p>English Prompt Match the animals to the right category.</p>
<p>Body Text</p>	<p>Spanish Table Match Body Body Text 1 Categorías de animales Body Text 2</p>	<p>English Table Match Body Body Text 1 Animal Categories Body Text 2</p>
<p>Answers</p>	<p>Spanish Options Option 1 Robin Option 2 Cerdo Option 3 Pollo Option 4 Vaca Option 5 Mamífero Option 6 Pájaro</p>	<p>English Options Option 1 Robin Option 2 Pig Option 3 Chicken Option 4 Cow Option 5 Mammal Option 6 Bird</p>

Share 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 institution, such as a 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:

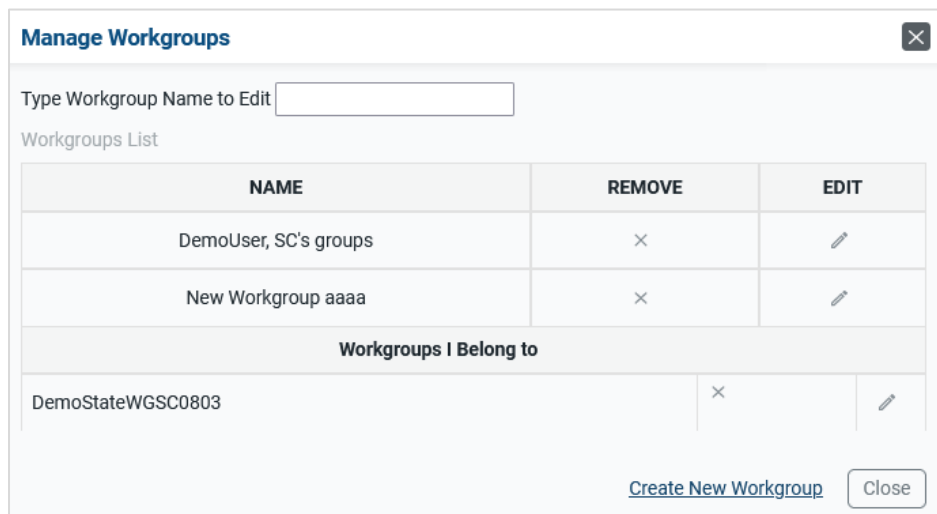
- When sharing a test, you can choose to let recipients view it, edit it, publish it, and/or administer it in the Test Delivery System. When you share a test, the individual items on it are also shared with the same permissions as the test.
- When sharing an item, you can choose to let recipients view it, edit it, and/or publish tests that they’ve added the item to.

Create 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 48. 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 to Add to Workgroup* field, enter the name or email address for the educator you wish to add to the group.

Authoring User Guide

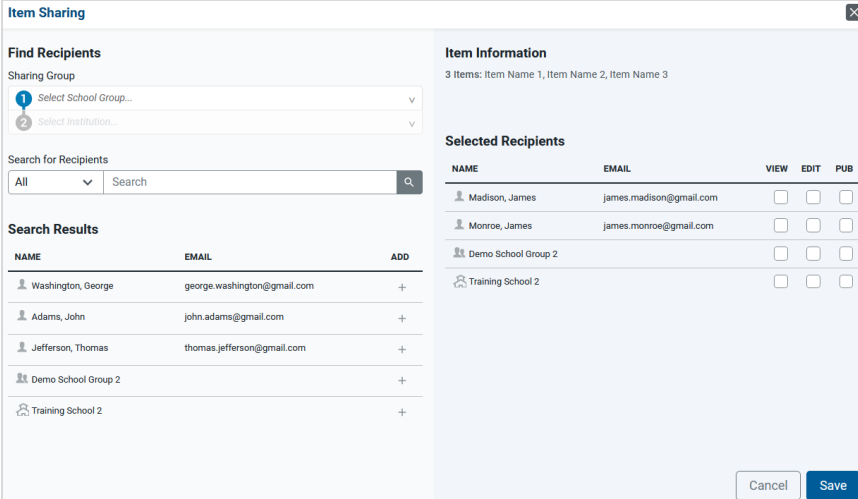
4. Select the appropriate educator. The educator's name appears in the *Members* section. The added educators become active in a workgroup once you click **Save**.
5. *Optional:* If you ever need to modify the workgroup, click **My Workgroups** on the **Dashboard** and then click  by the name of the workgroup you wish to modify. You can also click  to delete a workgroup.

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.

Figure 49. Item Sharing Window



NAME	EMAIL	ADD
Washington, George	george.washington@gmail.com	+
Adams, John	john.adams@gmail.com	+
Jefferson, Thomas	thomas.jefferson@gmail.com	+
Demo School Group 2		+
Training School 2		+

NAME	EMAIL	VIEW	EDIT	PUB
Madison, James	james.madison@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monroe, James	james.monroe@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demo School Group 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training School 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

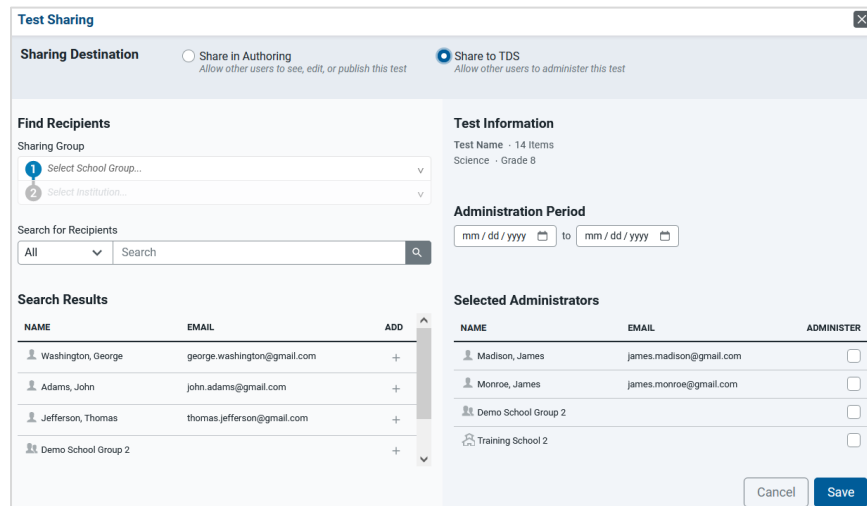
2. If the **Sharing Group** drop-downs appear, select the appropriate district and school, as necessary.
3. In the *Search for Recipients* field, search for the user, workgroup, or institution you wish to share with.
4. In the search results that appear at the bottom, click **+** for each user, workgroup, 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.

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.

- 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 50. Test Sharing Window








- 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.
- If the **Sharing Group** drop-downs appear, select the appropriate district and school, as necessary.
- In the *Search for Recipients* field, search for the user, workgroup, or institution you wish to share with.
- In the search results that appear at the bottom, click **+** for each user, workgroup, or institution you wish to add as a recipient.
- 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.
- 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**.

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** and **Tests**.

- The following columns appear in the tables on both the **Items** and **Tests** tabs:
 - **Name:** Displays the name of the content and its status. For Draft items and tests, you can click **Edit** in this column to access the builder page for the content. This column also displays any [labels](#) you assigned to the content.
 - You can click  in this column to display additional details about the content, such as its description. For items, the additional details may also include the item's available [languages](#), aligned standard descriptions, and linked tests. For tests, the additional details may also include the selected test tools and a table of items that have been added to the test.
 - You can click  next to the name of an item or test to save it to your Favorites list, which can be used to [filter](#) the content tabs.
 - 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.
 - **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.
 - **Date:** Displays the date on which the content was last modified by you or another user.
- The following columns appear in the table on the **Items** tab only:
 - **Features:** This column may display the following icons:
 -  This icon indicates that the item is available in multiple languages.
 -  This icon indicates how many tests the item has been added to.
 -  This icon indicates the item belongs to an item set.
 - **Item Type:** Displays the type of item template that was used to create the item.
 - **Standard(s):** Displays the code for the standard aligned to the item.
- The following columns appear in the table on the **Tests** tab only:
 - **# of Items:** Displays the total number of items added to the test.
 - **Test Window:** The date range during which the test will be available to administer to students. You can click the link in this column to edit the date range in a pop-up window.

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 3. Text Editor Tools

Button	Function	Button	Function
	Cut selection		Decrease/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)
	Bold text		Insert audio clip (WAV, M4A, or OGG)
	Italicize text		Insert mathematical formula
	Underline text		Insert numbered paragraphs
	Set text as <small>sub-script</small>		Insert video clip (WebM or MP4)
	Set text as ^{super-script}		Insert table
	Remove text formatting		Insert horizontal line
	Insert numbered list		Insert special character
	Insert bulleted list		Select paragraph style

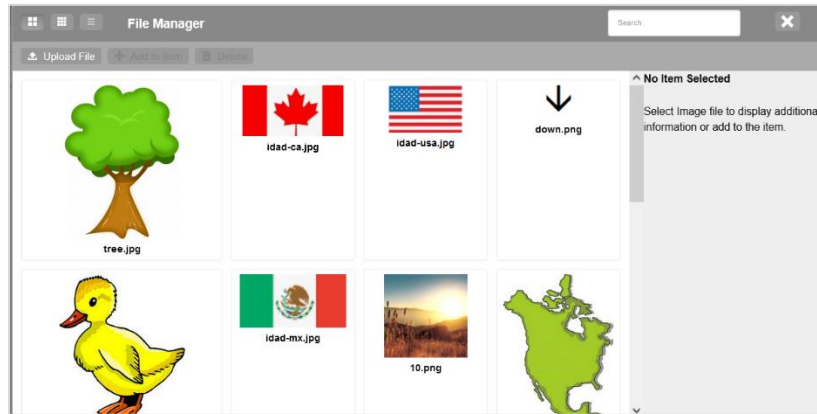
Insert Images with the Text Editor

You can insert JPG, PNG, or GIF image files (1.5 MB or smaller, 600 x 600 pixels or smaller) in your items and item sets. 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 51. File Manager Window




3. In the **Image Properties** window, set the item properties as necessary (available properties may vary):
 - 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.

Insert Tables with the Text Editor

1. Click in the toolbar. The **Table Properties** window appears.
 - 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.
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 item sets.

1. Click  in the toolbar.
2. If the **Media Upload: Audio** window appears, click **Browse**.
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: Audio** window, click **OK**.

Inserting Video Files with the Text Editor

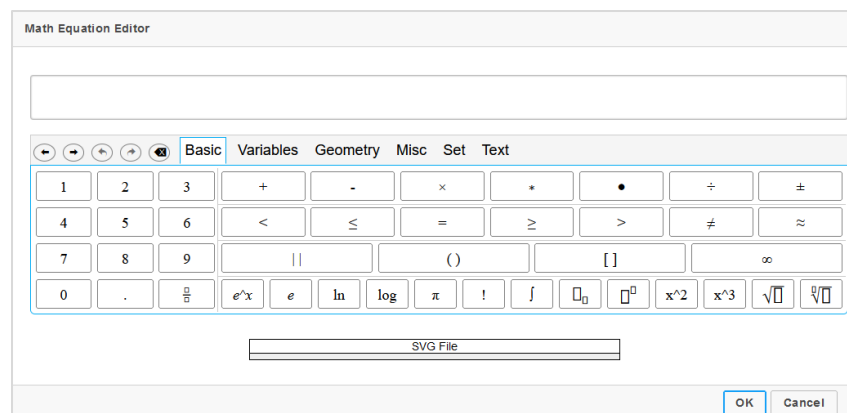
You can insert WebM or MP4 video files (1.5 MB or smaller) in your items and item sets.

1. Click  in the toolbar.
2. If the **Media Upload: Video** window appears, click **Browse**.
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  in the toolbar. The **Math Equation Editor** window appears.

Figure 52. 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 TIDE account. 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 ensure that 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 confirm you are listed in TIDE.

- **Additional Help:**

If you are unable to log in, contact the Idaho Assessment Program 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.

Idaho Help Desk
Toll-Free Phone Support: 1-844-560-7365
Email Support: IDHelpDesk@cambiumassessment.com

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

- 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.

