



Co-Authoring Assessment Items Quick Reference Card

Co-Authoring Assessment Items

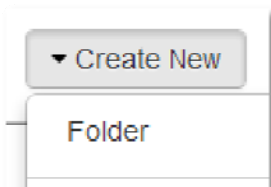
With co-authoring, a team of item creators can be co-authors of a single item or folder in which they can create items, rubrics, and passages collaboratively. Any user with Assessment Admin access can designate other users from any access level to be co-authors.

The typical order would be to set up a folder with co-authors, create items from within that folder, and have one person with appropriate access share the completed items to the item bank. Items that were created independently of a folder can be added to a folder, but they inherit the folder co-authors—this overrides any co-authors associated to the item previously.

Create a Folder

Use folders to share multiple completed co-authored items to Item Central at one time. You can edit and delete folders at any time.

1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. In the Create New menu, select **Folder**



3. Enter a name for the folder

4. In the Add Users field, start typing a first or last name and select a co-author from the list of available matches

You can select co-authors from any institution.

Add Users	
Search by Name	
<input checked="" type="checkbox"/> Abdul Betz Dean Rusk Elementary	<input type="checkbox"/> View Only
Folasade Crommes Dean Rusk Elementary	- Creator

5. Search for, and add, additional co-authors as needed
6. For any co-authors who should be able to only view the item, passage, or rubric, select **View Only** under their names
7. Click **Save**

Create Co-Authored Items

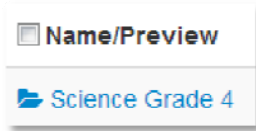
Once you set up a folder with the desired co-authors, create items, rubrics, or passages. For details about item creation, refer to Online Help or the Quick Reference Card on creating test items.

To set up co-authoring on a new item, passage, or rubric:

1. Roll your cursor over Assessment Admin and click **Co-Authoring**

Co-Authored Assessment Items

2. Click the title of the destination folder



3. Click **Create New** and select the desired item type
4. Create and save the test item, passage, or rubric

Move Items to a Folder

You can move both items in an existing folder and items created outside a folder with added co-authors.

To move an item to a new folder:

1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. If applicable, navigate to the folder that contains the item
3. Check the box next to the item to move
4. Click **Move**
5. Select the destination folder
6. Click **Move**

Edit an Item

Only one co-author can edit an item at a time. When editing an item, other co-authors will be prevented from editing the item until it has been saved or canceled; co-authors attempting to open the item will see who is currently editing the item.

To edit an item:

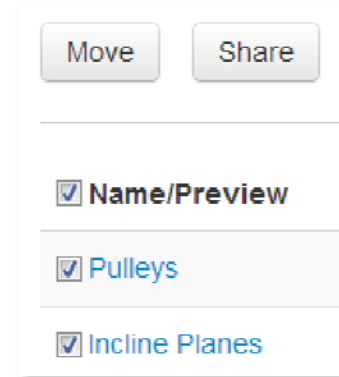
1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. If applicable, navigate to the folder that contains the item

3. Click the item title
4. Click **Edit**
5. Make the desired changes and save the item

Share Co-Authored Items with Item Central

Co-authored items are available only on the Co-Authored page until one of the co-authors moves it to Item Central to be shared with users outside the co-authoring group. When you link a passage to an item that is shared, the passage is then moved to Item Central.

1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. Click the title of the folder that contains the items to share
3. Check **Name/Preview** to select all items or select some of the items manually



4. Click **Share**
5. On the Item Status page, select from the available sharing options and click **Save**