

Co-Authoring

You can use the co-authoring feature to collaborate with others when creating [test items](#) , [passages](#) , [rubrics](#) , or tests. You can select co-authors from any [institution](#) in the system with access to Assessment Admin, even if they normally do not have permission to create or edit test items. Co-authors can be restricted to View Only access or be given permission to edit the item.

Co-authored items, passages, and rubrics are available only on the Co-Authoring page. After sharing the item with other users, the item will be moved to Item Central and will no longer be available on the Co-Authoring page. Passages and rubrics linked to an item will be shared to Item Central when the test item is shared, and test items linked to passages and rubrics will be shared to Item Central when the passage or rubric is shared.

Co-authored passages can only be shared when they are attached to an item. Co-authored passages that are not yet attached to an item cannot be shared.

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 be notified who is currently editing the item. If your browser closes or crashes before you save an item, your changes will be lost, and the item will become available to other co-authors after 10 minutes.

Use co-authoring folders to share items with groups of co-authors who work in collaboration on test items. Only co-authors assigned to a folder or item will see that folder and its items. For more information on co-authored folders, see [Co-Authored Folder Detail](#).

Note: Teachers who do not have any permissions in Assess can still create co-authoring items. If the item is created outside of a co-authoring folder, the teacher will be taken to the Item Status page after saving the item. The Share with Others option will be hidden if the teacher does not have permission to create and edit items at the institution, but the co-authoring sharing options will be available.

Features

- View **All** - The All tab allows you to view all of your co-authored items, passages, rubrics, tests, and folders.
- View **Items** - The Items tab allows you to view all of your co-authored items.
- View **Passages** - The Items tab allows you to view all of your co-authored passages.
- View **Rubrics** - The Items tab allows you to view all of your co-authored rubrics.
- View **Tests** - The Items tab allows you to view all of your co-authored tests.
- View **Folders** - The Items tab allows you to view all of your co-authored folders.
- Create co-authored folders, tests, items, passages, and rubrics.

Create a test in Co-Authoring

1. Go to Assessment Admin > **Co-Authoring**
2. Optional: Click the folder you want to work with.
3. Click **Create New**, and then click the item type that you want to create.
4. Enter the test information and settings as you would when creating a manual test. For more information, see [Create: Manual/Co-Author Test](#).

5. Click **Generate Test** at the bottom of the page when you have filled the required fields and are ready to continue.

Note: A co-authored test is not automatically available to both schools. A teacher should make a copy of the test **before** moving it into Test Central to ensure that both teachers who co-authored the test are able to use it.

Create an item, passage, or rubric in Co-Authoring

1. Go to Assessment Admin > **Co-Authoring**
2. Click the folder you want to work with.
3. Click **Create New**, and then click the item you want to create.
4. Enter the item properties, and then click **Save**. The new item will appear in the folder and will be available to all co-authors assigned to that folder.

Create an item, passage, or rubric outside of Co-Authoring

Tip: Click the **Create New** button directly on the Co-Authoring page or any co-authoring folder to create an item, passage, or rubric.

1. Go to Assessment Admin > **Create**. Create or edit a test item, rubric, or passage. See the Related Topics at the bottom of this page for more information.
2. Save the item.
3. Select one of the following options:
 - Select **Share with Co-Authors** to select specific co-authors. To add co-authors, search on the first or last name. All users in the system are available with no restrictions by **institution**. Select the **View Only** check box to give co-authors View Only permission for the item. The item will be saved to the main Co-Authoring page of the selected co-authors.
 - Select **Save to a Co-Authored Folder** to save the item to a specific co-authoring folder. All co-authors assigned to the folder will be able to view or edit the item.

Note: Items with co-authors are available only in the Co-Authoring, and not in Item Central. An item will be removed from Co-Authoring and moved to Item Central after it is shared.

4. Click **Save**.

Create a co-authoring folder

1. Go to Assessment Admin > **Co-Authoring**.
2. Click **Create New**, and then select **Folder**.
3. Enter the folder **Name**. The folder name can contain up to 50 characters.
4. In the **Add Users** field, search on the first or last name for the co-authors you want to share the folder with. All users in the system are available with no restrictions by institution.
5. Optional: Select the **View Only** check box to give co-authors view-only permission for the folder.
6. Under **Item Central Sharing Rights**, select which user roles will have permission to view and edit the item after it has been shared to Item Central. The options available here are based on the existing

permissions of the user creating the folder.

7. Click **Save**.

Other settings

Share an item, passage, or rubric to Item Central

When sharing an item, passage, or rubric to Item Central, all linked items, passages, and rubrics will also be moved to item central and will no longer be available in Co-Authoring. For example, when sharing a test item with a linked rubric and passage to Item Central, the rubric and passage will also be moved to item central. When sharing a passage to Item Central, any test items linked to that passage will also be moved to Item Central. Only passages and rubrics that are linked to one or more items can be shared to Item Central.

Tip: Items can also be shared by clicking **Change Status** on the **Item Detail** page.

1. On the **Co-Authoring** page or in a co-authoring folder, select the check boxes for the items, passages, and rubrics you want to share.
2. Click the **Share** button.
3. Under **Share with Others**, select who to share the item with. The sharing options are based on the sharing permissions defined for the co-authoring folder, not your existing permissions. For example, a teacher will be able to share with District Item Admins if the co-authoring folder has that permission enabled. Note that the sharing option **Only to Me** is not available for an item currently being co-authored.
4. Click **Save**. The item and any linked items, passages, and rubrics are shared to Item Central based on the selected sharing permissions, and will no longer be available in Co-Authoring.

Edit a folder (modify co-authors and Item Central sharing rights)

1. On the **Co-Authoring** page, click the folder you want to edit.
2. Click **Edit**.
3. Add or remove co-authors as needed. Click the **X** button next to a user's name to remove them.
4. Under **Item Central Sharing Rights**, click **Edit Sharing Rights**.
5. Select which user roles will have permission to view and edit the item after it has been shared to Item Central. Only users with the edit permission can change the sharing rights. The options available here are based on the existing permissions of the user editing the folder.
6. Click **Save**.

Related Topics

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