

Co-authoring Assessment Items

Quick Reference Card

Co-authoring Assessment Items

With co-authoring, a team of item creators can collaborate on a single item or folder in which they can create draft items, rubrics, and passages collaboratively. Think of co-authoring as a draft holding area. The typical process for co-authoring items is for one user to set up a folder with co-authors, collaboratively create items in that folder, and then have one co-author share the completed items in Item Central so that they may be used on tests.

Anybody can create a folder, but only users with rights to create items at an institution can set up the folder permissions that enable co-authors associated with the folder to share the items in Item Central.

When you create a test with co-authoring, note that items must be created within the test or pulled from Item Central: items still in co-authoring are not available to add until they are moved to Item Central.

Typical Scenarios

Use co-authoring to support the following workflows:

- A teacher creates a folder with several other teachers as co-authors, including those in other schools. They collaborate on items, rubrics, and passages. At any point, they add someone with rights to create items at the district level and ask this person to set the sharing rights to "everyone." Now anyone with editing rights to the co-authoring folder can share the folder contents to Item Central at the district level.
- A district assessment coordinator sets up a folder with the sharing set to "everyone" or only test item administrators if the items are to be reserved for benchmarking. Teachers whose items do not need to be vetted are added as co-authors to the folder. These teachers can now co-author any item and share it to Item Central at the level set up for the folder.

- Two teachers in the same school want to build items together. They ask someone permissioned at the school level to either set up a folder with sharing rights or modify the sharing settings on a folder they created. Now any items created from this folder can be shared school-wide.

In all scenarios, teachers do not need any additional user permissions and have viewing rights to only the items shared with them in Item Central and in specified co-authoring folders.

Create a Folder

Use folders to organize and share multiple completed co-authored items to Item Central at one time. You can edit folders at any time to change the name, co-authors, or sharing rights.

To create a folder:

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.
 5. Search for and add additional co-authors as needed
 6. For any co-authors who should be able to only view the folder contents, select **View Only under their names**
 7. Users with permissions rights to create items at the school or district level will have an option to set the folder sharing rights that will be available when the folder contents are moved to Item Central
 8. Click **Save**
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Create and Edit Co-authored Content

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 a Quick Reference Card on creating test items.

Only one co-author can edit an item at a time. When one author is 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 while someone is editing it will see who is currently editing the item.

To create a new item, passage, or rubric with co-authoring:

1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. Click the title of the destination folder
3. Click **Create New** and select the item type
4. Create and save the test item, passage, or rubric
5. To edit the item, click the title and then click **Edit**

Move Items to a Different Folder

You can move items located in an existing folder, as well as items created outside a folder, to another folder.

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. Select the check box next to the item
4. Click **Move**
5. Select the destination folder
6. Click **Move**

Share Co-authored Content with Item Central

Co-authored content is available on only the Co-Authoring 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.

To share content:

1. Roll your cursor over Assessment Admin and click **Co-Authoring**
2. Click the title of the folder that contains the content
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**

About Tasks and Co-Authoring

Tasks created in Item Central can include both new items and those available in Item Central. When you create a new task using co-authoring, however, only new items can be included to avoid issues regarding sharing rights.