

Authoring Help Guide

SOUTH DAKOTA ASSESSMENT PORTAL

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1. INTRODUCTION

1.1. AUTHORING OVERVIEW

Authoring (previously referred to as TestBuilder) allows users to perform three functions in the test creation process: *item authoring*, *form construction*, and *test authoring and publishing*.

- *Item authoring* allows users to write an item, attach a stimulus to the item, align the item to appropriate standards, and select applicable tools for students to use when responding to the item.
- *Form construction* allows users to create a test form, sequence the form's items, specify test directions, and provide optional reference sheets.
- *Test authoring and publishing* allows users to add forms to a test and publish a test for scheduling.

1.2. DEFINITION OF TERMS

- **Form:** A collection of items grouped into sessions and sections.
- **Item:** A question that can be added to a form.
- **Item Bank:** An item bank houses items and forms created by a user.
- **Response:** All possible answer choices for an item.
- **Section:** Part of a session. A session can have one or more sections.
- **Session:** A form is comprised of one or more sessions. Sessions can be taken at different times.
- **Standard:** Defines the knowledge, concept or skill the item is assessing.

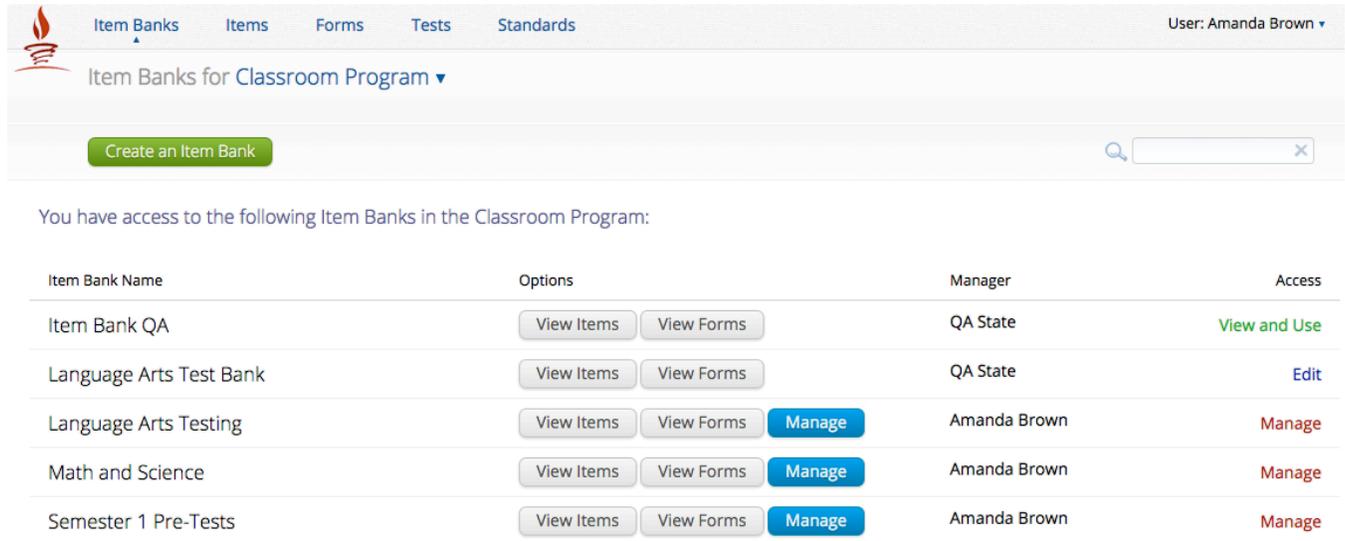
2. AUTHORING

To access the Authoring component, users will click the Authoring icon upon logging in to the SDAP portal.



1.3. ITEM BANKS

Selecting Authoring from the SDAP homepage will direct the user to the Item Banks landing page:



Item Bank Name	Options	Manager	Access
Item Bank QA	View Items View Forms	QA State	View and Use
Language Arts Test Bank	View Items View Forms	QA State	Edit
Language Arts Testing	View Items View Forms Manage	Amanda Brown	Manage
Math and Science	View Items View Forms Manage	Amanda Brown	Manage
Semester 1 Pre-Tests	View Items View Forms Manage	Amanda Brown	Manage

The Item Banks landing page provides the user with a list of item banks accessible to them. Personal item banks can be created, as well as collaborative item banks. You can interact with existing banks using the **View Items**, **View Forms**, or **Manage** buttons, as applicable, or add a new bank using the **Create a New Item Bank** button.

A. AUTHORING PROGRAMS

Item banks are created within programs. The programs that a user has access to in Authoring are dependent upon their account level.

- **Teachers:** Classroom
- **School Users and School Test Coordinators:** Classroom
- **District Users and District Test Coordinators:** Classroom, EOC and District Secure
- **State Users:** All programs

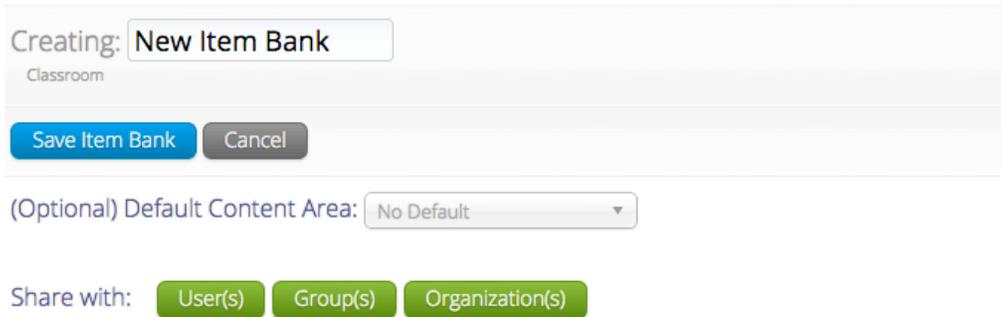
B. CREATE A NEW ITEM BANK

To create a new item bank, follow the steps below:

1. Click the **Create an Item Bank** button.

A green rounded rectangular button with the text "Create an Item Bank" in white.

2. Name the new bank by typing in the text box to the right of "Creating:"

A screenshot of a web form. At the top, it says "Creating:" followed by a text input field containing "New Item Bank". Below this is a "Classroom" label. There are two buttons: "Save Item Bank" (blue) and "Cancel" (grey). Below these is a dropdown menu labeled "(Optional) Default Content Area:" with "No Default" selected. At the bottom, there is a "Share with:" label followed by three green buttons: "User(s)", "Group(s)", and "Organization(s)".

This item bank has not been shared. Currently, you are the only user with access to this item bank.

To share this item bank with other users, select the appropriate button above.

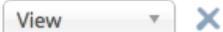
3. If the item bank that is being created will be housing items that belong to a specific content area, users have the option of selecting a default content area for the item bank. Selecting a default content area will automatically filter the item bank to only show items belonging to the specified content area. Filters can still be updated from within the item bank.

A screenshot of a dropdown menu. The label is "(Optional) Default Content Area:" and the selected option is "English Language Arts".

4. If desired, invite other users to share the items and forms in the bank. Select the desired button to the right of "Share with:" to give **User(s)**, **Group(s)**, or **Organization(s)** access to the contents of the item banks.

A "Share with:" label followed by three green buttons: "User(s)", "Group(s)", and "Organization(s)".

Organization: Cyber City Sch 1

A dropdown menu with the text "View" and a downward arrow, followed by a close button (X).

- o **Note:** Group members must be assigned at least one privilege using the drop-down menu. Available privileges include View, Edit, and Manage. Any user added to the group will be given 'View' privileges by default.
 - **View:** Can view items and forms in a group and use group forms on a test. Users with View privileges also have the ability to copy items into a personal item bank for their own use.

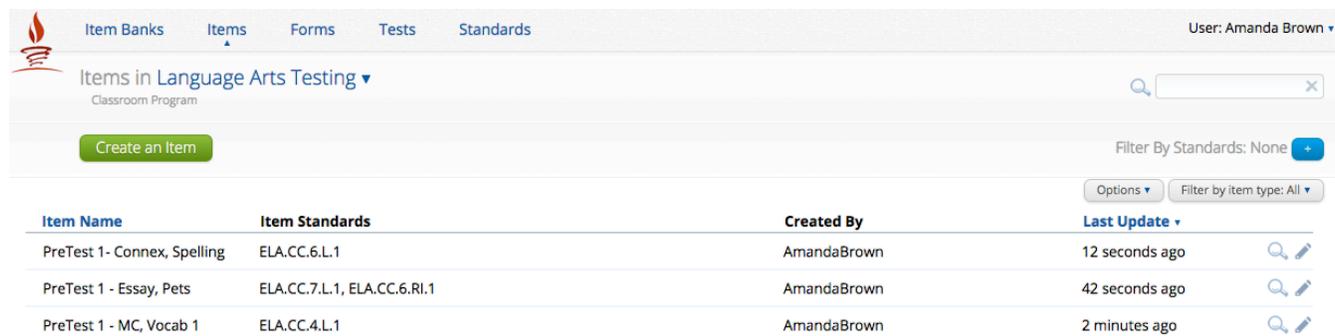
- **Edit:** Has all View privileges and, in addition, can create items and forms in the group.
- **Manage:** Has all Edit privileges and, in addition, can add users to the group and assign and change group member roles.

5. To remove shared privileges for a user, group, or organization click the  in the appropriate row.
6. To change the shared privileges for a user, group, or organization update the selection from the drop-down menu.
7. Click **Save Item Bank** to save your changes.

[Save Item Bank](#)

1.4. ITEMS

The Items tab provides the user with a list of all existing items they have privilege to access within an item bank. To view a different item bank, click the  icon to the right of the item bank name.



The screenshot shows the 'Items' tab interface. At the top, there are navigation tabs: Item Banks, Items (selected), Forms, Tests, and Standards. The user is identified as 'Amanda Brown'. The current item bank is 'Language Arts Testing' (Classroom Program). A search box and a 'Filter By Standards: None' button are visible. Below the search and filter options is a table with the following data:

Item Name	Item Standards	Created By	Last Update
PreTest 1- Connex, Spelling	ELA.CC.6.L.1	AmandaBrown	12 seconds ago
PreTest 1 - Essay, Pets	ELA.CC.7.L.1, ELA.CC.6.RI.1	AmandaBrown	42 seconds ago
PreTest 1 - MC, Vocab 1	ELA.CC.4.L.1	AmandaBrown	2 minutes ago

Items within a bank can be filtered by standard or by item type, or by typing terms in the search box.

By default, there are four columns available on the Items page: Item Name, Item Standards, Created By, and Last Update.

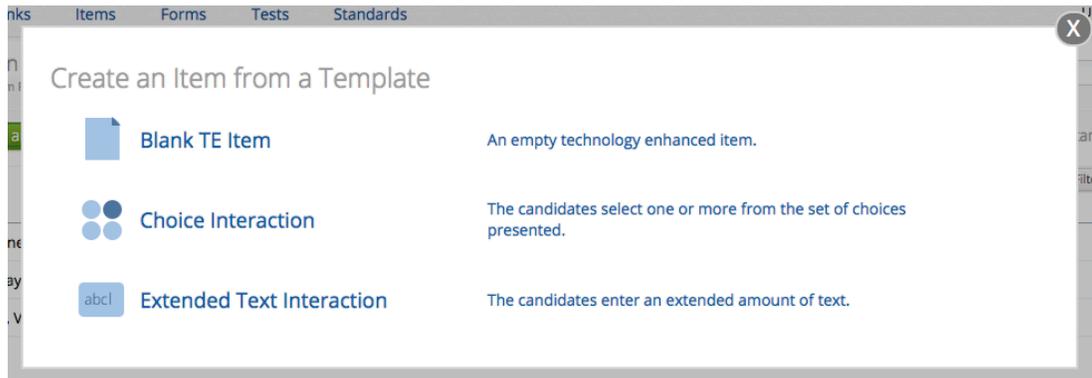
- **Item Name:** The item name is assigned to the item during item creation. To sort this column, click on the column header.
- **Item Standards:** All standards that an item has been aligned to will appear in this column. Items can be aligned to multiple standards. To filter by standards, click on the  button and select the appropriate standard.
- **Created By:** The creator of the original item will appear in this column. The creator will persist even if the item has been copied from a different item bank.
- **Last Update:** Each time an item is edited, the value in this column will be updated. To sort this column, click on the column header.

The **Options** drop-down menu allows the user to add additional columns to the item bank page. Users can add columns for the Stimulus Name or the Lexile measure by selecting those options.

To preview an item, click on the  icon. To edit an item, click on the  icon.

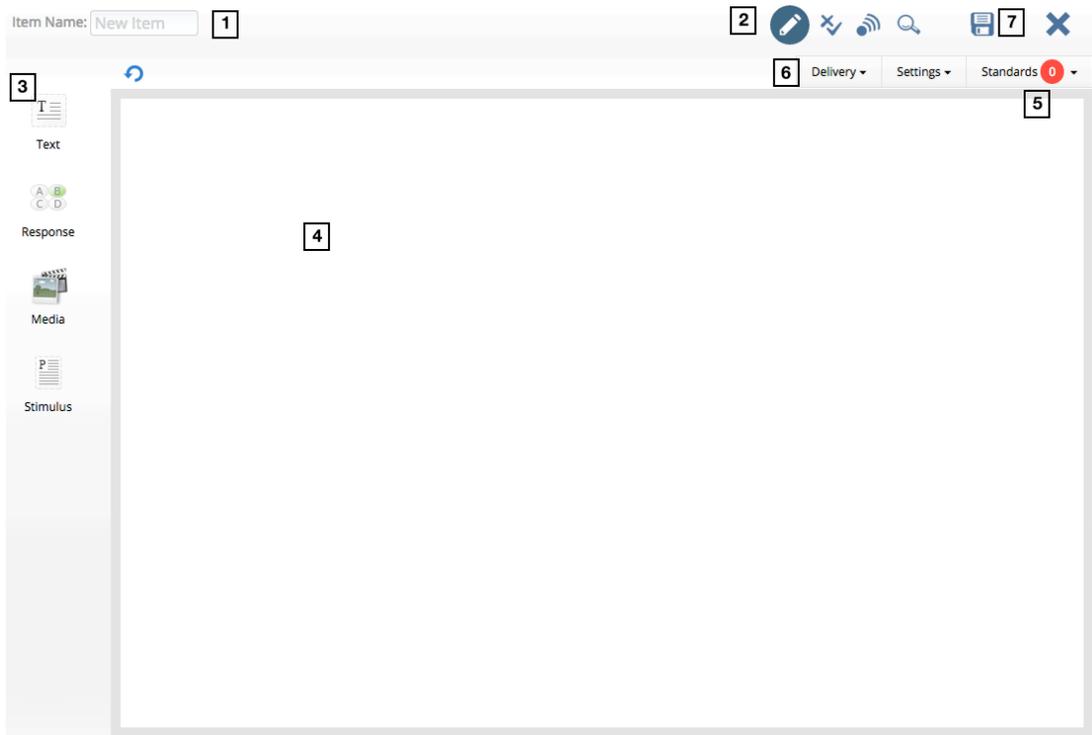
A. CREATE A NEW ITEM

To create a new item, click the **Create an Item** button at the top of the screen and select a template.



- **Blank TE Item:** Selecting this template will pull up a blank item canvas that the item author can use to create a technology enhanced item.
- **Choice Interaction:** Selecting this template will pull up an item canvas with a multiple-choice widget that the item author can use to create a multiple-choice item.
- **Extended Text Interaction:** Selecting this template will pull up an item canvas with a rich text response widget that the item author can use to create an open-ended or essay item. Items created using this template will automatically be set to human scoring.

The item canvas will look similar to the below screenshot, regardless of the template selected.



There are seven key areas on the item creation screen. The numbers indicated above correspond to the rows in the table below.

#	Description
1	"Item Name" is available to name the item being created.
2	The top menu bar shows the progression of item creation.
3	The available widgets are included on the left. Multiple widgets may be used in the creation of a single item.
4	The white space in the center of the screen is the item canvas. This is a What You See Is What You Get interface. The way the item appears in this white space is how it will appear to the student when he/she takes the test.
5	The Standards button allows the user to browse various groups of standards and align the item to the appropriate standard(s).
6	Tools that should be available to a student for a particular item (referred to as item-level tools) are indicated by clicking the Delivery drop-down menu and making the appropriate selections.
7	Save the item you are viewing by clicking  . To close the item without saving any changes, click  .

There are five key steps required when authoring an item: Edit, Score, Accessibility, Preview, and Save.

STEP 1: EDITING AN ITEM

The first step for authoring an item is to 'Edit' the item. In this step you are essentially creating the item in the workspace provided.

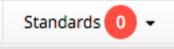
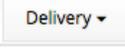


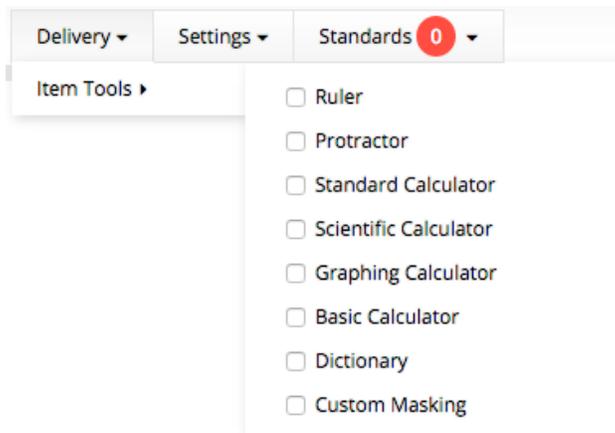
Select the content you wish to add by selecting the appropriate item from the menu bar on the left. There are four main options on this menu:

- **Text:** Adds a static text widget to the canvas. Students cannot interact with text widgets.
- **Response:** Opens a menu of interactive response types. These are the widgets students will interact with to answer their questions. Each widget has its own set of properties that can be manipulated by the item author.
- **Media:** Opens a media library and allows for the addition of image, video, or audio files.
- **Stimulus:** Opens a menu of available stimuli and provides the option of creating a new stimulus to add to the item. This allows for the addition of a reading passage or other stimulus material for the student to reference while responding to their question. Multiple stimuli may be added to an item.

Note: For directions for each specific widget, please view the 'Widget Help Guide'.

Two additional tasks should be completed when creating your item:

1. **Align your item to a standard.** Before an item can be saved, it must be aligned to the appropriate standard. Click the  drop-down menu, followed by the “Add Standards” button. A list of standards available for selection will appear. Alignable standards are denoted with a ⊕ symbol.
2. **Select the tools (if any) you wish to provide.** If students should have access to any item-level tools, click the  drop-down menu and select “Item Tools”. Check the box to the left of any tools you wish to provide.



ADDITIONAL TOOLS

Whenever a widget (text, response, media or stimulus) is selected, four tools will appear at the top of the page.



- The  icon allows users to delete the selected widget.
- The  icon allows users to create a copy of the selected widget.
- The  icon allows users to lock down the selected widget. This enables the user to “grab” widgets that may be behind the locked widget.
- The  icon allows users to apply a specified style to a widget.

STEP 2: SCORING AN ITEM

Once an item is created, the user can select **Scoring** in the progression bar to enter the scoring rubric for the item.



To establish the scoring rubric:

1. Indicate whether the item should be human scored or automatically scored by clicking on the button below *Scoring Mode*.

a. Human scoring mode

Max

4  

Scoring Mode

Human

Guide

If the item is to be human scored, use the + and - buttons to set the Max Score for the item. Then, click the **Guide** button to type any notes you wish to provide the scorer. You can attach media to the guide by clicking the  button.

b. Automatic scoring mode

If the item is set to automatic, the item will be scored by the system based on the established rubric.

Interact with the item in the exact way you wish the student to interact. Above the item you will notice the details of your interaction being captured. When the 'Current State' describes a state for which you wish to assign points, click the **Add State to Rubric** button.

MultipleChoice 1(A) **Add State to Rubric**

The description of the state will then appear under "Rubric" on the left. Use the + and - signs to the right of the state to change the points that should be awarded if the student submits the associated answer.

Rubrics can be further manipulated by clicking on the "ALL" drop-down menu to select "ANY" or "AT LEAST" or by clicking on the  icon to update the match method.

Rubric

1

1 point(s) will be awarded when ALL of these conditions are satisfied:

MultipleChoice 1(A) 

 Delete

Clear

STEP 3: ACCESSIBILITY

Once an item has been created and a rubric has been established, the user can proceed to the '**Accessibility**' tab. The accessibility portion of item creation allows the item author to insert alternate pronunciations for different parts of an item. Note: the SDAP system utilizes the voice pack that is set to "Default" on the workstation that is being used for testing.



The Accessibility tab displays each part of the item, along with the order of the text that is to be read aloud by the machine during testing. To change the order in which the text is read aloud to the student, click on the  icon to the left of the widget title and drag it.

Item Accessibility

Read Aloud Language:

Audience Type: Text and Graphics

System generated inclusion order.

Note, the text-to-speech preview only provides an approximation of what a student may hear.

#	Element ID	Pronunciation	
 1	TextBox 1	Below is a picture of tulips.	  <input type="checkbox"/>
 2	TextBox 2	What color are the tulips?	  <input type="checkbox"/>
 3	MultipleChoice 2_1	Answer Choice A	  <input type="checkbox"/>
 4	MultipleChoice 2_2	yellow	  <input type="checkbox"/>
 5	MultipleChoice 2_3	Answer Choice B	  <input type="checkbox"/>
 6	MultipleChoice 2_4	blue	  <input type="checkbox"/>
 7	MultipleChoice 2_5	Answer Choice C	  <input type="checkbox"/>
 8	MultipleChoice 2_6	purple	  <input type="checkbox"/>
 9	MultipleChoice 2_7	Answer Choice D	  <input type="checkbox"/>
 10	MultipleChoice 2_8	there aren't any tulips in the picture	  <input type="checkbox"/>

Add

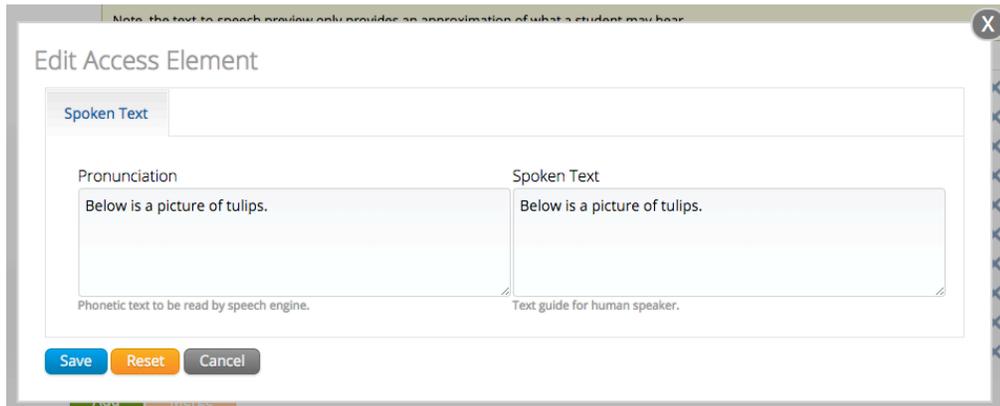
Merge

To listen to a preview of the text being read aloud, click the  icon. Note: The read aloud preview will only work when editing an item in a Google Chrome browser. You may be prompted to install a Chrome extension in order to preview the read aloud.

The  icon allows the user to remove a portion of the text from the read aloud. Removing the read aloud for a certain widget will not remove the widget itself from the item.

If the user wishes to merge certain elements of the item read aloud together, select the checkboxes for those elements and click the "Merge" button. The user can add additional read aloud text by clicking the "Add" button.

To enter an alternate pronunciation, click on the text. A text box will pop up allowing you to enter an alternate pronunciation.



STEP 4: PREVIEW

Once the accessibility has been approved for the item, the user can proceed to the previewing stage by clicking the **'Preview'** icon on the progress bar.



In the preview environment, the user can interact with the item as the students are expected to interact. The score adjusts according to the scoring rubric entered in step 2.

Current Score: 2 out of 2

STEP 5: SAVE AND CLOSE THE ITEM

When you have finalized the item, click  to save the new Item.

Please note that in order to save an item it must first be aligned to a standard and have a unique item name. If both of the tasks are not completed, the item author will be prompted to do so before the item will be saved.

B. ADDITIONAL FUNCTIONALITY

Once there are items available in an item bank and viewable on the Items tab, users can click on an item (or select multiple items) and can select to Move, Copy or Delete the item(s).

Item Name	Item Standards	Created By	Last Update
PreTest 1 - Connex, Spelling	ELA.CC.6.L.1	AmandaBrown	3 hours ago
PreTest 1 - Essay, Pets	ELA.CC.7.L.1, ELA.CC.6.RI.1	AmandaBrown	3 hours ago
PreTest 1 - MC, Vocab 1	ELA.CC.4.L.1	AmandaBrown	3 hours ago

- **Move:** Highlighting an item and clicking the Move button will allow the user to move the item from one item bank to another. A copy of the item will not remain in the original item bank.
- **Copy:** Highlighting an item and clicking the Copy button will allow the user to create a copy of the item in the same item bank, or select a different item bank to copy the item to. The item will still be available in the original item bank from which it was copied.
- **Delete:** Highlighting an item and clicking the Delete button will allow users to delete the selected item.

1.5. FORMS

A form is a collection of items grouped into “Sessions” and “Sections”. The Forms tab allows users to create, edit, or delete forms. Users must create a form before it can be added to a test.

Form Name	Form Description	Length	Last Update
PreTest1-2	Items to be used for ELA PreTest1	3 Item(s)	6/16/2015
PreTest1-1	Items to be used for ELA PreTest1	3 Item(s)	6/16/2015
PreTest1	Items to be used for ELA PreTest1	3 Item(s)	6/16/2015

- **Form Description:** If a description for a form was entered when the form was created, it will be displayed.
- **Length:** The number of items contained on the form.
- **Last Update:** This is a timestamp that notes the last time the form was updated by a user.
- **Options:** Additional options include:
 - allows the user to edit the selected form. Forms can be edited at any time. If a form has been added to a test, then the user must replace the form in the test in order for the changes to the form to appear.
 - allows the user to view a preview of the form in the same way that it would be presented to a student.
 - allows the user to download the form details as a CSV file.
 - The Forms page can be filtered using the “Filter” drop-down menu.
 - Users can search for a particular form using the search box.

A. CREATE A NEW FORM

To create a new form, click the **Create a Form** button.

Give the form a name, select a content area and give the form an optional description.

Form Name: Form Description:

in Language Arts Testing

Content Area:

Use this Content Area

Select a content area for this form

Content Area:

Use this Content Area

Once the content area has been selected, the form creation screen will appear.

Form Name: Form Description:

in Language Arts Testing

Save Form **Cancel** | **Add Session** **Add Section** | **Delete Session** **Common Core Standards - English Language Arts**

Session 1

Directions:

References:

Add Items Repeatable

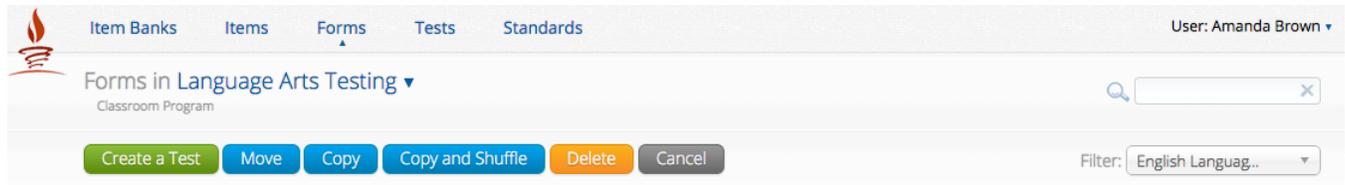
No items have been added to this Section.

Forms can be created by following the steps below (the numbers correspond to the image above):

1. Name the form by typing in the text box next to "Form Name:"
2. Provide a description of the form in the "Form Description" text box (optional).
3. If necessary, change the content area by clicking the button displaying the current content area.
4. Add directions to the form by clicking "Click here to edit directions."
5. Add references to the form by clicking "Click here to edit references."
6. Add sessions or sections by clicking the **Add Session** or **Add Section** buttons.
7. Delete a session, if necessary, by clicking the **Delete Session** button. The current active session will be deleted.
8. Name the session by typing in the space provided.
9. Name the section by typing in the space provided
10. Add items to each section by clicking the **Add Items** button. A menu of available items will be displayed. Click an item to add it to the form.
11. Indicate whether a section is repeatable by checking the box. If a section is repeatable, students will be able to revisit items in that session at any time. If it is not repeatable, students will not be able to revisit items in the section once they have completed the section.
12. Click **Save Form**.

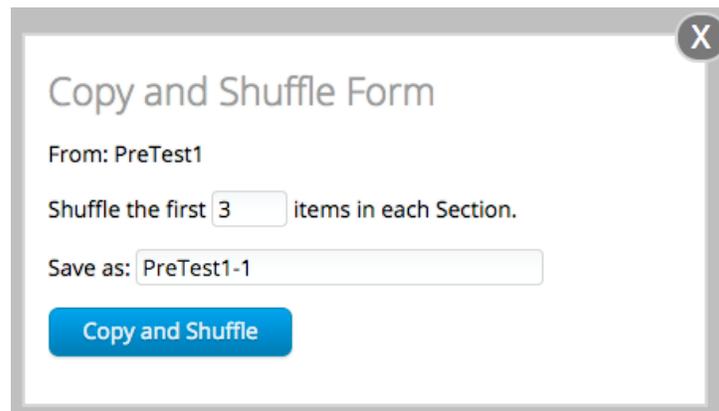
B. ADDITIONAL FUNCTIONALITY

Once there are forms available in an item bank and viewable on the Forms tab, users can click on a form (or select multiple forms) and can select to Move, Copy, Copy and Shuffle or Delete the form(s).



Form Name	Form Description	Length	Last Update
PreTest1	Items to be used for ELA PreTest1	3 Item(s)	16 minutes ago

- **Move:** Highlighting a form and clicking the Move button will allow the user to move the form from one item bank to another. A copy of the form will not remain in the original item bank.
- **Copy:** Highlighting a form and clicking the Copy button will allow the user to create a copy of the form in the same item bank, or select a different item bank to copy the form to. The form will still be available in the original item bank from which it was copied.
- **Copy and Shuffle:** Highlighting a form and clicking the Copy and Shuffle button will allow users to create a copy of the form within the selected item bank with shuffled items. Users can select how many items per section should be shuffled and can rename the form if desired. This functionality is helpful when creating a test with spiraled forms.



- **Delete:** Highlighting a form and clicking the Delete button will allow users to delete the selected form.

1.6. TESTS

Selecting the Tests tab will present the user with a table listing all tests currently available within a program, as well as the option to create a new test.

A test contains a previously created form. More than one form may be included in a test, as long as the items within the forms are the same. Items can be shuffled.

Item Banks Items Forms Tests Standards User: Amanda Brown

Tests in Classroom Program

Tests are one or more forms that can be scheduled for students to take. Tests are not shared with other users.

Create a Test Filter: English Languag..

Test Name	Description	Status	Last Update
ELA PreTest1		Ready For Scheduling	a moment ago
PreTest1-2		Ready For Scheduling	20 seconds ago

- **Options:** Additional options include:
 - indicates that the test is available to be scheduled in the Administration component. This icon will not appear until 'Ready for scheduling' has been checked for the associated test.
 - allows the user to edit the test. Tests can only be edited before they are published/scheduled.

A. CREATE A NEW TEST

To create a new test, click the button and follow the steps listed below.

The screenshot shows the 'Create a Test' form with the following elements and callouts:

- 1:** Test Name: New Test
- 2:** Test Description: (empty text box)
- 3:** Add Form button
- 4:** Choose Organization(s) dropdown menu
- 5:** Ready for scheduling checkbox (checked)
- 6:** Test Type dropdown menu (Standard test)
- 7:** Testing Window section, including Start Date and End Date fields
- 8:** Save Test button

1. Name the test by typing the test name into the "Test Name" text box.
2. Provide a description of the test in the "Test Description" text box (optional).
3. Click the Add Form button to add a form to the test.
4. Select the organizations for which the test should be available for scheduling.

5. Options:
 - a. **Ready for scheduling:** Checking this box will allow users to schedule the test in the Administration component.
 - b. **Require session access code:** Checking this box will require students to enter a session access code before beginning a new session within a test. The session access code is available to the test proctor in the "Test Session Details" within the Administration component. This feature allows test proctors to monitor which sessions a student has access to begin.
 - c. **Require form spiraling during scheduling:** Checking this box will require any user scheduling the test to select all of the forms for spiraling. Users attempting to schedule the test will not have the ability to deselect any of the forms within the test.
 - d. **After the test is turned in:**
 - i. **Exit the test:** Selecting this radio button will force the student to exit the test once the test is submitted.
 - ii. **Show the student's score:** Selecting this radio button will show the student their raw score once the test is submitted. Any points for human scored items will not be counted in the raw score shown to the student.
 - iii. **Show the student's score and the correct answer(s):** Selecting this radio button will show the student their raw score once the test is submitted, as well as the correct answers to the items in the test. Any points for human scored items will not be counted in the raw score shown to the student.
6. Set the Test Type for the test.
 - a. **Standard Test:** Student responses will be stored. Once the student submits the test, they cannot log in again.
 - b. **Allow multiple student attempts:** This test type must be selected for all Benchmark exams. All student attempts will be stored and submitted for Reporting, and students can take the test multiple times using the same username and password.
 - c. **Create a single username and password to be used for all students:** This is a great practice test format. A single username and password can be created for an entire organization to use for testing. No responses will be stored.
7. Click **Save Test** to save the test or **Cancel** to delete the test and any changes made.