

## Co-authoring Schoolnet Assessments

In Schoolnet, a team of creators can be co-authors of a test.

Any test creator can designate other users from any access level to be co-authors. Once complete, one person, typically with the highest level of access, will move the test to Test Central so that it can be scheduled and administered.

See also: *Assessment Creation Quick Reference Card*

## Important Considerations for Co-authoring

It is important to think of the co-authoring area as a 'draft holding area' separate from Test Central. Read this section before embarking on a new co-authoring workflow.

### Organizing Tests in Folders

With test co-authoring, using a folder is for organizational purposes only. A test coordinator might find it useful to set up a folder for tests that are 'ready to review.'

### Allow Teachers to Collaborate on a School or District Test Without Changing their User Permissions

To create a co-authored test shared with the school or district, a group of teachers at the same or multiple schools can collaborate and then invite a school or district level test administrator to share the completed test with the desired test category. It doesn't matter what category is initially picked in co-authoring as it will be set upon moving the test to Test Central.

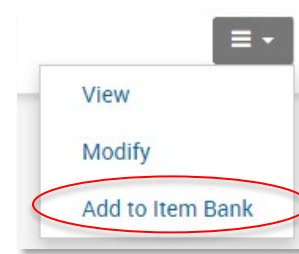
### Sharing a My Classroom Test Between Two Teachers

Once you've shared a test to Test Central, you can no longer access it in co-authoring. If two teachers who have rights to only create a My Classroom test want to collaborate on a test and not share with

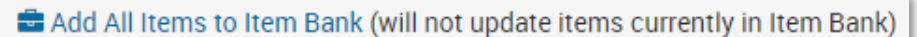
anyone else, one teacher needs to copy the completed co-authored test before the other teacher moves it to Test Central as her My Classroom test.

### Adding Items to a Test

When creating a test in co-authoring, you can add items from any Item Banks you have permission to view. If new items need to be created, the quickest way is to build them directly in the test.



Once the test is in the Finalized stage, items can optionally be shared for later use. Either select each item individually in the menu or use the link below the items to add all new ones.

 Add All Items to Item Bank (will not update items currently in Item Bank)

### Collaborating on a Test Simultaneously

Only one person can be working in any one test at a time. To support a scenario in which multiple people are simultaneously creating items for a test, set up an item bank with all authors to create items and then when created, one person moves the items to a new test.

### Set Up a Co-authored Test

As a prerequisite to creating a co-authored test, users should understand how to create a manual test.

*To create a new test:*

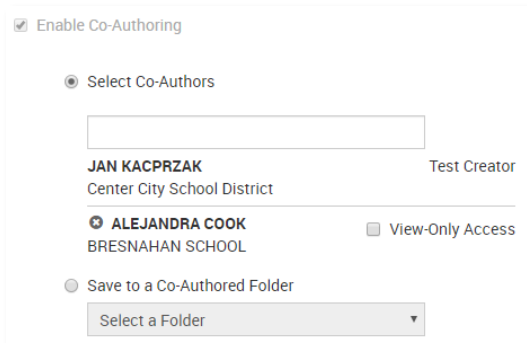
1. In the Assessments menu, select **Test Co-Authoring**

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2. Click **Create New** and select **Test**
3. Create the test with the settings you want just as you would for a non-co-authored test

The initial test category you pick does not matter; the co-author who moves the test to Test Central later will set the category from the options available based on his or her account permissions.

4. In the Co-Authoring Settings section, either add co-authors by entering their names or select an existing folder in which co-authors are already set up



5. Click **Generate Test**
6. Click **Return to Test Detail**, and then **Done Editing** whenever you are not actively working on the test

## Accessing a Co-Authored Test

Only one co-author can edit a test at a time. When one author is editing, others will be prevented from making changes until the current author clicks **Done Editing**. Co-authors attempting to open the test while someone is editing it will see who is currently editing the test.

*To edit a test:*

1. In the Assessments menu, select **Test Co-Authoring**

2. If applicable, navigate to the folder that contains the test
3. Scroll down and click the test title
4. Click **Edit Test**
5. Make the desired changes and click **Finish Editing**

## Share Co-authored Tests with Test Central

A co-authored test is available on only the Co-Authoring page until one of the co-authors moves it to Test Central to be shared with users outside the co-authoring group. You cannot administer a test that is still in co-authoring.

*To share a co-authored test with Test Central:*

1. In the Assessments menu, select Co-Authoring
2. If applicable, click the title of the folder that contains the test
3. Click the test title
4. Click **Edit Test**
5. Click **Move to Test Central**
6. Select an institution and test category
7. Click **OK**

If the test has new items, once in the Finalized stage you can add any newly created items to the item bank

8. The test no longer appears in co-authoring and you can schedule it just as though you had created it in Test Central