

## Co-authoring Schoolnet Assessments

In Schoolnet, a team of teachers can be co-authors of a test. These teachers can be at the same or different campus.

### 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.

### Sharing a My Classroom Test Between Two or more Teachers

Once you've shared a test to Test Central, you can no longer access it in co-authoring. If two or more teachers want to collaborate on a test, once the test is complete, each teacher should make a copy of the co-authored test. It will then be in the teachers own Test Central as a My Classroom test. The original test could be left in the co-authored folder or pushed into Test Central. When pushed in, it will only be available by that teacher.

### 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 Ready to Schedule stage, any new items can optionally be shared and added to an item bank for later use.

### One Person at a Time

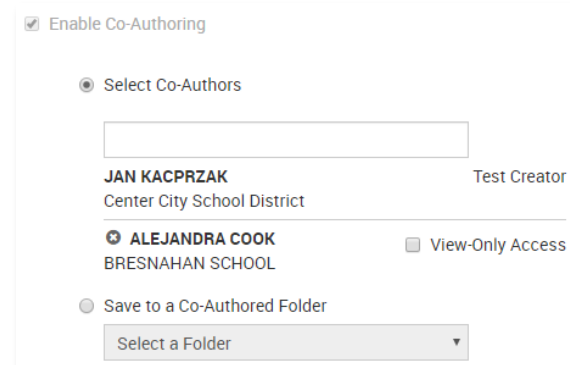
Only one person can be working in any one test at the same time.

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



The screenshot shows the 'Enable Co-Authoring' settings. The 'Enable Co-Authoring' checkbox is checked. Under 'Select Co-Authors', there is a search box. Below it, 'JAN KACPRZAK' is listed as the 'Test Creator' from 'Center City School District'. Below that, 'ALEJANDRA COOK' is listed as a co-author from 'BRESNAHAN SCHOOL' with a 'View-Only Access' checkbox. At the bottom, there is a 'Save to a Co-Authored Folder' option with a 'Select a Folder' dropdown menu.

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

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## 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 **Co-Authoring**
2. If applicable, navigate to the folder that contains the test
3. Scroll down and click the test title
4. Make the desired changes and click **Finish Editing and Close**

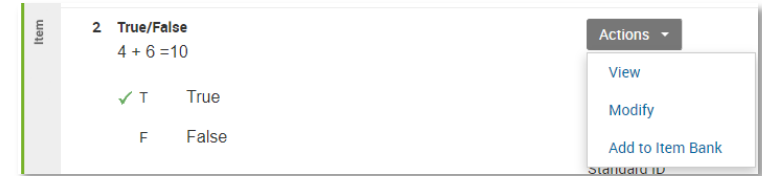
## Share Co-authored Tests with Test Central

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 **Share with Test Central**
5. Select an institution if applicable
6. Click **OK**

7. If the test has new items, once in the Ready to Schedule stage you can add any newly created items to Item Central



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