Hawaii Department of Education

Checkpoint User Guide

2020–2021

Published April 22, 2021

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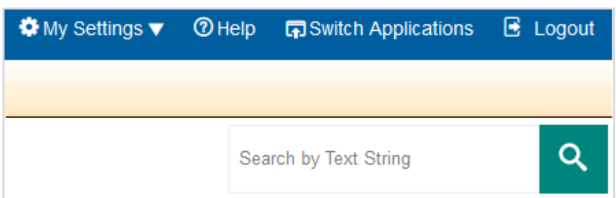
Overview of Checkpoint

The Checkpoint system is a content creation site that educators can use to create items that they can align to standards and add to original tests. The tests created in Checkpoint can be published to the Test Administration System, where they can be administered to students.

This user guide includes the following sections:

- How to Access Checkpoint: This section explains how to log in to Checkpoint.
- Navigating the Checkpoint Site: This section explains how to use the quick links on the Checkpoint **Dashboard** and the filters on the content tabs to find and create items and tests.
- The search bar in the corner of each content tab allows you to search for content in that tab only. In other words, the search bar on the **Items** tab searches only for items and the search bar on the **Tests** tab searches only for tests.
- To search for content, enter a term in the search field in the top-right corner of a content tab and click  (see Figure 6).
- Figure 6. Search Bar
- 

- When you apply filters before searching for content, the search bar will search within the filtered results only. If Checkpoint cannot locate the item or test you are looking for, you may need to adjust the filters and try again.

This search bar is most appropriate when searching for words that appear in the name, text, or keyword of an item or test, such as Shakespeare. If you need to search for content aligned to a particular standard, you should use the *Standard* search field that appears in the filter panel.

- How to Create Items That You Can Add to Tests: This section explains how to create original items by filling out templates in the item builder page. It also explains how to align items to standards.
- How to Build a Test That You Can Administer to Students: This section explains how to create original tests in the test builder page. When creating tests, you can add existing items to the test pages or create new items directly in the test builder.
- Working with the Items and Tests Available to You: This section explains how to edit, copy, label, and archive your original items and tests on the content tabs. This section also provides instructions for authorized users who can create subjects that may be aligned with content in Checkpoint.
- Sharing Your Content with Other Educators: This section explains how to share your items, tests, and standards with other educators so that they may co-author the content or use it for themselves. It also explains how authorized users share tests with custom administration dates.

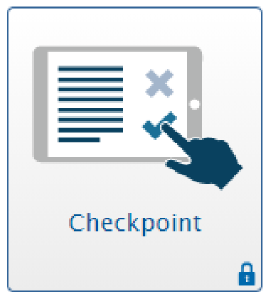
- Submitting Items to a Shared Items Library: This section explains how to submit items to a shared items library available to all educators in your district. It also explains how authorized users review and approve the submitted items.
- The Appendices provide information about the tables in content tabs, the text editor toolbar in item templates, and the username and password you use to log in.

How to Access Checkpoint

This section explains how to log in to Checkpoint. In order to access Checkpoint, you must have an authorized username and password.

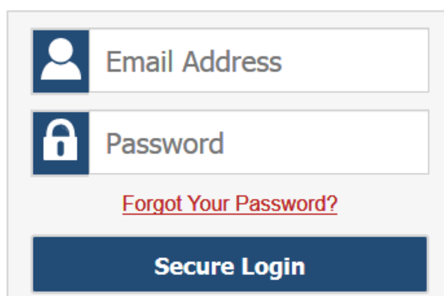
1. To access Checkpoint, navigate to the Smarter Balanced, HSA Science, or EOC pages of the Hawaii Department of Education Portal (https://hsa.alohahsap.org/).
2. Select your user role and click the **Checkpoint** card. The login page appears (see Figure 2).

Figure 2. Checkpoint Card



3. On the login page, enter the email address and password you use to access all Cambium Assessment systems, such as TDS and TIDE (see Figure 3).

Figure 3. Login Page



4. Click **Secure Login**.
   a. If the ***Enter Code*** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.
   b. If your account is associated with multiple roles or institutions, a pop-up window prompts you to select a role.

   The Checkpoint **Dashboard** appears.

5. *Optional*: To navigate directly to another Hawaii Department of Education system, select an option from the **Switch Applications** menu in the top-right corner.
6. *Optional*: To log out of Checkpoint, click **Logout** in the top-right corner.

- Logging out of one Hawaii Department of Education system will also log you out of most other Hawaii Department of Education systems. However, you will not be logged out of the Test Administration System, in order to prevent the accidental interruption of an active test session.

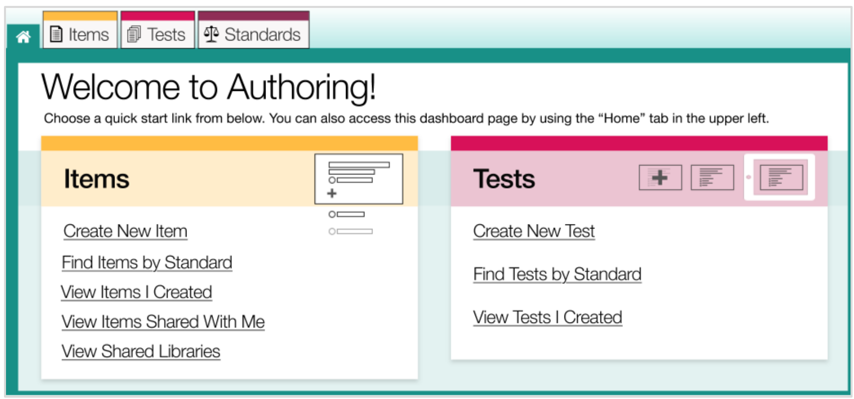
Navigating the Checkpoint Site

The Checkpoint site consists of a **Dashboard** tab where you can quickly jump to common tasks, as well as a content tab for each type of content you can work with: **Items**, **Tests**, and **Standards**.

Using the Dashboard Quick Links to Start Common Tasks

The **Dashboard** displays quick links you can click to jumpstart common tasks, such as creating and viewing items and tests (see Figure 4). To return to the **Dashboard** at any time, click in the top-left corner.

Figure 4. Checkpoint Dashboard



The **Dashboard** includes the following item links:

- **Create New Item:** This link opens the item builder page, where you can create a new item.
- **Find Items by Standard:** This link opens the **Items** tab with the filter panel focused on the *Standards* search bar, so you can easily locate items aligned to a specific standard. You will need to enter a standard name or key and click **Apply** in order to display the items.
- **Review Items:** This link opens the **Items** tab, filtered to show you only the items submitted to a shared library that still need to be reviewed and approved.
- **View Items I Created:** This link opens the **Items** tab, filtered to show you only your own items that were created or edited within the last 30 days.
- **View Items Shared With Me**: This link opens the **Items** tab, filtered to show you only the items that other Checkpoint users created and shared with you within the last 30 days. Items created prior to 30 days will still appear in the items tab; however, you will have to manually adjust the filter to select the time frame the items were shared in.
- **View Shared Libraries**: This links opens the **Items** tab with the **Libraries**, **Grade**, and **Subject** filters expanded so that you can easily locate the items in a shared library, such as NGSS Item Library. Shared libraries consist of premade items provided by Hawaii Department of Education that you can add to your tests. You will need to apply filters in order to view these items.

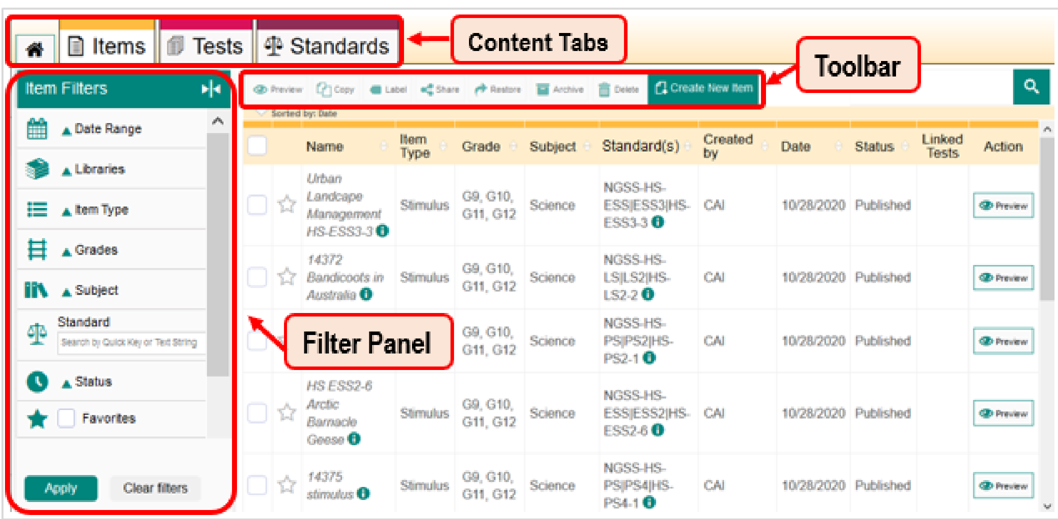
The **Dashboard** includes the following test links:

- **Create New Test:** This link opens the test builder page, where you can create a new test.
- **Find Tests by Standard:** This link opens the **Tests** tab with the filter panel focused on the *Standards* search bar, so you can easily locate tests with items aligned to a specific standard. You will need to enter a standard name or key and click **Apply** in order to display the tests.
- **View Tests I Created:** This link opens the **Tests** tab, filtered to show you only your own tests that were created or edited within the last 30 days.

Using the Content Tabs to View Items, Tests, and Standards, the Checkpoint content tabs allow you to manage your existing items, tests, and standards, as well as create new items and tests (see Figure 5). Each content tab displays a table that organizes the items, tests, or standards available to you. A filter panel beside the table helps you locate specific content based on its subject, grade level, or other properties. You can also use the toolbar above each table to perform actions on your items and tests, such as creating copies of them or sharing them with other users.

Note: In some cases, the tables on the **Items** and **Tests** tabs will not display until you select filter options from the panel on the left and click **Apply**.

Figure 5. Content Tab — Items



The following content tabs are available for you to work with:

- **Items tab**: Displays items from the library of items you created, the library of items that other users shared with you, and any shared libraries of premade items provided by Hawaii Department of Education.
  - If you click the **Review Items**, **View Items I Created**, or **View Items Shared With Me** link on the **Dashboard**, this tab displays the items automatically.
  - If you click the **Find Items by Standard** or **View Shared Libraries** link on the **Dashboard** or you click the **Items** tab directly, you will need to apply filters in order to display the items.
- **Tests tab**: Displays tests from the library of tests you created, the library of tests that other users shared with you, and any shared libraries of premade tests provided by Hawaii Department of Education.

 - If you click the **View Tests I Created** link on the **Dashboard**, this tab displays tests automatically.
 - If you click the **Find Tests by Standard** link on the **Dashboard** or you click the **Tests** tab directly, you will need to apply filters in order to display the tests.
- **Standards tab**: Displays standards publications provided by Hawaii Department of Education. You cannot create or modify standards publications, but you can preview them to see the keys for their individual standards. Knowing the right standard key can be helpful when aligning items to standards or when filtering the content tabs by standard.

Using Filters and the Search Bar to Find Items, Tests, and Standards

Each content tab includes a filter panel and search bar that helps you find the items, tests, or standards you want to work with (see Figure). You may be required to apply filters first in order to display the items or tests in the table of the content tab. The available filter options are different for each content type, but they are similar to use.

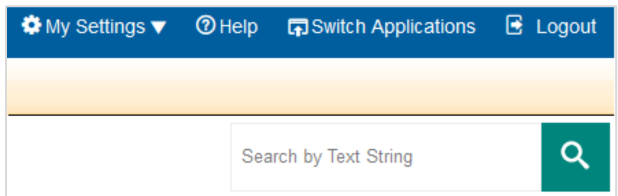
- To filter the table content, select options from the filter panel on the left and click **Apply**. The table updates to display results that match the filter criteria you selected.
 - If the filter panel is collapsed, click to expand it.
 - To remove filters, click **Clear Filters** in this panel.
- You can use the following filter options on every content tab:
 - **Favorites**: You can click the star icon () next to any item, test, or standard on the content tabs to save it as a favorite. Then you can mark the **Favorites** checkbox filter to show only the content that you have favorited.
 - **Labels**: You can create custom labels to organize your items, tests, and standards. Then you can expand the **Labels** menu and mark the available checkboxes to view only the content associated with a particular label.
- You can use the following filter options on the **Items** and **Tests** tabs only:
 - **Date Range**: You can expand the **Date Range** menu and mark a checkbox to view only the items or tests that were created, edited, or added to a shared library in the selected time period. You can also mark the **Custom** checkbox and then enter dates in the *From* and *To* fields to use a custom time period.
   - If you click the **View Items I Created**, **View Items Shared with Me**, or **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Last 30 Days** option.
 - **Libraries**: You can expand the **Libraries** menu and mark the available checkboxes to view only the content you created, content other users shared with you, or content in a shared library, such as NGSS Item Library. Shared libraries include premade items or tests that anyone in your district can use for their students.
   - If you click the **View Items I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Items I Created** option.
   - If you click the **View Items Shared With Me** quick link on the **Dashboard**, this filter will automatically be set to the **Items Shared With Me** option.

        - If you click the **View Shared Libraries** quick link on the **Dashboard**, this filter will be expanded but no options will be automatically selected.
        - If you click the **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Tests I Created** option.
    - **Grades**: You can expand the **Grades** menu and mark the available checkboxes to view only the content associated with a particular grade level.
    - **Subjects**: You can expand the **Subjects** menu and mark the available checkboxes to view only the content associated with a particular subject. Items are associated with subjects directly, while a test's subject is determined by the items on that test.
    - **Standard**: To show only the items or tests aligned to particular standard, you can enter the key or label for a standard in the *Standard* field. Items are aligned to standards directly, while a test's standards are determined by the items on that test.
        - If you click the **Find Items by Standard** link on the **Dashboard**, the **Items** tab opens with the focus set to this field, so you can easily find items by their aligned standards.
        - If you click the **Find Tests by Standard** link on the **Dashboard**, the **Tests** tab opens with the focus set to this field, so you can easily find tests by their aligned standards.
    - **Status**: You can expand the **Status** menu and mark the available checkboxes to view only the content with a particular status. All new items and tests have a Draft status by default. Publishing a test changes its status to Published, along with the status of each item on that test. Archiving an item or test changes its status to Archived.
- You can use the following filter options on the **Items** tab only:
    - **Item Type**: You can expand the **Item Type** menu and mark the available checkboxes to view only the items that have a particular item type.
    - **Items to Review**: You can mark the **Items to Review** checkbox to show only the items that have been submitted to a shared items library and still need to be approved.
        - When you click the **Review Items** link on the **Dashboard**, the **Items** tab opens with this filter automatically applied, so you can quickly see which items still need to be reviewed.
    - **Items with Comments**: You can mark the **Items with Comments** checkbox to show only the items that have one or more comments.
    - **Stimulus Associations**: You can expand the **Stimulus Associations** menu and mark the available checkboxes to view only items that are linked to a stimulus or only items that are not linked to any stimulus.

The search bar in the corner of each content tab allows you to search for content in that tab only. In other words, the search bar on the **Items** tab searches only for items and the search bar on the **Tests** tab searches only for tests.

- To search for content, enter a term in the search field in the top-right corner of a content tab and click (see Figure 6).

Figure 6. Search Bar



  – When you apply filters before searching for content, the search bar will search within the filtered results only. If Checkpoint cannot locate the item or test you are looking for, you may need to adjust the filters and try again.
  – This search bar is most appropriate when searching for words that appear in the name, text, or keyword of an item or test, such as `Shakespeare`. If you need to search for content aligned to a particular standard, you should use the *Standard* search field that appears in the filter panel.

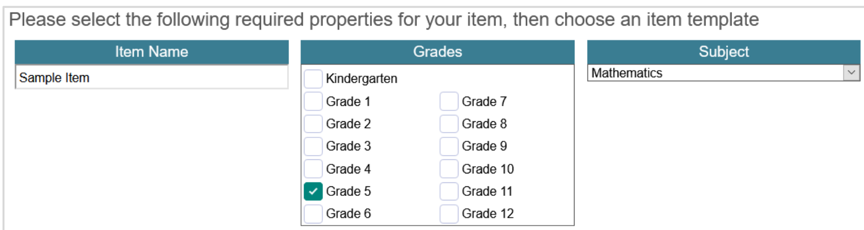
How to Create Items That You Can Add to Tests

You can create individual items in Checkpoint's item builder by filling out a variety of item templates. Your original items can be added to the tests that you create in the test builder.

1. To create a new item, select **Create New Item** from the **Dashboard**, or click **Create New Item** on the **Items** tab. The item builder appears.

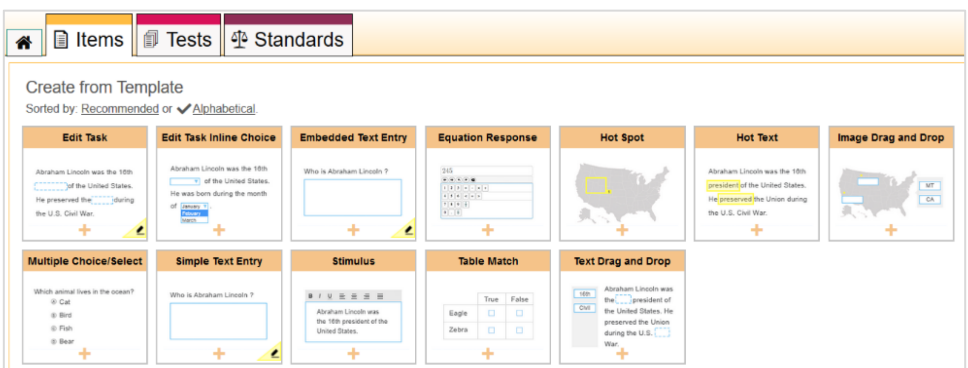
2. Select the item's **Grade** levels and **Subject** from the fields that appear (see Figure 7). These properties will make it easier to organize and locate your items and tests in Checkpoint, as well as in the Test Administration System and the Reporting system. You can also replace the default item name with a more descriptive name in this section.

Figure 7. Required Item Properties



2. In the list of templates that appears, select an item template to create an item based on that template. Templates with a pencil icon in the corner will need to be scored by a user in the Centralized Reporting System (see Figure 8).

Figure 8. Item Builder– Template List



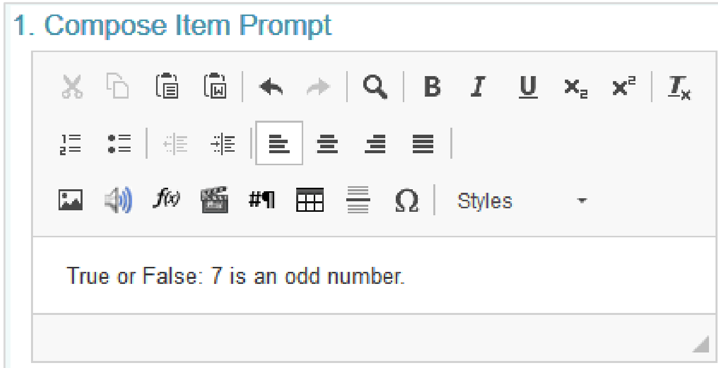
After selecting an item type, the item template appears, along with an item toolbar and instructions you can expand by clicking **More Info**. Item templates display sample content in each field, including the answer key. You will need to replace this content when you create the item's new content.

3. Fill out the item template. You can click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template. Most item templates involve three main steps:

- **Step 1: Compose the Item Prompt**:

  The prompt is the question or the directions that students respond to in an item (see Figure 9). You can enter the prompt in a text box at the top of the template. You can use the text box toolbar to format the text and insert media elements, such as images, videos, and tables.

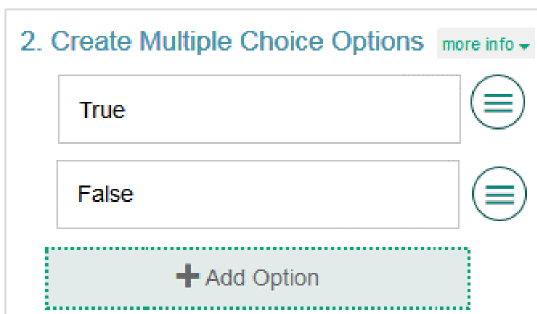
Figure 9. Compose the Item Prompt



- **Step 2: Create the Response Area**:

  The response area is the part of the item that students interact with in order to answer the question (see Figure 10). The steps for creating the response area are different for each type of item template. More detailed instructions for creating each type of response area are provided in the section Filling Out Item Templates.

Figure 10. Create the Response Area–Multiple Choice/Select



- **Step 3: Construct the Answer Keys**:

  The answer key determines how many points an item is worth and how a student’s response will be scored (see Figure 11). Students do not see this information, but it is used by the Checkpoint system (for machine-scored items) and educators (for hand-scored items).

Figure 11. Construct Answer Keys

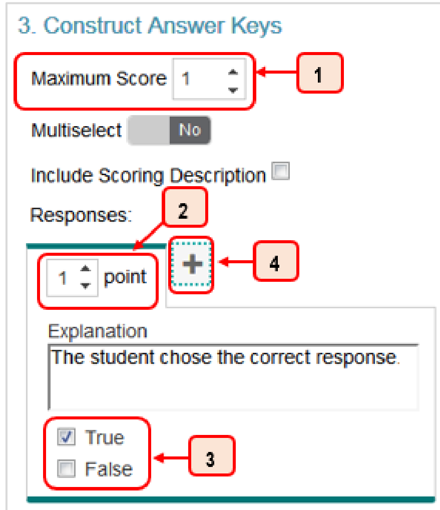


Table 1. Construct Answer Keys Steps

#	Step
1	Enter the highest possible score
2	Set the point value for a valid response
3	Enter the valid response
4	Add more valid responses, if needed

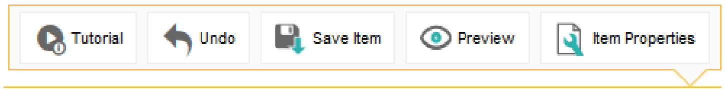
– **For machine-scored items**, the answer key shows a preview of the item's response area, where you should enter a valid response and select how many points that response is worth. You can click ➕ to create more answer keys if the item has multiple correct or partially correct answers.

- *Optional*: In the *Explanation* field, you can explain why each valid response is worth the number of points you selected.
- *Optional*: The **Include Scoring Description** checkbox lets you add a reader-friendly description of the rubric and an example of a valid response, which will be available in the Reporting system for this item.

– **For hand-scored items**, the answer key displays a *Description* field where you can enter a rubric and an *Exemplar* field where you can enter reader-friendly examples of valid responses for each score a student may earn. This will be used in the Reporting system, where student responses for the item will be scored by hand. For more information, see the *Reporting User Guide*.

4. At any point when you're building an item, you can align the item to standards and enter other item details (such as its name, grade, and subject) from the **Item Properties** menu in the toolbar above the template (see Figure 12).

Figure 12. Item Toolbar



5. *Optional*: To see what the item will look like to students, click **Preview** in the item toolbar.

6. To save the item, click **Save Item** in the toolbar. Once you save an item, it is added to your items library with a Draft status. Your library items can be added to tests or shared with other users.
   - You cannot save an item if its answer key has an invalid response. Answer keys with invalid responses will display an error message explaining why the answer is invalid.
   - Items automatically save your changes at a regular interval. When an item is saved, this button will be grayed out.

7. *Optional*: To leave a comment for the item, click in the lower-left corner of the template. Enter your comment in the provided field and click **Submit Comment**. Comments will be available to any educators you share the item with but not to students taking tests with this item.

8. *Optional*: Authorized users can submit the item to a shared items library, such as NGSS Item Library. To do this, click **Submit for Review** in the item toolbar. The item is removed from your personal library, and you will not be able to add it to tests until it is approved for the shared library.

Filling Out Item Templates

This section provides more detailed instructions for filling out the template for each item type.

Creating a Stimulus that You Can Link with Items

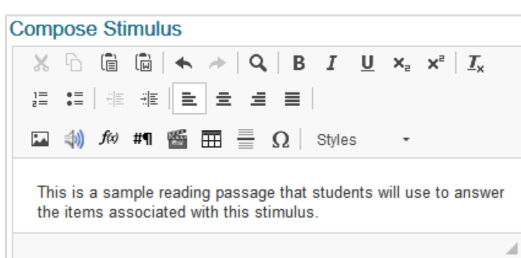
Stimulus templates allow you to create a reading passage or other type of media, such as an image or video, that students will view in order to answer items linked to the stimulus.

For example, you could create a reading passage about a historical event and link it with items that will evaluate the students' understanding of that event.

You can link multiple items with a stimulus on a single test page. A stimulus does not include a response area or an answer key, but the items you link with it do.

1. To fill out the template, enter the content for the stimulus in the provided text box (see Figure 13). You can use the toolbar in this box to format the text and insert media elements.

Figure 13. Stimulus Template



2. In the item toolbar above the template, click **Save Item**.

3. To create items to link with the stimulus, click to the left of the template and select an option for adding an item. You cannot link a stimulus with another stimulus.

   – You can enter the content for the linked item by following the instructions for the appropriate item type in this user guide. You can repeat this step to add more items, as necessary.

   – You cannot link a stimulus to an original item that already exists in your libraries.

   – When an item is linked to a stimulus, the **Items** tab table displays beside the item's name. You can click this icon to see which stimulus the item is linked to.

Creating Multiple Choice and Multiple Select Items

Multiple Choice items require students to select a single option from a list of possible answer options, while Multiple Select items require students to select one or more options from a list of answer options.

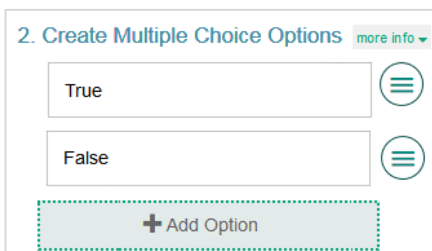
For example, a Multiple Choice item could be used for a "true or false" question, while a Multiple Select item might ask students to select all the synonyms for a vocabulary word from a list of options.

The same template is used to create both item types.

1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. In the *Create Multiple Choice Options* section, sample response options are already provided. You can click each option to replace the sample text with the desired text for that response option (see Figure 14).

Figure 14. Multiple Choice/Select Template

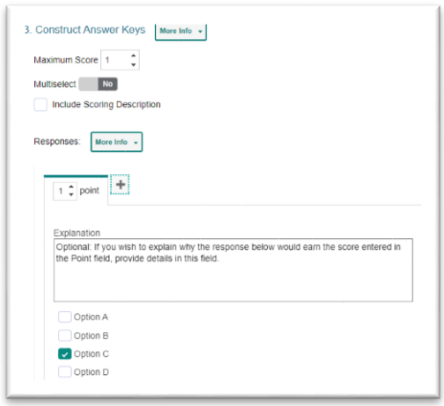


3. *Optional*: To add additional response options to the item, click **Add Option** and then enter the content for the new option that appears. To remove an option, click beside it and then click **Delete**.

4. *Optional*: To enter the rationale for why a response option is correct or incorrect, click beside it, then enter a description in the *Add Rationale* field and click **Save**.

5. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 15).

Figure 15. Construct Answer Keys – Multiple Choice



6. *Optional*: To allow students to select more than one response option, set the **Multiselect** toggle to **Yes**. Then specify the maximum number of options they can select in the *Maximum Selections* field.
7. To create answer keys for the item, do the following:
    a. In the *Point* field, enter the score for a correct or partially correct response.
        - If a sample response is already entered, you may need to clear its checkbox first.

    b. In the provided response area, select the response options that students would need to select in order to earn the score you entered in the *Point* field.

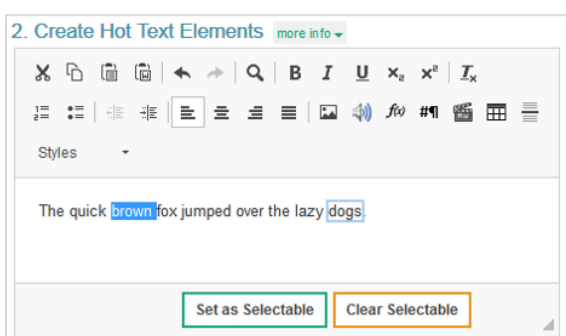
Creating Hot Text Items

Hot Text items require students to select words or phrases in a section of text. The words and phrases appear shaded when students select them.

For example, a Hot Text item might provide a sentence and ask students to select all the verbs in it.

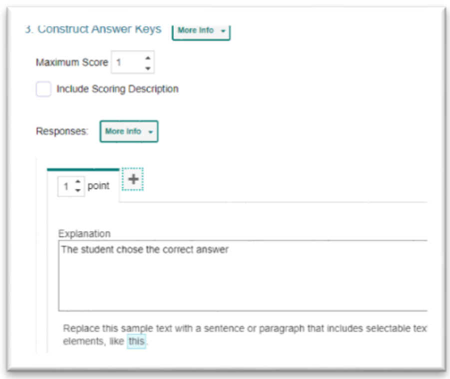
1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Create Hot Text Elements* section displays sample text, including a selectable word (see Figure 16). Delete this sample text and enter new text containing the words or phrases students will select.

Figure 16. Hot Text Template



3. To tag a word or phrase that will be selectable to students, do the following:
    a. Click and drag the cursor across a word or phrase to highlight it.
    b. Click **Set as Selectable** below the text box. A border appears around the selected word
4. *Optional*: To untag a word you marked as selectable, click that word and then click **Clear Selectable**.
5. In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field (see Figure 17).

Figure 17. Construct Answer Keys – Hot Text



6. To create answer keys for the item, do the following:
    a. In the *Point* field, enter the score for a correct or partially correct response.
    b. In the provided response area, click the words or phrases that students would need to select in order to earn the score you entered in the *Point* field.

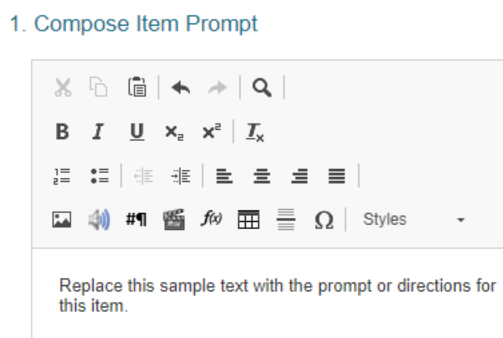
Creating Hot Spot Items

Hot Spot items require students to select one or more clickable regions on an image. A rectangular border appears around each region the students select.

For example, a Hot Spot item could show a map of the United States and ask students to identify where Washington D.C. is located.

1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements (see Figure 18).

Figure 18. Compose Item Prompt Toolbar



2. In the *Upload Image and Set Hot Spot Region* section, upload an image for the item (see Figure 19).

Figure 19. Upload Image and Set Hot Spot Region

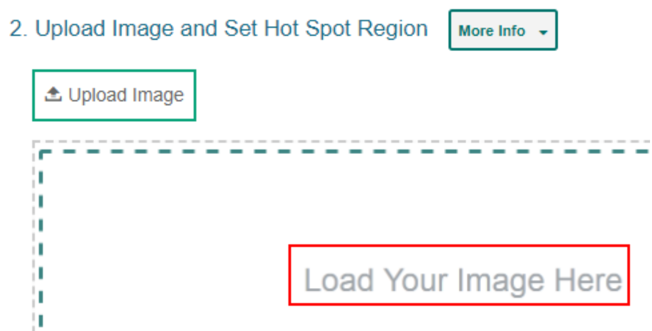
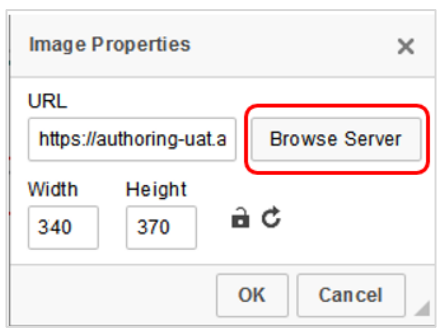


Figure 20. Image Properties Window



a. Click **Upload Image**.

b. In the ***Image Properties*** window, click **Browse Server** (see Figure 20).

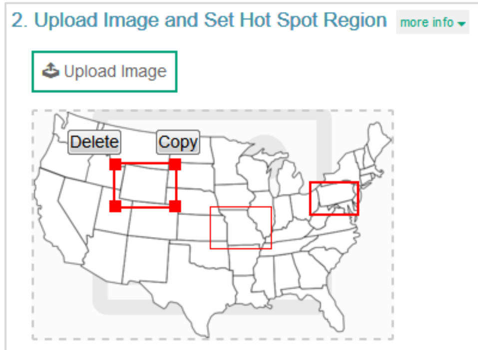
   i. In the ***File Manager*** window, click **Upload Image** and select an image file from your computer. Then, double-click the image you just added. The image must be 600 x 600 pixels or smaller and under 1.5 MB.

   ii. In the ***Image Properties*** window, click **OK**.

3. To create the selectable regions on the image, do the following:

a. Click the image once to set the first corner of the selectable rectangle, then click one more time where you want to set its opposite corner (do not click and drag). A red box appears, but this will not be visible to students (see Figure 21).

Figure 21. Hot Spot Template



a. *Optional*: To move a selectable region, click that region and drag it to the desired location.

b. *Optional*: You can copy or delete a selectable region by selecting that region's box and then clicking **Copy** or **Delete**.

4. In the *Construct Answer Keys* section, enter the highest possible score in the *Maximum Score* field (see Figure 22).

Figure 22. Construct Answer Keys – Hot Spot

5. *Optional*: To limit the number of hot spot regions students can select at a time, enter a value in the *Maximum Selections* field.

6. To create answer keys for the item, do the following:

a. In the *Point* field, enter the score for a correct or partially correct response.

- If a sample response is already entered, you may need to unselect that hot spot first.

b. In the provided response area, click the image regions that students would need to select in order to earn the score you entered in the *Point* field.

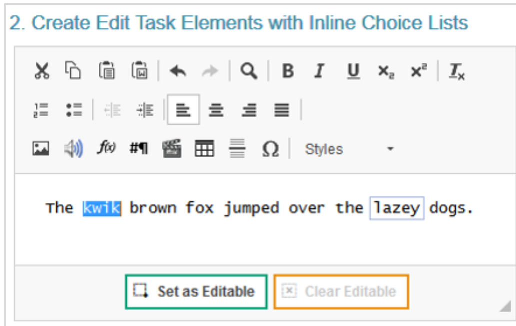
Creating Edit Task Inline Choice Items

Edit Task Inline Choice items provide a section of text in which one or more dropdown menus appear in place of words. Students select answer options from the dropdowns to complete the sentence.

For example, an Edit Task Inline Choice item could provide a sentence with a dropdown menu in place of a vocabulary word and ask students to select the correct spelling of it from the list.

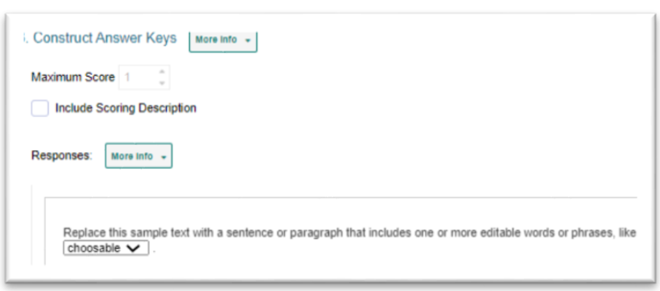
1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Create Edit Task Elements with Inline Choice Lists* section displays sample text content, including an editable word (see Figure 23). Delete this sample text and enter new text content containing the words that students will select.

Figure 23. Edit Task Inline Choice Template



3. To set up the dropdown menu for a word or phrase, do the following:
   a. Click and drag the cursor across the desired word or phrase to highlight it.
   b. Click **Set as Editable** below the text box. A border appears around the selected word and the ***Inline Choice*** window appears.
   c. In the ***Inline Choice*** window, enter an answer option in the blank text box.
   d. To add additional answer options, click **Add Option** and enter the option in the new text box that appears.
4. In the *Construct Answer Keys* section, the *Maximum Score* is automatically set based on the number of editable elements you created. You cannot customize this score (see Figure 24).

Figure 24. Construct Answer Keys – Edit Task Inline Choice



5. To create the item's answer key, select the correct response options from the dropdown menus in the answer area. The item will automatically assign students the appropriate number of points for their response based on the number of correct selections they made.

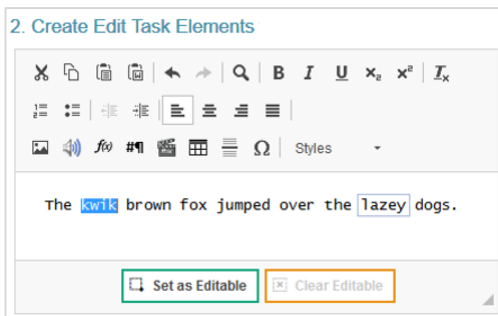
Creating Edit Task Items

Edit Task items require students to make edits to a specified word or phrase in a sentence or paragraph. Students can click each of these words or phrases to open a text box where they type a replacement for the original text. These items must be scored by an authorized user in the Reporting system.

For example, an Edit Task item could provide a sentence with a misspelled word and ask students to enter the correct spelling for it in a popup text box.

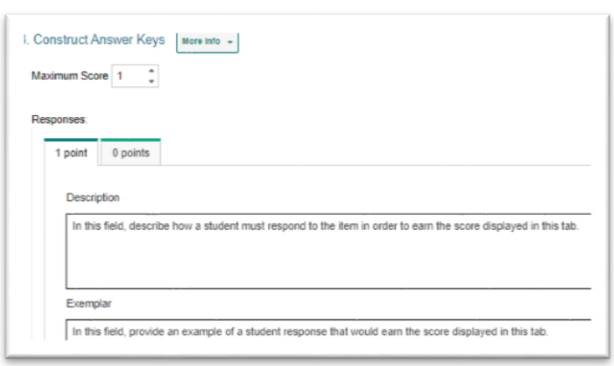
1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Create Edit Task Elements* section displays sample text content, including an editable word. Delete this sample text and enter new text content containing the words that students will replace (see Figure 25).

Figure 25. Edit Task Template



3. To tag a word or phrase that students will be able to replace, do the following:
   a. Click and drag the cursor across a word or phrase to highlight it.
   b. Click **Set as Editable** below the text box. A border appears for the selected word (see Figure 25).
4. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 26).

Figure 26. Construct Answer Keys – Edit Task



5. Fill out the rubric for the correct, full-credit response for the item. In the *Description* field, describe how a student must respond to the item in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

6. *Optional*: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric's score.

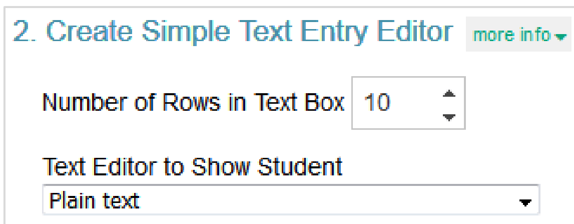
Creating Simple Text Entry Items

Simple Text Entry items require students to type a written response in a provided text box. You can choose what kind of toolbar to include in the text box. These items must be scored by a user in the Reporting system.

For example, a Simple Text Entry item might ask students to write a short essay about their favorite historical figure.

1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. To specify the height of the students' text box, enter a value in the *Number of Rows in Text Box* field.

Figure 27. Simple Text Entry Template



3. To specify the type of toolbar that will be available to students, select an option from the **Text Editor to Show Student** menu (see Figure 27).
   - You can choose to use no toolbar, or you can use a toolbar with buttons for spell check, formatting text, and/or adding bulleted lists or numbered lists.
4. To fill out the rubric for the item's full-credit response, enter the maximum score in the *Points* field. In the *Description* field, describe how students must respond in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit (see Figure 28).

Figure 28. Construct Answer Keys – Simple Text Entry

5. *Optional*: The template automatically creates a rubric tab for each possible score a student could earn based on the maximum score. To fill out any additional rubrics, click the tab for that rubric and enter a description and exemplar for the rubric's score.

6. *Optional*: If multiple scoring criteria should be used to evaluate the student's response, you can click **Add More** at the bottom of the page to create a separate rubric for each criterion. For example, you could create separate rubrics for *Spelling*, *Syntax*, *Comprehension*, etc.

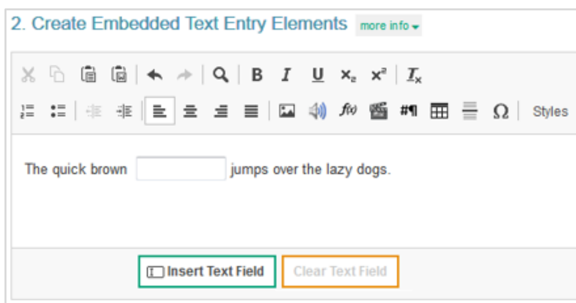
Creating Embedded Text Entry Items

Embedded Text Entry items require students to fill in one or more blank text boxes in a sentence by typing a response in the provided boxes. These items must be scored by a user in the Centralized Reporting System.

For example, an Embedded Text Entry item could provide a sentence with a missing word and ask students to fill in the blank with the appropriate vocabulary word that they learned in English class.

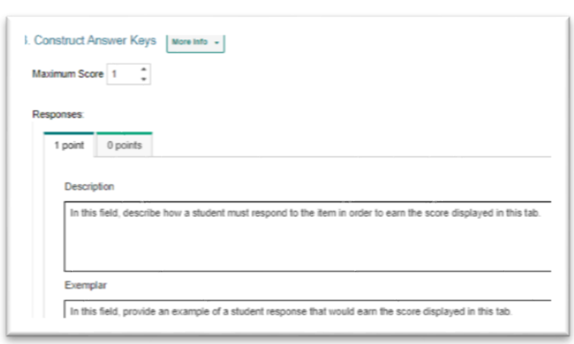
1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Create Embedded Text Entry Elements* section displays sample text with a blank text box (see Figure 29). Replace this sample content with the new text content and text boxes for your item.

Figure 29. Embedded Text Entry Template



   a. To insert a blank text box in the response area, click the cursor where you want to place the text box, and then click **Insert Text Field**. You can insert multiple text boxes, if necessary.
      i. In the ***Enter Text Field Properties*** window, specify the length of the blank text box.
   b. *Optional*: To remove a blank text box from the response area, click that text box and then click **Clear Text Field**.
3. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 30).

Figure 30. Construct Answer Keys – Embedded Text Entry



4. Fill out the rubric for the correct, full-credit response for the item. In the *Description* field, describe how a student must respond to the item in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

5. *Optional*: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric's score.

Creating Text Drag and Drop Items

Text Drag and Drop items require students to fill in one or more blank "drop" boxes in a sentence or paragraph by dragging response options into those boxes from a word bank.

For example, a Text Drag and Drop item could provide a sentence with a missing word and ask students to fill in the blank with a vocabulary word from the provided word bank.

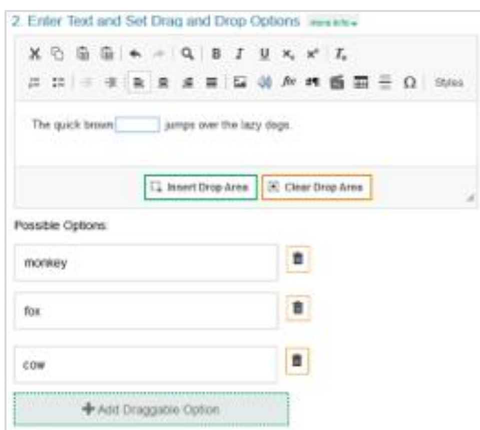
1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Enter Text and Set Drag and Drop Options* section displays sample text content, including a blank drop box (see Figure 31). Replace this sample content with the new text content and the blank text boxes for your item.

    a. To insert a blank drop box in the response area, click where you want to place the drop box, and then click **Insert Drop Area**. You can insert multiple drop boxes, if necessary.

    b. *Optional*: To remove a blank drop box from the response area, select that text box and click **Clear Drop Area**.

Figure 31. Text Drag and Drop Template

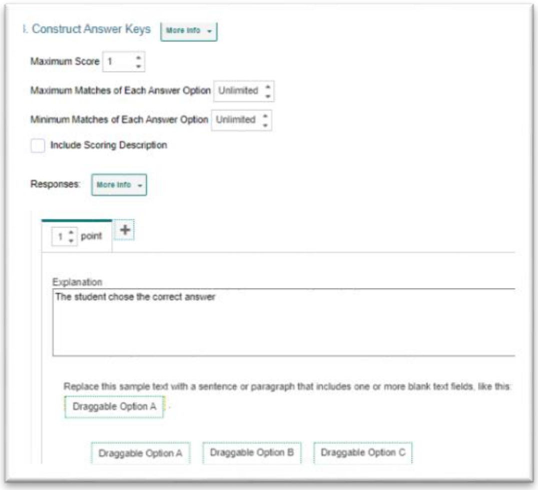


3. The template displays sample word bank options below the text box. You can click these answer options to replace the sample text with the text that students will drag into the drop boxes.

4. *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.

5. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 32).

Figure 32. Construct Answer Keys – Text Drag and Drop



6. *Optional*: To set the maximum number of times students can drag each answer option into a drop box, enter the value in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each word bank option in multiple drop boxes.
7. *Optional*: To require students to use each answer option a certain number of times, enter the required value in the *Minimum Matches of Each Answer Option* field. Students will not be able to complete the item until they have used each answer option the specified number of times.
8. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
      - If a sample response is already entered, you may need to drag it out of the response area first.

   b. In the provided response area, drag the answer options into the drop boxes required in order to earn the score you entered in the *Point* field.

Creating Image Drag and Drop Items

Image Drag and Drop items require students to fill in the blank "drop" boxes on an image by dragging response options into those boxes from a word bank. You can specify the size and location of the drop boxes where students drag their answers.

For example, an Image Drag and Drop item could provide a map of the United States and ask students to place state names on the map using a provided word bank.

1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. In the *Select Background Image and Set Drag and Drop Regions* section, click **Upload Image**.
   a. In the ***Image Properties*** window (see Figure 20), click **Browse Server**.

b. In the ***File Manager*** window, click **Upload Image** and select an image file from your computer. Then double-click the image you just added. The image must be 600 x 600 pixels or smaller and under 1.5 MB.

c. In the ***Image Properties*** window, click **OK**.

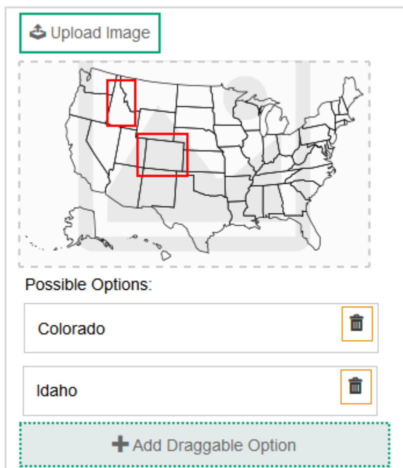
3. To add the drop box areas to the image, do the following:

a. Click the image once to set the first corner of the selectable rectangle, then click one more time where you want to set its opposite corner (do not click and drag). A red box appears, but this will not be visible to students (see Figure 33).

b. *Optional*: To move a drop box region, click that box and drag it to the desired location on the image.

c. *Optional*: You can copy or delete a drop box region by selecting that box and then clicking **Copy** or **Delete**.

Figure 33. Image Drag and Drop Template

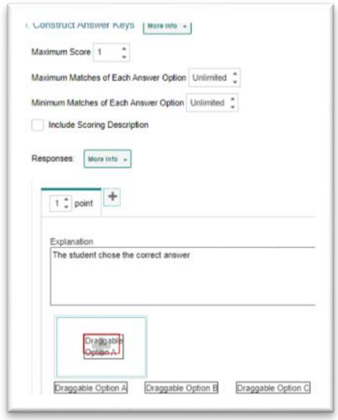


4. The item template displays sample answer options below the background image. You can click these answer options to replace the sample text with the new text or image that students will be able to drag into the drop boxes.

5. *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.

6. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 34).

Figure 34. Construct Answer Keys – Image Drag and Drop



7. *Optional*: To limit how many times students can use each answer option in the word bank, enter the desired limit in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each option in multiple drop boxes.
8. *Optional*: To require students to use each answer option a certain number of times, enter a value in the *Minimum Matches of Each Answer Option* field. Students will not be able to finish the item until they have used each response option the specified number of times.
9. To create answer keys for the item, do the following:
    a. In the *Point* field, enter the score for a correct or partially correct response.
        - If a sample response is already entered, you may need to drag it out of the response area first.

    b. In the provided response area, drag the response options into the drop boxes required to earn the score you entered in the *Point* field.

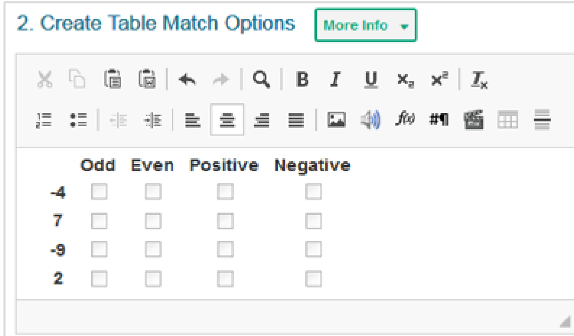
Creating Table Match Items

Table Match interactions provide two sets of match options in a table, with one set listed in columns and the other set listed in rows. Students match options in the columns to options in the rows by marking checkboxes in the cells where they intersect.

For example, a Table Match item could list a set of numbers in the rows and a set of properties in the columns (such as odd, even, whole, and perfect square), and students would have to select the properties that apply to each number.

1. To fill out the template, in the *Compose Item Prompt* section, replace the sample text with the item's question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Create Table Match Options* section displays a sample table (see Figure 35). You can modify the match options that appear in each column header and row header. You can also modify the number of rows and columns that appear in the table.
    – To enter a caption for this table, click the text box above the table and type the caption.

Figure 35. Table Match Template



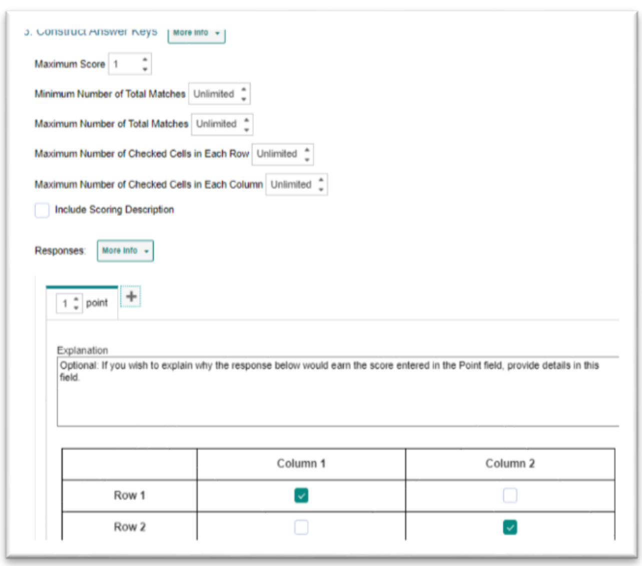
3. To enter match options in the table, click inside the row headers and column headers, and then replace the sample text with the content for the match options.

4. To modify the number of rows in the table, click in the toolbar and select an option from the menu that appears. You can also right-click a row and select a menu option.

5. To modify the number of columns in the table, click in the toolbar and select an option from the menu that appears. You can also right-click a column and select a menu option.

6. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 36).

Figure 36. Construct Answer Keys – Table Match



7. To set restrictions on the matches a student can make, do the following:

   a. In the *Minimum Number of Total Matches* field, enter the minimum number of checkboxes students must mark in the entire table.

   b. In the *Maximum Number of Total Matches* field, enter the maximum number of checkboxes students can mark in the entire table.

   c. In the *Maximum Number of Checked Cells in Each Row* field, enter the maximum number of checkboxes students can mark in any row.

   d. In the *Maximum Number of Checked Cells in Each Column* field, enter the maximum number of checkboxes students can mark in any column.

8. To create answer keys for the item, do the following:

   a. In the *Point* field, enter the score for a correct or partially correct response.

      - If a sample response is already entered, you may need to clear the checkboxes first.

   b. In the provided response area, mark the checkboxes in the table cells that students would need to select in order to earn the score you entered in the *Point* field.

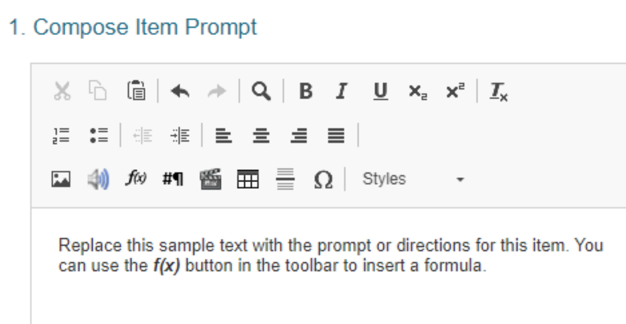
Creating Equation Response Items

Equation Response items require students to use an on-screen keypad or their physical keyboard to enter a mathematical expression or equation in the response area.

For example, an Equation item could provide an algebraic equation and ask students to reduce it.

1. To fill out the template, In the *Compose Item Prompt* section, replace the sample text with the item's question or directions (see Figure 37). You can use the f(x) button in the toolbar to insert a formula.

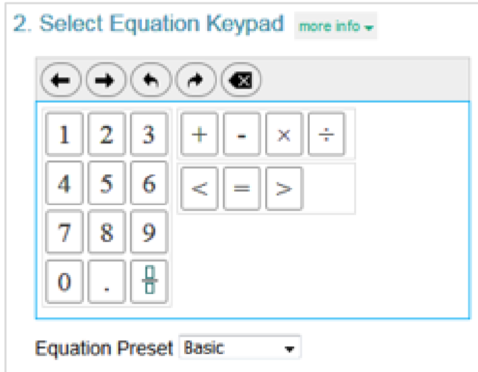
Figure 37. Compose Item Prompt with Equation Response Items



2. In the *Select Equation Keypad* section, select an option from the **Equation Preset** dropdown to determine which buttons will be available on the student's keypad.

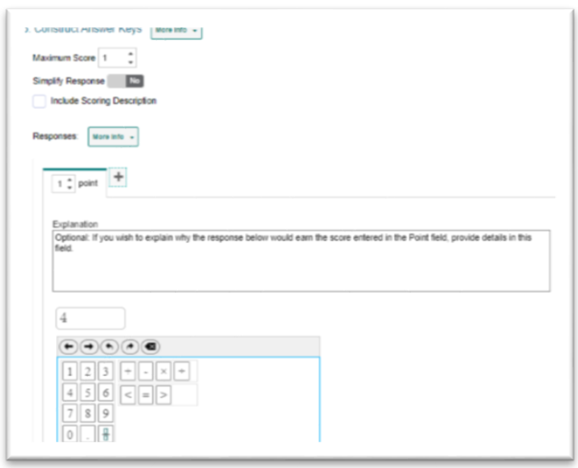
   – The keypad in this section displays the buttons associated with the selected **Equation Preset** type (see Figure 38). By default, all keypads include **Back**, **Next**, **Undo**, **Redo**, and **Delete** buttons at the top.

Figure 38. Equation Template



3. In the *Construct Answer Keys* section, enter the item's highest possible score in the *Maximum Score* field (see Figure 39).

Figure 39. Construct Answer Keys – Equation



4. *Optional*: To set the item to automatically simplify the student's entered response, set the **Simplify Response** toggle to **Yes**. For example, if a student enters the answer 2/4 (two-fourths), the system would simplify that response as ½ (one-half) and accept all its equivalent expressions.
5. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
      - If a sample response is already entered, you may need to clear the response area first.

   b. In the provided response area, use the keypad to enter the mathematical expression that students would input in order to earn the score you entered in the *Point* field. After entering a fraction, exponent, or root, you may need to click  in order to enter additional characters.

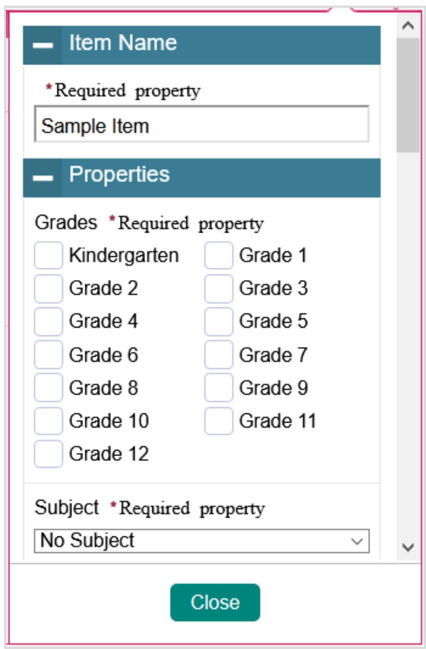
Aligning Standards and Setting Up Properties for Your Items

You can use the **Item Properties** (see Figure 40) menu in the item toolbar to align your items to standards and to enter other helpful details, such as the subject and grade levels an item belongs to.

Standards identify the specific skills or areas of knowledge that an item measures. Aligned standards will appear in the reports for Checkpoint tests, helping you pinpoint the specific areas in which a student may be excelling or may need additional support. The properties you set up for items also make it easier to filter items when adding them to tests or locating them on the **Items** tab.

Please note, if a property is labeled "Required property," you must enter or select a value for that property in order to publish tests that include this item. Item properties can be entered at any point while an item has a Draft status. However, once an item is added to a test and the test is published, the item status changes to Published and its properties will be locked, along with its content.

Figure 40. Item Properties Menu

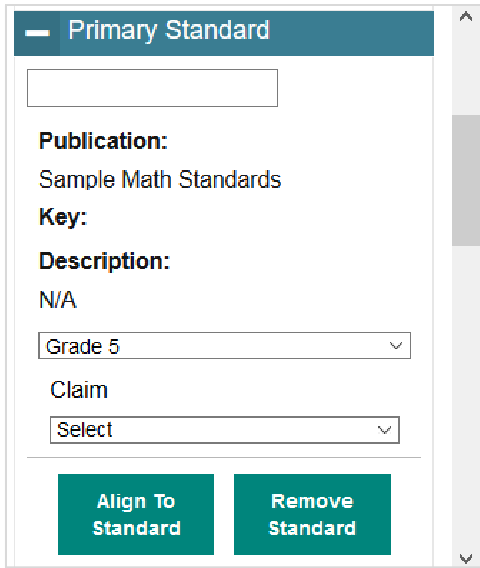


You can use the **Item Properties** menu to set up the following properties for your items:

- **Item Name**: In the *Item Name* field, enter a unique name for the item. A default item name is automatically provided for every item you create.
- **Subject**: From the **Subject** dropdown, select the subject to which the item belongs.
- **Grade**: In the *Grades* section, mark the checkbox for each grade level the item should be associated with.
- **Primary Standard**: In the *Primary Standard* section (see Figure 41), do one of the following:
  - If you know already know the key for the standard, enter it in the search field and select it from the dropdown that appears.

- If you don't know a standard's key, click **Align to Standard** and choose a standards publication from the dropdown. Additional dropdowns appear as you select from the available standard categories. Continue selecting options until you select a specific standard.

Figure 41. Primary Standard Section



- **Secondary Standard**: After aligning an item to a primary standard, you can align the item to additional standards in the *Secondary Standard* field by following the same process used to align the primary standard.
- **Description**: In the *Description* field, enter a user-friendly description for the item.
- **Difficulty Level**: From the **Difficulty Level** dropdown, select whether the item is intended to be easy, moderate, or difficult.
- **Keywords**: Keywords allow you to search for items on the **Items** tab. To add a new keyword, enter it in the *Keywords* field and click **Add**. To remove a keyword, click beside that keyword.
- **Source**: You can use the *Source* field to explain the origin of any reading passage or other media you add to an item. For example, if a reading passage came from the public domain, you can mention that here.

How to Build a Test That You Can Administer to Students

You can build new tests for your students in Checkpoint's test builder (see Figure 42). When adding items to a test, you can insert existing items from your item libraries, and you can also create new items by filling out templates directly in the test builder. After creating a test, you can publish it to the Test Administration System, where you can administer it to students.

Figure 42. Test Builder Screen

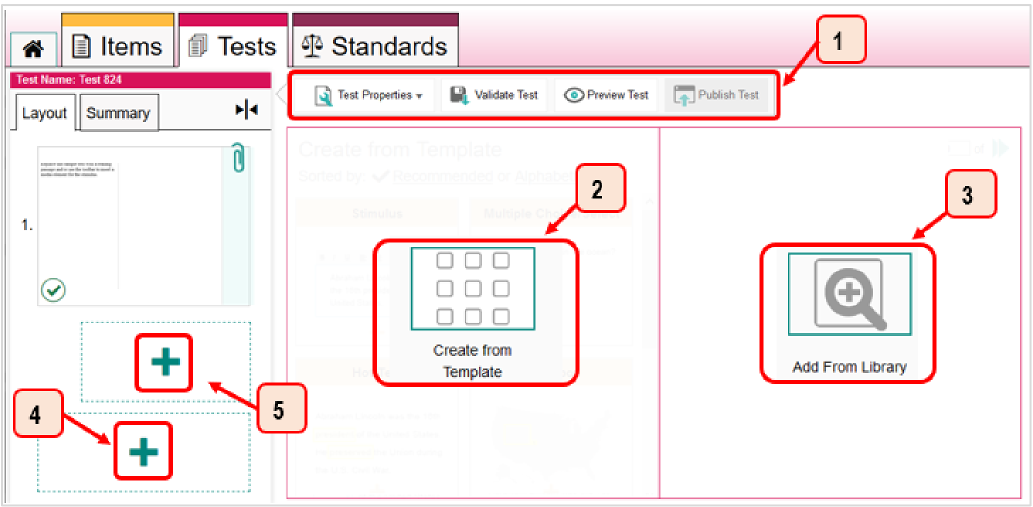
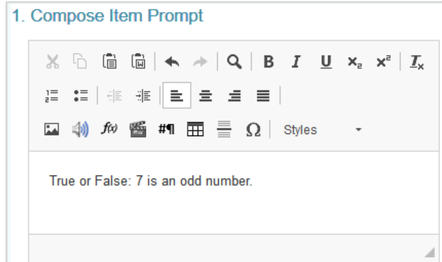


Table 2. Test Builder Elements

#	Element
1	Test toolbar
2	Create from Template panel
3	Add from Library panel
4	Add Item to Test button
5	Add Item to Stimulus button

1. To start building a new test, select **Create New Test** from the **Dashboard** (see Figure 4), or click  **Create New Test** on the **Tests** tab (see Figure 51). The test builder appears. The first test page will already be added, giving you the option to create a new item from a template or insert an existing item from a library.
2. There are two options for adding items to each page of a test (see Figure 42):
   – To create a new item, click **Create from Template** and then select an available item template.
   – To insert an existing item from your available libraries, click **Add from Library** and then apply filters and select an item. Your libraries may include items you created, items shared with you, and items provided by Hawaii Department of Education.
3. When you add an item to a test, the test builder displays the item's template. An item toolbar also appears in the top-right corner for each item (see Figure 43).

Figure 43. Entering Item Content



- You can edit the content for added items by following the same process that you would use to create items in the item builder.
- After editing an item, click **Save Item** in the item toolbar. Items and tests are saved separately.

4. To add more items to the test, click in the **Layout** panel on the left (see Figure 42). A new thumbnail will appear in this panel for each item you add.
   - When you add a stimulus to the test, a separate, smaller icon appears in the left panel below the stimulus thumbnail, allowing you to create new items to link to that stimulus.
   - You can rearrange the items in your test by clicking the arrows (▲▼) in the corner of their thumbnails.
   - You can click in a thumbnail to remove an item from the test. This action will not delete the item from its library.
5. At any point when you're building a test, you can enter details (such as the test's name, grade and available tools) from the **Test Properties** menu in the test toolbar at the top of the screen.
6. *Optional*: To see what the test will look like to students, click **Preview Test** in the test toolbar. You can enter sample responses to machine-scored items and click **Item Score** to make sure the items are being scored correctly.
7. *Optional*: To view a summary of test information, click the **Summary** tab in the left panel. This summary view shows you the test's total count of items, stimuli, unique standards, unique item types, and pages. It also shows you which standards are aligned to each test item.
8. To save the test and check for errors, click **Validate Test** in the test toolbar. A popup window will show you if any errors are found.
9. To publish the test, click **Publish Test** in the test toolbar. Once you publish a test, you will be able to administer it to students in the Test Administration System.

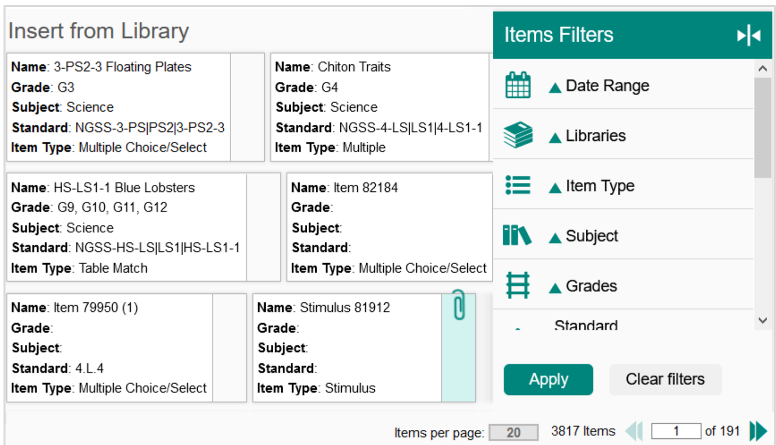
Adding Test Items from Your Available Libraries

When building a test, you can add existing items from your available item libraries.

The item libraries may include items that you created, items that other educators shared with you, and any items in a shared items library, such as the NGSS Item Library. The shared library includes ready-made items that are available to every user in your district.

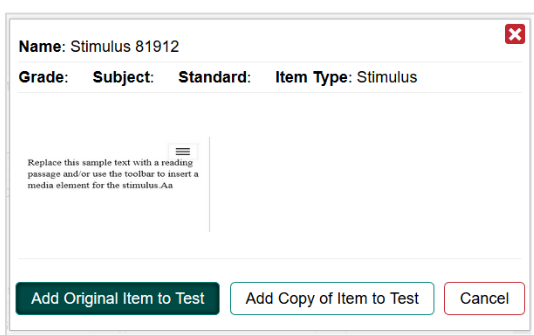
You must apply at least one filter in order to display the available items. You can also search for specific items by their item properties (such as their name, keywords, and aligned standards) after applying filters.

Figure 44. Inserting Items from the Library



1. To insert items from the library, click **Add from Library** on a blank test page in the test builder. The *Insert from Library* panel appears (see Figure 44).
2. To display the available items, you may select filter options for various item properties in the filter menu on the right. After selecting filters, click **Apply** at the bottom of the filter panel to narrow the list of available items. The filter options shown here are the same ones that available on the **Items** tab.
   - To search for a specific item, enter a term in the search field and click . You may need to click to collapse the filter panel.
3. To add an item to the current test page, click the item you want to add. A popup window appears, giving you two options for inserting the item (see Figure 45).

Figure 45. Adding an Item to the Test



– To add a copy of the item to the test, click **Add Copy of Item to Test**. A copy of the item's content is created in the test and in your items library. Any changes you make to this copy do not affect the original version (and vice versa). You may not have permission to copy certain items.

  - When adding an item copy to a test, you must make at least one edit to the item's content in order to prevent validation errors when publishing the test. To do this, click **Edit** in the item toolbar and modify the content so that it is not identical to the content of the original item. Then click **Save Item** in the top-right corner.

– To add the original item directly to the test, click **Add Original Item to Test**. Any edits you make to the same item in other tests will affect the item content in this test (and vice versa). You cannot edit the content of Published items you add to the test.

Creating New Test Items from a Template

When building a test, you can create new items directly in the test builder. The items that you create on a test can also be edited individually in the item builder (if they have a Draft status) and added to other tests.

1. To select an item template, click **Create from Template** on a blank test page in the test builder. The *Create from Template* panel appears, listing available item types (see Figure 46). Items with a pencil icon will need to be scored by a user in the Reporting system.
2. Select the item's **Grade** levels and **Subject** from the fields that appear (see Figure 7). These properties will make it easier to organize and locate your items and tests in Authoring, as well as in the Test Administration System and the Reporting system. You can also replace the default item name with a more descriptive name in this section.
3. To select an item template, click the template you want to use. The template and setup instructions for that item type appear (see Figure 47).

Figure 46. Create from Template Panel

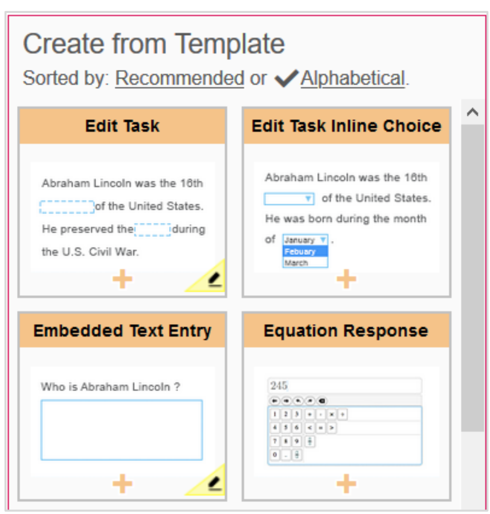
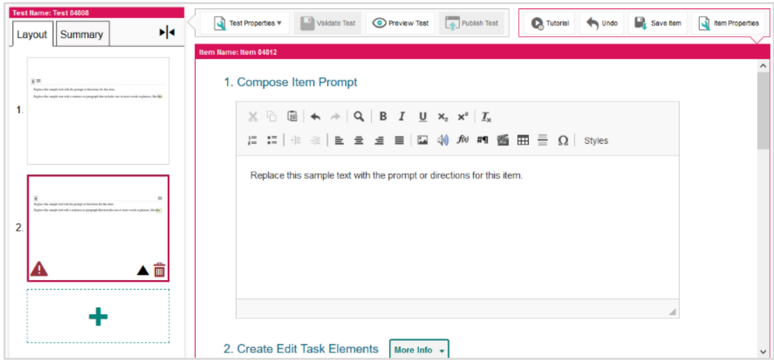


Figure 47. Item Template



4. You can fill out the template by following the same process used in the [item builder](). You can click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template.
5. You can align items to [standards]() and enter other item properties by selecting options from the **Item Properties** menu in the item toolbar.
6. When you are finished authoring the content, click **Save Item** in the item toolbar. Once you save an item, it is added to your personal items library. You can add this item to other tests as well, but its content and properties will lock once one of its associated tests is published.

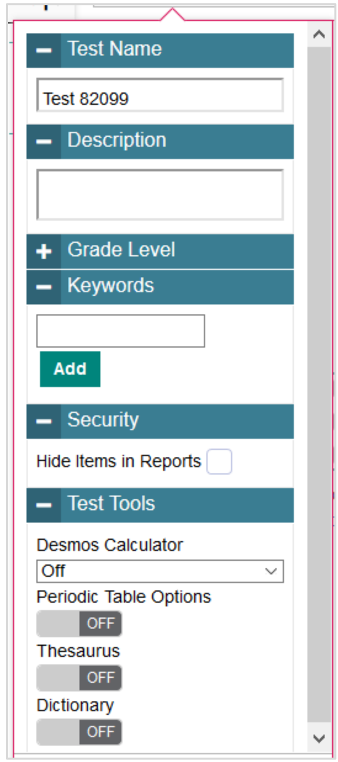
Setting Up Properties to Organize and Describe Your Tests

You can use the **Test Properties** menu in the test toolbar to enter additional details for your tests (see Figure 48).

For instance, test properties let you identify which grade levels a test belongs to. This makes it easier to filter and locate tests when administering them in the Test Administration System. You can also use test properties to specify which tools will be available to students when they take a test.

You can enter test properties at any point while a test has a Draft status. However, once a test is published, the properties will be locked.

Figure 48. Test Properties Menu



You can use the **Test Properties** menu to set up the following properties for your tests:

- **Test Name**: In the *Test Name* field, enter a unique name for the test.
- **Description**: In the *Description* field, enter a user-friendly description for the test.
- **Grade**: Mark the checkbox for each grade level the test should be associated with. You can also mark the **Use Grades from Items** checkbox to set the test to automatically use the same grade levels selected for the items added to it.
- **Keywords**: Keywords allow you to search for tests on the **Tests** tab. To add a new keyword, enter it in the **Keywords** field and click **Add**. To remove a keyword, click beside that keyword.
- **Security**: If you mark the **Hide Items in Reports** checkbox in the *Security* section, users won't be able to view the content for any test items in performance reports for this test. The item content will be available only to students when completing the test.
- **Test Tools**: Allows you to select which tools will be available to students in the test. Additional universal tools not shown in this menu may also be available in the Test Administration System. For more information about universal test tools, see Appendix D or the *Test Administration User Guide*.
  - To include a calculator that students can use, select the type of calculator you want to provide from the **Desmos Calculator** dropdown.
  - To include a periodic table that students can view, set the **Periodic Table** toggle to **On**.
  - To include a thesaurus that students use to look up synonyms, set the **Thesaurus** toggle to **On**.
  - To include a dictionary that students use to look up definitions, set the **Dictionary** toggle to **On**.

– To allow students to use the text-to-speech tool to listen to test content, set the **TTS** toggle to **On**.

Validating a Test and Fixing Errors

Before you can publish a test, you must validate it to make sure there are no test errors. To do this, click **Validate Test** in the test toolbar. If the test is already valid, this button turns gray and displays "Test is Valid." You cannot validate a test if any of its items have unsaved changes.

Table 3 explains how to resolve the validation errors that may appear.

Table 3. Possible Validation Errors in a Test

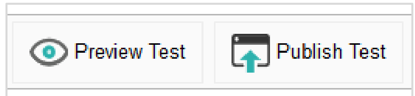
Validation Error	How to Fix This Error
You must make some changes to this item	This error occurs when you insert the copy of an item from an item library but you do not make any edits to the item's content. To fix this, click **Edit** in the item toolbar for the copied item and update the content so that it is not exactly identical to that of the original item in the library.
A test must have at least one item	This error occurs when the test does not contain any items. To fix this, add at least one item to the test.
This item is in a stimulus in one test, and stand-alone in another	• This error may occur when you add a library item to a stimulus. Stimuli cannot be linked to items that already exist in an item library. To fix this, remove the item and add it to a new test page instead of the stimulus. • This error may also occur when you add a library item to a test without its linked stimulus. To fix this, remove the item from the test and add its linked stimulus instead. The linked item should be added automatically when you add its stimulus.
This stimulus contains no items	This error occurs when a stimulus is added to the test but no items are linked to the stimulus. To fix this, click the stimulus thumbnail, then click the button directly below it to create a linked item.
This item is under review and can't be published	This error occurs when you add an item that has been submitted to a shared item library but has not been approved. To fix this, you must remove the item from the test.
You do not have permission to publish this item	This error occurs when you have added a shared item that you do not have permission to publish. To fix this, you must remove the item from the test. If you still wish to add an item like this to this test, you should create a copy of the shared item.
Item missing required property [Grades/Subject/Name]	This error occurs when an item on the test is missing a required property. To fix this, make sure you select a value for all properties labeled as required in the **Item Properties** menu for each item.

Publishing a Test So It Can Be Administered to Students

In order to administer your test to students, you must publish it to the Test Administration System. You can administer any test you publish, and you can share the test with other Checkpoint users to let them administer it as well. You cannot make changes to a test or its items once you publish it.

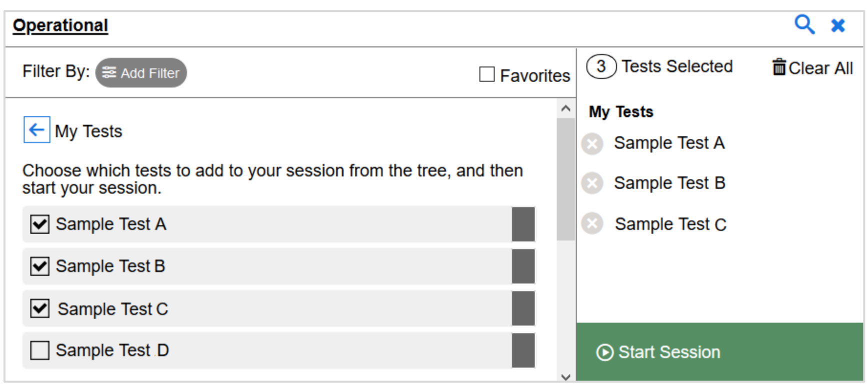
1. To publish a test to the Test Administration System, save any changes to the test items and validate the test.

Figure 49. Publish Test Button



2. Once the test is valid, click **Publish Test** in the test toolbar (see Figure 49).
3. In the confirmation message that appears, click **OK**.
   - Before or after publishing a test, you can share that test with other educators for administration purposes. District- and school-level users can also set administration dates when they share a Published test with educators in their districts and schools. These dates determine when the test will be available in the Test Administration System.
   - After publishing a test, you can add it to your test sessions by selecting it from the ***Test Selection*** window in the Test Administration System (see Figure 50). The ***Test Selection*** window allows you to filter and search for a specific test based on the subject and grade properties selected for it in Checkpoint. You can administer your own tests, shared tests, and tests from a shared test library.
     - For more information about administering tests, see the Test Administration User Guide. .

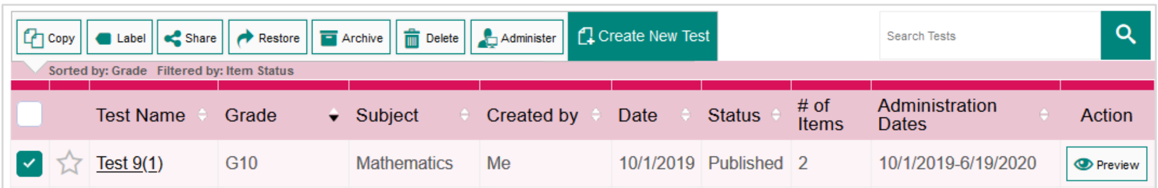
Figure 50. Test Administration System–Test Selection Window



Working with the Items and Tests Available to You

You can use the toolbar and table on the Checkpoint site's content tabs to perform various actions on your items and tests (see Figure 51). The actions that you can perform on your content may depend on its status and the library it belongs to.

Figure 51. Tests Tab Toolbar



All Checkpoint users can perform the following actions on the **Items** and **Tests** content tabs:

- Make changes to your items and tests that haven't been published yet.
- Copy items and tests that you want to modify without affecting the original version.
- Label content so it is easier to organize and locate on your content tab tables.
- Archive items and tests that you don't need to use anymore.
- Share items and tests that you want other educators to co-author or use for themselves.

- District- and school-level users can also perform the following actions:
  - Set administration rules for when Published tests will be available in the Test Administration System.
  - Create subjects that can be associated with test items and standards.

Making Changes to Your Items and Tests

You can modify the content of any item or test you created as long as it has a Draft status. After you publish a test, you cannot make changes to that test or any of the items on it, even if those items appear on other unpublished tests.

When another educator shares an item or test with you, you may only edit its content if you were given editing permissions by the original author. You can also make copies of shared items and edit the copies. However, you cannot make any edits to items in a shared library, such as NGSS Item Library.

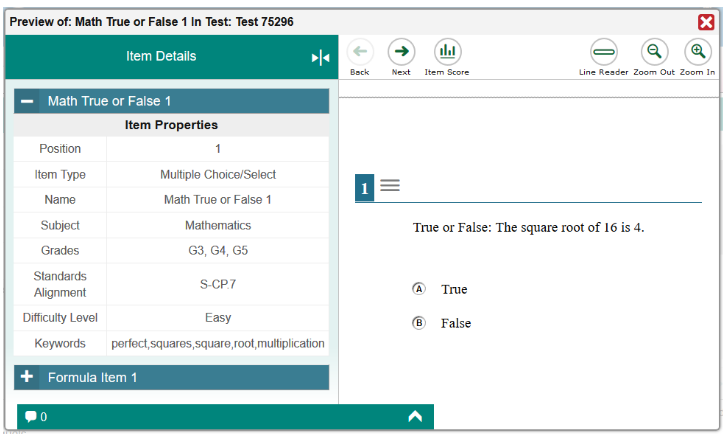
- To make changes to your content, open the appropriate content tab and click the name of the item or test you want to edit (you may need to apply filters first). The corresponding item or test builder page will appear.
  - When editing items, you may also need to click **Edit** in the item toolbar.

Previewing Items, Tests, and Standards

You can preview your items and tests to see how they will appear to students in the Test Administration System. You can also preview standards publications to see their structure and find the keys for individual standards that you may want to align to items or use to filter the **Items** and **Tests** tabs.

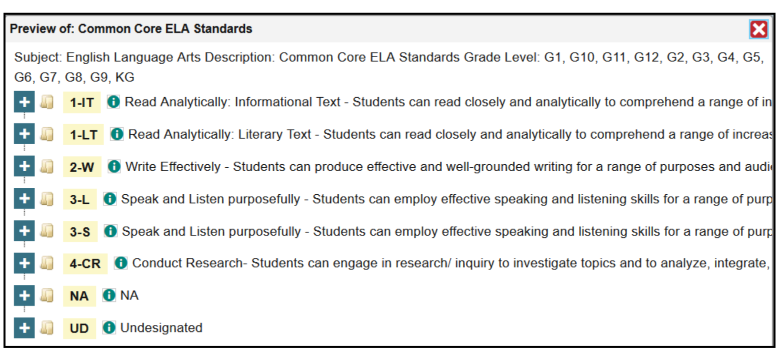
- To preview content, open the appropriate content tab and click **Preview** in the Action column (you may need to apply filters first). A preview window opens (see Figure 53 and Figure 53).
  - You can also preview multiple items simultaneously by marking their checkboxes and clicking **Preview** above the Items table.

Figure 52. Test Preview Window



- When previewing tests and items, you can enter responses for machine-scored items and click **Item Score** to verify the item is being scored accurately. A popup window appears, indicating which answer key matches the entered response. It displays a green checkbox when the response matches an answer key or a red X when it does not match an answer key.
  - You can click on the left side of the preview window to view the properties for each item.
  - You can also click to view and enter comments for items.

Figure 53. Standards Preview Window



- The preview window for standards shows you the keys for each standard, which you can use when finding items and tests by standards, or when aligning new items with standards.

Making Copies of Items and Tests

You can create copies of any test or item that you wish to modify without affecting the original version. For example, if you want to edit a Published item or a shared item that you don't have permission to edit, you could copy that item and make edits to the copied version.

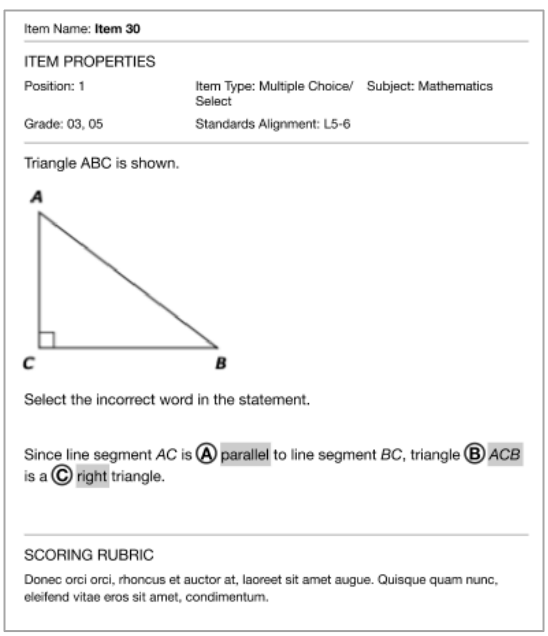
Note: You may not have permission to copy items in some libraries. Copying a test does not create a copy of each item on it. Editing the items on a test copy will affect the items on the original test, and vice versa.

- To copy your content, open the appropriate content tab and mark the checkbox for each test or item you wish to copy. Then click **Copy** above the table and click **OK**. The copied content is added to the table.
- You can click the name of the copied version to edit its content. You should make at least one edit to copied items so that the copy is not completely identical to the original. If a test includes a copied item that is identical to the original item version, it may cause a validation error.

Saving Items as Printable PDF Files

If you want to create a printable version of an item, you can save it as a PDF file (see Figure 54). When saving items as a PDF, you can choose whether or not to include the item's scoring guidelines in the printout. PDF files display items with paper-friendly formatting (if available) and also display an item's properties.

Figure 54. Sample Item PDF



Item Name: **Item 30**

ITEM PROPERTIES

Position: 1	Item Type: Multiple Choice/ Select	Subject: Mathematics
Grade: 03, 05	Standards Alignment: L5-6	

Triangle ABC is shown.

Select the incorrect word in the statement.

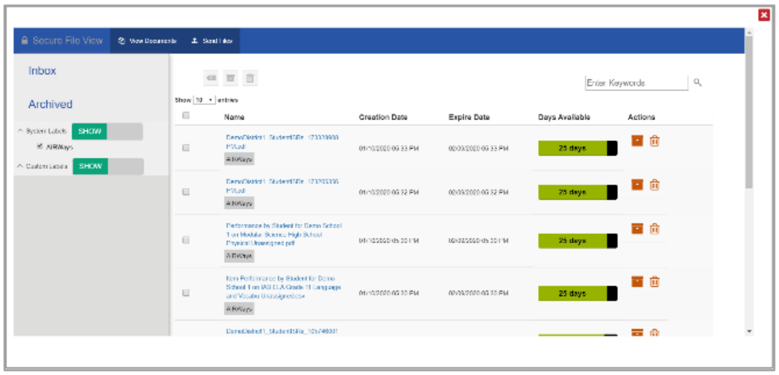
Since line segment *AC* is Ⓐ parallel to line segment *BC*, triangle Ⓑ *ACB* is a Ⓒ right triangle.

SCORING RUBRIC

Donec orci orci, rhoncus et auctor at, laoreet sit amet augue. Quisque quam nunc, eleifend vitae eros sit amet, condimentum.

4. To save an item as a PDF, open the **Items** tab and mark the checkbox for each item you wish to save as a PDF, then click **Save as PDF** above the table (you may need to apply filters first). If you select multiple items, they will be saved as a single PDF file.
   – You can also click this button for a single item in the toolbar of the item builder (see **Error! Reference source not found.**).
5. *Optional*: If you want the PDF to display the item's scoring guidelines, mark the **Include scoring guidelines** checkbox in the window that pops up.
6. Click **Generate PDF**. The PDF file will be added to the Inbox.
7. When the item PDF finishes processing, click **Inbox** in the banner. The Inbox appears (see Figure 55).

Figure 55. Inbox



8. To download the PDF to your computer, click the name of the appropriate file.
   – Files are automatically removed from the Inbox after 30 days. If you want to keep a file in the Inbox for longer than that, click in the Actions column for that file to archive it. You can access archived files by clicking **Archived** on the left side of the Inbox.
   – To delete a file from the Inbox, click in the Actions column for that file.

Adding Labels to Organize Your Items, Tests, and Standards

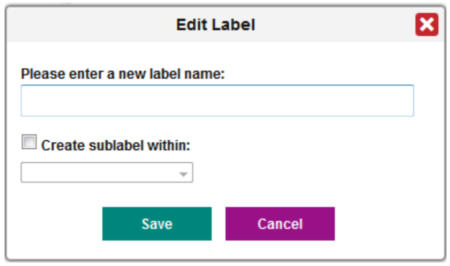
You can create labels and add them to content that you want to organize on the content tabs. You can also create sub-labels within other labels (such as `Shakespeare > Tragedies > Hamlet`). After adding labels to your content, you can use the **Labels** menu in the filter panel on the left of each content tab to easily view all the items, tests, or standards with the selected label.

You can create labels for any content in your libraries, but these labels are displayed on your screen only. They are unique to your account and do not display for anyone else the content is shared with.

1. To label your content, open the appropriate content tab and mark the checkbox for each test, item, or standard you wish to label. Click **Label** above the table. The ***Apply Label*** window appears.
2. Do either of the following:
   – To assign the content to an existing label, mark the checkbox for that label (you can search for existing labels in the provided search field).

– To create a new label, click **Create New**. The ***Edit Label*** window appears (see Figure 56):

Figure 56. Edit Label Window



i. Enter a name for the label.

ii. *Optional*: When you're adding a sub-label to an existing label, mark the **Create sublabel within** checkbox and select the label it should belong to from the dropdown.

iii. Click **Save**.

3. Click **Apply**. The label tag appears next to the name of the selected content.

4. *Optional*: To remove an added label, click ✖ in that label tag on the content tab table.

5. *Optional*: To modify a label, select **Manage Labels** from the **My Settings** menu in the banner. Click **Edit** next to the label's name. Make the necessary changes and then click **Save**.

– To hide all labels on the content tabs, set the **Hide all labels from view** toggle to **On**.

Archiving and Deleting Items and Tests That You No Longer Need

You can archive and delete content that you do not wish to use anymore. This will remove it from your content tab tables. Archived and deleted content cannot be shared, administered, or associated with other content. Your ability to archive and delete content depends on its status and other conditions explained in Table 4. You cannot archive or delete any items or tests in a shared library.

Table 4. Archive and Delete Permissions

Content Type	Archive and Delete Permissions
Draft Items	• Draft items can be deleted if they are not linked to any tests. • Draft items cannot be deleted while they are linked to a test. • Draft items cannot be archived.
Published Items	• Published items cannot be deleted. • Published items cannot be archived if they are linked to a published test. • Published items can be archived only if every test they are linked to is also archived.
Draft Tests	• Draft tests can be deleted. ▪ When deleting a Draft test, users can choose to also archive any items on that test that are not linked to additional tests. • Draft tests cannot be archived.
Published Tests	• Published tests cannot be deleted. • Published tests can be archived. ▪ When archiving a Published test, users can choose to also archive any items on that test that are not linked to additional tests. ▪ Archiving a test does not change the status of any test items that are also linked to additional tests.

- To archive an item or test, mark the checkbox for each item or test you wish to archive and then click **Archive** above the table.
  - When archiving a Published test, mark the **Archive Published Items Not On Other Tests** checkbox if you wish to also archive the test items that do not appear on any other tests.
  - In the popup window, click **OK**. The status of the content changes to Archived.
- To delete a Draft item or test, mark the checkbox for each item or test you wish to delete and then click **Delete** above the table.
  - When deleting a Draft test, mark the **Archive Published Items Not On Other Tests** checkbox if you wish to also archive the test items that do not appear on any other tests.
  - In the popup window, click **OK**. The content is removed from Checkpoint.

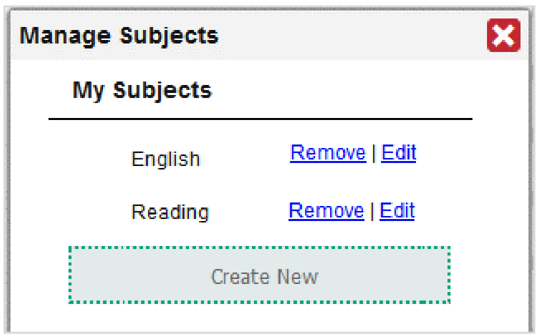
For Admin Users: Creating Subjects to Associate with Content

In order for educators to associate their original test items with subjects, authorized users must first create those subjects and make them available to other users in their institutions. Subjects for ELA, Math, Social Studies, and Science are already provided.

The educators in the selected institutions will be able to associate their items with the subjects you create. The subjects for tests will be automatically determined based on the items added to tests. Associating content with subjects makes it easier to organize that content in Checkpoint and easier to locate published tests when running test sessions in the Test Administration System.

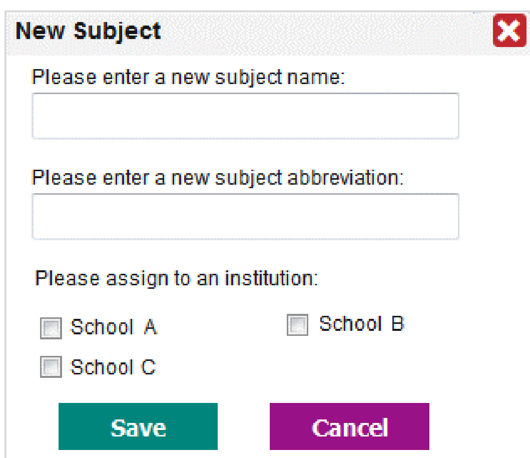
1. To create a new subject, select **Manage Subjects** from the **My Settings** menu in the banner. The ***Manage Subjects*** window appears (see Figure 57).

Figure 57. Manage Subjects Window



2. Click **Create New**. The ***New Subject*** window appears (see Figure 58).

Figure 58. New Subject Window



3. Enter a name for the new subject, such as `Geography`.
4. Enter an abbreviation for the new subject, such as `GEO`.
5. Mark the checkbox for each institution that should be able to associate items with this subject.
6. Click **Save**.

7. *Optional*: To modify or remove a subject, select **Manage Subjects** from the **My Settings** menu in the banner. The ***Manage Subjects*** window appears (see Figure 57). Then do either of the following:

- To edit a subject, click **Edit** beside the subject name, then modify that subject's details.
- To remove a subject, click **Remove** beside the appropriate subject name. Users will no longer be able to associate their content with that subject.

Sharing Your Content with Other Educators

Checkpoint lets you share your original items and tests with other educators who you want to co-author the content, use the content for themselves, or administer your original tests to students. Content may be shared with individual educators, custom groups of educators (known as "workgroups"), or an entire school or district depending on your role. See Appendix F for more information on user roles and their access within Checkpoint.

You can choose exactly how recipients will be able to use your shared content. The available sharing permissions you can give them depend on what type of content you are sharing:

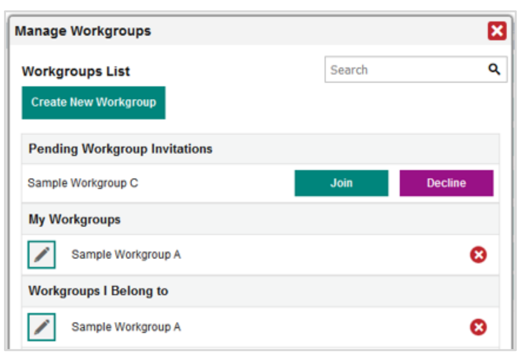
- When sharing a test, you can choose to let recipients view it, edit the order of items on it, publish it, and/or administer it in the Test Administration System. If you want to let recipients edit the content of items on a test, you must share the individual test items separately.
- When sharing an item, you can choose to let recipients view it, edit it, and/or publish tests that they've added the item to.

Creating Workgroups for Sharing Content

If you plan to share content with the same group of educators on a regular basis, you can create a new workgroup for them. You can also join other workgroups that you're invited to and manage the membership of your existing workgroups.

1. To create a new workgroup, from the **My Settings** menu in the banner, select **Manage Workgroups**. The ***Manage Workgroups*** window appears (see Figure 59).

Figure 59. Manage Workgroups Window



2. Click **Create New Workgroup**. The ***New Workgroup*** window appears.
3. In the *Workgroup Name* field, enter a unique name for the workgroup.
4. In the *Search Entity to Add to Workgroup* field, enter the name or email address for the educator you wish to add to the group.
5. Select the appropriate educator. The educator's name appears in the *Members* section.
6. *Optional*: If you ever need to modify the workgroup, select **Manage Workgroups** from the **My Settings** menu in the banner, and then click by the name of the workgroup you wish to modify. You can also click to delete a workgroup.

Joining Workgroups You've Been Invited To

When other educators invite you to a workgroup, a notification appears in the banner.

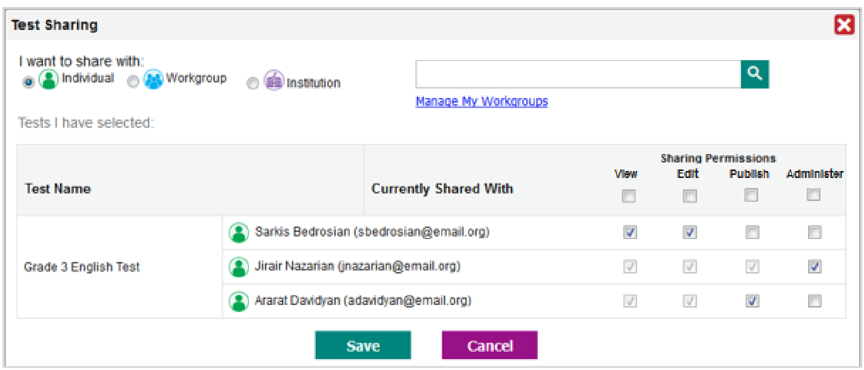
1. In the banner, open the **Notifications** menu and click **Workgroup Invitations**. The ***Manage Workgroups*** window appears (see Figure 59).
2. In the *Pending Workgroup Invitations* section, do one of the following:
   - To accept a workgroup invitation, click **Join**.
   - To decline the workgroup invitation, click **Decline.**

How to Share Items and Tests with Other Educators

You can share any items or tests in your personal libraries.

1. To share your content, open the appropriate content tab and mark the checkbox for each item or test you wish to share. Then click **Share** above the table. The ***Sharing*** window appears (see Figure 60).

Figure 60. Sharing Window (for Tests)



2. Select the recipients for the shared content. You can add multiple recipients to share with.
   - To share the content with an individual educator, mark the **Individual** radio button and search for that educator's name or email address. District- and school-level users may first need to select the educator's institutions from the available dropdowns.
   - To share the content with a custom-made group of educators, mark the **Workgroup** radio button and search for the name of an existing workgroup.
   - To share the content with an institution, such as a school or district, mark the **Institution** radio button and search for that institution's name.
3. Select the specific permissions you'd like to give to each recipient. All recipients will be able to create copies of your shared content by default.
   - *For all content types*:
     - To allow a recipient to view the content, mark the **View** checkbox.

- To allow a recipient to make edits to the shared content, mark the **Edit** checkbox. When sharing a test, recipients can add and remove items, but not edit the content of items already on it, unless you also share those items with editing permission.

– *For tests only*:

- To allow a recipient to publish the test, mark the **Publish** checkbox.
- To allow a recipient to administer the test to students, mark the **Administer** checkbox. This option may be checked before or after publishing.

– *For Draft items only*:

- To allow a recipient to publish tests containing the Draft item, mark the **Publish** checkbox.

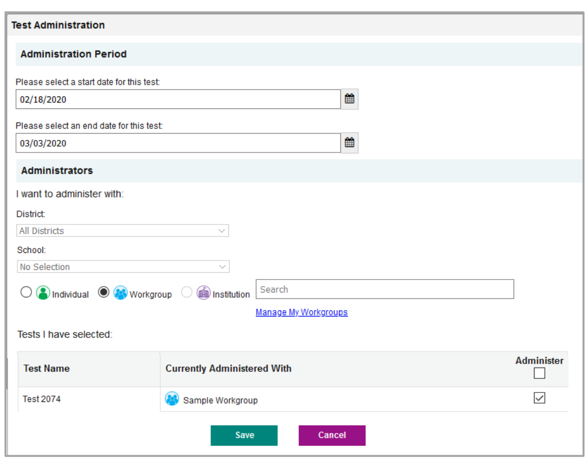
4. Click **Save**. The shared content is added to the appropriate content tab table for the selected recipients. However, any tests you shared with only administration permission will appear only in the Test Administration System for the selected recipients.

For Admin Users: Sharing Tests with Administration Dates

District- and school-level users can set administration dates that specify exactly when their shared tests will be available in the recipients' Test Administration System. Recipients will be able to access these shared tests in the Test Administration System, but they cannot view or edit them in the Checkpoint **Tests** tab.

1. To share a test with educators and set its administration dates, open the **Tests** tab. Then mark the checkbox for each Published test you wish to share and click  **Administer** above the table. The ***Test Administration*** window appears (see Figure 61).

Figure 61. Test Administration Window



2. To specify the date range in which the test will be available in the Test Administration System, select start and end dates from the fields in the *Administration Period* section.

3. In the *I want to administer with* section, select who will be able to administer the test in the Test Administration System:

   – To share the test with an individual educator, mark the **Individual** radio button and search for that educator's name or email address. You may need to select the user's district or school from the available dropdowns first.
   – To share the test with a workgroup, mark the **Workgroup** radio button and search for that workgroup's name.
   – To share the test with an entire school or district, mark the **Institution** radio button and search for that institution's name.

4. Select the intended administrator. You can repeat this step to add more administrators.
5. Click **Save**. The test will be available in the Test Administration System for the selected administrators on the specified start date. You can repeat these steps to update the administration rules at any time.

Submitting Items to a Shared Items Library

Checkpoint includes a shared items library available to all users in your district. Members of review groups can submit their original items to the shared library. Submitted items undergo multiple stages of review before they are approved for the shared library. Once an item is added to the shared library, any user in the district can add that item to their tests.

The item submission process follows the workflow below:

6. First, Checkpoint admin users add users to a review group and assign them review level permissions that allow them to either submit or review items for the shared library.
7. Once review groups are set up, a member with *Draft* permission creates an item and submits it to a review group they belong to. Upon submission, the item enters the Initial Review level.
8. A member of the same review group who has *Initial Review* permission then reviews the item and approves it to enter the Content Review level.
9. A review group member with *Final Approval* permission reviews the item and approves it for the last time. The item is then processed by Cambium Assessment and added to the shared items library.
10. After the item is added to the shared library, any users in the same district as the review group can add the item to their tests by selecting it from the Insert From Library panel on the test builder.

- Each time the time the item is approved, its status changes to reflect its current review level: Draft > Initial Review > Final Approval, (see Figure 48).
- If an item undergoing review requires minor revision, the reviewer can edit it directly. If the item requires major revision, the reviewer can send it back to the original author, who can revise and resubmit it. Resubmitted items will always restart the review process from the Initial Review level.

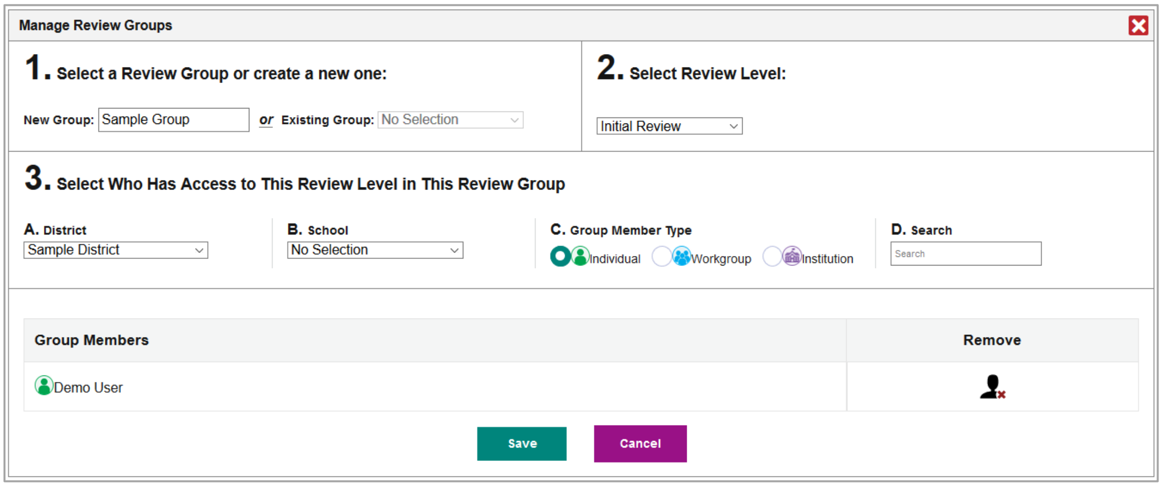
For Admin Users: How to Add Checkpoint Users to Review Groups

Before Checkpoint users can submit or approve items for a shared library, a user with administrator privileges must add them to a review group and assign their review level permissions within the group. Each review group consists of multiple review levels that determine which group members can submit items to the library and which members can review them at each stage of the process. Table 5 provides descriptions of the available review level permissions.

You can create multiple review groups, but when users submit an item to the library, they can choose only one group to review it. Since a review group includes multiple review levels, a review group must include at least one member assigned at each review level in order for items to complete the review workflow. For example, if a review group does not have any members with *Final Approval* permission, nobody can approve an item once it reaches the Final Approval level.

1. To add Checkpoint users to a review group, select **Review Groups** from the **My Settings** menu in the banner. The ***Manage Review Groups*** window appears (see Figure 62).

Figure 62. Manage Review Groups Window



2. Do one of the following:
   – If you wish to create a new review group, enter a name for the group in the *New Group* field.
   – If you wish to update the membership of an existing group, select the desired group from the **Existing Group** dropdown.
3. To assign a review level permission to the group members you are adding, select an option from the **Select Review Level** (see Figure 63) dropdown (see Table 5 for descriptions of each review level). You can assign only one review level at a time. However, you can repeat steps 3–6 to assign additional review levels for the same review group, as necessary.

Figure 63. Available Review Levels

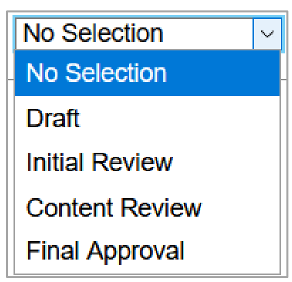


Table 5. Overview of Review Levels in Review Groups

Review Level	Description
Draft	Members with this review level can create items and submit them to the Initial Review stage of the review workflow.
Initial Review	Members with this review level can review items in the Initial Review stage and approve them to be sent to Content Review. They can also edit submitted items and send them back to original author for revision.
Final Approval	Members with this review level can review items in the Final Approval stage and approve them to be added to the shared items library. They can also edit submitted items and send them back to original author for revision.

4. Select who should be added to the review group:
   - To add an individual educator, mark the **Individual** radio button and search for that educator's name or email address. You may first need to select the educator’s institution from the available **District** and **School** dropdowns.
   - To add the members of a workgroup, mark the **Workgroup** radio button and search for that workgroup's name.
   - To add the members of an entire institution, such as a school or district, mark the **Institution** radio button and search for that institution's name.

   The selected educators will be added to the list in the window.

5. *Optional*: To remove a member from the group, click for that user in the list.
6. To save your changes, click **Save**. The selected educators may begin submitting or reviewing items immediately, depending on which permissions were given to them.
7. When setting up a new review group, you must repeat steps 3–6 until you have added members to the group at each review level. If you do not assign a particular review level to any members of the group, such as *Final Approval*, submitted items can never be added to the library.

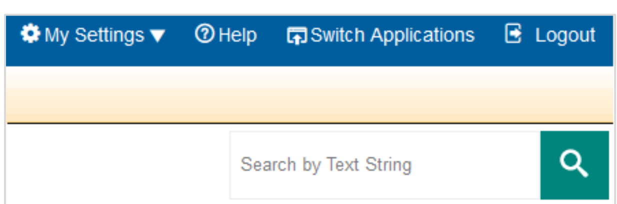
How to Submit an Item to a Review Group

In order to add an item to shared library, you must first submit it to a review group for approval. Only users with *Draft* review level permission can submit items to a review group. Once you submit an item, you cannot make any additional edits to it unless a reviewer sends it back for revision. At that point, you can modify the content and submit the item for review again.

1. To submit an item to a shared library, first create an item by following the process described in the section The search bar in the corner of each content tab allows you to search for content in that tab only. In other words, the search bar on the **Items** tab searches only for items and the search bar on the **Tests** tab searches only for tests.

- To search for content, enter a term in the search field in the top-right corner of a content tab and click (see Figure 6).

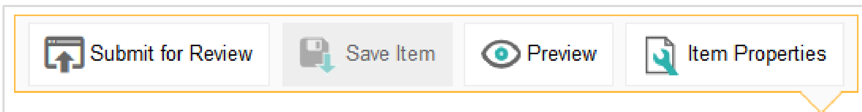
Figure 6. Search Bar



   - When you apply filters before searching for content, the search bar will search within the filtered results only. If Checkpoint cannot locate the item or test you are looking for, you may need to adjust the filters and try again.
   - This search bar is most appropriate when searching for words that appear in the name, text, or keyword of an item or test, such as `Shakespeare`. If you need to search for content aligned to a particular standard, you should use the *Standard* search field that appears in the filter panel.

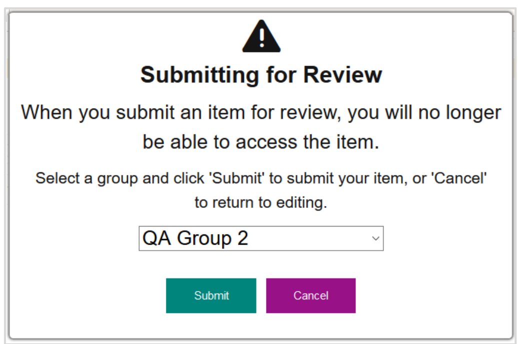
2. How to Create Items That You Can Add to Tests. In order to submit the item for review, it must meet the following requirements:
    - The item has all the required content (such as a prompt, response area, and valid answer key)
    - The item has a Draft status and has not yet been added to any tests
    - The item is not shared with any other users
3. In the top-right corner of the item builder, click **Submit for Review** (see Figure 65) in the item toolbar.

Figure 65. Submit for Review Button



4. In the confirmation message that appears, select which review group you wish to submit the item to and click **Submit** (see Figure 66). The item will be unavailable to you while it undergoes review.

Figure 66. Submit for Review Confirmation



- The item can be reviewed only by members of the review group you select.
- When submitting a Stimulus for review, you will have to submit its linked items separately.
- If a reviewer sends the item back for revision, you can modify the item's content and resubmit it.

How to Review and Approve Items Submitted to Shared Libraries

When an item is submitted to a shared library, it must be approved at each review level within a review group in order to be finalized (Initial Review > Final Approval). Users who have been added to review groups with the appropriate review level permissions can choose whether to approve the items in review or send them back for revision.

You can apply filters on the **Items** tab to see which items are available for you to review, based on your review group memberships and your assigned review level permissions in each group. When an item in your review groups reaches a review level that you have access to, it appears on this tab with its review level and assigned review group listed in the status column (see Figure 67).

1. To see which items are available to review, do either of the following:

– On the **Dashboard**, click the **Review Items** link.

– On the **Items** tab, mark the **Items to Review** checkbox in the filter panel and click **Apply**.

The filtered **Items** tab will display only the items that are available for you to review.

Figure 67. Item Available for Review

Name	Item Type	Comments	Grade	Subject	Standard	Created by	Date	Status	Linked Tests	Action
Sample Review Item	Table Match	1	G6	Science		Me	8/28/2020	Initial Review in QA Group 2		Review

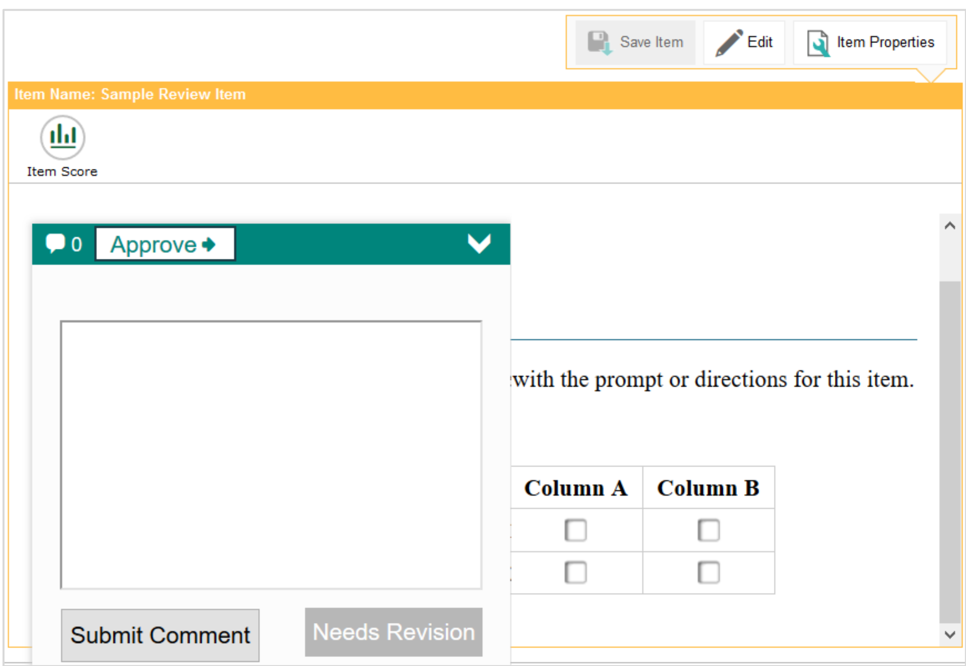
2. Click the name of an item that you wish to review. Its item builder page opens (see Figure 68).

   – You can also click **Review** in the Action column to review items from the ***Preview*** window. However, this window does not let you edit the items before you approve them. This button appears in the Action column only for the items that are available for you to review.

3. Review the item on the item builder. If the item is machine scored, you can use the **Item Score** button to ensure the item is accurately scoring valid and invalid responses.

4. *Optional*: If an item requires minor revisions, you can click **Edit** in the toolbar and then modify its content and properties by following the same procedure used to fill out templates for new items.

Figure 68. Item Builder—Item Feedback Panel



5. In the bottom-left corner, click to expand the item feedback panel and then do one of the following:

   – If the item is ready to move to the next review level, click **Approve**. Depending on the item's current status, it will either move up to the next review level in Checkpoint or be processed by Cambium Assessment and added to the library of shared items.

- If the item requires major revision, submit a comment in the provided field and then click **Needs Revision** to return the item to its original author, who can revise and resubmit it. Although items may be sent back for revision from any review level, resubmitted items always restart the review process from the Initial Review level, regardless of which review level they were at before.

Appendix A. Understanding the Content Tab Tables

This appendix provides more information about the columns in the tables that appear on the content tabs for **Items**, **Tests**, and **Standards**.

If a required property has not been entered for an item, a warning icon ( ) appears in the column for that property. You will need to update that property in the **Item Properties** menu for that item before you publish any tests that you added it to.

- The following columns appear in the tables on the **Items**, **Tests**, and **Standards** tabs:
  - **Name**: Displays the name of the content. You can click the name to access the builder page for this content. This column also displays any labels you assigned to the content.
    - You can click the star icon ( ) next to the name to save this content to your Favorites list, which is accessed from the filters panel beside the table.
    - If a description property was entered for the content, you can click in this column to view the description. This info icon also shows you which stimulus an item is linked to.
  - **Grade**: Displays the grade levels associated with the content.
  - **Subject**: Displays the subjects associated with the content.
  - **Created by**: Displays the name of the user who created the content. When the content is shared with another user, a sharing icon appears in this column.
  - **Date**: Displays the date on which the content was last modified by you or another user.
  - **Action**: Clicking in this column opens a ***Preview*** window showing you what items and tests will look like to students. For standards, it shows you a standard publication's structure and its standard keys, which you can use to filter tests and items on the content tabs.
    - On the **Items** tab, this column displays for any items submitted to a shared library that need approval.
    - You can also preview multiple items simultaneously by marking their checkboxes and clicking above the Items table.
    - In the ***Preview*** window, you can click to view any properties entered for the content.
    - In the ***Preview*** window, you can enter comments for items by clicking in the lower-left corner and clicking **Submit Comment**. Comments can be viewed by educators with access to the item. Reviewers can also approve submitted items by clicking **Approve** in this panel.
- The following column appears in the tables on the **Items** and **Tests** tabs only:
  - **Status**: Displays the current status of the content (Draft, Published, Archived, or Deleted). When an item is submitted to a shared items library, this column shows the item's current review phase.

  - All new items and tests have a Draft status when you first create them. A test's status changes to Published when you publish that test. An item's status changes to Published when it appears on a test that has been published.

- The following columns appear in the table on the **Items** tab only:
  - **Item Type**: Displays the type of item template that was used to create the item.
  - **Standard(s)**: Displays the key for the standard aligned to the item. If multiple standards are aligned, a plus icon appears in this column, which you can click to open a pop-up listing each standard.
  - **Linked Tests**: Displays the number of tests that the item has been added to. You can click to view a pop-up listing which tests include the item. The test count does not include any Archived tests.
- The following columns appear in the table on the **Tests** tab only:
  - **# of Items**: Displays the total number of items added to the test.
  - **Administration Dates** (district- and school-level users only): The date range during which the test will be available to administer to students. You can click above the table to edit administration dates and details.

Appendix B. Using the Text Editors in Item Templates

This appendix provides instructions for using the text editor toolbar available for all item templates. This toolbar allows you to format text, create tables, and insert media uploaded from your computer. Any media files you upload for an item must be under 1.5 MB.

Table 6. Text Editor Tools

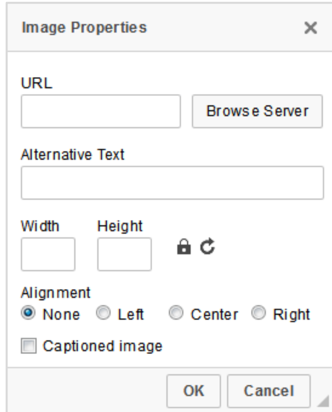
Button	Function	Button	Function
	Cut selection		Decrease or Increase indent
	Copy selection		Align left
	Paste selection		Center
	Paste selection copied from Microsoft Word		Align right
	Undo or redo change		Justify
	Find a keyword		Insert image (JPG, PNG, or GIF)
	Bold text		Insert audio clip (WAV, M4A, or OGG)
	Italicize text		Insert math formula
	Underline text		Insert numbered paragraphs
	Set text as $_{\text{sub-script}}$		Insert video clip (WEBM or MP4)
	Set text as $^{\text{super-script}}$		Insert table
	Remove text formatting		Insert horizontal line
	Insert numbered list		Insert special character
	Insert bulleted list	Styles	Select paragraph style

Inserting Images with the Text Editor

You can insert JPG, PNG, or GIF image files (1.5 MB or smaller, 600 x 600 pixels or smaller) in your items and stimuli.

1. Click in the toolbar. The ***Image Properties*** window appears.
2. Click **Browse Server** and select the required image file from the window that appears. If the image file is not available in this window, click **Upload Image** and select the required file from your computer. Then click **Add to Item**.

Figure 69. Image Properties Window

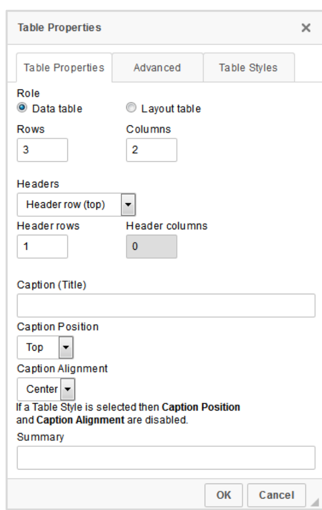


3. Set the item properties as necessary (available properties may vary) [see Figure 69]:
   - To create alternative text for screen readers, enter text in the *Alternative Text* field.
   - To change the image dimensions, enter values (in pixels) in the *Width* and *Height* fields. To lock the width-to-height ratio, click . To reset the image dimensions, click .
   - To add a caption to the image, mark the **Captioned image** checkbox and enter a caption.
4. Click **OK**.

Inserting Tables with the Text Editor

1. Click in the toolbar. The ***Table Properties*** window appears (see Figure 70).

Figure 70. Table Properties Window



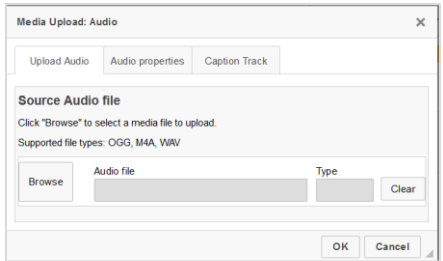
   - Specify the number of rows and columns in the table by entering values in the *Rows* and *Columns* fields. To include column or row headers in the table, select an option from the **Headers** dropdown.
   - To add a caption to the table, enter the required text in the *Caption* field.
   - To apply a preset style to the table, click the **Table Styles** tab and select a style option.
2. Click **OK**.

Inserting Audio Files with the Text Editor

You can insert WAV, M4A, or OGG audio files (1.5 MB or smaller) in your items and stimuli.

1. Click  in the toolbar. The ***Media Upload: Audio*** window appears (see Figure 71).

Figure 71. Media Upload: Audio Window



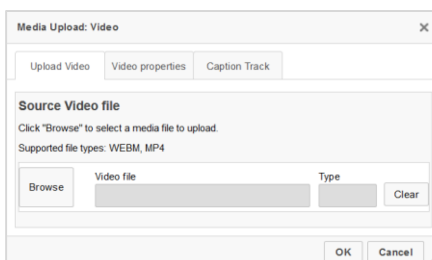
2. Click **Browse** and select the required file from the window that appears. If the file is not available in this window, click **Upload Content** and select the required file from your computer. Then click **Add to Item** after the file finishes converting.
3. Click **OK**.

Inserting Video Files with the Text Editor

You can insert WEBM or MP4 video files (1.5 MB or smaller) in your items and stimuli.

1. Click  in the toolbar. The ***Media Upload: Video*** window appears (see Figure 72).

Figure 72. Media Upload: Video Window

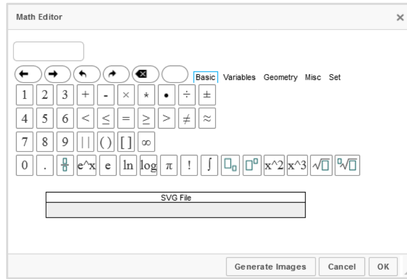


2. Click **Browse** and select the required file from the window that appears. If the file is not available in this window, click **Upload Content** and select the required file from your computer. Then click **Add to Item** after the file finishes converting.
3. Click **OK**.

Inserting Formulas with the Text Editor

1. Click  in the toolbar. The ***Math Editor*** window appears (see Figure 73).

Figure 73. Math Editor Window



2. Click the desired special characters to enter the formula in the text box at the top of the window. You can click the tabs in the top-right corner to view additional categories of special characters.
3. To convert the formula into an image, click **Generate Images**. The window closes and the image of the formula appears in the text box.

Appendix C. Usernames and Passwords

Your username is the email address associated with your account in TIDE. When your account is created, you receive an activation email containing a temporary link to the ***Reset Your Password*** page. To activate your account, you must set your password within 15 minutes of receiving this email.

- **If your first temporary link expired:**

  In the activation email you received, click the second link provided and request a new temporary link.

- **If you forgot your password:**

  On the ***Login*** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional Help:**

  If you are unable to log in, contact the Hawaii Department of Education Help Desk for assistance.

Appendix D. Accommodations, Designated Supports, and Universal Tools

This appendix provides information on the available accommodations, designated supports, and universal tools in the Checkpoint System.

Table 7. Accommodations, Designated Supports, and Universal Tools

Accommodation:		
Language/Presentation	English	

Designated Supports:		
Color Contrast	Black on White (Default)	TA Interface Editable
	Yellow	
	Blue	
	Light Yellow	
	Light Blue	
	Black on Rose	
	Light Magenta	
	Gray	
	Light Gray	
	Green	
	Light Green	
	Yellow on Blue	
	Reverse Contrast	
	White on Navy	
	Medium Gray on Light Gray	
	Black on Cream	
Masking	On/Off	TA Interface Editable
Mouse Pointer	System Default	TA Interface Editable
	Large Black	
	Extra Large Black	
	Large Green	
	Extra Large Green	

	Large Red	
	Extra Large Red	
	Large Yellow	
	Extra Large Yellow	
	Large White	
	Extra Large White	
Permissive Mode	On/Off	TA Interface Editable
Streamline	On/Off	TA Interface Editable
Text to Speech	On/Off	Checkpoint Selectable

Universal Tools:		
Line Reader	On/Off	TA Interface Editable
Zoom	No Default Zoom Applied	TA Interface Editable
	Level 1	
	Level 2	
	Level 3	
	Level 4	
	5x	
	10x	
	15x	
	20x	
Digital Notepad	On/Off	TIDE Selectable
Expandable Passages	On/Off	TIDE Selectable
Highlighter	On/Off	TIDE Selectable
Mark for Review	On/Off	TIDE Selectable
Strikethrough	On/Off	TIDE Selectable
Periodic Table	On/Off	Checkpoint Selectable
Thesaurus	On/Off	Checkpoint Selectable
Dictionary	On/Off	Checkpoint Selectable
Desmos Calculator	Off	Checkpoint Selectable
	Basic	
	Graphing	

	Scientific	

Appendix E. How Students Access Checkpoint Assessments Remotely

Required Software for Student Devices

Student Device	Required Software
Personal or school-provided device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal or school-provided device running Chrome OS	Chrome web browser

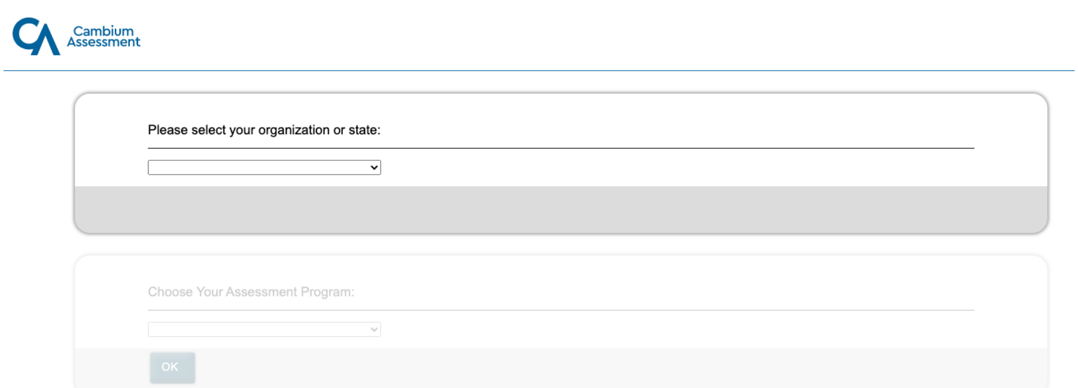
Signing in to Take a Checkpoint Assessment

Once students have the required software browser as outlined above, they are ready to sign in and take a Checkpoint assessment.

1. Launch the required software browser.

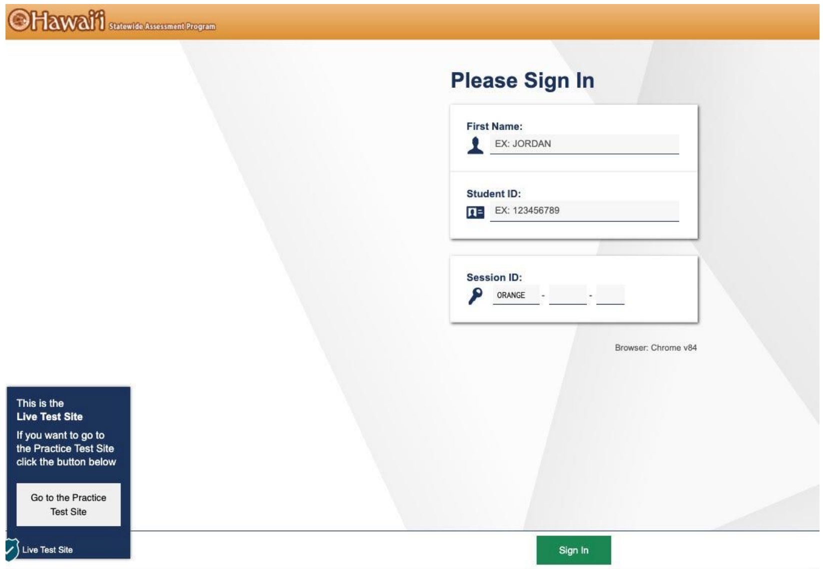
2. In the URL bar, enter https://mobile.tds.cambiumast.com/Launchpad and hit enter on your keyboard. The ***Mobile Launchpad*** page appears.

Figure 74. Mobile Launchpad



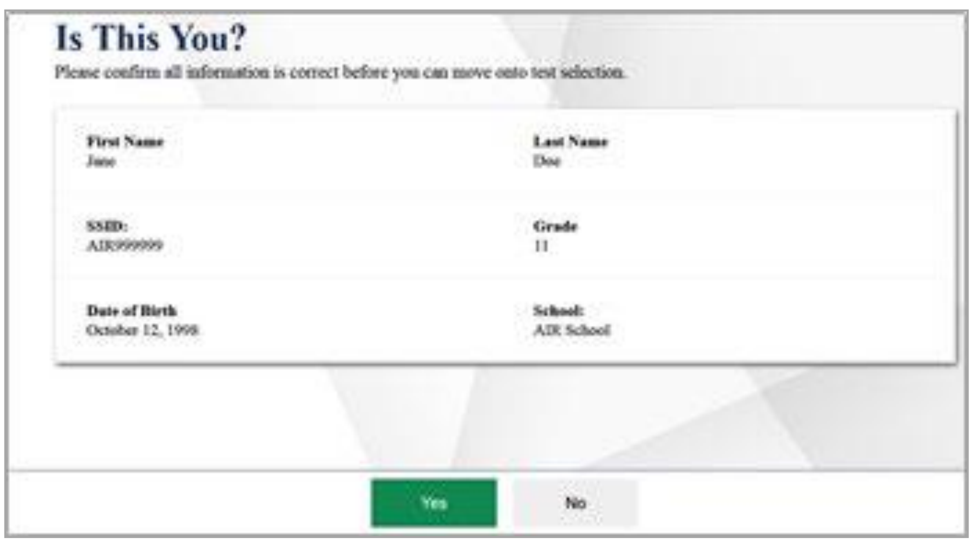
3. From the drop-down list at the top, select “Hawaii” and “Hawaii State Assessments” should then show in the assessment program section.
4. Select **OK**. The ***Student Sign-In*** page appears. Enter the following information:
    - Enter your first name and student ID.
    - In the Session ID field, enter the session ID provided by your Test Administrator.

Figure 75. Student Sign-In Page



5. Now select **Sign In**. You should see the ***Is This You?*** page.

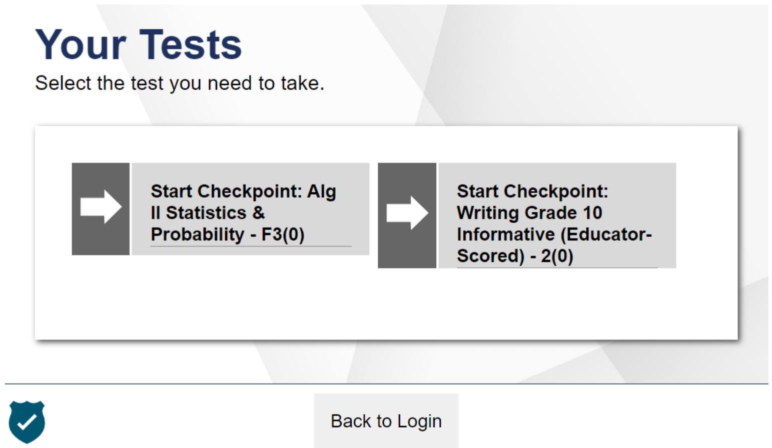
Figure 76. Is This You? Page



6. If all the information on this page is correct, select **Yes** to proceed. The ***Your Tests*** page appears.

   If any of the information is incorrect, notify your Test Administrator before proceeding.

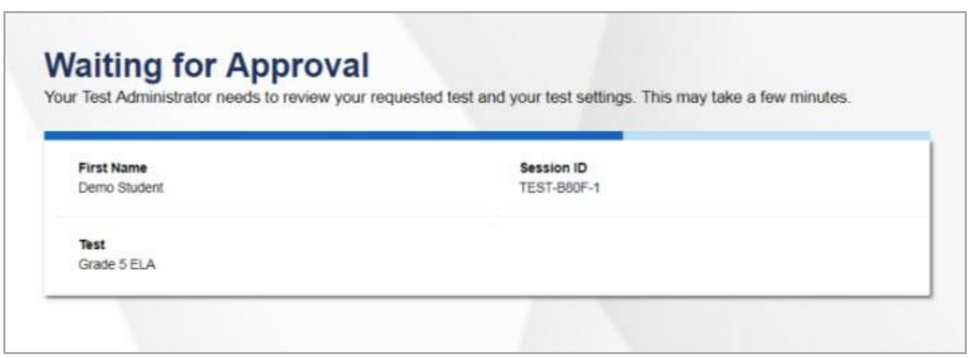
Figure 77. Your Tests Page



7. Now select the Checkpoint assessment you will be taking.

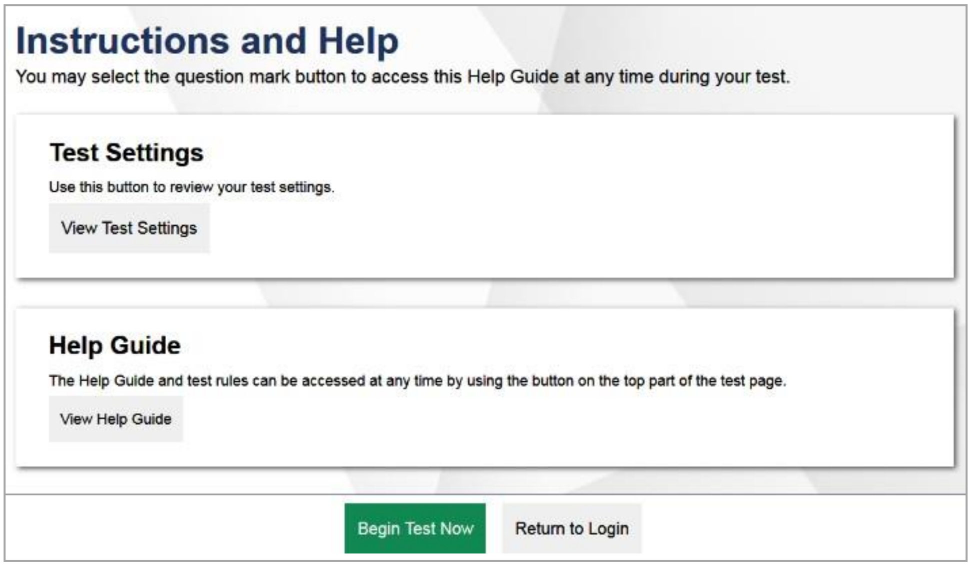
8. Wait for your Test Administrator to approve your assessment.

Figure 78. Waiting for Approval Page



9. On the ***Instructions and Help*** page, select **Begin Test Now**.

Figure 78. Instructions and Help Page



Checkpoint questions will appear on the screen and you will test normally as if you were in school. Your TestAdministrators will remotely monitor your progress throughout testing.

Appendix F. Sharing Items and Tests in the Checkpoint System

This section provides a brief overview of who can share items and tests with different user roles and workgroups in Checkpoint. Complete information about the Checkpoint System is available in the *Checkpoint System User Guide*.

Sharing Roles

Users in Checkpoint can share items, tests, and add users into workgroups based on their role. The following roles have the sharing capabilities listed below:

- **Complex Area Superintendent (CAS):** Complex Area Superintendents can share items and tests with anyone in their *Complex Area*, including Complex Staff, Principals, Test Coordinators, Test Administrators, and Teachers. They can also share items and tests with users in the same workgroups.
- **Complex Staff (CS):** Complex Staff can share items and tests with any other Complex Staff, Principals, Test Coordinators, Test Administrators, and Teachers in their *complex*. They can also share items and tests with users in the same workgroups.
- **Principals (PR) and Test Coordinators (TC):** Principals and Test Coordinators can share items and tests with any other Principals, Test Coordinators, Test Administrators, and Teachers in their *school*. They can also share items and tests with users in the same workgroups, even if the educators in the workgroup are from a different school.
  - **Note:** PR and TC users can only be added to a workgroup with educators from different schools if a CAS or CS user adds them.
- **Test Administrators (TA) and Teachers (TE):** Test Administrators and Teachers can share items and tests with any other Test Administrators and Teachers in their *school.* They can also share items and tests with users in the same workgroups, even if the educators from the workgroups are from a different school.
  - **Note:** TA and TE users can only be added to a workgroup with educators from different schools if a CAS or CS user adds them.
  - **Note:** Users must have a TA role in TIDE to administer assessments to students.

Items

In the Checkpoint System, items belong to the person who created them regardless of their status or linked tests. There are three levels of sharing for items in the Checkpoint System:

- **View Access**
  - When you share an item with “View” access, the user you share the item with can view and copy the item.
- **Edit Access**
  - When you share an item with “Edit” access, the user you share the item with can edit the content and properties of the item. This level does not allow recipients to publish tests they add the item to, which would lock its content and properties.
- **Publish Access**

- When you share an item with "Publish" access, the user you share the item with can edit the item and publish a test with this item on it. This means that the item will be locked, preventing additional edits to it once it is published.
  - Note: If you want a user to be able to publish a test with your draft item on it, you must give them publish access.

Tests

In the Checkpoint System, tests belong to the user who created them, regardless of their status. A shared test can be copied by recipients with the appropriate sharing permissions. There are four levels of sharing for tests in the Checkpoint System:

- **View Access**
  - A user can see the test and the items on the test. They can copy the test and share the copied test with eligible users. This will not make copies of the items on the test. The items will still be the same items that were on the original test. You must copy each item individually if you want to copy both the items and the test.
- **Edit Access**
  - A user can remove items, add items, change the order of an item, and change the metadata on a test. They can edit the content and properties for any draft items on the test, but not for any published items.
- **Publish Access**
  - A user can do any of the tasks that edit permission allows. They can also publish this test.
- **Administer Access**
  - A user can add the test to their test sessions in the TA Site of the Test Delivery System (TDS). A test's owner may share the test only for administration, without other sharing permissions. If a test is shared with administer access only, recipients will be able to see the test in the TDS but not in the Checkpoint System.

User Support

For additional information and assistance in using Checkpoint, contact the Hawaii Department of Education Help Desk. You can also click the Help link in the banner to access the online version of the help guide.

Hawaii Department of Education Help Desk
Toll-Free Phone Support: 1-866-648-3712
Email Support: hsaphelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's ID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 10 and Firefox 72 or Mac OS 10.14 and Safari 11).