Quick Guide to 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.