

Authoring  
Update  
April 6  
2021

# ClearSight

## Release Notes

### System Impacted: Authoring

Educators can now print individual items, multiple items, a student version of a test booklet, and a teacher version of a test booklet. Available in *ClearSight* Authoring.

Previously, a user could preview items and tests in authoring. If the user wanted to print any of these, printing screen was the only option available.

As of 3/29/2021, a **Save to PDF** print button is available in the item table and a **Print Booklet** is available in the Test Table. Users can select multiple items at once from the item table and retrieve a pdf of these items. Users can select a student edition or teacher edition of a Checkpoint or Educator Authored test booklet and configure the page layout and directions.

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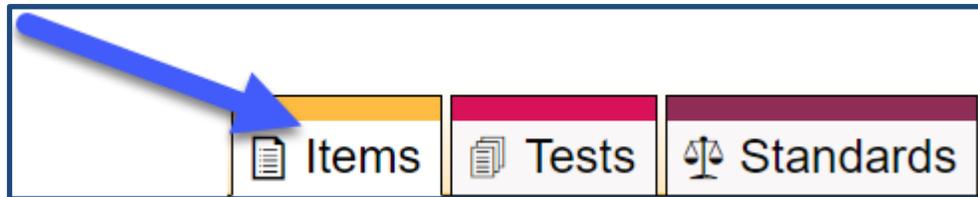
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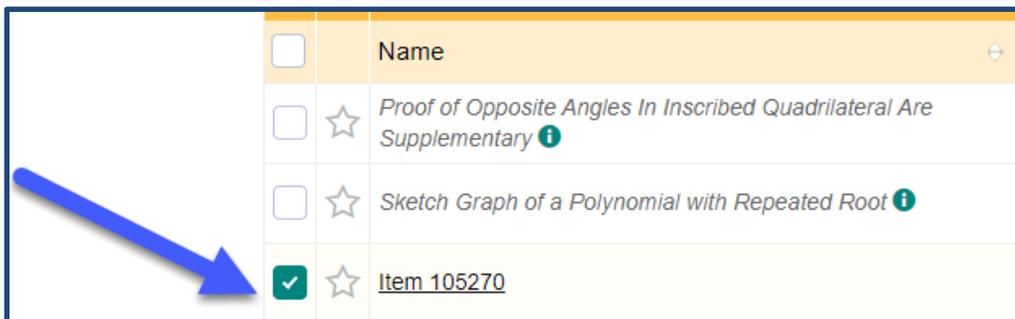
## Print a single item

Log into Authoring

1. Select the "Items" Tab

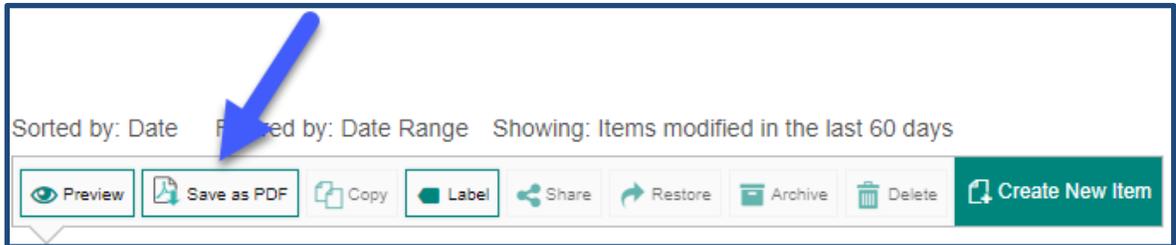


2. Select your item of interest by placing a mark in the box to the left of the item in the "Item Table".

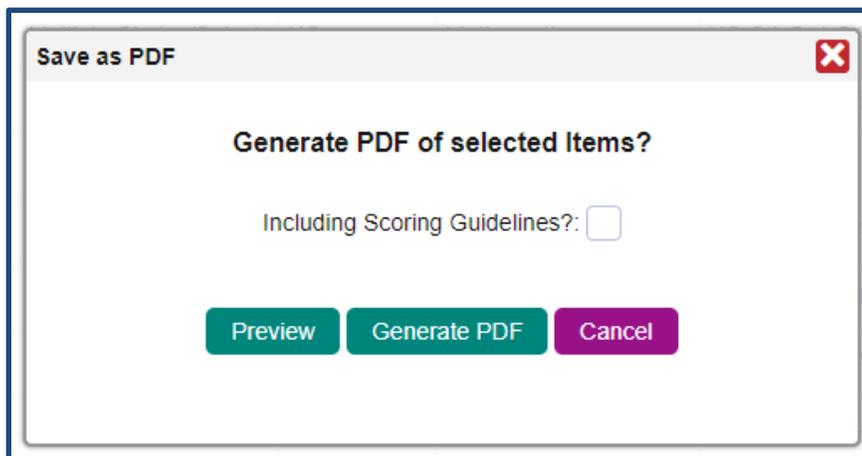
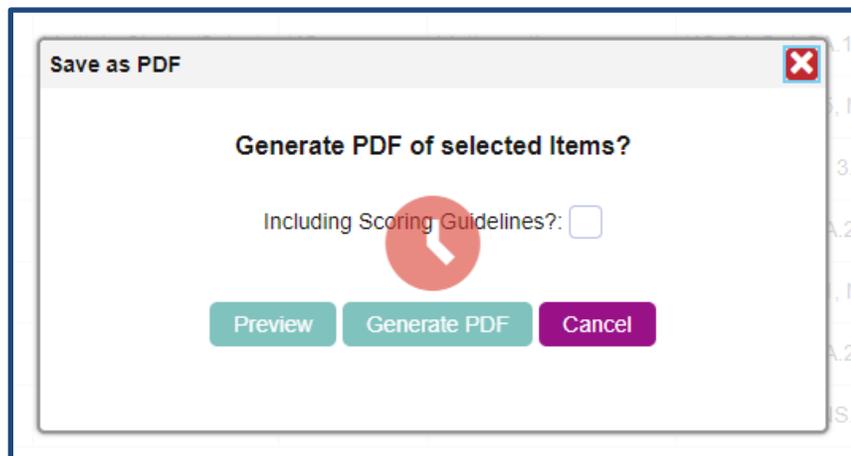


<input type="checkbox"/>	Name
<input type="checkbox"/>	☆ <i>Proof of Opposite Angles In Inscribed Quadrilateral Are Supplementary</i> ⓘ
<input type="checkbox"/>	☆ <i>Sketch Graph of a Polynomial with Repeated Root</i> ⓘ
<input checked="" type="checkbox"/>	☆ <u>Item 105270</u>

3. Making this selection enables certain features in the commands above the “Item Table”. **Save as PDF** is the option that enables you to print.



4. Selecting “**Save as PDF**” generates a pop-up window.
- Notice the “clock” image that appears in the background. This image shows you that the system is configuring the pdf of the item you’ve requested.
  - Notice the option to indicate **Scoring Guidelines**. Selecting this option provides the item properties and answer keys for each item. Let’s explore some of the preview and print features.
  - Also notice that **Preview** and **Generate PDF** are inactive. These buttons are not activated until the system has finished retrieving the item content and the “clock” disappears (see second image below).



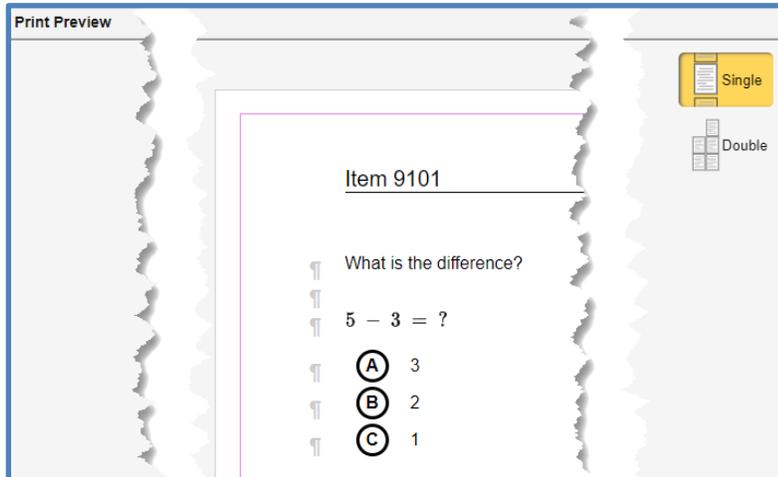
## Preview an individual item

Selecting **Preview** will show you what the item will look like on a printable page. Selecting **Generate PDF** will immediately produce the document in pdf format and deliver it to your Inbox.

Preview Item PDF:

In **Preview** mode, you'll notice the option for **Single** or **Double**. This refers to the printed option being single-sided or double-sided.

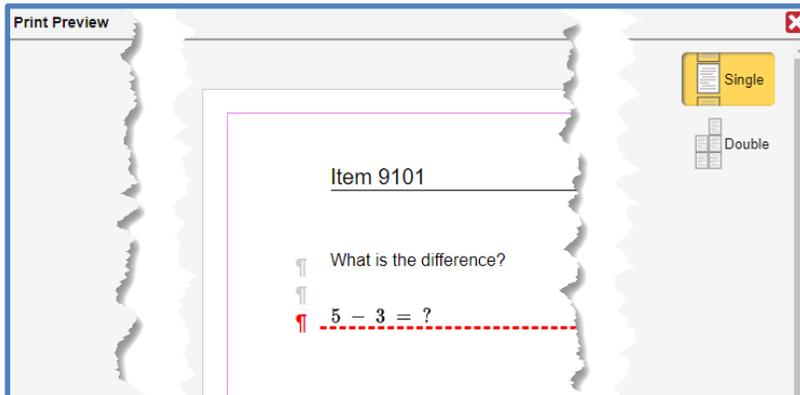
In this sample, you can see the item stem and the answer choice options.

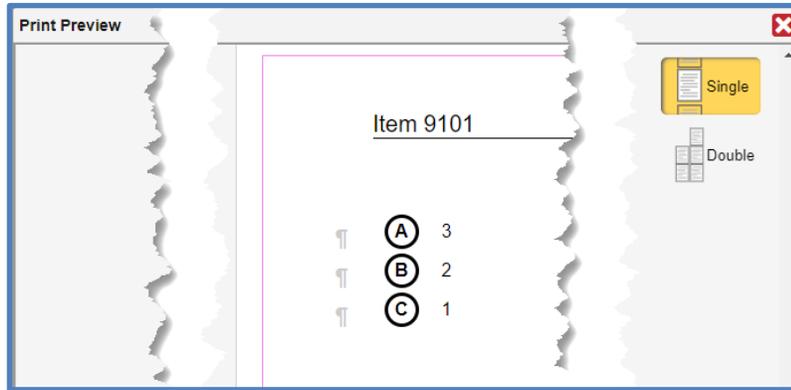


Note the "paragraph" symbols. These are interactive locations that you may use to determine where to set the page breaks.

For example, here is a view where the paragraph break has been moved so that the second page starts immediately after the stem.

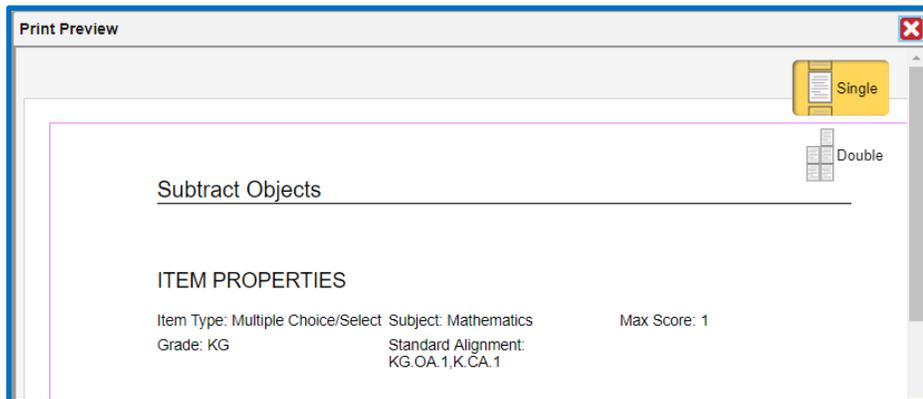
Page 1





Notice the paragraph line that was selected has turned red. This indicates where the page break is located. It is also possible to select the red line and delete the page break.

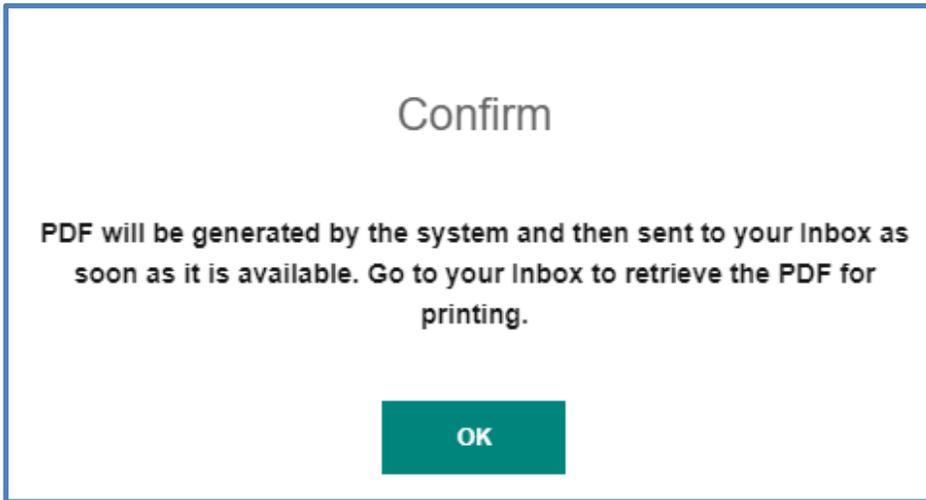
Note: These examples show items that have an item name that is a number. If an item has a name that is a description, such as *Subtraction Within 10* that descriptive name will show in the preview and the PDF. Below, is an example of an item with a descriptive name.



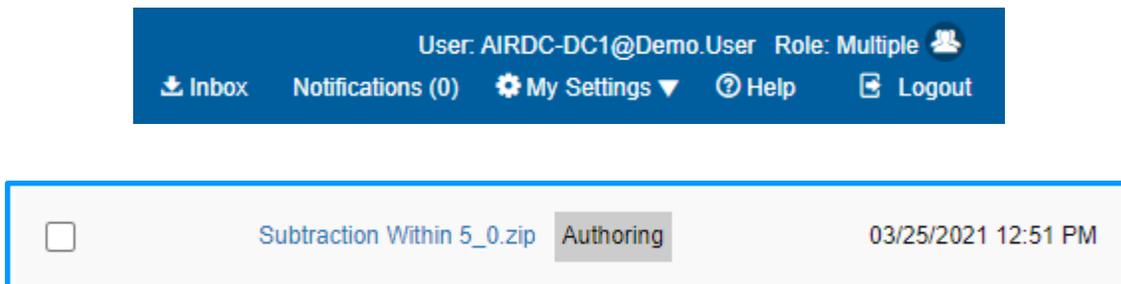
Sometimes, searching by item name can return multiple matches. By using "**Quickguide\_Creating -a-Test-by-Standard-**" under Resources, Educators, Quick Guides on the [ClearSight Portal](#) you may refresh yourself on the ways you can use descriptions, labels, and favorites to help select an item from those with similar or identical names.

## Generating a pdf of an individual item

Selecting the **Generate PDF** button initiates a pop-up describing where the item pdf will be delivered and how to access it.



## Navigate to your Inbox to retrieve the pdf



Notice, that although we printed a single item, the default is a zip file. Open the zip to retrieve the item pdf.

## Scoring Guidelines for an Item

Note the visible properties when you select to print an item with the **Scoring Guidelines**.

The screenshot displays the following content:

- Item 9101**
- ITEM PROPERTIES**
  - Item Type: ITS Item
  - Grade: KG
  - Subject: Mathematics
  - Standard Alignment: KG.OA.5, M.FS.K.OA.1.5, 1.CA.1
  - Max Score: 1
- Question: "What is the difference?"
- Equation:  $5 - 3 = ?$
- Options:
  - (A) 3
  - (B) 2
  - (C) 1
- SCORING GUIDELINES**
  - Response Keys**
  - Score: 1 point
  - Options:
    - (A) 3
    - (B) 2
    - (C) 1

Callouts in the image:

- "Total points for item" points to "Max Score: 1".
- "Item grade" points to "Grade: KG".
- "Shows your state alignment" points to "Standard Alignment: KG.OA.5, M.FS.K.OA.1.5, 1.CA.1".
- "Item Key" points to option (B) in the scoring guidelines.

Thus far, we've explored examples for printing a single item from the Checkpoint Bank. These features also apply to printing educator authored items, if you and your staff are creating your own items in the Authoring System.

## Print multiple items at once

You may be wondering if you can apply these features to numerous items without creating a test form or printing a test booklet. Let's walk through the steps for printing several items at once.

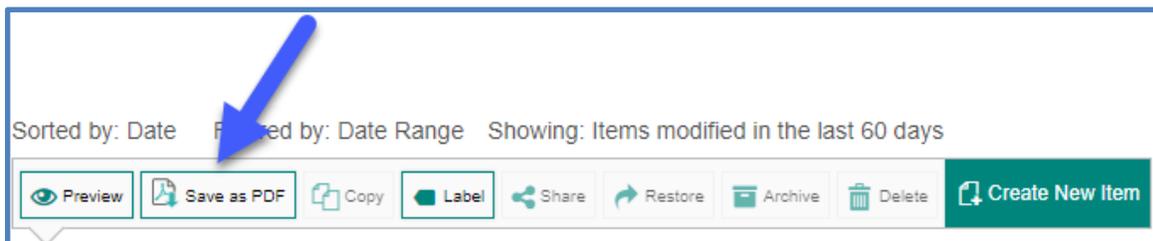
In this preview, 4 items are selected to print together:

Sorted by: Date   Filtered by: Date Range, Libraries   Showing: Items modified in the last 60 days

Preview   Save as PDF   Copy   Label   Share   Restore   Archive   Delete   Create New Item

<input type="checkbox"/>	Name	Item Type	Grade	Subject
<input type="checkbox"/>	☆ Stimulus for Patterns of Computation using Number Square <i>i</i>	Stimulus	G1	Mathematics
<input type="checkbox"/>	☆ Shape with Four Angles <i>i</i>	Multiple Choice/Select	G2	Mathematics
<input checked="" type="checkbox"/>	☆ Subtraction Within 5 <i>i</i>	Multiple Choice/Select	KG	Mathematics
<input checked="" type="checkbox"/>	☆ Muffin Addition Array <i>i</i>	Multiple Choice/Select	G2	Mathematics
<input type="checkbox"/>	☆ Pencil Length Line Plot <i>i</i>	Multiple Choice/Select	G2	Mathematics
<input type="checkbox"/>	☆ Word Problem with Trees <i>i</i>	Multiple Choice/Select	KG	Mathematics
<input checked="" type="checkbox"/>	☆ Subtraction <i>i</i>	Multiple Choice/Select	G2	Mathematics
<input type="checkbox"/>	☆ Word Problem with Cookies <i>i</i>	Multiple Choice/Select	KG	Mathematics
<input type="checkbox"/>	☆ Counting Starting at 5 <i>i</i>	Multiple Choice/Select	KG	Mathematics
<input checked="" type="checkbox"/>	☆ Count Up from 24 <i>i</i>	Multiple Choice/Select	KG	Mathematics

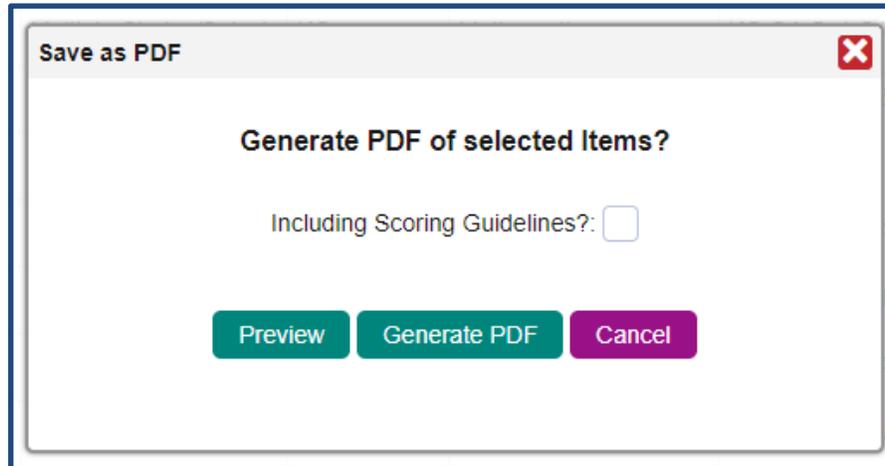
The process is identical to that of a single item. Select **Save as PDF**.



The same pop-up options present.

Select to print with or without **Scoring Guidelines**.

## Preview multiple items at the same time



Note that the preview presented will be for all items. The default is to place a single item on a single page.

Item 9101

---

What is the difference?

5 - 3 = ?

(A) 3

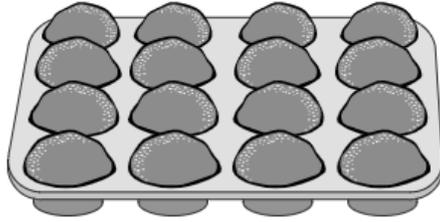
(B) 2

(C) 1

Item 8525

---

There are 4 rows of 4 muffins in a tray.



Which equation shows the total number of muffins?

- (A)  $4 + 4 = 8$
- (B)  $3 + 3 + 3 + 3 = 12$
- (C)  $4 + 4 + 4 + 4 = 16$

Item 7609

---

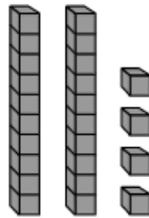
What is the value of  $6 - 2$ ?

- (A) 2
- (B) 3
- (C) 4

Item 7093

---

What number comes after 24 when counting by ones?



- (A) 21
- (B) 25
- (C) 52

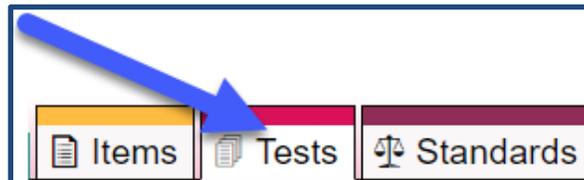
## Generate pdf of multiple items at once.

Follow the same [Generate PDF](#) and [Inbox retrieval](#) as you did for a single item.

Let's turn attention away from individual items and switch to test booklets.

## Print a Student Test Booklet

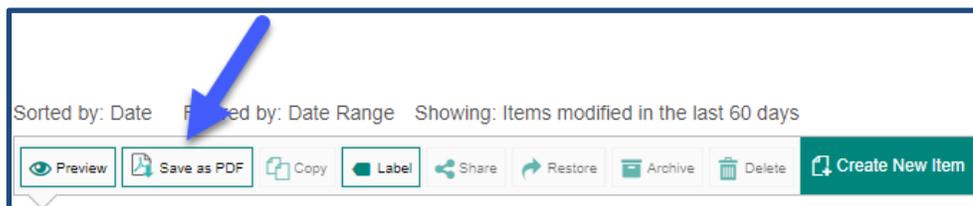
1. Log into Authoring
2. Select the "Tests" Tab



3. Select your test of interest by placing a mark in the box to the left of the test in the "Test Table".

<input type="checkbox"/>		Test Name	
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Number and Operations Base 10 - 3	i
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Number and Operations Base 10 - 2	i
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Number and Operations Base 10 - 1	i
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Measurement and Data - 3	i
<input checked="" type="checkbox"/>	☆	Checkpoint: Math Kindergarten Measurement and Data - 2	i

Pause, and note the change in location for print features. In tests, the option to print the test shows up in line with the test name and as **Build Booklet**.



## Tests

<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Measurement and Data - 3 	KG	Mathematics	Published	8	 Preview	 Build Booklet
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Measurement and Data - 2 	KG	Mathematics	Published	8	 Preview	 Build Booklet
<input type="checkbox"/>	☆	Checkpoint: Math Kindergarten Measurement and Data - 1 	KG	Mathematics	Published	8	 Preview	 Build Booklet

### Previewing a test booklet

Preview of a test booklet is slightly different than preview of an item. In items, preview is the location where we indicate page breaks. In the test booklet preview, only the items and answer keys will preview.

To set locations of page breaks, one must select to **Build Booklet**.

In this test booklet generator, the user must interact with both tabs in order to create the pdf. You will recognize the “clock” in the background showing that the test itself must load before the preview and the pdf can be produced.

In the first tab, the text and certain test resources, can be configured. In the second tab, the user must select either the Student edition or the Teacher edition of the test booklets.

Note that the default is to present the title of the test on the cover page. Selecting the pencil tool allows the user to customize the text that appears on the cover page.

The default for test directions is that none will preview. You may add directions to this page if you like to configure specific details.

One may select to include a periodic table, blank paper to show work, or graphic paper. Note that you can select the number of pages of scratch and graph paper to include.

The ending page of the test booklet defaults to being blank. This can also be configured with instructions to tell the student to place a pencil down and wait until the rest of the class has finished, or to move on to a new task.

Here's an example of these booklet features.

Test Booklet Generator

1. Select Sections

Select Sections

Next

Cover Page [Edit](#)

Title: Checkpoint: Math Kindergarten Measurement and Data - 2

Test Directions [Edit](#)

Text:

**Test Resources**

Periodic Table  Scratch Paper Quantity: 0  Graph Paper Quantity: 0

End Test Page [Edit](#)

Text:

2. Select Editions

Selections

Test: Checkpoint: Math Kindergarten Measurement and Data - 2

Sections: Cover Page

Editions:

Preview Generate PDF Cancel

Note: After you click Generate PDF, a PDF for each selected edition is sent to the Inbox in the system banner. You can download PDFs from the Inbox when they finish processing.

Test Booklet Generator

1. Select Sections

2. Select Editions

Select Editions

Previous

Student Edition - General

Teacher Edition - General

Selections

Test: Checkpoint: Math Kindergarten Measurement and Data - 2

Sections: Cover Page

Editions: Student Edition - General, Teacher Edition - General

Preview Generate PDF Cancel

Note: After you click Generate PDF, a PDF for each selected edition is sent to the Inbox in the system banner. You can download PDFs from the Inbox when they finish processing.

Here's an example with some customized text.

### Test Booklet Generator

**1. Select Sections** Next

#### Select Sections

**Cover Page** [Edit](#)

Title:  
Kindergarten  
Measurement and Data

---

**Test Directions** [Edit](#)

Text: Take your time answering each question.  
Show your work.  
There is no penalty for guessing.  
Leave no answer blank.

---

**Test Resources**

Periodic Table  Scratch Paper Quantity:   Graph Paper Quantity:

---

**End Test Page** [Edit](#)

Text: Great job.  
Put your pencil down while others finish.

---

**2. Select Editions**

#### Selections

Test: Checkpoint: Math Kindergarten Measurement and Data - 1  
Sections: Cover Page, Test Directions, Test Resources (ScratchPaper), End Test Page  
Editions: Student Edition - General

Note: After you click Generate PDF, a PDF for each selected edition is sent to the Inbox in the system banner. You can download PDFs from the Inbox when they finish processing.

[Preview](#) [Generate PDF](#) [Cancel](#)

### Test Booklet Generator

**1. Select Sections** Previous

**2. Select Editions**

#### Select Editions

Student Edition - General  
 Teacher Edition - General

---

**Selections**

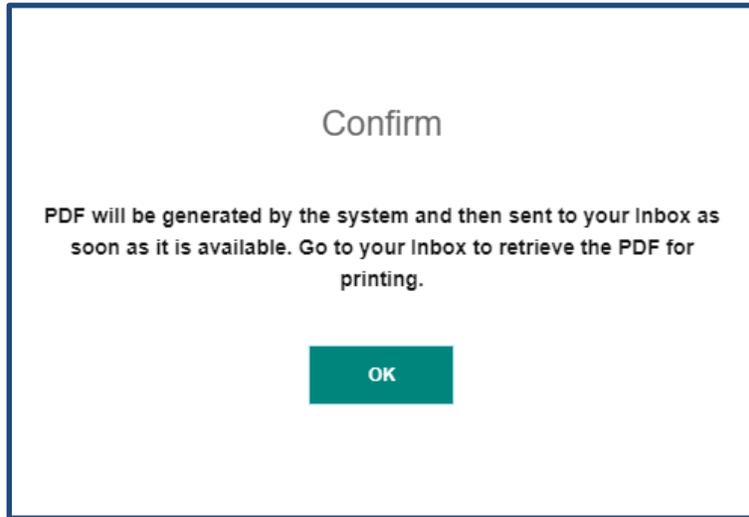
Test: Checkpoint: Math Kindergarten Measurement and Data - 1  
Sections: Cover Page, Test Directions, Test Resources (ScratchPaper), End Test Page  
Editions: Student Edition - General

Note: After you click Generate PDF, a PDF for each selected edition is sent to the Inbox in the system banner. You can download PDFs from the inbox when they finish processing.

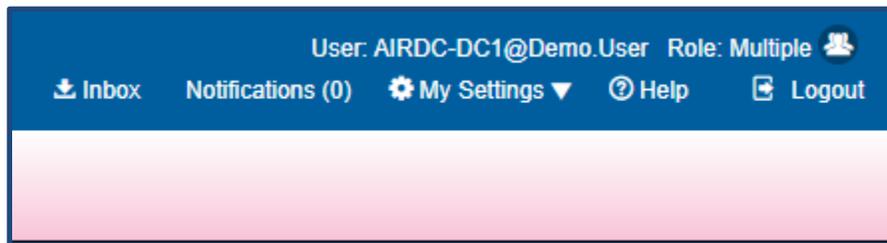
[Preview](#) [Generate PDF](#) [Cancel](#)

## Generating a test booklet

When your student test booklet is ready, and you select to generate the booklet, you will receive the same confirmation message as with single or multiple items.



The booklet is delivered to your Inbox and, like with items, will be a zip file that opens as a pdf.



Show 10 entries

<input type="checkbox"/>	Name	Creation Date	Expire Date	Days Available	Actions
<input type="checkbox"/>	<a href="#">Checkpoint Math Kindergarten Measurement and Data 1.zip</a> Authoring	03/26/2021 11:47 AM	04/25/2021 11:47 AM	29 days	

**Examples of how the student text booklet appears in pdf.**

This cover page has been customized.

**Kindergarten  
Measurement and Data**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date: \_\_\_\_\_

This Directions page has been customized.

\_\_\_\_\_ Checkpoint: Math Kindergarten Measurement and Data - 1 \_\_\_\_\_

**Directions**

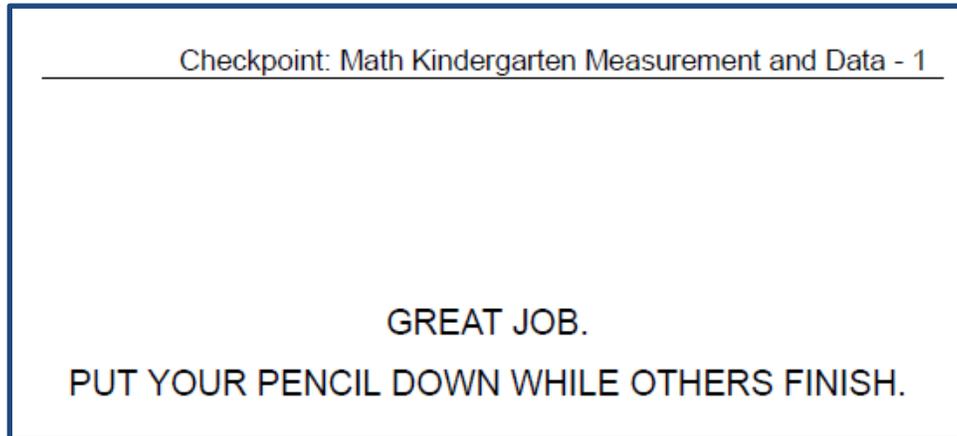
Take your time answering each question.  
Show your work.  
There is no penalty for guessing.  
Leave no answer blank.

Scratch paper will receive this type of header.

\_\_\_\_\_ Checkpoint: Math Kindergarten Measurement and Data - 1 \_\_\_\_\_

**SCRATCH PAPER**  
This page is intentionally left blank.

This end page has been customized.

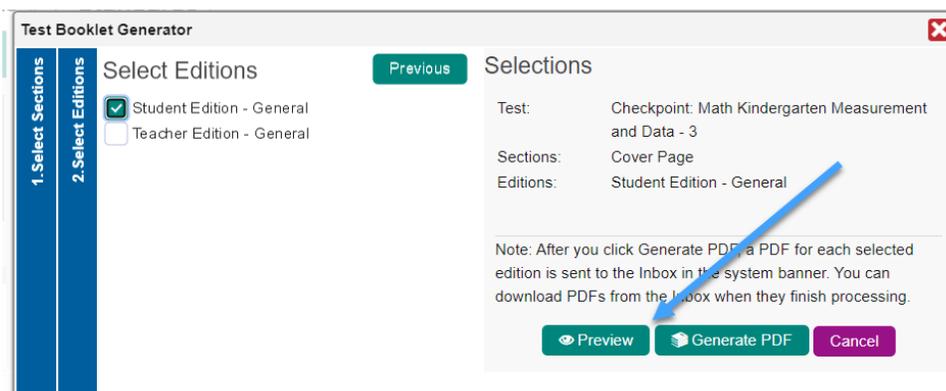


Let's finish reviewing the features for the student version of the test booklet. When the system has finished loading the test and the "clock" hides, the **Preview** and **Generate pdf** buttons are enabled.

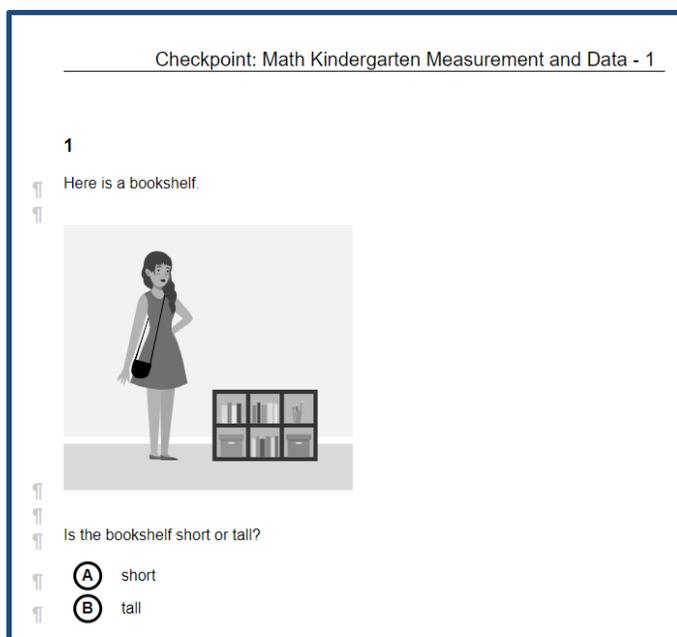
### Change Page Layout in the Test Booklet

If you have the desire to change the page layouts for your test booklet, this feature functions similarly to the feature within singular and multiple items. One thing to note, is that the preview from within the "Test Table", allows you to preview the test as it currently exists. If you would like to preview the test in a manner that enables you to change the page layout, you should select **Build Booklet** first and then **Preview** from that Generator command.

This preview shows you the layout of the test and enables you to configure it.



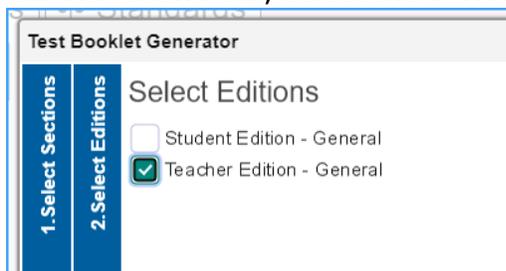
Through this feature I can now see the paragraph icon to set page breaks.



## Print a Teacher Test Booklet

Steps to produce the teacher edition test booklet are similar to those for the student test booklet.

On the second tab, select the box for Teacher Edition.



Selecting **Preview** or **Generate pdf** in the teacher booklet will function the same as [preview](#) and [generate pdf](#) in item view and in student test booklet view.

Preview will allow configuration of the booklet layout and generate will deliver the booklet to the inbox.

The teacher edition of the test booklet includes the information on the number of items in the booklet, stimuli if relevant, primary standards, item types, and pages for print.

## Summary Information in a Teacher Booklet

Here is an example of the Summary Information that previews on the first page of the teacher booklet.

Teacher Edition

---

**Checkpoint: Math Kindergarten Measurement and Data - 1**

**Summary**

Number of items: 8  
Number of stimuli: 0  
Number of primary standards: 3  
Number of item types: 1  
Number of pages: 19

The first page of the teacher booklet also shows a list of the item sequences along with the standard to which they align.

**Primary Standards**

Item 1: KG.MD.1,MAFS  
Item 2: KG.MD.2,MAFS  
Item 3: KG.MD.3,MAFS  
Item 4: KG.MD.2,MAFS  
Item 5: KG.MD.1,MAFS  
Item 6: KG.MD.3,MAFS  
Item 7: KG.MD.2,MAFS  
Item 8: KG.MD.3,MAFS

## Scoring Information in a Teacher Test Booklet

In addition, the teacher booklet displays the answer key and scoring information for each item in the booklet.

Is the bookshelf short or tall?

(A) short

(B) tall

---

SCORING GUIDELINES

**Response Keys**

Score: 1 point

(A) short

(B) tall

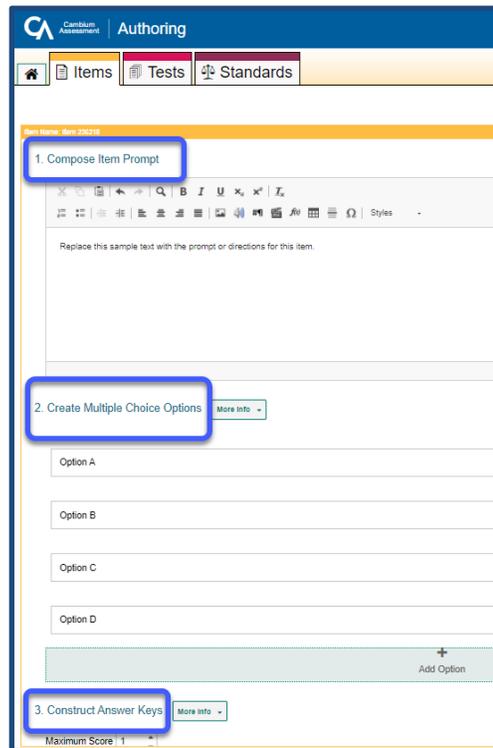
**ITEM PROPERTIES**

Position: 1	Item Type: Multiple Choice/Select	Subject: Mathematics
Max Score: 1	Grade: KG	Standard Alignment: KG.MD.1,K.M.1

## Getting the most out of Scoring information in Educator Authored Items

When you author an item, you'll recall that regardless of item type, all items consist of 3 types of information:

1. Prompt
2. Answer options
3. Answer keys



The screenshot displays the Cambridge Assessment Authoring interface. At the top, there is a navigation bar with 'Items', 'Tests', and 'Standards' tabs. Below this, the main workspace is divided into three sections, each highlighted with a blue box:

- 1. Compose Item Prompt:** This section contains a rich text editor with a toolbar and a placeholder text: "Replace this sample text with the prompt or directions for this item."
- 2. Create Multiple Choice Options:** This section features four input fields labeled "Option A", "Option B", "Option C", and "Option D". Below these fields is an "Add Option" button with a plus sign.
- 3. Construct Answer Keys:** This section includes a "Maximum Score" field set to "1".

Recall that when you are preparing to print an item or a test booklet, there is the option to select **Scoring Guidelines**.

**Scoring Guidelines** for printing of educator-authoring items includes the scoring description and scoring explanation. If you want **Scoring Guidelines** to be displayed on the teacher version of a printed educator-authored items and tests, please ensure that you fill in the scoring description and/or the scoring explanation when authoring the items.

Selecting **Scoring Guidelines** when printing a test booklet will display all of this information for an item.

Is the bookshelf short or tall?

A short

B tall

---

**SCORING GUIDELINES**

**Response Keys**

Score: 1 point

A short

B tall

**Scoring Guidelines** consist of all this information

**ITEM PROPERTIES**

Position: 1	Item Type: ITS Item	Subject: Mathematics
Max Score: 1	Grade: KG	Standard Alignment: KG.MD.1,MAFS.K.MD.1.1,K.M.1

3. Construct Answer Keys [More Info](#)

Maximum Score

Multiselect  No

Include Scoring Description

Responses: [More Info](#)

point [+](#)

Explanation

Optional: If you wish to explain why the response be

Option A

Option B

Option C

Option D

Provide information in both locations to enable full scoring guidelines in the print version of your time.

1 point +

Explanation

This is the my scoring explanation.

Option A

Option B

Option C

Option D

1 point
0 points

Description

This is the description of how a single point is earned.

Exemplar

This is the exemplar location of my item scoring information.

## How Scoring Guidelines Preview

**ITEM PROPERTIES**

Item Type: Choice	Subject: Mathematics	Max Score: 1
Grade: KG	Standard Alignment: K.M.1	

---

Replace this sample text with the prompt or directions for this item.

- Option A
- Option B
- Option C
- Option D

---

**SCORING GUIDELINES**

**1 point:**

This is the description of how a single point is earned.

Example Solution

This is the exemplar location of my item scoring information.

**Response Keys**

Score: 1 point

*This is the my scoring explanation.*

- Option A
- Option B
- Option C
- Option D

**For any questions or comments, please**

**ClearSight Help Desk**

Cambium Assessment, Inc.

Tel **1.877.426.6941**

Email [clearsighthelpdesk@cambiumassessment.com](mailto:clearsighthelpdesk@cambiumassessment.com)

Chat <https://clearsight.portal.cambiumast.com/chat.stml>