



# Item Authoring and Item Pool (IAIP) User Guide



Pacific Metrics Corporation  
1 Lower Ragsdale Drive, Building 1, Suite 150  
Monterey, CA 93940

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## Chapter 1: Introduction

This chapter provides information on defining security permissions for users of the IAIP application, and contains these topics:

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<a href="#">Workflow</a>	<a href="#">3</a>
<a href="#">Features and Benefits</a>	<a href="#">4</a>
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### Overview

The Smarter Balanced Assessment Consortium (SBAC) Item Authoring and Item Pool (IAIP) application (referred to as “IAIP application” in this guide) is a Web-based tool that provides item developers with a content development system for authoring, editing, tracking, storing, and publishing test content. The IAIP application will enable writers and reviewers around the country to create and maintain items for the Smarter Balanced Assessment System.

### Content

The primary function of the IAIP application is the creation, authoring, revising, and management of item content. Item content can be items, passages, and Rubrics, supporting materials, such as graphics, multimedia, and Metafiles, as well as translations and accessibility content. The IAIP application uses a role-based user paradigm that enables users to access content that is assigned to them via work queues. This ensures that users, with all their varied skill sets and responsibilities, have access to only their work and during the state where their input is required. For example, a graphic designer can access items and passages that have been assigned to them for adding or modifying supporting art.

Once an item or passage has been entered into the content development workflow, it is assigned a Development State that determines who has access to it in the systems. Other types of supporting content (e.g., Rubrics, graphics, and media) are not managed directly via the workflow. Instead they are attached to items or passages.

These are the main types of content in the IAIP application:

#### ***Workflow-managed Content***

Workflow-managed content is tracked in the content development workflow via a Development State that represents the functional stages in developing the item, and allows the item to be assigned to users with different responsibilities and skills for enriching the content.

- **Items.** Define the content that comprises the test question and responses for an assessment. Items include a body, associated Interactions (i.e., responses) supporting

graphics and multimedia, and other attributes. Each item can be separately managed and tracked in the content development workflow.

Item alternates are items in the IAIP application that share the same source item, but provide alternative versions of the item content for non-English languages and accessibility needs.

- **Passages.** Support the assessment by providing long-form textual, literary or informational content on which items are based. A single passage can be associated with multiple items in the IAIP application.

Passage/item sets are created at the same time, but are tracked separately (i.e., as separate workstreams) in the IAIP application.

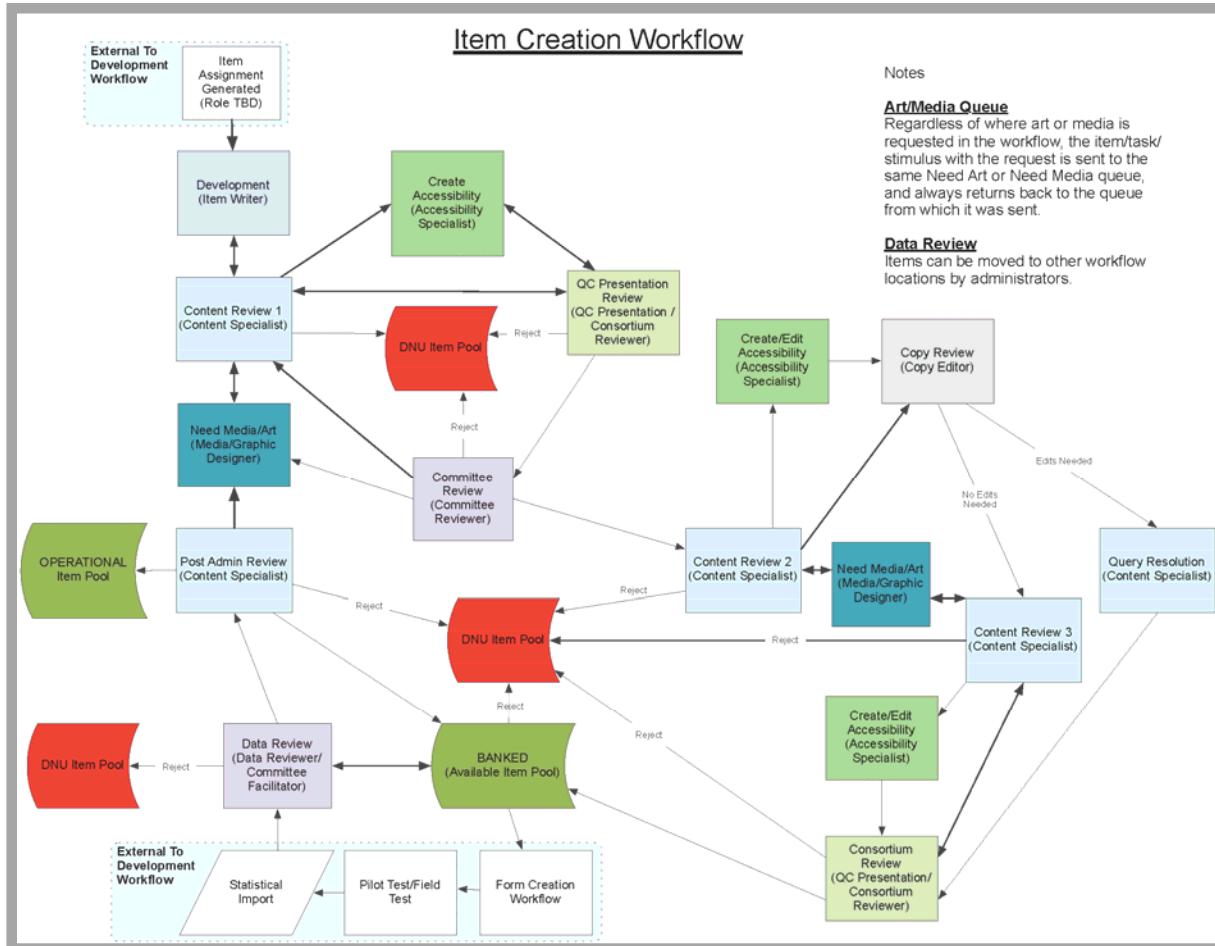
### ***Non-workflow-managed Content***

Non-workflow-managed content can be created in the IAIP application, but is not tracked as a separate entity in the content development workflow. Instead, this type of content is associated with or attached to items and passages, which are tracked in the workflow.

- **Rubrics.** Rubrics provide scoring information for items with extended text (e.g., essay response) interactions. A rubric can contain scoring information for more than one interaction, but may be applied only to a single item.
- **Graphics and Multimedia.** Help to enrich item content and capitalize on the interactivity and engagement capabilities of online assessments. They can also be used to bridge the gap for students with specific accessibility requirements.
- **Metafiles.** Provide additional information to the content development workflow. They are generated outside the content development workflow. Typical types of content contained in metafiles include item specifications, passage specifications, and Copyright/DRM artifacts.
- **Other Item Attributes.** These additional attributes are provided for items in the workflow:
  - **Accessibility Attributes.** Accessibility tagging and features for providing accessible content to students with disabilities.
  - **Item Enemies.** Markers that indicate that some related items should not be presented on the same test form.
  - **Standards Hierarchy.** Associations with content standards to ensure that test items match knowledge and performance standards.

## Workflow

Figure 1: Item Creation Workflow Overview



This section describes IAIP application capabilities for initiating workstreams in the content development workflow. A workstream is a single thread of work in IAIP composed of the initiating, drafting, editing, and formatting of items and associated, supporting item content. The IAIP application manages workstreams using a pre-defined workflow that guides item development work through the many staged processes and users. Initiating a workstream is the entry point for creating workstreams in the IAIP application. Only IAIP users with administrator permissions can create workstreams.

**Note:** The IAIP application provides options within the workflow for users to request item alternates.

The IAIP application supports the creation of these workstreams:

- Items.** The main workstream in the IAIP application, the items workstream advances the development of an item and associated, supporting content through the workflow from specifying an item blueprint, through drafting of the item (e.g., body, prompt, and answers), the development and review of supporting stimuli, through review and validation, to delivery of the finished item to the item repository. Users with administrative permissions can initiate an item development workstream using this option.

- **Item Alternates.** Item alternates are alternate versions (non-English language translations, Braille, etc.) of test items that can be delivered to students per their accommodation needs. Item alternates are always associated with a primary item (i.e., English). Users with administrative permissions can initiate an item development workstream for the development of an item alternate using this option.
- **Passage/Item Sets.** Passage/item sets specify the properties of a passage to be read by students during a test and the associated test items that gather data on student performance (e.g., in comprehending a reading passage). Users with administrative permissions can initiate an item development workstream for the development of a passage and accompanying item set using this option.
- **Item Versions.** Item versions enable you to duplicate existing items for modification, enabling you to retain the original version. This option enables you to specify the items to duplicate by referencing a file containing the list of item IDs. After the new versions are created, they are added to item development workstreams.

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**Note:** This method is used to copy items used in a previous administration for use in a different administration. The original item is not modified. However, the new version can be processed like any other item in the content development workflow.

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### IMPORTANT

Users with administrative permissions can use the options on the Manage menu of the Top Menu of the Item Admin page to administer items, item alternates, passages, etc.

### Features and Benefits

The IAIP application provides powerful capabilities for true online development and review of test content across a geographically distributed work environment.

### Application Security

- **User Roles and Permissions.** User Roles and Permissions that enable users with different responsibilities to perform different operations in the IAIP application. While permissions define users' access to the administrative interface of the IAIP application, roles define users' access to items and passages in the content development workflow. For more information, see [Administering Security](#) on page 357.
- **Content Security and Multi-tenancy.** Content Security and Multi-tenancy that enable multiple users in different organizations to use the IAIP application, while maintaining the security of content and data from users in other organizations. Further, the content development workflow provides users with access to items and passages only at the appropriate milestone in their development. For more information, see [Chapter 4: Administering Content Structures](#) on page 349.
- **Password Protection.** Password Protection enables users to request and reset their own passwords for accessing the IAIP system without requiring intervention from system administrators. Because passwords can be reset "on the fly", users are not required to store passwords externally, to ensure they do not forget them.
- **Data Encryption.** Data Encryption ensures that sensitive item-development data is not passed to the user's desktop computer in plain text.

## Content Generation, Alignment, and Workflow

- **Customizable User-centered Workflow.** The workflow ensures that users logging into the system have quick access to work that is assigned to them, without the need to manage the routing of items and passages in development. The IAIP application manages the assignment of metadata attributes to ensure that content is available to appropriate users throughout development; users simply click on an intuitive button to approve or reject content, to assign it for the development of media or graphic content, etc. For more information, see [Role-based Workflow](#) on page 350.
- **Aligning Content.** The IAIP application enables users to define alignment to content standards when initiating items in the content development workflow, as well as assigning content alignment at any point in the development of the item for both a single primary and multiple secondary content standards. For more information, see [Standards Hierarchies](#) on page 351.
- **Initiating Workstreams.** The IAIP application supports multiple methods for initiating item and passage workstreams in the content development workflow. A workstream is the individualized path that an item or passage takes through the workflow. The IAIP application supports the creation and processing of thousands of items and passages from initiation through numerous review cycles, the association of supporting stimuli, through quality assurance and copy edit, to sign-off.
  - Importing items and supporting content (e.g., images, media, and passages, etc.) in IMS QTI and SBAIF format for additional development in the IAIP application. For more information, see [Chapter 8: Administering IAIP Data](#) on page 459.
  - Creating Standards-aligned items by enabling users to initiate groups of multiple items of different types aligned with an external content standard for development in the content development workflow. For more information, see [Creating Items](#) on page 424.
  - Creating Standards-aligned passage/item sets by enabling users to initiate a passage/items set aligned with an external content standard for development in the content development workflow. For more information, see [Creating Passage/Item Sets](#) on page 428.
  - Creating item alternates by enabling users to create alternate items for non-English speakers or other students requiring accommodation. For more information, see [Creating Item Alternates](#) on page 430.
  - Creating item versions by enabling users to baseline items and passages associated with a given administration and then using the items in the development of content for another administration. For more information, see [Creating Item Versions](#) on page 431.
- Monitoring and Administering Workflows.
  - Administrators can access pre-defined reports that provides the following metrics associated with item writers in the system.
    - **Performance Statistics.** System provides information regarding how long an item is checked out for editing/review by a specific item writer.
    - **Quality.** System will provide counts of how many items are rejected for a specific item writer.
    - **Timeliness.** Stage in workflow at time of "due date" specified during item assignment generation.
    - **State/Vendor Affiliation.** The state or vendor (company) the item writer represents.

- Administrators can create complex custom reports with user-specified data filters and columns to meet their specific reporting needs. These reports can even be scheduled for periodic update.
- Administrators can manage content in the IAIP application via powerful data management capabilities to ensure that items and passages are moving appropriately through the workflow.

For more information, see [Chapter 9: Generating Reports](#) on page 505.

### Content Management

The IAIP application provides robust capabilities for identifying changes to test content (i.e., items, passages, or Rubrics), advancing content through the content development workflow, and tracking and managing changes to content throughout the lifecycle.

- **Revision History.** Each state of a content element (i.e., item, passage, or Rubric) is stored as a separate revision in the IAIP application to support traceability of changes throughout the content development workflow. Revisions are also created for changes to content outside the content development workflow (e.g., copying or moving content to another program or edits made to the text in an item outside of the workflow). Users with administrator permissions can view the list of revisions for a content element from the History menu of the content editor.

The IAIP application also enables administrators to revert to a previous revision of an item or passage in order to remove unwanted changes.

For more information, see [Chapter 7: Administering Content](#) on page 419.

- **Track Changes.** This feature enables additions, deletions, and modifications to the text and graphics in a content element (i.e., item, passage, or Rubric) to be highlighted for easy identification of changes. Tracked changes are enabled by default for items and passages passed between stages in the workflow (i.e., Development States), to ensure that changes to the text and graphics are clear to the next user in the workflow.

For example, after a content reviewer receives an item (i.e., assigned the Content Review 1 development state), modifying the item and then selecting the Reject Item button ( ) sends the item back to the item writer with a development state set to Development. When the item writer receives the rejected item back (i.e., it is displayed in a work queue) track changes is automatically enabled. In the item content, the changes made in the previous development state will be highlighted for easy identification. The item writer must approve or reject all these changes prior to making additional modifications.

For more information, see [Working with Tracked Changes](#) on page 601.

- **User-centered Workflow.** The IAIP application provides a powerful workflow for advancing test content (i.e., items, passages, and Rubrics) through the item development lifecycle. Each change in state (specified by the Development State field) moves content to another user's work queue. To ensure accountability and traceability, content in the content development workflow can be assigned to only one development state (i.e., work queue) at a time. A simple analogy for the workflow is an automotive assembly line, wherein works with different skills help to assemble and quality a car on the production line.

After logging into the IAIP application, a user can view the work assigned to his/her queue by selecting the type of content to review (e.g., items) and then the specific workflow stage (i.e., work queue). After completing the assigned work, a common interface at the top of the page

enables the user to move the item or passage to the next stage in the workflow by simply clicking a button. The user can then return to his/her work queue to address additional assigned content.

The IAIP application is designed to isolate users from needing to know the different stages in the content development workflow. Throughout the workflow, it manages the assignment of the content to the appropriate development state, so that it will be available in the appropriate user's work queue—whether the content is rejected, accepted, or sent for the addition of supporting stimuli (e.g., graphics or media). Because tracked changes are automatically enabled between workflow stages, the next user in the workflow can easily identify any changes to the content of the item or passage.

For more information on the content development workflow, see [Role-based Workflow](#) on page 419.

- **Workgroups.** The IAIP application provides capabilities for filtering content in the workflow based on its content area and grade level, help to divide content development work among a pool of users with supporting content development roles (e.g., copy editors, data managers, and committee facilitators). Workgroups have no effect on item writers, graphic designers, and media designers, because work is explicitly assigned to these types of users. For more information, see [Workgroups](#) on page 409.
- **Querying and Reporting.** The IAIP application provides administrative reporting to monitor content development workflows through numerous query and filter criteria. These capabilities enable you to oversee the content development workflow to ensure that the test content is progressing through the workflow. Individual users can also create sortable lists of content in assigned to their queue.

## Querying

The IAIP application provides querying and filtering capabilities to all users accessing work in the content development workflow. These options help the user to locate and open the appropriate item or passage in the work queue.

For users with administrator permissions, the IAIP application provides querying and filtering capabilities for selecting items and passages, viewing item development history, etc. For more information, see [Chapter 7: Administering Content](#) on page 419.

## Reporting

A user with administrator permissions can use the reporting capabilities in the IAIP application to monitor all aspects of the content being processed in the content development workflow. For example, these capabilities enable the administrator (often a user with the content specialist role and program administrator permissions) to oversee the content development workflow, reassign items and passages to other queues or users, and to help with troubleshooting workflow issues.

To ensure the security of sensitive data, reporting operations are supported only for users with administrator permissions and for users with the content specialist role. Content access for reporting honors organization, program, and workgroup access controls.

For more information on reporting, see [Chapter 9: Generating Reports](#) on page 505.

### Content Editing

- **HTML Editor.** The IAIP application provides a feature-rich content editor for drafting and editing items, passages, and Rubrics. It is powered by the Edit-on NG applet that provides comprehensive WYSIWYG authoring and editing capabilities while maintaining the content using XHTML to support interoperability with other applications. The content editor supports numerous word-processing features, including: font and paragraph formatting, tabs and special characters, inserting graphics and tables, spell checking and thesaurus, annotating and inline editing.

For more information on the content editor, see [Using the Content Editor](#) on page 597.

- **Equation Editor.** The IAIP application provides a powerful mathematical and equation editor for including simple and complex mathematical expressions in test content. Among others, the equation editor supports the creation and display of fractions, currency and mathematical symbols, and expressions involving powers, square roots, arrays, and integral calculus, etc.
- **Annotations and Commenting.** The IAIP application supports both inline commenting for items and passages and notes that are associated with the item or passage, but do not display within the content of the item or passage. When reviewing an item or passage in the content development workflow, the user can provide textual edits as well as inline or separate comments to the item or passage itself. The user can also attach comments and questions to the item or passage that are not embedded in the content itself. These comments are entered on a separate Notes menu, and available to all workflow users. For more information, see [Working with Notes](#) on page 545.
- **Graphics and Multimedia.** The IAIP application enables you to upload graphical and multimedia stimuli to support test content and to link it to the specific passage or element of the item (e.g., Prompt). The creation of graphics and multimedia is supported by separate paths through the content development workflow to ensure that item content is sent to the appropriate graphic artist for delivering the graphical content.

For more information, see [Chapter 11: Working with Art, Media, and Technology Requests](#) on page 609.

- **Accessibility Features.** The IAIP application provides an easy-to-use interface for tagging item and passage content for accessibility features. The accessibility tagging features support the definition of tags associated with characters, words, phrases, or sentences; the assignment of features for each tag; as well as the ordering of tags for presentation.

For more information, see [Chapter 12: Working with Accessibility Features](#) on page 623.

- **Item Alternates.** The IAIP application supports the creation and editing of alternate versions of items that can be displayed in place of the primary (i.e., generally English language based) for students who require accommodations. Item alternates are typically used for translated versions of items (e.g., for delivery of the test item in Spanish). The IAIP application provides a convenient interface for creating item alternates in batch for a few or many hundreds of items at the same time.

To ensure that items and item alternates are displayed appropriately for the students during an assessment, the IAIP application provides an interface for performing a visual comparison of items and item alternates side by side.

For more information, see [Creating Item Alternates](#) on page 430.

## Content Import/Export

- **Importing Content.** To simplify the process of updating data, the IAIP application supports the importing of item data (i.e., item bodies and interactions, passages, rubrics, and associated graphics and media and metadata), item metadata (e.g., Subject Area, Difficulty, item Enemies, and Standards Hierarchy), and data on the psychometric performance of items. The IAIP application supports the importing of item archives in IMS (i.e., APIP/QTI) and SBAIF formats. This chapter describes the IAIP capabilities for importing item metadata and psychometrics data to the application.

For information on importing content into the IAIP application, see [Importing Content into the IAIP Application](#) on page 460.

- **Exporting Content.** The IAIP application provides options for exporting items (and associated passages, rubrics, images, media, etc.) from the IAIP application into an external system (e.g., the test item bank for administration via the Smarter Balanced test delivery platform) or a local file. Exporting items causes all selected items along with all their associated passages, rubrics, graphics, media, and other supporting content to be exported from the IAIP application into the external service (i.e., test item bank) or external file. To ensure interoperability, content can be exported in IMS APIP/QTI format or SBAIF format, depending on how it was imported into the IAIP application.

For information on exporting content from the IAIP application, see [Exporting Content from IAIP](#) on page 477.

## Technical Requirements

These are the hardware and software requirements for running the IAIP application:

- Operating System Requirements:
  - Microsoft Windows XP, Vista, 7, 8, and 8.1
- Browser Requirements:
  - Microsoft Internet Explorer, Version 9 or later
  - Google Chrome, Version 26 or later
  - Mozilla Firefox, Version 11 or later

---

**Note:** JavaScript and cookies must be enabled in the browser.

---

- Java Requirements:
  - Java, Version 6 or later. You can access a free download here: [http://www.java.com/en/download/windows\\_ie.jsp?locale=en&host=www.java.com:80](http://www.java.com/en/download/windows_ie.jsp?locale=en&host=www.java.com:80)
- Hardware Requirements:
  - Minimum display resolution of 1024 x 768
  - High-speed internet connection

**IMPORTANT**

Meeting all these requirements ensures that all IAIP application features will work consistently for all users. Systems that do not meet all of these requirements might have the ability to utilize some—but not all—IAIP features.

## About This Guide

### Accessing This Guide from the IAIP Application

A link to this guide, labeled ‘User Guide’ is provided in the footer of the main application window of the IAIP application:

© 2013 SBAC IAIP | Contact Support | User Guide

### Publication Standards

This document uses a defined set of standards for presentation, formatting, and content to provide uniformity and consistency.

#### Capitalization Conventions

In addition to the widely accepted capitalization conventions, key terms in the IAIP application (e.g., item, passage, and Rubric) are capitalized for easy identification in the text.

#### Font Bolding

Interface elements and controls are generally in title case (i.e., each word is capitalized) to match the capitalization of the user interface.

Where the name uses lower case or sentence case in the user interface, it is presented in bold font to ensure that it can be easily distinguished from the text. For example:

- 2** Use the **Obiliterate the following items from** option to specify the time period over which to delete the data (i.e., via the options in Step 3).

#### Graphical Icons

This guide includes these graphical icons to identify specific types of information:

Icon	Description
	Indicates information on common problems and issues and how to resolve them.
	Indicates information for using the application more effectively or efficiently.
	Indicates a procedure that requires administrator permissions.

## System Messages and Syntax

System messages and user-entered syntax are presented in Consolas font in this guide. For example:

Password Updated Successfully

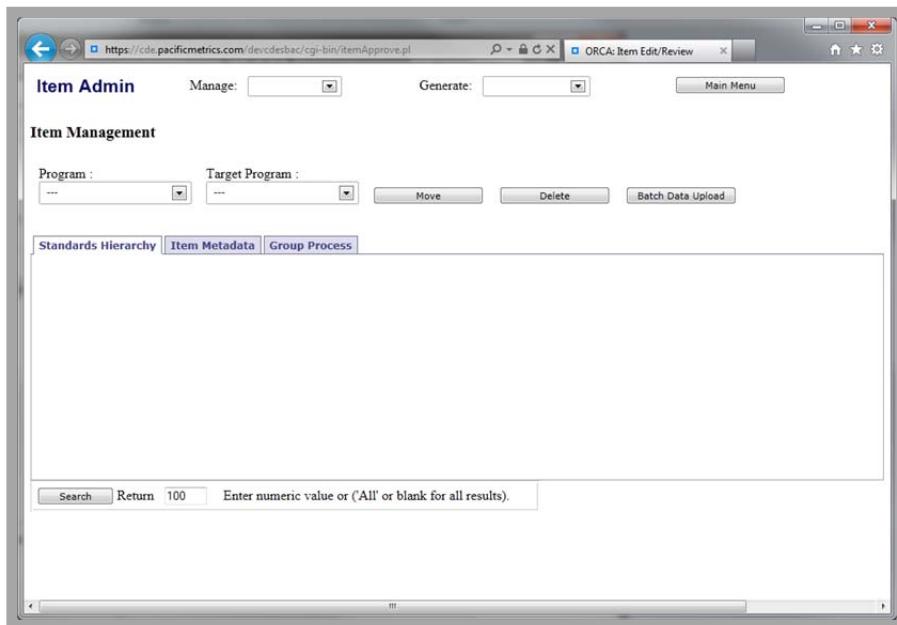
## Browser-specific Interface Elements

Because the IAIP application is a browser-based application that can be run with a number of current Web browsers, the appearance of some elements and controls will vary between browsers. For consistency in presentation, these conventions are applied to the illustrations and descriptions used in this guide.

- **All screens used in this document are captured from Internet Explorer 9.** This ensures that the screen captures included in this guide are consistent, and based on the recommended browser.
- **All screens used in this document are contained in a medium-gray border.** This ensures that the edges of the graphics are easily identifiable, especially where the graphic contains only a portion of the page.
- Browser titles, tabs, tool bars, menus, and status bars are removed from screen captures, unless they are necessary for clarity. This ensures that the screen captures focus on the IAIP interface, rather than Web browser capabilities.

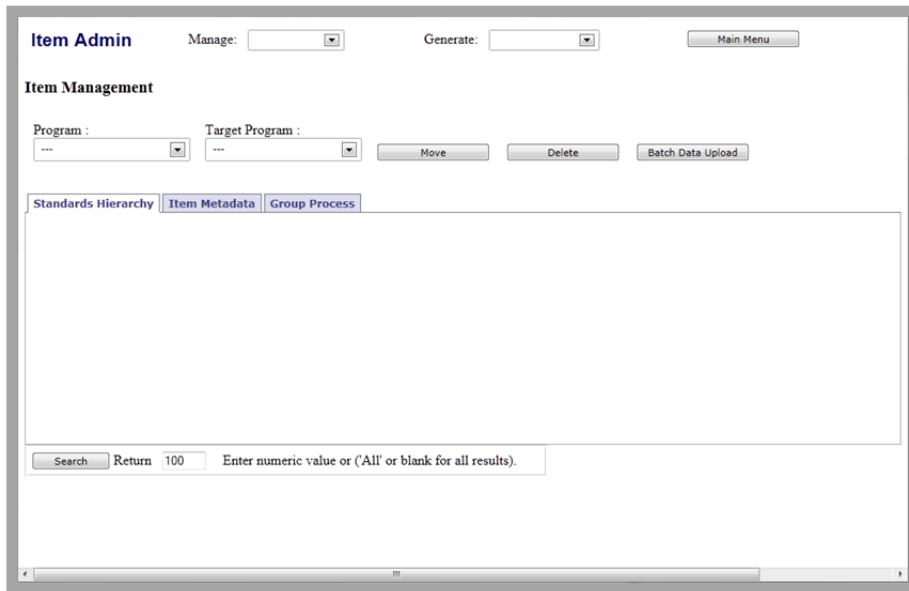
[Figure 2](#) shows the full display of the Passage Management page from Internet Explorer, including the Internet Explorer title, navigation, and menu bars.

Figure 2: Example IAIP Page in Internet Explorer



[Figure 3](#) shows an example screen capture used in this guide. It excludes the Internet Explorer title, navigation, and menu bars.

Figure 3: Example IAIP Page in User Guide



### Getting Help

Having trouble using the IAIP application? There is help out there via the IAIP Help Desk.

- Contact the IAIP Help Desk

[IAIPhelp@pacificmetrics.com](mailto:IAIPhelp@pacificmetrics.com)

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## Chapter 2: Accessing the IAIP Application

This chapter provides information on logging into the IAIP application, and contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">13</a>
<a href="#">Logging into the IAIP Application</a>	<a href="#">13</a>
<a href="#">Logging out of the IAIP Application</a>	<a href="#">19</a>

### Introduction

Accessing the IAIP application requires users to enter a valid user name and password. This information is used to authenticate the user. After authentication, the user is provided access to the pages and options in the application per user roles and/or permissions, referred to as a security profile. Therefore, every IAIP user should have a unique user name and password. These must not be shared with other users.

The IAIP application uses role-based security, wherein users are provided permissions via association with pre-defined user roles. See [Chapter 5: Administering Security](#) on page 357.

### Logging into the IAIP Application

You can access the IAIP application by typing its URL in the address bar of your Web browser. The application then displays a login page used to authenticate users on the system. Upon being provided access to the application, you should have received an automated email containing the URL to the application, your IAIP user name, and a link to a page for creating your IAIP password.

A user-specific user name and password is required to access the application.

- If you do not know your user name, contact the IAIP Help Desk.
- If you do not know your password, see [Resetting Your Password](#) on page 16 for information on resetting your password.



**IAIP users should bookmark this page or save it to their favorites to provide quick access to the IAIP application. Users might also wish to set up a desktop shortcut.**

The login page is used to authenticate the user, via a user name and user-specified password.

To log in to the IAIP application:

- 1 Enter the URL of the IAIP application in your browser.

The login page is displayed, for example:

The screenshot shows a login form for the Smarter Balanced Assessment Consortium. At the top, it says "Smarter Balanced Assessment Consortium" and "Item Authoring Item Pool Application Login". Below that are two input fields: "Username:" and "Password:", each with a corresponding text input box. At the bottom left is a "Log In" button, and at the bottom right is a "Reset Password" button. A note at the bottom center states: "This site requires JavaScript and cookies to be enabled in the browser."

The login page provides a button for resetting your password.

---

**Note:** Your browser might provide options for remembering your user name and password. After selecting these options, you will not be prompted for the IAIP user name or password on a given computer.

---

**2** Enter your user name and password and click the Log In button.

- User name is not case sensitive.
- Password is case sensitive.



If you do not know your user name or you have any difficulties logging into the IAIP application, contact the IAIP Help Desk.

The Main Menu is displayed. For information, see [Main Menu](#) on page 35.

### Setting Your Password

The IAIP application supports an automated process for users to set their own passwords. This section describes the steps to complete a password reset. Upon being provided access to the application, you should have received two automated emails:

- An introductory email containing the URL to the IAIP application, your IAIP user name, and information on your assigned user role.
- A set password email containing a link to a page for setting your IAIP password.

---

**Note:** If you have not received these messages, check your spam filter or junk mail folder.

---

[Figure 4](#) shows an example of the introductory email sent to new IAIP users.

Figure 4: Example Introductory Email

Hello, William!

Your SBAC CDE account has been created. A follow-up email will provide a link to set your password. Please follow the directions in the email and login at:

<https://cde.pacificmetrics.com/devcdesbac/>

Username: WilliamWest

You have been given a Item Writer account.

You will receive other email shortly containing a link change your password.

If you have any questions regarding your account,  
please contact at [IAIPhelp@pacificmetrics.com](mailto:IAIPhelp@pacificmetrics.com).

Thanks and Have Fun!

Jen Isaacs  
Pacific Metrics Corporation

[Figure 5](#) shows an example of the set password email.

Figure 5: Example Set Password Email

Please click the following link within 24 hours to reset your password:

If you are unable to click the link above, copy the link into your browser's address bar.

If you have any questions regarding your account, please contact the administrator at [SBAC7PacMetTeam@pacificmetrics.com](mailto:SBAC7PacMetTeam@pacificmetrics.com).

Pacific Metrics Corporation

To set your IAIP password:

- 1 Open the set password email (example shown in [Figure 5](#)) in your email client, and open the link contained in the email.

A page is displayed, allowing you to create set a password:

A rectangular input field with a thin gray border. To its right is a small blue rectangular button with the word "go" in white. This represents a simple password entry interface.

**These restrictions apply to IAIP passwords:**

- Passwords are case sensitive.
- Passwords must contain only standard upper- and lower-case alphabetic (i.e., A-Z and a-z) and numeric characters (0-9) and underscores (\_).
- Passwords must contain at least 6 characters.

- 2 Enter your password and click the go button.

This confirmation message is displayed:

Password Updated Successfully

You can now log into the IAIP application.

---

**Note:** The introductory email (example shown in [Figure 4](#)) contains a link to the IAIP environment.

---

### *Resetting Your Password*

The IAIP application supports an automated process for users to create (i.e., for first time users) or reset their own passwords. This section describes the steps to complete a password reset.

A Reset Password button is provided on the IAIP login page. You must know your IAIP user name in order to set or reset your password. If you do not know your user name, contact the IAIP Help Desk.

After requesting a password reset in the IAIP application, you have 24 hours to complete this procedure and specify a new password. After 24 hours, the password reset will become inactive.

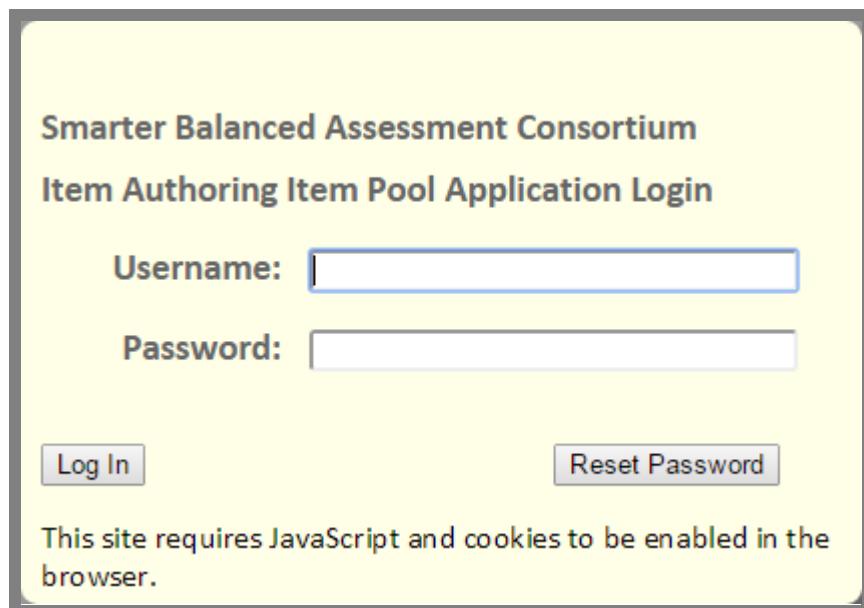
To reset your IAIP password:



Only one password reset request can be open active at a time. If you have not received an email from a previous password reset request, check the junk mail folder in your email application.

- 1 Enter the URL of the IAIP application in your browser.

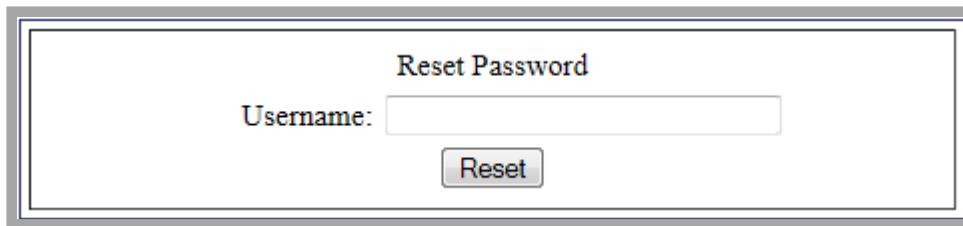
The login page is displayed, for example:



A screenshot of the Item Authoring Item Pool Application Login page. The page has a light yellow background and a dark grey header bar. The header bar contains the text "Smarter Balanced Assessment Consortium" and "Item Authoring Item Pool Application Login". Below the header, there are two input fields: "Username:" followed by a blue outlined input box, and "Password:" followed by a white input box. At the bottom left is a "Log In" button, and at the bottom right is a "Reset Password" button. A note at the bottom states: "This site requires JavaScript and cookies to be enabled in the browser."

- 2 Click the Reset Password button.

A page is displayed that enables you enter your IAIP user name:



A screenshot of a web-based form titled "Reset Password". The form contains a label "Username:" followed by an input field, and a "Reset" button below it.

- 3 Enter your user name, and click the Reset button.



If you do not know your user name, contact the IAIP Help Desk.

An automated email is sent to the email address associated with the specified user name.

---

**Note:** If you have not received these messages, check your spam filter or junk mail folder.

---

This email contains a link to a page for resetting your password, for example:

Please click the following link within 24 hours to reset your password:

If you are unable to click the link above, copy the link into your browser's address bar.

If you have any questions regarding your account, please contact the administrator at [SBAC7PacMetTeam@pacificmetrics.com](mailto:SBAC7PacMetTeam@pacificmetrics.com).

Pacific Metrics Corporation

- 4 Open the email in your email client, and open the link contained in the email.

A page is displayed, enabling you to create a new password:

The screenshot shows a 'Password Reset' form. It features two input fields labeled 'Password:' with placeholder text 'Enter your password'. Below these fields is a button labeled 'Reset'. At the bottom of the form is a link labeled 'Login Page'.

- 5 Enter your new password and click the Reset button.

**These restrictions apply to IAIP passwords:**

- Passwords are case sensitive.
- Passwords must contain only standard upper- and lower-case alphabetic (i.e., A-Z and a-z) and numeric characters (0-9) and underscores (\_).
- Passwords must contain at least 6 characters.

This confirmation message is displayed:

The screenshot displays a confirmation message: 'Password Updated Successfully.' followed by a link: 'Please click here to login.'

You can now log into the application with your new password.

- 6 Click the **Please click here to login** link to be taken to the IAIP login page.

### Logging out of the IAIP Application

The IAIP application provides the Log Out button on the Main Menu that enables you to log out of the application.

---

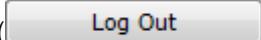
**Note:** Logging out may be required in order to switch to a different user name (i.e., user account).

---

To log out of the IAIP application:

- 1 Click the Main Menu button (i.e., available on the Top Menu of most pages in the application).

The Main Menu is displayed. For more information, see [Main Menu](#) on page 35.

- 2 Click the Log Out button ()on the Main Menu:

A message is displayed, confirming that you are logged out, for example:

**Logout successful. Click the following link to login: login**

To gain access to the features in the user interface, you must log back in.



## Chapter 3: IAIP Application Interface

This chapter details the components of the IAIP application interface, and contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">21</a>
<a href="#">Components of the User Interface</a>	<a href="#">22</a>
<a href="#">Administrator Interface</a>	<a href="#">36</a>
<a href="#">Workflow Interface</a>	<a href="#">184</a>

### Introduction

The IAIP application provides a full suite of features to help you create and manage test content (i.e., items, passages, rubrics, and supporting materials) from initiation through multiple application-driven reviews, through completion and banking.

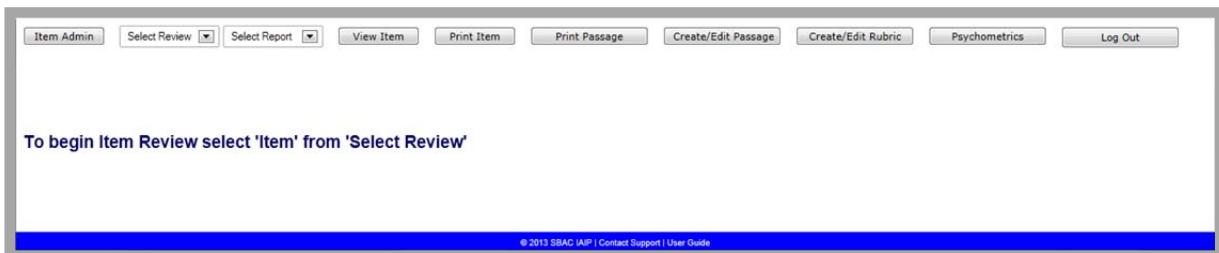
The IAIP application interface is comprised of individual Web pages and dialogs. A user's role and administrator permission determines what options and pages are available in the application.

Item content is managed in a customizable, role-based content development workflow, which provides role-specific users with access to item content at appropriate stages in the development process based on the user's IAIP role. With this paradigm, item content can be assigned to system users, bringing together the full spectrum of content development talent and capabilities. The IAIP user interface provides appropriate pages and options to the user, based on the user's role in the workflow.

IAIP also provides tools for administering IAIP users, content, and workflows to users with administrator permissions. It provides different administrator user types with different scope within the application. This capability enables some administrators to focus on managing items in development, while others manage users and content structures. The IAIP user interface ensures that IAIP administrators have access to the content and options to which they are authorized.

These examples illustrate the customized user interface presented to users with different roles and permissions:

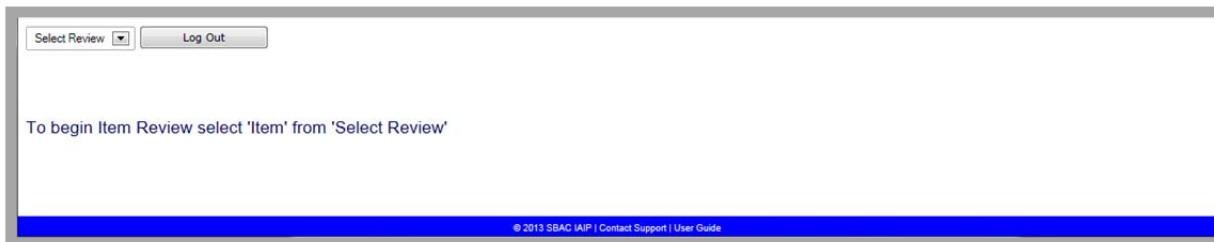
- **Administrator Main Menu.** This example Administrator Main Menu includes the Item Admin button and Psychometrics button, provided to users with administrator permissions.



- **Content Specialist/Administrator Main Menu.** This Main Menu displays for a content specialist user with administrator permissions. It does not include the Item Admin button or Psychometrics button, provided to users with administrator permissions.



- **Copy Editor Main Menu.** This Main Menu displays for a user with the copy editor role and no administrator permissions. It includes only the Select Review menu and Log Out button.



For more information on IAIP user roles, see [Chapter 5](#): Administering Security see 357.

### Components of the User Interface

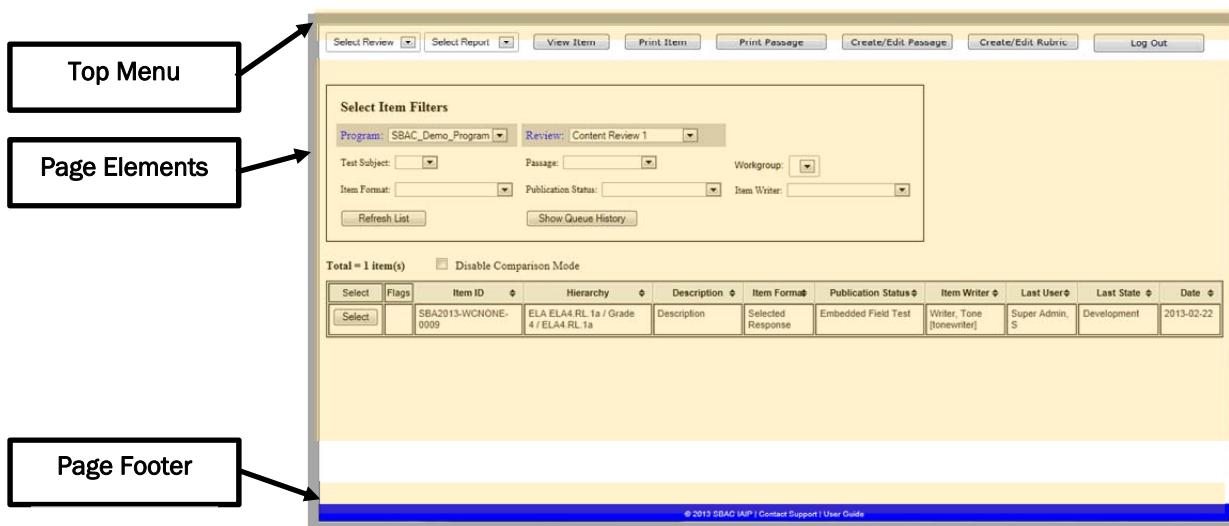
This section introduces and describes the different elements of the IAIP user interface. It is intended to provide a comprehensive understanding of how you can interact with the user interface to successfully navigate the pages of the IAIP product and effectively perform your desired tasks.

#### Pages

Pages are the basic organizational and structural elements of the IAIP interface. IAIP pages group together related functions and controls that enable users to create, edit, and maintain item related-data as well as administer the IAIP environment (i.e., for users with sufficient permissions). IAIP pages support different user interactions, including: data entry, modification, review and display, selection, upload, administration (including deletion), list and sort, and download.

[Figure 6](#) shows the elements of IAIP pages.

Figure 6: IAIP Page Elements

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

**Page Elements**

Element	Description
Top Menu	Provides high-level options tailored to your user access (i.e., role and permissions). The top menu can be found on all the main pages in the IAIP application. For details on the options, see <a href="#">Top Menu Elements</a> on page 38.
Page Elements	Provides different options for viewing and editing information. Page elements differ for each page and menu in the IAIP application. For more information on the page elements, see the section on the specific page in which you are interested.

Element	Description
Page Footer	<p>Provides information about the application and access to additional help with the IAIP application.</p> <p>© 2013 SBAC IAIP   Contact Support   User Guide</p> <ul style="list-style-type: none"><li>• <b>Copyright statement.</b> Provides copyright information for the IAIP application.</li><li>• <b>Customer Support link.</b> Provides a link for getting help from the IAIP Application Help Desk.</li></ul> <p><b>User Guide link.</b> Provides a link to the IAIP Application User Guide (this guide).</p>

### ***Top Menu***

The Top Menu elements display at the top of major pages in the IAIP application. It provides customized buttons and options for the user's role and permissions.

#### ***Top Menu Elements***

Element	Description
Item Admin button Requires administrator permissions	Displays the Item Administration page that enables you to manage IAIP content (e.g., items, passages, and rubrics). For more information, see <a href="#">Item Admin Page</a> on page 36.
Select Review menu Requires user role other than psychometrician	Enables you to specify the content category for which to perform a review: <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the Item Review page that enables you to select items to review using pre-defined filters. For more information, see <a href="#">Item Review Page</a> on page 270.</li><li>• <b>Passage.</b> Displays the Passage Review page that enables you to select passages to review using the pre-defined filters program and Review. For more information, see <a href="#">Select Passage Page</a> on page 285.</li></ul>

Element	Description
Select Report menu Requires administrator permissions or content specialist role	<p>Enables you to specify the content category for which to view a report:</p> <ul style="list-style-type: none"> <li>• <b>Item.</b> Displays the View Item Report page that enables you to generate item reports in different output formats that match the filter criteria you specify. Selecting this option displays the View Item Report page with which you can specify reporting options. For more information, see <a href="#">View Item Report Page</a> on page 293.</li> <li>• <b>Passage.</b> Displays the View Passage Report page that enables you to generate passage reports in different output formats that match the filter criteria you specify. Selecting this option displays the View Passage Report page with which you can specify reporting options. For more information, see <a href="#">View Passage Report Page</a> on page 308.</li> <li>• <b>Custom.</b> Enables you to select from a number of user-customizable reports, including:               <ul style="list-style-type: none"> <li>- Items Metadata Report</li> <li>- Passages Metadata Report</li> </ul> </li> </ul>
View Item button Requires administrator permissions or content specialist	<p>Displays the Item Viewer page that enables you to view items in the IAIP application by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the item name or selecting a program and specifying its associated content standard.</li> <li>or</li> <li>• Selecting a file available from your file system that lists items to view in the IAIP application.</li> </ul> <p>For more information, see <a href="#">Item Viewer Page</a> on page 302.</p>
Print Item button Requires administrator permissions or specific role	<p>Displays the Item Print Viewer page that enables you to print an item that you specify. You can select the item to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the item's name or selecting a program and specifying its content area, grade level or associated passage.</li> <li>or</li> <li>• Specifying passages to print via a CSV file on your file system.</li> </ul> <p>For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</p>

Element	Description
Print Passage button Requires administrator permissions or specific role	Displays the Passage Print Viewer page that enables you to select the output format and print a passage that you specify. You can select the passage to print by: <ul style="list-style-type: none"><li>• Selecting a program and specifying the passage name. <b>or</b></li><li>• Specifying passages to print via a CSV file on your file system.</li></ul> For more information, see <a href="#">Passage Print Viewer Page</a> on page 312.
Create/Edit Passage button Requires administrator permissions or item writer or content specialist role	Displays the Create Passage page that enables you to create or edit a passage. For more information, see <a href="#">Create Passage Page</a> on page 189.
Create/Edit Rubric button Requires administrator permissions or item writer or content specialist role	Displays the Create Rubric page that enables you to create or edit a rubric. For more information, see <a href="#">Create Rubric Page</a> on page 193.
Psychometrics button Requires administrator permission or psychometrician role	Displays the Psychometrics page that enables you to generate psychometric reports on IAIP content. For more information, see <a href="#">Custom Reports Page</a> on page 172.
Log Out button	Causes you to be logged out of the IAIP application.  <b>Note:</b> To gain access to the features in the user interface, you must log back in.

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 on page 357 or contact your IAIP administrator.

### Dialogs

IAIP dialogs are typically accessed by clicking a button on an IAIP page. Dialogs display in a separate, smaller windows. Dialogs are used to perform subordinate tasks related to the current page. [Figure 7](#) shows an example dialog from IAIP.

Figure 7: Example IAIP Dialog



**Note:** The grayed out section of the Create Passage page is not accessible while the Enter a Passage Name to Create or Edit dialog is displayed.

Once opened, an IAIP dialog typically must be closed prior to continuing to use the IAIP application.

- Clicking the Save button commits the current selections and closes the dialog.
- Clicking the Cancel button closes the dialog without committing changes.

[Figure 8](#) shows an example dialog with a Cancel and Save buttons.

Figure 8: Example Dialog



## Elements

Elements are the individual fields and controls that enable you to view and select options in the application.

## Menus

The IAIP application uses a number of different selection menus, selected to be most appropriate for the selection method and menu contents.

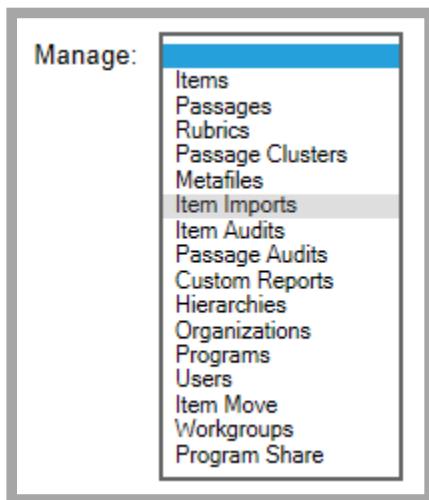
### Command Menus

Command menus enable you to execute a command by selecting an option from the menu. In the IAIP application, you simply select the option to execute a command. You do not need to separately submit or commit the selection. For example, on the Manage menu, you select a page to display by choosing an option from the menu. [Figure 9](#) shows an example of a command menu in IAIP.

## Chapter 3: IAIP Application Interface

---

Figure 9: Example Command Menu



To display the Item Import Monitor page:

- Select Item Imports.

### Tabbed Menus

IAIP tabbed menus are used to organize related options into meaningful groupings that take up less space on the page than other methods. To select another menu, click the associated tab. For example, on the Create Passage page, you select a menu by clicking one of its tabs. [Figure 10](#) shows an example of a tabbed menu in IAIP.

Figure 10: Example Tabbed Menu



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**Note:** Presenting these options in tabs uses less vertical space on the page than creating separate sections for each on the page.

---

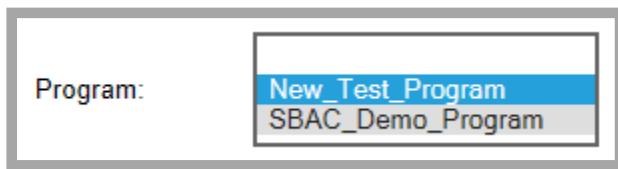
To display a tabbed menu:

- Click the label of the tab.
- The selected menu is displayed.

### *Selection Menus*

Selection menus are used to provide a pre-defined list of options from which the user can selection one (or sometimes more than one) option. Selection menus are often used to filter data that meet the criteria selected. For example on the program selection menu, you select the desired program from the displayed list of programs. [Figure 11](#) shows an example of a selection menu in IAIP.

Figure 11: Example Selection Menu



To make a single selection:

- Click on it from the list.

To make multiple selections (where supported):

- Press the Ctrl (i.e., Control) key and click on each option to selection, one by one.

### *Buttons*

Buttons enable users to perform operations in the IAIP application with a single click of the mouse. The application includes text and graphical buttons throughout the user interface.

#### *Text buttons*

Text buttons provide a textual label on the button that identifies the function of the button. [Figure 12](#) shows the text buttons provided on the Main Menu.

Figure 12: Example Text Buttons



#### *Graphical Buttons and Icons*

Graphical buttons provide a graphic label on the button that identifies the function of the button. [Figure 13](#) shows the graphical buttons provided in the content editor.

## Chapter 3: IAIP Application Interface

Figure 13: Example Graphical Buttons



Figure 14 shows the graphical buttons provided on the Item Review page.

Figure 14: Example Graphical Icons



*Back Button/Backspace*

The IAIP application is a menu-driven application that relies on the user to navigate the application by selecting menu options and buttons.

### IMPORTANT

By design, the Back Button (i.e., from the browser) and Backspace key are not supported when navigating the IAIP application. In order to return to a previous page-view, select the appropriate menu or button.

### ***Text Entry Boxes***

Data entry boxes enable you to enter, edit, or delete text in the IAIP application using the keyboard. Text entry boxes are commonly used to specify free-form text. Figure 15 shows a text entry box.

Figure 15: Example Text Entry Box



To enter text:

- Place the mouse cursor in the text entry box and type the desired value.

To edit text:

- Place the mouse cursor in the text entry box at the desired location and use the mouse and keyboard to make the desired modifications.

To delete text:

- 1 Place the mouse cursor in the text entry box.
- 2 Triple-click the mouse button and then press the Delete key.
- 3 Select all the text using the mouse or keyboard and then press the Delete key.

## Lists

This section describes the types of lists that are displayed in the application.

### Sortable Lists

The IAIP application provides sortable lists to enable users to view a list of information in the order they specify.

---

**Note:** Sortable lists can sort on a single column at a time. That is, multiple sorts are not supported.

---

[Figure 16](#) shows an example of a sortable list.

Figure 16: Example Sortable List



### Sortable List Options

Sort Type	Example	Description
Ascending	or	Single arrow, pointing up. Sorts the data in the list in ascending order (e.g., A to Z and 0 to 9) based on the data in the selected column.
Descending	or	Single arrow, pointing down. Sorts the data in the list in descending order (e.g., Z to A and 9 to 0) based on the data in the selected column.
Unsorted		Double arrow, pointing up and down. No sort is performed based on the selected column.

---

**Note:** If no columns indicate an ascending or descending sort, then the list is unsorted.

---

To sort a list ascending:

- Click the column header on which to sort until only the upward pointing arrow is displayed.

To sort a list descending:

- Click the column header on which to sort until only the downward pointing arrow is displayed.

To unsort a list:

- Specify a sort on a different column.

### *Non-sortable Lists*

The IAIP application provides selection lists to enable users to select objects from a filtered list for further action (e.g., to select an item for additional editing).

[Figure 17](#) shows an example of a sortable list.

Figure 17: Example Non-sortable List

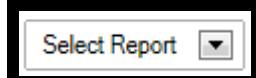
Item Edit History			
User	Time	State	View
Super Admin, System	2013-02-07 09:15:29	Content Review 1	<button>View</button>
Writer, Item	2013-02-07 09:13:52	QC Presentation Review	<button>View</button>
Super Admin, System	2013-02-07 09:01:24	Content Review 1	<button>View</button>
Writer, Item	2013-02-07 08:06:59	Development	<button>View</button>
Writer, Item	2013-02-07 07:58:12	Development	<button>View</button>
Super Admin, System	2013-02-07 07:56:18	Content Review 1	<button>View</button>
Super Admin, System	2013-02-07 07:56:04	Content Review 1	<button>View</button>
Writer, Item	2013-02-07 07:52:04	Development	<button>View</button>
Super Admin, System	2013-02-07 07:48:28	QC Presentation Review	<button>View</button>

### *Selection Lists*

Selection lists (i.e., pull-down menus or selection menus) provide a set of pre-set values for selection.

In the IAIP application, on initial display of pages that contain selection lists, selection lists can display a default value, a blank value, or user instructions.

Type	Example	Description
Default Value	<p>Review Type: <input type="button" value="None"/></p>	Selects an appropriate data value for your environment.

Type	Example	Description
Blank Value		Indicates that another selection list is dependent on the current selection lists.  <b>Note:</b> Specifying a value for the list will enable selection in the dependent list.
User Instruction		Provides instructions to the user on what action to perform.

### *Operating system-dependent Elements*

The Web browser uses resources outside of the IAIP application and the browser itself in order to perform some functions (e.g., downloading and printing).

This document uses Internet Explorer 9 and Windows 7 for all screen captures.

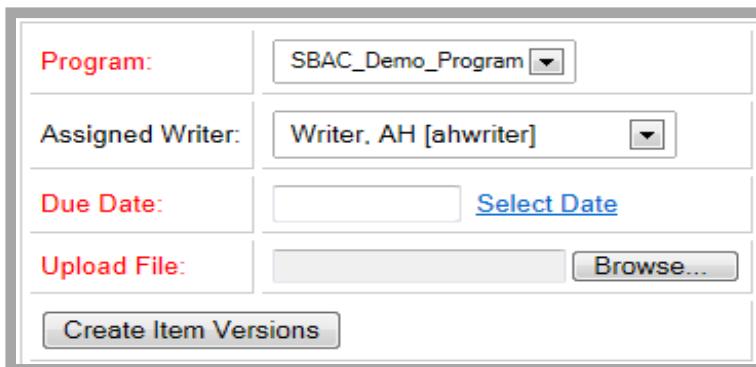
#### IMPORTANT

Some steps documented in this guide might need to be adjusted for your specific environment. Where essential to performing a task, platform- and browser-specific steps will be documented for other environments.

### *Required Elements*

In the IAIP application, elements that require a value are shown in a red font. [Figure 18](#) shows an example of required elements.

Figure 18: Example Required Elements



The screenshot shows a form with four required fields highlighted in red:

- Program:** SBAC\_Demo\_Program
- Assigned Writer:** Writer, AH [ahwriter]
- Due Date:**  Select Date
- Upload File:**  Browse...

Below the form is a button labeled "Create Item Versions".

In this example, Customer, Name, and Description are required. Administration Data and Form Status are not required.

**Note:** In some areas of the user interface, red is used to indicate a condition other than a required field.

---

### ***Enabled vs. Disabled Elements***

Elements can be enabled or disabled in the IAIP interface.

- Enabled Element. Active (i.e., available for user selection).
- Disabled Element. Inactive (i.e., not available for user selection). A disabled element is displayed in a light shade of gray (i.e., grayed out).

Generally, an element is disabled if its selection is not appropriate with another option selected on the page or when another selection is required in order to enable it.

This is an example of an enabled and disabled button:

- Enabled Cut button: 
- Disabled Cut button: 

### **IAIP Login Page**

The login page enables only authenticated users to access the IAIP application by requiring each user to provide a user name and password before being provided access.

- The login page is displayed after you enter the URL for the IAIP application in your browser.

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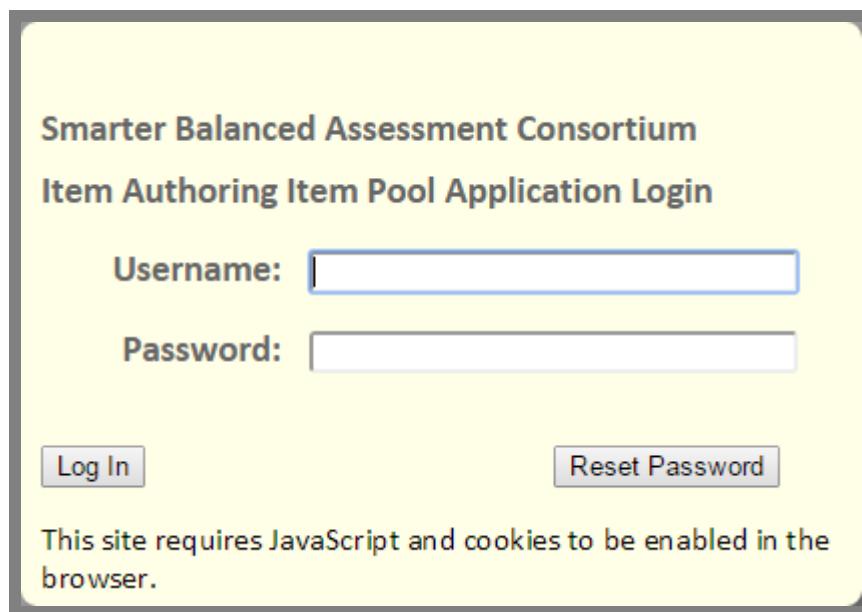
**Note:** The URL for the IAIP application was provided to you via an automated email notification.

---

To log into the IAIP application:

- 1 Enter the URL of the IAIP application in your browser.

The login page is displayed, for example:



The screenshot shows the "Smarter Balanced Assessment Consortium Item Authoring Item Pool Application Login" page. It features two input fields: "Username:" and "Password:", both with placeholder text. Below the fields are "Log In" and "Reset Password" buttons. A note at the bottom states: "This site requires JavaScript and cookies to be enabled in the browser."

---

**Note:** The login page provides a button for resetting your password.

---

- 3 Enter your user name and password and click the Log In button.



If you do not know your user name or you have any difficulties logging into the IAIP application, contact your system administrator.

The Main Menu is displayed. For information, see [Main Menu](#) on page 35.

## Main Menu

The Main Menu is the root page of the IAIP user interface, from which all other pages can be accessed. The main menu is the initial page that is displayed after you log into the IAIP application. The specific options and buttons displayed on the Main Menu depend on the user's role and administrative permissions.

---

**Note:** The discussion in this section describes all possible options and buttons on the Main Menu. To see the specific options and buttons displayed for each of the user roles, see [User Roles](#) on page 361.

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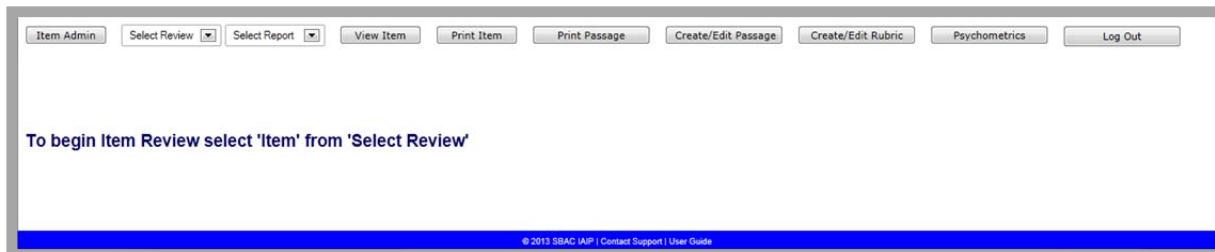
- You can access the Main Menu by clicking the Main Menu button on the Top Menu.

To return to the Main Menu:

- Click the Main Menu button from the Top Menu.

[Figure 19: Example Main Menu – Administrator User](#) shows an example Main Menu for a user with administrator permissions.

Figure 19: Example Main Menu – Administrator User



[Figure 20: Example Main Menu – Role User](#) shows an example Main Menu for a user without administrator permissions.

Figure 20: Example Main Menu – Role User



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements common to multiple pages in the IAIP application, see [Top Menu Elements](#) on page 38.

#### **Administrator Interface**

The administrator interface in the IAIP application enables users with administrator permissions to manage the IAIP application users, content, content structures, and the content development workflow. For more information on administrator permissions, see [User Permissions](#) on page 357.

#### **Item Admin Page**

The Item Admin page enables you to access numerous options for managing items and related entities as well as hierarchies, programs, and users.

- You can access the Item Admin page by clicking the Item Admin button from the Main Menu.

The Item Admin page enables you to manage item-related entities, administer your IAIP environment, and audit item access and monitor item import.

#### *Item-related Content*

- Items
- Passages
- Passage Clusters
- Rubrics
- Program Metafiles
- Hierarchies

For more information on how these entities contribute to the delivery of robust test items, see [Chapter 7: Administering Content on page 419](#).

#### *Content Structures*

- Organizations
- Programs
- Users
- Workgroups

For information on how you can use content structures to provide users with appropriate access to content, see [Chapter 4: Administering Content Structures on page 349](#).

For information on how you can use security to provide users with appropriate access to IAIP components and functions, see [Chapter 5: Administering Security on page 357](#).

## Auditing and Monitoring

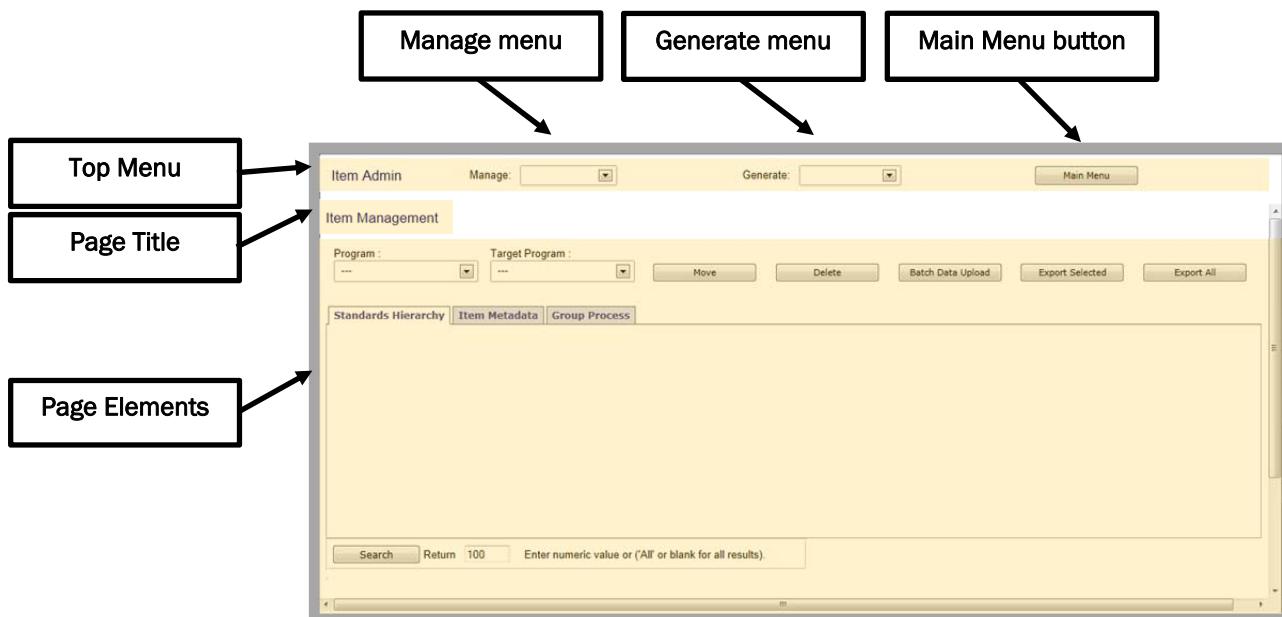
The IAIP application provides these capabilities for auditing and monitoring the system.

- **Item Import.** Provides options for monitoring the results of batch item imports. For more information, see [Item Import Monitor Page](#) on page 86.
- **Content Monitor.** Provides options for monitoring the results and rolling back mass item imports. For more information, see [Content Monitor Page](#) on page 114.
- **Item Audit.** Provides options for monitoring item modifications made in the content development workflow. For more information, see [Item Audit Log Page](#) on page 89.
- **Passage Audit.** Provides options for monitoring passage modifications made in the content development workflow. For more information, see [Passage Audit Log Page](#) on page 93.

For information on auditing and monitoring items in IAIP, see [Chapter 9: Generating Reports](#) on page 505.

The page elements of the Item Admin page change based on the type selected in the Manage option. [Figure 21](#) identifies the key elements of the Item Admin page. For this example, items was selected for the Manage element; therefore, the page title is Item Management and options for managing items are displayed.

Figure 21: Item Administration Page




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**Note:** The option selected from the Manage menu determines the IAIP entity to manage and the options that display on the page. After selecting an option, the page title changes to reflect the option selected.

---

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

### *Top Menu Elements*

These are the elements of the Top Menu on the Item Admin page.

Element	Description
Manage menu	<p>Enables you to administer IAIP content (e.g., items, passages, and rubrics) and structures (e.g., organizations, programs, and users). This menu is intended to provide administrators with access to IAIP content and artifacts (i.e., items and all supporting content and stimuli) based on the user's administrative permissions.</p> <p>The Manage menu provides these options:</p> <ul style="list-style-type: none"><li>• <b>Items.</b> Displays the Item Management page that enables you to administer test items. For more information, see <a href="#">Item Management Page</a> on page 40.</li><li>• <b>Passages.</b> Displays the Passage Management page that enables you to administer passages. For more information, see <a href="#">Passage Management Page</a> on page 58.</li></ul>
	<ul style="list-style-type: none"><li>• <b>Rubrics.</b> Displays the Rubric Management page that enables you to administer rubrics. For more information, see <a href="#">Rubric Management Page</a> on page 66.</li><li>• <b>Passage Clusters.</b> Displays the Passage Cluster Management page that enables you to administer passage clusters. For more information, see <a href="#">Passage Cluster Management Page</a> on page 69.</li><li>• <b>Metafiles.</b> Displays the Metafiles Management page that enables you to administer metafiles. For more information, see <a href="#">Program Metafiles Page</a> on page 72.</li><li>• <b>Item Imports.</b> Displays the Item Management page that enables you to monitor the items currently being imported into the IAIP application. For more information, see <a href="#">Item Import Monitor Page</a> on page 86.</li><li>• <b>Item Audits.</b> Displays the Item Audit Log page that enables you to view a list of item revisions and associated metadata based on the filter criteria you enter. For more information, see <a href="#">Item Audit Log Page</a> on page 89.</li><li>• <b>Passage Audits.</b> Displays the Passage Audit Log page that enables you to view a list of passage revisions and associated metadata based on the filter criteria you enter. For more information, see <a href="#">Passage Audit Log Page</a> on page 93.</li><li>• <b>Custom Reports.</b> Displays the JasperReports interface that enables you to schedule and run reports on IAIP data. For more information, see <a href="#">Custom Reports</a> on page 36.</li></ul>

Element	Description
	<ul style="list-style-type: none"> <li>• <b>Organizations.</b> Displays the Organization Management page that enables you to administer organizations. For more information, see <a href="#">Organization Management Page</a> on page 96.</li> <li>• <b>Programs.</b> Displays the Program Management page that enables you to administer programs. For more information, see <a href="#">Program Management Page</a> on page 99.</li> <li>• <b>Users.</b> Displays the User Management page that enables you to administer users. For more information, see <a href="#">User Management Page</a> on page 103.</li> <li>• <b>Content Moves.</b> Displays the Content Moves page that enables you to import and export content. For more information, see <a href="#">Content Moves Page</a> on page 107.</li> <li>• <b>Content Monitor.</b> Displays the Content Monitor page that enables you to view the status and details of content imports and exports. For more information, see <a href="#">Content Monitor Page</a> on page 114.</li> <li>• <b>Workgroups.</b> Displays the Workgroup Management page that enables you to administer workgroups. For more information, see <a href="#">Workgroup Management Page</a> on page 120.</li> <li>• <b>Program Share.</b> Displays the Program Share menu that enables you to specify which programs (i.e., across organizations) that can share items with the selected target program. For more information, see <a href="#">Program Share Page</a> on page 125.</li> </ul>
Generate menu	<p>Enables you to initiate content development workflows in the IAIP application by connecting documents and artifacts generated outside of the application with items, items alternates, and passage/item sets, etc. For more information on the content development workflow, see <a href="#">Chapter 4: Administering Content Structures</a> on page 349.</p> <p>The Generate menu provides these options:</p> <ul style="list-style-type: none"> <li>• <b>Items.</b> Displays the Item BP Generator page, enabling you to define an item blueprint and initiate items in the content development workflow. For more information, see <a href="#">Item BP Generator Page</a> on page 127.</li> <li>• <b>Item Alternates.</b> Displays the Create New Item Alternates page, enabling you to specify new item alternates using the content of a file that you specify (i.e., containing item IDs) and initiate a content development workflow associated with the item alternates. For more information, see <a href="#">Create New Item Alternates Page</a> on page 133.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Passage/item sets.</b> Displays the Create New Passage/Item Set page, enabling you to specify a new passage and associated items and initiate a passage/item set in the content development workflow. For more information on passages and item sets, see <a href="#">Create New Passage/Item Set Page</a> on page 136.</li> <li>• <b>Item Versions.</b> Displays the Create New Item Versions page, enabling you to duplicate existing items, creating new versions without modifying the existing items. The items to duplicate is defined by a file that you specify (i.e., containing item IDs). Depending on the metadata associated with the item versions being versioned, versioning an item can initiate item versions in the content development workflow. For more information on item versions, see <a href="#">Assign Standard Page</a> on page 138.</li> </ul>
Main Menu button	Displays the Main Menu, the root page of the application.

### Item Management Page

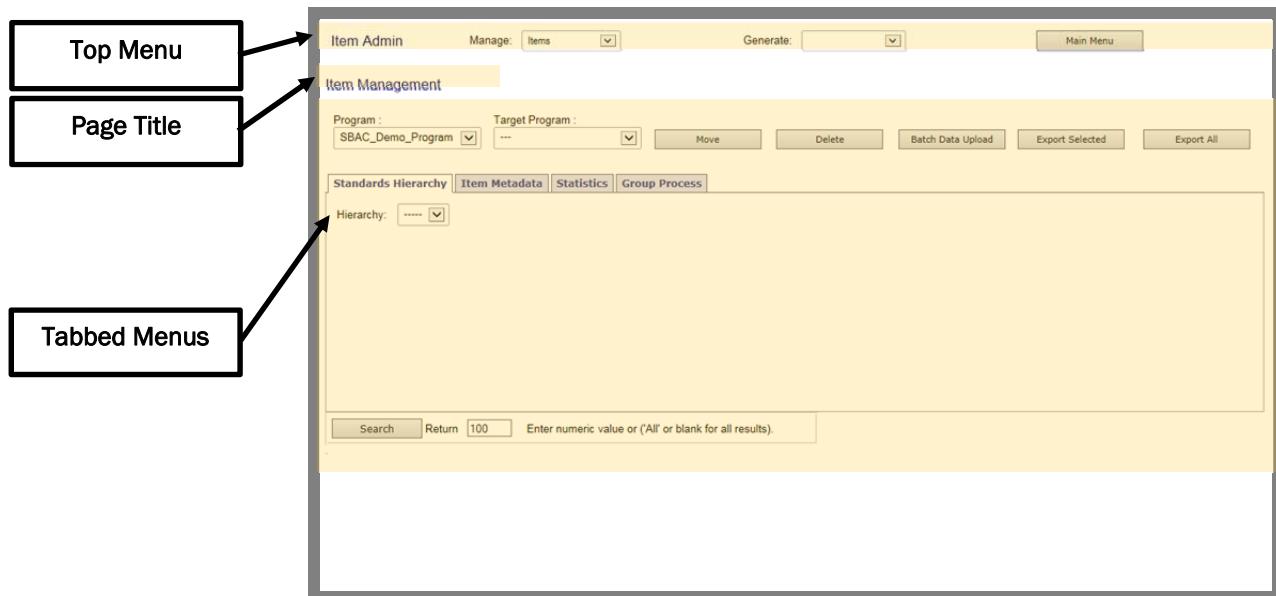
The Item Management page enables you to administer items, including moving and deleting items; uploading data and art; and modifying items. To help locate items for modification, The IAIP application supports convenient filtering options for specifying standards hierarchy, item metadata, and group process information to match selected items.

- You can access the Item Management page by selecting items from the Manage menu on the Item Admin page.

**Note:** The Item Management page is displayed by default when you click the Item Admin button on the main menu.

[Figure 22](#) identifies the main sections of the Item Management page.

Figure 22: Item Management Page



#### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Your selection on the Manage menu determines what Page Title and Page Elements display and which functions you can perform, displaying different page contents for each. That is, each selection on the Manage menu displays a different page, distinguishable by the Page Title.

Element	Description
Program	<p>Enables you to specify the program in which the item is located. For copying and moving items, the program specified by this option is referred to as the source program.</p> <p><b>Note:</b> You must select a program from the pull-down menu in order for any search fields to populate.</p>
Target Program	<p>When moving items to another program, this option enables you to specify the program into which to move the selected items.</p>
Move button	<p>Once you have selected the items to move to another program, this button executes the move.</p> <p>Moving an item removes it from the source program and places it in the program specified by the Target Program option.</p> <p><b>Note:</b> The Move button supports the moving of items between programs in the same organization to which the user has access permissions. To move items between programs in different organizations, you can use the Move Item page.</p> <p>In addition to moving items, the IAIP application supports the copying and deleting of items from the Item Admin page:</p> <ul style="list-style-type: none"> <li>• Copying an item duplicates the item in another program without removing it from the source program. For more information, see <a href="#">Copying Items</a> on page 436.</li> <li>• Deleting an item removes it from the source program (i.e., without duplicating it in another program). For more information, see <a href="#">Deleting Items</a> on page 440.</li> </ul>
Delete button	<p>Once you have selected the items to delete, this button causes them to be deleted.</p> <p>Deleting an item removes it from the program specified by the program option.</p> <p><b>Note:</b> You cannot delete an item that has been versioned. For information on item versions, see <a href="#">Creating Item Versions</a> on page 431.</p>

Element	Description
Batch Data Upload button	<p>This button displays the Item Data Upload page that enables you to create or modify item metadata for multiple items in the source program by uploading a file rather than editing each item individually.</p> <p>Batch data upload is a powerful, advanced feature that should only be used if you have a thorough understanding of the IAIP application.</p> <div data-bbox="574 481 1390 650" style="background-color: #2e6b2e; color: white; padding: 10px;"><p><b>CAUTION!</b></p><p>If this feature is used inappropriately, you can introduce significant errors into the IAIP data. Many of the potential errors are difficult to correct.</p></div> <p>Like many of the other functions in the IAIP application, batch data upload requires that users first have a CSV file containing the data to be uploaded.</p> <p>For more information on using this feature, see <a href="#">Batch Data Upload</a> on page 486.</p>
Export Selected button	<p>Causes all selected items with the ‘Banked’ Development State (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported from the IAIP application into the test item bank for delivery via on the Smarter Balanced test delivery platform.</p> <p>Using this option, you can only select items you are authorized to access from a single program.</p> <hr/> <p><b>Note:</b> This option is available only to users with administrator permissions.</p>

Element	Description
	<p>To select items for export:</p> <ol style="list-style-type: none"> <li>1 Specify the program containing the items to export from the Program menu.</li> <li>2 Specify appropriate filter criteria via the Standards Hierarchy, Item Metadata, and Statistics menus.</li> </ol> <hr/> <p><b>Note:</b> The filter criteria you specify will determine which items are available for selection.</p> <p> To view only items that are in the ‘Banked’ Development State (i.e., those that can be exported), specify Banked in the Development State option on the Item Metadata menu.</p> <ol style="list-style-type: none"> <li>3 Click the Search button.</li> <li>4 One-by-one, select the items to export by clicking the checkbox associated with each item from the items list.</li> </ol> <p>or</p> <p>If the list of items includes only the items you wish to export, click the select all icon () at the top of the select item column. This will select all items displayed in the items list.</p> <p>For additional information on selecting items for export, see <a href="#">Export Limitations</a> on page 486.</p>
Export All button	<p>Causes all items in the selected program with the ‘Banked’ Development State (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported from the IAIP application into the test item bank for delivery via on the Smarter Balanced test delivery platform.</p> <p>Using this option, you can export only items that you are authorized to access from the selected program.</p> <hr/> <p><b>Note:</b> This option is available only to users with administrator permissions.</p> <hr/> <p>For additional information on exporting all items from a program, see <a href="#">Exporting All Items</a> on page 481.</p>
Tabbed menus	Enables you to display options for administering items.
Standards Hierarchy tab	<p>Enables you to display Standards Hierarchy menu for specifying which items to display via associated standards hierarchy.</p> <hr/> <p><b>Note:</b> You can specify additional item filtering options on the Item Metadata menu.</p>

Element	Description
Item Metadata tab	<p>Enables you to display the Item Metadata menu for specifying items to display via associated metadata attributes.</p> <p><b>Note:</b> You can specify additional item filtering options on the Standards Hierarchy menu.</p>
Statistics tab	<p>Enables you to display the Statistics menu for specifying items to display via associated item performance statistics.</p>
Group Process tab	<p>Enables you to display the Group Process menu with which you modify item properties associated with the selected items (e.g., name and author).</p>
Search button	<p>Returns a list of items in the source program that match the filter criteria entered on the Standards Hierarchy, Item Metadata, and Statistics menus.</p> <p><b>Note:</b> Clearing all filter criteria and clicking Search causes all items in the source program to be listed.</p>
Return Option	<p>Specifies the number of matching items to display in the items list. For more information on the items list, see Items List on page 54.</p> <p><b>Note:</b> Clearing the value of this field and leaving it blank or entering ‘All’ and clicking the Search button will display all matching items in the items list.</p>

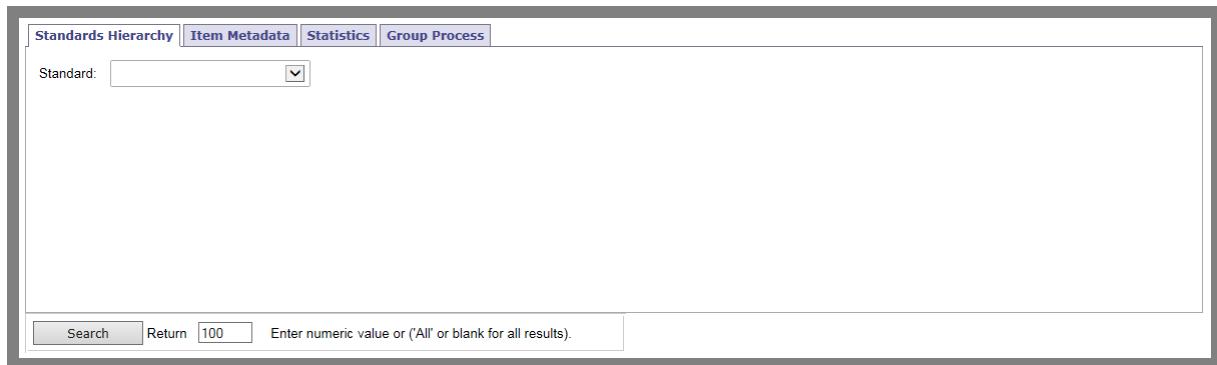
#### **Standards Hierarchy Menu**

The Standards Hierarchy menu enables you to filter the list of items contained in the source program using a content standard that you specify. For example, you can select a content standard from on this page to display only items associated with the content standard you selected. The selection is applied to primary and secondary standards alignments.

- You can access the Standards Hierarchy page by clicking the Standards Hierarchy tab on the Item Management page.

[Figure 23](#) shows the Item Management | Standards Hierarchy menu.

Figure 23: Item Management | Standards Hierarchy Menu



**Note:** For information on the Top Menu (the common menu at the top of the page), see [Top Menu Elements](#) on page 40.

#### *Page Elements*

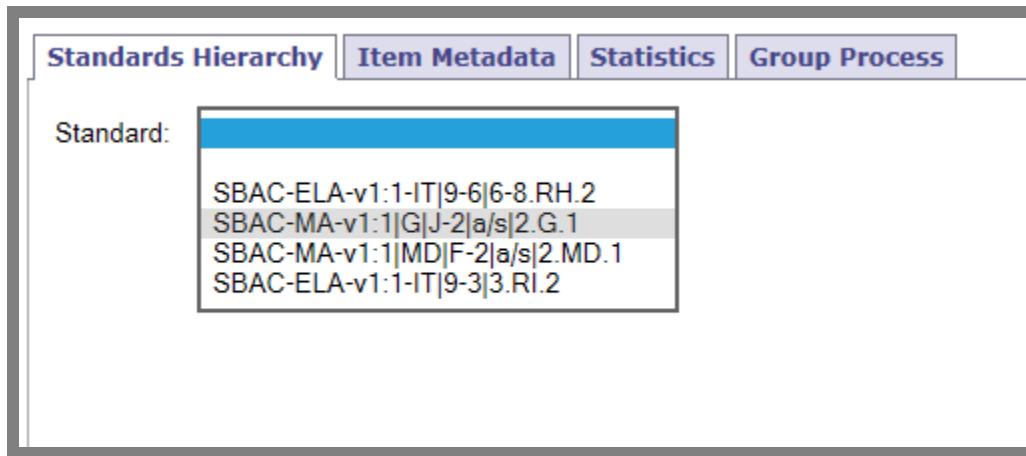
The element of the Standards Hierarchy page is a list of content standards that are mapped to items in the selected program. You can use this selection to filter the list of items that is displayed at the bottom of the page.



The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.

[Figure 24](#) shows an example filter selection on the Standards Hierarchy menu.

Figure 24: Example Filter Selection for a Standards Hierarchy



To filter the list of items in the source program:

- 1 Ensure that the desired program is selected via the Program menu.

**Note:** If no program is selected, there will be no options displayed on this menu.

- 2 Select the desired standard on the Standard menu.

## Chapter 3: IAIP Application Interface

All standards associated with items (i.e., as a primary or secondary standard) in the selected program are displayed.

**Note:** A standard must be associated with an item in the selected program for it to display in the list.

- 3 Select the desired standard.
- 4 Click the Search button.

The results display at the bottom of the page. The columns include specific hierarchy related fields. Only items that match the specific filter criteria will display.



**The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

To view all items in the source program:

- Clear the selection for the Hierarchy option, and click Search.

**Note:** Clearing the value of any level of the standard hierarchy will also clear all hierarchy filters for lower levels, enabling you to select different options.



**To ensure that all items are listed, clear the filter criteria on the Item Metadata and Statistics menus.**

[Figure 25](#) shows an example list of items from the Standards Hierarchy menu.

Figure 25: Example Items List from Standards Hierarchy Menu

Search Results : 4 Item(s) found.										
	Name	Hierarchy	Test Subject	Area	General Content	Specific Content	Sub-Specific Content	Dev State	Editor	
<input type="checkbox"/>	SBA1-IW1_001-0001	CCS	ELA	Grade 4	Reading-Literature	ELA4&RL.1	ELA4.RL.1a	Development	Super Admin, System	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	WRK-VE-IP-02	CCS	Math	Grade 4	--	4.OA Operations and Algebraic Thinking	4.OA.1-3	Content Review 1	Super Admin, System	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	WRK-VE-IP-03	CCS	Math	Grade 4	--	4.OA Operations and Algebraic Thinking	4.OA.1-3	Development	Super Admin, System	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	WRK-VE-IP-04	CCS	ELA	Grade 4	Reading-Literature	ELA4&RL.1	ELA4.RL.1a	Create Art	Super Admin, System	<input type="button" value="-- Options --"/>

### Item Metadata Menu

The Item Metadata Menu enables you to filter the list of items contained in the source program using a variety of metadata fields. Metadata fields define the attributes of items, and are useful in querying and filtering items with specific characteristics.



**The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

**Note:** IAIP administrators can modify item metadata from the Create Item page or by loading it to the IAIP application via an external file. For more information, see [Chapter 8: Administering IAIP Data](#) on page 459.

- You can access the Item Metadata menu by clicking the Item Metadata tab on the Item Management page.

[Figure 26](#) shows the Item Management | Item Metadata menu.

Figure 26: Item Management | Item Metadata Menu

**Note:** For information on item metadata, see [Item Metadata](#) on page 647.

#### Page Elements

The elements of the Item Metadata page are a list of metadata fields that you can use to filter the list of items that is displayed at the bottom of the page.

**Note:** The Data Range you enter (i.e., in the format yyyy-mm-dd) is used to filter items with Due Dates between the dates you specify.

To filter the list of items in the source program:

- Enter appropriate values in the fields and click Search.

The results display at the bottom of the page. The columns include specific metadata related fields. Only items that match the specific filter criteria will display.



**The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

To view all items in the source program:

- Clear all values from the fields and click Search.



**To ensure that all items are listed, clear the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

You can specify values for one, some, or all fields on the Item Metadata menu to match against items in the IAIP application.

### *Specifying Values in Text Entry Fields*

The values that you can specify for a field that utilizes a text entry box are not pre-defined. However, the IAIPI application does provide the flexibility of performing a “contains” match on a string that you enter in the fields of the Item Metadata menu (i.e., a full string match is not required), for example:

For example, if an item is named ELA1-JC123924-1, entering “ELA1” in the Name field will return ELA1-JC123924-1 (i.e., as well as any other items that contain ELA1 in its name) in the results.

### *Specifying Values in Pull-down Fields*

The values that you can specify for a field that utilizes a pull-down list are pre-defined to help you quickly enter appropriate options.

- Click on the field, move the cursor over the desired selection, and click the mouse button again.

### **Statistics Menu**

The Statistics menu enables you to filter the list of items contained in the source program using a psychometrics data that has been uploaded to the system. Psychometrics measures the performance of items across multiple dimensions.



**The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

---

**Note:** IAIPI administrators and users with the psychometrician role can upload psychometrics data via a properly formatted CSV file. For more information, see [Uploading Psychometric Data](#) on page 492.

---

- You can access the Statistics menu by clicking the Statistics tab on the Item Management page.

[Figure 26](#) shows the Item Management | Statistics menu.

Figure 27: Item Management | Statistics Menu

**Note:** For information on item statistics, see [Item Metadata](#) on page 647.

#### Page Elements

Element	Description
Administration	<p>Specifies the administration associated with the item performance statistics.</p> <p><b>Note:</b> The performance statistics you specify are only applied to items in the administration you specify with this field.</p>
Publication Status	Specifies the Publication Status to match within items.

Element	Description
Statistics Fields	<p>The elements of the Statistics page are a list of pre-defined statistical measures that you can use to filter the list of items that is displayed at the bottom of the page.</p> <ul style="list-style-type: none"><li>• <b>Statistical Flag.</b> Enables you to include flagged items in the list of items. Flagged items have been identified with certain traits (e.g., low average item score).</li><li>• <b>Data Attribute.</b> Identifies the data attribute for which a value range is applied (i.e., using From-To). It applies to all answer choices for all matching items.</li><li>• <b>From.</b> <i>Optional.</i> Specifies the lower range for the associated data.</li><li>• <b>To.</b> <i>Optional.</i> Specifies the upper range for the associated data.</li></ul> <p><b>Note:</b> You can specify a ‘from’ value (i.e., lower value) without specifying a ‘to’ value (i.e., upper value), or vice versa.</p>

To filter the list of items in the source program:

- 1 Specify the appropriate administration and Publication Status.
- 2 Select the appropriate statistical parameters and enter data value ranges.
- 3 Click Search.

The results display at the bottom of the page. The columns include specific metadata related fields. Only items that match the specific filter criteria will display.



**The list of items is determined by the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

To view all items in the source program:

- Clear all values from the fields and click Search.



**To ensure that all items are listed, clear the filter criteria on the Standards Hierarchy, Item Metadata, and Statistics menus.**

### Specifying Values in Text Entry Fields

The values that you can specify for a field that utilizes a text entry box are not pre-defined. However, the IAIP application does provide the flexibility of performing a “contains” match on a string that you enter in the fields of the Item Metadata menu (i.e., a full string match is not required), for example:

For example, if an item is named ELA1-JC123924-1, entering “ELA1” in the Name field will return ELA1-JC123924-1 (i.e., as well as any other items that contain ELA1 in its name) in the results.

### *Specifying Values in Pull-down Fields*

The values that you can specify on for a field that utilizes a pull-down list are pre-defined to help you quickly enter appropriate options.

- Click on the field, move the cursor over the desired selection, and click the mouse button again.

### **Group Process Menu**

The Group Process page enables you to modify item properties associated, including name and author. It can save you having to perform duplicate tasks on related items that require the same updates.

---

**Note:** This page is used to modify properties of selected items, while the other tabs on this page are used to search for and select the items to modify.

---

- You can access the Group Process menu by clicking the Item Group Process tab on the Item Management page.

Figure 28: Item Management | Group Process Menu

---

**Note:** For information on the Top Menu (at the top of the page), see [Top Menu Elements](#) on page 38.

---

### *Page Elements*

Element	Description
Rename	Specifies a new name for the selected item.
Rename Selected button	<p>Causes the selected item to be renamed with the value of the Rename field.</p> <p><b>Note:</b> You can rename only one item at a time. If you have multiple items selected and attempt to rename them together, this message will display:</p> <p>You can only rename 1 item at a time. Please select only 1 item.</p>

Element	Description
Copy	Specifies a name for the new item when you are creating a copy of an existing item using the Copy Selected button.
Copy Selected button	Causes the selected item to be copied. The copy is named with the value of the Copy field.  <b>Note:</b> You can copy only a single item at a time. Selecting more than one will cause an error.
Author	Specifies a new author for the selected items.
Assign Author button	Causes the author specified by the Author option to be assigned to the selected items.  Modifying the author will make it available to the new item writer's queue (i.e., add it to the new item writer's queue). It will also remove it from the previous item writer's queue.
Development State	Specifies a new development state for the selected items.  The Development State of an item determines the content development workflow queue to which the item is assigned.  For more information on how development states affect the content development workflow, see <a href="#">Role-based Workflow</a> on page 350.
Assign Dev State button	Causes the development state specified by the Development State option to be assigned to the selected items.  Modifying the development state enables administrators to move the selected items to a different development state in the content development workflow.
Publication Status	Specifies a publishing status for the selected items.
Assign Pub Status button	Causes the publishing state specified by the Pub Status option to be assigned to the selected items.  Setting the publication status enables administrators to organize IAIP content for group processing and tracking (e.g., for collecting items for an administration).
Review	Sets or clears the lock on the selected items. Locking an item removes it from the content development workflow. This feature is intended to temporarily remove the item from the workflow.  <b>Note:</b> From time to time, an item can be inadvertently locked (e.g., if a user closes a browser window without exiting the item). In this case, you can use this option to unlock the item and return it to the workflow.

Element	Description
Set Review button	<p>Causes the item to be locked or unlocked for the selected items.</p> <hr/> <p><b>Note:</b> If an item is locked, an asterisk (*) will display in the corresponding cell in the Edit column of the items list.</p> <hr/> <p>A locked item cannot be processed in the content development workflow (i.e., until the lock is removed).</p>

### Using the Group Process Menu

You can use the Group Process menu to perform administrative functions on more than one item at the same time. The general steps for using the Group Process menu include:

- 1 Filtering the items List.
- 2 Selecting items from the list.
- 3 Modifying the selected items.

---

**Note:** Although the Group Process Menu is designed to support the modification of multiple items at one time, you can also select a single item for modification.

---

#### Filtering the Items List

To filter the list of items in the source program:

- Enter appropriate values in the fields on the filtering tabs and click Search.
- Only items that match the specific filter criteria will display.

To view all items in the source program:

- Clear all values from the fields and click Search.

#### Selecting Items from the List

The items list provides information on the items that match the filter criteria specified. For more information, see Items List on page 54.

With the exception of the Rename option, you can apply the same change to all selected items in the list at the same time.

---

**Note:** The Rename option is valid only if a single item is selected.

---

To select items from the list:

- Click the checkbox associated with each item that you want to select.

---

**Note:** You can select items on more than one page. However, if you modify the filter criteria, all item selections will be cleared.

---

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To clear an individual selection:

- Click a selected checkbox again to clear the selection.

### *Modifying the Selected Items*

You perform these operations on the selected items:

- **Rename Item.** Valid for a single item only. Changes the unique identifier for the item.
- **Copy Items.** Creating a duplicate of the selected items in the program specified by the Target Program option.
- Modify Item Attributes.
  - Author
  - Development State
  - Publication Status
- **Lock/unlock Items.** Remove an item lock, enabling it to be modified in the content development workflow.

To modify the selected items

---

**Note:** You can modify only a single attribute of the selected items at one time. For example, you can modify the items' author or development state, but not both.

---

- 1 Specify the value for a single option (e.g., Development State).
- 2 Click the corresponding button to the right of the option (e.g., Assign Development State).  
Modifying item attributes might cause items to be removed from the items list (i.e., because they no longer match the filter criteria).
- 3 Return to Step 1 to modify other item attributes.

---

**Note:** Unlike the other options, you can rename only a single item at a time.

---

### *Items List*

The items list key properties of items from the source program that match the filter criteria entered on the Standards Hierarchy, Item Metadata, and Statistics menus.

If an item has been versioned, prior versions will display in a red font, for example:

Search Results : 2 Item(s) found.												
	Name	Version	Description	Item Format	Bloom's Taxonomy	Dev State	Editor	Difficulty	Source Document	Review		
	VE-IP-03	0	APIPv1.0 Entry Profile Single MC/MR Item Test Instance	Selected Response		Development	Super Admin, System	–		Unlocked	-- Options --	
	VE-IP-03	1	APIPv1.0 Entry Profile Single MC/MR Item Test Instance	Selected Response		Development	ItemWriter, AH	–		Unlocked	-- Options --	

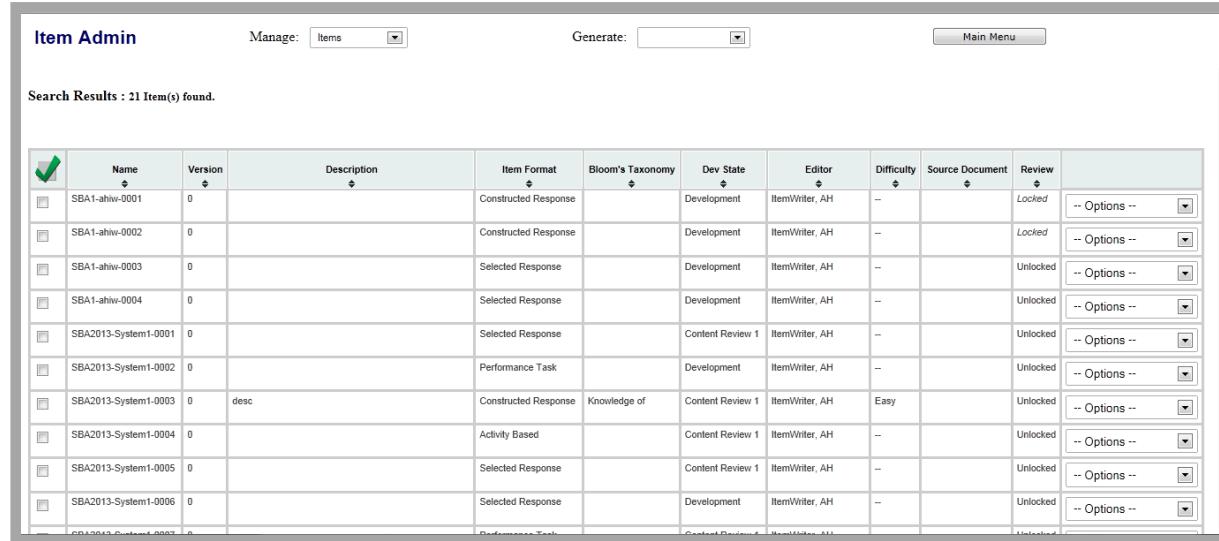
In this example, item VE-IP-01 has been versioned twice as indicated by the two red item ID entries. The version numbers are 0 (i.e., the original) and 1 and 2, the later versions.

---

**Note:** You cannot open a previous version of an item for editing. Attempting to open a previous version will open the current version instead. For more information on item versions, see [Creating Item Versions](#) on page 431.

---

Figure 29: Example Items List



	Name	Version	Description	Item Format	Bloom's Taxonomy	Dev State	Editor	Difficulty	Source Document	Review	
<input checked="" type="checkbox"/>	SBA1-ahiw-0001	0		Constructed Response		Development	ItemWriter, AH	--		Locked	-- Options --
<input type="checkbox"/>	SBA1-ahiw-0002	0		Constructed Response		Development	ItemWriter, AH	--		Locked	-- Options --
<input type="checkbox"/>	SBA1-ahiw-0003	0		Selected Response		Development	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA1-ahiw-0004	0		Selected Response		Development	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0001	0		Selected Response		Content Review 1	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0002	0		Performance Task		Development	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0003	0	desc	Constructed Response	Knowledge of	Content Review 1	ItemWriter, AH	Easy		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0004	0		Activity Based		Content Review 1	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0005	0		Selected Response		Content Review 1	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0006	0		Selected Response		Development	ItemWriter, AH	--		Unlocked	-- Options --
<input type="checkbox"/>	SBA2013-System1-0007	0		Performance Task		Content Review 1	ItemWriter, AH	--		Unlocked	-- Options --

---

**Note:** For information on the Top Menu (at the top of the page), see [Top Menu Elements](#) on page 40.

---

The fields list displays a list of fields that match the filter criteria entered on the Standards Hierarchy, Item Metadata, and Statistics menus. These are the columns of the fields list:

Column	Description
Select button	<p>Allows you to select all items in the list.</p> <p>To select all listed items:</p> <ul style="list-style-type: none"> <li>Click the select button ( in the column heading).</li> </ul> <p>To select items individually:</p> <ul style="list-style-type: none"> <li>Click the checkbox corresponding to the item.</li> </ul> <p><b>Note:</b> After selecting all items using the Select All button, you can de-select individual items by clicking the corresponding selection boxes.</p>
Name	<p>Displays the unique identifier for the item.</p> <p><b>Note:</b> If the item has been versioned, its name is indicated in red. item versions are new items duplicated from items that have been administered previously.</p>

Column	Description
Version	<p>Displays the version number for the item.</p> <ul style="list-style-type: none"> <li>Original items display a version of 0 (zero).</li> <li>Items that have been duplicated via item versioning display a non-zero value.</li> </ul> <p>For more information on item versioning, see <a href="#">Creating Item Versions</a> on page 431.</p>
Description	Displays the description of the item.
Item Format	<p>Displays the format of the item.</p> <p>For more information on item formats, see <a href="#">Item Metadata</a> on page 647.</p>
Development State	Displays the development state of the item. For more information on development state, see <a href="#">Role-based Workflow</a> on page 350.
Editor	Displays the name of the item editor.
Difficulty	Displays the relative difficulty of the item (i.e., Easy, Medium, Hard).
Source Document	Displays the name of the source document from which the passage was developed.
Review	<p>Displays the state of the item lock (i.e., Locked or Unlocked).</p> <ul style="list-style-type: none"> <li><b>Locked.</b> Indicates that the item is in use by another user or has been temporarily removed from the workflow, therefore, you cannot open it for editing.</li> <li><b>Unlocked.</b> Indicates that you can open it for editing (i.e., it has not been temporarily removed from the workflow and has not been opened by another user).</li> </ul>
Options	<p>The options available from this menu depend on the type of item.</p> <p><b>Note:</b> Imported SBAIF items provide fewer options, because they are not editable in the IAIP application.</p> <p>Provides these options for working with the selected item:</p> <ul style="list-style-type: none"> <li><b>Edit.</b> Opens the item for editing (or reviewing). For more information, see <a href="#">Create Item Page</a> on page 185.</li> <li><b>View.</b> Displays the selected item in the Item Print Viewer. For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</li> <li><b>Item History Report.</b> Displays a report on the content development workflow for the selected item. For more information, see <a href="#">Viewing Item History Reports</a> on page 514.</li> <li><b>Accessibility.</b> Displays the accessibility tagging page, enabling you to modify accessibility tags and accessibility features for the selected item. For more information, see <a href="#">Accessibility Tagging Page</a> on page 326.</li> </ul>

### Item History Report Page

The Item History Report page displays information about modifications made to the selected item in the content development workflow.



**Viewing item history reports requires administrator privileges or the content specialist role.**

- Administrators can access the Item History Report page by selecting Item History Report associated with the desired item on the Item Management page.

**Note:** If the selected item does not have any workflow history, this message is displayed:

No data received

Figure 30: Example Item History Report Page

Program	Item ID	Dev State	User	Date/Time
SBAC_Demo_Program	SBA2012-JI-1578	Content Review 1	jenchamberlainwriter	5/17/12 2:01
SBAC_Demo_Program	SBA2012-JI-1578	QC Presentation	jenchamberlain	5/17/12 2:02
SBAC_Demo_Program	SBA2012-JI-1578	Committee Review	SMQAPres	5/18/12 4:43
SBAC_Demo_Program	SBA2012-JI-1578	Content Review 2	SMcommfac	5/18/12 4:44
SBAC_Demo_Program	SBA2012-JI-1578	New Art	jenchamberlain	5/22/12 2:43

Save as: PDF

#### Page Elements

Element	Description
Report fields	<p>Displays the content development workflow history of the item, including these fields:</p> <ul style="list-style-type: none"> <li><b>Program.</b> The program in which the item is located.</li> <li><b>Item ID.</b> The unique identifier of the item.</li> <li><b>Development State.</b> The development state of the item.</li> <li><b>User.</b> The user name of the IAP user who processed the item in the workflow.</li> <li><b>Date/Time.</b> The timestamp on which the item was processed in the workflow.</li> </ul> <p>For more information on the metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>
Save as option	<p>Specifies the format in which to download the report from these options:</p> <ul style="list-style-type: none"> <li><b>PDF.</b> Adobe Portable Document Format, a multi-platform document presentation format.</li> <li><b>CSV.</b> Comma-separated Value format, supported by common spreadsheet programs.</li> <li><b>RTF.</b> Rich Text Format, supported by common text editors.</li> </ul>

Element	Description
Save button	<p>Downloads the report in the format specified by the Save as option to your computer.</p> <p><b>Note:</b> Depending on your browser settings, you might be prompted to save or view the downloaded file.</p>

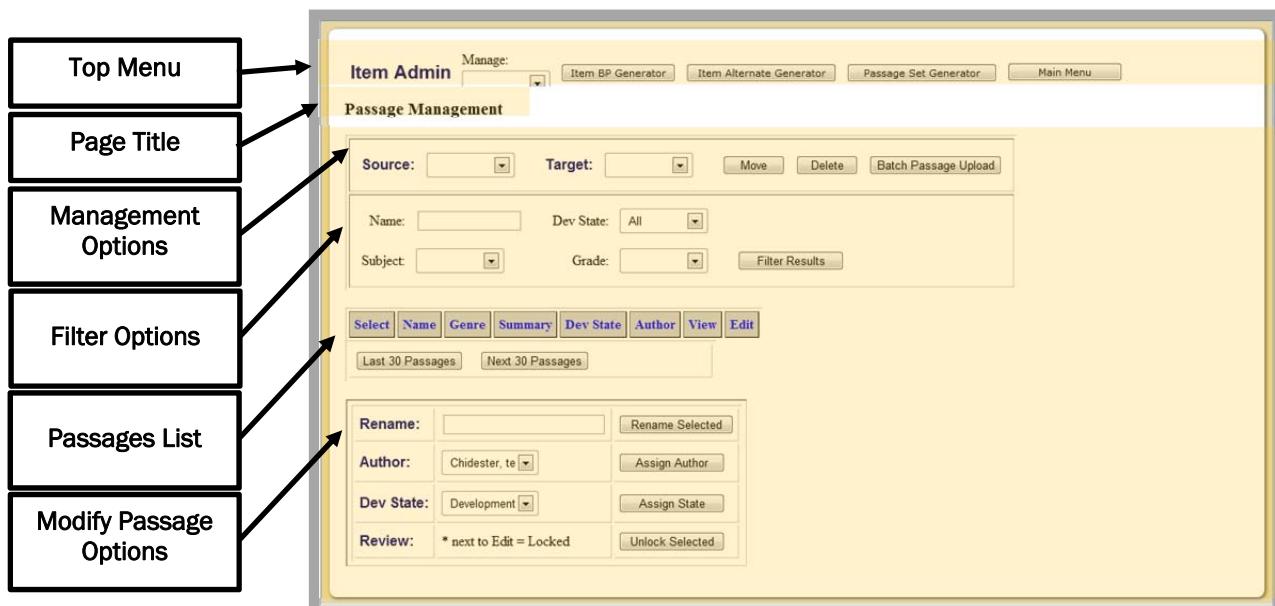
### Passage Management Page

The Passage Management page enables you to modify and administer passages in the selected program. Passages provide longer textual content to support items in an assessment. Passages, though linked to one or more items, are treated as separate entities in the IAIP application.

- You can access the Passage Management page by selecting passages from the Manage menu on the Item Admin page.

[Figure 31](#) identifies the main sections of the Passage Management page.

Figure 31: Passage Management Page Overview



#### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Management Options	Provides options for moving and deleting passages as well as uploading passage definitions from a file.
Source	<p>Specifies the program associated with the passage (e.g., whether moving, creating, or modifying a passage).</p> <p><b>Note:</b> Once a source program is selected, additional options are enabled for filtering, viewing, and editing passages.</p>
Target	<p>Specifies the program into which to move the selected passages.</p> <p><b>Note:</b> This option is used only when moving or copying selected passages.</p>
Move button	<p>Moves the selected passages from the source program to the target program.</p> <p>To specify the passages to move:</p> <ul style="list-style-type: none"> <li>Check the select box associated with the passage in the tabular list below.</li> </ul> <p>For more information on selecting passages, see the description of the passage list below.</p>
Delete button	<p>Deletes the selected passages from the source program.</p> <p>To specify the passages to delete:</p> <ul style="list-style-type: none"> <li>Check the select box associated with the passage in the tabular list below.</li> </ul> <p>For more information on selecting passages, see the description of the passage list below.</p>
Filter Options	Enables you to specify options for filtering the list of passages to help you more effectively select the desired passages.
Name	<p>Specifies a string of characters to match in the name of passages that display in the passages list.</p> <p>Clearing the contents of this element will remove the filter on passage name.</p> <p>The match is not case-sensitive and can contain spaces.</p>

Element	Description
Subject	<p>Specifies the subject area of passages that display in the passages list.</p> <ul style="list-style-type: none"> <li>• <b>&lt;blank&gt;</b>. Removes all filtering on subject area.</li> <li>• <b>All</b>. All subject areas.</li> <li>• <b>Math</b>. Math subject area.</li> <li>• <b>ELA</b>. English Language Arts subject area.</li> </ul>
Development State	<p>Specifies the development state of passages that display in the passages list. For information on valid values for this field, see <a href="#">Item Metadata</a> on page 647.</p>
Grade	<p>Specifies the grade level of passages that display in the passages list.</p> <p><b>Note:</b> In addition to the standards grade levels (i.e., K through 12).</p>
Filter Results button	<p>Queries the selected program for the passages that match the specified filter criteria.</p> <p>Alternately, changing the criteria and clicking the Filter Results button will refresh the list of passages that displays.</p>
Passages List	<p>Displays a columnar list of passages and associated properties from the program specified in the Source element that match the filter criteria you specified. The list can display up to 30 passages; the list is sorted by passage name (i.e., the data in the Name column).</p> <p>For information on displaying additional passages, see the description on Next 30 Passages button (below).</p> <p>The columns displayed in the passages list are:</p> <ul style="list-style-type: none"> <li>• <b>Select</b>. Provides a check box for each passage (i.e., row) in the list. Selecting one or more passages via their associated check boxes enables you to move them to another program or delete them from the program.</li> </ul> <p>For more information on moving or copying passages, see <a href="#">Administering Passages</a> on page 445.</p> <ul style="list-style-type: none"> <li>• <b>Name</b>. Identifier associated with the passage.</li> <li>• <b>Genre</b>. Genre of the passage.</li> <li>• <b>Summary</b>. Summary of the passage.</li> <li>• <b>Development State</b>. Current development state of the passage.</li> <li>• <b>Author</b>. Name of the passage author.</li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li>• <b>Option.</b> Provides options for each passage that enable you to view additional attributes for the passage.             <ul style="list-style-type: none"> <li>- <b>View.</b> Enables you to see a preview of the passage and related metadata (i.e., name, genre, and associated media).</li> <li>- <b>Edit.</b> Enables you to modify the associated passage.</li> <li>- <b>Accessibility.</b> Enables you to view and modify the accessibility tagging applied to the passage.</li> <li>- <b>Passage History Report.</b> Enables you to view a report on the item development history of the passage.</li> </ul> </li> </ul> <p><b>Note:</b> An asterisk (*) next to the Edit button indicates that the passage is locked. You must unlock the passage to enable editing. For information on unlocking a passage for editing, see the description of the <b>Unlock Selected</b> button (below).</p> <p>For more information on editing passages, see <a href="#">Editing Passages</a> on page 446.</p> <p>If no passages display, then there are no passages matching the filter criteria in the specified program.</p>
Last 30 Passages button	Displays the previous 30 Passages in the passages list.
Next 30 Passages button	Displays the next 30 Passages in the passages list.
Modify Passage Options	
Rename	<p>Specifies the new name to assign to the passage selected in the passages list.</p> <p><b>Note:</b> You can rename only one passage at a time.</p>
Rename Selected button	<p>Causes the selected passage in the passages list to be renamed with the value of the Rename element.</p> <p>Renaming a passage updates the display of the passages list.</p> <p><b>Note:</b> This might cause the passage to be removed from the passages list (i.e., because its name no longer meets the specified filter criteria).</p>
Author	<p>Allows you to specify an author for a passage that does not currently have an author assigned.</p> <p>Renaming a passage updates the display of the passages list.</p>

Element	Description
Assign Author button	<p>Causes the author specified in the Author element to be assigned to the selected passage.</p> <p>Specifying an author causes the passages list to refresh.</p> <p><b>Note:</b> You cannot assign an author if an author already exists.</p>
Development State	<p>Allows you to specify or update a development state for the selected passage. For more information on the development states, see <a href="#">Passage Metadata</a> on page 649.</p>
Assign State button	<p>Causes the development state specified in the Dev State element to be assigned to the selected passage.</p> <p>Specifying a development state causes the passages list to refresh.</p>
Unlock Selected button	<p>Causes the lock to be cleared for the selected passages. Passages can become locked when workflow users close the browser window or otherwise exit the Passage Review page.</p> <ul style="list-style-type: none"> <li>Clearing the lock enables users to modify it in the content development workflow.</li> </ul> <p><b>Note:</b> If a passage is locked, an asterisk (*) will display in the corresponding cell in the Edit column of the passages list.</p>

### *Example Filter Criteria*

This section illustrates the use of the filter criteria for listing a subset of passages that match the specified criteria.

#### *Example 1*

##### *Filter Criteria:*

Name:	geog	Dev State:	All
Subject:	SS	Grade:	<blank>

##### *Results:*

Displays a list of all passages that meet these criteria:

- Contain “geog” in their names
- Social Studies subject area
- Any development state
- Any grade level

**Example 2***Filter Criteria:*

Name:	<blank>	Dev State:	Approved
Subject:	MATH	Grade:	<blank>

*Results:*

Displays a list of all passages in the approved development state for the math subject area.

**Example 3***Filter Criteria:*

Name:	<blank>	Dev State:	Rejected
Subject:	All	Grade:	6

*Results:*

Displays a list of all passages for grade level 6 in any subject area that have a development state of rejected.

**Passages List**

The passages list displays key properties of selected passages from the source program that match the filter criteria specified.

Figure 32: Example Passages List

Select	Name	Genre	Summary	Dev State	Author	
<input type="checkbox"/>	A Walk in the Park	Fiction	This story is about taking a walk in the park	Development	Isaacs, Jennifer	-- Options --
<input type="checkbox"/>	David Bloom Like to Ski	Fiction	Sample summary of what this passage will be.	Development	Unassigned, Writer	-- Options --
<input type="checkbox"/>	Sherlock Holmes	Fiction	This passage is about the adventures of Sherlock Holmes	Development	Isaacs, Jennifer	-- Options --
<input type="checkbox"/>	The Wind in the Willows			Content Review 1	Isaacs, Jennifer	-- Options --

These are the columns of the fields list:

Column	Description
Select	<p>Enables you to select specific passages from the list.</p> <p>To select a passage:</p> <ul style="list-style-type: none"> <li>Click the checkbox corresponding to the passage.</li> </ul> <p><b>Note:</b> You can select more than one passage in order to perform the same operation on all. However, you cannot rename multiple passages at the same time.</p>
Name	Displays the unique identifier for the passage.
Genre	Displays the genre of the passage.
Summary	Displays a descriptive summary of the passage.
Development State	Displays the Development State of the passage. For more information on development state, see <a href="#">Passage Metadata</a> on page 649.
Author	Displays the name of the writer assigned to the passage.
Options	<p>Provides these options for working with the selected passage:</p> <ul style="list-style-type: none"> <li><b>View.</b> Displays a preview of the selected passage.</li> <li><b>Edit.</b> Opens the passage for editing (or reviewing). For more information, see <a href="#">Create Passage Page</a> on page 189.</li> </ul> <p><b>Note:</b> If there is an asterisk next to the Edit option (e.g., Edit*), the passage is locked, and cannot be edited. Contact your administrator for assistance on unlocking the passage.</p> <ul style="list-style-type: none"> <li><b>Accessibility.</b> Displays the accessibility tagging page, enabling you to view and modify accessibility tags and accessibility features for the selected passage. For more information, see <a href="#">Accessibility Tagging Page</a> on page 326.</li> <li><b>Passage History Report.</b> Displays a report on the item development history of the associated passage. For more information, see <a href="#">Passage History Report Page</a> on page 64.</li> </ul>

To filter the list of passages in the source program:

- Enter appropriate values in the fields on the filtering tabs and click Search.
- Only passages that match the specific filter criteria will display.

To view all passages in the source program:

- Clear all values from the fields and click Search.

### ***Passage History Report Page***

The Passage History Report page displays information about modifications made to the selected passage in the content development workflow.



**Viewing Passage History Reports requires administrator privileges.**

- Administrators can access the Passage History Report page by selecting Passage History Report associated with the desired passage from the passages list on the Passage Management page.

**Note:** If the selected passage does not have any workflow history, this message is displayed:

No data received

Figure 33: Example Passage History Report Page

Program SBAC_Demo_Program	Item ID SBA1-JI-0007	Dev State Development	User system	Date/Time 2/21/13 2:46 PM
<p style="text-align: right;">Save as: <input type="button" value="PDF"/> <input type="button" value="Save"/></p>				

#### Page Elements

Element	Description
Report fields	<p>Displays the content development workflow history of the passage, including these fields:</p> <ul style="list-style-type: none"> <li><b>Program.</b> The program in which the item is located.</li> <li><b>Passage ID.</b> The unique identifier of the item.</li> <li><b>Development State.</b> The development state of the item.</li> <li><b>User.</b> The user name of the IAIP user who processed the item in the workflow.</li> <li><b>Date/Time.</b> The timestamp on which the item was processed in the workflow.</li> </ul> <p>For more information on passage metadata fields, see <a href="#">Passage Metadata</a> on page 649.</p>
Save as option	<p>Specifies the format in which to download the report from these options:</p> <ul style="list-style-type: none"> <li><b>PDF.</b> Adobe Portable Document Format, a multi-platform document presentation format.</li> <li><b>CSV.</b> Comma-separated Value format, supported by common spreadsheet programs.</li> <li><b>RTF.</b> Rich Text Format, supported by common text editors.</li> </ul>

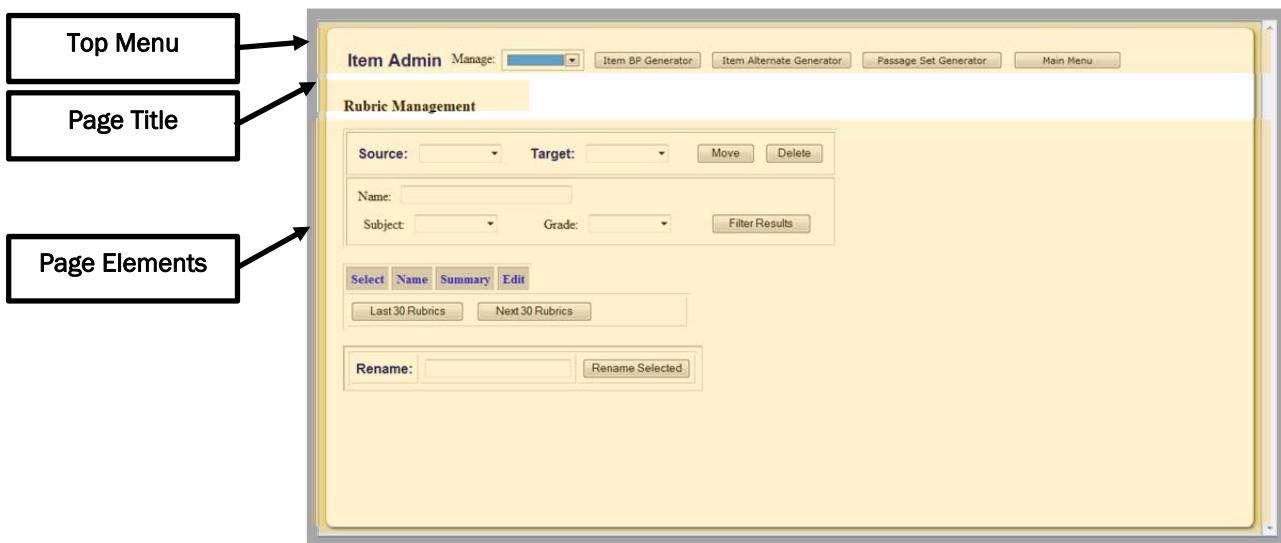
Element	Description
Save button	<p>Downloads the report in the format specified by the Save as option to your computer.</p> <p><b>Note:</b> Depending on your browser settings, you might be prompted to save or view the downloaded file.</p>

### Rubric Management Page

The Rubric Management page enables you to administer rubrics, including moving and deleting rubrics, modifying the rubric text and metadata, changing the template and associated graphics. To help locate rubrics for modification, the IAIP application supports convenient search options for specifying rubric name, subject, and grade to match selected rubrics.

- You can access the Rubric Management page by selecting rubrics from the Manage menu on the Item Admin page.

Figure 34: Rubric Management Page



#### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Source	Enables you to specify the program in which the rubric is located. For copying and moving rubrics, the program specified by this option is referred to as the source program.
Target	When moving rubrics to another program, this option enables you to specify the program into which to move the selected rubrics.
Move button	<p>Once you have selected the rubrics to move to another program, this button executes the move.</p> <p>Moving a rubric removes it from the source program and places it in the program specified by the Target Program option.</p> <p>For information on selecting rubrics from the source program, see <a href="#">Administering Rubrics</a> on page 448.</p> <p>In addition to moving rubrics, the IAIP supports the copying and deleting of rubrics from the Item Admin page:</p> <ul style="list-style-type: none"> <li>• Copying a rubric duplicates the rubric in another program without removing it from the source program.</li> <li>• Deleting a rubric removes it from the source program (i.e., without duplicating it in another program).</li> </ul>
Delete button	<p>Once you have selected the rubrics to delete, this button causes them to be deleted.</p> <p>Deleting a rubric removes it from the program specified by the Program option.</p>
Filter Elements	Enables you to specify options for filtering the list of rubrics to help you more effectively select the desired passages.
Name	<p>Specifies a string of characters to match in rubric names.</p> <p>Clearing the contents of this element will remove the filter on rubric name.</p> <p>The match is not case-sensitive and can contain spaces.</p>
Subject	<p>Specifies the subject area of rubrics displayed in the rubrics list. Valid subjects are:</p> <ul style="list-style-type: none"> <li>• <b>&lt;blank&gt;</b>. Removes all filtering on subject area.</li> <li>• <b>All</b>. All subject areas.</li> <li>• <b>Math</b>. Math subject area.</li> <li>• <b>ELA</b>. English Language Arts subject area.</li> </ul>
Grade	<p>Specifies the grade level of rubrics that display in the rubrics list.</p> <hr/> <p><b>Note:</b> In addition to the standards grade levels (i.e., K through 12).</p>

Element	Description
Filter Results button	<p>Queries the selected program for the rubrics that match the specified filter criteria.</p> <p>Alternately, changing the criteria and clicking the Filter Results button will refresh the list of passages that are displayed.</p>
Rubrics List	<p>Displays a columnar list of rubrics and associated properties from the program specified in the Source element that match the filter criteria you specified. The list can display up to 30 rubrics; the list is sorted by rubric name (i.e., the data in the Name column).</p> <p>For information on displaying additional rubrics, see the description on Next 30 rubrics button (below).</p> <p>The columns displayed in the rubrics list are:</p> <ul style="list-style-type: none"> <li>• <b>Select.</b> Provides a check box for each rubric (i.e., row) in the list. Selecting one or more rubrics via their associated check boxes enables you to move them to another program or delete them from the program.</li> </ul> <p>For more information on moving or copying rubrics, see <a href="#">Administering Rubrics</a> on page 448.</p> <ul style="list-style-type: none"> <li>• <b>Name.</b> Identifier associated with the rubric.</li> <li>• <b>Summary.</b> Summary of the rubric.</li> <li>• <b>Edit.</b> Provides an Edit button for each rubric that enables you to edit the associated rubric.</li> </ul> <p>For more information on editing rubrics, see <a href="#">Modifying Rubrics</a> on page 449.</p> <p>If no passages display, then there are no passages matching the filter criteria in the specified program.</p>
Last 30 Rubrics	Displays the previous 30 Passages in the passages list.
Next 30 Rubrics	Displays the next 30 Passages in the passages list.
Rename	<p>Specifies the new name to assign to the rubric selected in the passages list.</p> <p><b>Note:</b> You can rename only one rubric at a time.</p>
Rename Selected button	<p>Causes the selected rubric in the rubrics list to be renamed with the value of the Rename element.</p> <p>Renaming a rubric updates the display of the rubrics list.</p> <p><b>Note:</b> This might cause the rubric to be removed from the rubrics list (i.e., because its name no longer meets the specified filter criteria).</p>

## Passage Cluster Management Page

The Passage Cluster Management page enables you to create new and modify existing Passage Clusters. A passage cluster is a group of related passages that are to be used together in an assessment for a suite of items.

- You can access the Passage Cluster Management page by selecting passage clusters from the Manage menu on the Item Admin page.

Figure 35: Example Passage Cluster Management Page

The screenshot shows the Passage Cluster Management page. At the top, there is a header with 'Item Admin' and 'Manage: Passage Clusters'. Below the header, the title 'Passage Cluster Management' is displayed. Underneath the title, there are two main sections: 'Edit Passage Cluster' and 'Add Passage Cluster'. The 'Edit Passage Cluster' section contains a dropdown menu set to 'PC1' and a 'Edit' button. The 'Add Passage Cluster' section contains fields for 'Name' (a required field) and 'Description', both of which are currently empty. A note at the bottom of this section states 'Red label = required field'. At the bottom left of the page is a 'Add' button.

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### *Page Elements*

Element	Required	Description
Modify options		<p>Enables you to select an existing passage cluster in the IAIP application to modify. The types of modifications you can make are adding passages and removing passages.</p> <p>To remove a passage:</p> <ul style="list-style-type: none"> <li>From the Edit Passage Cluster page, click the Remove button corresponding to the passage you wish to remove.</li> </ul> <p>To add a passage:</p> <ul style="list-style-type: none"> <li>From the Edit Passage Cluster page, select the passage you wish to add from the Add Passage option, and click the Add button.</li> </ul> <hr/> <p><b>Note:</b> The order in which the passages are listed is immaterial.</p>
Program	Y	Enables you to select the program that contains the passage cluster that you wish to modify.
Edit Passage Cluster		<p>Enables you to select the passage cluster that you wish to modify.</p> <p>To open a passage cluster for modification:</p> <ul style="list-style-type: none"> <li>Select the desired passage cluster via the Edit Passage Cluster option, and click the Edit button.</li> </ul> <p>The Edit Passage Cluster page is displayed. For more information, see <a href="#">Edit Passage Cluster Page</a> on page 71.</p>
Edit button		Opens the selected passage cluster for editing.
Add options		Enables you to create an organization in the IAIP application.
Name	Y	Specifies the name of the passage cluster.
Description	Y	Specifies a description of the passage cluster.
Add button		<p>Causes a passage cluster to be created in the IAIP application with the name and description specified.</p> <hr/> <p><b>Note:</b> The passage cluster is empty. You must now associate passages with the passage cluster.</p>

### Edit Passage Cluster Page

The Edit Passage Cluster page enables you to add or review existing passages from the selected passage cluster. A passage cluster is a group of related passages that are to be used together in an assessment for a suite of items.

- You can access the Passage Cluster Management page by selecting the desired passage cluster via the Edit Passage Cluster option, and clicking the Edit button on the Manage Passage Clusters page.

Figure 36: Example Passage Cluster Management Page

The screenshot shows the 'Edit Passage Cluster' page. At the top, there are navigation links: 'Item Admin', 'Manage: Passage Clusters', 'Generate', and 'Main Menu'. Below this, the title 'Edit Passage Cluster' is displayed. Underneath the title, the following information is shown:

- Program: SBAC\_Demo\_Program
- Passage Cluster: PC1
- Description: test

Below this section, there is a table titled 'Passages' containing four rows of passage information:

Name	View	Remove
Little changed	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Passing By	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Passing up	<input type="button" value="View"/>	<input type="button" value="Remove"/>

At the bottom of the page, there is a text input field labeled 'Add Passage:' containing 'DE1219' and an 'Add' button.

#### Top Menu Elements

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### Page Elements

Element	Description
Passage Cluster Information	Provides information on the selected passage cluster.
Passages list	Enables you to remove passages associated with the selected passage cluster. You can also view passages from the list.

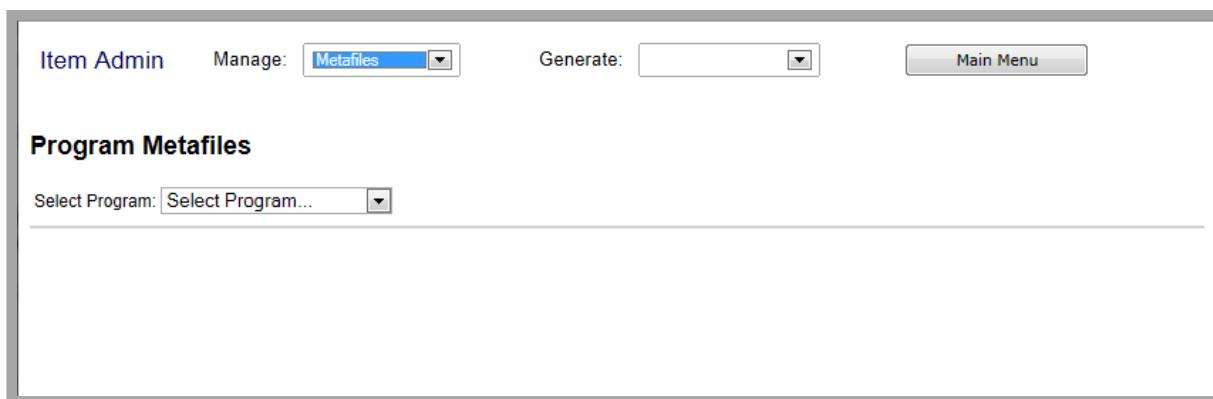
Element	Description
Passage name	Displays the names of passages included in the selected passage cluster.
View button	Enables you to view the associated passage in a new window.
Remove button	Enables you to remove the associated passage from the passage cluster.
Add Passage	Enables you to select the passage that you wish to add to the passage cluster.  To add a passage to a passage cluster: <ul style="list-style-type: none"><li>Select the desired passage via the Add Passage option, and click the Add button.  The passage is added to the bottom of the passages list.</li></ul>
Add button	Adds the passage specified by the Add Passage option to the selected passage cluster.

### Program Metafiles Page

The Program Metafiles page enables you to list all program metafiles contained in the selected program. You can also use this page to perform a “contains” search on the file name of the metafile. Program metafiles can include item and passage specifications, copyright and digital rights management information, and other types of information used in the content development workflow.

- You can access the Program Metafiles page by selecting metafiles from the Manage menu on the Item Admin page.

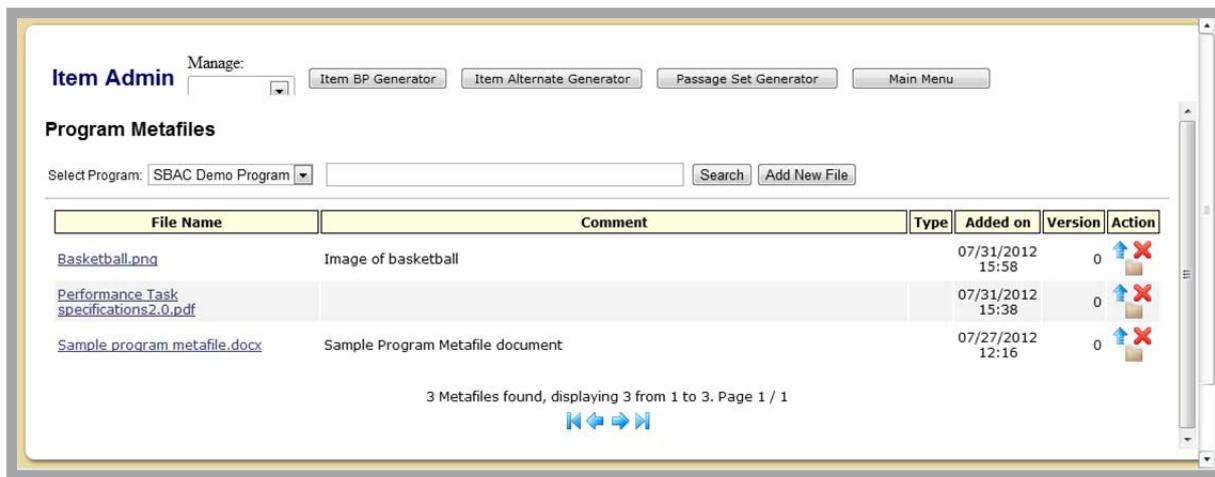
Figure 37: Initial State of Program Metafiles Page



The screenshot shows the initial state of the Program Metafiles page. At the top, there is a navigation bar with 'Item Admin' and 'Main Menu' buttons. To the right of 'Item Admin' is a 'Manage' dropdown menu set to 'Metafiles'. Next to it is a 'Generate' dropdown menu. Below the navigation bar, the title 'Program Metafiles' is displayed. Underneath the title is a 'Select Program:' dropdown menu labeled 'Select Program...'. The main content area below these controls is currently empty, showing a plain white space.

Selecting a program in the Select Program menu displays a list of metafiles associated with the selected program as well as additional options for managing metafiles.

Figure 38: Program Metafiles Page after a Program Is Selected

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Select Program	Enables you to choose the program from which you want to view metafiles.
Search field	<p>Enables you to perform a “contains” search on the name of the metafile from the selected program.</p> <p><b>Note:</b> The IAIP application performs a “contains match,” where the entry in this detail will be matched against program metafile names and descriptions (i.e., entered in the Comment field).</p> <p><b>Example</b> Entering “Audio Story” in this field will list items with a file name that begins with the letters (and spaces):</p> <p style="padding-left: 20px;">Audio Story</p>

Element	Description
Search button	<p>Causes the selected program to be searched for metafiles with names that match the value of the search field.</p> <p><b>Note:</b> A “contains” search is performed, where the string of text can appear in any position in the file name.</p> <p>Once the desired metafile is listed in the metafiles list, you can review the attributes of the metafile, review the metafile (i.e., view it or listen to it, etc.), as well as delete it from the IAIP application and other administrative functions.</p> <p>For more information, see the description of the metafiles list (below).</p>
Clear button	<p>Clears the filter criteria entered in the search box and redisplays the list of metafiles.</p> <p><b>Note:</b> This element is displayed only when filter criteria are entered in the search box.</p>
Add New File button	<p>Displays the add metafiles dialog that enables you to upload a metafile that is accessible from your file system to the IAIP application. Once uploaded, you can use the IAIP application to associate metafiles with items and passages to support the content development workflow.</p>
Metafiles List	<p>Once the desired metafile is listed in the metafiles list, you can review the attributes of the metafile, review the metafile (i.e., view it or listen to it, etc.), as well as delete it from the IAIP application, and other administrative functions. Displays a list of attributes for the metafiles that match the selection criteria.</p> <p><b>Note:</b> If no metafiles display (i.e., there are no documents matching the filter criteria in the specified program) then this message is displayed:</p> <p style="text-align: center;">0 metafiles found</p> <p>The metafiles list includes these columns:</p> <ul style="list-style-type: none"> <li>• <b>File Name.</b> Displays the file name of the metafile.</li> </ul> <p><b>Note:</b> You can use this attribute to search for the metafile in the selected program.</p> <ul style="list-style-type: none"> <li>• <b>Comment.</b> Displays the comment (if any) associated with the metafile.</li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li>• <b>Type.</b> Displays the type of information contained in the metafile, including these supported types: <ul style="list-style-type: none"> <li>- <b>Item specifications.</b> Describe the attributes and format of test items in the IAIP application. They are used by item writers and reviewers to draft and edit item content.</li> <li>- <b>Passage specifications.</b> Describe the attributes and format of passages in the IAIP application. They are used by item writers and reviewers to draft and edit passage content.</li> <li>- <b>Copyright/DRM artifacts.</b> Describe the constraints of item content that is restricted by copyright or digital rights management technologies.</li> <li>- <b>Other.</b> Document or artifacts that do not fall into any of the other categories.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Added on.</b> Displays the date and time when the metafile was uploaded to the IAIP application.</li> <li>• <b>Version.</b> Displays the incremental version of the metafile in the IAIP application.</li> </ul> <p><b>Note:</b> Version helps to identify individual instances of a metafile when it has been updated or replaced with another instance in the IAIP application.</p>
	<ul style="list-style-type: none"> <li>• <b>Action.</b> Provides these buttons that you can use to manage the metafile: <ul style="list-style-type: none"> <li>- <b>Update button (  ).</b> Displays the upload Program Metafile dialog, enabling you to update the metafile with another version (e.g., to pick up recent modifications).</li> </ul> </li> </ul> <p><b>Note:</b> It also provides options for managing the association of the metafile to item content. For more information, see <a href="#">Administering Program Metafiles</a> on page 449.</p> <ul style="list-style-type: none"> <li>- <b>History button (  ).</b> Displays the Metafile History page, enabling you to review the information about the revision history of the metafile.</li> <li>- <b>Delete button (  ).</b> Removes the metafile from the program.</li> </ul>
Navigation buttons	When multiple pages of metafiles are available, these buttons enable you to view the different pages of the list.
First button (  )	Displays the first page of metafiles that match the filter criteria.
Last button (  )	Displays the previous page of metafiles that match the filter criteria.
Next button (  )	Displays the subsequent page of metafiles that match the filter criteria.
Last button (  )	Displays the last page of metafiles that match the filter criteria.

### Metafile History Page

The Metafile History page displays the version history of the selected metafile.

- You can access the Metafile History page by clicking the History button (  ) associated with the metafile in the metafiles list on the Program Metafiles page.

Figure 39: Example Metafile History Page

Metafile History					
File Name	Comment	Type	Added on	Version	
Koala.jpg	koala (c)	Copyright/DRM	09/11/2012 15:08	2	
Koala.jpg	koala	Other	09/11/2012 15:08	1	
Koala.jpg	koala	Other	08/29/2012 14:31	0	

3 History entries found, displaying 3 from 1 to 3. Page 1 / 1  


---

**Note:** Metafile versions are listed in reverse chronological order. The specific file version is displayed on the Version column.

---

### Add Metafiles Dialog

The Add New Program metafile dialog enables you to upload a metafile to the specified program.

- You can access the Add New Metafile dialog by clicking the Add New File button on the Program Metafiles page.

Figure 40: Add New Program Metafile Dialog



Choose File No file chosen

File Type: Other

Comment:

Cancel Upload

### Dialog Elements

Element	Description
Choose File button	Displays a file open dialog that enables you to locate the program metafile to upload to the application from your file system.
<b>Note:</b>	The file open dialog is displayed by the operating system of the machine in which your web browser is running.

Element	Description
File Name display	Displays the name of the selected metafile. If no file is selected, this message displays: No file chosen
File Type	Enables you to specify the type of metafile you are uploading from these supported types: <ul style="list-style-type: none"> <li>• Item Specification</li> <li>• Passage Specification</li> <li>• Copyright/DRM</li> <li>• Other</li> </ul>
Comment	Enables you to specify additional information about the metafile that can help identify its contents and intended use.
Cancel button	Closes the dialog without uploading a file.
Upload button	Causes the selected file to be uploaded to the application with the attributes specified on this dialog.

### ***Metafile Associations Page – Items***

The Metafile Associations page for items enables you to manage associations of program metafiles to IAIP items, including these tasks:

- Associating items with the selected metafile.
- Viewing a list of items associated with the selected metafile.
- Removing the metafile association from the selected (or all) items.
- Updating the association to use the current version of the metafile.

---

**Note:** This task enables you to keep an item in-synch with changes made to a metafile since it was first associated with the item.

---

- You can access the Metafile Associations Page for items by clicking the Associate Items button on the Add Metafiles dialog.

## Chapter 3: IAIP Application Interface

Figure 41: Example Metafiles Associations Page – Items

The screenshot shows a window titled "Metafile associations". At the top, it displays the file name "Sprueill - Annotated Bibliography - Wk2.docx, version 0". Below the title, there are three tabs: "Associate Items" (selected), "Currently Associated", and "Outdated Items". A large text input field labeled "Enter Item IDs" is present, with a "Confirm" button located at the bottom right.

### Metafile Associations – Associate Items Menu

The Associate Items menu enables you to view a list of items associated with the selected metafile and to associate the current metafile with additional items that you specify.

- You can access the Associate Items menu by selecting the Associate Items menu on the Metafile Associations page for items.

Figure 42: Metafile Associations | Associate Items Menu

This screenshot is identical to Figure 41, showing the "Associate Items" tab selected. It features the same interface elements: the file name at the top, the three tabs ("Associate Items", "Currently Associated", "Outdated Items"), the "Enter Item IDs" text input field, and the "Confirm" button at the bottom right.

To add items to associate with the selected metafile:

- 1 Type the item ID of each item that you want to associate with the metafile on a separate line.
- 2 Click the Confirm button.

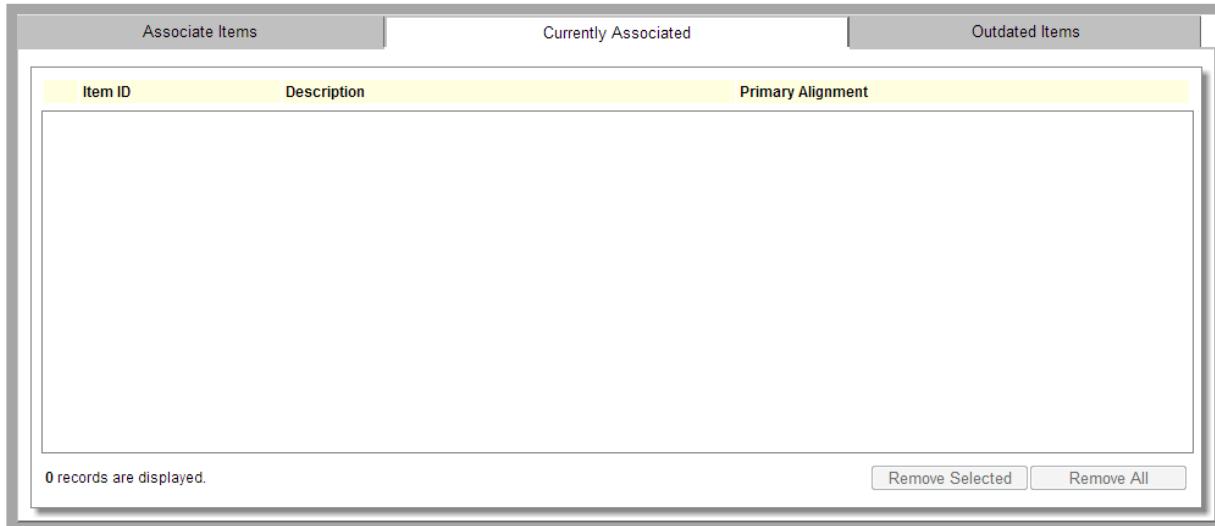
The name of the item is added to the Currently Associated menu to reflect the fact that it is now associated with the selected metafile.

### Metafile Associations – Currently Associated Menu

The Currently Associated menu enables you to view information on items with which the current metafile is associated. You can use this menu to remove the metafile association with the selected (or all) items in the list.

- You can access the Currently Associated menu by selecting the Currently Associated menu on the Metafile Associations page for items.

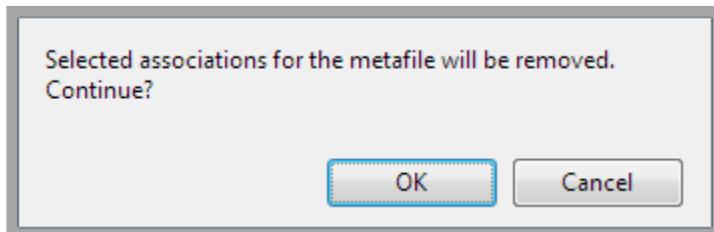
Figure 43: Metafile Associations | Currently Associated Menu



To remove the metafile association from the selected item:

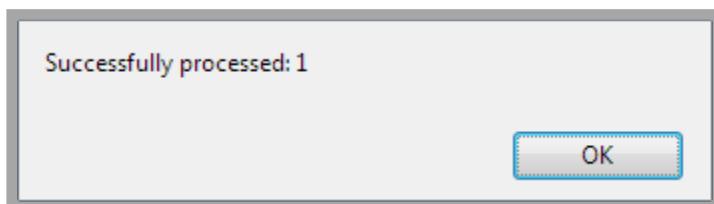
- 1 Select the item from the list.
- 2 Click the Remove Selected button.

This confirmation message is displayed:



- 3 Click the OK button.

A confirmation dialog is displayed, for example:



- 4 Click the OK button.

The list of items refreshes to illustrate the fact that all metafile associations have been removed.

To remove the metafile association from all listed items:

- Click the Remove All button.

The list of items refreshes to illustrate the fact that all metafile associations have been removed.

### *Metafile Associations – Outdated Items Menu*

The Outdated Items menu enables you to view a list of items that are associated with a previous version of the selected item. You can use this menu to update the metafile association for the selected (or all) items in the list.

- You can access the Outdated Items menu by selecting the Outdated Items menu on the Metafile Associations page for items.

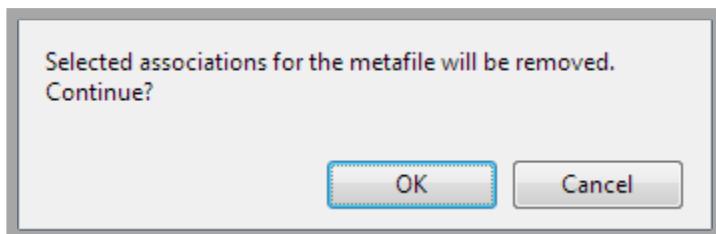
Figure 44: Metafile Associations | Outdated Items Menu

Item ID	Description	Primary Alignment	Version
0 records are displayed.			

To update the item to associate with the current version of the metafile:

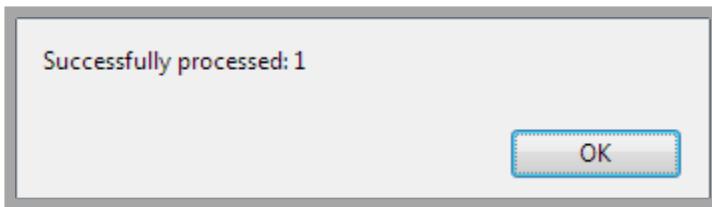
- Select the item from the list.
- Click the Update Selected button.

This confirmation is displayed:



- Click the OK button.

A confirmation dialog is displayed, for example:



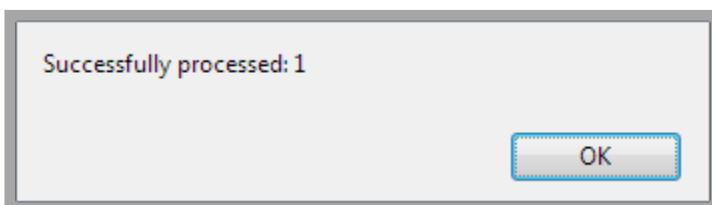
- 4 Click the OK button.

The list of items refreshes to illustrate the fact that all metafile versions have been updated.

To update all items to associate with the current versions of the metafile

- 1 Click the Update All button.

A confirmation dialog is displayed, for example:



- 2 Click the OK button.

The list of items refreshes to illustrate the fact that all metafile associations have been removed.

### ***Metafile Associations Page – Passages***

The Metafile Associations page for passages enables you to manage associations of program metafiles to passages, including these tasks:

- Associating passages with the selected metafile.
- Viewing a list of passages associated with the selected metafile.
- Removing the metafile association from the selected (or all) passages.
- Updating the association to use the current version of the metafile.

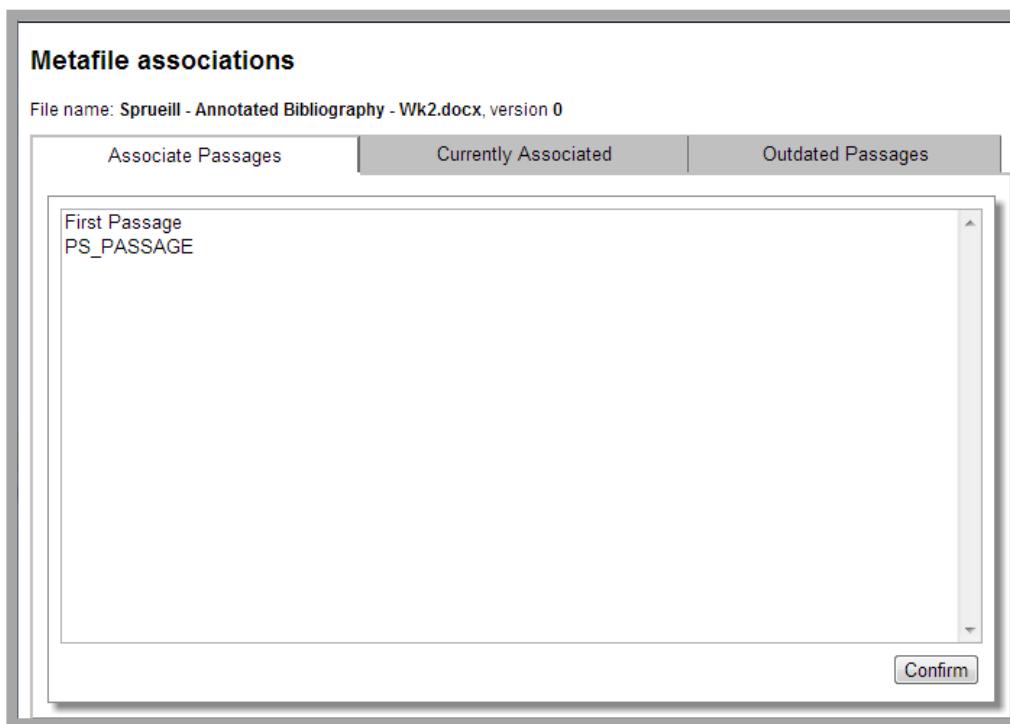
---

**Note:** This task enables you to keep a passage in-synch with changes made to a metafile since it was first associated with the passage.

---

- You can access the Metafile Associations Page for passages by clicking the Associate Items button on the Add Metafiles dialog.

Figure 45: Example Metafiles Associations Page – Passages

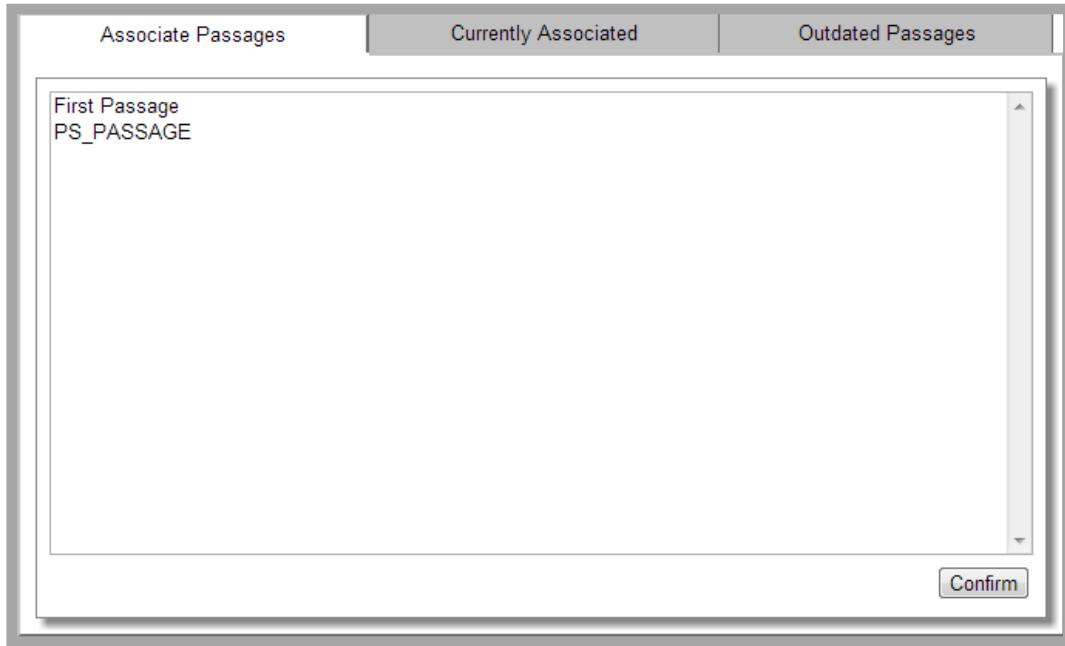


### *Metafile Associations – Associate Passages Menu*

The Associate items menu enables you to view a list of passages in the current program and to associate the current metafile with additional passages that you specify.

- You can access the Associate Passages menu by selecting the Associate Passages menu on the Metafile Associations page for passages.

Figure 46: Metafile Associations | Associate Passages Menu



To associate passages to the selected metafile:

- 1 Select the passage from the list.
- 2 Click the Confirm button.

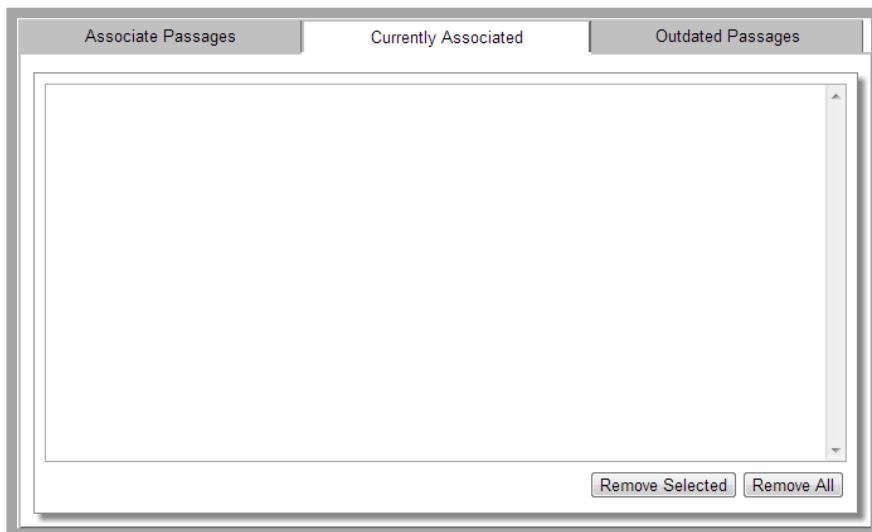
The name of the passage is added to the Currently Associated menu to reflect the fact that it is now associated with the selected metafile.

#### *Metafile Associations – Currently Associated Menu*

The Currently Associated menu enables you to view the names of passages with which the current metafile is associated. You can use this menu to remove the metafile association with the selected (or all) passages in the list.

- You can access the Currently Associated menu by selecting the Currently Associated menu on the Metafile Associations page for passages.

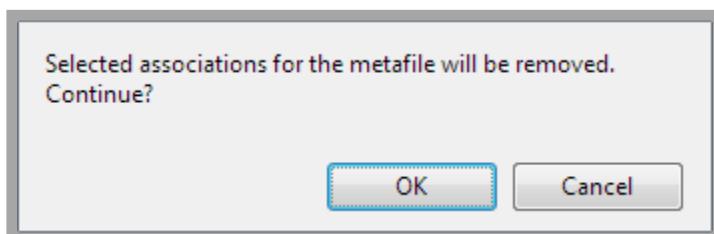
Figure 47: Metafile Associations | Currently Associated Menu



To remove the metafile association from the selected passage:

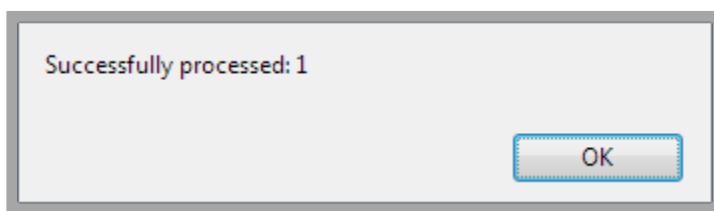
- 1 Select the passage from the list.
- 2 Click the Remove Selected button.

This confirmation is displayed:



- 3 Click the OK button.

A confirmation dialog is displayed, for example:



- 4 Click the OK button.

The list of passages refreshes to illustrate the fact that all metafile associations have been removed.

To remove the metafile association from all listed items:

- Click the Remove All button.

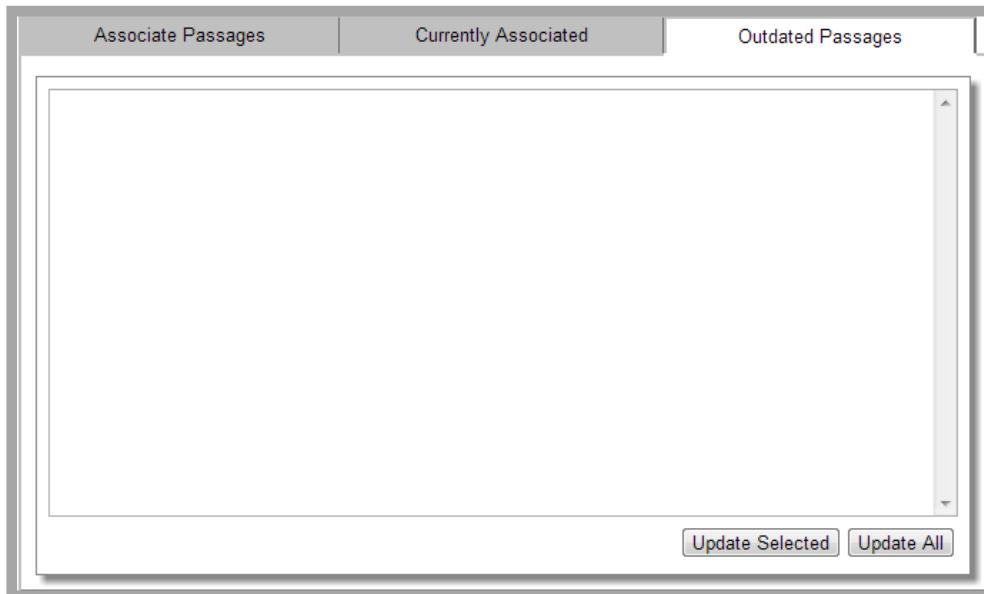
The list of passages refreshes to illustrate the fact that all metafile associations have been removed.

### Metafile Associations – Outdated Passages Menu

The Outdated Passages menu enables you to view a list of passages that are associated with a previous version of the selected item. You can use this menu to update the metafile association for the selected (or all) items in the list.

- You can access the Outdated Items menu by selecting the Outdated Items menu on the Metafile Associations page for passages.

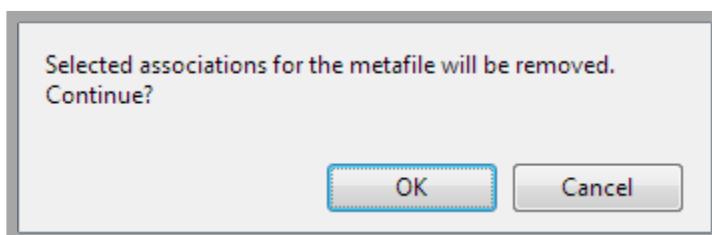
Figure 48: Metafile Associations | Outdated Passages Menu



To update the passage to associate with the current version of the metafile:

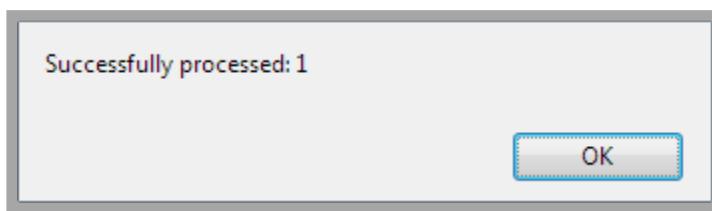
- 1 Select the passage from the list.
- 2 Click the Update Selected button.

This confirmation is displayed:



- 3 Click the OK button.

A confirmation dialog is displayed, for example:



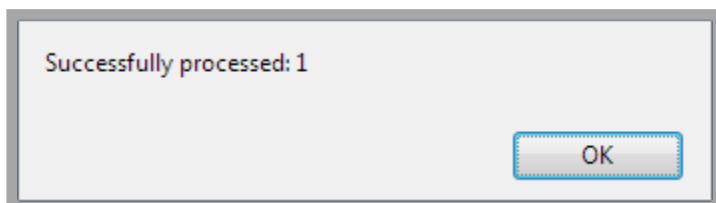
- 4 Click the OK button.

The list of passages refreshes to illustrate the fact that all metafile versions have been updated.

To update all passages to associate with the current versions of the metafile:

- 1 Click the Update All button.

A confirmation dialog is displayed, for example:



- 5 Click the OK button.

The list of passages refreshes to illustrate the fact that all metafile associations have been removed.

### Item Import Monitor Page

The Item Import Monitor page enables you to view the status of an item archive imported into the IAIP application. The application supports the import of items in IMS Common Cartridge format, specifically:

- A zip file containing a manifest file named “imsmanifest.xml” that references the individual item XML files in the archive.
- Each individual item XML file must comply with the QTI 2.1 specification.

During the import, the IAIP application validates the archive before processing and displays the status of each item on the Item Import Monitor page.

---

**Note:** If no items are currently being imported, this message is displayed:

**No Item Import actions have been processed.**

---

- You can access the Item Import Monitor page by selecting Item Import from the Manage menu on the Item Admin page.

Figure 49: Item Import Monitor Page

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Time	The date and time (i.e., timestamp) at which the IAIP application began processing the item archive.
Program	The program into which the items in the item archive were imported.  <b>Note:</b> If the import failed, this is the program into which the items were intended to be loaded.
Status	The results of the item import, including: <ul style="list-style-type: none"> <li><b>Completed.</b> The items in the item archive were imported into the IAIP application.</li> <li><b>Failed.</b> The item import failed. Additional information is provided in the Detail column.</li> </ul>

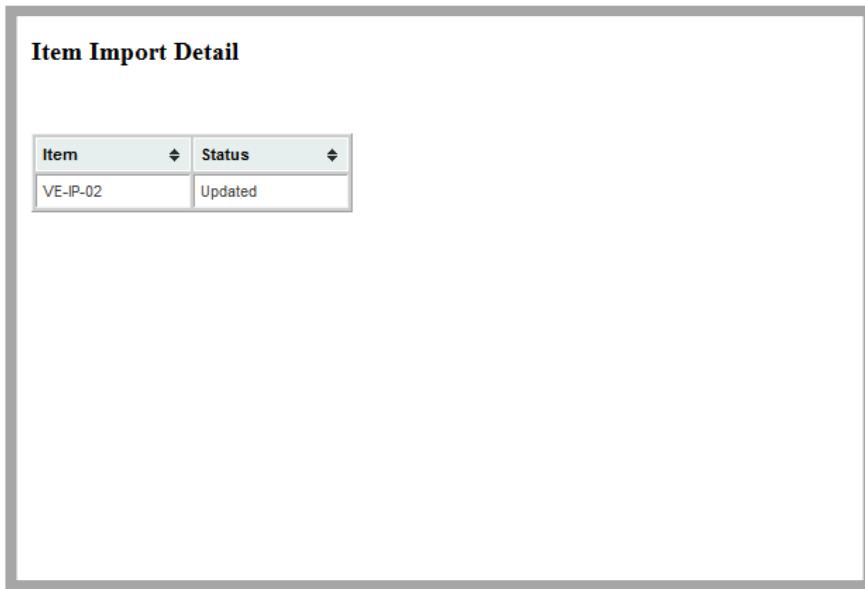
Element	Description
Detail	<p>Additional information on the status of the item import that can be helpful in determining why an item import failed.</p> <p><b>Note:</b> If the item import failed, this field will display information on the last item that was processed successfully.</p>
File	The name of the item import file containing the items imported to the IAIP application.
File Time	The date and time (i.e., timestamp) at which the item import was completed (i.e., whether successful or failed).
User	<p>The name of the IAIP user who initiated the item import.</p> <p><b>Note:</b> Because the importing of items into the IAIP application is an automated process, the user listed (e.g., importer, item) here is determined by the system.</p>
View	Provides a View button that displays
Action	<p>Provides a Rollback button that enables you to remove all the item content and updates associated with the item archive import. This feature is intended to be used shortly after the item import to completely remove item content containing errors or to import a different item archive.</p> <div style="background-color: #2e7131; color: white; padding: 5px; text-align: center;"> <b>IMPORTANT</b>  <b>Rolling back item content that has been modified in the IAIP application will cause any updates to be lost.</b> </div>

#### *Item Import Detail Dialog*

The Item Import Detail dialog displays a list of items created or updated in an item archive import as well as their statuses.

- You can access the Item Import Monitor page by selecting Item Import from the Manage menu on the Item Admin page.

Figure 50: Example Item Import Detail Dialog



### Item Audit Log Page

The Item Audit page enables you to review the different states (i.e., revisions) of items in the IAIP system. When an item is created in the system and each time an item is changed—whether by an administrator outside the workflow or by a workflow user within the workflow—the state of the item is captured in the system as a separate revision to enable change traceability. For example, for a specific item in the application, there are separate instances of the item in the IAIP system for each of the development states in the content development workflow, including the creation of the item in the system. From the Item Audit Log Page, you can view a specific instance of an item by clicking the associated View link.

Item revisions refer to the specific instances of an item created as the item continues through the content development workflow. Item versions are entirely different from item revisions. Item versions are copies of existing items that have previously been used in an administration item versions are created to enable the use of previously developed (and administered) items in the development of new items (i.e., for a new administration). For more information, see [Administering Items](#) on page 434.

- You can access the Item Audit page by selecting Item Audits from the Manage menu on the Item Admin page.

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Figure 51: Example Item Audit Log Page

The screenshot shows the 'Item Admin' interface with the 'Item Audit Log' tab selected. A vertical sidebar on the left contains four callout boxes with arrows pointing to specific elements:

- Top Menu**: Points to the top navigation bar.
- Page Title**: Points to the title 'Item Audit Log'.
- Item List Options**: Points to the 'Item List Options' section at the top of the main content area.
- Items List**: Points to the table displaying the audit log entries.

The main content area displays a table of audit log entries with the following data:

Time	Program	Item	Dev State	Pub Status	Process	Detail	User	Login	View
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-01	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-01	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-02	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-01	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-03	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-01	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-02	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-03	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-02	Development	Rejected	Item Import	Content Update	Importer, Item	devcodesbac15	<a href="#">View</a>

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Description
Item List Options	Provides options for managing the list of items.

Element	Description
Filter Options	<p>Enables you to specify selection criteria for listing the desired subset of items using these item metadata attributes: Program, Process, and Publication Status.</p> <p>To filter the list of items:</p> <ol style="list-style-type: none"> <li>1 Specify the appropriate filter criteria in the Program, Process, and Pub Status elements.</li> <li>2 Click the Filter button.</li> </ol> <p>To display a list of all items:</p> <ol style="list-style-type: none"> <li>1 Specify 'All' in the Program and Pub Status elements and clear the value of the Process element.</li> <li>2 Click the Filter button.</li> </ol>
Program	<p>Enables you to select the program from which to list item information.</p> <p>To select all programs:</p> <ul style="list-style-type: none"> <li>• Specify 'All' in this detail.</li> </ul>
Process	<p>Enables you to specify the process to match in the list of items.</p> <hr/> <p><b>Note:</b> The IAIP application performs a “begins-with” match, where the entry in this detail will match all items with a process that begins with the same string of text.</p> <hr/> <p><b>Example</b></p> <p>Entering “Item” in this field will list items with a process value of Item Create/Edit and Item Alternate Generator.</p>
Publication Status	<p>Enables you to select the Publication Status to match in the list of items.</p> <p>For information on this metadata field, see <a href="#">Item Metadata</a> on page 647.</p>
Filter button	<p>Causes the list of items to update based on the value of the filter criteria.</p>
Export to CSV button	<p>Exports the list of items currently displayed to a comma-separated value (.csv) file on your machine.</p>

Element	Description
Items list	<p>Displays a sortable list of metadata attributes associated with items that match the filter criteria. To sort by the contents of a column, click the column heading cell of the appropriate data column.</p> <p> <b>Clicking the Item column causes the list to be sorted by item ID, enabling you to view multiple item instances together in the list.</b></p> <p>For information on sorting on the available columns, see <a href="#">Sortable List Options</a> on page 31.</p> <ul style="list-style-type: none"> <li>• <b>Time.</b> Displays the date and time when the item was changed.</li> <li>• <b>Program.</b> Displays the program with which the item is associated.</li> <li>• <b>Item.</b> Displays the unique identifier (i.e., name) of the item.</li> <li>• <b>Development State.</b> Displays the development state of the item.</li> <li>• <b>Publication Status.</b> Displays the publication status of the item.</li> <li>• <b>Process.</b> Displays the process that caused the item to be created or updated (e.g., item import or Passage Set Generator).</li> <li>• <b>Detail.</b> Displays the operation performed on the item (e.g., Content Update or Created Item).</li> <li>• <b>User.</b> Displays the last name and first name of the IAIP user who created or updated the item.</li> <li>• <b>Login.</b> Displays the IAIP application user name of the person who created or updated the item.</li> <li>• <b>View.</b> Provides a View link that enables you to view the associated instance of the item in a new browser tab (or window).</li> </ul> <p><b>Note:</b> Items that have been deleted from the system cannot be viewed.</p>
	<p><b>Note:</b> Because of a limitation in the PDF library, SVG images are not displayed in the item view. Where an SVG image would display, this message is displayed:</p> <p>*SVG or Flash Image*</p>

To sort on a column

- Click the column heading cell of the appropriate data column, for example the item column:

Time	Program	Item	Dev State	Pub Status
2013-02-05 09:41:37	SBAC_Demo_Program	VE-IP-04	Content Review 1	Rejected
2013-02-05 09:39:40	SBAC_Demo_Program	VE-IP-04	Content Review 1	Rejected
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected

The column on which the item list is sorted is highlighted and the sort type is indicated by an up or down arrow icon. For example, the item column is highlighted and the descending sort icon is displayed:

Time	Program	Item	Dev State	Pub Status
2013-02-04 11:06:56	SBAC_Demo_Program	SBA1-ahiw-0001	Development	Rejected
2013-02-04 11:06:56	SBAC_Demo_Program	SBA1-ahiw-0002	Development	Rejected
2013-02-04 11:06:56	SBAC_Demo_Program	SRA1-ahiw-0003	Development	Rejected

To change the sort order on a column

- Click the column heading cell of a previously sorted column, for example the item column:

Time	Program	Item	Dev State	Pub Status
2013-02-04 11:06:56	SBAC_Demo_Program	SBA1-ahiw-0001	Development	Rejected
2013-02-04 11:06:56	SBAC_Demo_Program	SBA1-ahiw-0002	Development	Rejected
2013-02-04 11:06:56	SBAC_Demo_Program	SRA1-ahiw-0003	Development	Rejected

After you click the column heading cell, the direction of the arrow switches to represent the selected sort order. For example, the item column is highlighted and the ascending sort icon is displayed:

Time	Program	Item	Dev State	Pub Status
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected
2013-02-04 11:33:47	SBAC_Demo_Program	VE-IP-05	Development	Rejected

To remove sorting

**Note:** This procedure removes sorting from the items list and restores the default sort order.

- Click the Filter button.

The default filtering is restored.

### Passage Audit Log Page

The Passage Audit page enables you to review the different states (i.e., revisions) of passages in the IAIP system. When an item is created in the system and each time a passage is changed—whether by an administrator outside the workflow or by a workflow user within the workflow—the state of the passage is captured in the system as a separate revision to enable change traceability. For example, for a specific passage in the application, there are separate instances of the passage in the IAIP system for each of the development states in the content development

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workflow, including the creation of the passage in the system. From the Passage Audit Log Page, you can view a specific instance of a passage by clicking the associated View link.

- You can access the Passage Audit page by selecting Passage Audits from the Manage menu on the Item Administration page.

Figure 52: Example Passage Audit Log Page

The screenshot shows the 'Passage Audit Log' page within the 'Item Admin' interface. At the top, there are several navigation and search controls: 'Manage: Passage Audits', 'Generate: [dropdown]', and 'Main Menu'. Below these is a title bar 'Passage Audit Log'. The main content area is a table listing audit records. The table has columns for Time, Program, Passage, Dev State, Pub Status, Process, Detail, User, Login, and View. The data in the table is as follows:

Time	Program	Passage	Dev State	Pub Status	Process	Detail	User	Login	View
2013-02-06 14:23:15	SBAC_Demo_Program	Create Passage test	QC Presentation Review	Field Test	Create/Edit Passage	Content Update	Super Admin, System	system	<a href="#">View</a>
2013-02-06 14:21:26	SBAC_Demo_Program	Create Passage test	QC Presentation Review	Field Test	Create/Edit Passage	Content Update	Super Admin, System	system	<a href="#">View</a>
2013-02-06 14:19:45	SBAC_Demo_Program	Create Passage test	QC Presentation Review	Field Test	Create/Edit Passage	Content Update	Super Admin, System	system	<a href="#">View</a>
2013-02-06 12:00:20	SBAC_Demo_Program	124414	Development	Operational	Create/Edit Passage	Content Update	Super Admin, System	system	<a href="#">View</a>
2013-02-06 11:59:29	SBAC_Demo_Program	DE336.5	Development	Rejected	Create/Edit Passage	Content Update	Super Admin, System	system	<a href="#">View</a>
2013-02-06 11:59:12	NewPro	PassageOneStem	Development	Rejected	Passage	Moved between Admin	Super Admin, Custom	system	<a href="#">View</a>

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Description
Item List options	Provides options for managing the list of passages.

Element	Description
Filter options	<p>Enables you to specify selection criteria for listing the desired subset of passages using these passage metadata attributes: Program, Process, and Publication Status.</p> <p>To filter the list of passages:</p> <ol style="list-style-type: none"> <li>1 Specify the appropriate filter criteria in the Program, Process, and Pub Status elements.</li> <li>2 Click the Filter button.</li> </ol> <p>To display a list of all passages:</p> <ol style="list-style-type: none"> <li>1 Specify ‘All’ in the Program and Pub Status elements and clear the value of the Process element.</li> <li>2 Click the Filter button.</li> </ol>
Program	<p>Enables you to select the program from which to list passage information.</p> <p>To select all programs:</p> <ul style="list-style-type: none"> <li>• Specify ‘All’ in this detail.</li> </ul>
Process	<p>Enables you to specify the process to match in the list of items.</p> <p><b>Note:</b> The IAIP application performs a “begins-with” match, where the entry in this detail will match all items with a process that begins with the same string of text.</p> <p>Example</p> <p>Entering “Passage” in this field will list items with a process value of Item Create/Passage and Passage Admin.</p>
Publication Status	<p>Enables you to select the Publication Status to match in the list of passages.</p> <p>For information on this metadata field, see <a href="#">Passage Metadata</a> on page 649.</p>
Filter button	<p>Causes the list of passages to update based on the value of the filter criteria.</p>
Export to CSV button	<p>Exports the list of passages currently displayed to a comma-separated value (.csv) file on your machine.</p>
Items list	<p>Displays a sortable list of metadata attributes associated with passages that match the filter criteria. To sort by the contents of a column, click the column heading cell of the appropriate data column.</p> <p> Clicking the Passage column causes the list to be sorted by passage ID, enabling you to view multiple passage instances together in the list.</p>

Element	Description
	<p>For information on sorting on the available columns, see <a href="#">Sortable Lists</a> on page 31.</p> <ul style="list-style-type: none"> <li>• <b>Time.</b> Displays the date and time when the passage was changed.</li> <li>• <b>Program.</b> Displays the program with which the passage is associated.</li> <li>• <b>Item.</b> Displays the unique identifier (i.e., name) of the passage.</li> <li>• <b>Development State.</b> Displays the development state of the passage.</li> <li>• <b>Publication Status.</b> Displays the publication status of the passage.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Process.</b> Displays the process that caused the passage to be created or updated (e.g., Create/Edit Passage or Passage Admin).</li> <li>• <b>Detail.</b> Displays the operation performed on the passage (e.g., Content Update or Set Author).</li> <li>• <b>User.</b> Displays the last name and first name of the IAIP user who created or updated the passage.</li> <li>• <b>Login.</b> Displays the IAIP application user name of the person who created or updated the passage.</li> <li>• <b>View.</b> Provides a View link that enables you to view the associated instance of the passage in a new browser tab (or window).</li> </ul>
	<p><b>Note:</b> Passages that have been deleted from the system cannot be viewed.</p> <hr/> <p>For detailed descriptions of passage metadata, see <a href="#">Passage Metadata</a> on page 649.</p> <hr/> <p><b>Note:</b> If the passage is not available to be viewed, rather than a View link, this message is displayed:</p> <p style="text-align: center;">Not Available</p>

The sorting options on the passages list work the same as the sorting options for items on the Item Audit Log. For more information, see [Item Audit Log Page](#) on page 89.

### Organization Management Page

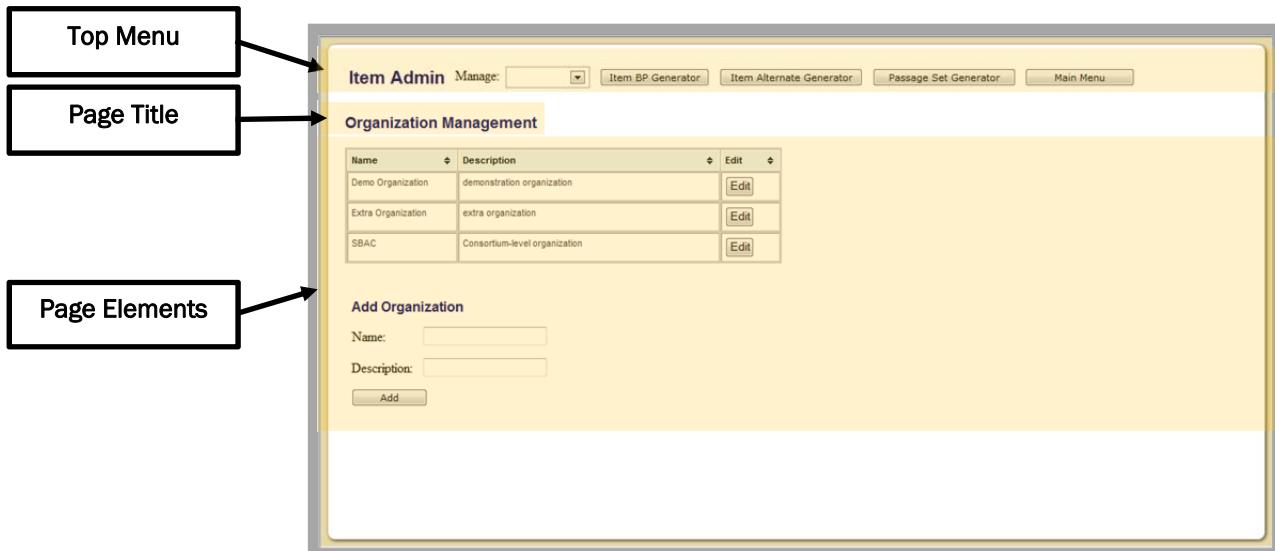
The Organization Management page enables you to administer the organizations defined in the IAIP application. Organizations are the root structures of the IAIP application. Each IAIP User and program are associated with a single organization. For an introduction to the content structures in the IAIP application, see [Chapter 4: Administering Content Structures](#) on page 349.

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**Note:** This parameter is intended to specify a consortium-level organization (e.g., SBAC).

- You can access the Organization Management page by selecting organizations from the Manage menu on the Item Admin page.

Figure 53: Item Statistics Upload Page

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### *Page Elements*

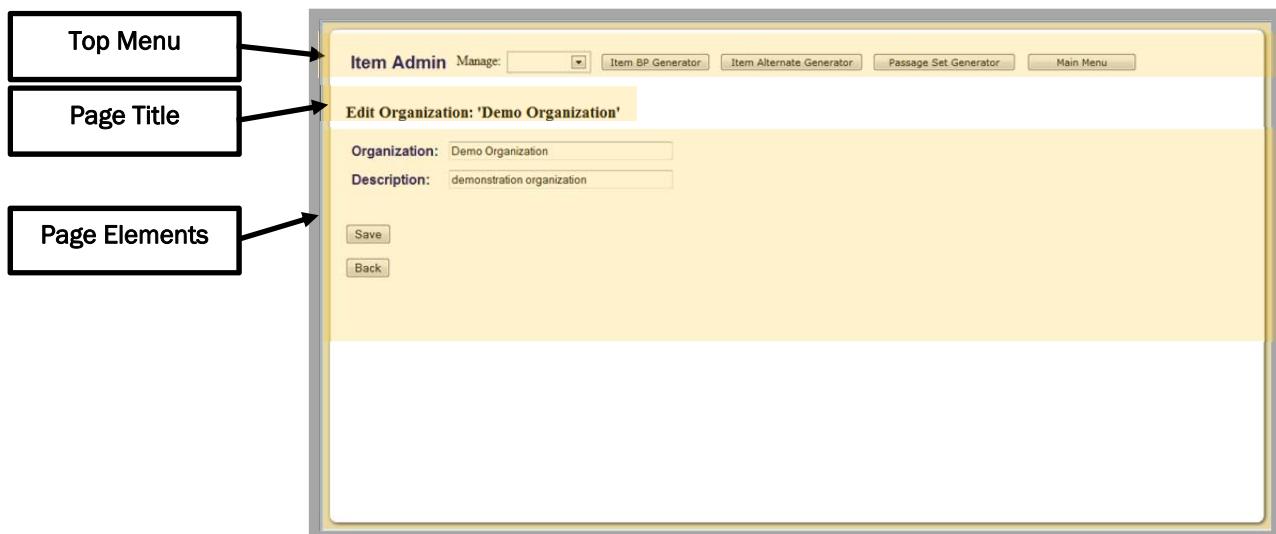
Element	Description
Organizations list	<p>Displays information about the existing organizations in the IAIP application and enables you to modify them. These are the columns in the list:</p> <ul style="list-style-type: none"><li>• <b>Name.</b> Displays the name of the organization.</li><li>• <b>Description.</b> Displays the description of the organization.</li><li>• <b>Edit.</b> Provides an Edit button that displays the Edit Organization page, which enables you to edit the properties of an existing organization.</li></ul> <hr/> <p><b>Note:</b> Clicking the column heading sorts the list by the data contained in the column.</p> <hr/> <p>To specify an ascending sort:</p> <ul style="list-style-type: none"><li>• Click the column heading until only the up arrow is displayed.</li></ul> <p>To specify a descending sort:</p> <ul style="list-style-type: none"><li>• Click the column heading until only the down arrow is displayed.</li></ul>
Add Organization options	Enables you to create an organization in the IAIP application.
Name	Specifies the name of the organization. <hr/> <p><b>Note:</b> Organization name must be unique in the IAIP application.</p>
Description	Specifies a description of the organization.
Add button	Causes an organization to be created in the IAIP application with the name and description specified.

### ***Edit Organization Page***

The Edit Organization Manager page enables you to modify the properties of an existing organization.

- You can access the Edit Organizations page by selecting Edit in the organizations list on the Organizations Management page.

Figure 54: Item Statistics Upload Page



#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Required	Description
Organization	Y	Specifies the name of the organization.
Description		Specifies a description of the organization.
Save button		Saves the current values of the name and description specified in the organization and Description options. The Organization Management page is then displayed.
Back button		Closes the Edit Organization page without saving changes. The Organization Management page is then displayed.

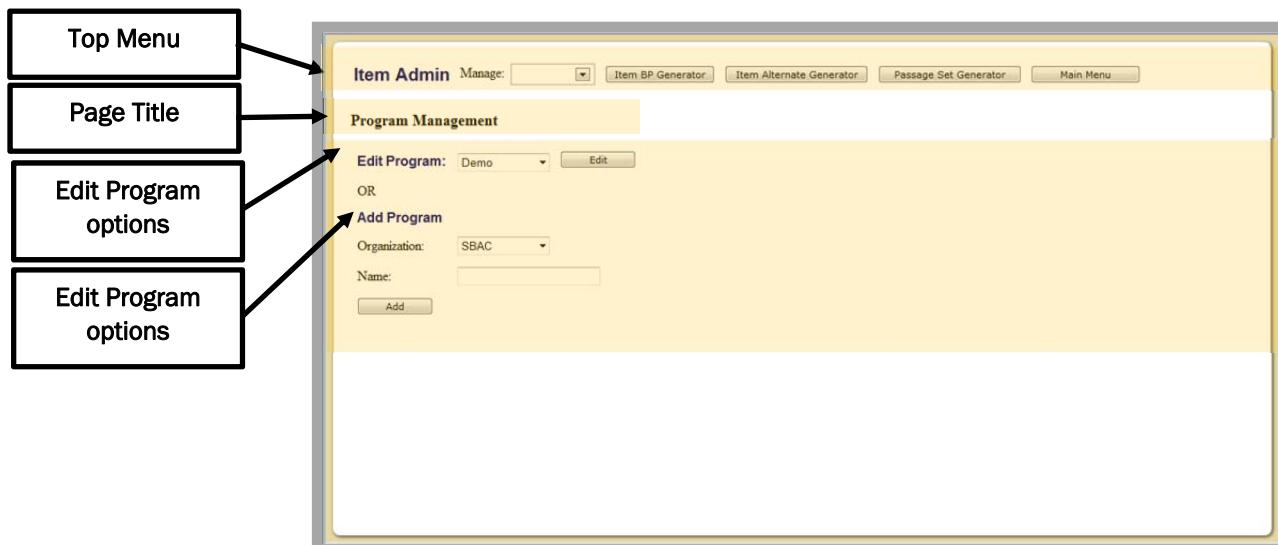
### Program Management Page

The Program Management page enables you to create new and modify existing programs. Programs help to organize item content and are analogous to assessment-specific test banks.

You can also use this page to provide users access to the selected program. Without providing access to programs, users—even those with appropriate roles and permissions—will not have access to programs and content (i.e., items, passages, and rubrics).

- You can access the Program Management page by selecting Programs from the Manage menu on the Item Admin page.

Figure 55: Program Management Page



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Required	Description
Edit Program Options		<p>Provides options for editing existing programs.</p> <p><b>Note:</b> When modifying program attributes, you cannot select a different organization for a program.</p>
Edit Program		Enables you to select the existing program to modify.
Edit button		<p>Displays the Edit Program dialog that lists the properties of the program that you can edit.</p> <p>To edit a program:</p> <ul style="list-style-type: none"><li>Select the desired program via the Edit Program option and click the Edit button.</li></ul> <p>The Edit Program page is displayed.</p>

Element	Required	Description
Add Program options		Provides options for creating a new program in the IAIP application.
Organization	Y	Specifies the organization in which the program is created.
Name	Y	Specifies the name for the new program.
Add button		<p>Displays the Edit Program page that enables you to specify the properties of the new program.</p> <p>To add a new program:</p> <ul style="list-style-type: none"> <li>Enter a name for the organization in the Name field and click the Add button.</li> </ul> <p>The Edit Program page is displayed.</p>

### ***Edit Program Page***

The Program Management page enables you to specify the properties of a new program or edit the properties of an existing one.

- You can access the Edit Program Management page in either of these two ways:

To edit an existing program:

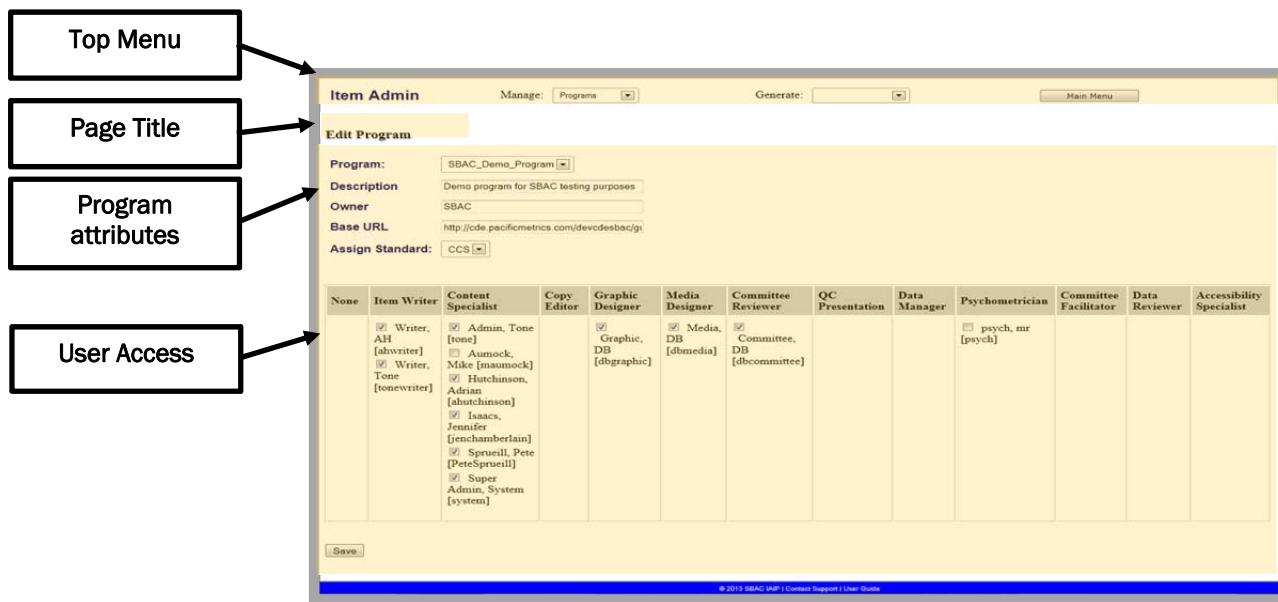
- On the Program Management page, select the desired program via the Edit Program option and click the Edit button.

To create a new program:

- On the Program Management page, enter a name for the organization in the Name field and click the Add button.

## Chapter 3: IAIP Application Interface

Figure 56: Edit Program Page



### Top Menu Elements

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### Page Elements

Element	Description
Program attributes	Specifies the attributes of the program.
Program	Specifies an identifier for the program. This name will be used throughout the IAIP application to identify the program. Programs are contained within a single organization.  <b>Note:</b> The program name must be unique in the organization.
Description	Provides additional information about the program.
Owner	Specifies the owner of the program.
Base URL	Specifies the base URL of the program in the IAIP application.
Assign Standard	Specifies the default standard hierarchy associated with the program.

Element	Description
User access	<p>Displays a list of users identified in the IAIP application that can be assigned work in the content development workflow. .</p> <p>Whether the checkbox is selected or cleared determines if the user has access to the workflow stage to which he/she has been assigned in the current program.</p> <ul style="list-style-type: none"> <li>To add a user as a workflow user, select the checkbox corresponding to the appropriate user.</li> </ul> <hr/> <p><b>Note:</b> Users are displayed in role-specific columns, and include both the full name and IAIP user name, for example: Smith, Robert [RSmith].</p> <ul style="list-style-type: none"> <li>To remove a user as a workflow user for the current program, clear the corresponding checkbox.</li> </ul> <p>For more information on the content development workflow, see <a href="#">Role-based Workflow</a> on page 350.</p> <p>For information on managing IAIP users, see <a href="#">Chapter 5: Administering Security</a> on page 357.</p>
Save button	Located at the bottom-left of the page, this button saves the program with the current values of the properties specified on the page.

### User Management Page

The User Management page enables you to administer IAIP users, including these tasks:

- Adding a new user to the IAIP application.
- Editing user properties.
- Viewing user properties.
- Sending a password reset link to a user.
- You can access the User Management page by selecting Users from the Manage menu on the Item Admin page.

## Chapter 3: IAIP Application Interface

Figure 57: Example User Management Page

The screenshot shows the 'User Management' page within the 'Item Admin' application. At the top, there is a 'Top Menu' with options like 'Main Menu' and 'Logout'. Below the menu, a 'Page Title' is displayed. The main content area contains a table of user data with columns for Last Name, First Name, Org, Login, E-mail, Review Type, Admin Type, and Inactivated? (checkbox). An 'Add New User' form is also present. The 'Page Elements' label points to the table and the 'Add New User' form.

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Required	Description
User list		<p>Lists the attributes of the IAIP application users for review or modification.</p> <p><b>Note:</b> You can sort by any column in the user list. For information on sorting, see <a href="#">Sortable Lists</a> on page 31.</p> <p>The list includes the columns:</p> <ul style="list-style-type: none"><li>• <b>Last Name.</b> The surname of the user.</li><li>• <b>First Name.</b> The given names of the user.</li></ul>

Element	Required	Description
		<ul style="list-style-type: none"> <li>• <b>Organization.</b> Lists the organization with which the user is associated.</li> <li>• <b>Login.</b> The IAIP user name of the user.</li> <li>• <b>E-mail.</b> The email address of the user. The user's email address is used to inform the user of certain in the workflow status of items and for setting and resetting the IAIP password.</li> <li>• <b>Review Type.</b> The review roles assigned to the user.</li> <li>• <b>Admin Type.</b> The administrator permissions (if any) assigned to the users.</li> <li>• <b>Inactivated?.</b> Identifies that the user exists in the system, but is prevented from logging in.</li> </ul> <p><b>Note:</b> If the user profile has been flagged as inactivated, 'Yes' will appear in this column. Otherwise it will be blank.</p> <ul style="list-style-type: none"> <li>• <b>Edit.</b> Provides an Edit button for each user record that enables you to modify user attributes.</li> <li>• <b>PW Reset.</b> Provides a Send button for each user that enables you to send an email message to the user with a link for resetting the IAIP password.</li> </ul> <p><b>Note:</b> The IAIP application enables users to request their own password reset from the login page.</p>
Add New User Attributes		Enables you to specify the attributes of a new IAIP user.
Organization	Y	<p>The high-level organization to which the user will be a member. This attribute determines which programs the user can access in the IAIP application.</p> <p><b>Note:</b> Users can access item content only for programs of which he/she is a member.</p>
Username	Y	<p>The user name for the user. Username is not case sensitive and must contain a minimum of 6 and a maximum of 20 characters.</p> <p><b>Note:</b> User name must be unique. If a user is to be provided access to more than one role, a separate user name for each user role is required.</p> <p>Upon creating the user, the user will be emailed a link for creating a password for the IAIP application.</p>
First Name	Y	The user's given name.
Last Name		The user's last name.

Element	Required	Description
E-Mail	Y	<p>The user's email address.</p> <p><b>Note:</b> This address is used to provide the user with information about accessing the IAIP application as well as sending a password set/reset email.</p>
Writer Code		<p>Used in conjunction with the assignment of an item writer, and further establishes the relationship between an item assignment and a specific writer in the system.</p> <p>For example, the writer code is used when generating new items in the IAIP application. Each new item created with the Item BP Generator includes this writer code in the item name.</p> <p>It is strongly recommended that the writer code be unique across the enterprise.</p>
Review Type	Y	<p>Specifies the role of the user in the content development workflow.</p> <p><b>Note:</b> ‘None’ can be specified for users who are not granted access to the content development workflow. This option can be changed later to allow access.</p> <p>For more information on content development workflows, see <a href="#">Chapter 5: Administering Security</a> on page 357.</p>
Admin Type	Y	<p>Specifies the type of administrator permissions to grant to the user (if any). These administrator permission options are available:</p> <ul style="list-style-type: none"> <li>• <b>None.</b> Allows no access to administrative functions in the IAIP application. Most users in the system will be provided no administrative permissions.</li> <li>• <b>Super Admin.</b> Allows the user to modify all aspects of the IAIP environment in any organization and program, including all users and content.</li> <li>• <b>Organization Admin.</b> Allows the user to modify content in all programs associated with the organization in which the user is a member (i.e., but not other organizations). It does not permit modification of user permissions.</li> <li>• <b>Program Admin.</b> Allows the user to modify all of the content in the program in which the user is a member (i.e., but not other programs). It does not permit modification of user permissions.</li> </ul> <p>For additional information on administrative permissions, see <a href="#">User Permissions</a> on page 357.</p>
Add New User button		Adds a new user to the IAIP application with the attributes specified on this page.

## Content Moves Page

The Content Moves page enables you to move items and supporting content (e.g., passages, rubrics, media, etc.) into and out of the IAIP application. This page is used by super administrators to manage developed content in the application.

### Import Tasks

- Import IMS-formatted items into the IAIP application
- Import SBAIF-formatted items into the IAIP application

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**Note:** The IAIP application supports limited editing of IMS and SBAIF imported content. For more information, see [Chapter 8: Administering IAIP Data](#) on page 459.

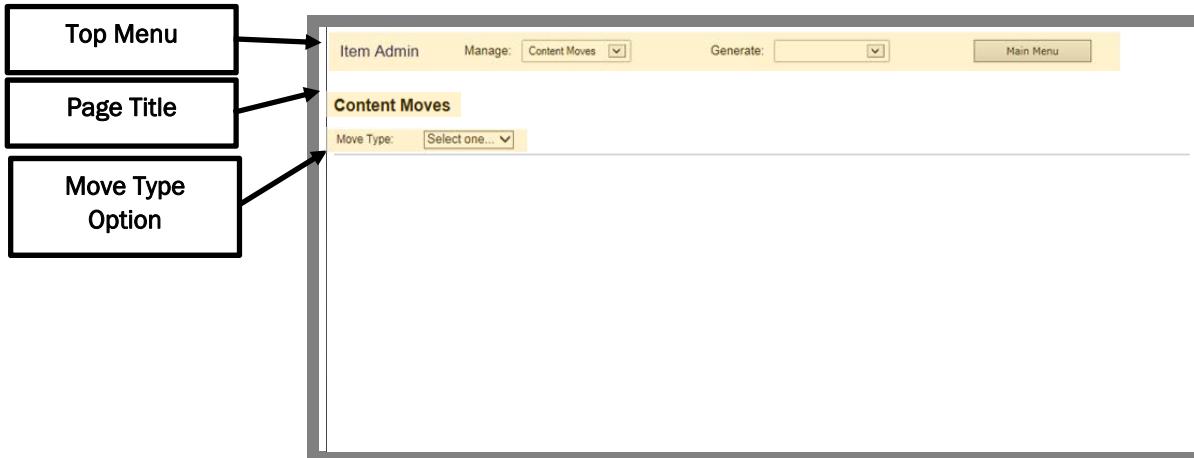
---

For imported items, the IAIP application displays imported metadata on the Imported Data menu on the Create Item page, and provides limited editing capabilities for modifying item-development related attributes (e.g., metadata, notes, item development history, item publication history, and standards alignment).

### Export Tasks

- Export content in IMS format
- Export content in SBAIF format
- Specify items to export via:
  - External CSV file
  - Item filtering and selection
- You can access the Content Moves page by selecting Content Moves from the Manage menu on the Item Admin page.

Figure 58: Content Moves Page



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements – Item Import*

Element	Description
Move Type Options	<p>Specifies whether to import or export content, with these options:</p> <ul style="list-style-type: none"><li>• <b>Import.</b> Enables you to import content in IMS or SBAIF format into the IAIP application.</li></ul> <p><b>Note:</b> The IAIP application supports limited editing of SBAIF content. For more information, see <a href="#">Chapter 8: Administering IAIP Data on page 459</a>.</p> <ul style="list-style-type: none"><li>• <b>Export.</b> Enables you to export content in IMS or SBAIF format from the IAIP application.</li></ul> <p><b>Note:</b> Selecting an option on this menu enables additional options, specific to the operation you are performing.</p> <p>The remainder of this table describes options for importing items into the IAIP application.</p>
Organization	<p>Specifies the organization with which the content is to be associated.</p> <p><b>Note:</b> The organization selected determines which programs are available.</p>
Program	<p>Specifies the program with which the content is to be associated.</p> <p><b>Note:</b> The program selected determines which users have access to the items in the content development workflow.</p>

Element	Description
Import Format	<p>Specifies the format of the content from these options:</p> <ul style="list-style-type: none"> <li>• <b>IMS.</b> Enables you to import items and passages from an IMS QTI/APIP-formatted zip file accessible from your system.</li> </ul> <hr/> <p><b>Note:</b> The IAIP application supports limited editing of IMS QTI/APIP content. For more information, see <a href="#">Chapter 8: Administering IAIP Data</a> on page 459.</p> <hr/> <ul style="list-style-type: none"> <li>• <b>SBAIF.</b> Enables you to import items and passages from an SBAIF-formatted zip file accessible from your system.</li> </ul> <hr/> <p><b>Note:</b> The IAIP application supports limited editing of SBAIF content. For more information, see <a href="#">Chapter 8: Administering IAIP Data</a> on page 459.</p>
Select a File	Specifies the IMS- or SBAIF-formatted XML package that contains the item and passage content.
Browse Button	Enables you to select a file containing items and passages from your system.
Import Button	<p>Causes the items and passages included in the selected file to be uploaded to the IAIP application.</p> <p>You can monitor the content import as well as review additional details or roll back imports via the Content Monitor page. For more information, see <a href="#">Content Monitor Page</a> on page 114.</p>

## Chapter 3: IAIP Application Interface

Figure 59: Content Moves Page – Item Selection Options

The screenshot shows the 'Content Moves' page with the following interface elements:

- Item Admin**: Top left button.
- Manage: Content Moves**: Top center dropdown menu.
- Generate: [dropdown]**: Top center dropdown menu.
- Main Menu**: Top right button.
- Content Moves**: Section title.
- Move Type: Export**: Dropdown menu.
- Export Destination: External File**: Dropdown menu.
- Export Format: IMS**: Dropdown menu.
- Select a File:** Input field with **Browse...** button.
- OR**: Text indicating two selection methods.
- Organization: SBAC**: Dropdown menu.
- Name: [input field]**: Input field.
- Program: SBAC\_Demo\_Program**: Dropdown menu.
- Publication Status: Select Status...**: Dropdown menu.
- Search**: Button.
- Export**: Button.
- Data Table Headers:** Select, Organization, Program, Name, Publication Status.
- Data Table Rows:**

Select	Organization	Program	Name	Publication Status
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0001	Pilot
<input checked="" type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0002	Pilot
<input checked="" type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0003	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0004	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-WCNONE-0011	Unused
- Message:** 5 Content Monitor found, displaying 5 from 1 to 5. Page 1 / 1
- Navigation:** Back, Forward, Home icons.

For more information on importing items, see [Importing Content into the IAIP Application](#) on page 460.

### Page Elements – Item Export

Element	Description
Move Type Options	<p>Specifies whether to import or export content, with these options:</p> <ul style="list-style-type: none"><li><b>Import.</b> Enables you to import content in IMS or SBAIF format into the IAIP application.</li></ul> <p><b>Note:</b> The IAIP application supports limited editing of SBAIF content. For more information, see <a href="#">Chapter 8: Administering IAIP Data</a> on page 459.</p> <ul style="list-style-type: none"><li><b>Export.</b> Enables you to export content in IMS or SBAIF format from the IAIP application.</li></ul> <p><b>Note:</b> Selecting an option on this menu enables additional options, specific to the operation you are performing.</p> <p>The remainder of this table describes options for exporting items into the IAIP application.</p>

Element	Description
Export Destination	<p>Specifies the target for the exported items from these options:</p> <ul style="list-style-type: none"> <li>• <b>External File.</b> Outputs the exported item content to an XML file in the format specified by the Export Format option.</li> </ul> <hr/> <p><b>Note:</b> The name of the export file is in this format: <b>FORMAT_Items-15-TIMESTAMP.zip.</b></p> <p>where: <b>FORMAT</b> is the format of the file content (i.e., IMS or SBAIF) and <b>TIMESTAMP</b> is the time and date on which the file is created.</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Test Item Bank.</b> Outputs the exported item content to a test item bank via a Smarter Balance web service.</li> </ul>
Export Format	<p>Specifies the format of the exported content from these options:</p> <ul style="list-style-type: none"> <li>• <b>IMS.</b> Outputs the selected items and associated content in IMS format.</li> <li>• <b>SBAIF.</b> Outputs the selected items and associated content in SBAIF format.</li> </ul> <hr/> <p><b>Note:</b> Because the IAIP application does not support the editing of imported IMS or SBAIF content, IMS and SBAIF items and passages will be the same as they were imported into the system, except for attributes like item or passage metadata, item history, psychometrics data, etc. applied within the IAIP application. For more information, see <a href="#">Chapter 8: Administering IAIP Data</a> on page 459.</p>
CSV Item Selection Options	<p>Enables you to specify items to include in the export via a file in comma-separated value (CSV) format.</p> <hr/> <p><b>Note:</b> The CSV file must contain only a single column, titled “ItemID” with a valid item ID in each row.</p>
Select a File	<p>Specifies a CSV file containing a list of IAIP item IDs to export.</p>
Browse	<p>Enables you to select a CSV file from your system that contains a list of items to export.</p>
Items List Selection Options	<p>Enables you to specify items to include in the export by entering filter criteria and selecting individual items from the list of results.</p>
Organization	<p>Specifies the organization with which the content to be exported is associated.</p> <hr/> <p><b>Note:</b> The organization selected determines which programs are available for selection.</p>

Element	Description
Program	Specifies the program with which the content to be exported is associated.  <b>Note:</b> Only programs to which you have permissions are listed.
Name	Specifies a string of text to match against item IDs for selecting items to include in the export.
Publication Status	Specifies the Publication Status for selecting items to include in the export.
Search Button	Displays a list of items matching the filter criteria entered above.
Export Button	Causes the selected items to be exported to the destination selected in the Export Destination field in the format specified by the Export Format field.
Export Items List	Displays a list of items matching the filter criteria you specified. You can select items to include in the export by clicking the associated checkbox.  For more information, see <a href="#">Export Items List</a> on page 113.

Figure 60: Example Content Moves Page - Item Export

The screenshot shows the 'Content Moves' page within the 'Item Admin' section of the IAIP Application. At the top, there are navigation links for 'Manage' (set to 'Content Moves'), 'Generate' (set to 'None'), and 'Main Menu'. The main area is titled 'Content Moves' and contains the following form fields:

- Move Type: Import
- Organization: SBAC
- Program: Select Program...
- Import Format: Select Format...
- Select a File: [Browse...]
- Import button

For more information on importing items, see [Importing Content into the IAIP Application](#) on page 460.

### Export Items List

The export items list displays a sortable list of items in the selected Program and Publication Status that matches the other filter criteria entered. You can use the list to view the items that match your filter criteria and to select items to include in a content export.

- The export items list is at the bottom of the Content Moves page.

Figure 61: Example Export Items List

Select	Organization:	Program	Name	Publication Status
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0001	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0002	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0003	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-System1-0004	Pilot
<input type="checkbox"/>	SBAC	SBAC_Demo_Program	SBA2014-WCNONE-0011	Unused

5 Content Monitor found, displaying 5 from 1 to 5. Page 1 / 1  




If you cannot find the item you are looking for, try clearing the filter criteria entered in the Name or Publication Status fields; thus removing unnecessary filter criteria.

If this does not work, verify that the Organization and Program options are set correctly.

### List Elements

Element	Description
Select	Provides a Select button for each listed item, enabling you to select the item for inclusion in the export.
Organization	Organization associated with the item.
Program	Program associated with the item.
Name	Item ID (i.e., name) of the item in the IAIP application.
Publication Status	Publication Status of the item, which indicates its use in administrations. For more information, see <a href="#">Item Metadata</a> on page 647.

To change the filter criteria:

- Select different data filtering options in the item list selection options of the page and click the Search button.

The list automatically refreshes with matching data.

To sort by a specific column:

- Click the column header until the desired sort order is used.

---

**Note:** Clicking the column header will alternately switch between an ascending and descending sort.

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### Content Monitor Page

The Content Monitor page enables you to review the status of content imports and exports, as well as view details on imported items and roll back item imports. This page is used by a super administrator to manage item imports and exports.

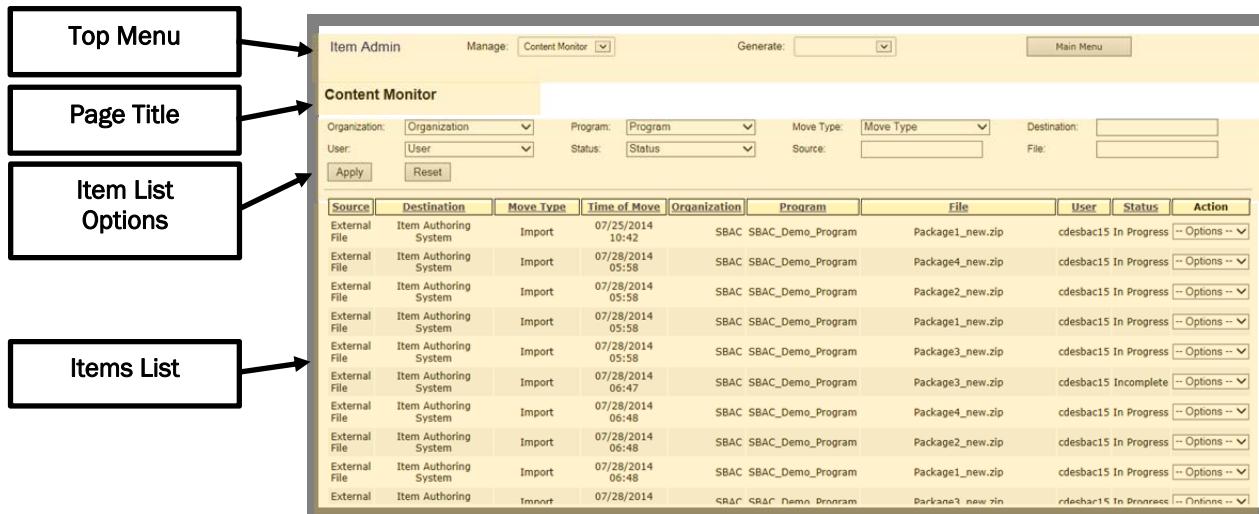
- You can access the Content Monitor page by selecting Content Monitor from the Manage menu on the Item Admin page.

The screenshot shows the Content Monitor page with the following interface elements:

- Item Admin** header.
- Manage:** Content Monitor dropdown.
- Generate:** Text input field.
- Main Menu** button.
- Content Monitor** section title.
- A message: "Successfully rollback package Package3\_new.zip".
- Filtering options: Organization (Organization), Program (Program), Move Type (Move Type), Destination (Destination), User (User), Status (Status), Source (Source), File (File).
- Apply** and **Reset** buttons.
- A table listing import tasks:

Source	Destination	Move Type	Time of Move	Organization	Program	File	User	Status	Action
External File	Item Authoring System	Import	07/25/2014 10:42	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 05:58	SBAC	SBAC_Demo_Program	Package4_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 05:58	SBAC	SBAC_Demo_Program	Package2_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 05:58	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 05:58	SBAC	SBAC_Demo_Program	Package3_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 06:47	SBAC	SBAC_Demo_Program	Package3_new.zip	cdesbac15	Incomplete	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 06:48	SBAC	SBAC_Demo_Program	Package4_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 06:48	SBAC	SBAC_Demo_Program	Package2_new.zip	cdesbac15	In Progress	[-- Options --]
External File	Item Authoring System	Import	07/28/2014 06:48	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	In Progress	[-- Options --]

Figure 63: Example Content Monitor Page



**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Item Moves List Options	Provides options for filtering the list of content moves that are displayed in the content moves list, enabling you to filter on these fields:
Organization	Source or target organization in the IAIP application.
Program	Source or target program in the IAIP application.
Move Type	Type of content move (i.e., import or export).
Destination	Target of the export or import operation: <ul style="list-style-type: none"> <li>• <b>Item Authoring System.</b> Indicates the IAIP application.</li> <li>• <b>EXFile.</b> Indicates an external zip file (e.g., an IMS- or SBAIF-formatted file).</li> </ul>
User	User in the IAIP system who performed the operation.
Status	Completion status of the content move operation: <ul style="list-style-type: none"> <li>• <b>In Progress.</b> Indicates that the operation is ongoing.</li> <li>• <b>Incomplete.</b> Indicates that the operation could not complete successfully due to errors.</li> <li>• <b>Complete.</b> Indicates that the operation completed successfully.</li> </ul>
Source	Source, providing the items, for the import or export.
File	Name of the external file from which items are imported or to which items are exported.
Apply Button	Applies the filter options you specified and lists matching content moves in the list.
Reset Button	Clears the filter criteria and any sorts applied to columns in the list.

Element	Description
Item Moves List	<p>Displays a sortable list of attributes associated with content moves that match the filter criteria you specified. To sort by the contents of a column, click the column heading cell of the appropriate data column.</p> <p> <b>Clicking the Item column causes the list to be sorted by item ID, enabling you to view multiple item instances together in the list.</b></p> <p>For information on sorting on the available columns, see <a href="#">Sortable List Options</a> on page 31.</p>
Source	<p>Specifies the source, providing the items, for the import. “External File” indicates that the item source is an external zip file.</p> <p><b>Note:</b> This field is not valid for item exports.</p>
Destination	<p>Specifies the target of the export.</p> <ul style="list-style-type: none"> <li>• <b>Item Authoring System.</b> Indicates the IAIP application.</li> <li>• <b>EXFile.</b> Indicates an external zip file (e.g., an IMS- or SBAIF-formatted file).</li> </ul>
Move Type	Specifies whether the content move was an import or an export.
Time of Move	Specifies the date and time at which the import or export was initiated.
Organization	Specifies the source or target organization in the IAIP application.
Program	Specifies the source or target program in the IAIP application.
File	<p>Specifies the name of the import or export file:</p> <ul style="list-style-type: none"> <li>• For import files, the name of the file selected during the import is displayed.</li> <li>• For export files, the name of the export file is in this format: <b>FORMAT_Items-15-TIMESTAMP.zip</b>.</li> </ul> <p>where: <b>FORMAT</b> is the format of the file content (i.e., IMS or SBAIF) and <b>TIMESTAMP</b> is the time and date on which the file is created.</p> <p><b>Note:</b> This information is provided for traceability of the item import/export to the external system.</p>
User	Specifies the user in the IAIP system who performed the operations.
Status	<p>Specifies the completion status of the operation:</p> <ul style="list-style-type: none"> <li>• <b>In Progress.</b> Indicates that the operation is ongoing.</li> <li>• <b>Incomplete.</b> Indicates that the operation could not complete successfully due to errors.</li> <li>• <b>Complete.</b> Indicates that the operation completed successfully.</li> </ul>

Element	Description
Action	<p>Valid for Content Imports Only.</p> <p>For content imports, provides options for viewing additional item-level details or rolling back the import.</p> <ul style="list-style-type: none"> <li>• <b>Detail.</b> Displays the Item Details page, enabling you to view item-specific details on the import status. For more information, see <a href="#">Item Details Page</a> on page 118.</li> <li>• <b>Rollback.</b> Enables you to remove previously imported content from the IAIP application.</li> </ul> <p>Rolling back imports causes all database records corresponding to all items included in the selected package to be deleted. Additionally, all imported files saved to the file system are also deleted.</p>

To roll back an import:

- Click the Rollback option associated with the content import to roll back.

Rolling back imports causes all database records corresponding to all items included in the selected package to be deleted. Additionally, all imported files saved to the file system are also deleted.

To view import details:

- Click the Detail option associated with the content import to view.

The Item Details page is displayed. It lists all items associated with the selected import. For more information, see [Item Details Page](#) on page 118.

To sort on a column:

- Click the column heading cell of the appropriate data column, for example the item column:

Source	Destination	Move Type	Time of Move	Organization	Program	File	User	Status	Action
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package7_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package4_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package9_new.zip	cdesbac15	Complete	-- Options --
External	Item Authoring	Import	07/28/2014	SBAC	SBAC_Demo_Program	Package8_new.zip	cdesbac15	Complete	-- Options --

The column on which the item list is sorted includes an up or down arrow icon indicating the type of sort in the column heading. For example, the File column is highlighted and the ascending sort icon is displayed:

Source	Destination	Move Type	Time of Move	Organization	Program	File	User	Status	Action
External File	Item Authoring System	Import	07/28/2014 07:18	SBAC	SBAC_Demo_Program	Package10_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:19	SBAC	SBAC_Demo_Program	Package2_new.zip	cdesbac15	Complete	-- Options --
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package4_new.zip	cdesbac15	Complete	-- Options --
External	Item Authoring	Import	07/28/2014	SBAC	SBAC_Demo_Program	Package8_new.zip	cdesbac15	Complete	-- Options --

## Chapter 3: IAIP Application Interface

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To change the sort order on a column:

- Click the column heading cell of a previously sorted column, for example the File column:

Source	Destination	Move Type	Time of Move	Organization	Program	File	User	Status	Action
External File	Item Authoring System	Import	07/28/2014 07:18	SBAC	SBAC_Demo_Program	Package10_new.zip	cdesbac15	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package1_new.zip	cdesbac15	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:19	SBAC	SBAC_Demo_Program	Package2_new.zip	cdesbac15	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package4_new.zip	cdesbac15	Complete	-- Options -- ▾
External	Item Authoring	Import	07/28/2014	SBAC	SBAC_Demo_Program	Package7_new.zip	cdesbac15	Complete	-- Options -- ▾

After you click the column heading cell, the direction of the arrow switches to represent the selected sort order. For example, the File column is highlighted and the descending sort icon is displayed:

Source	Destination	Move Type	Time of Move	Organization	Program	File	User	Status	Action
External File	Item Authoring System	Import	08/26/2014 09:38	SBAC	SBAC_Demo_Program	api-package-s1.zip	system	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package9_new.zip	cdesbac15	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:01	SBAC	SBAC_Demo_Program	Package8_new.zip	cdesbac15	Complete	-- Options -- ▾
External File	Item Authoring System	Import	07/28/2014 07:18	SBAC	SBAC_Demo_Program	Package8_new.zip	cdesbac15	Complete	-- Options -- ▾
External	Item Authoring	Import	07/28/2014	SBAC	SBAC_Demo_Program	Package7_new.zip	cdesbac15	Complete	-- Options -- ▾

To remove sorting:

**Note:** This procedure removes sorting from the items list and restores the default sort order.

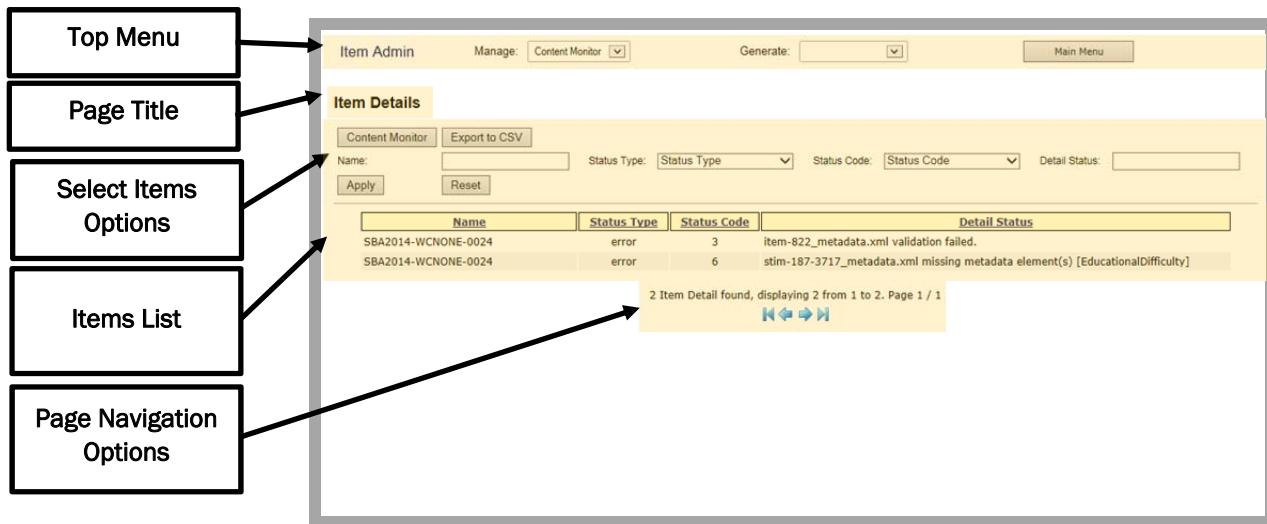
- Click the Reset button.  
The default filtering is restored.

### Item Details Page

The Item Details page enables you to view details about the import of content into the IAIP application, including item names, import status, and status codes. It is useful for confirming that the content import completed successfully as well as identifying issues with content imports.

- You can access the Item Details page by selecting Detail from the Option menu associated with the desired item import on the Content Monitor page.

Figure 64: Item Details Page

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Options Buttons	
Content Monitor Button	Displays the Content Monitor page, which enables you to perform content imports and exports as well as view information on previous content moves.
Export to CSV Button	Exports the list of items in the content import to a CSV file.
Select Items Options	Provides options for filtering the list of items to aid in locating specific items (e.g., by name, completion status, or status code).
Apply Button	Causes the filter criteria you specify to be applied to the list of items.
	<b>Note:</b> Changing a filter and clicking this button changes the filters applied to the items list.

Element	Description
Reset Button	Causes all filter criteria to be cleared, resulting in an unfiltered list of items associated with the content import.
Items List	Provides information on the items associated with the <ul style="list-style-type: none"><li>• <b>Name.</b> Item ID (i.e., name) of the item in the IAIP application.</li><li>• <b>Status Type.</b> Completion status of the import.</li><li>• <b>Status Code.</b> General category of the import result.</li><li>• <b>Detail States.</b> Additional details on the failure to aid in correcting issues.</li></ul>
Page Navigation Options	Enable you to navigate a multi-page list of items. <ul style="list-style-type: none"><li>•  Displays the first page of the items list.</li><li>•  Displays the previous page of the items list.</li><li>•  Displays the next page of the items list.</li><li>•  Displays the last page of the items list.</li></ul>

To change the filter criteria:

- Select different data filtering options in the item list selection options of the page and click the Apply button.

The list automatically refreshes with matching data.

To clear filter criteria:

- Click the Reset button.

To sort by a specific column:

- Click the column header until the desired sort order is used.

---

**Note:** Clicking the column header will alternately switch between an ascending and descending sort.

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### Workgroup Management Page

The Workgroup Management page enables you to administer IAIP user workgroups, including these tasks:

- Adding a workgroup.
- Adding a user to a workgroup.
- Editing workgroup properties.

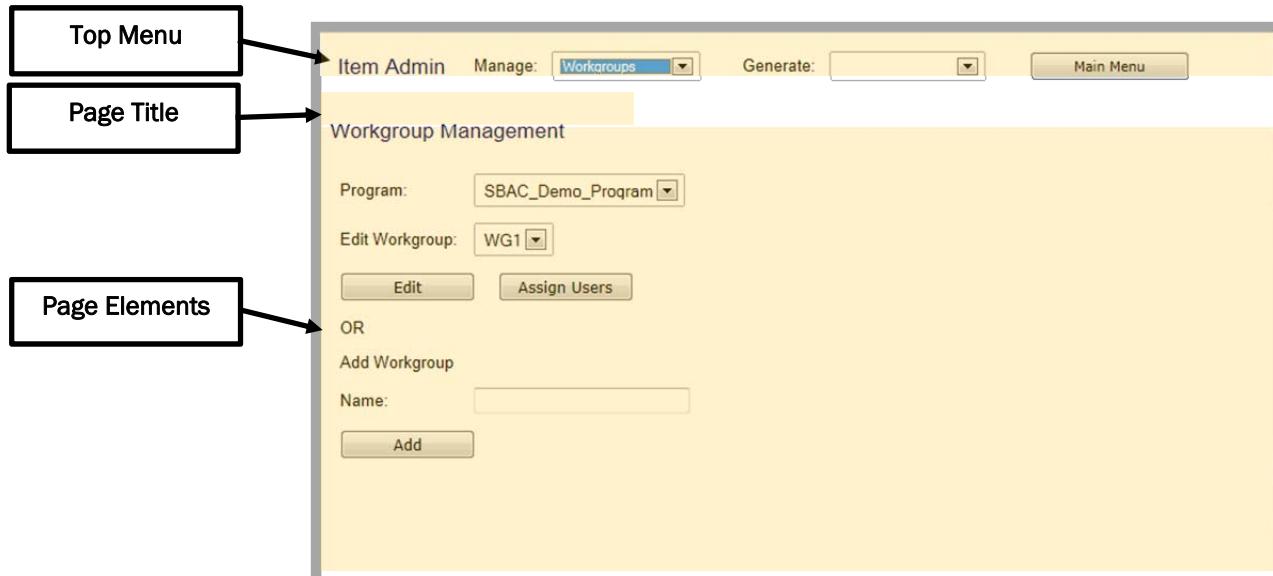
Workgroups provide a mechanism for dividing content review work among multiple groups of users within a program. For example, the content area and grade assigned to an item can be used to filter the display of the item to specific workgroups (i.e., with matching filters). After appropriate workgroups have been defined, the review work can be conveniently divided among

multiple reviewers by simply defining the content area and grade for each item and passage. In order to assign users to a workgroup, they must be provided permission to access the program.

**Note:** Restrictions on viewing items and passages specified by Workflows do not apply to item writers, graphic designers, and media designers. These users can always view work assigned to them explicitly.

- You can access the Workgroup Management page by selecting workgroups from the Manage menu on the Item Admin page.

Figure 65: Example Workgroup Management Page



#### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Description
Edit Workgroup Options	Enables you to select an existing workgroup to modify (e.g., to modify the filter criteria or add users).
Program	Specifies the name of the program containing the workgroup to modify.

Element	Description
Edit Workgroup	Specifies the name of the workgroup to modify.
Edit button	Displays the Edit Workgroup Page, enabling you to modify properties of the workgroup, including filter criteria. For more information, see <a href="#">Edit Workgroup Page</a> on page 122.
Assign users button	Displays the Edit Workgroup User Page, enabling you to specify the users for the workgroup. For more information, see <a href="#">Edit Workgroup Users Page</a> on page 124.
New workgroup options	Enables you to specify the attributes of a new user workgroup, including the filter criteria that define the content to which the workgroup has access in the workflow.
Name	Enables you to specify the name of the workgroup. Because the content available to the workgroup is defined by its content area and grade level, including this identifying information in the Name is recommended. For example:  For a workgroup focused on 3 <sup>rd</sup> and 4 <sup>th</sup> grade math content, include 3, 4, and math in the workgroup name.
Add button	Displays the Edit Workgroup page, enabling you to specify the details of a new workgroup.

### ***Edit Workgroup Page***

The Edit Workgroup page enables you to modify IAIP user workgroups, including specifying a description and the filter criteria that defines the content to which the workgroup has access.

The Edit Workgroup page displays for creating new and modifying existing workgroups:

- For existing workgroups, you can access the Edit Workgroup page by selecting the appropriate program and workgroup on the Workgroup Management page and clicking the Edit button.
- For new workgroups, you can access the Edit Workgroup page by specifying a name for the workgroup in the Name field and clicking the Add button.

Figure 66: Example Edit Workgroup Page

The screenshot shows the 'Edit Workgroup' page within the Item Admin interface. At the top, there's a 'Top Menu' with links for 'Item Admin', 'Manage', 'Generate', and 'Main Menu'. Below the menu is the 'Page Title' 'Edit Workgroup'. The main content area contains fields for 'Program' (set to 'SBAC\_Demo\_Program') and 'Workgroup' (set to 'RPS\_WRK2'). There's also a 'Description' field which is empty. Below these are 'Save' and 'Back' buttons. A 'Filters' section follows, containing a 'New Filter' dropdown for 'Content Area' set to 'MATH', a 'Grade Level' dropdown set to 'K', and an 'Add' button. Underneath is a 'Content Area' button and a 'Grade Level' button, both of which are currently selected. A message at the bottom states 'No filters defined for this workgroup.'

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Description
Basic Attributes	Defines the basic properties of the workgroup.
Program	Displays the name of the selected program containing the workgroup.
Workgroup	Specifies the name of the workgroup to modify.
Description	Specifies additional, identifying information on the workgroup.
Save button	Saves the workgroup with the specified attributes.
Back button	Returns to the Workgroup Management page, without saving any changes.
Filter criteria	Defines the filter criteria used to define the content associated with the workgroup.
Content Area	Required. Specifies the content area (i.e., defined in the Content Area metadata field) to include in the workgroup from these options: <ul style="list-style-type: none"> <li>• MATH</li> <li>• ELA</li> </ul>

Element	Description
Grade Level	Required. Specifies the grade level (i.e., defined in the Grade Level metadata field) to include in the workgroup from the standard options (i.e., K through 12).
Add button	Adds the specified filter criteria (i.e., Content Area and Grade Level combination) to the filter criteria for the workgroup.
Filter criteria list	Displays all filter criteria defined for the workgroup. When multiple entries are defined, an 'OR' relationship is applied. For example, with these filter criteria:

Content Area:	Grade Level:
MATH	K
ELA	3

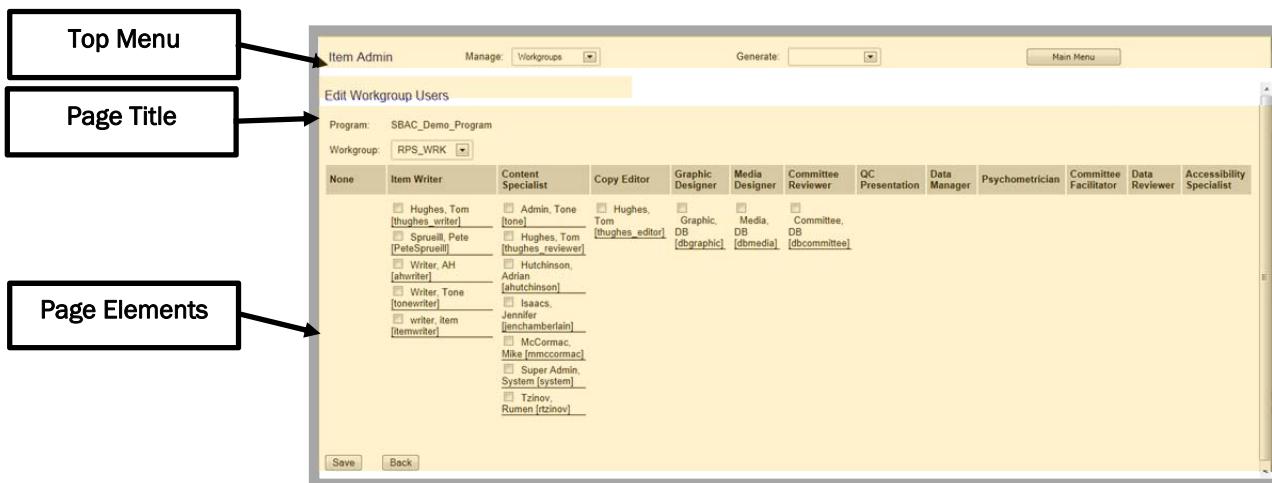
The workgroup would have access to all Kindergarten items and passages in the math content area as well as all 3<sup>rd</sup> grade items and passages in the English language arts content areas.

### Edit Workgroup Users Page

The Edit Workgroup User page enables you to add or remove users from an existing workgroup.

- You can access the Edit Workgroup page by selecting the appropriate program and workgroup on the Workgroup Management page and clicking the Assign Users button.

Figure 67: Example Edit Workgroup Users Page



#### Top Menu Elements

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Program	Displays the program associated with the workgroup.
Workgroup	Enables you to select the workgroup for which you wish to assign users.
User list	<p>Displays a list of all users with access to the selected program across all user roles (i.e., displayed as columns).</p> <hr/> <p><b>Note:</b> Restrictions on viewing items and passages specified by Workflows do not apply to item writers, graphic designers, and media designers. These users can always view work assigned to them explicitly.</p> <hr/> <p>To add a user to the workgroup:</p> <ul style="list-style-type: none"> <li>Click the appropriate checkbox.</li> </ul> <p>To remove a user from the workgroup:</p> <ul style="list-style-type: none"> <li>Clear the appropriate checkbox.</li> </ul> <hr/> <p><b>Note:</b> Assigning a user to a workgroup restricts the content that can be viewed from the user's work queue. To remove this restriction, simply remove the user from all workgroups.</p>

**Program Share Page**

The Program Share page enables you to specify programs from which items can be moved to the selected target program. This feature can help to protect the integrity of mature or developing item pools, which are organized into programs in the IAIP application. By defining which programs can serve as a source for moving items into the selected (target) program, you can control which (if any) items can be moved into each program in the IAIP application.

---

**Note:** Only a user with administrator permissions and access to the target program can specify which programs can share items with the target program.

---

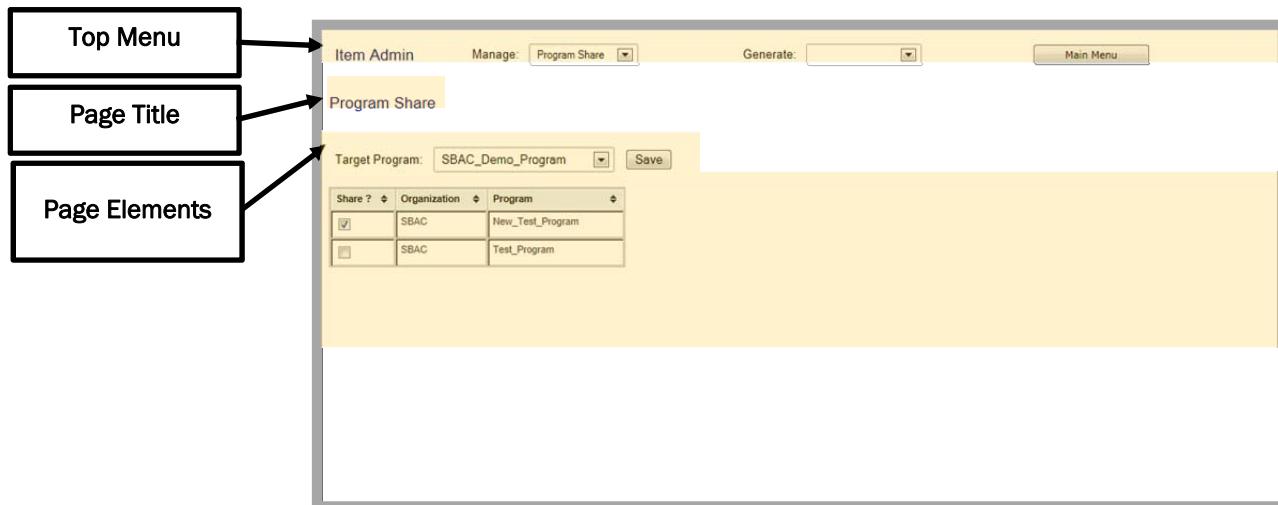
*Example*

To help manage the development of items across all grade levels in the Math subject area, you could set up separate programs for elementary, middle, and high school grade levels. The work in these separate programs could be managed and completed independently, and then the items moved to a single cross-grade program. In order to move items to the cross-grade program, each of the separate programs would need to be specified as approved for sharing with the cross-grade program.

For information on moving items between programs, see [Moving Items](#) on page 437.

- You can access the Program Share page by selecting Program Share from the Manage menu on the Item Admin page.

Figure 68: Program Share Page



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements on page 38](#).

#### *Page Elements*

Element	Description
Target Program	Specifies the program for which to specify sharing relationships. As the name suggests, this is the program into which items can be moved from the selected source programs.
Save Button	Saves the current sharing relationships.
Sharing Options	Enables you to specify the programs from which items can be moved to the target program.
Share?	Specifies that the selected program can share items with the target program.
Organization	Lists the organization associated with the program.  <b>Note:</b> This information is provided because the same program name can be used in different organizations.

Element	Description
Program	Lists all programs in the IAIP application, regardless of whether you have access to the program.

To select a program

- Click the corresponding check box in the Share? column.

To sort by a specific column:

- Click the column header until the desired sort order is used.

---

**Note:** Clicking the column header will alternately switch between an ascending and descending sort.

---

### Item BP Generator Page

The Item BP Generator page enables you to create an item development blueprint (referred to as blueprint) that specifies key information about a test item and initiates the content development workflow. This page enables you to specify these details (among others) for the item: program, standards hierarchy, detailed attributes of the item (e.g., grade level, difficulty, depth of knowledge, etc.) as well as the due date for the item and the item writer to which it is assigned. All the information input with the Item BP Generator page is available to the item writer and subsequent reviewers for use in drafting and editing the item throughout the workflow.

- You can access the Item BP Generator by selecting items on the Generate menu on the Top Menu of the Item Admin page.

Figure 69: Item BP Generator Page

The screenshot shows the 'Item Admin' interface with the 'Generate' dropdown set to 'Items'. The main title is 'Item BP Generator'. On the left, three callout boxes point to specific elements: 'Top Menu' points to the top navigation bar; 'Page Title' points to the main title; and 'Page Elements' points to the list of configuration fields.

Setting	Value
Program:	---
Hierarchy:	---
Choices:	1
Content Area:	(dropdown menu)
Grade Level:	(dropdown menu)
Grade Span:	(dropdown menus)
Item Points:	0
Difficulty:	(dropdown menu)
Depth of Knowledge:	(dropdown menu)
Publication Status:	(dropdown menu)
Assigned Writer:	(dropdown menu)
Passage:	(dropdown menu)
Readability Index:	(dropdown menu)
Due Date:	<input type="text"/> Select Date

**Red label = required field**

**Create Items**

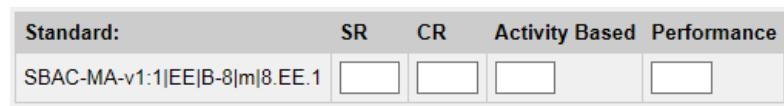
### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Required	Description
Program	Y	Specifies the program in which the item is to be created. For more information on programs, see <a href="#">Administering Programs</a> on page 353.
Item Quantity		<p>After specifying the node in the hierarchy, the IAIP application displays a table for entering the quantity of each item format requested. You can specify the number of each item (including none).</p> <p>Example Item Quantity:</p> 
Choices		<p>Specifies the number of choices used as the default for any Interactions of the type 'Choice' (from 1 to 10). The number of responses can be modified in the content development workflow.</p> <p><b>Note:</b> Each item format defaults to a specific number of answer choices, as appropriate. Selecting a value in this field will override the default item construction, and the value will apply to all items specified in an item generation session.</p>
Content Area		<p>Specifies the subject area of the item with these options:</p> <ul style="list-style-type: none"> <li>• <b>MATH.</b> Mathematics.</li> <li>• <b>ELA.</b> English language arts.</li> </ul>
Grade Level	Y	Specifies the grade level of the item using the standard (i.e., K through 12) notation.
Grade Span		Specifies the beginning and ending grade levels that define the grade span in which the item could be appropriately administered (K through 12).
Item Points		Specifies the number of points associated with the item (from 0 to 16).
Difficulty		Specifies the perceived or desired difficulty of the item (i.e., easy, medium, or hard).
Depth of Knowledge		Specifies the cognitive complexity of the item (from 1 to 4). The numeric value levels represent Norman L. Webb's Depth of Knowledge indicators.
Publication Status		<p>Specifies the publication status of the item. This field is useful for collecting IAIP content together for processing (e.g., to prepare for an administration).</p> <p>For more information on item metadata, see <a href="#">Item Metadata</a> on page 647.</p>

Element	Required	Description
Standard	Y	Specifies the standard content standard (i.e., Claims and Targets) with which the item is to be aligned.
Assigned Writer	Y	Specifies the item writer to which the item is to be assigned. Once the item assignment is created, the item will be added to the assigned item writer's queue and a notification email will be sent.
Passage		<p>Specifies an existing passage to associate with the item. In many cases, passages will be developed, reviewed, and approved before items are associated with them. This ensures that the content of the passage is stable when items are written against it.</p> <p><b>Note:</b> If a passage changes after items have been written against them, the items will need to be reviewed to ensure that the changes to the passage did not affect the item (e.g., paragraph and line numbers).</p>
Readability Index		Records the various Readability values for the item (e.g., Lexile ranges, Flesch-Kincaid levels, etc.).
Due Date		<p>Specifies the due date by which the item is to be completed. You can type the due date into the field (in the format MM/DD/YY or MM/DD/YYYY) or click the Select Date link to enter the data via a calendar pop-up.</p> <p><b>Note:</b> Your organization determines which milestone in the content development workflow is to be reached by this date. For example, this date could refer to the date by which the item must be finalized (i.e., drafted, reviewed, and proofread).</p>
Select Date link		<p>Displays a calendar in a pop-up window for selecting the due date of the item, for example:</p> 

Element	Required	Description
Create Items button		Causes the item blueprints to be specified with the attributes you entered. The generated item assignments will then be placed in the assigned item writer's queue and an email will be sent to notify the item writer of the new item request.

Figure 70: Example Item BP Generator Page

The screenshot shows the 'Item Admin' interface with the 'Item BP Generator' tab selected. At the top, there are buttons for 'Manage:' (with a dropdown menu), 'Generate:' (set to 'Items'), and 'Main Menu'. The main area contains several input fields:

- Program:** SBAC\_Demo\_Program
- Choices:** 1
- Content Area:** MATH
- Grade Level:** 8
- Grade Span:** (dropdown menu)
- Item Points:** 0
- Difficulty:** (dropdown menu)
- Depth of Knowledge:** (dropdown menu)
- Publication Status:** (dropdown menu)
- Standard:** SBAC-MA-v1.1|EE|B-8|m|8.EE.1 (with an 'Assign Standard' link)
- Assigned Writer:** Dutta, Sourish
- Passage:** (dropdown menu)
- Readability Index:** (dropdown menu)
- Due Date:** 2014-11-28 (with a 'Select Date' link)

A note at the bottom left says 'Red label = required field'. A large 'Create Items' button is located at the bottom left of the form area.

### Assign Standard Page

Enables you to select a standard with which to align new items in the IAIP application.

- You can access the Assign Standard page by clicking the Assign Standard link from the on the Item BP Generator page.

Figure 71: Example Assign Standard Page

The screenshot shows a dialog box titled "Assign Standard". It contains the following fields:

Subject	MATH
Grade	7
Publisher:	Smarter Balanced
Publication:	SBAC-MA-v1 : Common Core Math Standards
Claim:	1
Content Domain:	EE
Target:	C-7
Emphasis:	m
Common Core Standard:	7.EE.1

At the bottom right of the dialog box is an "OK" button.

### ***Item Generator Page***

After creating an item request using the Item BP Generator page, the Item Generator page displays a summary of the request for your review.

- You can access the Item Generator page by completing the fields on the Item BP Generator page and clicking the Create Items button.

The Item Generator page displays a summary of the specified attributes for the items as well as a summary of each specific item requested (i.e., item type).

Figure 72: Example Item Attributes

Program:	Pete_Sandbox
Stems:	1
Choices:	3
Subject Area:	
Grade Level:	
Grade Span:	-
Item Points:	0
Difficulty:	
Depth of Knowledge:	
Item Publication Status:	
Assigned Writer:	Writer, Item
Passage:	
Bloom's Taxonomy:	
Readability Index:	
Due Date:	

Figure 73: Example Item Format Specification

Program:	CCS
Test Subject:	ELA
Area:	Grade 6
General Content:	Reading-Informational
Item Format:	Selected Response
Number of Items:	2
Item Name	
Pet2012-WCNONE-0030	
Pet2012-WCNONE-0031	

### Create New Item Alternates Page

The Create New Item Alternates page enables you to initiate workstreams in the IAIP application for one or more items and corresponding item alternates (i.e., in a single language).

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- You can access the Create New Item Alternates page by selecting Item Alternates on the Generate menu on the Top Menu of the Item Admin page.

Figure 74: Create New Item Alternates Page

The screenshot shows the 'Create New Item Alternates' page. At the top, there's a 'Top Menu' with 'Manage' and 'Generate' dropdowns and a 'Main Menu' button. Below that is the 'Page Title' 'Create New Item Alternates'. The main area contains several input fields: 'Program' (set to 'SBAC\_Demo\_Program'), 'Language' (set to 'English'), 'Publication Status' (set to 'Unused'), 'Assigned Writer' (set to 'Isaacs, Jennifer'), 'Due Date' (with a 'Select Date' button), 'Adaptation Type' (set to 'None'), 'Representation Form' (set to 'None'), 'Adapted Language' (set to 'None'), 'Alternate Label' (empty), and an 'Upload File' field with a 'Browse...' button. A note at the bottom states: 'Note: The Upload File should have one Item ID per line, in plain-text or CSV format.' Three callout boxes point to the 'Top Menu', 'Page Title', and 'Page Elements'.

### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Page Elements*

**Note:** The Development State of all new item alternates is set to ‘Development’; therefore, it cannot be set on this page

Element	Required	Description
Program	Y	Specifies the program associated with the alternate item.
Language		Specifies the language for the items.

Element	Required	Description
Publication Status		<p>Specifies the publication status of the items. This field is useful for collecting IAIIP content together for processing (e.g., to prepare for an administration).</p> <p>For more information on item metadata, see <a href="#">Item Metadata</a> on page 647.</p>
Assigned Writer		Specifies the writer to which the items and item alternates will be assigned.
Due Date	Y	<p>Specifies the due date by which the items and item alternates must be completed.</p> <p><b>Note:</b> You can type the due date into the field (in the format MM/DD/YY or MM/DD/YYYY) or click the Select Date link to enter the data via a calendar control.</p>
Select Date link		<p>Displays a calendar for selecting the due date.</p> 
Adaption Type		<p>Specifies the type of adaptation used in the item alternate from these options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Audio</li> <li>• Tactile</li> <li>• Text</li> <li>• Visual</li> </ul>
Representation Form		<p>Specifies the type of representation for the alternate item from these options:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Enhanced</li> <li>• Verbatim</li> <li>• Reduced</li> <li>• Real-time</li> <li>• Transcript</li> </ul>

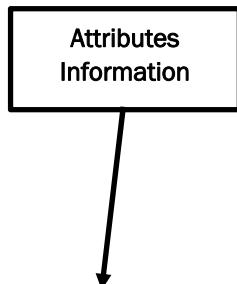
Element	Required	Description
Adapted Language		<p>Specifies the language for the alternate item from these options:</p> <ul style="list-style-type: none"> <li>• French</li> <li>• German</li> <li>• Spanish</li> </ul> <p><b>Note:</b> The values in this list are configurable at the system level.</p>
Alternate Label	Y	Specifies the label for the item alternate that is generally used to describe the alternate type (e.g., Braille, Spanish, or French).
Upload File	Y	<p>Specifies a file containing the names of alternate items to create in the IAIP application.</p> <p><b>Note:</b> The file must contain one item ID per line and must be in text (i.e., .TXT) or comma-separated value (i.e., CSV) format.</p>
Browse button		<p>Displays a file open dialog that enables you to locate the file containing a list of identifiers for the item alternates (one per line).</p> <p><b>Note:</b> The file open dialog is displayed by the operating system of the machine on which your web browser is running.</p>
Create Items button		Causes the items and item alternates to be created in the IAIP application, added to the specified item writers queue, and an email sent to the item writer.

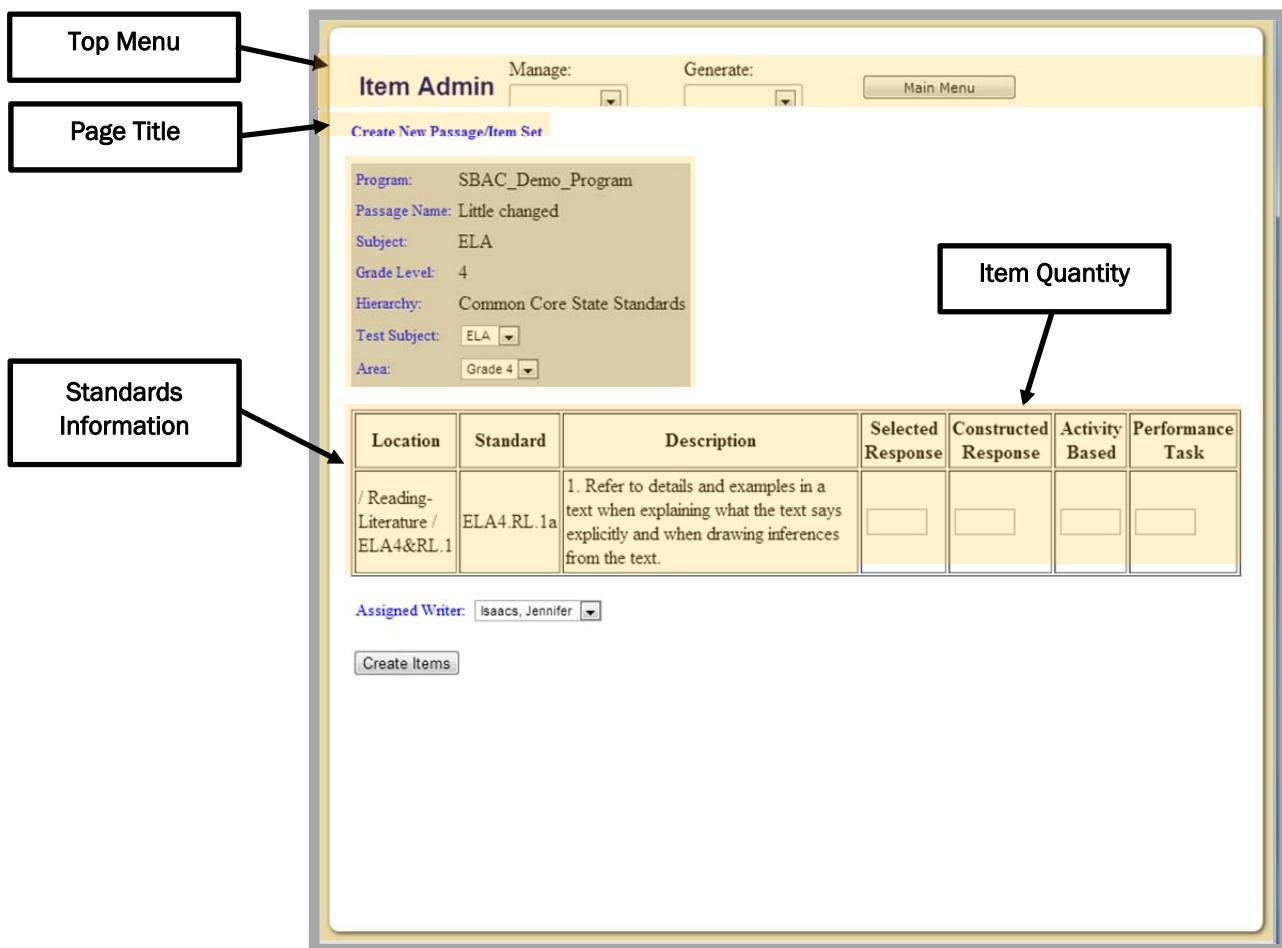
### Create New Passage/Item Set Page

The Create New Passage/Item Set page enables you to define the attributes of a new passage and associated set of items. This page enables users to provide addition information for a passage/item set created via the Create Passage Set page.

- You can access the Create New Passage Set page by providing the required information on the Create New Passage Set page and clicking the Next Step button.

Figure 75: Create New Passage/Item Set Page





#### Page Elements

Element	Required	Description
Attribute Information		Provides a summary of information specified on the previous page for reference.
Standards Information		Provides information on the selected content standard to assist in selecting item formats and quantities.

Element	Required	Description
Item Quantity	Y	<p>Displays additional information about the selected standards hierarchy for use in defining the number of items to create for each item format for this passage/item set:</p> <ul style="list-style-type: none"> <li>• Selected Response</li> <li>• Constructed Response</li> <li>• Activity Based</li> <li>• Performance Task</li> </ul> <p>For more information on these item formats, see <a href="#">Item Metadata</a> on page 647.</p> <p>For each item format, you can specify zero, one, or more items to be created.</p> <hr/> <p><b>Note:</b> Empty fields will be treated as zeroes.</p>
Assigned Writer	Y	<p>Enables you to specify the item writer to which the passage and associated items are assigned.</p> <hr/> <p><b>Note:</b> Only item writers assigned to the program specified for this passage/item set (via the previous page) are listed for this option.</p>
Create Items button		<p>Causes the passage and items to be sent to the assigned item writer for authoring, initiating separate Item development workstreams for the passage and associated items.</p>

### Assign Standard Page

Enables you to select a standard with which to align new items in the IAIP application.

- You can access the Assign Standard page by clicking the Assign Standard link from the on the Create New Passage/Items page.

Figure 76: Example Assign Standard Page

The screenshot shows a dialog box titled "Assign Standard". It contains a table with the following data:

Subject	MATH
Grade	7
Publisher:	Smarter Balanced
Publication:	SBAC-MA-v1 : Common Core Math Standards
Claim:	1
Content Domain:	EE
Target:	C-7
Emphasis:	m
Common Core Standard:	7.EE.1

At the bottom right of the dialog is an "OK" button.

### Create New Item Versions Page

The Create New Item Versions page enables you to specify items to duplicate in the IAIP application. Duplicating items enables you to create a copy of the items for modification, while leaving the original item unchanged. The names of items are specified in a file accessible from your file system.

Versioning an item enables you to create an instance of an item by duplicating an item that has already been administered on a test form. You can then modify the new item version, while protecting the previously administered item from modification. The original version of the item (i.e., version 0) is retained in the system. A version number is incremented for each new version created.

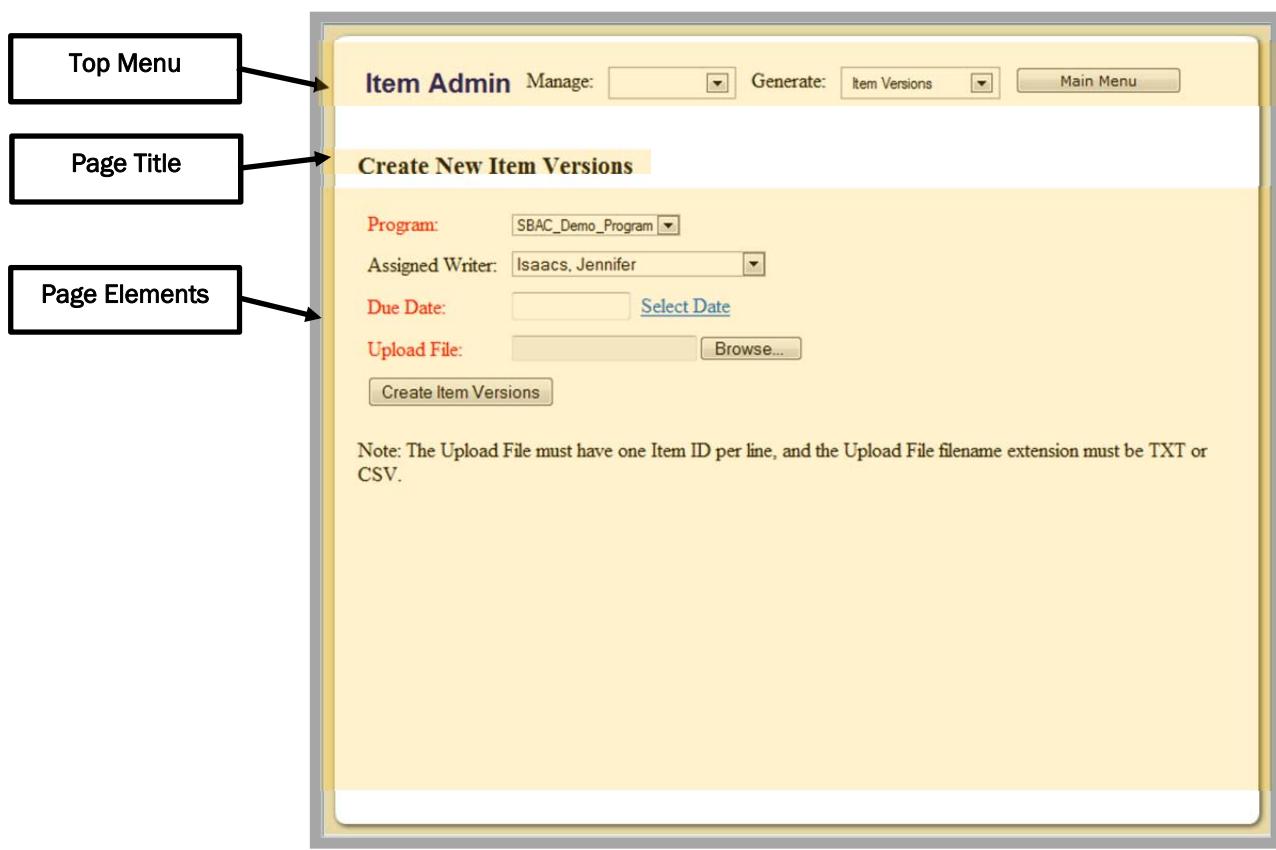
---

**Note:** To distinguish versioned items from the items from which they were created, previous versions of items display in red in the items list on the Item Administration page.

---

- You can access the Create New Item Versions page by selecting Item Versions from the Generate menu on the Top Menu of the Item Admin page.

Figure 77: Create New Item Versions Page



### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### *Page Elements*

Element	Required	Description
Program	Y	Specifies the program associated with the items to version.
Assigned Writer		Specifies the writer to which the versioned items will be assigned.
Due Date	Y	Specifies the due date by which the items must be completed.  <b>Note:</b> You can type the due date into the field (in the format MM/DD/YY or MM/DD/YYYY) or click the Select Date link to enter the data via a calendar control.
Upload File	Y	Specifies a file containing the list of items, one per line, that specify the items to duplicate.

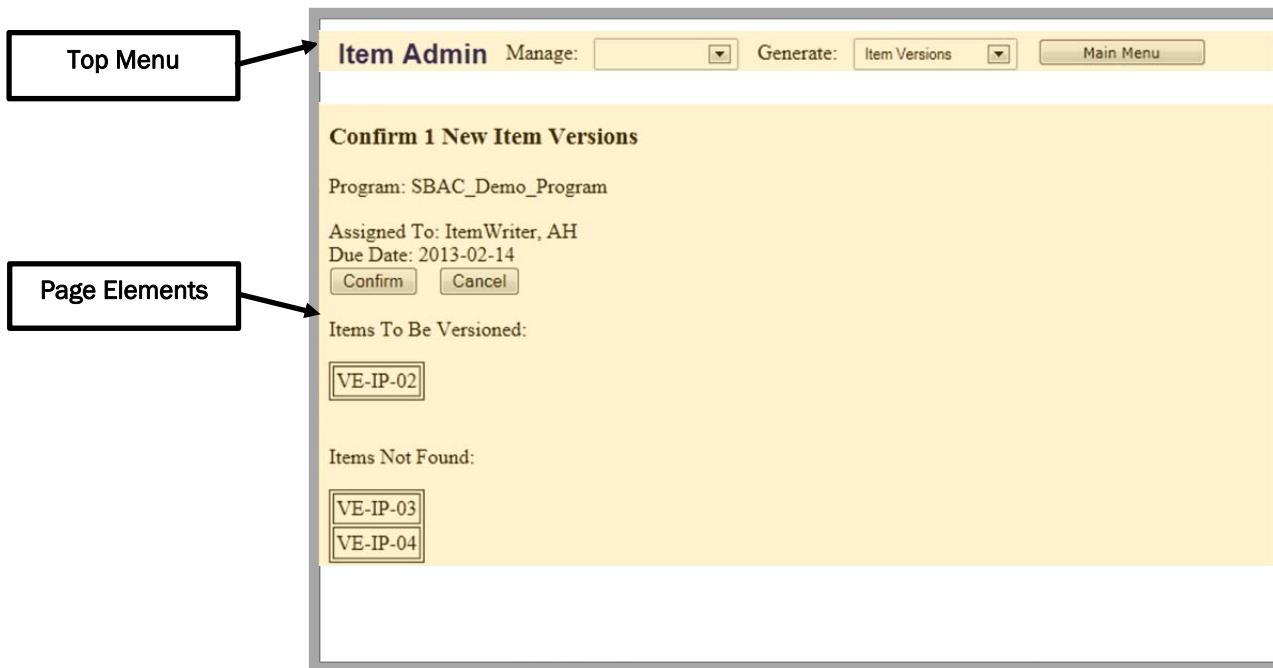
Element	Required	Description
Browse button		<p>Displays a file open dialog that enables you to locate the file to upload to the IAIP application from your file system. The file containing item versions must contain item IDs, one-per-line, and must be a TXT or CSV file.</p> <hr/> <p><b>Note:</b> The file open dialog is displayed by the operating system of the machine on which your web browser is running.</p>
Create Items Versions button		Causes the items to be duplicated (and versioned) in the IAIP application, added to the specified item writer's queue, and an email sent to the item writer.

### Confirm Item Versions Page

The Confirm Item Versions page displays summary information about the duplicated items, including their item IDs, program, assigned item writer, and due date. A list of items to be versioned is also displayed.

- You can access the Confirm Item Versions page by selecting Item Versions from the Generate menu on the Top Menu of the Item Admin page.

Figure 78: Confirm New Item Versions Page



The Confirm New Item Versions page lists item identifiers of items to be versioned and item identifiers specified in the uploaded file that do not exist in the IAIP application.

To confirm the creation of item versions

- Click the Confirm button.

To cancel the creation of item versions

- Click the Cancel button.

### Item Data Upload Page

The Item Data Upload page enables you to create or update items and associated passages and rubrics in the IAIP application with the data you specify in a comma-separated value (CSV) file available from your files system.

- You can access the Item Data Upload page by selecting a program in the Program menu and on the Item Management page and clicking the Batch Data Upload button.

Figure 79: Item Data Upload Page

The screenshot shows the 'Item Data Upload' page. At the top, there is a 'Program:' dropdown set to 'SBAC Demo'. Below it is an 'Upload File:' input field with 'Choose File' and 'No file chosen' text, and a 'Upload Item Data' button. A vertical scroll bar is on the right side of the page. The main content area contains three sections: 'Instructions:', 'List of Valid Fields:', and 'Grade Level'.

**Instructions:**

All Items, Passages, and Rubrics will be updated if they exist or created if they do not exist. If an Item, Passage, or Rubric needs to be created, the ID will be displayed in blue. The only required field is Item ID (although it would make little sense to not include at least one other field).

A field (column) may be listed multiple times. For example, if you include 2 'Passage' fields, then both of the Passages will be assigned to the Item (and created if they do not exist).

You will receive a full listing of the potential changes to be made, so that you may correct any errors before completing the update. Values which are out of range will be displayed in red. If the Item is read-only, the Item ID will be displayed in red.

The name of the field must be the first row of the column (they are both case- and space-sensitive). Columns may appear in any order, *except* that the **Item ID** column must be first.

**List of Valid Fields:**

**Item ID** The ORCA ID (e.g. 9A12\_2\_MC01)

**Subject Area** One of:

- MATH
- ELA
- SCI
- SS

**Grade Level** One of:

- K

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Dialog Elements*

Element	Description
Program	Specifies the program in which to upload the item and associated data.
Choose File button	<p>Displays a file open dialog that enables you to locate the file to upload to the IAIP application from your file system.</p> <p><b>Note:</b> The file open dialog is displayed by the operating system of the machine on which your web browser is running.</p>
File name display	<p>Displays the name of the selected file containing item data.</p> <p><b>Note:</b> If no file is selected, this message is displayed:</p> <p style="text-align: center;"><b>No file chosen</b></p>
Upload Item Data button	<p>Uploads the file to the server, and displays the Data Upload Summary page that provides a preview of the data, including a full listing of the potential changes, so that you can correct any errors before completing the update.</p> <p>For more information, see <a href="#">Data Upload Summary Page</a> on page 144.</p>
Instructions display	<p>Provides information on the content and format of the file.</p> <p><a href="#">File Format Instructions</a> on page 143 also provides this information for your reference.</p>
List of Valid Fields display	Provides the list of valid fields that can be included.

***File Format Instructions***

This section describes the format and content requirement of the file to be uploaded.

***File Format***

The file containing item data to upload must be a valid comma-separated value (CSV) file and contain data for a single item in the format specified.

***File Contents***

These restrictions apply to the file contents:

- The name of the field must be the first row of the column.

- The field name is both case- and space-sensitive.
- Columns (fields) can appear in any order, except that the item ID column must be first.
- A field may be listed multiple times.

For example, if you include two passage fields, both of the passages will be assigned to the item (and created if they do not already exist).



To take full benefit of this feature, your data file should contain more than the item ID field.

### **Data Upload Summary Page**

The Data Upload Summary page enables you to verify item and associated data prior to uploading it to the IAIP application.

- You can access the Data Upload Summary page from the Item Data Upload page.

Figure 80: Data Upload Summary Page

### Data Upload Summary

**Program:** Pete\_Sandbox

Item ID
Grade_Level
Grade_Span_Start
Grade_Span_End

**Save These Changes**

- Column 'Pet2012-JI-9' is not recognized.

### *Page Elements*

Element	Description
Program	Displays the name of the program selected to upload item data.

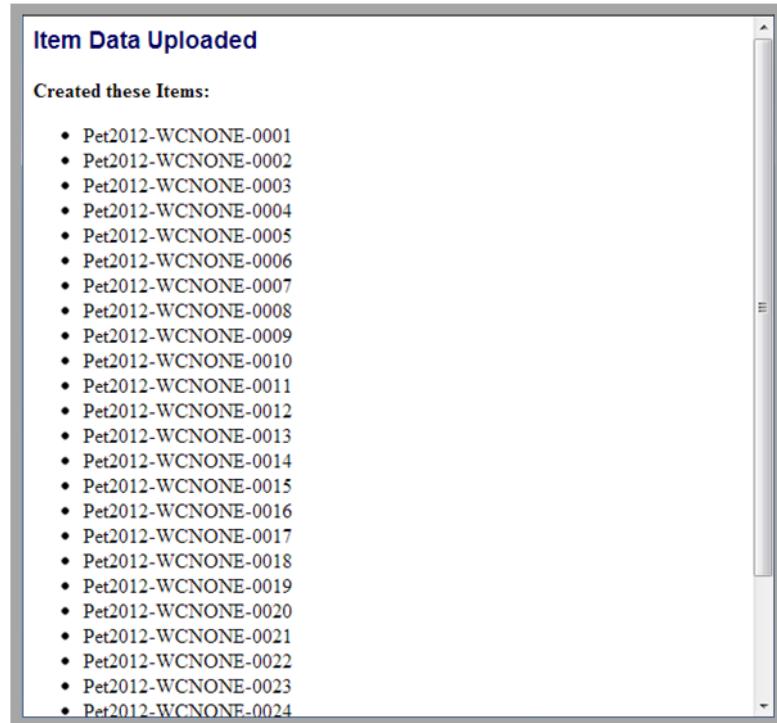
Element	Description
Data list	<p>Displays a preview of the data, including a full listing of the potential changes, so that you can correct any errors before completing the update.</p> <p>These rules apply to the formatting of the uploaded data:</p> <ul style="list-style-type: none"> <li>• If an item, passage, or rubric needs to be created, the ID will be displayed in <b>blue</b>.</li> <li>• Values that are out of range will be displayed in <b>red</b>.</li> <li>• Read-only items will cause the item ID to be displayed in <b>red</b>.</li> </ul>
Save These Changes button	<p>Clicking this button will load the item data into the IAIP application and display a summary of the results on the Item Data Uploaded page.</p> <hr/> <p><b>Note:</b> All items, passages, and rubrics will be updated (if they exist) or created (if they do not exist).</p>
Status display	<p>Displays a list of issues with the data format that you should resolve prior to uploading it to the IAIP application.</p>

### Item Data Uploaded Page

The Item Data Uploaded page provides a summary of item data uploaded to the IAIP application.

- You can access the Item Data Uploaded page from the Data Upload Summary page.

Figure 81: Item Data Uploaded Page



The screenshot shows a window titled "Item Data Uploaded". Inside, there is a heading "Created these Items:" followed by a list of 24 items, each starting with "Pet2012-WCNONE-0001" through "Pet2012-WCNONE-0024". A vertical scroll bar is visible on the right side of the list area.

- Pet2012-WCNONE-0001
- Pet2012-WCNONE-0002
- Pet2012-WCNONE-0003
- Pet2012-WCNONE-0004
- Pet2012-WCNONE-0005
- Pet2012-WCNONE-0006
- Pet2012-WCNONE-0007
- Pet2012-WCNONE-0008
- Pet2012-WCNONE-0009
- Pet2012-WCNONE-0010
- Pet2012-WCNONE-0011
- Pet2012-WCNONE-0012
- Pet2012-WCNONE-0013
- Pet2012-WCNONE-0014
- Pet2012-WCNONE-0015
- Pet2012-WCNONE-0016
- Pet2012-WCNONE-0017
- Pet2012-WCNONE-0018
- Pet2012-WCNONE-0019
- Pet2012-WCNONE-0020
- Pet2012-WCNONE-0021
- Pet2012-WCNONE-0022
- Pet2012-WCNONE-0023
- Pet2012-WCNONE-0024

### Custom Reports Pages

The custom reports pages enable administrators and content specialists to generate and download custom, columnar reports on IAIP metadata. Currently, these custom reports are supported:

- **Items Metadata Report Page.** Provides options for generating columnar reports on IAIP items and associated metadata.
- **Passages Metadata Report Page.** Provides options for generating columnar reports on passages and associated metadata.

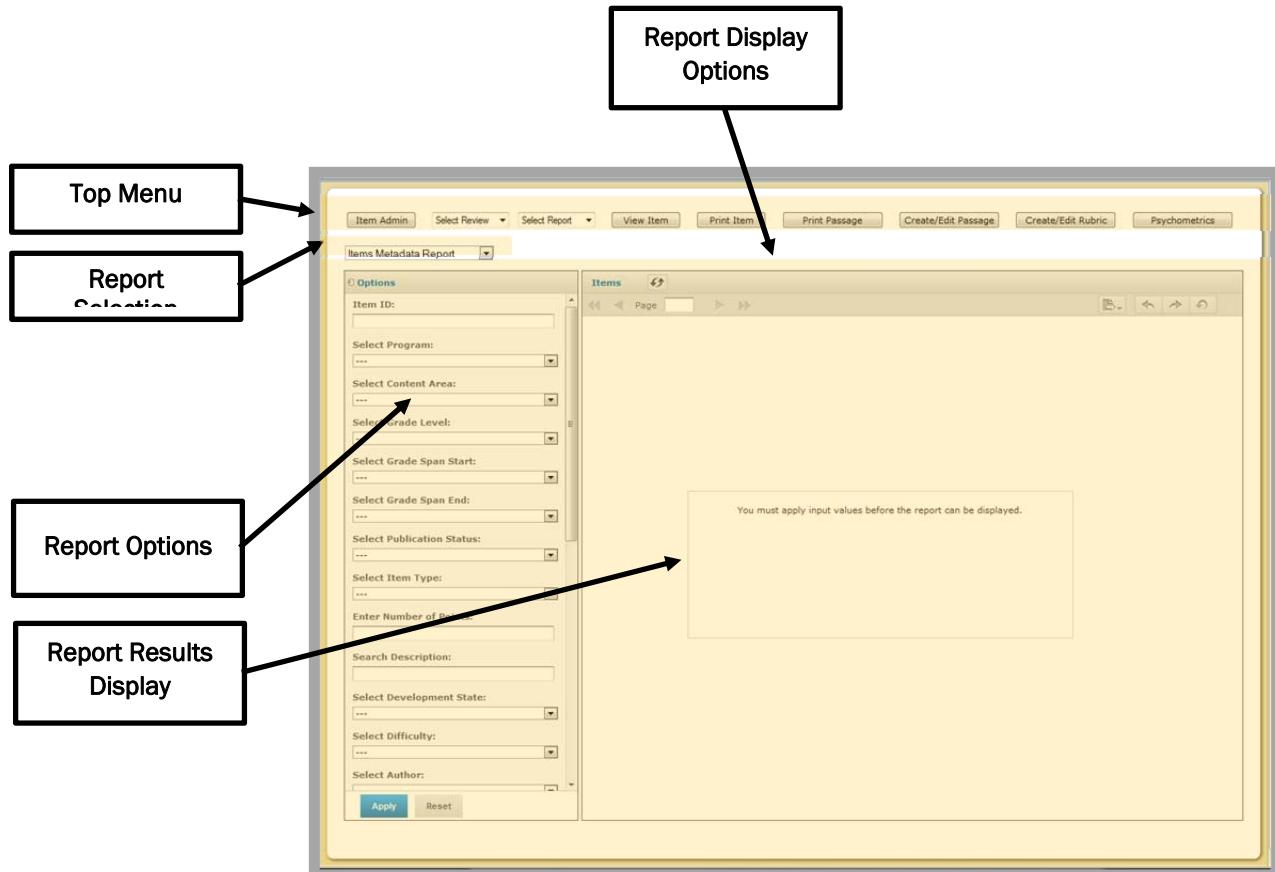


Running custom reports requires administrator permissions or the content specialist role.

**Note:** The layout and controls of the custom reports pages are the same for the different types of reports. To avoid duplication, this section details only the Items Metadata Report page. However, the information provided is easily extended to the other custom reports pages.

- You can access the custom reports pages by Custom from the Select Report menu on the Top Menu and selecting the appropriate custom report (e.g., Items Metadata Report page).

Figure 82: Custom Reports Page



*Top Menu Elements*

For a description of the Top Menu elements common to multiple pages in the IAIP application, see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description		
Report Selection	Displays a list of custom reports that you can generate.		
Report Options	<p>Specifies the content (e.g., items or passages) that display in the report (as rows) as well as the columns in the report. The IAIP application supports these options for specifying the content of the report:</p> <ul style="list-style-type: none"> <li>• <b>Filter criteria.</b> Determines which content display in the report via content metadata or specifying a single identifier.</li> <li>• <b>Content data.</b> One or more columns that display additional metadata for the selected content (e.g., items or passages).</li> </ul>		
Report Results Display	<p>Displays the report including the content (i.e., rows) and statistics and content data (i.e., columns) specified.</p> <p>The IAIP application provides two methods for updating the report output:</p> <ul style="list-style-type: none"> <li>• <b>Refreshing the report with the latest data.</b> For this update, the content of the rows might change to reflect the current state of the data in the IAIP application. The report columns will not change.</li> <li>• <b>Modifying the filter criteria or displayed columns.</b> For this update, the columns and rows might change, depending on the options you modify.</li> </ul> <p><b>Note:</b> If there is not content that matches the filter criteria, a ‘no results’ message is displayed, for example:</p> <div data-bbox="742 1320 1093 1626" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Items Report</b></p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Item ID</td> </tr> <tr> <td style="padding: 5px;"><b>No results found</b></td> </tr> </table> </div>	Item ID	<b>No results found</b>
Item ID			
<b>No results found</b>			
Report Display Options	Provides options for navigating the report in the browser, refreshing the data from the IAIP application, and managing changes made to the report columns.		

### Report Options

The Report Options provide filter criteria for specifying the content (e.g., items or passages) to include as rows in the report as well as the statistics and data columns to include in the report output.

- **Unique ID Field.** Enables you to enter a string of text to match against the unique identifiers for the type of content in the report (e.g., items or passages) via a “contains” match. For example, entering MTH4 in the unique ID field will match all unique identifiers of the given type that contain “MTH4” in any position.

#### IMPORTANT

Because SQL pattern matching is used, matching on a string containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

- **Multi-field Filter Criteria.** Uses a number of data fields to define which content to display in the report (e.g., items or passages from a specific program or content area). Because each filter creates another ‘AND’ condition, it can further limit the number of records that display in the report. That is, the content that displays in the report results matches all of the specified filter criteria.

---

**Note:** The specific fields available for filtering report content depend on the type of report.

To specify the content of a report, the IAIP application supports both “contains” matching on the unique ID field as well as numerous filter criteria that are matched against IAIP metadata to display the precise subset of data desired.

---

**Note:** If there is no content that match the filter criteria, a ‘no results’ message is displayed, for example:



---

### SQL Pattern Match

SQL pattern match provides the ability to perform a non-case-sensitive match using the wildcard characters underscore ('\_') and percent sign ('%').

- Underscore is used to match any single character. For example, in the expression MTH\_ITEM, the underscore is not treated as a literal in the match. It is treated as a wildcard for any single character.

---

**Note:** To perform a match that treats an underscore as a literal, the underscore must be escaped with a backslash ('\'). For example, in the expression MTH\_ITEM, you must enter a backslash immediately preceding each underscore (i.e., 'MTH\\\_ITEM').

- Percent sign is used to match any number of characters (including no characters). For example, in the expression MTH%, the percent sign is not treated as a literal in the match. It is treated as zero, one, or more characters of any type; therefore, MTH% would match these values: MTH, MTH1, MTH12, and MATHEMATICS\_9.

---

**Note:** Because the percent sign cannot be used in IAIP item or passage names, it is not appropriate to escape this character.

### Content Data

In addition to the filter criteria you can specify for a report, you can also specify data to display as columns in the report.

---

**Note:** Unlike the filter criteria, the content data fields are not used to filter the list of content.

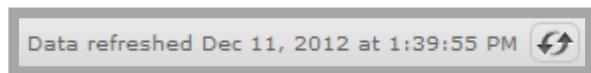
### IMPORTANT

The specific fields available for inclusion as content data depend on the type of report.

### Report Results Display

Displays the output of the report specified by the filter criteria and statistics and data you select.

The report results display also displays the date and time at which the report was last generated (i.e., whether by the Apply button or the Refresh button), for example:



To refresh the report:

- Click the Refresh button (  ).  
The data in the report is updated.

### Clearing All Report Options

To clear all report options:

- Click the Reset button.

The filter criteria and data column selections are cleared.

---

**Note:** Clearing the report options does not refresh the report output. To refresh the report output, click the Apply button.

## Chapter 3: IAIP Application Interface

### Regenerating a Report

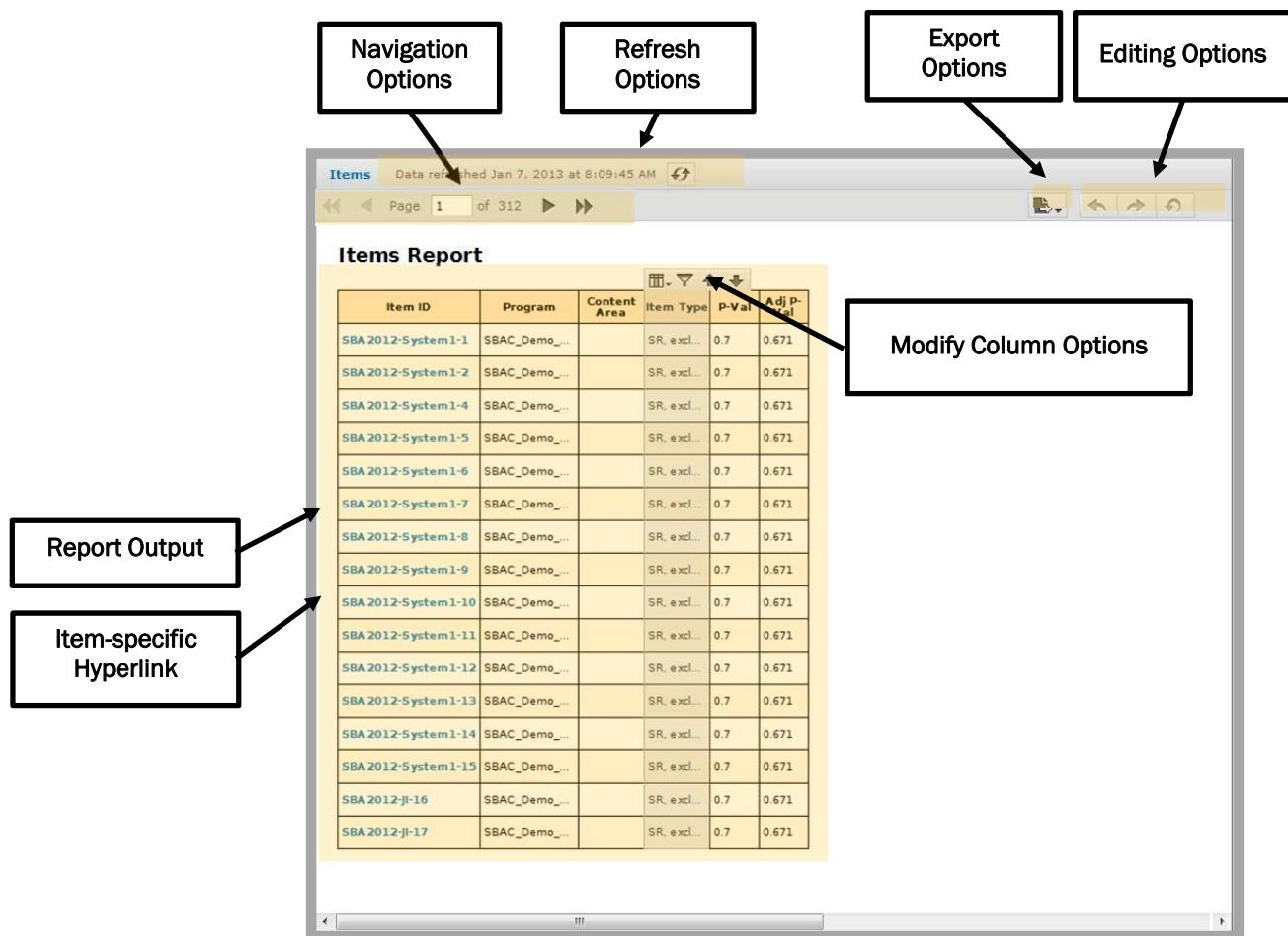
The IAIP application provides convenient options to modifying filter criteria and report columns and quickly regenerating a new version of the report. With each report generation, your report options are retained.

To regenerate a report:

Select the desired options for the report and click the Apply button.

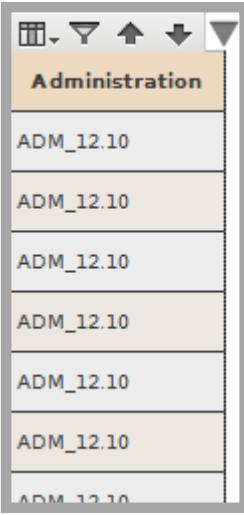
**Note:** You can clear all the report options you specified (i.e., filtering and columns for display) by clicking the Reset button.

### Report Display Options



*Page Elements*

Element	Description
Navigation Options	<p>The IAIP application provides navigation options for moving through the pages of a multiple-page report output.</p> <p>Figure 83: Navigation Options</p> 
First button (◀)	Jumps to the first page of the report output.
Previous button (◀)	Jumps to the previous page of the report output.
Current Page display (e.g., Page 3 of 6)	Displays the page number of the current page and the total number of pages in the report.
Next button (▶)	Jumps to the next page of the report output.
Last button (▶)	Jumps to the last page of the report output.
Refresh Options	Enables you to refresh the report data with current data. You can also view the date and time when a refresh was last performed.
Data Refresh display	<p>Displays the data and time of the last data refresh, for example:</p> <p>Data refreshed Dec 12, 2012 at 8:44:14 AM</p>
Refresh button (⟳)	Causes the report data to be updated with current data.
Export Options	<p>Enable you to export the current report to your computer in one of these formats:</p> <ul style="list-style-type: none"> <li>• <b>PDF.</b> Adobe portable document format.</li> <li>• <b>Excel (Paginated).</b> Microsoft Excel paginated format.</li> <li>• <b>Excel.</b> Microsoft Excel format.</li> <li>• <b>CSV.</b> Comma-separated value format.</li> <li>• <b>RTF.</b> Microsoft rich text format.</li> </ul>
Formatting Options	<p>Provides options for managing changes to the report columns specified by the modify column options.</p> <p>Figure 84: Formatting Options</p> 
Redo button (⟳).	Reapplies a modification that has been reverted with the Undo button.

Element	Description
Undo button (  ).	Reverts the most recent change to the report columns (i.e., applied with the modify column options).
Undo all button (  ).	Removes all formatting changes made via the modify column options.
Report Output	Displays the data matching the filter criteria you entered and the columns you specified.
Content-specific hyperlink	<p>Displays information on the content (e.g., item or passage) in a separate tab (or window).</p> <p><b>Note:</b> This option can be helpful when its identifier does not provide enough information on its content.</p>
Modify Column Options	<p>Selecting a column in the report output displays options for modifying the display of the column, for example:</p> 
	<ul style="list-style-type: none"> <li>• <b>Column options (  ).</b> Enables you to specify display options for the selected column.             <ul style="list-style-type: none"> <li>- <b>Formatting menu.</b> Displays the Format Column dialog that provides options for modifying the display properties of the column header and column data.</li> <li>- <b>Hide column.</b> Displays the report output without the selected column.</li> <li>- <b>Show columns.</b> Enables you to select previously hidden columns to display in the report output.</li> </ul> </li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li>• <b>Column filters (Filter icon)</b>. Displays the Filter column dialog that you can use to hide entire rows of report data that do not match the filter criteria you specify.</li> <li>• <b>Sort ascending (Up arrow icon)</b>. Causes the report data to be sorted by the contents of the selected column, in ascending order.</li> <li>• <b>Sort descending (Down arrow icon)</b>. Causes the report data to be sorted by the contents of the selected column, in descending order.</li> <li>• <b>Column width (Width icon)</b>. Enables you to resize the selected column.</li> </ul>

### Filter Column Dialog

The Filter column dialog enables you to hide entire rows of report data that do not match the filter criteria you specify. This dialog enables you a greater level of control over what data to display in the report, including filtering on content data (i.e., which is otherwise not available for filtering).

- You can access the Filter Column dialog by clicking the Column filters (Filter icon) button from the Modify column options on the psychometrics report output.

[Figure 85](#) shows the Filter Column dialog.

Figure 85: Filter Column Dialog



### Dialog Elements

Element	Description
Show all rows	Specifies that no filtering is performed on the selected column.

Element	Description
Show only rows where	<p>Specifies that the report results are filtered by the selections on this dialog.</p> <ul style="list-style-type: none"> <li>• <b>Filter Criteria.</b> Specifies the type of filtering to perform on the selected report column.</li> <li>• <b>Filter Data.</b> Specifies the values to apply against the column data using the specified filter criteria.</li> </ul> <p><b>Note:</b> If a column has a filter applied, a 5-pointed star icon is displayed, for example:</p> 

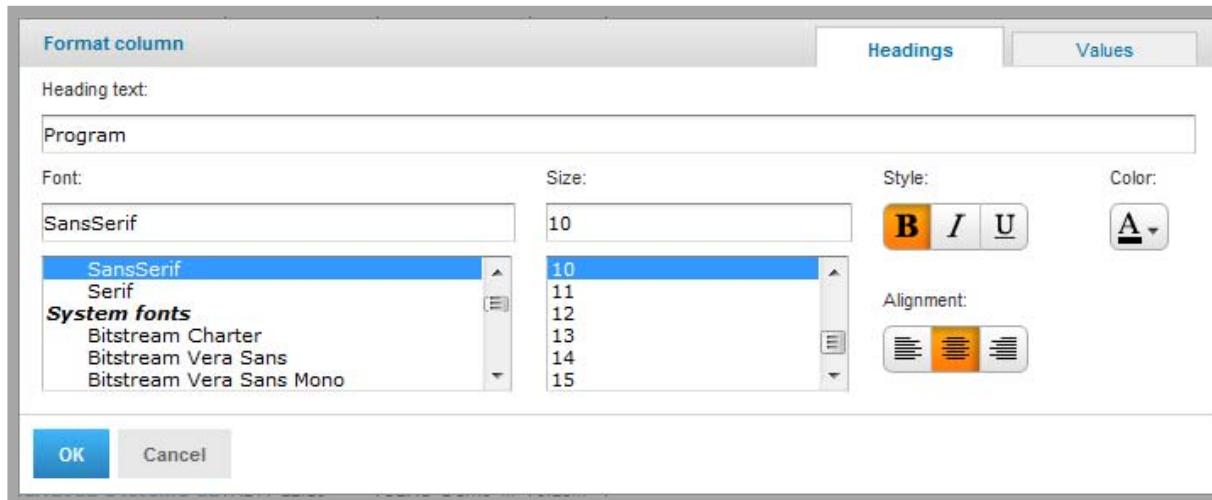
### *Format Column | Headings Dialog*

The Format Column | Headings dialog enables you to modify the display properties of the heading for the selected column.

- You can access the Format Column | Headings dialog by selecting Formatting menu on the Column options selection and then selecting the Headings menu.

[Figure 86: Format Column | Headings Dialog](#) shows the Format Column | Headings dialog.

Figure 86: Format Column | Headings Dialog



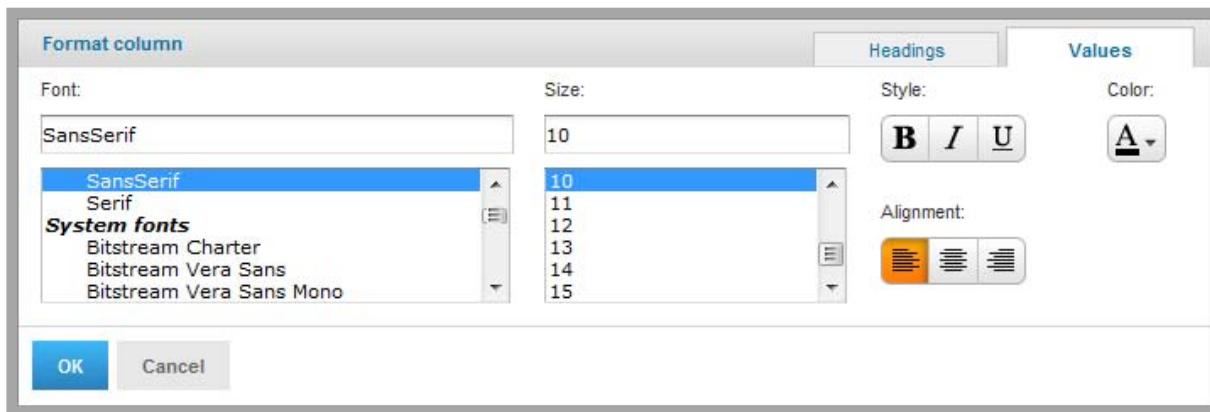
### *Formatting Column | Values Page*

The Format Column | Values dialog enables you to modify the display properties of the data in the selected column.

- You can access the Format Column | Values dialog by selecting Formatting menu on the Column options selection and then selecting the Values menu.

[Figure 86](#) shows the Format Column | Headings dialog.

Figure 87: Format Column | Headings Dialog



### Psychometrics Page

The Psychometrics page enables you to view and manage the psychometrics data in the IAIP application, including:

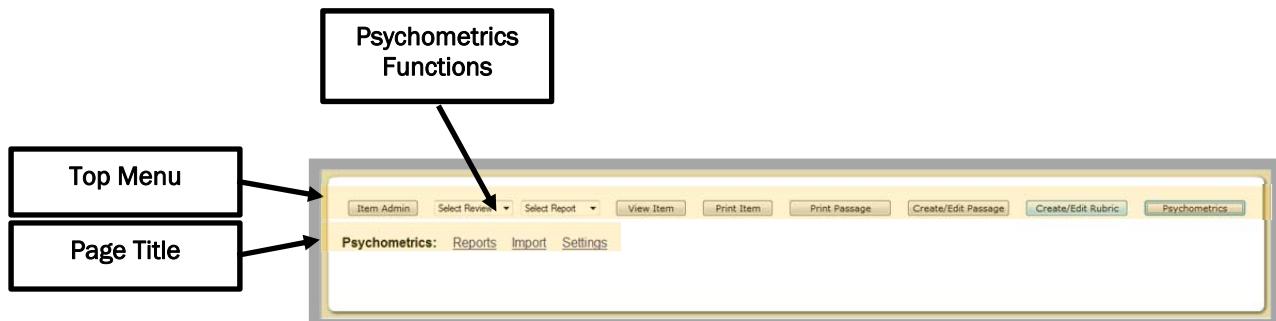
- Viewing custom psychometrics reports and downloading them to your file system.
- Uploading psychometrics data via a file available on your file system.



**Viewing Psychometrics reports requires administrator permissions or the psychometrician user role.**

- You can access the Psychometrics page by clicking the Psychometrics button on the Top Menu of the Main Menu.

Figure 88: Psychometrics Page



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

For a description of the Top Menu elements, see [Top Menu Elements](#) on page 38.

#### *Page Elements*

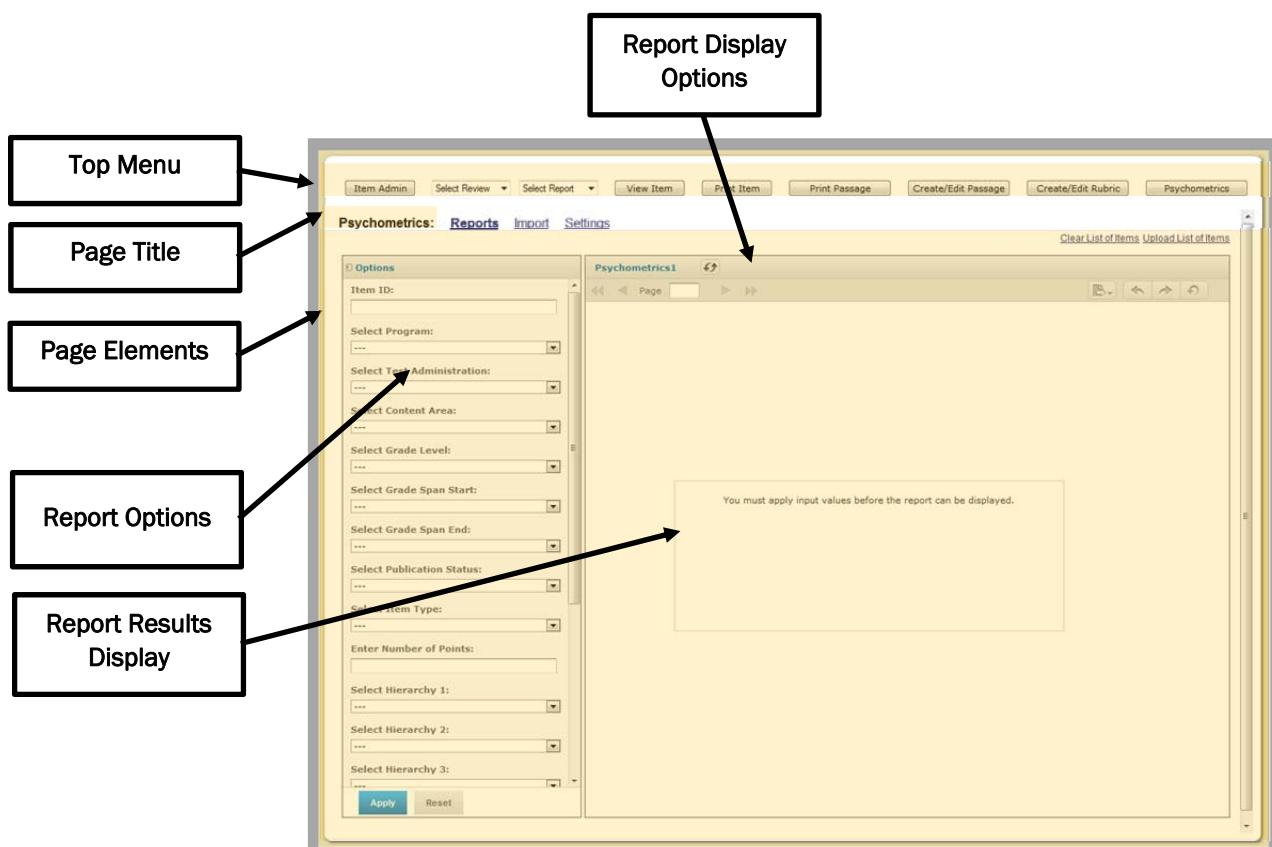
Element	Description
Reports link	<p>Displays options for creating custom, columnar reports against the psychometric data in the IAIP application and downloading the reports to your file system. You create a report against a single item, a list of item names contained in a file you upload, or a list of items that meet the filter criteria you specify.</p> <p>For more information, see <a href="#">Psychometrics Reports</a> on page 523.</p>
Import link	<p>Displays options for uploading psychometrics data from a CSV file on your file system.</p> <p>For more information, see <a href="#">Psychometrics – Imports Page</a> on page 158.</p>

### Psychometrics – Reports Page

The Psychometrics - Reports page enables you to define and generate custom psychometrics reports for the specified items in the IAIP application.

- Users with administrator permissions or the content specialist or psychometrician role can access the Custom Reports page by clicking the Psychometrics button on the Main Menu and clicking the Reports link. For more information, see [Psychometrics Reports](#) on page 523.
- Users with administrator permissions can access the Custom Reports page by selecting Custom Reports from the Manage Menu on the Item Admin page, and then selecting one of the listed reports to run. For more information, see [Generating Custom Item Reports from the Main Menu](#) on page 513.

Figure 89: Psychometrics - Reports Page



#### IMPORTANT

For more information on custom reports, see [Custom Reports Page](#) on page 172.

To specify options for the report:

- 1 Complete select item options and select standard options for specifying filters to apply to the items in the report.

- 3 Complete statistics options to specify statistical information to appear as columns in the report.
- 4 Click the Apply button.

For more information on using the JasperReports interface, see [JasperReports Interface](#) on page 162, which describes many of the common reporting options for custom and psychometrics reports.

### Select Statistics

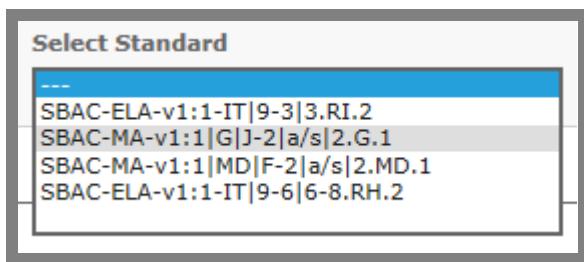
Enables you to select item statistics to include as columns in the report (e.g., IRT or Number Choosing).

### Select Item Data

Enables you to select item metadata to use as filters on the items to include in the report (e.g., Item ID, Program, Test Administration, Content Area, Grade Level, Grade Span, Publication Status, Item Format, and Points).

### Select Standard

Enables you to select a standard to use as a filter for items. Only items associated with the selected standard will be displayed in the report results.



### Psychometrics – Imports Page

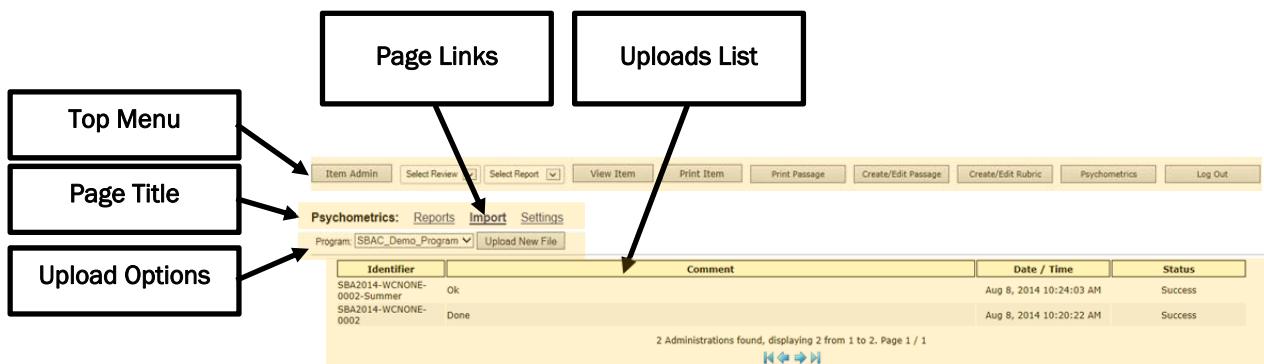
The Psychometrics – Imports page enables you to upload psychometrics data via a CSV (comma-separated value) file available on your file system. It also enables you to view information on previously uploaded psychometrics data.



Uploading Psychometrics data requires administrator permissions or the psychometrician user role.

- You can access the Psychometrics – Imports page by clicking the Imports link on the Psychometrics page.

Figure 90: Psychometrics – Imports Page

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements, see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Page Links	<p>Provides links to pages for managing psychometric data and reporting.</p> <ul style="list-style-type: none"> <li><b>Reports link.</b> Displays the Psychometrics – Reports page, enabling you to run custom psychometrics reports.</li> <li><b>Imports link.</b> Displays the Psychometrics – Imports page (this page).</li> </ul>
Upload Options	Provides these options for uploading a CSV file.

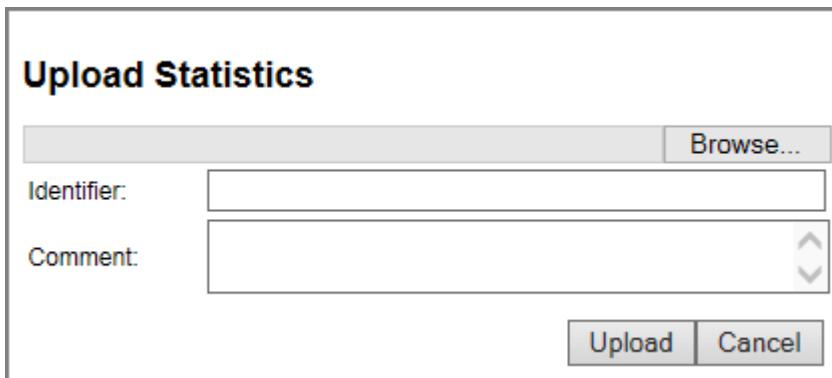
Element	Description
Program Option	<p>Specifies the IAIP program associated with the psychometric data being uploaded.</p> <p><b>Note:</b> The item IDs referenced in the file must belong to this program, or the psychometric data will not be uploaded.</p>
Upload New File Button	Enables you to select the CSV file containing psychometrics data from your system.
Uploads List	<p>Displays information on psychometrics data previously uploaded to the system, including:</p> <ul style="list-style-type: none"> <li>• <b>Identifier.</b> Provides an identifier to associate with the set of psychometrics data. Typically, psychometrics data is associated with a given administration from which the data was derived.</li> <li>• <b>Comment.</b> Additional information on the psychometrics data.</li> <li>• <b>Data / Time.</b> The date and time on which the CSV file was uploaded.</li> <li>• <b>Status.</b> The upload status of the psychometrics data.</li> </ul>
Reports link	<p>Displays options for creating custom, columnar reports against the psychometric data in the IAIP application and downloading the reports to your file system. You create a report against a single item, a list of item names contained in a file you upload, or a list of items that meet the filter criteria you specify.</p> <p>For more information, see <a href="#">Psychometrics Reports</a> on page 523.</p>
Import link	<p>Displays options for uploading psychometrics data from a CSV file on your file system.</p> <p>For more information, see <a href="#">Uploading Psychometric Data</a> on page 492.</p>

### Upload Statistics Page

The Upload Statistics page enables you to select a CSV file containing psychometrics data to upload, and to define attributes of the CSV file for identifying it in the application. Item data uploaded via this page is available in psychometrics reports and via the Publication History menu on the Create Item page.

- You can access the Upload Statistics dialog by clicking the Upload New File button on the Psychometrics – Imports page.

Figure 91: Upload Statistics Dialog

*Dialog Elements*

Element	Description
Browse button	Enables you to select a CSV file containing psychometrics data from your file system.
Identifier	Provides an identifier to associate with the set of psychometrics data. Identifier is associated with a given administration from which the data was derived.
Comment	Provides additional detail on the uploaded data.

To upload a file:

- 1 Click the Browse button and select the CSV available from your computer.
- 2 Enter a description for the psychometrics data set in the Identifier field.



Typically, information on the test administration is included in the Identifier field.

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**Note:** The contents of the 'Administration' field in the CSV file is used to uniquely identify this data set in the application. Uploading a CSV file with the same value in the Administration field will overwrite previously uploaded data.

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- 3 Optionally, enter further details describing the psychometrics data set in the Comment field.
- 4 Click the Upload button.

If the data set is matched with another data set in the system (i.e., they contain the same Administration information), then you are prompted whether to overwrite the data.

---

**Note:** The IAIP application generates a new statistical record on the Item Publication History tab for each unique administration event.

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Psychometrics data for items is available on the Publication History menu of the Create Item page. For more information, see [Publication History Menu – Items](#) on page 248.

### JasperReports Interface

The JasperReports interface is designed around a console that provides options for generating and scheduling reports.

- Users with administrator permissions or the content specialist or psychometrician role can access the JasperReports interface by clicking the Psychometrics button on the Main Menu and clicking the Reports link.
- Users with administrator permissions can access the JasperReports interface by selecting Custom Reports from the Manage Menu on the Item Admin page.

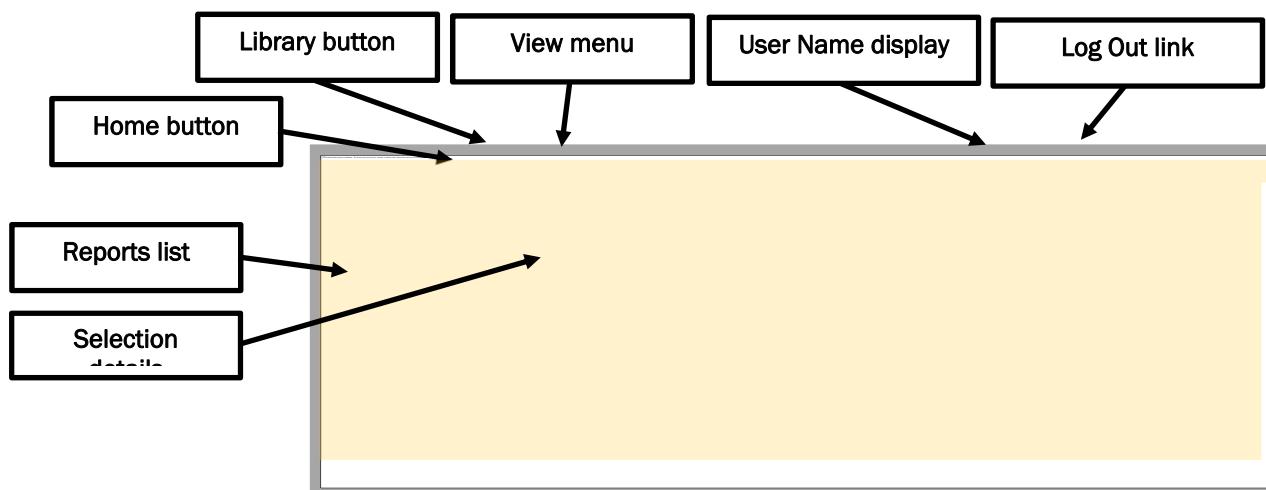
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**Note:** This section focuses on JasperReports features to support the IAIP application. For information on other JasperReports features, refer to <http://www.jaspersoft.com>.

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#### *JasperReports Console*

Figure 92: JasperReports Console



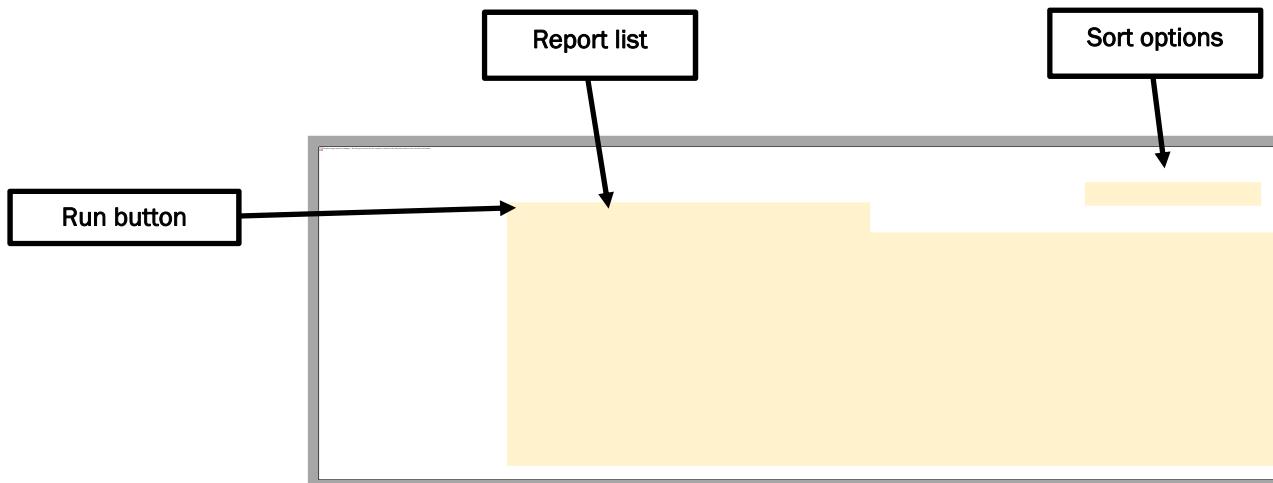
#### *Page Options*

Element	Description
Home button	Displays the Repository view of JasperReports for the IAIP application.
Library button	Displays a list of JasperReports for the IAIP application. From the list, you can run or schedule a JasperReport.

Element	Description
View menu	<p>Enables you to select different JasperReports pages to display, from these options:</p> <ul style="list-style-type: none"> <li>• <b>Search Results.</b> Displays a page for searching the results of JasperReports for the specified string.</li> <li>• <b>Repository.</b> Displays the Repository view of JasperReports for the IAIP application.</li> <li>• <b>Messages.</b> Displays information on JasperReports that failed to run.</li> </ul>
User Name display	Displays the IAIP user name of the user accessing the JasperReports console.
Log Out link	<p>Causes you to be logged out of the JasperReports console.</p> <hr/> <p><b>Note:</b> To gain access to the reporting features, you must log back in.</p>
Reports list	<p>Displays a list of existing JasperReports for the IAIP application.</p> <p>Selecting the 'SBAC07' subfolder displays the existing JasperReports in the Selection details panel.</p> <p>For more information, see <a href="#">Generating Psychometrics Reports</a> on page 524.</p> <hr/> <p><b>Note:</b> The other options 'Data Sources' and 'Input Data Types' are not configurable for this implementation of JasperReports for the IAIP application.</p>
Selection details	Displays details about the element selected in the Reports list.

### Reports List

Figure 93: Reports List Panel



### Page Options

Element	Description
Sort options	Provides options for specifying the sort order for the list of reports from these options: <ul style="list-style-type: none"><li>• Name</li><li>• Modified Date</li></ul>
Run button	Enables you to generate the selected report using current data in the IAIP application.
Report list	Displays information on existing JasperReports on for the IAIP application, including: <ul style="list-style-type: none"><li>•  (i.e., Schedule). Specifies that the report has been scheduled for automatic generation.</li><li>• Name. The identifier for the report.</li><li>• Description. Additional information on the report (if any).</li><li>• Type. Always displays ‘Report’.</li><li>• Created Date. The date on which the report was created.</li><li>• Modified Date. The date on which the report was last modified.</li></ul>

### Context Menu Options

Hovering over a report in the report list and clicking the left mouse button displays a menu containing command options.

Option	Description
Run	Causes the report to be generating, enabling you to specify filter and column options.
Run in Background...	Displays the Scheduler page, enabling you to specify output options for the report that is then run in the background and output with the specified options.
Schedule...	Enables you to specify options for generating a report at a future date/time, including generating the report on a specified schedule.
Copy	N/A
Properties...	Displays additional information about the JasperReport.

## Set Up the Job Page

The screenshot shows the 'Scheduler' section of the Jaspersoft Administrator interface. The main title is 'Set Up the Job'. A sub-instruction says 'Identify the job, set start time and, optionally, select a recurrence.' Under the 'Set Up' tab, there are sections for 'Parameters' and 'Output'. The 'Job for:' field contains '/Reports/sbac07/PassagesReport'. The 'Job Name:' field is required and empty. The 'Description:' field is also empty. Under 'Start Job:', the 'Immediately' radio button is selected. There is a date input field for scheduling the job. The 'Time Zone:' dropdown is set to 'America/Los\_Angeles - Pacific Standard Time'. The 'Recurrence:' dropdown has 'None' selected. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

### Page Elements

Element	Description
Job Name	Specifies a name for the job that will be used to identify it in a list of JasperReport jobs.
Description	Optional. Specifies additional information about the scheduled report job.

Element	Description
Start Job	<p>Specifies when the job is to begin execution, from these options:</p> <ul style="list-style-type: none"> <li>• <b>Immediately.</b> The job will run in background mode at the end of the wizard.</li> <li>• <b>On.</b> Specifies a date and time in the future when the job is to begin execution.</li> </ul> <p><b>Note:</b> Clicking the Calendar button (  ) button displays a control for specifying a date and time for executing the job, for example:</p> 
Time Zone	Specifies the time zone for the schedule. The default time zone is the time zone of the JasperReports server.
Recurrence	<p>Specifies the type of recurrence for the job from these options:</p> <ul style="list-style-type: none"> <li>• <b>None.</b> The report will be generated only a single time (i.e., on the date and time specified by Start Job).</li> <li>• <b>Simple.</b> Displays options for specifying the recurrence schedule for the job based on a number of hours, days, or months between report generations.</li> <li>• <b>Calendar.</b> Displays options for specifying the recurrence schedule for the job based on days of the week (i.e., Sunday through Saturday), months of the year (i.e., Jan through Dec), or specific dates within a month.</li> </ul>

### Simple Recurrence Options

These simple recurrence options are provided:

Option	Description
Repeat every	The interval between jobs, in minutes, hours, days, or weeks.
Indefinitely	Runs until you delete the job.
Times	Runs the specified number of times.
Until	Runs until a calendar date is reached. Click the Calendar button (  ) to select the date.

---

**Note:** If your server recognizes Daylight Savings Time (DST), jobs scheduled using simple recurrence may seem to occur one hour later (i.e., when DST ends) or one hour earlier (i.e., when DST begins). If you want jobs to recur at the same time of day and respect DST adjustments, use calendar recurrence.

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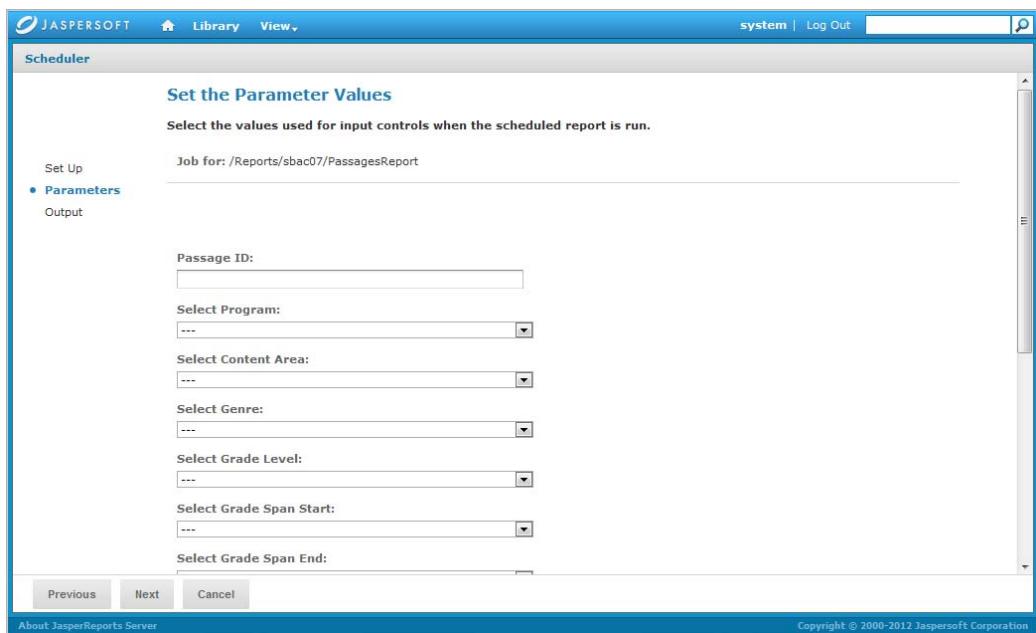
### Calendar Recurrence Options

These calendar recurrence options are provided:

Option	Description
Months	The months during which the report runs.
Days	<p>The days when the report runs:</p> <ul style="list-style-type: none"> <li>• Every Day</li> <li>• Week Days</li> <li>• Month Days – Enter dates or date ranges separated by commas, for example: 1, 15</li> </ul>
Times	<p>The time of day in minutes and hours when the job is to run. The hours use 24-hour format.</p> <p>You can also enter multiple minutes or hours, and ranges, separated by commas. For example, entering 0, 15, 30, 45 for the minutes, and 9-17 for the hours, runs the report every 15 minutes from 9:00 a.m. to 5:45 p.m.</p> <p><b>Note:</b> Enter an asterisk (*) in the Hours or Minutes field to run the job every hour or every minute.</p>
Recur Until	Calendar recurrence runs until a calendar date is reached. Click the Calendar button to select the date.

## Chapter 3: IAIP Application Interface

### Set the Parameter Values Page



### Page Elements

Element	Description
Report parameters options	<p>Specifies the filter criteria and fields for the report.</p> <ul style="list-style-type: none"><li>• <b>Text entry.</b> Specifies filter criteria for the listed field via a string of text that you enter.</li><li>• <b>Selection menu.</b> Specifies filter criteria for the listed field via a list of fixed values.</li></ul> <hr/> <p><b>Note:</b> Three dashes (i.e., ‘—’) specifies that all values for the selected field are included in the report (i.e., no filtering is done on the associated field).</p> <hr/> <ul style="list-style-type: none"><li>• <b>Selection list.</b> Specifies one or more fields for inclusion in the report output as report columns.</li></ul>

## Output Settings Page

Name	Description	Type	Created Da	Modified Da
Item History		Report	May 2	12/12/2012
Items	Items Report	Report	May 2	12/19/2012
Passage History	Passage History Report	Report	May 2	12/12/2012
Passages	Passages Report	Report	May 2	12/19/2012
Psychometrics1		Report	May 2	12/17/2012

### Page Elements

Element	Description
Output Identification	Specifies details about the format and location of the report output.
Base Output File Name	The name of the file as it appears in the report repository (i.e., without a file extension).  For information on how to ensure that a previous version of a report is not overwritten, see the description of Sequential File Names (below).
Output Location	Specifies the location of the report output. You must have write permission to the folder.  To ensure write access to the output location, use: /Reports/sbac07(Temp)  For information on this setting, refer to <a href="http://www.jaspersoft.com">http://www.jaspersoft.com</a> .
Browse button	Enables you to browse to the report output directory (i.e., /Reports/sbac07(Temp)).
Output Description	Specifies additional information about the scheduled report.
Sequential File Names	Enables you to protect previous generations of a report by appending a date/timestamp to the file name of generated reports.

Element	Description
Timestamp Pattern	<p>An optional pattern for the timestamp, based on the <code>java.text.SimpleDateFormat</code>. Valid patterns for report output files can contain only letters, numbers, dashes, underscores, and periods. The default pattern is <code>yyyyMMddHHmm</code>, for example <code>201306150601</code>.</p> <p>If a date/timestamp is used, the file name is output in the format: <code>&lt;basename&gt;_&lt;timestamp&gt;.&lt;extension&gt;</code>.</p> <p><b>Note:</b> The effectiveness of this feature at preserving previous report outputs is limited by the Timestamp Pattern you specify. In other words, if you specify a pattern with precision to a month for a report to be generated every day, only the latest report will be available for a given month.</p> <p>For more information about the valid patterns for this field, refer to:  <a href="http://download.oracle.com/javase/6/docs/api/java/text/SimpleDateFormat.html">http://download.oracle.com/javase/6/docs/api/java/text/SimpleDateFormat.html</a></p>
Overwrite Files	<p>Specifies whether previous versions of report files are overwritten by newer ones of the same name.</p> <p>Enabling this option is useful when you do not have sequential filenames or you specify a timestamp pattern that may lead to identical filenames.</p>
Output Format	<p>Specifies the file format of the report output in the repository. You can select more than one output format.</p> <p><b>Note:</b> If you select more than one, each format is stored as a separate file in the repository and attached as a separate file to the email notification (if specified).</p>
Time Zone	<p>Specifies the time zone for generating the scheduled report.</p> <p><b>Note:</b> The default time zone is the time zone of the server (i.e., not the machine on which your web browser is running).</p>
Output Locale	Specifies locale settings for generating the report (if enabled).
Email Notification	<p>Enables you to specify email recipients who will receive notification when the report is generated. You can also attach the report output to the email using the Attach Files option.</p> <p>The JasperReports documentation provides information on configuring email notifications. For information on this setting, refer to <a href="http://www.jaspersoft.com">http://www.jaspersoft.com</a>.</p>
To	One or more email addresses, separated by commas, for sending email notifications of scheduled reports that have been generated.
Subject	Subject line included in the notification email.

Element	Description
Message	Content of the body of the notification email, often used to provide further information on the scheduled report.
Attach Files	Enables you to send attach the report output to the email notification.  <b>Note:</b> Attaching the report enables email recipients to view potentially sensitive data without being authenticated by the IAIP. Use caution when emailing sensitive data.
Skip Empty Reports	Enables the system to skip attaching report outputs that are empty (i.e., when report generation fails).

### Scheduled Jobs Page

The Scheduled Jobs page enables users to view JasperReports that are scheduled to run. Typical users only see the jobs that they have defined themselves; administrators see the jobs defined by all users.

Job ID	Job Name	Owner	State	Last Ran	Next Run
4	Passage Report	system	Normal	2013-05-31 00:00	Edit   Remove 00

### Page Elements

Element	Description
Back button	Returns to the previous page view.
Schedule Job button	Displays the schedule job wizard, enabling you to specify options for a new scheduled report.
Run Now button	Displays the generate job wizard, enabling you to specify options for a job to be generated immediately.  <b>Note:</b> Jobs run in this way run in background mode.
Refresh List button	Queries the server and returns a current list of scheduled reports.

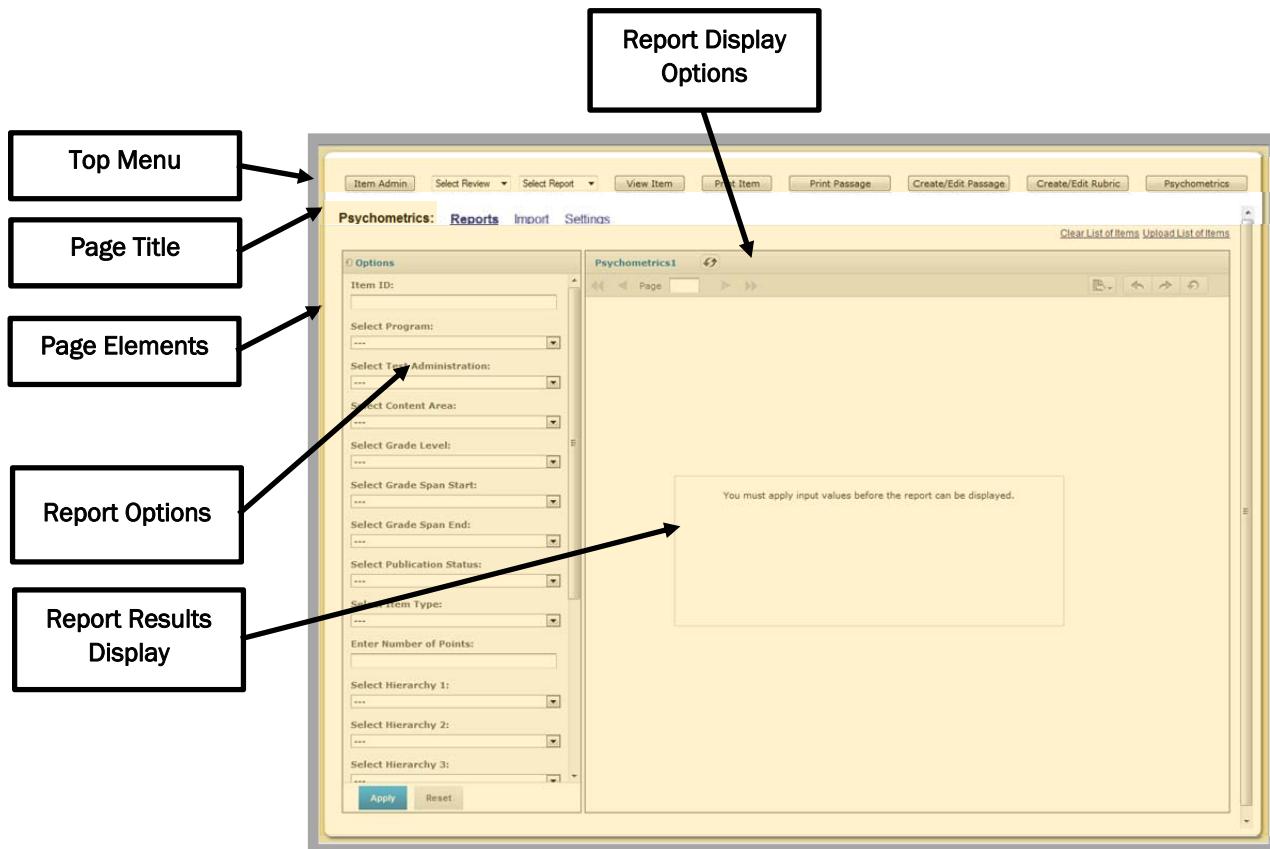
Element	Description
Scheduled jobs list	Provides information on JasperReports that are scheduled to be run automatically.
Job ID	The unique ID for the scheduled job provided by JasperReports.
Job Name	Name given to the report.
Owner	IAIP user name of the person who scheduled the report.
State	<p>Current state of the report from of these options:</p> <ul style="list-style-type: none"> <li>• <b>Normal.</b> The job is scheduled.</li> <li>• <b>Running.</b> The server is generating the report output.</li> <li>• <b>Complete.</b> The server has finished running the job and placed output in the repository.</li> <li>• <b>Error.</b> The scheduler encountered an error while scheduling or triggering the job.</li> </ul> <hr/> <p><b>Note:</b> Reports with the Error state do not include cases where the job is successfully triggered, but an error occurs while it runs.</p>
Last Ran	Displays the timestamp of the date/time that the report was last generated.
Next Run	Displays the timestamp of the date/time that the report is to run in the future.
Edit link	Enables you to change the schedule for the associated job.
Remove link	Enables you to cancel (i.e., delete) the associated job.

### Custom Reports Page

The Custom Reports page enables you to define and generate custom psychometrics reports for the specified items in the IAIP application.

- Users with administrator permissions or the content specialist or psychometrician role can access the Custom Reports page by clicking the Psychometrics button on the Main Menu and clicking the Reports link.
- Users with administrator permissions can access the Custom Reports page by selecting Custom Reports from the Manage Menu on the Item Admin page, and then selecting one of the listed reports to run.

Figure 94: Custom Reports Page



#### *Top Menu Elements*

For a description of the Top Menu elements, see [Top Menu Elements](#) on page 38.

#### *Page Elements*

Element	Description
Report Options	<p>Specifies the items that display in the report (as rows) as well as the columns in the report. The IAIP application supports these options for specifying the content of the report:</p> <ul style="list-style-type: none"> <li>• <b>Filter criteria.</b> Determines which items display in the report via item metadata or specifying a single item name.</li> <li>• <b>Item statistics.</b> One or more columns that display selected psychometrics data for the items.</li> <li>• <b>Item data.</b> One or more columns that display additional metadata for the items.</li> </ul> <p>For more information, see <a href="#">Report Options</a> on page 148.</p>

Element	Description
Report Results Display	<p>Displays the psychometrics report including the items (i.e., rows) and statistics and item data (i.e., columns) specified.</p> <p>The IAIP application provides two methods for updating the report output:</p> <ul style="list-style-type: none"> <li>• <b>Refreshing the report with the latest data.</b> For this update, the rows might change to reflect the current state of the items in the IAIP application. The report columns will not change.</li> <li>• <b>Modifying the filter criteria or displayed columns.</b> For this update, the columns and rows might change, depending on the options you modify.</li> </ul> <p><b>Note:</b> If there are no items that match the filter criteria, a 'no results' message is displayed, for example:</p> 
Report Display Options	<p>Provides options for navigating the report in the browser, refreshing the data from the IAIP application, and managing changes made to the report columns.</p> <p>For more information, see <a href="#">Report Display Options</a> on page 150.</p>
Clear List of Items link	After a list of items to include in the report has been uploaded, this option removes the items from the report output, enabling you to specify different items for the report.
Upload List of Items link	Enables you to specify the list of items to include in the report output via a file uploaded from your file system.

### Report Options

The Report Options provide filter criteria for specifying the items to include in the report as well as the statistics and item data columns to include in the report output.

There are three methods for specifying the items that display in the report:

- **Single Item Selection.** Displays psychometric data for a single item only.

#### IMPORTANT

Because SQL pattern matching is used, matching on data containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

- **Multi-field Filter Criteria.** Uses a number of item data fields to define which items display in the report (e.g., items from a specific program or content area).

- **List of Items Specified in a File.** Includes the items listed in a file uploaded from your file system in the report output.

---

**Note:** Only one of these options can be used for a single psychometrics report.

---

### ***Specifying Qualifying Content to Include in the Report***

You can specify filter criteria to match when displaying the list of content in the report.

To specify filter criteria:

- 1 Select the desired option from each of the filter criteria.
- 2 Click the Apply button.

The report output is updated to reflect the specified filter criteria and other reporting options.



To ensure that your filter criteria does not return no matching records, after applying each filter criteria, click the Apply button and review the report output.

#### *Filter Criteria*

##### *Single Item Selection*

You can specify a single item name to include in the report via the item ID field.

---

**Note:** The string entered must exactly match an item ID in the IAIP application (i.e., without regard for letter case).

---

Figure 95: Example Single Item Psychometrics Report

<b>Psychometrics Report</b>										
Item ID	Administration	Program	Content Area	Item Type	Points	Pub Status	Grade Level	Grade Span	Ext Val 1	
SBA 2012-System1-6	ADM_12.10	SBAC_Demo....		SR, excl...	1	FT	K	? - ?	0.82...	

#### *Multi-field Filter Criteria*

You can specify filters on a number of criteria that determine the items (i.e., rows) to include in the report. Because each filter creates another 'AND' condition, it can further limit the number of records that display in the report. That is, the items that display in the report results display match all of the specified filter criteria.

---

**Note:** If there are no items that match the filter criteria, a 'no results' message is displayed, for example:

---

Item ID	Administration	Grade Level	Ext Val 2
No results found			

You can filter the items displayed in the report using these criteria:

For information on item metadata, see [SQL Pattern Match](#) on page 148.

---

**Note:** You can specify only a single value for each of these filter criteria.

---

- Program
- Test Administration
- Administration ID
- Content Area
- Grade Level
- Grade Span Start
- Grade Span End
- Publication Status
- Item Format
- Number of Points
- Standards Hierarchy

### *List of Items uploaded from Your System*

You can specify a file on your file system that contains the unique identifier of items to include in your report output.

These rules apply to the specification of items in the file:

- The file must be a text file with a .TXT or .CSV extension.
- The item names can be specified as a comma-separated list or one-per-line.
- The case of the item IDs in the file does *not* need to match the case of the item IDs in the IAIP application.

To specify report items via a file:

- 1 Click the Upload List of items link.

The Upload List of Items dialog is displayed:

**Upload List of Items**

The uploaded file must be a text file (\*.txt or \*.csv)  
 The only required field is Item ID; Item IDs can be listed in one row separated by commas, or be in a list format  
 Example:

- Item ID, Item ID, Item ID
- Item ID  
 Item ID  
 Item ID

[Browse...](#)

[Upload](#) [Cancel](#)

- 2 Click the Browse button.  
 A file open dialog is displayed.
- 5 Locate and select the file containing the list of items.  
 The list of items is uploaded to the IAIP application.
- 6 Click the Apply button to generate the report with the list of items.

**Note:** Upon successfully loading the item names to the IAIP application, a status message is displayed, for example:

**Psychometrics:** [Reports](#) [Import](#) [Settings](#)

Loaded 2 item(s) from: Psychometrics Item List.txt

If the file contained any invalid item names, the status message will indicate this condition, for example:

**Psychometrics:** [Reports](#) [Import](#) [Settings](#)

Loaded 0 item(s) from: Item Alternates.txt Invalid item(s): 2

#### ***Specifying Data Columns to Include in the Report***

The specified data fields display as columns in the report output.

To specify data columns:

- 1 Select the desired data fields via the Select option.

**Note:** The select options vary depending on the type of report being generated.

You can select more than one data field by pressing and holding the Ctrl (Control) button and then clicking a data field in the list.

- 2 Click the Apply button to generate a report using these settings.

### *Item Statistics*

Provide statistical data for the selected items in the IAIP application. The order in which these statistics are listed is the order in which they will appear in the report output.

The statistical elements you select displays as columns in the report. They are not used to filter the list of items.

To select a single statistic:

- Click the desired statistic in the list.

To select more than one statistic:

- If the statistics are listed consecutively in the list, select first statistic to include, press and hold the Shift key, and select the last statistic, release the Shift key.
- If the statistics are not listed consecutively in the list, press and hold the Ctrl (Control) key; select each of the desired statistics; and release the Ctrl key.

To deselect a statistic:

- Press and hold the Ctrl (Control) key, select each statistic that you wish to deselect, release the Ctrl key.

### *Item Data*

The item data you select displays as columns in the report.

---

**Note:** The item data fields are not used to filter the list of items.

---

The item data you select displays as columns in the report. It is not used to filter the list of items. To filter on the item data, use the selection menus displayed above.

You can use the Select Item Data list to specify the item data columns to display in the report from these options. These item metadata fields are available:

- Program
- Content Area
- Item Format
- Points
- Publication Status
- Grade Level
- Grade Span

For information on these metadata fields, see [Item Metadata](#) on page 647.

To select a single statistic:

- Click the desired statistic in the list.

To select more than one statistic:

- If the statistics are listed consecutively in the list, select first statistic to include, press and hold the Shift key, and select the last statistic, release the Shift key.
- If the statistics are not listed consecutively in the list, press and hold the Ctrl (Control) key, select each of the desired statistics, release the Ctrl key.

To deselect a statistic:

- Press and hold the Ctrl (Control) key, select each statistic that you wish to deselect, release the Ctrl key.

### ***Downloading a Report to a File***

You can download a custom report to your computer in these file formats:

- Adobe Portable Document Format (.pdf)
- Microsoft Excel (.xls)
- Comma-separated Value (.csv)
- Microsoft Rich Text Format (.rtf)

To download a report to a file:

Downloading a report causes the report displayed in the report results display to be downloaded to your computer.

---

**Note:** Download a report to a file does not refresh the report output (i.e., capturing any recent changes to the data, filter criteria, or report columns).

---

- Select the desired file output format via the download option ( ) on the report output toolbar.  
Depending on your browser settings, you might be prompted to open or save the file.
  - Saving the file allows you to specify a folder on your file system to store the file.
  - Opening the file allows you to view the file contents without saving it on your system.

### ***Report Results Display***

Displays the output of the report specified by the filter criteria and statistics and Item data you select.

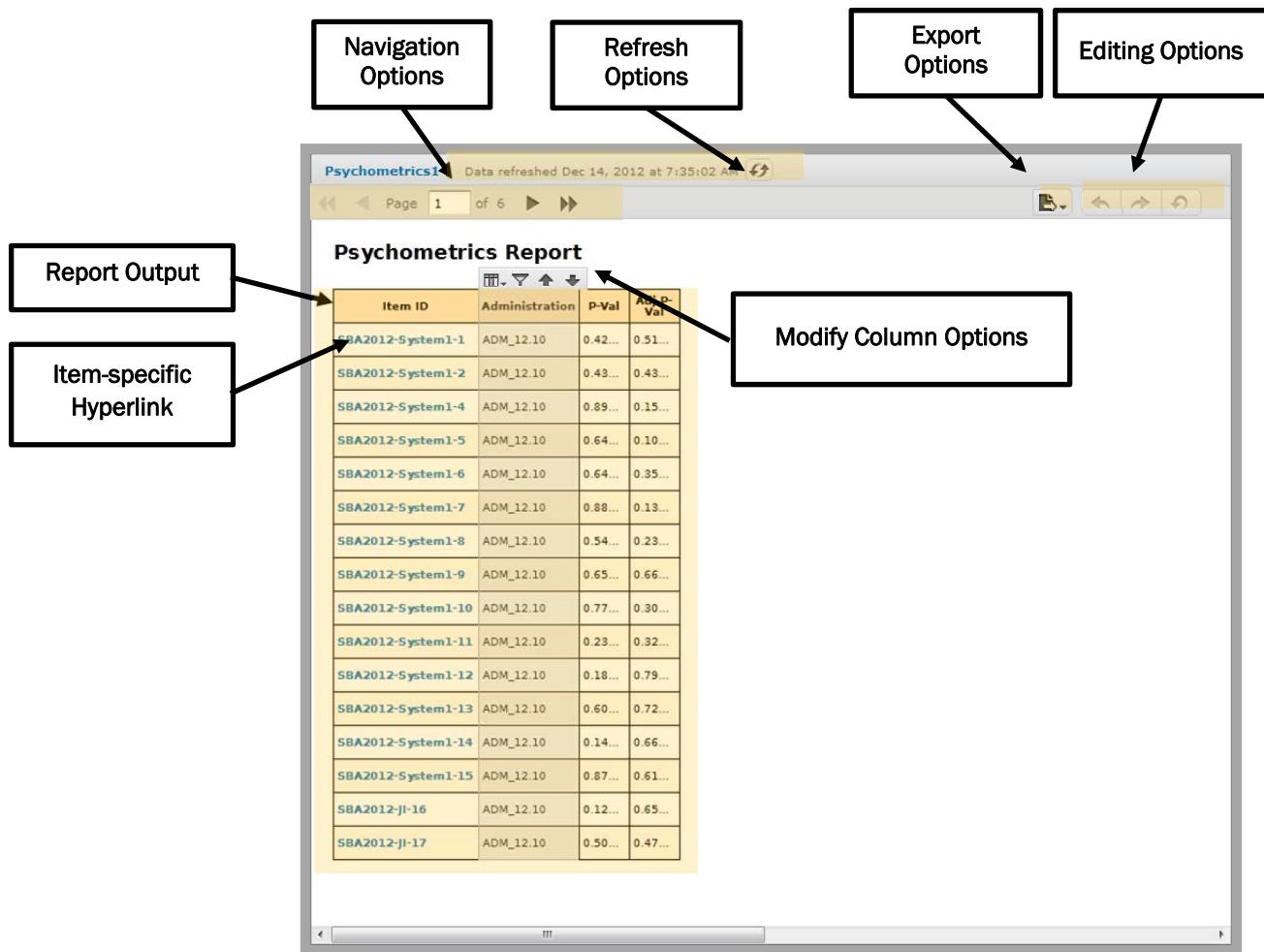
The report results display also displays the date and time at which the report was last generated (i.e., whether by the Apply button or the Refresh button), for example:

Data refreshed Dec 11, 2012 at 1:39:55 PM 

To refresh the report:

- Click the Refresh button ( ).

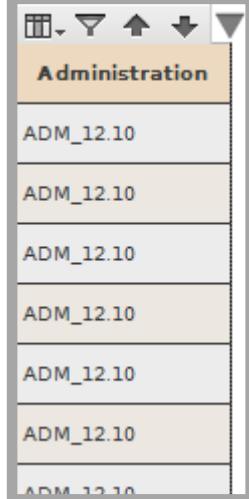
The data in the report is updated from the IAIP database.



### Page Elements

Element	Description
Navigation Options	<p>The IAIP application provides navigation options for moving through the pages of a multiple-page report output.</p> <p>Figure 96: Navigation Options</p>
First button (◀)	Jumps to the first page of the report output.
Previous button (◀)	Jumps to the previous page of the report output.
Current Page display (e.g., Page 3 of 6)	Displays the page number of the current page and the total number of pages in the report.
Next button (▶)	Jumps to the next page of the report output.

Element	Description
Last button (▶)	Jumps to the last page of the report output.
Refresh Options	Enables you to refresh the report data with current data from the IAIP application. You can also view the date and time when a refresh was last performed.
Data Refresh display	Displays the data and time of the last data refresh, for example: 
Refresh button (⟳)	Causes the report data to be updated with current data stored in the IAIP application.
Export Options	Enable you to export the current report to your computer in one of these formats: <ul style="list-style-type: none"> <li>• <b>PDF.</b> Adobe portable document format.</li> <li>• <b>Excel (Paginated).</b> Microsoft Excel paginated format.</li> <li>• <b>Excel.</b> Microsoft Excel format.</li> <li>• <b>CSV.</b> Comma-separated value format.</li> <li>• <b>RTF.</b> Microsoft rich text format.</li> </ul>
Formatting Options	Provides options for managing changes to the report columns specified by the modify column options.  Figure 97: Formatting Options
Redo button (⟳)	Reapplies a modification that has been reverted with the Undo button.
Undo button (⟲)	Reverts the most recent change to the report columns (i.e., applied with the modify column options).
Undo all button (⟲)	Removes all formatting changes made via the modify column options.
Report Output	Displays the data matching the filter criteria you entered and the columns you specified.
Item-specific hyperlink	For supported item types only, displays information on the item in a separate tab (or window). <p><b>Note:</b> This option can be helpful when the item ID does not provide sufficient information to identify it.</p>

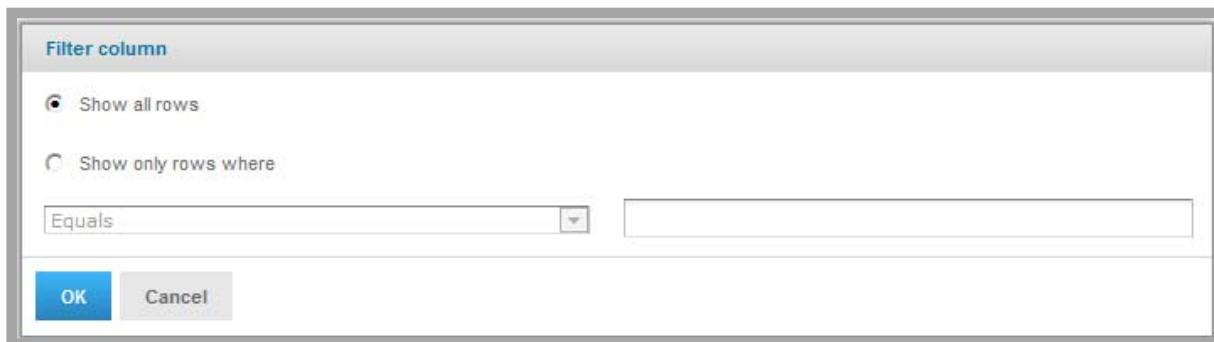
Element	Description
Modify Column Options	<p>Selecting a column in the report output displays options for modifying the display of the column, for example:</p> 
	<ul style="list-style-type: none"> <li>• <b>Column options</b> (gear icon). Enables you to specify display options for the selected column.             <ul style="list-style-type: none"> <li>- <b>Formatting menu.</b> Displays the format column dialog that provides options for modifying the display properties of the column header and column data. For more information, see <a href="#">Format Column   Headings Dialog</a> on page 154.</li> <li>- <b>Hide column.</b> Displays the report output without the selected column.</li> <li>- <b>Show columns.</b> Enables you to select previously hidden columns to display in the report output.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Column filters</b> (filter icon). Displays the Filter column dialog that you can use to hide entire rows of report data that do not match the filter criteria you specify.</li> <li>• <b>Sort ascending</b> (up arrow icon). Causes the report data to be sorted by the contents of the selected column, in ascending order.</li> <li>• <b>Sort descending</b> (down arrow icon). Causes the report data to be sorted by the contents of the selected column, in descending order.</li> <li>• <b>Column width</b> (width icon). Enables you to resize the selected column.</li> </ul>

#### *Filter Column Dialog*

The Filter column dialog enables you to hide entire rows of report data that do not match the filter criteria you specify.

- You can access the Filter Column dialog by clicking the Column filters (filter icon) button from the Modify column options on the psychometrics report output.

Figure 98: Filter Column Dialog



#### Dialog Elements

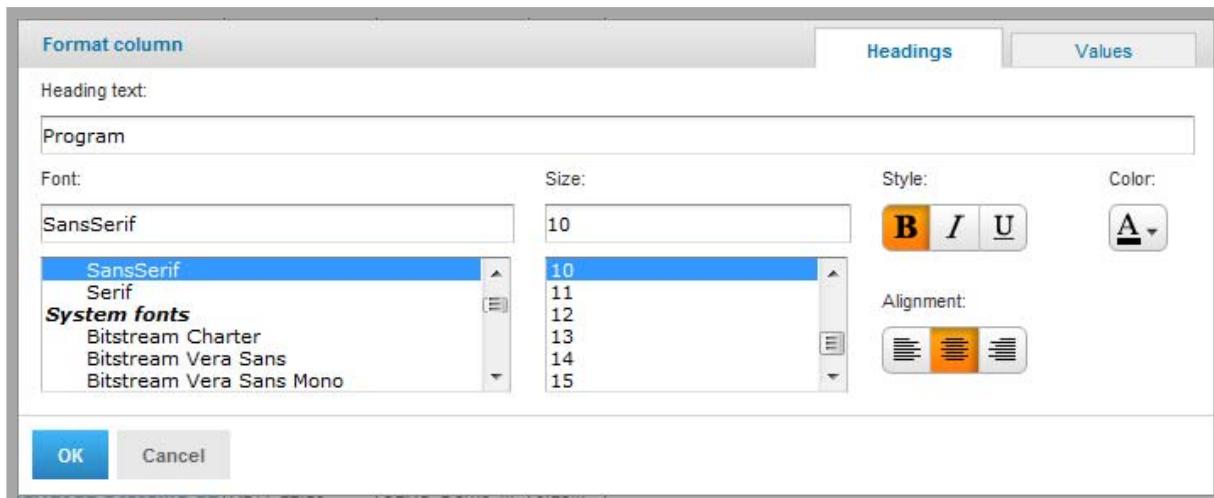
Element	Description
Show all rows	Specifies that no filtering is performed on the selected column.
Show only rows where	Specifies that the report results are filtered by the selections on this dialog.

#### Format Column | Headings Dialog

The Format Column | Headings dialog enables you to modify the display properties of the heading for the selected column.

- You can access the Format Column | Headings dialog by selecting Formatting menu on the Column options selection and then selecting the Headings menu.

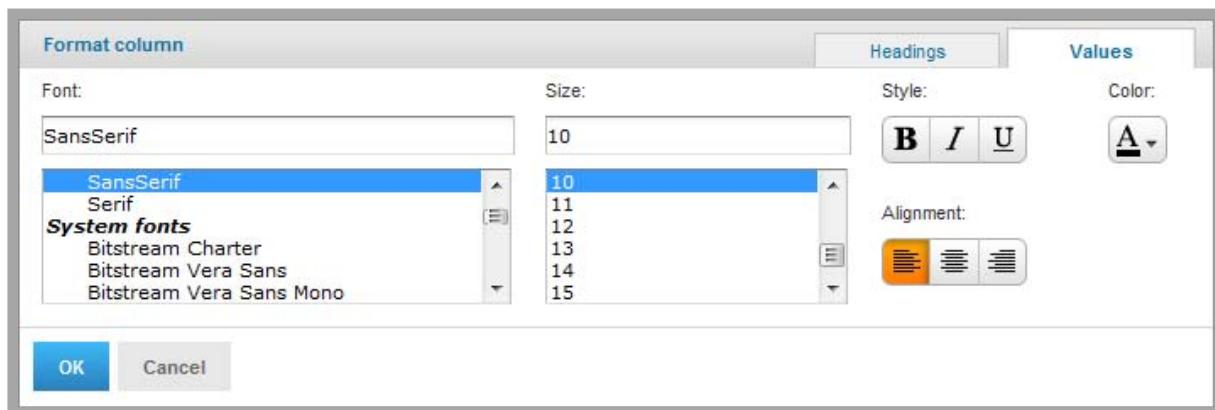
Figure 99: Format Column | Headings dialog



#### Formatting Column | Values Page

The Format Column | Values dialog enables you to modify the display properties of the data in the selected column.

- You can access the Format Column | Values dialog by selecting Formatting menu on the Column options selection and then selecting the Values menu.



### Workflow Interface

To support content development workflows, the IAIP application provides a customized user interface for each user based in the assigned user role and administrative permissions. This enables users logging into the IAIP application to quickly locate and open item or passage content that is in their work queue. The IAIP application provides different options for each user role, to aid users in quickly locate and complete work assigned to them. Only work that is assigned to the user (i.e., or user's queue) is available in the workflow interface. In this way, the application focuses the user's attention on appropriate work in the workflow.

**Note:** Although passages and items are created together with the Passage/Item Set Generator, the passage and associated items can proceed separately in the content development workflow. See the appropriate section (below) for information on locating the passage and items in the workflow.

To review items assigned to a work queue:

- 1 Select 'Item' as the content type on the Select Review menu.

The Select Item page is displayed. For more information, see [Select Item Page](#) on page 264.

- 2 Specify the program in which to perform reviews via the Program option.

- 3 Specify the type of review to perform via the Review option.

- 4 If desired, further filter the items list using the available filter criteria.

**Note:** If the user is assigned to a workgroup, only content associated with the selected workgroup is displayed.

- 5 Once you locate the item to review, click the Select button associated with the item to review.

Details about the item display on the Create Item page.

- For more information on this page, see [Create Item Page](#) on page 185.
- For information on reviewing the item and updating its status in the workflow, see [Item Review Page](#) on page 270.

To review passages assigned to a user's queue:

- 1 Select 'Passage' as the content type on the Select Review menu.

The Review Passages page is displayed. For more information, see [Select Passage Page](#) on page 285.

- 2 Specify the program in which to perform reviews via the Program option.
- 3 Specify the type of review to perform via the Review option.
- 4 Click the Start Review button.

The Select Passage Filter page is displayed. For more information, see [Select Passage Filter Page](#) on page 286.

- 5 Optional, further filter the items list using the available filter criteria (i.e., Content Area, Grade Level, and passage writer).
- 6 Click the Show Available Passages button.

A list of passages with the specified review type is displayed.

---

**Note:** If no passages are available to the user for review, this message is displayed:

No Passages Found matching your search criteria

---

- 7 Optional, to ensure that all passages available for review are displayed for the given review type, clear the filter criteria and click Show Available Passages button.

---

**Note:** If no passages are available for review, verify that you selected the appropriate review type.

---

- 8 Once you locate the item to review, click the Select button associated with the passage to review.

Details about the passage display on the Create Passage page.

- For more information on this page, see [Create Passage Page](#) on page 189.
- For information on reviewing the passage and updating its status in the workflow, see Passage Review Page on page 290.

### Create Item Page

The Create Item page enables you to create, review, and edit the content and metadata of an item in the IAIP application. It also enables you to administer other content associated with the item, including: passages, rubrics, metafiles, item alternates, and item enemies.

Depending on your user permissions, you can access the Create Item page via these methods:

- For users with administrator permissions only, selecting the Edit option corresponding to the item from the Item Management page.

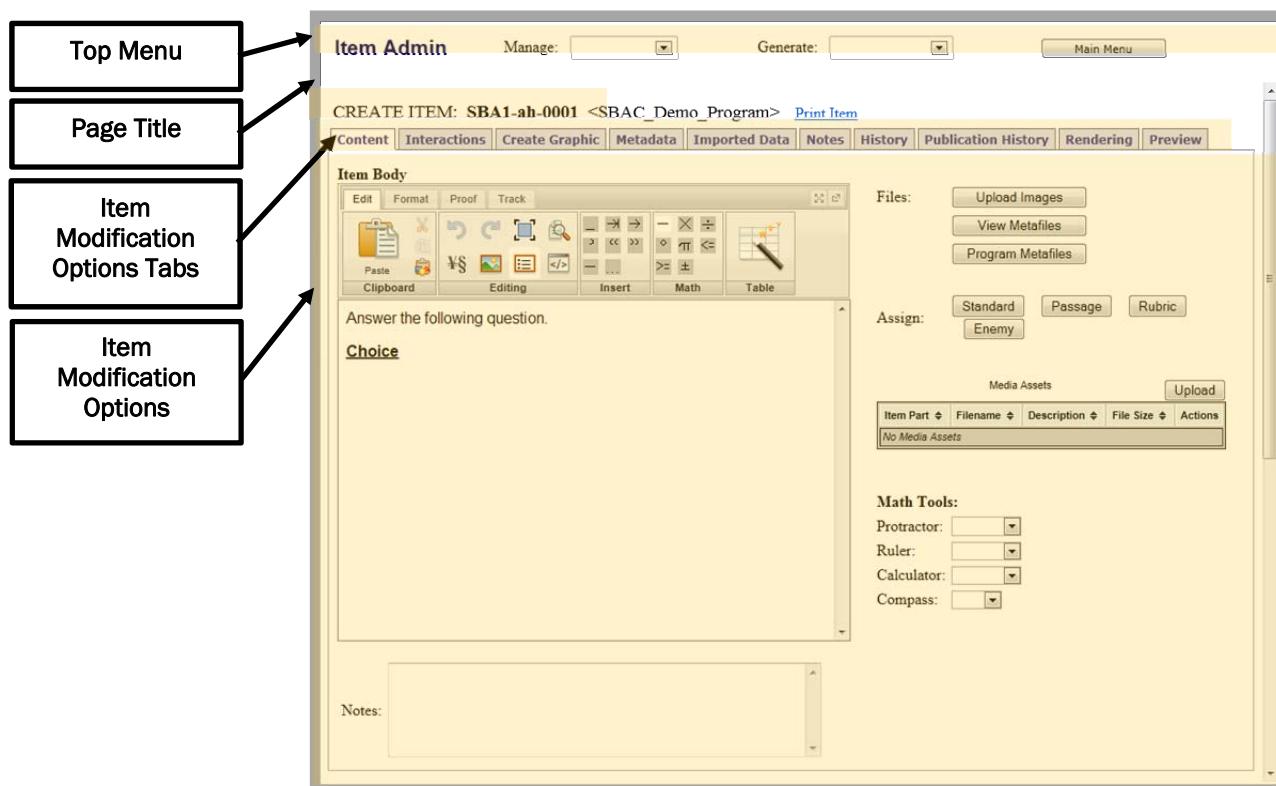
or
- For users with role permissions only, clicking the Edit Item button on the Item Review page.

### IMPORTANT

The IAIP application provides limited editing capabilities for imported items, therefore, the menus and some options differ.

Figure 100: Create Item Page Overview

**Note:** Because this page has a larger scale than most other pages in the IAIP application, for the purposes of this user guide, it will be broken out into separate sections for discussion.



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

#### *Top Menu Elements*

Displays at the top of the Create Item page when it is accessed via the administrator pages. For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### Item Review Menu Elements

The Item Review menu displays at the top of the Create Item page when it is accessed from the Review Item page.

Figure 101: Example Item Review Menu



For information on the options available on this menu, see [Item Review Menu Elements](#) on page 271.

### Page Elements

Element	Description
Page Title elements	Displays the name of the page (i.e., ‘Create Item’) as well as this information about the item open for editing:
Item Name	Displays the name used to identify the item in the IAIP application.
Program Name	Displays the name of the program in which the item resides.
Print Item link	Enables you to load the Item Print Viewer for the current item.
Save button	Saves the current state of the item.  <b>Note:</b> This button is displayed only for items with an unsupported item format (i.e., where full editing capabilities are not available).
Item Modification options menus	Provides access to function-related options for defining and modifying an item in the IAIP application. For more information, see the appropriate section:
Content Menu	Provides options for creating and editing item content, including: <ul style="list-style-type: none"> <li>• <b>Text and formulas.</b> Textual and graphical elements that define the test item (e.g., mathematical symbols and item stems and answers).</li> <li>• <b>Images and Media.</b> Audio, graphics, and video to support the item delivered to students as well as ancillary files associated with item creation and management (e.g., photos or diagrams, animations, movies, or sound clips).</li> <li>• <b>Metafiles.</b> Artifacts and documents that support the development of the item.</li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li><b>Content Standard.</b> Content alignment hierarchies used to define the items (e.g., a specific node in CCCS).</li> <li><b>Passages.</b> Longer textual and graphical elements used to anchor the test item (e.g., a short prose work, planar geometry diagram, or poem).</li> <li><b>Rubric.</b> Information provided to guide the implementation of performance standards for the selected item (e.g., a scoring rubric).</li> <li><b>Item Enemies.</b> Items that are prevented from being used in the same test form as the selected item. One or the other item can be used on a test form, but not both (e.g., to prevent use of an item on a test form that provides a clue to another test item).</li> </ul> <p>For more information, see <a href="#">Content Menu - Items</a> on page 206.</p>
Interactions Menu	<p>Provides options for defining one or more interaction for the item. Interactions enable students to select or construct a response for a test item. For more information, see <a href="#">Assign Item Enemy Page</a> on page 320.</p>
Create Graphic Menu	<p>Provides options for imbedding complex logical and mathematical formulas and expressions in an item. For more information, see <a href="#">Create Graphic Menu - Items</a> on page 233.</p>
Metadata Menu	<p>Enables you to specify the metadata attributes associated with an item (e.g., description, difficulty, assigned writer, and development state). For more information, see <a href="#">Metadata Menu - Items</a> on page 237.</p>
Imported Data Menu	<p>Enables you to view data attributes for the item that were imported via mass item import. This data is provided from an external source as view-only data in the IAIP application. For more information, see <a href="#">Imported Data Menu - Items</a> on page 240.</p>
Notes Menu	<p>Enables you to record comments about the item, its contents, etc. that is attached to the item in the IAIP application. It also displays any existing notes associated with the item.</p> <p><b>Note:</b> To view notes that you created previously or that other users created, click the Notes tab.</p> <p>For more information, see <a href="#">Notes Menu – Items and Passages</a> on page 244.</p>
History Menu	<p>Displays information on the modification history of the item (e.g., the user who made the update, the date and time of the update, and the state of the item in the workflow). For more information, see <a href="#">History Menu – Items and Passages</a> on page 245.</p>
Publication History Menu	<p>Displays information on the performance of the item on assessments (i.e., psychometrics data). For more information, see <a href="#">Publication History Menu – Items</a> on page 248.</p>

Element	Description
Rendering Menu	Provides tools for creating and editing item Alternates for the current item. Item alternates provide the test item in other formats for supporting student accommodations and translations. For more information, see Rendering Menu - Items on page 249.
Preview Menu	<p>Displays the content of the Item Body, list of answers, the correct answer, and information on associated media assets and graphics as well as Item attributes (e.g., metadata).</p> <hr/> <p><b>Note:</b> The Preview menu is also used to save the item to the IAIP application.</p> <hr/> <p>For more information, see <a href="#">Preview Menu – Items, Passages, and Rubrics</a> on page 257.</p>

### Create Passage Page

The Create Passage page enables you to create a new or modify an existing passage.

- You can access the Create Passage page by selecting Passages from the Manage menu on the Top Menu of the Item Admin page.

---

**Note:** Upon clicking the Create/Edit Passage button, you are prompted to enter the name of the passage to create or edit prior to the Create Passage Page being displayed.

---

#### IMPORTANT

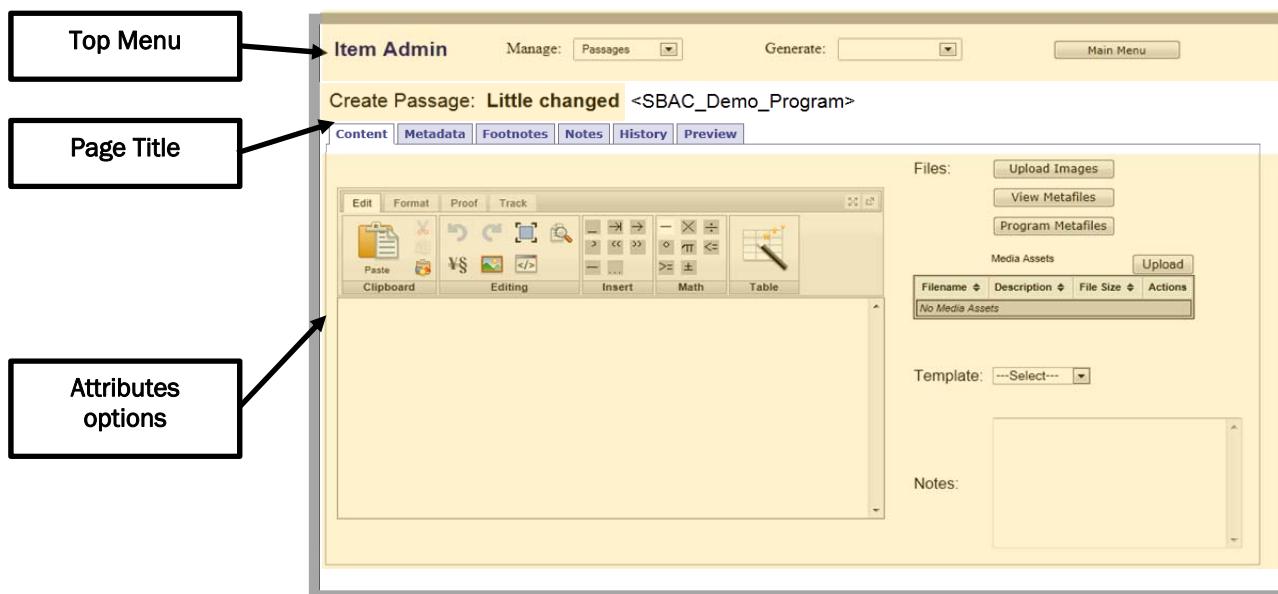
The IAIP application provides limited editing capabilities for SBAIF passages. Therefore, the menus and some options differ for SBAIF passages.

Figure 102: Specify Passage Name

The screenshot shows the 'Create Passage' page. At the top, there's a navigation bar with buttons for Item Admin, Select Review, Select Report, View Item, Print Item, Print Passage, Create/Edit Passage (which is highlighted in blue), Create/Edit Rubric, Psychometrics, and Log Out. Below the navigation bar, the title 'Create Passage: <SBAC\_Demo\_Program>' is displayed. The main area has tabs for Content, Metadata, Footnotes, Notes, History, and Preview. Under the Content tab, there's a section for 'Media Assets' with a file upload area and a preview thumbnail of a circular graphic. To the right of this, a modal dialog box is open, prompting the user to 'Enter a Passage name to Create or Edit'. It includes a dropdown for 'Program' (set to 'SBAC\_Demo\_Program') and a text input field for 'Name'. There are 'Create' and 'Edit' buttons. At the bottom of the page, there's a 'Template' dropdown set to 'Select'.

After selecting a program, entering the name of the passage in the Name field and clicking either the Create or Edit button, the Create Passage Page is displayed.

Figure 103: Create Passage Page



### IMPORTANT

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

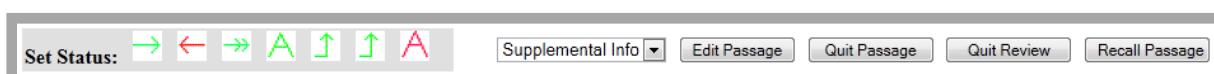
#### *Top Menu Elements*

Displays at the top of the Create Passage page when it is accessed via the administrator pages. For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

#### *Passage Review Menu Elements*

The Passage Review menu displays at the top of the Create Passage page when it is accessed from the Review Item page.

Figure 104: Example Passage Review Menu



For information on the options available on this menu, see [Passage Review Menu Elements](#) on page 291.

*Page Elements*

Element	Description
Page Title elements	<p>Displays the name of the page (i.e., ‘Create Passage’) as well as this information about the passage open for editing:</p> <ul style="list-style-type: none"> <li>• <b>Passage Name.</b> Displays the name used to identify the passage in the IAIP application.</li> <li>• <b>Program Name.</b> Displays the name of the program with which the passage is associated.</li> <li>• <b>Save Passage Button.</b> Saves the current state of the passage.</li> </ul> <p><b>Note:</b> This button is displayed only for passages where full editing capabilities are not available.</p>
Attributes options	<p>The attributes options enable you to create and edit the properties of the passage.</p> <ul style="list-style-type: none"> <li>• <b>Content menu.</b> Provides options for creating and editing item content, including: <ul style="list-style-type: none"> <li>- <b>Text Editing and Formatting.</b> Text, tables, and formatting that comprise the passage, including font type, size, and styles, and graphics and special characters.</li> <li>- <b>Proofing and Annotation.</b> Tools for spell-checking and including annotations to the content.</li> <li>- <b>Change Tracking.</b> Tools for identifying and resolving changes to the rubric.</li> <li>- <b>Images and Media.</b> Audio, graphics, and video to include in the passage.</li> <li>- <b>Metafiles.</b> Artifacts and documents that support the development of the item.</li> <li>- <b>Templates.</b> Pre-defined content templates for formatting and organizing the passage.</li> <li>- <b>Notes.</b> Free-form comments and notes associated with the development of the passage.</li> </ul> </li> </ul> <p>For more information, see <a href="#">Content Menu - Passages</a> on page 213.</p>
	<ul style="list-style-type: none"> <li>• <b>Metadata menu.</b> Enables you to create or modify metadata for the passage. See <a href="#">Metadata Menu - Passages</a> on page 238.</li> <li>• <b>Footnotes menu.</b> Enables you to define and edit footnotes for the passage. See Footnotes Menu - Passages on page 241.</li> <li>• <b>Notes menu.</b> Enables you to create or view notes associated with the passage. See <a href="#">Notes Menu – Items and Passages</a> on page 244.</li> <li>• <b>History menu.</b> Enables you to view a list of edits made to the passage. See History Menu - Passages on page 247.</li> <li>• <b>Preview menu.</b> Enables you to view the passage as it will appear to the student. See Preview Menu - Passages on page 262.</li> </ul> <p><b>Note:</b> To save a passage, you must click the Save Passage button on the Preview page.</p>

### **Passage Metafiles Menu**

The Passage Metafiles page allows you to view a list of metafiles associated with the selected passage, as well as view the passage itself and upload another metafile.

- You can access the Passage Metafiles page by clicking the View Metafiles button on the Create Passage page.

Figure 105: Passage Metafiles Page



### *Page Elements*

Element	Description
Upload Link	Displays the Passage Metafile Upload page that enables you to upload a metafile that is available on your file system.
Metafiles List	<p>Lists key attributes of associated metafiles, including:</p> <ul style="list-style-type: none"><li>• <b>User.</b> The IAIP user name of the person who uploaded the metafile.</li><li>• <b>Time.</b> The date and time that the metafile was uploaded to the IAIP application.</li><li>• <b>State.</b> The current Development State of the metafile.</li><li>• <b>View.</b> Provides a View button for each passage that enables you to view the passage in a separate window.</li><li>• <b>Comment.</b> Used to provide descriptive information about the metafile.</li></ul>

### Passage Metafile Upload Page

The Passage Metafile Upload page allows you to upload a metafile that is available on your file system to the selected passage.

- You can access the Passage Metafile Upload page by clicking the Upload link on the Passage Metafiles page.

Figure 106: Passage Metafiles Upload Page

### Page Elements

Element	Description
File To Upload	Displays the name of a metafile available from your file system that you will upload to the IAIP application.
Browse button	Displays a file open dialog that enables you to locate the metafile to upload to the IAIP application from your file system.  <b>Note:</b> The file open dialog is displayed by the operating system of the machine in which your web browser is running.
Comment	Enables you to provide additional information on the metafile.
Upload button	Causes the metafile in the File To Upload field to be copied into the IAIP application.

### Create Rubric Page

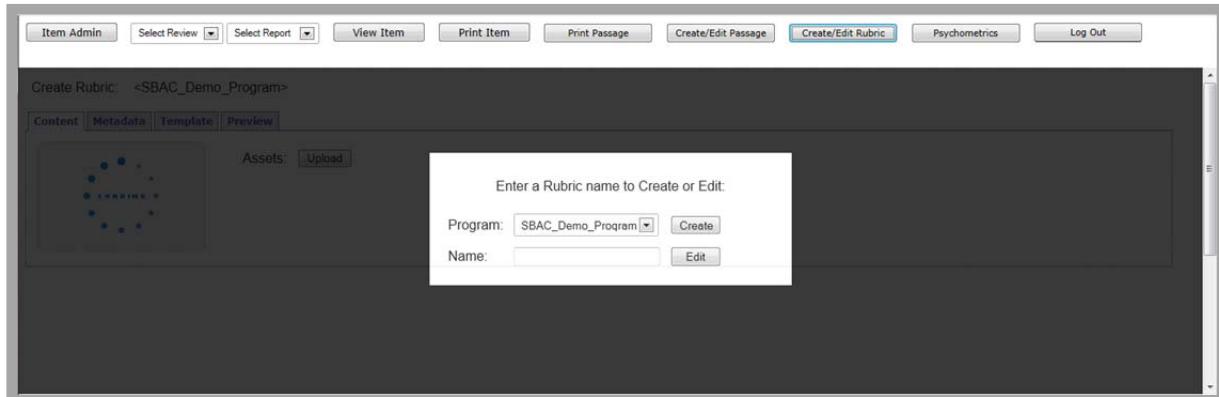
The Create Rubric page enables you to create a new or modify an existing rubric. Rubrics provide information on scoring test items. You can associate one or more rubrics with each item in the IAIP application.

## Chapter 3: IAIP Application Interface

- You can access the Create Rubric page by clicking the Create Rubric button on the Main Menu.

**Note:** Upon clicking the Create/Edit Rubric button, you are prompted to enter the name of the rubric to create or edit prior to the Create Rubric Page being displayed.

Figure 107: Specify Rubric Name



After selecting a program, entering the name of the rubric in the Name field and clicking either the Create or Edit button, the Create Rubric Page is displayed.

Figure 108: Create Rubric Page

A screenshot of the 'Create Rubric' page. At the top, there is a 'Top Menu' with options like 'Item Admin', 'Manage: Rubrics', 'Generate', and 'Main Menu'. Below the menu, the title 'Create Rubric: Ruby &lt;SBAC\_Demo\_Program&gt;' is shown. The main content area has four tabs: 'Content', 'Metadata', 'Template', and 'Preview'. A large text editor window is open, featuring a toolbar with various editing icons (Clipboard, Paste, Format, Proof, Track, Insert, Math, Table) and a rich text editor interface. To the right of the text editor, there is an 'Assets' section with an 'Upload' button. Three callout boxes with arrows point to specific parts of the page: 'Top Menu' points to the top navigation bar, 'Page Title' points to the main title, and 'Page Elements' points to the text editor area.

### *Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

### *Page Elements*

Element	Description
Page Title elements	<p>Displays the name of the page (i.e., ‘Create Rubric’) as well as this information about the rubric open for editing:</p> <ul style="list-style-type: none"> <li>• <b>Rubric Name.</b> Displays the name used to identify the rubric in the IAIP application.</li> <li>• <b>Program Name.</b> Displays the name of the program with which the rubric is associated.</li> </ul>
Attributes options	<p>The attributes options enable you to create and edit the properties of the rubric.</p> <ul style="list-style-type: none"> <li>• <b>Content menu.</b> Provides options for creating and editing item content, including:           <ul style="list-style-type: none"> <li>- <b>Text Editing and Formatting.</b> Text, tables, and formatting that comprise the rubric, including font type, size, and styles, and graphics and special characters.</li> <li>- <b>Proofing and Annotation.</b> Tools for spell-checking and including annotations to the content.</li> <li>- <b>Change Tracking.</b> Tools for identifying and resolving changes to the rubric.</li> <li>- <b>Images.</b> Uploading graphics and illustrations for use in the rubric.</li> </ul> </li> </ul> <p>For more information, see Content Menu – Rubrics on page 216.</p> <ul style="list-style-type: none"> <li>• <b>Metadata menu.</b> Enables you to create or modify metadata for the rubric. See <a href="#">Metadata Menu - Rubrics</a> on page 239.</li> <li>• <b>Template menu.</b> Enables you to select a pre-defined template that provides the structure and format of the rubric. See <a href="#">Template Menu - Rubrics</a> on page 255.</li> <li>• <b>Preview menu.</b> Enables you to view the rubric as it will appear to the student. See <a href="#">Preview Menu - Rubrics</a> on page 263.</li> </ul> <hr/> <p><b>Note:</b> To save a rubric, you must click the Save Rubric button on the Preview menu.</p>

### **Content Modification Menus**

The Content Editor provides a number of tabbed menus for maintain items, passages, and rubrics in the system.

The Content Editor in the IAIP application is powered by a cross-browser Java applet, edit-on NG, which provides rich features for editing item, passage, and rubric content. Depending on the security settings in your browser, displaying a page containing the Content Editor prompts you to enable the loading and running of edit-on NG, which can add several seconds to the load time for

## Chapter 3: IAIP Application Interface

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the page. However, once loaded during an IAIP session, edit-on NG remains in memory for additional uses.

For more information on enabling edit-on NG to load and run in the browser, see the appropriate section:

- [Loading edit-on NG in Firefox Browser](#) on page 669
- [Loading edit-on NG in Internet Explorer Browser](#) on page 671
- [Loading edit-on NG in Chrome Browser](#) on page 672

The available menus differ depending on the type of content:

Content Type	Menus
Items	<ul style="list-style-type: none"><li>• <a href="#">Content Menu - Items</a> on page 206</li><li>• <a href="#">Interactions Menu – Items</a> on page 218</li><li>• <a href="#">Create Graphic Menu - Items</a> on page 233</li><li>• <a href="#">Metadata Menu - Items</a> on page 237</li><li>• <a href="#">Imported Data Menu - Items</a> on page 240</li><li>• <a href="#">Notes Menu – Items and Passages</a> on page 244</li><li>• <a href="#">History Menu - Items</a> on page 246</li><li>• <a href="#">Publication History Menu – Items</a> on page 248</li><li>• <a href="#">Standard Menu – Items</a> on page 253</li><li>• <a href="#">Rendering Menu - Items</a> on page 249</li><li>• <a href="#">Preview Menu - Items</a> on page 260</li></ul>
Passages	<ul style="list-style-type: none"><li>• <a href="#">Content Menu - Passages</a> on page 213</li><li>• <a href="#">Metadata Menu - Passages</a> on page 238</li><li>• <a href="#">Footnotes Menu - Passages</a> on page 241</li><li>• <a href="#">Notes Menu – Items and Passages</a> on page 244</li><li>• <a href="#">History Menu - Passages</a> on page 247</li><li>• <a href="#">Preview Menu - Passages</a> on page 262</li></ul>
Rubrics	<ul style="list-style-type: none"><li>• <a href="#">Content Menu – Rubrics</a> on page 216</li><li>• <a href="#">Metadata Menu - Rubrics</a> on page 239</li><li>• <a href="#">Template Menu - Rubrics</a> on page 253</li><li>• <a href="#">Preview Menu - Rubrics</a> on page 263</li></ul>

### IMPORTANT

The IAIP application provides limited editing capabilities for imported IMS and SBAIF items and passages. Therefore, the menus and some options differ for these items.

#### *Content Menu/Content Editor*

The Content Editor provides extensive features for drafting, reviewing, and editing text, graphics, and formulas for all content areas in the IAIP application.

- Access the Content Editor by clicking the Content tab on the Create Item page, Create Passage page, or Create Rubric page.

The Content menu is used for modifying content in the IAIP application, i.e., items, passages, and rubrics. [Figure 109: Content Editor on the Content Menu](#) on page 197 shows the Content Editor for a rubric.

**IMPORTANT**

The IAIP application provides limited editing capabilities for SBAIF items and passages. Therefore, this menu is not available for SBAIF items and passages.

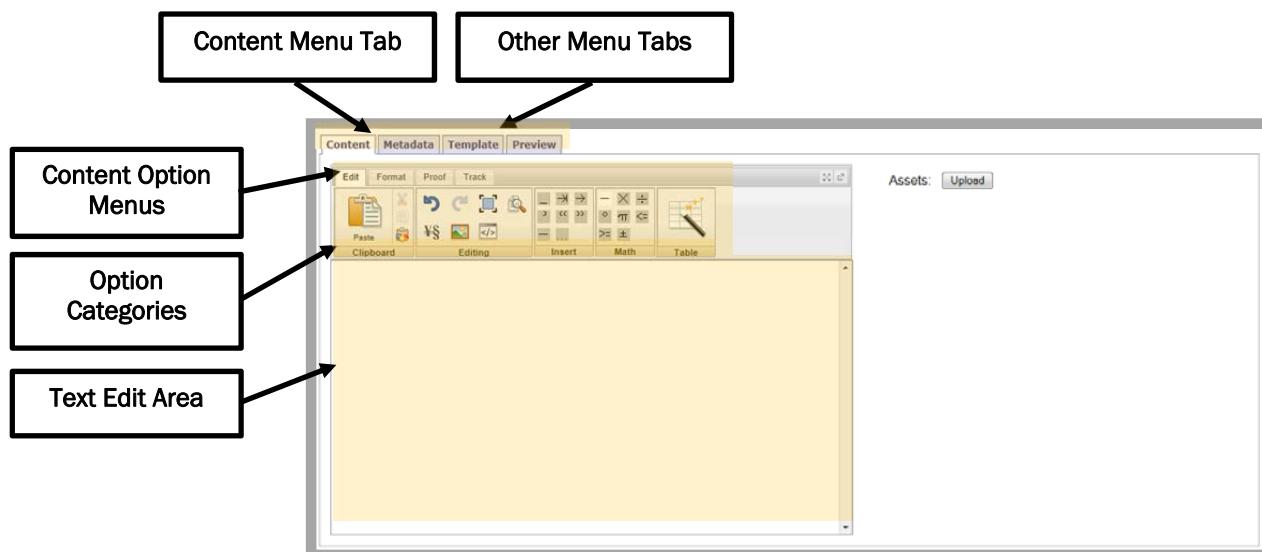
The tools available in the content editor are segmented into tabbed menus for the different types of capabilities, including:

- **Edit Menu.** Provides copy and paste capabilities and basic editing capabilities for special characters, mathematical symbols and formulas, and tables.
- **Format Menu.** Provides capabilities for text colors, font, and shading and text alignment, numbering, bulleting, and indenting.
- **Proof Menu.** Provides text proofing capabilities, including spell-check and thesaurus options and autocorrect and language-selection options.
- **Track Menu.** Provides editing and annotation capabilities, including change acceptance and rejection options and sticky note annotation options.

**Note:** The specific menus that display depend on the type of content selected (i.e., item, passage, or rubric).

- You can access the Content Menu by selecting the Content menu in the Content Editor.

Figure 109: Content Editor on the Content Menu



**Note:** Depending on the type of content, the Content menu provides options in addition to the Content Editor, as in the example (above) where the Upload button is provided.

#### *Edit Menu*

The Edit Menu provides copy-paste tools as well as tools for inserting special characters, mathematical symbols and formulas, and tables.

- You can access the Edit Menu by selecting the Edit menu in the Content Editor.

Figure 110: Edit Menu



Content Menu Options

Group	Icon	Option	Description
<b>Clipboard</b>			
	Paste	Paste (Ctrl + V)	Inserts the contents of the copy/paste buffer at the current cursor position.
<b>Editing</b>			
	Cut (Ctrl + X)		Moves the selected content to the copy/paste buffer.
	Copy (Ctrl + C)		Creates a copy of the selected content in copy/paste buffer.
	Paste Special...		Pastes the content that was copied to the clipboard to the current cursor position using the specified format: <ul style="list-style-type: none"> <li><b>Styled HTML.</b> Inserts the content of the clipboard in HTML format including style information.</li> <li><b>Pure HTML.</b> Inserts the contents of the clipboard in HTML format without style information. Structural information is preserved.</li> <li><b>Plain Text.</b> Inserts the clipboard's content as unformatted text.</li> <li><b>Image.</b> Inserts the clipboard's content as an image.</li> </ul>
<b>Editing</b>			
	Undo (Ctrl + Z)		Enables you to undo your last action (i.e., revert to the previous state).
			<b>Note:</b> The Redo function reverts the undo.
	Redo (Ctrl + Y)		Enables you to redo an action reverted with the Undo option.
			<b>Note:</b> The Undo function reverts the redo.

Group	Icon	Option	Description
<b>Clipboard</b>			
		Select All (Ctrl + A)	Selects all content in the current window.
		Find/Replace... (Ctrl + F)	Enables you to locate a string of characters in the current text and (optionally) replace it with the specified string.
		Insert Special Character...	Enables you to insert special characters and symbols (e.g., a Greek Lamda [Ω], a one-half fraction [½], or an infinity sign [∞]) at the current cursor position.
		Insert Image...	Displays all images attached to the content being edited for insertion at the current position of the cursor.
		View Source	Displays the XHTML source for the content.
<b>IMPORTANT</b>			
It is strongly recommended that you not modify the XHTML source code directly.			
		Insert Interaction	Enables you to insert an existing interaction into the item body.
<b>Insert</b>			
		Non-Breaking Space	<p>Inserts a non-breaking space at the current cursor position. A non-breaking space ensures that the text immediately before and after the non-breaking space is displayed on the same line.</p> <p>This is an example of the use of the non-breaking space:</p> <p>2:50 PM</p> <p>Using a non-breaking space between “2:50” and “PM” will ensure that they appear together on the same line.</p>
		5 Spaces	Inserts 5 spaces at the current cursor position.
		22 Spaces	Inserts 22 spaces at the current cursor position.

Group	Icon	Option	Description
Clipboard			
	„	Apostrophe	<p>Inserts an apostrophe (i.e., right, single quotation mark) at the current cursor position.</p> <p><b>Note:</b> Using the single quotation mark key (' ) on the keyboard inserts a straight, single quotation mark.</p>
	“	Left Double Quote	<p>Inserts a left double quotation mark (“) at the current cursor position.</p> <p><b>Note:</b> Using the double quotation mark key (" ) on the keyboard inserts a straight, double quotation mark.</p>
	”	Right Double Quote	<p>Insert a right double quotation mark at the current cursor position.</p> <p><b>Note:</b> Using the double quotation mark key (" ) on the keyboard inserts a straight, double quotation mark.</p>
	—	En dash	Inserts an “n” dash at the current cursor position.
	...	Ellipsis	Inserts an ellipsis at the current cursor position.
Math			
	<p>For items, the Create Graphic menu provides additional options for entering mathematical symbols, equations, and formulas. For more information, see <a href="#">Create Graphic Menu - Items</a> on page 233.</p>		
	—	Subtraction/Negative Sign	Inserts a subtraction or negative sign at the current cursor position.
	×	Multiplication Sign	Inserts a multiplication sign at the current cursor position.
	÷	Division Sign	Inserts a division sign at the current cursor position.
	°	Degree Sign	Inserts a degree sign at the current cursor position.
	π	Pi Sign	Inserts a pi symbol at the current cursor position.
	<=	Less Than Or Equal To Sign	Inserts a less than or equal to sign at the current cursor position.

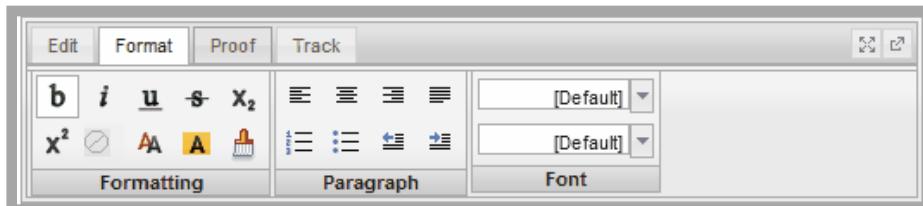
Group	Icon	Option	Description
<b>Clipboard</b>			
	$\geq$	Greater Than Or Equal To Sign	Inserts a greater than or equal to sign at the current cursor position.
	$\pm$	Plus-Minus Sign	Inserts a plus-minus sign at the current cursor position.
<b>Table</b>			
		Insert Table...	Enables you to select the options (e.g., number of columns and rows, color, alignment, etc.) for a table to insert at the current cursor position.

#### Format Menu

The Format Menu provides copy-paste tools as well as tools for inserting special characters, mathematical symbols and formulas, and tables.

- You can access the Format Menu by selecting the Format menu in the Content Editor.

Figure 111: Format Menu



#### Format Menu Options

Group	Icon	Option	Description
<b>Formatting</b>			
	<b>b</b>	Bold (Ctrl + B)	Causes the selected text to be bolded.
	<i>i</i>	Italic (Ctrl + I)	Causes the selected text to be italicized.
	<u>u</u>	Underline (Ctrl + U)	Causes the selected text to be underlined.
	<del>s</del>	Strikethrough	Marks the text with a horizontal bar (i.e., crossing it out).
	$x_2$	Subscript	Subscripts the selected text (e.g., for chemical formulas).

Group	Icon	Option	Description
<b>Formatting</b>			
		Superscript	Superscripts the selected text (e.g., footnote marker or exponent).
		No Wrap	Ensures that manual line breaks remain intact when the content is published online.
		Text Color...	Enables you to change the font color of the selected text.
		Background Color...	Enables you to specify the background color of the selected text.
		Clear Formatting	Removes all formatting (e.g., bold, strikethrough, superscript, or background color) from the selected text.
<b>Paragraph</b>			
		Align Left	Aligns the text on the left.
		Center	Aligns text as centered.
		Align Right	Aligns text on the right.
		Justify	Fully justify text.
		Ordered List	Creates a numbered or lettered list.
			<b>Note:</b> This is a toggle switch that alternates between a numbered list and no numbered formatting.
		Unordered List	Creates a bulleted list.
			<b>Note:</b> This is a toggle switch that alternates between a bulleted list and no bulleted formatting.
		Decrease Indent	Decreases the indentation of the selected text by five spaces.
		Increase Indent	Increases the indentation of the selected text by five spaces.

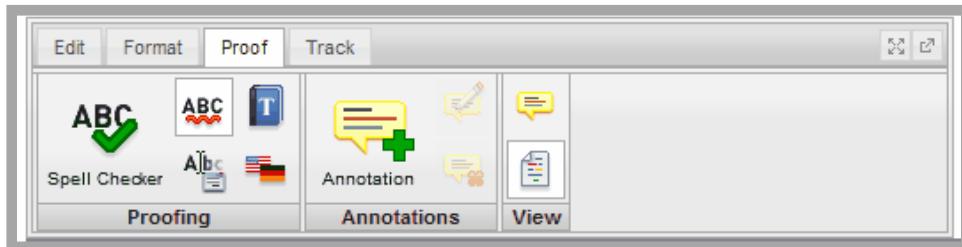
Font		
[Default] ▾	Font Family	Enables you to select a font for the text from these options: <ul style="list-style-type: none"><li>• Arial</li><li>• Times</li><li>• Courier</li></ul>
[Default] ▾	Font Size	Enables you to specify the size of the text.

### Proof Menu

The Proof Menu provides options for spell checking and thesaurus and language tools as well as options for creating, editing, and deleting annotations.

- You can access the Proof Menu by selecting the Proof menu in the Content Editor.

Figure 112: Proof Menu



### Proof Menu Options

Group	Icon	Option	Description
Proofing			
		Spell Checker...	Checks the spelling of the content.
		Auto Spell Check	Specifies whether automatic spell checking is enabled. By default it is enabled. <ul style="list-style-type: none"><li>• If this option is enabled—the text is automatically spell checked. Identified spelling errors are underlined in a wavy red line.</li><li>• If this option is disabled—the text is not automatically spell checked. Identified spelling errors are not highlighted in the text.</li></ul>
		Thesaurus...	Displays a thesaurus tool that provides lists of synonyms or antonyms for the selected word.
		Auto Correct Properties...	Enables you to modify the properties of the automatic spell check function.

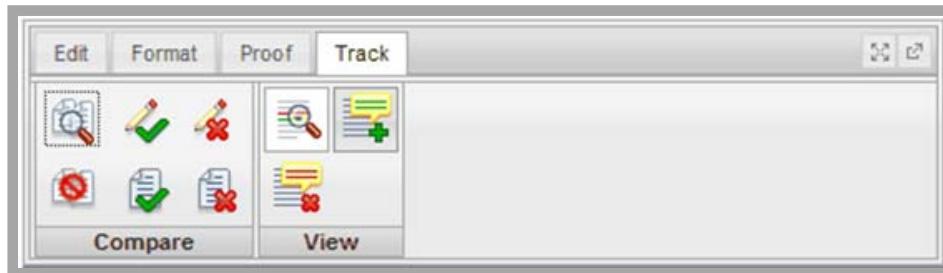
	Change Language...	Enables you to change the default language used for spell checking and the thesaurus.
<b>Annotations</b>		
The annotations tools enable you to apply notes to the selected text, without modifying the content itself. Annotations can be viewed within the text or displayed to the right of the text block.		
<b>Note:</b> Because annotations do not modify the text itself, they are not tracked as changes.		
	Insert Annotation...	Enables you to add an notes to the content under review.
	Edit Annotation...	Enables you to modify the selected note.
	Remove Annotation	Deletes the selected note.
<b>View</b>		
	Annotation Bubbles	Displays notes in a separate panel to the right of the content window.
	Annotation Inline	Displays notes embedded within the content.

### Track Menu

The Track Menu provides options for tracking, managing, and accepting changes as well as adding and deleting annotations (i.e., sticky note comments).

- You can access the Track Menu by selecting the Track menu in the Content Editor.

Figure 113: Track Menu



## Track Menu Options

**IMPORTANT**

Comparison mode (i.e., the feature that tracks changes to the content) is disabled for some workflow states. For more information, see [Working with Tracked Changes](#) on page 601.

Group	Icon	Option	Description
<b>Proofing</b>			
The Proofing tools provide options for resolving changes to the text, including:			
		<ul style="list-style-type: none"> <li>• <b>Rejecting one or all changes.</b> Restoring the text to its previous state, before it was modified in the content development workflow.</li> <li>• <b>Accepting one or all changes.</b> Incorporating the changes into the text, updating the content with the changes specified by the reviewer in the content development workflow.</li> </ul>	
The tracking of changes is automatically enabled in the content development workflow to ensure that changes made in the previous Development State are identified to the user in the current Development State. For more information on tracking changes, see <a href="#">Working with Tracked Changes</a> on page 601.			
		Begin Comparison Mode	<p>Enables the tracking of changes. Enabling track changes causes any modifications to the content to be highlighted for the next reviewer in the content development workflow.</p> <p><b>Note:</b> Track changes is disabled in some Development States.</p> <p>By default, track changes is turned on when item content moves to a new development state (e.g., from Content Review to Development or Content Review 1 to Committee Review) in the content development workflow.</p>
		Accept Change	Accepts the selected change. The content is updated to reflect the changes.
		Reject Change	Rejects the selected change made in the previous version. The content is updated to remove the specified changes.

Group	Icon	Option	Description
<b>Proofing</b>			
		End Comparison Mode	<p>Disables the tracking of changes.</p> <p><b>IMPORTANT</b></p> <p>You must resolve all changes (via the Accept Change or Reject Change buttons) and click the End Comparison Mode button to continue.</p> <p>By default, track changes is turned on when content moves to a new development state (e.g., from Content Review to Development or Content Review1 to Committee Review) in the content development workflow.</p> <p>For more information on tracking changes, see <a href="#">Working with Tracked Changes</a> on page 601.</p>
<b>View</b>			
The View tools provide options for how tracked changes are displayed.			
		Show Changes Inline	Shows changes embedded in the content.
		Insertion Bubbles	Shows inserted text in a separate panel to the right of the content window.
		Deletion Bubbles	Shows deleted text in a separate panel to the right of the content window.

### Content Menu - Items

Selecting the Content menu displays the content editor that enables you to create a new or modify the text of an item body as well as associate any media assets, images, and metafiles to support the item. The IAIP application provides advanced editing capabilities for each component of an item (i.e., item body, prompt, and responses).

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**Note:** The prompt and responses are created via the Interactions menu. For more information, see [Interactions Menu – Items](#) on page 218.

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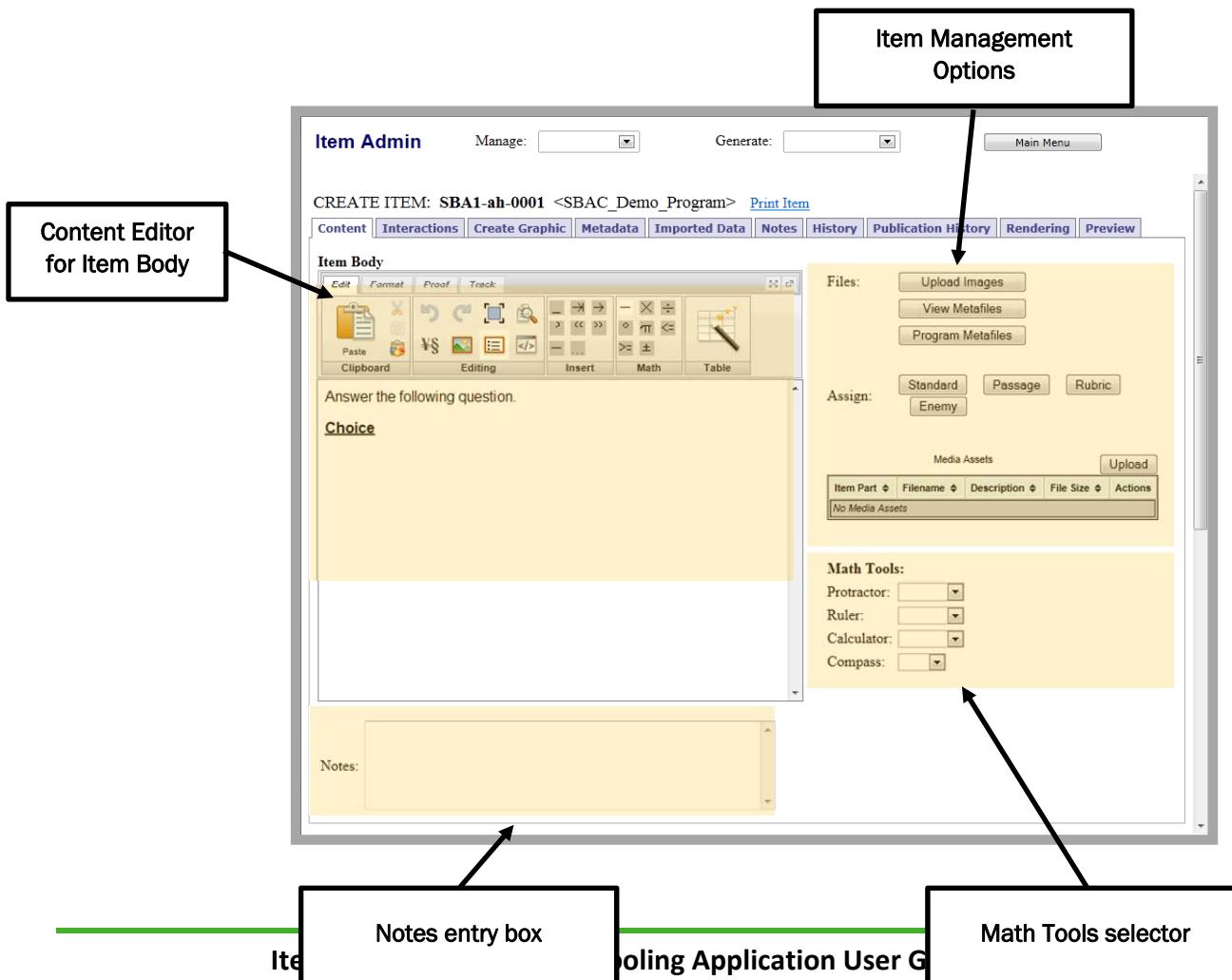
Provides options for creating and editing item content, including:

- **Text and Formulas.** Textual and graphical elements that define the test item (e.g., mathematical symbols and item stems and answers).
- **Images and Metafiles.** Audio, graphics, and video to support the item delivered to students as well as ancillary files associated with item creation and management (e.g., photos or diagrams, animations, movies, or sound clips).
- **Content Standard.** Content alignment hierarchies used to define the items (e.g., a specific node in CCCS).
- **Passages.** Longer textual and graphical elements used to anchor the test item (e.g., a short prose work, planar geometry diagram, or poem).
- **Rubric.** Information provided to guide the implementation of performance standards for the selected item (e.g., a scoring rubric).
- **Item Enemies.** Items that are prevented from being used in the same test form as the selected item. One or the other item can be used on a test form, but not both (e.g., to prevent use of an item on a test form that provides a clue to another test item).

**Note:** When creating or modifying item components, ensure that you are using the appropriate set of tabs and buttons.

- You can access the Content page by clicking the Content tab on the Create Item page.

Figure 114: Example Create Item – Content Menu





*Page Elements*

Element	Description
Content Editor	<p>Provides powerful tools for writing and editing item text. The IAIP application provides a content editor for each component of the item (i.e., body, prompt, and item choices).</p> <hr/> <p><b>Note:</b> There is a content editor tool bar for each component of the item.</p> <ul style="list-style-type: none"> <li>• <b>Edit Menu.</b> Provides options for copying, cutting, and pasting, inserting symbols and graphics, inserting math symbols, and creating table elements. For more information, see <a href="#">Edit Menu</a> on page 197.</li> <li>• <b>Format Menu.</b> Provides options for the passage text, for example options for specifying fonts, line spacing, color, and alignment. For more information, see <a href="#">Format Menu</a> on page 201.</li> <li>• <b>Proof Menu.</b> Provides spell-checking, thesaurus, and language options, as well as tools for annotating the text. For more information, see <a href="#">Proof Menu</a> on page 203.</li> <li>• <b>Track Menu.</b> Provides options for highlighting and managing changes to the passage text. For more information, see <a href="#">Track Menu</a> on page 204.</li> </ul>
Item Management Options	<p>Provides options for adding and managing ancillary, supporting content for the selected item.</p>
Upload Images button	<p>Displays the Upload Image page that enables you to upload images in these supported formats to associate with the item. Uploading an image associates it with the item, but it does not automatically insert it into the item. For information on adding an image to an item, see <a href="#">Uploading Images</a> on page 549. The IAIP application supports browser-supported and press-optimized graphics formats:</p> <ul style="list-style-type: none"> <li>• <b>Graphics Interchange Format (.gif).</b> A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations) via the Web.</li> <li>• <b>Portable Network Graphic (.png).</b> A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors) via the Web.</li> <li>• <b>Joint Photographic Experts Group (.jpg or .jpeg).</b> A common lossy compression format for delivering images (e.g., digital photographs and scans) via the Web.</li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li><b>Scalable Vector Graphic (.svg).</b> An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes) via the Web.</li> </ul> <p><b>Note:</b> Because encapsulated PostScript (.eps) files cannot be viewed in a browser, the IAIP application supports other file formats for viewing graphics as well as tools for uploading and associating an EPS file with item content. For more information, see <a href="#">Supported Graphic Formats</a> on page 609.</p>
View Metafiles button	<p>Displays the Item Metafiles page that lists information for metafiles associated with the item. It also enables you to upload metafiles to the selected item.</p> <p>For more information, see <a href="#">Item Metafiles Page</a> on page 313.</p>
Program Metafiles button	<p>Displays the Program Metafiles page that enables you to view a list of properties for program metafiles associated with the current program.</p> <p><b>Note:</b> The associations of program metafiles with items and passages can be managed centrally by an IAIP administrator.</p> <p>For more information, see <a href="#">Program Metafiles Page</a> on page 72.</p>
Passage button	<p>Displays the Assigned Passages page that enables you to assign a passage to or remove a passage from the item. For more information, see <a href="#">Assigned Passages Page</a> on page 316.</p>
Rubric button	<p>Displays the Assign Rubric page that enables you to assign a rubric to the item. For more information, see <a href="#">Assign Rubric Page</a> on page 317.</p>
Enemy button	<p>Displays the Assign Item Enemy page that enables you to assign items as enemies to the item. An enemy item is prevented to be used on a test form with the selected item. Tagging an item as an enemy is useful for preventing an item that provides clues about the selected item from being used on the same test form.</p> <p>For more information, see <a href="#">Assign Item Enemy Page</a> on page 320.</p>
Upload button	<p>Displays the Media Upload page that enables you to upload audio and video media files to associate with the item in these supported formats:</p> <ul style="list-style-type: none"> <li><b>MPEG-1 or MPEG-2 Audio Layer III (.mp3).</b> A common lossy data compression format for recorded audio.</li> <li><b>Apple Lossless Audio Coded (.m4a).</b> A common lossless data compression format for recorded audio on Apple devices.</li> <li><b>Adobe Flash Format (.swf).</b> A common format for delivering animated vector graphics via the Web.</li> <li><b>MPEG-4 Part 14 (.mp4).</b> A common format for delivering video and audio via the Web.</li> </ul> <p>For more information, see <a href="#">Media Upload Page</a> on page 324.</p>

Element	Description
Media Assets list	<p>Displays this information about media assets (i.e., audio and video in supported formats) associated with the passage:</p> <ul style="list-style-type: none"> <li>• <b>Filename.</b> Displays the file name of the uploaded media asset.</li> <li>• <b>Description.</b> Displays a description (if provided) for the media asset.</li> <li>• <b>File Size.</b> Displays the file size of the media asset.</li> </ul> <hr/> <p><b>Note:</b> Media assets for the item body are separate from media assets for Interactions.</p> <hr/> <p>Enables you to administer uploaded media assets via these options:</p> <ul style="list-style-type: none"> <li>• <b>View Link.</b> Enables you to review the media asset via an embedded audio/video player.</li> <li>• <b>Associate Link.</b> Displays the Edit Media Associations page, enabling you to associate the media asset with the item. See <a href="#">Edit Media Associations Page</a> on page 212.</li> <li>• <b>Delete Link.</b> Displays the Delete Media dialog that enables you to remove the selected media asset from the passage (i.e., breaking its association) and remove it from the IAIP application.</li> </ul> <hr/> <p><b>Note:</b> Deleting a media asset permanently removes it from the IAIP application.</p>
Math Tools selector	<p>Specifies that these virtual, mathematics tools be included for the item during delivery of the test item:</p> <ul style="list-style-type: none"> <li>• Protractor</li> <li>• Ruler</li> <li>• Calculator</li> <li>• Compass</li> </ul> <p>For each tool, selecting YES or MAYBE specifies that the mathematics tool is to be included.</p>
Notes	<p>Displays any notes associated with the item that you created while editing the item.</p> <hr/> <p><b>Note:</b> To view notes that you created previously or that other users created, click the Notes tab.</p>

Figure 115: Example Insert Interaction Page

The screenshot shows a user interface titled "Insert Interaction". At the top, there is a horizontal toolbar with four buttons: "Insert", "Type", "Name", and "Delete". Below this toolbar is a secondary toolbar with four buttons: "Insert" (highlighted in grey), "Choice", "RESPONSE", and "Delete". The main area below the toolbars is empty.

Figure 116: Example Edit Media Associations Page

The screenshot shows a user interface titled "Edit Media Associations". It displays the following information:  
Filename: Sleep Away.mp3  
Description:  
For each item part, check or uncheck the appropriate checkboxes to associate or disassociate media  
Item Parts:  
 Stem  
  
Edit Associations

### *Edit Media Associations Page*

The Edit Media Associations page enables you to manage the associations of the selected media asset with item parts (i.e., item body or Interactions).

- You can access the Edit Media Associations page by clicking the Associations Link associated with the appropriate media asset in the Media Assets list.

Figure 117: Example Media Assets list

Media Assets					<a href="#">Upload</a>
Item Part	Filename	Description	File Size	Actions	
Unassigned	sample_iPod.m4v		2184.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_26c_12_S.mp3		13.9 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_27b_01_S.mp3		24.2 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	SandiMax_01_S.m4a		4715.8 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	Sleep Away.mp3		4729.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	

Figure 118: Example Edit Media Associations Page

**Edit Media Associations**

**Filename:** Sleep Away.mp3  
**Description:**

For each item part, check or uncheck the appropriate checkboxes to associate or disassociate media

**Item Parts:**

Stem

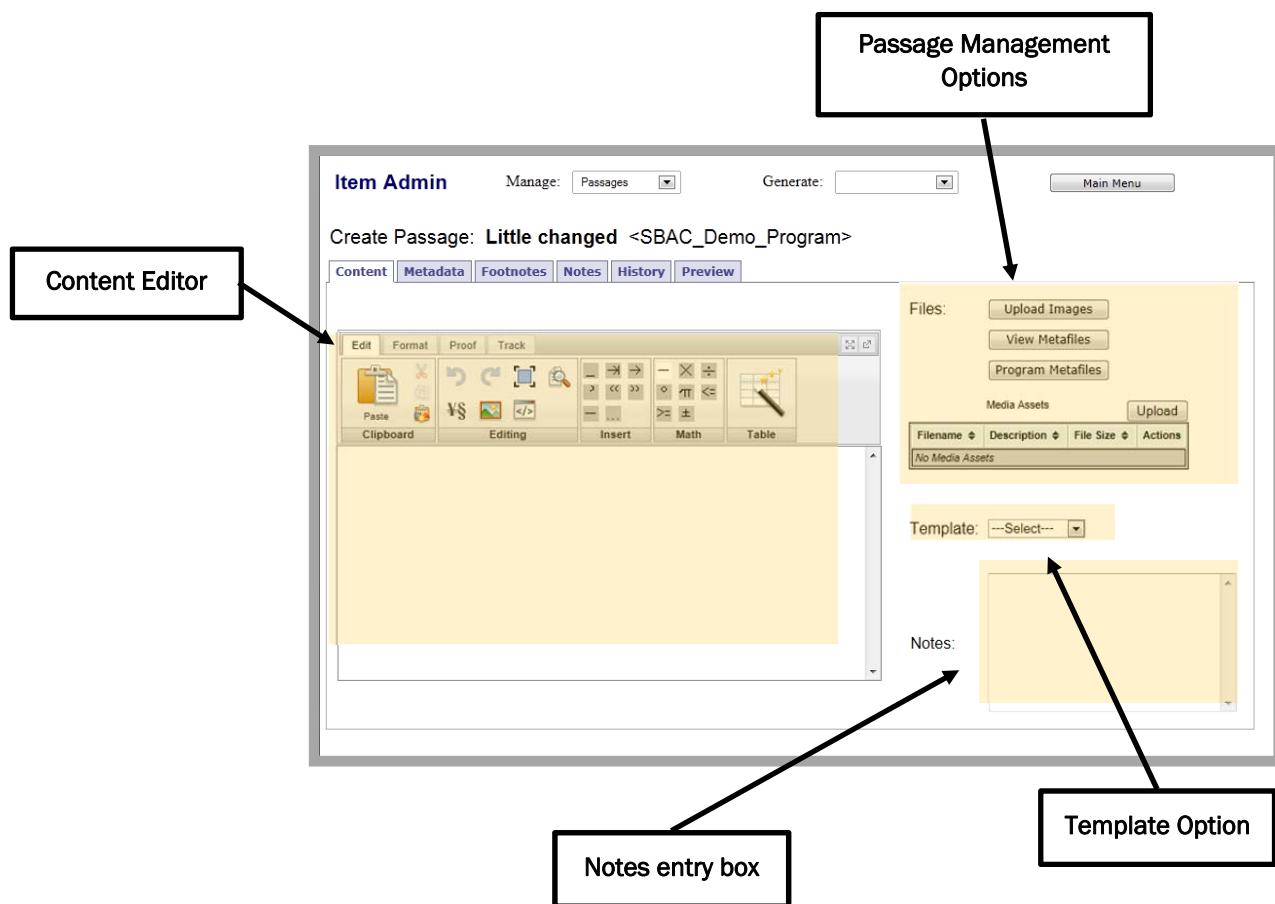
[Edit Associations](#)

### Content Menu - Passages

The Content page enables you to create or modify passages that complement items provided on an assessment, as well as associate any media assets to support the passage.

- You can access the Content page by clicking the Content tab on the Create Passage page.

Figure 119: Create Passages – Content Menu



### Page Elements

Element	Description
Content Editor	<p>Provides powerful tools for writing and editing text passage text:</p> <ul style="list-style-type: none"> <li>• <b>Edit menu.</b> Provides options for copying, cutting, and pasting, inserting symbols and graphics, inserting math symbols, and creating table elements. For more information, see <a href="#">Edit Menu</a> on page 197.</li> <li>• <b>Format menu.</b> Provides options for the passage text, for example options for specifying: fonts, line spacing, color, and alignment. For more information, see <a href="#">Format Menu</a> on page 201.</li> <li>• <b>Proof menu.</b> Provides spell-checking, thesaurus, and language options, as well as tools for annotating the text. For more information, see <a href="#">Proof Menu</a> on page 203.</li> <li>• <b>Track menu.</b> Provides options for highlighting and managing changes to the passage text. For more information, see <a href="#">Track Menu</a> on page 204.</li> </ul>
Passage Management options	Provides options for adding and managing ancillary, supporting content for the selected passage.

Element	Description
Upload Images button	<p>Displays the Upload Image page that enables you to upload images in these supported formats to associate with the passage.</p> <ul style="list-style-type: none"> <li>• <b>Graphics Interchange Format (.gif).</b> A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations) via the Web.</li> <li>• <b>Portable Network Graphic (.png).</b> A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors) via the Web.</li> <li>• <b>Joint Photographic Experts Group (.jpg or .jpeg).</b> A common lossy compression format for delivering images (e.g., digital photographs and scans) via the Web.</li> <li>• <b>Scalable Vector Graphic (.svg).</b> An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes) via the Web.</li> </ul> <p>For information, see <a href="#">Supported Graphic Formats</a> on page 609.</p>
	<p><b>Note:</b> Uploading an image associates it with the passage, but it does not automatically insert it into the passage. For information on adding an image to a passage, see <a href="#">Inserting Graphics in Content</a> on page 615.</p>
View Metafiles button	<p>Displays the Passage Metafiles page that lists information for metafiles associated with the passage. You can also use this page to upload metafiles to associate with the current passage.</p>
Program Metafiles button	<p>Displays the Program Metafiles page that enables you to view a list of properties for program metafiles associated with the current program.</p> <p><b>Note:</b> The associations of program metafiles with items and passages can be managed centrally by an IAIP administrator.</p>
Upload button	<p>Displays the Media Upload page that enables you to upload audio and video media files to associate with the passage in these supported formats:</p> <ul style="list-style-type: none"> <li>• <b>MPEG-1 or MPEG-2 Audio Layer III (.mp3).</b> A common lossy data compression format for recorded audio.</li> <li>• <b>Apple Lossless Audio Coded (.m4a).</b> A common lossless data compression format for recorded audio on Apple devices.</li> <li>• <b>Adobe Flash Format (.swf).</b> A common format for delivering animated vector graphics via the Web.</li> <li>• <b>MPEG-4 Part 14 (.mp4).</b> A common format for delivering video and audio via the Web.</li> </ul> <p>For more information, see <a href="#">Supported Media/Technology Formats</a> on page 610.</p>

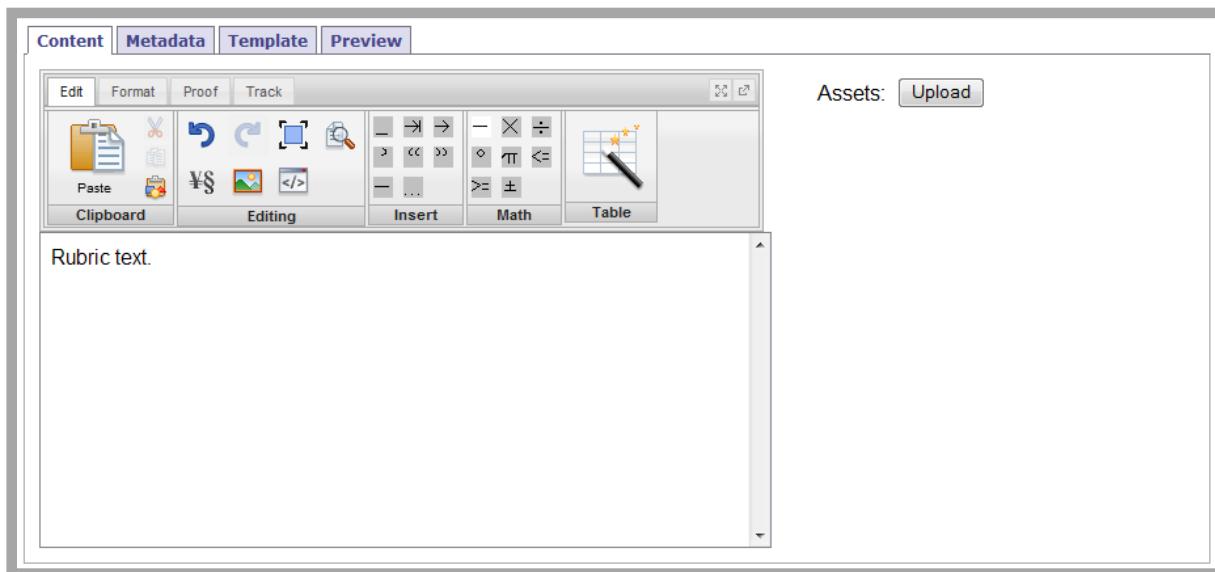
Element	Description
Media Assets list	<p>Displays this information about media assets (i.e., audio and video in supported formats) associated with the passage:</p> <ul style="list-style-type: none"> <li>• <b>Filename.</b> Displays the file name of the uploaded media asset.</li> <li>• <b>Description.</b> Displays a description (if provided) for the media asset.</li> <li>• <b>File Size.</b> Displays the file size of the media asset.</li> </ul> <p>Enables you to administer uploaded media assets via these options:</p> <ul style="list-style-type: none"> <li>• <b>View Link.</b> Enables you to review the media asset via an embedded audio/video player.</li> <li>• <b>Associate Link.</b> Enables you to associate the media asset with the passage.</li> </ul> <hr/> <p><b>Note:</b> Uploading a media asset from the Create Passage   Content page will automatically associate with the passage.</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Delete Link.</b> Displays the Delete Media dialog that enables you to remove the selected media asset from the passage (i.e., breaking its association) and remove it from the IAIP application.</li> </ul> <hr/> <p><b>Note:</b> Deleting a media asset permanently removes it from the IAIP application.</p>
Template	<p>Enables you to select a pre-existing template to apply to the passage.</p> <hr/> <p><b>Note:</b> Specifying a new template will clear the content of the passage.</p> <hr/> <p>For more information on using templates, see <a href="#">Template Samples</a> on page 256.</p>
Notes	<p>Displays any notes associated with the passage that you created while creating or editing the passage.</p> <hr/> <p><b>Note:</b> To view notes that you created previously or that other users created, click the Notes tab.</p>

#### Content Menu – Rubrics

The Content page enables you to create or modify a rubric that provides information on scoring an item, as well as upload images to support the rubric.

- You can access the Content page by clicking the Content tab on the Create Rubric page.

Figure 120: Create Rubric Content Menu



### *Page Elements*

Element	Description
Content Editor	<p>Enables you to write and edit the text of the rubric, including graphics, formatting, colors, and fonts.</p> <p>Provides powerful tools for writing and editing item text:</p> <ul style="list-style-type: none"> <li>• <b>Edit Menu.</b> Provides options for copying, cutting, and pasting, inserting symbols and graphics, inserting math symbols, and creating table elements. For more information, see <a href="#">Edit Menu</a> on page 197.</li> <li>• <b>Format Menu.</b> Provides options for the rubric text, for example options for specifying: fonts, line spacing, color, and alignment. For more information, see <a href="#">Format Menu</a> on page 201.</li> <li>• <b>Proof Menu.</b> Provides spell-checking, thesaurus, and language options, as well as tools for annotating the text. For more information, see <a href="#">Proof Menu</a> on page 203.</li> <li>• <b>Track Menu.</b> Provides options for highlighting and managing changes to the rubric text. For more information, see <a href="#">Track Menu</a> on page 204.</li> </ul>

Element	Description
Upload button	<p>Displays the Upload Image page that enables you to upload images in these supported formats to associate with the rubric.</p> <ul style="list-style-type: none"> <li>• <b>Graphics Interchange Format (.gif).</b> A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations) via the Web.</li> <li>• <b>Portable Network Graphic (.png).</b> A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors) via the Web.</li> <li>• <b>Joint Photographic Experts Group (.jpg or .jpeg).</b> A common lossy compression format for delivering images (e.g., digital photographs and scans) via the Web.</li> <li>• <b>Scalable Vector Graphic (.svg).</b> An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes) via the Web.</li> </ul> <p><b>Note:</b> Uploading an image associates it with the rubric, but it does not automatically insert it to the rubric. For information on adding an image to a rubric, see <a href="#">Adding Media to Content</a> on page 616.</p>

### *Interactions Menu – Items*

The Interactions menu enables you to create and modify item interactions. Interactions define the attributes, length, and type for student responses (e.g., multiple-choice response with a single response permitted). There can be more than one interaction (of the same or different type) for each item. Therefore, a single item can be associated with true-or-false, multiple choice, and text entry responses, each defined as a separate interaction. For more information on these types, see [Edit Interaction Page](#) on page 218.

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**Note:** After defining the interaction, you must add it to the item body using the Insert Interaction button on the Edit menu of the Content Editor.

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### IMPORTANT

**The IAIP application provides limited editing capabilities for SBAIF items and passages. Therefore, this menu is not available for SBAIF items.**

- You can access the Interactions menu by clicking the Interactions tab on the Content menu of the Create Item page.

The content of the Interactions menu differs based on whether interactions are already defined:

- If no interactions are defined, the Create/Edit Interactions page is displayed.
- If one or more interactions are defined, the Edit Interaction page is displayed.

### *Edit Interaction Page*

The elements of the Edit Interactions page differ depending on the Interaction type selected:

- Choice.** Provides two or more selections from which the student selects one or more answer. This type is used for true-false, multiple-choice, or select all that apply questions.
- Text Entry.** Provides a shorter, textual response entry (e.g., short answer) box in which the student provides a textual answer.
- Extended Entry.** Provides a longer, textual response entry (e.g., essay or multi-paragraph answer) box in which the student provides a textual answer.
- Inline Choice.** Provides the user with a list of choices, each of which is a short text string, in context with the surrounding text. The student selects one of the presented choices.
- Match.** Provides two columns of short text entries from which the student selects corresponding items from each column.

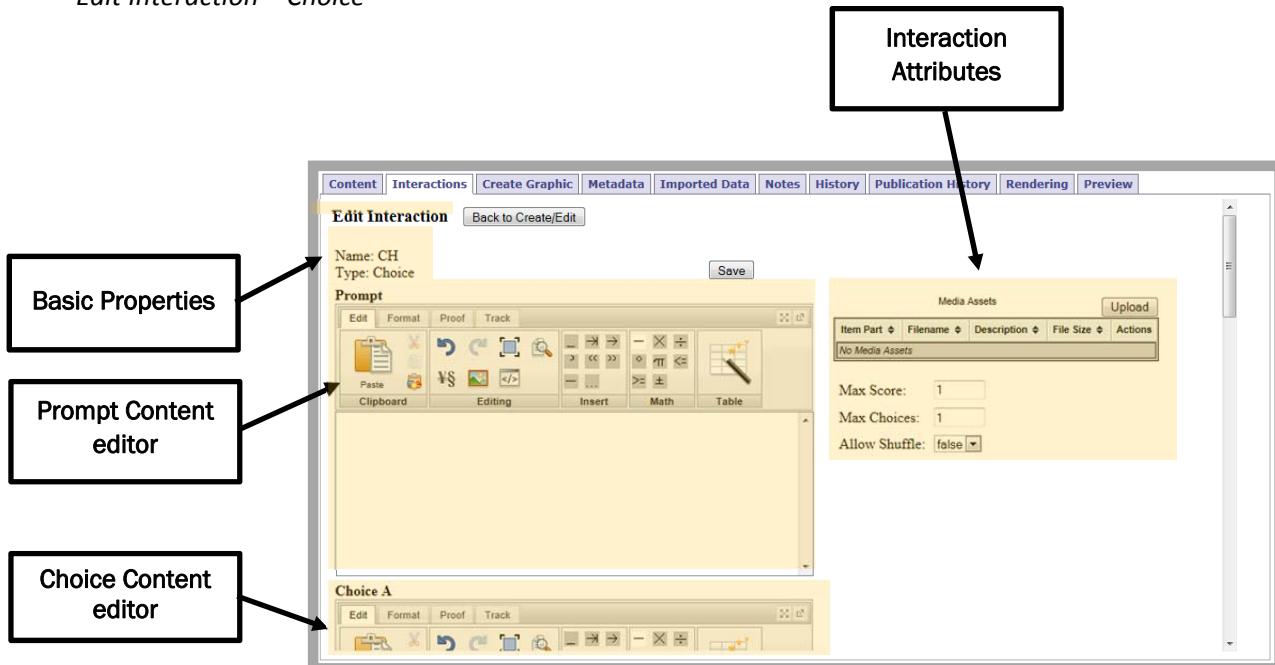
For more information, see the appropriate section.

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**Note:** You can create multiple Interactions of the same or different types for each item.

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#### Edit Interaction – Choice



Element	Description
Back to Create/Edit button	Returns to the Create/Edit Interaction page, enabling you to create a new or modify an existing Interaction for the current item.  <b>Note:</b> Clicking this button before saving your changes (i.e., via the Save button) will cause the changes to be lost.
Basic Properties	Displays the name and type of the Interaction open for editing.

Element	Description
Prompt Content editor	<p>Provides options for defining the item prompt via the Content Editor. For more information on the Content Editor, see <a href="#">Content Menu/Content Editor</a> on page 196.</p>
Choice Content editor	<p>Provides options for defining the item choices via the Content editor. A separate Content Editor is provided for each answer choice. You can add or remove answer choices via the Add a New Choice or Delete Choice buttons.</p> <p>For details on all the options available for item choices, see <a href="#">Edit Interaction Page</a> on page 218.</p>
Choice options	<p>Provides controls for managing choices for the current Interaction. Choice options display after the Content Editor for answer choices.</p> <p><b>Note:</b> These options are not displayed in the screen capture at the beginning of this section.</p>
Move Up button	Resequences the answer choices by moving the associated answer choice up one position.
Move Down button	Resequences the answer choices by moving the associated answer choice down one position.
Correct	<p>Identifies the associated choice as the correct answer.</p> <p><b>Note:</b> An interaction cannot be saved unless this box is checked for at least one answer choice.</p>
Error Type	Identifies the distractor rationale for incorrect answer choices.
Add a New Choice button	<p>Creates a new answer choice, enabling you to specify its attributes.</p> <p><b>Note:</b> The number of answer choices and their order is defined by the number of answer choices displayed on this page.</p>
Delete Choice button	<p>This option displays only after the last answer choice. It enables you to delete the last answer choice in the Interaction.</p> <p><b>Note:</b> You can delete only the last answer choice. To delete another answer choice, you must move it to the last position (e.g., using the Move Down button).</p>
Interaction Attributes	Enables you to define additional properties of the Interaction.

Element	Description
Media Assets list	<p>Displays this information about media assets (i.e., audio and video in supported formats) associated with the item:</p> <ul style="list-style-type: none"> <li>• <b>Filename.</b> Displays the file name of the uploaded media asset.</li> <li>• <b>Description.</b> Displays a description (if provided) for the media asset.</li> <li>• <b>File Size.</b> Displays the file size of the media asset.</li> </ul> <p><b>Note:</b> Media assets for Interactions are separate from media assets for the item body, and can be applied to individual answer choices.</p>
	<p>Enables you to administer uploaded media assets via these options:</p> <ul style="list-style-type: none"> <li>• <b>View Link.</b> Enables you to review the media asset via an embedded audio/video player.</li> <li>• <b>Associate Link.</b> Displays the Edit Media Associations page, enabling you to associate the media asset with the specific Interaction.</li> <li>• <b>Delete Link.</b> Displays the Delete Media dialog that enables you to remove the selected media asset from the Interaction (i.e., breaking its association) and remove it from the IAIP application.</li> </ul> <p><b>Note:</b> Deleting a media asset permanently removes it from the IAIP application.</p>
Maximum Score	Specifies the maximum score for the item.
Maximum Choices	<p>Specifies the maximum number of correct answers that can be selected during an assessment as described below:</p> <ul style="list-style-type: none"> <li>• <b>If the value of this field is set to 1</b>—users are limited to selecting a single correct response to the item. This option is appropriate for single answer, multiple-choice items and true-false items.</li> <li>• <b>If the value of this field is greater than 1</b>—users can select multiple correct responses for the item up to the amount specified in this field. For example:  If 2 is entered, the user can select 2 responses. This option is appropriate for multiple-answer, multiple-choice items.</li> <li>• <b>If the value of this field is set to 0</b>—users are not limited to a fixed number of correct responses (up to the maximum number of responses). This option is appropriate for allowing the user to select one or more responses up to and including all responses.</li> </ul> <p><b>Note:</b> Most multiple-choice items will have only one correct answer. This value should be set to 1 for this case.</p>
Allow Shuffle	Specifies that the item choices can be displayed in a different order (i.e., as specified by the test delivery system).

**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

### Edit Interaction Page – Text Entry

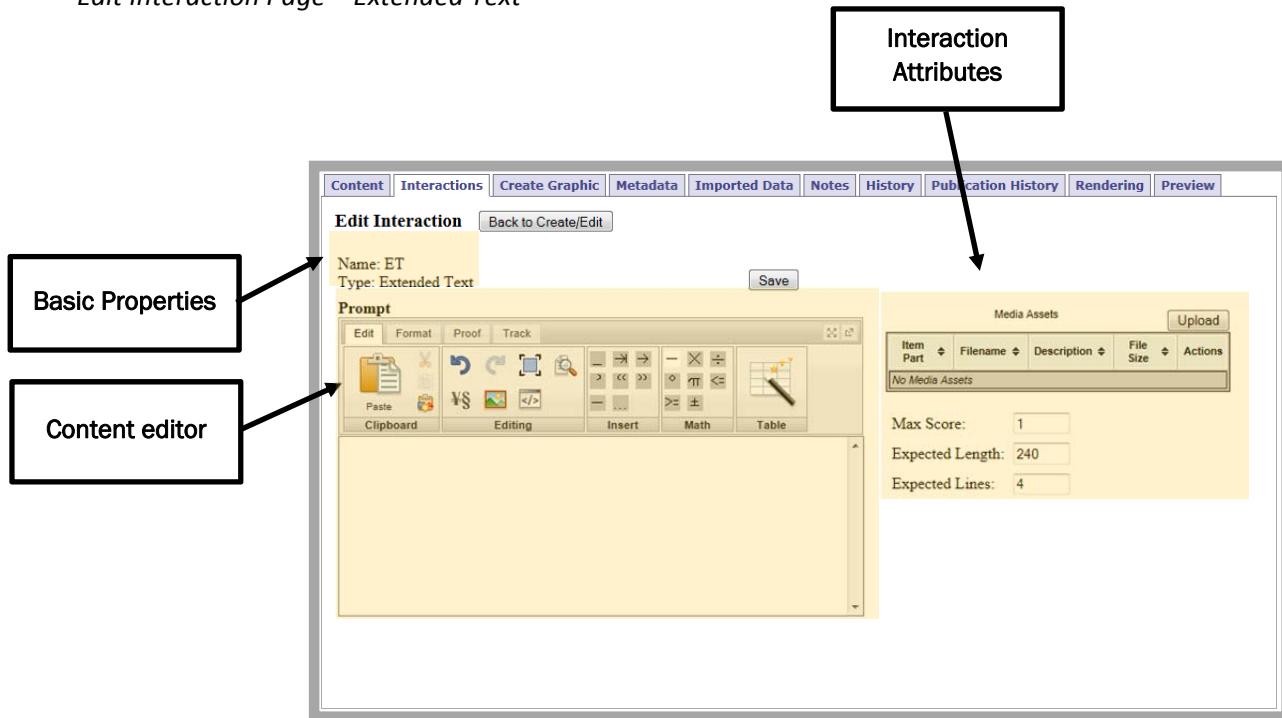
The screenshot shows the 'Edit Interaction' page for a 'Text Entry' type. The top navigation bar includes tabs for Content, Interactions, Create Graphic, Metadata, Imported Data, Notes, History, Publication History, Rendering, and Preview. The 'Edit Interaction' tab is active. Below the tabs, the interaction is identified as 'Name: TE' and 'Type: Text Entry'. A 'Save' button is located in the top right corner. The main form contains fields for 'Max Score' (set to 1), 'Correct Answer' (a text input field), and 'Expected Length' (set to 60). Two callout boxes with arrows point to specific elements: 'Basic Properties' points to the 'Edit Interaction' tab and the 'Save' button; 'Content editor' points to the 'Correct Answer' input field.

#### Page Elements

Element	Description
Back to Create/Edit	Returns to the Create/Edit Interaction page, enabling you to create a new or modify an existing Interaction for the current item.  <b>Note:</b> Clicking this button before saving your changes (i.e., via the Save button) will cause the changes to be lost.
Maximum Score	Specifies the maximum score for the item.
Correct Answer	Specifies the correct answer for the item.
Expected Length	Specifies the maximum expected length of the student response.
Save button	Saves the Interaction with the specified attributes.

**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

## Edit Interaction Page – Extended Text



## Page Elements

Element	Description
Back to Create/Edit	Returns to the Create/Edit Interaction page, enabling you to create a new or modify an existing Interaction for the current Item.  <b>Note:</b> Clicking this button before saving your changes (i.e., via the Save button) will cause the changes to be lost.
Basic Properties	Displays the name and type of the Interaction open for editing.
Save button	Saves the Interaction with the specified attributes.
Content Editor	Provides options for Item prompt. For more information, see <a href="#">Content Menu/Content Editor</a> on page 196.
Interaction Attributes	Enables you to define additional properties of the interaction.

Element	Description
Media Assets list	<p>Displays this information about media assets (i.e., audio and video in supported formats) associated with the item:</p> <ul style="list-style-type: none"> <li>• <b>Filename.</b> Displays the file name of the uploaded media asset.</li> <li>• <b>Description.</b> Displays a description (if provided) for the media asset.</li> <li>• <b>File Size.</b> Displays the file size of the media asset.</li> </ul> <hr/> <p><b>Note:</b> Media assets for Interactions are separate from media assets for the item body, and can be applied to individual answer choices.</p> <hr/> <p>Enables you to administer uploaded media assets via these options:</p> <ul style="list-style-type: none"> <li>• <b>View Link.</b> Enables you to review the media asset via an embedded audio/video player.</li> <li>• <b>Associate Link.</b> Displays the Edit Media Associations page, enabling you to associate the media asset with the selected Interaction. See <a href="#">Edit Media Associations Page</a> on page 212.</li> <li>• <b>Delete Link.</b> Displays the Delete Media dialog that enables you to remove the selected media asset from the Interaction (i.e., breaking its association) and remove it from the IAIP application.</li> </ul> <hr/> <p><b>Note:</b> Deleting a media asset permanently removes it from the IAIP application.</p>
Maximum Score	Specifies the maximum score for the item.
Expected Length	Specifies the maximum expected length of the student response.
Expected Lines	<p>Specifies the maximum number of lines expected for the student response. The value of this field must evenly divide into the value of the Expected Length field, in order to display properly on the assessment, for example:</p> <p>Given these field values:</p> <p style="margin-left: 40px;">Expected Length = 300</p> <p style="margin-left: 40px;">Expected Lines = 4</p> <p>The text entry box will display a rectangle with a height of 4 rows and a width of 75 columns (i.e., <math>4 \times 75 = 300</math>).</p>

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**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

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## Edit Interaction Page – Inline Choice

The screenshot shows the 'Edit Interaction' page for an 'Inline Choice' item. At the top, there's a navigation bar with tabs: Content, Interactions, Create Graphic, Metadata, Imported Data, Notes, History, Publication History, Rendering, and Preview. Below the tabs, it says 'Edit Interaction' and 'Back to Create/Edit'. A message 'Added Choice "Arbitration"' is displayed. The main area is titled 'Added Choice "Arbitration"'. It shows the choice name 'IC' and type 'Inline Choice'. There are buttons for 'Choices' and 'Action'. Under 'Action', there are buttons for 'Attribution' (with 'Down' and 'Up' buttons), 'Articulation' (with 'Up' and 'Down' buttons), 'Amplification' (with 'Up' and 'Down' buttons), 'Circulation' (with 'Up' and 'Down' buttons), and 'Arbitration' (with 'Up' and 'Delete' buttons). To the right, there are fields for 'Max Score' (set to 1) and 'Correct Answer' (set to 'Attribution'). At the bottom, there's a 'New Choice:' input field and an 'Add' button.

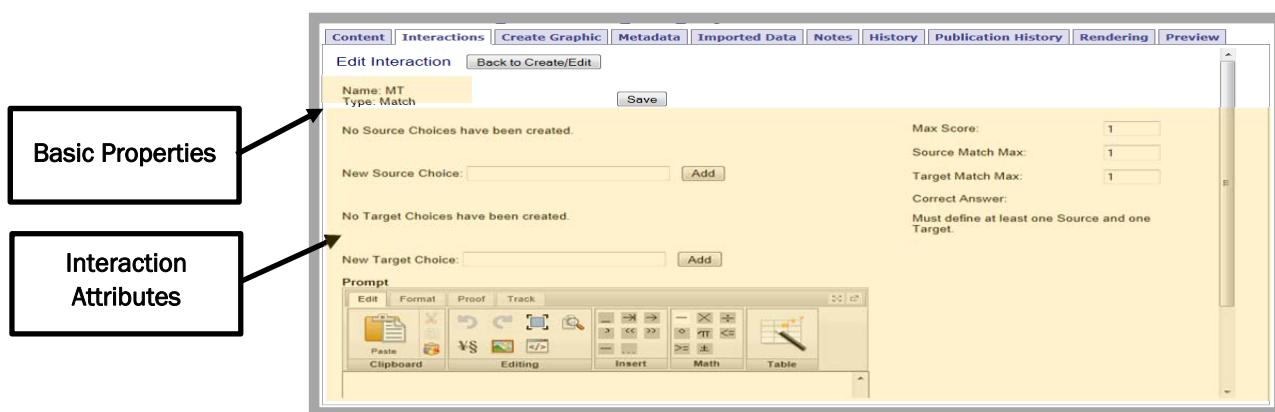
## Page Elements

Element	Description
Back to Create/Edit	Returns to the Create/Edit Interaction page, enabling you to create a new or modify an existing Interaction for the current item.  <b>Note:</b> Clicking this button before saving your changes (i.e., via the Save button) will cause the changes to be lost.
Basic Properties	Displays the name and type of the Interaction open for editing.
Save button	Saves the Interaction with the specified attributes.
Choices list	Provides a list of choices that have been added to the Interaction, as well as options for ordering and deleting them. <ul style="list-style-type: none"> <li><b>Down button.</b> Moves the corresponding choice down one position.</li> <li><b>Up button.</b> Moves the corresponding choice up one position.</li> <li><b>Delete button.</b> Removes the corresponding choice from the Interaction.</li> </ul> <b>Note:</b> You can delete only the choice at the bottom of the list.
Interaction Attributes	Enables you to create another choice for the Interaction as well as define additional properties of the Interaction.
New Choice	Enables you to specify a new answer choice that is added to the end of the list of choices.
Add button	Adds the choice specified by the New Choice option to the list of choices.
Maximum Score	Specifies the maximum score for the item.
Correct Answer	Specifies the maximum expected length of the student response.

## Chapter 3: IAIP Application Interface

**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

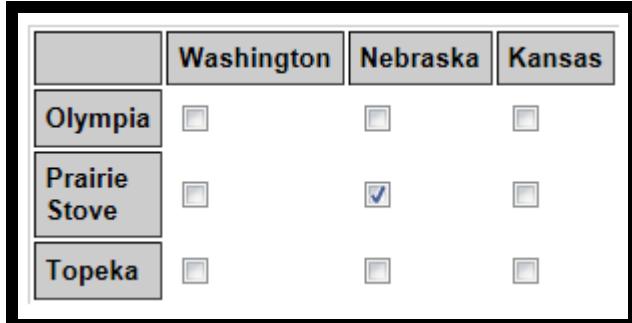
### Edit Interaction – Match



#### Page Elements

Element	Description
Back to Create/Edit	Returns to the Create/Edit Interaction page, enabling you to create a new or modify an existing Interaction for the current item.  <b>Note:</b> Clicking this button before saving your changes (i.e., via the Save button) will cause the changes to be lost.
Basic Properties	Displays the name and type of the Interaction open for editing.
Save button	Saves the Interaction with the specified attributes.
Interaction Attributes	Enables you to create another choice for the Interaction as well as define additional properties of the Interaction.

Element	Description								
Source Choices list	<p>Displays the options entered for the source for the match. For example:</p> <table border="1" data-bbox="621 354 1155 663"> <thead> <tr> <th data-bbox="643 375 866 418">Source Choices</th> <th data-bbox="866 375 1122 418">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 445 866 487">Olympia</td> <td data-bbox="866 445 1122 487">Down</td> </tr> <tr> <td data-bbox="643 515 866 557">Prairie Stove</td> <td data-bbox="866 515 1122 557">Up Down</td> </tr> <tr> <td data-bbox="643 585 866 627">Topeka</td> <td data-bbox="866 585 1122 627">Up Delete</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>Down button.</b> Moves the associated source choice down one position.</li> <li><b>Up button.</b> Moves the associated source choice up one position.</li> <li><b>Delete button.</b> Removes the associated source choice from the interaction.</li> </ul>	Source Choices	Action	Olympia	Down	Prairie Stove	Up Down	Topeka	Up Delete
Source Choices	Action								
Olympia	Down								
Prairie Stove	Up Down								
Topeka	Up Delete								
New Source Choice	Enables you to specify a new item for the source column.								
Add button	Adds the choice specified by the New Source Choice option to the list of choices.								
Target Choices list	<p>Displays the options entered for the target for the match. For example:</p> <table border="1" data-bbox="621 1094 1139 1402"> <thead> <tr> <th data-bbox="643 1115 866 1157">Target Choices</th> <th data-bbox="866 1115 1122 1157">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 1184 866 1227">Washington</td> <td data-bbox="866 1184 1122 1227">Down</td> </tr> <tr> <td data-bbox="643 1254 866 1296">Nebraska</td> <td data-bbox="866 1254 1122 1296">Up Down</td> </tr> <tr> <td data-bbox="643 1324 866 1366">Kansas</td> <td data-bbox="866 1324 1122 1366">Up Delete</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>Down button.</b> Moves the associated target choice down one position.</li> <li><b>Up button.</b> Moves the associated target choice up one position.</li> </ul> <p><b>Delete button.</b> Removes the associated target choice from the interaction.</p>	Target Choices	Action	Washington	Down	Nebraska	Up Down	Kansas	Up Delete
Target Choices	Action								
Washington	Down								
Nebraska	Up Down								
Kansas	Up Delete								
New Target Choice	Enables you to specify a new item for the target column.								
Add button	Adds the choice specified by the New Target Choice option to the list of choices.								

Element	Description																
Media Assets list	<p>Displays this information about media assets (i.e., audio and video in supported formats) associated with the item:</p> <ul style="list-style-type: none"> <li>• <b>Filename.</b> Displays the file name of the uploaded media asset.</li> <li>• <b>Description.</b> Displays a description (if provided) for the media asset.</li> <li>• <b>File Size.</b> Displays the file size of the media asset.</li> </ul> <hr/> <p><b>Note:</b> Media assets for Interactions are separate from media assets for the item body, and can be applied to individual answer choices.</p> <hr/> <p>Enables you to administer uploaded media assets via these options:</p> <ul style="list-style-type: none"> <li>• <b>View Link.</b> Enables you to review the media asset via an embedded audio/video player.</li> <li>• <b>Associate Link.</b> Displays the Edit Media Associations page, enabling you to associate the media asset with the selected Interaction. See <a href="#">Edit Media Associations Page</a> on page 212.</li> <li>• <b>Delete Link.</b> Displays the Delete Media dialog that enables you to remove the selected media asset from the Interaction (i.e., breaking its association) and remove it from the IAIP application.</li> </ul> <hr/> <p><b>Note:</b> Deleting a media asset permanently removes it from the IAIP application.</p>																
Maximum Score	Specifies the maximum score for the item.																
Source Match Maximum	Specifies the maximum number of choices from the source that can be selected.																
Target Match Maximum	Specifies the maximum number of choices from the target that can be selected.																
Correct Answer	<p>Specifies the correct selections from the source and target. This option provides a grid display of the source and target choices entered, enabling you to select matching values.</p> <p>In this example, the correct answer is the selection of Prairie Stove and Nebraska:</p>  <table border="1" data-bbox="572 1495 1204 1818"> <tr> <td></td> <td>Washington</td> <td>Nebraska</td> <td>Kansas</td> </tr> <tr> <td>Olympia</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Prairie Stove</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Topeka</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Washington	Nebraska	Kansas	Olympia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prairie Stove	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topeka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washington	Nebraska	Kansas														
Olympia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Prairie Stove	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Topeka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

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**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

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Figure 121: Additional Controls on Edit Interaction Match

The screenshot shows the 'Edit Interaction' screen with the 'Match' type selected. At the top, there are tabs: Content, Interactions, Create Graphic, Metadata, Imported Data, Notes, History, Publication History, Rendering, and Preview. Below the tabs, the title 'Edit Interaction' and a 'Back to Create/Edit' link are displayed. A message 'Added Choice "Kansas" to Set "Target"' is shown in blue. The 'Name' field is set to 'MT' and the 'Type' field is set to 'Match'. A 'Save' button is located at the top right. On the left, there are two sections: 'Source Choices' and 'Target Choices', each with a table of choices and action buttons (Up, Down, Delete). On the right, there are input fields for 'Max Score' (set to 1), 'Source Match Max' (set to 1), 'Target Match Max' (set to 1), and 'Correct Answer'. A grid table shows the mapping between source and target choices. The source choices are Olympia, Prairie Stove, and Topeka. The target choices are Washington, Nebraska, and Kansas. The grid shows that Olympia maps to all three targets, Prairie Stove maps to all three targets, and Topeka maps to all three targets.

	Washington	Nebraska	Kansas
Olympia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prairie Stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topeka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Create/Edit Interactions Menu

The Create/Edit Interactions menu enables you to create new interactions and select an existing interaction to modify.

---

**Note:** After creating an Interaction and defining its attributes, you must insert it into the item body in order for the Interaction to appear with the item. For more information, see [Inserting an Interaction in an Item](#) on page 231.

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- You can access the Interactions menu by clicking the Interactions tab on the Content menu of the Create Item page.

## Chapter 3: IAIP Application Interface

Figure 122: Interactions Menu – Create/Edit Interactions

The screenshot shows the 'Item Admin' interface for managing items. At the top, there are 'Manage' and 'Generate' dropdown menus and a 'Main Menu' button. Below this, the item details are shown: 'CREATE ITEM: SBA1-ah-0001 <SBAC\_Demo\_Program>' and a 'Print Item' link. A navigation bar at the top includes tabs for Content, Interactions, Create Graphic, Metadata, Imported Data, Notes, History, Publication History, Rendering, and Preview. The 'Interactions' tab is selected. The main content area is titled 'Create/Edit Interaction'. It contains two sections: 'Edit Interaction' and 'Create Interaction'. In the 'Edit Interaction' section, there is a 'Select' dropdown menu set to 'RESPONSE (Choice)' with an 'Edit' button next to it. In the 'Create Interaction' section, there is a 'Type' dropdown menu set to 'Choice' with a 'Name:' input field and a 'Create' button.

### Page Elements

Element	Description
Edit Interaction options	Provide options for selecting an existing interaction for modification.
Select	Specifies the existing interaction to modify as well as its type in the format: interaction_name (interaction_type) where <b>interaction_name</b> is the name of the identifier and <b>interaction_type</b> is the type of interaction assigned
Edit button	Causes the selected interaction to be opened for editing.
Create Interaction options	Provide options for specifying basic attributes of a new interaction to create.
Type	Specifies the type of interaction from these options: <ul style="list-style-type: none"><li><b>Choice.</b> Single or multiple selected response entry (e.g., True or False or multiple-choice).</li><li><b>Text Entry.</b> A shorter, textual response entry (e.g., short answer).</li><li><b>Extended Entry.</b> A longer, textual response entry (e.g., essay or multi-paragraph answer).</li></ul>

Element	Description
Name	Specifies the name of the interaction. This name should be descriptive to make this interaction easily selectable from the list.
Create button	Causes the Edit Interaction page to be opened for defining the new interaction.

To create a new Interaction:

- 1 Select its type via the Type option.
- 2 Enter its name, for making it easily identifiable from the other Interactions defined for the item.
- 3 Click the Create button.

The Edit Interaction menu displays, enabling you to specify the attributes of the Interaction.



After defining the interaction, you must add it to the item body using the Insert Interaction button on the Edit menu of the Content Editor.

To edit an existing Interaction:

- Select the desired Interaction from the Select menu and click the Edit button.

#### *Inserting an Interaction in an Item*

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**Note:** Interactions that exist, but have not been inserted into the item body, will not be presented with the item.

---

- 1 Click the Content tab to display the Content menu.
- 2 Place the cursor at the appropriate location in the item body.

You can place Interactions at any location in the item body.

- Typically, choice (e.g., multiple choice and true-false) and extended entry (e.g., essay responses) Interactions are placed at the end of the item body. In this example, Choice is a true-false response at the end of the body:

Answer the following question.

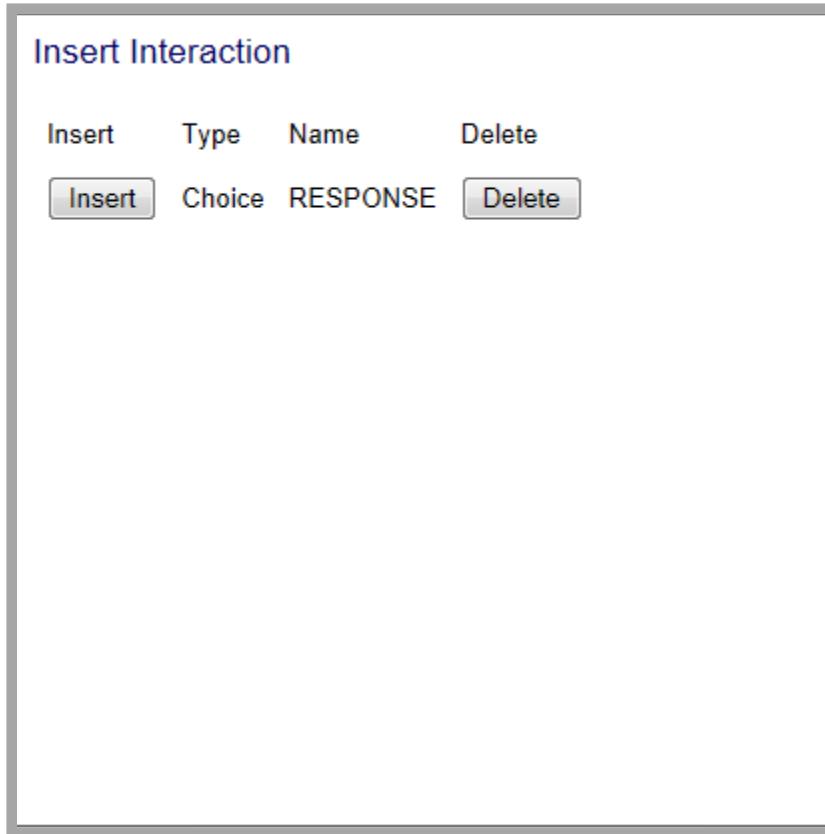
**Choice**

- Text entry responses are sometimes placed in-line with the text. In this example, Text Entry is a text-entry response located within the body:

The segment **Text Entry** is the shortest side of the quadrilateral.

- 3 Click the Insert Interaction button ( ).

The Insert Interaction page displays. For example:



- 4 Click the Insert button associated with the Interaction to insert.

The Insert Interaction dialog closes, and the Interaction is inserted into the item body at the selected location.

For easy identification, the Interaction is represented by its type in a bold, underlined font in the item body. For example:

The segment **Text Entry** is the shortest side of the quadrilateral.

- 5 Click the Preview tab to view the item and its Interactions. For example:

**Content** **Interactions** **Create Graphic** **Metadata** **Imported Data** **Notes** **History** **Publication History** **Rendering** **Preview**

**Save Item**

Answer the following question.

Sigmund Freud and Carl Jung both belong to the psychoanalytic school of psychology.

A True

B False

Correct (Shortest Side) = AB  
Correct (RESPONSE) = A

Distractor Rationale: RESPONSE

### Create Graphic Menu - Items

The Create Graphic menu enables you to create graphical equations and formulas for test items via TeX, a popular tool for creating complex mathematical formulas. It provides options for building complex mathematical formulas and equations that display as a separate entity in the item, one element at a time. Graphical elements are created as GIF files and available for insertion in the items in which they are created.

Once a graphical element is created, you can insert it into the item content (i.e., via the Insert Image button [  ]) or use it to create other graphical elements. Each graphical element will likely appear on its own line in the item content, for example:

$$\sqrt[3]{512}$$

#### IMPORTANT

The IAIP application provides limited editing capabilities for SBAIF items. Therefore, this menu is not available for SBAIF items.

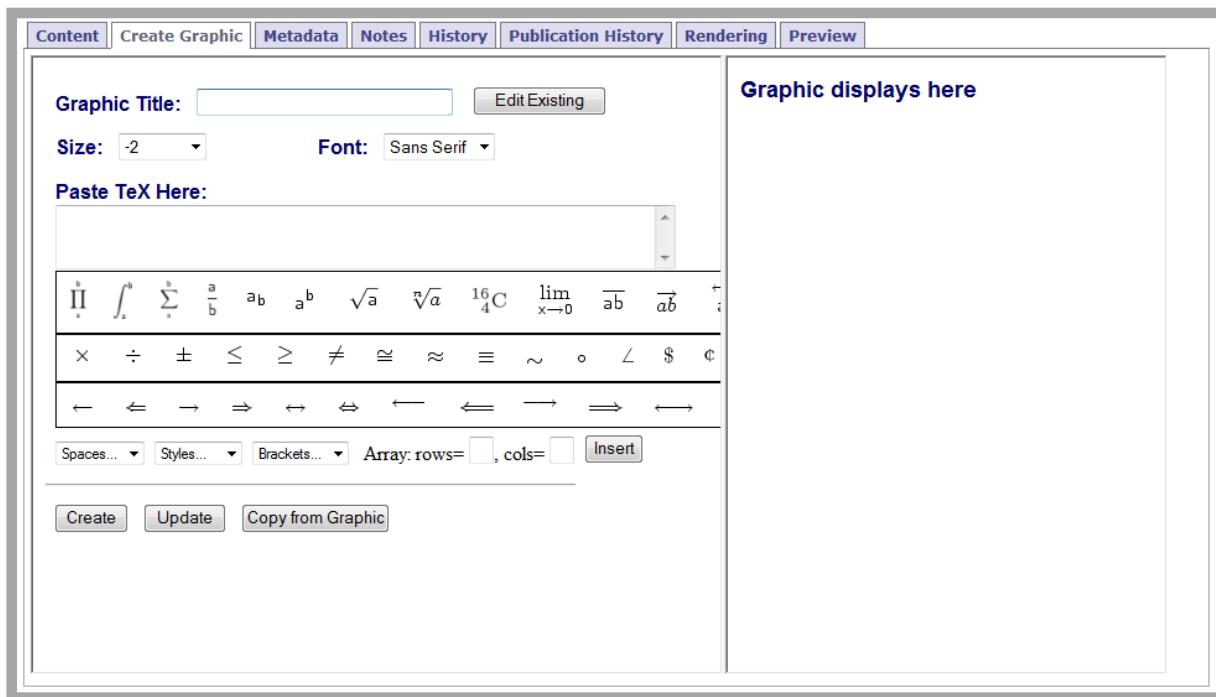
The Edit menu of the content editor provides options for inserting inline mathematical symbols and characters within the item text. For example, the use of the equal sign in this statement could be created using the Edit menu:

The mathematical constant pi (i.e.,  $\pi$ ) is closest in value to which of the following:

- You can access the Create Graphic menu by clicking the Create Graphic tab on the Content menu of the Create Item page.

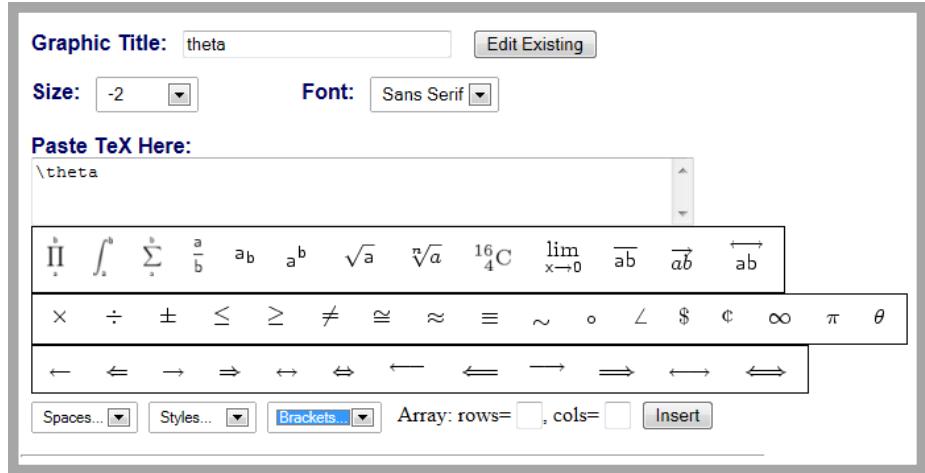
## Chapter 3: IAIP Application Interface

Figure 123: Create Graphic Menu



### Page Elements

Element	Description
Graphic Title	Enables you to name the graphical element. The name will be useful to help identify the graphic for later use.
Edit Existing button	Enables you to load an existing graphical element for modification or to use as a template in creating a new graphic element.
Size	Specifies the relative font size of the graphical element from these options: <ul style="list-style-type: none"><li>• <b>-3.</b> Smallest font size setting.</li><li>• <b>-2.</b> Default. Smaller font size setting.</li><li>• <b>-1.</b> Small font size setting.</li><li>• <b>Normal.</b> No adjustment to the font size.</li><li>• <b>+1.</b> Large font size setting.</li><li>• <b>+2.</b> Larger font size setting.</li><li>• <b>+3.</b> Largest font size setting.</li></ul>
Font	Specifies the font type for the selected graphical element from these options: <ul style="list-style-type: none"><li>• <b>Default.</b> No font is specified. The font type is specified outside of the item content.</li><li>• <b>Roman.</b> Common serif font.</li><li>• <b>Sans Serif.</b> Common non-serif font.</li><li>• <b>Typewriter.</b> Common non-proportional font.</li></ul>

Element	Description
Paste Text Here box	Enables you to build the graphic element by manually entering the appropriate syntax or via the icon buttons and other controls.
Formula selection list	<p>Provides options for adding mathematical elements to the graphic element.</p>  <p>The screenshot shows a dialog box titled "Graphic Title: theta" with an "Edit Existing" button. Below it are "Size: -2" and "Font: Sans Serif" dropdowns. A "Paste TeX Here:" field contains the LaTeX command "\theta". Below this are three rows of mathematical symbols and operators. The first row includes <math>\prod</math>, <math>\int_a^b</math>, <math>\sum</math>, <math>\frac{a}{b}</math>, <math>a_b</math>, <math>a^b</math>, <math>\sqrt{a}</math>, <math>\sqrt[n]{a}</math>, <math>\sqrt[16]{4}</math>, <math>C</math>, <math>\lim_{x \rightarrow 0}</math>, <math>\overline{ab}</math>, <math>\overline{ab}</math>, and <math>\overline{\overline{ab}}</math>. The second row includes <math>\times</math>, <math>\div</math>, <math>\pm</math>, <math>\leq</math>, <math>\geq</math>, <math>\neq</math>, <math>\cong</math>, <math>\approx</math>, <math>\equiv</math>, <math>\sim</math>, <math>\circ</math>, <math>\angle</math>, <math>\\$</math>, <math>\text{C}</math>, <math>\infty</math>, <math>\pi</math>, and <math>\theta</math>. The third row includes various arrow symbols: <math>\leftarrow</math>, <math>\Leftarrow</math>, <math>\rightarrow</math>, <math>\Rightarrow</math>, <math>\leftrightarrow</math>, <math>\Leftrightarrow</math>, <math>\leftarrowtail</math>, <math>\Leftarrowtail</math>, <math>\rightarrowtail</math>, <math>\Rightarrowtail</math>, <math>\leftrightarrowtail</math>, <math>\Leftarrowtailtail</math>, and <math>\Rightarrowtailtail</math>.</p>
Spaces	Specifies the space between formula elements.
Styles	Specifies font style options for the formula element (e.g., bold and italic).
Brackets	Inserts the selected bracket (e.g., parentheses – ( ), brackets – [ ], or braces [ ] ) at the current cursor position in the graphic element.
Array Options	<p>Provides options for inserting mathematical arrays in the graphic element.</p> <ul style="list-style-type: none"> <li><b>Arrow [Rows].</b> Specifies the number of rows in the mathematical array.</li> <li><b>Array [Columns].</b> Specifies the number of columns in the mathematical array.</li> <li><b>Insert button.</b> Inserts an array of the dimensions specified by the rows and columns fields.</li> </ul>
Create button	<p>Causes a new graphical element to be created in the name specified by the Graphic Title field as defined in the Paste TeX Here field.</p> <p>Once a graphical element has been created, it can be used again in the item content or as a template for creating additional graphical elements.</p>
Update button	Causes the graphical element specified in the Graphic Title field to be updated with the current state of the Paste TeX Here field.
Copy from Graphic button	Enables you to open a copy of an existing graphical element for modification or to use it as a template for another graphic.
Preview window	Displays the graphical element as it will be presented to users in the item content.

### *Inserting an Equation or Formula*

Once you have created and saved a graphical equation or formula via the Create Graphic menu, you insert it into an item using the Insert Image button (  ) on the Edit menu of the Content Editor.

To insert an equation or formula:

- 1 Place the cursor at the location in the item where you want to insert the graphical element.

Each graphical element will likely appear on its own line in the item content.

- 2 Click the Insert Image button (  ) on the Edit menu of the Content Editor.

The Images for this item page is displayed. For example:



For more information on the Images for this item page, see [Images for This Item Page](#) on page 342.

- 3 Click the graphical element that you want to insert. In the example above, click directly on the  $\frac{1}{2}$  (i.e., the area highlighted in yellow).

The graphical element is inserted into the item.

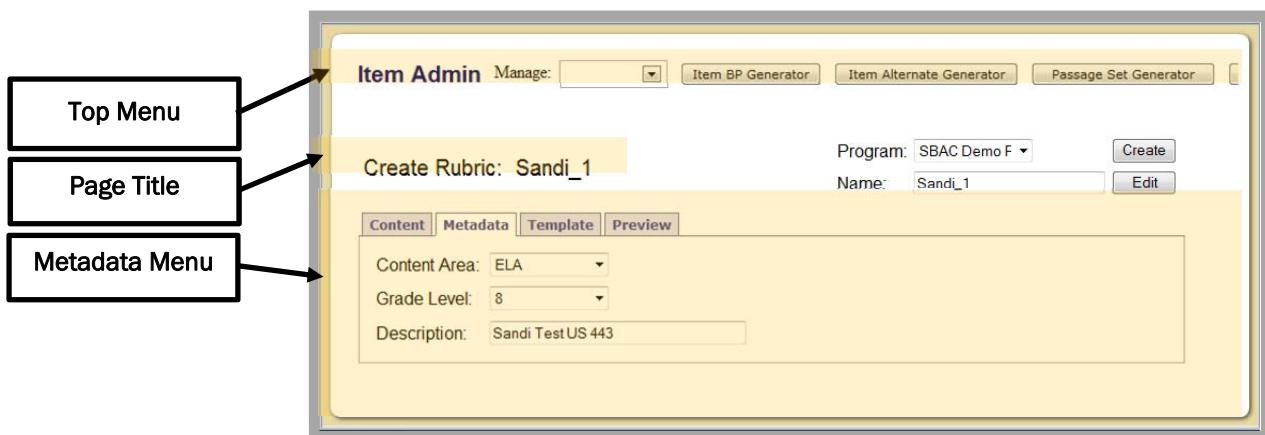
### ***Metadata Menu – Items, Passages, and Rubrics***

The Metadata Menu enables you to view and modify the metadata attributes of the selected content. The specific metadata attributes displayed on the menu depends on the type of object selected. See the appropriate section below:

- For information on item metadata see [Item Metadata](#) on page 647.
- For information on passage metadata, see [Passage Metadata](#) on page 649.
- For information on rubric metadata, see [Rubric Metadata](#) on page 652.
- You can access the Metadata Menu by selecting the Metadata menu on the Content Editor.

Figure 124: Example Metadata Menu for a Rubric

**Note:** This is an example Metadata menu for a rubric.



#### Metadata Menu - Items

The Metadata menu enables you to create or modify the metadata associated with an item. Item metadata is useful in identifying properties of the item for searches, querying, and reporting on items in the IAIP application.

- You can access the Metadata menu by clicking the Metadata tab on the properties section of the Create Items page.

Figure 125: Example Item Metadata Menu

Content	Interactions	Create Graphic	Metadata	Imported Data	Notes	History	Publication History	Rendering	Preview
Description: API Pv1.0 Entry Profile Single Essay Item Tes				Publication Status: <input type="button" value="▼"/>					
Item Format: Constructed Response				Dev State: Development					
Difficulty: easy				Assigned Writer: Writer, AH					
Content Area: <input type="button" value="▼"/>				Source Document: this is the source					
Grade Level: K				Language: English					
Grade Span Start: -				Due Date: <input type="text"/> Select Date					
Grade Span End: -				Readability Index: <input type="text"/>					
Depth of Knowledge: <input type="button" value="▼"/>				Red label = required field					

### *Page Elements*

Element	Description
Metadata fields list	<p>Provides a list of metadata attributes and their values for the item. Item metadata helps to describe the assessment uses of the items (e.g., by age, grade, and content area) as well as providing valuable information about its content (e.g., grade level, difficulty, development state, and subject area).</p> <hr/> <p><b>Note:</b> Some fields are read-only on this menu, depending on your permissions.</p> <hr/> <p>For more information on item metadata, see <a href="#">Item Metadata</a> on page 647.</p> <hr/> <p><b>Note:</b> The values of the metadata attributes will be stored with the item to provide helpful information when administering items.</p>

### *Changing Metadata Values*

Users with administrator permissions can modify item metadata fields displayed on the Metadata menu.

To modify metadata:

- Specify a new value for the desired field.

For more information on item metadata, see [Item Metadata](#) on page 647.

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**Note:** Be sure to click the Save Item button on the Preview menu.

---

### *Metadata Menu - Passages*

The Metadata menu enables you to create or modify the metadata associated with a passage. Item metadata is useful in identifying properties of the item for searches, querying, and reporting on passages in the IAIP application.

- You can access the Metadata page by clicking the Metadata tab on the Create Passage page.

Figure 126: Create Passage | Metadata Menu

### Page Elements

Element	Description
Metadata fields list	<p>Provides a list of metadata attributes and their values for the passage. Passage metadata helps to describe the assessment uses of the passage (e.g., by age, grade, and content area) as well as providing valuable information about its content (e.g., character ethnicity and gender, language, publication status, and development state).</p> <hr/> <p><b>Note:</b> Some fields are read-only on this menu, depending on your permissions.</p> <hr/> <p>For more information on passage metadata, see <a href="#">Passage Metadata</a> on page 649.</p> <hr/> <p><b>Note:</b> The values of the metadata attributes will be stored with the passage to provide information to assist in administering passages.</p>
Open Print Window link	Displays the Print page that enables you to view and print a report on the selected passage to a device on your system.

### Metadata Menu - Rubrics

The Metadata page enables you to create or modify the metadata associated with a rubric. Item metadata is useful in identifying properties of the item for searches, querying, and reporting on rubrics in the IAIP application.

- You can access the Metadata menu by clicking the Metadata tab on the Create Rubric page.

Figure 127: Rubric Metadata Menu

The screenshot shows a user interface for managing rubric metadata. At the top, there are four tabs: Content, Metadata, Template, and Preview. The Metadata tab is currently selected. Below the tabs, there are three input fields: 'Content Area' with a dropdown menu showing 'MATH', 'Grade Level' with a dropdown menu showing 'K', and a 'Description' field which is empty. The entire interface has a light gray background and a white main content area.

### Page Elements

Element	Description
Metadata fields list	<p>Provides a list of metadata attributes and their values for the rubric. Rubric metadata helps to describe the rubric with via these attributes:</p> <ul style="list-style-type: none"><li>• Content Area</li><li>• Grade Level</li><li>• Description</li></ul> <hr/> <p><b>Note:</b> Some fields are read-only on this menu, depending on your permissions.</p> <hr/> <p>For more information, see <a href="#">Rubric Metadata</a> on page 652.</p> <hr/> <p><b>Note:</b> The values of the metadata attributes will be stored with the rubric to provide helpful information for administering rubrics.</p>

### Imported Data Menu - Items

Selecting the Imported Data menu displays metadata associated with the item that was generated by an external system and imported into the IAIP application during a mass item import. For more information, see on page 460.

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**Note:** Data on the Imported Data menu is read-only in the IAIP application.

- 
- You can access the Imported Data page by clicking the Imported Data tab on the Create Item page.

Figure 128: Example Create Item – Imported Data Menu



**Note:** The imported item metadata is shown fully expanded in this example.

#### Footnotes Menu - Passages

The Footnotes menu enables you to create or modify the footnotes associated with a passage. This is an example of the use of a footnote to provide supporting information:

The screenshot shows a passage with the following details:

- Name: All the Stars in the Sky
- Genre:
- The only man who survived the incident was Lucas Lane. He apparently survived by hiding under several large buffalo robes during the assault.<sup>[1]</sup>

Below the passage, there is a 'Media Assets' section with a table header and a message indicating 'No Media Assets'.

A footnote is present at the bottom of the passage text:

[1] Lucas Lane recounted his method of survival many times. However, it could never be fully substantiated.

**Note:** To create a footnote, you first insert the footnote marker (i.e., enclosed in braces) and apply superscripting in the text of the passage, for example:

The only man who survived the incident was Lucas Lane. He apparently survived by hiding under several large buffalo robes during the assault.<sup>[1]</sup>

---

Then you use the Footnotes menu to define the text of the footnote. For more information, see [Creating a Footnote](#) on page 243.

- You can access the Footnotes page by clicking the Footnotes tab on the Create Passage page.

### IMPORTANT

The IAIP application provides limited editing capabilities for SBAIF items and passages. Therefore, this menu is not available for SBAIF passages.

Figure 129: Create Passage | Footnotes Menu

---

**Note:** This figure shows the Footnotes menu where no footnotes are defined for the selected passage.

---

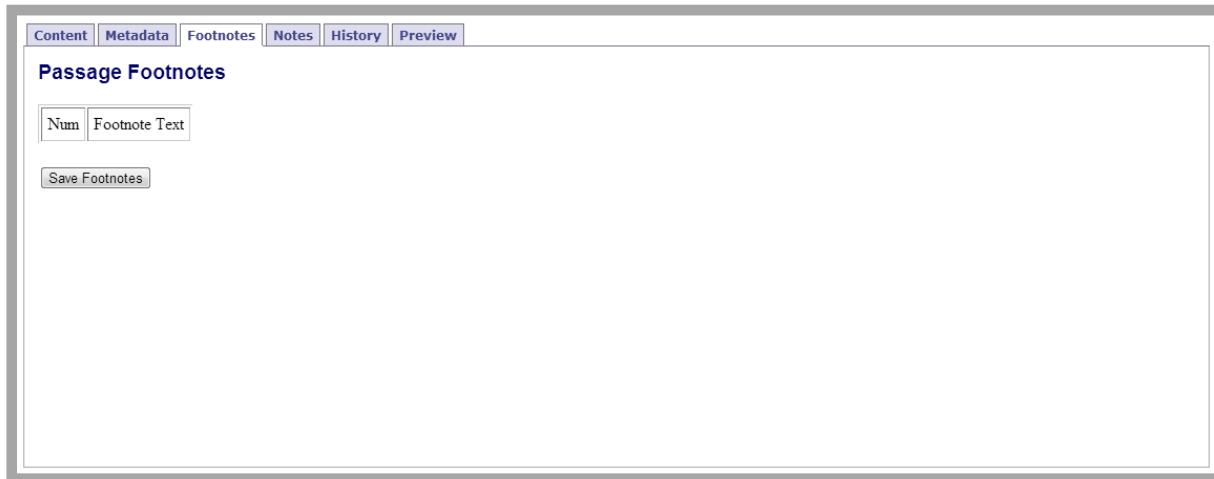


Figure 130: Example Footnotes Menu

---

**Note:** This figure shows the Footnotes menu where a footnote is defined for the selected passage.

---

The screenshot shows the 'Passage Footnotes' screen in the Workflow Interface. At the top, there is a navigation bar with tabs: Content, Metadata, Footnotes, Notes, History, and Preview. The 'Footnotes' tab is selected. Below the tabs, the title 'Passage Footnotes' is displayed. A table is used to list the footnotes, with columns labeled 'Num' and 'Footnote Text'. The first row in the table has '1' in the 'Num' column and the text 'Lucas Lane recounted his method of survival many times. However, it could never be fully substantiated.' in the 'Footnote Text' column. A large, detailed toolbar is visible above the table, containing various editing, proofing, and tracking tools.

### *Page Elements*

Element	Description
Passage Footnotes	<p>Displays a list of footnotes associated with the passage, including these fields:</p> <ul style="list-style-type: none"> <li>• <b>Number.</b> The ordinary, whole number associated with the footnote. The number appears superscripted in the body of the text as an indicator that more information appears in the footnote below the passage.</li> <li>• <b>Footnote Text.</b> The text that displays at the bottom of the page that is associated by Number with a specific place in the body of the text. At the bottom of the page, Number and Footnote Text display.</li> </ul>
Save Footnotes button	<p>Saves the footnote for the passage.</p> <p><b>IMPORTANT</b></p> <p>You must click the Save Footnotes button prior to displaying another menu or your footnote will not be saved.</p>

### *Creating a Footnote*

Creating a footnote for a passage involves these tasks:

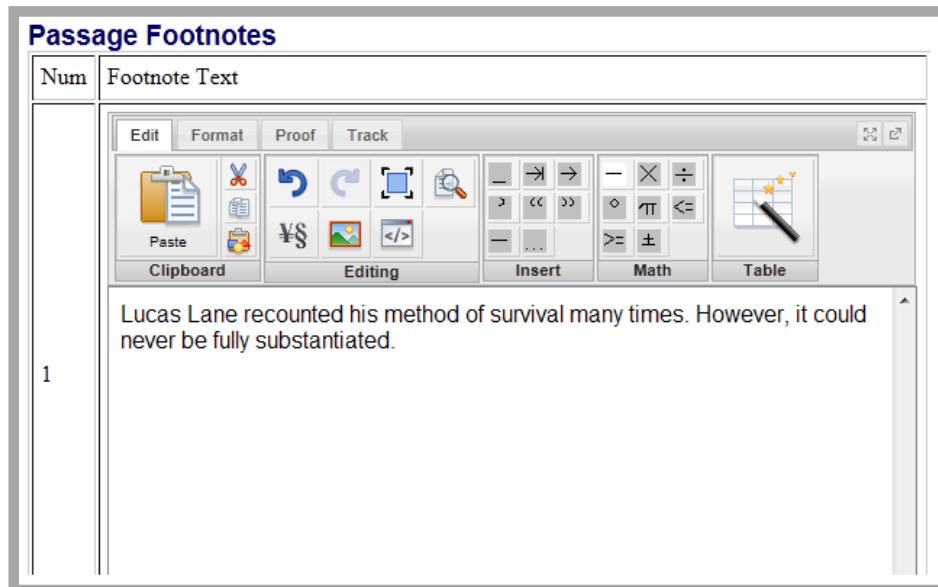
- 1 Inserting the footnote marker in the text of the passage, enclosed in braces (i.e., [ ]), for example:

The only man who survived the incident was Lucas Lane. He apparently survived by hiding under several large buffalo robes during the assault.[1]

- 4 Applying superscripting to the footnote marker, for example:

The only man who survived the incident was Lucas Lane. He apparently survived by hiding under several large buffalo robes during the assault.<sup>[1]</sup>

- 5 Completing the text of the footnote via the Footnotes menu, for example:



- 6 Saving the footnote by clicking the Save Footnotes button at the bottom of the Footnotes menu.  
7 Saving the passage by clicking the Save Passage button on the Preview menu.

### Notes Menu – Items and Passages

The Notes menu enables you to create or modify the Notes associated with an item or passage and to view a list of all associated notes. Notes can be used to provide status comments, communicate with other users in the workflow, or to record other information related to the item or passage development. Notes are permanently attached to the item or passage and cannot be removed.

---

**Note:** The elements of the Notes menu are the same for items and passages.

---

The method for accessing the Notes menu varies depending on the type of content:

- For items, you can access the Notes menu by clicking the Notes tab on the Create Item page.  
or
- For passages, you can access the Notes menu page by clicking the Notes tab on the Create Passage page.

Figure 131: Create Item | Notes Menu

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Page Elements*

Element	Description
Your Notes	Enables you to enter text to associate with the item or passage. All notes will be permanently attached to the item or passage and displayed in the Previous Notes list.
Previous Notes	Displays a list of user-entered notes for the item or passage, including this information: <ul style="list-style-type: none"> <li>• <b>User.</b> User name of the person who added the note.</li> <li>• <b>Time.</b> Date and time the note was created.</li> <li>• <b>State.</b> Development state of the item or passage when the note was added.</li> <li>• <b>Notes.</b> Text previously entered by a user into the Your Notes field.</li> </ul>

**History Menu – Items and Passages**

The History menu enables you to create or modify the Notes associated with an item or passage and to view a list of all associated notes. Notes can be used to provide status comments, communicate with other users in the workflow, or to record other information related to the item or passage development. Notes are permanently attached to the item or passage and cannot be removed.

---

**Note:** The elements of the Notes menu are the same for items and passages.

---

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---

The method for accessing the Notes menu varies depending on the type of content:

- For items, you can access the Notes menu by clicking the Notes tab on the Create Item page.
- or
- For passages, you can access the Notes menu page by clicking the Notes tab on the Create Passage page.

### *History Menu - Items*

The History page enables you to view a summary of the update history for the item.

- You can access the History page by clicking the History tab on the properties section of the Create Item page.

Figure 132: Example Item History Page

The screenshot shows a table titled "Item Edit History" with columns: User, Time, State, and View. The table lists eight entries of updates made to an item, each with a "View" button. The "User" column includes "Importer, Item" and "Super Admin, System". The "Time" column shows dates and times from May 2013 to June 2013. The "State" column includes "QC Presentation Review", "Content Review 1", and "Development".

User	Time	State	View
Importer, Item	2013-06-07 07:16:14	QC Presentation Review	<a href="#">View</a>
Super Admin, System	2013-06-05 14:43:55	Content Review 1	<a href="#">View</a>
Importer, Item	2013-05-30 05:34:15	Content Review 1	<a href="#">View</a>
Super Admin, System	2013-05-23 15:05:27	Content Review 1	<a href="#">View</a>
Super Admin, System	2013-05-23 14:59:23	Development	<a href="#">View</a>
Super Admin, System	2013-05-23 14:54:16	Development	<a href="#">View</a>
Importer, Item	2013-05-13 16:28:20	Development	<a href="#">View</a>
Importer, Item	2013-05-13 16:20:23	Development	<a href="#">View</a>

### *Item Edit History*

Provides information on updates made to the item, including these fields:

- **User.** User name of the person who updated the item.
- **Time.** Date and time the item was updated.
- **State.** Development state of the item when the item was updated.
- **View.** Displays a PDF (in a new window) that contains information about the item as it existed at the time it was modified in the IAIP application, for example:

\*SVG or Flash Image\* A B C D  
In the figure above, what fraction of the rectangle ABCD is shaded?

◊ A \*MathML\*  
◊ B \*MathML\*  
◊ C \*MathML\*  
◊ D \*MathML\*  
◊ E \*MathML\*

Hierarchy	
Description	APIPv1.0 Entry Profile Single MC/SR Item Test Instance
Difficulty	
Publication Status	
Bloom's Taxonomy	



**Note:** Because of a limitation in the PDF library, SVG images are not displayed in the item view. Where an SVG image would display, this message is displayed:

\*SVG or Flash Image\*

#### History Menu - Passages

The History page enables you to view a summary of the update history for a passage.

- You can access the History page by clicking the History tab in the content editor.

Figure 133: Create Passage History Menu



### *Passage Edit History*

Provide information on updates made to the passage, including these fields:

- **User.** User name of the person who updated the passage.
- **Time.** Date and time the passage was updated.
- **State.** Development state of the passage when the passage was updated.
- **View.** Provides a button, enabling you to view the selected state of the passage at the selected point in the content development workflow.

### *Publication History Menu – Items*

The Publication History menu enables view statistical data on the usage and performance of this item.

---

**Note:** Statistical data on item usage and performance can be uploaded to the IAIP application

---

- You can access the Publication History menu by clicking the Publication History tab on the properties section of the Create Item page.

Figure 134: Example Psychometrics Data on Publication History Menu

Publication History		Psychometrics Data								
Administration	Spring 2014	N_Male	N_Female	N_White	N_Hispanic	N_Asian	N_NativeAmerican	N_IEP	N_LEP	N_Title1
Item Response Type	Eq	2666	2667	2665	2664	2660	2659	2651	2652	45
Item Total Correlation	0									
Item Statistical Flags	A	DIF_Female v Male	DIF_Asian v White	DIF_Black v White	DIF_Hispanic v White	NativeA_v_White	IEP_v_NonIEP	LEP_v_NonLEP	Title1_v_NonTitle1	
Sample size	24000	B+	B-	C+	C-	B+ C-	B+	C+	C+ B+	
Percent Obtaining 0	12.55555									
Percent Obtaining 1	12.55555									
Percent Obtaining 2	12.55555									
Percent Obtaining 3	12.55555									
Percent Obtaining 4	12.55555									
Percent Obtaining 5	12.55555									
Percent Obtaining 6	12.55555									
Percent Obtaining 7	12.55555									
Percent Obtaining 8	12.55555									
< Previous Administration		Next Administration >								

**Note:** If not statistics were uploaded for the item, this message is displayed:

**No Statistics To Report At This Time.**

### Item Statistics Flags

Item statistics flags help to identify items with certain performance attributes. These item statistics are displayed on the Publication History menu.

- A-Low Average Item Score (less than .10).
- B-CR items with percentage obtaining any score category <3%.
- C-CR items with higher criterion score mean for students in a lower scorepoint category.
- D-MC items with proportionally more higher ability students select a distractor over the key.
- F-MC items with higher criterion score mean for students choosing a distractor than the mean for those choosing the key.
- H-High Average Item Score (greater than .95).
- N-High Percent of Not Responding (Omits + Not Reached).
- O-High Percent of Omits.
- P-MC items with positive distractor biserial correlation.
- R-Low item-total correlation (less than .30).
- V-Smaller AIS at a higher grade level.
- Z-Flagged by statisticians as an additional item that needs content review.

### Rendering Menu - Items

The Rendering menu enables you to review and compare the selected item and its associated item alternates. Item alternates provide equivalent content to the source item in other languages

(e.g., French or Spanish) or Braille to meet accessibility needs of students. It is useful for verifying the display and content of translated items as well as to provide the item alternate writer a view of the source item or other alternates to use when drafting a new item alternate.

- You can access the Rendering menu by clicking the Rendering tab on the properties section of the Create Item page.

### IMPORTANT

The IAIP application provides limited editing capabilities for SBAIF items. Therefore, this menu is not available for SBAIF items.

[Figure 135: Items and Item Alternates](#) illustrates the relationship between items and item alternates.

Figure 135: Items and Item Alternates

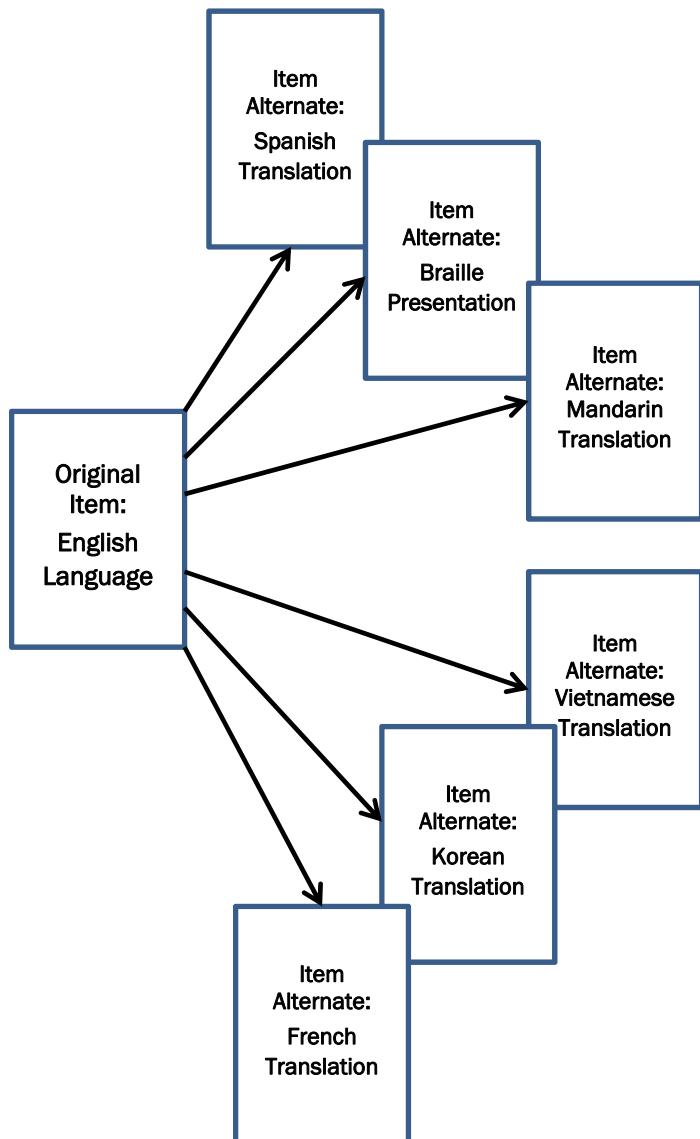
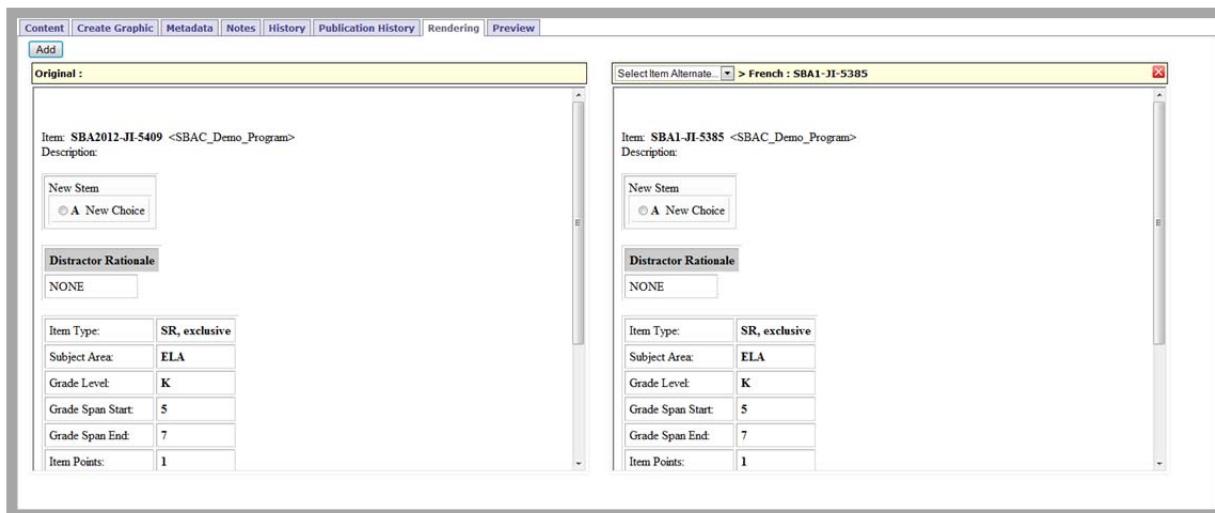


Figure 136: Example Rendering Menu



The typical workflow for this menu is to load the item and then select one or more item alternates (i.e., translated items) in the other windows on the Rendering menu. However, you can also load an alternate item and then select the source item or other item alternate in the other windows on the Rendering menu.

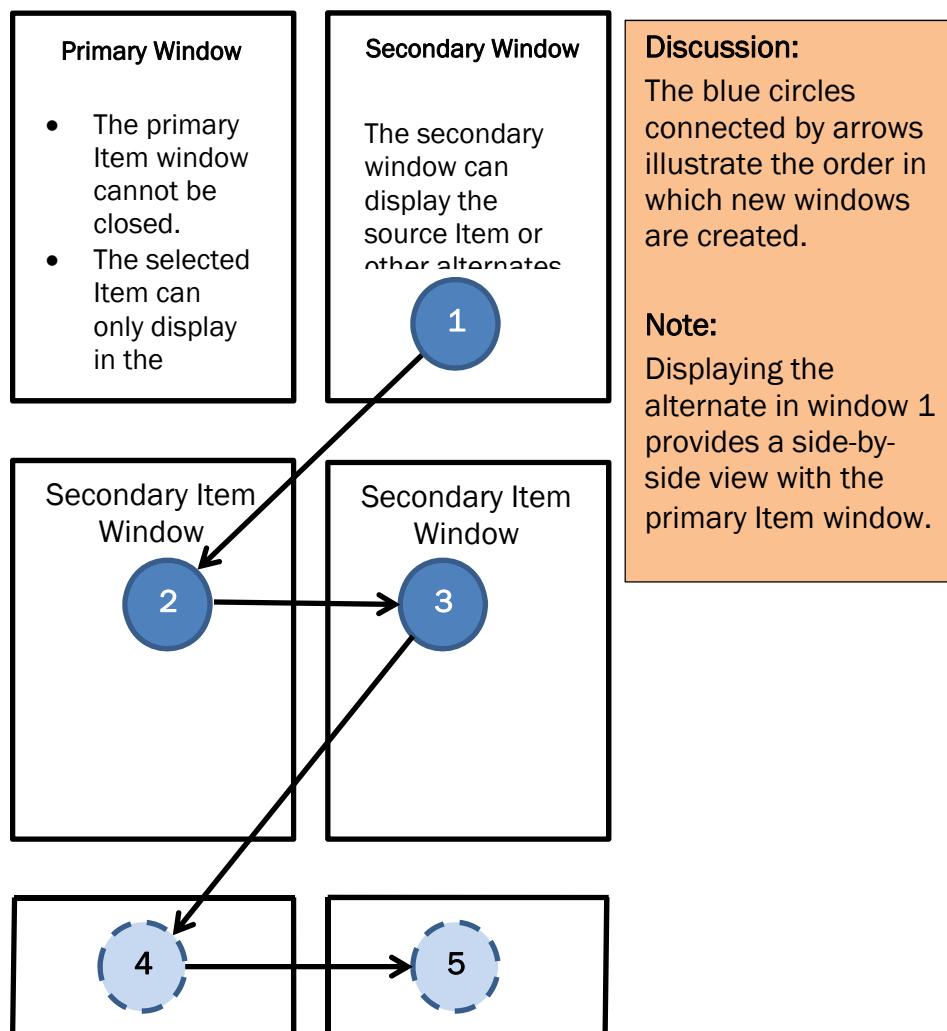
Function	Item Loading Path
Authoring or reviewing translations	Load alternate item and view it along with the source item and (optionally) alternates on the Rendering menu. This option treats the translation as the primary content for authoring and review, enabling you to create or update the translated text or annotate the translation with review comments.
Verifying translations or Item presentation.	Load item and view it along with alternates on the Rendering menu. This path treats the item as the primary content for verification and review of translated text or item presentation, enabling you verify the item against all its alternates.

The selected item is displayed in the top-left window, called the primary window. You can display up to six windows (i.e., the primary window and five secondary ones) to display item alternates for review with the original item and other alternates.

#### IMPORTANT

Because the content of the Rendering menu is defined by the item selected and available item alternates, it is important that you load the appropriate item or item alternate on the Item Management page.

Figure 137: Item Window Creation




---

**Note:** If no item alternates are defined, you can view only the item on this menu.

---

### Page Elements

Element	Description
Add button	<p>Adds a new window for viewing an additional Item alternate.</p> <p>After you add a window, you can specify which Item to display using the Select Source Item menu.</p> <p><b>Note:</b> You can open as many as six windows on the Rendering menu (i.e., one primary window [labeled 'Original' and five secondary windows]).</p>
Item information display	Displays properties of the selected item.

Element	Description
Select Source Item menu	<p>Enables you to select the item (usually an item alternate) to display in the window.</p> <p><b>Note:</b> The primary window (i.e., top-row, left window) can display only the currently selected item or item alternate. Thus, no selection option is provided.</p>
Window label	<p>Each window in the Rendering menu displays a label that identifies the contents of the window using one of these formats:</p> <ul style="list-style-type: none"> <li>Primary Window Label.    where <b>Original</b> identifies the item or alternate that is open for editing.</li> <li>Example Secondary Window Label   Item Alternate Selected.    where <b>French</b> is the alternate label of the item alternate and <b>SBA1-JI-5385</b> is its unique name.</li> <li>Example Secondary Window Label   Source Item Selected.    where <b>Source</b> identifies it as the source item and <b>SBA1-JI-5409</b> is its unique name.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The primary window is the top-left window. It displays the item or Item Alternate that was opened for editing on the Item Management page.</li> <li>All other windows are referred to as secondary windows. They can display Item Alternates or the source item.</li> </ul>
Item Alternate list	<p>Displays properties of the selected item side-by-side with the item.</p> <p>You can add as many windows as necessary to view all the item alternates associated with the select item via the Add button.</p>

### Standard Menu – Items

The Standards page enables you to select content standards with which to align an SBAIF item. Items can be aligned to a single primary and multiple secondary content standards.

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- You can access the Standard page by clicking the Standard tab on the Create Item page.

### IMPORTANT

This menu is available only for SBAIF items. Standards for non-SBAIF items are specified via the Content menu.

Figure 138: Example Create Item - Standard Menu

The screenshot shows the 'CREATE ITEM' screen for item 'SBA2014-WCNONE-0017'. At the top, there are buttons for 'Item Admin', 'Manage' (with dropdowns), 'Generate' (with dropdowns), and 'Main Menu'. Below these are buttons for 'Print Item' and 'Save Item'. A navigation bar includes tabs for 'Metadata', 'Imported Data', 'Notes', 'History', 'Publication History', and 'Standard'. The 'Standard' tab is selected. Under 'Primary Standard', there is a table with one row showing 'SBAC-MA-v1:1|NF|F-3|m|3.NF.3c' with an 'Edit' link. Under 'Secondary Standard', there is a table with two rows: 'SBAC-MA-v1:3|NS|G|NA|NA' and 'SBAC-MA-v1:2|RP|B|NA|NA', each with 'Edit', 'Remove', and 'Make Primary' links.

### Page Elements

Element	Description
Primary Standard	Enables you manage the primary content standard for the item.
Standard	Identifies the content standards associated with the item as the primary standard.
Action	Enables you to modify the primary content standard.
Secondary Standard	Enables you to manage the secondary content standards for the item.
Add button	Displays the Apply Standard page, enabling you to add a secondary standard assignment to the item.
Standard	Identifies the content standards associated with the item as the secondary standard.

Element	Description
Action	<p>Enables you to modify the primary content standard with these options:</p> <ul style="list-style-type: none"> <li>• <b>Edit link.</b> Opens the Apply Standard page, enabling you to replace the secondary content standard</li> <li>• <b>Remove link.</b> Deletes the secondary content standard.</li> <li>• <b>Make primary link.</b> Swaps the primary and selected secondary content standards, so that the primary standard becomes the secondary standard and the secondary standard becomes the primary standard.</li> </ul>

### Template Menu - Rubrics

The Template page enables you to select a rubric template and modify the content of the template for use in the rubric.

---

**Note:** The templates provided on this menu can help you quickly define and format the content of a rubric. To aid in this process, you can fully modify the content of the rubric based on this template via the Content menu.

- You can access the Template page by clicking the Template tab on the Create Rubric page.

Figure 139: Example Create Rubric Template Menu

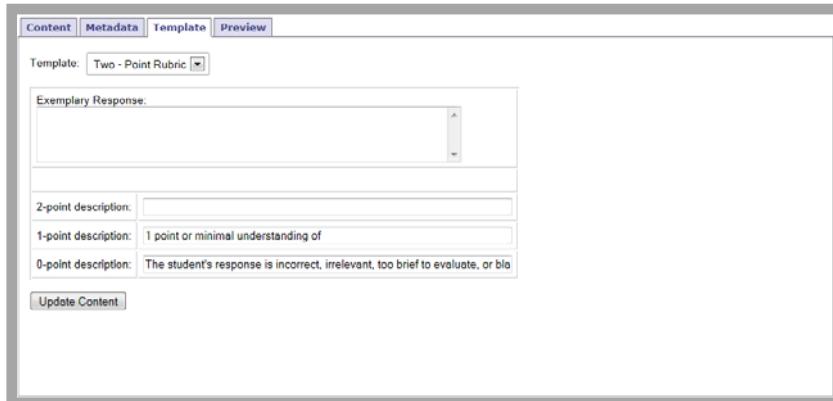
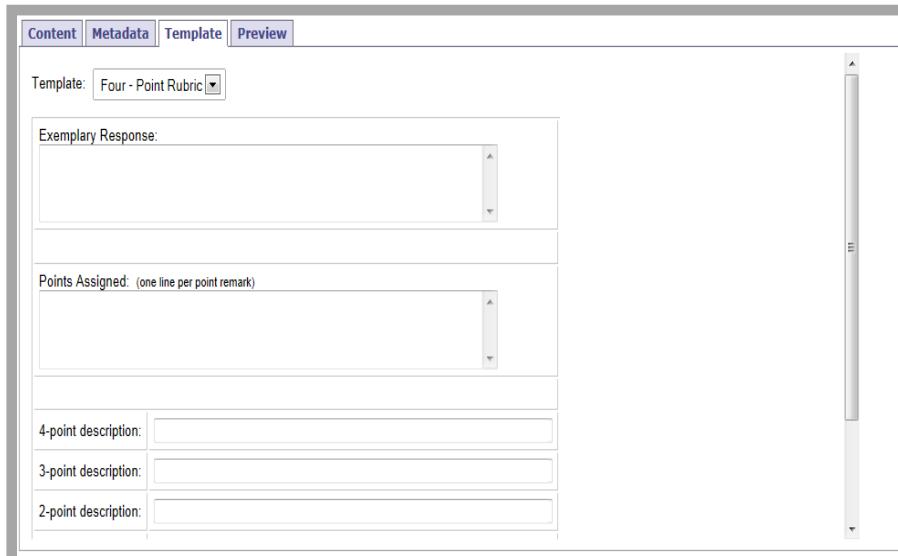
### Page Elements

Element	Description
Template	<p>Enables you to specify a pre-defined format with default content as a basis for the rubric.</p> <p>For information on these formats, see the appropriate section (below).</p>

Element	Description
Template content display	The template content depends on the template selected. For information on the template content, see the appropriate section (below).
Update Content button	Inserts the template and associated text in the rubric.  To further edit the rubric: <ul style="list-style-type: none"><li>• Click the Content tab.</li></ul> To preview the rubric: <ul style="list-style-type: none"><li>• Click the Preview tab.</li></ul>

### *Template Samples*

This section provides examples of the rubric templates in the IAIP application.

Template Name	Description/Sample
	<p><b>Two – Point Rubric</b></p> <p>Outlines rubric content for an item with a maximum value of 2 points, including explanations for each scoring level.</p> 
	<p><b>Four – Point Rubric</b></p> <p>Outlines rubric content for an item with a maximum value of 4 points, including explanations for each scoring level.</p> 

#### Preview Menu – Items, Passages, and Rubrics

The Preview menu enables you to view the item, passage, or rubric with associated fonts, colors, and graphics. It also provides the Save button for saving the current state of the content.

- You can access the Preview page by clicking the Preview tab on the Content Editor.

### IMPORTANT

The IAIP application provides limited editing and display capabilities for SBAIF items and passages. Therefore, this menu is not available for SBAIF items and passages.

See the appropriate object-specific section below:

- For information on item attributes, see [Create Item Page](#) on page 185.
- For information on passage attributes, see [Create Passage Page](#) on page 189.
- For information on rubric attributes, see [Create Rubric Page](#) on page 193.

#### *Item | Preview Menu*

The Preview Menu for items displays a representation of the item with graphics, fonts, and applied formatting for your review. It also provides a Save button for saving the current state of the item in the IAIP application. After you have saved changes to an item, this confirmation message is displayed:

**Item Saved!**

---

**Note:** After saving an item, a Refresh Content button displays on the Preview menu, enabling you to update the state of the Content menu without reloading the item.

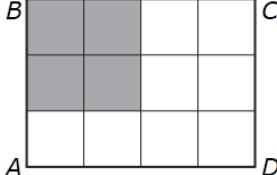
---

Figure 140: Example Preview Page for an Item

Item Admin      Manage:  Generate:  Main Menu

CREATE ITEM: SBA1-ah-0002 <SBAC\_Demo\_Program> [Print Item](#)

[Content](#) [Interactions](#) [Create Graphic](#) [Metadata](#) [Imported Data](#) [Notes](#) [History](#) [Publication History](#) [Rendering](#) [Preview](#)



Correct (RESPONSE) = D

Media Assets

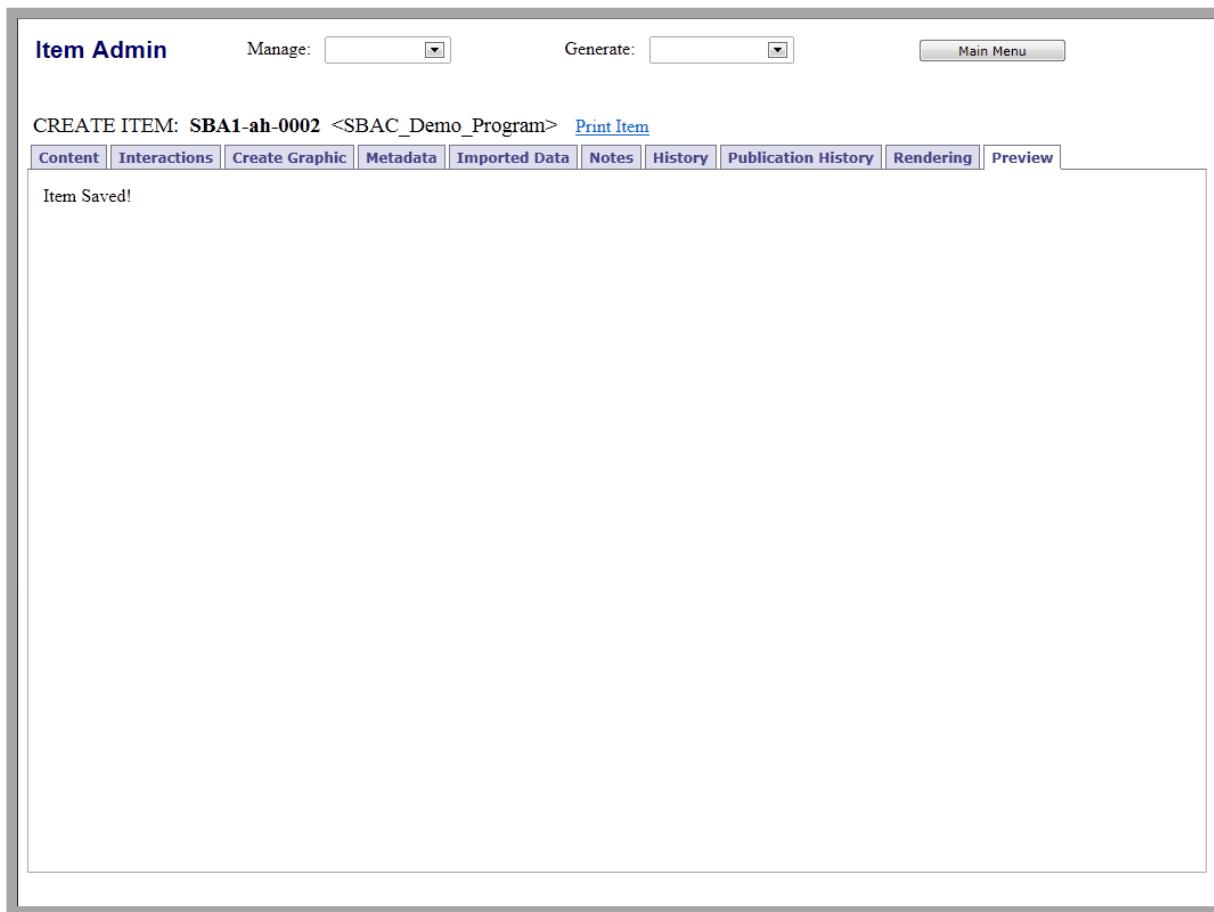
Item Part	Filename	Description	File Size	Actions
No Media Assets				

Description: API Pv1.0 Entry Profile Single MC/SR Item Test Instance  
Difficulty: easy

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---

Figure 141: Example Preview Page for a Saved Item



### Preview Menu - Items

The Preview page enables you to view the item (i.e., body, answers, correct answer, etc.) with associated fonts, colors, and graphics; a list of information on associated media assets; and attributes and notes on the item. It also provides the save button for saving the current state of the item.

- You can access the Preview page by clicking the Preview tab on the content editor.

Figure 142: Example Create Item Preview Page

Screenshot of the 'Create Item Preview' page in the Workflow Interface.

The top navigation bar includes tabs: Content, Create Graphic, Metadata, Notes, History, Publication History, Rendering, Preview, and a dropdown menu.

**Content Area:**

- Sample item stem:** LEARN ALL THE THINGS!
- Image:** A cartoon character with a large yellow sunburst behind it, holding a pencil.
- Key:** A) Correct
- Choices:**
  - A Sample choice A
  - B Sample choice B.
  - C Sample choice C.
  - D Sample choice D.
- Save Item** button

**Media Assets:**

Item Part	Filename	Description	File Size	Actions
Unassigned	10C5_4_MC01_A.mp3		38.9 kb	<a href="#">View</a>

**Item Properties:**

Description:	Demo item
Difficulty:	easy
Source Doc:	
Rubric:	

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

**Page Elements**

Element	Description
Item text display	Displays the item body and answers, including any inserted images, with the specified attributes, colors, and fonts.

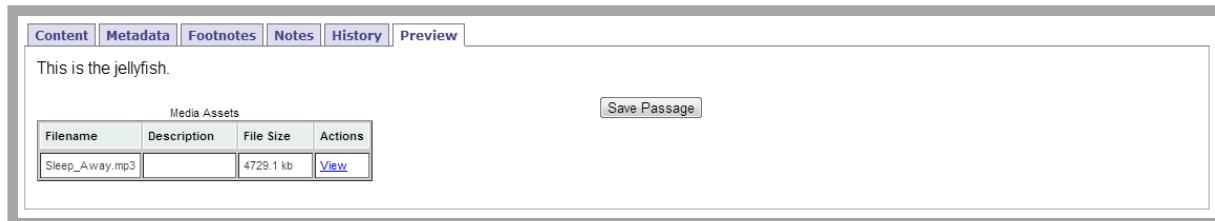
Element	Description
Key display	Displays the specified correct answer for the item.
Media Assets list	<p>Displays a list of media assets associated with the item, including this information:</p> <ul style="list-style-type: none"> <li>• <b>Item Part.</b> Element of the item with which the media is associated.</li> <li>• <b>Filename.</b> File name of the associated media asset.</li> <li>• <b>Description.</b> Additional information on the media asset.</li> <li>• <b>File Size.</b> File size of the media asset.</li> <li>• <b>Actions.</b> Provides a View link that enables you to review the associated media asset in a separate window.</li> </ul>
Save Item button	Saves the current state of the item.
Attributes and notes list	<p>Lists attributes and notes related to the current item, including these fields:</p> <ul style="list-style-type: none"> <li>• <b>Description.</b> Displays the description specified on the Metadata menu.</li> <li>• <b>Difficulty.</b> Displays the difficulty of the item specified on the Metadata menu.</li> <li>• <b>Source Doc.</b> Displays the information specified in the Source Document field of the Metadata menu.</li> <li>• <b>Rubric.</b> Provides the name and a link to a rubric associated with the item.</li> <li>• <b>Notes.</b> Displays any additional information about the item entered on the Notes menu.</li> </ul>

### Preview Menu - Passages

The Preview page enables you to view the passage with associated fonts, colors, and graphics as well as a list of information on associated media assets. It also provides a save button for saving the current state of the passage.

- You can access the Preview page by clicking the Preview tab on the content editor.

Figure 143: Example Create Passage Preview Menu



*Page Elements*

Element	Description
Passage text display	Displays the passage, including any inserted images, with the specified attributes, colors, and fonts.
Media Assets list	Displays a list of media assets associated with the passage, including this information: <ul style="list-style-type: none"> <li>• <b>Filename.</b> File name of the associated media asset.</li> <li>• <b>Description.</b> Additional information on the media asset.</li> <li>• <b>File Size.</b> File size of the media asset.</li> <li>• <b>Actions.</b> Provides a View link that enables you to review the associated media asset in a separate window.</li> </ul>
Save Passage button	Saves the current state of the passage.

*Preview Menu - Rubrics*

The Preview page enables you to view the rubric with associated fonts, colors, and graphics. It also provides the save button for saving the current state of the rubric to the IAIP application.

- You can access the Preview page by clicking the Preview tab on the content editor.

Figure 144: Create Rubric Preview Page

The screenshot shows a rubric titled "Economics Writing Example Rubric". The rubric is organized into columns for "Learning Outcome Component" and rows for "Identification of criteria", "Defines criteria for assessment of the policy issue", "Weighs the relative importance of the criteria", "Theoretical analysis", and "Applies a production". The columns are numbered 4, 3, 2, and 1 from left to right. The "Save Rubric" button is located in the top right corner of the preview area.

Learning Outcome Component	4	3	2	1
<b>Identification of criteria</b>				
Defines criteria for assessment of the policy issue	Clearly (correctly) defines the criteria used to assess the implications of the research question	Provides definitions of the criteria used to assess the implications of the research question, but it is unclear	Provides definitions of the criteria used to assess the implications of the research question, but at least one definition is not factually correct	Does not correctly define criteria used
Weighs the relative importance of the criteria	Indicates the relative weighting (importance) of the criteria and provides a rationale for the weighting scheme	Weighting scheme and rationale, although present, are unclear	Weighting scheme, although present, is unclear; no rationale for the weighting scheme is provided	Does not identify the relative weighting (importance) of the criteria
<b>Theoretical analysis</b>				
Applies a production	Clearly presents and	Presents and	Presents and	Does not present

### Page Elements

Element	Description
Rubric text display	Displays the rubric text, including any inserted images, with the specified attributes, colors, and fonts.
Save Rubric button	Saves the current state of the rubric in the IAIP application.

### Select Item Page

The select item page provides options for selecting an item to review from content development workflow queues to which you have access. The options available on this page depend on your role assignment in the IAIP application. That is, a user assigned a different role might see different options on the Select Review menu. Further, you can view items only that are assigned to a queue to which you have access.

For more information on user roles, see [User Roles](#) on page 361.

- You can access the Select Item page by selecting item from the Select Review menu on the Top Menu of the Main Menu.

Figure 145: Select Item Page

Top Menu

Filter Criteria

Items list

Total = 4 item(s)	<input type="checkbox"/> Disable Comparison Mode			
Select	Flags	Item ID	Hierarchy	Description
Select		Item_22004	II	Item 22004
Select	A	SBA1-ah-0001	II	APIPV1.0 Entry Profile Si
Select		SBA1-ah-0004	II	APIPV1.0 Entry Profile Si
Select		VE-IP-05	II	APIPV1.0 Entry Profile Si

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Select Item Filters	<p>Enables you to specify item metadata used to filter the list of items that displays for review. Each additional filter criteria is treated as an ‘AND’ in the filter expression. Therefore, adding another filter criterion can only further limit the number of items returned.</p> <p> If your filter criteria display no results, consider adding and applying (using the Refresh List button) filter criteria one at a time, to ensure that the filter expression does not exclude all items.</p> <p>Removing all filters and clicking the Refresh list button will display all items in the queue specified by the Review menu in the program specified by the Program menu.</p>
Program	<p>Specifies the name of the program in which to perform the item review.</p> <p><b>Note:</b> If you only have access to items in a single program, this option is disabled.</p>
Review	<p>Specifies the current review status of the item (i.e., the type of review).</p> <p><b>Note:</b> The option on this menu defaults to an appropriate value for your user role.</p>
Test Subject	<p>Specifies the test subject of the item, based on the standards hierarchy for the program.</p> <p><b>Note:</b> Selecting an option on this menu, expands additional options for selecting lower levels in the hierarchy.</p>
Passage	Specifies the name of an associated passage associated with returned items.

Element	Description
Workgroup	<p>Specifies the workgroup associated with the items. A workgroup provides a mechanism for limiting the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels.</p> <p>For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup.</p> <ul style="list-style-type: none"> <li>• If you are assigned to a workgroup, you can view only content associated with a workgroup to which you are a member.</li> <li>• If you are not assigned to a workgroup, you can view content from any program to which you have access (i.e., without regard to its workgroup).</li> </ul>
Item Format	<p>Specifies the type of items. For more information on the available options, see <a href="#">Item Metadata</a> on page 647.</p>
Publication Status	<p>Specifies the publication status of the items. This field is used to collect IAIP content together for processing (e.g., to prepare for an administration).</p> <p>For more information on item metadata, see <a href="#">Item Metadata</a> on page 647.</p>
Item Writer	<p>Specifies the name of the item writer who drafted the item.</p>
Workgroup	<p>Specifies the workgroup associated with the items. A workgroup provides a mechanism for limiting the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels.</p> <p>For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup.</p> <ul style="list-style-type: none"> <li>• If you are assigned to a workgroup, you can view only content associated with a workgroup to which you are a member.</li> <li>• If you are not assigned to a workgroup, you can view content from any program to which you have access (i.e., without regard to its workgroup).</li> </ul>
Refresh List button	<p>Displays a list of items in the program specified in the Top Menu that match the filter criteria specified.</p> <p><b>Note:</b> If no items match the specified criteria, this message is displayed:</p> <p style="text-align: center;">No Items Found matching your search criteria</p> <hr/> <div style="display: flex; align-items: center;">  Consider adding and applying (using the Refresh List button) filter criteria one at a time to ensure that the filter expression does not exclude all items.     </div>

Element	Description
Show Queue History button	<p>Opens the Your Recent Items page that displays information on your recent item review activity.</p> <p>For more information, see <a href="#">Your Recent Items Page</a> on page 269.</p>
Disable Comparison Mode	<p>Suppresses the display of change tracking formatting for the selected item.</p>
Items list	<p>Displays a sortable list of items available for review. The items list displays key properties of selected items that match the filter criteria entered.</p> <p>To filter the list of items:</p> <ul style="list-style-type: none"> <li>Enter appropriate values in the filter criteria and click the Show Available Items button.</li> </ul> <p>Only items that match the specified filter criteria will display.</p> <p>To open an item for review:</p> <ul style="list-style-type: none"> <li>Click the Select button associated with the item to review.</li> </ul> <p>A summary view of the item displays supplemental information on the item page.</p>

### Review Items List

The review items list displays a sortable list of items in the selected program and review state that matches the other filter criteria entered. You can use the list to view the items ready for review and to select an item to review.

---

**Note:** If no items match the specified criteria, this message is displayed:

**No Items Found matching your search criteria**

---

- The review items list is at the bottom of the Select Item Filters page.

Figure 146: Example Review Items List

Select	Flags	Item ID	Hierarchy	Description	Item Type	Publication Status	Item Writer	Last Used	Last State	Date
Select		SBA2012-System1-1	ELA ELA4.RL.1a / Grade 4 / ELA4.RL.1a	Demo item	SR, exclusive	Field Test	Isaacs, Jennifer	Sprueill, P	Create Accessibility	2013-01-30
Select	M	SBA2012-System1-101	ELA ELA4.RL.1a / Grade 4 / ELA4.RL.1a	Rain Dance	SR, exclusive	Pilot	Isaacs, Jennifer	Designer, A	Create Media	2013-01-31



If you cannot find the item you are looking for, try clearing the filter criteria entered in the Test Subject, passage, and Item Writer menus; thus removing unnecessary filter criteria.

If this does not work, verify that the Program and Review options are set correctly.

### *Page Elements*

Element	Description
Select	Provides a Select button for each listed item, enabling you to open the item in the Item Review page. The Item Review page is used to review and edit the item content as well as add stimuli (e.g., media and art).
Flags	<p>Displays informative flags that identify key actions performed on the item, including:</p> <ul style="list-style-type: none"> <li>• <b>Blue N.</b> Indicates that the item includes a note.</li> <li>• <b>Green E.</b> Indicates that the item has been marked for minor edits.</li> <li>• <b>Red X.</b> Indicates that the item has been rejected from the Content Review 1 queue back to an item writer's queue.</li> <li>• <b>Green X.</b> Indicates that a previously rejected item has been returned to the Content Review 1 queue.</li> <li>• <b>Green A.</b> Indicates that the item has been returned from the Create Art queue.</li> <li>• <b>Red A.</b> Indicates that the item has been returned from the Edit Art queue.</li> <li>• <b>Green M.</b> Indicates that the item has been returned from the Create Art queue.</li> <li>• <b>Red M.</b> Indicates that the item has been returned from the Edit Media queue.</li> </ul>
Item ID	Displays the unique identifier associated with the item.
Hierarchy	Displays the item's standards alignment.
Description	Displays the descriptive name of the item.
Last User	Displays the last name and first initial of the last user to work with the item in the workflow.
Last State	Displays the name of the previous queue to which the item was assigned.
Date	Displays the date on which the item was moved into the current queue.

---

**Note:** The specific columns that display can vary depending on the user's role.

---

To change the filter criteria:

- Select different data filtering options in the Select Item Filters section of the page.

Upon selecting filter criteria, the list automatically refreshes with matching data.

To sort by a specific column:

- Click the column header until the desired sort order is used.

---

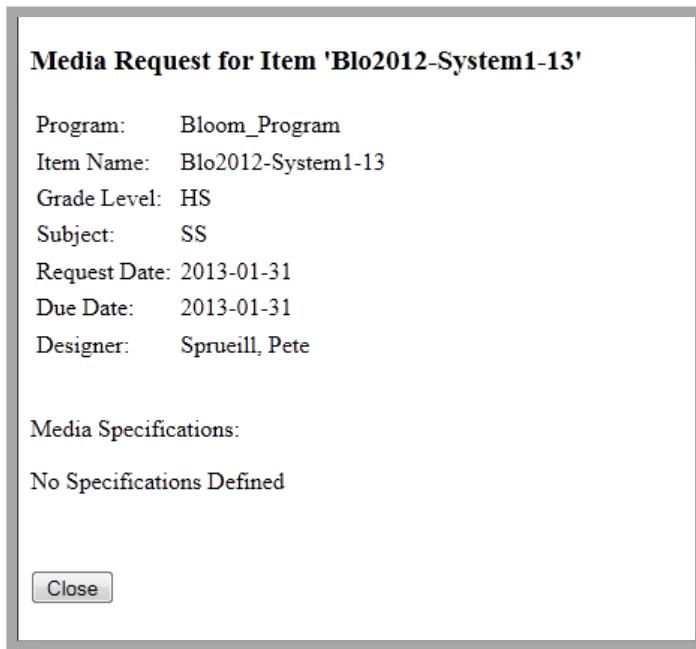
**Note:** Clicking the column header will alternately switch between an ascending and descending sort.

---

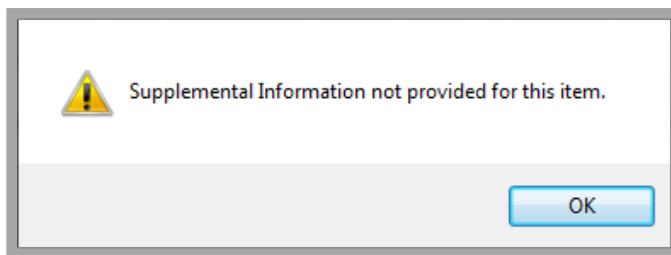
To open an item for review:

- Click the Select button associated with the item to review.

For some Workflow states (e.g. art request, media request, or accessibility request), a separate window might display with supplementary information from the requestor, for example:



For these same Workflow states, if no supplementary information was specified, then this dialog is displayed:



A view of the item will open on the Item Review page. For more information, see [Item Review Page](#) on page 270.

### Your Recent Items Page

The Your Recent Items page displays information on your recent item review activity.

- You can access the Your Recent Items page by clicking the Show Queue History button on the Item Review page.

Figure 147: Your Recent Items Page

Your Recent Items				
Item	Date/Time	From State	To State	View
SBA2012-JI-1729	2012-10-22 09:34:08	Content Review 1	QC Presentation Review	<a href="#">View</a>

### *Page Elements*

Element	Description
Item	Name of the item associated with your recent activity.
Date/Time	Date and time of the activity.
From State	Beginning development state of the item.
To State	Ending development state of the item.
View button	Displays a view of the current state of the item in a separate window.

### Item Review Page

The Item Review page displays information about the selected item for review. It enables you to review the item and determine the appropriate next stage in its workflow. A version of this page is displayed for every workflow user. The specific options available on the page depend on the current workflow state of the item.

---

**Note:** This section describes all options that can display on this page for all user permissions.

- You can access the Item Review page by clicking the Select button corresponding to the item you wish to review on the items list on the Item Review page.

Figure 148: Item Review Page

The screenshot shows the 'Item Review' page with the following interface elements:

- Top Navigation:** Set Status: Supplemental Info Edit Item Edit Rubric Quit Item Quit Review Recall Item
- Print Item:** A link labeled 'Print Item'.
- Item Details:** Item: Sma2014-AN-0017 <Smarter\_UAT\_P1>, Description: hhhh.
- Checkboxes:**  Minor Edit?
- GLE ELA4.RL.1a:** A section containing a numbered list: 1. Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.
- Media Assets:** A table listing media assets:
 

Item Part	Filename	Description	File Size	Actions
Unassigned	Sleep Away.mp3		4729.1 kb	<a href="#">View</a>
- Item Format:** Activity Based
- Content Area:** FI A

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

***Item Review Menu Elements***

The Item Review menu elements enable you to move the item to another stage in the content development workflow.

**Note:** Clicking any of these buttons moves the item out of the current Workflow state, so it will no longer display in the user's queue.

For information on the phases and flow of the content development workflow, see [Role-based Workflow](#) on page 350.

Element	Description
Accept Item button -	Advances the item to the next phase in the item workflow.

Element	Description
Reject Item button – 	<p>Returns the item to the previous phase in the item workflow.</p> <p>Clicking this button displays the Rejection Report page that enables you to specify the reason for rejecting the item.</p> <p><b>Note:</b> Completing the rejection report accurately provides quality data for determining why items are rejected. This data can be used to improve the item development process.</p>
DNU Pool button – 	<p>Moves the item to the do not use pool.</p> <p><b>Note:</b> The item is not acceptable for use in an administration.</p>
New Art button – 	<p>Opens a New Art Request Form on a new page, enabling you to define the details of additional art to support the item.</p> <p><b>Note:</b> After completing the art request, the item will return to this workflow state.</p>
New Media button – 	<p>Opens a New Media Request Form on a new page, enabling you to define the details of additional media to support the item.</p> <p><b>Note:</b> After completing the media request, the item will return to this workflow state.</p>
New Accessibility button – 	<p>Opens a New Accessibility Request Form on a new page, enabling you to define the details of additional accessibility features to support the item.</p> <p><b>Note:</b> After completing the accessibility request, the item will return to this workflow state.</p>
Edit Art button – 	<p>Opens an Edit Art Request Form on a new page, enabling you to specify changes to be made to the existing art.</p> <p><b>Note:</b> The button is used to return the item to the graphic designer for additional work, and not to initiate a new art request.</p>
Edit Media button – 	<p>Opens an Edit Media Request Form on a new page, enabling you to specify changes to be made to the existing media.</p> <p><b>Note:</b> The button is used to return the item to the media designer for additional work, and not to initiate a new media request.</p>

Element	Description
Edit Accessibility button – 	<p>Opens an Edit Accessibility Request Form on a new page, enabling you to specify changes to be made to the existing accessibility features.</p> <hr/> <p><b>Note:</b> The button is used to return the item to the accessibility specialist for additional work, and not to initiate a new accessibility request.</p>
Supplemental Information	<p>Opens a new page for specifying the details of an Art, Accessibility, or Media Request.</p> <p>For more information see one of these sections (below):</p> <ul style="list-style-type: none"> <li>• <a href="#">Art Request Page</a> on page 276</li> <li>• <a href="#">Media Request Page</a> on page 280</li> <li>• <a href="#">Media Request Page</a> on page 280</li> </ul> <hr/> <p><b>Note:</b> The information entered on this page is provided to the next workflow user.</p>
Edit Item button	<p>Opens the Create Item page, enabling you to modify the item and its metadata.</p> <hr/> <p><b>Note:</b> The options available on the Create Item page might be limited, based on your user role.</p> <hr/> <p>For more information, see <a href="#">Chapter 5: Administering Security</a> on page 357.</p>
Edit Rubric button	<p>Opens the Create Rubric page, enabling you to create a rubric for the item or modify an existing one. For more information, see <a href="#">Create Rubric Page</a> on page 193.</p>
Quit Item button	<p>Closes the item review and returns to the Select Item Filters page that enables you to select an item for review.</p> <hr/> <p><b>Note:</b> Clicking this button closes the item without changing its workflow state.</p>
Quit Review button	<p>Closes the item review and returns to the Main Menu.</p> <hr/> <p><b>Note:</b> Clicking this button closes the item without changing its workflow state.</p>
Recall Item button	<p>Returns the last item that you processed to its previous state. This option is useful for changing the routing of an item that is no longer in your queue.</p>

### Page Elements

Element	Description
Print Item link	Opens the Print page in a new window, enabling you to output a report on the selected item.
Item Name display	Displays the name of the item in review as well as the Program in which it resides in this form: <i>Item_name &lt;Program_name&gt;</i> , where <i>Program_name</i> is enclosed in brackets (< >).
Item Description display	Displays the description of the item stored in the item metadata.
Minor Edit? option	Enables you to flag the requested changes to the item as minor in the review queue.
Item Data	Provides information on the content of the item, including: <ul style="list-style-type: none"><li>• Standard hierarchy</li><li>• Body text</li><li>• Graphics</li><li>• Media assets</li><li>• Distractor rationale</li><li>• Metadata attributes (e.g., subject area, grade level, and difficulty)</li></ul> For more information on item content and metadata, see <a href="#">Create Item Page</a> on page 185.

### Rejection Report Page

The Rejection Report page is displayed when an item in the workflow is rejected via the Reject Item button on the Item Review menu from the Content Review 1 development state. It is also displayed when the assigned item writer opens a rejected item from the work queue.

---

**Note:** The Reject Report page is available during the first round of content review for an item. That is, it is not available for Content Review 2 and 3.

The Rejection Report provides a list of criteria in various categories that the reviewer can specify as the reason for rejecting the item. Available criteria categories include style, graphics, answer choices, etc. For each of these categories, multiple criteria are listed. The item reviewer can select multiple criteria in multiple categories.

Rejecting an item returns it to the item writer for additions or corrections. When the item writer opens the rejected Item from the work queue, the rejection report will display, providing detailed information on what corrections or additions are requested for the item to continue in the workflow.

---

**Note:** The attribution of the item rejection to the different criteria on the rejection report will be determined by the policies and procedures of the content development processes in your organization.



Completing the rejection report accurately provides quality data for determining why items are rejected. This data can be used to improve the item development process.

- You can access the Rejection Report page by clicking the Reject Item button from the workflow options on the Item Review menu.

Figure 149: Example Rejection Report

**Rejection Report for Item RPS\_Item01**

**Standard**

- Standard match (the item does not assess the given standard)
- Authentic assessment of standard (the item does not use skills that would be addressed while understanding this standard in real-world situations, including the classroom)

**Answer Choices**

- Correct response (the correct response is not correct)
- Distractor plausibility (any or all of the distractors are not plausible and/or are not common errors committed by students)
- Multiple correct responses (there is more than one possible correct response)
- Rationales (the distractors need rationales)

**Language**

- Spelling (there are spelling errors)
- Grammar (there are grammar errors)
- Wordiness (the item does not conform to guidelines set for the specific project)
- Grade level vocabulary (the item contains vocabulary that is above the given grade level)
- Punctuation (there are punctuation errors)

**Style**

- Style requirements (the item does not conform to guidelines set for the specific project)

### *Page Elements*

Element	Description
Rejection Criteria list	<ul style="list-style-type: none"><li>• <b>Standard.</b> Criteria related to content alignment standards.</li><li>• <b>Answer Choice.</b> Criteria related to available answer choices (i.e., Interactions).</li><li>• <b>Language.</b> Criteria related to language usage.</li><li>• <b>Style.</b> Criteria related to style usage.</li><li>• <b>Context.</b> Criteria related to the context of the item.</li><li>• <b>Graphics.</b> Criteria related to the use of graphics.</li><li>• <b>Other.</b> Miscellaneous criteria.</li></ul> <hr/> <p><b>Note:</b> This option provides a text-entry box for providing specifics on the reason for rejection.</p> <hr/> <p>To select a criteria:</p> <ul style="list-style-type: none"><li>• Click the checkbox associated with the criteria. You can select as many criteria as appropriate.</li></ul> <p>To clear a selection:</p> <ul style="list-style-type: none"><li>• Click the checkbox associated with the selected criteria.</li></ul>
Submit Reject Report button	Causes the rejection report to be associated with the item. It is displayed for the item writer when the item is accessed from the work queue.

### *Art Request Page*

The Art Request page enables you to specify the due date and designer for art to support and item or passage. You can also click the Add Art button and specify detailed properties of the requested art to guide the designer.

- You can access the Art Request page by selecting Art from the Supplemental Information menu on the Item Review page or Passage Review page.

Figure 150: Example Art Request Page

**Art Request for Item 'SBA2012-System1-12'**

Program: SBAC Demo Program  
 Item Name: SBA2012-System1-12  
 Grade Level:  
 Subject:  
 Request Date: 2012-11-07  
 Due Date:  [Select Date](#)  
 Designer: Isaacs, Jennifer ▾

Art Specifications:  
 No Specifications Defined

*Page Elements*

Element	Description
Item information display	<p>Provides information on the item associated with the art request, including:</p> <ul style="list-style-type: none"> <li>• Program</li> <li>• Item Name</li> <li>• Grade Level</li> <li>• Subject</li> <li>• Request Date</li> <li>• Due date</li> <li>• Designer</li> </ul>
Due Date	<p>Specifies the date by which the art request is to be fulfilled.</p> <p>You specify this date by clicking the Select Date link and selecting a date from the calendar control.</p>
Select Date link	<p>Displays a calendar control, enabling you to specify a date for completing the supporting art.</p>
Designer	<p>Specifies the name of the graphic designer to develop the supporting art.</p> <p><b>Note:</b> User names that are assigned the graphic designer role for the program associated with the item are displayed in this list.</p>

Element	Description
Save button	Saves the current state of the art request.
Art Specifications	Displays the properties of the art request specified on the Art Request Details page. You can access the Art Request Details page by clicking the Add Art button.
Add Art button	Displays the Art Request Details page, enabling you to specify properties of the supporting art. For more information, see <a href="#">Art Request Details Page</a> on page 278.
Close button	Closes the Art Request dialog.

### *Art Request Details Page*

The Art Request Details page enables you to define the properties of the requested art to guide the designer. If this information is provided, it will display to the graphic designer upon opening the item or passage from the queue.

- You can access the Art Request Details page by clicking the Add Art button on the Art Request page.

Figure 151: Example Art Request Details

**Art Request for Item "Part"**

Program:

Item Name:

Grade Level:

Subject:

Request Date:

Due Date:

Designer:

Art Specifications:

Art Type:

Color Format:

Graphic Format:

Graphic File Type:

Image Width:

Image Height:

Image Size Units:

Export at %:

Section:

Description:

Sample:

### *Page Elements*

Element	Description
Item information display	<p>Provides information on the item or passage associated with the art request, including:</p> <ul style="list-style-type: none"><li>• Program</li><li>• Item Name</li><li>• Grade Level</li><li>• Subject</li><li>• Request Date</li><li>• Due date</li><li>• Designer</li></ul>
Art Specifications	<p>Defines the specific properties of the requested art to support the item or passage (e.g., height and width, the item component associated with the graphic, and color format).</p> <p>You can include sample graphics that have been uploaded to the item.</p> <p>To add a graphic:</p> <ol style="list-style-type: none"><li>1 Click the Select button.</li><li>2 Click the Select button associated with the graphic you want to include.</li></ol> <p>The graphic will now be provided to the graphic designer with the request.</p> <hr/> <p>Note: In order to attach a graphic file, the file needs to already be associated with the item.</p>

### *Media Request Page*

The Media Request page enables you to specify the due date and designer for additional media to support an item or passage. You can also click the Add Media button and specify detailed properties of the requested media to guide the designer.

- You can access the Media Request page by selecting Media from the Supplemental Information menu on the Item Review page or Passage Review page.

Figure 152: Example Media Request Page

**Media Request for Item 'SBA2012-System1-12'**

Program: SBAC Demo Program  
 Item Name: SBA2012-System1-12  
 Grade Level:  
 Subject:  
 Request Date: 2012-11-07  
 Due Date:  [Select Date](#)  
 Designer: Designer, Med

Media Specifications:  
 No Specifications Defined

*Page Elements*

Element	Description
Item information display	Provides information on the item associated with the art request, including: <ul style="list-style-type: none"> <li>• Program</li> <li>• Item Name</li> <li>• Grade Level</li> <li>• Subject</li> <li>• Request Date</li> <li>• Due date</li> <li>• Designer</li> </ul>
Due Date	Specifies the date by which the media request is to be fulfilled. You specify this date by clicking the Select Date link and selecting a date from the calendar control.
Select Date link	Displays a calendar control, enabling you to specify a date for completing the supporting media.
Designer	Specifies the name of the media designer to develop the supporting art. <p><b>Note:</b> User names that are assigned the media designer role for the program associated with the item are displayed in this list.</p>
Save button	Saves the current state of the media request.

Element	Description
Media Specifications	<p>Displays the properties of the media request specified on the Media Request Details page.</p> <p>You can access the Media Request Details page by clicking the Add Media button.</p>
Add Media button	Displays the Media Request Details page, enabling you to specify properties of the supporting media. For more information, see <a href="#">Media Request Details Page</a> on page 282.
Close button	Closes the Media Request dialog.

## *Media Request Details Page*

The Media Request Details page enables you to define the properties of the requested media feature to guide the designer.

- You can access the Media Request Details page by clicking the Add Media button on the Media Request page.

Figure 153: Example Media Request Details

**Media Request for Item " Part**

Program:

Item Name:

Grade Level:

Subject:

Request Date:

Due Date:

Designer:

Media Specifications:

Media Type:	Simulation	<input type="button" value="▼"/>
Media Length:	Short	<input type="button" value="▼"/>
Section:	Stem	<input type="button" value="▼"/>
Description:	<input type="text"/>	

*Page Elements*

Element	Description
Item information display	Provides information on the item associated with the media request, including: <ul style="list-style-type: none"> <li>• Program</li> <li>• Item Name</li> <li>• Grade Level</li> <li>• Subject</li> <li>• Request Date</li> <li>• Due date</li> <li>• Designer</li> </ul>
Media Specifications	Defines the properties of the requested media to support the item.

*Accessibility Request Page*

The Accessibility Request page enables you to specify the due date and designer for additional accessibility to support and item or passage. You can also click the Add Accessibility button and specify detailed properties of the requested accessibility feature to guide the designer.

- You can access the Accessibility Request page by selecting Accessibility from the Supplemental Information menu on the Item Review page or Passage Review page.

Figure 154: Example Accessibility Request Page

**Accessibility Request for Item 'SBA2012-System1-12'**

Program: SBAC Demo Program

Item Name: SBA2012-System1-12

Grade Level:

Subject:

Request Date: 2012-11-07

Due Date:  [Select Date](#)

Accessibility Specifications:

No Specifications Defined

[Add Accessibility](#)

### *Page Elements*

Element	Description
Item Information display	Provides information on the item associated with the art request, including: <ul style="list-style-type: none"><li>• Program</li><li>• Item Name</li><li>• Grade Level</li><li>• Subject</li><li>• Request Date</li><li>• Due date</li><li>• Designer</li></ul>
Due Date	Specifies the date by which the accessibility request is to be fulfilled. You specify this date by clicking the Select Date link and selecting a date from the calendar control.
Select Date link	Displays a calendar control, enabling you to specify a date for completing the supporting media.
Designer	Specifies the name of the accessibility specialist to develop the supporting art.  <b>Note:</b> User names that are assigned the accessibility specialist role for the program associated with the item are displayed in this list.
Save button	Saves the current state of the accessibility request.
Accessibility Specifications	Displays the properties of the accessibility request specified on the Accessibility Request Details page.  You can access the Accessibility Request Details page by clicking the Add Accessibility button.
Add Accessibility button	Displays the Accessibility Request Details page, enabling you to specify properties of the supporting accessibility feature. For more information, see <a href="#">Accessibility Request Details Page</a> on page 284.
Close button	Closes the Accessibility Request dialog.

### *Accessibility Request Details Page*

The Accessibility Request Details page enables you to define the properties of the requested accessibility feature to guide the designer. If this information is provided, it will display to the accessibility specialist upon opening the item or passage from the queue.

- You can access the Accessibility Request page by clicking the Add Accessibility button on the Accessibility Request page.

Figure 155: Example Accessibility Request Details

**Accessibility Request for Item " Part**

Program:

Item Name:

Grade Level:

Subject:

Request Date:

Due Date:

Accessibility Specifications:

Accessibility Context:

Description:

#### Page Elements

Element	Description
Item information display	Provides information on the item associated with the accessibility feature request, including: <ul style="list-style-type: none"><li>• Program</li><li>• Item Name</li><li>• Grade Level</li><li>• Subject</li><li>• Request Date</li><li>• Due date</li><li>• Specialist</li></ul>
Accessibility Specifications	Defines the properties of the requested accessibility feature to support the item.

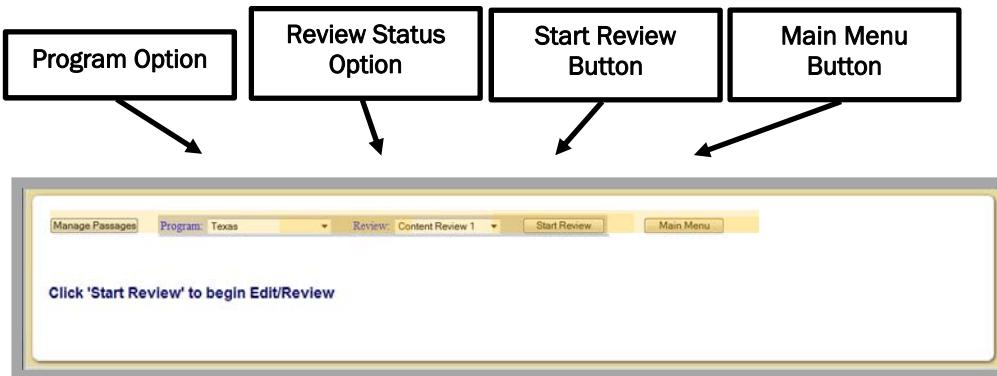
#### Select Passage Page

The Select Passage page provides options for selecting a passage for review.

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- You can access the passage review page by clicking the Passage Review button on the Main Menu.

Figure 156: Passage Review Page Top Elements



### Top Elements

Element	Description
Manage Passages button	Displays the Passage Management page, enabling you to administer existing passage as well as create new ones and modify existing ones.
Program	Specifies the name of the program in which to perform the passage review.
Review	Specifies the current review status of the passage.
Start Review button	Displays the Select Passage Filter page, enabling you to specify filter criteria to help you locate the desired passage.
Main Menu button	Displays the IAIP Main Menu.
Passages list	Displays a sortable list of passages available for review.

To perform a passage review:

- 1 Select a program via the program option.
- 2 Select the review type via the Review Type option.
- 3 Click the Start Review button.

The Select Passage Filter page is displayed, providing a list of passages available for review.

It also provides options for filtering the list of passages to help you locate the desired passage/item set.

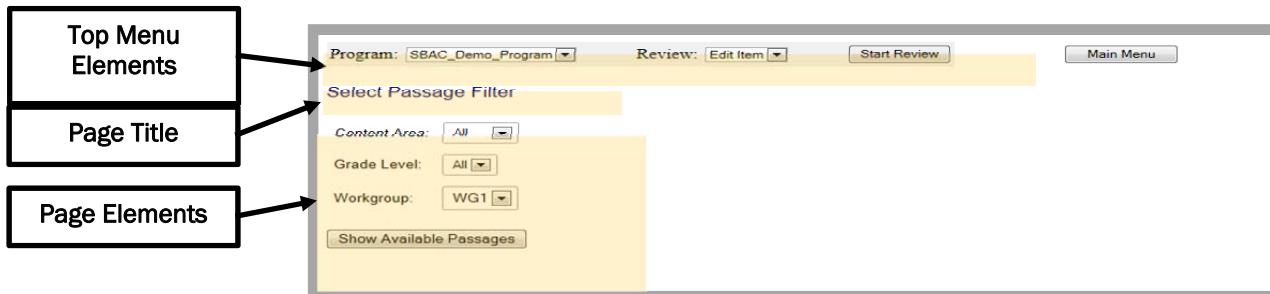
### Select Passage Filter Page

The Select Passage Filter page provides filter criteria to help you locate the desired passage for review.

- You can access the Select Passage Filter page by specifying a program in the Program menu and a review type in the Review menu and clicking the Start Review button on the passage review page.

**Note:** The Select Passage Filter elements alternate with the passage review list elements on the Select Item Filters page.

Figure 157: Select Passage Filter Page



#### *Page Elements*

**Note:** The list of passages is also limited by the program and review type specified in the Top Menu.

Element	Description
Content Area	Specifies the content area of the passages. Valid options are: <ul style="list-style-type: none"> <li>• <b>All.</b> All subject areas.</li> <li>• <b>Math.</b> Mathematics.</li> <li>• <b>ELA.</b> English Language Arts.</li> </ul>
Grade Level	Specifies the grade level of the passages using the standard (K through 12) notation.
Passage Writer	Specifies the name of a user with an item writer role who created the passage that is now in review.
Workgroup	Specifies the workgroup associated with the passages. A workgroup provides a mechanism for limiting the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels. <p>For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup.</p> <ul style="list-style-type: none"> <li>• If you are assigned to a workgroup, you can view only content associated with a workgroup to which you are a member.</li> <li>• If you are not assigned to a workgroup, you can view content from any program to which you have access (i.e., without regard to its workgroup).</li> </ul>

Element	Description
Show Available Passages button	<p>Displays a list of passages in the program specified in the Top Menu that match the filter criteria specified.</p> <p>For more information, see <a href="#">Passages Review List</a> on page 289.</p> <p><b>Note:</b> If no passages match the specified criteria, this message is displayed:</p> <p style="text-align: center;"><b>No Passages Found matching your search criteria</b></p>
Passages list	<p>Displays a sortable list of passages available for review.</p> <p>The passages list displays key properties of selected passages that match the filter criteria entered.</p> <p>To filter the list of passages:</p> <ul style="list-style-type: none"> <li>Enter appropriate values in the filter criteria and click the Show Available Passages button.</li> </ul> <p>Only passages that match the specified filter criteria will display.</p>

To list passages:

- 1 Optionally, specify values for one or more of the available filter criteria:
  - Content Area
  - Grade Level
  - Passage Writer
  - Workgroup
- 2 Click the show Available Passages button.
- 3 The passages that match the specified filter criteria are displayed, for example:

Select	Name	Genre	Summary	Dev State	Author	
<input type="checkbox"/>	A Walk in the Park	Fiction	This story is about taking a walk in the park	Development	Isaacs, Jennifer	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	David Bloom Like to Ski	Fiction	Sample summary of what this passage will be.	Development	Unassigned, Writer	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	Sherlock Holmes	Fiction	This passage is about the adventures of Sherlock Holmes	Development	Isaacs, Jennifer	<input type="button" value="-- Options --"/>
<input type="checkbox"/>	The Wind in the Willows			Content Review 1	Isaacs, Jennifer	<input type="button" value="-- Options --"/>

**Note:** If no passages match the filter criteria, this message is displayed:

**No Passages Found matching your search criteria**

---

### Passages Review List

The passage review list displays a sortable list of passages in the selected program and review state that matches the other filter criteria entered. You can use the list to view the passages ready for review and to select a passage to review.

**Note:** If no passages match the specified criteria, this message is displayed:

**No Passages Found matching your search criteria**

- The review passages elements alternate with the Select Passage Filter elements on the Select Item Filters page.

Figure 158: Example Passage Review List

Total = 1 passage(s)								
	Passage ID	Genre	Subject	Grade	Last User	Last State	Date	Select
	A Better Passage		MATH	4	Isaacs, Jennifer	Testing	2012-08-28	<input type="button" value="Select"/>



If you cannot find the passage you are looking for, try clearing the filter criteria entered and click the Show Available Passage button.

If this does not work, verify that the Program and Review options are set correctly.

#### Page Elements

Element	Description
Flag	<p>Displays informative flags that identify key actions performed on the passage, including:</p> <ul style="list-style-type: none"> <li>• <b>Blue N.</b> Indicates that the passage includes a note.</li> <li>• <b>Green E.</b> Indicates that the passage has been marked for minor edits.</li> <li>• <b>Red X.</b> Indicates that the passage has been rejected from the Content Review 1 queue back to an item writer's queue.</li> <li>• <b>Green X.</b> Indicates that a previously rejected passage has been returned to the Content Review 1 queue.</li> <li>• <b>Green A.</b> Indicates that the passage has been returned from the Create Art queue.</li> <li>• <b>Red A.</b> Indicates that the passage has been returned from the Edit Art queue.</li> <li>• <b>Green M.</b> Indicates that the passage has been returned from the Create Art queue.</li> <li>• <b>Red M.</b> Indicates that the passage has been returned from the Edit Media queue.</li> </ul>
Passage ID	Displays the unique identifier associated with the passage.
Genre	Displays the genre associated with the passage.

Element	Description
Subject	Displays the subject area of the passage.
Grade	Displays the grade level of the passage.
Item Writer	Displays the last name and first name of the last user to work with the item in the workflow.
Last State	Displays the name of the previous queue to which the item was assigned.
Date	Displays the date on which the item was moved into the current queue.
Select	Provides a Select button for each listed item, enabling you to open the passage in the Passage Review page. The Passage Review page is used to review and edit the passage content as well as add stimuli (e.g., media and art).

To sort on a column:

- Click the column header until the data is sorted in the desired order.

---

**Note:** Clicking the column header alternately causes the data to sort in ascending and descending order.

---

To open a passage:

- Click the Select button associated with the desired passage.

The passage is displayed for your review.

### Passage Review Page

The Passage Review page displays information about the selected passage for review. It enables you to review the passage and determine the appropriate next stage in its workflow. A version of this page is displayed for every workflow user. The specific options available on the page depend on the current workflow state of the item.

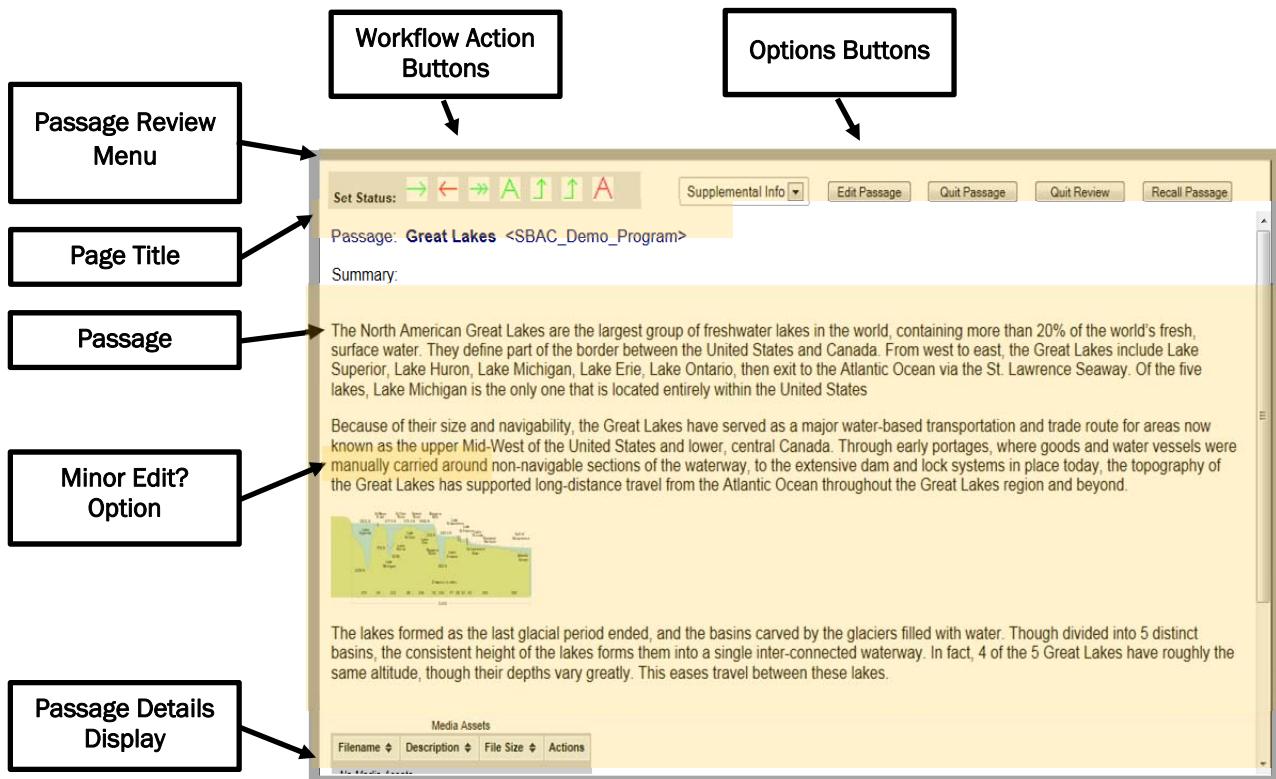
---

**Note:** This section describes all options that can display on this page.

---

- You can access the passage review page by clicking the Select button corresponding to the passage you wish to review on the passages list on the select Passage page.

Figure 159: Passage Review Example

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

***Passage Review Menu Elements***

The Passage review menu elements enable you to move the item to another stage in the content development workflow.

**Note:** Clicking any of these buttons moves the passage out of the current Workflow state, so it will no longer display in the user's queue.

For information on the phases and flow of the content development workflow, see [Chapter 4: Administering Content Structures](#) on page 349.

Element	Description
Accept Item button -	Advances the passage to the next phase in the passage workflow.

Element	Description
Reject Item button - 	Returns the passage to the previous phase in the passage workflow.
DNU Pool button - 	Moves the passage to the do not use pool.  <b>Note:</b> The passage is not acceptable for use in the test bank.
New Art button - 	Opens a New Art Request Form on a new page, enabling you to define the details of additional art to support the passage.  <b>Note:</b> After completing the art request, the item will return to this workflow state.
New Media button - 	Opens a New Media Request Form on a new page, enabling you to define the details of additional media to support the passage.  <b>Note:</b> After completing the media request, the item will return to this workflow state.
New Accessibility button - 	Opens a New Accessibility Request Form on a new page, enabling you to define the details of additional accessibility features to support the passage.  <b>Note:</b> After completing the accessibility request, the item will return to this workflow state.
Edit Art button - 	Opens an Edit Art Request Form on a new page, enabling you to specify changes to be made to the existing art.  <b>Note:</b> The button is used to return the passage to the graphic designer for additional work, and not to initiate a new art request.
Edit Media button - 	Opens an Edit Media Request Form on a new page, enabling you to specify changes to be made to the existing media.  <b>Note:</b> The button is used to return the passage to the media designer for additional work, and not to initiate a new media request.

Element	Description
Edit Accessibility button – 	<p>Opens an Edit Accessibility Request Form on a new page, enabling you to specify changes to be made to the existing accessibility features.</p> <hr/> <p><b>Note:</b> The button is used to return the passage to the accessibility specialist for additional work, and not to initiate a new accessibility request.</p>
Supplemental Information	<p>Opens a new page for specifying the details of an Art, Accessibility, or Media Request.</p> <p>For more information see one of these sections (below):</p> <ul style="list-style-type: none"> <li>• <a href="#">Art Request Page</a> on page 276</li> <li>• <a href="#">Media Request Page</a> on page 280</li> <li>• <a href="#">Media Request Page</a> on page 280</li> </ul> <hr/> <p><b>Note:</b> The information entered on this page is provided to the next workflow user.</p>
Edit Passage button	<p>Opens the Create Passage page, enabling you to modify the item and its metadata.</p> <hr/> <p><b>Note:</b> The options available on the Create Passage page might be limited, based on your user role.</p> <hr/> <p>For more information, see <a href="#">Role-based Workflow</a> on page 350.</p>
Quit Passage button	<p>Closes the passage review and returns to the Select Passage page that enables you to select an item for review.</p> <hr/> <p><b>Note:</b> Clicking this button closes the passage without changing its workflow state.</p>
Quit Review button	<p>Closes the item review and returns to the Main Menu.</p> <hr/> <p><b>Note:</b> Clicking this button closes the passage without changing its workflow state.</p>
Recall Passage button	<p>Returns the last item that you processed to its previous state. This option is useful for changing the routing of a passage that is no longer in your queue.</p>

### View Item Report Page

The View Item Report page enables you to specify the type of item report to generate as well as the filter criteria on item metadata for selecting the data included in the report.



**Viewing item reports requires administrator permissions.**

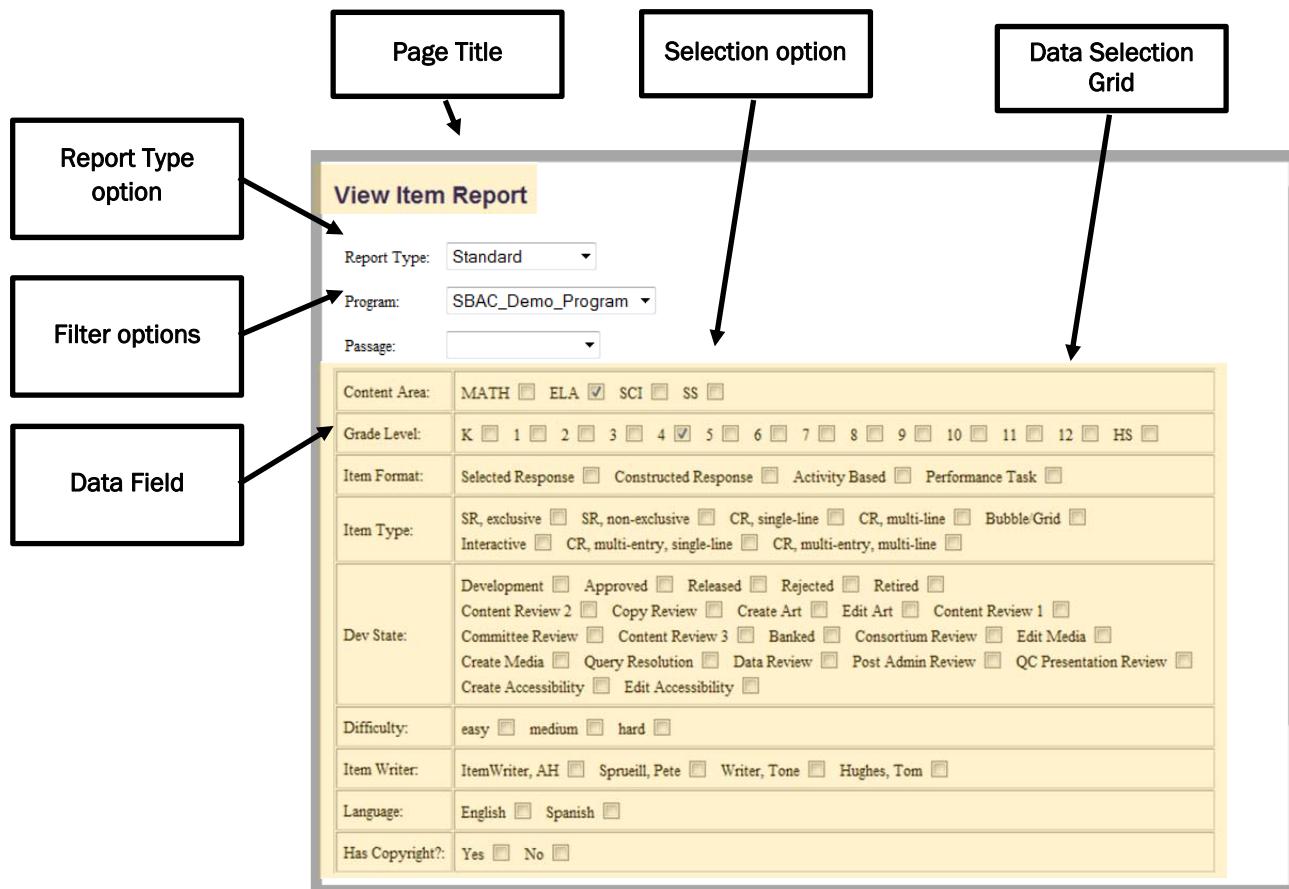
- You can access the View Item Report page by selecting item from the Select Report menu on the Main Menu.

The selection of the Report Type option determines which output formats are supported, as described in this table:

**Note:** The different report types provide different filter options and output formats.

Report Type	Description	Output Format
Standard	Creates a columnar report with detailed information on the items.	HTML
Progress	Creates a columnar report with data specific to the progress of an item in the content development workflow, including time spent in each workflow state.	HTML
Pivot	Creates a CSV file containing the item data in pivot table format.	HTML
Quality	Creates an HTML report that summarizes the number of rejected items by item developer across different content areas, based on the filter criteria you specify. This report is output in CSV format.	CSV
Timeliness	Creates an HTML report that summarizes the current status of items in development, based on the filter criteria you specify. This report is output in CSV format.	CSV

Figure 160: Example View Item Report Page



### Page Elements

The report type selected determines the options for specifying the report output available on the View Item Report page, therefore the various options on the View Item Report page are discussed in sections specific to the selected report type.

---

**Note:** To include data from all programs, clear the value of the Program option.

---

The View Item Report page provides a list of fields and options (i.e., values) to include in the report output. These options are applied as filters to the list of items.

By default, no options are selected. For example:

Content Area:	MATH <input type="checkbox"/> ELA <input type="checkbox"/>
---------------	--

If no options are selected, then the corresponding field is not used to filter the items that display in the report.

By selecting additional options, you can add additional records to the report output. Each additional selection is added as an 'OR' to the filter criteria. For example, the selection below includes only items that have 'MATH' in the Content Area field:

Content Area:	MATH <input checked="" type="checkbox"/> ELA <input type="checkbox"/>
---------------	---

Selecting all options for a field will include items with the specified options explicitly defined. For example, the selection below includes items that have 'MATH' or 'ELA' in the Content Area field:

Content Area:	MATH <input checked="" type="checkbox"/> ELA <input checked="" type="checkbox"/>
---------------	--

**Note:** This selection does not include items with null values in the Content Area field. If you wish to include such items in your report, clear all options for the field.

For example, selecting MATH and ELA from Content Area includes data from each of these subject areas. Additionally, selecting 4 and 5 from Grade Level includes data from each of these grade levels.

To include data in a report

- Click the associated checkbox in the data selection grid to select the associated data for the report.

For example, click the 3, 4, and 5 box associated with the Grade Level option to include items from 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade:

Grade Level:	K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> HS <input type="checkbox"/>
--------------	--

You can select data to include in the report output from any and all options displayed on the page.

To exclude data from a report

To exclude data from a report, you can simply leave it unselected or, if selected, complete this procedure.

- Click a checkbox that is already selected to clear (i.e., de-select) the selection.

For example, clear the selections of 4 and 5 associated with the Grade Level option to include only items from 3<sup>rd</sup> grade:

Grade Level:	K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> HS <input type="checkbox"/>
--------------	--

The de-selected data will no longer be included in the report output.

For information on the options available for each report type, see the appropriate section (below).

### Report Type: Standard

Element	Required	Description
Report Type	Y	This option must be set to 'Standard' for this report type.

Element	Required	Description
Program		Specifies the name of the program associated with items in the report.
Workgroup		Specifies a workgroup to use as a filter for the report.
Passage		Specifies the name of a passage associated with items in the report.
Data selection grid options		<p>These metadata fields are supported for filter criteria:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> <li>• Language</li> <li>• Has Copyright?</li> </ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>
Upload File		Enables you to specify the items to include in the report via a commas-separated (CSV) file available on your system.
Browse button		Enables you to select a file available on your file system that contains a list of items to include in the report.
Get HTML Report button		Generates an HTML-formatted standard report of items that includes the items specified by the filter criteria or uploaded file.
Get CSV Report button		Generates a CSV-formatted standard report of items that includes the items specified by the filter criteria or uploaded file.
Get XML button		Generates a Zip file containing an XML-formatted standard report of items that includes the items specified by the filter criteria or uploaded file.

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Figure 161: Example Standard Report in HTML Format

The screenshot shows a table with 16 columns. The columns are labeled: Item ID, Item Version, Grade, Subject, Format, Difficulty, Description, Strand, Primary GLE, Primary Content Code, Secondary GLE, Secondary Content Code, Tertiary GLE, Tertiary Content Code, and Dev. There are 10 rows of data, each representing an item. The last row contains the text "APIPv1.0". At the top left of the table, there are two links: "Open in Item Viewer" and "Open in Item Printer".

Item ID	Item Version	Grade	Subject	Format	Difficulty	Description	Strand	Primary GLE	Primary Content Code	Secondary GLE	Secondary Content Code	Tertiary GLE	Tertiary Content Code	Dev
SBA2013-WCNONE-0003	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0004	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0005	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0006	0	4	ELA	Constructed Response	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0007	0	4	ELA	Constructed Response	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0008	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0009	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.04					Devel
SBA2013-WCNONE-0010	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.04					Devel
APIPv1.0														

### Report Type: Progress

Element	Required	Description
Report Type	Y	This option must be set to 'Progress' for this report type.
Program		Specifies the name of the program associated with items in the report.
Workgroup		Specifies a workgroup to use as a filter for the report.
Passage		Specifies the name of a passage associated with items in the report.
Data selection grid options		<p>These metadata fields are supported for filter criteria:</p> <ul style="list-style-type: none"><li>Content Area</li><li>Grade Level</li><li>Item Format</li><li>Development State</li><li>Difficulty</li><li>Item Writer</li><li>Language</li><li>Has Copyright?</li></ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>

Element	Required	Description
Upload File		Enables you to specify the items to include in the report via a comma-separated value (CSV) file available on your system.
Browse button		Enables you to select a file available on your file system that contains a list of items to include in the report.
Get HTML Report button		Generates an HTML-formatted progress report of items that includes the items specified by the filter criteria or uploaded file.
Get CSV Report button		Generates a CSV-formatted progress report of items that includes the items specified by the filter criteria or uploaded file.
Get XML button		Generates a Zip file containing an XML-formatted progress report of items that includes the items specified by the filter criteria or uploaded file.

Figure 162: Example Progress Report in HTML Format

Item ID	Subject	Grade	Type	Strand	GLE	Dev State	Item Writer	Date/Time	Elapsed	Content Review 1	Date/Time	Elapsed
Cal2012-CASU-0011			SR, exclusive	Kindergarten		Development						
Cal2012-CASU-0016			CR, multi-line	7th Grade		Development						
Cal2012-CASU-0026		4	CR, multi-line	Kindergarten		Development	User, CA Super	2012-12-07 14:49:17				
Cal2012-CASU-0027		4	SR, exclusive	Kindergarten		Development						
Cal2012-CASU-0028		4	CR, multi-line	Kindergarten		Development						
Cal2012-CASU-0029		4	CR, multi-line	Kindergarten		Development						
Cal2012-CASU-0030			CR, multi-line	1st Grade		Development						
Cal2012-CASU-0031			CR, multi-line	1st Grade		Development						
Cal2012-CASU-0032			CR, multi-line	1st Grade		Development						

***Report Type: Pivot Report***

Element	Required	Description
Report Type	Y	This option must be set to 'Progress' for this report type.
Program		Specifies the name of the program associated with items in the report.
Filter Options		These options depend on the Report Type selected. For more information, see the report type-specific section (below).
Pivot Filters		<p>These item metadata fields are supported for the pivot table filter:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> <li>• Standard: Strand</li> <li>• Standard: GLE</li> </ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>
Pivot Field		<p>These item metadata fields are supported for the pivot field:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> </ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>
Report Fields		<p>These item metadata fields are supported for pivot report fields:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> <li>• Standard: Strand</li> <li>• Standard: GLE</li> </ul>
Get CSV Report button		Generates a CSV-formatted pivot report of items that match the specified filter criteria.

Figure 163: Example Pivot Report

The screenshot shows a software application window titled "item pivot item type report". The interface includes several toolbars at the top and bottom. The main area displays four separate data grids or pivot tables. The first grid (A1-M24) has columns labeled A through M and rows labeled 1 through 24. It contains various types of data entries such as "Type SR. exclusive", "Count of C Total", "MATH", "ELA", "Grand Tot", and numerical values like 9, 1, 1, etc. The second grid (A1-M24) also has columns A-M and rows 1-24, showing similar data. The third grid (A1-M24) has columns A-M and rows 1-24, and the fourth grid (A1-M24) has columns A-M and rows 1-24. The bottom toolbar includes icons for back, forward, search, and other file operations.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	Type SR. exclusive			Type SR. non-exclusive			Type CR. single-line			Type CR. m		
2	Count of C Total			Count of C Total			Count of C Total			Count of C T		
3	MATH			MATH			MATH			MATH		
4	ELA	9		ELA	1		ELA	1		ELA		
5	Grand Tot	9		Grand Tot	1		Grand Tot	1		Grand Tot		
6												
7												
8	Count of C Total			Count of C Total			Count of C Total			Count of C T		
9	K	2		K			K			K		
10	1	1			1			1			1	
11	2				2			2			2	
12	3				3	1		3			3	
13	4				4			4			4	
14	5				5			5			5	
15	6	1			6			6			6	
16	7				7			7			7	
17	8				8			8			8	
18	9				9			9			9	
19	10				10			10			10	
20	11				11			11			11	
21	12	1			12			12	1		12	
22												
23												
24												

**Report Type: Quality**

Element	Required	Description
Report Type	Y	This option must be set to 'Quality' for this report type.
Program		Specifies the name of the program associated with items in the report.
Workgroup		Specifies a workgroup to use as a filter for the report.
Passage		Specifies the name of a passage associated with items in the report.
Data selection grid options		<p>These metadata fields are supported for filter criteria:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> <li>• Language</li> <li>• Has Copyright?</li> </ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>

Element	Required	Description
Get CSV Report button		Generates a CSV-formatted work summary report of items that match the specified filter criteria.

**Report Type: Timeliness**

Element	Required	Description
Report Type	Y	This option must be set to ‘Work Summary’ for this report type.
Program		Specifies the name of the program associated with items in the report.
Workgroup		Specifies a workgroup to use as a filter for the report.
Passage		Specifies the name of a passage associated with items in the report.
Start Date		Specifies the lowest date value to match against the due date of items. The date must be specified in this format: yyyy-mm-dd
End Date		Specifies the highest date value to match against the due date of items. The date must be specified in this format: yyyy-mm-dd
Data selection grid options		<p>These metadata fields are supported for filter criteria:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Item Format</li> <li>• Development State</li> <li>• Difficulty</li> <li>• Item Writer</li> <li>• Language</li> <li>• Has Copyright?</li> </ul> <p>For more information on these metadata fields, see <a href="#">Item Metadata</a> on page 647.</p>
Get CSV Report button		Generates a CSV-formatted work summary report of items that match the specified filter criteria.

**Item Viewer Page**

The Item Viewer page has two states that determine what elements display:

- **Specify Items.** Enables you to specify items to include in the item view.
- **Display Results.** Displays the results based on the data specified.



**Viewing items requires administrator permissions.**

### **Item Viewer Page – Specify Items**

The Item Viewer page enables you to specify the items to include in the item view using these options:

- Specifying an item identifier
- Uploading a file containing item identifiers
- Specifying items by content alignment standard
- You can access the View Item page by clicking the View Item button on the Main Menu.

Figure 164: Item Viewer Page

The screenshot shows the 'Item Viewer' interface. At the top, it says 'Please enter an Item ID'. Below that, there are two sections: 'Program:' with a dropdown menu set to 'SBAC\_Demo\_Program' and a 'View' button; and 'ID:' with an input field and a 'View' button. Underneath these, there are sections for 'AND/OR' and 'Upload File:' with a 'Browse...' button. Below that is an 'OR' section with another 'Program:' dropdown set to 'SBAC\_Demo\_Program' and a 'Find By Standard' button. At the bottom, there's a footer bar with links to '© 2013 SBAC | AIP | Contact Support | User Guide'.

### *Page Elements*

Element	Description
Item ID	Provides options for specifying an item to include in the item preview using its item identifier.
Program	Specifies the program associated with the item.

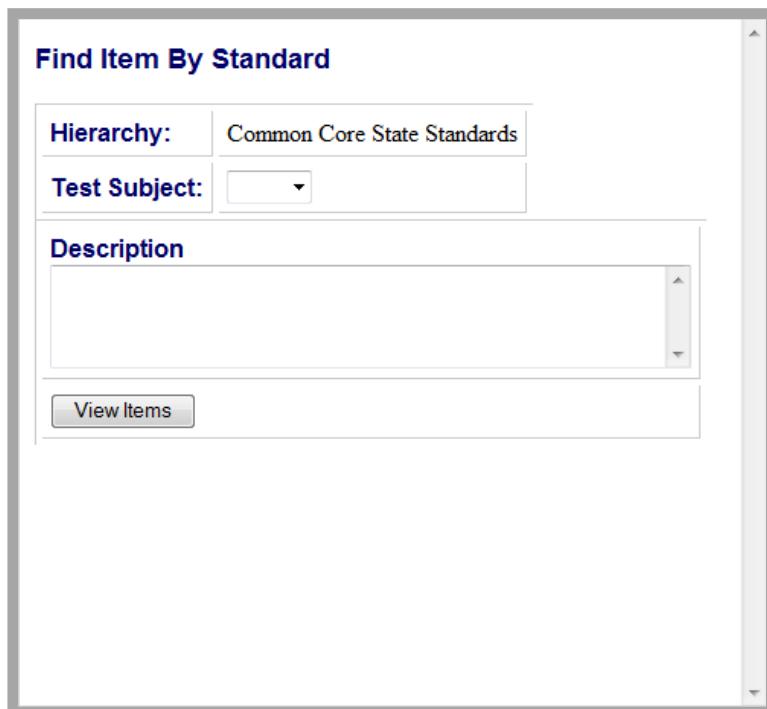
Element	Description
ID	Specifies the identifier (i.e., name) of the item to include in the item preview.
View button	Causes a preview of the specified items to display.
Uploaded File	Provides options for specifying items to display in the item preview from a file uploaded to the application.
Upload File	Specifies the full directory path and name of a comma-separated value (CSV) file accessible from your file system.
Content Standard	Provides options for specifying items to include in the item preview using the content alignment standards.
Program	Specifies the program associated with the item.
Find by Standard button	Displays the Find Item by Standard page, enabling you specify the items to include in the item preview using the associated content hierarchy.

#### ***Find Item By Standard Dialog***

The Find Item by Standard Dialog enables you to specify the content alignment standard associated with the items to display in the item view.

- You can access the Find Item by Standard page by selecting the program on the program menu of the Item Viewer page and clicking the Find by Standard button.

Figure 165: Find Item by Standard Page



*Page Elements*

Element	Description
Hierarchy	Specifies the content standard hierarchy of the items.
Test Subject	Specifies the subject of the items.
Description	Displays the description associated with the selected test subject.
View Items button	Causes the items associated with the selected test subject to be displayed in a new tab.

*Item Viewer Page – Display Results*

The Item Viewer Page displays a preview of the selected items and associated attributes and item metadata.

- The Item Viewer Page – Results displays after specifying which items to display in the item view.

Figure 166: Example Item Viewer Page – Results

**Item Viewer**

Item 1 of 1	<input type="button" value="Refresh"/>	<a href="#">Open in Item Editor</a>	<a href="#">View Other Items</a>																
<input type="button" value="First Item"/> <input type="button" value="Last Item"/> Select: <input type="button" value="▼"/>																			
<p>Item: <b>ve-ip-03</b> &lt;SBAC_Demo_Program&gt;            Description: API Pv1.0 Entry Profile Single MC/MR Item Test Instance</p> <p>Ms. Smith's class contains 24 students. Each student voted for his or her favorite color. The result of the class vote is shown in the table below.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Color</th> <th style="text-align: left; padding: 5px;">Number of Students</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Red</td> <td style="padding: 5px;">12</td> </tr> <tr> <td style="padding: 5px;">Blue</td> <td style="padding: 5px;">6</td> </tr> <tr> <td style="padding: 5px;">Green</td> <td style="padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">Yellow</td> <td style="padding: 5px;">2</td> </tr> </tbody> </table> <p>Indicate which of the following statements are accurate.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;"><input checked="" type="radio"/> A</td> <td style="padding: 5px;">The majority of students voted for Red.</td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="radio"/> B</td> <td style="padding: 5px;">Twice as many students voted for Red as voted for Blue.</td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="radio"/> C</td> <td style="padding: 5px;">Two percent of students voted for Yellow.</td> </tr> </table>				Color	Number of Students	Red	12	Blue	6	Green	4	Yellow	2	<input checked="" type="radio"/> A	The majority of students voted for Red.	<input checked="" type="radio"/> B	Twice as many students voted for Red as voted for Blue.	<input checked="" type="radio"/> C	Two percent of students voted for Yellow.
Color	Number of Students																		
Red	12																		
Blue	6																		
Green	4																		
Yellow	2																		
<input checked="" type="radio"/> A	The majority of students voted for Red.																		
<input checked="" type="radio"/> B	Twice as many students voted for Red as voted for Blue.																		
<input checked="" type="radio"/> C	Two percent of students voted for Yellow.																		

### *Page Elements*

Element	Description
Refresh button	Updates the item view with the current state of the item in the IAIP application.  <b>Note:</b> This button is repeated at the bottom of the page.
Open in Item Editor link	Opens the Create Item page, enabling you to modify the item.  <b>Note:</b> This link is repeated at the bottom of the page.
View Other Items link	Opens the Item Viewer page - Specify Items, enabling you to specify items to view in the item viewer.  <b>Note:</b> This link is repeated at the bottom of the page.
First Item button	Displays the first item in the item viewer.
Last Item button	Displays the last item in the item viewer.
Select	Specifies the item to display in the viewer.

### **Item Print Viewer Page**

The Item Viewer Page displays a preview of the selected items and associated attributes and item metadata.

- You can access the Item Print Viewer page by clicking the Print Item button on the Main Menu.



**Item print viewing requires administrator permissions or content specialist role.**

The Item Print Viewer page is illustrated in [Figure 167: Item Print Viewer Page](#) and [Figure 168: Item Print Viewer Page - Continued](#).

Figure 167: Item Print Viewer Page

**Item Print Viewer**

**View Format:** Custom View ▾

**Custom View:**

Fields	Metadata
<input type="checkbox"/> Item ID	<input type="checkbox"/> Format
<input type="checkbox"/> Description	<input type="checkbox"/> Dev State
<input type="checkbox"/> Content	<input type="checkbox"/> Difficulty
<input type="checkbox"/> Distractor Rationale	<input type="checkbox"/> Passage
<input type="checkbox"/> Correct Response	<input type="checkbox"/> Rubric
<input type="checkbox"/> Metadata	<input type="checkbox"/> Calculator
<input type="checkbox"/> Passage Content	<input type="checkbox"/> Source Documentation
<input checked="" type="checkbox"/> Rubric Content	<input type="checkbox"/> Publication Status
<input type="checkbox"/> Usage Info	<input type="checkbox"/> Editor
<input type="checkbox"/> Item Notes	<input type="checkbox"/> Item Enemies
<input type="checkbox"/> Client Reject Reason	<input type="checkbox"/> Item Metafiles
<input type="checkbox"/> Copyright/DRM Info	
<input type="checkbox"/> Upload custom data fields?	

Figure 168: Item Print Viewer Page - Continued

**Program:** SBAC\_Demo\_Program ▾

**Include Rejected Items:**

**Enter Single Item ID:**

**Show Print View**

**Select Items From...**

**Upload File:**  **Browse...**

**Show Print View**

**OR**

**Content Area:**  ▾

**Grade Level:**  ▾

**Passage:**

Passing By	<input type="checkbox"/>
Passing the buck	<input checked="" type="checkbox"/>
Passing up	<input type="checkbox"/>
Sample1	<input type="checkbox"/>
afwg	<input type="checkbox"/>
dadg	<input type="checkbox"/>

**Show Print View**

### *Page Elements*

Element	Description
Print Options	Provides options for specifying the content of the report.
View Format	Specifies the format of the print view.
Fields options	Specifies the fields to include in the print view.
Metadata options	Specifies the metadata to include in the print view.
Upload custom data fields?	Specifies whether custom data fields are included in the print view.
Specify Item	Provides options for specifying an item to include in the item preview.
Program	Specifies the program associated with the item.
Include Rejected Items	Specifies whether rejected items are included in the print view.
Enter Single Item ID	Specifies the identifier (i.e., name) of the item to include in the item preview.
Show Print View button	Causes a print view of the specified item to display.
Upload File	Specifies the full directory path and name of a comma-separated value (CSV) file accessible from your file system.
Browse button	Enables you to identify a comma-separated value (CSV) file accessible from your file system.
Show Print View button	Causes a print view of the specified items to display.
Content Standard	Provides options for specifying items to include in the item preview using the content alignment standards.
Content Area	Specifies the content area associated with the items.
Grade Level	Specifies the grade level associated with the items.
Passage	Enables you to select one or more passage associated with the items.
Show Print View button	Causes a print view of the specified items to display.

### **View Passage Report Page**

The View Passage Report page enables you to output the standard passage report using filter criteria on passage metadata. The report is output in HTML or comma-separated value (CSV) format.



**Viewing passage reports requires administrator permissions.**

- You can access the View Passage Report page by selecting passage from the Select Report menu on the Main Menu.

Figure 169: Example View Item Report Page

Page Title	Selection Option	Data Selection Grid																																																																																																																						
Report Type Option	Program:	SBAC_Demo_Program																																																																																																																						
Filter Options	Passage:																																																																																																																							
Data Field	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Content Area:</td> <td style="padding: 2px;"><input type="checkbox"/> MATH</td> <td style="padding: 2px;"><input checked="" type="checkbox"/> ELA</td> <td style="padding: 2px;"><input type="checkbox"/> SCI</td> <td style="padding: 2px;"><input type="checkbox"/> SS</td> </tr> <tr> <td style="padding: 2px;">Grade Level:</td> <td style="padding: 2px;"><input type="checkbox"/> K</td> <td style="padding: 2px;"><input type="checkbox"/> 1</td> <td style="padding: 2px;"><input type="checkbox"/> 2</td> <td style="padding: 2px;"><input type="checkbox"/> 3</td> <td style="padding: 2px;"><input type="checkbox"/> 4</td> <td style="padding: 2px;"><input checked="" type="checkbox"/> 5</td> <td style="padding: 2px;"><input type="checkbox"/> 6</td> <td style="padding: 2px;"><input type="checkbox"/> 7</td> <td style="padding: 2px;"><input type="checkbox"/> 8</td> <td style="padding: 2px;"><input type="checkbox"/> 9</td> <td style="padding: 2px;"><input type="checkbox"/> 10</td> <td style="padding: 2px;"><input type="checkbox"/> 11</td> <td style="padding: 2px;"><input type="checkbox"/> 12</td> <td style="padding: 2px;"><input type="checkbox"/> HS</td> </tr> <tr> <td style="padding: 2px;">Item Format:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> Selected Response   <input type="checkbox"/> Constructed Response   <input type="checkbox"/> Activity Based   <input type="checkbox"/> Performance Task</td> </tr> <tr> <td style="padding: 2px;">Item Type:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> SR, exclusive   <input type="checkbox"/> SR, non-exclusive   <input type="checkbox"/> CR, single-line   <input type="checkbox"/> CR, multi-line   <input type="checkbox"/> Bubble/Grid <input type="checkbox"/> Interactive   <input type="checkbox"/> CR, multi-entry, single-line   <input type="checkbox"/> CR, multi-entry, multi-line</td> </tr> <tr> <td style="padding: 2px;">Dev State:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> Development   <input type="checkbox"/> Approved   <input type="checkbox"/> Released   <input type="checkbox"/> Rejected   <input type="checkbox"/> Retired <input type="checkbox"/> Content Review 2   <input type="checkbox"/> Copy Review   <input type="checkbox"/> Create Art   <input type="checkbox"/> Edit Art   <input type="checkbox"/> Content Review 1 <input type="checkbox"/> Committee Review   <input type="checkbox"/> Content Review 3   <input type="checkbox"/> Banked   <input type="checkbox"/> Consortium Review   <input type="checkbox"/> Edit Media <input type="checkbox"/> Create Media   <input type="checkbox"/> Query Resolution   <input type="checkbox"/> Data Review   <input type="checkbox"/> Post Admin Review   <input type="checkbox"/> QC Presentation Review <input type="checkbox"/> Create Accessibility   <input type="checkbox"/> Edit Accessibility</td> </tr> <tr> <td style="padding: 2px;">Difficulty:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> easy   <input type="checkbox"/> medium   <input type="checkbox"/> hard</td> </tr> <tr> <td style="padding: 2px;">Item Writer:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> ItemWriter, AH   <input type="checkbox"/> Sprueill, Pete   <input type="checkbox"/> Writer, Tone   <input type="checkbox"/> Hughes, Tom</td> </tr> <tr> <td style="padding: 2px;">Language:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> English   <input type="checkbox"/> Spanish</td> </tr> <tr> <td style="padding: 2px;">Has Copyright?:</td> <td colspan="13" style="padding: 2px;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> </table>		Content Area:	<input type="checkbox"/> MATH	<input checked="" type="checkbox"/> ELA	<input type="checkbox"/> SCI	<input type="checkbox"/> SS	Grade Level:	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> HS	Item Format:	<input type="checkbox"/> Selected Response <input type="checkbox"/> Constructed Response <input type="checkbox"/> Activity Based <input type="checkbox"/> Performance Task													Item Type:	<input type="checkbox"/> SR, exclusive <input type="checkbox"/> SR, non-exclusive <input type="checkbox"/> CR, single-line <input type="checkbox"/> CR, multi-line <input type="checkbox"/> Bubble/Grid <input type="checkbox"/> Interactive <input type="checkbox"/> CR, multi-entry, single-line <input type="checkbox"/> CR, multi-entry, multi-line													Dev State:	<input type="checkbox"/> Development <input type="checkbox"/> Approved <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Retired <input type="checkbox"/> Content Review 2 <input type="checkbox"/> Copy Review <input type="checkbox"/> Create Art <input type="checkbox"/> Edit Art <input type="checkbox"/> Content Review 1 <input type="checkbox"/> Committee Review <input type="checkbox"/> Content Review 3 <input type="checkbox"/> Banked <input type="checkbox"/> Consortium Review <input type="checkbox"/> Edit Media <input type="checkbox"/> Create Media <input type="checkbox"/> Query Resolution <input type="checkbox"/> Data Review <input type="checkbox"/> Post Admin Review <input type="checkbox"/> QC Presentation Review <input type="checkbox"/> Create Accessibility <input type="checkbox"/> Edit Accessibility													Difficulty:	<input type="checkbox"/> easy <input type="checkbox"/> medium <input type="checkbox"/> hard													Item Writer:	<input type="checkbox"/> ItemWriter, AH <input type="checkbox"/> Sprueill, Pete <input type="checkbox"/> Writer, Tone <input type="checkbox"/> Hughes, Tom													Language:	<input type="checkbox"/> English <input type="checkbox"/> Spanish													Has Copyright?:	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Content Area:	<input type="checkbox"/> MATH	<input checked="" type="checkbox"/> ELA	<input type="checkbox"/> SCI	<input type="checkbox"/> SS																																																																																																																				
Grade Level:	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> HS																																																																																																										
Item Format:	<input type="checkbox"/> Selected Response <input type="checkbox"/> Constructed Response <input type="checkbox"/> Activity Based <input type="checkbox"/> Performance Task																																																																																																																							
Item Type:	<input type="checkbox"/> SR, exclusive <input type="checkbox"/> SR, non-exclusive <input type="checkbox"/> CR, single-line <input type="checkbox"/> CR, multi-line <input type="checkbox"/> Bubble/Grid <input type="checkbox"/> Interactive <input type="checkbox"/> CR, multi-entry, single-line <input type="checkbox"/> CR, multi-entry, multi-line																																																																																																																							
Dev State:	<input type="checkbox"/> Development <input type="checkbox"/> Approved <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Retired <input type="checkbox"/> Content Review 2 <input type="checkbox"/> Copy Review <input type="checkbox"/> Create Art <input type="checkbox"/> Edit Art <input type="checkbox"/> Content Review 1 <input type="checkbox"/> Committee Review <input type="checkbox"/> Content Review 3 <input type="checkbox"/> Banked <input type="checkbox"/> Consortium Review <input type="checkbox"/> Edit Media <input type="checkbox"/> Create Media <input type="checkbox"/> Query Resolution <input type="checkbox"/> Data Review <input type="checkbox"/> Post Admin Review <input type="checkbox"/> QC Presentation Review <input type="checkbox"/> Create Accessibility <input type="checkbox"/> Edit Accessibility																																																																																																																							
Difficulty:	<input type="checkbox"/> easy <input type="checkbox"/> medium <input type="checkbox"/> hard																																																																																																																							
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Language:	<input type="checkbox"/> English <input type="checkbox"/> Spanish																																																																																																																							
Has Copyright?:	<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																																							

### Page Elements

The report type selected determines the options for specifying the report output available on the View Passage Report page, therefore the various options on the View Passage Report page are discussed in sections specific to the selected report type.

**Note:** To include data from all programs, clear the value of the Program option.

The View Item Report page provides a list of fields and options (i.e., values) to include in the report out. These options are applied as filters to the list of items.

By default, no options are selected. For example:

Content Area:	<input type="checkbox"/> MATH <input type="checkbox"/> ELA
---------------	--

## Chapter 3: IAIP Application Interface

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If no options are selected, then the corresponding field is not used to filter the items that display in the report.

By selecting additional options, you can add additional records to the report output. Each additional selection is added as an ‘OR’ to the filter criteria. For example, the selection below includes only items that have ‘MATH’ in the Content Area field:

Content Area:	<input checked="" type="checkbox"/> MATH	<input type="checkbox"/> ELA
---------------	--	------------------------------

Selecting all options for a field will include items with the specified options explicitly defined. For example, the selection below includes items that have ‘MATH’ or ‘ELA’ in the Content Area field:

Content Area:	<input checked="" type="checkbox"/> MATH	<input checked="" type="checkbox"/> ELA
---------------	--	---

---

**Note:** This selection does not include items with null values in the Content Area field. If you wish to include such items in your report, clear all options for the field.

---

For example, selecting MATH and ELA from Content Area includes data from each of these subject areas. Additionally, selecting 4 and 5 from Grade Level includes data from each of these grade levels.

To include data in a report

- Click the associated checkbox in the data selection grid to select the associated data for the report.  
For example, click the 3, 4, and 5 box associated with the Grade Level option to include items from 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade:

Grade Level:	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> HS
--------------	----------------------------	----------------------------	----------------------------	---------------------------------------	---------------------------------------	---------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

You can select data to include in the report output from any and all options displayed on the page.

To exclude data from a report

To exclude data from a report, you can simply leave it unselected or, if selected, complete this procedure.

- Click a checkbox that is already selected to clear (i.e., de-select) the selection.

For example, clear the selections of 4 and 5 associated with the Grade Level option to include only items from 3<sup>rd</sup> grade:

Grade Level:	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> HS
--------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

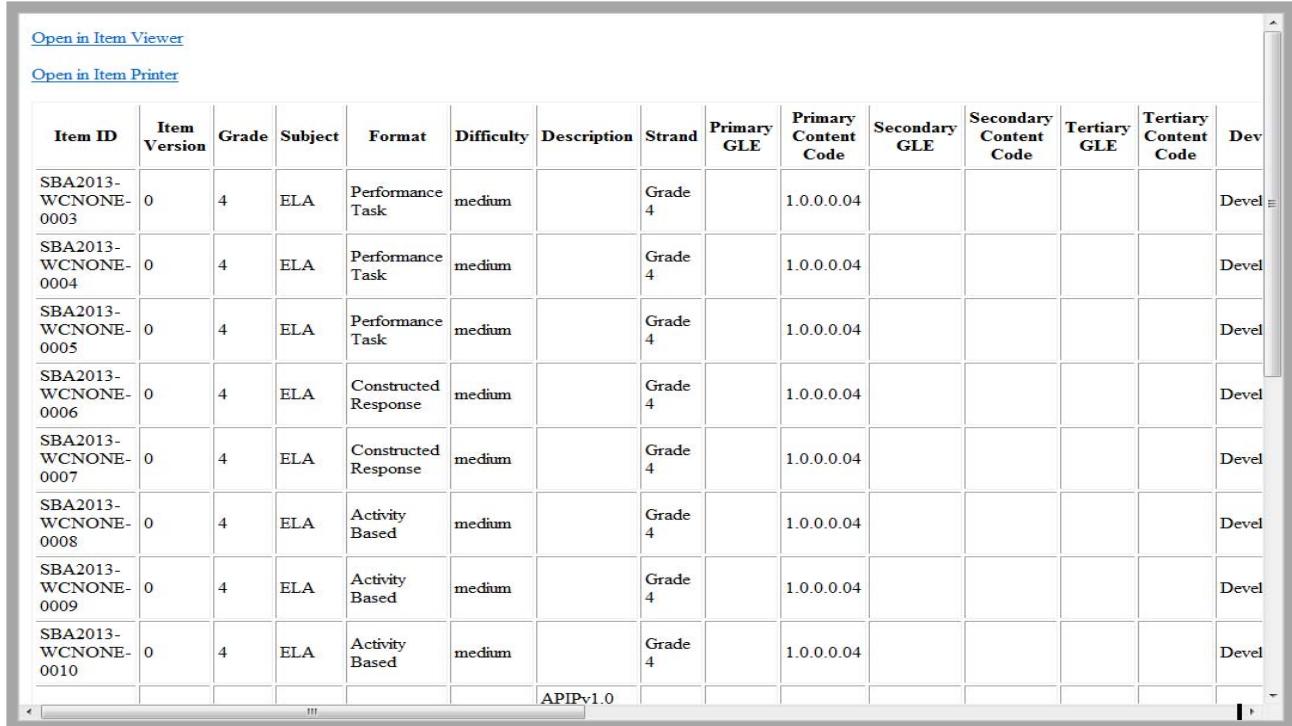
The de-selected data will no longer be included in the report output.

For information on the options available for each report type, see the appropriate section (below).

**Page Elements**

Element	Required	Description
Report Type	Y	This option must be set to 'Standard' for this report type.
Program		Specifies the name of the program associated with items in the report.
Workgroup		Specifies a workgroup to use as a filter for the report.
Data selection grid options		<p>These metadata fields are supported for filter criteria:</p> <ul style="list-style-type: none"> <li>• Content Area</li> <li>• Grade Level</li> <li>• Development State</li> <li>• Passage Writer</li> <li>• Language</li> </ul> <p>For more information on these metadata fields, see Passage Metadata on page 649.</p>
Get HTML Report button		Generates an HTML-formatted standard report of items that includes the items specified by the filter criteria or uploaded file.
Get CSV Report button		Generates a CSV-formatted standard report of items that includes the items specified by the filter criteria or uploaded file.

Figure 170: Example Standard Report in HTML Format



The screenshot shows a table of items from a standard report. The columns are labeled: Item ID, Item Version, Grade, Subject, Format, Difficulty, Description, Strand, Primary GLE, Primary Content Code, Secondary GLE, Secondary Content Code, Tertiary GLE, Tertiary Content Code, and Dev. The table contains 10 rows of data, each representing a different item. The 'Dev' column is empty for all rows.

Item ID	Item Version	Grade	Subject	Format	Difficulty	Description	Strand	Primary GLE	Primary Content Code	Secondary GLE	Secondary Content Code	Tertiary GLE	Tertiary Content Code	Dev
SBA2013-WCNONE-0003	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0004	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0005	0	4	ELA	Performance Task	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0006	0	4	ELA	Constructed Response	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0007	0	4	ELA	Constructed Response	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0008	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0009	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.0.04					Devel
SBA2013-WCNONE-0010	0	4	ELA	Activity Based	medium		Grade 4		1.0.0.0.04					Devel
APIPv1.0														

### Passage Print Viewer Page

The Passage Print Viewer page enables you to output one or more passages in the specified output format. You can manually enter the name of a single passage or you can specify multiple passages by selecting a comma-separated value (.csv) file containing a list of passage names.

- You can access the Passage Print Viewer page by clicking the Print Passage button on the Main Menu.



Passage print viewing requires administrator permissions or content specialist role.

Figure 171: Passage Print Viewer Page

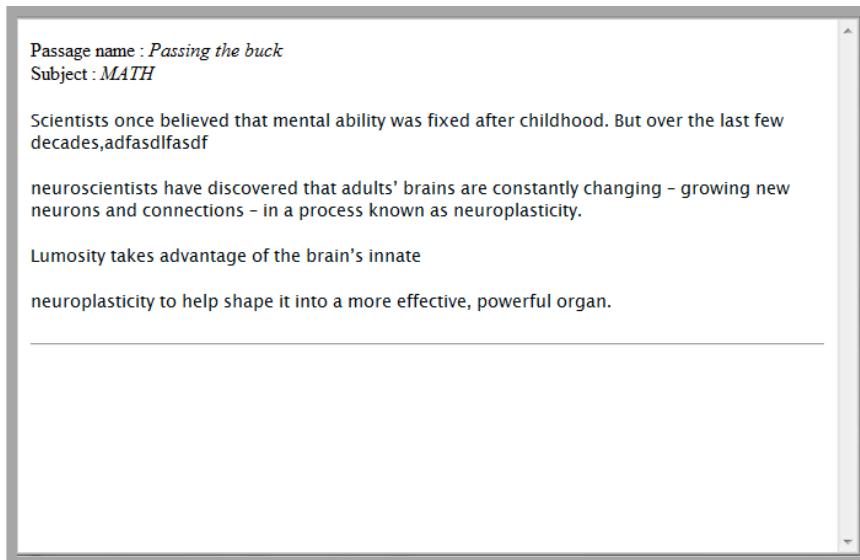
A screenshot of the Passage Print Viewer application window. The title bar says "Passage Print Viewer". Inside, there are two main sections: "Enter Single Passage ID:" with a dropdown menu set to "SBAC\_Demo\_Program" and a "Show Print View" button; and "Select Passage From File" with a "Upload File:" field, a "Browse..." button, and another "Show Print View" button. The window has scroll bars on the right and bottom.

#### Page Elements

Element	Description
View Format	Enables you to specify the format of the passage output view from these options: <ul style="list-style-type: none"><li>• Teacher View</li><li>• Copy View</li><li>• Custom View</li></ul>
Enter Passage Options	Enables you to manually enter the name of a single passage to view.

Element	Description
Program	Specifies the program containing the passage to include in the print view
Enter Single Passage ID	Specifies the name of a single passage to view.
Show Print View button	Displays the selected passage in the view specified by the View Format option.
Specify Passages List Options	Enables you to specify a comma-separated value (.csv) file accessible from your file system that contains a list of passage names to view.
Upload File	Specifies the name and location of the CSV file containing passage names.
Browse button	Displays a file open dialog that enables you to locate the file containing passage names.  <b>Note:</b> The file open dialog is displayed by the operating system of the machine on which your Web browser is running.

### Example Passage Print Review Page



### Item Metafiles Page

The assigned standard page enables you to view metafiles associated with the current item. metafiles provide information that supports the content development workflow. It also enables you to upload additional metafiles to the current item.

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**Note:** Metafiles can be associated with items (i.e., called metafiles) or programs (i.e., called program metafiles).

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## Chapter 3: IAIP Application Interface

- You can access the Item Metafiles page by clicking the View Metafiles button on the content menu of the Create Item page.

Figure 172: Example Item Metafiles Page

Item Metafiles				
User	Time	State	View	Comment
Super Admin, System	2013-02-18 11:11:47	Committee Review	<a href="#">View</a>	ed

### Assign Passage Page

The Assign Passage page enables you to display a filtered list of passages that you can assign to the current item.

- You can access the Assign Passages page by clicking the Passage button on the Content menu of the Create Item page.

**Note:** This page is accessible only if there are no passages assigned to the current item. If one or more passages are assigned, clicking the rubric button displays the Assigned Rubrics page.

Figure 173: Example Assign Passage Page

**Assign Passage**

**Search By**

Name:

Content Area:

Grade Level:

Genre:

Name	Genre	Estimated Word Count
<a href="#">?Passage</a>	0	<input type="button" value="Assign"/>
<a href="#">A Better Passage</a>	36	<input type="button" value="Assign"/>
<a href="#">A Cool Passage</a>	6	<input type="button" value="Assign"/>

*Page Elements*

Element	Description
Filter Criteria	<p>Specifies the filter criteria to match against passages in the IAIP application. All passages that match the filter criteria display in the passages list.</p> <p>These metadata fields can be used for filter criteria:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Content Area</li> <li>• Grade Level</li> <li>• Genre</li> </ul> <p>To filter the list of passages:</p> <ul style="list-style-type: none"> <li>• Specify values for the filter criteria and click the View button.</li> </ul> <p>To remove filtering:</p> <ul style="list-style-type: none"> <li>• Clear all values in the filter criteria and click the View button.</li> </ul>
Name	<p>Specifies a string of text to match against the passage name. You can enter the unique identifier to locate a specific passage or a string of text to match against passage names.</p> <hr/> <p><b>Note:</b> The IAIP application performs a “contains match,” where all passages that contain the specified text are returned.</p>
Content Area	<p>Specifies the subject area of the passages to display with these options:</p> <ul style="list-style-type: none"> <li>• <b>MATH.</b> Mathematics.</li> <li>• <b>ELA.</b> English language arts.</li> </ul>
Grade Level	<p>Specifies the grade level of the passages to display using the standard (K through 12) notation.</p>
Genre	<p>Specifies the category of the passages to display from these options:</p> <ul style="list-style-type: none"> <li>• Poem</li> <li>• Fiction</li> <li>• Proofreading</li> <li>• Non-fiction</li> <li>• Biography/Interview</li> <li>• Information Resource</li> <li>• Drama</li> </ul>

Element	Description
View button	Refreshes the list of passages using the current filter criteria.  <b>Note:</b> If no passages match the filter criteria you specified, this message is displayed:  No Search results were found matching your query.
Passages List	Displays a list of passages (and additional information) that match the filter criteria you enter.
Name	Displays the name of the associated passage.
Genre	Displays the genre of the associated passage.
Estimated Word Count	Displays the approximate number of words in the associated passage.
Assign button	Causes the associated passage to be assigned to the item.

### Assigned Passages Page

The Assigned Passages page enables you to display a list of passages (and their attributes) that are assigned to the current item. You can also use the page to remove a passage from the current item or assign another passage to the item.

- You can access the Assigned Passages page by clicking the Passage button on the Assigned Passages page.

---

**Note:** This page is accessible only if one or more passages are assigned to the current item. If no passages are assigned, clicking the Passage button displays the Assign Rubrics page.

---

Figure 174: Assign Rubric Page Example

**Assigned Passages**

**Name:** Eric Goes to the Park

**Genre:**

**Remove**

Sample graphic:

Student	School Attendance (%)	Science Grade (%)
Al	85	75
Ben	45	65
Chuck	95	90
Dan	80	90
Earl	40	55
Fred	90	90

[Assign Another Passage](#)

*Page Elements*

Element	Description
Passage attributes list	For each passage assigned to the current item, provides a preview of each passage as well as these attributes: <ul style="list-style-type: none"> <li>• Name</li> <li>• Genre</li> </ul>
Remove button	Enables you to remove the associated passage from the current item.
Assign Another Rubric link	Enables you to associate another passage with the current item via the Assign Passage page. For more information, see <a href="#">Assign Passage Page</a> on page 314.

**Assign Rubric Page**

The Assign Rubric page enables you to display a filtered list of rubrics that you can assign to the current item.

- You can access the Assigned Rubrics page by clicking the Rubric button on the Assigned Rubrics page.

**Note:** This page is accessible only if there are no rubrics assigned to the current item. If one or more rubrics are assigned, clicking the Rubric button displays the Assigned Rubrics page.

Figure 175: Assign Rubric Page Example

The screenshot shows the 'Assign Rubric' page. At the top, there are three filter fields: 'Name' (text input), 'Content Area' (dropdown), and 'Grade Level' (dropdown). Below these is a 'View' button. A table follows, with columns 'Name' and 'Description'. The 'Name' column lists four rubrics: 'HowdoIaddexistingrubric', 'Jen Rubric', 'Rubric 35', and 'Tone Rubric'. To the right of each rubric name is an 'Assign' button. The 'Description' column is currently empty.

### Page Elements

Element	Description
Filter Criteria	<p>Specifies the filter criteria to match against rubrics in the IAIP application. All passages that match the filter criteria display in the rubrics list. These metadata fields can be used as filter criteria:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Content Area</li><li>• Grade Level</li></ul> <p>To filter the list of rubrics:</p> <ul style="list-style-type: none"><li>• Specify values for the filter criteria and click the View button.</li></ul> <p>To remove filtering:</p> <ul style="list-style-type: none"><li>• Clear all values in the filter criteria and click the View button.</li></ul>

Element	Description
View button	<p>Refreshes the list of rubrics to match the current filter criteria.</p> <p><b>Note:</b> If no passages match the filter criteria you specified, this message is displayed:</p> <p>No Search results were found matching your query.</p>
Rubrics List	Displays a list of rubrics (and additional information) that match the filter criteria you enter.
Name	Displays the name of the associated rubric.
Description	Displays the description of the associated rubric.
Assign button	Causes the associated rubric to be assigned to the item.

### Assigned Rubrics Page

The Assigned Rubrics page enables you to display a list of rubrics (and their attributes) that are assigned to the current item. You can also use the page to remove a rubric from the current item or assign another rubric to the item.

- You can access the Assigned Rubrics page by clicking the Rubric button on the Assigned Rubrics page.

---

**Note:** This page is accessible only if one or more rubrics are assigned to the current item. If no rubrics are assigned, clicking the Rubric button displays the Assign Rubrics page.

---

Figure 176: Assigned Rubric Page Example

The screenshot shows a web-based application interface titled "Assigned Rubrics". At the top left, there is a label "Name:" followed by the text "Ruby". Below it is a label "Description:". A small rectangular button labeled "Remove" is positioned below the "Name" field. At the bottom left, there is a link labeled "Assign Another Rubric". The entire interface is contained within a light gray rectangular frame.

### *Page Elements*

Element	Description
Rubric attributes list	For each rubric assigned to the current item, provides a preview of each rubric as well as these attributes: <ul style="list-style-type: none"><li>• Name</li><li>• Genre</li></ul>
Remove button	Enables you to remove the associated rubric from the current item.
Assign Another Rubric link	Enables you to associate another rubric with the current item via the Assign Rubric page. For more information, see <a href="#">Assign Rubric Page</a> on page 317.

### Assign Item Enemy Page

The Assign Item Enemy page enables you to view, remove, and add item enemies associated with the selected item. Item enemies are items that are prevented from being used in the same test form as the selected item. One or the other item can be used on a Test Form, but not both (e.g., to prevent use of an item on a test form that provides a clue to another test item).

---

**Note:** Actions and options provided on this page apply only to the item selected on the Manage Items page.

---

- You can access the Assign Item Enemy page by clicking the Enemy tab on the Create Item page.

Figure 177: Example Assign Item Enemy Page

**Assign Item Enemy**

Current Enemy List:

Item	View	Remove
SBA2012-JI-16	<input type="button" value="View"/>	<input type="button" value="Remove"/>

**Item Enemy Search**

Item Name:

And/Or Search by Standard:

Test Subject

**Item Search**

Item	View	Add Enemy
SBA2012-JI-17	<input type="button" value="View"/>	<input type="button" value="Add"/>
SBA2012-JI-18	<input type="button" value="View"/>	<input type="button" value="Add"/>
SBA2012-JI-19	<input type="button" value="View"/>	<input type="button" value="Add"/>

**Page Elements**

Element	Description
Current Enemy List	Displays a list of items that are tagged as “enemies” to the selected item. Enemy items are prevented from being presented on the same test form as the selected item.
Item	Displays the name of the item that is tagged as an enemy.

## Chapter 3: IAIP Application Interface

Element	Description
View button	<p>Enables you to view information about the item that is tagged as an enemy.</p> <p>To view information about the enemy item:</p> <ul style="list-style-type: none"><li>Click the View button associated with the item in the Current Enemy List.</li></ul> <p>A summary view of the properties of the enemy item displays in a new window.</p>
Remove button	<p>Removes the enemy relationship between the item in the Current Enemy List and the selected item.</p> <p>To remove the enemy relationship:</p> <ul style="list-style-type: none"><li>Click the Remove button associated with the item in the Current Enemy List.</li></ul> <p>The item is removed from the Current Enemy List.</p>
Item Enemy Search	<p>Enables you to display a list of existing items that match the filter criteria you specify.</p> <p><b>Note:</b> Clicking the Search button without entering any filter criteria displays a list of all items.</p>
Item Name	<p>Specifies a string of characters with which to perform a “contains” match against names of items.</p> <p>To match on a text string:</p> <ol style="list-style-type: none"><li>Enter the characters to match within item names in the Item Name field. <b>1</b> Click the Search button. All items that contain the match string in any position in their names display in the item search results.</li></ol> <p>To view all items:</p> <ul style="list-style-type: none"><li>Clear the filter criteria and click the search button. All items display in the item search results.</li></ul> <p><b>Note:</b> If you know the item name for the item, you can enter it in the Item Name field and click the Search button to quickly locate it.</p>
Search button	Causes the names of all items in the IAIP application to be searched for the string of characters entered in the Item Name field. Every item with a name that contains the specified characters (in any position) is displayed in the item search results.

Element	Description
Test Subject	<p>Enables you to search for items by specifying an associated content standard.</p> <p><b>Note:</b> Using this option displays one or more additional options for identifying the specific content standard with which the item is association from the hierarchy.</p> <p><b>Example Content Selection Options:</b></p>
Item search results	<p>Displays a list of items that not tagged as enemies to the selected item. Click the Add button to define an enemy relationship between the item in the item search results and the selected item.</p>
Item	<p>Displays the name of the item.</p> <p><b>Note:</b> If the item you are looking for is not in the list, modify (or remove) your filter criteria and click the Search button to update the items list.</p>
View button	<p>Enables you to view information about the item.</p> <p>To view information about the item:</p> <ul style="list-style-type: none"> <li>Click the View button associated with the item to view.</li> </ul> <p>A summary view of the item properties displays in a new window.</p>
Add button	<p>Adds the item in the item search results as an enemy to the selected item.</p> <p>To add an enemy relationship:</p> <ul style="list-style-type: none"> <li>Click the Remove button associated with the item.</li> </ul> <p>The item is added to the Current Enemy List.</p>

### Media Upload Page

The Media Upload page enables you to upload multimedia files (e.g., sounds, music, and video) from your machine to the IAIP application. Once media is uploaded to the application, it is associated with the current item or passage and the name of the uploaded file is displayed in the Content Editor.

- You can view the Media Upload Page by clicking the Upload button on the Content menu of the Create Item or Create Passage page.

Figure 178: Media Upload Page

The screenshot shows a web-based application window titled "Media Upload". The interface includes a "File To Upload:" field with a browse button, a "Media Description:" text area, an "Upload and View" button, and a note about file size limits.

**Media Upload**

**File To Upload:**

**Media Description:**

Note: It is not recommended to upload files larger than 5MB, the system will display a warning

#### Page Elements

Element	Description
File To Upload	Enables you to specify the name and location of the media file accessible from your file system to upload to the IAIP application.
Browse button	Displays a file open dialog that enables you to locate the media file to upload to the application from your file system.  <b>Note:</b> The file open dialog is displayed by the operating system of the machine on which your Web browser is running.

Element	Description
Upload and View button	<p>Causes the media file specified by the File to Upload field to be uploaded to the IAIP application, and to be associated with the current item or passage (e.g., the body or a specific answer choice).</p> <p>After uploading the file, Media View page displays, enabling you to review the file in the media player. For more information, see <a href="#">Media Player Controls</a> on page 326.</p>

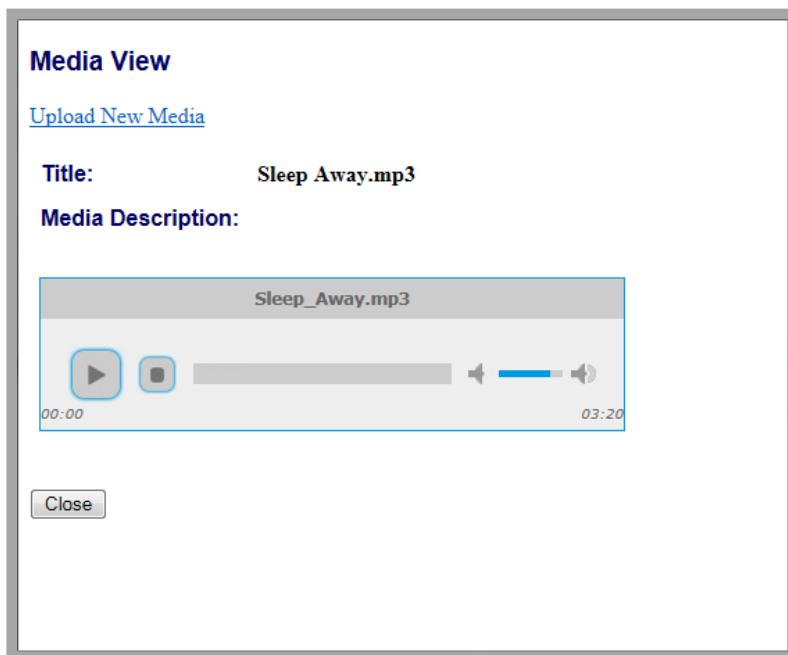
### Media View Page

The Media View page enables you to review media files (e.g., sounds, music, and video) uploaded to the IAIP application.

The Media View page displays information about the selected media file as well as controls for playing back the media file. For information on the controls for paying media, see [Media Player Controls](#) on page 326.

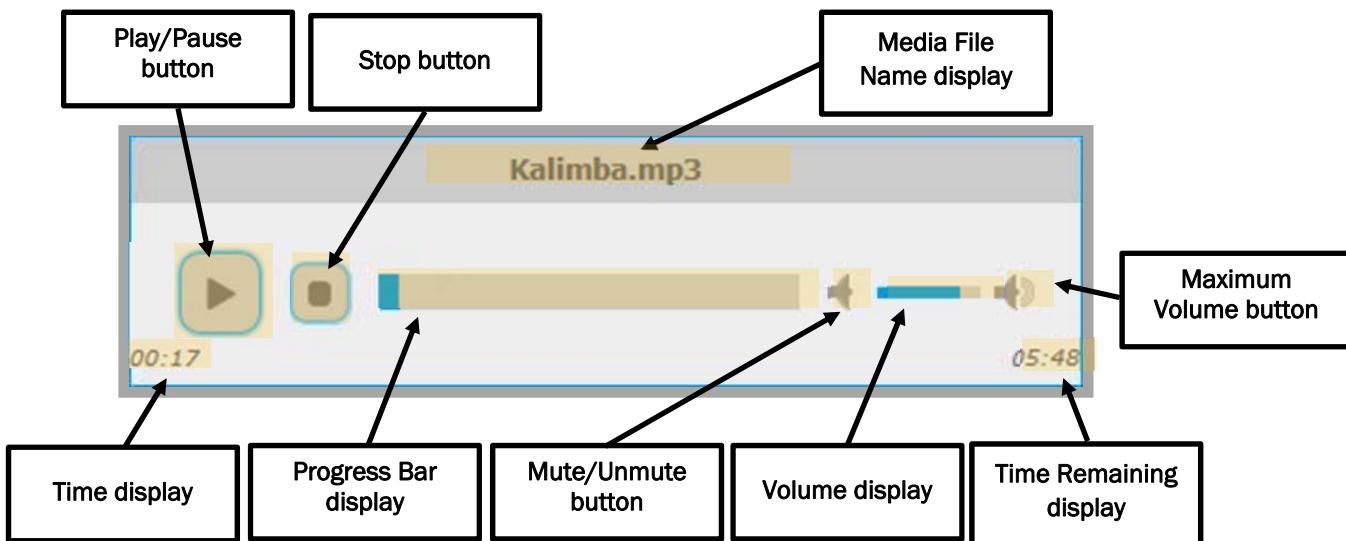
- The Media View page displays after uploading a media file to an item or passage via the Media Upload page.

Figure 179: Example Media View Page



### Media Player Controls

Figure 180: Media Player Controls



### Accessibility Tagging Page

The accessibility tagging page enables you to add, modify, or delete accessibility features applied to the text in the associated item or passage.

The order for adding accessibility features to an item or passage is:

- 1 Locate the item or passage on the Item Management or Passage Management page.

For more information, see Item Management Page on page 40 or [Passage Management Page](#) on page 58.

Or

Locate the item or passage in the appropriate work queue.

- 2 Select the Accessibility option from the corresponding Options menu.

The accessibility tagging page is displayed.

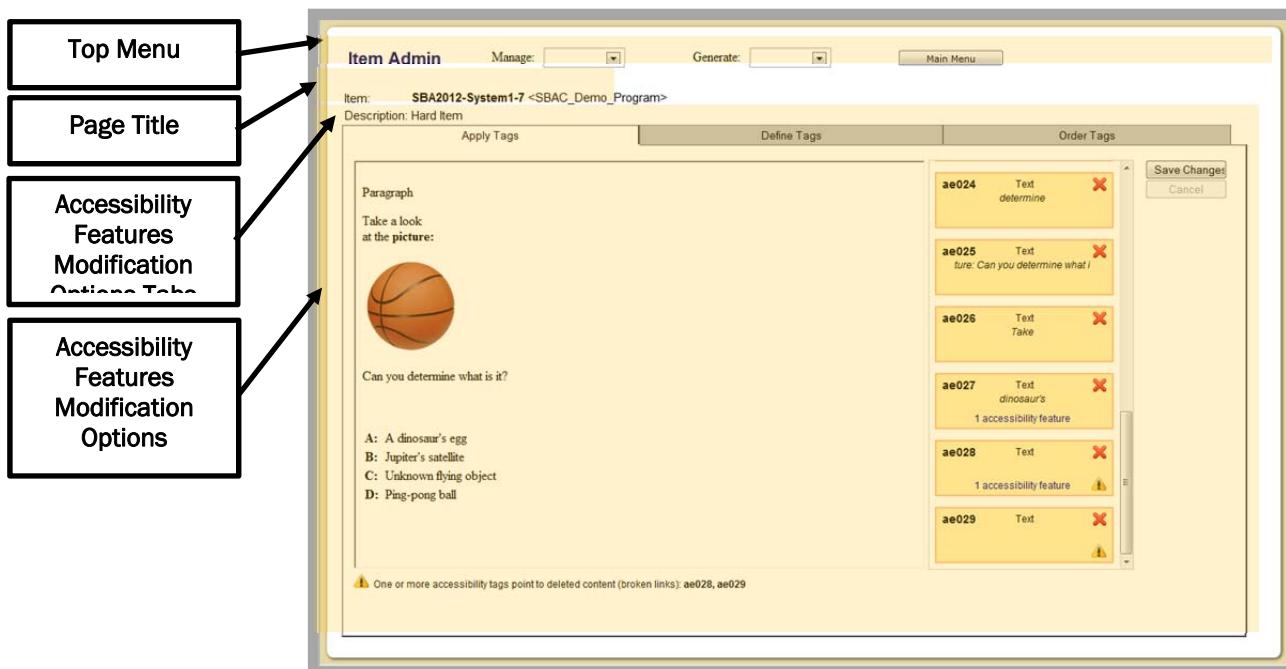
- 3 Using the Apply Tags menu, apply tags to the content of the item or passage as appropriate and save changes.

- 4 Using the Define Tags menu, define the accessibility feature for each accessibility tag and save changes.

- 5 Using the Order Tags menu, reorder the accessibility tags as desired for the different order types and save changes.

You can access the accessibility tagging page by selecting Accessibility from the Options menu corresponding to the item or passage on the Item Management or Passage Management page.

Figure 181: Example Accessibility Tagging Page Overview

**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security](#) on page 357 or contact your IAIP administrator.

*Top Menu Elements*

For a description of the Top Menu elements (common to all Item Admin pages), see [Top Menu Elements](#) on page 38.

*Page Elements*

Element	Description
Page Title	<p>Displays the name of the page as well as this information about the item or passage to which tagging is applied:</p> <ul style="list-style-type: none"> <li><b>Item or passage name.</b> The identifier given to the item or passage to which tagging is applied. The item or passage name is displayed in bold (e.g., <b>SBA1-JI-1609</b>).</li> <li><b>Program name.</b> The identifier of the program in which the item is located. The program name is enclosed in brackets (e.g., &lt;SBAC Demo Program&gt;).</li> <li><b>Description.</b> The description (if any) provided for the item or passage.</li> </ul>

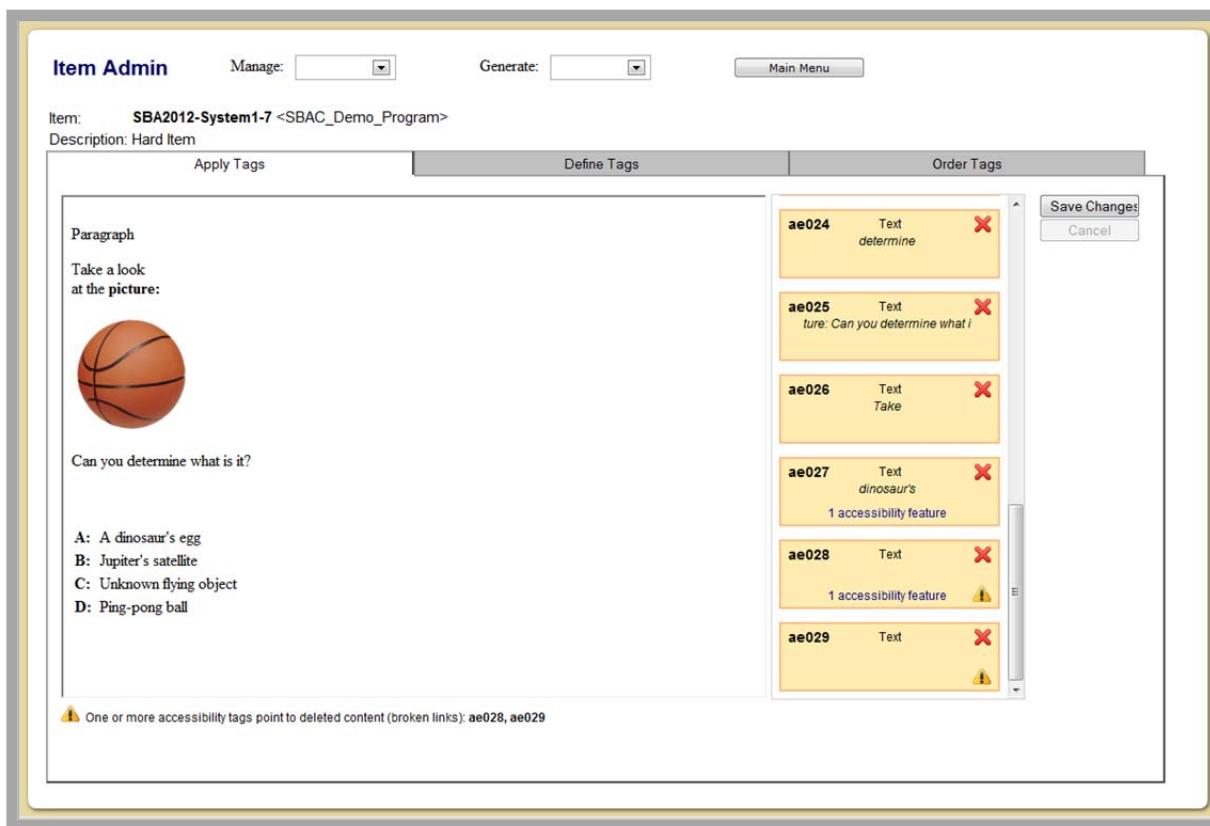
Element	Description
Accessibility Features Modification Options Tabs	<p>Enables you to select the function-specific menu for manipulating accessibility features and tags.</p> <ul style="list-style-type: none"> <li>• <b>Apply Tags tab.</b> Displays the Apply Tags menu that provides options for tagging item and passage content for accessibility features.</li> <li>• <b>Define Tags tab.</b> Displays the Define Tags menu that provides options for specifying the accessibility features associated with the tags.</li> <li>• <b>Order Tags tab.</b> Displays the Order Tags menu that provides options for ordering the accessibility tags for the item or passage.</li> </ul> <p><b>Note:</b> Tag ordering specifies the order in which accessible content will be presented to students during an administration. For more information, see <a href="#">Order Tags Menu</a> on page 334.</p>
Accessibility Tag Modification Options	<p>The accessibility tag modification options enable you to create, modify, and delete accessibility features and tags.</p> <ul style="list-style-type: none"> <li>• <b>Apply Tags menu.</b> Enables you to specify the item or passage content to which to apply accessibility tags. Each accessibility tag can then be associated with one or more accessibility features. For more information, see <a href="#">Apply Tags Menu</a> on page 328.</li> <li>• <b>Define Tags menu.</b> Enables you to specify the accessibility features associated with each accessibility tag. For more information, see <a href="#">Define Tags Menu</a> on page 330.</li> <li>• <b>Order Tags menu.</b> Enables you to reorder the accessibility tags applied to an item or passage for the supported order types. For more information, see <a href="#">Order Tags Menu</a> on page 334.</li> </ul>

### Apply Tags Menu

The Apply Tags menu enables you to specify the item or passage content to which to apply accessibility tagging. Applying accessibility tags is the first step to identifying item or passage content that requires accessible content. After applying accessibility tags, you must then create one or more accessibility features associated with each accessibility tag.

- You can access the Apply Tags menu by clicking the Apply Tags tab on the accessibility tagging page.

Figure 182: Example Accessibility Tagging Apply Tags Menu



### Page Elements

**Note:** The Save Changes and Cancel button enable you to commit or lose any changes made on this menu.

Element	Description
Content display	<p>Displays the content of the item (i.e., item body and answers) or passage (i.e., passage content).</p> <p>To highlight tagged text:</p> <ul style="list-style-type: none"> <li>Select an accessibility tag in the Accessibility Tags list. The text to which the tag has been applied will be highlighted in the item or passage text display.</li> </ul> <p><b>Note:</b> The IAIP application provides different highlighting attributes, depending on how the accessibility tag was applied. For more information, see <a href="#">Accessibility Tag Elements</a> on page 337.</p>
Accessibility tags list	Displays a list of accessibility tags and associated attributes (if any) applied to the item or passage.

Element	Description
Add New Feature link	Displays the define accessibility features dialog that enables you to define the properties of a new accessibility feature, for the selected accessibility tag.
Accessibility Features list	Displays a list of accessibility features associated with the selected accessibility tag.
Broken tag links warning	<p>Displays the names of accessibility tags that no longer link to item or passage content. After the content of an item or passage has been accessibility tagged, changes made to the content can cause the tags to be broken or the tags to be changed. In these instances, a warning message is displayed, for example:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  One or more accessibility tags points to deleted content (broken links): ae029, ae030, ae031         </div> <hr/> <p><b>Note:</b> To ensure that accessibility tagging is not changed when performing edits on item or passage content, it is important that the item author return the item or passage to the Accessibility Tagger (using the Supplemental Info tool to communicate changes made to the content) so that the Accessibility Tagger can verify whether the content changes affected the defined accessibility tagging or if additional tags are required.</p> <hr/> <p>The IAIP application provides tools for creating new links to item or passage content or deleting the unlinked accessibility tags. For more information, see <a href="#">Relinking Accessibility Tags</a> on page 634.</p>
Save Changes button	<p>Saves the current state of the accessibility tags.</p> <hr/> <p><b>Note:</b> You must save any changes made to the tags prior to clicking a different tab.</p>
Cancel button	<p>Reloads the last saved accessibility tagging (i.e., reverts to the last saved state).</p> <hr/> <p><b>Note:</b> Any unsaved changes are lost.</p>

### Define Tags Menu

The Define Tags menu enables you to define or modify accessibility features associated with the accessibility tags created on the Apply Tags menu for both items and passages. Specifying accessibility features associated with the accessibility tags enables you to identify what type of accessible content is required.

---

**Note:** The first step in applying accessible tagging is to create tags associated with the specific text.

---

- You can access the Define Tags menu by clicking the Define Tags tab on the accessibility tagging page.

Figure 183: Example Accessibility Tagging - Define Tags Menu

### Page Elements

Element	Description
Content display	<p>Displays the content of the item (e.g., item body and answers) or passage.</p> <p><b>Note:</b> Clicking an accessibility tag causes the content to which the tag is applied to be highlighted in the content display. For more information, see <a href="#">Tagged Text Highlighting</a> on page 631.</p>
Accessibility tags list	<p>Displays a list of accessibility tags and associated attributes applied to the item or passage content.</p> <p><b>Note:</b> For full details on the elements that display for each accessibility tag, see <a href="#">Chapter 12: Working with Accessibility Features</a> on page 623.</p>

Element	Description
Accessibility features list	<p>Displays information on accessibility features associated with the selected accessibility tag.</p> <p>To add a new accessibility feature:</p> <ol style="list-style-type: none"> <li>1. Select the accessibility tag in the accessibility tags list.</li> <li>2. Click the Add New Feature link (located below the accessibility tags list).</li> <li>4 Complete the Accessibility Feature dialog and click the Save button.</li> </ol> <p>For more detailed information on adding, modifying, and deleting accessibility features, see <a href="#">Maintaining Accessibility Tags</a> on page 632.</p>
Save Changes button	<p>Saves the current state of the accessibility tags.</p> <hr/> <p><b>Note:</b> You must save any changes made to the tags prior to clicking a different tab.</p> <hr/>
Cancel button	<p>Reloads the last saved accessibility tagging (i.e., reverts to the last saved state).</p> <hr/> <p><b>Note:</b> Any unsaved changes are lost.</p> <hr/>

### Define Accessibility Feature Dialog

The define accessibility feature dialog enables you to define the properties of a new accessibility feature or modify the properties of an existing one.

- You can access the define accessibility feature dialog by clicking the Add New Feature link on the Define Tags menu of the accessibility tagging page.

Figure 184: Define Accessibility Feature Dialog



### Dialog Elements

Element	Description
Tag ID display	Specifies the Tag ID of the accessibility tag with which the accessibility feature is associated.

Element	Description
Type Feature (Separate Options)	<p>Though Type and Feature are separate options on the dialog, to simplify this discussion on these interrelated options, they are both discussed here.</p> <p>Specifies the type of accessibility feature as well as the specified accessibility feature within the selected type (where appropriate).</p> <p><b>Note:</b> You can associate more than one accessibility feature with the same accessibility tag.</p> <ul style="list-style-type: none"> <li>• <b>Spoken.</b> Content is read aloud to the student via one of these methods:           <ul style="list-style-type: none"> <li>- <b>Audio Text.</b> Text is read by a person.</li> <li>- <b>Text-to-speech.</b> Text will be read to the student via an automated text to speech function.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Braille.</b> A text string that will serve as input to a braille display generator.</li> <li>• <b>Translation.</b> English and non-English text providing definitions of key terms that is displayed to the student in a pop-up window in test delivery, including:           <ul style="list-style-type: none"> <li>- Arabic</li> <li>- Cantonese</li> <li>- English</li> <li>- Filipino (Tagalog/Ilokano)</li> <li>- Korean</li> <li>- Mandarin</li> <li>- Punjabi</li> <li>- Russian</li> <li>- Spanish</li> <li>- Ukrainian</li> <li>- Vietnamese</li> </ul> </li> </ul> <p><b>Note:</b> “Spoken,” “verbal,” and “read aloud,” are essentially equivalent and often used interchangeably.</p>
Feature	Specifies additional information about the type of accessibility feature.
Information	Enables you to provide additional information and details on the accessibility feature (e.g., a description or notes).
Save Changes button	<p>Saves the current state of the accessibility tags.</p> <p><b>Note:</b> You must save any changes made to the tags prior to clicking a different tab.</p>

Element	Description
Cancel button	Closes and re-opens the item or passage for accessibility tagging. That is, it reverts to the last saved state.  <b>Note:</b> Any unsaved changes are lost.

### Order Tags Menu

The Order Tags menu enables you to specify the order in which accessibility elements are presented to a student. The order of the tags in the tags list specifies the order that the accessibility features will be presented for the selected order type.

The presentation order can be either default (i.e., predefined) or on-demand (user-specified).

- Tags specified with the default order will display in the order defined on this menu (i.e., for each tag type).
- Tags specified with the on-demand order will display only when requested by the student.
- You can access the Order Tags menu by clicking the Order Tags tab on the accessibility tagging page.

Figure 185: Example Accessibility Tagging Order Tags Menu

The screenshot shows the 'Order Tags' section of the IAIP Application Interface. At the top, there are three tabs: 'Apply Tags', 'Define Tags', and 'Order Tags'. The 'Order Tags' tab is active. Below the tabs, on the left, is a question: 'What planet is the closest in size to Earth?' with options A, B, C, and D. On the right, there is a list of four accessibility tags, each in its own orange-bordered box:

ae001	Text
ae002	Text
ae003	Text
ae004	Text

At the bottom left, there is a 'Select Type...' dropdown menu under 'Order Type'. On the far right, there are 'Save Changes' and 'Cancel' buttons.

*Page Elements*

Element	Description
Content display	<p>Displays the content of the item (e.g., item body and answers) or passage.</p> <p><b>Note:</b> Clicking an accessibility tag causes the content to which the tag is applied to be highlighted in the item text display. For more information, see <a href="#">Tagged Text Highlighting</a> on page 631.</p>
Accessibility tags list	<p>Displays a list of accessibility tags and associated attributes applied to the item or passage, including:</p> <ul style="list-style-type: none"> <li>• <b>Tag ID.</b> Displays the unique ID assigned to the accessibility tag.</li> <li>• <b>Tag type.</b> Displays the type of accessibility tag.</li> <li>• <b>Tagged text display.</b> Displays the item or passage text to which the tag is applied.</li> </ul> <p>For full details on these elements, see <a href="#">Chapter 12: Working with Accessibility Features</a> on page 623.</p>
Order Type	<p>Specifies the presentation order for the accessibility features for each tag type. The presentation order can be either default (i.e., predefined) or on-demand (i.e., user-specified).</p> <ul style="list-style-type: none"> <li>• Tags specified with the default order will display in the order defined on this menu (i.e., for each tag type).</li> <li>• Tags specified with the on-demand order will display only when requested by the student.</li> </ul> <p>These options are available:</p> <ul style="list-style-type: none"> <li>• <b>Braille : Default.</b> Used for accessibility content that is to be rendered as the alternative presentation for Braille.</li> <li>• <b>Spoken, Text Only : Default.</b> Used as the alternative presentation of textual information in audio forms. This option is provided for students who are able to view contents displayed on the screen, but might need assistance accessing those contents. Text-based audio access provides an audio representation of alphanumeric content.</li> </ul> <p>This content is provided in a pre-defined order.</p>

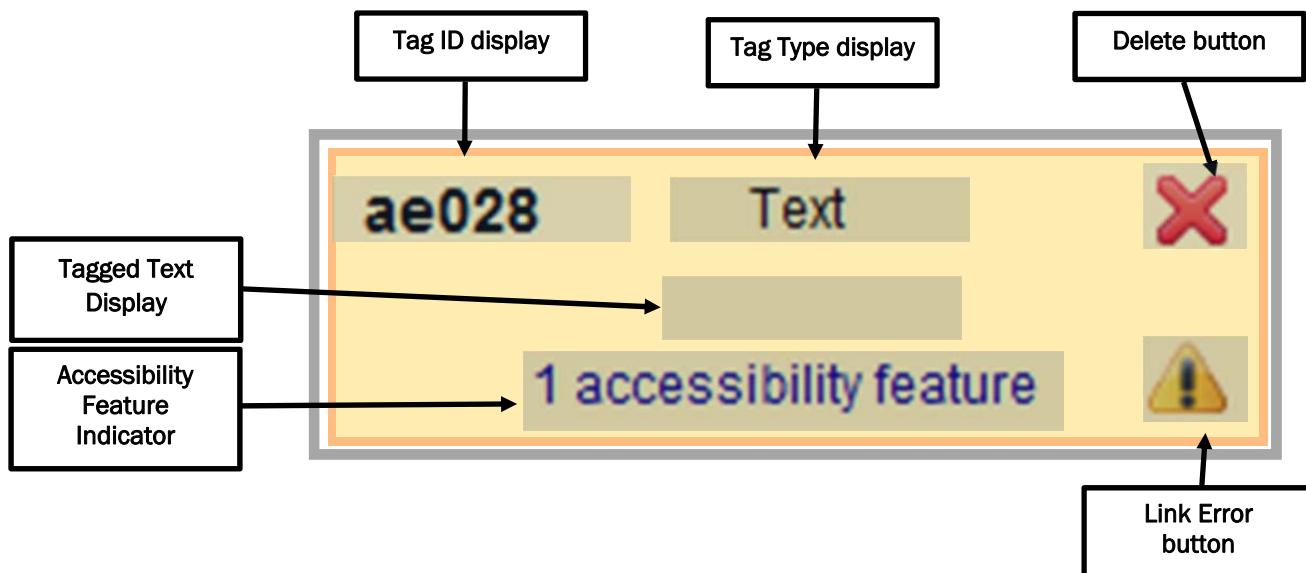
Element	Description
Tags Order list	<ul style="list-style-type: none"> <li><b>Spoken, Text Only : On Demand.</b> Used as the alternative presentation of textual information in audio forms. This option is provided for students who are able to view contents displayed on the screen, but might need assistance accessing those contents. Text-based audio access provides an audio representation of alphanumeric content. This content is provided in an as-needed order, wherein the student initiates the presentation of the alternate content.</li> <li><b>Spoken, Text and Graphics : Default.</b> Used as the alternative presentation of textual and graphical content in audio forms. This option is provided for students who are able to view contents displayed on the screen, but might need assistance accessing those contents. Text-based and graphic audio access provides an audio presentation of alphanumeric content and audio descriptions of information displayed in graphical and tabular form. This content is provided in a pre-defined order.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Spoken, Text and Graphics : On Demand.</b> Used as the alternative presentation of textual and graphical content in audio forms. This option is provided for students who are able to view contents displayed on the screen, but might need assistance accessing those contents. Text-based and graphic audio access provides an audio presentation of alphanumeric content and audio descriptions of information displayed in graphical and tabular form. This content is provided in an as-needed order, wherein the student initiates the presentation of the alternate content.</li> <li><b>Spoken, Graphics Only : On Demand.</b> Used as the alternative presentation of graphical content (e.g., graphical and tabular information) in audio forms. This content is provided in an as-needed order, wherein the student initiates the presentation of the alternate content.</li> </ul> <hr/> <p><b>Note:</b> The form in which the user accesses the information is implementation-dependent.</p> <hr/> <ul style="list-style-type: none"> <li><b>Spoken, Non-visual : Default.</b> Used as the alternative presentation of visual content for students who are legally blind or who require an audio presentation or text for braille display. This option for blink access specifies audio or braille text representations of alphanumeric, graphical, and tabular content. Blind access also typically presents item elements automatically to the student, but is selective about which item elements are presented. This content is provided in a pre-defined order.</li> </ul> <hr/> <p><b>Note:</b> An asterisk (*) at the front of the option (e.g., * Braille : Default) indicates that a tag order has been defined for the associated option.</p>

Element	Description
	<p>To remove a single tag from the Tags Order list:</p> <ol style="list-style-type: none"> <li>1 Select the tag to be removed from the Tags Order list.</li> <li>2 Click the Delete button ().</li> <li>3 The selected tag is removed from the Tags Order list.</li> </ol> <p>To move a tag up one position in the Tags Order list:</p> <ol style="list-style-type: none"> <li>1 Select the tag to be moved up in the Tags Order list.</li> <li>2 Click the Move Up button ().</li> </ol> <p>The selected tag is moved up one position in the Tags Order list.</p> <hr/> <p><b>Note:</b> The tag remains selected.</p> <hr/> <ol style="list-style-type: none"> <li>3 To move it up another position, click the Move Up button again.</li> </ol> <p>To move a tag down one position in the Tags Order list:</p> <ol style="list-style-type: none"> <li>1 Select the tag to be moved down in the Tags Order list.</li> <li>2 Click the Move Down button ().</li> </ol> <p>The selected tag is moved down one position in the Tags Order list.</p> <hr/> <p><b>Note:</b> The tag remains selected.</p> <hr/> <ol style="list-style-type: none"> <li>3 To move it up another position, click the Move Down button again.</li> </ol>
Save Changes button	<p>Saves the current state of the accessibility tags.</p> <hr/> <p><b>Note:</b> You must save any changes made to the tags prior to clicking a different tab.</p>
Cancel button	<p>Reloads the last saved accessibility tagging (i.e., reverts to the last saved state).</p> <hr/> <p><b>Note:</b> Any unsaved changes are lost.</p>

### Accessibility Tag Elements

This section describes the information displayed for each accessibility tag on the accessibility tagging page.

Figure 186: Example Accessibility Tag Elements



**Note:** In this example, the tag is no longer associated with content. Therefore, there is no text to display in the tagged text display and the link error button displays.

---

Element	Description
Tag ID display	<p>Displays the unique identifier assigned to the accessibility tag in the format: <i>aennn</i>, where:</p> <ul style="list-style-type: none"> <li>• <i>ae</i> (representing accessibility element) begins each tag ID.</li> <li>• <i>nnn</i> is a unique, three-digit numeric value assigned consecutively by the IAIP application. The number is unique only for the selected item or passage (i.e., different items or passages can use duplicate tag IDs).</li> </ul>
Tag Type display	<p>Displays the type of accessibility tag:</p> <ul style="list-style-type: none"> <li>• Text</li> <li>• Block</li> <li>• Paragraph</li> <li>• Table</li> <li>• Table Row</li> <li>• Table Cell</li> <li>• Image</li> <li>• Media</li> <li>• Section</li> <li>• Hyperlink</li> </ul>
Delete button	Enables you to remove the accessibility tag from the item or passage.

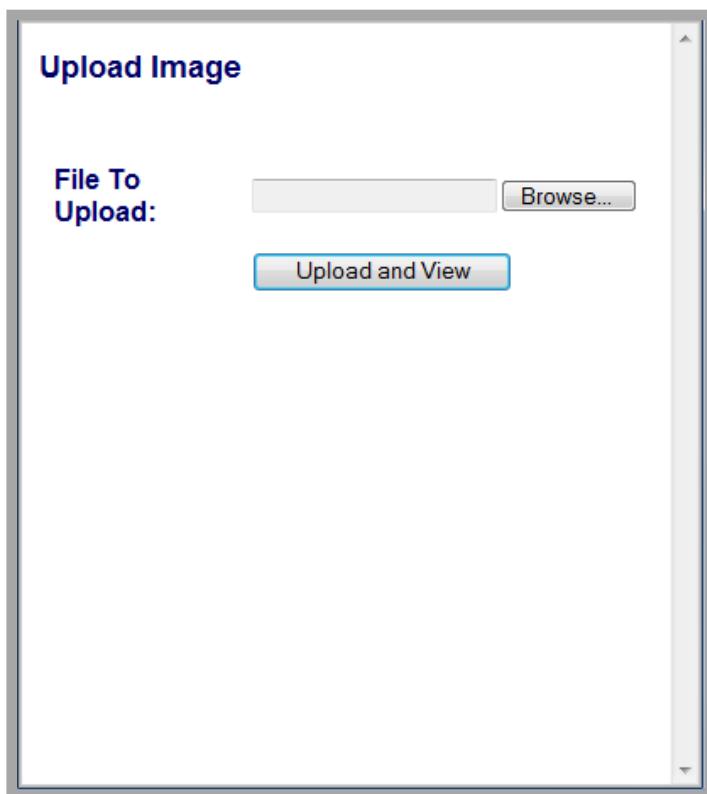
Element	Description
Tagged Text display	<p>Displays the item or passage content to which the tag is applied.</p> <p><b>Note:</b> Tagging an image that has alternate text (i.e., “alt. text”) defined will cause the Tagged Text element to display the defined alt. text.</p>
Accessibility Feature indicator	<p>Displays the number of accessibility features associated with the tag.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You can create a single accessibility tag for some or all of the item or passage content and create multiple accessibility features that apply to the single accessibility tag.</li> <li>• If there are no associated accessibility features, this element is blank.</li> </ul>
Link Error button	<p>Displays only when the accessibility tag is no longer linked to content in the selected item or passage. It enables you to re-associate the unlinked tag with text in the content or to delete it.</p> <p><b>Note:</b> Unlinked accessibility tags will automatically be deleted when you click the Save Changes button on the accessibility tagging page.</p>

### Upload Image Page (for Passages Only)

The Upload Image page enables you to upload graphics files from your machine to the IAIP application. Once an image is uploaded to the application, you can insert it into the body of a passage using the Insert Image button on the content editor.

- You can view the Upload Image Page by clicking the Upload Images button on the Content menu of the Create Passage page.

Figure 187: Upload Image Page



### *Page Elements*

Element	Description
File To Upload	<p>Enables you to specify the name and location of the image file accessible from your file system to upload to the IAIP application in one of these formats:</p> <ul style="list-style-type: none"><li>• <b>Graphics Interchange Format (.gif)</b>. A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations) via the Web.</li><li>• <b>Portable Network Graphic (.png)</b>. A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors) via the Web.</li></ul>

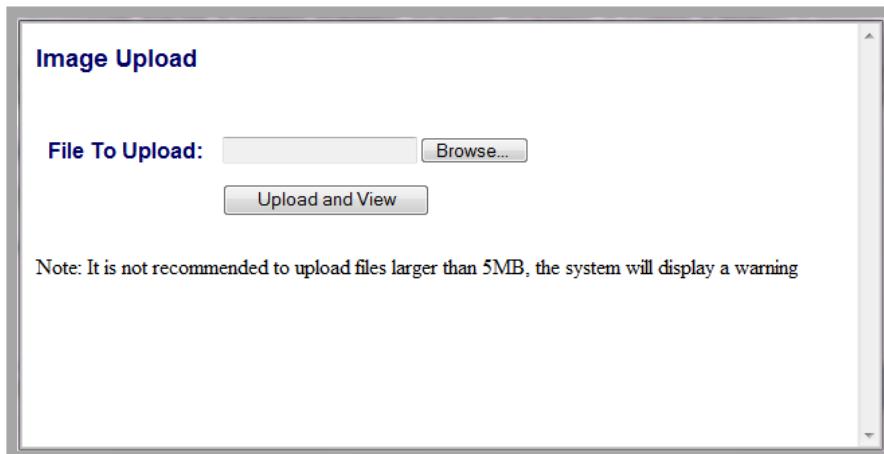
Element	Description
Browse button	<ul style="list-style-type: none"> <li>• <b>Joint Photographic Experts Group (.jpg or .jpeg).</b> A common lossy compression format for delivering images (e.g., digital photographs and scans) via the Web.</li> <li>• <b>Scalable Vector Graphic (.svg).</b> An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes) via the Web. SVG files provide benefits over the other file formats, because you can resize and SVG file—even make it larger—without introducing errors.</li> </ul> <p><b>Note:</b> Because encapsulated PostScript (.eps) files cannot be viewed in a browser, the IAIP application supports other file formats for viewing graphics as well as tools for uploading and associating an EPS file with item content. For more information, see <a href="#">Images for This Item Page</a> on page 342.</p>
Upload and View button	Causes the image file specified by the File to Upload field to be uploaded to the IAIP application, and to be associated with the current passage.

### Image Upload Page (for Items Only)

The Image Upload page enables you to upload graphics files from your machine to the IAIP application. Once an image is uploaded to the application, you can insert it into the body of a passage using the Insert Image button on the Content Editor.

- You can display the Image Upload page by clicking the Upload Images button on the Content menu of the Create Item page.

Figure 188 Image Upload Page



The screenshot shows a window titled "Image Upload". Inside, there is a "File To Upload:" label followed by a file input field and a "Browse..." button. Below these is a "Upload and View" button. At the bottom of the window, a note states: "Note: It is not recommended to upload files larger than 5MB, the system will display a warning".

### Page Elements

Element	Description
File To Upload	<p>Enables you to specify the name and location of the image file accessible from your file system to upload to the IAIP application in one of these formats:</p> <ul style="list-style-type: none"><li>• <b>Graphics Interchange Format (.gif).</b> A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations) via the Web.</li><li>• <b>Portable Network Graphic (.png).</b> A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors) via the Web.</li></ul>
Browse button	<ul style="list-style-type: none"><li>• <b>Joint Photographic Experts Group (.jpg or .jpeg).</b> A common lossy compression format for delivering images (e.g., digital photographs and scans) via the Web.</li><li>• <b>Scalable Vector Graphic (.svg).</b> An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes) via the Web. SVG files provide benefits over the other file formats, because you can resize and SVG file—even make it larger—without introducing errors.</li></ul> <hr/> <p><b>Note:</b> Because encapsulated PostScript (.eps) files cannot be viewed in a browser, the IAIP application supports other file formats for viewing graphics as well as tools for uploading and associating an EPS file with item content. For more information, see <a href="#">Images for This Item Page</a> on page 342.</p>
Upload and View button	Causes the image file specified by the File to Upload field to be uploaded to the IAIP application, and to be associated with the current item.

### Images for This Item Page

The Images for This Item page enables you to select images (i.e., that have already been uploaded and associated with the current item) into the item body or Interactions. You can also use the dialog to remove the image from the item and associated press-optimized graphics.

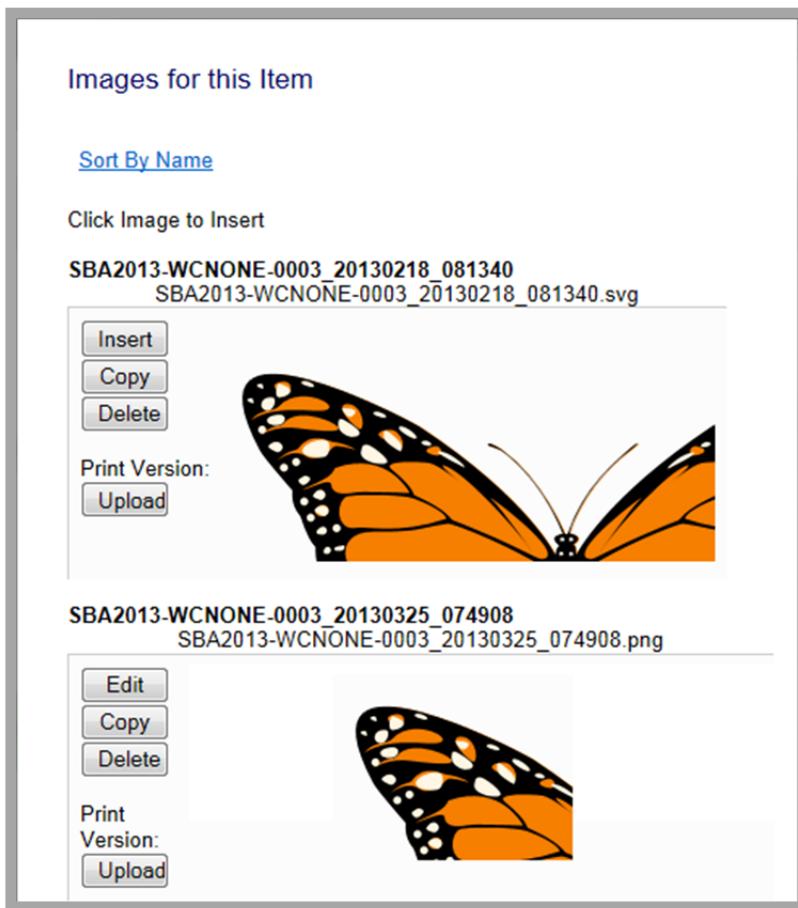
---

**Note:** You can use the Images for this Item page to insert both image files uploaded to the IAIP application as well as graphical elements created via the Create Graphic menu.

---

- You can display the **Images for This Item** page by clicking the Insert Image button () on the Edit menu of the Create Item page.

Figure 189: Images for this Item Page

*Page Elements*

Element	Description
Sort By Name/Sort by Date link	Enables you to alternately sort the list of uploaded images by name or by date.
Uploaded Images list	Enables you to work with images associated with the current item.
Insert button	Places the selected image at the current cursor position in the item body or Interaction.
Copy button	Places a copy of the image in the copy/paste buffer.
Delete button	If available, disassociates the selected image from the current item and deletes it from the IAIP application.

Element	Description
<b>Download link</b>	<p>Enables you to download a press-optimized image to your computer for viewing.</p> <p><b>Note:</b> Press-optimized graphics cannot be viewed in the browser.</p>
<b>Upload button</b>	<p>Enables you to upload a press-optimized version of the image as an Encapsulated PostScript (.eps) file.</p> <p><b>Note:</b> This option enables you to view the browser-supported image format in the IAIP application, and substitute the press-optimized image for item delivery.</p>
<b>Image Preview</b>	Displays a fixed-size preview of the image to aid in selecting the appropriate image for insertion into the item.

Example Images for this Item Page – Graphical Element

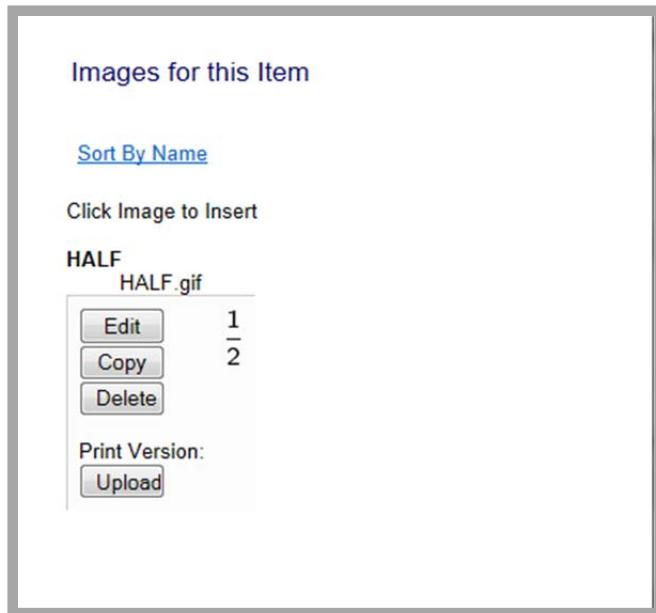


Figure 190: Example Uploaded Image



#### *Inserting an Image into an Item*

After you have uploaded an image to the selected item, you can insert it into an item using the Insert Image button on the Edit menu of the Content Editor.

To insert an image:

- 1 Place the cursor at the location in the item where you want to insert the image.
- 2 Click the Insert Image button (  ) on the Edit menu of the Content Editor.

The Images for this Item page is displayed. For example:

**Images for this Item**

[Sort By Name](#)

Click Image to Insert

SBA2013-WCNONE-0003\_20130218\_081340  
SBA2013-WCNONE-0003\_20130218\_081340.svg

[Insert](#)  
[Copy](#)  
[Delete](#)

Print Version:  
[Upload](#)



---

SBA2013-WCNONE-0003\_20130325\_074908  
SBA2013-WCNONE-0003\_20130325\_074908.png

[Edit](#)  
[Copy](#)  
[Delete](#)

Print Version:  
[Upload](#)



For more information on the Images for this item page, see [Images for This Item Page](#) on page 342.

- 3 Click the preview of the image element that you want to insert.

The image is inserted into the item.

### View Image Page

The View Image page enables you to view an image file uploaded to the IAIP application for use in items, passages, and rubrics.

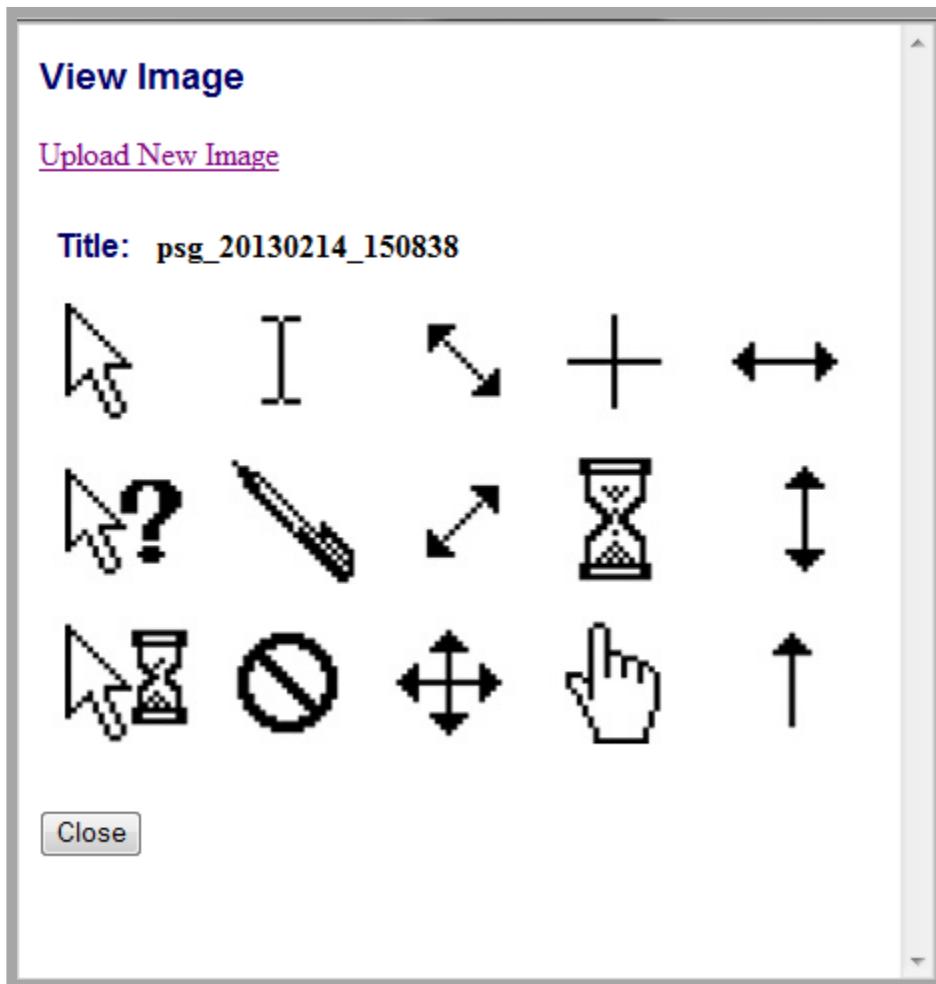
- You can access the View Image page by selecting an image to upload and then clicking the Upload and View button on the Upload Image page.

#### *Page Elements*

Element	Description
Upload New Image link	Displays the Upload Image page, enabling you to upload another image to the item, passage, or rubric.

Element	Description
Title	Displays the name of the image.
Image preview	Displays the image.
Close button	Closes the View Image page.

Figure 191: Example View Image Page



The View Image page displays the uploaded image along with its title in the IAIP application. It also provides the Upload New Image link that enables you to upload another image to the IAIP application.

For information on inserting the uploaded image into an item, passage, or rubric, see [Inserting Graphics in Content](#) on page 615.



---

## Chapter 4: Administering Content Structures

This chapter provides information on defining and managing organizations, programs, and Hierarchies in the IAIP application, and is intended for IAIP users with administrator permissions. It contains these topics:

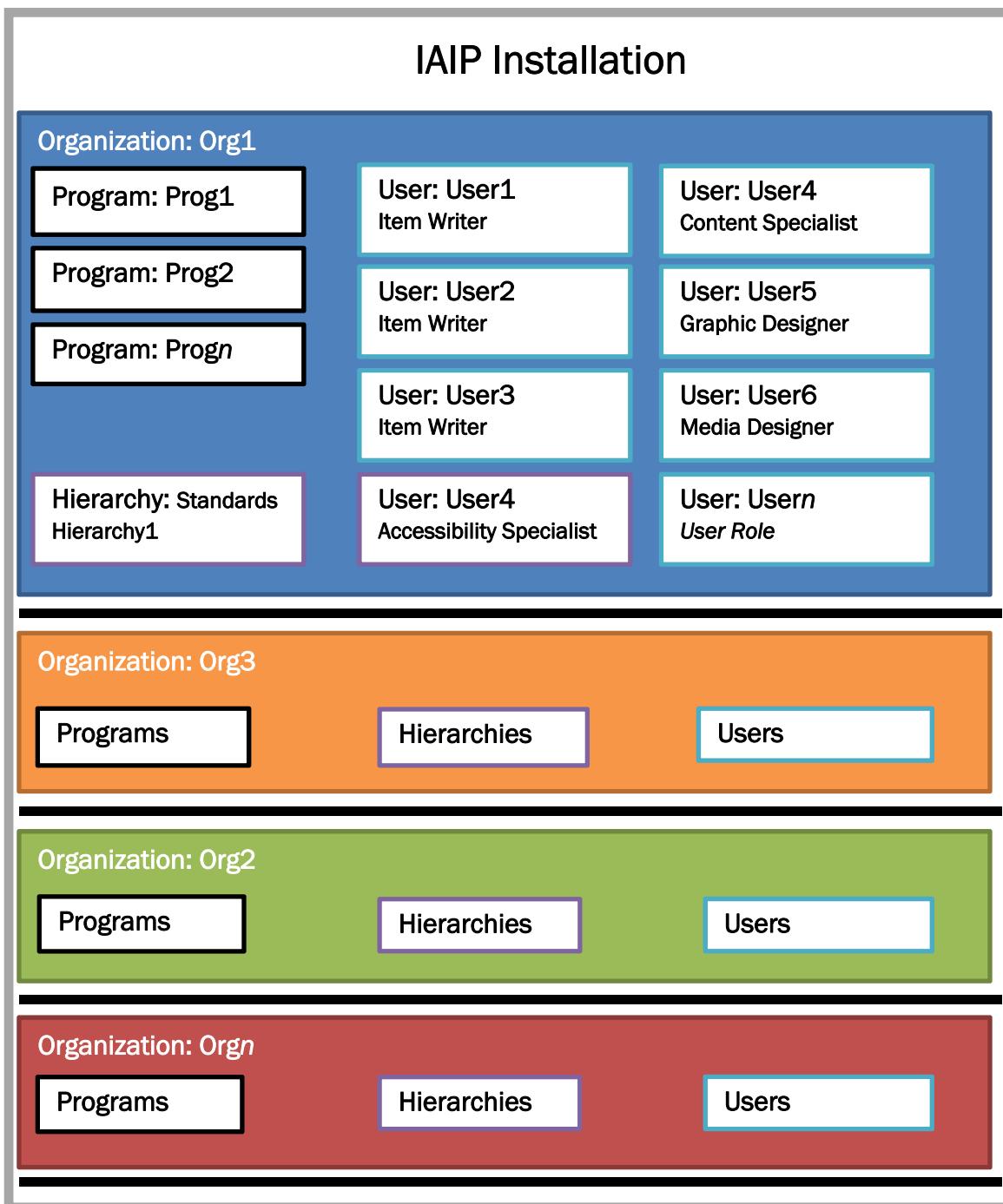
Section	Page
<a href="#">Introduction</a>	<a href="#">349</a>
<a href="#">Administering Organizations</a>	<a href="#">351</a>
<a href="#">Administering Programs</a>	<a href="#">353</a>

### Introduction

As the name implies, the IAIP (Item Authoring and Item Pool) application supports the authoring and storing of items for Smarter Balanced assessments. This chapter describes the structures in the IAIP application used to organize item-related content through the item development lifecycle.

[Figure 192: Content Structures Overview](#) Illustrates the separation of data and content within the multi-tenant IAIP application.

Figure 192: Content Structures Overview



#### Role-based Workflow

At the heart of the IAIP application is a user-centered workflow that helps to move item content in development through the required development and review stages from initiation and authoring through reviews, stimuli development, and quality, committee, and data reviews, through final approval and submission to the item pool for administration. This workflow relies on a powerful, customizable series of milestones where individuals with different expertise (e.g., graphic design,

media, design, item authoring, and accessibility) are provided access to a queue of work assigned to them. At each of these milestones, the role user accomplishes the assigned task and the item content is assigned to the next appropriate user role queue, without each user being required to understand the entire lifecycle. A team of a few to hundreds or even thousands of individual users can collaborate on item development using the IAIP application.

## Organizations

The highest level structure in the IAIP application is the organization. An organization in the IAIP application comprises all the programs (i.e., item pools or test banks) and the users to support the content development workflow. Organizations enable a single IAIP application to support the item development efforts for more than one item development organization, while maintaining separation of all users, item content, data, and metadata. For example a single organization might be created to manage the item development work for the Smarter Balanced consortium. If another organization were created in the application to contain test items for a different purpose, its users, item content, and data would not be accessible by users of the Smarter Balanced organization, and vice versa.

## Programs

Item content (i.e., items, passages, and rubrics) is associated with programs, which are synonymous with test banks or item pools. Programs contain all test items and supporting content for an assessment—across all the content development lifecycle. The content development workflow in the IAIP application is structured around programs. Once an item request is generated in the application, it is assigned to a program, along with other item content under development for an assessment. Users are provided access to different work queues specific to their function in the workflow on a per-program basis. In a sense, a program is all the item content it contains as well as the users with an IAIP user role and access to the program.

IAIP allows your organization to group items into different programs, or item banks. For example, an organization that has multiple tests—one for Michigan, and one for Washington—would likely set up separate programs for each of the tests. The same organization might also set up a separate bank for an internal initiative as well as a “sandbox” bank for helping new users learn IAIP.

The site administrator is able to assign access to users by program. For example, the site administrator will likely grant all users access to a ‘Sandbox’ program, but perhaps allow only certain users to other programs.

To simplify user administration and provide greater resourcing flexibility, users can be granted access to more than one program. Item content can also be copied or moved to a different program. However, copying or moving an item to another program creates a distinct item in the program.

To ensure appropriate scaling in the content development workflow, ensure that both the number of items in active development as well as the number of users assigned work in the workflow is appropriate and manageable.

## Standards Hierarchies

IAIP supports standards hierarchies for aligning items with external performance standards (e.g., Common Core State Standards [CCSS]).

**Note:** For the Smarter Balanced Assessment System, a single standards hierarchy exists for all items in development.

---

The IAIP application receives content alignment standards from a web service provided by Smarter Balanced, and enables you to map items to the corresponding standard or standards, via primary and secondary standards. You can even specify a content standard when initiating the development of new items in the system to inform the content developer this key information. Standard alignments are displayed in queries and reports throughout the system.

### Administering Organizations

Creating organizations in the IAIP application allows you to separate the content development work for Smarter Balanced from other content development work. Each organization is entirely separate from all others, each having a unique set of users and programs, although they all exist in a single instance of the IAIP application.

- Users with super administrator permissions can create organizations in the IAIP application.
- Users with super or organization administrator permissions can modify organizations in the IAIP application.

---

**Note:** As part of the delivery of the IAIP application, a super administrator account will be created for the IAIP site administrator. This account will be managed by Smarter Balanced.

---

### Viewing the Organization Management Page



This procedure requires super administrator permissions.

To view the Organization Management page:

- 1 Click the Item Admin button on the Main Menu.  
The Item Management page is displayed.
- 2 Select Organizations from the Manage menu.

---

**Note:** If you can see the Manage menu, but organizations is not listed, verify that you are logged in as a user with super administrator permissions.

---

The Organization Management page displays.

- 3 Click the Edit button associated with the organization you wish to edit.  
The Edit Organization page is displayed.

### Creating Organizations



This procedure requires super administrator permissions.

To create an organization:

- 1 From the Organization Management page, enter a name and description for the organization in the Name and Description fields. For information on opening the Organization Management page, see [Organization Management Page](#) on page 96.
- 2 Click the Add button.

This message is displayed, confirming the creation of the new organization:

Created Organization *Org\_name*

---

**Note:** A new organization will not contain any item content (i.e., items, passages, rubrics, and supporting content), standards hierarchies, programs, or users.

---

### Modifying Organizations

Modifying an organization enables you to change its name description.



This procedure requires super administrator permissions.

To modify an organization:

- 1 From the Organization Management page, click the Edit button associated with the organization you want to modify. For information on opening the Organization Management page, see [Organization Management Page](#) on page 96.
  - 2 Modify the name and description of the organization via the corresponding Organization and Description fields.
- The Edit Organization page displays.

A message is displayed, confirming the modification of the organization. For example:

Updated Organization *Org\_name*

### Administering Programs

Creating programs in the IAIP application allows you to separate the content development work across different groups of content developers as well as manage the developed content more effectively. Each program is entirely separate from all others, although they share a set of users, the content associated with each program cannot be viewed or edited by users without specific access permissions to the program.

The IAIP application also supports moving items between programs. This is useful when groups of items have been developed separately, but now need to be collected together. To ensure the integrity of programs, the IAIP application requires that an administrator specify which programs can transfer items to the selected program. For more information, see [Program Share Page](#) on page 125.

- Users with super or organization administrator permissions can create programs in the IAIP application.
- Users with super, organization, or program administrator permissions can modify programs in the IAIP application.

**Note:** The IAIP application provides options for moving items from one program to another—even to a program in another organization. For more information, see [Moving Items](#) on page 437.

---

### Viewing the Program Management Page



This procedure requires organization administrator or higher permissions.

To view the Program Management page:

- 1 Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For information, see [Item Management Page](#) on page 40.

- 2 Select Programs from the Manage menu.

The Program Management page displays. For information, see [Program Management Page](#) on page 99.

- 3 Select the program to edit from the Edit Program option, and click the Edit button.

The Edit Program page is displayed.

### Creating Programs



This procedure requires organization administrator or higher permissions.

Creating programs is generally done prior to beginning any item development. Creating the program before any items helps to ensure that the organizational structure of the IAIP application is set up appropriate to manage the development of items through the lifecycle.

**Note:** Because item content and users are organized around programs, you should consider both in determining the composition of programs to support the content development workflow. The program structure that you implement must support the operational teams involved in item development.

---

Once programs have been created, an administrator can initiate the content development workflow for items and passages, associating them with the appropriate program. You can create additional programs at any time in order to better manage the later stages of item development or to manage the development of items for a future assessment.

To create a program:

- 1 Select Programs from the Manage menu of the Item Admin page.

The Program Management page is displayed, for example:

- 2 Select an organization with which to associate the program as well as the program name, and click the Add button.

The Edit Program page is displayed, enabling you to specify additional attributes for the program as well as assign users to the content development workflow for the program.

- For information on the elements of the Edit Program page, see [Edit Program Page](#) on page 101.
- 3** In the fields provided, specify additional attributes for the program.
- 4** When you are finished, click the Save button.

This message is displayed, confirming the creation of the new program:

Updated Program configuration

### Modifying Programs

Once programs have been created, an administrator can initiate the content development workflow for Items and passages, associating them with the appropriate program. You can create additional programs at any time in order to better manage the later stages of item development or to manage the development of items for a future assessment.

Modifying programs generally involves these tasks:

- Modifying Program Attributes
- Specifying User Access

Editing programs enables you to modify the attributes of a program that was previously created. The most common modification to an existing program is adding and removing user access to the program.

---

**Note:** Despite their user role and permissions, IAIP users that are not granted access to a given program cannot access the program or any of its associated content.

---



This procedure requires organization administrator or higher permissions.

### Editing Program Attributes

To edit program attributes:

- 1** Select Programs from the Manage menu of the Item Admin page.  
The Program Management page is displayed.
- 2** Select the program to edit via the Edit Program option and click the Edit button.  
The Edit Program page is displayed, enabling you to modify the attributes of the program as well as modify user assignments for the content development workflow for the program.  
For information on the elements of the Edit Program page, see [Edit Program Page](#) on page 101.
- 3** When you are finished, click the Save button.

This message is displayed, confirming the creation of the new program:

Updated Program configuration

*Modifying User Access to Programs*

To modify user access to programs:

- 1** Select Programs from the Manage menu of the Item Admin page.  
The Program Management page is displayed.
- 2** Select the program to edit via the Edit Program option and click the Edit button.  
The Edit Program page is displayed, listing each user defined in the organization associated with the current program, organized by user role.
  - Checked users have access to the program and its associated item content.
  - Unchecked users do not have access to the program and its associated item content.
- 4** Select or clear checkboxes associated as desired.
- 5** When you are finished, click the Save button.

---

## Chapter 5: Administering Security

This chapter provides information on defining security permissions for users of the IAIP application, and is intended for IAIP users with administrator permissions. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">357</a>
<a href="#">User Permissions</a>	<a href="#">358</a>
<a href="#">User Roles</a>	<a href="#">361</a>
<a href="#">Workgroups</a>	<a href="#">402</a>
<a href="#">Adding New User Accounts</a>	<a href="#">402</a>
<a href="#">Modifying User Accounts</a>	<a href="#">404</a>

### Introduction

The IAIP application ensures that only users with appropriate permissions can view the content (i.e., items, passages, and rubrics) associated with each organization and program, structures used to segregate test content by targeted usage. This is because the IAIP application requires that users be associated with a single organization within the IAIP application, and they must be granted access to each Structure within the organization on an individual basis. This ensures that users can access only content within organizations to which they belong and to content associated with programs to which they have been granted permissions. For more information on IAIP content structures, see [Chapter 4: Administering Content Structures](#) on page 349.

Further, the IAIP user interface is tailored to provide appropriate options for working with the content via defined user roles and separate user permissions associated with each IAIP user account. Each user account is associated with an organization in the IAIP system. Each user account defines such information as the IAIP username (for accessing the system), first and last name, email address, and user roles and permissions:

### User Roles

User roles define a user's responsibilities in the content development workflow. Each user role has access to a subset of the work, defined by the development stages, via work queues. The user interface and options available to IAIP users depend on their assigned roles.

---

**Note:** Because each user account can be associated with only one user role, assigning an individual user to multiple roles requires that you create multiple accounts for the individual user. To access the appropriate work in the system, the user would need to log in with the username associated with the appropriate user role.

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### User Permissions

User permissions define a user's permissions to administering the IAIP system. There are four levels of user permission that can be assigned to a user account. Only one user permission can be assigned to a user account. However, the user permissions overlap based on the scope of the

users permissions within the IAIP application. For information, see [Combining Roles and Permissions](#) on page 358.

### Combining Roles and Permissions

The multi-dimensional permissions paradigm (i.e., where each user can be granted both a user role and user permissions) supported by the IAIP application ensures that users are presented a user customized interface and options that enable them to effectively perform their function in the content development workflow. Because permissions are provided separately, any user in the content development workflow can be granted permissions for administering content in the IAIP system independent of their assigned user role. Administering content is done outside the workflow, and can involve such tasks as creating workstreams, monitoring workstreams, re-assigning items, and reporting on current status.

In addition to the assignment of a user role, each user account is provided access to each program (i.e., containing test content) on an individual basis. For more information, see [Modifying User Access to Programs](#) on page 356.



If a user can log into the IAIP application but cannot view any items in the workflow, ensure that the user was granted permission to the appropriate programs.

### User Permissions

Separate from the user's role, a user's permissions (i.e., level of administrative access) can be any of the following:

- **None.** The user is granted no permissions in addition to those allowed by the user's role. A user with no administrator permissions can perform appropriate tasks within the content development workflow, but is not allowed to create or delete work in the workflow. The vast majority of IAIP users will have no administrator permissions.
- **Program administrator.** The user is granted permissions to administer all content (i.e., items, passages, and rubrics) within all programs to which the user has been granted access. Because program Administrators cannot modify the attributes of the program itself nor any organizations or users, they can be thought of as content administrators. Only users with responsibility for oversight and maintenance of the workflow should be granted program administrator permissions. Common tasks for program Administrators include initiating item development workstreams, re-assignment of work to other queues, tracking progress in the workflow, and troubleshooting at the program level.

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**Note:** To ensure efficient management of the content development workflow for a given program, there should be a minimum of 2-3 users granted program administrator permissions for each active program. Program administrator permissions are often assigned to project leads and members of the content specialist role, due to the integral involvement of these users in the content development workflow.

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- **Organization administrator.** The user is granted permissions to administer all content (i.e., items, passages, and rubrics) within all programs associated with his/her organization. Because organization Administrators cannot modify the attributes of other organizations, including programs and users associated with organizations outside of their own, they can be thought of as site administrators. Only users with responsibility for oversight and maintenance of all workflows, users, and content at the organization level should be granted organization administrator permissions. Common tasks for organization Administrators

include creating and managing user accounts and programs and troubleshooting at the organization level.

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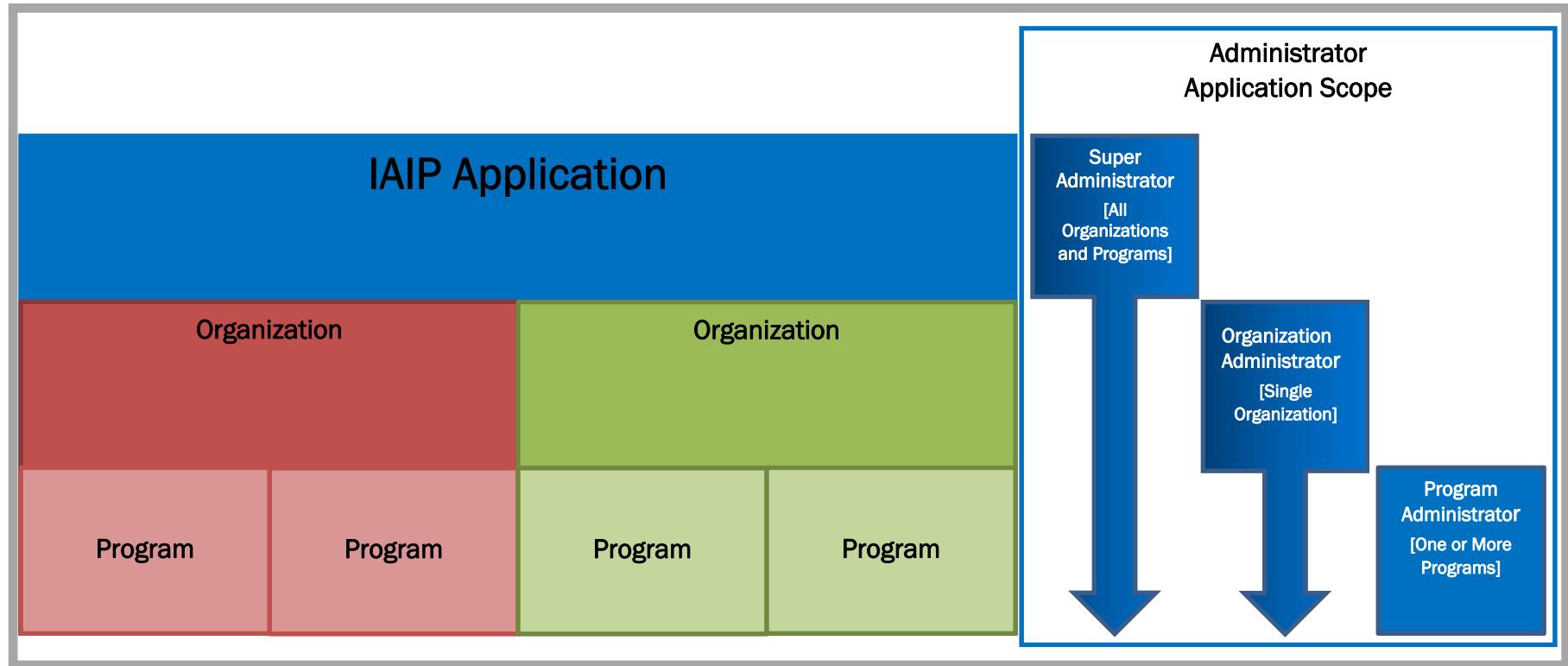
**Note:** To ensure that only appropriate users have permissions to modify the organization, only 2-3 users should be granted organization administrator permissions for each organization.

- **Super administrator.** The user is granted permissions to administer all aspects of the IAIP application, including all content and users regardless of their associated organization or program. Because super Administrators have such broad privileges, only users with responsibility for managing the system in its entirety should be granted super administrator permissions. Common tasks for super Administrators include creating organizations, managing across the IAIP application, and troubleshooting at the enterprise level.

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**Note:** As part of the delivery of the IAIP application, a super administrator account will be created for the IAIP site administrator. This account will be managed by Smarter Balanced.

Figure 193: Administrator Application Scope



As indicated in this illustration, the rules define the scope of Administrators in the IAIP application:

- Super Administrators can modify all organizations and programs in the application.
- Organization Administrators can modify the organization with which they are associated and all programs within the organization.
- Program Administrators can modify the program to which they are associated.

## User Roles

User roles define each user's responsibilities within the content development workflow. Each user role has access to a subset of the item development (i.e., items and passages) work under development via a distinct work queue. A user role is associated with each stage in the workflow. Further, each item or passage in the workflow can be assigned to only one queue at a time. This ensures that the different tasks in the content development workflow are performed in the appropriate order and that each content contributor has access to the item or passage while it is in his/her queue. In the IAIP application, some queues are exclusive to specific IAIP users (e.g., item writers, media designers, graphic designers, and accessibility specialists), while others are group queues that can be monitored by one or more IAIP users.

Assigning users to each role ensures helps to divide the work across the content development specialties in the organization. For example, item authors are assigned to the item writer role, content reviewers to the content specialist role, graphic artists to the graphic designer role, and copy editors to the copy editor role. In this way, each specialty is involved in the development of items. The IAIP application provides an easy to use interface for each user to view work assigned in the system, perform the associated tasks, and send the work to the next role-based queue.

---

**Note:** User roles define the work that is assigned to each user in the content development workflow. Another attribute associated with each IAIP user, user permissions, allows certain users in the system to administer IAIP content structures, users, and content both to create workstreams in the workflow and to manage the overall workflow.

---

Each user role has access to work at different points along the content development workflow, defined by the development stages, via work queues. Once an item or passage has been opened by a user in the workflow, it is locked and cannot be opened by another user. This simplifies the management of changes to the content and ensures that changes are not lost. The user interface and options available to IAIP users also depend on their assigned roles, providing the tools for the item development specialist to effectively perform their duties.

User Role	Primary Responsibilities	Description
Item Writer	<ul style="list-style-type: none"> <li>Drafting and revising items, passages, and rubrics in the content development workflow.</li> </ul>	<p>Item writers are responsible for the majority of the work in creating items and passages in the content development workflow. They develop the test items by researching topics in a variety of fields and composing the items and Interactions (i.e., responses). Item writers can also create passages and rubrics as necessary to support items as well as identify supporting graphics and media for items in development.</p> <p>Once the initial draft of an item has been advanced in the content development workflow, the item writer is responsible for addressing any edits identified in the review process by the Content Editor.</p>
Content Specialist	<ul style="list-style-type: none"> <li>Reviewing items, passages, and rubrics in the content development workflow.</li> <li>Managing the progress of content in the workflow.</li> </ul>	<p>Content specialists are responsible for guiding items and passages through the content development workflow through completion, and are at the center of the content development process. In fact, items in development are assigned to the content specialist after nearly every Development State. Content specialists are involved in content development throughout the workflow, from first review after the initial draft through requesting and reviewing graphics and media to facilitating reviews later in the development process.</p> <p><b>Note:</b> Content specialists are often provided administrator permissions to enable them to manage items and passages outside of the workflow.</p>
Graphic Designer	<ul style="list-style-type: none"> <li>Developing rich graphic elements to support the items and passages in the workflow</li> </ul>	Graphic designers are responsible for developing art and graphical content to support test items and passages. They are often charged with creating charts, tables, illustrations, and other graphical elements that help to engage students in the assessment.
Media Designer	<ul style="list-style-type: none"> <li>Developing engaging multimedia content to support items and passages in the workflow.</li> </ul>	Media designers are responsible developing multimedia content to support items and passages. Multimedia designers are specialized graphic designers who focus on audio, video, animation, and interactive content. They are often charged with creating engaging visual elements that are a unique feature of an online testing platform.

User Role	Primary Responsibilities	Description
Committee Reviewer	<ul style="list-style-type: none"> <li>Evaluating items and passages for bias and sensitivity issues early in the development cycle</li> </ul>	Committee reviewers are responsible for reviewing an item or passage early in development for bias and sensitivity issues. The task of performing a committee review of items and passages is often shared by multiple users with the committee reviewer role. Committee reviewers cannot make changes or indicate edits to the content; instead the committee reviewer annotates the item or passage with comments. Each committee reviewer's comments are stored in the item or passage for review by the committee facilitator.
Copy Editor	<ul style="list-style-type: none"> <li>Performing editorial reviews (i.e., Copy editing/proofreading) of mature items and passages.</li> </ul>	Users with the copy editor role are responsible for performing editorial reviews (i.e., copy edits or proofreading) of mature items and passages in the IAIP application. As expected, the copy editor becomes involved in the workflow in a later phase of item and passage development. This ensures that the content is close to its intended final form before it is put through a copy edit. The copy editor reviews all aspects of the item or passage and makes inline changes to the text as well as provides comments that are returned to the Content specialist for consideration and assignment to the item writer.
QC Presentation	<p>Performing quality reviews of items and passages for two stages in the workflow:</p> <ul style="list-style-type: none"> <li>QC Review <ul style="list-style-type: none"> <li>Verifies the appropriate display (i.e., rendering) of items and passages.</li> <li>Verifies that accessibility tagging is appropriately applied.</li> </ul> </li> <li>Consortium Review <ul style="list-style-type: none"> <li>Verifies that the items and passages (and associated content) meets the defined specifications.</li> </ul> </li> </ul>	<p>Users with the QC presentation role are responsible for different types of quality reviews during the content development workflow. Each occurs at different stages in the workflow and has different objectives.</p> <ul style="list-style-type: none"> <li><b>QC Presentation Review (via the QC Review queue).</b> This stage falls after initial authoring and the first content review. In this stage, the QC presentation user verifies the appropriate display (i.e., rendering) of the item. This is a preliminary review phase to ensure that the item is developing appropriately.</li> <li><b>Consortium Review.</b> This stage falls after query resolution or the third content review. In this stage, the QC presentation user verifies that the item and associated content meets the defined specifications and is appropriately tagged for accessibility features. As expected, this review comes at the end of the content development workflow. In fact, it is the last stage before the item is banked (i.e., ready for use on a test form).</li> </ul>

User Role	Primary Responsibilities	Description
Psychometrician	<ul style="list-style-type: none"><li>Analyzes performance data for items and passages used in administrations.</li></ul> <p><b>Note:</b> Psychometricians do not interact with items and passages in the workflow.</p>	Users with the psychometrician role are responsible for analysis of data on the performance of items in test administrations. Psychometrician users are not involved in the content development workflow. Instead, they generate reports on the performance data that has been uploaded to the IAIP application after an administration.
Committee Facilitator	<ul style="list-style-type: none"><li>Review comments from data review and committee review.</li><li>Determine the appropriate action for items and passages from the comments provided by other workflow users.</li></ul> <p>See the descriptions of data reviewer and committee reviewer in this section.</p>	Users with the committee facilitator role are responsible for reviewing comments from a data review and committee review and advance the item or passage in the workflow. The committee facilitator acts as a gatekeeper for the work of the data reviewers and committee reviewers. In this role, the committee facilitator forms a consensus from all the reviews and uses this composite evaluation as the basis for determining the next stage in the workflow.
Accessibility Specialist	<ul style="list-style-type: none"><li>Tags item and passage content that require accessibility features and specifies the appropriate accessibility features.</li></ul>	Users with the accessibility specialist role are responsible for tagging content that requires accessibility features and indicating what type of accessibility feature is to be applied. Like other user roles, the accessibility specialist receives work assignments via the content development workflow in a role-specific queue, then uses the IAIP accessibility tagging interface to mark item and passage content for accessibility features and defines the specific features to be applied.

User Role	Primary Responsibilities	Description
Data Reviewer	<ul style="list-style-type: none"><li>Review the statistical data associated with items and passages.</li><li>Comments on quality aspects of items and passages based on performance data.</li></ul>	<p>Users with the data reviewer role are responsible for reviewing the statistical data associated with items for which performance data has been uploaded to the IAIP application. After statistical performance data has been uploaded to the IAIP application for items and passages, this content can be assigned to a data review to enable data reviewers to review the performance of the content based on the statistical data.</p> <p>The task of performing data reviews of items is often shared by multiple users with the data reviewer role. The data reviewer provides comments, feedback, and a rating on aspects of the quality of an item or passage based on performance statistics uploaded to the application. For example, data reviewers examine statistical data can identify the item's difficulty, how many students selected each answer choice, the item's reliability for measuring student ability. Statistics can also be used to examine the performance of an item across demographic groups to identify bias issues.</p>

User access to content can be further controlled by defining Workgroups. Based on content area and grade level filters, Workgroups, which are optional in the IAIP application, enable users fulfilling secondary roles in the content development workflow to see only a subset of items and passages in their work queues. This capability can help focus reviews on logically ordered groups of content (e.g., 4<sup>th</sup> and 5<sup>th</sup> grade math or 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade English) enabling smaller groups of users with specific expertise to focus their work. A user belonging to a given workgroup can view only content associated with that workgroup. A user belonging to no workgroups has no such restriction.

The use and definition of workgroups is determined by the policies and procedures in your organization.

---

**Note:** Workgroups do not affect item writers, graphic designers, or media designers, because content is explicitly assigned to these users.

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[Figure 194: Development State and User Role Queues](#) on page 367 illustrates the distribution of items in developer across the different Development States (i.e., maturity states).

Figure 194: Development State and User Role Queues

Development State	Development	Content Review 1	Add Art	Add Accessibility	Copy Review	Consortium Review
User Role Queue	Item Writer	Content Specialist	Graphic Artist	Accessibility Specialist	Copy Editor	QC Presentation
		Item1				
	Item2		Item3		Item4	
				Item5		
		Item6				Item8
		Item7				
		Passage1				
	Passage 2					

Because each user account can be associated with only a single user role, in order for a user to perform multiple functions in the workflow, multiple user accounts must be created (i.e., one for each user role and associated with a single user). This paradigm can also be used for users who have different responsibilities in different programs (e.g., an individual who serves as an item author in one program and a content reviewer in another).

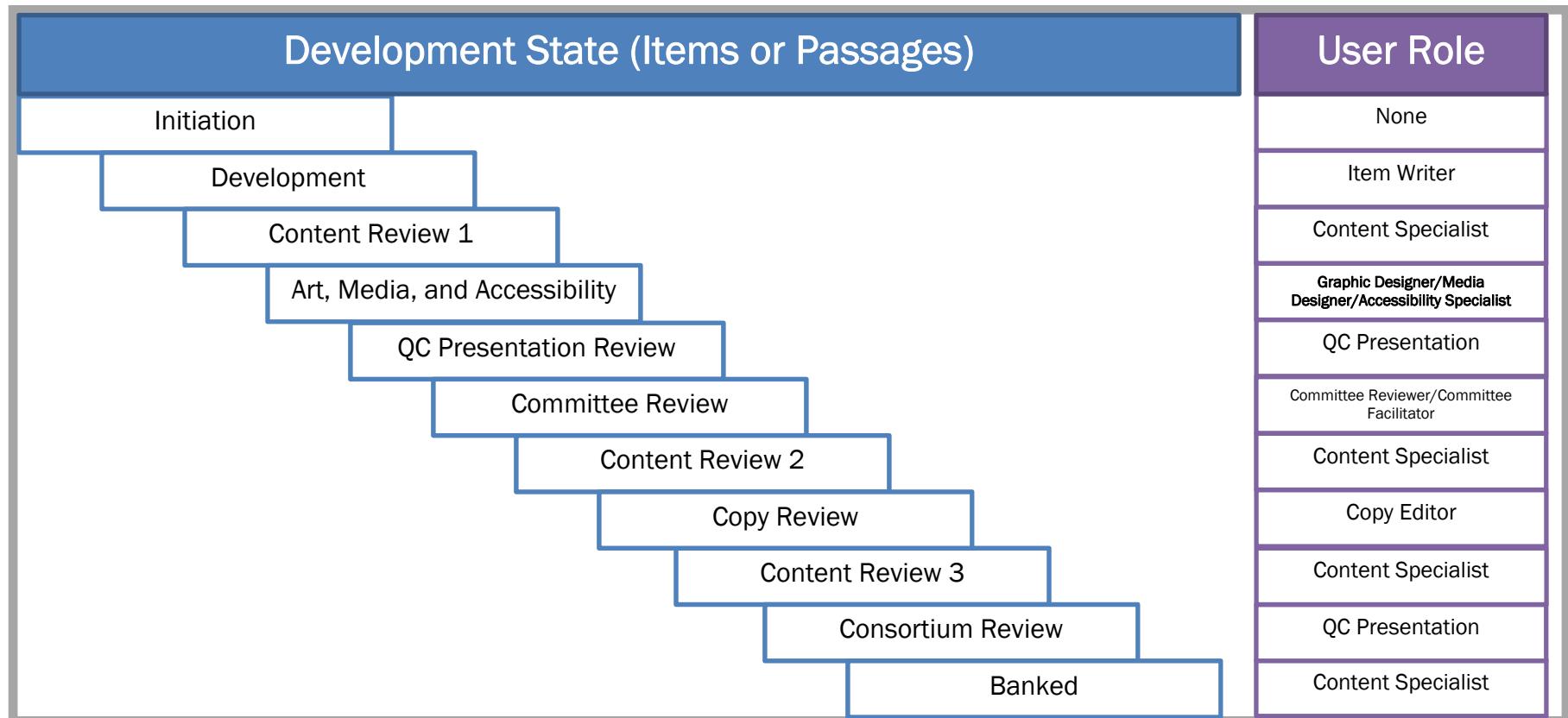
Each IAIP user has an assigned user role and user permission, which are independent of each other. As described in this section, a user's role determines the work that is assigned as well as the user interface controls available to perform that work. A user's permissions determines whether a user can administer content (both outside and inside the workflow) to ensure that the work is advancing appropriately in the workflow as well as maintain IAIP content structures and users.

---

**Note:** Workgroups enable workflow users to manage large volumes of content by defining content area and grade level filters (e.g., 5<sup>th</sup> and 6<sup>th</sup> grade ELA or 9<sup>th</sup> and 10<sup>th</sup> grade math) associated with workgroups. Users assigned to these workgroups can view only content that meets the specified filter criteria. For more information, see [Workgroups](#) on page 409.

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Figure 195: Content Development Workflow Overview



This illustration shows an idealized progress wherein items or passages do not return to prior stages for modification or implementing edits.

**Note:** The Development State of an item or passage is unique and non-overlapping. The Development States in this diagram are shown as overlapping for presentation purposes.

The remainder of this section details the responsibilities and tools for each user role.

## Item Writer

Users with the item writer role are responsible for the majority of the work in creating items and passages in the content development workflow. They develop the test items by researching topics in a variety of fields and composing the items and Interactions (i.e., responses). Item writers can also create passages and rubrics as necessary to support items as well as identify supporting graphics and media for items in development.

Once the initial draft of an item has been advanced in the content development workflow, the item writer is responsible for addressing any edits identified in the review process. The IAIP application provides tools for helping the item writer address edits, including: highlighting of changes to the item from the previous Development State as well as annotation capabilities for recording comments throughout the content development workflow.

### *Primary Functions*

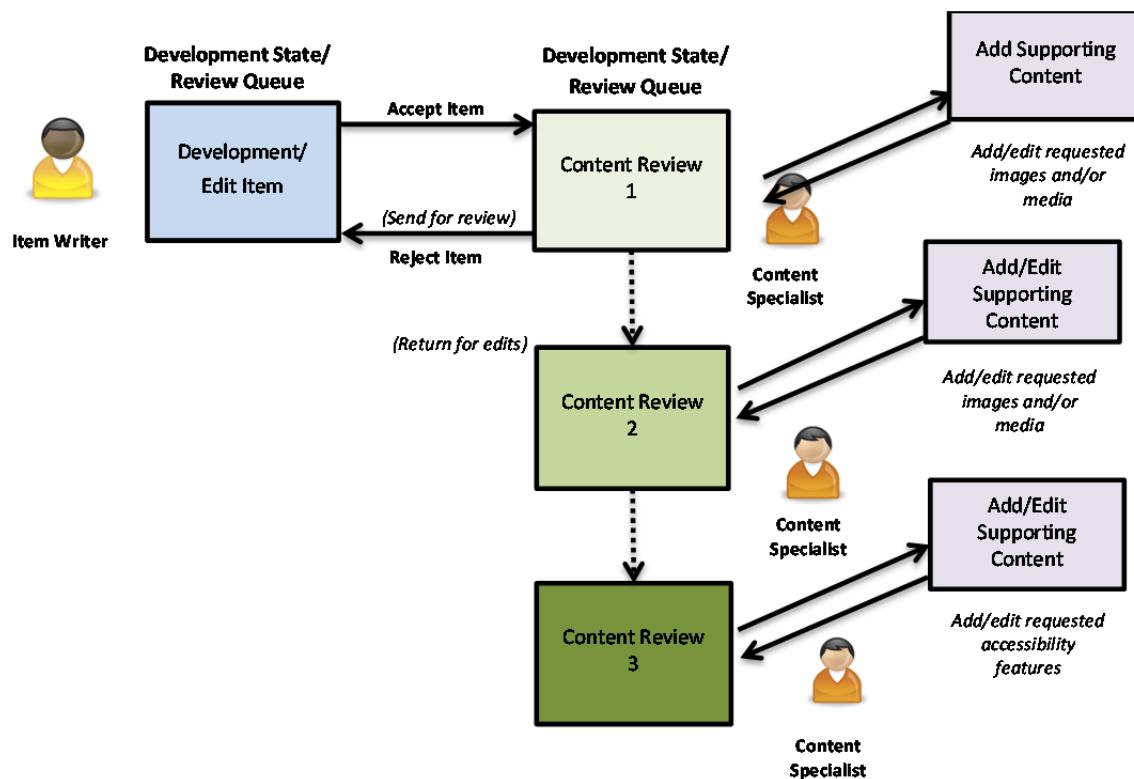
The primary responsibilities of the item writer role involve drafting and revising items, passages, and rubrics in the content development workflow. Item writers generally perform these tasks for items in the content development workflow:

- Review the item specification, workflow notes, and rejection report.
- Write and format the item, including the item body and Interactions.
- Define item attributes and metadata, including metadata, item enemies, standards hierarchy, etc.
- Create graphical elements (i.e., formulas and mathematical expressions).
- Insert or request graphics or media and request accessibility features.

---

**Note:** Because they are dependent on items, rubric-related functions are discussed within the discussion of items.

---

**Item Writer Workflow Overview****Item Writer Workflow Discussion**

- All items are passed between the item writer and content specialist until the content specialist approves the item in the workflow.
- The item writer can request images, media, and accessibility features. However, these requests are sent to the supporting content specialist by the content specialist, and returned to the content specialist when complete.
- All requests for supporting content enter the appropriate queue from one of the content review development states: Content Review 1, Content Review 2, or Content Review 3. Typically, requests for accessibility features are created later in the workflow to ensure that the item content is fairly stable prior to adding the features.
- The dotted line between Development States in the Content Review stack indicates the maturing of the item in the workflow as it moves toward completion.

## Content Specialist

Users with the content specialist role are responsible for guiding items and passages through the content development workflow through completion, and are at the center of the content development process. In fact, items in development are assigned to the content specialist after nearly every Development State. Content specialists are involved in content development throughout the workflow, from first review after the initial draft through requesting and reviewing graphics and media to facilitating reviews later in the development process.

Because the content specialist plays such a large role in content development, it is difficult to enumerate all the ways they interact with content in the workflow. The content specialist has access to these content review queues in the content review workflow:

- Content Review 1
- Content Review 2
- Query Resolution
- Content Review 3
- Banked
- Post Admin Review

For more information on these work queues, see [Role-based Workflow](#) on page 350.

In all these stages, the Content Reviewer is responsible for reviewing the state of the content, often making edits or comment, and moving it to the appropriate IAIP user for modification.

### **Primary Functions**

The functions of a content specialist can include workflow administration and workflow review tasks, depending on whether the user has administrator permissions. Additionally, users with the content specialist role are often responsible for initiating items and passages in the workflow (i.e., where items and passages are initiated within the IAIP application and not imported).

### *Content Review Functions*

The primary functions of the graphic designer role involve developing graphics to support items and passages, including:

- **Listing Items and passage for review.** All items and passages that are in various Development States are placed in one of the many work queues for review by the content specialist.
- **Reviewing Items and passages.** The content specialist reviews the content and indicates edits (e.g., to the item body, Interactions, graphics, and media, etc.).
  - Reviewing items and passages and associated content, including art, media, and accessibility features.
  - Editing items and passages and associated content, including art, media, and accessibility features.
  - Creating and Assigning art, media, and accessibility requests.
  - Routing items and passages to the appropriate work queue using the accept or reject buttons.
- **Routing Items and passages.** The content specialist returns the item or passage to the appropriate workflow stage for additional requested work (e.g., to the media designer or graphic designer for revisions).

- **Completing Item or passage Reviews.** After reviewing the content, the content specialist moves the item or passage to the appropriate stage, returning it to a workflow contributor for additional modification or advancing it to the next workflow stage.

### *Content Administration Functions*

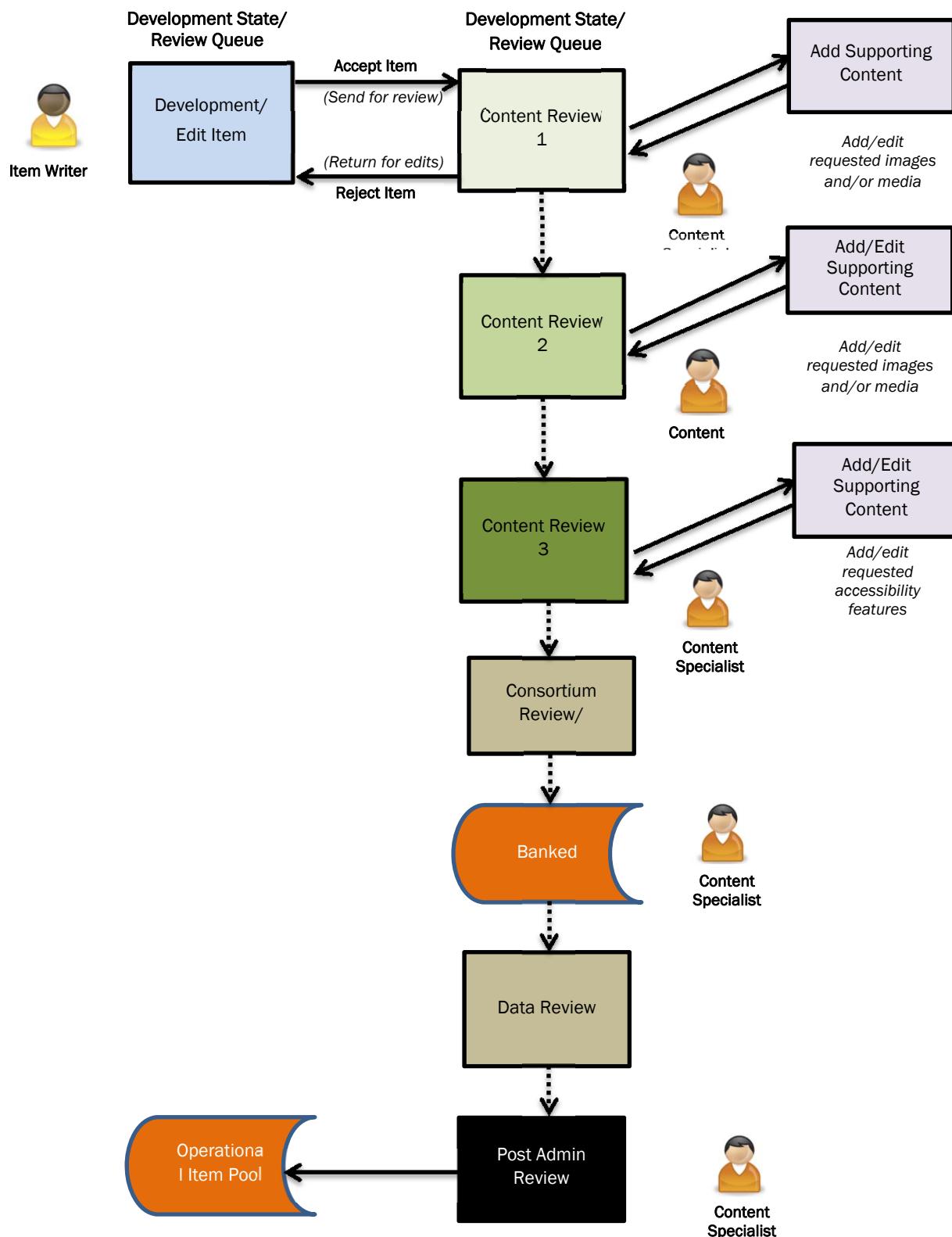
Users in the IAIP application can be assigned administrator permissions, despite their user role. In this way, the IAIP application isolates the functional areas of content development and workflow administration. However, of the different user roles, the content specialist is most likely to be responsible for administering items and passages in the workflow.

These functions of the content specialist require administrator permissions:

- **Managing Items.** To ensure that items are created in the system and are making adequate progress in the workflow, the content specialist initiates workflows for items (and passages), ensures that adequate metadata is specified, and monitors and manages items under development, including these specific tasks:
  - Creating items
  - Importing items
  - Assigning items
  - Populating item metadata and attributes
  - Monitoring items
  - Managing items
- **Administering passages.** To ensure that passages are created in the system and are making adequate progress in the workflow, the content specialist initiates workflows for passages (and items), ensures that adequate metadata is specified, and monitors and manages passages under development, including these specific tasks:
  - Creating passages
  - Importing passages
  - Assigning passages
  - Populating passage metadata and attributes
  - Monitoring passages
  - Managing passages
- **Managing Graphics and Media.** To ensure that available supporting graphics and media are available for content development, the content specialist uploads existing graphics and media to the IAIP application as references to inform the development of additional images and media or to be used in items and passages.
- **Managing Program Metafiles.** To ensure that the specifications for items and passages are available to content developers, the content specialist creates and edits Metafiles and program Metafiles in the IAIP application.
- **Reporting.** To monitor and manage the development of content, the content specialist runs various reports in the IAIP application, including these specific tasks:
  - Generating Standard Reports that provide comprehensive information on items and passages in development.
  - Generating Progress Reports that provide information on items' and passages' progression through the workflow.
  - Generating Quality Reports that aid in evaluating the quality performance of item writers and other supporting roles in the workflow.
  - Generating Timeliness Reports that help to track the overall progress of items in meeting their completion goals.

For more information on reporting in the IAIP application, see [Chapter 9: Generating Reports](#) on page 505.

**Content Specialist Workflow Overview**



### Workflow Discussion

- Although the workflow in the illustration includes multiple Development States, it represents a single, representative path through the workflow. There are many different paths that items might follow depending on the number of corrections requested in reviews.
- Some stages of the content development workflow are omitted for simplicity.
- The primary interactions for the content specialist are between the content specialist and item writer and content specialist and creator of supporting content (i.e., graphics, media, or accessibility features).
  - Items are sent to the supporting content specialist for creating images, media, and accessibility features, and returned to the same work queue.
  - Typically, requests for accessibility features are created later in the workflow to ensure that the item content is fairly stable prior to adding the features.
- The dotted line between Development States in the stack indicates the maturing of the item in the workflow as it moves toward completion.
- The orange-shaded icons represent milestones in the maturity of items in the workflow.

### Workflow Action Buttons

This table describes the change the workflow caused by clicking the available workflow action buttons on the Item or Passage review page.

Current Development State	Current Workflow Queue	Action Button	Action	Subsequent Development State	Subsequent Work Queue
Content Review 1	Content Review 1		Accept Item	QC Presentation Review	QC Presentation
			Reject Item	Development	Edit Item
			DNU Pool	DNU Item Pool	N/A*
			New Art	Create Art	New Art
			New Media	Create Media	New Media
			New Accessibility	Create Accessibility	New Accessibility
			Edit Art	Edit Art	Edit Art
			Edit Media	Edit Media	Edit Media
			Edit Accessibility	Edit Accessibility	Edit Accessibility
Content Review 2	Content Review 2		Accept Item	Copy Review	Copy Review

Current Development State	Current Workflow Queue	Action Button	Action	Subsequent Development State	Subsequent Work Queue
			Reject Item	DNU Item Pool	N/A*
			New Art	Create Art	New Art
			New Media	Create Media	New Media
			New Accessibility	Create Accessibility	New Accessibility
			Edit Art	Edit Art	Edit Art
			Edit Media	Edit Media	Edit Media
			Edit Accessibility	Edit Accessibility	Edit Accessibility
Content Review 3	Content Review 3		Accept Item	Consortium Review	Consortium Review
			Reject Item	DNU Item Pool	N/A*
			New Art	Create Art	New Art
			New Media	Create Media	New Media
			New Accessibility	Create Accessibility	New Accessibility
			Edit Art	Edit Art	Edit Art
			Edit Media	Edit Media	Edit Media
			Edit Accessibility	Edit Accessibility	Edit Accessibility
Query Resolution	Query Resolution		Accept Item	Consortium Review	Consortium Review
			Reject Item	DNU Item Pool	N/A*
			New Art	Create Art	New Art
			New Media	Create Media	New Media

Current Development State	Current Workflow Queue	Action Button	Action	Subsequent Development State	Subsequent Work Queue
Banked	Banked		Accept Item	Data Review	Data Review
Post Admin Review	Post Admin Review		Accept Item	Approved	N/A*
			Reject Item	DNU Item Pool	N/A*
			Bank	Banked	N/A*
			New Art	Create Art	New Art
			New Media	Create Media	New Media

### Graphic Designer

Users with the graphic designer role are responsible for developing art and graphical content to support test items and passages. They are often charged with creating charts, tables, illustrations, and other graphical elements that help to engage students in the assessment. Graphic designers work with art requests that are explicitly assigned to them in the workflow. For example, a content specialist sends an item to a specific graphic designer, via IAIP user name, for the addition of illustrations for the item body.

After completing the development of the graphical elements, the content is returned to the queue from which the art request was initiated. That is, after the graphic designer completes the art request and clicks the Accept button, the content is returned to the content specialist in the work queue from which it was sent.

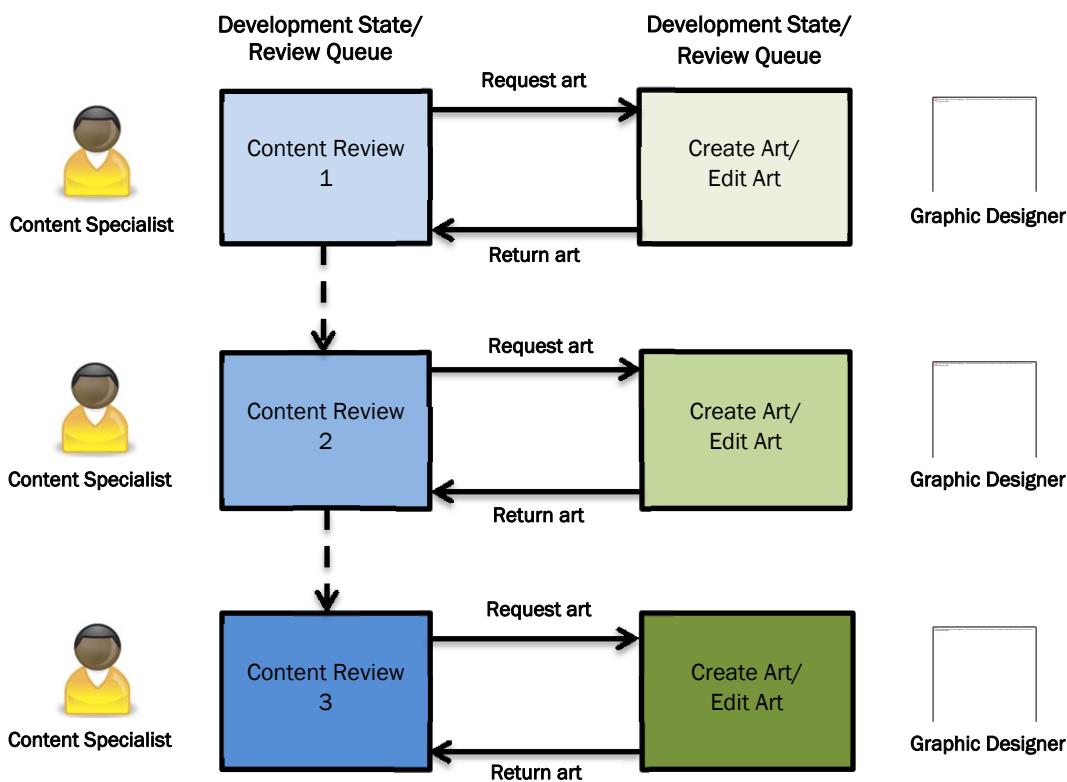
For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### *Primary Functions*

The functions of the graphic designer role involve developing graphics and images to support items and passages, including:

- **Receiving and Reviewing Art Requests.** All items and passages for which art has been requested display in a user-specific work queue. Opening an item or passage from the queue displays details (i.e., referred to as supplemental information) on the type and attributes of the art requested.
- **Fulfilling Art Requests.** The graphic designer creates the supporting media specified (i.e., via supplemental information) by the requestor. Requests for art can be described by item writers, but be sent to graphic designers only by a content specialist.
- **Reviewing and Making Notes on Art Requests.** The graphic designer provides any additional supporting information as notes in the item or passage.
- **Completing Art Requests.** After creating and associating art that meets the requirements specified by the supplemental information, the graphic designer returns the item or passage to the requestor to continue its development.

### Graphic Designer Workflow Overview



### Workflow Diagram Discussion

- All requests for images (i.e., art) enter the Create Art and Edit Art queues from one of the content review Development States: Content Review 1, Content Review 2, or Content Review 3.
- All requests for art return to the same content review Development State from which they were initiated: Content Review 1, Content Review 2, or Content Review 3.
- Although item writers can specify details for the supporting media for an item or passage, only the content specialist can assign content to a graphic designer.
- The dashed line between Development States in the Content Review stack indicates the omission of interim Development States.

### Media Designer

Users with the media designer role are responsible developing multimedia content to support items and passages. Multimedia designers are specialized graphic designers who focus on audio, video, animation, and interactive content. They are often charged with creating engaging visual elements that are a unique feature of an online testing platform.

After completing the development of the multimedia element, the content is returned to the queue from which the media request was initiated. That is, after the media designer completes the media request and clicks the Accept button, the content is returned to the content specialist in the work queue from which it was sent.

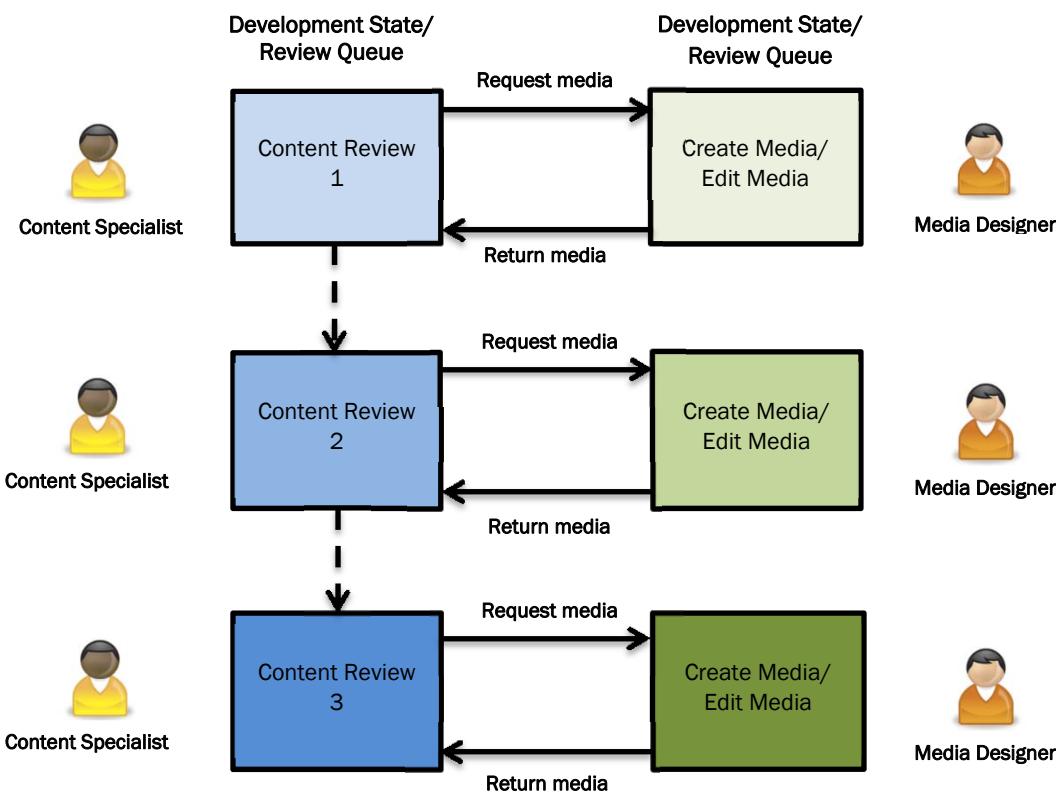
For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### *Primary Functions*

The primary functions of the media designer role involve developing media to support items and passages, including:

- **Receiving and Reviewing Media Requests.** All items and passages for which media has been requested display in a user-specific work queue. Opening an item or passage from the queue displays details (i.e., referred to as supplemental information) on the type and attributes of the media requested.
- **Fulfilling Media Requests.** The media designer creates the supporting media specified (i.e., via supplemental information) by the requestor.
- **Reviewing and Making Notes on Media Requests.** The media designer provides any additional supporting information as notes in the item or passage.
- **Completing Media Requests.** After creating and associating media that meets the requirements specified by the supplemental information, the media designer returns the item or passage to the requestor to continue its development.

### Media Designer Workflow Overview



### Workflow Discussion

- All requests for media enter the Create Media and Edit Media queue from one of the content review Development States: Content Review 1, Content Review 2, or Content Review 3.
- All requests for media return to the same content review Development State from which they were initiated: Content Review 1, Content Review 2, or Content Review 3.
- In the illustration, 'Request media' represents both requests for new media and edits to media.
- The dashed line between Development States in the Content Review stack indicates the omission of interim Development States.

### Committee Reviewer

Users with the committee reviewer role are responsible for reviewing an item or passage early in development for bias and sensitivity issues. The task of performing a committee review of items and passages is often shared by multiple users with the committee reviewer role. The committee reviewer cannot make changes or indicate edits to the content; instead the committee reviewer annotates the item or passage with comments. Each committee reviewer's comments are stored in the item or passage for review by the committee facilitator.

Often multiple users provide committee reviews for content in the IAP application. Multiple committee reviewers can comment on the same item without overwriting each other's comments. A user with the committee facilitator role then reviews the comments from the different users and determines an appropriate action for the item (i.e., including returning the content to the Content Review 1 queue, advancing it to the Content Review 2 queue, or sending it to the DNU pool). The committee reviewer role does not have permissions to modify items. Instead, committee reviewers record their notes and rating and then accepts the item or passage.

---

**Note:** An item or passage that has been reviewed remains in the Committee Review queue until it is processed by the committee facilitator.

---

For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### Primary Functions

The primary functions of the committee facilitator role involve reviewing items and passages for bias and sensitivity issues, including:

- **Receiving and Reviewing Committee Review Requests.** All items and passages for which a QC presentation review has been completed display in a specific work queue. Opening an item or passage for committee review displays a preview of the content and controls for providing comments.
- **Reviewing Comments.** The committee reviewer reviews a preview of the item or passage and provides comments on bias and sensitivity concerns.

---

**Note:** The committee reviewers cannot modify the content of an item or passage.

---

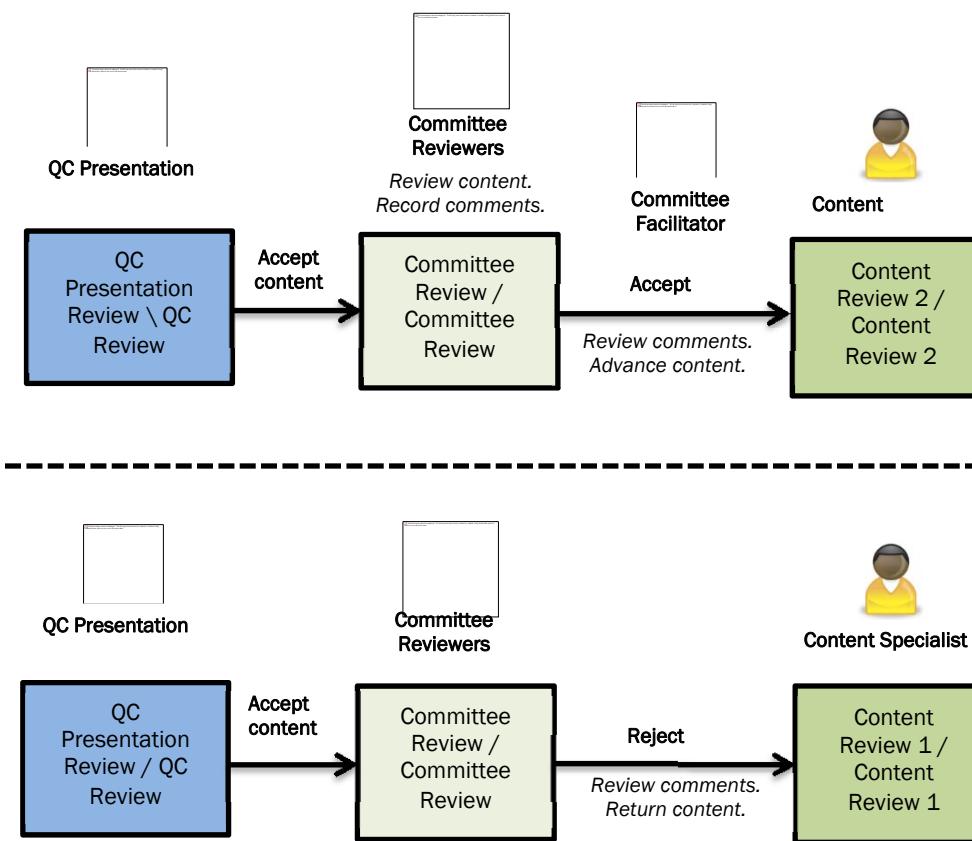
- **Completing Committee Requests.** After reviewing the content, the committee reviewer accepts it. However, the content does not advance until it is reviewed and advanced by the committee facilitator.

---

**Note:** Multiple committee reviewers can comment on the same item without overwriting each other's comments.

---

### Committee Reviewer Workflow Overview



#### Workflow Discussion

- All requests for committee review enter the Committee Review queue from the QC Presentation Review queue.
- The committee reviewers review and make comments on the content and save their comments by clicking the Approve button.

---

**Note:** The item or passage does not move in the workflow until a committee facilitator reviews the comments entered by the committee reviewers and takes appropriate action.

---

- The workflow diagram (above) shows the workflow paths for two items: one accepted (top) and one rejected (bottom). Each is returned to the content specialist, but in a different Development State (i.e., Content Review 1 and Content Review 2, respectively).
  - The committee facilitator moves the item or passage to the Content Review 2 state by accepting it.
  - The committee facilitator returns the item or passage to the Content Review 1 state by rejecting it.

### Copy Editor

Users with the copy editor role are responsible for performing editorial reviews (i.e., copy edits or proofreading) of relatively mature items and passages in the IAIP application. As expected, the copy editor becomes involved in the workflow in a later phase of item and passage development. This ensures that the content is close to its intended final form before it is put through a copy edit. The copy editor makes inline changes to the text as well as provides comments that are returned to the content specialist for consideration and assignment to the item writer.

Although all items and passages are returned to the content specialist after the copy editor's work is complete, their Development State depends on whether additional modifications are required.

- If no modifications are required, the item or passage is assigned the 'Content Review 3' Development State.
- If modifications are required, the item or passage is assigned the 'Query Resolution' Development State.

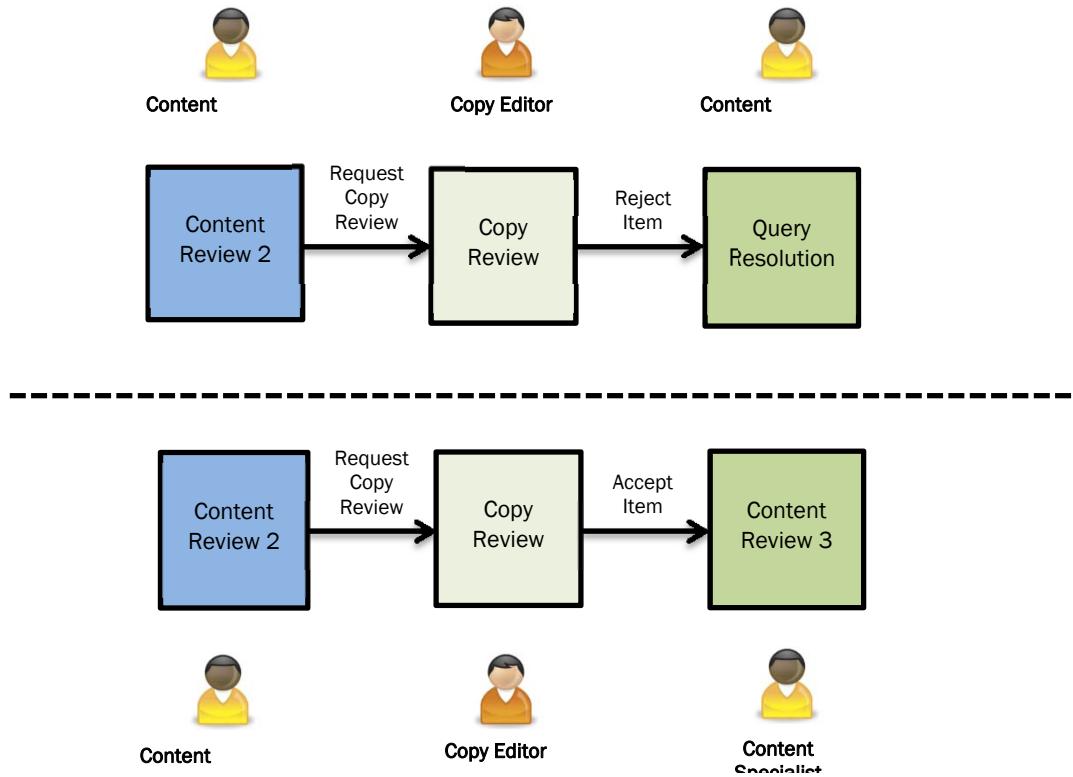
For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### Primary Functions

The primary functions of the copy editor role involve editing and annotating items, passages, and supporting content, including:

- **Listing Items or Passage for Review.** All items and passages that have completed the second content review are placed in the Copy Review work queue to be reviewed by the copy editor.
- **Completing a Copy Edit.** The copy editor can make inline edits to the item or passage as well as provides comments via the Notes menu. A copy edit usually focuses on grammar, style, and formatting issues in the item or passage.
- **Completing Item or Passage Reviews.** After reviewing the item or passage and indicating any corrections or annotations, the copy editor returns the item or passage to the content specialist for additional work or moving forward in the workflow.

### Copy Editor Workflow Overview



### Workflow Discussion

- All items and passages come to the Copy Reviewer from a content specialist, from the Content Review 2 Development State.
- The workflow diagram (above) shows the workflow paths for two items: one rejected (top) and one accepted (bottom). Each is returned to the content specialist, but in a different Development State.

### QC Presentation

Users with the QC presentation role are responsible for different types of quality reviews during the content development workflow. Each occurs at different stages in the workflow and has different objectives.

- **QC Presentation Review (via the QC Review queue).** This stage falls after initial authoring and the first content review. In this stage, the QC presentation user verifies the appropriate display (i.e., rendering) of the item or passage. This is a preliminary review phase to ensure that the item is developing appropriately. The QC presentation user determines the appropriate next stage in the item's development:
  - The content can be returned to the content specialist for additional modifications.
  - The content can continue to committee review for commenting by a group of reviewers.
  - The content can be moved to the DNU pool, where it is no longer in the workflow. However, it is not deleted from the IAIP application. The DNU pool is a Development State applied to items and passages that are no longer being considered for delivery on an assessment.
- **Consortium Review.** This stage falls after query resolution or the third content review. In this stage, the QC presentation user verifies that the item and associated content meets the defined specifications and is appropriately tagged for accessibility features. As expected, this review comes at the end of the content development workflow. In fact, it is the last stage before the item is banked (i.e., ready for use on a test form). The QC presentation user determines the appropriate next stage in the content's development:
  - The item can be banked, ready to be exported to the test bank for delivery on a test form.
  - The item can be returned to the content specialist for additional modifications.
  - The item can be moved to the DNU pool, where it is no longer in the workflow. However, it is not deleted from the IAIP application. The DNU pool is a Development State applied to items and passages that are no longer being considered for delivery on an assessment.

For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### *Primary Functions*

The primary functions of the QC presentation user involve the QC Presentation and Consortium Review stages of content development.

#### *QC Presentation*

The primary functions of the QC presentation user for the QC Review queue involve performing a preliminary review of Items and their associated content, including:

- **Listing Items or Passage for Review.** All Items and passages for which a first draft has been completed are placed in the Consortium Review work queue for the QC presentation user.
- **Completing a Final Quality Review.** The QC presentation user reviews all aspects of the item and supporting content to ensure that it meets the defined specifications. The QC presentation user includes relevant notes via the Notes menu.
- **Completing Item or Passage Reviews.** After reviewing the item or passage and indicating any concerns , the QC presentation user returns the item or passage to the content specialist for additional work or sends it to the pool of banked (i.e., completed) content or the Do Not Use (DNU) pool.

### Consortium Review

The primary functions of the Consortium Review role for the Consortium Review queue involve reviewing items, passages, and associated content to ensure that they display appropriately and meet the defined specifications, including:

- **Listing Items or Passage for Review.** All items and passages that have matured in the content development workflow and are ready to be banked are placed in the Consortium Review work queue to be reviewed by a QC presentation user.
- **Completing a Final Quality Review.** The QC presentation user reviews all aspects of the item and supporting content to ensure that it meets the defined specifications. The QC presentation user includes relevant annotations via the Notes menu.

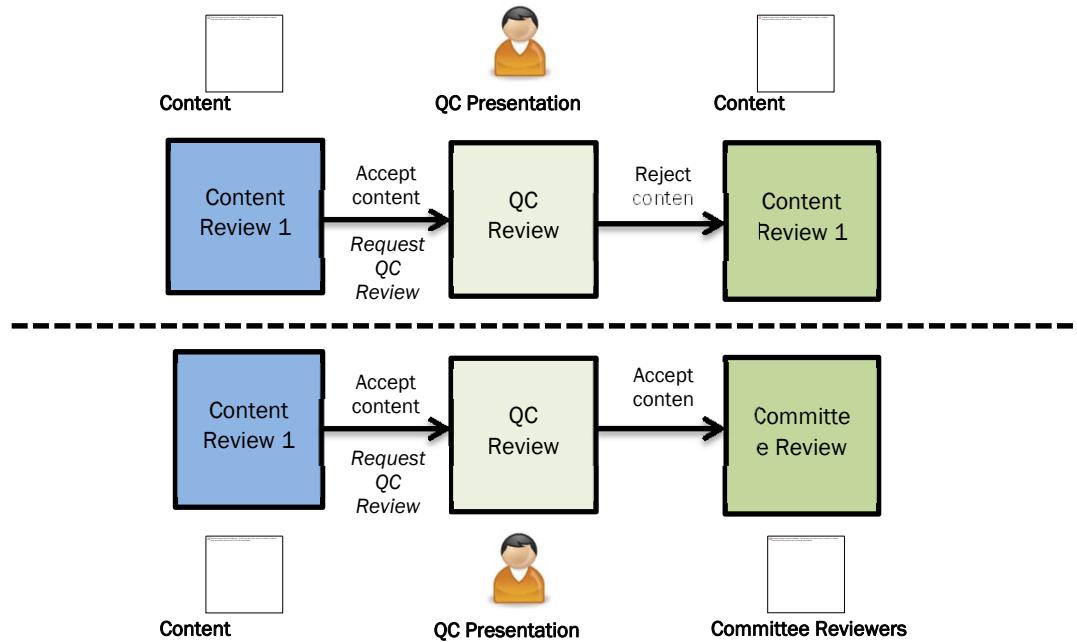
---

**Note:** Functionally, the Consortium Review is the last chance to identify issues with item and passage content.

---

- **Completing Item or Passage Reviews.** After reviewing the item or passage and indicating any concerns, the QC presentation user returns the item or passage to the content specialist for additional work or sends it to the pool of banked (i.e., completed) content or the Do Not Use (DNU) pool.

### QC Presentation Review Workflow Overview

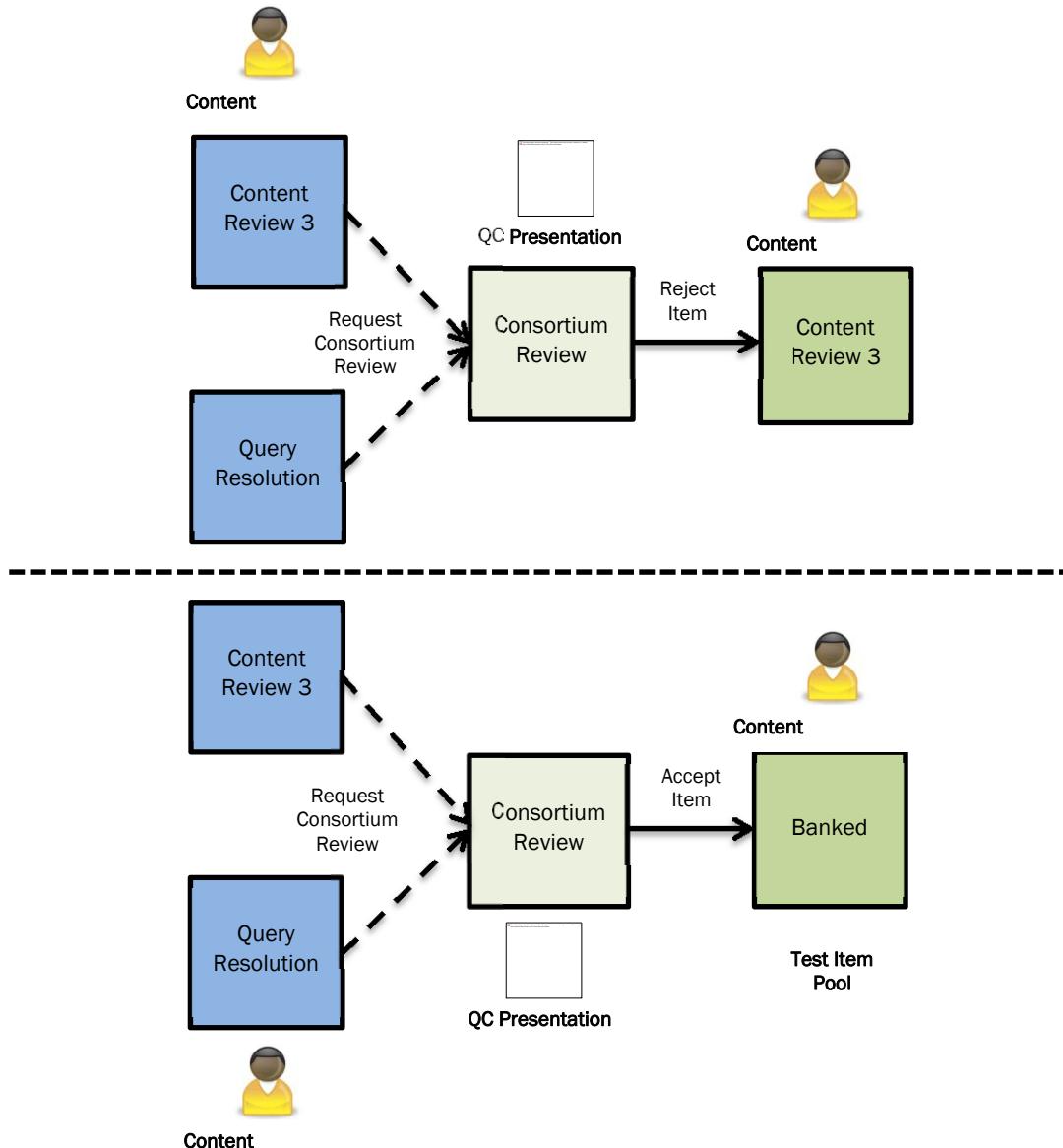


### QC Review Workflow Diagram Discussion

- All requests for QC presentation review (i.e., via the QC Review queue) are initiated by the content specialist from first content review.
- The QC presentation user can advance the item to Committee Review by accepting it or return it to the content specialist for additional work by rejecting it.

- The horizontal dashed line between the upper and lower workflow diagrams separates the accept and reject actions, respectively.

### **Consortium Review Workflow Overview**



### **Consortium Review Workflow Diagram Discussion**

- Requests for consortium review can come from the third content review or query resolution, as indicated by the diagonal, dashed lines.
- The QC presentation user can advance the item to the test item pool (i.e., for exporting to the test bank) by accepting it or return it to the content specialist for additional work by rejecting it.
- The horizontal dashed line between the upper and lower workflow diagrams separates the accept and reject item actions, respectively.

### Psychometrician

Users with the psychometrician role are responsible for analysis of data on the performance of items in test administrations. Psychometrician users are not involved in the content development workflow. Instead, they generate reports on the performance data that has been uploaded to the IAIP application after an administration.

---

**Note:** Because a psychometrician's role is limited to reviewing data for validity, reliability, and fairness, users with the psychometrician role do not interact with content in the workflow. That is, psychometrician users cannot view content in the IAIP application or advance content in the workflow.

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For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

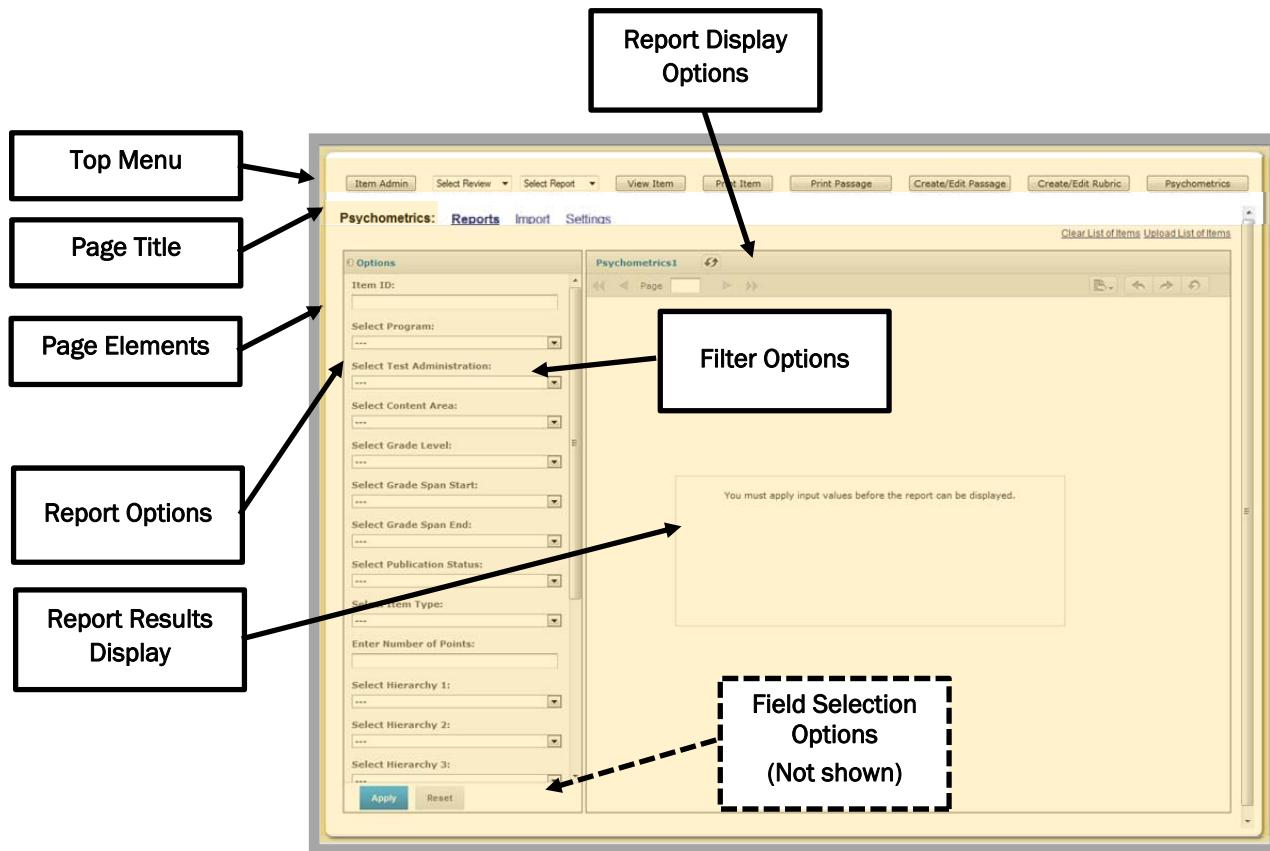
#### *Primary Functions*

The primary functions of the psychometrician role involve the analysis of item performance in assessments, including:

- **Generating Reports.** A user with the psychometrician role can create custom reports on item performance. These reports can be downloaded in different formats for further analysis, record keeping, or distribution, etc.
- **Uploading Data.** A user with the psychometrician role can upload item data to the IAIP application to use in reporting on item performance.

[Figure 196: Psychometrics Reports Page](#) illustrates the elements of the psychometrics reports page for filtering data, selecting fields to display, and viewing report results.

Figure 196: Psychometrics Reports Page



### Generating Reports

The IAIP application provides robust capabilities for generating custom columnar reports that can provide insight into the psychometric performance of items. To enable the creation of custom reports, the IAIP application provides options for filtering the data that displays on the report, selecting the fields that display on the report, and customizing the display of report columns. You can output reports to the screen or in different file formats for viewing, printing, further analysis, or sharing with others.

---

**Note:** Because psychometrics data is associated with administering items on test forms, psychometrics data must be uploaded to the IAIP application in order to use the reporting features.

---

These are the major steps in creating a psychometrics report in the IAIP application:

- Filtering Data. Enables you to specify which items are included in the report output using multiple filter criteria.
  - **Filtering on Item ID.** Enables you to select which items to include in the report based on the item ID (i.e., unique identifier). There are three methods for specifying the items that display in the report:
    - **Single Item Selection.** Displays psychometric data for a single item only.

- **Multi-field Filter Criteria.** Uses a number of item data fields to define which items display in the report (e.g., items from a specific program or content area).
- **List of Items Specified in a File.** Includes the items listed in a file uploaded from your file system in the report output.
- **Filtering on Item Data.** Enables you to select which items to include in the report based on the item metadata matching the criteria you specify. For example, you can select items associated with a specific program, test administration, grade level, content area, etc.
- **Field Selection.** Enables you to specify which fields to display as columns on the report out.
  - **Statistics.** Displays statistical information on individual items (i.e., P-Val, BIS, % Missing, etc.).
  - **Item Data.** Displays data values associated with items on the report (i.e., Program, Content Area, Item Type, etc.).
- **Modifying Column Display.** Enables you to further modify the display of columns in the report output to customize the report output.
  - **Column Options.** Enables you to specify display options for the selected column.
  - **Column Filters.** Displays the Filter column dialog that you can use to hide entire rows of report data that do not match the filter criteria you specify.
  - **Sorting Options.** Causes the report data to be sorted by the contents of the selected column, in ascending or descending order.
  - **Column Width.** Enables you to resize the selected column.
- **Export Results.** Enable you to export the current report to your computer in one of these formats:
  - **PDF.** Adobe portable document format.
  - **Excel (Paginated).** Microsoft Excel paginated format.
  - **Excel.** Microsoft Excel format.
  - **CSV.** Comma-separated value format.
  - **RTF.** Microsoft rich text format.

For more information on generating psychometrics reports, see [Psychometrics Reports](#) on page 523.

### Uploading Data

The IAIP application enables psychometrician users to upload statistical data from a data file in comma-separated value (CSV) format on your file system. The format and content of the data must meet specific requirements to ensure that data is imported properly.

These rules apply to the format of the data in the CSV file:

- The first row must contain column labels.
- The first column label must be ID.
- All IDs specified must exist (i.e., not case sensitive) in the program.
- All other column labels must match fields (i.e., not case sensitive) in the IAIP application.
- All rows must have the correct number of columns.
- All fields must have data (i.e., no empty strings are permitted).
- There must be at least one row with data.
- Only ASCII data is permitted allowed

This is an example of the contents of a CSV file containing psychometrics data for these statistical measures P-Val, Adj P-Val, BIS, BIS Rmv, % Missing:

ID,P-Val,Adj P-Val,BIS,BIS Rmv,% Missing

SBA1-JI-1606,0.7,0.671,0.234,0.11,0.054

SBA1-JI-1607,0.7,0.671,0.234,0.11,0.054

SBA1-JI-1608,0.7,0.671,0.234,0.11,0.054

For more information on uploading psychometrics data, see [Uploading Psychometric Data](#) on page 492.

### *Psychometrician Workflow Diagram*

#### **IMPORTANT**

Users with the psychometrician role do not access the content development workflow and do not have a workflow queue.

### Committee Facilitator

Users with the committee facilitator role are responsible for reviewing comments from a data review and committee review and advance the item or passage in the workflow. The committee facilitator acts as a gatekeeper for the work of the data reviewers and committee reviewers. In this role, the committee facilitator forms a consensus from all the reviews and uses this composite evaluation as the basis for determining the next stage in the workflow.

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**Note:** The IAIP application has a role with a similar name, called committee reviewer, that interacts with work at a different stage in the content development workflow.

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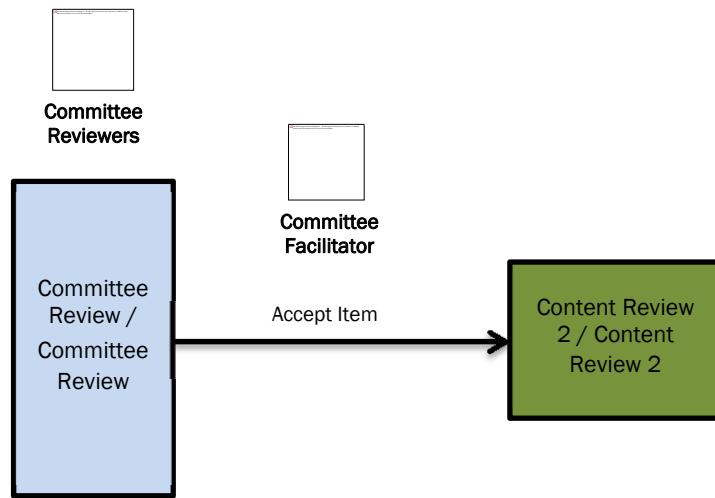
For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

#### *Primary Functions*

The primary functions of the committee facilitator role involve reviewing comments provided by data reviewers and advancing the content appropriately, including:

- **Receiving and Reviewing Data Review and Committee Review Requests.** All items and passages for which a data review or committee review was requested display in specific work queues.
  - Opening an item or passage from the Data Review queue displays notes entered by the data reviewers.
  - Opening an item or passage displays notes from the Committee Review queue displays entered by the committee reviewers.
- **Reviewing Comments.** The committee facilitator reviews comments provided by data reviewers or committee reviewers and determines the appropriate next stage in the workflow.
- **Completing Requests.** After reviewing comments, the committee facilitator continues the item or passage to the next workflow stage.
  - For a data review, the next workflow stage is Post Admin Review.
  - For a committee review, the next workflow stage is Content Review 2.

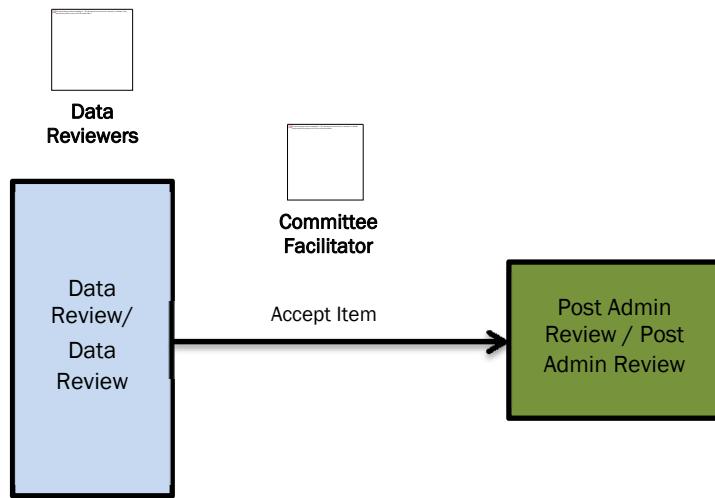
*Committee Review-Committee Facilitator Workflow Overview*



*Committee Review-Committee Facilitator Workflow Discussion*

- Items enter the Committee Review Development State from the QC Presentation Review state. The purpose of the committee review is to verify that the content is appropriate for the needs of the testing program and that additional development is appropriate.
- The Committee Review Development State enables a group of committee reviewers to comment on the item without changing its Development State. All comments are available to the committee facilitator for review.
- The committee facilitator reviews the comments from the committee reviewers and moves the content to Content Review 2 by accepting it.

### Data Review-Committee Facilitator Workflow Overview



### Data Review-Committee Facilitator Workflow Discussion

- Items enter the Data Review Development State from the Banked Development State. The purpose of the data review is to verify that the item is free from measurable bias and sensitivity issues.
- The Data Review Development State enables a group of data reviewers to comment on the item without changing its Development State. All comments are available to the committee facilitator for review.
- The committee facilitator reviews the comments from the data reviewers and moves the item to Post Admin Review by accepting it.

### Accessibility Specialist

Users with the accessibility specialist role are responsible for tagging content that requires accessibility features and indicating what type of accessibility feature is to be applied. Like other user roles, the accessibility specialist receives work assignments via the content development workflow in a role-specific queue, then uses the IAIP accessibility tagging interface to mark item and passage content for accessibility features and defines the specific features to be applied.

After completing the accessibility tagging, the content is returned to the queue from which the accessibility request was initiated (i.e., Content Review 1, Content Review 2, or Content Review 3).

---

**Note:** To avoid rework it is preferable to send content out for accessibility tagging later in the workflow.

---

Because an individual item or passage can be marked for different accessibility features, the accessibility specialist often will see the same item or passage in his/her queue more than once during the development of the content.

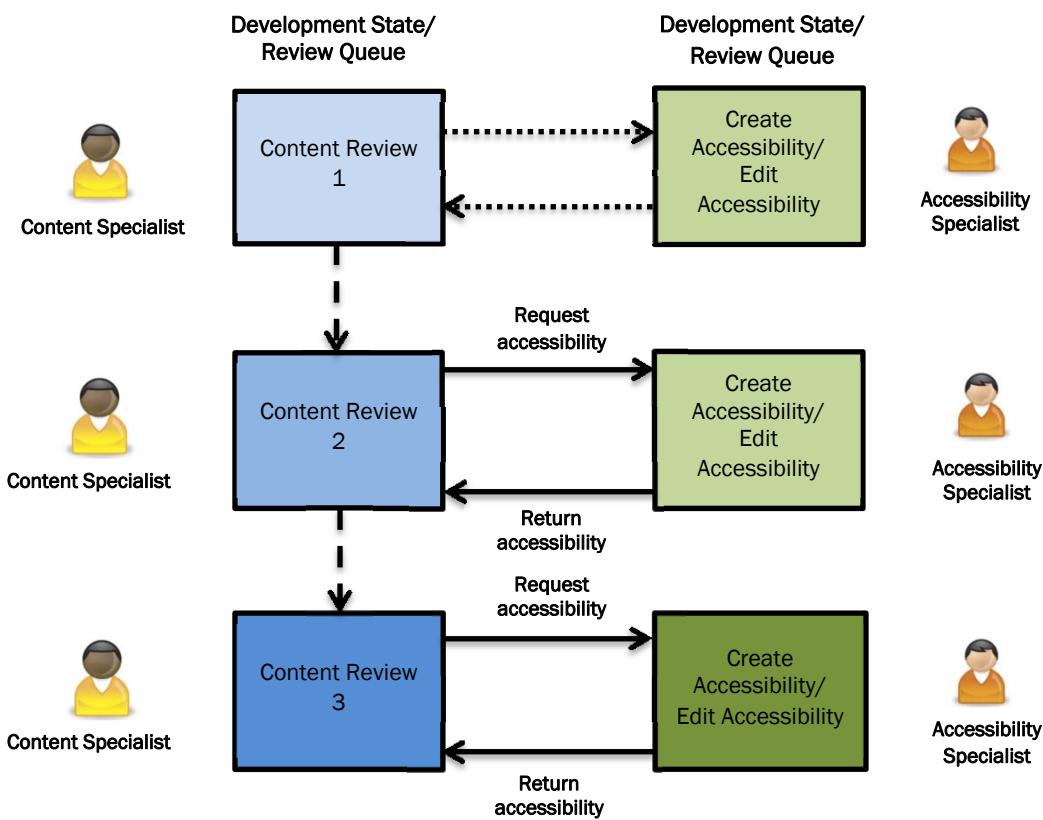
For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### *Primary Functions*

The primary functions of the accessibility specialist role involve tagging items and passages for accessibility features, including:

- **Receiving Accessibility Requests.** All items and passages for which accessibility features have been requested display in the accessibility specialist's work queue. Opening an item or passage from the queue displays details (i.e., referred to as supplemental information) on the type and attributes of the accessibility features requested.
- **Fulfilling Accessibility Requests.** The accessibility specialist creates the accessibility tags and associates appropriate features as requested from the details provided in the supplemental information.
- **Reviewing and Making Notes on Accessibility Requests.** The accessibility specialist provides any additional supporting information as notes in the item or passage.
- **Completing Accessibility Requests.** After creating the accessibility features requested, the accessibility specialist returns the item or passage to the requestor to continue its development.

### Accessibility Specialist Workflow Overview



#### Workflow Diagram Discussion

- All requests for accessibility enter the Create Accessibility and Edit Accessibility queue from one of the content review Development States: Content Review 1, Content Review 2, or Content Review 3.
- All requests for accessibility return to the same content review Development State from which they were initiated: Content Review 1, Content Review 2, or Content Review 3.
- In the illustration, 'Request accessibility' represents both requests for new accessibility and edits to accessibility.
- The dashed line between Development States in the Content Review stack indicates the omission of interim Development States.

### Data Reviewer

Users with the data reviewer role are responsible for reviewing the statistical data associated with items for which performance data has been uploaded to the IAIP application. After statistical performance data has been uploaded to the IAIP application for items and passages, this content can be assigned to a data review to enable data reviewers to review the performance of the content based on the statistical data.

The task of performing data reviews of items is often shared by multiple users with the data reviewer role. The data reviewer provides comments, feedback, and a rating on aspects of the quality of an item or passage based on performance statistics uploaded to the application. For example, data reviewers examine statistical data can identify the item's difficulty, how many students selected each answer choice, the item's reliability for measuring student ability. Statistics can also be used to examine the performance of an item across demographic groups to identify bias issues.

Multiple data reviewers can comment on the same item without overwriting each other's comments. A user with the committee facilitator role then reviews the comments from the different users and determines an appropriate action for the item (i.e., including returning the content to a content specialist for additional review or moving the item to the available item pool or the DNU pool). The data reviewer role does not have permissions to modify items. Instead, data reviewers record their notes and rating and then accepts the item or passage.

---

**Note:** An item or passage that has been reviewed remains in the Data Review queue until it is processed by the committee facilitator.

---

For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### *Primary Functions*

This section details the steps for performing key data reviewer tasks.

The primary functions of the data reviewer role involve locating and commenting on items and passages in the workflow, including:

- **Listing Items or Passage for Review.** Enables the data reviewer to view data review requests in a work queue by specifying the program and review type as well as additional filter criteria.
- **Reviewing Items and Passages.** Enables data reviewers to review the item or passage and associated statistical data, make comments, and rate the item or passage. [Figure 197: Example Data Reviewer Item Review Page](#) illustrates the review options available to a data reviewer.

---

**Note:** The data reviewer cannot modify the content of an item or passage.

---

- **Completing item or Passage Reviews.** Enables data reviewers to accept an item or passage. Accepting saves the comments and notes for review by other data reviewers and the committee facilitator.

---

**Note:** Multiple data reviewers can comment on the same item without overwriting each other's comments.

---

Figure 197: Example Data Reviewer Item Review Page

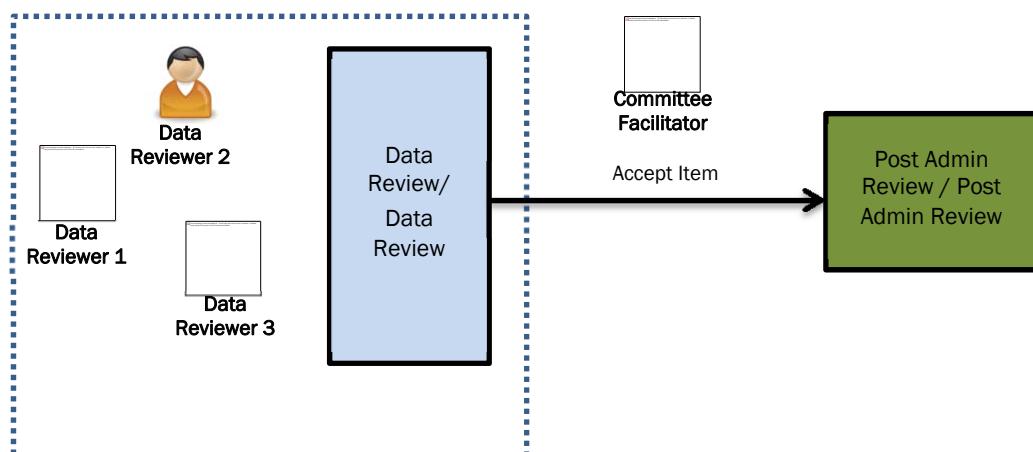
Item: item\_19079 <SBAC\_Demo\_Program>  
Description: Item 19079

Comment	Nice
Rating	Good
<a href="#">Add/Update Comment</a>	

[View Item Publication History](#)

2  
 $3 \times 8 - 2 = 22$   
[Use equation scoring: provide digits 0-9, =, +, -, ×, ÷]  
Student includes both operations and steps of the problem to derive the correct answer.

### Data Reviewer Workflow Overview



### Workflow Diagram Discussion

- Items enter the Data Review Development State from the Banked Development State. The purpose of the data review is to verify that items and passages are performing appropriately (e.g., in a field test).
- The Data Review Development State enables a group of data reviewers to comment on the item without changing its Development State. All comments are available to the committee facilitator for review.

- The committee facilitator reviews the comments from the data reviewers and moves the item to Post Admin Review by accepting it.

### Field Reviewer

Users with the Field Reviewer role are responsible for reviewing an item or passage early in development for bias and sensitivity issues. The task of performing a field review of items and passages is often shared by multiple users with the Field Reviewer role. The Field Reviewer cannot make changes or indicate edits to the content; instead the Field Reviewer annotates the item or passage with comments. Each Field Reviewer's comments are stored in the item or passage for review by the committee facilitator.

Often multiple users provide committee reviews for content in the IAIP application. Multiple Field Reviewers can comment on the same item without overwriting each other's comments. A user with the committee facilitator role then reviews the comments from the different users and determines an appropriate action for the item (i.e., including returning the content to the Content Review 1 queue, advancing it to the Content Review 2 queue, or sending it to the DNU pool). The Field Reviewer role does not have permissions to modify items. Instead, Field Reviewers record their notes and rating and then accepts the item or passage.

---

**Note:** An item or passage that has been reviewed remains in the Field Review queue until it is processed by the committee facilitator.

---

For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### Primary Functions

The primary functions of the committee facilitator role involve reviewing items and passages for bias and sensitivity issues, including:

- **Receiving and Reviewing Field Review Requests.** All items and passages for which a QC presentation review has been completed display in a specific work queue. Opening an item or passage for field review displays a preview of the content and controls for providing comments.
- **Reviewing Comments.** The Field Reviewer reviews a preview of the item or passage and provides comments on bias and sensitivity concerns.

---

**Note:** The Field Reviewers cannot modify the content of an item or passage.

---

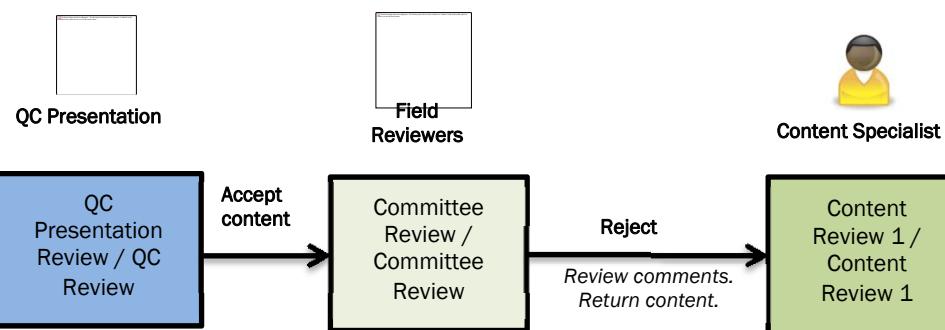
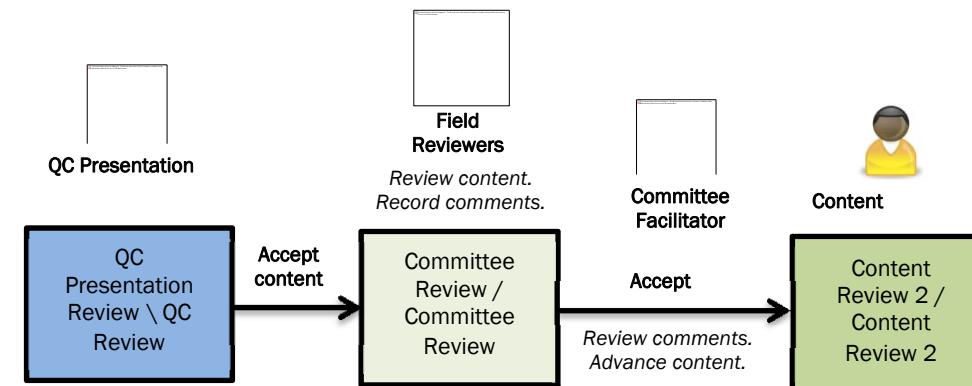
- **Completing Field Review Requests.** After reviewing the content, the Field Reviewer accepts it. However, the content does not advance until it is reviewed and advanced by the committee facilitator.

---

**Note:** Multiple Field Reviewers can comment on the same item without overwriting each other's comments.

---

### Field Reviewer Workflow Overview



### Workflow Discussion

- All requests for field review enter the Field Review queue from the QC Presentation Review queue.
- The Field Reviewers review and make comments on the content and save their comments by clicking the Approve button.

**Note:** The item or passage does not move in the workflow until a committee facilitator reviews the comments entered by the Field Reviewers and takes appropriate action.

- The workflow diagram (above) shows the workflow paths for two items: one accepted (top) and one rejected (bottom). Each is returned to the content specialist, but in a different Development State (i.e., Content Review 1 and Content Review 2, respectively).
  - The committee facilitator moves the item or passage to the Content Review 2 state by accepting it.
  - The committee facilitator returns the item or passage to the Content Review 1 state by rejecting it.

### Data Manager

Users with the data manager role are responsible for uploading and managing the data on the performance of items in test administrations (e.g., field studies). Data manager users are not involved in the content development workflow. Instead, they upload performance data that is

used by psychometricians and content developers to better understand the performance results for items in the IAIP application.

For an overview of the user roles in the content development workflow, see [User Roles](#) on page 357.

### **Primary Functions**

The primary function of the data manager role involves the uploading of item performance data from assessments for analysis and reporting by psychometricians.

[Figure 196: Psychometrics Reports Page](#) illustrates the elements of the psychometrics reports page for filtering data, selecting fields to display, and viewing report results.

### **Uploading Data**

The IAIP application enables data manager users to upload statistical data from a data file in comma-separated value (CSV) format on your file system. The format and content of the data must meet specific requirements to ensure that data is imported properly.

These rules apply to the format of the data in the CSV file:

- The first row must contain column labels.
- The first column label must be ID.
- All IDs specified must exist (i.e., not case sensitive) in the program.
- All other column labels must match fields (i.e., not case sensitive) in the IAIP application.
- All rows must have the correct number of columns.
- All fields must have data (i.e., no empty strings are permitted).
- There must be at least one row with data.
- Only ASCII data is permitted allowed

This is an example of the contents of a CSV file containing psychometrics data for these statistical measures P-Val, Adj P-Val, BIS, BIS Rmv, % Missing:

ID,P-Val,Adj P-Val,BIS,BIS Rmv,% Missing  
SBA1-JI-1606,0.7,0.671,0.234,0.11,0.054  
SBA1-JI-1607,0.7,0.671,0.234,0.11,0.054  
SBA1-JI-1608,0.7,0.671,0.234,0.11,0.054

For more information on uploading psychometrics data, see [Uploading Psychometric Data](#) on page 492.

### **Data Manager Workflow Diagram**

#### **IMPORTANT**

Users with the data manager role do not access the content development workflow and do not have a workflow queue.

### **Adding New User Accounts**

User accounts are associated with a single organization in the IAIP application. However, each user account can be associated with more than one program, wherein the user has the same

user role for each program. Each IAIP user requires one (sometimes, more than one) user account in order to perform work in the content development workflow.

Because there is a one-to-one relationship between user accounts and user roles, for a user to be assigned multiple roles in the content development workflow, a user account must be created for each user role to which the user is to be assigned. For more information on user roles, see [User Roles](#) on page 357.

The IAIP application provides the User Management page that enables you to view properties of IAIP users, modify the properties of users, and add users to the application.



You can create a user account for a new user and temporarily disallow the user from accessing data in the system. For more information, see [User Management Page](#) on page 103.

Prior to adding a user account, ensure that:

- The user's computer satisfies the technical requirements for using the IAIP application.
- The user has been trained in the use of the application, and has access to the IAIP Application User Guide (this guide).



This procedure requires super administrator permissions. Organization or program administrator permissions are not sufficient.

To add a new user account:

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.  
The Item Admin page is displayed.
- 3 Select Users from the Manage menu.  
The User Management page is displayed. For more information, see [User Management Page](#) on page 103.
- 4 Scroll to the bottom of the page to access the Add New User feature:

**Add New User**

**Organization:** SBAC

**Username:**

**First Name:**

**Last Name:**

**E-Mail:**

**Writer Code:**

**Review Type:** None

**Admin Type:** None

\* Required field

**Add New User**

- 5 At a minimum, complete these required fields:

- **Username.** The unique identifier used by the user to log onto the IAIP system.
- **First Name.** The given name of the user.
- **E-Mail.** The email address of the user. The IAIP application uses this email to send automatic emails to the user (e.g., to introduce the system and to set an IAIP password).

For details on all the user attributes, see [User Management Page](#) on page 103.

**IMPORTANT**

The Review Type and Admin Type determines the user's access to content and functions in the IAIP application. Ensure that you set these attributes appropriately for the specific user.

- 6 Once the appropriate user attributes are defined, click the Add New User button.

The IAIP application will send the new user an email introducing the system and an email that provides a link for setting the IAIP password. After creating a password via the provided link, the user can now access the IAIP application. However, access to programs and item content is defined on the Edit Program page. For more information, see [Edit Program Page](#) on page 101.

**Note:** If you want to temporarily disable the user's access to the IAIP application, you can select the **Inactivated?** option on the Edit User page for the selected user. For more information, see [User Management Page](#) on page 103.

### Modifying User Accounts

Modifying a user account enables Administrators to change the attributes associated with the user in the IAIP application.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

Modifying User Accounts generally involves these tasks:

- Modifying user identification attributes (e.g., name and email address).
- Modifying access to the application.

---

**Note:** Users can request their own password reset using the Reset Password button on the log in page. Administrators can also send an automated password reset message to selected users from the User Management page. For more information, see [User Management Page](#) on page 103.

---

### Modifying User Identification Attributes

User identification attributes provide information on each user's identity and contact information, but do not affect access to the IAIP application. For example, you can change a user's last name to reflect a recent marriage or an email address to update the user's contact information.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

To modify user identification attributes:

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.  
The Item Admin page is displayed.
- 3 Select Users from the Manage menu.

The User Management page is displayed. For more information, see [User Management Page](#) on page 103.

A list of users in the IAIP application displays at the top of the page. For example:

User Management										
Last Name	First Name	Org	Login	E-mail	Review Type	Admin Type	Disabled?	Edit	PW Reset	
Importer	Item	SBAC	democodesbac15	cde@pacificmetrics.com	None	None		<input type="button" value="Edit"/>	<input type="button" value="Send"/>	
Super Admin	System	SBAC	system	sbac07pacmetteam@pacificmetrics.com	Content Specialist	Super Admin		<input type="button" value="Edit"/>	<input type="button" value="Send"/>	

- 4 Click the Edit button associated with the user to modify.

The Edit User page is displayed for the selected user.

- 5 Modify the First Name, Last Name, Email, and Writer Code fields as desired. Modifying these attributes will not affect the user's access to or use of the IAIP application.

---

**Note:** You cannot modify the IAIP user name once it has been created.

The remaining fields on this page can affect the user's access to functions in the application. For information on modifying these, see [User Management Page](#) on page 103.

- 6 Click the Save button.

To modify additional users, return to Step 4.

### Modifying User Access to the Application

Each user's access to the IAIP application is determined by attributes defined in the IAIP user account. Modifying user access attributes can change the functions available to the user in the application.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

To modify user access attributes:

**Note:** User access to specific programs is defined on the Program Management page. For more information, see [Program Management Page](#) on page 99.

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.

The Item Admin page is displayed.

- 3 Select Users from the Manage menu.

The User Management page is displayed. For more information, see [User Management Page](#) on page 103.

A list of users in the IAIP application displays at the top of the page. For example:

User Management											
Last Name	First Name	Org	Login	E-mail	Review Type	Admin Type	Disabled?	Edit	PW Reset		
Importer	Item	SBAC	demodesbac15	cde@pacificmetrics.com	None	None		<button>Edit</button>	<button>Send</button>		
Super Admin	System	SBAC	system	sbac07pacmeteams@pacificmetrics.com	Content Specialist	Super Admin		<button>Edit</button>	<button>Send</button>		

- 4 Click the Edit button associated with the user to modify.

The Edit User page is displayed for the selected user.

- 5 Modify the Review Type, Admin Type, and Inactivated fields as appropriate for the selected user:

- **Review Type.** Determines the user's access to work in the content development workflow depending on the Development State assigned to items and passages.
- **Admin Type.** Determines the user's access to administrative functions in the IAIP application.
- **Inactivated?.** Determines whether an existing IAIP user can log into the application. This setting is provided to temporarily prevent a user with an IAIP account from accessing the system (e.g., during initial system set up or for a period of planned inactivity).

For more information on IAIP user roles and permissions, see [Chapter 5: Administering Security](#) on page 357.

**Note:** Changing these options will be reflected the next time the selected user logs onto the application.

- 6 The additional fields on this page can affect the user's access to functions in the application. For information on modifying these, see [User Management Page](#) on page 103.
- 7 Click the Save button.

To modify additional users, return to Step 8.



## Workgroups

Workgroups provide a mechanism for filtering the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels. They are designed to assist in distributing work across multiple role users, wherein each user can access only a subset of the work. Workgroups are also supported in item and passage reporting.

For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup named ‘Math 3-6’ that is defined with filters for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math. In this example, all users who are members of the Math 3-6 workgroup can view content with this metadata assigned:

Content Area: MATH

Grade Level: 4, 5, or 6

Workgroups enable users to focus on content area and grade level specific items and passages specified by the filters assigned to the workgroup on the Edit Workgroup page. For information on defining workgroups, see [Creating Workgroups](#) on page 409. Once these filters are defined for workgroups, users assigned to the workgroup will be able to access all content in the specified program that matches the filter criteria in their work queue.

Workgroups are supported for all user roles in the IAIP application except:

- Item writers
- Graphic Designers
- Media Designers

Because these user roles are explicitly assigned work in the workflow, they can see all work assigned to them, without regard to workflow assignments.

---

**Note:** When creating or importing items and passages in the IAIP application, Administrators do not need to associate them with workgroups. Simply defining the Content Area and Grade Level metadata fields appropriately will ensure that the content is available to the appropriate workgroups.

---

The availability of work displayed in a user’s queue depends on membership in workgroups:

- Users assigned to a workgroup can view only content associated with a workgroup to which they are members.
- Users not assigned to a workgroup can view content from any program to which they have access (i.e., without regard to its associated workgroup).

## Creating Workgroups

Workgroups are an optional entity in the IAIP application that enable administrators to segment the work in the workflow among focused content development groups. These groups are free-form, and can be added or removed at any time. For example, an administrator can create a workgroup for math content development, segmented between K-8 and 9-12. In this instance, members of the K-8 math workgroup would develop and review content for elementary math, while the 9-12 math workgroup would develop and review content for high school math.

Because, workgroups are exclusive entities, group members can view only content that is assigned to their workgroups.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

To create a workgroup:

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.

The Item Admin page is displayed.

- 3 Select Workgroups from the Manage menu.

The Workgroup Management page is displayed. For more information, see [Workgroup Management Page](#) on page 120.

- 4 Select the program associated with the workgroup from the Program menu.
- 5 Enter a name for the workgroup in the Name field and click the Add button.
- 6 Optionally, enter a description for the workgroup in the Description field.
- 7 Select filters from the Content Area and Grade Level selection lists to filter the items and passages available to members of the workgroup, and click the Add button.

---

**Note:** Each filter selection is composed of a content area and grade level.

---

This is an example of completed filter selections for a math, grade 9-12 workgroup:

**Filters**

New Filter: Content Area: = **MATH**  Grade Level: = **K**

Content Area:	Grade Level:	Action
MATH	11	<input type="button" value="Delete"/>
MATH	10	<input type="button" value="Delete"/>
MATH	12	<input type="button" value="Delete"/>
MATH	9	<input type="button" value="Delete"/>

- 8 Click the Save button.

### Modifying Workgroups

You can modify a workgroup to add or remove content filters as well as changing its description.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

To modify a workgroup:

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.  
The Item Admin page is displayed.
- 3 Select Workgroups from the Manage menu.  
The Workgroup Management page is displayed. For more information, see [Workgroup Management Page](#) on page 120.
- 4 Select the program associated with the workgroup from the Program menu.
- 5 Select the workgroup to edit from the Edit Workgroup menu.
- 6 Click the Edit button.
- 7 The Edit Workgroup page is displayed. For more information, see [Edit Workgroup Page](#) on page 122.
- 8 Optionally, modify the description.
- 9 Add content filters by selecting the appropriate combination of content area and grade level and clicking the Add button.
- 10 Delete content filters by clicking the associated Delete button.

---

**Note:** The order of content filters has no effect on the workgroup.

---

- 11 Click the Save button.

### Managing Workgroup Users

Assigning users to workgroups enables you to define which users have access to the selected subset of content in the workflow.

- Users who are members of the workgroup can view only content matching the associated content filters.
- Users who are not associated with any workgroups, can view content associated with any or no workgroups.



This procedure requires super or organization administrator permissions. Program administrator permissions are not sufficient.

To manage users in a workgroup:

- 1 Login as a user with super or organization administrator permissions.
- 2 From the Top Menu, click the Item Admin button.  
The Item Admin page is displayed.
- 3 Select Workgroups from the Manage menu.  
The Workgroup Management page is displayed. For more information, see [Workgroup Management Page](#) on page 120.
- 4 Select the program associated with the workgroup from the Program menu.
- 5 Select the workgroup to edit from the Edit Workgroup menu.
- 6 Click the Assign Users button.

- 7 The Edit Workgroup Users page is displayed. For more information, see [Edit Workgroup Users Page](#) on page 124.
- 8 Users in the associated program are displayed, along with their associated user role.

---

**Note:** Displayed roles are affected by workgroup assignments. Other roles are not. For more information, see [Workgroups](#) on page 409.

---

- 9 Select or clear users (as appropriate) to define membership in the workgroup.
  - Checked users are included in the workgroup.
  - Unchecked users are not included in the workgroup.
- 10 Click the Save button.

## Chapter 6: Setting up the IAIP Application for Your Organization

This chapter provides information on setting up the IAIP application for the first time, and is intended for IAIP users with administrator permissions. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">413</a>
<a href="#">Identifying IAIP Administrators</a>	<a href="#">414</a>
<a href="#">Creating Organization</a>	<a href="#">415</a>
<a href="#">Creating Programs</a>	<a href="#">416</a>
<a href="#">Creating User Accounts</a>	<a href="#">416</a>
<a href="#">Creating Workgroups</a>	<a href="#">418</a>

### Introduction

This chapter describes the tasks that must be performed prior to using the IAIP application to manage content in the content development workflow. For the Smarter Balanced Assessment System, most (if not all) of these tasks will have already been performed.

---

**Note:** The instructions in this chapter assume that none of the required tasks have yet been performed. Modify as appropriate for your environment.

---

These tasks must be completed in order to begin using the IAIP application:

- 1 Identify IAIP Administrators.** The IAIP application provides three distinct administrator permissions that have a different scope level of scope in the application. In larger operational groups, a greater number of administrators is recommended to ensure sufficient bandwidth for the day-to-day tasks in managing the application.
- 2 Create Organizations.** Organizations are the base structure in the IAIP application with which program and users are associated. They enable a single IAIP installation to support the item development efforts for more than one item development organization, while maintaining separation of all users, item content, data, and metadata.
- 3 Create Programs.** Programs are provided in the IAIP application in order to manage the development of related item content. Analogous to a test bank, programs contain all of the items and supporting content used for an administration and are aligned with a single standards hierarchy. Because IAIP users are provided access to programs in order to support the content development workflow, the program structure that you implement must support the operational teams involved in item development.

---

**Note:** Because item content and users are organized around Projects, you should consider both in determining the composition of programs to support the content development workflow.

---

- 4 Create User Accounts.** Access to the content and functions in the IAIP application is controlled by a two-dimensional permissions paradigm based on user roles and user permissions. User accounts are associated with a single organization, but can be assigned to multiple programs.

- **User Roles.** Define access to the item development content in the content development workflow. Users can be assigned only a single user role.
- **User Permissions.** Define access to the administrative functions in the IAIP application. Users can be assigned a single user permission, or None.

Each user should be assigned a unique user account to ensure access to the content appropriate to the user's function in the workflow.

This is the recommended order for creating user accounts:

---

**Note:** This order creates the users with higher permissions earlier. The building out of application users supporting the content development workflow can continue throughout the development lifecycle to increase the capacity of the system to manage the workload.

---

- A Create Additional Super Administrators (if appropriate).**
- B Create Additional Organization Administrators.** A typical implementation includes an organization administrator for each organization in the IAIP application.
- C Create Program Administrators.** Program Administrators are often operational program managers or team leads for the content development workflow.
- D Create User Accounts for Required User Roles.** The IAIP application provides a comprehensive, yet flexible, content development workflow paradigm that can be adapted for different management and control methodologies and operational groups.

The IAIP provides a comprehensive of pre-defined roles that match the typical milestones in item development. For more information on user roles, see [User Roles](#) on page 357.

- 5 Create Workgroups.** Workgroups enable you to distribute items and passages in the content development workflow between different supporting user roles. Workgroups provide a mechanism for limiting the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels. They are useful to help divide a large workload over a small group of users in a logical manner (i.e., via the Content Area and Grade Level associated with items and passages).

For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup defined with these filters:

Content Area: MATH

Grade Level: 4, 5, or 6

### Identifying IAIP Administrators

The first step in setting up the IAIP application is determining who will serve as administrators in the application. The IAIP application provides three distinct administrator permissions that have a different scope of control in the application.

- **Super administrator.** Granted permissions to modify all users, content structures, and content within the IAIP application. The scope of a super administrator's access is the entire IAIP application.

---

**Note:** As part of the delivery of the IAIP application, a super administrator account will be created for the IAIP site administrator. This account will be managed by Smarter Balanced.

- **Organization administrator.** Granted permissions to modify all users, content structures, and content with which the user account is associated. The scope of an organization administrator's access is the organization with which the user is associated.
- **Program administrator.** Granted permissions to modify all content with which the user account is associated. The scope of a program administrator's access is the program (i.e., not user accounts, organizations, or Hierarchies) with which the user is associated. The program administrator should have a strong understanding of the IAIP application and the item development processes and procedures in place.

### Recommendations

These recommendations apply to the number of each user administrator user types to create in the IAIP application:

- Create 2-3 organization Administrators for each organization in the IAIP application. This will provide sufficient resources to manage IAIP organizations.
- Create 1-2 program Administrators for each program in the IAIP application. This will provide sufficient resources for managing IAIP programs.

---

**Note:** Depending IAIP hosting, the service provider might provide super administrator staffing, reserving the highest level of administrator permissions to the Smarter Balanced organization administrator.

### Creating Organizations

Organizations are the base structure in the IAIP application with which program and users are associated. They enable a single IAIP installation to support the item development efforts for more than one item development organization, while maintaining separation of all users, item content, data, and metadata.

For example a single organization might be created to manage the item development work for the Smarter Balanced consortium. If another organization were created in the application to contain test items for a different purpose, its users, item content, and data would not be accessible by users of the Smarter Balanced organization, and vice versa.

---

**Note:** Depending IAIP hosting, the high-level organization structure for the IAIP application might already be defined. Before continuing, verify the organizational structure for the IAIP application.

### Recommendations

These recommendations apply to the number of organizations to create in the IAIP application:

- If required, create an organization for managing item development for the Smarter Balanced Assessment System.
- Create an organization for other assessment entities to be supported with this IAIP installation. This will ensure that non-SBAC-related item content is kept separate from the Smarter Balanced organization (i.e., SBAC).

For information on creating organization, see [Creating Organizations](#) on page 352.

### Creating Programs

Programs are provided in the IAIP application in order to manage the development of related item content. Analogous to a test bank, programs contain all of the item and supporting content used for an administration and are aligned with a single standards hierarchy. By definition, an item can exist only in a single program. For example, an item copied to another program assumes its own lifecycle in the content development workflow. Because IAIP users are provided access to programs in order to support the content development workflow, users can be given access only if the user and program are associated with the same organization.

At its essence, a program is the container for managing item content through the various reviews and edits performed by associated users in the content development workflow. You should consider the scale of the item development effort (in both raw item numbers and supporting users) in determining how many programs to create.

---

**Note:** The IAIP application provides options for moving items from one program into another (even to a program in another organization). For more information, see [Moving Items](#) on page 437.

---

For an overview of programs in the IAIP application, see [Chapter 4: Administering Content Structures](#) on page 349.



After creating a program, you must also provide users with explicit access to the program in order for them to have access to its content (e.g., in the content development workflow).

### Recommendations

These recommendations apply to the number of programs to create in the IAIP application:

- For the Smarter Balanced Assessment System, create enough programs to ensure that the scale of the program (in both the number of overall items and users) is sufficiently small to be manageable without causing excessive program and user management. Create these programs in the Smarter Balanced organization (i.e., SBAC).
- Optionally, create enough programs to ensure that the scale of the program is appropriate for the expected number of items and users to support non-SBAC testing. Additionally, a separate program should be used for each administration. Create these programs in an organization other than SBAC.

For information on creating an organizations, see [Chapter 4: Administering Content Structures](#) on page 349.

### Creating User Accounts

The IAIP application provides two different types of application access for users identified in the system.

- **User Roles.** Define access to the item development content in the content development workflow. Users can be assigned only a single user role. This access type provides users with access to the item-related content through the content development workflow via role-specific work queues.

Nearly all (likely 99% or more) of IAIP users will be provided with a user role. This includes Administrators are generally given the content specialist user role.

**Note:** Users can be added to the IAIP application without providing a user role. This enables administrators to quickly set up a user for accessing the system without providing access to any item content. Later, the user can then be provided access to item content by assigning a user role.

- **User Permissions.** Define access to the administrative functions in the IAIP application. Users can be assigned a single user permission that defines access scope to organizations, users, hierarchies and programs, or none.

**Note:** A small percentage (likely 5% or fewer) of IAIP users will be provided with administrator permissions.

Each user should be assigned a unique user account to ensure access to the content appropriate to the user's function in the workflow.

User accounts are associated with a single organization, but can be assigned to multiple programs.

This is the recommended order for creating user accounts:

**Note:** This order creates the users with higher permissions earlier. The building out of application users supporting the content development workflow can continue throughout the development lifecycle to increase the capacity of the system to manage the workload.

- 1 **Create Super Administrators (if appropriate).** As part of the delivery of the IAIP application, a super administrator account will be created for the IAIP site administrator. This account will be managed by Smarter Balanced.

#### IMPORTANT

Super Administrators have access to all organizations, programs, and Content in the IAIP application.

- 2 **Create Organization Administrators.** A typical implementation includes an organization administrator for each organization in the IAIP application.

**Note:** Organization Administrators should have a strong understanding of the IAIP application as well as a general understanding of the item development process.

- 3 **Create Program Administrators.** Program Administrators are often operational program managers or team leads for the content development workflow. They are responsible for initiating, tracking, and troubleshooting item development workstreams for a specific operational group.

**Note:** Knowledge of both the IAIP application and the item development process is critical for program Administrators.

A typical implementation includes a program administrator for each program in the IAIP applications. For programs servicing hundreds or more items under development, more than one program administrator is recommended.

- 4 Create User Accounts for Required User Roles.** The IAIP application provides a comprehensive, yet flexible, content development workflow paradigm that can be adapted for different management and control methodologies and operational groups. The key roles that drive the workflow are content specialists, item writers, and QC presentation. These roles define the minimum development stages that an item must complete.

---

**Note:** If there is not sufficient information for building out all the user roles at this time, you can fill in gaps at a later date.

---

The IAIP provides a comprehensive of pre-defined roles that match the typical milestones in item development. For more information on user roles, see [Chapter 5: Administering Security](#) on page 357.

### Creating Workgroups

Workgroups enable you to distribute items and passages in the content development workflow between different supporting user roles. Workgroups provide a mechanism for limiting the content visible to a user in the workflow based on content area and grade level. Functionally, workgroups enable users with supporting roles in the workflow to focus on content in specific content areas and grade levels. They are useful to help divide a large workload over a small group of users in a logical manner (i.e., via the Content Area and Grade Level associated with items and passages).

For example, a copy editor could be assigned only content from 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade math via a workgroup defined with these filters:

Content Area: MATH

Grade Level: 4, 5, or 6

Workgroups are supported for all user roles in the IAIP application except:

- Item writers
- Graphic Designers
- Media Designers

Because these user roles are explicitly assigned work in the workflow, they can see all work assigned to them, without respect to workflow assignments.

---

**Note:** When creating or importing items and passages in the IAIP application, Administrators do not need to associate them with workgroups. Simply defining the Content Area and Grade Level metadata fields appropriately will ensure that the content is available to the appropriate workgroups.

---

For more information on workgroups, see [Workgroups](#) on page 409.

## Chapter 7: Administering Content

This chapter provides information on the managing content (i.e., items, passages, rubrics, and program metafiles) in the IAIP application, , and is intended for IAIP users with administrator permissions. It contains these topics:

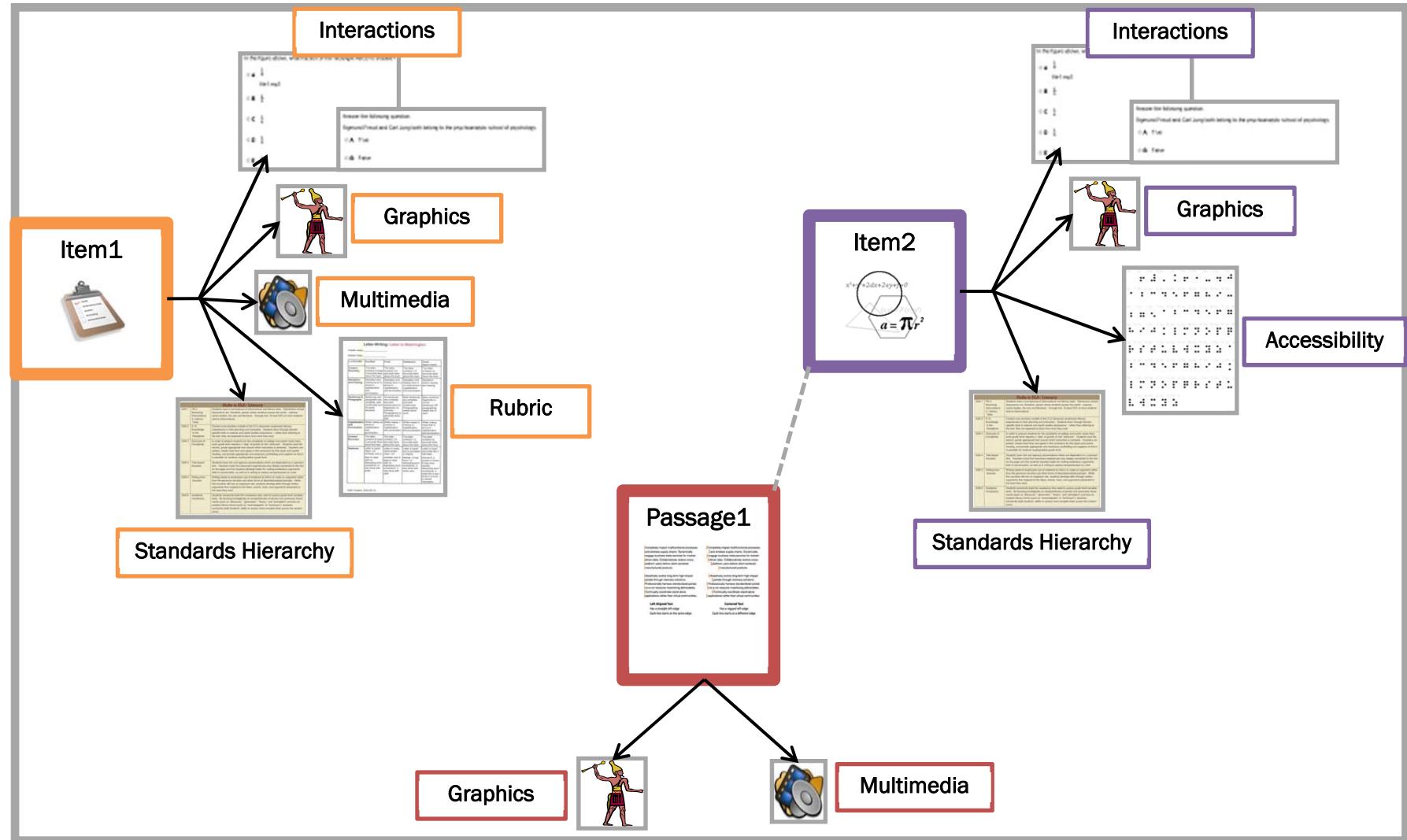
Section	Page
<a href="#">Introduction</a>	<a href="#">419</a>
<a href="#">Creating Content in the Workflow</a>	<a href="#">421</a>
<a href="#">Administering Items</a>	<a href="#">434</a>
<a href="#">Administering Passages</a>	<a href="#">445</a>
<a href="#">Administering Rubrics</a>	<a href="#">448</a>
<a href="#">Administering Program Metafiles</a>	<a href="#">449</a>

### Introduction

The IAIP application enables the importing, creation, revising, and managing of test content (i.e., items, passages, and rubrics and associated, supporting content) in a comprehensive content development workflow. It is the content that users with appropriate role permissions act on in the workflow to create test items for delivery to students. This chapter focuses on options available on the Manage menu of the Item Admin page for managing content in the content development workflow. It discusses the IAIP capabilities that enable users with Administration permissions to initiate workstreams for creating content and for managing content in the application.

[Figure 199: Items and Associated Content](#) on page 420 illustrates items and supporting content in the IAIP application.

Figure 199: Items and Associated Content



The types of administration tasks performed in the IAIP application include:

- Item and Passage Creation
  - Importing item-related content from APIP-QTI-compliant packages.

---

- Note:** Items can be imported into the IAIP application without modification or placed in the content development workflow for further modification and review.
- Creating content development workflows via the Item BP Generator and Passage/Item Set Generator.
- Versioning items previously provided in an administration for use in a future administration, called item versions.
- Creating alternate item versions for language and other accommodations, called item alternates.
- Workflow Administration
  - Tracking content in the content development workflow. For information on IAIP reporting, see [Introduction](#) on page 505.
  - Troubleshooting issues in the workflow by reassigning work, managing the development state of items and passages, and item and passage revisions.
  - Verifying work assignments and work queues. For information on user administration, see [Introduction](#) on page 357.

For information on modifying content in the content development workflow, see [Role-specific Content Review](#) on page 556.

- Content Administration
  - Copying and Duplicating items and passages.
  - Moving and Deleting items and passages.



All procedures documented in this section require administrator permissions.

## Creating Content in the Workflow

This section describes the steps required for introducing content into the content development workflow. A work stream is the flow of a single item or passage through the content development workflow. Once items and passages have been created in the workflow, they are available for drafting, editing, and revising to the different workflow users through the various stages of development and review. Each user role has a different set of responsibilities and involvement at different stages of the development of the items or passages.

- 
- Note:** To ensure appropriate access to the content, a minimum amount of metadata is required for each item and passage in order for it to be processed in the workflow. For more information, see [Minimum Metadata Requirements](#) on page 422.

You can initiate content work streams in the IAIP application using different mechanisms via these options on the Generate menu on the Top Menu of the Item Admin page:

- **Items.** Enables you to create one or more items of different types, aligned to the specified content hierarchy.

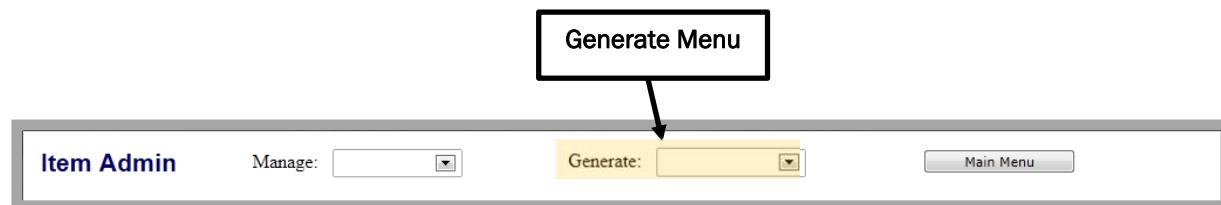
- **Item Alternates.** Enables you to create alternative items that provide translations or other accommodations to existing items.
- **Passage/Item Sets.** Enables you to create a passage request and a number of associated items with types, aligned to the specified content hierarchy.
- **Item Versions.** Enables you to copy items that have been used in an administration for development for a different administration.

---

**Note:** The IAIP application also supports the importing of items and associated content from an item archive in IMS Common Cartridge format. You can use this feature to import items developed in another authoring platform (or another instance of IAIP) into the application. Once imported, you can use the content development workflow to manage updates to the content. For more information, see [Role-based Workflow](#) on page 350.

---

Figure 200: Item Admin Top Menu



For more information on the Item Admin page, see [Item Admin Page](#) on page 36.

### Minimum Metadata Requirements

Although, in practice the minimum required attributes of items and passages is simply a Name (i.e., unique identifier) and Development State (i.e., stage along the content development workflow), ensuring that other important attributes are defined will ensure that users can access and effectively process content in the workflow. That is, creating dozens or hundreds of items with only a name and development state would make them available in the system, however, a great deal of information would need to be provided (e.g., the item writer assignment) in order for the item writer to begin work.

---

**Note:** The IAIP application enables users with administrator permissions to edit items that are not available in the workflow in order to define additional attributes.

---

In general, it is a good practice to define these attributes for each item created or imported into the IAIP applications:

Attribute	Importance	Description
Name	Required	The unique identifier with which the item is referenced in the IAIP application.
Development State	Required	The current stage of the item in the content development process. Upon initial creation of an item, the Development State is set to 'Development', enabling it to be drafted by the assigned item writer.

Attribute	Importance	Description
Item Writer	Required	<p>The content development specialist responsible for assimilating the requirements and specifications of an item and fulfilling them in the drafting and editing of the item and its supporting content. The item writer is at the root of the content development workflow in the IAIP application.</p> <p>Because responsibility for drafting and revising an item is assigned to a user with the item writer role, omitting the item writer when initiating items in the workflow prevents their access by the item writer.</p>
		<p><b>Note:</b> Although items can exist in the IAIP application without an assigned item writer, they are effectively not entered into the content development workflow.</p>
Standards Hierarchy	Strongly Recommended	<p>Because the intent of the IAIP application is the authoring and management of items aligned with external content standards, defining the standards hierarchy upon initiating the item in the application is strongly recommended. The standards hierarchy is required information for the item writer and other workflow users.</p>
Content Area	Strongly Recommended	<p>The Content Area of an item defines what subject area or courses it is intended for (i.e., Math or ELA). This is key information to provide to the item writer and other workflow users, without which the item cannot be developed.</p>
		<p><b>Note:</b> Defining this attribute (along with Grade Level) enables the item to be associated with a workgroup in the IAIP application.</p>
Grade Level	Strongly Recommended	<p>The Grade Level of an item defines what student population it is intended for (i.e., K through 12). This is key information to provide to the item writer and other workflow users, without which the item cannot be developed.</p>
		<p><b>Note:</b> Defining this attribute (along with Content Area) enables the item to be associated with a workgroup in the IAIP application.</p>

### Accessing the Item Admin Page

All the tasks for initiating work streams in the content development workflow begin from the Item Admin page.



This procedure requires administrator permissions.

To access the Item Admin page:

- Click the Item Admin button on the Main Menu.  
The Item Admin Page is displayed.

### Creating Items

Creating items with the Item BP Generator enables you to group items in batch mode. The Item BP Generator enables you to specify details about the items, including the assigned item writer, due date, number of each item type, as well as the specific standards alignment. Creating items with the Item BP Generator initiates item requests in the content development workflow, assigns it to the item writer, and informs the item writer via email.

---

**Note:** You can also initiate items in the content development workflow by importing them from QTI-compliant packages or by uploading item data using batch data upload.

For more information on importing items, see [Importing Items to the IAIP Application](#) on page 468.

For more information on uploading item data, see [Batch Data Upload](#) on page 486.

---

To create items via the Item BP Generator:



**This procedure requires administrator permissions.**

This task begins from the Item Admin page. For information on accessing this page, see [Item Admin Page](#) on page 36.

- 1 Select item from the Generate menu.

The Item BP Generator page is displayed.

This page enables you to specify item metadata, including these required fields:

- Program
- Hierarchy and Number of items of Each Required Type
- Assigned Writer

For information, see [Item BP Generator Page](#) on page 127.

---

**Note:** It is strongly recommended that you complete as many fields as possible to help to ensure that the item meets expectations.

- 2 At a minimum, complete the required fields.

This example illustrates the selection of the content standard and associated assignment of item types:

Item BP Generator

Program:	SBAC_Demo_Program
Choices:	1
Content Area:	MATH
Grade Level:	7
Grade Span:	<input type="checkbox"/> - <input type="checkbox"/>
Item Points:	0
Difficulty:	<input type="checkbox"/>
Depth of Knowledge:	<input type="checkbox"/>
Publication Status:	<input type="checkbox"/>
Standard:	SBAC-MA-v1.1 EE C-7  <a href="#">Assign Standard</a>
Assigned Writer:	Dutta, Sourish
Passage:	<input type="checkbox"/>
Readability Index:	<input type="checkbox"/>
Due Date:	2014-11-28 <a href="#">Select Date</a>
Red label = required field	
<a href="#">Create Items</a>	

---

**Note:** The workstream cannot be created without these entries.

---

- 3 Click the Create items button.

A new page is displayed, detailing the assigned metadata for each item request. This example shows the two constructed response items and associated metadata:

Item Generator	
Program:	SBAC_Demo_Program
Stems:	1
Choices:	1
Content Area:	MATH
Grade Level:	7
Grade Span:	-
Item Points:	0
Difficulty:	
Depth of Knowledge:	
Publication Status:	
Standard:	SBAC-MA-v1:1 EE C-7 m 7.EE.1
Assigned Writer:	Dutta, Sourish
Passage:	
Readability Index:	
Due Date:	2014-11-28

Item Format:	Constructed Response
Number of Items:	2
Item Name	
	SBA2014-WCNONE-0077
	SBA2014-WCNONE-0078

The requested items are sent to the queue of the assigned item writer, and a notification email sent. This initiates separate workstreams for each individual item in the content development workflow.

### Creating Passages

The IAIP application provides these methods for creating passages:

- **Passages are imported with APIP-QTI content via an XML file.** With this method, passages are imported to the IAIP application and associated with imported items as defined in the XML file. These passages can be complete and ready for use in an assessment or incomplete (requiring additional work in the content development workflow). For more information on importing items and passages, see [Importing Content into the IAIP Application](#) on page 460.
- **Passage/item sets are created via the Passage/Item Set Generator.** With this method, an administrator initiates a passage and associated items in the content development workflow. These passages are not ready for use in an assessment; they are simply placeholders awaiting the work of item writers and supporting personnel to drive them to completion.

Once a passage/item set is created, the assigned item writer can access the passage in the passage review queue. These passages are associated with one or more items, when they are created in the workflow. For more information on creating passage/item sets, see [Creating Passage/Item Sets](#) on page 428.

- Passages are initiated and drafted by an item writer or administrator in the workflow to be associated with new or existing items. These passages are created by an item writer or content specialist to provide supporting content for items and are manually associated with one or more items. For more information on creating passages, see [Create Passage Page](#) on page 189.

---

**Note:** Although, in practice the minimum required attributes of passages in the IAIP application is simply a Name (i.e., unique identifier) and Development State (i.e., stage along the content development workflow), ensuring that other important attributes are defined will ensure that users can access and effectively process content in the workflow. For more information, see [Minimum Metadata Requirements](#) on page 422.

---

This section describes the steps for manually creating a passage (i.e., via the Create/Edit Passage button on the Main Menu).

To create a passage

- 1 Click the Create/Edit Passage button on the Main Menu.  
The Enter a passage name to Create or Edit dialog is displayed.
- 5 Enter a unique name for the passage in the Name field, and click the Create button.  
The Create Passage page is displayed.  
The Create Passage page provides options for defining the content and attributes of a passage, as well as previewing and saving it in the application. For more information, see [Create Passage Page](#) on page 189.

These are the most common tasks involved in creating a passage:

- **Select a pre-existing template from which on which to base the layout of the Passage.** Passage templates enable you to define the format of the passage from pre-defined formats.
- **View associated metafiles.** Metafiles (whether associated with the passage or program) provide information on copyrighted and content protected by digital rights management.
- **Enter textual content via the Content Editor.** The textual content of a passage generally comprises two or more paragraphs of supporting material that is associated with one or more items. Passages can be created from published or copyrighted material or newly drafted for an assessment. Passages can be from one or multiple subject areas (e.g., literature, expository writing, procedural steps, etc.).
- **Specify appropriate metadata.** The metadata associated with a passage helps to define its content and purpose, and is useful in selecting the passage in the application. The Development State field is important, because it defines the passage's stage in the content development workflow.
- **Define footnotes to embed in the text.** For passages, which often contain copyrighted material (e.g., text from literary sources), footnotes can be used to provide citations on the source of the material.
- **Annotate the Passage via Notes.** Annotating passages can be helpful to communication considerations and decisions to other workflow users.

- **Upload and insert existing images.** If images already exist to support the passage, you can upload them to the IAIPI application, associate them with the passage, and embed them in the textual content of the passage.
- **Upload and insert existing media assets.** If media already exists to support the passage, you can upload it to the IAIPI application, associate it with the passage, and embed it in the textual content of the passage.
- **Save the Passage.** Once saved, a passage is available in the content development workflow as defined by the Development State field.

---

**Note:** Generally, supporting graphics and media are created after the initial drafting of a passage, and at a later stage in the workflow.

---

### Creating Passage/Item Sets

Creating a passage/item set initiates a passage/item set request in the content development workflow, assigns it to an item writer, and informs the item writer via email.



This procedure requires administrator permissions.

---

**Note:** Although the passage and associated items are created together, they can proceed separately in the content development workflow.

---

To create a passage/item set workstream:

This task begins from the Item Admin page. For information on accessing this page, see [Item Admin Page](#) on page 36.

- 1 Select passage/item set from the Generate menu.

The Create New Passage Set page is displayed.

This page enables you to specify key information about the passage and associated item set, including program, passage name, due date, assigned item writer, as well as details about the specific content standard and item types. For information, see [Create New Passage/Item Set Page](#) on page 136.

- 2 At a minimum, complete the Program and Passage Name fields, because it is required to create the workstream.

The other fields on the page can provide key information for the item writer and editors for drafting, editing, and verifying the items.

---

**Note:** It is strongly recommended that you complete as many fields as possible to help to ensure that the items meet expectations.

---

- 3 Click the Next Step button.

A summary of the attributes is displayed, enabling you to define the specific alignment of the items with the selected content standard, for example:

Program:	SBAC_Demo_Program
Passage Name:	Little changed
Subject:	ELA
Grade Level:	4
Hierarchy:	Common Core State Standards
Test Subject:	<input type="button" value="▼"/>

- 4 Complete the options to specify the content alignment.

---

**Note:** As each field is completed, another field is displayed until the end of the hierarchy is reached.

Completing the alignment causes a grid to display enabling you to enter the number of each item type requested; specify the year (for use in programs where item development is aligned to the calendar year); and assign an item writer, for example:

Location	Standard	Description	Selected Response	Constructed Response	Activity Based	Performance Task
/ Reading-Literature / ELA4&RL.1	ELA4.RL.1a	1. Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Year:

Assigned Writer: Isaacs, Jennifer

- 5 For each item type, enter the number of items requested.

---

**Note:** Entries left blank are treated as zeroes.

- 6 Click the Create Items button to initiate the passage/item sets request.

The passage and associated items are created, sent to the queue of the assigned item writer, and a notification email sent.

### Creating Passage Clusters

Passage/item sets can be grouped together in the IAIP application into passage clusters. A passage cluster is simply a group of selected passages that are related, and will be used at the same time.

To create a passage cluster:

- 1 Login to the system as a content specialist or a user with administrator permissions
- 2 Select item Admin from the Top Menu.
- 3 Select Passage Clusters from the Manage menu.

The Passage Cluster Management page is displayed. For more information, see [Passage Cluster Management Page](#) on page 69.

- 4 Select the program in which to create the passage cluster from the Program menu.

- 5 Enter a name for the passage cluster in the Name field and (optionally) a description in the Description field.
- 6 Click the Add button.
- 7 Select a passage to add to the cluster from the Add Passage menu, and click the Add button.  
The passage is displayed in the passages list.
- 8 As required, perform these additional actions on the passage cluster:
  - You can view a passage by clicking the corresponding View button.
  - You can remove a passage from the cluster by clicking the corresponding Remove button.

### Creating Item Alternates

Creating an item alternate workstream generates one or more item requests with corresponding item alternate requests in the content development workflow, assigns them to an item writer, and informs the item writer via email. It specifies the names for the items via a file you specify, while the names of item alternates are defined by the IAIP application. Item alternates are linked to items and provide alternative content for different languages or accessibility needs. Item alternates are linked to an item, yet are processed independently in the content development workflow.

---

**Note:** The IAIP application provides the Rendering tab for viewing the current state of item alternates associated with the selected item. For more information, see [Rendering Menu - Items](#) on page 249.

---

For more information on item alternates, see [Chapter 7: Administering Content](#) on page 419.



This procedure requires administrator permissions.

To create item alternate workstreams:

This task begins from the Item Admin page. For information on accessing this page, see [Item Admin Page](#) on page 36.

- 1 Click the Create/Edit Passage button on the Main Menu.  
The Enter a passage name to Create or Edit dialog is displayed.
- 2 Select Item Alternates from the Generate menu.  
The Create New Item Alternates page is displayed.  
This page enables you to specify key information about the item alternate request, including program, language, due date, and the item writer to whom it is assigned. For information, see [Create New Item Alternates Page](#) on page 133.
- 3 At a minimum, complete the fields indicated in red, because they are required to create the workstream.

---

**Note:** The specified file must contain one item ID per line and must be in text (i.e., .TXT) or comma-separated value (i.e., CSV) format.

---

The other fields on the page can provide key information for the item writer and editors for drafting, editing, and verifying the item.

---

**Note:** It is strongly recommended that you complete as many fields as possible to ensure that workflow users understand what is required of the content, to help to ensure that the item meets expectations.

---

- 4 Click the Create Items button to initiate the item alternates request.

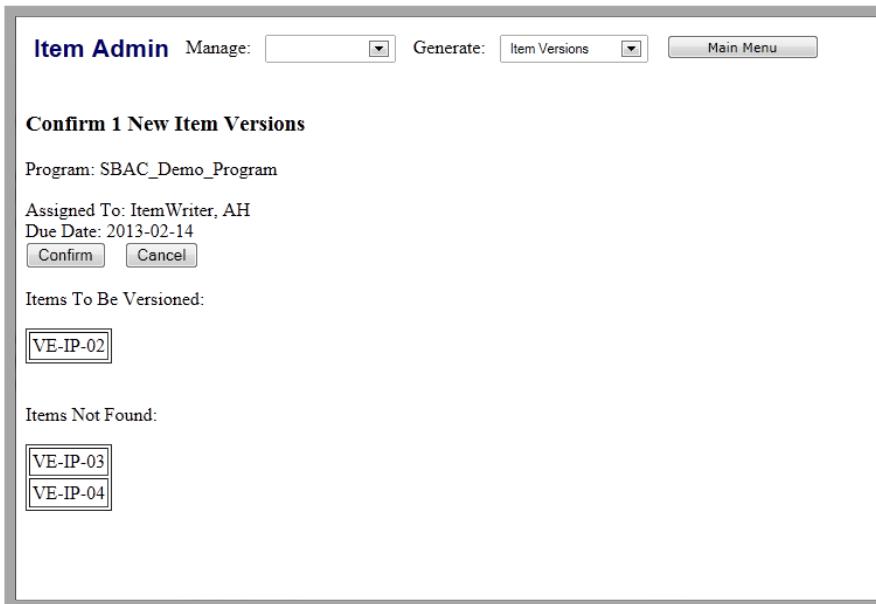
---

**Note:** The Development State of all new item alternates is set to 'Development'; therefore, it cannot be set on the Create New Item Alternates page.

---

The item alternate request is created, sent to the queue of the assigned item writer, and a notification email sent.

The item alternates page is displayed, enabling you to view a list of items and item alternates created as well as item names listed in the file that do not exist in the IAIP application, for example:



The screenshot shows a modal dialog box titled "Confirm 1 New Item Versions". The dialog contains the following information:

- Program: SBAC\_Demo\_Program
- Assigned To: ItemWriter, AH
- Due Date: 2013-02-14
- Buttons: Confirm (highlighted) and Cancel
- Section: Items To Be Versioned: [VE-IP-02]
- Section: Items Not Found: [VE-IP-03] [VE-IP-04]

---

**Note:** Items names listed in the Items Not Found list were listed in the local file, but do not exist in the IAIP application. Therefore, item alternates could not be created.

---

### Creating Item Versions

Creating item versions allows you to duplicate an existing item for modification, enabling you to retain its version history. Creating item versions initiates item requests in the content development workflow, assigns it to the item writer, and informs the item writer via email. Item versions are created in order to copy an item that was used in a previous administration for use in the content development workflow. Versioning an item protects the original item from modification, yet allows it to be modified in a new workstream.

**Note:** Versioning an item that has item alternates does not version the item alternates, because item alternates are treated as separate (although linked) entities in the content development workflow.

A versioned item is treated just like any other item in the IAIP application. Once created, it is entirely independent to the item from which it was created.

**Note:** You specify the items to version by uploading a file containing the item IDs, one per line.



This procedure requires administrator permissions.

To create items via Item versioning:

This task begins from the Item Admin page. For information on accessing this page, see [Item Admin Page](#) on page 36.

- 1 Select Item Versions from the Generate menu.

The Create New Passage Set page is displayed.

This page enables you to specify the program, due date, assigned item writer, as well as the file containing the list of item IDs for which to create new versions. For information, see [Create New Passage/Item Set Page](#) on page 136.

- 2 At a minimum, verify the Program field and due date and click the Choose button and browse to the file accessible from your file system. The workstream cannot be created without these entries.

**Note:** The item IDs must appear, one per line, in the file. The file must be in CSV or TXT format.

- 3 Click the Create Item Versions button.

A status message is displayed, listing the item IDs of the items to be versioned, for example:

## Confirm 3 New Item Versions

Program: SBAC\_Demo\_Program

Assigned To: ItemWriter, AH

Due Date: 2013-02-28

**Confirm**

Items To Be Versioned:

- VE-IP-02
- VE-IP-03
- VE-IP-04

The listed items are duplicated in the application. The version number is incremented by 1 for the new version. The new versions are sent to the queue of the assigned item writer, and a notification email sent.

---

**Note:** To distinguish versioned items from the items from which they were created, previous versions of items display in red in the items list on the Item Administration page.

---

[Figure 201: Example of Item Versions in the Items List](#) illustrates the distinctions that the IAIP application provides for item versions.

Figure 201: Example of Item Versions in the Items List

Search Results : 2 Item(s) found.												
	Name	Version	Description	Item Format	Bloom's Taxonomy	Dev State	Editor	Difficulty	Source Document	Review		
<input type="checkbox"/>	VE-IP-03	0	API Pv1.0 Entry Profile Single MC/MR Item Test Instance	Selected Response		Development	Super Admin, System	--		Unlocked	-- Options --	
<input type="checkbox"/>	VE-IP-03	1	API Pv1.0 Entry Profile Single MC/MR Item Test Instance	Selected Response		Development	ItemWriter, AH	--		Unlocked	-- Options --	

### Example Work Queue Notification Email

When new items are created and added to an item writer's queue, an email message is sent to the email address associated with the user in the IAIP user account.

Messages from the IAIP application display this subject: SBAC IAIP ITEM Needs Your Attention!

---

**Note:** If users are not receiving these messages, verify that they are not being treated as junk in the email client.

---

This is an example of the email message sent to an item writer when new work is created in a work queue:

Hello Item1 Writer,

SBAC CDE ITEM(s) have been placed in your queue and needs your attention:

Program : SBAC\_Demo\_Program

If you have any questions, please contact customer support.

[SBAC7PacMetTeam@pacificmetrics.com](mailto:SBAC7PacMetTeam@pacificmetrics.com)

Regards,  
SBAC CDE Notifier

### Administering Items

This section describes the options available to users with administrator permissions for initiating and managing items in the IAIP application. It includes information on importing items developed in another application (or in another instance of IAIP) as well as managing items already in the workflow.

---

**Note:** This section does not discuss processes for updating content within the content development workflow.

---

#### Viewing Item Revisions

The IAIP application provides features for viewing the different states of items in the system. When an item is created in the system and each time an item is changed—whether by an administrator outside the workflow or by a workflow user within the workflow—the state of the item is captured in the system to enable change traceability. The time of the change and the user who made the change is also recorded. For example, for a specific item in the application, there are separate revisions of the item in the IAIP system for each of the development states in the content development workflow, including the creation of the item (e.g., via the Item BP Generator or copying it from another program).

---

**Note:** Items and passages move through the content development workflow separately. Therefore, the IAIP application provides options for viewing item and passage revisions.

---

From the Item Audit Log Page, you can view information on all revisions of an item and view each specific instance of an item by clicking the associated View link. For more information on the Item Audit Log Page, see [Item Audit Log Page](#) on page 89.

#### Modifying Items

This section describes modifications that you can make to items via the Group Process menu. The Group Process menu on the Item Admin page provides options for modifying the attributes of selected items. To use the Group Process menu, you must first filter the list of items using the Item Metadata, Standards Hierarchy, and Statistics menus, so that the items list includes the item(s) that you wish to modify. For more information, see [Using the Group Process Menu](#) on page 53.

For example, you can use the Item Metadata tab to search for an item that needs to be assigned to a different item writer. You can then select the item from the list and change the item writer assigned via the Group Process menu.

These types of actions can be performed on items via the Group Process menu:

- **Renaming a single item.** Changes the name of the selected item in the IAIP application.
- **Duplicating a single item in the same program.** Duplicates an existing item in the same program with a new name.
- **Copying one or more items to another program.**Duplicates one or more items in a different program.
- **Moving one or more items to another program.** Removes the selection items from the current program and creates them in the specific program.
- **Assigning an item writer to one or more items.** Assigns or re-assigns an item to the specified item writer in the content development workflow.
- **Assigning a Development State to one or more items.** Specifies the Development State of the selected items in the content development workflow.
- **Assigning a Publication Status to one or more items.** Specifies the Publication Status for the selected items.

---

**Note:** Publication Status affects the item's stage in the content development workflow.

- **Locking or Unlocking an item.** Locking an item prevents it from being modified in the content development workflow.

---

**Note:** item locking can be used to temporarily remove an item from the workflow.

### ***Using the Group Process Menu***

You can use the Group Process menu to perform administrative functions one or more item at the same time. The general steps for using the Group Process menu include:

- 1 Filtering the items List
- 2 Selecting items from the List
- 3 Modifying the Selected items

---

**Note:** Although the Group Process Menu is designed to support most modifications for multiple items at one time, you can also select a single item for modification.

For more information on the Group Process menu, see [Group Process Menu](#) on page 51.

### ***Listing Items***

To filter the list of items in the source program:

- Enter appropriate values in the fields on the filtering tabs and click Search.  
Only items that match the specific filter criteria will display.

To view all items in the source program:

- Clear all values from the fields and click Search.

### Selecting Items from the List

The items list provides information on the items that match the filter criteria specified. For more information, see [Selecting Items from the List](#) on page 53.

---

**Note:** With the exception of the Copy (i.e., when copying items in the same program) and Rename options, you can apply the same change to all selected items in the list at the same time. The Rename option is valid only if a single item is selected.

---

To select items from the list:

- Click the checkbox associated with each item that you want to select.

---

**Note:** You can select items on more than one page. However, if you modify the filter criteria, all item selections will be cleared.

---

To clear an individual selection:

- Click a selected checkbox again to clear the selection.

### Modifying Items

To modify the selected items

---

**Note:** You can modify only a single attribute of the selected items at one time. For example, you can modify the items' Author or Development State, but not both.

---

- 1 Specify the value for a single option (e.g., Development State).
- 2 Click the corresponding button to the right of the option (e.g., Assign Development State). Modifying item attributes might cause items to be removed from the items list (i.e., because they no longer match the filter criteria).
- 3 Return to Step 1 to modify other item attributes.

---

**Note:** Unlike the other options, you can rename only a single item at a time.

---

### Locking/unlocking Items

#### Copying Items

The IAIP application enables you to copy existing items into a different program via the Item Management page:

- You can copy a single item from one program to another, using the same name or specifying a new name.
- You can copy more than one item from one program to another without changing their names.

---

**Note:** Copying an item into the same program is referred to as duplicating items. For more information, see [Duplicating Items](#) on page 437.

---

To copy items to another program:

- 1 Select the program containing the items to copy via the program option.
- 2 Select the program into which to copy the items via the Target Program option.
- 3 If the item is to be copied to the same program, clear the Target Program option.
- 4 Specify filter criteria as desired on the Standards Hierarchy, Item Metadata, and Statistics menus of the Item Management page.  
For information on filtering the items list, see [Filtering the Items List](#) on page 53.
- 5 Once you have entered filter criteria that cause the desired items to display in the items list, select the items to copy from the items list.
  - **To select all items in the list**—click the green check icon () in the selection column header.
  - **To select individual items from the list**—one-by-one, click the check box corresponding with the items to delete.
- 6 Click the Group Process tab.
- 7 Click the Copy button.

### *Duplicating Items*

The IAIP application enables you to copy a single item into the same program via the Item Management page. This is also referred to as duplicating an item. When duplicating an item, you must specify a unique name for the item copy.

---

**Note:** Copying items to another program without renaming them is referred to simply as copying. For more information, see [Copying Items](#).

---

To duplicate an item:

- 1 Select the program containing the item to duplicate via the program option.
- 2 Specify filter criteria as desired on the Standards Hierarchy, Statistics, and Item Metadata menus of the Item Management page.

For information on filtering the items list, see [Filtering the Items List](#) on page 53.

- 3 Once you have entered filter criteria that cause the desired items to display in the items list, select the item to duplicate from the items list.
- 4 You can select only a single item for duplication.

To select individual items from the list—one-by-one, click the check box corresponding with the items to duplicate.

- 5 Select the Group Process menu.
- 6 Enter a new name for the item in the Rename field.
- 7 Click the Copy button.

### *Moving Items*

The IAIP application provides options for moving items from one program to another.

- You can move one or more items from the one program to another program within the same organization via the Item Management page.

- You can move one or more items from one program to another program in a different organization via the Move Item page.

### *Moving Items to a Program in the Same Organization*

When moving an item from one program to another, the source program (i.e., from which the item is removed) is specified by the program option. The target program (i.e., into which the item is moved) is specified by the Target Program option.

To move items to another program:

---

**Note:** This procedure begins on the Program Management page. For information on this page, see [Program Management Page](#) on page 99.

---

- 1 Select the program containing the items to move via the program option.
- 2 Select the program into which to move the items via the Target Program option.
- 3 Specify filter criteria as desired on the Standards Hierarchy, Statistics, and Item Metadata tabs of the Item Management page.  
For information on filtering the items list, see [Filtering the Items List](#) on page 53.
- 4 Once you have entered filter criteria that cause the desired items to display in the items list, select the items to move from the items list.
  - **To select all items in the list**—click the green check icon ( ) in the selection column header.
  - **To select individual items from the list**—one-by-one, click the check box corresponding with the items to delete.
- 5 Click the Move button.

### *Moving Items to a Program in a Different Organization*

When moving an item from one program to another in a different organization, the source program must be an approved program. This ensures that Administrators have control over which items can be copied into a given program.

These considerations apply to the moving of items across organizations:

- Item metadata is unchanged by the move.
- Only the latest version of an item is moved.
- Passages and rubrics associated with moved items are not moved to target program.

Prior to moving items to a program in another organization, ensure that the source program is set up to share items with the target program. For more information, see [Modifying Programs](#) on page 355.

To move items to another program:

---

**Note:** This procedure begins on the Program Administration page. For information on this page, see [Program Management Page](#) on page 99.

---

- 1 Select the source program containing the items to move via the Source Program option.

---

**Note:** You can select any program from an organization to which you have access.

- 2 Click the Browse button.

The file open dialog displays, enabling you to locate and select a CSV or TXT file containing a list of item IDs to move.

---

**Note:** The file containing items to move must contain only valid item IDs that exist in the specified program, one-per-line.

- 3 Select the program into which to move the items by clicking the associated radio button in the Select column.
- 4 Click the Move Items button.

A summary of items to be moved is displayed. For example:



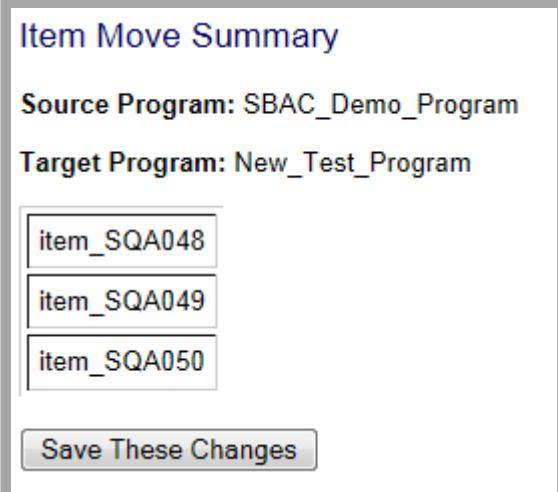
The screenshot shows a dialog box titled "Item Move Summary". It contains the following information:  
Source Program: SBAC\_Demo\_Program  
Target Program: New\_Test\_Program  
A list of item IDs:  
item\_SQA048  
item\_SQA049  
item\_SQA050  
item\_WW0087 (Source)  
At the bottom is a button labeled "Upload New File".

Errors are indicated in a red font.

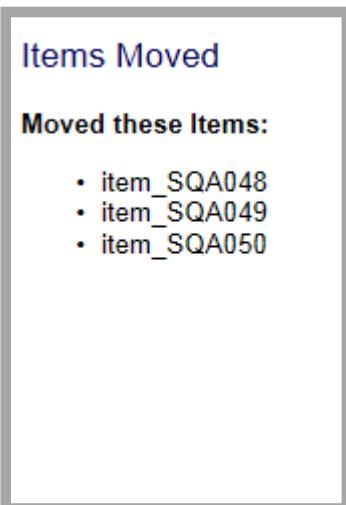
---

**Note:** You cannot proceed with the item move until all issues in the file are resolved.

- 8 Verify the list of items, and resolve any issues.
- 9 If necessary, upload a new file or a new version of the same file by clicking the Upload New File button and browsing to a new file.
- 10 After resolving any issues (i.e., the Item Move Summary displays with no errors), click the Save These Changes button. For example:



A message displays confirming the item moves. For example:



#### IMPORTANT

The item metadata is moved in its entirety from the source program. Therefore, you might need to modify the metadata to support the further development of the items in the workflow.

#### *Deleting Items*

You can delete one or more items from the selected program via the Item Management page.

---

**Note:** Deleting an item removes it from the content development workflow and permanently removes it from the IAIP application.

---

To delete items from a program:

- 1 Select the program containing the items to delete via the program option.
- 2 Specify filter criteria as desired on the Standards Hierarchy, Statistics, and Item Metadata tabs of the Item Management page.

For information on filtering the items list, see [Filtering the Items List](#) on page 53.

- 3 Once you have entered filter criteria that cause the desired items to display in the items list, select the items to delete from the items list.
  - **To select all items in the list**—click the green check icon ( ) in the selection column header.
  - **To select individual items from the list**—one-by-one, click the check box corresponding with the items to delete.
- 4 Click the Delete button.

### Assigning Items

This section describes the actions required to assign an existing item (i.e., an item that has been initiated in the IAIP application) to users in the workflow.

In order for items to move through the workflow, there must be at least one active user assigned to each role and granted access to the program in which the item was created. Once an item enters the workflow users in the various stages of the workflow can access and modify the item, in the appropriate sequence. For a full description of the user roles and responsibilities, see [Chapter 5: Administering Security](#) on page 357.

#### IMPORTANT

The current stage of an item in the workflow is reflected (and can be updated by) the metadata attributes of the item. You can access item metadata via the Metadata menu on the Create Item page.

In addition to ensuring that there are active users assigned to all user roles, you must also assign an item writer to the item. This is an explicit assignment via IAIP user name.

**Note:** The IAIP application provides numerous methods for initiating items in the content development workflow. For more information, see [Creating Content in the Workflow](#) on page 421.

#### To assign an item in the workflow

In order to assign an existing item in the Workflow, you must edit the item and update metadata fields.

- 1 Click the Item Admin button on the Main Menu.

The Item Management page displays. For more information, see [Item Management Page](#) on page 40.

- 2 Select the program containing the item from the program menu.
- 3 Specify appropriate filter options via the Standards Hierarchy, Statistics, and Item Metadata menus, and click the Search button.
- 4 From the items list, select Edit from the Options menu associated with the item you wish to edit.

The Create Item page is displayed, allowing you to edit the item.

- 5 Click the Metadata tab.

The Metadata menu displays. For more information, see [Item Metadata Menu](#) on page 46.

- 6 Ensure that these required fields are defined appropriately:
  - **Description.** Provides information about the item content and purpose.
  - **Difficulty.** Defines the relatively difficulty of the item.
  - **Assigned Writer.** This field is used by the content development workflow enables you to balance the workload across available item writers.
- 7 Ensure that these Workflow-related fields are defined appropriately:
  - **Publication Status.** Identifies the delivery status of the item, and is used to stage items together for an assessment event (e.g., a field test).
  - **Development State.** Required for the content development workflow, identifies the item's current state within the content development workflow. This field determines which user role has access to the item via the associated work queue. For the initial drafting of an item, the Development State is set to Development. This will enable the assigned item writer to access the item via the Edit Item review queue.

---

**Note:** Although an administrator can change this field to any value, care should be taken to not skip appropriate review and edit cycles by advancing the item too far in the workflow.

---

- **Due Date.** Provides information on when the item must reach a specific milestone in the content development workflow. This date can reflect a different milestone depending on the processes and practices of your item development team.
- 8 Optionally, ensure that the other metadata fields are completed appropriately to inform workflow users about the item attributes. This information will also be used for selecting the item from within the application.

### **Rolling Back Item Archive Imports**

The IAIP application enables you to remove new items or item updates previously imported from an item archive. In database nomenclature, this is referred to as rolling back a change. This feature is intended to be used shortly after importing the items and before the items have been modified in the IAIP application to remove the new items and item updates from the application. Instances where using this feature is appropriate include:

- Removing item content that contains errors.
- Replacing the item content with a new item archive.

#### **IMPORTANT**

**Rolling back item content that has been modified in the IAIP application will cause any updates to be lost.**



This procedure requires administrator permissions.

To roll back an item archive import:

- 1 Click the Item Admin button on the Main Menu.

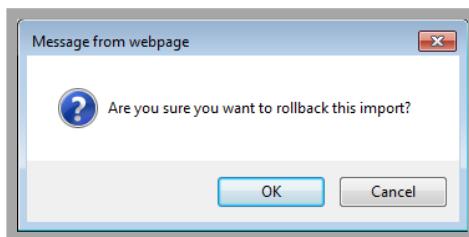
The Item Admin page is displayed. For more information, see [Item Admin Page](#) on page 36.

- 2 Select Item Imports from the Manage menu on the Top Menu.

The Item Import Monitor page is displayed. For more information, see [Item Import Monitor Page](#) on page 86.

- 3 Click the Rollback button associated with the item import to revert.

This confirmation message is displayed:



- 4 Click the OK button.

The item data is returned to its previous state.

## Printing Items

The IAIP application provides options for printing items from the Main Menu as well as from the Create Item page.

- Printing items from the Create Item Page enables you to print the selected item only (i.e., the item that is displayed on the Create Item page).
- Printing items from the Item Print Viewer enables you to print the items you specify (i.e., by name or metadata attribute).

### *Printing Items From the Create Item Page*

To print items:

- 1 From the Create Item page, click the Print Item link.

The item is output to a pop-up window and the browser Print dialog is displayed.

- 2 Using the options in your browser, print the items to a physical printer or a file (e.g., PDF).

---

**Note:** When printing from the Create Item Page, the data and metadata fields included in the output cannot be customized.

---

For information on using the Item Print Viewer to output items, see [Item Print Viewer Page](#) on page 306.

### *Printing Items From the Item Print Viewer*



Item print viewing requires administrator permissions or content specialist role.

The IAIP application provides options for displaying one or more items in the browser as well as outputting them to a printer or file (e.g., PDF).

The Item Print Viewer is used to specify options for outputting items, including:

- Fields and metadata.
- program containing the items.
- Items to include by name or associated metadata attributes:
  - **Content Area.** The subject area of the items.
  - **Grade Level.** The grade level of the items.
  - **Passage.** Selecting this option enables you to print all items associated with the specified passage (e.g., for identifying items associated with a passage/item set).

To print items:

- 1 From the Main Menu, click the Print Item button on the Top Menu.

The Item Print Viewer is displayed. The Item Print Viewer provides numerous options for customizing the item report. For more information, see [Item Print Viewer Page](#) on page 306.

- 2 From View Format, select Custom View.
- 3 Select the fields and metadata to include in the report via the Fields and Metadata lists (respectively).

---

**Note:** In order for any content to display on the item cards, the Content field must be selected.

---

- 4 Select the program in which the items are located from the Program menu.
- 5 Specify the item(s) to include in the report:
  - To specify a single item, enter it in the Enter Single Item ID field.,
  - To specify multiple items by name, browse to a file containing a list of items.
  - To specify items by metadata attributes, enter appropriate values for the Content Area, Grade Level, and passage options.
- 6 Click the Show Print View button.

The Print Viewer displays the first item.

---

**Note:** If a passage was selected in the Item Print Viewer, it will display at the beginning of the output.

---

- 7 If desired, using the options in your browser, print the items to a physical printer or a file (e.g., PDF).

### Specifying Multiple Item Names

To print more than one item at a time, you can create a comma-separated value (CSV) file containing multiple item IDs that is uploaded to the application via the Item Print Viewer. The CSV file must contain a single column, labeled, with valid item IDs included, one per line. For example:

	A	B
1	Item ID	
2	AVPRM_01	
3	AVPRM_02	
4	AVPRM_03	
5	AVPRM_04	
6	AVPRM_05	
7	AVPRM_06	
8	AVPRM_07	
9	AVPRM_08	
10	AVPRM_09	
11	AVPRM_10	
12	AVPRM_11	
13	AVPRM_12	
14	AVPRM_13	
15	AVPRM_14	
16	AVPRM_15	

### Administering Passages

The system supports the ability to create passage assignments and item assignments simultaneously. These passage/item sets (a passage and its associated items) are created from a separate part of the system and when writers receive these types of assignments

---

**Note:** Although the passage and associated items in a passage/item set are created together, they can proceed separately in the content development workflow.

---

### Viewing Passages

To search for existing passages:

- 1 Login to the system as an administrator and select Manage Passages from the Item Admin management drop down.
- 2 Select the program the passage is in.
- 3 Use the provided search filters to narrow the search results as needed.
- 4 Login to the system as a Content Reviewer
- 5 Select Edit Item from the menu bar.
- 6 Select Create Passage.
- 7 Select the program the passage is in, and type the passage name into the provided field. Note that the passage name must be complete and spelled correctly. This field does not support partial matches.
- 8 Select Edit Passage.

### Viewing Passage Revisions

The IAIP application provides features for viewing the different states of passages in the system. When a passage is created in the system and each time a passage is changed—whether by an administrator outside the workflow or by a workflow user within the workflow—the state of the passage is captured in the system to enable change traceability. The time of the change and the user who made the change is also recorded. For example, for a specific passage in the application, there are separate versions of the passage in the IAIP system for each of the development states in the content development workflow, including the creation of the passage (e.g., via copying it from another program).

---

**Note:** Items and passages move through the content development workflow separately. Therefore, the IAIP application provides options for viewing item and passage revisions.

---

From the Passage Audit Log Page, you can view information on all revisions of a passage and view each specific instance of a passage by clicking the associated View link. For more information on the Passage Audit Log Page, see [Passage Audit Log Page](#) on page 93.

### Modifying Passages

These types of actions can be performed on passages via the Passage Management page:

- **Renaming a single passage.** Changes the name of the selected passage in the IAIP application.
- **Moving one or more passages to another program.** Removes the selected passages from the associated program and creates them in another program.
- **Deleting one or more passages.** Removes the selected passages from the program.
- **Assigning an item writer to one or more passages.** Assigns or re-assigns passages to the specified item writer in the content development workflow.
- **Assigning a Development State to one or more passages.** Specifies the Development State of the selected passages in the content development workflow.

---

**Note:** Publication Status affects the item's stage in the content development workflow.

---

- **Unlocking a passage.** Unlocking a passage prevents enables it to be modified in the workflow.

### Using Passage Templates

To ensure that a passage has consistent formatting (line numbers, paragraph numbers, line breaks, and paragraph breaks), users may choose a “template” from the drop-down menu on the right side of the screen. Once selected, this template will populate in the passage content window, providing users with a formatted table in which to enter passage content.

After the template has been inserted into the passage content editor window, three columns will appear. The first two narrow columns can be used to insert page or line numbers for passages. The long column is where the text of the passage should be populated.

The passage creation interface offers many of the same toolbars and features that the item editor interface offers. For detailed information regarding the toolbars and features, please see the User Guide section titled: Using the Editing Interface.

### ***Modifying a Passage Template***

The passage template functions exactly like a table does in programs like Microsoft Word. Users are able to add and delete columns and rows to the template just as they would in word processing programs.

Using the “right click” function with their mouse, users will be presented with a menu of options. Users should select Table, and then choose whether to add or remove a Row or Column.

The row or column will be inserted into or removed from the passage editor window based on the placement of the user’s cursor.

### **Printing Passages**

In addition to the printing methods outlined above, users can print passages in the IAIP application from two additional locations.

- Print Passage button from main menu
- or
- Passage Link from View Item

To print passages via the button on the main menu



This procedure causes a pop-up window to display. Ensure that your pop-up blocker is turned off to display the window.

- 1 Login to the IAIP application.

- 2 Locate the Print Passage button across the Top Menu.



- 3 The system will generate a pop-up window from which you can select a variety of printing options.  
4 From View Format, select Custom View.  
5 Select the fields that you wish to see displayed on your passage by clicking in the boxes next to the entries. All fields can be selected and de-selected by clicking in the squares next to each field.  
6 Select the program in which the item(s) are located, and then type in (or copy/paste) the passage ID of the passage for which you would like to create a PDF. Then, select Show Print View.

A pop-up window will appear on your screen.

- 7 To complete the PDF creation process, select PDF from your printing options. Then save the passage.

#### ***Printing a Passage from View Item***

A user working with an item in the item editor interface has the ability to print a passage associated with an item from this part of the system. This is accomplished by following the steps outlined in the section [Printing Items from the Item Editor Interface](#). Once a user selects Print Item, the item pop-up will provide a link to the passage to which the item is associated, if any. Users may click on this link to open a pop-up window containing the passage content.

### **Administering Rubrics**

#### **Creating Rubrics**

Rubrics define the scoring criteria for items in the IAIP application. Each item can be associated with one rubric. Rubrics are not managed directly by the content development workflow. Once created, you can associate the rubric with an item in the workflow, where it can be reviewed and modified along with the item content. Typically, a rubric is used for extended response questions (i.e., Extended Text Interactions).

To create a rubric:

- 1 Click the Create/Edit Rubric button on the Main Menu.

The Enter a Rubric name to Create or Edit dialog is displayed.

- 2 Enter a unique name for the rubric in the Name field, and click the Create button.

The Create Rubric page is displayed.

The Create Rubric page provides options for defining the content and attributes of a rubric, as well as previewing and saving it in the application. For more information, see [Create Rubric Page](#) on page 193.

These are the most common tasks involved in creating a rubric:

- **Select a pre-existing template and enter text for the rubric.** Rubric templates enable you to enter the text for the rubric via form fields; it is then pre-formatted in the Content Editor. If you prefer to custom format the text, enter it directly in the Content Editor.
- **Enter textual content via the Content Editor.** The textual content of a passage generally comprises two or more paragraphs of supporting material that is associated with one or more items. Passages can be created from published or copyrighted material or newly drafted for an assessment. Passages can be from one or multiple subject areas (e.g., literature, expository writing, procedural steps, etc.). You can use the Template menu to utilize a pre-defined format for the text.
- **Specify appropriate metadata.** The metadata associated with a rubric helps to define its content and purpose, and is useful in selecting the rubric in the application (e.g., to use an existing rubric as a template for creating a new one).
- **Upload and insert existing images.** If images already exist to support the rubric, you can upload them to the IAIP application, associate them with the rubric, and embed them in the textual content of the rubric.
- **Save the Rubric.** Once saved, a rubric is not yet associated with any items in the IAIP application. For more information on associating the rubric with an item, see [Create Item Page](#) on page 185.

**Note:** Generally, supporting graphics and media are created after the initial drafting of a passage, and at a later stage in the workflow.

### Modifying Rubrics

These types of actions can be performed on rubrics via the Rubric Management page:

- **Renaming a single rubric.** Changes the name of the selected rubric in the IAIP application.
- **Moving one or more rubric to another program.** Removes the selected rubrics from the associated program and creates them in the specified program.
- **Deleting one or more rubrics.** Removes the selected rubrics from the program.

### Administering Program Metafiles

The IAIP application supports the uploading of files associated with item development as program metafiles. As the name implies, program metafiles are associated with a specific program. Metafiles provide additional information (generated outside the content development workflow) to the content development workflow. Typical types of content contained in metafiles include:

- **Item specifications.** Describe the attributes and format of test items in the IAIP application. They are used by item writers and reviewers to draft and edit item content.
- **Passage specifications.** Describe the attributes and format of passages in the IAIP application. They are used by item writers and reviewers to draft and edit passage content.
- **Copyright/DRM artifacts.** Describe the constraints of item content that is restricted by copyright or digital rights management technologies.

The IAIP application supports the upload of program metafiles in a variety of formats, including the most common document, image, audio, and video file formats.

Once uploaded, you can associate metafiles with items and passages in the IAIP application to support the content development workflow. The IAIP application also provides tools for managing metafiles in a program, including these tasks:

- Associating items with the selected metafile.
- Viewing a list of items associated with the selected metafile.
- Removing the metafile association from the selected (or all) items.
- Updating the association to use the current version of the metafile.

---

**Note:** Only users with administrative permissions can upload and maintain program metafiles.

---

The general tasks related to metafile upload and management include:

- Listing program metafiles
- Uploading metafiles to a program
- Reviewing metafiles
- Updating metafiles in a program
- Deleting metafiles from a program
- Associating metafiles to item Content
- Removing metafile Associations
- Viewing metafile History

### Viewing Program Metafiles

You can display a list of all program metafiles associated with a specific program. Once listed, you upload, maintain, and delete metafiles.



This procedure requires administrator permissions.

To view program metafiles:

- 1 From the Main Menu, select Metafiles from the Manage menu.

The Program Metafiles page is displayed. For information, see [Program Metafiles Page](#) on page 72.

- 2 Select the program from the Select Program menu.

A columnar list of metafiles that have been uploaded to the selected program is displayed. For details on the column content, see [Page Elements](#) on page 73.

- 3 Optionally, enter a string of text in the search box to match against the names of metafiles associated with the selected program and click Search.

---

**Note:** A “contains” search is performed, where the string of text can appear in any position in the file name.

---

The metafiles list displays the properties of matching metafiles.

### Uploading Metafiles to a Program

Uploading metafiles to a program enables you to association externally generated, supporting material with items and passages in the selected program.

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To upload a metafile to a program:

- 1 From the Program Metafiles page, click the Add New File button.

The Upload Metafiles dialog is displayed. For more information, see [Add Metafiles Dialog](#) on page 76.

- 2 Click the Choose File button.

A file open dialog is displayed.

---

**Note:** This dialog is provided by your client operating system (i.e., not by the IAIP application).

---

- 3 Browse to the file to upload.

- 4 Select the desired file and click the Open button.

The file open dialog closes.

- 5 Specify a file type via the File Type option (i.e., on the Upload Metafiles dialog).

- 6 Optionally, enter a description or comment for the metafile in the Comment field.

- 7 Click the Upload button.

- 8 The file is uploaded to the IAIP application, and displays in the metafiles list.

Once uploaded to the IAIP application, you can associate the metafile with items and passages in the selected program.

## Reviewing Metafiles

Reviewing a metafile enables you to view or hear the file in its native format. For example, to review an audio file, the IAIP application opens an audio player and plays the sound.

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To upload a metafile to a program:

- 1 From the metafiles list on the Program Metafiles page, click the file name of the metafile to review.

- 2 The metafile opens for review.

---

**Note:** Depending on your browser configuration, the metafile might display in a new browser tab, separate pop-up window, or be downloaded to your machine.

---

### Updating Metafiles in a Program

Updating metafiles enables you to replace a prior version of a metafile with an updated file, while retaining the version history of the content in the IAIP application.

---

**Note:** The first version of a metafile uploaded to the IAIP application is version 0 (i.e., zero). Each time a version of a metafile is uploaded, the version is incremented by 1.

---

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To upload a metafile to a program:

- 1 From the metafiles list on the Program Metafiles page, click the Update button ( ) associated with the metafile to update.

The upload metafiles dialog is displayed. For more information, see [Add Metafiles Dialog](#) on page 76.

---

**Note:** This dialog is also used to manage the association of metafiles with items and passages.

---

- 2 Click the Choose File button.

A file open dialog is displayed.

---

**Note:** This dialog is provided by your client operating system (i.e., not by the IAIP application).

---

- 3 Browse to the file available on your file system.
- 4 Select the desired file and click the Open button.

The file open dialog closes.

- 5 Specify a file type via the File Type option (i.e., on the upload metafiles dialog).

---

**Note:** The previously entered value for this option is provided as the default.

---

- 6 Optionally, enter a description or comment for the metafile in the Comment field.

---

**Note:** The previously entered value for this option is provided as the default.

---

- 7 Click the Upload button.
- 8 The file is uploaded to the IAIP application to replace the existing version, and displays in the metafiles list.

The new file is added to the application. Its version number is incremented by 1. All previous versions are retained.

---

**Note:** The IAIP application provides tools for ensuring that items and passages associated with the updated metafile are also updated to associate with the newer version. For information, see [Program Metafiles Page](#) on page 72.

---

### Deleting Metafiles from a Program

Deleting metafiles permanently removes them from the IAIP application.

---

**Note:** Deleting a metafile removes all versions of the file from the IAIP application.

You cannot delete a metafile that is associated with an item or passage.

---

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.

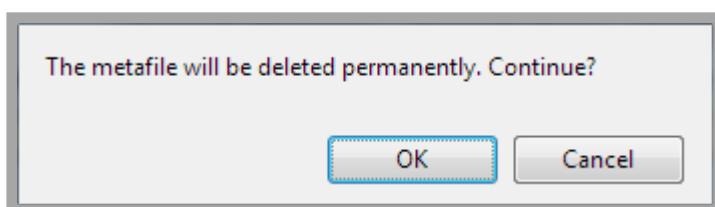


This procedure requires administrator permissions.

To delete a metafile from a program:

- From the metafiles list on the Program Metafiles page, click the Delete button (X) associated with the metafile to delete.

This confirmation message is displayed:



The metafile (and all previous versions) are permanently removed from the IAIP application.

---

**Note:** If the metafile is associated with an item or passage, it cannot be deleted.

If you attempt to delete a metafile that is associated with an item or passage, this message is displayed on the Program Metafiles page:

- This metafile is associated with Item(s) and/or passage(s). It cannot be deleted
- 

### Associating Program Metafiles with Item Content

The IAIP application provides tools for associating program metafiles with item content (i.e., items and passages) in the selected program. Associating metafiles in the application enables users in the workflow to view the content of the files to assist with item development.

---

**Note:** You can associate metafiles with one or more items and passages.

---

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To associate program metafiles with item content:

- 1 From the metafiles list on the Program Metafiles page, click the Update button ( ) associated with the metafile to associate with item content.

The Upload Metafiles dialog is displayed in a pop-up window. For information, see [Add Metafiles Dialog](#) on page 76.

---

**Note:** This dialog is also used to update a metafile with a newer version.

---

- 2 Click the appropriate button depending on type of item content with which to associate the metafile:
  - To associate the metafile with passages – Click the Associate Passages button.
  - To associate the metafile with items – Click the Associate Items button.

---

**Note:** Depending on your selection, a different version of the Metafiles Associations page is displayed.

---

- 3 For passages, one-by-one, select the passage that you want associated with the metafile and click the Confirm button. Each time you click Confirm, a confirmation message is displayed.

or

For items, enter the item IDs of the items that you want associated with the selected metafile (i.e., one item ID per line) and click the Confirm button. After you click Confirm, a status message displays any errors that occur.

- 4 After you are finished, click the close button in the upper, right-hand corner of the pop-up window.

### *Updating Metafile Associations for a New Version*

The IAIP application provides tools for associating program metafiles with item content (i.e., items and passages) in the selected program. Associating metafiles in the IAIP application enables users in the workflow to view the content of the files to assist with item development. You can also update an item or passage to point to a newer version of a metafile.

This task begins from the list of Program Metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To update metafile associations for a new version:

- 1 From the metafiles list on the Program Metafiles page, click the Update button (  ) associated with the metafile to associate with item content.

The upload metafiles dialog is displayed in a pop-up window. For information, see [Add Metafiles Dialog](#) on page 76.

---

**Note:** This dialog is also used to update a metafile with a newer version.

---

- 2 Click the appropriate button depending on type of item content:
  - To update metafile associations for passages – Click the Associate Passages button.
  - To update metafile associations for items – Click the Associate Items button.

---

**Note:** Depending on your selection, a different version of the Metafiles Associations page is displayed.

---

- 2 Select the Outdated Items menu or Outdated Passages menu.

The Outdated Items or Outdated Passages menu is displayed. For more information, see [Metafile Associations – Outdated Items Menu](#) on page 80 or [Metafile Associations – Outdated Items Menu](#) on page 80

- 3 Complete the appropriate step, depending on the content type:
  - To update only selected passages – Select the passage to update in the list and click the Update Selected button.
  - To update all passages in the list – Click the Update All button.
  - To update only selected items – Select the item to update in the list and click the Update Selected button.
  - To update all items in the list – Click the Update All button.
- 4 After you are finished, click the close button in the upper, right-hand corner of the pop-up window.

### Removing Metafile Associations

Removing metafile associations unlinks them from the items or passages to which they were previously associated.

---

**Note:** You cannot delete a metafile if it is associated with any passages or items.

---

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To remove metafile Associations:

- 1 From the metafiles list on the Program Metafiles page, click the Update button (  ) associated with the metafile to associate with item content.

The Upload Metafiles dialog is displayed in a pop-up window. For information, see [Add Metafiles Dialog](#) on page 76.

---

**Note:** This dialog is also used to update a metafile with a newer version.

- 2 Click the appropriate button depending on type of item content:

- To remove metafile associations for passages – Click the Associate Passages button.
- To remove metafile associations for items – Click the Associate Items button.

---

**Note:** Depending on your selection, a different version of the Metafiles Associations page is displayed.

- 3 Select the Currently Associated menu.

The Currently Associated menu is displayed. For more information, see [Metafile Associations – Currently Associated Menu](#) on page 79 or [Metafile Associations – Currently Associated Menu](#) on page 83.

- 4 Complete the appropriate step, depending on the content type:

- ▶ To remove associations for only selected passages – Select the passage for which to remove the association from the list and click the Remove Selected button.
- ▶ To remove associations for all passages in the list – Click the Remove All button.
- ▶ To remove associations for only selected items – Select the item for which to remove the association from the list and click the Remove Selected button.
- ▶ To remove associations for all items in the list – Click the Remove All button.

- 5 After you are finished, click the close button in the upper, right-hand corner of the pop-up window.

---

**Note:** If desired, you can now delete the metafile from the IAIP application.

### Viewing Metafile History

Viewing metafile history enables you to see information about previous versions of uploaded metafiles.

This task begins from the list of program metafiles. For more information, see [Viewing Program Metafiles](#) on page 450.



This procedure requires administrator permissions.

To remove metafile associations:

- From the metafiles list on the Program Metafiles page, click the History button () associated with the metafile to associate with item content.

**Note:** If the History button is grayed out (e.g., ), it is cannot be clicked. This indicates that only one version of the metafile exists.

The Metafile History page is displayed in a pop-up window. It displays information about different versions of the metafile. For example:

Metafile History					
File Name	Comment	Type	Added on	Version	
Koala.jpg	koala (c)	Copyright/DRM	09/11/2012 15:08	2	
Koala.jpg	koala	Other	09/11/2012 15:08	1	
Koala.jpg	koala	Other	08/29/2012 14:31	0	

3 History entries found, displaying 3 from 1 to 3. Page 1 / 1  


- Optionally, view the content of the metafile by clicking on the associated link in the File Name column.
- After you are finished, click the close button in the upper, right-hand corner of the pop-up window.



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## Chapter 8: Administering IAIP Data

This chapter provides information on the administering data and metadata in the IAIP application, and is intended for IAIP users with administrator permissions. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">459</a>
<a href="#">Importing Content into the IAIP Application</a>	<a href="#">460</a>
<a href="#">Exporting Content</a>	<a href="#">477</a>
<a href="#">Batch Data Upload</a>	<a href="#">486</a>
<a href="#">Uploading Psychometric Data</a>	<a href="#">492</a>

### Introduction

Underpinning the IAIP application's content development tools are numerous data and metadata elements that define the attributes, workflow state, and usage and performance of the test items and related content. The IAIP application captures changes in item, passage, and rubric content throughout the content development workflow, even providing each revision of an item as it exists in each stage of the workflow. Additionally, the IAIP application provides metadata to support the tracking of item-related content in the workflow.

The IAIP application provides administrators with tools for moving content into and out of the content development environment by supporting the import and export of content in IMS APIP/QTI and SBAIF format and the export of content created within the application to either IMS APIP/QTI or SBAIF format.

It also provides options for the mass creation or modification of items, via data upload capabilities. These options support both the initiation of content in the application as well as batch modification of metadata attributes, including importing psychometrics data.

The IAIP application supports these content administration capabilities:

- **Importing Content.** To simplify the process of updating data, the application supports the importing of item data (i.e., item bodies and interactions, passages, rubrics, and associated graphics and media and metadata), item metadata (e.g., Subject Area, Difficulty, item Enemies, and Standards Hierarchy), and data on the psychometric performance of items. The IAIP application supports the importing of item archives in IMS (i.e., APIP/QTI) and SBAIF formats. This chapter describes the IAIP capabilities for importing item metadata and psychometrics data to the application.

For information on importing content into the IAIP application, see [Importing Content into the IAIP Application](#) on page 460.

- **Exporting Content.** The IAIP application provides options for exporting items (and associated passages, rubrics, images, media, etc.) from the IAIP application into an external system (e.g., the test item bank for administration via the Smarter Balanced test delivery platform) or a local file. Exporting items causes all selected items along with all their associated passages, rubrics, graphics, media, and other supporting content to be exported from the IAIP application into the external service (i.e., test item bank) or external file. To ensure

interoperability, content can be exported in IMS APIP/QTI format or SBAIF format, depending on how it was imported into the IAIP application.

For information on exporting content from the IAIP application, see [Exporting Content from IAIP](#) on page 477.

To simplify the process of updating data, the application supports the importing of item data (i.e., item bodies and interactions, passages, rubrics, and associated graphics and media and metadata), item metadata (e.g., Subject Area, Difficulty, Item Enemies, and Standards Hierarchy), and data on the psychometric performance of items. The IAIP application supports the importing of item archives in IMS (i.e., APIP/QTI) and SBAIF formats. This chapter describes the IAIP capabilities for importing item metadata and psychometrics data to the application.

The IAIP application supports these metadata administration capabilities:

- **Generating/Modifying Content.** You can use the metadata importing capabilities in the application to define or update item, passage, and rubric metadata to populate it for initiating the content development workflow or to modify content already in the workflow. This provides maximum flexibility for ensuring that the metadata is correct and supports the modification of content in the workflow.

For information on importing item metadata, see [Batch Data Upload](#) on page 486.

- **Importing Psychometrics Data.** You can use the psychometrics importing capabilities in the application to detail the performance characteristics of items that have been delivered in a pilot or full assessment. Including this information in the IAIP system can help users to analyze the performance characteristics of the items in the system as well as guide the future development of item content.

For information on importing psychometrics data, see [Uploading Psychometric Data](#) on page 492.

### Importing Content into the IAIP Application

The IAIP application provides features for automatically importing items from an item archive in IMS Common Cartridge format. This capability enables you to import item content (i.e., items, item alternates, passages, and associated graphics and media, as well as item metadata) into the application that was created in another item authoring system or in another instance of the application. Content created in the application is stored in a proprietary format, but can be easily exported in IMS APIP/QTI or SBAIF format for storage or maintenance in another application.

Content can be imported into the IAIP application for a number of reasons:

- A state wishes to import an item bank into the IAIP application
- A state wishes to import items developed in an external application
- Smarter Balanced wishes to import an item bank into the IAIP application

Once imported, you can use the IAIP application's powerful item development and management capabilities to prepare the items for administration. IAIP provides broad capabilities for developing and managing item content from the level of making a small change to a single item through the management of a suite of items through the full item development lifecycle. However, the editing capabilities supported by the IAIP application are defined by the source of the content as described in this table:

Source	Editing Capabilities	Export Capabilities
Imported IMS Package	Editing of limited attributes in or out of the workflow*	Export in IMS format only
Imported SBAIF Package	Editing of limited attributes in or out of the workflow*	Export in SBAIF format only
Created in IAIP	Full content and attribute editing in or out of the workflow	Export in SBAIF or IMS format

\* For details on limited editing capabilities, see [Editing Imported Content](#) on page 470.

### Interactive Importing of Content

The IAIP application provides options for interactively importing content (i.e., items, passages, images, media, etc.) in IMS or SBAIF format into the application. The IAIP application derives metadata from the content package (i.e., description, content area, and standards alignment) for use by the application and imports supporting resources into the application and stores them in the file system. It also supports pass-through item storage, wherein content is imported into the application for distribution into an item bank. While in the IAIP application, the body of the content cannot be modified, but metadata attributes (i.e., including standards hierarchy, psychometrics data, and descriptive item attributes) can be modified. Such items pass through the IAIP application without being altered.

For more information on how metadata is imported into the IAIP application, see [Imported Metadata](#) on page 471.

Once content is imported, the IAIP application no reporting or previewing capabilities and only limited editing capabilities for IMS- and SBAIF-formatted content (except for attributes like item or passage metadata, item history, psychometrics data, etc. applied within the IAIP application). IAIP metadata can be modified on the Item Metadata menu of the Create Item page (i.e., except for the standards alignment, which is modified on the Standard menu).

#### IMPORTANT

The IAIP application supports limited editing of imported IMS and SBAIF content. For more information, see [Editing Imported Content](#) on page 470.



Importing content requires super administrator permissions.

To import items into the IAIP application:

- 1 Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

**2** Select Content Moves from the Manage menu.

The Content Moves page is displayed. For more information, see [Content Moves Page](#) on page 107.

**3** Select Import from the Move Type menu.

**4** Select an organization and program in which to import the items.

**5** Select the appropriate format, matching the format of the content to be imported:

- **IMS.** IMS QTI 2.1/APIP 1.0 format. The encoding format for assessment items supported by IMS Global.
- **SBAIF.** SmarterApp Assessment Item Format. The encoding format for assessment items supported by the SmarterApp assessment suite.

**6** Using the Browse button, locate and select the zip file containing the content.

**7** Click the Import button.

The content is imported into the IAIP application. The import package is validated for:

- Data/referential integrity
- Compliance with SBAIF or IMS schema
  - For information on the IMS Item Archive, see [IMS Item Archive Content](#) on page 474.
- Required metadata

---

**Note:** Imported metadata is used to define specific metadata attributes in the IAIP application. For more information, see [Imported Metadata](#) on page 471.

---

You can view the results of the import on the Content Monitor page. For more information, see [Content Monitor Page](#) on page 114.

### ***Viewing Import Details***

You can view the details of a content import via the Content Monitor page. The details for a content import include a list of each item imported into the system, a status on the completion success and detailed status message for each item in the import. Viewing details on a content import can help you identify any issues with the procedure that you might wish to correct.

---

**Note:** You can view import details only for content imports that are completed (i.e., display a status of “Complete” on the Content Monitor page).

---



**Viewing details on a content import requires super administrator permissions.**

To view details of a content import:

**1** Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

**2** Select Content Monitor from the Manage menu.

The Content Monitor page is displayed. For more information, see [Content Monitor Page](#) on page 114.

---

**Note:** A full list of content moves (including exports and imports) is displayed.

- 3 Optionally, select filter options to aid in locating the desired content import. For more information on the available filter options, see [Page Elements](#) on page 115.
- 4 Once you have located the appropriate content move in the list, select Detail from the Options menu under in the Action column.

Details on the content import are displayed on the Item Details page. For more information, see [Item Details Page](#) on page 118.

#### ***Rolling Back Imported Content***

You can roll back (i.e., remove) content that was imported to the IAIP application via the Content Moves page. Rolling back imports causes all database records corresponding to all items included in the selected package to be deleted. Additionally, all imported files saved to the file system are also deleted.



This procedure requires super administrator permissions.

To roll back an import:

- 1 Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

- 2 Select Content Monitor from the Manage menu.

The Content Monitor page is displayed. For more information, see [Content Monitor Page](#) on page 114.

- 3 Locate the content move that you wish to roll back in the list.

- 4 Optionally, filter the list of items (i.e., making it easier to locate a specific content move), select the appropriate organization and program and the Import move type.

- 5 Select the Rollback option associated with the desired content import.

---

**Note:** Only content imports with a status of 'Complete' can be rolled back.

A status message is displayed at the top of the page, for example:

**Successfully rollback package SAAIF-ELA-1.zip**

Rolling back imports causes all database records corresponding to all items included in the selected package to be deleted. Additionally, all imported files saved to the file system are also deleted.

### Batch Importing Content

IAIP supports the batch loading of content into the IAIP application, via a service that automatically imports a content package that is located in a specific directory. You simply place the item archive in a pre-defined directory and the IAIP application automatically processes the archive on a periodic basis.

---

#### Note:

- To ensure the integrity of the item data, the item archive must utilize the IMS Common Cartridge format.
  - Items containing unsupported interaction types can be imported into the IAIP application, but cannot be modified in the application.
- 

The batch item import process includes these phases:

- Transferring the item archive to the IAIP application server using an SFTP utility.
- The application processes item archives on a periodic basis (i.e., every five minutes).
- Verifying that the item import completed successfully.

Prior to importing the items in the archive, the IAIP application verifies the file contents and validates the XML. If any errors are encountered (e.g., the item manifest lists an item that is not found in the item archive), the import will fail. This stringent validity control will help to ensure the integrity of the item content in the application.

The results of the item import are displayed on the Item Import Monitor page.

---

**Note:** The IAIP application also supports the import of item metadata and psychometrics data. For more information, see [Chapter 8: Administering IAIP Data](#) on page 459.

---

### Requirements

- XML item data in a supported format:
  - IMS Format: An item archive in IMS Common Cartridge format that includes:
    - A zip file containing a manifest file named “imsmanifest.xml” that references the individual item XML files in the archive.
    - Each individual item XML file must comply with the IMS Question and Test Interoperability (QTI) 2.1 specification.
    - Item metadata in XML format as part of the package's manifest file.
  - SBAIF Format: An item archive in SBAIF format, that includes:
    - A zip file containing a manifest file named “imsmanifest.xml” that references the individual item XML files in the archive.
    - Each individual item XML file must comply with the Smarter Balanced Assessment Item Format (SBAIF) specification.
    - Item metadata in XML format as part of the package's manifest file.
- Installation of the SFTP transport utility (e.g., FileZilla) on the client (i.e., sending) computer.
- Installation of the SFTP transport utility on the server (i.e., receiving) computer.

---

**Note:** SSH File Transfer Protocol (SFTP) uses a secure shell (SSH) to transfer files between computers.

- Identification of the location of the appropriate SFTP-only '/uploads' directory (on the IAIP application server) for the program into which to import items (i.e., '/uploads/IMS/' and '/uploads/SBAIF').
- The user name and password of the SFTP-only IAIP user with permissions to transfer files to the '/uploads' directory.

---

**Note:** Connecting the SFTP utility to the IAIP application server will enable write access to the required directories for transferring the item archives.

### *Transferring an Item Archive to the IAIP Server*

This section provides general instructions for transferring an item archive to the IAIP server. It is written to describe the general steps and requirements independent of the specific SFTP client selected.

---

**Note:** For detailed instructions specific to FileZilla Version 3.6, see [Transferring an Item Archive to the IAIP Server with FileZilla](#) on page 466.

Before proceeding, verify the requirements for transferring an item archive provided in Requirements on page 464.

To transfer an item archive to the IAIP server:

- 1 Ensure that the SFTP server application is running on the IAIP application server.
- 2 Verify the port number that the SFTP server application is monitoring on the IAIP application server.

---

**Note:** This port number is required for connecting to the SFTP server from the SFTP client. The default port number for Secure Shell (SSH) is 12.

- 3 Launch the SFTP client application.
- 4 Connect to the IAIP application server from the client computer using the SFTP client.
- 5 In the SFTP client, locate the directory containing the item archive on the client computer.
- 6 In the SFTP client, locate to the directory into which to transfer the item archive on the server computer (i.e., the '/uploads' directory for the desired program).

---

**Note:** The item archives must be placed in the format-specific subdirectories of the '/uploads' directory for the specific program ('/uploads/IMS/' and '/uploads/SBAIF').

- 7 Transfer the item archive from the client to the server.

The IAIP application will periodically check the uploads directory for item content to import. After the item archive is imported into the application, a log file with the same name as the zip file will be created in the '/logs' directory (i.e., at the same level as the '/uploads' directory).

Once the transfer has completed successfully, you can close the SFTP client.

**Note:** IAIP Administrators can view the status of item imports via the Item Import Monitor page.

---

### ***Transferring an Item Archive to the IAIP Server with FileZilla***

This section provides detailed instructions for transferring an item archive to the IAIP server using FileZilla Version 3.6 on a Windows platform. Modify as appropriate for a different SFTP utility or version of FileZilla.

It is important to understand these terms used in the FileZilla user interface:

- The client computer (i.e., sender) is referred to as the ‘local site’.
- The server computer (i.e., receiver or IAIP application server) is referred to as the ‘remote site’.

To transfer an item archive to the IAIP server:

- 1 Ensure that the SFTP server application is running on the IAIP application server.
- 2 Verify the port number that the SFTP server application is monitoring on the IAIP application server.

---

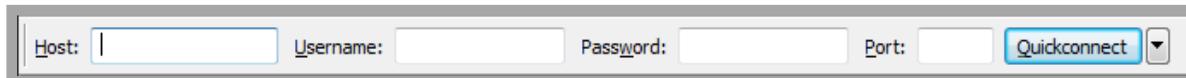
**Note:** This port number is required for connecting to the SFTP server from the SFTP client. The default port number for Secure Shell (SSH) is 12.

---

- 3 Start FileZilla on the client computer, for example:

From a Windows 7 machine, select All Programs ▶ FileZilla FTP Client ▶ FileZilla from the Start menu.

- 4 Enter the connection parameters for the remote server on the Quickconnect bar:



These parameters are required:

- **Host.** The IP address, server name, for fully qualified domain name of the IAIP application server.
- **Username.** Name of a user with permissions to access the IAIP application server.
- **Password.** Password used to authenticate the username on the IAIP application server.
- **Port.** The communication port used on the IAIP application server for secure file transfers.

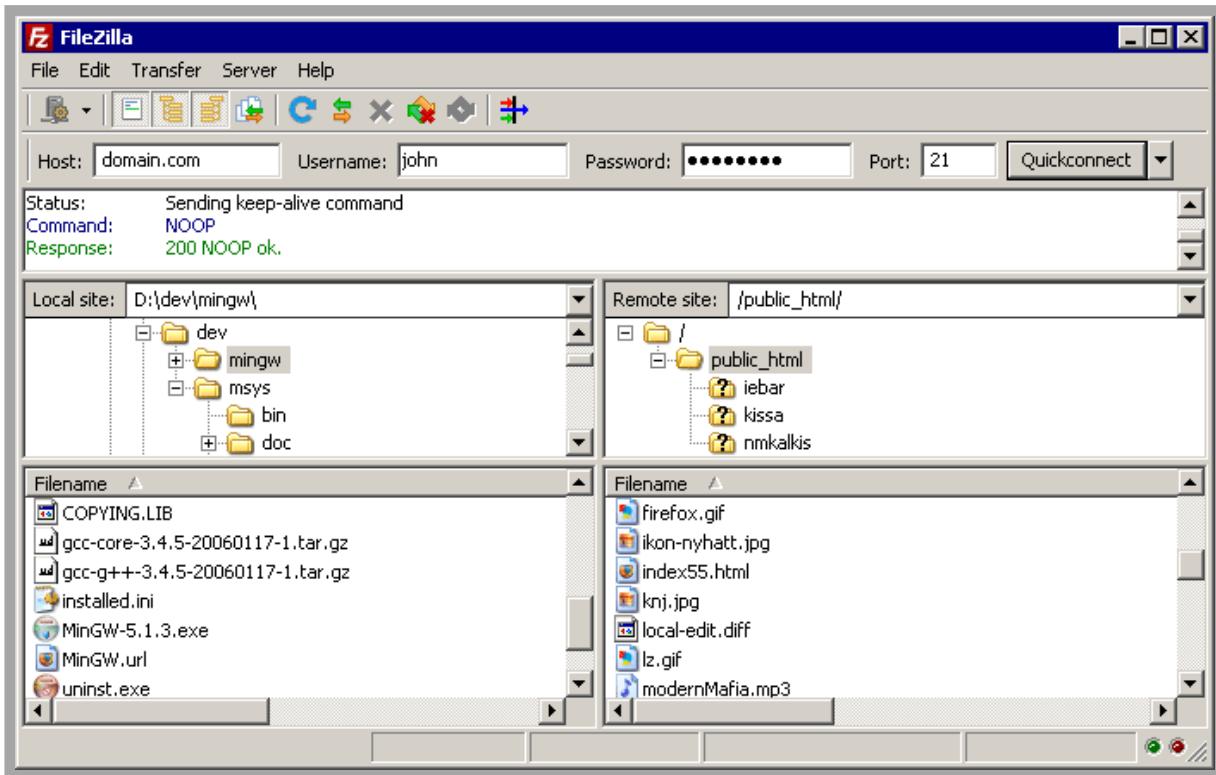
---

**Note:** The default port number for Secure Shell (SSH) is 12.

---

- 5 Click the Quickconnect button.

FileZilla establishes a secure connection to the IAIP application server. The directory tree for the client computer and the server computer are now displayed in the client browse panel and server browse panel (respectively), for example:



- 6 Specify to the directory containing the item archive on the client using the browse client panels via one of these methods:
  - Type the path to the directory in the **Local site** field.
  - or
  - Browse the directory tree to locate the directory and select it.
- 7 Specify the appropriate uploads directory on the server using the browse client panels via one of these methods:
  - Type the path to the directory in the **Remote site** field.
  - or
  - Browse the directory tree to locate the directory and select it.

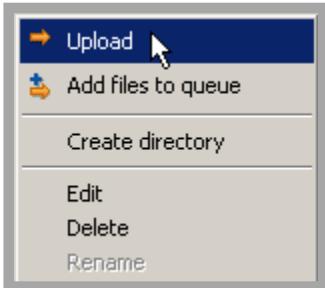
---

**Note:** An '/uploads' directory for each of the programs exists on the IAIP application server. Under each '/uploads' directory, there is a format-specified subdirectory (e.g., IMS and SBAIF).

---

- 8 Right-click the item archive zip file on the client computer.

This popup menu is displayed:



- 9 Click Upload.

The item archive is securely transferred to the selected directory on the server. When the transfer is complete, a confirmation message is displayed.

After the item archive is imported into the IAIP application, a log file with the same name as the zip file will be created in the '/logs' directory (i.e., at the same level as the '/uploads' directory).

---

**Note:** IAIP Administrators can view the status of item imports via the Item Import Monitor page. For information on monitoring the item import, see [Monitoring Item Archive Imports](#) on page 469.

---

### ***Importing Items to the IAIP Application***

The IAIP application server is setup to scan the item archive '/uploads' directory for each program every five minutes, and to process any new item archive zip files it finds. Prior to importing the items from the item archive, IAIP verifies the file contents and validates the XML against the appropriate standard:

- IMS Format: An item archive in IMS Common Cartridge format that includes:
  - A zip file containing a manifest file named "imsmanifest.xml" that references the individual item XML files in the archive.
  - Each individual item XML file must comply with the IMS Question and Test Interoperability (QTI) 2.1 specification.
  - Item metadata in XML format as part of the package's manifest file.
- SBAIF Format: An item archive in SBAIF format, that includes:
  - A zip file containing a manifest file named "imsmanifest.xml" that references the individual item XML files in the archive.
  - Each individual item XML file must comply with the Smarter Balanced Assessment Item Format (SBAIF) specification.
  - Item metadata in XML format as part of the package's manifest file.

After this verification and validation is completed, each item and associated content (e.g., body and answer choices) is imported into IAIP's item data with constrained values (e.g., item type).

---

**Note:**

- Passages referenced in the item XML become separate entities in the IAIP application. The relationship to the associated item is preserved; however, passages are edited separately from items in the IAIP application.

- XML tags within the <assessmentItem> tag, which are not recognized by the IAIP application, are preserved during the import. However, they cannot be edited in the application.

After the item archive has been processed, a log file with the same file name is created in the '/logs' directory. The log file contains information on the success and failure of the mass item import. Review the log file and take appropriate action, depending on the log file content.

After verifying that a corresponding log file exists in the '/logs' directory, the item archive is automatically moved from the uploads directory.

**Note:** IAIP Administrators can view the results of the item import via the Item Import Monitor page.

### IMPORTANT

If any errors are encountered (e.g., the item manifest lists an item that is not found in the item archive or a referenced media file is not present in the archive), the import will fail.

This stringent validity control will help to ensure the integrity of the item content in the IAIP application.

#### *Monitoring Item Archive Imports*

The IAIP application scans the '/uploads' directory for new item archive (.zip) files and automatically begins importing item archives at five minute intervals. The '/uploads/' directory contains format-specific subdirectories for each of the supported item import formats:

- **/uploads/IMS.** Contains item archives in IMS Question and Test Interoperability (QTI) 2.1 format.
- **/uploads/SBAIF.** Contains item archives in Smarter Balanced Assessment Item Format (SBAIF).

Prior to importing the items from the item archive, the IAIP application verifies the file contents and validates the XML against the appropriate standard. For more information, see [Importing Items to the IAIP Application](#) on page 468.

After the IAIP application has begun processing an item archive, you can monitor the import of item content to the IAIP application via the Item Import Monitor page. For more information, see [Monitoring Item Archive Imports](#) on page 469.



This procedure requires administrator permissions.

To view item archive imports:

- 1 Click the Item Admin button on the Main Menu.

The Item Admin page is displayed. For more information, see [Item Admin Page](#) on page 36.

- 2 Select Item Imports from the Manage menu on the Top Menu.

The Item Import Monitor page is displayed. For more information, see [Item Import Monitor Page](#) on page 86.

You can view a list of items created or updated in the IAIP application by clicking the View button corresponding to the item import. This will display the Item Import Detail dialog that lists each item and its status. For more information, see [Item Import Detail Dialog](#) on page 88.

### **Editing Imported Content**

The IAIP application supports limited editing capabilities for imported items and passages. This functionality is intended to enable mature (i.e., developed) items and supporting content to be imported into the IAIP application for delivery to the test item bank for administration via the Smarter Balanced test delivery platform. While in the IAIP application, specific metadata can be applied to aid in describing the item for test developers. For example, IAIP users can modify metadata like the grade level, difficulty, item points, apply and review psychometric performance data, and associate items with external content standards (e.g., CCCS).

---

**Note:** The IAIP application supports the export of metadata, psychometrics data, and standards alignment applied within the application.

---

#### ***Imported Item Editing***

These menus are available on the Create Item page for editing imported items:

- **Metadata.** Defines attributes of the item used in item and test develop to identify the nature, content, and development of the item.
- **Imported Data.** For imported items, identifies the metadata attributes and values defined in the item package. For more information on imported metadata, see [Imported Metadata](#) on page 471.
- **Notes.** Displays comments about the item in the content development workflow.
- **History.** Displays information on the development of the item in the content development workflow.
- **Publication History.** Displays psychometrics data associated with the item, gathered from a previous administration.
- **Standard.** Enables you to specify the content standard alignment for the item.

For more information on these menus, see [Content Modification Menus](#) on page 195.

#### ***Imported Passage Editing***

These menus are available on the Create Passage page for editing imported passages:

- **Metadata.** Defines attributes of the passage used in item and test develop to identify the nature, content, and development of the passage.
- **Notes.** Displays comments about the item in the content development workflow.
- **History.** Displays information on the development of the passage in the content development workflow.

For more information on these menus, see [Content Modification Menus](#) on page 195.

## Imported Metadata

The IAIP application applies certain metadata attributes defined in the imported XML to native attributes (i.e., available in reports and via the Item Metadata menu). For more information, see [Imported Data Menu - Items](#) on page 240. Additionally, the metadata defined in the imported XML is displayed in an XML-style list on the Imported Data menu and included when the item is exported from the IAIP application. That is, editable and non-editable metadata are included in the item export. For more information, see [Exporting Content from IAIP](#) on page 477.

## IMS Metadata

The IAIP application supports the importing of many IMS metadata attributes.

- Some IMS APIP/QTI metadata is mapped to IAIP metadata attributes. IAIP metadata is available when searching, filtering, and reporting on items and passages.
- Other IMS APIP/QTI metadata is imported into the IAIP application and stored with the item or passage, but cannot be modified. IMS metadata is not available for searching, filtering, and reporting items and passages.

This section describes the metadata imported from an IMS APIP/QTI archive for items and passages.

### Item Metadata

Metadata for IMS-formatted items is mapped to existing metadata fields in the IAIP application and can be modified in the IAIP application. This IAIP metadata can be modified on the Item Metadata menu of the Create Item page (i.e., except for the standards alignment, which is modified on the Standard menu). The mapping is given below:

IAIP Metadata Field	IMS Metadata
Item ID	AlternateIdentifier in item XML (export only)
Description	itm_item_desc in item XML
Item Format	Unsupported for all SBAIF formatted items.  <b>Note:</b> Item format is for SBAIF items is “Unsupported”, which indicates that it cannot be modified in the IAIP application.
Difficulty	EducationalDifficulty in metadata XML
Content Area	itm_item_subject in item XML
Grade Level	itm_att_Grade in item XML
Grade Span Start	MinimumGrade in metadata XML
Grade Span End	MaximumGrade in metadata XML
Depth of Knowledge	DepthOfKnowledge in metadata XML
Item Points	MaximumNumberOfPoints in metadata XML

IAIP Metadata Field	IMS Metadata
Publication Status	AdministrationDate in metadata XML
Language	English for all SBAIF-formatted items.

#### *Passage Metadata*

Information of following list of meta data can be captured from input xml and is editable in the IAIP application. The mapping is given below:

IAIP Metadata Field	IMS Metadata
Passage ID	
Subject	stm_pass_subject of stimulus xml
Grade Level	IntendedGrade of metadata xml
Grade Span Start	MinimumGrade of metadata xml
Grade Span End	MaximumGrade of metadata xml
Genre	StimulusGenre
Publication Status	AdministrationDate of metadata xml
Language	English for all SBAIF formatted item

#### *Exceptions*

The following IAIP passage metadata information cannot be captured from imported IMS content.

- Summary
- Sub-Genre
- Topic
- Readability Index
- Reading Level Notes
- Cross Curriculum
- Character Ethnicity
- Character Gender

For more information on IAIP passage metadata, see [Passage Metadata](#) on page 472.

#### **SBAIF Metadata**

The IAIP application supports the importing of many SBAIF metadata attributes.

- Some SBAIF metadata is mapped to IAIP metadata attributes. IAIP metadata is available when searching, filtering, and reporting on items and passages.
- Other SBAIF metadata is imported into the IAIP application and stored with the item or passage, but cannot be modified. SBAIF metadata is not available for searching, filtering, and reporting items and passages.

This section describes the metadata imported from an SBAIF archive for items and passages.

*Item Metadata*

Metadata for SBAIF-formatted items is mapped to existing metadata fields in the IAIP application and can be modified in the IAIP application. This imported IAIP metadata can be modified on the Item Metadata menu of the Create Item page (i.e., except for the standards alignment, which is modified on the Standard menu). The mapping is given below:

IAIP Metadata Field	IMS Metadata
Item ID	AlternateIdentifier in item XML (export only)
Description	itm_item_desc in item XML
Item Format	Unsupported for all SBAIF formatted items.  <b>Note:</b> Item format is for SBAIF items is “Unsupported”, which indicates that it cannot be modified in the IAIP application.
Difficulty	EducationalDifficulty in metadata XML
Content Area	itm_item_subject in item XML
Grade Level	itm_att_Grade in item XML
Grade Span Start	MinimumGrade in metadata XML
Grade Span End	MaximumGrade in metadata XML
Depth of Knowledge	DepthOfKnowledge in metadata XML
Item Points	MaximumNumberOfPoints in metadata XML
Publication Status	AdministrationDate in metadata XML
Language	English for all SBAIF-formatted items.

---

**Note:** Source Document and Readability Index information cannot be captured from imported SBAIF content.

---

*Passage Metadata*

Information of following list of meta data can be captured from input xml and can be modified in the IAIP application. The mapping is given below.

IAIP Metadata Field	SBAIF Metadata
Passage ID	
Subject	stm_pass_subject of stimulus xml
Grade Level	IntendedGrade of metadata xml
Grade Span Start	MinimumGrade of metadata xml

IAIP Metadata Field	SBAIF Metadata
Grade Span End	MaximumGrade of metadata xml
Genre	StimulusGenre
Publication Status	AdministrationDate of metadata xml
Language	English for all SBAIF formatted item

#### *Exceptions*

The following IAIP passage metadata information cannot be captured from imported SBAIF content.

- Summary
- Sub-Genre
- Topic
- Readability Index
- Reading Level Notes
- Cross Curriculum
- Character Ethnicity
- Character Gender

For more information on IAIP passage metadata, see [Passage Metadata](#) on page 473.

### **IMS Item Archive Content**

This section provides a high-level description of a valid item archive following the QTI (Question and Test Interoperability) v2.1 and CP (Content Packaging) v1.2 specifications.

#### **Packaging Format**

An archive is packaged in a ZIP file format. This archive must contain a single manifest file named “imsmanifest.xml” in addition to all individual item XML files and related media files that are referenced in the manifest. Sub-folders may be used to hold item XML files and media files as needed.

#### **Manifest File**

The file “imsmanifest.xml” must reference each item XML in the package that is to be imported. This is a sample:

```
<manifest
  identifier="manifestExample"
  xmlns="http://www.imsglobal.org/xsd/api/api_vlp0/imsdp_vlp1"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <resources>
    <resource identifier="Item_01" type="imsqti_apipitemroot_xmlvlp2">
      <file href="items/item01.xml" />
    </resource>
  </resources>
</manifest>
```

### Item XML File

Each item to be imported must have its own XML file that is referenced in the manifest. This is a sample:

```
<?xml version="1.0" encoding="UTF-8"?>
<assessmentItem adaptive="false" identifier="Item-01"
    timeDependent="false"
    title="Single MC/SR Item"
    xmlns="http://www.imsglobal.org/xsd/api/api_pv1p0/qtiitem/imsqti_v2p1"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
    <responseDeclaration baseType="identifier" cardinality="single"
        identifier="RESPONSE">
        <correctResponse>
            <value>D</value>
        </correctResponse>
    </responseDeclaration>
    <stylesheet href="item-01.css" type="text/css"/>
    <itemBody>
        <div id="div1">
            
            <span id="labelA">A</span>
            <span id="labelB">B</span>
            <span id="labelC">C</span>
            <span id="labelD">D</span>
        </div>
        <rubicBlock view="candidate" class="passage"
            id="some_passage_name">
            <p>This is a passage for the student to view</p>
        </rubicBlock>
        <choiceInteraction id="choicereduction" maxChoices="1"
            responseIdentifier="RESPONSE" shuffle="true">
            <prompt id="prompt">In the figure above, what fraction of the
            rectangle <em>ABCD</em> is
                shaded?</prompt>
            <simpleChoice fixed="true" identifier="A">
                <p id="p2">one-sixth</p>
            </simpleChoice>
            <simpleChoice fixed="true" identifier="B">
                <p id="p3">one-fifth</p>
            </simpleChoice>
            <simpleChoice fixed="true" identifier="C">
                <p id="p4">one-fourth</p>
            </simpleChoice>
            <simpleChoice fixed="true" identifier="D">
                <p id="p5">one-third</p>
            </simpleChoice>
            <simpleChoice fixed="true" identifier="E">
                <p id="p6">one-half</p>
            </simpleChoice>
        </choiceInteraction>
    </itemBody>
</assessmentItem>
```

### *Item Name*

The item name is specified as the “identifier” attribute of the `<assessmentItem>` tag.

### *Item Description*

The item description is specified as the “title” attribute of the `<assessmentItem>` tag.

### *Item Interactions*

Each item may have 1 or more interactions (actually 0 is also possible, but not particularly useful). The following interaction types and their corresponding tag names are:

- Multiple choice = `<choiceInteraction>`
- Single-line text entry = `<textEntryInteraction>`
- Multi-line text entry = `<extendedTextInteraction>`

The multiple-choice and multi-line text entry interactions may include a `<prompt>` tag, which is the immediate guidance provided to the student regarding this particular interaction (e.g. “In the figure above, what fraction of the rectangle is shaded?”).

The multiple-choice and single-line text entry interactions must include a response identifier (i.e., the “`responseIdentifier`” attribute of the particular interaction tag) which matches the “`identifier`” tag of a response declaration (using the `<responseDeclaration>` tag).

### *Passage*

A passage imbedded in an item is defined in the rubric section (i.e., the `<rubricBlock>` tag). A passage included in this section will be parsed out by the item importer and created as a passage in the IAIP application.

### *Response Declaration*

Information related to student interaction responses is defined in the response declaration section (i.e., the `<responseDeclaration>` tag). For multiple choice and single-line text entry interactions, this includes the correct answer or answers, which are defined as the text of one or more `<value>` tags within a `<correctResponse>` tag.

### *Stylesheet*

The `<stylesheet>` tag may be used to include any CSS styles that are specific to a particular item. In the example item shown, the labels “A”, “B”, “C”, and “D” would not appear at the four corners of the above SVG image without additional style information being provided in the external CSS file “item-01.css”

### *Item Body*

The item body (i.e., within the `<itemBody>` tag) consists of XHTML code which represents the content that is displayed for this item. This includes any interactions, which can be declared at any point within the item body.

### *Multiple Choice Interaction*

A multiple-choice interaction is defined using the `<choiceInteraction>` tag. This interaction may have a `<prompt>` tag. It should also include one or more choice descriptions using the `<simpleChoice>` tag. The “`maxChoices`” attribute of the `<choiceInteraction>` tag indicates the

total number of choices that may be selected by the student (or “0” for no limit). You may think of an “exclusive” multiple choice interaction as one in which “maxChoices” is set to “1”.

#### *Text Entry Interaction*

A single-line text entry interaction is defined using the <textEntryInteraction> tag. This interaction must have an “expectedLength” attribute to indicate the suggested size and number of input characters a student may type.

#### *Extended Text Interaction*

A multi-line text entry interaction is defined using the <extendedTextInteraction> tag. This interaction must have an “expectedLength” attribute (with the same meaning as for text entry interaction) and also “expectedLines” attribute to suggest the total number of lines that are displayed for the text box. Since the input box must be a rectangle, the “expectedLength” value must be divisible by the “expectedLines” value. For example, with an “expectedLength” value of “300” and an “expectedLines” value of “4”, the input box would have 75 columns.

---

**Note:** Although Items that include non-supported interaction types can be imported into the IAIP application, they cannot be modified in the application.

---

### Exporting Content from IAIP

The IAIP application provides options for exporting items (and associated passages, rubrics, images, media, etc.) from the IAIP application into the test item bank for administration via the Smarter Balanced test delivery platform. To ensure interoperability, content is exported in one of these formats:

- IMS Question and Test Interoperability (QTI) 2.1
- Smarter Balanced Assessment Item Format (SBAIF)

Exporting items causes all selected items along with all their associated passages, rubrics, graphics, media, and other supporting content to be exported from the IAIP application into the external service (i.e., test item bank) or external file.

Content can be exported from the IAIP application for a number of reasons:

- Smarter balanced wants to export a subset of an item bank for an external review
- Test developers want to export items from the IAIP application to the test item bank to build test forms
- A state wants to export their items from the IAIP application into another item bank or into a different test delivery platform

The IAIP application supports two methods for exporting IAIP content:

- **Single Item Export.** For exporting single or selected items to the Smarter Balanced item bank, you can use the export options on the Item Management page. This option is intended to support the export of a single or a selected few “banked” items by a user with lesser administrator permissions. Note that banked items have the publication status of “Banked”, indicating that they are ready to be administered.

---

**Note:** There are additional restrictions when using this method. For more information, see [Exporting Selected Items](#) on page 480.

---

- **Mass Item Export.** For mass item exports (i.e., you perform wholesale exports of content [e.g., to populate the test item bank]), you can use the export options on the Content Moves page. This option is intended to support a larger volume of exports of items in any development state for users with super administrator permissions and form overall management of content in the IAIP application (e.g., to export content for test delivery, migration, or archiving). Mass item export can export items to the Smarter Balanced item bank or to a file. For more information, see [Exporting Mass Content](#) on page 485.

### Export Considerations

These considerations apply to the export of IAIP items:

---

**Note:** These considerations apply to items created within the IAIP application (i.e., not imported items).

---

- Any resources (including CSS) that were imported into the IAIP application are included in the export—as long as the resources were not subsequently deleted via item modifications.
- All QTI/APIP elements supported in the Smarter Balanced assessment system are exported with the items (i.e., even if they were not created with or even supported by the IAIP application [e.g., technology-enhanced items]).
- Inclusion order and tagging features are exported for each item that contains accessibility features.
- Because supporting content is treated as item-level content in QTI, when exporting items, associated passages, rubrics, images, media files, etc. are imbedded in the item XML for each item exported.
- Item presentation and styling tags that are applied to items and supported in QTI are included in the export.
  - The Content Editor, powered by the third party application Edit-on NG, uses some XHTML tagging that is not supported in QTI. This tagging is not exported.

---

**Note:** You can view the item within the IAIP application as it would be rendered on the test delivery platform using the Preview menu on the Create Item page.

---

### Exporting Selected Content

Exporting selected content enables users with lesser administrator permissions to move one or a select few items from the IAIP application into the Smarter Balanced test item bank for delivery via the Smarter Balanced test delivery platform. These options are provided for exporting selected content:

- **Exporting selected items.** Causes all selected items with the ‘Banked’ Development State (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported.
- **Exporting all items.** Causes all items in the selected program with the ‘Banked’ Development State (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported.

---

**Note:** Only the most recent version of an item can be exported.

---

Because only banked items and the latest version of items can be exported, an error message is displayed if the selection includes items that are not banked or not the latest version—and these items are not exported.



**Exporting selected content (i.e., via the Item Management page) requires administrator permissions.**

**Note:**

- When using Export All, only items that are banked and the latest version are exported.
- When using Export Selected, an error message is displayed if the selection includes items that are not banked or not the latest version.

System will export the id of the item/passage record present in the IAIP data base as identifier in export xml.

System will export the unique id generated in IAIP application as “AlternateIdentifier” in export meta data xml.

These considerations apply to items exported via this method:

- Only items from the selected program to which the user has access can be exported.
- Only items with the development state of ‘Banked’ can be exported.
- Only the most recent version of an item can be exported.
- A specific item (i.e., defined by its unique name and version) can be exported only once. In order to re-export an item, its name must be changed or its version incremented.

For additional considerations on exporting items, see [Export Considerations](#) on page 478.

**Note:** You can view the item within the IAIP application as it would be rendered on the test delivery platform using the Preview menu on the Create Item page.

The options for exporting IAIP content are available on the Item Management page.

To display export options:

- Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For information, see [Item Admin Page](#) on page 36.

The Item Management page contains two buttons for exporting content:

- **Export Selected button.** Causes the items selected via the items list to be exported.
- **Export All button.** Causes the all items to be exported.

**Note:** For detailed information on which items are exported when using these options, see the appropriate subsection.

### **Exporting Selected Items**

---

**Note:** This option is supported for all administrator user types for exporting selected ‘banked’ content from a single program. For export content from more than one program, see [Exporting Mass Content](#) on page 485.

---

This procedure enables you to select the specific banked items in a given program to export from a list of items that match the filter criteria you specify. It causes all selected items (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported from the IAIP application into the test item bank for delivery via on the Smarter Balanced test delivery platform. Because only banked items and the latest version of items can be exported, an error message is displayed if the selection includes items that are not banked or not the latest version—and these items are not exported.

For more information on error messages, see [Export Status Messages](#) on page 482.

This procedure is appropriate when a single banked item or small subset of banked items is to be exported. For example, you can specify filter criteria that lists only math items for 4<sup>th</sup> and 5<sup>th</sup> grade, then select these items for export.

---

**Note:** Only items with the Development State of ‘Banked’ can be exported.

---

To select items for export:

- 1 Open the Item Management page. For more information, see [Export Status Messages](#) on page 482.
- 3 Specify the program containing the items to export from the Program menu.
- 4 Specify appropriate filter criteria via the Standards Hierarchy, Item Metadata, and Statistics menus.

**Note:** The filter criteria you specify will determine which items are available for selection.

---



To view only items that are in the ‘Banked’ Development State (i.e., those that can be exported), specify Banked in the Development State option on the Item Metadata menu.

- 5 Click the Search button.
- 6 One-by-one, select the items to export by clicking the checkbox associated with each item from the items list.

or

If the list of items includes only the items you wish to export, click the select all icon  at the top of the select item column. This will select all items displayed in the items list.
- 7 Click the Export Selected button.

**Note:** This option can export hundreds of items and associated content at the same time. Due to the volume of data and bandwidth constraints, it can take several seconds or much longer to complete the export.

---

Review any messages that display at the top of the page regarding the status of the content export.

---

**Note:** Associated rubrics, passages, and other supporting content are exported with the items as they exist at the time of the export. Subsequent changes in the item or supporting content are not updated in the test item bank.

---

### **Exporting All Items**

---

**Note:** This option is supported for all administrator user types for exporting all 'banked' content from a single program.

---

This procedure enables you to export all banked items from the selected program. It causes all items in the selected program with the 'Banked' Development State (along with all their associated passages, rubrics, graphics, media, and other supporting content) to be exported from the IAIP application into the test item bank for delivery via on the Smarter Balanced test delivery platform. When more than one version of an item exists, only the latest version is exported. This procedure is appropriate when all banked items in a program are to be exported.

---

**Note:** Only items with the Development State of 'Banked' can be exported.

---

To export all banked items:

- 1 Open the Item Management page. For more information, see [Item Admin Page](#) on page 36.
- 8 Specify the program for which you wish to export all banked items from the Program menu.
- 9 Click the Export All button.

The items (in XML format) and all associated content are placed in a zip file and transferred to the server for importing into the test item bank.

---

**Note:** This option can export hundreds of items and associated content at the same time. Due to the volume of data and bandwidth constraints, it can take several seconds or much longer to complete the export.

---

Review any messages that display at the top of the page regarding the status of the content export.

---

**Note:** Associated rubrics, passages, and other supporting content are exported with the items as they exist at the time of the export. Subsequent changes in the item or supporting content are not updated in the test item bank.

---

### Export Status Messages

After completing a content export, the IAIPIP application displays a message with details about the success of the export at the top of the Item Management page. For example:

The screenshot shows the 'Item Management' page with the following content:

**Export Response: IMPORT\_COMPLETE details**

Program : SBAC\_Demo\_Program Target Program :

---

To view the detailed status:

- Click the details link.

Additional information about the export is displayed. For example:

The screenshot shows the 'Item Management' page with the following content:

**Export Response: IMPORT\_COMPLETE details**

**FAILED**

SBA2013-WCNONE-0009: item.emptyField:keywords, item.emptyField:source

Program : SBAC\_Demo\_Program Target Program :

---

**Note:** In this table, the part of the message that is described is highlighted in blue.

Message	Export Type	Description
Export Response: NO_ITEMS_FOUND oldItems: VE-IP-03	Selected*	<p>The version of VE-IP-03 selected was not the latest version.</p> <hr/> <p><b>Note:</b> Only the latest version can be exported.</p>
Export Response: IMPORT_COMPLETE FAILED VE-IP-03: item.already.exists:VE-IP-03 oldItems: VE-IP-03	Selected*	<p>Multiple versions of VE-IP-03 were selected.</p> <hr/> <p><b>Note:</b> Only the latest version can be exported.</p>

Message	Export Type	Description
Export Response: IMPORT_COMPLETE FAILED VE-IP-03: item.already.exists:VE-IP-03 oldItems: VE-IP-04 unbankedItems: VE-IP-02	Selected*	<p>VE-IP-02 does not have a development state of 'Banked'.</p> <hr/> <p><b>Note:</b> Only banked items can be exported.</p>
FAILED SBA2013-WCNONE-0009: item.emptyField:keywords, item.emptyField:source	Selected	SBA2013-WCNONE-0009 has missing values for the 'keywords' and 'source' fields.

\* These messages display only when exporting selected items. Export all exports only items that are banked and the latest version.



## Exporting Mass Content

Exporting mass content enables users with lesser super administrator permissions to move items en masse from the IAIP application into an external XML file or an external system (i.e., the Smarter Balanced test item bank for delivery via the Smarter Balanced test delivery platform).

---

**Note:** For imported items, the IAIP application brings together the XML content from the original upload with applied attributes and metadata from the IAIP application and combines in a valid item export packages.

---

For details on limitations for item export, see [Imported Metadata](#) on page 471.

Export status is displayed via the Content Monitor page. For more information, see [Content Monitor Page](#) on page 114.



Exporting mass content (i.e., via the Content Moves page) requires super administrator permissions.

To export items out of the IAIP application:

**1** Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

**2** Select Content Moves from the Manage menu.

The Content Moves page is displayed. For more information, see [Content Moves Page](#) on page 107.

**3** Select Export from the Move Type menu.

**4** Select the destination and format of the export via the Export Destination and Export Format menus.

The remaining steps depend on your method for specifying items to export:

- To specify items to export via a local file containing item IDs, proceed to **Step 5**.
- To specify items to export via filtering and selecting item IDs, proceed to **Step 6**.

**5** Specify the list of items IDs:

**A** Click the Browse button and select the CSV file containing the list of items.

**B** Click the Export button.

Items specified in the file (and associated content) are exported to the specified destination.

The export is initiated. Check the Content Monitor for information on the export.

**6** Filter and select items IDs:

**A** Specify the organization and program associated with the items.

**B** Optionally, enter additional filter criteria:

- **Name.** Specifies a string of text to match against item IDs (i.e., a begins with match).
- **Publication Status.** Specifies the development publication status of matching items.
  - **C** Click the checkbox associated with each item to export from the Select column.
  - **D** Click the Export button.

---

**Note:** The IAIP application validates the format of the XML against the appropriate standard (i.e., IMS or SBAIF) prior to performing the export. It will only be exported if it passes this validation.

---

The export is initiated and items and associated content are exported to the specified destination and format.

You can view the results of the export on the Content Monitor page. For more information, see [Content Monitor Page](#) on page 114.

### **Export Limitations**

These limitations apply to all content exported from the IAIP application (i.e., regardless of its source):

- Only items with the “Banked” development state can be exported.
- Only the most recent version of an item can be exported.

These limitations apply to the export of previously imported content from the IAIP application:

- The output formats supported for exported items depends on the source of the item in the IAIP applications:

Source	Export Capabilities
Imported IMS Package	IMS format only
Imported SBAIF Package	SBAIF format only
Created in IAIP	SBAIF or IMS format

- Psychometrics data is not exported (i.e., unless it was imported into the IAIP application with the content).
- Activity Based and Performance Task items cannot be exported in SBAIF format.

### **Batch Data Upload**

Batch data upload allows users to create/revise data and metadata for multiple items by uploading a file rather than editing each item or passage individually. Batch data upload can be used to initiate new items and passages in the system as well as modify some properties of existing ones.

**IMPORTANT**

Because you can easily modify many dozens or hundreds of items or passages at a time using this functionality, extreme care should be taken to ensure that you do not introduce errors into the data.

To prepare data for upload:

Like many of the other functions in the IAIP application, Batch Data Upload requires that users first create a commas-separated value (.csv) file that contains the data to be uploaded.

For example, you can use this feature to update the data and metadata value for some items. In this case, the file would contain the item IDs of those items and an item Enemy values.

You can use Microsoft Excel to enter the item IDs and appropriate data and then save it in CSV format.

---

**Note:** Although, in practice the minimum required attributes of items and passages in the IAIP application is simply a Name (i.e., unique identifier) and Development State (i.e., stage along the content development workflow), ensuring that other important attributes are defined will ensure that users can access and effectively process content in the workflow. For more information, see [Minimum Metadata Requirements](#) on page 422.

[Figure 202: Example CSV File](#) shows an example CSV file for uploading data on item enemies for the listed items.

Figure 202: Example CSV File

	A	B	C	D	E
1	Item ID	Item Enemy			
2	SBA1-JI-1606	SBA1-JI-1607			
3	SBA1-JI-1607	SBA1-JI-1608			
4	SBA1-JI-1608	SBA1-JI-1606			
5					
6					
7					
8					
9					

Items List - item enemy

To upload data:

- 1 Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

- 2 Select the program into which you wish to upload data from the Program menu.
- 3 Click the Batch Data Upload button.

The Item Data Upload page is displayed. For more information, see [Item Data Upload Page](#) on page 142.

- 4 Click the Browse button.
- 5 The file upload dialog is displayed.

---

**Note:** This dialog will vary depending on your operating system/browser.

---

- 6 Locate and select the CSV file containing the item data.

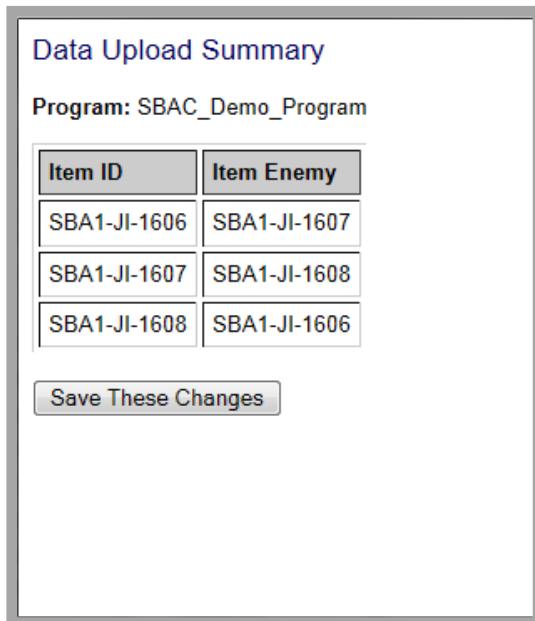
---

**Note:** In the CSV file, the first column must contain item ID and the data to be uploaded in the other columns.

---

- 7 Click the Upload Item Data button.

The Data Upload Summary dialog displays, enabling you to review changes before they are made. For example:



The screenshot shows a dialog box titled "Data Upload Summary". Inside, it says "Program: SBAC\_Demo\_Program". Below that is a table with two columns: "Item ID" and "Item Enemy". The table contains three rows of data: SBA1-JI-1606, SBA1-JI-1607; SBA1-JI-1607, SBA1-JI-1608; and SBA1-JI-1608, SBA1-JI-1606. At the bottom of the dialog is a "Save These Changes" button.

Item ID	Item Enemy
SBA1-JI-1606	SBA1-JI-1607
SBA1-JI-1607	SBA1-JI-1608
SBA1-JI-1608	SBA1-JI-1606

Save These Changes

Special formatting is applied to the information on this dialog to help you identify issues with the uploaded data. For more information, see [Data Upload Summary Page](#) on page 144.

- 8 Review changes and take the appropriate action:
  - To accept the changes, click the Save These Changes button. Then, continue with the next step.
  - To cancel the changes, close the dialog and make adjustments to the content of the CSV file to resolve any issues. Then, return to Step 1.

The Item Data Uploaded page displays, enabling you to review the updates made to item data. For example:

**Item Data Uploaded****Updated these Items:**

- SBA1-JI-1606
- SBA1-JI-1607
- SBA1-JI-1608

**List of Valid Fields**

This section describes the valid fields that can be specified in the file.

These considerations apply to the contents of the CSV file:

- Item ID must be the first column of the CSV file. All other columns can be in any order.
- The column headings must exactly match the headings listed in this table.

Field	Description/Valid Values
Item ID	The unique identifier for the item in the IAIP application.
Subject Area	<ul style="list-style-type: none"><li>• MATH</li><li>• ELA</li></ul>
Grade Level	<ul style="list-style-type: none"><li>• K</li><li>• 1</li><li>• 2</li><li>• 3</li><li>• 4</li><li>• 5</li><li>• 6</li><li>• 7</li><li>• 8</li><li>• 9</li><li>• 10</li><li>• 11</li><li>• 12</li></ul>
Grade Span Start	<ul style="list-style-type: none"><li>• K</li><li>• 1</li><li>• 2</li><li>• 3</li><li>• 4</li><li>• 5</li><li>• 6</li></ul>

Field	Description/Valid Values
	<ul style="list-style-type: none"> <li>• 7</li> <li>• 8</li> <li>• 9</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> </ul>
Grade Span End	<ul style="list-style-type: none"> <li>• K</li> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> <li>• 5</li> <li>• 6</li> <li>• 7</li> <li>• 8</li> <li>• 9</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> </ul>
Description	The description of the item.
Development State	<p>Development State is used by the IAIP application to determine to which queue it is assigned and which users in the content development workflow can access the item.</p> <p><b>Note:</b> This value must be specified correctly for each item in the CSV file to ensure that the item resides in the appropriate state in the content development workflow.</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Content Review 1</li> <li>• Create Art</li> <li>• Edit Art</li> <li>• Create Media</li> <li>• Edit Media</li> <li>• Create Accessibility</li> <li>• Edit Accessibility</li> <li>• QC Presentation Review</li> <li>• Committee Review</li> <li>• Content Review 2</li> <li>• Copy Review</li> <li>• Query Resolution</li> <li>• Content Review 3</li> <li>• Consortium Review</li> <li>• Banked</li> <li>• Data Review</li> <li>• Post Admin Review</li> <li>• Approved</li> <li>• Released</li> <li>• Rejected</li> </ul>

Field	Description/Valid Values
	<ul style="list-style-type: none"> <li>• Retired</li> <li>• Unsupported</li> </ul>
Difficulty	<ul style="list-style-type: none"> <li>• Easy</li> <li>• Medium</li> <li>• Hard</li> </ul>
Format	<ul style="list-style-type: none"> <li>• Selected Response</li> <li>• Constructed Response</li> <li>• Activity Based</li> <li>• Performance Task</li> </ul>
Correct Answer	<p>The correct response.</p> <p>For multiple correct responses, use the pipe character (   )as a separator.</p>
DOK	<ul style="list-style-type: none"> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> </ul>
Points	<ul style="list-style-type: none"> <li>• 0</li> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> <li>• 5</li> <li>• 6</li> <li>• 7</li> <li>• 8</li> <li>• 9</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> <li>• 13</li> <li>• 14</li> <li>• 15</li> <li>• 16</li> </ul>
Passage	<p>The name of the associated passage.</p> <hr/> <p><b>Note:</b> Specifying more than one passage will assign all of the passages to the item (i.e., if the passage exists, it will be linked to the item; if the passage does not exist, it will be created and linked to the item).</p> <hr/>
Rubric	<p>The name of the associated rubric.</p> <hr/> <p><b>Note:</b> You can specify only a single rubric (i.e., if the rubric exists, it will be linked to the item; if the rubric does not exist, it will be created and linked to the item).</p> <hr/>
Author	Item writer's name, in the format "Last Name, First Name".

Field	Description/Valid Values
Handle	
Scale Value	
Map Value	
Publication Status	<ul style="list-style-type: none"> <li>• Field Test</li> <li>• Embedded Field Test</li> <li>• Operational</li> <li>• Field Tested</li> <li>• Pilot</li> <li>• Equating</li> <li>• Released</li> <li>• Ready for Operational</li> <li>• Ready for Field Test</li> <li>• Ready for Pilot Test</li> <li>• Pilot Tested</li> <li>• Ready for Field Review</li> <li>• Field Reviewed</li> <li>• Operational Equating</li> <li>• Rejected</li> </ul>
Has Calculator	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> <li>• Maybe</li> </ul>
Has Ruler	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> <li>• Maybe</li> </ul>
Has Protractor	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> <li>• Maybe</li> </ul>
Source Document	Information on the source documents associate with the item.
Item Enemy	The item ID for an item Enemy that cannot be used in the same test form as the associated item.
Readability Index	Rating of the comprehension difficulty of the item.
Read Only	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>
Export OK	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>

### Uploading Psychometric Data

The IAI application enables users with administrator permissions or the psychometrician user role to upload psychometrics data for items associated with a given administration.

Psychometrics data must be uploaded via a CSV file with a specific record layout and content defined by Smarter Balanced.

Psychometrics data is associated with the items included in the CSV file for the administration event specified by the user during upload (i.e., via the Identifier field). In this way, each administration of an item can be associated with a unique set of psychometric data.

To upload psychometric data:

- 1 Log in as a user with administrator permissions or the psychometrician role.
- 2 Click the Psychometrics button on the Main Menu.

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**Note:** For users with the psychometrician role, the Psychometrics page is automatically loaded.

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The Psychometrics Page is displayed. For more information, see [Custom Reports Page](#) on page 146.

- 3 Click the Import link.

The Psychometrics – Import page is displayed. For more information, see [Psychometrics – Imports Page](#) on page 158.

- 4 Select a program associated with the administered items from the Program menu.
- 5 Click the Upload New File button.

The Upload Statistics dialog is displayed. For more information, see [Upload Statistics Page](#) on page 160.

- 6 Click the Browse button and select the CSV file containing psychometrics data.
- 7 Complete the Identifier and Comment fields.
- 8 Click the Upload button.

The psychometrics data is uploaded to the system.

---

**Note:** The IAIP application generates a new statistical record on the Item Publication History tab for each unique administration event.

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### Psychometric Data Field Layout

The layout of the psychometrics CSV file is defined by Smarter Balanced. The layout documented here is subject to change. Contact Smarter Balanced for more information.

These validations are performed on the CSV file selected:

- All rows have the correct number of columns
- File contains only ASCII data

---

**Note:** The ‘Administration’ field in the CSV file defines a unique data set for the associated items in the system.

---

Table 1: Field Layout

Field Number	Field Name	Data Type	Field Description
1	Administration	Character	Spring 2014 Field Test.  <b>Note:</b> This field is used to uniquely identify the set psychometrics data in the system.
2	Content_Area	Character	ELA, Math
3	Item_ID	Character	ITS item ID
4	WER_Item_Dimension	Character	The three dimensions of the ELA PT WER items: A; B; C. Blank for all other items
5	Excluded_from_All_Analysis	Character	AIR and CTB indicated "Do not use" (DNU) or "Do not score" (DNS) items to not include in analysis for item issues related to test delivery and scoring. Value "Y" indicates that this item was not included in Field Test analyses.
6	Excluded_from_IRT_Analysis	Character	The item was excluded from IRT analyses as a result of being rejected at content data review or causing program convergence issues. Value "Y" indicates that this item was not included in IRT analyses.
7	Item_Response_Type	Character	MC4, MC5, MS5, HT, EQ, etc.
8	Item_Grade	Numeric	The nominal grade for which the item was written
9	Student_Grade	Numeric	The student grade from which the item statistics were obtained
10	Maximum_Point	Numeric	The maximum possible point for the item
11	Sample_Size	Numeric	The number of students included to calculate this set of item statistics
12	Average_Item_Score	Numeric	Average item score, a value between 0 and 1. The polytomous items were moderated by the maximum score point.

Field Number	Field Name	Data Type	Field Description
13	Item_Total_Correlation	Numeric	Item-total correlation. Biserial for dichotomous items and polyserial for polytomous items. The total/criterion score in the LOFT-delivered Field Test is the average AIS of all items taken by a student.
14	Item_Statistical_Flag	Character	<p>Item flags according to item statistics: A, B, C, D, F, H, N, O, P, R, V, Z</p> <p>A-Low Average Item Score (less than .10).      B- CR items with percentage obtaining any score category &lt;3%.      C- CR items with higher criterion score mean for students in a lower score-point category.      D-MC items with proportionally more higher ability students select a distractor over the key.      F-MC items with higher criterion score mean for students choosing a distractor than the mean for those choosing the key.      H-High Average Item Score (greater than .95).      N-High Percent of Not Responding (Omits + Not Reached).      O-High Percent of Omits.      P-MC items with positive distractor biserial correlation.      R-Low item-total correlation (less than .30).      V-Smaller AIS at a higher grade level.      Z-Flagged by statisticians as an additional item that needs content review.</p>
15	Percent_ChoosingA	Numeric	Percentage of students selecting MC item option A
16	Percent_ChoosingB	Numeric	Percentage of students selecting MC item option B
17	Percent_ChoosingC	Numeric	Percentage of students selecting MC item option C
18	Percent_ChoosingD	Numeric	Percentage of students selecting MC item option D
19	Percent_ChoosingE	Numeric	Percentage of students selecting MC item option E
20	Percent_ChoosingF	Numeric	Percentage of students selecting MC item option F

Field Number	Field Name	Data Type	Field Description
21	Percent_ChoosingG	Numeric	Percentage of students selecting MC item option G
22	Percent_Obtaining_0	Numeric	Percentage of students obtaining score 0
23	Percent_Obtaining_1	Numeric	Percentage of students obtaining score 1
24	Percent_Obtaining_2	Numeric	Percentage of students obtaining score 2
25	Percent_Obtaining_3	Numeric	Percentage of students obtaining score 3
26	Percent_Obtaining_4	Numeric	Percentage of students obtaining score 4
27	Percent_Obtaining_5	Numeric	Percentage of students obtaining score 5
28	Percent_Obtaining_6	Numeric	Percentage of students obtaining score 6
29	Percent_Obtaining_7	Numeric	Percentage of students obtaining score 7
30	Percent_Obtaining_8	Numeric	Percentage of students obtaining score 8
31	Biserial_OptionA	Numeric	Biserial for MC item option A
32	Biserial_OptionB	Numeric	Biserial for MC item option B
33	Biserial_OptionC	Numeric	Biserial for MC item option C
34	Biserial_OptionD	Numeric	Biserial for MC item option D
35	Biserial_OptionE	Numeric	Biserial for MC item option E
36	Biserial_OptionF	Numeric	Biserial for MC item option F
37	Biserial_OptionG	Numeric	Biserial for MC item option G
38	Item_Total_Pearson_Correlation	Numeric	Point-biserial for dichotomous items and point-polyserial for polytomous items. The total/criterion score in the LOFT-delivered Field Test is the average AIS of all items taken by a student.
39	Pt_biserial_OptionA	Numeric	Point-biserial for MC item option A
40	Pt_biserial_OptionB	Numeric	Point-biserial for MC item option B
41	Pt_biserial_OptionC	Numeric	Point-biserial for MC item option C
42	Pt_biserial_OptionD	Numeric	Point-biserial for MC item option D
43	Pt_biserial_OptionE	Numeric	Point-biserial for MC item option E

Field Number	Field Name	Data Type	Field Description
44	Pt_biserial_OptionF	Numeric	Point-biserial for MC item option F
45	Pt_biserial_OptionG	Numeric	Point-biserial for MC item option G
46	N_ChoosingA	Numeric	Number of students choosing MC item option A
47	MeanCritScore_OptionA	Numeric	Mean criterion score of those students choosing option A
48	N_choosingB	Numeric	Number of students choosing MC item option B
49	MeanCritScore_OptionB	Numeric	Mean criterion score of those students choosing option B
50	N_ChoosingC	Numeric	Number of students choosing MC item option C
51	MeanCritScore_OptionC	Numeric	Mean criterion score of those students choosing option C
52	N_ChoosingD	Numeric	Number of students choosing MC item option D
53	MeanCritScore_OptionD	Numeric	Mean criterion score of those students choosing option D
54	N_ChoosingE	Numeric	Number of students choosing MC item option E
55	MeanCritScore_OptionE	Numeric	Mean criterion score of those students choosing option E
56	N_ChoosingF	Numeric	Number of students choosing MC item option F
57	MeanCritScore_OptionF	Numeric	Mean criterion score of those students choosing option F
58	N_ChoosingG	Numeric	Number of students choosing MC item option G
59	MeanCritScore_OptionG	Numeric	Mean criterion score of those students choosing option G
60	N_Omitting	Numeric	Number of students omitting the item
61	MeanCritScore_Omit	Numeric	Mean criterion score of those that omitted the item

Field Number	Field Name	Data Type	Field Description
62	N_Reached	Numeric	Number of students reaching the item
63	MeanCritScore_Reached	Numeric	Mean criterion score of those that reached the item
64	N_Cat_0	Numeric	Number of students obtaining the score of 0
65	MeanCritScore_Cat_0	Numeric	Mean criterion score of those testers at score category 0
66	N_Cat_1	Numeric	Number of students obtaining the score of 1
67	MeanCritScore_Cat_1	Numeric	Mean criterion score of those testers at score category 1
68	N_Cat_2	Numeric	Number of students obtaining the score of 2
69	MeanCritScore_Cat_2	Numeric	Mean criterion score of those testers at score category 2
70	N_Cat_3	Numeric	Number of students obtaining the score of 3
71	MeanCritScore_Cat_3	Numeric	Mean criterion score of those testers at score category 3
72	N_Cat_4	Numeric	Number of students obtaining the score of 4
73	MeanCritScore_Cat_4	Numeric	Mean criterion score of those testers at score category 4
74	N_Cat_5	Numeric	Number of students obtaining the score of 5
75	MeanCritScore_Cat_5	Numeric	Mean criterion score of those testers at score category 5
76	N_Cat_6	Numeric	Number of students obtaining the score of 6
77	MeanCritScore_Cat_6	Numeric	Mean criterion score of those testers at score category 6
78	N_Cat_7	Numeric	Number of students obtaining the score of 7

Field Number	Field Name	Data Type	Field Description
79	MeanCritScore_Cat_7	Numeric	Mean criterion score of those testers at score category 7
80	N_Cat_8	Numeric	Number of students obtaining the score of 8
81	MeanCritScore_Cat_8	Numeric	Mean criterion score of those testers at score category 8
82	DIFCat_Female_v_Male	Character	Female vs. Male DIF category; B+, B-, C+, C-
83	DIFCat_Asian_v_White	Character	Asian vs. White DIF category; B+, B-, C+, C-
84	DIFCat_Black_v_White	Character	Black vs. White DIF category; B+, B-, C+, C-
85	DIFCat_Hispanic_v_White	Character	Hispanic vs. White DIF category; B+, B-, C+, C-
86	DIFCat_NativeA_v_White	Character	Native American vs. White DIF category; B+, B-, C+, C-
87	DIFCat_IEP_v_NonIEP	Character	IEP students vs. non IEP students; B+, B-, C+, C-
88	DIFCat_LEP_v_NonLEP	Character	LEP students vs. non LEP students; B+, B-, C+, C-
89	DIFCat_Title1_v_NonTitle1	Character	Title 1 eligible students vs. non eligible students; B+, B-, C+, C-
90	N_Male	Numeric	Number of male students
91	N_Female	Numeric	Number of female students
92	N_White	Numeric	Number of white students
93	N_Asian	Numeric	Number of Asian students
94	N_Black	Numeric	Number of black students
95	N_Hispanic	Numeric	Number of Hispanic students
96	N_NativeAmerican	Numeric	Number of native American students
97	N_IEP	Numeric	Number of IEP students
98	N_LEP	Numeric	Number of LEP students

Field Number	Field Name	Data Type	Field Description
99	N_Title1	Numeric	Number of Title 1 eligible students
100	MHDDIF_F_M	Numeric	The MH-D-DIF from the comparison of Female vs. Male students.
101	SMD_F_M	Numeric	Standardized mean differences from the comparison of Female vs. Male students.
102	MHDDIF_Asian_White	Numeric	The MH-D-DIF from the comparison of Asian vs. White students.
103	SMD_Asian_White	Numeric	Standardized mean differences from the comparison of Asian vs. White students.
104	MHDDIF_Black_White	Numeric	The MH-D-DIF from the comparison of Black vs. White students.
105	SMD_Black_White	Numeric	Standardized mean differences from the comparison of Black vs. White students.
106	MHDDIF_Hispanic_White	Numeric	The MH-D-DIF from the comparison of Hispanic vs. White students.
107	SMD_Hispanic_White	Numeric	Standardized mean differences from the comparison of Hispanic vs. White students.
108	MHDDIF_NativeA_White	Numeric	The MH-D-DIF from the comparison of Native American vs. White students.
109	SMD_NativeA_White	Numeric	Standardized mean differences from the comparison of Native American vs. White students.
110	MHDDIF_IEP_NonIEP	Numeric	The MH-D-DIF from the comparison of students in Individualized Education Program (IEP) vs. non IEP students.
111	SMD_IEP_NonIEP	Numeric	Standardized mean differences from the comparison of IEP vs. non IEP students.
112	MHDDIF_LEP_NonLEP	Numeric	The MH-D-DIF from the comparison of students with Limited English Proficiency (LEP) vs. non LEP students.
113	SMD_LEP_NonLEP	Numeric	Standardized mean differences from the comparison of LEP vs. non LEP students.
114	MHDDIF_Title1_NonTitle1	Numeric	The MH-D-DIF from the comparison of students who are eligible or not eligible for Title 1.

Field Number	Field Name	Data Type	Field Description
115	SMD_Title1_NonTitle1	Numeric	Standardized mean differences from the comparison of students who are eligible or not eligible for Title 1.
116	IRT_A	Numeric	IRT a-parameter
117	IRT_A_SE	Numeric	IRT a-parameter standard error
118	IRT_B	Numeric	IRT b-parameter
119	IRT_B_SE	Numeric	IRT b-parameter standard error
120	IRT_C	Numeric	IRT c-parameter
121	IRT_C_SE	Numeric	IRT c-parameter standard error
122	IRT_Step1	Numeric	IRT step value 1 for polytomous items
123	IRT_Step1_SE	Numeric	IRT step value 1 standard error
124	IRT_Step2	Numeric	IRT step value 2 for polytomous items
125	IRT_Step2_SE	Numeric	IRT step value 2 standard error
126	IRT_Step3	Numeric	IRT step value 3 for polytomous items
127	IRT_Step3_SE	Numeric	IRT step value 3 standard error
128	IRT_Step4	Numeric	IRT step value 4 for polytomous items
129	IRT_Step4_SE	Numeric	IRT step value 4 standard error
130	IRT_Step5	Numeric	IRT step value 5 for polytomous items
131	IRT_Step5_SE	Numeric	IRT step value 5 standard error
132	IRT_Step6	Numeric	IRT step value 6 for polytomous items
133	IRT_Step6_SE	Numeric	IRT step value 6 standard error
134	IRT_Step7	Numeric	IRT step value 7 for polytomous items
135	IRT_Step7_SE	Numeric	IRT step value 7 standard error
136	IRT_Step8	Numeric	IRT step value 8 for polytomous items
137	IRT_Step8_SE	Numeric	IRT step value 8 standard error

Field Number	Field Name	Data Type	Field Description
138	IRT_Fit1	Numeric	Item fit statistics 1; the type of fit statistics will be determined the IRT software to be approved. The description of this field will be updated.
139	IRT_Fit2	Numeric	Item fit statistics 2; the type of fit statistics will be determined the IRT software to be approved. The description of this field will be updated.

### Batch Association of Standards to Items

The process for aligning or re-aligning a large group of items to a new content specification/hierarchy is different than the one described above for all other data and metadata.

The last level of a hierarchy is assigned a Record Locator number in the IAIP database. This number will form the foundation of the alignment process.

#### Part 1: Obtain the Record Locator number:

- 1 Login to the system with administrator credentials.
- 2 Select Item Admin from the menu bar.
- 3 Select a program.
- 4 Select Batch Data Upload from the mid-screen menu bar.
- 5 On the pop-up window that appears, scroll down the page until the GLE field appears.  
Note that the options are organized alphabetically.
- 6 Select GLE Record.
- 7 From the new page that appears, select the Hierarchy to which the item needs to be aligned, and then fill out the additional filter fields as appropriate. Note that not every hierarchy will have the same number or type of levels.
- 8 Once the appropriate field(s) are selected, select Next Step
- 9 On the next screen, note that a numeric value appears next to the most granular level of the area you selected. That number is the Record Locator value for the standard hierarchy for an item. Make sure to record this number, as it will need to be associated with the item(s) that are written to it.
- 10 If items existed in the system that needed to be aligned to this Record Locator, users could select Next Step and identify those items one at a time. However, to move forward with the Batch alignment process, users should repeat steps 7 through 9 as many times as needed to locate all of the necessary Record Locator numbers.

#### Part 2: Create the CSV file and Align Content

- 1 Create a CSV file with two columns. Label the first column “Item ID” and the second column “GLE.”
- 2 Enter the item IDs of the items that require standard alignment, and then enter the Record Locator numbers obtained in steps 7 through 9 next to the appropriate items.

Note that the construction of the CSV file will be more efficient if the items are added based on their standard alignment. Meaning, all of the items aligned to a particular Record Locator could be grouped together for ease of reference.

- 3 Once the CSV file is created, navigate back to the Batch Data Upload interface.
- 4 Select a program, and then Browse for the file you created. Select Upload Item Data.
- 5 The system will return an Error report if the upload was not successful, or a list of successfully changed items if the upload was completed.

### Importing Item Statistics

The following process outlines the steps for importing/uploading a CSV or Excel file containing item statistics. This process requires the user to have administrator level credentials. The statistics file must be in the format mandated by your organization. For this implementation of the system, the default format is being used. Any deviation from this format (column order, header titles, etc.) will result in a failed import.

The following fields in the Statistics file are required and must contain values for the upload/import to be successful:

The fields in RED font above are mandatory. The IAIP application generates report for the user if these fields lack values.

- 1 Log into the application with administrator credentials.
- 2 Select Item Admin from the top menu bar.
- 3 Select Manage Item Stats from the menu.

The screen will refresh to show the Item Statistics Upload interface.

- 4 Use the drop-down menus to filter for the applicable program to which the statistics relate.
- 5 Select “Browse” to search for the statistics file you wish to upload/import. The file can be in either CSV or Excel format.
- 6 Search for the file you wish to upload. Then click Open.
- 7 Select Upload Item Stats.

If upload/import was successful, the system will display the updated fields.

Columns with header fields the system cannot identify will be ignored and the user will receive a report listing those fields.

Fields containing invalid values will be communicated to the user in a report. The system will still accept any content the user uploads, assuming the column headers are correct.

If a user uploads statistics for items that already have statistical records, the new statistics will become the default set displayed to users and referenced in item searches. The historical statistics will be archived based on administration date, earliest to latest.



## Chapter 9: Generating Reports

This chapter provides information on the different reports available in the IAIP application that help you to monitor and manage the content development workflow. The material is intended for IAIP users with administrator permissions and those in the content specialist or psychometrician role. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">505</a>
<a href="#">Item Reports</a>	<a href="#">505</a>
<a href="#">Passage Reports</a>	<a href="#">517</a>
<a href="#">Psychometrics Reports</a>	<a href="#">523</a>
<a href="#">Scheduling Reports</a>	<a href="#">527</a>

### Introduction

The IAIP application provides reporting capabilities that can help administrators and managers of the content development workflow (e.g., content specialists) perform these tasks:

- Track and manage the development of content in the workflow.
- Identify issues with quality and timeliness of items.
- Review item and passage development and publishing history.
- Evaluate the psychometrics performance of items.

The IAIP application also provides multiple customizable views of item and passage attributes based on content metadata. These metadata-based reports can provide insight into the types of item content and their attributes across the program and can be summarized to provide a comprehensive view across all aspects of content under development.

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**Note:** To ensure the security of sensitive data, reporting operations are supported only for users with administrator permissions or specific user roles. IAIP enforces content access restrictions related to organizations, programs, and workgroups in reporting functions. For more information on content access, see [Chapter 5: Administering Security](#) on page 357.

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Some of the reporting in the IAIP application is provided by a third-party reporting application named JasperReports. In addition to generating custom columnar reports, you can use JasperReports to schedule reports to be run at a later date and on a specific recurrence schedule. For more information on JasperReports, refer to <http://www.jaspersoft.com>.

This chapter provides information on the reporting capabilities of the IAIP application, how to access reports, and how to use them effectively to get the information required to manage content in the content development workflow.

### Item Reports

The IAIP application provides numerous reporting capabilities that you can use to monitor and manage item development. This table describes the item reports available in the IAIP application:

Report	Description	Features	Access From
Standard	<p>Lists items that match the filter criteria you specify and provides information on their attributes in the workflow</p> <p>This report is accessed by selecting item from the Select Report menu on the Main Menu and then selecting Standard from the Report Type menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Output:             <ul style="list-style-type: none"> <li>- CSV</li> <li>- HTML</li> </ul> </li> </ul>	Main Menu – Select Report: Item
Progress	<p>Lists items that match the filter criteria you specify, and provides information related to item development activity. It provides a view of the progression of items through the content development workflow, and includes item-level stages in the workflow as well as the time elapsed between each stage.</p> <p>This report is accessed by selecting item from the Select Report menu on the Main Menu and then selecting Progress from the Report Type menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Output:             <ul style="list-style-type: none"> <li>- CSV</li> <li>- HTML</li> </ul> </li> </ul>	Main Menu – Select Report: Item
Pivot	<p>Summarizes selected data on items that match the filter criteria you specify, providing a more business intelligence-oriented view of item information.</p> <p>This report is accessed by selecting item from the Select Report menu on the Main Menu and then selecting Pivot from the Report Type menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• CSV Output</li> </ul>	Main Menu – Select Report: Item
Quality	<p>Summarizes the number of rejected and total items by Item Developers across different content areas, based on the filter criteria you specify. It can be used to assess quality attributes of item development work.</p> <p>This report is accessed by selecting item from the Select Report menu on the Main Menu and then selecting Quality from the Report Type menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• CSV Output</li> </ul>	Main Menu – Select Report: Item
Timeliness	<p>Summarizes the current status of items in development against the completion goals set in the Due Date field, based on the filter criteria you specify. It can be used to assess the timeliness of items under development.</p> <p>This report is accessed by selecting item from the Select Report menu on the Main Menu and then selecting Timeliness from the Report Type menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• CSV Output</li> </ul>	Main Menu – Select Report: Item

Report	Description	Features	Access From
Items Metadata	<p>Provides information on item metadata and psychometrics data for items that match the filter criteria you enter. It can be used to produce customized views of item attributes</p> <p>This report utilizes the third-party reporting tool JasperReports, which enables you to specify a subset of fields to include in the report output and to schedule a report for future generation.</p> <p>This report is accessed by selecting Custom from the Select Report menu on the Main Menu and then selecting Items Metadata Report from the Select Custom Report menu.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Field (Column) Selection</li> <li>• Column Formatting</li> <li>• Scheduling</li> <li>• Output: <ul style="list-style-type: none"> <li>- PDF</li> <li>- Excel</li> <li>- CSV</li> <li>- RTF</li> </ul> </li> </ul>	Main Menu – Select Report: Custom
Item Edit History	<p>Provides a log that includes information about changes to the item. It can be used to review the development history of a specific item</p> <p>The IAIP provides two versions of the report:</p> <ul style="list-style-type: none"> <li>• The online version provides links to the item as it existed at different Development States.</li> <li>• The downloadable version supports downloading the report in different formats.</li> </ul> <p><b>Online Version</b></p> <p>This report is accessed by opening an item for editing and selecting the History menu. A user can view different revisions of an item by clicking the corresponding View button.</p> <hr/> <p><b>Note:</b> The online report is accessible to workflow users with edit access to items.</p> <hr/> <p><b>Downloadable Version</b></p> <p>This report is accessed by selecting Item History Report from the items list on the Item Management Page.</p> <hr/> <p><b>Note:</b> The downloadable report is accessible only to Administrators.</p>	<p><b>Online Version</b></p> <ul style="list-style-type: none"> <li>• HTML Output</li> <li>• Links to Previous Revisions</li> </ul> <p><b>Downloadable Version</b></p> <p>Output:</p> <ul style="list-style-type: none"> <li>• HTML</li> <li>• PDF</li> <li>• RTF</li> </ul>	<p><b>Online Version</b></p> <p>Create Item page (Item Editor)</p> <p><b>Downloadable Version</b></p> <p>Item Management page</p>

Report	Description	Features	Access From
Item Publication History	<p>Provides a log of assessments on which the item was used. It can be used to review instances of an item's usage on assessments</p> <p>This report is accessed by opening an item for editing and selecting the Publication History menu.</p> <hr/> <p><b>Note:</b> This report is accessible to workflow users with edit access to items.</p>	HTML Output	Create Item page (Item Editor)
Custom Item	<p>Provides information on the attributes and metadata associated with specified items. It can be used to provide custom reports on item attributes. This report provides the full capabilities of the third-party reporting tool JasperReports, which enables you to not only filter the items to include in the report, but to specify the columns to include in the report output. A user can also use the JasperReports interface to schedule reports to run in the future, on a schedule that you specify.</p> <p>This report is accessed by selecting Custom Reports from the Manage menu on the Item Admin page.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Column Selection</li> <li>• Column Formatting</li> <li>• Scheduling</li> <li>• Output: <ul style="list-style-type: none"> <li>- PDF</li> <li>- Excel</li> <li>- CSV</li> <li>- RTF</li> </ul> </li> </ul>	Item Admin page - Manage: Custom Reports

### Generating Item Reports from the Main Menu

The IAIP application provides the Select Report menu on the Main Menu that you can use to select from a list of item and passage reports. Two types of reports are available on the Select Report menu:

- **Standard (i.e., template) Reports.** Standard reports provide options for selecting the items to include in the report (e.g., using item metadata), but do not provide options for specifying which fields display as columns in the report output.
- **Custom Reports.** Custom reports provide options for selecting the items to include in the report (e.g., using item metadata), and provide options for specifying which fields display as columns in the report output. Custom reports utilize the third-party reporting tool JasperReports.

### Generating Standard Item Reports

Standard item reports enable you to generate item reports from a select set of report templates, while specifying the items to include in the report using filter criteria. They do not allow you to specify the columns that display in the report output.



This procedure requires administrator permissions or the content specialist role.

The item reports available from the Main Menu provide options, which display on the View Item Report page, for filtering the data to include in the report output. For example:

**View Item Report**

Report Type:	Standard <input type="button" value="▼"/>
Program:	SBAC_Demo_Program <input type="button" value="▼"/>
Workgroup:	All <input type="button" value="▼"/>
Passage:	<input type="button" value="▼"/>
Content Area:	MATH <input type="checkbox"/> ELA <input type="checkbox"/>
Grade Level:	K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>
Item Format:	Selected Response <input type="checkbox"/> Constructed Response <input type="checkbox"/> Activity Based <input type="checkbox"/> Performance Task <input type="checkbox"/>
Dev State:	Development <input type="checkbox"/> Approved <input type="checkbox"/> Released <input type="checkbox"/> Rejected <input type="checkbox"/> Retired <input type="checkbox"/> Content Review 2 <input type="checkbox"/> Copy Review <input type="checkbox"/> Create Art <input type="checkbox"/> Edit Art <input type="checkbox"/> Content Review 1 <input type="checkbox"/> Committee Review <input type="checkbox"/> Content Review 3 <input type="checkbox"/> Banked <input type="checkbox"/> Consortium Review <input type="checkbox"/> Edit Media <input type="checkbox"/> Create Media <input type="checkbox"/> Query Resolution <input type="checkbox"/> Data Review <input type="checkbox"/> Post Admin Review <input type="checkbox"/> QC Presentation Review <input type="checkbox"/> Create Accessibility <input type="checkbox"/> Edit Accessibility <input type="checkbox"/>
Difficulty:	easy <input type="checkbox"/> medium <input type="checkbox"/> hard <input type="checkbox"/>

For more information on using the View Item Report page to specify items to include in your report, see [View Item Report Page](#) on page 293.

The steps for creating a Standard Item Report include:

- Selecting the data to include in the report via one of these options:
    - Selecting the filter criteria from the options on the View Item Report page.  
**or**
    - Uploading a file available from your file system that specifies the filter criteria.
  - Selecting the report output format.
- The report is then created in the selected format and displayed in a separate window or downloaded to your computer.

To generate an item Report

- 1 From the Main Menu, select item from the Select Report menu.

The View Item Report page displays in a new window. For information, see [View Item Report Page](#) on page 293.

- 2 Specify the report type from the Report Type menu.

---

**Note:** The remaining options that display depend on the type of report selected.

---

- 3 Specify the appropriate program from the Program menu.

---

**Note:** Select ‘All’ to include items from all programs to which you have access.

---

- 4 Specify the appropriate workgroup from the Workgroup menu.

---

**Note:** Select ‘All’ to include items from all programs to which you have access.

---

- 5 Optionally, select a passage with which all items displayed in the report are associated.

- 6 Specify options (i.e., metadata values) using checkboxes.

For the metadata values, leaving options unchecked causes all items (regardless of content area) to be included in the report.

- Selecting metadata values for the same field is an additive selection. For example, selecting ‘4’ for the Grade Level, returns items for grade 4. Selecting ‘4’, ‘5’, and ‘6’ returns items for grades 4, 5, and 6.
- Selecting metadata values for multiple fields is a restrictive selection. For example, selecting ‘4’ for the Grade Level, returns items for grade 4. Selecting grade ‘4’ and ‘MATH’ for the Content Area, returns only items for grade 4 that have the MATH content area.

- 7 Click the appropriate button to generate the report in the desired format.

### Standard Report

The Standard Report provides detailed information attributes and metadata for items matching the filter criteria you specify. It can be output in HTML or CSV format.

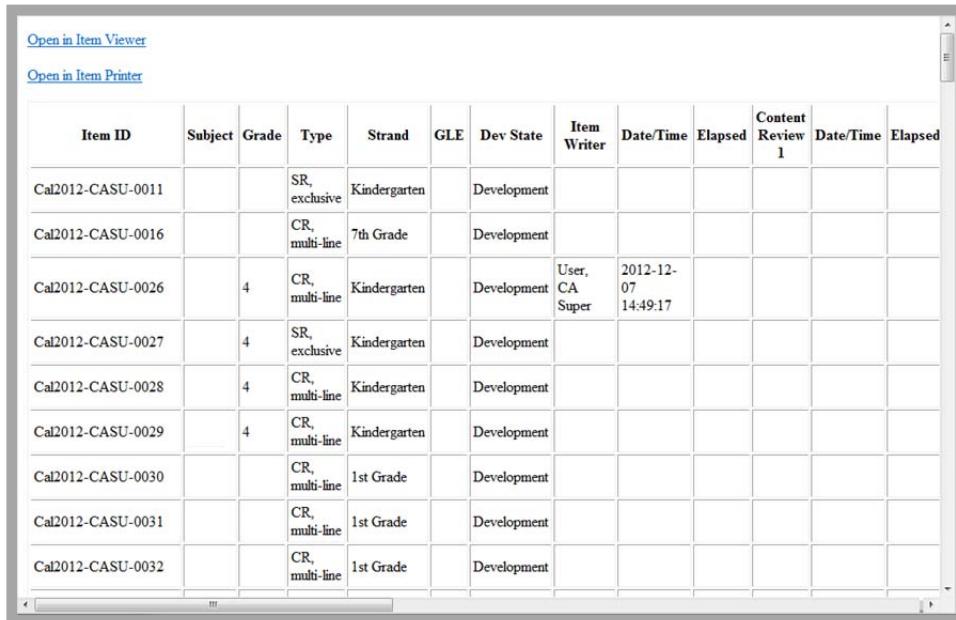
Figure 203: Example Standard Report

Item ID	Item Version	Grade	Subject	Type	Difficulty	Description	Strand	Primary GLE	Primary Content Code	Secondary GLE	Secondary Content Code	Tertiary GLE	Tertiary Content Code	De
SBA1-afiwv-0001	0	4	ELA	CR, multi-line			Grade 4		0.0.0.04					Dev
SBA1-afiwv-0002	0	4	ELA	CR, multi-line			Grade 4		0.0.0.04					Dev
SBA1-afiwv-0003	0	4	ELA	SR, exclusive			Grade 4		0.0.0.04					Dev
SBA1-afiwv-0004	0	4	ELA	SR, exclusive			Grade 4		0.0.0.04					Dev

## Progress Report

The Progress Report provides information related to item development activities for items that match the filter criteria you specify. It shows item-level handoffs in an established workflow, and the time elapsed between each handoff. This report is output in HTML or CSV format.

Figure 204: Example Progress Report



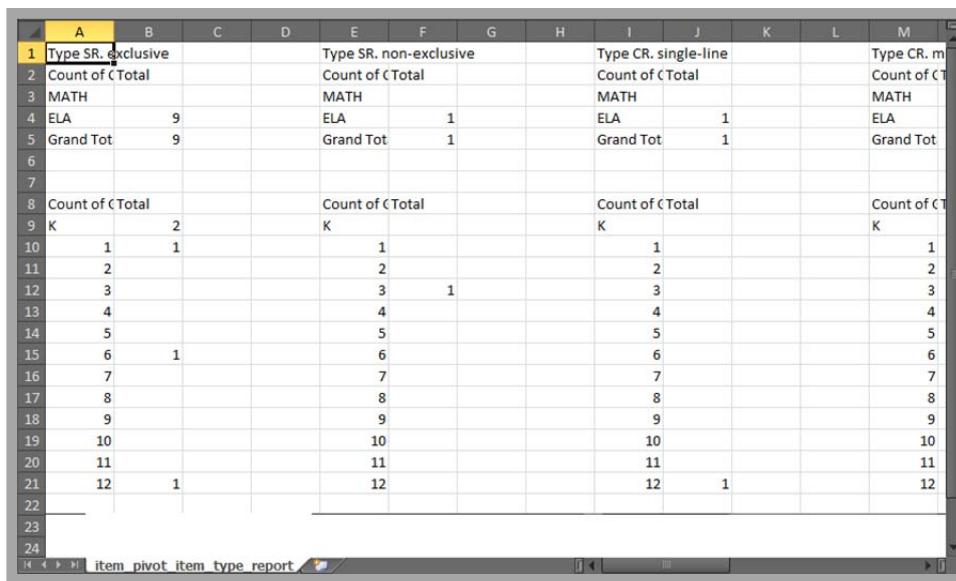
This screenshot shows a table titled 'Open in Item Viewer' and 'Open in Item Printer'. The table has columns for Item ID, Subject, Grade, Type, Strand, GLE, Dev State, Item Writer, Date/Time, Elapsed, Content Review, Date/Time, and Elapsed. The data includes rows for various items like Cal2012-CASU-0011 through 0032, detailing their development status and review history.

Item ID	Subject	Grade	Type	Strand	GLE	Dev State	Item Writer	Date/Time	Elapsed	Content Review	Date/Time	Elapsed
Cal2012-CASU-0011			SR, exclusive	Kindergarten		Development						
Cal2012-CASU-0016			CR, multi-line	7th Grade		Development						
Cal2012-CASU-0026		4	CR, multi-line	Kindergarten		Development	User, CA Super	2012-12-07 14:49:17				
Cal2012-CASU-0027		4	SR, exclusive	Kindergarten		Development						
Cal2012-CASU-0028		4	CR, multi-line	Kindergarten		Development						
Cal2012-CASU-0029		4	CR, multi-line	Kindergarten		Development						
Cal2012-CASU-0030			CR, multi-line	1st Grade		Development						
Cal2012-CASU-0031			CR, multi-line	1st Grade		Development						
Cal2012-CASU-0032			CR, multi-line	1st Grade		Development						

## Pivot Report

A Pivot Report is a versatile report that organizes data as specified by the user. It can include counts and other data summarizations. This report is output as an open pivot report in CSV format.

Figure 205: Example Pivot Report



This screenshot shows a pivot table with columns A through M. The data is summarized by type (e.g., SR. exclusive, CR. single-line) and count (e.g., Count of C Total). The table includes rows for various categories like MATH, ELA, and Grand Totals, along with individual item counts.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	Type SR. exclusive			Type SR. non-exclusive			Type CR. single-line			Type CR. m		
2	Count of C Total			Count of C Total			Count of C Total			Count of C T		
3	MATH			MATH			MATH			MATH		
4	ELA	9		ELA	1		ELA	1		ELA		
5	Grand Tot	9		Grand Tot	1		Grand Tot	1		Grand Tot		
6												
7												
8	Count of C Total			Count of C Total			Count of C Total			Count of C T		
9	K	2		K			K			K		
10	1	1			1			1			1	
11	2				2			2			2	
12	3				3	1		3			3	
13	4				4			4			4	
14	5				5			5			5	
15	6	1			6			6			6	
16	7				7			7			7	
17	8				8			8			8	
18	9				9			9			9	
19	10				10			10			10	
20	11				11			11			11	
21	12	1			12			12	1		12	
22												
23												
24												

### Quality Report

A report that summarizes the number of total items and rejected items by Item Developer across different subject areas and grades, based on the filter criteria you specify. This report is designed to help you identify trends in unusable items and is output in CSV format.

For this report, rejected items include items in the Rejected or DNU Development States. Each record includes the following fields:

- Program
- Item Writer Last Name
- Item Writer First Name
- Rejected
- A variable set of subject/grade combinations (e.g., Math 4, Math 5, Math 6).

Figure 206: Example Quality Report

	A	B	C	D	E	F	G
1	Program	Writer Last Name	Writer First Name	Metric	MATH 4	MATH 5	
2	SBAC_Demo_Program	Unassigned	Unassigned	Total Items	5	0	
3	SBAC_Demo_Program	Unassigned	Unassigned	Rejected/DNU	2	0	
4	SBAC_Demo_Program	Writer	Item [ItemWriter]	Total Items	1	0	
5	SBAC_Demo_Program	Writer	Item [ItemWriter]	Rejected/DNU	0	0	
6							
7							

### Timeliness Report

A report that summarizes the current status of items in development, based on the filter criteria you specify. This report is designed to help you identify how items meet the expected due date and is output in CSV format.

For this report, the date range specified is matched against the Due Date of items. Each record will include the following fields:

- Program
- Item Name
- Item Writer Last Name
- Item Writer First Name
- Due Date

Figure 207: Example Timeliness Report

	A	B	C	D	E	F
1	Program	Item	Writer Last Name	Writer First Name	Development State	Due Date
2	SBAC_Demo_Program	item_SQA050	Writer	Item [ItemWriter]	Committee Review	4/25/2013
3	SBAC_Demo_Program	item_SQA051	Writer	Item [ItemWriter]	Content Review 1	3/13/2013
4	SBAC_Demo_Program	item_SQA052	Writer	Item [ItemWriter]	Create Media	6/28/2013
5	SBAC_Demo_Program	item_SQA053	Writer	Item [ItemWriter]	Content Review 2	5/16/2013
6						
7						

### Generating Custom Item Reports from the Main Menu

Custom Item Reports enable you to not only filter the items to include in the report, but to specify the columns to include in the report output. Custom Item Reports use the third party reporting solution JasperReports.



This procedure requires administrator permissions or the content specialist role.

To generate a custom report:

- 1 Select Custom Reports from the Select Report option on the Top Menu of the Main Menu.  
The custom reports page is displayed. For more information, see [JasperReports Interface](#) on page 162.
- 2 Select the Items Metadata Report from the Select Report option.  
The JasperReports interface is displayed.
- 3 Complete these additional steps as appropriate:
  - Specify Qualifying Content to Include
  - Specify Data Columns to Include
  - Customize the Report Display

#### IMPORTANT

Because SQL pattern matching is used, matching on a string containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

- Click the Apply button.

The report is displayed in the main panel.

For detailed information on using the JasperReports interface, see [JasperReports Interface](#) on page 162.



The most efficient order for performing the steps to build the report is to specify filter criteria to display the appropriate content (e.g., items or passages) and then select the additional data columns to include in the report.

### Generating Custom Item Reports from the Item Admin Page

You can generate reports on the IAIP application using the capabilities of the third-party reporting solution JasperReports, which enables you to filter the items to include in the report and to specify the columns to include in the report output. You can also use the JasperReports interface to schedule reports to run in the future.



This procedure requires administrator permissions.

To generate a custom report:

- 4 Click the Item Admin button on the Main Menu.

The Item Management page is displayed. For more information, see [Item Management Page](#) on page 40.

- 5 Select Custom Reports from the Manage menu.

The JasperReports interface is displayed. For more information, see [JasperReports Interface](#) on page 162.

- 6 Click the report to generate from the list of reports (i.e., under the Name column).

- 7 Complete these additional steps as appropriate:

- Specify qualifying content to include.
- Specify data columns to include.
- Customize the report display.

### IMPORTANT

Because SQL pattern matching is used, matching on a string containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

- 8 Click the Apply button.

The report is displayed in the main panel.

For detailed information on using the JasperReports interface, see [JasperReports Interface](#) on page 162.

### Viewing Item History Reports

The IAIP application provides information on the development history of the item as well as its publication history (i.e., usage on assessments).

#### *Viewing Item Development History Reports*

You can view the item development history of the selected item. The report includes such information as the item ID, user name, date and time, and Development State associated with the item in the workflow. It also enables you to view the state of the item at different points in its development.

You can view an item history report from the Create Item page or from the items list on the Item Management page.

- Viewing the Item History report from the Create Item page is appropriate when you have the item open for editing or revising.
- Viewing the Item History report from the Item Management page is appropriate when you want to view information on the development of the item without opening it for editing.

---

**Note:** The item report from the Item Management Page also provides options for outputting the report in supported formats.

---

To view an item development history report from the Create Item Page:



This procedure requires access to the Create Item page.

---

**Note:** This procedure begins with an item loaded in the Create Item page. For more information, see [Create Item Page](#) on page 185.

---

- Select the History menu.

The item development history for the item is displayed. For example:

User	Time	State	View
Importer, Item	2013-05-30 05:34:06	Development	<input type="button" value="View"/>
Importer, Item	2013-05-13 16:28:02	Development	<input type="button" value="View"/>
Importer, Item	2013-05-13 16:20:05	Development	<input type="button" value="View"/>

You can view an item as it existed at an earlier point in its development by clicking the appropriate View button.

---

**Note:** Because of a limitation in the PDF library, SVG images are not displayed in the item view. Where an SVG image would display, this message is displayed:

\*SVG or Flash Image\*

---

To view an item development history report from the Item Management page:

---

**Note:** This report does not provide links that enable you to open previous revisions of the item.

---



This procedure requires administrator permissions.

- 1 From the Item Management page, locate the item for which you want to generate an item history report in the items list.

For information on using the options on this page to locate an item, see [Item Management Page](#) on page 40.

**2** Select Item History Report from the Options menu.

The Item History Report displays for the selected item. For example:

Program	Item ID	Dev State	User	Date/Time
SBAC_Demo_Program	SBA2012-JI-1578	Content Review 1	jenchamberlainwriter	5/17/12 2:01
SBAC_Demo_Program	SBA2012-JI-1578	QC Presentation	jenchamberlain	5/17/12 2:02
SBAC_Demo_Program	SBA2012-JI-1578	Committee Review	SMQAPres	5/18/12 4:43
SBAC_Demo_Program	SBA2012-JI-1578	Content Review 2	SMcommfac	5/18/12 4:44
SBAC_Demo_Program	SBA2012-JI-1578	New Art	jenchamberlain	5/22/12 2:43

For more information on the report contents, see Item History Report Page on page 56.

**3** Optionally, select a format for downloading the report to your computer from the Save as menu. These download formats are supported:

- PDF. Adobe Portable Document Format, a multi-platform document presentation format.
- CSV. Comma-separated Value format, supported by common spreadsheet programs.
- RTF. Rich Text Format, supported by common text editors.

**4** Click the Save button.

The report is downloaded to your computer in the specified format.

---

**Note:** Depending on your browser settings, you might be prompted to save or view the file.

**5** When you have finished reviewing the report, click the Close button in the upper-right corner of the browser window to close the window containing the item history report.

### ***Viewing Publication History Reports***

You can view information on the publication history of an item from the Publication History menu on the Create Item page.

---

**Note:** This report does not provide options for downloading the report.



This procedure requires administrator permissions.

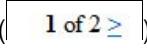
To view a publication history report:

---

**Note:** This procedure begins with an item loaded in the Create Item page. For more information, see [Create Item Page](#) on page 185.

- Select the Publication History menu.

The Publication History for the item is displayed.

If a page navigation control (  ) appears in the upper right hand corner of the page, this indicates the item has more than one publication history record. Select the arrow link () symbol to move between the publication history records.

## Passage Reports

The IAIP application provides numerous reporting capabilities that you can use to monitor and manage passages in development. This table describes the passage reports available in the IAIP application:

Report	Description	Features	Access From
Standard	<p>Used to provide a detailed view of selected items, this report lists all passages that match the filter criteria you specify and provides a detailed view of their attributes in the workflow.</p> <p>This report is accessed by selecting passage from the Select Report menu on the Main Menu and then selecting Standard from the Report Type menu.</p>	<ul style="list-style-type: none"><li>• Filtering</li><li>• Output:<ul style="list-style-type: none"><li>- CSV</li><li>- HTML</li></ul></li></ul>	Main Menu – Select Report: Passage

Report	Description	Features	Access From
<p>Passage Edit History</p> <p>The IAIP provides two versions of the report:</p> <ul style="list-style-type: none"> <li>• The online version provides links to the passage as it existed at different Development States.</li> <li>• The downloadable version supports downloading the report in different formats.</li> </ul> <p><b>Online Version</b></p> <p>This report is accessed by opening a passage for editing and selecting the History menu. You can view different revisions of an item by clicking the corresponding View button.</p> <hr/> <p><b>Note:</b> This report is accessible to workflow users with edit access to passages.</p> <p><b>Downloadable Version</b></p> <p>This report is accessed by selecting Passage History Report from the passages list on the Passage Management Page.</p>	<p>Used to review the development history of a specific passage, this report provides a log that includes information about changes to the passage.</p> <p><b>Online Version</b></p> <ul style="list-style-type: none"> <li>• HTML Output</li> <li>• Links to Previous Revisions</li> </ul> <p><b>Downloadable Version</b></p> <p>Output:</p> <ul style="list-style-type: none"> <li>• HTML</li> <li>• PDF</li> <li>• RTF</li> </ul>	<p><b>Online Version</b></p> <p>Create Passage page</p> <p><b>Downloadable Version</b></p> <p>Passage Management page</p>	
<p>Passages Metadata</p> <p>This report is accessed by selecting Custom from the Select Report menu on the Main Menu and then selecting Passages Metadata Report from the Select Custom Report menu.</p>	<p>Used to produce customized views of passage attributes, this report provides information on Passage metadata for passages that match the filter criteria you enter. This report utilizes the third-party reporting tool JasperReports, which enables you to select the fields to include in the report output and to schedule a report for future generation.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Column Selection</li> <li>• Column Formatting</li> <li>• Scheduling</li> <li>• Output: <ul style="list-style-type: none"> <li>- PDF</li> <li>- Excel</li> <li>- CSV</li> <li>- RTF</li> </ul> </li> </ul>	<p>Main Menu – Custom Report Type</p>

Report	Description	Features	Access From
Custom Passage	<p>Used to provide custom reports on passage attributes, this report provides information on the attributes and metadata associated with specified passages. This report provides the full capabilities of the third-party reporting solution JasperReports, which enables you to not only filter the items to include in the report, but to specify the columns to include in the report output. You can also use the JasperReports interface to schedule reports to run in the future, on a schedule you specify.</p>	<ul style="list-style-type: none"> <li>• Filtering</li> <li>• Column Selection</li> <li>• Column Formatting</li> <li>• Scheduling</li> <li>• Output: <ul style="list-style-type: none"> <li>- PDF</li> <li>- Excel</li> <li>- CSV</li> <li>- RTF</li> </ul> </li> </ul>	Item Admin page – Manage: Custom Reports
	This report is accessed by selecting Custom Reports from the Manage menu on the Item Admin page.		

### Generating Passage Reports from the Main Menu

The IAIP application provides the Select Report menu on the Main Menu that you can use to select from a list of item and passage reports. Two types of reports are available on the Select Report menu:

- **Standard (i.e., template) Reports.** Standard reports provide options for selecting the passages to include in the report (e.g., using item metadata), but do not provide options for specifying which fields display as columns in the report output.
- **Custom Reports.** Custom reports provide options for selecting the passages to include in the report (e.g., using item metadata), and provide options for specifying which fields display as columns in the report output. Custom reports utilize the third-party reporting tool JasperReports.

### Generating Standard Passage Report

Standard item reports enable you to view item reports from a select set of report templates, while specifying the passages to include in the report using filter criteria. They do not allow you to specify the columns that display in the report output.



This procedure requires administrator permissions or the content specialist role.

The passage reports available from the Main Menu provide options, which display on the View Passage Report page, for filtering the data to include in the report output. For example:

For more information on using the View Passage Report page to specify items to include in your report, see [View Passage Report Page](#) on page 308.

The steps for creating a Standard Passage Report include:

- Selecting the data to include in the report via one of these options:

- Selecting the filter criteria from the options on the View Item Report page.  
or
  - Uploading a file available from your file system that specifies the filter criteria.
- Selecting the report output format.

The report is then created in the selected format and displayed in a separate window or downloaded to your computer.

To generate passage Report

- 1 From the Main Menu, select item from the Select Report menu.

The View Passage Report page displays in a new window. For information on this page, see [View Passage Report Page](#) on page 308.

- 2 Specify the appropriate program from the Program menu.

---

**Note:** Select ‘All’ to include items from all programs to which you have access.

---

- 3 Specify metadata values using checkboxes.

For the metadata values, leaving options unchecked causes all items (regardless of content area) to be included in the report.

- Selecting metadata values for the same field is an additive selection. For example, selecting ‘4’ for the Grade Level, returns items for grade 4. Selecting ‘4’, ‘5’, and ‘6’ returns items for grades 4, 5, and 6.
- Selecting metadata values for multiple fields is a restrictive selection. For example, selecting ‘4’ for the Grade Level, returns items for grade 4. Selecting grade ‘4’ and ‘MATH’ for the Content Area, returns only items for grade 4 that have the MATH content area.

- 4 Click the appropriate button to generate the report in the desired format.

### ***Generating Custom Passage Reports from the Main Menu***

Custom Item Reports enable you to not only filter the passages to include in the report, but to specify the columns to include in the report output. Custom Item Reports use the third party reporting solution JasperReports.



This procedure requires administrator permissions or the content specialist role.

To generate a custom report:

- 1 Select Custom Reports from the Select Report option on the Top Menu of the Main Menu.

The custom reports page is displayed. For more information, see [Custom Reports Pages](#) on page 146.

- 2 Select Passages Metadata Report from the Select Report option.

The JasperReports interface is displayed.

**3** Complete these additional steps as appropriate:

- Specify qualifying content to include
- Specify data columns to include
- Customize the report display

**4** Click the Apply button.

The report is displayed in the main panel.

For detailed information on using the JasperReports interface, see [Report Options](#) on page 148.



The most efficient order for performing the steps to build the report is to specify filter criteria to display the appropriate content (e.g., items or passages) and then select the additional data columns to include in the report.

### Generating Custom Passage Reports from the Passage Admin Page

You can generate reports on the IAIP application using the capabilities of the third-party reporting solution JasperReports, which enables you to filter the passages to include in the report and to specify the columns to include in the report output. You can also use the JasperReports interface to schedule reports to run in the future.



This procedure requires administrator permissions.

To generate a custom report:

**1** Click the Item Admin button on the Main Menu.

The custom reports page is displayed. For more information, see [Custom Reports Pages](#) on page 146.

**2** Select Custom Reports from the Manage menu.

The JasperReports interface is displayed. For more information, see [Report Options](#) on page 148.

**3** Click the report to generate from the list of reports (i.e., under the Name column).

**4** Complete these additional steps as appropriate:

- Specify qualifying content to include.
- Specify data columns to include.
- Customize the report display.

#### IMPORTANT

Because SQL pattern matching is used, matching on a string containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

**5** Click the Apply button.

The report is displayed in the main panel.

For detailed information on using the JasperReports interface, see [Report Display Options](#) on page 150.

### Viewing Passage Development History Reports

You can view the item development history of the selected item. The report includes such information as the item ID, user name, date and time, and Development State associated with the passage in the workflow. It also enables you to view the state of the passage at different points in its development.

You can view a passage history report from the Create Passage page or from the passages list on the Passage Management page.

- Viewing the Item History report from the Create Passage page is appropriate when you have the item open for editing or revising.
- Viewing the Item History report from the Passage Management page is appropriate when you want to view information on the development of the passage without opening it for editing.

---

**Note:** The item report from the Item Management Page also provides options for outputting the report in supported formats.

---

To view a passage development history report from the Create Passage Page:



This procedure requires administrator permissions.

---

**Note:** This procedure begins with an item loaded in the Create Passage page. For more information, see [Create Passage Page](#) on page 189.

---

- Select the History menu.

The development history for the passage is displayed. For example:

A screenshot of a web-based application interface titled "Passage Edit History". At the top, there is a navigation bar with tabs: Content, Metadata, Footnotes, Notes, History, and Preview. Below the navigation bar, there is a sub-navigation bar with buttons: User, Time, State, and View. The main content area is a large, empty rectangular box with a light gray background, representing the history list.

---

**Note:** You can view a passage as it existed at an earlier point in its development by clicking the appropriate View button.

---

To view a passage development history report from the Passage Management page

---

**Note:** This report does not provide links that enable you to open previous revisions of the item.

---

- 1 From the Passage Management page, locate the passage for which you want to generate a passage history report in the passages list.

For information on using the options on this page to locate a passage, see [Example Filter Criteria](#) on page 62.

- 2 Open the Options menu associated with the passage, and select Passage History Report.

The Passage History Report page is displayed in a new window. For example:



For more information on the report contents, see [Passage History Report Page](#) on page 64.

- 3 Optionally, select a format for downloading the report to your computer from the Save as menu. These download formats are supported:
  - **PDF.** Adobe Portable Document Format, a multi-platform document presentation format.
  - **CSV.** Comma-separated Value format, supported by common spreadsheet programs.
  - **RTF.** Rich Text Format, supported by common text editors.
- 4 Click the Save button.

The report is downloaded to your computer in the specified format.

---

**Note:** Depending on your browser settings, you might be prompted to save or view the file.

---

- 5 When you have finished reviewing the report, click the Close button in the upper-right corner of the browser window to close the window containing the passage history report.

## Psychometrics Reports

The IAIP application provides options for generating reports on psychometrics data for items that match the filter criteria you enter. These reports utilize the third-party reporting tool JasperReports, which enables you to filter the items to include in the report and to specify the columns to include in the report output. You can also use the JasperReports interface to schedule reports to run in the future.

---

**Note:** Rather than providing pre-defined report templates for psychometrics reporting, the IAIP application provides capabilities for producing customized psychometrics reports.

---

## Generating Psychometrics Reports



This procedure requires administrator permissions or the Psychometrics role.

These tasks related to creating a psychometrics report can be completed in any order:

- Launching the psychometrics reporting interface.
- **Specify items to include (i.e., via filtering).** You can generate a report for a specific item by entering its name in the item ID option or generate a report that matches the filter criteria you specify using a number of select options (e.g., program, test administration, and content area).
- **Specify statistical columns to include.** Select the statistical data to display (in separate columns) for the items. Statistical columns display the corresponding data for the items that meet the filter criteria.
- **Specify item data columns to include.** Select the additional item data columns to display (in separate columns) for the items. Item data columns display the corresponding data for the items that meet the filter criteria.



The most efficient order for performing the steps to build the report is to specify filter criteria to display the appropriate items and then select the statistical and item data to include in the report.

### *Launching the Psychometrics Report Page*



This procedure requires administrator permissions or the Psychometrics role.

To run the psychometrics report:

- Select Custom Reports from the Select Report option on the Top Menu of the Main Menu.  
The Psychometrics report page is displayed. For more information, see [Custom Reports Page](#) on page 146.  
Continue with the remaining steps (below).

### *Specifying a Single Item to Include in the Report*

You can specify the name of a single item in the item ID field to view psychometric data on only that item.

To specify a single item:

- Enter the name of the item in the item ID field and click the Apply button.

**IMPORTANT**

Because SQL pattern matching is used, matching on a string containing an underscore ('\_') requires escaping the underscore with a backslash ('\'). For more information, see [SQL Pattern Match](#) on page 148.

---

**Note:** If there are no items with the name you specified, a 'no results' message is displayed, for example:

Item ID	Administration	Grade Level	Ext Val
<b>No results found</b>			

***Specifying Qualifying Items to Include in the Report***

You can specify filter criteria to match when displaying the list of items in the report.

To specify filter criteria:

**1** Select the desired option from each of the filter criteria:

- Select Program
- Select Content Area
- Select Grade Level
- Select Grade Span Start
- Select Grade Span End
- Select Publication Status
- Select Item Type
- Enter Number of Points
- Select Hierarchy 1-5 (as appropriate)

For more information on these options, see [Item Metadata](#) on page 647.

**2** Click the Apply button.

---

**Note:** If there are no items that match the filter criteria, a 'no results' message is displayed, for example:

Item ID	Administration	Grade Level	Ext Val
<b>No results found</b>			

---

The report output is updated to reflect the specified filter criteria and other reporting options.



To ensure that your filter criteria does not return no matching records, after applying each filter criteria, click the Apply button and review the report output.

### ***Specifying which Statistics to Include in the Report***

The specified statistics display as columns in the report output. The statistics selected via the Select Statistics option are not used to filter the report output.

To specify statistics:

- 1** Select the desired statistic via the Select Statistics option.

---

**Note:** You can select more than one statistic by pressing and holding the Ctrl (Control) button and then clicking a statistic in the list.

---

For more information on selecting statistics, see [Report Options](#) on page 148.

- 2** Click the Apply button to generate a report using these settings.

### ***Specifying which Item Data Fields to Include in the Report***

The specified item data fields display as columns in the report output. Item data fields selected via the Select Item Data option are not used to filter the report output.

To specify item data fields:

- 1** Select the desired item data fields via the Select Item Data option.

---

**Note:** You can select more than one statistic by pressing and holding the Ctrl (Control) button and then clicking a statistic in the list.

---

For more information on selecting item data, see [Report Options](#) on page 148.

- 2** Click the Apply button to generate a report using these settings.

### **Clearing All Report Options**

To clear all report options:

- Click the Reset button.

The filter criteria and data column selections are cleared.

---

**Note:** Clearing the report options does not refresh the report output. To refresh the report output, click the Apply button.

---

### **Regenerating a Report**

The IAIP application provides convenient options to modifying filter criteria and report columns and quickly regenerating a new version of the report. With each report generation, your report options are retained.

To regenerate a report:

Select the desired options for the report and click the Apply button.

---

**Note:** You can clear all the report options you specified (i.e., filtering and columns for display) by clicking the Reset button.

---

### Downloading a Report to a File

You can download a psychometric report to your computer in these file formats:

- Adobe Portable Document Format (.pdf)
- Microsoft Excel (.xls)
- Comma-separated Value (.csv)
- Microsoft Rich Text Format (.rtf)

To download a report to a file:

Downloading a report causes the report displayed in the report results display to be downloaded to your computer.

---

**Note:** Download a report to a file does not refresh the report output (i.e., capturing any recent changes to the data, filter criteria, or report columns).

---

- Select the desired file output format via the download option ( ) on the report output toolbar.  
Depending on your browser settings, you might be prompted to open or save the file.
  - Saving the file allows you to specify a folder on your file system to store the file.
  - Opening the file allows you to view the file contents without saving it on your system.

### Scheduling Reports

You can use the report scheduler wizard provided by JasperReports to set up a job, report parameters, and output options for IAIP reports that use the JasperReports tool. JasperReports is a third-party web-based report generation and scheduling application that is used by the IAIP application to provide custom columnar reports on the content development workflow. Using JasperReports, you can specify report parameters, output options, and a recurrence schedule for multiple reports that are then run automatically on the schedule you specify.

Custom item and passage reports (e.g., psychometrics reports, Items Metadata Report, and Passages Metadata Report) can be scheduled for future generation.

---

**Note:** This section provides information on using JasperReports to for reporting on SBAC's Item Authoring Item Pooling application. For more information on configuring and using JasperReports, refer to <http://www.jaspersoft.com>.

---

These are the main steps in scheduling a JasperReport:

- **Set up a job.** Specify a name of the scheduled report job and when and how often the report is to be generated.
- **Define report parameters.** Specify the parameters of the report that determine which rows and columns to display in the output.
- **Specify output options.** Specify output options for the report, including: where it will be stored, what output formats are used, as well as options for emailing the report.

JasperReports provides an intuitive wizard for scheduling reports. For more information, see [Scheduling Reports](#) on page 527.

---

**Note:** Scheduled reports run in the background, so you can continue to use the IAIP application when scheduled reports are run.

---



The permissions of the IAIP user who schedules a job determine the data included in the report.

### IMPORTANT

Sensitive data could be exposed to unauthorized users if you schedule a job as an IAIP administrator. Any user who receives the report can view all the data regardless of the user's access restrictions.

### Accessing JasperReports

1 You can access the JasperReports features via a web browser. Select Custom Reports from the Select Report option on the Top Menu of the Main Menu.

The custom reports page is displayed. For more information, see [Custom Reports Page](#) on page 36.

2 Select Passages Metadata Report from the Select Report option.

The JasperReports interface is displayed. For more information, see [JasperReports Interface](#) on page 162.

### Setting Up a Job

A report job in JasperReports defines the input parameters, output location, and recurrence of a report scheduled to be run in the future (i.e., either once or multiple times).

To set up a job:

1 Click Repository from the View menu.

A list of JasperReports is displayed.

2 Use the search field or browse the list of reports to find the report you want to schedule.

---

**Note:** If the report already has a schedule that you want to add, modify, or delete, click the  (i.e., Schedule) icon beside the report name.

---

3 Right-click the report and select Schedule... from the context menu.

The Scheduled Jobs page is displayed, providing information on existing jobs for the selected report. For more information, see [Scheduled Jobs Page](#) on page 171.

4 Click the Schedule Job button.

The Set Up the Job page of the Scheduler wizard is displayed. For more information, see [Set Up the Job Page](#) on page 165.

- 5 In the Job Name field, enter a name for the job, for example, ‘Weekly Item Report’.
- 6 Optionally, enter a description.
- 7 Set the remaining attributes as desired.

---

**Note:** Selecting Simple or Calendar recurrence (and specifying appropriate options) is required to repeat generation of the report automatically.

---

- 8 Click the Next button.

The Parameter Values page is displayed. For more information, see Set the Parameter Values Page on page 168.

JasperReports for the IAIP application include saved values to help you specify appropriate values for filtering data. For more information on saved values, refer to <http://www.jaspersoft.com>.

- 9 Select the appropriate values for the input controls.
- 10 Click the Next button.

The Output Settings page is displayed. For more information on this page, see [Output Settings Page](#) on page 169.

- 11 Set output options, as described in the next section, and click Submit to schedule the job.

### ***Changing Job Schedules***

You can edit attributes of a scheduled job via the Scheduled Jobs page.

To edit a scheduled job:

- 1 Open the Scheduled Jobs page for the report.
- 2 Click Edit in the row of the job you want to change.
- 3 Make the changes on the Job Details, Schedule, Parameters, and Output pages.
- 4 Click Save.

The update occurs immediately.

### ***Stopping a Job from Running***

To stop a job from running, delete it from the list of scheduled reports.

To delete a scheduled job:

- 1 Open the Scheduled Jobs page for the report.
- 2 In the row of the job you want to delete, click Remove.

### ***Running a Job Regularly***

To run reports automatically, on a regular basis, select simple or calendar recurrence on the Set Up the Job page:

- **Simple recurrence.** Repeatedly runs the job at an hourly, daily, or weekly interval, and is quick to set up.
- **Calendar recurrence.** Repeatedly runs the job at the time of day, days of the week, or days of the month, and months of the year that you specify.

### Viewing the List of Scheduled Jobs

Scheduled jobs appear in the repository with the Schedule icon (⌚) next to the report name. To view the list of scheduled jobs for a report, locate a report in the repository, right-click the report, and select Schedule from the context menu. The Scheduled Jobs page appears for the report.

### Additional Report Options

These additional options are supported for JasperReports. For more information, see JasperReports documentation.

- **Running a Job in the Background.** Running a job in the background generates a report, potentially long-running, without affecting performance. Running a job in the background is equivalent to scheduling the report to run immediately without recurrence.
- **Event Messages.** When an event occurs (for example, a scheduled report returns errors), JasperReports Server sends the owner of the report a notification message. You can browse these messages to troubleshoot report scheduling problems in the server.

## Chapter 10: Working with Content in the Workflow

This chapter provides information on reviewing and editing content in the IAIP content development workflow, and is intended for users with an assigned role in the workflow. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">531</a>
<a href="#">Reviewing Content</a>	<a href="#">531</a>
<a href="#">Role-specific Content Review</a>	<a href="#">556</a>
<a href="#">Using the Content Editor</a>	<a href="#">597</a>

### Introduction

The primary function of the IAIP application is to support the development of test items and associated content. In this context, ‘content’ is the test items under development in the system along with any and all supporting elements and stimuli. Being a comprehensive item development platform, IAIP supports the creation, review, and editing of standards-aligned test items their associated passages and rubrics as well as the uploading and placement (within the content) of graphics and media that richen the testing experience for students. The IAIP application also supports the creation of item alternates for delivering test items in languages other than English as well as accessibility features to bridge the gap for students with disabilities. The IAIP application brings all these item development features together in a single toolset driven by a user-centered content development workflow.

These are the types of item-related content supported by the application:

- Authoring and editing items, passages, and rubrics, including font type, color, and size, paragraph formatting, graphics and mathematical expressions, as well as the placement of graphics and multimedia in item stems, Interactions, passages, and rubrics.
- Uploading and Managing graphics and multimedia that add depth and richness to the test delivery.
- Creating and managing passages and rubrics associated with specific items.
- Managing item and program metafiles that define such things as the DRM and copyright restrictions for content.
- Assigning standards to items that link the test items to content hierarchy standards.
- Assigning item enemies that prevent the display of related items on the same test form.

User roles power the content development workflow. Each user is assigned a single user role, which determines what content is available to the user and at what stage in its development.

- For detailed information about the workflow responsibilities for each user role is available in [User Roles](#) on page 361.
- For detailed information on the user interface and responsibilities of each role in the content development workflow, see [Role-specific Content Review](#) on page 556.

### Reviewing Content

Users access work assigned to them from the Main Menu after logging into the IAIP application. There are separate queues for items and passages.

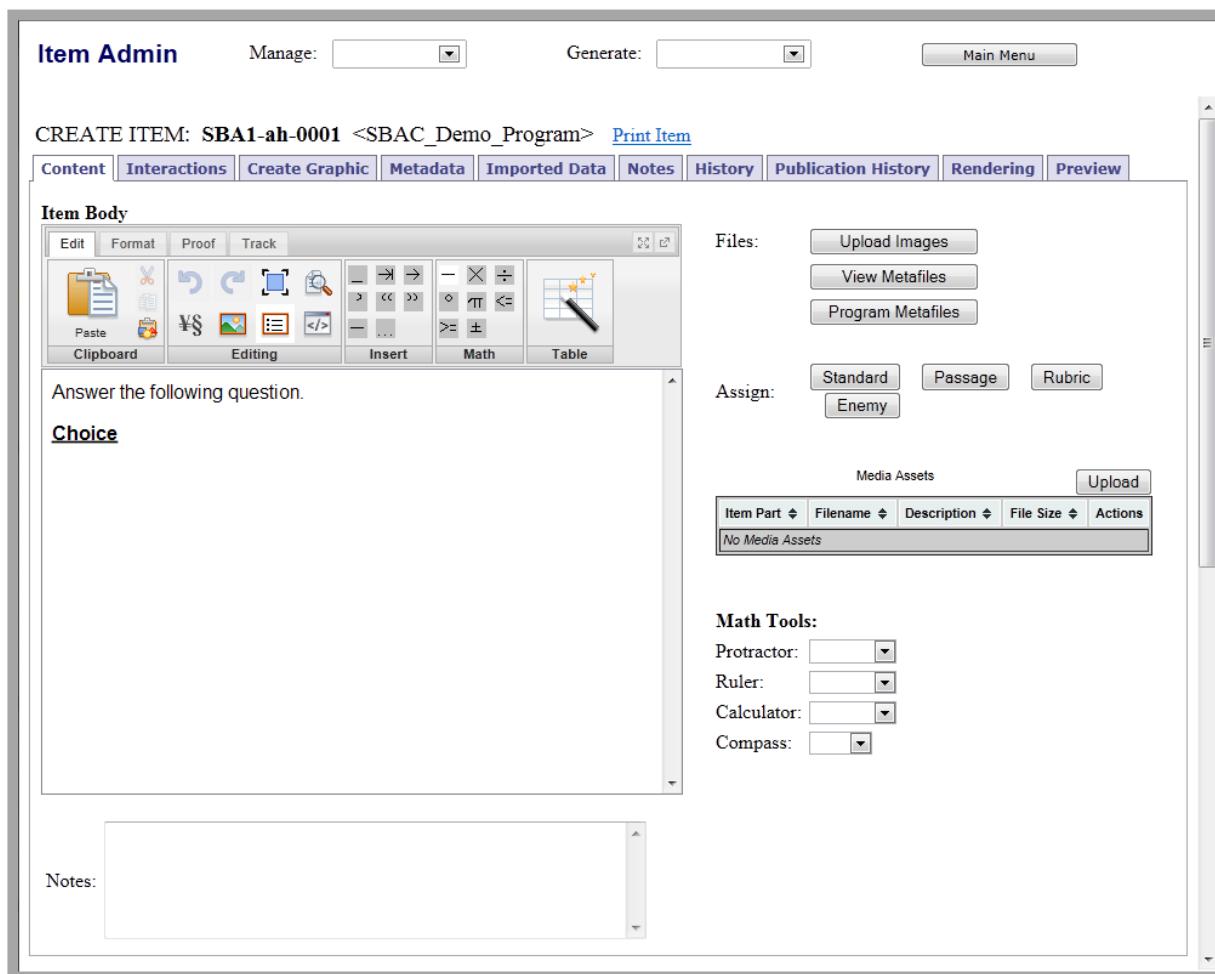
Passage sets created via the Passage/Item Set Generator exist separately in the content development workflow.

**Note:** Although the passage and associated items are created together, they can proceed separately in the content development workflow.

- The passage is available from the select Passage Review page for appropriate users in the workflow.
- The items are available from the select Item Review page for appropriate users in the workflow.

In the workflow, users with appropriate role permissions work to create or enhance elements of the item, passage, or rubric. Most of the content development options provided in the IAIP application are available on the Content Editor. [Figure 208: Example Content Editor for an Item](#) provides an example of the options provided on the Content Editor for an item.

Figure 208: Example Content Editor for an Item



The Content Editor includes numerous the options for creating and modifying item, passage, and rubric content, including the Edit menu, Format menu, Proof menu, and Track menu and all other options.

---

**Note:** The options on the Content Editor depend on the type of content selected (i.e., item, passage, or rubric).

For more information on the Content Editor, see [Content Menu/Content Editor](#) on page 196.

### Reviewing Items

The IAIP application provides a powerful item management workflow that facilitates the development, review, and maintenance of items and associated content. The workflow is supported by the assignment of users to specific item development roles. These roles define which user interface elements are displayed to each type of user.

- For more information on the content development workflow, see [Role-based Workflow](#) on page 350.
- For more information on user roles, see [Chapter 5: Administering Security](#) on page 357.

Because of the use of a workflow paradigm in the IAIP application, different users with different assigned roles might review the same item, but the tasks they perform and the user interface might differ greatly.

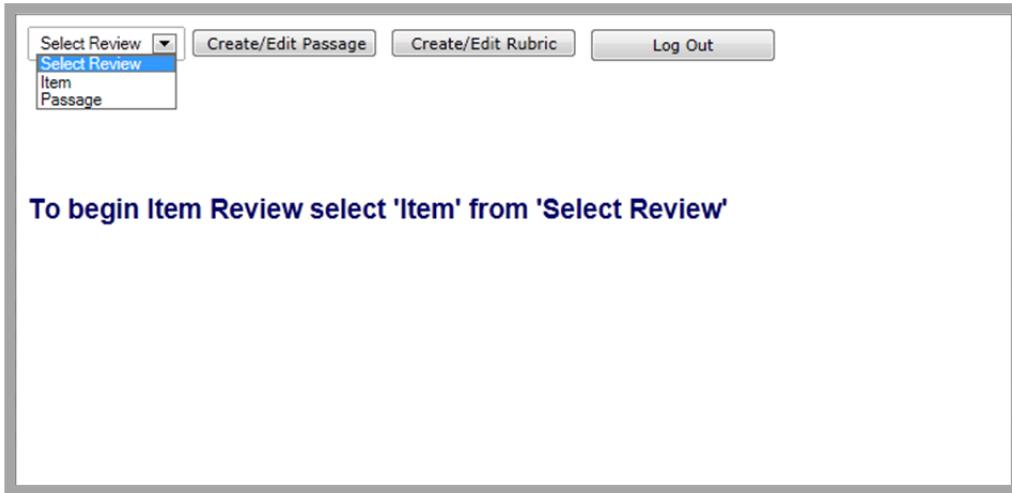
#### Items Queue

To list items for review:

---

**Note:** Begin this procedure from the Main Menu.

- 1 Select the type of content to review from the Select Review menu. For example:



These are the available options:

- **Item.** Enables you to view items that are assigned to an item review queue.
- **Passage.** Enables you to view passages that are assigned to a passage review queue.

---

**Note:** The remaining steps in this section describe an item review. Adapt as necessary for performing a passage review.

The Review Items page is displayed. For example:

The screenshot shows a user interface for selecting items for review. At the top, there are four buttons: 'Select Review' (highlighted in blue), 'Create/Edit Passage', 'Create/Edit Rubric', and 'Log Out'. Below these are filter fields for 'Program' (set to 'SBAC\_Demo\_Program'), 'Review' (set to 'Edit Item'), 'Test Subject', 'Passage', 'Item Format', and 'Publication Status'. There are also 'Refresh List' and 'Show Queue History' buttons. A message 'Total = 1 item(s)' is displayed, followed by a checkbox for 'Disable Comparison Mode'. The main area shows a table with one row of data:

Select	Flags	Item ID	Hierarchy	Description
<input type="button" value="Select"/>		SBA1-ah-0004	//	APIv1.0 Entry Profile Si

You can use the filter fields at the top of the page to select the program containing the item to be reviewed, the type of review, as well as additional filter criteria to help you quickly locate the specific item to review using these attributes:

- Test Subject
- Passage
- Workgroup
- Item Format
- Publication Status
- Item Writer

### 2 Select the program from which to review content via the Program menu.

Changing the selected program refreshes the list of items to display items in the specified program.

### 3 To further filter the list of items (i.e., to make the list of matching items shorter), optionally, specify additional filter criteria in the other filter fields.

---

**Note:** If you are a member of a workgroup, you can view only content associated with a workgroup of which you are a member.

---

This is an example of a list of items ready for review:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		item_SQA020	//	Item SQA020	Constructed Response		Writer, Item [ItemWriter]	Sprueill, P	QC Presentation Review	2013-05-07
<input type="button" value="Select"/>		item_SQA023	//	Item SQA023	Constructed Response			Sprueill, P	QC Presentation Review	2013-05-07

## Reviewing Items

To review an item:

The steps in this task begin after selecting an item for review.

### 1 Click the Select button associated with the item to review.

**Note:** For some workflow users/workflow stages, supplemental information is displayed that provides details on the work requested. For more information, see [Item Review Page](#) on page 270.

The Item Review page is displayed. For example:

The screenshot shows the Item Review interface. At the top, there are workflow status buttons (green right arrow, red left arrow, green double right arrow, A, up arrow, down arrow) and menu buttons (Supplemental Info, Edit Item, Edit Rubric, Quit Item, Quit Review, Recall Item). Below the buttons, the item details are shown: Item: VE-IP-04 <SBAC\_Demo\_Program>, Description: API Pv1.0 Entry Profile Single FIB Item Test Instance. There is a checkbox for "Minor Edit?". The question text is: "Canada and the United States share 4 out of the 5 Great Lakes in central North America. Which lake is entirely within the boundaries of the United States?". An input field is provided for "Type your answer here". A "Media Assets" section shows a table with columns: Item Part, Filename, Description, File Size, Actions. The table is empty, displaying "No Media Assets". Below the table, it says "Correct (RESPONSE) = Lake Michigan". Another table shows item format details: Item Format (Constructed Response), Content Area, Grade Level, Grade Span Start, Grade Span End.

The workflow actions at the top of the page enable you to perform tasks appropriate to your user role. For example:



For detailed information on workflow actions, see [Item Review Menu Elements](#) on page 271.

- 3 Complete the expected tasks defined by your role in the content development workflow. For information on the major functions for each user role, see [User Roles](#) on page 357.
- 4 After you have made and saved any edits or revisions to the item (i.e., via the Save Item button on the Preview menu), accept or reject it using the appropriate button on the workflow actions:
  - Accept the item to continue it in the workflow by clicking the Accept Item button (→).
  - Reject the item to return it to the previous workflow queue by clicking the Reject Item button (←).
  - Quit the item review without changing the phase of the item by selecting one of these options:
    - **Quit Item.** Closes the item review, and displays the Select Item page, enabling you to review another item.
    - **Quit Review.** Closes the item review, and displays the Main Menu.

If you accepted or rejected the item, it will no longer display in your work queue.

### Reviewing Item Alternates

The IAIP application provides the Rendering menu on the Create Item page for performing a side-by-side review of an item and its alternates. An item Alternate is an alternative version of an item provided in a non-English language. For example, you can create an item alternate in Spanish to be presented to students as defined in their accessibility profiles.

The application provides a multiple-window view for viewing each of the item alternates along with the original item. This view is useful for ensuring consistency in presentation between the item and its alternates. In this view, only the item itself is available for edit. The item alternates are in a read-only mode.

---

**Note:** You cannot modify the item or its alternates on the Rendering menu.

Further, the IAIP application provides a view of the item alternate that can display alongside the original item (or another item alternate) as desired. This provides the item alternate writer all the information required to draft and revise an item alternate.

The remainder of this section describes the tasks involved in configuring the Rendering menu to display the desired item and alternates.

For information on the roles associated with requesting, drafting, and verifying item alternates, see [User Roles](#) on page 357.

- **Reviewing Item Alternates.** Intended for item alternate reviewers, this task describes the use of the Rendering menu to view the original item and associated item alternates. You cannot modify the item or its alternates via the Rendering menu.
- **Modifying Item Alternates.** Intended for item alternate writers, this task describes the use of the Rendering menu to view an item alternate (e.g., being drafted), the original item, and associated item alternates. You can modify any item or item alternate by loading it from the Item Management page.

### Accessing Item Alternate Assignments

- Item alternates are accessed from the source item from which the alternates are derived. For information on reviewing items, see [Reviewing Items](#) on page 533.
- For information on viewing item alternates, see the next section.

### Reviewing Item Alternates

Viewing item alternates enables you to display the original item in the left-upper window and load one or more item alternates for review. This view is useful for ensuring a consistent presentation of the item and all the alternates.

---

**Note:** You cannot modify the item or its alternates on the Rendering menu.

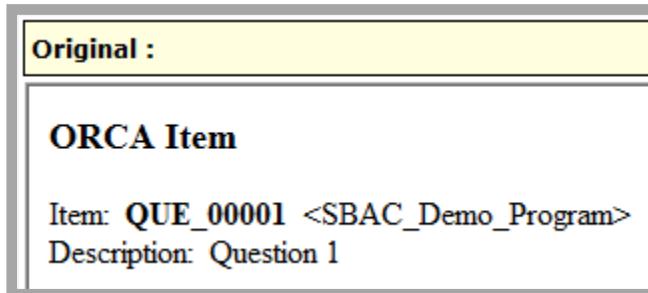
- To modify an item, click one of the other tabs and make the desired modifications.
- To modify an item Alternate, load it and make the desired modifications.

To review item alternates:

- 1 Load the item associated with the item alternates.
- 2 Select the Rendering menu.

The Rendering menu is displayed. For information on the Rendering menu, see Rendering Menu - Items on page on page 249.

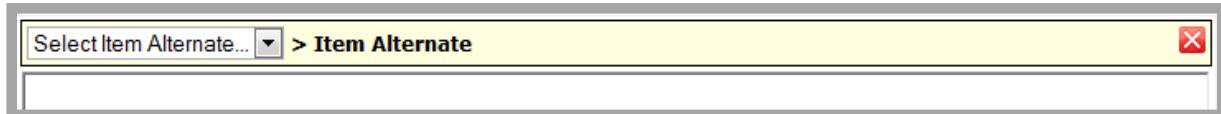
Information about the item displays in the upper-left window, labeled ‘Original’, for example:



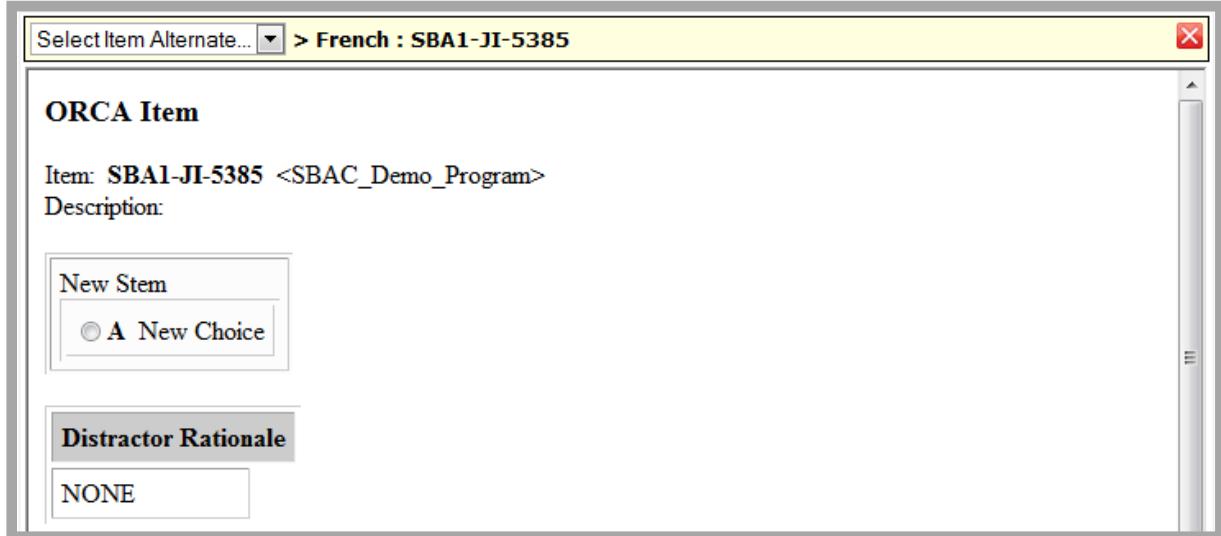

---

**Note:** Depending on which item was initially loaded, the item displayed in the Original window might be the item or one of its alternates. For example, if an item alternate is loaded first, the source item and other item alternates will be available to view in the other windows.

- 3 Select the item alternate to display in the default window from the Select Item Alternate menu:



Information about the item alternate displays in the window, for example:




---

**Note:** The top two windows display side-by-side, enabling you to verify the text, content, and position of the item Alternate in comparison with the original.

- 4 Optionally, open additional windows for displaying other the original item or other item Alternates.

You can now modify the item Alternate to ensure that it appropriately matches the original item.

### ***Modifying Item Alternates***

Modifying item Alternates enables you to open an item Alternate for editing along with the original item or other item Alternates on the Rendering menu. You can then select another menu to make any changes to the loaded item or Alternate. Being able to view the item Alternate and item together can be helpful when drafting an item Alternate (e.g., in Spanish) to complement a test item in English.

---

**Note:** You cannot modify the item or alternates on the Rendering menu.

- To modify the item or another item Alternate, load it and select a different menu to make the desired modifications.

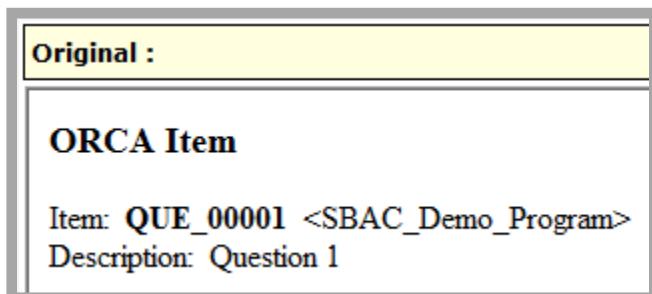
To modify item Alternates:

- 1 Load the item Alternate to be modified.
- 2 Select the Rendering menu.

The Rendering menu is displayed. For information on the Rendering menu, see Rendering Menu - Items on page 249.

Information on the item Alternate is displayed in the upper-left window.

Information about the item Alternate is displayed in the upper-left window, labeled ‘Original’, for example:

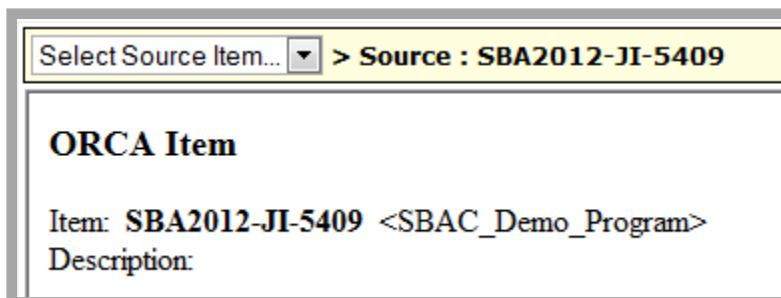


---

**Note:** Depending on which item was initially loaded, the item displayed in the Original window might be the item or one of its alternates.

- 3 Select the item or item alternate to display in the default window from the Select Item Alternate menu.

For example, this graphic shows a window title with the source item loaded.



Information about the item Alternate is displayed in the window.

**Note:** The top two windows display side-by-side, enabling you to verify the text, content, and position of the item Alternate in comparison with the original.

- 4 Optionally, open additional windows for displaying other item Alternates.

You can now see information about the item Alternate in the upper-left window and the original item or item Alternate in the upper-right window.

To update the item Alternate open for modification, select the appropriate menu and make the changes. For more information on modifying items and item Alternates, see [Creating Item Alternates](#) on page 430.

**Note:** You can return to the Rendering menu at any point to see information about the item being edited, the source item and any other item Alternates. However, you can modify only the item or item Alternate selected for editing on the Item Management page.

- 5 When you are done, click the Save Item button on the Preview menu to save the current state of the item.

### Reviewing Passages

The IAIP application provides a powerful passage management workflow that facilitates the development, review, and maintenance of items and associated content. The workflow is supported by the assignment of users to specific development roles. These roles define which user interface elements are displayed to each type of user.

- For more information on the content development workflow, see [Role-based Workflow](#) on page 350.
- For more information on user roles, see [Chapter 5: Administering Security](#) on page 357.

Because of the use of a workflow paradigm in the IAIP application, different users with different assigned roles might review the same passage, but the tasks they perform and the user interface might differ greatly.

### Passages Queue

To review passages assigned to a user's queue:

- 1 Select 'Passage' as the content type on the Select Review menu.

The Review Passages page is displayed. For more information, see [Select Passage Page](#) on page 285.

- 1 Specify the program in which to perform reviews via the Program option.
- 2 Specify the type of review to perform via the Review option.
- 3 Click the Start Review button.

The Select Passage Filter page is displayed. For more information, see [Select Passage Filter Page](#) on page 286.

- 4 Optional, further filter the items list using the available filter criteria (i.e., Content Area, Grade Level, and passage writer).
- 5 Click the Show Available Passages button.

A list of passages with the specified review type is displayed.

---

**Note:** If no passages are available to the user for review, this message is displayed:

**No Passages Found matching your search criteria**

---

- 6 Optional, to ensure that all passages available for review are displayed for the given review type, clear the filter criteria and click Show Available Passages button.

---

**Note:** If no passages are available for review, verify that you selected the appropriate review type.

---

- 7 Once you locate the item to review, click the Select button associated with the passage to review.

Details about the passage display on the Create Passage page.

- For more information on this page, see [Create Passage Page](#) on page 189.
- For information on reviewing the passage and updating its status in the workflow, see [Passage Review Page](#) on page 290.

### **Reviewing Passages**

To review an item:

The steps in this task begin after selecting a passage for review. For more information, see [Passages Queue](#) on page 539.

- 1 Click the Select button associated with the passage to review.

---

**Note:** For some workflow users/workflow stages, supplemental information is displayed that provides details on the work requested. For more information, see [Passage Review Page](#) on page 290.

---

The Passage Review page is displayed, for example:

The screenshot shows the Passage Review interface. At the top, there's a toolbar with workflow actions (Set Status, Supplemental Info, Edit Passage, Quit Passage, Quit Review, Recall Passage), a passage title ("Passage: Great Lakes <SBAC\_Demo\_Program>"), and a "Summary" section. The summary text describes the Great Lakes as the largest group of freshwater lakes in the world, mentioning their location between the United States and Canada, and their role as a major water-based transportation route. Below the text is a map of the Great Lakes region. Further down is a "Media Assets" section with a table header ("Filename", "Description", "File Size", "Actions").

The workflow actions at the top of the page enable you to perform tasks appropriate to your user role. For example:

The screenshot shows the Passage Review interface with the toolbar at the top. The toolbar includes workflow actions (Set Status, Supplemental Info, Edit Passage, Quit Passage, Quit Review, Recall Passage) and a "Media Assets" section below it.

For detailed information on workflow actions, see [Passage Review Menu Elements](#) on page 291.

- 2 Complete the expected tasks defined by your role in the content development workflow. For information on the major functions for each user role, see [User Roles](#) on page 357.
- 3 After you have made and saved any edits or revisions to the passage (i.e., via the Save Passage button on the Preview menu), accept or reject it using the appropriate button on the workflow actions:
  - Accept the item to continue it in the workflow by clicking the Accept Passage button (→).
  - Reject the item to return it to the previous workflow queue by clicking the Reject Passage button (←).
  - Quit the passage review without changing the phase of the item by selecting one of these options:
    - **Quit Passage.** Closes the passage review, and displays the Select Passage page, enabling you to review another passage
    - **Quit Review.** Closes the passage review, and displays the Main Menu.

---

**Note:** If you accepted or rejected the passage, it will no longer display in your work queue.

## Content Review Tasks

This section describes workflow tasks that are common to multiple (but not all) user roles.

### Requesting Art

In the content development workflow, you can request new art and graphics or updates to existing art and graphics. In the request, you can specify details of the graphic that is required, including content and size and format attributes.

---

**Note:** If an administrator uses the Manage Items feature to search for and edit an item, the Request Art and Edit Art buttons will not display, because they are only available on the Item or Passage Review page.

---

To create a request for art:

- 1 As a content specialist with the item or passage open in the Item Review or Passage Review page.
- 2 Select the appropriate art request option:

- To request new art, click the **New Art button** ().
- To request a change to existing art, click the **Edit Art button** ().

The Art Request page is displayed, enabling you to provide detailed specifications for the art requested, including a sample image. For detailed information on this page, see [Art Request Page](#) on page 276.

Complete the desired fields on the page.

---

**Note:** Providing sufficiently detailed information will help the graphic designer complete the work more quickly.

---

- 3 Click Save.
- 4 The item or passage will be moved from the current queue to the queue of the graphic designer.

---

**Note:** You can select the Art status buttons at any time during the workflow. However, once the art request is completed and submitted, the item the user is working in will disappear from the user's queue and will appear in the graphic designer's queue. Therefore, it is best to make the art request after the other aspects of the item or passage have been reviewed.

---

After the graphic designer has completed the requested work, the item or passage is returned to the same Development State from which it was sent for the art request. This ensures that the content review can continue from where it left off.

### Requesting Media

In the content development workflow, you can request new media or updates to existing art and graphics. In the request, you can specify details of the graphic that is required, including content and size and format attributes.

---

**Note:** If an administrator uses the Manage Items feature to search for and edit an item, the Request Media and Edit Media buttons will not display, because they are only available on the Item or Passage Review page.

---

To create a request for art:

- 1 As a content specialist with the item or passage open in the Item Review or Passage Review page.
- 5 Select the appropriate art request option:

- To request new art, click the **New Media button** (A).
- To request a change to existing art, click the **Edit Media button** (A).

The Media Request page is displayed, enabling you to provide detailed specifications for the media requested, including a sample image. For detailed information on this page, see Art Request Page on page 276.

Complete the desired fields on the page.

---

**Note:** Providing sufficiently detailed information will help the media designer complete the work more quickly.

---

- 6 Click Save.
- 7 The item or passage will be moved from the current queue to the queue of the graphic designer.

---

**Note:** You can select the Media status buttons at any time during the workflow. However, once the art request is completed and submitted, the item the user is working in will disappear from the user's queue and will appear in the graphic designer's queue. Therefore, it is best to make the art request after the other aspects of the item or passage have been reviewed.

---

After the media designer has completed the requested work, the item or passage is returned to the same Development State from which it was sent for the media request. This ensures that the content review can continue from where it left off.

### **Working with Item Enemies**

The IAIP application enables you to tag items that must not be included in the same test form as the selected item. Such items are called “enemy items”. The main purpose of this functionality is to ensure that an item that provides information or clues that are helpful to the student when completing another test item are not included on the same test form. Such a condition could provide an unfair advantage to some students receiving the test form with the helpful information. Once items have been tagged as enemies to another item, if the selected item appears on the test form, the enemy-tagged items will not appear on the same form.

### **Managing Item Enemies**

Managing item enemies enables you to view item enemies associated with the selected item as well as add item enemies to the item. This section describes the steps for maintaining item enemy assignments.

To view item enemies:

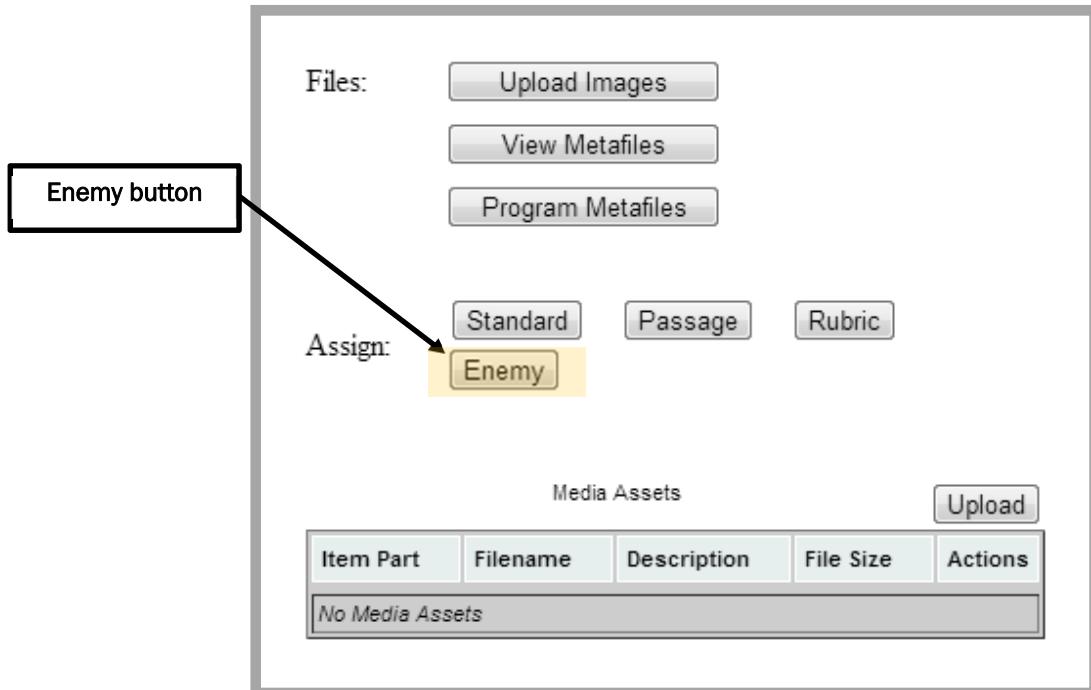
- 1 Locate the item for which to view item enemies using the filter criteria.

For more information, see [Select Item Page](#) on page 264.

- 2 Select Edit from the Options menu associated with the item.

The item opens for review and editing in the Create Item page. For more information, see [Create Item Page](#) on page 185.

- 3 Select the Content tab, and click the Enemy button.



The Assign Item Enemy page is displayed. For more information, see [Assign Item Enemy Page](#) on page 320.

Item enemies are displayed in the Current Enemy List, for example:

Current Enemy List:				
Item	View	Remove		
SBA2012-JI-17	<button>View</button>	<button>Remove</button>		
SBA2012-System1-113	<button>View</button>	<button>Remove</button>		

- 4 Optionally, remove an enemy assignment by clicking on the Remove button associated with the item that you do not wish to treat as an enemy. The item is removed from the Current Enemy List.

**Note:** To view a summary of the item's attributes, click the View button.

- 5 Specify a string of text to match in item names via the Item Name field.

or

Use the Test Subject menu to identify the content standard associated with the item.

A list of matching items is displayed in the item search results, for example:

Item	View	Add Enemy
SBA2012-JI-16	<input type="button" value="View"/>	<input type="button" value="Add"/>
SBA2012-JI-17	<input type="button" value="View"/>	<input type="button" value="Add"/>
SBA2012-JI-18	<input type="button" value="View"/>	<input type="button" value="Add"/>
SBA2012-JI-19	<input type="button" value="View"/>	<input type="button" value="Add"/>

- 6 For each item that you want to specify as an enemy item, click the associated Add button.

---

**Note:** To view a summary of the item's attributes, click the View button.

---

- 7 When you are finished working with enemy items, close the browser window.

### ***Working with Notes***

The IAIP application makes it easy for users in the content development workflow to communicate about an item content or process issues, etc. You can create a note at any point in the item development process. The note will then be available to other users in the workflow. To ensure that item developers are aware of a new note, if an item includes a note, a special blue a blue “N” icon displays in the Flags column on the Select Item page.

#### ***Creating a Note***

Creating a note enables you to record comments or questions for other users of the content development workflow.

To create a note:

---

**Note:** This procedure begins with the desired item loaded in the Create Item page. For more information, see [Select Item Page](#) on page 264.

---

- 1 Enter a note using one of these methods from the Create Item page:
  - Select the Content tab and type the annotation or comment in the Notes box (below the item body).
  - Select the Notes tab and type the annotation or comment in the Your Notes box (at the top of the menu). From this menu, you can view information on previously entered notes.
- 2 Select the Preview menu and save the item via the Save Item button.

The note is saved with the item.

### Viewing a Note

You can view the notes associated with an item by loading the item and selecting the Notes menu on the Create Item page.

When an item includes notes, a blue “N” icon is present in the queue record, as shown below.

Total = 301 item(s) <input type="checkbox"/> Disable Comparison Mode											
Select	Flags	Item ID	IMS ID	Standard	Description	Last User	Last State	Date	Hold		
Select	N	1039_3_MC_05	301703	ELA Tenth Grade / Information Resources / GLE 39	org, feature/glossary	Scott, M	Fix Art	2010-10-21			
Select		1039_3_MC_06	301704	ELA Tenth Grade / Information Resources / GLE 39	org, feature/subject	Guzman, S	Burned	2009-08-19			
Select	N	1039_3_MC_08	302186	ELA Tenth Grade / Information Resources / GLE 39	Index/Stephen Hawking	Scott, M	Fix Art	2010-10-21			
Select		10R1_3_MC_MFC04	301540	ELA Tenth Grade / Reading and Responding / GLE 1	connotative/nervous	Guzman, S	Experimental	2010-08-30			

To view notes:

---

**Note:** This procedure begins with the desired item loaded in the Create Item page. For more information, see [Create Item Page](#) on page 185.

---

- Select the Notes menu on the Create Item page.

The Notes menu displays information on all previously entered notes related to this item. You can also use it to add your own notes that will be visible to other users in the content development workflow. For more information on the Notes menu, see [Notes Menu – Items and Passages](#) on page 244.

---

**Note:** If you make any changes, be sure to save the item via the Save Item button on the Preview menu.

---

### Content Modification Options

This section provides details on using the Content Editor to create and modify item, passage, and rubric content. The specific options available on the Content Editor depend on the type of content selected.

#### *Content Editor – Items*

Selecting the Content menu displays the content editor that enables you to create a new or modify the text of an item body as well as associate any media assets, images, and metafiles to support the item. The IAIP application provides advanced editing capabilities for each component of an item (i.e., item body, prompt, and responses).

---

**Note:** The prompt and responses are created via the Interactions menu. For more information, see [Interactions Menu – Items](#) on page 218.

---

The Content Editor for items provides options for creating and editing item content, including:

- **Text and Formulas.** Textual and graphical elements (e.g., mathematical symbols) that define the test item and associated Interactions (e.g., responses).
- **Images and Media.** Audio, graphics, and video to support the item delivered to students as well as ancillary files associated with item creation and management (e.g., photos or diagrams, animations, movies, or sound clips).

- **Content Standard.** Content alignment hierarchies used to define the items (e.g., a specific node in CCCS).
- **Passages.** Longer textual and graphical elements used to anchor the test item (e.g., a short prose work, planar geometry diagram, or poem).
- **Rubric.** Information provided to guide the implementation of performance standards for the selected item (e.g., a scoring rubric).
- **Item Enemies.** Items that are prevented from being used in the same test form as the selected item. One or the other item can be used on a test form, but not both (e.g., to prevent use of an item on a test form that provides a clue to another test item).
- **Math Tools.** Flags that indicate whether support math tools are to be included with the item at test delivery.
- **Notes.** Free-form text and comments on the item collected from the content development workflow.

For more information, see [Content Modification Menus](#) on page 195.

#### *Content Editor – Passages*

The Content Editor for items provides options for creating and editing item content, including:

- **Text.** Textual content that defines the passage used to support the delivery of one or more items.
- **Images and Media.** Audio, graphics, and video to support the passage delivered to students as well as ancillary files associated with item creation and management (e.g., photos or diagrams, animations, movies, or sound clips).
- **Template.** Pre-defined text layout and formatting standards that can be used as a basis for a given passage.
- **Notes.** Free-form text and comments on the passage collected from the content development workflow.

For more information, see [Content Modification Menus](#) on page 195.

#### *Content Editor – Rubrics*

- **Text.** Textual content that defines the rubric that is used for scoring extended text interactions.
- **Images.** Graphics included in the body of the rubric to help explain the scoring of the interaction.

For more information, see [Content Modification Menus](#) on page 195.

### **Modifying Text**

#### *Working with Track Changes*

The IAIP application provides the capability of tracking changes to item content (i.e., items and passages). Tracking changes causes additions, deletions, and modifications to the text and graphics in the item content to be highlighted for easy identification. Tracked changes are enabled by default between stages in the workflow (i.e., Development States), to ensure that changes to the text and graphics are clear to the next user in the workflow.

This section contains some scenarios that describe how the track changes features work and a short example. For a more detailed example of track changes, see [Working with Tracked Changes](#) on page 601.

### Track Changes Scenarios

#### *Scenario 1: Development State of Content Review 1*

##### **Description:**

Because the item came from the Development state, changes are not indicated via the track changes features.

##### **Actions:**

- 1 The content specialist receives the draft of an item for review.
- 2 The content specialist reviews and modifies the item and makes annotations and rejects the item (via the Reject Item button []).

##### **Result:**

The item is returned to the item writer. Changes made by the content specialist are highlighted via the track changes features.

---

**Note:** As expected, track changes is not enabled during initial writing of the item.

---

#### *Scenario 2: Development State of Development*

##### **Description:**

Because the item came from the Content Review1 state, changes are indicated via the track changes features.

##### **Actions:**

- 1 The item writer receives the returned item with annotations and modifications highlighted via the track changes features.
- 2 The content specialist reviews and modifies the item and makes annotations and rejects the item (via the Reject Item button []).

##### **Result:**

The item is returned to the item writer. Changes made by the content specialist are highlighted via the track changes features.

#### *Example*

- 1 After a content specialist receives an item (i.e., assigned the ‘Content Review 1’ Development State), modifying the item and then selecting the Reject Item button () sends the item back to the item writer with a Development State of ‘Development’.
- 2 When the item writer opens the rejected item, all changes to the item made in the previous state are highlighted (i.e., additions, deletions, and modifications).
- 3 The item writer must resolve the changes (i.e., by accepting or rejecting them) and turn off track changes (via the End Comparison Mode button []) prior to making additional changes or saving the content.

This strict requirement that modifications made in the previous development state are processed (i.e., accepted or rejected) before additional changes can be made helps to

ensure that the content that requires review for each development state of the content development workflow.

- 4 Any additional changes made to the content are marked with track changes in the next development state.

These must be processed (i.e., accepted or rejected) before any additional changes can be made—to be sent to the next development state queue.

#### IMPORTANT

Comparison mode (i.e., the feature that tracks changes to the content) is managed by the IAIP application in some development states.

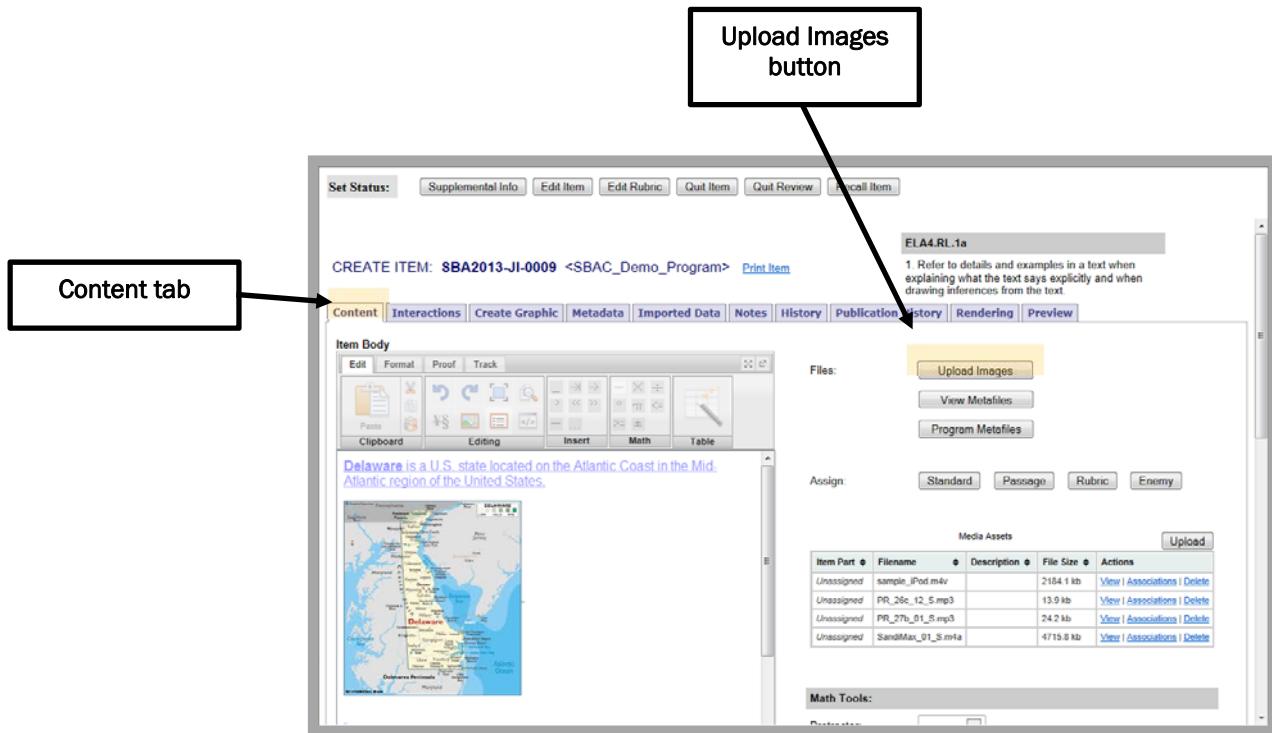
#### *Uploading Images*

This procedure begins on the Create Item page, after loading an item from your work queue and opening it for editing. For items, an image can be inserted into the item body or associated with specific interactions.

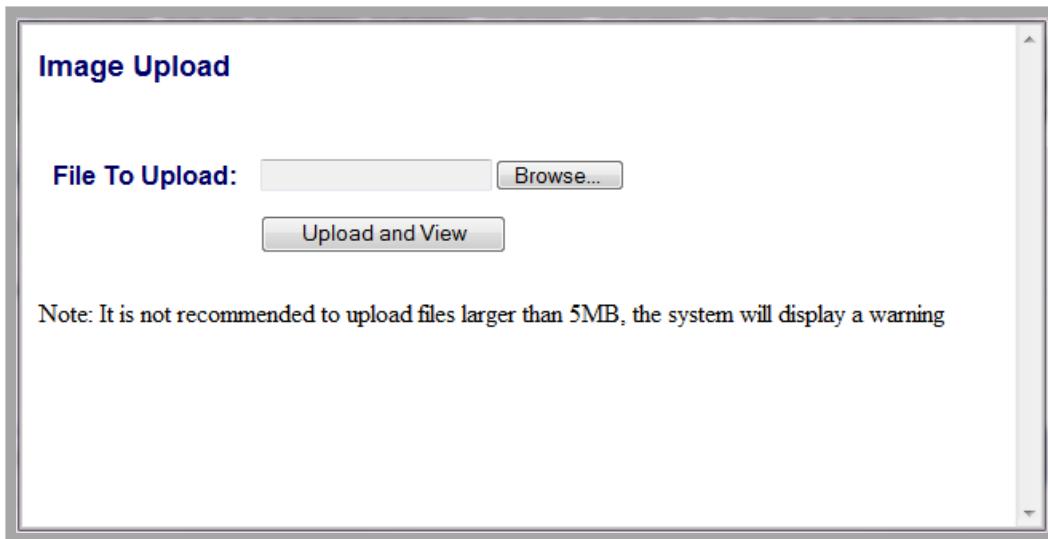
- 1 Click the Content tab.

The Content menu is displayed, providing options for uploading and inserting images.

- 2 Click the Upload Images button. For example:



The Image Upload page is displayed. For example:



For more information, see [Image Upload Page \(for Items Only\)](#) on page 341.

- 3 Click the Browse button.
- 4 The file upload dialog is displayed.

**Note:** The name of this dialog and the options it provides will vary depending on your browser.

- 5 Locate and select the image file to upload.
- 6 Click the Open button.  
The directory path and name of the file is displayed in the File to Upload field.
- 7 Click the Upload and View button.
- 8 The Image View page is displayed, enabling you to view the uploaded image or to upload another image.
- 9 Click the Close button.

Once you have uploaded the images to the IAIP application, continued to the next section to associate them with elements of the item (e.g., item body or interactions).

#### *Inserting Graphics in Content*

Once you have uploaded images to an item in the IAIP application, you can associate them with specific elements of the item.

- 1 Locate the item body or a specific interaction where you want the image to display.
- 2 Place the cursor at the location in the item body or interaction where you want the image to display.
- 3 Click the Insert Image button (  ) on the Edit menu on the Content Editor.

The Images for this Item page is displayed. For example:

The screenshot shows a web-based application interface for managing item images. At the top, a header reads "Images for this Item". Below it is a link "Sort By Name". A large instruction "Click Image to Insert" is centered. Two image entries are listed:

- SBA2013-WCNONE-0003\_20130218\_081340**  
SBA2013-WCNONE-0003\_20130218\_081340.svg  
An orange and black butterfly wing image is displayed. To its left are three buttons: "Insert", "Copy", and "Delete". Below the image is a "Print Version:" section with "Upload" and "Print" buttons.
- SBA2013-WCNONE-0003\_20130325\_074908**  
SBA2013-WCNONE-0003\_20130325\_074908.png  
A smaller version of the same butterfly wing image is displayed. To its left are three buttons: "Edit", "Copy", and "Delete". Below the image is a "Print Version:" section with "Upload" and "Print" buttons.

- 4 Specify options for the image and click the image to insert it into the item.

The image is inserted into the item body or interaction at the location you specified.

#### *Image Formats*

The IAIP application supports the upload of images that are optimized to display in a browser window as well as images optimized to display in printed tests. It provides options for specifying whether uploaded images are appropriate for display or print.

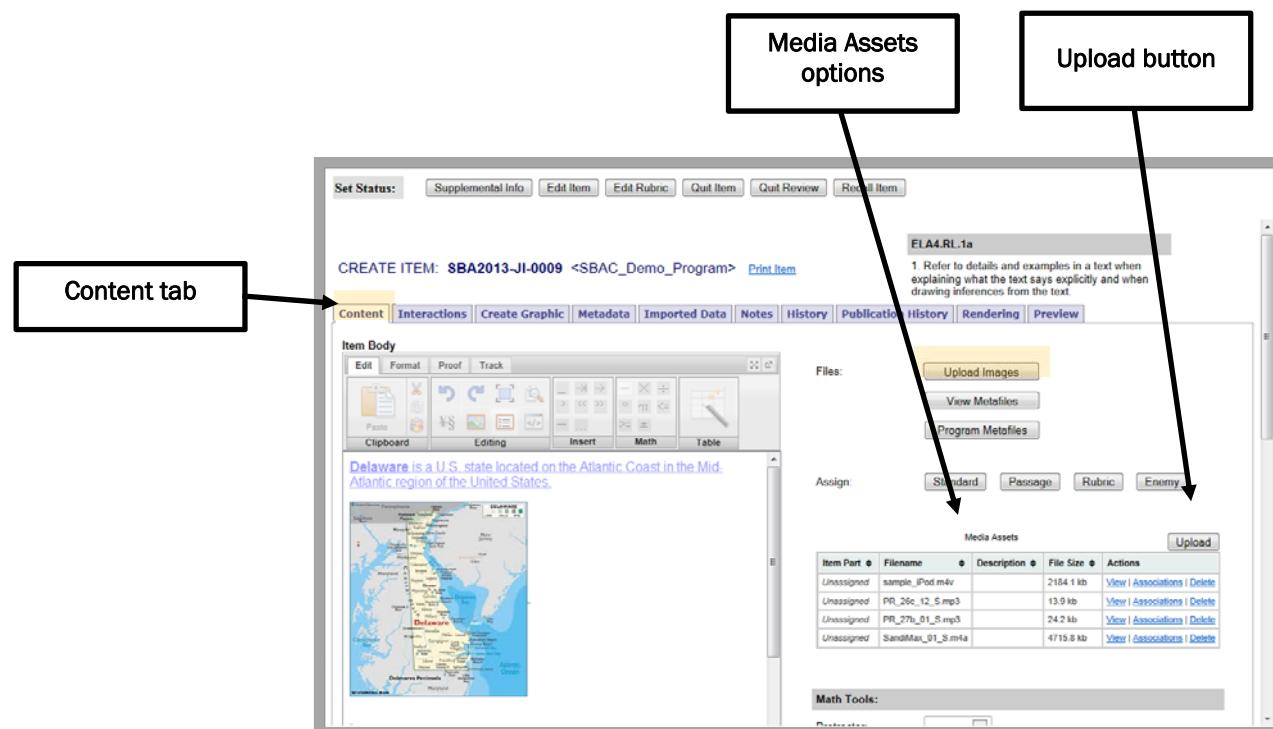
#### *Uploading Media*

This procedure begins on the Create Item page, after loading an item from your work queue and opening it for editing. For items, a media file can be associated with the item body or specific interactions.

- 1 Click the Content tab.

The Content menu is displayed, providing options for uploading and associating media files.

- 2 Click the Upload button, for example:



The Media Upload page is displayed. For example:

**Media Upload**

**File To Upload:**  [Browse...](#)

**Media Description:**   
 (Large text area)

[Upload and View](#)

Note: It is not recommended to upload files larger than 5MB, the system will display a warning

For more information, see [Media Upload Page](#) on page 324.

- 3 Click the Browse button.
- 4 The file upload dialog is displayed.

---

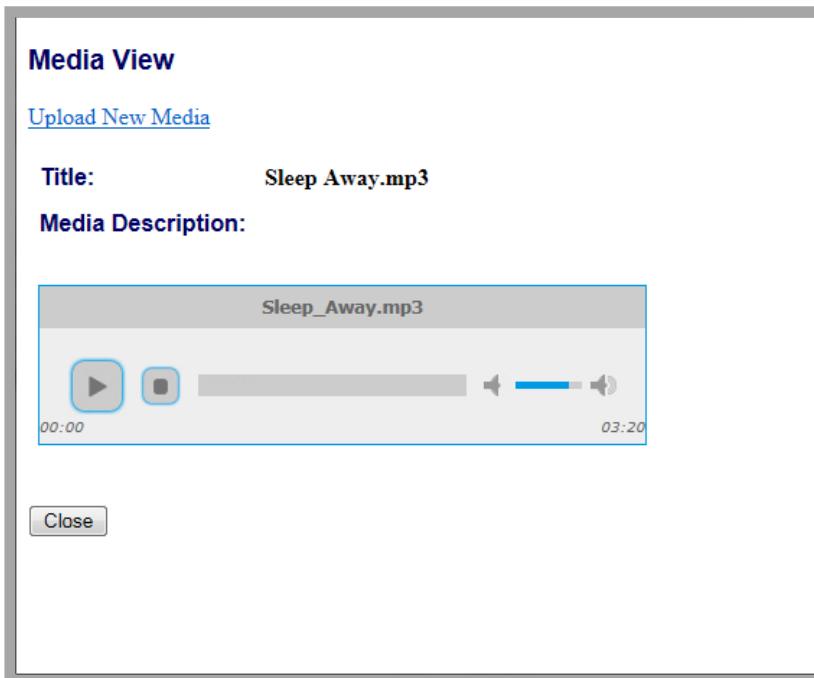
Note: The name of this dialog and the options it provides will vary depending on your browser.

---

- 5 Locate and select the media file to upload.
- 6 Click the Open button.

The directory path and name of the file is displayed in the File to Upload field.

- 7 Optionally, specify additional information about the media file in the Media Description field.
- 8 Click the Upload and View button.
- 9 The Media View page is displayed, enabling you to review the uploaded image or to upload another media file. For example:



For more information, see [Media View Page](#) on page 325.

- 10 Click the Close button.

Once you have uploaded the images to the IAIP application, continued to the next section to associate them with elements of the item (e.g., item body or interactions).

#### *Inserting Media in Content*

To insert the media file into the item:

- 1 Place cursor in the area in which the file should be placed.
- 2 Select the Insert Graphic button on the Edit toolbar.
- 3 From the pop-up window, select Insert for the appropriate file.
- 4 The system registers the insertion of an Audio or Video file via a blue link. Graphic files will display normally.
- 5 Users may preview their item with the inserted media from the Preview menu of the item editor interface.

- 6 By selecting the blue Media File link from the Preview menu, users may review their inserted media in a separate tab on their browser.
- 

**Note:** Media file can also be accessed by selecting the  button from the toolbar, or by selecting the Upload Asset button.

---

### Associating Media

Once you have uploaded media to an item in the IAIP application, you can associate it with specific elements in the item. For items, a media file can be associated with the item body or specific interactions.

- 1 Locate the item body or a specific interaction where you want the image to display via the Content or Interactions menu.
- 2 Locate the media file that you wish to associate in the Media Assets list. For example:

Media Assets				
Item Part	Filename	Description	File Size	Actions
Unassigned	sample_iPod.m4v		2184.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	PR_26c_12_S.mp3		13.9 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	PR_27b_01_S.mp3		24.2 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	SandiMax_01_S.m4a		4715.8 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	Sleep Away.mp3		4729.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>

**Note:** All media files that have been uploaded to the item are displayed in the Media Assets list.

- 3 Click the appropriate Associations link.

The Edit Media Associations page is displayed. For example:

Edit Media Associations

Filename: Sleep Away.mp3

Description:

For each item part, check or uncheck the appropriate checkboxes to associate or disassociate media

Item Parts:

- Choice A
- Choice B
- Choice C
- Choice D

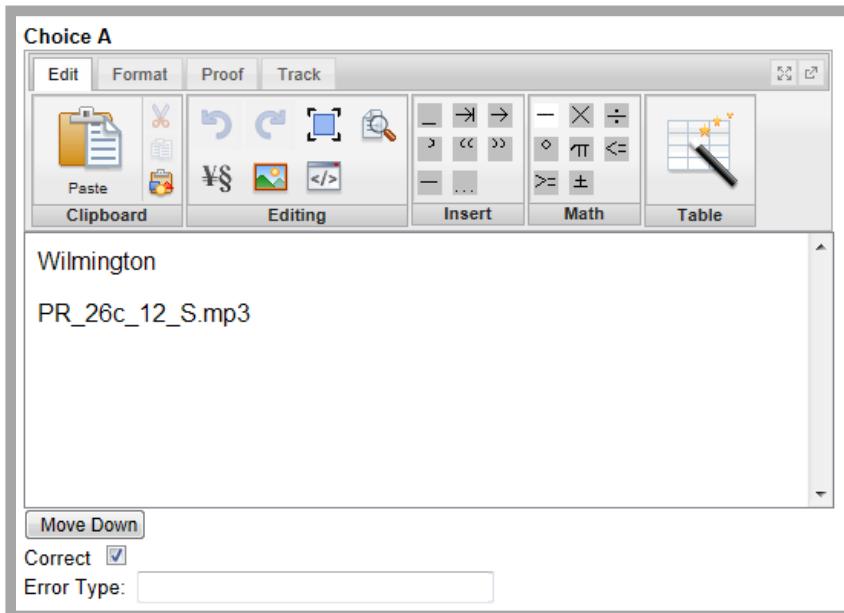
[Edit Associations](#)

- 4 Select the item parts with which to associate with the selected media file.

**Note:** The options will differ for the item body and interactions.

- 5 Click the Edit Associations button.

- 6 The IAIP application inserts the name of the media file into the specified element of the item. For example:



In this example, the media file is named 'PR\_26c\_12\_S.mp4'.

- 7 After you have uploaded and associated all media files with the item, click the Save Item button on the Preview menu.

You can now complete the item or passage in the workflow. See the next section.

### Role-specific Content Review

This section breaks down the content reviews tasks by the associated user roles in order to provide an appropriate level of detail for each user role in the system.

#### Item Writer Role

This section describes the content review interface and main option for authoring content in the content development workflow.

#### *Item Authoring Overview*

This section outlines the major tasks performed by an item writer in drafting an item in the IAIP application. It defines the larger, sequential stages used by the item writer for accessing, modifying, and processing work in the content development workflow as well as the major sub-steps for accomplishing the development of the item in a recommended (but not required) order. It provides key information to guide you through the tasks without bogging down in the details of how to use the user interface to accomplish them.

For detailed information on performing these tasks, see the appropriate section (below).

### Review Item Assignments in the Workflow

Items available to an item writer via the appropriate work queue are assigned to the item writer and have a Development State of 'Development'.

View items assigned to your work queue via the item option on the Select Review menu on the Main Menu, and open the appropriate item for modification.

### Editing an Item

Draft and revise the text, layout, and supporting content for the item as well as defining its attributes.



To ensure that no changes are lost during the development of an item, it is strongly recommended that you save the item state frequently, using the Save Item button on the Preview menu.

- Review a Rejection Report

If the initial draft of the item has already been sent for review and subsequently rejected (i.e., returned to the item writer for modification), a rejection report will be displayed upon opening the item from the work queue. The rejection report details modifications and additions that are requested in order for the item to continue in the workflow.

This type of rejection simply returns the item to the previous user's queue for addressing the requested modifications. It is called a 'soft' rejection. A 'hard' rejection is when the item is determined to be unsuitable for use (e.g., based on bias issues or not meeting specifications). Items that have been hard rejected are no longer in the content development workflow.

- Review Item Specifications

Select the View Metafiles and/or program Metafiles buttons to review any specification documents that are associated with the item. These specifications define the expected content of the item.

---

**Note:** You can view comments and notes on the current state of the item or its progress in the workflow via the Notes menu.

---

- Write/Edit the Item Body

Open the item using the Edit Item button on the Item Review page. Using the Content Editor, draft and format the text of the item body.

- Write/Edit Interactions

Using the Interactions tab, create one or more Interactions (i.e., responses) for the item, and insert them into the item body using the Insert Interaction button on the Edit menu of the Content editor.

- Add Graphical Elements

You can create mathematical expressions via the Create Graphic menu, and insert them into the item using the Insert Image button on the Edit tab of the Content Editor.

- Add Images

If appropriate images already exist, you can upload them in supported formats via the Upload Images button on the Content menu. After uploading the desired image, you can insert it into elements of the item using the Insert Image button on the Edit tab of the Content Editor.

---

**Note:** If the required image is not available, you can detail the requirements of the requested image for the graphic designer via the Supplemental Information menu on the Item Review menu.

- Add Media

If appropriate media already exists, you can upload it in supported formats using the Upload button on the Content menu. After uploading the desired media, you can associate it with elements of the item using the Associations link on the Media Assets list on the Content menu.

---

**Note:** If the required media is not available, you can detail the requirements of the requested media asset for the graphic designer via the Supplemental Information menu on the Item Review menu.

- Add a Rubric

Using the Edit Rubric button on the Item Review menu, you can create a rubric to aid in scoring the item for certain interaction types (i.e., extended response). You can attach this new (or existing rubric) to the item using the Rubric button on the Content menu.

- Specify Item Metadata

Using the Metadata menu, define or update appropriate metadata for the item. Item metadata will be useful for identifying and selecting items via their attributes, without requiring users to open and view each item.

---

**Note:** Valid data specified for item metadata and the process for updating it is determined by the specific policies and procedures in place in your content development environment.

- Annotate the Item

You can record notes related to the current state of the item or information relevant to its progression in the workflow using the Notes text entry box on the Content menu or the Notes menu.

---

**Note:** Users can view the notes associated with an item via the Notes menu.

- Assign Standard

You can view and modify the standards alignment for the item using the Standard menu.

- Review Item History

You can view the history of changes to the item in the content development workflow using the History menu.

- Review Publication History

You can view the history of the item delivered in assessments using the Publication History menu.

- Reference Source Material

You can reference or attach source materials used in the development of the item, as appropriate:

- Upload the source document using the View Metafiles button on the Content menu.
- Enter the path to and name of the source document in the Source Document field on the Metadata menu.

- Request Accessibility Features

As required for the item, you can specify details of accessibility features for the accessibility specialist via the Supplemental Information menu on the Item Review menu.

---

**Note:** Accessibility features are usually requested later in the workflow to ensure that the item content is stable prior to adding the features. This approach requires less rework to reflect subsequent changes to the item in development.

---

- Preview and Save the Item

The Preview menu provides a graphical view and summary of the item, as well as enabling you to save the current state of the item via the Save Item button.

Using the Preview menu, review the current state of the item. After making any needed adjustments, save the item using the Save Item button.

#### *Complete the Item in the Workflow*

Advance the item in the workflow using the Accept Item button on the item review menu. The Development State of the item is set to one of the Content Review states (i.e., Content Review 1, Content Review 2, or Content Review 3)—depending on its previous state—and available to the content specialist via a work queue.

#### ***Example Main Menu***

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 210: Example Item Writer Queue](#) shows an example of the Main Menu for the item writer role.

Figure 209: Example Item Writer Main Menu



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**Note:** This example shows the Main Menu for an item writer with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

#### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the item review page enabling the user to view items in the workflow that are ready for drafting or editing.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view passages in the workflow that are ready for drafting or editing.</li></ul> <hr/> <p><b>Note:</b> Items and passages are assigned to a specific user with the item writer role. That is, there is no general queue for viewing all content for which drafting or editing is requested across all item writers.</p> <hr/> <p>Once the type of content is selected, the content specialist can use the Review option to display the Edit Item or Edit Passage queue to which work is assigned.</p>
Create/Edit Passage button	Displays the Create Passage page that enables you to create or edit a passage. For more information, see <a href="#">Create Item Page</a> on page 185.

Element	Description
Create/Edit Rubric button	Displays the Create Rubric page that enables you to create or edit a rubric. For more information, see <a href="#">Create Rubric Page</a> on page 193.
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

An item writer can use the options on the Select Item page or Select Passage page to filter the list of items in the Edit Item or Edit Passage review queues (respectively).

#### IMPORTANT

An item or passage assigned to the Development state (i.e., for authoring or revising) is visible only to the specific item writer user to which it is assigned—and not to a general queue that can be monitored by multiple item writers.

The work queues that can be accessed by the item writer are:

- **Edit Item.** Available on the Select Item page, displays Items that are assigned to the given item writer for authoring or editing (i.e., with a Development State of 'Development').  
Newly initiated Items as well as ones returned to the item writer for editing are available from the Edit Item queue.
- **Edit Passage.** Available on the Select Passage page, displays passages that are assigned to the given item writer for authoring or editing (i.e., with a Development State of 'Development').  
Newly initiated passages as well as ones returned to the item writer for editing are available from the Edit Passage queue.  
The item writer must also have access to the program associated with the item or passage. For more information, see [Modifying User Access to Programs](#) on page 356.

#### Example Work Queue

[Figure 210: Example Item Writer Queue](#) provides an example of a work queue for an item writer. In this case, it is the Edit Item queue. There might be additional work in the Edit Passage queue.

---

**Note:** Click the corresponding Select button to open an item from the list to review.

---

Figure 210: Example Item Writer Queue

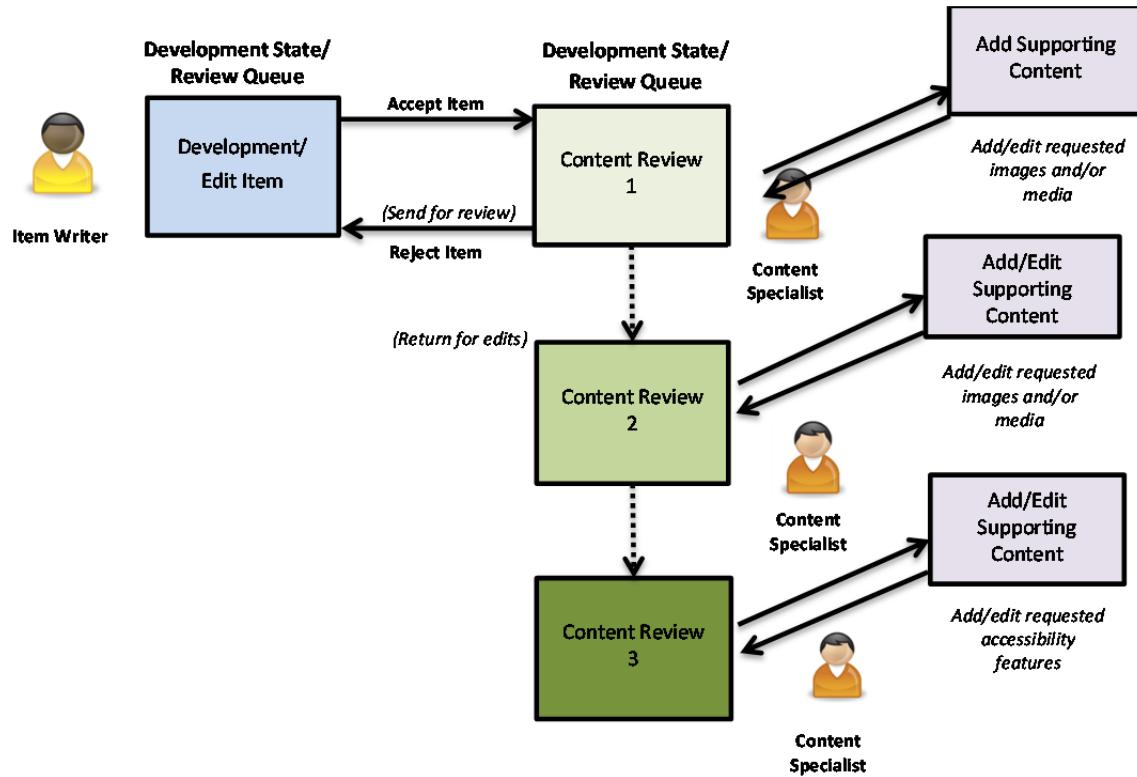
The screenshot shows a software interface for managing item reviews. At the top, there are buttons for 'Select Review', 'Create/Edit Passage', 'Create/Edit Rubric', and 'Log Out'. Below this is a section titled 'Select Item Filters' with dropdown menus for 'Program' (SBAC\_Demo\_Program), 'Review' (Edit Item), 'Test Subject', 'Passage', 'Workgroup' (WG1), 'Item Format', and 'Publication Status'. There are also 'Refresh List' and 'Show Queue History' buttons.

Below the filters, it says 'Total = 4 item(s)' and has a checkbox for 'Disable Comparison Mode'. A table lists four items:

Select	Flags	Item ID	Hierarchy	Description
<input type="button" value="Select"/>		item_22004	//	Item 22004
<input type="button" value="Select"/>	A	SBA1-ah-0001	//	APIv1.0 Entry Profile Si
<input type="button" value="Select"/>		SBA1-ah-0004	//	APIv1.0 Entry Profile Si
<input type="button" value="Select"/>		VE-IP-05	//	APIv1.0 Entry Profile Si

**Note:** The example item writer queue shows items assigned to the current item writer in the ‘Development’ Development state that belong to the ‘SBAC\_Demo\_Program’ and the ‘WG1’ workgroup.

### Item Writer Workflow Overview



## Content Specialist

This section describes the content review interface and main option for reviewing and managing content in the content development workflow.

### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. Of all the roles in the IAIP application, the content specialist is most likely to be assigned administrator permissions. This is because content specialists often play a central role in initiating content in the workflow as well as tracking and maintaining content that is under development.

The specific administrator permissions provided to a user (i.e., super administrator, organization administrator, or program administrator) determine what functions outside of tracking and maintaining content are available.

- [Figure 211: Content Specialist Main Menu - No Administrator Permissions](#) shows an example of the Main Menu for the content specialist role without administrator permissions.
- [Figure 212: Content Specialist Main Menu - Administrator Permissions](#) shows an example of the Main Menu for a content specialist role with administrator permissions.

Figure 211: Content Specialist Main Menu - No Administrator Permissions




---

**Note:** This example shows the Main Menu for a content specialist with no administrator permissions. If the user had administrator permissions, additional options display on the Main Menu.

Figure 212: Content Specialist Main Menu - Administrator Permissions



**Note:** This example shows the Main Menu for a content specialist with administrator permissions. Note the Item Admin and Psychometrics button that display only for content specialists with administrator permissions.

---

### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on the type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the item review page enabling the user to view items in the workflow that are ready for review by the content specialist. For information on the item workflow queues available to content specialists, see <a href="#">Workflow Queues</a> on page 565.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view passages in the workflow that are ready for review by the content specialist. For information on the passage workflow queues available to content specialists, see <a href="#">Workflow Queues</a> on page 565.</li></ul> <p><b>Note:</b> Work ready for review by a content specialist is not assigned to a specific user in the workflow. Instead, it is accessible by all users with the content specialist role that have access to the content (i.e., per program and workgroup availability). Often, more than one content specialist will have access to the same content in development.</p> <p>Once the type of content is selected, the content specialist can use the Review menu to display the specific queue to which work is assigned.</p>
View Item button	<p>Displays the Item Viewer page that enables you to view items in the IAIP application by:</p> <ul style="list-style-type: none"><li>• Selecting a program and specifying the item name or selecting a program and specifying its associated content standard. or</li><li>• Selecting an item available on your file system, then uploading and viewing it.</li></ul> <p>For more information, see <a href="#">Item Viewer Page</a> on page 302.</p>
Print Item button	<p>Displays the Item Print Viewer page that enables you to print an item that you specify. You can select the item to print by:</p> <ul style="list-style-type: none"><li>• Selecting a program and specifying the item's name or selecting a program and specifying its content area, grade level or associated passage. or</li><li>• Specifying items to print via a CSV file on your file system.</li></ul> <p>For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</p>

Element	Description
Print Passage button	<p>Displays the Passage Print Viewer page that enables you to select the output format and print a passage that you specify. You can select the passage to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the passage name.</li> <li>or</li> <li>• Specifying passages to print via a CSV file on your file system.</li> </ul> <p>For more information, see <a href="#">Passage Print Viewer Page</a> on page 312.</p>
Create/Edit Passage button	<p>Displays the Create Passage page that enables you to create or edit a passage. For more information, see <a href="#">Create Passage Page</a> on page 189.</p>
Create/Edit Rubric button	<p>Displays the Create Rubric page that enables you to create or edit a rubric. For more information, see <a href="#">Create Rubric Page</a> on page 193.</p>
Log Out button	<p>Enables the user to exit the IAIP application, ending the user's session.</p>

### Workflow Queues

Item writers can be assigned work in many phases along the content development workflow. The Review menu, available on the Item Review and Passage Review pages, enables the content specialist to view work assigned to multiple queues in the content development workflow.

---

**Note:** Due to their central involvement in the content development workflow, content specialists will, by design, see a single item or passage multiple times during its development.

---

The work queues that can be accessed by the content specialist are:

- **Content Review 1.** Displays items or passages for which the initial draft has been completed or requested graphics and media have been returned by the supporting user in the workflow.
- **Content Review 2.** Displays items or passages for which initial edits or requested graphics and media have been have been returned by the supporting user in the workflow.
- **Query Resolution.** Displays items or passages for which edits have been identified by the copy editor during the Copy Review stage. The content specialist evaluates the edits and assigns the content to the appropriate work queue for resolution.
- **Content Review 3.** Displays items or passages that are available to the content specialist because:
  - No edits have been identified by the copy editor during the copy review.
  - Edits were identified by the Consortium Reviewer during the consortium review.
  - Graphics, media, or accessibility features have been returned for review.
- **Banked.** Displays items or passages for which no edits have been identified by the Consortium Reviewer during the consortium review. Items and passages in this Development State are available for distribution to the test bank.
- **Post Admin Review.** Displays items or passages that have been reviewed by the data reviewer as part of a post-administration review of performance data. The content specialist

evaluates the comments from the post-administration review and processes the item or passage appropriately.

**Note:** For the content review stages in the workflow, requesting and reviewing graphics, media, and accessibility features are key responsibilities of the content specialist, because no other user roles can send items and passages for creating appropriate content.

### Example Work Queue

[Figure 213: Example Content Specialist Review Queue](#) provides an example of a work queue for a content specialist.

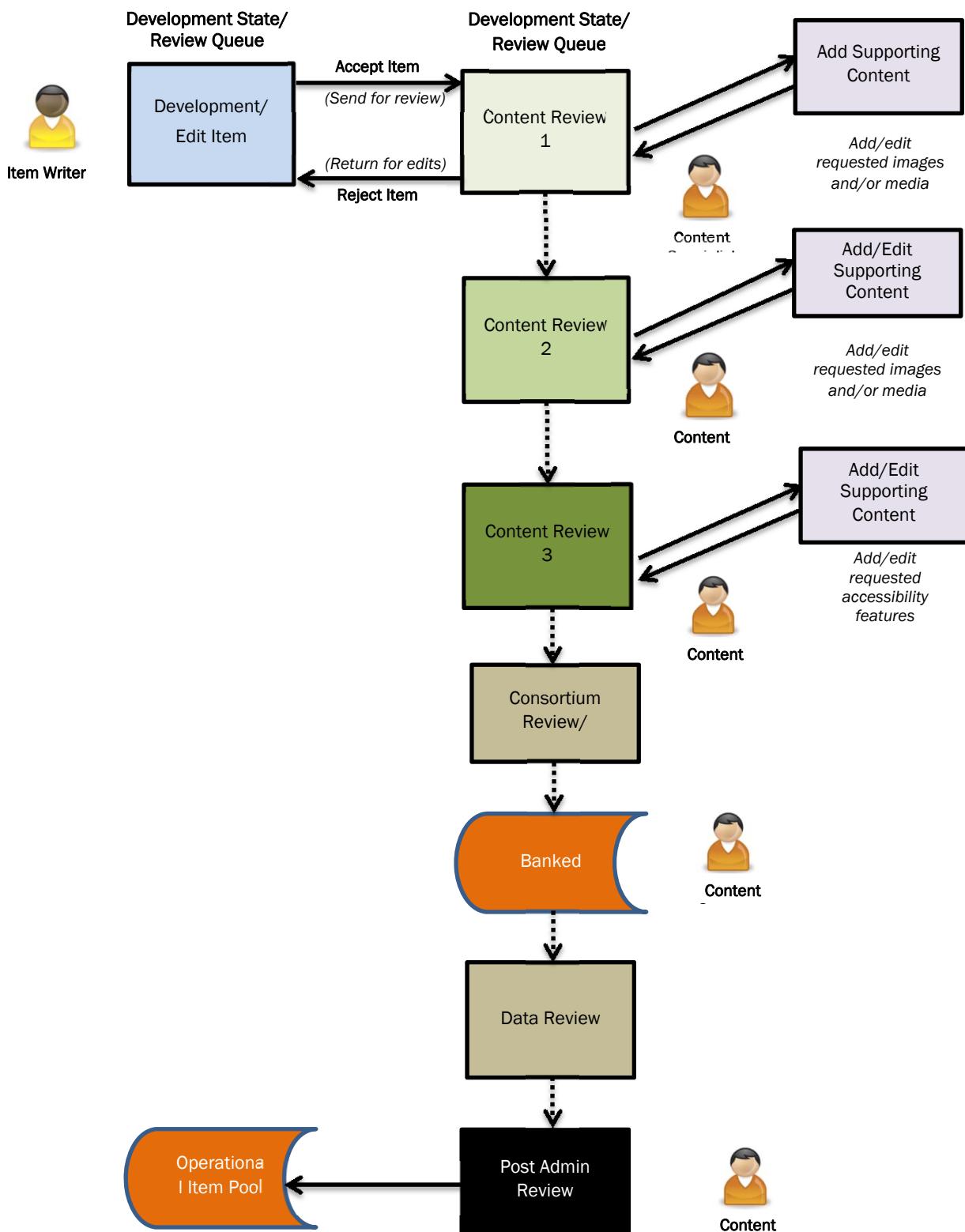
Figure 213: Example Content Specialist Review Queue

The screenshot shows a web-based application for managing content reviews. At the top, there is a horizontal bar with several buttons: 'Select Review', 'Select Report', 'View Item', 'Print Item', 'Print Passage', 'Create/Edit Passage', 'Create/Edit Rubric', and 'Log Out'. Below this is a section titled 'Select Item Filters' containing dropdown menus for 'Program' (set to 'SBAC\_Demo\_Program'), 'Review' (set to 'Content Review 1'), 'Test Subject', 'Passage', 'Workgroup', 'Item Format', 'Publication Status', and 'Item Writer'. There are also 'Refresh List' and 'Show Queue History' buttons. Below the filters, a message states 'Total = 1 item(s)' and includes a checkbox for 'Disable Comparison Mode'. A table displays a single item in the queue:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		SBA2013-WCNONE-0009	ELA ELA4.RL.1a / Grade 4 / ELA4.RL.1a	Description	Selected Response	Embedded Field Test	Writer, Tone [tonewriter]	Super Admin, S	Development	2013-02-22

**Note:** Click the corresponding Select button to open an item from the list to review.

## Content Specialist Workflow Overview



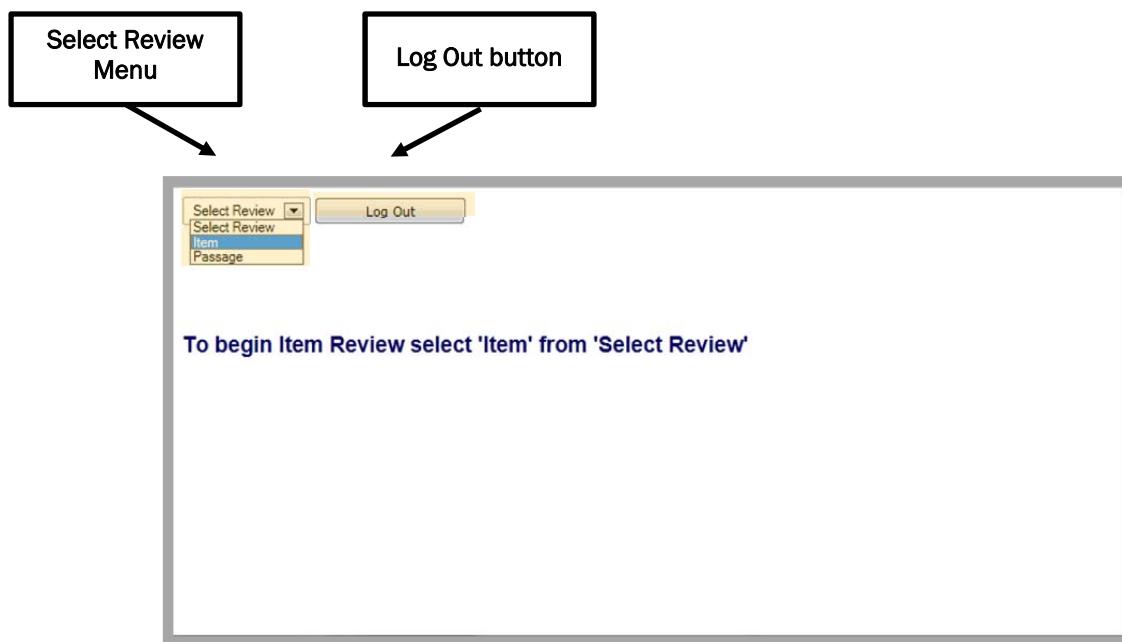
### Graphic Designer

This section describes the content review interface and main option for enhancing content with graphical elements in the content development workflow.

#### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 214: Example Graphic Designer Main Menu](#) shows an example of the Main Menu for the graphic designer role.

Figure 214: Example Graphic Designer Main Menu



---

**Note:** This example shows the Main Menu for a graphic designer with no administrator permissions. If the user had administrator permissions, additional options display on the Main Menu.

---

*Main Menu Options*

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"> <li>• <b>Item.</b> Displays the Item Review page enabling the user to view art creation work associated with items in the workflow.</li> <li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view art creation work associated with passages in the workflow.</li> </ul> <p>For information on the work queues available to a graphic designer, see <a href="#">Workflow Queues</a> on page 569.</p> <hr/> <p><b>Note:</b> Art requests are assigned to a specific user with the graphic designer role. That is, there is no general queue for viewing all content for which art is requested across all graphic designers.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

**Workflow Queues**

The work assigned to a graphic designer entails creating images and graphics, via a create art request, or modifying art previously provided, via an edit art request. The Review menu, available on the Item Review and Passage Review pages, enables the graphic designer to view work assigned to multiple queues in the content development workflow.

**IMPORTANT**

As with content assigned to item writers, an item and passage assigned for art creation are visible to a specific user with the graphic designer role—and not to a general queue that can be monitored by multiple graphic designers.

The work queues that can be accessed by the graphic designer are:

- **Create Art.** Displays new art requests for the program selected.  
A new art request submitted by a content specialist causes the item or passage to display in the Create Art queue for the specific graphic designer.
- **Edit Art.** Displays requests for edits to previously submitted art for the program selected.  
An edit art request submitted by the content specialist causes the item or passage to display in the Edit Art queue for the graphic designer to which it is assigned.

---

**Note:** Because art requests can be initiated from any (and all) of the Content Review phases and an individual item can include multiple graphics, the graphic designer is likely to see the same item or passage multiple times as the content is developed and refined.

### Example Work Queue

[Figure 215: Example Art Queue](#) provides an example of a work queue for a graphic designer. In this case, it is the Create Art queue. The Edit Art queue might also contain additional work.

Figure 215: Example Art Queue

The screenshot shows a web-based application interface for managing a work queue. At the top, there are two buttons: "Select Review" and "Log Out". Below them is a section titled "Select Item Filters" with dropdown menus for "Program" (set to "SBAC\_Demo\_Program"), "Review" (set to "Create Art"), "Test Subject", "Passage", "Workgroup", "Item Format", "Publication Status", and "Item Writer". There are also "Refresh List" and "Show Queue History" buttons. Below the filters, a message states "Total = 1 item(s)" and includes a checkbox for "Disable Comparison Mode". A table lists one item in the queue:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		SBA1-ah-0001	//	APIpv1.0 Entry Profile Si	Selected Response	Field Test	Writer, AH [ahwriter]	Super Admin, S	Development	2013-02-26

**Note:** Click the corresponding Select button to open an item from the list to review.

---

### Media Designer

This section describes the content review interface and main option for enhancing content with interactive media elements in the content development workflow.

### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 216: Example Media Designer Main Menu](#) shows an example of the Main Menu for the media designer role.

Figure 216: Example Media Designer Main Menu



**Note:** This example shows the Main Menu for a media designer with no administrator permissions. If the user had administrator permissions, additional options display on the Main Menu.

#### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"> <li>• <b>Item.</b> Displays the item review page enabling the user to view media design work associated with items in the workflow.</li> <li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view media design work associated with passages in the workflow.</li> </ul> <p>For information on the work queues available to a media designer, see <a href="#">Workflow Queues</a> on page 572.</p> <p><b>Note:</b> Media requests are assigned to a specific user with the media designer role. That is, there is no general queue for viewing all content for which media is requested across all media designers.</p> <p>Once the type of content is selected, the media designer can use the Review menu to display the specific queue to which work is assigned. For more information, see <a href="#">Viewing Work in Your Queue</a> on page 610.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

The work assigned to a media designer entails creating multimedia elements, via a create media request, or modifying multimedia elements previously provided, via an edit media request. The Review menu, available on the Item Review and Passage Review pages, enables media designers to view work assigned to multiple queues in the content development workflow.

#### IMPORTANT

As with content assigned to item writers, an item and passage assigned for media creation are visible to a specific user with the media designer role—and not to a general queue that can be monitored by multiple media designers.

The work queues that can be accessed by the media designer are:

- **Create Media.** Displays new media requests for the program selected.  
A New Media request submitted by a content specialist causes the item or passage to display in the Create Media queue for the specific media designer.
- **Edit Media.** Displays requests for edits to previously submitted media for the program selected.  
An Edit Media request submitted by the content specialist causes the item or passage to display in the Edit Media queue for the media designer to which it is assigned.

---

**Note:** Because media requests can be initiated from any (and all) of the Content Review phases and an individual item can include different media features, the media designer will likely see the same item or passage multiple times as the content is developed and refined.

---

#### Example Work Queue

[Figure 217: Example Media Queue](#) provides an example of a work queue for a media designer. In this case, it is the Create Media queue. There might be additional work in the Edit Media queue.

Figure 217: Example Media Queue

The screenshot shows the 'Select Item Filters' section with the 'Program' set to 'SBAC\_Demo\_Program' and 'Review' set to 'Create Media'. Below this, a table displays one item in the queue:

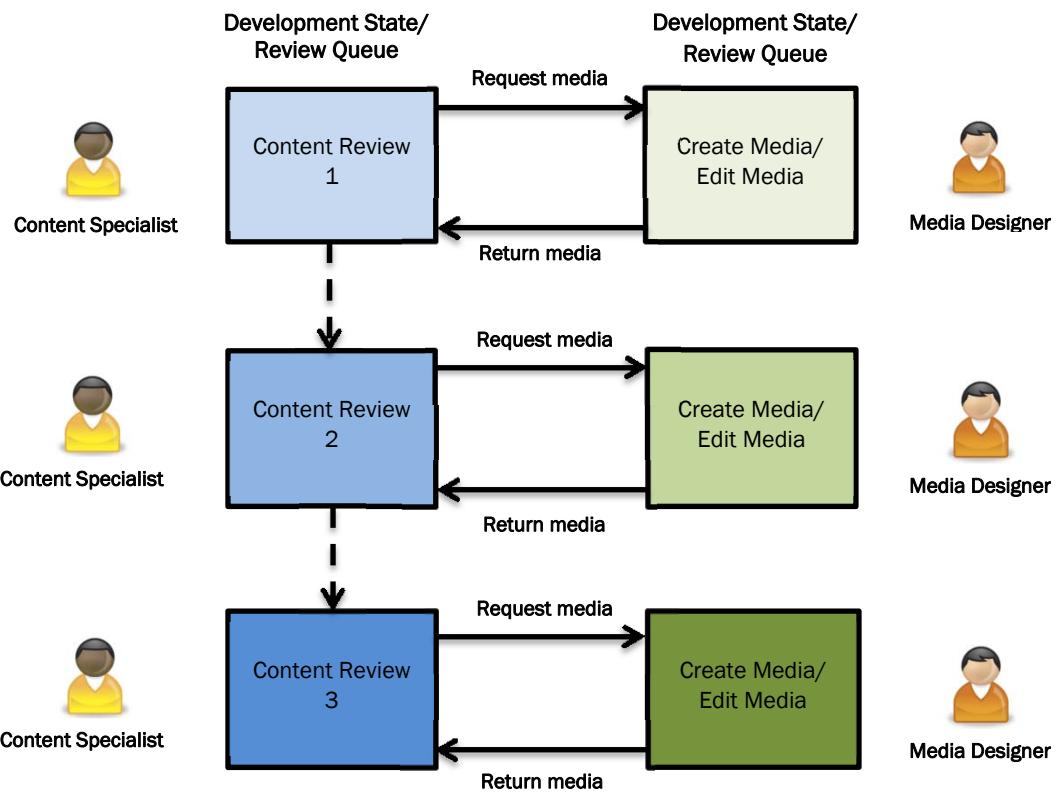
Select	Flags	Item ID	Hierarchy	Description	Item Type	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		SBA2012-AVH-0009	ELA.ELA4.RL.1a / Grade 4 / ELA4.RL.1a	Starry Night	SR, exclusive	Rejected	Writer, Item	Super Admin, S 1	Content Review	2013-01-30

---

**Note:** Click the corresponding Select button to open an item from the list to review.

---

### Media Designer Workflow Overview



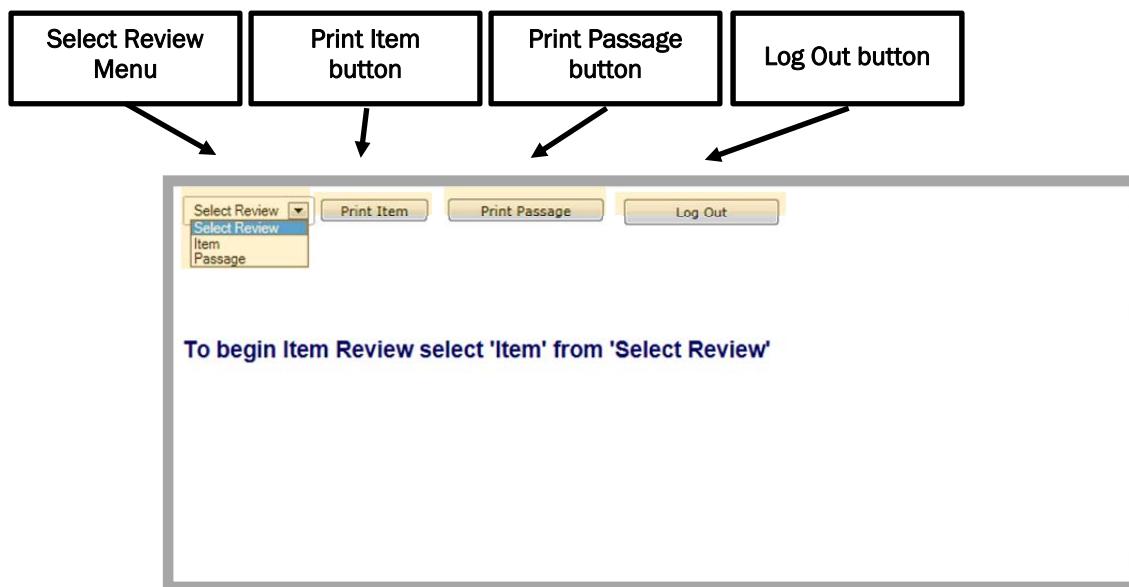
### Committee Reviewer

This section describes the content review interface and main option for facilitating reviews of content in the content development workflow.

#### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 218: Example Committee Reviewer Main Menu](#) shows an example of the Main Menu for the committee reviewer role.

Figure 218: Example Committee Reviewer Main Menu



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**Note:** This example shows the Main Menu for a committee reviewer with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

#### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the Item Review page enabling the user to review the item for bias and sensitivity issues.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to review the passage for bias and sensitivity issues.</li></ul> <p>For information on the work queues available to a committee reviewer, see <a href="#">Workflow Queues</a> on page 575.</p> <p>Once the type of content is selected, the committee reviewer can use filter options to display the specific item or passage for review.</p>

Element	Description
Print Item button	<p>Displays the Item Print Viewer page that enables you to print an item that you specify. You can select the item to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the item's name or selecting a program and specifying its content area, grade level or associated passage.</li> <li>or</li> <li>• Specifying items to print via a CSV file on your system.</li> </ul> <p>For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</p>
Print Passage button	<p>Displays the Passage Print Viewer page that enables you to select the output format and print a passage that you specify. You can select the passage to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the passage name.</li> <li>or</li> <li>• Specifying passages to print via a CSV file on your file system.</li> </ul> <p>For more information, see <a href="#">Passage Print Viewer Page</a> on page 312.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

Items and passages that display in the work queue for committee reviewers have a Development State of 'Committee Review'.

The work queue that can be accessed by the committee reviewer is:

- **Committee Review.** Displays committee review work for the program selected.

The committee reviewer can only comment on the item or passage (i.e., cannot make changes or edits). After the committee reviewer has completed the review, only the committee facilitator can advance the content in the workflow. For more information on the content development workflow, see [Role-based Workflow](#) on page 350.

### Example Work Queue

[Figure 219: Example Committee Review Queue](#) provides an example of a work queue for a committee reviewer.

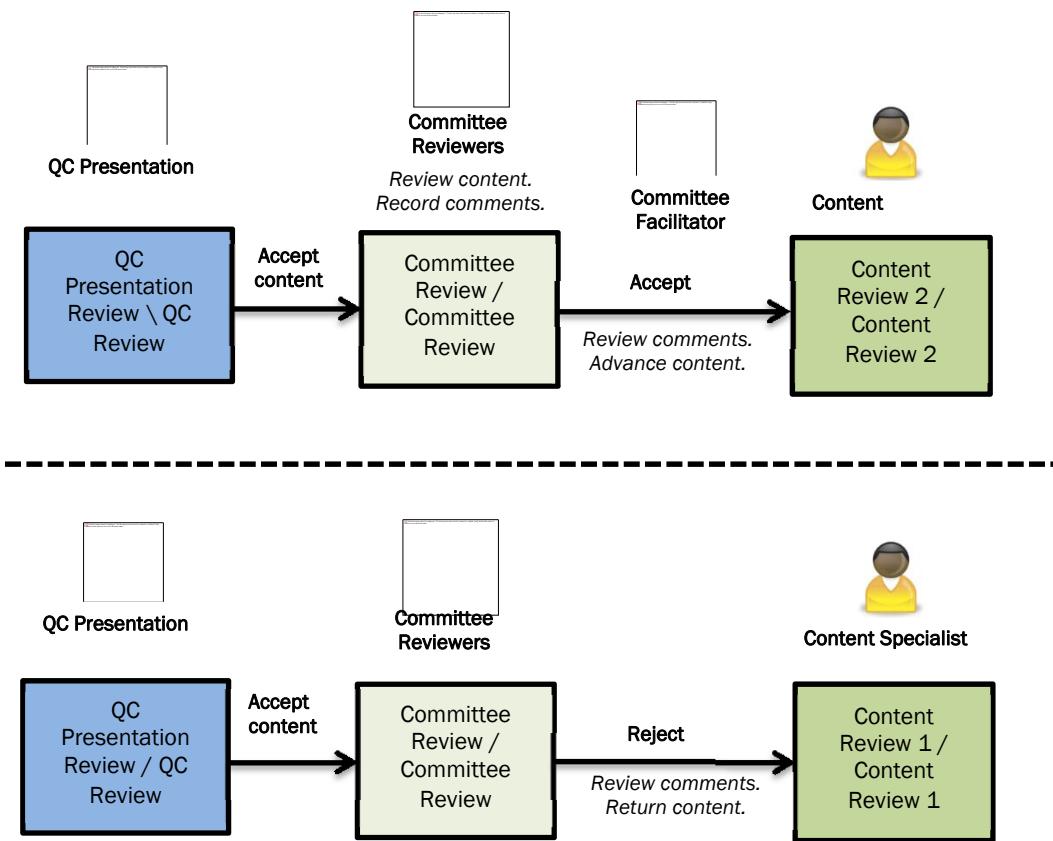
Figure 219: Example Committee Review Queue

The screenshot shows a software interface for managing a committee review queue. At the top, there are buttons for "Select Review", "Print Item", "Print Passage", and "Log Out". Below this is a section titled "Select Item Filters" with dropdown menus for "Program" (SBAC\_Demo\_Program), "Review" (Committee Review), "Test Subject", "Passage", "Workgroup", "Item Format", "Publication Status", and "Item Writer". There are also "Refresh List" and "Show Queue History" buttons. Below the filters, it says "Total = 1 item(s)" and "Disable Comparison Mode". A table displays one item in the queue:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		item_SQA023	//	Item SQA023	Constructed Response			Spruell, P	QC Presentation Review	2013-05-07

**Note:** Click the corresponding Select button to open an item from the list to review.

### Committee Reviewer Workflow Overview



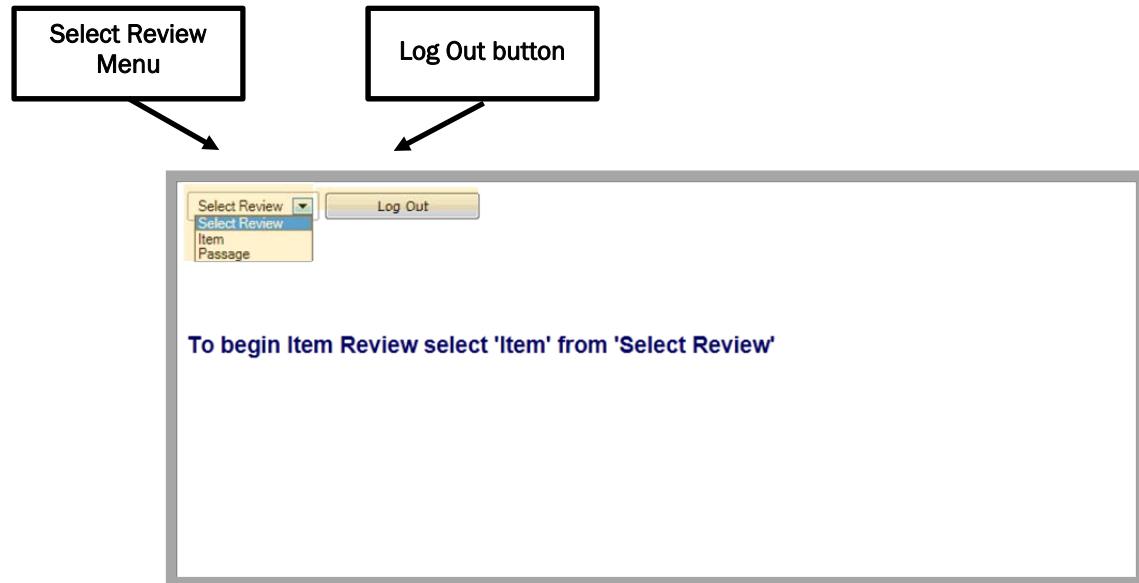
### Copy Editor

This section describes the content review interface and main option for performing final/copy edits in the content development workflow.

### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 220: Example Copy Editor Main Menu](#) shows an example of the Main Menu for the copy editor role.

Figure 220: Example Copy Editor Main Menu



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**Note:** This example shows the Main Menu for a copy editor with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

*Main Menu Options*

Element	Description
<b>Select Review Menu</b>	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the item review page enabling the user to view items in the workflow that are ready for copy edit.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view passages in the workflow that are ready for copy edit.</li></ul> <p>For information on the work queues available to a copy editor, see <a href="#">Workflow Queues</a> on page 578.</p> <p><b>Note:</b> Copy review requests are not assigned to a specific user in the workflow. Therefore, multiple copy editors might be able to access the same content from the work queue.</p> <p>Once the type of content is selected, the copy editor can use the Review menu to display the specific queue to which work is assigned (i.e., to view assigned work).</p>
<b>Log Out button</b>	Enables the user to exit the IAIP application, ending the user's session.

**Workflow Queues**

Items and passages that display in the work queue for copy editors have a Development State of 'Copy Review'.

The work queue that can be accessed by the copy editor is:

- **Copy Review.** Displays copy edit work for the program selected.

The copy editor opens the item or passage for edit and specifies modifications to be made using the IAIP application's track changes features as well as using the annotation features. After the copy editor has completed the copy edit, the item or passage is moved to a different stage in the workflow via the appropriate button on the review options menu. For more information on the content development workflow, see [Role-based Workflow](#) on page 350.

**Example Copy Editor Work Queue**

[Figure 221: Example Copy Review Queue](#) provides an example of a work queue for a copy editor.

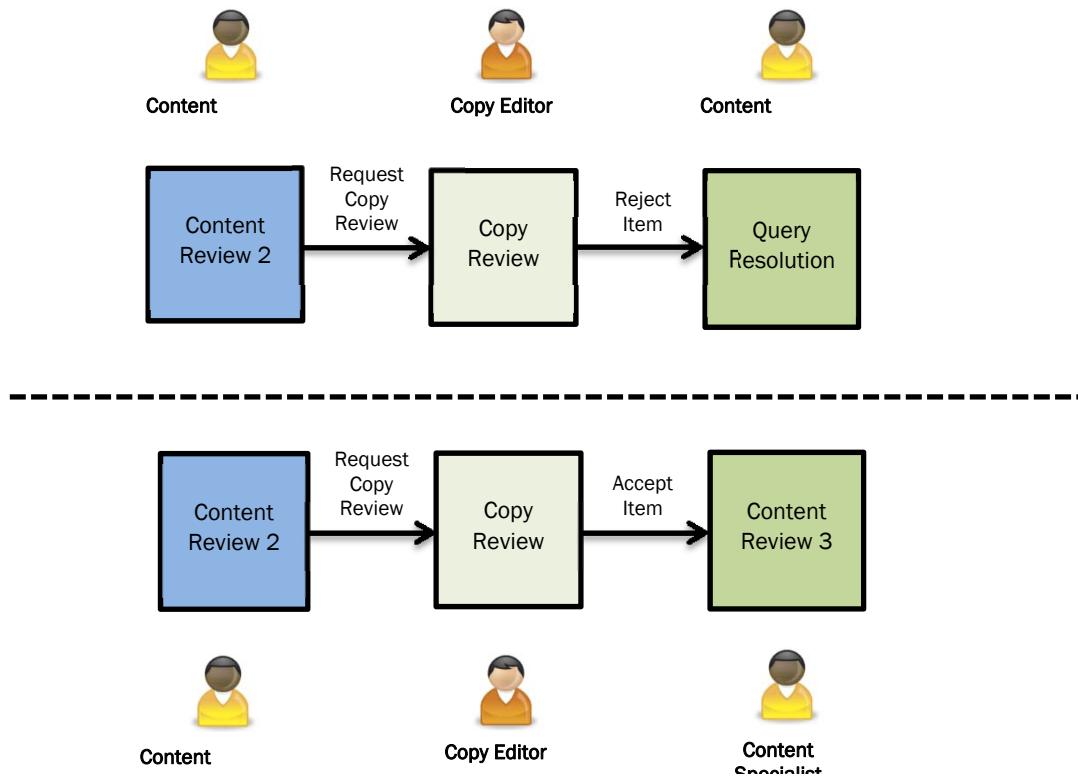
Figure 221: Example Copy Review Queue

The screenshot shows a software interface for managing a copy review queue. At the top, there are buttons for "Select Review" and "Log Out". Below this is a section titled "Select Item Filters" with dropdown menus for "Program" (set to "SBAC\_Demo\_Program"), "Review" (set to "Copy Review"), "Test Subject", "Passage", "Workgroup", "Item Format", "Publication Status", and "Item Writer". There are also "Refresh List" and "Show Queue History" buttons. A message "Total = 2 item(s)" is displayed, followed by a checkbox for "Disable Comparison Mode". The main area shows a table with two rows of data:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		Item_19554	//	Item 19554	Selected Response			Super Admin, S	Content Review 2	2013-05-02
<input type="button" value="Select"/>		Item_19716	//	Item 19716	Selected Response			Super Admin, S	Content Review 2	2013-05-02

**Note:** Click the corresponding Select button to open an item from the list to review.

### Copy Editor Workflow Overview



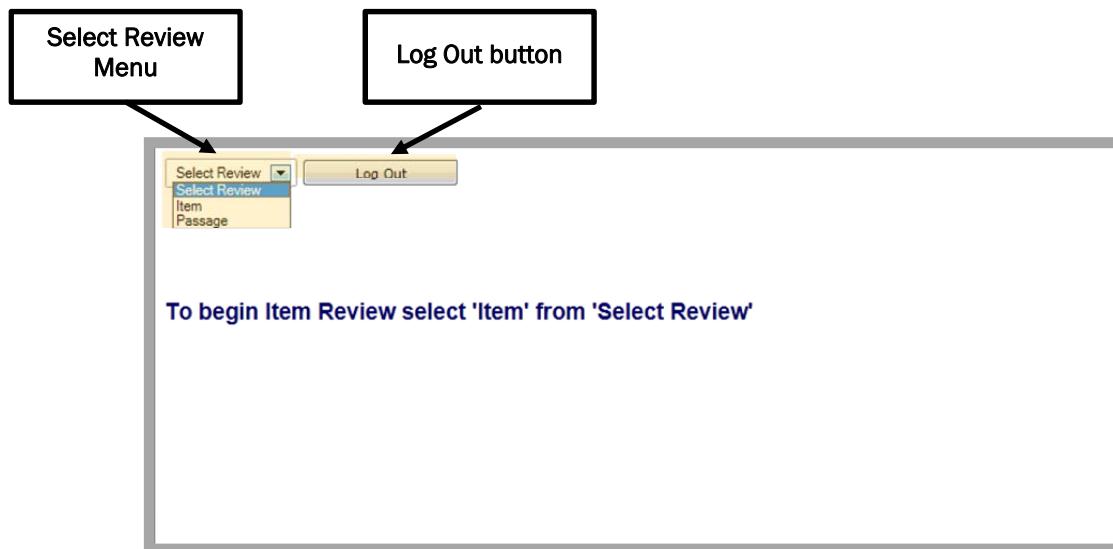
### QC Presentation

This section describes the content review interface and main option for quality reviews of content in the content development workflow.

### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 222: Example QC Presentation Main Menu](#) shows an example of the Main Menu for the QC presentation role.

Figure 222: Example QC Presentation Main Menu



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**Note:** This example shows the Main Menu for a QC presentation user with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on the type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the Item Review page enabling the user to view QC presentation review work associated with items in the workflow.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to QC presentation review work associated with passages in the workflow.</li></ul> <p>For information on the work queues available to a QC presentation user, see <a href="#">Workflow Queues</a> on page 581.</p> <p><b>Note:</b> QC presentation requests are assigned to general queue that may be monitored by multiple users.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

## Workflow Queues

The Review menu enables the QC presentation user to select the specific review queue in the content development workflow. The Review menu is available on the Item Review and Passage Review pages.

The work queues that can be accessed by the QC presentation user are:

- **QC Review.** Displays requests for a preliminary review of the rendering of the item and its accessibility tagging. Items in this stage have completed the first content review. A review at this stage can help ensure that the item meets the content and quality requirements specified, avoiding later rework.
- **Consortium Review.** Displays requests for a final review of the content based on the specified requirements for the program selected. Items in this stage have completed multiple content reviews and are nearing completion. A review at this stage is intended to identify any remaining issues with that need to be addressed prior to the item being banked.

### Example QC Presentation Work Queue

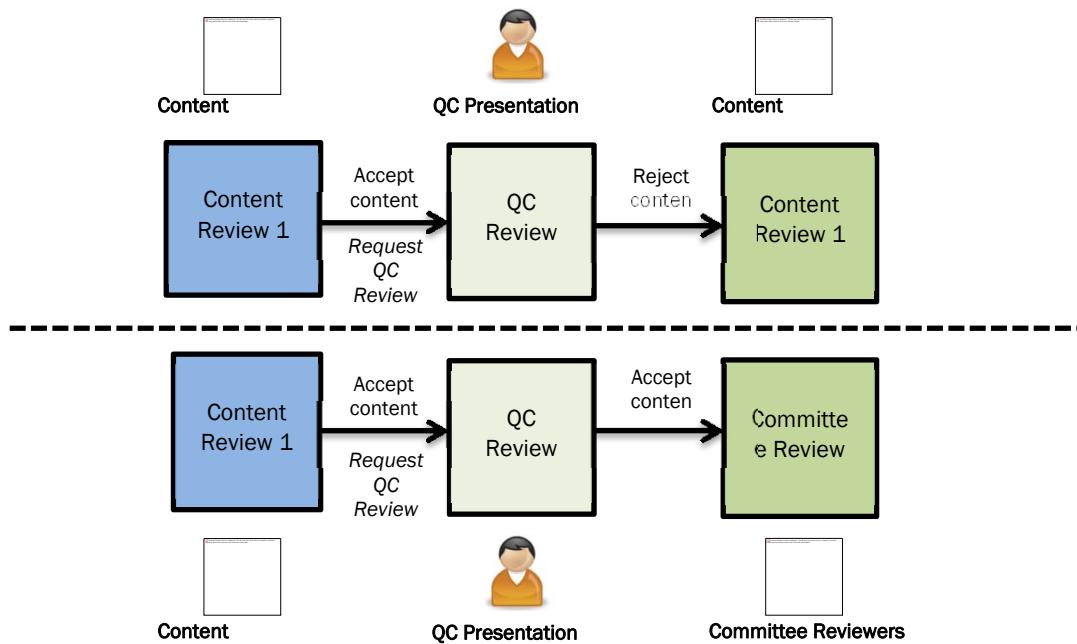
[Figure 223: Example Consortium Review Queue](#) provides an example of a work queue for a QC presentation user.

Figure 223: Example Consortium Review Queue

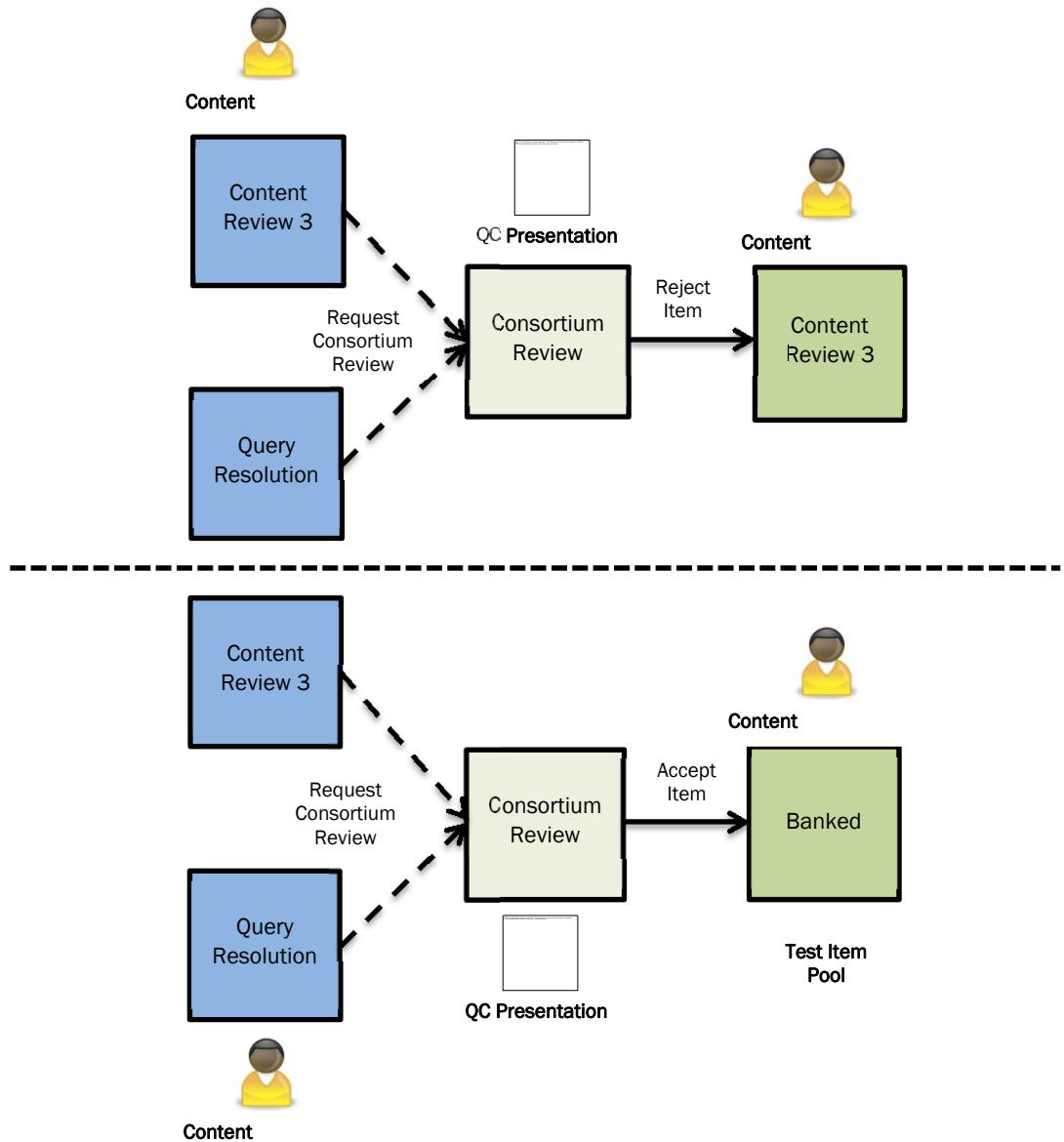
The screenshot shows a web-based application window titled 'Consortium Review Queue'. At the top left is a 'Select Review' dropdown and a 'Log Out' button. Below these are 'Select Item Filters' with fields for Program (SBAC\_Demo\_Program), Review (Consortium Review), Test Subject, Passage, Workgroup, Item Format, Publication Status, and Item Writer. There are also 'Refresh List' and 'Show Queue History' buttons. Below the filters, a message says 'Total = 1 item(s)' and there is a checkbox for 'Disable Comparison Mode'. A table lists one item: item\_21360, which is a Selected Response. The table columns are Select, Flags, Item ID, Hierarchy, Description, Item Format, Publication Status, Item Writer, Last User, Last State, and Date. The item details are: Item ID: item\_21360, Hierarchy: //, Description: Item 21360, Item Format: Selected Response, Publication Status: , Item Writer: , Last User: Super Admin, S, Last State: Content Review 3, Date: 2013-05-03.

**Note:** Click the corresponding Select button to open an item from the list to review.

**QC Presentation Review Workflow Overview**



### Consortium Review Workflow Overview



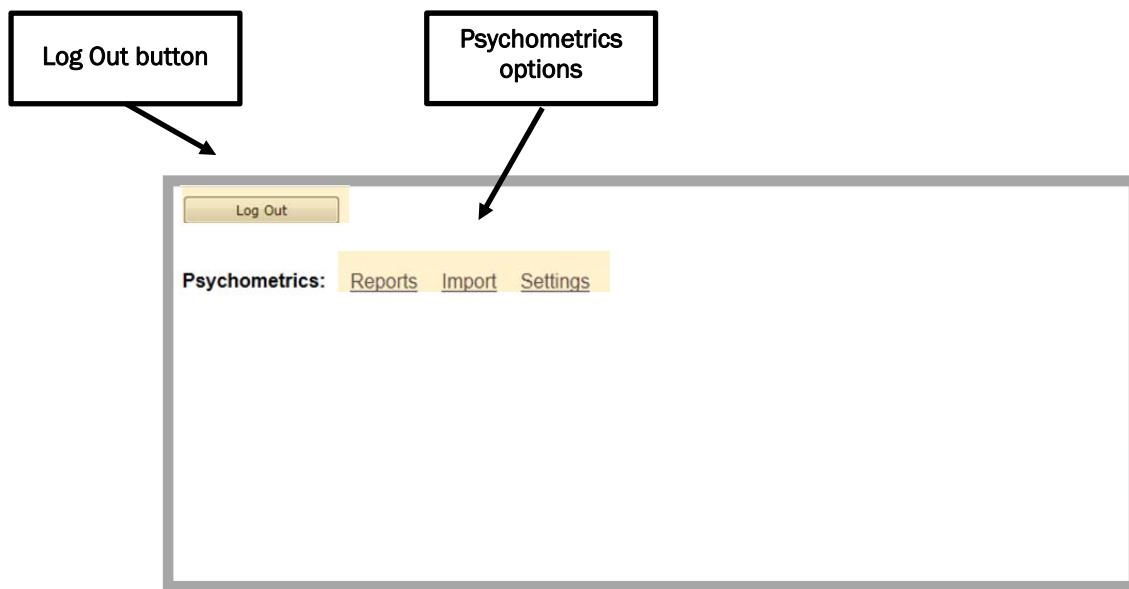
### Psychometrician

Though users with the psychometrician role do not have access to content in the content development users like other role users, they do work at a higher level with content in the IAIP system by uploading psychometric performance data and reporting on results. This section describes the content review interface and main option for data reporting and management in the content development workflow.

#### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 224: Example Psychometrician Main Menu](#) shows an example of the Main Menu for the psychometrician role.

Figure 224: Example Psychometrician Main Menu



**Note:** This example shows the Main Menu for a psychometrician with no administrator permissions. If the user had administrator permissions, additional options display on the Main Menu.

### Main Menu Options

Element	Description
Psychometrics options	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Reports link.</b> Displays the psychometrics report page, enabling you to generate custom reports on psychometric data uploaded to the IAIP application.</li><li>• <b>Import link.</b> Displays the psychometrics data import page, enabling you to view information on psychometrics data uploaded to the IAIP application as well as upload new data.</li><li>• <b>Settings link.</b> Not functioning currently.</li></ul> <p><b>Note:</b> Unlike other workflow users, psychometricians do not access items and passages in the workflow. Therefore, they do not have access to work queues.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

#### IMPORTANT

Users with the psychometrician role do not access the content development workflow and do not

have a workflow queue.

#### *Example Psychometrician Workflow Queue*

##### **IMPORTANT**

Users with the psychometrician role do not access the content development workflow and do not have a workflow queue.

#### *Psychometrician Workflow Diagram*

##### **IMPORTANT**

Users with the psychometrician role do not access the content development workflow and do not have a workflow queue.

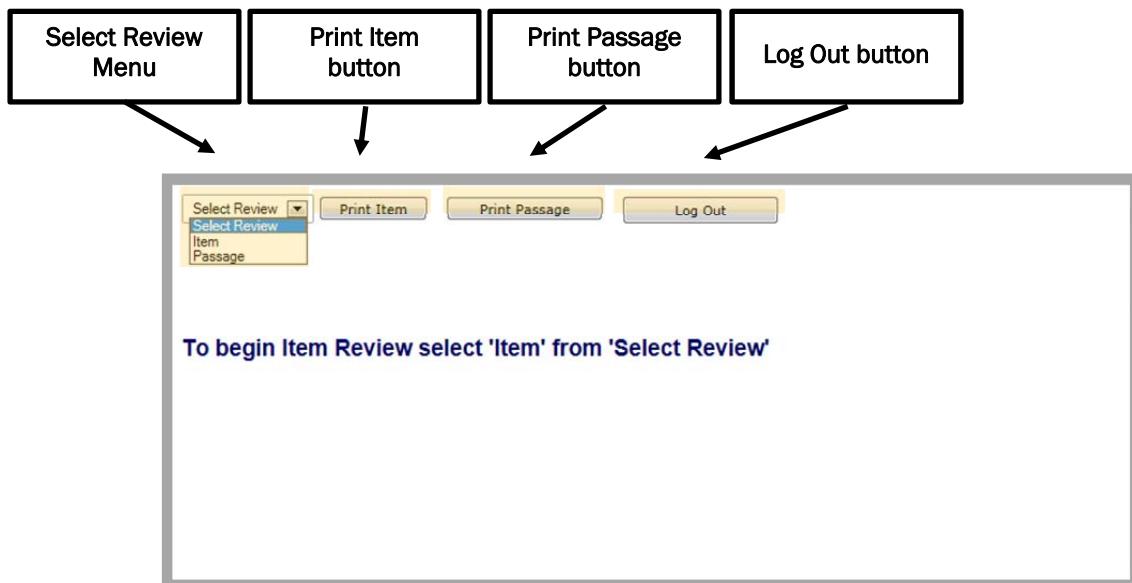
#### **Committee Facilitator**

This section describes the content review interface and main option for coordinating reviews of content in the content development workflow.

#### *Example Main Menu*

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 220: Example Copy Editor Main Menu](#) shows an example of the Main Menu for the committee facilitator role.

Figure 225: Example Committee Facilitator Main Menu



**Note:** This example shows the Main Menu for a committee facilitator with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

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### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the Item Review page enabling the user to view media design work associated with items in the workflow.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view media design work associated with passages in the workflow.</li></ul> <p>For information on the work queues available to a committee facilitator user, see <a href="#">Workflow Queues</a> on page 586.</p> <p>Once the type of content is selected, the committee facilitator can use the Review menu to display the specific queue to which work is assigned.</p>
Print Item button	<p>Displays the Item Print Viewer page that enables you to print an item that you specify. You can select the item to print by:</p> <ul style="list-style-type: none"><li>• Selecting a program and specifying the item's name or selecting a program and specifying its content area, grade level or associated passage.</li><li>• Specifying items to print via a CSV file on your file system.</li></ul> <p>For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</p>
Print Passage button	<p>Displays the Passage Print Viewer page that enables you to select the output format and print a passage that you specify. You can select the passage to print by:</p> <ul style="list-style-type: none"><li>• Selecting a program and specifying the passage name.</li><li>• Specifying passages to print via a CSV file on your file system.</li></ul> <p>For more information, see <a href="#">Passage Print Viewer Page</a> on page 312.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

The committee facilitator user reviews the results of data and consortium reviews, summarizes the result, and appropriately advances the content in the workflow as appropriate. The Review menu enables the committee facilitator user to select the specific review queue in the content development workflow. The Review menu is available on the Item Review and Passage Review pages.

The work queues that can be accessed by the QC presentation user are:

- **Committee Review.** Displays requests for a preliminary review of the content by members of the review committee from the consortium for the program selected. Content in this stage has completed one content review and a QC presentation review. A review at this stage is intended to identify progress on the item or passage to determine if it should advance.
- **Data Review.** Displays requests for a review of the quality of the item or passage in terms of sensitivity and bias issues. Items in this stage have already been delivered in an assessment and performance data has been uploaded. The committee facilitator reviews the comments of the data reviewers and moves the content to the appropriate next phase.

#### *Example Committee Facilitator Work Queue*

[Figure 226: Example Committee Facilitator Queue](#) provides an example of a work queue for a committee reviewer.

Figure 226: Example Committee Facilitator Queue

The screenshot shows a software interface for managing work queues. At the top, there are four buttons: 'Select Review' (with a dropdown arrow), 'Print Item', 'Print Passage', and 'Log Out'. Below these are 'Select Item Filters' and 'Total = 1 item(s)'.

**Select Item Filters:**

- Program: SBAC\_Demo\_Program
- Review: Committee Review
- Test Subject: (dropdown)
- Passage: (dropdown)
- Workgroup: (dropdown)
- Item Format: (dropdown)
- Publication Status: (dropdown)
- Item Writer: (dropdown)

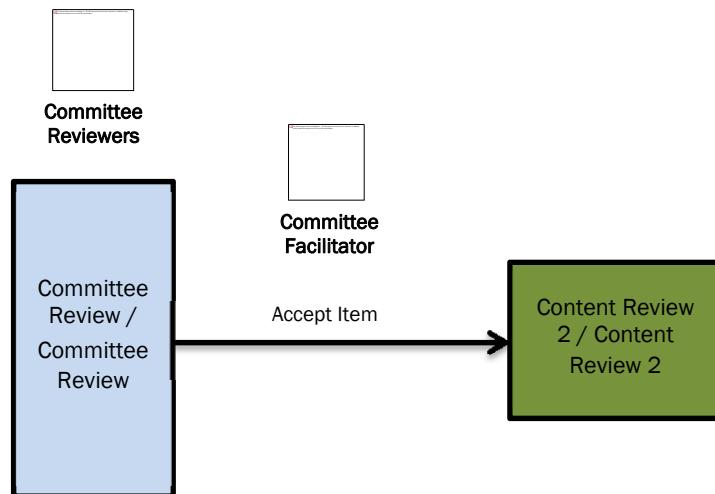
Buttons: Refresh List, Show Queue History.

**Total = 1 item(s)**  Disable Comparison Mode

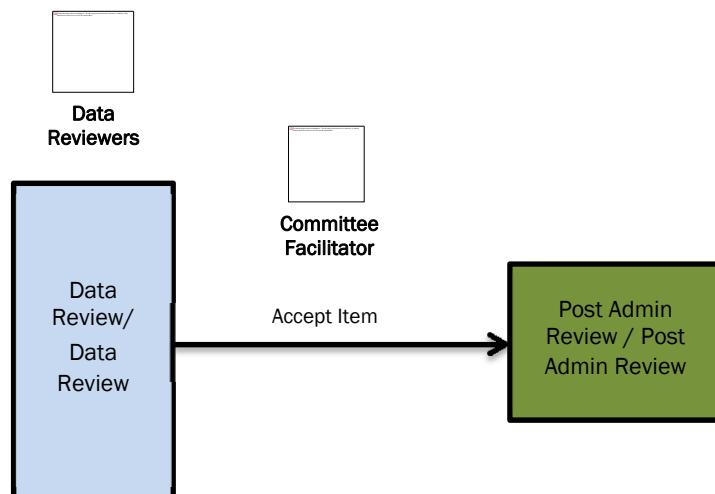
Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		Item_SQA023	//	Item SQA023	Constructed Response			Sprueill, P	QC Presentation Review	2013-05-07

**Note:** Click the corresponding Select button to open an item from the list to review.

**Committee Review-Committee Facilitator Workflow Overview**



**Data Review-Committee Facilitator Workflow Overview**

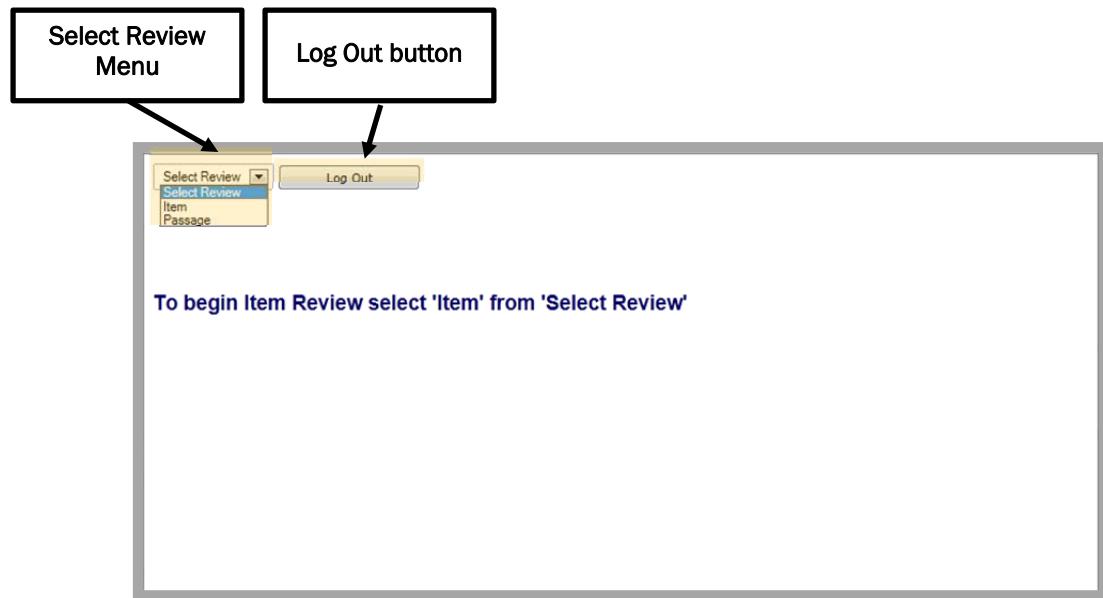


This section describes the content review interface and main option for enhancing content with accessibility features in the content development workflow.

**Example Main Menu**

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 227: Example Accessibility Specialist Main Menu](#) shows an example of the Main Menu for the accessibility specialist role.

Figure 227: Example Accessibility Specialist Main Menu




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**Note:** This example shows the Main Menu for an accessibility specialist with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

#### Main Menu Options

Element	Description
Select Review Menu	<p>The Select Review menu enables the accessibility specialist to view work assigned via the content development workflow. The options include:</p> <ul style="list-style-type: none"> <li>• <b>Create Accessibility.</b> Enables the accessibility specialist to view requests for new accessibility tagging for the selected program.</li> <li>• <b>Edit Accessibility.</b> Enables the accessibility specialist to view requests for edited accessibility tagging for the selected program.</li> </ul> <p>For information on the work queues available to an accessibility specialist user, see <a href="#">Workflow Queues</a> on page 589.</p> <p>Once the type of content is selected, the accessibility specialist can use the Review menu to display the specific queue to which work is assigned.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

#### Workflow Queues

The accessibility specialist is responsible for tagging content for accessibility features and applying accessibility features as appropriate for the specifications of the program. The Select Review menu on the Item Review page or Passage Review page enables the accessibility specialist to view work assigned.

**IMPORTANT**

As with content assigned to item writers, an item and passage assigned for art creation are visible to a specific user with the graphic designer role—and not to a general queue that can be monitored by multiple graphic designers.

The workflow queues that can be accessed by an accessibility specialist are:

- **Create Accessibility.** Enables the accessibility specialist to view requests for new accessibility tagging for the selected program.  
A New Accessibility request submitted by the content specialist causes the item or passage to display in the Create Accessibility queue of the specific user to which it is assigned.
- **Edit Accessibility.** Enables the accessibility specialist to view requests for edited accessibility tagging for the selected program.  
An Edit Accessibility request submitted by the content specialist causes the item or passage to display in the Edit Accessibility queue of the specific user to which it is assigned.

**Note:** Opening an item or passage from the Create Accessibility or Edit Accessibility queue displays details about the type and attributes of accessibility features requested on a separate page. This information was entered by an item writer or content specialist and is referred to as supplemental information.

Because accessibility requests can be initiated from any (and all) of the Content Review phases and an individual item can include different accessibility features, the accessibility specialist might see the same item in the queue multiple times.

*Example Accessibility Specialist Work Queue*

[Figure 228: Example Accessibility Specialist Work Queue](#) provides an example of a work queue for an accessibility specialist. In this case, it is the Edit Accessibility queue. There might be additional work in the Create Accessibility queue.

Figure 228: Example Accessibility Specialist Work Queue

The screenshot shows the 'Edit Accessibility' work queue interface. At the top, there are 'Select Review' and 'Log Out' buttons. Below them is a 'Select Item Filters' panel with fields for Program (SBAC\_Demo\_Program), Review (Edit Accessibility), Test Subject, Passage, Workgroup, Item Type, Publication Status, and Item Writer. It also includes 'Refresh List' and 'Show Queue History' buttons. A message indicates 'Total = 2 item(s)' and an option to 'Disable Comparison Mode'. The main area displays a table with two items:

Select	Flags	Item ID	Hierarchy	Description	Item Type	Publication Status	Item Writer	Last User	Last State	Date
Select		VE-IP-04	//	API Pv1.0 Entry Profile Si	CR, single-line	Rejected	Writer, Item	Super Admin, S	Content Review 1	2013-01-30
Select		VE-IP-05	//	API Pv1.0 Entry Profile Si	CR, multi-line	Rejected	Isaacs, Jennifer	Super Admin, S	Content Review 1	2013-01-28

---

**Note:** Click the corresponding Select button to open an item from the list to review.

---

### Data Reviewer

This section describes the content review interface and main option for reviewing data associated with content in the content development workflow.

#### *Example Main Menu*

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 229: Example Data Reviewer Main Menu](#) shows an example of the Main Menu for the data reviewer role.

Figure 229: Example Data Reviewer Main Menu



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**Note:** This example shows the Main Menu for a data reviewer with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

---

*Main Menu Options*

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"><li>• <b>Item.</b> Displays the Item Review page enabling the user to view items in the workflow that are ready for data review.</li><li>• <b>Passage.</b> Displays the Passage Review page enabling the user to view passages in the workflow that are ready for data review.</li></ul> <p>For information on the work queues available to a data reviewer user, see <a href="#">Workflow Queues</a> on page 592.</p> <hr/> <p><b>Note:</b> Data review requests are not assigned to a specific user in the workflow. Often more than one user will perform a review of the data.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

**Workflow Queues**

Items and passages that display in the work queue for data reviewers have a Development State of ‘Data Review’.

The work queue that can be accessed by the data reviewer is:

- **Data Review.** Displays data review work for the program selected.

The data reviewer can only comment on the item or passage (i.e., cannot make changes or edits). After the data reviewer has completed the review, only the committee facilitator can move the item to the next state in the workflow. For more information on the content development workflow, see [Role-based Workflow](#) on page 350.

*Example Data Reviewer Work Queue*

[Figure 228: Example Accessibility Specialist Work](#) Queue provides an example of a work queue for a data reviewer.

Figure 230: Example Data Reviewer Work Queue

The screenshot shows a software interface for managing a work queue. At the top, there are two buttons: "Select Review" and "Log Out". Below them is a section titled "Select Item Filters" with several dropdown menus and input fields:

- Program: SBAC\_Demo\_Program
- Review: Data Review
- Test Subject: (dropdown)
- Passage: (dropdown)
- Workgroup: (dropdown)
- Item Format: (dropdown)
- Publication Status: (dropdown)
- Item Writer: (dropdown)

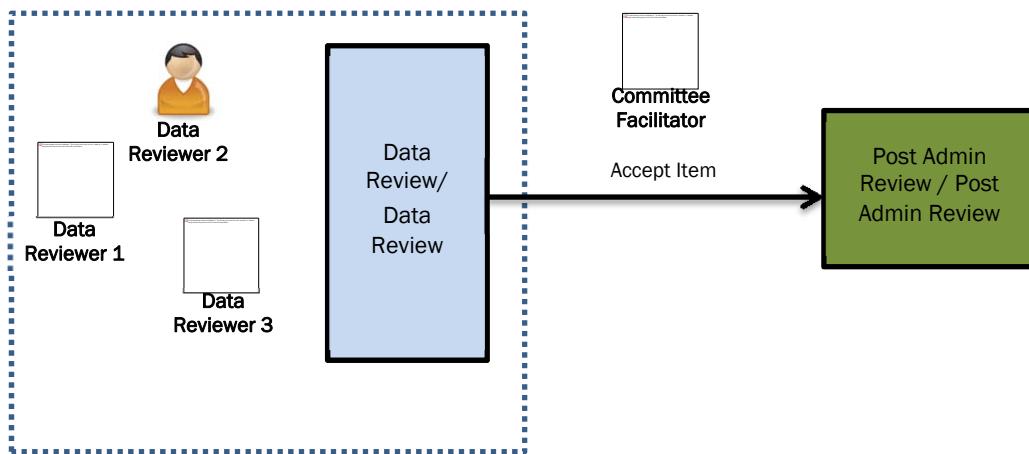
Below the filters are two buttons: "Refresh List" and "Show Queue History".

Underneath the filters, it says "Total = 1 item(s)" and there is a checkbox for "Disable Comparison Mode". A table displays the single item in the queue:

Select	Flags	Item ID	Hierarchy	Description	Item Format	Publication Status	Item Writer	Last User	Last State	Date
<input type="button" value="Select"/>		Item_SQA045	//	Item SQA045	Selected Response	Field Test	Writer, Item [ItemWriter]	Super Admin, S	Banked	2013-06-06

**Note:** Click the corresponding Select button to open an item from the list to review.

### Data Reviewer Workflow Overview



### Workflow Diagram Discussion

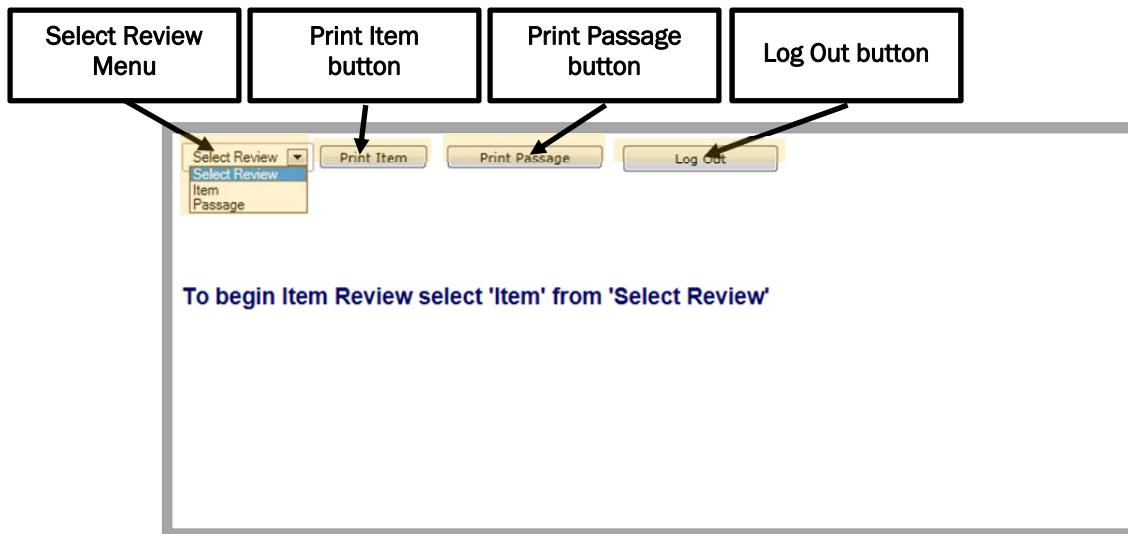
#### Field Reviewer

This section describes the content review interface and main option for field review of content in the content development workflow.

#### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. Figure 231: Example Field Reviewer Main Menu shows an example of the Main Menu for the Field Reviewer role.

Figure 231: Example Field Reviewer Main Menu



**Note:** This example shows the Main Menu for a Field Reviewer with no administrator permissions. If the user had administrator permissions, additional options would display on the Main Menu.

#### Main Menu Options

Element	Description
Select Review Menu	<p>Enables the user to select the appropriate queue based on type of content. The options include:</p> <ul style="list-style-type: none"> <li>• <b>Item.</b> Displays the Item Review page enabling the user to review the item for bias and sensitivity issues.</li> <li>• <b>Passage.</b> Displays the Passage Review page enabling the user to review the passage for bias and sensitivity issues.</li> </ul> <p>For information on the work queues available to a Field Reviewer, see <a href="#">Workflow Queues</a> on page 575.</p> <p>Once the type of content is selected, the Field Reviewer can use filter options to display the specific item or passage for review.</p>
Print Item button	<p>Displays the Item Print Viewer page that enables you to print an item that you specify. You can select the item to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the item's name or selecting a program and specifying its content area, grade level or associated passage.</li> <li>• Specifying items to print via a CSV file on your system.</li> </ul> <p>For more information, see <a href="#">Item Print Viewer Page</a> on page 306.</p>

Element	Description
Print Passage button	<p>Displays the Passage Print Viewer page that enables you to select the output format and print a passage that you specify. You can select the passage to print by:</p> <ul style="list-style-type: none"> <li>• Selecting a program and specifying the passage name.</li> <li>or</li> <li>• Specifying passages to print via a CSV file on your file system.</li> </ul> <p>For more information, see <a href="#">Passage Print Viewer Page</a> on page 312.</p>
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

Items and passages that display in the work queue for Field Reviewers have a Development State of 'Field Review'.

The work queue that can be accessed by the Field Reviewer is:

- **Field Review.** Displays field review work for the program selected.

The Field Reviewer can only comment on the item or passage (i.e., cannot make changes or edits). After the Field Reviewer has completed the review, only the committee facilitator can advance the content in the workflow. For more information on the content development workflow, see [Role-based Workflow](#) on page 350.

### Data Manager

This section describes the content review interface and main option for managing data associated with content in the content development workflow.

#### Example Main Menu

The Main Menu in the IAIP application is tailored to provide appropriate options for each user role. [Figure 224: Example Psychometrician Main Menu](#) shows an example of the Main Menu for the psychometrician role.

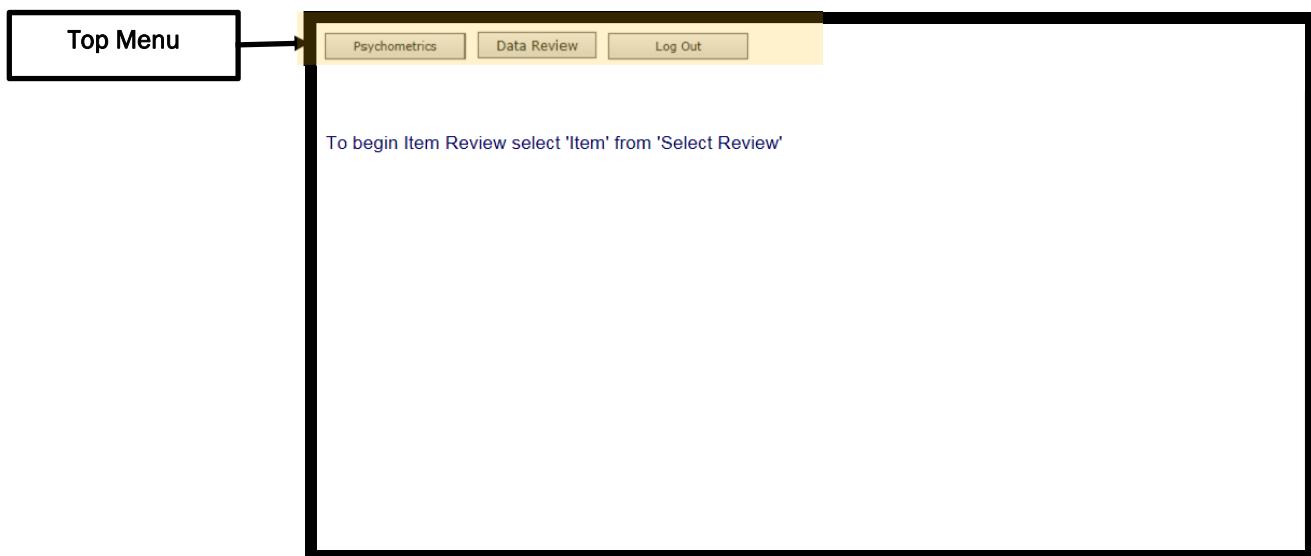
The specific administrator permissions provided to a user (i.e., super administrator, organization administrator, or program administrator) determine what functions outside of tracking and maintaining content are available.

---

**Note:** This example shows the Main Menu for a data manager with no administrator permissions. If the user had administrator permissions, additional options display on the Main Menu.

---

Figure 232: Example Data Manager Main Menu



### Main Menu Options

Element	Description
Main Menu	<p>Enables the user to access the appropriate pages in the IAIP application to fulfill the responsibilities of the data manager role.</p> <p><b>Note:</b> Unlike other workflow users, data managers do not access items and passages in the workflow. Therefore, they do not have access to work queues.</p>
Psychometrics button	Displays the psychometrics data import page, enabling you to view information on psychometrics data uploaded to the IAIP application as well as upload new data.
Log Out button	Enables the user to exit the IAIP application, ending the user's session.

### Workflow Queues

#### IMPORTANT

Users with the Data Manager role do not access the content development workflow and do not have a workflow queue.

### Example Data Manager Workflow Queue

#### IMPORTANT

Users with the data manager role do not access the content development workflow and do not have a workflow queue.

### Data Manager Workflow Diagram

#### IMPORTANT

Users with the data manager role do not access the content development workflow and do not have a workflow queue.

### Using the Content Editor

Whether writing or editing, content developers and copy editors (quality assurance) use the IAIP editing interface. The IAIP editing interface supports WYSIWYG entry of HTML content. This allows item developers to create items that are publishing-ready while maintaining a user-friendly environment with a look and feel similar to familiar word processing applications.

A Content Editor, available on the Content menu, displays for passages and rubrics and each element of an item Interaction (as appropriate). The Content Editor provides extensive features for drafting, reviewing, and editing text, graphics, and formulas for all content areas in the IAIP application. The tools available in the content editor are segmented into tabbed menus for the different types of capabilities, including:

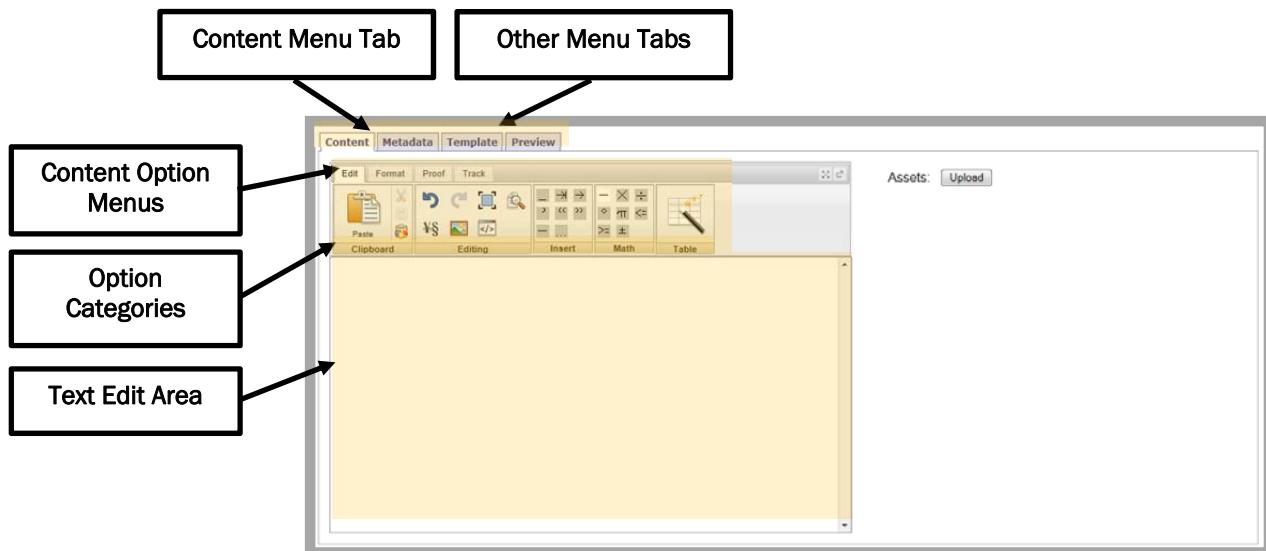
- **Edit Menu.** Provides copy and paste capabilities and basic editing capabilities for special characters, mathematical symbols and formulas, and tables.
- **Format Menu.** Provides capabilities for text colors, font, and shading and text alignment, numbering, bulleting, and indenting.
- **Proof Menu.** Provides text proofing capabilities, including spell-check and thesaurus options and autocorrect and language-selection options.
- **Track Menu.** Provides editing and annotation capabilities, including change acceptance and rejection options and sticky note annotation options.

---

**Note:** The specific menus that display depend on the type of content selected (i.e., item, passage, or rubric).

---

Figure 233: Content Editor on the Content Menu



**IMPORTANT**

Access to pages and the elements that display on pages, menus, and dialogs in the IAIP application are determined by your user profile (i.e., user role and permissions). For more information on user roles and permissions, see [Chapter 5: Administering Security on page 357](#) or contact your IAIP administrator.

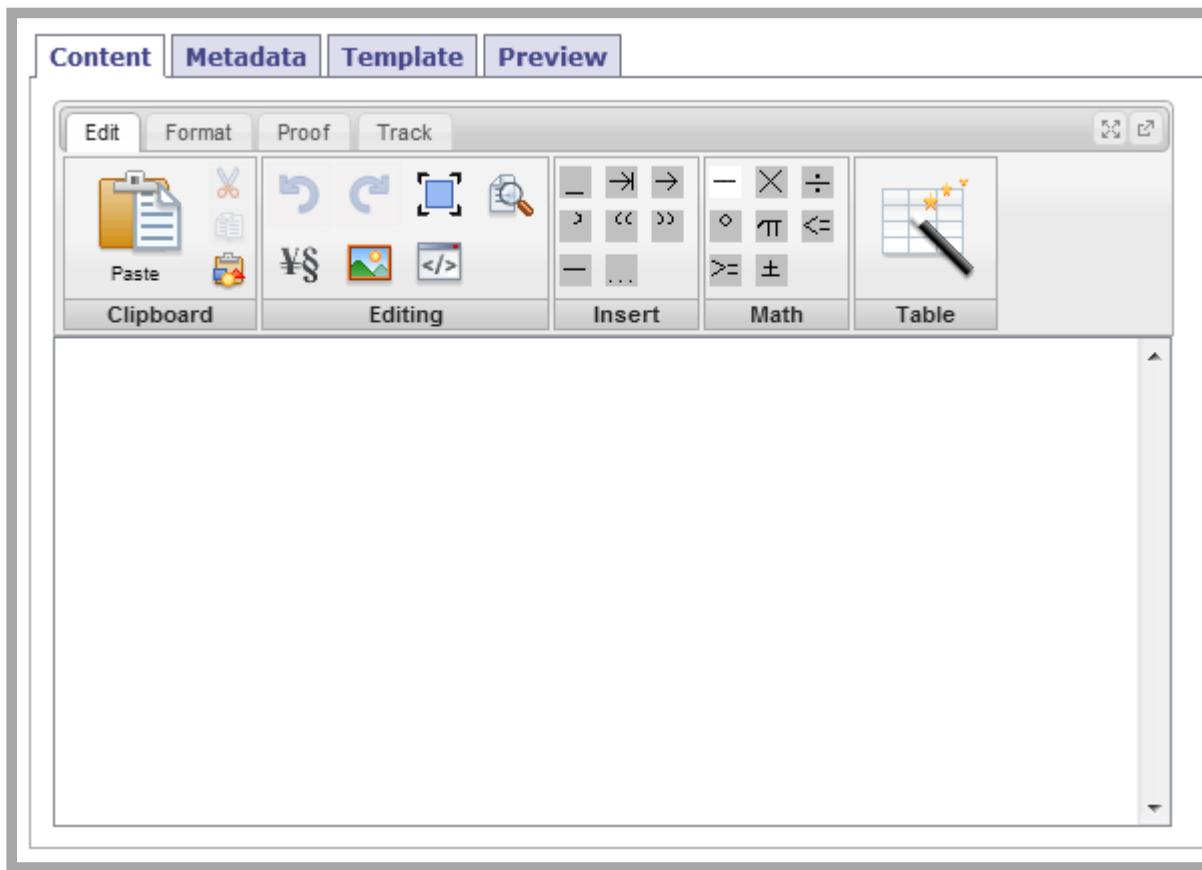
---

**Note:** In addition to the content editor capabilities, the IAIP application provides options specific to answer choices.

---

[Figure 234: Example Content Editor](#) shows the top portion of the content editor for a rubric.

Figure 234: Example Content Editor



### Entering and Formatting Text

The content editor provides feature-rich options for entering and formatting text similar to most standard word processing applications.

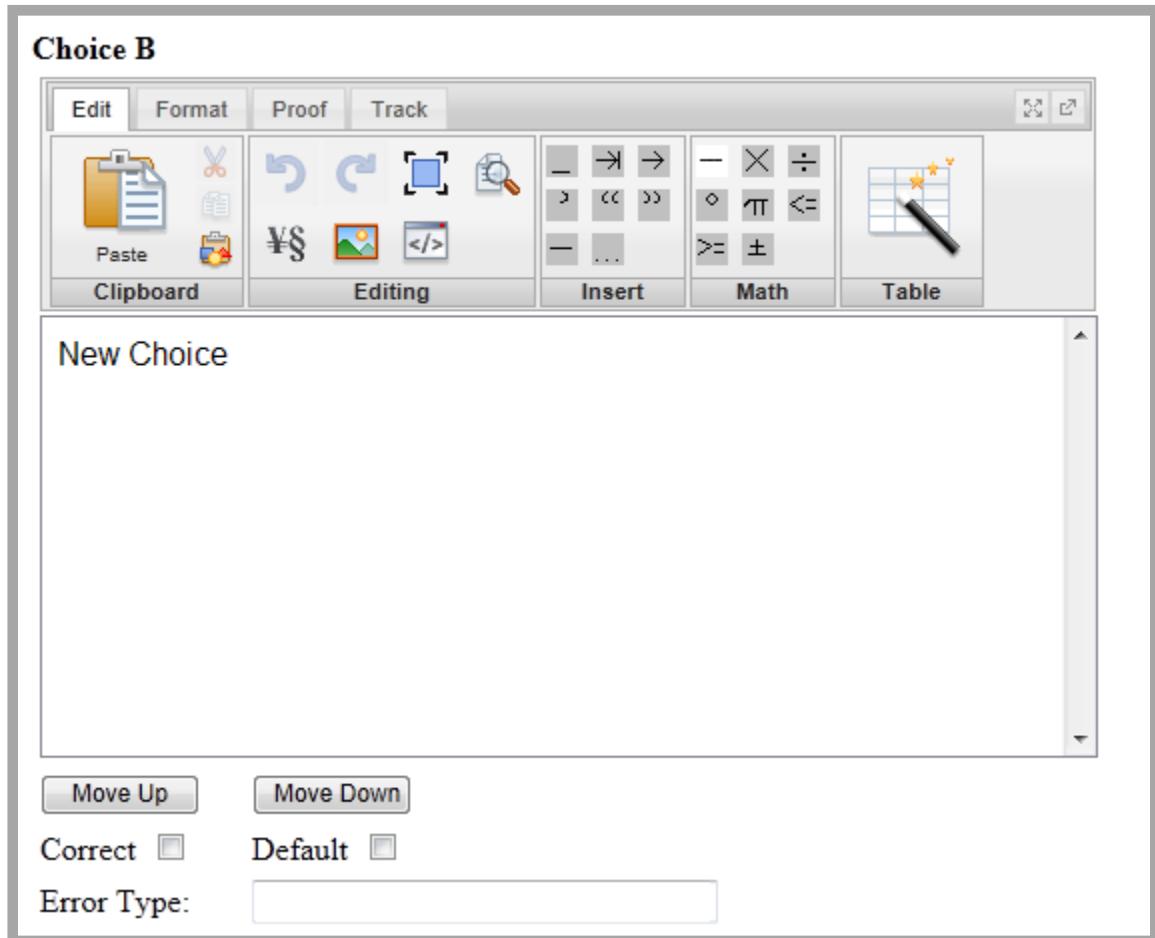
- **Function-specific Menus:**
  - **Edit Menu.** Provides options for copying, cutting, and pasting, inserting symbols and graphics, inserting math symbols, and creating table elements. For more information, see [Edit Menu](#) on page 197.
  - **Format Menu.** Provides options for the passage text, for example options for specifying: fonts, line spacing, color, and alignment. For more information, see [Format Menu](#) on page 201.
  - **Proof Menu.** Provides spell-checking, thesaurus, and language options, as well as tools for annotating the text. For more information, see [Proof Menu](#) on page 203.
  - **Track Menu.** Provides options for highlighting and managing changes to the passage text. For more information, see [Track Menu](#) on page 204.
- **Toolbar Buttons.** Graphical buttons that perform functions in the content editor. A button is activated by pointing the mouse cursor at the button and clicking the left mouse button.
- **Keyboard Entry.** The typing of text and symbols via a keyboard.
- **Keyboard Shortcuts.** The keyboard shortcut equivalents to toolbar options are displayed in the tooltip for supported options. A keyboard shortcut is activated by typing the character combination described in the tooltip. For example, the tooltip for the Copy button ()

**Copy (Ctrl + C)**. A keyboard shortcut is activated by pressing and holding the ‘Ctrl’ key, pressing the associated shortcut key (e.g., ‘C’ for Copy), and releasing both keys.

### Entering and Formatting Answer Choices

Answer choices use the same editing interface as the item body and prompt.

Figure 235: Example Content Editor for Answer Choice



The content editor for answer choices provides additional options:

Element	Description
Move Up button	Causes the answer choices to be resequenced by moving the current answer choice above the previous answer choice.
Move Down button	Causes the answer choices to be resequenced by moving the current answer choice below the previous answer choice.

Element	Description
Correct	<p>Specifies that the current answer choice is the correct answer (i.e., for scoring purposes).</p> <hr/> <p><b>Note:</b> This option must be defined for an answer choice prior to saving the item.</p> <hr/> <p>Because there is only one correct answer choice, selecting this option clears the Correct option associated with another answer choice.</p>
Default	<p>Specifies that the current answer choice is the default answer.</p> <hr/> <p><b>Note:</b> This option is not applicable to Smarter Balanced assessments.</p>
Error Type	<p>Specifies the distractor rationale (i.e., type of error) associated with selecting an incorrect answer choice, for supporting error analytics.</p>

### Working with Tracked Changes

Tracked changes enables additions, deletions, and modifications to the text and graphics in a content element (i.e., item, passage, or rubric) to be highlighted for easy identification of changes. Tracked changes are enabled by default for items and passages passed between stages in the workflow (i.e., Development States), to ensure that changes to the text and graphics are clear to the next user in the workflow.

Because tracked changes are intended to identify content changes to the next user in the workflow, content changes made in the current workflow state are not highlighted in the content editor. The highlighting appears only in the next workflow state.

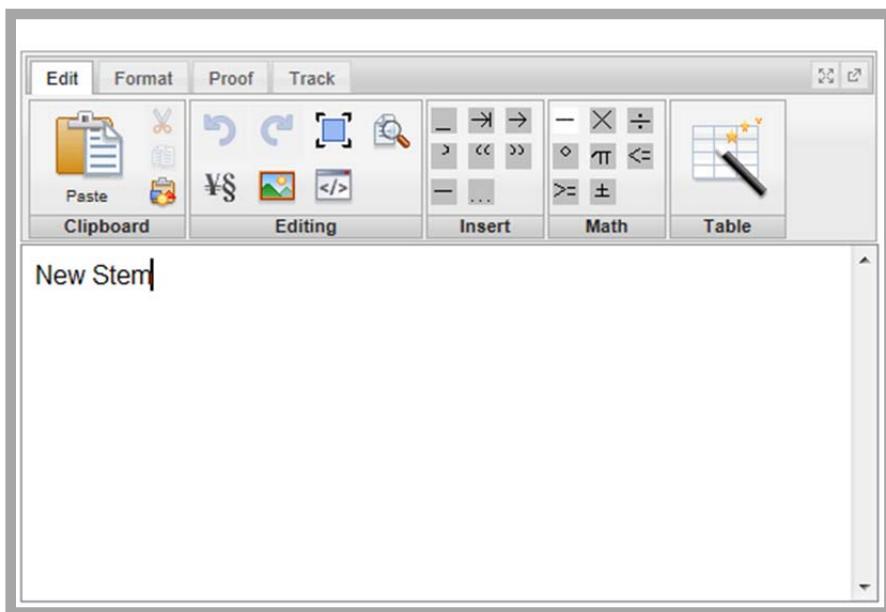
Once received in the workflow, changes to the item or passage must be accepted or rejected prior to advancing the content in the content development workflow. This paradigm ensures that changes introduced in the previous workflow state must be addressed prior to saving the item or passage in the system. Because each saved state of the item or passage is saved in the application, the IAIP application ensures traceability of any change to item or passage content through preserving revisions.

This example demonstrates the use of tracked changes in the development of an item in the content development workflow. This example involves the interactions between an item writer and content specialist in drafting and editing item content.

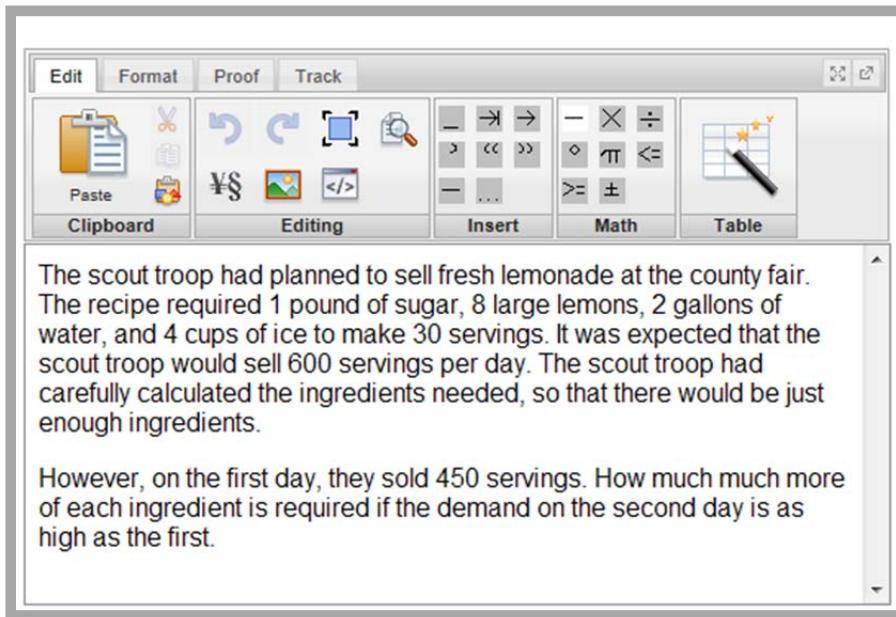
It begins after an item has been created in the IAIP application and sent to the item writer for drafting.

- 1 The item writer opens the item for editing from the Edit Items work queue.

The body element contains “New Stem” by default:



- 2 The item writer drafts the Stem, for example:



---

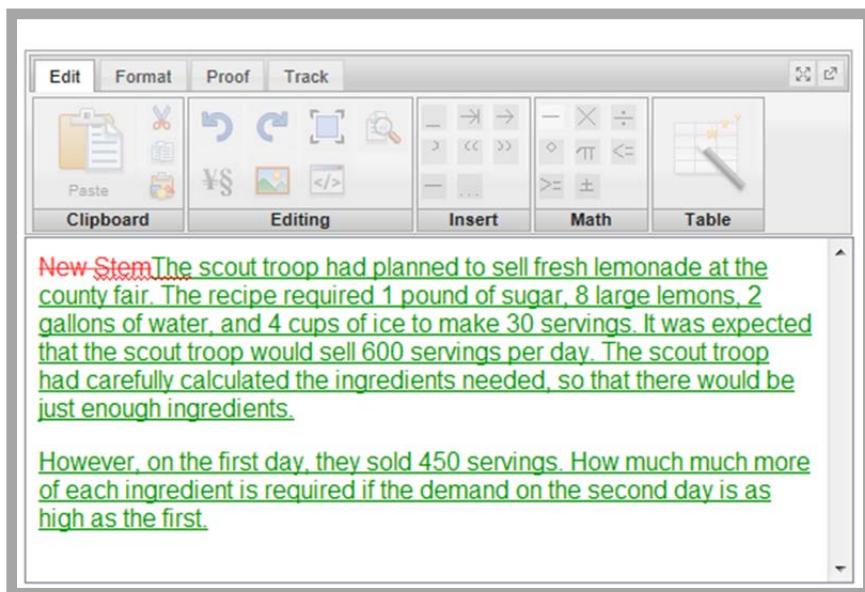
**Note:** No tracked changes highlighting is displayed in the text for the user that enters the text.

---

- 3 The item writer saves the item, via the Save button on the Preview menu.
- 4 The item writer sends the item for Content Review 1 via the Accept button (→) from the workflow action buttons on the Item Review page.
- 5 The content specialist opens the item from the appropriate work queue.

- 6 The content specialist opens the item for editing by clicking the Edit Item button (  ) on the Item Review page.

The Content Editor loads and displays the content. The item stem displays tracked changes highlighting, for example:

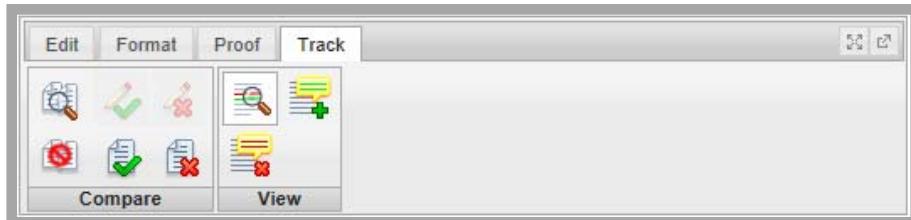


**Note:**

- The red, strike-through text was deleted in the previous workflow state.
- The green, underlined text was added in the previous workflow state.

- 7 The content specialist selects the Track menu.

The track changes options display on the Track menu:



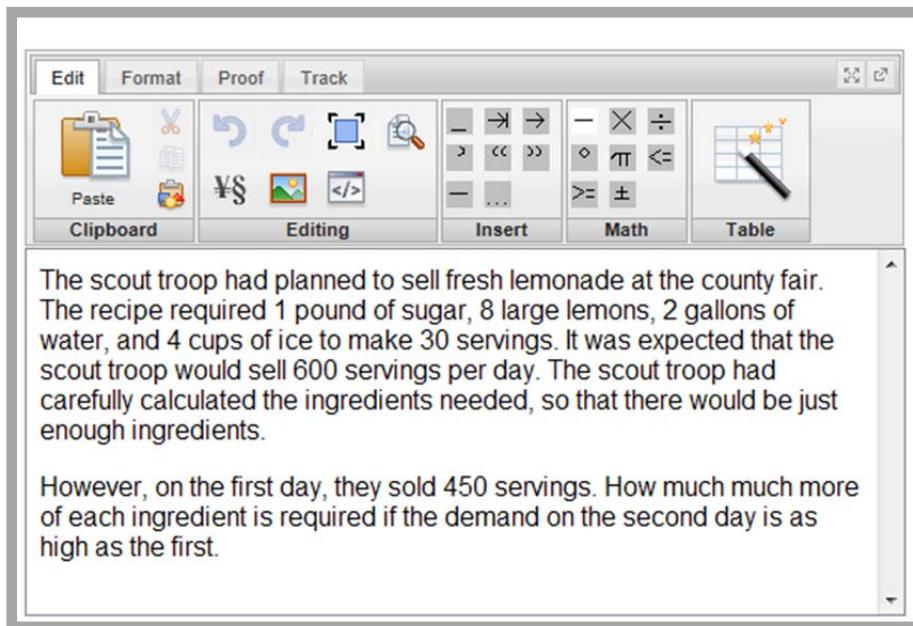
- 8 The content specialist clicks each highlighted change and then accepts or rejects it:

- To accept the selected change, click the Accept button (  ).
- To reject the selected change, click the Reject button (  ).

**Note:** Alternatively, the content specialist can accept or reject all changes using the Accept All Changes button (  ) or Reject All Changes button (  ), as appropriate.

**Note:** The content specialist must accept or reject all changes and save the item before it can be advanced in the workflow.

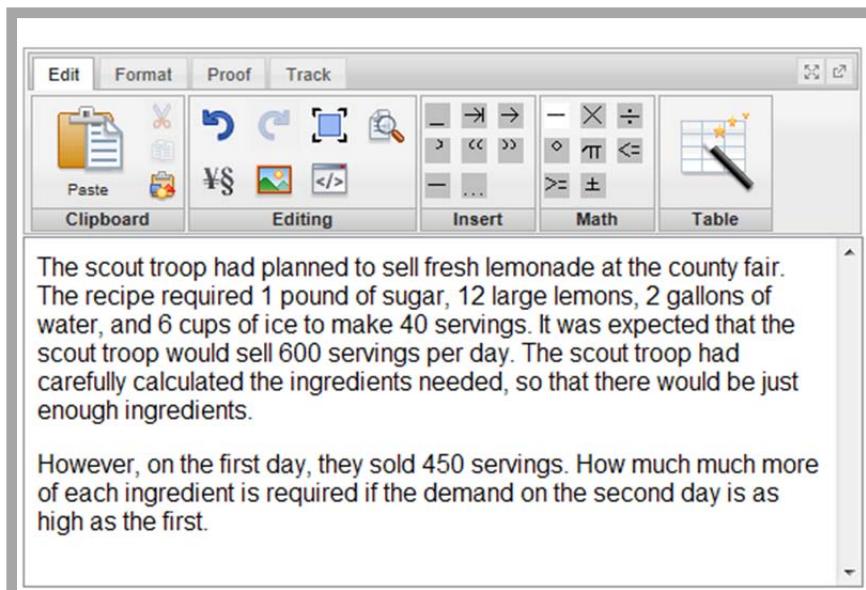
After accepting all changes, the tracked changes highlighting no longer displays, for example:



- 9 The content specialist clicks the End Comparison Mode button ( ).

**Note:** If comparison mode is not ended, then the item will revert to its previous state (i.e., before all changes were accepted).

- 10 The content specialist makes changes to the text. For example, modifying some of the ingredient quantities:



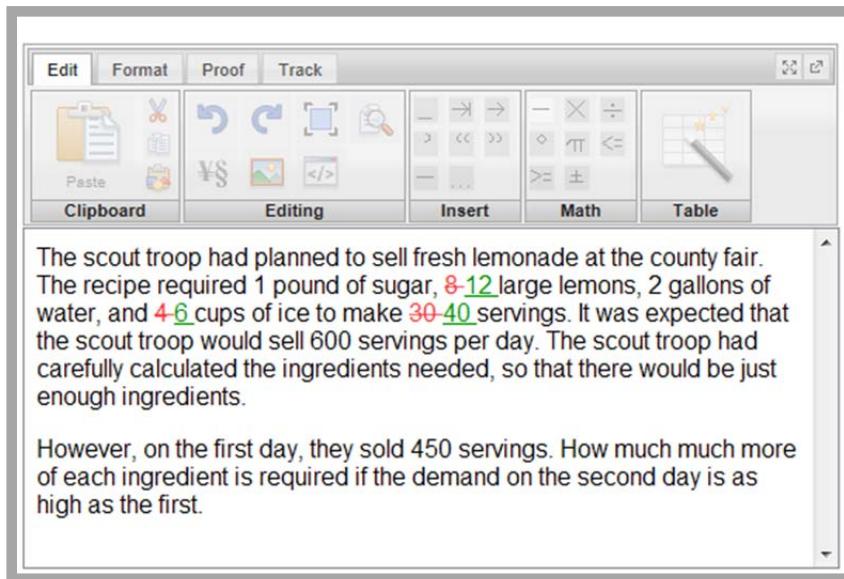
---

**Note:** No tracked changes highlighting is displayed in the text for the user that enters the text.

---

- 11 The content specialist saves the item, via the Save button on the Preview menu.
- 12 The content specialist advances the item to the next state in the workflow (i.e., QC Presentation Review) via the Accept Item button (  ) from the workflow action buttons on the Item Review page.
- 13 The QC Presentation specialist opens the item from the appropriate work queue.

The item stem displays tracked changes highlighting, for example:




---

**Note:**

- The red, strike-through text was deleted in the previous workflow state.
  - The green, underlined text was added in the previous workflow state.
- 

- 14 The QC presentation Specialist reviews the content and accepts or rejects all changes.

In this same manner, the item continues through the content development workflow through the various reviews and edits required to prepare the item for administration. This example demonstrated the tracked changes feature for a specific item through part of the content development workflow.

For information on the content development workflow, see [Role-based Workflow](#) on page 350.

#### [View XHTML Source](#)

The IAIP application enables you to view the XHTML source code for items, passages, and rubrics.

To view the XHTML source:

- 1 With the content open in the Content Editor, select the Edit menu of the Content menu.

- 2 Click the Source View button ().
- 3 The content and source code are displayed in a split window, for example:

Item Content

**Choice**

what is the area covered by SEA on the Earth??



```
raction" id="interaction_214" style="font-weight:bold;text-decoration:underline;">what is the area covered by SEA on the Earth??</p>
<p alt="" id="cde_326"><img alt="SBA2014-System1-0028_SBA2014-System1-0028_20140912_100747.png" data-bbox="145 500 695 550"/>
<a href="#" data-bbox="145 580 695 610" type="button">Sleep Away.mp3</a>
```

XHTML Source

**IMPORTANT**

It is strongly recommended that you not modify the XHTML source code directly.

### Viewing Work Queue History

You can view a summary of the work on items that you performed in the content development workflow. The summary includes such information as the item name, date and time it was modified in the workflow, and the Development State. It also includes a button that enables you to view the state of the item at a given point in the workflow.

To view your queue history:

- From the Main Menu, select item from the Select Review menu.

The Select Item page displays. For more information, see [Select Item Page](#) on page 264.

- Click the Show Queue History button.

The Your Recent Items page displays, for example:

Your Recent Items					
Item	Date/Time	From State	To State	View	
SBA2012-JI-1729	2012-10-22 09:34:08	Content Review 1	QC Presentation Review	<a href="#">View</a>	

- Click the View button associated with the item revision you want to view.

A view of the item at that stage in the content development workflow displays in a separate window.

---

**Note:** This option enables you to view your work in the workflow across all items. You can also view the full item development history of a specific item loaded that has been loaded for editing.

---

### Completing Items and Passages in the Workflow

After the graphic designer or media designer has fulfilled the request, the item is or passage is ready to continue in the workflow. You can use the ‘accept’ button to return the item or passage to the work queue from which the request was initiated. For example:




---

**Note:** The ‘accept’ option is the only option available to a graphic designer or media designer.

---

To complete an item in the workflow:

- After completing (and saving) any edits or notes on the item, click the Accept Item button ( ).

The item is assigned to the work queue from which the art or media request was initiated (e.g., Content Review 1, Content Review 2, or Content Review 3).

---

**Note:** The item is no longer available for selection by the graphic designer or media designer in the workflow.

---

To complete a passage in the workflow:

- After completing (and saving) any edits or notes on the item, click the Accept Passage button (  ).

The passage is assigned to the work queue from which the art or media request was initiated (e.g., Content Review 1, Content Review 2, or Content Review 3).

---

**Note:** The passage is no longer available for selection by the graphic designer or media designer in the workflow.

---

Given that the development of items and passages can be an iterative process, you can expect to see the same item or passage multiple times in the workflow.

- Items and passages for which new art or media is requested appear in the Create Art or Create Media work queues.
- Items and passages for which modifications to existing art or media are requested appear in the Edit Art or Edit Media queues.

### ***Accepting Items***

As the name implies, accepting an item advances it in the content development workflow to the next stage. Any changes to the item content are automatically highlighted via track changes, a unique instance of the current state of the item is captured in the application (called a revision), and the item appears in the appropriate work queue associated with its new Development State.

For example, upon completing the initial draft of an item, when the item writer clicks the Accept button, the item is automatically moved to the ‘Content Review 1’ Development State and available in the content specialist’s work queue.

---

**Note:** In the content development workflow, you do not need to modify the Development State of an item in order for it to appear in the appropriate work queue. Simply clicking the Accept button (i.e., once your modifications and comments are completed) will cause the Development State to be automatically updated.

---

### ***Rejecting Items***

As the name implies, rejecting an item returns it to the previous Development State in the content development workflow. Any changes to the item content are automatically highlighted via track changes, a unique instance of the current state of the item is captured in the application (called a revision), and the item appears in the appropriate work queue associated with its new Development State.

For example, upon completing the first content review of an item, when the content specialist clicks the Reject button, the item is automatically moved to the ‘Development’ Development State and available in the item writer’s work queue.

## Chapter 11: Working with Art, Media, and Technology Requests

This chapter provides information on using the IAIP application for fulfilling create art, media, and technology requests to support item content, and is intended for users with an assigned role in the workflow. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">609</a>
<a href="#">Viewing Work in Your Queue</a>	<a href="#">610</a>
<a href="#">Viewing Supplemental Information</a>	<a href="#">610</a>
<a href="#">Adding Graphics to Content</a>	<a href="#">613</a>
<a href="#">Adding Media to Content</a>	<a href="#">616</a>
<a href="#">Completing Items and Passages in the Workflow</a>	<a href="#">621</a>

### Introduction

The development of art, media, and technology to support content delivery is supported by the content development workflow. Art, media, and technology delivered with items and passages help to engage and involve students in the assessment, and can be associated with the body of an item, one or more item Interactions, as well as passages. The IAIP application provides these user roles for the creation of art, media, and technology:

- **Graphic Designer.** This user role is assigned work in the content development workflow via the Create Art and Edit Art development states.
- **Media Designer.** This user role is assigned work in the content development workflow via the Create Media and Edit Media development states.

Art, media, and technology requests can be initiated by the content specialist for items and passages in the workflow.

### Supported Graphic Formats

These graphics formats are supported by the IAIP application:

- **Graphics Interchange Format (.gif).** A common lossless compression format for delivering static and dynamic images (e.g., 24-bit images or animations).
- **Portable Network Graphic (.png).** A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors).
- **Joint Photographic Experts Group (.jpg or .jpeg).** A common lossy compression format for delivering images (e.g., digital photographs and scans).
- **Scalable Vector Graphic (.svg).** An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes).
- **Encapsulated PostScript (.eps).** A press-optimized format for describing a graphical file within a PostScript document. When uploaded to the application, EPS graphics are exported along with the display graphic when items are moved out of the IAIP application.

**Note:** Because EPS files cannot be viewed in a browser, the IAIP application supports other file formats for viewing graphics as well as tools for uploading and associating an EPS file with item content. For more information, see [Adding Graphics to Content](#) on page 613.

---

### Supported Media/Technology Formats

These media formats are supported by the IAIP application:

- **MPEG-1 or MPEG-2 Audio Layer III (.mp3).** A common digital audio-only format that supports lossy data compression.
- **MPEG-4 or MP4 (.mp4, .m4a, m4\_v).** A common digital audio and video format used to store audio and video streams, subtitles, and images.
- **Apple MP4 Format or M4V (.m4v).** A digital video format developed by Apple that closely matches the MP4 format. It supports Apple's digital rights management copy protection and Dolby Digital audio.

When uploading an MP4 file, the file extension of the uploaded file should represent the type of content:

- If using an MP4 file for audio, the file name should have the extension m4\_a.
- If using an MP4 for video, the file name should have the extension m4\_v.

### Viewing Work in Your Queue

Work in the content development workflow for developing art, media, and technology is available to the appropriate graphic designer or media designer via corresponding work queues.

- **Art Creation Queues.** For information on the art creation queues in the IAIP application, see [Workflow Queues](#) on page 569.
- **Media Creation Queues.** For information on the media creation queues in the IAIP application, see [Workflow Queues](#) on page 572.

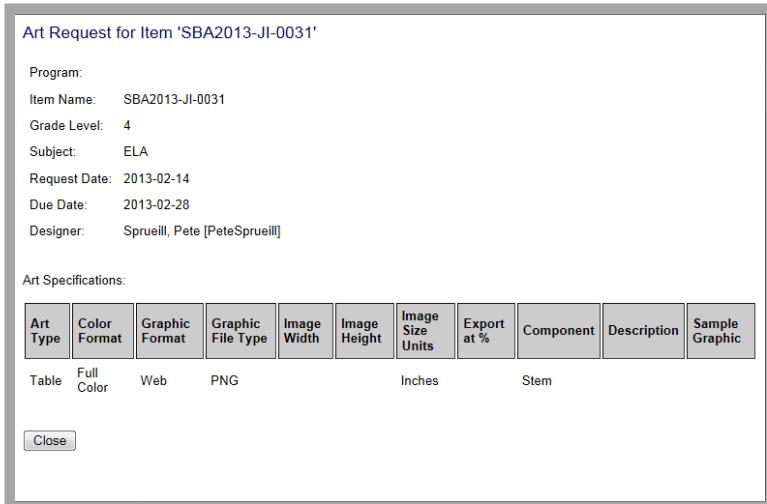
### Viewing Supplemental Information

To view the specifications of an art request:

This procedure begins on the Item Review page, after loading an item from your work queue.

- 1 Click the Edit Item button.

Details about the requested art are displayed on the Art Request page. For example:



For more information, see Art Request Page on page 276.

- When you are finished reviewing the information, click the Close button.

The item opens for editing on the Create Item page. For example:

For more information, see [Create Item Page](#) on page 185.

You can now create and upload images to the IAIP application and associate them with specific elements of the item. See the next section for detailed information.

---

**Note:** You can review the art request at any time by clicking the Supplemental Info button.

---

To view the specifications of a media request:

This procedure begins on the Item Review page, after loading an item from your work queue.

- Click the Edit Item button.

Details about the requested media are displayed on the Media Request page. For example:

The screenshot shows a modal dialog box titled "Media Request for Item 'SBA2013-JI-0009'". It contains the following information:

**Program:**

- Item Name: SBA2013-JI-0009
- Grade Level: K
- Subject: ELA
- Request Date: 2013-02-11
- Due Date: 2013-02-18
- Designer: Sprueill, Pete [PeteSprueill]

**Media Specifications:**

Media Type	Media Length	Component	Description	Sample Graphic	Sample Media
Observation	Medium	Stem			

**Buttons:**

- Close

For more information, see [Media Request Page](#) on page 280.

- 2** When you are finished reviewing the information, click the Close button.

The item opens for editing on the Create Item page. For example:

The screenshot shows the "CREATE ITEM" page for item "SBA2013-JI-0009". The top navigation bar includes "Set Status:", "Supplemental Info", "Edit Item", "Edit Rubric", "Quit Item", "Quit Review", and "Recall Item".

The main content area has tabs: Content, Interactions, Create Graphic, Metadata, Imported Data, Notes, History, Publication History, Rendering, and Preview. The Content tab is selected.

**Content Area:**

- Item Body:** Includes a rich text editor toolbar and a preview window showing the text "Delaware is a U.S. state located on the Atlantic Coast in the Mid-Atlantic region of the United States." Below the text is a map of Delaware.
- Files:** Buttons for "Upload Images", "View Metasfiles", and "Program Metasfiles".
- Assign:** Buttons for "Standard", "Passage", "Rubric", and "Enemy".
- Media Assets:** A table listing media assets with columns: Item Part, Filename, Description, File Size, and Actions. The table contains four entries:

Item Part	Filename	Description	File Size	Actions
Unassigned	sample_iPod.m4v		2184.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	PR_26c_12_S.mp3		13.9 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	PR_27b_01_S.mp3		24.2 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>
Unassigned	SandMax_01_S.m4a		4715.8 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>

For more information, see [Create Item Page](#) on page 185.

You can now create and upload media to the IAIP application and associate it with specific elements of the item. See the next section for detailed information.

---

**Note:** You can review the media request at any time by clicking the Supplemental Info button.

---

In order to fulfill a request for art or media, you must create the art or media to the specifications defined in the request, upload the art or media to the IAIP application, and associate the art or media with the appropriate element of the item or passage.

---

**Note:** After you have created or modified images and media to meet the required specifications, proceed with this section to upload and associate them with elements of an item.

---

## Adding Graphics to Content

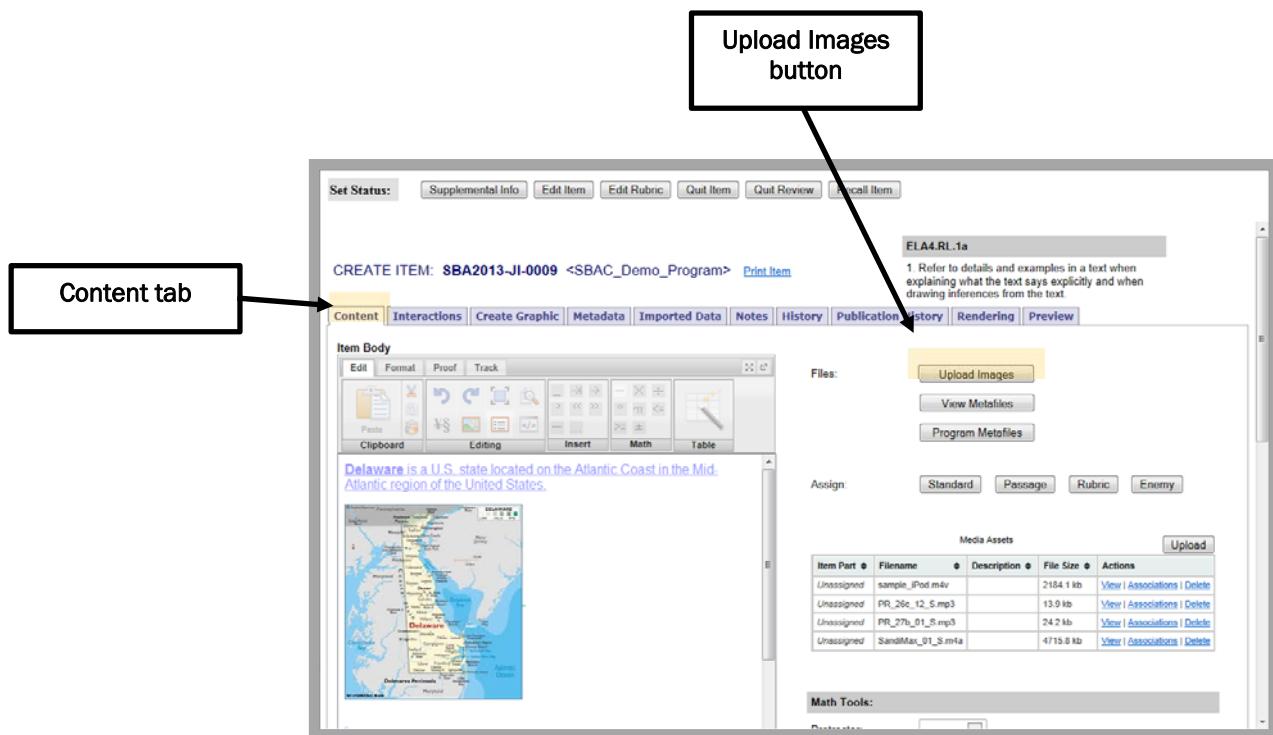
### Uploading Images

This procedure begins on the Create Item page, after loading an item from your work queue and opening it for editing. For items, an image can be inserted into the item body or associated with specific interactions.

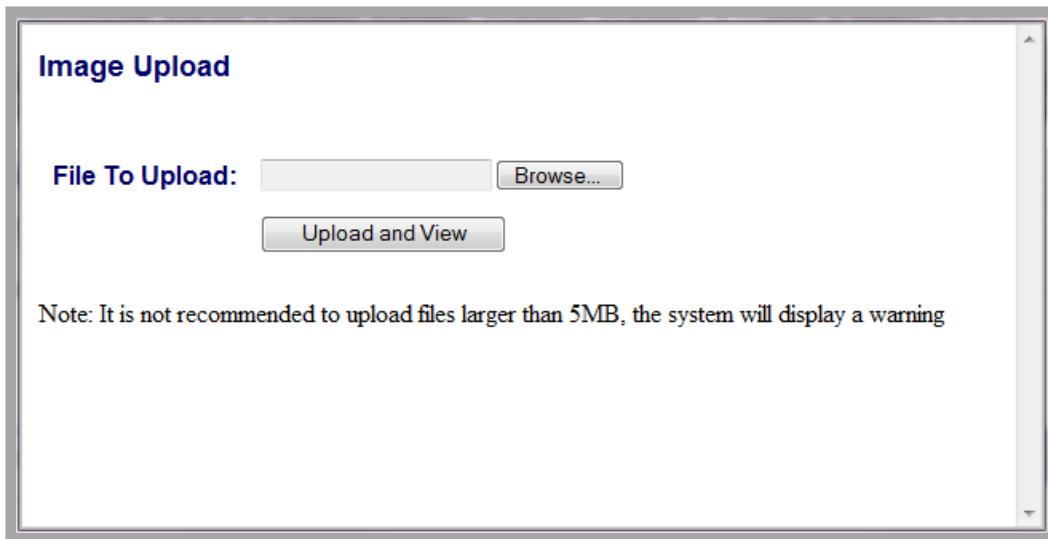
- 1 Click the Content tab.

The Content menu is displayed, providing options for uploading and inserting images.

- 2 Click the Upload Images button. For example:



The Image Upload page is displayed. For example:



For more information, see [Image Upload Page \(for Items Only\)](#) on page 341.

- 3 Click the Browse button.
- 4 The file upload dialog is displayed.

**Note:** The name of this dialog and the options it provides will vary depending on your browser.

- 5 Locate and select the image file to upload.
- 6 Click the Open button.  
The directory path and name of the file is displayed in the File to Upload field.
- 7 Click the Upload and View button.
- 8 The Image View page is displayed, enabling you to view the uploaded image or to upload another image.
- 9 Click the Close button.

Once you have uploaded the images to the IAIP application, continued to the next section to associate them with elements of the item (e.g., item body or interactions).

### Uploading Print-ready Images

After uploading a browser-ready image to the IAIP application, you can also upload a print-ready version of the same image (i.e., in EPS) format for delivering in printed tests.

To upload print-ready images:

- 1 Click the Insert Image button ( from the Content Editor.  
The Images for this Item page or Images for this Passage page is displayed.
- 2 Locate the image for which you wish to upload a print-ready image.
- 3 Click the corresponding Upload button.  
The Image Upload dialog is displayed.
- 4 Click the Browse button.

- 5 Select the EPS image available from your file system.
- 6 Click the Upload and View button.

The image is uploaded to the IAIP application.

- 7 Click the Close button.

Both versions of the image files are now associated with the item or passage, and can be exported from the IAIP application with the item.

---

**Note:** EPS images do not display in the IAIP application, because EPS is a print-only format.

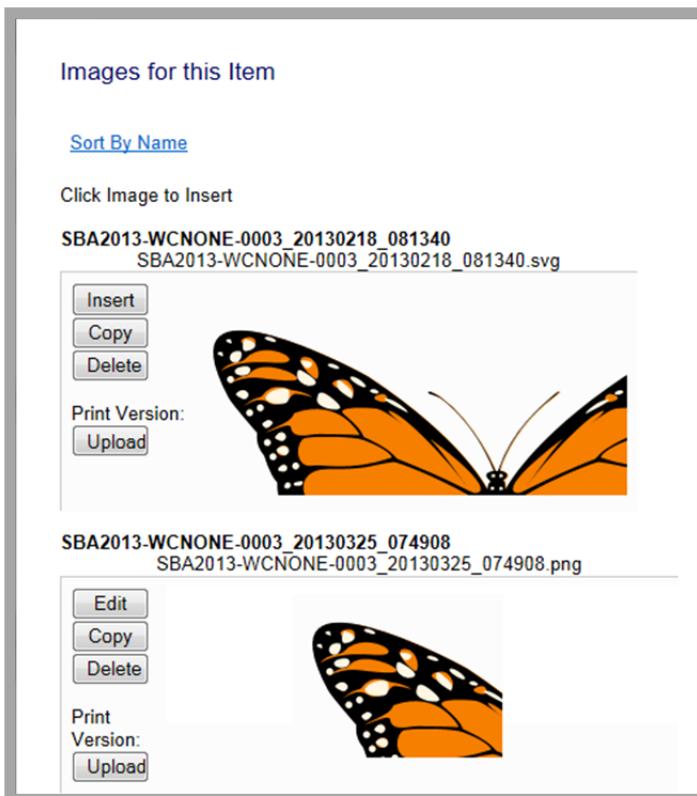
---

### Inserting Graphics in Content

Once you have uploaded images to an item in the IAIP application, you can associate them with specific elements of the item.

- 1 Locate the item body or a specific interaction where you want the image to display.
- 2 Place the cursor at the location in the item body or interaction where you want the image to display.
- 3 Click the Insert Image button (  ) on the Edit menu on the Content Editor.

The Images for this Item page is displayed. For example:



- 4 Specify options for the image and click the image to insert it into the item.

The image is inserted into the item body or interaction at the location you specified.

### Adding Media to Content

The IAIP application enables users to associate media with items, and to insert those media into any of the item content windows.

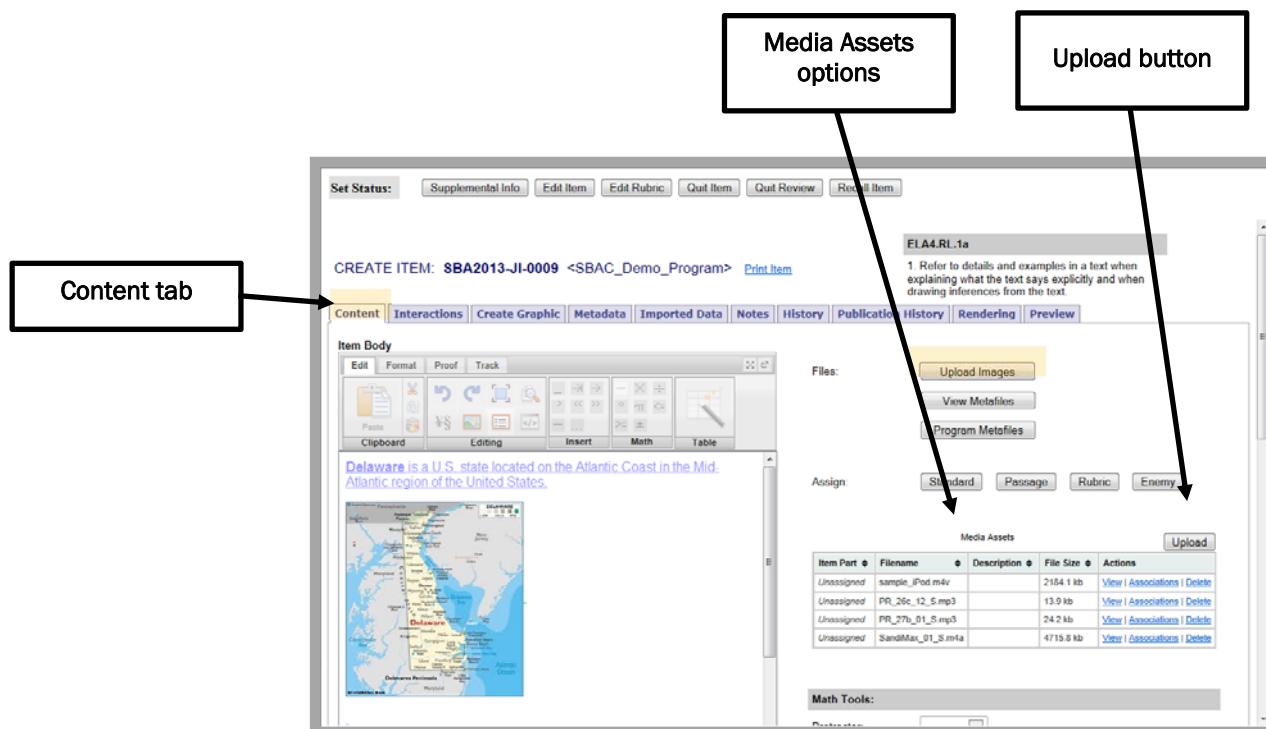
#### Uploading Media

This procedure begins on the Create Item page, after loading an item from your work queue and opening it for editing. For items, a media file can be associated with the item body or specific interactions.

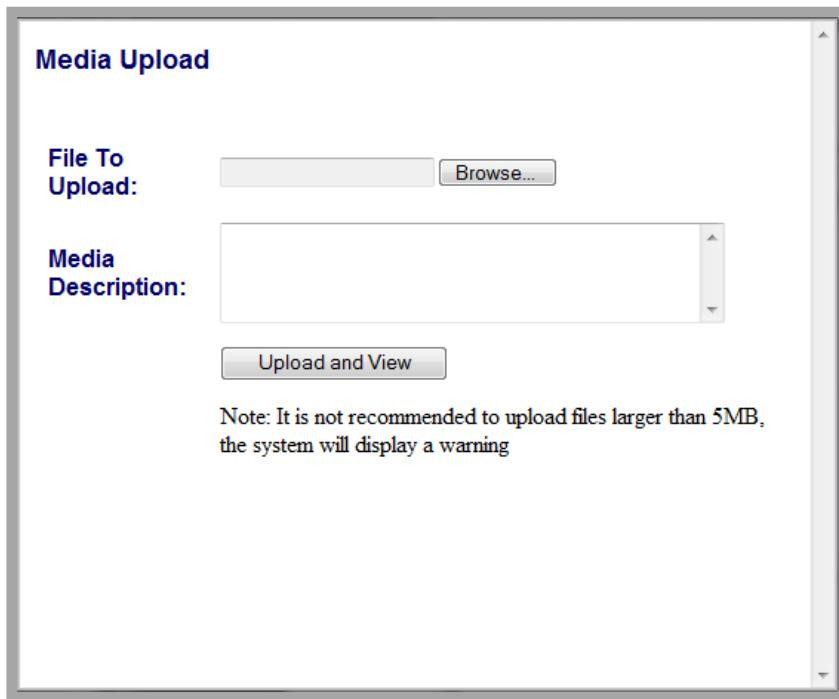
- 1 Click the Content tab.

The Content menu is displayed, providing options for uploading and associating media files.

- 2 Click the Upload button, for example:



The Media Upload page is displayed. For example:



For more information, see [Media Upload Page](#) on page 324.

- 3 Click the Browse button.
- 4 The file upload dialog is displayed.

---

Note: The name of this dialog and the options it provides will vary depending on your browser.

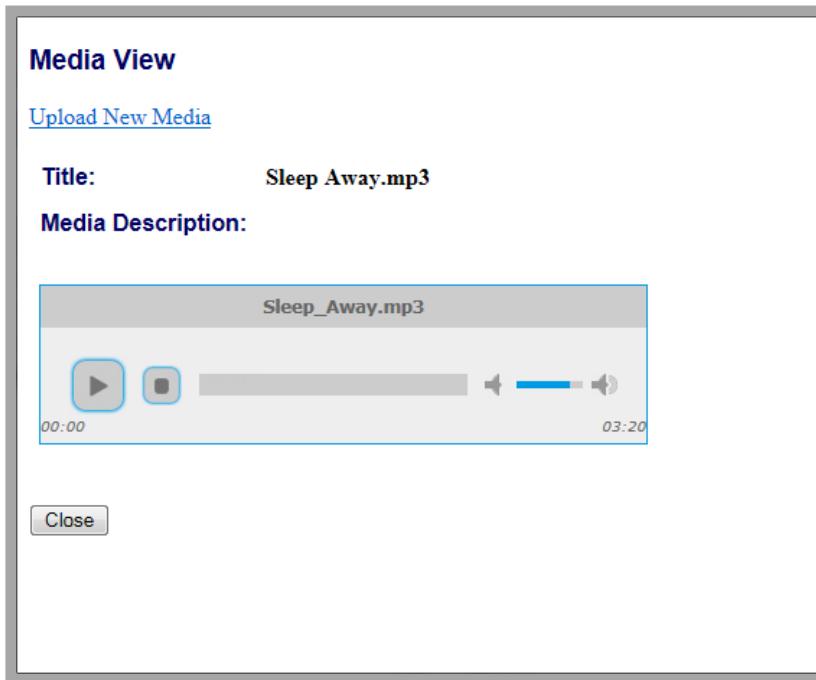
---

- 5 Locate and select the media file to upload.
- 6 Click the Open button.

The directory path and name of the file is displayed in the File to Upload field.

- 7 Optionally, specify additional information about the media file in the Media Description field.
- 8 Click the Upload and View button.

- 9 The Media View page is displayed, enabling you to review the uploaded image or to upload another media file. For example:



For more information, see [Media View Page](#) on page 325.

- 10 Click the Close button.

Once you have uploaded the images to the IAIP application, continue to the next section to associate them with elements of the item (e.g., item body or interactions).

### Inserting Media in Content

To insert the media file into the item:

- 1 Place cursor in the area in which the file should be placed.
- 2 Select the Insert Graphic button on the Edit toolbar.
- 3 From the pop-up window, select Insert for the appropriate file.
- 4 The system registers the insertion of an Audio or Video file via a blue link. Graphic files will display normally.
- 5 Users may preview their item with the inserted media from the Preview menu of the item editor interface.
- 6 By selecting the blue Media File link from the Preview menu, users may review their inserted media in a separate tab on their browser.

---

**Note:** Media file can also be accessed by selecting the button from the toolbar, or by selecting the Upload Asset button.

---

## Associating Media

Once you have uploaded media to an item in the IAIP application, you can associate it with specific elements in the item. For items, a media file can be associated with the item body or specific interactions.

- 1 Locate the item body or a specific interaction where you want the image to display via the Content or Interactions menu.
- 2 Locate the media file that you wish to associate in the Media Assets list. For example:

Media Assets					<a href="#">Upload</a>
Item Part	Filename	Description	File Size	Actions	
Unassigned	sample_iPod.m4v		2184.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_26c_12_S.mp3		13.9 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_27b_01_S.mp3		24.2 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	SandiMax_01_S.m4a		4715.8 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	Sleep Away.mp3		4729.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	

**Note:** All media files that have been uploaded to the item are displayed in the Media Assets list.

- 3 Click the appropriate Associations link.

The Edit Media Associations page is displayed. For example:

### Edit Media Associations

Filename: Sleep Away.mp3  
 Description:

For each item part, check or uncheck the appropriate checkboxes to associate or disassociate media

Item Parts:

Choice A  
 Choice B  
 Choice C  
 Choice D

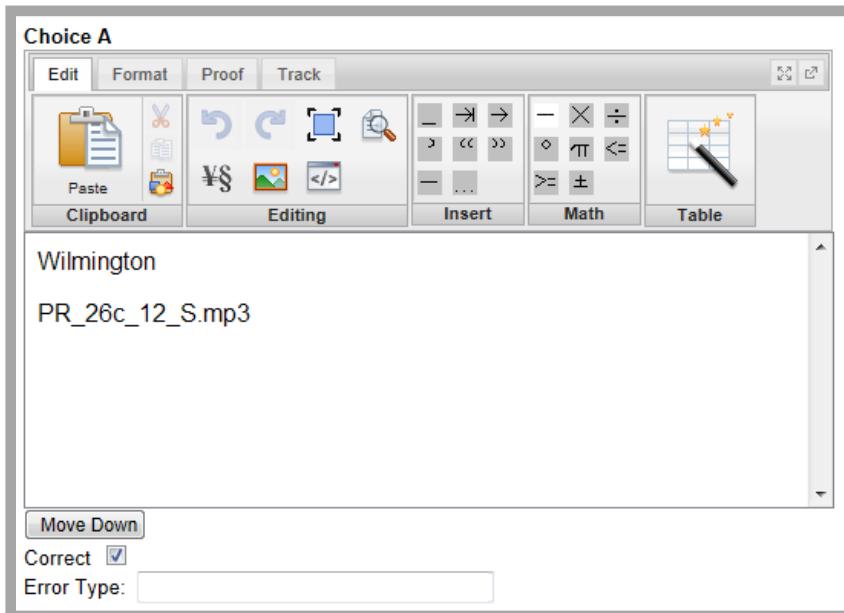
[Edit Associations](#)

- 4 Select the item parts with which to associate with the selected media file.

**Note:** The options will differ for the item body and interactions.

- 5 Click the Edit Associations button.

- 6 The IAIP application inserts the name of the media file into the specified element of the item. For example:



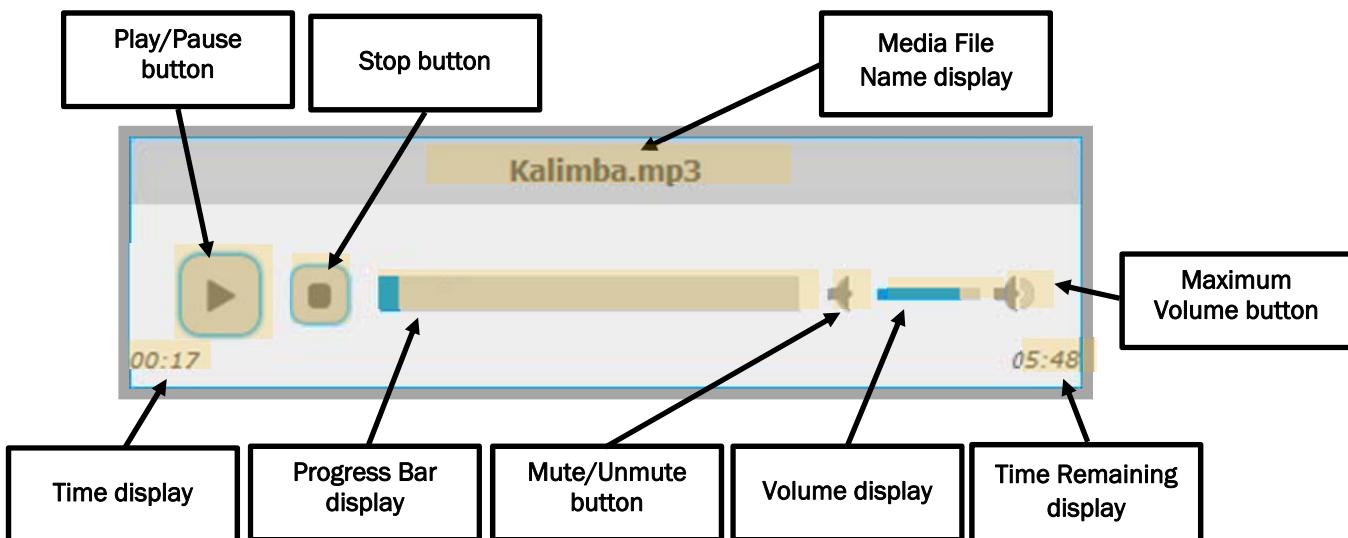
In this example, the media file is named 'PR\_26c\_12\_S.mp4'.

- 7 After you have uploaded and associated all media files with the item, click the Save Item button on the Preview menu.

You can now complete the item or passage in the workflow. See the next section.

### Media Player Controls

Figure 236: Media Player Controls



### Media Assets List

The Media Assets list provides options for managing media assets associated with the current item or passage.

- Access the Media Assets list on the Content menu of the Create Item or Create Passage page.

Figure 237: Example Media Assets List

Media Assets					<a href="#">Upload</a>
Item Part	Filename	Description	File Size	Actions	
Unassigned	sample_iPod.m4v		2184.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_26c_12_S.mp3		13.9 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	PR_27b_01_S.mp3		24.2 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	SandiMax_01_S.m4a		4715.8 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	
Unassigned	Sleep Away.mp3		4729.1 kb	<a href="#">View</a>   <a href="#">Associations</a>   <a href="#">Delete</a>	

### Elements

Element	Description
Item Part	Provides a list of the parts of the item with which the media asset can be associated. The list contains Stem (i.e., item body) or any defined Interactions, depending on the user selection.
Filename	Displays the file name of the media file.
Description	Displays the description of the media file (if it exists).
File Size	Displays the size of the media file.
Actions	Provides these options for managing the associated media file: <ul style="list-style-type: none"> <li><b>View.</b> Enables you to review the media file in the media player.</li> <li><b>Associations.</b> Enables you to manage the associations of the media file with elements of the item.</li> <li><b>Delete.</b> Enables you to delete the media file from the IAIP application.</li> </ul>

### Completing Items and Passages in the Workflow

After the graphic designer or media designer has fulfilled the request, the item or passage is ready to continue in the workflow. You can use the ‘accept’ button to return the item or passage to the work queue from which the request was initiated. For example:



**Note:** The ‘accept’ option is the only option available to a graphic designer or media designer.

To complete an item in the workflow:

- After completing (and saving) any edits or notes on the item, click the Accept Item button ().

The item is assigned to the work queue from which the art or media request was initiated (e.g., Content Review 1, Content Review 2, or Content Review 3).

---

**Note:** The item is no longer available for selection by the graphic designer or media designer in the workflow.

---

To completed a passage in the workflow:

- After completing (and saving) any edits or notes on the item, click the Accept Passage button ().

The passage is assigned to the work queue from which the art or media request was initiated (e.g., Content Review 1, Content Review 2, or Content Review 3).

---

**Note:** The passage is no longer available for selection by the graphic designer or media designer in the workflow.

---

Given that the development of items and passages can be an iterative process, you can expect to see the same item or passage multiple times in the workflow.

- Items and passages for which new art or media is requested appear in the Create Art or Create Media work queues.
- Items and passages for which modifications to existing art or media are requested appear in the Edit Art or Edit Media queues.

## Chapter 12: Working with Accessibility Features

This chapter provides information on using the accessibility features in the IAIP application, and is intended for users with an assigned role in the workflow. It contains these topics:

Section	Page
<a href="#">Introduction</a>	<a href="#">623</a>
<a href="#">Viewing Work in Your Queue</a>	<a href="#">627</a>
<a href="#">Opening the Accessibility Tagging Page</a>	<a href="#">627</a>
<a href="#">Creating Accessibility Tags</a>	<a href="#">629</a>
<a href="#">Defining Accessibility Features</a>	<a href="#">630</a>
<a href="#">Ordering Accessibility Tags</a>	<a href="#">631</a>
<a href="#">Maintaining Accessibility Tags</a>	<a href="#">632</a>
<a href="#">Maintaining Accessibility Features</a>	<a href="#">636</a>

### Introduction

The IAIP application provides tools for managing the development of test content through a robust workflow that guides the content through the different development stages to ensure that high-quality content is delivered. The application also support the incorporation of accessibility features that help bridge the gaps faced by students requiring accommodations for the textual, graphical, and multimedia assets provided in online assessments.

The IAIP application supports these accessibility types and features

- **Spoken.** Content is read aloud to the student via one of these methods:
  - **Audio Text.** Text is read by a person.
  - **Text-to-speech.** Text will be read to the student via an automated text to speech function.
- **Braille.** A text string that will serve as input to a braille display generator.
- **Translation.** English and non-English text providing definitions of key terms that is displayed to the student in a pop-up window in test delivery, including:
  - Arabic
  - Cantonese
  - English
  - Filipino (Tagalog/Ilokano)
  - Korean
  - Mandarin
  - Punjabi
  - Russian
  - Spanish
  - Ukrainian
  - Vietnamese

The user role responsible for accessibility tagging and features is the accessibility specialist. This user role is assigned work in the content development workflow via the Create Accessibility and Edit Accessibility development states.

Using the IAIP application, accessibility specialists indicate which text or graphics in the selected item or passage require the development of accessible content, what type of accessibility features are required, and in what order the accessibility features display for students during testing. This chapter provides an overview of the tools provided for adding accessibility features to test items and passages and details the tasks involved in adding and maintaining accessibility tags and features.

Accessibility tags specify which item or passage content requires accessible content. Each accessibility tag can then be associated with one or more accessibility features. You can specify one or more accessibility features for each accessibility tag. An accessibility feature defines both the type of accessibility feature as well as the specified accessibility feature within the selected type (where appropriate). For example, an accessibility feature can specify that the content be spoken to the student (i.e., read aloud) via a reference audio file.

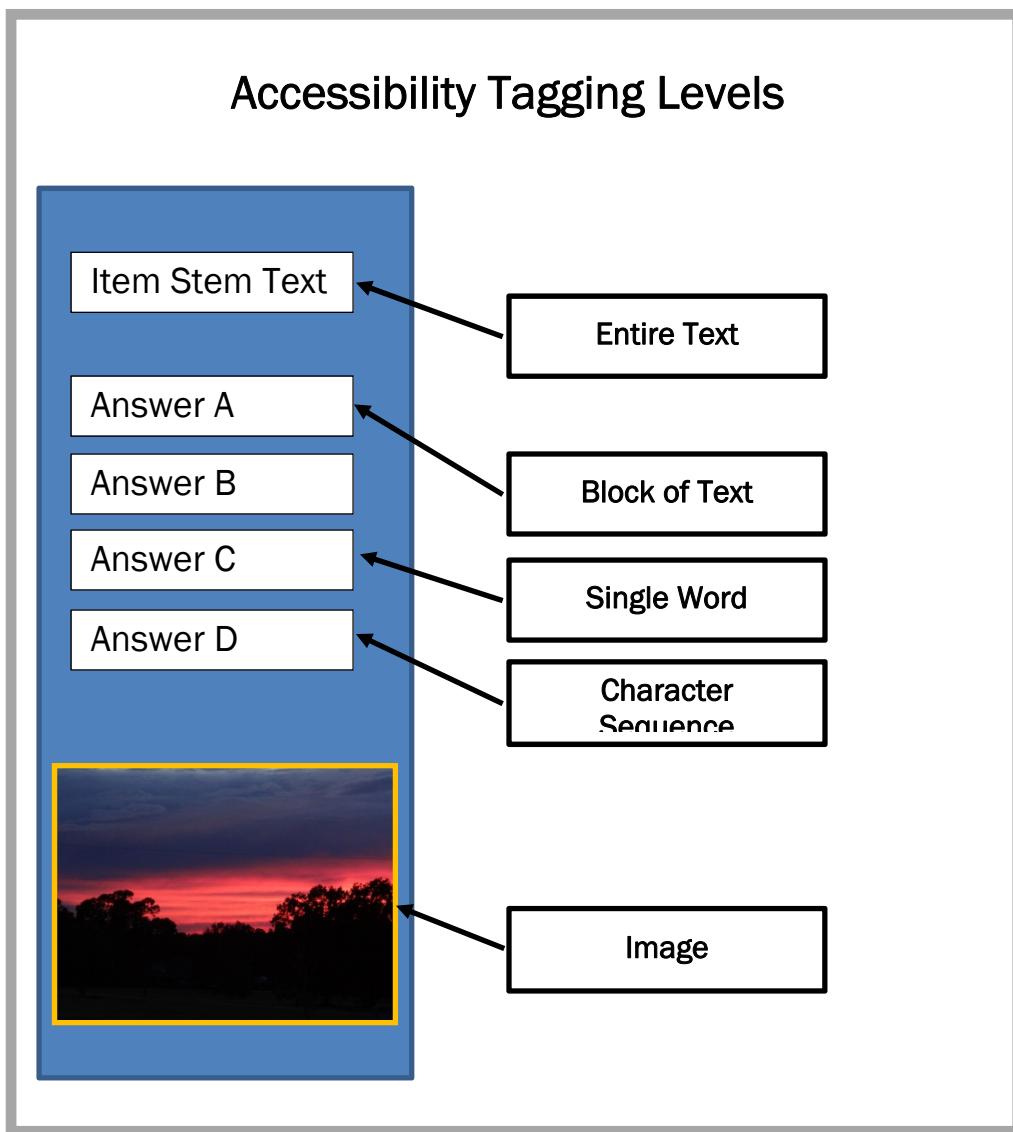
The accessibility tag must exist before you can associate accessibility features with it.



**For most circumstances, it is more efficient to tag all the text in an item or passage that requires accessibility tagging and then define accessibility features for those tags (i.e., rather than creating a single tag and then defining an accessibility feature, and so on.).**

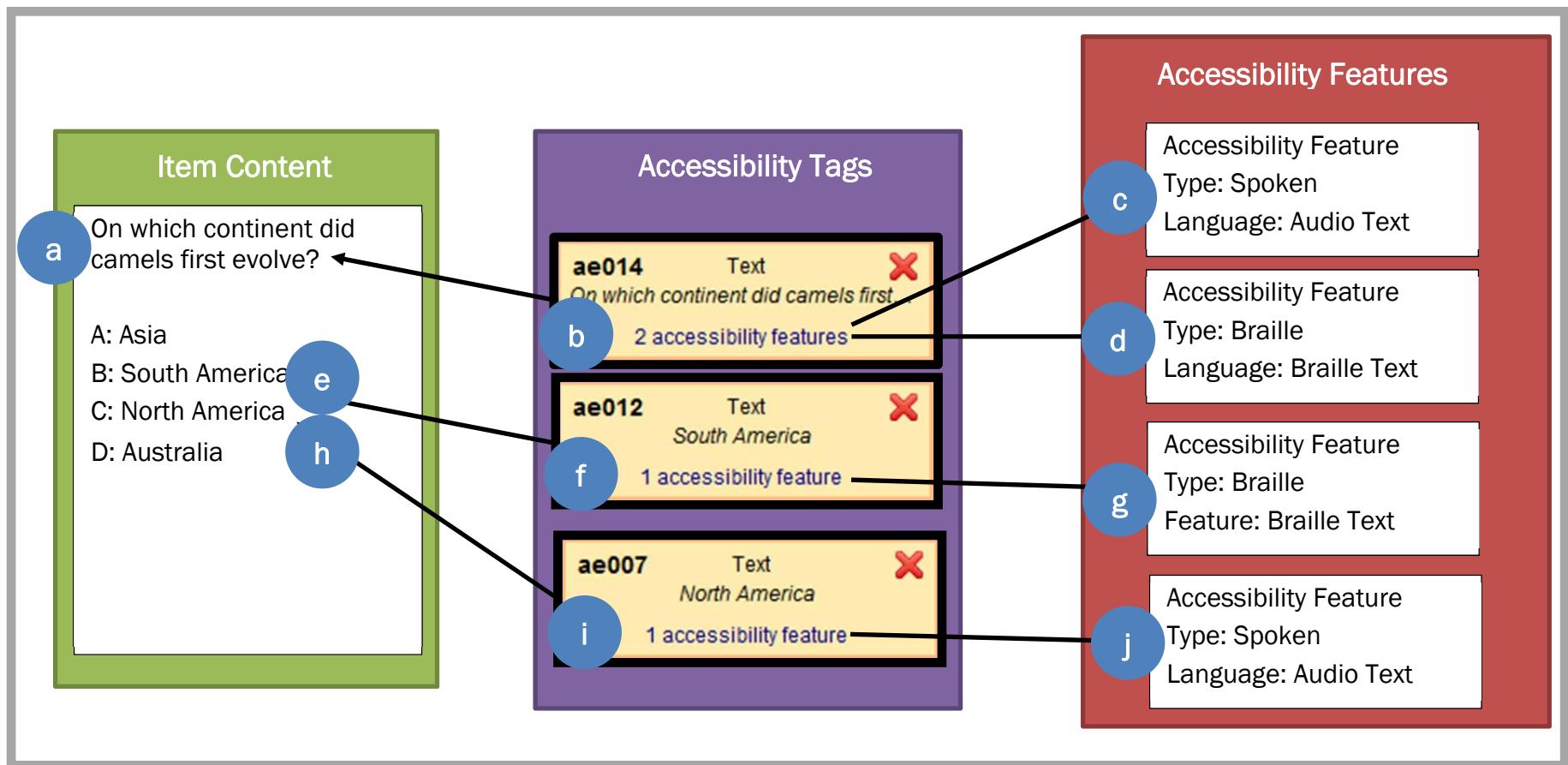
This model enables the item or passage to progress through the content development workflow and for supporting accessibility features to be developed, tracked, and reviewed. [Figure 238: Item Accessibility Tagging](#) illustrates the different content granularity supported for tagging content.

Figure 238: Item Accessibility Tagging Levels



Accessibility tags identify the content (i.e., characters, words, or images) for which accommodations are to be provided. As such, they are simply markers that specify what content requires accessible content. Accessibility features provide the details for the type of accessible content required (e.g., braille or spoken). Together, accessibility tags and accessibility features identify the type of accommodation features as well as the specific content to which the features are applied. [Figure 239: Item Accessibility Features](#) illustrates the relationship between accessibility tags and accessibility features in linking accommodations to item or passage text.

Figure 239: Item Accessibility Features



**Note:** Although these examples present accessibility tagging of item content, it works the same for passage content as well.

An explanation of this diagram is provided on the next page.

Explanation of [Figure 239: Item Accessibility Features](#):

- The complete text of the item body (a) is linked to the accessibility tag ae014 (b).
- The accessibility tag ae014 is linked to two separate accessibility features (c) and (d). One accessibility feature (c) indicates a spoken audio feature. The other accessibility feature (d) indicates Braille text.
- Answer B (e) is linked to the accessibility tag ae014 (f).
- The accessibility tag ae014 (e) is linked to a single accessibility feature (f). The accessibility feature (g) indicates Braille text.
- Answer C (h) is linked to the accessibility tag ae007 (i).
- The accessibility tag ae007 (j) is linked to a single accessibility feature (j). The accessibility feature (j) indicates a spoken audio feature.

## Viewing Work in Your Queue

### Opening the Accessibility Tagging Page

Whether you are creating or modifying accessibility tags and features, you can access the accessibility tagging options via the accessibility tagging page.

- Users with administrator permissions can access the accessibility tagging page by selecting Accessibility from the options menu on the Item Management or Passage Management page. For more information, see the appropriate section (below).
- Users with role permissions can access the accessibility tagging page by opening the item or passage to review from the Select Item page or Select Passage page. For more information, see the appropriate section (below).

### Administering Accessibility Features

For administrators, the IAIP application provides access to accessibility tagging features via the Item Management page.

To open the accessibility tagging page for items:

- 1 From the Main Menu, select Items from the Manage menu.  
The Item Management page is displayed.
- 2 Select the program containing the appropriate item via the Program option.
- 3 Specify filter criteria as required to locate the item in the items list.  
For information on using the filter criteria, see [Select Item Page](#) on page 264.
- 4 Select Accessibility from the options menu associated with the desired item.  
The accessibility tagging page is displayed.

To open the accessibility tagging page for passages:

- 1 From the Main Menu, select Passages from the Manage menu.  
The Passage Management page is displayed.
- 2 Select the program containing the appropriate passage via the Program option.
- 3 Specify filter criteria as required to locate the passage in the passages list.  
For information on using the filter criteria, see [Select Passage Page](#) on page 285.

- 4 Select Accessibility from the options menu associated with the desired passage.

The accessibility tagging page is displayed.

Once the accessibility tagging page is displayed, you can perform these tasks:

- [Creating Accessibility Tags](#) on page 629
- [Defining Accessibility Features](#) on page 630
- [Maintaining Accessibility Tags](#) on page 632
- [Maintaining Accessibility Features](#) on page 636

### Working with Accessibility Features

For users with the Accessibility user role, the IAIP application provides access to accessibility features via item and passage review queues for these types:

- **Create Accessibility.** Requests for new accessibility features.
- **Edit Accessibility.** Requests for changes to existing accessibility features.

To open the accessibility tagging page for an item in your queue:

- 1 Log into the IAIP application as an accessibility specialist.

The Select Item page is displayed. For information, see [Select Item Page](#) on page 264.

---

**Note:** Users will be able to view only accessibility requests assigned to their queue.

---

- 2 Specify the program and review type (i.e., queue) and other filter criteria s desired.

---

**Note:** The list of matching items refreshes each time a filter option is changed.

---

- 3 From the list of items, select item for which to apply accessibility features.

The accessibility tagging interface is displayed. For more information, see [Accessibility Tagging Page](#) on page 326.

To open the accessibility tagging page for a passage in your queue:

- 1 Log into the IAIP application as an accessibility specialist.

- 2 Select passage from the Select Review menu.

The select Passage page is displayed. For information, see [Select Passage Page](#) on page 285.

- 3 Select a program via the Program option and the review type via the Review Type option.

- 4 Click the Start Review button.

The Select Passage Filter page is displayed, displaying a list of passages available for review.

It also provides options for filtering the list of passages to help you locate the desired passage/item set.

- 5 From the list of items, select item for which to apply accessibility features.

The accessibility tagging interface is displayed. For more information, see [Accessibility Tagging Page](#) on page 326.

Once the accessibility tagging page is displayed, you can perform these tasks:

- [Creating Accessibility Tags](#) on page 629
- [Defining Accessibility Features](#) on page 630
- [Maintaining Accessibility Tags](#) on page 632
- [Maintaining Accessibility Features](#) on page 636

## Creating Accessibility Tags

Creating accessibility tags is the first step in identifying item or passage content for developing accessible content. After creating accessibility tags associated with the specific content, you can associate one or more accessibility features with each accessibility tag.

To create accessibility tags:

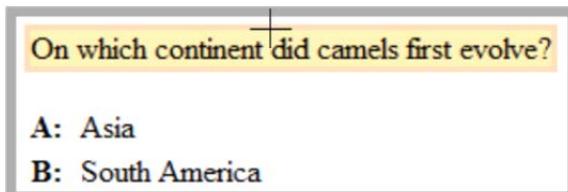
Begin from the accessibility tagging page. For information, see [Opening the Accessibility Tagging Page](#) on page 627.

- 1 Select the Apply Tags menu.

The Apply Tags menu display. For information on the elements of the Apply Tags menu, see [Apply Tags Menu](#) on page 328.

- 2 Select the item or passage content to which you want to apply tagging.

When the mouse pointer is over content that can be tagged, the cursor turns to a cross and the text is highlighted. For example:



- 3 Click the item or passage content to be tagged.
- 4 A pop-up menu displays these options for tagging the selected content. The options differ depending on what type of content is being tagged:
  - **Image.** For images only, tags the selected image.
  - **Block.** Tags all the content (i.e., including text and images).
  - **Entire Text.** Tags the full text of the content (i.e., excluding any images).
  - **Char Sequence.** Tags one or more characters in the selection.
  - **Single Word.** Tags a single word from the selection.
  - **Table.** Tags all rows and columns in the table.
  - **Table Row.** Tags only the selected row.
  - **Table Cell.** Tags only the selected cell.
  - **Image.** Tags the graphic element.
  - **Media.** Tags the sound or video file.
  - **Section.** Tags the selected section.
  - **Hyperlink.** Tags the selected hyperlink.

For more information on these selection options, see [Apply Tags Menu](#) on page 328.

**Note:** If you selected Char Sequence or Single Word on the pop-up menu, you are prompted to select the specific character sequence or single word to tag.

The accessibility tag will now appear at the bottom of the accessibility tags list.

Now that an accessibility tag exists and points to the specific item or passage content to apply accessibility features, you must assign accessibility features to the tag. For information, see [Defining Accessibility Features](#) on page 630.

### IMPORTANT

If the content of an accessibility tagged item or passage is modified (e.g., by the item writer), it is important that the item author return the item or passage to the Accessibility Tagger, using the Supplemental Info tool to communicate changes made to the content, so the Accessibility Tagger can verify whether the content changes affected the tagging.

### Defining Accessibility Features

Once you have created an accessibility tag that identifies the specific item or passage content for accessibility features, you can use the Define Tags menu on the accessibility tagging page to associate one or more type of tagging feature with each accessibility tag.

To create accessibility features:

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

- 1 Select the Define Tags menu.

The Define Tags menu is displayed. For information on the elements of the Define Tags menu, see [Define Tags Menu](#) on page 330.

- 2 Select the accessibility tag to which to apply an accessibility feature.

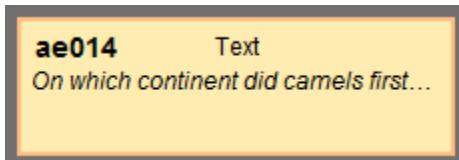
The tagged content and the accessibility tag in the accessibility tags list are highlighted, for example:

- Highlighted item text:

**On which continent did camels first evolve?**

**Note:** The highlighting of text is different for character strings or single words. For more information on how tagged text is highlighted, see [Define Tags Menu](#) on page 330.

- Highlighted accessibility tag:



- 3 Click the Add Features link.

The define accessibility feature dialog is displayed:



- 4 Complete the elements of the dialog as desired. For more information, see [Define Accessibility Feature Dialog](#) on page 332.
- 5 Click the Save button.  
The new accessibility feature appears at the bottom of the accessibility features list for the selected accessibility tag.
- 6 Click the Save Changes button.  
Item or passage content has now been tagged for accessibility (i.e., the accessibility tag specifies the item or passage content and the accessibility feature is associated with the tag).

### Tagged Text Highlighting

This section provides examples of the highlighting applied to text tagged for accessibility options. Selecting an accessibility tag in the accessibility tags list causes IAIP to highlight the content with which the tag is associated.

The highlighting used depends on the type of tagging applied:

- **Block or Entire Text Tagging.** Encloses the tagged text in a colored, filled box. For example:

**Which modern English word comes from the French word "chapele" meaning a short cloak?**

- **Single-word or Character Sequence Tagging.** Indicates the tagged text with beginning and ending arrows. For example:

**ord" ➤ chapele ➤ " me**

- **Image Tagging.** Encloses the tagged graphic in colored box. For example:



### Ordering Accessibility Tags

Once you have created an accessibility tags and features, you can specify the presentation order of the accessibility features for the different types of features (e.g., Braille or Spoken Text). The order of the tags controls the order in which the accessibility features are presented to the student taking the test. Tag ordering is used when the item is generated in APIP format for XML export.

**Note:** This procedure is required for each type of accessibility tag used.

---

To specify tag ordering

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

- 1 Select the Order Tags menu.

The Order Tags menu is displayed. For information on the elements of the Order Tags menu, see [Order Tags Menu](#) on page 334.

- 2 Select the type of tags to order from the Order Type menu.

- 3 Use the tag order buttons to order the tags as desired.

The Tags Order list enables you to add or remove a field from the specified order as well as move a field up or down one position (at a time) in the order.

- 4 Click the Save Changes button.

As required, select another order type and specify the accessibility tagging order for the other types of accessible content.

### Maintaining Accessibility Tags

The IAIP application enables you to maintain accessibility tags created previously, including:

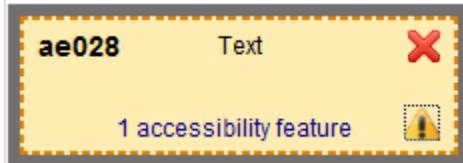
- **Deleting accessibility tags.** Removing the accessibility tag from the item or passage and any associated accessibility features.
- **Relinking accessibility tags.** Re-associating accessibility tags (and associated accessibility features) for which the link to the specific item or passage content has been lost.
- **Removing accessibility features.** Deleting accessibility features associated with the accessibility tag. For information on this task, see [Maintaining Accessibility Features](#) on page 636.

**Note:** To change the text to which an accessibility tag is applied, you must create a new tag, associate accessibility features, and (if desired) delete the previous tag.

---

The IAIP application provides tools for maintaining accessibility tags that enable the Accessibility Tagger to modify existing accessibility tags to ensure that they are aligned with items or passages that have been edited since the tagging was defined. After the content of an item or passage has been accessibility tagged, changes made to the content can cause the tags to be broken or the tags to be changed.

- Significant changes to the item or passage content (i.e., that would cause an entire HTML tag to be removed from the underlying HTML code)—causes the accessibility tag link to be broken. Accessibility tags that are no longer linked to content display a warning icon in the lower-right corner of the information panel, for example:



The Accessibility Tagger can use the instructions described in this section to correct these issues as appropriate.

- Minor changes (e.g., to characters or words within tagged content)—do not cause the accessibility tag link to be broken.

---

**Note:** To ensure that accessibility tagging is not changed when performing edits on item or passage content, it is important that the item Author return the item or passage to the Accessibility Tagger (using the Supplemental Info tool to communicate changes made to the content) so that the Accessibility Tagger can verify whether the content changes affected the defined accessibility tagging or if additional tags are required.

---

### Deleting Accessibility Tags

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

- Select the Apply Tags menu.

The Apply Tags menu is displayed. For more information, see [Apply Tags Menu](#) on page 328.

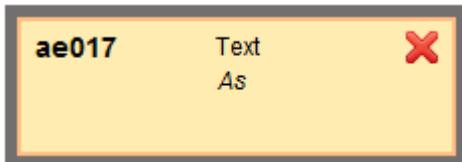
- Select the accessibility tag to delete from the accessibility tags list.

---

**Note:** If the accessibility tag is no longer associated with item or passage content, the IAIP application provides tools for relinking it. This will enable you to preserve the tag and associated accessibility features by reapplying it to item or passage content.

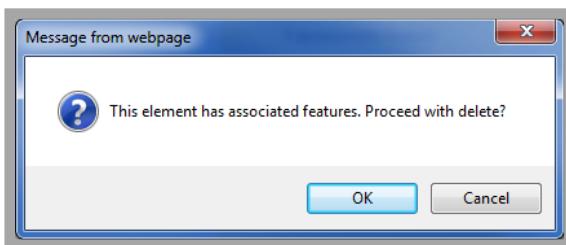
---

- The selected tag will be highlighted, for example:



- Click the red X (X) in the upper-right corner of the accessibility tag box.

If the accessibility tag has associated accessibility features, this dialog will prompt enabling you to confirm the deletion:




---

**Note:** Deleting the accessibility tag will also delete the associated accessibility features.

---

The tag is removed from the accessibility tags list.

- Click the Save Changes button.

The accessibility tag (and any associated accessibility features) is removed from the item or passage content.

**Note:** If there are any remaining unlinked accessibility tags, saving changes will delete them and their associated accessibility features from the item or passage.

### Relinking Accessibility Tags

From time to time, accessibility tags can lose their association with the item or passage content (although they are still associated with the item in the IAIP application). This can occur when the text or image to which the tag is applied is modified or deleted. The IAIP application provides tools to help you identify these unlinked accessibility tags as well as relinking them to item or passage content or completely removing them.

Unlinked accessibility tags display a warning button (!) in the lower-right corner of the accessibility tag box on the Apply Tags menu. In this example, the accessibility tags 'ae028' and 'ae029' are no longer linked to content:

Item: SBA2012-System1-7 <SBAC\_Demo\_Program>  
Description: Hard Item

Apply Tags      Define Tags      Order Tags

Paragraph  
Take a look at the picture:  
  
Can you determine what it is?  
  
A: A dinosaur's egg  
B: Jupiter's satellite  
C: Unknown flying object  
D: Ping-pong ball

ae024 Text determine X  
ae025 Text *ture: Can you determine what i* X  
ae026 Text Take X  
ae027 Text *dinosaur's*  
1 accessibility feature X  
ae028 Text X  
1 accessibility feature !  
ae029 Text X  
! One or more accessibility tags point to deleted content (broken links): ae028, ae029

Save Changes      Cancel

To relink an accessibility tag:

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

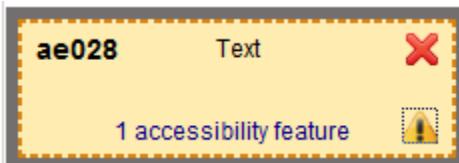
- 1 Select the Apply Tags menu.

The Apply Tags menu is displayed.

- 2 Scan the list of accessibility tags for accessibility tags that display the warning button (!).

- 3** Select the accessibility tag that you want to relink to item or passage content.

The accessibility tag box will display a border with a dashed line, for example:



**Note:** This example shows an accessibility tag that is active for relinking with content.

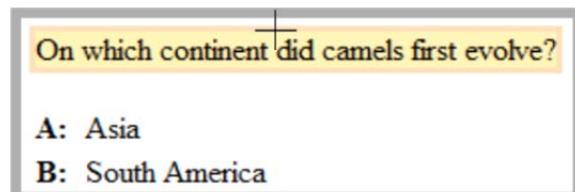
The unlinked tag is now ready for relinking.

Minor edits of tagged item or passage content (e.g., deletions of single characters or words that are included in an accessibility tag) will not affect the accessibility tag link.

**Note:** To ensure that accessibility tagging is not changed when performing edits on item or passage content, it is important that the item Author return the item or passage to the Accessibility Tagger (using the Supplemental Info tool to communicate changes made to the content) so that the Accessibility Tagger can verify whether the content changes affected the defined accessibility tagging or if additional tags are required.

- 4** Select the item or passage content to which you want to apply tagging.

When the mouse pointer is over content that can be tagged, the cursor turns to a cross and the text is highlighted. For example:



A pop-up menu displays these options for tagging the selected text:

- **Image.** For images only, tags the selected image.
- **Block.** One or more words in the selection.
- **Entire Text.** The full text of the selection.
- **Char Sequence.** One or more characters in the selection.
- **Single Word.** A single word from the selection.
- **Table.** Tags all rows and columns in the table.
- **Table Row.** Tags only the selected row.
- **Table Cell.** Tags only the selected cell.
- **Image.** Tags the graphic element.
- **Media.** Tags the sound or video file.
- **Section.** Tags the selected section.
- **Hyperlink.** Tags the selected hyperlink.

For more information on these selection options, see [Apply Tags Menu](#) on page 328.

**Note:** If you selected Char Sequence or Single Word on the pop-up menu, you are prompted to select the specific character sequence or single word to tag.

- 5 Click the Save Changes button.

**Note:** If there are any remaining unlinked accessibility tags, saving changes will delete them and their associated accessibility features from the item or passage.

The accessibility tag (and associated accessibility features) is now linked to the specified item or passage content.

### Maintaining Accessibility Features

The IAIP application enables you to maintain accessibility features that have been associated with accessibility tags, including:

- **Modifying accessibility features.** Modifying one or more of the properties assigned to the accessibility feature.
- **Deleting accessibility features.** Removing the accessibility feature from the accessibility tag.

#### Modifying Accessibility Features

Modifying an accessibility feature enables you to change the properties of the feature, but keep it associated with the same accessibility tag.

To modify an accessibility feature:

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

- 1 Select the Define Tags menu.

The Define Tags menu is displayed. For more information, see Define Tags Menu on page 330.

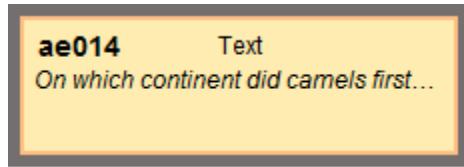
- 2 Select the accessibility tag to modify from the accessibility tags list.

The tagged content and the accessibility tag are highlighted, for example:

- a. Highlighted item text:

On which continent did camels first evolve?

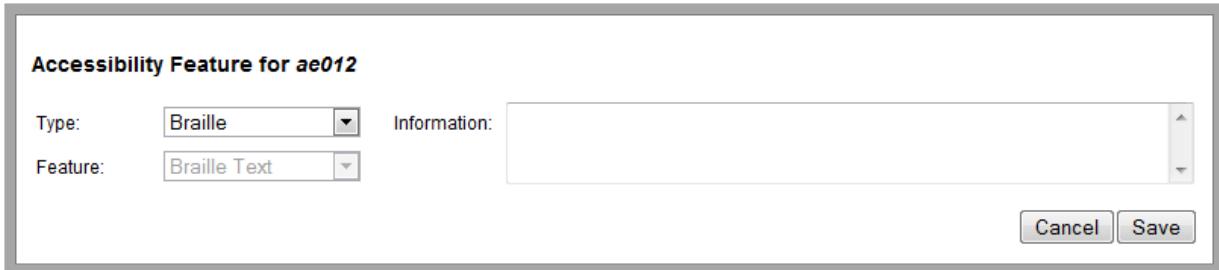
- b. Highlighted accessibility tag:



A list of accessibility features associated with the selected tag is displayed at the bottom of the menu. For more information, see Define Tags Menu on page 330.

- 3 Click the Modify button (✎) corresponding to the accessibility feature to modify.

The define accessibility feature dialog is displayed, for example:



- 4 Complete the elements of the dialog as desired. For more information, see [Define Accessibility Feature Dialog](#) on page 332.

- 5 Click the Save button.

The details of the accessibility feature display in the accessibility features list.

- 6 Click the Save Changes button.

The accessibility feature is now updated.

### Deleting Accessibility Features

Deleting an accessibility feature removes it from the accessibility tag (i.e., the accessibility tag is not removed).

---

**Note:** If you want to delete an accessibility tag and all associated accessibility features, you can simply delete the accessibility tag and all associated features will also be deleted.

---

To delete an accessibility feature:

Begin from the accessibility tagging page. For information, see [Accessibility Tagging Page](#) on page 326.

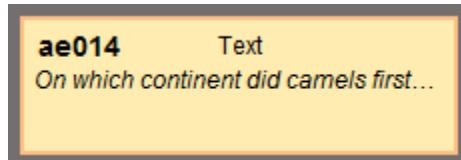
- 1 Select the Define Tags menu.
- 2 Select the accessibility tag to delete from the accessibility tags list.

The tagged content and the accessibility tag are highlighted, for example:

- a. Highlighted item text:

**On which continent did camels first evolve?**

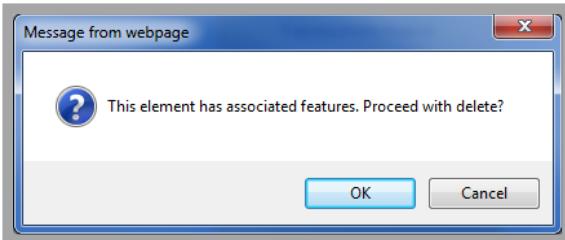
- b. Highlighted accessibility tag:



A list of accessibility features associated with the selected tag is displayed at the bottom of the menu.

- 3 Click the Delete button (X) corresponding to the accessibility feature to delete.

This dialog will prompt enabling you to confirm the deletion:



The accessibility feature is removed from the accessibility tag.

---

**Note:** This procedure does not delete the associated accessibility tag. For information on deleting the accessibility tag, see [Deleting Accessibility Tags](#) on page 633.

---

## Glossary

### ***Accessibility Request***

A mechanism in the IAIP application content development workflow wherein a user requests that accessibility features and/or accommodations be created for a test item or passage. Accessibility requests are routed to users with the accessibility specialist role as a part of the workflow.

### ***Accept Item/Passage***

In the content development workflow, the action of approving/accepting an item or passage. The item or passage advances to the next stage in the workflow for access by other specialists in the content development process.

### ***Accommodation***

Changes made to items or passages or associated content to aid students with disabilities in understanding and completing an item in an administration. Accommodations may be defined at the item level or provided across the platform during an administration.

### ***Administrator***

A user in the IAIP application who is assigned one of three administrator permissions (i.e., super administrator, organization administrator, or program administrator). Users with administrator permissions have additional capabilities outside of the content development workflow, for example, in administering programs, users, and data in the application. The administrator permissions also define the scope at which the user can affect the application (i.e., wider for super administrators to narrower for program administrators).

### ***Art Request***

An mechanism in the IAIP application content development workflow wherein a content creator requests that supporting art or graphics be created for a test item or passage. Art requests are routed to users with the graphic designer role as part of the workflow.

### ***Content Development Workflow***

A role-based content development paradigm for guiding items and passages through the development process. It is built around users with different expertise in the organization, who are responsible for specific tasks at different times in the workflow. A simple analogy for the workflow is an automotive assembly line, wherein works with different skills help to assemble and quality a car on the production line. The workflow ensures that content developers have access to items and passages at the appropriate development stage and that items and passages follow a pre-defined path to completion. A team of a few to hundreds or even thousands of individual users can collaborate on item development using the IAIP application.

### **Content Editor**

The HTML-based graphical editor used to create and modify items, passages, and rubrics in the IAIP application. The content editor is powered by edit-on NG, a third-party Java applet that runs inside the web browser. Upon loading a page containing, you may be prompted to enable the loading and running of the Content Editor, depending on the security settings of your browser. For more information, see [Error! Reference source not found.](#) on page [Error! Bookmark not defined..](#)

### **Development State**

A key metadata attribute in the IAIP application that provides information on maturity and readiness of the item for use in administrations. The content development workflow in the IAIP application is built around the development state of items to ensure that the item is available to the appropriate users at the appropriate time in its development. For example, the development state can be used to identify that an item is assigned to a media designer for the creation of supporting media or an editor for copy review. In the workflow, users do not need to know what development state precedes or follows the current one. Instead, users simply click an intuitive button to move the item or passage ahead or back in the workflow.

### **Distractor**

The possible responses or answers to a multiple-choice question that are not the correct answer.

### **Graphics Formats**

The IAIP application supports multiple formats for graphics, including:

- **Portable Network Graphic (.png).** A common bitmapped image format that supports lossless data compression for delivering images (e.g., palette-based images with 24-bit or 32-bit colors).
- **Joint Photographic Experts Group (.jpg or .jpeg).** A common lossy compression format for delivering images (e.g., digital photographs and scans).
- **Scalable Vector Graphic (.svg).** An open standard for delivering static or dynamic vector graphics (i.e., drawings, illustrations, and line-based animations composed of simple geometric shapes).
- **Encapsulated PostScript (.eps).** A press-optimized format for describing a graphical file within a PostScript document. When uploaded to the application, EPS graphics are exported along with the display graphic when items are moved out of the IAIP application.

### **Hierarchy**

See *Standards Hierarchy*.

### **IMS QTI/APIP**

An XML document structure for encoding and representation of items and associated content.

---

**Note:** The IAIP application supports the import and export of IMS QTI/APIP items. However, it does not support the modification of these items, except for certain metadata attributes.

---

### ***Image***

A graphics file (e.g., photograph, drawing, map, or diagram) that can be imbedded in items or passages in the IAIP application. The application supports a number of source file formats for graphics files. For more information, see *Graphics Formats*.

### ***Item***

One of the entities managed by the IAIP application in the content development workflow; items are the test questions. The IAIP application supports multiple formats for items (e.g., true/false, multiple choice, short answer). Items are managed through the development process via the content development workflow, which enables appropriate users to access, modify, and review items at an appropriate stage of development.

### ***Item Alternate***

Item alternates are entities in the IAIP application that share the same source item, but provide alternative versions of the item content for non-English languages and accessibility needs.

### ***Item Enemy***

An item that should not be included on a test form with a similar or related item. The IAIP application enables users to flag one or more enemies for each item. During form creation, information on item enemies is made available to form creators.

### ***Item Format***

A metadata attribute for items in the IAIP application that define the type of test item from these supported options:

- **Selected Response.** A traditional item in which the student selects an answer from a pre-defined list of responses (e.g., multiple choice or true/false). Selected response items are closed-ended, where all possible answers are provided to the student.
- **Constructed Response.** A traditional item in which the student enters a response via a keyboard or other input device (e.g., fill in the blank, short answer, essay). Constructed response items are open-ended, where possible answers are not provided to the student.
- **Activity Based.** An offline item in which the student demonstrates a skill or knowledge to the teacher or proctor outside of the testing platform.
- **Performance Task.** An advanced item type in which students apply their skills and knowledge to respond to complex real-world problems. These items gather related questions and activities together to measure depth of knowledge, writing, research skills, and complex analysis.

### ***Item ID***

See *Item Name*.

### **Item Name**

The unique string of characters, numbers, and symbols associated with each item in the IAIP application. An item's identifier remains constant within the IAIP application throughout the content development process.

### **Item Revision**

The IAIP application supports the capturing of each instance of an item during the content development workflow (i.e., the state of the item at each point along the content development workflow). This helps to ensure the traceability of changes through the workflow and to identify specific changes introduced in a specific workflow stage.

You can view item revisions by selecting the Item Audit Log option on the Manage menu of the Item Administration page.

### **Item Statistics**

Data on the performance attributes of an item that can be imported into the IAIP application to aid in item and test development, etc. The IAIP supports the association of multiple sets of data with items to support data collection in different administrations (e.g., pilots tests, field tests, operational tests, etc.).

### **Item Version**

The IAIP application supports the versioning of items that have been used in a previous administration. Versioning an item enables you to copy a previously administered item for use in another administration, while preserving the original item.

---

**Note:** Item versions and item revisions are entirely different.

---

Previous item versions cannot be modified or deleted in the IAIP application. If an item has been versioned, prior versions will display in a red font, for example:

<input type="checkbox"/>	VE-IP-01	0	APIPv1.0 Entry Profile Single T/F Item Test Instance	Selected Response		Development	Super Admin, System	—		Unlocked	-- Options --
<input type="checkbox"/>	VE-IP-01	1	APIPv1.0 Entry Profile Single T/F Item Test Instance	Selected Response		Development	ItemWriter, AH	—		Unlocked	-- Options --
<input type="checkbox"/>	VE-IP-01	2	APIPv1.0 Entry Profile Single T/F Item Test Instance	Selected Response	Knowledge of	Development	ItemWriter, AH	Hard		Unlocked	-- Options --

In this example, item VE-IP-01 has been versioned twice as indicated by the two red item ID entries. The version numbers are 0 (i.e., the original) and 1 and 2, the later versions.

---

**Note:** You cannot open a previous version of an item for editing. Attempting to open a previous version will open the current version instead.

---

### **Media**

An audio, video, or audio/video file (e.g., slideshow, sound clip, song, movie, or spoken voice) that can be imbedded in items or passages in the IAIP application. The application supports a number of source file formats for media files. For more information, see *Media Formats*.

### **Media Formats**

The IAIP application supports several file formats for media content, including:

- **MPEG-1 or MPEG-2 Audio Layer III (.mp3).** A common digital audio-only format that supports lossy data compression.
- **MPEG-4 or MP4 (.mp4, .m4a, m4\_v).** A common digital audio and video format used to store audio and video streams, subtitles, and images.
- **Apple MP4 Format or M4V (.m4v).** A digital video format developed by Apple that closely matches the MP4 format. It supports Apple's digital rights management copy protection and Dolby Digital audio.

### ***Media Request***

A mechanism in the IAIP application content development workflow wherein a content creator requests that supporting audio, video, or audio/video files be created for a test item or passage. Art requests are routed to users with the media designer role via the content development workflow.

### ***Metadata***

Attributes in the IAIP application that describe the traits and characteristics of items, passages, and rubrics. Metadata is used to provide information on content that is visible, searchable, and queryable without opening the item, passage, or rubric. For example, the development state metadata attributed defines an item or passage's progress in the development workflow.

### ***Metafile***

Files uploaded to the IAIP application, which provide additional information for developing items and passages to users of the content development workflow. Typical types of content contained in metafiles include item specifications, passage specifications, and copyright/DRM artifacts.

### ***Multimedia***

Files that provide audio, video, and audio/video content to the student during an administration. The IAIP application supports the development of items and passages with rich multimedia content via the content development workflow.

### ***Organization***

The highest level of structure for managing content and users within the IAIP application. Although the scope and scale of an organization in the IAIP application varies, an organization is analogous to a consortium, school district, or state-level education authority. In the multi-tenant architecture of the IAIP application, each organization defines a different set of users and content, separate from all others.

### ***Passage***

A written piece of content (e.g., biography, story, poem, or essay) that is used to develop items in the IAIP application. During an administration, the student can view passages associated with an item in order to complete the prompt or question. Passages can be used in any or all content areas, but are more common in the ELA subject area.

### ***Passage/Item Sets***

A single passage and associated group of items that can be generated together in the IAIP application. The passage and each associated item is developed separately in the IAIP application via a unique path through the content development workflow. However, the relationship of each item to the passage is preserved in the system.

### ***Program Metafile***

Provide additional information on items and passages in the content development workflow that aids item developers in meeting the objectives of the test development program.

Program metafiles are created outside of the IAIP application and uploaded to a specific program. Once in the system, program metafiles provide information that guides content developers with such information as:

- Item specifications
- Passage specifications
- Copyright/DRM artifacts

### ***Permissions***

Determine users' access to pages and controls in the IAIP application outside of the content development workflow. The IAIP application utilizes access permissions as well as role-based security to define each user's permissions in the application. While permissions define users' access to the administrative interface of the IAIP application, roles define the users' access to items and passages in the content development workflow.

### ***Program***

A structure for organizing items in the IAIP application analogous to item pools. Content that is developed in the IAIP application is assigned a program for managing common content together. Users can access programs only to which they have been granted access. IAIP programs offer a great deal of flexibility in organizing, grouping, and managing items.

### ***Prompt***

The component of an item that provides immediate guidance to the student regarding the associated interaction. A prompt is the question or statement of the problem presented to the student for solving. In the IAIP application, prompts are associated with interactions, and modified via the Content Editor.

### ***Publication Status***

A key metadata attribute in the IAIP application that provides information on the inclusion of items in an administration to students. For example, the publication status can be used to identify that the item is used outside of the IAIP application (e.g., in equating, field testing, or operational, etc.).

### ***Queue***

See Work Queue.

### ***Recall Item/Passage***

An action performed by a user in the content development workflow to return the item or passage to his or her work queue. For example, if the user wants to make an additional modification or include an additional note in an item that is no longer in her work queue, she can recall the item; make the modification; and then return it to the next appropriate queue.

### ***Reject Item/Passage***

An action performed by a user in the content development workflow to return the item or passage to the previous work queue in order to complete additional work, add more information, or make a correction. Upon making the modification, the item or passage is returned to the user's queue for review. For example, a content specialist can reject a passage with a note requesting that specific changes be made prior to advancing in the workflow.

### ***Role***

In the role-based security paradigm utilized in the IAIP application, a role defines the users access to items and passages in the content development workflow. The workflow determines which users have access to content and at what times, while managing the progression of the content through development and to completion. Each user can be assigned a single role in the system. While roles define the users' access to items and passages in the content development workflow, permissions define users' access to the administrative interface of the IAIP application.

### ***Rubric***

Information provided to users of the IAIP application for human scoring items (e.g., essay or performance items). Typically, a rubric provides a description of attributes mapped to the different scoring points available for an item, enabling partial credit to be assigned to the work appropriate to the student's performance.

### ***SBAIF***

An XML document structure for encoding and representation of items. It is based on the AIR Item Representation Format, and is used by the SBAC to represent the SBAC assessment items.

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**Note:** The IAIP application supports the import and export of SBAIF items. However, it does not support the modification of SBAIF items, except for certain metadata attributes.

---

### ***Standards Hierarchy***

An external content authority that can be used to map test items with specific skills or capabilities for a given grade level and content area. The IAIP application provides Common Core Content Standards (CCCS) via an external service, and supports the mapping of each item to a single primary content standard and multiple secondary content standards.

### **User Account**

A single, unique set of attributes and permissions that provides access to the IAIP application. Each person who uses the IAIP application is associated with a user account, which provides access to the pages and functions of the application via role-based security and permissions. Each user account can be associated with a single role in the application.

### **Workflow**

See *Content Development Workflow*.

### **Workstream**

A single, unique instance of the content development workflow associated with a single item or passage in the IAIP application. The IAIP application tracks all changes to items and passages in the workflow. Each item and passage is managed via the content development workflow, but can take a unique path through the system to completion, depending on user action in the workflow.

### **Workgroup**

Brings together specific users and content in the content development workflow to help focus the development of items and passages within a program. A workgroup is an exclusive container that enables users in the workgroup to access only content from the specified grade level and content area associated with the workgroup. For example, creating a workgroup for middle school mathematics enables users assigned to the workgroup to access only items and passages associated with middle school math.

### **Work Queue**

The items and passages available to a given user in the content development workflow. The content development workflow helps to manage and guide content under development through each development and review stage to completion. A user's work queue is defined by a user role. Some work queues are exclusively assigned to a specific user (e.g., item writer, media designer, graphic designer, or accessibility specialist), while others define pools of work that can be accessed by multiple users (e.g., content specialists or committee reviewers).

The work in a user's queue depends on the maturity of content in the development process. For example, a copy editor has access only to items and passages that are nearing completion in order to provide proofing and final review.

---

## Appendix A: Content Metadata

This appendix defines the different metadata fields used to capture and store information about items, passages, and rubrics in the IAIP application. Metadata is useful for communicating details about IAIP content to users of the IAIP application, without requiring users to view the item itself. Metadata can be used for searching and filtering items, passages, and rubrics in the IAIP application.

### Item Metadata

The IAIP application supports the capture and storing of a wide range of information about items, herein called item metadata. For example, item metadata can be imported from QTI-compliant XML packages using mass item import, defined via Item BP Generator or specified in the passage/item set. This section lists the supported metadata fields for items.

Field Name	Description
Description	Required. Provides information about the item that will help in identifying it in the IAIP application.
Item Format	<p>Specifies the format of the item, from a set of supported formats:</p> <ul style="list-style-type: none"><li>• Selected Response</li><li>• Constructed Response</li><li>• Activity Based</li><li>• Performance Task</li><li>• Unsupported*</li></ul> <p>* Indicates items that are imported into the IAIP application, but cannot be modified (e.g., imported IMS and SBAIF items).</p> <p>For examples that illustrate the Item Format, see <a href="#">Interactions Menu – Items</a> on page 218.</p>
Difficulty	Required. Identifies the relative difficulty of the item from these options:
Content Area	The subject area associated with the item from these options: <ul style="list-style-type: none"><li>• MATH</li><li>• ELA</li></ul>
Grade Level	The grade level associated with the passage in the conventional format (i.e., K through 12).
Grade Span Start	The lowest grade for which the item is appropriate.
Grade Span End	The highest grade for which the item is appropriate.
Depth of Knowledge	Identifies the depth of knowledge being measured on a scale from 1 to 4.
Item Points	Specifies the number of points associated with the item from 1 to 16).

## Appendix A: Content Metadata

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Field Name	Description
Publication Status	<p>Specifies the current publishing status of the item. It is useful for staging items for processing together (e.g., to prepare for an administration).</p> <ul style="list-style-type: none"><li>• Embedded Field Test</li><li>• Equating</li><li>• Field Reviewed</li><li>• Field Test</li><li>• Field Tested</li><li>• Operational</li><li>• Operational Equating</li><li>• Pilot</li><li>• Pilot Tested</li><li>• Ready for Field Review</li><li>• Ready for Field Test</li><li>• Ready for Operational</li><li>• Ready for Pilot Test</li><li>• Rejected</li><li>• Released</li></ul>
Development State	<p>Specifies the stage of the item in the content development workflow.</p> <ul style="list-style-type: none"><li>• Approved</li><li>• Banked</li><li>• Committee Review</li><li>• Consortium Review</li><li>• Content Review 1</li><li>• Content Review 2</li><li>• Content Review 3</li><li>• Copy Review</li><li>• Create Accessibility</li><li>• Create Art</li><li>• Create Media</li><li>• Data Review</li><li>• Development</li><li>• Edit Accessibility</li><li>• Edit Art</li><li>• Edit Media</li><li>• Post Admin Review</li><li>• QC Presentation Review</li><li>• Query Resolution</li><li>• Rejected</li><li>• Released</li><li>• Retired</li></ul>
Assigned Writer	Required. Identifies the IAIP user with the item writer to which the item is assigned in the format last_name, first_name [IAIP_user_name].
Source Document	Provides the name of a source document associated with the item.

Field Name	Description
Language	Identifies the language of the item from these options: <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> </ul>
Due Date	Identifies the date by which the item is to be completed.
Readability Index	Defines the ease of with which the passage can be read and understood (i.e., via a standard index).

### Imported Metadata

This section describes the metadata that is imported from XML packages in IMS QTI 2.1 or Smarter Balanced Assessment Item Format (SBAIF) format using the IAIP application's item import features. Data imported from the manifest file of a QTI-compliant package will be loaded to the IAIP application in its original XML format. Where appropriate, such data is used to supply values for the item metadata in the IAIP application.

This capability enables you to import item content into the application, (i.e., items, item alternates, passages, and associated graphics and media, as well as item metadata) that was created in another item authoring system or in another instance of the IAIP application.

These considerations apply to the import of item packages:

- Item metadata will be stored in the IAIP application with the corresponding item or passage in XML format exactly as it is received.
- Items that contain unsupported interaction types are imported into the IAIP application, but cannot be modified in the application.
- For more information on the capabilities for editing imported items, see [Imported Item Editing](#) on page 470.

This section describes how item metadata imported from the manifest file is mapped to IAIP item metadata fields.

- For more information on importing item packages, see [Importing Content into the IAIP Application](#) on page 460.
- For more information on imported data, see [Chapter 8: Administering IAIP Data](#) on page 459.

### Passage Metadata

The IAIP application supports the capture and storing of a wide range of information about passages, herein called passage metadata. For example, passage metadata can be imported from QTI-compliant XML packages using selected item import or mass item import, defined in passage/item sets, or manually entered when creating a new passage in the IAIP application. This section lists the supported metadata fields for passages.

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**Note:** Although the passage metadata fields are defined in this section, the standards and conventions of your program will define appropriate values for passage metadata.

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## Appendix A: Content Metadata

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Field Name	Description
Subject	The subject area associated with the passage from these options: <ul style="list-style-type: none"><li>• MATH</li><li>• ELA</li></ul>
Grade Level	The grade level associated with the passage in the conventional format (i.e., K through 12).
Grade Span Start	The lowest grade for which the passage is appropriate.
Grade Span End	The highest grade for which the passage is appropriate.
Summary	Can be used to provide additional detail on the passage.
Genre	The category of the passage from these options: <ul style="list-style-type: none"><li>• Poem</li><li>• Fiction</li><li>• Proofreading</li><li>• Non-fiction</li><li>• Biography/Interview</li><li>• Information Resource</li><li>• Drama</li></ul>
Sub-Genre	More specific detail defining the genre of the passage.
Topic	Defines the subject matter of the passage.
Readability Index	Defines the ease of with which the passage can be read and understood (i.e., via a standard index).
Reading Level Notes	Provides additional detail on the readability of the passage.
Cross Curriculum	Identifies another curriculum area associated with the passage from these options: <ul style="list-style-type: none"><li>• None</li><li>• Science/Technology/Math</li><li>• Social Studies</li><li>• Fine Arts</li><li>• Health/Physical Education</li></ul>
Character Ethnicity	Identifies the ethnicity of the primary character(s) in the passage from these options: <ul style="list-style-type: none"><li>• White</li><li>• African-American</li><li>• Native American</li><li>• Asian-American</li><li>• Mexican-American-Latino</li><li>• Foreign</li></ul>
Character Gender	Identifies the gender of the primary character(s) in the passage.

Field Name	Description
Language	<p>Identifies the language of the passage from these options:</p> <ul style="list-style-type: none"><li>• English</li><li>• Spanish</li></ul>
Publication Status	<p>The current publishing status of the item. This field is useful for staging items for processing together (e.g., to prepare for an administration).</p> <ul style="list-style-type: none"><li>• Embedded Field Test</li><li>• Equating</li><li>• Field Reviewed</li><li>• Field Test</li><li>• Field Tested</li><li>• Operational</li><li>• Operational Equating</li><li>• Pilot</li><li>• Pilot Tested</li><li>• Ready for Field Review</li><li>• Ready for Field Test</li><li>• Ready for Operational</li><li>• Ready for Pilot Test</li><li>• Rejected</li><li>• Released</li></ul>
Assigned Writer	<p>Identifies the IAIP user with the item writer to which the passage is assigned.</p>

## Appendix A: Content Metadata

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Field Name	Description
Development State	<p>Specifies the stage of the item in the content development workflow. The value of this metadata field determines which item development work queue to which the passage is assigned. Therefore, defining which users can access the passage in the content development workflow.</p> <ul style="list-style-type: none"><li>• Approved</li><li>• Banked</li><li>• Committee Review</li><li>• Consortium Review</li><li>• Content Review 1</li><li>• Content Review 2</li><li>• Content Review 3</li><li>• Copy Review</li><li>• Create Accessibility</li><li>• Create Art</li><li>• Create Media</li><li>• Data Review</li><li>• Development</li><li>• Edit Accessibility</li><li>• Edit Art</li><li>• Edit Media</li><li>• Post Admin Review</li><li>• QC Presentation Review</li><li>• Query Resolution</li><li>• Rejected</li><li>• Released</li><li>• Retired</li></ul>

### Rubric Metadata

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**Note:** Some fields are read-only on this menu, depending on your permissions.

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Field Name	Description
Content Area	The subject area associated with the rubric from these options: <ul style="list-style-type: none"><li>• MATH</li><li>• ELA</li></ul>
Grade Level	The grade level associated with the rubric in the conventional format (i.e., K through 12).
Description	Provides information about the rubric that will help in identifying it in the IAIP application.

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## Appendix B: Demonstration Environment

This appendix documents the online demonstration site that provides the basic structures, users, and content necessary to help users new to the IAIP application learn how to use the application. The intent of the demo environment is to provide a sandbox where users involved in SBAC item development can come to learn about the IAIP application and its use in managing the item development workflow. The demo site is intended to provide a wide-open environment for exploration and experimentation with the application.

It includes a small subset of data that helps in demonstrating the user interface and functions in the application as well as the item development workflow. Multiple user accounts are provided, each with a different role and permission, so that users can log in as a user with a different role and better understand the operations each user can perform as well as how items and passages move through the item development workflow. Additional data will be created to support ongoing training.

The demo environment includes sample IMS Global item data that was imported into the application. The items have different representative formats and are placed in different stages of the item development workflow.

Users are free to work in the workflow or via administrator pages to manipulate the data in any way they like. Each day, the original data set will be restored and all user changes will be deleted.

The URL of the IAIP Demonstration (Demo) environment is:

<https://sbac07demo.pacificmetrics.com/login.html>

Any user-created data in the system will be removed from the application at the end of the day, so that the system can be restored to a clean state for the next day.

► Best Practice

Because the demo site can be accessed by many users at the same time, this recommended best practice will ensure that all users have access to usable data each time they log in.

Users should not modify the demo data directly. Instead, the demo items should be copied and only the copies modified. This will ensure that all users will have access to valid sample data in the sandbox.

### Demo Data

This section describes the available data in the demo environment.

#### User Accounts

User Name	Password	Role	Administrator Permissions
AccessSpec	as1234	Accessibility Specialist	None
ContSpec1	cs11234	Content Specialist	Program Administrator
ContSpec2	cs21234	Content Specialist	None
Democdesbac15	Not provided	None	None

## Appendix B: Demonstration Environment

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User Name	Password	Role	Administrator Permissions
GraphDesign	gd1234	Graphic Designer	None
ItemWriter1	iw11234	Item Writer	None
ItemWriter2	iw21234	Item Writer	None
Super Admin	Not provided	Content Specialist	Super Admin

### Items

The items in the demonstration environment were created from sample APIP-QTI content provided by IMS Global.

Users should not modify the provided demo data directly. Instead, the demo items should be copied, and only the copies modified. This will ensure that all users will have access to valid sample data in the sandbox. For information on copying items, see [Copying an Item](#).

Item Name	Notes
Item Alternates	Item alternate placeholders for Spanish language translations.
SBA1-IW1_0001-0001	Item alternate associated with WRK-VE-IP-01
SBA1-IW1_0001-0002	Item alternate associated with WRK-VE-IP-02
Master Versions of Sample Items	Unmodified IMS Global sample items. These items are provided to illustrate how the application processes the IMS Global sample items in an item import. It is strongly recommended that these not be modified directly. Instead, create a copy and modify the copy.
VE-IP-01	Master version of Single T/F Item Test Instance. See <a href="#">VE-IP-01</a> on page 662.
VE-IP-02	Master version of Single MC/SR Item Test Instance. See <a href="#">VE-IP-02</a> on page 663.
VE-IP-03	Master version of Single MC/MR Item Test Instance. See <a href="#">VE-IP-03</a> on page 664.
VE-IP-04	Master version of Single FIB Item Test Instance. See <a href="#">VE-IP-04</a> on page 665.
VE-IP-05	Master version of Single Essay Item Test Instance. See <a href="#">VE-IP-05</a> on page 666.

Item Name	Notes
Working Copies of Sample Items	Copies of the master sample items that have been modified to demonstrate product features. It is strongly recommended that these not be modified directly. Instead, create a copy and modify the copy.
WRK-VE-IP-01	Copy of VE-IP-01 that has been entered into the workflow.
WRK-VE-IP-02	Copy of VE-IP-02 that has been entered into the workflow.
WRK-VE-IP-03	Copy of VE-IP-03 that has been entered into the workflow.
WRK-VE-IP-04	Copy of VE-IP-04 that has been entered into the workflow.
WRK-VE-IP-05	Copy of VE-IP-05 that has been entered into the workflow.

Figure 240: List of Items in the Demo Environment

	Name	Version	Description
<input type="checkbox"/>	VE-IP-01	0	API Pv1.0 Entry Profile Single T/F Item Test Instance
<input type="checkbox"/>	VE-IP-02	0	API Pv1.0 Entry Profile Single MC/SR Item Test Instance
<input type="checkbox"/>	VE-IP-03	0	API Pv1.0 Entry Profile Single MC/MR Item Test Instance
<input type="checkbox"/>	VE-IP-04	0	API Pv1.0 Entry Profile Single FIB Item Test Instance
<input type="checkbox"/>	VE-IP-05	0	API Pv1.0 Entry Profile Single Essay Item Test Instance
<input type="checkbox"/>	WRK-VE-IP-01	0	API Pv1.0 Entry Profile Single T/F Item Test Instance
<input type="checkbox"/>	WRK-VE-IP-02	0	API Pv1.0 Entry Profile Single MC/SR Item Test Instance
<input type="checkbox"/>	WRK-VE-IP-03	0	API Pv1.0 Entry Profile Single MC/MR Item Test Instance
<input type="checkbox"/>	WRK-VE-IP-04	0	API Pv1.0 Entry Profile Single FIB Item Test Instance
<input type="checkbox"/>	WRK-VE-IP-05	0	API Pv1.0 Entry Profile Single Essay Item Test Instance
<input type="checkbox"/>	SBA1-IW_0001-0001	0	API Pv1.0 Entry Profile Single T/F Item Test Instance
<input type="checkbox"/>	SBA1-IW_0001-0002	0	API Pv1.0 Entry Profile Single MC/SR Item Test Instance

### **Copying an Item**

Copying an item enables you to duplicate an item with a different name, so that the new item can be modified in the item development workflow without affecting the original item. You can copy only a single item at a time via the Item Management page.

To copy an item:

- 1 Log in as ContSpec1.
- 2 Select the program containing the items to duplicate via the program option.
- 3 Specify filter criteria as desired on the Standards Hierarchy, Statistics, and Item Metadata menus of the Item Management page.
- 4 Once you have entered filter criteria that cause the desired items to display in the items list, select the item to copy from the items list. For example:

Name	Version	Description	Item Format	Bloom's Taxonomy	Dev State	Editor	Difficulty	Source Document	Review
SBA1-IW1_001-0001	0	API Pv1.0 Entry Profile Single FIB Item Test Instance	Constructed Response		Development	Writer, Item1	Medium		Unlocked
SBA1-IW1_001-0002	0	API Pv1.0 Entry Profile Single T/F Item Test Instance	Selected Response		Development	Writer, Item1	Medium		Unlocked
SBA1-IW1_001-0003	0	API Pv1.0 Entry Profile Single MC/SR Item Test Instance	Selected Response		Development	Writer, Item1	Medium		Unlocked
VE-IP-01	0	API Pv1.0 Entry Profile Single T/F Item Test Instance	Selected Response		Development	Writer, Item1	Medium		Unlocked
VE-IP-02	0	API Pv1.0 Entry Profile Single MC/SR Item Test Instance	Selected Response		Development	Super Admin, System	--		Unlocked
VE-IP-03	0	API Pv1.0 Entry Profile Single MC/MR Item Test Instance	Selected Response		Development	Super Admin, System	--		Unlocked
VE-IP-04	0	API Pv1.0 Entry Profile Single FIB Item Test Instance	Constructed Response		Development	Super Admin, System	--		Unlocked
VE-IP-05	0	API Pv1.0 Entry Profile Single Essay Item Test Instance	Constructed Response		Development	Super Admin, System	--		Unlocked
WRK-VE-IP-01	0	API Pv1.0 Entry Profile Single T/F Item Test Instance	Selected Response		Development	Writer, Item1	Medium		Unlocked

You can select only a single item for copying.

- 5 Select the Group Process menu.
- 6 Enter a new name for the item in the Rename field.

It is recommended that the user include a logical identifier (e.g., initials or first name and last initial) in the item to name to make the items easy to identify and locate in the system.

For example:

Standards Hierarchy	Item Metadata	Group Process
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Rename:</b> <input type="text" value="RPS_WRK-VE-IP"/> </div> <div style="width: 30%;"> <input type="button" value="Rename Selected"/> </div> </div>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Copy:</b> <input type="text" value="RPS_WRK-VE-IP"/> </div> <div style="width: 30%;"> <input type="button" value="Copy Selected"/> </div> </div>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Author:</b> <input type="text"/> </div> <div style="width: 30%;"> <input type="button" value="Assign Author"/> </div> </div>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Development State:</b> <input type="text"/> </div> <div style="width: 30%;"> <input type="button" value="Assign Dev State"/> </div> </div>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Publication Status:</b> <input type="text"/> </div> <div style="width: 30%;"> <input type="button" value="Assign Pub Status"/> </div> </div>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Review:</b> <input type="text" value="Unlock"/> </div> <div style="width: 30%;"> <input type="button" value="Set Review"/> </div> </div>   <div style="display: flex; justify-content: space-between; font-size: small;"> <span><input type="button" value="Search"/></span> <span><input type="button" value="Return"/></span> <span>100</span> <span>Enter numeric value or ('All' or blank for all results).</span> </div> </div>		

- 7 Click the Copy button.

The new item will be created, duplicating the original item.

### Passages

The Great Lakes passage is available in the demo environment. It is associated with WRK-VE-IP-04. It includes a few paragraphs and a graphic.

Figure 241: Great Lakes Passage

**Assigned Passages**

**Name:** Great Lakes

**Genre:**

[Remove](#)

The North American Great Lakes are the largest group of freshwater lakes in the world, containing more than 20% of the world's fresh, surface water. They define part of the border between the United States and Canada. From west to east, the Great Lakes include Lake Superior, Lake Huron, Lake Michigan, Lake Erie, Lake Ontario, then exit to the Atlantic Ocean via the St. Lawrence Seaway. Of the five lakes, Lake Michigan is the only one that is located entirely within the United States.

Because of their size and navigability, the Great Lakes have served as a major water-based transportation and trade route for areas now known as the upper Mid-West of the United States and lower, central Canada. Through early portages, where goods and water vessels were manually carried around non-navigable sections of the waterway, to the extensive dam and lock systems in place today, the topography of the Great Lakes has supported long-distance travel from the Atlantic Ocean throughout the Great Lakes region and beyond.

The lakes formed as the last glacial period ended, and the basins carved by the glaciers filled with water. Though divided into 5 distinct basins, the consistent height of the lakes forms them into a single inter-connected waterway. In fact, 4 of the 5 Great Lakes have roughly the same altitude, though their depths vary greatly. This eases travel between these lakes.

[Assign Another Passage](#)

Users should not modify the demo data directly. Instead, users should create additional passages as desired. This will ensure that all users will have access to valid sample data in the sandbox.

### Creating a Passage

- 1 Log in as an item writer or content specialist.
- 2 Click the Create/Edit Passage button on the Main Menu.
- 3 Enter a name of the passage and click the Create button.

It is recommended that the user include a logical identifier (e.g., initials or first name and last initial) in the item to name to make the items easy to identify and locate in the system.

Enter a Passage name to Create or Edit:

Program: SBAC\_Demo\_Program

Name: RPS\_Test Passage 9

- 4** Define the attributes of the passage.
- 5** When finished, click the Save Passage button on the Preview menu.

The system will display a confirmation message that your passage was created successfully.

### Rubrics

The rubric GR4-5\_4 Point is associated with WRK-VE-IP-05. It represents a 4 point rubric with 5 criteria.

Figure 242: Great Lakes Passage

Construct Measured	Score Point 4	Score Point 3	Score Point 2	Score Point 1	Score Point 0
<b>Reading</b> Comprehension of Key Ideas and Details	The student response provides an accurate analysis of what the text says explicitly and inferentially and references the text explicitly to support the analysis, showing full comprehension of complex ideas expressed in the text(s).	The student response provides a mostly accurate analysis of what the text says explicitly and inferentially and references the text to support the analysis, showing comprehension of ideas expressed in the text(s).	The student response provides a minimally accurate analysis of what the text says and may reference the text showing limited comprehension of ideas expressed in the text(s).	The student response provides inaccurate analysis of text, showing little to no comprehension of ideas expressed in the text.	
<b>Writing</b> Written Expression	The student response addresses the prompt and provides effective and comprehensive development of the topic and/or narrative elements by using clear reasoning, details, and/or description; the development is consistently appropriate to the task,	The student response addresses the prompt and provides effective development of the topic and/or narrative elements by using reasoning, details, and/or description; the development is largely appropriate to the task, purpose, and	The student response addresses the prompt and provides effective development of the topic and/or narrative elements1 by using limited reasoning, details, and/or description; the development is limited in its appropriateness to the task, purpose, and	The student response addresses the prompt and develops the topic and/or narrative elements1 minimally by using limited reasoning, details, and/or description; the development is limited in its appropriateness to the task, purpose, and	The student response underdeveloped and therefore inappropriate for the task, and/or a
Development of Ideas					

Users should not modify the demo data directly. Instead, users should create additional rubrics as desired. This will ensure that all users will have access to valid sample data in the sandbox.

### ***Creating a Rubric***

- 1** Log in as an item writer or content specialist.
- 2** Click the Create/Edit Rubric button on the Main Menu.
- 3** Enter a name of the rubric, and click the Create button.

## Appendix B: Demonstration Environment

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It is recommended that you include a logical identifier (e.g., your initials or first name and last initial) in the name of the rubric to make it easy to identify and locate in application. For example:

The screenshot shows a user interface for creating a rubric. At the top left is a button labeled "Upload". Below it is a text input field with the placeholder "Enter a Rubric name to Create or Edit:". Underneath this is a row of controls: a dropdown menu labeled "Program" containing "SBAC\_Demo\_Program", a "Create" button, and another row with a text input "Name" containing "RPS\_Great Lakes Rubric" and an "Edit" button.

The Create Rubric page is displayed.

- 4 Define the contents and attributes of the rubric via the Content, Metadata, and Template menu.
- 5 When finished, click the Save Rubric button on the Preview menu.

The system displays confirmation message that your passage was created successfully.

## Content Development Workflow

The working copies of the sample APIP-QTI items have been entered into the workflow. This will enable you to log in as the user to which the item is assigned and work with the item in the workflow.

Item/Passage Name	Development state	Assigned Writer	User Role Queue
SBA1-IW1_001-0001	Development	ItemWriter1	ItemWriter1
SBA1-IW1_001-0002	Development	ItemWriter1	ItemWriter1
VE-IP-01	Development	N/A	N/A
VE-IP-02	Development	N/A	N/A
VE-IP-03	Development	N/A	N/A
VE-IP-04	Development	N/A	N/A
VE-IP-05	Development	N/A	N/A
WRK-VE-IP-01	Development	ItemWriter1	ItemWriter1
WRK-VE-IP-02	Edit Accessibility	ItemWriter1	AccessSpec
WRK-VE-IP-03	Development	ItemWriter1	ItemWriter1
WRK-VE-IP-04	Create Art	ItemWriter2	GraphicDesigner
WRK-VE-IP-05	Content Review 1	ItemWriter2	ContSpec1 and ContSpec2
Great Lakes (Passage)	Development	ItemWriter1	ItemWriter1

---

**Note:** Logging in as the user in the User Role Queue column will enable you to access the associated item or passage from the appropriate review queue.

---

### Sample Items

This section provides previews of the sample items for reference.

Because the sample items in the workflow (i.e., WRK-VE-IP-01 through WRK-VE-IP-05) are copied from the corresponding APIP\_QTI sample items (i.e., VE-IP-01 through VE-IP-05), their content is the same.

#### VE-IP-01/WRK-VE-IP-01

**Save Item**

**Preview**

Answer the following question.

Sigmund Freud and Carl Jung both belong to the psychoanalytic school of psychology.

A True

B False

**Key:**

A) Correct

**Media Assets**

Item Part	Filename	Description	File Size	Actions
No Media Assets				

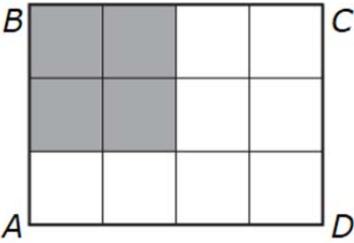
**Description:** API Pv1.0 Entry Profile Single T/F Item Test Instance

**Difficulty:**

**Source Doc:**

## VE-IP-02/WRK-VE-IP-02

Save Item Preview



In the figure above, what fraction of the rectangle  $ABCD$  is shaded?

A  $\frac{1}{6}$

B  $\frac{1}{5}$

C  $\frac{1}{4}$

D  $\frac{1}{3}$

— — 1

VE-IP-03/WRK-VE-IP-03

Save Item      Preview

Ms. Smith's class contains 24 students. Each student voted for his or her favorite color. The result of the class vote is shown in the table below.

Results of the Class Vote

Color	Number of Students
Red	12
Blue	6
Green	4
Yellow	2

Indicate which of the following statements are accurate.

A The majority of students voted for Red.

B Twice as many students voted for Red as voted for Blue.

C Two percent of students voted for Yellow.

D Red received more votes than any other color.

E Twenty-five percent of students voted for Green

## VE-IP-04/WRK-VE-IP-04

Preview

Canada and the United States share 4 out of the 5 Great Lakes in central North America.

Which lake is entirely within the boundaries of the United States?

Type your answer here:

**Key:**

Correct Answer : Lake Michigan

Media Assets

Item Part	Filename	Description	File Size	Actions
No Media Assets				

Description: API Pv1.0 Entry Profile Single FIB Item Test Instance

Difficulty:

Source Doc:

Rubric:

VE-IP-05/WRK-VE-IP-05

Preview

**Save Item**



**An Unbelievable Night**

by Franz Hohler

Anina was ten years old, so even half asleep she could find her way from her room to the bathroom. The door to her room was usually open a crack, and the nightlight in the hallway made it light enough to get to the bathroom past the telephone stand.

One night, as she passed the telephone stand on her way to the bathroom, Anina heard something that sounded like a quiet hissing. But, because she was half asleep, she didn't really pay any attention to it. Anyway, it came from pretty far away. Not until she was on her way back to her room did she see where it came from. Under the telephone stand there was a large pile of old newspapers and magazines, and this pile now began to move. That was where the noise was coming from. All of a sudden the pile started to fall over — right, left, forwards, backwards — then there were newspapers and magazines all over the floor.

Anina could not believe her eyes as she watched a grunting and snorting crocodile come out from under

## Appendix C: References

### *QTI Specification*

<http://www.imsglobal.org/question/>

### *Common Cartridge Specification*

<http://www.imsglobal.org/cc/>

### *APIP Specification*

<http://www.imsglobal.org/api/>

### *XHTML Elements Supported in QTI*

[http://www.imsglobal.org/question/qtiv2p1/imsqti\\_infov2p1.html#section10063](http://www.imsglobal.org/question/qtiv2p1/imsqti_infov2p1.html#section10063)

### *Edit-on NG Documentation*

<http://www.realobjects.com/fileadmin/products/eong/documentation/html/index.html>



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## Appendix D: Troubleshooting

### Emails Not Delivered

The IAIP application sends emails to system users welcoming them to the system or for setting or resetting a password. Sometimes these email messages can be redirected from your inbox by a junk email filter.

- If you have not received an expected email message from IAIP, check your spam filter or junk mail folder. Contact your system administrator for more information.

### Security Warning in Browser

The Content Editor in the IAIP application is powered by a cross-browser Java applet, edit-on NG, which provides rich features for editing item, passage, and rubric content. Depending on the security settings in your browser, displaying a page containing the Content Editor prompts you to enable the loading and running of edit-on NG, which can add several seconds to the load time for the page. However, once loaded during an IAIP session, edit-on NG remains in memory for additional uses.

---

**Note:** Keep your IAIP session open (i.e., rather than closing and reopening it) to avoid unnecessary time delays for reloading edit-on NG.

---

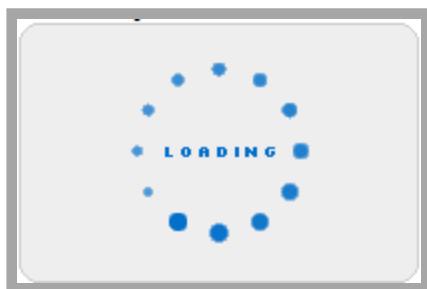
These pages require the loading of the Content Editor:

- Create Item Page
- Create Passage Page
- Create Rubric Page

For more information on enabling edit-on NG to load and run in the browser, see the appropriate section:

- [Loading edit-on NG in Firefox Browser](#) on page 669
- [Loading edit-on NG in Internet Explorer Browser](#) on page 671
- [Loading edit-on NG in Chrome Browser](#) on page 672

Figure 243: Content Editor Load Indicator



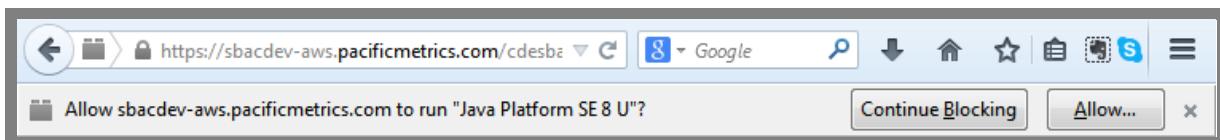
#### Loading edit-on NG in Firefox Browser

Upon loading a page that contains the Content Editor, which is powered by the Java applet edit-on NG, you may be prompted to allow the loading and running of the application, depending on your browser security settings.

## Appendix D: Troubleshooting

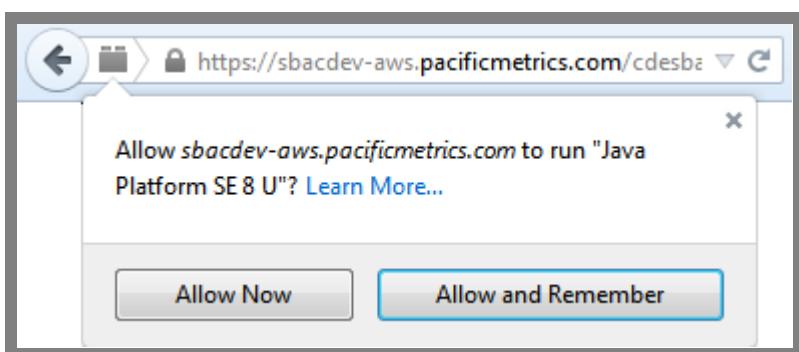
To enable the loading of the Content Editor:

Upon loading one of the pages containing the Content Editor, this message is displayed under the menu bar, prompting you to allow edit-on NG to run:



- 1 Click the Allow button.

This message is displayed under the menu bar, prompting you to specify options for running Java:



- 2 Click the appropriate option:

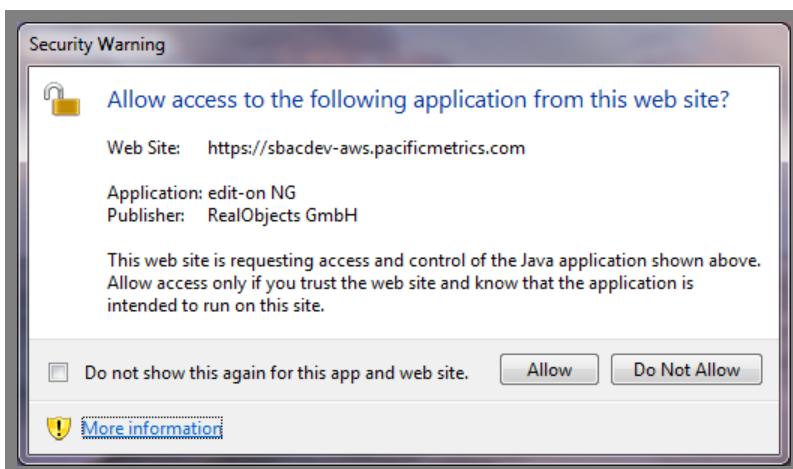
- The Allow Now option enables Java to run for the current session only (i.e., until the browser is closed).
- The Allow and Remember option enables Java to run for this and future sessions.

---

Note: This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed when the page is displayed.

---

This dialog is displayed, prompting users to enable the IAIP application to run edit-on NG:



- 3 Optionally, click the Do not show this again for this app and web site. Option, and click the Allow button.

- Selecting this option suppresses the display of this dialog for this and future sessions.

---

Note: This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed when the page is displayed.

---

- Clearing this option suppresses the display of this dialog for the current session only (i.e., until the browser is closed).

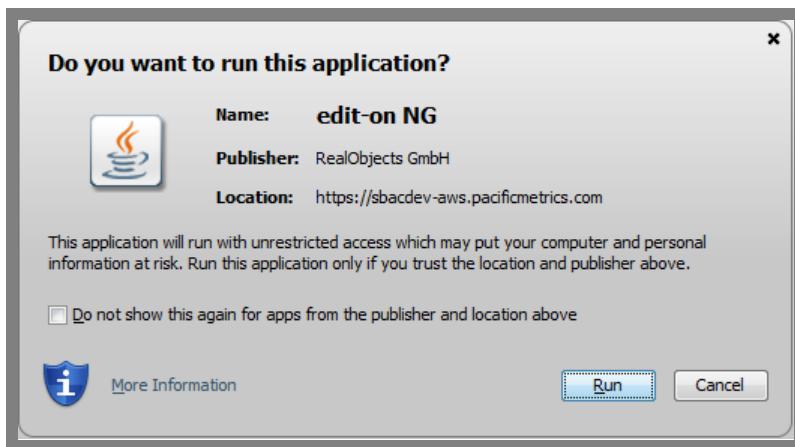
The Content Editor is loaded, enabling you to edit the associated item, passage, or rubric.

#### Loading edit-on NG in Internet Explorer Browser

Upon loading a page that contains the Content Editor, which is powered by the Java applet edit-on NG, you may be prompted to allow the loading and running of the application, depending on your browser security settings.

To enable the loading of the Content Editor:

Upon loading one of the pages containing the Content Editor, a dialog is displayed, prompting you to enable edit-on NG to run:



- 1 Optionally, click the **Do not show this again for apps from the publisher and location above** option, and click the Run button.

- Selecting this option suppresses the display of this dialog for this and future sessions.

---

Note: This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed when the page is displayed.

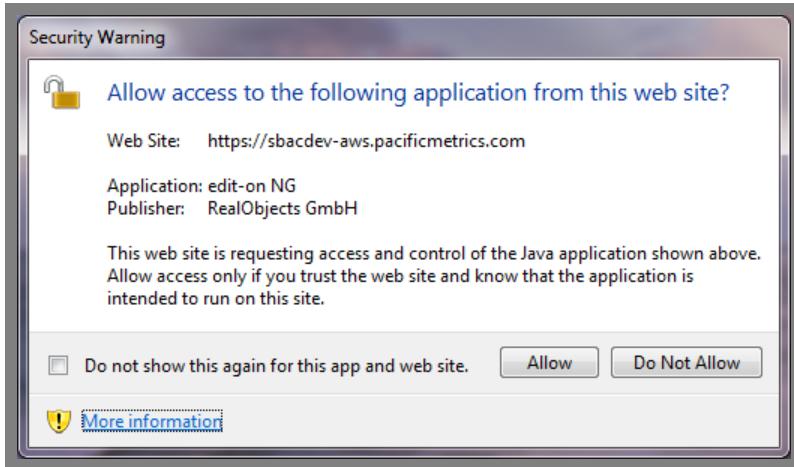
---

- Clearing this option will suppresses the display of this dialog for the current session only (i.e., until the browser is closed).

## Appendix D: Troubleshooting

---

This dialog is displayed, prompting users to enable the IAIP application to run edit-on NG:



- 2 Optionally, click the **Do not show this again for this app and web site.** Option, and click the Allow button.

- Selecting this option suppresses the display of this dialog for this and future sessions.

---

Note: This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed.

---

- Clearing this option suppresses the display of this dialog for the current session only (i.e., until the browser is closed).

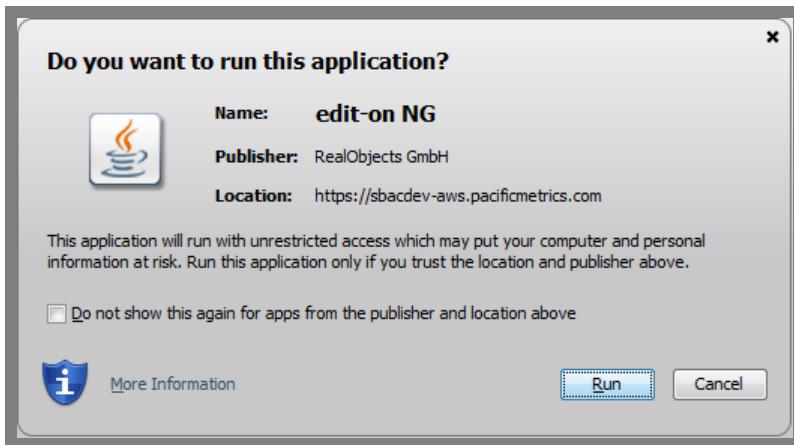
The Content Editor is loaded, enabling you to edit the associated item, passage, or rubric.

### Loading edit-on NG in Chrome Browser

Upon loading a page that contains the Content Editor, which is powered by the Java applet edit-on NG, you may be prompted to allow the loading and running of the application, depending on your browser security settings.

To enable the loading of the Content Editor:

Upon loading one of the pages containing the Content Editor, a dialog is displayed, prompting users to enable edit-on NG to run:



- 1** Optionally, click the **Do not show this again for apps from the publisher and location above** option, and click the Run button.

- Selecting this option suppresses the display of this dialog for this and future sessions.

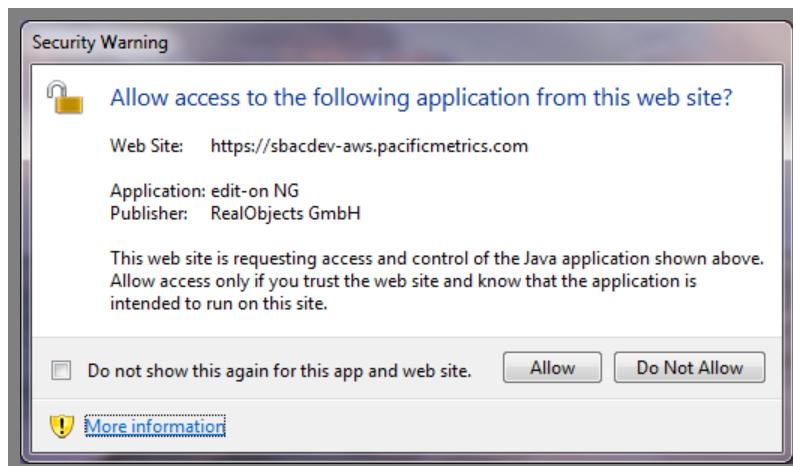
---

**Note:** This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed when the page is displayed.

---

- Clearing this option will suppresses the display of this dialog for the current session only (i.e., until the browser is closed).

This dialog is displayed, prompting users to enable the IAIP application to run edit-on NG:



- 2** Optionally, click the **Do not show this again for this app and web site.** option, and click the Allow button.

- Selecting this option suppresses the display of the dialog for this and future sessions.

---

**Note:** This selection is stored by the browser as a cookie. Therefore, removing the cookie causes this prompt to be displayed when the page is displayed.

---

- Clearing this option suppresses the display of this dialog for the current session only (i.e., until the browser is closed).

The Content Editor is loaded, enabling you to edit the associated item, passage, or rubric.

## Slow System Performance

From time to time, you may encounter poor system performance with the IAIP application. Try one or more of these techniques to resolve performance issues that exist on your computer.

---

**Note:** You may try each of these techniques one at a time, if desired. Clear the browser cache (i.e., browsing history and temporary internet files). For more information, see [Clearing the Browser Cache](#) on page 674.

---

- Close all other browser tabs.
- Close any streaming programs (e.g., YouTube and iTunes).
- Close and re-open the browser.
- Close all other programs.

## Appendix D: Troubleshooting

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- Close all programs and restart the computer.

---

**Note:** If multiple users are experiencing poor system performance even after completed these procedures (above), contact the IAP Help Desk.

---

### Clearing the Browser Cache

With Web applications, clearing the browser cache and cookies removes application-specific data from the browser, and might be required to fully recover from some types of errors.

If you encounter an operational error in the IAP application, perform clear the cache and cookies in your browser to ensure that the application is properly recovered.

#### Internet Explorer

---

**Note:** These instructions are provided for Internet Explorer Version 8, adapt as necessary for the later versions of the browser.

---

- 1 Click the Tools button () , and select Internet Options.  
The Internet Options dialog is displayed.
- 2 Select the General tab.
- 3 Click the Delete button under Browsing history.
- 4 Verify that Preserve Favorites website data is cleared.
- 5 Verify that these options are selected:
  - Temporary Internet Files
  - Cookies
  - History
  - Download History
- 6 Click the Delete button.
- 7 Click the OK button to close the Internet Options dialog.

#### Chrome

---

**Note:** These instructions are provided for Chrome Version 25, adapt as necessary for the later versions of the browser.

---

- 1 Enter this in the address bar:  
`chrome://settings/clearBrowserData`  
The Clear browsing page is displayed.
- 8 Use the **Obilterate the following items from** option to specify the time period over which to delete the data (i.e., via the options in Step 3).  
To clear data for all dates, select **the beginning of time**.
- 9 Ensure that these options are selected:
  - Clear browsing history

- Clear download history
- Empty the cache
- Delete cookies and other site and plug-in data.

**10** Click the Clear browsing data button.

### Firefox

**Note:** These instructions are provided for Firefox Version 19, adapt as necessary for the later versions of the browser.

**1** This procedure is different depending on whether the Menu Bar is displayed.

- If the Menu Bar is displayed—select Clear Recent History from the Tools menu.

**OR**

- If the Menu Bar is not displayed—click the Firefox menu (), and select History ▶ Clear Recent History.

The Clear Recent History dialog is displayed.

**2** Use the **Time range to clear** option to specify the time period over which to delete the data.

To clear data for all dates, select Everything from the **Time range to clear** option.

**3** Expand the Details menu to specify the these types of data to delete:

- Browsing & Download History
- Form & Search Data
- Cookies
- Cache
- Active Logins

**4** Click the Clear Now button.

### Back Button/Backspace Key

The IAIP application is a menu-driven application that relies on the user to navigate the application by selecting menu options and buttons.

#### IMPORTANT

By design, the Back Button (i.e., from the browser) and Backspace key are not supported when navigating the IAIP application. In order to return to a previous page-view, select the appropriate menu or button.



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