

Checkpoint User Guide: Test Administration

2022–2023

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Overview of Checkpoint

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

The Checkpoint items and test forms are considered semi-secure. The items and test forms in the Checkpoint system must not be publicly displayed or distributed outside the classroom. Only authorized educators and students have access to the Checkpoint items and tests. They must not be copied into third party systems (e.g., google docs, google forms). Checkpoint items and test forms are to be used formatively, in other words, not for grading purposes and only for instructional next steps.

This user guide includes the following sections:

- [How to Access Checkpoint](#): This section explains how to log in to Checkpoint.
- [Navigating the Checkpoint Site](#): This section explains how to use the quick links on the Checkpoint **Dashboard** and the filters on the content tabs to find and create items and tests.
- [How to Create Items That You Can Add to Tests](#): This section explains how to create original items by filling out templates in the item builder page. It also explains how to align items to standards.
- [How to Create a Test That You Can Administer to Students](#): This section explains how to create original tests in the test builder page. When creating tests, you can add existing items to the test pages or create new items directly in the test builder.
- [Working with the Items and Tests Available to You](#): This section explains how to edit, copy, label, and archive your original items and tests on the content tabs. This section also provides instructions for authorized users who can create subjects that may be aligned with content in Checkpoint.
- [Sharing Your Content with Other Educators](#): This section explains how to share your items, tests, and standards with other educators so that they may co-author the content or use it for themselves. It also explains how authorized users share tests with custom administration dates.
- [Sharing Your Content with Other Educators](#): This section explains how to submit items to a shared items library available to all educators in your district. It also explains how authorized users review and approve the submitted items.
- The [Appendices](#) provide information about the tables in content tabs, the text editor toolbar in item templates, and the username and password you use to log in.

How to Access Checkpoint

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

Note: You must have a Teacher (TE) role in TIDE to view items in Checkpoint and a Test Administrator (TA) role in TIDE to administer Checkpoint tests to students through the TA Live Site. K-2 teachers will need to be added as users in TIDE with a Teacher (TE) role to view items and a Test Administrator (TA) role in TIDE to administer a test. Teachers will need to complete the TA Certification Course in order to be certified to administer tests. Please contact the Test Coordinator (TC) at your school if you need more information.

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

Figure 1. Checkpoint Card



3. On the login page, enter the email address and password you use to access all Cambium Assessment systems, such as TDS and TIDE (see [Figure 2](#)).

Figure 2. Login Page

The image shows a login form with two input fields: 'Email Address' (with a person icon) and 'Password' (with a lock icon). Below the fields is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login'.

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

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- c. If the **Terms and Conditions** page appears, you should review the terms on this page and click **Accept** to proceed.

The Checkpoint **Dashboard** appears.

5. *Optional:* To navigate directly to another Hawaii Department of Education system, select an option from the **Switch Applications** menu in the top-right corner.
6. *Optional:* To log out of Checkpoint, click **Logout** in the top-right corner.
 - Logging out of one Hawaii Department of Education system will also log you out of most other Hawaii Department of Education systems. However, you will not be logged out of the Test Administration System, in order to prevent the accidental interruption of an active test session.

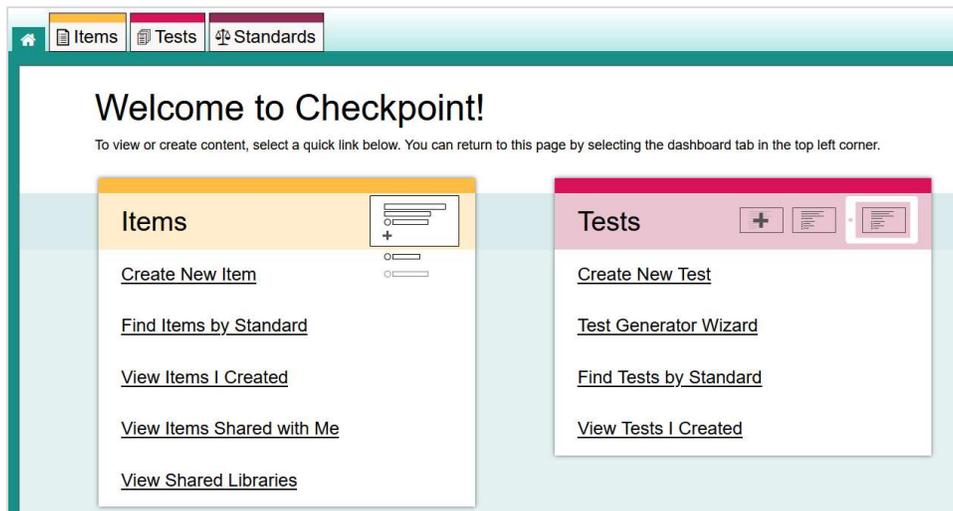
Navigating the Checkpoint Site

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

Using the Dashboard Quick Links to Start Common Tasks

The **Dashboard** displays quick links you can click to jumpstart common tasks, such as creating and viewing items and tests (see [Figure 3](#)). To return to the **Dashboard** at any time, click  in the top-left corner.

Figure 3. Checkpoint Dashboard



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

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

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Shared libraries consist of premade items provided by Hawaii Department of Education that you can add to your tests. You will need to [apply filters](#) in order to view these items.

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

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

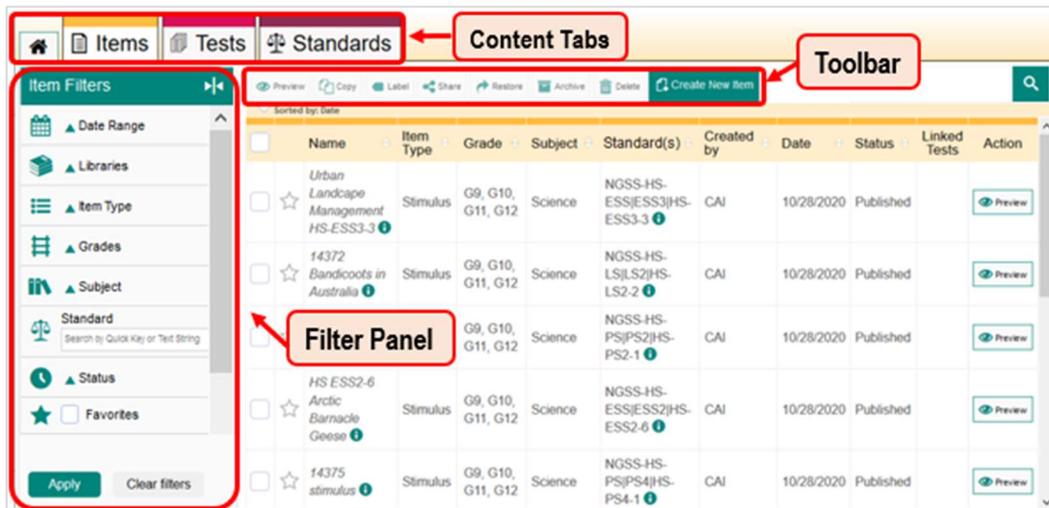
For details on how to create and share items, see the [Checkpoint Item Authoring User Guide](#).

Using the Content Tabs to View Items, Tests, and Standards

The Checkpoint content tabs allow you to manage your existing items, tests, and standards, as well as create new items and tests (see [Figure 4](#)). Each content tab displays a [table](#) that organizes the items, tests, or standards available to you. A [filter panel](#) beside the table helps you locate specific content based on its subject, grade level, or other properties. You can also use the toolbar above each table to [perform actions](#) on your items and tests, such as creating copies of them or sharing them with other users.

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

Figure 4. Content Tab — Items



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

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- **Items tab:** Displays items from the library of items you created, the library of items that other users shared with you, and any shared libraries of premade items provided by Hawaii Department of Education.
 - If you click the **Review Items**, **View Items I Created**, or **View Items Shared With Me** link on the **Dashboard**, this tab displays the items automatically.
 - If you click the **Find Items by Standard** or **View Shared Libraries** link on the **Dashboard** or you click the **Items** tab directly, you will need to [apply filters](#) in order to display the items.
- **Tests tab:** Displays tests from the library of tests you created, the library of tests that other users shared with you, and any shared libraries of premade tests provided by Hawaii Department of Education.
 - If you click the **View Tests I Created** link on the **Dashboard**, this tab displays tests automatically.
 - If you click the **Find Tests by Standard** link on the **Dashboard** or you click the **Tests** tab directly, you will need to [apply filters](#) in order to display the tests.
- **Standards tab:** Displays standards publications provided by Hawaii Department of Education. You cannot create or modify standards publications, but you can preview them to see the keys for their individual standards. Knowing the right standard key can be helpful when [aligning items to standards](#) or when [filtering the content tabs](#) by standard.

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

Each content tab includes a filter panel and search bar that helps you find the items, tests, or standards you want to work with (see [Figure 4](#)). You may be required to apply filters first in order to display the items or tests in the table of the content tab. The available filter options are different for each content type, but they are similar to use.

- To filter the table content, select options from the filter panel on the left and click **Apply**. The table updates to display results that match the filter criteria you selected.
 - If the filter panel is collapsed, click  to expand it.
 - To remove filters, click **Clear Filters** in this panel.
- You can use the following filter options on every content tab:
 - **Favorites:** You can click the star icon (☆) next to any item, test, or standard on the content tabs to save it as a favorite. Then you can mark the **Favorites** checkbox filter to show only the content that you have favorited.
 - **Labels:** You can create custom [labels](#) to organize your items, tests, and standards. Then you can expand the **Labels** menu and mark the available checkboxes to view only the content associated with a particular label.
- You can use the following filter options on the **Items** and **Tests** tabs only:
 - **Date Range:** You can expand the **Date Range** menu and mark a checkbox to view only the items or tests that were created, edited, or added to a shared library in the selected time period. You can also mark the **Custom** checkbox and then enter dates in the *From* and *To* fields to use a custom time period.

- If you click the **View Items I Created**, **View Items Shared with Me**, or **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Last 30 Days** option.
- **Libraries:** You can expand the **Libraries** menu and mark the available checkboxes to view only the content you created, content other users shared with you, or content in a shared library, such as NGSS Item Library. Shared libraries include premade items or tests that anyone in your district can use for their students. Shared libraries may be grouped by subject in the **Libraries** filter. You can click the name of a subject to view the libraries that belong to it.
 - If you click the **View Items I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Items I Created** option.
 - If you click the **View Items Shared With Me** quick link on the **Dashboard**, this filter will automatically be set to the **Items Shared With Me** option.
 - If you click the **View Shared Libraries** quick link on the **Dashboard**, this filter will be expanded but no options will be automatically selected.
 - If you click the **View Tests I Created** quick link on the **Dashboard**, this filter will automatically be set to the **Tests I Created** option.
- **Language:** You can expand the **Language** menu and mark the available checkboxes to view only English or Spanish content.
- **Grades:** You can expand the **Grades** menu and mark the available checkboxes to view only the content associated with a particular grade level.
- **Subjects:** You can expand the **Subjects** menu and mark the available checkboxes to view only the content associated with a particular subject. Items are associated with subjects directly, while a test's subject is determined by the items on that test.
- **Standard:** To show only the items or tests aligned to particular standard, you can enter the key or label for a standard in the *Standard* field. Items are aligned to standards directly, while a test's standards are determined by the items on that test.
 - If you click the **Find Items by Standard** link on the **Dashboard**, the **Items** tab opens with the focus set to this field, so you can easily find items by their aligned standards.
 - If you click the **Find Tests by Standard** link on the **Dashboard**, the **Tests** tab opens with the focus set to this field, so you can easily find tests by their aligned standards.
- **Status:** You can expand the **Status** menu and mark the available checkboxes to view only the content with a particular status. All new items and tests have a Draft status by default. Publishing a test changes its status to Published, along with the status of each item on that test. Archiving an item or test changes its status to Archived.
- You can use the following filter options on the **Items** tab only:
 - **Item Type:** You can expand the **Item Type** menu and mark the available checkboxes to view only the items that have a particular item type.

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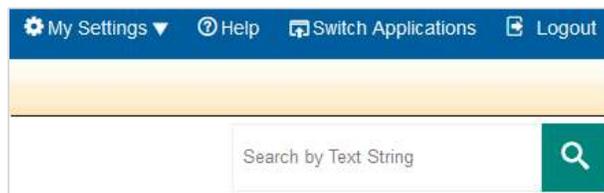
- To view [Multi-Part](#) items, you should select the **Multi-Part** checkbox. You cannot filter a Multi-Part item by the individual interaction types in it. In other words, if a Multi-Part item includes a Hot Text interaction and a Hot Spot interaction, the item will not appear in the filtered results if you select the checkbox for **Hot Text** or **Hot Spot** instead of **Multi-Part**.
 - **Items to Review:** You can mark the **Items to Review** checkbox to show only the items that have been submitted to a shared items library and still need to be approved.
 - When you click the **Review Items** link on the **Dashboard**, the **Items** tab opens with this filter automatically applied, so you can quickly see which items still need to be reviewed.
 - **Items with Comments:** You can mark the **Items with Comments** checkbox to show only the items that have one or more comments.
 - **Stimulus Associations:** You can expand the **Stimulus Associations** menu and mark the available checkboxes to view only items that are linked to a stimulus or only items that are not linked to any stimulus.

Searching for Items, Tests, and Standards

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

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

Figure 5. Search Bar



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

How to Create Items That You Can Add to Tests

For details on how to create and share items, see the [Checkpoint Item Authoring User Guide](#).

How to Create a Test That You Can Administer to Students

There are two ways to create new tests for your students in Checkpoint:

- [Generate a Test Automatically](#): This method uses the test generator wizard to quickly create a new test based on the standards that you want it to assess or based on a template saved from another test.
- [Build a Test Manually](#): This method allows you to select each individual item that will appear on a test. When building a test manually, you can choose to add existing items from the available item libraries, and you can also create new items by filling out templates directly in the test builder.

After generating or building a test, you can publish it to the Test Administration System for online administration, or you can build a printer-friendly test booklet for paper administration.



Note: User-created tests in the Checkpoint system may be delayed before becoming available for test administration in the TA Live Site. It is recommended that users wait 24 hours after publishing a test before attempting to administer tests that have been recently created or shared.

Generating a Test Automatically

If you want to quickly create a new test, you can use the test generator wizard in Checkpoint to automatically create one. This tool allows you to specify which standards a test should assess and how many items should be included for each standard. Then it automatically builds a test based on your chosen parameters. You can also generate a test based on an existing [template](#), in which the properties, standards, and item counts are preselected.

After generating a test, you can add or remove items in the same way that you would when [building a test manually](#).

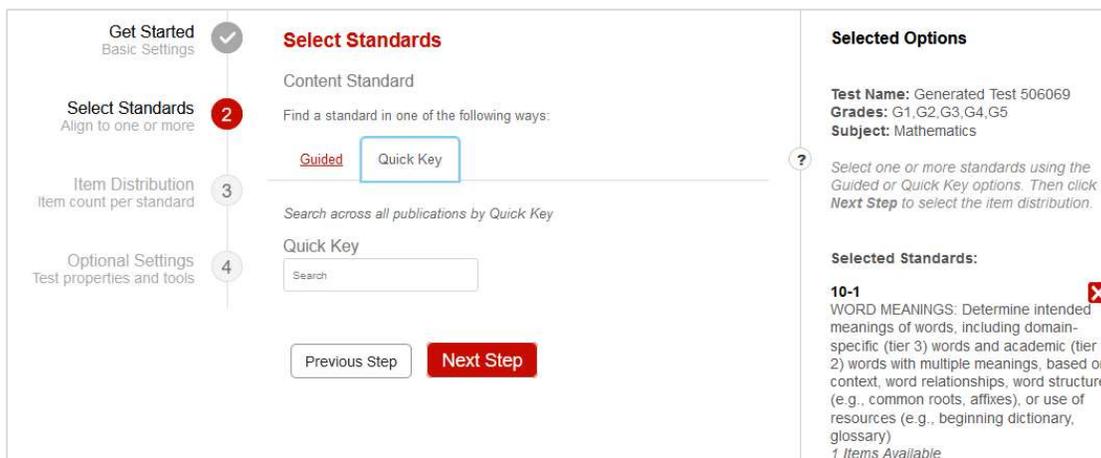
1. To generate a new test, select **Test Generator Wizard** from the **Dashboard** (see [Figure 3](#)), or click **Test Generator Wizard** on the **Tests** tab (see [How to Build a Test Manually](#)). The test generator wizard opens to the *Get Started* panel.

Figure 6. Test Generator – Get Started

2. In the provided fields, select the grades and subject for the test. The test properties you select appear in the *Selected Options* panel on the right.

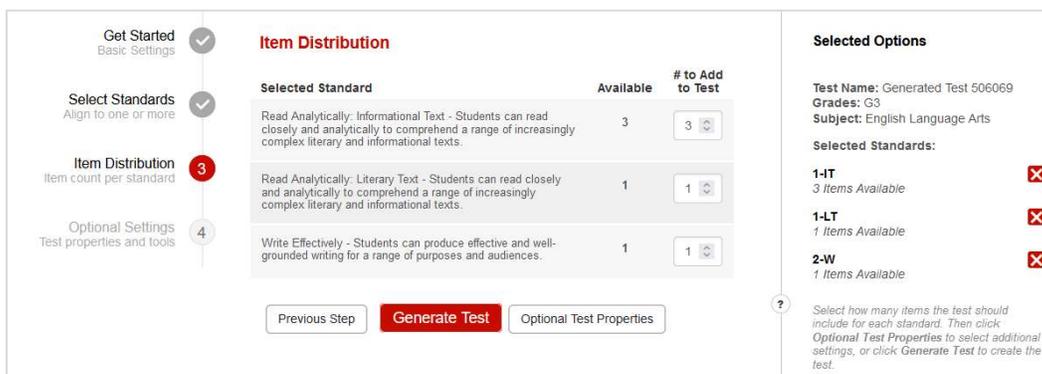
- A generic name is automatically provided for the test, but you can enter a custom name to make it easier to locate on the **Tests** tab and in the Test Administration System.
 - If the **Item Source** drop-down appears, select which library of items the test will use.
3. After selecting all the required test properties, click **Next Step**. The *Select Standards* panel appears.

Figure 7. Test Generator – Select Standards



4. On the *Select Standards* panel, you can use the **Guided** and **Quick Key** options to select which standards the test should assess. You can repeat this step until you have selected every standard you want to include. Each standard you select appears in the *Selected Options* panel on the right. If you need to remove a selected standard, click beside that standard's name.
- If you know the quick key for the standard you want to add to the test, click the **Quick Key** tab, then enter the standard's key in the search field. You can learn a standard's key by [previewing](#) it.
 - If you don't know the key for the standard you want to add to the test, select the appropriate standard categories from the drop-downs provided on the **Guided** tab. Then click **Align** for the standard or category you selected.
5. After you have selected every standard that you want the test to assess, click **Next Step**. The *Item Distribution* panel appears, displaying the number of items available for each standard you selected.

Figure 8. Test Generator – Item Distribution



6. For each standard you selected, specify how many of its aligned items aligned should be added to the test. You can enter a number in the *# to Add to Test* fields or use the arrow buttons that appear next to each field. The item count updates in the *Selected Options* panel on the right.
 - The value you enter in the *# to Add to Test* field cannot exceed the value in the Available column for the corresponding standard.
 - The total item count for the test cannot exceed 35 items.
7. After you have specified how many items should be included for each standard, do one of the following:
 - If you are ready to generate the test, click **Generate Test**. Then skip to step [10](#).
 - If you want to customize the tools and other available test properties, click **Optional Test Properties**. The *Optional Settings* panel appears.
8. On the *Optional Settings* panel, you can specify various [test properties](#), such as the description, keywords, security rules, and test tools.
9. Click **Generate Test**. Checkpoint automatically creates a new test based on the number of items you chose to include for each selected standard. If the generated test includes any stimuli, its total item count may be more than what you selected, since stimuli can be linked with items aligned to additional standards.
 - a. *Optional:* If you want to reuse the selected standards and item counts as a [template](#) for generating future tests, click **Save These Settings as a Template**.
10. To review the test and adjust its items and properties, click **Review Test** in the confirmation message. The test builder appears, allowing you to add and remove items just like you would for a test [built manually](#).
 - The test will not be [published](#) to the Test Administration System until you click the **Publish Test** button on the test builder page.
 - After the test is generated, you can also access it from the **Tests** tab at any time.

Generating Tests from a Template

If you have previously generated a test in Checkpoint and saved it as a template, you can generate additional tests that use the same test parameters as that template. This means you can quickly generate a new test that uses the same properties, standards, and item counts as the original test, but the actual items in it may differ.

1. To generate a new test from a template, select **Test Generator Wizard** from the **Dashboard** (see [Figure 3](#)), or click **Test Generator Wizard** on the **Tests** tab (see [How to Build a Test Manually](#)). The test generator wizard opens to the *Get Started* panel:
2. From the **My Templates** drop-down in the top-right corner, select the template you wish to use for the new test. The test properties, standards, and item counts associated with that template appear in the *Selected Options* panel on the right.
 - *Optional:* If you wish to rename or delete an existing template, select **Manage Templates** from this drop-down. In the **Manage Test Templates** window that pops up, enter a new name for a given template or click  to delete it. Then click **Save Changes**.

3. *Optional:* You can modify any of the selected test properties, standards, or item counts for the new test, as necessary.
4. Click **Next Step** until you get to the *Item Distribution* panel. Then click **Generate Test**.
 - The test generator wizard selects items randomly, so some of the items on the new test may be the same items selected for previously generated tests that used the same template.

How to Build a Test Manually

If you want to select the individual items to include in a test, you can build a new test manually on the test builder page. When building a test manually, you can choose to add existing items from the available item libraries, and you can also create new items by filling out templates directly in the test builder.

Note: You can also follow the instructions provided in this section to add items to a test that you created in the [test generator](#).

Figure 9. Test Builder Screen

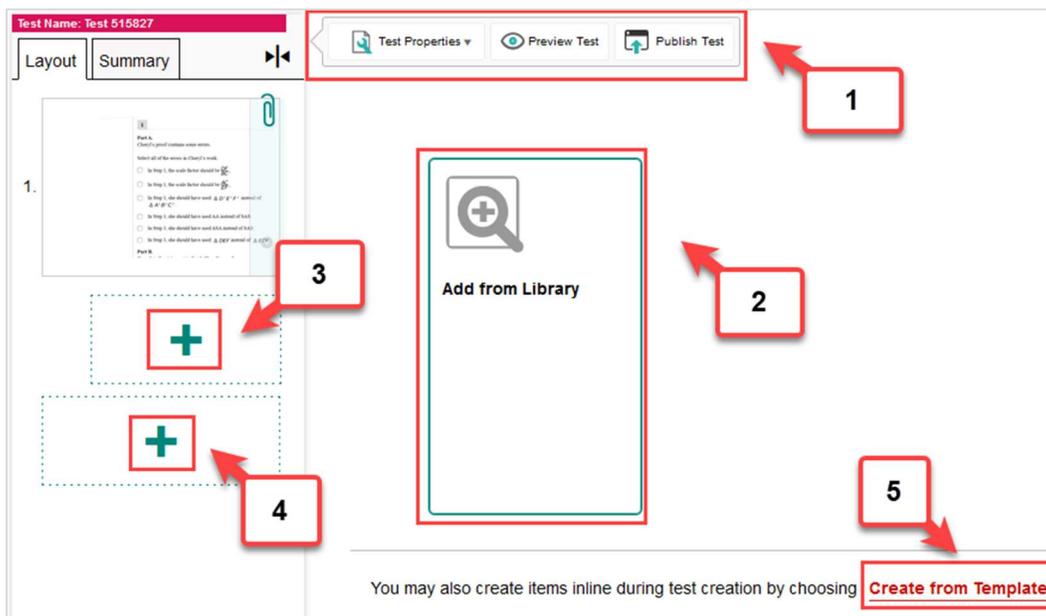


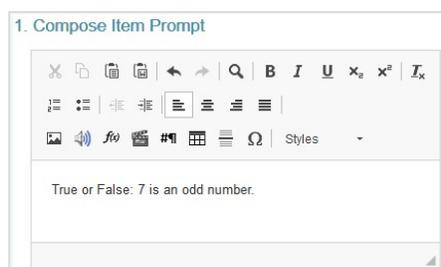
Table 1. Test Builder Elements

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

1. To start building a new test, select **Create New Test** from the **Dashboard** (see [Figure 3](#)), or click  **Create New Test** on the **Tests** tab (see [Figure 22](#)). The test builder appears. The first test page will already be added, giving you the option to create a new item from a template or insert an existing item from a library.
2. There are multiple options for adding items to each page of a test (see [Figure 9](#)):

- To create a new item, click Create from Template and then select an available item template. For details on how to create and share items, see the [Checkpoint Item Authoring User Guide](#).
 - To insert an existing item from your available libraries, click **Add from Library** and then apply filters and select an item. Your libraries may include items you created, items shared with you, and items provided by Hawaii Department of Education.
 - If any exclusive item libraries are available to you, an additional **Add from Library** option appears for each one. Items in exclusive libraries cannot be added to tests that include items from any other libraries. See [Adding Items from Exclusive Libraries](#) for more information.
3. When you add an item to a test, the test builder displays the item's template. An item toolbar also appears in the top-right corner for each item (see [Figure 10](#)).

Figure 10. Entering Item Content



- You can edit the content for added items by following the same process that you would use to create items in the [item builder](#).
 - After editing an item, click  **Save Item** in the item toolbar. Items and tests are saved separately.
4. To add more items to the test, click  in the **Layout** panel on the left (see [Figure 9](#)). A new thumbnail will appear in this panel for each item you add.
- When you add a stimulus to the test, a separate, smaller  icon appears in the left panel below the stimulus thumbnail, allowing you to create new items to link to that stimulus.
 - You can rearrange the items in your test by clicking the arrows ( ) in the corner of their thumbnails.
 - You can click  in a thumbnail to remove an item from the test. This action will not delete the item from its library.
5. At any point when you're building a test, you can enter details (such as the test's name, grade and available tools) from the  **Test Properties** menu in the test toolbar at the top of the screen.
6. *Optional:* To see what the test will look like to students, click  **Preview Test** in the test toolbar. You can enter sample responses to machine-scored items and click **Item Score** to make sure the items are being scored correctly.

7. *Optional:* To view a summary of test information, click the **Summary** tab in the left panel. This summary view shows you the test's total count of items, stimuli, unique standards, unique item types, and pages. It also shows you which standards are aligned to each test item.
8. To save the test and [check for errors](#), click  **Validate Test** in the test toolbar. A popup window will show you if any errors are found.
9. Depending on how you want to administer the test, do either of the following:
 - To [publish](#) the test for online administration, click **Publish Test** in the test toolbar. Once you publish a test, you will be able to administer it to students in the Test Administration System.
 - To [build a test booklet](#) for paper administration, navigate to the **Tests** tab and click **Build Booklet** in the Action column. The **Test Booklet Generator** window opens, walking you through the steps to customize the booklet. The booklet file will be sent to the **Secure Inbox** in the banner, where you can download and print it.

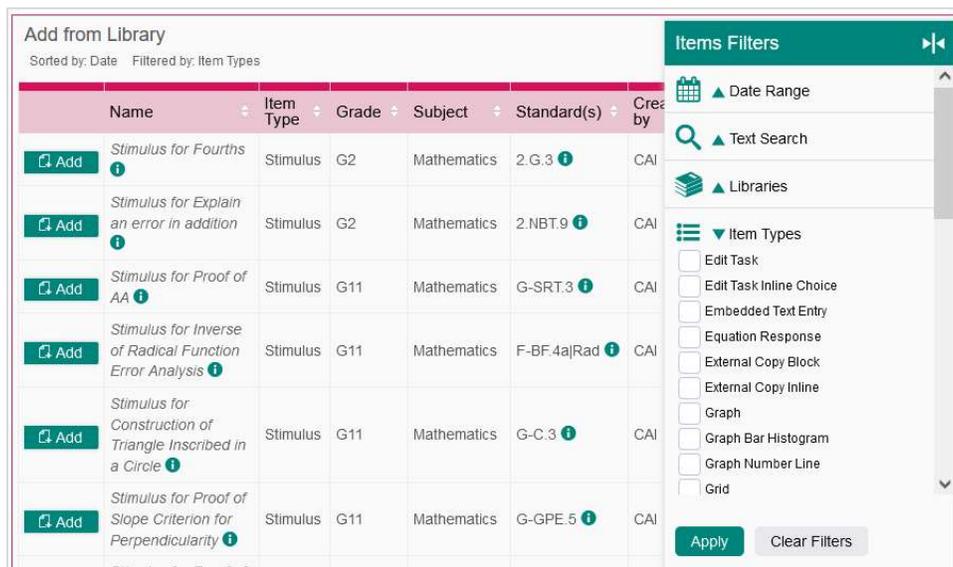
Adding Test Items from Your Available Libraries

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

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

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

Figure 11. Adding Items from the Library



1. To insert items from the library, click **Add from Library** on a blank test page in the test builder. The *Insert from Library* panel appears (see [Figure 11](#)).

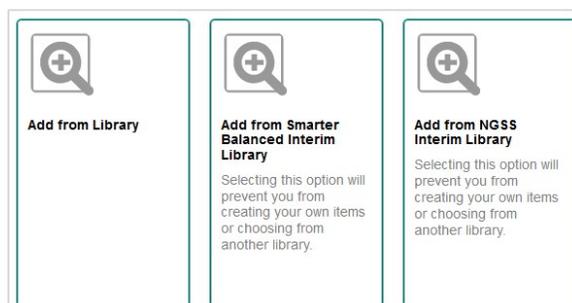
- a. If an [item library is exclusive](#), its items cannot be added to tests that contain items from any other library, including items that you created. If you select the **Add from Library** button for an exclusive library, such as the Smarter Balanced Interim Library, every other item on the test will also need to come from that library.
2. To display the available items, you may select filter options for various item properties in the filter menu on the right. After selecting filters, click **Apply** at the bottom of the filter panel to narrow the list of available items. The [filter options](#) shown here are the same ones that are available on the **Items** tab.
 - To search for a specific item, enter a term in the search field and click . You may need to click  to collapse the filter panel.
3. To add an item to the current test page, click **Add** for the item you want to add.
4. In the preview window that pops up, select **Add Item to Test**.
 - For Draft items, any edits you make to the same item in other tests will affect the item content in this test (and vice versa). You cannot edit the content of Published items you add to the test.

The *Add from Library* panel remains open after adding an item, so you can add additional library items if you wish. If you want to edit a Draft library item that you added, you can click its thumbnail in the *Layout* panel on the left and then click **Edit** in the top-right corner.

Adding Items from Exclusive Libraries

An item library may be exclusive if its items use scoring rules that are incompatible with the items from other libraries (for example, the Smarter Balanced Interim Library is exclusive). This means that the items in exclusive libraries cannot be added to tests that already have items from any other library, including items that you created. An additional **Add from Library** button appears in the test builder for each exclusive library available to use (see [Figure 12](#)).

Figure 12. Add from Exclusive Library Button



- To add an item from an exclusive library, click the **Add from Library** button for that specific library. Then follow the steps outlined in the section *Adding Test Items from Your Available Libraries*.
- Once you add an exclusive library item to a test, you will not be able to create original items or add items from other libraries on the additional pages of that test. In other words, if you add an exclusive library item to a test, every other item on the test must come from that same library.
- If a test already includes items you created from a template or items from another library, the **Add from Library** button for an exclusive library will not be available. You would need to create a new test in order to add exclusive library items to it.

Creating New Test Items from a Template

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

1. To select an item template, click **Create from Template** on a blank test page in the test builder. The *Create from Template* panel appears, listing available item types (see [Figure 13](#)). Items with a pencil icon will need to be scored by a user in the Centralized Reporting System .
2. Select the item's **Grade** levels and **Subject** from the fields that appear. These properties will make it easier to organize and locate your items and tests in Checkpoint, as well as in the Test Administration System and the Centralized Reporting System. You can also replace the default item name with a more descriptive name in this section.
3. To select an item template, click the template you want to use. The template and setup instructions for that item type appear (see [Figure 14](#)).
 - If you selected a Multi-Part item, you will need to select additional options before the item template appears.

Figure 13. Create from Template Panel

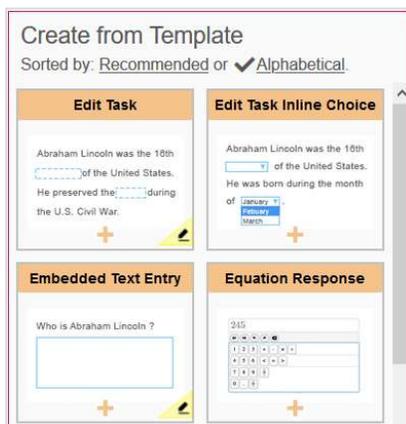
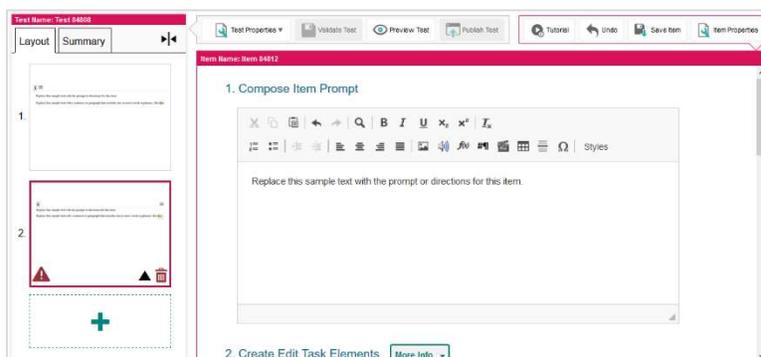


Figure 14. Item Template



4. You can fill out the template by following the same process used in the [item builder](#). You can click **Tutorial** in the item toolbar to watch a video illustrating the steps for completing the template.

5. You can align items to [standards](#) and enter other item properties by selecting options from the **Item Properties** menu in the item toolbar.
6. When you are finished authoring the content, click **Save Item** in the item toolbar. Once you save an item, it is added to your personal items library. You can add this item to other tests as well, but its content and properties will lock once one of its associated tests is published.

Setting Up Properties to Organize and Describe Your Tests

Test properties allow you to provide additional details about your test. In the test generator wizard, you can set properties from the *Optional Settings* panel. In the test builder, you can set properties from the **Test Properties** menu in the test toolbar.

Some test properties make it easier to filter and locate tests when administering them in the Test Administration System. You can also use test properties to specify which tools will be available to students when they take a test.

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

Figure 15. Test Properties Menu

The screenshot shows a vertical menu titled 'Test Properties' with several sections:

- Test Name:** A text input field containing 'Test 82099'.
- Description:** An empty text input field.
- Grade Level:** A section with a plus sign icon.
- Keywords:** A section with a minus sign icon and an empty text input field below it, followed by an 'Add' button.
- Security:** A section with a minus sign icon and a checkbox labeled 'Hide Items in Reports' which is currently unchecked.
- Test Tools:** A section with a minus sign icon containing several tool settings:
 - Desmos Calculator:** A dropdown menu set to 'Off'.
 - Periodic Table Options:** A toggle switch set to 'OFF'.
 - Thesaurus:** A toggle switch set to 'OFF'.
 - Dictionary:** A toggle switch set to 'OFF'.

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

- **Test Name:** In the *Test Name* field, enter a unique name for the test.
- **Description:** In the *Description* field, enter a user-friendly description for the test.

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

Validating a Test and Fixing Errors

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

[Table 2](#) explains how to resolve the validation errors that may appear.

Table 2. Possible Validation Errors in a Test

Validation Error	How to Fix This Error
You cannot publish items that use the template's sample content. You must make some changes to this item	This error occurs when you insert the copy of an item from an item library but you do not make any edits to the item's content. To fix this, click Edit in the item toolbar for the copied item and update the content so that it is not exactly identical to that of the original item in the library.
You must add at least one item to this test.	This error occurs when the test does not contain any items. To fix this, add at least one item to the test.

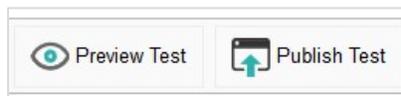
<p>This item is linked to a stimulus in one test and on its own in another. You either need to add the item's linked stimulus to this test or remove the item from a stimulus it does not belong to.</p>	<ul style="list-style-type: none"> • This error may occur when you add a library item to a stimulus. Stimuli cannot be linked to items that already exist in an item library. To fix this, remove the item and add it to a new test page instead of the stimulus. • This error may also occur when you add a library item to a test without its linked stimulus. To fix this, remove the item from the test and add its linked stimulus instead. The linked item should be added automatically when you add its stimulus.
<p>You must link at least one item to this stimulus.</p>	<p>This error occurs when a stimulus is added to the test but no items are linked to the stimulus. To fix this, click the stimulus thumbnail, then click the  button directly below it to create a linked item.</p>
<p>This item is in under review and cannot be published until it is approved and added to a shared library.</p>	<p>This error occurs when you add an item that has been submitted to a shared item library but has not been approved. To fix this, you must remove the item from the test.</p>
<p>You do not have permission to publish this item</p>	<p>This error occurs when you have added a shared item that you do not have permission to publish. To fix this, you must remove the item from the test. If you still wish to add an item like this to this test, you should create a copy of the shared item.</p>
<p>Item missing required property [Grades/Subject/Name]</p>	<p>This error occurs when an item on the test is missing a required property. To fix this, make sure you select a value for all properties labeled as required in the Item Properties menu for each item.</p>

Publishing a Test So It Can Be Administered to Students Online

In order to administer your test to students, you must publish it to the Test Administration System. You can administer any test you publish, and you can [share](#) the test with other Checkpoint users to let them administer it as well. You cannot make changes to a test or its items once you publish it. As a reminder, you must have a Test Administrator (TA) role in TIDE in order to administer tests you created through the TA Live Site.

1. To publish a test to the Test Administration System, save any changes to the test items and [validate](#) the test.

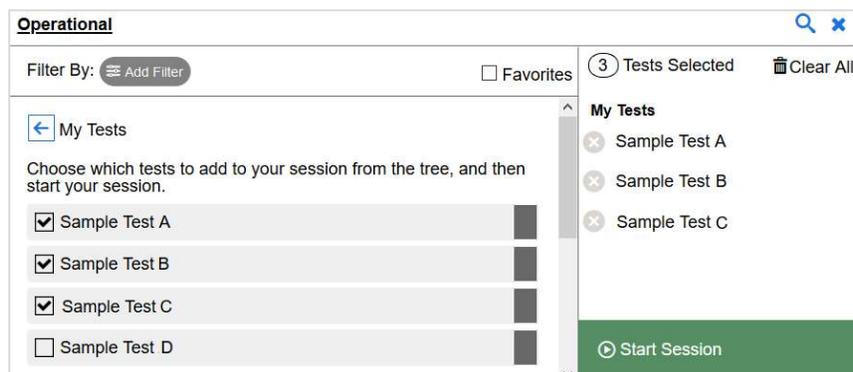
Figure 16. Publish Test Button



2. Once the test is valid, click  **Publish Test** in the test toolbar (see Figure 16).
3. In the confirmation message that appears, click **OK**.
 - Before or after publishing a test, you can [share](#) that test with other educators for administration purposes. District- and school-level users can also [set administration dates](#) when they share a Published test with educators in their districts and schools. These dates determine when the test will be available in the Test Administration System.

- After publishing a test, you can add it to your test sessions by selecting it from the **Test Selection** window in the Test Administration System (see [Figure 17](#)). The **Test Selection** window allows you to filter and search for a specific test based on the subject and grade properties selected for it in Checkpoint. You can administer your own tests, shared tests, and tests from a shared test library.
 - For more information about administering tests, see the [Test Administration User Guide](#).

Figure 17. Test Administration System–Test Selection Window



Building Test Booklets for Paper Administration

If you plan to administer a test to students on paper, you can generate a test booklet with paper-friendly versions of the test items. When building a test booklet, you can customize its cover page, test instructions, resources, and end test page. You can also choose whether to create a student edition or a teacher edition, which includes the scoring information.

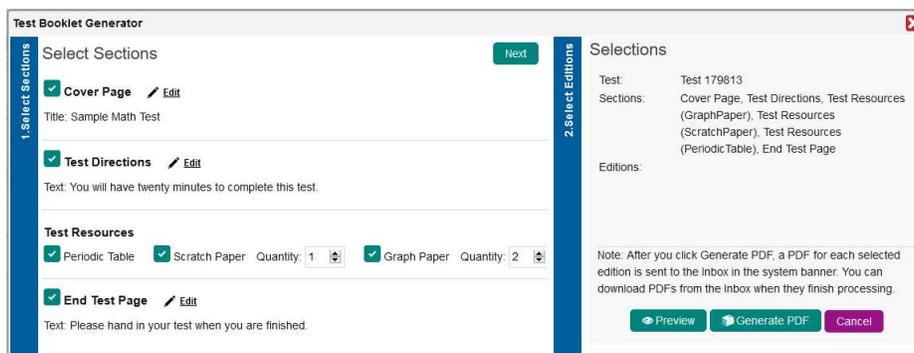
- You should not include any items with audio or video elements in a test that will be administered on paper.
- Some items from shared libraries may not be compatible with the paper format, so you should always preview the test booklet in Checkpoint before you administer it.
- Some item libraries may prohibit printing. You cannot generate a booklet for a test if it includes items from such libraries. The following shared libraries are restricted:
 - Smarter Balanced Interim ELA
 - Smarter Balanced Interim Math
 - NGSS Interim
- You may not be able to generate booklets for tests with a large number of items (the exact number of items at which issues can arise depends on the items' content).

You can build test booklets from the test builder or from the **Tests** tab.

1. To build a test booklet for paper administration, do either of the following:
 - On the test builder, click **Build Test Booklet** in the test toolbar.
 - On the **Tests** tab, click **Build Booklet** in the Action column for a test.

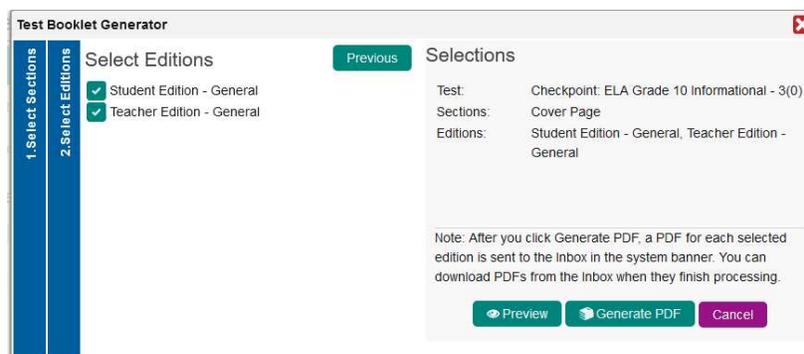
- The **Test Booklet Generator** window appears, displaying the *Select Sections* panel (see [Figure 18](#)). You can use this panel to add and customize the following sections in the test booklet:
 - Cover Page:** To include a cover page with the test, mark the **Cover Page** checkbox. You can click **Edit** to customize the content of the cover page.
 - Test Directions:** To include a page of instructions that appears at the start of the test, mark the **Test Directions** checkbox. You can click **Edit** to customize the content of the directions.
 - Test Resources:** To include a periodic table printout with the booklet, mark the **Periodic Table** checkbox. To include sheets of blank scratch paper, mark the **Scratch Paper** checkbox and choose how many pages to include in the **Quantity** field. To include sheets of graph paper, mark the **Graph Paper** checkbox and choose how many pages to include in the **Quantity** field.
 - End Test Page:** To include a page of instructions after the last test item, mark the **End Test Page** checkbox. You can click **Edit** to customize the content of this page.

Figure 18. Test Booklet Generator—Select Sections



- After customizing the test booklet sections, click **Next** in the top right corner. The *Select Editions* panel appears (see [Figure 19](#)).

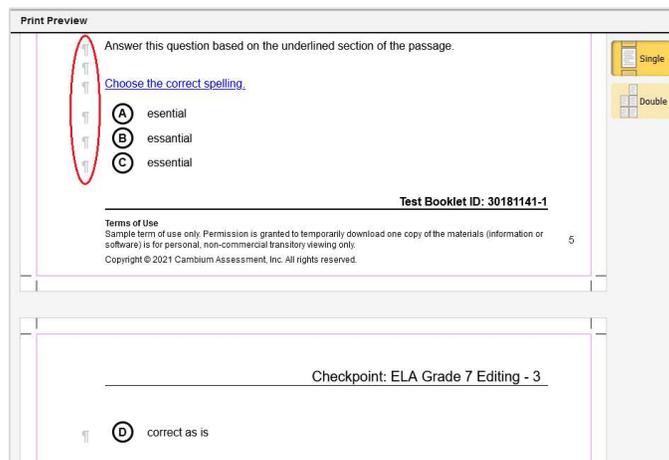
Figure 19. Test Booklet Generator—Select Editions



- Mark the checkbox for each edition of the test booklet you wish to generate:
 - Student Edition:** The student edition displays the test items without any scoring guidelines or item property details.
 - Teacher Edition:** The teacher edition displays the test items with their scoring guidelines, item properties, and a test summary section.

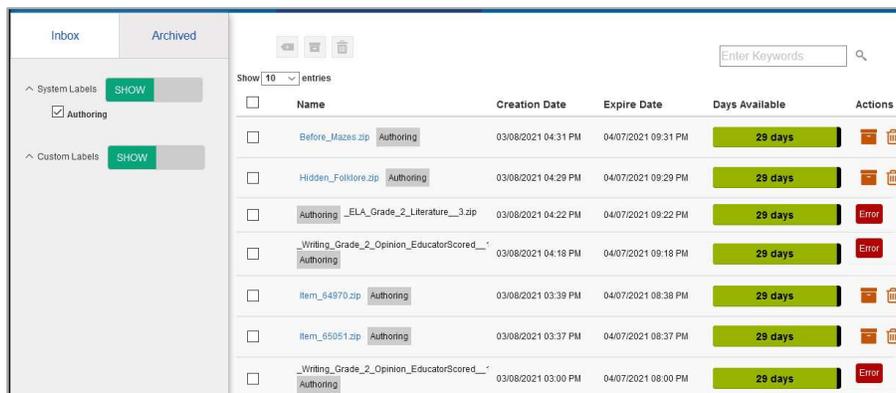
5. To preview the content of the test booklet, click **Preview** (you can preview only one edition at a time). You should always preview a booklet before generating it to ensure it does not include any items with multimedia or items from a shared library that do not have paper-friendly formatting.
 - To view one page at a time, select **Single** in the top right corner. To view two pages side-by-side, select **Double**.
 - You can click the ¶ paragraph icons in the left margin to insert page breaks in the booklet (see [Figure 20](#)). For example, if an item’s response options split across two pages, you can click the paragraph icon that appears before the prompt to set the item content to appear together on a new page.
 - To remove a page break, click the paragraph icon a second time.

Figure 20. Test Booklet Generator—Preview Window



6. To generate test booklets for the selected editions, click **Generate**. A PDF file for each selected edition type will be added to the Secure Inbox once the task finishes processing.
7. To access the test booklet file from the Secure Inbox, click **Secure Inbox** in the Checkpoint banner. The Secure Inbox window appears (see [Figure 21](#)).

Figure 21. Secure Inbox



8. Click the name of the test booklet file to download it to your computer.

- Files are automatically removed from the Secure Inbox after 30 days. If you want to keep a test booklet file in the Secure Inbox for longer than that, click  in the Actions column for that file to archive it. You can access archived files by clicking **Archived** on the left side of the Secure Inbox.
- To delete a test booklet file from the Secure Inbox, click  in the Actions column for that file.

Working with the Items and Tests Available to You

You can use the toolbar and table on the Checkpoint site's [content tabs](#) to perform various actions on your items and tests (see [Figure 22](#)). The actions that you can perform on your content may depend on its status and the library it belongs to.

Figure 22. Tests Tab Toolbar

		Sorted by: Grade		Filtered by: Item Status				Search Tests	
<input type="checkbox"/>	Test Name	Grade	Subject	Created by	Date	Status	# of Items	Administration Dates	Action
<input checked="" type="checkbox"/>	☆ Test 9(1)	G10	Mathematics	Me	10/1/2019	Published	2	10/1/2019-6/19/2020	Preview

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

- [Make changes](#) to your items and tests that haven't been published yet.
-  [Preview](#) content to see how it will appear to students in the Test Administration System.
-  [Copy](#) items and tests that you want to modify without affecting the original version.
-  [Label](#) content so it is easier to organize and locate on your content tab tables.
-  [Save an item as a PDF](#) so you can print it out.
-  [Build a test booklet](#) that can be administered to students on paper.
-  [Archive](#) items and tests that you don't need to use anymore.
-  [Share](#) items and tests that you want other educators to co-author or use for themselves.
- District- and school-level users can also perform the following actions:
 -  Set [administration rules](#) for when Published tests will be available in the Test Administration System.
 - Create [subjects](#) that can be associated with test items and standards.

Making Changes to Your Tests

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

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

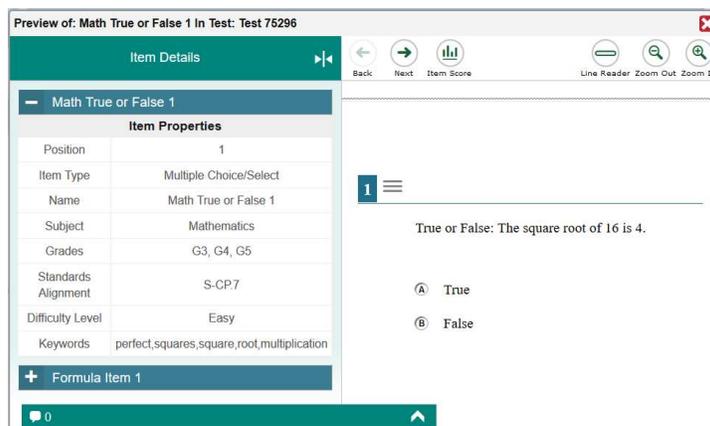
- To make changes to your content, open the appropriate content tab and click the name of the item or test you want to edit (you may need to apply filters first). The corresponding item or test builder page will appear.
 - When editing items, you may also need to click  **Edit** in the item toolbar.

Previewing Tests and Standards

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

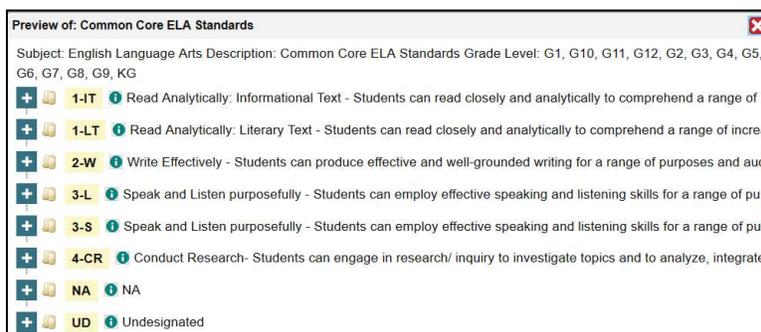
- To preview content, open the appropriate content tab and click  **Preview** in the Action column (you may need to apply filters first). A preview window opens (see [Figure 23](#) and [Figure 24](#)).
 - You can also preview multiple items simultaneously by marking their checkboxes and clicking  **Preview** above the Items table.

Figure 23. Test Preview Window



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

Figure 24. Standards Preview Window



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

Making Copies of Tests

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

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

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

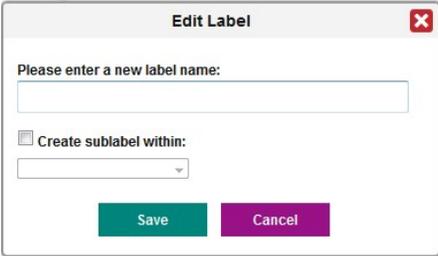
Adding Labels to Organize Your Tests and Standards

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

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

1. To label your content, open the appropriate content tab and mark the checkbox for each test or standard you wish to label. Click  **Label** above the table. The **Apply Label** window appears.
2. Do either of the following:
 - To assign the content to an existing label, mark the checkbox for that label (you can search for existing labels in the provided search field).
 - To create a new label, click **Create New**. The **Edit Label** window appears (see [Figure 25](#)):

Figure 25. Edit Label Window



- i. Enter a name for the label.
 - ii. *Optional:* When you're adding a sub-label to an existing label, mark the **Create sublabel within** checkbox and select the label it should belong to from the dropdown.
 - iii. Click **Save**.
3. Click **Apply**. The label tag appears next to the name of the selected content.
 4. *Optional:* To remove an added label, click  in that label tag on the content tab table.
 5. *Optional:* To modify a label, select **Manage Labels** from the **My Settings** menu in the banner. Click **Edit** next to the label's name. Make the necessary changes and then click **Save**.
 - To hide all labels on the content tabs, set the **Hide all labels from view** toggle to **On**.

Archiving and Deleting Tests That You No Longer Need

You can archive and delete content that you do not wish to use anymore. This will remove it from your content tab tables. Archived and deleted content cannot be shared, administered, or associated with other content. Your ability to archive and delete content depends on its status and other conditions explained in [Table 3](#). You cannot archive or delete any items or tests in a shared library.

Table 3. Archive and Delete Permissions

Content Type	Archive and Delete Permissions
Draft Tests	<ul style="list-style-type: none"> • Draft tests can be deleted. <ul style="list-style-type: none"> ▪ When deleting a Draft test, users can choose to also archive any items on that test that are not linked to additional tests. • Draft tests cannot be archived.
Published Tests	<ul style="list-style-type: none"> • Published tests cannot be deleted. • Published tests can be archived. <ul style="list-style-type: none"> ▪ When archiving a Published test, users can choose to also archive any items on that test that are not linked to additional tests. • Archiving a test does not change the status of any test items that are also linked to additional tests.

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

Sharing Your Content with Other Educators

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

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

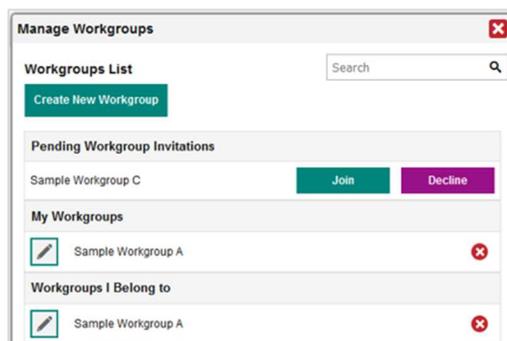
- When sharing a test, you can choose to let recipients view it, edit the order of items on it, publish it, and/or administer it in the Test Administration System. If you want to let recipients edit the content of items on a test, you must share the individual test items separately.
- When sharing an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

Creating Workgroups for Sharing Content

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

1. To create a new workgroup, from the **My Settings** menu in the banner, select **Manage Workgroups**. The **Manage Workgroups** window appears (see [Figure 26](#)).

Figure 26. Manage Workgroups Window



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

Joining Workgroups You've Been Invited To

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

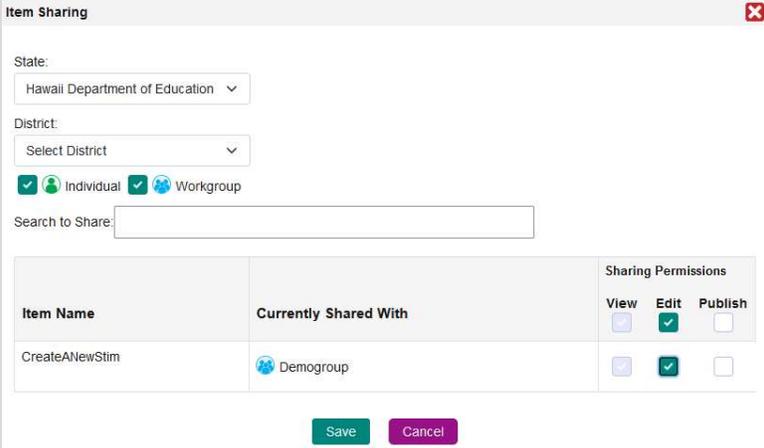
1. In the banner, open the **Notifications** menu and click **Workgroup Invitations**. The **Manage Workgroups** window appears (see [Figure 26](#)).
2. In the *Pending Workgroup Invitations* section, do one of the following:
 - To accept a workgroup invitation, click **Join**.
 - To decline the workgroup invitation, click **Decline**.

How to Share Tests with Other Educators

You can share any tests in your personal libraries.

1. To share your content, open the appropriate content tab and mark the checkbox for each item or test you wish to share. Then click  **Share** above the table. The **Sharing** window appears (see [Figure 27](#)).

Figure 27. Sharing Window (for Tests)



Item Name	Currently Shared With	Sharing Permissions		
		View	Edit	Publish
CreateANewStim	Demogroup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

3. In the *I want to administer with* section, select who will be able to administer the test in the Test Administration System:
 - To share the test with an individual educator, mark the **Individual** radio button and search for that educator’s name or email address. You may need to select the user’s district or school from the available dropdowns first.
 - To share the test with a [workgroup](#), mark the **Workgroup** radio button and search for that workgroup’s name.
 - To share the test with an entire school or district, mark the **Institution** radio button and search for that institution’s name.
4. Select the intended administrator. You can repeat this step to add more administrators.
5. Click **Save**. The test will be available in the Test Administration System for the selected administrators on the specified start date. You can repeat these steps to update the administration rules at any time.



Note: User-created tests in the Checkpoint system may be delayed before becoming available for test administration in the TA Live Site. It is recommended that users wait 24 hours after publishing a test before attempting to administer tests that have been recently created or shared.

Appendix A. Usernames and Passwords

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

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

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

- **If you forgot your password:**

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

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

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

- **Additional Help:**

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

Appendix B. Accommodations, Designated Supports, and Universal Tools

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

Table 4. Accommodations, Designated Supports, and Universal Tools

Accommodations:		
Language/Presentation	English	TIDE Selectable

Designated Supports:		
Color Contrast	Black on White (Default)	TA Interface Editable
	Black on Rose	
	Yellow on Blue	
	Reverse Contrast	
	Medium Gray on Light Gray	
Masking	On/Off	TA Interface Editable
Mouse Pointer	System Default	TA Interface Editable
	Large Black	
	Extra Large Black	
	Large Green	
	Extra Large Green	
	Large Red	
	Extra Large Red	
	Large Yellow	
	Extra Large Yellow	
	Large White	
Extra Large White		
Permissive Mode	On/Off	TA Interface Editable
Streamline	On/Off	TA Interface Editable
Text to Speech	On/Off	Checkpoint Selectable

Universal Tools:		
Line Reader	On/Off	TA Interface Editable
Zoom	No Default Zoom Applied	TA Interface Editable
	Level 1	
	Level 2	
	Level 3	
	Level 4	
Digital Notepad	On/Off	TIDE Selectable
Expandable Passages	On/Off	TIDE Selectable

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Highlighter	On/Off	TIDE Selectable
Mark for Review	On/Off	TIDE Selectable
Strikethrough	On/Off	TIDE Selectable
Periodic Table	On/Off	Checkpoint Selectable
Thesaurus	On/Off	Checkpoint Selectable
Dictionary	On/Off	Checkpoint Selectable
Desmos Calculator	Off	Checkpoint Selectable
	Basic	
	Graphing	
	Scientific	

Appendix C. How Students Access Checkpoint Assessments Remotely

Required Software for Student Devices

Student Device	Required Software
Personal or school-provided device running Windows, Mac, or Linux	<ul style="list-style-type: none"> Windows: Secure Browser 14 Mac: Secure Browser 12.5 (for macOS 10.13-10.15) or Secure Browser 14 (for mac OS 11.4) Linux: Secure Browser 14
Personal or school-provided device running Chrome OS	<ul style="list-style-type: none"> Chrome: SecureTestBrowser 7

Signing in to Take a Checkpoint Assessment

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

1. Launch the required Secure Browser.
2. The **Student Sign-In** page appears (see [Figure 29](#)). Enter the following information:
 - Enter your first name and student ID.
 - In the Session ID field, enter the session ID provided by your Test Administrator

Figure 29. Student Sign-In Page

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

Figure 30. Is This You? Page

Field	Value
First Name	Jane
Last Name	Doe
SSID	AED999999
Grade	11
Date of Birth	October 12, 1998
School	ABC School

4. If all the information on this page is correct, select **Yes** to proceed. The **Your Tests** page appears. If any of the information is incorrect, notify your Test Administrator before proceeding.

Figure 31. Your Tests Page

Your Tests

Select the test you need to take.

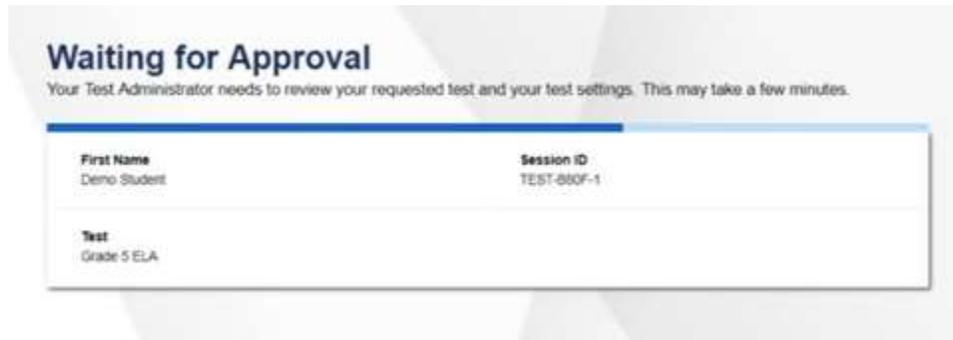
- Start Checkpoint: Alg II Statistics & Probability - F3(0)
- Start Checkpoint: Writing Grade 10 Informative (Educator-Scored) - 2(0)

 [Back to Login](#)

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

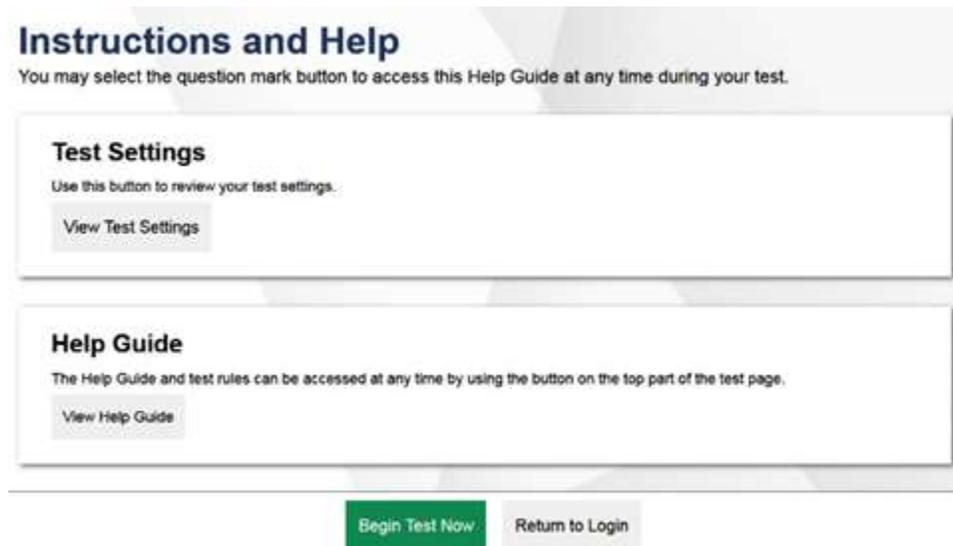
6. Wait for your Test Administrator to approve your assessment.

Figure 32. Waiting for Approval Page



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

Figure 33. Instructions and Help Page



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

Appendix D. Sharing Tests in the Checkpoint System

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

Sharing Roles

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

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

Items

For detailed information on how to share items, see the [Checkpoint Item Authoring User Guide](#).

Tests

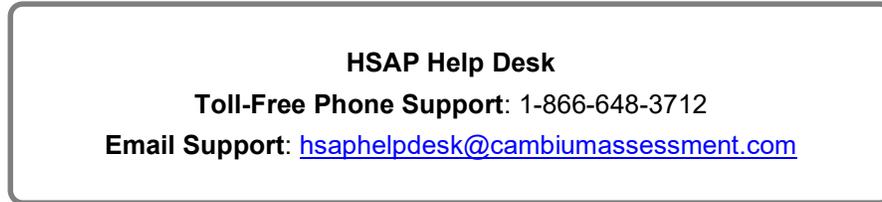
In the Checkpoint System, tests belong to the user who created them, regardless of their status. A shared test can be copied by recipients with the appropriate sharing permissions. There are four levels of sharing for tests in the Checkpoint System:

- **View Access**
 - A user can see the test and the items on the test. They can copy the test and share the copied test with eligible users. This will not make copies of the items on the test. The items will still be the same items that were on the original test. You must copy each item individually if you want to copy both the items and the test.

- **Edit Access**
 - A user can remove items, add items, change the order of an item, and change the metadata on a test. They can edit the content and properties for any draft items on the test, but not for any published items.
- **Publish Access**
 - A user can do any of the tasks that edit permission allows. They can also publish this test.
- **Administer Access**
 - A user can add the test to their test sessions in the TA Site of the Test Delivery System (TDS). A test's owner may share the test only for administration, without other sharing permissions. If a test is shared with administer access only, recipients will be able to see the test in the TDS but not in the Checkpoint System.

User Support

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



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

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

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Updated library restrictions when printing test booklets.	Building Test Booklets for Paper Administration	09/23/2022
Updated to add information about Test Generator Wizard	How to Create a Test That You Can Administer to Students	11/8/2022
Changed “Inbox” to “Secure Inbox” throughout document.	Global	11/8/2022
Added note concerning 24 hour delay before administering user-created tests.	How to Create a Test That You Can Administer to Students, How to Share Tests with Other Educators, For Admin Users: Sharing Tests with Administration Dates	2/14/2023