Co-Authoring Content

Purpose: This guide includes important terminology and the steps needed to successfully co-author items in Schoolnet.

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To access Teacher Portal from the DPS homepage, click on Employees and then click on Teacher Portal.

(Hint: For quick access to the Teacher Portal, bookmark this link: https://teacher.dpsk12.org/)
Co-Authoring Content

Create a Co-Authoring Folder

1. From the Teacher Portal, click Assessments.

2. Hover over assess (2a.) and click Co-Authoring (2b.)

3. Click Create New (3a.) and click Folder (3b.)
Create a Co-Authoring Folder (continued)

4. Type a name for the folder (4a.), add users to co-author by typing their name and clicking on the result (4b.), and select the Item Central Sharing Rights (4c.)

5. Click Save.

The folder will appear on the Co-Authoring screen in the main list.
Finding Co-Authoring Content

1. From the Teacher Portal, click Assessments.

2. Hover over assess (2a.) and click Co-Authoring (2b.)

3. Co-Authoring screen will load with content in the main list.

The list can be filtered to show All, Items, Passages, Rubrics, and Folders.
Create New Co-Authoring Content

1. From the Teacher Portal, click Assessments.

2. Hover over assess (2a.) and click Co-Authoring (2b.)

3. Click Create New (3a.) and click an item type to create (3b.), passage (3c.), or rubric (3d.).

For details on creating items, passages, and rubrics please refer to their creation guides.
Sharing Items to Item Central

1. From the Teacher Portal, click *Assessments*.

2. Hover over assess (2a.) and click *Co-Authoring* (2b.)

3. Click the box next to the item you want to share to Item Central. If you have created a co-author folder, you must access the folder by clicking on the folder name to select the items.

Use the filter categories at the top of the list to sort through many items.
Sharing Items to Item Central (continued)

4. Click **Share**.

5. Select the share level.

Before continuing, you will need to recall the item names or other identifiers in order to find them in Item Central. Multiple authors will **not** be indicated when trying to find items using **Created By** in Item Central. For more help locating items in Item Central, please refer to the **Locate User Test Items** or **Locate School Test Items** guides.

6. Click **Save**

The item(s) will now be in Item Central and no longer available in the Co-Authoring section.