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Overview of AIRWays Authoring

AIRWays Authoring allows you to perform the following main tasks:

- **Creating Original Items for Tests**: You can create and edit the individual questions you want to add to tests by filling out item templates on the Item Builder page.

- **Constructing Original Tests**: You can create and edit the content for original tests on the Test Builder page. When building a test, you can insert questions that you created in the Item Builder or create brand new ones by filling out item templates.

- **Publishing Tests You Want to Administer to Students**: After you finish building a test, you can publish it to the Test Administration System, where it can be administered to students.

- **Creating Standards to Identify Which Skills Your Items Measure**: You can create your own content standards to keep track of which skills you want your items to measure. This information will be useful when viewing reports for your items in AIRWays Reporting.

- **Sharing AIRWays Authoring Content with Other Educators**: You can share your original tests, items, and standards with other educators if you’d like to co-author the content with them, if you want them to be able to use that content for themselves, or if you want them to be able to administer your original tests to students.

The Appendices provide information about the Homepage tables, test and item statuses, text editors in item templates, properties you can add to tests and items, and passwords.

What Features Are Used in the AIRWays Authoring Interface?

The main tasks you perform in AIRWays Authoring involve the following pages:

- **Homepage**: This page provides tables listing all the tests, items, and standards publications available to you, including those that other users share with you. On the Homepage tables, you can copy, share, label, and archive your tests, items, and standards. District- and school-level users can also set up test administration rules for tests on the Homepage.

- **Item Builder**: This page allows you to create and modify the content for individual items.

- **Test Builder**: This page allows you to create and modify the content for original tests, including the questions that you add to that test.

- **Standards Builder**: This page allows you to create standards that identify which student skills and knowledge areas you want your test items to measure.

- **Manage Subjects**: This feature allows district- and school-level users to create subjects that teachers can associate with their original items and standards publications.
How to Access AIRWays Authoring

This section describes how to log in to AIRWays Authoring. In order to access AIRWays Authoring, you must have an authorized username and password.

To access AIRWays Authoring:

1. Navigate to the AIRWays Portal (https://airways.portal.airast.org/).

2. Select your user role.

3. Click AIRWays Authoring (see Figure 1). The login page appears (see Figure 2).

4. On the login page, enter the email address and password you use to access all AIR systems.

5. 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.

The AIRWays Authoring Homepage appears.
How to Create Items that You Can Add to Tests

You can create original items individually in the Item Builder by filling out item templates. These items can be added to the tests that you create in the Test Builder. Figure 3 shows you the Editing panel and Items panel that you will need to use when creating item content.

To create a new item:

1. On the Homepage, select Items from the Menu and click Create New Item. The Item Builder page appears.

2. In the Items panel on the right, click the checkbox for an item template or drag it into the center Editing panel to create an item based on that template. Templates with a pencil icon in the corner will need to be scored by a user in the scoring interface of AIRWays Reporting.

The item template appears, along with instructions you can expand by clicking More Info. A set of optional Item Property fields also appears on the right, allowing you to enter a name, subject, grade, and other item details. You can do this at any point when building an item.

3. Fill out the item template. There are many different types of items you can create, but in general, most item templates involve three main steps.

   - **Step 1: Compose the Item Prompt:** You can enter the question or directions for an item in a text box at the top of the template. You can use the text box toolbar to format the text and insert media elements, such as images, videos, and tables.

   - **Step 2: Create the Response Area:** The response area is the part of the item that students interact with in order to answer the question. The response area works differently for each type of item template available in AIRWays Authoring. More detailed instructions for creating the response area are provided in the next sections of this guide.
• **Step 3: Construct the Answer Keys**: The answer key determines how many points an item is worth and how the student’s response will be scored.

  – For machine-scored item types, the answer key shows a preview of the item’s response area, where you will enter a valid response and indicate how many points that response should earn. You can click ![+] to create more answer keys if the item has multiple correct or partially correct answers.
    
    ▪ **Optional**: You can explain the reasoning for each valid response in the *Explanation* field.
    
    ▪ **Optional**: The *Include Scoring Description* checkbox allows you to add a description and exemplar for the scoring criteria, which will be available in the reporting system for this item.

  – For hand-scored items, the answer key displays *Rubric* and *Exemplar* fields, where you enter scoring criteria and reader-friendly examples of valid responses for each score a student may earn. This information will be used in AIRWays Reporting, where student responses for the item will be scored by hand.

4. Enter a name, subject, grade, and other item details in the *Item Property* fields that appear on the right side of the *Editing* panel. You can do this at any point when building an item.

5. To save the item, click **Save** in the upper-right corner of the *Editing* panel. Once you save an item, it is added to your items library and can be added to tests or shared with other users.

6. **Optional**: To leave a comment for the item, click **Comments** in the lower-left corner of the *Editing* panel and enter your comment in the provided field. Comments will be available to any educators you share the item with but not to students taking tests with this item.

### Creating a Stimulus that You Can Associate with Items

Stimulus templates allow you to create a reading passage or other type of media, such as a table or image, that students review in order to answer related items.

For example, you could create a reading passage about a historical event and associate it with multiple items that will evaluate the students’ understanding of that event.

You can associate multiple items with a stimulus on a single test page. A stimulus does not include a response area or an answer key, but the items you associate with it do.
To fill out a stimulus template:

1. Enter the content for the stimulus in the provided text box. You can use the toolbar to format the text and insert media elements.

2. In the upper-right corner of the Editing panel, click Save.

3. To associate items with the stimulus, click Add Item to Passage to the left of the Editing panel and select an option for adding an item. Enter the content for that item, following the instructions for the appropriate item type in this user guide. You can repeat this step to add more items.

Creating Multiple Choice or Multiple Select Items

Multiple Choice items require students to select a single option from a list of possible answer options, while Multiple Select items require students to select one or more options from a list of answer options. The same template is used to create both item types.

For example, a Multiple Choice item could be a “true or false” question, while a Multiple Select item might ask students to select all the synonyms for a vocabulary word from a list of options.

To fill out a Multiple Choice or Multiple Select item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. In the Create Multiple Choice Options section, sample response options are already provided. You can click each of these options to replace the sample text with the desired text for each response option.

3. Optional: To add additional response options to the item, click Add Option and then enter the content for the new option that appears. To remove an option, click beside it.

4. In the Construct Answer Keys section, enter the item’s highest possible score in the Maximum Score field.

5. Optional: To allow students to select more than one response option, set the Multiselect toggle to Yes. Then specify the maximum number of options they can select at once in the Maximum Selections field.
6. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
   b. In the provided response area, select the response options that students would need to select in order to earn the score you entered in the *Point* field.

**Creating Hot Text Items**

Hot Text items require students to select words or phrases in a section of text. The words and phrases appear shaded when students select them. For example, a Hot Text item might provide a sentence and ask students to select all the adjectives in it.

*To fill out a Hot Text item template:*

1. In the *Compose Item Prompt* section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Hot Text Elements* section displays sample text, including a selectable word. Delete this sample text and enter the text content containing the words or phrases students will select.

3. To tag a word or phrase that will be selectable to students, do the following:
   a. Click and drag the cursor across a word or phrase to highlight it.
   b. Click *Set as Selectable* below the text box. A border appears around the selected word.

4. *Optional: To untag a word you marked as selectable, click that word and then click *Clear Selectable* below the text box.*

5. In the *Construct Answer Keys* section, enter the item’s highest possible score in the *Maximum Score* field.

6. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
   b. In the provided response area, click the words or phrases that students would need to select in order to earn the score you entered in the *Point* field.
Creating Hot Spot Items

Hot Spot items require students to select one or more clickable regions on an image. A rectangular border appears around each region the students select.

For example, a Hot Spot item could show a map of the United States and ask students to click the state of California.

To fill out a Hot Spot item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. In the Upload Image and Set Hot Spot Region section, upload an image for the item.
   a. Click Upload Image.
   b. In the Image Properties window, click Browse Server.
      i. In the File Manager window, click Upload Image and select an image file from your computer. Then, double-click the image you just added. The image must be 600 x 600 pixels or smaller.
      ii. In the Image Properties window, click OK.

3. To create the selectable regions on the image, do the following:
   a. Click the image to set one corner of the selectable rectangle, then click one more time to set its opposite corner. A red box appears, but this will not be visible to students.
   b. Optional: To move a selectable region, click that region and drag it to the desired location on the image.
   c. Optional: You can copy or delete a selectable region by selecting that region's box and then clicking Copy or Delete.

4. In the Construct Answer Keys section, enter the item’s highest possible score in the Maximum Score field.
5. *Optional*: To limit the number of hot spot regions students can select at a time, enter a value in the *Maximum Selections* field.

6. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
   b. In the provided response area, click the image regions that students would need to select in order to earn the score you entered in the *Point* field.

### Creating Edit Task Inline Choice Items

Edit Task Inline Choice items provide a section of text in which one or more words appear as drop-down lists. Students select answer options from the drop-down lists to replace the original words in the text.

For example, an Edit Task Inline Choice item could provide a sentence with a misspelled word and ask students to select the correct spelling from the drop-down list.

*To fill out an Edit Task Inline Choice item template:*

1. In the *Compose Item Prompt* section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Edit Task Elements with Inline Choice Lists* section displays sample text content, including an editable word. Delete this sample text and enter the new text content containing the words that students will replace.

3. To tag a word or phrase that students will be able to replace, do the following:
   a. Click and drag the cursor across the desired word or phrase to highlight it.
   b. Click *Set as Editable* below the text box. A border appears around the selected word and the *Inline Choice* window appears.
   c. In the *Inline Choice* window, enter a replacement option for the tagged word in the blank text box.
   d. To add additional replacement options, click *Add Option* and enter the replacement option in the new text box that appears.
4. In the *Construct Answer Keys* section, the *Maximum Score* is set based on the number of editable elements you created. To create the item’s answer key, click the editable words in the sample response area and replace each one with the correct answer option. The item will automatically assign students the appropriate number of points for their response based on the number of correct selections they made.

**Creating Edit Task Items**

Edit Task items require students to make edits to a specified word or phrase in a sentence or paragraph. Students can click each of these words or phrases to open a text box where they can type a replacement for the original text. These items must be scored by a user in the scoring interface of AIRWays Reporting.

For example, an Edit Task item could provide a sentence with a misspelled word and ask students to enter the correct spelling for it in a popup text box.

*To fill out an Edit Task item template:*

1. In the *Compose Item Prompt* section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Edit Task Elements* section displays sample text content, including an editable word. Delete this sample text and enter the new text content containing the words that students will replace.

3. To tag a word or phrase that students will be able to replace, do the following:
   a. Click and drag the cursor across a word or phrase to highlight it.
   b. Click **Set as Editable** below the text box. A border appears for the selected word.

4. In the *Construct Answer Keys* section, enter the item’s highest possible score in the *Maximum Score* field.

5. Fill out the rubric for the correct, full-credit response for the item. In the *Description* field, describe how a student must respond to the item in order to earn full credit. In the *Exemplar* field, enter an example of a response that would earn full credit.

6. **Optional:** The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric’s score.
Creating Simple Text Entry Items

Simple Text Entry items require students to type a written response in a provided text box. You can choose what kind of toolbar to include in the text box. These items must be scored by a user in the scoring interface of AIRWays Reporting.

For example, a Simple Text Entry item might ask students to write a short essay about their favorite historical figure.

To fill out a Simple Text Entry item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. To specify the height of the students' text box, enter a value in the Number of Rows in Text Box field.

3. To specify the type of toolbar that will be available to students, select an option from the Text Editor to Show Student menu.

   – You can choose to use no toolbar, or you can use a toolbar with buttons for spell check, formatting text, and/or adding bulleted lists or numbered lists.

4. To fill out the rubric for the item’s full-credit response, enter the maximum score in the Points field. In the Description field, describe how students must respond in order to earn full credit. In the Exemplar field, enter an example of a response that would earn full credit.

5. Optional: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics, click the tab for that rubric and enter a description and exemplar for the rubric’s score.

6. Optional: If multiple scoring criteria should be used to evaluate the student’s response, you can click Add More at the bottom of the page to create a separate rubric for each criterion. For example, you could create separate rubrics for Spelling, Syntax, Comprehension, etc.

Creating Embedded Text Entry Items

Embedded Text Entry items require students to fill in one or more blank text boxes in a sentence by typing a response in the provided boxes. These items must be scored by a user in the scoring interface of AIRWays Reporting.

For example, an Embedded Text Entry item could provide a sentence with a missing word and ask students to fill in the blank with the appropriate vocabulary word that they learned in English class.
To fill out an Embedded Text Entry item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. The Create Embedded Text Entry Elements section displays sample text with a blank text box. Replace this sample content with the text content and text boxes for your item.
   a. To insert a blank text box in the response area, click where you want to place the text box, and then click Insert Text Field. You can insert multiple text boxes, if necessary.
      i. In the Enter Text Field Properties window, specify the length of the blank text box.
   b. Optional: To remove a blank text box from the response area, click that text box and then click Clear Text Field.

3. In the Construct Answer Keys section, enter the item’s highest possible score in the Maximum Score field.

4. Fill out the rubric for the correct, full-credit response for the item. In the Description field, describe how a student must respond to the item in order to earn full credit. In the Exemplar field, enter an example of a response that would earn full credit.

5. Optional: The template automatically creates a rubric tab for each possible score a student could earn, based on the maximum score. To fill out any additional rubrics for the item, click the tab for that rubric and enter a description and exemplar for the rubric’s score.

Creating Text Drag and Drop Items

Text Drag and Drop items require students to fill in one or more blank "drop" boxes in a sentence or paragraph by dragging response options into those boxes from a word bank.

For example, a Text Drag and Drop item could provide a sentence with a missing word and ask students to fill in the blank with a vocabulary word from the provided word bank.

To fill out a Text Drag and Drop item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.
2. The *Enter Text and Set Drag and Drop Options* section displays sample text content, including a blank drop box. Replace this sample content with the text content and the blank text boxes for your item.

   a. To insert a blank drop box in the response area, click where you want to place the drop box, and then click **Insert Drop Area**. You can insert multiple drop boxes, if necessary.

   b. *Optional*: To remove a blank drop box from the response area, select that text box and click **Clear Drop Area**.

3. The template displays sample word bank options below the text box. You can click these answer options to replace the sample text with the text that students will drag into the drop boxes.

4. *Optional*: To create additional answer options, click **Add Draggable Option** and enter the content for that answer option in the box that appears.

5. In the *Construct Answer Keys* section, enter the item’s highest possible score in the *Maximum Score* field.

6. *Optional*: To set the maximum number of times students can drag each answer option into a drop box, enter the desired value in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each word bank option in multiple drop boxes.

7. *Optional*: To require students to use each answer option a certain number of times, enter the required value in the *Minimum Matches of Each Answer Option* field. Students will not be able to complete the item until they have used each answer option the specified number of times.

8. To create answer keys for the item, do the following:

   a. In the *Point* field, enter the score for a correct or partially correct response.

   b. In the provided response area, drag the answer options into the drop boxes required in order to earn the score you entered in the *Point* field.
Creating Image Drag and Drop Items

Image Drag and Drop items require students to fill in the blank "drop" boxes on an image by dragging response options into those boxes from a word bank. You can specify the size and location of the drop boxes where students drag their answers.

For example, an Image Drag and Drop item could provide a map of the United States and ask students to place state names on the map using a provided word bank.

To fill out an Image Drag and Drop item template:
1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. In the Select Background Image and Set Drag and Drop Regions section, click Upload Image.
   a. In the Image Properties window (see Figure 10), click Browse Server.
   b. In the File Manager window, click Upload Image and select an image file from your computer. Then double-click the image you just added. The image must be 600 x 600 pixels or smaller.
   c. In the Image Properties window, click OK.

3. To add the drop box areas to the image, do the following:
   a. Click the image to set one corner of the selectable rectangle, then click one more time to set its opposite corner. A red box appears, but this will not be visible to students.
   b. Optional: To move a drop box region, click that box and drag it to the desired location on the image.
   c. Optional: You can copy or delete a drop box region by selecting that box and then clicking Copy or Delete.

4. The item template displays sample answer options below the background image. You can click these answer options to replace the sample text with the text that students will be able to drag into the drop boxes.

5. Optional: To create additional answer options, click Add Draggable Option and enter the content for that answer option in the box that appears.
6. In the *Construct Answer Keys* section, enter the item’s highest possible score in the *Maximum Score* field.

7. *Optional*: To limit how many times students can use each answer option in the word bank, enter the desired limit in the *Maximum Matches of Each Answer Option* field. If you enter a number greater than 1, students will be able to reuse each option in multiple drop boxes.

8. *Optional*: To require students to use each answer option a certain number of times, enter a value in the *Minimum Matches of Each Answer Option* field. Students will not be able to finish the item until they have used each response option the specified number of times.

9. To create answer keys for the item, do the following:
   a. In the *Point* field, enter the score for a correct or partially correct response.
   b. In the provided response area, drag the response options into the drop boxes required to earn the score you entered in the *Point* field.

### Creating Table Match Items

Table Match interactions provide two sets of match options in a table, with one set listed in columns and the other set listed in rows. Students match options in the columns to options in the rows by marking checkboxes in the cells where they intersect.

For example, a Table Match item could list a set of numbers in the rows and a set of properties in the columns (such as odd, even, whole, and perfect square), and students would have to select the properties that apply to each number.

*To fill out a Table Match item template:*

1. In the *Compose Item Prompt* section, replace the sample text with the item’s question or directions. You can use the toolbar to format the text and insert media elements.

2. The *Create Table Match Options* section displays a sample table. You can modify the match options that appear in each column header and row header. You can also modify the number of rows and columns that appear in the table.
   - To enter a caption for this table, click the text box above the table and type the caption.

3. To enter match options in the table, click inside the row headers and column headers, and then replace the sample text with the content for the match options.
4. To modify the number of rows in the table, click \(\text{Row}\) in the toolbar and select an option from the menu that appears. You can also right-click a row and select a menu option.

5. To modify the number of columns in the table, click \(\text{Column}\) in the toolbar and select an option from the menu that appears. You can also right-click a column and select a menu option.

6. In the \textit{Construct Answer Keys} section, enter the item’s highest possible score in the \textit{Maximum Score} field.

7. To set restrictions on the student’s matches, do the following:
   a. In the \textit{Minimum Number of Total Matches} field, enter the minimum number of checkboxes students must mark in the entire table.
   b. In the \textit{Maximum Number of Total Matches} field, enter the maximum number of checkboxes students can mark in the entire table.
   c. In the \textit{Maximum Number of Checked Cells in Each Row} field, enter the maximum number of checkboxes students can mark in any row.
   d. In the \textit{Maximum Number of Checked Cells in Each Column} field, enter the maximum number of checkboxes students can mark in any column.

8. To create answer keys for the item, do the following:
   a. In the \textit{Point} field, enter the score for a correct or partially correct response.
   b. In the provided response area, mark the checkboxes in the table cells that students would need to select in order to earn the score you entered in the \textit{Point} field.

\textbf{Creating Equation Response Items}

Equation Response items require students to use an on-screen keypad or their physical keyboard to enter a mathematical expression or equation in the response area.

For example, an Equation item could provide an algebraic equation and ask students to reduce it.
To fill out an Equation Response item template:

1. In the Compose Item Prompt section, replace the sample text with the item’s question or directions. You can use the $\frac{a}{b}$ button in the toolbar to insert a formula.

2. In the Select Equation Keypad section, select an option from the Equation Preset drop-down list to determine which buttons will be available on the student’s keypad.
   - The keypad in this section displays the buttons associated with the selected Equation Preset type. By default, all keypads include Back, Next, Undo, Redo, and Delete buttons at the top.

3. In the Construct Answer Keys section, enter the item’s highest possible score in the Maximum Score field.

4. Optional: To set the item to automatically simplify the student’s entered response, set the Simplify Response toggle to Yes.

5. To create answer keys for the item, do the following:
   
   a. In the Point field, enter the score for a correct or partially correct response.
   
   b. In the provided response area, use the keypad to enter the mathematical expression that students would input in order to earn the score you entered in the Point field. After entering a fraction, exponent, or root, you may need to click $\Rightarrow$ at the top of the keypad in order to enter additional characters.
How to Build a Test You Can Administer to Students

You can build new tests on the **Test Builder** page. When building a test, you can choose to add items that you already created in the **Item Builder** or that were shared with you by other users or AIRWays. You can also create new items by filling out templates. **Figure 20** shows you the main features of the **Test Builder** that you will use when creating test content.

**Figure 20. Test Builder Page**

To build a new test:

1. On the **Homepage**, select **Tests** from the **Menu** and click **Create New Test**. The **Test Builder** appears.

2. **Optional**: To enter a name for the test and specify other test details, such as its grade levels, click **Test Properties** in the toolbar and fill out the available fields.

   You can do this task at any point when building a test.

3. To add items to the test, click **Add New Item** in the **Test Outline panel** on the left.

   The first blank item page is already added for you.

---

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4. When adding items, choose an option in the Editing panel:
   - To create a new item, click **Create from Template** and then select an available item template.
   - To insert an existing item that you created or another educator shared with you, click **Insert from Library** and then select an available item.

5. You can edit the content for your added items by following the same process that is used to create items in the **Item Builder**.

6. **Optional**: To see what the test will look like to students, click **Preview Test** in the toolbar. You can enter sample responses to items and click **Item Score** to make sure the items are being scored correctly.

7. To save the test, click **Save Test** in the toolbar.

8. To **publish** the test, click **Publish Test** in the toolbar. Once you publish a test, you will be able to administer it to students in the Test Administration System.

### Inserting Test Items from the Library of Available Items

When building a test, you can add items that already exist in the item libraries. The item libraries include items that you created, items that other educators shared with you, as well as any items provided by AIRWays.

You can search for specific items by their name, description, and keyword.

**To insert an item from the items library:**

1. In the center **Editing** panel, click **Insert from Library**. The **Insert from Library** tab of the **Items** panel appears on the right, displaying a list of available items.

2. **Optional**: To search for a specific item, enter a term in the search field and click **Search**. You can also click **Filter** beside the search bar to select additional filters based on the items’ status, item type, subject, labels, and more.
3. To add an item to the current test page, click the checkbox for that item or drag it into the center Editing panel.
   - To add a copy of the item to the test, click Copy Item into Test. A copy of the item’s content is created in the test and in your personal items library. Any changes you make to this copy do not affect the original version (and vice versa). You may not have permission to copy certain items.
   - To add the item directly to the test, click Add Item to Test. Any changes you make to the same item in other tests will affect the item content in this test (and vice versa).

4. Optional: To modify the item’s content, follow the same process used to create items in the Item Builder. You cannot modify any Published items you add to a test.

Creating New Test Items from a Template

When building a test, you can create new items directly in the Test Builder. The Items panel contains various templates that you can use to create new items.

To select an item template:

1. In the center Editing panel, click Create from Template. The Create from Template tab of the Items panel appears on the right, listing available items. Items with a pencil icon will need to be scored by a user in the scoring interface of AIRWays Reporting.

2. To select an item template, either double-click that template or drag it into the Editing panel. The setup instructions for that item type appear.

3. Enter a name, subject, grade, and other properties for the item in the fields that appear on the right side of the Editing panel.

4. Fill out the template by following the same process used to create items in the Item Builder.

5. When you are finished authoring content, click Save in the upper-right corner of the Editing panel. Once you save an item, it is added to your personal items library.

Publishing a Test So It Can Be Administered to Students

In order to administer a test to students, you must first publish it. You can administer any test you publish, and you can also share the published test with other AIRWays users to let them administer it as well. You cannot make changes to the content of Published tests.

You cannot publish a test if it contains any of the following:

- Unsaved changes to the test or individual items on the test
• A stimulus that is not associated with any items

• Blank test pages

• Shared items that you do not have permission to publish.

To publish a test to the Test Administration System:

1. After saving all changes in the test, click Publish Test in the Test Builder toolbar.

2. In the confirmation message that appears, click OK.

   – 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. The Test Selection window for AIRWAYS Authoring tests in the Test Administration system looks similar to the Test table on the AIRWAYS Authoring Homepage. You can also filter and search for a specific test in this window, just like in AIRWAYS Authoring. For more information about setting up test sessions, see the Test Administration User Guide.

   – 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 institutions.
How to Create Standards to Identify the Skills Your Test Items Measure

Standards are the student skills or knowledge areas that you want your test items to evaluate. In AIRWays Authoring, you can create custom standards that are organized into groups called standards publications. You may either create new publications manually on the Standards Builder or upload a publication from your computer to the Homepage using a template.

When building items, you can associate them with a standard to identify which specific skill or knowledge area they measure. This information will be viewable in item reports in the AIRWays Reporting system, where it can help you filter reports and gauge a student’s understanding of the material.

A standards publication may consist entirely of individual standards, or it may group standards into various levels and sub-levels. For example, you could build a standards publication in which the top level is Math, one of the sub-levels is Algebra, and the individual standards in that sub-level include Reducing Polynomials and Using the Quadratic Formula.

Building New Standards Publications Manually

This section provides instructions for creating standards publications in the Standards Builder.

To create a new standards publication:

1. On the Homepage, select Standards from the Menu and click Create New Standards above the table. The Standards Builder page appears, displaying standards in a tree layout with a top-level standard branching off into sub-level standards. You can click any standard on this tree to modify its name.

2. To enter a name and other details describing the standards publication, click Publication Properties in the toolbar:
   a. In the Publication Name field, enter a unique name for the standards publication.
   b. From the Subject drop-down list, select the subject to which the publication belongs.
   c. In the Grade Level section, mark the checkbox for each applicable grade level for the publication. If you mark the Use Grades from Standards checkbox, the grade levels for this publication will be set based on the grade levels of the individual standards in it.
   d. In the Description field, enter a user-friendly description of the publication’s purpose.
AIRWays Authoring User Guide  How to Create Standards to Identify the Skills Your Test Items Measure

3. To edit the name and details of a particular standard, select that standard and click to the right of it. A pop-up window appears, displaying details for that standard:

   a. To change the level at which the standard appears on the tree, click **Edit** in the *Standard Level* field and enter the new level number.

   b. In the *Standard Name* field, enter a unique name for the standard.

   c. In the *Grade Level* section, mark the checkbox for the grades that should be associated with the standard.

   d. In the *Description* field, enter a user-friendly description of the skill or knowledge area that the standard is intended to evaluate.

4. To add a new standard at the same level as a given standard on the tree, select that standard and click to the right of it.

5. To add a new standard at a sub-level within a given standard on the tree, select that standard and click to the right.

6. Be sure to enter the name and details for each standard you add.

7. *Optional*: To export a standards publication, click **Export** in the toolbar and select a file type.

**Uploading Standards Publications from a Template**

You can upload standards publications from your computer to the *Homepage*. This requires you to be familiar with composing comma-separated value (CSV) files or working in Microsoft Excel.

**To upload a standards publication:**

1. On the *Homepage*, select **Standards** from the **Menu** and click to download the template file.

2. Open the template file in a spreadsheet application. It is best to fill out Sheets 2 and 3 before you fill out sheet 1, since sheet 1 uses the information you add in those sheets.

3. Using **Table 1** as a reference, fill out the second row of Sheet2 on the spreadsheet. On this sheet, you enter the name, description, subject, and grades for the standards publication.

   ![Figure 31. Standards Template: Sheet2](image)
4. Using Table 2 as a reference, fill out Sheet3 on the spreadsheet. On this sheet, you define the names used for each tree level in the standards publication (such as Domain > Cluster > Standard). The actual standards for each level will be entered on Sheet1.

5. Using Table 3 as a reference, fill out Sheet1 on the spreadsheet. On this sheet, you enter the actual standards in each level of the publication, including the ID, parent ID, name, description, tree level number, tree level name, and grade levels for each standard.

6. Save the completed template.

7. Above the Standards table in AIRWays Authoring, click and select the template file from your computer. If the upload is successful, a confirmation message appears.

   - If the upload is not successful, you may need to revise your template and try again. Make sure you use only valid values as outlined in the tables below.

Table 1 provides the guidelines for filling out Sheet2 of the Standards template. This sheet allows you to enter the publication properties information for the standards publication.

Table 1. Standards Template Guidelines: Sheet2

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>PublicationName*</td>
<td>A unique name for the standards publication.</td>
<td>Alphanumeric characters</td>
</tr>
<tr>
<td>Description</td>
<td>A user-friendly description of the publication's purpose.</td>
<td>Alphanumeric characters and special characters</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject to which the publication applies.</td>
<td>Must be an existing subject in AIRWays Authoring</td>
</tr>
<tr>
<td>Grades</td>
<td>The grade levels to which the publication applies.</td>
<td>Any valid KG–12 grade level</td>
</tr>
</tbody>
</table>

*Required field.
Table 2 provides the guidelines for filling out Sheet3 of the Standards template. This sheet allows you to create the level categories in the standards tree (such as Domain > Cluster > Standard). These are just the terms used for the levels, not the actual standards at those levels.

Table 2. Standards Template Guidelines: Sheet3

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level*</td>
<td>The number of the level. For example, 1 is the top-level standard category, 2 is the second-level standard category, and so on. You can create up to five levels.</td>
<td>Numeric characters</td>
</tr>
<tr>
<td>Label*</td>
<td>The name for each standard category.</td>
<td>Alphanumeric characters</td>
</tr>
</tbody>
</table>

*Required field.

Table 3 provides the guidelines for filling out Sheet1 of the Standards template. This sheet allows you to create the actual standards for each level of the standards publication. Please note, the Standard ID and Name of a standard combined with the ID and Name for each higher level standard to which it belongs cannot exceed 100 characters.

Table 3. Standards Template Guidelines: Sheet1

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>StandardID</td>
<td>A unique identifier for each standard in the publication.</td>
<td>Alphanumeric characters</td>
</tr>
<tr>
<td>ParentID</td>
<td>The ID for the standard to which each sub-level standard applies. • The ParentID for a top-level standard must be Root • The ParentID for a level 2 standard must be the StandardID for a top-level standard in this template. The ParentID for a level 3 standard must be the Standard ID for a level 2 standard, and so on. • Root (for top-level standards) • A valid StandardID for a higher level standard in this template (for level 2 standards and lower)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>The name of the standard</td>
<td>Alphanumeric characters</td>
</tr>
<tr>
<td>Description</td>
<td>A description explaining the skills or area of knowledge that the standard measures</td>
<td>Alphanumeric characters and special characters</td>
</tr>
<tr>
<td>TreeLevel</td>
<td>The level number on the standards tree for the standard</td>
<td>A valid level entered in the first column on Sheet3 of this template</td>
</tr>
<tr>
<td>LevelName</td>
<td>The specified name for the entered tree level</td>
<td>A valid tree level label entered in the second column on Sheet3 of this template</td>
</tr>
<tr>
<td>Grades</td>
<td>The grade levels to which this standard applies. Multiple grades can be entered as a comma-separated list.</td>
<td>Any valid KG–12 grade level</td>
</tr>
</tbody>
</table>
Working with Tests, Items, and Standards

After creating tests, items, and standards, you can perform various actions on them from the AIRWays Authoring Homepage. Please note, the term "content" is used in this section to refer to tests, items, and standards publications collectively.

The Homepage provides tables for each content type, which you can access by selecting an option from the Menu in the upper-left corner.

To perform actions on your content, mark the checkbox for each item, test, or standard, and then click an action button above the table. You can mark the checkbox in the table header to select everything on the current page.

District- and school-level users can perform the following action on the Homepage:

- Create subjects that teachers can associate with their test items and standard publications.
- Set administration rules for Published tests, including who can administer a test and when it will be available in the Test Administration system.

All AIRWays Authoring users can perform the following actions on each Homepage table:

- Share content that you want other educators to co-author or use for themselves.
- Copy content that you want to modify without affecting the original version.
- Label content so it is easier to organize and locate on your Homepage tables.
- Archive old content that you don’t need to use anymore.
How Administrators Create Subjects to Associate with Items and Standards

In order for teachers to associate their original test items and standards publications with subjects, district- and school-level users must first create those subjects and make them available to their institutions. ELA, Math, Social Studies, and Science are already provided.

**To create a new subject:**

1. From the My Settings menu in the banner, select Manage Subjects. The Manage Subjects window appears.
2. Click Create New. The New Subject window appears.
3. Enter a name for the new subject, such as Geography.
4. Enter an abbreviation for the new subject, such as GEO.
5. Mark the checkbox for each institution that should be able to associate items and standards publications with this subject.
6. Click Save.

**To modify or remove an existing subject:**

1. From the My Settings menu in the banner, select Manage Subjects. The Manage Subjects window appears (see Figure 35).
2. Do either of the following:
   - To edit a subject, click Edit beside the appropriate subject name, then modify that subject’s name, abbreviation, and/or assigned institutions.
   - To remove a subject, click Remove beside the appropriate subject name. Users will no longer be able to associate their content with that subject.
How District- and School-Level Users Share Tests and Set Their Administration Dates

District- and school-level users can share their Published tests with any other educators in their institutions that they want to administer the test in the Test Administration system. When sharing a Published test, district- and school-level users can select when the test will be available in the Test Administration system and which educators will be able to administer it to their students.

Recipients of these tests will be able to access them in the Test Administration system, but they cannot view or edit them in the AIRWays Authoring Homepage.

To share a test with educators and set its administration dates:

1. On the Homepage, select Tests from the Menu. Then mark the checkbox for each Published test you wish to share and click above the table. The Test Administration window appears.

2. To specify the date range during which the test will be available in the Test Administration system, select start and end dates from the fields in the Administration Period section.

3. In the I want to administer with section, select who can administer the test in the Test Administration system DS:

   – To share the test with an individual user, mark the Individual radio button and search for that user’s name or email address.

   – To share the test with a workgroup, mark the Workgroup radio button and search for that workgroup’s name. A workgroup is a custom group of AIRWays Authoring users.

   – To share the test with an entire school or district, mark the Institution radio button and search for that institution’s name.

   a. Click the name of the intended administrator. You can repeat this step to add additional administrators.

4. Click Save. The test will be available in the Test Administration system for the selected administrators on the specified start date. You can repeat step 1 to update the administration rules at any time.
How to Share Tests, Items, and Standards with Other Educators

You can share items, tests, and standard publications with other educators if you’d like to co-author the content with them, if you want them to be able to use that content for themselves, or if you want them to be able to administer your original tests to students. You may share content with other AIR Ways users, workgroups, and institutions, such as your school or district.

- When sharing a test, you can choose to let the sharing recipients view it, edit it, publish it, and/or administer it in the Test Administration system.
- When sharing an item, you can choose to let the sharing recipients view it, edit it, and/or publish tests that they’ve added the item to.
- When sharing standards publications, you can choose to let the sharing recipients edit the standards in it and/or align the standards to their items.

To share a test, item, or standards publication:

1. In the appropriate Homepage table, mark the checkbox for each test, item, or standard you wish to share. Then click above the table. The Sharing window appears.

   ![Sharing Window (for Tests)](image)

2. Select the recipients for the shared content. You can add multiple recipients to share with.

   - To share the content with an individual user, mark the Individual radio button and search for that user's name or email address. District- and school-level users may first need to select the user’s institution from the available drop-down lists.

   - To share the content with a workgroup, mark the Workgroup radio button and search for that workgroup's name. Workgroups are custom groups of educators that you can create in AIR Ways Authoring.

   - To share the content with an institution, such as a school or district, mark the Institution radio button and search for that institution's name.
3. Select the specific permissions you’d like to give to each recipient. All recipients can create copies of any shared content by default.

- To allow a recipient to view the content, mark the **View** checkbox.
- To allow a recipient to make edits to the shared content, mark the **Edit** checkbox. When sharing a test, recipients can add and remove items, but not edit the items already on it unless you also share those items with editing permission.

- **For tests only**: To allow a recipient to publish the test, mark the **Publish** checkbox.

- **For tests only**: To allow a recipient to administer the test to students, mark the **Administer** checkbox. The recipient will be able to add this test to their sessions in the Test Administration system. This may be checked before or after publishing.

- **For Draft items only**: To allow a recipient to publish tests containing the shared Draft item, mark the **Publish** checkbox.

4. Click **Save**. The shared content is added to the **Homepage** table for the selected recipients, except for any tests you shared with administration permission only. Those tests will be available in the Test Administration system for the selected recipients.

**Creating and Joining 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. When you get invited to a workgroup, a notification appears in your **Notifications** menu on the **Homepage** banner.

*To create a new workgroup:*

1. From the **My Settings** menu in the banner, select **Manage Workgroups**. The **Manage Workgroups** window appears.

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 user you wish to add to the group.

5. Select the appropriate user. The user’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.

**To join a workgroup:**

1. In the banner, open the **Notifications** menu and click **Workgroup Invitations**. The **Manage Workgroups** window appears (see Figure 39).

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 Make Copies of Tests, Items, and Standards**

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

**To copy a test, item, or standards publication:**

1. In the appropriate table, mark the checkbox for each test, item, or standards publication you wish to copy. Then click ⊗ above the table and click **OK**. The copied content is added to the table. You can click the name of he copied version to edit its content.

**How to Add Labels to Organize Your Tests, Items, and Standards**

You can create labels and add them to content that you want to organize on the **Homepage**. 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 beside the **Homepage** table to easily view all the items, tests, or standards with the selected label.

**To label a test, item, or standards publication:**

1. In the appropriate **Homepage** table, mark the checkbox for each test, item, or standards publication you wish to label. Then click ⊗ above the table. The **Label** menu appears.

   - 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 40):
a. Enter a name for the label.

b. *Optional:* When creating a sub-label within an existing label, mark the **Create sublabel within** checkbox and select the containing label from the drop-down list.

c. Click **Save**.

2. Click **Apply**. The label tag appears next to the name of the selected content.

3. *Optional:* To remove an added label, click **x** in the label tag next to a test, item, or standard name in the **Homepage** table.

4. *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 **Homepage**, set the **Hide all labels from view** toggle to **On**.

**How to Archive Tests, Items, and Standards That You No Longer Need**

You can archive content that you do not wish to use anymore, in order to remove it from your main **Homepage** tables. Archived content cannot be shared, administered, or associated with any new content. However, archived tests, items, and standards will still be associated with any other content that they were associated with before they were archived.

To archive a test, item, or standards publication:

1. In the appropriate **Homepage** table, mark the checkbox for each test, item, or standards publication you wish to archive. Then click ** Archive ** above the table.

2. In the warning message that appears, click **OK**. The status of the selected content changes to **Archived**.

3. *Optional:* If you need to restore the archived content to its previous status, mark the **Archived** checkbox in the **Status** section of the filter panel to the left of the table. Then mark the checkbox for the content you wish to restore and click ** Restore ** above the table.

4. *Optional:* If you wish to permanently delete archived content, mark the **Archived** checkbox in the **Status** section of the filter panel to the left of the table. Then mark the checkbox for the content you wish to delete and click ** Trash Can ** above the table.

   a. In the warning message that appears, click **OK**. The selected content is removed from your **Homepage**. This action cannot be reversed.
Appendix A. About the Homepage Table Columns

This appendix provides more information about the columns in the three tables that appear on the Homepage. These tables contain the items, tests, or standards publications that you created or that another educator shared with you to view, edit, or publish.

The following columns appear in the Test, Item, and Standards tables:

- **Name**: Displays the name of the test, item, or standards publication. You can click the name to access the builder page for this content, but you can only make changes to Draft content.
  - You can click 🌟 next to the name to save this content to your Favorites list, which is accessed from the filters panel to the left of the table.
  - This column also displays any labels you assigned to the content.
- **Grade**: Displays the grade levels associated with the content.
- **Subject**: Displays the subjects associated with the content.
- **Created by**: Displays the name of the user who created this content. When the content is shared with another user, a sharing icon ✨ appears in this column.
- **Date**: Displays the date on which the content was last modified by you or another user.
- **Preview**: For items, clicking 🎨 in this column allows you to preview the content as it will appear to students in the Student Testing Site. For standards publications, clicking 🎨 allows you to view the standards publication's structure.
  - You can enter comments for items in the Preview window by clicking Comments in the lower-left corner. Comments will be available to any educators with access to the item, but they will not be available to students responding to the item in tests. Although the Comments panel also appears in the Preview window for tests, you can only leave comments for the items within the test.

The following column appears in the Test and Item tables only:

- **Status**: Displays the current status of the content.

The following column appears in the Test table for district- and school-level users only:

- **Administration Dates**: The date range during which the test will be available to administer to students. You can click 📅 above the table to edit administration dates and details.
The following columns appear in the Item table only:

- **Linked Tests**: Displays the number of tests that the item has been added to. You can click to view a pop-up listing which tests include the item. The test count does not include any tests with an Archived status.

- **Comments**: Displays how many comments have been left on the item.

**Filtering and Searching for Content on the Homepage**

On the **Homepage** tables, you can search for specific tests, items, and standards that you need to work with. The filter panel to the left of the table also allows you to filter the tables based on the grade level, subject, and/or custom labels associated with the content. For tests and items, you can also filter content by its status, library, and standards. The **Library** filter includes content you created, content shared with you, and content from the AIRCore library.

*To search for and filter tests, items, and standards publications:*

- In the upper-right corner of the **Homepage**, enter a term in the search field and click . The table updates to display content containing the entered term in its name, description, or keywords. To search in a different table, select the required content type from the **Menu**.

- **Optional**: To apply filters to the table content, do the following:
  
  a. Click the required filter menu in the filter panel to the left of the table to expand its options. The available filters depend on which content type you selected from the **Menu**.
  
  b. Mark the checkbox for each required option in that drop-down list.
  
  c. **Optional**: To filter by the standards associated with your content, enter the standard’s name in the **Standard** field.
  
  d. Click **Apply**. The table updates to display only the content that matches the criteria you selected.

   If you perform a search after applying filters to the table, AIRWays Authoring searches only within the selected filters. Likewise, if you apply filters after performing a search, those filters will apply only to the search results.

  e. To clear all search filters, click **Clear All** at the top of the filter panel.
Appendix B. Statuses in AIRWays Authoring

Tests and items can have a Draft, Published, or Archived status. The actions you can perform on tests and items depend on their status.

About Test Statuses

All new tests have a Draft status. Publishing a test changes its status to Published. Archiving a test changes its status to Archived. Table 4 describes the rules for each test status.

Table 4. Overview of Test Statuses

<table>
<thead>
<tr>
<th>Test Status</th>
<th>Rules</th>
</tr>
</thead>
</table>
| Draft       | • Cannot be administered to students  
• Can contain Draft or Published items  
• Can be edited, copied, shared, published, or archived |
| Published   | • Can be administered to students  
• Must contain Published items only  
• Can be copied, shared, or archived  
• Cannot be edited directly; to modify the content in a Published test, you must create a copy of it |
| Archived    | • Cannot be administered to students or shared with other users  
• Can contain Draft, Published, or Archived items  
• Can be copied, deleted, or restored to Draft status |

About Item Statuses

All new items have a Draft status. Publishing a test on which a Draft item appears changes the item’s status to Published. You cannot publish items individually. Archiving an item changes its status to Archived. Table 5 describes the rules for each item status.

Table 5. Overview of Item Statuses

<table>
<thead>
<tr>
<th>Item Status</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>• Can be edited, copied, shared, or archived</td>
</tr>
</tbody>
</table>
| Published   | • Must appear on one or more Published tests  
• Can be added to additional Draft or Published tests  
• Can be copied, shared, or archived  
• Cannot be edited directly; to modify a Published item, you must create a copy of it |
| Archived    | • Cannot be added to tests or appear on existing tests  
• Can be copied, deleted, or restored to its previous status |
Appendix C. Setting Properties for Items and Tests

When creating content in AIRWays Authoring, you can enter properties for items and tests to set their name, grade level, subject, and other details. Some of the properties you enter can be used to sort, filter, and search for content on the Homepage tables. Some properties will also be visible in the reporting system.

- To enter properties for items, click Item Properties in the upper-right corner of the Editing panel in either the Item Builder or Test Builder.

- To enter properties for tests, click Test Properties in the toolbar of the Test Builder.

You can enter the following properties for both items and tests:

- **Name**: In the Name field, enter a unique name for the item or test.

- **Grade**: For items, you can mark the checkbox for each grade level the item should be associated with. For tests you can also mark the Use Grades from Items checkbox to automatically set the test to use the same grade levels selected for the items on the test.

- **Keywords**: Keywords allow you to search for items and tests on the Homepage. To add a new keyword, enter it in the Keywords field and click Add. To remove a keyword, click × beside that keyword.

- **Description**: In the Description field, enter a brief description explaining the purpose of the item or test.
You can enter the following properties for items only:

- **Subject**: From the **Subject** drop-down list, select the **subject** to which the item belongs. Test subjects are automatically set based on the items that appear on that test.

- **Primary Standard**: In the **Primary Standard** section, click **Select Publication** and choose a [standards publication](#) from the drop-down list. Additional drop-down lists appear as you select standard categories. Continue selecting options until you select the specific standard.

- **Difficulty Level**: From the **Difficulty Level** drop-down list, select whether the item is intended to be easy, moderate, or difficult.

You can enter the following properties for tests only:

- **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 only be available 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 the [AIRWays User Guide](#).
  
  - To include a calculator that students can use, select the type of calculator you want to provide from the **Desmos Calculator** drop-down list.
  
  - To include a periodic table that students can view, set the **Periodic Table** toggle to **On**.
  
  - To include a thesaurus that students can use to look up synonyms, set the **Thesaurus** toggle to **On**.
  
  - To include a dictionary that students can use to look up definitions, set the **Dictionary** toggle to **On**.
Appendix D. Using the Text Editors in Item Templates

This appendix provides instructions for using the text editor toolbar that is available for all item templates in AIRWays Authoring. The text editor toolbar allows you to format font, create tables, and insert images uploaded from your computer.

Table 6. Text Editor Tools

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Cut selection]</td>
<td>Cut selection</td>
<td>![Decrease or Increase indent]</td>
<td>Decrease or Increase indent</td>
</tr>
<tr>
<td>![Copy selection]</td>
<td>Copy selection</td>
<td>![Align left]</td>
<td>Align left</td>
</tr>
<tr>
<td>![Paste selection]</td>
<td>Paste selection</td>
<td>![Center]</td>
<td>Center</td>
</tr>
<tr>
<td>![Paste selection copied from Microsoft Word]</td>
<td>Paste selection copied from Microsoft Word</td>
<td>![Align right]</td>
<td>Align right</td>
</tr>
<tr>
<td>![Undo or redo change]</td>
<td>Undo or redo change</td>
<td>![Justify]</td>
<td>Justify</td>
</tr>
<tr>
<td>![Find a keyword]</td>
<td>Find a keyword</td>
<td>![Insert image]</td>
<td></td>
</tr>
<tr>
<td>![Bold text]</td>
<td>Bold text</td>
<td>![Insert audio clip]</td>
<td></td>
</tr>
<tr>
<td>![Italicize text]</td>
<td>Italicize text</td>
<td>![Insert math formula]</td>
<td></td>
</tr>
<tr>
<td>![Underline text]</td>
<td>Underline text</td>
<td>![Insert numbered paragraphs]</td>
<td></td>
</tr>
<tr>
<td>![Set text as sub-script]</td>
<td>Set text as sub-script</td>
<td>![Insert video clip]</td>
<td></td>
</tr>
<tr>
<td>![Set text as super-script]</td>
<td>Set text as super-script</td>
<td>![Insert table]</td>
<td></td>
</tr>
<tr>
<td>![Remove text formatting]</td>
<td>Remove text formatting</td>
<td>![Insert horizontal line]</td>
<td></td>
</tr>
<tr>
<td>![Insert ordered list]</td>
<td>Insert ordered list</td>
<td>![Insert special character]</td>
<td></td>
</tr>
<tr>
<td>![Insert unordered list]</td>
<td>Insert unordered list</td>
<td>![Select paragraph style]</td>
<td></td>
</tr>
</tbody>
</table>

Inserting Images with the Text Editor


2. Click Browse Server and select the required image file from the window that appears. If the image file is not available in this window, click Upload Image and then select the required file from your computer.
• To create alternative text for screen readers, enter text in the *Alternative Text* field.

• To change the image dimensions, enter values (in pixels) in the *Width* and *Height* fields. To lock the width-to-height ratio, click ✐. To reset the image dimensions, click ⏹️. The image cannot exceed 600 x 600 pixels.

• To add a caption to the image, mark the **Captioned image** checkbox and enter a caption.

3. Click **OK**.

### Inserting Tables with the Text Editor

1. Click ✏️ in the toolbar. The **Table Properties** window appears.

   • Specify the number of rows and columns in the table by entering values in the *Rows* and *Columns* fields. To include column or row headers in the table, select an option from the **Headers** drop-down list.

   • To add a caption to the table, enter the required text in the **Caption** field.

   • To apply a preset style to the table, click the **Table Styles** tab and select a style option.

2. Click **OK**.
Inserting Audio Files with the Text Editor

1. Click 🎵 in the toolbar. The **Media Upload: Audio** window appears.

2. Click **Browse** and select the required WAV, M4A, or OGG file from the window that appears. If the file is not available in this window, click **Upload Content** and select the required file from your computer.

3. Click **Generate Files** and then click **OK**.

Inserting Video Files with the Text Editor

1. Click 🎥 in the toolbar. The **Media Upload: Video** window appears.

2. Click **Browse** and select the required WEBM or MP4 file from the window that appears. If the file is not available in this window, click **Upload Content** and select the required file from your computer.

3. Click **Generate Files** and then click **OK**.

Inserting Formulas with the Text Editor

1. Click ⬅️ in the toolbar. The **Math Editor** window appears.

2. Click the desired special characters to enter the formula in the text box at the top of the window. You can click the tabs in the upper-right corner to view additional categories of special characters.

3. To convert the formula into an image, click **Generate Images**. The window closes and the image of the formula appears in the text box.
Appendix E. Usernames and Passwords

Your username is the email address associated with your account in the Student & User Management system. 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 or District Test Coordinator to make sure you are listed in the Student & User Management system.

- **Additional Help**

  If you are unable to log in, contact the AIRWays Help Desk for assistance.
User Support

For additional information and assistance in using AIRWays Authoring, contact the AIRWays Help Desk.

<table>
<thead>
<tr>
<th>AIRWays Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1.877.426.6941</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:airwayshelpdesk@air.org">airwayshelpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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 SSID and associated district or school. Do not provide the student’s name.

- If the issue pertains to a Student & User Management 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 60 or Mac OS 10.14 and Safari 11).