National Assessment Governing Board

National Assessment of Educational Progress
Judgmental Standard Setting (JSS)

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CAB Administration User Guide

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Standard Setting Software Deployment
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Availability of Data – Open Data Policy

In accordance with the U.S. government's Open Government Directive, agencies are directed to share federal government data with the public, to increase transparency, participation, and collaboration (see http://www.howto.gov/web-content/technology/sharing-government-data. The Open Data Policy developed by the White House encourages making data available to the public, see http://project-open-data.github.io/. The U.S. Department of Education 2012 Open Government Plan can be found at http://www.ed.gov/sites/default/files/opengov-plan-v20.pdf.

Pursuant to this guidance, and in accordance with Federal Acquisition Regulations, the National Assessment Governing Board (Governing Board) is providing access to software and data prepared in support of the Governing Board's contract work on standard setting. This work was performed under the legislative authority of the Governing Board to set achievement levels, see http://www.nagb.gov/naep/naep-law.html. More information on the Governing Board's work is available at www.nagb.gov.

Background

The National Assessment Governing awarded two contracts in Fiscal Year 2010 to conduct standard setting work. Contract number ED-NAG-10-C-0003 was awarded to Measured Progress to develop achievement levels for the 2011 and 2013 National Assessment of Educational Progress (NAEP) writing assessments. Measured Progress developed a computerized process for conducting the achievement levels process.[1] The second contract, ED-NAG-10-C-0004, was awarded to WestEd to conduct Judgmental Standard Setting Studies (JSS) to identify the NAEP scores at the 12th grade representing the knowledge and skills in reading and mathematics needed to qualify for entry-level credit-bearing college courses and for job training programs in five selected occupations.[2] WestEd subcontracted with Measured Progress to conduct the studies implementing a computerized standard setting method. Both contracts utilized software developed by Measured Progress under contract, as detailed in the final technical and process reports posted on the Governing Board website.

[1] See final reports available at http://www.nagb.gov/publications/achievement.html
[2] http://www.nagb.gov/what-we-do/preparedness-research/types-of-research/jss.html

Software Availability under the Federal Open Data Policy

The Governing Board is making the software developed under these two contracts—Computer-Aided Bookmarking (CAB) and Body of Work Technological Integration and Enhancements (BoWTIE) available for public use via our website with a link to an external site for the download. Technical guides and user manuals to accompany the software download are provided via the Governing Board's website. Please note that the software used for the contracts has been modified to remove confidential and personally identifiable information based on federal privacy and security requirements that can be found at http://www2.ed.gov/notices/privacy/index.html and at http://www2.ed.gov/about/offices/list/om/fs_po/ocio/ias.html. This requirement also adheres to OMB Circular A-130 provisions on electronic information dissemination policies and guidelines available at http://www.whitehouse.gov/omb/circulars_a130_a130trans4.

Limitations:

The Governing Board contracted for final products and deliverables that were developed under contract. The custom software developed to conduct the work was proposed by the contractors and accepted by the Governing Board, and the work was conducted with federal funds. The software and source codes are being made available to the public, as developed for the specific purposes specified under the contract, without technical modifications. The contractors, WestEd and Measured Progress have not asserted copyright to the software.

Therefore the National Assessment Governing Board is making the software available to the public under its unlimited rights contract authority (for both referenced contracts) under Federal Acquisition Regulation (FAR) 52.227-17 Rights in Data—Special Works (DEC 2007). The National Assessment Governing Board grants the public the worldwide, non-exclusive, royalty-free, perpetual right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, the software created pursuant to the Computer-Aided Bookmarking (under Contract number ED-NAG-10-C0004) and Body of Work Technological Integration and Enhancements (under Contract number ED-NAG-10-C-0003), in any manner and for any purpose, and to have or permit others to do so, subject to a right of attribution. Users of the data are required to acknowledge in any use of the works, or derivatives created therefrom, that the software was initially produced under contracts issued by the National Assessment Governing Board.

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Technical Support
The Governing Board will not provide technical support to users, and will not respond to queries pertaining to the software based on the fact that this work was completed under contract, and was a tool used to provide contract deliverables. Both contracts have expired. In its current form, the software would require significant modification by end users, as detailed in the technical and user guides. The Governing Board therefore will not be providing any technical support regarding the software. To assist users of the software, user manuals and technical guides provide system requirements in detail, and step by step instructions on downloading the software.

Disclaimer: External Links
The data and external links provided in the software documentation and guides are solely for our readers' use, information, and convenience. When readers select a link to an external website, they are leaving the ww.nagb.gov website and are subject to the privacy and security policies of the owners/sponsors of the external website.

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Introduction to the Computer-Aided Bookmarking (CAB) Administrator Application

Computer-Aided Bookmarking (CAB) is a two-application system designed to implement the Bookmarking method of standard setting to set one cut score on a test with multiple choice and constructed response items. It efficiently captures panelists' annotations of knowledge, skills, and abilities (KSAs) required to correctly respond to each multiple-choice item or to score at a specific level on each constructed response item. CAB was used for setting cut scores on the National Assessment of Educational Progress (NAEP) Grade 12 Preparedness Judgmental Standard Setting (JSS) Studies. CAB may be set up to be used for other tests with multiple-choice and constructed response items as long as only one cut score is being set.

The following key activities were computerized with the development of CAB:

- KSA annotations
- Presentation of the Ordered Item Books
- Bookmark placements
- Provision of feedback
- Process evaluation responses
- Selection of exemplar items

The Administrator application is used by system administrator to control the CAB Panelist application.

This section contains the following topics:

- Acronyms
- Roles
- Logging into the CAB Administration System

Acronyms

This document uses the following acronyms:

Acronym	Definition
CAB	Computer-Aided Bookmarking
CROIB	Constructed Response Ordered Item Book
JSS	Judgmental Standard Setting
KSAs	Knowledge, Skills, and Abilities
OIB	Ordered Item Book

Roles

The following describes the user roles and permission levels within the CAB Administration and Panelist applications.

Role	Description
War Room Administrator	Has access to all managers and panels in the CAB Administration application and ability to manage all system user permission levels.
Panel Administrator	Has access to assigned panel in the CAB Administration application and ability to manage the Process Facilitator, Panelist, and Observer user permission levels in the User Manager.
Process Facilitator	Has access to their assigned panel in the CAB Administration application and may view but not edit users in the User Manager.
Panelist	Uses CAB Panelist application to review items, provide rating by placing a bookmark, and receive feedback information.
Observer	Has access to the interface and functionality is the same as Panelist, but ratings are excluded from group calculations.

Logging into the CAB Administration System

Access to the CAB Administration system requires Admin login credentials.

NOTE: Passwords are provided by the administrator who installs and configures the software.

To log into the CAB Administration systems, follow the steps below:

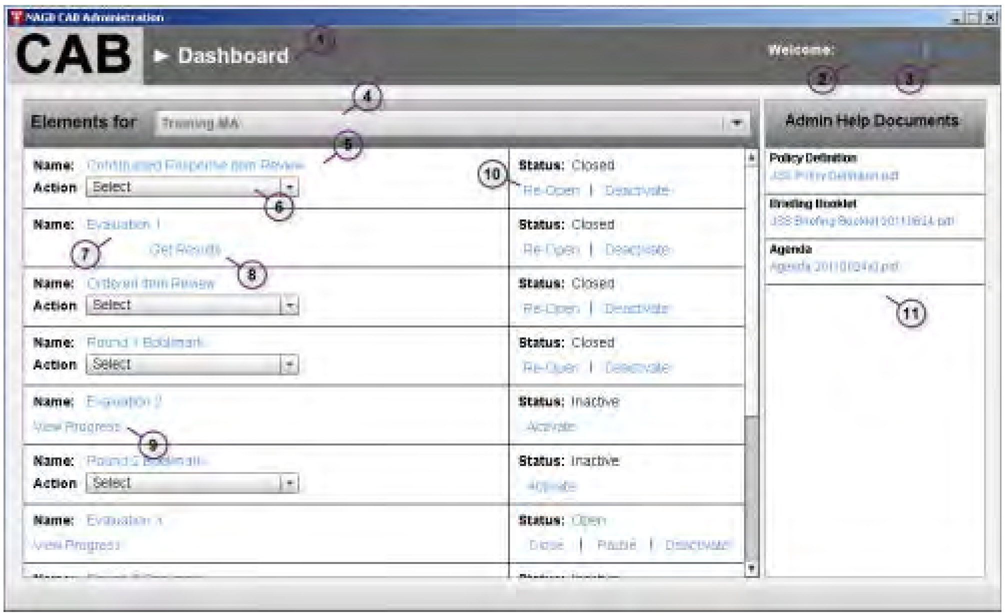
1. Double-click the **CAB Administration** icon on your Desktop.

2. Enter your username and password.
3. Select the appropriate server.
4. Click **Login**.

Dashboard

The **Dashboard** allows admin users to view and manage rating rounds and evaluations, and access help documents.

NOTE: Access to **Dashboard** actions and managers depends on your user level permissions. See “Roles” on page 2 for more information.



The **Dashboard** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the application's manager windows.
2	Username	The current user is logged into the CAB Administration application.
3	Log Out	Click to log out of the system.
4	**Elements for** list	Lets you access other panels in the CAB Administration application.
5	Round name	Click the name to view the **Round Preview** window.

#	Element	Description
6	**Action** drop-down list	For a Bookmark round, you can do the following: ▪ View a Rater Location chart ▪ Export a Round Report ▪ Publish/Un-publish a Feedback Chart ▪ Publish/Un-publish a Rater Location Chart ▪ View Feedback ▪ View the progress of the panelists For a KSA round, you can do the following: ▪ Export a Round Report ▪ View the panelist progress for the round
7	Evaluation name	Click the name to view the evaluation.
8	**Get Results**	Click to view the results of a closed evaluation or exemplar evaluation.
9	View Progress	Click to view the progress of the panelist review.
10	Status	Users can manage the status of a rating round or evaluation by opening, pausing, or closing a rating round. ▪ **Activate**: Changes the status from Inactive to Active. ▪ **Deactivate**: Changes the status from Active to Inactive. ▪ **Close**: Changes the status from Open to Closed. Closing a round or evaluation removes access to the rating round data. ▪ **Re-Open**: Changes the status from Closed to Open. ▪ **Pause**: Pauses the round or evaluation. Pausing the rating round prevents panelists from bookmarking or commenting on the items. ▪ **Resume**: Resumes a paused round or evaluation.
11	Admin Help Documents	A list of reference documents uploaded from the **Document Manager**. Click the filename to open the document.

NOTE: For security purposes, please be sure to log out of CAB by clicking the **Logout** link in the top right of your screen.

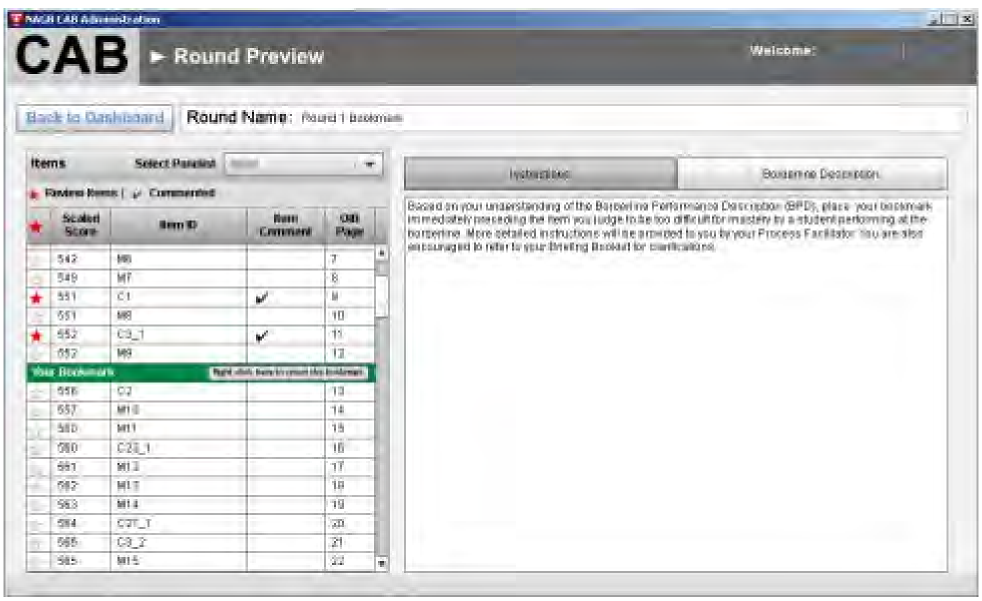
Preview a Rating Round

The admin user may preview the rating round before the round occurs.

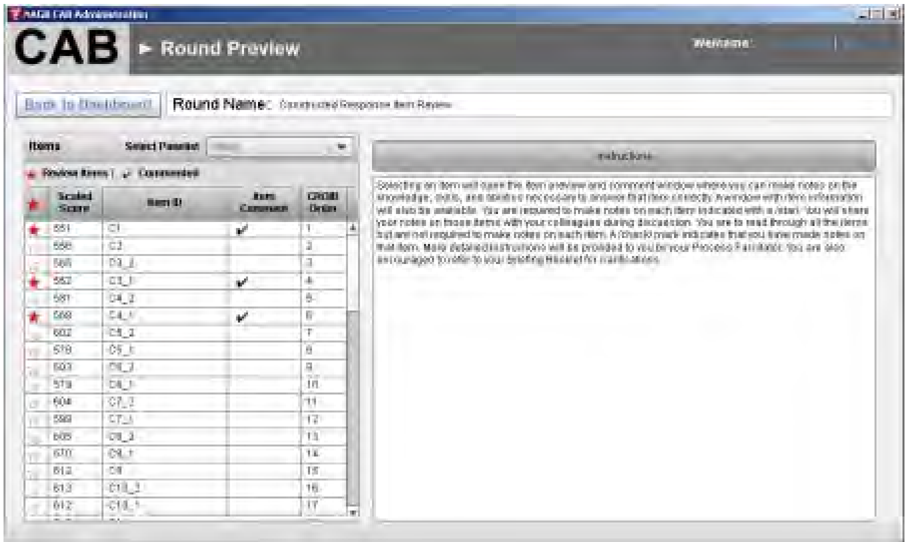
To preview a rating round, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.
2. Click the name of a rating round.
3. Select a panelist from the **Select Panelist** drop-down list.

A **Bookmarking** round displays where the panelist placed the bookmark on the OIB and a window that toggles between **Instructions** and the **Borderline Description**.

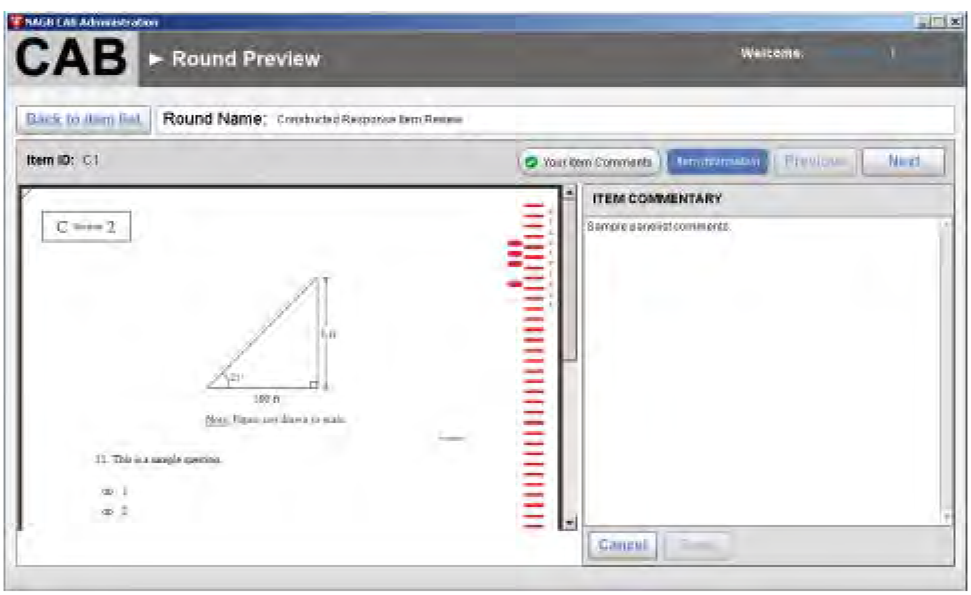


A **KSA** review round displays instructions and does not include bookmark. A star next to an item in the **Items** list indicates to the selected panelist which items require commentary from the panelist.



NOTE: A check mark appears next to an item that contains commentary from the selected panelist.

4. Click an item to view the item details.



5. Do one or more of the following:

- Click **Your item comments** to view the selected panelist's comments about the item.

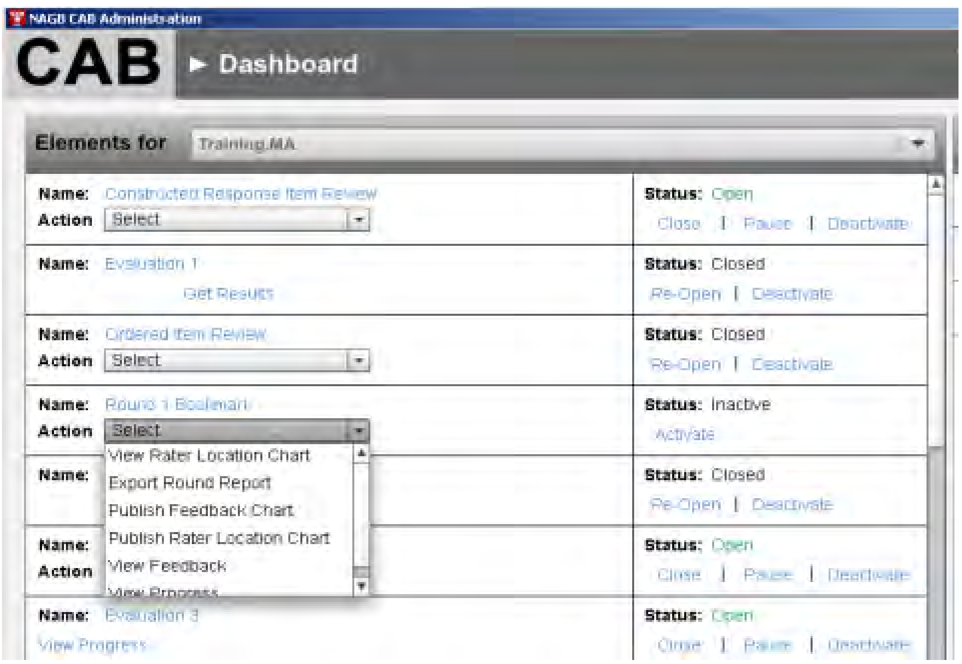
- Click **Item Information** to view the item details, including scale value, correct answer, and score point.
- Click **Next** to view the next item in the list.
- Click **Previous** to view the previous item in the list.

7. Click **Back to item list** to return to the **Round Preview** window.

Export a Round Report

To export a Round Report, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.



2. Select **Export Round Report** from the **Actions** drop-down list for the round you wish to export.

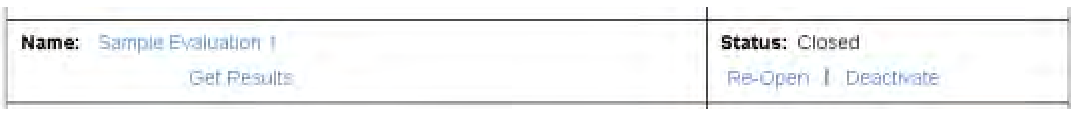
The report is exported to a .csv file in the **CAB Exports\KSA_Comments** folder on your Desktop.

Export Evaluation Responses

To export evaluation responses, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Get Results** under a closed evaluation or exemplar evaluation.



The evaluation is exported to a .csv file in the **CAB_Exports\Evaluations** folder on your Desktop. Exported data need to be processed and analyzed in order to view summary results. Summary results are outside the capabilities of CAB.

View the Progress of Panelists for a KSA Review Round or Evaluation

You can view the number of items completed by each user for a review round or evaluation.

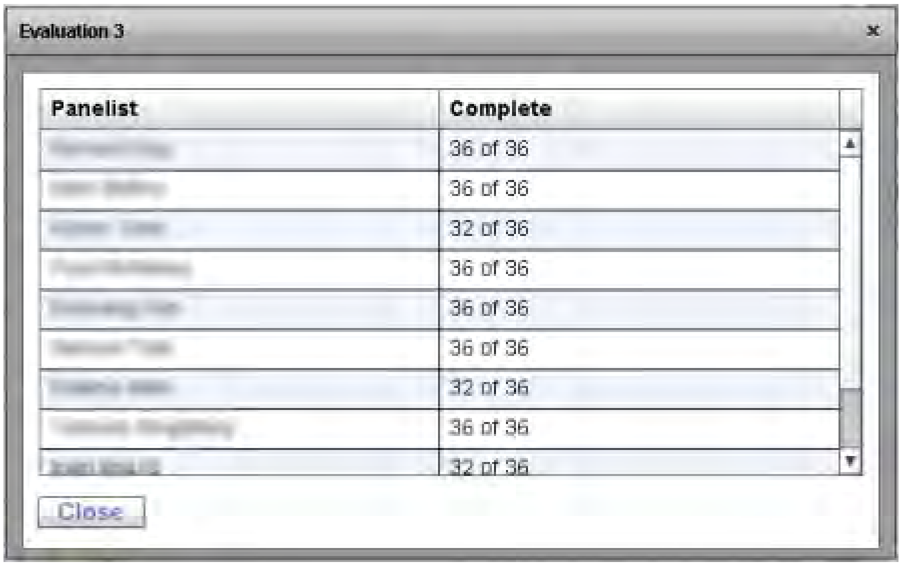
To view the progress of panelists, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Do one of the following:

- To view the progress of an open evaluation, click **View Progress**.
- To view the progress of a round, select **View Progress** from the **Actions** drop-down list.

The **Panelist Progress** window opens.



3. Click **Close** to close the window.

View a Rater Location Chart

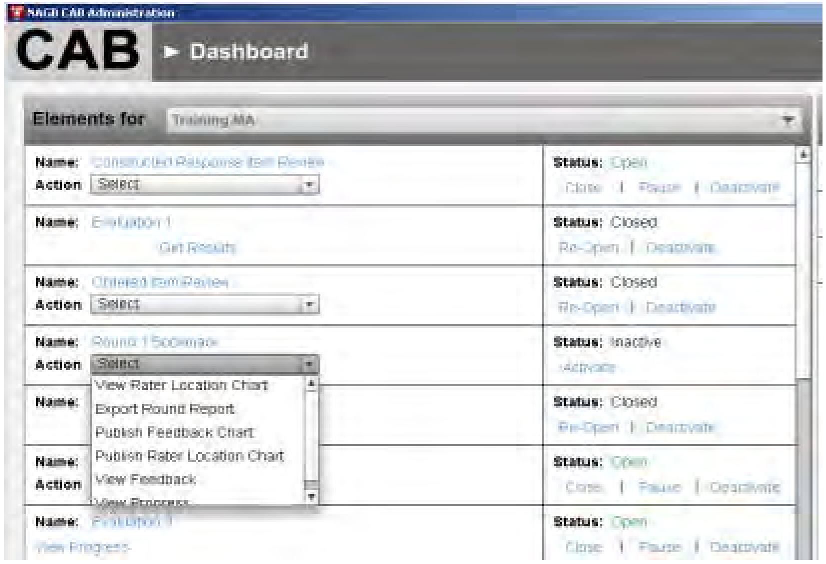
The Rater Location Chart shows the distribution of cut scores for all panelists for a given round of bookmarking, and provides information on the consistency among panelists' judgments. Refer to WestEd & Measured Progress (2011, p.62) for a fuller explanation of the Rater Location Chart.

NOTE: The **Rater Location Chart** option is only available for Bookmarking rounds.

To view a Rater Location Chart, follow the steps below:

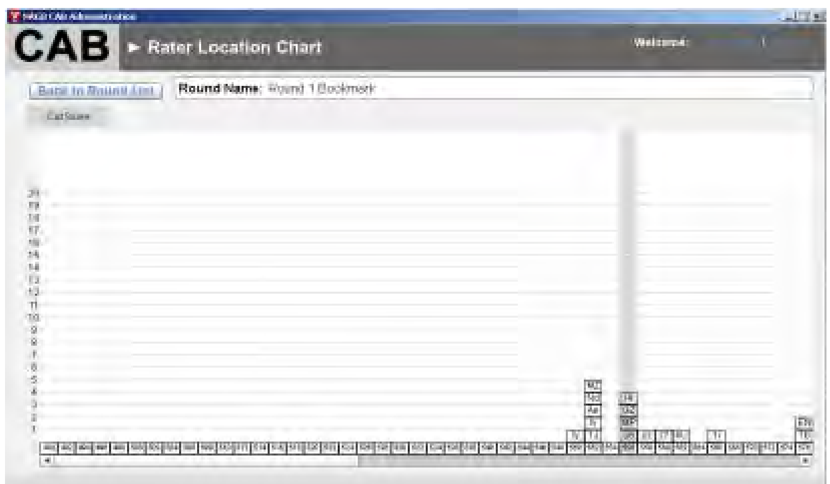
1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Select **View Rater Location Chart** from the **Actions** drop-down list for the appropriate bookmarking round.



The **Rater Location Chart** opens.

NOTE: The gray bar indicates the median cut score for the rating round.



Panelists locate themselves on the chart using their unique system-generated secret code, which is found in the User Manager Details window. Panelists can compare the median cut score and bookmarked items to their own cut scores and bookmarked items.

3. Click **Back to Round List** to return to the list of rounds on the **Dashboard**.

Publish a Rater Location Chart

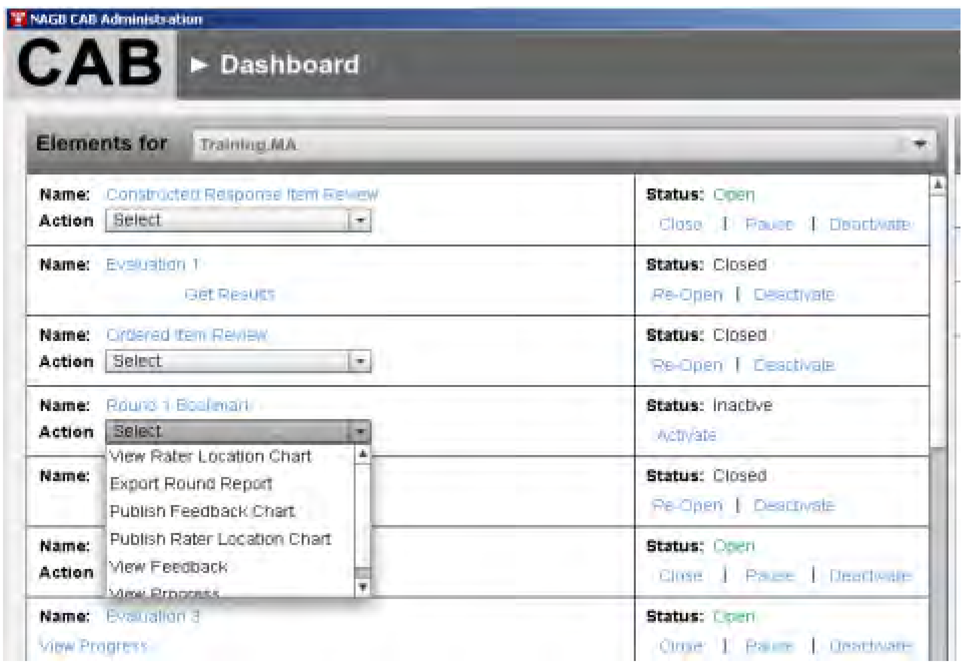
When admin users publish the Rater Location Chart for a closed rating round, panelists assigned to the specific panel can view where their cut scores appear in relation to other panelists and the median score on the Rater Location Chart for the round.

NOTE: The **Publish Rater Location Chart** option is only available for Bookmarking rounds.

To publish a Rater Location Chart, follow the steps below:

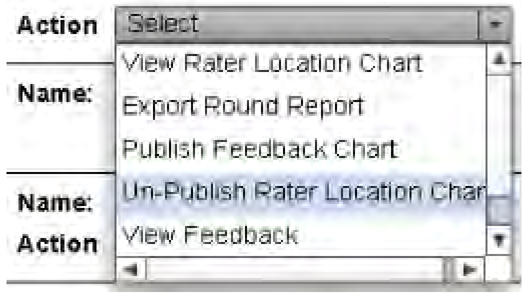
1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Select **Publish Rater Location Chart** from the **Actions** drop-down list for the appropriate bookmarking round.



A message appears confirming the rater location chart was published.

NOTE: The **Publish Rater Location Chart** option changes to **Un-Publish Rater Location Chart** in the **Actions** drop-down list.



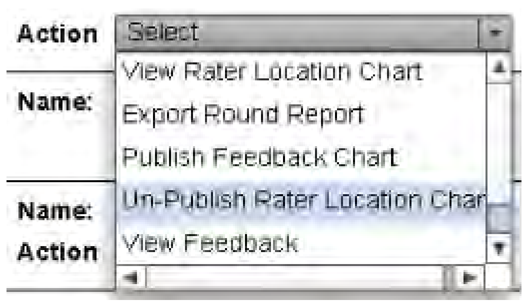
Un-publish a Rater Location Chart

When admin users publish the Rater Location Chart for a closed rating round, the panelists assigned to the round can view where their cut scores appear in relation to other panelists and the median score on the Rater Location Chart for the round.

Admin users can un-publish the Rater Location Chart so it is no longer visible to the panelists assigned to the rating round. This provides admin users the ability to show or not show such feedback for that round.

To un-publish a Rater Location Chart, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.
2. Select **Un-Publish Rater Location Chart** from the **Actions** drop-down list for the closed rating round.



A confirmation appears confirming the Rater Location Chart was un-published. The Rater Location Chart is no longer visible to the panelists assigned to the rating round.

View Cut Scores and Consequences Data Feedback

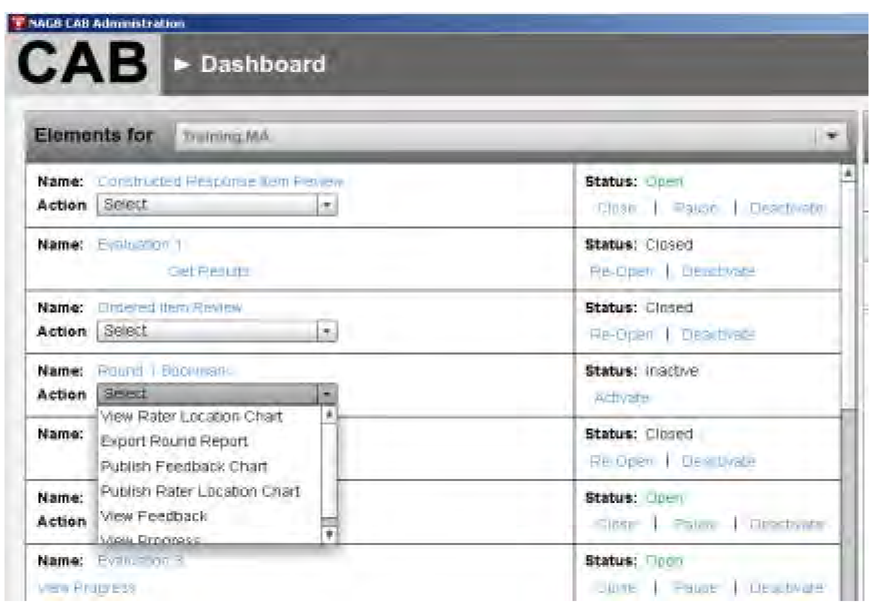
Users may view consequences data for various cut scores to evaluate the reasonableness of their score prior to making their last judgments regarding cut scores. Refer to WestEd & Measured Progress (2011, p.65) for a fuller explanation of the Consequences Data Feedback.

NOTE: The **View Feedback** option is only available for Bookmarking rounds.

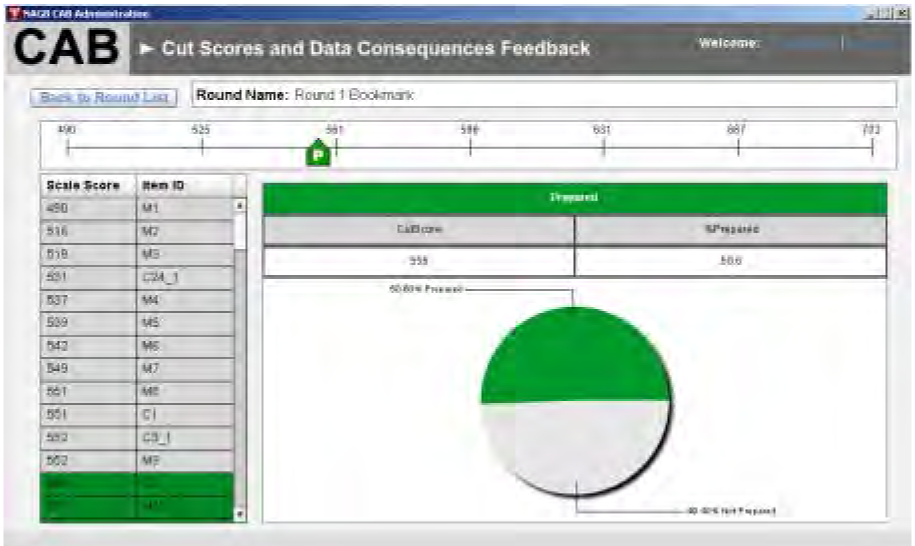
To view cut scores and consequences data feedback, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Select **View Feedback** from the **Action** drop-down list for the rating round you wish to view.

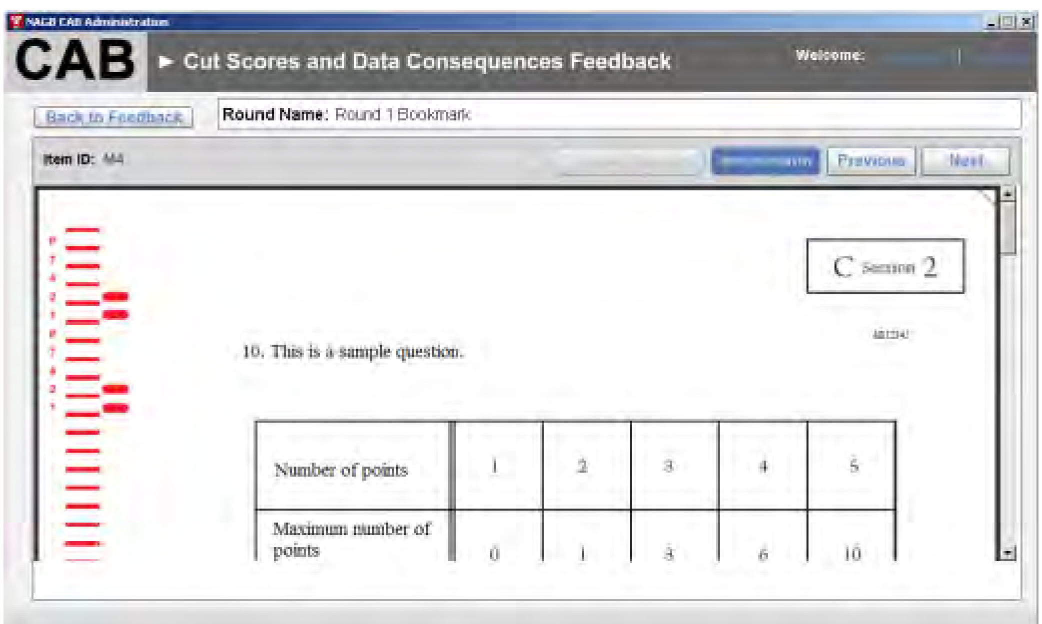


The **Cut Scores and Consequences Data Feedback** window opens.

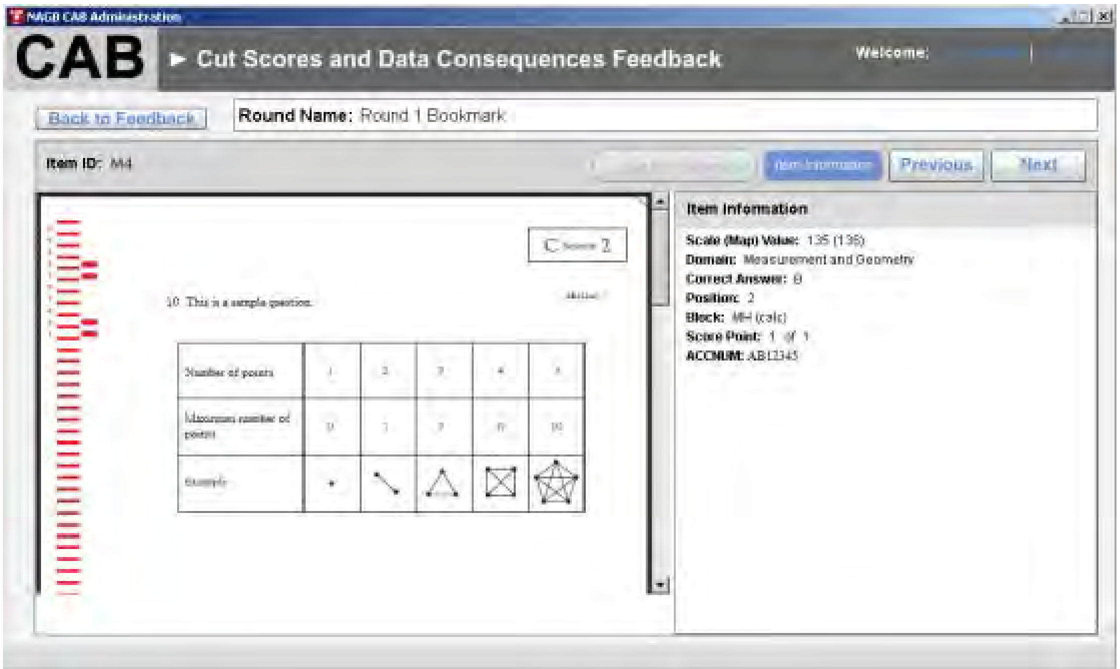


3. Drag the slider  to preview the impact data for various cut scores. Changes in the cut score are also shown on the shading of the item list column on the left.

4. Click an item in the **Item ID** column to view the item contents. Viewing items around the cut score will help a panelist determine whether student performance at that cut score is consistent with the borderline description.



5. Click **Item Information** to view information about the item.



6. Do the following:

- Click **Next** to go to the next item in the list.
- Click **Previous** to go to the previous item in the list.

7. Click **Back to Feedback** to return to the Cut Scores view.

Publish the Feedback Chart

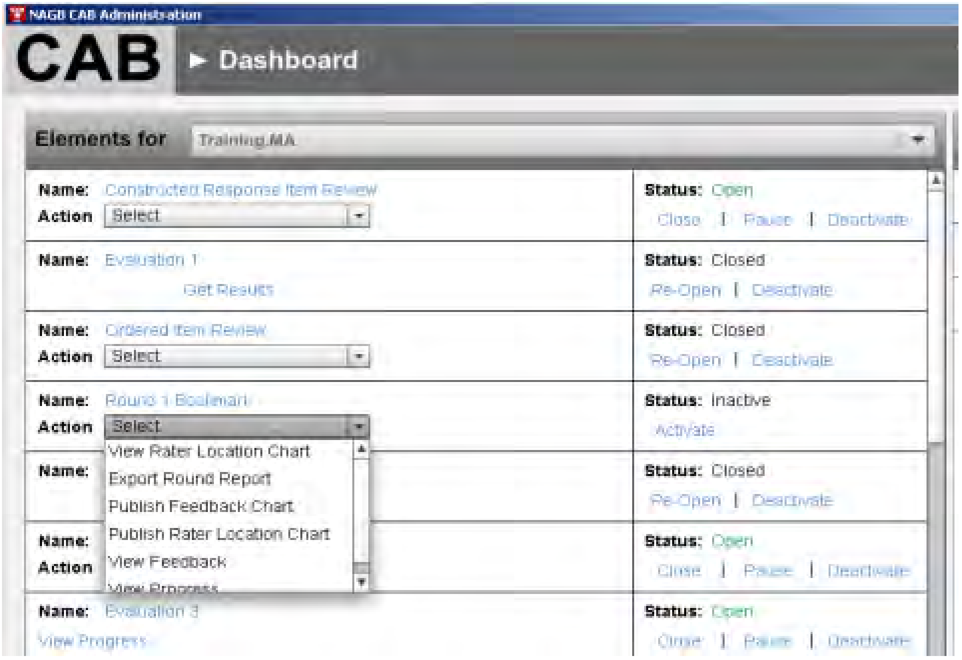
When you publish the Feedback Chart for a closed rating round, the panelists assigned to the round can view the cut scores and data consequences feedback for the round. Consequences Data Feedback can be viewed by the administrator without being published to the panelists and observers. Consequences Data Feedback is only published after round 2 for any NAEP standard setting. CAB functionalities allow Consequences Data Feedback to be published after any bookmarking round.

NOTE: The **Publish Feedback Chart** option is only available for Bookmarking rounds.

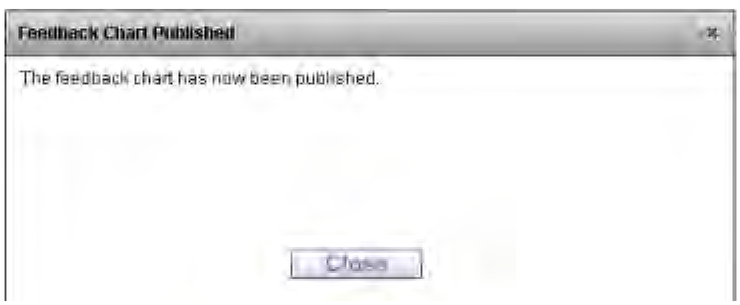
To publish a feedback chart, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Select **Publish Feedback Chart** from the **Actions** drop-down list for the appropriate bookmarking round.



A message appears confirming the feedback was published.



Un-publish the Feedback Chart

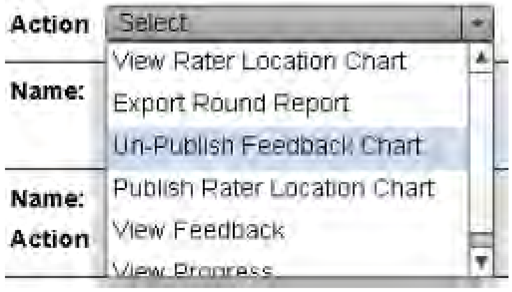
When you publish the Feedback Chart for a closed rating round, the panelists assigned to the round can view the cut scores and data consequences feedback for the round.

You can un-publish the Feedback Chart so it is no longer visible to the panelists assigned to the rating round.

To un-publish a feedback chart, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Select **Un-Publish Feedback Chart** from the **Actions** drop-down list for the closed rating round.



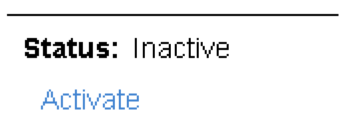
A confirmation appears confirming the Feedback Chart was un-published. The Feedback Chart is no longer visible to the panelists assigned to the rating round.

Activate a Rating Round or Evaluation

To activate a round, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Activate** under **Status** for the appropriate round or evaluation.



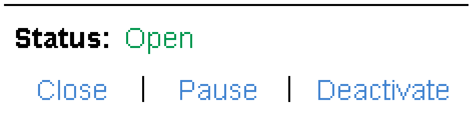
The status of the round or evaluation changes to **Open**.

Deactivate a Rating Round or Evaluation

To deactivate a rating round or evaluation, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Deactivate** under **Status** for the appropriate round or evaluation.



The status of the round or evaluation changes to **Inactive**.

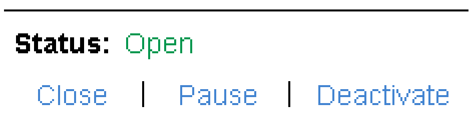
Close a Rating Round or Evaluation

Closing a round or evaluation removes access to the rating round data.

To close a rating round or evaluation, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Close** under **Status** for the appropriate round or evaluation.



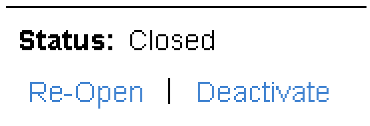
The status of the round or evaluation changes to **Closed**.

Re-Open a Rating Round or Evaluation

To re-open a rating round or evaluation, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Re-Open** under **Status** for the appropriate round or evaluation.



The status of the round or evaluation changes to **Open**.

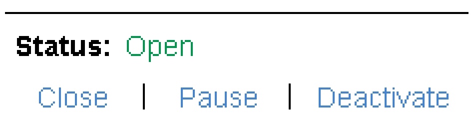
Pause a Rating Round or Evaluation

Pausing the rating round prevents panelists from bookmarking or commenting on the items.

To pause a rating round, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Pause** under **Status** for the appropriate round or evaluation.



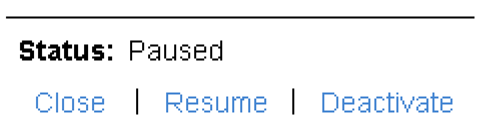
The status of the round or evaluation changes to **Paused**.

Resume a Round or Evaluation

To resume a round or evaluation, follow the steps below:

1. On the **Dashboard**, select the panel from the **Elements for** drop-down list.

2. Click **Resume** under **Status** for the appropriate round or evaluation.

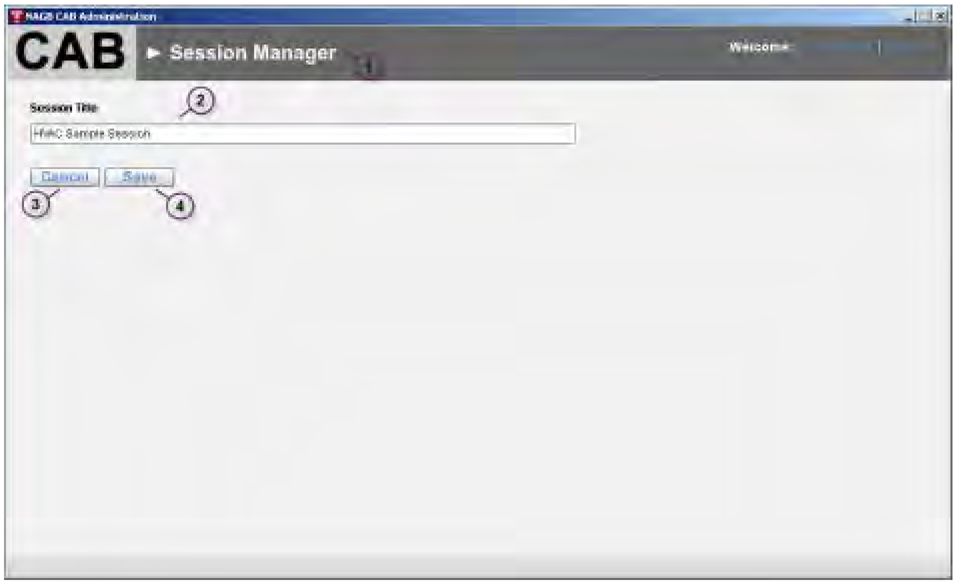


The status of the round or evaluation changes to **Open**.

Session Manager

NOTE: The functionality described in this section is incomplete.

The **Session Manager** controls all the session data displayed to a panelist.



The **Session Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Session Title	The name of the session.
3	**Cancel**	Click to close the **Session Manager** without saving the session title.
4	**Save**	Click to save the session title.

Create a Session

To create a session, follow the steps below:

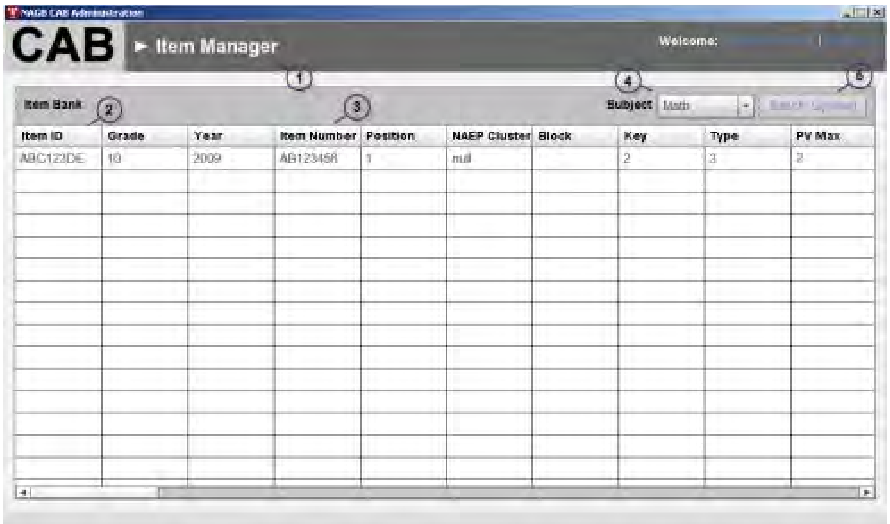
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Session Manager**.
3. Type the name of the session.
4. Click **Save**.

Item Manager

The **Item Manager** displays the items in the Item Bank. Admin users can view details of an individual item, filter items by subject, and batch upload items to the Item Bank.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.



The **Item Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Item ID	The item's ID. Click the ID to view the item's attributes.
3	Item details	The attributes for each item in the Item Bank. Use the scroll bar to view all attributes.
4	**Subject** drop-down list	Allows you to filter the items by subject.
5	**Batch Upload**	Enables you to upload multiple items simultaneously.

View Item Attributes

To view item attributes, follow the steps below:

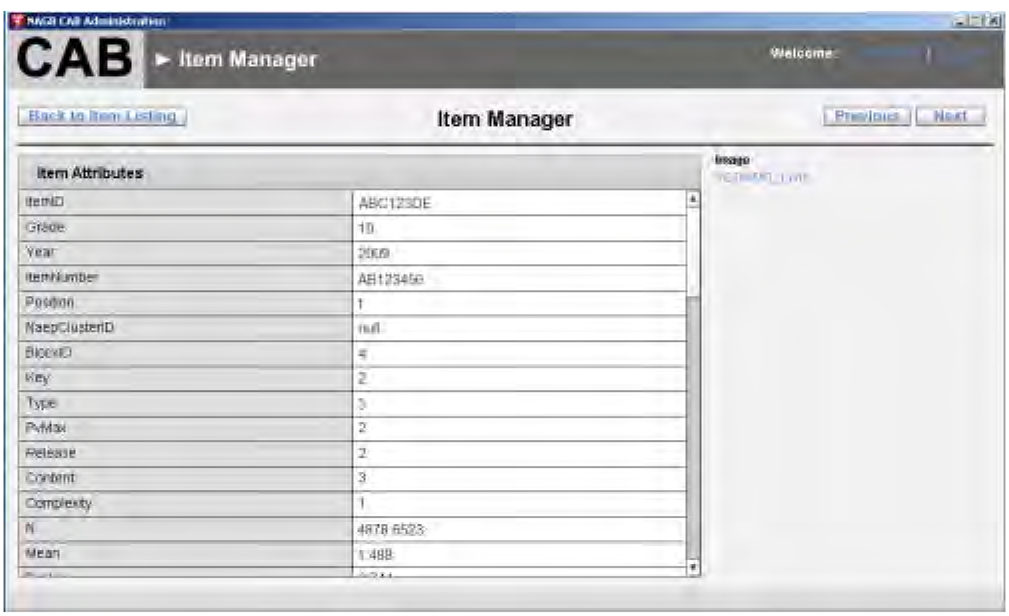
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Item Manager**.

3. Select the subject from the **Subject** drop-down list.

4. Click the item ID for the item you wish to view.

The **Item Attributes** window opens.



5. Do the one or more of the following:

- Click the image filename under **Images** to view an image of the item.
- Click **Next** to go to the next item in the item list.
- Click **Previous** to go to the previous item in the item list.
- Click **Back to Item Listing** to return to the Item Bank.

Batch Upload Items to an Item Bank

IMPORTANT: The following must be completed before you upload items to the Item Bank:

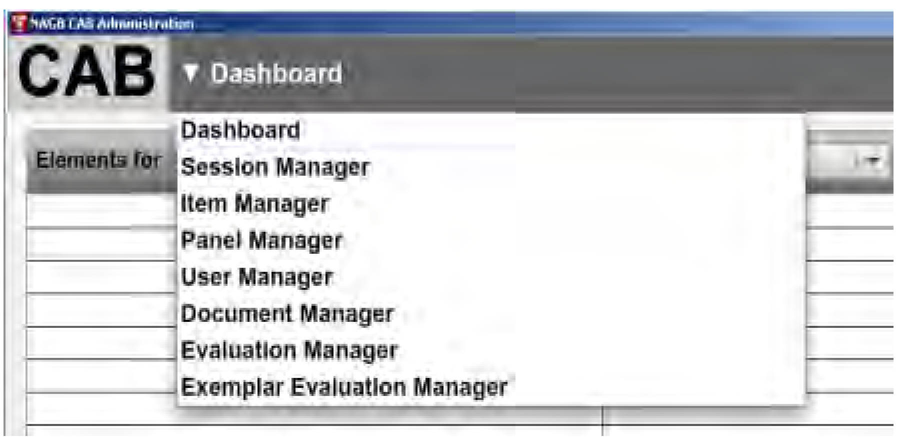
The **subject.zip** file is included in the templates folder that was copied to your computer during installation. Find the template file called **Jss flat space data file_year_Subject_Grade##with Item Assignments.xlsx**. This is the file where the psychometrician must enter all data associated with the items.

The data requirements for the remaining tabs are included on the first tab of the template file. In the **Subject** folder, delete the .txt file and insert all pdf copies of the items referenced in the spreadsheet noted above.

Once complete, create a .zip file containing the subject folder and Excel spreadsheet.

To batch upload items, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

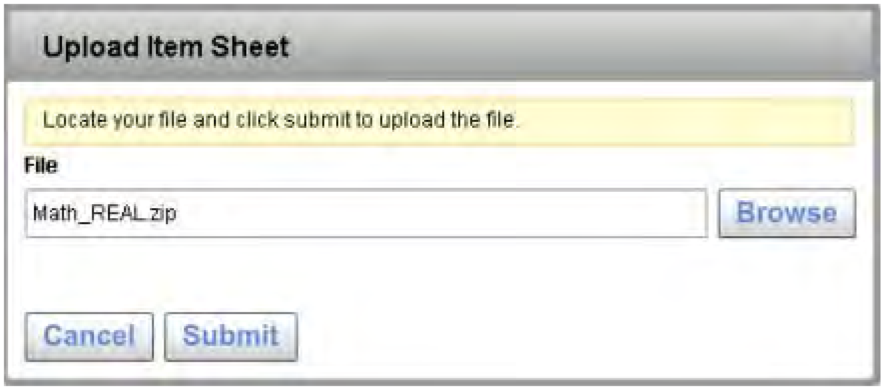


2. Select **Item Manager**.

3. Select the subject from the **Subject** drop-down list.

4. Click **Batch Upload**.

The **Upload Item Sheet** window opens.



5. Click **Browse** to locate the file created by the psychometrician (noted above) containing the items you wish to upload.

6. Click **Submit** to upload the file.

Uploaded items appear in the Item Manager.

Panel Manager

The **Panel Manager** shows the master listing of all panels in CAB. Admin users may add, edit, or delete panels, manage panels within a session, and manage the rated data within each session.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.

The **Panel Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Panel ID	A unique system-generated ID assigned to the panel. The panel ID cannot be edited.
3	Panel Name	The user defined name for the panel.
4	Subject	The subject assigned to the panel (1=Math, 2=Reading).

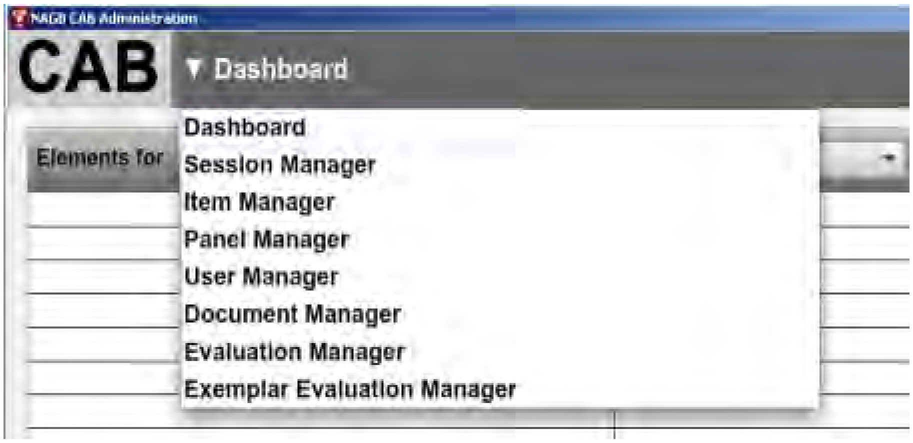
#	Element	Description
5	Panel	The alphanumeric name assigned to the panel. NOTE: Panel A and Panel B are replicate panels.
6	Panelist	The number of panelists assigned to the panel.
7	Rounds Total	The total number of rounds created for the panel. KSA reviews were counted as rounds in this context.
8	Rounds Complete	The number of rounds that have been completed.
9	Status	The current status of the round.
10	**Add Panel**	Click to create a panel.
11	**Edit**	Click to edit a panel.
12	**Delete**	Click to delete a panel.

Add a Panel

In this context, a panel is a set of steps of KSA review rounds, Bookmarking rounds, and evaluations.

To add a panel, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

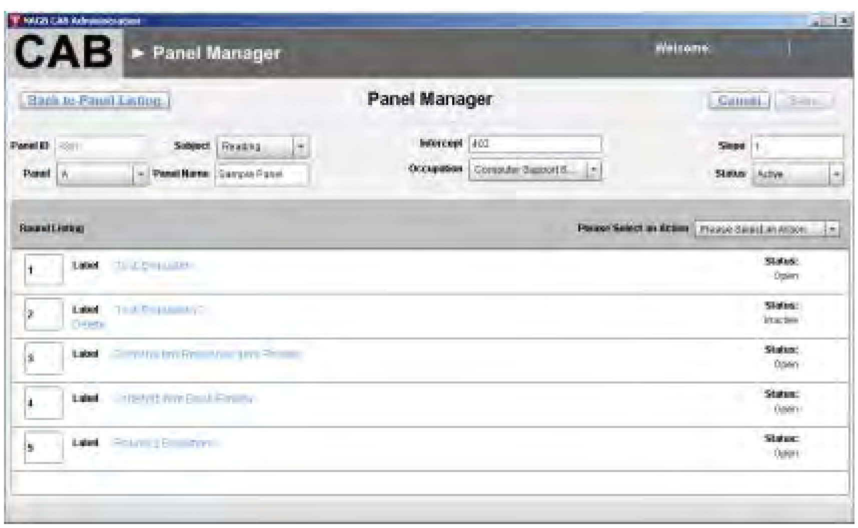


2. Select **Panel Manager**.

The **Panel Manager** opens.

3. Click **Add Panel**.

The **Panel Manager Details window** opens.



4. Enter the panel details.
5. Click **Save**.

NOTE: You must save the panel before adding rating rounds and/or evaluations to the panel.

6. Click **Edit** in the **Panel Manager** to edit the panel.

Delete a Panel

NOTE: Only inactive panels with no associated users or rounds may be deleted.

To delete a panel, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Panel Manager**.
3. Click **Delete** next to the panel you wish to delete.

Panel Manager Details Window

The **Panel Manager Details** window enables you to view, edit, or change the panel status. You can also add rating rounds, evaluations, and exemplar evaluations to a panel.

The **Panel Manager Details** window contains the following functions.

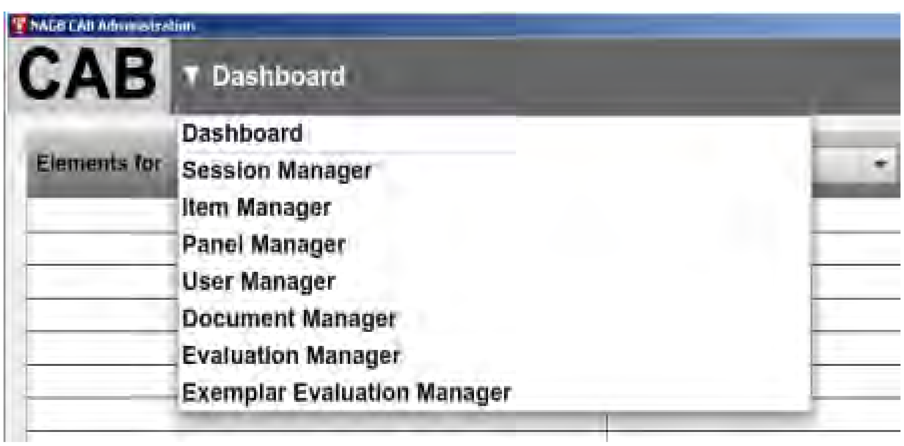
#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application.
2	**Back to Panel Listing** button	Click to return to the list of panels.
3	Panel ID	A unique system-generated ID assigned to the panel. The panel ID cannot be edited.
4	Subject	The subject assigned to the panel.
5	Intercept	The intercept value assigned to the panel. (For security purposes, the scaled scores presented to the panels are linear transformations of the NAEP scale.)
6	**Save|Cancel**	Click **Save** to save changes to the panel. Click **Cancel** to undo changes made to the panel before saving it.
7	Slope	The slope value assigned to the panel. (For security purposes, the scaled scores presented to the panels are

#	Element	Description
		linear transformations of the NAEP scale.)
8	Panel	The alphanumeric name assigned to the panel.
9	Panel Name	The user defined name of the panel.
10	Occupation	The occupation category for the panel.
11	Status	Indicates whether the panel is active or inactive.
12	Round order number fields	Lets you reorder the rounds in the Round Listing.
13	Round listing	The names of each rating round or evaluation in the panel.
14	**Please Select an Action** drop-down list	Enables you to update the round order, add a rating round, add an evaluation, or add an exemplar evaluation to the panel.
15	Status	The status of the rating round or evaluation.

Edit a Panel

To edit a panel, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.



2. Select **Panel Manager**.

3. Click **Edit** next to the panel you wish to edit.

The **Panel Manager Details** window opens.

4. Update the details of the panel.

5. Click **Save** to save your changes.

NOTE: Click **Cancel** to clear your changes.

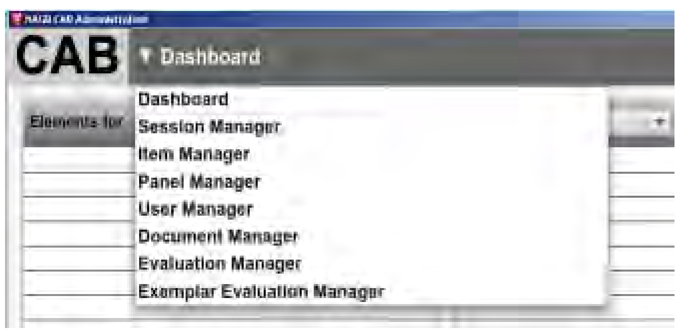
6. Click **Back to Panel Listing** to return to the list of panels.

Reorder Panel Rounds

When admin users reorder panel rounds, the order of the rounds is updated for panelists assigned to the panel.

To reorder panel rounds, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.



2. Select **Panel Manager**.

3. Click **Edit** next to the panel you wish to edit.

The **Panel Manager Details** window opens.

4. Swap order numbers by replacing the number in the round order number field with the new number.

NOTE: Ensure there are no duplicate numbers.

5. Select **Update Order** from the **Please Select an Action** drop-down list.

6. Click **Save** to save your changes.

7. Click **Back to Panel Listing** to return to the list of panels.

Activate or Deactivate a Panel

To activate or deactivate a panel, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Panel Manager**.

3. Click **Edit** next to the panel you wish to modify.

   The **Panel Manager Details** window opens.

4. Select **Active** or **Inactive** from the **Status** drop-down list.

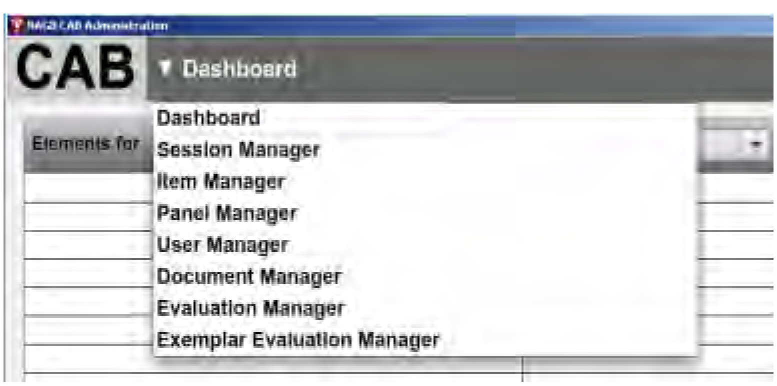
5. Click **Save** to save your changes.

6. Click **Back to Panel Listing** to return to the list of panels.

Add an Evaluation to a Round

To add an evaluation to a round, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.



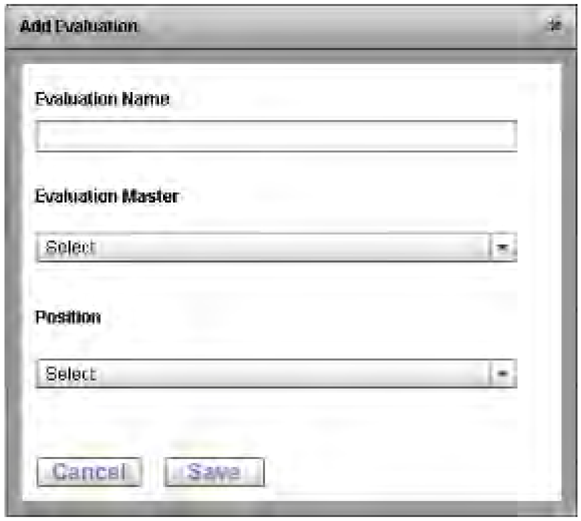
2. Select **Panel Manager**.

3. Click **Edit** next to the panel where you wish to add the evaluation.

The **Panel Manager Details** window opens.

4. Select **Add Evaluation** from the **Please Select an Action** drop-down list.

The **Add Evaluation** window opens.



5. Enter the evaluation name.

6. Select the evaluation master template from the drop-down list. The evaluation master template references all evaluations in the Evaluations Manager.

7. Select the evaluation position in the round from the drop-down list.

NOTE: The evaluation may be repositioned after adding it to the panel.

8. Click **Save**.

Add an Exemplar Evaluation to a Round

Exemplar items for the JSS illustrate the knowledge and skills representing preparedness for entry-level coursework in credit-bearing college courses or occupational job-training programs.

Panelists rate potential exemplar items to indicate whether the items should be used to illustrate preparedness.

To add an exemplar evaluation to a round, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

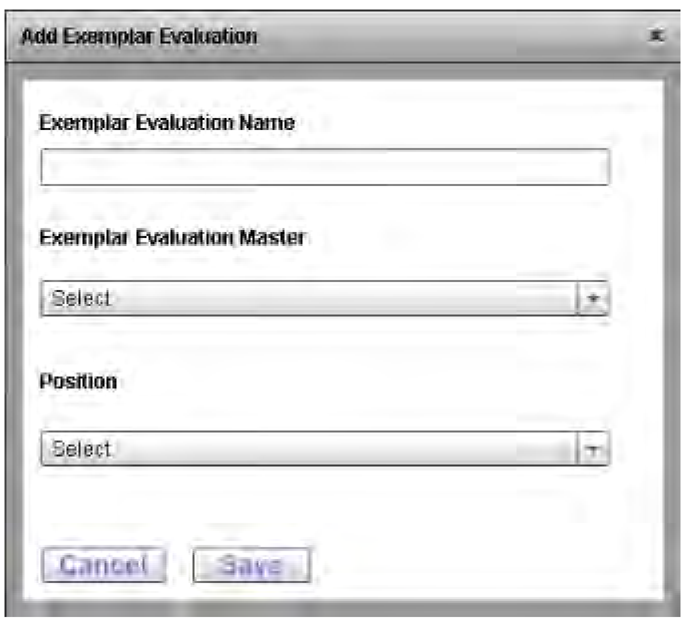
2. Select **Panel Manager**.

3. Click **Edit** next to the panel where you wish to add the evaluation.

The **Panel Manager Details** window opens.

4. Select **Add Exemplar Evaluation** from the **Please Select an Action** drop-down list.

The **Add Exemplar Evaluation** window opens.



5. Enter the exemplar evaluation name.

NOTE: An evaluation form must be created before it can be added to the panel.

6. Select the exemplar evaluation master template from the drop-down list. The exemplar evaluation master template references all exemplar evaluations in the **Exemplar Evaluations Manager**.

7. Select the exemplar evaluation position in the round from the drop-down list.

NOTE: The exemplar evaluation may be repositioned after adding it to the panel.

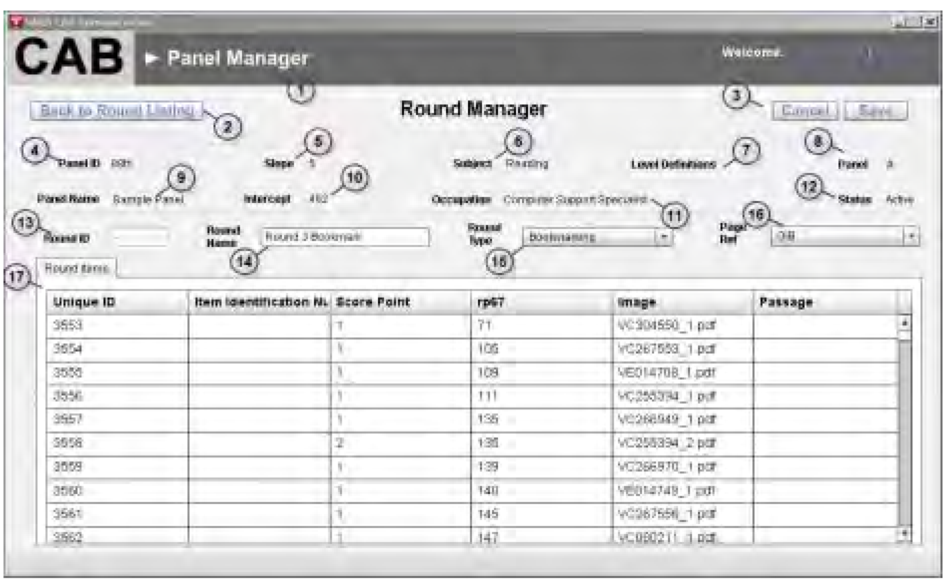
8. Click **Save**.

NOTE: To summarize the results, data may need to be downloaded by a database administrator and analyzed for reporting purposes.

Round Manager

The **Round Manager** enables admin users to view, edit, or change the round details.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.



The **Round Manager** contains the following elements.

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	**Back to Round Listing** button	Click to return to the **Panel Manager Details** window.
3	**Save|Cancel**	Click **Save** to save changes to the panel. Click **Cancel** to undo changes made to the panel before saving it.
4	Panel ID	A unique system-generated ID assigned to the panel. The panel ID cannot be edited.
5	Slope	The slope value assigned to the panel. (For security purposes, the scaled scores presented to the panels are linear transformations of the NAEP scale.)
6	Subject	The subject assigned to the panel.
7	Level Definitions	The number of level definitions for the grade and subject.
8	Panel	The alphanumeric name assigned to the panel.
9	Panel Name	The user defined name of the panel.
10	Intercept	The intercept value assigned to the panel. (For security purposes, the scaled scores presented to the panels are linear transformations of the NAEP scale.)
11	Occupation	The occupation category for the panel.
12	Status	Indicates whether the panel is active or inactive.

#	Element	Description
13	Round ID	A unique system-generated ID assigned to the rating round.
14	Round Name	The name of the rating round defined by the user.
15	Round Type	Indicates whether the rating round is Bookmarking or KSA review.
16	Page Ref	The item book used for the round (OIB or CROIB).
17	Round Items	The details of each item associated with the round, including the unique system-generated ID, item ID number, score point for the item, and image of the item.

Add a Rating Round (i.e., KSA Review or Bookmarking)

To add a rating round, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Panel Manager**.

3. Click **Edit** next to the panel where you wish to add the rating round.

   The **Panel Manager Details** window opens.

4. Select **Add Rating Round** from the **Please Select an Action** drop-down list.

   The **Round Manager** opens.

5. Enter the round details.

6. Click **Save** to save your changes.

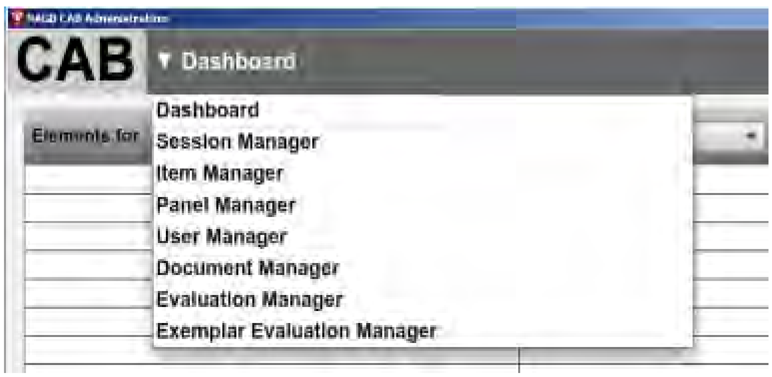
NOTE: Click **Cancel** to clear the details.

7. Click **Back to Round Listing** to return to the **Panel Manager Details** window.

Edit Rating Round Details

To edit the round rating details, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.



2. Select **Panel Manager**.

3. Click **Edit** next to the panel containing the rating round you wish to edit.

The **Panel Manager Details** window opens.

4. Click the name of the rating round in the **Round Listing** section.

The **Round Manager** opens.

5. Edit the round details.

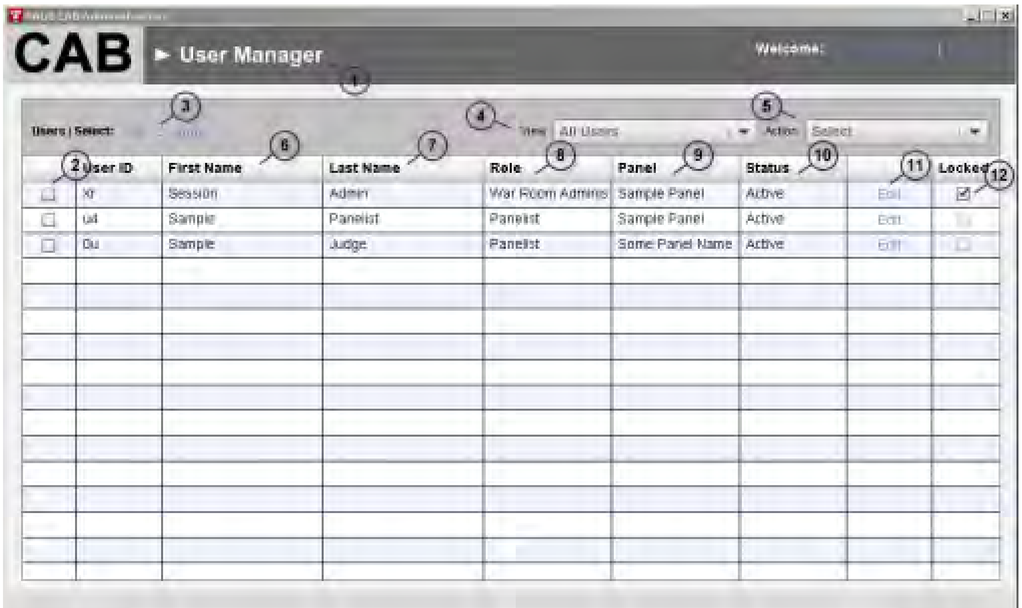
6. Click **Save**.

7. Click **Back to Round Listing** to return to the list of panels.

User Manager

The **User Manager** lists all users in the CAB system. You can filter the users displayed, add or edit users, lock users, assign users to a panel, batch create users, and delete users.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.



The **User Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Users check boxes	Select the check box(es) to assign the user(s) to a panel.
3	**Select All|None**	Click **Select All** to select all users in the current view. Click **None** to clear all selected users.

#	Element	Description
4	**View** drop-down list	Lets you select specific users to view in the User Manager.
5	**Action** drop-down list	Lets you add a user, assign the selected user(s) to a panel, batch create users, or delete the selected user(s).
6	First Name	The user's first name.
7	Last Name	The user's last name.
8	Role	The user's permission level.
9	Panel	The user's assigned panel.
10	Status	The user's current status in the system.
11	**Edit**	Click to modify the user's information.
12	**Locked** check box	Locks the session for the user. The user is unable to log into the CAB Panelist application.

Assign a User to a Panel

To assign a user to a panel, follow the steps below:

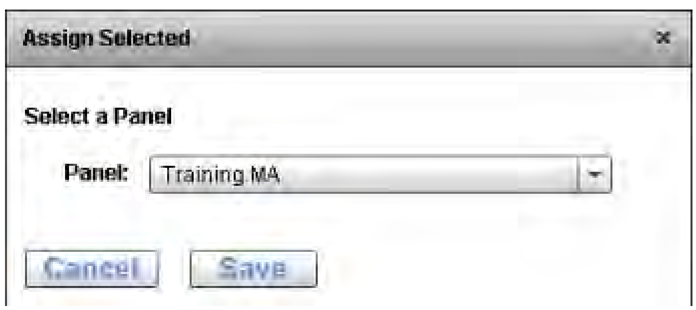
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

The **User Manager** opens.

3. Select the check box next to each user you wish to assign to a panel.
4. Click **Assign Selected** on the **Action** drop-down menu.

The **Assign Selected** window opens.



5. Select the panel from the drop-down list.
6. Click **Save**.
7. Click **Yes** to confirm you want to assign the user(s) to the panel.

Batch Create Users

To add a user, follow the steps below:

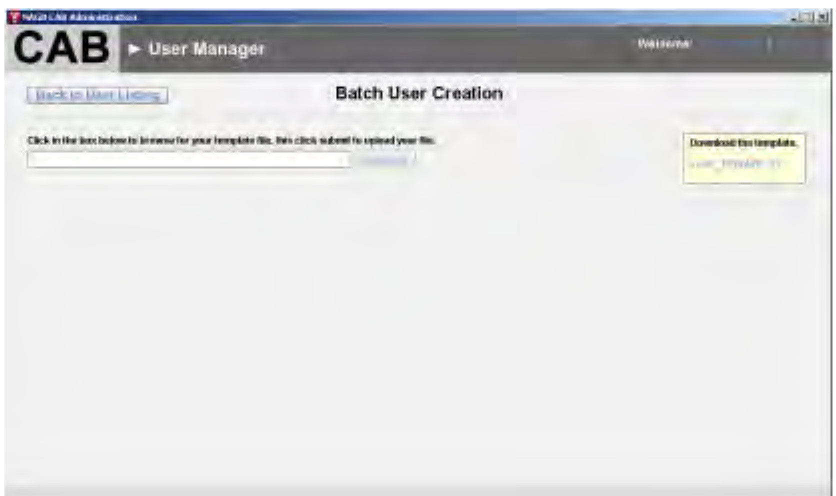
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

The **User Manager** opens.

3. Click **Batch User Creation** on the **Action** drop-down menu.

The **Batch User Creation window** opens.



4. Click the box to browse and select the file you wish to upload.

IMPORTANT: Use the **UserTemplate.xlsx** template file.

5. Click **Submit** to upload the batch user file.

Delete a User

To delete a user, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

   The **User Manager** opens.

3. Select the user(s) you wish to delete.
4. Click **Delete User** on the **Action** drop-down menu.
5. Click **Yes** to confirm you want to permanently delete the user(s).

   The user is deleted from the system.

User Manager Details Window

The **User Manager Details** window enables you to view and edit user details.

The **User Manager Details** window contains the following elements:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Back to User Listing	Click to return to the **User Manager**.
3	User name and credentials	User information includes the user's first name, middle initial, and last name, the user name and password to log into the system, and the user's race/ethnicity. IMPORTANT: Passwords are saved as plain text in the software and in the database. Be sure to create a unique password that is not used elsewhere.
4	Gender	The user's gender.

#	Element	Description
5	Socioeconomic information and institution information	▪ **SES**: The user's socioeconomic status. ▪ **Institutional Setting**: Indicates whether the institution is urban or suburban. ▪ **Institutional Type**: Indicates whether the institution is public or private. ▪ **Institutional Level**: Indicates whether the institution is secondary, postsecondary, or military. ▪ **District Size**: The number of students in the institution's district.
6	User regional information	The state and region where the user is located.
7	Academic information	The user's experience and academic credentials.
8	**Cancel|Save**	Click **Save** to save changes to the user information. Click **Cancel** to undo changes made to the user before saving it.
9	User status and ID information	▪ **Status**: Indicates whether the user's current status is Active, Inactive, or Suspended. Changing the status to Suspended means the user's ratings will not impact the cut scores of the ratings rounds. ▪ **User ID**: The unique system-generated secret code assigned to the user. Used by panelists for locating their cut score relative to the median when viewing the Rater Location Feedback. NOTE: Users must know their secret code to view the Rater Location Feedback. ▪ **Role**: The user's permission level within the system.
10	User panel information	▪ **Panel ID**: The panel ID for the panel where the user is assigned. ▪ **Panel/Group**: Indicates whether the user is assigned to Panel A or Panel B. ▪ **Table (JSS)**: The Judgment Standard Setting table assigned to the user. ▪ **Red Star Set**: Indicates which red star set the user is assigned to. NOTE: The red star indicates to the panelist which items he/she needs to review independently.

Add a User

To add a user, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

   The **User Manager** opens.

3. Click **Add User** on the **Action** drop-down menu.

   The **Manage User Details window** opens.

4. Enter the user details.

NOTE: Users must know their secret codes (User ID) for Rater Location feedback.

IMPORTANT: Passwords are saved as plain text in the software and in the database. Be sure to create a unique password that is not used elsewhere.

5. Click **Save**.

NOTE: Click **Cancel** to clear any unsaved details.

6. Click **Back to User Listing** to return to the **User Manager**.

Edit User Details

To add a user, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

   The **User Manager** opens.

3. Click **Edit** for the user you wish to modify.

   The **User Manager Details** window opens.

4. Edit the user details.
5. Click **Save**.

NOTE: Click **Cancel** to clear any unsaved details.

6. Click **Back to User Listing** to return to the **User Manager**.

Change the User Status

NOTE: Changing the status to Suspended means the user's ratings will not impact the cut scores of the ratings rounds.

To change the user status, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **User Manager**.

   The **User Manager** opens.

3. Click **Edit** for the user you wish to modify.

   The **User Manager Details** window opens.

4. Edit the user status.
5. Click **Save**.

NOTE: Click **Cancel** to clear any unsaved details.

6. Click **Back to User Listing** to return to the **User Manager**.

Document Manager

The **Document Manager** lets administration users upload, edit, or delete admin help documents. Users may download the documents from the **Dashboard**.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.

The **Documentation Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	Document list	The documents that were uploaded to the system.
3	Type	The document's category.
4	**Add Document**	Click to upload a document to the system.
5	**Edit**	Click to change the document category.
6	**Delete**	Click to delete the document from the system.

Upload an Admin Help Document

To upload an admin help document, follow the steps below:

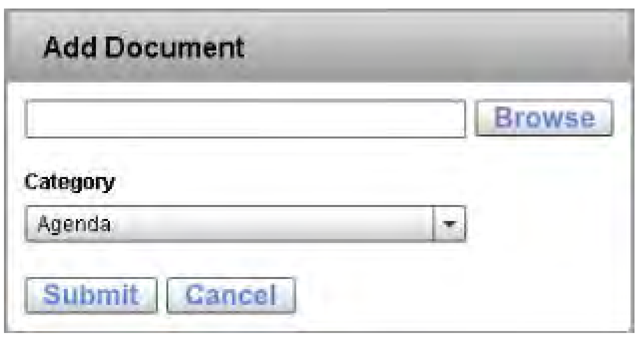
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Document Manager**.

   The **Document Manager** opens.

3. Click **Add Document**.

   The **Add Document window** opens.



4. Click **Browse** to find the document you wish to upload.

NOTE: The document format must be .pdf, .doc, or .txt.

5. Select the document type from the **Category** drop-down list.

6. Click **Submit**.

Change the Admin Help Document Type

To change the admin help document type, follow the steps below:

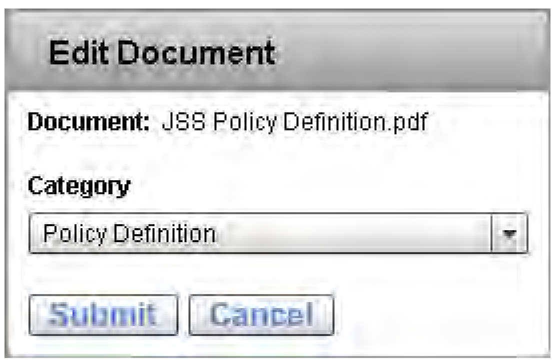
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Document Manager**.

   The **Document Manager** opens.

3. Click **Edit**.

   The **Edit Document window** opens.



4. Select the document type from the **Category** drop-down list.
5. Click **Submit**.

Delete an Admin Help Document

NOTE: See "Known Issues" in the CAB Technical User Guide for more information.

To delete an admin help document from the system, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Document Manager**.

   The **Document Manager** opens.

3. Click **Delete** for the document you wish to delete.

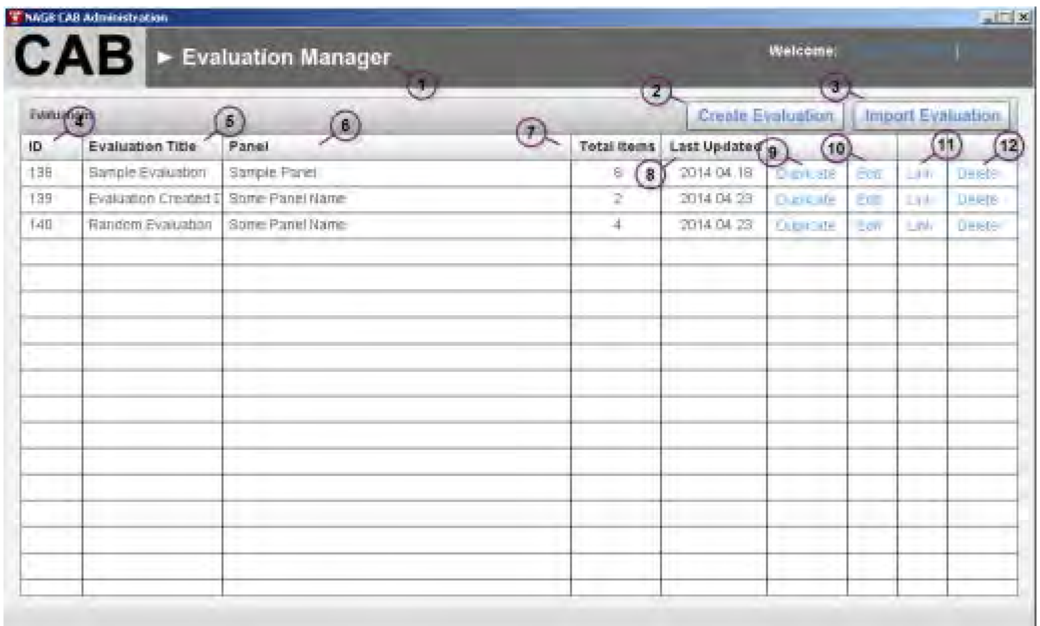
4. Click **Yes** to confirm you wish to delete the document.

Evaluation Manager

Panelists complete evaluations for each major phase of the standard-setting process. The evaluations are reviewed to identify difficulties panelists may have, improve the standard-setting process, and provide procedural validity for cut score recommendations.

The **Evaluation Manager** lets admin users create, import, duplicate, and delete evaluations, as well as link evaluations to panels.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.



The **Evaluation Manager** contains the following functions:

#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.
2	**Create Evaluation** button	Click to create an evaluation.

#	Element	Description
3	**Import Evaluation** button	Click to import an evaluation.
4	ID	The system-generated ID number for the evaluation.
5	Evaluation Title	The name of the evaluation entered by the user.
6	Panel	The panel linked to the evaluation.
7	Total Items	The total number of items included in the evaluation.
8	Last Updated	The date when the evaluation was last modified.
9	Duplicate	Click to create a new evaluation based on the existing evaluation.
10	Edit	Click to modify the evaluation.
11	Link	Click to link the evaluation to a panel.
12	Delete	Click to delete the evaluation.

Create an Evaluation

IMPORTANT: You must set the itinerary before linking the evaluation.

To create an evaluation, follow the steps below:

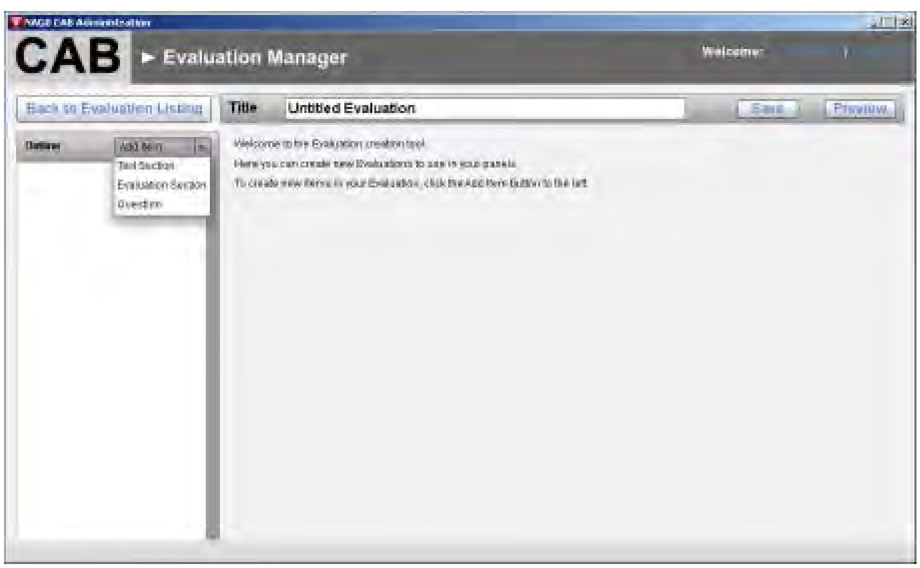
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Evaluation Manager**.

   The **Evaluation Manager** opens.

3. Click **Create Evaluation**.

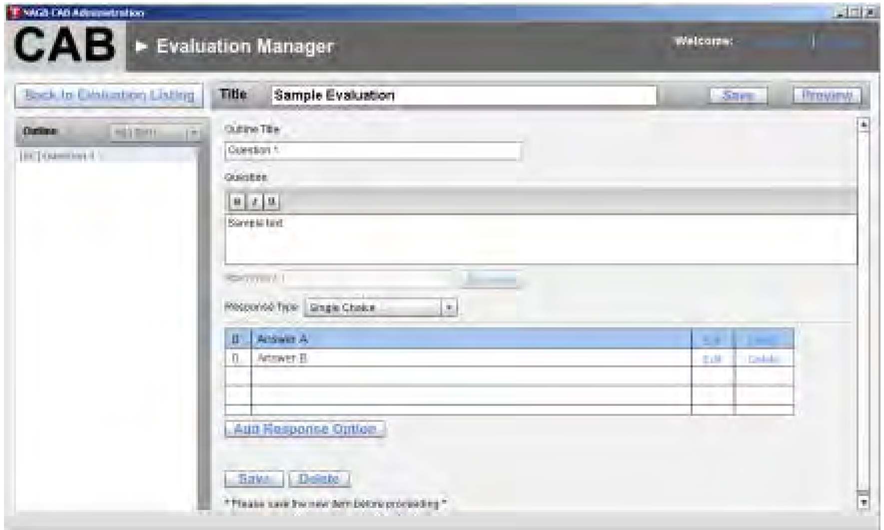
   The evaluation window opens.



4. Enter a title for the evaluation.

5. Click **Save**.

6. Select a text section, evaluation section, or question from the **Add Item** drop-down list.



7. Enter the details of the item you selected.

8. Save the item before adding a new item to the evaluation.

9. Click **Save** to save the evaluation.

NOTE: Click **Preview** to view the item in a preview window.

10. Click **Back to Evaluation Listing** to return to the **Evaluation Manager**.

Import an Evaluation

To import an evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Evaluation Manager**.

   The **Evaluation Manager** opens.

3. Click **Import Evaluation**.

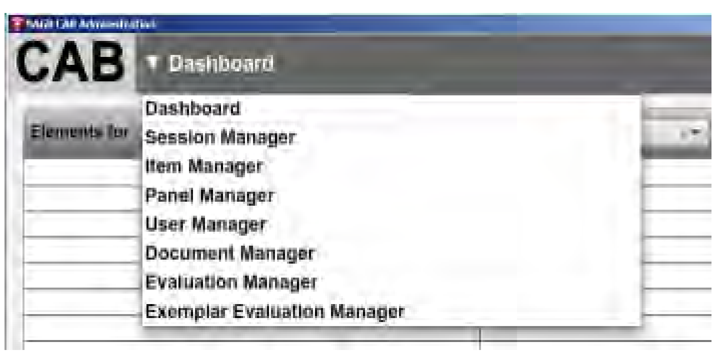
4. Find the evaluation file you wish to import and click **Open**.

   The evaluation is uploaded to the **Evaluation Manager**.

Edit an Evaluation

To edit an evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

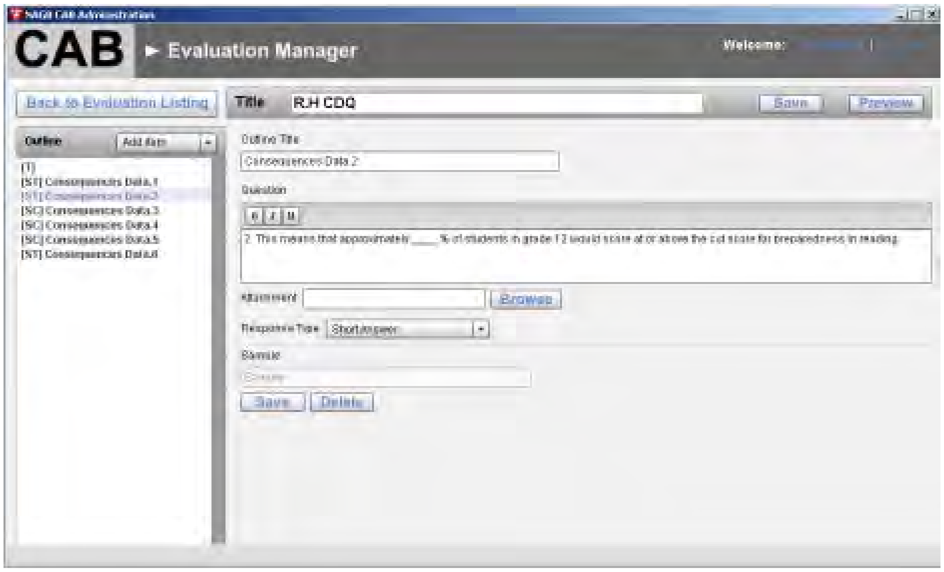


2. Select **Evaluation Manager**.

The **Evaluation Manager** opens.

3. Click **Edit** for the evaluation you wish to modify.

The evaluation window opens.



4. Click an item in the **Outline** pane to view and update the details of the item.

5. Click **Save** to save the evaluation.

NOTE: Click **Preview** to view the item in a preview window.

6. Click **Back to Evaluation Listing** to return to the **Evaluation Manager**.

Duplicate an Evaluation

You can duplicate an evaluation using an existing evaluation as a template.

To duplicate an evaluation, follow the steps below:

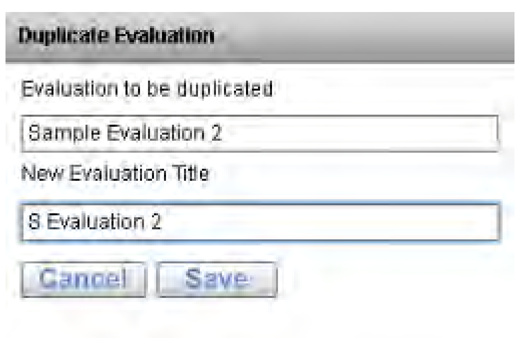
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Evaluation Manager**.

   The **Evaluation Manager** opens.

3. Click **Duplicate** next to the evaluation you wish to use as a template.

   The **Duplicate Evaluation** window opens.



4. Enter a title for the new evaluation.

   The new evaluation appears in the **Evaluation Manager**.

5. Click **Edit** for the new evaluation to modify the evaluation details.

Link an Evaluation to a Panel

To link an evaluation to a panel, follow the steps below:

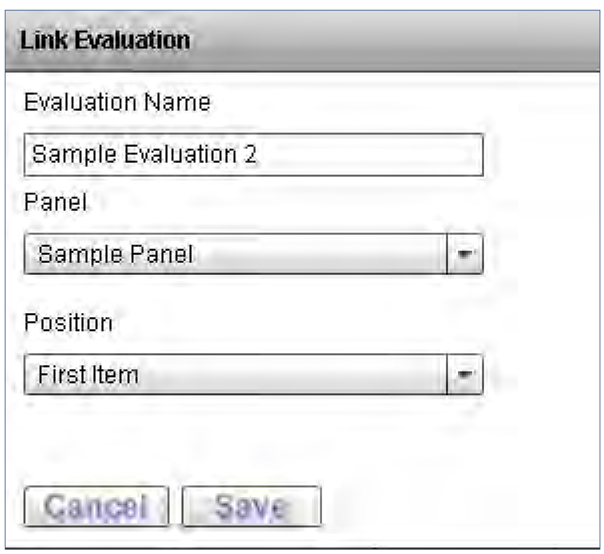
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Evaluation Manager**.

The **Evaluation Manager** opens.

3. Click **Link** next to the evaluation you wish to link to a panel.

The **Link Evaluation** window opens.



4. Select the panel from the **Panel** drop-down list.

5. Select the position of the evaluation from the **Position** drop-down list.

6. Click **Save**.

Delete an Evaluation

NOTE: You cannot delete an evaluation that is linked to an active panel.

To delete an evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Evaluation Manager**.

The **Evaluation Manager** opens.

3. Click **Delete** next to the evaluation you wish to delete from the system.
4. Click **Yes** to confirm you wish to delete the evaluation.

The evaluation is removed from the **Evaluation Manager**.

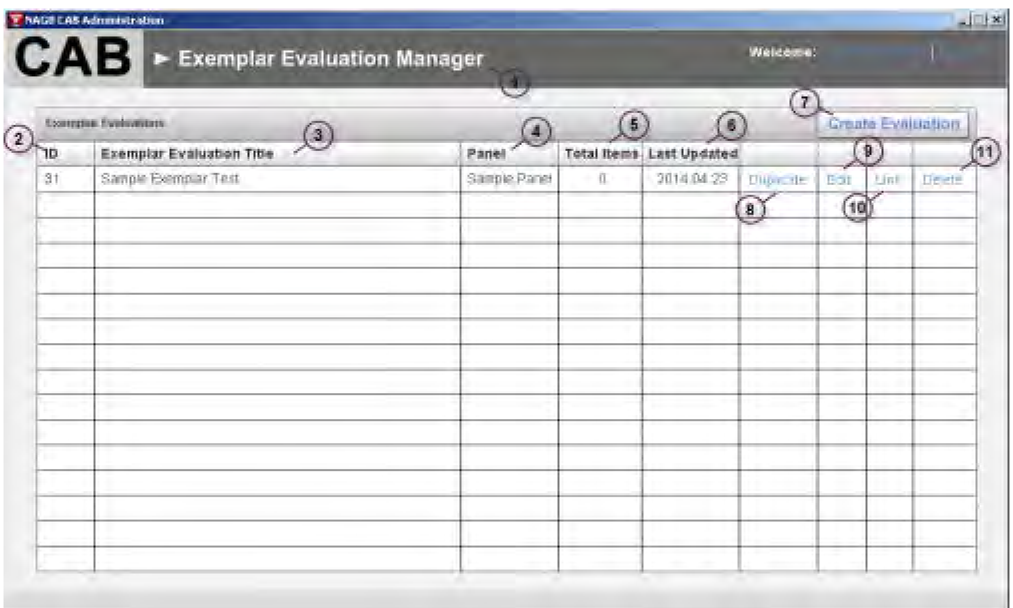
Exemplar Evaluation Manager

Exemplar items illustrate the knowledge and skills representing preparedness for entry-level coursework in credit-bearing college courses or occupational job-training programs.

Panelists may rate potential exemplar items to indicate whether the items should be used to illustrate preparedness.

The **Exemplar Evaluation Manager** lets admin users create, duplicate, and delete exemplar evaluations, as well as link evaluations to panels.

NOTE: Click a column header to sort the contents of the column in ascending or descending order.



The **Exemplar Evaluation Manager** contains the following functions:

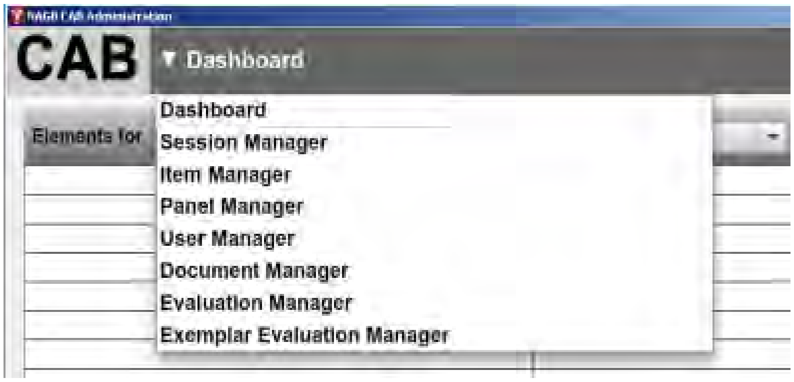
#	Element	Description
1	Manager drop-down list	Provides access to the Managers in the CAB Administration application. NOTE: Access to managers depends on your user level permissions. See “Roles” on page 2 for more information.

#	Element	Description
2	ID	The system-generated ID number for the evaluation.
3	Exemplar Evaluation Title	The name of the evaluation entered by the user.
4	Panel	The panel linked to the evaluation.
5	Total Items	The total number of items included in the evaluation.
6	Last Updated	The date when the evaluation was last modified.
7	Create Evaluation	Click to create an evaluation.
8	Duplicate	Click to create a new evaluation based on the existing evaluation.
9	Edit	Click to modify the evaluation.
10	Link	Click to link the evaluation to a panel.
11	Delete	Click to delete the evaluation.

Create an Exemplar Evaluation

To create an exemplar evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

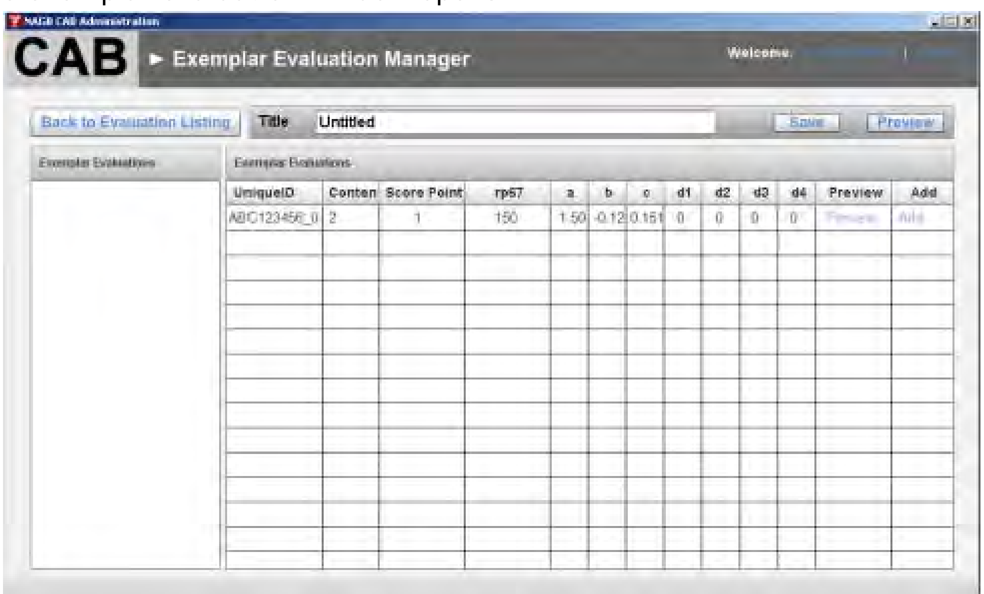


2. Select **Exemplar Evaluation Manager**.

The **Exemplar Evaluation Manager** opens.

3. Click **Create Evaluation**.

The exemplar evaluation window opens.



4. Enter a title for the exemplar evaluation.

5. Click **Save**.

6. Click **Add** next to the individual evaluation you wish to add.

NOTE: Click **Preview** in the **Preview** column to view the individual evaluation in a preview window.

The evaluation appears in the list in the **Exemplar Evaluations** pane. The **Add** column displays "Added" to indicate the evaluation is added.

7. Click **Save** to save the exemplar evaluation.

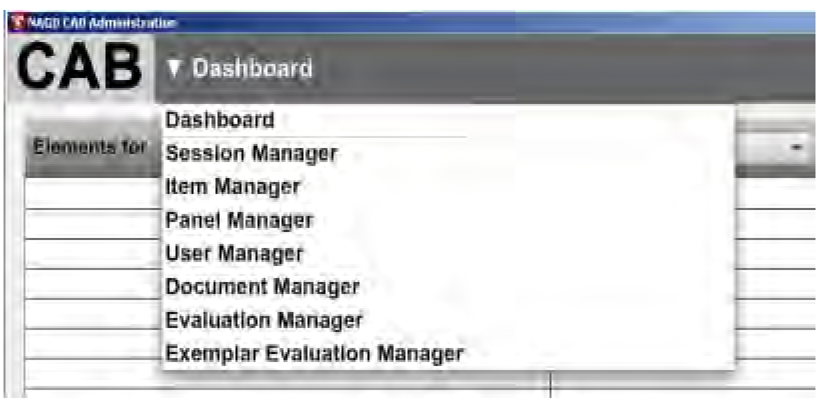
NOTE: Click the **Preview** button to view the exemplar evaluation in a preview window.

8. Click **Back to Evaluation Listing** to return to the **Exemplar Evaluation Manager**.

Edit an Exemplar Evaluation

To edit an exemplar evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

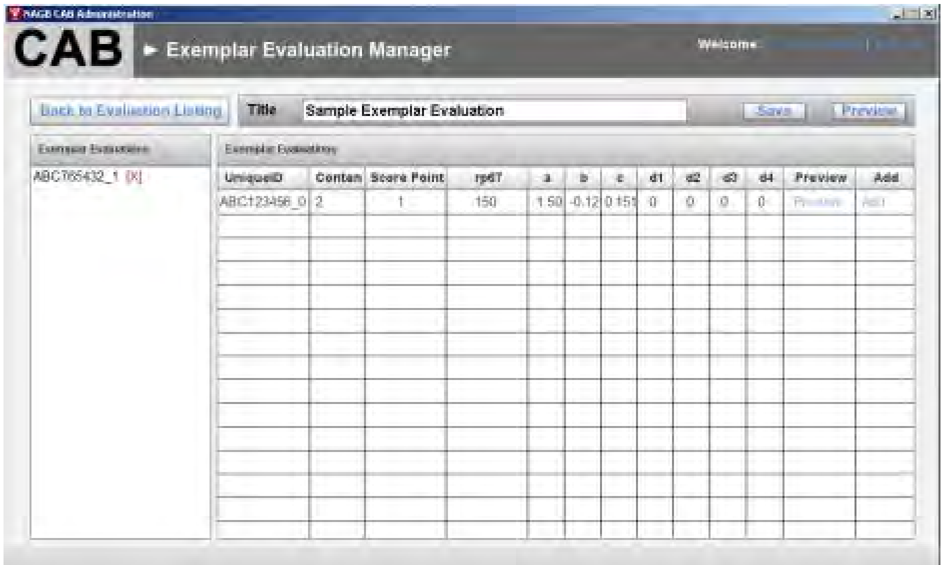


2. Select **Exemplar Evaluation Manager**.

The **Exemplar Evaluation Manager** opens.

3. Click **Edit** for the exemplar evaluation you wish to modify.

The exemplar evaluation window opens.



4. Do one or more of the following:

- Edit the title.
- Click **Add** next to an evaluation to add the evaluation to the exemplar evaluation.
- Click the "X" next to an evaluation in the **Exemplar Evaluations** pane to remove an evaluation from the exemplar evaluation.

5. Click **Save** to save the changes.

NOTE: Click **Preview** to view the exemplar evaluation in a preview window.

6. Click **Back to Evaluation Listing** to return to the **Evaluation Manager**.

Duplicate an Exemplar Evaluation

You can duplicate an exemplar evaluation using an existing evaluation as a template.

To duplicate an exemplar evaluation, follow the steps below:

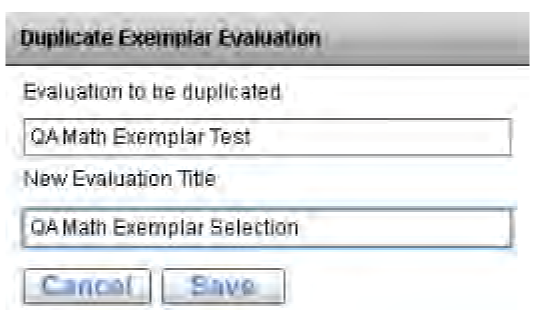
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Exemplar Evaluation Manager**.

   The **Exemplar Evaluation Manager** opens.

3. Click **Duplicate** next to the evaluation you wish to use as a template.

   The **Duplicate Exemplar Evaluation** window opens.



4. Enter a title for the new exemplar evaluation.

   The new exemplar evaluation appears in the **Exemplar Evaluation Manager**.

5. Click **Edit** for the new exemplar evaluation to modify the evaluation details.

Link an Exemplar Evaluation to a Panel

To link an exemplar evaluation to a panel, follow the steps below:

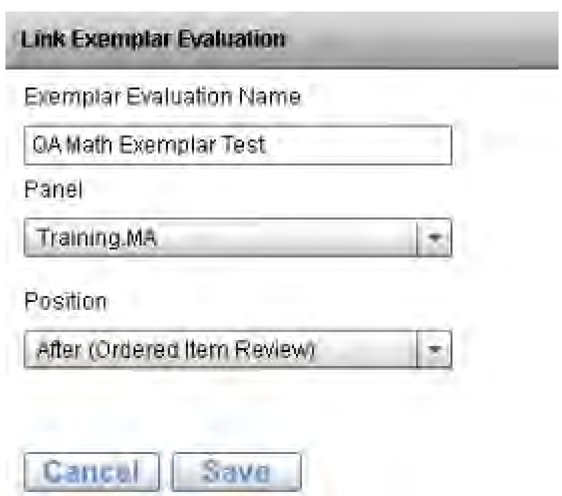
1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Exemplar Evaluation Manager**.

 The **Exemplar Evaluation Manager** opens.

3. Click **Link** next to the evaluation you wish to link to a panel.

 The **Link Evaluation** window opens.



4. Select the panel from the **Panel** drop-down list.

5. Select the position of the evaluation from the **Position** drop-down list.

6. Click **Save**.

7. On the **Dashboard**, activate the exemplar evaluation.

Delete an Exemplar Evaluation

NOTE: You cannot delete an exemplar evaluation that is linked to an active panel.

To delete an exemplar evaluation, follow the steps below:

1. Expand the **Managers** drop-down list to display the list of managers.

2. Select **Exemplar Evaluation Manager**.

   The **Exemplar Evaluation Manager** opens.

3. Click **Delete** next to the exemplar evaluation you wish to delete from the system.

4. Click **Yes** to confirm you wish to delete the exemplar evaluation.

   The evaluation is removed from the **Exemplar Evaluation Manager**.

Reference

WestEd & Measured Progress. (2011). *National Assessment of Educational Progress Grade 12 Preparedness Research Project Judgmental Standard Setting (JSS) Studies: Process report*. Dover, NH: Authors.

This report is available at

http://www.nagb.org/content/nagb/assets/documents/what-we-do/preparedness-research/judgmental-standard-setting-studies/Standard_Setting_Process.pdf.

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