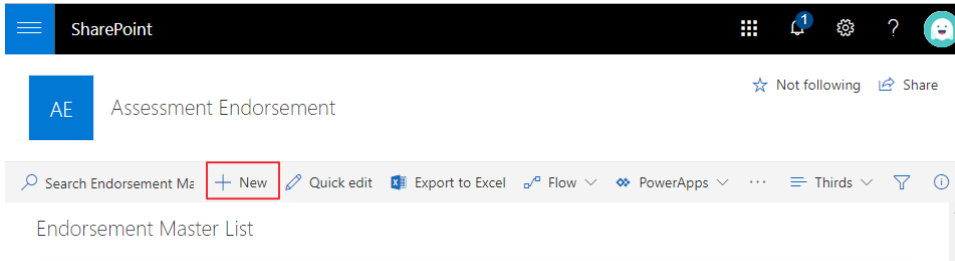


# Creating an Assessment Item for Endorsement

Use this tutorial if you are CLT member wanting to create an Assessment Item for Endorsement in SharePoint.

## Instructions

1. Access the [Endorsement Master List](#)
2. Click 'New' located in the ribbon bar.



3. Fill out the appropriate details for the assessment piece (Department, Subject, Year Level and Instrument). The 'Year of Use' is the year the assessment item will be used.

 You must enter something in the Title field, however it gets overwritten with the data you enter in the other fields.

\* Title

Math Assignment

\* Department

Mathematics

\* Subject

General Mathematics

\* Year Level

Y08

\* Year of Use

2019

\* Instrument

FA1

4. Choose and assign the Writer, Validity Checker and the Curriculum Middle Leader via the details below.

**Writer:** The creator of the assessment piece, it'll be their responsibility to create and upload the assessment piece once done.

**Validity Check Assignee:** Assign the person who is completing the validity check for the writer.

**Curriculum Middle Leader:** Assign the CML of the department this assessment piece relates to (yourself in most cases).

\* **Writer**


\* **Validity Check Assignee**


 


\* **Curriculum Middle Leader**


 


5. Click 'Save' when you have filled in the details.

 Save

 Cancel

 Copy link

 Customize



\* **Title**

\* **Department**

\* **Subject**

\* **Year Level**

The new assessment piece will now appear as an item under the [Endorsement Master List](#) as seen in the image below. This will send an email to the Writer with links to upload the assessment piece.

AE

Assessment Endorsement

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Endorsement Master List

<div>Master Status</div> <div>Awaiting CML Validity</div> <div></div>	<div>[Health and Physical Education] Physical Education Y11 &amp; Y12 2019 IA1</div> <div><a href="#">Assessment Folder</a></div> <div><a href="#">Validity Checklist</a></div> <div>Send for Accessibility Check</div>	<div>Writer Status</div> <div>Submitted</div> <div></div> <div>Sebastian Tabulo</div>	<div>Validity Check Status</div> <div>Approved with Changes</div> <div></div> <div>Sebastian Tabulo</div>	<div>Accessibility Check Status</div> <div>Pending</div> <div></div> <div>Sebastian Tabulo</div>
<div>Master Status</div> <div>Awaiting Writer</div> <div></div>	<div>[Mathematics] General Mathematics Y08 2019 FA1</div> <div><a href="#">Assessment Folder</a></div>	<div>Writer Status</div> <div>Pending</div> <div></div> <div>James Weber</div>	<div>Validity Check Status</div> <div>Pending</div> <div></div> <div>James Weber</div>	<div>Accessibility Check Status</div> <div>Pending</div> <div></div>

Related articles

- [Completing the Validity Or Accessibility Check for Endorsement](#)
- [Creating an Assessment Item for Endorsement](#)
- [Submitting Assessment Piece for Endorsement](#)