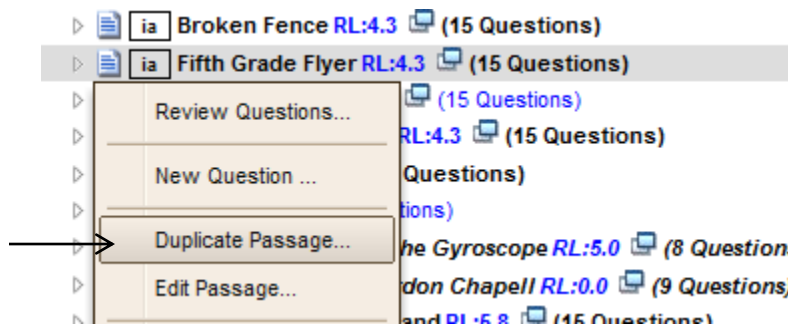


How to Duplicate a Passage in onTRAC

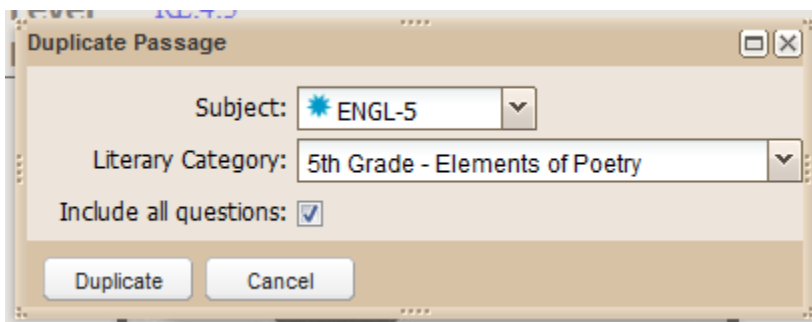
Passage Duplication works in the same way as question duplication. This feature allows a user to duplicate a passage and then edit the passage as desired.

To duplicate a passage...

1. Login to onTRAC
2. Go to Assessment Library
3. Select ENGL or ENGL10 and the desired grade level
4. Select the folder in which the passage you would like to duplicate is located
5. Right click the title of the passage you wish to duplicate
6. Click Duplicate Passage



7. Choose the Subject/Grade Level you want the passage to go to
8. Choose the Literary Category (folder) you want the passage to go to



9. **Please Note:** The software will default to also duplicate all items tied to the passage over with the passage. The duplicated items and duplicated passage will all appear in Blue Draft status after duplication.

**If you do NOT want the items duplicated over with the passage, remove the check beside "Include all questions" by clicking on the checkbox.

10. Once the passage is duplicated it will appear on the left side of the screen in blue draft status without a passage origin. (if you selected the checkbox to "Include all questions," they will also be seen on the left in draft status)

To Edit a Duplicated Passage...

1. Login to onTRAC
2. Go to Assessment Library
3. Select ENGL or ENGL10 and the desired grade level
4. Select the folder in which the duplicated passage is located
5. Right Click the title of the duplicated passage and select “Edit Passage...”
 - a. From this screen you may edit the Literary Category, Title, and Reading Level
 - b. Click in the Passage text box in order to edit the text of the passage.
 - c. Click Save in the bottom right corner when all changes have been made.

To Submit and Approve a Duplicated Passage

1. Login to onTRAC
2. Go to Assessment Library
3. Select ENGL or ENGL10 and the desired grade level
4. Select the folder in which the duplicated passage is located
5. Right Click the title of the duplicated passage and select “Submit” OR “Submit and Approve” (your rights for new passage approval will be the same as your rights for new question approval)