

RightFind Assessments

Title Search and Verification Tool



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Introduction to the Annual Copyright License for Student Assessments

The Annual Copyright License for Student Assessments (ACLSA) is a cost-efficient licensing solution that supports the development and administration of state- and federally-funded K-12 student assessments by preauthorizing the use of excerpts of copyrighted content from leading publishers in assessments, item banks, and related preparatory materials.

The Annual Copyright License for Student Assessments enables licensees to:

- Include excerpts of licensed works from a robust repertory of titles in assessments, item banks, and related preparatory materials.
- Allow internal and third-party developers to create assessments on behalf of licensees.
- Store an electronic copy of each work in an “item bank” and allow access to and use of those stored materials to create assessments.
- Make assessments and preparatory materials available to all students (including home-schooled students) in the licensed state, regardless of enrollment fluctuations.
- Allow parents, administrators and teachers to review copies of assessment items after tests are conducted and graded.

Introduction to Rightfind Assessments

Copyright Clearance Center’s (CCC) RightFind® Assessments title search and verification tool is an easy-to-use online tool for licensees to search for and verify ACLSA title coverage. It offers:

- Easy access authentication for users no matter their location or organization
- Flexible search options – standard- and subject (BISAC)-based
- Online tools and resources, including a summary of the license; a list of participating publishers; an online form to request a new publisher be added to the license; and information on how users can include images and videos in their assessments
- Information about publishers who offer test developers free access to their content for search and discovery purposes as well as the Content Discovery portal from EBSCO which enables licensees to do an aggregated search of full text content from from many participating publishers pre-authorized under the ACLSA
- Dynamic links to WorldCat and Google Books to assist users in finding content covered under the license

Both the license repertory and the online search tool can be used by employees of the license holder as well as by external contractors engaged to assist in researching passages or to perform other functions of the assessment development process. This guide provides simple instructions on how to effectively use the RightFind Assessments tool. If you have any questions, feel free to contact CCC Customer Service at acslasupport@copyright.com.



Navigating the Simple Search Home Page

To access RightFind Assessments, open your web browser and type in sal.copyright.com. Once the tool is launched, the simple search home page will automatically display.

Annotations on the screenshot:

- Access Content**: Points to the "Access Content" tab in the top right navigation bar.
- Search by publication name, standard number – either ISSN or ISBN, or Author**: Points to the search input field.
- Browse book titles by subject**: Points to the "OR, browse book titles by subject:" section.

The subject list includes:

- ANTIQUES & COLLECTIBLES
- ARCHITECTURE
- ART
- BIBLES
- BIOGRAPHY & AUTOBIOGRAPHY
- BODY, MIND & SPIRIT
- BUSINESS & ECONOMICS
- COMICS & GRAPHIC NOVELS
- COMPUTERS
- COOKING
- CRAFTS & HOBBIES
- DESIGN
- DRAMA
- EDUCATION
- FAMILY & RELATIONSHIPS
- FICTION
- FOREIGN LANGUAGE STUDY
- GAMES
- GARDENING
- HEALTH & FITNESS
- HISTORY
- HOUSE & HOME
- HUMOR
- JUVENILE FICTION
- JUVENILE NONFICTION
- LANGUAGE ARTS & DISCIPLINES
- LITERARY COLLECTIONS
- LITERARY CRITICISM
- MATHEMATICS
- MEDICAL
- MUSIC
- NATURE
- PERFORMING ARTS
- PETS
- PHILOSOPHY
- PHOTOGRAPHY
- POETRY
- POLITICAL SCIENCE
- PSYCHOLOGY
- REFERENCE
- RELIGION
- SCIENCE
- SELF-HELP
- SOCIAL SCIENCE
- SPORTS & RECREATION
- STUDY AIDS
- TECHNOLOGY & ENGINEERING
- TRANSPORTATION
- TRAVEL
- TRUE CRIME
- NON-CLASSIFIABLE

On this page, a user can search for titles in a number of ways:

- **Search by publication name, standard number – either ISSN or ISBN, or Author**
- or
- **Browse book titles by subject**

In addition, there are links to find other important information:

- **Access Content**
Click on the Access Content tab located in the top right of the RightFind Assessments home page to view a list of publishers that have agreed to provide free access to their content for Annual Copyright Licensee for Student Assessments (ACLSA) test developers to aid in the search and discovery of content covered under the license.



Help

Tools & Resources

Tools & Resources

Clicking on the Tools & Resources tab, you'll find the following information:

- Brief summary of the license
- List of participating publishers
- Online form to request a new publisher be added to the license
- Information on how users can include images and videos in their assessments
- This User Guide
- Usage Survey Reporting Resources to assist administrators in completing their required reporting to CCC

Help

Click on Help to automatically launch an email to CCC Customer Service.



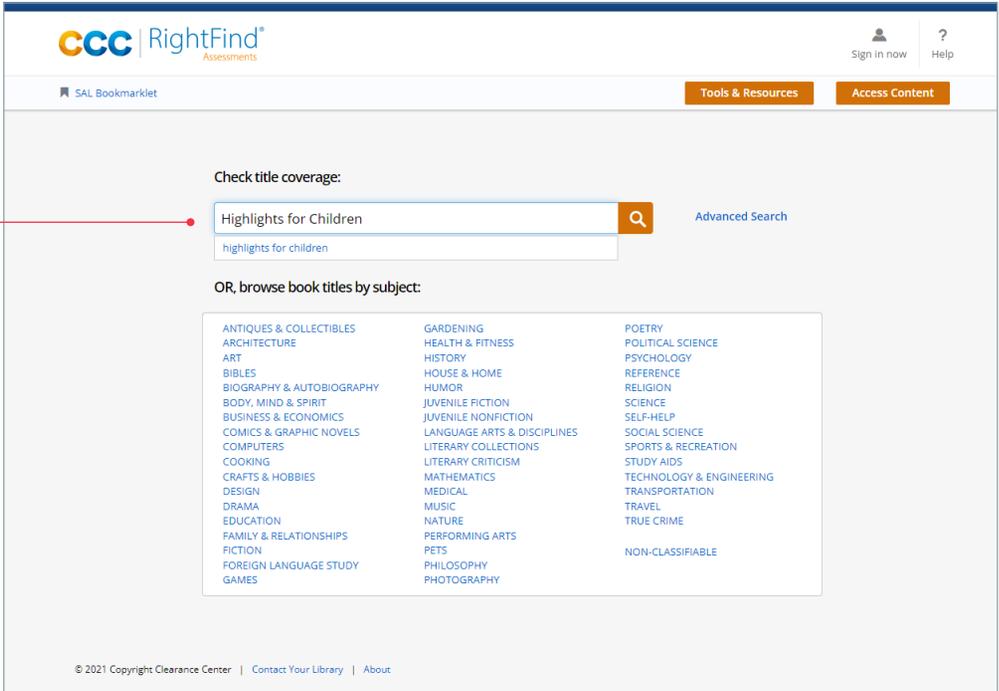
Understanding Search Options

There are several different ways to initiate a search within RightFind Assessments. Users can search by title, publisher name, or ISBN/ISSN number or they can peruse the database of works by subject. Below are some details about each of these search options.

Search by Publication or Publisher Name

When the title of the publication or the publisher name is known, simply enter it in the search box, click the search icon, and results will be generated. Search for a publication title, a publisher name or a standard number in the same manner. You can search for multiple titles using the “and” or “or” qualifier between the publication names. This can also be done in “Advanced Search”.

Search by publication
or publisher name



CCC | RightFind[®]
Assessments

Sign in now ? Help

SAL Bookmarklet Tools & Resources Access Content

Check title coverage:

Highlights for Children Advanced Search

OR, browse book titles by subject:

| | | |
|---------------------------|-----------------------------|--------------------------|
| ANTIQUES & COLLECTIBLES | GARDENING | POETRY |
| ARCHITECTURE | HEALTH & FITNESS | POLITICAL SCIENCE |
| ART | HISTORY | PSYCHOLOGY |
| BIBLES | HOUSE & HOME | REFERENCE |
| BIOGRAPHY & AUTOBIOGRAPHY | HUMOR | RELIGION |
| BODY, MIND & SPIRIT | JUVENILE FICTION | SCIENCE |
| BUSINESS & ECONOMICS | JUVENILE NONFICTION | SELF-HELP |
| COMICS & GRAPHIC NOVELS | LANGUAGE ARTS & DISCIPLINES | SOCIAL SCIENCE |
| COMPUTERS | LITERARY COLLECTIONS | SPORTS & RECREATION |
| COOKING | LITERARY CRITICISM | STUDY AIDS |
| CRAFTS & HOBBIES | MATHEMATICS | TECHNOLOGY & ENGINEERING |
| DESIGN | MEDICAL | TRANSPORTATION |
| DRAMA | MUSIC | TRAVEL |
| EDUCATION | NATURE | TRUE CRIME |
| FAMILY & RELATIONSHIPS | PERFORMING ARTS | |
| FICTION | PETS | NON-CLASSIFIABLE |
| FOREIGN LANGUAGE STUDY | PHILOSOPHY | |
| GAMES | PHOTOGRAPHY | |

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Helpful Tip: Title Search

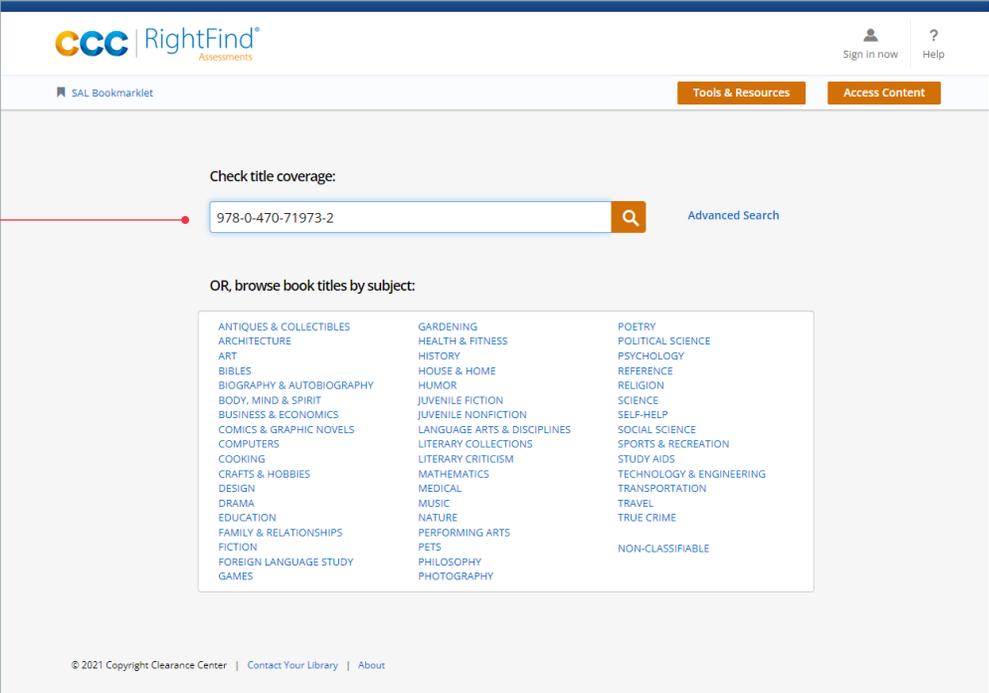
Having trouble with a title search? Searching for a publication name is easy. Just be sure to use the title of the work to complete the search – not a chapter name or an article title.



Search by Standard Numbers

If the ISSN of a journal or the ISBN of a book is known, simply enter the number, including the dashes (e.g. 978-0-470-71973-2), into the search box and click the search icon. Using a single standard number produces results for a single book or journal. Book standard numbers can be 10 or 13 digits long while journals and newspapers are usually eight digits long.

Search by
Standard Numbers



CCC | RightFind[®]
Assessments

SAL Bookmarklet Tools & Resources Access Content

Sign in now Help

Check title coverage:

978-0-470-71973-2 Advanced Search

OR, browse book titles by subject:

| | | |
|---------------------------|-----------------------------|--------------------------|
| ANTIQUES & COLLECTIBLES | GARDENING | POETRY |
| ARCHITECTURE | HEALTH & FITNESS | POLITICAL SCIENCE |
| ART | HISTORY | PSYCHOLOGY |
| BIBLES | HOUSE & HOME | REFERENCE |
| BIOGRAPHY & AUTOBIOGRAPHY | HUMOR | RELIGION |
| BODY, MIND & SPIRIT | JUVENILE FICTION | SCIENCE |
| BUSINESS & ECONOMICS | JUVENILE NONFICTION | SELF-HELP |
| COMICS & GRAPHIC NOVELS | LANGUAGE ARTS & DISCIPLINES | SOCIAL SCIENCE |
| COMPUTERS | LITERARY COLLECTIONS | SPORTS & RECREATION |
| COOKING | LITERARY CRITICISM | STUDY AIDS |
| CRAFTS & HOBBIES | MATHEMATICS | TECHNOLOGY & ENGINEERING |
| DESIGN | MEDICAL | TRANSPORTATION |
| DRAMA | MUSIC | TRAVEL |
| EDUCATION | NATURE | TRUE CRIME |
| FAMILY & RELATIONSHIPS | PERFORMING ARTS | |
| FICTION | PETS | NON-CLASSIFIABLE |
| FOREIGN LANGUAGE STUDY | PHILOSOPHY | |
| GAMES | PHOTOGRAPHY | |

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Helpful Tip: Finding Standard Numbers

Need to find the standard number of a publication?

- An **ISBN** is printed on the lower portion of the back cover of a book above the bar code as well as on the copyright page.
- An **ISSN on a print publication** is generally displayed on the upper right corner of the journal cover or on the pages where editorial information is displayed.
- An **ISSN in electronic media** can be found on the homepage of the publication.



Browse Book Titles by Subject

A list of BISAC (Book Industry Standards and Communications) subject headings can be found on the homepage. BISAC subject headings are part of a classification system developed and maintained by the Book Industry Study Group. These subject headings are an industry-approved standard used by most major publishers to categorize books based on topical content. Use these subject headings to browse titles covered under the license or to find a book about a particular subject.

The screenshot shows the RightFind website interface. At the top, there is a search bar with the text "Check title coverage:" and a search button. Below the search bar, there is a section titled "OR, browse book titles by subject:" which contains a grid of subject headings. A callout box below the screenshot provides an enlarged view of this grid.

OR, browse book titles by subject:

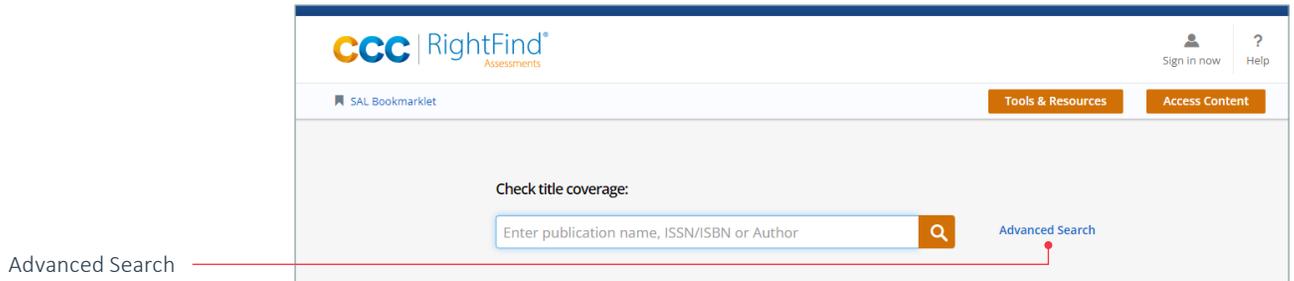
| | | |
|---------------------------|-----------------------------|--------------------------|
| ANTIQUES & COLLECTIBLES | GARDENING | POETRY |
| ARCHITECTURE | HEALTH & FITNESS | POLITICAL SCIENCE |
| ART | HISTORY | PSYCHOLOGY |
| BIBLES | HOUSE & HOME | REFERENCE |
| BIOGRAPHY & AUTOBIOGRAPHY | HUMOR | RELIGION |
| BODY, MIND & SPIRIT | JUVENILE FICTION | SCIENCE |
| BUSINESS & ECONOMICS | JUVENILE NONFICTION | SELF-HELP |
| COMICS & GRAPHIC NOVELS | LANGUAGE ARTS & DISCIPLINES | SOCIAL SCIENCE |
| COMPUTERS | LITERARY COLLECTIONS | SPORTS & RECREATION |
| COOKING | LITERARY CRITICISM | STUDY AIDS |
| CRAFTS & HOBBIES | MATHEMATICS | TECHNOLOGY & ENGINEERING |
| DESIGN | MEDICAL | TRANSPORTATION |
| DRAMA | MUSIC | TRAVEL |
| EDUCATION | NATURE | TRUE CRIME |
| FAMILY & RELATIONSHIPS | PERFORMING ARTS | NON-CLASSIFIABLE |
| FICTION | PETS | |
| FOREIGN LANGUAGE STUDY | PHILOSOPHY | |
| GAMES | PHOTOGRAPHY | |

The box above is an enlargement of the BISAC subject headings displayed on the home page.

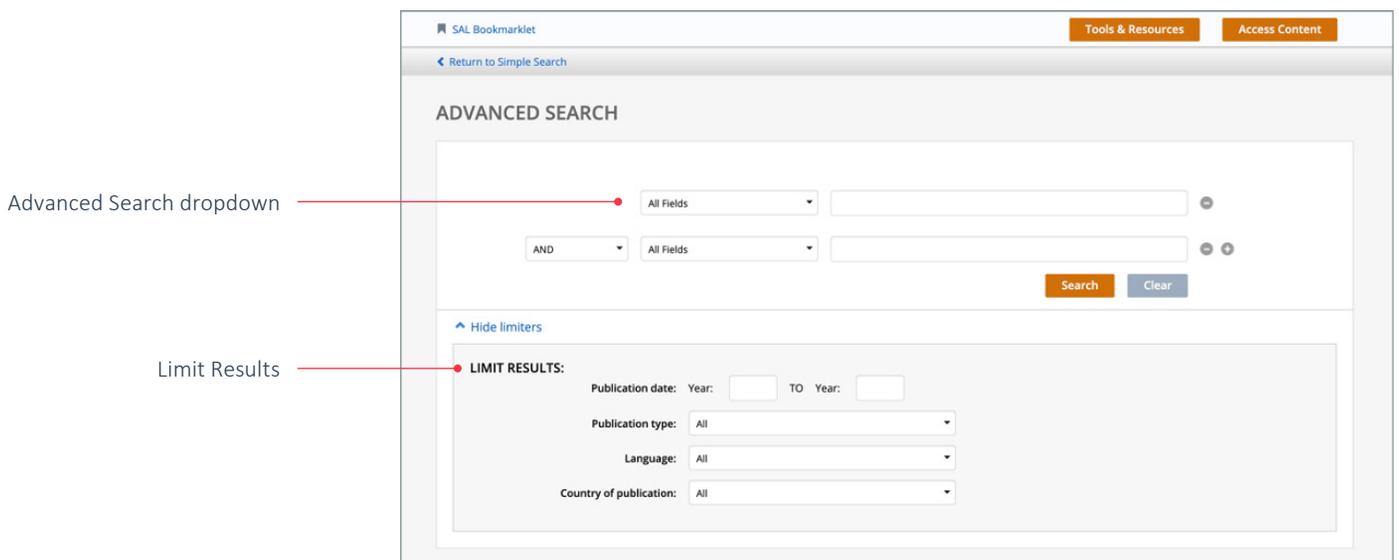


Advanced Search

The **Advanced Search** feature allows users to search the Annual Copyright License for Student Assessments database in a more granular fashion.



The dropdown at the top of the page allows users to search all fields or by publication title, standard number or author name.



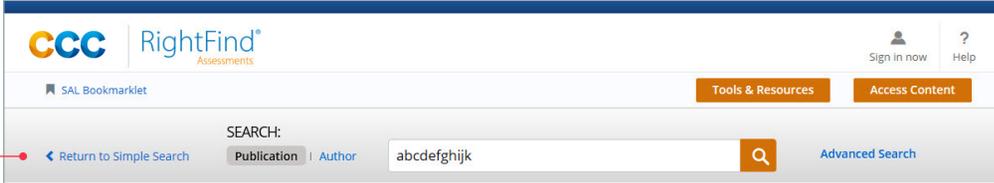
Users can also use the **Limit Results** section to isolate search results by publication date, publication type, language, or by country of publication.



Return to Simple Search

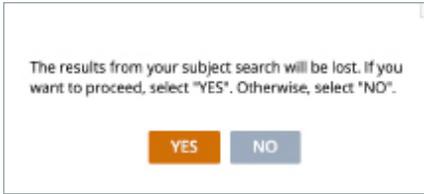
At any point in time, a new search can be initiated by simply selecting the **Return to Simple Search** link in the upper left of the page. This will navigate the user back to the home page to begin a new search.

Return to Simple Search



Search Results Lost

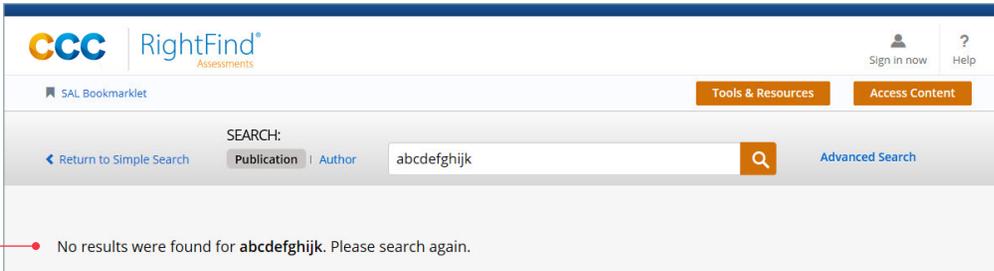
Once a search has been conducted and new search items are entered into the search box, a warning message will be displayed. Selecting **YES** will initiate a search on the terms entered and the original subject search terms and previous results will be lost. If the terms were entered in error, users can simply select **NO**.



No Results Found

On occasion a search will yield no results. If this is the case, a message is displayed below the search box indicating no results were found and a new search should be initiated. To initiate a new search, simply enter the new search terms in the search box or select Return to Simple Search and the navigation will revert back to the homepage.

No Results Found



Navigating Results Pages

In this section:

- The Anatomy of a Results Page – these are visual maps of the search results pages for both simple and advanced searches.
- Understanding Each Section of the Search Results Pages – these are detailed explanations of all of the components of the search results pages – including how each field can help users with their searches.

The Anatomy of a Results Page (Simple Search)

Below is a breakdown of the standard components of a simple search.

The screenshot shows a search results page for the query 'Bees'. The search bar at the top indicates 'SEARCH: Publication | Subject | Author' with 'Bees' entered. Below the search bar, there are options to 'Download citations of selected documents' and a results summary: 'Results: 1 - 25 of 331' with a '25 Results/page' dropdown and navigation links 'Previous 1 2 3 4 5 Next'.

Two search results are displayed:

- Bees** (BOOK): ISBN-13: 9781404238220, CCC Work ID: 342447891, Date: 2008, Author: Slade, Suzanne, Rightsholder: Rosen Publishing Group (The), Publisher: PowerKids Press, Language: English, Country: United States. Subjects (All Works): Bees. A copyright notice box indicates 'Use in assessments' with 'TERMS APPLY' and a 'Print coverage info' link.
- A Recipe for Bees** (BOOK): ISBN-13: 9780676971002, CCC Work ID: 107736047, Date: 1998, Author: Anderson-Dargatz, Gail, Rightsholder: Access Copyright, The Canadian Copyright Agency, Publisher: Alfred A. Knopf Canada, Language: English, Country: Canada. Subjects (Books): FICTION - General. A copyright notice box indicates 'Use in assessments' and a 'Print coverage info' link.

Annotations on the left side of the page point to specific elements:

- Item Metadata**: Points to the title 'Bees'.
- License Terms and Conditions**: Points to the 'TERMS APPLY' button in the copyright notice for 'Bees'.
- Titles with Pre-Authorization**: Points to the 'Bees' result entry.
- Subject Information**: Points to the 'Subjects (All Works): Bees' field.
- Titles without Pre-Authorization**: Points to the 'A Recipe for Bees' result entry.
- Dynamic Links to WorldCat and Google Books**: Points to the 'WorldCat Find at your library' and 'Google Preview' buttons for 'A Recipe for Bees'.

The Anatomy of a Results Page (Subject Search)

In addition to the standard components of a simple search, there are two areas unique to subject search results: the BISAC Subject Search string and the Narrow your results pane.

BISAC Subject Search String

Narrow Your Results Pane

The screenshot displays the RightFind Assessments interface. At the top, there is a search bar with the text "SEARCH:" and a search button. Below the search bar, there are tabs for "Publication" and "Author". The search results are displayed in a list format. On the left side, there is a "Narrow your results:" pane with a list of subjects. The search results are for "On Passage" and "The immortal wilderness".

Search Results:

- On Passage**
 - BOOK
 - ISBN-13: 9780906754665
 - CCC Work ID: 244282718
 - Date: 1991
 - Author: Moore, Jim; Peyton, Mike
 - Rights holder: John Wiley & Sons - Books
 - Publisher: Farnhurst
 - Language: English
 - Country: United Kingdom
- The immortal wilderness**
 - BOOK
 - ISBN-13: 9780393023855
 - CCC Work ID: 122442058
 - Date: 1987
 - Author: HAY, JOHN
 - Rights holder: W.W. Norton & Company Inc
 - Publisher: W. W. NORTON & COMPANY, INCORPORATED
 - Language: English
 - Country: United States

Narrow your results:

- Subjects
- NATURE
- General
- Animal Rights
- Animals
- Birdwatching Guides
- Earthquakes & Volcanoes
- Ecology
- Ecosystems & Habitats
- Endangered Species
- Environmental Conservatio...
- Essays
- Fossils
- Natural Disasters
- Natural Resources
- Plants
- Reference
- Regional
- Rocks & Minerals
- Seashells
- Seasons
- Sky Observation
- Weather



Understanding Each Section of the Search Results Pages

Item Metadata

Each title that appears in the results set is displayed with important metadata needed for usage and provides essential information to make it easy to find in a local library or from other sources. The data supplied includes the material type (e.g. book, journal, newspaper, etc.), the standard number, the publication date, the author(s) and the publisher of the title.

The screenshot shows a search result for the book "Bees". The "Item Metadata" section includes the following information:

- Bees**
- BOOK**
- ISBN-13: 9781410948151
- CCC Work ID: 368422905
- Date: 2013
- Author: Rissman, Rebecca.
- Rightsholder: Coughlan Companies LLC dba Capstone
- Publisher: Raintree
- Language: English
- Country: United States

The "Subject Information" section shows:

- Subjects (All Works):**
[Bees](#)

Additional elements in the screenshot include a copyright notice: "How can I use this copyrighted content?" with links for "Use in assessments" and "TERMS APPLY", a "Print coverage info" button, logos for "WorldCat" and "Google Preview", and a "Tags" section with a plus icon.

Subject Information

If an item in the results set has been tagged with BISAC subject codes, they will display in the middle of the search page.

Helpful Tip: Using Subject Information

Need to find additional information in a particular subject category or sub-category? The live subject links in the middle section of a single title result are presented whether a title or subject search was conducted. Selecting one of the links initiates a new search within that subject.

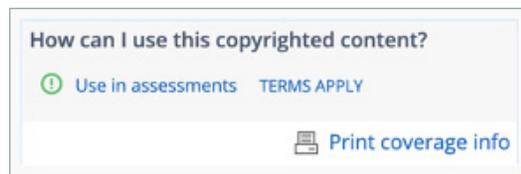


Titles with Pre-Authorization

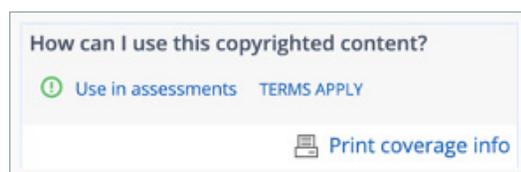
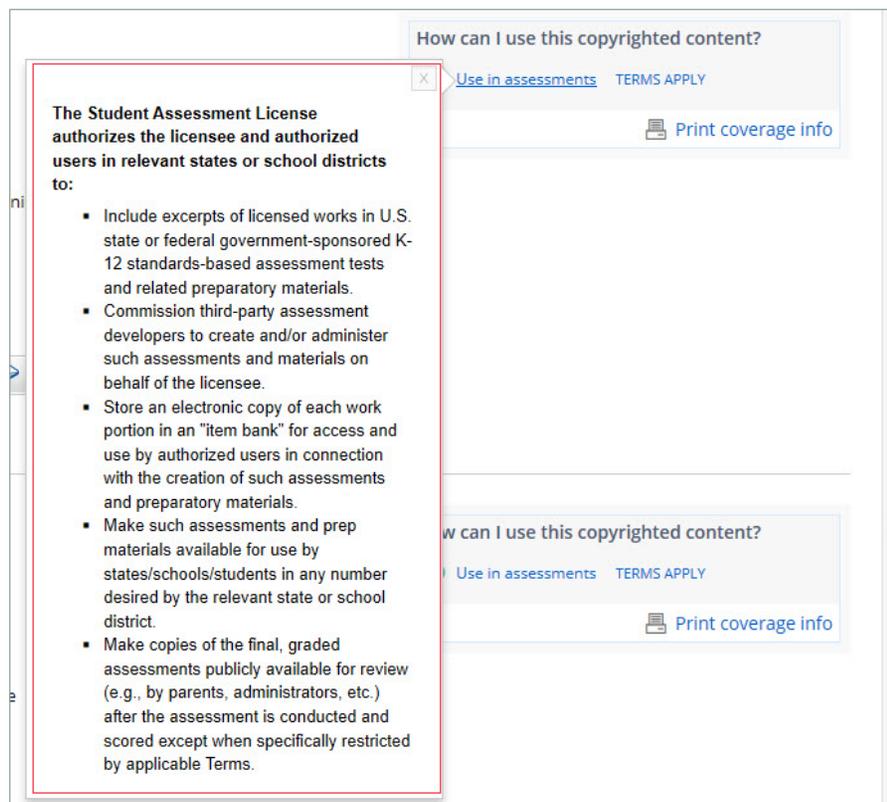
Use in Assessments

Authorization to use a portion of a work in an assessment is clearly displayed in the How can I use this copyrighted content? section of the results page. The ✓ indicates that the title may be used in an assessment under the terms of the Annual Copyright License for Student Assessments agreement.

Once selected, the ✓ Use in assessment link expands to provide more detail about the reuse rights authorized under the Annual Copyright License for Student Assessments.



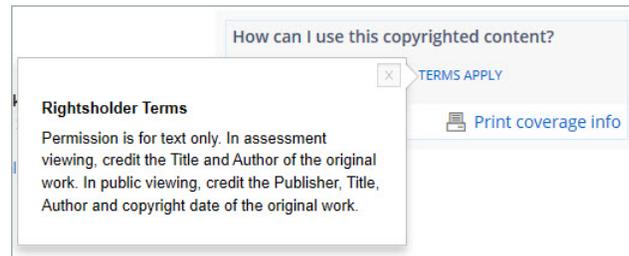
As an assessment developer, it is important to understand the reuse rights associated with this license. Please take the time to become familiar with the permitted uses as well as the restrictions under the license.



The ⓘ **Use in assessment** link indicates that the title may be used in an assessment, but the publisher has additional terms associated with the use of that particular work. In order to proceed, the user must click the **TERMS APPLY** link to the right and abide by the terms therein.



Once clicked, the **TERMS APPLY** link will expand to provide information about specific reuse terms the publisher requires for the individual work.



License Coverage

If users select a title for which terms apply, it's helpful to print the license using the **Print coverage info** link to ensure there is a record of the license terms and the additional conditions that apply. A pop-up window will appear prompting confirmation. This information is valuable for record-keeping purposes.

CCC | RightFind[®]
Assessments

On Passage
PUBLICATION TYPE: Book

ISBN-13: 9780906754665
Date: 1991
Publisher: Fernhurst
Language: English
Country: United Kingdom of Great Britain and Northern Ireland
Date/Time: 16 Nov 2021 16:02
CCC Work Identifier: 244282718

LICENSE COVERAGE

ⓘ Student Assessment License

This permission type is covered. The Student Assessment License authorizes the licensee and authorized users in relevant states or school districts to:

- Include excerpts of licensed works in U.S. state or federal government-sponsored K-12 standards-based assessment tests and related preparatory materials.
- Commission third-party assessment developers to create and/or administer such assessments and materials on behalf of the licensee.
- Store an electronic copy of each work portion in an "item bank" for access and use by authorized users in connection with the creation of such assessments and preparatory materials.
- Make such assessments and prep materials available for use by states/schools/students in any number desired by the relevant state or school district.
- Make copies of the final, graded assessments publicly available for review (e.g., by parents, administrators, etc.) after the assessment is conducted and scored except when specifically restricted by applicable Terms.

Terms: Regardless of any appearance to the contrary, permission to copy more than 15% of the entire text of this work is expressly denied.



Helpful Tip: Record Keeping for Required Usage Reporting

CCC requires licensees to periodically provide usage data for content used in assessments covered by the Annual Copyright License for Student Assessments. One of the pieces of usage data requested is the CCC Work Identifier number found on the top right side of the coverage info page. To simplify data collection, we suggest that users print this page for each work from which they use or plan to use an excerpt.

Titles without Pre-Authorization

Occasionally titles are displayed with the  symbol. This means the work is not covered for use under the Annual Copyright License for Student Assessments. In most cases, the work is published by a participating publisher, but has not been pre-authorized for use under the license.

Titles without Pre-Authorization
Request Coverage

How can I use this copyrighted content?

-  [Use in assessments](#)
- [Request coverage](#)

 [Print coverage info](#)

Request Coverage

To request coverage, select the **Request coverage** link to reveal a pop-up form prepopulated with the metadata from the work selected.

Simply complete the required fields labeled with an asterisk to request coverage. There is also an optional Additional comments box to include any additional information or comments. The more information provided, the better chance the publisher of the title will approve its use under the license.

Selecting the **SUBMIT** button will notify CCC that the work has been requested for use in an assessment. CCC will then contact the publisher to request that the work be authorized for use under the license. This process can take hours or possibly days to complete and is entirely at the discretion of and dependent upon the response time of the publisher.

You also may find a title that has the displayed next to it. This means the work is not covered under the Annual Copyright License for Student Assessments per the request of the Rightsholder and may not be used in an item bank or assessment. In this case, we suggest you use another work covered under the license in lieu of this one.

REQUEST COVERAGE

This publisher is participating in the Student Assessment License but this particular title currently isn't covered for your use.
Please complete and submit this form and CCC will contact the publisher to request coverage on your behalf.
CCC will respond to you shortly.

| | |
|---|--|
| Usage: Use in assessments | Name: * <input type="text"/> |
| Publication Title: Bees | Email Address: * <input type="text"/> |
| Author/Editor: DAWSON, ROBERT; ROBERTS, ... | Organization: * <input type="text"/> |
| ISBN-13: 9780199106189 | Phone Number: <input type="text"/> |
| Publisher: OXFORD UNIVERSITY PRESS | City: <input type="text"/> |
| Publication Year(s): 2000 | State: <input type="text"/> |
| Publication Type: Book | Additional comments: (optional) <input type="text"/> |

* Denotes required field.

How can I use this copyrighted content?

-  [Use in assessments](#)

 [Print coverage info](#)





Dynamic Links

CCC features two dynamic links that can help users locate works – hard copies or digital abstracts, previews, or full text versions – included in the Student Assessment License repertory. Selecting either the **OCLC WorldCat** link or the **Google Preview** link directs the user out of the search tool and navigates them to the selected page.

OCLC's WorldCat Link

OCLC is a global nonprofit library cooperative providing an extensive catalog of library collections from around the world. The WorldCat tool allows users to search the catalogs of nearby libraries to see if the desired work is available in their collection. It also provides information about how to purchase the material (if applicable).

Nearby Library Locations

View pricing and vendors who offer the content for sale

Enter a zip code and Select **Find Libraries**

The screenshot shows the WorldCat interface for the book "Memories of a former kid" by Bob Artley. The "Get a Copy" section lists prices from various vendors. The "Find a copy in the library" section has a search bar with "02421" and a list of libraries with their distances.

| Library | Held formats | Distance |
|---|--------------|-----------|
| 1. Harvard University Harvard Library Cambridge, MA 02138 United States | Book | 7 miles |
| 2. Suffolk Cooperative Library System Bellport, NY 11713 United States | Book | 139 miles |
| 3. Library of Congress Washington, DC 20540 United States | Book | 390 miles |
| 4. Western University Western Libraries London, ON N6G 1H1 Canada | Book | 512 miles |
| 5. SEO Automation Consortium Caldwell, OH 43724 United States | Book | 568 miles |
| 6. Virginia Tech Virginia Tech Libraries | Book | 606 miles |



Google Preview

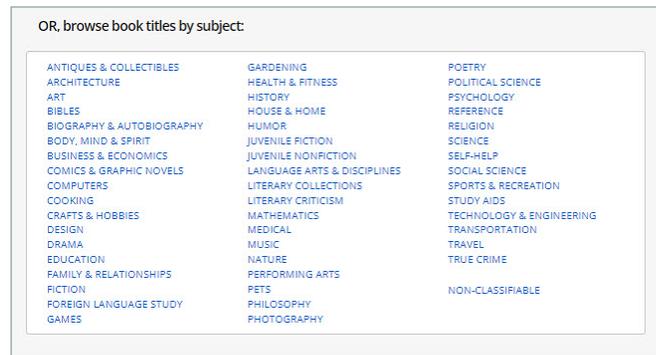
The **Google Preview** link is provided to speed research and help assessment developers get a better understanding of the content in a book. There are several levels of information available through Google Books and the dynamic link will appear in a search result if Google provides an abstract, a preview, or the full text of the work. Selecting the link opens Google Books for the work as displayed in the example below.

The screenshot shows the Google Books interface for the book "Memories of a Former Kid" by Bob Artley. The page includes a search bar at the top, navigation buttons like "Add to my library" and "Write review", and a "GET PRINT BOOK" button. The book cover is displayed, along with the author's name and a brief description: "Reveals the humorous and touching memories of life through the seasons on a farm in Iowa during the 1920s and 1930s." Bibliographic information is provided, including the title, author (Bob Artley), editor (Floyd Egner), publisher (Iowa State University Press, 1978), ISBN (0813810701, 9780813810706), and length (96 pages). A QR code is located on the right side of the page. The page also features sections for "What people are saying" (with a "Write a review" link) and "Bibliographic information" (with an "Export Citation" link and options for BibTeX, EndNote, and RefMan).



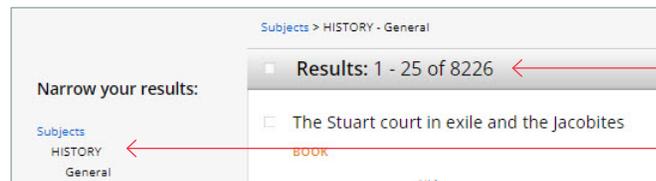
BISAC Subject Search String

RightFind Assessments supports three levels of BISAC subject tags, enabling the user to meticulously refine subject searches. Utilize the subject search string to keep track of the topics employed in the BISAC subject search. Use the **Narrow Your Results** pane on the left, described below, to further refine or broaden subject searches.

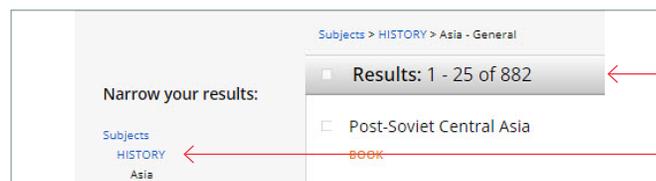


Narrow Your Results Pane

Once an initial subject category search has been completed and the search results page is displayed, narrow those results by selecting a sub-topic under the subject heading displayed in the left panel of the results page. See the examples illustrated below:



Initial Search: "History"
- Yields 8226 Results



Selecting the sub-category "Asia" refines results to 882 matches



Selecting the sub-category "Japan" refines the results further to 361 matches



Within each subject heading are more detailed sub-levels. Selecting one of the sub-levels will narrow and refine the results of a subject category search. Revert back to the original search by selecting the initial subject category at the top of the **Narrow your results pane**.

Tagging

RightFind Assessments enables users to earmark or “tag” search results for future reference. This capability is especially helpful in saving passages for use on future assessments and tracking usage for annual reporting to CCC. To use the tagging feature, researchers need to log in to RightFind Assessments.

Users who already have a username and password can log in using the Sign in now button at the top right side of the page.



Users who do not have an account can create one by clicking on the **Sign in now button**, and then the **Need to register?** link at the top of the box, and completing the registration form.

A screenshot of the 'Sign in' form. At the top is the CCC logo (Copyright Clearance Center). Below it is the heading 'Sign in'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a 'Sign in' button. Below the button is the text 'or' and a link that says 'Login with corporate domain'. At the very bottom of the form area is a link that says 'Need to register?'.

Note: If the Sign in now button is not visible, users should contact their company administrator to request that CCC implement tagging for their organization. Once this set-up is complete, the Sign in now button will be visible.



Helpful Tip: Tagging

If a user doesn't plan to use the tagging feature, they don't need to Sign in to use RightFind Assessments.

Personal Tags and Organization Tags

There are two different kinds of tags available within RightFind Assessments: **personal tags** and **organization tags**. A **personal tag** is meant to be used when a researcher wants to save or “tag” a search result for retrieval at a later time. An **organization tag** is meant to be used when a researcher wants to recommend that a passage be included in an assessment. Because administrators have access to organization tags, this can be a useful tool to employ to compile passage suggestions from researchers. Plus, it’s a great way to track usage for future reporting to CCC.

To tag a search result, click on **Tags**, which appears in the bottom left-hand corner of the page.

Tags

Add Tag

Bees

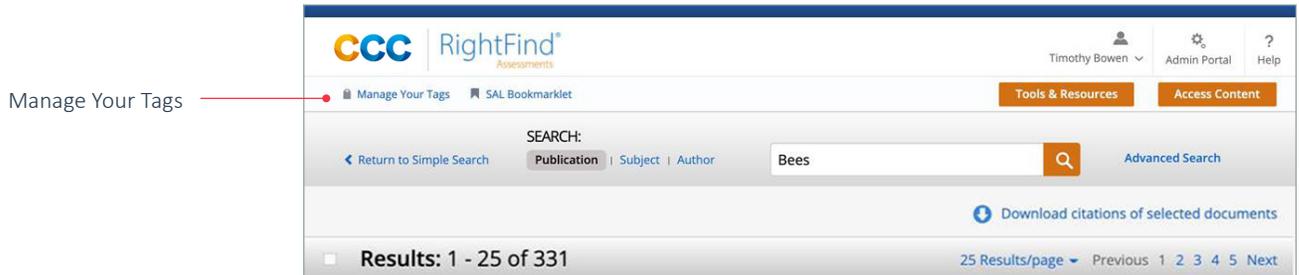
DAWSON, ROBERT , ROBERTS, STEVE ,

[Manage tags](#) Personal Tag Organization Tag

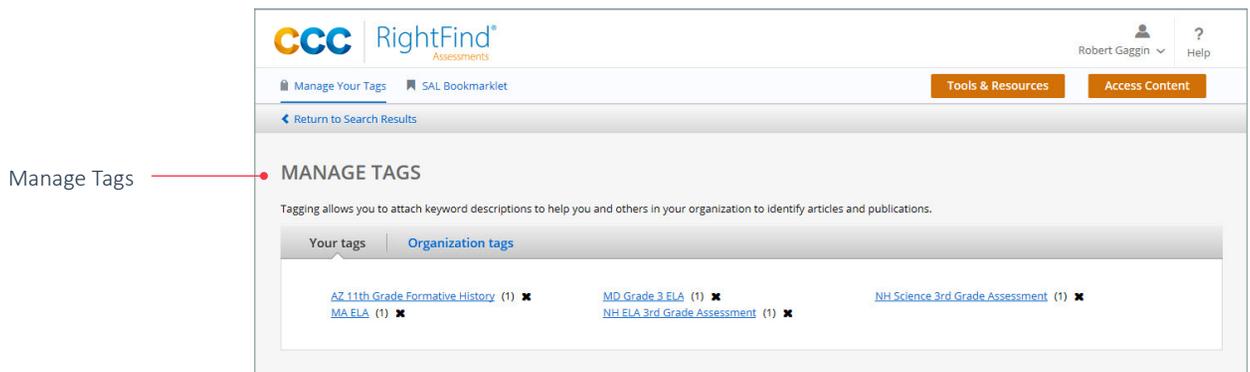
Once the tagging icon has been selected, the user will be prompted to create a name for the tag and to classify it either as a personal or organization tag.



To view all works that have been tagged, click on the **Manage Your Tags** link at the top left of the RightFind Assessments homepage.



Users can access both personal as well as organization tags on the **Manage Tags** page.



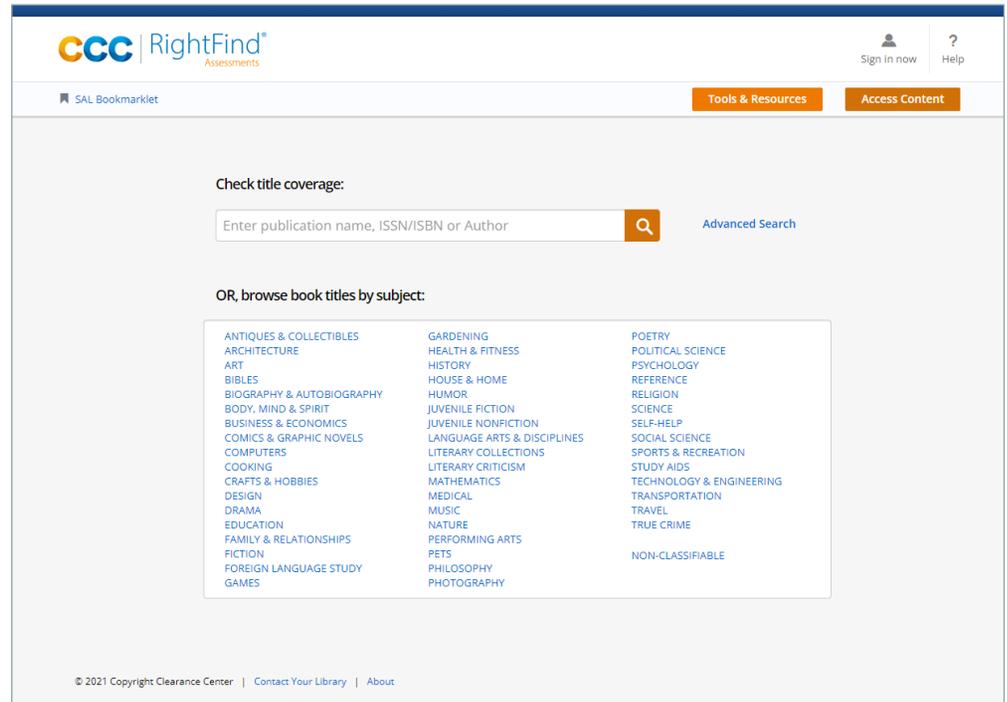
Helpful Tip: Naming Tags

When naming a tag, consider using a name that reflects its content and the source from which it was taken, such as “Arkansas ELA assessment – New York Times” or “Iowa Science Assessment – National Geographic.” This will make tag retrieval more efficient and will help colleagues identify organization tags more easily.

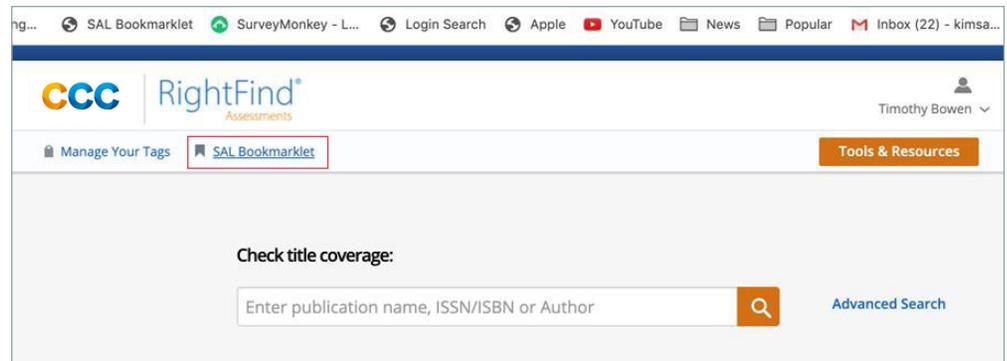


Student Assessment License Bookmarklet

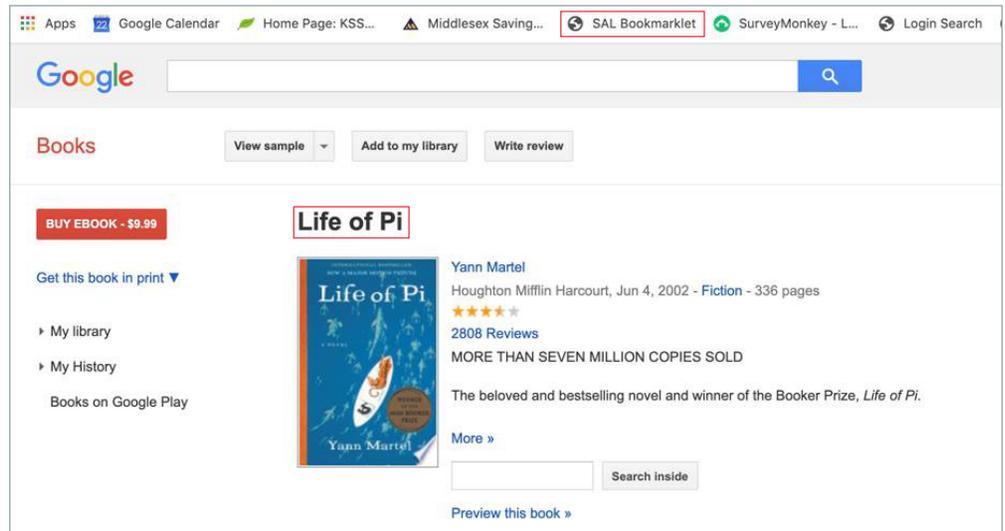
The license bookmarklet is a unique feature that allows users to verify title coverage under the Annual Copyright License for Student Assessments while searching for content in a web browser. This feature is supported by Internet Explorer, Firefox and Chrome. To utilize this feature, users first need to drag and drop the SAL Bookmarklet into their browser toolbar.



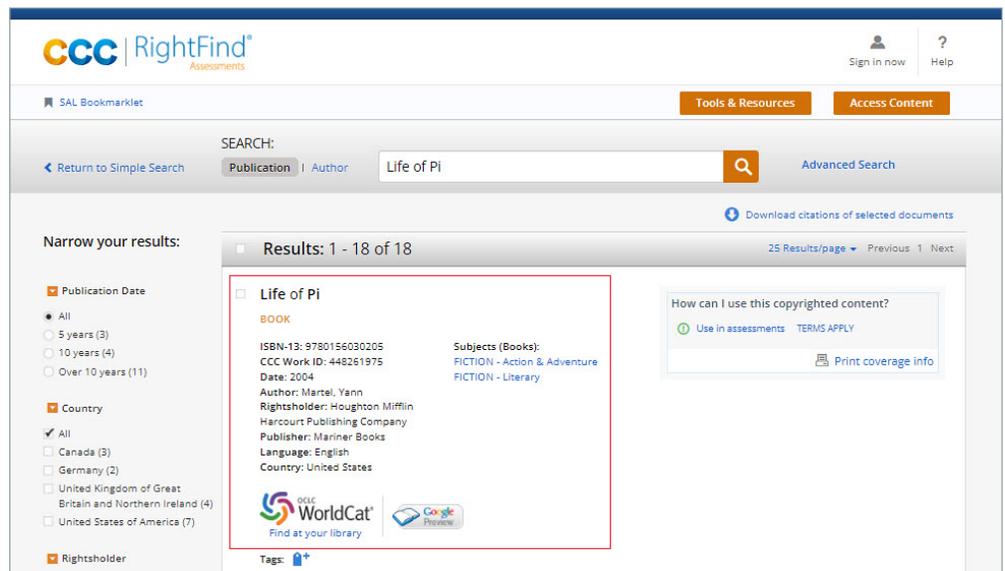
Once users drag the **SAL Bookmarklet** into the browser toolbar, it will appear as shown in the image below.



To verify coverage of a work, users simply need to highlight the ISBN number or the title of the work and click on the **SAL Bookmarklet** link saved in the browser toolbar.



A daughter window will appear navigating users to RightFind Assessments and will display results the same way they appear in any other search.



About CCC

A pioneer in voluntary collective licensing, CCC (Copyright Clearance Center) helps organizations integrate, access, and share information through licensing, content, software, and professional services. With expertise in copyright and information management, CCC and its subsidiary RightsDirect collaborate with stakeholders to design and deliver innovative information solutions that power decision-making by helping people integrate and navigate data sources and content assets.



If you have any questions about the Annual Copyright License for Student Assessments or the RightFind Assessments title search & verification tool, please contact CCC at acslasupport@copyright.com.