



# Annual Copyright License for Student Assessments

# Usage reporting

In order to assist you with your usage data collection, we have provided three templates to compile this information: **Item Bank Template**, **Usage Details Template**, and **Student Counts by Grade Template**. Below you will find a list of descriptions for each column within the templates.

Please note that the highlighted columns in the templates are required; we cannot process your data without the information in those columns. While the other columns are not required to be filled in, we ask that you make every effort to provide that information as well. Please be as accurate as possible in your usage data collection and reporting. This information is used in the calculation of royalty payments to participating publishers.

If you have any questions about these forms or the usage reporting process, please contact **aclsasupport@copyright.com**. When you have finished collecting your data, please submit your templates to **ACLSAsurveydata@copyright.com**.

# Item Bank template descriptions

**Assessment Name:** The name given to the assessment by you or the school district (e.g., Smarter Balanced Spring 2019 ELA Assessment).

**Coverage Year:** The academic year in which the assessment was administered to the students.

**CCC Work ID:** Assigned by CCC for every publication within the Annual Copyright License for Student Assessments (ACLSA) repertory. This seven or eight digit number can be found within the search results the RightFind Assessments online search tool.

CCC   RightFind			Sign in now Help	
SAL Bookmarklet			Tools & Resources Access Content	
	SEARCH:			
Return to Simple Search	Publication   Author	English plays	Q Advanced Search	
			O Download citations of selected document	
Results: 1 - 25 c	of 176		25 Results/page + Previous 1 2 3 4 5 Nex	
The English mystery plays   BOOK   ISBN-13: 978-0-520-04081-6   Subjects (Books):   CCC Work ID: 160451530   DRAMA - General   Dete: 1980   Author: Woolf, Rosemary   Riththolder: University of California Press - Books		How can I use this copyrighted content? ✓ Use in assessments ————————————————————————————————————		
Publisher: University of C Language: English Country: United States				

Your Stimulus/Passage Number: The number you assign that uniquely identifies the portion of content used on the assessment. This is the key number that links together your passages with the actual use.

**Publication Title:** This is the title of the journal, periodical, book, or other publication from which a passage was taken for use in an assessment or item bank (e.g., New York Times, Cricket Magazine, The Life of Pi). Please do not provide the specific article title or chapter title here.

**Media Type:** The format of the publication; a drop-down list is provided.

**Grade:** The grade level for which the work portion will be used as part of an assessment; a drop down list is provided.

**Standard Number:** The ISSN/ISBN assigned to the publication. It can be found in the search tool, Title List, or on the publication itself.

Article, Chapter or Image Title: The title of the specific article, chapter or image used in an assessment or item bank.

**Author(s):** The author or authors of the publication. If there are multiple authors identified, please list all.

**Publisher Name:** The name of organization which published the work (e.g., Rosen Publishing).

**Publication Date:** For a book, this is the most recent copyright year. For a journal or magazine, this can be a month and year. Please provide the year at a minimum. When in doubt, always use the most recent year.

**Page Range:** The page number(s) of passage(s) chosen. Please include multiple ranges if necessary.

**Vol/Number/Series:** This is a number typically found on Journals. Please provide this information if available.

#### Usage Details template descriptions

**Assessment Name:** The name given to the assessment by you or the school district.

**Coverage Year:** The academic year in which the assessment was administered to the students.

**Date of Scored Assessment:** The month and year in which the assessment was administered.

**Assessment Subject:** The subject area of the assessment, such as ELA, Foreign Language, Humanities, Mathematics, Science, Social Science.

Your Stimulus/Passage Number: The number you assign that uniquely identifies the portion of content used on the assessment. This is the key number that links together your passages with the actual use.

**Number of Impressions:** For computer-based assessments, this is the number of times a passage was presented to a test taker. For a printed assessment, this is the number of copies produced.

**State:** The U.S. State where the assessment was taken by the student; a drop down list is provided.

**Grade:** The grade level for which the work portion will be used as part of an assessment; a drop down list is provided.

**Question/Item Identifier:** The ID your organization assigns to each question.

### Student Counts by Grade template

**Grade:** The grade level for which the work portion will be used as part of an assessment

Approximate Number of Students Tested: The approximate number of students who were tested per grade.

**Approximate % of Students Tested:** The approximate % of total students who were tested either in Elementary school, Middle school, or High School.

Elementary School: 1st grade through 5th grade.

**Middle School:** 6th grade through 8th grade. **High School:** 9th grade through 12th grade.

#### About CCC

A pioneer in voluntary collective licensing, Copyright Clearance Center (CCC) 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.



For more information, contact:

aclsasupport@copyright.com