

# Creating an OPTIC Calibration Task

## User's Guide

OPTIC: Online Platform for Teaching and Informed Calibration

This guide provides step-by-step instructions for uploading files and creating calibration tasks in the OPTIC platform. Although users may use this guide to create tasks with several different types of files, including work samples, this guide focuses on the creation of a calibration task using a classroom observation video.

Before uploading any content to OPTIC, please ensure that all relevant sharing permissions have been secured and/or content is appropriately anonymized.

There are three main steps in the process for creating a calibration task. To navigate to a specific step, please use the links below:

[1. Uploading a File](#)

[2. Creating a Video Segment](#)

[3. Creating a Calibration Task](#)

The steps in this guide assume you have already registered for OPTIC and you are familiar with steps for logging in to and navigating the platform. For more detailed instructions on getting started with OPTIC, please visit the 'Resources' page at [www.ma-optic.com](http://www.ma-optic.com).


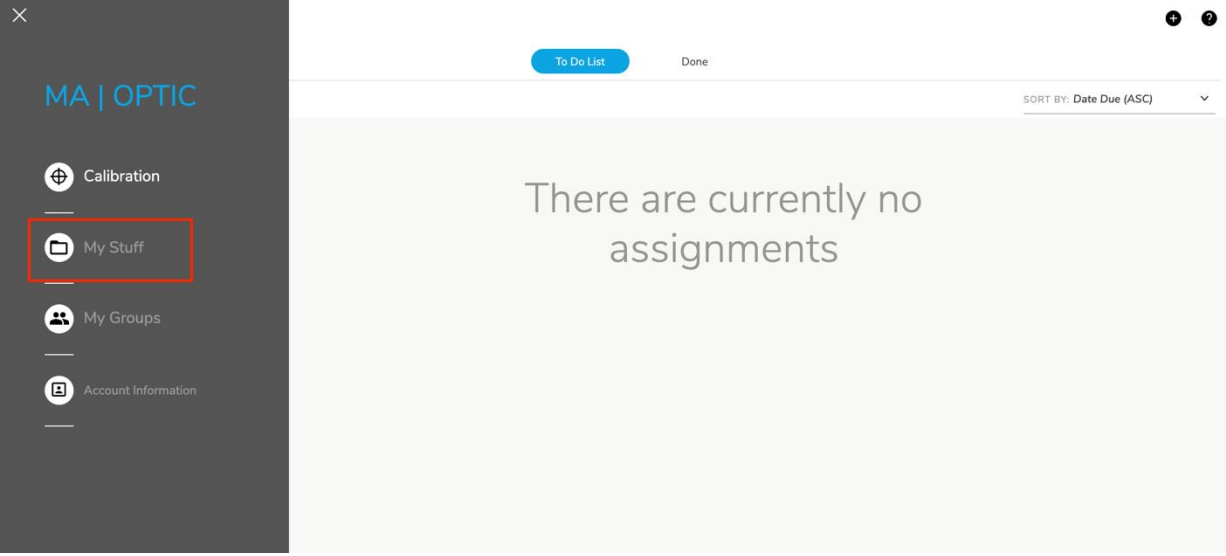

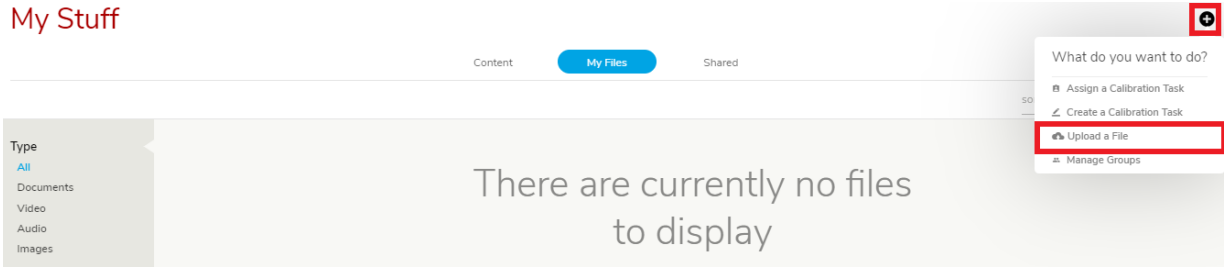
If you have any questions about creating a calibration task or the steps in this guide, please contact Anna Zannetos at [anna.i.zannetos@mass.gov](mailto:anna.i.zannetos@mass.gov).

If you have any technical issues or questions, please contact the TeachForward Support Team at [support@teachforward.com](mailto:support@teachforward.com).

# 1 Creating an OPTIC Calibration Task

## Step 1: Uploading a File

In Step 1, users upload a file to the OPTIC platform. These files may be classroom observation videos, student work samples, or reference materials that provide context or instructions for a task. Prior to uploading a file to the OPTIC platform, please download and save your file in an easily accessible location on your device, and ensure that all relevant sharing permissions have been secured and/or content is appropriately anonymized.

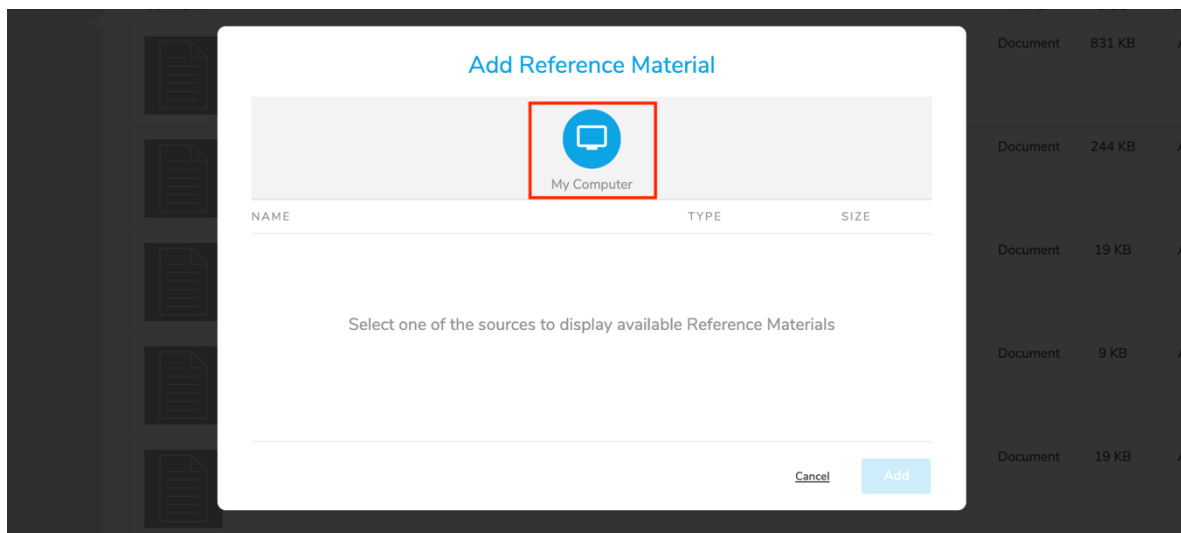
<p>A. Click on the menu (  ) in the top right corner.</p> <p>B. Select <b>My Stuff</b>.</p>	
<p>C. Click on the  icon in the top right corner.</p> <p>D. Select <b>Upload a File</b>.</p>	



# 1 Creating an OPTIC Calibration Task

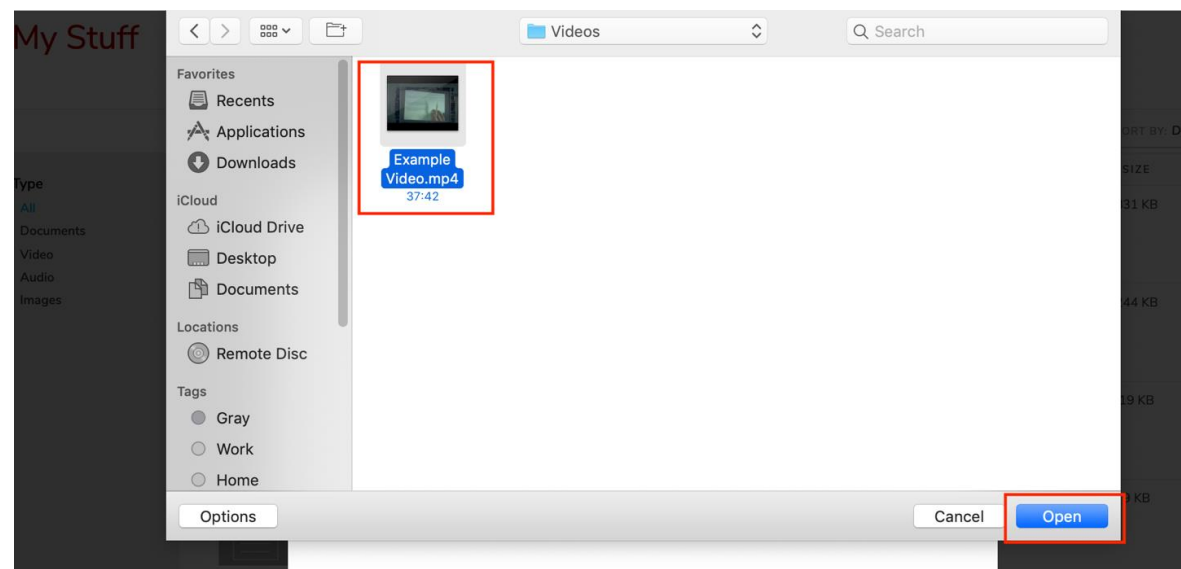
## Step 1: Uploading a File

- E. In the Add Reference Material window that appears, click the **My Computer** icon. This will allow you to find the file on your local device.



- F. A new dialog box will appear.

On your local device, navigate to the file you wish to upload. Select the file, then press **Open**.



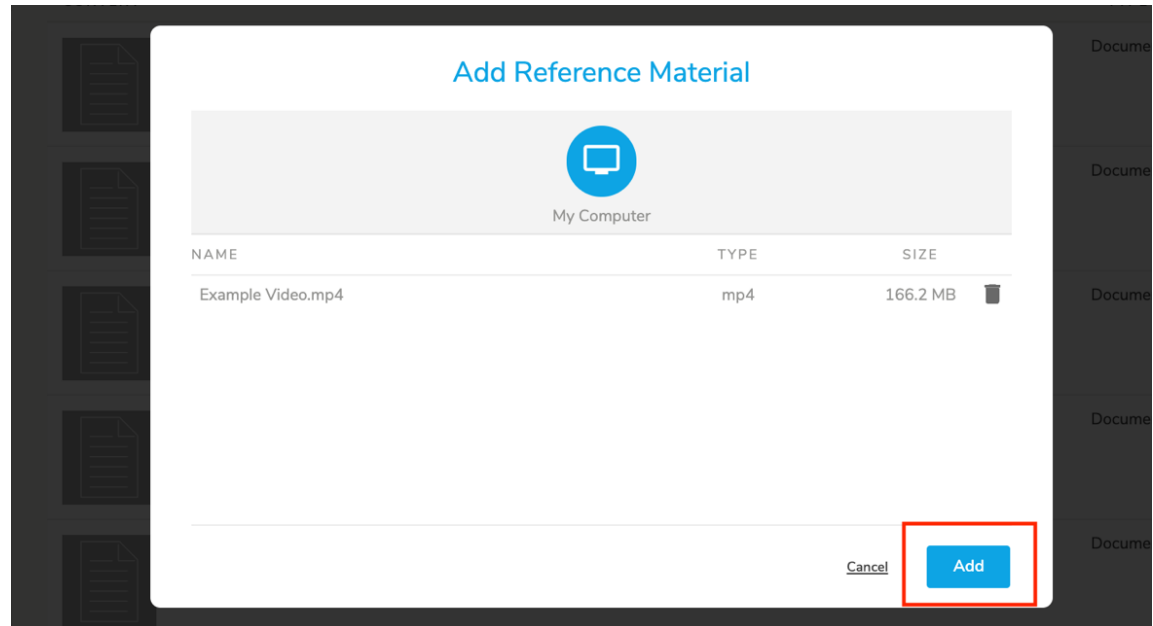
# 1 Creating an OPTIC Calibration Task

## Step 1: Uploading a File

- G. You will return to the Add Reference Material window, which will list the name, type, and size of the file you selected.

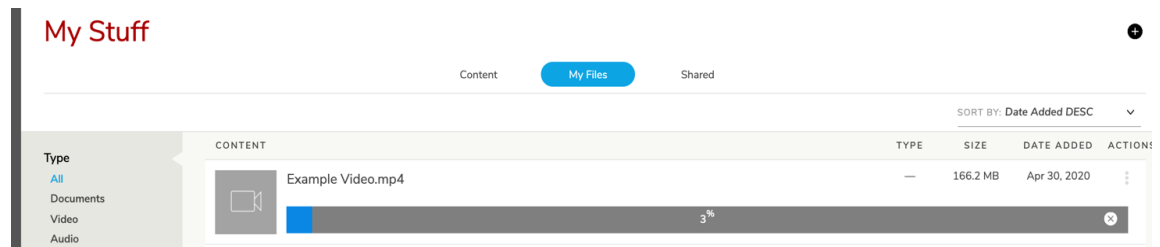
*NOTE: Once your file has been uploaded to OPTIC's library, you can rename the file by following the directions [here](#).*

- H. Click **Add** to upload the file to the platform.



- I. The system will return you to the My Files tab within the My Stuff page. A record for your file will appear, including a bar to indicate the progress of the file upload.

While your file is being uploaded, you may leave the 'My Stuff' page and return later.



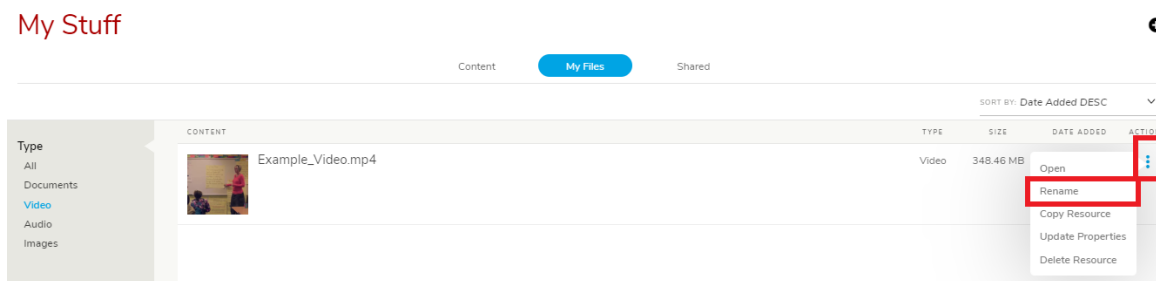
# 1 Creating an OPTIC Calibration Task

## Step 1: Uploading a File

### II. Rename an Uploaded File (optional)

Follow directions for this substep if you would like to rename your file within the OPTIC platform. Please note that the file name shown will appear in any calibration task to which it is added, and cannot be changed within a task after the task has been published.

- A. Open the **Actions** menu for the file by clicking the three dots on the far right of the screen.
- B. Click **Rename**.



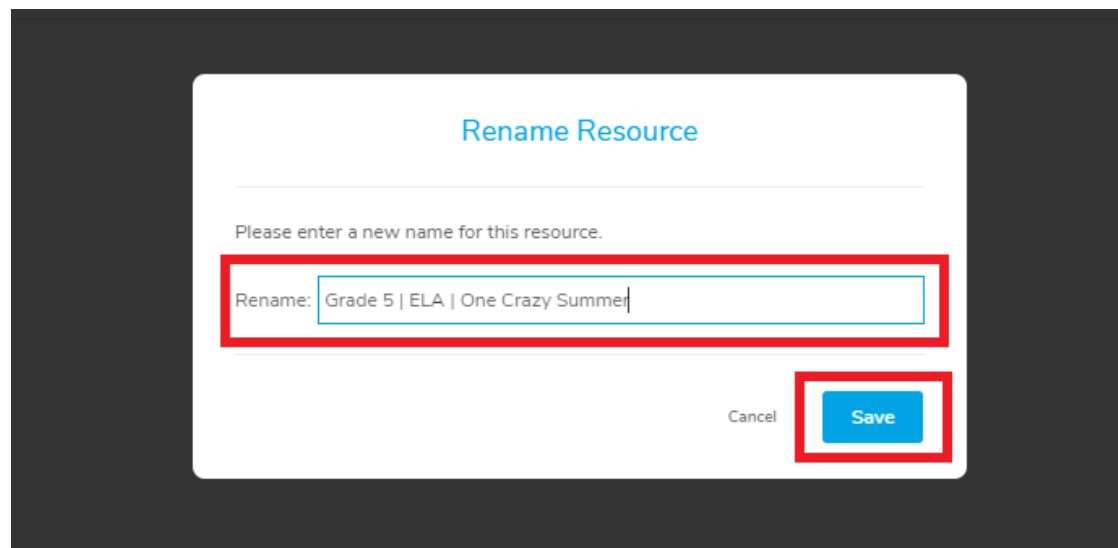
- C. The Rename Resource window will appear.

Enter a new name for the file. We recommend you use the following template:

Grade | Subject | File Name

Please see the image for an example.

- D. Click **Save**.



# 1 Creating an OPTIC Calibration Task

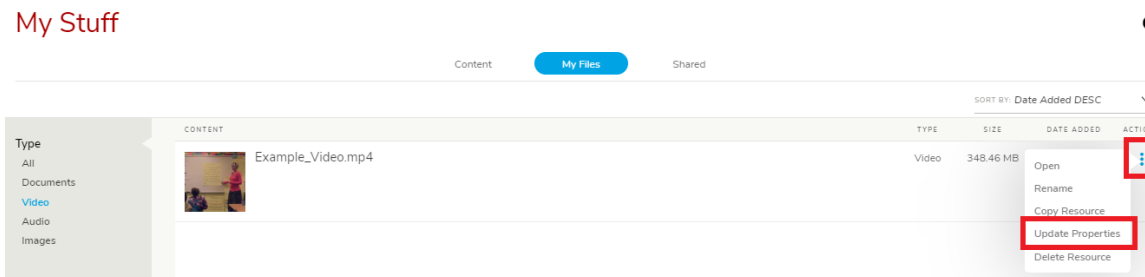
## Step 1: Uploading a File

### III. Share an Uploaded File (optional)

When you upload a file, the Sharing properties are set to 'Private'. The Private setting gives you sole control over this file. Under this setting, only you may create and share tasks associated with the file. If you would like to share the file so other OPTIC users can create calibration tasks using the file, please follow the directions for this substep.

A. Open the **Actions** menu for the file by clicking the three dots on the far right of the screen.

B. Click **Update Properties**.



C. The Update Properties page will appear.

On this page, you may add a description of the file, specify the artifact type, and identify the relevant grade range and subject category. For more information about these properties, please click [here](#).

The default **Sharing** setting is **Private**. Only you can see and manage the use of the file.

If you would like to share the file with all MA OPTIC users, open the Sharing dropdown menu and select **Shared with all users across MA | OPTIC**.

The screenshot shows the 'Update Properties' form. It has fields for 'Name' (pre-filled with 'Grade 5 | ELA | One Crazy Summer'), 'Description' (with a placeholder 'Describe this segment' and a 'Max 500 characters' limit), 'Artifact Type' (a dropdown menu), 'Grade Range' (two dropdown menus), 'Subject Category' (with an 'Add Subject' link), and 'Sharing' (a dropdown menu). The 'Sharing' dropdown menu is open, showing options: 'SELECT', 'Private' (which is selected), and 'Shared with all users across MA | OPTIC' (which is highlighted with a red box). There is a red box around the 'Sharing' dropdown menu and a red box around the 'Shared with all users across MA | OPTIC' option.

# 1 Creating an OPTIC Calibration Task

## Step 1: Uploading a File

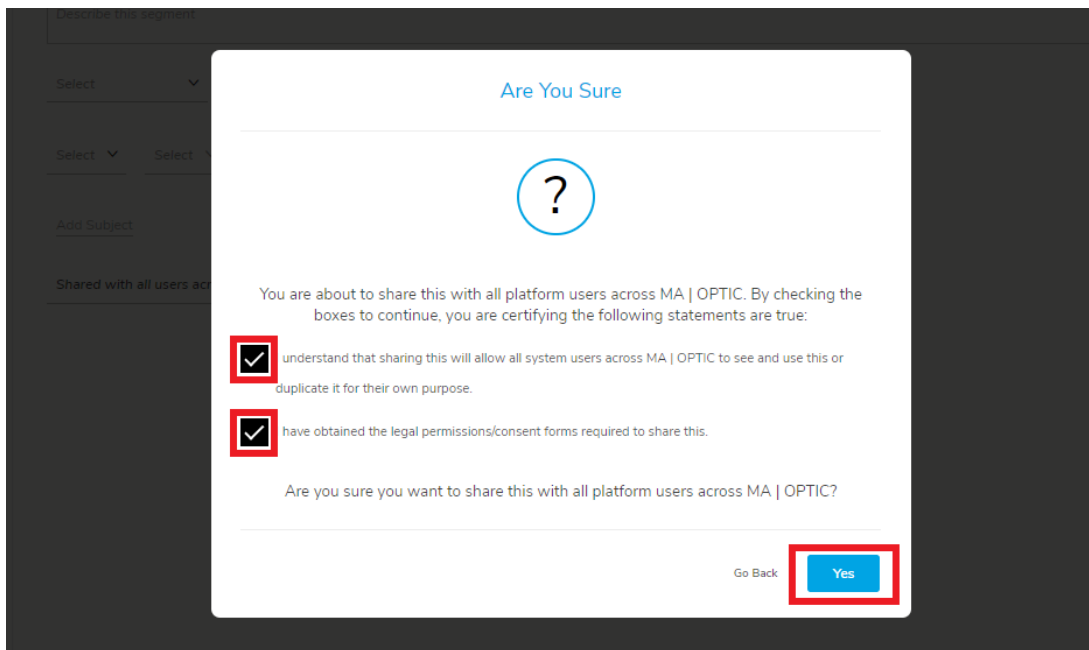
D. A pop-up window will appear ensuring you:

Understand that sharing the file will allow all system users across MA | OPTIC to see and use this or duplicate it for their own purpose

and

Have obtained the legal permissions/consent forms required to share the file.

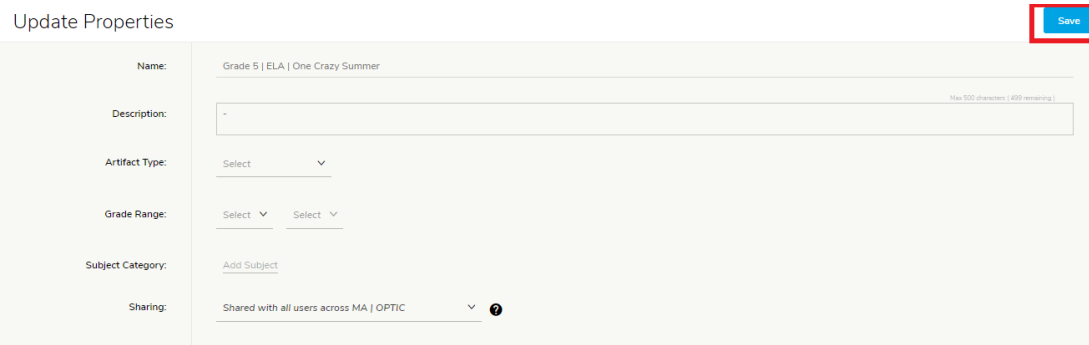
If both statements are true, **select the checkboxes** and click **Yes**.



The screenshot shows a dark-themed interface with a white modal dialog box titled "Are You Sure". Inside the dialog, there is a large question mark icon. Below the icon, the text reads: "You are about to share this with all platform users across MA | OPTIC. By checking the boxes to continue, you are certifying the following statements are true:". There are two checkboxes, both of which are checked and highlighted with red boxes. The first checkbox is labeled "I understand that sharing this will allow all system users across MA | OPTIC to see and use this or duplicate it for their own purpose." The second checkbox is labeled "I have obtained the legal permissions/consent forms required to share this." Below these checkboxes, the text asks: "Are you sure you want to share this with all platform users across MA | OPTIC?". At the bottom right of the dialog, there are two buttons: "Go Back" and "Yes". The "Yes" button is highlighted with a red box.

E. The system will return you to the Update Properties page. Press **Save**.

*NOTE: To change sharing permissions or update any other properties of the file on this page, you are required to add a description of the file. This description will appear to any user who selects the file within the OPTIC library. Click [here](#) to see a recommended template for this description.*



The screenshot shows a light gray "Update Properties" form. At the top right, there is a blue "Save" button highlighted with a red box. The form contains several fields: "Name" with the value "Grade 5 | ELA | One Crazy Summer", "Description" with a placeholder "-", "Artifact Type" with a "Select" dropdown, "Grade Range" with two "Select" dropdowns, "Subject Category" with an "Add Subject" button, and "Sharing" with a dropdown menu set to "Shared with all users across MA | OPTIC" and an information icon.



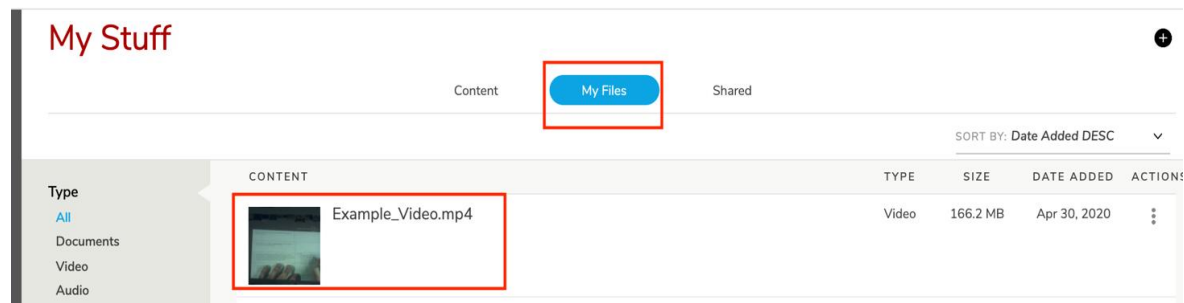
## 2 Creating an OPTIC Calibration Task

### Step 2: Creating a Video Segment

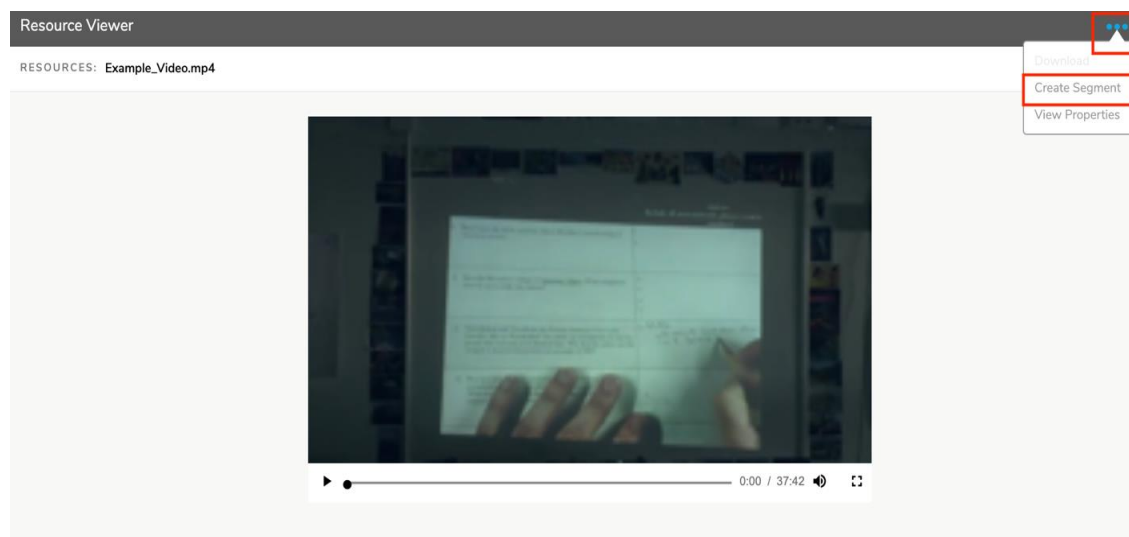
In Step 2, users create a video segment to focus on a shorter portion of a longer video. A typical OPTIC video observation is 8-14 minutes long to focus participants' attention on a limited number of instructional practices. If the video file you uploaded in Step 1 is already the desired length, please skip to [Step 3: Creating a Calibration Task](#).

#### I. Open Your Video

- A. On the My Stuff page, select the **My Files** tab.
- B. **Select the video** that you would like to use to create a segment for your task.



- C. The Resource Viewer window will appear, allowing you to view the video you selected.
- D. In the top right corner, open the **Actions menu** (three dots).
- E. Select **Create Segment**.





## 2 Creating an OPTIC Calibration Task

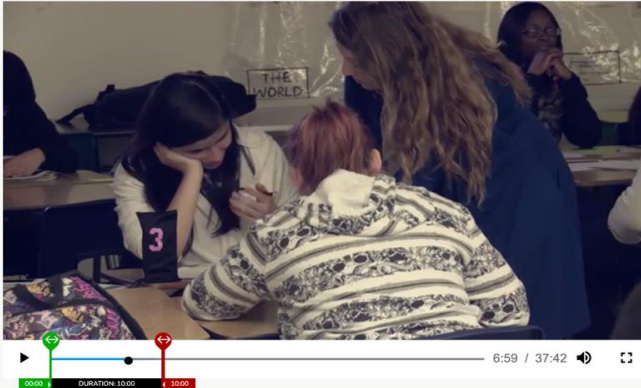
### Step 2: Creating a Video Segment

#### II. Define Your Video Segment

- F. You will be directed to the Create Segment page. In the first **Define Segment** window that appears, you can create a video segment, name the segment, and provide a description of the segment.

##### Create Segment

1 Define Segment > 2 Set Properties



Create video segment by dragging the green handle to the start point and the red handle to the end point.

**Segment Name:**  
Give this segment a name -- Required --

**Description:**  
Describe this segment Max 500 characters -- Required --

- G. Click, hold, and drag the **green start paddle** along the playback bar until you reach the start time of the segment you wish to create. The green box underneath the paddle specifies the exact start time you have selected.
- H. Click, hold and drag the **red end paddle** along the playback bar until you reach the end time of the segment you wish to create. The red box underneath the end paddle specifies the exact end time you have selected.



## 2 Creating an OPTIC Calibration Task

### Step 2: Creating a Video Segment

- I. To the right of the video, enter a new **segment name**. We recommend you use the following template:

Grade | Subject | File Name – Segment Number

Enter a **description** for the video segment. We recommend you include relevant, basic information about the content of the segment, following the template:

This video segment shows a lesson in which...

Please see the image for an example.

Segment Name:

Grade 5 | ELA | One Crazy Summer - Segment 1

Description:

Max 500 characters ( 274 remaining )

This video segment shows the beginning of a lesson about developing an argument using evidence from the text. The teacher facilitates a whole-group discussion in which students share evidence in response to a probing question.



## 2 Creating an OPTIC Calibration Task

### Step 2: Creating a Video Segment

#### III. Set Video Segment Properties & Sharing

- A. Click the **Set Properties** tab. The name and description you provided in the Define Segment window will appear.

*Steps C, D, and E are optional. If you choose not to specify these properties, skip to [Step H](#).*

- B. Select the **Artifact Type** from the dropdown menu.
- C. Select the relevant **Grade Range** for your video segment.
- D. Next to Subject Category, click **Add Subject**.

##### Create Segment

The 'Create Segment' window is shown with two tabs: '1 Define Segment' and '2 Set Properties'. The 'Set Properties' tab is active. The form contains the following fields:

- Name:** Grade 5 | ELA | One Crazy Summer - Segment 1
- Description:** This video segment shows the beginning of a lesson about developing an argument using evidence from the text. The teacher facilitates a whole-group discussion in which students share evidence in response to a probing question.
- Artifact Type:** Select (dropdown menu)
- Grade Range:** Select (dropdown menu)
- Subject Category:** Add Subject (button)
- Sharing:** Private (dropdown menu)

*If you chose not to specify a subject for the video segment in Step D, please skip to [Step H](#).*

- E. The Select a Subject window will appear. Select a **subject** in the menu on the left to view specific topics within each subject category.
- F. Click the **checkbox** next to at least one topic within a subject category. You may select multiple topics and subject categories.
- G. When finished selecting all relevant subjects and topics, click **Save**.

The 'Select a Subject' window is shown. It has a list of subject categories on the left and a list of topics on the right. The 'English Language Arts' category is selected, and the 'Reading Informational Text' topic is checked.

**Subject Categories:**

- College And Career Skills
- English Language Arts
- Mathematics
- Science
- History-Social Sciences
- World Languages
- Visual And Performing Arts
- Physical Education
- Teaching
- Other

**Topics:**

- ☐ Reading Literature
- ☒ Reading Informational Text
- ☐ Reading Foundational Skills
- ☐ Writing Narrative
- ☐ Writing Informational
- ☐ Writing Argument
- ☐ Speaking and Listening

Buttons: Cancel, Save

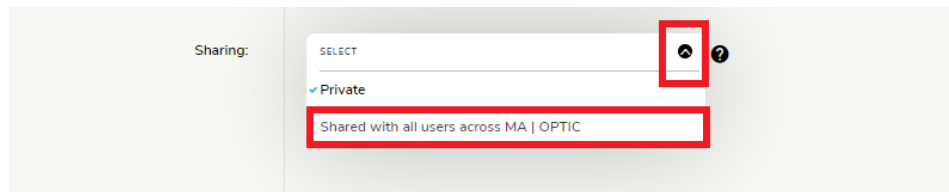


## 2 Creating an OPTIC Calibration Task

### Step 2: Creating a Video Segment

- H. On the Set Properties page, you can modify the sharing settings. The default **Sharing** setting is **Private**. Only you can see and manage the use of the video segment.

If you would like to share the video segment with all MA OPTIC users, open the Sharing dropdown menu and select **Shared with all users across MA | OPTIC**.



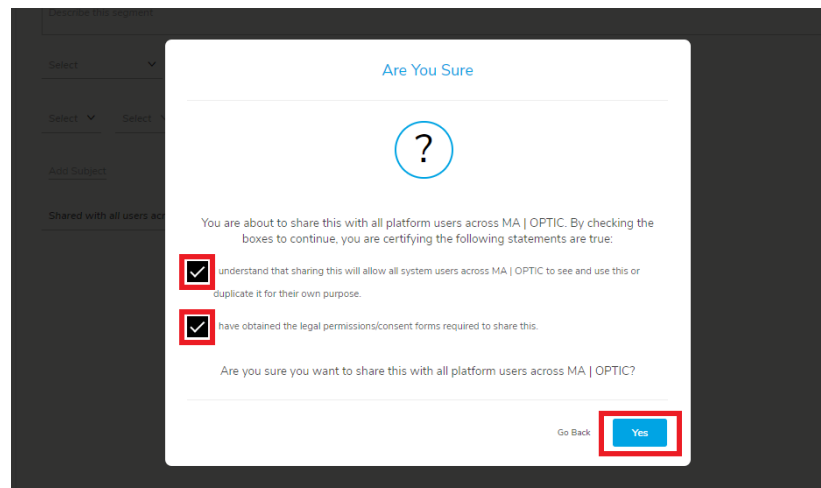
- I. A pop-up window will appear ensuring you:

Understand that sharing the video segment will allow all system users across MA | OPTIC to see and use this or duplicate it for their own purpose

and

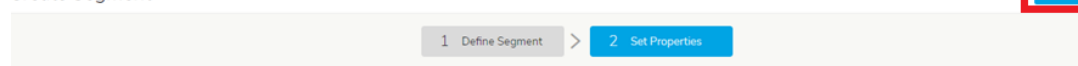
Have obtained the legal permissions/consent forms required to share the video segment.

If both statements are true, **select the checkboxes** and click **Yes**.



- J. The system will return you to the Create Segment page. Press **Save**.


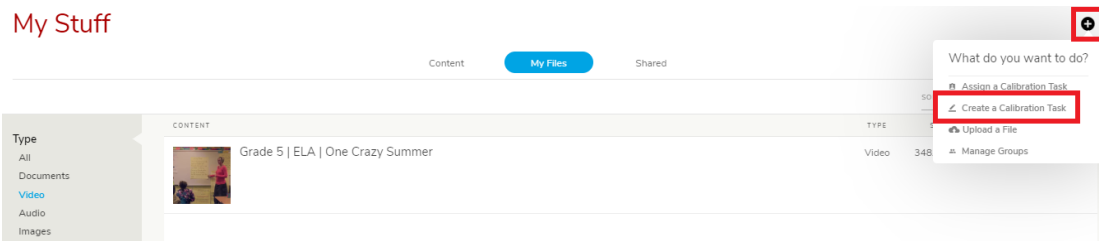
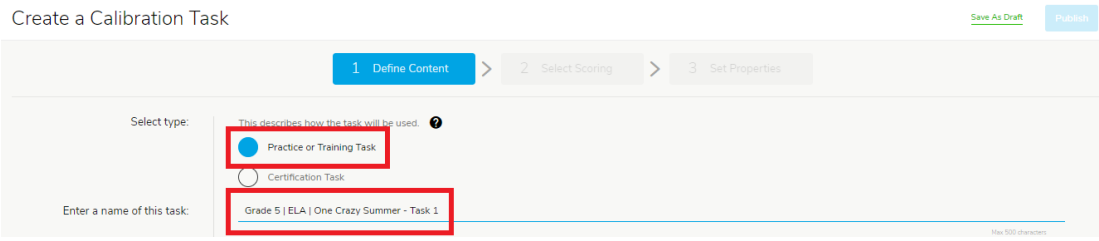
Create Segment



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

In Step 3, users create a calibration task using a file that was previously uploaded to the OPTIC platform. All reference and calibration materials must be uploaded to OPTIC prior to creating the calibration task. Please see [Step 1: Uploading a File](#) for further instructions.

I. Define Task Content	
<p>A. On the My Stuff page, click on the  icon in the top right corner.</p> <p>B. Select <b>Create a Calibration Task</b>.</p>	
<p>C. The Create a Calibration Task page will appear. Select <b>Practice or Training Task</b>.</p> <p>D. Provide a <b>name</b> for the task. We recommend using the following template:  <u>Grade   Subject   Task Title – Task Number</u></p>	
<p>E. <b>Provide instructions</b> for this task. We recommend using the templates in the column to the right for video calibration tasks and student writing calibration tasks.</p>	<p><b>Video Task:</b></p> <div> <div>Provide instructions:</div> <div> <p>The video segment used in this task shows the beginning of a fishbowl discussion about Egyptian Artifacts. The facilitator of this task may assign one or more of the following components to this calibration task: 1) Assessing practice related to I-A-3 Well-Structured Units and Lessons and I-A-1 Subject Matter Knowledge; 2) Assessing alignment to standards from the ELA/Literacy Curriculum Framework and/or 3) Drafting written feedback to this educator.</p> <p><i>The video used in this task shows [brief context on what's happening in clip]. The facilitator of this task may assign one or more of the following activities to this calibration task: 1) Assessing practice related to [enter focus elements]; 2) Assessing alignment to content standards from the [enter Curriculum Framework]; and/or 3) Drafting written feedback to this educator.</i></p> </div> </div> <p><b>Student Writing Task:</b></p> <div> <div>Provide instructions:</div> <div> <p>This writing sample is an opinion essay with the working title "Harry." After a read aloud of "Harry the Dirty Dog," students discussed whether they would want Harry for a pet with a partner. The next day, the teacher revisited their reasons and had students write their response to the following prompt: "Would you want Harry for a pet? Why or why not?" This calibration task has been developed to assess alignment to standards from the ELA/Literacy Curriculum Framework.</p> <p><i>This writing sample is a [writing type] essay with the title [title]. [Brief context]. This calibration task has been developed to assess alignment to standards from the ELA/Literacy Curriculum Framework.</i></p> </div> </div>



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

- F. Add any **reference materials** and **calibration resources**. See the next section of this guide for more details.

Reference materials are learning resources that can be used to train or educate users on the content (e.g. content standards) or process of the calibration task (e.g., must-sees for certain scores).

Calibration resources are resources that users will score.

Include reference materials: **Add reference material** ☒ DOWNLOAD? ?

Select calibration resources: **Add calibration resources** -- Required -- ☒ SCORED? ?

## II. Add Reference Materials and/or Calibration Resources

*This section will provide screenshots and instructions that are directly relevant to uploading calibration resources. However, the instructions in this section will also assist with adding reference materials, as the process is nearly identical.*

- A. After clicking **Add calibration resources**, the Add Calibration Resource pop-up window appears.
- B. Select the **My Stuff** icon.

**Add Calibration Resource**

My Computer My Stuff Google Drive

NAME	TYPE	SIZE
------	------	------

Select one of the sources to display available Calibration Resources

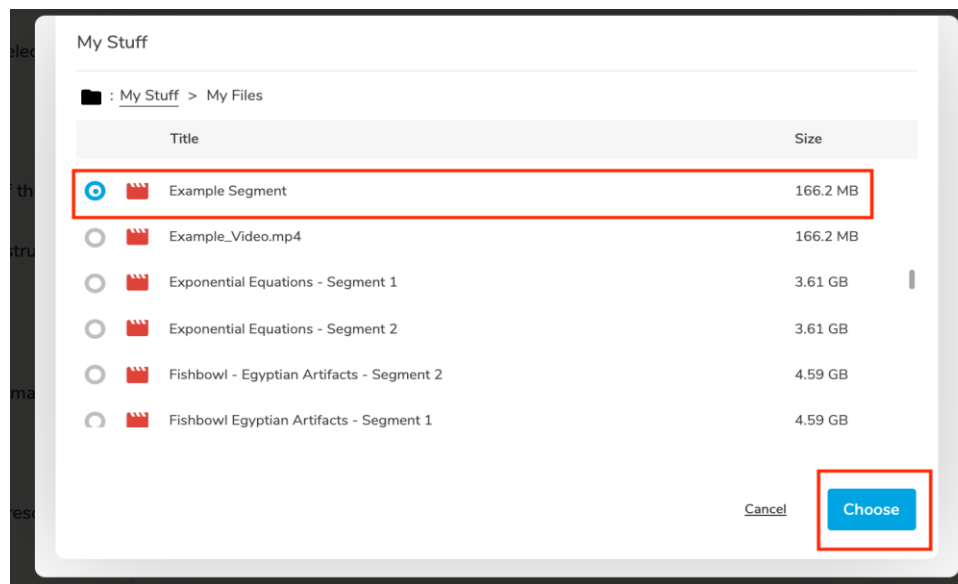
Cancel Add



### 3 Creating an OPTIC Calibration Task

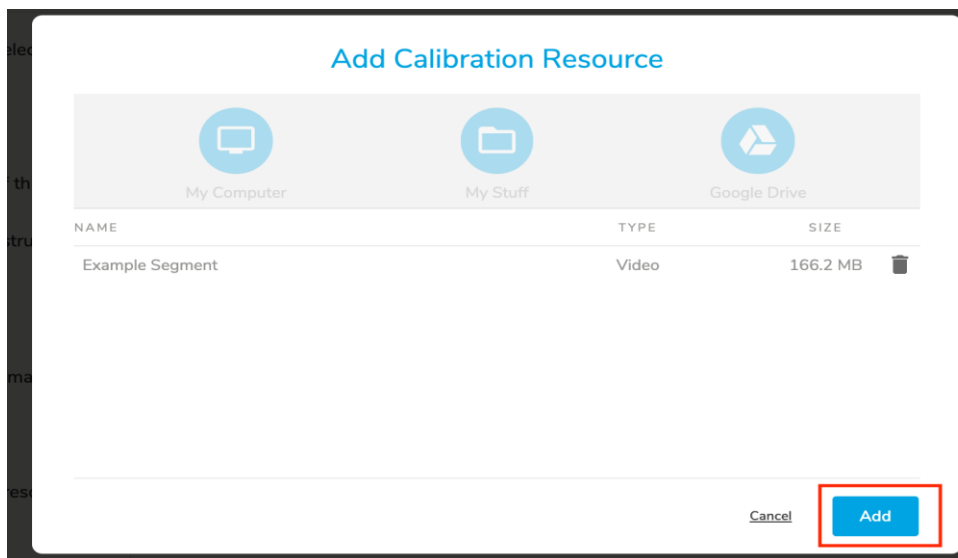
#### Step 3: Creating a Calibration Task

- C. Click **My Files** to navigate to your OPTIC file library.
- D. Scroll through your files and **select** the video segment you'd like to include in your calibration task.
- E. Click **Choose**.



- F. You will return to the Add Calibration Resource window, which will list the name, type, and size of the file you selected.
- G. Click **Add** to add the file to the calibration task. As a reminder, users will score the calibration resource during the task.

*To add any additional reference materials or calibration resources to the task, repeat Steps A-G.*



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

- H. After returning to the Define Content screen, reference materials and calibration resources you have added will be listed.
- To give users the ability to **download reference materials**, ensure that the slide feature next to the material shows a green check mark.
- To give users the ability to **score a calibration material**, ensure that the slide feature next to the material shows a green check mark.

	REFERENCE	DOWNLOAD?	
Include reference materials:	<a href="#">Add reference material</a>	<input checked="" type="checkbox"/>	?
Select calibration resources:	Example Segment	<input checked="" type="checkbox"/>	?
	<a href="#">Add calibration resources</a>		

### III. Select Scoring

- A. Click the **Select Scoring** button near the top of the screen.
- B. Click **Add scoring guide**.

1 Define Content
>
2 Select Scoring
>
3 Set Properties

Name of task:	Example Task		
	Select one or more scoring guides and an optional feedback guide to use with this task		
Select scoring guide:	SCORING GUIDE		MUST USE?
	<a href="#">Add scoring guide</a> -- Required --	<input checked="" type="checkbox"/>	
Select feedback guide:	FEEDBACK GUIDE		MUST USE?
	<a href="#">Add feedback guide</a>	<input checked="" type="checkbox"/>	

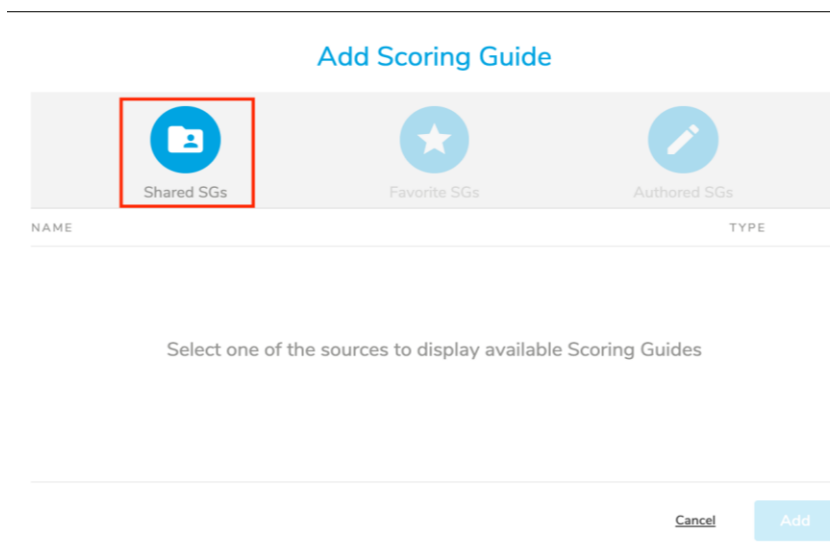




### 3 Creating an OPTIC Calibration Task

Step 3: Creating a Calibration Task

- C. Select the **Shared SGs** icon to view available scoring guides.



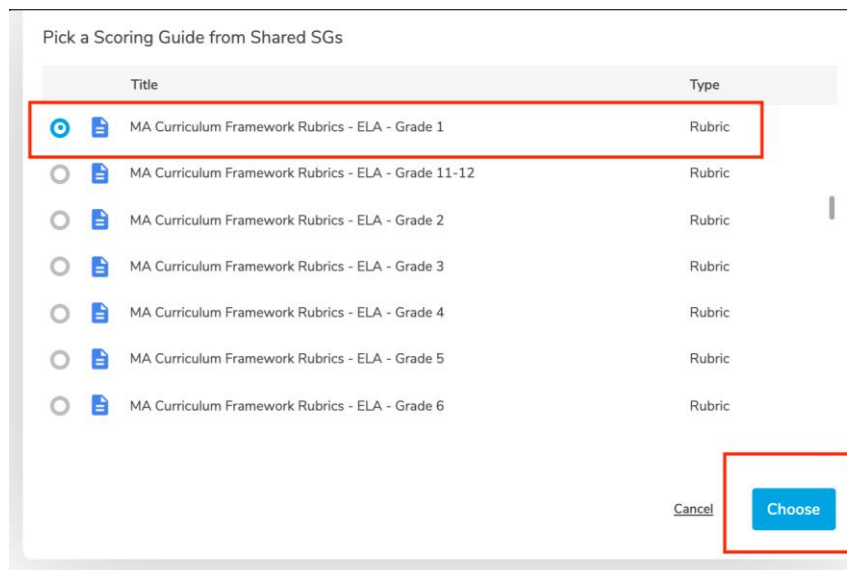
The 'Add Scoring Guide' dialog box features three circular icons: 'Shared SGs' (a person icon), 'Favorite SGs' (a star icon), and 'Authored SGs' (a pencil icon). The 'Shared SGs' icon is highlighted with a red rectangle. Below the icons is a table with columns 'NAME' and 'TYPE'. A message 'Select one of the sources to display available Scoring Guides' is centered below the table. At the bottom right are 'Cancel' and 'Add' buttons.

- D. Scroll through available scoring guides to **select the guide** relevant to your calibration task. Note that the order in which you select scoring guides will be the order the users score them in the task.

Grade-level content standards are listed by subject in the Shared SGs library.

To score focus elements of practice, select the Standards and Indicators of Effective Practice + Feedback scoring guide.

- E. Click **Choose**.



The 'Pick a Scoring Guide from Shared SGs' dialog box displays a table with 'Title' and 'Type' columns. The first row, 'MA Curriculum Framework Rubrics - ELA - Grade 1' (Rubric), is highlighted with a red rectangle. Below the table are 'Cancel' and 'Choose' buttons, with the 'Choose' button also highlighted by a red rectangle.

Title	Type
MA Curriculum Framework Rubrics - ELA - Grade 1	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 11-12	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 2	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 3	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 4	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 5	Rubric
MA Curriculum Framework Rubrics - ELA - Grade 6	Rubric



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

- F. You will return to the Add Scoring Guide window, which will list the name of the scoring guide you chose.
- G. Click **Add** to add the scoring guide to the calibration task.

*To select more than one scoring guide for use in the calibration task, repeat steps B-G.*

NAME	TYPE
MA Curriculum Framework Rubrics - ELA - Grade 1	Rubric

- H. You will return to the Select Scoring screen, which now lists the scoring guide you chose. If you would like to **require that users use the scoring guide** while completing the calibration task, ensure that the slide feature next to the scoring guide shows a green check mark.
- I. The platform will automatically apply all standards or elements of practice in the scoring guide to your calibration task. This means users will be expected to score all standards or elements of practice included in the scoring guide. Click **Change** to select specific content standards (2-4 are recommended) or elements of practice (1-2 are recommended).

SCORING GUIDE	MUST USE?
1   MA Curriculum Framework Rubrics - ELA - Grade 1 Indicators Selected: 85 of 85 <a href="#">Change</a>	<input checked="" type="checkbox"/>



### 3 Creating an OPTIC Calibration Task


#### Step 3: Creating a Calibration Task

- J. The **Select Indicators** pop-up window will appear. Use the **Select All** and **Clear All** buttons to assist you.
- K. Click the **checkbox** next to relevant content standards or elements of practice. You may select multiple standards (2-4 are recommended) or elements of practice (1-2 are recommended) within a scoring guide. To view the full name of the standard or element of practice, click on the Information (i) button on the far right.
- L. When finished selecting all relevant content standards or elements of practice, click **Save**.

**Select Indicators**

Check all the indicators that should be used with this task.

MA Curriculum Framework Rubrics - ELA - Grade 1


DOMAIN	INDICATORS	
	<input type="checkbox"/> ELA.L.1.02.f	
	<input type="checkbox"/> ELA.L.1.02.g	
	<input checked="" type="checkbox"/> ELA.L.1.04	
	<input type="checkbox"/> ELA.L.1.04.a	
	<input type="checkbox"/> ELA.L.1.04.b	
	<input type="checkbox"/> ELA.L.1.04.c	

Cancel **Save**


Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 1 reading and content, choosing flexibly from an array of strategies.

- M. You also have the option to add a feedback guide to your calibration task. Feedback guides prompt users to provide written responses to specific prompts. Click **Add feedback guide** to do so.
- N. The Add Feedback Guide pop-up window will appear. Select the **Shared FGs** icon to view all available feedback guides.


**Add Feedback Guide**



Shared FGs



Favorite FGs



Authored FGs

NAME	TYPE
Select one of the sources to display available Feedback Guides	

Cancel **Add**



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

- O. **Select** the feedback guide that is most relevant to your calibration task.

The MA Calibration Feedback Form includes feedback prompts for video calibration tasks.

The Student Work Feedback Prompts include written prompts for student work calibration tasks.

- P. Click **Choose** to return to the Select Scoring page.

Title	Type
MA Calibration Feedback Form	Feedback Form
Student Work Feedback Prompts	Feedback Form

Cancel Choose

- Q. The Select Scoring page should now list the scoring guides and feedback guides you selected for use in your calibration task.

If you would like to **require** that users use the scoring and feedback guides while completing the calibration task, ensure that the slide feature next to each guide shows a green check mark.

Name of task: Example Task

Select one or more scoring guides and an optional feedback guide to use with this task

Select scoring guide:

SCORING GUIDE	MUST USE?
1   MA Curriculum Framework Rubrics - ELA - Grade 1 Indicators Selected: 1 of 85 <a href="#">Change</a> <a href="#">Add scoring guide</a>	<input checked="" type="checkbox"/>

Select feedback guide:

FEEDBACK GUIDE	MUST USE?
MA Calibration Feedback Form <a href="#">Add feedback guide</a>	<input checked="" type="checkbox"/>



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

#### IV. Set Properties

- Click on the **Set Properties** button near the top of the screen.
- Enter a description for your task. This is what users will view when the task is assigned to them.
- Select a **Primary Purpose** for your task.
- Enter the **Grade Range** for your task.
- Click **Add Subject** to specify a subject category relevant to your calibration task. See [Step 2](#) for more detailed instructions.

Create a Calibration Task Save As Draft Publish

1 Define Content > 2 Select Scoring > 3 Set Properties

Name:	Example Task
Description:	<div>Max 500 characters ( 122 remaining )</div> <p>The video segment used in this task shows [brief context on what's happening in clip]. The facilitator of this task may assign one or more of the following components to this calibration task: 1) Assessing practice related to [enter focus elements]; 2) Assessing alignment to standards from the [enter Curriculum Framework]; and/or 3) Drafting written feedback to this educator.</p>
Primary Purpose:	Calibration ▾
Grade Range:	Grade 1 ▾ Grade 1 ▾
Subject Category:	<a href="#">Edit/Add Subject</a> English Language Arts > Reading Informational Text

- On the Set Properties page, you can modify the sharing settings. The default **Sharing** setting is Private. Only you can see and manage the use of the task.

If you would like to share the task with all MA OPTIC users, open the Sharing dropdown menu and select **Shared with all users across MA | OPTIC**.

Sharing:

SELECT

Private

Shared with all users across MA | OPTIC



### 3 Creating an OPTIC Calibration Task

#### Step 3: Creating a Calibration Task

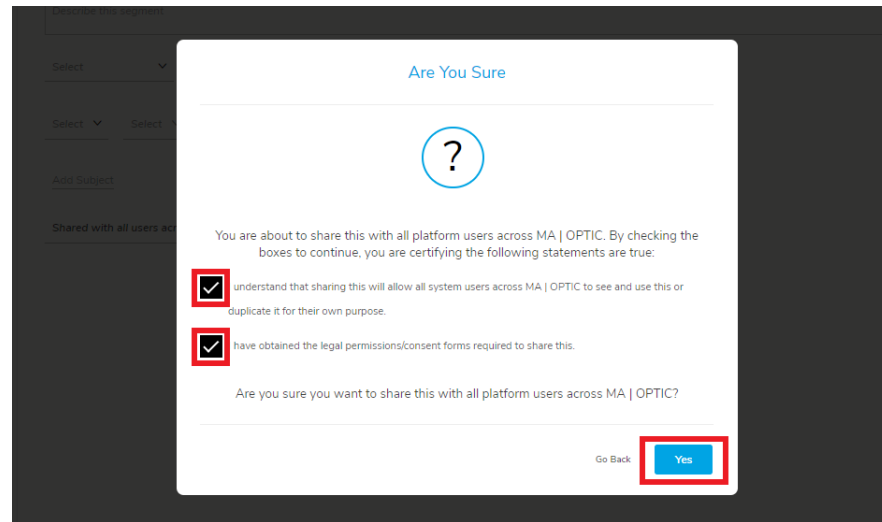
- L. A pop-up window will appear ensuring you:

Understand that sharing the task will allow all system users across MA | OPTIC to see and use this or duplicate it for their own purpose

and

Have obtained the legal permissions/consent forms required to share the task.

If both statements are true, **select the checkboxes** and click **Yes**.



- F. Once you are finished creating your calibration task, click either **Save as Draft** or **Publish** in the top right corner.

Save as Draft allows you to return and make edits to the calibration task.

Publish allows you to publish the calibration task and make it available to be assigned to users.

*NOTE: You cannot delete or edit published calibration tasks.*

