



Test Administration Quick Guide

The Test Delivery System has two components:

- Test proctors use the TA Interface to create and manage test sessions.
- Students use the Student Testing Site to take the tests.

TA Interface: Login and Test Setup

1. Open your web browser and navigate to the ISAT portal at <http://idaho.portal.airast.org/>.
2. Click the **ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math** cards (see [Figure 1](#)).
3. Click the **Test Administration** card (see [Figure 2](#)). The login page appears (see [Figure 3](#)).
4. Enter your email address and password.
5. Click **Secure Login**. The TA Interface appears.

Figure 1. Assessment Cards

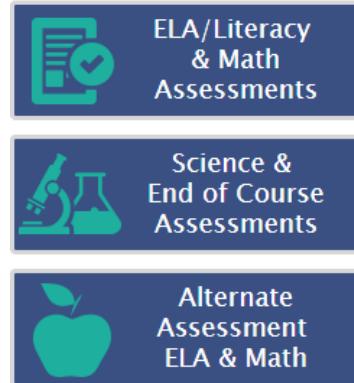


Figure 2. TA Interface Card

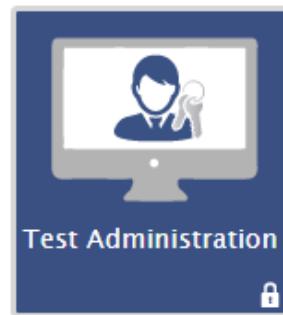


Figure 3. Login Page

The image shows a login form with the following fields:

- Email Address (input field)
- Password (input field)
- Forgot Your Password? (link)
- Secure Login (button)

Below the form, there is a note about first-time login and a link to request a new password.



6. Start a test session (see [Figure 4](#)).
 - a. In the **Test Selection** window, select the tests to administer.
 - b. Click **Start Operational Session**. The session ID appears at the top of the page.
7. Provide the session ID to the students signing in to your test session.
8. Have students sign in to the Student Testing Site using their first name, EDUID, and the session ID from step 7 (see [Figure 9](#)). For more information about the student login process, see the section [For Students: About the Testing Process](#).
9. Approve students for testing (see [Figure 5](#)). When students select tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.
 - o To review and update a student's test settings and accommodations, click  in that student's row (see [Figure 6](#)).
 - o To approve an individual student for testing, click .
 - o To deny a student for testing, click  and enter the reason in the box.
 - o To approve all students for a given test, click **Approve All Students** for that test or approve all students on the pop-up screen.
10. Monitor the students' progress throughout their tests (see [Figure 7](#)). Students' test statuses appear in the Student Status column of the **Students in Your Test Session** table.

This column also displays the number of test questions the student has answered

Figure 4. TA Interface: Select Tests, Start Session

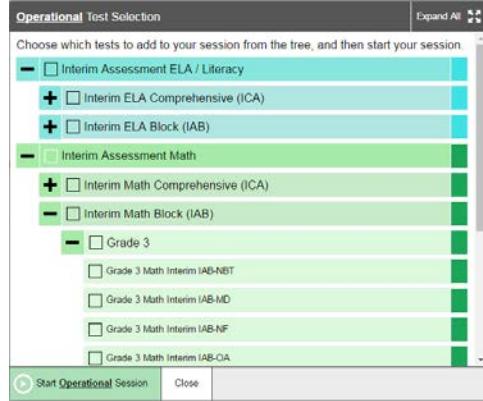


Figure 5. TA Interface: Approve Students

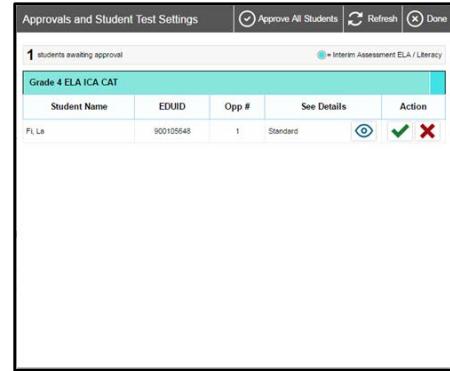


Figure 6. TA Interface: Edit Student Test Settings

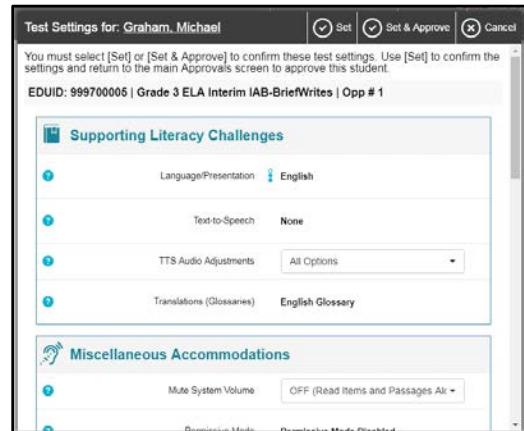


Figure 7. TA Interface: Students Currently Testing

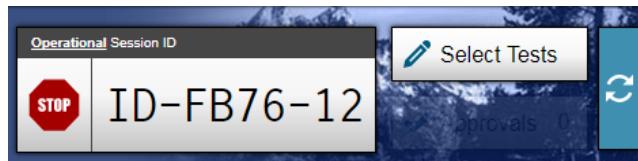
Students in your Operational Test Session						
Student Name	EDUID	Opp #	Test	Repeats	Student Status	Test Settings
Fl. Le	900105648	1	Grade 4 ELA ICA-CAT		completed	Standard
Scott, Nels	900105648	1	Grade 11 Math ICA-CAT		completed	Standard
Ashley, Sharien	900105648	1	Grade 11 Math Interim IAB-Growth/Proficiency-Cat		completed	Standard
Deneille, Deneille	900105648	1	Grade 3 ELA Interim IAB-Assessit		completed	Standard
Ashley, Sharien	900105648	1	Grade 11 ELA ICA-CAT		passed 30	Standard
Ashley, Sharien	900105648	1	Grade 11 Math ICA-CAT		started 302	Standard



out of the total number of questions in the test.

- Click to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.
 - Click to view a student's full information, including current test settings.
11. When the time is up, stop the test session and log out (see [Figure 8](#)).
- a. Click to stop the session and automatically pause any in-progress tests in your session.
 - b. Click **Log Out** to exit the TA Interface.
Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

Figure 8. TA Interface: Stop Session



For Students: About the Testing Process

Sign In

1. Open the secure browser. The **Student Sign-In** page appears (see [Figure 9](#)).
2. Enter your first name, EDUID, and the session ID.
3. Select **Sign In**.

Figure 9. Student Sign-In Page

Please Sign In

First Name:

EDUID:

Session ID: - -

Browser: Secure v9



Common Login Errors:

- **The first name and EDUID do not match.** This indicates that the first name entered does not match the first name associated with the EDUID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

Verify Student Information

1. After you sign in, the ***Is This You?*** page appears (see [Figure 10](#)). Verify that the information on this page is correct.
2. Select **Yes** to continue.

Select an Available Test

1. On the ***Your Tests*** page, select the test you need to take (see [Figure 11](#)).
2. Wait for the TA to check the student's test settings and approve test participation.

Verify Test Information

1. Review the information on the ***Is This Your Test?*** page and verify that the test settings are correct (see [Figure 12](#)).
2. Select **Yes** when the student is ready. The ***Functionality Check*** pages may appear, depending on the test.
 - a. If the student is testing with text-to-speech (TTS), play the sample TTS audio to verify that it reads the text aloud.
 - b. If the test contains audio content, play the sample audio to verify that the student can hear it clearly.
3. On the ***Test Instructions and Help*** page, have the student select **Begin Test Now** to start the test.

Figure 10. Student Is This You? Page

Is This You?
Please review the following information.

First Name: La
Grade: 04
EDUID: 900105648
School: Demo inst 9999

Next Step:
If the information is correct, choose Yes. If not, choose No.

Figure 11. Student Your Tests Page

Your Tests
Select the test you need to take.

Interim Assessment ELA / Literacy

- Start Grade 4 ELA Interim IAB-BriefSkills
- Start Grade 4 ELA Interim IAB-Language
- Start Grade 4 ELA Interim IAB-Reading
- Start Grade 4 ELA Interim IAB-Revision
- Start Grade 4 ELA ICA CAT

Interim Assessment Math

- Start Grade 4 Math ICA CAT
- Start Grade 4 Math PT-Administrating

Next Step:
If you do not see the test you need to take, notify your Test Administrator and select Back to Login.

Figure 12. Student Is This Your Test? Page

Is This Your Test?
Review the following test settings.

Session ID: ID-F37E-12
Grade 3 ELA Interim IAB Editing

Supporting Literacy Challenges

- Language Presentation: English
- Text-to-Speech: None
- TTS Audio Adjustment: All Options
- Translation (Glossary): English Glossary

Miscellaneous Accommodations

- Text-to-Speech Volume: OFF (Read Items and Passages Aloud)
- Permissive Mode: Permissive Mode Enabled
- Print-on-Demand: None

Non-Embedded Tools

- Line Reader: Line Reader On
- Non-Embedded Accommodations: None
- Non-Embedded Designed Supports: None

Universal Tools for All Students

- Audio Playback Control: Scrubber
- Color Contrast: Black on White (Default)
- Highlight: TRUE
- Item Details: TRUE
- Mark for Review: TRUE
- Magnifying Glass: FALSE
- Mouse Pointer: System Default
- Print Size-Zoom: 1X
- Redirection: TRUE
- Screen Reader: Off
- Underline Content: NotePad

Next Step:
If the test name and settings are correct, choose Yes. If not, choose No.



Complete the Test

1. On each page of the test, the student will answer all the questions before selecting **Next** to proceed to the next page.
2. After completing the last question on the test, select **End Test**.
3. On the **End Test** page, the student may select a question number to return to the test and review answers, or the student may select **Submit Test** to complete the testing process (see [Figure 13](#)). Once the student submits the test, he/she can no longer modify any responses.

Figure 13. Student End Test Page

Congratulations, you reached the end of the test! If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

You have marked questions. Review these questions before submitting your test.

Questions:

1 2 3 4 5

Next Step:
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

Submit Test

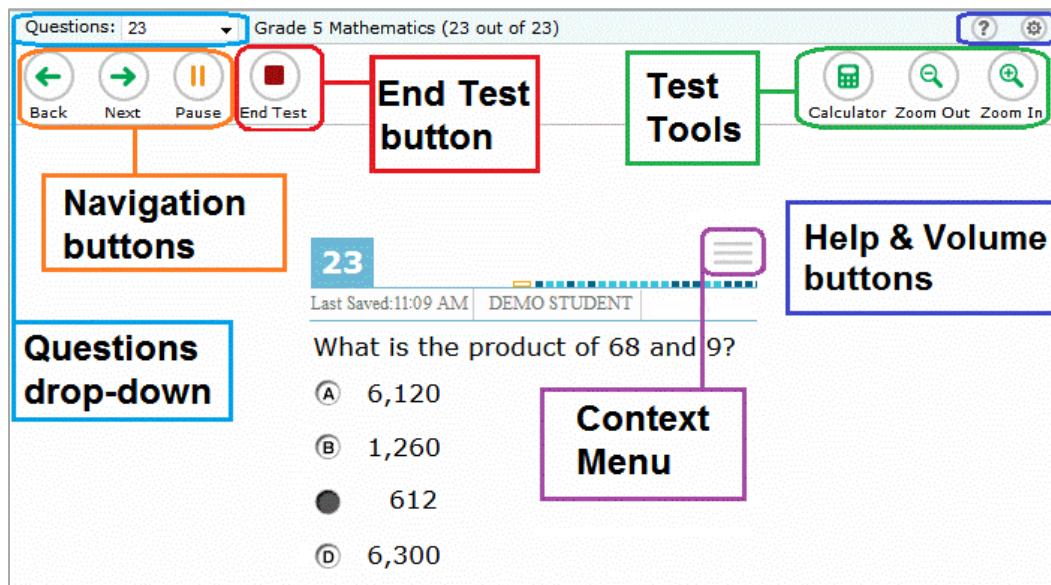
Note: You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

Test Layout and Tools

This section provides an overview of the Test Delivery System's available tools and where they are located.

[Figure 14](#) shows the basic test layout and primary tools available in the Student Testing Site.

Figure 14. Test Layout





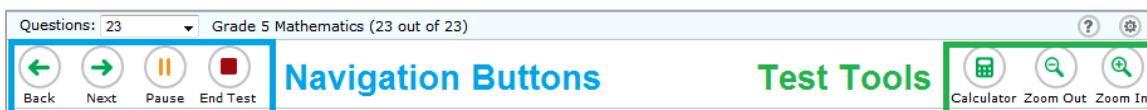
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see [Figure 15](#)).

Figure 15. Global Menu



To open a test tool in the global menu:

1. Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and passages. The context menu for each element contains tools applicable to that element (see [Figure 16](#) and [Figure 17](#)).

Figure 16. Context Menu for Questions

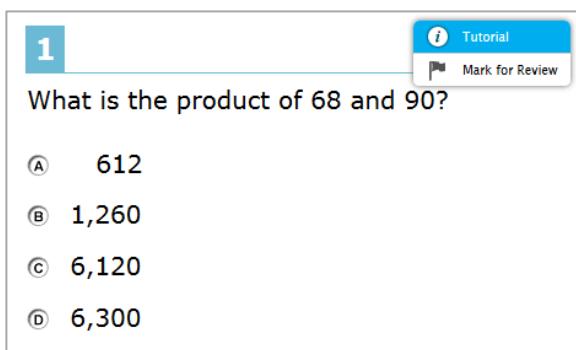
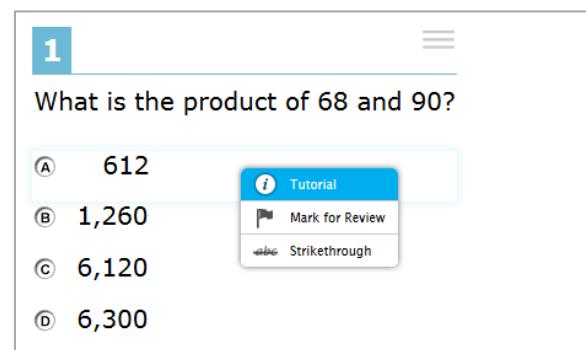


Figure 17. Context Menu for Answer Options



Opening a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a passage or question:

1. Click the context menu button in the upper-right corner of the passage or question. The context menu opens.
2. Select a tool.



Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

Available Test Tools

[Table 1](#) lists the tools available in the *Global Menu* section of the test page, while [Table 2](#) lists the tools available in the *Question* and *Passages* sections (context menu tools). Some tools in Table 2 need to be set in the Test Information Distribution Engine (TIDE) prior to a student accessing any of them.



Note: Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.

Table 1. Global Tools

Tool Name	Instructions
Help 	To view the on-screen Instructions and Help window, select the question mark (?) button in the upper-right corner.
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Global Notes 	To enter notes in an on-screen notepad, select Notes in the global menu.



Tool Name	Instructions
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use. This tool now applies to all tests.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: <ol style="list-style-type: none">Select Masking in the global menu.Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.
Periodic Table (Chemistry EOC only) 	To view the on-screen periodic table, select Periodic Table in the global menu.
Print Page 	To print the entire test page, select Print Page in the global menu.
Print Passage 	To print a reading passage, select Print Passage in the global menu.
System Settings 	To adjust audio volume during the test, select in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control. If Guided Access is turned on, it must be turned off before adjusting the volume on iPads.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out . Students testing with the Enhanced Zoom setting can enlarge text and images to levels 5X, 10X, 15X, and 20X. Enhanced Zoom requires students to test in streamlined mode that will need to be set in TIDE.



Table 2. Question and Passages Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <i>To view ASL videos:</i> <ol style="list-style-type: none">From the context menu, select American Sign Language.<ul style="list-style-type: none">If only one ASL video is available, the video plays automatically.If multiple ASL videos are available, sign language () icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Audio Transcription	Questions and stimuli with audio content automatically displays captions that can be read by Refreshable Braille Displays for students testing with the appropriate accommodations.
Braille Type (ISAT ELA and Math only)	Type of Braille in which online test items are printed. Note: Online Braille testing is only offered for ISAT ELA and Math tests.
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.
Emboss (ISAT ELA and Math only)	This tool allows students to send test items to an embossing printer for online Braille testing. Note: Online Braille testing is only offered for ISAT ELA and Math tests.
Emboss Request Type (ISAT ELA and Math only)	This tool specifies the type of embossing in which online Braille tests are printed. Note: Online Braille testing is only offered for ISAT ELA and Math tests.
Expand Buttons	You can expand the passage section or the question section for easier readability. To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow icon  again.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner and  appears next to the number. The Questions drop-down lists displays "(marked)"  for the selected question.



Tool Name	Instructions
Mouse Pointer	The Mouse Pointer tool allows you to adjust the size and color of the mouse cursor as it appears on the student's screen.
Notepad	To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number of the test page. You can only access your notes for a question on that question's test page.
Print Item	To send a print request for an individual question, select Print Item from the context menu. After sending the request,  appears next to the question number.
 Reading Mode	Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage. To exit Reading Mode, select  in the lower-right corner of the pop-up window.
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select .
Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ul style="list-style-type: none">• Option A:<ol style="list-style-type: none">a. To activate Strikethrough mode, open the context menu and select Strikethrough.b. Select each answer option you wish to strike out.c. To deactivate Strikethrough mode, press Esc or click outside the question's response area.• Option B:<ol style="list-style-type: none">a. Right-click an answer option and select Strikethrough.
Text-to-Speech (TTS)	To listen to passages and questions, select a Speak option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.