

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

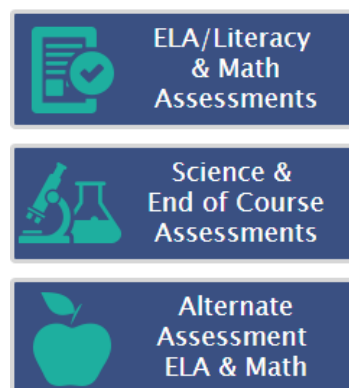


Figure 2. TA Interface Card

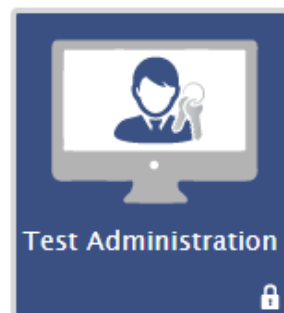


Figure 3. Login Page

A screenshot of a web login page. At the top left is the word 'Login' in blue. Below it are two input fields: 'Email Address' with a person icon and 'Password' with a padlock icon. A red link 'Forgot Your Password?' is below the password field. A dark blue button with white text 'Secure Login' is below the fields. At the bottom, there is a section titled 'First Time Login This School Year?' with a note: 'The password you used during the previous school year has expired. Request a new one for this school year.'




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

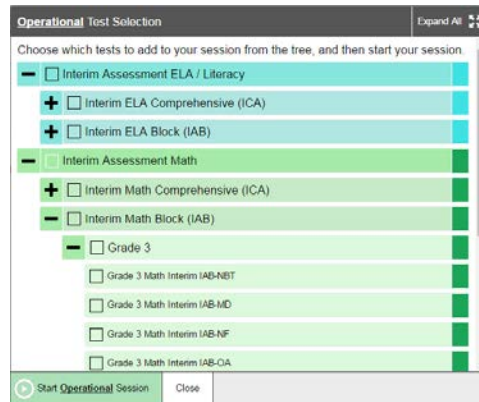


Figure 5. TA Interface: Approve Students

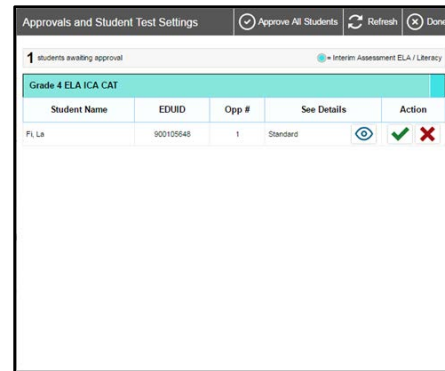


Figure 6. TA Interface: Edit Student Test Settings

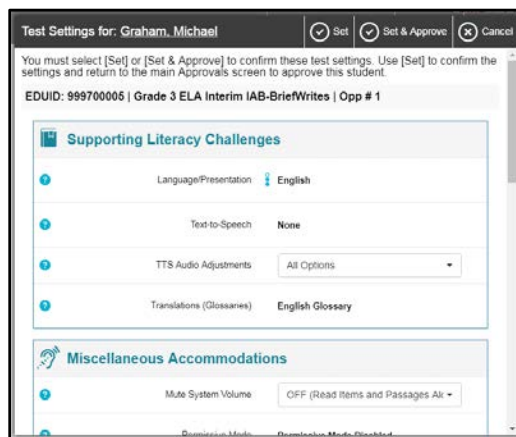





Figure 7. TA Interface: Students Currently Testing

Student Name	EDUID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
FL La	900105548	1	Grade 4 ELA ICA CAT		completed	Standard	
Smith, Alex	900105441	1	Grade 11 IAB ICA CAT		completed	Standard	
APR, Graham	900105048	1	Grade 11 IAB Interim IAB-Geography/History-Cat		completed	Standard	
demphre, demetri	900105059	1	Grade 3 ELA Interim IAB-Reading		completed	Standard	
APR, Graham	900105048	1	Grade 11 IAB ICA CAT		awaiting 30	Standard	
APR, Graham	900105048	1	Grade 11 IAB ICA CAT		awaiting 30	Standard	

out of the total number of questions in the test.

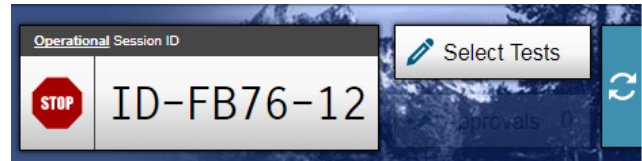
- Click  to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.
- Click  to view a student's full information, including current test settings.

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

The screenshot shows a web form titled 'Please Sign In'. It has three input fields: 'First Name:' followed by a text box, 'EDUID:' followed by a text box, and 'Session ID:' followed by three separate text boxes separated by hyphens. Below these fields is a 'Sign In' button. At the bottom right of the form, it says '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 MB-Definition
- Start Grade 4 ELA Interim MB-Editing
- Start Grade 4 ELA Interim MB-Lang/Logic
- Start Grade 4 ELA Interim MB-Literacy
- Start Grade 4 ELA Interim MB-PF: Narrative/Context/Answer
- Start Grade 4 ELA Interim MB-Reading
- Start Grade 4 ELA Interim MB-Read/R
- Start Grade 4 ELA Interim MB-Revision
- Start Grade 4 ELA Interim MB-Research
- Start Grade 4 ELA ICA CAT
- Start Grade 4 ELA ICA PF: Information/Analysis

Interim Assessment Math

- Start Grade 4 Math ICA CAT
- Start Grade 4 Math ICA PF: Animal/Jungle

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-F376-12
Grade: 3 ELA Interim IAB Editing

Supporting Literacy Challenges

- Language Direction: English
- Text-to-Speech: None
- TTS Audio Adjustments: All Options
- Translations (Glossary): English Glossary

Microaccess Accommodations

- Main System Volume: OFF (Sound Beep and Pageover Alert)
- Permissive Mode: Permissive Mode Disabled
- Print on Demand: None

Non-Embedded Tools

- Live Reader: Live Reader On
- Non-Embedded Accommodations: None
- Non-Embedded Diagnostic Support: None

Universal Tools for All Students

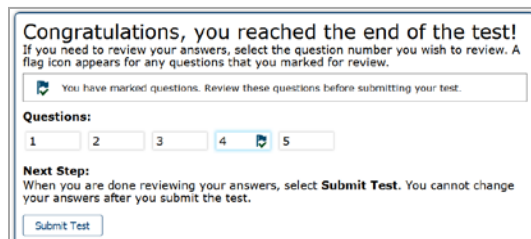
- Audio Playback Controls: Standard
- Color Contrast: Black on White (default)
- Highlight: ERUC
- Item Text Size: ERUC
- Link to Review: ERUC
- Reading: F-NAME
- Mouse Pointer: System Default
- Print Size Zoom: 1X
- Tab-through: ERUC
- Toolbar: Off
- Student Comments: Notepad

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



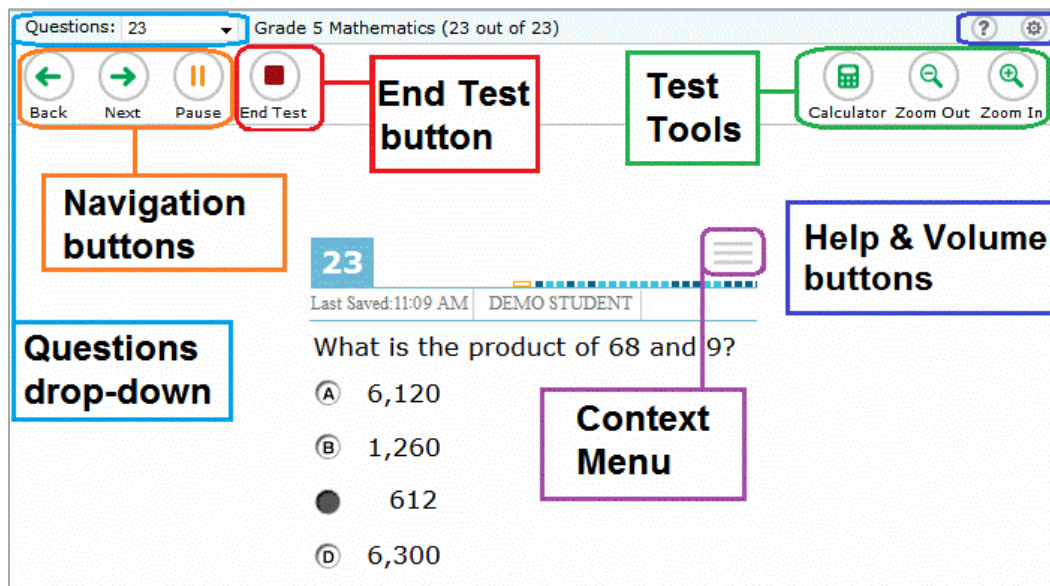
Note: You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

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



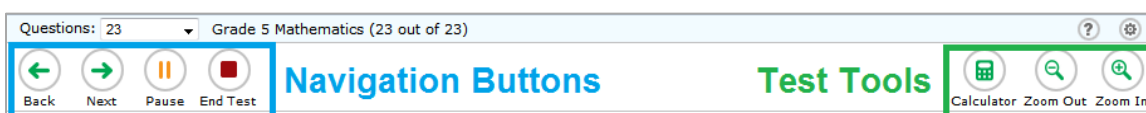
Global and Context Menus

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

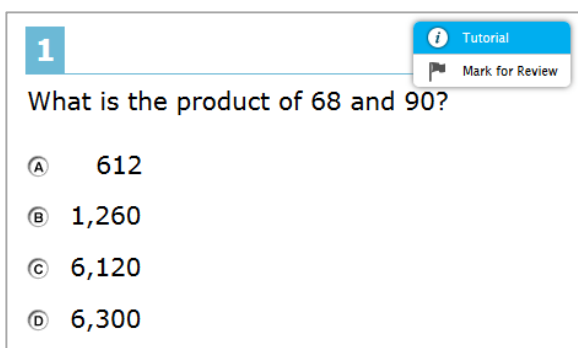
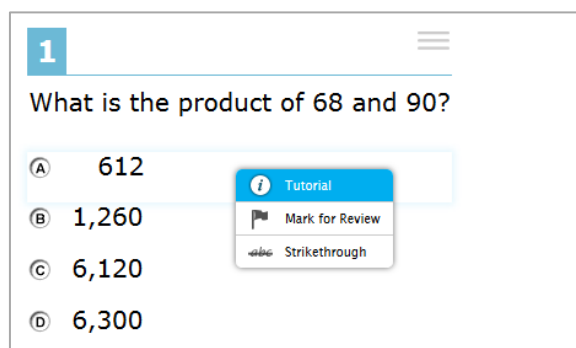



Figure 17. Context Menu for Answer Options



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
<p data-bbox="201 289 350 317">Line Reader</p> 	<p data-bbox="409 289 1401 348">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.</p> <p data-bbox="409 359 862 411"> This tool now applies to all tests.</p>
<p data-bbox="201 436 305 464">Masking</p> 	<p data-bbox="409 436 1386 495">The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ol data-bbox="409 506 951 579" style="list-style-type: none"><li data-bbox="409 506 873 533">1. Select Masking in the global menu.<li data-bbox="409 548 951 579">2. Click and drag across the distracting area. <p data-bbox="409 590 1421 648">To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.</p>
<p data-bbox="201 674 375 768">Periodic Table (Chemistry EOC only)</p> 	<p data-bbox="409 674 1344 701">To view the on-screen periodic table, select Periodic Table in the global menu.</p>
<p data-bbox="201 871 329 898">Print Page</p> 	<p data-bbox="409 871 1192 898">To print the entire test page, select Print Page in the global menu.</p>
<p data-bbox="201 1008 370 1035">Print Passage</p> 	<p data-bbox="409 1008 1227 1035">To print a reading passage, select Print Passage in the global menu.</p>
<p data-bbox="201 1144 298 1203">System Settings</p> 	<p data-bbox="409 1144 1406 1213">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.</p> <p data-bbox="409 1224 1386 1346">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.</p>
<p data-bbox="201 1371 367 1398">Zoom buttons</p> 	<p data-bbox="409 1371 1406 1430">To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.</p> <p data-bbox="409 1440 1360 1535">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.</p>



Table 2. Question and Passages Tools

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <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	<p>Questions and stimuli with audio content automatically displays captions that can be read by Refreshable Braille Displays for students testing with the appropriate accommodations.</p>
Braille Type (ISAT ELA and Math only)	<p>Type of Braille in which online test items are printed. Note: Online Braille testing is only offered for ISAT ELA and Math tests.</p>
Closed Captioning	<p>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</p>
Emboss (ISAT ELA and Math only)	<p>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.</p>
Emboss Request Type (ISAT ELA and Math only)	<p>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.</p>
Expand Buttons	<p>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.</p> <p>To collapse the expanded section, select the double arrow icon  again.</p>
Glossary (Word List)	<p>To open the glossary, click a word or phrase that has a border around it.</p>
Highlighter	<p>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.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu.</p> <p>The question number displays a flap  1 in the upper-right corner and  appears next to the number. The Questions drop-down lists displays "(marked)"  for the selected question.</p>



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.