

Slide 1	<p>Welcome to the Technology Requirements for Online Testing and Test Delivery System, also known as TDS. This presentation is designed to help Technology Coordinators prepare for the administration of online tests and to help Test Administrators understand the Test Administrator Interface and Student Interface to administer online tests. The <i>Comprehensive Technology Manual</i> contains additional information about technology requirements in the <i>System Requirements for Online Testing</i> chapter. The <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i> contains additional information about features of TDS in the Test Delivery System chapter. Both of these documents are located on the ISAT portal.</p>
Slide 2	<p>After viewing this presentation, you should be able to:</p> <ul style="list-style-type: none"> ▪ Use the Test Administrator Interface, or TA Interface, to start and run a test session ▪ View student test settings and accessibility resources ▪ Monitor the testing process ▪ Pause and stop a test session ▪ Print test session information ▪ Exit and log out of the Test Administrator Interface ▪ Understand the Data Entry Interface
Slide 3	<p>You can access the TA Interface by clicking on any of the Assessment icons on the home page of the ISAT portal (http://idaho.portal.airast.org/) and selecting the Test Administration card. Please keep in mind any card including a lock symbol on the bottom right corner will require log-in information.</p>
Slide 4	<p>In order to proctor a test, the test administrator will need to complete the TA Certification Course online. Once the certification is complete then the TA will have access to the Test Administration Site. The TA Certification course is available on the ISAT portal under the Teachers & Test Administrators and Test Coordinators pages.</p> <p>This course needs to be completed this year even if it was completed by an individual last year.</p> <p>Please note: If the TA tries to access the TA Administration site without having completed the TA Certification course she/he will receive an error message indicating they do not have permission to access the site.</p>
Slide 5	<p>All user guides and manuals (excluding technology information) have been combined into one comprehensive manual this year called <i>The Idaho Assessment Systems Manual – AIR Systems User Guide</i> which can be found on the resources page of the ISAT portal. This manual is located under the under the “System Information – Systems Manual” sub-folder, under any of the assessment sections.</p>

<p>Slide 6</p>	<p>Interim Assessments allow teachers to keep track of their student progress throughout the year. The tests are intended to support teaching and learning by gauging student progress towards attaining the content knowledge and skills included in the Idaho Content Standards as they will be measured by the ISAT Assessments. These tests have been available since August and can be taken unlimited times.</p> <p>Interim Assessments have two parts:</p> <ul style="list-style-type: none"> ▪ Interim Comprehensive Assessments (ICAs) ▪ Interim Assessment Blocks (IABs) <p>DA, DC, SC, and TE users can hand score tests using the Teacher Hand Scoring System (also known as THSS). This year, any users with a TA role will not have access to THSS or ORS.</p> <p>Summative Assessments determine the students' progress toward college- and career-readiness in ELA and Math. Students have one opportunity to take this test during the Spring semester. The hand scoring is provided by Measurement Incorporated (MI) and THSS is not applied. The Summative Assessments consists of two parts:</p> <ul style="list-style-type: none"> ▪ Computer Adaptive Test (CAT) ▪ Performance Task (PT) <p>Be aware that test security requirements are different for Interim and Summative tests. Interim Assessments are optional but are advised as best practice. In an effort to encourage more use of the Interim assessments, we offer Artificial Intelligence (AI) scoring for the short answer responses.</p>
<p>Slide 7</p>	<p>Students must use the secure browser to log in to the Student Interface. The secure browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing.</p> <p>Your school's Technology Coordinator is responsible for ensuring that the secure browser has been correctly installed on all testing devices. If you have questions about installation of the secure browser, please contact your Technology Coordinator or refer to the Secure Browser Installation chapter of the <i>Comprehensive Technology Manual</i> available in the Resources section of the ISAT Portal under the "Technology Information – Systems Information – Systems Manual" sub-folder.</p> <p>Please be aware that a new secure browser is required for this year's testing and must be downloaded prior to testing, if not already done for the 2017-18 school year.</p>
<p>Slide 8</p>	<p>Windows 10 comes with Microsoft's app Take a Test, which enforces a locked-down, secure testing environment identical to AIR's secure browser. When using Take a Test, there is no need to install the secure browser on the testing machine and no need to perform updates. For more information about configuring Take a Test, see the <i>Secure Browser Installation</i> chapter of the <i>Comprehensive Technology Manual</i>.</p>
<p>Slide 9</p>	<p>Next, we will discuss updates to the Test Administration Interface, also called the TA Interface. You can find detailed information about the TA Interface in the <i>Test Administration Quick Guide</i> or the Test Delivery System chapter of <i>The Idaho Assessment Systems Manual – AIR Systems User Guide</i> on the portal.</p> <p>The <i>Online Summative Test Administration</i> chapter will also be available in the Spring release of the updated manual.</p>

<p>Slide 10</p>	<p>TAs log in to the TA Interface from the ISAT portal. Click the ELA/Literacy & Math Assessments, Science & End of Course Assessments, and Alternate Assessment ELA & Math assessments card. On the next page, click the Test Administration system card used for operational test administration. Enter your user name and password, and then click Secure Login to continue.</p> <p>Please refer to the Important Dates page in the ISAT portal for a complete list of Idaho test windows.</p>
<p>Slide 11</p>	<p>Once you have logged in, you will see the TA Interface with the Test Selection window open by default. From the TA Interface, you can access the features you need to create and manage test sessions, look up students, and access helpful information. We will begin with an overview of the interface, followed by a more detailed review of each feature.</p> <p>You will hear the term “student settings” frequently when the AIR systems are being discussed. Student settings refer to the designated supports and accommodations that various learners need in order to better access the test. These designated supports and accommodations must be set in Test Information Distribution Engine (also known as TIDE) prior to testing. Please note that District- and School-level users are the only users that can add student settings in TIDE. You may refer to the <i>AIR System’s User Roles Chart</i> located in the Resources section of the ISAT portal, where it indicates all the different access to all the roles.</p> <p>We encourage administration of the Interim Assessments at any time throughout the school year.</p> <p>Each test has different colors in order to help TAs ensure they are selecting the correct test.</p>
<p>Slide 12</p>	<p>When you first log in to the TA Interface, the Test Selection window will appear automatically. This window closes when you start the session.</p> <p>After you start a session, the session ID will appear at the top of the TA Interface along with a Stop button. When students start signing in to the test session, an Approvals button will also appear next to the session ID. Once you approve students for testing, the Test Session table will appear in the center of the TA Interface, displaying students’ testing progress.</p> <p>Additional features are available in the banner at the top of the screen.</p>

Slide 13	<p>The first step in administering a test is to create a test session. This should be done less than 20 minutes prior to starting the test in order to prevent the system from timing out. The list of students in the session will generate automatically when the students log in to the session.</p> <p>You create test sessions in the Test Selection window that appears when you log in. The Test Selection window color-codes the available tests and organizes them into categories. You can click the Plus Sign button next to a category name to view the tests in that category. To create a test session, click one or more tests to administer, or click the checkbox for a category to include all tests in that category. You may select all available tests listed, for all grade levels and all content areas. Students will only have access to the tests you select for them that they are eligible to take.</p> <p>Once you select your tests, the Start Operational Session button in the lower-left corner of the window activates. Click the Start Operational Session button. The system will automatically generate a session ID. This ID must be provided to students in order for them to log in. You may write it on the board or provide it to students using a printed card or similar method. If you do provide students with the information on paper, be sure to collect and destroy it when the session is complete.</p> <p>You should also note the session ID for your own records. If you accidentally close your browser, entering the session ID will allow you to resume the session. If you do not have this information when you try to resume, you will be required to start a new session and all students actively testing will need to restart testing in this new session as well.</p>
Slide 14	<p>To log in to the Test Delivery System, students must use the secure browser on a separate computer or device than the one used by the TA. Students must enter three pieces of identifying information: their first name, their Education Unique Identification (EDUID), and the current session ID.</p> <p>When entries are complete, students will click the Sign In button to log in to the test. You may assist students with logging in, if necessary.</p>
Slide 15	<p>If you see the student you are looking for, click the Eye button next to the student's name. A new window displaying the student's information will appear. Note that the information displayed may vary slightly from what is shown here.</p>
Slide 16	<p>If a student is having difficulty logging in, an error message and code will display on the login screen. The most common errors occur when the student's first name and EDUID do not match what is in TIDE and when EDUIDs are entered incorrectly. If the student receives an error message indicating that he or she has entered incorrect information in the first name or EDUID fields, the TA should use the Student Lookup Tool in the TA Interface to verify the student's information.</p> <p>Another common error occurs when the student enters an incorrect session ID. If a student receives the message "The session is not available for testing," verify that the session ID was entered correctly, with no extra spaces or characters. The session ID can be found in the TA Interface. If a student receives the error message "Session has expired," ensure that the student has entered the correct session ID for the current session. If the student has entered the session ID correctly, use the TA Interface to verify that your session is still open. When entries are complete, students will click the [Sign In] button to log in to the test. You may assist students with logging in, if necessary.</p>

	<p>Remember the session ID is generated when the Test Administrator creates the test session. It needs to be given to students by the TA when it is time for them to log in to the test. Session IDs should not be generated more than 20 minutes before students are ready to log in.</p> <p>Finally, if administering a practice test, make sure that the TA and the student each use the appropriate practice and training test site. If administering an operational test, ensure that the TA is using the Test Administration site and the student is using the Secure Browser.</p>
Slide 17	<p>After logging in, students need to complete a few more steps before they begin testing. Students will be asked to view and verify their personal information. If their information is correct, they should click Yes to proceed. If their information is incorrect, they should click No to return to the login page. You must then contact your District or School Test Coordinator to have the student's information updated in TIDE before the student attempts to log in again.</p>
Slide 18	<p>On the "Your Tests" screen, students will see a list of their assigned tests for this test session. If the tests displayed are incorrect, or the expected test is not listed, students should click the Back to Login button to return to the login page and consult the Test Administrator to resolve the issue. If there are no errors, students should select the correct test and wait for TA approval to proceed.</p> <p>Here are two examples of the "Your Tests" page. Each type of test will have a separate color in order to help students ensure they are logging in to the correct test.</p>
Slide 19	<p>Let's return to the TA Interface, which will show all students in the session who are ready to start their test.</p> <p>Once you start the test session and students log in, you must approve their test settings before they can access their tests. It is very important that you pay close attention to the test name prior to approval to be sure that students have selected the appropriate test. To approve student tests, click the Approvals button. A list of students will display, organized by test name. You should review the list to make sure that all students chose the correct content area and test. You should also ensure that all the settings that each student should have are correct. This is done using the Eye button in the See Details column. We will talk more about that in a few moments.</p> <p>As a new feature this year, if no changes are needed, select the Approve All Students button at the top of the Approvals window to admit all students to the session. You can also choose to approve students for one test at a time by clicking the color-coded Approve All Students buttons next to the name of each test in the Approvals window. If a student selected an incorrect test, you must deny that student entry to the test session by clicking the X button in the Action column.</p>

<p>Slide 20</p>	<p>Although you can approve all students at the same time, students must be individually denied entry into the test session.</p> <p>You should deny students entry into the session in these circumstances:</p> <ul style="list-style-type: none"> ▪ The student is not supposed to enter this session. ▪ The student’s demographic information is incorrect. ▪ The student’s required accommodations are incorrect. <p>Denying the student entry into the test session will not prevent other approved students from beginning their tests.</p> <p>If the student’s test settings are incorrect, the settings must be updated in TIDE or the TA Interface before the student takes the test. Contact your District or School Test Coordinator to have the settings updated. This will prevent resetting the test for the student later.</p> <p>Note that no settings can be changed while the student is actively testing. Once a student begins testing, the language option (for example) cannot be changed without resetting the test opportunity. Other setting updates such as changing the background color or font size will take effect only after the student logs out and then resumes testing.</p>
<p>Slide 21</p>	<p>If you need to change test settings for a student, click the Eye button in the See Details column. The Test Settings screen will appear, with the student’s information at the top. Some settings can be viewed but not changed in this window. These test settings must be set by an authorized user in TIDE prior to testing. See the Test Information Distribution Engine chapter of the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i> for more information.</p> <p>Some test settings can be changed in this window. After adjusting settings as desired, click the Set button to change the settings without approving the student. To both change settings and approve the student for testing, click the Set & Approve button. You will receive an Important message to confirm that you approve all student(s) to begin or resume testing; to do so click [Yes].</p>
<p>Slide 22</p>	<p>Some of the universal tools available by default may not be appropriate for some students. If you need to turn a universal tool off or on for a student, you must do so before testing begins. Mark the check boxes in the Test Settings screen to enable or disable the appropriate settings (if applicable).</p> <p>Some settings are managed using the TA Interface while other accessibility resources must be set up in TIDE prior to testing. As a reminder, District and School level users are the only users that can upload student settings in TIDE.</p> <p>For more information regarding Universal Tools, Designated Supports, and Accommodations consult the <i>Usability, Accessibility and Accommodations Guidelines</i>, available on the Resources section of the ISAT portal under the ELA/Literacy & Math Assessments – Accessibility and Accommodations sub-folder.</p>

Slide 23	<p>After the Test Administrator has approved students for a test session, students will see a screen titled “Is This Your Test?” This screen displays the name of the test and whether or not any accessibility resources have been selected. If the information is correct, students should click Yes. If any of the information is incorrect, they should click No and then wait to be advised by the TA. Note that the actual settings students see may vary from what is shown on this slide. Be sure to refer to the scripts located in the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i> to guide your students through the login and confirmation process.</p>
Slide 24	<p>The Sound and Video Playback Check page appears for tests with video content. On this page, students verify that they can view the sample video and hear its associated sound.</p> <p>Students select the play icon to play the video and audio. Depending on the playback quality, students do one of the following:</p> <ul style="list-style-type: none"> ▪ If students are able to play the video and sound, they select I could play the video and sound. ▪ If students are not able to play the video or hear the sound, they select I could not play the video or sound. The Video Playback Problem page appears, giving students two options: Students can select Try Again. This returns them to the Sound and Video Playback Check page. Students can select Log Out. You should troubleshoot the device and headphones or move the student to another device with working audio and video.
Slide 25	<p>Be sure that all students taking ELA tests with listening items and students with Text-to-Speech have headphones. After selecting a test requiring audio, students will see an “Sound Check” screen. They will be prompted to click the sound icon and indicate whether the sound was audible by choosing either I heard the voice or I did not hear the voice.</p> <p>If students click I heard the voice, they will proceed to the test. If they click I did not hear the voice, they will receive a message advising them to tell the Test Administrator that they are having an audio problem. From there, they can click Try Again to listen to the sample audio again or click Logout to leave the test and work with the TA to adjust their audio settings.</p> <p>This page also allows you to see what voice pack is currently being used on this device. Be sure that you have Julie voice pack set up on the device if your students will be using the Text-to-Speech accommodation.</p>
Slide 26	<p>Next, students have the opportunity to review detailed information about the tools and navigation features they will use during testing.</p> <p>When students click Begin Test Now, they will be presented with the first question of the test.</p>

Slide 27	<p>Once a student begins his/her test, the student will be presented with the first item. Above the item on all pages going forward, the student will be able to navigate through a global menu.</p> <p>The global menu appears at the top of the student interface. The left side of the menu contains navigation buttons that students use to advance through the test:</p> <ul style="list-style-type: none"> ▪ All students can navigate between pages using the Back and Next arrow buttons. Students can also navigate between items using the Questions drop-down menu located above the navigation buttons. ▪ The Save button ensures a response is committed. However, the Save button is not required to save an item. Other actions, such as moving forward to the next question, will also save the response. ▪ The Pause button pauses a student's test and logs the student out of the student interface. We will discuss how pausing works on the next slide. <p>The right side of the menu contains test tools that students may use during testing. Some test tools, such as the Zoom In and Zoom Out buttons, are universal tools available to all students. Other tools are designated supports or accommodations that must be set up in TIDE in order for students to use them. The sample image on this slide is just one example of the test tools that may appear.</p>
Slide 28	<p>Some rules apply when students pause their tests, depending upon the type of test and how long the pause lasts. For any tests that have been paused for less than 20 minutes, students returning from a break in testing can revisit any items in the current test segment and change their answers if desired.</p> <p>Students taking a CAT or Science test who have paused their tests for longer than 20 minutes may only return to the most recently visited page containing unanswered test items in the current test segment. They may change any answers present on this page but may not access any items on previous pages. Make sure students understand this rule.</p> <p>If all items on the most recently visited page were answered prior to pausing, the student will resume the test on the next page with unanswered items and will not be allowed to access previous pages or segments of the test.</p>
Slide 29	<p>If your school plans to test over multiple days, you may wish to have students pause their tests at a certain point, so they can resume testing at another time. You may also allow a pause if students are taking a break from testing, or if they need to leave the room for any reason. Whether they have been instructed to do so or not, students have the ability to pause their test at any time by clicking the Pause button in the upper-left corner of the screen. When they do so, a pop-up message will appear, asking them to confirm that they want to pause the test. Students should click Yes to confirm the pause or No to resume testing.</p> <p>If the student pauses the test for more than 20 minutes, students will not be able to make changes or review previous test questions.</p>

Slide 30	<p>The TA Interface provides information about why a student has left a test session. When TDS detects that a student is no longer in a test session, an information icon will appear in the Pause Test column for that student. Clicking the i button will show you a description of the student's status, including why the student is no longer in the test session.</p> <p>This information can help you diagnose why a student has unexpectedly left a test session. The information that appears will tell you whether a student's test has been paused due to the student clicking the Pause button, a session timeout, or some other reason.</p> <p>You will be able to find a full list of status descriptions that can appear during a test session in the Test Delivery System chapter of the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i>.</p>
Slide 31	<p>Some test items and stimuli contain context menus. Students may use context menus to mark items for review, view item tutorials explaining how a particular item type works, enter notes for a question, send print requests to the TA (if the Print on Demand accommodation has been set), and access additional test tools and features.</p> <p>Please be aware that the universal tools for Alternate Assessments differ from the ISAT ELA/Math/Science and Science End-of-Course tests.</p>
Slide 32	<p>Universal Tools are access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it. Universal Tools are available to all students based on student preference and selection. The tools in this list are not modifications. Universal Tools all yield valid scores that count as participation in assessments that meet the requirements of ESSA when used in a manner consistent with the Guidelines.</p> <p>For more information on Universal Tools, please refer to the <i>Usability Accessibility Accommodations Guidelines (UAAG)</i>.</p>
Slide 33	<p>Universal Tools are access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it. Universal Tools are available to all students based on student preference and selection. The tools in this list are not modifications. Universal Tools all yield valid scores that count as participation in assessments that meet the requirements of ESSA when used in a manner consistent with the Guidelines.</p> <p>For more information on the Alternate Assessment tools that are available, please refer to the <i>Idaho Alternate Assessment (ID-AA) Test Administration Manual</i>.</p>

Slide 34	<p>The Comments Feature will be introduced as a Universal Tool for spring testing.</p> <p>Students have the ability to report possible item-level concerns by selecting a comment from a predetermined list. Test proctors can help younger students to submit comments, if they need assistance. However, care should be taken by the test administrator not to look at the specific test item.</p>
Slide 35	<p>The Desmos calculator is available for use in the Student Interface, on items that allow calculator use. The free Desmos calculator is used by millions of students around the world and has been translated into over 30 languages. This calculator is available in the Interim Assessments, Practice, and Training tests for the following grades and subject:</p> <ul style="list-style-type: none"> ▪ Math Grade 6 and Science Grade 5 (Standard Calculator) ▪ Math Grades 7-8 and Science Grade 7 (Scientific Calculator) ▪ Math Grade 9-11 and Biology/Chemistry End-of-Course (Full Function Calculator) <p>Here you see the Standard calculator.</p>
Slide 36	<p>On this page, you can see the Graphing calculator. All calculators support resizing to a custom dimension by the student. Here you see the Desmos graphing calculator at a smaller size on the left, and when expanded to a larger size on the right.</p>
Slide 37	<p>Next we will discuss some types of items that students may see. Students will encounter several types of items during testing. They must answer each item before proceeding to the next test question.</p> <p>To answer selected-response items, students must click the desired answer option so that the letter A, B, C, or D becomes shaded. For interactive items, students need to follow the instructions given to know how to indicate their answer. For example, students may be told to click an object to identify the appropriate answer, drag pictures or words in a table, or click on a keypad. If they wish, students may click the Save button while working on interactive items to save their work. Regardless of whether they click Save or not, their answers will save automatically when they navigate to the next part of the test. After answering all items on a page, the student will click Next to go on.</p>
Slide 38	<p>If a stimulus appears as a video, students can use the standard controls shown here to control the playback.</p> <p>To play a video, click the play button in the lower-left corner of the player. To jump to a different point in the video, drag the slider to the desired location. To adjust the speed at which the video plays, click the 1x button, and then select the desired speed from the menu that will appear. To mute or unmute the video, click the speaker icon in the lower-right corner. To expand the video to full screen mode, select the full-screen icon in the far lower-right corner. To exit full screen mode, click the full-screen icon again.</p>
Slide 39	<p>Both the CAT and the performance tasks are presented in segments. When students reach the end of a test segment, they will receive a warning message asking them to confirm that they want to move on to the next segment. The warning also advises that they cannot return to change their answers in the current segment once they have moved on. Test Administrators should ensure that students understand the outcome of ending the test segment and encourage students to check their answers before moving on.</p>

Slide 40	<p>When students answer the final question on their test, the End Test button will appear in the upper-left section of the screen, along with a message advising them that the test has been completed and is ready to be submitted. The End Test button does not become visible until the student has selected at least one response to every question on the test. If students click the Next button at this point, they will see a pop-up message advising them to click the End Test button when they have completed reviewing their answers. They may also click the Back button to go back and revisit previous items, subject to the pause rule if it has been applied during the test.</p> <p>For the ELA performance task full-write, Test Administrators should be sure that students have completed the entire full-write task before submitting their test. If students are taking a break during the full-write portion, they should pause their test rather than click the End Test button. The End Test button will appear on screen as soon as the student has begun answering the full-write task, but it should not be clicked until the student is ready to finish and submit the test.</p> <p>Keep in mind, once information is added to the full-write text box and the student pauses the test, the 20-minute pause rule will take effect. If the student does not return to complete their full-write within 20 minutes, they will not be able to return to this item upon their next log-in.</p>
Slide 41	<p>When students are ready to end the test, they should click the End Test button. A pop-up message will appear allowing them to select Yes if they are ready to finish the test and No if they are not. If students select No, they will return to the last item of the test and can revisit previous items. If students click Yes, they will be taken to the review screen, where they have the choice to review their answers or submit the test. Their ability to review and change answers is subject to the pause rule, if applicable, for this test.</p> <p>Students who are ready to submit their tests should click Submit Test to finish. They will receive a confirmation pop-up message asking if they are sure they want to submit. Clicking No will return them to the review screen. Clicking Yes will take them to the end screen, which shows a message indicating that the test was successfully submitted and advises the student to log out.</p>

Slide 42	<p>As a security measure, after 30 minutes of test inactivity, students are logged out, and their tests are paused automatically. Inactivity is determined by whether or not the student is interacting with the test by selecting answers or using navigation tools. Clicking an empty space on the screen is not considered activity. Students will receive a warning message prior to being logged out and must click OK on the pop-up message within 30 seconds in order to avoid automatic logout and pausing of their test. If a student's test is paused due to inactivity, the same rules apply as when the student intentionally pauses the test. The student can log back in to the test and resume from the point that testing was interrupted, subject to the pause rule, if applicable.</p> <p>As a reminder, students taking a CAT who have paused their tests for longer than 20 minutes may only return to the most recently visited page containing unanswered test items in the current test segment. They may change any answers present on this page but may not access any items on previous page.</p> <p>Additionally, if a screen saver is activated during testing, the security breach feature will log the student out of the test. To avoid any such interruption, schools should either deactivate screen savers before students start testing or ensure that screen savers are set to more than the allocated testing time.</p>
Slide 43	<p>The Print on Demand feature is available only for students who require it. Please contact your School Test Coordinator if your student needs this accommodation. It is a testing impropriety to apply this restricted resource for a student who does not have an IEP or 504 plan documenting his or her need for the accommodation.</p> <p>Students with this accommodation can request printouts of stimuli and/or items, depending on their settings.</p> <ul style="list-style-type: none"> ▪ When a student sends a print request, the Printer button will appear in the Requests column of the monitoring screen. Click the button to view the request. ▪ If you click the Check button to approve the print request, a cover sheet containing the student's name and EDUID will display in a new browser window. No test content will ever display on your screen. ▪ Click Print in the new window to complete the print request. The printer dialog box will display. ▪ Click OK to send the request to the printer. ▪ If you click the X button to deny the print request, nothing will be printed. <p>Before approving the student's print request, ensure that it will be sent to a printer that is monitored by staff who have been trained in test security. All printed test items, stimuli, and reading passages must be securely stored and destroyed immediately following a test session.</p>
Slide 44	<p>The Approved Requests button allows you to view a list of every print request you approved during the current session. If you wish to print this list for your own records, click Print at the top of the Approved Requests window.</p>
Slide 45	<p>If you wish to print a snapshot of the TA Interface in its current view, click the Print Session button. This can be useful for tracking which students did not complete their tests and may need to be scheduled for another session. It may be necessary to set the page layout to landscape or adjust the margins in the Print Preview screen in order for the list to fit on the page. Remember that any printouts containing personally</p>

	identifiable student information must be securely stored and should be destroyed after use.
Slide 46	<p>In the event that you have problems with your computer or web browser or need to change computers during an active test session, you can transfer the session from one computer, mobile device, or browser to another without stopping the session or interrupting in-progress tests. To transfer a test session to a new device or browser:</p> <ul style="list-style-type: none"> ▪ Do not log out of the session you are currently in or stop the test session. If you do, you will end the test session and pause all students' tests. ▪ Log in to the TA Interface on the new machine or in the new browser. A session ID prompt will appear. ▪ Enter the active session ID in the text box and click Enter. When the session ID is validated, you will be able to continue your test administration activities. <p>The test session on the previous computer or browser will close automatically. This will not stop the session or pause student tests.</p>
Slide 47	<p>To log out of the TA Interface, click the Logout button in the upper right corner of the screen. It is preferable for you to log out only after stopping your active test session, as logging out will cause all in-progress tests to be paused. A confirmation message will appear, asking you to confirm that you want to exit the site and pause all students' in-progress tests. This scenario also occurs when you navigate to another site from the TA Interface. However, regardless of when or how you log out or navigate away from the TA Interface, student data will NOT be lost. If you need to access another application, we encourage you to open it in a separate browser window.</p> <p>Click Yes to proceed. When all students have completed testing, refer to the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i> for instructions on destroying any printed testing materials and reporting testing improprieties. Please be aware Test Improprieties can only be created and submitted during the spring test administration.</p>
Slide 48	<p>This table presents some of the common issues that you or your students may encounter during a test session. Please take a moment to review this information. For more detailed information and additional technical tips, please refer to the <i>Comprehensive Technology Manual</i> and the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i>.</p>

Slide 49	<p>This table presents some of the common issues that you or your students may encounter during a test session. Please take a moment to review this information. For more detailed information and additional technical tips, please refer to the <i>Comprehensive Technology Manual</i> and the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i>.</p> <p>Send a test impropriety to the state for approval. The DA, DC, or SC will need to submit a "Reset a Test" appeal in the TIDE Test Improprieties module. Once the state approves this appeal, the DA, DC, or SC will need to set the correct student settings in TIDE prior to the student logging in to their new test.</p>
Slide 50	<p>The Data Entry Interface is another component of the Test Delivery System. This site will be used by fewer people than the other two TDS interfaces.</p> <p>DEI has two purposes. The first is related to the Alternate Assessments. For all students that require testing using the Alternate Assessments, two pieces must be completed in order for a student to begin testing in the Student Interface. First, the Special Education Status in the student's demographics section of TIDE must be turned to 'Yes.' Second, the teacher must complete the Learner Characteristic's Inventory (or LCI) before the student's tests will become active on the Student Interface. The LCI can only be completed in the Data Entry Interface.</p> <p>DEI's second purpose is to capture all student responses for students who tested using the Paper/Pencil Accommodation or using paper Braille tests. Again this year, AIR will not be providing Answer Documents along with the paper test materials.</p>
Slide 51	<p>You can access the Data Entry Interface by clicking on any of the Assessment icons on the home page of the ISAT portal and selecting the Data Entry Interface card. Please be aware this icon will only be available during the LCI window (beginning February 26 and closing May 18) and paper test window (beginning on April 2 and closing May 4).</p>
Slide 52	<p>After logging into the DEI, you will be prompted to enter information for the student you are testing. Enter the student's first name and EDUID. Please note that the student's first name and EDUID must match what is entered in TIDE.</p> <p>When you have entered the information, click Sign In.</p>
Slide 53	<p>Next, you will be prompted to verify that the student's demographic information is correct. Please be sure to review every field before clicking Log Out or Next. If any information is incorrect, click Log Out and then contact your test coordinator. If all of the student's information is correct, click Next.</p>

Slide 54	<p>After verifying the student’s information, the “Available Tests” screen will appear. This screen will only show tests that the student is eligible for and that the Test Administrator included in the session. If you included a test that a student is not eligible for in your session, you will not see that test in the list.</p> <p>The arrows on this page signal the test’s status, as does the text to the right of the arrow. A solid arrow indicates that the test has not been started and no data has been entered. A circular clock symbol indicates that the test has been started and data has been entered, but that the test has not been submitted; tests with this symbol can be resumed at any point during the test window. A gray box with no arrow indicates the test has been submitted and can no longer be accessed.</p> <p>Click on the name of the test for which you will be entering data.</p>
Slide 55	<p>On the next page, you must select the correct test form. Once you have verified the test form, select Next to proceed. If the information displayed on this page is not accurate, select Go Back to go back and choose the correct test.</p>
Slide 56	<p>After selecting Begin Test Now, you will see the data entry page.</p> <p>The data entry page will display one item at a time within a task. Notice the numbered boxes at the top right corner of the screen. These boxes represent items associated with the task. You can use the arrow buttons in green to toggle between each item within a task. A green checkmark will appear after data has been entered for each item. You can navigate to each task using the Questions dropdown at the top left of the screen.</p> <p>You can use the Zoom Out and Zoom In buttons at the top right of the screen to magnify text and images.</p> <p>For each task and item, select answers as given by the student. The DEI immediately saves answers as they are selected, whether or not the Test Administrator uses the Save button at the top right of the screen.</p>
Slide 57	<p>After completing data entry, be sure to review all entered data. Follow the instructions provided in the Data Entry Interface chapter of the <i>Idaho Assessment Systems Manual – AIR Systems User Guide</i> for starting and concluding a student’s test in DEI.</p> <p>When you have checked all responses you have entered and are ready to submit the test, click the red Finished button to continue.</p> <p>If you are not ready to submit answers at this time, click the Pause button to save your work and navigate away from the system. In the process, you will be logged out of this student’s data entry session. If you choose to pause your session, remember to complete data entry and submit the test by the end of the administration window.</p>

Slide 58	<p>Please note that you must click the Finished button in order to submit the test. Data not submitted this way by the close of the test window will not be accepted for scoring.</p> <p>Upon clicking the Finished button, you will be asked to confirm that you would like to submit the test. Click Yes to continue.</p>
Slide 59	<p>On the next page, you receive a final opportunity to review your entries before submitting the test for scoring. Each unanswered question has an orange icon beside it. Both answered and unanswered questions are available for review. To review a question, click a question number. If you choose to review entered data, the Finished button will remain on the screen during your review. You may click that button at any time during the review process to return to this page.</p> <p>If the test is ready for submission, click the blue I'm done here button. Please note that you must click the I'm done here button in order to submit the test.</p> <p>If the test was administered or submitted in error, your test coordinator may invalidate it after submission. Please consult your test coordinator if you believe that test answers were submitted in error.</p>
Slide 60	<p>After clicking the I'm done here button, a popup appears with a message asking you to confirm that you are done reviewing this test. Click No if you still need to review answers. Click Yes to submit the test. Once submitted, the student's test is final.</p>
Slide 61	<p>Once the test has been submitted, the Done Reviewing Test screen will appear.</p> <p>You may click the Enter More Data for This Student button to enter data for the same student without having to enter that student's demographic information again. You will be directed to the Available Tests screen. From there, you can proceed through the test selection and verification process.</p> <p>You may click the Enter Data for a Different Student button to enter responses for a different student. You will be directed to the Enter Student Information login screen.</p>
Slide 62	<p>No notes available on this slide.</p>
Slide 63	<p>No notes available on this slide.</p>