



# Online Testing System

## Assessment Viewing Application User Guide

2017–2018

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# Introduction to this User Guide


This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Online Testing System that allows authorized users to review assessments for administrative or instructional purposes. This introduction describes the contents of this document, and includes a key for identifying icons and elements found throughout the guide.

## User Guide Content

This user guide provides information about the following sections:

- [Logging in to AVA](#) explains how to access AVA.
- [Accessing Tests](#) explains how to select a test to review.
- [Understanding AVA](#) describes the layout of AVA.
- [General Test Rules and Navigation](#) explains how to navigate the test.
- [Change Log](#) describes the document changes.

Table 1. Key Icons and Elements

Icon	Description
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
<b>Text</b>	Bold text is used to indicate a link or button that is clickable.

## Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *System Requirements* document
- For information about student and user management see the *TIDE User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator User Guide*.

- For information about scoring hand-scored questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the South Dakota Smarter Balanced Assessment Portal (<http://sd.portal.airast.org>).

### **About Testing Policies and Procedures**

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the South Dakota Smarter Balanced Assessment Portal (<http://sd.portal.airast.org>.)

## Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the South Dakota Smarter Balanced Assessment Portal.

1. Navigate to the South Dakota Smarter Balanced Assessment Portal (<http://sd.portal.airast.org>).

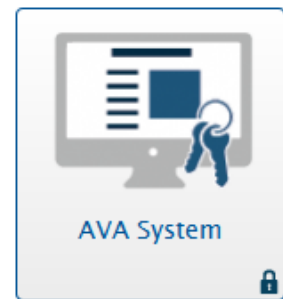
Figure 1. User Cards



2. Select your user role.

3. Select **AVA System**. The login page appears

Figure 2. AVA Card



4. Enter your email address and password.
5. Click **Secure Login**. The *Choose a Test Grade* page appears

Figure 3. Login Page

A light gray rectangular form with a white border. It contains three input fields and a button. The first field has a blue square icon with a white person silhouette on the left and the text "Email Address" in gray. The second field has a blue square icon with a white padlock on the left and the text "Password" in gray. Below the second field, the text "Forgot Your Password?" is written in red and underlined. At the bottom, there is a dark blue rectangular button with the text "Secure Login" in white.

### About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary password and a login link to the **Reset Your Password** page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

- **If your first temporary link expired or you forgot your password:**

- On the login page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. If your account is already set up, you need to answer your security question as well. You will receive an email with a new link to reset your password.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the South Dakota Smarter Balanced Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

## Section II. Accessing Tests

This section explains how to select tests to review in AVA.

### Step 1 – Choosing a Test Grade

On the **Choose a Test Grade** page, you select the grade level of the test you wish to review.

Figure 4. Choose a Test Grade Page

**Choose a Test Grade**  
Please choose the appropriate grade level for your review.

Student Grade Level:

**Next Step:**  
To view the available tests for the selected grade, choose **Next**. To log out, choose **Log Out**.

*To select a grade:*

1. From the **Student Grade Level** drop-down list, select the required grade level.
2. Click **Next**. The **Available Tests** page appears.



## Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level.

Figure 5. Available Tests Page

The screenshot shows a web interface titled "Available Tests" with the instruction "Choose a test." Below this, there are two main sections: "Interim - IAB" and "Interim - ICA".

**Interim - IAB** section contains 15 test options, each with a yellow arrow icon and a text label:

- Start Interim ELA Grade 3 Brief Write IAB
- Start Interim ELA Grade 3 Editing IAB
- Start Interim ELA Grade 3 Language Vocabulary Use IAB
- Start Interim ELA Grade 3 Listen/Interpret IAB
- Start Interim ELA Grade 3 Read Informational Texts IAB
- Start Interim ELA Grade 3 Read Literary Texts IAB
- Start Interim ELA Grade 3 Research IAB
- Start Interim ELA Grade 3 Revision IAB
- Start Interim ELA Grade 3 Performance Task IAB
- Start Interim Math Grade 3 Geometry IAB
- Start Interim Math Grade 3 Measurement and Data IAB
- Start Interim Math Grade 3 Numbers and Operations in Base 10 IAB
- Start Interim Math Grade 3 Fractions IAB
- Start Interim Math Grade 3 Operations and Algebraic Thinking IAB
- Start Interim Math Grade 3 Performance Task IAB

**Interim - ICA** section contains 4 test options, each with an orange arrow icon and a text label:

- Start Interim Grade 3 ELA ICA
- Start Interim Grade 3 ELA Performance Task ICA
- Start Interim Grade 3 Math ICA
- Start Interim Grade 3 Math Performance Task ICA

At the bottom, there is a "Next Step:" section with the text "If you wish to log out, select Back to Login." and a button labeled "Back to Login".

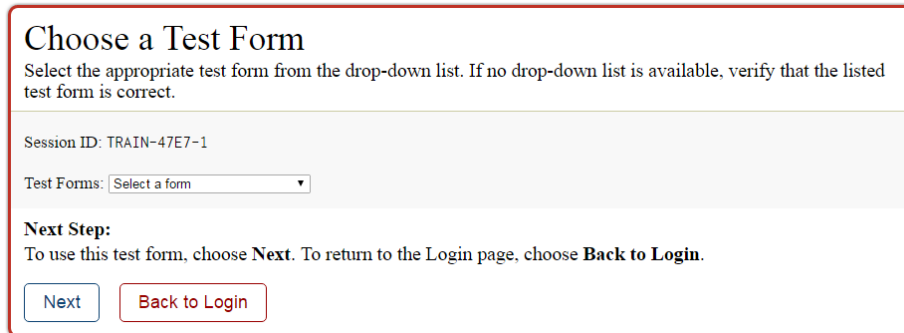
To select an available test:

- Click the required test name. The **Choose a Test Form** page for that test appears.

## Step 3 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

Figure 6. Choose a Test Form Page



**Choose a Test Form**

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: TRAIN-47E7-1

Test Forms:

**Next Step:**  
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

To select a test form:

1. If the *Test Forms* drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.
2. Click **Next**. If the test includes audio content, the **Sound Check** page appears. If not, the first test page appears.

## Step 4 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly. Any of the following verification pages may appear:

- [Sound and Video Playback Check](#)

### Sound and Video Playback Check

The **Sound and Video Playback Check** page appears for tests with video content. On this page, you must verify that you can view the sample video and hear its associated sound.




**Note:** If this page appears during sign-in process, the **Audio Playback Check** page does not appear, since the **Sound and Video Playback Check** page also verifies audio functionality.

Figure 7. Video Check Page

### Sound and Video Playback Check

Make sure video and audio playback are working. To play the sample video and sound, press the play button.




**Next Step:**  
If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound

I could not play the video or sound

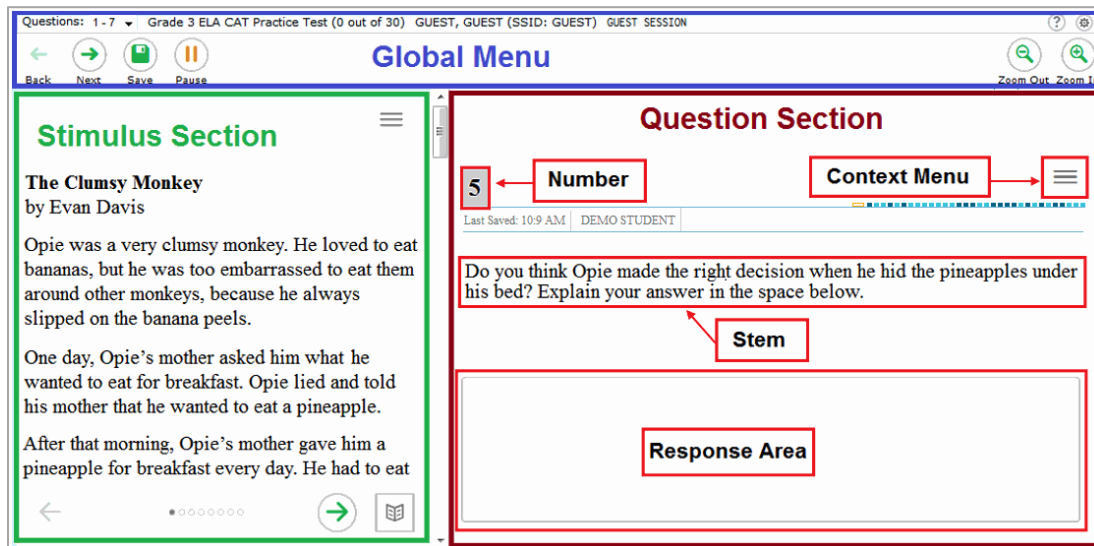
To check sound and video settings:

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
  - If you can play the video and sound, select **I could play the video and sound**.
  - If you cannot play the video or sound, select **I could not play the video or sound**. The **Video Playback Problem** page appears, giving you the option to try again or log out.

## Section III. Understanding AVA

Figure 8 displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Figure 8. Sample Test Page



### Test Tools


AVA includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page, or by selecting options from the context menus  that appear in the *Question* and *Stimulus* sections of the test page.

Table 2 lists the tools available in the *Global Menu* section of the test page, while [Table 3](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 2. Global Tools











Tool Name	Instructions
 Calculator	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
 Notes	To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.
 Zoom buttons	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

Table 3. Question and Stimulus Tools

Tool Name	Instructions
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> <li>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</li> </ul>
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. To remove highlighting, select <b>Reset Highlighting</b> 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 <b>Mark for Review</b> from the context menu.</p> <p>The question number displays a flap  in the upper-right corner and  appears next to the number. The <b>Questions</b> drop-down lists displays "(marked)" for the selected question.</p>
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note,  appears next to the question number.</p> <p>You can only access your notes for a question on that question's test page.</p>
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b> .
Strikethrough	<p>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:</p> <ul style="list-style-type: none"> <li>Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>Option B: <ul style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul>
Tutorial	To view a short video demonstrating how to enter a response for a particular question type, select <b>Tutorial</b> from the context menu.

## Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

### Responding to Questions

When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

### Navigating to Items

You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Questions** drop-down list.

### Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. To return to the test, you must log back in and select the required test again.

*To pause the test:*

1. Click **Pause** in the global menu. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

### Test Timeout

AVA automatically pauses the test and logs you out after 20 minutes of inactivity. This pauses the test.



**Note:** Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

## Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 9. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

## Reviewing Marked Items

After confirming in the **Attention** message, the **Want to see an item again?** page appears. This gives you one more opportunity to review items.

Figure 10. Want to Review a Question Again? Page

### Want to see an item again?

---

If you would like to see any of the items on this test again click on the item position number below.

---

**Questions:**

1	3	5	7	9	11	13	15
2	4	6	8	10	12	14	

*To review items:*

- Under *Questions*, click the item number you want to review. AVA displays that item.
    - You can navigate through the test as you did when initially entering the responses. The **Back**, **Next**, **Save**, **Pause**, and **Finished** buttons are all available.
    - To return to the **Want to see a question again?** page, click **Finished**.
3. To complete your review, click **I'm done here**.

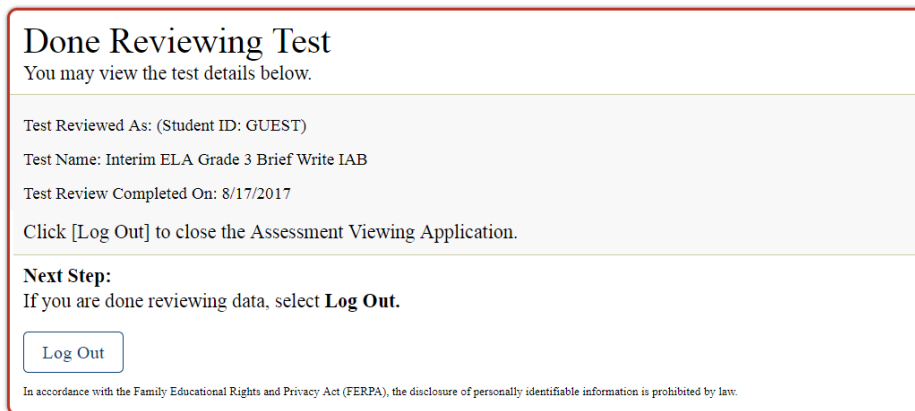
## Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done. The warning message gives you two options:

- To return to the ***Want to see an item again?*** page, click **No**.
- To complete your review of the test, click **Yes**.

The ***Done Reviewing Assessment*** page displays a confirmation that the test review is over.

Figure 11. Done Reviewing Test Page



**Done Reviewing Test**  
You may view the test details below.

Test Reviewed As: (Student ID: GUEST)  
Test Name: Interim ELA Grade 3 Brief Write IAB  
Test Review Completed On: 8/17/2017

Click [Log Out] to close the Assessment Viewing Application.

**Next Step:**  
If you are done reviewing data, select **Log Out**.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

- Click **Log Out**. The AVA login page appears. If you wish to review another assessment, you must log in again.



## Section V. User Support

If this user guide does not answer your questions, please contact the South Dakota Smarter Balanced Assessment Help Desk.

**South Dakota Smarter Balanced Assessment Help Desk**  
**Customer Support Phone: 1-855-838-8378**  
**Customer Support Email: [SDhelpdesk@air.org](mailto:SDhelpdesk@air.org)**

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information

## Section VI. Change Log

Description	Date
Cutover from 2017-2018.	08/17/2017