



Online Testing System

Assessment Viewing Application

User Guide

2018–2019

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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.

Table 1. Key Icons and Elements

Icon	Description
	Note: This symbol accompanies additional information or instructions of which users must take note.
Text	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 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.

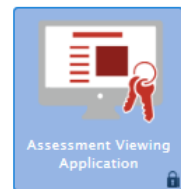
1. Navigate to the South Dakota Smarter Balanced Assessment Portal (<http://sd.portal.airast.org/>).
2. Select the **Test Administrators** card (see [Figure 1](#)).

Figure 1. User Cards



3. Select **AVA System** (see [Figure 2](#)). The **Login** page appears.

Figure 2. AVA Card



4. Enter your email address and password.
5. Click **Secure Login**. The **Available Tests** page appears (see [Figure 3](#)).
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.
 - b. In the *Enter Emailed Code* field, enter the emailed code.
 - c. Click **Submit** to access the **Available Tests** page.

Figure 3. Login Page

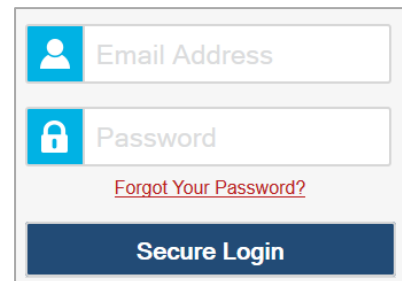
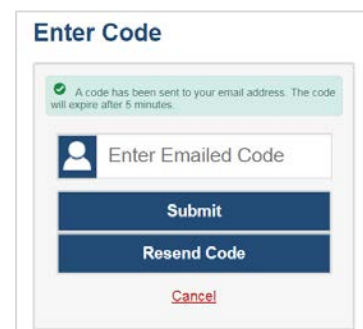


Figure 4. Enter Code Page



If you did not receive your temporary link or email authentication code:

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.

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 link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

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 Assessment 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 and Test

On the **Available Tests** page, you select the grade level of the test you wish to review and then select an available test (see [Figure 5](#)).

Figure 5. Available Tests Page

The screenshot shows the AVA interface for selecting tests. At the top, there is a label "Student Grade Level:" followed by a dropdown menu currently set to "5". Below this, the heading "AVA" is displayed. The main area contains six test options arranged in a 3x2 grid. Each option consists of a yellow square with a white right-pointing arrow on the left, and a light green rectangular box on the right containing the test name. The test names are: "Start Interim ELA Grade 5 Brief Writes IAB", "Start Interim ELA Grade 5 Editing IAB", "Start Interim ELA Grade 5 Language Vocabulary Use IAB", "Start Interim ELA Grade 5 Listen/Interpret IAB", "Start Interim ELA Grade 5 Performance Task IAB", and "Start Interim ELA Grade 5 Read Informational Texts IAB".

To select a grade and test:

1. From the **Grade** drop-down list, select the required grade level. The tests available for the selected grade appears (see [Figure 5](#)).
2. Click the required test name. The **Choose a Test Form** page for that test appears.

Step 2 – 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 (see [Figure 6](#)).

Figure 6. Choose a Test Form Page

To select a test form:

1. From the **Test Forms** drop-down list, if 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 requires any functionality checks, the **Audio/Video Checks** page appears. If not, the first test page appears.

Step 3 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 7](#)).

Figure 7. Audio/Video Checks Page

Each functionality check appears in its own panel. To proceed to the first test page, do the following:

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.

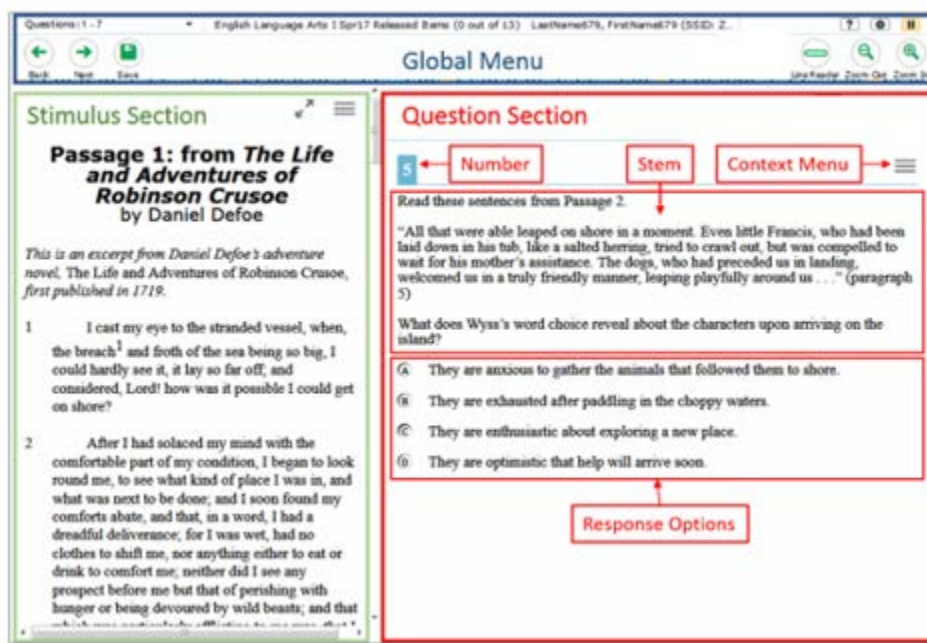
Section III. Understanding AVA

[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.




Note: Depending on how an item has been composed, part of the item may be included within the stimulus section.

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 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.
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.
Global Notes 	To enter notes in an on-screen notepad, select Global Notes in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner.
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 .

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"> 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. 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.
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 Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>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>

Tool Name	Instructions
Language	<p>For items and stimuli with both English and Spanish content, you can specify the language in which the content is displayed for easier readability.</p> <p>To specify the language, select Language from the context menu. From the list of available options, select the desired language. You can also choose All to view the content in both languages simultaneously.</p>
Mark for Review	<p>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 on the test page. The Questions drop-down list displays (marked) for the selected question.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note,  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
Select Previous Version	<p>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.</p>
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"> • Option A: <ul 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: <ul style="list-style-type: none"> a. Right-click an answer option and select Strikethrough.
Tutorial	<p>To view a short video demonstrating how to enter a response for a particular question type, select Tutorial from the context menu.</p>

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 Questions


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  in the upper-right corner. 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 30 minutes of inactivity.



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 (see [Figure 9](#)).

Figure 9. Finished Button in Global Menu



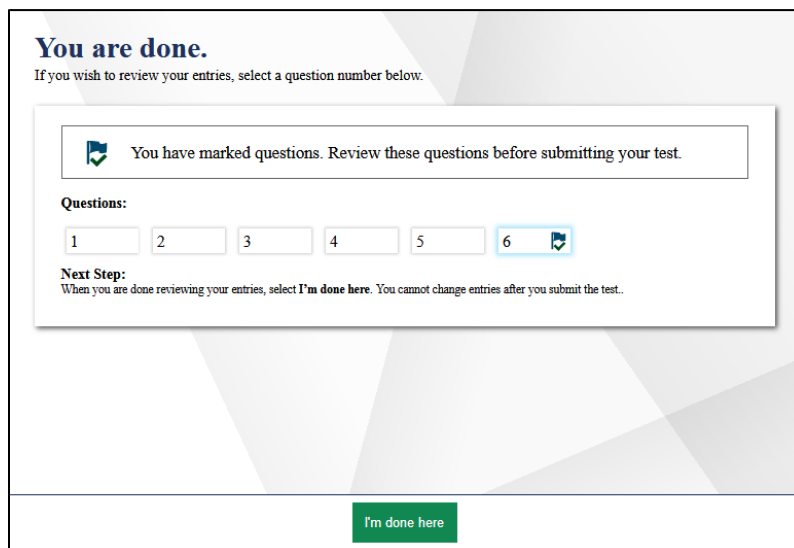
When you click **Finished**, a confirmation message appears, giving you two options:

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

Reviewing Marked Questions

The **You are done** page gives you one more opportunity to review questions (see [Figure 10](#)).

Figure 10. You are done. Page



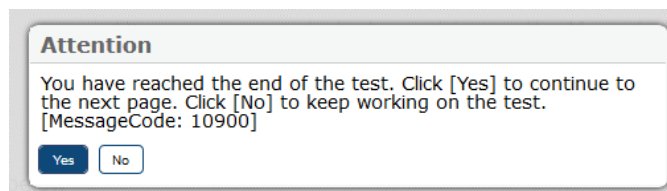
To review questions again:

1. Click the question number you want to review. The test page for that question appears.
 - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
 - To return to the **You are done** page, click **Finished** (see [Figure 9](#)).
2. 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 (see [Figure 11](#)). The warning message gives you two options:

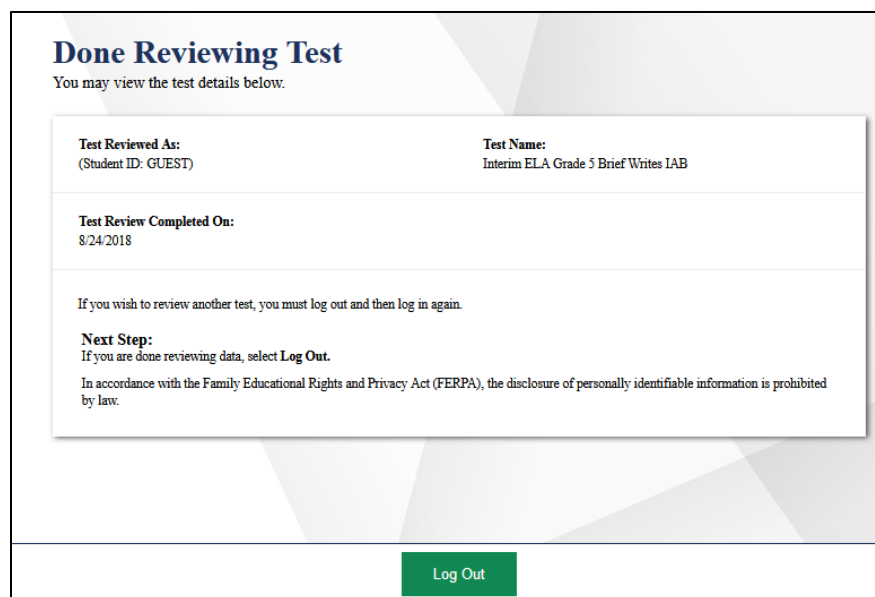
Figure 11. Attention Message



- To return to the ***You are done*** page, click **No**.
- To complete your review of the test, click **Yes**.

The ***Done Reviewing Test*** page appears when your test review is over (see [Figure 12](#)).

Figure 12. Done Reviewing Test Page



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

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

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 question number
- Any error messages and codes that appeared
- Operating system and browser information