



Smarter Balanced Interim Assessment

Assessment Viewing Application User Guide

2016-2017

Published September 6, 2016

Prepared by the American Institutes for Research®



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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 view the Smarter Balanced Interim Assessments including both the Interim Comprehensive Assessments and the Interim Assessment Blocks. 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 Assessments](#), explains how to select a test.
- [Understanding AVA](#), describes the layout of AVA.
- [General Test Rules and Navigation](#), explains how to navigate through the test.

Table 1. Key Icons and Elements

Icon	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	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 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*.
- For information about administering online tests via the TA Live Site, see the *Guide to Navigating Online HSAP Administration*.
- For information about scoring hand-scored items, see the *Teacher Hand Scoring System User Guide*.

The above resources are available on the Hawai'i Statewide Assessment Program Portal (alohahsap.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 Hawai'i Statewide Assessment Program Portal (alohahsap.org).

Logging in to AVA

Authorized users can access the Assessment Viewing Application (AVA) via the HSAP Portal.

1. Navigate to the HSAP Portal (alohahsap.org).
2. Select your user role.



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



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

A login form with a light gray background. It contains two input fields: the first is labeled "Email Address" with a blue person icon to its left; the second is labeled "Password" with a blue padlock icon to its left. Below the password field is a red link that says "Forgot Your Password?". At the bottom of the form is a dark blue button with the text "Secure Login" in white.

About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an email containing a temporary password and a login link for the HSAP systems. To activate your account, you must log in within 3 days of receiving the email. You must update your password and set a security question.

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

Select **Request a new one** on the login page to request a new temporary password. Enter your email address in the *Email Address* field. The HSAP Help Desk will send you a new email with a new temporary password.

- **If you forgot your password:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. The HSAP Help Desk will send you an email with a new temporary 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 Principal or Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the HSAP 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.

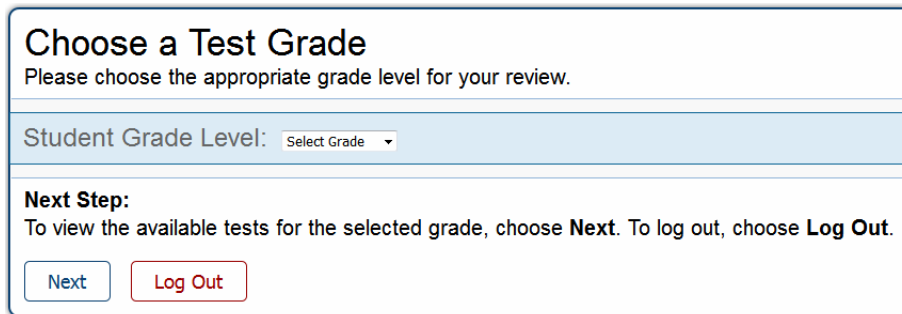
Accessing Assessments

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

Step 1 – Choosing a Test Grade

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

Figure 1. 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 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 2. Available Tests Page

Available Tests
Choose the test you wish to review.

Start IAB-Grade 5 ELA Editing

Start IAB-Grade 5 ELA Language and Vocabulary Use

Start IAB-Grade 5 ELA Revision

Start IAB-Grade 5 Math Geometry

Next Step:
If you wish to log out, select **Back to Login**.

Back to Login

To select an available test:

- Click the test name. The **Choose a Test Form** page 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 3. 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: TEST-A75C-1

Test Forms: Select a form

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

Next

Back to Login

To select a test form:

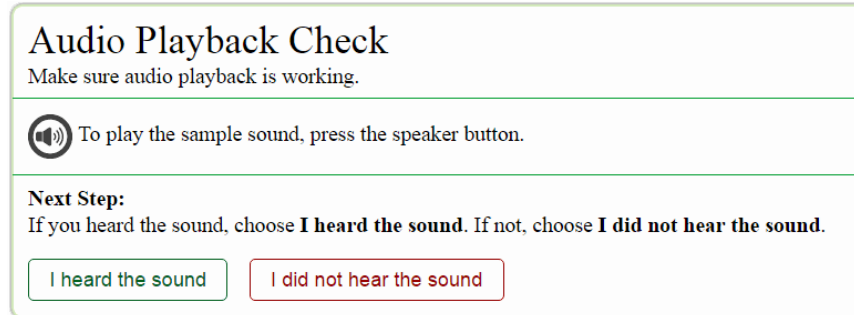
- If the *Test Forms* drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.

2. Click **Next**. If the test includes audio content, the **Sound Check** page appears. If not, the first test page appears.


Step 4 – Audio Playback Check

The **Audio Playback Check** page allows you to verify the functionality of any audio content that the test may include. Be sure to unmute the speakers on your device, if necessary

Figure 4. Audio Playback Check Page




Audio Playback Check
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

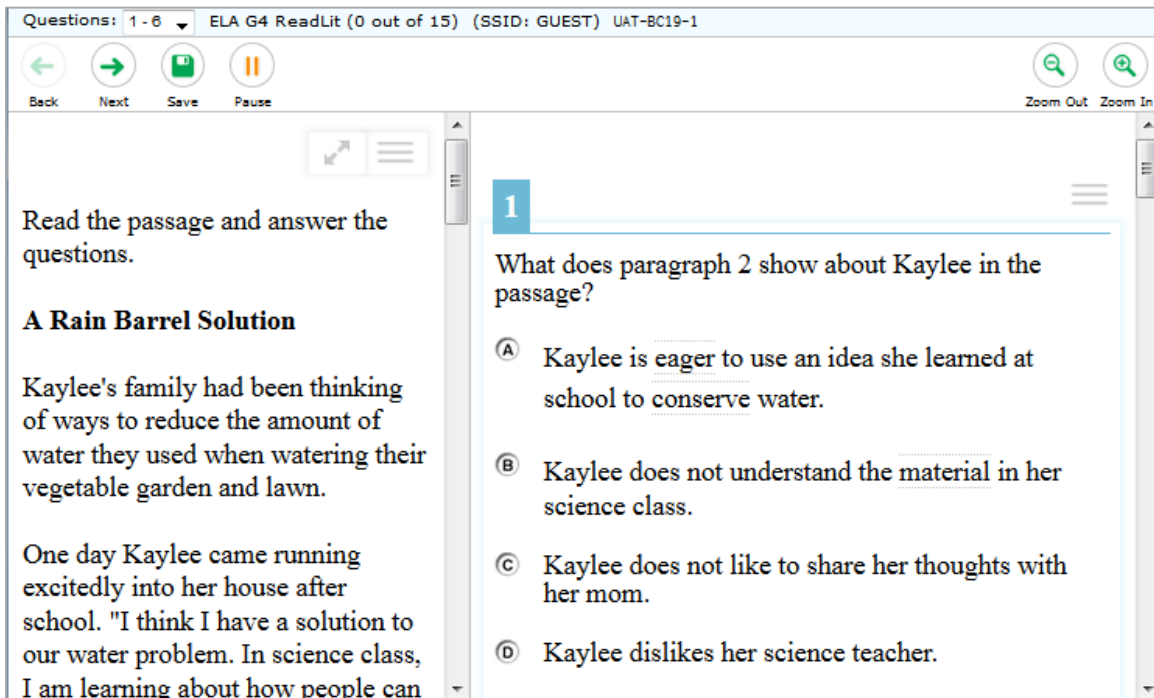
To perform the audio playback check:

1. Click  to play the sample audio.
2. If you hear the sample audio, click **I heard the sound**. The first test page appears.
3. If you do not hear the sound, click **I did not hear the sound**, and consult the technology coordinator.

Understanding AVA

Figure 5 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.

Figure 5. 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. 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.









Tool Name	Instructions
Masking 	<p>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ol style="list-style-type: none"> 1. Select Masking in the global menu. 2. Click and drag across the distracting area. <p>To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.</p>
Notes 	<p>To enter notes in an on-screen notepad, select Notes in the global menu.</p>
Zoom buttons 	<p>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>

Table 3. Question and Stimulus Tools

Tool Name	Instructions
Expand Passage	<p>To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.</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.</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. The Questions drop-down lists 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.</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>

Tool Name	Instructions
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:<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.
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>

General Test Rules and Navigation

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

Responding to Questions

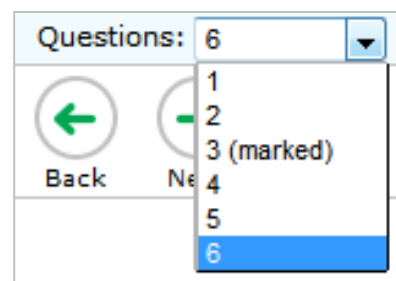
When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

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 to questions you have already answered, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the appropriate question number from the **Questions** drop-down list.

Figure 6. Questions Drop-Down



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 paused 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 30 minutes of inactivity.

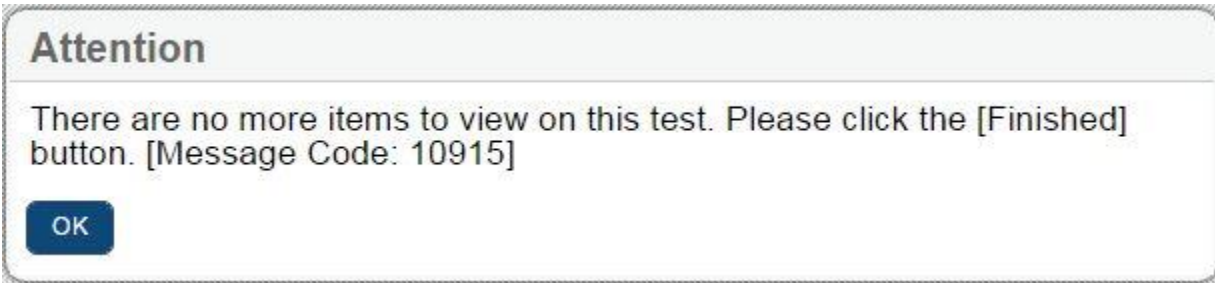


Note: Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Finishing the Test Review

After viewing all the questions in a test, an Attention message appears.

Figure 7. Attention Message 1



After clicking OK, the **Finished** button appears in the global menu.

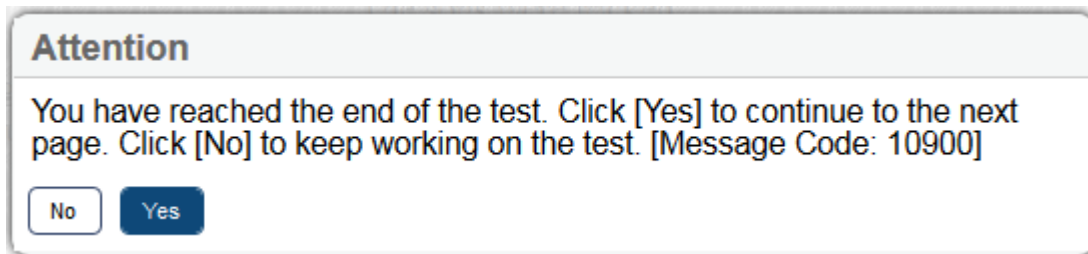
Figure 8. Finished Button in Global Menu



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

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

Figure 9. Attention Message 2



Reviewing Marked Questions

After confirming the second **Attention** message, the *Want to review a question again?* page gives you one more opportunity to review questions.

Figure 10. Want to Review a Question Again? Page

Want to review a question again?

If you wish to review any of the test questions again, please select a question number below.

Questions:

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

Next Step:
When you are done reviewing test questions, select **I'm done here**.

[I'm done here](#)

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 *Want to review a question again?* page, click **Finished**.
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. The warning message gives you two options:

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

The **Done Reviewing Test** page appears when your test review is over.

Figure 11. Done Reviewing Test Page

Done Reviewing Test

You finished your review. You may view the test details below.

Test Reviewed As: (Student ID: GUEST)
Test Name: IAB - Math Grade 5 - Fractions
Data Entry Completed On: 7/29/2016

If you wish to review another test, you must log out and then log in again.

Next Step:
To log out, 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.

User Support

If this user guide does not answer your questions, please contact the HSAP Help Desk.

HSAP Help Desk
Customer Support Phone: 1-866-648-3712
Customer Support Email:
hsaphelpdesk@air.org

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

The complex 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