Assessment Viewing Application User Guide

2019-2020

Published Monday, October 28, 2019

Prepared by the American Institutes for Research®

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Introduction to this User Guide

This guide supports users of the Assessment Viewing Application (AVA), a secure online system that allows authorized users to view the Smarter Balanced Interim Assessment Blocks (IABs), including the Focused IABs, and the Interim Comprehensive Assessments (ICAs) for administrative or instructional purposes. For all Smarter Balanced Interim Assessments, this system is only for viewing assessments and does not provide scores or answer keys. For Grades 5, 8, and 11 Next Generation Science Standards Interim Assessments, this system is for viewing assessments as well as scores and score rationales. The introduction of the guide describes the contents of this document and includes a key for identifying icons and elements found throughout.

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.

Document Conventions

Table 1 lists typographical conventions and key symbols that appear throughout this document.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note</strong>: This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Bold text is used to indicate a link or button that is clickable.</td>
</tr>
<tr>
<td><strong>Page</strong></td>
<td>Bold and italics text is used to indicate the name of a system page.</td>
</tr>
</tbody>
</table>
Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *System Requirements for Online Testing*.
- For information about student and user management see the *Test Information Distribution Engine (TIDE) User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator (TA) User Guide*.
- For information about scoring hand-scored questions, see the *AIRWays Reporting User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, installing secure browsers, and configuring text-to-speech settings, see the *Technology for Online Testing* portal page.

These resources are available on the Connecticut Comprehensive Assessment Program portal ([https://ct.portal.airast.org/](https://ct.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 *Smarter Balanced Interim Assessment Test Administration Manual* available on the Connecticut Comprehensive Assessment Program portal ([https://ct.portal.airast.org/resources/test-administration/](https://ct.portal.airast.org/resources/test-administration/)).
About System Login Credentials

Your login information includes the email 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 link to the Reset Your Password page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question within 15 minutes of receiving this email.

- If your temporary link expired or if you forgot your password:

  On the TIDE login page, click the Forgot Your Password? link and then enter your email address in the Email Address field. You will receive an email (from AIRAST-DoNotReply@airast.org) that contains a new link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

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

  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 Connecticut Comprehensive Assessment Program 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 I. Logging in to AVA

Authorized users can access the Assessment Viewing Application (AVA) via the Connecticut Comprehensive Assessment Program portal.


2. Click on the Smarter Balanced Assessment program card.

3. Click on the Assessment Viewing Application card (see Figure 2). The login page appears. Enter the email address and password associated with your TIDE account.

4. Click Secure Login (see Figure 3). The Available Tests page appears (see Figure 5).

5. 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.

6. In the Enter Emailed Code field, enter the emailed code.

7. Click Submit to access the Available Tests page.

8. Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click Resend Code to request a new code.
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. This page also displays a session ID that is automatically generated once you log in.

To select a grade and Test:

1. From the Student Grade Level 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 Task page for that test appears.
Step 2 – Choosing a Task

The Choose a Task page displays one or more test forms (see Figure 6).

To select a test form:

3. From the Tasks 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.

4. Click Next. If the test requires any functionality checks, the Audio/Video Checks page appears. If not, the first test page appears.
Section III. Understanding AVA

Figure 11 displays a sample test page. Some pages may have only one item, and others may have multiple items. Questions may also be associated with a stimulus, such as a reading passage or video.

Test Tools

The Assessment Viewing Application 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

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator</td>
<td>To use the on-screen calculator, select Calculator in the global menu.</td>
</tr>
<tr>
<td>Dictionary</td>
<td>To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Line Reader</td>
<td>To highlight an individual line of text in a passage or question, select <strong>Line Reader</strong> in the global menu. This tool is not available while the <strong>Highlighter</strong> tool is in use.</td>
</tr>
<tr>
<td>Notes</td>
<td>To enter notes in an on-screen notepad, select <strong>Notes</strong> in the global menu.</td>
</tr>
<tr>
<td>Periodic Table</td>
<td>To view the on-screen periodic table, select <strong>Periodic Table</strong> in the global menu.</td>
</tr>
<tr>
<td>System Settings</td>
<td>To adjust audio volume during the test, select 🎧 in the upper-right corner.</td>
</tr>
<tr>
<td>Zoom buttons</td>
<td>To enlarge the text and images on a test page, select <strong>Zoom In</strong>. Multiple zoom levels are available. To undo zooming, select <strong>Zoom Out</strong>.</td>
</tr>
</tbody>
</table>

**Table 3. Question and Stimulus Tools**

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Passage</td>
<td>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.</td>
</tr>
<tr>
<td>Expand buttons</td>
<td>You can expand the passage section or the question section for easier readability.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>To highlight text, select the text on the screen and then select <strong>Highlight Selection</strong> from the context menu. If multiple color options are available, select an option from the list of colors that appears.</td>
</tr>
<tr>
<td></td>
<td>To remove highlighting, select <strong>Reset Highlighting</strong> from the context menu.</td>
</tr>
<tr>
<td></td>
<td>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>To mark a question for review, select <strong>Mark for Review</strong> from the context menu.</td>
</tr>
<tr>
<td></td>
<td>The question number displays a flap 📅 in the upper-right corner and 📅 appears next to the number on the test page. The <strong>Questions</strong> drop-down list displays (marked) for the selected question.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Notepad</td>
<td>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. You can only access your notes for a question on that question’s test page.</td>
</tr>
<tr>
<td>Score Item</td>
<td>To score items on the Grades 5, 8, and 11 Next Generation Science Standards Interim Assessments, select Score Item from the context menu. A pop up appears with the score results for the item. The information in the pop up includes the number of points achieved, the max number of points possible, and a rationale for each score. Click Close or ✓ to close the pop up and return to the test.</td>
</tr>
</tbody>
</table>
| Strikethrough             | For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:  
  • Option A:  
    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:  
    a. Right-click an answer option and select Strikethrough.                                                                                                                                                                                                                                                                                 |
| Tutorial                  | To view a short video demonstrating how to enter a response for a particular question type, select Tutorial 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 or saved after 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.

Figure 8. Questions Drop-Down

Note: You can only advance forwards or backwards to items you have already answered. This mirrors the test experience a student would have. The same item navigation rules that apply to a student’s online test, also apply in AVA.

Pausing Tests

You may click the pause button at any time; however, pausing the test automatically logs you out of AVA without saving your answers or your place in the test. To view the test again, you must log back in and select the test again.

To pause the test:

1. Click in the upper-left. A confirmation message appears.
2. Click Yes to confirm that you want to pause the test.

Test Timeout

The system automatically pauses the test and logs you out of AVA 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.

**Figure 9. Finished Button in Global Menu**

![Finished Button](image)

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.

**Note:** The system is unable to save any tests or responses. Clicking the save button will not save the test or any responses. Once you exit the test, you must log in and begin again.

**Reviewing Marked Questions**

The You are finished entering data page gives you one more opportunity to review questions.

**Figure 10. You Are Finished Entering Data Page**

![You are finished entering data](image)

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 finished entering data page, click Finished.

2. To complete your review, click Submit Task.

**Note:** If you have marked items for review a 📝 will appear next to the question number, reminding you to review these items before submitting your test.
Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are certain you have finished reviewing the test. The warning message gives you two options:

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

The *Finished Reviewing Task* page appears when your test review is over.

![Finished Reviewing Task Page](image)

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

If this document does not answer your questions, please contact the Connecticut Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

Connecticut Comprehensive Assessment Program Help Desk
Toll-Free Phone Support: 1-844-202-7583
Email Support: cthelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- The district and school name;
- The Test Administrator name and IT/network contact person and contact information;
- The test name and question number;
- Any error messages and codes that appeared, if applicable; and
- Operating system and browser version information.
## Appendix B. Change Log

<table>
<thead>
<tr>
<th>Change</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated for 2019-2020 administration.</td>
<td>Throughout.</td>
<td>8/28/2019</td>
</tr>
</tbody>
</table>