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Introduction to the User Guide

This user guide supports Trained Teachers Administering the Alternate (TEAs) with the primary responsibility for test administration for students participating in the Connecticut Alternate Assessment (CTAA) practice tests and operational tests.

Organization of the User Guide

- **Overview of the Test Delivery System** provides an overview of online testing.
- **Accessing the Test Administration Sites** explains how to log in to the Test Administration sites.
- **Overview of the Test Administration Sites** describes the overall layout of the Test Administration sites and highlights the important tasks and functions.
- **Administering the CTAA Online** outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- **Signing in to the Student Interface** explains how Teachers Administering the Alternate Assessment (TEAs) log students into a test session.
- **Using Menus and Tools** describes the layout of an online test, as well as the tools available to students.
- **Proceeding through a Test** describes how to respond to questions, pause a test, review previously answered questions, and submit a test.

Document Conventions

Table 1 describes the conventions appearing in this guide.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alert Symbol" /></td>
<td><strong>Alert:</strong> This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note Symbol" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><img src="image" alt="Policy Symbol" /></td>
<td><strong>Policy:</strong> This symbol accompanies information regarding test administration policies.</td>
</tr>
<tr>
<td><img src="image" alt="Warning Symbol" /></td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
</tbody>
</table>
Intended Audience

This CTAA User Guide is intended for the Trained Teacher Administering the Alternate (TEA). TEAs are responsible for administering an online test in the Test Delivery System via the Test Administration Interface to eligible students with significant cognitive disabilities. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer’s audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with these devices as well.

Terms, Abbreviations, and Acronyms

Table 2 provides a summary of terms with the associated abbreviations and acronyms used frequently in this User Guide and other documents needed for CTAA test administration.

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation or Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistive Technology</td>
<td>AT</td>
</tr>
<tr>
<td>Augmentative and Alternative Communication</td>
<td>AAC</td>
</tr>
<tr>
<td>Connecticut Alternate Assessment Based on Alternate Achievement Standards</td>
<td>CTAA-AAS or CTAA</td>
</tr>
<tr>
<td>Connecticut Alternate Science Assessment</td>
<td>CTAS</td>
</tr>
<tr>
<td>Connecticut Core Standards</td>
<td>CCS</td>
</tr>
<tr>
<td>Connecticut State Department of Education</td>
<td>CSDE</td>
</tr>
<tr>
<td>Constructed Response</td>
<td>CR</td>
</tr>
<tr>
<td>Data Entry Interface</td>
<td>DEI</td>
</tr>
<tr>
<td>Directions for Test Administration</td>
<td>DTA</td>
</tr>
<tr>
<td>District Administrator</td>
<td>DA</td>
</tr>
<tr>
<td>District Test Coordinator</td>
<td>DC</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>ELA</td>
</tr>
<tr>
<td>Individualized Education Program</td>
<td>IEP</td>
</tr>
<tr>
<td>National Center and State Collaborative</td>
<td>NCSC</td>
</tr>
<tr>
<td>Next Generation Science Standards</td>
<td>NGSS</td>
</tr>
<tr>
<td>Open-Response</td>
<td>OR</td>
</tr>
<tr>
<td>Planning and Placement Team</td>
<td>PPT</td>
</tr>
<tr>
<td>School Test Coordinator</td>
<td>SC</td>
</tr>
<tr>
<td>Selected-Response</td>
<td>SR</td>
</tr>
<tr>
<td>State Assigned Student Identifier</td>
<td>SASID</td>
</tr>
</tbody>
</table>
Table 2. CTAA Terms, Abbreviations, and Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation or Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Administering the Alternate</td>
<td>TEA</td>
</tr>
<tr>
<td>Test Administration Manual</td>
<td>TAM</td>
</tr>
<tr>
<td>Test Delivery System</td>
<td>TDS</td>
</tr>
<tr>
<td>Test Information Distribution Engine</td>
<td>TIDE</td>
</tr>
</tbody>
</table>

Additional Resources

Table 3 includes resources for additional information that is relevant to the administration of the CTAA. These resources may be accessed on the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.airast.org).

Table 3. Additional Resources

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CTAA Test Administration Manual</strong></td>
<td>This manual provides information for the Trained Teacher Administering the Alternate Assessment (TEA) and the District/School Test Coordinator (DC/SC) regarding policies and procedures for administering the 2019-20 Connecticut Alternate Assessment (CTAA) for English language arts (ELA) and mathematics to eligible students with significant cognitive disabilities in their school or district.</td>
</tr>
<tr>
<td><strong>CTAA Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Guidance for Test Administration</strong></td>
<td>This document provides additional guidance for administering the Connecticut Alternate Assessment (CTAA) in English language arts and mathematics to students who are blind, deaf, or deaf-blind. This document is intended to be used in conjunction with the required secure CTAA Directions for Test Administration (DTA).</td>
</tr>
<tr>
<td><strong>Supported Browsers</strong></td>
<td>Provides information about supported operating systems and browsers.</td>
</tr>
<tr>
<td>Document</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quick Guide For Setting Up Your Online Technology</td>
<td>These resources contain technology requirements and instructions that will assist technology coordinators in preparing computers and devices for online testing. They are organized by operating system (Windows, Mac, Android, Linux, ChromeOS).</td>
</tr>
<tr>
<td>Configurations, Troubleshooting, and Advanced Secure Browser Installation for Windows</td>
<td></td>
</tr>
<tr>
<td>Configurations, Troubleshooting, and Advanced Secure Browser Installation for Mac</td>
<td></td>
</tr>
<tr>
<td>Configurations and Troubleshooting for Android</td>
<td></td>
</tr>
<tr>
<td>Configurations and Troubleshooting for Linux</td>
<td></td>
</tr>
<tr>
<td>Configurations, Troubleshooting, and Advanced Secure Browser Installation for ChromeOS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Information Distribution Engine (TIDE) User Guide</td>
</tr>
<tr>
<td>Directions for Test Administration (DTA)</td>
</tr>
</tbody>
</table>

**Note:** Hyperlinks are used for ease of navigation between related sections in this user guide and to additional resources on the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.airast.org/). In order to utilize a hyperlink to a resource on the portal, please use the commands Ctrl+click to follow the link and open the resource in a web browser. To utilize a hyperlink to a section within the user guide, please use the commands Ctrl+click to follow the link to the appropriate section. To return to the previous section after using a hyperlink, please use the commands Alt+left arrow simultaneously.
Section. I  Overview of the Test Delivery System

The Test Delivery System is used to administer the Connecticut Alternate Assessment (CTAA), an assessment for math and English language arts based on Alternate Achievement Standards for eligible students with significant cognitive disabilities. The following sections provide a general description of online testing and the Test Delivery System.

Description of the Test Delivery System’s Sites

The Test Delivery System consists of both a Practice Test site and an Operational Test site. The Practice Test site functions identically to the Operational Test site and, therefore, should be used to confirm the functioning of Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) devices. To administer an operational or practice test, the Trained TEA must log the student into the Test Delivery System via the secure browser.

• Practice Sites
  o Test Administrator (TA) Practice & Training Site: Allows TEAs to practice creating a test session and practice administering a test. Directions for how to access the TA Practice & Training Site may be found in the Test Administrator (TA) User Guide, available on the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.airast.org/resources/manuals-for-online-testing/).
  o Student Practice Site via Secure Browser: Allows TEAs to work with students to practice taking tests online and using accessibility features and testing tools, as well as any assistive technology required.

• Operational Testing Sites
  o Test Administration Interface: Allows TEAs to administer operational tests. Directions for how to access the Test Administration Interface may be found in the Test Administrator (TA) User Guide, available on the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.airast.org/resources/manuals-for-online-testing/).
  o Student Interface via Secure Browser: Allows students to participate in operational tests. The secure browser may be downloaded from the Secure Browsers page on the Connecticut Comprehensive Assessment Program Portal.

User Roles and System Requirements

Access to the practice and operational testing sites depends on your user role and browser.

• TEAs can use any supported web browser to access either the TA Practice & Training Site or the Test Administration Interface.

• A secure browser is used to access the Student Interface and practice site. The student practice site can be accessed as a guest user, or with a student’s first name SASID.
Note: The Practice Test can also be accessed via a supported web browser, however, some accessibility features are available only via the secure browser. It is recommended that the secure browser is used to test all Assistive Technology (AT) and Alternative AC devices to mirror the experience and functionality of the operational CTAA test.

For information about supported operating systems and browsers, see the Supported Browsers page on the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.airast.org/resources/technology-for-online-testing/).
Section II  Accessing the Test Administration Sites

This section describes how to access the Test Administration Sites. The Test Administration Interface is used for secure operational test administrations. The TA Practice & Training Site can be used to practice administering tests using the Practice CTAA tests.

To access the Test Administration Interface for operational CTAA Administration:


2. Select the Alternate Assessment System program card (see Figure 1).

3. Select the Test Administration card (see Figure 2). The login page for the Test Administration Interface appears.

4. Enter your email address and password that is used to access all Connecticut Comprehensive Assessment Program online systems in the respective fields (see Figure 3).
   - Note: These login credentials are the same as those provided for TIDE. If you do not have a TIDE account, contact your School or District Test Coordinator.
5. Click **Secure Login**. The Test Administration Interface appears.
   - **Note:** If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

---

**To access the TA Practice & Training Site:**


2. Select the **Alternate Assessment System** program card (see **Figure 1**).

3. Select the **TA Practice & Training Site** card (see **Figure 4**). The login page for the TA Practice & Training Site appears.

4. Enter your email address and password that is used to access all Connecticut Comprehensive Assessment Program online systems in the respective fields (see **Figure 3**).

5. Click **Secure Login**. The TA Practice & Training Site appears.
   - **Note:** If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

6. If your web browser has a pop-up blocker enabled, you must disable the pop-up blocker for your web browser to continue into the TA Practice & Training site.

---

**About System Login Credentials**

Your login information includes 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 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 first temporary link expired or if you forgot your password:
On the TIDE login page, click the **Forgot Your Password?** link and then enter your school 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 or authentication code:**

  Check your spam folder to be sure your email program did not categorize the email from AIRAST-DoNotReply@air.org as junk mail. If you still have not received an email, contact your School Test Coordinator (SC) or District Test Coordinator (DC) to make sure your account has been provisioned in TIDE.

- **Additional help:**

  If you are unable to log in, contact the Connecticut Help Desk for assistance. Please provide your name and email address when you contact the Help Desk. Contact information is available in the User Support section of this System User Guide.
Section. III  Overview of the Test Administration Sites

This section describes the Test Administration Interface for TEAs. The Test Administration Interface has the same layout as the TA Practice & Training Site.

**Warning:** Do not use the Test Administration Interface for practice. To practice administering tests, use the TA Practice & Training Site. Both interfaces have the same functionality, but the available tests are different. Tests provided in the Test Administration Interface are operational and students’ scores will be official.

Test Administration Interface Layout

*Figure 5* displays the layout of the Test Administration Interface during an active test session.

**Figure 5. Test Administration Interface Layout**

Essential features in the Test Administration Interface:

1. **Session ID**
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table
Table 4 provides an overview of the major features available in the Test Administration Interface.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description and Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Lookup</strong> button</td>
<td>Searches for student information. See the section <a href="#">Looking Up Students</a>.</td>
</tr>
<tr>
<td><strong>Approved Requests</strong> button</td>
<td>Displays a list of print requests you approved during the current session. See the section <a href="#">Viewing Approved Print Requests</a>.</td>
</tr>
<tr>
<td><strong>Print Session</strong> button</td>
<td>Prints your screen. See the section <a href="#">Printing Session Information</a>.</td>
</tr>
<tr>
<td><strong>Help Guide</strong> button</td>
<td>Displays a help guide with available universal tools and navigation tools in the test.</td>
</tr>
<tr>
<td><strong>Log Out</strong> button</td>
<td>Logs you out of the Test Administration Interface. See the section <a href="#">Stopping a Test Session and Logging Out</a>.</td>
</tr>
<tr>
<td><strong>Alerts</strong> button</td>
<td>Displays alert messages from the Connecticut State Department of Education. See the section <a href="#">Alert Messages</a>.</td>
</tr>
<tr>
<td><strong>Stop Session</strong> button*</td>
<td>Ends the test session. See the section <a href="#">Stopping a Test Session and Logging Out</a>.</td>
</tr>
<tr>
<td><strong>Session ID</strong>*</td>
<td>Displays the unique identification number generated for the test session.</td>
</tr>
<tr>
<td><strong>Select Tests</strong> button</td>
<td>Opens the Test Selection window. See the section <a href="#">Starting a Test Session</a>.</td>
</tr>
<tr>
<td><strong>Approvals</strong> button*</td>
<td>Opens the Approvals and Student Test Settings window. See the section <a href="#">Approving Students for Testing</a>.</td>
</tr>
<tr>
<td><strong>Refresh</strong> button*</td>
<td>Manually refreshes the on-screen information.</td>
</tr>
<tr>
<td><strong>Students in Your Test Session</strong> table**</td>
<td>Displays the testing progress for students in your test session. See the section <a href="#">Monitoring Students’ Testing Progress</a>.</td>
</tr>
</tbody>
</table>

*Test Administration Interface feature appears after you start a test session.

**Test Administration Interface feature appears after you approve students for testing and the student has entered into the Student Interface via the Secure Browser.
Test Administration Interface Features

This section provides instructions for using the features available in the banner at the top of the Test Administration Interface (see Figure 6).

Figure 6. Test Administration Interface Banner

Looking Up Students

You can use the student lookup feature to perform a quick or advanced search for student information.

*Warning:* You must ensure that a student’s demographic information as reported in the Public School Information System (PSIS) is correct before testing begins. If a student’s information is not correct, that student should not begin testing. Inform your District Administrator that the student’s information needs to be updated.

*To perform a quick search:*
1. In the banner, click **Student Lookup**.
2. Enter a student’s 10 digit SASID and click **Submit SSID**. Search results appear below the search field (see Figure 7).

Figure 7. Student Lookup: Quick Search

![Quick Search Example](image-url)
Note: “SSID” is used as the designation in all AIR systems for “SASID,” the State Assigned Student Identifier. These two acronyms—SSID and SASID—refer to the same 10-digit unique student identification number.

To perform an advanced search:

1. Click Student Lookup > Advanced Search.
   a. Select the appropriate district and school from the drop-down lists. You will only be able to select from the district(s) and school(s) that you are associated with.
   b. Select the appropriate grade.
   c. Optional: Enter a student’s exact first or last name as recorded in PSIS. Partial names or nicknames are not allowed.

2. Click Search. Search results appear below the search fields (see Figure 8).

3. To view a student’s information, click in the Details column.
Approving Print Requests

A very small percentage of students require the Print-on-Demand accommodation. The Print-on-Demand accommodation may only be provided through the Special Accommodations procedure to special education students or students who have a Section 504 Plan. Please consult the CSDE Assessment Guidelines for more information about this feature.

For students that are approved for using the Print-on-Demand accommodation, printouts of secure test passages and questions can be requested in the Student Interface via the Print-on-Demand tool. When a print request is made, the request notification appears in the Action column of the Students in Your Test Session table (see Figure 5). Items must be approved in the Test Administration Interface to allow them to be printed.

Note: Test questions are requested individually on the test page in the Student Interface. Each item must be approved for printing individually in the Test Administration Interface.

To approve print requests in the Test Administration Interface:

1. Click in the Actions column of the Tests with potential action required table in the Test Administration Interface. The Student Print Request window appears (see Figure 9).

2. Review the print request and do one of the following:
   a. To approve the request, click . A cover sheet appears in a new browser window.
   b. To deny the request, click . In the window that appears, enter a brief reason for denying the request and click Deny. Do not proceed to step 3. This will not allow printing of the requested item. Items can always be requested for print again in the Student Interface.
3. In the new window, click **Print** to open the printer dialog box.

4. Click **OK** to print the requested test elements.

### Viewing Approved Print Requests

When an item is requested for print, the TEA will have to approve the request. You can view a list of every Print-on-Demand request you approved during the current session.

*To view approved requests:*

1. In the banner, click **Approved Requests**. The **Print Requests** window opens (see Figure 10), listing print requests by student.

2. If you wish to print the list of approved requests, click **Print**.

![Figure 10. Print Requests Window](image)

### Printing Session Information

You can print a snapshot of the Test Administration Interface as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

*To print a snapshot of the page:*

1. In the banner, click **Print Session**. The computer’s print dialog window appears.

2. Click **OK**.

**Policy Note:** Federal law prohibits the release of students’ personally identifiable information. All printouts must be securely stored and then securely destroyed following the testing window.

### Alert Messages

The Connecticut State Department of Education can send statewide alerts that appear as pop-up messages on the Test Administration Interface. To view a record of active alert messages (see Figure 11), click **Alerts** in the banner. Please check for alerts prior to testing.
Figure 11. Record of Alerts

This screen contains new alerts and alerts that have not yet expired.

10/11/2018 at 2:30 PM
Sample Alert 1
This is a sample alert message from the Department of Education.

10/24/2018 at 12:00 PM
Sample Alert 2
This is another sample alert message from the Department of Education.
Section. IV Administering the CTAA Online

Two devices are required to administer the CTAA online. The basic workflow for administering the CTAA online is as follows:

1. On the first device, the TEA logs in to the Test Administration Interface, selects tests to be included in the test session, and starts a test session.

2. On the second device, the TEA works with the student to sign into the Student Interface using the secure browser and request approval to enter the test session.

3. In the Test Administration Interface, the TEA reviews the entry request from the Student Interface and approves for the student’s entry into the test session.

4. The TEA works with the student to complete and submit the test in the Student Interface. Once the TEA submits the test in the Student Interface, they may log out.

5. The TEA stops the test session and logs out of the Test Administration Interface.

Note: The secure browser will block all other applications except for compatible Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) devices when permissive mode is enabled in TIDE. Therefore, the Test Administration Interface must be accessed from a different device than the one used to enter the Student Interface.

The CTAA may be administered in different modes based on the student’s need and ability. For information about the online testing process from a student’s perspective, see Signing in to the Student Interface and Overview of the Student Interface. If a student requires a paper-pencil version of the CTAA, the TEA can print and download secure PDFs and use them in conjunction with the Student Interface. Secure PDFs are located in the Secure Test Materials menu in TIDE.

Starting a Test Session

When the TEA logs into the Test Administration Interface, the Test Selection window opens automatically (see Figure 12). This window allows you to select tests and start the session. Only the tests that you select will be available to students in your session.

Warning: If a student’s Connecticut Alternate Assessment Eligibility Form was not submitted or was submitted late without notifying CSDE, then no Alternate Indicator will be activated to Yes in TIDE. This means the only tests the TEA will see in the Test Administration Interface will be the standard assessments. Do not administer the standard tests if the student is eligible for the CTAA. If your student is eligible for CTAA, please contact the Connecticut Helpdesk to have the Alternate Indicator flag set in TIDE.
The **Test Selection** window color-codes tests and groups them into various categories by test, grade, and subject. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default. To expand a test group, click \( \text{+} \) (or **Expand All**). To collapse an expanded test group, click \( \text{−} \) (or **Collapse All**).

**To create a new test session:**

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Interface (otherwise, skip to step 2).

2. Click the checkbox next to the alternate test you would like to administer. **Figure 13** shows the CTAA ELA Grade 3 test selected.
3. In the lower-left corner of the window, click **Start Session**. The window closes and the Session ID appears in the Test Administration Interface.

4. Use the Session ID to log in to the Student Interface on the second device.

   **Note:** Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but TEAs and students can resume a test opportunity in a new session.

**To add tests to an active test session:**

1. In the upper-right corner of the Test Administration Interface, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the required test and click **Add to Session** in the lower-left corner of the **Test Selection** window.
3. A confirmation message asks if you are sure that you want to add the selected test(s) to your session. To continue, click **Yes**.

   **Note:** You cannot remove tests from an active session.

### Approving Students for Testing

After a test is selected via the Student Interface, you must verify that all settings and accommodations are correct and approve the student for testing in the Test Administration Interface. Although the CTAA is administered to each student individually, multiple tests may be selected to administer to several students individually during the testing window. When a student test is awaiting approval, the **Approvals** button next to the Session ID becomes active in the Test Administration Interface. The number next to this button
indicates the number of students awaiting approval (see Figure 14).

**Note:** The CTAA test may be administered in different forms based on student’s need and ability. Sections [Signing in to the Student Interface](#) and [Using Menus and Tools](#) describe the online testing platform.

![Figure 14. Students Awaiting Approval](image)

**Note:** The Approvals notification updates regularly, but you can also click in the upper-right corner of the Test Administration Interface to manually refresh it.

To approve students for testing:

1. Click Approvals. The Approvals and Student Test Settings window appears, displaying the student(s) waiting approval (see Figure 14).

![Figure 15. Approvals and Student Test Settings Window](image)

2. To check a student’s test settings and accommodations, click for that student. The student’s information appears (see Figure 15).

   a. If any settings are incorrect, update the editable test settings as necessary in the Test Administration Interface. Students should not begin testing until their test settings are correct.

   b. Do one of the following (See Figure 16):

      - To confirm the settings, click Set. You must still approve the student for testing (see Step 4).
      - To confirm the settings and approve the student, click Set & Approve. Students can start testing once you approve them.
      - To return to the Approvals and Student Test Settings window without confirming settings, click Cancel.
Figure 16. Test Settings Page for a Selected Student

Note: The Approvals and Student Test Settings window does not automatically refresh. To update the list of students awaiting approval, click Refresh at the top of the window.

3. If you need to deny a student access to testing, do the following (otherwise skip to Step 4):
   
   a. Click **X** for that student.
   
   b. Optional: In the window that appears, enter a brief reason for denying the student.
   
   c. Click Deny. The Student Interface receives a message explaining the reason for the denial and is logged out.
   
   Note: If you deny students entry for a test, they can still request access to that test again. Denials may be implemented if a test setting is incorrect or the wrong test has been selected.

4. If you wish to approve students directly from the Approvals and Student Test Settings window, do the following:
   
   o To approve individual students, click **✓** for each student.
   
   o To approve all students displayed in the list, click Approve All Students.
Monitoring Students’ Testing Progress

After you approve a student for testing, the Students in Your Test Session table appears (see Figure 5). This table displays the testing progress for each student logged in to your session. Table 5 describes the columns in this table. To sort the table by a given column, click that column header.

Table 5. Columns in the Students in Your Session Table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td>The name and SASID of the student in the session.</td>
</tr>
<tr>
<td>Opp #</td>
<td>Opportunity number for the student’s selected test.</td>
</tr>
<tr>
<td>Test</td>
<td>Name of the test selected for the student.</td>
</tr>
<tr>
<td>Time</td>
<td>This column indicates the approximate elapsed time in the student’s test.</td>
</tr>
<tr>
<td></td>
<td>There may be a brief delay between the student’s test and the time displayed</td>
</tr>
<tr>
<td></td>
<td>in this column.</td>
</tr>
<tr>
<td>Progress</td>
<td>Indicates the student’s test progress. It displays how many questions the</td>
</tr>
<tr>
<td></td>
<td>student has answered out of the total number of test questions.</td>
</tr>
<tr>
<td>Test Status</td>
<td>Current status for each student in the session. For more information about</td>
</tr>
<tr>
<td></td>
<td>the statuses in this column, see Table 6.</td>
</tr>
<tr>
<td></td>
<td>If the TDS detects that a student may be experiencing technical difficulties</td>
</tr>
<tr>
<td></td>
<td>or requires assistance, such as the student may be experiencing connection</td>
</tr>
<tr>
<td></td>
<td>issues, has a pending print request, or has paused his test, a more info</td>
</tr>
<tr>
<td></td>
<td>icon ( ) is displayed in this column for the student. When you hover over</td>
</tr>
<tr>
<td></td>
<td>the icon, a message is displayed providing details about the issue.</td>
</tr>
<tr>
<td>Test Settings</td>
<td>This column displays one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Standard:</strong> Default test settings are applied for this test opportunity.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Custom:</strong> One or more of the student’s test settings or accommodations</td>
</tr>
<tr>
<td></td>
<td>differ from the default settings.</td>
</tr>
<tr>
<td></td>
<td>To view the student’s settings for the current test opportunity, click ( ).</td>
</tr>
<tr>
<td>Actions</td>
<td>Allows you to perform any available actions for an individual student’s test.</td>
</tr>
<tr>
<td></td>
<td>The Pause button in this column pauses the student’s test.</td>
</tr>
<tr>
<td></td>
<td>A Printer button appears in this column when the TEA requests a printout of</td>
</tr>
<tr>
<td></td>
<td>test material. For information on how to approve students’ print requests,</td>
</tr>
<tr>
<td></td>
<td>see the section How to Approve a Student’s Print Request.</td>
</tr>
</tbody>
</table>
Overview of Student Testing Statuses

Table 6 describes the codes in the Status column of the Students in Your Test Session table.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>TEA approved the student, but the student did not yet start or resume the test.</td>
</tr>
<tr>
<td>Started</td>
<td>Student started the test and is actively testing.</td>
</tr>
<tr>
<td>Review</td>
<td>Student visited all questions and is currently reviewing answers before completing the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>TEA submitted the test. The student can take no additional action at this point.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Test was submitted for quality assurance, review and validation.</td>
</tr>
<tr>
<td>Reported</td>
<td>Test passed quality assurance and is undergoing further processing.</td>
</tr>
<tr>
<td>Paused*</td>
<td>Student’s test is paused. The time listed indicates how long the test has been paused.</td>
</tr>
<tr>
<td>Expired**</td>
<td>Test was not completed by the end of the testing window and the opportunity expired.</td>
</tr>
<tr>
<td>Pending*</td>
<td>Student is awaiting approval for a new test opportunity.</td>
</tr>
<tr>
<td>Suspended*</td>
<td>Student is awaiting approval to resume a test opportunity.</td>
</tr>
</tbody>
</table>

*Appears when the student is not actively testing. The student’s row grays out in such cases.

**Expired tests can be re-opened by submitting an appeal in TIDE as long as the request is made in advance of the last day of testing (June 5, 2020).

Note: The Students in Your Test Session table refreshes at regular intervals, but you can also refresh it manually by clicking ⚙️ in the upper-right corner.

Pausing a Student’s Test

You can pause a student’s test via the Action column in the Students in Your Test Session table (see Figure 5).

To pause an individual student’s test:

1. In the Action column, click ⏹️ for that student.

2. Click Yes to confirm. The Test Delivery System logs the student out of the Student Interface and an information button appears in the Pause Action column.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the Test Administration Interface.
Stopping a Test Session

When a student finishes testing, or you wish to discontinue testing for the day, you should stop the test session in the Test Administration Interface. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.

⚠️ **Warning:** The Test Delivery System automatically logs you out after 30 minutes of both user and student inactivity in the session. This action automatically stops the test session.

*To stop a test session:*

1. In the upper-right corner, click **STOP** (see Figure 14). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the Test Administration Interface

You should log out of the Test Administration Interface only after stopping a test session.

*To log out of the Test Administration Interface:*

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The Connecticut Comprehensive Assessment Program Portal appears.

⚠️ **Alert:** Navigating away from the Test Administration Interface will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

⚠️ If you log out from another Connecticut Comprehensive Assessment Program system while testing, such as TIDE, you will also log out of the Test Administration Interface.

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until the session times out. To return to the test session in the Test Administration Interface, you must enter the active Session ID.

If you do not return to the active session within 30 minutes, the Test Delivery System logs you out and pauses the students’ tests.
Section. V  Signing in to the Student Interface

This section describes the process to sign a student into the Student Interface. TEAs should work with students to follow this procedure when starting a new test or resuming a paused test.

**Note:** The student must be signed into the appropriate testing site:

- For sessions created in the Test Administration Interface, the TEA must use the student’s first name and State Assigned Student Identifier (SASID) exactly as they appear in TIDE and enter the Session ID generated in the Test Administration Interface to sign in to the Student Interface using the secure browser.
- For sessions created in the TA Practice & Training Site, the TEA must use the student’s login information and Session ID generated in the TA Practice & Training site to sign in to the Student Training Site.

**Step 1: Signing Into the Student Interface**

*To sign students into a test session:*

1. Launch the secure browser on the student’s testing device. Information on downloading the secure browser can be found on the Connecticut Comprehensive Assessment Program Portal ([http://ct.portal.airast.org](http://ct.portal.airast.org)). The **Student Sign-In** page appears (see **Figure 17**).

   **Figure 17. Student Sign-In Page**

   ![Student Sign-In Page](image)

2. Enter the following information:
   
   a. In the **First Name** field, enter the student’s first name as it appears in TIDE.
b. In the **Student ID** field, enter the student’s SASID as it appears in TIDE.

**Note:** If you do not know the student’s exact information as it appears in TIDE, you can retrieve this information in the Test Administration Interface (see the section [Looking Up Students](#)).

c. In the **Session ID** field, enter the Session ID as it appears on the Test Administration Interface.

3. Click **Sign In**. The *Is This You?* page appears.

### Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot access the online test system sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

  Verify that the Session ID was correctly entered in the **Session ID** field of the Student Interface. Also, verify that the correct Test Administration Interface and Student Interface are opened. For example, you cannot enter the operational Student Interface with a Session ID generated from the TA Practice & Training Test Site.

- **Student information is not entered correctly:**

  Verify that the student’s SASID is correctly entered in the **Student ID** field of the Student Interface. Also verify that the student’s first name entered in the **First Name** field of the Student Interface matches TIDE and PSIS. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See the section [Looking Up Students](#).

- **Session has expired:**

  The Session ID corresponds to a closed session. Ensure that the Session ID is entered correctly in the **Session ID** field of the Student Interface and verify that the session is open.

- **Alternate Assessment Indicator is not set to “Yes” in TIDE:**

  The Connecticut Alternate Assessment Eligibility Form must be completed and submitted into the Data Entry Interface (DEI) by the appropriate deadline to confirm student’s eligibility to participate in the Alternate Assessment System. Submission of Connecticut Alternate Assessment Eligibility Form in the DEI by the appropriate deadline will result in the Alternate Assessment Indicator being set to “**Yes**” in TIDE prior to the start of the testing window. The Alternate Assessment Indicator must be set to “**Yes**” in TIDE for the student to be eligible for any alternate assessment and to access these assessments. Verify that this field in TIDE is set to “**Yes**.” If it is not, contact the Performance Office or the Connecticut Help Desk to request the activation of the Alternate Assessment Indicator.

### Step 2: Verifying Student Information

After signing in to the Student Interface, the *Is This You?* page appears (see [Figure 18](#)). On this page, verify the student’s personal information.
To verify personal information:

- If all the information is correct, click Yes. The Your Tests page appears.

- If any of the information displayed is incorrect, the student must not proceed with testing. The TEA should click No. You must notify the School Test Coordinator or District Test Coordinator that the student’s information is incorrect.

**Warning:** Incorrect student demographic information must be updated in PSIS before the student begins testing.

**Step 3: Selecting a Test**

The Your Tests page displays all the tests selected by the TEA in the Test Administration Interface that a student is eligible to take (see Figure 19). Only tests selected by the TEA in the Test Administration Interface will be visible.

Available tests are color-coded to correspond to the test selected in the Test Administration Interface.

If the student has not started a test opportunity, the button for that test is labeled Start [Test Name]. If the student has started and paused a test opportunity, the button for that test is labeled Resume [Test Name].

The button also indicates the test opportunity number. For example, if the student is on the second opportunity of a test, the test button will indicate that it is the student’s second opportunity.
Tests that have already been completed will appear with the word Inactive next to the test name. The text for inactive tests is shaded in a light grey and the test will not be selectable. Tests that have previously been paused and need to be completed appear with a clock symbol next to the test name.

**Figure 19. Your Tests Page**

*To select an available test:*

- Click the required test name. The request is sent to the TEA for approval in the Test Administration Interface and the *Waiting for TA Approval* message appears.

- If a student’s required test is not displayed, click **Back to Login**. You should verify in the Test Administration Interface that the test session includes the correct tests and add additional tests, if necessary.

**Step 4: Functionality Checks**

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the **Audio/Video Checks** page (see **Figure 20**).

**Figure 20. Audio/Video Checks Page**
Video Playback Check
The Video Playback Check panel appears for tests with video and audio content (See Figure 21). Using the video Playback Check, students may verify that they can view the sample video and hear its associated sound.

Figure 21. Sound and Video Playback Check Panel

To check sound and video settings:
1. Students select the icon to play the video and audio.
2. Depending on the playback quality, students do one of the following:
   - If students are able to play the video and sound, they select I could play the video.
   - If students are not able to play the video or hear the sound, they select I could not play the video. The Video Playback Problem panel appears, giving students the following option:
     - Students can select Try Again. This returns them to the Video Playback Check panel.

Note: If the video does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

Step 5: Text-to-Speech Sound Check
The Text-to-Speech Sound Check panel appears for tests with text-to-speech (TTS) content (see Figure 22). Using the Text-to-Speech Sound Check, students may verify that they can hear the text being read aloud.
To check TTS functionality:

Students select the ▪️ icon and listen to the audio.

- If the voice is clearly audible, students/TEA select I heard the voice.

- If the voice is not clearly audible, students/TEA adjust the settings using the sliders and select the ▪️ icon again.

- If students still cannot hear the voice clearly, the student/TEA selects I did not hear the voice. The Audio Check panel appears, giving students two options:
  - Students can select Try Again. This returns them to the Text-to-Speech Sound Check panel. If it does not work, students should close the Secure Browser. You can work with students to adjust their audio or headset settings. They can sign in again when the issue is resolved.

**Step 6: Viewing Test Instructions and Starting the Test**

The Instructions and Help page is the last step of the sign-in process for the Student Interface (see Figure 23). TEAs and students may review this page to understand how to navigate the test and use test tools in the Student Interface.
Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
To review your test settings, click the View Test Settings button on this page. Please raise your hand if you have any questions about your test settings.

View Test Settings

Additional Test Information
To begin the test, click the Begin Test Now button on this page. While taking this test, keep in mind the following:
- If you need help with how to answer a question during the test, view the item tutorial found by clicking the menu for each item and then selecting Tutorial.
- If you would like to review an answer at a later time, mark the item for review.
- You may PAUSE at any point in the test by clicking PAUSE, rather than NEXT, after answering an item. The PAUSE button is used to pause the test. Please raise your hand if you need a break, and ask before you click PAUSE.
- Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Help Guide
The Help Guide and test rules may be accessed at any time during the test by clicking the question mark icon at the top of the screen. To review the Help Guide and test rules now, click the View Help Guide button on this page.

View Help Guide

Begin Test Now  Return to Login
To proceed and begin the test:

1. **Optional**: To view the help guide and understand how to navigate the site and use the available test tools, TEAs may select View Help Guide. The Help Guide window appears. To close the window, select Back.

2. **Optional**: To review their test settings, TEAs select View Test Settings. The Review Test Settings window appears displaying students’ test settings. To close the window, select OK.

3. **Optional**: Review any additional test information, as applicable, in the Additional Test Information panel.

4. To start the test, select Begin Test Now. The test opportunity officially begins or resumes.
Section. VI  Overview of the Student Interface

This section describes the layout of the Student Interface and the available accessibility features and testing tools.

Test Layout

Figure 24 shows the layout for a test page in the Student Interface.

Figure 24. Test Layout

A test page can include the following sections:

- The Global Menu section displays the global navigation and tool buttons. The banner above the global menu displays the Questions drop-down list, test information, help button, and system settings button.

- The Question section contains a single test question. Each question may include a number, context menu, question area, and answer options.

For more information about the global menu and context menus, see the section Using Menus and Tools.
Section. VII Using Menus and Tools

Some accessibility features and tools are accessible via the Global Menu at the top of the Student Interface (Figure 25). This menu contains navigation buttons on the left and tools on the right.

Figure 25. Global Menu

![Global Menu Image]

To open a test tool in the global menu, select the button for the tool. The selected test tool activates.

Note: Students/TEAs can access tools using a mouse or keyboard commands. For information about keyboard commands, see Keyboard Navigation and Commands.

About the Context Menus

Some tools are item specific, and can be accessed via the context menu on the upper right-hand side of each question (Figure 26). The context menu for each item contains tools applicable to that item.

Figure 26. Context Menu

![Context Menu Image]
Opening a Context Menu for Questions

Context menus can be accessed by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a question:

1. Click the context menu button in the upper-right corner of the passage or question.
2. The context menu opens.
3. Select a tool or accessibility feature.

Opening a Context Menu for Answer Options

Context menus can be used to access accessibility features and tools for answer options in a multiple-choice question.

To access an answer option’s context menu:

1. To open the context menu, do one of the following:
   - If you are using a two-button mouse, right-click an answer option.
   - If you are using a single-button mouse, click an answer option while pressing Ctrl.
   - If you are using a Chromebook, click an answer option while pressing Alt.
   - If you are using a tablet, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool or accessibility feature from the context menu.

Test Tools

This section provides an overview of the Test Delivery System’s navigation buttons and available tools. Figure 27 shows the primary features and tools available in the Student Interface.

![Figure 27. Test Page]
Table 7 lists the available tools and accessibility features embedded in the Student Interface for the CTAA test administration.

<table>
<thead>
<tr>
<th>Embedded Tool</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>To view the on-screen Test Instructions and Help window, select ? in the upper-right corner.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>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. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. When a test pauses, highlighting may not persist if the student switches testing devices.</td>
</tr>
</tbody>
</table>
| Line Reader            | To highlight text line by line  
1. Select Line Reader.  
2. Change the highlighted line by using the keyboard navigation arrows.  
To close the Line Reader feature, select Line Reader again. |
| Mark For Review        | To mark eligible items for review, select Mark for Review from the context menu. The question number displays a flap in the upper-right corner. The Questions drop-down lists displays "(marked)" for the selected question. |
| Masking                | To temporarily cover a potentially distracting area of the test page select Masking. See section About the Masking Feature for more access information. |
| Print Page             | To print the entire test page, select Print Page.                                                                                   |
| 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:  
  Right-click an answer option and select Strikethrough. |
| System Settings        | To adjust audio volume during the test, select in the upper-right corner. Students testing with Text-to-Speech (TTS) can also use this tool to adjust TTS settings. |
| Text-to-Speech (TTS)   | To listen to passages and questions, select a speak option from the context menu. For access information see section About Text-to-Speech. |
| Zoom button            | To enlarge the text and images on a test page, select Zoom In. You can zoom in up to eight levels. To undo zooming, select Zoom Out. Print Size is an Embedded Designated Support and may be set in TIDE to alter the default zoom level for a student. |
About the Masking Feature

The Masking feature allows potentially distracting areas of the test page to be hidden (see Figure 28).

Figure 28. Test page with Masked Area

To mask an area of a test page:
1. To activate the Masking feature, select **Masking** in the global menu. The button becomes orange.
2. Click and drag across the distracting area of the test page.
3. Release the mouse button. The selected area becomes dark gray. Masking ability remains active until you deactivate it.

To deactivate the masking feature:
1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

To remove a masked area from a test page:
1. Select X in the upper-right corner of a masked area.

About Text-to-Speech

The CTAA is designed to have all components in each subject read to the student. The TEA may Read Aloud to the student or the student may access TTS to have the CTAA read to the student through the Student Interface. Students testing with TTS listens to passages, questions, and answer options (see Figure 29). If a student is using TTS, the words become highlighted as they are read aloud. TTS is only available when using the secure browser or a supported Chrome or Firefox browser. The TTS should be tested with the student in advance using the Practice Test to ensure functionality.

For information about setting up TTS, see the **Technology for Online Testing** page on the Connecticut Comprehensive Assessment Program Portal.
To listen to content with the Text-to-Speech accessibility feature:

- To listen to a question or answer options, students open the question context menu and select one of the following Speak options:
  - To listen only to the question, students select **Speak Question**.
  - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.

- To listen to a specific portion of text, highlight the text you would like to listen to. Right-click the highlighted text and select **Speak Selection**.
Section. VIII  Proceeding through a Test

In the Student Interface, the TEA supporting the student records student responses to questions, and may pause a test, review previously answered questions, and will submit a test. The following sections describe each of these tasks.

Responding to Test Questions

Students respond to questions providing one response to each item. The student may select the responses independently, if the student is able, or the TEA will transfer the student’s oral response to the corresponding item on the test screen.

Some test pages may have only one question and others may have more. After students respond to all the questions on a page, select **Next** to proceed to the next page. All responses are saved automatically.

**Note:** Students may use the Student Practice and Training Site to familiarize themselves with the online testing environment.

Pausing Tests

TEAs may pause the test in the Student Interface at any time. Pausing a test logs the student out. Tests may be paused for various amounts of time depending on student need. Pauses may be as brief as a few minutes within one day or over more days while the TEA ensures the entire test is completed by the end of the testing window.

*To pause a test:*

1. Select **Pause** in the global menu on the Student Interface. A confirmation message appears.

2. Select **Yes**. This logs the student out of the Student Interface. The **Student Sign In** page appears.

3. To resume testing, the student repeats the sign-in process. See **Signing in to the Student Interface**.

Reviewing Questions in a Test

Students may return to a previous question and modify their response.

The TEA can use the **Back** button or the **Questions** drop-down list in the Student Interface to return to questions to review. Questions marked for review will appear as a folded corner on the item number icon. The drop-down list displays "(marked)" next to the question number for any questions marked for review (see **Figure 30**). **Two-part items will not be eligible for review.**
Submitting a Test

You may submit the test by selecting the End Test button in the global menu (see Figure 31).

**Warning:** DO NOT submit the test until you are ready to submit and exit the test. Once you select End Test you will not have the ability to return back to the test. If you are taking a break, use the Pause button.

To end a test:

1. Select End Test. A confirmation message appears.

2. Select OK.

End Test Page

When students/TEAs end a test, the End Test page appears in the Student Interface (see Figure 32). This page allows students to review answers and submit the test for scoring.
To review answers:

1. Students select a question number.

2. To return to the *End Test* page, students select *End Test* in the global menu.

To submit the test:

3. Students/TEAs select *Submit Test*.

⚠️ **Warning:** Once you select *Submit Test* in the Student Interface, you cannot return to the test or modify answers.
Section IX Accessing the Directions for Test Administration

The Connecticut Alternate Assessment (CTAA) Directions for Test Administration (DTAs) are secure testing materials and may only be accessed by users with a DA or Trained TEA role in the Test Information Distribution Engine (TIDE). These grade-specific DTAs are required for test administration and are made available a few weeks prior to the start of the testing window each year. The directions for accessing these secure materials through TIDE are as follows:


2. Click on the Alternate Assessment System program card, then click on the TIDE card to log in to TIDE as a DA or TEA. Only DAs and TEAs have access to secure testing materials in TIDE.

3. Enter your school e-mail address and password, then click Secure Login.

4. The TIDE home page appears. In the Preparing for Testing Section of TIDE, click the Secure Testing Materials task to expand the menu. Then, click on the Secure Testing Materials link (see Figure 33).

**Note:** This task menu will only be visible to users with a DA or TEA user role in TIDE.

Figure 33 represents the DA user role view in TIDE.
5. The secure file view **Dashboard** will open as a pop-up window. This Dashboard houses the secure DTAs for the Connecticut Alternate Assessment. The DTAs are grouped by grade-level. Figure 34 represents the secure file view.

6. Click ![Download](download_icon.png) to download the specific grade-level CTAA DTAs that you need for testing. Then, select the subject.  

**Note:** Clicking ![Archive](archive_icon.png) will send the grade-level DTAs to the archives.
Appendix A. About the Secure Browser

This appendix includes the following sections:

- Additional Measures for Securing the Test Environment
- Configuring Tablets for Testing
- Troubleshooting

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- Close External User Applications
  
  Before launching the secure browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- Avoid Testing with Dual Monitors
  
  Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

- Disable Screen Savers and Timeout Features
  
  On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the secure browser logs the student out of the test.

Forbidden Application Detection

When the secure browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.
Configuring Tablets for Testing

Tablets and Chromebooks should be configured for testing before you use them to administer tests. For more information, see the Testing page on the Connecticut Comprehensive Assessment Program Portal.

To configure iOS devices:

1. Follow the directions for configuring Autonomous Single App Mode (ASAM) for iOS devices in the Configurations, Troubleshooting, and Advanced Secure Browser Installation for Mac.

To configure Android tablets:

1. Tap the AIRSecureTest secure browser icon.

2. If the secure browser keyboard is not selected, follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.

To configure Chromebooks:

1. From the Apps link on the Chrome OS login screen, select AIRSecureTest secure browser.

Closing the Student Testing Site on Tablets

After a test session ends, close the AIRSecureTest application on student tablets.

To close the Student Testing Site on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.

2. Locate the AIRSecureTest app preview and slide it upward.

To close the Student Testing Site on Android tablets:

1. Tap the Menu icon in the upper-right corner.

2. Tap Exit. A confirmation message appears.

3. Tap Exit.

To close the Student Testing Site on Chromebooks:

1. Click Close Secure Browser in the upper-right corner.
Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

“You cannot login with this browser”

This message occurs when the Test Delivery System cannot determine if the TEA has logged into the Student Interface through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed, and that the Student Interface has been launched in the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student out, restart the computer, and try again.

“Looking for an internet connection...”

This message occurs when the secure browser cannot connect to the Test Delivery System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.

“Test Environment Is Not Secure”

This message can occur when the secure browser detects a forbidden application running on the device (see the section Additional Measures for Securing the Test Environment). If this message appears on an iPad, ensure that either Autonomous Single App Mode is enabled (see the section Configuring Tablets for Testing).

Force.Quit Commands

In the rare event that the secure browser or test becomes unresponsive, you can force-quit the secure browser.

To force the secure browser to close, use the keyboard command for your operating system as shown below. This action logs out of the test in the Student Interface. When the secure browser is opened again, the TEA logs back in to the Student Interface to resume testing.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows*</td>
<td>Ctrl + Alt + Shift + F10</td>
</tr>
<tr>
<td>Mac OS X*</td>
<td>Ctrl + Alt + Shift + F10. The Ctrl key may appear as Control, Ctrl, or ^</td>
</tr>
<tr>
<td>Linux</td>
<td>Ctrl + Alt + Shift + Esc</td>
</tr>
</tbody>
</table>
* If you are using an Apple keyboard, you may need to press Ctrl + Shift + Option + F10. If you are using a laptop or notebook, you may also need to press Function before pressing F10.

**Caution: Use of Force-Quit commands**

The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

Force quit-commands do not exist for the secure browser for iOS, Chrome OS, and Android devices.

- **iOS**: double-click the Home button, then close the app as you would any other iOS app.
- **Chrome OS**: To exit the secure browser, press Ctrl + Shift + S.
- **Android**: To close the secure browser, tap the menu button in the upper-right corner and select Exit.
Appendix B. Permissive Mode and Enabling Peripherals

Permissive Mode is an accessibility feature that allows students to use accessibility software and access Assistive Technology in addition to the secure browser.

Permissive Mode activates for all students participating in the CTAA when the student is approved in the TA Interface for testing. Students using Assistive Technology should not continue with the sign-in process until their Assistive Technology is correctly configured.

To use accessibility software with the secure browser:

1. Open the required accessibility software.
2. Open the secure browser. Begin the normal sign-in process up to the TA Interface approval step.
3. When a student is approved for testing, the secure browser allows the operating system’s menu and task bar to appear.
4. The TEA must immediately switch to the accessibility software on the student testing device that is already open on the computer so that it appears over the secure browser. The student cannot click within the secure browser until the accessibility software is configured.
   - **Windows:** To switch to the accessibility software application, click the application in the task bar.
   - **Mac:** To switch to the accessibility software application, click the application in the dock.

   **Note:** When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

5. The TEA configures the accessibility software settings as needed.
6. After configuring the accessibility software settings, the TEA returns the student device to the secure browser. At this point, the student’s device can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
7. The TEA continues with the sign-in process.

   **Note:** Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the [Quick Guide For Setting Up Your Online Technology](#).

   Accessibility software must be compatible for use with the Test Delivery System. Forbidden applications will not be allowed to run.
Appendix C. Keyboard Navigation and Commands

Keyboard commands can be used to navigate between test elements, features, and tools.

**Note:** Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad. Some keyboard commands are only available when using a supported desktop secure browser.

Sign-In Pages and In-Test Pop-Ups

Table 8 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

**Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows**

<table>
<thead>
<tr>
<th>Keyboard Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Move to the next option</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Move to the previous option</td>
</tr>
<tr>
<td>Enter</td>
<td>Select the active option</td>
</tr>
<tr>
<td>Space</td>
<td>Mark checkbox</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Scroll through drop-down list options</td>
</tr>
<tr>
<td>Esc</td>
<td>Close pop-up window</td>
</tr>
</tbody>
</table>

Keyboard Commands for Test Navigation

Table 9 lists keyboard commands for navigating tests and responding to questions.

**Table 9. Keyboard Commands for Test Navigation**

<table>
<thead>
<tr>
<th>Description of Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll up</td>
<td>↑</td>
</tr>
<tr>
<td>Scroll down</td>
<td>↓</td>
</tr>
<tr>
<td>Scroll to the right</td>
<td>→</td>
</tr>
<tr>
<td>Scroll to the left</td>
<td>←</td>
</tr>
<tr>
<td>Move to the next element</td>
<td>Tab</td>
</tr>
<tr>
<td>Move to the previous element</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Select an answer option</td>
<td>Space</td>
</tr>
<tr>
<td>Go to the next test page</td>
<td>Ctrl + →</td>
</tr>
<tr>
<td>Go to the previous test page</td>
<td>Ctrl + ←</td>
</tr>
<tr>
<td>Open the global menu</td>
<td>Ctrl + G</td>
</tr>
<tr>
<td>Open a context menu</td>
<td>Ctrl + M</td>
</tr>
</tbody>
</table>
Keyboard Commands for Global and Context Menus

Keyboard commands can be used to access tools in the global and context menus. For more information about tools in these menus, see Table 7 in the Test Tools section.

Global Menu

To access the global menu tools using keyboard commands:

1. Press \texttt{Ctrl} + \texttt{G}. The global menu list opens.

2. To move between options in the global menu, use the Up or Down arrow key.

3. To select an option, press \texttt{Enter}.

4. To close the global menu without selecting an option, press \texttt{Esc}.

Context Menus

- To navigate to an element, press \texttt{Tab}.
- To navigate in reverse, press \texttt{Shift} + \texttt{Tab}.

To open the context menu for an element:

1. Press \texttt{Ctrl} + \texttt{M}. The context menu for the selected element opens.

2. To move between options in the context menu, use the Up or Down arrow keys.

3. To select an option, press \texttt{Enter}.

4. To close the context menu without selecting an option, press \texttt{Esc}.

Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the secure browser.

To select text and highlight it:

1. Navigate to the element containing the text you want to select.

2. Press \texttt{Ctrl} + \texttt{M} to open the context menu and navigate to Enable Text Selection.

3. Press \texttt{Enter}. A flashing cursor appears at the upper-left corner of the active element.

4. To move the cursor to the beginning of the text you want to select, use the arrow keys.

5. Press \texttt{Shift} and an arrow key to select your text. The text you select appears shaded.

6. Press \texttt{Ctrl} + \texttt{M} and select Highlight Selection.
Appendix D. Transferring a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions while a session is in progress.

⚠️ **Warning:** If you do not know the active Session ID, you cannot transfer the test session.

The Test Delivery System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

These instructions apply to both the Test Administration Interface and TA Practice & Training Site. However, you cannot transfer a session from the Test Administration Interface to the TA Practice & Training Site or vice versa.

**To transfer a test session to a new device or browser:**

1. While the session is still active on the original device or Student Interface via the secure browser, log in to the Test Administration Interface on the new device or browser. A Session ID prompt appears.

2. Enter the active Session ID in the text box and click **Enter**. The Test Administration Interface appears, allowing you to continue monitoring your students’ progress. The test session on the previous computer or browser automatically closes.

ℹ️ **Note:** Session ID prompt appears any time you access the Test Administration Interface during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the Test Administration Interface.
Appendix E. User Support

If this document does not answer your questions, please contact the Connecticut 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 Help Desk
Toll-Free Phone Support: 1-844-202-7583
Email Support: CThelpdesk@air.org

Please provide the Help Desk with a detailed description of your concern, as well as the following:

- Teacher Administering the Alternate (TEA) name and email address.
- If the issue pertains to a student, provide the student’s SASID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address associated with their TIDE account.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID, question number, and test name (if applicable).
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11).
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network).
  - Wired or wireless internet network setup.
## Appendix F: Change Log

<table>
<thead>
<tr>
<th>Change Made</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>