# MSAA Online Assessment System User Guide for Test Coordinators

Prepared for:

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# Document Overview

This user guide describes the MSAA Online Assessment System features and provides Test Coordinators an overview of the MSAA testing process, support resources, and step-by-step directions to perform various functions before, during, and after test administration.

## Roles and Responsibilities

Users in the MSAA Online Assessment System are assigned either the role of Test Administrator or Test Coordinator. Test Coordinators are responsible for managing the administration of the MSAA test.  Test Administrators are responsible for administering tests to students.

The chart below outlines common actions in the MSAA Online Assessment System and who is permitted to perform them. Note that test administrators can no longer close a student's test or edit student demographic information. Please refer to State Specific Policies on page 1 of the Test Administration Manual.

| Action | Test Administrator | School Test Coordinators | District Test Coordinators | State Test Coordinator | MSAA Service Center |
|---|---|---|---|---|---|
| Start, Pause, Resume & Submit Tests | X | X | X | X | |
| Print DTA & Paper Test | X | X | X | X | |
| Complete Student LCI, SRC and Accommodations Tabs | X | X | X | X | |
| Add or Edit TA | | X | X | X | |
| Close a Test | | X | X | X | |
| Add Classroom | | X | X | X | |
| Add or Edit TC | | | | X | X | |
| Add Student or Edit Student Demographic Information | | | | X | |
| Technical Support | | | | | x |

# Test Coordinator (TC) Overview

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## Additional Support

For additional support or questions about this document, please contact:

MSAA Service Center

- Phone: (866) 834-8879
- Email: MSAAServiceCenter@MeasuredProgress.org

## What is the MSAA Online Assessment System?

The MSAA Online Assessment System is the online system used to administer the Multi-State Alternate Assessment based on Alternate Achievement Standards (AA-AAS) to participating students.

## MSAA Online Assessment System Website

You can access the system using the following link: https://www.msaaassessment.org

# Troubleshooting

| Test Administrators Contact your Test Coordinator when: | | |
|---|---|---|
| **You have "How do I…?" questions** and you can't find the answer in the TAM, User Guides, or Technology Requirements (at the bottom of the MSAA home page):<br>• changing demographic information<br>• closing a test<br>• ordering paper materials | You do not have a user account. For example, you receive the message, "Sorry, unrecognized username or password" and cannot resolve the issue with the "Request New Password" button.<br>• The wrong name is associated with your email address.<br>• Your student's test is in progress with another TA and cannot be opened. | You do not have the necessary MSAA System permissions to make your requested change. For example, you need to be assigned to a different (or additional) school or district. |
| **Test Administrators and Test Coordinators Contact the MSAA Service Center when:** | | |
| You need to make one of the following requests:<br>• Test Grade Change<br>• Unlock Test | • You encounter an error or unusual behavior in the MSAA Online Assessment System.<br>• You have trouble converting a PDF file to JPEG format for the writing prompt. | **When contacting the MSAA Service Center**, be prepared to provide the following:<br>1. Your **contact information** (name; state, district, and school; phone, e-mail)<br>2. **Student name** and state ID number when calling. Do not provide student names when e-mailing<br>3. Any **error messages** that appeared<br>4. Operating system and browser information |
| **Test Coordinators Contact your State MSAA Coordinator when:** | | |
| You do not have the necessary MSAA System permissions to make your requested change.<br>• You need to be assigned to a different or additional school or district<br>• You do not have access to the appropriate Orgs (Districts/Schools)<br>• A new student needs to be added to the system | You have test administration or policy questions:<br>• Scoring procedures for constructed-response items<br>• Recording student responses into the MSAA Online Assessment System<br>• Clarifying administration requirements<br>• How to access assessment features or accommodations | |

# How to Access the MSAA Online Assessment System

This section prepares you to access the MSAA Online Assessment System.

## Receiving your Welcome email

When a new user account is created in the MSAA Online Assessment System, the user will receive an automated welcome email from MSAAServiceCenter@measuredprogress.org (as seen below) that contains a temporary URL.

From: MSAAServiceCenter@measuredprogress.org
Subject: Important Information from the MSAA System
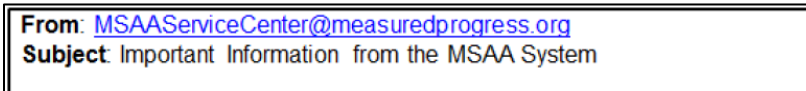
Click the link in the welcome email to gain access to the MSAA Online Assessment System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can only be used once.

## How to Log In

Once your user account is created and you have set your password, you can access the MSAA Online Assessment System using the URL https://www.msaaassessment.org. The Log In page will appear as shown below. Enter your email address and password, and click **Log In** to access the secure MSAA Online Assessment System.
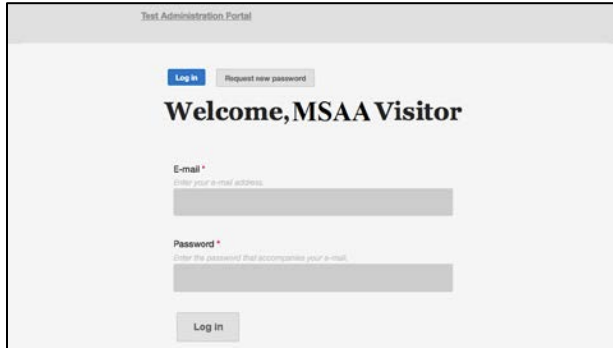


## Account Lockout

A user's account will become locked for one hour after five failed attempts to log in. The account can be unlocked in two ways:

1. Wait an hour and the account will become unlocked  (be sure to wait the full hour)
2. Unlock the account immediately by requesting a new password:
   - select **Request New Password** from the Log In screen
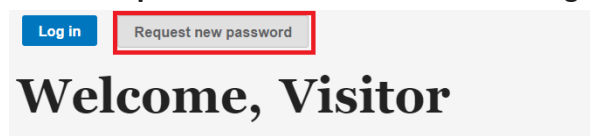   
     
   - follow the onscreen instructions; you will receive a password reset link via email.

# How to Navigate the MSAA Online Assessment System

## Dashboard

The dashboard is the homepage for the MSAA Online Assessment System. Once logged in, you can navigate within the system using the top navigation bar or the blocks at the bottom of the screen. Return to the dashboard by clicking the "Dashboard" tab in the navigation bar.
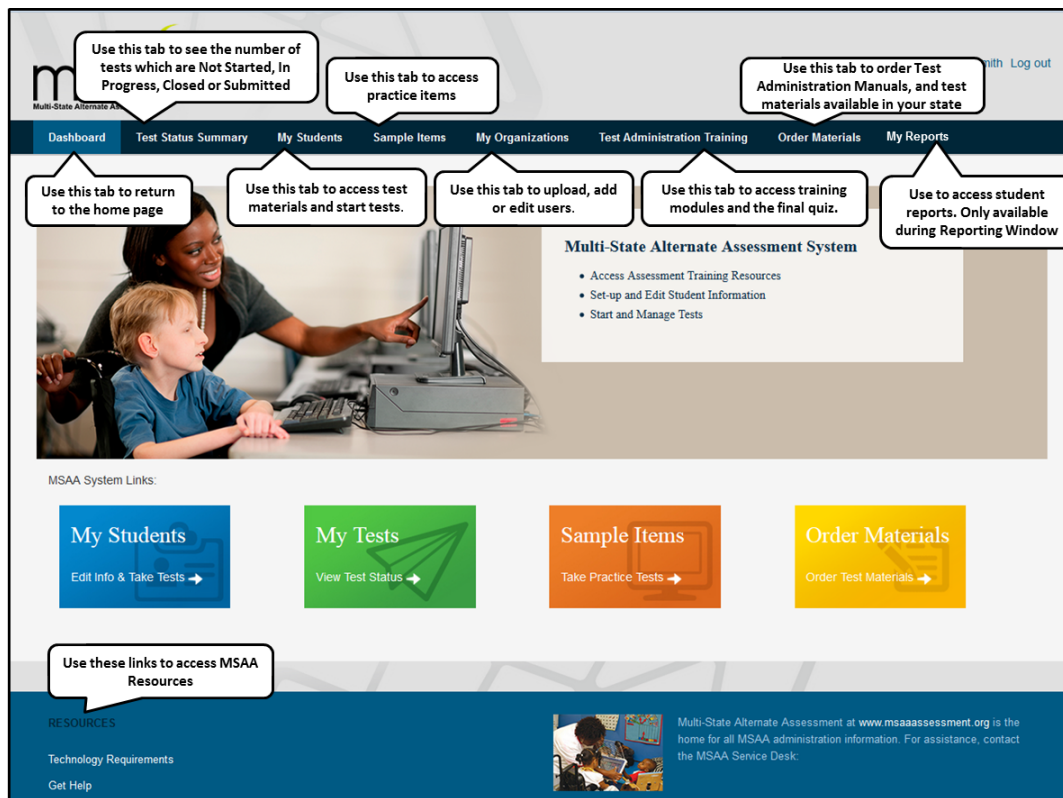


## Test Status Summary

This page provides you with a summary of student tests to track and monitor testing progress during test administration. You may only access tests that are assigned to students who pertain to your role's permissions. For example, if you have access at the school level, you will see test summary information for all students in the school. If you only have access to a single classroom, you will only see test summary information for the students in that classroom. The Test Status Summary screen is shown below.

## My Students

TAs will use this page to access student profile information (demographics, LCI, accommodations, and SRC), access test materials (e.g., the DTA), and start/resume the tests.
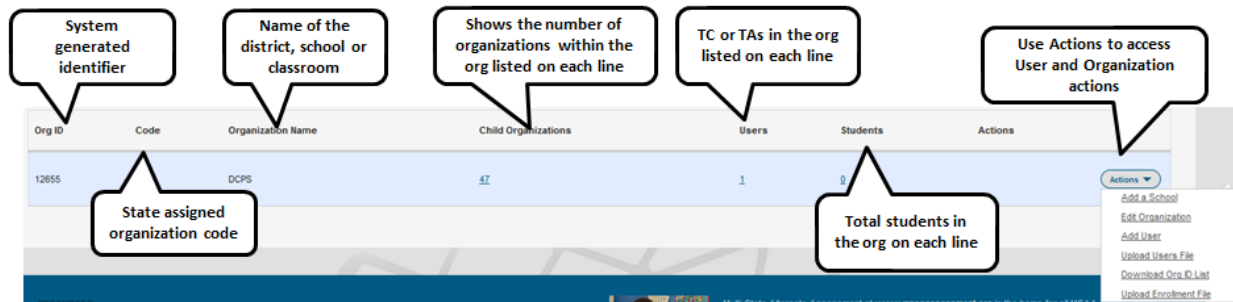


## Sample Items

This page provides online access to sample items that may be used to become familiar with navigating the online system, check compatibility of a student's assistive technology devices, and practice administering test items with students. Any student responses to the sample items are not saved. All users have access to the same set of sample items at any time. There are sets of items for math and reading for each grade band.

| | |
|---|---|
| To access the DTAs for the sample items, click on the link as shown here. |  |
| To view the sample items online:<br>  ➢ Click on **Actions**.<br>  ➢ Select Start Test.<br><br>To print the sample items:<br>  ➢ Click on **Actions**.<br>  ➢ Select Download PDF. |  |

## My Organizations

Organizations that have been assigned to you will be listed in the My Organizations table as shown below.



### What is an Organization?

In the MSAA Online Assessment System, an organization can be any of the four different hierarchy levels: state, district, school, and classroom.

The organizations are in a "parent-child" hierarchy. For example, the **district** is the parent organization of the **school**. This makes the **school** the "child" organization of a **district**. This relationship analogy continues down the hierarchy line. A "classroom" is the child organization of the school; which makes the school the parent organization. The hierarchy, from parent to child, is: state→district→school→classroom.

It is important to understand these relationships as some functions, such as creating an organization, have to be performed at the *parent* organization level; in other words, at the district or school level.

### Navigating My Organizations



The hyperlinked number for Child Organizations, Users, and Students has the same functionality at each org level. For example, if you click the hyperlinked Students number for a school, you will see a roster of students in that school.

**My Organization Actions**



From the Actions menu you can add a classroom to a school, edit organization information, add a user, upload a user file, and download org ID list. he Upload Enrollment File option is available in menu. Contact your MSAA State coordinator before using this menu option
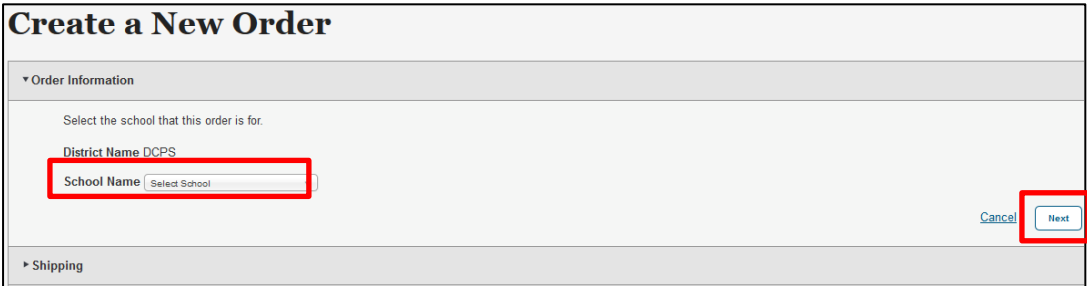
# Order Test Materials

The Order Test Materials page is used to place orders for Test Administration Manuals and any test materials available in your state. Use the steps below to place and track orders.

| 1 | On the Order Materials page, click "Order". <br><br>  |
|---|---|
| 2 | If you are a Test Coordinator for a district, you will select to create an order for the district or for a single school. <br><br>  |
| 3 | If you are creating an order for a single school, select the school using the School Drop Down Menu. <br> Then click "Next" <br><br>  |

| 4 | Confirm the shipping information. If it is incorrect, contact your State MSAA Coordinator before placing the order. Then, enter contact information for the person who should be contacted regarding the order. Click "Next" |
|---|---|
| |  |
| 5 | Use the "quantity" box to enter the number of each product listed needed for that school. (1 TAM per 5 students is the limit for most states). Then click "Next". |
| |  |
| 6 | Use the Order Summary page to confirm Order Information, product quantities, shipping and contact information. If any information is incorrect, use the "Edit" buttons in each section to make updates. Once complete, click "Submit". |
| |  |

| | |
|---|---|
| 7 | Once your order is submitted, you will receive an order confirmation with an Order Number <br><br> ✓ <br> Thank you. Your order has been successfuly submitted. <br><br> **Order Number:** 10315 <br><br> Ok |
| 8 | **To View Previous Orders:** Click "Order History" to view orders previously placed in your organization. The Order History will show all orders, the status of the order, and the date of the order, as shown below. <br><br> An order in the "Submitted" status can be edited until it is Approved and the order status shows "Approved". <br><br> Once an order is approved, it cannot be edited, and a new order must be created using the instructions as outlined above. <br><br>  |
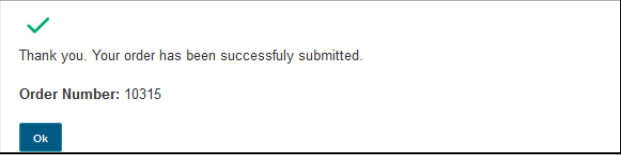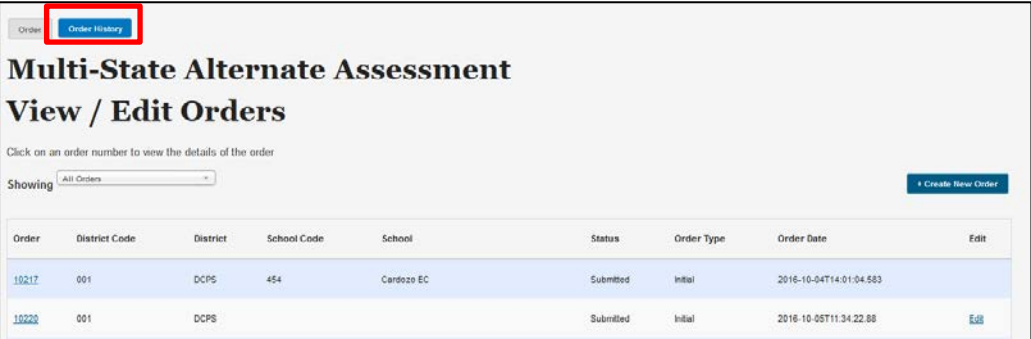
# Manage Users

This section prepares you to upload and manage users in your organizations.

## Upload Users
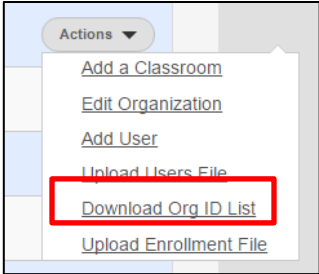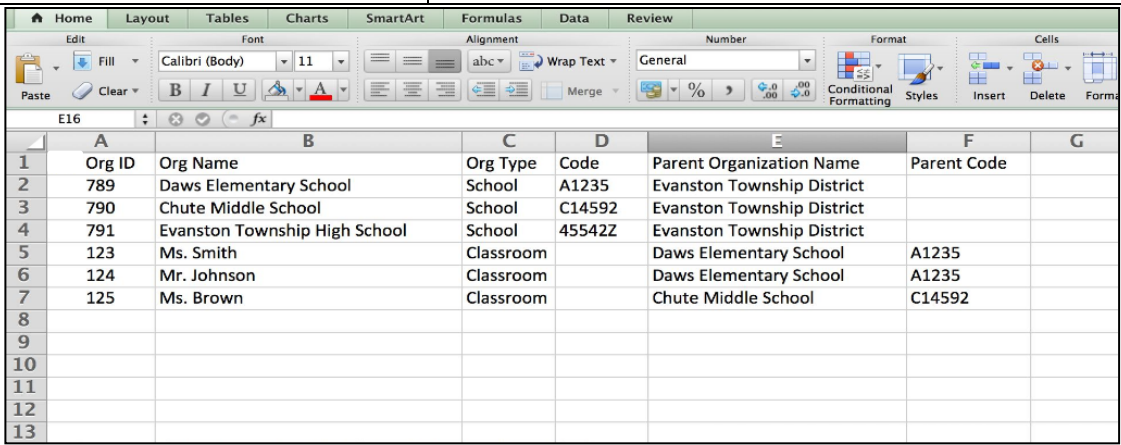
This section prepares you to upload the Users File (TAs/TCs) into the MSAA Online Assessment System and to manage users after the Users File has been uploaded.

Please check with your state to determine who will be responsible for this required step or see instructions that were contained in your welcome email. Some states perform this action at the state level, while other states require district/school TCs to perform this action.

If you are not responsible for uploading user information you may skip the Upload Users sections of this guide.

**Step 1: Download Org ID**
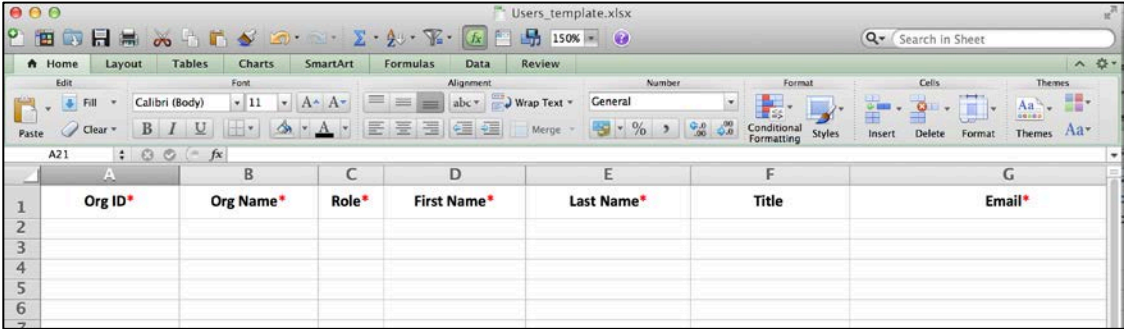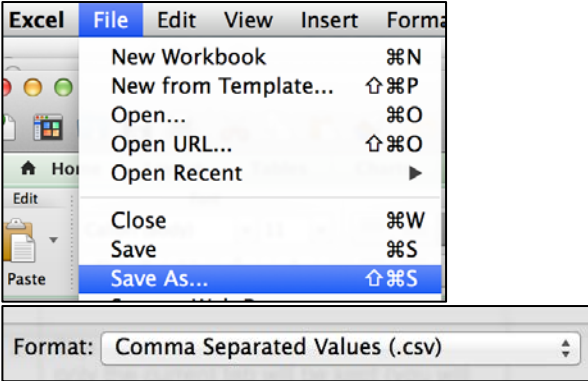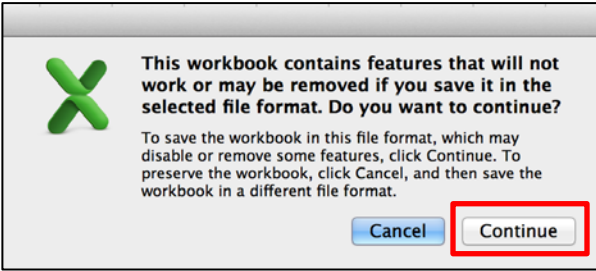
Within the Users File there are required fields regarding the organization ID and name. When uploading a file of user information, it is crucial to provide the system with the correct Org ID and organization name that the MSAA Online Assessment System recognizes. Otherwise, the system will reject the records as missing valid data in these two columns, which means the user accounts will not be created in the MSAA Online Assessment System.

| 1 | In **My Organizations** locate the district (or other organization) for which you wish to view the Org IDs and name file. Select the **Download Org ID** option from the Actions drop-down menu on the parent organization row. |  |
|---|---|---|
| 2 |  | |

The list of child organizations for the selected level will open in Excel.

The following columns are shown in the downloaded Org ID file:
- Column A: MSAA Online Assessment System Org ID
- Column B: Org Name
- Column C: Org Type
- Colum D: Code
- Column E: Parent Organization Name
- Column F: Parent Code

**You will need the information in columns A and B only** for entry into your Users File described in the next section.

**Step 2: Download & Complete Users Template**

The System Users Template is necessary to ensure your user file can be successfully imported by the MSAA Online Assessment System. To access the System Users Template, follow the instructions below.

| 1 | In My Organizations, Click "Actions", then select the **Upload Users File** option from the Actions drop-down menu. |  |
|---|---|---|
| 2 | The Upload Data File page opens.<br><br>Click the System Users Template link. |  |
| 3 | Open the template in Excel. Click on the second tab titled "Read Me". This tab contains instructions on how to complete the Users File. It provides the list of columns along with the valid values the system needs to capture data.<br><br> |

| 4 | Enter the TA and TC information into the template in columns C-G.   Then, copy and paste the Org ID and name information from Columns A and B in the Org File into the User File template. |
|---|---|
| |  |

| 5 | After entering the TA and TC information into the System Users Template file, delete the Read Me tab.<br>Then, select the **Save as** option from the File menu.<br><br>Select the Comma Separated Values (.csv) option from the Format drop-down menu when the Save As popup opens. Then click the **Save** button. |  |
|---|---|---|
| 6 | The application will prompt you to confirm that some formatting features will be lost.<br>Click **Continue**. |  |
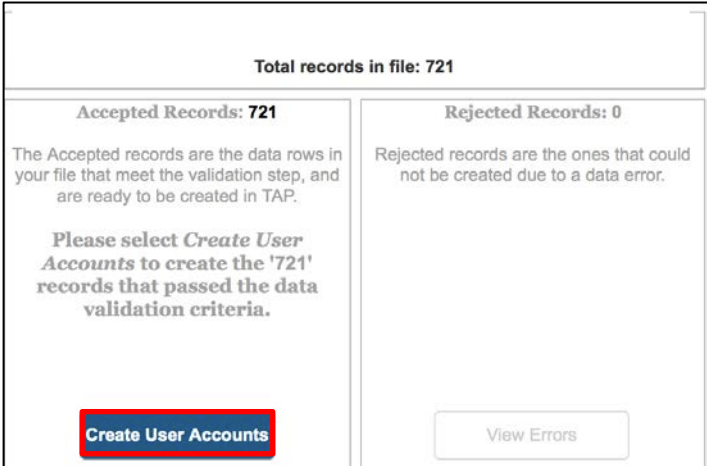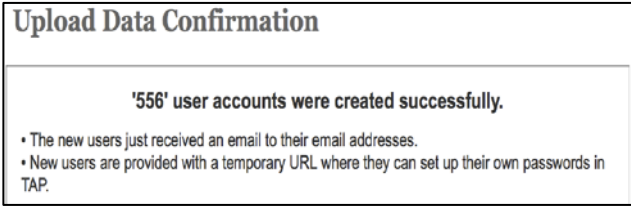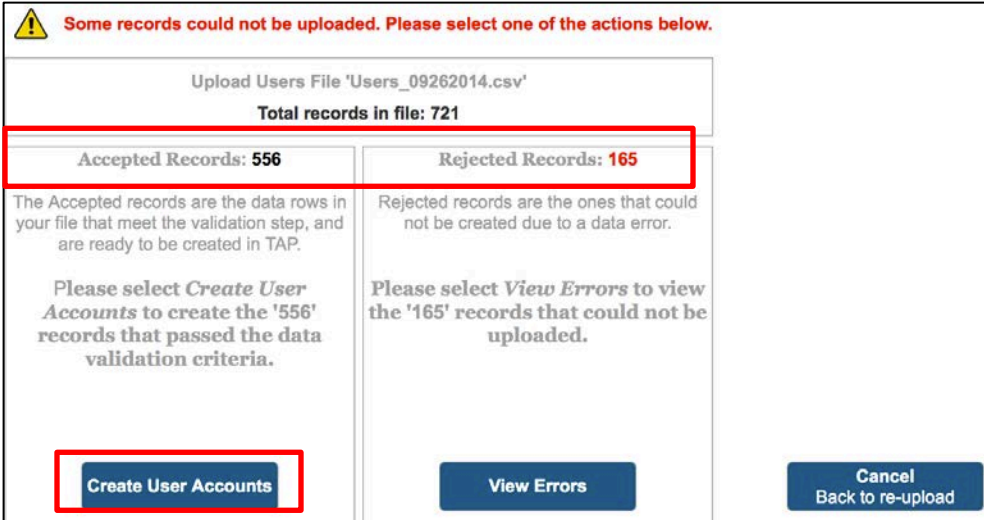
**Step 3: Upload Users File**

Now you will upload your file. During the upload process, the MSAA Online Assessment System will validate the information in your template. The following criteria must be met in order for a record to pass the validation step:

✓ All required fields (Org ID, Org Name, Role, First Name, Last Name, Email) must have a valid value as outlined  in the Read me tab of Users Template.

- ✓ Each user record must have:
    - o An OrgID and the associated Organization name that already in the System.
    - o The exact spelling of the Organization name as it is in the System
- ✓ TAs must be associated to school-, or classroom-level organizations, not to district-level organizations.
- ✓ If more than one organization is provided for a user, separate the organizations with a comma in both Org ID and Org Name columns.
- ✓ The email address provided for each user must be unique and may be used only once.

| 1 | Use the Actions Menu for the organization to which you are uploading. Select the **Upload Users File** option. |  |
|---|---|---|
| 2 | Choose and Upload the file as shown below.  | |
| 3 | The MSAA Online Assessment System will validate the information in your template. Depending on file size, the validation step may take a few moments to complete. | |

| 4 | No Rejected Records |
|---|---|
| | Once complete, the Validation Summary page opens. If there are no rejected records, the page looks like the following screenshot. Click the Create User Accounts Button. |
| | **Total records in file: 721** |
| | **Accepted Records: 721**      **Rejected Records: 0** |
| | The Accepted records are the data rows in your file that meet the validation step, and are ready to be created in TAP.    Rejected records are the ones that could not be created due to a data error. |
| | *Please select Create User Accounts to create the '721' records that passed the data validation criteria.* |
| | **Create User Accounts**      View Errors |

| 5 | The system creates all the users (TC and TA) in the uploaded users file and provides a confirmation. | **Upload Data Confirmation** <br><br> **'556' user accounts were created successfully.** <br> • The new users just received an email to their email addresses. <br> • New users are provided with a temporary URL where they can set up their own passwords in TAP. |
|---|---|---|

| 6 | Records that Failed Validation |
|---|---|
| | If there are some records that failed the validation, the system provides the count of accepted records versus the rejected ones. |
| | Before viewing and fixing the records that failed validation, first create the user records that were accepted.  Click **Create User Accounts**. |
| | ⚠ Some records could not be uploaded. Please select one of the actions below. |
| | Upload Users File 'Users_09262014.csv' <br> **Total records in file: 721** |
| | **Accepted Records: 556**      **Rejected Records: 165** |
| | The Accepted records are the data rows in your file that meet the validation step, and are ready to be created in TAP.    Rejected records are the ones that could not be created due to a data error. |
| | *Please select Create User Accounts to create the '556' records that passed the data validation criteria.*    *Please select View Errors to view the '165' records that could not be uploaded.* |
| | **Create User Accounts**    **View Errors**    **Cancel** Back to re-upload |

| 7 | The system provides a confirmation message of the number of accounts that were created successfully. <br> Click **View Rejected Records**. You will be able to view the records that failed at validation. These accounts were not created and not saved in the system. <br><br> **Upload Data Confirmation** <br><br> **'556' user accounts were created successfully.** <br> • The new users just received an email to their email addresses. <br> • New users are provided with a temporary URL where they can set up their own passwords in TAP. <br> ⚠ Note that '165' out of '771' rejected records were not created in TAP. You can export rejected records to correct and re-upload them later. Beyond this page, the system will not keep track of them. <br><br> **View Rejected Records** |
|---|---|
| 8 | The Exceptions page will open, as shown below. Make sure to scroll down to see all the records as needed. <br> Note: The system will NOT keep track of rejected records beyond this page. <br><br> **Users File Erroneous Records** <br> Each line is a rejected record    Reason for Rejection is found in this column <br><br> ...ous records. Please correct the data and re-upload later. <br><br> Click export to open the records in a .csv file <br><br> **Export**    **Cancel** |
| 9 | **Step 1**: Save the exported .csv file on your computer. Exit the Users Upload page in the MSAA Online Assessment System. <br> **Step 2**: Return to your .csv file to correct each record. Once each record is corrected, you can upload this file to upload only the rejected records. <br> **Step 3**: When you are ready to re-upload the file with the corrections, follow the upload steps as described above. |

**How to Add a Single User**

All users should be created during the enrollment window. However, there may be a need to create a TA or TC in the MSAA Online Assessment System if that user was not part of the upload process.

| 1 | In **My Organizations**, find the organization in which you wish to create the user. Click the **Actions** button, then **Add User.** |
|---|---|
| |  |

| 2 | On the Add User form, enter the user's e-mail address, password and check the box next to the appropriate role for the user (Test Administrator or Test Coordinator).<br><br>Please note:<br><br>• E-mail addresses must be unique. The same e-mail address cannot be used for more than one account.<br>• The Status defaults to Active and does not need to be changed during user creation. Refer to Edit Users for more information on blocking user accounts.<br>• A user can be a test administrator, test coordinator, or both. |  |

| 3 | Check the box next to "Notify user of new account" to have a Welcome E-mail automatically sent once the account is created.<br><br>If this box is not checked, the user will not receive the welcome email and will need to be notified of their account | Roles *<br>☐ test administrator<br>☐ test coordinator<br>☐ Notify user of new account |
|---|---|---|
| 4 | Scroll down the page on the form and enter the user's first and last name, and title if needed.<br><br>Then, select the organization for the user using the Organization dropdowns.<br><br>• The State dropdown menu will contain only your state.<br>• District will default to the organization(s) associated with your account.<br>• Use the School dropdown to select the appropriate school for the user.<br>• If the selected School has classrooms, a Classroom dropdown will populate under the School menu. Select the appropriate classroom.<br>• Then, click "Associate Selected Organization". If the user needs to be associated with more organizations, repeat these steps.<br>Once all organizations have been added, click "Create new account" | Main profile<br><br>First Name *<br><br>Last Name *<br><br>Title<br><br>Add an Organization<br><br>State<br>DC ▾<br><br>District<br>DCPS ▾<br><br>School<br>All ▾    Click this button to add the organization selected using the dropdowns menus<br><br>**Associate Selected Organization**<br><br>Once all organizations have been added, click "Create New Account"<br>Create new account |
| 5 | When the account is created, you will receive one of two confirmation messages, depending on whether you selected "Notify User of New Account". | |

| 5a | If you **did** select to have the system notify the user of their new account, you will receive this confirmation message. The user will receive the Welcome Email from the MSAA Online Assessment System. |
| --- | --- |
| | A welcome message with further instructions has been e-mailed to the new user *maria_1*. |
| 5b | If you **did not** select to have the system notify the user of the new account, you will receive this confirmation message. The user will not receive the Welcome Email from the MSAA Online Assessment System. |
| | Created a new user account for *maria*. No e-mail has been sent. |

# Manage Organizations

This section will prepare you to Add and Edit Classrooms in your Organization

## How to Add a School

States, districts and schools have already been created in the MSAA Online Assessment System. If a school needs to be added to your district, contact your MSAA State Coordinator. Contact information can be found on page 3 of the MSAA Test Administration Manual.

## How to Use Classrooms

Classrooms are a way in which to organize the students in your schools and limit the number of students TAs can access. Check with your state MSAA State Coordinator to determine whether this is a required step for you.  If so, make sure to complete it during the enrollment window as it will affect the test form assignments.
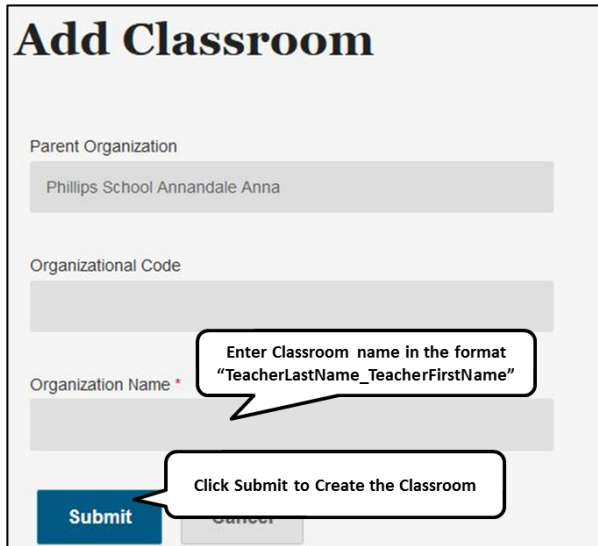
### Recommendations for Creating Classrooms
- Create one class per teacher per school
- Use the following naming convention: Teacher Last Name_First Name

## How to Add a Classroom

Use the "Actions" Menu for the school to which you are adding the classroom and select "Add a Classroom" The **Add Classroom** form will open.

| 1 | Enter the classroom information as shown below. Only the Organization Name is required. |
|---|---|
| | **Add Classroom** <br><br> Parent Organization <br> Phillips School Annandale Anna <br><br> Organizational Code <br><br> [Enter Classroom name in the format "TeacherLastName_TeacherFirstName"] <br> Organization Name * <br><br> [Click Submit to Create the Classroom] <br> **Submit** Cancel |
| 2 | Once submitted, a confirmation is displayed on the top of the page. You will also see the new class added to the school organization table. <br><br> **Added** Ms. Smith (399) <br> Georgia (5) ▾ Please select organization. <br><br> **'Baker County Senior High School' Classrooms** <br><br> Org ID · Code · Classroom · Users · Students <br> 399 · 1234 · Ms. Smith · 0 · 0 |

Students and TAs can now be added to this new classroom.  Follow the instructions to associate users and students to the classroom in the sections:

- Manage Users
- Managing Students and Completing Testing Activities

### Edit a Classroom
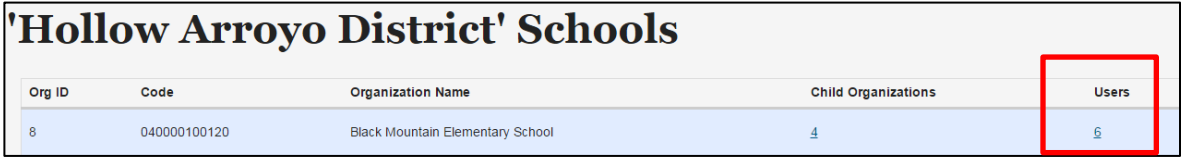
The only information that can be edited for a classroom will be the organization name and/or code. To view and possibly edit the classroom, follow the instructions below.

| 1 | Using the Actions menu for the Classroom, click "Edit Organization".<br><br>The Edit Organization page will open so you can make changes.<br><br>**NOTE**:You cannot use a name that already exists within the same parent organization.<br><br>Click **Submit**. | **Ms. Smith (399)**<br><br>**Parent Organization**<br>Baker County Senior High School<br><br>**Organizational Code**<br>1234<br><br>**Organization Name** *<br>Ms. Smith<br><br>**Submit**  Cancel |
|---|---|---|
| 2 | A confirmation is displayed on the top of the page. | Updated Ms. Smith (399)<br><br>Georgia (5)  *Please select organization.* |

## Managing User Permissions

If a classroom organization was created you will need to assign at least one TA to it. Once the TA is assigned to the classroom, he or she will only be able to view and start tests for the students who are associated to the same classroom.

Additionally, you can change the organization that a user is assigned to if needed. Users can be assigned to more than one organization (classroom or school).

| 1 | In My Organizations, locate the school or district for the user you need to edit, then click the hyperlinked number in **Users** column for the desired organization level.<br><br>**'Hollow Arroyo District' Schools**<br><br>| Org ID | Code | Organization Name | Child Organizations | Users |<br>| 8 | 040000100120 | Black Mountain Elementary School | 4 | 6 | |
|---|---|
| 2 | The system redirects you to the Users page, displaying the TAs and TCs for the selected organization. You will see the user ID, last name, first name, email address, Org ID, training status, title in the school, and the system role they've been assigned. Click on the **User ID** to access the Edit User page.<br><br>| | User ID | Last Name | First Name | Email Address | Organization |<br>| | 3623 | Frontier | Jake | btqa98@mailinator.com | Blue Class | |

| 3 | The User Profile page opens for the selected user.<br><br>Click the **Edit** button. | View Edit<br><br>**Adwin Kosan**<br><br>**Main profile**<br><br>**First Name:**<br>Adwin<br>**Last Name:**<br>Kosan<br>**Title:**<br>School Admin<br>**Organization:**<br>89 |
|---|---|---|
| 4 | To associate the user to an organization, click the **Main Profile** button.<br><br>The list of organization(s) assigned to the user appears in a table at the bottom of the screen.<br><br>Click the **Add More Organizations** button to view the organization hierarchy drop-down menus. | View Edit<br>Account LMS Profile Main profile<br><br>**Adwin Kosan**<br><br>First Name *<br>Adwin<br><br>Last Name *<br>Kosan<br><br>Title<br>School Admin<br><br>The following table lists the organization(s) whose student information is available to the user. C<br>Organization button to associate more organizations to the user.<br><br>Org ID / Org Name / Org Level / Actions<br>89 / Baker County School District / District / Remove<br><br>**Add More Organizations** |

| | | |
|---|---|---|
| 5 | A set of organizations will appear in the form of drop-down lists.<br><br>You can select any organization level that is available within the drop down lists to assign or reassign the user to a different organization.<br><br>Click the **Associate Selected Organization** to assign the new organization. |  |
| 11 | The new organization will be listed in the Organizations table.<br><br>**Save** the changes. |  |
| 12 | **Remove an Organization:** The system allows you to remove an organization from a user if you are not removing the only organization for the user.<br><br>Click the **Remove** button to dissociate the organization from the user. The new organization list will be displayed in the Organizations table.<br><br>You must save the changes by clicking the **Save** button. |  |

# Test Administration Training

This section provides instructions on how to access and proceed through the required MSAA Online Test Administration Training course and monitor training for test administrators in your district or school.

TCs are required to complete all six modules in the MSAA Online Test Administration Training for Test Coordinators.

Note: TCs are not required to complete the end-of-training final quiz.

If you are both a TC and a TA in your school/district, **you are required to complete both courses and attain an 80% accuracy score** on the end-of-training final quiz for TAs.

| 1 | On the Test Administration Training home page, you will see the available training modules. |
|---|---|
| | Each of the blocks represents modules that must be completed in sequence. |
| | The MSAA Online Assessment System will keep track of the progress through the required modules. |

| 2 | The system will launch the training module in a separate window. Each module contains audio and a script that can be turned on and off. You can also pause, exit, and resume the module at a later time. Instructions are provided within each module.<br><br>Some modules contain short quizzes. These quizzes are checks for learning that are not recorded or scored. |  |
|---|---|---|
| 3 | When you are finished with the module, you MUST click on the **Pending** checkbox beneath the block to unlock the next module in the sequence and proceed through the course. |  |
| 4 | **Complete Final Quiz:** This section is only applicable for TAs. Please ensure that the TAs are completing all required training modules.<br>When the status for all modules is marked as completed, the Start Final Quiz button becomes unlocked. | |
| 5 | TAs will click the **Start Final Quiz** button to complete the Final Quiz. |  |
| 6 | TAs click on the Next or Previous buttons to navigate through the Final Quiz.<br><br>TAs can pause and resume all training as needed. To pause, select the **Save & Exit** button. The system will redirect them back to the Training main page. |  |
| 7 | When TAs are ready to resume the final quiz, they will select the **Resume Final Quiz** button in the Training main page. |  |

| 8 | When TAs submit the final quiz, the system will display their quiz results. If TAs passed the end-of-training final quiz, their user profile will be updated with a Training Complete status and they will be able to access student tests and test materials.<br><br>Click **OK** to navigate out of this page. | Test Administration Training **Quiz Scores**<br><br>**86%** Correct Responses.<br><br>**Congratulations! You passed the Test Administration quiz!**<br><br>OK |
|---|---|---|
| 9 | If the TA does not attain at least 80% accuracy on the end-of-training final quiz, the results display the TA score with a message similar to what is displayed here.<br><br>Click **OK** to return to the main Training page. | Test Administration Training **Quiz Scores**<br><br>65% Correct Responses.<br><br>Sorry. You did not reach the 80% correct responses required to pass the quiz. Please try again later. You may access the training modules and retake the final quiz when ready.<br><br>OK |
| 10 | The training modules are available to review information.<br><br>The TA will click **Retake Final Quiz** button when ready to try again.<br>TCs may also review the TA training modules. | |

### Track Test Administrators' Training Status

TCs can monitor TAs' training status in the Test Administration Portal. TAs are required to complete all training modules and achieve at least 80% correct on the Test Administration Training Final Quiz. This will enable them to access the testing materials and start tests for their students. The MSAA Online Assessment System will keep track of their completion status.

# Managing Students and Completing Testing Activities

This section prepares you to manage the student roster in the Test Administration Portal. A TC may access the student roster to reassign a student from school to classroom after having created the classroom in MSAA Online Assessment System.

### How to Access the Student Roster

| 1 | In my Organizations, click the hyperlinked number in the **Students** column in the organizations table. You may do this from a high level, such as from the district, or you may view the students at a specific school or classroom. |
|---|---|

| 2 | Locate the organization for the student and click the hyperlinked number in the **Students** column. |

| Org ID | Code | Organization Name | Child Organizations | Users | Students |
|---|---|---|---|---|---|
| 8 | 040000100120 | Black Mountain Elementary School | 4 | 6 | 666 |

| 3 | The Student Roster page will display the students for the selected organization. To view and edit the student profile information click on the **Student ID** for the student. |

| Student ID (system-generated ID) | Student ID (state-issued) | Student First Name | Student Last Name | School Name |
|---|---|---|---|---|
| 5 | 74305182 | Willie | Rattanachane_qa | Black Mountain Elementary School |
| 6 | 77961839 | Athena | Sito | Black Mountain Elementary School |
| 7 | 37771075 | Holden | Baitner | Black Mountain Elementary School |

## How to Transfer a Student to a New School or Classroom

In situations where a student must be moved to a new classroom, schoo,l or district, test assignments will move with that student, regardless of the test status.

To transfer a student, the TC must have the ability to see the student's current school or class and the new school or class where the student is moving.

If the student is moving to a new district and the district TC does not have access to both districts, the state coordinator will need to complete the transfer.

| Students with Tests In Progress: Prior to moving a student to a new organization, the current TA should ensure that a student's test is saved and, if the ELA writing prompt has been completed, all supporting evidence is uploaded. |

| In **My Students,** use the drop down list to **select the School or Class** in which the student is currently enrolled. Use the "Search all columns" field to **search for the student** in question. This search field is located above the table of students and searches the entire table for the information entered in the search box. | **My Students** <br> Desert Sun Elementary School (9) ▼ *Please select organization.* <br> Add Student <br> Filter all columns |
| Click the hyperlink in the **Student ID** column to open the Student Profile. | Student ID (system-generated) / Student ID (state-issued) / Student First <br> 8 / 63351471 / Gail |

| | |
|---|---|
| On the **Demographics** tab of the Student Profile, scroll to the bottom to see the Organization to which the student is currently assigned.<br><br>Use the drop down lists to select the student's new District, School, or Class.<br><br>When the new Organization is selected, click **Save**. | **Britteny Phuma (1570)**<br><br>Demographics  LCI  Accommodations: Before Test  SRC  Accomm<br><br>District<br>Hollow Arroyo District ▼<br><br>School<br>Desert Sun Elementary School ▼<br>Desert Sun Elementary School<br>Desert Willow Elementary School<br><br>Classroom<br>All ▼<br><br>**Save**   **Cancel** |
| Once saved, a confirmation message appears above the student's name at the top of the page. | **Updated Britteny Phuma (1570)** |
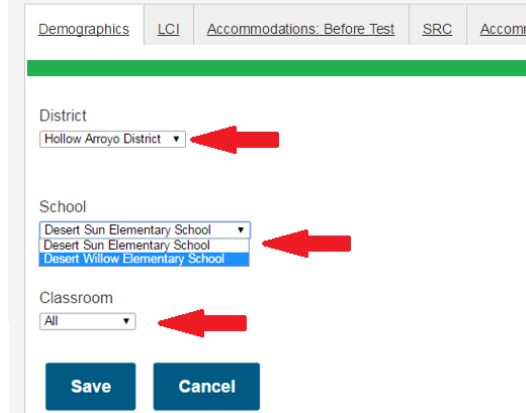
## How to change a Student's grade assignment

It may be necessary to update a student's grade assignment. As of the 2016-17 administration, only Test Coordinators may make changes to a student's grade. Although this may occur at any time during the testing window, it should be done as early as possible and preferably before administering the assessment to the student. To do so, follow the two-step process outlined below.

- First, the TC must update the grade information in the student profile as shown here

| Demographics  LCI  Accommod | Current Grade *<br>4 ▼<br>Select a grade<br>3<br>4<br>5<br>6<br>7<br>8<br>11 | **Save**   **Cancel** |
|---|---|---|
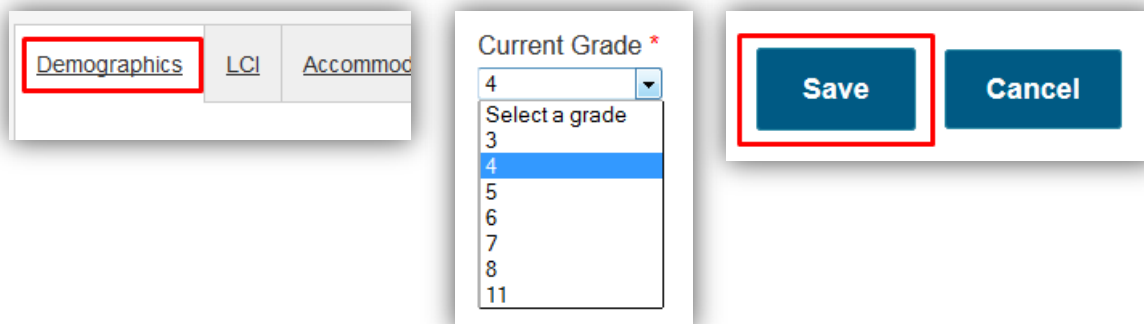
- After completing step 1, the TC must call the MSAA Service Center (1-866-834-8879), confirm your identity, and request a form reassignment to the new grade. The Service Desk agent will prompt for the necessary information. Note: Do not send student-identifying information via email. TCs must phone this information in.

## How to Add a Student
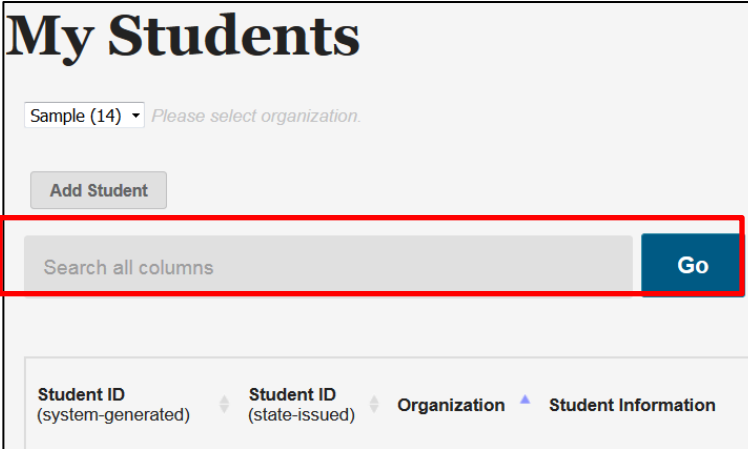
In some rare cases you may need to create a student manually if he or she was not included in the student enrollment process during the enrollment window. If a student needs to be added in your district, contact your State MSAA Coordinator.

## How to Remove a Student

If a student in your organization needs to be removed from the MSAA Online Assessment System, contact your State MSAA Coordinator

## Monitoring Test Status

The **Test Status Summary** provides a snapshot of test completion in your organization by showing the total number of tests in each status for the Math and ELA test for each grade. **My Students** can provide more detailed information, and can by filtered.
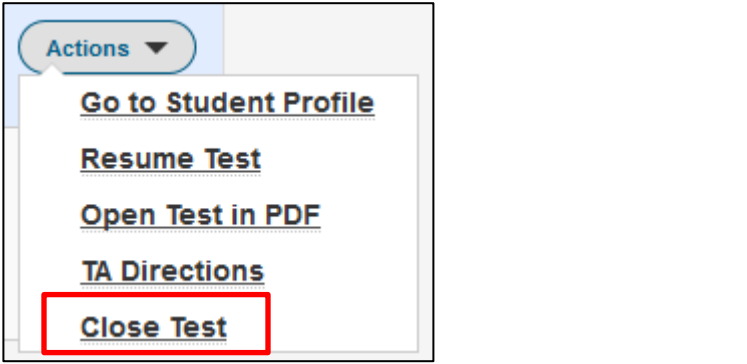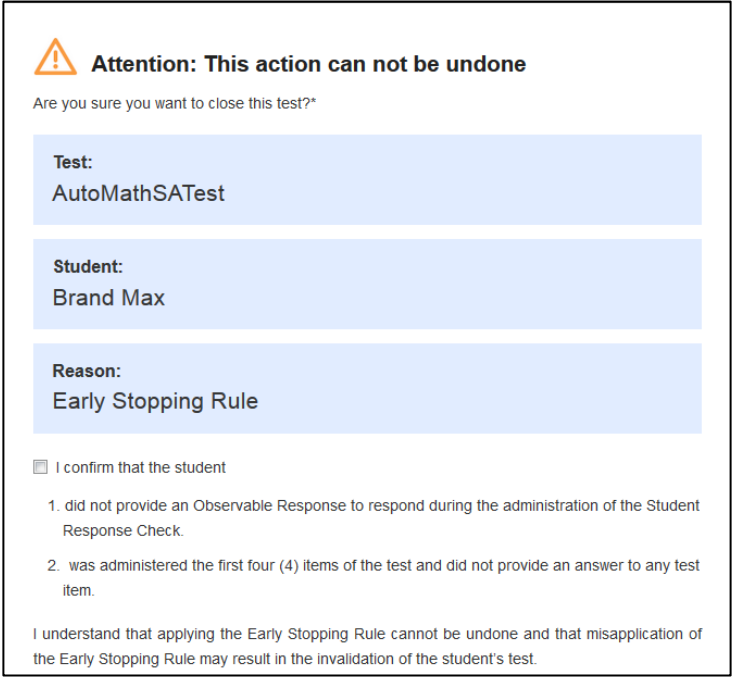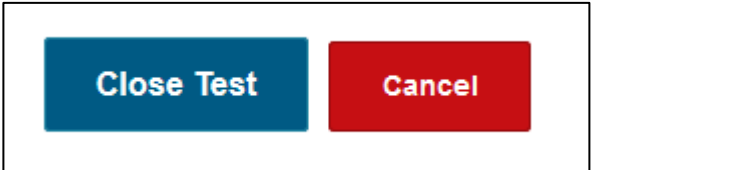
| 1 | In **My Students**, use the small area by each column header to sort by that criteria. For example, you may sort by Organization to view all the students in each school or classroom together. |  |
|---|---|---|
| 2 | Use the search box to search by a particular criteria. For example, find a specific student by entering their student ID or Name in the Search box.<br><br>Enter your search criteria, then click "Go" to filter **My Students.** |  |

## Closing A Test for the Early Stopping Rule

For 2017, the **Early Stopping Rule** is the only reason to close a student's test. Additionally, only Test Coordinators have the ability to close tests in the system. Test Administrators are directed

to contact their Test Coordinator when they have followed the Early Stopping Rule process as outlined in the TAM (Refer to page 34).

After confirming the criteria have been met, follow the instructions below to close a student test.

| 1 | Find the student in **My Students**. In the Actions menu, select "Close Test" | Actions ▼ <br><br> **Go to Student Profile** <br> **Resume Test** <br> **Open Test in PDF** <br> **TA Directions** <br> **Close Test** |
|---|---|---|
| 2 | The MSAA Online Assessment System will bring up a prompt asking you to confirm the student information, and that the two criteria for the early stopping rule have been met. <br><br> If the criteria have been met, check the box. | ⚠ **Attention: This action can not be undone** <br> Are you sure you want to close this test?* <br><br> **Test:** <br> AutoMathSATest <br><br> **Student:** <br> Brand Max <br><br> **Reason:** <br> Early Stopping Rule <br><br> ☐ I confirm that the student <br>    1. did not provide an Observable Response to respond during the administration of the Student Response Check. <br>    2. was administered the first four (4) items of the test and did not provide an answer to any test item. <br><br> I understand that applying the Early Stopping Rule cannot be undone and that misapplication of the Early Stopping Rule may result in the invalidation of the student's test. |
| 3 | Once the confirmation box has been checked, the **Close Test** button will become available. Click **Close Test**. | **Close Test**    **Cancel** |

# My Reports

This section provides instructions on how to access and download State, District and Schools Report files for the organizations to which you are associated during the reporting window. Only TCs have permission to view and download reports.

| 1 | District / School report files are selected within the table shown. Users can download up to five selections (files?) at a time then click the Download Items button to create a .Zip file automatically. Each selection will include two district reports and four school reports for each school contained within that district. |  |
|---|---|---|
| 2 | **Note:** Any download must be confirmed before it begins. |  |
| 3 | A). The table list of districts can be filtered by "All" characters or words typed into the Filter all Columns text field when the Go button is selected.<br><br>B). The table is also sortable. Organization Name is the table's default sort option, but a user can sort the table by Org ID and Code by clicking on the heading link which toggles either numerically or alphanumerically forward and back. |  |

| 4 | A) A user can select a district from the dropdown to choose specific school reports from the second level school table page.<br><br>OR<br><br>B) Click on the hyperlink organization name within the table itself. |  |
| 5 | The second level school table page allows for selection of any school within any district that a TC has permissions for.<br><br>Changing the district on the school table page will show your specific district options. If you have access to more than one district, the schools shows will change when you select a different district.<br>**Note:** TCs associated to schools without full district permissions will only see the school reports to which they are associated. |  |
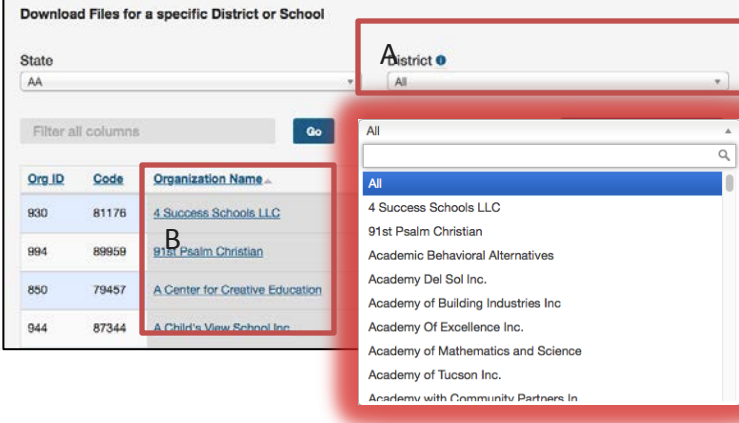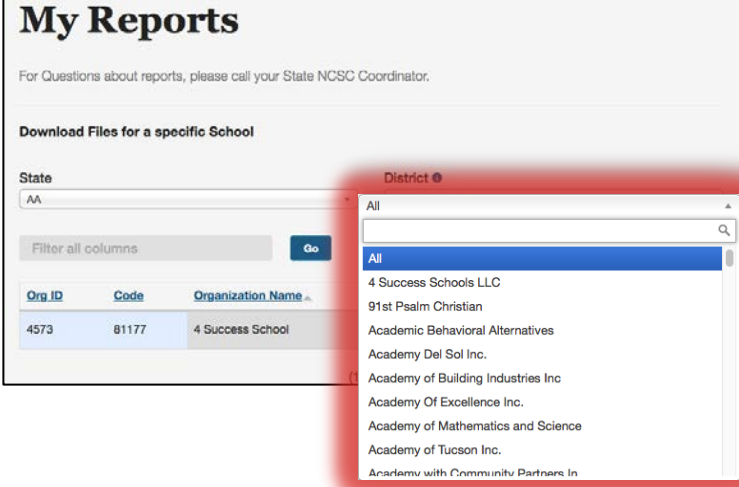
# Appendix A: Accessibility Features and Assistive Technology Compatibility

## Accessibility Features

On the following pages are lists of accessibility features that may be helpful for students taking the computer, laptop, or tablet administration or for those students for whom a hybrid administration is appropriate.

| Accessibility Features: Computer, Laptop, or Tablet Administration | |
|---|---|
| **Answer Masking Tool** | The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed. |
| **Line Reader Tool** | The embedded Line Reader tool allows the entire item to be shaded, and an adjustable box allows attention to be focused on one line or a few lines at a time. The box can be adjusted by the student or the TA. |
| **Alternate Color Theme Tool** | The student or TA can change the onscreen background color and/or text color based on need or preference. The options are:<br>• White background with black text<br>• Cream background with black text<br>• Light blue background with black text<br>• Light magenta background with black text<br>• Black background with white text<br>• Dark blue background with light blue text |
| **Audio Player Tool** | The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. The pace of reading can be controlled by the student or TA so that text may be slowed or sped up depending on student needs. |
| **Read Aloud by TA** | The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution. |
| **Alternative Text Read Aloud by TA** | Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. *Alternative text can be read by the embedded Audio Player or the TA. If the TA will read the alternative text, it is included in the DTA and should be read as indicated.* |
| **Increase Volume** | To increase the volume on the computer, laptop, or tablet, use the built-in volume control options. Students may need headphones depending on testing location. |
| **Magnification Tool** | The embedded magnification tool increases the size of the text and graphics only in the selected area. The magnification tool is attached to the cursor so it will highlight any section the mouse hovers over. |

| | |
|---|---|
| **Increase/ Decrease Size of Text and Graphics** | Computers, laptops, and tablets provide zoom-in and zoom-out functions. Projection systems, video magnifiers, and smart boards may also be used to increase the size of the text and graphics. Zoom may also be used to reduce the size of the text or graphics in order to view more item information on one page. |
| **Manipulatives for Mathematics** | Directions for the use of manipulatives are described in the DTA; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include: <br> 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc. <br> 2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not. |
| **Tactile Graphics** | Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics*, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph. <br><br> Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to page 23 for guidance. |

| **Accessibility Features: Paper Administration** | |
|---|---|
| **Answer Masking** | For students who require answer masking on the paper version of the Test, TAs should use paper or cards to cover and reveal individual answer options as needed. |
| **Line Reader** | The TA or student can use two pieces of paper to limit attention to one or a few illuminated lines at a time, while blocking out the rest of the test item. |
| **Alternate Color Themes** | Acetate overlays in the color preferred by the student should be used. Another option is to print the Test on paper that is the color preferred by the student. |
| **Increase/Decrease Size of Text and Graphics** | Paper versions of the Test can be projected by document projection devices or interactive white boards as needed by the student. |
| **Increase Volume** | TAs can adjust the volume of their voice as necessary. |
| **Magnification** | Any handheld magnification device normally used by the student is acceptable. |

| | |
|---|---|
| **Read Aloud by TA** | The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution. |
| **Read Aloud by TA Alternative Text** | Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. *Alternative text is included in the DTA and should be read aloud by the TA as needed.* |
| **Manipulatives for Mathematics** | Directions for the use of manipulatives are described in the DTA; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include:<br>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.<br>2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not. |
| **Tactile Graphics** | Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics,* 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph.<br><br>Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to page 23 for guidance. |
| **Tactile Symbols** | Tactile symbols are concrete representations of objects or concepts developed for individuals who are blind or have a practical need for a graphic language system. For example, a seed within a textured triangle can represent a plant or a textured slanted line with a series of dots can represent a graph.<br><br>Tactile symbols may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new symbols. TAs are responsible for creating any tactile symbols the student may require. Refer to page 23 for guidance. |

| | |
|---|---|
| **Accessibility Features: Paper Administration (Cont.)** | |
| | An object or part of an object may be used to represent a person, place, object, or activity. For example, a silk flower petal, leaf, and stem may represent parts of a flower or interlocking centimeter blocks may represent graphed numbers. |
| **Object Replacement** | Object replacement may be used during the Test if it is already used by the student on a regular basis. Please review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new objects. TAs are responsible for creating any objects the student may require. Refer to the following section for guidance. |

## Assistive Technology Compatibility

The MSAA System supports a variety of assistive technology (AT) devices. In general, the following assistive technology types are expected to be compatible with the MSAA system*:

a. **Text-to-speech**

The MSAA System supports text-to-speech devices. The text-to-speech devices should be tested with the sample items prior to administering the test to students.

b. **Alternate keyboards**

In general, alternate keyboards should be compatible as a basic USB keyboard. The keyboards should be tested with the sample items prior to administering the test to students.

c. **Switch-based navigation and answer selection**

Switch-based navigation systems have been tested and should be compatible with the MSAA System. Please test the device using the sample items prior to administering the test to students.

d. **Eye-gaze**

We anticipate eye-gaze devices to be compatible with the system and have tested some devices to assure compatibility

* Refreshable Braille display is not supported by the MSAA Online Assessment System.

| Keyboard Navigation Reference | PC Shortcut Key | Mac Shortcut Key |
|---|---|---|
| PREVIOUS | CTRL + left arrow | CTRL + < |
| NEXT | CTRL + right arrow | CTRL + > |
| SELECT ANSWER | NUMBER KEYS (1-10) | NUMBER KEYS (1-10) |
| SCROLL UP | CTRL + Up Arrow | CTRL + Option + Up Arrow |
| SCROLL DOWN | CTRL + Down Arrow | CTRL + Option + Down Arrow |
| ZOOM OUT | CTRL + Minus Key (-) | |
| ZOOM IN | CTRL + Plus Key (+) | |
| HELP | CTRL + ? | CTRL + ? |
| **WRITING EVIDENCE SHORTCUTS** | | |
| UPLOAD EVIDENCE | CTRL + ALT + U | CTRL + U |
| OPEN QUESTION LISTING | CTRL + ALT + L | CTRL + L |
| OPEN & CLOSE ACCESSIBILITY MENU | CTRL + ALT + O | CTRL + O |
| Attach File | CTRL + ALT + A | CTRL + A |
| Choose File/Browse | CTRL + ALT + C | CTRL + C |
| Description Box | CTRL + ALT + D | CTRL + D |
| File Attachment | CTRL + ALT + F | CTRL + F |
| Retake Snapshot | CTRL + ALT + R | CTRL + R |
| Take Snapshot | CTRL + ALT + T | CTRL + T |
| Web Camera | CTRL + ALT + W | CTRL + W |
| CLOSE OVERLAY/POP-UPS | CTRL + ALT + X | CTRL + X |
| REVIEW SESSION/NEXT POP-UP | CTRL + ALT + N | CTRL + N |

# Appendix B: Technology Requirements

## Devices

Desktop computers, laptops, tablets and other devices can be used to administer the assessment. The devices listed below, are supported when used with the browsers listed in the **Browser** section below.

    a. **iPad Mini**

    b. **iPad 2**

    c. **Windows Surface**

    d. **Chromebook**

**Operating System**

The supported operating systems for each device are listed below. As long as the operating system runs the latest version of the supported browsers, the assessment should be delivered successfully.

| Device | Version |
|---|---|
| Windows Computer | Windows 7, 8, 8.1 and 10 |
| Mac (Apple OS X) Computer | 10.7 (Lion), - 10.11 (El Capitan) |
| iPad Mini | iOS 8.4 |
| iPad 2 | iOS 9.3.4 |
| Windows Surface | Windows RT 8.1 |
| Chromebook | Chrome OS 49.2623.95 |

## Browser

You will access the test and test materials using a browser installed on your laptop, computer or tablet. It is important that you have the latest version of at least one of the browsers listed below for the smoothest administration of the Test.

 If you don't know what browser you are using and which version it is, go to the Google site whatbrowser.org and it will automatically provide that information. You can also upgrade your browser to the latest version from this page for free. If you experience problems with loading the assessment, log out, then log in with a different browser. Below are the supported browser versions.

| Browser | Version | To Install |
|---|---|---|
| Chrome | 26 and above | http://www.google.com/chrome |
| Firefox | 24 and above | http://ww.mozilla.com |
| Internet Explorer & Edge | IE11 and above | Already installed on all Windows computers |