DISTRICT OF COLUMBIA
Comprehensive Assessment System

Addendum to the 2013 Test Chairperson's Manual

Attention: DC CAS Test Chairpersons, School Technology Coordinators, and Test Administrators

Subject: 2013 DC CAS Health and Physical Education Online Assessment

Thank you for your participation in the *2013 DC CAS Health and Physical Education Online Assessment.* This addendum and the accompanying *Test Directions* are being provided to help ensure a successful online administration. Test personnel must perform certain tasks before, during, and after testing that are described in this addendum and the *Test Directions:*

- Technology Coordinators: Follow procedures on pages 2-3 to download and install test software prior to testing, and remove test content and software after testing.

- Test Chairpersons: Follow procedures on pages 4-5 to add users, edit student profiles, schedule test sessions, print test tickets, monitor test progress, set student opt out status (for Sexual Health questions), invalidate tests, and reset online test sessions.

- Test Administrators: Read accompanying *Test Directions* in advance of testing, and read all student directions aloud during testing, to ensure standardized testing procedures are followed.

To resolve any questions, please contact CTB/McGraw-Hill's Customer Service Center:

> **Toll-Free Phone: 800-994-8579**
> Email: DC-CAS_helpdesk@ctb.com
> Business Hours: 8:30 a.m.–5:00 p.m. (EST) Monday–Friday

**DC CAS Quick Start Guide
for Technology Coordinator**

For more detailed information, best practices, and situations for which you should be prepared, please review the *DC CAS Health and Phys. Ed. Online Assessment* documents posted at www.ctb.com/dc-cas.

Technology Coordinator Tasks:

- Confirm all workstations and networks meet minimum technology requirements.
- Download testing software.
- Download and/or pre-position test content files.
- Prepare workstations for testing before each session.
- Assist test administrators during testing.
- Remove testing software after testing is complete.

Log In:

1. Open a web browser and enter https://oas.ctb.com.
2. On Login page, enter **User Name** and **Password**.
3. Click **Submit**.
4. **First-time user:** Change password. Enter current password; then enter new password (at least 8 letters <u>and </u>numbers combined, no spaces or special characters).
5. Enter new password in **Confirm Password** box.
6. In **Hint Question** box, select hint question and type answer.
7. Click **Submit**.

Install Testing Software:

In addition to the standard procedure shown here, it is possible to install the testing software without logging in to the Online DC CAS system. See the **Workstation Installation Quick Start** for instructions and a special link for each operating system.

1. Log in to Online DC CAS system.
2. Click **Install Software**.
3. Follow instructions on Install Software page to **download and install** correct Adobe® AIR® and Java Runtime Environment™ for workstation's operating system.
4. Click **Start Installation Program** button for workstation's operating system.
5. **Save installer** to preferred location.
6. **Launch installer** to place Online Assessment icon on workstation desktop.
7. If computer connects through a proxy server, **edit proxy.properties** file.
8. **Download** the **test** content zip file and copy contents to **objectbank** folder. (After first download, alternatively skip this step and use **Bulk Pre-positioning**.)
9. Use **Online Assessment icon** to launch application and open **Login** page.

Download Test Content:

Tests can be downloaded any time but can only be pre-positioned for use after testing software has been installed.

1. Log in to Online DC CAS system.
2. Click **Services > Workstation Setup > Download Test**; click the name link of the **test product** to download; click **Save** and select a location.
3. When download completes, open the .zip file and **Extract** or **Copy** the contents into the "**objectbank**" folder on the workstation. Default locations are as follows:
   On PC: C:\Program Files\CTB\Online Assessment\data\objectbank
   On Mac: /Applications/Online Assessment/data/objectbank
   On Linux: /usr/local/Online Assessment/data/objectbank

Bulk Pre-positioning Test Content:

1. **Download** test content to a single workstation.
2. **Navigate** to folder to which you downloaded test content on first workstation. (This will be the location where you chose to install the Online Assessment Software, in the folder **\OnlineAssessment\data\ objectbank**.)
3. **Copy** entire **contents of object bank folder** to jump drive, CD-ROM, tape backup, or other storage media.
4. **Copy** contents of object bank from storage media to each workstation into the **\OnlineAssessment\data \objectbank** folder, using the exact same file structure as the original.

Troubleshooting Network Connectivity:

Run the **Network Utility** to test three aspects of network sufficiency:

- **Network Connectivity Test** confirms that the workstation can connect to the CTB servers to conduct online testing.
- **Bandwidth Simulation** confirms that your internet capacity is big enough for the number of test workstations you plan to use simultaneously.
- **Text to Speech Test** confirms that the workstation can run a complete conversion session with the CTB text-to-speech (TTS) server, for those students with "Read Aloud" testing Accommodations.

Read the **Network Utility Guide** for complete instructions.

Providing Technical Support During Testing:

- Be available to assist Test Administrators.
- If a student is disconnected from a test, wait 3 minutes and have the student try to log in again.
- See list of Common Workstation Error Messages in Installation Guide to troubleshoot problems.

After Testing:

Remove testing software from each workstation. Use the **Uninstall Online Assessment** tool located on the **…/CTB/Online Assessment** menu or in the folder in which you installed the Online Assessment software.

**DC CAS Quick Start Guide
for Test Chairpersons**

For more detailed information, best practices, and situations for which you should be prepared, please review the *DC CAS Health and Phys. Ed. Online Assessment* documents posted at www.ctb.com/dc-cas.

Note: All instructions except "**Log In**" assume user starts on Home page of Online Retest system.

Log In

1. Open a web browser and enter https://oas.ctb.com.
2. On Login page, enter **User Name** and **Password**.
3. Click **Submit**.
4. **First-time user:** Change password. Enter current password, then enter new password (at least 8 letters <u>and </u>numbers combined; no spaces or special characters).
5. Enter new password in **Confirm Password** box.
6. In **Hint Question** box, select hint question and type answer.
7. Click **Submit**.

Add Users

1. Click **Groups > Manage Users**.
2. Use the **Group Selector**, to navigate to the layer at which you want to add users.
3. Click the **Add User** icon ✚ at the bottom of the User List.
4. Enter user's **first** and **last names** and **email address**.
5. Select user's **role**.
6. Assign the user to a group using the **group selector** on the right.
7. Click the Contact Information bar to enter contact information.
8. Click **Save**.

Edit a Student Profile

1. Click **Groups > Manage Students > Student List.**
2. Use the **Group Selector**, to navigate to the layer at which you want to edit students.
3. Click the **search icon** 🔍 at the bottom of the Student List
4. In the Search dialog, enter a keyword and click **Search**
5. Click the **Edit** ✏ icon at the bottom of the student list table.
6. Make the needed changes to the Student Profile.
7. Click **Save**.
8. Review the changed profile for accuracy.

Add a Class/Teacher

1. Click **Groups > Manage Hierarchy.**
2. Click the **Add Group** icon ✚ at the bottom of the group list.
3. Enter a **name** for the new class.
4. Use the **Group Selector** on the right to navigate to the school layer and click the school name that is the parent for the new class.
5. Confirm that the school is listed as **Parent Group**; if not, click the triangle beside school name on right.
6. Select **Class** layer from **Layer** drop-down menu.
7. Click **Save**.

Schedule Test Sessions

1. Click **Assessments > Manage Sessions**.
2. Click the **Schedule Session** button.
3. Select a **Test Group**.
4. Select **test**.
   Note* Test Security is enforced by the 'Allow Test Breaks' checkbox. This cannot be changed.
5. Review or edit **Test Access Codes**.
6. Click **Next**.
7. Expand the **Test Details** pane.
8. Enter **Test Session Name**, specify **Start date/End date**, select **Start time/End time**, select **Time zone**, and specify **Test location**.
9. Expand the **Add Students** pane and the **Add Student** button.
10. User the **Group** Selector to navigate to the school and class layer.
11. Select a **Grade/Class** to display students.
12. Click the top-row checkbox to **Add All Students** or click checkboxes next to each student.
13. Click **OK**. Click **Save**.

Assign Students to Pre-scheduled Test

1. Click **Assessments > Manage Sessions**.
2. Select the test session from the session list.
3. Click the **Edit** button.
4. Expand the **Add Students** pane and the **Add Student** button.
5. User the **Group** Selector to navigate to the school and class layer.
6. Select a **Grade/Class** to display students.
7. Click the top-row checkbox to **Add All Students** or click checkboxes next to each student.
8. Click **OK**. Click **Save**.

Monitor Testing Progress

1. Click **Assessments > Manage Sessions**.
2. Select the **test session** from the session list.
3. Click the **View Status** button.
4. Click **Refresh List** periodically to update **Online Test Status** column.

Print Test Tickets

1. Click **Assessments > Manage Sessions**.
2. Select the **test session** from the session list.
3. Click **Print Test Tickets**
4. Click the link to view **Individual Test Tickets**, **Multiple Test Tickets**, or **Summary Test Ticket**s.

Mark Student Opt-Out of Sexual Health questions

1. Click **Manage Students > Student List** from the Groups menu tab.
2. Navigate to the School to display students.
3. Click the Magnifying Glass option to open the search window (if needed).
4. Enter the first few letters of the student's last name and click **Search**.
5. Choose the correct student from the displayed list by double clicking on student.
6. Open the Additional Student Information Panel.
7. Check the 4 boxes for Special Use. (This can be done before or after testing.)
8. Click Save to exit out of the student profile.

Marking a Student Test Invalidation

1. Click **Manage Sessions** from the Assessments menu tab.
2. Expand School Panel
3. Click on a Test Session from the Session list to highlight.
4. Click on the **View Status** button to view the status of this session.
5. Refer to the Online Test Status column to see the current test status for the student(s).
6. Toggle Validation / Invalidation
7. Review student subtest details.