

MSAA Online Assessment System User Guide for Test Administrators

Prepared for:



Table of Contents

MSAA Online Assessment System User Guide for Test Administrators	1
Document Overview	2
Roles and Responsibilities	2
Test Administrator Overview	3
Additional Support	3
What Is the MSAA Online Assessment System?	3
MSAA Online Assessment System Website	3
Troubleshooting	4
How to Access the MSAA Online Assessment System	5
Receiving your Welcome email	5
How to Log In	5
Account Lockout	5
Dashboard	6
Test Status Summary	7
My Students	7
Sample Items	7
Before Testing	8
Step 1: Access and Complete Training Modules	8
Step 2: Complete End-of-Training Final Quiz	9
Step 2: Complete Student Profile	10
Step 3: How to update student grade assignment	10
Step 4: Complete the LCI (Learner Characteristics Inventory) tab	11
Step 5: Accommodations: Before Test	12
Step 6: Student Response Check (SRC)	12
Administer and Navigate the Test	15
Testing more than one student at a time	16
Access Directions for Test Administration (DTA)	16
Print Test	17
Navigating the Online Test	18
How to use the Toolbar Buttons	19
How to use Accessibility Features	21

Starting, Pausing, Resuming, Closing and Submitting Tests	24
How to Start a Test	24
How to Pause and Resume a Test	25
What to do at the End of Session	26
How to Submit a Test	27
When to Submit a Test	28
How and When to Close a Test	28
Indicating Student Score on Constructed-Response (CR): Mathematics Items	28
How to administer Constructed-Response: Writing Items	28
Writing: Capture and Upload Writing Evidence	29
When to Capture and Upload Student Evidence	29
Capture Evidence Using Webcam	29
How to capture evidence if you don't have a webcam	31
How to Convert a PDF into a JPG file.	34
After Testing	34
Accommodations: After Test	34
End-of-Test Survey	36
Returning Test Materials to Measured Progress (Maryland only)	36
Appendix A: Accessibility Features and Assistive Technology Compatibility	37
Accessibility Features	37
Accessibility Features: Computer, Laptop, or Tablet Administration	37
Accessibility Features: Paper Administration	38
Assistive Technology Compatibility	40
Appendix B: Technology Requirements	42
Devices	42
Operating System	42
Browser	42

Document Overview

This User Guide describes the MSAA Online Assessment System features and provides Test Administrators 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 Administrator Overview

The chart below shows the steps in the testing process, and the page number where each section can be found in this guide.

1	Access the MSAA Online Assessment System	Page 2
	Receive your Welcome Email	
	Log in to the MSAA Online Assessment System	
2	Complete Test Administration Training	Page 3
	Watch the Test Administration Training Modules	
	Take the Test Administration Training Final Quiz	
3	Access Student Information	Page 4
	Review your students in My Students	
	Access and complete Student Profiles	
4	Prepare to Administer the Test	Page 11
	Read the Directions for Test Administration (DTA)	
	Prepare Test Materials	
	Use Sample Items to test Assistive Technology and assessment features	
6	Administer the Test	Page 19
	Start tests, pausing and resuming as needed	
	After all tests are completed, make sure each test is Submitted or Closed	
	Complete the Accommodations-After Test section of the Student Profile	
8	Complete the End of Test Survey for one student	Page 36

Additional Support

For additional support or questions about the information in this User Guide, please contact:

MSAA Help Desk

Phone: (866) 834-8879

Email: MSAAServiceCenter@measuredprogress.org

What Is the MSAA Online Assessment System?

The MSAA Online Assessment System is the 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](#)):

- changing demographic information
- closing a test
- 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.

- The wrong name is associated with your email address.
- 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:

- Test Grade Change
- Unlock Test

- You encounter an error or unusual behavior in the MSAA Online Assessment System.
- 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:

1. Your **contact information** (name; state, district, and school; phone, e-mail)
2. **Student name** and state ID number when calling. Do not provide student names when e-mailing
3. Any **error messages** that appeared
4. Operating system and browser

Test Coordinators Contact your State MSAA Coordinator when:

You do not have the necessary MSAA System permissions to make your requested change.

- You need to be assigned to a different or additional school or district
- You do not have access to the appropriate Orgs (Districts/Schools)
- A new student needs to be added to the system

You have test administration or policy questions:

- Scoring procedures for constructed-response items
- Recording student responses into the MSAA Online Assessment System
- Clarifying administration requirements
- 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 for the first time.

Receiving your Welcome email

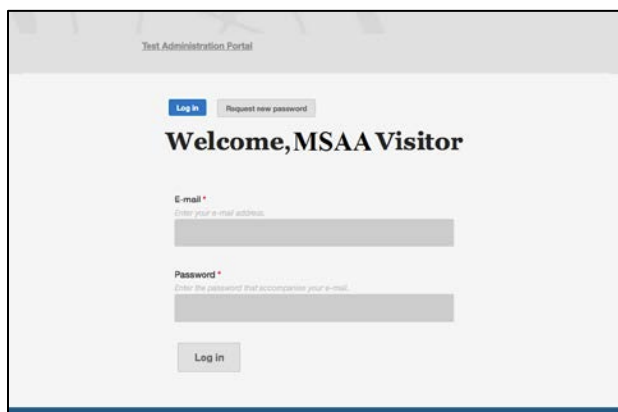
When a new user account is created in the MSAA Online Assessment System, the user will receive an automated welcome email from MSAAServiceCenter@measuredprogress.org (as seen below) that contains a temporary URL.

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 seen below. Enter your email address and password, and click **Log In** to access the secure MSAA Online Assessment System.

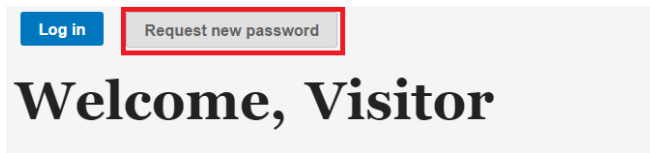
A screenshot of the MSAA Log In page. At the top, it says 'Test Administration Portal'. Below that are two buttons: 'Log In' and 'Request new password'. The main heading is 'Welcome, MSAA Visitor'. There are two input fields: 'E-mail' with a red asterisk and a hint 'Enter your e-mail address', and 'Password' with a red asterisk and a hint 'Enter the password that accompanies your e-mail'. A 'Log In' button is at the bottom.

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.

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 by clicking on the blocks at the bottom of the screen. You can return to the dashboard by clicking the “Dashboard” tab in the navigation bar.



Use this tab to see the number of tests which are Not Started, In Progress, Closed or Submitted

Use this tab to access practice items

Welcome, Mary Smith Log out

Dashboard Test Status Summary My Students Sample Items Test Administration Training

Use this link to return to the home page

Use this tab to access test materials and start tests.

Use this tab to access training modules and the final quiz.

Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

MSAA System Links:

My Students
Edit Info & Take Tests →

My Tests
View Test Status →

Sample Items
Take Practice Tests →

Use these links to access MSAA Resources

RESOURCES

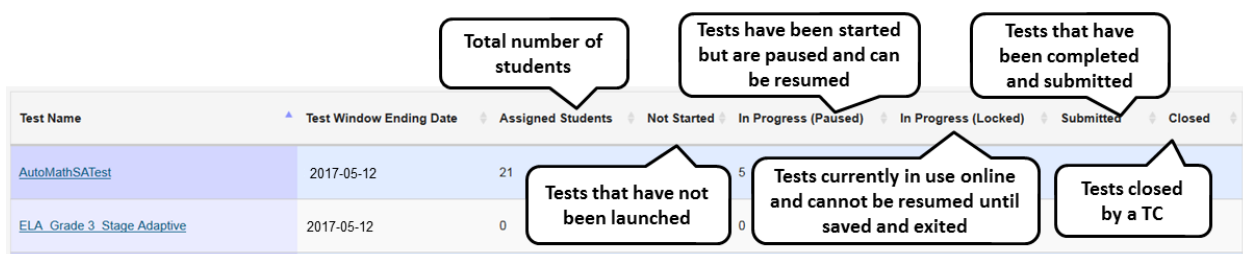
Technology Requirements

Get Help

Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

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.



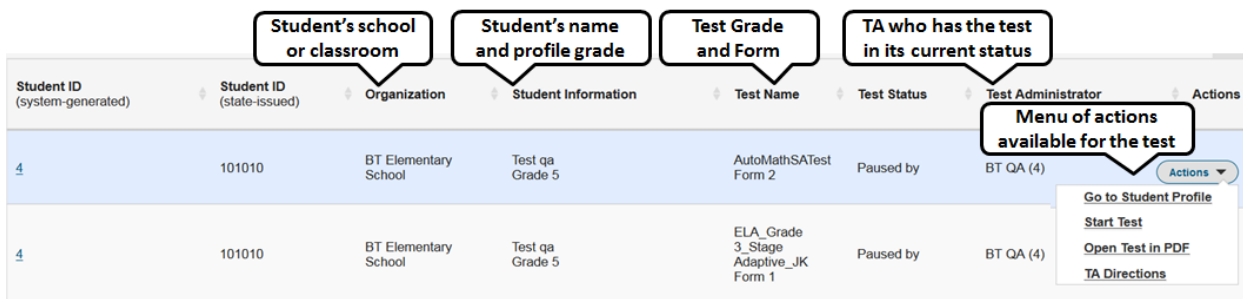
Callouts:

- Total number of students
- Tests have been started but are paused and can be resumed
- Tests that have been completed and submitted
- Tests that have not been launched
- Tests currently in use online and cannot be resumed until saved and exited
- Tests closed by a TC

Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress (Paused)	In Progress (Locked)	Submitted	Closed
AutoMathSATest	2017-05-12	21	5	0	0	0	0
ELA_Grade 3_Stage Adaptive	2017-05-12	0	0	0	0	0	0

My Students

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



Callouts:

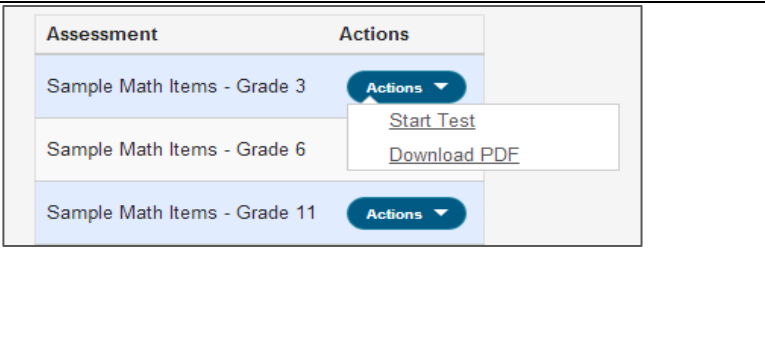
- Student's school or classroom
- Student's name and profile grade
- Test Grade and Form
- TA who has the test in its current status
- Menu of actions available for the test

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	101010	BT Elementary School	Test qa Grade 5	AutoMathSATest Form 2	Paused by	BT QA (4)	Go to Student Profile Start Test Open Test in PDF TA Directions
4	101010	BT Elementary School	Test qa Grade 5	ELA_Grade 3_Stage Adaptive_JK Form 1	Paused by	BT QA (4)	

Only students assigned to you will be on your My Student list.

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	<div> <h2>System Sample Items</h2> <p>Use the action links to 'Start a Test'. Please click here to download the practice item's DTAs.</p> </div>
To view the sample items online: <ul style="list-style-type: none"> ➤ Click on Actions. ➤ Select Start Test. To print the sample items: <ul style="list-style-type: none"> ➤ Click on Actions. ➤ Select Download PDF. 	

Before Testing

This section describes the steps to be completed before administering the test to students.

Step 1: Access and Complete Training Modules

Access the training modules in the **Test Administration Training** tab. As you complete each module, the next module in the training will be unlocked. Once all modules are complete, you must take the end-of-training final quiz and attain a score of 80% correct or higher. You will then be able to access test materials.

Test Administration Training

Completion of training is an important step to learn about the features of the MSAA system. Please take the training modules that correspond to your role as either Test Coordinator or Test Administrator. If you serve both roles, take all modules.

- Test administrators must attain a score of 80% on the final quiz to be certified.

MSAA Test Administration Training for Test Coordinators

1

Module 1

White block indicates module has been completed.

Completed

2

Module 2

Blue block indicates a module is unlocked. Click the block to start the module.

Pending

3

Module 3

Gray blocks are locked modules and will become available once the previous module is completed.

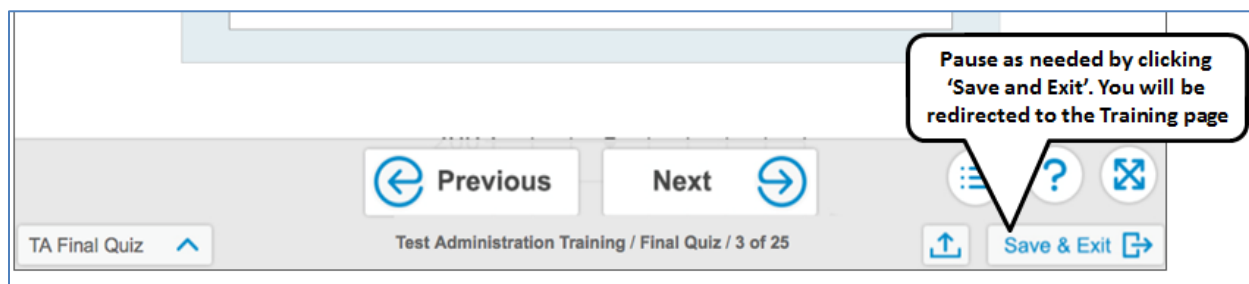
4


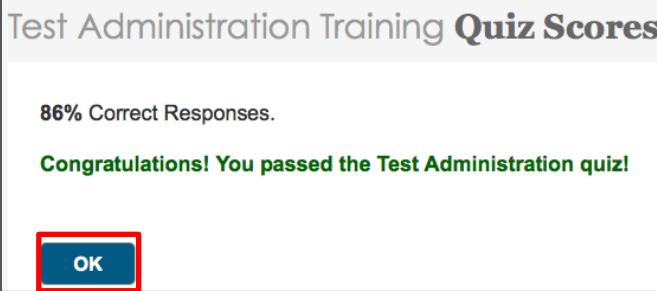
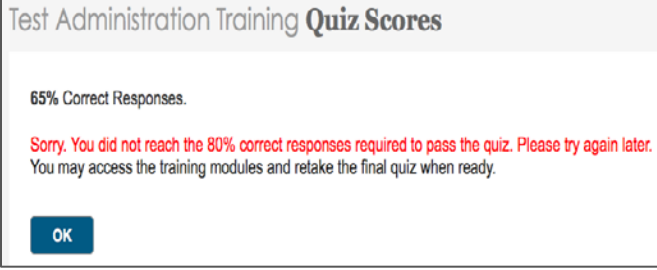
Module 4

Step 2: Complete End-of-Training Final Quiz

When all modules have been marked as completed, the **Start Final Quiz** button becomes unlocked. Click on the Start Final Quiz button

Read the questions and select the correct answer. Click the Next or Previous buttons to proceed through the final quiz.

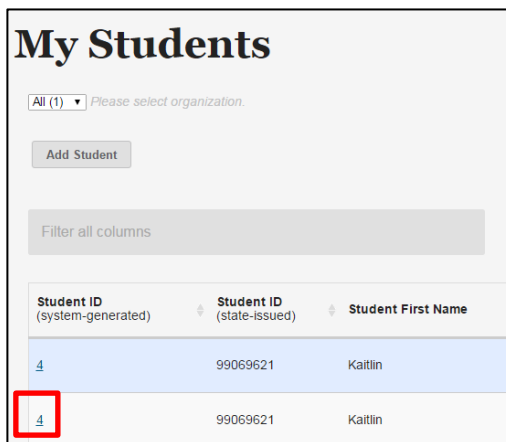


<p>When you are ready to resume the final quiz, select the Resume Final Quiz button on the Training main page.</p>	
<p>When you Submit the final quiz, the system will display your Final Quiz results immediately. When you pass the quiz, your user profile will be updated with a Training Complete status and you will be able to access test materials and student tests.</p> <p>Click OK to return to the home page.</p>	
<p>If you do not attain at least 80% on the end-of-training final quiz, the results display your score with a message similar to what is displayed here.</p> <p>Click OK to return to the main Training page to review the modules again.</p>	

Step 2: Complete Student Profile

Before administering tests to students, you must verify the student's grade level is correct in the demographics tab. TAs are no longer able to change any demographic information, including a student's grade level. TAs must also complete the LCI, Accommodations-Before Test, and the SRC tabs in the Student Profile before access to test materials is granted.

In My Students, find the student in the list and click on the **Student ID number**.



My Students

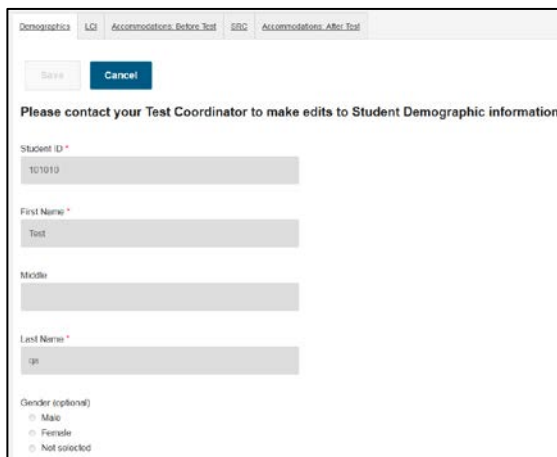
All (1) Please select organization.

Add Student

Filter all columns

Student ID (system-generated)	Student ID (state-issued)	Student First Name
4	99069621	Kaitlin
4	99069621	Kaitlin

The Demographics tab displays the demographic information for the student. TAs cannot change any demographic information in the Demographics tab. TAs should only confirm the student's grade level. If you have any questions, contact your Test Coordinator.



Demographics LCI Accommodations Before Test SRC Accommodations After Test

Save Cancel

Please contact your Test Coordinator to make edits to Student Demographic information

Student ID *

101010

First Name *

Test

Middle

Last Name *

gn

Gender (optional)

☐ Male

☐ Female

☐ Not selected

Step 3: How to update student grade assignment

If a student's grade is incorrect in their student profile, contact your test coordinator before administering the test to the student. Your test coordinator will update the student's grade and request a new test be assigned for the correct grade level.

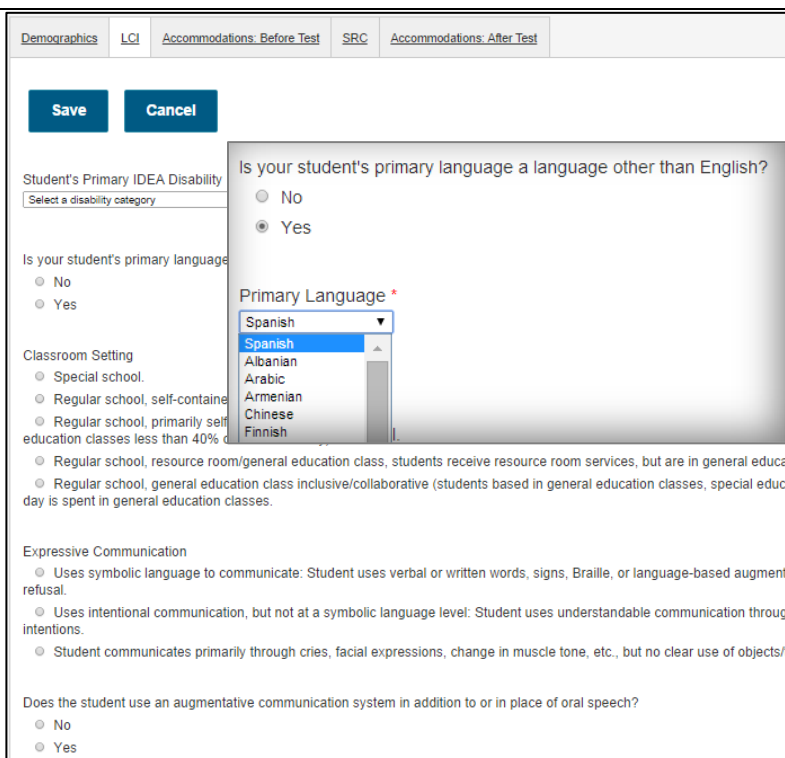
Step 4: Complete the LCI (Learner Characteristics Inventory) tab

Information from the Learner Characteristics Inventory (LCI) provides a description of the educational, communication, and linguistic characteristics of the student. To complete the LCI, follow the steps below.

Click on the LCI tab
Answer the questions by selecting the option that best describes the student.

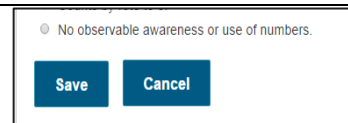
Please preview the LCI questions before answering them so you may obtain information from school records if necessary, prior to completing the LCI.

- All fields are required. You must enter a selection for each topic.
- Only one response per topic is allowed.
- Note: if you select “Low Vision” or “No functional use of Vision...”, the audio player embedded in the Online Test System will adjust to include audio files that describe the visual elements of each test item if the student will use Audio Player during testing.



After you have completed the tab, click the **Save** button at the bottom of the screen.

The system will provide confirmation that the updates have been saved.

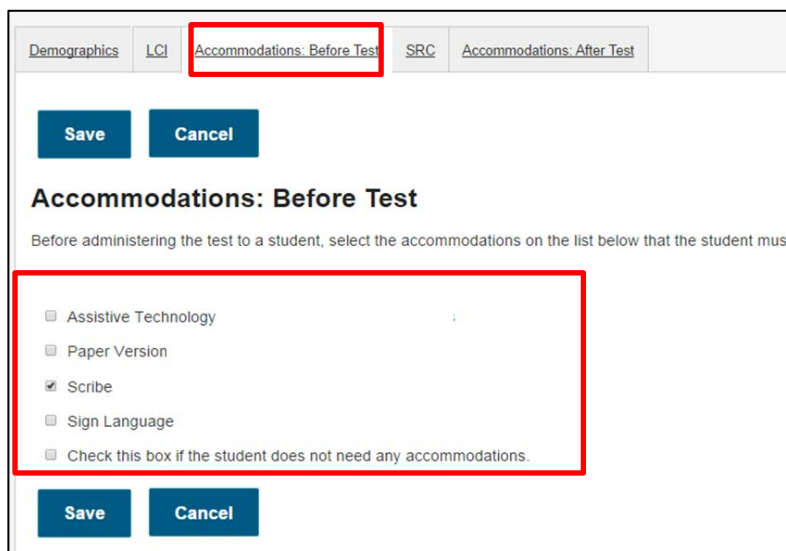


Step 5: Accommodations: Before Test

The **Accommodations-Before Test** tab MUST be completed before you start the student test.

Note: All accommodations selected should be documented in the student's IEP.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."



Step 6: Student Response Check (SRC)

The purpose of the Student Response Check (SRC) is to ensure that the TA clearly understands a student's response he or she has indicated for a test item. The SRC provides information that is used to determine if there are communication barriers to participating in the MSAA assessment for students whose communication mode(s) are inconsistent and not always understood by others. If a student's response to a test item is not clearly observable, or understood by the TA or scribe, then the TA or scribe cannot enter the student's response in the MSAA System. Ending the testing experience for the student after the SRC is also called the Early Stopping Rule. This means that the student does not have a clear and reliable mode of communication in order to continue testing.

- The SRC is a content-neutral task during which a student is asked to demonstrate their preferred mode(s) of communication. **A student may use as many, or as few, communication modes as they are comfortable with and use on a daily basis.**
- Student answers to the items on the Student Response Check are not scored.

Not all students will need to have the SRC administered because they already have a consistent mode of communication that is readily understood by the TA.

Observable Response Mode: a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication (modalities may include use of eye-gaze, reliable gestures, sign language, partner-assisted scanning, scanning on

a device, direct-selection from an array of choices, activation of a voice-output device, use of a speech-generating device, or use of other reliable means):

- demonstrating the intent toward the task
- responding or sharing information about the stimulus (test item)

Assigning meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are not considered response modes.

Using the Flowchart and Administering the SRC

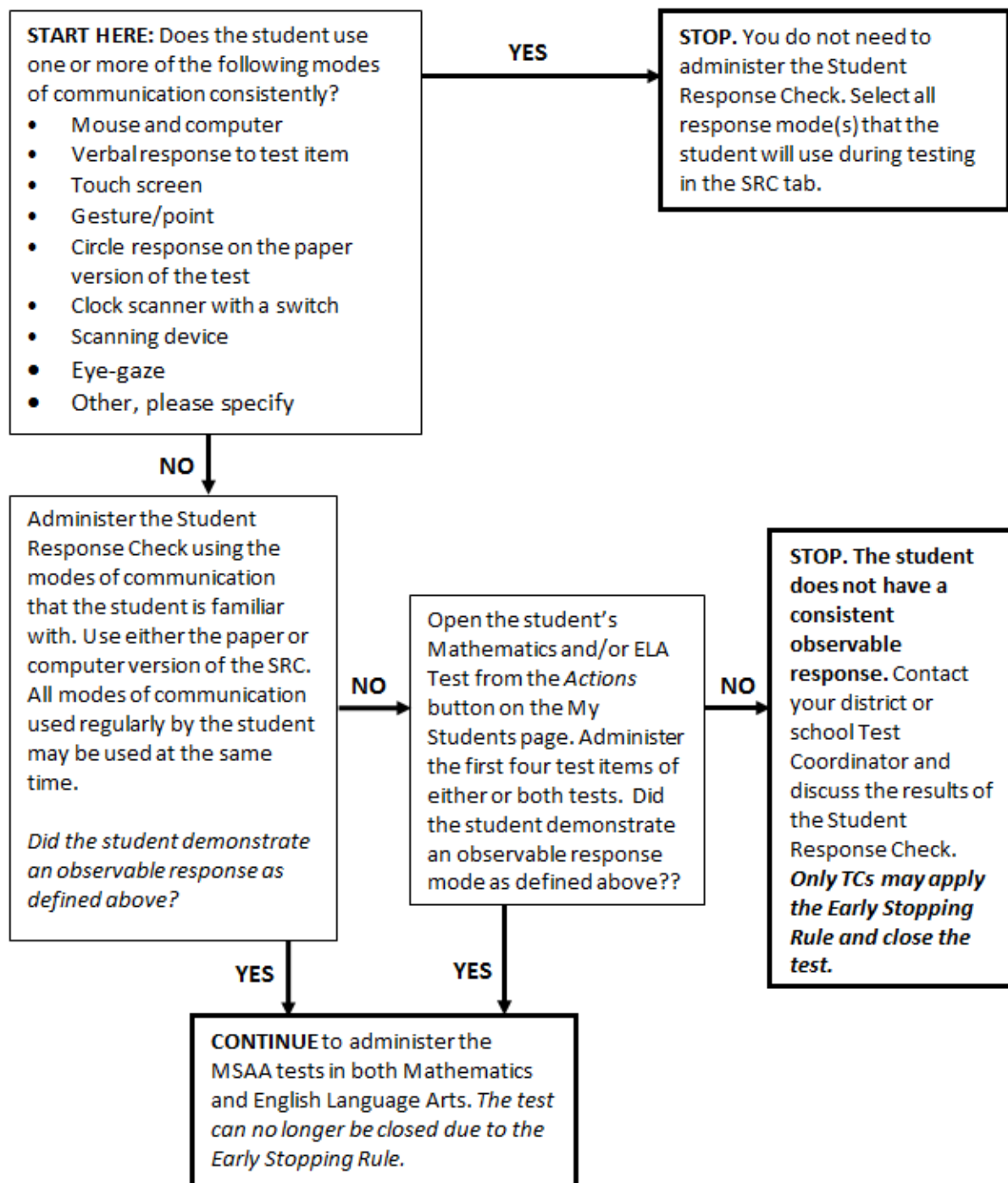
The flowchart (Figure 1) on the following page should be used to determine when to administer the SRC and when TAs should contact their district or school test coordinator to close the test and apply the Early Stopping Rule. TAs do not have the permission to close the test and apply the Early Stopping Rule. TAs must discuss the results of the SRC with district or school test coordinators to ensure that the Early Stopping Rule is applied appropriately. Remember, in many cases it will not be necessary to administer the SRC because many students have a consistent mode of communicating.

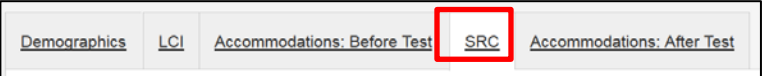

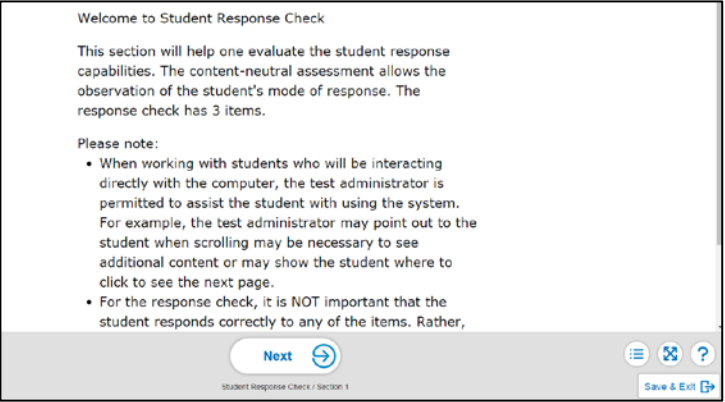
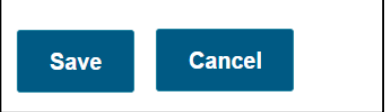
TAs can administer the SRC using a paper version downloaded from the MSAA Online Assessment System or using the computer and a mouse. The computer administration is recommended for students who can use a mouse and computer but it is not required.

Reminders when administering the SRC:

- The student's responses do not need to be correct; a response just needs to be observable.
- The student may use as many, or as few, communication modes as necessary. The response mode(s) should be used on a daily basis by the student. Not all response modes may be listed. If the student's preferred response mode is not listed, please enter that mode in the *Other* box in the SRC tab.
- The Early Stopping Rule **cannot** be applied based on a student's behavior, stamina, knowledge of the content, or frustration level.
- Conduct the SRC on more than one occasion to ensure valid application of the Early Stopping Rule.
- The lack of an observable response mode is the **only** reason the Early Stopping Rule can be applied. Once the Test has begun for a student, the Early Stopping Rule cannot be used. Refer page 18 of the Test Administration Manual for information regarding *Timing and Scheduling* and *Creating a Comfortable and Secure Testing Environment* to support a student refuses to participate in testing. *If the student continues to refuse to participate, contact your TC and/or State MSAA Coordinator.*

Figure 1: The Student Response Check Flowchart: When to Apply the Early Stopping Rule



In the Student Profile, click on the SRC Tab	
Conduct the Student Response Check by: 1. Using the computer. 2. Using a paper version by clicking "Paper Student Response Check"	
Online Administration An introduction to the SRC with general directions about how to proceed will appear. Please refer to the Test Administration Manual for instructions on how to administer the Student Response Check.	
To record all of the response modes the student will use during testing by clicking next to the response mode and then "yes" or "no" to verify. Click Save at the bottom of the page. A confirmation that the information has been saved will be displayed	

Administer and Navigate the Test

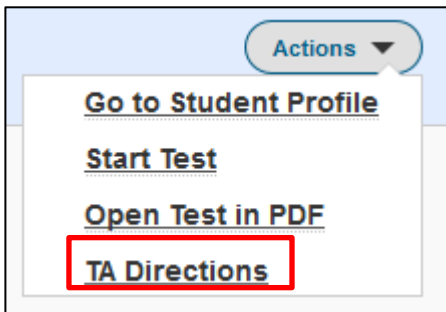
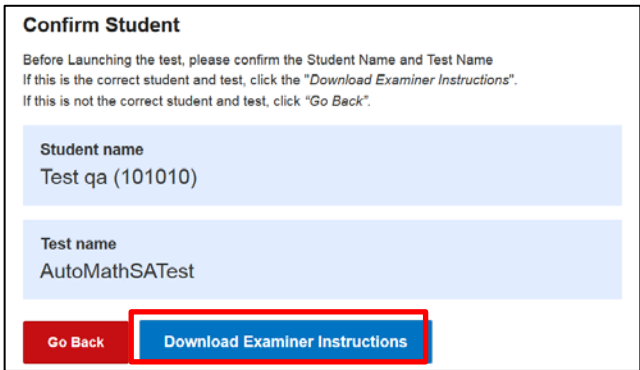
This section describes how to locate, start, resume a test, and perform other test actions available in the MSAA Online Assessment System. All actions will be launched from the same area within the system. The actions available include the following:

- **Start Test** (or **Resume Test**) launches the online test for the selected student and test.
- **Open Test in PDF** opens the PDF file for printing a paper copy of the test for the selected student.
- **TA Directions** opens the DTA in PDF format. The PDF can be printed.
- **Go to Student Profile** This option is an alternate way to access the student profile.

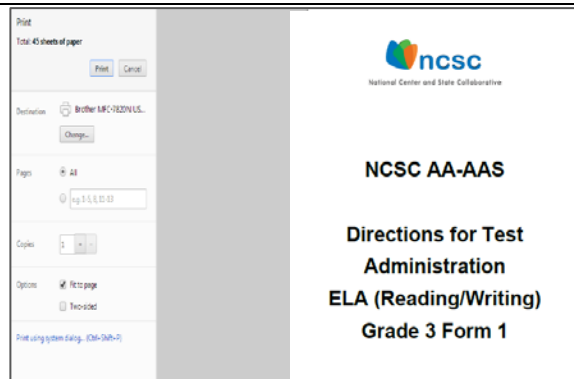
Testing more than one student at a time

The MSAA Online Assessment System does not allow a user to have more than one test in progress at a time. If you have a test in progress on your account, you will not be able to launch another test until the open test has been paused. You will either need to close the current test if it is on your account (class roster) or you will need to contact the TA listed in the “Test Administrator” column of the My Students page so they can pause the test. Only then will you be able to resume test. If you are unable to pause the test because the browser was closed without saving and exiting the test, contact the MSAA Service Center for assistance.

Access Directions for Test Administration (DTA)

<p>TA Directions – this option refers to the DTA.</p> <p>From the Actions button, select TA Directions.</p> <p>Note: You will need to have Adobe Reader installed on your computer or laptop in order to open the file.</p>	
<p>Confirm the student's name and grade.</p> <p>Click on Download Examiner Instructions.</p>	

The PDF document will open. You can print or view it on a separate device while administering the test on another computer.



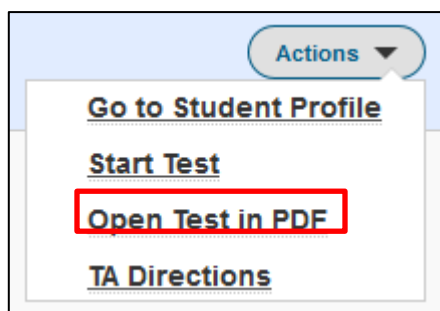
Print Test

Note: The MSAA Online Assessment System does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.

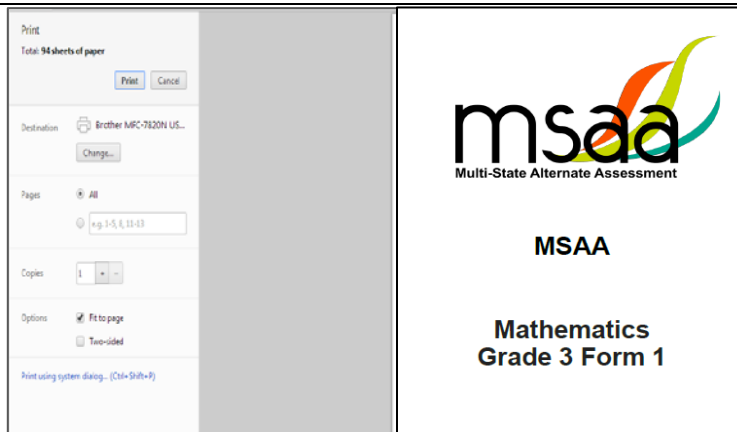
Using a paper version is only for students who have this accommodation in their IEP, consistent with state policy.

NOTE: You will need to have Adobe Reader installed on your computer or laptop.

Select **Open Test in PDF** from the Actions button.
Verify the student name and test grade
If correct, click on **Download PDF**.



The PDF document will open and can be printed.



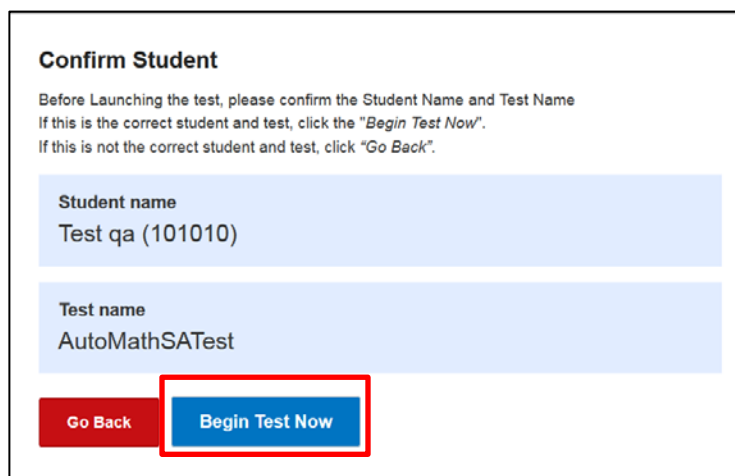
The screenshot shows a print dialog box on the left and the MSAA Mathematics Grade 3 Form 1 cover page on the right. The print dialog box includes options for printing 94 sheets of paper, selecting a destination (Brother MFC-7820N US...), choosing pages (All, or a range like 1-5, 8, 11-13), setting the number of copies (1), and selecting options (Fit to page, Two-sided). The cover page features the MSAA logo and the text "MSAA Mathematics Grade 3 Form 1".

Navigating the Online Test

Students do not have direct access to the MSAA Online Assessment System; they are not provided with usernames or passwords. TAs will log into the MSAA Online Assessment System and start each student's test.

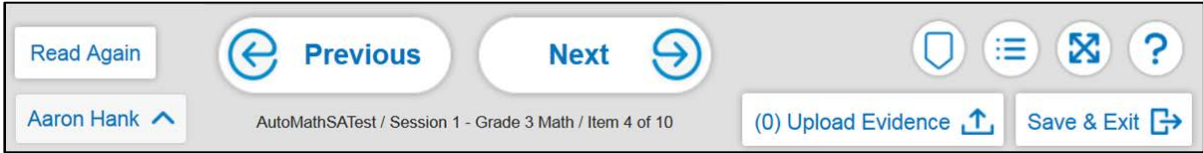
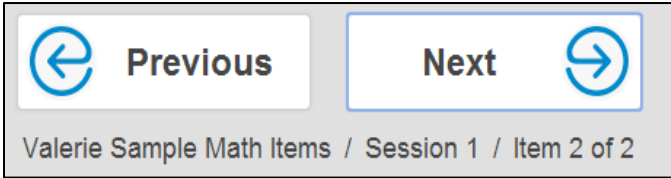


To start the test:

- Click on **My Students** from the navigation panel.
- Locate the student in the list and click on **Actions>Start Test**.
- Confirm the student name and test grade are correct.
- If the student and test grade are correct, select the **Begin Test Now** button.
- If the wrong student test was selected, click the **Go Back** button to return to the **My Students** page. Repeat process to find the correct student.
- If the student's test grade is incorrect, contact your test coordinator.


















The screenshot shows the "Confirm Student" dialog box. It contains the following text: "Before Launching the test, please confirm the Student Name and Test Name. If this is the correct student and test, click the 'Begin Test Now'. If this is not the correct student and test, click 'Go Back'." Below the text are two input fields: "Student name" with the value "Test qa (101010)" and "Test name" with the value "AutoMathSATest". At the bottom are two buttons: "Go Back" (red) and "Begin Test Now" (blue, highlighted with a red border).

How to use the Toolbar Buttons

	
<p>The toolbar located at the very bottom of the item displays (left to right):</p> <p>Top Row:</p> <ul style="list-style-type: none"> ➤ Read Again – Returns to first screen of item or passage. ➤ Previous button – moves back one screen. ➤ Next button – moves forward one screen. ➤ Bookmark - mark an item to be reviewed at a later time. ➤ Question List – a question summary page showing answered and unanswered items. ➤ Toggle button (full screen mode) ➤ Help – Brings up MSAA Service Center contact information <p>Bottom Row:</p> <ul style="list-style-type: none"> ➤ Student Name ➤ Name of Test/Session/Current question # out of total # of questions. ➤ Upload Evidence – upload images of student work, only available on constructed-response writing items. ➤ Save & Exit – saves the test and exits out of the test. Test may be resumed later. 	
<p>Previous and Next – these buttons will move you sequentially through the questions and the test.</p> <p>The item count section below these buttons will change based on where the student is in the test.</p>	
<p>Read Again: Audio Player Tool</p> <p>If the student is using the Audio Player Tool and wants to hear the item read again, click the Read Again button. If the audio player is not enabled, this button will display the first screen of item or passage.</p>	
<p>Question List button provides a summary of the questions and whether or not they have been answered and/or bookmarked for review.</p>	

Click on the Item # in the Items column to go directly to the item or click on Read Again to go to the ELA passage associated with the item.

2 of 6 items answered for Session 1

Uploaded Files	ITEMS	BOOKMARK	ANSWER STATUS	PASSAGES
1	Item 1		NOT ANSWERED	 Read Again
2	Item 2		Answered	
2	Item 3		Answered	
1	Item 4		NOT ANSWERED	
3	Item 5		NOT ANSWERED	
5	Item 6		NOT ANSWERED	 Read Again
10	Item 7		Answered	
2	Item 8		NOT ANSWERED	
1	Item 9		Answered	Read Again
4	Item 10		Answered	

Math Grade 3 / Session 1 / Item 1 of 10

Toggle button – this button provides full-screen mode for viewing the item and is highly recommended. In Full Screen Mode, no internet tabs or address bars are visible. Click the toggle button again to exit Full Screen Mode.



Support button will provide you with the Service Center phone number should you experience technical difficulties and/or need assistance.



Answer a Question

Each answer option will have a button on the left side. To answer a question:

- Click anywhere in the white area by the answer option, or click directly in the button next to the answer option.
- To change an answer, click in another answer tile or button.
- Select the **Next** button to move on to the item in the test.
- Responses are automatically saved when the **Next** or **Previous** buttons are clicked.
- Items can be left blank. Click **Next** or **Previous** to proceed through the test.

What part of the fraction circle is shaded?

☐ $\frac{1}{2}$
☐ $\frac{2}{3}$
☐ $\frac{3}{4}$

Previous Next

Valerie Sample Math Items / Session 1 / Item 1 of 2

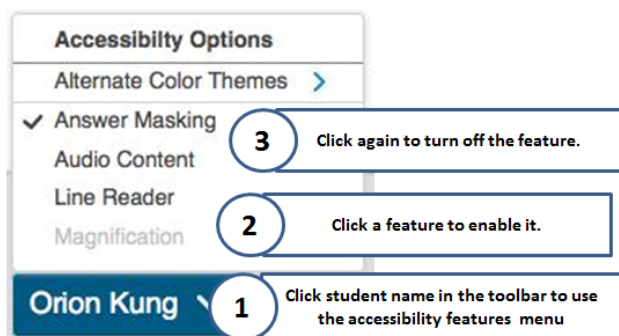
Save & Exit

How to use Accessibility Features

Practice using these features with the sample items to become familiar with them before you administer the Test to students. The section below lists the accessibility features that are available and shows the functionality for each option.

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader Tool
- Increase/Decrease Size of Text and Graphics
- Magnification

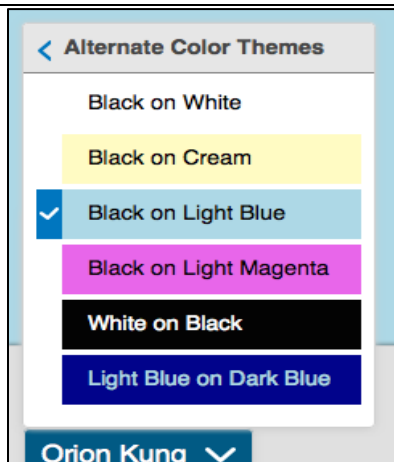
Below is a screen shot of the Accessibility Features menu that can be found by clicking on the student's name when the test is open. In the menu, click a feature to enable it. Click again to turn off the feature.



When **Alternate Color Themes** is clicked, a new menu appears with the different color theme options.

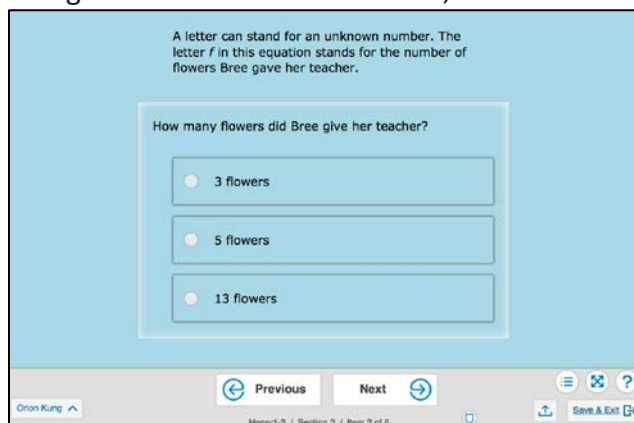
Select an option by clicking on it.

You will see a checkmark by the selected theme.

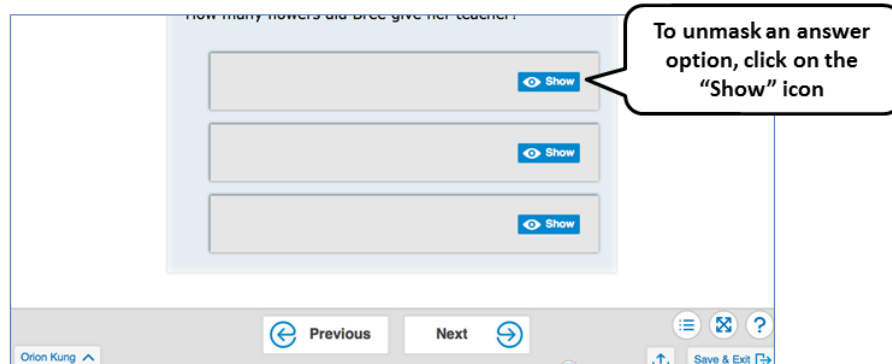


When you select a new theme, the background color and font color change the text provided in the online test.

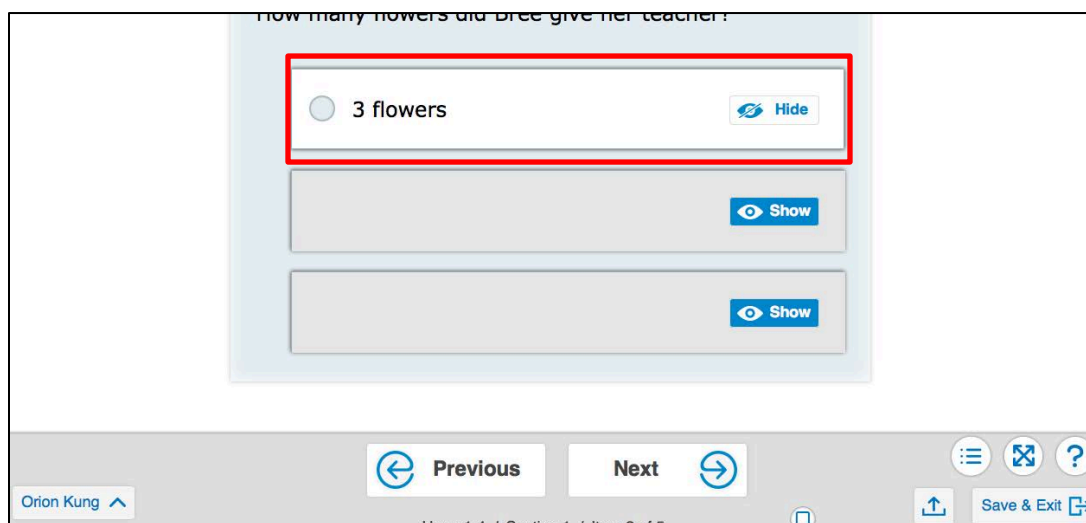
When the new color theme is selected, all items in the test will appear with the same background and font color theme, as shown in the example below.



Answer Masking: When the Answer Masking feature is selected, all answer options for items will appear shaded, as shown in the example below.



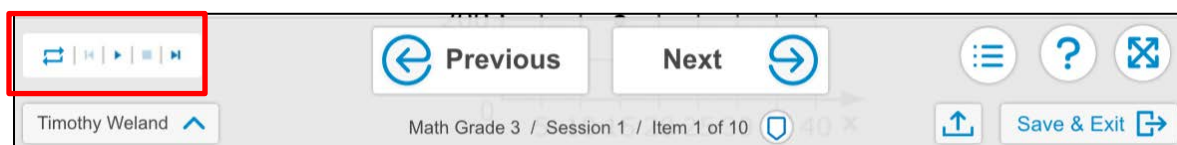
You will see the selected answer displays, while the other answer choices remain hidden. Click "Hide" to mask the answer again.



Audio Player

Text is read aloud digitally to the student. The Audio Player tool reads each line automatically but can be paused, resumed, and made to repeat segments.

When **Audio Player** is selected, an Audio Player tool opens in the toolbar. The player tool is available as long as Audio Player is selected. You can pause, play, and replay as needed using the player tool.



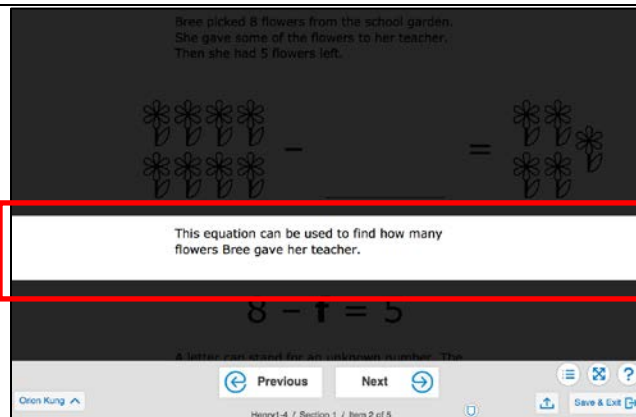
If audio is not available for an item, the **No Audio Available** message will display.



When the **Line Reader** feature is selected, all items in the test will appear with line reader on.

The Line Reader feature allows focused attention to one or a few lines at a time.

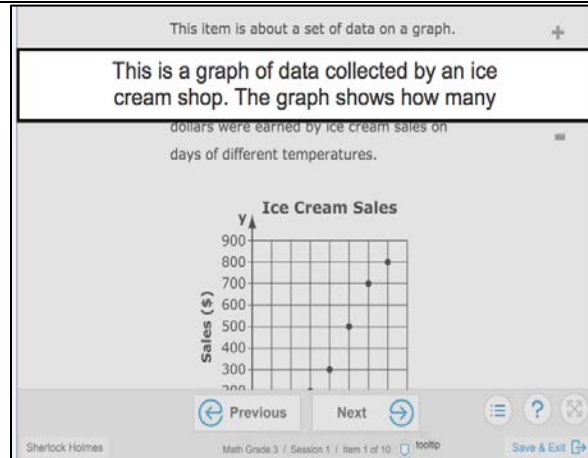
To move the line reader, use the mouse or the up and down arrow buttons on the keyboard.



When **Magnification** is selected, a magnification bar will appear on the item. The content that is within the bar will be magnified.

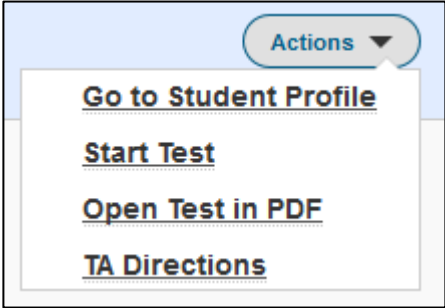
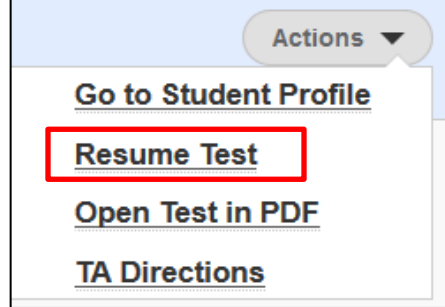
To move the magnification bar, use the mouse or the up and down arrow buttons on the keyboard.

When the Magnification feature is selected, all items in the test will appear with the magnifier tool.



Starting, Pausing, Resuming, Closing and Submitting Tests

How to Start a Test

<p>From My Students, locate the student test you wish to start and click the Actions button, then <i>Start Test</i>.</p> <p>The <i>Start Test</i> option will appear on the drop down menu only if the test has not been started.</p> <p>If the test has been started and is currently Paused, this option will change to <i>Resume Test</i>.</p> <p>If the test is currently being administered, then neither <i>Start Test</i> nor <i>Resume Test</i> will appear in the Actions Menu, and the test will show as <i>In Progress</i>.</p>	
<p><u>Resume Test</u></p> <p>Click on Actions. Select Resume Test.</p> <p>This option is available if the test was saved/exited but not submitted after being started. The test status will be Paused. The test may be resumed at any point during the test window.</p>	
<p>If all of the tasks in the “Before Testing” section of this guide have not been completed, the MSAA Online Assessment System may display the following messages when attempting to launch a test.</p> <p><u>Start Test Warnings/messages:</u></p> <ol style="list-style-type: none"> 1. Training A pop-up message appears, stating that the required training and final quiz must be completed and passed. Please contact your Test Coordinator if you feel this message is an error. 	

2. **Student Profile** If you did not complete the LCI, Accommodations-Before Test, and SRC tabs in the Student Profile, a warning notice will appear stating that those sections must be complete before beginning the test. Click **Cancel** and return to the student profile as described in the **Before Test** section to complete the tabs. Once completed, the tests for that student can be launched.

If all requirements have been met, a window with the student and test information displays.

Confirm it is the correct student/test and click **Begin Test Now**.

Confirm Student

Before Launching the test, please confirm the Student Name and Test Name

If this is the correct student and test, click the "Begin Test Now".

If this is not the correct student and test, click "Go Back".

Student name

Test qa (101010)

Test name

AutoMathSATest

Go Back

Begin Test Now

How to Pause and Resume a Test

To pause a test, click Save & Exit in the Navigation Toolbar. A prompt window will ask you to confirm you want to save and exit the test.

When you **Resume Test**, the test will resume at the item you exited from.

Save & Exit 



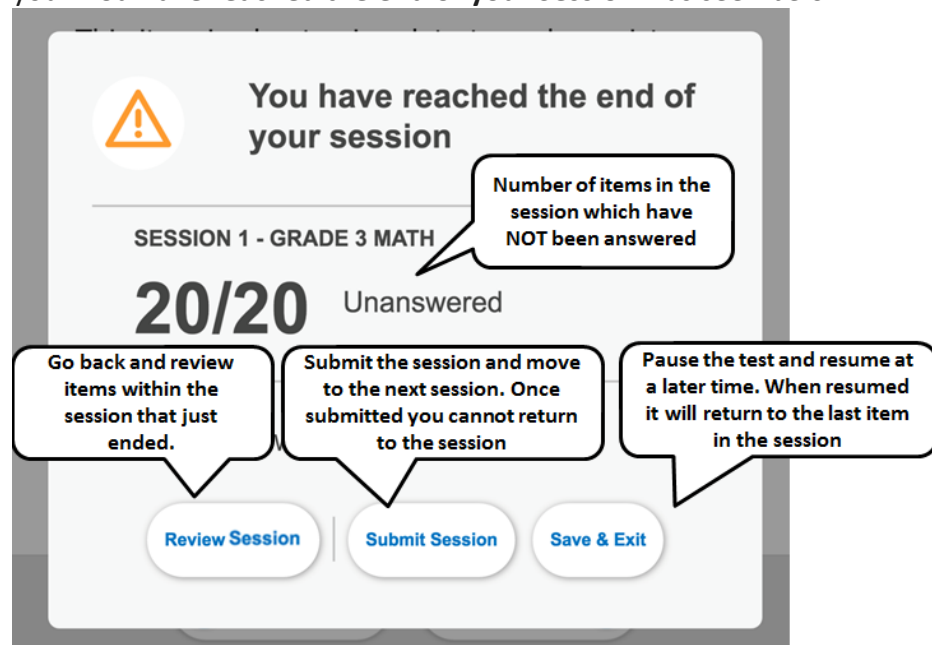
Are you sure you want
to save your test and
come back later?

Cancel

Save & Exit

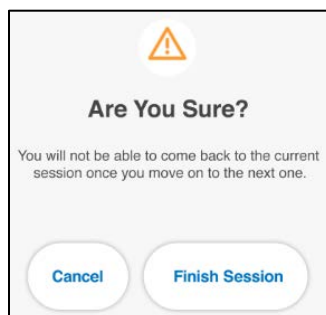
What to do at the End of Session

Each content area test has multiple sessions. You will know when you are reaching the end of the session by reading the Item Count text below the Previous/Next buttons. When you click **Next** while on the last question in the session, a prompt will appear notifying you “**You have reached the end of your Session.**” as seen below.

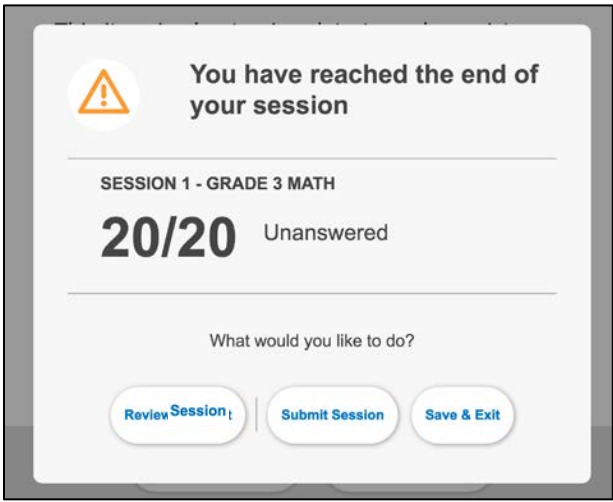
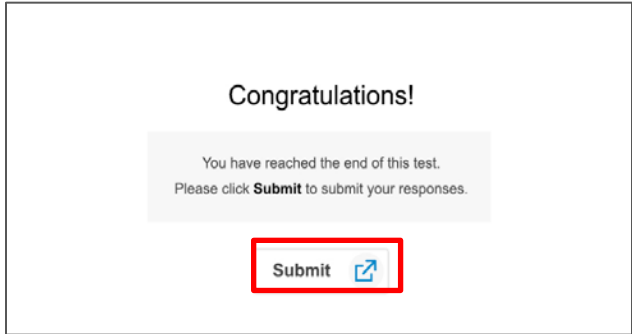
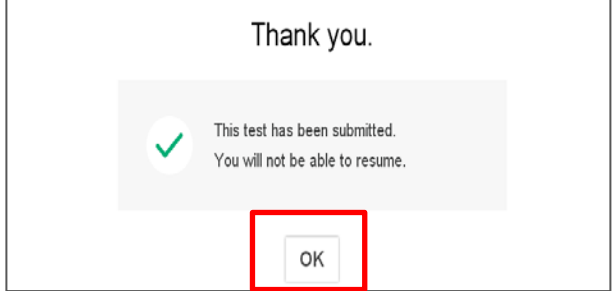


Should you choose to proceed with the test by clicking the **Finish Session** button you will be asked to confirm that you wish to submit the session for scoring.

If you have made an error by selecting this option, and you still wish to review the items, click **Cancel** to return to the session that just ended.



How to Submit a Test

<p>When you have reached the end-of-session page for the <u>last</u> session in the test you have three options:</p> <ol style="list-style-type: none"> 1. Review Session will allow you to go back and review items in the session. 2. Submit Session will complete the session and submit the entire test for scoring 3. Save & Exit will allow you to pause the test and come back later. <p>If you and the student are ready to complete and submit the test for scoring, click the Submit Session button.</p>	 <p>The screenshot shows a modal window titled "You have reached the end of your session". It displays "SESSION 1 - GRADE 3 MATH" and "20/20 Unanswered". Below this, it asks "What would you like to do?" and provides three buttons: "Review Session", "Submit Session", and "Save & Exit".</p>
<p>You will receive a Congratulations message that the end of the test has been reached and it is now ready to submit.</p> <p>Click the Submit button.</p> <p>NOTE: If you or a student accidentally close your browser before you Submit the test, you can navigate back to this page to submit the test by resuming the test from My Students.</p>	 <p>The screenshot shows a "Congratulations!" message. Below it, a text box says "You have reached the end of this test. Please click Submit to submit your responses." A red box highlights the "Submit" button, which includes a right-pointing arrow icon.</p>
<p>Click OK.</p> <p>The student's test has now been submitted, and you will be returned to the My Students page.</p> <p>The test is now considered complete.</p>	 <p>The screenshot shows a "Thank you." message. Below it, a text box with a green checkmark icon says "This test has been submitted. You will not be able to resume." A red box highlights the "OK" button.</p>

When to Submit a Test

When test is complete, it is critical that TAs *submit* the test. Once a test is submitted:

- The test status will change from **In Progress** to **Submitted** on the *My Students* page, indicating that student responses have been received.
- The **Go To Survey** link in the Actions Menu will be enabled.
- **All tests must be submitted by May 12, 2017 at 8:00pm Eastern Time or they will not be scored.**

How and When to Close a Test

Only Test Coordinators may close tests. The only reason a test may be closed is after the Student Response Check is complete. Review pages X-X in the TAM for specific instructions on when and how to administer the Student Response Check.

Indicating Student Score on Constructed-Response (CR): Mathematics Items

When presented with these items, you must indicate in the MSAA Online Assessment System if the student provided or did not provide the correct answer based on the scoring rubric in the DTA.

<p>This is an example of the answer responses for a CR mathematics completion item. Click anywhere in the tile or in the radio button of the applicable response.</p>	<div data-bbox="738 1066 1372 1165"> <input type="radio"/> The student provided the correct answer. </div> <div data-bbox="738 1186 1372 1285"> <input type="radio"/> The student did not provide the correct answer. </div>
---	--

How to administer Constructed-Response: Writing Items

The CR writing item requires students to produce a permanent product in response to a writing prompt. The CR writing item is presented in a standardized, scripted sequence of steps. **The student or TA must record the response to the prompt on the response templates that are in the MSAA Online Assessment System, even when evidence is captured on a web cam or uploaded.**

For the CR writing item, students may enter their writing product into the response template in the system. If the student has the scribe accommodation, then the scribe may type the student writing product into the MSAA Online Assessment System.

Writing: Capture and Upload Writing Evidence

There are two ways to capture student evidence for the CR writing in the MSAA Online Assessment System:


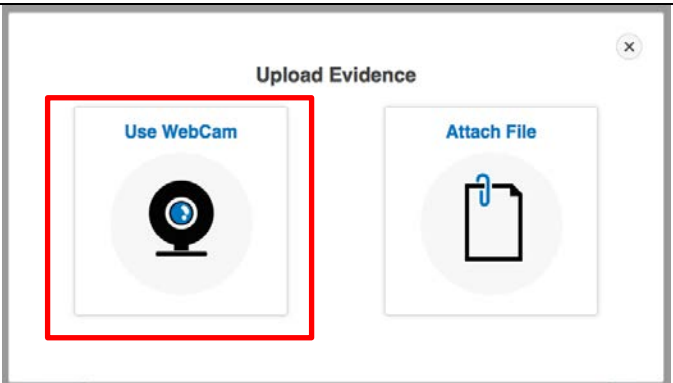
1. Use the computer webcam to capture an image of the evidence.
2. Scan the evidence using a scanner, and upload the file as an attachment.

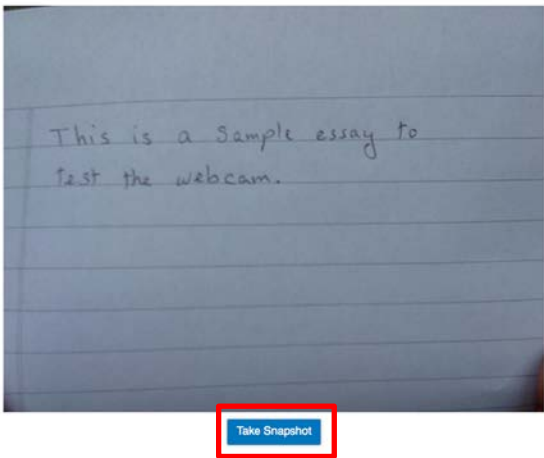
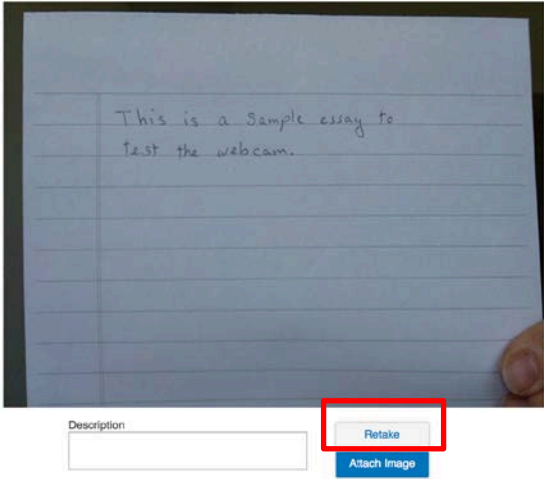
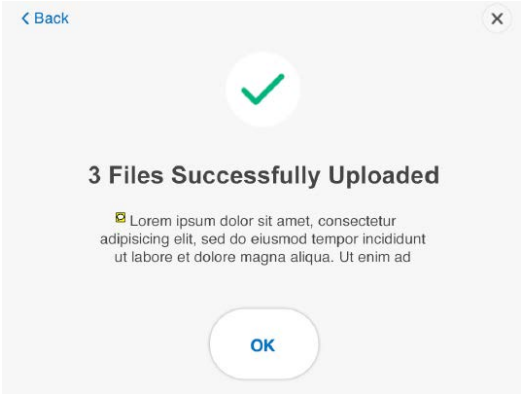
When to Capture and Upload Student Evidence

The **Upload Evidence** button will become available in the toolbar on CR writing items for the upload of student evidence. Writing evidence will be uploaded for only Constructed Response Writing items.

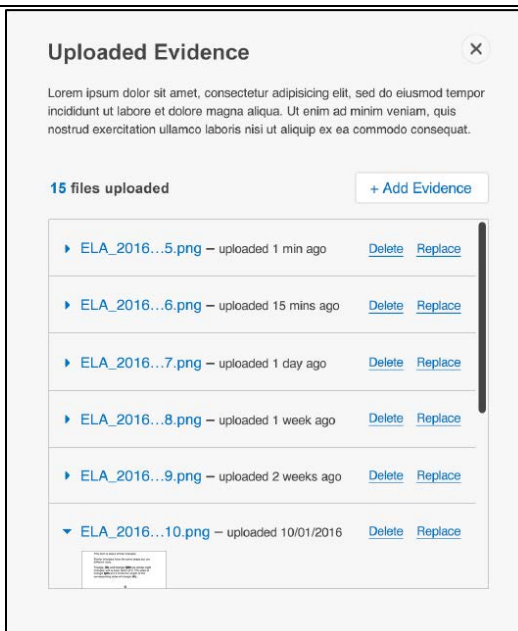
It is important to upload the evidence before the session is submitted. Once the session is submitted, you cannot get back to that item to upload evidence.

Capture Evidence Using Webcam

<p>When you are administering the writing item, the Upload Evidence button will become available.</p> <p>Click on this button to begin the evidence upload process.</p>	
<p>Select the Use Webcam button.</p>	

<p>The screen will provide a window that will display whatever you place in front of your computer's webcam.</p> <p>Position the camera or document in a way in which the evidence can be clearly seen. When ready, click the Take Snapshot button.</p>	
<p>The screen will display the "photo" of the evidence.</p> <p>If you are not satisfied with the captured image, click the Retake button and repeat the process.</p> <p>NOTE: Do not include the student or the TA in the picture.</p>	
<p>If the image is acceptable, click the Upload button.</p> <p>A confirmation message will appear if the file was uploaded successfully. Click OK.</p>	

You will be returned to the **Uploaded Evidence** screen, and the files you uploaded will now be listed. These files can be reviewed or deleted.



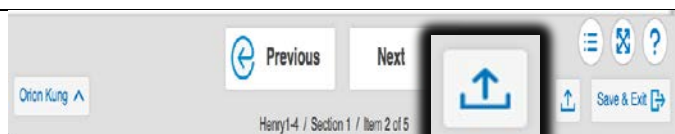
How to capture evidence if you don't have a webcam

1. If the computer you are using does not have a webcam to use for capturing evidence, you will upload evidence files from your computer.
2. When the student completes the writing product, pause the test (use **Save & Exit**) while the item is displayed on the screen.
3. Capture the evidence/student work using a scanner or camera. Please note the following:
 - a. Some large-scale printers have built-in scanning functionality.
 - b. A school-issued camera may be able to provide an image in the appropriate file type.
 - c. The only acceptable evidence file formats are: ***.JPG, or *.JPEG**.
*.PDF and *.PNG formatted files will not be successfully uploaded.
4. Save the files to the computer where you will resume the student test.
 - a. Two possible ways to save the files to a specific computer are by emailing the files to yourself and logging in from that computer to download the emailed files, or by saving the files on a shared server space which you are able to access from any work station.

NOTE: If the writing response you upload contains identifying student information, such as the student's name, please ensure that you are handling the evidence according to the security guidelines outlined in the Test Administration manual.

When you are administering the writing items, the **Upload Evidence** button will become available.

Click on this button to begin the evidence upload process.



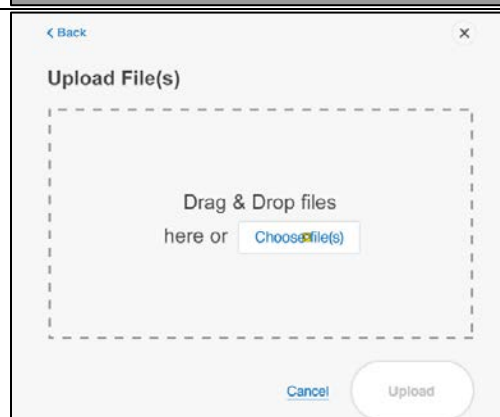
A pop-up window provides you with two options to capture evidence.

Select the **Attach File** button for scanned documents.

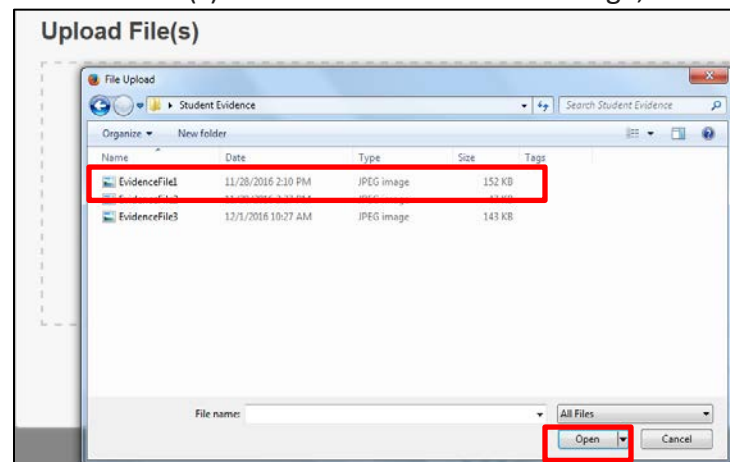


A File upload prompt will appear.

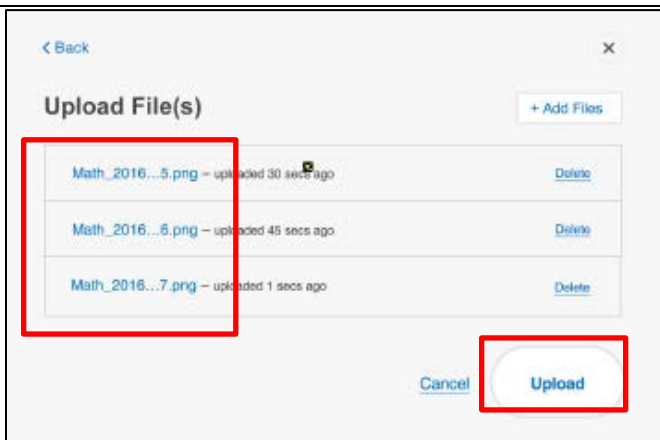
Click **Choose Files** or drag and drop evidence files into the upload file prompt.



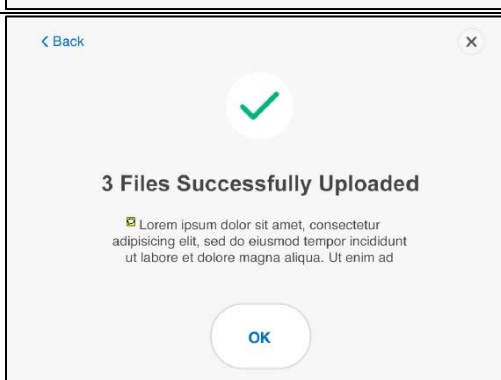
Select the file(s) that contain the scanned image, and click **Open**.



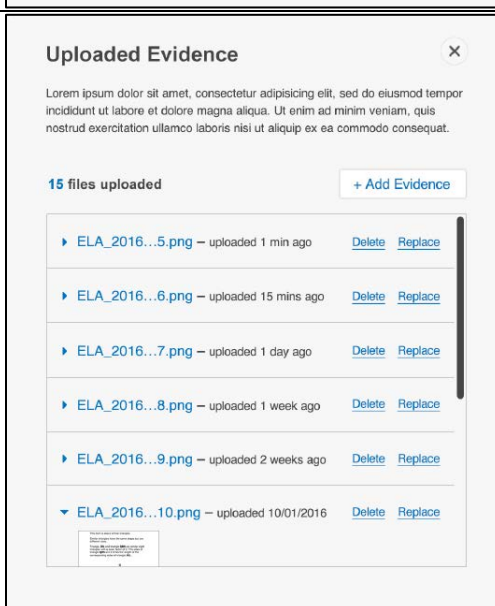
The file names will display in the upload prompt and can be viewed by clicking the file name. Click the **Upload** button when you are ready.



The system will provide you with a confirmation of successful upload. Click OK



You will return to the **Uploaded Evidence** screen, and the files you uploaded will now be listed. These files can be reviewed or deleted.



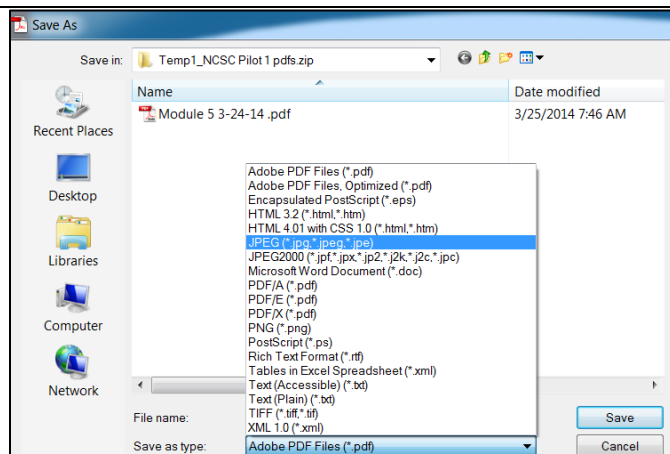
How to Convert a PDF into a JPG file.

Save .PDF files as .jpg or .jpeg

PDF files will be rejected by the MSAA Online Assessment System.

If your scanner saves images as a .pdf file by default, you **must** open the .pdf, click **Save As**, and select one of these formats, .png, .jpg or .jpeg — from the **Save As Type** field.

Once the document is saved in an accepted format, upload the evidence following the steps above.



After Testing

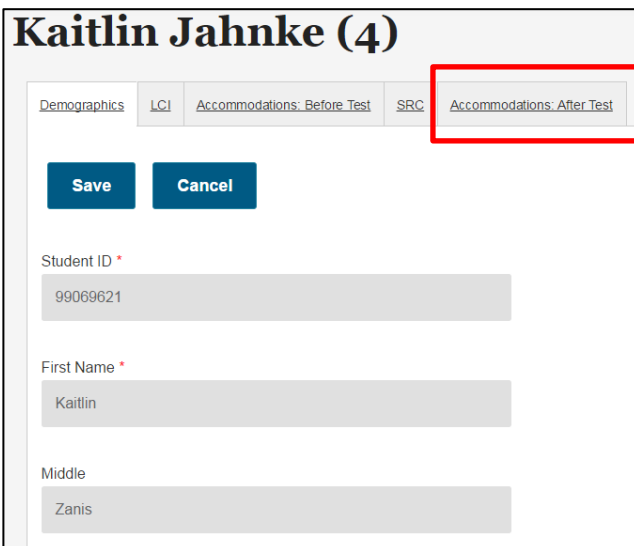
Accommodations: After Test

Once you have administered and submitted or closed the student's tests, return to the student profile to record the accommodations that the student actually used during the Test.

In **My Students**, find the student in the list and click on his or her Student ID number.

My Students			
Filter all columns			
Student ID (System-generated)	Student ID (state-generated)	Organization	Student Information
748	19742884	Forest Park School	Amin Kaluna Grade 3
662	19742884	Forest Park School	Amin Kaluna Grade 3
1041	19742884	Forest Park School	Symone Lattea Grade 3

Click on the **Accommodations: After Test** tab.



Kaitlin Jahnke (4)

Demographics LCI Accommodations: Before Test SRC **Accommodations: After Test**

Save **Cancel**

Student ID *
99069621

First Name *
Kaitlin

Middle
Zanis

Select the accommodations that the student actually used during the Test. Select the last option if the student did not use any accommodations during testing.

Accommodations: After Test

Please select the accommodation/s that the student actually used during the test. If the student did not use any accommodations, select the last box.

- ☐ Assistive Technology for presentation of items to student
- ☐ Assistive Technology for student response to questions
- ☐ Paper Version of Item/s
- ☐ Scribe
- ☐ Sign Interpretation (e.g., ASL, PSE, SEE)
- ☒ Check this box if the student did not use any accommodations.

Click Save. The system will display a confirmation about the update on the top of the page.



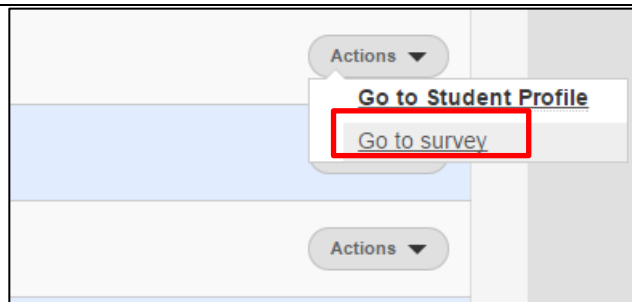
Updated Kaitlin Jahnke (4)

Kaitlin Jahnke (4)

End-of-Test Survey

After test administration is complete for all students, complete **one** End-of-Test Survey.

In My Students, when the test status for a test is submitted or closed, click on **Actions** and select **Go to survey**.



Returning Test Materials to Measured Progress (Maryland only)

Paper copies of Directions for Test Administration (DTA) and Large Print Test Books ordered from Measured Progress by educators in Maryland are secure and must be returned. Each shipment of test materials will include a box to be saved for return shipping as well as a UPS shipping label. Pack the materials in the return box and apply the shipping label. The one-day UPS pickup date for test materials is May 19, 2017.

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	<p>The student or TA can change the onscreen background color and/or text color based on need or preference. The options are:</p> <ul style="list-style-type: none"> • White background with black text • Light blue background with black text • Black background with white text • Cream background with black text • Light magenta background with black text • 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. <i>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.</i>
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	<p>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:</p> <ol style="list-style-type: none"> 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc. 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	<p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 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.</p> <p>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.</p>

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. <i>Alternative text is included in the DTA and should be read aloud by the TA as needed.</i>
Manipulatives for Mathematics	<p>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:</p> <ol style="list-style-type: none"> 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc. 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. <p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 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.</p>
Tactile Graphics	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	<p>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.</p> <p>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</p>

creating any tactile symbols the student may require. Refer to page 23 for guidance.

Accessibility Features: Paper Administration (Cont.)

Object Replacement

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 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-Only Navigation Shortcuts

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://www.mozilla.com
Internet Explorer & Edge	IE11 and above	Already installed on all Windows computers