MSAA Online Assessment System User Guide for Test Coordinators

Test Administration Window
March 14–April 29, 2022

ELA & Mathematics Online Reporting Window
July 18–September 9, 2022

Multi-State Alternate Assessment

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the MSAA State Coordinators Contact Information on page 1 of the *Test Administration Manual*.

Table of Contents

Document Overview 1
Roles and Responsibilities 1
MSAA Technical Support 2
Additional Support 3
What Is the MSAA Online Assessment System? 3
MSAA Online Assessment System Website 3
Terms and Acronyms 3
How to Access the MSAA Online Assessment System 4
Receiving Your Welcome Email 4
How to Log In 4
Account Lockout 5
How to Navigate the MSAA Online Assessment System 5
Dashboard 5
Test Status Summary 6
Students 7
Locked Test 8
Students Export 9
Filtered Students Report 9
Sample Items 10
Organizations 11
What Is an Organization? 11
Navigating Organizations 12
Organization Actions 12
Order Test Materials (TN & BIE Only) 13
Manage Users 15
Upload Users 15
Step 1: Download Org ID 16
Step 2: Download & Complete Users Template 17
Step 3: Upload Users File 19
How to Add a Single User 22
Manage Organizations 24
How to Add a School 24
How to Use Classrooms 24
Recommendations for Creating Classrooms 24
How to Add a Classroom 25
Edit a Classroom 26
Managing User Permissions 27

Test Administration Training **30**
Track Test Administrators' Training Status 32
Managing Students and Completing Testing Activities **33**
How to Access the Student Roster 33
How to Transfer a Student to a New School or Classroom 33
How to Change a Student's Grade Assignment 35
How to Add a Student 35
How to Remove a Student 35
Monitoring Test Status 36
Test Status Summary Export 37
Closing a Test for the Early Stopping Rule (ESR) 38
Reports **39**
Appendix A: Accessibility Features and Assistive Technology Compatibility **42**
Accessibility Features 42
Accessibility Features: Computer, Laptop, or Tablet Administration 42
Accessibility Features: Paper Administration 44
Assistive Technology Compatibility 46
Appendix B: Technology Requirements **48**
Devices 48
Operating System 48
Browser 48

Document Overview

The MSAA Online Assessment System is the System used to administer the Multi-State Alternate Assessment (MSAA) to participating students. This user guide describes the MSAA Online Assessment System features and provides Test Coordinators (TC) an overview of the MSAA testing process, support resources, and step-by-step directions to perform various functions before, during, and after test administration. For the purposes of this manual, the MSAA will be referred to as "the Test," and the MSAA Online Assessment System will be referred to as "the System."

Roles and Responsibilities

Users in the System are assigned either the role of Test Administrator (TA), TC, or both. TCs are responsible for managing the administration of the Test. TAs are responsible for administering tests to students.

The chart below outlines common actions in the System and who is permitted to perform them. Note that only TCs can close a student's test or edit student demographic information. Please refer to page 1 of the *Test Administration Manual* (TAM) for links to state websites containing state-specific policies.

Action	Test Administrator	School Test Coordinator	District Test Coordinator	State Test Coordinator for MSAA	MSAA Service Center
Start, Pause, Resume, and Submit Tests	X	X	X	X	
Print DTAs and Paper Tests	X	X	X	X	
Complete Student LCIs, SRCs, and Accommodations Tabs	X	X	X	X	
Add or Edit TAs		X	X	X	
Close Tests		X	X	X	
Add Classrooms		X	X	X	
Add or Edit TCs			X	X	
Add Students or Edit Student Demographic Information				X	
Change Test Form Grades				X	
Provide Technical Support					X
Unlock Tests				X	X

MSAA Technical Support

MSAA Service Center **Phone: (866) 834-8879** **Email: MSAAServiceCenter@cognia.org** **Live Chat: Link at the bottom of the MSAA System Dashboard**

The Service Center for the MSAA is available to TAs and TCs from 6 am – 10 pm ET, Monday – Friday, to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.

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 (linked at the bottom of the MSAA Dashboard).
For example, you need to:

- Change a student's demographic information
- Close a test
- Order 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

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
- You need to make a test grade change

Test Administrators and Test Coordinators: Contact the MSAA Service Center when…

You have "How do I…?" questions and you can't find the answer in the TAM, user guides, or technology requirements (linked at the bottom of the MSAA Dashboard), such as:

- You have trouble logging in (and have a user account)
- Your TA has passed the final quiz (≥80%) but cannot access student test materials
- You are a TC with questions about making changes to TAs in your district(s)
- You need to open a locked test

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

- User accounts
- Accessing tests assigned to a student
- Incorrect or missing student information
- Access to the MSAA Test Administration Training for TAs and TCs
- Converting a PDF file to JPEG format for the writing prompts
- Accessing assessment features or a paper accommodation

When contacting the MSAA Service Center, please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:

1. Your **contact information** (name, state, district, school, phone number, and email address)
2. **Student name**, if applicable, and state ID number when calling or using live chat
   (Do not provide student name when emailing an inquiry)
3. Any **error messages** that appeared
4. **Operating system** and **browser information**

Test Coordinators: Contact your MSAA State Coordinator when…

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
- You do not have visibility to the appropriate orgs (districts/schools)
- A new student joins your school and needs to be added to the System
- The wrong name is associated with your email address
- A test grade change occurs and a student needs a new test assignment

You have test administration or policy questions regarding:

- Scoring procedures for constructed-response items
- Recording student responses into the MSAA Online Assessment System
- Clarifying requirements of various item types
- Clarifying administration requirements
- Describing how to access assessment features or accommodations

Additional Support

For additional support or questions about this document, please contact the MSAA Service Center:

Phone: (866) 834-8879

Email: MSAAServiceCenter@cognia.org

Live Chat: www.msaaassessment.org, link at the bottom of the MSAA System Dashboard

Note: Never include student information in email. All student-related issues should be handled by phone.

What Is the MSAA Online Assessment System?

The System is used to administer the Test to participating students.

MSAA Online Assessment System Website

You can access the System using the following link: www.msaaassessment.org.

Terms and Acronyms

Table 1 provides a summary of terms with the associated acronyms used frequently in this and other documents needed for test administration.

Table 1. MSAA Terms and Acronyms

Term	Acronym
Assistive Technology	AT
Constructed-Response	CR
Directions for Test Administration	DTA
English Language Arts	ELA
Early Stopping Rule	ESR
Learner Characteristics Inventory	LCI
Multi-State Alternate Assessment	MSAA
Student Response Check	SRC
Test Administration Manual	TAM
Test Administrator	TA
Test Coordinator	TC

How to Access the MSAA Online Assessment System

This section prepares you to access the System for the first time.

Receiving Your Welcome Email

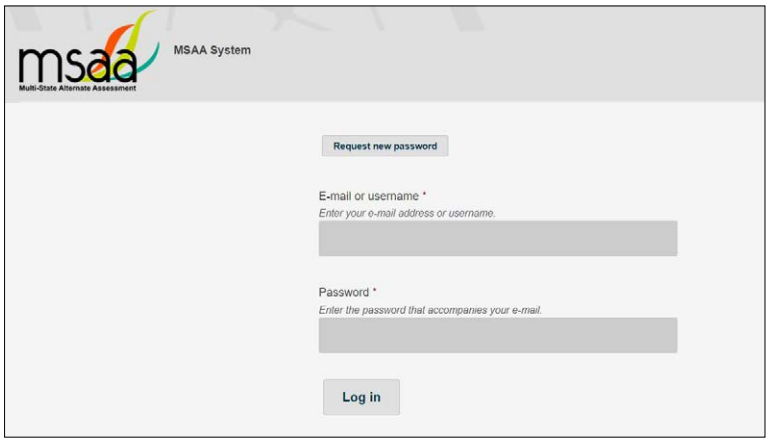
When a new user account is created in the System, the user will receive an automated welcome email from MSAAServiceCenter@cognia.org (as seen below) that contains a temporary URL.

From: MSAAServiceCenter@cognia.org
Subject: Important Information from the MSAA System

Click the link in the welcome email to gain access to the 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 System using the URL 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 System.

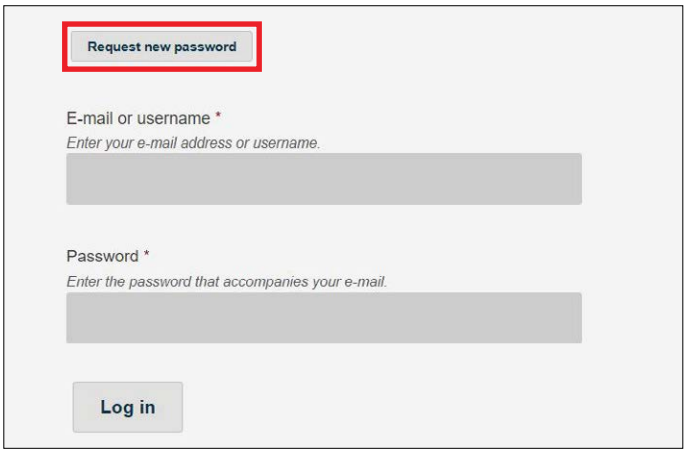


MSAA has a Test Security Agreement that appears for all TC and TA users upon initial login to the System. TCs and TAs will have the option to Agree or Cancel. Upon choosing Agree, TCs and TAs will have full access to all pages of the System assigned to their user role. In addition, users' profiles will be updated to capture acceptance of the Test Security Agreement and no further action will be needed. If users cancel out of the Test Security Agreement, access will be restricted to the Dashboard and Sample Items pages of the System, and users will be presented with the Test Security Agreement prompt upon subsequent logins until they choose Agree.

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

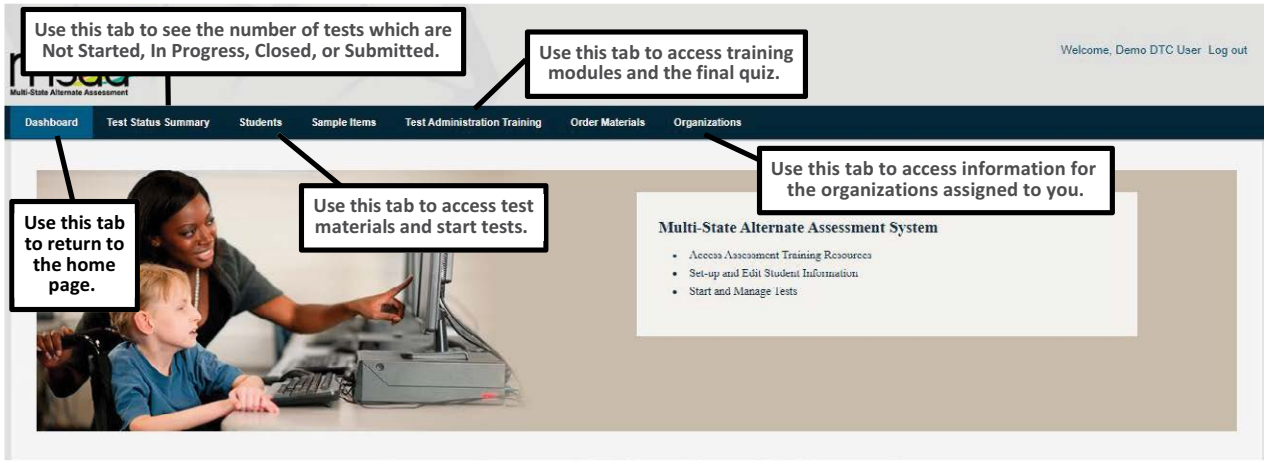


   - follow the onscreen instructions; you will receive a password reset link via email

How to Navigate the MSAA Online Assessment System

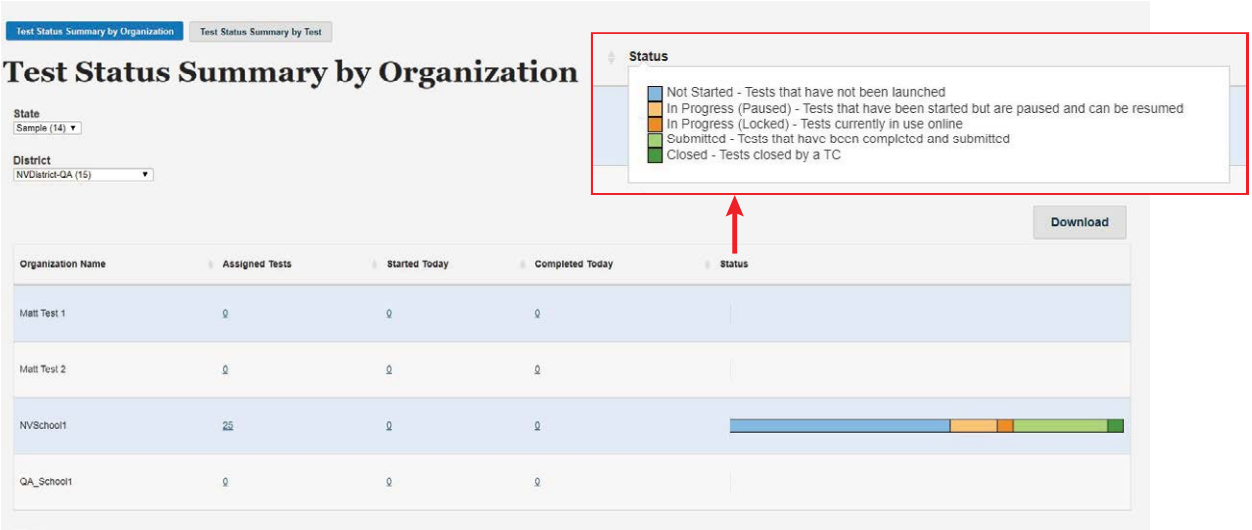
Dashboard

The dashboard is the homepage for the System. Once logged in, you can navigate within the System using the top navigation bar. Return to the dashboard by clicking the "Dashboard" tab in the navigation bar.



Test Status Summary

This page provides a summary of student tests, allowing you to track and monitor testing progress during 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.

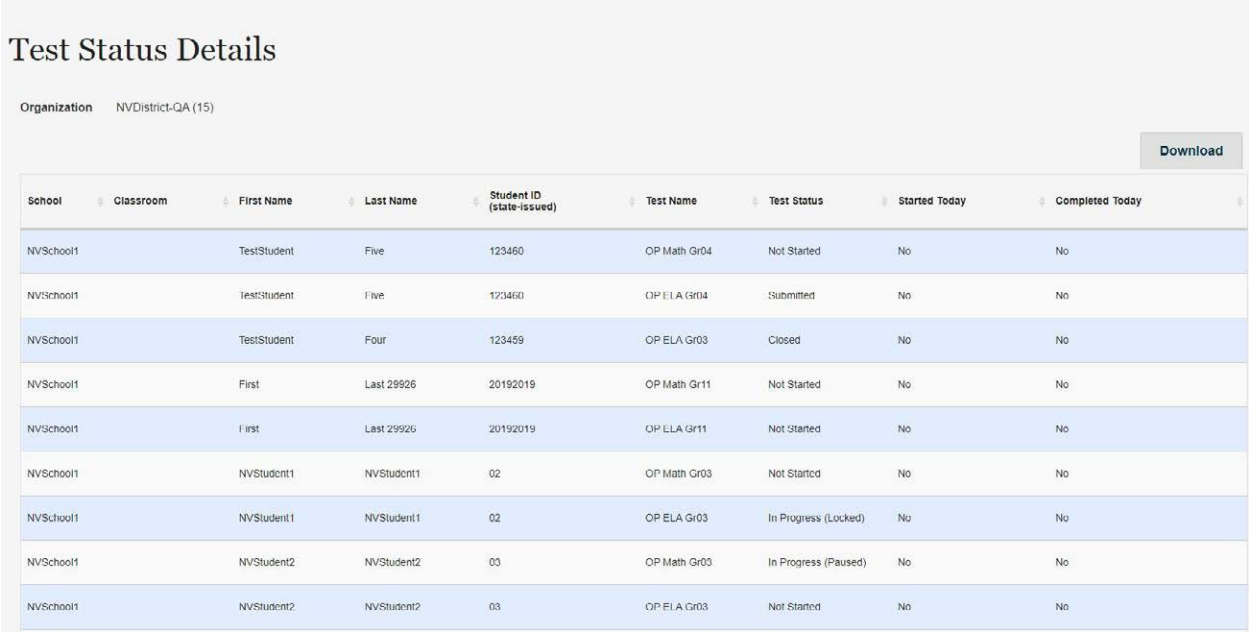


State and District level TC users have two summary views available to them: Test Summary by Organization and Test Summary by Test. Users may toggle between these views by using the tab selections at the top of the page. School TCs will only have the Test Status Summary by Test view available to them. However, if a School TC user is assigned to multiple schools, they will be able to use the school dropdown menu at the top to select and filter for each of their assigned organizations. Upon selecting the school, the Test Status Summary page will refresh and display the respective schools' data.

The Test Status Summary page has been updated to include both numerical and graphical representation of testing progress throughout test administration. The following statuses are provided:

- Students Registered
- Started Today
- Completed Today
- Status – which will further provide the total breakdown of every test status: Not Started, In Progress (Paused), In Progress (Locked), Submitted, and Closed

Hover over any header for an explanation of the data being provided. Under each status, links will allow you to drill down to the "Test Status Details," which will provide the respective student and organization information. The Test Status Details report is shown on the following page.



Test Status Details

Organization NVDistrict-QA (15)

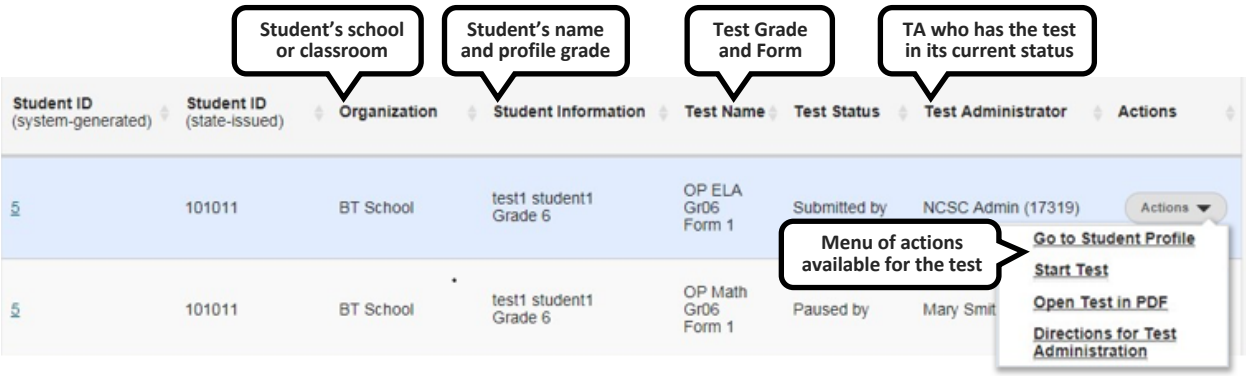
Download

School	Classroom	First Name	Last Name	Student ID (state-issued)	Test Name	Test Status	Started Today	Completed Today
NVSchool1		TestStudent	Five	123460	OP Math Gr04	Not Started	No	No
NVSchool1		TestStudent	Five	123460	OP ELA Gr04	Submitted	No	No
NVSchool1		TestStudent	Four	123459	OP ELA Gr03	Closed	No	No
NVSchool1		First	Last 29926	20192019	OP Math Gr11	Not Started	No	No
NVSchool1		First	Last 29926	20192019	OP ELA Gr11	Not Started	No	No
NVSchool1		NVStudent1	NVStudent1	02	OP Math Gr03	Not Started	No	No
NVSchool1		NVStudent1	NVStudent1	02	OP ELA Gr03	In Progress (Locked)	No	No
NVSchool1		NVStudent2	NVStudent2	03	OP Math Gr03	In Progress (Paused)	No	No
NVSchool1		NVStudent2	NVStudent2	03	OP ELA Gr03	Not Started	No	No

Both the Test Status Summary and Test Status Details are available for download and will export into Excel. Please note that if you are downloading from the Test Status Summary page, the data will be numerically represented.

Students

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



Locked Test

Because MSAA is a one-on-one assessment, the System only allows a user to have one test open at a time, locking tests once launched and in the "In Progress" status. If a TA has a test in progress, they will not be able to launch another test until the open test has been paused. If a student's test is in progress with one TA, then another TA will not be able to launch that student's test until it is paused by the TA who has it active (in progress). To determine the status of a student's test, go to the Students page and look under the "Test Status" column. All statuses, with the exception of "Not Started," will have the respective TA's name listed in the subsequent "Test Administrator" column. If a student's test is showing as "In Progress" with a TA, but that TA reports they are not currently testing the student, then the test is stuck in the locked status and they will need to contact the MSAA Service Center for assistance with getting it unlocked. This happens when the Save & Exit button was not used to exit the test (e.g., power outage, computer rebooted, closing your browser, etc.) and will require the MSAA Service Center to unlock it for you.

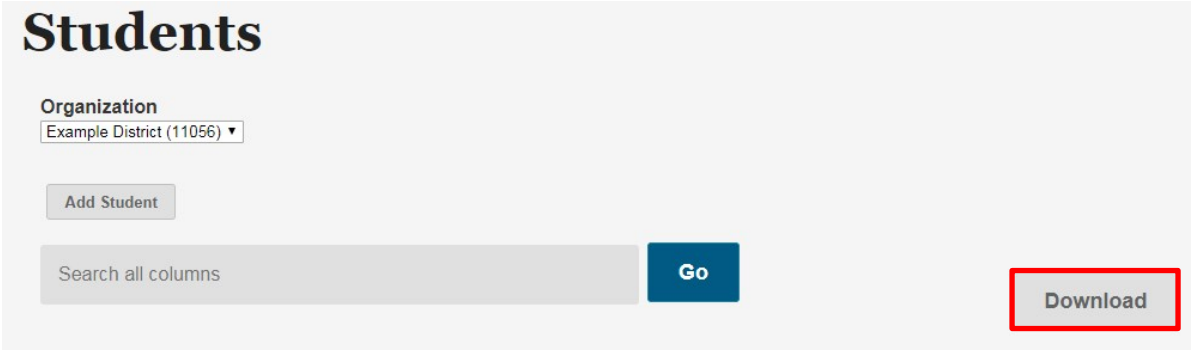
Table 2 will further assist you in identifying your next course of action.

Table 2. Locked Test Instructions

Scenario	Response
TA has one student's test open but wants to launch another test for another student.	TA should pause first student's test by clicking on "Save & Exit" in the test navigation, then launch the other student's test via the Students page.
TA goes to launch a student's test but sees the test is "In Progress with" another TA when on the Students page and the Start Test option is not present in Actions dropdown.	Contact the TA that test is showing as "In Progress with" and have them pause the test. If the TA is not currently testing the student contact the MSAA Service Center.*
TA goes to launch a student's test but sees the test is "In Progress with" them when on the Students page and the Start Test or Resume Test options are not present in the Actions dropdown.	TA should contact the MSAA Service Center for assistance with unlocking the test.*

*When contacting the MSAA Service Center for unlocking a test, please have the SSID/Org ID and the reason the test was locked (for tracking purposes) available. The unlocking process is immediate and can be done while the student is with you.

Students Export

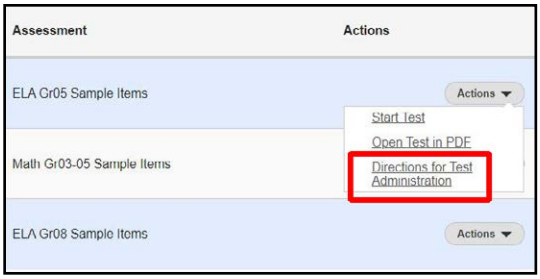
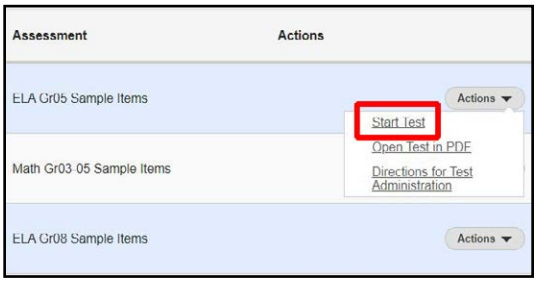
Click **Students** in the Dashboard.
Click **Download**. 
An Excel spreadsheet will download with all data from all pages of results from the Students page.

Filtered Students Report

Enter search criteria in the “search” box. Any of the columns other than “Actions” can be searched.
Click **Go**, then click **Download**.
An Excel spreadsheet will download with only the results from the search.

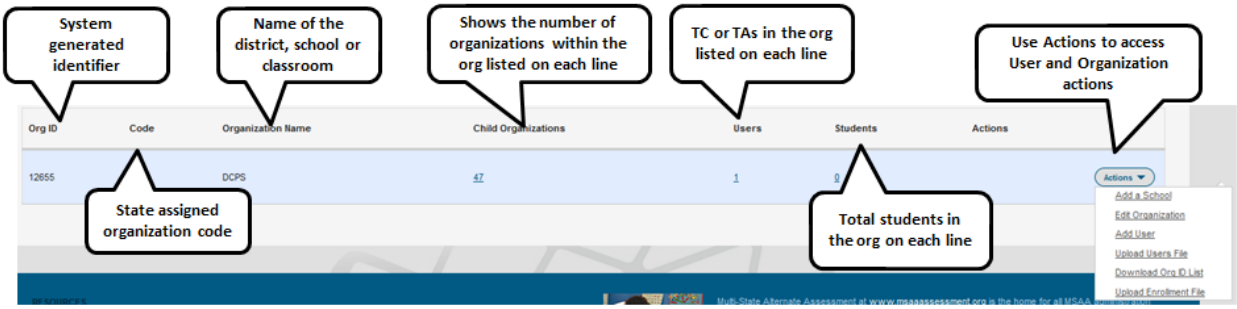
Sample Items

This page provides online access to sample items that allow a user to become familiar with navigating the System, checking compatibility of a student's AT devices, and practicing administering test items with students. Note that student responses to the sample items are not saved. All users have access to the same sets of Mathematics, ELA, and Science sample items located in the System at www.msaaassessment.org under Resources.

To access the DTAs for the sample items, click on the **Directions for Test Administration** link found under the respective sample items Actions menu as shown here.	
To view the sample items online: ➢ Click on **Actions** ➢ Select **Start Test** To print the sample items: ➢ Click on **Actions** ➢ Select **Open Test in PDF**	

Organizations

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

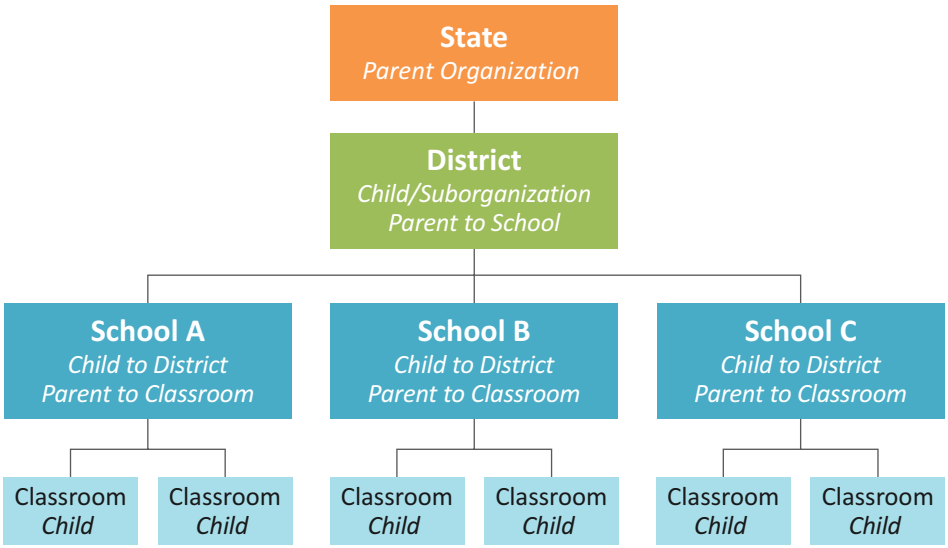


What Is an Organization?

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

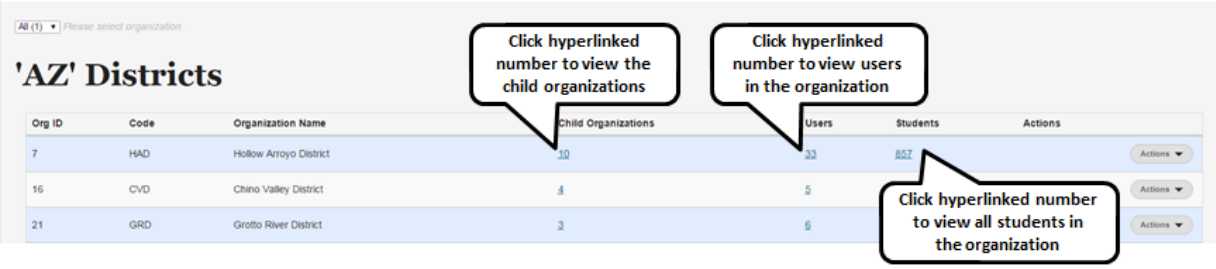
The organizations exist in a "parent-child" hierarchy. For example, the **district** is the parent organization of the **school**. This makes the **school** the "child" organization of a **district**. This relationship analogy continues down the hierarchy line. A "classroom" is the child organization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

Organizational Hierarchy



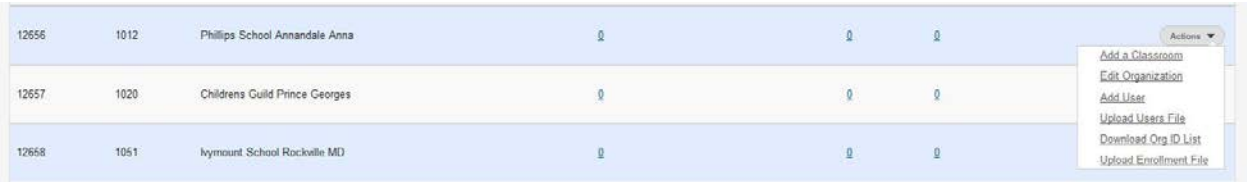
It is important to understand these relationships, as some functions, such as creating an organization, have to be performed at the parent organization level: in other words, at the district or school level.

Navigating Organizations



The hyperlinked number for Child Organizations, Users, and Students has the same functionality at each organization level. For example, clicking the hyperlinked Students number for a school will display a roster of students in that school.

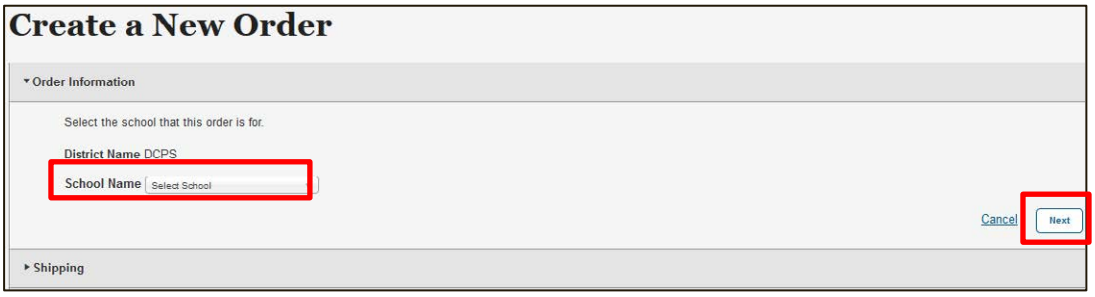
Organization Actions

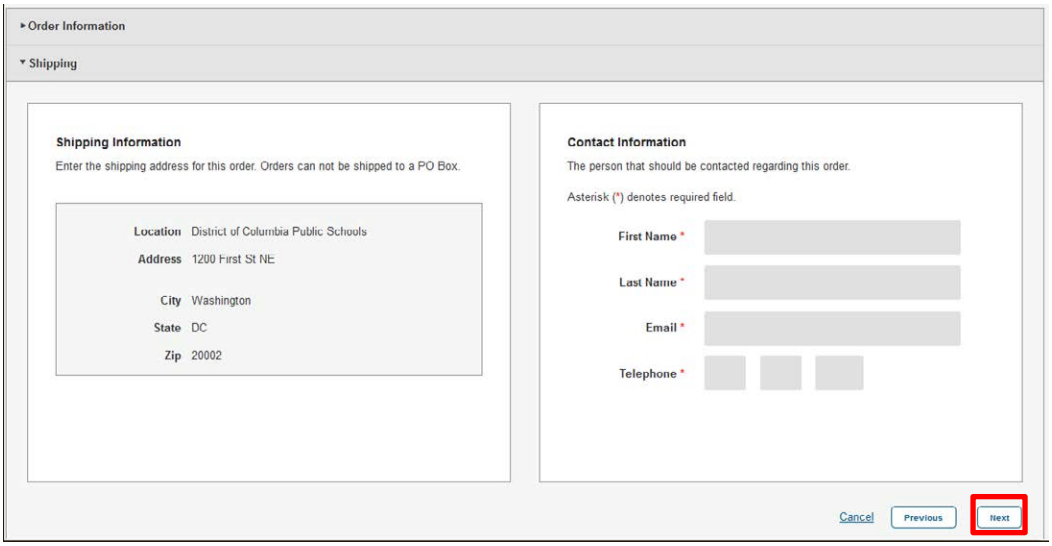
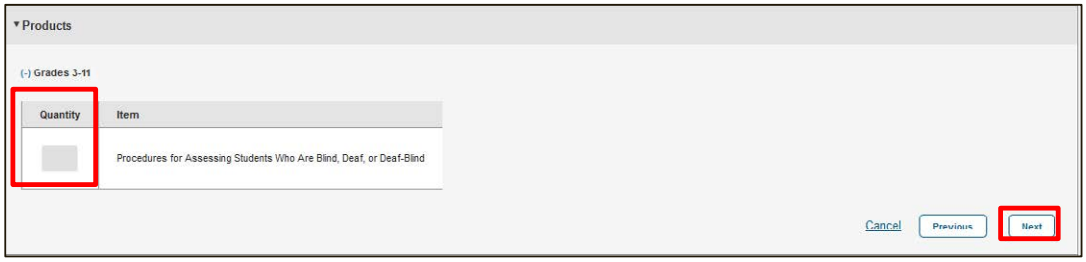
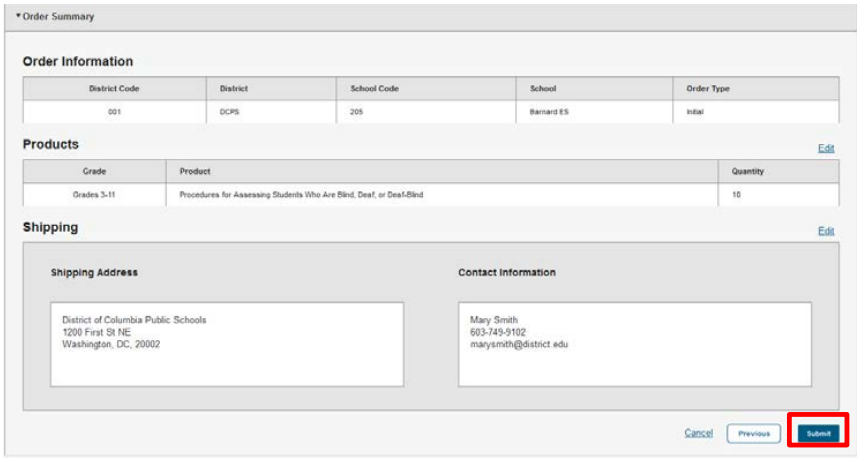


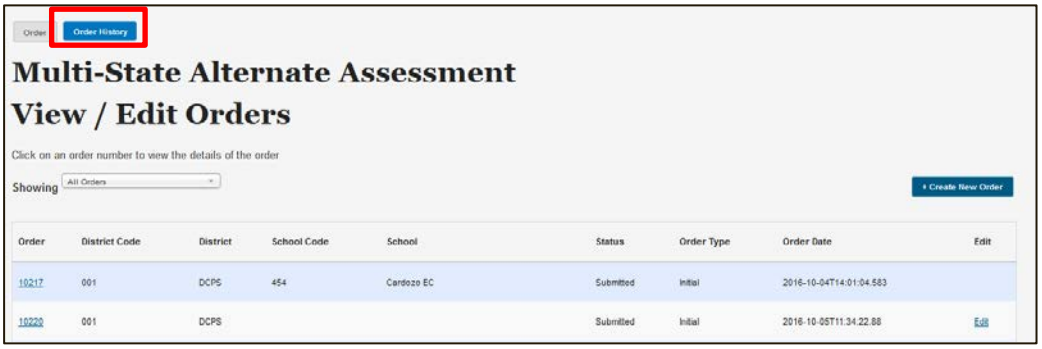
From the Actions menu you can add a classroom to a school, edit organization information, add a user, upload a user file, and download an Org ID list. The Upload Enrollment File option is available in the menu. Contact your MSAA State Coordinator before using this menu option.

Order Test Materials (TN & BIE Only)

The Order Test Materials page is used to place orders for test materials available in Tennessee and BIE. Use the steps below to place and track orders.

1	On the Order Materials page, click **Order**.
2	If you are a TC for a district, you will select whether to create an order for the district or for a single school.
3	If you are creating an order for a single school, select the school using the School Name drop-down menu. Then click **Next**. 

4	Confirm the shipping information. If it is incorrect, contact your MSAA State 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 needed number of each listed product for that school. Then click **Next**. 
6	Use the **Order Summary** page to confirm order information, product quantities, shipping information, 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.
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. An order in the "Submitted" status can be edited until it is Approved and the order status shows "Approved." Once an order is approved, it cannot be edited, and a new order must be created using the instructions as outlined above. 

Manage Users

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

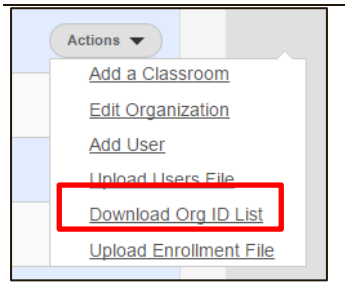
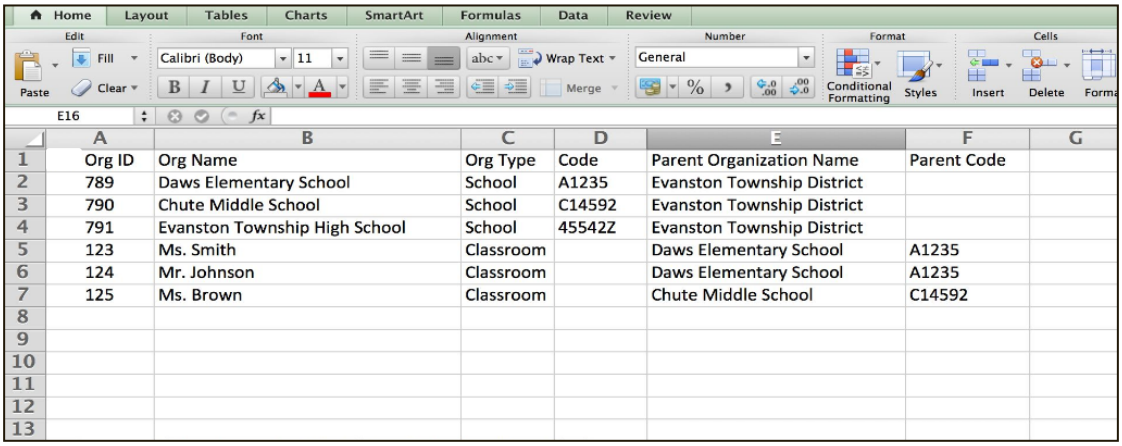
Upload Users

This section prepares you to upload the Users File (TAs/TCs) into the 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. 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 organization name and ID that the 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 System.

<table>
<tr>
<td>1</td>
<td>In 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.</td>
<td> 
</td>
</tr>
<tr>
<td>2</td>
<td colspan="2">


	A	B	C	D	E	F	G
1	Org ID	Org Name	Org Type	Code	Parent Organization Name	Parent Code	
2	789	Daws Elementary School	School	A1235	Evanston Township District		
3	790	Chute Middle School	School	C14592	Evanston Township District		
4	791	Evanston Township High School	School	45542Z	Evanston Township District		
5	123	Ms. Smith	Classroom		Daws Elementary School	A1235	
6	124	Mr. Johnson	Classroom		Daws Elementary School	A1235	
7	125	Ms. Brown	Classroom		Chute Middle School	C14592	
8							
9							
10							
11							
12							
13							

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

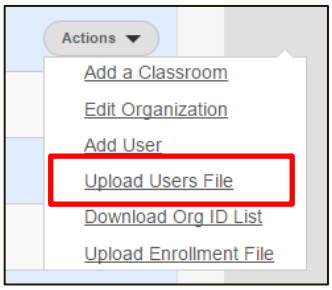
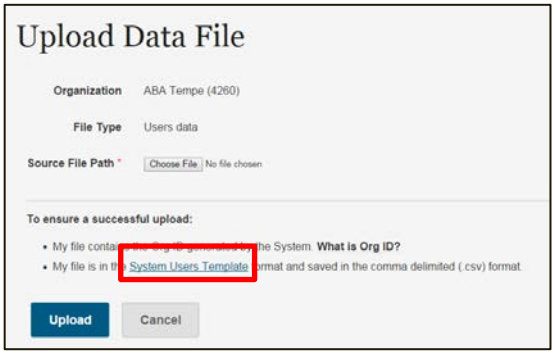
The following columns are shown in the downloaded Org ID file:

- Column A: System Org ID
- Column B: Org Name
- Column C: Org Type
- Column 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.
</td>
</tr>
</table>

Step 2: Download & Complete Users Template

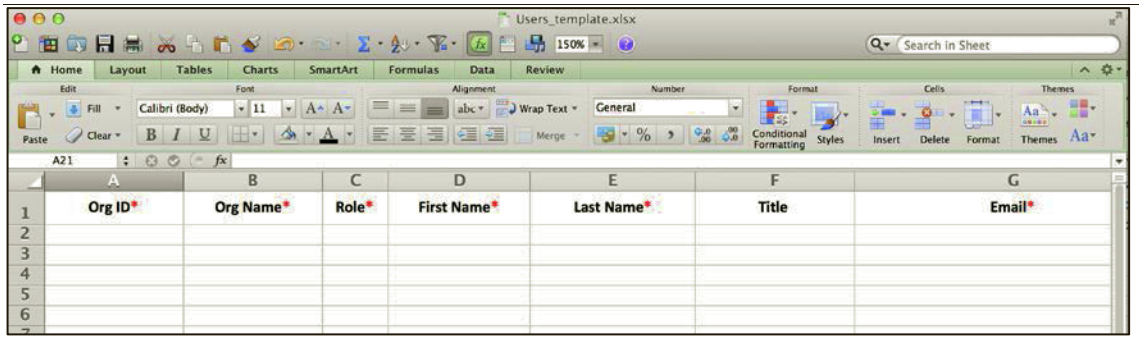
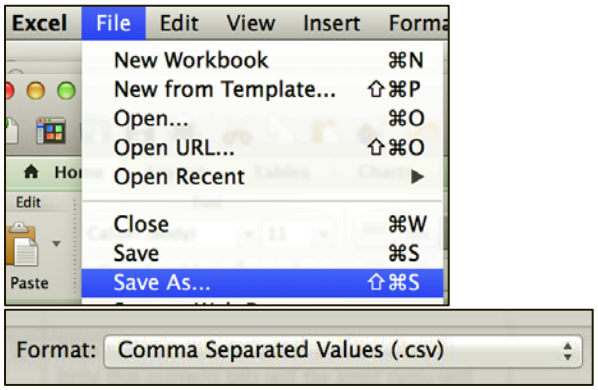
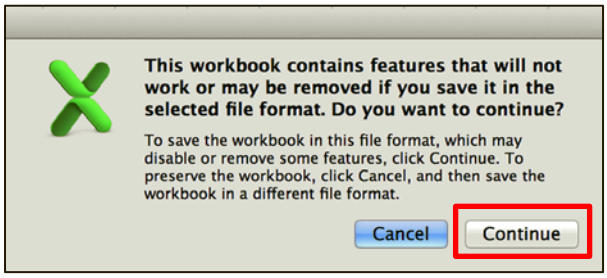
The System Users Template is necessary to ensure your user file can be successfully imported by the System. To access the System Users Template, follow the instructions below.

1	In **Organizations**, Click **Actions**, then select the **Upload Users File** option from the drop-down menu.	
2	The **Upload Data File** page opens. 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.	

Users Template Data Description

The following table provides the valid values the MSAA System will accept. Users may be created at the class, school or district level. The Org ID and the Org Name included in the upload template should reflect the organization level (class, school, district) where you want the user created. Please make sure to pick ONE of the values provided in column 'B' below. DO NOT change column headers or Delete columns on Users Tab. When User data is loaded in Users Tab, Delete this Read Me tab and complete a file Save As to a *.CSV. This *.CSV file is what you should upload into the system.

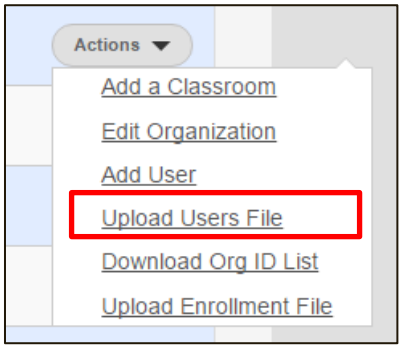
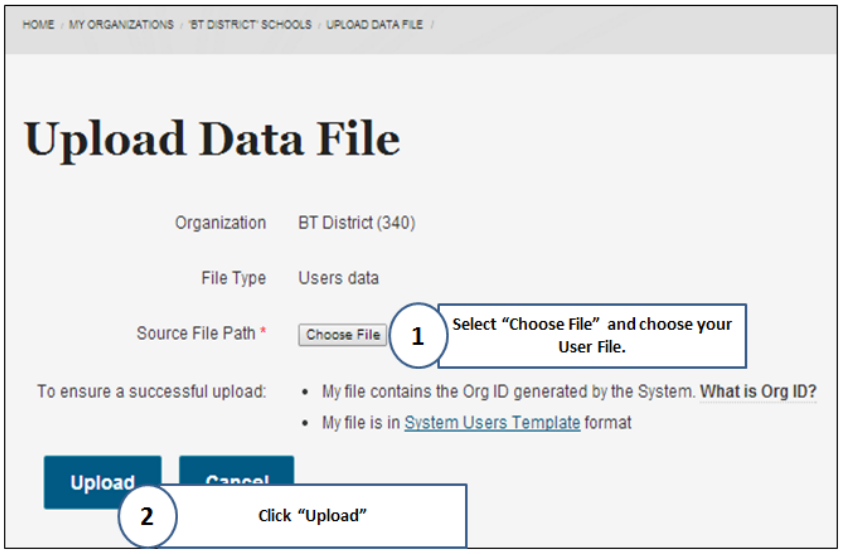
Column Name	Valid Values	Description
Org ID*	*Extract from the system*	This is the unique system-generated Org ID. To find out the Org ID of your district, school, and classrooms, download the Org ID file from My Organizations page in the system
Org Name*	*Compare with the value extracted from the system*	The organization Name is the name that has been saved in the MSAA System for a state, district, school, or classroom. To find out the exact Org Name of your district, school, and classrooms, download the Org ID file from My Organizations page in the system
Role*	TA,TC	

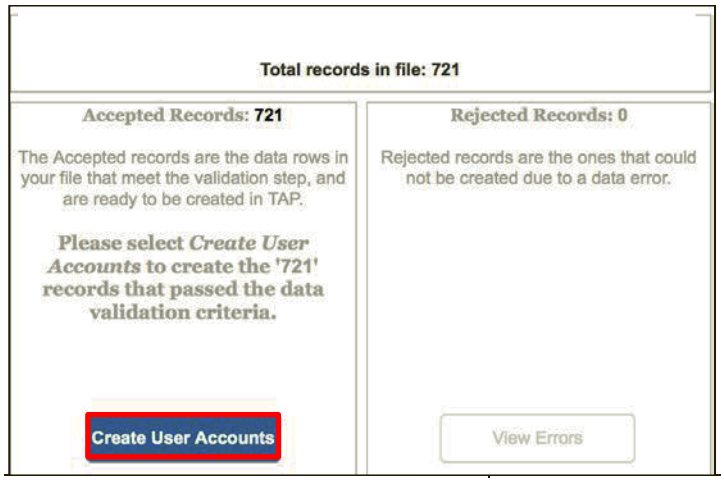
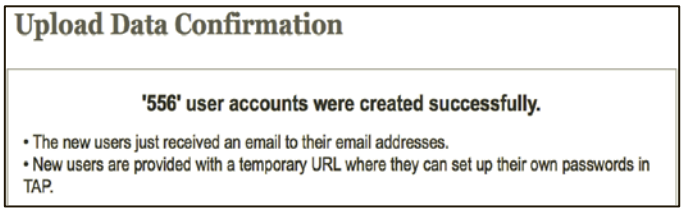
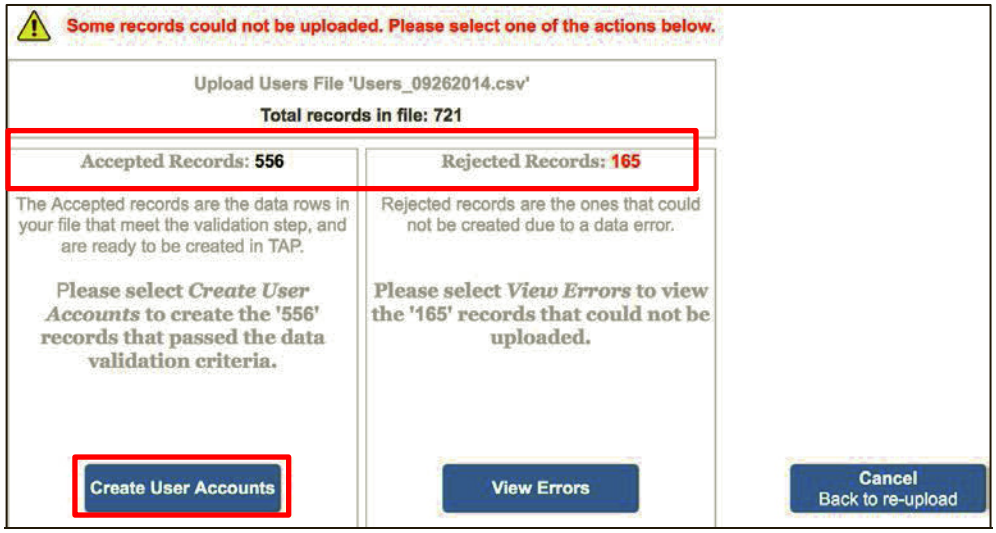
4	Enter the TA and TC information into the template in columns C–G. Then, copy and paste the Org ID and name information from Columns A and B in the Org File into the System Users Template file.  	
5	After entering the TA and TC information into the System Users Template file, delete the Read Me tab. Then, select the **Save As** option from the File menu. Select the Comma Separated Values (.csv) option from the Format drop-down menu when the Save As pop-up opens. Then click the **Save** button.	
6	The application will prompt you to confirm that some formatting features will be lost. Click **Continue**.	

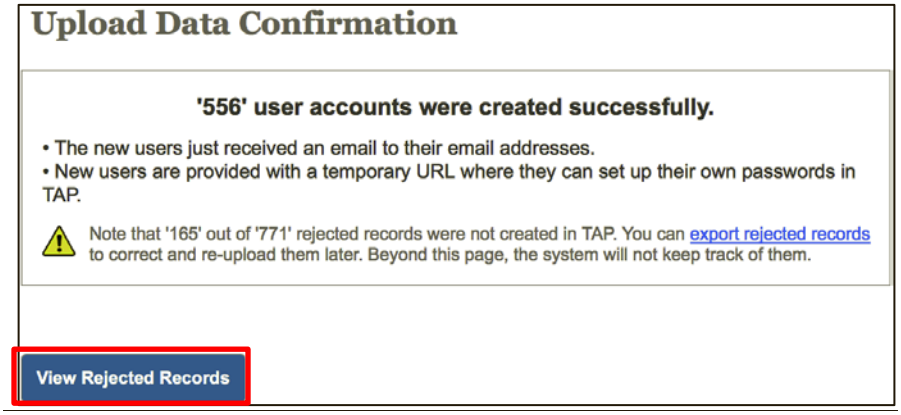
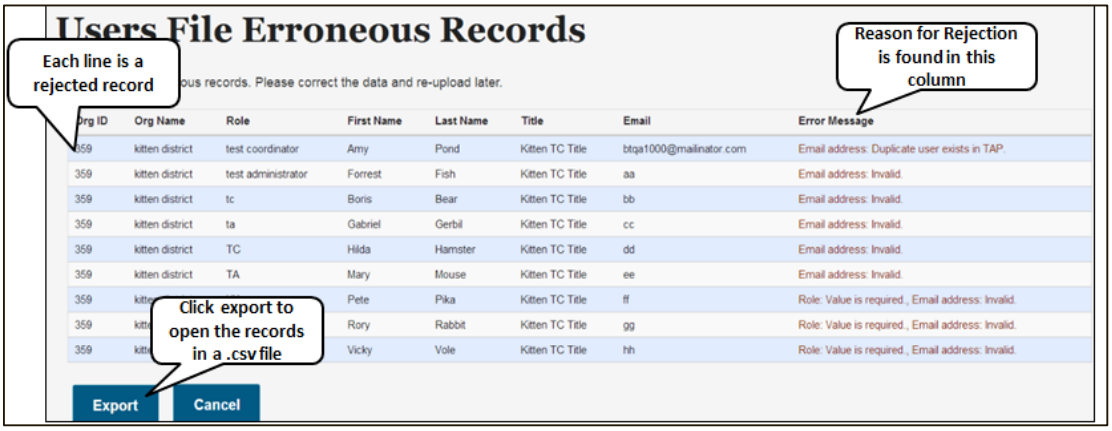
Step 3: Upload Users File

Now you will upload your file. During the upload process, the 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 the Users Template.
- ✓ Each user record must have:
  - An Org ID and the associated Organization name that is already in the System
  - 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.

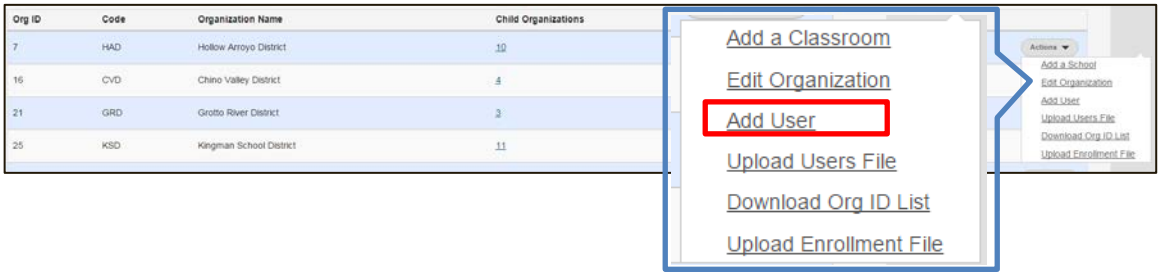
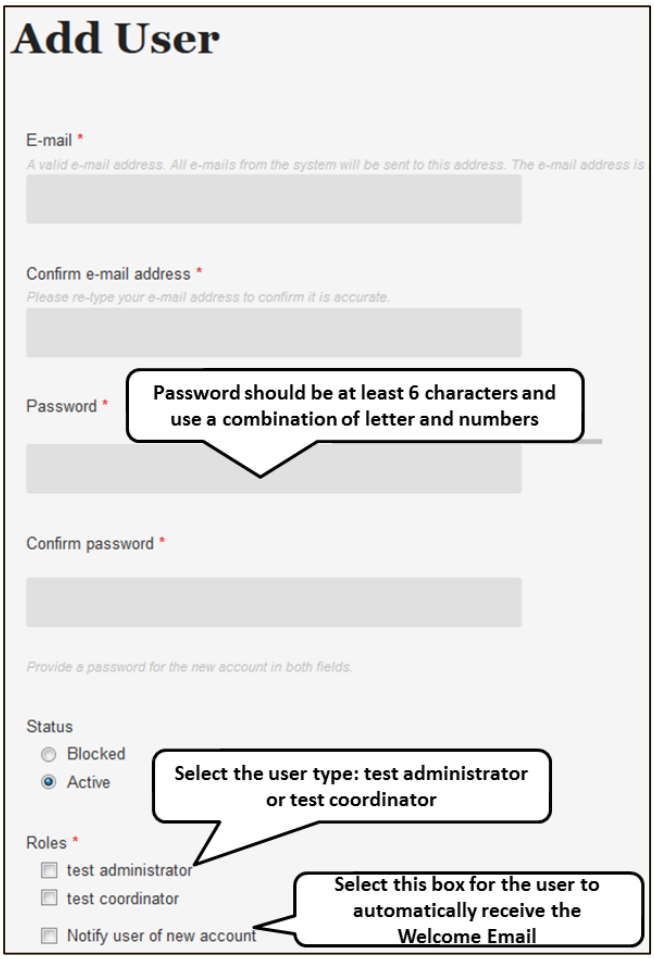
1	Use the Actions menu for the organization to which you are uploading. Select the **Upload Users File** option.	
2	Choose and Upload the file as shown below. 	
3	The System will validate the information in your template. Depending on file size, the validation step may take a few moments to complete.	

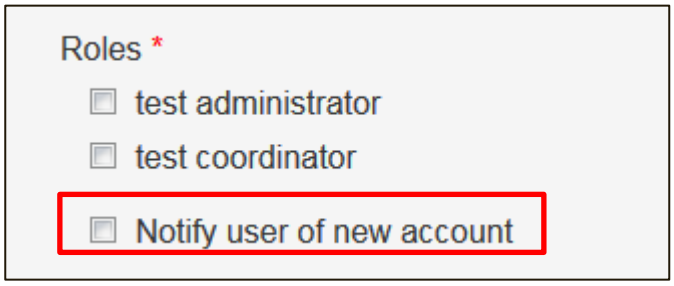
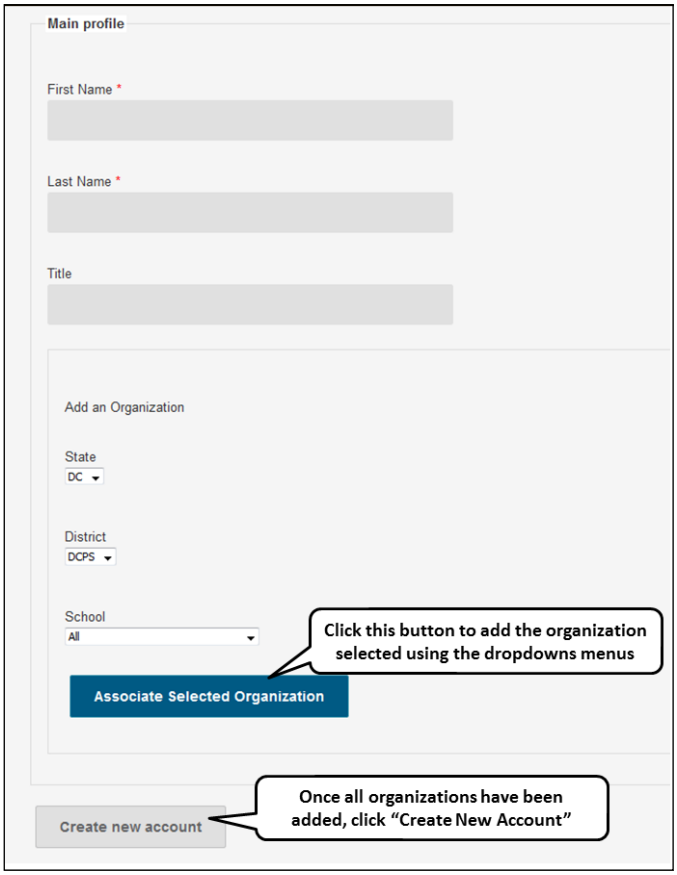
4	No Rejected Records Once complete, the Validation Summary page opens. If there are no rejected records, the page will look like the following screenshot. Click the **Create User Accounts** button. 
5	The System creates all the users (TC and TA) in the uploaded users file and provides a confirmation. 
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**. 

7	The System provides a confirmation message of the number of accounts that were created successfully. Click **View Rejected Records**. You will be able to view the records that failed at validation. These accounts were neither created nor saved in the System. 
8	The Exceptions page will open, as shown below. Make sure to scroll down as needed to see all the records. Note: The System will NOT keep track of rejected records beyond this page. 
9	**Step 1:** Save the exported .csv file on your computer. Exit the Upload Users File page in the System. **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. **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 System if that user was not part of the upload process.

1	In 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 email address and password, and check the box next to the appropriate role for the user (test administrator or test coordinator). Please note: • Email addresses must be unique. The same email address cannot be used for more than one account. • The Status defaults to Active and does not need to be changed during user creation. Refer to your MSAA State Coordinator for more information on blocking user accounts. • A user can be a TA, TC, or both.	

3	Check the box next to “Notify user of new account” to have a Welcome Email automatically sent once the account is created. If this box is not checked, the user will not receive the Welcome Email and will need to be notified of their account.	
4	Scroll down the page on the form and enter the user’s first and last name and title (if needed). Then, using the Organization drop-downs, select the organization for the user. • The State drop-down menu will contain only your state. • The District drop-down will default to the organization(s) associated with your account. • Use the School drop-down to select the appropriate school for the user. • If the selected School has classrooms, a Classroom drop-down will populate under the School menu. Select the appropriate classroom. • Then, click **Associate Selected Organization**. If the user needs to be associated with more organizations, repeat these steps. Once all organizations have been added, click **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 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 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 System. If a school needs to be added to your district, contact your MSAA State Coordinator. Contact information can be found on page 1 of the MSAA TAM.

How to Use Classrooms

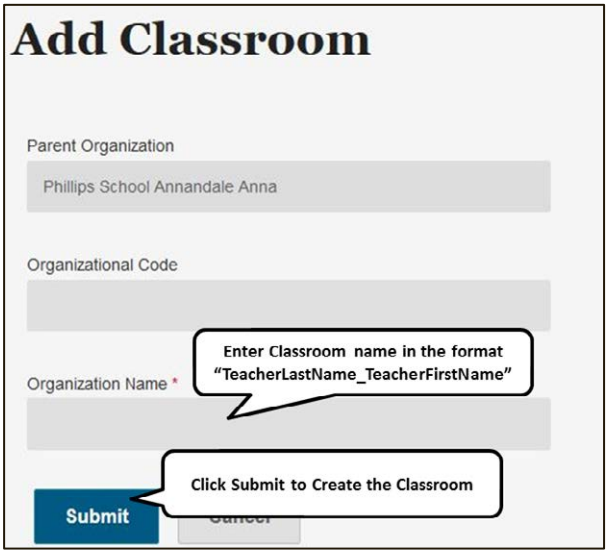
Classrooms are a way in which to organize the students in your schools and limit the number of students TAs can access. **Check with your MSAA State Coordinator to determine whether this is a required step for you.**

Recommendations for Creating Classrooms

- Create one class per teacher per school
- Use personal naming conventions

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. 
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.

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

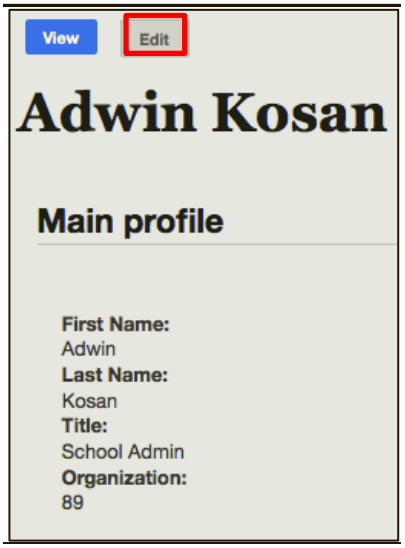
The only information that can be edited for a classroom will be the organization name and/or code. To view and possibly edit the classroom, follow the instructions below. Classroom organizations cannot be deleted.

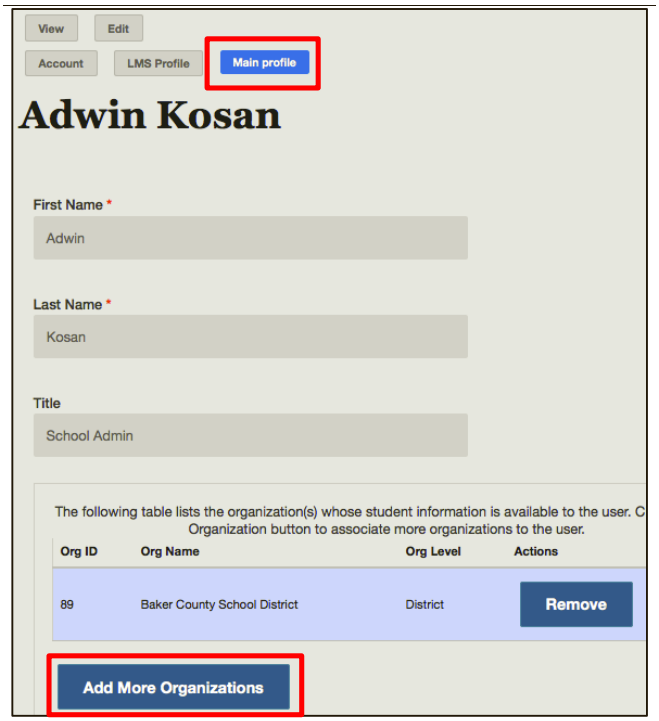
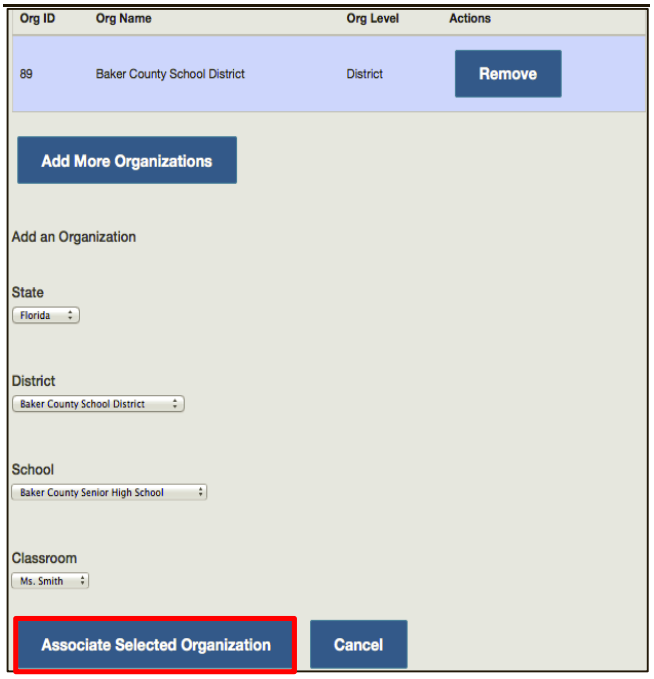
1	Using the Actions menu for the Classroom, click **Edit Organization**. The Edit Organization page will open so you can make changes. **NOTE:** You cannot use a name that already exists within the same parent organization. Click **Submit**.	
2	A confirmation is displayed on the top of the page.	

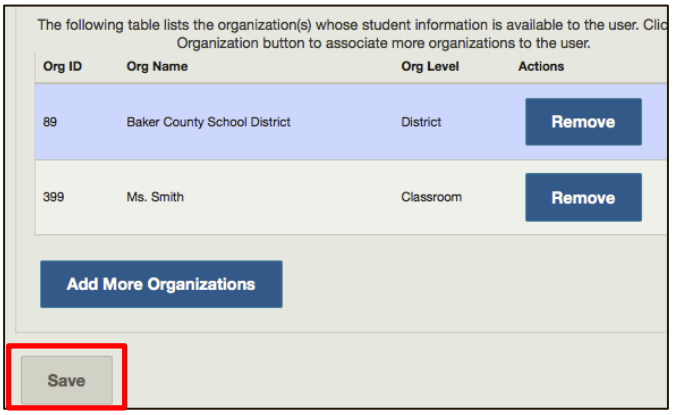
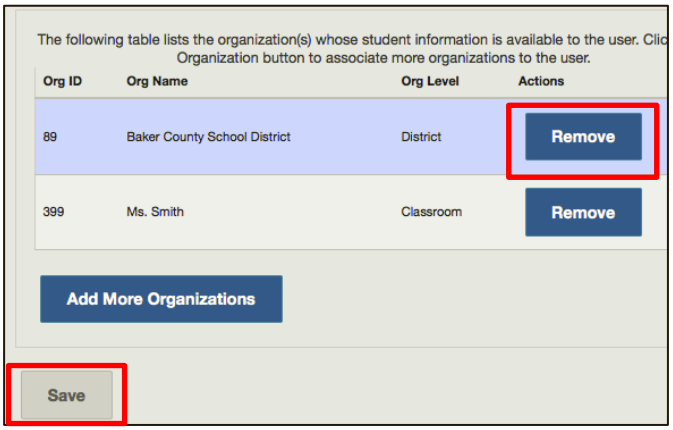
Managing User Permissions

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 with 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).

Users cannot be deleted from the System. Please contact your MSAA State Coordinator for assistance with blocking user accounts.

1	In Organizations, locate the school or district for the user you need to edit, then click the hyperlinked number in the **Users** column for the desired organization level. 'Hollow Arroyo District' Schools Org ID: 8 · Code: 040000100120 · Organization Name: Black Mountain Elementary School · Child Organizations: 4 · Users: 6	
2	The System redirects you to the Users page, displaying the TAs and TCs for the selected organization. You will see columns for the User ID, Last Name, First Name, Email Address, Organization, Code, Training Status, Test Security Agreement Status, Title (if present), Role, and Active Status. Click on the **User ID** to access the Edit User page. User ID: 3623 · Last Name: Frontier · First Name: Jake · Email Address: btqa98@mailinator.com · Organization: Blue Class	
3	The User Profile page opens for the selected user. Click the **Edit** button.	 View · Edit Adwin Kosan Main profile **First Name:** Adwin **Last Name:** Kosan **Title:** School Admin **Organization:** 89

4	To associate the user to an organization, click the **Main Profile** button. The list of organization(s) assigned to the user appears in a table at the bottom of the screen. Click the **Add More Organizations** button to view the organization hierarchy drop-down menus.	
5	A set of organizations will appear in the form of drop-down lists. You can select any organization level that is available within the drop-down lists to assign or reassign the user to a different organization. Click the **Associate Selected Organization** button to assign the new organization.	

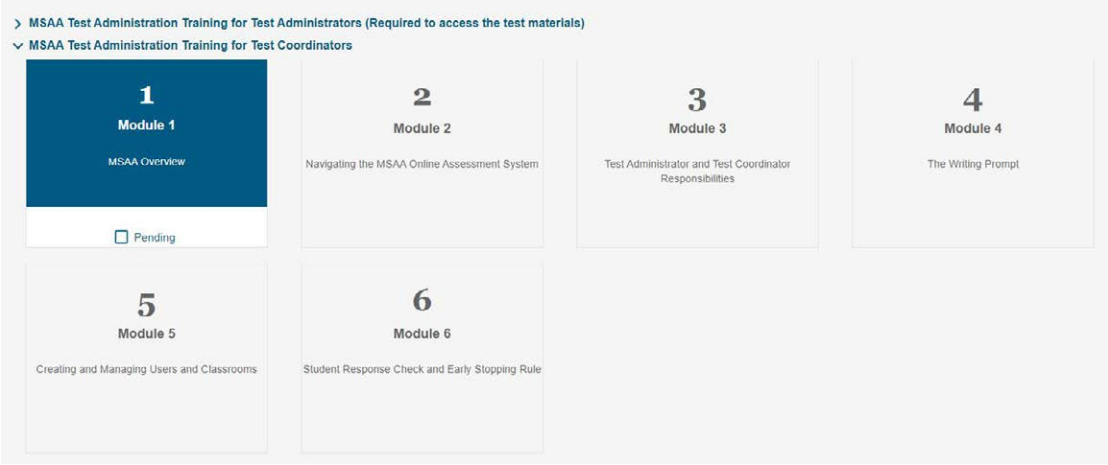
6	The new organization will be listed in the Organizations table. **Save** the changes.	
7	**Remove an Organization:** The System allows you to remove an organization from a user. TAs with classroom assignments do not need district permission to view all students in the district. Click the **Remove** button to disassociate the organization from the user. The new organization list will be displayed in the Organizations table. Click the **Save** button and the message "Your changes have been saved" will appear.	

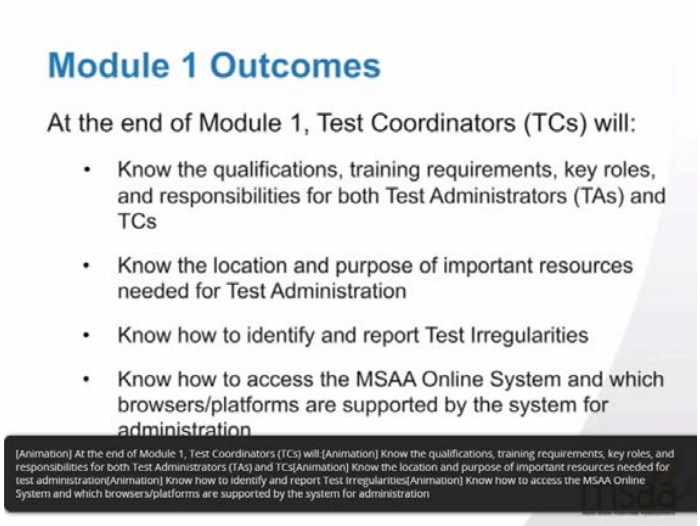
Test Administration Training

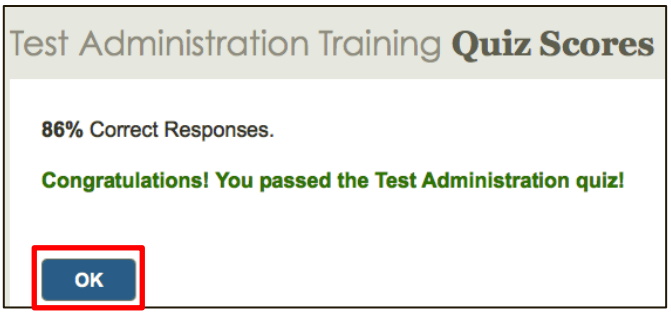
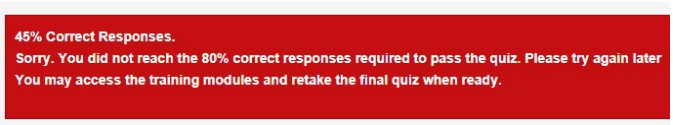
This section provides instructions on how to access and proceed through the required MSAA Online Test Administration Training course, and how to monitor training for TAs in your district or school.

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. Modules can be reviewed as needed after training is complete.

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 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. 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** check box 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 complete all required training modules. 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** button to navigate through the final quiz. 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.	
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. Click **OK** to navigate out of this page.	
9	If the TA does not attain at least 80% accuracy on the end-of-training final quiz, the System will display their results. The score results will include a message similar to what is displayed here. Click **OK** to return to the main Training page.	
10	The training modules are available to review information. The TA will click **Retake Final Quiz** button when ready to try again. TCs may also review the TA training modules.	

Track Test Administrators' Training Status

TCs should monitor all TAs' training status in the Test Administration Portal. The System will keep track of their completion status and can be viewed by TCs.

Managing Students and Completing Testing Activities

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

How to Access the Student Roster

1	In **Organizations**, click the hyperlinked number in the **Students** column in the organizations table. You may do this from a high level, such as the district, or you may view the students from 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** of the student.

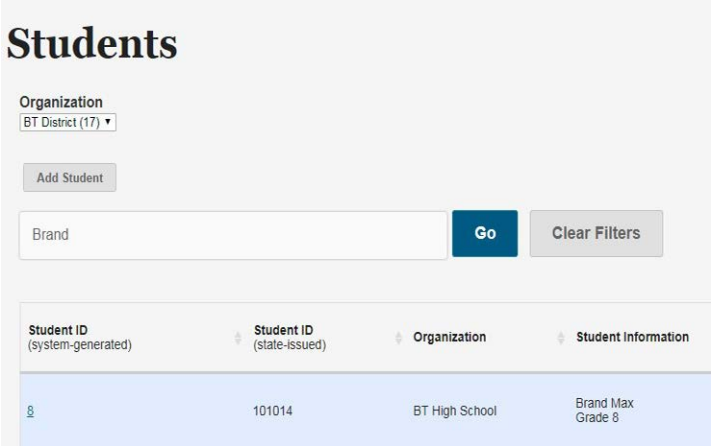
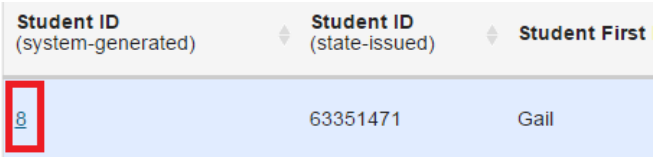
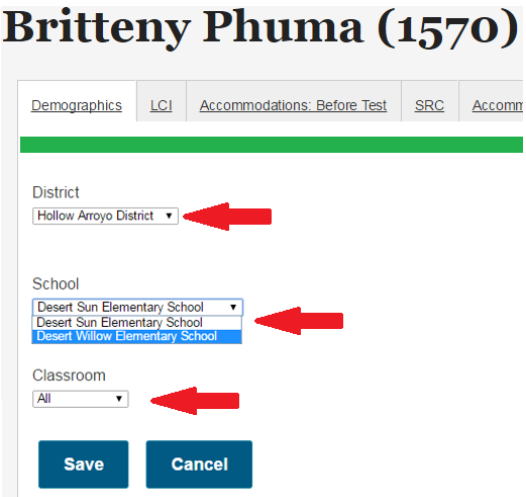
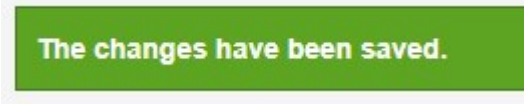
Student ID (system-generated ID)	Student ID (state-issued)	Student First Name	Student Last Name	School Name
5	74305182	Willie	Rattanachane_qa	Black Mountain Elementary School
6	77961839	Athena	Sito	Black Mountain Elementary School
7	37771075	Holden	Baltner	Black Mountain Elementary School

How to Transfer a Student to a New School or Classroom

In situations where a student must be moved to a new classroom, school, or district, test assignments will move with that student, regardless of the test status. **Please check your state policy.**

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.

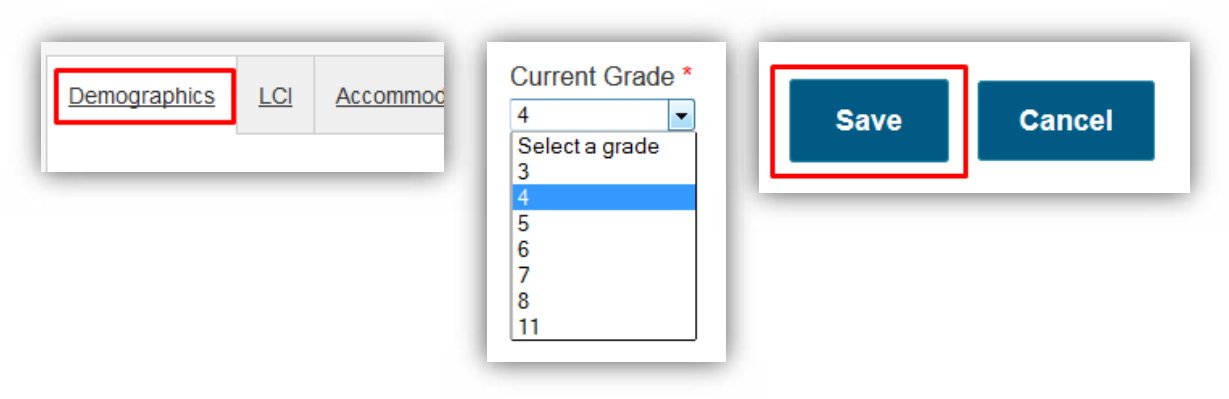
If the student is moving to a new district and the district TC does not have access to both districts, the state coordinator will need to complete the transfer.

1	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.	
2	In **Students**, use the drop-down list to select the School or Class in which the student is currently enrolled. Use the "Filter 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.	
3	Click the hyperlink in the **Student ID** column to open the Student Profile.	
4	On the **Demographics** tab of the Student Profile, scroll to the bottom to see the Organization to which the student is currently assigned. Use the drop-down lists to select the student's new District, School, or Classroom. When the new Organization is selected, click **Save**.	
5	Once saved, a confirmation message appears above the student's name at the top of the page.	

How to Change a Student's Grade Assignment

If it is necessary to update a student's grade assignment, contact your MSAA State Coordinator for further instructions before making any changes in the system. Although changing a student's grade may occur at any time, only TCs 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, you must update the grade information in the student profile as shown here.



- **After completing step 1, you must call your MSAA State Coordinator to confirm your identity, and request a form reassignment to the new grade.** Note: Do not send student-identifying information via email. TCs must phone this information in.

How to Add a Student

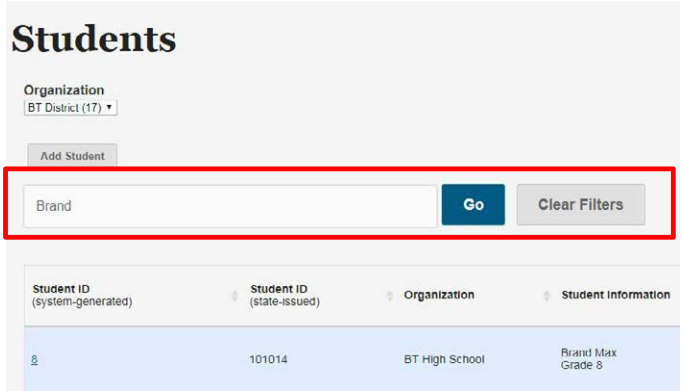
In some rare cases, you may need to create a student manually if they were not included in the student enrollment process during the enrollment window. **If a student needs to be added in your district, contact your MSAA State Coordinator.**

How to Remove a Student

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

Monitoring Test Status

The **Test Status Summary** provides a snapshot of test completion in your organization by showing the total number of tests of each status for each grade in all contents. The **Students** tab can provide more detailed information, and can be filtered.

1	Under the **Students** tab, use the small area by each column header to sort by that criterion. 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 particular criteria. For example, find a specific student by entering their Student ID or name in the Search box. Enter your search criteria, then click **Go** to filter **Students**.	

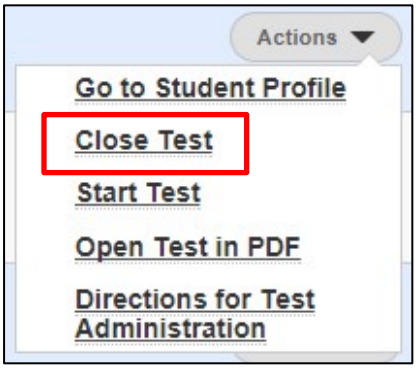
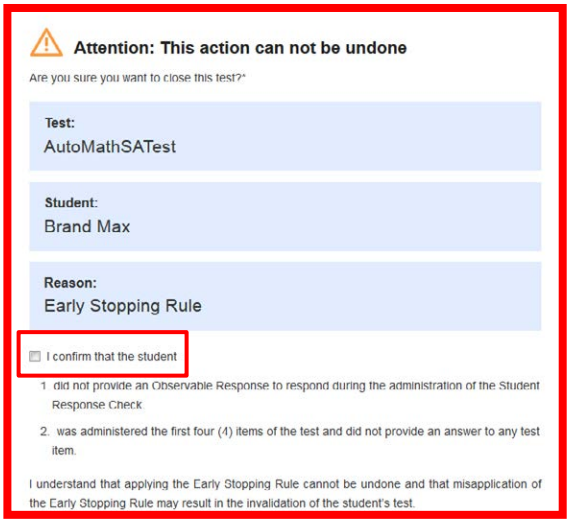
Test Status Summary Export

1	Click **Test Status Summary** from the navigation bar. State and District TCs will have the option to view the Test Status Summary "by Organization" or "by Test." To select their desired view, they will use the tabs at the top. School TCs will only have the option to view the Test Status Summary "by Test."
2	Click **Download**.
3	An Excel spreadsheet will download with the same information that is displayed on the Test Status Summary page. Users associated with multiple districts can use the "Organization" menu to select any of their districts.

Closing a Test for the Early Stopping Rule (ESR)

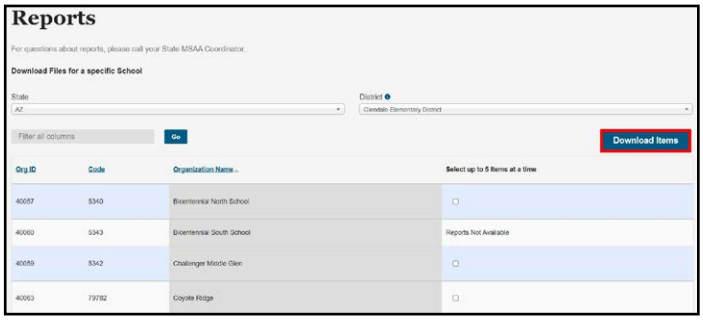
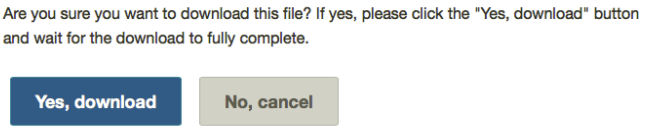
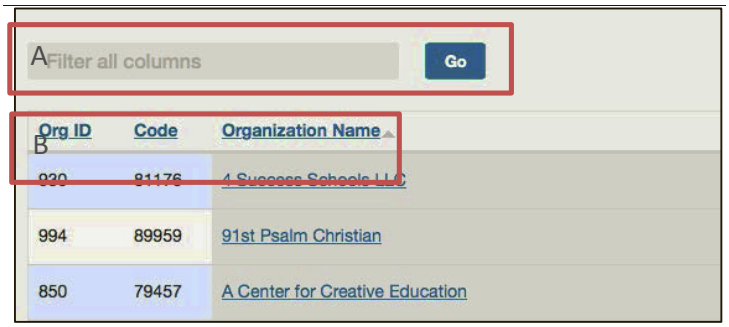
The **ESR** is the only reason a TC can close a student's test. TAs are directed to contact their TC when they have followed the ESR process as outlined in the TAM (Refer to page 43).

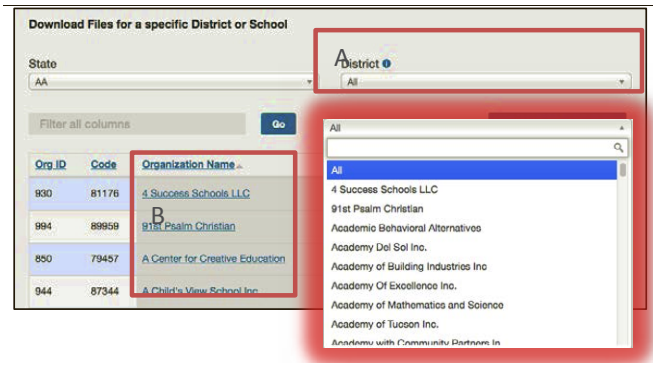
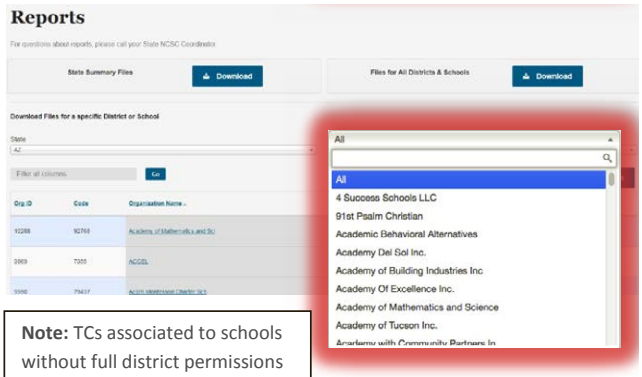
After confirming the criteria have been met, follow the instructions below to close a student's test. **Please note that this process must be completed for both ELA and Math tests.**

1	Find the student in **Students**. In the Actions menu, select **Close Test** for both ELA and Math tests.	
2	The System will bring up a prompt asking you to confirm the student information and that the two criteria for the ESR have been met. If the criteria have been met, check the box.	
3	Once the confirmation box has been checked, the **Close Test** button will become available. Click **Close Test**. **Please note that this process must be completed for tests in both content areas.**	

Reports

This section provides instructions on how to access and download State, District, and Schools Report files for the organizations with which you are associated during the reporting window. Only TCs have permission to view and download reports. This tab will not be activated until the online reporting window opens in the fall.

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 three district reports and four school reports for each school contained within that district. For organizations without reports, the last column will state Reports Not Available.	
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. 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 drop-down to choose specific school reports from the second-level school table page. OR B) Click on the hyperlink for the organization name within the table itself.	
5	The second-level school table page allows for selection of any school within any district for which a TC has permissions. 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 shown will change when you select a different district.	 **Note:** TCs associated to schools without full district permissions will see only the school reports with which they are associated.

Appendices

Appendix A: Accessibility Features and Assistive Technology Compatibility

Accessibility Features

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

Accessibility Features: Computer, Laptop, or Tablet Administration	
Allowed Reading	The TA may read the directions, answer options, or passages 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.
Alternate Color Theme Tool	The student or TA can change the onscreen background color and/or text color based on need or preference. There are several options: • 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
Alternative Text	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, and timelines.) that may need to be described verbally for the student to understand an item. *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.*
Answer Masking Tool	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
Audio Player Tool	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed.
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.
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.
Manipulatives for Mathematics	Directions for the use of manipulatives are described in the DTAs; 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 the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 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.

Accessibility Features: Computer, Laptop, or Tablet 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 MSAA vocabulary lists 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.
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. Tactile graphics may be used during the Test if they are already used regularly by the student. Review the MSAA vocabulary lists 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.
Tactile Symbols	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment/blindness or who 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. Tactile symbols may be used during the Test if they are already used by the student on a regular basis. Review the MSAA vocabulary lists 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.
Transcribe	Transcribing is the process of transferring a student's response into the System. The transcription entered into the System must be an exact replica of what is produced by the student. For more information on transcription versus the Scribe accommodation, please contact your MSAA State Coordinator.
Zoom	The embedded Zoom tool increases and decreases the size of the whole item. Once selected, use the + button to increase the size of text and graphics. Use the – button to reduce the size of text and graphics in order to view more item information on one page.

Accessibility Features: Paper Administration	
Allowed Reading	The TA may read the directions, answer options, or passages 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.
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.
Alternative Text	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, and timelines) that may need to be described verbally for the student to understand. *Alternative text is included in the DTA and should be read aloud by the TA as needed.*
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.
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.
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.
Magnification	Any handheld magnification device normally used by the student is acceptable.
Manipulatives for Mathematics	Directions for the use of manipulatives are described in the DTAs; 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 the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 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.

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 regularly by the student. Please review the MSAA vocabulary lists 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.
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. Tactile graphics may be used during the Test if they are already used regularly by the student. Review the MSAA vocabulary lists 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.
Tactile Symbols	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment/blindness or who 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. Tactile symbols may be used during the Test if they are already used regularly by the student. Review the MSAA vocabulary lists 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.
Transcribe	Transcribing is the process of transferring a student's response into the System. The transcription entered into the System must be an exact replica of what is produced by the student. For more information on transcription versus the Scribe accommodation, please contact your MSAA State Coordinator.

Assistive Technology Compatibility

The System supports a variety of AT devices. In general, the following AT types are expected to be compatible with the System*:

a. **Text-to-speech**
   The 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 System. Please test the device using the sample items prior to administering the Test to students.
d. **Eye-gaze**
   Eye-gaze devices should be compatible with the System and some devices have been tested to ensure compatibility.

   * Refreshable Braille display is not supported by the System.

Keyboard-Only Navigation Shortcuts

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
HELP	CTRL + ?	CTRL + ?
NEXT	CTRL + right arrow	CTRL + >
PREVIOUS	CTRL + left arrow	CTRL + <
SCROLL DOWN	CTRL + Down Arrow	CTRL + Option + Down Arrow
SCROLL UP	CTRL + Up Arrow	CTRL + Option + Up Arrow
SELECT ANSWER	NUMBER KEYS (1-10)	NUMBER KEYS (1-10)
ZOOM IN	CTRL + Plus Key (+)	
ZOOM OUT	CTRL + Minus Key (-)	

WRITING EVIDENCE SHORTCUTS	PC Shortcut Key	Mac Shortcut Key
Attach File	CTRL + ALT + A	CTRL + A
Choose File/Browse	CTRL + ALT + C	CTRL + C
CLOSE OVERLAY/POP-UPS	CTRL + ALT + X	CTRL + X
Description Box	CTRL + ALT + D	CTRL + D
File Attachment	CTRL + ALT + F	CTRL + F
OPEN & CLOSE ACCESSIBILITY MENU	CTRL + ALT + O	CTRL + O
OPEN QUESTION LISTING	CTRL + ALT + L	CTRL + L
Retake Snapshot	CTRL + ALT + R	CTRL + R
REVIEW SESSION/NEXT POP-UP	CTRL + ALT + N	CTRL + N
Take Snapshot	CTRL + ALT + T	CTRL + T
UPLOAD EVIDENCE	CTRL + ALT + U	CTRL + U
Web Camera	CTRL + ALT + W	CTRL + W

Appendix B: Technology Requirements

Devices

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

a. Windows computer
b. Mac computer
c. Chromebook
d. iPad 2 or newer
e. Android tablet
f. Windows tablet

Operating System

The supported operating systems for each device are listed below. Use the latest version of the supported browsers to access the assessment successfully.

Device	Version
Windows computer	Windows 10
Mac (Apple OS X) computer	Mac OS X 10.15 or later
Chromebook	OS 79 or later
Linux	Ubuntu 18.04, Fedora 22 or later
iPad 2 or newer	iOS 12.0 or later; iPadOS 13.1 or later
Android tablet	Android 8.0 or later
Windows tablet	Windows 10

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.

To check the browser and version you are using, go to the Google site www.whatsmybrowser.org, and it will automatically provide that information. You can also upgrade your browser to the latest version from this site 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	79+	www.google.com/chrome
Firefox	68+	www.mozilla.com
Edge	83+	Already installed on all Windows computers
Safari	10.0+	Already installed on all Mac computers

msaa

Multi-State Alternate Assessment