

# Assessment Viewing Application User Guide

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*Prepared by the American Institutes for Research®*



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## Introduction to this User Guide

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a secure online system that allows authorized users to view the Smarter Balanced Interim Assessment Blocks (IABs) and the Interim Comprehensive Assessments (ICAs) for administrative or instructional purposes. AVA is only for viewing assessments and does not provide scores or answer keys. This introduction describes the contents of this document, and includes a key for identifying icons and elements found throughout the guide.

## User Guide Content


This user guide provides information about the following sections:

- [Logging in to AVA](#) explains how to access AVA.
- [Accessing Tests](#) explains how to select a test to review.
- [Understanding AVA](#) describes the layout of AVA.
- [General Test Rules and Navigation](#) explains how to navigate the test.

## Document Conventions

[Table 1](#) lists typographical conventions and key symbols that appear throughout this document.

Table 1. Key Elements and Descriptions

Element	Description
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
<b>Text</b>	Boldface text is used to indicate a link or button that is clickable.
<b><i>Page</i></b>	Boldface italics text is used to indicate the name of a system page.

## **Additional Resources**

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements for Online Testing](#).
- For information about student and user management see the *TIDE User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator User Guide*.
- For information about scoring hand-scored questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual for Online Testing](#).
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the Vermont Comprehensive Assessment Program portal (<http://vt.portal.airast.org/>).

## **About Testing Policies and Procedures**

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the Vermont Comprehensive Assessment Program Portal (<http://vt.portal.airast.org/>).

## About System Login Credentials

Your login information includes the email address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your TIDE account and establish access to all Vermont Comprehensive Assessment Program secure online systems, you must set up your password and set a security question **within 15 minutes** of receiving this email.

- **If your temporary link expired or if you forgot your password:**

On the TIDE login page, click the **Forgot Your Password?** link and then enter your email address in the *Email Address* field to reset your password. You will receive an email (from AIRAST-DoNotReply@airast.org) that contains a new a link to reset your password. This link must be accessed within 15 minutes of receiving the email, or you will need to restart the password reset process.

- **If your school email has changed or your district has merged:**

If your school and/or district affiliation from the previous school year has been changed, your TIDE account is no longer active. Please contact your District Administrator to ensure that your account access is correctly provisioned in TIDE with your new e-mail address and school/district affiliation.

- **If you did not receive an email containing a temporary link:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Vermont Comprehensive Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

## Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the Vermont Comprehensive Assessment Program portal.

1. Navigate to the Vermont Comprehensive Assessment Program portal (<http://vt.portal.airast.org/>).
2. Click on the the **Test Administration** card (see [Figure 1](#)).
3. Click on the **Assessment Viewing Application** card (see [Figure 2](#)). The login page appears.

Figure 1. Test Administration Card

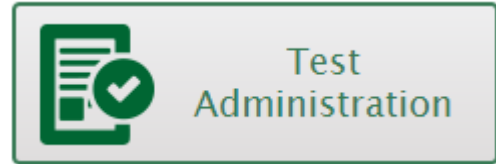


Figure 2. AVA Card

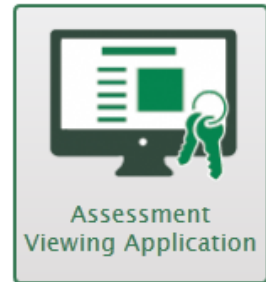
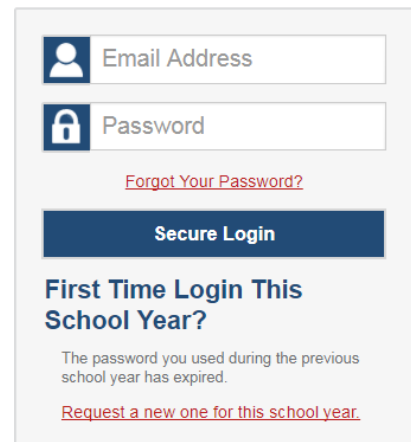


Figure 3. Secure Login Page

4. The login page appears (see [Figure 3](#)). Enter your email address and password associated with your TIDE account.
5. Click **Secure Login**. The *Is This the Student?* page appears.

### Login

A login form with a light gray background. At the top, the word "Login" is written in a dark blue font. Below it are two input fields: the first has a person icon and is labeled "Email Address"; the second has a lock icon and is labeled "Password". Below the password field is a red link that says "Forgot Your Password?". Below that is a dark blue button with the text "Secure Login" in white. At the bottom, the text "First Time Login This School Year?" is written in a dark blue font. Below that, in a smaller font, it says "The password you used during the previous school year has expired." and there is a red link that says "Request a new one for this school year."

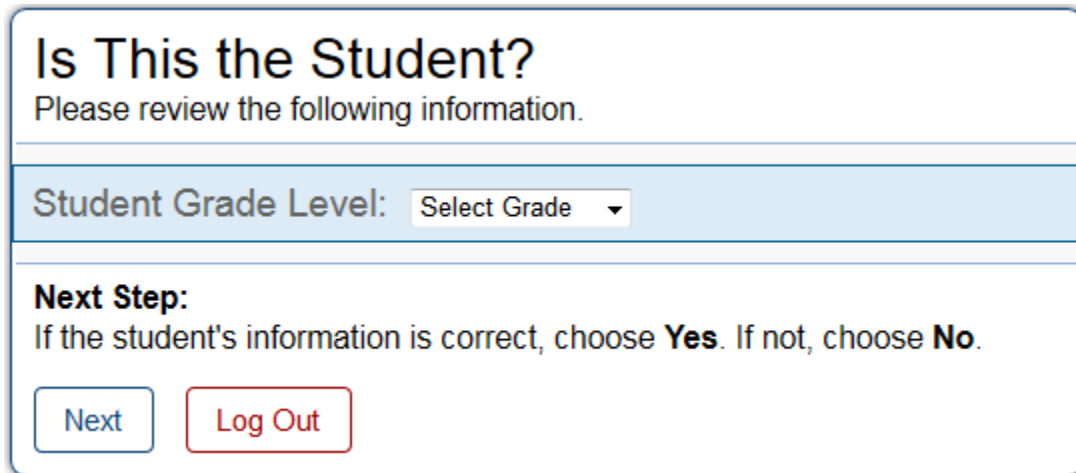
## Section II. Accessing Tests

This section explains how to select tests to review in AVA.

### Step 1 – Choosing a Test Grade

On the *Is This the Student?* page, you select the grade level of the test you wish to review (see [Figure 4](#)).

Figure 4. Is This the Student? Page



**Is This the Student?**  
Please review the following information.

Student Grade Level:

**Next Step:**  
If the student's information is correct, choose **Yes**. If not, choose **No**.

*To select a grade:*

1. From the **Student Grade Level** drop-down list, select the required grade level.
2. Click **Next**. The **Available Tests** page appears.

## Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level (see [Figure 5](#)).

Figure 5. Available Tests Page

The screenshot shows a web interface titled "Available Tests" with the instruction "Choose a test for data entry." Below this, there are eight green rectangular buttons arranged in a 4x2 grid. Each button contains a white right-pointing arrow, the test name, and the text "This is opportunity 1 of 99". The test names are: "Start IAB - ELA Grade 4 - Brief Writes", "Start IAB - ELA Grade 4 - Editing", "Start IAB - ELA Grade 4 - Language and Vocabulary Use", "Start IAB - ELA Grade 4 - Listen/Interpret", "Start IAB - ELA Grade 4 - Read Informational Text", "Start IAB - ELA Grade 4 - Read Literary Text", "Start IAB - ELA Grade 4 - Research", and "Start IAB - ELA Grade 4 - Revision". Below the grid, there is a "Next Step:" section with the text "If you wish to log out, select **Back to Login**." and a red-outlined button labeled "Back to Login".

*To select an available test:*

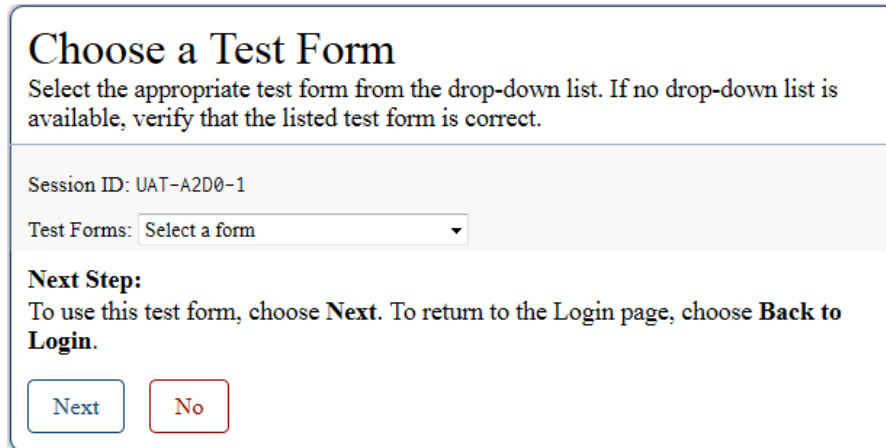
- Click the required test name. The **Choose a Test Form** page for that test appears.



### Step 3 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms, as well as the Session ID that automatically generates after you select a test (see [Figure 6](#)).

Figure 6. Choose a Test Form Page



**Choose a Test Form**  
Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: UAT-A2D0-1

Test Forms: Select a form

**Next Step:**  
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

*To select a test form:*


1. If the **Test Forms** drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.
2. Click **Next**. If the test includes audio content, the **Sound Check** page appears. If not, the first test page appears.

## Step 4 – Audio Playback Check

1. The **Audio Playback Check** page allows you to verify the functionality of any audio content that the test may include (see [Figure 7](#)). Be sure to unmute the speakers on your device, if necessary.


Figure 7. Audio Playback Check Page

**Audio Playback Check**  
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

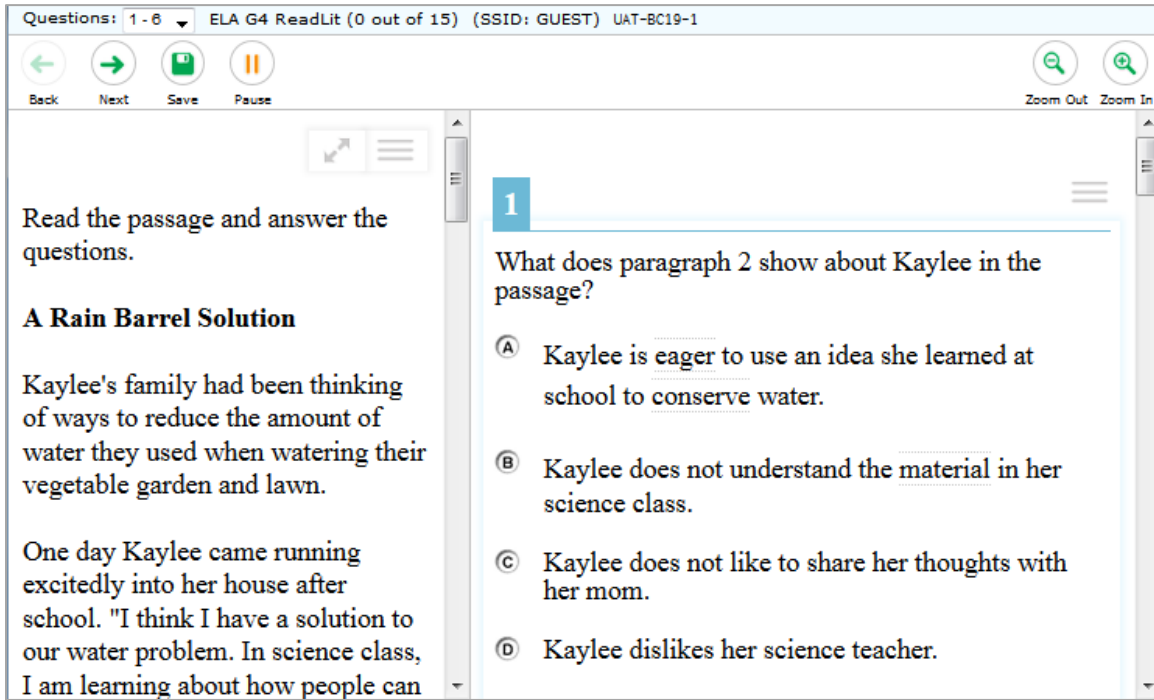
*To perform the audio playback check:*

1. Click  to play the sample audio.
2. If you hear the sample audio, click **I heard the sound**. The first test page appears. If you do not hear the sound, click **I did not hear the sound**. The **Sound Check: Audio Problem** page appears, giving you the option to try again or log out. Please consult your technology coordinator to troubleshoot any audio issues.

## Section III. Understanding AVA

Figure 8 displays a sample test page. Some pages may have only one item, and others may have multiple items.


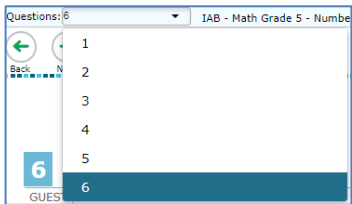
Figure 8. Sample Test Page






## Test Tools

AVA includes several on-screen tools, including global tools and context menu tools. Global tools are those available on every page in the top banner. Table 2 lists the tools available in the *Global Menu* section of the test page.

Table 2. Global Tools

Tool Name or Tool Icon	Instructions
Zoom buttons 	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .
	To quickly return to a specific question page, click the <b>Questions drop-down list</b> .

Tool Name or Tool Icon	Instructions
 <p>Back    Next</p>	<p>The <b>Back</b> and <b>Next</b> navigation buttons in the upper-left allow movement between test pages.</p>
 <p>Pause</p>	<p>The <b>Pause</b> button pauses the test and logs you out of AVA.</p>
 <p>Finished</p>	<p>The <b>Finished</b> button appears at the end of the assessment. Click this button to end the test review process.</p>

## Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

### Responding to Questions

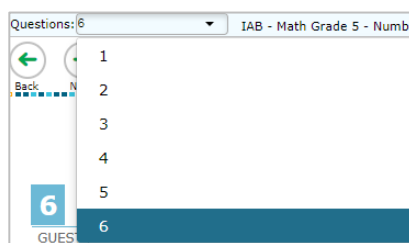
When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

### Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Questions** drop-down list (see [Figure 9](#)).

Figure 9. Questions Drop-Down



**Note:** You can only advance forwards or backwards to items you have already answered. This mirrors the test experience a student would have. The same item navigation rules that apply to a student's online test, also apply in AVA.

### Pausing Tests

You may pause the test at any time. However, pausing the test **automatically logs you out of AVA** without saving your answers or your place in the test. To view the test again, you must log back in and select the appropriate test again.

*To pause the test:*

1. Click **Pause** in the global menu. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

### Test Timeout

AVA automatically pauses the test and logs you out after 30 minutes of inactivity.



**Note:** Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

## Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 10. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

## Reviewing Marked Questions

The ***You are done entering data*** page gives you one more opportunity to review questions.

Figure 11. You are done entering data page

**You are done entering data.**  
If you wish to review your entries, select a question number below.

**Questions:**

<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="7"/>	<input type="text" value="9"/>	<input type="text" value="11"/>	<input type="text" value="13"/>	<input type="text" value="15"/>
<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="8"/>	<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="14"/>	

**Next Step:**  
When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

*To review questions again:*

1. Click the question number you want to review. The test page for that question appears.
  - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
  - To return to the ***You are done entering data*** page, click **Finished**.
2. To complete your review, click **I'm done here**.

## Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done reviewing the test. The warning message gives you two options:

- To return to the ***You are done entering data*** page, click **No**.
- To complete your review of the test, click **Yes**.

The ***Done Reviewing Test*** page appears when your test review is over.

Figure 12. Done Reviewing Test Page

### Done Reviewing Test

The test was submitted. You may view the test details below.

---

Test Reviewed As: (Student ID: GUEST)

Test Name: IAB - ELA Grade 4 - Language and Vocabulary Use

Data Entry Completed On: 9/21/2017

If you wish to review another test, you must log out and then log in again.

---

**Next Step:**  
To log out of the test, select **Log Out**.

Log Out

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

- Click **Log Out**. The AVA login page appears. If you wish to review another assessment, you must log in again.

## Appendix A. User Support

If this document does not answer your questions, please contact the Vermont Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

**Vermont Comprehensive Assessment Program  
Help Desk**

Toll-Free Phone Support: 1-844-218-1184

Email Support: [vthelpdesk@air.org](mailto:vthelpdesk@air.org)

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- The district and school name
- The Test Administrator name and IT/network contact person and contact information
- The test name and question number
- Any error messages and codes that appeared, if applicable
- Operating system and browser version information