Quick Guide to the Online Testing System for the Fall 2016 Independent Field Test for Writing

1. Navigate to the HSA-Alt Portal (http://alohahsap.org/HSA_ALT/).
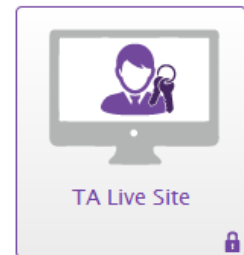
2. Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.
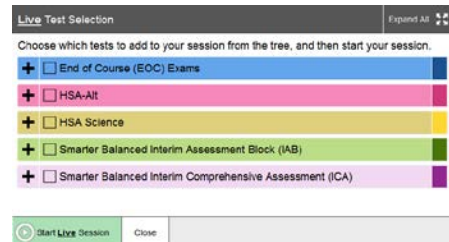
HSAP Portal User Cards

3. Select **TA Live Site**. The login page appears.

4. Enter your email address and password in the respective fields.

5. Click **Secure Login**. The TA Live Site appears.

Portal Card for TA Live Site

6. Start a test session in the TA Live Site:

    a. In the **Test Selection** window, select the tests you wish to administer.

    b. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.

7. Provide the Session ID to the students who need to sign in to your test session.

8. Have your students sign in to the Student Testing Site (see next section, below). They must enter their legal first name (the student's first name as shown in TIDE), SSID, and your Session ID.
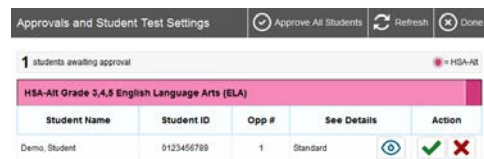
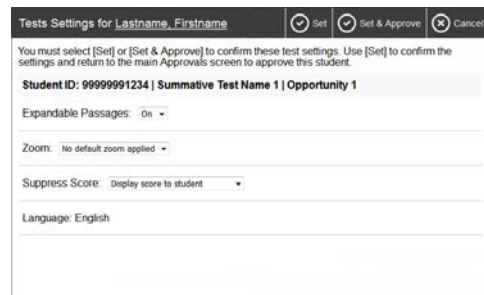*TA Site: Select Test(s),Start Session*

9. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.

a. To review and update a student's test settings and accommodations, click 👁 in that student's row.

b. To approve an individual student for testing, click ✔.

c. To deny a student for testing, click ✖ and enter the reason in the box.

d. To approve all students in the list for testing, click **Approve All Students** at the top of the ***Approvals and Student Test Settings*** window.
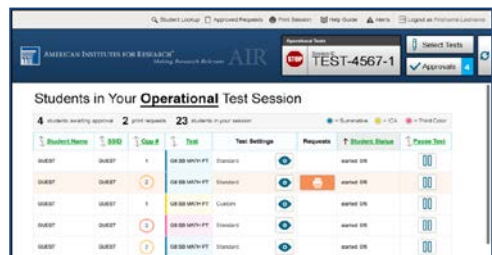
10. Monitor the students' progress throughout their tests.

- Click 👁 to view a student's test settings.

- The Student Status column refreshes to indicate the students' progress.

- When a student has started testing, the Student Status column indicates how many test items the student has answered out of the total number of items on the test.

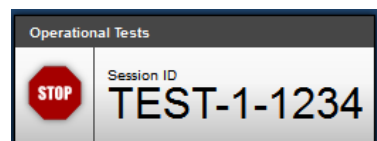- Click the ⏸ button to pause an individual student's test.

11. When the testing time is up, stop the test session and log out.

a. Click 🛑 to end the session and automatically pause all tests in your session that are still in progress.
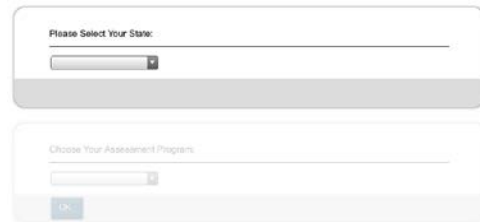
b. Click **Log Out** to exit the TA Site.

Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.

Overview of the Student Sign-In Process

Sign In

1. Open the secure browser on the student computer or tablet device.

2. If prompted, choose your state ("Hawaii") and your assessment program ("Hawaii Statewide Assessments"). The student login page will appear.

3. On iPads, enable Guided Access by triple-tapping the Home button. *NOTE: Do not try to enable Guided Access unless you know the password to enable/disable.*

4. Enter the student's first name, SSID, and the Session ID. The following are common errors:

   o Student's name and SSID do not match. SSID or name may have been entered incorrectly.

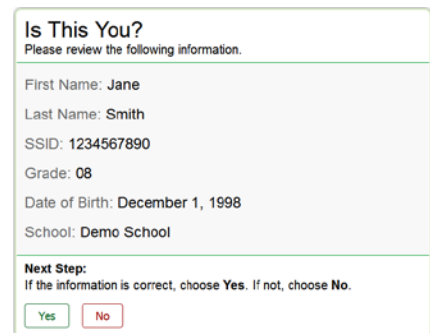   o The Session ID is not available. The Session ID entered is not an available test session.

Verify Your Information

5. Verify that the student's information is correct.

   • If the information is correct, click **Yes**.

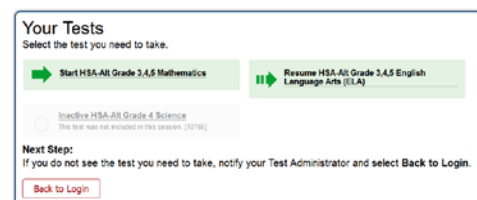   • If the information is not correct, click **No**. The student returns to the sign-in page.

Select an Available Test

6. Select the button for a test.

   *Note: If the student started a test but did not finish it, the button says "***Resume***."*

On the TA Site, approve the student for testing (see Step 9 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).

Verify Test Information

7. Review the information on this page and verify that the test and settings are accurate.

   - If the information is correct, click **Yes, Start My Test**.

   - If the information is not correct, click **No**. The student returns to the sign-in page.

Audio Playback Check

8. Verify that students can hear the sample audio.

   - If the sound is audible, students select **I heard the sound**.

   - If the sound is not audible, students select **I did not hear the sound**. Additional audio troubleshooting may be needed.

Instructions and Help

9. On the *Instructions and Help* page, click the **Begin Test Now** button. The first page of the test appears.