



# Quick Start Guide to the Online HSA-Alt Testing System

Spring 2019

**NOTE:** Full guidelines for administering the HSA-Alt Assessments may be found in the *Spring 2019 Guide to Navigating the Online HSA-Alt Administration* manual, posted on the <http://alohahsap.org> portal website, under HSA-Alt >> Resources >> Test Administration >> Online Administration.

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*Prepared by the American Institutes for Research®*



The information contained in this document is to be used only for the alternate assessments that students will take using computers or tablets.

This guide is not to be used for the paper-based alternate assessments.

# Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out

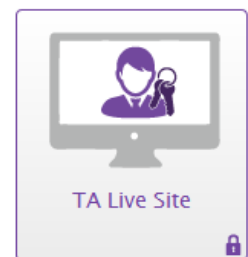
1. Navigate to the HSA-Alt Portal (<https://hsa-alt.alohahsap.org/>).
2. Select either **Teachers** or **Test Coordinators/Administrators**.

HSA Portal User Cards



3. Select **TA Live Site**.
4. The login page appears. Enter your email address and password.
5. Click **Secure Login**. The TA Live Site appears.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.
    - i. In the *Enter Emailed Code* field, enter the emailed code.
    - ii. Click **Submit** to view the TA Live Site.

Portal Card for TA Live Site



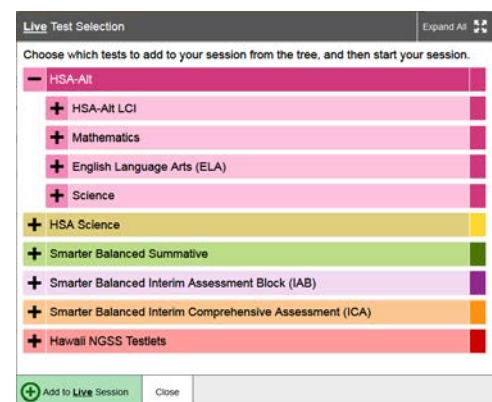
**Note:** You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

6. Start a test session in the TA Live Site:
  - a. In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be tested in Spring 2019 the Test Administrator **must** include the "HSA-Alt LCI" test in the TA Live Site test session, and must complete the LCI after the student sign-in process (see next section, below).*

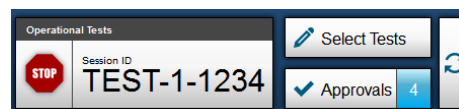
- b. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.

TA Site: Select Test(s), Start Session



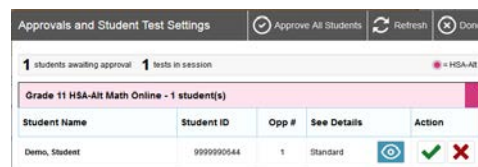
7. Provide the Session ID to the students who need to sign in to your test session.
8. Have your student(s) sign in to the Student Testing Site (see next section, below). They must enter their legal first name (the student's first name as shown in TIDE), SSID, and your Session ID. For a student who requires assistance in navigating the assessment, the Test Administrator may login for the student.




TA Site: Sample Session ID



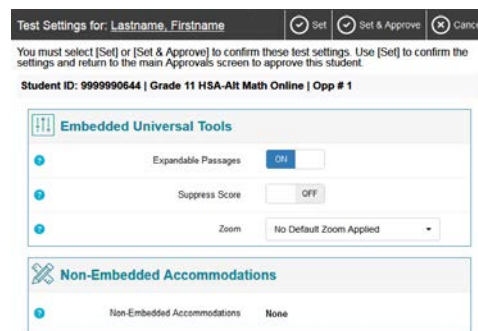
9. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.

TA Site: Approve Students





- a. To review and update a student's test settings, 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.

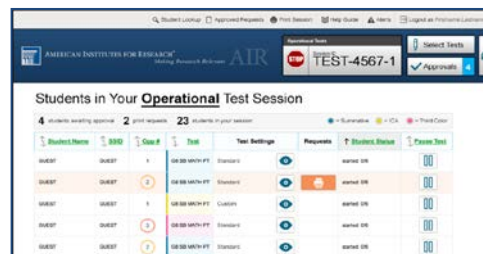
TA Site: View Student Test Settings




10. Monitor the students' progress throughout their tests.

TA Site: Students Currently Testing

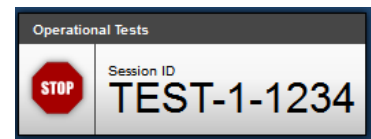
- Click  to view a student's test settings.
- The Student Status column refreshes to indicate the students' progress.
- When a student has started testing, the Student Status column indicates how many test items the student has answered out of the total number of items on the test.
- Click the  button 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.

### TA Live Site: Stop Session



*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.
2. If prompted, choose your state ("Hawaii") and your assessment program ("Hawaii Statewide Assessments"). The student login page will appear.
3. Enter the student's first name, SSID, and the Session ID. The following are common errors:
  - Student's name and SSID do not match. SSID or name may have been entered incorrectly.
  - The Session ID is not available. The Session ID entered is not an available test session.
4. On iPads, enable Automatic Assessment Configuration by tapping "Yes" in the **Confirm App Self-Lock** pop-up message that appears.

### Select Your Test / Assessment Page

### Secure Browser Login Page

### Automatic Assessment Configuration

## Verify Your Information

Is This You? Page

- 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.

Field	Value
First Name Denzel Williams	SSID 00000000
Last Name Denzel Williams	Grade 5
Date of Birth July 15, 2007	School Deno School 9001

## Select an Available Test

Your Tests Page

- Select the button for a test.

*Note: If this is the first time the student(s) will be tested in Spring 2019, the Test Administrator **must** select the "HSA-Alt LCI" test on this screen and complete the LCI form for the student. The Test Administrator will then need to log the student out of the testing site and resume login at Step 1, above.*

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

**HSA-Alt**

- Start HSA-Alt LCI Form (This is opportunity 1 of 1)
- Start HSA-Alt Grade 4 English Language Arts (ELA) (This is opportunity 1 of 1)
- Start HSA-Alt Grade 4 Mathematics (This is opportunity 1 of 1)
- Start HSA-Alt Grade 4 Science (This is opportunity 1 of 1)

**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).

## Audio Playback Check

Audio Playback Check

- 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.

**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**.

## Instructions and Help

Instructions and Help Page

- On the **Test Instructions and Help** page, click the Begin Test Now button.

The first page of the test appears.

**Instructions and Help**

You may select the operation menu button to access this Help Guide at any time during your test.

**Help Guide**

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

View Help Guide

**Test Settings**

Use this button to review your test settings.

View Test Settings