



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

2022 – 2023

**NOTE:** Full guidelines for administering the HSA-Alt Assessments may be found in the *2022-2023 Guide to Navigating the Online HSA-Alt Administration* manual, posted on the <http://alohahsap.org> portal website, under HSA-Alt >> Resources.

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*Prepared by Cambium Assessment, Inc.*



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

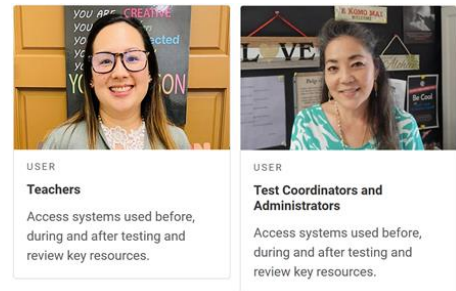
This guide is not to be used for the paper-based alternate assessments.

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

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

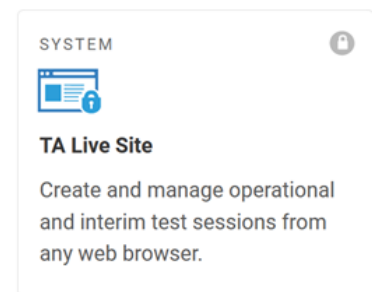
HSA Portal User Cards



3. Select the **TA Live Site** card under **Administering Tests**.
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 a code is sent to your email address. This applies every time you access the TA Live Site using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
    - i. In the *Enter Emailed Code* field, enter the emailed code.
    - ii. Click **Submit** to view the TA Live Site.

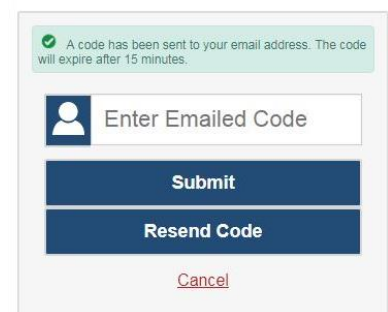
Portal Card for TA Live Site

## Administering Tests



Enter Code Page

## Enter Code



6. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.
    - a. To complete the TA Certification Course, use your TIDE account to log into the certification course website at <https://ta-cert.cambiumast.com/courses/hawaii>.
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- If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.
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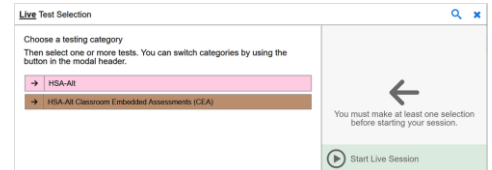
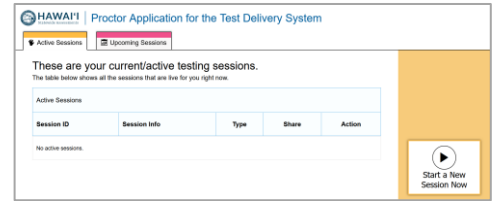
- Start a test session in the TA Live Site:

- On the *Test Administration* site landing page, select **Start a New Session Now**.
- In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be taking the summative assessments in Spring 2023, 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).*

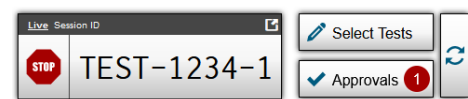
- Click **Start Session**. The Session ID generates automatically and appears at the top of the page.

#### TA Site: Select Test(s), Start Session



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- Write down the Session ID to use in the next step when signing in a student.
  - To sign in a student, three pieces of information will be needed: the student's legal first name (first name as shown in TIDE), SSID, and the Session ID. This information must be entered in the three fields shown on the student sign-in page. For a student who requires assistance in navigating the assessment, the Test Administrator may login for the student.
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#### TA Site: Sample Session ID



11. 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, click



in that student's row.

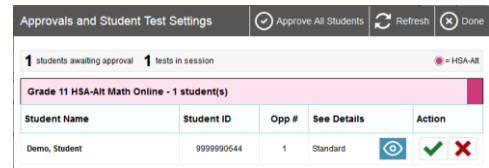
b. To approve an individual student for testing, click



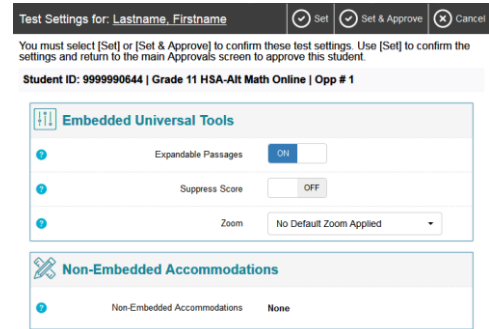
c. To deny a student for testing, click  and enter the reason in the box.

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: Approve Students



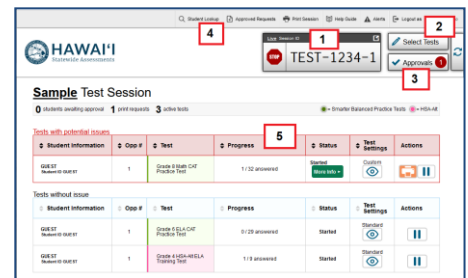
### TA Site: View Student Test Settings




12. Monitor the students' progress throughout their tests.

- Assist as needed to ensure a valid test session occurs; students may need assistance in navigation and TA directions to listen to and see all information presented, stimulus, question, answer options, and full visuals.
- 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.

### TA Site: Students Currently Testing



13. 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



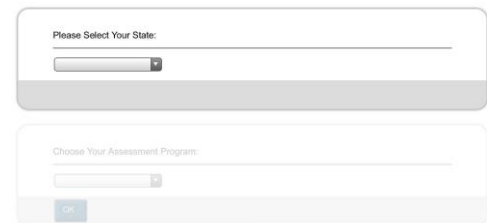
*Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.*

## Overview of the Student Sign-In Process

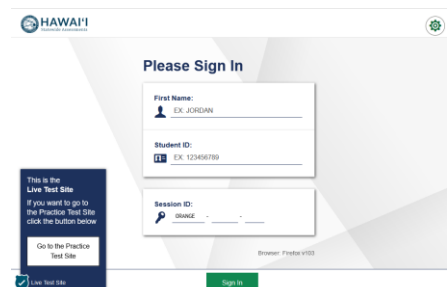
### Sign In

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.

### Select Your Test / Assessment Page



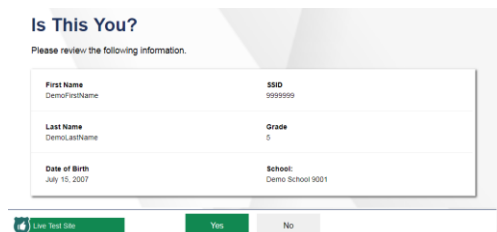
### Secure Browser Login Page



### Verify Student Information

4. 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.

### Is This You? Page



First Name	SSID
DemoFirstName	9999999
Last Name	Grade
DemoLastName	5
Date of Birth	School
July 15, 2007	Demo School 9001

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## Select an Available Test

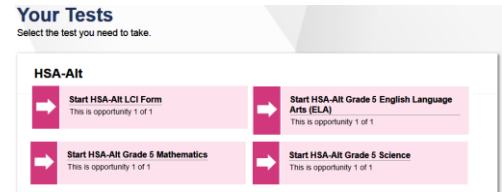
5. Select the button for a test.

*Note: If this is the first time the student(s) will be taking the summative assessments in Spring 2023, the Test Administrator **must** select the "HSA-Alt LCI" test on this screen and complete the LCI form using data from the person most familiar with the student. If the TA is not the student's teacher, the TA should ask for the teacher's input on the LCI test that is completed on behalf of 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."*

**On the TA Site, approve the student for testing** (see Step 11 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).

## Your Tests Page

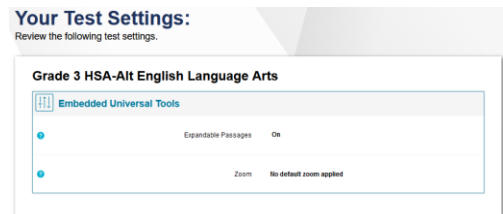


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## Your Test Settings Page

6. Confirm the student's test settings are correct.
- If the settings are correct, select **Looks Good** to continue.
  - If the settings are incorrect, select **Back to Login** to log out of the Student Testing Site.

## Your Test Settings

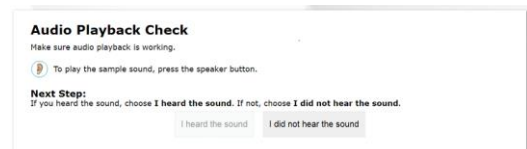


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## Audio Playback Check (summative assessments only)

7. 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

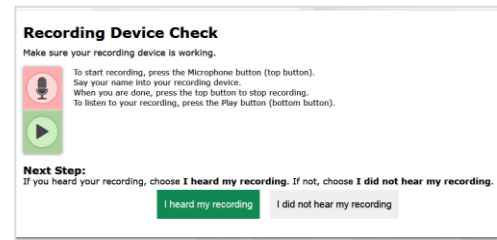


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## Recording Device Check (remote summative assessments only)

8. If the student is testing via the remote summative administration option, the Recording Device Check will appear. Verify that students can record a sample audio.
  - If the recorded audio is clearly audible, students select **I heard my recording**
  - If the the student is being tested remotely and the recorded audio is not clearly audible, they select **I did not hear my recording** to open the **Problem Recording Audio** panel. Additional troubleshooting may be needed.

### Recording Device Check



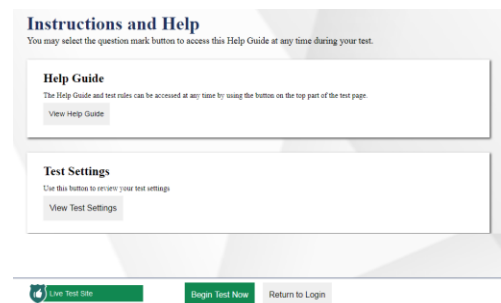
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## Instructions and Help

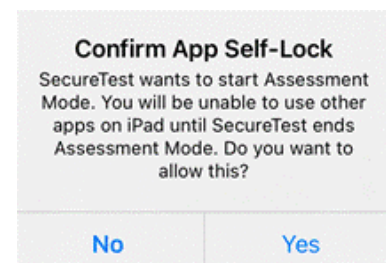
9. On the **Test Instructions and Help** page, click the Begin Test Now button.
  - a. On iPads, enable Assessment Mode by tapping "Yes" in the **Confirm App Self-Lock** pop-up message that appears.

The first page of the test appears.

### Instructions and Help Page



### Assessment Mode



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## Opening the Navigation Bar

10. The Navigation Bar is used to adjust Zoom level, access the digital calculator, and/or pause or end a student's test. To open the Navigation Bar:

- In the upper left hand corner of the screen you will see a faint grey box with an arrow.
- Use the mouse cursor to hover over the faint grey box. It will turn blue.
- Click on the blue box and a pop-up window will appear.
- The password you need to enter in the pop-up window is the student's first name used during test login.

**Then, click Ok.**

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