



Quick Start Guide to the Online HSA-Alt Testing System

Spring 2017

NOTE: Full guidelines for administering the online HSA-Alt Assessments may be found in the *Spring 2017 Guide to Navigating the Online HSA-Alt Administration* manual, posted on the www.alohasap.org portal website, under HSA-Alt >> Resources >> Test Coordinators / Test Administrators >> Test Administration >> Online Administration.

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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 (http://alohahsap.org/HSA_ALT/).

HSAP Portal User Cards

2. Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.



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

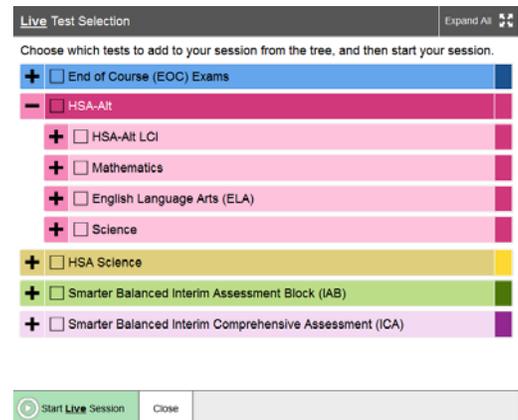


6. Start a test session in the TA Live Site:
 - a. In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be tested in Spring 2017 the TA **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



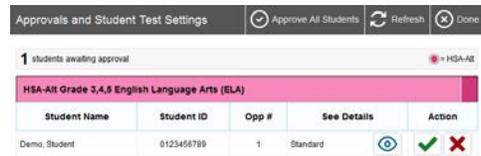
7. Provide the Session ID to the students who need to sign in to your test session.
8. Have your student(s) sign in to the Student Testing Site (see next section, below). They must enter their legal first name (the student's first name as shown in TIDE), SSID, and your Session ID. For a student who requires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

TA Site: Sample Session ID

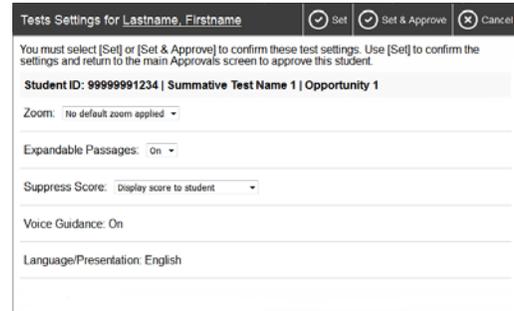


9. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.
 - a. To review and update a student’s test settings and accommodations, click  in 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.

TA Site: Approve Students

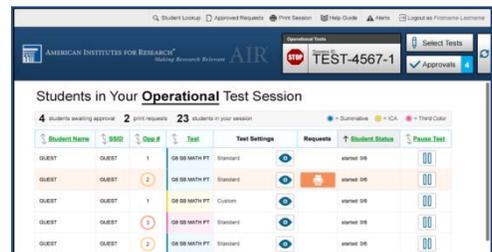


TA Site: View Student Test Settings



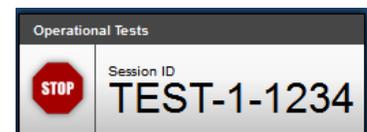
10. Monitor the students’ progress throughout their tests.
 - Click  to view a student’s test settings.
 - The Student Status column refreshes to indicate the students’ progress.
 - When a student has started testing, the Student Status column indicates how many test items the student has answered out of the total number of items on the test.
 - Click the  button to pause an individual student’s test.

TA Site: Students Currently Testing



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



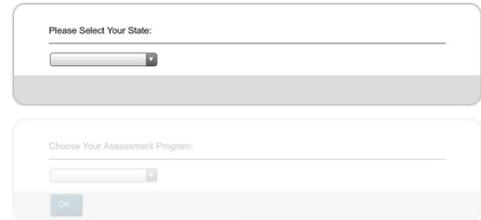
Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.

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.

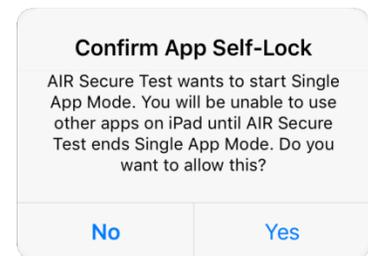
Select Your Test / Assessment Page



Secure Browser Login Page



Automatic Assessment Configuration



Verify Your Information

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.

Is This You? Page



Select an Available Test

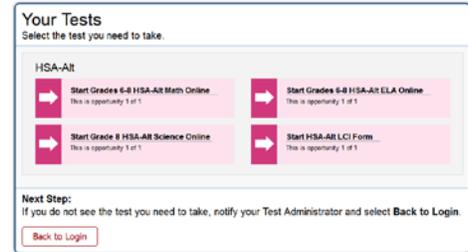
Your Tests Page

6. Select the button for a test.

*Note: If this is the first time the student(s) will be tested in Spring 2017, the TA **must** select the "HSA-Alt LCI" test on this screen and complete the LCI form for the student. The TA 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 9 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).

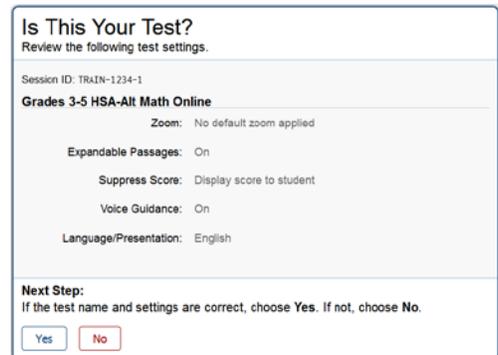


Verify Test Information

Is This Your Test? Page

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

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

Instructions and Help Page

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

The first page of the test appears (for students testing in ELA and Mathematics with Spring 2016 scores in ORS for those subjects), or the **Student Placement Questionnaire** appears (for all other students; see next step, below).



10. Complete the ***Student Placement Questionnaire*** for the student, if prompted by the testing system. Click the Begin Test Now button.

The first page of the test appears.

Student Placement Questionnaire

The screenshot shows a web-based testing interface. At the top, it displays 'Grade 11 HSA-ALT Science CODE: STELA (Student ID: 99999999) 16-21-2017'. Below this is a navigation bar with 'Begin', 'Next', and 'Pause' buttons. The main content area is titled 'HSA-ALT GRADE 11 SCIENCE STUDENT PLACEMENT QUESTIONNAIRE'. It contains a question about the Scientific Process strand and five multiple-choice options.

Grade 11 HSA-ALT Science CODE: STELA (Student ID: 99999999) 16-21-2017

Begin Next Pause

**HSA-ALT GRADE 11 SCIENCE
STUDENT PLACEMENT
QUESTIONNAIRE**

Select the most appropriate response for the student. Please choose a response for **all** items.

In the **Scientific Process** strand, can the student attend to visual, auditory, or tactile information related to science (e.g., models, charts and graphs, safety equipment)?

- Student does this accurately most of the time
- Student does this accurately some of the time
- Student does this accurately, but only rarely
- No, student cannot do this
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