



Quick Start Guide to the Online HSA-Alt Testing System

Spring 2021

NOTE: Full guidelines for administering the HSA-Alt Assessments may be found in the *Spring 2021 Guide to Navigating the Online HSA-Alt Administration* manual, posted on the <http://alohahsap.org> portal website, under HSA-Alt >> Resources >> Test Administration.

Published January 28, 2021

Updated April 20, 2021

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

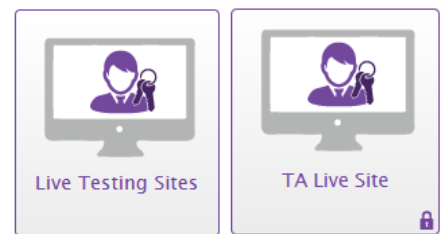
1. Navigate to the HSA-Alt Portal (<https://hsa-alt.alohahsap.org/>).
2. Select either **Teachers** or **Test Coordinators/Administrators**.

HSA Portal User Cards



3. Select **Live Testing Sites**. You are directed to the **Live Testing Sites** page.
4. Select **TA Live Site**.
5. The login page appears. Enter your email address and password.
6. Click **Secure Login**. The TA Live Site appears.

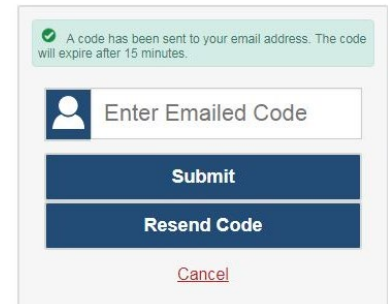
Portal Cards for TA Live Site



Enter Code Page

- a. If you have not logged in using this browser before, or if you have cleared your browser cache, or if you have cleared your browser cache, the **Enter Code** page appears and an email is sent to your 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.

Enter Code

The screenshot shows a web form titled 'Enter Code'. At the top, a green notification bar states: 'A code has been sent to your email address. The code will expire after 15 minutes.' Below this is a text input field with a person icon and the placeholder text 'Enter Emailed Code'. Underneath the field are two dark blue buttons: 'Submit' and 'Resend Code'. At the bottom right, there is a red 'Cancel' link.

If the code has expired, click **Resend Code** to request a new code.

7. 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>.
-

-
8. 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.
-

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

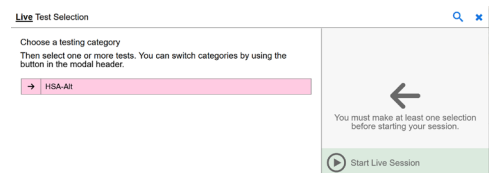
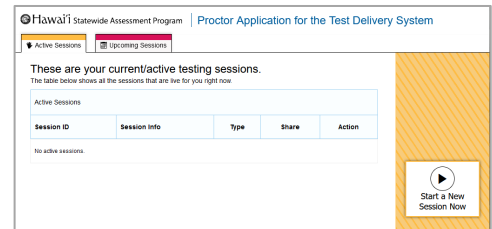
- On the *Test Administration* site landing page, select **Start a New Session Now**.
- In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be tested in Spring 2021 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).*

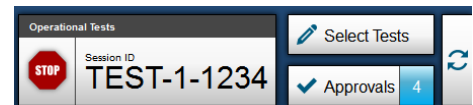
10. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.
-

11. Write down the Session ID to use in the next step when signing in a student.
12. 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.
-




TA Site: Select Test(s), Start Session



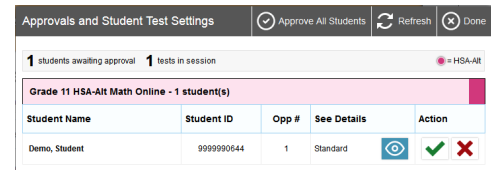
TA Site: Sample Session ID



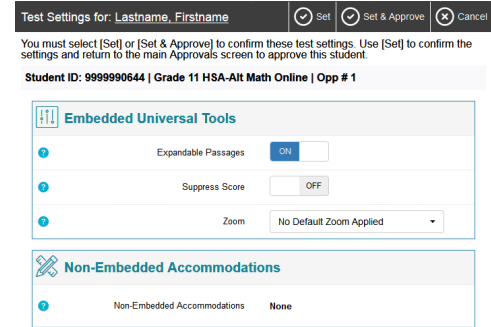
13. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.

- To review and update a student's test settings, click  in that student's row.
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.
- 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



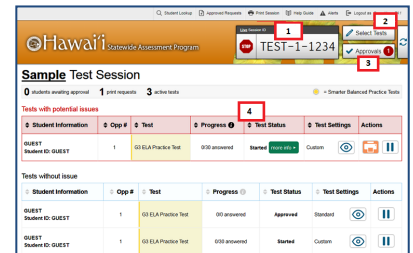
TA Site: View Student Test Settings




14. 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.

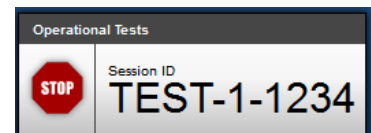
TA Site: Students Currently Testing



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

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

TA Live Site: Stop Session



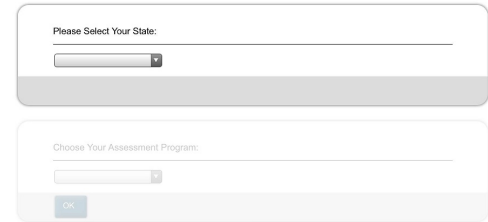
Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.

Overview of the Student Sign-In Process

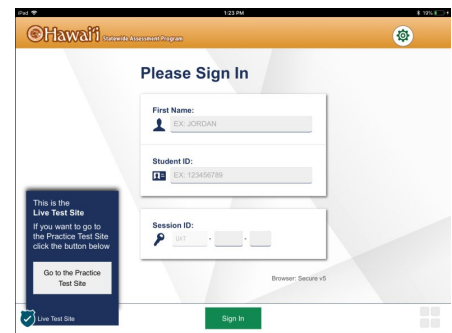
Sign In

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



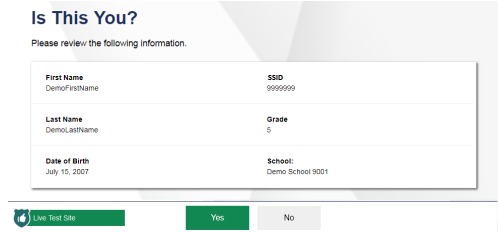
Secure Browser Login Page



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



Select an Available Test

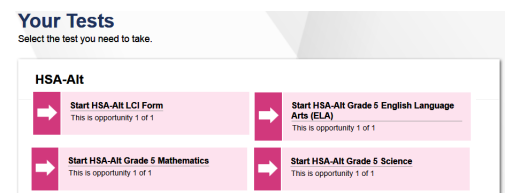
5. Select the button for a test.

*Note: If this is the first time the student(s) will be tested in Spring 2020, 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 9 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).

Your Tests Page

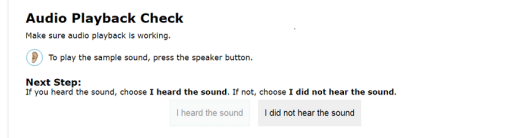


Audio Playback Check

6. 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

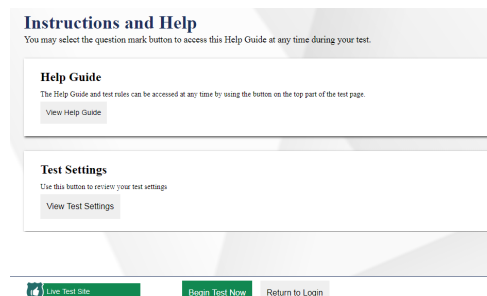


Instructions and Help

7. On the **Test Instructions and Help** page, click the Begin Test Now button.
- a. On iPads, enable Automatic Assessment Configuration 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



Automatic Assessment Configuration

