



Quick Start Guide to the Online HSA-Alt Training Test

2017-2018



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.

Accessing the HSA-Alt Training Test using a Computer Browser (Firefox, Chrome, Internet Explorer, Safari)

NOTE: if you are using an iPad, please follow the initial steps shown on page 7 of this document, before beginning the login process.

1. Navigate to the HSA-Alt Portal (http://alohahsap.org/HSA_ALT/).

NOTE: be sure pop-ups are enabled on your web browser (see your browser's content settings to enable pop-ups).

HSAP Portal User Cards



2. Select *Students and Families*.

3. Select *Online Training Tests*.

HSAP Portal System Cards



Overview of the Student Sign-In Process

Sign In

Sign In Page

1. You will be logging in as a "Guest".
 - Leave the check marks where you see *Guest User* and *Guest Session*. The text entry boxes will have the word "Guest" pre-populated in them.
 - Click on **Sign In**

A screenshot of a web form titled "Please Sign In". It has two sections. The first section, "Guest User", has a checked checkbox and two text input fields labeled "First Name:" and "Student ID:", both containing the word "GUEST". The second section, "Guest Session", has a checked checkbox and a "Session ID:" field containing "GUEST - GUEST - GUEST". A "Sign In" button is located at the bottom right of the form.

Select a Grade

Is This You? Page

2. Select a testing grade using the drop-down menu. Then, click **Yes**.
 - All other information on the screen is non-editable and should be left as *GUEST, None, and GUEST School*.

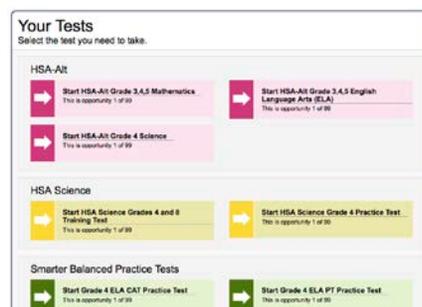
A screenshot of a web form titled "Is This You?". It asks the user to review the following information: First Name: GUEST, Last Name: GUEST, SSID: GUEST, Grade: Select Grade (with a drop-down arrow), Date of Birth: None, and School: GUEST School. At the bottom, it says "Next Step: If the information is correct, choose Yes. If not, choose No." and has "Yes" and "No" buttons.

Select an Available Test

Your Tests Page

3. Select the button for a test.

Note: Be sure to select one of the HSA-Alt tests.



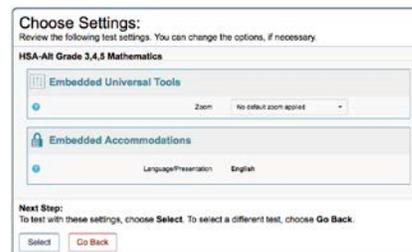
Choose Settings

Chose Settings Page

4. You may select a *Zoom* level, if needed. Then, click on **Select**.

- Be aware that selecting a higher Zoom level will require scrolling to view all of the information on the screen.

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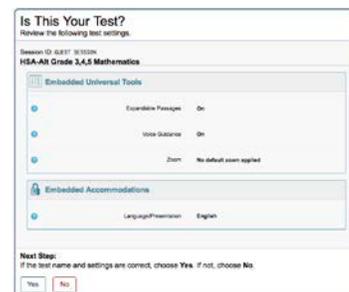


Verify Settings

Is This Your Test? Page

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

- If the information is correct, click **Yes**.
- If the information is not correct, click **No**. You will be returned to the sign-in page to re-start the GUEST login process.

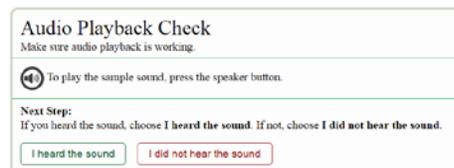


Audio Playback Check (required step, each time)

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**. Enable the necessary sound level in your computer's settings and try to play the sample sound again until desired level is achieved. Additional audio troubleshooting may be needed.



Instructions and Help

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



Navigating Through the Testing Interface

Engagement Items

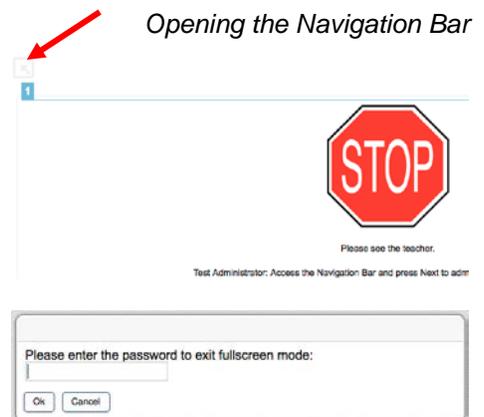
1. The first item on the test may be an *Engagement Item*.
 - An Engagement Item in a Training test is administered by the teacher, parent or other adult to determine the student's readiness to engage in the assessment.
 - A red **Stop** sign indicates the next item is an Engagement Item.
 - To administer the item, it will be necessary to follow the instructions on the screen and open the Navigation Bar

Engagement Items



Opening the Navigation Bar

2. In the upper left hand corner of the screen you will see a faint grey box with an arrow.
 - Click on the grey box and a pop-up window will appear
 - The password you need to enter in the pop-up window is **GUEST**
 - Then, click **Ok**

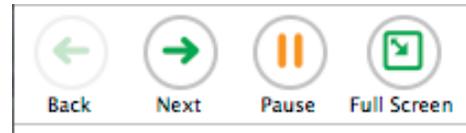


Using the Navigation Bar

3. The options in the Navigation bar allow you to

- Go to the next page
- Pause (or end) the test
- Go back to the **Full Screen** mode (this will hide the Navigation Bar again)

The Navigation Bar



Administering the Engagement Item(s)

4. There is a script for the person administering the Engagement Item to follow: everything in black font describes what to do; everything in blue font describes what to say.

- After allowing the student time to engage, determine the level of engagement and select that level by clicking in the circle next to the level.
- Then click the **Next** arrow in the Navigation bar
- NOTE: The Engagement Items often require a physical object for the student to engage with, for a full and accurate administration of the item. The on screen instructions will show any items required for administration.

Engagement Item



Navigating to the Other Test Items

5. If the student can navigate through the test, independently, it is recommended that you hide the Navigation bar by clicking on the **Full Screen** icon.

- If the Test Administrator or parent will be navigating for the student, there is no need to close the Navigation bar.

Navigation Bar Icons



To Begin the Next Test Item

Administering an Item

- To start a new test item, click on the **Ear** button. The script for the item will automatically be read aloud to the student.
 - If the item is a reading item, the passage will be read first.
 - The audio will then present the question stem, followed by the possible answer options.
 - Any of the passages, question stems, or options can be re-read as many times as needed using the speaker icon (for reading passages) or the ear icons (for question stems and answer options).



Responding to Items

Item response

- Once the question and answer options are read aloud, the student can select the answer option they believe is the answer, by clicking (or touching on an iPad) on the option card they choose.
 - If a student is unable to click or touch on the answer, he or she can indicate the response to the Test Administrator or parent and that person may click on the option card for them.
 - If a student does not respond to the question, the Test Administrator or parent may open the Navigation bar and click on the **Next** arrow to skip that question and move on.



Here is a clock. It shows the time two ten. Show me, what is two ten to the nearest half hour?



Ending a Training Test

Ending a Test

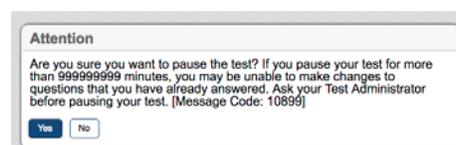
- To end a training test, open the Navigation bar and click on the **Pause** icon.



Logging Out of the Training Test

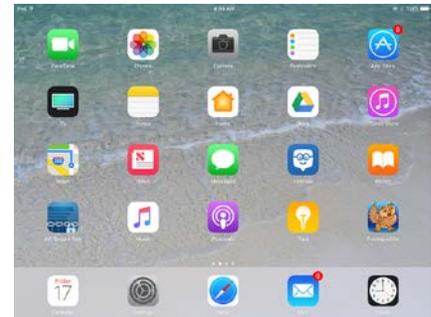
Logging out

- A pop-up window will appear to assure that you wish to pause the test. Click **Yes**.



Accessing the HSA-Alt Training Test Using an iPad Instead of a Computer

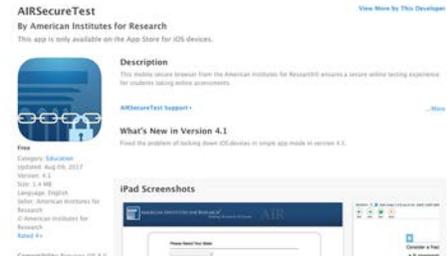
The HSA-Alt is usually administered using an iPad interface. To use an iPad instead of a computer, follow these instructions and then go back to **Overview of the Student Sign-In Process** on page 2 of this document (above).



Download the Secure Browser Application

1. The **AIRSecureTest** is a free secure browser that can be downloaded on your iPad from the Apple App Store.
 - NOTE: the HSA-Alt portal website includes information on the most current iOS operating systems and secure browser version needed to assure correct testing environment: <http://alohahsap.org/SMARTERBALANCED/supported-browsers/>

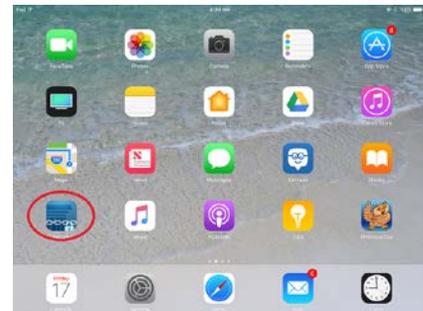
AIRSecureTest Browser in Apple Store



Launch the AIRSecureTest Browser from Your Screen

2. Launch the AIRSecureTest browser from your iPad by locating the application icon and tapping.

Launch the Browser



Select the Testing State

3. If prompted, choose your state (“Hawaii”) and your assessment program (“Hawaii Statewide Assessments”). The Hawaii student login page for live testing will appear.

Select Your State Page



Finding the Practice and Training Site

4. Underneath the Please Sign In section, you will see a link that reads, **“Go to the Practice and Training Test Site”** Click on this link to get to the Hawaii Training Site login page.
 - You may then go back to the **Overview of the Student Sign-In Process** section of this guide on page 2 and follow the instructions listed.

Student Live Test Login Page



Confirm App Self-Lock

5. Note: there will be one additional step to take when you log in using an iPad.
 - On iPads, you will be prompted to enable Automatic Assessment Configuration by tapping **“Yes”** in the **Confirm App Self-Lock** pop-up message that appears on screen during the sign-in process. Click **Yes** to enable the secure browser app to use self-lock.
 - This is a required step to access the HSA-Alt Training Tests. You must click **Yes** in order to proceed to the selected training test.

Confirm App Self-Lock

