Quick Start Guide to the Online HSA-Alt Training Test

2018-2019

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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.
Accessing the HSA-Alt Training Test using a Web Browser (Firefox, Chrome, Safari) on a Desktop/Laptop/iPad

NOTE: If you will be using the Secure Browser on an iPad, please follow the initial steps shown on page 6 of this document, before beginning the login process.

1. Navigate to the HSA-Alt Portal (https://hsa-alt.alohahsap.org/).

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

2. Select Students and Families.


Overview of the Student Sign-In Process

Sign In

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

Select a Grade

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.
Select an Available Test

3. Select the button for a test.

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

Choose Settings

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.

Audio Playback Check (required step, each time)

5. 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

6. 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

To Administer a Test Item

1. Each item requires students to listen to audio narration. Each answer option also provides audio. To listen to test content:
   - To listen to a passage, select 🎧 beside the passage.
   - To listen to a question, select 🎧 beside the question.
   - To listen to an answer option, select 🎧 below an answer option.

Responding to Items

2. 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.
   - Once the student has responded, click the green “Next” button at the top to move to the next item.
Recording a No Response

3. If a student does not respond to an item the Test Administrator or parent should use the item context menu to record a No Response for the item.

   - Tap or click on the item context menu icon located at the upper right side of the item.
   - Select the "Mark as No Response" option from the drop-down list.
   - A pop-up box will appear asking the Test Administrator to confirm the selection of a No Response for the item. Click Yes.
   - The item will appear disabled and an item badge will appear to indicate the "Mark as No Response" option was used for the item.

Opening the Navigation Bar

4. 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 GUEST.
   - Then, click Ok.
Using the Navigation Bar

5. The options in the Navigation bar allow you to
   • Go to the next item
   • Pause (or end) the test
   • Go back to the Full Screen mode (this will hide the Navigation Bar again)

   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.

Ending a Training Test

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

Logging Out of the Training Test

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

Accessing the HSA-Alt Training Test Using the AIR Secure Browser on an iPad

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: https://smarterbalanced.alohahsap.org/supported-browsers.stml

Launch the AIRSecureTest Browser from Your Screen

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

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.

Finding the Practice and Training Site

4. Underneath the Please Sign In section, you will see a link on the bottom left of the screen that reads, “Go to the Practice Test Site”. Click on this link to get to the Hawaii Practice and 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.
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.