



Quick Start Guide to the Online HSA-Alt Training Test

2018-2019



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/>).

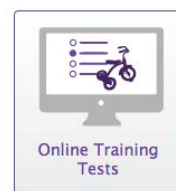
NOTE: be sure pop-ups are enabled on your web browser (see your browser's content settings to enable pop-ups).

2. Select *Students and Families*.
3. Select *Online Training Tests*.

HSAP Portal User Cards



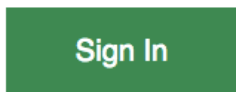
HSAP Portal System Cards



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**



Sign In Page

Please Sign In

A screenshot of a web form titled 'Please Sign In'. It contains two toggle switches. The first is labeled 'Guest User' with the subtext 'Toggle to sign in as yourself'. The second is labeled 'Guest Session' with the subtext 'Toggle to join an active session'. Both toggles are currently turned 'ON'. At the bottom, there are links for 'Run Diagnostics' and 'Browser: Chrome v68'.

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*.

Is This You? Page

Your Tests

Select the test you need to take.

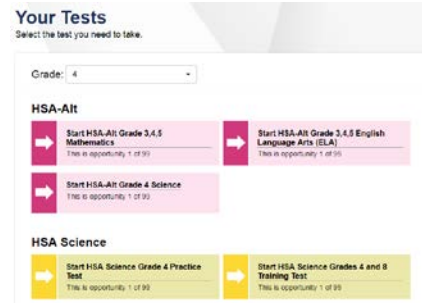
A screenshot of a web form titled 'Your Tests'. It shows a dropdown menu labeled 'Grade:' with the text 'Select grade' and a downward arrow. The dropdown menu is open, showing a list of numbers from 3 to 12. Below the dropdown, there is a label 'Please select'.

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.

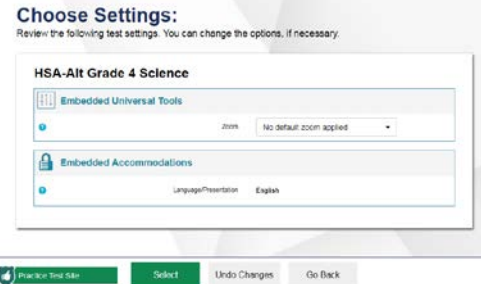


Choose Settings

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.

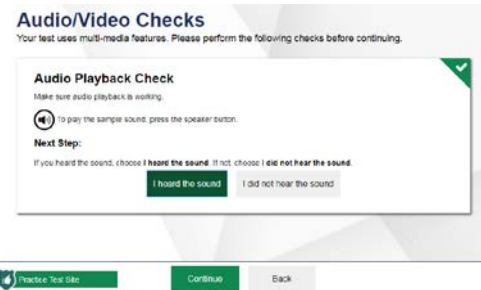


Audio Playback Check (required step, each time)

Audio Playback Check

5. Verify that students can hear the sample audio.

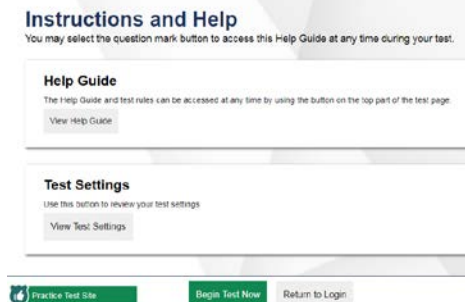
- If the sound is audible, students select **I heard the sound**.
- If the sound is not audible, students select **I did not hear the sound**. Enable the necessary sound level in your computer's settings and try to play the sample sound again until desired level is achieved. Additional audio troubleshooting may be needed.



Instructions and Help

Instructions and Help Page

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. 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 an ELA 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).

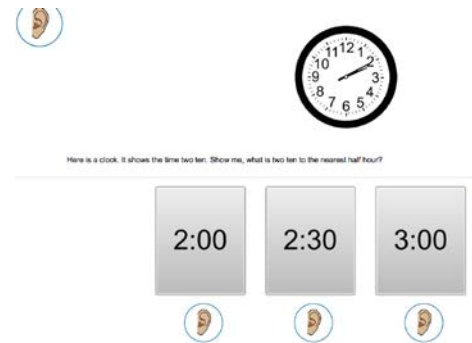
Administering an Item



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.
 - If a student does not respond to an item, the Test Administrator or parent may open the Navigation bar and click on the **Next** arrow to skip that question and move on. (See Step 3 directly below for the directions on how to open the Navigation bar.)

Item response



Opening the Navigation Bar

3. 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**.

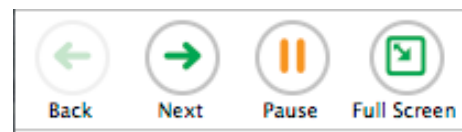
Opening the Navigation Bar



Using the Navigation Bar

4. 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)

The Navigation Bar



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

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

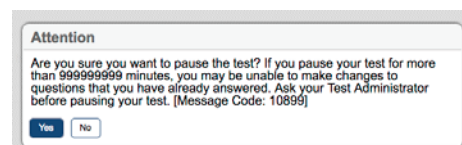
Ending a Test



Logging Out of the Training Test

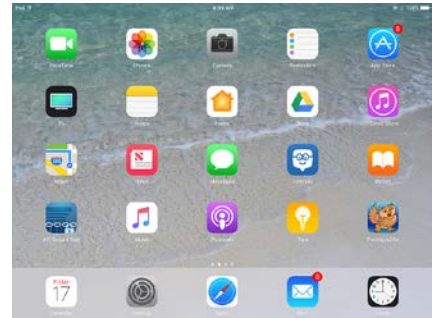
6. A pop-up window will appear to assure that you wish to pause the test. Click **Yes**.

Logging out



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>

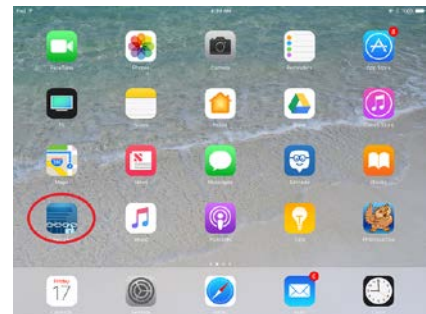
AIRSecureTest Browser in Apple Store



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.

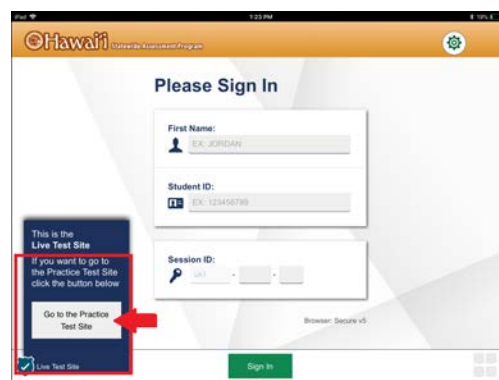
Select Your State Page



Finding the Practice and Training Site

- 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.

Student Live Test Login Page



Confirm App Self-Lock

- 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

