

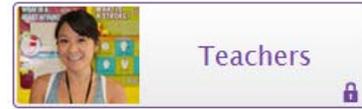


Quick Guide to the Online Testing System

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

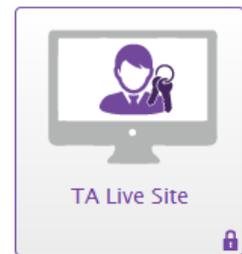
HSAP Portal User Cards

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



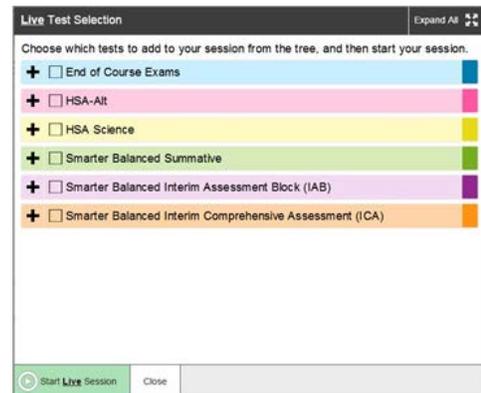
6. Start a test session in the TA Live Site:
 - a. In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be tested in Spring 2016 the TA **must** include the "HSA-Alt LCI" test in the TA Live Site test session, and must complete the LCI during 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.

7. Provide the Session ID to the students who need to sign in to your test session.
8. Have your students 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.

TA Site: Select Test(s), Start Session



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.

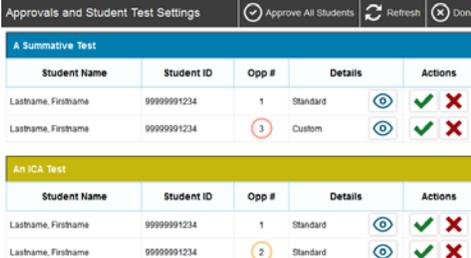
a. To review and update a student’s test settings and accommodations, click  in that student’s row.

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.

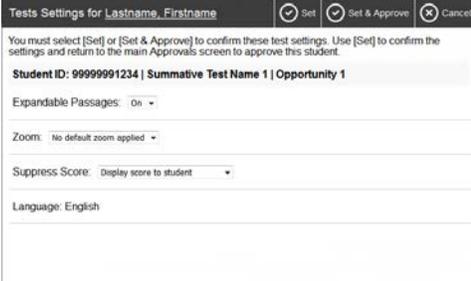
TA Site: Approve Students



Approvals and Student Test Settings				
A Summative Test				
Student Name	Student ID	Opp #	Details	Actions
Lastname, Firstname	99999991234	1	Standard	
Lastname, Firstname	99999991234	3	Custom	

An ICA Test				
Student Name	Student ID	Opp #	Details	Actions
Lastname, Firstname	99999991234	1	Standard	
Lastname, Firstname	99999991234	2	Standard	

TA Site: View Student Test Settings



Tests Settings for Lastname, Firstname

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Student ID: 99999991234 | Summative Test Name 1 | Opportunity 1

Expandable Passages: On

Zoom: No default zoom applied

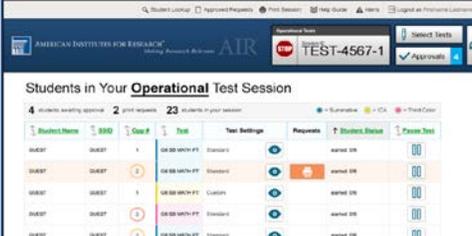
Suppress Score: Display score to student

Language: English

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

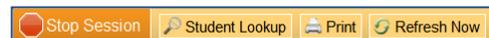


Student Name	Opp #	Test Settings	Progress	Test Status
Student Name	1	Standard	0/20	started 0%
Student Name	1	Standard	0/20	started 0%
Student Name	1	Standard	0/20	started 0%
Student Name	1	Standard	0/20	started 0%
Student Name	1	Standard	0/20	started 0%

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. On iPads, enable Guided Access by triple-tapping the Home button. **NOTE: Do not try to enable Guided Access unless you know the password to enable/disable.**
4. 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



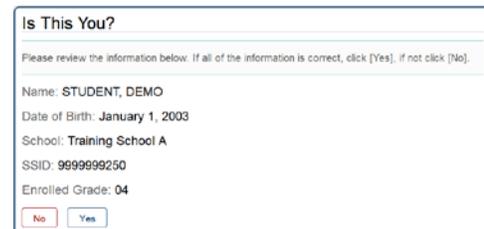
Secure Browser Login Page



Verify 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

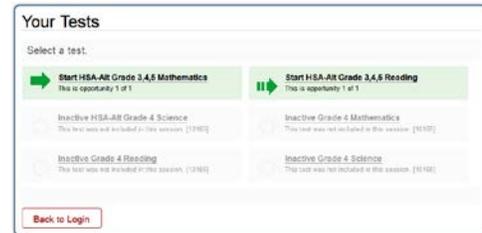
Your Tests Page

6. Select the button for a test.

*Note: If this is the first time the student(s) will be tested in Spring 2016, 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."

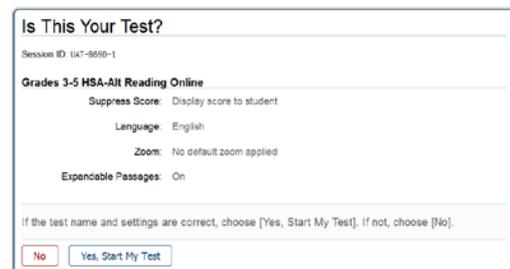
On the TA Site, approve the student for testing (see Step 9 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).



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.

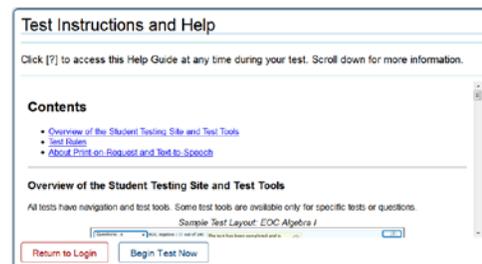


Test Instructions and Help

Test Instructions and Help Page

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

The first page of the test appears (for students in Reading and Mathematics with Spring 2015 scores in ORS), or the **Student Placement Questionnaire** appears (for all other students).



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

Student Placement Questionnaire

The first page of the test appears.

