

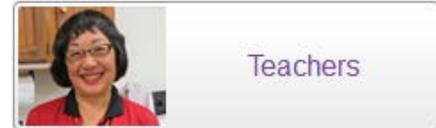


## Quick Guide to the Online Testing System

### Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out

1. Navigate to the HSA-Alt Portal ([http://alohahsap.org/HSA\\_Alt/](http://alohahsap.org/HSA_Alt/)).
2. Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.

HSAP Portal User Cards



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



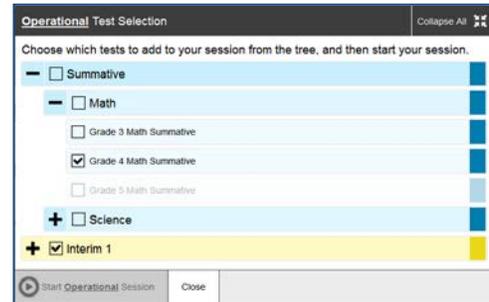
6. Ensure the secure browser is open on all student computers or tablets that will be used during your test session. The browser displays the student sign-in page. Note: You must check that your Secure Browser application has been updated for the new school year. Tap the **App Store** icon on the student's iPad, then tap **Updates** on the bottom right corner to confirm the **AIRSecureTest** secure browser application has been updated.

Secure Browser: Student Sign-In Page



7. Start a test session in the TA Live Site:
  - a. In the **Test Selection** window, select the tests you wish to administer.
  - b. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.
8. Provide the Session ID to the students who need to sign in to your test session. (*Write this where all students can see it, or provide to students along with their sign-in information.*)
9. Have your students sign in to the Student Testing Site. 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*



10. 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.

*TA Site: Approve Students*

Approvals and Student Test Settings					Approve All Students	Refresh	Done
<b>A Summative Test</b>							
Student Name	Student ID	Opp #	Details	Actions			
Lastname, Firstname	99999991234	1	Standard				
Lastname, Firstname	99999991234	3	Custom				
<b>An ICA Test</b>							
Student Name	Student ID	Opp #	Details	Actions			
Lastname, Firstname	99999991234	1	Standard				
Lastname, Firstname	99999991234	2	Standard				

- 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: View Student Test Settings*

Tests Settings for Lastname, Firstname Set Set & Approve Cancel

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**

Streamlined Mode: On

Permissive Mode: Permissive Mode Disabled

Item Response Recovery: Disabled

TTS Tracking: Tracking Off

Color Contrast: Black on White (default)

Language: English

Masking: Masking Not Available

Print on Demand Stimuli

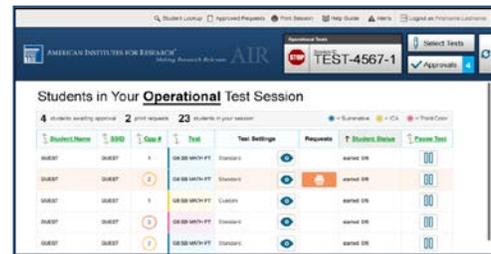
Zoom: 1X

Number of Accommodations: None

11. 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



12. 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. 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.

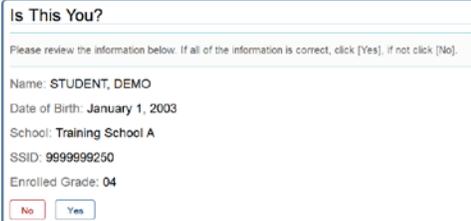
Secure Browser Login Page



## Verify Your Information

*Is This You? Page*

1. Verify that the student's information is correct.
  - If the information is correct, click **Yes**.
2. If the information is not correct, click **No**. The student returns to the sign-in page.



The screenshot shows a form titled "Is This You?". It contains the following text: "Please review the information below. If all of the information is correct, click [Yes], if not click [No].". Below this, the information is listed: Name: STUDENT, DEMO; Date of Birth: January 1, 2003; School: Training School A; SSID: 9999999250; Enrolled Grade: 04. At the bottom, there are two buttons: "No" and "Yes".

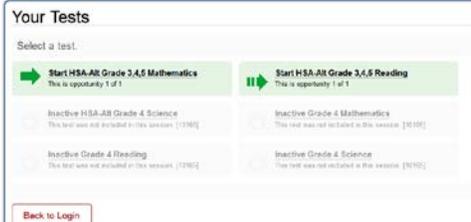
## Select an Available Test

*Your Tests Page*

3. Select the button for a test.

*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.

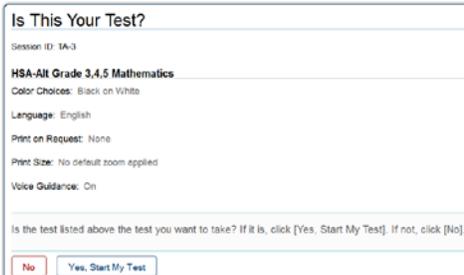


The screenshot shows a page titled "Your Tests". It says "Select a test." and lists several test options. Two are active: "Start HSA-Alt Grade 3,4,5 Mathematics" and "Start HSA-Alt Grade 3,4,5 Reading". Below these are four inactive options: "Inactive HSA-Alt Grade 4 Science", "Inactive Grade 4 Mathematics", "Inactive Grade 4 Reading", and "Inactive Grade 4 Science". At the bottom, there is a "Back to Login" button.

## Verify Test Information

*Is This Your Test? Page*

4. 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.



The screenshot shows a form titled "Is This Your Test?". It contains the following information: Session ID: 1A-3; HSA-Alt Grade 3,4,5 Mathematics; Color Choices: Black on White; Language: English; Print on Request: None; Print Size: No default zoom applied; Voice Guidance: On. Below this, it asks: "Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].". At the bottom, there are two buttons: "No" and "Yes, Start My Test".

## Test Instructions and Help

*Test Instructions and Help Page*

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

The first page of the test appears.



The screenshot shows a page titled "Test Instructions and Help". It says "Click [?] to access this Help Guide at any time during your test. Scroll down for more information." Below this is a "Contents" section with links: "Overview of the Student Testing Site and Test Tools", "Test Items", and "About Print on Request and Text to Speech". There is also an "Overview of the Student Testing Site and Test Tools" section. At the bottom, there are two buttons: "Return to Login" and "Begin Test Now".