

# Online Testing System

## Teacher Item Previewer User Guide

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# Table of Contents

|  |           |
|--|-----------|
| <b>Introduction to this User Guide</b> .....               | <b>1</b>  |
| User Guide Content .....                                   | 1         |
| Additional Resources .....                                 | 1         |
| About Testing Policies and Procedures .....                | 2         |
| <b>Section I. Logging in to AVA</b> .....                  | <b>3</b>  |
| About Usernames and Passwords .....                        | 3         |
| <b>Section II. Accessing Tests</b> .....                   | <b>5</b>  |
| Step 1 – Choosing a Test Grade .....                       | 5         |
| Step 2 – Selecting the Test .....                          | 5         |
| Step 3 – Choosing a Test Form.....                         | 6         |
| Step 4 – Audio Playback Check .....                        | 6         |
| <b>Section III. Understanding AVA</b> .....                | <b>7</b>  |
| Test Tools .....   | 7         |
| <b>Section IV. General Test Rules and Navigation</b> ..... | <b>10</b> |
| Responding to Questions .....                              | 10        |
| Navigating to Questions .....                              | 10        |
| Pausing Tests .....  | 10        |
| Test Timeout.....  | 10        |
| Finishing the Test Review.....                             | 11        |
| Reviewing Marked Questions.....                            | 11        |
| Completing the Review and Logging Out.....                 | 12        |
| <b>User Support</b> .....                                  | <b>13</b> |

## Table of Figures

|  |    |
|--|----|
| Figure 1. User Cards.....                              | 3  |
| Figure 2. AVA Card.....                                | 3  |
| Figure 3. Login Page.....                              | 3  |
| Figure 4. Choose a Test Grade Page .....               | 5  |
| Figure 5. Available Tests Page .....                   | 5  |
| Figure 6. Choose a Test Form Page.....                 | 6  |
| Figure 7. Audio Playback Check Page .....              | 6  |
| Figure 8. Sample Test Page .....                       | 7  |
| Figure 9. Question Buttons .....                       | 10 |
| Figure 10. Questions Drop-Down .....                   | 10 |
| Figure 11. Finished Button in Global Menu.....         | 11 |
| Figure 12. Want to Review a Question Again? Page ..... | 11 |
| Figure 13. Done Reviewing Test Page .....              | 12 |

# Introduction to this User Guide

This user guide supports users of the Teacher Item Previewer. The Teacher Item Previewer is a component of the Online Testing System that allows authorized users to review assessments for administrative or instructional purposes. This introduction describes the contents of this document, and includes a key for identifying icons and elements found throughout the guide.

## User Guide Content

This user guide provides information about the following sections:

- [Logging in to Item Previewer](#) explains how to access Teacher Item Previewer.
- [Accessing Tests](#) explains how to select a test to review.
- [Understanding Item Previewer](#) describes the layout of Teacher Item Previewer.
- [General Test Rules and Navigation](#) explains how to navigate the test.

Table 1. Key Icons and Elements

| Icon  | Description  |
|---|--|
|  | <b>Note:</b> This symbol accompanies additional information or instructions of which users must take note. |
| <b>Text</b>   | Bold text is used to indicate a link or button that is clickable.  |

## Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *System Requirements* document
- For information about student and user management see the *TIDE User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator User Guide*.
- For information about scoring hand-scored questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.

- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the West Virginia General Summative Assessment Portal (<http://wv.portal.airast.org/>).

## **About Testing Policies and Procedures**

This document describes the features and functions of the Teacher Item Previewer. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the West Virginia General Summative Assessment Portal (<http://wv.portal.airast.org/>).

# Section I. Logging in to Teacher Item Previewer

Authorized users can access the Assessment Teacher Item Previewer via the West Virginia General Summative Assessment Portal.

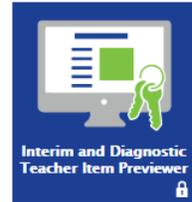
1. Navigate to the WV General Summative Assessments portal at (wv.portal.airast.org).
2. Select your user role.

Figure 1. User Cards



3. Select **Teacher Item Previewer**. The login page appears.

Figure 2. Teacher Item Previewer



4. Enter your email address and password.
5. Click **Secure Login**. The **Choose a Test Grade** page appears.

Figure 3. Login Page

A light gray login form. It has two input fields: the first is labeled 'Email Address' with a blue person icon on the left; the second is labeled 'Password' with a blue padlock icon on the left. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the white text 'Secure Login'.

## About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary password and a login link for the State Assessment Program systems. To activate your account, you must log in within 30 days of receiving the email. You must update your password and set a security question.

- **If your first temporary password expired:**

Select **Click here to request one** on the login page to request a new temporary password. Enter your email address in the *Email Address* field. The West Virginia General Summative Assessments Help Desk will send you a new email with a new temporary password.

- **If you forgot your password:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. The West Virginia General Summative Assessments Help Desk will send you an email with a new temporary password.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the West Virginia General Summative Assessment Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

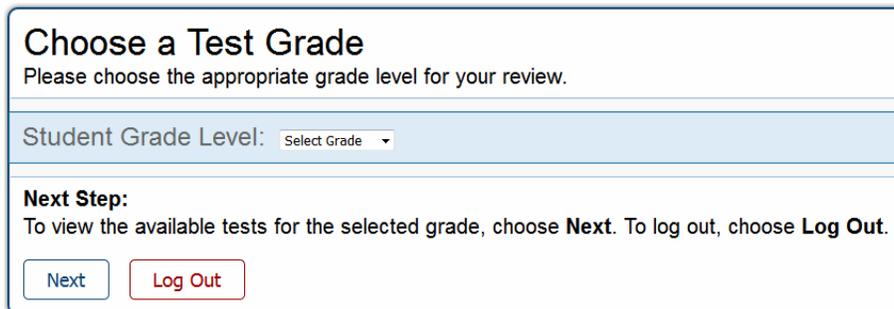
## Section II. Accessing Tests

This section explains how to select tests to review in Teacher Item Previewer.

### Step 1 – Choosing a Test Grade

On the **Choose a Test Grade** page, you select the grade level of the test you wish to review.

Figure 4. Choose a Test Grade Page



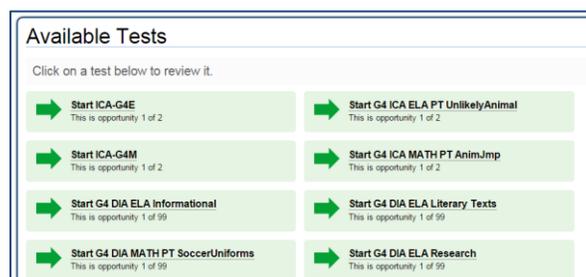
To select a grade:

1. From the **Student Grade Level** drop-down list, select the required grade level.
2. Click **Next**. The **Available Tests** page appears.

### Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level.

Figure 5. Available Tests Page



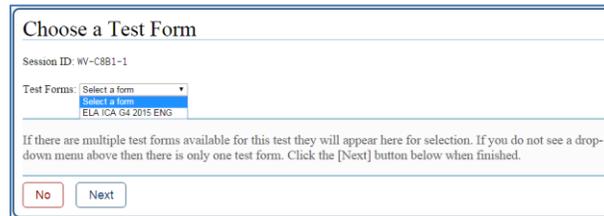
To select an available test:

- Click the required test name. The **Choose a Test Form** page for that test appears.

### Step 3 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

Figure 6. Choose a Test Form Page



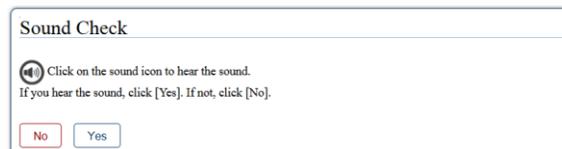
*To select a test form:*

1. If the *Test Forms* drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.
2. Click **Next**. If the test includes audio content, the **Sound Check** page appears. If not, the first test page appears.

### Step 4 – Sound Check

1. The **Sound Check** page allows you to verify the functionality of any audio content that the test may include. Be sure to unmute the speakers on your device, if necessary.

Figure 7. Sound Check Page



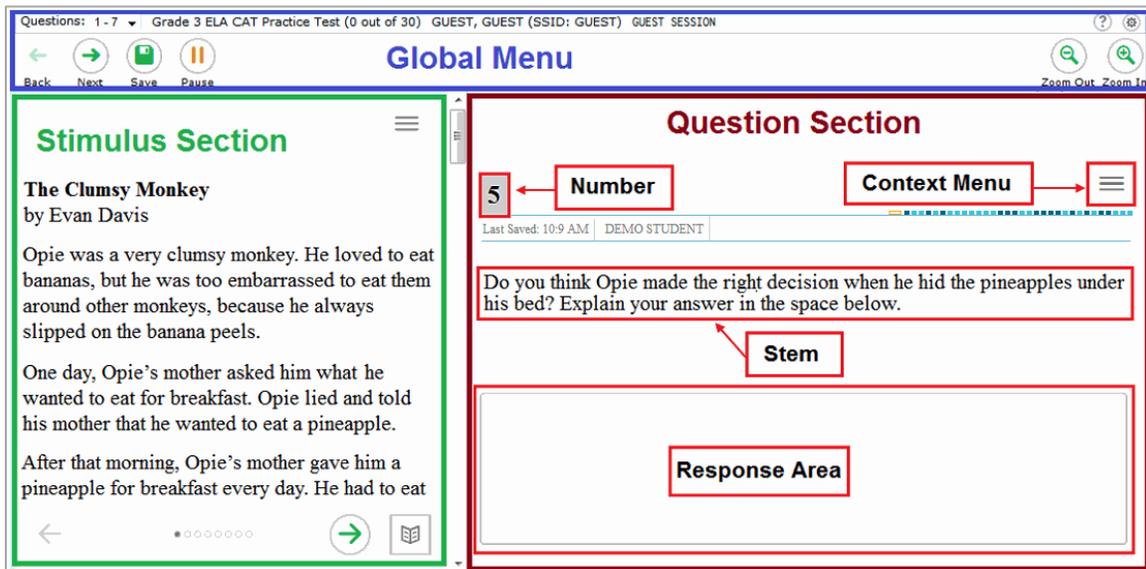
*To perform the Sound check:*

1. Click  to play the sample audio.
2. If you hear the sample audio, click **I heard the sound**. The first test page appears. If you do not hear the sound, click **I did not hear the sound**, and consult the technology coordinator.

## Section III. Understanding the Teacher Item Previewer

[Figure 8](#) displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Figure 8. Sample Test Page



### Test Tools

AVA includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page, or by selecting options from the context menus  that appear in the *Question* and *Stimulus* sections of the test page.

[Table 2](#) lists the tools available in the *Global Menu* section of the test page, while [Table 3](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 2. Global Tools

| Tool Name   | Instructions   |
|---|--|
| Calculator<br> | To use the on-screen calculator, select <b>Calculator</b> in the global menu.  |
| Dictionary<br> | To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu. |

| Tool Name  | Instructions   |
|--|--|
| Formula<br>         | To view the on-screen formula sheet, select <b>Formula</b> in the global menu.   |
| Line Reader<br>     | To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. This tool is not available while the Highlighter tool is in use.   |
| Masking<br>         | <p>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ol style="list-style-type: none"> <li>1. Select <b>Masking</b> in the global menu.</li> <li>2. Click and drag across the distracting area.</li> </ol> <p>To close the Masking tool, select <b>Masking</b> again. To remove a masked area, select <b>X</b> in the upper-right corner of that area.</p> |
| Notes<br>           | To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.  |
| Periodic Table<br>  | To view the on-screen periodic table, select <b>Periodic Table</b> in the global menu.   |
| Scoring Guide<br> | To view the on-screen scoring guide, select <b>Scoring Guide</b> in the global menu.   |
| Zoom buttons<br>  | To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .   |

Table 3. Question and Stimulus Tools

| Tool Name         | Instructions  |
|-------------------|---|
| Expand Passage    | To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.   |
| Expand buttons    | <p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>• To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> <li>• To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</li> </ul> |
| Generic Resources | To view any additional resources associated with a question, select <b>Generic Resources</b> from the context menu.   |

| Tool Name               | Instructions  |
|-------------------------|---|
| Glossary (Word List)    | To open the glossary, click a word or phrase that has a border around it.   |
| Highlighter             | <p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>   |
| Mark for Review         | <p>To mark a question for review, select <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-right corner and  appears next to the number. The <b>Questions</b> drop-down lists displays "(marked)" for the selected question.</p>  |
| Notepad                 | <p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note,  appears next to the question number.</p> <p>You can only access your notes for a question on that question's test page.</p>   |
| Reading Mode            | <p>Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage.</p> <p>To exit Reading Mode, select  in the lower-right corner of the pop-up window.</p>  |
| Select Previous Version | <p>To view and restore responses previously entered for a Text Response question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b>.</p>   |
| Strikethrough           | <p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>• Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>• Option B: <ul style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul> |
| Tutorial                | <p>To view a short video demonstrating how to enter a response for a particular question type, select <b>Tutorial</b> from the context menu.</p>  |

## Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

### Responding to Questions

When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.



**Note:** Grouped questions may be paginated to appear individually. Buttons for each question in the group appear in the upper-right corner of the page. These buttons may also include a stimulus icon  that you can click to view the stimulus associated with the grouped questions.

Figure 9. Question Buttons

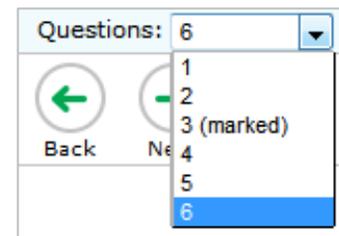


### Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Questions** drop-down list.

Figure 10. Questions Drop-Down



### Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of the Teacher Item Previewer. To return to the test, you must log back in and select the required test again.

*To pause the test:*

1. Click **Pause** in the global menu. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

### Test Timeout

Teacher Item Previewer automatically pauses the test and logs you out after 30 minutes of inactivity.



**Note:** Before Teacher Item Previewer logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

## Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 11. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

## Reviewing Marked Questions

The ***Want to review a question again?*** page gives you one more opportunity to review questions.

Figure 12. Want to Review a Question Again? Page

### Want to review a question again?

If you wish to review any of the test questions again, please select a question number below.

**Questions:**

|                                |                                |                                |                                |                                 |                                 |                                 |                                 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="text" value="1"/> | <input type="text" value="3"/> | <input type="text" value="5"/> | <input type="text" value="7"/> | <input type="text" value="9"/>  | <input type="text" value="11"/> | <input type="text" value="13"/> | <input type="text" value="15"/> |
| <input type="text" value="2"/> | <input type="text" value="4"/> | <input type="text" value="6"/> | <input type="text" value="8"/> | <input type="text" value="10"/> | <input type="text" value="12"/> | <input type="text" value="14"/> |                                 |

**Next Step:**  
When you are done reviewing test questions, select **I'm done here**.

*To review questions again:*

1. Click the question number you want to review. The test page for that question appears.
  - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
  - To return to the ***Want to see a question again?*** page, click **Finished**.
2. To complete your review, click **I'm done here**.

## Completing the Review and Logging Out

After reviewing the questions, the Teacher Item Previewer displays a final warning message asking if you are sure you are done. The warning message gives you two options:

- To return to the ***Want to see an item again?*** page, click **No**.
- To complete your review of the test, click **Yes**.

The ***Done Reviewing Test*** page appears when your test review is over.

Figure 13. Done Reviewing Test Page

### Done Reviewing Test

You finished your review. You may view the test details below.

Test Reviewed As: (Student ID: GUEST)  
Test Name: IAB - Math Grade 5 - Fractions  
Data Entry Completed On: 7/29/2016

If you wish to review another test, you must log out and then log in again.

**Next Step:**  
To log out, select **Log Out**.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

- Click **Log Out**. The Teacher Item Previewer login page appears. If you wish to review another assessment, you must log in again.

## User Support

If this user guide does not answer your questions, please contact the State Assessment Program Help Desk.

**West Virginia General Summative Assessments Help Desk**  
**Customer Support Phone:** 1-844-560-7367  
**Customer Support Email:** WVHelpDesk@air.org

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information