



**Hawai'i**

Statewide Assessment Program



# Smarter Balanced and NGSS Interim Assessments

## Assessment Viewing Application User Guide

2019-2020

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*Prepared by Cambium Assessment, Inc.*



Descriptions of the operation of the Assessment Viewing Application, Test Delivery System, and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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# Introduction to this User Guide

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Interim Assessments 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 AVA](#) explains how to access AVA.
- [Accessing Assessments](#) explains how to select a test to review.
- [Understanding AVA](#) describes the layout of AVA.
- [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 [Quick Guide for Setting Up Your Online Testing Technology](#) document.
- For information about student and user management see the [TIDE User Guide](#).
- For information about administering online tests via the TA Live Site, see the [Guide to Navigating the Online HSAP Administration](#).
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Quick Guide for Setting Up Your Online Testing Technology](#) document.

- For information about installing secure browsers, see the [Quick Guide for Setting Up Your Online Testing Technology](#) document.

The above resources are available on the Hawaii State Assessment Program Portal ([alohahsap.org](http://alohahsap.org)).

## **About Testing Policies and Procedures**

This document describes the features and functions of the Assessment Viewing Application. 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 Hawaii State Assessment Program Portal ([alohahsap.org](http://alohahsap.org)).

# Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the HSAP Portal.

1. Navigate to the HSAP Portal ([alohahsap.org](http://alohahsap.org)).
2. Select your user role.
3. Select **AVA System**. The **Login** page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The **Available Tests** page appears (see [Figure 5](#)).

- a. If you have not logged in using this computer or browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email is sent to your address. This applies every time you access AVA using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
- b. In the *Enter Emailed Code* field, enter the emailed code.
- c. Click **Submit** to access the **Available Tests** page.



**Note:** If the code has expired, click **Resend Code** to request a new code.

Figure 1. User Cards



Figure 2. AVA Card



Figure 3. Login Page

Figure 4. Enter Code Page

## Enter Code

## About Usernames and Passwords

Your username is the email address associated with your account in Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from [DoNotReply@cambiumast.com](mailto:DoNotReply@cambiumast.com) that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Request a new one for this school year** link in the **First Time Login This School Year?** section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an email containing account activation or authentication code:**

Emails containing the account activation or password reset link come from [DoNotReply@cambiumast.com](mailto:DoNotReply@cambiumast.com). Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your Test Coordinator to make sure you are listed in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

If you are unable to log in, contact the HSAP 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 Assessments

This section explains how to select tests to review in AVA.

### Step 1 – Choosing a Test Grade and Test

On the **Available Tests** page, you select the grade level of the test you wish to review and then select an available test.

Figure 5. Available Tests Page

**Available Tests**  
Choose a test for data entry.

Grade:

**Smarter Balanced Interim Assessment Block (IAB)**

→ Start Grade 6 ELA - Research: Analyze Information (IAB)	→ Start Grade 6 ELA - Research: Interpret and Integrate (IAB)
→ Start Grade 6 ELA - Write and Revise Narratives (IAB)	→ Start Grade 6 MATH - Divide Fractions by Fractions (IAB)
→ Start Grade 6 MATH - One-Variable Expressions and Equations (IAB)	→ Start Grade 6 MATH - Dependent and Independent Variables (IAB)
→ Start Grade 6 ELA - Brief Writes (IAB) This is opportunity 1 of 999	→ Start Grade 6 ELA - Editing (IAB) This is opportunity 1 of 999
→ Start Grade 6 ELA - Language and Vocabulary Use (IAB) This is opportunity 1 of 999	→ Start Grade 6 ELA - Listen/Interpret (IAB) This is opportunity 1 of 999

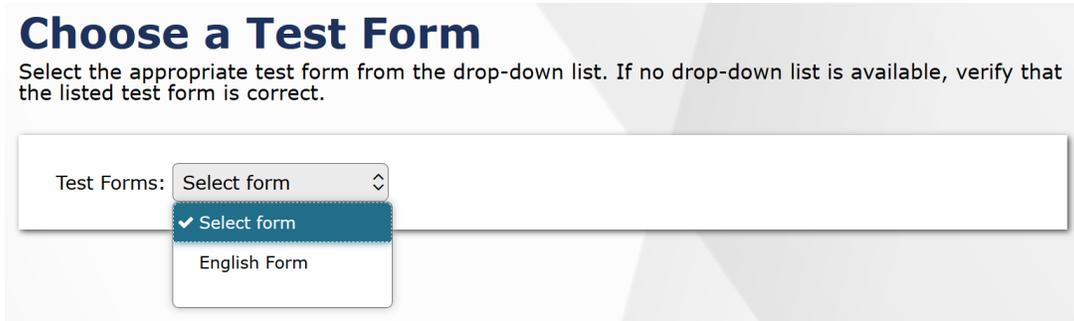
To select a grade and test:

1. From the **Grade** drop-down list, select the required grade level. The tests available for the selected grade appears (see [Figure 5](#)).
2. Click the required test name. The **Choose a Test Form** page for that test appears.

## Step 2 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms (see [Figure 6](#)).

Figure 6. Choose a Test Form Page



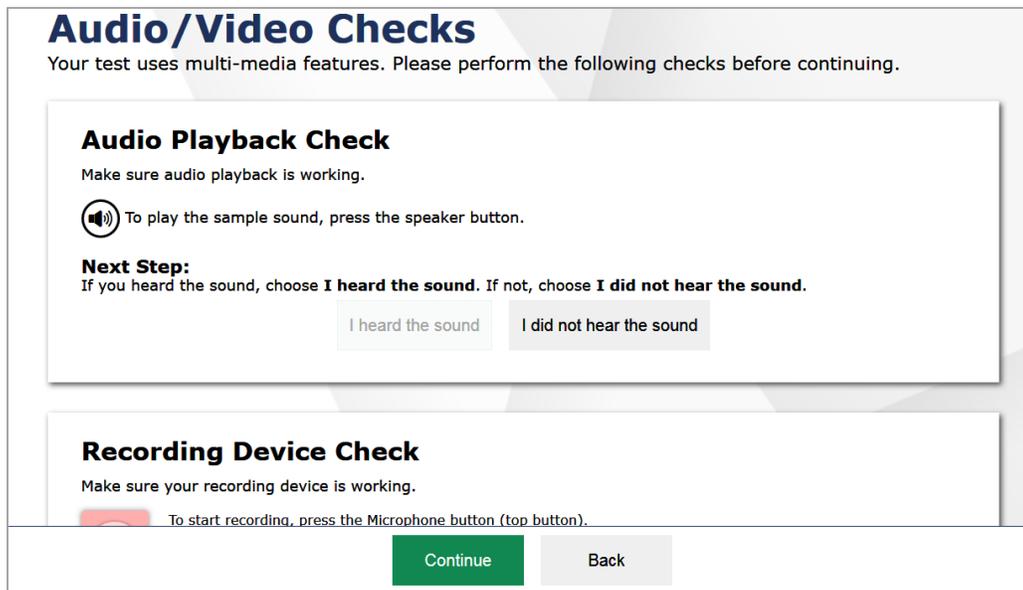
To select a test form:

1. From the **Test Forms** drop-down list, if 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 requires any functionality checks, the **Audio/Video Checks** page appears. If not, the first test page appears.

## Step 3 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 7](#)).

Figure 7. Audio/Video Checks Page



Each functionality check appears in its own panel. To proceed to the first test page, do the following:

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.

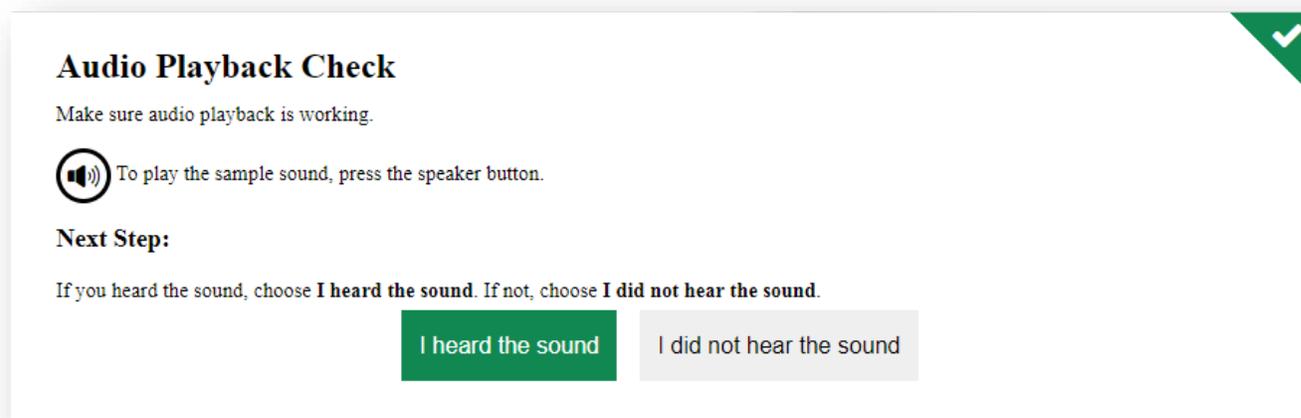
The page may consist of any of the following functionality checks:

- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)

## Audio Playback Check

The *Audio Playback Check* panel appears for tests with listening questions. On this panel, you must verify that you can hear the sample audio.

Figure 8. Audio Playback Check Panel



*To check audio settings:*

1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
  - If the sound is audible, select **I heard the sound**. A check box will appear on the top-right (see [Figure 8](#)).
  - If the sound is not audible, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Audio Playback Check* panel.



**Note:** If the audio does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

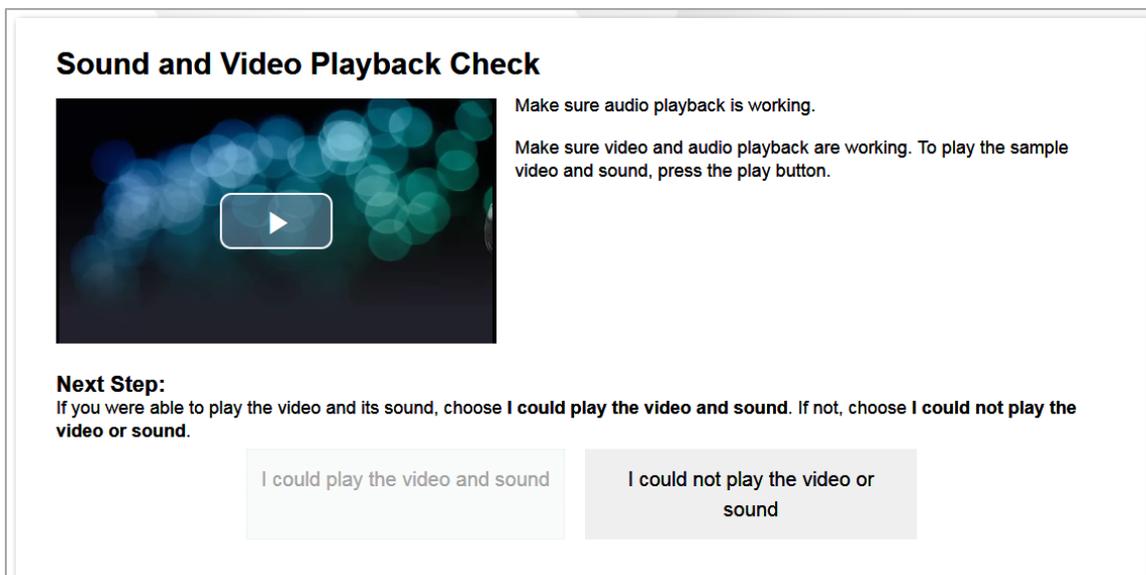
## Sound and Video Playback Check

The *Sound and Video Playback Check* panel appears for tests with video content. On this panel, you must verify that you can view the sample video and hear its associated sound.



**Note:** If this panel is available on the **Audio/Video Checks** page, the *Audio Playback Check* panel is not displayed, since the *Sound and Video Playback Check* panel also verifies audio functionality.

Figure 9. Video Check Panel



To check sound and video settings:

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
  - If you can play the video and sound, select **I could play the video and sound**.
  - If you cannot play the video or sound, select **I could not play the video or sound**. The *Video Playback Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Sound and Video Playback Check* panel.

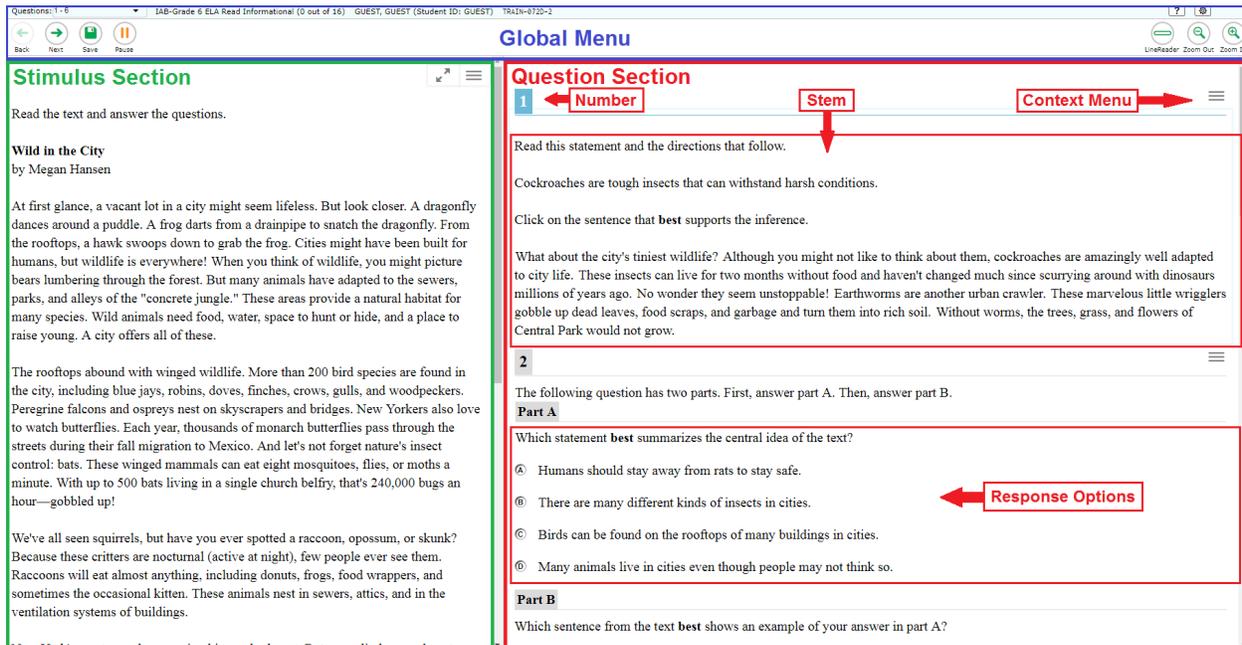


**Note:** If the audio or video does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.

## Section III. Understanding AVA

Figure 10 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 10. 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), and Table 4 lists any additional tools that are available on the test page.

Table 2. Global Tools

Tool Name	Instructions
	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
	To view the on-screen formula sheet, select <b>Formula</b> in the global menu.

Tool Name	Instructions
Help 	To view the on-screen <b>Help Guide</b> window, select the question mark  button in the upper-right corner.
Line Reader 	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.
Notes 	To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.
Periodic Table 	To view the on-screen periodic table, select <b>Periodic Table</b> in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner.
Zoom buttons  	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
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	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. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	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 a flag icon  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the selected question.
Notepad	To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page. You can only access your notes for a question on that question's test page.
Print Item	To send a print request for an individual question, select <b>Print Item</b> from the context menu. After sending the request, a printer icon  appears next to the question number on the test page.

Tool Name	Instructions
Score Item 	For NGSS Interims, to score the responses entered for the cluster, click the Score Item button in the upper-right corner.
Select Previous Version	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> .
Strikethrough	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: <ul style="list-style-type: none"> <li>• Option A:                             <ol 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> </ol> </li> <li>• Option B:                             <ol style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ol> </li> </ul>
Tutorial	To view a short video demonstrating how to enter a response for a particular question type, select <b>Tutorial</b> from the context menu.

Table 4. Other Tools

Tool Name	Instructions
Expand buttons	You can expand the passage section or the question section for easier readability. <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> </ul> 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.

## 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. For Smarter Balanced Interim Assessments, the responses you enter will not be scored when you complete the test review.

The NGSS Interims will have scoring rubrics available for the single cluster in each Interim. You will be able to score the responses you enter by clicking the “Score Item” button in the Global Tools Menu.



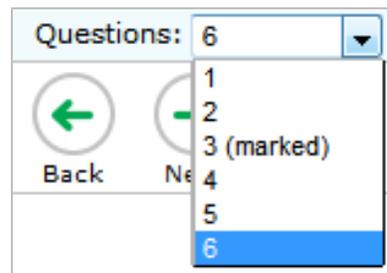
**Note:** Grouped questions may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner of the page. These tabs may also include a stimulus icon  that you can click to view the stimulus associated with the grouped questions.

### 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 to questions you have already answered, 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 11. Question Buttons



### Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. 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

AVA automatically pauses the test and logs you out after 20 minutes of inactivity.



**Note:** Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 20 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 12. 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 ***You are done entering data*** page gives you one more opportunity to review questions.

Figure 13. You are done entering data page

### You are done entering data.

If you wish to review your entries, select a question number below.

You have marked questions. Review these questions before submitting your test.

**Questions:**

1		3	5	7	9	11	13	15
2	4	6	8	10	12	14	16	

**Next Step:**  
When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

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 **You are done entering data** page, click **Finished**.
2. To complete your review, click **I'm done here**.

## Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking, **Are you are sure you're done reviewing this test?** The warning message gives you two options:

- To return to the **You are done entering data** 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 14. Done Reviewing Test Page

**Done Reviewing Test**  
The test was submitted. You may view the test details below.

<b>Test Reviewed As:</b> (Student ID: GUEST)	<b>Test Name:</b> INTERIM: G4-ELA-IAB-ReadInfo
---	---

**Data Entry Completed On:**  
7/31/2018

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

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

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

**Log Out**

- Click **Log Out**. The AVA **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 HSAP Help Desk.

The Help Desk will be open Monday–Friday from 7:30 a.m. to 4:00 p.m. Hawaiian Time (except holidays).

<p style="text-align: center;"><b>HSAP Help Desk</b> <b>Customer Support Phone:</b> 1-866-648-3712 <b>Customer Support Email:</b> hsaphelpdesk@cambiumassessment.com</p>
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If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the [alohahsap.org](http://alohahsap.org) portal website in the **Resources >> Technology Coordinators** section.

Include the following information:

- Scorer name and IT/network contact person and contact information
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

## Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Changed all references to “American Institutes for Research” and “AIR” to “Cambium Assessment, Inc.” and “CAI” respectively.	Global	6/10/20