



# Test Administrator User Guide

2019–2020

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*Prepared by the American Institutes for Research®*



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## Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Wyoming training tests and operational tests. This section describes the organization of this user guide and provides an overview of the Test Delivery System sites.

### Organization of the User Guide

This user guide is color-coded for ease of reference, and includes the following sections:

- **Section I. How to Access the Test Administration Sites**
- **Section II. How TAs Proctor Test Sessions in the TA Site**
- **Section III. How Students Sign in to the Student Testing Site and Complete Tests**
- **Appendix**

### Overview of the Test Delivery System Sites

The Test Delivery System delivers Wyoming’s online tests and consists of training sites and operational testing sites. The training sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Training Site are for practice whereas the tests provided in the TA Interface are operational and students’ scores will be official.

- **Training Sites**
  - **TA Training Site:** Allows TAs to practice administering tests.
  - **Student Training Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests.
- **Operational Testing Sites**
  - **TA Interface:** Allows TAs to administer operational tests.
  - **Student Testing Site:** Allows students to take operational tests.

Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and TA Training Site

## Section I. How to Access the Test Administration Sites

To be able to access the TA Sites, your TIDE administrator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Sites after activating your account.

### How to log in to the Test Administration Sites

1. Navigate to the Wyoming Portal (<https://wyoassessment.org/>).
2. Select your user role.
3. Select the appropriate TA Site:
  - a. To access the TA Interface, click **Operational Test Administration**. To access the TA Training Site, click **Training Test Administration**, then select **Training Test Administration**.
4. The **Login** page appears. Enter your email address and password.
5. Click **Secure Login**. The selected TA Site appears.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.
    - i. In the *Enter Emailed Code* field, enter the emailed code.
    - ii. Click **Submit** to view the TA Site.
6. If you are associated with multiple institutions that have test windows set, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

Figure 1. Portal User Cards



Figure 2. Card for TA Interface



Figure 3. Login Page

Figure 4. Enter Code Page

## How to reset your password

Your username for logging in to the TA Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired**

In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

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 Wyoming 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. How TAs Proctor Test Sessions in the TA Site

Administering online tests in TDS is a straight-forward process and the basic workflow is as follows:

1. The TA selects tests and starts a test session in the TA Site.
2. Students sign in to the Student Testing Site and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

This section describes the following tasks that TAs must perform to successfully administer online tests:

- [Selecting Tests and Starting a Test Session](#)
- [Approving Students for Testing](#)
- [Managing a Test Session](#)

For information about the testing process from a student's perspective, see the section [How Students Sign in to the Student Testing Site and Complete Tests](#).

### Selecting Tests and Starting a Test Session

The first step in administering online tests is to select the tests that you wish to administer and start a test session. You can select tests and start a test session from the **Test Selection** window that opens automatically when you log in to the TA Site.

Only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

#### How to Create a New Test Session

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step [2](#)).

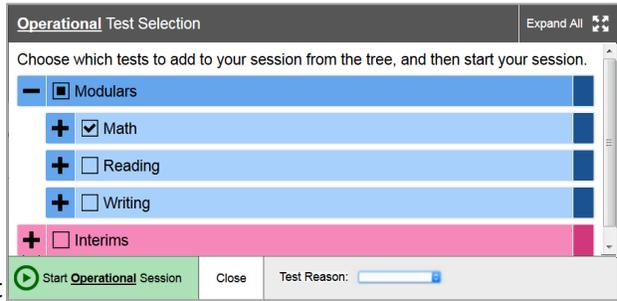
Figure 5. Select Tests Button



2. To select tests for the session, do one of the following:

- To select individual tests, mark the checkbox for each test you want to include.
- To select all the tests in a test group, mark the checkbox for that group.
- To select all available tests, click **Select All** at the top of the window.

Figure 6. Test Selection Window



Please note, the **Test Selection** window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default and you may have to expand the test group to view individual tests.

- To expand a test group, click **+** (or Expand All). To collapse an expanded test group, click **–** (or Collapse All).

3. From the **Test Reason** drop-down list, if available, select a test reason for the session.

4. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session).

5. The Session ID appears on the TA Site. Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

Figure 7. Test Session ID



## Approving Students for Testing

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing.

When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.

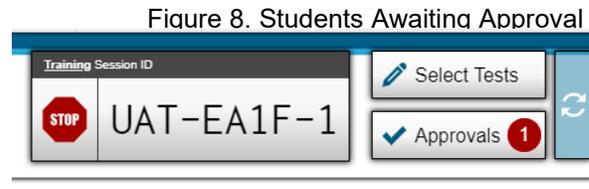


Figure 8. Students Awaiting Approval

### How to Approve Students for Testing

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (and test segment, if applicable).
2. To check a student's test settings and accommodations, click  for that student. The student's information appears in the Test Settings window. This window groups test settings by their area of need.
  - a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.
    - Editable settings must be updated in this window, while read-only settings must be updated in TIDE.
  - b. Do one of the following:
    - To confirm the settings, click **Set**. You must still approve the student for testing (see step 5).
    - To confirm the settings and approve the student, click **Set & Approve**.

Figure 9. Approvals and Student Test Settings Window

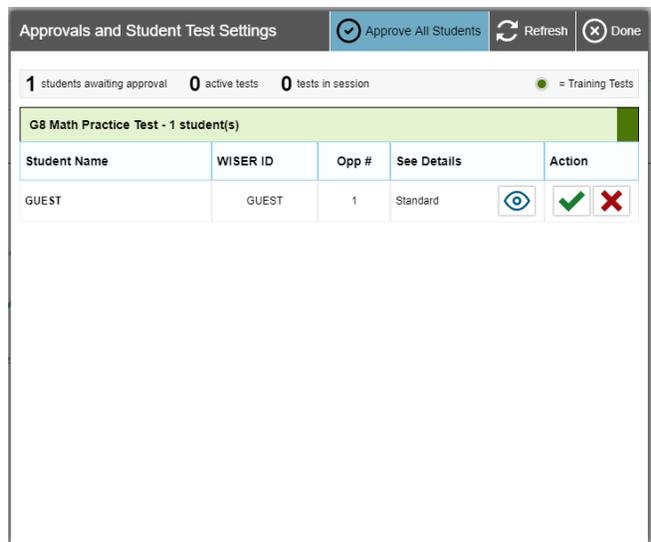
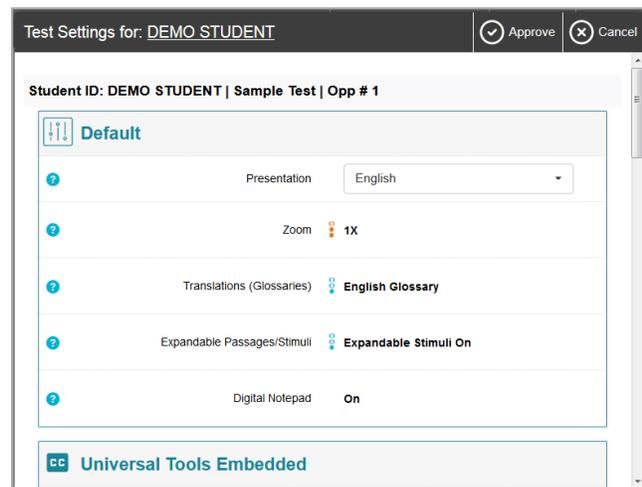


Figure 10. Test Settings Window for a Selected Student



- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.
3. Repeat step 2 for each student in the **Approvals and Student Test Settings** list. Since the **Approvals and Student Test Settings** window does not automatically refresh, click **Refresh** at the top of the window to update the list of students awaiting approval.
  4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
    - a. Click  for that student.
    - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
    - c. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student can still request access to the test again.
  5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
    - To approve individual students, click  for each student.
    - To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

## Managing a Test Session

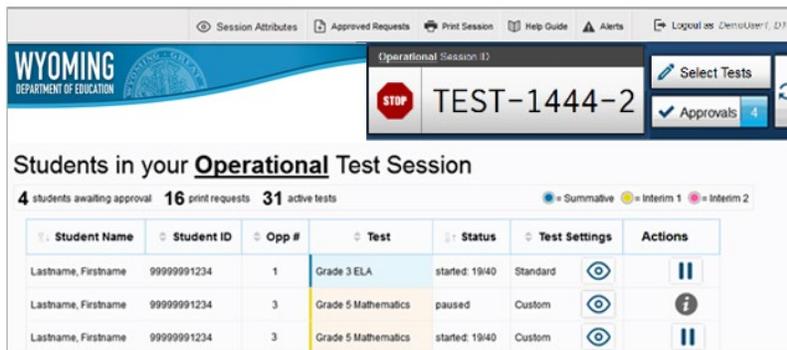
After you approve students for testing, you can monitor the testing progress for each student logged in to your session, approve a student's print request, and pause a student's test if necessary.

### How to Monitor Students' Test Progress

You can monitor the testing progress for each student logged in to your session from the table(s) displayed on the TA Site.

The table(s) refresh at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner of the TA Site. You can also sort the tables by a given column by clicking the column header.

Figure 11. Table(s) for Monitoring Students' Test Progress



[Table 1](#) describes the columns in the tables for monitoring students' test progress.

Table 1. Columns in the Table(s) for Monitoring Students' Test Progress

Column	Description
Student Information	The name and WISER ID of the student in the session.
WISER ID	WISER ID associated with the student.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected. For segmented tests, this column also displays the name of the test segment that the student is currently testing
Student Status	<p>Current status for each student in the session. For more information about the statuses in this column, see <a href="#">Table 2</a>.</p> <p>If TDS detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, a warning info icon (⚠️) is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.</p>
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard:</b> Default test settings are applied for this test opportunity.</li> <li>• <b>Custom:</b> One or more of the student's test settings or accommodations differ from the default settings.</li> </ul> <p>To view the student's settings for the current test opportunity, click .</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The Pause button in this column pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. However, the information button is not displayed if the TA pauses a student's test.</p> <p>A Printer button appears in this column when the student requests a printout of test material. For information on how to approve students' print requests, see the section <a href="#">How to Approve a Student's Print Request</a>.</p>

[Table 2](#) describes the codes in the Test Status column of the table(s) for monitoring students' test progress.

Table 2. Student Testing Statuses

Column	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

\*Appears when the student is not actively testing. The student's row grays out in such cases.

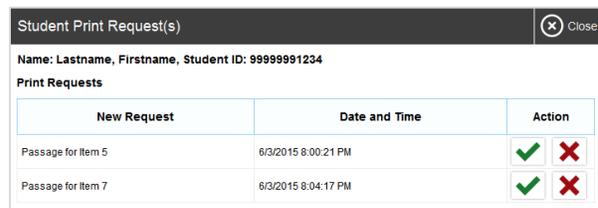
## How to Approve a Student's Print Request

Students using the print-on-request tool can request printouts of test passages and questions. You must view and approve these print requests.

You can also view a list of every print request you approved during the current session. For more information, please refer to the Appendix.

1. Click  in the Actions column of the **Students in Your Test Session** table for a student. The request notification appears for students who have sent print requests.

Figure 12. Print Request Notification



Student Print Request(s) <span>Close</span>		
Name: Lastname, Firstname, Student ID: 99999991234		
Print Requests		
New Request	Date and Time	Action
Passage for Item 5	6/3/2015 8:00:21 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Passage for Item 7	6/3/2015 8:04:17 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

- Review the request in the **Student Print Request** window and do one of the following:

- To approve the request, click . A cover sheet appears in a new browser window.

- To deny the request, click . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step 3.

- In the new window, click **Print** to open the printer dialog box.
- Click **OK** to print the requested test elements.

Figure 13. Student Print Request Window

Student Print Request(s) <span style="float: right;">Close</span>		
Name: Lastname, Firstname, Student ID: 99999991234		
Print Requests		
New Request	Date and Time	Action
Passage for Item 5	6/3/2015 8:00:21 PM	 
Passage for Item 7	6/3/2015 8:04:17 PM	 

## How to Pause a Student's Test

You can pause a student's test if necessary.

- In the Actions column of the table(s) for monitoring students' test progress, click  for the student whose test you wish to pause.
- Click **Yes** to confirm. The Test Delivery System logs the student out and an information button appears  in the Pause Test column.

## How to Stop a Test Session

When students finish testing, or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session. Please note, the Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

- In the upper-right corner of the TA Site, click , then click **OK** in the confirmation message that appears. The test session stops.

Figure 14. Stop Test Session Button



## How to Log Out of the TA Site

You should log out of the TA Site only after stopping a test session to prevent stopping a test session that is in progress. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

If you log out from another Wyoming system, such as TIDE, you will also log out of the TA Site.

1. In the banner, click . A warning message appears.

Figure 15. Log Out Button



2. In the warning message, click **Log Out**. The Wyoming Portal appears.

## Section III. How Students Sign in to the Student Testing Site and Complete Tests

This section describes the student sign-in process for the Student Testing Site that students follow when starting a new test or resuming a paused test. It also describes how students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test.

### How Students Sign in and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser or Take a Test app.

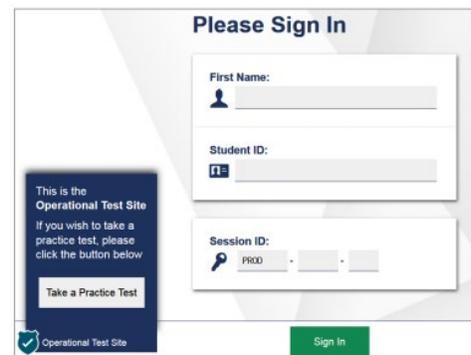
Students may also take practice tests in the Student Training Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Training Site has the same appearance and functionality as the Student Testing Site. For information on how students sign in to the Student Training Site, please see [Appendix E. Practice Test Site Student Sign-in Process](#) the Appendix.

#### How to Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The **Student Sign-In** page appears.
2. Next, students enter the following information:
  - a. In the *First Name* and *WISER ID* fields, students enter their first name and WISER ID as they appear in TIDE.
  - b. In the *Session ID* field, students enter the Session ID as it appears on the TA Site. The first part of the three-part session ID that indicates whether a student is on the Student Testing Site or the Student Training Site is pre-filled.

3. Students select **Sign In**. The **Is This You?** page appears.

Figure 16. Student Testing Site Student Sign-In Page



#### How to Verify Student Information

After signing in to the Student Testing Site, students must verify their personal information on the **Is This You?** page.

- If all the information on the **Is This You?** page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student should select **No**.

You must notify the appropriate school personnel that the student’s information is incorrect. Incorrect student demographic information must be updated before the student begins testing

Figure 17. Is This You? Page

## How to Select a Test

Students can select their tests from the **Your Tests** page that appears after students verify their personal information. The **Your Tests** page displays all the tests that a student is eligible to take. Students can only select tests that are included in the session and still need to be completed.

1. From the **Your Tests Page** that lists a student’s eligible tests in color-coded categories, the student selects the name of the test.
  - If a student’s required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.
2. The student’s request is sent to the TA for approval and the student is taken to the **Waiting for Approval** page. After you approve the student for testing, the student can proceed to the next step:
  - A student must complete the login process before beginning testing.

Figure 18. Your Tests Page

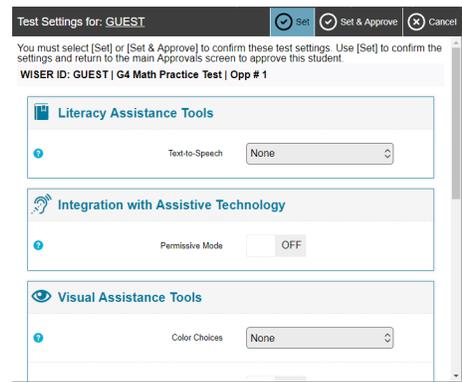
Figure 19. Waiting for Approval Page

## How to Verify Test Setting Information

Once students have been approved for testing, they can verify their test settings from the **Your Test Settings** page. At this point, the student’s actual test settings override any settings selected earlier in the sign-in process.

- If the settings are correct, the student selects **Ok** to continue.
- If the settings are incorrect, the student should notify a Test Administrator and go back to the login in screen. After you correct the student's test settings, the student must sign in and request approval again.

Figure 20. Your Test Settings Page

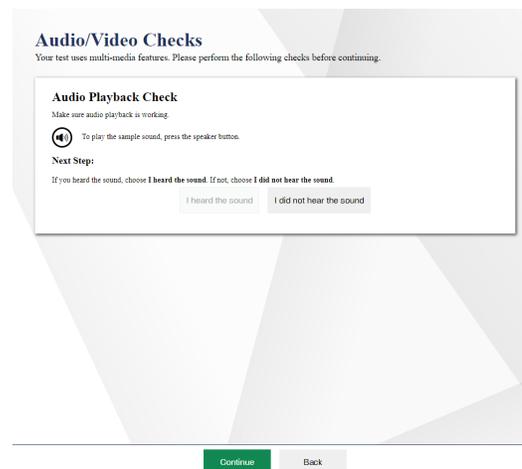


## How to Check Student Device Functionality

The student will need to verify that their testing device is functioning properly from the **Audio/Video Checks** page.

1. From the **Audio/Video Checks** page that displays each required functionality check in its own panel, the student verifies each functionality as explained below.
2. Once all functionality checks have been verified, the student selects **Continue** to proceed to the **Instructions and Help** page.

Figure 21. Audio/Video Checks Page



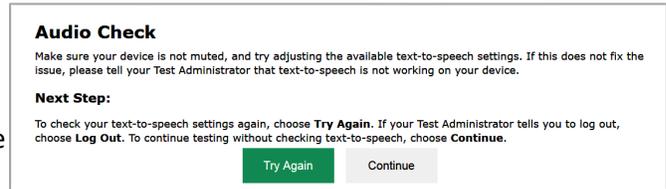
## How to Check Text-To-Speech Functionality

The **Text-to-Speech Sound Check** panel will appear on the student's screen. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test app.

If TTS does not work, students should log out. You can work with students to adjust their audio or headset settings or move them to another device.

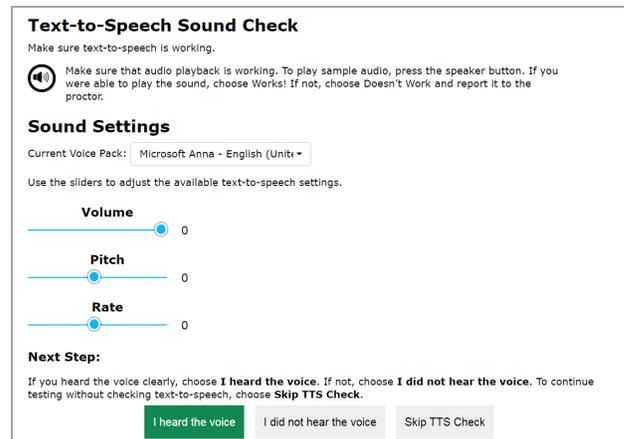
- From the **Audio Playback Check** panel, students select  and listen to the audio.
  - If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  - If students did not hear the sound, they select **I did not hear the sound**.
    - Students can select **Try Again** to return to the **Audio Playback Check** panel and retry. If student still cannot hear the sound, they should notify a Test Administrator.

Figure 22. Audio Check Panel



- If students have a Text-to-Speech accommodation, the **Text-to-Speech Sound Check** panel will be available. Students select  and listen to the audio.
  - If the voice is clearly audible, students select **I heard the voice**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  - If the voice is not clearly audible, students adjust the settings using the sliders and select  to listen to the audio again.
  - If students cannot hear the voice, they select **I did not hear the voice**.
    - Students can select **Try Again** to return to the **Text-to-Speech Sound Check** panel and retry. If student still cannot hear the voice, they should notify a Test Administrator.

Figure 23. Text-to-Speech Sound Check Panel



## How to Check Audio Playback Functionality

The **Audio Playback Check** panel will appear on the students' screen. The student should verify that he/she can hear the sample audio.

If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.

- From the **Audio Playback Check** panel, students select  and listen to the audio.
  - If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  - If the sound is not clearly audible, students select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.

Figure 24. Audio Playback Check Panel



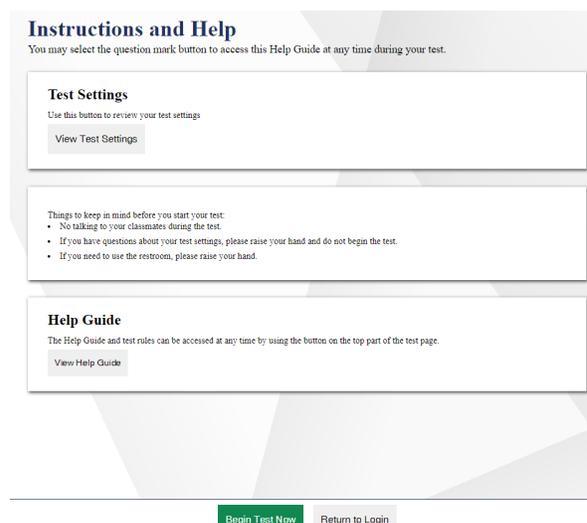
- Students can select **Try Again** to return to the **Audio Playback Check** panel and retry.

## How to View Instructions and Begin Testing

The **Instructions and Help** page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools. Students may also review their test settings from this page.

3. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.
1. *Optional:* Review any additional test information, as applicable.
2. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
3. To start the test, students select **Begin Test Now**.

Figure 25. Instructions and Help Page

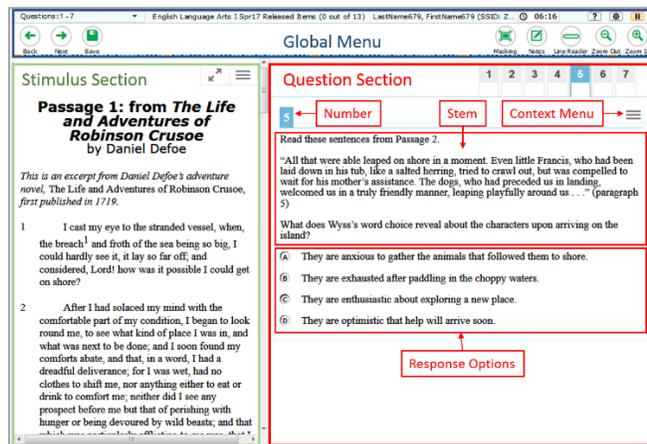


## How Students Navigate the Student Testing Site

A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Questions** drop-down list, test information, help button, pause button, and system settings button.
- The *Stimulus* section, which appears only for questions associated with a stimulus, may contain the stimulus content and context menu.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

Figure 26: Test Layout



The following sections provide details about how to navigate the Student Testing Site.

### How to Navigate between Items

- Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer.
  - After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.
  - To navigate to a previous question in a test, students select **Back**.
- When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Figure 27. Navigation Buttons



Figure 28. Paginated Items



## How to Respond to Test Questions

The items presented in TDS are of various types and students may need to respond to them differently. Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the upper-left corner.

Test questions may require students to do any of the following tasks:

- Select one or more choices from a list of answer options.
  - For multiple choice type items, students can re-click a selected radio button to deselect the response option provided this feature is enabled.
- Use an on-screen keypad to generate an answer. Students can select  in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.
- Drag and drop text or graphic objects.
- Enter text in a text box or table.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Expand categories and select options within them.
- Create graphs and charts out of unstructured data sets and draw inferences.

## How to Pause Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process. See the [Pause Rules](#) section in the appendix for more information.

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

## How Students Use Test Tools

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

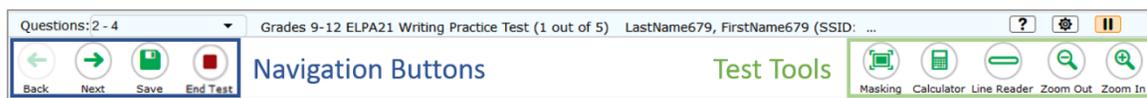
- **Global Tools:** These tools appear in the global menu at the top of the test page and are available for all items in a test. Some of the tools available in the Global Menu may depend on the subject or whether the tool is enabled in TIDE.
- **Context Menu Tools:** These tools are specific to the passage or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see the [Keyboard Commands for Test Navigation](#) section in the appendix.

## How to Use Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right. [Table 3](#) lists the tools available in the global menu.

Figure 29. Global Menu



To use a global test tool, select the button for the tool. The selected test tool activates.

Table 3. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu.
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.
Masking* 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: <ul style="list-style-type: none"> <li>• Select <b>Masking</b> in the global menu.</li> <li>• Click and drag across the distracting area.</li> <li>• 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.</li> </ul>
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.

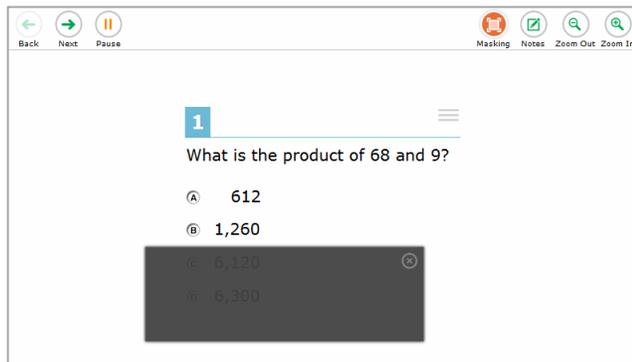
<p>System Settings </p>	<p>To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings.</p> <p>Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.</p>
<p>Zoom buttons</p> 	<p>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>.</p>
<p>*Available if enabled in TIDE.</p>	

## How to Use the Masking Tool

The Masking tool allows students to hide distracting areas of the test page.

- To mask an area of a test page:
  - Select **Masking** in the global menu. The button becomes orange.
  - Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.
- To deactivate the masking tool, select **Masking** in the global menu again. The button becomes green. Please note that masked areas will remain on the screen until you remove them.
- To remove a masked area from a test page, select **X** in the upper-right corner of a masked area.

Figure 30. Test Page with Masked Area



## How to Use Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see [Figure 31](#) and [Figure 32](#)). [Table 4](#) lists the available context menu tools.

Figure 31. Context Menu for Questions

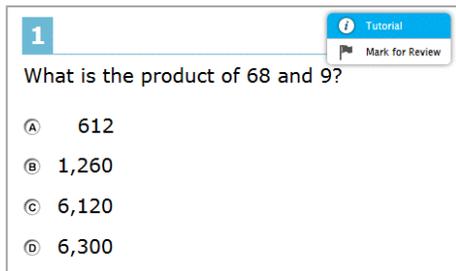
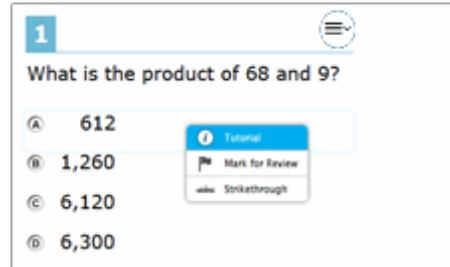


Figure 32. Context Menu for Answer Options



If a question has multiple parts, a context menu may be available for each part of the question. In such cases, the active context menu (i.e., the context menu for the item or stimulus currently in focus) appears enabled while the other context menus look grayed out.

Furthermore, when enabled, the item number and context menu of the item a student is attempting remains visible on the screen even when scrolling through the item's content to allow easy access to an item's context menu.

- To use a context menu tool for a stimulus or question, open the context menu by clicking the context menu  or by right-clicking the required elements, and then select the tool.
- To use a context menu tool for answer options, open the context menu for answer options and select the required tool. To open the context menu for answer options, do one of the following:
  - If you are using a **two-button mouse**, right-click an answer option.
  - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
  - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
  - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

Table 4. Context Menu Tools

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <p>From the context menu, select <b>American Sign Language</b>.</p> <ul style="list-style-type: none"> <li>▪ If only one ASL video is available, the video opens automatically.</li> </ul>
Closed Captioning	<p>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</p>
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>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  and a flag icon  appears next to the question number on the test page. The <b>Questions</b> pop-up window also displays a flag icon next to the question number.</p>
Notepad	<p>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.</p> <p>You can only access your notes for a question on that question's test page.</p>
Print Item	<p>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.</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:             <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: Right-click an answer option and select <b>Strikethrough</b>.</li> </ul>

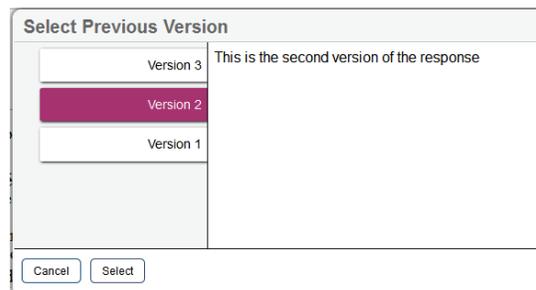
Text-to-Speech	To listen to passages and questions, select a <b>Speak</b> option from the context menu.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.

## How to Use the Select Previous Version Tool

The Select Previous Version tool allows students to view and restore responses they previously entered for a text response question. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student’s test pauses, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

1. To recover a previously-entered response, select the **Select Previous Version** option from the context menu. The **Select Previous Version** window appears, listing all the saved responses for the question in the left panel.
2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Click **Select**. The selected response appears in the text box for the question.

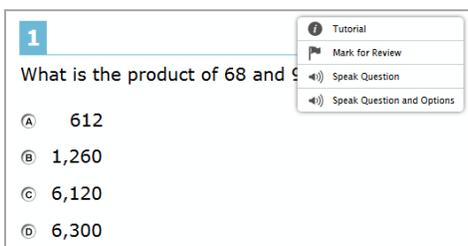
Figure 33. Select Previous Version Window



## How to Use the Text-To-Speech Tool

Students testing with TTS can listen to passages, questions, and answer options using the TTS options available in the selected element’s context menu. If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

Figure 34. TTS Options for Questions



- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.
  - Please note that when listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is available on Windows, Mac, and iOS, it is not available on Android and Chrome OS. Students testing on a Chrome OS can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.
- To listen to a question or answer options, students open the question context menu and select one of the following **Speak** options:
  - To listen only to the question, students select **Speak Question**.
  - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
  - To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students could also right-click the answer option and select **Speak Option**.

## How to Use Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students. [Table 5](#) lists the additional tools available in the Student Testing Site.

Table 5. Other 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> </ul> <p>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.</p>

## How Students Complete a Test

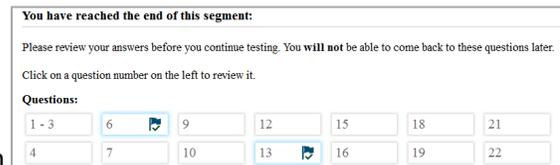
After students have completed their test, they need to submit their test.

## How to Complete a Test Segment

In segmented tests, the **End Segment** page appears after students finish the last question in a segment where students can review questions from the current segment (and earlier segments, if allowed) or proceed to the next segment.

- To review questions, students select a question number.
  - A flag (🚩) icon appears for any questions marked for review.
- To move to the next segment, students select **Next** in the global menu.

Figure 35. End Segment Page



Please note, students cannot return to the segment after selecting **Next**.

## How to Submit a Test

To complete the testing process, students must submit their tests when they are done answering questions.

Please note that once students submit their tests, they cannot return to the test or modify answers.

- Students select **End Test** in the upper-left corner, which appears after students respond to the last test question. A confirmation message appears.
- Students select **Yes**. The **End Test** page appears, allowing students to review answers and submit the test for scoring.
  - A flag (🚩) icon appears for any questions marked for review.
- To review previous answers, students select a question number. When done reviewing, they can return to the **End Test** page by selecting **End Test** again.
- To submit the tests, students select **Submit Test**, then select **Yes** in the confirmation message that appears. The **Your Results** page appears displaying the student's name, the test name, and the completion date.
- To exit the Student Testing Site, students select **Log Out**, and then close the Secure Browser.

Figure 36. Global Menu with End Test Button



Figure 37. End Test Page

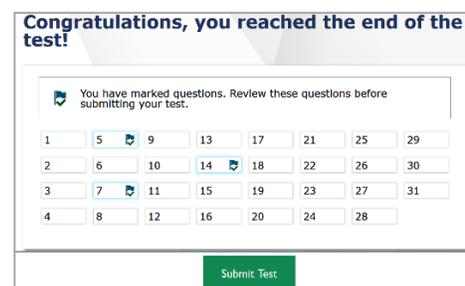
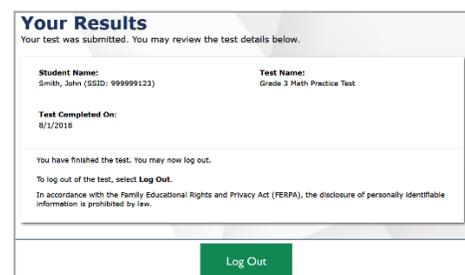


Figure 38. Your Results Page



# Appendix A. Alert Messages

The Wyoming Department of Education can send statewide alerts that appear as pop-up messages on the TA Site.

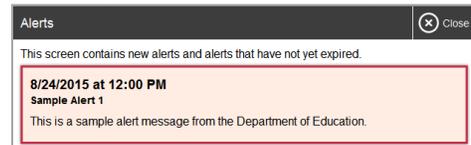
## Statewide Alerts

1. In the banner, click **Alerts**. The **Alerts** window appears listing all the active alert messages.
2. Click **Close** to close the window and return to the TA Site.

Figure 39. Alerts Button



Figure 40. Record of Alerts



## Appendix B. Alternate Assessments in the Student Testing Site

You can administer alternate assessments online by adding the tests to sessions in the TA Site following the same procedure used to add any other test to a session. However, the appearance and behavior of the Student Testing Site is slightly different for alternate assessments.

### Navigating Alternate Assessments

The Student Testing Site displays alternate assessments in full-screen mode with the global menu hidden by default.

1. To proceed to the next question, students select .
2. To exit full-screen mode and access the global menu, students select  in the upper-left corner. A message appears, asking for a password.
  - Enter the student’s first name and click **OK**. The global menu appears at the top of the screen.
3. To return to full-screen mode, students select **Full Screen** in the global menu.

Figure 41. Alternate Assessment Layout

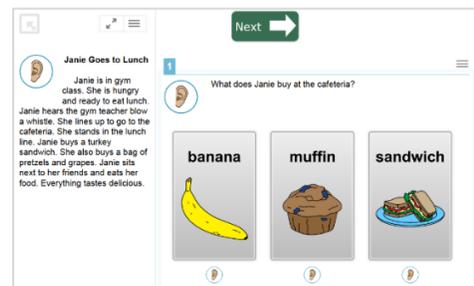


Figure 42. Full Screen Button



### Listening to Audio Content

Test pages display ear  icons, which read aloud the content for passages, questions, and answer options. These icons also appear when students take alternate assessments with TTS enabled (in addition to the TTS options available in the context menu).

To listen to the test’s content, students must do the following:

- To listen to a passage, select  beside the passage.
- To listen to a question and its answer options, select  beside the question.
- To listen only to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
  - You cannot pause audio content. If you select  again, it will play the audio from the beginning.

## Responding to Questions and Ending a Test

Alternate assessment questions display answer options as cards, which may include text, graphics, or both.

- To select an answer option, students select a card. Once a card is selected, arrows appear at the top and bottom of the card along with a blue border.
- To indicate that no response was provided for an item and proceed with the test, do the following:
  - a. From the item’s context menu, select **Mark as No Response**, then select **Yes** in the confirmation message that appears.
    - The item’s response options are disabled and a no response icon (∅) is displayed on top of the item. For reporting purposes, the item is assigned a condition code of NR.
  - b. *Optional:* To revert, from the item’s context menu, select **Unmark No Response**. However, if you had entered any response prior to marking the item as “No Response”, that response will not be retrieved.

Figure 43. Alternate Assessment Card Item

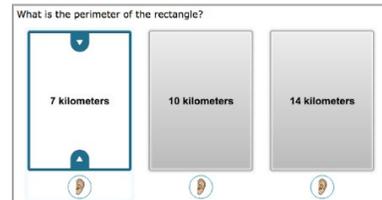
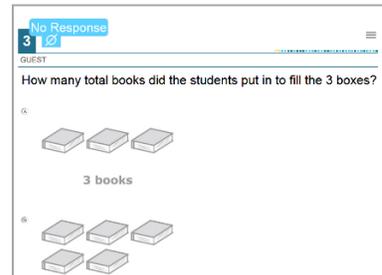


Figure 44. Item Marked as No Response



- To end a test, access the global menu and select **End Test**. Please note, the **End Test** button will not appear until you have responded to the last item on the test. You can submit the alternate assessment by following the same procedure used to submit all other assessments in the Student Testing Site.

## Appendix C. Keyboard Commands in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or Android devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

### Keyboard Commands for Sign-In Pages and In-Test Pop-ups

[Table 6](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 6. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	<b>Tab</b>
Move to the previous option	<b>Shift + Tab</b>
Select the active option	<b>Enter</b>
Mark checkbox	<b>Space</b>
Scroll through drop-down list options	<b>Arrow Keys</b>
Close pop-up window	<b>Esc</b>

### Keyboard Commands for Test Navigation

[Table 7](#) lists keyboard commands for navigating tests and responding to questions.

Table 7. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	<b>Up Arrow</b>
Scroll down	<b>Down Arrow</b>
Scroll to the right	<b>Right Arrow</b>
Scroll to the left	<b>Left Arrow</b>
Move to the next element	<b>Tab</b>
Move to the previous element	<b>Shift + Tab</b>
Select an answer option	<b>Space</b>

Function	Keyboard Commands
Go to the next test page	<b>Ctrl + Right Arrow</b>
Go to the previous test page	<b>Ctrl + Left Arrow</b>
Open the global menu	<b>Ctrl + G</b>
Open a context menu	<b>Ctrl + M</b>

### Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the [How Students Use Test Tools](#) section.

#### Global Menu

1. To access the global menu tools using keyboard commands, press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** arrow key.
3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

#### Context Menus

1. To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.
2. Press **Ctrl + M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys.
4. To select an option, press **Enter**.
5. To close the context menu without selecting an option, press **Esc**.

### Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

1. To select text and highlight it, navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu and navigate to **Enable Text Selection**.
3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.
4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.

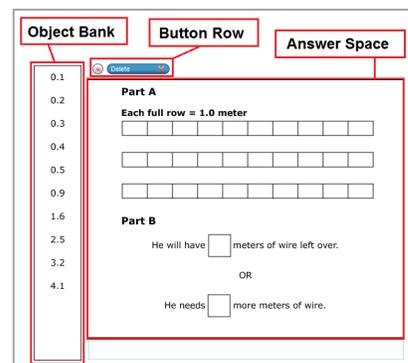
6. Press **Ctrl + M** and select **Highlight Selection**.

### Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections – an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

- To move between the main sections, do the following:
  - To move clockwise, press Tab. To move counter-clockwise, press Shift + Tab.
- To add an object to the answer space, do the following:
  - a. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
  - b. To add the active object to the answer space, press **Space**.
- To use the action buttons, do the following:
  - c. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
  - d. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.
- To move objects and graph elements in the answer space, do the following:
  - e. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.
  - f. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Figure 45. Grid Question



### Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt + 7**. The **Special Characters** window opens.
2. To move between options in the context menu, use the **Up** or **Down** arrow keys.
3. To add the selected option to the response area, press **Enter**.

## Appendix D. Pause, Test Timeout and Expiration Rules

### Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions after their test pauses for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

### Test Timeout Rules

A warning message displays after 20 minutes of test inactivity, except for Grades 3, 5, 7, and 9 writing tests where a warning message displays after 30 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

### Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test.

## Appendix E. Practice Test Site Student Sign-in Process

The Student Training Site allows students to take practice tests. Aside from the sign-in process, the Practice Test Site has the same appearance and functionality as the Student Testing Site.

Students can take practice tests in proctored sessions created in the TA Training Site or in non-proctored/guest sessions. Students also have the option to sign in to the test sessions with their real identities to take tests specific to their grades or sign in as guests to take tests for any grade-level.

1. To access the Student Training Site, do one of the following:
  - a. Navigate to the Wyoming Portal (<https://wyoassessment.org/>),
  - b. Select the **Students & Family** portal user card and select the **Training Test** card and click **Take the Training Test**.
  - c. In the Secure Browser, select the **Take a Practice Test** button.
  
2. To sign in, students do the following:
  - a. To sign in as a guest, students set the Guest User toggle to **On**. Otherwise, to use their real credentials, students set the Guest User toggle to **Off** and then enter their first name and WISER ID.
  - b. To join a guest session, students set the Guest Session toggle to **On**. Or else, to join a proctored session, students set the Guest Session toggle to **Off** and enter the Session ID from the TA Training Site.
  - c. Students select **Sign In**.
    - i. If signed in with their real identities, the **Is This You** page appears. Students verify their information and click **Yes** to proceed to the **Your Tests** page.
    - ii. If signed in as guest users, students are directly taken to the **Your Tests** page.

Figure 46. Practice Test Card



Figure 47. Student Training Site Login Page

A screenshot of a web page titled "Please Sign In". The page has a light gray background. On the left side, there is a dark blue box with white text that reads: "This is the Operational Test Site. If you wish to take a practice test, please click the button below." Below this text is a white button with the text "Take a Practice Test". At the bottom left of this box is a small green checkmark icon and the text "Operational Test Site". On the right side of the page, there are three input fields. The first is labeled "First Name:" and has a person icon to its left. The second is labeled "Student ID:" and has a small blue icon to its left. The third is labeled "Session ID:" and has a key icon to its left. Below the "Session ID:" field, there are three input boxes separated by hyphens, with the text "PR00" in the first box. At the bottom right of the page is a green button with the text "Sign In".

3. On the **Your Tests** page, students do one of the following:
  - a. If signed in with their real identities, students select a test from the ones available for their grade.
  - b. Students signed in as guests select their grade level from the drop-down list to view the tests available for that grade and then select a test.
4. If the students signed in to a guest session, they must select the test settings they wish to use from the **Choose Settings** page and then select the **Select** button. When selecting the color of the text and background, mouse-pointer, and print size settings, students can see a live preview of their selected settings.
5. If the test includes audio content or text-to-speech settings, the **Audio/Video Checks** page appears displaying the functionality checks that need to be performed. Students must follow the instructions on this page to ensure their device is working properly.
6. On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Figure 48. Your Tests Page

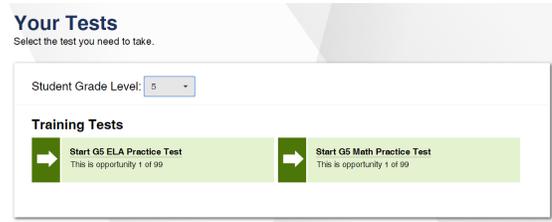
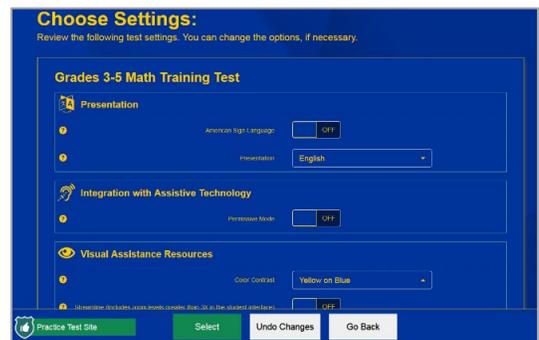


Figure 49. Choose Settings Page



## Appendix F. Printing

### Print Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students. Please note that Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

1. In the banner, click **Print Session**. The computer's print dialog window appears.
2. Click **OK**.

### Print Approved Requests Information

You can view and print a list of every print request you approved for students during the current session.

1. In the banner, click **Approved Requests**. The **Print Requests** window appears listing all the approved print requests.
2. Select **Print** to print the list.

Figure 50. Print Requests Window



The screenshot shows a window titled "Print Requests" with a "Print" button and a "Close" button. Below the title bar, there is a header "GUEST Student ID GUEST" and a table with four columns: "Test", "Request", "Question #", and "Approved On". The table contains two rows of data.

Test	Request	Question #	Approved On
Grades 2 - 3 ELPA	Passage for Item 5		6/3/2015 9:24:38 PM
Grades 2 - 3 ELPA	Passage for Item 7		6/3/2015 9:27:38 PM

## Appendix G. Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Some additional measures you can implement to ensure the test environment is secure are:

- **Close External User Applications**

Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- **Do not Test with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

### Using the Secure Browser with Accessibility Software

For students with special needs or administrators seeking to accommodate students using accessibility features, the Secure Browser provides the option for assessments to be taken in less restrictive environments. This feature is known as Permissive Mode.

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser. Offered on MacOS and Windows, students testing in Permissive Mode can have moderated access to the system outside of the Secure Browser. This allows students who need accessibility tools to seamlessly navigate between the Secure Browser and approved applications that suit their test taking needs.

Please note that accessibility software must be certified for use with the Test Delivery System and forbidden applications will still not be allowed to run. For information about supported operating systems, see the *Configurations, Troubleshooting, and Advanced Secure Browser Installation Guides*.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

*To use accessibility software with the Secure Browser:*

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
  - **Windows:** On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can execute the keyboard shortcut ALT+TAB to switch between the Secure Browser and accessibility applications, such as JAWS and NVDA, that they are permitted to use in their test session. Please note that when using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.
  - **Mac:** On MacOS, the Secure Browser resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse is moved toward the bottom of screen. Students can execute the keyboard shortcut CMD+TAB to switch between the Secure Browser and permitted accessibility applications.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.
  - **Windows:** To switch to the accessibility software application, click the application in the task bar.
  - **Mac:** To switch to the accessibility software application, click the application in the dock.
5. The student configures the accessibility software settings as needed.
6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
7. The student continues with the sign-in process.

As soon as Permissive Mode is turned off, the Secure Browser reoccupies the whole screen so that the taskbar or dock is no longer visible, and the student's ability to switch between any applications and Secure Browser is suppressed.

## Accessing the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Quick Guide for Setting Up Your Online Testing Technology* on the Wyoming Portal.

*To configure iOS devices:*

- Tap the **AIRSecureTest** Secure Browser icon.

*To configure Android tablets:*

1. Tap the **AIRSecureTest** Secure Browser icon.
2. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

*To configure Chromebooks:*

- From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** Secure Browser.

## Closing the Student Testing Site on Tablets

After a test session ends, close the AirSecureTest application on student tablets.

*To close the Student Testing Site on iOS devices:*

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the AIRSecureTest app preview and slide it upward.

*To close the Student Testing Site on Android tablets:*

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

*To close the Student Testing Site on Chromebooks:*

- Click **Close Secure Browser** in the upper-right corner.

## Force-Quitting the Secure Browser

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the Windows task bar or Mac OS X

dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 8, Force Quit Secure Browser Keyboard Commands

Operating System	Key Combination
Windows*	<b>Ctrl + Alt + Shift + F10</b>
Mac OS X*	<b>Ctrl + Alt + Shift + F10</b> . The <b>Ctrl</b> key may appear as <b>Control</b> , <b>Ctrl</b> , or <b>^</b>
Linux	<b>Ctrl + Alt + Shift + Esc</b>

\* If you are using an Apple keyboard, you may need to press **Ctrl + Shift + Option + F10**. If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

- **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force quit once the test begins.
- **Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

## Appendix H. Student Lookup Feature

You can use the student lookup feature in the TA Site to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their login information.

1. To perform a quick search:

- a. In the banner, select **Student Lookup**.
- b. Enter a student’s full WISER ID and click **Submit WISER ID**. Search results appear below the search field.

2. To perform an advanced search:

- a. In the banner, select **Student Lookup**, and then select **Advanced Search**.
- b. Select the appropriate district and school from the drop-down lists.
- c. Select the appropriate grade.
- d. *Optional:* Enter a student’s exact first or last name. Partial names are not allowed.
- e. Click **Search**. Search results appear below the search fields.
- f. To view a student’s information, click  in the Details column.

Figure 51. Student Lookup: Quick Search

Figure 52. Student Lookup: Advanced Search

WISER ID	First Name	Last Name	Grade	Details
98762015	DemoFirst	DemoLast	06	
98762016	DemoFirst	DemoLast	06	
98762017	DemoFirst	DemoLast	06	

## Appendix I. Text Response Questions

For text-response item types in the Student Testing Site, students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see [Figure 53](#)). The formatting toolbar allows students to apply styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response. [Table 9](#) provides an overview of the formatting tools available

Figure 53. Text Response Question with Formatting Toolbar

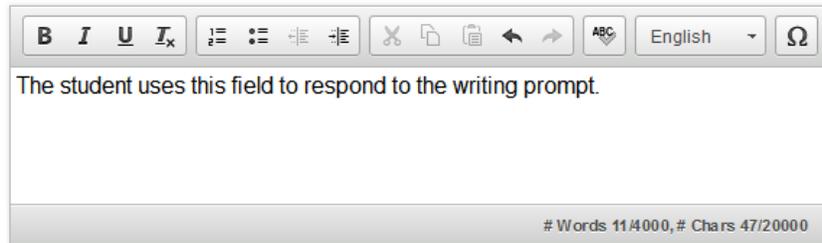
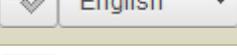


Table 9. Description of Formatting Tools

Tool	Description of Function
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	Add special characters in the response field.

## Spell Check Feature

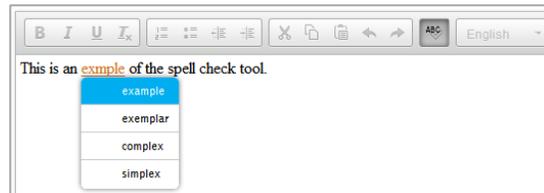
The spell check tool identifies words in the response field that may be misspelled.

1. Select a language for the spell check tool from the Spell Check drop-down list, if necessary.
2. In the toolbar, select . Potentially incorrect words change color and become underlined.
3. Select a misspelled word. A list of suggestions appears.
4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
5. To exit spell check, select  again.

Figure 54. Spell Check Drop-Down List



Figure 55. Spell Check Tool



## Special Characters Feature

Students can add mathematical, accented, and other symbols.

1. To add a special character, in the toolbar, select .
2. In the window that pops up, select the required character

## Appendix J. Transfer a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions or if you accidentally close the browser while a session is in progress. Please note that to transfer a test session, you must enter the active Session ID.

Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs you out and pauses the students' tests.

The Test Delivery System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The TA Site appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

Figure 56. Session ID Prompt

**Important!**

One or more sessions are already open with this account. You may do one of three things:

- 1.) To administer an already active session on *this* device enter your session ID in the box below and click [Enter]. The device which is already hosting the session will be locked out and this will be the only device which can oversee the session. This action will be invisible to all the students who may be in your session and *will not* interrupt any ongoing testing.
- 2.) If you are unsure of your sessionID or you believe this may be an error click [Start a Different Session]. This will create a *new* test session. Any students testing under the old sessionID will not be interrupted, but they will need to re-login under this session if you are overseeing their session on this device.
- 3.) Click the [Logout] button to log out of *this* device. Ongoing test sessions *will not* be interrupted.

[MessageCode: 12305]  
1 OPEN Session(s)

Input your SessionID  Enter Start a Different Session Logout

Please note that the Session ID prompt appears any time you access the TA Site during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Site.

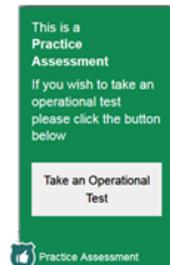
## Appendix K. Troubleshooting Information

### Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Training Site cannot access sessions created in the TA Interface. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.



- **Student information is not entered correctly:**

Verify that the student correctly entered the WISER ID. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

- **Session has expired:**

The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section [Selecting Tests and Starting a Test Session](#).

### Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in to tests using the Secure Browser.

- **You cannot login with this browser:**

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log the student out, restart the device, and try again.

- **Looking for an internet connection:**

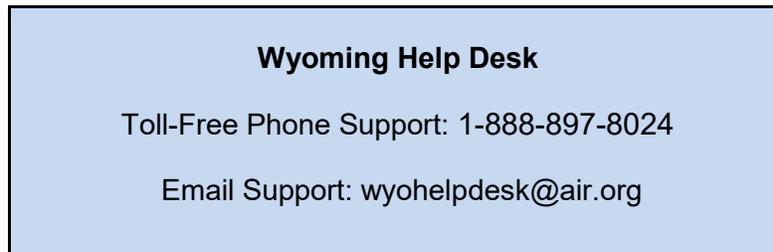
This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a forbidden application running on the device. If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

## User Support

For information and assistance in using the Test Delivery System, contact the Wyoming Help Desk. The Help Desk is open Monday–Friday 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming portal).



Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name
- If the issue pertains to a student, provide the student’s WISER ID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11)
- Information about your network configuration, if known:
  - Secure Browser installation (to individual devices or network)
  - Wired or wireless internet network setup