Smarter Balanced Assessment Consortium:
Practice Test User Guide

Table of Contents

This document provides a brief overview of the Practice Test Site. Information about accessing the practice tests, understanding the test layout, logging in, and supported browsers is included.

About the Practice Tests

The Practice Test Site provides opportunities for students and guest users to become familiar with the online testing environment before taking an actual online assessment. The practice tests are not intended to be used as a predictor of success on future Smarter Balanced assessments.

Practice tests provide a snapshot of item types that may appear on a future assessment; not all standards that are assessed are represented in a practice test. Practice tests exist for the following content areas and grades:

- ELA grades 3–8 and 11
- Mathematics grades 3–8 and 11

Available Practice Test Settings and Accommodations

Students and guest users can select test settings, identified in Table 1, to use during the Practice Test. Currently, not all options are available for each test but will be made available in the future. Students **must** select test setting options during the login process.

Table 1: Overview of Test Settings

Test Settings	Options	Descriptions and Notes
Language (Braille)	English (default) Braille English	All tests are in English. Students who use braille should select "Braille English." For the practice test, the braille tests conform to BANA braille codes 2004. Braille is currently available on the practice test for the following grade-level and content area combinations: • Mathematics grades 3, 7, 11 • ELA grades 4, 7, 11
Color Choices	Black on White (default) Black on Rose Medium Gray on Light Gray Yellow on Blue Reverse Contrast	By default, tests are presented with black text on a white background. Students who want a different combination of text and background should select the appropriate option.
Print Size	Level 0 (No Zoom) = 1X (default) Level 1 = 1.5X Level 2 = 1.75X Level 3 = 2.5X Level 4 = 3X	The print size the student should have when starting the practice test. The selected print size becomes the default for all items in that test. • The default print size (Level 0—No Zoom) for all tests is 14 pt.

Test Settings	Options	Descriptions and Notes
Word List (Glossary)	None (default)	Students can open a glossary to view terms presented on the test that may be unfamiliar to them.
	Spanish Glossary *(mathematics only)*	Spanish glossaries are currently available on the practice tests for the following grade-level and content area combinations: • Mathematics grades 3, 7, and 11
Text-to-Speech *Requires the secure browser (refer to "About Text-to-Speech" below)*	None (Default)	Text-to-Speech is available for the following tests: • Mathematics grades 3, 7, and 11 • ELA grades 4, 7, and 11
	Items *(ELA)*	
	Stimuli and Items *(mathematics)*	

About Text-to-Speech

The text-to-speech (TTS) functionality **is available only when using the secure browser**. Thus, students who will require the TTS accommodation in future testing should use a supported secure browser to become familiar with using TTS in the online testing environment.

Supported Secure Browsers for Text-to-Speech

- Windows Secure Browser 6.0
- Mac Secure Browser 5.5
- Mac Secure Browser 6.0
- Linux Secure Browser 6.0
- AIRSecureTest mobile secure browser for Android

Text-to-Speech is not available for the practice test when using Chromebooks or iPads.

Instructions for downloading the secure browsers are available on the [Smarter Balanced portal](https://sbac.portal.airast.org/browsers/default.html) (https://sbac.portal.airast.org/browsers/default.html) and in the *Technical Specifications Manual for Online Testing*. This manual also contains information about text-to-speech and braille. (This document is available on the Secure Browsers page of the portal.)

About the Login Process

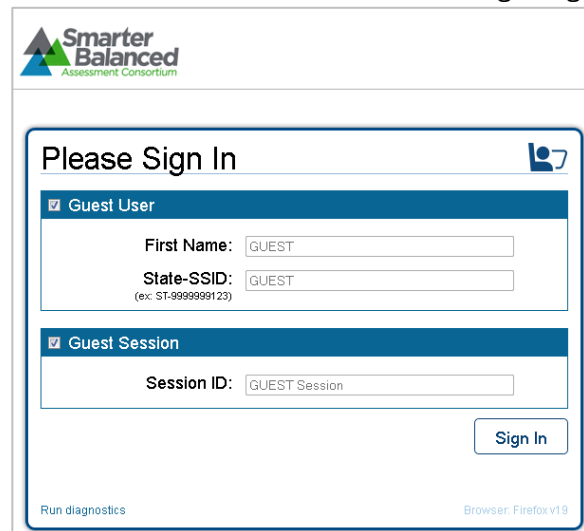| *Accessing the Practice Test with an Internet browser*	*Accessing the Practice Test with the secure browser*
1. Navigate to the Smarter Balanced portal (sbac.portal.airast.org). 2. Click the green [**Practice Test**] card. 3. Click the blue [**Student Interface Practice Test**] button.	1. Open the secure browser on the computer. 2. At the bottom of the Sign In screen, click the link that says [**Click here to go to the Practice Test**].

Logging In

Practice Tests Login Page

For the practice test, you must log in as a guest user in a guest session.

1. Make sure the checkboxes next to "Guest User" and "Guest Session" are checked.
2. Click [**Sign In**].

About Guest Sessions

The Practice Test Site is set up so that anyone can access the practice tests as well as select test settings. Anyone taking the test will need to choose a grade level prior to selecting a practice test.
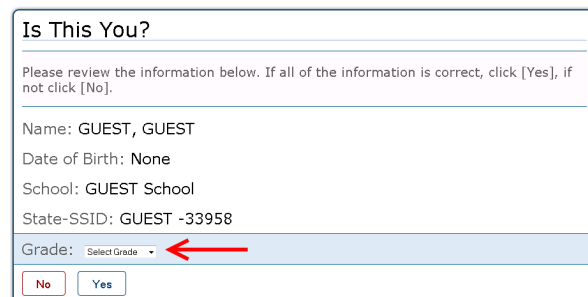
Test takers must go through a series of five login steps before they will see the first page of the test.

Step 1: Select a Grade Level

Is This You? Screen

Select a grade level from the drop-down list; this will determine the practice tests you can access.

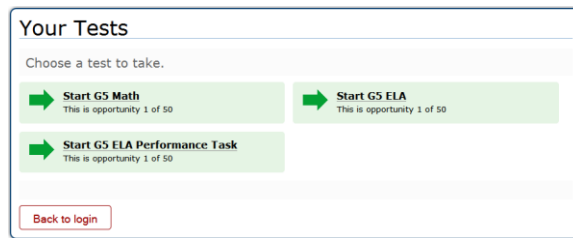1. Select a Grade Level.
2. Click [**Yes**] to continue.

Step 2: Select a Practice Test

1. Click the name of the practice test you want to take and continue to the next step.

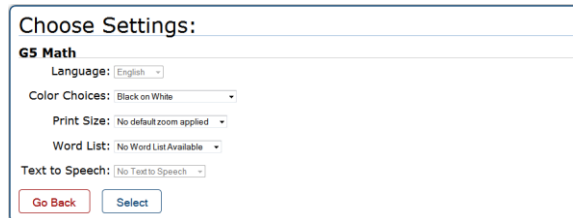2. If you want to access tests from another grade, click [**Back to Login**].

Step 3: Choose Test Settings

1. Select the option(s) you want for each available test setting.

2. Click [**Select**] to continue.

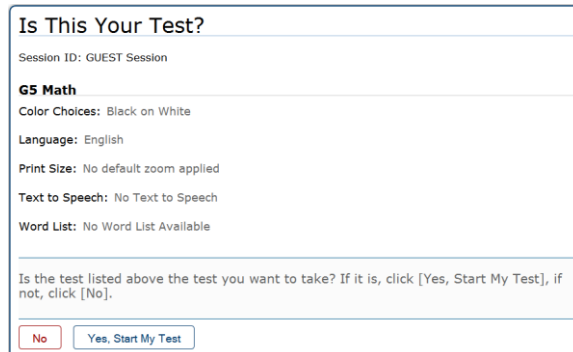To use the default settings, simply click [**Select**].

Step 4: Confirm Selected Test and Settings

1. Review the screen and confirm the test and settings.

   - If the settings are not correct, click [**No**]. You will return to Step 2, Select a Practice Test.

   - If the settings are correct, click [**Yes, Start My Test**] to proceed.
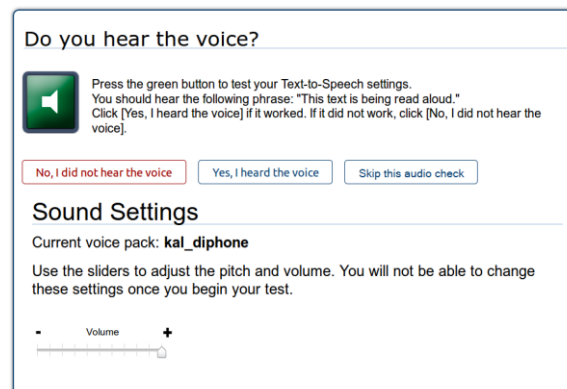
Step 4a: Text-to-Speech Check

This step appears only for those tests that have text-to-speech. Audio for the text-to-speech setting can be accessed only when you are using a supported secure browser. You will be prompted to verify that the TTS settings work.

1. Click the green audio button to listen to the sample audio.

2. You can adjust the volume and pitch of the voice on this screen. Use the sliders to increase or decrease the volume and pitch.

   – If the voice is clear, click [**Yes, I heard the voice**].

   – If you cannot hear the voice or it is not clear, click [**No, I did not hear the voice**]. You will be directed to a screen that will allow you to log out and adjust the computer's voice settings.

Note: If your computer does not have audio or a voice pack correctly configured, or if you are using a browser that does not support TTS, then you will see a message that says "text-to-speech is not available."

Step 5: Begin Test Now

Test Instructions and Help Screen

The *Test Instructions and Help* page is last. Review the information on this page by scrolling through the entire page, and then click [**Begin Test Now**] at the bottom of the screen.

The first page of the test will automatically appear.
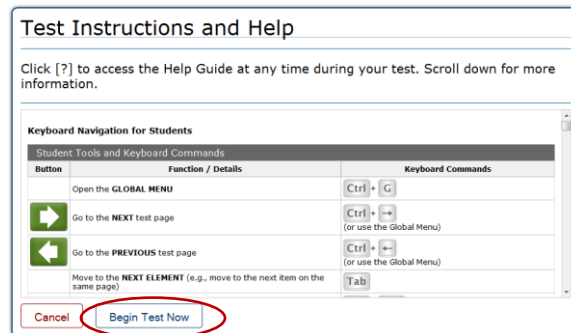
After Step 5 is completed, the first question of the selected test will display. Read the next section to learn about the test interface and proceeding through the test.

Understanding the Practice Test Site
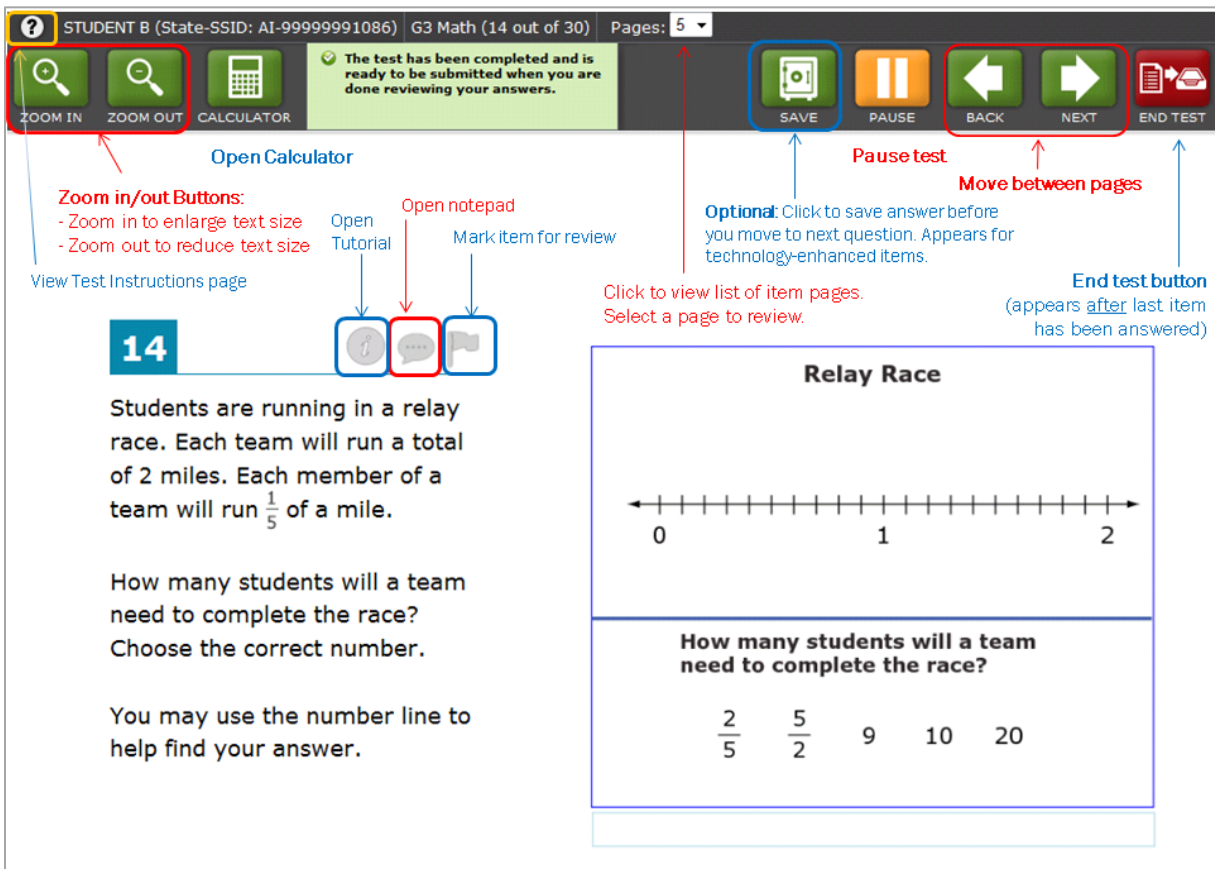
This section of the user guide is designed to familiarize users with the online testing environment. This section covers the following:

- Test layout
- Basic Test Rules
- Test tools

Test Layout

This sample image shows the primary features and tools available to practice test users.

Figure 2. Sample Item Page for a Mathematics Practice Test

Basic Test Rules

- Users cannot skip test items. (Users may mark an item for review and return to it later.)
- Users must answer all test items on a page before going to the next page. Some pages contain multiple items. Users may need to use the vertical scroll bar to view all items on a page.
- Users may mark items for review and use the Questions drop-down list at the top of the page to easily return to those items.

Test Tools

This section provides information about the online tools available to practice test users.

General Test Tools

The following tools are available for all assessments:

- Highlight text in passages and test questions
- Zoom in and out of test pages (this makes the font look larger or smaller)
- Mark items for review
- Make notes about an item in the notepad
- View tutorials about item type (available for some items)
- Strikethrough (cross out answer options)
- Access the Test Instructions and Help screen at any time

Calculator Tool

In addition to the above, students also have access to calculators for mathematics assessments:

- Basic Calculator: grades 6 and 7
- Scientific Calculator: grade 8
- Graphing, Regression, and Scientific Calculators: grade 11

Note: The online calculator appears in the second half of the Mathematics practice tests only. The online calculator is not available for the first several questions of each Mathematics practice test.

Stimulus Expansion Tool

Some tests will have pages that display two panes. The left pane will contain either a reading passage or stimulus, and the right pane will display the items associated with the stimulus. Students can expand the stimulus section so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane.

Students will see an icon in the upper right corner of the left pane that shows a plus sign and a blue right arrow.

Figure 3. Expand Stimulus Icon

To expand and collapse the stimulus section:

To expand the passage:

- Click the blue arrow icon. The pane will expand to the right and will cover the items.

To collapse the passage:

- Click the same button, which is now orange and shows a minus sign and a left arrow. The pane will collapse to its original size and the items will be visible.

Text-to-Speech Accommodation and Speak Tool

Students who select a text-to-speech (TTS) setting and who are using a supported secure browser can use the Speak tool to listen to passages and/or test items and answer options.

Figure 4. Speak Tool Options for Items
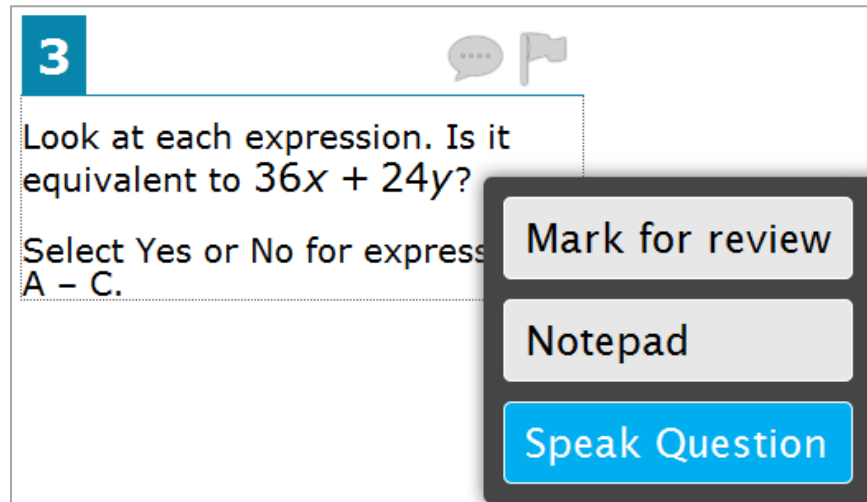
Students who use the Speak tool must use headphones to listen to the audio. (It is recommended that students use headphones with a built-in volume control for maximum audio adjustment capability.)

Reminder: Text-to-speech settings should be tested and verified as working properly before students begin their tests. Students who use this accommodation can check that their settings work as part of their test login process.

To access the Speak tool:

1. Right-click an area that contains text. A pop-up menu will appear with "Speak" options.

   - Students who select a portion of text and right-click will be presented with the option to listen to the selected test. This feature is primarily used with reading passages.

2. Select the desired Speak option and the text will be spoken aloud.

Supported Browsers (as of May 2013)

This table shows the supported operating systems and browsers that can be used to access the Practice Test.

Operating System	OS Version	Supported Browsers
Desktops/Laptops		
Windows	XP (with Service Pack 3), Vista, 7, 8 Windows Server 2003, 2008	Windows Secure Browser 6.0 Firefox 3.6 and above
Mac	10.4.4 (all) 10.5 (PowerPC)	Mac Secure Browser 5.5 Firefox 3.6 Safari 5
	10.5–10.8 (Intel)	Mac Secure Browser 6.0 Firefox 3.6 and above Safari 5 (OS 10.5–10.7) Safari 6 (OS 10.7–10.8)
Linux	Fedora Core 6 (K12LTSP 4.2+) Ubuntu 9–12	Linux Secure Browser 6.0 Firefox 3.6 and above
Tablets/Netbooks		
Android	4.0+ Supported Devices: – Google Nexus 10 – Motorola Xoom – Motorola Xyboard – Samsung Galaxy Note (10.1) – Samsung Galaxy Tab 2 (10.1)	AIRSecureTest Browser for Android Google Chrome 18 and above
iPad	iOS 6.0+ Supported Devices: – iPad 2, 3, Retina Display	AIRSecureTest Browser for iPad Safari 6 and above
Chromebooks	Version 18 or above	Google Chrome

About the Secure Browsers

The American Institutes for Research (AIR) develops the secure browsers for online testing.

> ⚠️ Using the secure browser to connect to the Practice Test Site requires that all other applications be closed (Microsoft Word, Internet Explorer, Mozilla Firefox, etc.). Otherwise, the student will not be able to log in to a practice test.

The secure browser is available from the Smarter Balanced portal (http://sbac.portal.airast.org), and anyone may download and install it. As with most software, the correct version must be installed on your computer.

- If you have a **Windows** machine, then the Windows secure browser must be installed. This secure browser is available for Windows XP, Vista, 7, and 8.

- If you have a **Mac** computer, then the correct Mac secure browser must be installed.

- If you have a **Linux** computer, then download and install the secure browser for Linux.

- If you have an **Android** tablet, navigate to the Google Play Store to download and install the secure mobile browser.

- If you have an **iPad**, navigate to the App/iTunes Store to download and install the secure mobile browser.

Downloading and Installing the Secure Browser

Instructions for downloading and installing the secure browser are available on the Smarter Balanced portal, on the Secure Browsers page (http://sbac.portal.airast.org/browsers/default.html). You can download the PDF instructions for each operating system and print it out to have as a handy reference, or simply refer to the on-screen instructions.

To download the appropriate secure browser:

1. Click the tab that contains the name of the operating system you have.

2. Click the [**Download Browser**] link.

3. Follow the on-screen instructions on the Secure Browser page to complete the download and installation process.

4. When the secure browser has been installed, you will see the secure browser icon on the desktop. As with any other software program, you can double-click on the icon to launch it.

Braille

See Appendix A for Information about technology requirements for testing with braille.

- The Practice Test Site currently supports the braille testing on Windows 7 machines only.

- JAWS Screen Reader (version 12 or 13) must be installed.

- Braille display that is compatible with Windows 7 and JAWS is required. We recommend that the braille display have a minimum of 40 cells.

Appendix A: Using Braille and JAWS with the Practice Test

This appendix provides specific guidance for Test Administrators (TAs) administering Smarter Balanced Practice Tests to students who have a braille accommodation.

About Online Testing and Braille

Smarter Balanced Practice Tests are available to students who use braille and supported screen reading software. Students who have the braille accommodation will use the same Student Interface Practice Test (http://sbac.portal.airast.org/Practice_Test/default.html) as other students, and will be presented with a braille-friendly interface. This braille interface allows students to use JAWS and print passages and test items to braille embossers.

The following Practice Test assessments support the braille-friendly interface and can be delivered to students with the braille accommodation:

- ELA 4, 7, and 11 (Contracted or Uncontracted Braille)

- Mathematics 3, 7, and 11 (Nemeth Braille)

The braille interface of the Student Interface Practice Test Site provides the following to students:

- A text-to-speech component for the ELA and Math assessments listed above. The Job Access with Speech (JAWS) screen reading software provided by Freedom Scientific can be used with the braille interface.

- The Math assessments will present students with items in Nemeth Braille via a braille embosser.

- The ELA assessments will present students with items in either contracted or uncontracted Literary Braille:

  - Items that contain only text will be sent to a Refreshable Braille Display (RBD).

  - Items that contain text and images that cannot be read by an RBD will be sent to a braille embosser.

- Ability to use the Zoom tool. Students who have some vision can use the Zoom buttons on the braille interface to increase the size of text and graphics.

Students may request embossing for any item or reading passage as they progress through the test.

Technology Requirements and Configuration

Prior to administering assessments using the braille interface, TAs must ensure that the technical requirements listed below are met. These requirements apply to the student's computer, the Test Administrator's computer, and the supporting braille technologies used with the braille interface.

Requirements for Student Computers

- The Student Practice Test Site currently supports the braille interface on Windows 7 machines only.

- JAWS Screen Reader (version 12 or 13).

- Braille display that is compatible with Windows 7 and JAWS. We recommend that the braille display have a minimum of 40 cells.

For more information about JAWS, including product download and purchase, go to http://www.freedomscientific.com/products/fs/jaws-product-page.asp.

The following JAWS configuration must be applied to each student computer prior to administering tests using the braille interface:

1. Configure JAWS to recognize the Secure Browser.

2. Apply settings for Contracted/Uncontracted Braille through JAWS.

Instructions for each requirement follow.

Configure JAWS to Recognize the Secure Browser

1. Open the JAWS **ConfigNames.ini** file.

   This file is accessible via the start menu (/All Programs/JAWS 12.0/Explore JAWS/Explore Shared Settings/). (If you saved JAWS to a different location, please navigate to that folder.)

2. Locate the line of text that contains "Chrome=Firefox." Create a line immediately following this text, and add the following string:

   SBACSecureBrowser6.0=Firefox

3. Save the file.

   If you receive an error that you do not have permission to save the .ini file to this location, you will first need to save the file to your desktop as **ConfigNames.ini**. After saving the updated .ini file, copy it to the folder containing the original .ini file (referenced in Step 1). You will need to confirm that you want to replace the original file with the file you created.

## *Applying Settings for Contracted/Uncontracted Braille*

In order for students to use Contracted or Uncontracted Literary Braille, the correct JAWS setting must be applied *prior* to launching the secure browser.

1. Open the **JAWS Settings Center**. The Settings Center is accessible via the JAWS Menu > Utilities.

2. Select **Firefox** from the "Application" drop-down menu.

3. From the panel on the left side of the window, go to the following option (as pictured):

    Braille > General > Translation > Contracted Braille Translation
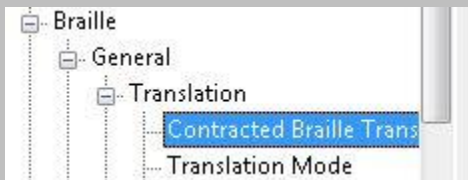
4. For **Uncontracted Braille**, set the value to "Off."

    For **Contracted Braille**, set the value to "Input and Output."
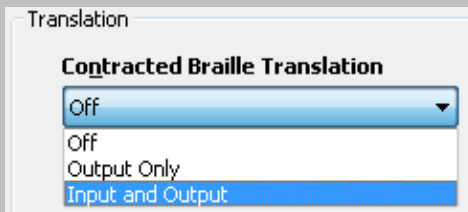
    Additionally, ensure that the following three settings are checked (and only these settings are checked):

    −   Active cursor follows braille display

    −   Enable Braille Auto Detection

    −   Enable Word Wrap
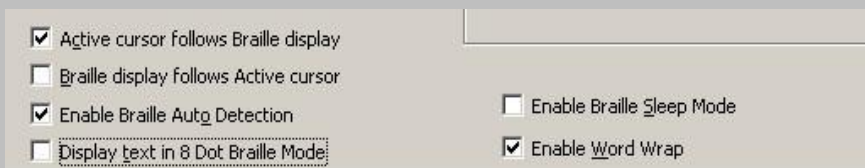
5. Click [**Apply**] and then click [**OK**].

⚠ In addition, the following optional JAWS settings may be adjusted for individual students based on student needs prior to administering their assessments.

- Adjust JAWS voice profile (Optional)
- Adjust JAWS speaking speed (Optional)
- Adjust JAWS punctuation (Optional)

Instructions for each option follow.

If adjusting these optional settings for a student, the steps described for each option must be taken prior to launching the secure browser.

Adjusting JAWS Voice Profile

The JAWS voice profile refers to the voice used by JAWS. Users can adjust the JAWS voice profile by following the instructions below.
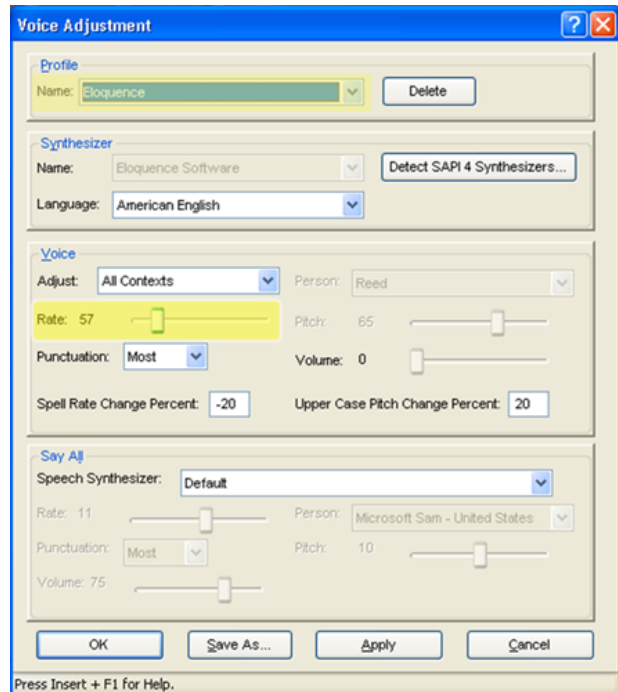
1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the *Profile* section, select a Voice Profile from the Name drop-down menu.

4. Click [**OK**].

Adjusting JAWS Speaking Rate

Users can adjust the rate of speed that JAWS speaks by following the instructions below.

1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the *Voice* section, adjust the "Rate" using the slide-bar.

4. Click [**OK**].

Adjusting JAWS Punctuation

The default JAWS punctuation setting for the braille interface is "Most." This means that JAWS will read most punctuation that appears on the screen. However, users may adjust the JAWS punctuation setting based on an individual student's needs and preferences by following the instructions below.

1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the *Voice* section, select a punctuation setting from the Punctuation drop-down menu. The options include "None," "Some," "Most," and "All."

4. Click [**OK**].

Warning regarding ELA assessments and JAWS

The secure browser is designed to automatically mute audio on ELA assessments. As a result, the sound on the student's computer will be automatically muted when the student begins the first question on the braille form of the ELA assessment he or she is taking. The sound will automatically turn on again when the student submits the ELA assessment or pauses the test and returns to the login screen.

As a result, students who use the secure browser to access the practice ELA assessments may be unable to hear listening stimuli associated with items. Students may also require assistance with JAWS navigation because they will not be able to hear the JAWS commands. JAWS will still output all commands and text to the refreshable braille display, even with the sound muted.

If you want students to have access to audio during the practice ELA assessments, we recommend using Firefox instead of the secure browser.

Requirements for Test Administrator Computers

TAs administering tests to students who require braille must have the following software installed on their machine prior to testing. The software is necessary to process these students' print requests.

- **Tiger Max Embosser** and the supporting **ViewPlus Desktop Embosser driver**

   The Desktop Embosser Driver can be downloaded from http://downloads.viewplus.com/drivers/desktop-braille-embosser/. The download includes the Tiger Viewer software, which is needed to handle print requests for items and passages that contain tactile or spatial components.

- **Duxbury Braille Translator 11.1**

   This software allows printing of items and reading passages (without images) and can be downloaded from http://www.duxburysystems.com/dbt.asp?product=DBT%20Win.

   For Oregon users: To download the Duxbury Braille Translator software and acquire a license, contact the BVIS fund administrator for the seat license code.

The next section contains information on accessing the TA Practice Site and administering the practice test to students who require the Braille accommodation. For information on managing students' print requests, refer to the Student Print Requests section, beginning on page 22.
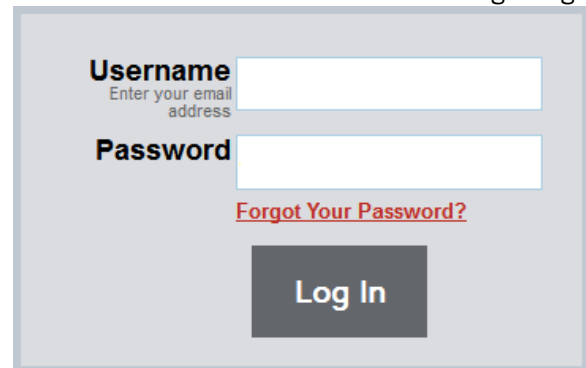
Administering Tests to Students

For the Practice Test administration, TAs must use the TA Practice Site to create test sessions and manage student online testing during the session. Students must use the secure browser or Firefox to access the Practice Test Site.

Test Administrator Login, Session Creation, and Student Login

1. To obtain a login for the TA Practice Site, contact the Smarter Balanced Help Desk at 1-866-815-7246 or smarterbalancedhelpdesk@air.org.

2. Once you have received an email with your login information, access the TA Practice Site via http://sbac.portal.airast.org/Practice_Test/default.html.

3. Click on the TA Practice Site link.

4. Enter the username and password given to you by the Smarter Balanced Help Desk.

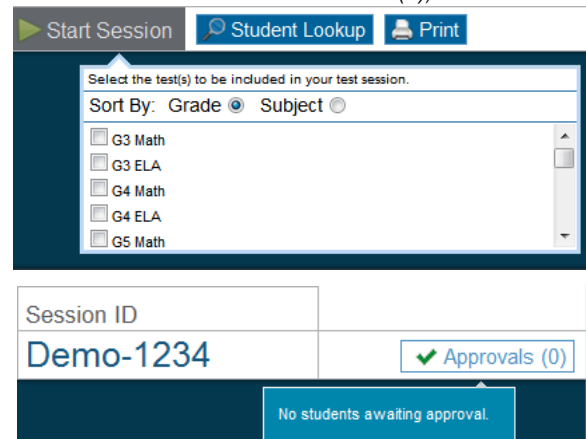After you log in, you will see the TA Practice Site.

TA Practice Site: Login Page

5. Start a test session.

   a. In the upper left corner, select the test(s) you will administer.

   b. Click [**Start Session**]. The session ID will automatically generate (e.g., DEMO-1234). This session ID will appear at the top of the screen.

6. Provide the session ID to the students who need to log in to your test session.

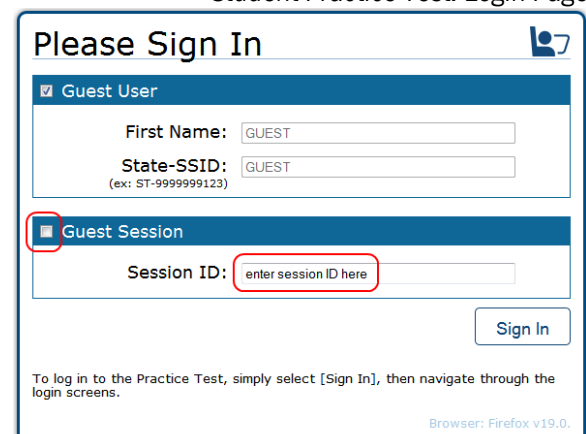*TA Practice Site: Select Test(s), Start Session*

7. Have students log in to the Practice Test Site through the secure browser. (For ELA, students should use Firefox.)

   Note: The Guest User section is prepopulated with "GUEST." Students should leave this section alone.

   a. In the Guest Session section, students must uncheck the box to the left of "Guest Session."

   b. In the Session ID text box, students must enter your Session ID (e.g., DEMO-1234).

   c. When students are done entering the information, have them click [**Sign In**].
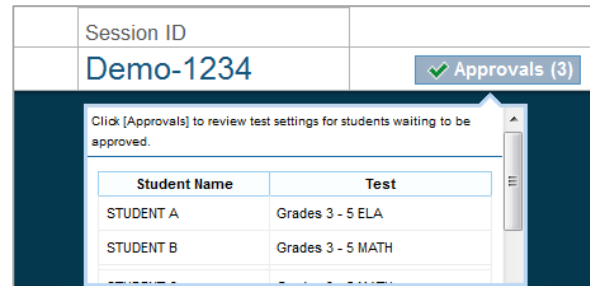
Student Practice Test: Login Page

Edit Students' Test Settings

The upper right corner of the TA Practice Site contains an approvals button. When you are first logged in, this box will say "No Students Awaiting Approval." When students begin logging in and selecting the test they will take, the approvals box will populate.

8. Click the [**Approvals (#)**] button in the upper right corner of the TA Practice Site. The Test Settings and Approvals window will open.

   *Note: This window will display the list of students awaiting approval at the time you clicked the [**Approvals (#)**] button. If other students have logged in, you may need to click the [**Refresh**] button at the top of this window.*

TA Practice Site: Approvals Box

9. Click the yellow [**See/Edit Details**] button for a student.

Approvals and Test Settings Screen
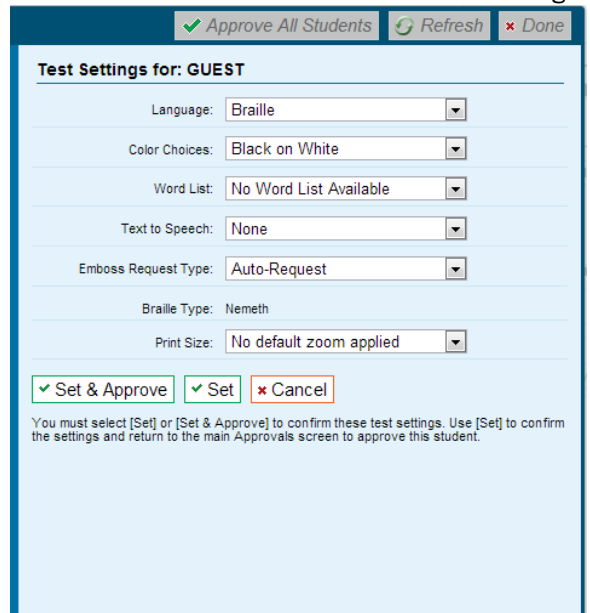
10. Verify the test settings for the selected student. Students who have the braille accommodation must have the following settings:

    - Language: Braille

    - Braille Type:
        – Nemeth (mathematics)
        – Contracted/Uncontracted (ELA)

    - Emboss Request Type:
        – Auto-Request (mathematics)
            ▪ For math assessments, the test will automatically be delivered to the embosser.
        – Stimuli & Items (ELA)
            ▪ For ELA assessments, students can request printing for individual passages and items as they go through the test. You will need to approve these print requests.

    - Print Size: If the student has some sight and needs a larger text size, select the appropriate level:
        – No default zoom applied = 1X
        – Level 1 = 1.5X
        – Level 2 = 1.75X
        – Level 3 = 2.5X
        – Level 4 = 3X

Student Test Settings

Confirm Test Settings and Approve Student for Testing

11. Confirm the test settings and/or approve the student for testing.
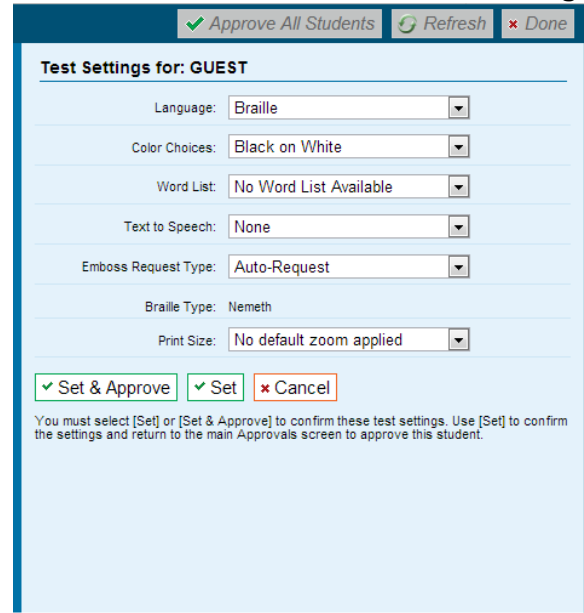
    When you are done verifying or updating the student's settings, you have two options:
    - Click [**Set**]. This will save the changes for that student and return you to the list of students awaiting approval, and this list will include the student whose settings you just updated. You will still need to approve the students for testing.

    - Click [**Set & Approve**]. This will save the changes for that student and approve the student for testing. You will return to the list of students awaiting approval. This list will be updated and no longer include the student you just approved.

Student Test Settings

12. After you complete step 11, you will return to the full Approvals and Test Settings screen.

    - To approve an individual student, click the green [**Approve**] button in that student's row.

    - To approve all students in the list, click the [**Approve All**] button at the top right of the Approvals and Test Settings window.

    - To deny a student (e.g., he or she selected the wrong test), click the [**Deny**] button in that student's row and enter the reason in the box. Click [**OK**] to confirm the denial.

    When you have completed approving (or denying) all students on the screen, the window will close.

    If you have additional students awaiting approval, you will have to complete steps 8–11 again.

Approvals and Test Settings Screen

Monitoring Students' Testing Progress

Once students are approved to begin testing and complete the login process, they will appear in the "Students in Your Test Session" table.

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13. Monitor the students' progress throughout their tests.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, scored, reported, and paused.

- When a student has started testing, the Student Status column will indicate how many test items the student has answered out of the total number of items in the test.
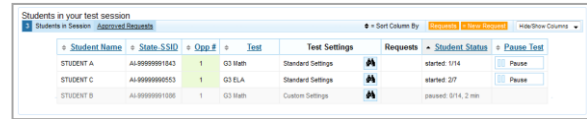
Note: This table also includes a "Requests" column. Print requests will appear in this column. For more information about managing print requests, refer to the "Student Print Requests" section beginning on page 10.

Students in Your Test Session Table

- Click the binocular icon to view a student's full record, including test settings. Please note that you cannot change students' test settings with this feature.

- **Important:** While a pause button is available, do NOT pause a student's test. The guest user login that students use does not allow them to resume tests where they left off. (The test will restart at the first question.)
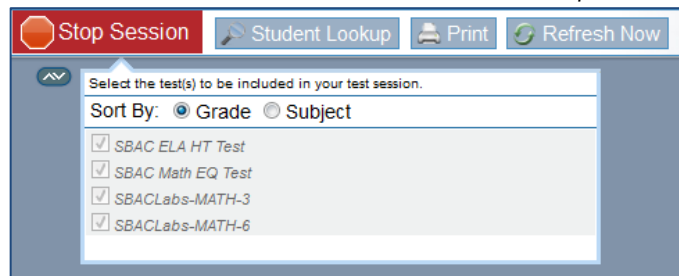
Ending the Test Session

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14. When the time is up, stop the test session and log out.

a. Click [**Stop Session**] to end the session. This will automatically pause all tests in your session that are still in progress.

b. Click [**Log Out**] to exit the TA Practice Site.

Note: You must stop the test session before you log out.

TA Interface: Stop Session

Important: *Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new session ID so they can log in again and restart testing. Please note that students will have to start the test from the beginning.*

Student Print Requests

The embossed output for student print requests will vary depending on the type of file associated with a test item. There are two types of files:

- **PRN files:** Print requests containing tactile or spatial components such as images and diagrams. This file type is handled by the Tiger Viewer software.

- **BRF files:** Print requests for items containing only text, including formatted tables and poems. This file type is handled by the Duxbury Braille Translator software.

Configuring Default Printing Preferences on the TA Computer

This section provides instructions to configure the software used to print each file type (BRF or PRN):

BRF Files with the Duxbury Braille Translator Software

1. Click the [**Help**] button in the upper right corner of the TA Practice Site.

2. Click the [**Sample BRF File**] link.

3. The File Download window displays and prompts the user to "Open," "Save," or "Cancel" the request.

4. Select "Open." This will open a program selection window.

5. Select the radio button to "Select a Program from a list of installed programs." Click [**OK**].

6. Navigate to the "Duxbury" program and click "Open." This will add this program in the program selection list.
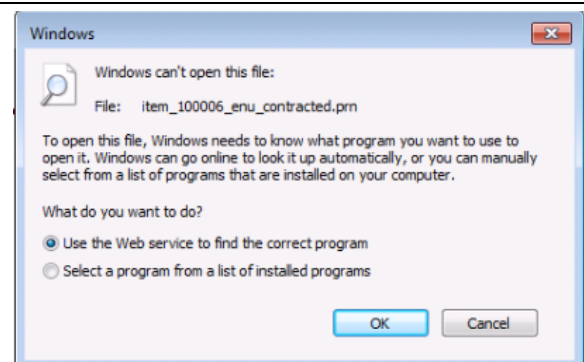
7. Make sure to check the checkbox next to "Always use the selected program to open this kind of file."

8. Click [**OK**]. This will open the BRF file.

9. You can now emboss this file by going in to Duxbury-Document option-Embosser setup. Select the ViewPlus Tiger Max embosser from the drop-down list. Prior to continuing, you will need to adjust the margins.

   - Change the Top Margin to "2."

   - Change the Binding Margin to "5."

   - Click [**OK**].

10. Go to the file menu and select the "Emboss" option. This will bring up "File-Emboss" window.

11. Click [**OK**].

PRN Files with the Tiger View Software

1. Click the [**Help**] button in the upper right corner of the TA Practice Site.

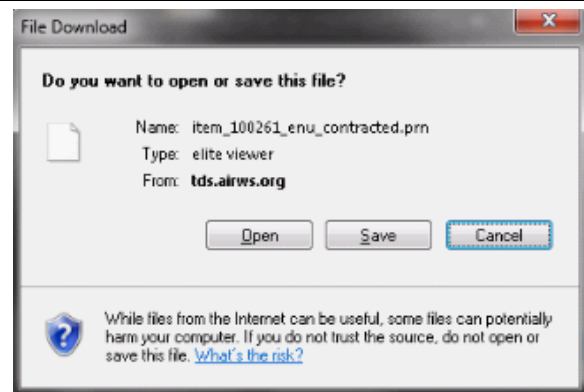2. Click the [**Sample PRN File**] link.

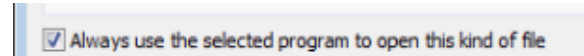BRF Sample BRF file   BRF Sample PRN file

3. The File Download window displays and prompts the user to "Open," "Save," or "Cancel" the request.

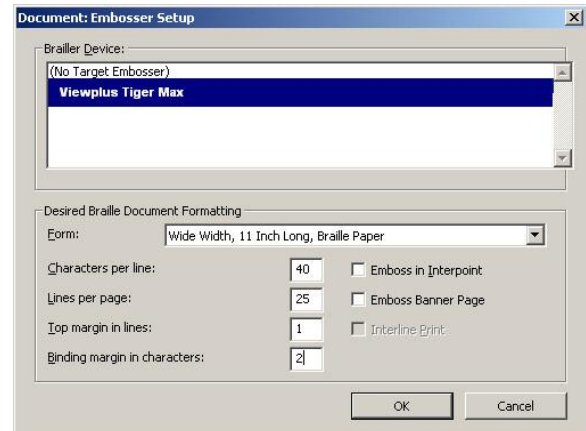4. Select "Open." This will open a program selection window.
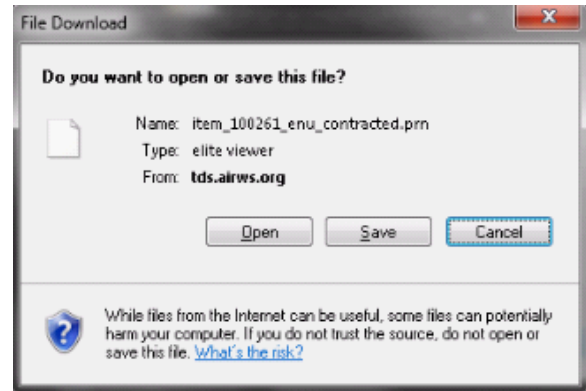
5. Select the radio button to "Select a Program from a list of installed programs." Click [**OK**].

6. Navigate to the "Tiger Viewer" program and click "Open." This will add this program in the program selection list.
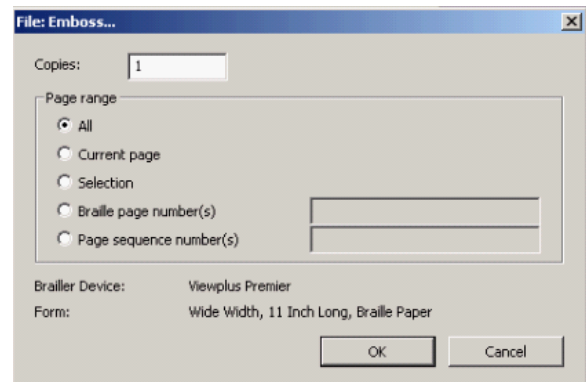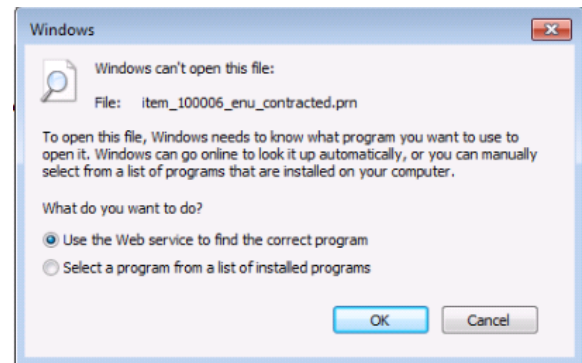
7. Make sure to check the checkbox next to "Always use the selected program to open this kind of file."

8. Click [**OK**]. This will open the PRN file.
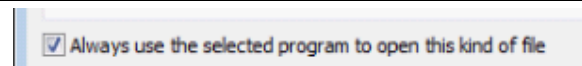
9. The file can now be printed by going to the Tiger Viewer-File menu and selecting the Print option. This will bring up the "Print current PRN File" window.

10. Select the ViewPlus Tiger Max embosser from the drop-down listing.

11. Click [**Print**].
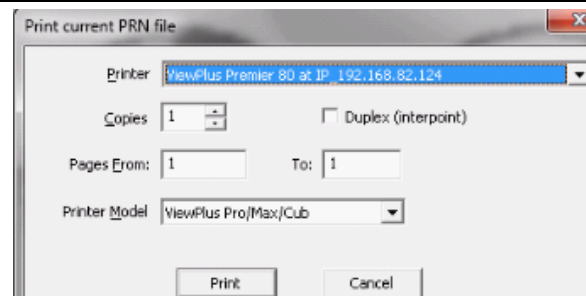
Approving Students' Print Requests

Print requests will display on the TA Practice Site and must be approved by the TA in order to be embossed. Print requests will be sent automatically to the TA for Mathematics assessments items, as well as for ELA items that include graphics or other material that cannot be presented through the Refreshable Braille Display. For other ELA items, students must manually request printing.

All print requests are sent to the TA for approval, whether sent automatically to the TA or initiated by the student. Reminder: Students' print requests will appear in the "Requests" column in the Students in Your Test Session table in the TA Practice Site.

TA Practice Site: Student Print Request Window

		New Requests	**Date & Time of Request**
✔ Approve	✖ Deny	Item 1 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 2 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 3 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 4 (BRF)	8/12/2011 1:42:06 PM
✔ Approve	✖ Deny	Item 5 (BRF)	8/12/2011 1:42:10 PM

Student Print Request(s) For: ✖ Close

Name: **GUEST**   SSID: **GUEST**

This page displays a request for each passage that a student would like printed. Click [Approve] if you approve the print request, or [Deny] if you do not.

Note: Clicking [Approve] brings up a Print Preview page based on the browser you are using. Click [Print] from that page to send this request to your print station.

Approving Print Requests:

1. Students' print requests will appear in the "Requests" column in the Students in Your Test Session table in the TA Practice Site. Click the [**Print**] button for a student.

2. Review the print request (sample image above). If you approve the print request, click [**Approve**]. A cover sheet will display in a new browser window. *Note: The requested test content will not be displayed on your screen at any time.*

3. Click [**Print**] in the new window to complete the print request and view the printer dialog box. If necessary, adjust the print settings for the selected embosser (either the Duxbury [for BRF files] or ViewPlus [for PRN files]).

4. Click [**OK**] to send the request to the embosser.

Braille Interface Tools and Navigation

As TAs work with students to familiarize them with the braille interface and braille format of online assessments, TAs should make students aware that, in some cases, the braille transcriptions may not follow the usual braille rules.

When preparing to administer the Smarter Balanced tests to students who will be using the braille interface, TAs should also check the JAWS settings to ensure optimal results.

JAWS Commands

Students should use the following JAWS commands to navigate through their online assessments using their refreshable braille display and/or computer keyboard. Users should provide embossed copies of these commands for students as an allowable resource prior to the Practice Test window.

JAWS COMMAND (PRESS THIS…)	ACTION (TO DO THIS…)
UP Arrow	Move to the **previous line** on the page.
DOWN Arrow	Move to the **next line** on the page.
TAB	Move to the **next link or button** on the page. *Note: The TAB command will not move to the question portion of an item (the cursor goes directly to the first radio button). To hear the question, use H to move to the question number and then use the Down arrow to move until the question is played.*
SHIFT + TAB	Move to the **previous link or button** on the page.
H	Move to the **next question** on the page. To hear the question, use the Down arrow to play the text.
SHIFT + H	Move to the **previous question** on the page.
B	Move to the **next button** on the page. On a test page, use this command to go directly to the "Navigation Landmarks," which contain the Back, Next, and Pause buttons.
SHIFT + B	Move to the **previous button** on the page.
R	Move to the **next radio button** on the page. After moving to the radio button, use the Down arrow to play the text. *Note: On pages with multiple items, command R navigates to the next Radio button on the page.*
ENTER / SPACE	**Select the option or button**.
INSERT + DOWN Arrow	**Read everything** on the page (from your current place on the page).
CTRL or Spacebar	**Stop JAWS** voice from reading.

Navigating through the Login Screens

Home/Login Screen

1. Press the [**Tab**] key three times to move directly to the Guest Session section.

2. Press the space bar on your computer to uncheck the Guest Session box.

3. Press [**Tab**] again to move to the Session ID box.

4. Type in the Session ID that your TA gave you.

5. Press the [**Tab**] key to move to the Sign In button.

6. Press the [**Enter**] key or space bar on your keyboard to sign in.

Is This You? Screen

1. To hear information on this page, use the Down arrow on your keyboard to go line by line.

2. Press the [**Tab**] key one time to move to the Grade selection box.

3. Use the Down arrow to select the correct grade.

4. Use the [**Tab**] key to move to the buttons for "No" and "Yes."

5. Press the [**Enter**] key or space bar to choose "Yes" or "No."

Your Tests Screen

1. Use the [**Tab**] key to move to the first test listed on this page. Tests are listed in a two-column table. You will first hear the test name, then the opportunity number, and then the link to choose that test.

2. Press the [**Enter**] key or space bar to select the first test, or use the [**Tab**] key to move to the next test on this page.

Is This Your Test? Screen

1. To hear information on this page, use the Down arrow to go line by line.

2. Use the [**Tab**] key to move to the buttons for "No" and "Yes, Start My Test."

3. Press the [**Enter**] key or space bar to select "Yes, Start My Test" or "No."

Test Instructions and Help Screen

1. Use the [**Tab**] key to move to the buttons for "Cancel" and "Begin Test Now."

2. Press the [**Enter**] key or space bar to select either "Cancel" or "Begin Test Now."