

---

# **OAKS Online**

## **Test Administrator User Guide**

### **2013–2014**

---

Updated January 13, 2014



# Table of Contents

<b>Introduction to this User Guide .....</b>	<b>8</b>
User Guide Sections .....	8
Additional Resources .....	9
<b>Section I. Overview of Online Testing.....</b>	<b>10</b>
Overview of Enhancements to Online Testing .....	10
Tablet-Compatible Student Interface.....	10
Additional Web Browser Support for Student Practice and Training Site .....	10
Line Reader .....	10
General Rules of Online Testing.....	11
Test Administration Policies and Procedures.....	11
About Test Settings and Accommodations .....	11
Basic Test Rules.....	11
Pause Rules .....	11
Test Timeout (Due to Inactivity).....	12
Test Opportunity Expiration .....	12
<b>Section II. Accessing the TA Interface.....</b>	<b>13</b>
About Usernames and Passwords .....	13
Switching Between OAKS Online Applications (Common Login System) .....	14
<b>Section III. Understanding the TA Interface .....</b>	<b>15</b>
TA Interface Layout .....	15
Student Lookup: Quick Search and Advanced Search .....	17
Alert Messages .....	18
Viewing Past Alerts.....	18
Printing Session Information.....	18
<b>Section IV. Administering Online Tests (TA View) .....</b>	<b>19</b>
Starting a Test Session.....	19
Creating a Test Session .....	19
Adding Tests to a Session.....	20
Approving Students for Testing .....	20
Notification of Students Awaiting Approval .....	20
Approvals and Student Test Settings Screen.....	21
Viewing Students' Test Settings.....	21
Adjusting a Student's Test Settings .....	22
Changing a Student's Test Settings After a Student Begins Testing .....	23
Approving Students for Testing .....	23
Denying Students Entry into the Test Session.....	24
Student Test Settings (Including Accommodation and Modification Codes).....	25
Monitoring Students' Testing Progress.....	27

Student Statuses During Testing.....	28
Pausing a Student's Test .....	29
Stopping a Test Session and Logging Out .....	30
Stopping the Test Session .....	30
Exiting or Logging Out of the TA Interface .....	30
Closing the Browser/Unintentional Exit.....	30
Test Session Timeout/Automatic Logout .....	31
Logging Out.....	31
<b>Section V. Understanding the Student Interface .....</b>	<b>32</b>
Test Layout .....	32
Test Tools .....	33
General Test Tools .....	33
Test Tools by Subject.....	34
Stimulus Expansion Tool.....	34
Computer-Based Read-Aloud (Speak) Tool .....	35
Print-on-Request Tool .....	36
Global and Context Menus .....	37
Global Menu .....	37
Context Menus and Test Elements.....	38
<b>Section VI. Taking Online Assessments (Student View) .....</b>	<b>39</b>
Student Login and Test Selection.....	39
Step 1—Logging In.....	39
Common Student Login Errors .....	40
Enabling Settings from the Login Screen.....	41
Step 2—Verifying Student Information .....	42
Step 3—Selecting a Test.....	43
Step 4a—Verifying Test Information .....	44
Step 4b—Computer-Based Read-Aloud Check.....	45
Step 5—Viewing Test Instructions and Help and Starting the Test .....	46
Proceeding through the Test .....	47
Answering Test Items .....	47
Marking Items for Review .....	47
Reviewing Past or Marked Items.....	48
Pausing Tests.....	48
Reaching the End of the Test .....	49
End Test Review/Submit Page.....	50
Your Results Screen.....	51
<b>Appendix A: Keyboard Navigation .....</b>	<b>52</b>
Test Selection Screens and In-Test Pop-ups .....	52
Global Menu.....	53

Context Menus.....	53
Context Menu: Selecting Text With the Keyboard .....	53
Keyboard Command Reference: Student Test Navigation and Tools.....	54
Keyboard Commands for Items with Add Point or Add Line/Arrow Tool.....	56
<b>Appendix B: ELPA .....</b>	<b>57</b>
Administering ELPA as a Segmented Test .....	57
Audio and Headset Requirements.....	58
Sound Check .....	58
Recording Check .....	59
Test Tools and Buttons in ELPA.....	60
<b>Appendix C: Online Writing .....</b>	<b>61</b>
Online Writing: Student Perspective .....	62
Selecting a Writing Prompt.....	62
Writing Response Screen.....	63
Online Writing Test Features and Tools.....	63
Selecting a Different Writing Prompt.....	63
Print Requests.....	64
Using the Response Field Tools .....	65
Spell Check .....	66
Special Characters.....	66
Guide to Revision .....	67
<b>Appendix D: Braille Interface .....</b>	<b>68</b>
Technology Requirements and Configuration .....	69
Requirements for TA Computers .....	69
Requirements for Student Computers .....	69
Configuring JAWS to Recognize the Secure Browser.....	70
Installing and Configuring the JAWS Dictionary to Work with the Secure Browser (Math only) ...	70
Disabling Previously Installed JAWS Dictionary for Subjects other than Math.....	71
Configuring JAWS to Speak “Dollars”.....	71
Applying Settings for Contracted/Uncontracted Braille .....	72
Adjusting JAWS Voice Profile .....	73
Adjusting JAWS Speaking Rate.....	73
Adjusting JAWS Punctuation .....	73
Approvals and Student Test Settings for Braille .....	74
Student Print Requests.....	75
Approving Print Requests.....	75
Configuring Default Preferences on the TA Computer .....	76
BRF Files with the Duxbury Braille Translator Software .....	76
PRN Files with the Tiger Viewer Software .....	78
Braille Interface Tools and Navigation .....	79

Navigating through Specific Screens .....	80
<b>Appendix E: About the Secure Browser .....</b>	<b>81</b>
Forbidden Application Detection.....	81
Secure Browser Error Messages.....	82
Force-Quit Commands for Secure Browsers.....	82
About Testing on iPads and Android Tablets .....	83
Configuring iPads .....	83
Configuring Android Tablets.....	83
<b>Appendix F: Transferring Test Sessions Between Computers.....</b>	<b>84</b>

## Table of Figures

Figure 1. OAKS Portal User Cards .....	13
Figure 2. Portal Card for TA Interface.....	13
Figure 3. CLS Drop-Down List in TA Interface.....	14
Figure 4. TA Interface Layout .....	15
Figure 5. Student Lookup: Quick Search .....	17
Figure 6. Student Lookup: Advanced Search .....	17
Figure 7. Sample Alert Message.....	18
Figure 8. Sample Past Alert Message .....	18
Figure 9. Test Selection Table .....	19
Figure 10. No Students Awaiting Approval .....	20
Figure 11. Students Awaiting Approval.....	20
Figure 12. Sample Approvals and Student Test Settings Screen .....	21
Figure 13. Sample Test Settings Screen for a Selected Student .....	22
Figure 14. Sample Approvals and Test Settings Screen .....	23
Figure 15. Reason for Denial Pop-Up Window .....	24
Figure 16. Sample Students in Your Test Session Table .....	27
Figure 17. Sample Students in Your Test Session Table .....	29
Figure 18. Stop Session Button .....	30
Figure 19. Logout Warning Message .....	31
Figure 20. Sample Mathematics Item Page.....	32
Figure 21. Stimulus Expansion Tool Button.....	34
Figure 22. Speak Options for Item .....	35
Figure 23. Print Passage Icon.....	36
Figure 24. Item with Printer Icon .....	36
Figure 25. Print Request Submitted Message .....	36
Figure 26. TA Interface with Print Button .....	36
Figure 27. TA Interface Print Request Preview.....	36
Figure 28. Global Menu.....	37
Figure 29. Overview of Elements for Multiple-Choice Items .....	38
Figure 30. Sample Context Menu for Questions.....	38
Figure 31. Sample Context Menu for Answer Options .....	38
Figure 32. Student Interface Login Page .....	39
Figure 33. Settings for Login Screens.....	41
Figure 34. Is This You? Login Screen.....	42
Figure 35. Your Tests Login Screen .....	43
Figure 36. Waiting for TA Approval Screen .....	43
Figure 37. Is This Your Test? Login Screen .....	44

Figure 38. Sound Check Screen for Students with Computer-Based Read-Aloud Accommodation .....	45
Figure 39. Test Instructions and Help Screen.....	46
Figure 40. Sample Item with Flag Mark for Review Icon .....	47
Figure 41. Pause Test Warning Message.....	48
Figure 42. Sample Item Page with End Test Button.....	49
Figure 43. End Test Alert Message .....	49
Figure 44. End Test Screen .....	50
Figure 45. Sample Your Results Screen.....	51
Figure 46. Sample Login Screen Displaying Yes and No Buttons.....	52
Figure 47. Sample Item with Point and Line Tools .....	56
Figure 48. ELPA Sound Check Screen.....	58
Figure 49. ELPA Recording Check Screen.....	59
Figure 50. Sample Writing Prompt Selection Screen .....	62
Figure 51. Sample Writing Prompt Screen .....	63
Figure 52. Sample Writing Response Field with Available Tools .....	65
Figure 53. Special Characters Window (Updated) .....	66
Figure 54. Guide to Revision Checklist.....	67
Figure 55. JAWS Dictionary Manager Window.....	70
Figure 56. Jaws Setting Center: Speak Dollars .....	71
Figure 57. JAWS Voice Profile Window.....	73
Figure 58. Sample Student Test Settings Screen: Braille Options .....	74
Figure 59. Sample Print Requests Approval Screen .....	75
Figure 60. Sample File Icons in TA Interface Help Window .....	76
Figure 61. BRF File Dialog Window .....	76
Figure 62. Select a Program Window .....	76
Figure 63. Use Selected Program Checkbox.....	76
Figure 64. Duxbury Embosser Setup Window .....	77
Figure 65. Emboss Options Window.....	77
Figure 66. PRN File Dialog Window .....	78
Figure 67. Select a Program Window .....	78
Figure 68. Use Selected Program Checkbox.....	78
Figure 69. Print Current PRN File Window .....	78
Figure 70. Unable to Establish Connection Message.....	82
Figure 71. Enter Active Session ID Window .....	84

## Introduction to this User Guide





This user guide supports Test Administrators (TAs) who manage testing for students participating in OAKS Online. This introduction describes the contents of this document and includes a key for identifying icons and elements found in this guide.

### User Guide Sections

Each section and appendix begins on a new page, which allows for easy printing.

- **Section I, Overview of Online Testing**, provides “quick-start” information for Test Administrators on how to create test sessions and help students log in.
- **Section II, Accessing the TA Interface**, explains how to access and log in to the TA Interface and TA Practice Site.
- **Section III, Understanding the TA Interface**, describes the overall layout of the TA Interface and highlights the important tasks and functions.
- **Section IV, Administering Online Tests (TA View)**, outlines the process for creating a test session, approving students for testing, and pausing tests.
- **Section V, Understanding the Student Interface**, describes the overall layout of an online assessment as well as the functions and tools available to students.
- **Section VI, Taking Online Tests (Student View)**, explains how students log in to a test session, complete a test, and submit the test.
- **Appendices** provide additional information about secure browsers, transferring a TA’s test session from one computer to another, and what keyboard commands students can use when a mouse is not available or working.

Table 1. Key Icons and Elements

Icon	Description
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause errors.
	<b>Caution:</b> This symbol accompanies important information regarding a task.
	<b>Note:</b> This symbol accompanies helpful information or reminders.
	Text that appears in gray outlined boxes provides instructions relevant to the task described. <ul style="list-style-type: none"> <li>• Numbered (ordered) lists provide step-by-step instructions.</li> <li>• Bulleted lists provide instructions that do not need to be performed in a specific order.</li> </ul>
<b>[Text]</b>	Text in brackets is used to indicate a link or button that is clickable.



## Additional Resources

This user guide does not provide information on policies that pertain to online test administration. Refer to the *Test Administration Manual* (<http://www.ode.state.or.us/go/tam>) for the policies and procedures that govern secure and valid test administration. In addition, the *Accommodations Manual* (<http://www.ode.state.or.us/search/page/?=487>) contains information pertaining to the appropriate identification, selection, and administration of assessment accommodations.

Administration manuals and other system user guides for OAKS Online are available on the OAKS Online portal ([www.oaks.k12.or.us/](http://www.oaks.k12.or.us/)).

## Section I. Overview of Online Testing

OAKS Online is designed to measure students' proficiency in various content areas. These tests use a computer-based adaptive system that selects questions from an item bank according to students' grade level and ability. Students test in sessions that are created by Test Administrators.

Test Administrators use the TA Interface to create test sessions and manage student online testing during the session. Students must use the 2013–2014 secure browser or, if testing on a Chromebook, a secure Chromebook login to access the Student Interface.

### Overview of Enhancements to Online Testing

All major enhancements to online testing for the 2013–2014 school year are for students. These include the following:

- Tablet-Compatible Student Interface
- Additional Web Browser Support for Student Practice and Training Site
- Line Reader

#### *Tablet-Compatible Student Interface*

The Student Interface now has an updated look and feel. All student buttons that were at the bottom of the screen (zoom, calculator, formula, pause, and navigation buttons) are now at the top of the screen. All buttons and icons on the screen are also larger and brighter.

This change also makes the Student Interface compatible with supported tablets, including iPads and selected Android tablets. For a full list of supported tablets, please refer to the OAKS Online [Support Plan](#).

Section V, Understanding the Student Interface, provides updated information regarding the layout and features available to students.

#### *Additional Web Browser Support for Student Practice and Training Site*

In addition to the secure browsers and Mozilla Firefox, students can now use the following Web browsers to access the non-secure practice tests:

- Google Chrome version 18+ (via Android tablets and Chromebooks)
- Internet Explorer 9 or 10 (on supported Windows systems)
- Safari 6 (on supported Mac OS and iPads)

#### *Line Reader*

This feature allows students to highlight a single line of text on a page in a reading passage or item stem (not answer options). To activate (or deactivate) this tool, students simply need to click the [**Line Reader**] button at the top of the page. (*Note: This tool cannot be used when the highlighting tool is being used.*)

## General Rules of Online Testing

### *Test Administration Policies and Procedures*

This user guide does not provide information regarding administrative policies and procedures. Refer to the *Test Administration Manual* (<http://www.ode.state.or.us/go/tam>) for the policies and procedures that govern secure and valid test administration. In addition, the *Accommodations Manual* (<http://www.ode.state.or.us/search/page/?=487>) contains information pertaining to the appropriate identification, selection, and administration of assessment accommodations.

### *About Test Settings and Accommodations*

Students' test settings and accommodations must be checked prior to starting a test session. Some settings and accommodations cannot be changed after a student starts the test. A test has started (or resumed) when the student clicks the **[Begin Test Now]** button on the Test Instructions and Help page (the last login screen that students see).

Refer to the About Student Test Settings section for additional information.

### *Basic Test Navigation Rules*

- Students cannot skip test items.
- Students **must answer all test items on a page** before going to the next page. Some pages contain multiple test items. Students may need to scroll to view all items on a page.
- Students may mark items for review and use the Past/Marked drop-down list to easily return to those items, provided the test has not been paused for more than 20 minutes.
- Students may review past items and change their answers only if the test has not been paused for more than 20 minutes (see the Pause Rules section below for exemptions).

### *Pause Rules*

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue (e.g., power outage or network failure) that resulted in the student being logged out.

**Students are not permitted to review or change answers after their test has been paused for more than 20 minutes**, even if they have marked an item for review. The only exception to this rule is if a student was in the middle of a page containing multiple test items when the test was paused and at least one item on that page had not yet been answered.

- **If a test is paused and the student resumes testing within 20 minutes**, the student is
  - presented with the test item or passage and associated items he or she was working on when the test was paused or shut down; and
  - permitted to review and change any previously answered test items.

- **When a test is paused for 20 minutes or more**, the student is
  - presented with the test page containing the test item(s) he or she was working on when the test was paused (if it contains at least one unanswered item) OR with the next test page (if all items on the previous test page were answered); and
  - NOT permitted to review or change any previously answered test items, with the exception of items on a page that contains at least one item that was not yet answered.



**OAKS Writing and ELPA: No Pause Limit**

Due to the nature of the tests, the 20-minute pause rule does not apply to OAKS Writing and ELPA tests. Students resuming tests paused longer than 20 minutes will be able to review previous answers; however, it is important to note that students **cannot** review an ELPA segment *after it has been completed*.

## Test Timeout (Due to Inactivity)

As a security measure, students are automatically logged out after 20 minutes of test inactivity. This timeout also results in the test being paused automatically.

Activity is defined as selecting an answer or navigation option in the test (e.g., clicking **[Next]** or **[Back]** or using the Past/Marked Questions drop-down list to navigate to another question). Clicking on an empty space on the screen is not considered activity.

Before the system logs the student out of the test, a warning message will be displayed on the screen. If the student does not click **[OK]** within 30 seconds after this message appears, he or she will be logged out.



**Timeout Extended During Print Requests**

When a student submits a print request on a Reading test, the timeout rule is automatically extended to 40 minutes.

***This timeout extension only applies if the student remains on that test page. Navigating to another page resets the timeout due to inactivity to 20 minutes.***

## Test Opportunity Expiration

A student's test opportunity remains active until the student completes the opportunity or until the test opportunity expires. Students must complete their test opportunities within 45 calendar days of starting the test.



**Once a test has expired, no further action can be taken by the student.**

Expired tests can only be re-opened under extenuating circumstances such as a weather emergency that closes schools for an extended period of time or a software issue at the vendor that prevents students from testing. Districts must contact the state or their ESD partner if they think they have an extenuating circumstance that merits re-opening a test.

## Section II. Accessing the TA Interface

The OAKS Online portal provides authorized users with access to the OAKS Online system. To access the TA Interface via the OAKS Online portal:

1. Select your user role.

You will be directed to the selected Welcome page, which includes links to the available OAKS Online applications.

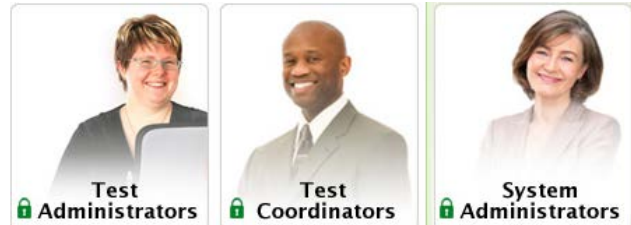


Figure 1. OAKS Portal User Cards

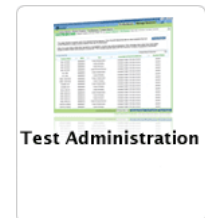
2. Select [Test Administration].

You will be directed to the login screen. Enter your Username (email address) and password into the respective text fields.

3. Click [Log In].

You will be directed to the TA Interface.

Figure 2. Portal Card for TA Interface



### About Usernames and Passwords

- Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).
- **In order to preserve test security and student privacy, all institution-level users will be deleted from TIDE on September 21, 2013.** If districts add institution-level users back into TIDE after they have been deleted, the institution-level users will need to obtain a new password. They can do so by clicking the secure link they will receive via email upon account creation.



#### Important Information Regarding OAKS Online Passwords

Users will no longer receive an email with their username and password for the OAKS Online System. When a new user is added in TIDE, he or she will receive an email with a link. The link will only be valid for 24 hours. Users will be prompted to change their password and select and answer a security question.

If you do not log in within 24 hours of receiving the link, you will need to go to TIDE, enter your username (email address), and click the **[Forgot Your Password?]** link. This will prompt another email containing a link, which also expires in 24 hours. Existing users that cannot remember their password will follow this same process.

You will need to select a new password that is a **minimum of eight characters long, and includes at least one uppercase letter, one lowercase letter, and one number.**

## Switching Between OAKS Online Applications (Common Login System)

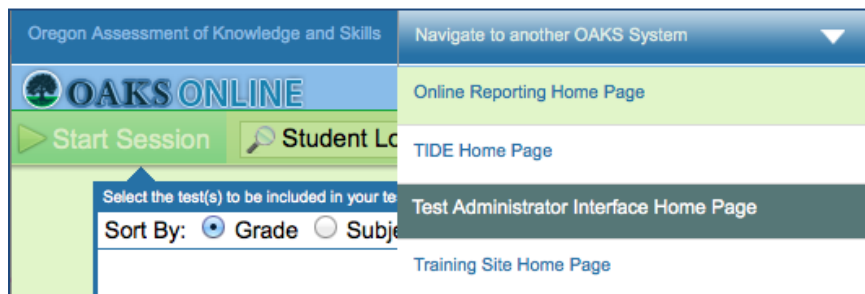
While logged in to the OAKS Online system, you have the ability to switch between applications without needing to sign in to each system separately. This Common Login System (CLS) integrates the following systems:

- Test Information Distribution Engine (TIDE)
- TA Interface Training Site
- TA Interface
- Online Reporting System

*Reminder: Access to these systems and their features is dependent on the access provided by your user role.*

The top left corner of your browser contains a drop-down menu listing the above OAKS Online applications.

Figure 3. CLS Drop-Down List in TA Interface



From the drop-down menu, select the application you want to switch to. You will be directed to the main page for that application and will not have to log in again.

### CAUTION

Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems. For additional information, refer to [Exiting or Logging out of the TA Interface](#) in this user guide.



If you are using the TA Interface or TA Training Site and you navigate away from it, **your session will stop and all students in the session will be logged out.** You cannot resume your session. You will have to create a new session, and your students will have to log in again to resume testing.

Test Administrators may **transfer a test session** from one workstation to another without logging out or stopping the session. For more information about this feature, refer to Appendix F.

## Section III. Understanding the TA Interface

The TA Interface is the application used by TAs to administer OAKS Online, ELPA, and Online Writing assessments.

This section applies to the test administration sites for TAs.

- TAs must use the *TA Interface* to administer the operational assessments.
- TAs must use the *TA Training Site* to administer the training tests.



**Warning: Do not use the Student Interface or TA Interface for practice.** For all training test sessions, use the TA and student Training Test Sites.

### TA Interface Layout

After you log in, you will see the TA Interface (or TA Training Site). All features and functions are identical between the two, except for the list of available tests. Table 2 on the next page provides an overview of the major features available on the TA Interface.

Figure 4. TA Interface Layout

The screenshot shows the TA Interface layout with the following components:

- 1. Session ID:** Located at the top right, displaying "Sess-123".
- 2. Test Selection table:** A table on the left side with a "Sort By" dropdown (set to "Subject") and a list of tests with checkboxes:
 

Test	Selected
Grade 8 Reading	<input checked="" type="checkbox"/>
High School Reading	<input type="checkbox"/>
Grade 5 Science	<input checked="" type="checkbox"/>
Grade 8 Science	<input checked="" type="checkbox"/>
- 3. Pending Approvals Notification and Preview table:** A table on the right side titled "Click [Approvals] to review test settings for students waiting to be approved."
 



Student Name	Test
JOHNSON, JOHN	Grade 4 Mathematics
- 4. Students In Your Test Session table:** A large table at the bottom with columns: Student Name, SSID, Opp #, Test, Test Settings, Requests, Student Status, and Pause Test.
 

Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
ZIMMERMAN, BOBBIE	9999999	1	Grade 3 Mathematics	Standard Settings		completed	
ZIMMERMAN, BOBBIE	9999999	1	Grade 3 Reading	Standard Settings		paused: 8/15, 15 min	
RICE, MARCUS	9999999	1	Grade 4 Reading	Standard Settings		started: 0/20	
BLAKE, JO	9999999	1	Grade 5 Mathematics	Standard Settings		started: 9/15	

#### Essential Tools and Information on Your Screen:

1. Session ID
2. Test Selection table
3. Pending Approvals Notification and Preview table
4. Students In Your Test Session table

Table 2. TA Interface Quick Reference

Sections/Buttons	Description
<b>Alert icon</b> 	ODE is able to send statewide <b>alert messages</b> to all TAs. The icon will flash to indicate new messages. Click the alert icon to view new alerts and past messages that have not yet expired (each alert has an expiration date).
<b>Approvals/Pending Approvals preview section</b>	The [ <b>Approvals Notification</b> ] button and Preview table show the Test Administrator how many students are awaiting approval to begin testing.
<b>Expand/Collapse</b> 	Use this button to <b>Expand or Collapse</b> a specific viewable area of your screen. This feature can be applied to the on-screen Instructions and the area containing the Test Selection and Pending Approvals tables.
<b>Help</b>	Click [ <b>Help</b> ] to view this <i>TA User Guide</i> at any time.
<b>Log Out</b>	Click [ <b>Logout</b> ] to exit the TA Interface. You will be logged out of all OAKS Online applications. Any students still testing will have their tests paused and they will be logged out. You will not be able to resume the current session, and a new session will need to be created for students to finish testing.
<b>Print</b>	<p>This feature allows you to print your screen as it is displayed. To print, click the [<b>Print</b>] button. Your regular print window will appear. Select the desired settings and click [<b>OK</b>].</p> <p><i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i></p>
<b>Refresh Now</b>	Use this button to manually refresh your screen while monitoring student progress. The TA Interface will automatically refresh every 60 seconds.
<b>Session ID</b>	<p>The <b>Session ID</b> is used by students to log in to a test session. Session IDs are unique to each test session. Students enter this when logging in to test, and the Session ID links the students who are requesting access to the test session to the TA, who then approves or denies their access requests.</p> <p>Because the Session ID is unique for each test session in the state, it provides an audit trail for students' tests. The Session ID is typically the first four letters of the TA's last name, followed by a dash and number (e.g., SESS-123).</p>
<b>Start Session</b>	After the TA has selected the test(s) from the Test Selection table, the [ <b>Start Session</b> ] button will become active. Click this button to start the session and create the automatically generated Session ID
<b>Stop Session</b>	Click this button to end the session. Any students still testing will have their tests paused and they will be logged out. You will not be able to resume the current session, and a new session will need to be created for students to finish testing.
<b>Student Lookup</b>	<p>The Student Lookup tool allows Test Administrators to search for students.</p> <ul style="list-style-type: none"> <li>• Use <i>Quick Search</i> to search for students by SSID.</li> <li>• Use <i>Advanced Search</i> to search by other parameters, including district, school, grade, and first/last name.</li> </ul>
<b>Test Selection</b>	Click [ <b>Tests</b> ] to view the Test Selection Table while a test session is in progress.
<b>Students in Your Test Session table</b>	This table displays all the students who have entered the test session, the test each student is taking, and his or her progress throughout the test. This table also displays any print requests submitted by students in your test session.



## Student Lookup: Quick Search and Advanced Search

If a student is having trouble logging in, you can use the Student Lookup feature to search for that student by SSID or first or last name.



**Caution:** Any incorrect student information must be updated before students begin testing. Student information will need to be updated via Consolidated Collections on ODE’s District web page.

Figure 5. Student Lookup: Quick Search

**Search:** Quick Search **Advanced Search** Close

Enter the student's full Statewide Student Identifier (SSID) and click [Submit Search] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

9999999027 Submit SSID

**Search Results**

ALLEN, MATTHEW  
 Birthday: 12/7/1992  
 Grade: 05  
 ChallengeUp:  
 School: AIR Training School1(99998888)  
 District: AIR Training District(9999)

1. Click the [**Student Lookup**] button in the top row of the TA Interface.
2. Enter a student’s SSID and click [**Submit SSID**]. If the search results in a match, that student’s information will display.

Figure 6. Student Lookup: Advanced Search

**Search:** Quick Search **Advanced Search** Close

**1. Enter Search Parameters**

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

zzz AIR Training District (9999)  
 zzz AIR Training School1 (99998888)  
 Grade 05  
 First Name  
 Enter a First Name  
 Last Name  
 Enter a Last Name  
Search

**2. Search Results**

Click on the binoculars to view details for that student.

More Info	SSID	Last Name	First Name	Grade
	9999999027	ALLEN	MATTHEW	05
	9999999275	BARNETT	LOUISE	05
	9999999299	BECK	JAMES	05
	9999999331	BENSON	MARY	05
	9999999403	BLAKE	JOSEPH	05
	9999999251	BREWSTER	LILLY	05
	9999999243	BURKE	SARAH	05
	9999999227	BURTON	ALEXANDER	05

**3. Student Details**

ALLEN, MATTHEW  
 Birthday: 12/7/2002  
 Grade: 05  
 ChallengeUp:  
 School: AIR Training School1(99998888)  
 District: AIR Training District(9999)

1. Click the [**Student Lookup**] button, and then click the [**Advanced Search**] tab.
  - a. Select a district and school from the drop-down lists.
  - b. Select any grade or “all grades.”
  - c. Optional: Enter a student’s first name and/or last name. Partial names are allowed (e.g., enter “Fi” into the last name field to search for students whose last name begins with “Fi”).
2. Click [**Search**]. Search results that match the parameters will appear in the second column.
3. To see more information about a student, click the binoculars icon next to his or her name. A third column showing the student’s information will appear.

## Alert Messages

ODE is able to send out statewide alert messages to all TAs. These alerts will be displayed on the TA Interface. To confirm that you have read these alerts, click **[OK]**.

Figure 7. Sample Alert Message



## Viewing Past Alerts

A record of alert messages that you have read and acknowledged can be viewed by clicking the Alert Center ⚠ icon. This appears at the top right corner of the screen, next to the **[Log Out]** button. Click the icon to open a window that contains alert messages that have not yet expired (each message includes an expiration date).

Figure 8. Sample Past Alert Message



## Printing Session Information

Test Administrators can print the screen as it currently appears. Doing so can help TAs track which students did not complete their tests and thus may need to be scheduled for another test session.

1. To print, click the **[Print]** button. The computer's standard/default print window will appear.
2. Verify the selected printer, select the desired print settings, and then click **[OK]**.

*Tip: Set the print options to landscape mode (horizontal). You can also use your web browser's "Print Preview" feature to scale content to fit on a single printed page.*



**Caution:** Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

## Section IV. Administering Online Tests (TA View)

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.



**Warning: Check students' test settings and accommodations before creating test sessions!** Students who require test settings or accommodations other than the default settings should have their information updated in TIDE before testing begins. For information about changing a student's default test settings or accommodations, refer to the *TIDE User Guide*.

### Starting a Test Session

**You must create a test session before students can log in to test.** In order for a student to take a specific test, that test *must be included* in the test session he or she is accessing. The test selection box is located in the upper left corner of the screen.



A TA will have only one test session at a time. A test session will automatically expire if the TA logs out or manually stops the session. While a student can resume an individual test opportunity in a new session, test sessions cannot be resumed. Each test session will be automatically assigned a new Session ID when it is created.

Upon logging in to the TA Interface, you will see a list of tests that can be included in your session. The Test Selection table can be sorted by grade or subject by clicking the corresponding radio button.

Figure 9. Test Selection Table

### Creating a Test Session

1. Go to the test selection box under the **[Start Session]** button in the top panel.
2. Click the checkbox next to the test name to include it in the test session.
  - Once you have selected the test, the **[Start Session]** button will become active.
3. Click the **[Start Session]** button.
  - The selected test(s) will be highlighted and grayed out.
  - The **[Stop Session]** button will replace the **[Start Session]** button.
  - The Session ID will be generated and appear below "Session ID."
4. Provide the Session ID to your students. You will need to provide this to the students who will log in to your test session. *Most Session IDs are made up of the first four letters of your last name, followed by a hyphen and at least one number. Write down this Session ID.*

## Adding Tests to a Session

1. From the Test Selection Table, simply click the name of the test to be added to your session. *For security purposes, tests must be added to an in-progress session individually.*
2. A pop-up window will ask you to confirm your selection. Click **[Yes]** to add the selected test to your session.

## Approving Students for Testing

After the session has been started and the students have been provided with the Session ID, the next step is to approve students to test in the session. Test Administrators must approve each student's test settings before the student can access his or her requested test. Refer to [Section IV, Taking Online Assessments \(Student View\)](#), in this user guide for additional information on the approval process from a student perspective.

## Notification of Students Awaiting Approval

The right side of the top panel contains the **[Approvals (#)]** button, which alerts TAs that students are awaiting approval and displays the number of pending approvals.

The Approvals Preview table shows TAs the names of students awaiting approval. Initially, you will see a box with the following message: "No students awaiting approval."

Once students begin requesting entry into your test session, the box will change to list students who are awaiting approval. You will see each student's name and the test he or she requested. You will need to verify each student's test settings before he or she can be approved and access your test session.

### Approvals Notification and Preview Table

Figure 10. No Students Awaiting Approval

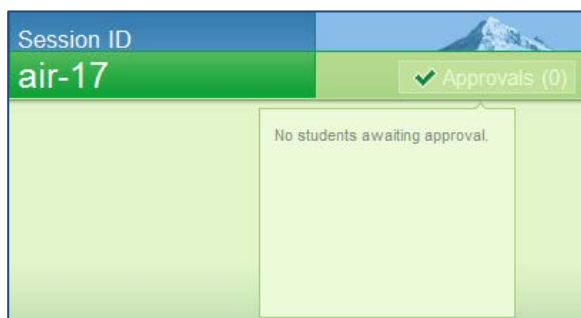
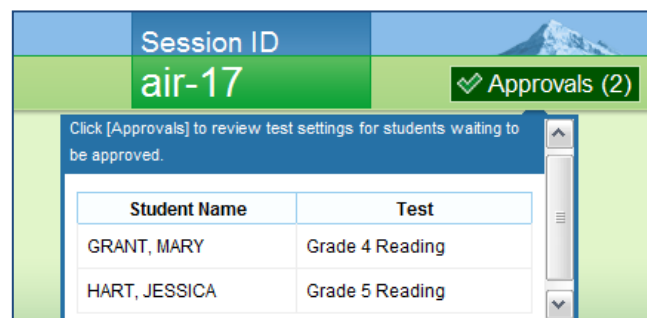


Figure 11. Students Awaiting Approval



To view students awaiting approval:

- Click the **[Approvals (#)]** button to access the Approvals and Student Test Settings screen.

## Approvals and Student Test Settings Screen

The **Approvals and Student Test Settings** screen displays each student who is awaiting approval for entry into your session. By default, this screen shows those students who were awaiting approval when you clicked the **[Approvals]** button.



**Important:** This screen does not automatically refresh. Therefore, students who log into your session after you have already opened the Approvals screen will not automatically appear in this list. To update the list of students awaiting approval, click the **[Refresh]** button in the top row of the Approvals screen.

Figure 12. Sample Approvals and Student Test Settings Screen

Approvals and Student Test Settings					✓ Approve All Students	↻ Refresh	✗ Done
Grade 5 Mathematics							
Student Name	SSID	Opp #	Test Settings		Action		
▶ ALLEN, TIMOTHY	9999999027	1	Standard Settings	✎ See/Edit Details	✓ Approve	✗ Deny	
▶ SMITH, DENISE	9999999038	1	Custom Settings	✎ See/Edit Details	✓ Approve	✗ Deny	
Grade 5 Reading							
Student Name	SSID	Opp #	Test Settings		Action		
▶ AKERS, MICHELLE	9999999082	1	Standard Settings	✎ See/Edit Details	✓ Approve	✗ Deny	
▶ FRANKLIN, ELIZABETH	9999999078	1	Custom Settings	✎ See/Edit Details	✓ Approve	✗ Deny	

Students on this screen are organized by test subject. Each row displays the student's name, SSID, opportunity number for the selected test, whether the test settings are standard or custom, and the option to approve or deny each student.



**Important:** A student's default test settings and accommodations are set in TIDE. Any adjustments made to a student's test settings in the TA Interface apply to that specific test opportunity only. (For example, if you adjust test settings for a student's first opportunity via the TA Interface, you will also have to adjust the test settings for that student's second opportunity if his or her test settings were not updated in TIDE.)



### About the Test Settings column:

- Students with **Standard** test settings are students whose test settings are set to default.
- Students with **Custom** test settings are those who have at least one test setting that is different from the default. Test settings that can be changed include color choices and print size. See the next page for additional information about test settings.

## Viewing Students' Test Settings

- Click the **[See/Edit Details]** button for that student. The screen will change to show the student's information and test settings and accommodations.



### Warning: About the Test Language

Because the test language cannot be changed once a student has been approved for a test, TAs must review each student's test settings prior to approving the student to test and must exercise caution when using the **[Approve All Students]** button. As a security measure, a pop-up message will confirm that you want to approve all students. The next section describes how a TA can review and adjust a student's test settings prior to approval.

### Adjusting a Student's Test Settings

TAs can adjust some test settings and identify accommodations. The following test settings and accommodations should be verified *before approving students to begin a test opportunity*: Language, Color Choices (except OAKS Mathematics), Print Size, Computer-Based Read-Aloud, Print on Request, Accommodation Codes and Modification Codes.



**Warning:** All test settings EXCEPT Language can be changed after a student pauses his or her test. As Print on Request is a restricted resource, that setting must be updated in TIDE by a DTSA or DSA. If a student started a test with the wrong language setting, you must contact your ESD partner.

Figure 13. Sample Test Settings Screen for a Selected Student (Mathematics Test)

**Approvals and Student Test Settings** ✓ Approve All Students 🔄 Refresh ✗ Done

Grade 5 Mathematics	
Student Name	SSID
▶ ALLEN, TIMOTHY	9999999027
▶ SMITH, DENISE	9999999027

Grade 5 Reading	
Student Name	SSID
▶ AKERS, MICHELLE	9999999027
▶ FRANKLIN, ELIZABETH	9999999027

**Test Settings for: ALLEN, TIMOTHY**

Language: English

Print Size: 1X

Computer-Based Read-Aloud: None

Print on Request: None

Number of Accommodations: None

Accommodation Codes: ☒ None ☐ A101 ☐ A102 ☐ A103 ☐ A104 ☐ A105 ☐ A107 ☐ A201

Modification Codes: None

✓ Set & Approve ✓ Set ✗ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

### Changing/confirming a student's test settings and accommodations:

1. This screen allows you to change or select available test settings and identify any necessary accommodations for the selected student.
2. Confirm the test settings.
  - Click **[Set]** to confirm the selected test settings and return to the list of students awaiting approval. You will still have to approve the student for testing.
  - Click **[Set & Approve]** to confirm the settings and approve the student for testing. You will then return to the list of students awaiting approval, and this student will no longer appear in that list.

### Changing a Student's Test Settings After a Student Begins Testing

If you need to change a student's settings after the student has begun testing, the student must log out of the test. *(Reminder: The language setting cannot be changed.)*

1. To log out of the test, the student may pause the test, or you may pause the student's test.
2. After the student logs back in, change the test settings as needed, and then reapprove the student for testing.
3. The student will resume testing with the updated test settings after completing the login process.

### Approving Students for Testing

After you have confirmed students' test settings, you may return to the list of students awaiting approval. On this screen, you can approve individual students or approve all students awaiting approval at once.

After all students in the list have been approved (or denied), whether individually or all at once, the Approvals screen will automatically close.

Figure 14. Sample Approvals and Test Settings Screen

Approvals and Student Test Settings

✓ Approve All Students

↻ Refresh

✖ Done

Grade 5 Mathematics

Student Name	SSID	Opp #	Test Settings	Action
▶ ALLEN, TIMOTHY	9999999027	1	Standard Settings <div>✎ See/Edit Details</div>	<div>✓ Approve</div> <div>✖ Deny</div>
▶ SMITH, DENISE	9999999038	1	Custom Settings <div>✎ See/Edit Details</div>	<div>✓ Approve</div> <div>✖ Deny</div>

Grade 5 Reading

Student Name	SSID	Opp #	Test Settings	Action
▶ AKERS, MICHELLE	9999999082	1	Standard Settings <div>✎ See/Edit Details</div>	<div>✓ Approve</div> <div>✖ Deny</div>
▶ FRANKLIN, ELIZABETH	9999999078	1	Custom Settings <div>✎ See/Edit Details</div>	<div>✓ Approve</div> <div>✖ Deny</div>

Approving students for testing:

- To approve individual students, click the green [✓ **Approve**] button for each student. The student will be approved and will also disappear from the list.
- To approve all students currently displayed in the list, click the [✓ **Approve All Students**] button at the top right. This will approve those students for testing.



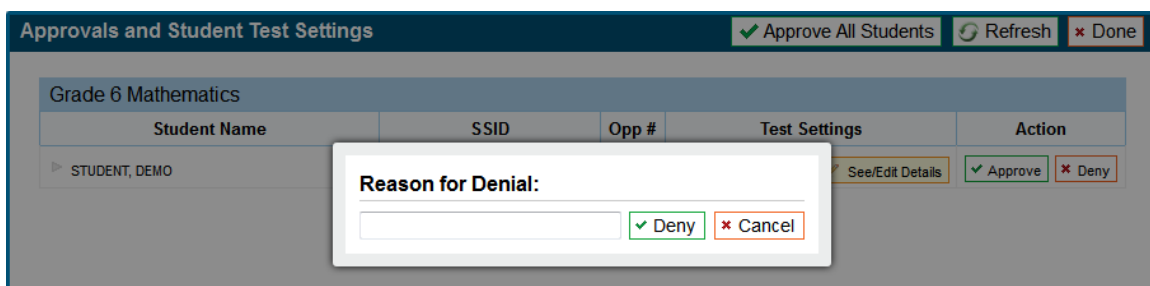
**Note:** You may approve all students who appear in the list. However, students who log into the test session after you have opened the Approvals screen will still need to be approved separately.

### *Denying Students Entry into the Test Session*

Although TAs can approve all students at the same time, students must be individually denied entry into the test session. TAs may deny students for one of the following reasons:

- The student is not supposed to enter the session (the student does not belong to the TA or the student is not scheduled to begin the next opportunity).
- The student selected the wrong test.
- The student's test settings are incorrect (for settings that cannot be changed in the TA Interface).

*Figure 15. Reason for Denial Pop-Up Window*



*To deny a student entry into the test session:*

1. On the Approvals screen, click [**Deny**] for that student.
2. In the pop-up window that appears, enter a brief reason for denying the student.
3. Click the green [**✓ Deny**] button.

The student will receive a message explaining the reason he or she was denied entry into the session. The student will then be logged out and directed to the login page.



## Student Test Settings (Including Accommodation and Modification Codes)

If a student's default test settings have not been pre-set in TIDE, the student is automatically assigned the default for each test setting (for that respective test). It is important to note that the default settings can vary by test. Only the test settings available for that test will be displayed on the Approvals and Student Test Settings screen for that student.

Table 3 details the test settings that can be assigned to a student's test.

Table 3. Student Test Settings

Test Setting	Available Options*	Details
<b>Accommodation Codes</b>	<b>None</b> (see Details column)	The decision to apply accommodations must be made based on individual student need and should be made separately for each subject to be assessed. TAs must review Part V of the <i>Test Administration Manual</i> and the <i>Accommodation Manual</i> , available at <a href="http://www.ode.state.or.us/search/page/?=487">www.ode.state.or.us/search/page/?=487</a> . <i>Note: The Number of Accommodations flag must be set to "One or More" if any accommodation codes are checked.</i>
<b>Number of Accommodations</b>	<b>None</b> One or More	
<b>Color Choice</b> <i>Note: Not available for OAKS Mathematics tests</i>	<b>None</b> Blue Yellow	This is the background color applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color option that will work best is specific to each student. The default, None, uses a white background.
<b>Language</b>	<b>English</b> Spanish Braille (English)	Only those languages available for a test will appear on the drop-down menu. <i>Reminder: A student's test language cannot be changed once the student starts the test.</i> Upon selecting Braille for a student's test, settings for <i>Emboss Request Type</i> and <i>Braille Type</i> are automatically displayed. Refer to Appendix D for additional details on administering Braille tests.
<b>Modification Codes</b>	<b>None</b> (see Details column)	The decision to apply modifications must be made based on individual student need as documented in the student's IEP or 504 Plan and should be made separately for each subject to be assessed. TAs must review the student's IEP or 504 Plan, Part V of the <i>Test Administration Manual</i> , and the Modifications Tables available at <a href="http://www.ode.state.or.us/search/page/?=540">www.ode.state.or.us/search/page/?=540</a> . <i>Note: The use of modifications will result in a non-standard test administration and the test results will be invalidated.</i>
<b>Print on Request</b>	<b>None</b> (default for Math, Science, and Social Sciences) <b>Stimuli</b> (default for Reading and ELPA) Items	This test setting provides a student with the ability to request printouts of test content. For OAKS Reading and ELPA, the default setting for all students is "Stimulus" as all students may request printed reading passages as an allowable resource. Printing of Reading items, Math items, Science items and stimuli, and Social Sciences items and stimuli are

Test Setting	Available Options*	Details
	Items and Stimuli	<p>considered a restricted resource.</p> <p><b>Note: The restricted resource of printing test items must be set in TIDE by a DTSA or DSA only. This setting cannot be adjusted in the TA Interface. For students on an IEP or 504 Plan, the student's plan must indicate that the student needs access to test items in paper format. For students not on an IEP or 504 Plan, the district must make the decision based on the individual student's need and maintain documentation of that need.</b></p> <p>When printing secure test content, be sure to follow all security procedures related to printed test materials and secure disposal immediately following the testing event, as described in Part IV of the 2013–2014 <i>Test Administration Manual</i>.</p>
<b>Print Size</b>	1X 1.5X 1.75X 2.5X 3X	<p>Students have access to five levels of magnification. The size approved by the TA becomes the default for all items on that student's test.</p> <p>Regardless of the default Print Size assigned, all students will be able to toggle between the five levels of print size for individual items.</p>
<b>Computer-Based Read-Aloud</b>  <b>English:</b> OAKS Mathematics, Science, Social Sciences, and Online Writing  <b>Science:</b> OAKS Mathematics and Science	<b>None</b>  Items  Items and Stimuli	<p>Students with the computer-based read-aloud setting enabled may receive the read-aloud accommodation delivered through the computer.</p> <p>For students receiving the test in English, the read-aloud is delivered through the computer's native voice pack. As a result, the sound quality will vary based on the computer's operating system. For optimal results, ODE and AIR recommend using Windows 7 or Mac 10.6–10.8 machines.</p> <p>For students receiving the test in Spanish (available for OAKS Math and OAKS Science), the district must first install a Spanish voice pack. ODE and AIR recommend using either the Marta voice pack provided by Cepstral or the free Violeta** voice pack for computers running Windows and the Rosa voice pack provided by Infovox for Macs. ***</p> <p><i>Note: As with a human-provided read-aloud, this setting is only available for OAKS Mathematics, OAKS Science, OAKS Social Sciences, and Online Writing. Only OAKS Math and Science are available for students receiving computer-based read-aloud in Spanish.</i></p> <p>The computer-based read-aloud is not available for OAKS Reading or ELPA tests. The read-aloud options displayed in the drop-down menu are those that are available for that specific test.</p>

\* The default setting for each category is displayed in bold text.

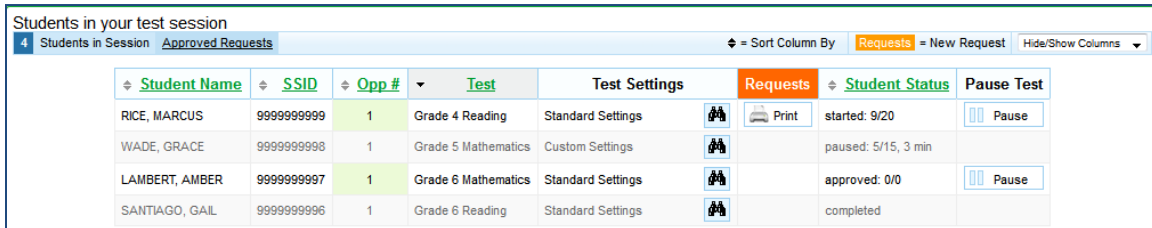
\*\* Users can download the NeoSpeech™ Violeta voice pack from TIDE in the General Resources tab. Instructions for downloading this voice pack are also available in TIDE.

\*\*\* For general information about installing and configuring voice packs by operating system, refer to the Technical Specifications Manual for System Administrators document, available on the OAKS Online portal.

## Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the Students in Your Test Session table will display each student logged into your session and their testing progress. Table 4 below provides descriptions of each column in this table.

Figure 16. Sample Students in Your Test Session Table



Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
RICE, MARCUS	9999999999	1	Grade 4 Reading	Standard Settings		started: 9/20	
WADE, GRACE	9999999998	1	Grade 5 Mathematics	Custom Settings		paused: 5/15, 3 min	
LAMBERT, AMBER	9999999997	1	Grade 6 Mathematics	Standard Settings		approved: 0/0	
SANTIAGO, GAIL	9999999996	1	Grade 6 Reading	Standard Settings		completed	



**Note:** If a student's row is grayed out, that indicates that the student is not actively testing. This occurs when the student's test is paused or the student has completed the test.

This table automatically refreshes every 60 seconds. To manually refresh the table, click the **[Refresh Now]** button at the top of the page.

Table 4. Students in Your Test Session Column Descriptions

Column	Description
<b>Student Name</b>	The first and last name of the student in the session.
<b>SSID</b>	The SSID associated with the student's name.
<b>Opp #</b>	Each student's test record indicates the opportunity number for that student's test subject. The opportunity number is color-coded so TAs can easily identify this information when multiple tests are displayed on their screen. Opportunity numbers are color-coded as follows: First Opportunity – <b>Green</b> Second Opportunity – <b>Yellow</b> Third Opportunity (available for High School tests only) – <b>Red</b>
<b>Test</b>	The name of the test the student is taking.
<b>Test Settings</b>	Each student's test will display one of the following settings: <ul style="list-style-type: none"> <li><b>Standard Settings:</b> Indicates that the default test settings are applied for this student's test opportunity.</li> <li><b>Custom Settings:</b> Indicates that one or more of the student's test settings and/or accommodations are different from the default settings.</li> </ul> The <b>binoculars</b> icon displayed in this column is clickable. Click the icon for a student to view his or her test settings for the current test opportunity.
<b>Requests</b>	When a student requests a printout of test material, a <b>[Print]</b> button displays to notify the TA of the pending request. Click the <b>[Print]</b> button to view the student's request.
<b>Student Status</b>	This column lists the current status for each student in the test session. The numbers (##) listed after the status shows the student's progress. <ul style="list-style-type: none"> <li>The first number is the number of items the student has answered.</li> <li>The second number is the total number of items that will be administered.</li> </ul>
<b>Pause Test</b>	Click the <b>[Pause]</b> button to pause a student's test. The student will be logged out. <i>Reminder: See the Pause Rules section for information on pause time limits and students' ability to review answers.</i>

## *Student Statuses During Testing*

The following status types are listed **chronologically** as displayed on the TA screen during the testing and scoring process.

Table 5. Statuses That Appear Chronologically During Testing

Status	Description
<b>Approved</b>	The TA has approved the student for the session, but the student has not yet started or resumed the test.
<b>Started (##)</b>	The student has started testing. The number (##) after this status indicates how many items the student has <b>answered</b> out of the total number of items on the test. This number does not indicate which item or item page the student is actively viewing.
<b>Review</b>	The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. Note: A test with a review status occurs only at the end of the test. A test is not “completed” until the student submits the test.
<b>Completed</b>	The student has submitted the test. No additional action can be taken by the student.
<b>Scored</b>	The Test Delivery System has processed the student's answers to items on the test. Tests that support auto-scoring will display a score. No additional action can be taken by the student.
<b>Submitted</b>	The test has been submitted for quality assurance review and validation.
<b>Reported</b>	The test score has been submitted to the Online Reporting System. No additional action can be taken by the student.

The following status types may appear when a student is listed but is not actively answering items.

Table 6. Other Statuses

Status	Description
<b>Denied</b>	The Test Administrator denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the Test Administrator approves or denies the student.
<b>Expired</b>	The student's test has not been completed within 45 calendar days and cannot be resumed because the test opportunity has expired. Tests expire at 11:59 p.m. PT on the expiration date listed in the Online Reporting System.
<b>Paused (##)</b>	<p>The student's test is currently paused. The following scenarios will result in a paused status:</p> <ul style="list-style-type: none"> <li>• The student pauses his or her test by clicking the <b>[Pause]</b> button.</li> <li>• The student has been idle longer than 20 minutes, and the test was paused.</li> <li>• The TA pauses the student's test or stops the test session.</li> <li>• A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System.</li> </ul> <p>The time listed with this status indicates how long the student's test has been paused.</p>
<b>Pending</b>	The student is awaiting TA approval for a new test opportunity.
<b>Suspended</b>	The student is awaiting TA approval to resume a test opportunity.

## Pausing a Student's Test

You can pause an individual student's test using the Pause Test column in the Students in Your Test Session table.

Figure 17. Sample Students in Your Test Session Table

Students in your test session									
Students in Session		Approved Requests		Sort Column By		Requests		New Request	
Student Name	SSID	Opp #	Test	Test Settings		Requests		Student Status	Pause Test
RICE, MARCUS	9999999999	1	Grade 4 Reading	Standard Settings		Print		started: 9/20	Pause
WADE, GRACE	9999999998	1	Grade 5 Mathematics	Custom Settings				paused: 5/15, 3 min	
LAMBERT, AMBER	9999999997	1	Grade 6 Mathematics	Standard Settings				approved: 0/0	Pause
SANTIAGO, GAIL	9999999996	1	Grade 6 Reading	Standard Settings				completed	

Students whose tests are paused will be logged out and directed to the login page. If they want to reenter the session, they will have to log in and go through the approval process again. (If the session has been stopped, the student will have to obtain the new Session ID in order to resume testing.)

To pause an individual student's test:

1. In the Pause Test column, click the **[Pause]** button for that student.
2. Click **[Yes]** to confirm that you want the student's test to be paused.



**Note:** When a student's test is paused, the status column will display how long the test has been paused (in minutes).

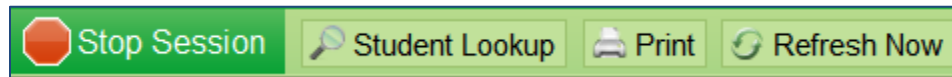
**Students who pause for more than 20 minutes may not be able to review previously answered questions.** For more information, see the "Pause Rules" subsection in Section I, General Rules of Online Testing, in this user guide.

## Stopping a Test Session and Logging Out

### Stopping the Test Session

Although students' tests can be resumed, test sessions cannot be resumed. Stopping a session will end the session and automatically pause all students' tests in that session. The students will be logged out automatically.

Figure 18. Stop Session Button



To stop the test session:

1. Click the [**Stop Session**] button in the upper left corner of the screen. An “Important!” box will appear, requesting verification to end the session and log students out.
2. Click [**OK**] to continue.



**Reminder:** Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.

### Exiting or Logging Out of the TA Interface

**Users should exit or log out of the TA Interface only after stopping the test session.** Regardless of when or how users log out or navigate away from the TA Interface, student data will NOT be lost.



**Caution:** As a security measure, TAs are automatically logged out after 20 minutes of user inactivity and student inactivity in the session, which will result in closing the test session.

### Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You can open the browser and navigate back to the TA Interface. You will be prompted to enter your active Session ID. (See Appendix F for more information about transferring a session to another computer or logging back into an active session. **You must know your current Session ID.** Your current Session ID is the ID you gave to students to log into the session (typically the first four letters of your last name followed by a hyphen and number).

- If you do not return to the TA Interface and reenter the active session within 20 minutes, you will be logged out, and all your students' tests will be paused.
- In the case of an unintentional exit from the TA Interface caused by a system or computer error (such as the web browser crashing or closing), a network or communication error, power loss, or other event, the 20-minute rule applies.

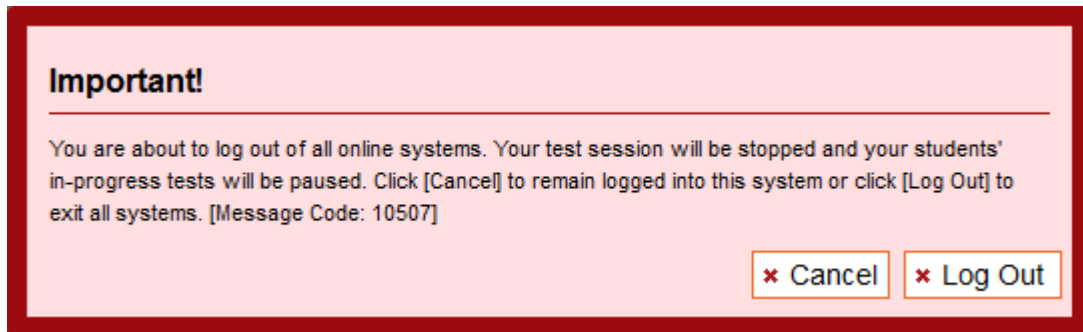
### *Test Session Timeout/Automatic Logout*

If you are automatically logged out, the status of your session will change to “closed” and all in-progress tests in the session will be paused. You will need to log back into the TA Interface, start a new session, and provide the new Session ID to students who need to resume testing.

### *Logging Out*

To log out of the TA Interface (and all other OAKS Online applications), click the **[Log Out]** button in the top right corner of the screen. You will be presented with a warning message.

*Figure 19. Logout Warning Message*



Click **[Log Out]** to proceed. Your session will be closed, and you will be directed to the OAKS Online portal after you log out. You will not be able to resume the test session.



**Alert:** This scenario also occurs when the TA navigates to another site from the TA Interface. If you need to access TIDE or another application, we encourage you to open it in a separate browser window.

If you unintentionally log out of the TA Interface while students are still testing, all in-progress tests will be paused and the students will be logged out. You cannot resume the original session. You will need to log back in, start a new session, and provide the new Session ID to students who need to log back in and resume testing.

## Section V. Understanding the Student Interface

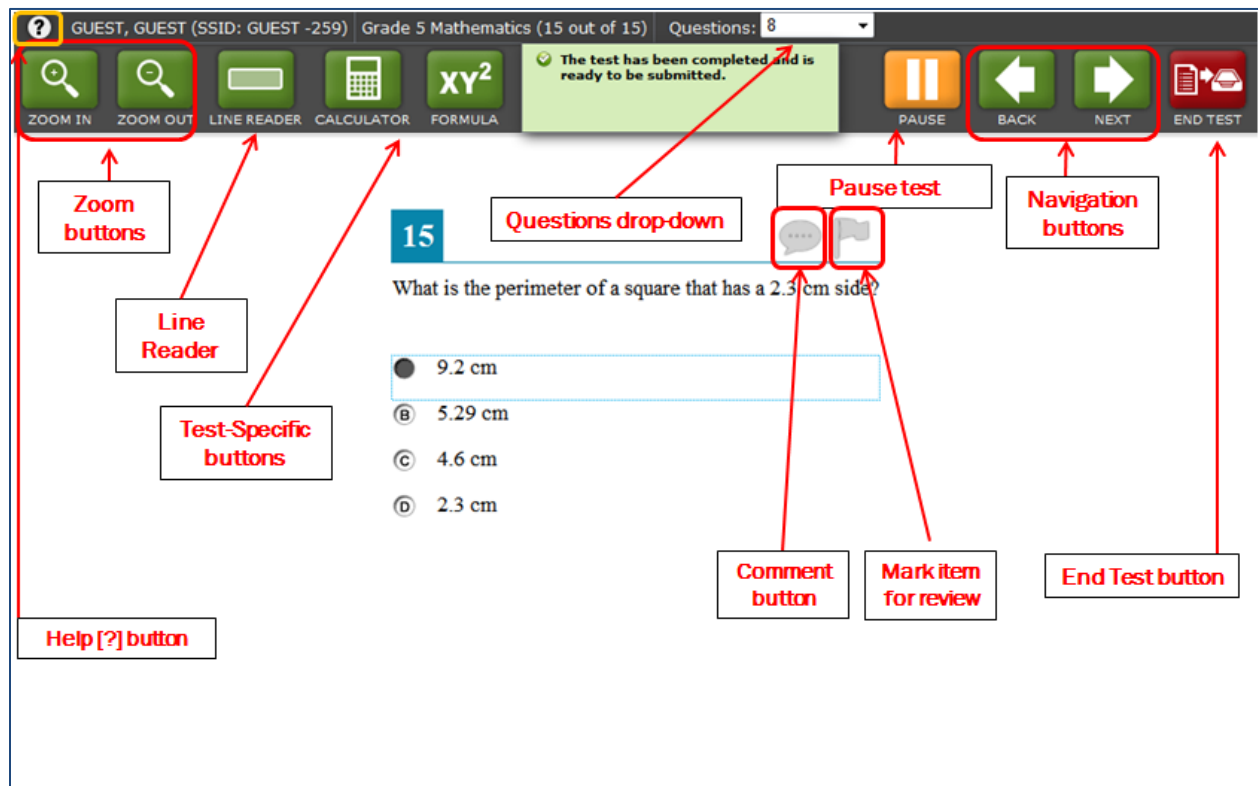
This section is designed to familiarize TAs with the Student Interface. It describes what students see and the tools they have access to while taking OAKS Online assessments. This section should address some of the common questions TAs and students may have.

Information about features in ELPA and Online Writing can be found in Appendices B and C, respectively.

### Test Layout

This sample image from a Mathematics test shows the primary features and tools available to students.

Figure 20. Sample Mathematics Item Page





## Test Tools

This section provides information about the test tools available to all students.

### General Test Tools

The following tools are available on all tests:

Test Tool	Description
<b>[?] (Help)</b>	Click the question mark button to access the Test Instructions and Help Screen at any time.
<b>[Zoom In] and [Zoom Out]</b>	Click the <b>[Zoom In]</b> and <b>[Zoom Out]</b> buttons in the top row to enlarge or shrink the font and images.  <i>Note: Students can use keyboard shortcuts to zoom in and out. However, if students are using Internet Explorer with the practice tests, they can zoom in further than the largest supported level. We encourage students to use the in-test zoom buttons.</i>
<b>Highlighter</b>	Highlight a section of text in a passage or test question. <ul style="list-style-type: none"> <li>Select text on the screen, right-click with the mouse, and select <b>[Highlight]</b>. The selected text will become yellow.</li> </ul> <i>Notes: Text in images cannot be highlighted. The Highlighter tool cannot be used if the Line Reader tool is being used.</i>
<b>Line Reader</b>	Highlight a line of text in a stimulus (passage) or item at a time. <ul style="list-style-type: none"> <li>Click the <b>[Line Reader]</b> button to highlight the first line of text on a page. Click other text on the screen to highlight that line of text.</li> </ul> <i>Note: The Line Reader tool cannot be used if the Highlighter tool is being used.</i>
<b>Mark for Review</b>	Click the flag icon next to each item to mark it for review.
<b>Print on Request</b>	All students can request a printout of reading passages (available only for OAKS Reading tests). Click the <b>[Print Passage]</b> button at the top of the screen.  <i>Note: Students with the restricted resource of print-on-request also have the ability to request printouts of test materials other than Reading passages. A print icon will appear by each item for these students.</i>
<b>Strikethrough</b>	Cross out answer options for multiple-choice questions. <ul style="list-style-type: none"> <li>Right-click an answer option with the mouse, and select <b>[Strikethrough]</b>. A thick gray line will appear over the answer option.</li> </ul>
<b>Student Comments</b>	Students can click the comment icon (looks like a speech bubble) for any item they would like to provide feedback for.
<b>Tutorial [i]</b>	Click the round <b>[i]</b> icon to view a brief video about the question type (multiple-choice, constructed-response, etc.).

## Test Tools by Subject

In addition to the above, students also have access to the following tools:

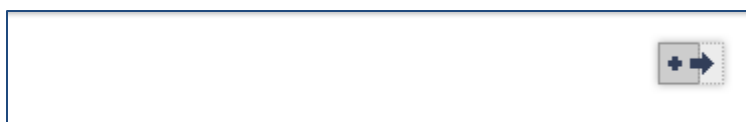
Test Tool	Subject(s)	Description
<b>Calculator</b>	Mathematics Science Social Sciences	<ul style="list-style-type: none"> <li>• <b>Basic Calculator:</b> Grades 3–5 Math, Grade 5 Science, Grade 5 Social Sciences</li> <li>• <b>Scientific/Graphing Calculator:</b> Grades 6–8 and High School Math, Grade 8 Science and Social Sciences, High School Science and Social Sciences</li> </ul>
<b>Formula</b>	Mathematics	Available by grade level for grades 3–8 and High School Mathematics tests
<b>Periodic Table of Elements</b>	Science	Available for all Science tests

## Stimulus Expansion Tool

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. 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 21. Stimulus Expansion Tool Button



To expand and collapse the stimulus section:

*To expand the passage:*

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

### Computer-Based Read-Aloud (Speak) Tool

Students with the computer-based read-aloud tool enabled may receive read-aloud delivered through the computer. This tool is available only for OAKS Mathematics, Science, Social Sciences, and Online Writing tests. (The Spanish computer-based read-aloud tool is only available for OAKS Mathematics and Science tests.)

Prior to administering tests with computer-based read-aloud, TAs should ensure that the application has been set within TIDE or within the TA interface and that each computer has audio enabled and headsets are functioning correctly.



**Reminder:** The computer-based read-aloud tool can only be used within the Secure Browser or when using a secure Chromebook login. Refer to the *Technical Specifications Manual for System Administrators* for details on configuring voice packs to work on your computer.

**Note:** Computer-Based Read-Aloud is NOT available when using the Mobile Secure Browser on iPads. At this time, iPads do not support text-to-speech functionality.

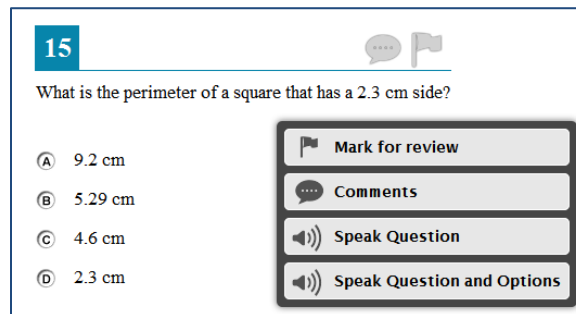


In order to use computer-based read-aloud on tests with a Spanish language setting, a Spanish voice pack must be installed.

- For Windows computers, ODE and AIR recommend using the Marta voice pack provided by Cepstral. This voice pack is available from <http://cepstral.com/downloads/>. Alternatively, users can download the Violeta voice pack from TIDE. This voice pack is free for testing use.
- For Macs, ODE and AIR recommend using the Rosa voice pack provided by Infovox. This voice pack is available from <http://www.assistiveware.com/purchase.php>.

For students testing in English, the read-aloud is delivered through the computer's default voice pack. As a result, the sound quality will vary based on the computer's operating system. For optimal results, ODE and AIR recommend using Windows 7 or 8 or Mac 10.6–10.8 machines.

Figure 22. Speak Options for Item



To access the Computer-Based Read-Aloud Options:

- Right-click on an area that contains text. A pop-up menu will appear with “Speak” options.
  - Students who select and right-click a portion of text will be presented with the option to listen to the selected text. This feature is primarily used with reading passages.
- Select (click) the desired Speak option and the text will be spoken aloud. As words are read aloud, the text on the screen will also be highlighted.

## Print-on-Request Tool

The Print-on-Request tool requires interacting with the TA, as students' print requests are sent to the TA Interface for approval. After the TA reviews and approves the print requests, then the passages or items can be sent to the printer.

- To request that a reading passage or item be printed, the student must click the Print Passage and/or printer icon.

- Passages:** The Print Passage button appears in the top row, next to the Zoom In/Zoom Out buttons.
- Items:** The printer icon appears in the top right corner of each item.

Figure 23. Print Passage Icon

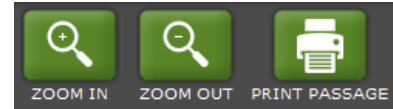
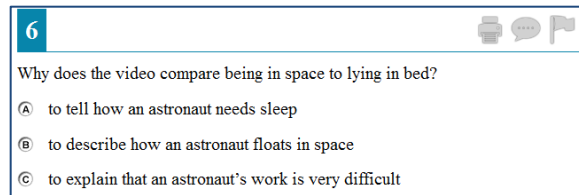


Figure 24. Item with Printer Icon



- Once the print request has been sent, the student will see a pop-up message indicating that the request has been sent to the TA for approval.

Figure 25. Print Request Submitted Message



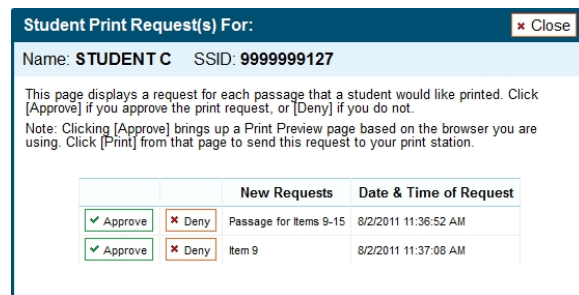
- On the TA Interface, the [Print] button will appear in the Requests column. Click the button to view the student's request.

Figure 26. TA Interface with Print Button



- Review the print request. If you approve the print request, click [Approve]. A cover sheet containing the student's name and SSID will display in a new browser window.  
*Note: The requested test content will not be displayed on your screen at any time.*

Figure 27. TA Interface Print Request Preview



- Click [Print] in the new window to complete the print request and view the printer dialog box. Verify the printer location and if necessary, adjust the print settings for your printer (e.g., fit to page).
- Click [OK] to send the request to the printer.



**Reminder: All secure printed test materials must be discarded in accordance with ODE policies.** Refer to the *Test Administration Manual* for additional information.

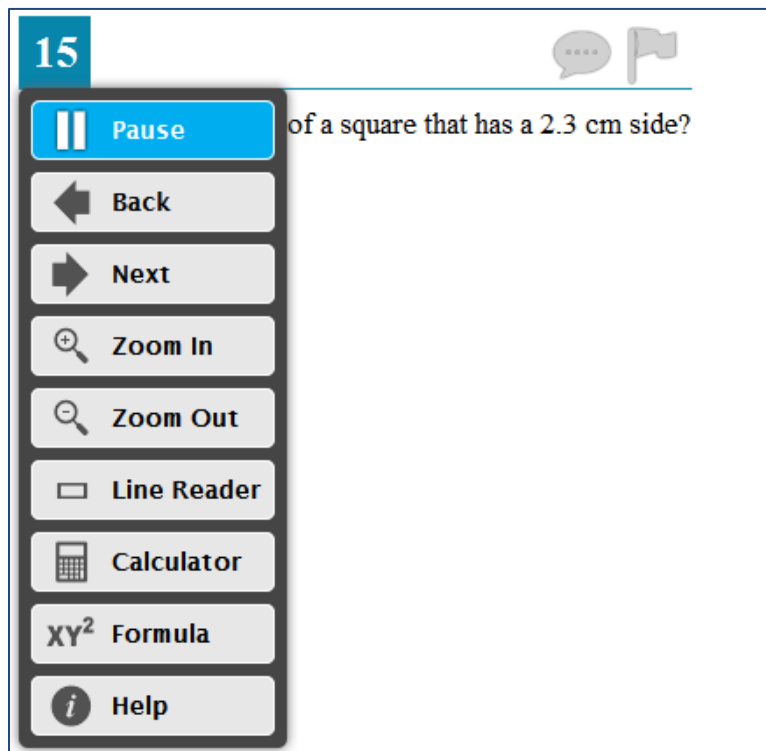
## Global and Context Menus

The Global and Context menus allow students to access on-screen tools. These can be accessed using a mouse or keyboard shortcuts.

### Global Menu

The Global Menu contains all the visible tools displayed at the top of the student's test screen (pause, back, next, zoom in, zoom out, calculator, etc.). Students who cannot use a mouse can use keyboard shortcuts to access these functions.

Figure 28. Global Menu



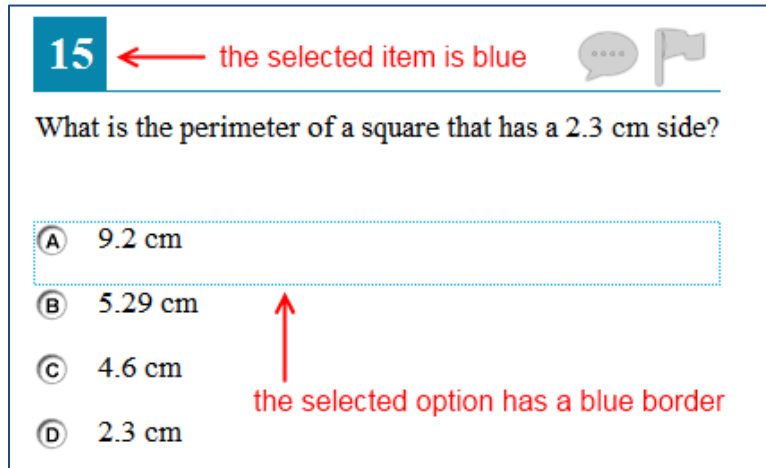
### Opening the Global Menu Using Keyboard Commands

1. Press the **[Ctrl] + [G]** keys to access the Global Menu. The menu will appear on the screen.
2. Use the **Up** or **Down** arrow keys on the keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
3. Press the **[Enter]** key to select the highlighted menu option.
4. Press the **[Esc]** key to close the Global Menu.

## Context Menus and Test Elements

Tools such as the highlighter and strikethrough option, as well as the Computer-Based Read-Aloud (Speak) tool, are accessed using context menus. The Context Menu contains the options available for each area of a test item on a page. These areas are called *elements*.

Figure 29. Overview of Elements for Multiple-Choice Items



Each element has its own Context Menu. Elements include passages or prompts, test items, and answer options (A, B, C, and D). Each answer option is a single element.

### Opening a Context Menu

To view the Context Menu for an element using a mouse, simply right-click in that area. The Context Menu for that element will appear. (If students are using a single-button mouse, they should press the **[Ctrl]** key on the keyboard and then click.

The Context Menu options vary depending on the following:

- The element type (passage, question, or answer option).
- The tools available to students (e.g., only students with the Computer-Based Read-Aloud accommodation will see the “Speak” options).
- The test the student is taking.

Figure 30. Sample Context Menu for Questions

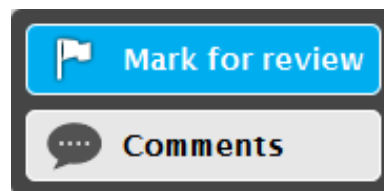


Figure 31. Sample Context Menu for Answer Options



## Section VI. Taking Online Assessments (Student View)

This section is designed to familiarize TAs with the student login process and how students begin, complete, and submit their tests.



**Reminder:** Students must use the secure browser to access OAKS Online tests. For additional information about secure browsers, refer to Appendix A or the OAKS Online portal.

### Student Login and Test Selection

Students must go through a five-step login process before they can start or resume a test. This process ensures that students verify their information, as well as their test and test settings.

#### Step 1—Logging In

When the secure browser is opened, it automatically connects to the student login page.

Figure 32. Student Interface Login Page

*Opening the secure browser and logging in:*

1. Launch the secure browser from the student's screen.
2. Students must enter the required login information in each of the three fields:
  - a. In the **First Name** field, enter the **student's first name** as it appears in the student record in TIDE (e.g., Julie).
  - b. In the **SSID** field, enter the student's **SSID** (e.g., 999999987).
  - c. In the **Session ID** field, enter the **Session ID** for the created session (e.g., NAME-123).
3. Click **[Sign In]**.



**Warning: Logging into the Practice Test Site as a Guest using an iPad with iOS 7.0**

When logging in as a Guest user on the Practice Test Site, you are prompted to select a grade level before you can select a test. On iPads with iOS 7.0, the Grade drop-down is not available.

- Therefore, students who log into the Practice Test should not log in as Guest users. They should log in with their First Name and SSID.
- All other non-student users should use another supported computer or an Android tablet or an iPad with iOS 6.0.

**Common Student Login Errors**

The system will generate an error message and associated code if a student cannot log in. The following are the most common student login errors. *Note: You may need to watch students to ensure that they are entering all information properly.*


**Student's first name and SSID do not match.** Verify that the student has correctly entered his or her SSID. If this does not work, use the Student Lookup tool to verify the first name associated with the student's SSID. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

**Session ID does not exist.** The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test Site cannot enter a session that was created in the TA Interface.)

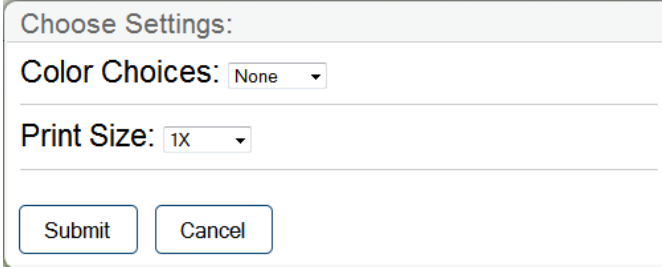
**The testing session is closed.** The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open. *Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created. Doing so will result in a new Session ID.* Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test Site cannot enter a session that was created in the TA Interface.



### *Enabling Settings from the Login Screen*

This feature should be pointed out to students who qualify for custom color choice and print size settings before they start the test. An icon that looks like a cog wheel  is displayed in the upper right corner of the login page and all proceeding screens. Clicking this button will display the following pop-up box.

*Figure 33. Settings for Login Screens*



A screenshot of a 'Choose Settings' pop-up box. It has a title bar 'Choose Settings:'. Below it, there are two settings: 'Color Choices:' with a dropdown menu showing 'None', and 'Print Size:' with a dropdown menu showing '1X'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

Students can select the color background and print (zoom) size they wish to use throughout the login process.

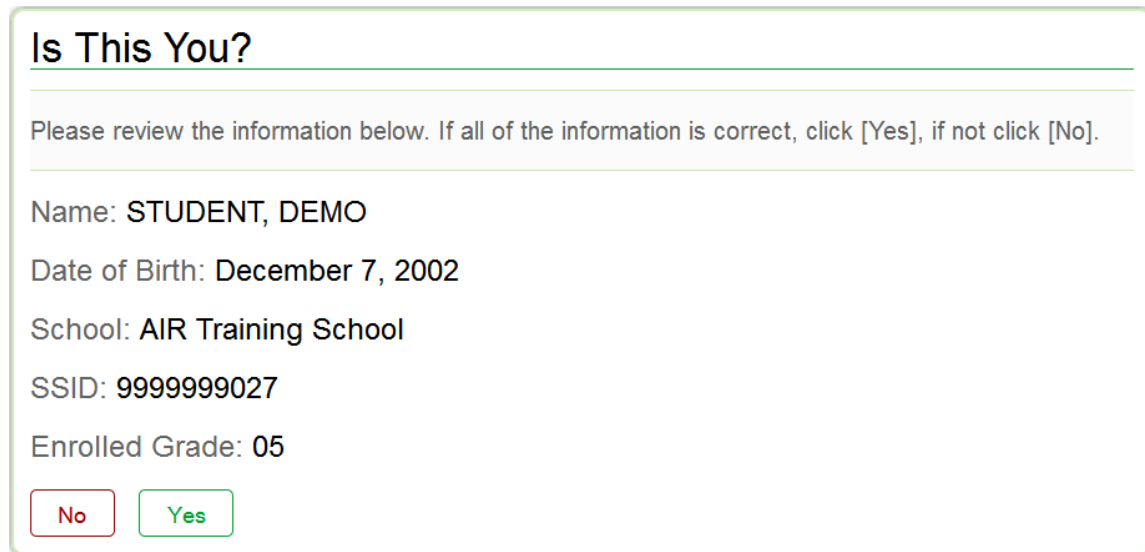


**Note:** These settings will remain until the actual test settings are applied during the TA approval process. Settings applied by the TA will override any settings the student selected on the login screen.

## Step 2—Verifying Student Information

After logging in, students will see the **Is This You?** screen. At this point, each student must verify his or her personal information.

Figure 34. Is This You? Login Screen



**Is This You?**

Please review the information below. If all of the information is correct, click [Yes], if not click [No].

Name: STUDENT, DEMO

Date of Birth: December 7, 2002

School: AIR Training School

SSID: 9999999027

Enrolled Grade: 05

*Verifying personal information:*

1. Verify name, enrolled grade, birthday, school, and SSID.
2. Click **[Yes]**. The **Your Tests** screen will appear.

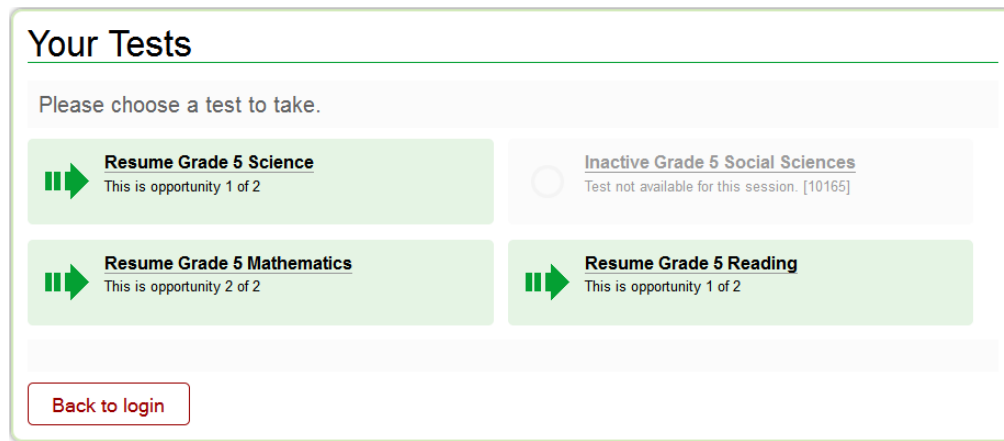
*If any of the information displayed is incorrect, the student should not proceed with testing. Have the student click **[No]**. He or she will be redirected to the login page.*

*Students with incorrect information on this page must have their profile updated before they can begin testing. The information presented on this screen reflects the student's information based on his or her SSID. Incorrect information will need to be updated via Consolidated Collections on ODE's District web page.*

### Step 3—Selecting a Test

After a student confirms his or her identity, the **Your Tests** screen appears, and all grade-level tests that the student is eligible to take are displayed. Students will be able to select only those tests included in the test session (and those that have not been completed). For example, if a TA included only Mathematics tests, students will not be able to select a Reading test.

Figure 35. Your Tests Login Screen



- **Available tests are shaded green** and indicate whether the student will be starting a new test opportunity or resuming an opportunity.
  - A *solid* arrow indicates the student will be starting a new test opportunity.
  - A *striped* arrow indicates the student will be resuming a test opportunity.
- **Inactive tests are shaded gray** and indicate that they were not included in the test session or that the student has already completed the test(s) or the student is restricted from testing in that subject.

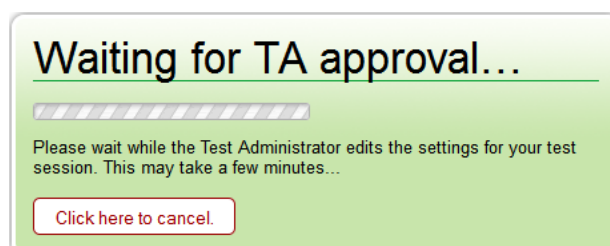
*Selecting an available test:*

- Click the test name. The request will be sent to the TA for approval.

*If the test the student needs to take is inactive or not displayed, the student should click [Back to login]. The student will be logged out and returned to the login screen.*

The student's request will be sent to the TA. The student will see the following message display while waiting for the TA to approve the request for entry into the session:

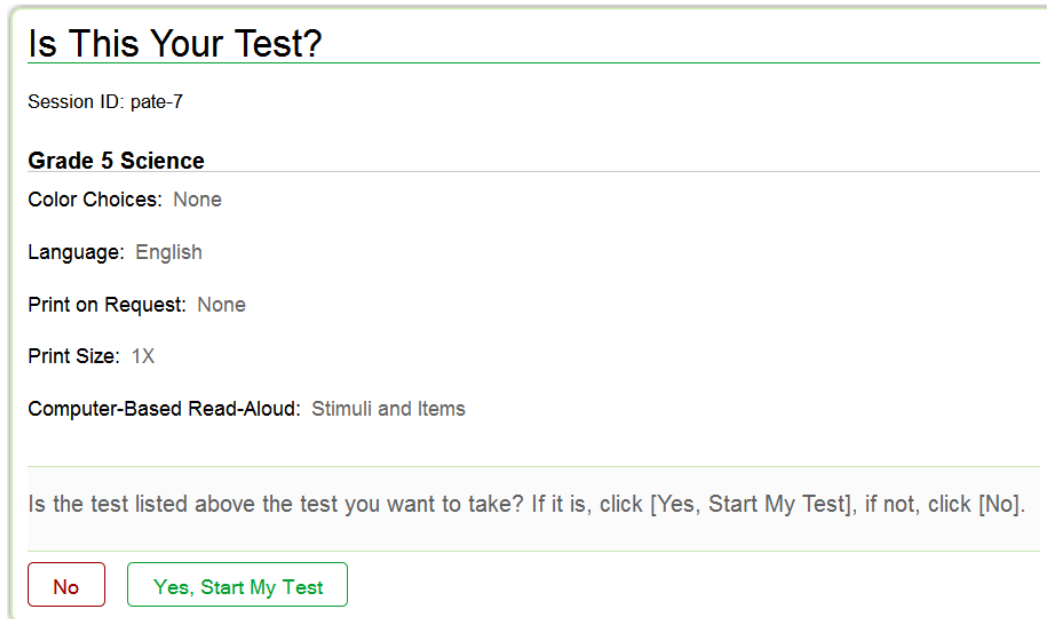
Figure 36. Waiting for TA Approval Screen



### Step 4a—Verifying Test Information

After the TA has approved the student for testing, the student will need to verify the test information and settings on the **Is This Your Test?** screen.

Figure 37. Is This Your Test? Login Screen



**Is This Your Test?**

Session ID: pate-7

---

**Grade 5 Science**

Color Choices: None

Language: English

Print on Request: None

Print Size: 1X

Computer-Based Read-Aloud: Stimuli and Items

---

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test], if not, click [No].

Verifying test information:

- If the settings are correct, click **[Yes, Start My Test]**. The student will proceed to the Test Instructions and Help page.  
*Note: Students who have a Computer-Based Read-Aloud accommodation will be prompted to check their audio immediately after this step. Prior to testing, Test Administrators should ensure that each computer has audio enabled and headsets are functioning correctly. Students will have the ability to adjust the volume and pitch for audio on their computer during the login process.*
- If the settings are incorrect, the student should click **[No]**. He or she will return to the Your Tests page (step 3). The student must select the test again and request approval.

### Step 4b—Computer-Based Read-Aloud Check

Students taking a test with the computer-based read-aloud setting enabled will be prompted to check their audio before continuing the login process. The computer-based read-aloud setting can only be used within a supported Secure Browser or secure Chromebook account.

Figure 38. Sound Check Screen for Students with Computer-Based Read-Aloud Accommodation

The screenshot shows a web interface for a sound check. At the top, it asks "Do you hear the voice?". Below this is a green speaker icon. To the right of the icon, text instructs the user to press the green button to test their Computer-Based Read Aloud settings, mentions the phrase "This text is being read aloud," and provides instructions on how to respond based on whether they heard the voice. Below the text are three buttons: "No, I did not hear the voice" (red border), "Yes, I heard the voice" (green border), and "Skip this audio check" (green border). Below the buttons is a section titled "Sound Settings". Under this title, it says "Current voice pack: Julie". Then, it instructs the user to use sliders to adjust pitch and volume, noting that settings cannot be changed once the test begins. At the bottom, there are two sliders: "Volume" and "Pitch", each with a minus sign on the left and a plus sign on the right, and a central slider knob.

#### To proceed (students):

- Click the green speaker icon and listen to the audio.
  - If the voice was audible and clear, then the student should click [**Yes, I heard the voice**].
  - If the voice was not audible or clear, then the student should adjust the settings using the Volume and Pitch sliders.
  - If the student still cannot hear the voice clearly, he or she should click [**No, I did not hear the voice**]. This will log the student out. The student should close the secure browser. The TA can work with the student to adjust the computer's audio settings. The student can then reopen the secure browser and log back in.



**Audio settings cannot be changed within the test.** If a student wants to change the audio settings, he or she will have to pause the test and resume the login process to return to the sound check page.



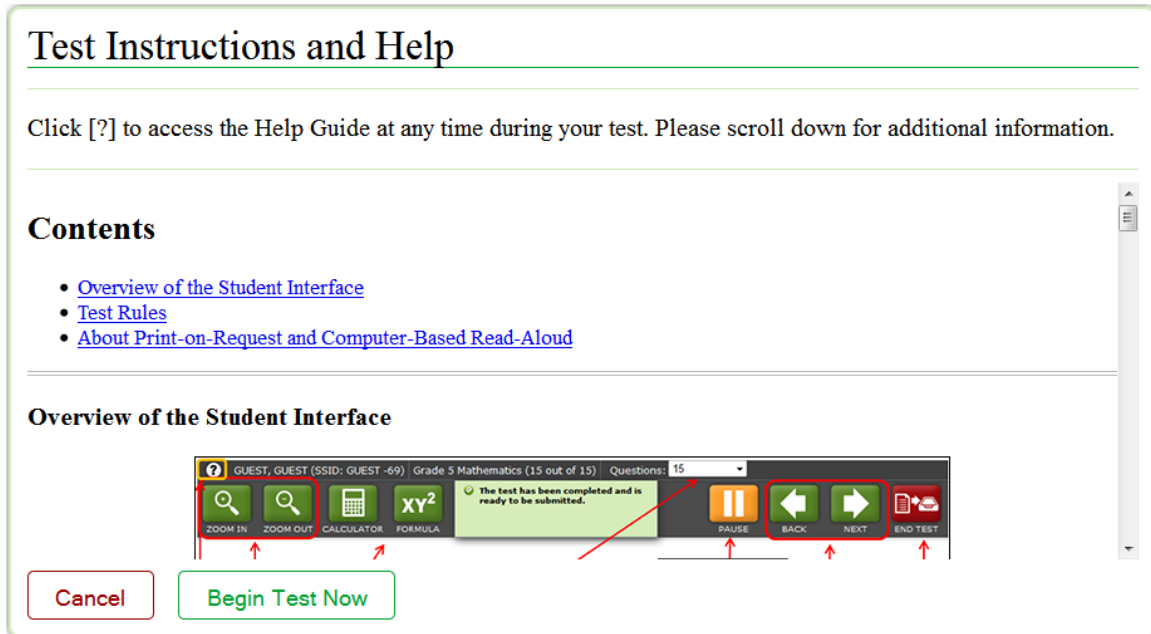
**Note to TAs:** You may want to verify that the audio settings work correctly before the student logs in. To do so, click the [**Run Diagnostics**] link from the practice test login page, and then click the [**Text-to-Speech Check**] button. The diagnostics page will show the same options.

**Linux note:** Students who are using Linux machines will not be able to adjust the voice pitch. Settings other than volume must be updated in the computer's interface.

### Step 5—Viewing Test Instructions and Help and Starting the Test

After the student has verified his or her test settings and clicked **[Yes, Start My Test]**, the next page will show the **Test Instructions and Help** screen.

Figure 39. Test Instructions and Help Screen



To proceed and begin the test:

1. Students may review the information on this screen to understand what test tools are available and how to navigate through the online test.
2. After the student has finished reviewing this screen, he or she should click **[Begin Test Now]**.

*When the student clicks the **[Begin Test Now]** button, he or she officially begins or resumes the current test opportunity.*

## Proceeding through the Test

This section provides information on how students answer items and proceed through an online test.

### Answering Test Items

Students must answer each test item that appears on a page before they can proceed to the next page in the test. Some pages may have only one test item, and others may have more. The following question types may appear on tests:

- **Multiple-choice items:** Students must click the desired answer option so that the letter (A, B, C, or D) becomes dark green (almost black).
- **Constructed-response items:** The student types a response into a text box.
- **Technology-enhanced items:** Students need to carefully follow the instructions given for each question.
  - Some items require students to click on letters or numbers to generate an answer.
  - Some items require students to click an object on the screen.
  - Some items require students to move objects around on the screen.



For constructed-response and technology-enhanced items, a **[Save]** button will appear in the top row next to the **[Pause]** button. Clicking this button is not required because students' answers are automatically saved as they move to the next item. The **[Save]** button allows students to manually submit their response before continuing to the next item.

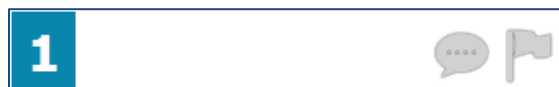
If students do not click the **[Save]** button on pages with multiple items, they will receive a warning message saying that they have not answered all of the questions on the page. While it is not necessary to click the **[Save]** button, it is recommended after completing a response to a technology-enhanced question. That way, if students receive the warning message, they know they have an unanswered item on the page.

After students have answered all items on a page, they must click **[Next]** to go to the next page.

### Marking Items for Review

Students may mark items for review if they are unsure that they selected or provided the correct answer. The top right corner of each item has a flag icon.

Figure 40. Sample Item with Flag Mark for Review Icon



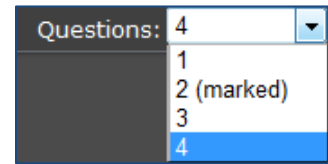
To mark an item for review:

- Click the flag icon. The flag will turn blue, and a check mark will appear.

### Reviewing Past or Marked Items

While students must answer all test items on a page before moving on to the next page, they may return to a previous item if

- the test has not been paused for more than 20 minutes OR
- the previous item is on a page that has unanswered questions (See the “Pause Rules” subsection in Section I for more information.).

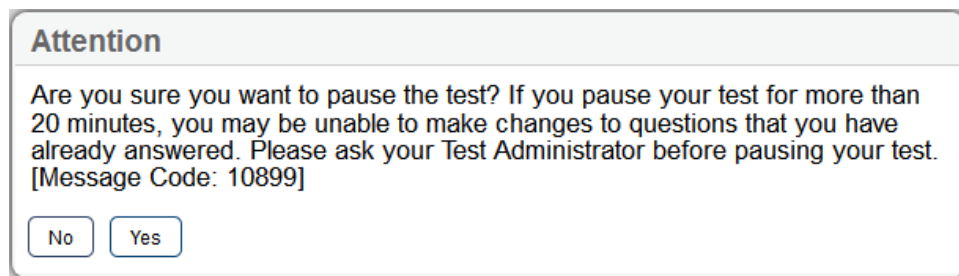


Students can use either the **[Back]** button or the **[Past/Marked Questions]** drop-down list to navigate to the item(s) they want to review.

### Pausing Tests

Students are able to pause the test by clicking the orange **[Pause]** button in the top row. They can do so whether they are viewing a page with a single item or one with multiple items.

Figure 41. Pause Test Warning Message



To pause a test:

1. Click the orange **[Pause]** button. A confirmation message will appear.
2. Click **[Yes]** to acknowledge the message and pause the test. The student will be logged out and directed to the secure browser login page.

When the student is ready to resume testing, he or she will need to log in again and click the **[Resume]** button for the test.



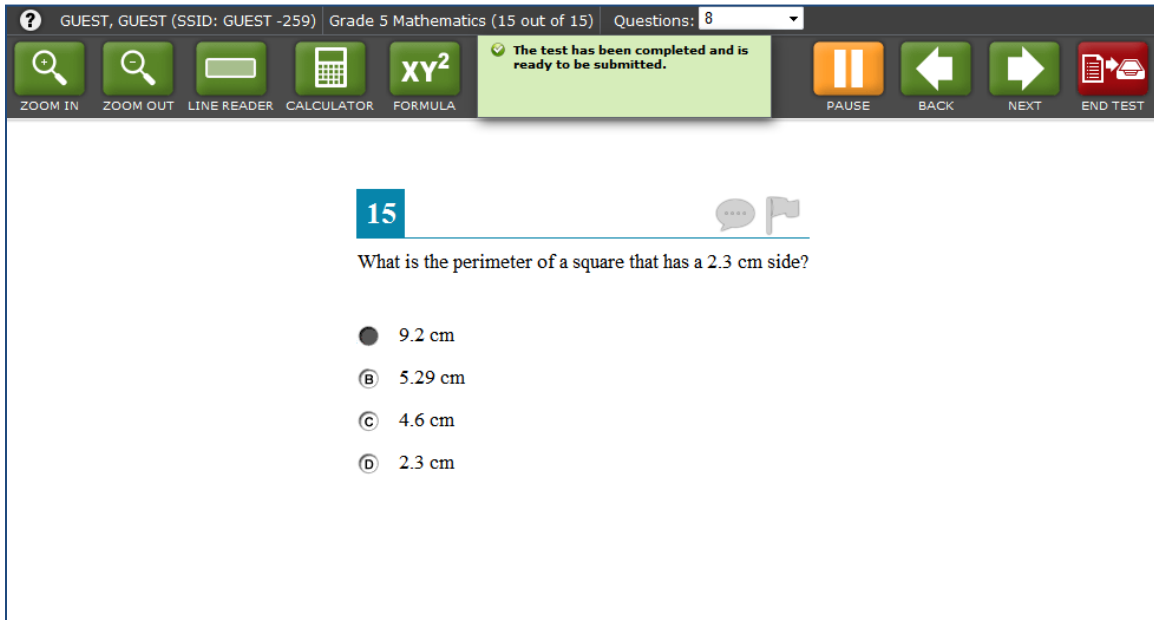
**Note:** You may want to remind students that if their test is paused for more than 20 minutes, they may be unable to change answers to previously seen items (see the [Pause Rules](#) section for exemptions).



## Reaching the End of the Test

After students answer the last item on the test, the red **[End Test]** button will appear in the upper right corner of the screen. The top of the screen will also display the following message: “The test has been completed and is ready to be submitted.”

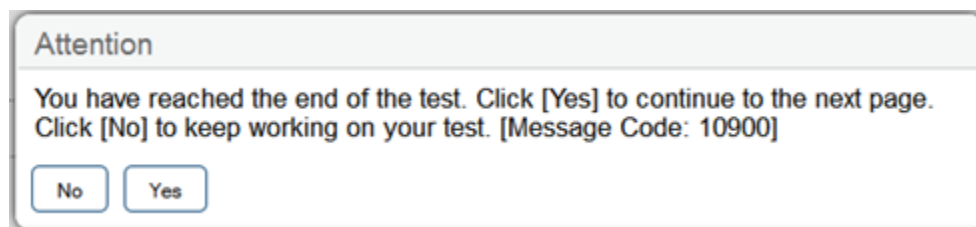
Figure 42. Sample Item Page with End Test Button



To end a test:

1. Click the red **[End Test]** button. An attention message will appear (see Figure 43 below).
2. Click **[Yes]** to end the test and continue to the next screen. (If students want to continue working, they should select **[No]**).

Figure 43. End Test Alert Message

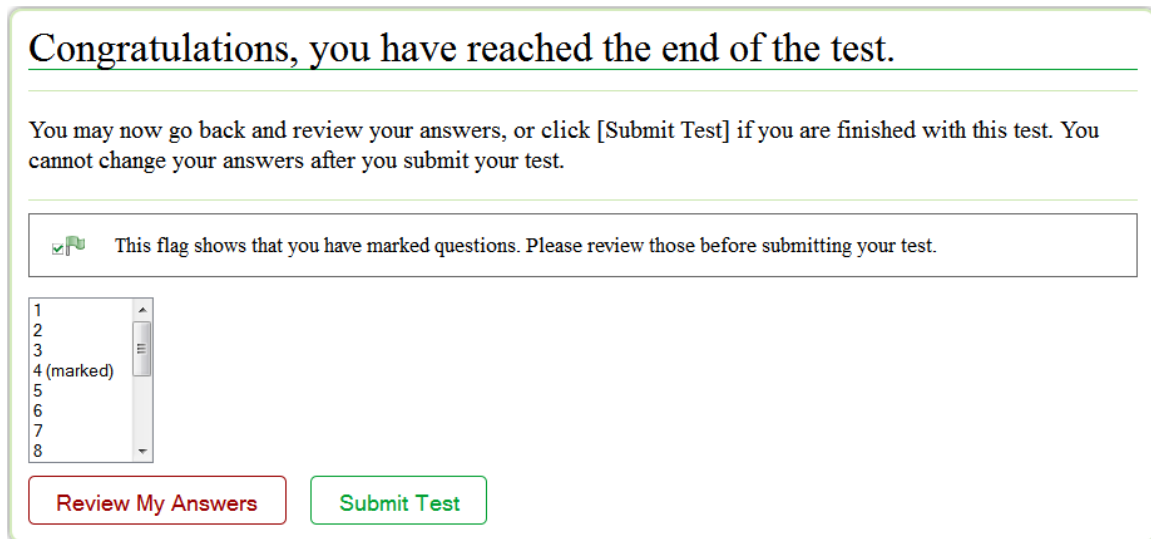


### *End Test Review/Submit Page*

After students select [Yes], a new screen presents two options:


- Review answers
- Submit the test

Figure 44. End Test Screen



Congratulations, you have reached the end of the test.

You may now go back and review your answers, or click [Submit Test] if you are finished with this test. You cannot change your answers after you submit your test.

 This flag shows that you have marked questions. Please review those before submitting your test.

1  
2  
3  
4 (marked)  
5  
6  
7  
8

**Review My Answers** **Submit Test**

*End Test screen options:*

1. To review answers and go back to the test, students must select an item or test page from the list and then click [**Review My Answers**].  
*While students are reviewing their answers, the [**End Test**] button will remain on the screen. To return to the End Test screen, the student should click that button.*
2. To complete the testing process, students must click the [**Submit Test**] button.



**Alert:** After the student clicks [**Submit Test**], the test is officially completed. The student cannot log back in and review his or her answers.

## *Your Results Screen*

After the student submits the test for scoring, he or she will see the **Your Results** screen. This screen will show the student's name, the test name and the date the test was completed and submitted.

### About Test Scores

- Scores will be displayed for OAKS Mathematics, Reading, Science, and Social Sciences tests.
- Scores will not be displayed for OAKS Online Writing or ELPA tests or for practice tests.



**Note:** Students' scores may be suppressed for operational tests. The Suppress Score setting is managed in TIDE. If a student has the suppress score feature enabled for a subject, then he or she will not see the "This is your score" line on this screen for that subject test.

*Figure 45. Sample Your Results Screen*

## Your Results

---

Student Name: STUDENT, DEMO (Student ID: 9999999027)

Test Name: Grade 5 Mathematics

Test Completed On: 11/05/2013

**This is your score: 193**

---

Congratulations, you have finished your test. Please log out now.

---

Log Out

---

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

## Appendix A: Keyboard Navigation

Any student can use these keyboard commands to navigate between test elements, features, and tools.

### Test Selection Screens and In-Test Pop-ups

Use these keyboard commands to select options on the login pages or on pop-up messages that appear during the test. For example, if you see a screen with **[No]** or **[Yes]** buttons, you will need to navigate to those buttons to select them.





Keyboard Command	Function
	Move to the next option
 + 	Move to the previous option
	Select the shaded option

Figure 46. Sample Login Screen Displaying Yes and No Buttons

### Is This You?

---

Name: DEMO, STUDENT

Enrolled Grade: 03

Birthday: December 31, 1969

School: zzz AIR Training School1

SSID: 9999999991

---

Please review the information above. If all of the information is correct, click [Yes], if not click [No].

---

## Global Menu

To access the Global Menu with keyboard commands:

1. Press the **[Ctrl] + [G]** keys to view the Global Menu. The menu will appear on the screen.
2. Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
3. Press the **[Enter]** key to select the highlighted menu option.
4. Press the **[Esc]** key to close the Global Menu.

## Context Menus

To access Context Menus with keyboard commands:

### *Navigating to an Element*

- Press the **[Tab]** key to navigate between test items (and the reading passage, if there is one).
- Press **[Ctrl] + [Tab]** to switch from a test item to each answer option.

### *Opening a Context Menu for an Element*

- Press the **[Ctrl] + [M]** keys on the keyboard. The Context Menu for that element will appear.
- Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
- Press the **[Enter]** key to select the highlighted menu option.
- Press the **[Esc]** key to close the Context Menu.

### *Context Menu: Selecting Text With the Keyboard*




























1. Navigate to the element containing the text you want to select.
2. Press **[Ctrl] + [M]** to open the Context Menu.
3. Select *Enable Text Selection* from the list of available options. A flashing cursor will appear.
4. Use the arrow keys on the keyboard to move the cursor to the beginning of the text you want to select.
5. Hold **[Shift]** and use the arrow keys to select your text. The text you have selected will appear shaded.
6. Press **[Ctrl] + [M]** to access the Context Menu again. Select the feature you want to use for the selected text (e.g., Highlighter).

## Keyboard Command Reference: Student Test Navigation and Tools

Students can use these keyboard commands to navigate between test elements, features, select answer options, and open tools.

*Note: Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that section.*

Button/ Image	Description of Function	Keyboard Commands
	Open the <b>GLOBAL MENU</b>	+
	Go to the <b>NEXT</b> test page	+ (or use the Global Menu)
	Go to the <b>PREVIOUS</b> test page	+ (or use the Global Menu)
	Move to the <b>NEXT ELEMENT</b> (on a page containing multiple test items and/or a reading passage)	
	Move to the <b>PREVIOUS ELEMENT</b> (on a page containing multiple test items and/or a reading passage)	+
	Select <b>OPTION A</b>	+  to move between answer choices  to select it as the answer
	Select <b>OPTION B</b>	
	Select <b>OPTION C</b>	
	Select <b>OPTION D</b>	
	Open the <b>HELP GUIDE</b>	+  (via Global Menu)
	<b>ZOOM IN</b> (increase the size of text and graphics on a page)  <i>Note: We recommend using the global menu.</i>	+ or use the Global Menu
	<b>ZOOM OUT</b> (decrease the size of text and graphics on a page)  <i>Note: We recommend using the global menu.</i>	+ or use the Global Menu
	Activate (or deactivate) the <b>LINE READER</b> tool (highlight text on a page line by line).	+  (via Global Menu)
	Open the <b>CALCULATOR</b>	+  (via Global Menu)
	Open the <b>FORMULA</b> sheet (Math tests only)	+  (via Global Menu)
	Open the <b>PERIODIC TABLE</b> (Science tests only)	+  (via Global Menu)

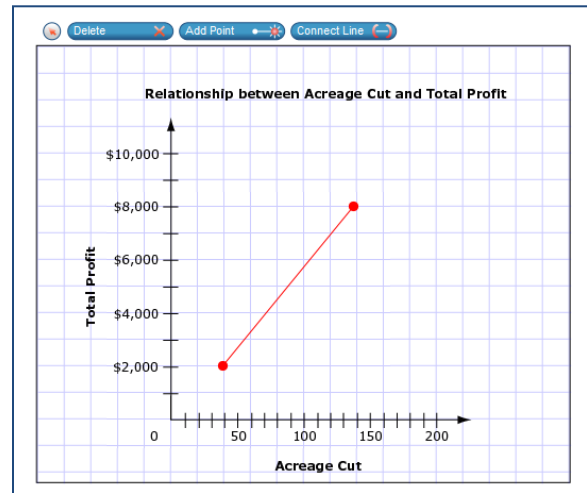
Button/ Image	Description of Function	Keyboard Commands
	<b>PAUSE</b> your test	 +  (via Global Menu)
	<b>END TEST</b> and submit it for scoring	 +  (via Global Menu)
	<b>SCROLL UP</b> in an area of the test page	
	<b>SCROLL DOWN</b> in an area of the test page	
	<b>SCROLL</b> to the <b>RIGHT</b> in an area of the test page	
	<b>SCROLL</b> to the <b>LEFT</b> in an area of the test page	
	Open the <b>CONTEXT MENU</b> (for the selected passage, question or answer option)	 + 
	Submit a <b>COMMENT</b> about an item.	 +  (via Context Menu)
	<b>MARK/UNMARK</b> a question for review	 +  (via Context Menu)
	<b>HIGHLIGHTER</b> (highlight text on the page)	 +  (via Context Menu)
	<b>STRIKE THROUGH</b> an answer option	 +  (via Context Menu)
	Send a <b>PRINT PASSAGE</b> request <i>Only available to students who have the Print-on-Request accommodation enabled)</i>	
	Send a <b>PRINT</b> request for questions and answer options.	
	<b>SPEAK</b> (listen to a passage, question, answer choice, or specific portion of text.	

## Keyboard Commands for Items with Add Point or Add Line/Arrow Tool

Machine-scored graphic response items with an add point or add line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)
- Action button row (at least one action button such as **[Add Point]** will be present at the top)
- Object Bank (a section on the left that includes objects to move to the Answer Space)

Figure 47. Sample Item with Point and Line Tools



*To move between the main sections (Object Bank, Button Row, and Answer Space)*

- Press the **[Ctrl] + [Tab]** keys. Navigation is "clockwise" (from top to right to bottom to left).
- To move counter-clockwise, press **[Shift] + [Tab]**.
- The "active" space or button will have a border.

*To add an object from the Object Bank to the Answer Space:*

- Make sure the Object Bank is active.
- Use the up and down arrows to move between available objects. The selected object will have a blue background.
- Press the **[space bar]** to add the selected object to the Answer Space.

*To select an Action Button and place the object (point or line) in the Answer Space:*

- Make sure the Button Row is active.
- Use the left or right arrow keys to move between action button options.
- Press **[Enter]**.
- Press the **[space bar]** to apply the dot, arrow, or line to the Answer Space.

*To move objects, points, lines, and arrows around in the Answer Space:*

- Make sure the Answer Space is active.
- Press **[Enter]** to move between objects in the Answer Space. The selected object will have a border.
- Press the **[space bar]**, then use the arrow keys (up, down, left, or right) to move the object.



## Appendix B: ELPA

This appendix provides specific guidance for TAs administering ELPA tests. The TA Interface used to create and manage ELPA test sessions is the same as that used for OAKS Online. This means that the process for creating and managing ELPA test sessions will be familiar to TAs with experience administering OAKS Online. As with the TA Interface, ELPA tests use the same Student Interface as OAKS Online. While the ELPA Student Interface shares the design and functionality of the OAKS Student Interface, ELPA uses additional test item formats that require audio capabilities (playing/recording) on the computers used for testing.



**Warning:** To ensure that you are using the most up-to-date version of this guide, be sure to check the OAKS portal prior to the start of the ELPA test window on January 8, 2014. This section may be updated to reflect any changes in appearance, functionality, or policy related to ELPA.

Please note the following information specific to ELPA:

- The window for ELPA tests will open on **January 8, 2014**.
- ELPA is administered as a single test with two segments. To allow for greater ease of set-up and administration, reading, writing, and listening are in the first segment. The speaking segment of the ELPA appears at the end of the test. Student answers on the first segment will allow the test to adapt the speaking section more appropriately to the student's proficiency level.
- The OAKS practice test site currently contains ELPA tests (by grade band) designed to familiarize students with item types that may be encountered on the operational test.
- **Students will have one opportunity to complete their ELPA test.** This single opportunity expires if not completed within 45 calendar days.
- Tests are available in English only.
- Because certain ELPA items cannot be machine-scored, students will not receive an immediate score.
- Both segments must be completed in order for the test to be scored.

### Administering ELPA as a Segmented Test

ELPA is administered as a single test that contains both the ELPA reading, writing, and listening segment and the ELPA speaking segment. While both segments are part of the same ELPA test, students require an additional TA approval to begin each segment.

The ELPA reading, writing, and listening segment is the first segment presented to students. Students should review their answers upon completing all questions in this segment, as they will not be able to return to this portion of the test after they have been approved to start the ELPA speaking segment. After reviewing their responses for the first ELPA segment, the students will await TA approval before they can start the ELPA speaking segment.

## Audio and Headset Requirements

Students must have the ability to both play and record audio when taking the ELPA. To ensure a smooth testing experience for students, it is imperative that schools ensure that computers are properly configured and that headsets with microphone capabilities are properly installed prior to administering the ELPA.



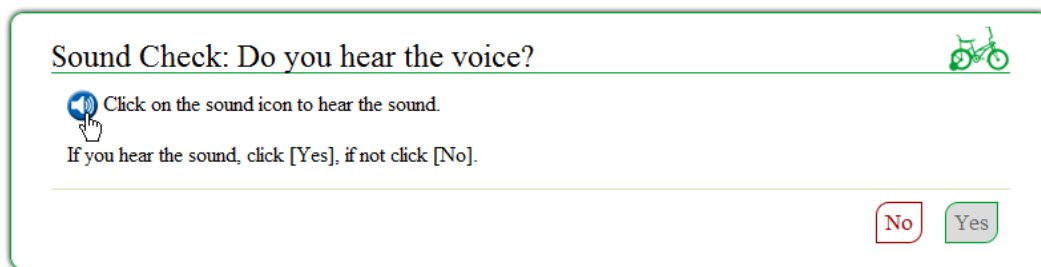
**Note:** Districts can purchase headsets that have been approved for use with ELPA using AIR's e-commerce site <http://www.airelpa.org/>. While headsets with microphones are required for the ELPA, districts are not required to use this specific model (Abeier AU930). Refer to the OAKS Online portal for assistance with this headset model.


The ELPA student approval process includes additional steps to verify that audio capabilities are functioning correctly before the student begins or resumes the ELPA. This is detailed in the next section.

## Sound Check

Upon TA approval, the student must perform a two-part sound and audio check to verify that audio is working correctly and that the computer can recognize the student's recording. The sound check for ELPA tests is different from the sound check used for OAKS tests. *Note: Headphones and microphones should be plugged in before opening the secure browser.*

Figure 48. ELPA Sound Check Screen



1. With the appropriate audio device attached and enabled, the student will click the speaker button [  ] to play the sound.
2. An audio voice will instruct the student to “listen and respond.” The button will also change to display a stop image to indicate that audio is currently playing.
3. When the audio has finished playing the button will change back to the speaker icon and the [Yes] button will be enabled.
  - If the audio voice plays, click [Yes] to continue.
  - If the sound does not play, click [No]. A screen will display advising the student to alert the Test Administrator.

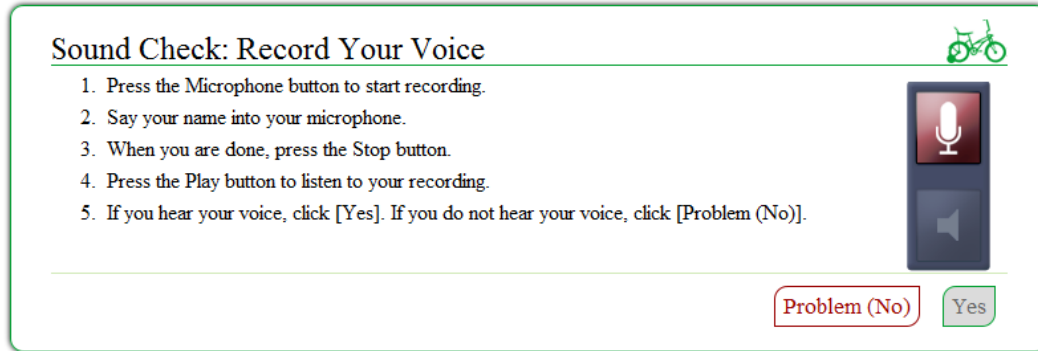


**Note:** In order to change the audio settings on the computer, the student may need to log out of the Student Interface and close the Secure Browser. After adjusting the necessary audio settings, the student will need to log in again and be approved before trying the sound check again.

## Recording Check

This screen requires students to test their microphone to make sure their voice can be heard.

Figure 49. ELPA Recording Check Screen



1. Click the Microphone button to start recording.
2. Say your name into your microphone.
3. When you are done, press the Stop button.
4. Press the Play button to listen to your recording.
5. If you hear your voice, click [Yes]. If you do not hear your voice, click [**Problem (No)**].

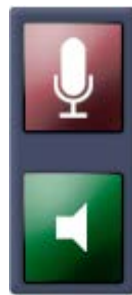
### Recorder Statuses



*Ready to record*  
\*nothing yet  
recorded



*You are currently  
recording*









*Your recording is  
complete and may  
be played back*



*Your recording is  
currently playing*

## Test Tools and Buttons in ELPA

In addition to the standard tools and buttons used for OAKS Online, the ELPA tests contain several additional features specific to ELPA. The tools and buttons described below are displayed only on certain types of questions.

Button/Icon	Description of Function
	Open the <b>CONTEXT MENU</b> for that element.
	View the <b>ITEM TUTORIAL</b> for guidance on how to answer this specific type of question.
	<b>SAVE</b> your recording or written response.
	Play the audio file to <b>LISTEN</b> to the question or answer choice by clicking the icon.
	The audio file for this question or answer choice is currently playing. Click this button to <b>STOP</b> playback.
	The audio file cannot be played because another audio file on the page is currently playing.

## Appendix C: Online Writing

This appendix provides specific guidance for TAs administering the online writing assessment through OAKS Online. The Online Writing Performance Assessment will be available only for students enrolled in Grade 11 or Grade 12 who have not already met or exceeded the achievement standard.



**Note:** Grade 4 and 7 online writing practice tests are available to provide students with exposure to the online writing format and functionality; however, online writing is not available for operational testing at Grade 4 or 7.



**Warning:** To ensure that you are using the most up-to-date version of this guide, be sure to check the OAKS Online portal prior to the start of the Winter Online Writing Performance Assessment window on January 8, 2014. This section may be updated to reflect any changes in appearance, functionality, or policy related to this online test.

Before administering the Online Writing Performance Assessment, TAs must familiarize themselves with the updated test administration procedures specific to this test. In particular, please note the following:

- The Winter Online Writing Performance Assessment will open on **January 8, 2014**.
- Grade 11 and Grade 12 students who have not yet met or exceeded the standard on the writing test will have one test opportunity during the 2013–14 school year.
- **Students will have one opportunity for Online Writing.** This single opportunity expires after 45 calendar days.
- This assessment contains an essay portion only. There is no multiple-choice section.
- There is an 850-word limit for the writing response field.
- Students can submit separate print requests for writing prompts and student responses.
- Unlike the other OAKS Online tests, there is no 20-minute pause rule for this test. Any written response may be revisited and revised before the student submits the test for scoring, regardless of how long the test is paused between test events.
- Because the Writing test does not receive an immediate score, a student's test status will not display a score. Completed Writing tests are indicated with a "Reported" status.

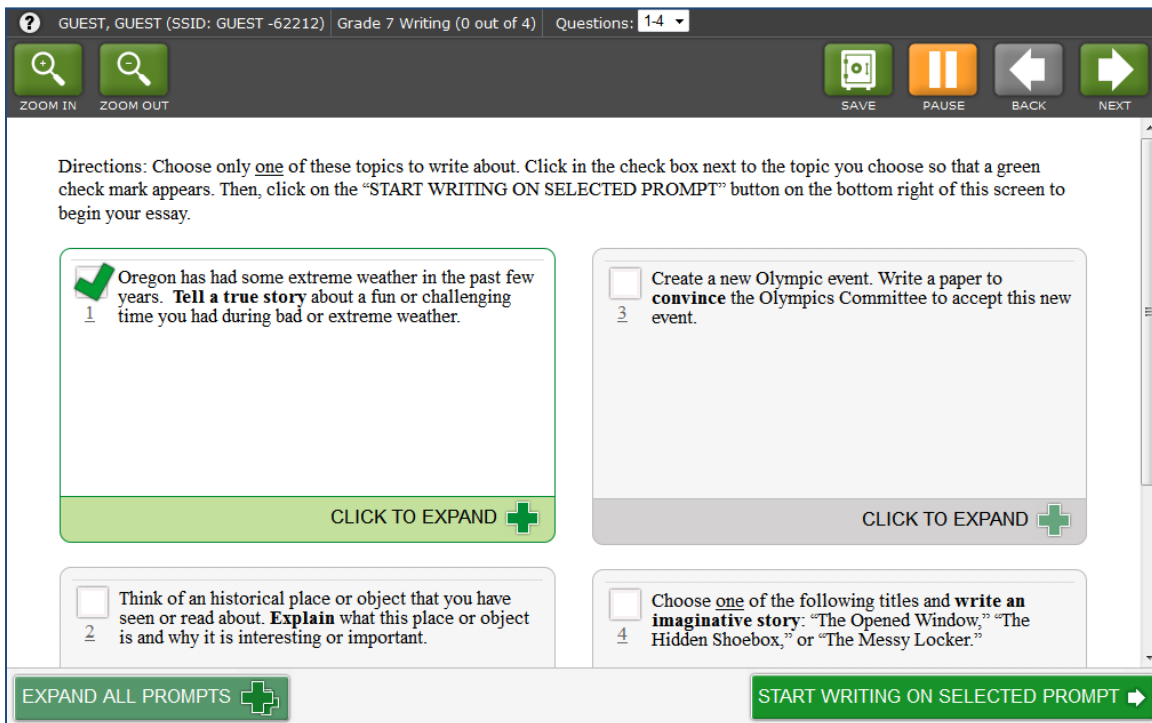
## Online Writing: Student Perspective

This section provides details of the Online Writing test from a student perspective.

### Selecting a Writing Prompt

A student sees the Prompt Selection screen after he or she is approved to start his or her Writing test. Students must select from one of the four prompts displayed on the Prompt Selection screen. Each prompt represents a different Writing mode: *Expository*, *Narrative*, *Imaginative*, and *Persuasive*.

Figure 50. Sample Writing Prompt Selection Screen

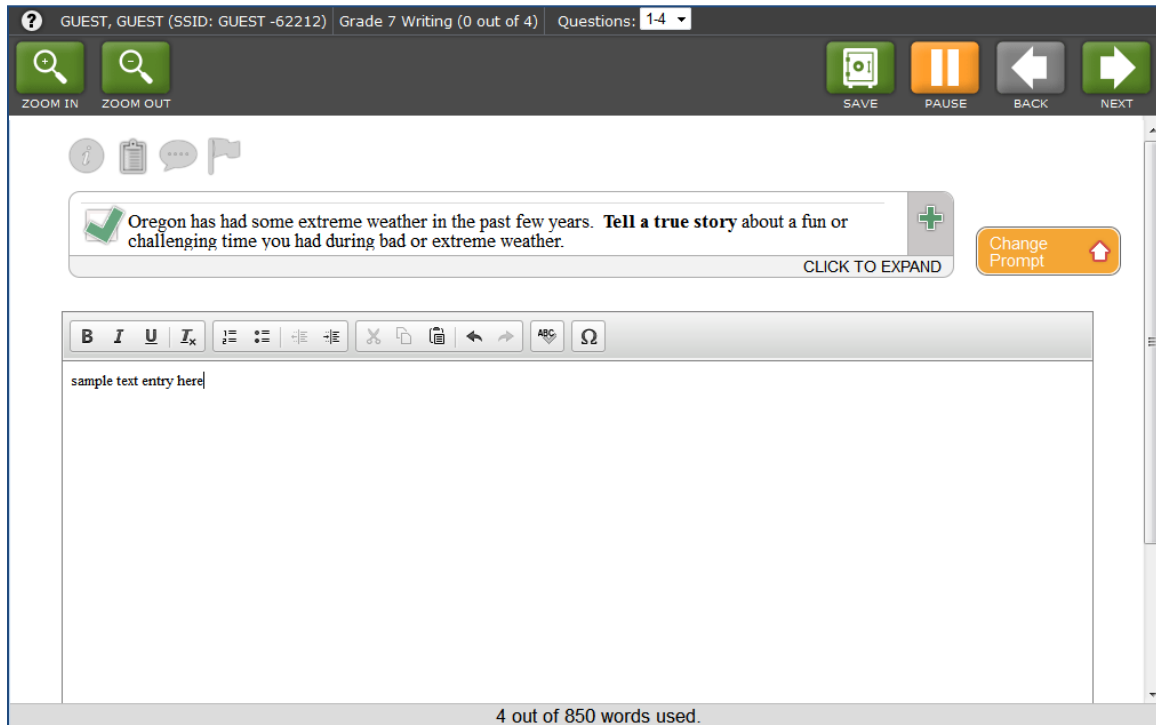


The screenshot shows a web interface for a writing test. At the top, a header bar contains a question mark icon, the text "GUEST, GUEST (SSID: GUEST -62212)", "Grade 7 Writing (0 out of 4)", and a dropdown menu for "Questions: 1-4". Below the header are four icons: "ZOOM IN" (magnifying glass), "ZOOM OUT" (magnifying glass with slash), "SAVE" (floppy disk), "PAUSE" (two vertical bars), "BACK" (left arrow), and "NEXT" (right arrow). The main content area has a green border and contains the following text: "Directions: Choose only one of these topics to write about. Click in the check box next to the topic you choose so that a green check mark appears. Then, click on the 'START WRITING ON SELECTED PROMPT' button on the bottom right of this screen to begin your essay." Below this are four prompts, each in a box with a green border and a green "CLICK TO EXPAND" button with a plus icon. Prompt 1: "Oregon has had some extreme weather in the past few years. **Tell a true story** about a fun or challenging time you had during bad or extreme weather." Prompt 2: "Create a new Olympic event. Write a paper to **convince** the Olympics Committee to accept this new event." Prompt 3: "Think of an historical place or object that you have seen or read about. **Explain** what this place or object is and why it is interesting or important." Prompt 4: "Choose one of the following titles and **write an imaginative story**: 'The Opened Window,' 'The Hidden Shoebox,' or 'The Messy Locker.'" At the bottom of the screen are two large green buttons: "EXPAND ALL PROMPTS" with a plus icon and "START WRITING ON SELECTED PROMPT" with a right arrow icon.

## Writing Response Screen

Students use this page to respond to their selected writing prompt.

Figure 51. Sample Writing Prompt Screen



## Online Writing Test Features and Tools

In addition to the standard tools and buttons used for OAKS Math, Reading, Science, and Social Sciences, the Online Writing test contains several additional features. The tools and buttons described below are displayed only on certain types of questions.

### Selecting a Different Writing Prompt

Students are able to change writing prompts during the test. To select a different prompt, students will click the **[Change Prompt]** button and confirm their action by selecting [Yes] in the dialog box. Students will be directed back to the Prompt Selection screen where they may choose a new prompt.

If students decide to change prompts, their response to the original prompt will be automatically saved in case they decide to change back to the original writing prompt. Their response to the active prompt (the last prompt selected before submitting the test) is the one that will be scored.

### *Print Requests*

Students may request printouts of their writing prompt and drafts of their essays. TAs may authorize print requests to allow students to complete prewriting and early drafts offline on scratch paper. Following the security requirements described in Part IV—Test Security of the 2013–14 [Test Administration Manual](#), all printouts must be collected and securely stored between testing events. They must be securely destroyed following completion of the test.

To request a printout of their selected prompt and written response, students will click the **[Print]** button, which is located at the top of the response screen. This feature can be used if students prefer to review and edit their response on a printed copy.



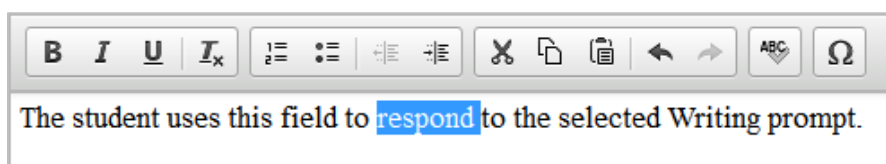
Printouts of student responses may not leave the test room and must be collected and securely stored by the TA at the end of each testing event. Once students have completed testing, if schools wish to retain rough drafts for future instructional purposes, they must be kept in a secure location until the test administration window has closed. **Any drafts that include the specific wording of the secure writing prompt must be securely shredded and may not be retained or copied.**



### Using the Response Field Tools

The response field tools allow students to apply styling to text (e.g., bold, italics, etc.) and use standard word-processing features such as moving and indenting text.

Figure 52. Sample Writing Response Field with Available Tools



The cursor must be active in the response field in order to use response field tools. The tools can be accessed using a mouse or by using the **[Ctrl] + [M]** keyboard command to access the context menu. Using the keyboard command will display a tool menu on-screen which can be navigated using the up and down arrows.

Tool Button	Description of Function
	<b>BOLD</b> , <b>ITALICIZE</b> , or <b>UNDERLINE</b> selected text
	<b>REMOVE</b> formatting that was applied to the selected text
	Start an <b>ORDERED</b> or <b>BULLETED</b> list or convert selected text to lists
	<b>INDENT</b> a line of selected text
	<b>OUTDENT</b> text that is indented
	<b>CUT</b> selected text
	<b>COPY</b> selected text
	<b>PASTE</b> copied or cut text
	<b>UNDO</b> reverses the last action in the response field (This feature applies to previous edits to text or formatting.)
	<b>REDO</b> reverses the last undo action
	Use <b>SPELL CHECK</b> to identify potentially misspelled words in the response field and provide suggestions.
	Add <b>SPECIAL CHARACTERS</b> , such as math symbols or Spanish characters, in the response field

**Tip:** In addition to the cut/paste options, text can also be moved manually using the mouse.


- To move text to another location of your response, click and hold the mouse button to select the text you want to move.
- Release the button, then click and drag the highlighted text to the desired location.

## Spell Check

The spell check tool identifies words in the response field that may be misspelled, and provides suggestions for each.




**Note:** The spell check tool does not identify misspelled words in real time (as they are typed on the screen). In order to check for misspelled words, the student must enable spell check mode. All words that are potentially misspelled will be indicated. The spell check menu will display the most likely alternatives based on the misspelled word.

The spell check tool is accessed by clicking the ABC button  from the toolbar or the context menu (accessed by pressing **[Ctrl] + [M]**).

When “Spell Check Mode” is enabled, the ability to write or access toolbar features is automatically disabled. Students can exit this mode by clicking the spell check button again. Unlike applications that automatically detect misspelled words as they are typed, the spell check tool highlights all words that are potentially misspelled. With the spell check mode enabled, a student can view the suggested spelling for a word by selecting the highlighted text.

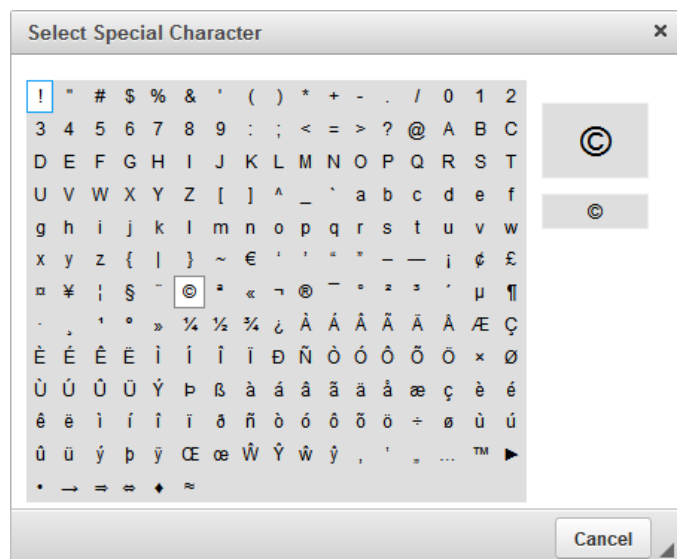
A menu containing suggestions for the word is displayed on the student’s screen next to the response field. To replace the highlighted word with one of the suggestions, the student simply clicks on the desired word.

## Special Characters

Students can select math and Spanish characters as well as other symbols by clicking the Omega button  from the toolbar or the context menu.

Simply mouse over the available characters and click to select.

Figure 53. Special Characters Window (Updated)



### Guide to Revision


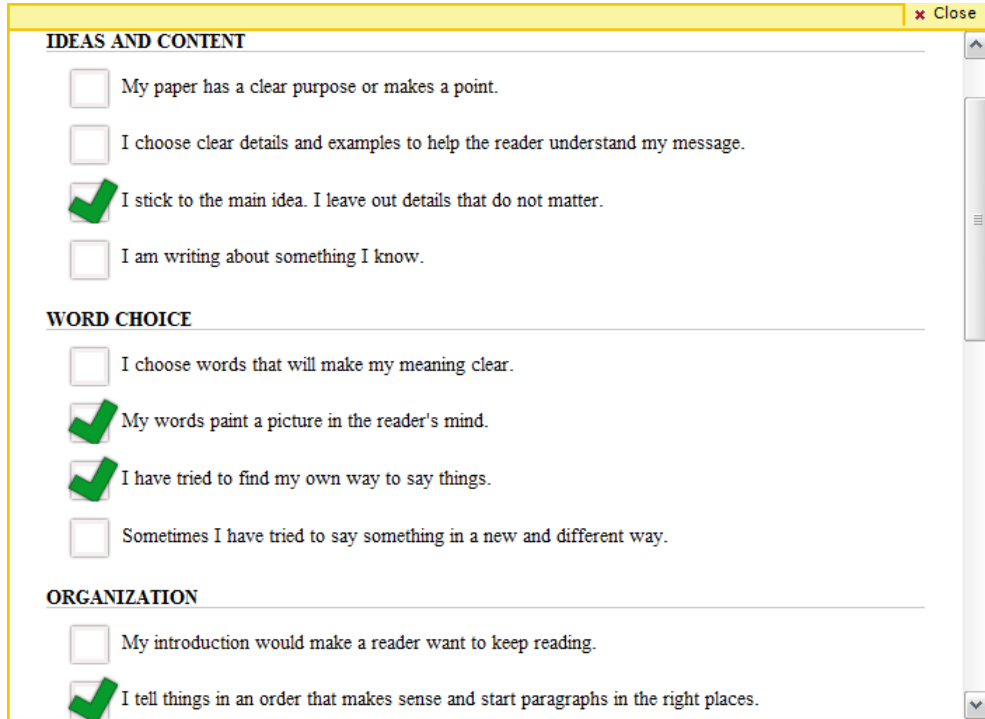
Students can access a Guide to Revision resource by clicking the clipboard icon [  ] from the top corner of the response screen. This resource provides a checklist to aid students as they review their rough draft, and can be marked by clicking the corresponding box.

Figure 54. Guide to Revision Checklist



**IDEAS AND CONTENT**

- ☐ My paper has a clear purpose or makes a point.
- ☐ I choose clear details and examples to help the reader understand my message.
- ☒ I stick to the main idea. I leave out details that do not matter.
- ☐ I am writing about something I know.

**WORD CHOICE**

- ☐ I choose words that will make my meaning clear.
- ☒ My words paint a picture in the reader's mind.
- ☒ I have tried to find my own way to say things.
- ☐ Sometimes I have tried to say something in a new and different way.

**ORGANIZATION**

- ☐ My introduction would make a reader want to keep reading.
- ☒ I tell things in an order that makes sense and start paragraphs in the right places.



**Note:** Checkmarks are not retained on paused tests.

## Appendix D: Braille Interface

OAKS Online is available to students who use Braille, allowing students who use Braille to have access to the adaptive OAKS Online test and to have the same number of testing opportunities as general education students. This appendix provides specific guidance for Test Administrators (TAs) administering OAKS Online to students using the Braille interface.

The Oregon Department of Education (ODE) has a web page with information about the Braille interface of OAKS Online (<http://www.ode.state.or.us/go/braille>). Before administering OAKS Online to students using Braille, TAs must familiarize themselves with the technical requirements and test administration procedures specific to this test. In addition to test administration and security training provided by the school district, any individual administering OAKS Online through the Braille interface must participate in the ODE-provided Braille interface training. For more information on the Braille interface trainings visit the OAKS Online Braille interface web site at <http://www.ode.state.or.us/go/braille>.

The Braille interface of OAKS Online delivers assessments to students in the following formats:

- The Braille interface of OAKS Online includes a text-to-speech component for OAKS Math, Science, and Social Sciences, consistent with the read-aloud assessment accommodation. The Job Access with Speech (JAWS) Screen Reading software provided by Freedom Scientific is an essential component that students will use with the Braille interface.
- OAKS Math and Science will present students with items in Nemeth Braille through the adaptive OAKS Online test via a Braille embosser.
- OAKS Reading and Social Sciences will present students with items in either *contracted* or *uncontracted* Literary Braille via a Refreshable Braille Display (for items containing only text) and via a Braille embosser (for items with tactile or spatial components that cannot be read by a Refreshable Braille display). In addition, a student may request embossing for any item or reading passage as the student progresses through the test. Districts may also designate a student to receive all items through the Braille embosser instead of through the Refreshable Braille Display as a restricted resource based on the student settings specified by the school district within the Test Information Distribution Engine (TIDE) for OAKS Online. *This restricted resource must be set in TIDE prior to the start of a given test opportunity* (Refer to the *TIDE User Guide* for additional information).
- Braille users with some vision can also use the Zoom button to increase the size of text and graphics on the computer monitor while using the Braille interface.
- Districts may also use TIDE to set whether a student is to receive contracted or uncontracted Literary Braille separately for OAKS Reading and for OAKS Social Sciences.

## Technology Requirements and Configuration

Prior to administering OAKS Online tests 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 in conjunction with the Braille interface. Additional information about the Braille technologies referenced below, including technology support information, is available online at <http://www.ode.state.or.us/search/page/?id=3373>.

### *Requirements for TA Computers*

TAs administering tests using the Braille interface must have the following software installed on their machine prior to testing. The software is necessary in order to process 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). To download the Duxbury Braille Translator software and acquire a license, contact the BVIS fund administrator for the seat license code.

### *Requirements for Student Computers*

- OAKS Online currently supports the braille interface on **Windows 7** machines only.
- **Windows Secure Browser 6.2** must be installed on all machines used for student testing, including tests administered using the Braille interface.
- **JAWS Screen Reader** (version 12 or 13).
- **ALVA USB 640 40-cell Braille display** (Vision Cue, LLC).

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. Install and configure the JAWS Dictionary to work with the secure browser (for Mathematics tests only).
3. Disable the JAWS Dictionary if it was previously installed and a subject other than Mathematics is being tested.
4. Configure JAWS to speak "Dollars."
5. Apply settings for Contracted/Uncontracted Braille through JAWS.

**Instructions for each requirement follow.**

### *Configuring 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/).

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

**OAKSSecureBrowser6.2=Firefox**

3. Save the file upon completion.

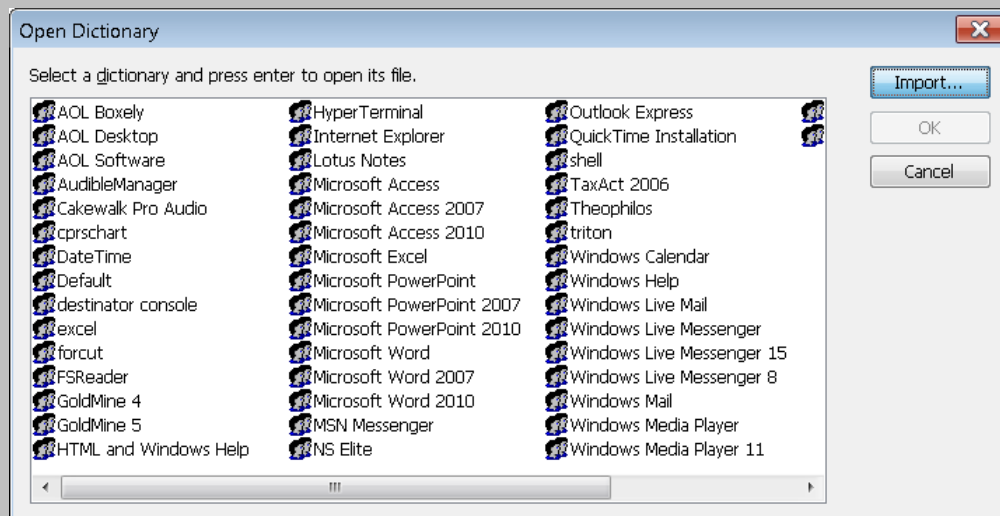
**Note:** If you receive an error that you do not have permission to save the .ini file to this location, you will first need to save the file to your desktop as **ConfigNames.ini**. After saving the updated .ini file, copy it to the folder containing the original .ini file (referenced in Step 1). You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

### *Installing and Configuring the JAWS Dictionary to Work with the Secure Browser (Math only)*

JAWS must be configured to recognize the Secure Browser before this action can be completed.

1. Download the JAWS dictionary (Firefox.JDF) from <http://www.ode.state.or.us/search/page/?id=3373> and save it to your desktop or hard drive by right-clicking and selecting “Save Target as.”
2. Open the JAWS **Dictionary Manager**.  
The Settings Center is accessible via the JAWS Menu > Utilities.
3. From the Dictionary Manager, select **File > Open**. The Open Dictionary screen is displayed.

*Figure 55. JAWS Dictionary Manager Window*



4. Click the [Import] button. Locate and select the **Firefox.JDF** file and click [Open]. This dictionary is now added to the list of dictionaries available to JAWS.

### Disabling Previously Installed JAWS Dictionary for Subjects other than Math

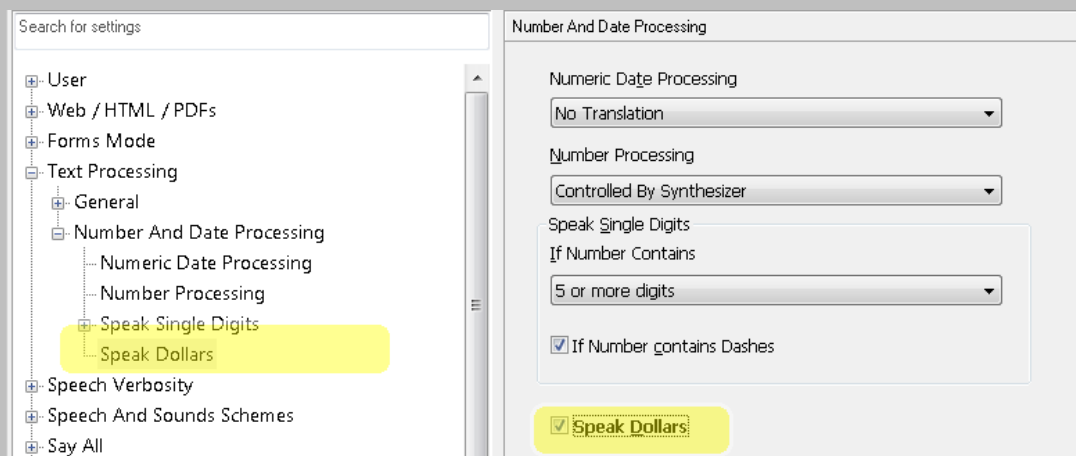
1. Click the Windows icon in the lower left-hand side of your computer monitor
2. Select **All Programs > JAWS12**
3. Select **Explore Jaws**
4. Select **Explore My Settings**
5. Highlight **Firefox.JDF**
6. Select **File** from the toolbar
7. Select **Rename**
8. The file name **Firefox.JDF** will appear. Change the “.jdf” to “.off” and hit enter.
9. A warning message will appear saying: “If you change a file name extension, the file may become unusable. Are you sure you want to change it?” Click [yes].

*Note: If the JAWS Dictionary has been disabled and a student will be taking the Mathematics test, the dictionary can be re-enabled by following the directions above and rename the dictionary Firefox.JDF.*

### Configuring JAWS to Speak “Dollars”

1. Open the JAWS Settings Center. The Settings Center is accessible via the JAWS Menu > Utilities.
2. From the left-hand panel, expand the Text Processing setting. Select the Speak Dollars setting.

Figure 56. Jaws Setting Center: Speak Dollars

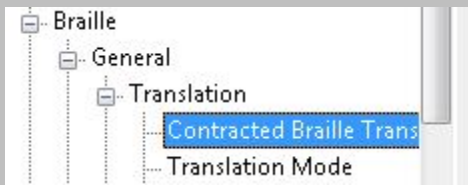


3. Mark the “Speak Dollars” check box.
4. Click [Apply] and then click [OK].

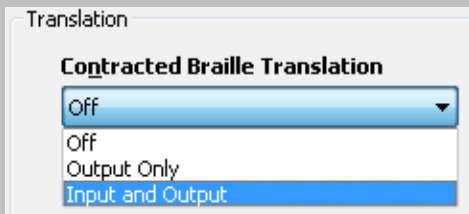
### Applying Settings for Contracted/Uncontracted Braille

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*

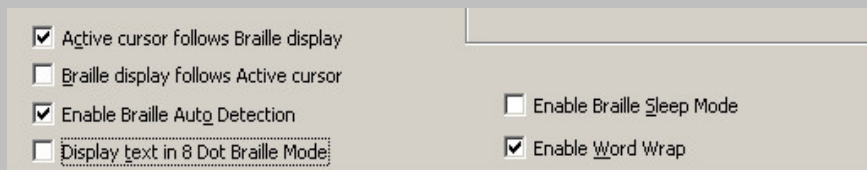


4. For **Uncontracted Braille**, set the value to “Off.”  
For **Contracted Braille**, set the value to “Input and Output.”



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. Students should take one or more practice tests using JAWS so they can determine whether adjustments to these optional settings would be beneficial for them.



### 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

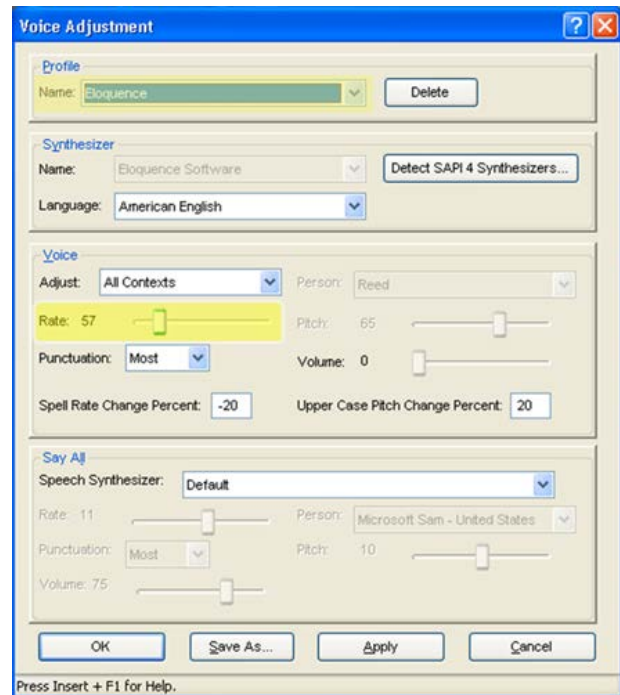
The default JAWS punctuation setting for which the Braille Interface has been optimized is “Most.” This means that JAWS will read most punctuation that appears on the screen. However, users may adjust the JAWS punctuation based on an individual student’s needs and preferences by following the instructions 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]**.



Because the read-aloud accommodation is not approved for use with the OAKS Reading Assessment, the sound on the student’s computer will be automatically muted when the student begins the first question on the Braille reading test. The sound will automatically turn on again when the student submits the Braille reading test or pauses the test and returns to the login screen. Some students may require assistance with JAWS navigation during the reading test because they will not be able to hear the JAWS commands when the sound is muted. JAWS will still output all commands and text to the refreshable Braille display, even with the sound on the computer muted.

Figure 57. JAWS Voice Profile Window



## Approvals and Student Test Settings for Braille

The approval process is the same for tests administered using the Braille interface as for all other OAKS Online tests. A student's Braille accommodation should be set in TIDE, which applies Braille as the default setting for all of that student's tests. Alternatively, a TA can select "Braille" from the *Language* drop-down menu on the Approvals and Student Test Settings screen of the TA Interface just prior to approving a student to begin testing. Upon this selection, settings for *Emboss Request Type* and *Braille Type* are also displayed.

Figure 58. Sample Student Test Settings Screen: Braille Options

**Test Settings for: ALLEN, TIMOTHY**

Language: Braille

Print Size: 1X

Computer-Based Read-Aloud: None

Print on Request: None

Emboss Request Type: Auto-Request

Braille Type: Nemeth

Number of Accommodations: None

Accommodation Codes:

- ☒ None
- ☐ A101
- ☐ A102
- ☐ A103
- ☐ A104
- ☐ A105
- ☐ A107
- ☐ A201

Modification Codes: None

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

## Student 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, diagrams, etc. 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.

## Approving Print Requests

Print requests will display on the TA Interface and must be approved by the TA in order to be embossed. Print requests will be sent automatically to the TA for all Mathematics and Science items, as well as for Social Studies and Reading items that include graphics or other material that cannot be presented through the refreshable Braille display. For other Social Sciences and Reading items, students must manually request embossing unless the district had designated in TIDE that the student should receive all items through the Braille embosser as a restricted resource. To maintain the security of printed test materials, all print requests are sent to the TA for approval, whether sent automatically to the TA or initiated by the student.

Figure 59. Sample Print Requests Approval Screen

**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.

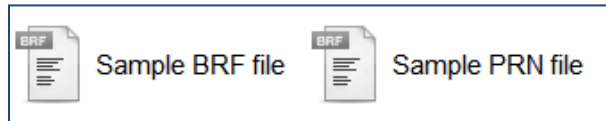
		New Requests	Date & Time of Request
✔ Approve	✖ Deny	Item 1 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 2 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 3 (BRF)	8/12/2011 1:42:01 PM
✔ Approve	✖ Deny	Item 4 (BRF)	8/12/2011 1:42:06 PM
✔ Approve	✖ Deny	Item 5 (BRF)	8/12/2011 1:42:10 PM

Upon approving a print request, the TA must send the file to the embosser using either the Duxbury (for BRF files) or ViewPlus (for PRN files) software. The following section provides steps for embossing both types of files.

## Configuring Default Preferences on the TA Computer

Refer to the following instructions to configure the software used to handle each file type:

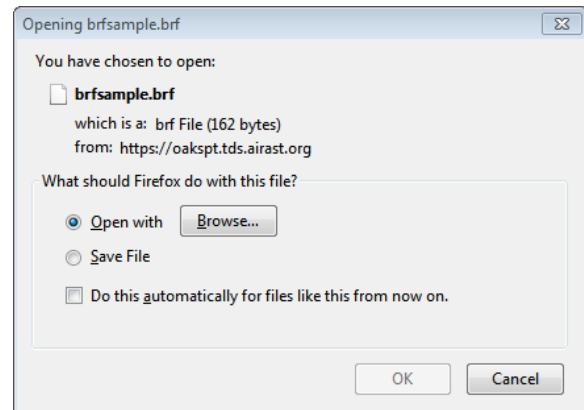
Figure 60. Sample File Icons in TA Interface Help Window



### BRF Files with the Duxbury Braille Translator Software

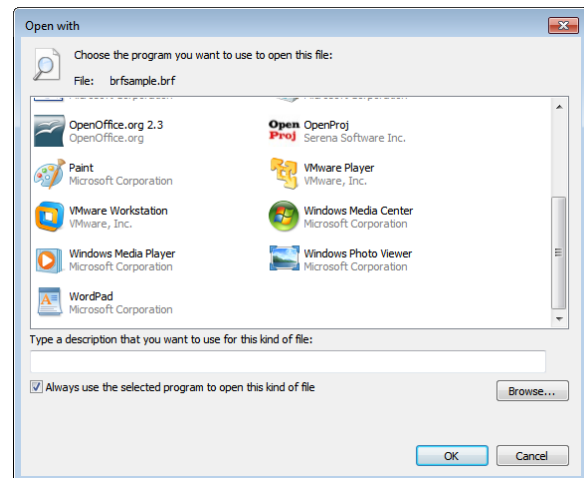
1. Click the **[Help]** button in the upper right corner of the TA Interface.
2. Click **[Sample BRF File]**.
3. The File Download window displays and prompts the user to “Open,” “Save,” or “Cancel” the request.
4. Select “Open.” This will open a program selection window.

Figure 61. BRF File Dialog Window



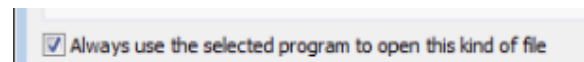
5. Select the radio button to “Select a Program from a list of installed programs.”
6. Click **[OK]**.

Figure 62. Select a Program Window



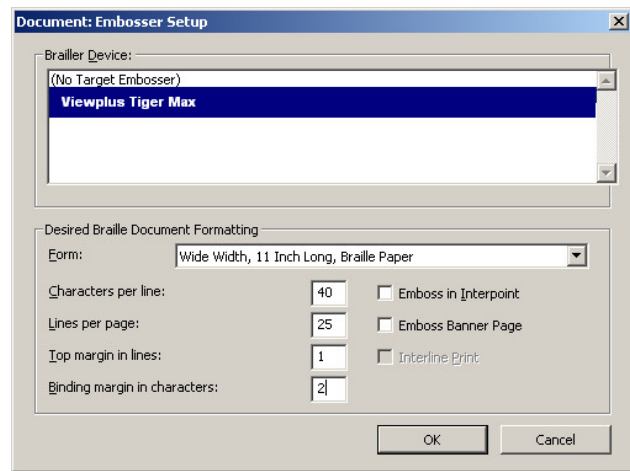
7. Navigate to the “Duxbury” program and click “Open.” This will add this program in the program selection list.
8. Make sure to check the check box “Always use the selected program to open this kind of file.” Click **[OK]**. This will open the BRF file.

Figure 63. Use Selected Program Checkbox



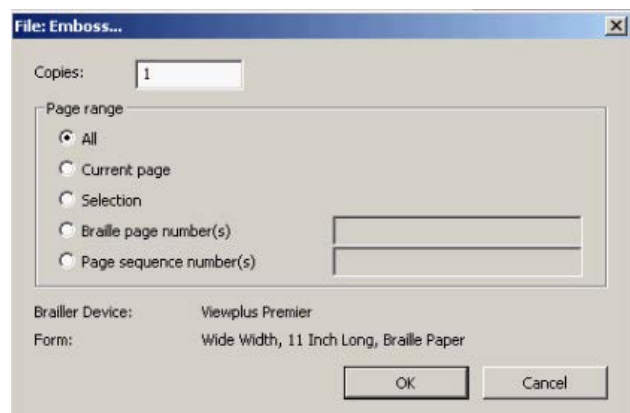
9. The user can now emboss this file by going in to Duxbury > Document option > Embosser setup. Select the ViewPlus Tiger Max embosser from the drop down listing. Prior to continuing, you will need to adjust the margins.
  - Change the Top Margin to “2.”
  - Change the Binding Margin to “5.”
  - Click [OK].

Figure 64. Duxbury Embosser Setup Window



10. Now go to file menu and select the “Emboss” option. This will bring up “File-Emboss” window.
11. Click [OK].

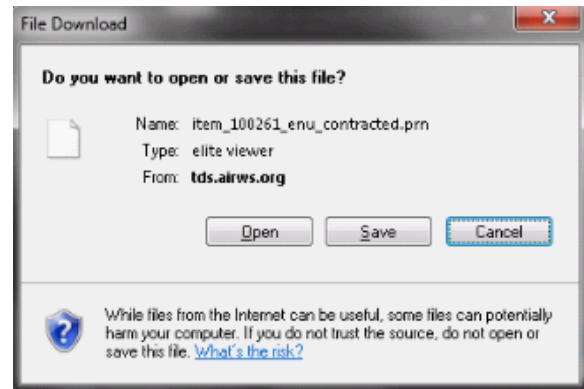
Figure 65. Emboss Options Window



## *PRN Files with the Tiger Viewer Software*

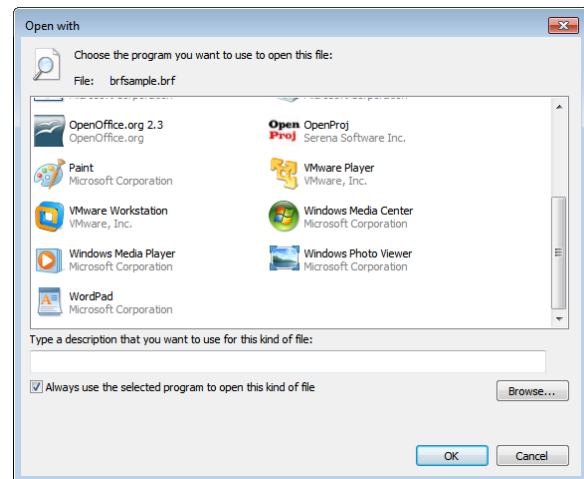
1. Click the **[Help]** button in the upper right corner of the TA Interface.
2. Click **[Sample PRN File]**.
3. The File Download window displays and prompts the user to “Open,” “Save,” or “Cancel” the request.
4. Select “Open.” This will open a program selection window.

Figure 66. PRN File Dialog Window



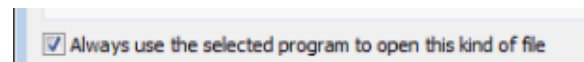
5. Select the radio button to “Select a Program from a list of installed programs.”
6. Click **[OK]**.

Figure 67. Select a Program Window



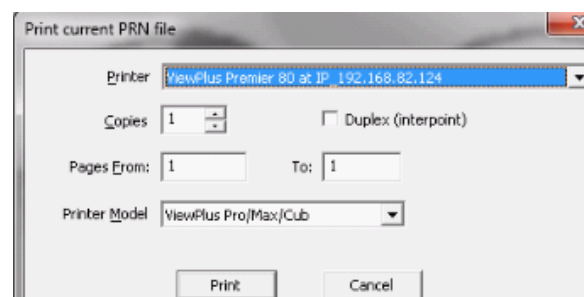
7. Navigate to the “Tiger Viewer” program and click “Open.” This will add this program in the program selection list.
8. Make sure to check the check box “Always use the selected program to open this kind of file.” Click **[OK]**. This will open the BRF file.

Figure 68. Use Selected Program Checkbox



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 list.
11. Click **[Print]**.

Figure 69. Print Current PRN File Window



## Braille Interface Tools and Navigation

As TAs work with students to familiarize them with the Braille interface and Braille format of OAKS Online, TAs should make students aware that in some cases the Braille transcriptions may not follow the usual Braille rules. ODE has developed a Student’s Braille Transcription Reference Guide as an allowable resource that students can use during testing to identify special symbols used in the transcription. ODE will provide embossed copies of this guide to students in advance of the testing window. Additionally, districts may request an embossed copy by contacting the Oregon Textbook and Media Center.

When preparing to administer OAKS Online through the Braille interface, TAs should also be sure to check the JAWS settings to ensure optimal results.

The following are the JAWS key commands used by students to navigate OAKS Online tests using their refreshable Braille display and/or computer keyboard. ODE will provide embossed copies of these commands for students as an allowable resource prior to the start of the OAKS Online test window.

JAWS Command (Press this...)	Action (To do this...)
<b>UP Arrow</b>	Move to the <b>previous line</b> on the page.
<b>DOWN Arrow</b>	Move to the <b>next line</b> on the page.
<b>TAB</b>	Move to the <b>next link or button</b> on the page. <i>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 then use the Down arrow to move until the question is played.</i>
<b>SHIFT + TAB</b>	Move to the <b>previous link or button</b> on the page.
<b>H</b>	Move to the <b>next question</b> on the page. To hear the question use the Down arrow to play the text.
<b>SHIFT + H</b>	Move to the <b>previous question</b> on the page.
<b>B</b>	Move to the <b>next button</b> 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.
<b>SHIFT + B</b>	Move to the <b>previous button</b> on the page.
<b>R</b>	Move to the <b>next radio button</b> on the page. After moving to the radio button, use the Down arrow to play the text. <i>Note: On pages with multiple items, command R navigates to the next Radio button on the page.</i>
<b>ENTER / SPACE</b>	<b>Select the option or button.</b>
<b>INSERT + DOWN Arrow</b>	<b>Read everything</b> on the page (from your current place on the page).
<b>CTRL or Spacebar</b>	<b>Stop JAWS</b> voice from reading.

## *Navigating through Specific Screens*

This section provides instructions on how students can move through the login screens until they access the first item on the test.

### **Login Screen:**

You must type on this page using the JAWS Forms Mode in order to sign in. JAWS will play a bleep sound to let you know that it has entered Forms Mode.

1. You will need to press the **[Tab]** key three times.
  - a. Press the **[Tab]** key to move to the “First Name” box, where you will type your first name.
  - b. Press the **[Tab]** key a second time to move to the “SSID” box, where you will type your SSID.
  - c. Then Press the **[Tab]** key a third time to move to the “Session ID” box and enter the Session ID that your Test Administrator will give you.
2. Once you have typed your first name, SSID, and Session ID, press the **[Tab]** key to move to the **[Sign In]** button. Press the **[Enter]** key or space bar on your keyboard to sign in.

### **Is This You? Screen:**

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the **[Tab]** key to move to the buttons for “No” and “Yes.”
3. Press the **[Enter]** key or space bar to choose **[No]** or **[Yes]**.

### **Your Tests Screen:**

1. Press 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 choose your test, or press the **[Tab]** key to move to the next test on this page.

### **Is This Your Test? Screen:**

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the **[Tab]** key to move to the buttons for “No” and “Yes, Start My Test.”
3. Press the **[Enter]** key or space bar to choose **[No]** or **[Yes, Start My Test]**.

### **Test Instructions and Help Screen:**

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the **[Tab]** key to move to the buttons for “Cancel” and “Begin Test Now.”
3. Press the **[Enter]** key or space bar to choose **[Cancel]** or **[Begin Test Now]**.



## Appendix E: About the Secure Browser

Students must log in through the appropriate secure browser provided for OAKS Online. The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The Secure Browser must be used to access operational OAKS Online, ELPA, and Online Writing tests, and can also be used to access the Practice Tests.

The OAKS Online portal ([www.oaks.k12.or.us/](http://www.oaks.k12.or.us/)) contains instructions for downloading and installing the secure browsers. Your school or district's IT staff can help to ensure that the secure browsers have been installed correctly on all computers to be used for testing at your school. If you are not sure that secure browsers have been installed or you have questions, contact your school administrator or IT staff prior to administering tests.

While the secure browser is an integral component of test security, TAs perform an equally important role in preserving test integrity. TAs should be aware of the following and employ the necessary precautions while administering online assessments:

- **Close External User Applications**

Prior to administering the online assessments, TAs should check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. After closing these applications, the TA should open the secure browser on each computer. *The secure browser will not work if the computer detects that a forbidden application is running (see below).*

- **No Testing on Computers with Dual Monitors**

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

### Forbidden Application Detection

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and receives a message indicating the open application. Similarly, if a forbidden application launches while the student is already in a test (e.g., scheduled tasks), the student is logged out and a message is displayed.



**Warning:** *If a forbidden application is launched in the background while the student is already in a test, the student will be logged out and a message displayed.* This typically occurs when a process such as Internet Explorer is triggered in the background in order for a software auto-update to occur. AIR recommends checking all software auto-updates and ensuring that they are scheduled to occur outside of planned testing hours.

Before administering tests, TAs should take proper measures to ensure that forbidden applications are not running on student computers. Contact your school's IT department for assistance in identifying and closing applications.

## Secure Browser Error Messages

- **Secure Browser Not Detected**

OAKS Online automatically detects whether a computer is using the secure browser to access the online testing system. Under no conditions may a student access an operational assessment using a non-secure browser.

- **Unable to Establish a Connection with the Test Delivery System**

If a computer fails to establish a connection with the Test Delivery System, the message below will be displayed. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site.

*Figure 70. Unable to Establish Connection Message*



## Force-Quit Commands for Secure Browsers

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to “force quit” the secure browser.

To force the browser to close, contact your [regional ESD partner](#) to obtain the force quit commands. *(Reminder: This will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)*

## About Testing on iPads and Android Tablets

Students taking tests on an iPad or Android tablet must use tablets that are already configured for secure online testing. These tablets should be ready for testing **before** giving them to students. For detailed instructions on configuring iPads and Android tablets, refer to the *About Mobile Secure Browsers and Chromebooks* document, which is available on the OAKS Online portal. (This information is also available in the *Technical Specifications Manual for Online Testing for System Administrators* document.)

### Configuring iPads

1. Tap the **AIRSecureTest** secure browser icon to open it.
2. Press the Home button three times in quick succession to enable Guided Access. (For more information about Guided Access, refer to the *Technical Specifications for Online Testing*.)
3. Tap the blue **[Start]** button in the upper right corner. Guided Access is now activated.
4. If prompted, select “Oregon” and then “Oregon Assessment of Knowledge and Skills” as the test administration program. (This Launchpad page appears only once.) The student login page will display.
5. The student login page should be ready for students to log in.

### Configuring Android Tablets

1. Tap the **AIRSecureTest** secure browser icon to open it.
2. Follow the prompts on the screen. If the secure browser keyboard is not selected, you will need to do so. (For Android secure browser keyboard instructions, refer to the *Technical Specifications for Online Testing* manual.)
3. If prompted, select “Oregon” and then “Oregon Assessment of Knowledge and Skills” as the test administration program. (This page appears only once.) The student login page will display.
4. The student login page should be ready for students to log in.

## Appendix F: Transferring Test Sessions Between Computers

TAs can “transfer” an **active** test session from one computer/mobile device or browser to another without stopping the test session or interrupting in-progress tests. This feature is useful in scenarios when a TA’s browser or computer encounters an issue while a test session is in progress, or if the TA needs to move to a computer that is connected to a working printer (for student print requests).



If you cannot remember your Session ID, you will be unable to transfer the session. Write down your Session ID **BEFORE** you transfer the session.

The system ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new computer, the TA will no longer be able to administer the test session from the original browser or machine.

The instructions on this page apply to both the TA Interface and TA Interface Training Site. If you started a session on the TA Interface, ensure that you log into the TA Interface on the new computer or browser and not the TA Interface Training Site.

*To transfer a test session to a new machine or browser:*

1. Log in to the TA Interface on the new machine or browser.

*Do NOT log out of or stop the test session on the original computer or browser; doing so will end the test session and pause all students’ tests.*

A Session ID prompt will appear (see Figure 71 below).

2. Enter the **active** Session ID into the text box and click [Enter].

*When the Session ID is validated, you will see the TA Interface and be able to continue monitoring your students’ progress and take action on any pending print requests.*

The test session on the previous computer or browser will automatically close. (This will not stop the session.)

Figure 71. Enter Active Session ID Window

The screenshot shows a window titled "Enter Active Session ID Window". At the top, there is a section labeled "Important!" in bold. Below this, a message states: "This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]". Underneath the message is a text input box. To the right of the input box are two buttons: a red button with a white 'x' icon and the text "Logout", and a green button with a white checkmark icon and the text "Enter".