

Indiana Alternate Measure (I AM) Released Items Repository Quick Guide

2018

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Released Items Repository Introduction

This guide provides instructions for taking Released Items tests in the Released Items Repository. Students, parents, and educators can access the Released Items Repository on the Indiana Alternate Measure (I AM) Portal and use it to familiarize themselves with the online testing process.

Users can sign in in two different ways:

- 1) Users can sign in as guests on the Student Testing Site.
- 2) Users can sign in with educator and student information to practice using sites as they would in an operational test setting, where:
 - Educators sign into the Test Administrator (TA) Interface to create and manage test sessions; and,
 - Educators sign their students into the Student Interface to take the released items.

How Educators and Students Sign in to Released Items Tests

1. To access the Released Items Repository, students select **Released Items Repository** on the right side of the Indiana Alternate Measure (I AM) Portal

Released Items Repository Card



Signing in to the Released Items Test as a Guest User

2. On the Released Items Repository, toggle on for Guest User and for Guest Session. Then, click **Sign In**.

Student Sign-In Page (Guest)

Please Sign In

Guest User
Toggle to sign in as yourself

Guest Session
Toggle to join an active session

[Run Diagnostics](#) Browser: Chrome v69

Sign In

3. On the **Your Tests** page, select the student's grade level and the name of the test they want to take. Please note the I AM Tests are listed after the ILEARN tests.

Your Tests

Select the test you need to take.

Student Grade Level:

ILEARN English Language Arts (ELA)

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Start ELA Writing Constructed Response Item |  Start IREAD-3 Released Items |
|  Start 2018 ILEARN Grade 4 English/Language Arts Released Items |  Start 2018 ILEARN Grade 4 English/Language Arts Performance Task Released Items |

ILEARN Mathematics

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|  Start MA Equation Editor Item |  Start 2018 ILEARN Grade 4 Mathematics Released Items |
|  Start 2018 ILEARN Grade 4 Mathematics Performance Task Released Items | |

ILEARN Science

| | |
|------------------------------------------------------------------------------------------------------------------------------------|--|
|  Start 2018 ILEARN Grade 4 Science Released Items | |
|------------------------------------------------------------------------------------------------------------------------------------|--|

I AM English Language Arts (ELA)

| | |
|----------------------------------------------------------------------------------------------------------------------------------|--|
|  Start 2018 I AM Grade 4 English/Language Arts | |
|----------------------------------------------------------------------------------------------------------------------------------|--|

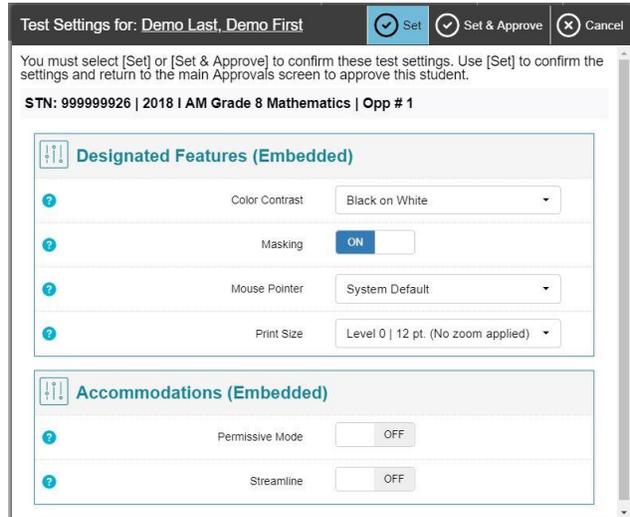
I AM Mathematics

| | |
|-------------------------------------------------------------------------------------------------------------------------|--|
|  Start 2018 I AM Grade 4 Mathematics | |
|-------------------------------------------------------------------------------------------------------------------------|--|

4. On the next page, select the test settings the student will need for the assessment and then choose **Select**. Depending on the selected test, you may choose options for any of the following settings:

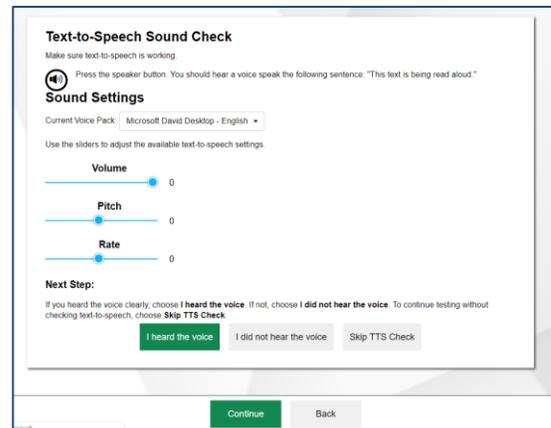
- **Color Contrast:** Sets the color of the text and background in the test.
- **Masking:** Allows for a distracting area of the test page to be covered. This is only available outside of full screen mode.
- **Mouse Pointer:** Sets the size and color of the mouse cursor.
- **Permissive Mode:** Allows certified accessibility software to be used with the secure browser.
- **Print Size:** Sets the zoom level for the test content.
- **Streamline:** Displays test content vertically for enhanced accessibility.

Review a Student’s Accommodations and Designated Features



5. On the **Test-to-Speech Functionality Check** page, select the Voice Pack the student prefers. Support the student in adjusting the volume, pitch, and rate for testing. Press the speaker button to test the sound. When the student is comfortable, choose **I heard the voice** and **Continue**.

Text-to-Speech Functionality Check



6. On the final sign-in page, select **Begin Test Now** to start the test opportunity.

Instructions and Help Page

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
View Help Guide

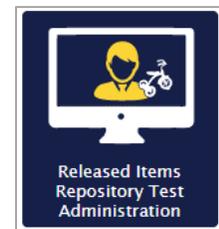
Test Settings
Use this button to review your test settings
View Test Settings

Begin Test Now Return to Login

Signing in to the Released Items Test with Educator and Student information

Practice Test Administration Site: Login and Released Items Test Setup

1. On the **Error! Unknown document property name.** portal (<https://indiana.portal.airast.org/>), navigate to the applicable assessment program's portal, and select your user role.
2. Click the **Released Items Repository Test Administration** card. The login page appears.
3. Enter your email address and password.
4. Click **Secure Login**. The Practice Test Administration Site appears.



Login Page

[Forgot Your Password?](#)

Secure Login

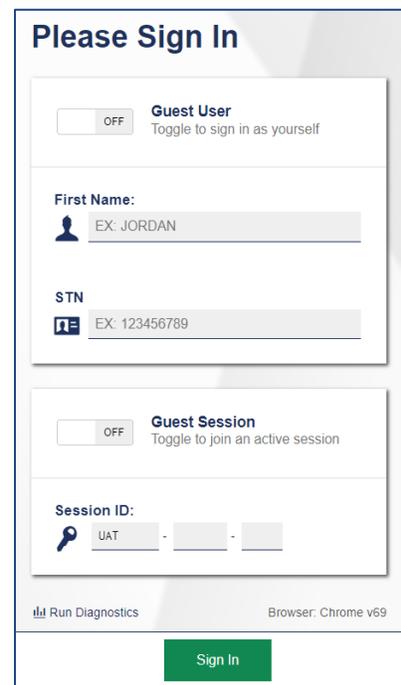
5. Start a test session.
 - a. In the **Released Items Test Selection** window, select the Released Items tests to administer.
 - b. Click **Start Released Items Session**. The Session ID appears at the top of the page.
6. Use the Session ID to log your student into the Released Items test session.

Practice Test Administration Site: Select Tests, Start Session



7. On a separate device, sign your student in to the Released Items Repository. Toggle Guest User and Guest Session off and enter your student's first name, STN, and the Session ID from step 5.b. For more information about the login process for the student, see the section [About the Released Items Login Process](#).

Student Sign-In



8. Approve the student for testing in the TA Interface. When students select Released Items tests, the **Approvals** box in the upper-right corner of the Practice Test Administration Site shows notifications. Click **Approvals** to view the list of students awaiting approval.

- To review a student's accommodations and update designated features (if necessary), click  in that student's row.
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.

Approve Students for Testing

Review a Student's Accommodations and Designated Features

9. Monitor the student's progress throughout his/her Released Items test. A student's test status appears in the Test Status column of the **Students in Your Test Session** table.

This column also displays the number of test questions the student has answered out of the total number of questions in the test.

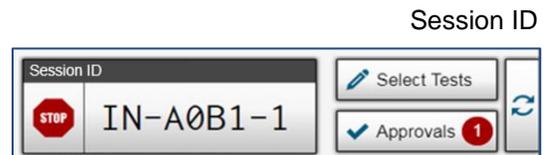
Practice Test Administration Site: Students Currently Testing

- The numbered items represent:
 1. Session ID
 2. Select Tests
 3. Approvals
 4. Students in your test session
- Click  to pause an individual student's Released Items test.
- Click  to view a student's full information, including current test settings.

10. Stop a test session and log out.

- a. Click  to stop the session and automatically pause any in-progress tests in your session.
- b. Click **Log Out** to exit the Practice Test Administration Site.

Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.



About the Released Items Login Process

Sign In

1. Enter the Released Items Repository
2. Toggle Guest User off and enter your student's first name, and STN.
3. Toggle Guest Session off and enter the Session ID from step [5.b](#).
4. Select **Sign In**.

Common Login Errors:

- **The first name and STN do not match.** This indicates that the first name entered does not match the first name associated with the STN.
- **The Session ID is not available.** The Session ID entered is not an available test session. Verify that you entered the Session ID correctly.

Student Sign-In

Please Sign In

OFF **Guest User**
Toggle to sign in as yourself

First Name:
EX: JORDAN

STN
EX: 123456789

OFF **Guest Session**
Toggle to join an active session

Session ID:
UAT - -

[Run Diagnostics](#) Browser: Chrome v69

Sign In

Verify Student Information

5. After you sign in, the **Is This You?** page appears. Verify that your student's information on this page is correct.
6. Select **Yes** to continue.

Is This You? Page

Is This You?
Please review the following information.

| | |
|------------------------------------------|----------------------------------|
| First Name Leigh | Last Name Griffen |
| STN: 999999369 | Grade 08 |
| Date of Birth October 26, 2008 | School: Demo Inst 9991 |

Select an Available Test

7. On the **Your Tests** page, select the **Released Items** test your student needs to take.
8. On your original device, check your student's test settings and approve their participation.

Your Tests Page

Your Tests
Select the test you need to take.

I AM English Language Arts (ELA)
Resume 2018 I AM Grade 8 English Language Arts

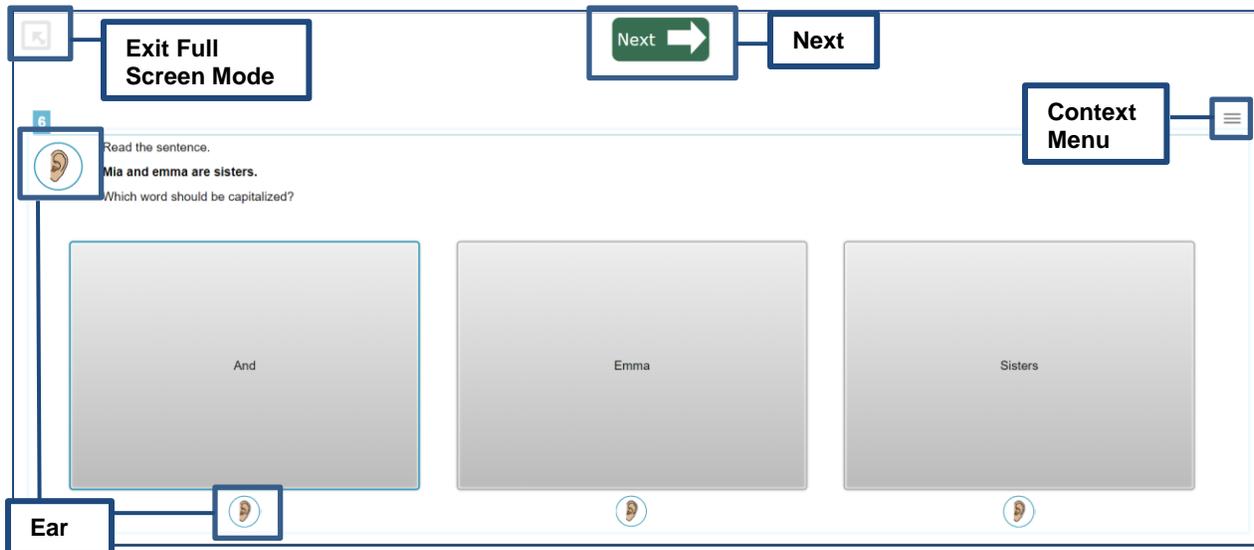
I AM Mathematics
Start 2018 I AM Grade 8 Mathematics

How Educators and Students Navigate the Released Items Repository and Use Test Tools

Navigating a Test under Full Screen Mode (Default Setting)

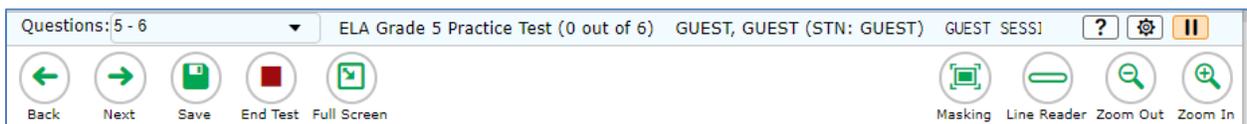
The default full screen mode setting has the following features:

- All tools that appear on the screen are hidden from the student, so the student cannot accidentally click on them. The tools in the [Context Menu](#) are still available in Full Screen Mode.
- Students can access the audio associated with the stimulus, question, and answer options by clicking on the ear. Students may click on the ears as many times as they need to.
- Students can move on to the next items by clicking on the Next button.
- Educators can exit full screen mode by clicking on the icon on the upper left-hand corner of the screen, and writing the student's first name or "guest," under guest mode" as the password in the pop-up window.



Navigating a Test Outside of Full Screen Mode

The Global Menu on the top of the screen appears when you exit Full Screen Mode.



1. To navigate a test, select **Back** or **Next** in the upper-left corner.
2. To jump directly to a test page, select an item number from the **Questions** drop-down list in the upper-left corner.
3. To save a test, select **Save** in the upper-left corner. Tests are automatically saved.
4. To end a test, select **End Test**. Please note this tool will only appear at the end of the test.
5. To go back to Full Screen Mode, select **Full Screen**.

Using Test Tools

There are two types of test tools available:

- **Global Tools:** These tools appear in the global menu at the top right corner of the Global Menu.
- **Context Menu Tools:** These tools are for passages and questions. To use these tools, select the context menu icon  and select an option.

[Table 1](#) lists the tools available in the global menu, while [Table 2](#) lists the tools available in the item and stimulus sections of the page (the Context Menu).

Table 1. Global Tools

| Tool Name | Instructions |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help  | To view the on-screen Instructions and Help window, select the question mark  button in the upper-right corner. |
| System Settings  | To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. |
| Pause  | Click  to pause an individual student's test. |
| Calculator  | To use the on-screen calculator, select Calculator in the global menu. |
| Line Reader  | To highlight an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use. |
| Masking  | The Masking tool temporarily covers a distracting area of the test page. <ol style="list-style-type: none"> 1. Select Masking in the global menu. 2. Select and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area. |

| Tool Name | Instructions |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zoom buttons  | To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out . |

Table 2. Question and Stimulus Tools

| Tool Name | Instructions |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expand Items | To expand the items section, select the double arrow  icon. The section will expand and overlap the stimulus section for easier readability. To collapse the expanded section, select the double arrow  icon again. |
| Expand buttons | You can expand the passage section or the question section for easier readability. <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner. <p>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</p> |
| Highlighter | To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. |
| Mark for Review | To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner. The Questions drop-down list displays (marked) for the question. |
| Strikethrough | For selected response items, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ul style="list-style-type: none"> Option A: <ol style="list-style-type: none"> To activate Strikethrough mode, open the context menu and select Strikethrough. Select each answer option you wish to strike out. To deactivate Strikethrough mode, press Esc or select outside the question's response area. Option B: <ol style="list-style-type: none"> Right-click an answer option and select Strikethrough. |
| Text-to-Speech | To listen to passages and questions, click on the Ear  next to the stimulus, item, or under each answer option. This is required for the I AM. |

How Educators and Students Complete a Test

Students submit the test when they finish responding to items in the Released Items Repository.



Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

Questions:

1 2 3 4 5 6

Next Step:

When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

Submit Test

Your Results

Your test was submitted. You may review the test details below.

| | |
|---------------------------------------------------|------------------------------------------------|
| Student Name: GUEST, GUEST (STN: GUEST) | Test Name: ELA Grade 5 Practice Test |
|---------------------------------------------------|------------------------------------------------|

Test Completed On:
9/24/2018

You have finished the test. You may now log out.

Next Step:

To log out of the test, select **Log Out**

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

Log Out

1. After responding to the last test item, educators may exit Full Screen mode and select **End Test** at the upper-left corner of the page. They should select **YES** to continue to the next page.
2. *Optional:* To review items, students select an item number on the **Congratulations, you reached the end of the test** page. Students must select **End Test** again to return to this page.
3. To submit the test, students select **Submit Test**. The Released Items Repository tests are not scored.
4. On the **Your Results** page, students select **Log Out** to exit the Released Items Repository.