



# Test Administrator (TA) Training Module

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# Objectives

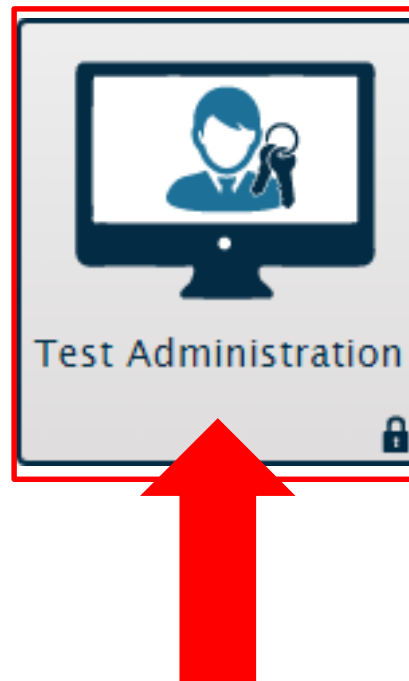
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**After viewing this presentation, you should be able to**

- use the TA Interface to start and run a test session;
- view student test settings and accessibility resources;
- monitor the testing process;
- pause and stop a test session;
- transfer sessions between computers and mobile devices;
- print test session information; and
- exit and log out of the TA Interface.

# Logging in to the TA Interface

- To access the TA Interface, go to the Indiana Assessment portal at <https://indiana.portal.airast.org/>



A login form with a light grey background. It features a blue user icon next to a text input field containing "pmartin@email.com". Below it is a blue lock icon next to a password input field with ten grey dots. A red link "Forgot Your Password?" is positioned below the password field. At the bottom is a dark blue button with the text "Secure Login".

# TA Interface: Overview

The screenshot displays the TA Interface with a modal dialog box titled "Operational Test Selection". The dialog box contains the following elements:

- Header: "Operational Test Selection" with an "Expand All" button.
- Instruction: "Choose which tests to add to your session from the tree, and then start your session."
- Test Selection List:
  - English Language Arts (ELA) - Expanded
    - ILEARN Grade 3 English/Language Arts Practice Test
    - ILEARN Grade 4 English/Language Arts Practice Test
    - ILEARN Grade 5 English/Language Arts Practice Test
    - ILEARN Grade 6 English/Language Arts Practice Test
    - ILEARN Grade 7 English/Language Arts Practice Test
    - ILEARN Grade 8 English/Language Arts Practice Test
  - Mathematics - Collapsed
  - Science - Collapsed
  - Social Studies - Collapsed
- Buttons: "Start Operational Session" (with a play icon), "Close", and a greyed-out button.

The background interface shows the "Indian DEPARTMENT OF EDUCATION" logo, a "Select Tests" button, and a sidebar with "Operational Test" and "Instructions" sections. The instructions include:

- 1 Start Session**  
Press the Select Tests button
- 2 Approve Students**  
Press the Approvals button
- 3 Monitor Progress**  
Monitor the Students in your session  
To stop a test session, press the Stop button

# TA Interface: Overview, cont.

The screenshot displays the TA Interface for an Operational Test Session. At the top, there is a navigation bar with links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout as Demo, Proctor. The main header features the Indiana Department of Education logo on the left and a control panel on the right. The control panel includes a red 'STOP' button, the Operational Session ID 'UAT-877A-1', a 'Select Tests' button, and an 'Approvals' button with a red notification badge showing '2'. Below the header, the section is titled 'Students in your **Operational** Test Session'. It shows summary statistics: 0 students awaiting approval, 0 print requests, and 2 active tests. A filter for 'English Language Arts (ELA)' is active. A table lists the active tests for two students: Gabi Odde and Abbie Beazer, both taking the 'ILEARN Grade 3 English/Language Arts Practice Test'. Each row includes columns for Student Name, STN, Opp #, Test, Test Status (Started), Test Settings (eye icon), and Actions (pause icon). Below the table, an 'Instructions' section provides a three-step guide: 1. Start Session (press Select Tests and Start Session), 2. Approve Students (press Approvals and checkmark), and 3. Monitor Progress (use print requests and pause buttons).

Operational Session ID: UAT-877A-1

Select Tests

Approvals 2

### Students in your **Operational** Test Session

0 students awaiting approval 0 print requests 2 active tests

English Language Arts (ELA)

Student Name	STN	Opp #	Test	Test Status	Test Settings	Actions
Odde, Gabi	000000234	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 1/4 answered		
Beazer, Abbie	000000048	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered		

### Instructions

- 1 Start Session**  
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**  
Press the **Approvals** button, review the student's test details, and then press the button.
- 3 Monitor Progress**  
Monitor the **Students in your Test Session** table. You can use the button to view print requests and the button to pause students' tests.  
To stop a test session, press the button next to the Session ID.

# TA Interface: Banner

The screenshot displays the top banner of the TA interface. A red rectangular box highlights the navigation menu at the top, which includes the following items: a search icon for 'Student Lookup', a plus icon for 'Approved Requests', a printer icon for 'Print Session', a book icon for 'Help Guide', a warning triangle for 'Alerts', and a logout icon for 'Logout as Demo, Proctor'.

Below the navigation menu, the banner is divided into three main sections:

- Left Section:** Features the logo for the Indiana Department of Education, which includes a torch icon and the text 'Indiana DEPARTMENT OF EDUCATION'.
- Middle Section:** Displays the 'Operational Session ID' as 'UAT-877A-1'. To the left of the ID is a red octagonal 'STOP' sign icon.
- Right Section:** Contains two buttons: 'Select Tests' with a pencil icon, and 'Approvals' with a checkmark icon and a red circle containing the number '2'. A refresh icon is also present to the right of these buttons.

At the bottom of the banner, the text reads: 'Students in your **Operational** Test Session'.

# Create a Test Session


**Operational Test Selection** Expand All

Choose which tests to add to your session from the tree, and then start your session.

- English Language Arts (ELA)
  - ILEARN Grade 3 English/Language Arts Practice Test
  - ILEARN Grade 4 English/Language Arts Practice Test
  - ILEARN Grade 5 English/Language Arts Practice Test
  - ILEARN Grade 6 English/Language Arts Practice Test
  - ILEARN Grade 7 English/Language Arts Practice Test
  - ILEARN Grade 8 English/Language Arts Practice Test
- Mathematics
- Science
- Social Studies


Start Operational Session Close

**Operational Session ID**

 UAT-B036-1




Select Tests


Approvals 2









# Approving Student Entry



Approvals and Student Test Settings

 Approve All Students  Refresh  Done

2 students awaiting approval 0 tests in session  = English Language Arts (ELA)

**ILEARN Grade 3 English/Language Arts Practice Test - 2 student(s)**

Student Name	STN	Opp #	See Details	Action
Beazer, Abbie	999999048	1	Standard 	 
Odda, Gabi	999999234	1	Standard 	 





# Student Lookup

Quick Search Advanced Search Close

Enter the student's full Student ID (STN) and click [Submit STN] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial STN 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.

STN:

**Search Results**

First Name: Demo  
Last Name: Student  
STN: 999999048  
Grade: 03  
Date of Birth: 10/26/2006  
Gender: F  
School: Demo inst 9991  
District: Demo district 9999  
Name:

Quick Search Advanced Search Close

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

**Corporation**

**School**

**Grade**

**First Name**

**Last Name**

**Search Results**

STN	First Name	Last Name	Grade	Details
999999048	Abbie	Beazer	03	

# Student Lookup, cont.

Quick Search | **Advanced Search** | Close

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

**Corporation**  
Demo district 99

**Grade**  
All Grades

**Last Name**  
Beazer







**Search Results**

STN	First Name	Last Name	Grade	Details
999999048	Abbie	Beazer	03	

**Student Details** | Done

First Name: Abbie  
Last Name: Beazer  
STN: 999999048  
Grade: 03  
Date of Birth: 10/26/2006  
Gender: F  
School: Demo inst 9991  
Corporation: Demo District 9999  
Name:

# Denying Student Entry

ILEARN Grade 3 English/Language Arts Practice Test - 2 student(s)				
Student Name	STN	Opp #	See Details	Action
Beazer, Abbie	999999048	1	Standard 	 
Odde, Gabi	999999234	1	Standard 	 

- **Deny entry to a test session in these circumstances:**
  - The student is not supposed to enter this session.
  - The student's demographic information is incorrect.
  - The student's required accommodations are incorrect.

# Editing Student Details: See/Edit Details

**ILEARN Grade 3 English/Language Arts Practice Test - 2 student(s)**

Test Settings for: Sutherby, Ariel  Set  Set & Approve  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.

STN: 999999009 | ILEARN Grade 3 English/Language Arts Practice Test | Opp # 1

	Action	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Designated Features (Embedded)**

?	Color Contrast	Black on White
?	Glossaries	English Glossary
?	Masking	<input checked="" type="checkbox"/> ON
?	Mouse Pointer	System Default
?	Print Size	1X
?	Streamline	Off

**Universal Tools (Non-Embedded)**



# Editing Student Details: Turn Settings On and Off


Test Settings for: Sutherby, Ariel

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.

STN: 999999009 | ILEARN Grade 3 English/Language Arts Practice Test | Opp # 1


### Designated Features (Embedded)

?	Color Contrast	Black on White
?	Glossaries	English Glossary
?	Masking	<input checked="" type="checkbox"/> ON
?	Mouse Pointer	System Default
?	Print Size	1X
?	Streamline	Off








# Monitoring Student Status

Student Lookup Approved Requests Print Session Help Guide Alerts Logout as Demo, Proctor



 **Operational Session ID** UAT-AB67-1 [Select Tests](#) [Approvals 1](#)





## Students in your Operational Test Session

1 students awaiting approval 0 print requests 2 active tests ● = English Language Arts (ELA)


Student Name	STN	Opp #	Test	Test Status	Test Settings	Actions
McGrill, Corrinne	999999273	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom	 
Skatcher, Tootsie	999999312	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom	  






# Printing Test Session Information

Student Lookup   Print Session Help Guide Alerts Logout as Demo, Proctor

 **Operational Session ID** UAT-AB67-1   



### Students in your Operational Test Session

1 students awaiting approval 0 print requests 2 active tests  = English Language Arts (ELA)

Student Name	STN	Opp #	Test	Test Status	Test Settings	Actions
McGrill, Corrinne	999999273	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom 	
Skatcher, Tootsie	999999312	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom 	 






# Pausing and Stopping Sessions

Student Lookup Approved Requests Print Session Help Guide Alerts Logout as Demo, Proctor

 **Operational Session ID** UAT-AB67-1  Select Tests Approvals 1

## Students in your Operational Test Session

1 students awaiting approval 0 print requests 2 active tests ● = English Language Arts (ELA)

Student Name	STN	Opp #	Test	Test Status	Test Settings	Actions
McGrill, Corrinne	999999273	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom 	
Skatcher, Tootsie	999999312	1	ILEARN Grade 3 English/Language Arts Practice Test	Started 2/4 answered	Custom  	



# Paused Test Information

The screenshot displays the Indiana Department of Education testing interface. At the top, there is a navigation bar with links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout as Demo, Proctor. The main header features the Indiana Department of Education logo and an Operational Session ID box showing 'UAT-AB67-1' with a red 'STOP' sign icon. To the right of the session ID are buttons for 'Select Tests' and 'Approvals 1'. Below the header, the section is titled 'Students in your Operational Test Session'. A summary bar indicates '1 students awaiting approval', '0 print requests', and '2 active tests'. A legend shows a yellow dot for 'English Language Arts (ELA)'. A table with columns for 'Test Settings' and 'Actions' is visible. A red banner with the text 'Important! The student paused their test by clicking the [Pause] button. [Message Code: 12546]' is overlaid on the table. A red arrow points to the information icon in the 'Actions' column of the table. An 'OK' button is located at the bottom left of the banner.

Test Settings	Actions

# Transferring Sessions

**Important!**

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

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

[Message Code: 12305]  
1 OPEN Session(s)

Enter Start a Different Session Logout

# Logging Out of the TA Interface

The screenshot shows the TA interface with a confirmation dialog box. The dialog box has a red header that says "Important!". The main text reads: "You are about to log out of all systems. Your test session will be stopped and all in-progress tests will be paused. Click [NO] to remain logged in to this system or click [YES] to exit all systems. [Message Code: 10507]". At the bottom of the dialog box, there are two buttons: "Yes" (highlighted in green) and "No". A red arrow points to the "Yes" button. In the background, the interface shows a top navigation bar with buttons for "Student Lookup", "Approved Requests", "Print Session", "Help", and "Logout as Demo, Proctor". A red arrow points to the "Logout as Demo, Proctor" button. On the right side, there are buttons for "Select Tests", "Approvals 1", and "Actions".

# Troubleshooting

Description	What to Do
<i>What should I do if a test session ends?</i>	Log in and start a new session. Provide the students with a new session ID.
<i>What should I do if a student gets logged out of a test while a session is still active?</i>	If a student's test session is interrupted, the student should log back in and rejoin the session.
<i>What should I do if forbidden applications are running?</i>	The secure browser will not allow the student to begin testing if forbidden applications are running. You will see messages advising you which applications must be closed before testing can begin.
<i>What should I do if a student's test freezes?</i>	Force-quit the secure browser and log back in. For instructions, refer to the <i>Test Administration Manual</i> .



# Thank You!

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## For further information, please consult:

Indiana Assessment Portal

- <http://indiana.portal.airast.org>

Indiana Assessment Help Desk

- Toll-Free Phone: 1.866.298.4256
- Email: [airindianahelpdesk@air.org](mailto:airindianahelpdesk@air.org)
- Chat: <https://indiana.portal.airast.org/chat.shtml>