

# Online Testing System Test Administrator User Guide

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*Prepared by Cambium Assessment, Inc.*



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## Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Louisiana ELPS and ELPT online tools training tests and operational ELPS and ELPT, as well as the ELPT Connect online tools training and operational tests.

## Organization of the User Guide

The guide includes the following sections:

- [How TAs Proctor Test Sessions in the TA Site](#)
- [How Students Sign in to the Student Testing Site and Complete Tests](#)

There is also an alphabetized [Appendix](#) with additional information and instructions about the TA Site, the Secure Browser, and more.

## Understanding the Online Testing System's Sites

The Online Testing System delivers Louisiana ELPS and ELPT tests, as well as the ELPT Connect tests, and consists of online tools training sites and operational testing sites. The online tools training sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the Online Tools Training Administration site are for practice whereas the tests provided in the Operational Test Administration site are operational and students' scores will be official.

- **Practice Sites**
  - **Online Tools Training Administration:** Allows TAs to practice administering tests.
  - **Online Tools Training Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the Online Tools Training Administration site or they can take non-proctored tests.
- **Operational Testing Sites**
  - **Operational Test Administration:** Allows TAs to administer operational tests.
  - **Student Testing Site:** Allows students to take operational tests.

Throughout the rest of this user guide, "TA Site" refers to both the Operational Test Administration site and Online Tools Training Administration site.

## How TAs Proctor Test Sessions in the TA Site

Administering tests in the Online Testing System is a straightforward process and the basic workflow is as follows:

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

This section describes how TAs perform the following tasks within the TA Site to successfully administer online tests:

- [Select Tests and Start a Test Session](#)
- [Approve Students for Testing](#)
- [Monitor an Ongoing Test Session](#)

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

### Select Tests and Start a Test Session

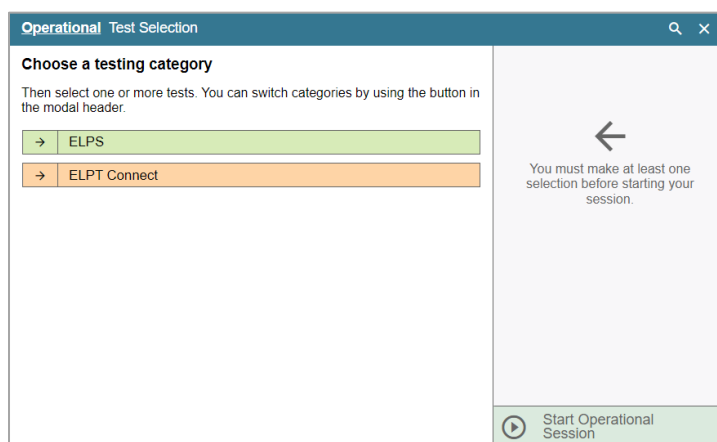
The first step in administering online tests is to select the tests that you wish to administer and start a test session. You can administer both the ELPS and ELPT, as well as the ELPT Connect.

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

### Create a New Test Session

1. Log in to the TA Site. The **Test Selection** window (see [Figure 1](#)) opens automatically. If the **Test Selection** window is not open, click **Select Tests** in the upper-left corner of the TA Site.
  - If you already have an active session running, you will need to select **Start a New Session Now** to open the **Test Selection** window. For more information, see [Transfer a Test Session](#).

Figure 1. Test Selection Window: Test Categories






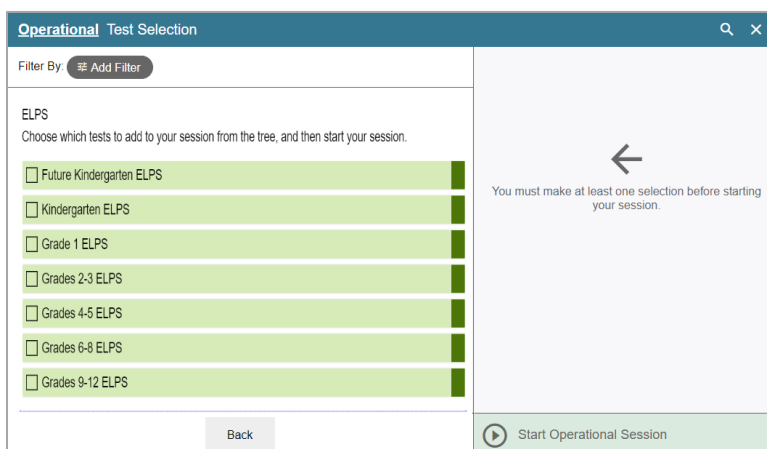
2. From the list of color-coded test categories, select the test category from which you wish to include tests. This will display the tests or test groups available for that test category (see [Figure 2](#)).
  - To view the tests in a test group, click **+** to expand it (or  to expand all groups).
  - To filter tests by their subject or grade level, click **Add Filter** above the test list. Mark the checkbox for each grade or subject you wish to filter by and click **Apply Filter(s)**. To remove an applied filter, click  next to that filter.
  - To search for a test, select  in the top-right corner of the **Select Tests** tab. Enter a search term and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

Figure 2. Test Selection Window: Test Category Subgroups



3. To select a test you wish to administer in the session, mark the checkbox for each test you want to include. To select all the tests in a test group, mark the checkbox for that group.
4. *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see [Figure 1](#)). Then select the appropriate tests.

5. *Optional:* If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** in the top-right corner of the *Tests Selected* panel.
6. If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.
7. Once the required tests have been selected, select **Start Session** (the exact label for this button may vary depending on whether you are starting an online tools training or operational session). A Session ID appears in the top-left corner. Be sure to share the Session ID with students who will be joining the session.

## Add Tests to an Active Test Session

If necessary, you can add additional tests to an ongoing test session. While you can add tests to an active test session, you cannot remove tests from an active test session.

1. Open the **Select Tests** tab. This tab opens to the test list that you last viewed and shows the tests that are currently active in the session.
2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the [Select Tests and Start a Test Session](#) section. Tests that are already included in the session or cannot be added to the session are grayed out.
  - If you select a new test reason when adding tests to a session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.
3. Click **Add to Session** (the exact label for this button may vary depending on whether you are starting a online tools training or operational session).
4. In the confirmation message that appears, click **OK**.

## Approve Students for Testing

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test contains segments requiring TA approval, you must also follow the same procedure when approving students' entry to test segments.

1. Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.



Figure 3. Approvals and Student Test Settings Window


2. To check a student's test settings and accommodations, click  in the See Details column for that student. The **Test Settings** window appears (see [Figure 4](#)), displaying the student's test settings grouped by their area of need.

Figure 4. Test Settings Window for a Selected Student

- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.
  - Editable settings must be updated in this window, while read-only settings must be updated in TIDE.

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- b. To confirm the student's settings, do one of the following:
  - To confirm the settings, click **Set**. You will still need to approve the student for testing (see step 5).
  - To confirm the settings and approve the student for the test all at once, click **Set & Approve**.
3. Repeat step 2 for each student on the **Approvals** tab. You can click **Refresh page** in the top-right corner to update the list of students awaiting approval.
4. *Optional:* If you need to deny a student access to the test, click **X** for that student. In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.
5. To approve students from the **Approvals** tab, click **✓** in the Actions column to approve an individual student, or click **Approve All Students** to approve every student currently listed in the table.

## Monitor an Ongoing Test Session

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

The progress tables that display during an active test session show you the testing details for each student logged in to your session. If you navigate away from these tables, you can click the Session ID in the top-right corner to display them again.

Figure 5. Table(s) for Monitoring Students' Test Progress

Operational Session ID

UAT-3F49-2

Select Tests

Student Lookup

Approvals

Stop Session

Refresh page

Menu

Operational Test Session

0 students awaiting approval0 print requests0 active students (max 200)

ELPS

Tests with potential issues

Student Information	Test	Opp #	Progress	Test Settings	Actions
<div>Last, First</div> <div>7132023001</div>	Grades 4-5 ELPS	1	<div>6 / 137 answered -</div> <div>Paused 32 min</div>	<div>Standard</div>	

Tests without issue

Student Information	Test	Opp #	Progress	Test Settings	Actions
<div>Last, First</div> <div>7132023000</div>	Grades 4-5 ELPS	1	<div>14 / 137 answered -</div> <div>Paused 57 min</div>	<div>Standard</div>	





- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate table for tests with potential issues, which appears at the

top of the page. This can occur when a student has a pending print request or a student's test was paused due to a security issue, such as the launch of a forbidden application.

- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page** in the top-right corner.

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

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

Column	Description
Student Information	The name and SSID of the student in the session.
Test	Name of the test the student selected.
Opp #	Opportunity number for the student's selected test.
Progress	Indicates the student's test progress. It may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test.
Test Settings	<p>Displays one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard:</b> Default test settings are applied for this test opportunity.</li> <li>• <b>Custom:</b> One or more of the student's test settings or accommodations differ from the default settings.</li> </ul> <p>To view the student's settings for the current test opportunity, select .</p>
Actions	<p>Allows you to perform any of the following actions for the student:</p> <ul style="list-style-type: none"> <li>• To pause a student's test, click . The student will be logged out of the test.</li> <li>• If a student has a pending print request, click  to print the requested test content. For information, see <a href="#">Approve Students' Print Requests (ELPT Connect Only)</a>.</li> <li>• If you want to pay close attention to the progress of a particular student, click  to list the student in a pinned table at the top of the page.</li> </ul>

## Approve Students' Print Requests (ELPT Connect Only)

Students using the print-on-request tool can request printouts of test passages and questions. You must review and approve these print requests. When students send print requests, a notification appears in the *Tests with potential issues* table.



1. To review a print request, click  in the Actions column of the *Tests with potential issues* table for a student. The request notification appears only for students who have sent print requests.
2. Review the request in the **Student Print Request** window and do one of the following:
  - To approve the request, select . A cover sheet appears in a new browser window or tab.

Figure 6. Student Print Request Window

New Requests	Date and Time	Action
Print Passage - Page for Items 1-2	04/10/23 12:52 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>

- To deny the request, select . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to the next step.
3. In the window displaying the cover sheet, click **Print**. Then click **OK** to print the requested test elements.
    - When students are finished using printed test content, you should securely dispose of it and delete the downloaded files.

## Pause a Student's Test

You can pause a student's test if necessary.

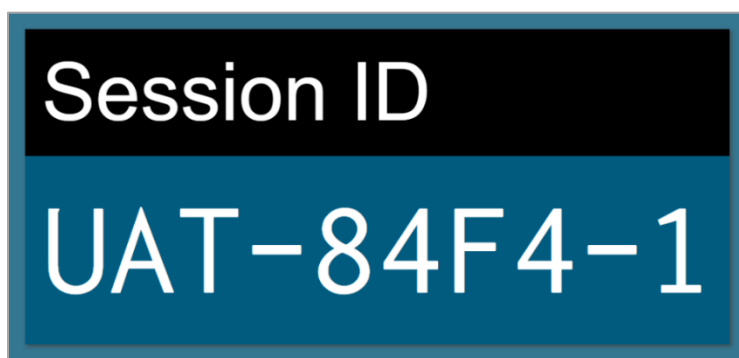
1. In the Actions column of the table(s) for monitoring students' test progress, select for the student whose test you wish to pause.
2. Select **Yes** to confirm. The Online Testing System logs the student out.

## Enable Screensaver Mode

You can enable screensaver mode to protect any sensitive student information displayed in the TA Site when you are away from your device. If screensaver mode is auto-enabled, the screensaver automatically turns on after 5 minutes of TA inactivity. If screensaver mode is not auto-enabled, it is strongly recommended that you turn on the screensaver when stepping away from your device.

1. To turn on screensaver mode, select **Toggle Screensaver** from the **Menu** in the top-right corner. A masking screen appears over the TA Site. The screensaver displays notifications if students are awaiting approval, if there are pending print requests, or if students require other interventions.

Figure 7. Screensaver Mode Enabled



2. To dismiss the screensaver, perform mouse or keyboard activity.

## Stop a Test Session

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

1. To stop a test session, click **Stop Session** at the top of the TA Site.
2. In the confirmation message that appears, select **OK**. The test session stops.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session. Please note, the Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session. If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session, you must log in to the TA Site and rejoin the active session. You can also [transfer your session](#) to another device.

## Log Out of the TA Site

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

1. Click on your name in the upper-right corner of the TA Site.
2. Select **Logout** from the menu that appears. The Louisiana ELPT portal appears.

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

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

### How Students Sign in and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the Operational Test Administration site, students sign in to the Student Testing Site on the Secure Browser.

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

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

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

Figure 8. Student Testing Site Student Sign-In Page

3. *Optional*: Students can modify test settings (such as background and text color) for the sign-in process, which persist until you set the actual test settings during the TA approval process.
4. Students select **Sign In**. The **Is This You?** page appears.

## Verify Student Information

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

- If all the information on the **Is This You?** page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**. You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins testing.

Figure 9. Is This You? Page

First Name	Grade
Jane	04
SSID 999991234	School: Demo inst 9999
School: Demo inst 9998	School: Demo inst 9997
School: Demo inst 9996	

Yes No

## Select a Test

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

1. From the **Your Tests Page** that lists a student's eligible tests, the student selects the name of the test.
  - If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.

Figure 10. Your Tests Page

2. The student's request is sent to the TA for approval and the student is taken to the **Waiting for Approval** page. After you approve the student for testing, the student can proceed to the next step:
  - If starting a new test, a student must complete the login process before beginning testing.
  - If resuming a paused test, the student will be directly taken to the test page where the student stopped the test based on the applicable pause rules.

Figure 11. Waiting for Approval Page

## Verify Test Setting Information

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

- If the settings are correct, the student selects **OK** to continue.
- If the settings are incorrect, the student should select log out of the Student Testing Site. After you correct the student's test settings, the student must sign in and request approval again.



Figure 12. Choose Settings Page

**Choose Settings:**  
Review the following test settings. You can change the options, if necessary.

**Grades 4-5 ELPT Listening Online Tools Training**

**Universal Tools**

Color Choices: Black on White (default)

**Designated Supports**

Zoom: 1X

**Accommodations**

Permissive Mode: OFF

Select Undo Changes Go Back

## Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the **Audio/Video Checks** page. From the **Audio/Video Checks**

page that displays each required functionality check in its own panel, the student verifies each functionality as explained below.

If any of the device functionality checks fail, the student should log out and you should troubleshoot their testing device. Students should not continue with a test unless all functionality checks pass.

Figure 13. Audio/Video Checks Page





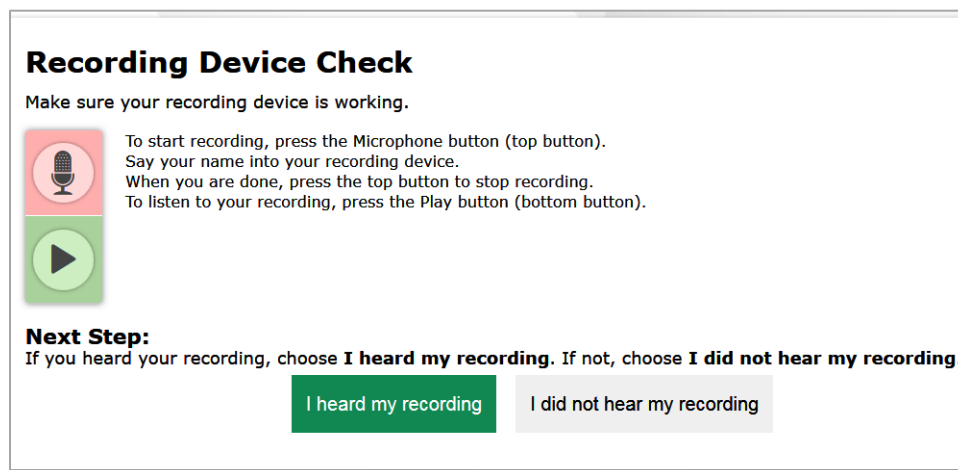
1. From the **Audio/Video Checks** page, the student verifies each functionality check in the appropriate panel. The following functionality check panels may appear:
  - a. **Audio Playback Check:** This panel appears for tests with listening questions. To test the device's audio playback functionality, students select  and listen to the audio. If the sound is clearly audible, students select **I heard the sound**.
  - If the sound is not clearly audible, students select **I did not hear the sound** and follow the instructions that appear.

Figure 14. Audio Playback Check Panel

- b. **Recording Device Check:** This panel appears for tests with questions that require students to record spoken responses. To verify recording device functionality, students select  and record a vocal sample. Then they select  to stop recording and select  to listen to their recorded audio. If the recorded audio is clearly audible, students select **I heard my recording**.


- If the recorded audio is not clearly audible, they select **I did not hear my recording** and follow the instructions that appear.
- If the student is testing on a device with multiple recording options, they can select the **Select New Recording Device** option to open the **Recording Input Device Selection** panel and select a different recording device.

Figure 15. Recording Device Check Panel




**Recording Device Check**

Make sure your recording device is working.



To start recording, press the Microphone button (top button).  
Say your name into your recording device.  
When you are done, press the top button to stop recording.  
To listen to your recording, press the Play button (bottom button).



**Next Step:**  
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

I heard my recording

I did not hear my recording


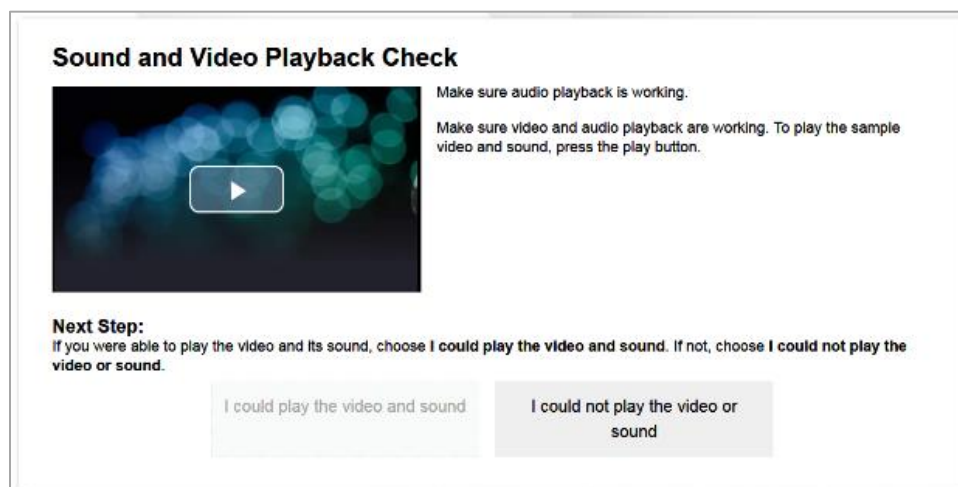

- c. **Sound and Video Playback Check:** This panel appears for tests with both audio and video content. To verify the functionality of audio and video playback, students select  to play the video and sound. If the video plays and the sound is clearly audible, students select **I could play the video and sound**.
- If students are not able to play the video or hear the sound, students select **I could not play the video or sound** and follow the instructions that appear.

Figure 16. Sound and Video Playback Check Panel



**Sound and Video Playback Check**



Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.

**Next Step:**  
If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound

I could not play the video or sound

2. Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the **Instructions and Help** page.

## View Instructions and Begin Testing

The **Instructions and Help** page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that a student need to review in order to proceed.

1. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.
2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.
3. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
4. To start the test, students select **Begin Test Now**.

Figure 17. 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.

**Test Settings**  
Use this button to review your test settings.  
[View Test Settings](#)

**Additional Test Information**  
Things to keep in mind before you start the test:

- If you need help during the test, please raise your hand
- No talking to your classmates during the test
- No personal electronics are allowed to be out or used during the test
- Failure to follow these rules could result in disciplinary action

**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](#)

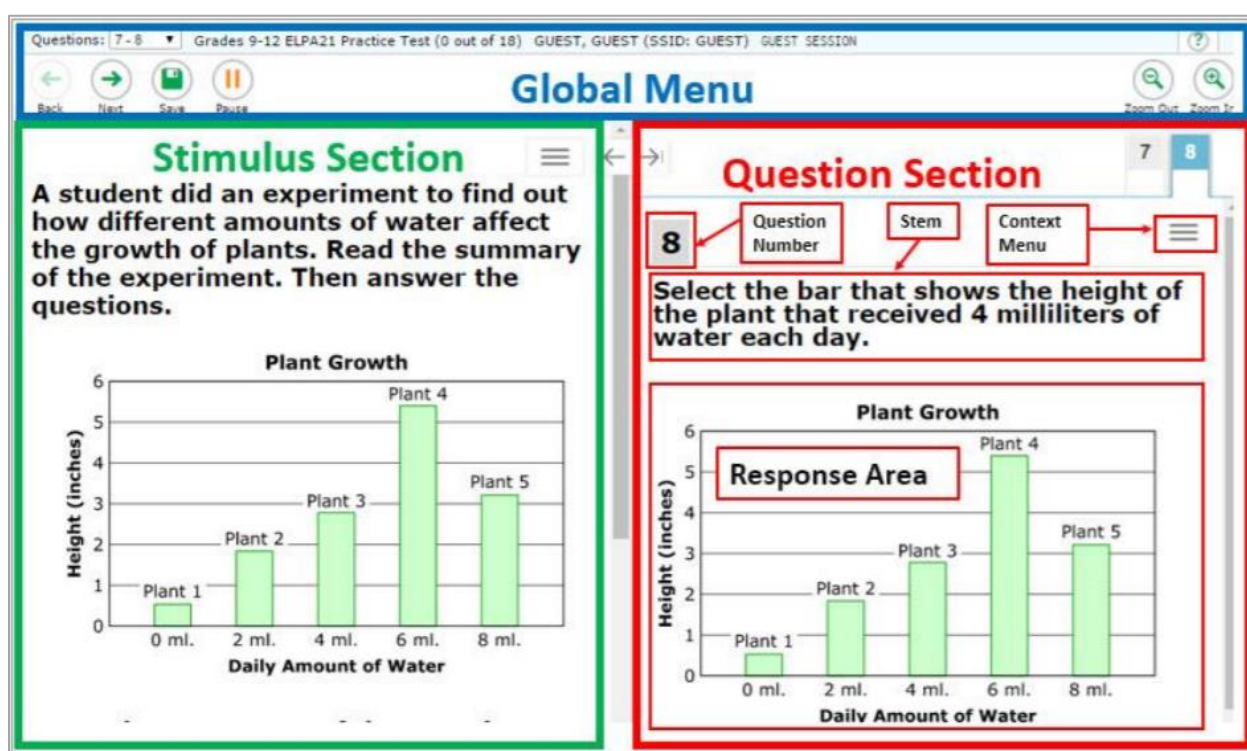
[Begin Test Now](#) [Return to Login](#)

## How Students Navigate the Student Testing Site

A test page can include the following sections:

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

Figure 18: Sample Test Layout

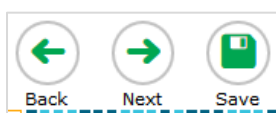


The following sections provide details about how to navigate the Student Testing Site. The Student Testing Site uses a slightly different layout for [alternate assessments](#).

### Navigate Between Items

- Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer.
  - After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.
  - To navigate to a previous question in a test, students select **Back**.

Figure 19. Navigation Buttons



- When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Figure 20. Paginated Items






- The navigation tabs may also include a stimulus icon  that students can select to view the stimulus associated with the grouped questions.
- To jump directly to an item, students can select an item number from the items drop-down that appears when students select the **Items** menu. If an item has been marked for review,  is displayed next to the item.
- If an item has been skipped or not answered,  is displayed next to the item.
- Items that students cannot navigate to are grayed out.

Figure 21. Items Drop-Down



## View Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

- *Reading Passages:* When the stimulus is a reading passage, the content is paginated.

## Online Testing System Test Administrator User Guide










- **Videos:** When the stimulus is a video, students can use standard video features to control the playback.
  - To play a video, select  in the lower-left corner.
  - To jump to a different point in the video, drag the slider to the required location.
  - To adjust the speed at which the video plays, select , and then select the required speed from the menu that appears.
  - To mute or unmute the video, select  in the lower-right corner.
  - To expand the video to full-screen mode, select  in the lower-right corner. To exit full-screen mode, select  again.
- **Slideshows:** When the stimulus is a slideshow, students can navigate between the slides and play associated audio, if available.
  - To move between the slides of a slideshow, select  and .
  - To play the audio for the current slide, select . To pause the audio, select .

Figure 22. Sample Slideshow



## Respond to Test Questions

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

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

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

- Select one or more choices from a list of answer options.

- For multiple choice type items, students can re-click a selected radio button to deselect the response option.
- Select graphic objects or text excerpts.
- Drag and drop text or graphic objects.
- Enter text in a text box.
- Match answer options together.

## Pause Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process.

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

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

## How Students Use Test Tools

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

- **Global Tools:** These tools appear in the global menu at the top of the test page and are available for all items in a test.
- **Context Menu Tools:** These tools are specific to the passage or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see [Keyboard Commands in the Student Testing Site](#).

## Using Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see [Figure 23](#)).

















Figure 23. Global Menu



[Table 2](#) lists the tools available in the global menu.



Table 2. Global Tools

Tool Name	Instructions
Help 	To view the on-screen <b>Help Guide</b> window, select the question mark  button in the upper-right corner.
Items drop-down list 	To quickly return to a specific test question, select it from the items drop-down list.
Line Reader 	To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: <ul style="list-style-type: none"> <li>• Select <b>Masking</b> in the global menu.</li> <li>• Click and drag across the distracting area.</li> <li>• To close the Masking tool, select <b>Masking</b> again. To remove a masked area, select  in the upper-right corner of that area.</li> </ul>
Navigation buttons 	To move between test pages, select  to move back or  to move forward.
Pause 	To pause a test, select  . If you pause the test, then you will be logged out.
Print Page  (ELPT Connect Only)	To print the entire test page, select <b>Print Page</b> in the global menu.
Print Passage  (ELPT Connect Only)	To print a reading passage, select <b>Print Passage</b> in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons 	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

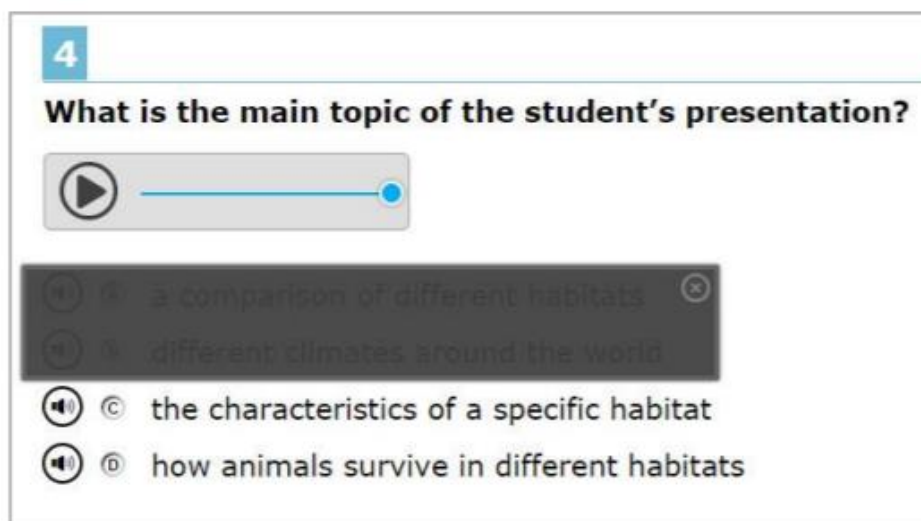
## How to Use the Masking Tool

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

- To mask an area of a test page:
  - a. Select **Masking** in the global menu. The button becomes orange.

- b. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.
- To deactivate the masking tool, select **Masking** in the global menu again. The button becomes green. Please note that masked areas will remain on the screen until you remove them.

Figure 24. Test Page with Masked Area



- To remove a masked area from a test page, select  in the upper-right corner of a masked area.

## Using Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see [Figure 25](#) and [Figure 26](#)). [Table 3](#) lists the available context menu tools.

Figure 25. Context Menu for Stimulus

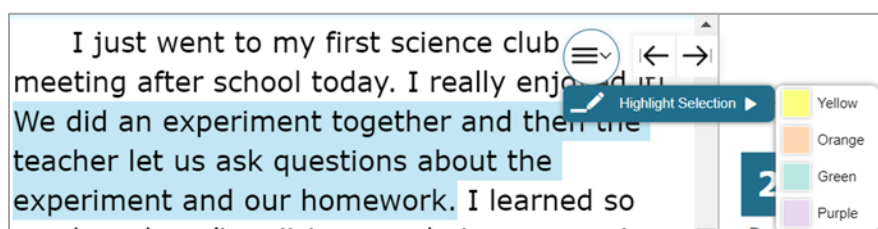
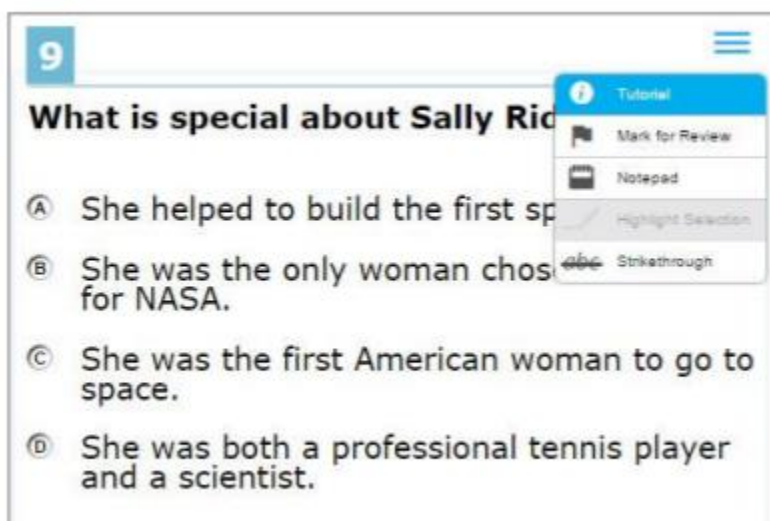


Figure 26. Context Menu for Answer Options



To use the context menu, do one of the following:






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

Table 3. Context Menu Tools





Tool Name	Instructions
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. Select an option from the list of colors that appears.</p> <p>To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-right corner and a flag icon  appears next to the question number on the test page. The <b>Items</b> pop-up window also displays a flag icon next to the question number.</p>

Tool Name	Instructions
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
Print Item (ELPT Connect Only)	<p>To send a print request for an individual question, select <b>Print Item</b> from the context menu. After sending the request, a printer icon  appears next to the question number on the test page.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>Option B: Right-click an answer option and select <b>Strikethrough</b>.</li> </ul>
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.</p>

## Using Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students based on their accommodations or the test page layout. [Table 4](#) lists the additional tools available in the Student Testing Site.

Table 4. Other Tools

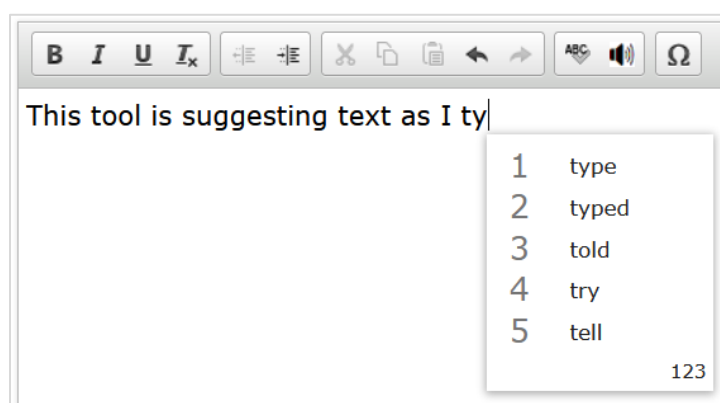
Tool Name	Instructions
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> </ul> <p>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</p>

Tool Name	Instructions
Word Prediction (ELPT Connect Only)	<p>When this tool is enabled, suggested words will pop up in a menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually.</p> <p>For more information, see the section <a href="#">How to Use the Word Prediction Tool</a>.</p>

### How to Use the Word Prediction Tool (ELPT Connect Only)

The Word Prediction tool is available for students with the appropriate accommodations who are testing on Chromebooks. This tool automatically predicts each word as students type a written response, allowing them to select a word from a suggested list instead of typing it manually.

Figure 27. Word Prediction Tool



1. To use the Word Prediction tool, students begin to type in the text box for an item with a written response. Suggested words automatically pop up based on what students type.
2. To select a suggested word, students do either of the following:
  - To select a word with the mouse, click it in the list of words.
  - To select a word using keyboard navigation, press the number key associated with that word in the list. For example, in [Figure 27](#) above, students would press **1** to select “type” from the list.

**Note:** Since number keys are used to select options in the menu, students may not be able to use some number keys to enter numerals in the text box. If a student needs to enter a numeral when Word Prediction is enabled, they should select **123** in the corner of the pop-up. A list of numerals appears. Students can select a numeral or select **abc** to return to the list of suggested words.

## How Students Complete a Test

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

### Complete a Test Segment

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

proceed to the next segment.



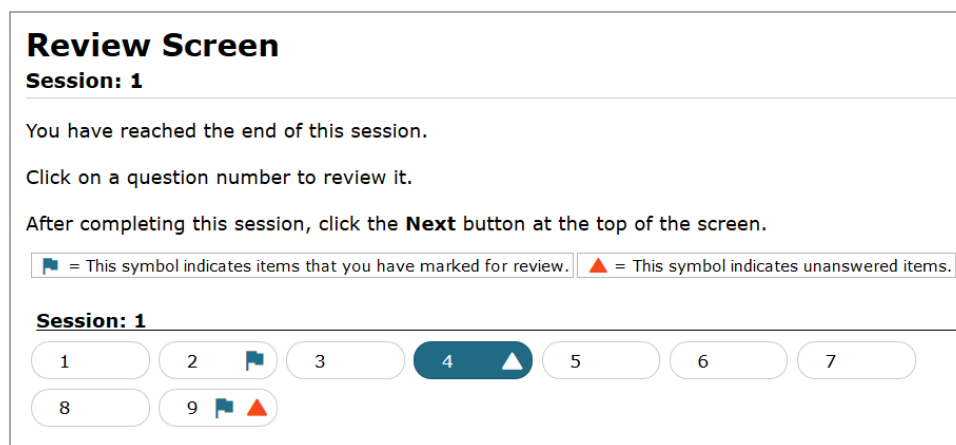
- To review questions, students select a question number.
  - A flag  icon appears for any questions marked for review. A warning  icon appears for any unanswered questions.
- To move to the next segment, students select **Next** in the global menu.

Figure 28. End Segment Page



Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests force students to log out before proceeding to the next segment to prevent students from accessing a segment before they are supposed to. In order to access the next segment, students must sign in and request approval from the TA again.

## Submit a Test

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

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



1. After answering the last test question, students click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.
  - A flag  icon appears for any questions marked for review. A warning  icon appears for any unanswered questions.

Figure 29. Test Review Page

**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:**

☐ = You have marked questions. Review these questions before submitting your test.  
☐ = This symbol indicates unanswered items.

2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37
38	39							

Complete this test segment and submit it. This will end this test session. You will not be able to view this test again.

2. *Optional:* To review previous answers, students select a question number.
3. To submit the test, students select **Submit My Test**. Then they should confirm their decision in the message that pops up. The **Your Results** page appears, displaying the test completion details

Figure 30. Your Results Page

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

<b>Student Name:</b> GUEST, GUEST (Student ID: GUEST)	<b>Test Name:</b> Grades 2-3 ELPT Reading Online Tools Training
<b>Test Completed On:</b> 11/11/2019	
Scores are not shown for this test. You have finished the test. You may now log out.	
<b>Next Step:</b> To log out of the test, select <b>Log Out</b> . In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.	

4. To exit the Student Testing Site, students select **Log Out** and close the Secure Browser.

# Appendix

## A

### Alternate Assessments in the Student Testing Site

#### Navigating Alternate Assessments

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



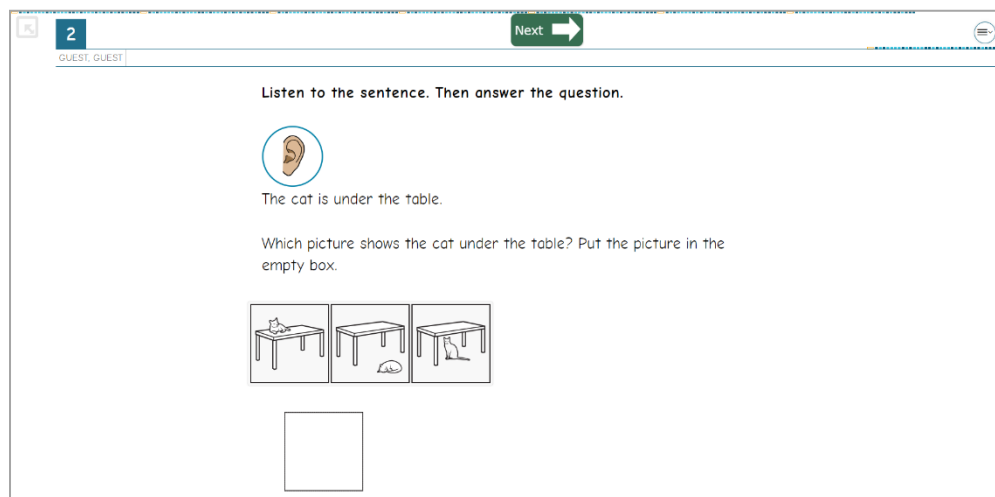
- To proceed to the next question, students select **Next** .
- To exit full-screen mode and access the global menu, students select  in the upper-left corner. A message appears, asking for a password.
  - Students enter their first name and select **OK**. The global menu appears at the top of the screen.
  - When signed in as a guest user in the Online Tools Training Site, students enter Guest.

Figure 31. Alternate Assessment Layout




- To return to full-screen mode, students select **Full Screen** in the global menu.

Figure 32. Full Screen Button








#### Listening to Audio Content

Some test pages display ear  icons, which read aloud the content for passages, questions, and answer options.

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



## Online Testing System Test Administrator User Guide

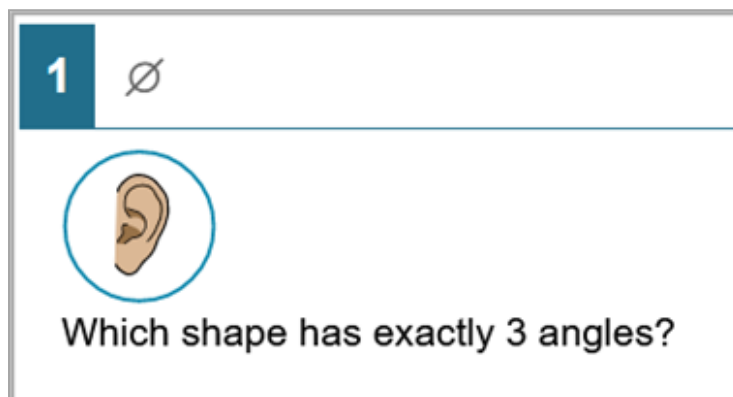
- To listen to a passage, select  beside the passage.
- To listen to a question and its answer options, select  beside the question.
- To listen only to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
  - You cannot pause audio content. If you select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

### Items Marked as No Response and Ending a Test

To indicate that no response or an unsupported response was provided for an item, do the following:

- From the item's context menu, select **Mark as No Response**, then select **Yes** in the confirmation message that appears.
  - The item's response options disable and a null symbol  $\emptyset$  displays next to the item number, in the **Items** drop-down list, and on the **Review** page at the end of the test.

Figure 33. Item Marked as No Response



- *Optional:* To revert an item marked as no response, select **Unmark No Response** from the context menu. If you previously entered a response, that response will not be retrieved.

## E

### Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. All ELPA21 test have one opportunity during the school year. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test. Expiration dates for Louisiana ELPS and ELPT tests are as follows: ELPT Online and Data Entry Interface (only for Paper and Pencil and Braille accommodations) tests expire after 45 days, and ELPS tests expire after 4 days.

## K

### Keyboard Commands in the Student Testing Site

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

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

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

[Table 5](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 5. Keyboard Commands for Sign-In Pages and Pop-Up Windows

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

### Keyboard Commands for Test Navigation

[Table 6](#) lists keyboard commands for navigating tests and responding to questions.

Table 6. Keyboard Commands for Test Navigation

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

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

### Keyboard Commands for Global and Context Menus

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

#### Global Menu

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

#### Context Menus

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

### Keyboard Commands for Highlighting Selected Regions of Text

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

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

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

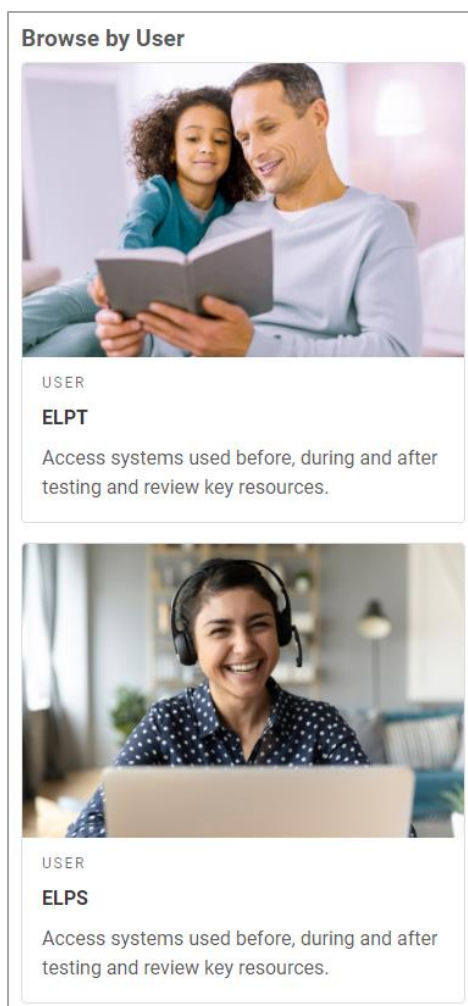
## L

### Login Information for the TA Site

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

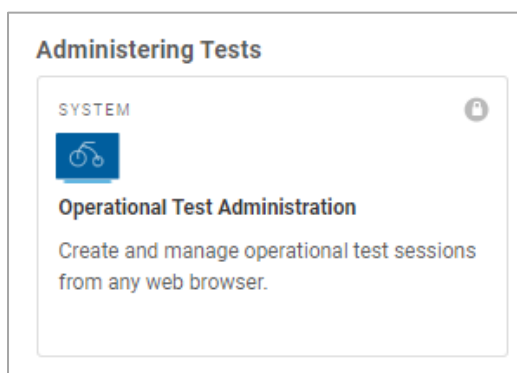
1. Navigate to the Louisiana ELPT portal (<http://la.portal.cambiumast.com>).
2. Select your user role.

Figure 34. Portal User Cards



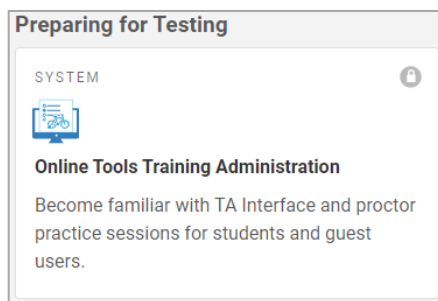
3. Select the appropriate TA Site:
  - a. To access the Operational Test Administration site, select **Operational Test Administration**.

Figure 35. Card for Operational Test Administration



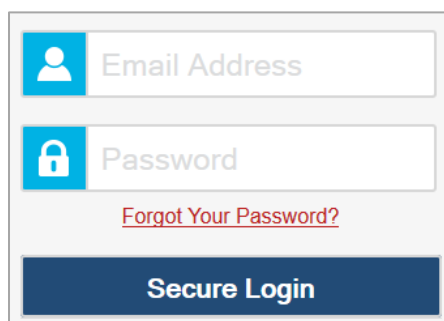
- b. To access the Online Tools Training Administration site, select **Online Tools Training Administration**.

Figure 36. Card for Online Tools Training Administration



4. The **Login** page appears. Enter your email address and password.

Figure 37. Login Page

A login form with two input fields. The first field is labeled "Email Address" with a person icon. The second field is labeled "Password" with a lock icon. Below the password field is a link that says "Forgot Your Password?". At the bottom is a blue button labeled "Secure Login".

5. Select **Secure Login**. The selected TA Site appears.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.

Figure 38. Enter Code Page

- In the *Enter Emailed Code* field, enter the emailed code.
- Select **Submit** to view the TA Site.

**Note:** You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

## P

### Pause and Test Timeout Rules

#### Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students can review or modify answered questions after resuming their paused test.

#### Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

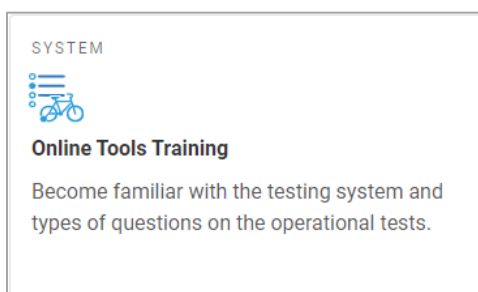
### Online Tools Training Site Student Sign-in Process

The Online Tools Training Site allows students to take practice tests. Aside from the sign-in process, the Online Tools Training Site has the same appearance and functionality as the Student Testing Site. For information on how to sign in to the Student Testing Site, see [How Students Sign in and Select Tests](#).

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

1. To access the Online Tools Training Site, do one of the following:
  - From the Louisiana ELPT portal (<http://la.portal.cambiumast.com>), select the **Online Tools Training** card.

Figure 39. Online Tools Training Card



- In the Secure Browser, select the **Online Tools Training** button.
2. To sign in, students do the following:
- To sign in as a guest, students set the Guest User toggle to **On**. Otherwise, to use their real credentials, students set the Guest User toggle to **Off** and then enter their first name and SSID.
  - To join a guest session, students set the Guest Session toggle to **On**. Or else, to join a proctored session, students set the Guest Session toggle to **Off** and enter the Session ID from the Online Tools Training Administration site.
  - Students select **Sign In**.
    - If signed in with their real identities, the **Is This You** page appears. Students verify their information and click **Yes** to proceed to the **Your Tests** page.
    - If signed in as guest users, students are directly taken to the **Your Tests** page.

Figure 40. Online Tools Training Site Login Page

3. On the **Your Tests** page, students do one of the following:
  - If signed in with their real identities, students select a test from the ones available for their grade.
  - Students signed in as guests select their grade level from the drop-down list to view the tests available for that grade and then select a test.

Figure 41. Your Tests Page

Student Grade Level: 5

### ELPT Online Tools Training

<b>Start Grades 4-5 ELPT Listening Online Tools Training</b> This is opportunity 1 of 99	<b>Start Grades 4-5 ELPT Reading Online Tools Training</b> This is opportunity 1 of 99
<b>Start Grades 4-5 ELPT Writing Online Tools Training</b> This is opportunity 1 of 99	<b>Start Grades 4-5 ELPT Speaking Online Tools Training</b> This is opportunity 1 of 99

4. If the students signed in to a guest session, they must select the test settings they wish to use from the **Choose Settings** page and then select the **Select** button. When selecting the color of the text and background, and zoom settings, students can see a live preview of their selected settings.

Figure 42. Choose Settings Page

## Choose Settings:

Review the following test settings. You can change the options, if necessary.

### Grades 4-5 ELPT Reading Online Tools Training

<b>Universal Tools</b>	Color Choices <div>Black on White (default)</div>
<b>Designated Supports</b>	Zoom <div>1X</div>
<b>Accommodations</b>	Permissive Mode <div>OFF</div>

Online Tools Training Site
 Select
Undo Changes
Go Back



5. If the test includes audio content, the **Audio/Video Checks** page appears displaying the functionality checks that need to be performed. Students must follow the instructions on this page to ensure their device is working properly.
6. On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

## Print Session Information

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

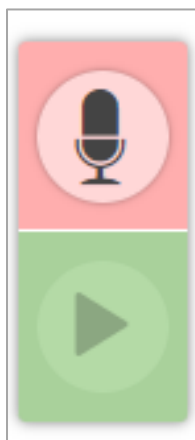
1. In the banner, select **Print Session**. The computer's print dialog window appears.
2. Select **OK**.

## R

### Recording Spoken Responses

Some test items may require students to record a spoken response. In order to record a spoken response, students must test with a headset that has a functioning microphone.

Figure 43. Spoken Response Item



If the Student Testing Site detects that there may be audio issues with a student's recorded response, a warning message appears, encouraging them to play the response they entered to make sure it is

## S

### Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and

prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

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

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

- **Close External User Applications**

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

- **Avoid Testing with Dual Monitors**

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

- **Disable Screen Savers and Timeout Features**

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

## Using the Secure Browser with Accessibility Software

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

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

Please note that accessibility software must be certified for use with the Online Testing System and forbidden applications will still not be allowed to run. For information about supported operating systems, see the *Quick Guide for Setting Up Your Online Testing Technology*.

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

*To use accessibility software with the Secure Browser:*

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.

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

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

### Accessing the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the OS and platform specific technical documents on the Louisiana ELPT Portal.

*To configure iPadOS devices:*

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

*To configure Chromebooks:*

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

## Closing the Student Testing Site on Tablets

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

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

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

*To close the Student Testing Site on Chromebooks:*

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

## Force-Quitting the Secure Browser

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the Windows task bar or macOS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

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

Table 7. Force Quit Secure Browser Keyboard Commands

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

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

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

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

## Student Lookup Feature

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

3. To look up student information, open the **Student Lookup** tab.
4. Perform a quick or advanced search:

## Online Testing System Test Administrator User Guide


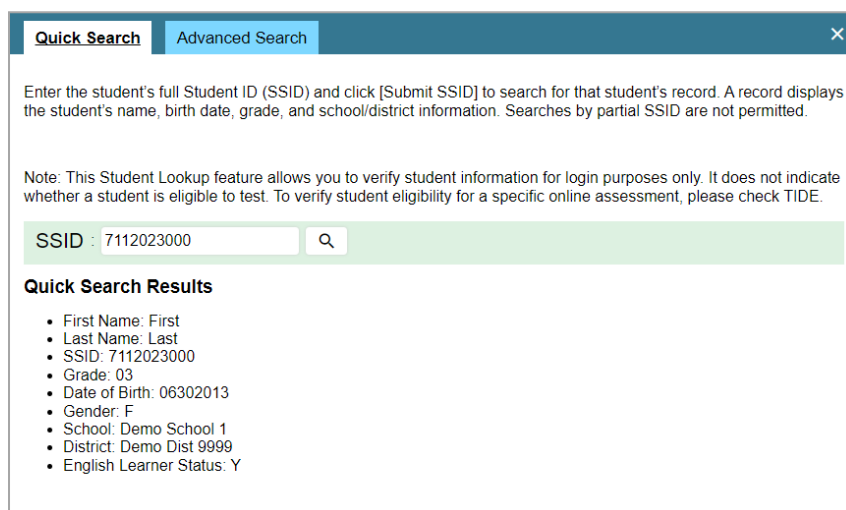
- To perform a quick search, open the **Quick Search** tab and enter the student's SSID in the search field provided. Then click  to display the search results.


Figure 44. Student Lookup: Quick Search



**Quick Search**   **Advanced Search**   ×

Enter the student's full Student ID (SSID) and click [Submit SSID] 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.

SSID : 7112023000   

**Quick Search Results**

- First Name: First
- Last Name: Last
- SSID: 7112023000
- Grade: 03
- Date of Birth: 06302013
- Gender: F
- School: Demo School 1
- District: Demo Dist 9999
- English Learner Status: Y


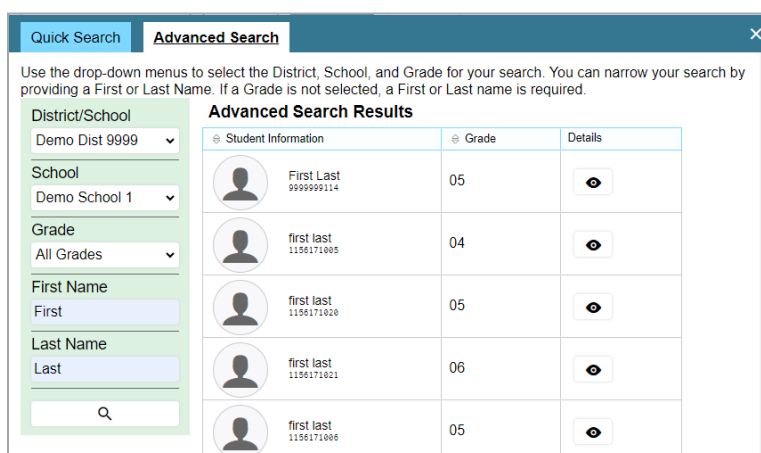
- To perform an advanced search, open the Advanced Search tab and fill out the search fields with the necessary information, including the student's district/school, enrolled grade, and first or last name (exact matches only). Then click  to display the search results.











Figure 45. Student Lookup: Advanced Search



**Quick Search**   **Advanced Search**   ×

Use the drop-down menus to select the District, School, and Grade for your search. You can narrow your search by providing a First or Last Name. If a Grade is not selected, a First or Last name is required.

**Advanced Search Results**

Student Information	Grade	Details
 First Last 9999999114	05	
 first last 1106171005	04	
 first last 1106171020	05	
 first last 1106171021	06	
 first last 1106171006	05	

## T

## Text-Response Questions

For text-response item types in the Student Testing Site, students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see [Figure 46](#)) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply

styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response. [Table 8](#) provides an overview of the formatting tools available.

Figure 46. Text Response Question with Formatting Toolbar

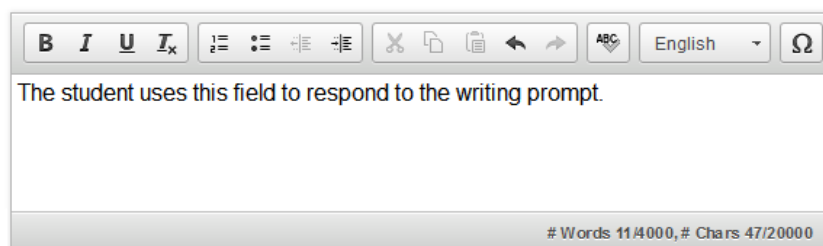












Table 8. Description of Formatting Tools

Tool	Description of Function
<b>B I U</b>	<ul style="list-style-type: none"> <li>• Bold, italicize, or underline selected text.</li> </ul>
<b>I<sub>x</sub></b>	<ul style="list-style-type: none"> <li>• Remove formatting that was applied to the selected text.</li> </ul>
 	<ul style="list-style-type: none"> <li>• Insert a numbered or bulleted list.</li> </ul>
	<ul style="list-style-type: none"> <li>• Indent a line of selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease indent of text.</li> </ul>
	<ul style="list-style-type: none"> <li>• Cut selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>• Copy selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>• Paste copied or cut text.</li> </ul>
	<ul style="list-style-type: none"> <li>• Undo the last edit to text or formatting in the response field.</li> </ul>
	<ul style="list-style-type: none"> <li>• Redo the last undo action.</li> </ul>
	<ul style="list-style-type: none"> <li>• Add special characters in the response field.</li> </ul>

## Transfer a Test Session

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

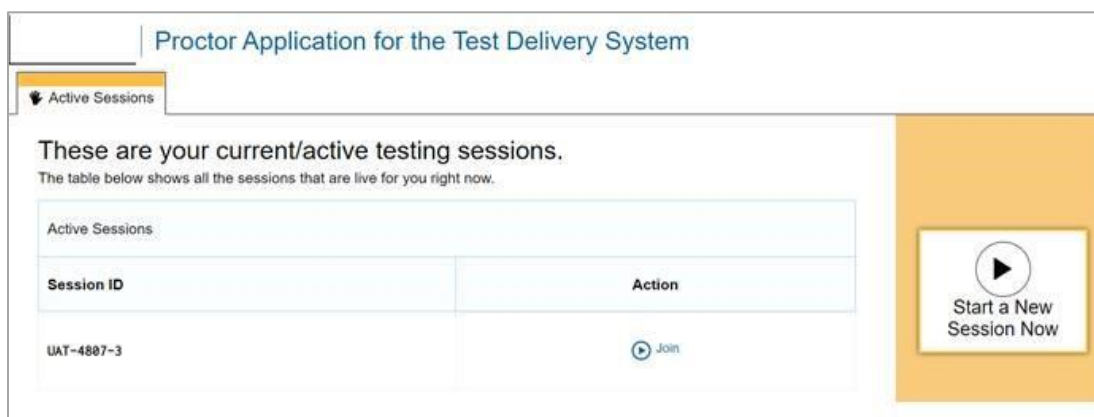
Your session remains open until it times out. If you do not return to the active session within 20 minutes

and there is no student activity during that time, the Online Testing System logs you out and pauses the students' tests.

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

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** page appears (see [Figure 47](#)) listing the active session.

Figure 47. Active Sessions Page



2. Enter the active Session ID in the text box and select **Join**. The test session page appears allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes. If the test session displays a timer, the timer continues counting down where it left off on the original device or browser.

Please note that the Session ID prompt appears any time you access the TA Site during an active session. If you do not wish to return to the active session, you can select **Start a New Session Now** to open the **Test Selection** window and create a new test session or **Logout** to close the active session and log out of the TA Site.

## U

### User Support and Troubleshooting Information

#### User Support

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

### Louisiana ELPT Help Desk

Toll-Free Phone Support: 866-758-0231

Chat Support: <https://la.portal.cambiumast.com/contact.html>

Email Support: [laelpa21helpdesk@cambiumassessment.com](mailto:laelpa21helpdesk@cambiumassessment.com)

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

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

### Usernames and Password Issues

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

- **If your first temporary link expired:**

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

- **If you forgot your password:**

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

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

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Louisiana ELPT Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.



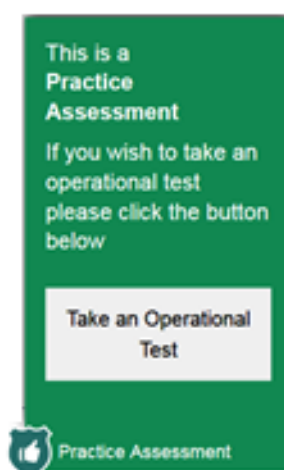
## Common Student Sign-in Errors

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

- **Session does not exist:**

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

Figure 48. Online Tools Training Site Badge on the Login Page



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

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

- **Session has expired:**

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

- **Student is not associated with the school:**

The student is not associated with your school, or you are not associated with the student's school.

## Resolving Secure Browser Error Messages

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

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

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the

Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log the student out, restart the device, and try again.

- **Looking for an internet connection...:**

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

- **Test Environment Is Not Secure:**

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

## Change Log

Location	Change	Date
Throughout	Added references to the ELPT Connect assessments, where applicable.	7/25/22
10, 12-13	Added approving a student's print request (ELPT Connect Only) in the "How to Monitor an Ongoing Test Session" section.	7/25/22
26-27	Added Print Page (ELPT Connect Only) and Print Passage (ELPT Connect Only) to Table 3.	7/25/22
28	Updated Figure 32 with multiple highlighter color options.	7/25/22
29	Added Print Item (ELPT Connect only) to Table 4.	7/25/22
30-31	Added Word Prediction (ELPT Connect Only) in the "How to Use Other Tools" section and Table 5.	7/25/22
45	Added "Print Approved Requests Information (ELPT Connect Only)" to the Appendix.	7/25/22
34-36	Added section on "Alternate Assessments in the Student Testing Site" for the Alt ELPA.	10/13/22
36	Updated screenshot for Figure 60.	12/19/22
Throughout	Updated verbiage and screenshots to reflect the new proctor UI.	7/12/23
Throughout	Removed "How to" from some section titles.	7/12/23
14-16	Updated the "Check Student Device Functionality" section for consistency with the generic TA User Guide.	7/12/23
26-27	Updated the "Submit a Test" section to reflect the new workflow to end a test.	7/12/23
28	Removed "Alert Messages" from the Appendix as these are not supported in TDS v.16.	7/12/23