

New Mexico Standards Based Assessment Science

Technical Guide for Spanish Language Support

Fall 2017

Technical Requirements

The New Mexico SBA Science online test administration is available in Spanish. This guide explains how to set-up the Spanish language version of the test.

NOTE: The Spanish *Text-to-Speech* version of the test is only available on the following operating systems:

Windows®: Windows 7, 8.1, and 10

Macintosh®: OS X 10.9 — 10.12

For more information on technical requirements for the English version of the test, see the New Mexico SBA Help & Support Page: <http://sba.onlinehelp.measuredprogress.org/>

For additional technical questions about the installation of the SBA Science Student kiosk, contact Measured Progress at nmtechsupport@measuredprogress.org or (877) 676-6722, option 2.

Hardware Preparation

In order for students to have a fully immersive testing experience, you can choose to localize the testing machines for Spanish.

Language pack

The Spanish version of the test uses the Text-To-Speech accommodation, which requires a Cesptral Spanish language pack installed on the machine where the test is run.

Important: Licensing of this language pack is limited; so, plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.

Note: For assistance, contact Measured Progress at nmhelp@measuredprogress.org or call (877) 676-6722.

Language setting


Change the SBA Science_Kiosk to the Spanish Language version. This will ensure the log in screen, navigation buttons and on screen prompts are all Spanish. To do this:

1. Launch the SBA Kiosk
2. On the Sign in Screen select **Español** from the localization drop down list at the bottom of the page.



You can also set up your language preferences manually on Windows and Mac workstations.

Windows workstations

1. From the Control Panel, click **Clock, Language, and Region**, and then click **Region and Language**.
Note: The Control Panel commands may differ slightly depending on the version of Windows you are using.
2. On the **Formats** tab, from the **Format** drop-down list, select **Spanish (United States)**. Click **Apply**, and then click **OK**.
 If you're prompted for an administrator password or confirmation, type the password or provide confirmation.
3. To change the keyboard setting, on the **Keyboard and Languages** tab. On the General tab, click **Change keyboards**, and then select **Spanish (United States)**. Click **Apply**, and then click **OK**.
4. To restart your computer, click **Restart now**.

Mac workstations

1. Choose **Apple menu > System Preferences**, then click **Language & Region** or **International**.
2. In the **Language** tab, choose **Spanish**.
3. In the **Region** menu, choose **United States**.
4. When you're done customizing formats, click **OK**.

STC Preparation

Before students can take the Spanish version of a test, the STC (Student Test Coordinator) must ensure that students are assigned the appropriate accommodations, create the classes, and schedule the tests.

Assign accommodations

If a student requires a **Spanish Text-To-Speech** version of the test, you must assign the accommodation to the student's profile before you schedule test session.

To assign the **Text-To-Speech Spanish** accommodation:

1. Go to <https://portal.nm.measuredprogress.org> and log in
2. On the SBA Portal home page, click **Administration**.
3. At the top of the Administration page, click **Students**.
4. From the drop down menu at the top of the page, select the school where the student is currently enrolled.
5. Locate the student's name in the Student list and then click **Edit**.
6. Click the Accommodations tab to display the list of available accommodations, select **Text-to-Speech Spanish**.
NOTE: Only the Text-to-Speech Spanish language accommodation should be selected for Text-To-Speech, please ensure that none of the English TTS accommodations are selected.
7. Select any other accommodations required for the student.
8. When you are done, click **Save**.

Create a class

To create a class for the Spanish test takers:

1. Go to <http://portal.nm.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Classes**.
4. From the drop-down menu at the top of the page, select the school where the students who will be taking the Spanish test are currently enrolled.
5. (Optional) To refine the Students list, select a subject from the **Choose a Subject** drop-down list.
6. Click **Create Grade Level Class**.
7. In the **Class Name** field, type the name of the new class for Spanish test takers.
8. Select a Test Administrator from the **Choose a Test Administrator** drop-down list, and then select the grade from **Choose a Grade** drop-down list.
9. In the **Students in the Class** section, filter the Student list by grade and class.
Tip: To limit the results, select **Show only students that are not assigned to a class**.
10. To add students to the class, select one or more students from the Student list on the left.
Note: To select multiple students, press and hold Ctrl and then select student names from the list.
11. Click **Add>>** to move the names to the list on the right.
The names appear dimmed in the list on the left because they are unavailable.
12. To remove students from the class, select one or more students from the Student list on the right, and then click **<<Remove**.
13. When the class list is complete, click **Save** to create the class.

Schedule a test

To add the class to the test schedule for the Spanish version of the test:

1. Go to <http://portal.nm.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Click **Schedule New Test Session**.
5. Select the subject from the **Content area** drop-down list.
6. Select **SBA** from the **Program** drop-down list.
7. Select the grade-appropriate Spanish version of the test from the **Test** drop-down list.
8. In the classes list, select the class for Spanish test takers that you created.
9. When you are done, click **Schedule**.

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