

## New Mexico Science Standards Based Assessment

# Technical Guide for Spanish Language Support Fall 2018

### Technical Requirements

The New Mexico Science SBA 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 10.12+ — 10.143

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 Science SBA Kiosk, contact Measured Progress at [nmtechsupport@measuredprogress.org](mailto: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. See the Language Setting portion of this guide for more information.

### Language pack

The Spanish version of the test uses the Text-To-Speech accommodation, which requires a Cepstral® Spanish language pack to be installed on the machine where the test will be taken.

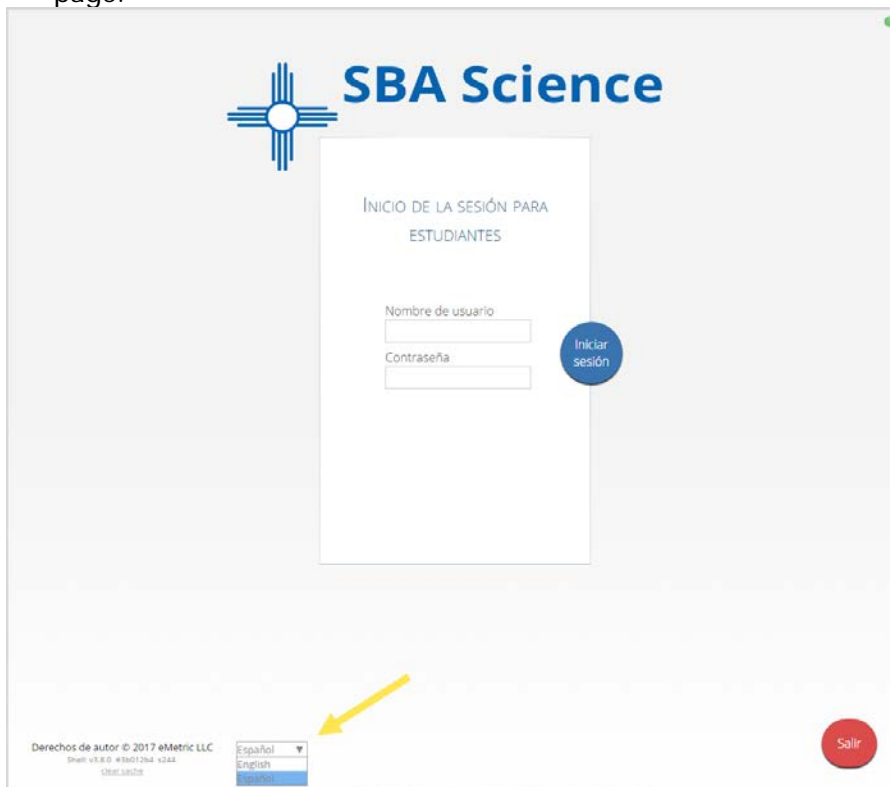
**Important:** Licensing of this language pack is limited; so, plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.

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

## Language setting

Change the Science SBA 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 which 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 are 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 are done customizing formats, click **OK**.

## **Test Session Preparation**

Before students can take the Spanish version of a test, the School Test Coordinator (STC) must ensure that students are assigned the appropriate accommodations, create at least one class for Spanish testers, and schedule the class(s) for the Spanish-version test in the Science SBA Portal.

### **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 the test session.

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

1. Go to <https://newmexico.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 Spanish test takers:

1. Go to <https://newmexico.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 organization drop-down list select the school where the students who will be taking the Spanish test are currently enrolled.
5. Click **Create Grade Level Class**.
6. In the class name field, type the name of the new class for Spanish test takers.
7. Select the teacher or other Test Administrator from the **Choose a Test Administrator** drop-down list, and then select a grade from the **Choose a Grade** drop-down list.
8. In the Students in the Class section, filter the Student list by grade and/or class.  
  
**Tip:** To further limit the results, select **Show only students that are not assigned to a class**.
9. To add students to the class, select one or more students from the students list. To select multiple students, press and hold Ctrl and then select student names from the list.
10. Click **Add**>> to move the students to the list on the right.  
  
Student names appear dimmed or grayed out in the list on the left when they have been added to the list on the right.
11. To remove students from the class, select one or more students from the list on the right, and then click <<**Remove**.
12. When the class list is complete, click Save to create the class.

## Schedule a test

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

1. Go to <https://newmexico.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. To filter the list of available classes:
  - Select the grade appropriate Spanish version of the test from the Test drop-down list.
  - Select a school from the Search for Classes drop-down list
6. In the classes list, select the class of Spanish test takers you just created.
7. When you are done, click **Schedule** to save the test session

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