2019 Spring ScienceAssessment CBT Training for Information Technology Coordinators

Science SBA and Assessment ofScience Readiness Field Test

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Agenda

§   Overview of System and Testing Process
§   ITC Account Management
§   Site Technology Preparation and NetworkRequirements
   §   Technology Requirements
   §   Features for Reliable and Secure Testing
   §   Site Readiness Procedure
§   Additional TrainingResources
§   Reminders

NOTE: no online demos in thistraining,please see video tutorials at sba.onlinehelp.measuredprogress.org/training/

iTester™

📅 **New Mexico Science Assessment Portal:**

Online Test Administration System

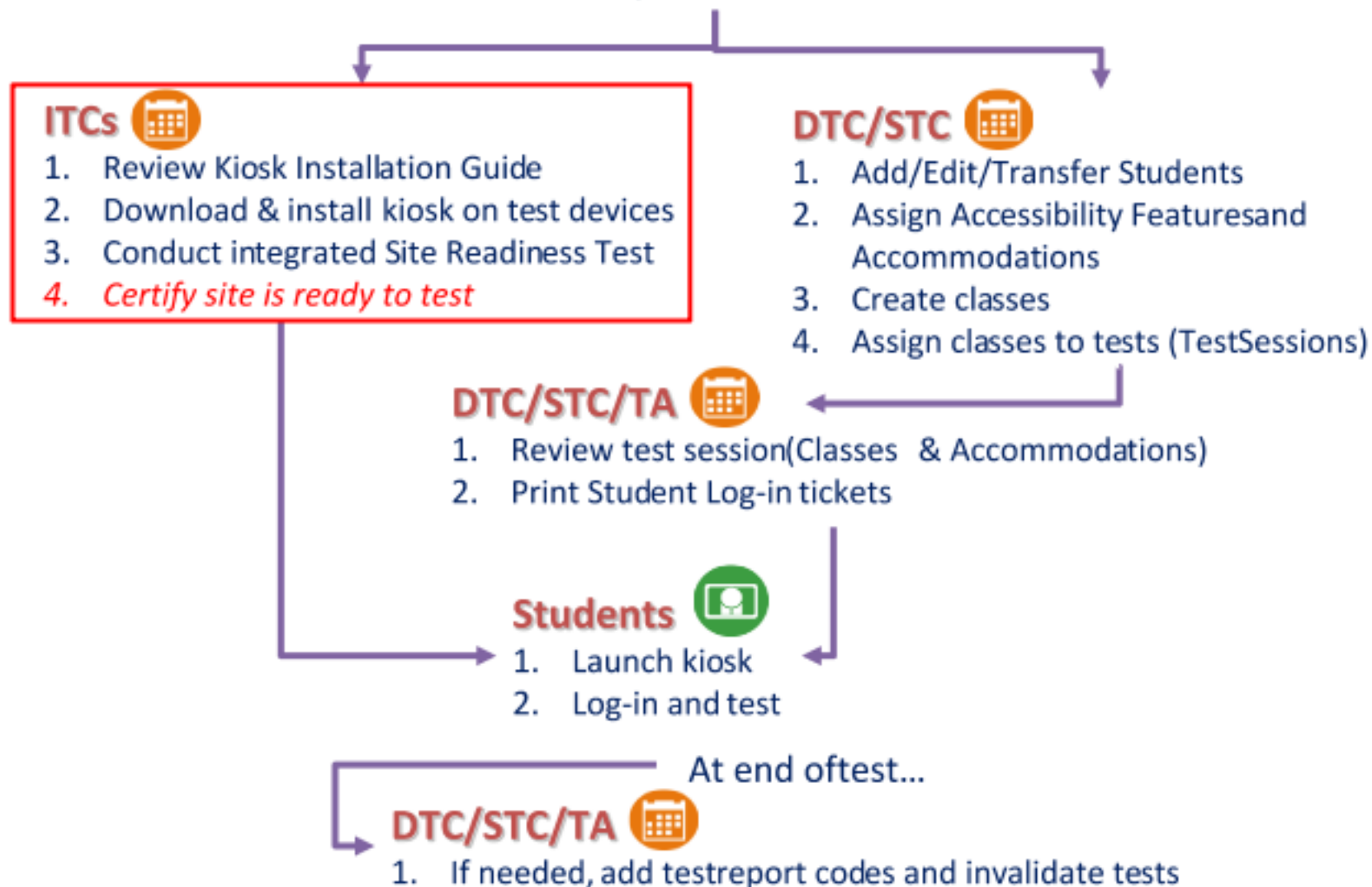🖼️ **New Mexico Science Assessment Kiosk:**

Student Test Delivery System

This system will support the Spring SBAScience Assessment and the Assessment of ScienceReadinessField Test

Test Preparation Process

1. New DTC accounts made, previous administration'sDTC accounts opened
2. DTCs create subordinate accounts fornew users
3. New/current users confirm log-in

ITCs 📅
1. Review Kiosk Installation Guide
2. Download & install kiosk on test devices
3. Conduct integrated Site Readiness Test
4. *Certify site is ready to test*

DTC/STC 📅
1. Add/Edit/Transfer Students
2. Assign Accessibility Featuresand Accommodations
3. Create classes
4. Assign classes to tests (TestSessions)

DTC/STC/TA 📅
1. Review test session(Classes & Accommodations)
2. Print Student Log-in tickets

Students 🖥️
1. Launch kiosk
2. Log-in and test

At end oftest...

DTC/STC/TA 📅
1. If needed, add testreport codes and invalidate tests

New Mexico Science Assessment Portal:

Online Test Administration System

Account Management

User Accounts

§ New ITC: DTC should create account

§ Already have a useraccount? Continue to use it!

§ Portal Opens Jan 22, 2019

  § New users willreceive automated email with
    username and temporary password from
    nmtechsupport@measuredprogress.org

§ ITCs can create/edit other ITC and TA accounts

§ ***Deactivate unused accounts immediately after portal opens!***

See on line video tutorials for demonstrations!

User Accounts

	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)
Manage Users	Yes	Yes	Yes	View TA
Access Site ReadinessLinks	Yes	Yes	Yes	No
Access Proctor Password	Yes	No	No	No
Access Students	Yes	Yes	No	No
Access Classes	Yes	Yes	No	No
Access Test Sessions	Yes	Yes	No	Yes for assigned test sessions
Download Test Completion Status	Yes	Yes	No	No
Access Dashboard	Yes	Yes	No	No
Invalidate Test	Yes	Yes	No	No

User Accounts (DTC View)

Landing Page

Users

Welcome to the New Mexico Science Assessment Portal!

Administration

Organize students for testing, schedule tests, and monitor testing progress.

Admin Page

Home | Site Readiness | Students | Classes | Test Sessions | Dashboard | Sequoia Park | Help & Support | Logout

Welcome to the New Mexico Science Assessment Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator needs to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

| Windows | Student Kiosk for Windows |
| Mac | Student Kiosk for Mac |

If you need assistance utilizing this site, please contact Measured Progress support at nmtechsupport@measuredprogress.org or by calling toll-free (877) 676-6722.

Proctor password for Sequoia Elementary School (Sequoia District)

T6RUCAZ4

Site Readiness login for Sequoia Elementary School (Sequoia District)

Username: WSR-SD-ES
Password: SD-ES

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User Accounts (ITC View)

Landing Page

Admin Page

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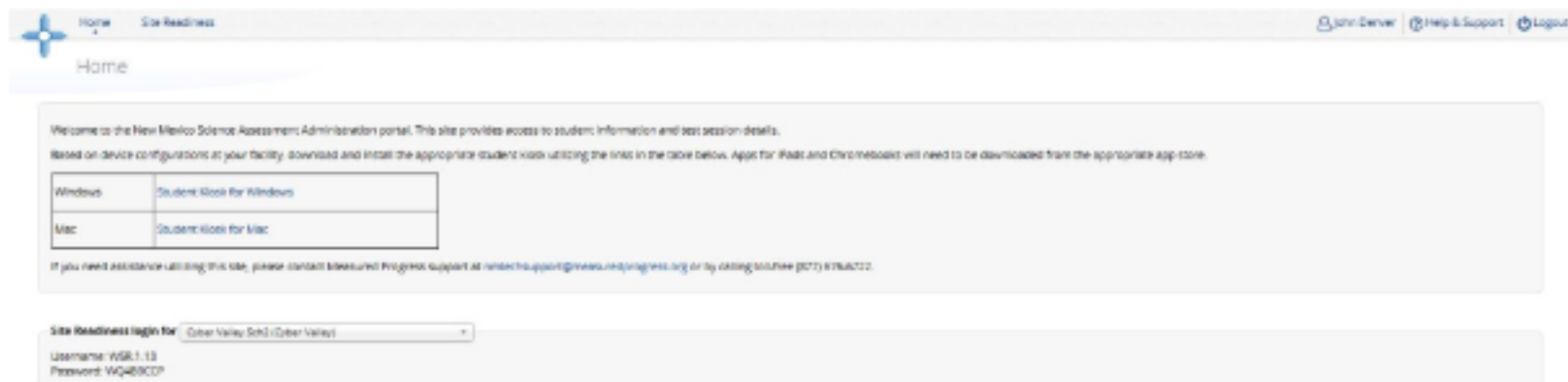
Site Technology Preparation

Technology Requirements

§ **Windows and Mac** Applications

 § Availableto download in Portal (22 Jan 2019)

§ **iPad and ChromebookApplications**

 § Availableto download in iTunes/Google Play

§ **Browser (practice test only)**

 § Availableon Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge

§ New kiosks are ***ARE*** requiredfor Spring 2019!

§ Old kioskdoes ***NOT*** need to be uninstalled priorto installing new kiosk.

§ The ***SAME*** portal and kiosk used for theSBA Science test will be usedfor the Assessment of Science Readiness Field Test

Technology Requirements

Updated!

System Requirements– All Hardware

Connectivity	Must be able to connect to the internetvia wired or wireless networks
Screen Size	9.7" screen size orlarger/ "10-inch class" tablets or larger
Screen Resolution	1024 X 768
Browsers (Practice Test ONLY)	Chrome™ 71 or newer Firefox® 64 or newer Safari® 12 or newer Internet Explorer® 11 MicrosoftEdge ™ 42.17 or newer
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

Updated 21 Dec 2018. Check the Measured Progress help and support site for more recent updates.

Desktop and Laptop Specific Requirements

CPU	1.3 GHz
Memory	2 GB (4GBstrongly recommended)
Input Device	Keyboard – wired orwireless/Bluetooth ® mouse or touchpad
Windows® operating system	Windows 7, 8.1, 10 (32-bit and 64-bit)
Mac OS® operatingsystem	10.12* – 10.14 (64-bit only)

Tablet/Netbook/2-in-1 SpecificRequirements

iPad®	11.4 – 12.1
Chromebook™ notebook computer	Chrome OS™ 69 – 71
Windows-based tablets/netbooks/2-in-1	Windows 10 (32-bit and 64-bit) (Windows 10S is notsupported)

Updated 21 Dec 2018. Check the Measured Progress help and support site for more recent updates.

Technology Requirements

Students testing ondevices that do notmeet the Student Workstation Specifications are likely to encounter performance-relatedissues during testing.

Technology Guidelines may be updated throughout the test administration window as new operating systems are released and tested.

Do not update your testdevice OS until the Technology Guidelines have been updated.

The same portal andkiosk used for the SBA Science test will be used for the Assessment of Science Readiness Field Test

Technology Requirements

§ Windows:
  § MSI for distribution using GPOs

§ MAC:
  § Mac OS 10.12: known bug (disappearing cursor), recommend updating
  § Mac OS 10.14: non-MDMmanaged devices, allow accessibility access

§ Chrome:
  § Students should launch app from App tray, they should NOT log in
  § For managed Chrome Books, ensure "Do not erase all local data" is selected in Device Settings/UserData
  § For managed Chrome Books, ensure "Allow App to manage power" is disabled in Device Settings/App Management

§ iOS:
  § Use Automatic Assessment Configuration instead of Guided Access
  § External keyboard isoptional
  § iPad 2 not supported

Technology Requirements

Beginning of Test:
1. Authenticate login
2. Download test content

End of Test:
1. Submit responses for scoring
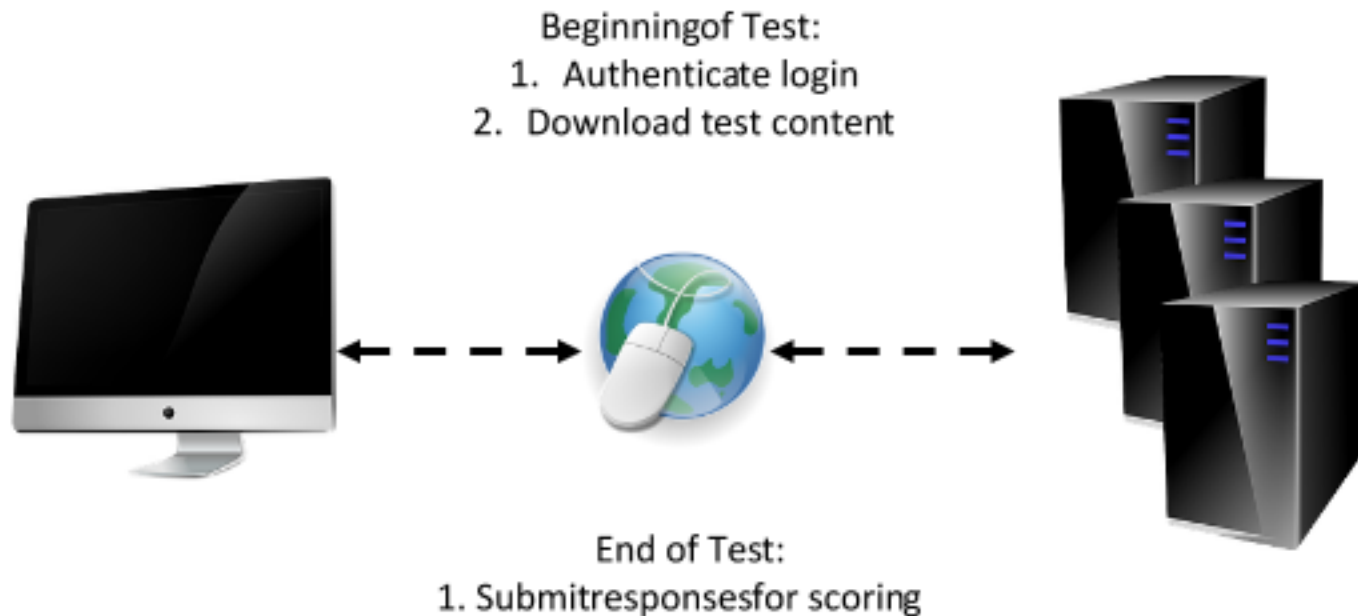
What happens if a student loses network connection in the middle of a test?

Kiosk Test Integrity
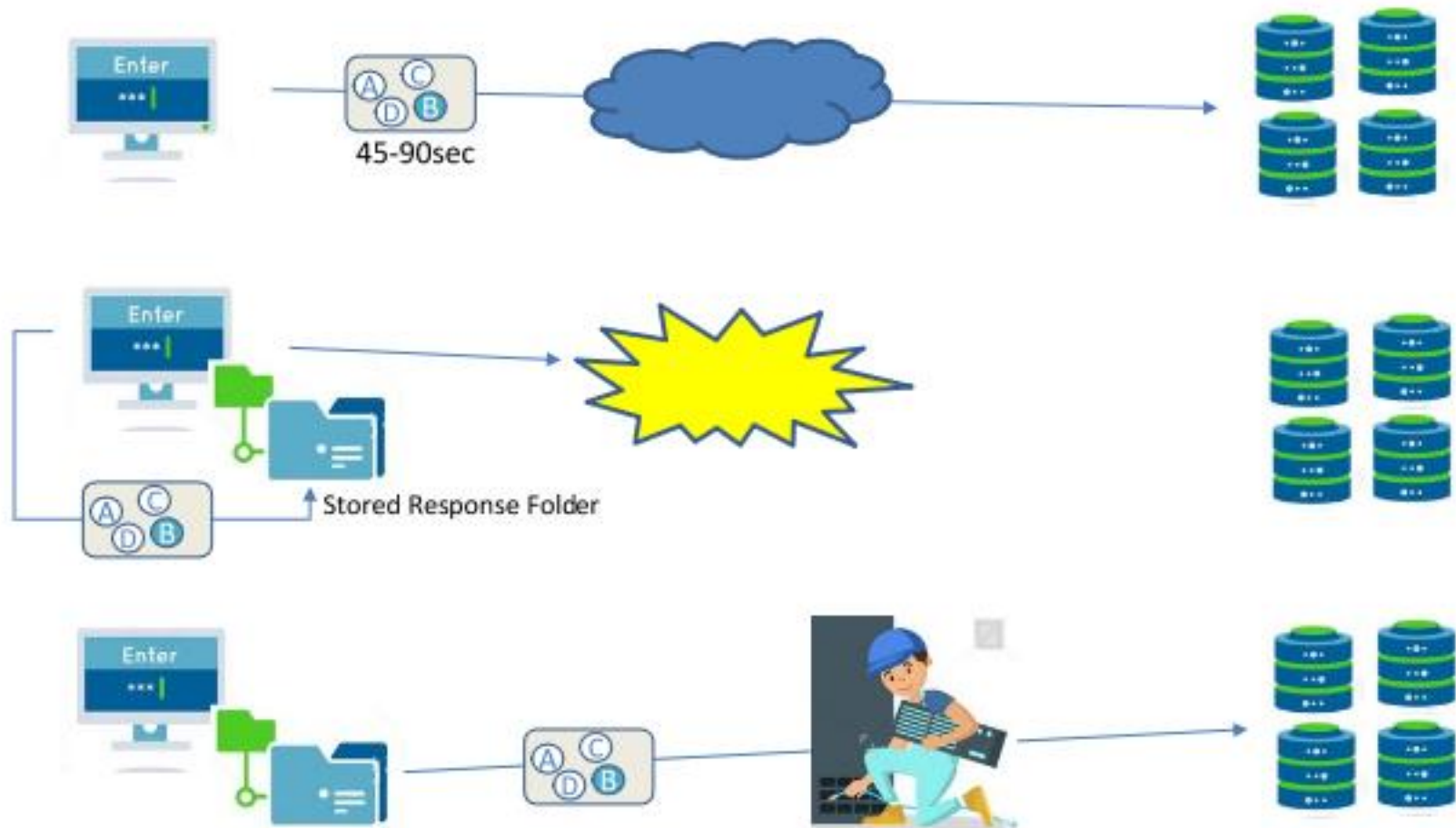
What if astudent finishes a test but has no network connection?

Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.
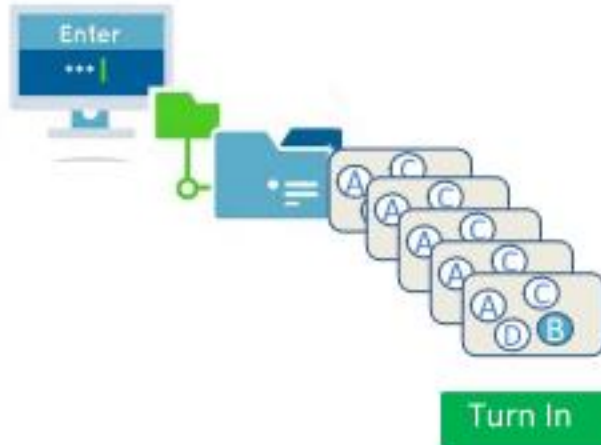
Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must relaunch the Kiosk or mobile app from this device in order to send the stored responses to the servers.

Do not move the student to a different workstation.

If you have any questions, please contact technical support immediately.

Proctor Password

Accept and Exit Test

Enter
Turn In

Finder File Edit View Go Window Help

ERT Science
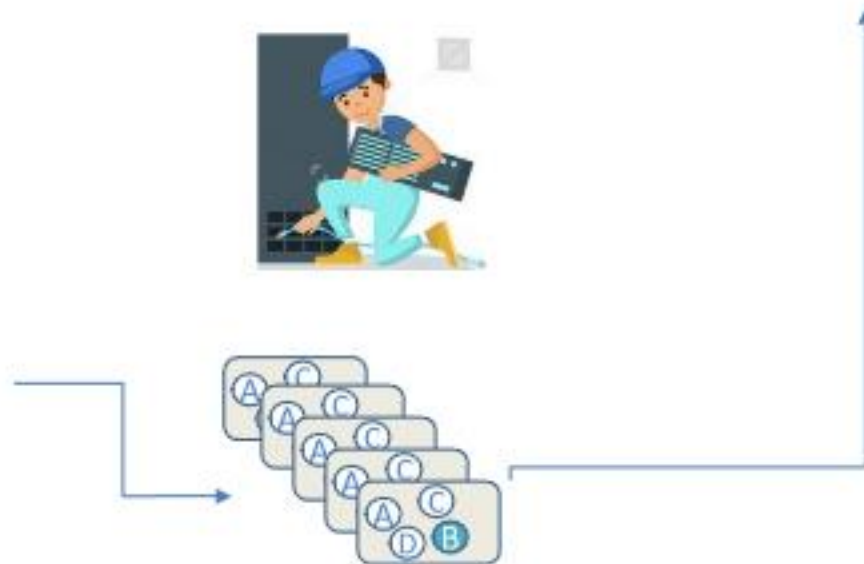
Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

§ If a student loses network connectivityin the middle of a test:
   - § Keep testing on that device
   - § Test content and responses are stored securely onthe test device
   - § Responseswill be sent when network is restored

§ If student finishesand is ready to turn in test prior to network being restored:
   - § Allow student to turn in test
   - § Record the exact device the student is testing on
   - § Ensure nonetwork management tools or system maintenance will alter that devices files or configuration
   - § When network connectivity is restored, return to that exactdevice and relaunch the kiosk

§ If you are unsure of the status of the student responses, call the help desk

Technology Requirements

- **Firewalls**
  - Allow traffic through ports 80 and 443
- **Proxy andContent Filter Servers**
  - List of URLs to whitelist on ports 80 and 443 available in Kiosk Installation Guide
- **Sandboxing Applications (e.g.Deep Freeze)**
  - Choose network folder or local folder that is *not touched by the sandboxing applications*
  - Applicable for both stored response and kiosk installation folders
- **Thin Clients**
  - Ensure there is enough memory, CPU, andbandwidthon the server to accommodate multiple student test sessions.
  - Client requires a minimum of 80 MB per Client session .
- **Review Kiosk Installation Guide for further information**

Site Readiness Procedure

1. Review installation guide available at
   sba.onlinehelp.measuredprogress.org

2. Download and install Kiosks on each test device
   - Download Windows orMac kiosks from Science SBA Portal
   - Download Chrome or iOS apps from app stores (search for New Mexico Science)
   - You do not need to un-installprevious versions of the Kiosk!

3. Conduct Site ReadinessTesting on all device *configurations*
   - There aretwo tests(system set-up and student interface)
   - *Complete both teststo log results in Portal sitereadinesstab*

4. Certify site is ready for online testing

See on line video tutorials for demonstrations!

Site Readiness Procedure

1.

2.

3.

...or go toweb app store for iPads/Chromebooks

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Site Readiness Procedure

Site Readiness Procedure

Site Readiness Procedure

System Set-Up Test

Screen Resolution: 1920x1080   Host: student.nm.measuredprogress.org   Operating System: Windows 10

(1) Connection Capacity Test Results: 1246 Simultaneous Test Downloads

Your download speed is **83.13 Mbps.** ⓘ
Based upon the current calculated download speed between your testing device and the data center, a maximum of **1246** students may simultaneously log-in and download the test. If you plan to test more than **1246** students during the same period of time, divide them into groups of no more than **1246** students and stagger the groups' test log-in by 1-2 minutes.

(2) Connectivity Check passed.

All connectivity checks passed.

(3) Screen resolution passed.

Current screen resolution is at least 1024x768.

(4) Text-to-Speech check passed.

Test Finished.

[Return]

You've completed the System Set-Up Test. Please click the Return button to go back to the main selection page. Take the Student Interface Test in order to complete site readiness testing on this device.

Site Readiness Procedure

Site Readiness Procedure

Student Interface Test must be completed to log complete site readiness testing results!

Site Readiness Procedure

Home

Welcome to the SBA Science Administration module for grades 4, 7, and High School. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Windows	Student Windows Installer
Mac	Student Mac Installer

If you need assistance utilizing this site, please contact Measured Progress support at nmtechsupport@measuredprogress.org or by calling toll-free (877) 676-6722.

Site Readiness login for Cyber City Sch1 (Cyber City)

Username: WSR.1.6
Password: C2WJPC4S

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Site Readiness Procedure

Site Readiness Procedure

Site Readiness Procedure

Additional TrainingResources

§ Help Guides
   § Kiosk Installation Guide
   § Portal User Guide
   NEW! Kiosk User's Guide (formerly *Test Administrators TechnologyGuide*)
   § TechnicalGuide forSpanish Language Support
   NEW! Training videos
   (https://sba.onlinehelp.measuredprogress.org/training/)
§ Support Desk
   § Call-in InformationSheet (template in Kiosk Users Guide)

Remember!

§ Deactivate unused accounts

§ New Kiosks DO need to be downloaded

§ Old kioskDO NOT need to be uninstalledprior to installingnew Kiosk

§ Turn-off operating system auto updates

§ Periodically check TechnologyGuidelines on the Measured Progress Help and Support site for updates to supported Operating Systems

§ Both parts of site readiness test must be completed to log site readiness test results

§ Watch out for stored responses (see *What happens if student finishes test and network connection has not been restored?* slide)

§ Make surenetwork management tools don't delete stored response folder

Questions?