

New Mexico Help Desk

NM Science Computer Based Test FAQ

Spring 2019

Click a link to see the answer below:

NM Science Portal

- [I forgot my password. What do I do?](#)
- [How do I change my password?](#)
- [How do I make changes to my profile?](#)
- [How do I get an NM Science Portal account?](#)
- [I have an account but did not receive a user name and password. How can I get this?](#)
- [How do I unenroll a student from a school in the portal?](#)
- [How do I transfer a student to another school or district in the Portal?](#)
- [How do I download a student roster for my school?](#)
- [How do I delete a class?](#)
- [How do I delete a test session?](#)
- [How do I set a student's accommodations?](#)
- [A student has been scheduled for a test session and does not have the correct accommodations assigned \(they have *not* logged in yet\). What do I do?](#)
- [A student has logged into the test and does not have the correct accommodations assigned. What do I do?](#)
- [How do I check my students' assigned accommodations?](#)
- [How do I check the testing status of my students?](#)
- [What is the Proctor Password and how do I obtain one?](#)

NM Science Kiosk

- [Do I need to download a new kiosk for the Spring 2019 administration?](#)
- [What is the Cepstral Spanish Language Pack? Do I need this?](#)
- [My CBT Test is not displaying items correctly. How can I fix this?](#)
- [Can a student cut, copy or paste text in a constructed response text box?](#)

I forgot my password. What do I do?

1. **Log into the NM Science Portal** | <http://newmexico.measuredprogress.org>.
2. Click **Forgot your password?** at the bottom of the sign-in page.
3. Type your user name, and then click **Reset Password**.

A message with a link to reset your password will be sent to the email address associated with your account. The reset your password link is valid for 24 hours, after 24 hours the link will no longer work and you will need to generate another one to reset your password.

How do I change my password?

1. **Log into the NM Science Portal**; <http://newmexico.measuredprogress.org>.
2. Click your name in the upper-right corner of the page.
3. Click **Edit Information**
4. Type your new password in the **Password** field.
Tip: For a quick (2 second) look at your password as you type, click **Glimpse Password**
5. When you are done, click **Save Profile**.

How do I make changes to my profile?

1. **Log into the NM Science** Portal <http://newmexico.measuredprogress.org> and log in.
2. Click your name in the upper-right corner of the page.
3. Click **Edit Information**, and then update your profile information.
Note: Fields with a red asterisk are required.
4. When you are done, click **Save Profile**.

I have an account but did not receive a user name and password. How can I get this information?

When your user account was created, a message containing your user name and password was sent to the email address provided in your account information.

If you did not receive your user name and password at the email address you supplied:

1. Check with your District Test Coordinator to verify that an account was created for you with the correct email address. If an account was not created, or if the email address was entered incorrectly, your District Test Coordinator can setup an account for you or update your account with the correct email address.
2. Make sure you can receive messages from the following addresses:
 - nmhelp@measuredprogress.org
 - nmtechsupport@measuredprogress.org
 - support@emetric.net

To do this:

Check the spam folder of your email inbox for a message with your login credentials.

- Add the above addresses to your contact list.
- Contact your technology department and verify that the addresses are not being marked as spam.


How do I unenroll a student from a school in the Portal?

1. Log into the NM Science Portal; <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Choose **Students** tab at the top of the page.
4. Select the school where the student is currently enrolled.
5. Locate the student in the students table.
- Once the student is found click on **Enrollment Info** From the Enrollment Information page choose **UnEnroll**.

How do I transfer a student to another school or district within the Portal?

If a student is transferring **betweenschools in the same district**, the DTC must first unenroll the student from the school where the student is currently enrolled and then immediately enroll the student in the new school.

1. Log into the NM Science Portal; <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Choose **Students** tab at the top of the page.
4. Select the school where the student is currently enrolled.
5. Locate the student in the students table.
6. Once the student is found click on **Enrollment Info**.
7. From the Enrollment Information page choose **UnEnroll**.
8. Click **Enroll student in a different school**
9. Select the new school from the organization drop-down list, and then click **Enroll Student**.
10. Verify the student information is correct. When you are done, click **Save** to change the student's enrollment



District	School	Grade	Enrollment Status	Unenroll	View Classes	Edit
Cyber Mesa District	Cyber Mesa Middle school	HS	Enrolled	Unenroll	View Classes	Edit

Enroll student in a different school

Back

NOTE: If a student is transferring schools in different districts, contact Measured Progress at nmtchsupport@measuredprogress.org or (877) 676-6722. Be sure to have the following ready:

- a. School name
- b. Student State ID
- c. Student Name

NOTE: If you are e-mailing State IDs, please make sure they are in a **password protected** Excel or Word document and send the password through in a separate e-mail.

How do I download a Student Roster for my school?

1. **Log into the NM Science Portal;** <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Choose **Students** tab at the top of the page.
4. Select the school from the school drop down.
5. On the far right side click on **More**.
6. Click **Download List**.
7. A school roster will be downloaded on to your computer in CSV format. The file will list all students at the selected school including their first and last name, Student State ID and grade.

How do I delete a class?

Classes in the Portal cannot be deleted. If you have created a class that you do not need, we recommend you remove students from the unneeded class and give the class a new name that indicates it is not being used. To remove students from a class and rename it:

1. Go to <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Choose the **Classes** tab.
4. Choose **View Details** on the class you need to rename.
5. Choose **Edit Class**.
6. **Remove** all students from the class by selecting the students in the window on the right side of the screen and clicking **Remove** (see below).

Edit the class name and click **Save**

Showing students in School: Cyber Mesa High school

Last Name, First Name (State Student ID)

Sort By: Last Name

Davis, Adele (201704082)
Dortmund, Francis (201704083)
Emmerson, Jody (201704084)
Felding, Martin (201704085)
Lee, Branden (201704086)
Parker, Gaby (20170487)
Yuan, Frank (201705000)

Add »

« Remove

Students in CMHSClass2a:

Davis, Adele (201704082)
Dortmund, Francis (201704083)

Save

Cancel

4. Go back into **View Details** , then **Edit Class** , and edit the name of the class.

How do I delete a Test Session?

A Test Session can only be deleted if no students have logged into the test yet. To delete a test session:

1. **Log into the NM Science Portal;** <http://newmexico.measuredprogress.org>.
2. Click on **Administration** .
3. Choose **Test Sessions** tab at the top of the page.
4. Click **Delete** next to the session that needs to be removed.

How do I set a student's accommodations?

1. **Log into the NM Science Portal;** <http://newmexico.measuredprogress.org>.
2. Click on **Administration** .
3. Choose **Students** tab at the top of the page.
4. On the far right of the page in the student's row choose **Edit**
5. Select the **Accommodations** tab
6. After clicking on the **Accommodations** tab you will see the following screen:

Student Information	Accommodations	Classes
<p><i>Accessibility Features</i></p> <p><input type="checkbox"/> Zoom View (magnifier)</p> <p><input type="checkbox"/> Reverse Contrast</p> <p><input type="checkbox"/> Custom Masking</p> <p><input type="checkbox"/> Color Contrast</p>	<p><i>Accommodations</i></p> <p><input type="checkbox"/> Text-to-Speech English (SWD, 504, EL)</p> <p><input type="checkbox"/> Text-to-Speech Spanish (SWD, 504)</p> <p><input type="checkbox"/> Human Reader English (SWD, 504, EL)</p> <p><input type="checkbox"/> Human Reader Spanish (SWD, 504)</p> <p><input type="checkbox"/> Read Aloud to Self</p> <p><input type="checkbox"/> Human Signer</p> <p><input type="checkbox"/> Blank Graphic Organizer</p> <p><input type="checkbox"/> Selected Response Human Scribe</p> <p><input type="checkbox"/> Constructed Response Human Scribe</p> <p><input type="checkbox"/> Assist Tech-Presentation</p> <p><input type="checkbox"/> Assistive Technology Device Presentation</p> <p><input type="checkbox"/> Assistive Technology Devices Responses</p> <p><input type="checkbox"/> Allow Accessibility Mode Testing</p>	<p><i>Accommodations for English Learners (EL)</i></p> <p><input type="checkbox"/> Spanish Language Version</p> <p><input type="checkbox"/> Picture Dictionary</p> <p><input type="checkbox"/> Native Language Accommodations</p> <p><input type="checkbox"/> Commercial Word-To-Word Dictionary</p> <p><input type="checkbox"/> Customized Dual Language Dictionary</p> <p><input type="checkbox"/> Pocket Word-To-Word Translator</p>


7. Check the box for the accommodation(s) you are adding and then click **Save**.

A student has been scheduled for a test session and does not have the correct accommodations assigned (they have *not* logged in yet). What do I do?

To add or remove any accommodation *other than text-to-speech*, return to the **Students** tab and add or remove the accommodation.

To add or remove the text-to-speech (TTS) accommodation, return to the **Students** tab and add or remove the accommodation then complete these additional steps:

- Go to the test session details page for the students test session
- The **Generate Missing Student Test Log-ins** message will be displayed:


[Home](#)
[Site Readiness](#)
[Students](#)
[Classes](#)
[Test Sessions](#)
[Pre-ID Management](#)
[Dashboard](#)
User: Admin eMetric Logou

Test Sessions

District: Cyber Mesa District
Administration: NM 2017-2018
Test Administrator:
Class: CMH5Class1-(Grade -HS)
Test Name: QAPracticeTest18_EN_HS
Testing Window: 02/13/2018 to 04/30/2018

School : Cyber Mesa High school
Content Area: Science

Test is in progress. It ends on **04/30/2018**. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	2736264

[« Back to Test Sessions](#)

Generate Missing Student Test Logins
 There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

[Generate Missing Student Test Logins](#)

1 login per page

[Print selected logins](#)
[Print all logins \(1\)](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
--------------------------	-----------	------------	----------	----------	-----------	------------------	--------	-------------------	---------------------

- c. Click on the green **Generate Missing Student Test Logins** button to generate new test login for the student's TTS form
- d. Check to confirm the student is assigned a form labeled "Text-to-Speech".

A Student has *logged into the test* and does not have the correct accommodations assigned. What do I do?

To add or remove any accommodation *other than text-to-speech*:

1. Have the student exit the test.
2. Return to the students tab and add or remove the accommodation.
3. The student can log back into the test and will have the correct accommodation assigned.

To add or remove the *text-to-speech* (TTS) accommodation:

1. Have the student pause and exit the test
2. Return to the students tab and add or remove the accommodation.
3. Add the student to a different class and test session that is scheduled to take the same test, or create a new class and test session for the student.
 - a. If the **Generate Missing Student Test Log-ins** message is displayed:
 - b. Click on the green **Generate Missing Student Test Logins** button to generate new test login for the student's TTS form
4. Check to confirm the student is assigned a form labeled "Text-to-Speech".
5. The student can log into the test with the TTS accommodation.

Note: The student cannot continue to test in the original test session because they do not have the TTS form assigned and thenew TTS form cannot be assigned to the student after they have already been assigned a form in that session.

How do I check my students' assigned accommodations?

You can use the Export Accommodations feature in the students tab or you can reference the cover sheet of the student test ticket file download.

The Export Accommodations feature in the Students tab allows you to export a file that lists all students in a school and the accommodations currently assigned to them

Note: the Export Accommodations feature is only available *prior* to the start of the operational test!

1. Log into the NM Science Portal; <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Choose **Students** tab at the top of the page.
4. Select the desired school from the school drop down.
5. Click **Export Accommodations**.
6. A CSV file will be downloaded to your computer that will include all students enrolled at that school and the accommodations they have been assigned.

To download the student test tickets file:

1. Log into the NM Sci Portal; <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Click on **Test Sessions**.
4. Select the **View Details/Student Log-ins** link for the test session with the students whose accommodations you want to check.
5. On the test sessions details page click the **Print all logins** button
6. A pdf file with the student log-ins will be downloaded with a list of all students in the test session with their assigned accommodation.

Note: The student log-ins are secure material and must be protected.

Note: To see if a student has the text-to-speech accommodation, you can also follow the directions below in the "How do I see which test form my student was assigned?" FAQ to confirm they have the text-to-speech accommodation by ensuring they have the text-to-speech form.

How do I see which test form my student was assigned?

You can view which form your student was assigned by utilizing the test session details tab.

1. Log into the NM Sci Portal; <http://newmexico.measuredprogress.org>
2. Click on **Administration**
3. Click on **Test Sessions**
4. Use the filters to find the test session you want to view.
5. Click on **View Details/Student Logins**.
6. Find the student in the session list and view the form the student was assigned under the Form Name column.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Demo-1584496	Student	NRA1584496	58D7E673	Grade 4 Science English Practice Test Form 4	+	Session 1 :Not Started		
<input type="checkbox"/>	Demo-1584448	Student	RAE1584448	BA24836B	Gr. 4 Science English Practice Test Text-to-Speech	+	Session 1 :In Progress	1/24/2018 9:32:18 AM	
<input type="checkbox"/>	Demo-1584450	Student	RAE1584450	7A74BD74	Gr. 4 Science English Practice Test Text-to-Speech	+	Session 1 :Not Started		


How do I check the testing status of my students?

Students' test status (i.e., not started, in progress, finished) is visible in the test sessions details page. You can also download a list of students and their test status by school using the Export Test Status feature. To use the Export Test Status feature:

1. Log into the NM Science Portal; <http://newmexico.measuredprogress.org>.
2. Click on **Administration**.
3. Click on **Test Sessions**.
4. Use the filters to select the **school** and **test** you would like to export the status of. You can also use the **Filter by testing status** drop down menu to only export students with a specific test status.
5. Click on **Export Test Status**.
6. A CSV file listing every student and their test status for the currently selected test and school selected will be downloaded.

Displaying test sessions for High School Spanish Science SBA Practice Test in Cyber City Sch1

Cyber City Sch1 (Cyber City)	Science	Schedule New Test Session
SBA	High School Spanish Science SBA Practic...	Export Test Status
Filter by testing status		
All		



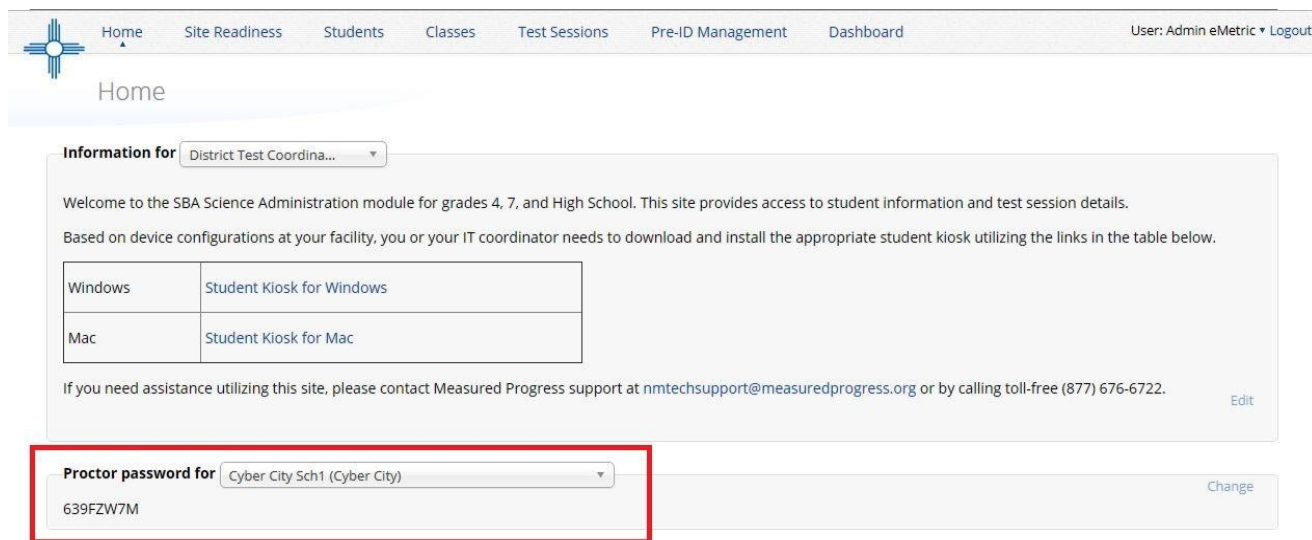
What is a Proctor password and how do I obtain one?

If a student has been inactive or has paused their test for more than 20 minutes, if the test device shuts down unexpectedly, or if the Allow Accessibility Mode testing accommodation is selected, the student will be automatically logged out of their test. When the student logs back in they will be required to enter a proctor password in addition to their username, password, and session access code. DTCs have access to the proctor password. The test administrator or proctor should contact their DTC to retrieve the proctor password and enter it for the student. DTCs can find the proctor password here:

Log into the SBA Portal: <https://newmexico.measuredprogress.org>

1. Click on **Administration**
2. Select the school name for the school that needs the proctor password in the **Select Proctor password for** drop down menu
3. The Proctor password for the selected school will be displayed below.

If you are the DTC and cannot see the **Proctor Password** here, please contact the New Mexico Helpdesk at nmhelp@measuredprogress.org or (877) 676-6722 (option 1).



Home Site Readiness Students Classes Test Sessions Pre-ID Management Dashboard User: Admin eMetric Logout

Home

Information for District Test Coordina...

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 needs to download and install the appropriate student kiosk utilizing the links in the table below.

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. Edit

Proctor password for Cyber City Sch1 (Cyber City) 639FZW7M Change

Note: The proctor password should never be given to a student. The proctor password should not be used for students who refuse to test or do not start their test after logging in. Contact the New Mexico PED Assessment Bureau for further guidance on appropriate use of the proctor password.

Do I need to download a new kiosk for Spring 2019 administration?

Yes, you will need to download the latest version of the Science SBA Kiosk released on January 22nd 2019. The new Windows[®] and Mac[®] kiosk installers are available in the Science SBA Portal and the iOS[®] and Chrome OS[™] apps are available on their respective app stores. If you attempt to launch an older version of the SBA Kiosk you will be prompted to download the latest version.

What is a Cepstral[®] Spanish Language Pack? Do I need this?

The Cepstral Spanish Language Pack is additional software that provides a high quality Spanish text-to-speech voice; it is required for students using the Spanish text-to-speech accommodation. Instructions for downloading and installing the Cepstral Spanish Language Pack can be found in the Technical Guide for Spanish language Support on the New Mexico Help and Support site or contact the New Mexico Helpdesk at nmhelp@measuredprogress.org or (877) 676-6722 (option 1).

Can a student cut, copy or paste text in a text box?

Yes, students can use keyboard shortcuts (control-c, control-x, control-v on Windows and Chrome; command-c, command-x, command-v on Mac or iPad) to cut, copy, and paste in text boxes.

My CBT test is not displaying items correctly. How do I fix this?

1. Make sure the screen resolution on the computer is set to 1024 x 768

If this doesn't work

2. Log out of the kiosk and log back in again:
 - a. Have the student pause the test.
 - b. Log out of the kiosk.
 - c. Log back into the kiosk on the same computer.

If this doesn't work

3. Log into the kiosk on a new computer:
 - a. Have the student pause the test.
 - b. Log out of the kiosk.
 - c. Log into the kiosk on another computer.

If this doesn't work

4. If these steps do not work please contact our tech support team at nmtechsupport@measuredprogress.org or (877) 676-6722 (option 2).

Measured Progress is a registered trademark of Measured Progress, Inc. The Measured Progress logo is a trademark of Measured Progress, Inc.

© 2018 eMetric, LLC. This document, including any and all attachments, contains the proprietary and confidential information of eMetric. It is not to be distributed to any party without the explicit written consent of eMetric.