

New Mexico Summative Assessments Spring 2023 ITC Training



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Agenda

- Overview of System and Testing Process
- ITC Account Management
- Site Technology Preparation and Network Requirements
 - Technology Requirements
 - Features for Reliable and Secure Testing
 - Site Readiness Procedure
- Additional Training Resources
- Reminders

NOTE: no online demos in this training, please see video tutorials at <https://newmexico.onlinehelp.cognia.org/cbt-tutorials>

See online video tutorials for demonstrations!



New Mexico Assessments Portal:

Online Test Administration System

<https://newmexico.cognia.org/>



New Mexico Assessments Student Test Interface:

Student Test Delivery System



Test Preparation Process

1. New DTC accounts made
2. DTCs create subordinate accounts for new 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 Features and Accommodations
3. Create classes
4. Assign classes to tests (Test Sessions)

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 of test...

DTC/STC/TA

1. If needed, add test report codes and invalidate tests

User Accounts and Access


- New DTC: account will be created by Cognia & credentials e-mailed to you
- Already have a user account? Continue to use it!
- Not a DTC, don't have an account?
 - DTC's will create all new subordinate portal user accounts
 - New users will receive two automated emails, one with username and one with temporary password from nmtechsupport@cognia.org
 - *ITCs can edit ITC and TA accounts*
- ***Deactivate obsolete/unused accounts!***
 - When an account is reactivated or deactivated, the user will receive an e-mail.

User Accounts and Access

Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)	RAO
Manage Users	Yes	Yes	Yes	View TAs only	No
Access Site Readiness Links	Yes	Yes	Yes	No	No
Access Proctor Password	Yes	Yes	No	No	No
Access Students	Yes	Yes	No	Limited	No
Edit Student	Yes	Yes	No	No	No
Access Roster Upload	Yes	No	No	No	No
Access Classes	Yes	Yes	No	Yes	No
Access Test Sessions	Yes	Yes	No	Yes	No
Download Test Completion Status	Yes	Yes	No	No	No
Student Enrollment Transfer	Yes*	Yes*	No	No	No
Access Dashboard	Yes	Yes	No	No	No
Reports	Yes	Yes	No	Yes (classes only)	Yes (for assigned orgs)

User Accounts and Access (DTC)

Landing Page

Users

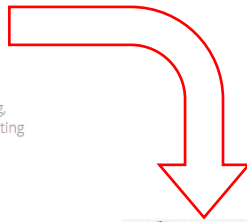
Jim Valley | Help & Support | Logout

Welcome to the New Mexico Summative Assessments Portal!




Administration

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



Admin Page

Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard

Jim Valley | Help & Support | Logout

Home

Welcome to the New Mexico Summative Assessments 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 need 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 Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.

Proctor password for Cyber Falls Sch1 (Cyber Falls)

AWB2CUSE

Site Readiness login for Cyber Falls Sch1 (Cyber Falls)


Username: WSR.1.9
Password: P57P53NM

Portal url: <https://newmexico.cognia.org/>

Cognia Help and Support Site: <https://newmexico.onlinehelp.cognia.org/>

User Accounts and Access (ITC)

Landing Page



Users

Jim Valley | Help & Support | Logout

Welcome to the New Mexico Summative Assessments Portal!




Administration

Organize students for testing,
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Admin Page



Home | Site Readiness

John Denver | Help & Support | Logout

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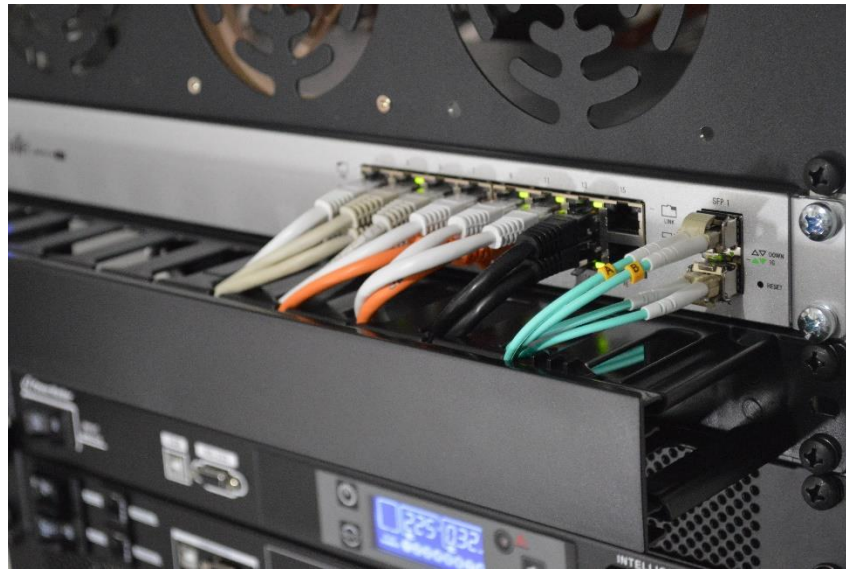
If you need assistance utilizing this site, please contact Cognia support at nmttechsupport@cognia.org or by calling toll-free (877) 676-6722.

Site Readiness login for Cyber Valley Sch2 (Cyber Valley)

Username: WSR-EM-CS13
Password: WQ4B9CCP

Portal url: <https://newmexico.cognia.org/>

Cognia Help and Support Site: <https://newmexico.onlinehelp.cognia.org/>



Site Technology Preparation

Kiosk Requirements



- Windows and Mac Applications
 - Available to download in Portal
 - Newest Windows app version released 11 Nov 2022
 - Newest Mac app version to be released 12 Dec 2022
- iPad and Chromebook Applications
 - Download directly from App Stores
 - Download “iTester” iPad app and select state on 1st log-in
 - iPad and Chrome apps will auto-update to the newest iTester version
- Browser (practice test, interim and formative only)
 - Available on Chrome, Safari, Firefox, and Microsoft Edge



If the last kiosk application you installed was prior to the release dates above, you need to download and install the newest version and complete site readiness testing with that version.



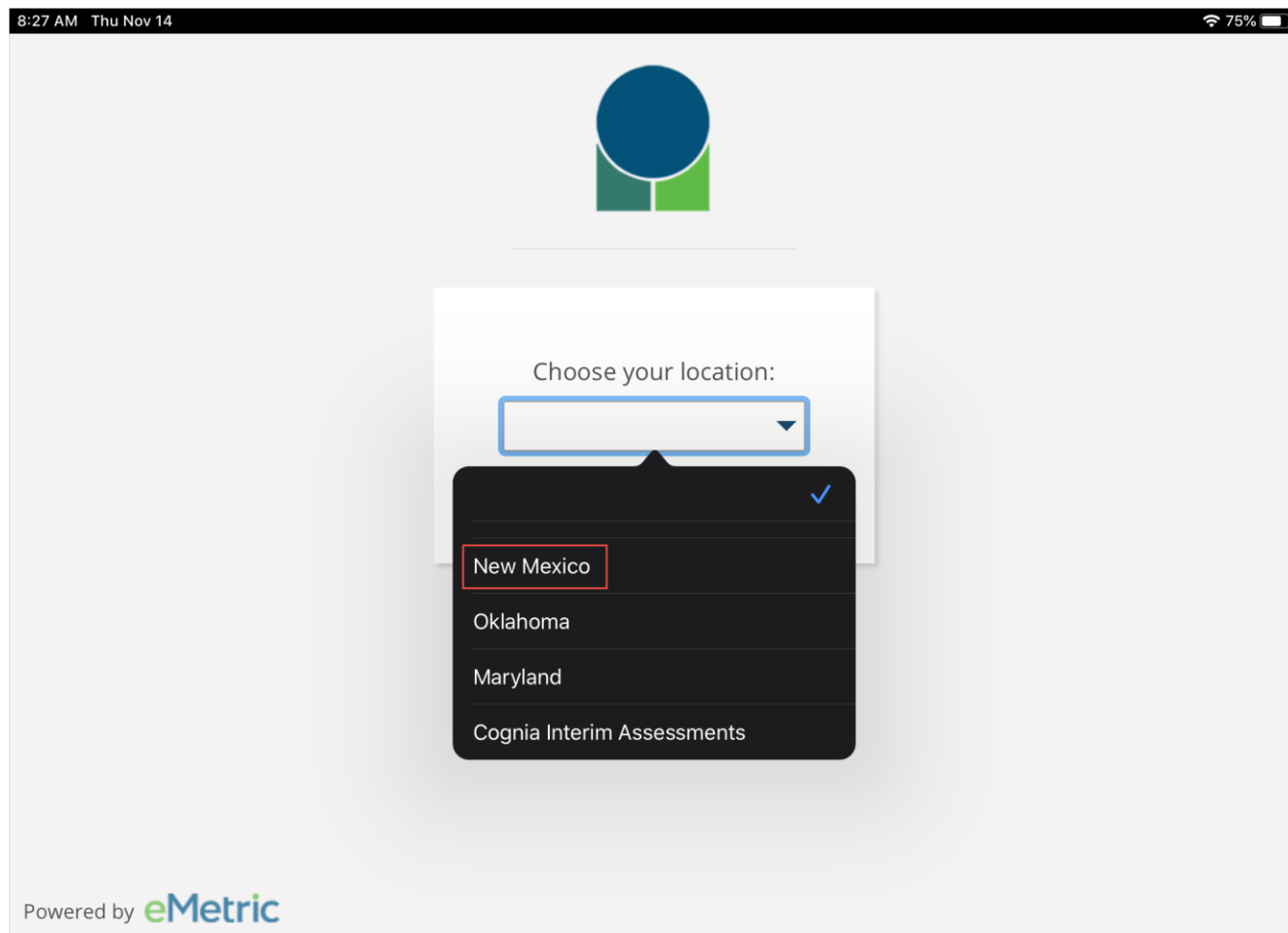
The newest Windows version is 3.28. Windows version 3.27 can also be used but this version does not have a feature that prevents a student from using Spanish TTS unless they have Cepstral installed.

The newest Mac version is 3.29. Mac versions 3.27.2 and 3.28 can also be used but these versions do not have a feature that prevents a student from using Spanish TTS unless they have Cepstral installed and these versions do not have a bug fix that may fix a bug that prevents network connection to the test servers on Mac OS 12.1 and above.

We strongly recommend ITCs complete Site Readiness Testing prior to the MSSA/ASR testing!

Kiosk Requirements

iPad App: “iTester”



System Requirements



System Requirements – All Hardware

Connectivity	Must be able to connect to the internet via wired or wireless networks
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

Browser Requirements (Portal and Practice Tests)

Chrome™ 108 or newer
Firefox® 107 or newer
Safari® 16 or newer
Microsoft Edge™ 107 or newer



Updated Dec 5th, 2022. Check the Cognia help and support site for more recent updates.



Desktop and Laptop Specific Requirements

Updated!

CPU	1.3 GHz
Memory	2 GB (4GB strongly recommended)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows®	Windows 10 (20H2; 21H1; 21H2), 11
Mac®	Mac OS® 11.6, 12.6, 13 (64-bit only)

Tablet and Chromebook Specific Requirements

iPad®	iPadOS® 14, 15.7, 16.1
Chromebook™ notebook computer	Chrome OS™ LTS 102 Chrome OS™ Stable channel 105, 106, 107



Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. The LTS channel offers more stability with fewer releases but devices will continue to receive frequent security fixes.

Technology Requirements



Important Reminders

- Students testing on devices that do not meet the Student Workstation Specifications are likely to encounter performance-related issues during testing.
- Technology Guidelines may be updated throughout the test administration window as new operating systems are released and tested.
- Do not update your test device OS until the Technology Guidelines have been updated.
- The same portal and kiosk are used for NM-ASR & NM-MSSA

Technology Requirements

- Windows:
 - MSI for distribution using GPOs
- Chrome:
 - Only the Long-Term Support channel is supported. The LTS channel offers more stability by reducing the frequency of version updates while continuing to receive regular security updates.
 - 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/User Data
 - For managed Chrome Books, ensure “Allow App to manage power” is disabled in Device Settings/App Management
 - You must use as managed device to test
- iOS:
 - Use Automatic Assessment Configuration instead of Guided Access
 - External keyboard is optional
 - iPad 2 not supported

Technology Requirements

- **Firewalls**

- Allow traffic through ports 80 and 443

- **Proxy and Content 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, and bandwidth on 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 <https://newmexico.onlinehelp.cognia.org/cbt-guides/>
2. Download and install Kiosks on each test device
 - Download Windows or Mac kiosks from NMPED Assessments Portal
 - Download Chrome or iOS apps from appropriate app store
 - You do not need to un-install previous versions of the Kiosk
3. Conduct Site Readiness Testing on all device configurations
 - There are two tests (system set-up and student interface)
 - Complete both tests to log results in Portal site readiness tab
4. Certify site is ready for online testing

Site Readiness Procedure

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

Based on device configurations at your facility, 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.

2.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac

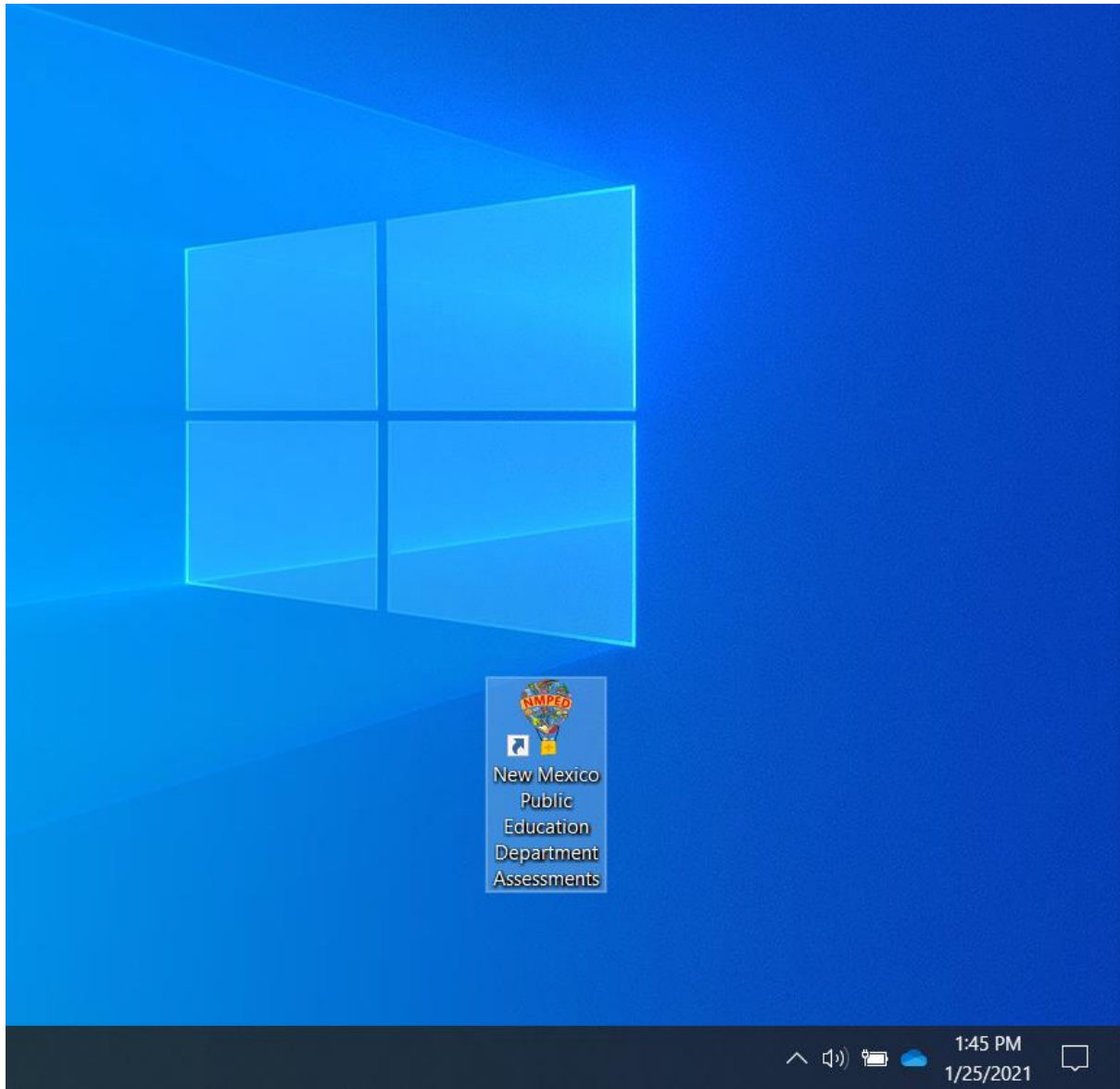
...or go to web app store for iPads/Chromebooks

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

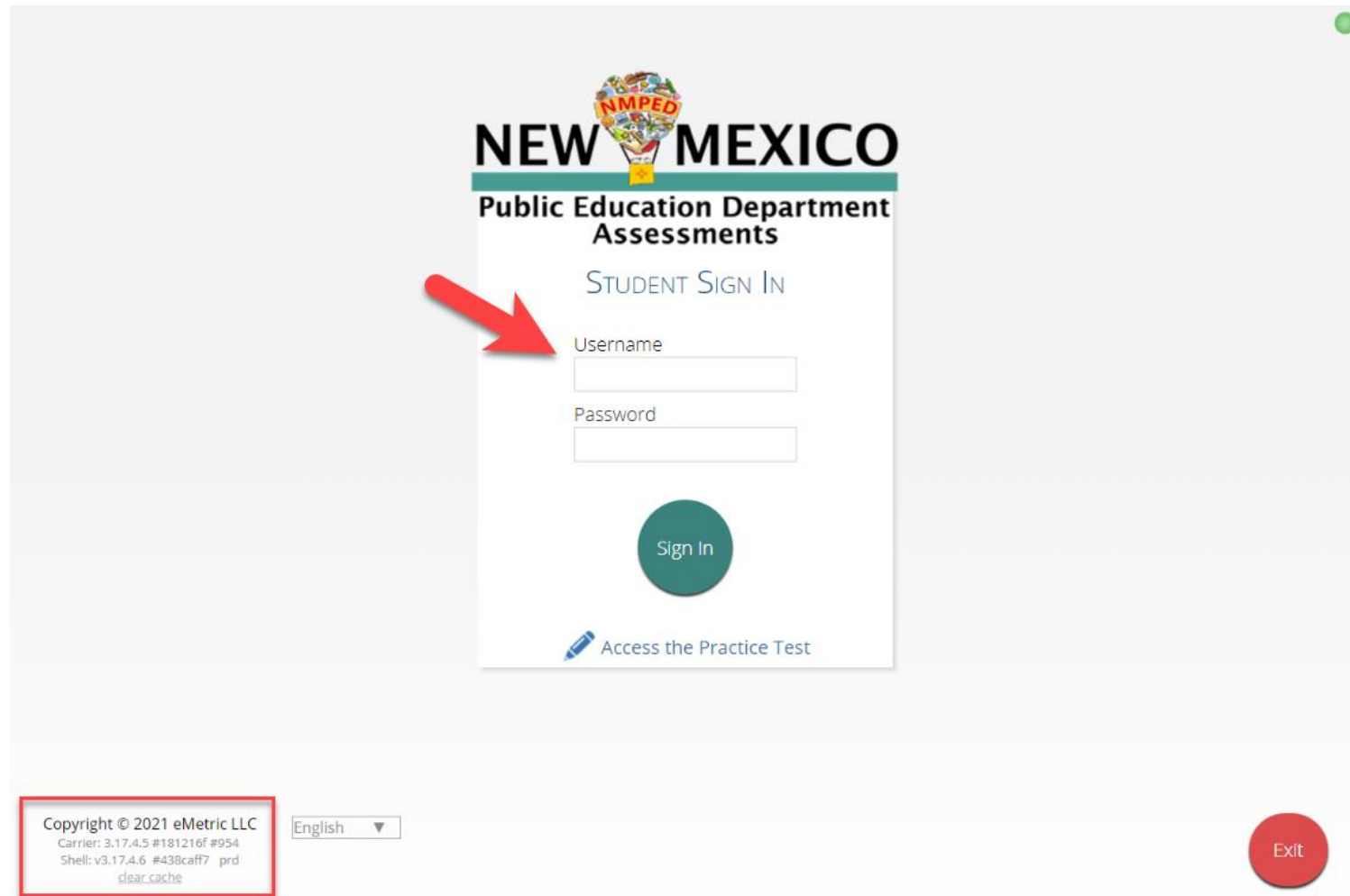
3.

Site Readiness login for Cyber Valley Sch2 (Cyber Valley)

Username: WSR-EM-CS13
Password: WQ4B9C



Site Readiness Procedure



NEW MEXICO
Public Education Department
Assessments

STUDENT SIGN IN

Username

Password

[Sign In](#)

[Access the Practice Test](#)

Copyright © 2021 eMetric LLC
Carrier: 3.17.4.5 #181216f #954
Shell: v3.17.4.6 #438caff7 prd
[clear cache](#)

English ▼

[Exit](#)



**If the kiosk is out-of-date, an alert will be displayed
(except for iOS app)**

Site Readiness Procedure

Not Workstation User? [Exit](#)

Hello, Workstation User

7-432600		
State Student ID	Date of Birth	Gender
Cyber City Sch2-997		
School Name	Teacher	Grade

The following tests have been scheduled for you:

System Set-Up Test

[Check System Set-Up](#)

Student Interface Test

[Check Student Interface](#)

Site Readiness Procedure

System Set-Up Test

Screen Resolution: 1920x1080

Host: newmexico.measuredprogress.org

Operating System: Windows 10

① Connection Capacity Test Results: 601 Simultaneous Test Downloads

Your download speed is **40.11 Mbps**. [?](#)

Based upon the current calculated download speed between your testing device and the data center, a maximum of **601** students may simultaneously log-in and download the test. If you plan to test more than **601** students during the same period of time, divide them into groups of no more than **601** 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

Not Workstation User? [Exit](#)

Hello, Workstation User

7-432600		
State Student ID	Date of Birth	Gender
Cyber City Sch2-997		
School Name	Teacher	Grade


The following tests have been scheduled for you:

System Set-Up Test

[Check System Set-Up](#)


Student Interface Test

[Check Student Interface](#)



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

Site Readiness Procedure



Home

Site Readiness

John Denver

Help & Support

Logout

Home

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Site Readiness login for

Cyber Valley Sch2 (Cyber Valley)

Username: WSR-EM-CS13

Password: WQ4B9CCP

v3.13.9.3

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Contact Us

877-676-6722

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Site Readiness Procedure



Home Site Readiness

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Site Readiness

Cyber Valley Sch2 (Cyber Valley)


School	Number of Devices Tested	Date and Time	Certified By	
Cyber Valley Sch2	2			View Details

Showing 1 - 1 of 1

*Date and time is in Mountain Standard Time.

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Site Readiness Procedure



Home Site Readiness

John Denver Help & Support Logout

Site Readiness Details

Cyber Valley Sch2 (Cyber Valley)

Device Name 🔍	OS 🔍	Screen Size 🔍	Date and Time 🔍
emetric-221	Windows 10	1920x1017	1/29/20 2:47:07 PM
Mozilla/5.0 (X11; CrOS x86_64 12607.58.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/79.0.3945.86 Safari/537.36 iTester_ChromeKioskWebView chromestorageenabled	Chrome OS:79.0.3945 12607.58.0.	1366x768	1/29/20 3:14:35 PM

Showing 1 - 2 of 2

Site Certification

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

Certify Site Readiness

*Date and time is in Mountain Standard Time.


« Back



iPads will not display in the table!

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Site Readiness Procedure



Home Site Readiness

John Denver Help & Support Logout

Site Readiness

Cyber Valley Sch2 (Cyber Valley)

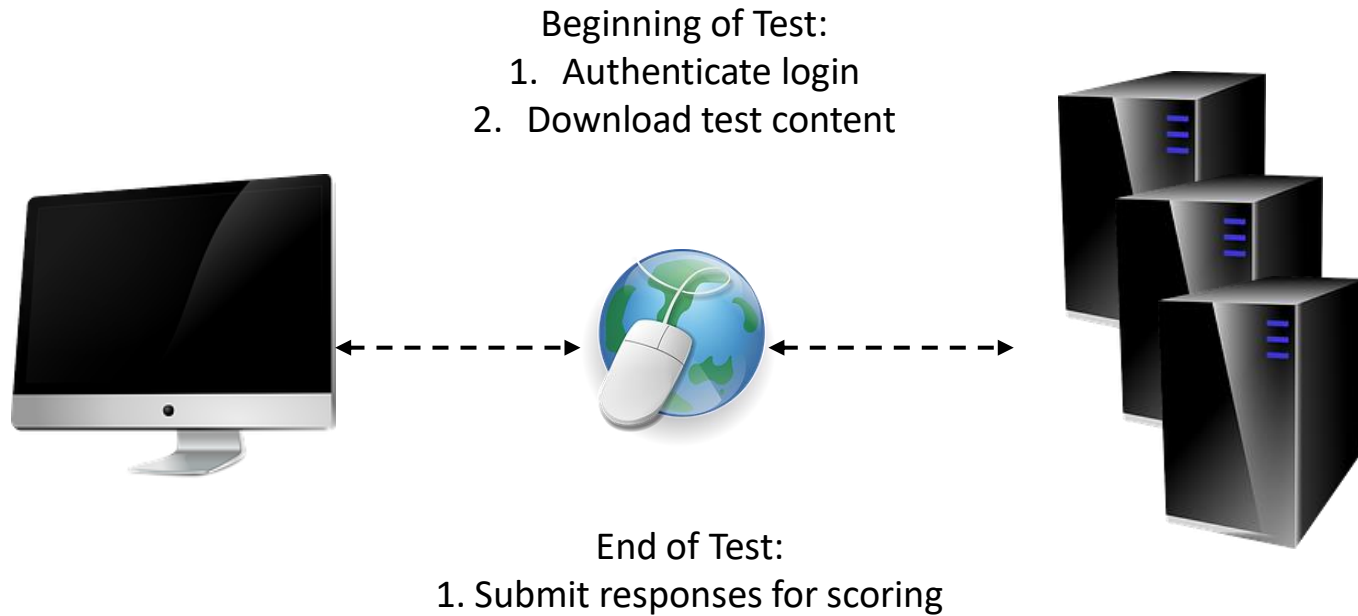
School	Number of Devices Tested	Date and Time	Certified By	
Cyber Valley Sch2	2	1/29/20 3:18:16 PM	CVSchool2ITC	View Details

Showing 1 - 1 of 1

*Date and time is in Mountain Standard Time.

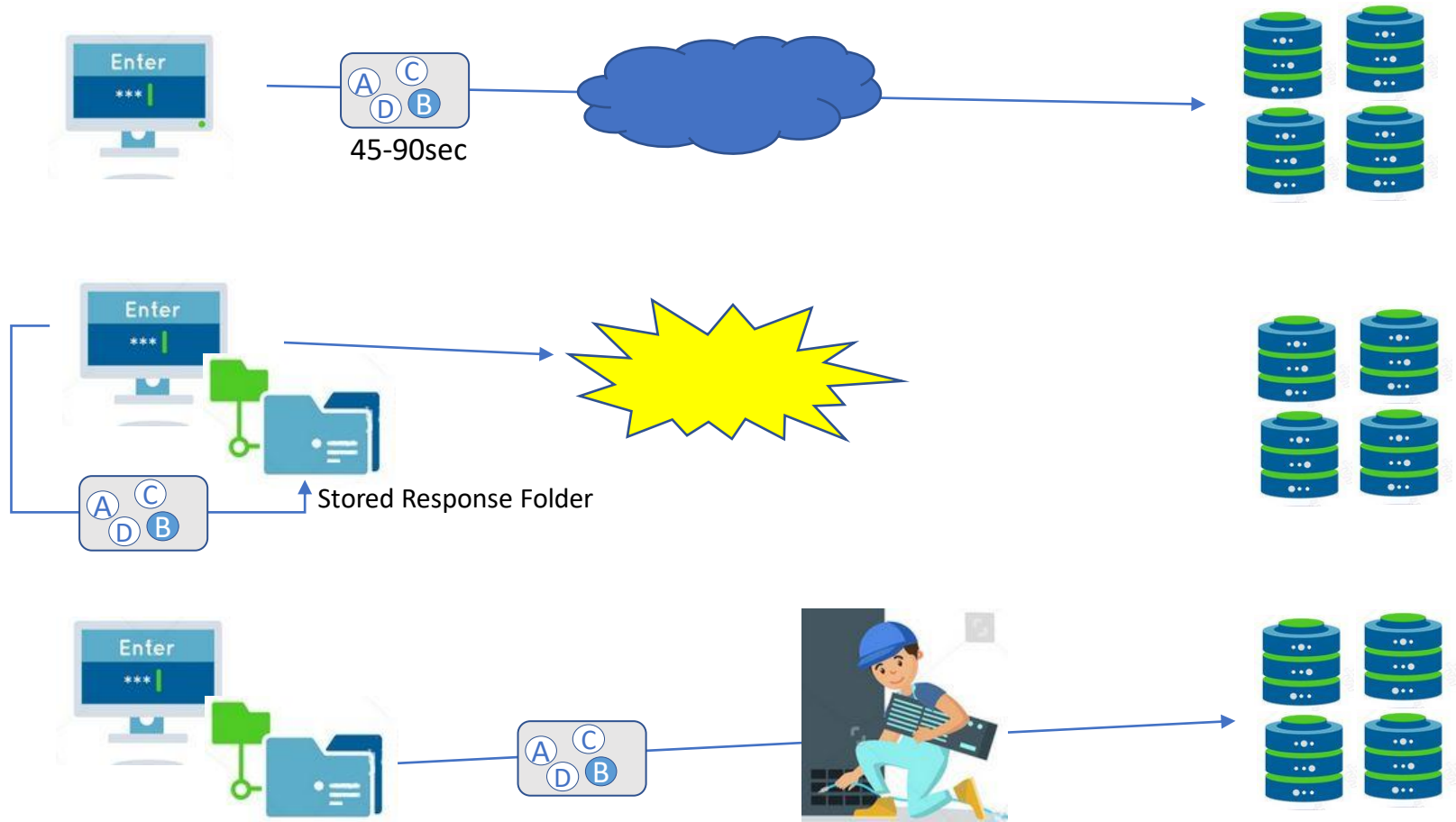
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Kiosk Requirements (network)



What happens if a student loses network connection in the middle of a test?

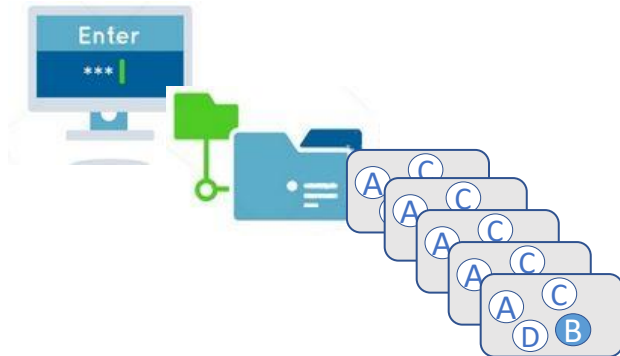
Kiosk Test Integrity



What if a student 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.



Turn In

Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

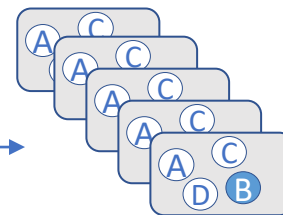
Send Responses

Do not move the student to a different device.

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

Proctor Password

Accept and Exit Test



Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
 - Keep testing on that device
 - Test content and responses are stored securely on the test device
 - Responses will be sent when network is restored
- If student finishes and 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 no network management tools or system maintenance will alter that devices files or configuration
 - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk

Additional Training Resources

- Help Guides
 - Kiosk Installation Guide
 - Portal User Guide
 - Kiosk User's Guide
 - Testing with Third Party Accessibility Software
 - Technical Guide for Spanish Language Support
 - Training videos
<https://newmexico.onlinehelp.cognia.org/cbt-tutorials>
- Support Desk
 - Call-in Information Sheet

Remember!

ITCs:

- Use the current Windows and Mac kiosks
- Make sure network management tools don't delete stored response folder
- Communicate with Proctors/Test Administrators!
 - Are there limits to number of students who should log in simultaneously?
 - Do they know the procedure for recovering stored responses?
 - Do they have basic information required by the support center if they call in?

Questions?