

Assessment Viewing Application User Guide

2022-2023

Published November 10, 2022

Prepared by Cambium Assessment, Inc.



Table of Contents

Assessment Viewing Application User Guide	1
Introduction to this User Guide	1
Organization of this User Guide	1
Additional Resources	1
About Testing Policies and Procedures	2
About System Login Credentials	2
Logging in to AVA	3
How to Access Tests in AVA	5
Step 1 – Choosing a Test Grade and Test.....	5
Step 2 – Functionality Checks.....	6
How to Use the Test Tools in AVA.....	7
Test Tools	7
How to Navigate AVA and General Test Rules	11
Responding to Questions.....	11
Navigating to Questions	11
Pausing Tests	12
Test Timeout	12
Finishing the Test Review	12
Reviewing Marked Questions	12
Completing the Review and Logging Out.....	13
User Support and Troubleshooting Information	14

Introduction to this User Guide

This guide supports users of the Assessment Viewing Application (AVA), a secure online system that allows authorized users to view the Smarter Balanced Interim Assessment Blocks (IABs), including the Focused IABs, and the Interim Comprehensive Assessments (ICAs) as well as the Next Generation Science Standards (NGSS) Interim Assessments for administration or instructional purposes. For all Smarter Balanced Interim Assessments, this system is only for viewing assessments. For Grades 5, 8, and 11 NGSS Interim Assessments, this system is for viewing assessments as well as scores and score rationales. The introduction of the guide describes the contents of this document and includes a key for identifying icons and elements found throughout.

Organization of this User Guide

This user guide provides information about the following sections:

Logging in to AVA explains how to access AVA.

How to Access Tests in AVA explains how to select a test to review.

[How to Use the Test Tools in AVA](#) describes the layout of AVA.

[How to Navigate AVA and General Test Rules](#) explains how to navigate the test.

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see [the Operating System Support Plan for Test Delivery System](#).
- For information about student and user management see the [Test Information Distribution Engine \(TIDE\) User Guide](#).
- For information about administering online tests via the TA Interface, see the [Test Administrator \(TA\) User Guide](#).
- For information about scoring hand-scored questions, see the [Centralized Reporting System User Guide](#).
- For information about network and internet requirements, general peripheral and software requirements, installing secure browsers, and configuring text-to-speech settings, see the [Technology Resources](#) portal page.

These resources are available on the [Connecticut Comprehensive Assessment Program portal](#).

About Testing Policies and Procedures

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid interim test administration, see the [Smarter Balanced Interim Assessment Test Administration Manual](#) available on the [Connecticut Comprehensive Assessment Program Portal](#).

About System Login Credentials

Your login information includes the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question **within 15 minutes** of receiving this email.

- **If your temporary link expired or if you forgot your password:**

On the TIDE login page, click the **Forgot Your Password?** link and then enter your email address in the *Email Address* field. You will receive an email (from DoNotReply@cambiumast.com) that contains a new a link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

- **If you did not receive an email containing a temporary link:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Connecticut Comprehensive Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Logging in to AVA

Authorized users can access the Assessment Viewing Application (AVA) via the Connecticut Comprehensive Assessment Program portal.

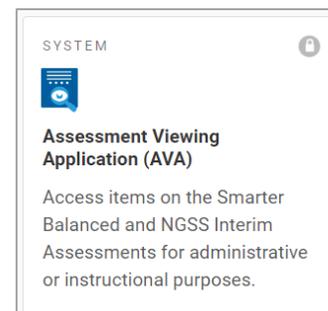
1. Navigate to the [Connecticut Comprehensive Assessment Program Portal](#).
2. Click on the **Smarter Balanced Assessments** program card (see [Figure 1](#)).

Figure 1. Program Card



3. Click on the **Assessment Viewing Application** card (see [Figure 2](#)). The login page appears. Enter the email address and password associated with your TIDE account.
4. Click **Secure Login** (see [Figure 3](#)). The **Available Tests** page appears (see [Figure 5](#)).
5. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.

Figure 2. AVA Card



6. In the *Enter Emailed Code* field, enter the emailed code.
7. Click **Submit** to access the **Available Tests** page.
8. **Note:** You must use the authentication code

Figure 3. Secure Login Page

Assessment Viewing Application User Guide

within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code Page

Enter Code

✓ A code has been sent to your email address. The code will expire after 15 minutes.

Enter Emailed Code

Submit

Resend Code

[Cancel](#)

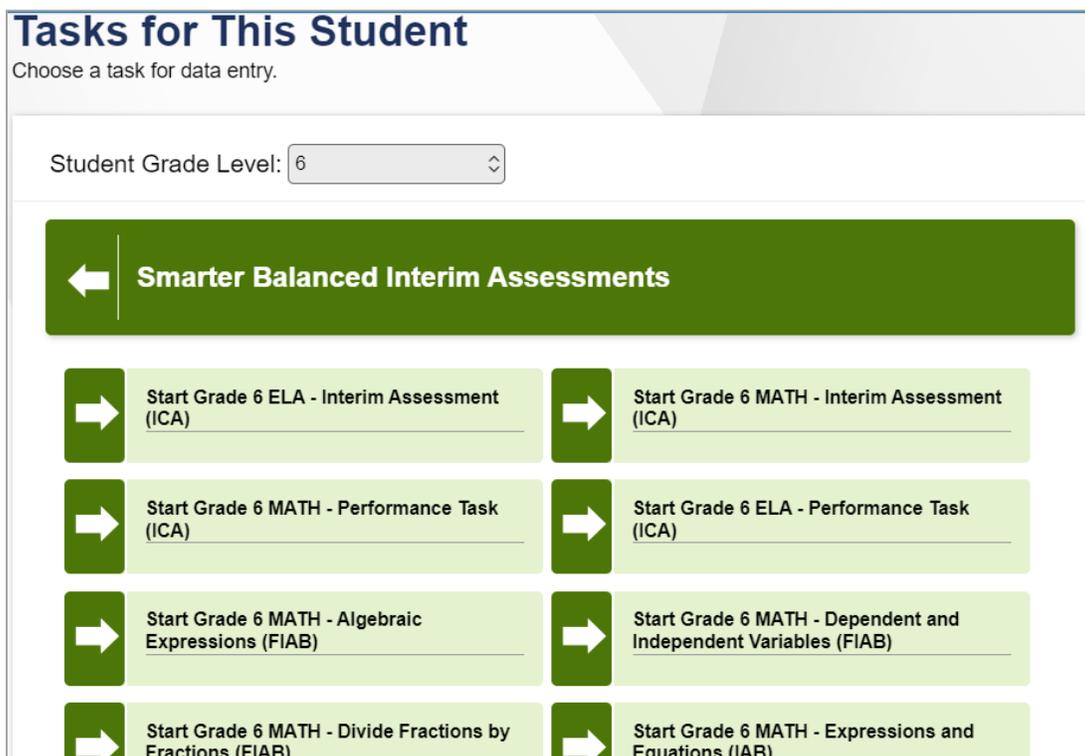
How to Access Tests in AVA

This section explains how to select tests to review in AVA.

Step 1 – Choosing a Test Grade and Test

On the [Tasks for This Student](#) page that is displayed when you login to the AVA, you select the grade level from the drop-down menu of the test you wish to review. All Smarter Balanced and NGSS Interim Assessments available for that grade will be display. Select an available test.

Figure 5. Tasks for This Student



To select a grade and test:

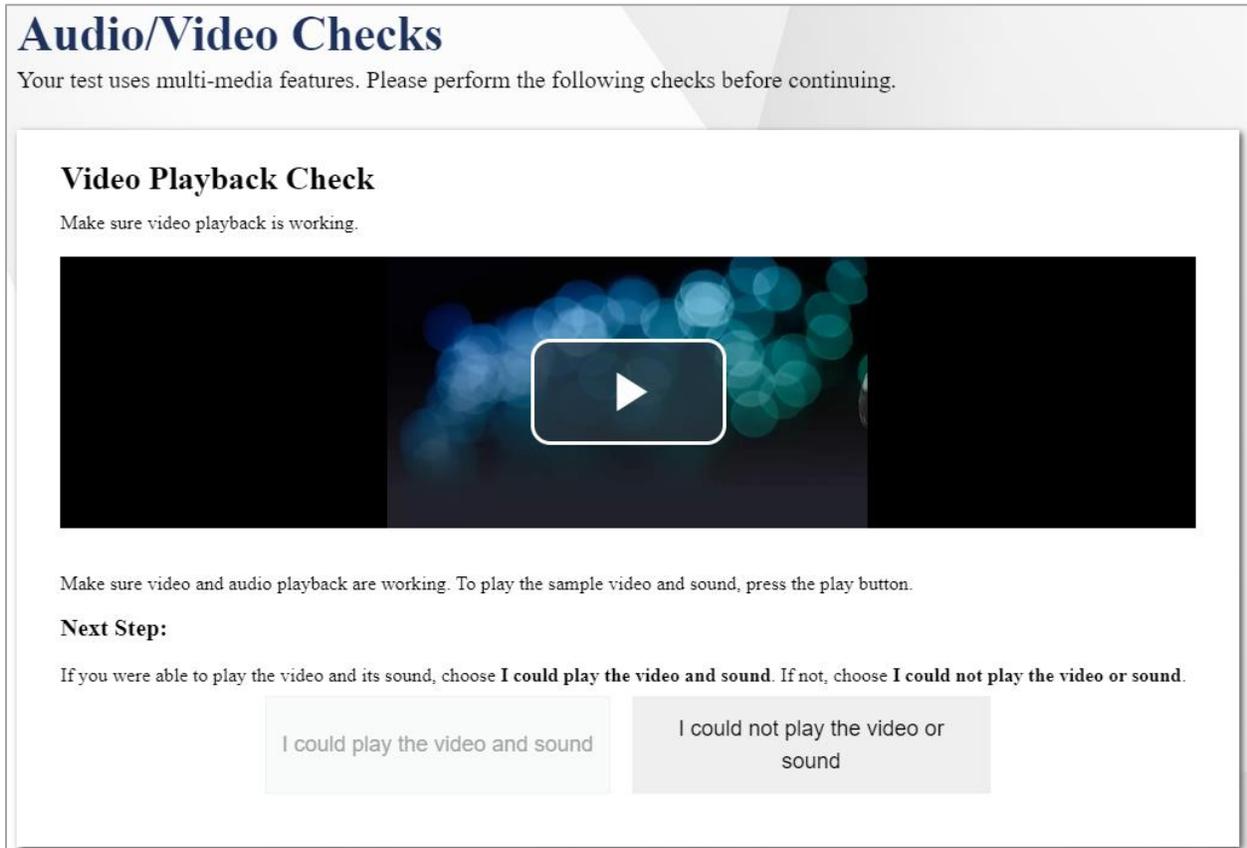
From the Grade drop-down list, select the required grade level. The tests available for the selected grade appear (see [Figure 5](#)).

Click the required test name.

Step 2 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 6](#)).

Figure 6. Audio/Video Checks Page



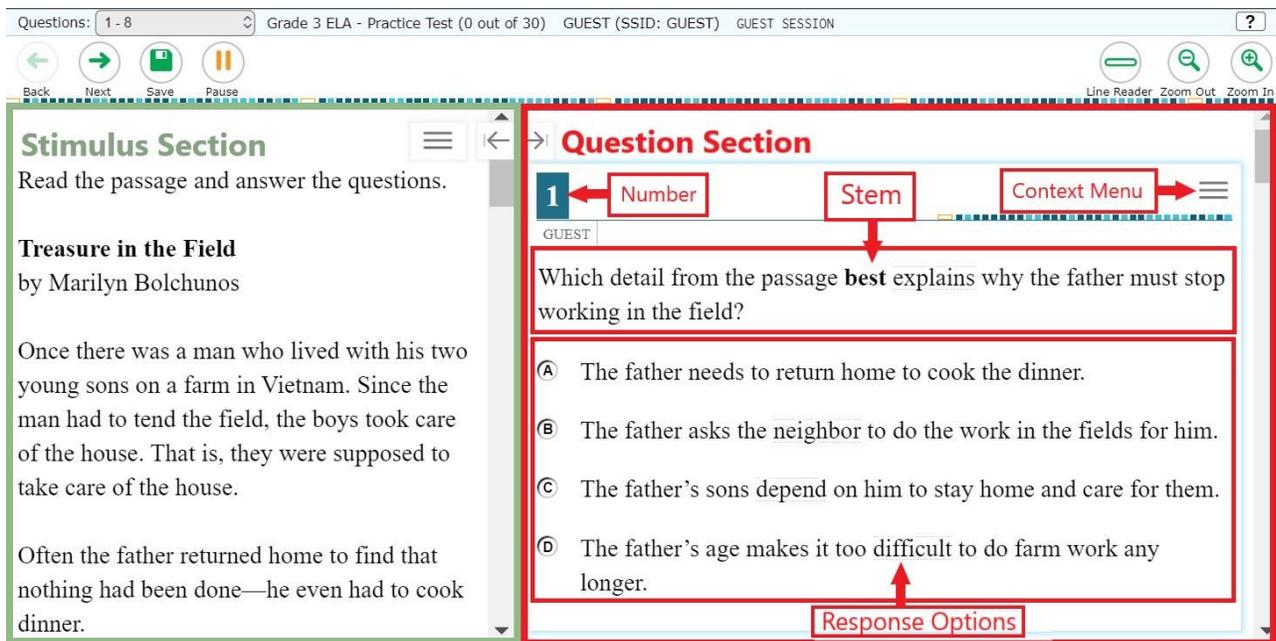
To proceed to the first test page, do the following:

- Verify the audio/video functionality, then click **I could play the video and sound** if it was functioning.
- A green check mark will appear in the upper-right corner of the functionality panel that you have verified. Click **Continue** at the bottom of the screen.

How to Use the Test Tools in AVA

[Figure 7](#) displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video. Depending on how an item has been composed, part of the item may be included within the stimulus section.

Figure 7. Sample Test Page



Test Tools

The Assessment Viewing Application includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page, or by selecting options from the context menus  that appear in the *Question* and *Stimulus* sections of the test page.

[Table 1](#) lists the tools available in the *Global Menu* section of the test page, [Table 2](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools), and [Table 3](#) lists any additional tools that are available on the test page.

Table 1. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Help 	To view the on-screen Help Guide window, select the question mark  button in the upper-right corner.
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas or comment fields of items displayed on that page.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.
Periodic Table 	To view the on-screen periodic table, select Periodic Table in the global menu. You can resize the periodic table window using the three blue dots or handles on the perimeter. To resize the window:
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

Table 2. Question and Stimulus Tools

Tool Name	Instructions
<p>Highlighter</p>	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
<p>Mark for Review</p>	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner and a flag icon  appears next to the question number on the test page. The Items pop-up window also displays a flag icon next to the question number.</p>
<p>Notepad</p>	<p>To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available.</p> <p>Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas of items displayed on that page.</p>
<p>Score Item <i>(Only available for Grades 5, 8, and 11 NGSS Interim Assessments)</i></p>	<p>To view the scoring rubric for an item on the Grades 5, 8, and 11 Next Generation Science Standards Interim Assessments, select Score Item from the context menu. A pop up appears with the scoring rubric for the item. The information in the pop up includes the number of points achieved, the max number of points possible, and a rationale for each score. Click <input type="button" value="Close"/> or  to close the pop up and return to the test.</p>
<p>Strikethrough</p>	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: Right-click an answer option and select Strikethrough.
<p>Tutorial</p>	<p>To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.</p>

Table 3. Other Tools

Tool Name	Instructions
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon → below the global menu. To collapse the expanded passage section, select the left arrow icon ← in the upper-right corner. <p>To expand the question section, select the left arrow icon ← below the global menu. To collapse the expanded question section, select the right arrow icon → in the upper-left corner.</p>

How to Navigate AVA and General Test Rules

This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions

When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored or saved in the system when you complete the test review.



Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's test page.

To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.

To jump directly to a previously viewed test page, select the required question number from the **Items** drop-down list.

Figure 8. **Items** Drop-Down



You can only advance forwards or backwards to items you have already answered. This mirrors the test experience a student would have. The same item navigation rules that apply to a student's online test, also apply in AVA.

Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. To return to the test, you must log back in and select the required test again. Please note that AVA does not save any answer responses if the test is paused.

To pause the test:

- Click  in the upper-right corner. A confirmation message appears.

Click **Yes** to confirm that you want to pause the test.

Test Timeout

The Assessment Viewing Application automatically pauses the test and logs you out after 30 minutes of inactivity. Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 9. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

To complete the test, click **Yes**.

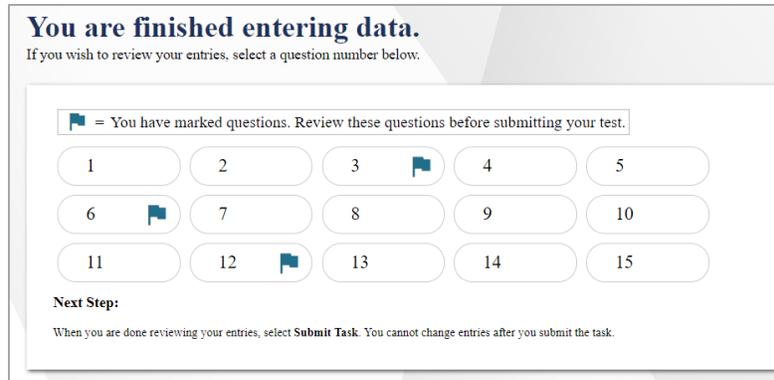
To continue reviewing the test, click **No**.

The system is unable to save any tests or responses. Clicking the  save button will not save the test or any responses. Once you pause or exit the test, you must log in and begin again.

Reviewing Marked Questions

The **You are finished entering data** page gives you one more opportunity to review questions.

Figure 10. You are Finished Entering Data Page



To review questions again:

- Click the question number you want to review. The test page for that question appears.
 - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
 - To return to the **You are finished entering data** page, click **Finished**.

To complete your review, click **Submit Task**.

Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done. The warning message gives you two options:

To return to the *You are finished entering data* page, click **No**.

To complete your review of the test, click **Yes**.

The **Finished Reviewing Task** page appears when your test review is over.

Figure 11. Done Reviewing Test Page



Click **Log Out**. The AVA **Login** page appears. If you wish to review another assessment, you must log in again.

User Support and Troubleshooting Information

User Support

For information and assistance, contact the Connecticut Comprehensive Assessment Program Help Desk. The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

**Connecticut Comprehensive Assessment Program
Help Desk**

Toll-Free Phone Support: 1.844.202.7583

Email Support: cthelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The test administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information