

# Assessment Viewing Application User Guide

2019-2020

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*Prepared by Cambium Assessment, Inc.*



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## 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) for administrative or instructional purposes. For all Smarter Balanced Interim Assessments, this system is only for viewing assessments and does not provide scores or answer keys. For Grades 5, 8, and 11 Next Generation Science Standards 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.

## User Guide Content


This user guide provides information about the following sections:

- [Logging in to AVA](#) explains how to access AVA.
- [Accessing Tests](#) explains how to select a test to review.
- [Understanding AVA](#) describes the layout of AVA.
- [General Test Rules and Navigation](#) explains how to navigate the test.

## Document Conventions

Table 1 lists typographical conventions and key symbols that appear throughout this document.

**Table 1. Key Elements and Descriptions**

Element	Description
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
<b>Text</b>	Bold text is used to indicate a link or button that is clickable.
<b><i>Page</i></b>	Bold and italics text is used to indicate the name of a system page.

## Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements for Online Testing](#).
- 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 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 for Online Testing](#) portal page.

These resources are available on the Connecticut Comprehensive Assessment Program portal (<https://ct.portal.cambiumast.com/>).

## 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 test administration, see the *Smarter Balanced Interim Assessment Test Administration Manual* available on the Connecticut Comprehensive Assessment Program portal (<https://ct.portal.cambiumast.com/resources/test-administration/>).

## About System Login Credentials

Your login information includes the email address associated with your account in the Test Information Distribution Engine (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.

## Section I. 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 (<https://ct.portal.cambiumast.com/>).
2. Click on the **Smarter Balanced Assessment** 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. Enter Code Page](#)) and an email containing an authentication code is sent to your address.
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 within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 1. Program Card

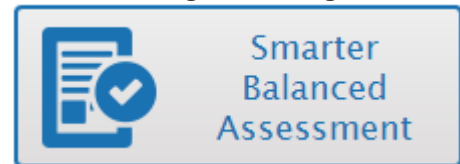


Figure 2. AVA Card

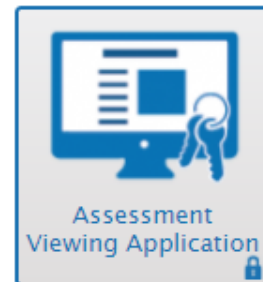
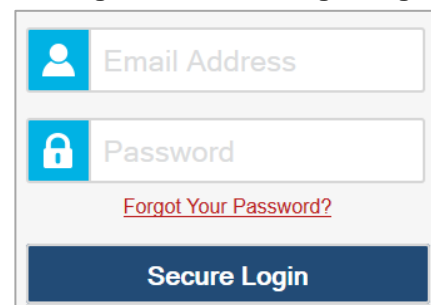
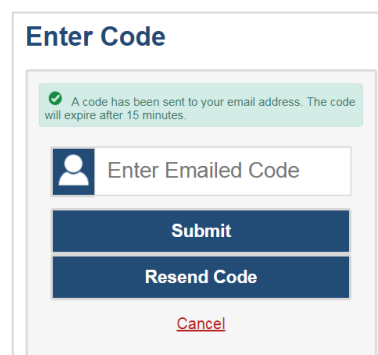


Figure 3. Secure Login Page



A login form with a white background and a blue border. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". At the bottom is a blue button labeled "Secure Login".

Figure 4. Enter Code Page



An "Enter Code" page with a white background and a blue border. At the top, a green message box says "A code has been sent to your email address. The code will expire after 15 minutes." Below is an input field labeled "Enter Emailed Code" with a person icon. At the bottom are two blue buttons: "Submit" and "Resend Code", and a red link "Cancel".

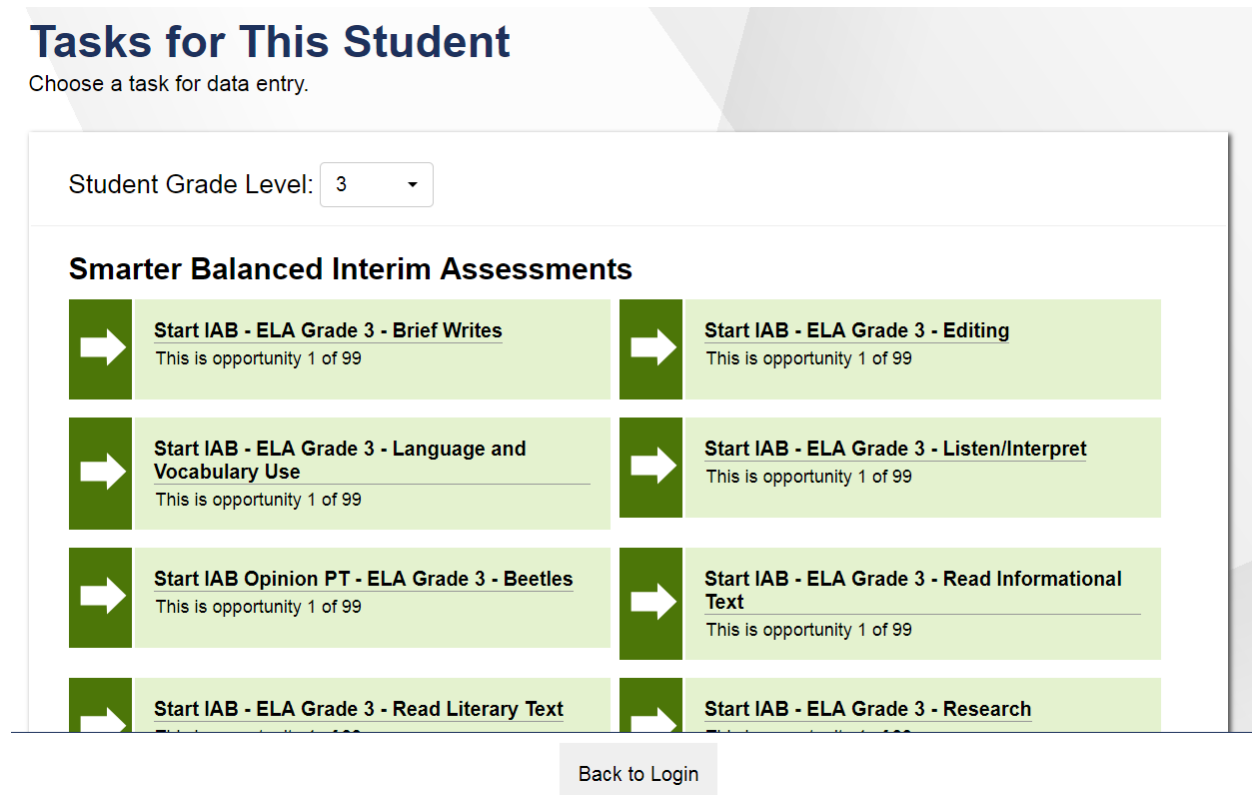
## Section II. Accessing Tests

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

### Step 1 – Choosing a Test Grade and Test

On the **Available Tests** page, you select the grade level of the test you wish to review and then select an available test. This page also displays a session ID that is automatically generated once you log in.









Figure 5. Available Tests Page



**Tasks for This Student**  
Choose a task for data entry.

Student Grade Level: 3

#### Smarter Balanced Interim Assessments

 <b>Start IAB - ELA Grade 3 - Brief Writes</b> This is opportunity 1 of 99	 <b>Start IAB - ELA Grade 3 - Editing</b> This is opportunity 1 of 99
 <b>Start IAB - ELA Grade 3 - Language and Vocabulary Use</b> This is opportunity 1 of 99	 <b>Start IAB - ELA Grade 3 - Listen/Interpret</b> This is opportunity 1 of 99
 <b>Start IAB Opinion PT - ELA Grade 3 - Beetles</b> This is opportunity 1 of 99	 <b>Start IAB - ELA Grade 3 - Read Informational Text</b> This is opportunity 1 of 99
 <b>Start IAB - ELA Grade 3 - Read Literary Text</b> This is opportunity 1 of 99	 <b>Start IAB - ELA Grade 3 - Research</b> This is opportunity 1 of 99

Back to Login

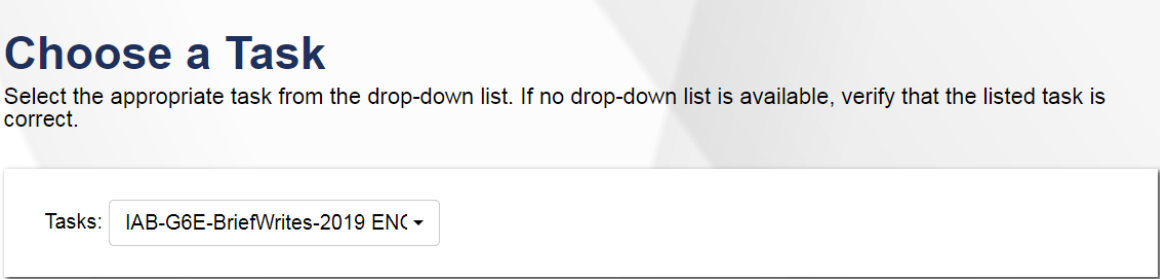
*To select a grade and Test:*

1. From the Student Grade Level drop-down list, select the required grade level. The tests available for the selected grade appears (see [Figure 5](#)).
2. Click the required test name. The **Choose a Task** page for that test appears.

## Step 2 – Choosing a Task

The **Choose a Task** page displays one or more test forms (see [Figure 6](#)).

**Figure 6. Choose a Task Page**



*To select a test form:*

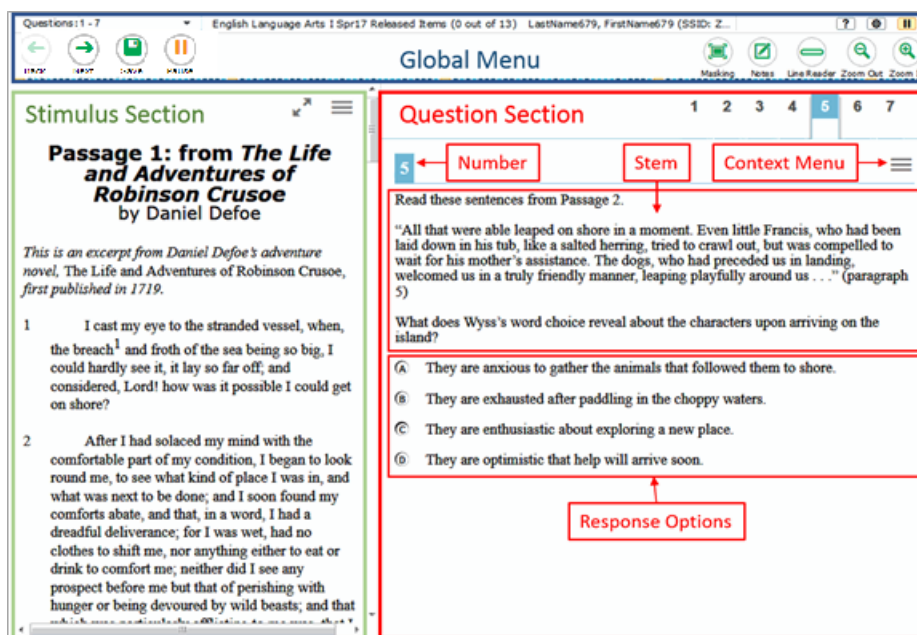
3. From the **Tasks** drop-down list, if available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.
4. Click **Next**. If the test requires any functionality checks, the **Audio/Video Checks** page appears. If not, the first test page appears.




## Section III. Understanding AVA

[Figure 7](#) displays a sample test page. Some pages may have only one item, and others may have multiple items. Questions may also be associated with a stimulus, such as a reading passage or video.

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




Table 2. Global Tools

Tool Name	Instructions
 Calculator	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
 Dictionary	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu.

Tool Name	Instructions
Line Reader 	To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. This tool is not available while the Highlighter tool is in use.
Notes 	To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.
Periodic Table 	To view the on-screen periodic table, select <b>Periodic Table</b> in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner.
Zoom buttons 	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

**Table 3. Question and Stimulus Tools**

Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> 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 <b>Reset Highlighting</b> 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>
Mark for Review	<p>To mark a question for review, select <b>Mark for Review</b> from the context menu.</p> <p>The question number displays a flap  in the upper-right corner and  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the selected question.</p>

Tool Name	Instructions
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note,  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.</p>
Score Item <i>(Only available for Grades 5, 8, and 11 NGSS Interim Assessments)</i>	<p>To score items on the Grades 5, 8, and 11 Next Generation Science Standards Interim Assessments, select <b>Score Item</b> from the context menu. A pop up appears with the score results 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  or  to close the pop up and return to the test.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>• Option A:                             <ol style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ol> </li> <li>• Option B:                             <ol style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ol> </li> </ul>
Tutorial	<p>To view a short video demonstrating how to enter a response for a particular question type, select <b>Tutorial</b> from the context menu.</p>

## Section IV. General Test Rules and Navigation

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

### Responding to Questions

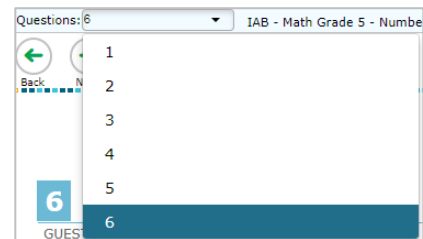
When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored or saved after you complete the test review.

### 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 test page, select the required question number from the **Questions** drop-down list.

**Figure 8. Questions Drop-Down**



**Note:** 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 click the pause button at any time; however, pausing the test **automatically logs you out** of AVA without saving your answers or your place in the test. To view the test again, you must log back in and select the test again.

*To pause the test:*



1. Click **Pause** in the upper-left. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

### Test Timeout

The system automatically pauses the test and logs you out of AVA after 30 minutes of inactivity.



**Note:** 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**.



**Note:** The system is unable to save any tests or responses. Clicking the  save button will not save the test or any responses. Once you 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**

**You are finished entering data.**  
If you wish to review your entries, select a question number below.


**Questions:**

**Next Step:**  
When you are done reviewing your entries, select **Submit Task**. You cannot change entries after you submit the task.

*To review questions again:*

1. 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**.
2. **To complete** your review, click **Submit Task**.



**Note:** If you have marked items for review a  will appear next to the question number, reminding you to review these items before submitting your test.

## Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are certain you have finished reviewing the test. 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. Finished Reviewing Task Page**

### Finished Reviewing Task

Your task was submitted. You may review the task details below.

Test Reviewed As: (Student ID: GUEST)  
Test Name: IAB - ELA Grade 5 - Brief Writes  
Data Entry Completed On: 9/21/2017

Click [Log Out] to close the Assessment Viewing Application.

**Next Step:**  
To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

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

## Appendix A. User Support

If this document does not answer your questions, please 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](mailto:cthelpdesk@cambiumassessment.com)

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- The district and school name;
- The Test Administrator name and IT/network contact person and contact information;
- The test name and question number;
- Any error messages and codes that appeared, if applicable; and
- Operating system and browser version information.

## Appendix B. Change Log

Change	Section	Date
Updated for 2019-2020 administration.	Throughout.	8/28/2019