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Introduction to this User Guide

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the test delivery system (TDS) that allows authorized users to review assessments for administrative or instructional purposes.

Organization of this User Guide

This user guide provides information about the following sections:

- **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.

There is also an [appendix](#) with additional information and instructions.

About Testing Policies and Procedures

This document describes the features and functions of the AVA. 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 *Test Administration Manual* available on the Idaho Standards Achievement Test (ISAT) Portal (https://idaho.portal.cambiumast.com/).
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 Available Tests page that is displayed when you log in to AVA, select the grade level of the test you wish to review and then select an available test.

Figure 1. Available Tests Page

To select a grade and test:

1. From the grade drop-down list, select the required grade level. The tests available for the selected grade appear (see Figure 1).

2. Click the required test name. The Choose a Test Form page for that test appears.
Step 2 – Choosing a Test Form

The Choose a Test Form page displays one or more test forms.

Figure 2. Choose a Test Form Page

To select a test form:

1. From the Test Forms 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.

2. Click Next. If the test requires any functionality checks, the Audio/Video Checks page appears. If not, the first test page appears.

Step 3 – Functionality Checks

Depending on test content, from the Audio/Video Checks page, you may need to verify that your device is functioning properly (see Figure 3).

Figure 3. Audio/Video Checks Page
Each functionality check appears on its own panel. To proceed to the first test page, do the following:

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.
- To skip verifying a particular functionality, click **Skip A/V Checks** (if available) inside the functionality check panel, and then click **Yes** in the affirmation message that appears.
- To proceed without verifying any functionality, click **Skip A/V Checks** (if available) at the bottom of the page, and then click **Yes** in the affirmation message that appears.

The page may consist of any of the following functionality checks:

- **Audio Playback Check**
- **Sound and Video Playback Check**
- **Video Playback Check**

**Audio Playback Check**

The **Audio Playback Check** panel appears for tests with listening questions and allows students to verify that they can hear the sample audio.

If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.

- From the **Audio Playback Check** panel, students select 🎧 and listen to the audio.
  - If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel, and students can proceed to the next functionality check.

  ![Figure 4. Audio Playback Check Panel](image)

  - If the sound is not clearly audible, students select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.
    - Students can select **Try Again** to return to the **Audio Playback Check** panel and retry.
Sound and Video Playback Check

The **Sound and Video Playback Check** panel appears for tests with video content and allows students to verify that they can view the sample video and hear its associated sound.

If the video or audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

- From the **Sound and Video Playback Check** panel, students select \( \text{ Play Video } \) to play the video and sound.
  - If the video can be played and the sound is clearly audible, students select **I could play the video and sound**. A green check appears at the upper-right corner of the panel, and students can proceed to the next functionality check.

  ![Sound and Video Playback Check Panel](image)

  Figure 5. Sound and Video Playback Check Panel

  - If students are not able to play the video or hear the sound, students select **I could not play the video or sound** to open the **Video Playback Problem** panel.
    - Students can select **Try Again** to return to the **Sound and Video Playback Check** panel.

Video Playback Check

The **Video Playback Check** panel appears for tests with video content and allows students to verify that they can view the sample video.

If the video does not work, students should log out. You should troubleshoot the device or move the student to another device with working video.

- From the **Video Playback Check** panel, students select \( \text{ Play Video } \) to play the video.
  - If the video can be played, students select **I could play the video**. A green check appears at the upper-right corner of the panel, and students can proceed to the next functionality check.
If students are not able to play the video, students select I could not play the video to open the Video Playback Problem panel.

- Students can select Try Again to return to the Video Playback Check panel.
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.

Test Tools

AVA 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

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator</td>
<td>To use the on-screen calculator, select Calculator in the global menu.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dictionary</td>
<td>To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.</td>
</tr>
<tr>
<td>Formula</td>
<td>To view the on-screen formula sheet, select Formula in the global menu.</td>
</tr>
<tr>
<td>Help</td>
<td>To view the on-screen Help Guide window, select the question mark button in the upper-right corner.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>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. Thus tool is not available while the Highlighter tool is in use.</td>
</tr>
<tr>
<td>Masking</td>
<td>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</td>
</tr>
<tr>
<td></td>
<td>• Select Masking in the global menu.</td>
</tr>
<tr>
<td></td>
<td>• Click and drag across the distracting area.</td>
</tr>
<tr>
<td></td>
<td>• To close the Masking tool, select Masking again. To remove a masked area, select in the upper-right corner of that area.</td>
</tr>
<tr>
<td>Notes</td>
<td>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.</td>
</tr>
<tr>
<td>Pause</td>
<td>To pause a test, select . If you pause the test, you will be logged out.</td>
</tr>
<tr>
<td>Periodic Table</td>
<td>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.</td>
</tr>
<tr>
<td>Print Page</td>
<td>To print the entire test page, select Print Page in the global menu.</td>
</tr>
<tr>
<td>Print Passage</td>
<td>To print a reading passage, select Print Passage in the global menu.</td>
</tr>
<tr>
<td>System Settings</td>
<td>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.</td>
</tr>
<tr>
<td>Zoom buttons</td>
<td>To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.</td>
</tr>
</tbody>
</table>
### Table 2. Question and Stimulus Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark for Review</td>
<td>To mark a question for review, select <strong>Mark for Review</strong> 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.</td>
</tr>
<tr>
<td>Notepad</td>
<td>To enter notes for a question, select <strong>Notepad</strong> from the context menu. After entering a note, a pencil icon 🖋 appears next to the question number on the test page.</td>
</tr>
<tr>
<td></td>
<td>You can only access your notes for a question on that question’s test page.</td>
</tr>
<tr>
<td></td>
<td>Depending on the tool’s settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available.</td>
</tr>
<tr>
<td>Print Item</td>
<td>To send a print request for an individual question, select <strong>Print Item</strong> from the context menu. After sending the request, a printer icon 📅 appears next to the question number on the test page.</td>
</tr>
<tr>
<td>Select Previous Version</td>
<td>To view and restore responses previously entered for a Text Response question, select the <strong>Select Previous Version</strong> option from the context menu. A list of saved responses appears. Select the appropriate response and click <strong>Select</strong>.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>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 strike through multiple lines of text, such as an answer option spanning more than a line, as well as graphics.</td>
</tr>
<tr>
<td></td>
<td>There are two options for using this tool:</td>
</tr>
<tr>
<td></td>
<td>• Option A:</td>
</tr>
<tr>
<td></td>
<td>a. To activate Strikethrough mode, open the context menu and select <strong>Strikethrough</strong>.</td>
</tr>
<tr>
<td></td>
<td>b. Select each answer option you wish to strike out.</td>
</tr>
<tr>
<td></td>
<td>c. To deactivate Strikethrough mode, press <strong>Esc</strong> or click outside the question’s response area.</td>
</tr>
<tr>
<td></td>
<td>• Option B: Right-click an answer option and select <strong>Strikethrough</strong>.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>To view a short video demonstrating how to respond to a particular question type, select <strong>Tutorial</strong> from the context menu.</td>
</tr>
</tbody>
</table>

### Table 3. Other Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Passage</td>
<td>To expand the passage section, select the double arrow 🚪 icon. The section will expand and overlap the question section for easier reading.</td>
</tr>
</tbody>
</table>
## How to Use the Test Tools in AVA

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand buttons</td>
<td>You can expand the passage section or the question section for easier readability.</td>
</tr>
<tr>
<td></td>
<td>• To expand the passage section, select the right arrow icon → in the upper-right corner. To collapse the expanded passage section, select the left arrow icon ← in the upper-right corner.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

readability. To collapse the expanded section, select the double arrow icon again.
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. If the system has been designed to allow you to skip items, you can navigate to the next page without providing a response to the items on the page. Otherwise, you must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

Grouped questions may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner of the page. These tabs may also include a stimulus icon that you can click to view the stimulus associated with the grouped questions.

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 Items drop-down list.

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.

To pause the test:

1. Click in the upper-right corner. A confirmation message appears.
2. Click Yes to confirm that you want to pause the test.
Assessment Viewing Application User Guide

Test Timeout
AVA automatically pauses the test and logs you out after 20 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 automatically logged out.

Finishing the Test Review
After viewing all the questions in a test, the Finished button appears in the global menu.

Figure 10. 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.

Reviewing Marked Questions
The You are done entering data page gives you one more opportunity to review questions.

Figure 11. You are done entering data Page

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.
How to Navigate AVA and General Test Rules

1. To return to the **You are done entering data** page, click **Finished**.

2. To complete your review, click **I'm done here**.

Completing the Review and Logging Out

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

- To return to the **You are done entering data** page, click **No**.
- To complete your review of the test, click **Yes**.

The **Done Reviewing Test** page appears when your test review is complete.

![Done Reviewing Test Page](image)

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

Authorized users can access the Assessment Viewing Application (AVA) via the ISAT Portal.

1. Navigate to the ISAT Portal (https://idaho.portal.cambiumast.com/) and select the ELA/Literacy & Math Assessments card or the Science Assessments card.

   ![Figure 13. Assessment Cards](image)

2. Select the AVA card.

   ![Figure 14. Card for AVA](image)

3. In the Login page that appears, enter the email address and password you use to log in to CAI Systems.

   ![Figure 15. Login Page](image)

4. Click Secure Login. The Available Tests page appears (see Figure 1).

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the Enter Code page appears and an email message containing an authentication code is sent to your email address.
In the *Enter Emailed Code* field, enter the emailed code.

- Click **Submit** to log in to AVA.

**Note**: If your browser’s settings prevent you from accessing the *Available Tests* page and a pop-up blocker notification appears, click **X** in the pop-up blocker and click **Try Again**. You will be directed to the *Available Tests* page.
Appendix B. User Support and Troubleshooting Information

User Support

For information and assistance in using the AVA, contact the Idaho Help Desk. The Help Desk is open Monday–Friday from 8:00 a.m. to 8:00 p.m. Mountain Time (except holidays or as otherwise indicated on the ISAT portal).

<table>
<thead>
<tr>
<th>Idaho Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-844-560-7365</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:IDHelpDesk@cambiumassessment.com">IDHelpDesk@cambiumassessment.com</a></td>
</tr>
</tbody>
</table>

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

Usernames and Password Issues

Your username for logging in to AVA is the email address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an activation email containing a temporary link to the Reset Your Password page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**
  In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**
  On the Login page, click Forgot Your Password? and then enter your email address in the Email Address field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**
  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not receive an email, contact your School Test Coordinator or District Test Coordinator to make sure you are listed in TIDE.
• **For additional help:**

If you are unable to log in, contact the Idaho 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.
## Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout</td>
<td>Cutover from 2019—2020</td>
<td>8/27/2020</td>
</tr>
</tbody>
</table>