Starting Early:
Get Ready for Online Testing
Housekeeping

• If you have problems hearing the presentation, dial in on a telephone. Dial-in information:
  • in the Event Info tab at the top-left of the screen
  • in your registration email (messenger@webex.com)
• Dialing in for audio is recommended for best sound quality.
• All attendees’ lines have been muted due to the high number of participants.
• For questions or comments, use the “Q&A” function.
Objectives

Today’s session will cover the following topics:

• Registering Students for Online Testing
• Creating Online Groups
• Managing Online Testing
  • Viewing Sessions and Groups
  • Downloading and Printing Test Tickets
  • Monitoring Online Sessions
  • Setting Online Test Attributes and Score Codes
• Technology Readiness
• Secure Browser
• Resources and Training
• Questions
Objective

• All slides in this deck apply to **both** interim and STAAR summative testing **unless otherwise specified**.
Registering Students for Online Testing
Registering Students for Online Testing

Retesters vs. First-time Testers

• Retesters are automatically registered with same test mode, home CDC, student demographics, enrolled grade level, and PNPs from prior administration.
  • Retester registrations are available for viewing and downloading on day “retester data available” per COE.
  • Verify retester demographics and test registration settings and update accordingly.
  • Braille Indicators are not rolled over from prior administration and are defaulted to “No Braille” for all students.
  • **Interim Testing**: The term retester does not apply.
• First-time testers (in a specific subject) must be registered if testing online.
Registering Students for Online Testing

View & Edit Existing Registrations (Download/Upload Files)

- Download registration file (district or campus level) before making any changes to student and test registration to capture “retester file”
  - Students Home Campus Report (updated nightly)
  - District Students Home Campus Report (updated nightly)
  - “Download Search Results” - Campus level search (real time)
- Apply changes to downloaded files to edit existing registrations or create new registrations and upload into system.
Adding and Editing Student Test Registrations via Upload

2018–2019 Data File Format for Student Registration

The STAAR EOC Test Version Code will be used to indicate the following for STAAR EOC:

<table>
<thead>
<tr>
<th>PNP accommodation codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Spelling Assistance (delivered online for English I and English II)</td>
</tr>
<tr>
<td>R = Content and Language Supports (delivered online, not available for Algebra II or English III)</td>
</tr>
<tr>
<td>T = Text-to-Speech (includes click word, delivered online)</td>
</tr>
</tbody>
</table>

Designated Supports (online testers only):
D = Designated Supports for a student testing online

<table>
<thead>
<tr>
<th>LEVEL- CODE</th>
<th>OF- ENROLLMENT</th>
<th>DISTRICT- NAME</th>
<th>CAMPUS- NAME</th>
<th>GROUP NAME</th>
<th>LAST- NAME</th>
<th>FIRST- NAME</th>
<th>MIDDLE- INITIAL</th>
<th>PEIMS- ID</th>
<th>SEX- CODE</th>
<th>OF- BIRTH</th>
<th>COURSE CODE</th>
<th>FORMAT- EOC</th>
<th>TEST VERSION</th>
<th>STUDENT- ID</th>
<th>COUNTY/DISTRICT</th>
</tr>
</thead>
</table>
Adding and Editing Student Test Registrations via Upload

Appendix A: Student Upload File Format for Interim Testing

Interim Assessments User’s Guide

Supplement to the STAAR Assessment Management System User’s Guide

2018 - 2019 ADMINISTRATIONS
Students: Upload

Upload page - Overview

Download Spreadsheet Template – blank CSV file that can be used to enter student records for upload

Filename – click on file name to download/retrieve file that was uploaded

Status:

- All records successfully uploaded
- Some but not all records successfully uploaded
- No records successfully uploaded

Uploads – indicates the fraction of records that successfully uploaded
View & Edit Individual Registrations via UI

- Set search parameters to filter results down to individual student level.
- Click View & Edit icon to enter an individual Student Profile.

**NOTE:** Downloaded search results only available when campus level organization entered into *Organization* field.
Profile Tab

- Demographic settings must be updated or corrected prior to the close of the testing window.
- Enrolled grade level may not be changed once a student has started to test.
Tests Tab

• View, edit, add, and delete test registrations
• Online test registrations may be added anytime prior to the close of the testing window.
• PNPs may be changed anytime prior to test submission.
• Test attributes (except score codes) display once test tickets are available.
Setting PNPs

• Changes to PNPs will be reflected on the testing group roster and the student test tickets.

• A status will be displayed on Manage Online Testing when attempting to update PNPs of an existing online test registration if test tickets are not yet available.

• The updated PNPs will switch automatically to In Sync status when test tickets are posted one week prior to testing.

• PNP options vary by test.
Setting Test Attributes

• Test Attributes will appear once test tickets are made available.

• May be set in two places:
  • Student Profile – Tests tab (does not include score code setting)
  • Manage Online Test Session - group level view (includes score code setting)

• **Interim Testing**: Only local use included in Test Attributes – not necessary to set score codes

• Test attribute verification window provided for December 2018 STAAR EOC administration
  • 1 business day – until 5:00 p.m. (CT)
Adding a New Registration (UI)

Two Step Process:

• Step 1 – Enter PEIMS ID
Adding a New Registration (UI) –

Pop-up Messaging:

- Student (retester) registration already exists.
- Student exists in directory but is not currently registered to test.
- Student registration (non-retester) already exists.
Adding a New Registration (UI)

Step 1 (cont.) – Enter Demographic Information
Adding a New Registration (UI)

Step 2 – Create Test Registration(s)
Adding a New Registration (UI)

Interim Testing:

- Register student for any combination of on and off grade tests (grades 3–8 only)
- Registrations default to online
- PNP options not available for Spanish tests
Online Test Registration Reminders and Helpful Hints

• Test sessions are automatically established when one or more students are registered to take an online test.

• Test sessions are set up at the campus level by subject for EOC (by subject and grade level for grades 3–8).

• By default, all students are placed in the NO GROUP NAME GIVEN group within a session unless otherwise specified.
  • Setting up additional testing groups is optional.
Creating Groups
Online Testing Groups

- It may be useful to break students into multiple groups in a session.
- Groups are for printing of online test tickets and test session monitoring.
- Online testing groups may be created and edited via the three methods below.
  - Students > Upload
  - Online Testing > Groups
  - Students > View & Edit
Creating and Editing Groups: *Students > Upload*

- Leaving the Group Name field blank will place the student’s registration in the NO GROUP NAME GIVEN group.

- Leaving the Group Name field blank for an existing online registration will not override the existing group.
Creating and Editing Groups: *Online Testing > Groups*

- Enter Group Name.
- Click *CONTINUE* to create new group and add students.
- Select students.
- Select *ADD TO* in order to move students to the new group.
- Click *SAVE GROUP.*
Creating and Editing Groups: *Online Testing > Groups*

- Click the *Edit* icon of the group requiring changes.
- Select students.
- Select *ADD TO* or *REMOVE* to update students.
- Click *SAVE GROUP*. 
Creating and Editing Groups: Students > View & Edit
Importing Test Tickets

• PEIMS+2 required
• Students must be registered for an online test in the same subject/grade level of test session.
• Ticket is placed in testing campus’s test session.

**NOTE:** Student’s testing campus is changed but home CDC remains intact - scores are reported back to the home CDC.
View & Verify Online Test Registrations (Reports)

Download Online Test Status Report:

- Available at the campus and district level
- Updated 5 times throughout day
- Useful for verifying score code settings, PNPs and test status

Download registration file:

- Students Home Campus Report (updated nightly)
- District Students Home Campus Report (updated nightly)
- District Students Test Campus Report
# Online Test Status Reports

## Online Testing Report

### District Test Status Report

*Content:* This district-level report provides the status of all online test registrations throughout a school district for the selected administration. Users: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.

*Updates:* This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

### Test Administration

2018 INT 3-5 Opportunity 1

Click on the download button to view the District Test Status Report.

## Campus Test Status (of student) Report

*Content:* This campus-level report provides the status of all online test registrations for a specific campus and test administration. Users: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.

*Updates:* This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

### Test Administration

2018 INT 3-5 Opportunity 1

Click on the download button to view the Campus Test Status report for the Campus.

## Table

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</table>
View & Verify Online Test Registrations (Student Profile)

- View Attempts (Interim Only)
- View Test Session
- Create New Attempt (Interim Only)
OOS Examinee Day-of-Testing Registration (Walk-In)

This slide applies to **summative testing only**.

- All OOS examinees showing up at a test site on the day of testing (“walk-ins”) must be registered in the Assessment Management System whether testing online or on paper.
- Student’s address and contact information are required to ensure results are returned to the student.
- (New) CTC role can register OOS students.
Manage Online Testing
Online Testing – Manage Online Testing

All activities required to monitor and manage online testing are conducted in the *Online Testing* tab.

**Key Functions**

- View online test sessions and testing groups
- Download and print student test tickets
- Monitor online test sessions
- Set online test attributes and score codes
Session At A Glance – District Level

- Users can view online testing status for their district.
- Users can drill down on specific campuses to view test sessions and online testing groups.
- Online test sessions are automatically created at the campus level when one or more students are registered for an online test.
  - Sessions are created by grade and/or subject.
Session At A Glance – Campus Level

• Users can view online testing status for their campus.
• Users can drill down on specific campuses to view test sessions and online testing groups.
• The subject and testing grade can be switched to view information from a different test session.
Sessions At A Glance

- The table below describes the “Sessions at a Glance” summary count indicators.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Sessions at a Glance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Ready_to_Test.png" alt="Icon" /></td>
<td><strong>Ready to Test</strong> displays the number of students who are enrolled and ready to take the test. <strong>NOTE:</strong> Displays “Not Tested” during a closed test administration.</td>
</tr>
<tr>
<td><img src="In_Progress.png" alt="Icon" /></td>
<td><strong>In Progress</strong> displays the number of students who are actively testing.</td>
</tr>
<tr>
<td><img src="Alerts.png" alt="Icon" /></td>
<td><strong>Alerts</strong> displays the number of students who are logged out and have not completed their test. Students will need their test ticket to log back into the test.</td>
</tr>
<tr>
<td><img src="Submitted.png" alt="Icon" /></td>
<td><strong>Submitted</strong> displays the number of students who have completed their tests.</td>
</tr>
</tbody>
</table>
Viewing Online Testing Session Information

Viewing Testing Groups

• Users can view online test status by student.
• Users can change values in dropdown menus to find a subset of students or view different groups.
Viewing Online Testing Session Information

“Actions” Column Functions:

- Print student test tickets
- Set test attributes
- Do Not Report / Void (STAAR summative only)
- View Report (Interim only)
- View Attempts (Interim only)
## Monitoring Test Status

<table>
<thead>
<tr>
<th>Test Status Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>Indicates that the student is registered for a test, but the online test is not yet available.</td>
</tr>
<tr>
<td>Enrollment Hold</td>
<td>Indicates that the student's enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.</td>
</tr>
<tr>
<td>Enrolled</td>
<td>Indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.</td>
</tr>
<tr>
<td>* Ready to Test</td>
<td>Appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.</td>
</tr>
<tr>
<td>* In Progress</td>
<td>Indicates that the student is logged in and actively testing or has paused the test.</td>
</tr>
<tr>
<td>* Inactive</td>
<td>Indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back into the test using the information on the student test ticket.</td>
</tr>
<tr>
<td>* Expired</td>
<td>Indicates that the student did not log in to a test and the online testing window has closed.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Indicates that the student has submitted the test. The student will no longer be able to log in to the test.</td>
</tr>
<tr>
<td>* Processing</td>
<td>Indicates that a request to reopen a submitted test is in process.</td>
</tr>
<tr>
<td>* Voided</td>
<td>Indicates that the district user has selected Do Not Report (DNR).</td>
</tr>
</tbody>
</table>

*Includes a checkbox next to student name that may be checked to print student ticket.
Printing Test Tickets and Rosters

- Testing group rosters and student test tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.

NOTE: Test tickets are available for printing one week prior to the start of the testing window.
Printing Proctor Tickets: Reports > Online Testing

STAAR Summative Only

- District-specific proctor tickets are available via Reports > Online Testing.
- Proctor tickets are available for test administrators who are signing test content to students in need of reading support.
- There are logins for no supports and all supports to provide the content needed for signing to any student.
- Proctor tickets are secure materials and should be treated as such.
Updating PNPs

Steps for updating PNPs after online test has been started:

• Log out of the online test.
• Update PNP embedded supports (*Tests* tab).
• Return to online test group where the student’s test ticket is located.
• Refresh browser to update the sync status. Wait until the updates are synced.
• Log in with the test ticket.
• Updates cannot sync while online test is in progress.
Score Code Default Rules for Online Testers

Important Notes – Score Codes:

- **Ready to test status** - tests that were never logged in to and will expire and be voided automatically at the close of the testing window unless otherwise specified in the test attributes.

- **Inactive tests** - tests that have been started and not submitted and will automatically default to “Scored” at the close of testing window unless a different score code is specified in the test attributes.

- **Submitted tests** - tests that will automatically default to “Scored” at the close of the testing window unless otherwise specified in the test attributes.

**NOTE:** Score codes do not apply to interim.
When and How to Void Online Tests

Do Not Report (DNR) – STAAR Summative Only

• Online tests should **NOT** be marked for DNR prior to testing. If a student will not be taking an online test, the test registration may be set to paper or allowed to expire.

• During the testing window, click the *DNR* icon to indicate a test should not be reported (voided).
Online Testing Status Reports: Reports > Online Testing

- Download the district or campus level Online Test Status Reports to view and verify online test registrations.
- Reports are updated five times throughout the day.
Technology Readiness
STAAR Online Testing Platform Requirements

• Online testing requires stable, high-speed Internet connection(s) (wired or wireless) and appropriate bandwidth.

• For a complete list of requirements please see the Unified Minimum System Requirements.

• Components of the online platform include online readiness tools, a capacity calculator, system check test, and the Secure Browser.

• The Secure Browser prevents students from accessing other computer or Internet applications or copying test information.
Unified Minimum System Requirements

- Available at https://www.texasassessment.com/administrators/technology

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### Common Specifications for the Administration of All Online Testing (STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate)

| Devices      | Windows: Desktops, Windows, Mac OS X, Linux
|              | Laptops: Windows, Mac OS X, Linux
|              | Chromebooks
|              | Tablets: iPad - 5th Generation (Air) and higher, Windows tablets except Windows RT
| Operating Systems | Windows: 7, 8.1, 10 (Windows 10 S is not supported at this time)
|                | Chrome OS: (Release Channel only, current or near-current release)
|                | Mac OS X: 10.11, 10.12, 10.13, 10.14
|                | iOS: 11.x, 12
|                | Fedora: 24
|                | Ubuntu: 16.04
| Processors    | Windows: Intel x86 (32 or 64 bit)
|               | Chrome OS: Any
|               | Mac OS X: Intel-based models
|               | IOS: Any
|               | Fedora: Intel Architecture - 64 bit only
|               | Ubuntu: Intel Architecture - 64 bit only
| Memory (RAM)  | Windows: 2 GB (4 GB recommended)
|               | Chrome OS: 2 GB minimum (4 GB recommended)
|               | Mac OS X: 2 GB (4 GB recommended)
|               | IOS: 1 GB (2 GB recommended)
|               | Linux: 1 GB (2 GB recommended)
| Minimum Screen Size | 9.5 inches for all devices
| Minimum Screen Resolution | 1024 x 768 for all devices
| Keyboard      | Physical keyboard required for assessments with essays. Wired keyboard and mouse are strongly recommended.
| Headphones    | Headphones or earbuds recommended for assessments with audio content.
Secure Browsers Information & Technology Announcements

• Information available via Online Testing > Secure Browsers
• Information also available in the STAAR Online Testing Platform Technology Guide available at https://www.texasassessment.com/administrators/technology
Secure Browser Installers and Versions

For Windows, Mac, and Linux:

- **Must** uninstall the previous version (2.59.0 or earlier) of the Secure Browser and install the latest version.
  - Current version 3.9.0 (Windows)
  - Current version 3.8.0 (MacOS)
  - Current version 3.3.0 (Linux)

- Available for download at [https://www.texasassessment.com/technology](https://www.texasassessment.com/technology)

- Updated Secure Browser is designed to auto-update
  - Will be informed of any need to uninstall/reinstall future updates
  - Ensure network policies do not restrict auto-updates
Secure Browser Installers and Versions

For iOS and Chrome:

• If automatic updates are enabled, Secure Browsers will automatically update as necessary on iOS and Chromebooks.
  • Current iOS version is 2.69
  • Current Chrome version is 2.53
• Available for download at https://www.texasassessment.com/technology
• Enable automatic updates for mobile Secure Browsers
Secure Browser Installers and Versions

• Testing devices must have latest version to access the STAAR online practice tests and 2018–2019 interim and STAAR summative assessments.

• **Tip:** Try launching the practice test on devices prior to testing to ensure you have the appropriate version of the Secure Browser!
Setting Up and Checking Devices

- Work with your technology team and begin preparations early.
- Familiarize yourself with the technical documents available on the Technology Systems and Support page at TexasAssessment.com.
- Ensure devices are set up and working prior to testing.
# Online Testing Preparation

- Review updated documentation.

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<tr>
<th>Activities to Support Test Delivery</th>
<th>Resource</th>
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<tr>
<td>Verify that the district’s network meets requirements and is properly configured for testing.</td>
<td>STAAR Online Testing Platform Technology Guide</td>
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<td>Conduct network diagnostics to estimate district and campus network user capacity and to plan for concurrent testing volumes.</td>
<td>Online Readiness Tools</td>
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<tr>
<td>Determine local caching software needs and complete installation procedures.</td>
<td>STAAR Online Testing Platform Local Caching Software (LCS) District Guide</td>
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<tr>
<td>Verify that all devices used for online testing meet the minimum hardware and software requirements.</td>
<td>Unified Minimum System Requirements</td>
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<tr>
<td>Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.</td>
<td>STAAR Online Testing Platform Technology Guide</td>
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<tr>
<td>Confirm successful installation and operation of Secure Browsers.</td>
<td>STAAR Online Testing Platform Technology Guide</td>
</tr>
<tr>
<td>Test the compatibility of computers and gauge technology infrastructure readiness.</td>
<td>STAAR Online Testing Platform student tutorials</td>
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<tr>
<td>Prepare all computers for online test delivery. Close all web browser windows, disable any automatically launching applications on all devices, and check for sufficient power sources.</td>
<td>Quick Guide to Online Testing</td>
</tr>
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</table>
Guidance for Technology Staff

• Make sure you are current with OS updates and drivers, especially the week prior to the administration.
• Ensure updated Secure Browsers are installed on all machines that will be used for testing.
• Perform practice tests well in advance, including text-to-speech (TTS).
• Perform practice tests more frequently if using virtualization or N-Computing.
• Shut down all applications on devices prior to launching the Secure Browser.
Guidance for Technology Staff

WiFi
• Tune up WiFi for more Chromebooks and laptops.
• Increase the number of Wireless Access Points.
• Check for WiFi channel conflicts.
• Update firmware for WAPs and all network equipment.

Chromebooks
• Chromebooks with Intel CPUs are recommended over those using ARM CPUs.
• Powerwash Chromebooks and, if possible, disable ChromeOS auto-updates the week prior to the administration.
LCS Management

- LCS is not recommended outside of exceptional cases of low or inadequate bandwidth or unreliable Internet.

- Reference the STAAR Online Testing Platform Local Caching Software (LCS) District Guide available online.

- LCS registration is required.

An LCS Registration Key is required to complete LCS installation. Create as many keys as needed, but use only one LCS Key for each LCS instance. Multiple LCS computers should not share the same key.

Add an LCS key description, such as a classroom location or a number, if the campus uses multiple LCS instances.

Refer to the STAAR Online Testing Platform Technology Guide for more information and detailed instructions about using the LCS.
Administer Tutorials and Practice Tests

• Practice tests and tutorials are available in the STAAR Online Testing Platform throughout the year.

• They familiarize students and administrators with the online testing environment and available online tools.

• They confirm readiness of devices for online testing.

• Mini-practice tests will be available in advance of the spring administrations to highlight new tools and PNP available.
STAAR Online Testing Platform — Functionality and Tools

- Text-to-Speech (TTS)
  - Verify TTS is working properly upon initial login and adjust volume and reading speed rates as necessary.
  - If unable to hear sound, log out of test and adjust volume setting.
  - If still unable to hear sound and all other related hardware has been checked, move the student to a new machine.
  - The online testing platform shows passages or sections of the test not eligible for TTS.
STAAR Online Testing Platform — Functionality and Tools

• Highlighter
  • Unlimited use
  • Will not highlight text that is part of a picture

• Pencil
  • Use is limited; a pop-up message will appear when the limit has been reached.
  • Can be used on pictures
  • Has the ability to make points and lines.

• Tools displayed in windows, such as the Writing Checklist, can be resized.
STAAR Online Testing Platform — Functionality and Tools

• Spelling Assistance (PNP)
  • Checks for misspelled words and offers up to five suggestions
  • Evaluates words independent of context
  • If a word is not found in the dictionary, it will be flagged.
STAAR Online Testing Platform — Functionality and Tools

• Sticky Notes
  • Allows the test taker to annotate items to assist him or her in answering the questions
  • Available for all selections and questions
  • Can be moved around the screen, minimized, and resized.
  • A mini-practice test and tutorial are available.
Resources and Training
Resources

Summative

- STAAR Assessment Management System User’s Guide
- Data File Format for Student Registration
- STAAR Reporting Data File Format

Interim

- Interim User’s Guide
- Student Upload File Format for Interim Testing
- Interim FAQ
- Interim Results Guide
Training

Upcoming Webinar Trainings

• **Fall Activities for Upcoming STAAR Administrations**
  • Tuesday, September 11, 2018
  • 1:00 p.m.–2:00 p.m. (CT)

Registration links posted to https://www.texasassessment.com/administrators/training
Questions
Questions?
Customer Support

• Texas Assessment Support Center
• Monday–Friday
• 8:00 a.m.–5:00 p.m. (CT)
• 855-333-7770
• STAAREOC@ets.org or STAAR3-8@ets.org