



Wyoming Training

October 2015



Agenda

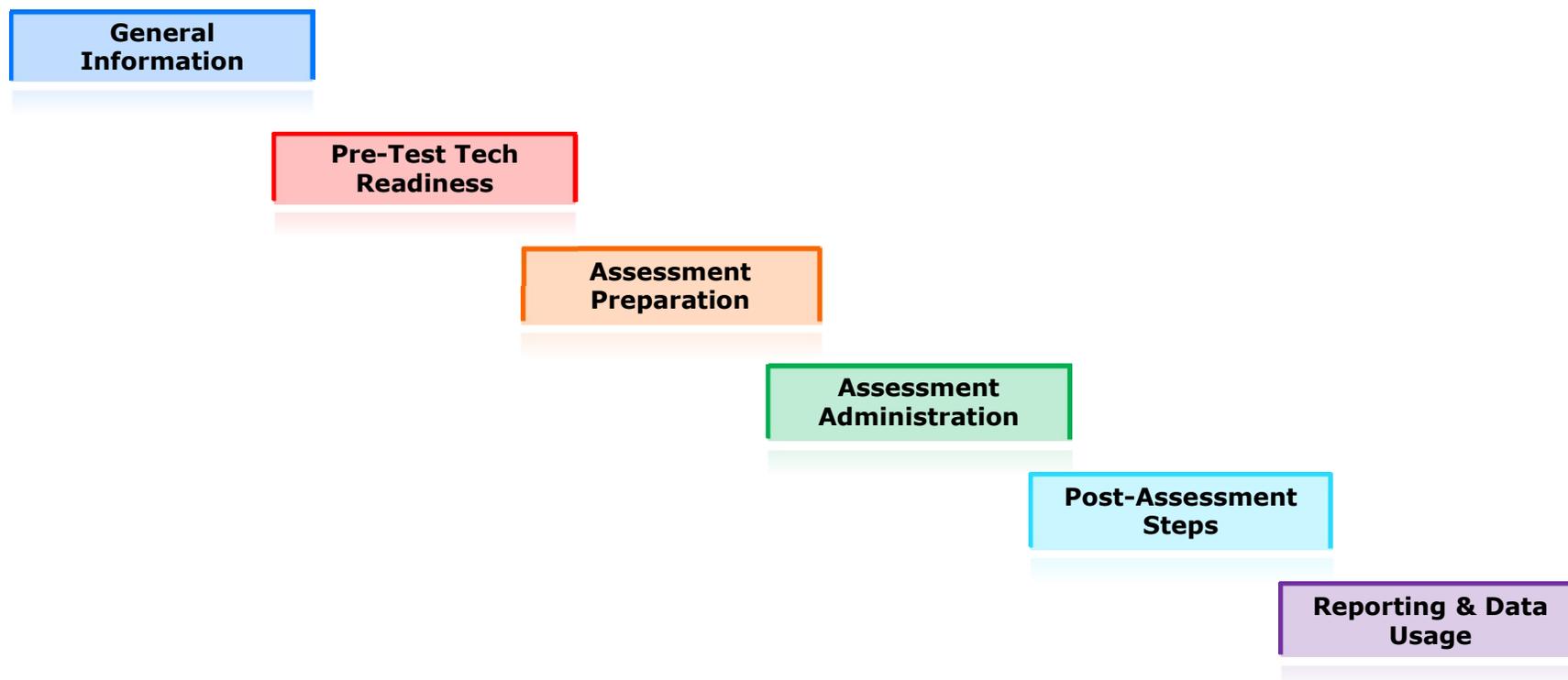
Wyoming Training

October 2015

- Technology Readiness
 - Components and System Requirements
 - Supported Devices
- BREAK
- Portal Overview
 - Inviting Others
 - Personal Needs Profile
 - Test Sessions
- Resources for Districts/Schools

Color Coding

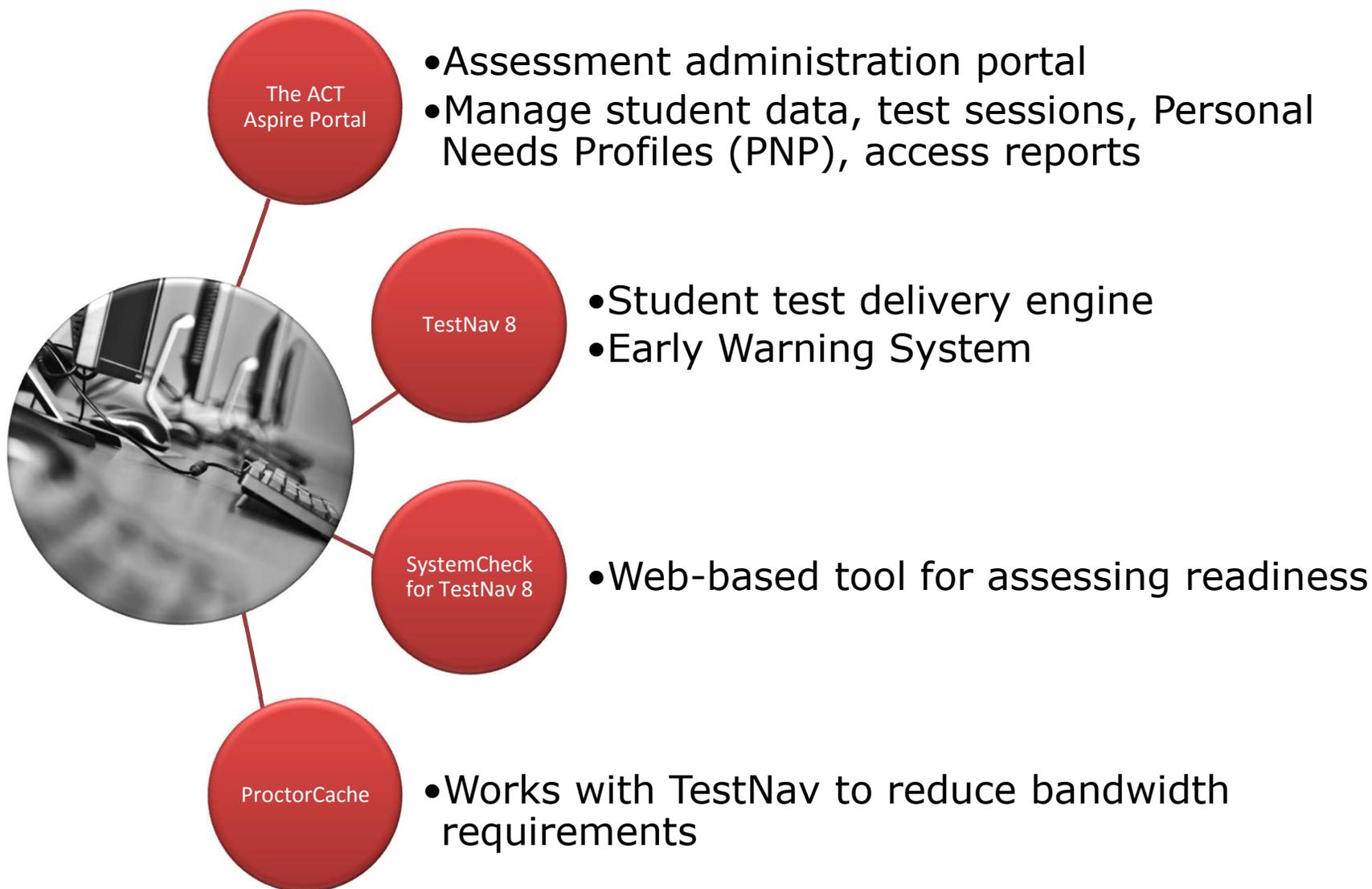
Training will cross several phases of testing; slides will change to reflect the phases they represent:



Computer-based Testing Components



Computer-based Testing Components



Landing Page – Technology Resources

ACT

Aspire™

Customer Contact
 1.888.802.7502
 actaspire_implementation@actaspire.org

Home
Training and Manuals
Exemplar Items
Technology Set-up
ACT Aspire Portal
Reporting Resources
News (2New)

Technology Set-up

The ACT Aspire assessment is comprised of several technology-based components that work together to deliver test content to students.

Information and resources for the ACT Aspire Portal can be found by clicking on the button to the right, or by selecting “ACT Aspire Portal” on the menu ribbon the top of this page.

Technical bulletins and news can be located by clicking on the Bulletins link to the right, or by selecting “News” on the menu ribbon at the top of this page.

Technical Readiness Manual (TRM) ↗

News and Bulletins (2New) ➔

Computer-based Testing Components

☑

SystemCheck

What is SystemCheck?

SystemCheck Resources

Visit SystemCheck ↗

📦

ProctorCache

What is ProctorCache?

ProctorCache Resources

ProctorCache Installers

🖥

TestNav 8

What is TestNav 8?

TestNav 8 Resources

Visit TestNav 8 ↗

6

Wyoming Training - Oct. 2015

Handy Technical Resources

Technical Readiness Manual

- CBT requirements
- Primary setup steps

Chromebook Quick Guide

- Frequently asked questions for Chromebooks

TestNav 8 Error Codes

- List of error codes and troubleshooting / resolution steps

Proctor Caching User Guide

- Steps for configuring ProctorCache

System Requirements

- Three components with requirements
 - ACT Aspire Portal
 - TestNav 8
 - ProctorCache
- Where to locate requirements
 - ACT Aspire Landing Page
 - Technology Set-up section
 - Avocet
 - **A** for the ACT Aspire Portal Users Guide
 - **T** for TestNav Hardware and Software Requirements
 - **P** for the Proctor Caching User Guide



TestNav 8 – Setup

Two Setup Methods



Installable

- Download from the landing page
- Desktop and Chromebook

Browser-based

- Completely browser-based
- No individual system configuration

Network Configuration

- Firewalls, content filters, spam filters, and any other routing or blocking systems should be set to allow access to the following:
 - *.tn.actaspire.org: 80
 - *.thawte.com
 - google-analytics.com (optional)
 - *.tn.actaspire.org: 443
 - *.pearsonusercontent.com

Chromebooks – Setup Overview

Two Setup Methods



Managed Chromebooks

- Can be performed simultaneously on all Chromebooks in your domain
- Two main steps to complete:
 - Install TestNav 8 App and set it to run as a Kiosk App
 - Preserve local data on Chromebook to retain SRF and log files on the device

Unmanaged Chromebooks

- Steps have to be performed on each Chromebook
- Requires access to the administrator / owner account for device
 - Device will be backed up to cloud storage and wiped if you do not have access to the administrator account for the device

iPads – Setup Overview

Multiple Setup Methods

1. Apple Configurator

- Install TestNav 8 app
- Enable Supervised mode
- Lock iPad to TestNav 8 app

2. Apple Profile Manager

- Install TestNav 8 app
- Create testing profile
- Push testing profile to devices wirelessly

3. Guided Access

- Install TestNav 8 app
- Configure each iPad for Guided Access
- Lock iPad to TestNav 8 app

4. Autonomous Single App Mode - ASAM

- Install TestNav 8 app
- Enable Supervised mode
- Use MDM to enable ASAM mode
- TestNav 8 initiates Single App mode

TestNav Desktop App Installers

Computer-based Testing Components

SystemCheck

What is SystemCheck?

SystemCheck Resources

Visit SystemCheck ↗

ProctorCache

What is ProctorCache?

ProctorCache Resources

ProctorCache Installers

TestNav 8

What is TestNav 8?

TestNav 8 Resources

Visit TestNav 8 ↗

Installable TestNav

Desktop App

An installable app version of the browser based TestNav 8 application designed to be used on desktop computers.

- Mac OS X (.dmg)
- Microsoft Windows (.exe)
- Microsoft Windows (.msi)
- Linux Fedora (32-bit)
- Linux Fedora (64-bit)
- Linux Ubuntu (32-bit)
- Linux Ubuntu (64-bit)

TestNav for Desktop

iPad App

An installable app version of the browser based TestNav 8 application designed to be used on iPads.

TestNav for iPad

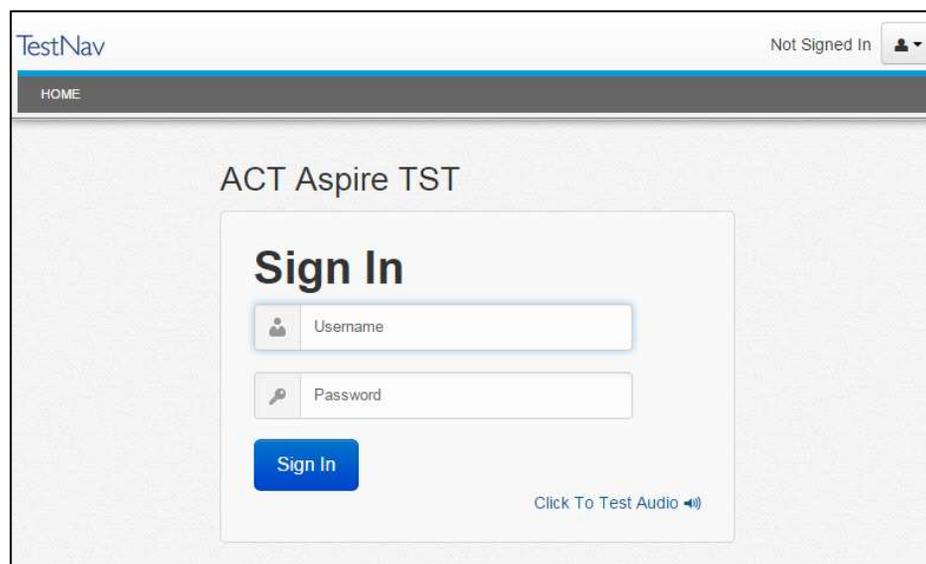
Chromebook App

An installable app version of the browser based TestNav 8 application designed to be used on Chromebooks.

TestNav for Chromebooks

12 Wyoming Training - Oct. 2015

TestNav 8 - Usage



- Use credentials on Student Authorization Ticket to log into TestNav
 - Tickets printed from ACT Aspire Portal
 - Contain unique session-specific login information

Early Warning System (EWS)

Press Play to begin

SystemCheck Overview

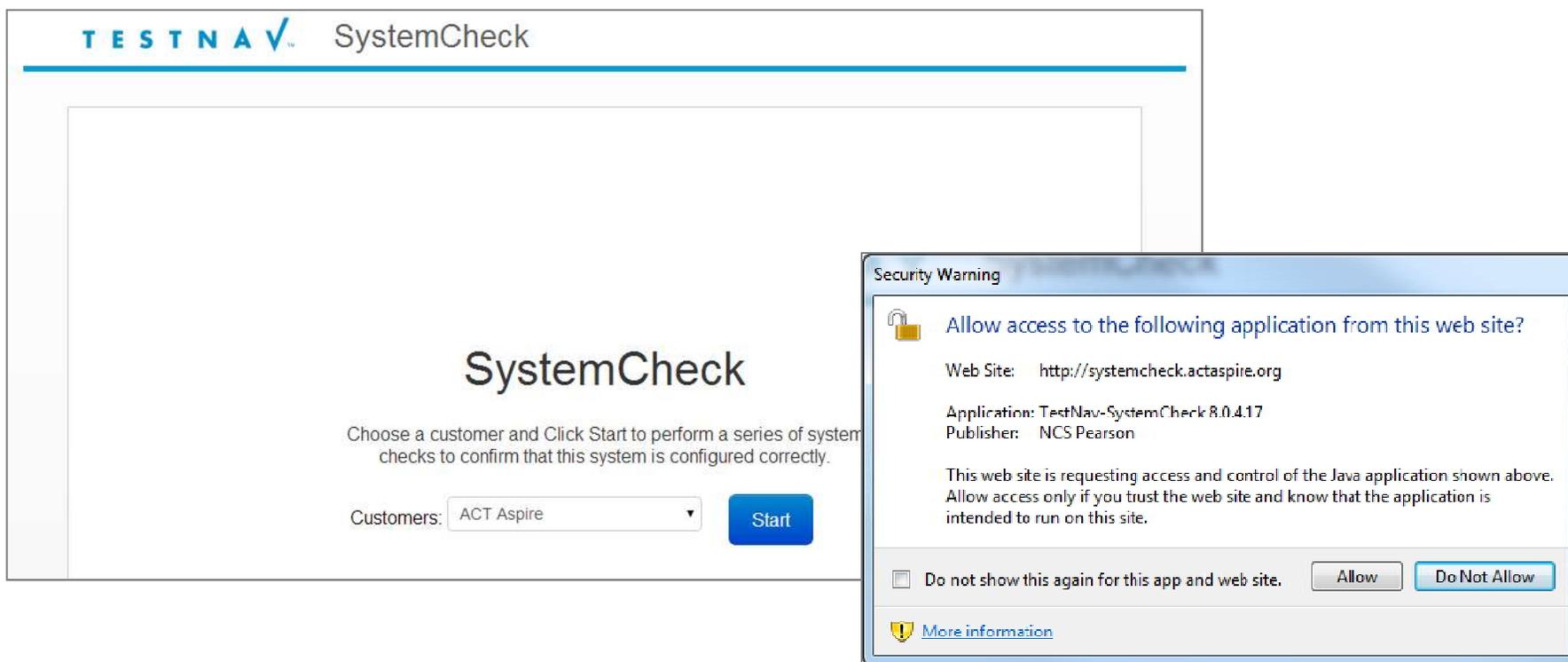


SystemCheck:

- validates that testing workstations meet the minimum system requirements needed to run TestNav 8;
- provides the ability to run bandwidth speed checks to help plan for online testing capacity; and
- estimates the number of concurrent testers that could be supported, at the time the check is performed.

ACT Aspire Customer Service may also use SystemCheck results to assist customers in trouble shooting.

Accessing SystemCheck



The screenshot shows the 'SystemCheck' web application interface. At the top, the 'TEST NAV' logo is visible next to the text 'SystemCheck'. The main content area features the heading 'SystemCheck' and a sub-heading: 'Choose a customer and Click Start to perform a series of system checks to confirm that this system is configured correctly.' Below this, there is a dropdown menu labeled 'Customers:' with 'ACT Aspire' selected, and a blue 'Start' button.

Overlaid on the right side of the screenshot is a 'Security Warning' dialog box. The dialog contains the following text: 'Allow access to the following application from this web site?' followed by 'Web Site: http://systemcheck.actaspire.org', 'Application: TestNav-SystemCheck 8.0.417', and 'Publisher: NCS Pearson'. A paragraph below explains: 'This web site is requesting access and control of the Java application shown above. Allow access only if you trust the web site and know that the application is intended to run on this site.' At the bottom of the dialog, there is a checkbox for 'Do not show this again for this app and web site.', and two buttons: 'Allow' and 'Do Not Allow'. A 'More information' link is also present.

Launch SystemCheck at <http://SystemCheck.ACTAspire.org>

SystemCheck – Check Your System

TESTNAV SystemCheck

Check Your System | Testing Capacity

ACT Aspire **▶ Start**

Not Started Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.89.200

CHECKS PERFORMED	RESULTS
Browser	
Java Environment	
Operating System	

VERIFICATION

To verify that you can run TestNav, complete the following steps:

1. Start a Browser.
2. Go to this address: <http://tn.actaspire.org>
3. Enter the following credentials in the login screen:

Username: username
 Password: password
4. Choose "Sign in".
5. Click the "Start Test Now" button.
6. Click the "Start Section" button.
7. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

• Validates system requirements

• Verifies TestNav can run on workstation

SystemCheck – Testing Capacity

TESTNAV SystemCheck Check Your System **Testing Capacity**

ACT Aspire + Add Caching Computer - Delete Caching Computer **Start** Print Friendly

Test complete. Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.89.200

Select test type: ACT Aspire

SERVER/COMPUTER	TEST PROGRESS	DOWNLOAD SPEED	TESTING CAPACITY EST.
✓ <input type="checkbox"/> Caching Computer (127.0.0.1:4480)	100%	275.375 Mb/s	2754 students
✓ Direct to Pearson (No Caching)	100%	88.192 Mb/s	882 students

- Bandwidth testing for internet and proctor caching
- Volume estimates for capacity planning

ProctorCache Overview

ProctorCache is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

Proctor caching:

- allows you to pre-cache test content to your local network before a test;
- reduces the burden on your internet service provider (ISP) by eliminating redundancy in requests for test content; and
- stores an encrypted local copy of all pre-cached tests.

Proctor caching is highly recommended due to its benefits.



ProctorCache System Requirements

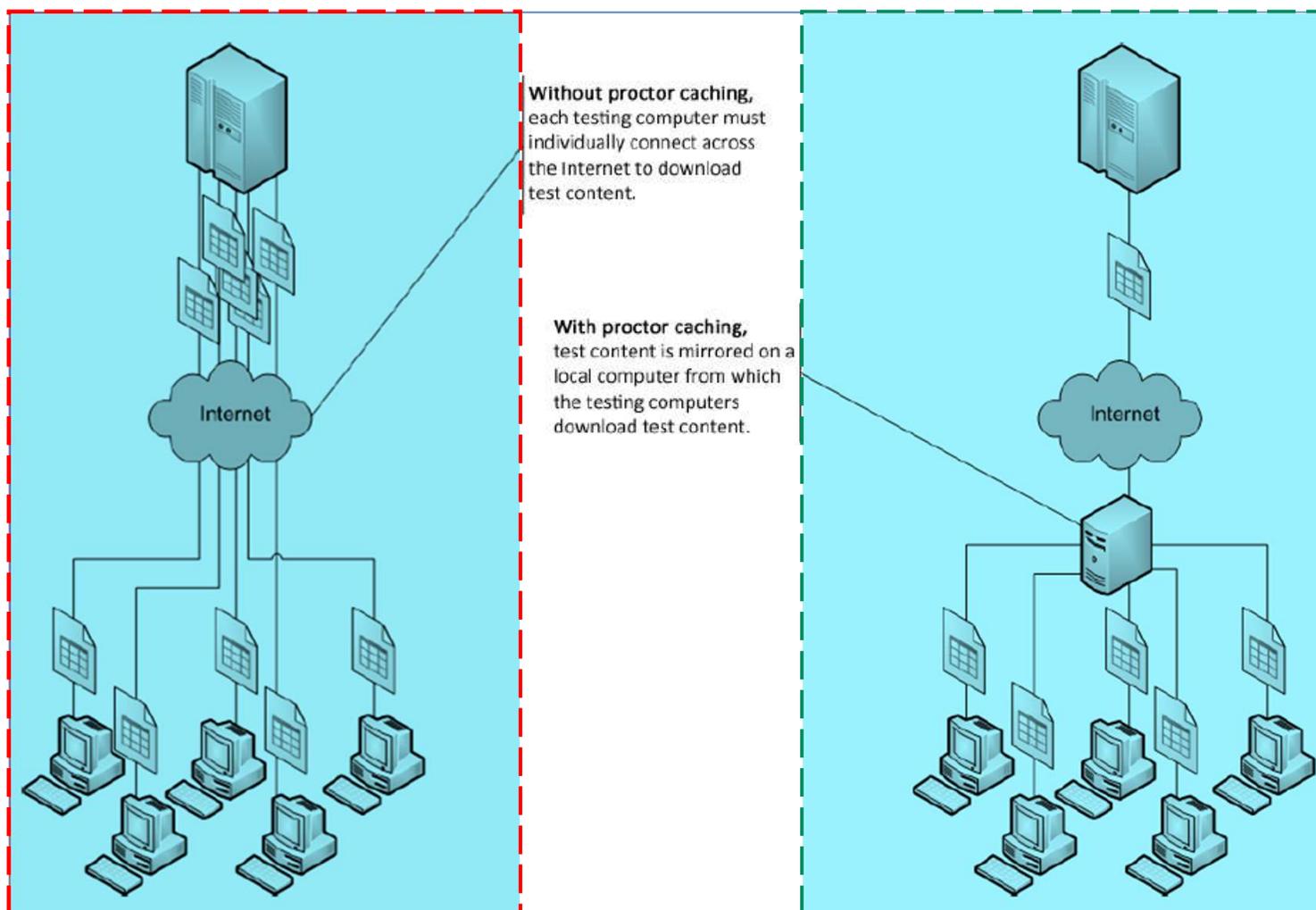
- Runs on Windows and Mac OS X
- Utilizes TCP Ports 80, 443, 4480, and 4481
- Requires a fixed internal IP address
- Use SystemCheck to test connectivity

ProctorCache Hardware Requirements		
Hardware Requirements (Minimum)	Windows	Mac
Processor	1.6 GHz x86-compatible	Intel Core™ Duo 2.0GHz Only Intel-based Macs are supported
Memory	1 GB RAM	1 GB RAM

ProctorCache Software Requirements

- Mac OS X 10.7, 10.8, 10.9 or 10.10
- Windows 7, Windows 8, Windows Server 2008, or Windows Server 2012

Proctor Caching Diagram



ProctorCache – Setup

Download installer

- New ProctorCache installers since Spring 2015
 - Windows:
<http://testnav.com/PROCTRCACHE/proctorcache-installer-2015.1.17.exe>
 - Mac:
<http://testnav.com/PROCTRCACHE/proctorcache-installer-2015.1.17.zip>

Run installer and start service

- Service is normally started by default
- Shortcuts exist to start or stop the service, if necessary

ProctorCache Diagnostics Screen



Tests:

- Provides information about test content and caching status
- *Content Details* displays status of individual test items

Clients:

- Displays clients by IP address that have connected to TestNav
- *Client Details* displays details by computer

Settings:

- Allows you to set a custom password to refresh, reload, or purge cached content

ProctorCache – Portal Overview

Manage Proctor Cache in the portal:

- No need to configure individual workstations
- TestNav will detect and use entered settings
- Set proctor caching settings for district or schools
- Default settings can be applied to test sessions



Manage Proctor Cache

Manage Proctor Cache

Organization Details

Record Type	District	State	IA
District Name	TRAINING DISTRICT	State District Code	4000

Proctor Cache Server Details

- Go to Organizations > Proctor Cache Settings; default proctor cache settings can be set by organization (district or school)
 - Once saved, settings can be applied to any test sessions at that organization
- Default settings must be entered before tests can be pre-cached
- Enter fixed internal IP address and port (4480) for the proctor cache machine; **Save** settings to make active

PreCaching Tests

Manage PreCache Tests System Check **PreCache** Cancel

Select maximum 10 Tests for PreCache. Do System Check to verify Test in PreCache server before PreCache. Search:

<input type="checkbox"/>	Id	Title	Test Admin	Grade	Subject
<input checked="" type="checkbox"/>	103	Grade 7 Science Exemplar-Secure	Infrastructure Trial TA	Grade 7	Science
<input type="checkbox"/>	81	Grade 7 Math Exemplars-Secure	Infrastructure Trial TA	Grade 7	Math

Showing 1 to 2 of 2 entries ← Previous 1 Next →

- Go to Organizations > PreCache Tests; PreCaching gathers all of the test content that students will need
- PreCaching should be completed at the organization level where the proctor caching settings were created
- Test content is encrypted and stored locally

Infrastructure Trial



What is an Infrastructure Trial?

- An Infrastructure Trial is a “dress rehearsal” of a computer-based assessment. It does not use real student information.
- This is a low-stakes, dry run for final confirmation that:
 - TestNav is configured correctly
 - Devices can successfully run TestNav
 - Network will bear the full load
 - Participating staff know what to do for computer-based assessment
- Google sign-up sheet will be sent



Wyoming Webinar Trainings

- Technology Readiness training opportunities:
 - Tues Oct 20
 - Thurs Oct 22
 - Weds Nov 5
- Infrastructure Trial training opportunities:
 - Tues Nov 10
 - Weds Nov 11
 - Weds Nov 18

*more details communicated soon





Invite Other Users



User Role Types

Tenant Roles

- Administrator
- Test Coordinator
- Technology Coordinator
- Educator
- Guest

Test Session Roles

- Test Supervisor
- Room Supervisor
- Guest

Portal User Role Matrix

- Portal User Role matrix
 - P: Portal User Roles

Test Coordinator User Role Matrix (Tenant-Level)

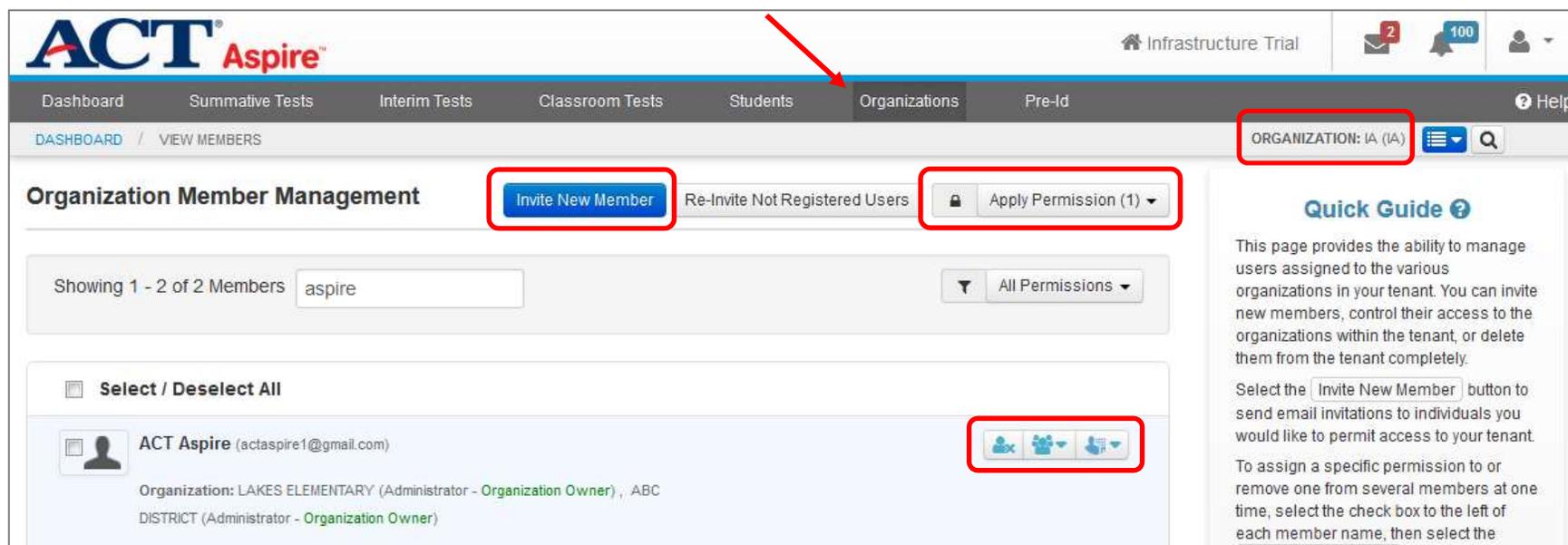
There are two permission levels in a tenant that are typically assigned to Test Coordinators:

- *Administrator*: The highest-level permission in a tenant; complete access to the Portal's functionality.
- *Test Coordinator*: The second highest-level permission in a tenant; similar functionality with limited editing ability.

Please note: Administrators and Test Coordinators can see all reports for an organization.

Actions	Administrator	Test Coordinator
Organizational Data		
View org data upload log	✓	
View an individual org and its metadata	✓	✓
Add an individual org via UI	✓	
Edit an individual org's metadata via UI	✓	
Delete an individual org	✓	
View all org data	✓	✓
Student Data		
Add student data file (SDU) into the system.	✓	✓
Edit student data file (SDU) into the system.	✓	✓
Delete student data file (SDU) into the system.	✓	✓
View SDU import results	✓	✓
Find Students (Search for students)	✓	✓
View an individual student profile	✓	✓

Organization Members



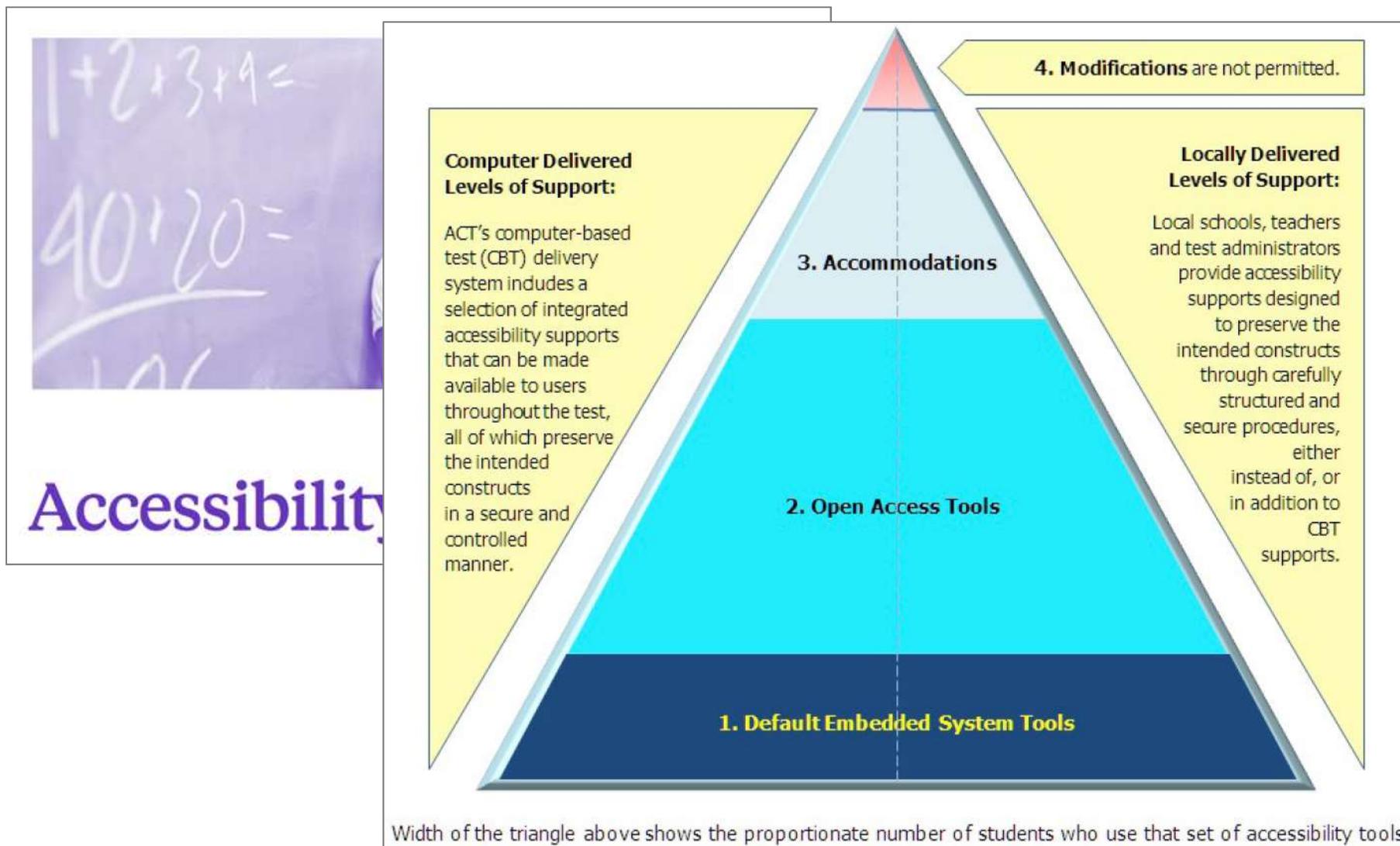
The screenshot displays the ACT Aspire web application interface for managing organization members. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Organizations' tab is selected, and a red arrow points to it. Below the navigation bar, the page title is 'Organization Member Management'. There are three main buttons: 'Invite New Member' (highlighted with a red box), 'Re-Invite Not Registered Users', and 'Apply Permission (1)' (highlighted with a red box). A search bar contains the text 'aspire'. Below the search bar, there is a 'Select / Deselect All' checkbox and a list of members. One member is listed: 'ACT Aspire (actaspire1@gmail.com)' with roles 'Organization: LAKES ELEMENTARY (Administrator - Organization Owner)' and 'DISTRICT (Administrator - Organization Owner)'. To the right of the member list, there are three icons: a plus sign, a group of people, and a minus sign, all highlighted with a red box. A 'Quick Guide' sidebar is on the right, providing instructions on how to manage users.

- Go to Organizations > Organization Members
- Ability to invite new members (users), update permissions on existing users, remove users, and more

Student Personal Needs Profile (PNP)



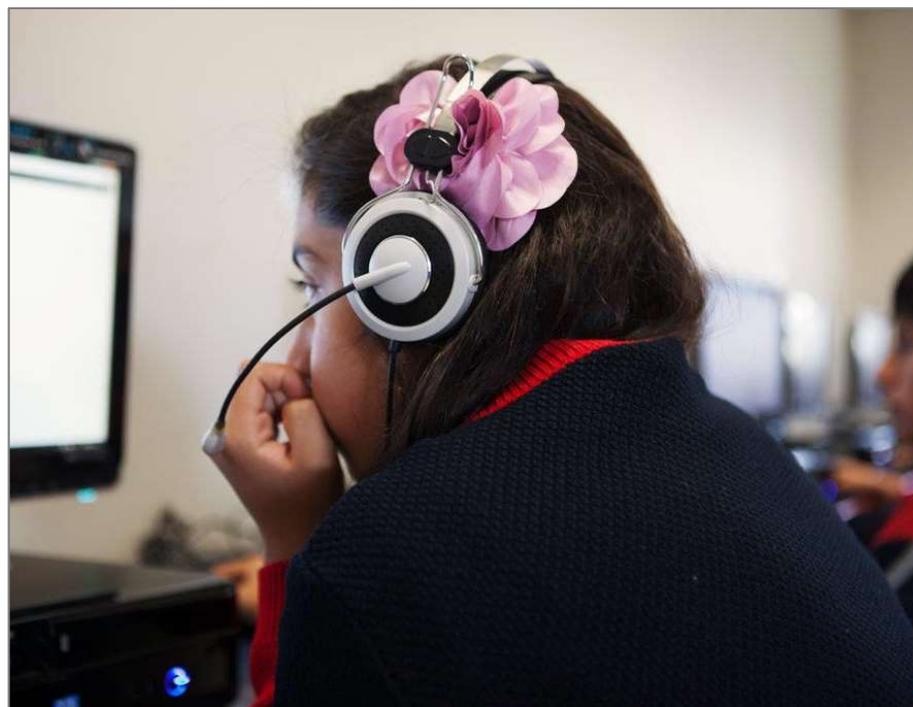
Fall 2015 Users Guide



Personal Needs Profile Overview

The Personal Needs Profile (PNP) defines a student's specific test supports for testing. Keep in mind:

- PNP supports apply to all subjects
- Some PNP supports cannot be edited if the student is in a test session
- Orders must be placed prior to the testing window for necessary paper-based materials, as approved by WDE
- Students with PNP supports do not require a separate test session
- Individual settings are recommended for some PNP supports



Editing a Student's PNP

PNP Personal Needs Demographics Groups Teachers Grades Test Sessions

Online Test Paper Test Save Cancel

This student is part of one or more active Online Tests.

Presentation Supports

<input type="checkbox"/> <p>English Audio Text to Speech intended for user with ability to see graphics</p>	<input type="checkbox"/>	<input type="checkbox"/> <p>English Text + ASL: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C</p>	<input type="checkbox"/>
<input type="checkbox"/> <p>English Audio + Orienting Description CBT: Text to Speech Includes Orienting Description Required: You will be prompted to order companion Braille with this feature</p>	<input type="checkbox"/>	<input type="checkbox"/> <p>English Text + ASL: Directions Only Locally provided Requires: Use of Accessibility User Guide, appendix C</p>	<input type="checkbox"/>
<input type="checkbox"/> <p>Human Reader - for Sighted User Locally provided for user with ability to see graphics Requires: Use of Accessibility User Guide, appendix E</p>	<input type="checkbox"/>	<input type="checkbox"/> <p>English Text + SEE: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C</p>	<input type="checkbox"/>

Editing a Student's PNP, continued

The screenshot shows a web interface for editing a student's Personalized Network Profile (PNP). At the top, there are tabs for 'Online Test' and 'Paper Test', and buttons for 'Save' and 'Cancel'. A red box highlights a message: 'This student is part of one or more active Paper Tests.' Below this is a section titled 'Presentation Supports' with a dropdown menu that says 'Error Occurred - Please check the values provided:'. The interface lists several support options, each with a checkbox and a description. The 'Braille Contracted' option is checked, and a red box highlights its description: 'Includes Tactile Graphics. This request is NOT allowed as it impacts active test sessions.'

Alerts you if a student is in a test session

Adding a form-specific support gives an error

Student Transfers



Transfer Overview



- Transfer process for students that have transferred schools
- Transfers initiated by the student's new school, and completed by the student's previous school
- Students' scores will be reported to the school they reside in at the time of reporting
- Options to see requests sent and received by a school

Transfers Within the State

Student Transfer

Request History
Request For Transfer

Organization Details

Previous School * ☰

Student Details

First Name *	<input type="text" value="FIRSTNAMEONE"/>	Middle Initial	<input type="text" value="MIDDLE INITIAL"/>
Last Name *	<input type="text" value="LASTNAMEONE"/>	Date of Birth *	<input type="text" value="01/01/2001"/> 📅
Student Id *	<input type="text" value="1017140001"/>	Grade	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Select One"/> ▼

Comments

Student transferred school on March 1st

- New school initiates the transfer; go to Students > Student Transfer Request
- Complete required fields and then click **Request for Transfer**

Student Request Queue (Incoming Requests)

Request Queue

Transfers Reinstatements Invalidations

Show 30 Requests Search:

Student Id	Student Details	Previous District / School	New District / School	Status / Comments	Requested Date	Action Date	Action
116207	LASTNAME, FIRSTNAME Grade 5 01/01/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	PENDING	08/25/2015		Approve Reject
116399	LASTNAMEB, FIRSTNAMEB Grade 5 02/02/2000	DISTRICT SCHOOL 1 / TEST SCHOOL1	DISTRICT SCHOOL 3 / DAVID SCHOOL 3	APPROVED	08/26/2015	08/26/2015	

- Go to Students > Student Request Queue; able to sort, search, review status and
- Review and take action on pending requests within 1-2 business days

Creating, Editing, and Viewing Test Sessions



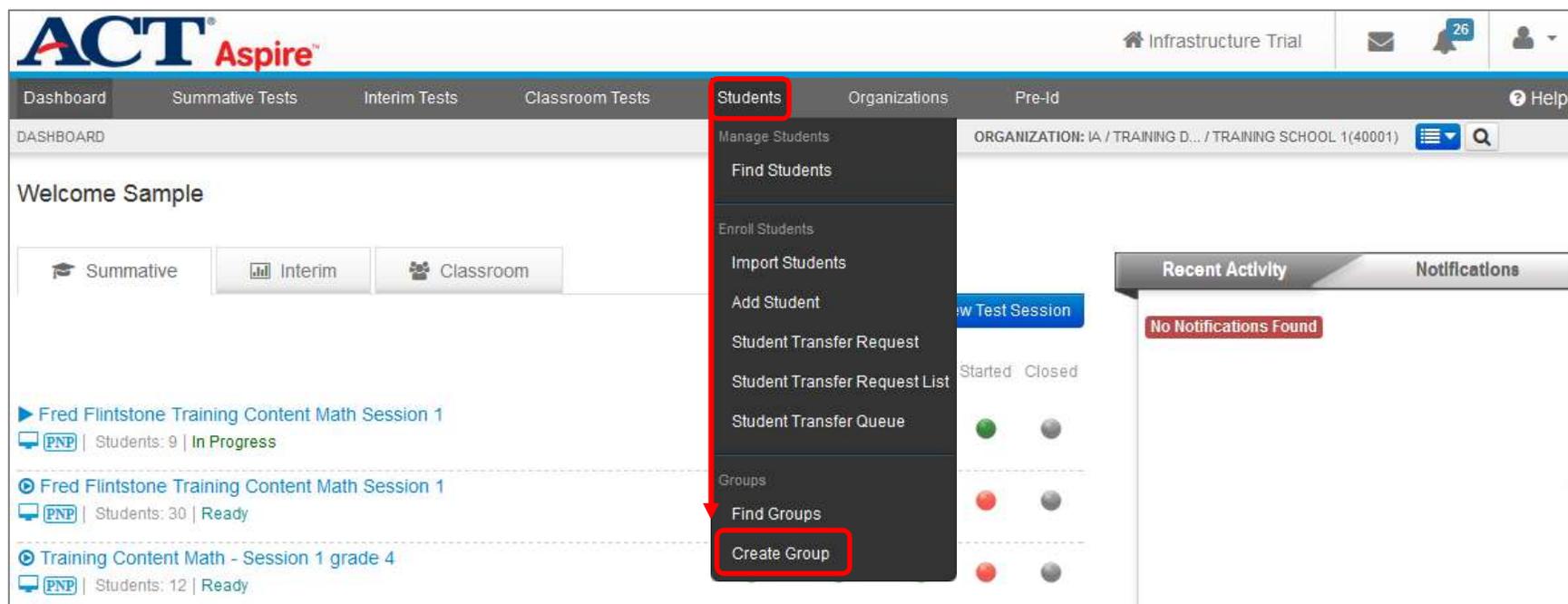
Test Session Overview

Students must be placed into test sessions for both computer and paper-based testing. By creating test sessions:

- Students receive the correct form type dictated by their PNP
- Students are able to log into TestNav
- ACT Aspire can assess and deliver the appropriate number and type of paper materials for your students
- ACT Aspire is able to generate and pre-print the student's answer document



Creating Groups



- Go to **Students** and select *Create Group*

Creating Groups

MRS. GARCIA'S PERIOD 1 ENGLISH GROUP ✎ 🗑

A group for Mrs. Garcia's 1st period English students
 Organization : TRAINING SCHOOL 1
 Created by : Sample User on Jul 14, 2014 02:30:21 PM

Students assigned: 0

✎ Add / Remove Students

Show

Quick Guide ?

This is group dashboard. This is the place to view / add / remove students in a group.

Edit can be used to update the name and description of the group.

Add/Remove Students will take you to the list of the students in the organization and students can be either added/removed to/from the group.

Student Id

No students

Add/Remove Students in Group : MRS. GARCIA'S PERIOD 1 ENGLISH GROUP Save Cancel

Students Assigned : 0 / 61

Show

<input type="checkbox"/>	Student Id	Name	Gender	Grade
<input checked="" type="checkbox"/>	9004-40001-001	ARIZONA, ALASKA A	M	Grade 7
<input type="checkbox"/>	9004-40001-002	BAKERSFIELD, BOSTON B	F	Grade 7
<input checked="" type="checkbox"/>	9004-40001-003	CHARLOTTE, COLORADO C	M	Grade 7
<input checked="" type="checkbox"/>	9004-40001-004	NEW HAMPSHIRE, WASHINGTON N	F	Grade 7
<input type="checkbox"/>	9004-40001-005	RENO, OREGON R	M	Grade 7

Quick Guide ?

This is the list of students in the given organization.

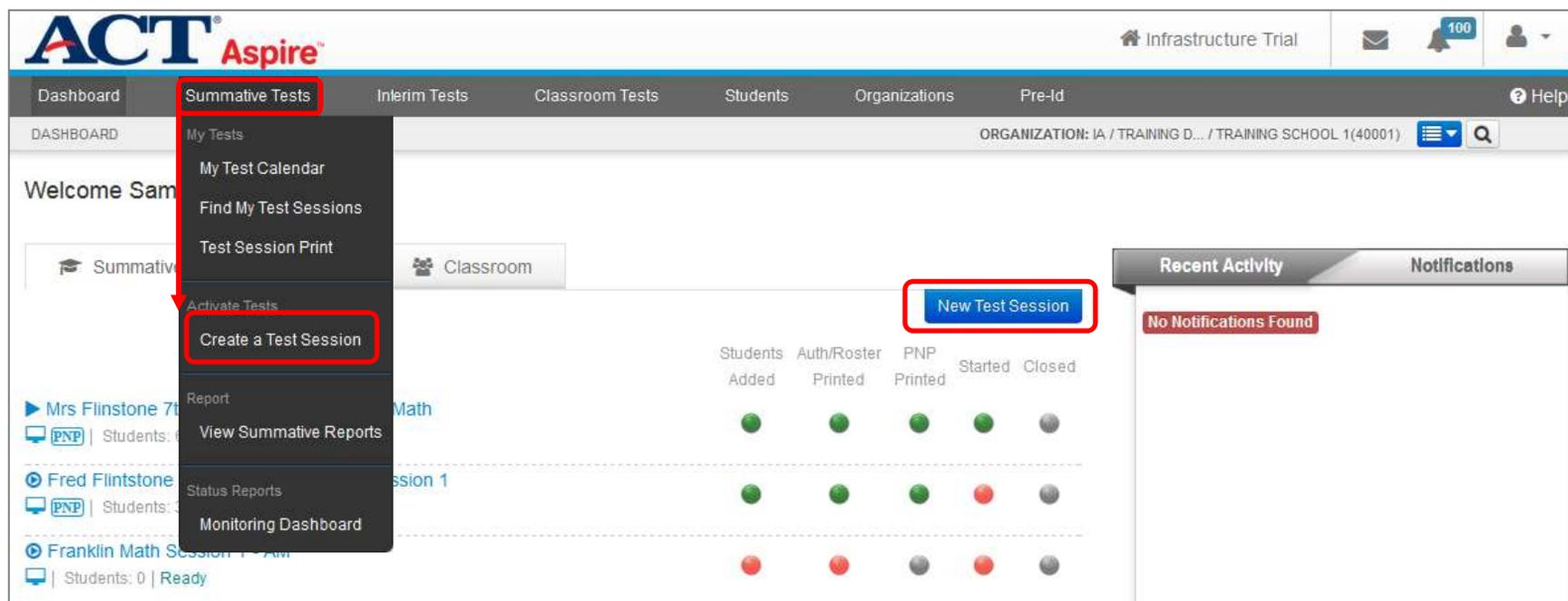
Students assigned are already selected. Students will be added / removed based on the selections.

Save button will assign the students selected.

Cancel will take you back to the group dashboard.

- Click **Add/Remove Students** to manage students in group

Creating New Test Sessions



- After selecting your school, select the appropriate tab and click ***New Test Session***, or select ***Create a Test Session*** from the Summative Tests menu

Create Single or Multiple Test Sessions

- Options to create test sessions individually, or multiple at once

Create Single

- Best for creating sessions by teacher or groups
- Able to select individual students

Create Multiple

- Best for creating sessions at the grade level
- Students are added automatically; can still add/remove students manually

Single Session Details – Selecting a Test

New Test Details

1 Test Admin

2 Test *

Daily Test Window

24-hour testing

Daily Test

3 Testing D

Title *

Instruction

4 Proctor C

Enable

Primary H

10.27.91

Create Test S

Cancel

Select a Test

Show 10 Tests Search:

Test Name	Test Admin	Grade	Subject	Mode
Grade 6 Reading	Spring 2015	Grade 6	Reading	Paper
Grade 7 English	Spring 2015	Grade 7	English	Online
Grade 7 Math	Spring 2015	Grade 7	Math	Online
Grade 7 Reading	Spring 2015	Grade 7	Reading	Online
Grade 7 Science	Spring 2015	Grade 7	Science	Online
Grade 7 Writing	Spring 2015	Grade 7	Writing	Online

Showing 1 to 6 of 6 entries

← Previous 1 Next →

Click the list icon to access the *Select a Test* window

Choose **Online** or **Paper*** for Mode, as applicable

*Paper testing must be pre-approved by the state

Single Session Details – Testing Schedule

New Test Details

1 Test Admin

Test *

2 Testing Schedule

Start Date * 01/26/2015

End Date * 01/30/2015

Daily Test Window

24-hour testing

Start Time * 08:00 AM

End Time * 04:00 PM

Daily Test Schedule

M T W T F S S

3 Testing Details

Title *

Instructions

4 Proctor Configuration

Enable

Primary Host IP Address * 10.27.91.234

Primary Host Port * 4480

Proctor Cache Health Check

Create Test Session Cancel

Enter your testing window (4/11-5/3/15), and set start and end dates, times, and active days of testing

Note: Delivery of test materials is based on your start date

Single Session Details – Title and Instructions

New Test Details

1 Test Admin
 Test *

2 Testing Schedule
 Start Date * End Date *

3 **Testing Details**

Title *

Instructions

4 Proctor Caching Details
 Enable Proctor Caching
 Primary Host IP Address * Primary Host Port * [Proctor Cache Health Check](#)

Define a title and any special instructions for the session.

Note: For paper-based test sessions, only the first 6 characters of the title appear on the pre-ID.

Note: Test booklets are not bundled by session; answer documents are bundled alphabetically by test session.

Single Session Details – Proctor Caching

New Test Details

1 Test Admin
Test *

2 Testing Schedule
Start Date * End Date *
Daily Test Window
 24-hour test
Start Time
Daily Test Schedule

M T W T

3 Testing Details
Title *
Instructions

4 Proctor Caching Details

Enable Proctor Caching

Primary Host IP Address * Primary Host Port *

Proctor Cache Health Check

4 Proctor Caching Details
 Enable Proctor Caching
Primary Host IP Address * Primary Host Port *
 Proctor Cache Health Check

If default proctor cache settings have been defined, verify they are correct.

If no settings have been entered, you may enable proctor caching and enter details.

Proctor Cache Health Check opens the *Proctor Cache Diagnostics* screen for the specified machine.

Test Session Details

ACT Aspire Infrastructure Trial

Dashboard Tests Students Reports Organizations Help

DASHBOARD / TEST SESSIONS / DETAILS ORGANIZATION: TRAINING SCHOOL 1 (40001)

Test Session Details

Print Comment Edit Refresh

Mr Smith, G7 Science, Session 1
 Training Content Science Mode: Online
 TRAINING SCHOOL 1
 Jul 1, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM
 Instructions for Mr Smith Session 1

Ready 0% Completed
 Students Started 0% (0 of 0)
 Students Completed 0% (0 of 0)

Authorized Users (1)

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show 10 students Search:

<input type="checkbox"/>	Student	Status	Answered/Total	Comments	Username	Password
No students match the specified filter.						

View Activity History

- *Test Session Details* allows you to monitor the test session and student progress, manage students in session, and authorize users and their access

Multiple Session Details

Create Single
Create Multiple

1 Test Admin

Test * Summative Spring 2016

2 Test Mode

Paper Online

3 Testing Schedule

Start Date * 04/06/2015 📅 End Date * 09/30/2015 📅

Daily Test Window

24-hour testing

Start Time * 08:00 AM 🕒 End Time * 04:00 PM 🕒

Daily Test Schedule

M T W T F S S

4 Grade / Subject Selection

Actual Grade	Number of Students	English	Reading	Writing	Science	Mathematics
7	418	<input type="checkbox"/>				

5 Proctor Caching Details

Enable Proctor Caching

Primary Host IP Address * 10.1.1.1 Primary Host Port * 4850 [🔗 Proctor Cache Health Check](#)

Create Test Sessions
Cancel

Choose Test Administration.

Select mode – Paper or Online.

Determine your testing window.

All available grades will display; select which subjects to administer.

If no settings have been entered, you may enable proctor caching and enter details.

Multiple Session Completion

My Test Sessions Search Test Session

All Subjects All Grades

Not Started (3) In Progress (0) Completed (0)

Start Sessions

Show Tests Search:

<input type="checkbox"/> Test Session Name	Students Added	Auth/Roster Printed	PNP Printed	Scheduled Start Date
<input type="checkbox"/> Grade 7 English - Session 1 <input type="checkbox"/> Students: 200 Ready	●	●	●	Aug 21, 2015
<input type="checkbox"/> Grade 7 English - Session 2 <input type="checkbox"/> Students: 200 Ready	●	●	●	Aug 21, 2015
<input type="checkbox"/> Grade 7 English - Session 3 <input type="checkbox"/> Students: 18 Ready	●	●	●	Aug 21, 2015

- Up to 200 students per session will be added

Multiple Session Status

DASHBOARD / TEST SESSION CREATION STATUS - SUMMATIVE

Test Session Creation Jobs

Show Search:

Date	Person	Grades	Subjects	Status
09/27/2015 06:26 PM	Sample Coordinator	07	R, M	Completed: Success

Showing 1 to 1 of 1 entries

← Previous 1 Next →

- Go to Summative Tests > Test Session Creation Status to check status
- Able to sort and search

Test Session Details – Invite New Users

The screenshot shows the ACT Aspire interface for a test session. The main page displays details for 'Mr Smith, G7 Science, Session 1'. A modal window titled 'Invite Room Supervisor to Test' is open, prompting the user to enter email addresses. A red arrow points from the 'Invite' button in the 'Authorized Users' section to the modal.

Test Session Details

Mr Smith, G7 Science, Session 1
 Training Content Science Mode: Online
 TRAINING SCHOOL 1
 Jan 26, 2015 - Jan 30, 2015
 Instructions for Mr Smith Se

Scheduled 0% Completed
 Students Started 0% (0 of 0)
 Students Completed 0% (0 of 0)

Authorized Users (1) Add/Edit Invite

User, Sample Creator

Filter by Student Status: All Statuses

Search:

Comments Username Password

← Previous Next →

Invite Room Supervisor to Test

* Type or Paste Emails separated by commas or semicolons

Submit Cancel

Sends Room Supervisor invitation to specified email addresses

- *Invite* new Room Supervisors to the Portal

Test Session Details – Add/Edit Users

The screenshot shows the ACT Aspire interface for a test session. The main header includes the ACT Aspire logo, 'Infrastructure Trial', and navigation tabs like 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'Test Session Details' for 'Mr Smith, G7 Science, Session 1'. A modal window titled 'Add & Remove Users / Change User Permissions' is open, displaying a table of users. A red arrow points to the 'Add/Edit' link in the 'Authorized Users (1)' section of the main interface.

Test Session Details

Mr Smith, G7 Science, Session 1

Scheduled 0% Completed Authorized Users (1) **Add/Edit** Invite

Add & Remove Users / Change User Permissions

Show 10 members Search: admin

Role	Last Name	First Name	Email Address	Organization
Not Assigned	Admin	Example Administrator	jeramy.dichiera@gmail.com	IA
Creator	Administrator	Example Administrator	jeramy.dichiera@pearson.com	IA

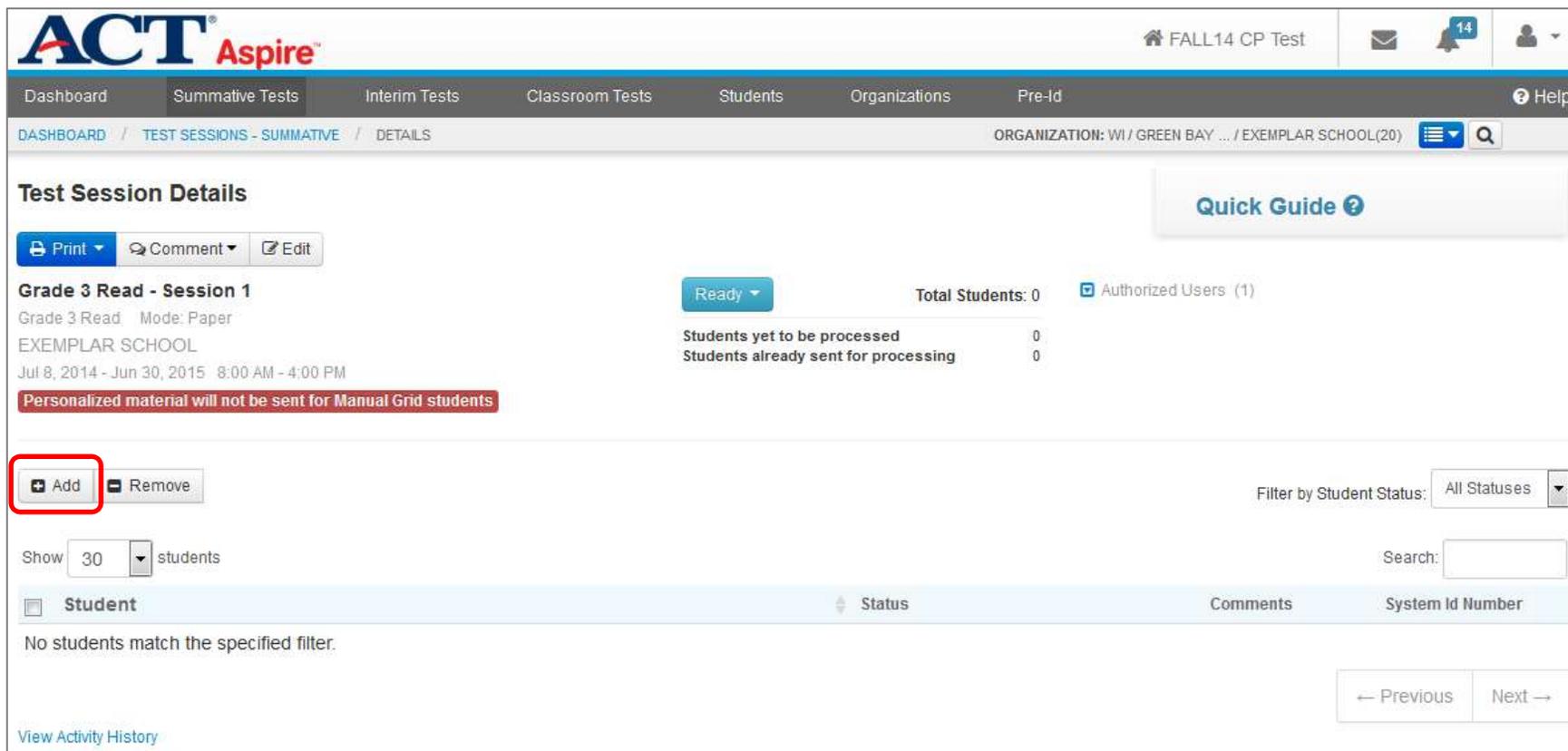
Showing 1 to 2 of 2 entries (filtered from 9 total entries)

← Previous 1 Next →

Save Cancel

- *Add/Edit* existing users to update access to the test session

Adding Students to Test Sessions



The screenshot shows the ACT Aspire interface for a test session. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The current page is 'TEST SESSIONS - SUMMATIVE / DETAILS' for 'ORGANIZATION: WI / GREEN BAY ... / EXEMPLAR SCHOOL(20)'. The session is 'Grade 3 Read - Session 1' with a status of 'Ready'. It shows 'Total Students: 0', 'Students yet to be processed: 0', and 'Students already sent for processing: 0'. A red box highlights the 'Add' button in the student management section.

- Click **Add** to select students for the session

Adding Students to Test Sessions, cont.

ACT Aspire FALL14 CP Test

Dashboard | Summative Tests | Interim Tests | Classroom Tests | Students | Organizations | Pre-Id | Help

DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS / ADD STUDENT ORGANIZATION: WI / GREEN BAY ... / EXEMPLAR SCHOOL(20)

Add Students: Grade 3 Read - Session 1 Done Cancel

All Students for Test Grade Groups: None Selected Teachers: None Selected

Show 30 Students Search

State Id	Local Id	Testing Grade	IEP	ELL	Gft'd	504
<input checked="" type="checkbox"/>	4444-20-001					
<input checked="" type="checkbox"/>	4444-20-002					
<input type="checkbox"/>	4444-20-003	COTTAGE GROVE, CALIFORNIA				Grade 3 / -

Showing 1 to 3 of 3 entries

← Previous 1 Next →

- Use filters or search functions to find students
- Select students to add, then click **Done**

Removing Students from Test Sessions

Test Session Details

[Print](#) | [Comment](#) | [Edit](#)

Grade 3 Read - Session 1

[Ready](#)
Total Students: 2
Authorized Users (1)

Grade 3 Read Mode: Paper
 EXEMPLAR SCHOOL
 Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

[Add](#) | [Remove](#)
Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Comments	System Id Number
<input checked="" type="checkbox"/> ANOKA, MINNESOTA <small>DOB: 2/9/04 DOB: 2/9/04 Grade 3 Student Id: 4444-20-001</small>	Manual Grid	Comment	Generate System Id
<input type="checkbox"/> BAYFIELD, WISCONSIN <small>DOB: 2/10/04 DOB: 2/10/04 Grade 3 Student Id: 4444-20-002</small>	Manual Grid	Comment	Generate System Id

Showing 1 to 2 of 2 entries
[← Previous](#) | 1 | [Next →](#)

[View Activity History](#)

- Test Session status must be either Ready or Scheduled
- Check the box next to students to remove, and then click **Remove**

Students and Paper-based Testing

Test Session Details

[Print](#) | [Comment](#) | [Edit](#)

Training Content Math Session 2
 Grade 3 Math Mode: Paper
 TRAINING SCHOOL 1
 Apr 28, 2014 - May 30, 2014 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

In Progress Total Students: 16

Students yet to be processed 0

Students too late for processing 1

Students already sent for processing 15

Authorized Users (1)

[Add](#) | [Remove](#)

Show students

Filter by Student Status:

Search:

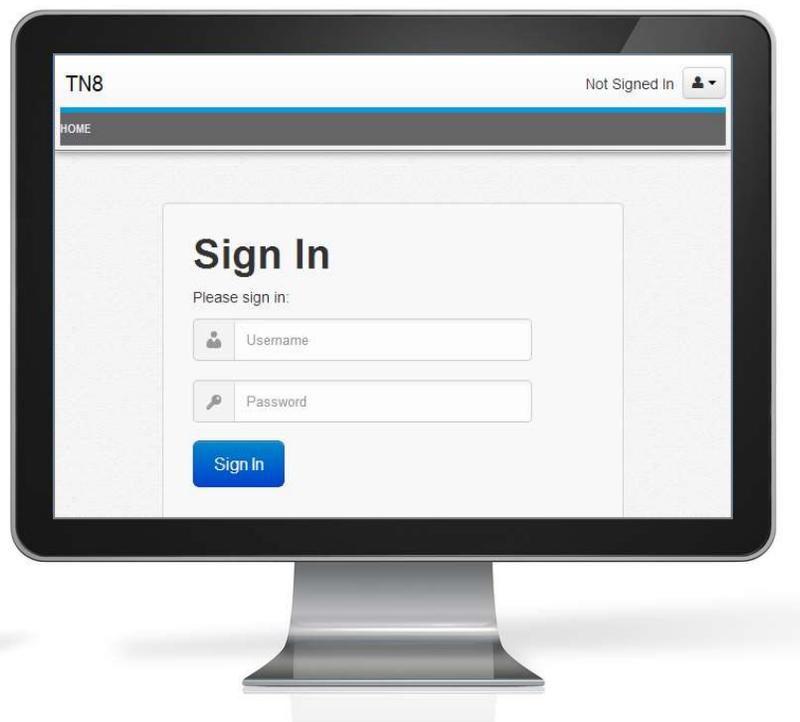
Student	Status	Comments	Portal Id Number
HOLLYWOOD, IDAHO H DOB:1/6/01 Grade 7 Student Id:9004-40001-006	Ready		2044131393
RENO, OREGON R PNP DOB:1/5/01 Grade 7 Student Id:9004-40001-005	Manual Grid		Generate Portal Id

- Students must be added to sessions by the administration deadline in order to receive pre-printed materials
- Students added late reflect “too late for processing” at the session level, and “Manual Grid” at the student level
- Portal ID number will need to be generated for gridding purposes

Test Sessions: Student Authorization Tickets



Student Authorization Ticket Overview



Student Authorization tickets:

- Contain the URL and login information for students to access TestNav
- Can be printed for an entire school, individual test sessions, or individual students
- Should be treated as secure material

Printing Authorization Tickets – School

My Test Sessions

Test: All Tests | Status: Not Started | Session: All Test Sessions

Show 30 Tests

Test Name	Grade	Subject	Type	Start	End	Status
Mr Doe G4 Read-Interim II-Session 1	4	Reading	Online	5/18/15	5/20/15	Scheduled
<ul style="list-style-type: none"> • TEST SCHOOL 9 • Test: Mr Doe G4 Read-Interim II-Session 1 • Test Id: R4I02 • Session Id: 7833 • Students: 2 						
Mr Smith G3 Math-Interim II-Session 1	3	Math	Online			
<ul style="list-style-type: none"> • TEST SCHOOL 9 • Test: Mr Smith G3 Math-Interim II-Session 1 • Test Id: M3I02-1 • Session Id: 7830 • Students: 2 						
Ms Ryan G3 Read-Interim II-Session 1	3	Reading	Online			
<ul style="list-style-type: none"> • TEST SCHOOL 9 • Test: Ms Ryan G3 Read-Interim II-Session 1 • Test Id: R3I02 • Session Id: 7831 • Students: 2 						

Print dropdown menu:

- Authorization Tickets
- PNP Personal Needs
- Comments

Print Authorization Settings dialog box:

Ticket(s) per page: 4

Sort by: Sort by Student Name (selected), Sort by Student Name, Sort by Session

Buttons: Print, Cancel

Quick Guide

To Test Session Print, select the button and select Sort by Student Name. This will print log in information for every student in every test session displayed in the My Test Sessions view. To set the number of tickets per page, select the Print Settings option. Tickets can be printed as one per page, two per page, four per page, or 10 per page.

- Go to **Summative Tests** and select *Test Session Print*
- Click **Print** and then *Authorization Tickets*
- Print options manage how tickets print

Printing Authorization Tickets – Session

Test Session Details Quick Guide ?

Test Name: **Grade 3 Math-Interim II**

Session Name: **Mr Smith G3 Math-Interim II-Session 1**

FIRSTNAME LASTNAME

Test Name: **Grade 3 Math-Interim II**

Session Name: **Mr Smith G3 Math-Interim II-Session 1**

FIRSTNAME G. LASTNAME

	A	B	C	D	E	F	G	H
1	Test Name	Test Sessi	Student N	User Nam	Password	TestNav URL		
2	Grade 3 M	Mr Smith	FIRSTNAM	LAST1217	YAUSMP	http://test-tn.actaspire.org	1223	
3	Grade 3 M	Mr Smith	FIRSTNAM	LAST1223	QV3E63	http://test-tn.actaspire.org	53	

Showing 1 to 2 of 2 entries

← Previous 1 Next →

- From *Test Session Details*, select **Authorization**; print options manage how many tickets print per PDF page
- Then select **For All Students**; choose CSV or PDF

Printing Authorization Tickets – Student

Test Session Details Quick Guide ?

Mr Smith G3 Math-Interim II-Session 1
 Grade 3 Math-Interim II Mode: Online
 TEST SCHOOL 9
 May 18, 2015 - May 29, 2015 8:00 AM - 4:00 PM
 Instructions for Mr Smith's Interim II Grade 3 Math session 1

Show students

For Selected Students

For All Students

Print Settings

Print Authorization Settings

View as PDF

Download as CSV

Student	Status	Answered/Total	Comments	Username	Password
<input checked="" type="checkbox"/> LASTNAME, FIRSTNAME <small>DOB: 7/1/00 Grade 3 Student Id: 000-999-001</small>	Scheduled	0 / 0		LAST1217	YAUSMP

- From *Test Session Details*, checkbox student name(s)
- Click **Authorization** and then *For Selected Students*
- Print options manage how many tickets print per page

Student Authorization Ticket Review

<i>Test Name:</i> Grade 4 Reading - Interim II			
<i>Session Name:</i> Mr Doe G4 Read-Interim II-Session 1			
TOM G. LASTNAME			
<i>Login Info:</i> Log into your test here:			
http://test-tn.actaspire.org		User Name: LAST1223 Password: ACUPB6	
<i>Test Name:</i> Grade 4 Reading - Interim II			
<i>Session Name:</i> Mr Doe G4 Read-Interim II-Session 1			
JOHN LASTNAMEE			
<i>Login Info:</i> Log into your test here:			
http://test-tn.actaspire.org		User Name: LAST1217 Password: 9AT3PU	

Test Name (subject)

Session Name

Student's Name; alpha by last name

Student specific User Name and Password
Note: Passwords will no longer contain I/1/O/0

Authorization tickets can only be used by the student listed on the ticket; failure to do so will result in testing and reporting irregularities

Starting and Managing Test Sessions



Starting Test Sessions – School Level

My Test Sessions Search Test Session

Not Started (5)
In Progress (5)
Completed (1)

Show Tests Search:

<input type="checkbox"/>	Test Session Name	Students Added	Auth/Roster Printed	PNP Printed	Scheduled Start Date
<input type="checkbox"/>	234567890 Students: 3 Ready	●	●	●	Aug 7, 2015
<input checked="" type="checkbox"/>	4002 - Training Content Math - Session 2 Students: 0 Ready	●	●	●	Aug 7, 2015
<input type="checkbox"/>	4002 - Science - with Proctor Caching - Memorial Middle School Students: 4 Ready	●	●	●	Aug 7, 2015
<input checked="" type="checkbox"/>	6176-Training Math - Session 4-PC Students: 0 Ready	●	●	●	Aug 10, 2015
<input type="checkbox"/>	Training Content Math - Session 6 Students: Scheduled	●	●	●	Sep 21, 2015

- Go to Summative Tests > Find My Test Sessions
- Check the sessions to start, then select **Start Sessions**

Starting Test Sessions – Session Level

Test Session Details Quick Guide ?

Training EHS English - Interim II - Session 1
 Early High School English - Interim II Mode: Online
 TEST SCHOOL 9
 May 4, 2015 - Jun 30, 2015 8:00 AM - 4:00 PM

Ready ▾
0% Completed
 Authorized Users (1)

Start Test

Student Testing Complete

Filter by Student Status: All Statuses ▾

Show students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> EPCA, NINE <small>DOB: 8/7/01 Grade 9 Student Id: 55903-191</small>	<input type="checkbox"/> Scheduled	0 / 0	<input type="button" value="Comment"/>	EPCA2305	VQ7ZQB <input type="button" value="Search"/>

- From *Test Session Details*, click the **test status** button and choose *Start Test*
- Click **OK** on the confirmation and Auto Refresh notification; session status will update to *In Progress*

Viewing Student Status – CBT Only

Test Session Details

Quick Guide ?

Print Comment Edit Refresh

Training Content Math - Session 1

Training Content Math Mode: Online
 TRAINING SCHOOL 1
 Jul 1, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

In Progress

0% Completed

Authorized Users (2)

Students Started: 0% (0 of 12)

Students Completed: 8% (1 of 12)

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTNAMEA, FIRSTNAMEA PNP <small>DOB: 7/9/00 Grade 7 Student Id: 9004-40001-999</small>	<input type="checkbox"/> Force Close	0 / 29		LAST7400	9ZZKSG
<input type="checkbox"/> YUMZ, NEVADA Y <small>DOB: 1/7/01 Grade 8 Student Id: 9004-40001-007</small>	<input checked="" type="radio"/> Ready	0 / 29		YUMA3430	QAV28G

- View student test status and number of questions student has answered on the *Test Session Details* screen
- Sections update as student progresses through the test

Student Irregularities

Test Session Details Quick Guide ?

Print Comment Edit

Grade 3 Read - Session 2 Ready ▾ Total Students: 1 Authorized Users (1)

Grade 3 Read Mode: Paper

EXEMPLAR SCHOOL

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

Students yet to be processed 0

Students too late for processing 1

Students already sent for processing 0

Add Remove

Show 30 students

Filter by Student Status: All Statuses ▾

Search:

Student	Status	Comments	System Id Number
<input type="checkbox"/> COTTAGE GROVE, CALIFORNIA DOB:2/11/04 DOB:2/11/04 Grade 3 Student Id:4444-20-003	Manual Grid		Generate System Id

Comment for Student

Available Reasons *

Examinee

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge

Environment / Materials ▾

Technical ▾

Staff ▾

Selected Reason

No Reason selected. Select from Available Reasons.

Comment

Please type comment here.. Max 200 characters

Save Cancel

- Comments icon will allow you to enter an irregularity reason and comment
- Click **Save** to complete entry

Test Session Irregularities

Test Session Details Quick Guide ?

Grade 3 Reading Exemplar

Ready ▾ Total Students: 1 Authorized Users (1)

Students yet to be processed	0
Students too late for processing	1
Students already sent for processing	0

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM
Personalized material will not be sent for Manual Grid students

Filter by Student Status: All Statuses ▾

Show 30 ▾ students Search:

Student	Status	Comments	System Id Number
COTTAGE GROVE, CALIFORNIA DOB:2/11/04 DOB:2/11/04 Grade 3 Student Id:4444-20-003	Manual Grid	<input type="button" value="Comment"/>	<input type="button" value="Generate System Id"/>

Group Comment

Available Reasons *

- Working ahead or marking ovals after time
- Cell phone use (or other device)
- Copying/giving/receiving assistance
- Other prohibited or irregular behavior
- Item challenge

Selected Reason

No Reason selected. Select from Available Reasons.

Comment

Please type comment here.. Max 200 characters

- From *Test Session Details*, click the **Comment** button and select **Add Comment**; enter a reason and comment, then click **Save**

Invalidate and Reinstate

Invalidate

- Counts as a test attempt, therefore, student cannot take same grade/subject again
- Will display this test attempt on reports such as ISR; will show “Invalidate” message in lieu of score
- Test attempt will display in SPF data files as INV to indicate this attempt was invalidated



Reinstate

- Allows student to have another attempt at the grade/subject
- The original test attempt will not display on the ISR
- The original test attempt will not display in the SPF

Invalidate Test

Test Session Details Quick Guide ?

Grade 9 Math - Session 4 In Progress 0% Completed Authorized Users: (1)

Grade 9 Math Mode: Online
SCHOOL1
Mar 3, 2014 - May 30, 2014 24-hour testing

Warning

Do you really want to SUBMIT this request to Invalidate this student's test attempt? Invalidating this test attempt will result in an INV (Invalidation) to appear on the student's Individual Student Report (ISR) and the Student Performance File (SPF).

Show students

Filter by Student Status: All Statuses
Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTA, HAILD A <small>DOB: 11/2/00 Grade 9 Student Id: 100114</small>	Ready	0 / 1	<input type="button" value="comment"/>	LAST2069	HMBVZ3 <input type="button" value="search"/>
<input type="checkbox"/> LASTA, HAILE A <small>DOB: 11/3/00 Grade 9 Student Id: 100115</small>	Force Close	0 / 1	<input type="button" value="comment"/>	LAST2070	5CB2P4 <input type="button" value="search"/>
	Reinstate	0 / 1	<input type="button" value="comment"/>	LAST2075	BAOPFB <input type="button" value="search"/>
	Invalidate	0 / 1	<input type="button" value="comment"/>	LAST2082	UH7687 <input type="button" value="search"/>

Invalidate Test Reason

Available Reasons *

- Invalidate
 - INV request from user

Selected Reason

Invalidate

- INV request from user

Comment *

Student was assisting other students

- From *Test Session Details*, select **Invalidate** from the student's Force Close status button

Reinstate Student

Test Session Details Quick Guide ?

Grade 9 Math - Session 4 In Progress 0% Completed Authorized Users: (1)

Grade 9 Math Mode: Online
SCHOOL1
Mar 3, 2014 - May 30, 2014 24-hour testing

Warning

Do you really want to submit a reinstatement request for this student?

Filter by Student Status: All Statuses

Show 30 students

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> LASTA, HAILD A <small>DOB: 11/2/00 Grade 9 Student Id: 100114</small>	Ready	0 / 1		LAST2069	HMBVZ3
<input type="checkbox"/> LASTA, HAILE A <small>DOB: 11/3/00 Grade 9 Student Id: 100115</small>	Force Close	0 / 1		LAST2070	5CB2P4
	Reinstate	0 / 1		LAST2075	BAOPFB
	Invalidate	0 / 1		LAST2082	UH7687

Reinstate Test Reason

Available Reasons *

- Restricted
 - Reinstate Test

Selected Reason

Restricted

- Reinstate Test

Comment *

Wrong student logged into TestNav, requesting reinstatement so student can test.

- From *Test Session Details*, select **Reinstate** from the student's Force Close status button

Student Request Queue; Reinstate / Invalidate

Request Queue

Transfer **Reinstatement** Invalidations

Show 30 Requests Search:

Student Id	Student Details	Test Name	Current School	Status	Requested Date	Action Date	Comments	Action
100131	LASTA, TENJ A. Grade 9 11/19/2000	Grade 9 Math	SCHOOL1	PENDING	04/23/2015			Approve Reject

- Go to Students > Student Request Queue; displays all incoming requests from an organization
- Choose appropriate tab; able to sort, search, and review comments
- **Do not take action;** WDE will approve or reject these requests

Student Request History; Reinstate / Invalidate

Request History

Transfer **Reinstate** Invalidations

Show 30 Requests Search:

Student Id	Student Details	Test Name	Current School	Status	Requested Date	Action Date	Comments	Action
100131	LASTA, TENJ A. Grade 9 11/19/2000	Grade 9 Math	SCHOOL1	PENDING	04/23/2015			 Cancel

- Go to Students > Student Request History; displays all outgoing requests from an organization
- Able to sort, search, review status, and comments
- Once status is APPROVED for reinstatement requests, student can be put into the appropriate test session

Closing Test Sessions

Test Session Details Quick Guide ?

Print Comment Edit Copy Refresh

Training EHS English - Interim II - Session 1
 Early High School English - Interim II Mode: Online
 TEST SCHOOL 9
 May 4, 2015 - Jun 30, 2015 8:00 AM - 4:00 PM

In Progress 4% Completed Authorized Users (1)
Student Testing Complete (1 of 3) (0 of 3)

Proctor Password

Add Remove Reset Authoriza

Filter by Student Status: All Statuses Search:

Show 30 students

Student	Comments	Username	Password
EPCA, NINE DOB:8/7/01 Grade 9 Student Id:55903-191 Exited 6 / 48		EPCA2305	VQ7ZQB
EPCB, NINE DOB:8/7/01 Grade 9 Student Id:55903-192 Ready 0 / 48		EPCB2310	CH6VVT

Warning

Are you sure you want to close the test session? Taking this action will complete testing for ALL students in this test session. Please verify all students have finished testing before continuing.

Cancel OK

- From *Test Session Details*, click the **Test Status** button and choose *Student Testing Complete*
- Warning will ask if you are sure; click **OK** to continue
- Once a session is closed, students can no longer test nor can irregularity information be entered

Resources & Materials for Districts/Schools



ACT Aspire Assessment Landing Page

<http://actaspire.pearson.com>



Customer Contact

1.888.802.7502

actaspire_implementation@actaspire.org

- Home
- Training and Manuals
- Exemplar Items
- Technology Set-up
- ACT Aspire Portal
- Reporting Resources
- News (1 New)

Home

Thank you for choosing ACT Aspire as your local student assessment program.

This site includes resources and links that will help you learn about, prepare for, and deliver the ACT Aspire assessment.



Training and Manuals

Training and Manuals >

Click here for step-by-step instructions for interacting with Organization and SDU files, PNP and test session set-up, authorization tickets, accommodations, paper test material handling, manuals, training videos, and an interactive calendar of training events.

Exemplars

ACT Aspire Exemplar Items >

Click here to access ACT Aspire sample test questions for all grades and subjects. Give educators and students the opportunity to interact with the TestNav computer-based testing platform prior to a live testing experience.

Technology Set-up

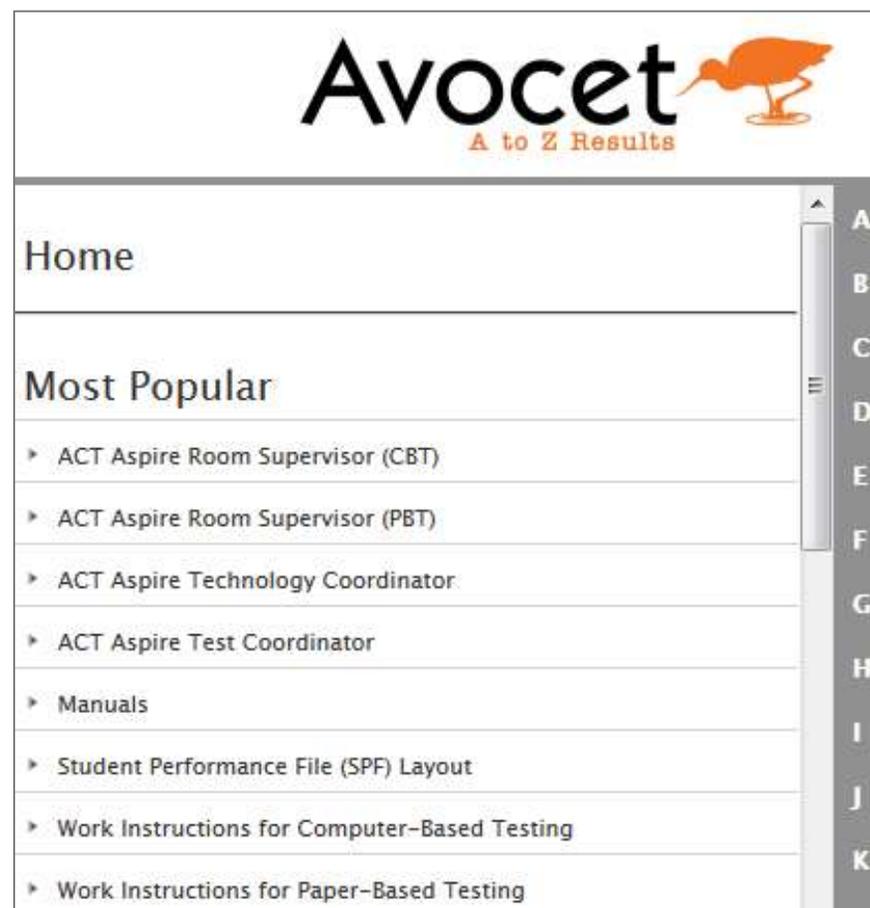
Technology Resources >

The ACT Aspire assessment is comprised of several technology based components that work together to deliver test content to students. Information and resources for SystemCheck, ProctorCache, TestNav 8, and general technical help documents can be found by clicking the link above.

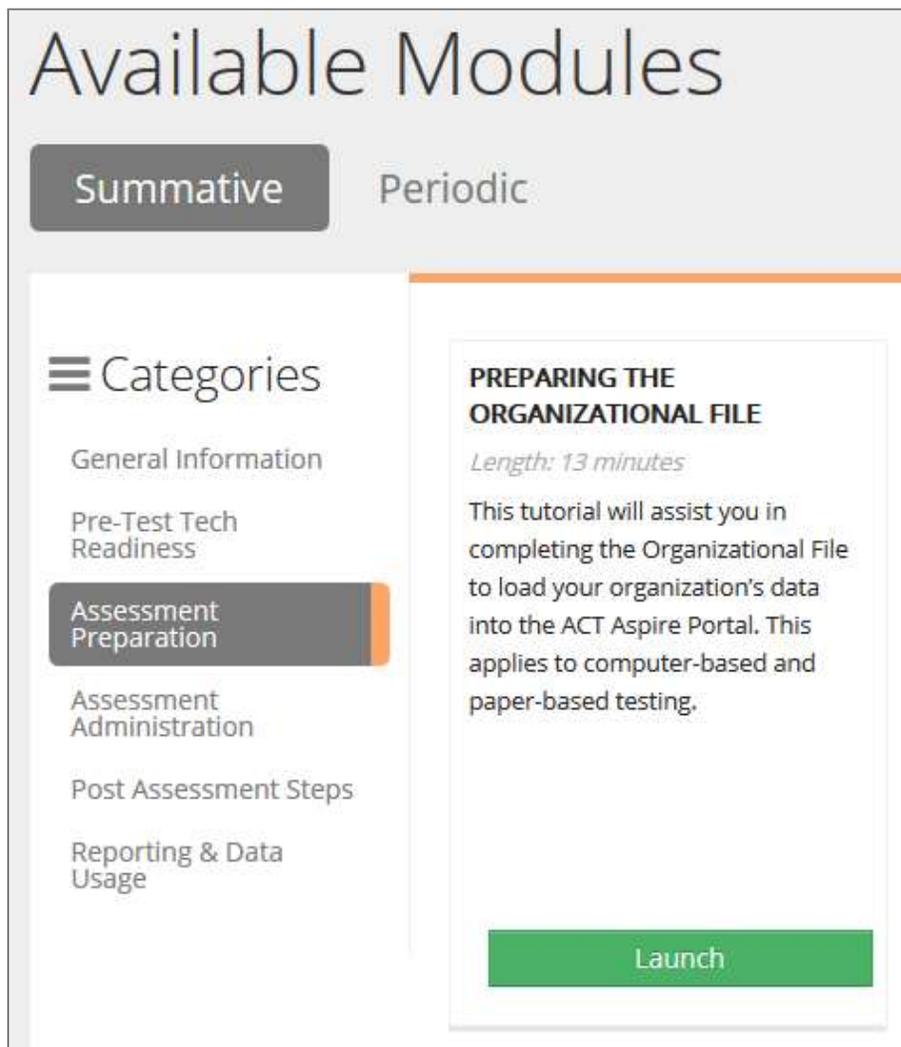
Information...

Avocet

- Online indexing of ancillaries, manuals, program resources
- Only the latest version will be posted
- Requires no login
- Mobile-ready
- <http://actaspire.avocet.pearson.com>



...and Training



Available Modules

Summative Periodic

Categories

- General Information
- Pre-Test Tech Readiness
- Assessment Preparation**
- Assessment Administration
- Post Assessment Steps
- Reporting & Data Usage

PREPARING THE ORGANIZATIONAL FILE
Length: 13 minutes

This tutorial will assist you in completing the Organizational File to load your organization's data into the ACT Aspire Portal. This applies to computer-based and paper-based testing.

Launch

Training Management System (TMS)

- Enables convenient self-paced training
- Requires email to login
- Transcript feature tracks training
- Mobile-ready
- <http://actaspire.tms.pearson.com/>

Training Content

- This is a sample of the many different self-paced modules available for your use

<p>MANUALLY ENTERING AND UPDATING STUDENT DATA</p> <p><i>Length: 4 minutes</i></p> <p>This tutorial will provide steps to enter and update student data in the Portal.</p> <p>Launch</p>	<p>UPDATING PERSONAL NEEDS PROFILE FOR ACCESSIBILITY FEATURES</p> <p><i>Length: 10 minutes</i></p> <p>This training will introduce you to updating a student's personal needs profile for Summative assessments and printing the PNP roster.</p> <p><i>Updated September 15, 2015</i></p> <p>Launch</p>	<p>CREATING AND USING GROUPS</p> <p><i>Length: 4 minutes</i></p> <p>This tutorial will provide steps to create and manage groups in the Portal.</p> <p>Launch</p>
<p>CREATING, EDITING, AND VIEWING TEST SESSIONS</p> <p><i>Length: 9 minutes</i></p> <p>This tutorial will demonstrate how to create new test sessions, as well as how to view and edit existing sessions, within the Portal. This applies to computer-based and paper-based testing.</p> <p>Launch</p>	<p>ADDING, REMOVING AND MOVING STUDENTS TO SESSIONS</p> <p><i>Length: 6 minutes</i></p> <p>✓ Completed 8/10/2015</p> <p>This tutorial will provide steps to add, remove and move students to test sessions within the Portal.</p> <p>Launch</p>	<p>COPY TEST SESSIONS</p> <p><i>Length: 5 minutes</i></p> <p>This tutorial covers how to use the Copy functionality to duplicate existing test sessions and create new ones. Applies to both CBT and PBT.</p> <p>Launch</p>

Training Calendar of Events

View Calendar of Events
↑

View Training Event Descriptions ↗
View Calendar of Events in Excel ↗

ACT Aspire Calendar of Training Events (times shown in CT)

Today
◀ ▶ Monday, September 7 ▾
Print Week Month Agenda ▾

Tuesday, September 8
10:00am How to Access Your Summative Reports
10:00am NEW: Organizational File and Student Data Upload File
11:15am RETURNING: Organizational File and Reverse Student Data Upload File
1:15pm CBT NEW: Technology Requirements and Readiness
Wednesday, September 9
10:00am CBT RETURNING: Technology Requirements and Readiness
12:30pm How to Access Your Summative Reports
1:15pm NEW: Creating Personal Needs Profiles, Groups, and Test Sessions
2:30pm RETURNING: Creating Personal Needs Profiles, Groups, and Test Sessions
Thursday, September 10
10:00am ALL: Management Reports, Widget Dashboard and Authorization Tickets
11:30am PBT SUM: Paper Material Receiving and Returning Guidelines
2:30pm PBT SUM RS: Room Supervisor Role and Responsibilities
Friday, September 11
11:15am CBT SUM RS: Room Supervisor Role and Responsibilities
12:30pm PER: Irregularities, Transfers, and Invalidations
1:45pm PER RS: Room Supervisor Role and Responsibilities
3:00pm PER: Accessing Your ACT Aspire Reports Interim and Classroom

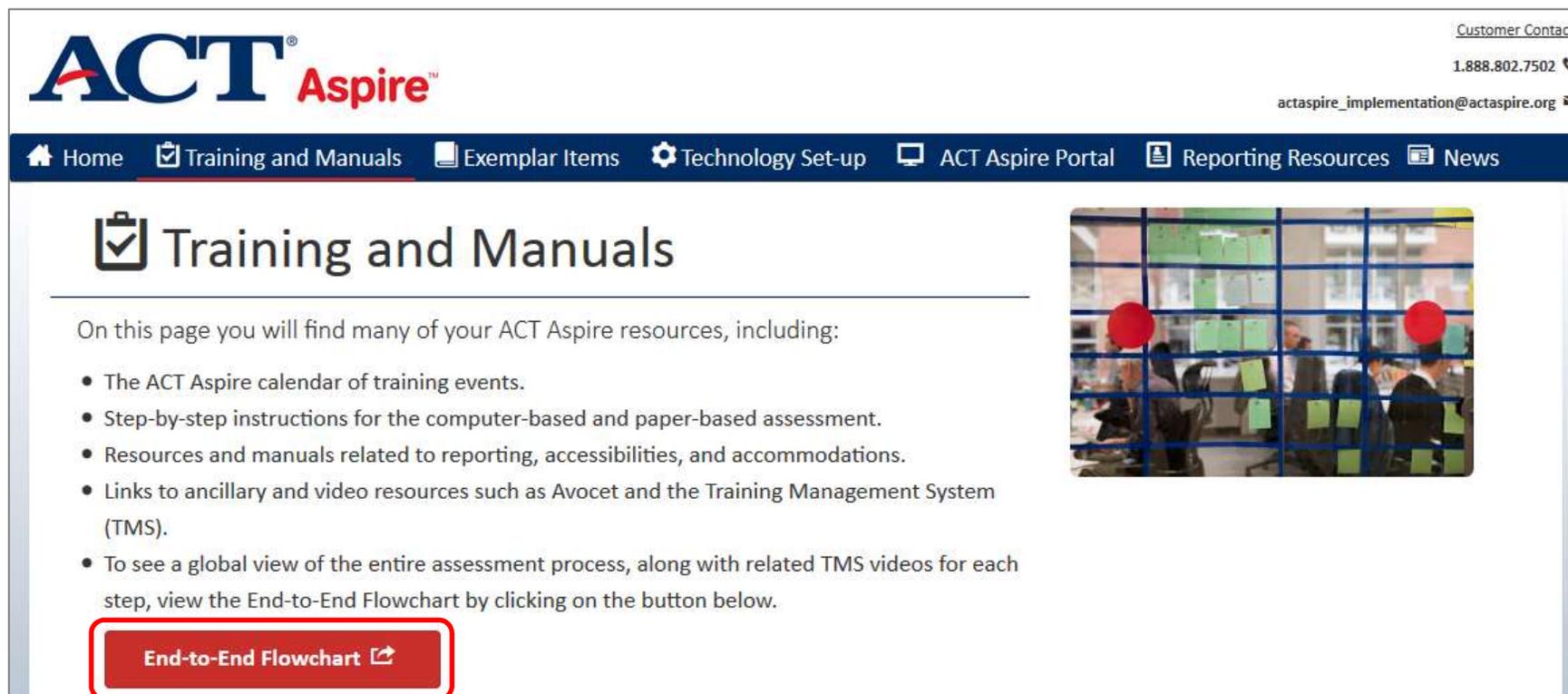
Testing Step-by-Step

- Access the Step-by-Step training resources on the ACT Aspire Landing Page > Training and Manuals

The screenshot shows the ACT Aspire website interface. At the top, there is a navigation bar with links for Home, Training and Manuals, Exemplar Items, Technology Set-up, ACT Aspire Portal, Reporting Resources, and News (1 New). The main content area is titled 'Training and Manuals' and features a section for 'Step-by-Step Training Resources'. This section includes a description of step-by-step instructions for setting up and administering the assessment, a link to an 'End-to-End Flowchart', and two expandable menu items: 'Computer-Based Testing (CBT): Step-by-Step Instructions' and 'Paper-Based Testing (PBT): Step-by-Step Instructions'. Below this, there is another section titled 'ACT Aspire Knowledge Base and Training Opportunities' with expandable items for 'ACT Aspire Training Opportunities' and 'Avocet and Training Management System'. A red arrow on the left side of the page points downwards, highlighting the 'Step-by-Step Training Resources' section.

Testing Flowchart

- Access the End-to-End Flowchart on the ACT Aspire Landing Page > Training and Manuals



ACT[®] Aspire[™]

Customer Contact
1.888.802.7502
actaspire_implementation@actaspire.org

Home Training and Manuals Exemplar Items Technology Set-up ACT Aspire Portal Reporting Resources News

Training and Manuals

On this page you will find many of your ACT Aspire resources, including:

- The ACT Aspire calendar of training events.
- Step-by-step instructions for the computer-based and paper-based assessment.
- Resources and manuals related to reporting, accessibilities, and accommodations.
- Links to ancillary and video resources such as Avocet and the Training Management System (TMS).
- To see a global view of the entire assessment process, along with related TMS videos for each step, view the End-to-End Flowchart by clicking on the button below.

End-to-End Flowchart ↗

Testing Flowchart



Test Delivery Task Windows

Date	Task
February 22-26, 2016	Districts and Schools confirm student data files uploaded by WDE.
March 4, 2016	Deadline for all accommodations to be entered into Personal Needs Profiles in Aspire Portal.
March 4, 2016	Deadline for paper-based test orders (test sessions). State approval is required to test paper.
March 11, 2016	Technology Coordinators Complete Proctor Caching Setup.
March 21-23, 2016	Test Coordinator receives paper shipment.
March 30-April 7, 2016	Window for Technology Coordinators to Conduct Online Readiness Testing.
April 1, 2016	Deadline for Testing Coordinators to Setup Sessions for Online Testing.
April 11– May 3, 2016	Window for ACT Aspire Testing.



Support



Support Contacts

ACT Aspire Customer Service



888-802-7502

Monday – Friday, 7am – 8:30pm MT



ACTAspire_implementation@actaspire.org