



# Test Delivery System

## Modular Previewing System User Guide

2019-2020

Published August 20, 2019

*Prepared by the American Institutes for Research®*



Descriptions of the operation of the Modular Previewing System, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

# Table of Contents

<b>Introduction to this User Guide .....</b>	<b>1</b>
User Guide Content .....	1
Additional Resources .....	1
About Testing Policies and Procedures .....	2
<b>Section I. Logging in to the Modular Previewing System .....</b>	<b>3</b>
About Usernames and Passwords .....	4
<b>Section II. Accessing Tests .....</b>	<b>5</b>
Step 1 – Choosing a Test Grade .....	5
Step 2 – Choosing a Test Form .....	6
Step 3 – Functionality Checks .....	7
Audio Playback Check .....	8
Sound and Video Playback Check .....	9
<b>Section III. Understanding the Modular Previewing System .....</b>	<b>10</b>
Test Tools .....	10
<b>Section IV. General Test Rules and Navigation .....</b>	<b>13</b>
Responding to Questions .....	13
Navigating to Questions .....	13
Pausing Tests .....	13
Test Timeout .....	13
Finishing the Test Review .....	14
Reviewing Marked Questions .....	14
Completing the Review and Logging Out .....	15
<b>User Support .....</b>	<b>17</b>

# Table of Figures

Figure 1. User Cards .....	3
Figure 2. Modular Previewing System Card .....	3
Figure 3. Login Page .....	3
Figure 4. Enter Code Page .....	3
Figure 5. Available Test Page .....	5
Figure 6. Choose a Test Form Page .....	6
Figure 7. Audio/Video Checks .....	7
Figure 8. Audio Playback Check Panel .....	8
Figure 9. Video Check Panel .....	9

Figure 10. Sample test Page.....	10
Figure 11. Question Buttons .....	13
Figure 12. Finished Button in Global Menu.....	14
Figure 13. You are Done Entering Data Page .....	14
Figure 14. Done Reviewing Test Page .....	16

# Introduction to this User Guide


This user guide supports users of the Modular Previewing System. The Modular Previewing System is a component of the Test Delivery System that allows authorized users to review modular assessments prior to administration. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

## User Guide Content

This user guide provides information about the following sections:

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

Table 1. Key Icons and Elements

Icon	Description
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
<b>Text</b>	Bold text is used to indicate a link or button that is clickable.

## Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements](#) document
- For information about student and user management see the [TIDE User Guide](#).
- For information about administering online tests via the TA Interface, see the [Test Administrator User Guide](#).
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual](#).
- For information about installing secure browsers, see the [Secure Browser Installation Manual](#).

The above resources are available on the Wyoming Portal ([www.wyoassessment.org](http://www.wyoassessment.org)).

## **About Testing Policies and Procedures**

This document describes the features and functions of the Modular Previewing System. It does not provide information about test administration policies and procedures. Information about policies and procedures that govern secure and valid test administration is available in the Test Administration Manual (test-window specific) on the [Wyoming Portal](#).

## Section I. Logging in to the Modular Previewing System

Authorized users can access the Modular Previewing System via the [Wyoming Portal](http://www.wyoassessment.org).

1. Navigate to the Wyoming Portal ([www.wyoassessment.org](http://www.wyoassessment.org)).
2. Select your user role.
3. Select **Modular Previewing System**.  
The login page appears (see [Figure 3](#)).
4. Enter your email address and password.
5. Click **Secure Login**. The **Available Tests** page appears (see [Figure 5](#)).
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.
  - b. In the *Enter Emailed Code* field, enter the emailed code.
  - c. Click **Submit** to access the **Available Tests** page.

**Note:** You must use the authentication code within five minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 1. User Cards



Figure 2. Modular Previewing System Card

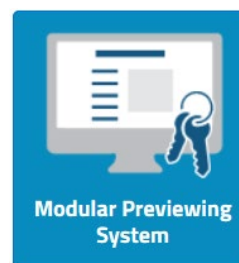


Figure 3. Login Page

A login form with two input fields: 'Email Address' and 'Password'. Below the password field is a link 'Forgot Your Password?'. At the bottom is a blue button labeled 'Secure Login'.

Figure 4. Enter Code Page

A form titled 'Enter Code'. It contains a green message box stating: 'A code has been sent to your email address. The code will expire after 5 minutes.' Below this is an input field labeled 'Enter Emailed Code'. At the bottom are three buttons: 'Submit', 'Resend Code', and 'Cancel'.

## About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

- **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?** 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 have an email, contact your Building or District Test Coordinator to make sure you are listed in TIDE.

### Additional help:

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

## Section II. Accessing Tests

This section explains how to select tests to review in the Modular Previewing System.

### Step 1 – Choosing a Test Grade

On the **Available Tests** page, select the grade level of the test you wish to review.

Figure 5. Available Test Page

The screenshot shows the 'Available Tests' page. At the top, it says 'Choose a test for data entry.' Below this is a 'Student Grade Level:' dropdown menu with '3' selected. Below the dropdown is a grid of eight test options, each with a right-pointing arrow icon and a text label. The labels are: 'Start Modular: ELA Grade 3 - Editing A', 'Start Modular: ELA Grade 3 - Editing B', 'Start Modular: ELA Grade 3 - Informational A', 'Start Modular: ELA Grade 3 - Informational B', 'Start Modular: ELA Grade 3 - Listening A', 'Start Modular: ELA Grade 3 - Literature A', 'Start Modular: ELA Grade 3 - Literature B', and 'Start Braille Modular: ELA Grade 3 - Editing A'.

Available Tests	
Choose a test for data entry.	
Student Grade Level: 3	
Start Modular: ELA Grade 3 - Editing A	Start Modular: ELA Grade 3 - Editing B
Start Modular: ELA Grade 3 - Informational A	Start Modular: ELA Grade 3 - Informational B
Start Modular: ELA Grade 3 - Listening A	Start Modular: ELA Grade 3 - Literature A
Start Modular: ELA Grade 3 - Literature B	Start Braille Modular: ELA Grade 3 - Editing A

To select a grade:

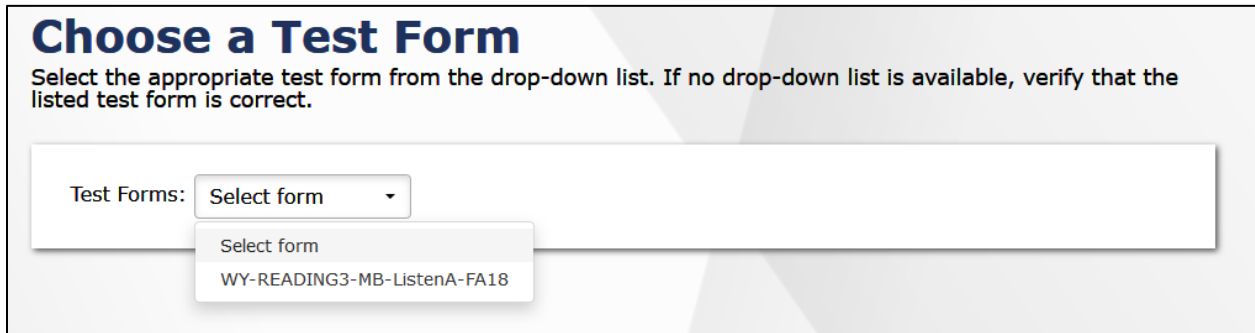
1. From the **Grade** drop-down list, select the required grade level. The tests available for the selected grade appears (see [Figure 5](#)).
2. Click the desired test name. The **Choose a Test Form** page for that test appears.



## Step 2 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms as well as the session ID that automatically generates after you select a test.

Figure 6. Choose a Test Form Page



**Choose a Test Form**

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Test Forms: Select form ▼

Select form

WY-READING3-MB-ListenA-FA18

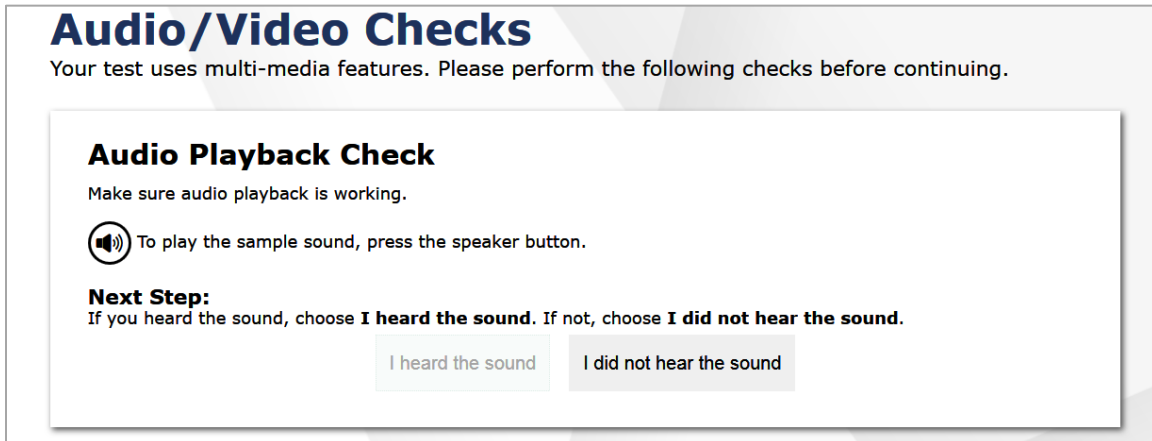
*To select a test form:*

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 the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 7](#)).

Figure 7. Audio/Video Checks




**Audio/Video Checks**

Your test uses multi-media features. Please perform the following checks before continuing.

**Audio Playback Check**

Make sure audio playback is working.

 To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

Each functionality check appears in 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.

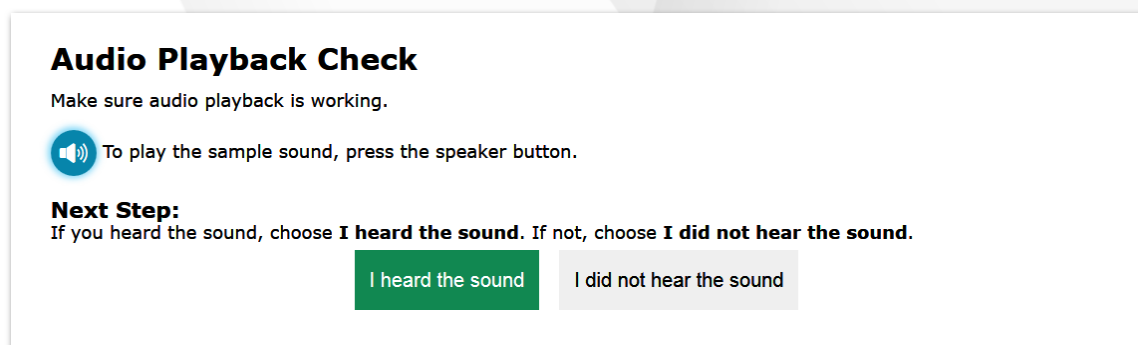
The page may consist of any of the following functionality checks:

- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)


## Audio Playback Check

The *Audio Playback Check* panel appears for tests with listening questions. On this panel, you must verify that you can hear the sample audio.

Figure 8. Audio Playback Check Panel



To check audio settings:

1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
  - If the sound is audible, select **I heard the sound**.
  - If the sound is not audible, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Audio Playback Check* panel.



**Note:** If the audio does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

## Sound and Video Playback Check


The *Sound and Video Playback Check* panel appears for tests with video content. On this panel, you must verify that you can view the sample video and hear its associated sound.




**Note:** If this panel is available on the **Audio/Video Checks** page, the *Audio Playback Check* panel is not displayed, since the *Sound and Video Playback Check* panel also verifies audio functionality.

Figure 9. Video Check Panel

To check sound and video settings:

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
  - If you can play the video and sound, select **I could play the video and sound**.
  - If you cannot play the video or sound, select **I could not play the video or sound**. The *Video Playback Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Sound and Video Playback Check* panel.

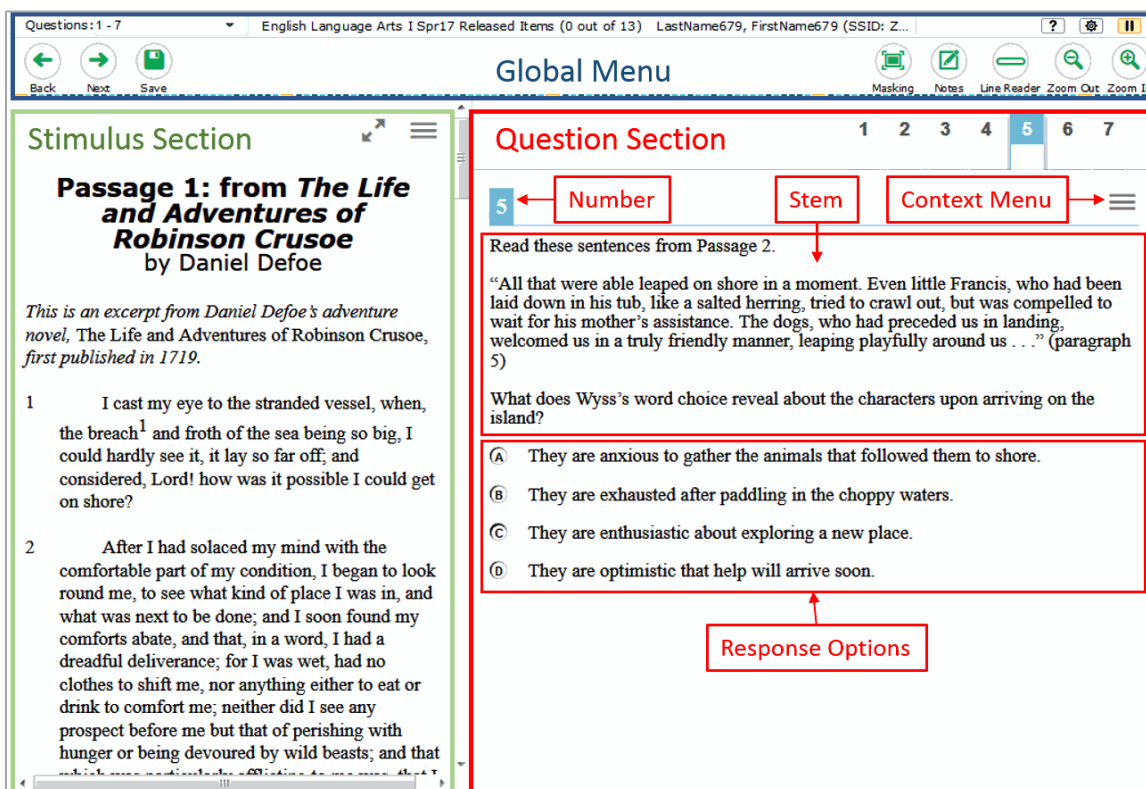


**Note:** If the audio or video does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.


## Section III. Understanding the Modular Previewing System

[Figure 10](#) 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.

Figure 10. Sample test Page



### Test Tools

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

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

Table 2. Global Tools













Tool Name	Instructions
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
Dictionary 	To look up definitions in the Merriam-Webster dictionary, select <b>Dictionary</b> in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner.
Zoom buttons  	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

Table 3. Question and Stimulus Tools

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <ol style="list-style-type: none"> <li>From the context menu, select <b>American Sign Language</b>.             <ul style="list-style-type: none"> <li>If only one ASL video is available, the video opens automatically.</li> </ul> </li> </ol> <p>If multiple ASL videos are available, sign language (  ) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.</p>
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.
Expand Passage	To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	To mark a question for review, select <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-right corner and  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the selected question.

Tool Name	Instructions
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note,  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text Response question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b>.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>• Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>• Option B: <ul style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul>
Text-to-Speech (TTS)	<p>To listen to passages and questions, select a <b>Speak</b> option from the context menu.</p>
Text-to-Speech Tracking	<p>When this tool is enabled, words become highlighted as TTS reads them aloud.</p>
Tutorial	<p>To view a short video demonstrating how to enter a response for a particular question type, select <b>Tutorial</b> from the context menu.</p>

## Section IV. General Test Rules and Navigation

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

### Responding to Questions

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



**Note:** Grouped questions may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner of the page.

Figure 11. Question Buttons



### Navigating to Questions


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

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Questions** drop-down list.

### Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of the Modular Previewing System. To return to the test, you must log back in and select the required test.

*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.

### Test Timeout

The Modular Previewing System automatically pauses the test and logs you out after 30 minutes of inactivity.



**Note:** Before the Modular Previewing System logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.



## Finishing the Test Review

After viewing all the questions in a test, the **Done Entering Data** button appears in the global menu.

Figure 12. Finished Button in Global Menu



When you click **Done Entering Data**, 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 13. You are Done Entering Data Page

### You are done entering data.

If you wish to review your entries, select a question number below.

**Questions:**

1

3

5

7

9

11

2

4

6

8

10

**Next Step:**

When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

Submit Test

*To review questions again:*

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

## Completing the Review and Logging Out

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

- To return to the ***Want to see an item again?*** page, click **No**.
- To complete your review of the test, click **Yes**.

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

Figure 14. Done Reviewing Test Page

**Done Reviewing Test**  
The test was submitted. You may view the test details below.

<b>Test Reviewed As:</b> (WISER ID: GUEST)	<b>Test Name:</b> Modular: ELA Grade 3 - Listening A
---	---

**Data Entry Completed On:**  
9/5/2018

If you wish to review another test, you must log out and then log in again.

**Next Step:**

To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

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

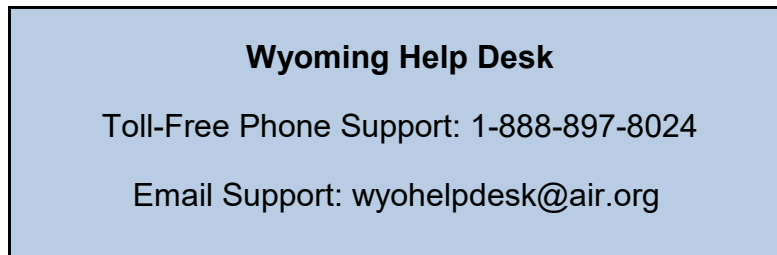
[Log Out](#)

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

# User Support

For additional information and assistance in using the Test Delivery System, contact the Wyoming Help Desk.

The help desk is open Monday – Friday from 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming Portal).



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

- Test Administrator name
- If the issue pertains to a student, provide the student's WISER ID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8)
- Information about your network configuration, if known:
  - Secure Browser installation (to individual devices or network)
  - Wired or wireless internet network setup