

Practice and Training Tests Quick Guide

The Training Tests site has two components. Test Administrator (TAs) use one component, the TA Training Site, to create and manage practice/training test sessions. Students use the other component, the Student Training Site, to take the practice/training tests.

TA Training Site: Login, Session Creation, and Student Approval

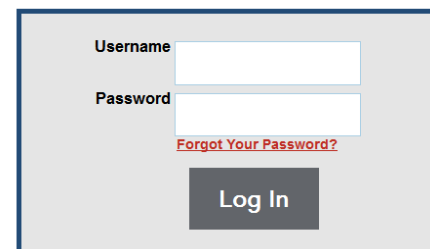
1. On the South Dakota Smarter Balanced Assessment portal (<http://sd.portal.airast.org/>), click the **Test Administrators** or **Test Coordinators** icon. The user's home page appears.
2. Click the **Practice & Training Test Administration** card.
3. The TA Training Site login page appears. If you receive a warning message about the Non-Disclosure Agreement (NDA), you must sign the NDA in TIDE and then log in again.

User Cards on the Portal



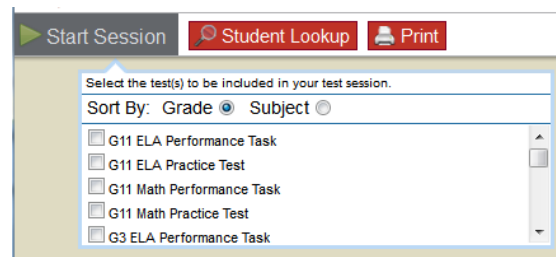
4. Enter your username and password and click **Log In**. The TA Training Site appears.

TA Training Site Login Page



5. Start a test session.
 - a. In the upper-left corner, select the tests to administer.
 - b. Click **Start Session**. The session ID appears at the top of the page.
6. Provide the session ID to the students signing in to your test session.

TA Training Site: Select Tests, Start Session



7. Have students sign in to the Student Training Site using their first name, SSID, and the session ID from step [4.b](#). For more information about the student login process, see the section [For Students: About the Testing Process](#).

Student Training Site: Login

8. Approve students for testing. When students select tests, the **Approvals** box in the upper-right corner of the TA Training Site shows notifications. Click **Approvals** to view the list of students awaiting approval.

TA Training Site: Approve Students

Approvals and Student Test Settings				
G11 ELA Practice Test				
Student Name	State-SSID	Opp #	Test Settings	Action
GUEST	GUEST	1	Standard Settings	See/Edit Details Approve Deny
G11 Math Practice Test				
Student Name	State-SSID	Opp #	Test Settings	Action
GUEST	GUEST	1	Standard Settings	See/Edit Details Approve Deny

- To review and edit a student's test settings and accommodations, click **See/Edit Details** in that student's row.
- To approve an individual student for testing, click **Approve**.
- To deny a student for testing, click **Deny** and enter the reason in the box.
- To approve all students in the list for testing, click **Approve All Students** in the top of the Approvals window.

TA Training Site: Edit Student Test Settings

9. Monitor the students' progress throughout their tests. Students' test statuses appear in the **Students in Your Test Session** table.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, scored, reported, and paused.
- The **Student Status** column indicates how many test items the student has answered out of the total number of items in the test.
 - Click **Pause** to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any items completed before the test was paused.
 - Click the binoculars icon to view a student's full information, including test settings.

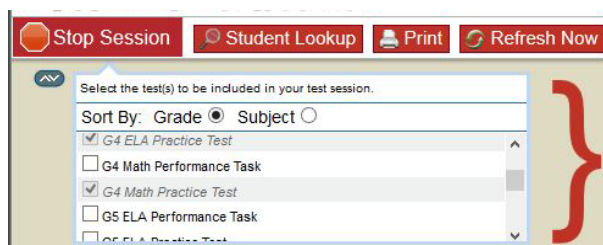
TA Training Site: Students Currently Testing



10. When the time is up, stop the test session and log out.

- a. Click **Stop Session** to end the session and automatically pause any in-progress tests in your session.
- b. Click **Log Out** to exit the TA Training Site.

TA Training Site: Stop Session



Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

For Students: About the Testing Process

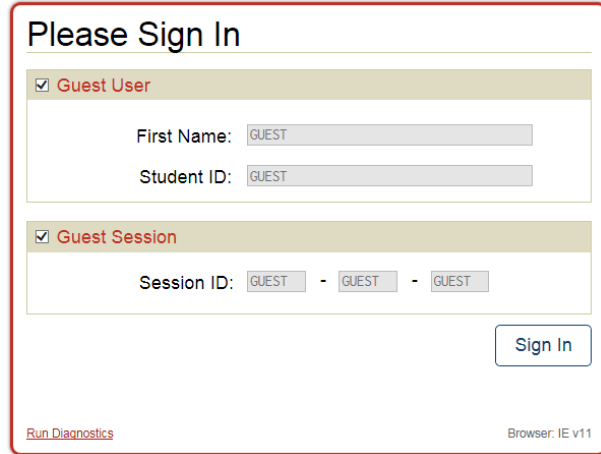
Sign In

1. Open the secure browser. The **Student Login** page appears.
2. Enter your first name, SSID, and the TA's session ID.

Common Login Errors:

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

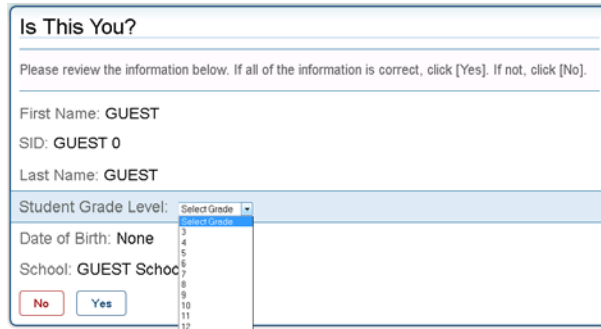
Students: Secure Browser Login Page



Verify Student Information

1. After you log in, the **Is This You?** page appears. Verify that the information on this page is correct.
 - a. If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list.
2. Click **Yes** to continue.

Students: Is This You? Page

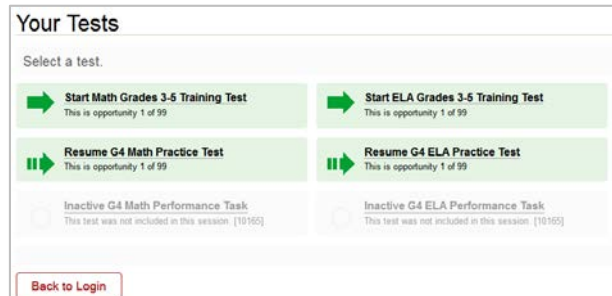


Select an Available Test

1. On the **Your Tests** page, click **Start** for the test you need to take.
2. Wait for the TA to check your test settings and approve your participation.

If you previously started a test but did not finish it, **Resume** displays next to the test name. You can click this button to resume the test.

Students: Your Tests Page



Verify Test Information

1. Review the information on the ***Is This Your Test?*** page and verify that your test settings are accurate.
2. Click **Yes, Start My Test** when you are ready. The ***Sound Check*** page appears.
3. Play the audio and click **Yes** to verify that you hear the sound. The ***Test Instructions and Help*** page opens.
4. After reviewing the test instructions, click **Begin Test Now** to start the test.

Students: Is This Your Test? Page

Is This Your Test?

Session ID: GUEST Session

G11 Math Performance Task

American Sign Language: Off

Color Contrast: Black on White

Expandable Passages: Expandable Passages On

Highlighter: TRUE

Language: English

Mark for Review: TRUE

Masking: Masking Not Available

Permissive Mode: Permissive Mode Disabled

Strikethrough: TRUE

Test Shell: Standard Test Shell

Text-to-Speech: No Text-to-Speech

Word List: English Glossary

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

Complete the Test

1. On each page of the test, answer all the items before clicking **Next** to proceed to the next page. You cannot skip test items.
2. You can pause a test at any point. However, if you pause for more than 20 minutes, you cannot review any items completed before pausing, unless you paused on a page with incomplete items.
3. After completing the last item on the test, click **End Test**.
4. On the ***End Test*** page, click **Review My Answers** to return to the test and review answers, or click **Submit Test** to complete the testing process.

End Test Page

Questions: 16 of 16 EOC Algebra I (16 out of 16) The test has been completed and is ready to be submitted.

16

Select all the statements that are true about $\frac{22}{7}$.

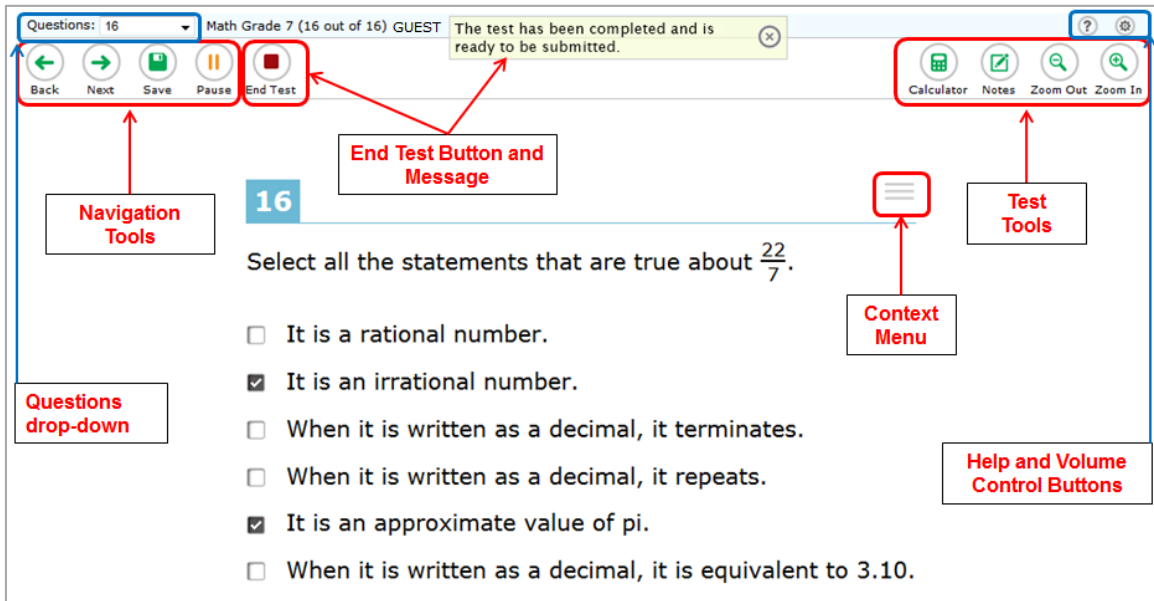
- It is a rational number.
- It is an irrational number.
- When it is written as a decimal, it terminates.
- When it is written as a decimal, it repeats.
- It is an approximate value of pi.
- When it is written as a decimal, it is equivalent to 3.10.

Test Layout and Tools

This section provides an overview of the Practice and Training Tests’s available tools and where they are located.

[Figure 1](#) shows the basic test layout and primary tools available in the Student Training Site.






Figure 1. Test Layout

















Note: Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.

[Table 1](#) lists the test tools in the Practice and Training Tests. The location column explains where students can access each tool.

Table 1. Test Tools in the Practice and Training Tests

Test Tool	Location	Description
	Global Menu	View the on-screen <i>Test Instructions and Help.</i>
	Context Menu 	View content translated into American Sign Language via an on-screen video.
	Global Menu	View the on-screen calculator in a test.
	Global Menu	Search the Merriam-Webster dictionary or thesaurus without leaving the test.

Expand/Collapse Passage 	Passage section	Expand a passage for easier readability. Expanded passages can also be collapsed.
Glossary (Word List)	Item or Stimulus	Some words or phrases have a dotted border around them. You can click these words to open the glossary.
Highlighter 	Context Menu	Highlight text in a passage or item. You cannot highlight text in images.
Mark for Review 	Context Menu	Mark an item for review so that it can be easily found later.
Masking 	Global Menu	Cover an area of the test page to temporarily hide information that might be distracting.
Notes 	Global Menu	Open an on-screen notepad and take notes.
Print Page 	Global Menu	Print the entire page at once.
Print Passage 	Context Menu (Passage)	Print a passage.
Print Item 	Context Menu (Item)	Print an item.
Strikethrough 	Context Menu	Cross out answer options for multiple-choice and multi-select items.
System Settings 	Global Menu	Adjust audio volume during the test.
Text-to-Speech 	Context Menu	Listen to passages and test items.
Tutorial 	Context Menu	View a short video about how to respond to each item type.
Zoom In 	Global Menu	Enlarge the font and images in the test. A limited number of zoom levels are available.

Zoom Out 	Global Menu	Undo the zooming and shrink the font and images in the test back to original levels.
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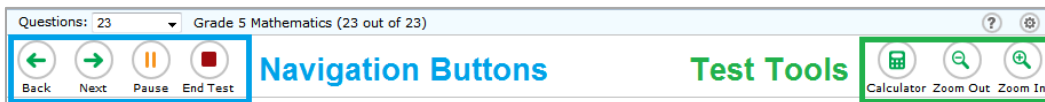
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

Global Menu

The global menu contains navigation buttons as well as the global menu tools. Navigation buttons appear on the left side of the global menu. Test tools appear on the right side of the global menu.

Figure 2. Sample Global Menu



To open a test tool in the global menu:

1. Select the button for the tool. (In [Figure 2](#), the only test tool available is the calculator.) Most tools open in a pop-up window.

Context Menus

Each test item includes a number of elements, such as the item number, question, and answer options. Each element has its own context menu. The contents of a context menu vary depending on the element type and available tools. See [Figure 3](#) and [Figure 4](#).

Figure 3. Sample Context Menu for Items

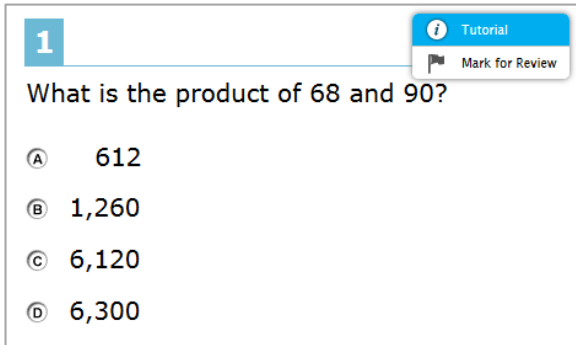
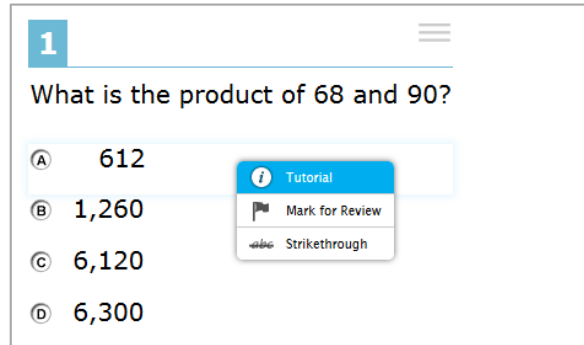



Figure 4. Sample Context Menu for Answer Options



Opening a Context Menu for Passages and Items

Students can access context menus either by right-clicking elements or by selecting elements and then clicking the context menu button.

To open the context menu for a passage or item:

1. Click the context menu  button at the upper-right corner of the passage or item. The context menu opens.
2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to view available tools for multiple-choice or multi-select answer options.

To open the context menu for an answer option using the on-screen button:

1. Select an answer option so that a light blue border appears around it.
2. Select the context menu button. The context menu opens.
3. Select a tool.

Using Test Tools

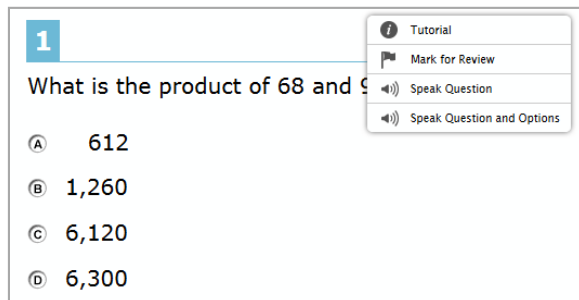
This section describes how to use various test tools that may be available to students.

Text-to-Speech (Speak) Tool

Students testing with text-to-speech (TTS) on a supported secure browser can use the Speak tool to listen to passages, test items, or response options.

1. Select an area that contains text and open the context menu. The context menu displays the available Speak options.
2. Select the desired Speak option. The text is spoken aloud.

Speak Tool Options for Items

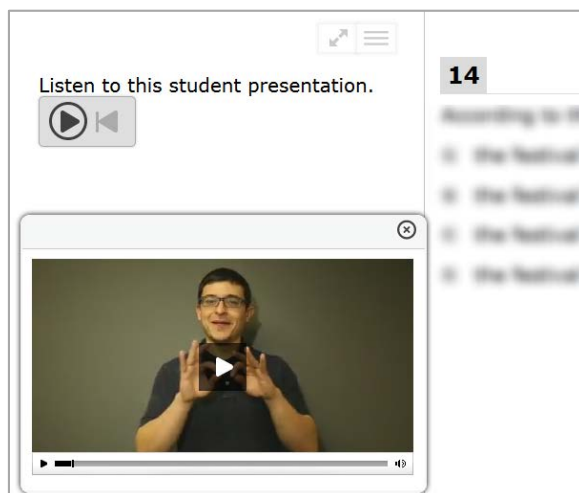


American Sign Language Video Tool

The ASL tool allows students to view test content translated by a human signer.

1. Open the context menu for a passage or item.
2. Select American Sign Language. The video opens in the lower-left corner of the page.

Passage Context Menu with ASL



Expand/Collapse Passage Tool

When items are associated with a passage, students can expand the stimulus section.

- To expand the stimulus section, click the double arrow ↗ button.
- To collapse the stimulus section, click the double arrow ↖ button again.



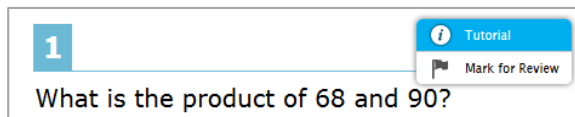
Mark Items for Review

Students may mark items for review. Marking an item allows students to find it easier when reviewing the test.

To mark an item for review:

1. Open the context menu for an item.
2. In the context menu, select **Mark for Review**. The item number background displays a dog-eared style flap. In the **Questions** drop-down list, “(marked)” appears next to the item number.

Sample Item Context Menu with Mark for Review



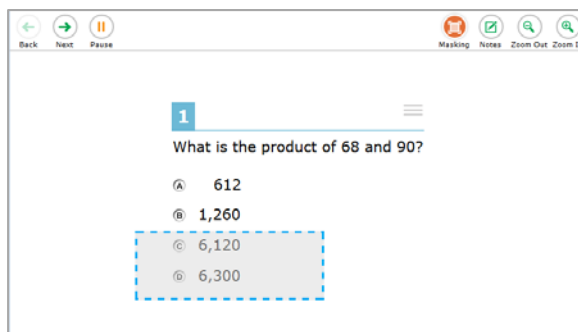
Masking Tool

The Masking tool allows students to hide distracting areas of the test.

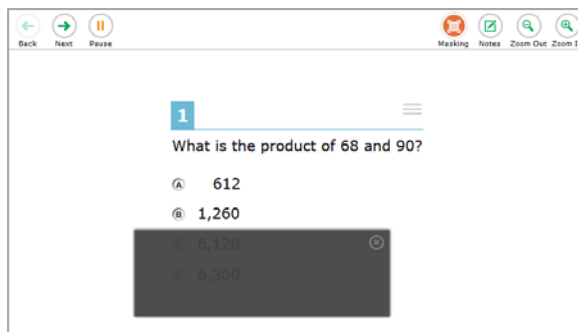
To activate the Masking tool:

1. In the global menu, click **Masking**. The button becomes orange.
2. On the stimulus or item section, click and drag across the distracting area.
3. Release the mouse button. The masked area becomes dark gray.
 - To remove a masked area, click **X** in the upper-right corner of the rectangle.
 - To exit the Masking tool, click **Masking**. The button becomes green.

Masking: Preview Area



Masking: Masked Area



User Support

Hours of Operation:

The South Dakota Smarter Balanced Assessment Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET (except holidays or as otherwise indicated on the South Dakota Smarter Balanced Assessment portal).

South Dakota Smarter Balanced Assessment Help Desk

Toll-Free Phone Support: 1-855-838-8378

Email Support: SDHelpDesk@air.org

You may need to provide the following information:

- School Test Administrator name
- SSIDs of affected students. Do not provide any other student information, as doing so may violate FERPA policies.
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Refer to the *Help Desk Information Template* on the portal for a more detailed list of information to provide the Help Desk when reporting an issue.