Learning Goals…
Students take a Test Online

You should be able to…

- Use resources to prepare students to take an OLA
- Lead students in the full process for taking an OLA from login to submission
- Understand the use of Test Tools
- Understand how and when to impersonate a student

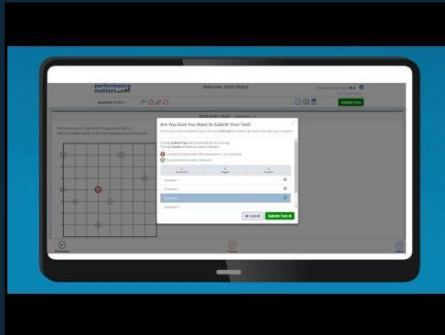# Students take Test Online

Take Test

Once a test is assigned to a student, the student uses the student online assessment portal to take assessments.

Before taking an online test, it is best to familiarize the student with the login process, platform navigation, and test tools they will encounter.

Student Video About Online Testing 3:59 Dallas ISD Google Drive (You do not have to watch this video during your training. The point of this slide is to make sure you know that we have resources to support you in preparing the students.)

Closed caption Student Video About Online Testing 3:59 Performance Matters login required

Video Script

Student Login and Basic Online Test Taking Participant Handout

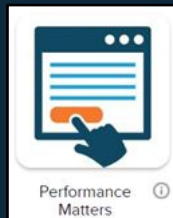Student prep materials also found on Dallas ISD Performance Matters website tiny.cc/pmhelp

Students take Test Online

Access Student Portal
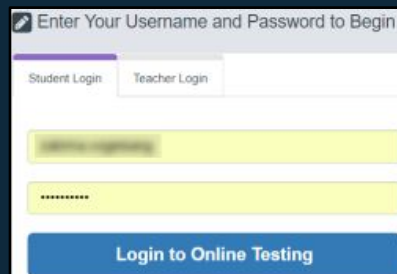
1. Students access the online testing system URL
https://ola.performancematters.com/ola/ola.html?clientCode=txDallas

The URL is an icon in the Clever Portal.

Performance Matters ⓘ

Login

2. Students enter EAD user name and password > Click Login to Online testing

✏ Enter Your Username and Password to Begin

Student Login   Teacher Login
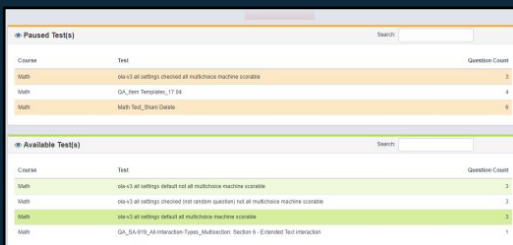
Login to Online Testing

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The student portal URL is different from the URL you use as a staff user. Students should use the Clever icon.

Students take Test Online

Select a Test

3. On the welcome screen, locked tests and paused tests sections are on top, followed by tests the student has not started

Select a Test by clicking its name

Settings

4. Select the gear icon in the upper right hand corner to change the level of magnification or the contrast settings for students in need of special settings.
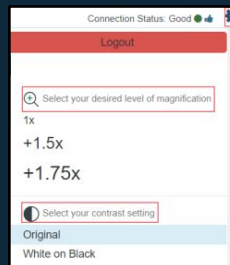
Remember… the test listed are any and all that have been released to the students. The settings gear icon is small. You will need to show the students where it is and what it can do.

Students take Test Online

Online Testing Buttons Summary

5. The first screen will display a quick summary of the Online Testing Buttons. Once reviewed, click Next (or swipe left on iPad)
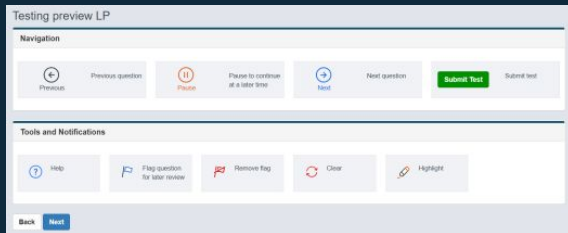
Special Instructions Pop up Window

6. If a test has special instructions, a new window will pop up with the instructions to review. Once you have read through the instructions, select Start Test and answer each question.

Students take Test Online

Step 7: Begin Test
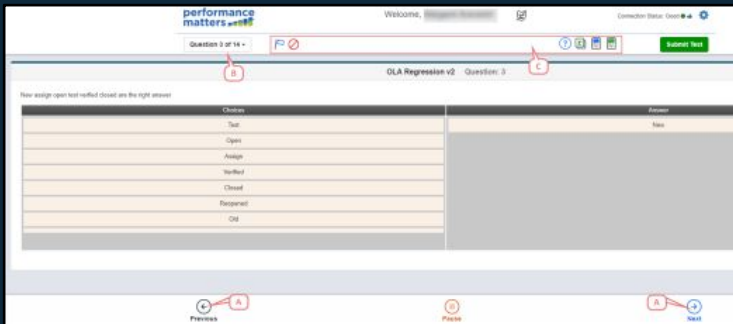
Student Screen

A. Use Next and Previous to navigate through questions

B. Use question drop-down to navigate through questions

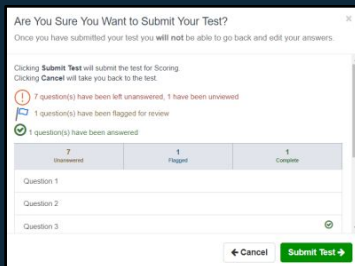C. Tools that have been turned on for the test are shown

Students take Test Online

Test Summary

8. Once the student has completed the test, click Submit Test.

A summary of test status will appear

Submit test

9. After verification, select Submit Test.

Tests will not be scored until this final step is completed.

Note: Students will see score immediately if ...

A. *Test contains only machine scorable items and*
B. *Show student score after submission option was enabled by test creator.*

This is the reason why we teach how to move students from in progress to submitted in the OLA admin section of this training. Students will either simply close the browser when they finish the test or click submit once and leave the test. Either way will still have students "In Progress". They must click submit again after they verify the summary to move to "Submitted" and thus the assessment can be graded. Teachers should end the test session by checking that all students are "Submitted" and move any students from in progress to submitted at the end of their test session for District CAs. .

Students take Test Online

10. End Test Session

Return to Test List to get back to Welcome Screen with list of tests.

Logout to exit the testing system.

← Return to Test List   Logout

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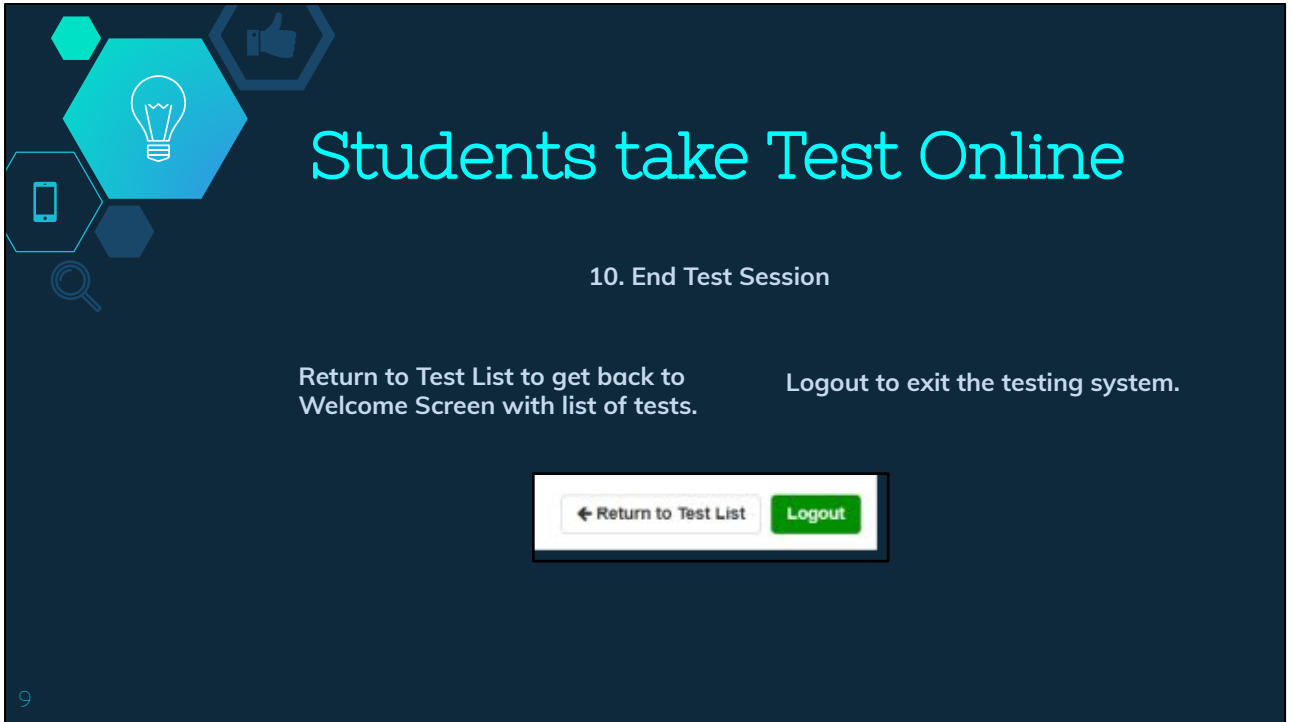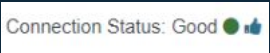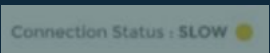
This is the official end of the test session. Advise students that they are not finished until they see these options. This will avoid any test status issues for the test administrator.

Students take Test Online

Connection Status: Good ● 👍	Green	Connectivity is good and your work is being saved.
Connection Status : SLOW ●	Yellow	The internet connection is weak and you may see slowness during testing. Message is informational only and can be closed.
Connection Status : DISCONECTED ●	Red	There is no internet connection and your work is not being saved. Refresh browser.
	Red Response Field	If connectivity turns yellow or red, you will not be able to enter any text responses and work is not saved. Response field will be red.

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This is rare and more of an FYI.

Students take Test Online

Time Out

If you have an online test open and have not entered any answers for an extended amount of time, the test will time out.

Your testing session has expired!
Any work from this point forward will not be saved. You must select Refresh and log back into the test to continue.

Students take Test Online
Using the Test Tools

Performance Matters Test Tools
- Pointer
- Calculators
  - Scientific Calculator
  - Graphing Calculator
- Eliminator
- Reference Sheet
- Clear All
- Text to Speech
- Magnification
- Contrast

CC

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Video Using the Test Tools 3:45 Google Drive **Using the Test Tools** Participant Handout
(You could show this video to your students to teach them how to use the tools as part of
your student preparation even though the video was meant for staff.)
Closed Caption Video Using the Test Tools 3:45 Performance Matters login required

Transcript
In this tutorial, you will learn how to use the OLA Testing Tools during online tests. There
are a number of tools available for use. Some tools are available by default on all tests,
while others must be enabled by the test creator when building the test. By default, all
online tests will have the Highlighter, Flagging, and Clear All tools enabled. The Highlighter
tool can be used in three different ways. First, select the Highlighter tool. To highlight a
single word, simply double-click on the word. To highlight an entire paragraph, triple-click
anywhere inside the paragraph. Finally, to highlight a specific portion of text, click where
you'd like the highlighting to begin and drag the cursor over the text to be highlighted.
Then, release the mouse. To flag items for later review, click the Flag icon. The item will
now show as flagged in the item drop-down menu. Before a student can submit their test,
they will be alerted to any items that have been flagged and are still unanswered. To
remove a flag from an item, click the icon again. Clicking on the Clear All tool will remove
all tool markings from the current screen including any highlighted selections. Additional
tools such as an Eliminator, Calculator or Reference Sheet can also be enabled by the test
creator when building the test. These are selected using the Test Format button from
inside the Test Editor. To use the Eliminator tool, first click on the eliminator icon. Then, click
on the incorrect answer choices. The tool will place a red x on top of the answer choice,
making it un-selectable as an answer. This tool works with both multiple choice and match

questions. To use the calculator, select the icon to view a basic calculator to the right of the question. Use your keyboard to operate the calculator. When finished, click on the small x in the corner to close it. If a Reference Sheet was uploaded for use it can be accessed by clicking on the r icon. Doing so will show a window at the bottom of the screen with additional information. Screen Contrast and Magnification tools are also available by default and are accessed by clicking on the gear icon in the top right corner of the testing window. To adjust your desired level of magnification, select from one of three available options. The Contrast setting can also be adjusted if desired. All OLA testing tools are available for preview using the Test Preview button in the Test Editor. This concludes the tutorial on using the OLA Testing Tools during online tests.

Students take Test Online

Using the Test Tools : Accessibility Options

Within the OLA Testing Platform, there are many tools in addition to the test tools to make assessments more accessible for students who require specific conditions.

Tools Always On
- Text Highlighter Tool
- Multimedia Items: Audio with Volume Control
- Screen Magnification
- Screen Contrast

Tools Available At the Test Level
- Allow pause
- OLA Impersonation

Tools Available At the Item Level
- Spell Check
- Random Answer Presentation
- Calculators
- Eliminator
- Reference sheet
- Special Instructions
- Text to Speech

Accessibility Options Reference Handout

Impersonate a Student in OLA Participant Handout

The URL that has been shortened is the same URL students use to take a test. This URL leads to the student portal. When a staff member enters their EAD credentials, the portal recognizes the credentials to allow the staff member to see all students to which they have access. The URL is not the same as to log in to manage the test (unify.performancematters.com).

Possible reasons to impersonate a student to enter their assessment answers 1. Oral administration of a test 2. Physical challenge that limits a student's use of a computer (broken arm)

Let's review Students take a Test Online

You should be able to...

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