



# **Assessment Viewing Application (AVA) User Guide**

**2016–2017**

**Delaware Department of Education**  
Office of Assessment  
35 Commerce Way, Suite #1  
John W. Collette Education Resource Center  
Dover, DE 19904

**American Institutes for Research**  
1000 Thomas Jefferson Street, NW  
Washington, DC 20007

For any questions regarding the *Assessment Viewing Application (AVA) User Guide*, please contact the Delaware Department of Education, Office of Assessment at (302) 857-3391.

For questions or additional assistance regarding the online testing system, please contact the DeSSA Help Desk at the American Institutes for Research (AIR).

#### **Important Contact Numbers**

DeSSA Help Desk	(877) 560-8331
DCAS-Alt1 Help Desk	(877) 206-7039
Delaware Department of Education Office of Assessment	(302) 857-3391

Some information contained in this document is proprietary information and may be the property of American Institutes for Research (AIR). It is used with permission.

## Table of Contents

<b>1.0</b>	<b>Introduction to this User Guide</b> .....	<b>3</b>
1.1.	User Guide Content .....	3
1.2.	Some Additional Resources .....	3
<b>2.0</b>	<b>Logging in to AVA</b> .....	<b>5</b>
<b>3.0</b>	<b>Accessing Assessments</b> .....	<b>7</b>
3.1.	Step 1—Choosing a Test Grade .....	7
3.2.	Step 2—Selecting the Test.....	7
3.3.	Step 3—Confirming the Test and Selecting the Test Form.....	8
3.4.	Step 4—Sound Check .....	9
<b>4.0</b>	<b>Understanding AVA</b> .....	<b>10</b>
4.1.	Understanding the Test Page.....	10
4.2.	Test Tools .....	10
<b>5.0</b>	<b>General Test Rules and Navigation</b> .....	<b>12</b>
5.1.	Responding to Items.....	12
5.2.	Pausing Tests .....	12
5.3.	Test Timeout (Due to Inactivity).....	12
5.4.	Finishing the Test Review .....	13
<b>Appendix A:</b>	<b>List of Acronyms and Abbreviations</b> .....	<b>A-1</b>
<b>Appendix B:</b>	<b>User Support</b> .....	<b>B-1</b>

## 1.0 Introduction to this User Guide

---

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Delaware System of Student Assessments (DeSSA) that allows authorized users to view interim assessments for administrative or instructional purposes. The Delaware Department of Education (DDOE) recommends that teachers administer the interim test individually before using AVA to share it with the class for instructional purposes. Responses entered through AVA will not be scored.



This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

### 1.1. User Guide Content

This user guide provides information about the following sections:

- [2.0 Logging in to AVA](#) explains how to access AVA.
- [3.0 Accessing Assessments](#) explains how to select a test.
- [4.0 Understanding AVA](#) describes the layout of AVA.
- [5.0 General Test Rules and Navigation](#) explains how to navigate through the test.

**Figure 1-1: Key Icons and Elements**

Icon	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<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.

### 1.2. Some Additional Resources

The following publications provide additional information:

- For information about supported operating systems and browsers, see the *System Requirements* document
- For information about student and user management, and rosters, see the *TIDE User Guide*.
- For information about administering online tests, see the *Test Administrator (TA) User Guide*.
- For information about scoring hand-scored items, see the *Teacher Hand Scoring System 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 Online Testing*.

- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the [DeSSA Portal](http://de.portal.airast.org) (de.portal.airast.org).


### 1.2.1. About Testing Policies and Procedures

This document describes the features and functions of the AVA. It is important to remember that AVA falls within the **not secure but not public** policy.

The **not secure but not public** policy is based on the value of limiting the exposure of interim items so that the items can provide valid information throughout the school year while allowing interim assessments as part of teacher’s professional practice. Security procedures are described in the *DeSSA Security Manual*, the *Smarter ELA/Literacy and Mathematics Interim Comprehensive Assessment (ICA)*, and the *Interim Assessment Blocks (IABs) Test Administration Manual (TAM)*, which are available on the [DeSSA Portal](http://de.portal.airast.org).

For information about Smarter Balanced interim assessments and teacher hand scoring, see the *Smarter ELA/Literacy and Mathematics Interim Comprehensive Assessment (ICA) and Interim Assessment Blocks (IABs) Test Administration Manual (TAM) and the Teacher Hand-Scoring System (THSS) User Guide* available on the [DeSSA Portal](http://de.portal.airast.org).

Questions regarding the **not secure but not public** policy should be addressed to the School Test Coordinator (STC) with possible elevation to the District Test Coordinator (DTC) and Delaware Department of Education (DDOE). Teachers must maintain the privacy of students consistent with district policies and the Family Educational Rights and Privacy Act (FERPA).

	<p><b>IMPORTANT:</b> Any additional modifications and updates to this policy on interim assessment security from Smarter Balanced will be disseminated via the Assessment website, DeSSA Portal, and notification to the DTCs.</p>
---	--

## 2.0 Logging in to AVA

This section contains information about how to log in to the AVA. AVA is accessed through DDOE’s Identity Management System (IMS) application.

1. Access the DDOE IMS login page at <https://login.doe.k12.de.us>. Use your regular IMS ID and password to log in.

**Figure 2-1: DDOE Identity Management System (IMS) Login Page**



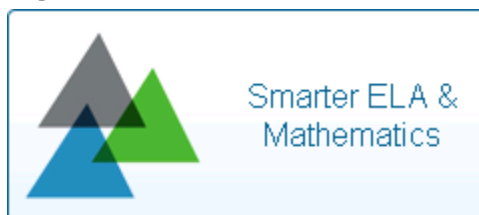
2. After you have successfully logged in to IMS, you will see a list of applications available to you, including DeSSA/DCAS.
  - Click the [DeSSA/DCAS] button. You will be directed to the [DeSSA Portal](#).

**Figure 2-2: DDOE IMS Page Displaying DeSSA/DCAS Icon**



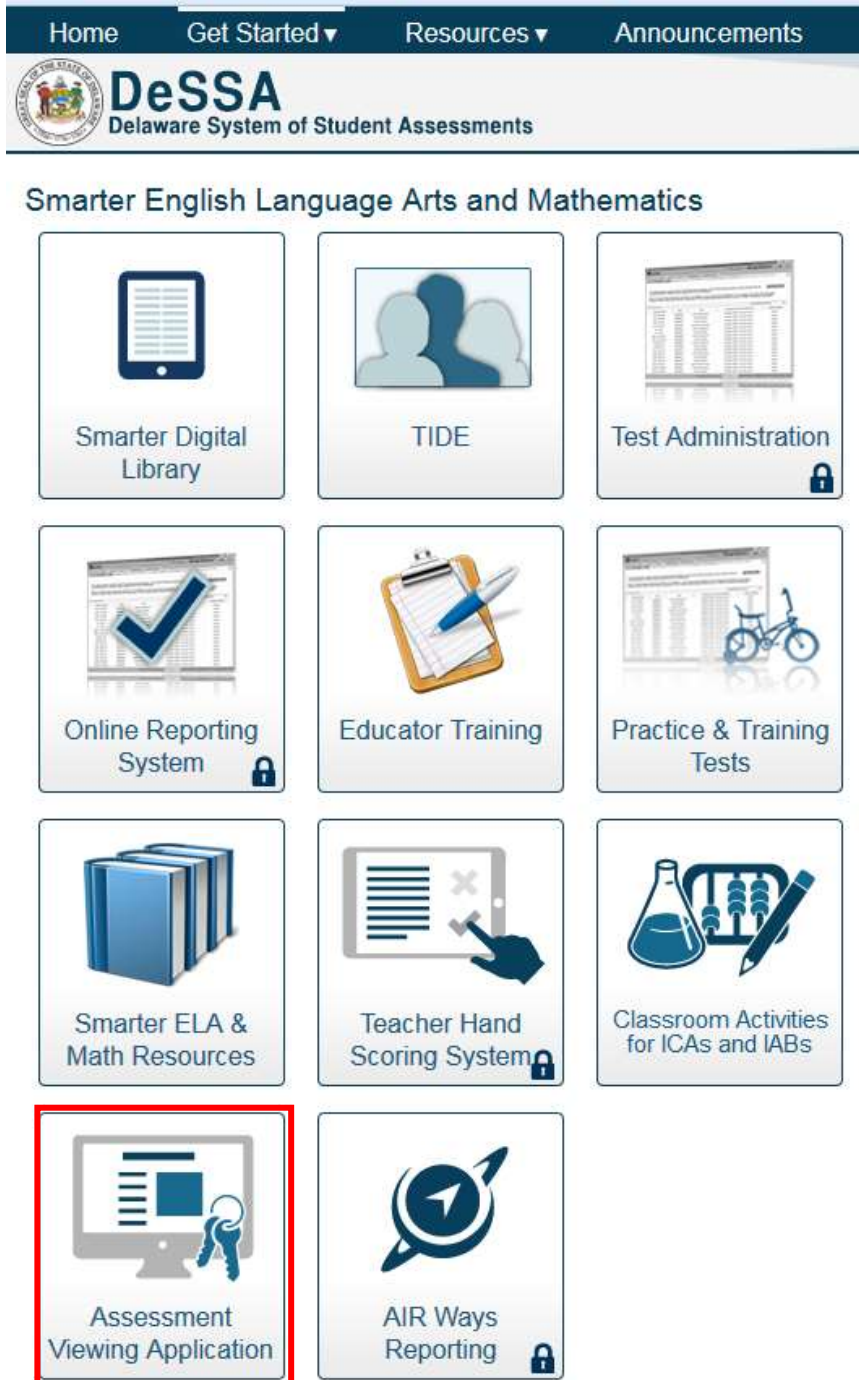
3. Click the [Smarter ELA & Mathematics] user card. You will be directed to the selected “Welcome” page, which includes links to the available DeSSA applications.

**Figure 2-3: DeSSA Portal: Smarter User Card**



4. Select AVA System. The **Choose a Test Grade** page appears

**Figure 2-4: AVA Card on the Smarter Assessments Page**



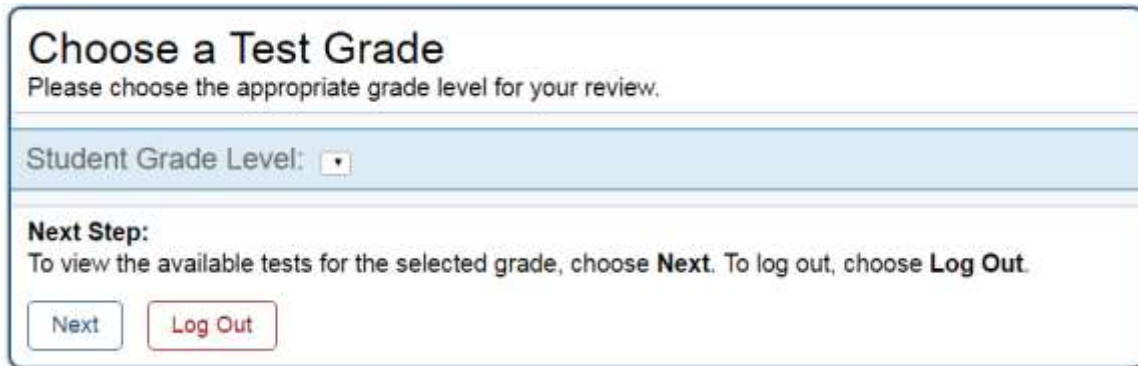
### 3.0 Accessing Assessments

This section explains how to select tests in AVA.

#### 3.1. Step 1—Choosing a Test Grade

After logging in, the **Choose a Test Grade** page appears.

**Figure 3-1: Choose a Test Grade Page**



**Choose a Test Grade**  
Please choose the appropriate grade level for your review.

Student Grade Level:

**Next Step:**  
To view the available tests for the selected grade, choose **Next**. To log out, choose **Log Out**.

To choose a grade:

1. From the *Student Grade Level* drop-down list, select the desired student grade level.
2. Click **Next**. The **Available Tests** page appears.

#### 3.2. Step 2—Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level. Users may select from ICAs and IABs only.



Figure 3-2: Available Tests Page



**Available Tests**

Click on a test below to review it.

- [Start Gr 03 ELA ICA FixedForm](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA ICA PerfTask](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math ICA FxdForm](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math ICA PerfTask](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB BriefWrite](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB EditRevise](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB ListenInt](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB PT Beetles](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB ReadInfo](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB ReadLit](#)  
This is opportunity 1 of 99
- [Start Gr 03 ELA IAB Research](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math IAB MeasData](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math IAB Fractions](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math IAB OpAlgThink](#)  
This is opportunity 1 of 99
- [Start Gr 03 Math IAB PT OrdFrM](#)  
This is opportunity 1 of 99

[Back to Login](#)

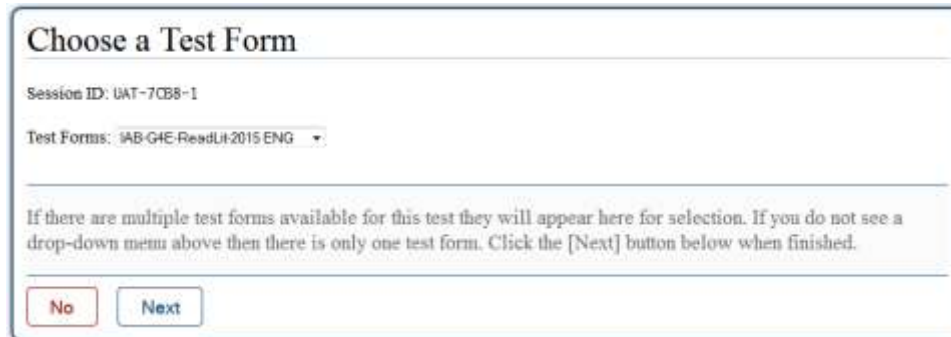
To select an available test:

- Click the test name. The **Choose a Test Form** page appears.

### 3.3. Step 3—Confirming the Test and Selecting the Test Form

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

**Figure 3-3: Choose a Test Form Page**



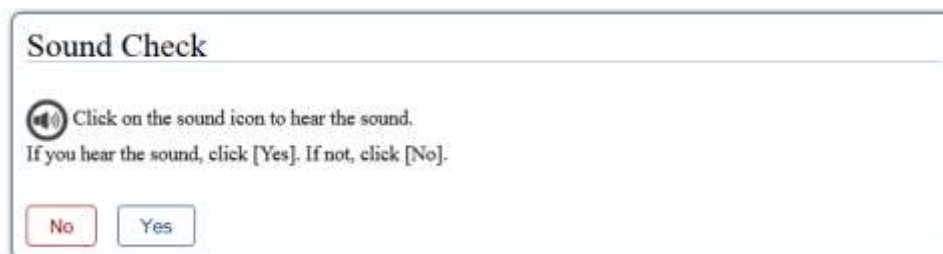
To select a test form:

3. If the *Test Forms* drop-down list is 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.
4. Click **Next**. If the test includes audio features, the **Sound Check** page appears. If the test does not include audio features, the first page of the test appears.


### 3.4. Step 4—Sound Check

The **Sound Check** page allows you to verify the functionality of any audio features that the test may include.

**Figure 3-4: Sound Check Page**



To perform the sound check:

1. Unmute the speakers on your computer or tablet, if necessary.
2. Click .
3. If you hear a sound, click **Yes**. The first page of the test appears.
4. If you do not hear a sound, click **No** and consult the technology coordinator.

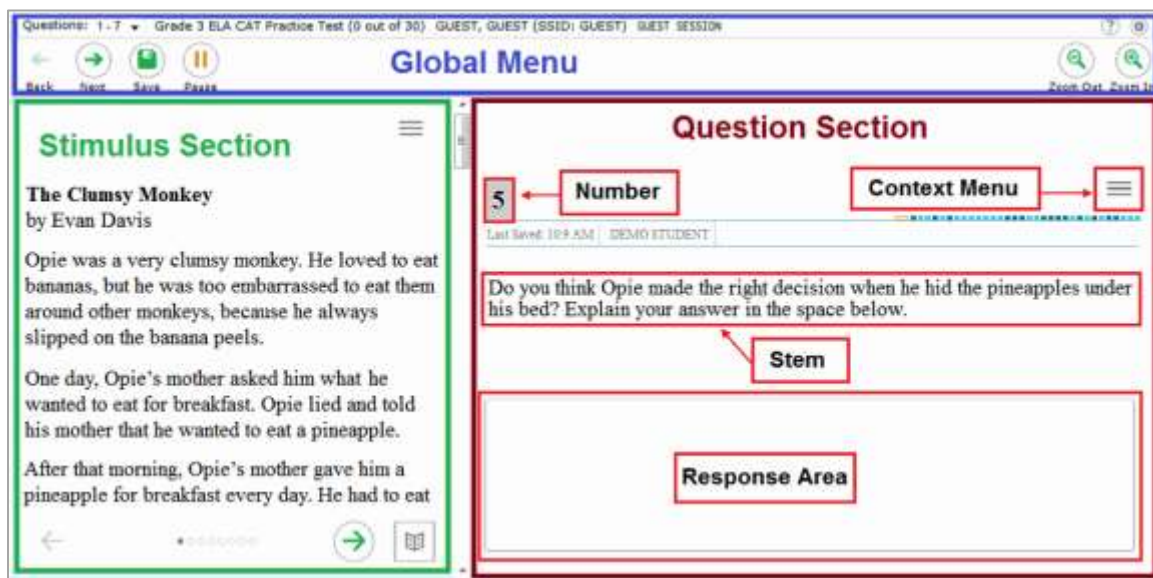
## 4.0 Understanding AVA

This section describes an AVA test page and how to use it. AVA is a component of DeSSA that allows authorized users to view interim assessments for administrative or instructional purposes. DDOE recommends that teachers administer the interim test individually before using AVA to share it with the class for instructional purposes. Responses entered through AVA will not be scored.

### 4.1. Understanding the Test Page

[Figure 4-1](#) displays a sample test page for an interim assessment. Some pages may have only one item and others may have multiple items.

**Figure 4-1: Sample Test Page**




### 4.2. Test Tools

AVA includes several on-screen tools including global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each item on the test.

#### 4.2.1. Global Tools

- **Zoom** buttons allow you to magnify font size.
- The **Questions** drop-down list enables you to quickly return to a specific item page. Marked pages display (marked) in this list.
- The **Pause** button pauses the test and logs you out of AVA.
- The **Back** and **Next** navigation buttons in the upper left allow you to move between test pages.
- The **Finished** button appears at the end of the assessment. Click this button to end the test review process.

### 4.2.2. Context Menu Tools

You can select tools from the context menu available for each item. To open the context menu, click  next to an item. The following tools are available:

- The **Tutorial** tool displays a tutorial that explains how to respond to the item.
- The **Mark for Review** tool identifies an item as one you may want to return to later.
- The **Strikethrough** tool strikes out response options in multiple-choice items.

### 4.2.3. Expand/Collapse Stimulus Tool

When items are associated with a stimulus you can expand the stimulus section so that it overlaps the item section.

- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

### 4.2.4. Mark Items for Review

You can mark items for review.

*To mark an item for review:*

5. Open the context menu for an item.
6. In the context menu, select **Mark for Review**. The item number appears with a dog-eared style flap similar to a turned down corner of a page. In the **Questions** drop-down list, (marked) appears next to the item number.
7. To review a marked item, select the appropriate item number from the **Questions** drop-down list.

**Figure 4-2: Marked Item**



## 5.0 General Test Rules and Navigation

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

### 5.1. Responding to Items

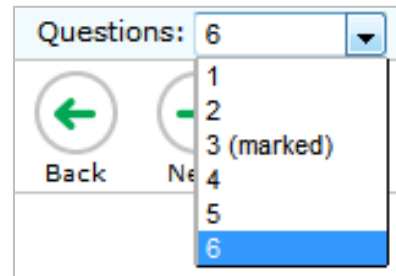
When viewing a test, you can practice responding to the test items. You must respond to all the items on a page before advancing to the next page. Any responses you enter will not be scored when you complete the test review.

#### 5.1.1. Navigating to Items

You can navigate to items page by page or jump directly to an item page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to an item page, select the appropriate item from the *Questions* drop-down list.

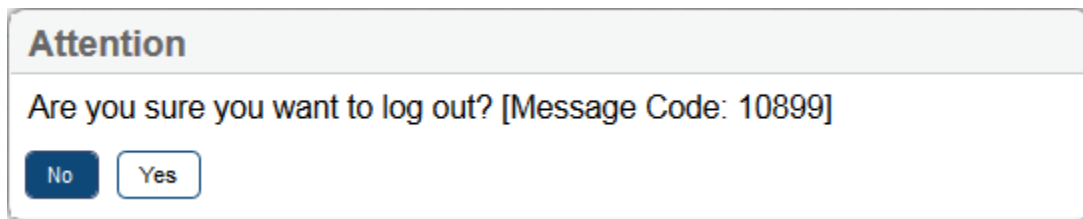
Figure 5-1: Questions Drop-Down



### 5.2. Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. To return to the test, you must log back in and select the appropriate test again.

Figure 5-2: Pause Test Message

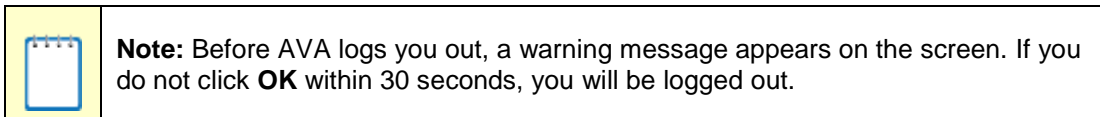


To pause the test:

8. Click **Pause** in the top banner. A pause test message appears.
9. Click **Yes** to confirm that you want to pause the test.

### 5.3. Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test.



## 5.4. Finishing the Test Review

After viewing all the items in a test, the **Finished** button appears at the top of the page.

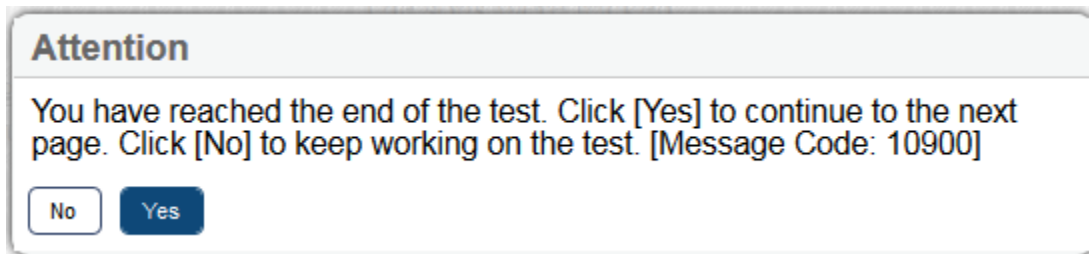
**Figure 5-3: Finished Button in Global Toolbar**



When you click **Finished**, an **Attention** message appears and gives you two options:

- **Yes**—Complete the test review.
- **No**—Continue reviewing the test.

**Figure 5-4: Attention Message**



### 5.4.1. Reviewing Marked Items

After confirming in the **Attention** message, the **Want to see an item again?** page appears. This gives you one more opportunity to review items.

**Figure 5-5: Want to see an item again? Page**

### Want to see an item again?

---

If you would like to see any of the items on this test again click on the item position number below.

---

**Questions:**

1	3	5	7	9	11	13	15
2	4	6	8	10	12	14	

*To review items:*

10. Under *Questions*, click the item number you want to review. AVA displays that item.

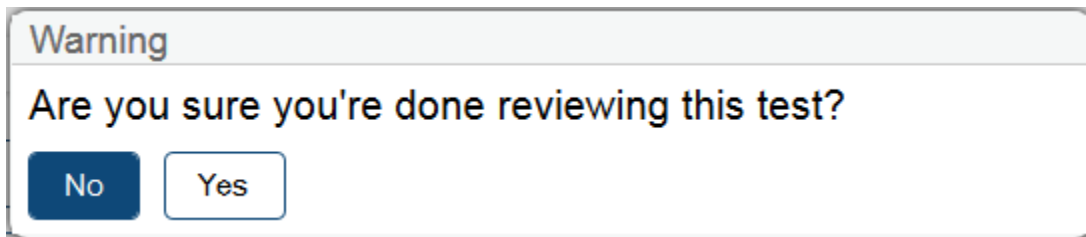
- You can navigate through the test as you did when initially entering the responses. The **Back**, **Next**, **Save**, **Pause**, and **Finished** buttons are all available.
- Click **Finish** to return to the *Want to see an item again?* page.

11. To complete the review, click **I'm done here**.

#### 5.4.2. Completing the Review and Logging Out

After the items are reviewed, AVA displays one last warning message.

**Figure 5-6: Warning Message**

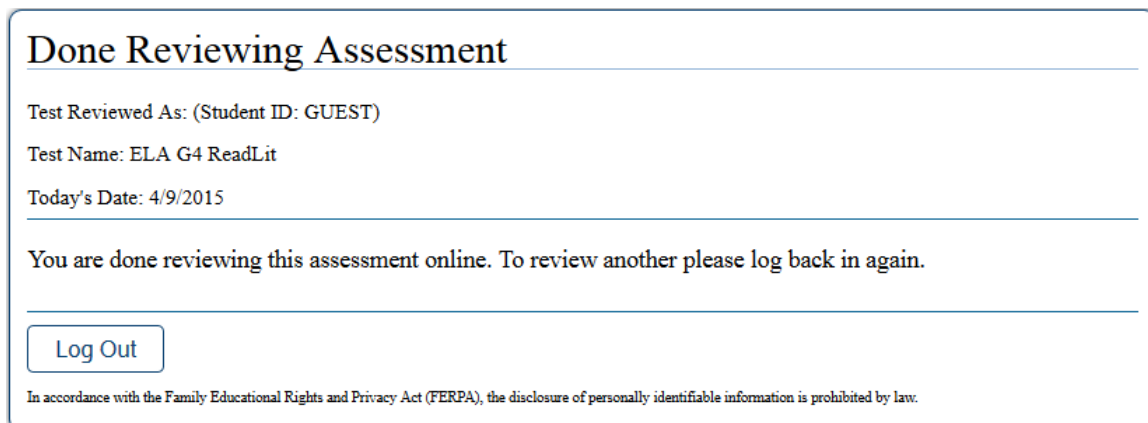


The **Warning** message gives you two options:

- **No**—Return to the *Want to see an item again?*
- **Yes**—Complete the test.

The **Done Reviewing Assessment** page displays a confirmation that the test review is over.

**Figure 5-7: Done Reviewing Assessment Page**



- Click **Log Out**. You return to the AVA login page.

---

---

## **Appendix A: List of Acronyms and Abbreviations**

---

---



## Appendix A: List of Acronyms and Abbreviations

---

### A

AIR American Institutes for Research

ASL American sign language

### C

CAT Computer adaptive test

CCSS Common Core State Standards

### D

DA District Administrator

DDOE Delaware Department of Education

DeSSA Delaware System of Student Assessments

DTC District Test Coordinator

### E

ELA English language arts

ELL English language learner

### F

FERPA Educational Rights and Privacy Act

### I

IAB Interim Assessment Block

ICA Interim Comprehensive Assessment

IEP Individual Education Plan

### P

PT Performance Task

### S

SSID Statewide student identifier

STC School Test Coordinator

STT Speech to text

SWD Student with disability

### T

TA Test Administrator

TAM Test Administration Manual

---

## **Appendix B: User Support**

---

## Appendix B: User Support

---

If you have any questions regarding the *Assessment Viewing Application (AVA) User Guide*, please contact the Delaware Department of Education, Office of Assessment, at (302) 857-3391.

For questions or additional assistance regarding the online testing system, please contact the DeSSA Help Desk at the American Institutes for Research (AIR).

### DeSSA Help Desk

Toll-Free Phone Support: 1-877-560-8331

Email Support: [dessahelpdesk@air.org](mailto:dessahelpdesk@air.org)

The Help Desk is open Monday through Friday from **6:30 a.m. to 6:30 p.m.** Eastern time. During these hours, staff will respond promptly to calls.

When contacting the Help Desk, provide as much detail as possible about any issues encountered. This may include the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information
- Information about your network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup