

Florida Standards Assessments

Assessment Viewing Application User Guide

2017–2018

Updated August 21, 2017

Prepared by the American Institutes for Research®



© Florida Department of Education, 2017

Descriptions of the operation of the Test Information Distribution Engine, 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

Introduction to this User Guide	3
User Guide Content	3
Additional Resources	3
Logging in to AVA	5
Accessing Assessment Content	6
Step 1 – Choosing a Grade Level	6
Step 2 – Selecting the Test	6
Step 3 –Selecting a Form	7
Step 4 – Sound Check.....	8
AVA Navigation	9
Accessing Audio and Animation Content	9
Closed Captioning	10
Viewing ASL Videos	10
Pausing	11
Timeout (Due to Inactivity).....	11
Exiting AVA.....	11
User Support	13
Supported Operating Systems	13
Appendix A. Change Log	14

Table of Figures

Figure 1. FSA Portal Card.....	5
Figure 2. AVA Icon	5
Figure 3. Login Page.....	5
Figure 4. Choose a Grade Page	6
Figure 5. Available Tests Page	6
Figure 6. Choose a Form Page.....	7
Figure 7. Sound Check Page	8
Figure 8. Sample Test and Answer Book Directions	9
Figure 9. Sample Passage with Audio Clip.....	9
Figure 10. Sample Audio with Closed Captioning	10
Figure 11. Sample ASL Video in AVA.....	10
Figure 12. Finished Button	11
Figure 13. Attention Message	11
Figure 14. Need to Return to the Passages? Screen	12
Figure 15. Warning Message	12
Figure 16. Sample Assessment Completed Page	12

Introduction to this User Guide

This user guide supports test administrators accessing the Assessment Viewing Application (AVA). AVA is a component of the Test Delivery System that allows students with paper-based accommodations to access audio passages/items, animations, Closed Captioning (CC), or American Sign Language (ASL) videos for the Florida Standards Assessments (FSA) Grades 4–10 and Retake English Language Arts (ELA) Reading practice and operational (live) tests. 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 contains the following sections:

- [Logging in to AVA](#)
- [Accessing Assessment Content](#)
- [AVA Navigation](#)
- [User Support](#)

Table 1. Key Icons and Elements

Icon	Description
	Caution: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
<i>bold italic</i>	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list name.
<i>italic</i>	Italic indicates a field name or drop-down list selection.

Additional Resources

The following publications are available on the FSA Portal (<http://www.FSAssessments.org>) and provide additional information:

- For information about which operating systems and browsers are supported for online testing, see the *System Requirements for Online Testing* document.
- For information about student and user management in the Test Information Distribution Engine (TIDE), see the *TIDE User Guide*.
- For information about administering online tests via the Test Administrator (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 *FSA Technical Specifications Manual*.
- For information about installing the FSA Secure Browser, see the *Secure Browser Installation Manual*.

Logging in to AVA

The FSA Portal provides test administrators with access to AVA to allow students to access audio passages and animations for practice and operational (live) tests.

To access AVA via the FSA Portal:

1. Select the **Test Administration** card.

Figure 1. FSA Portal Card



2. Select the **AVA** icon. The login page appears.
3. Enter your email address and password.
4. Click **Secure Login**.

Figure 2. AVA Icon

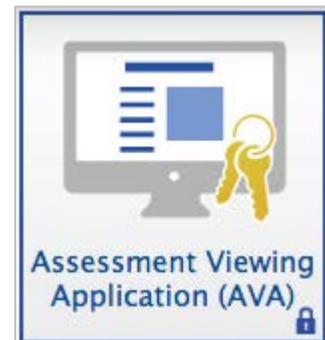


Figure 3. Login Page

Accessing Assessment Content

This section explains how to access content in AVA. Practice test content for each grade level is available in AVA. When selecting a form, make sure you choose the correct version for practice or operational (live) test sessions.



Note: Use of AVA is limited to students with paper-based accommodations that require access to audio and animation passages.

Step 1 – Choosing a Grade Level

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

Figure 4. Choose a Grade Page

1. From the **Student Grade Level** drop-down list, select the appropriate grade level for the test you are administering.
2. Select **Next**. The **Available Tests** page appears.

Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level.

Figure 5. Available Tests Page

1. Select the test name and ensure you are choosing the correct subject for a practice test session or an operational (live) session.
2. The **Choose a Form** page appears.

Step 3 –Selecting a Form

The **Choose a Form** page displays the test form as well as a Session ID, which generates automatically after you select a test.



Caution: The Session ID will begin with “TRAIN” for both practice tests and operational (live) assessments.

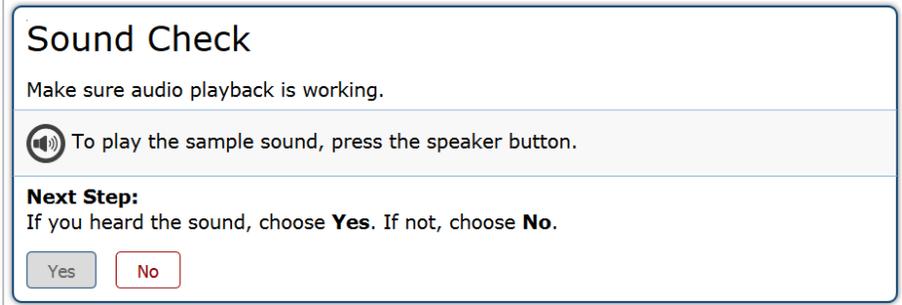
Figure 6. Choose a Form Page

1. Choose the form from the **Form** drop-down. (If the incorrect test is listed, select **Go Back** to return to the login screen and select the correct grade and test [practice or operational].)
 - o The Accommodated form should be selected for students who need access to ASL videos or closed captioning.
 - o The Non-Accommodated form should be selected for students who need to access only the audio passage or animations.
2. Select **Next**. The **Sound Check** page appears.

Step 4 – Sound Check

The **Sound Check** page allows you to verify the functionality of the computer or device’s audio features.

Figure 7. Sound Check Page



Sound Check

Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **Yes**. If not, choose **No**.

To perform the sound check:

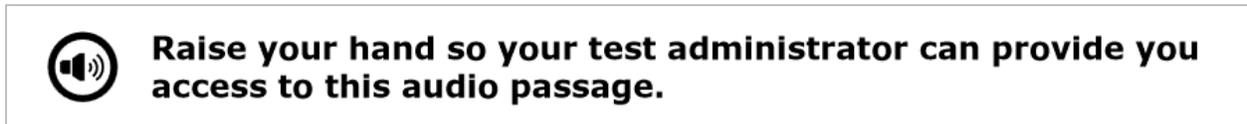
1. Unmute the speakers on the computer or device, if necessary.
2. Select the speaker icon [].
3. If you hear a sound, select **Yes**. The first passage set appears.
4. If you do not hear a sound, select **No** and notify the technology coordinator.

AVA Navigation

Accessing Audio and Animation Content

When students encounter an audio passage or animation clip in their test and answer book, they will be directed to raise their hands.

Figure 8. Sample Test and Answer Book Directions



Access this content in AVA and play the passage or animation clip for students. You may need to scroll down to see the passage with the audio or animation clip.

Figure 9. Sample Passage with Audio Clip

Passage 2: Audio Clip: In Search of Moon Trees

This audio clip describes what happened to the "Moon Tree" seeds after the return of the Apollo 14 mission. Alan Shepard and Ed Mitchell were astronauts on the mission. Stan Krugman was the U.S. Forest Service research director who chose the seeds that traveled to the moon.

Listen to the audio clip.

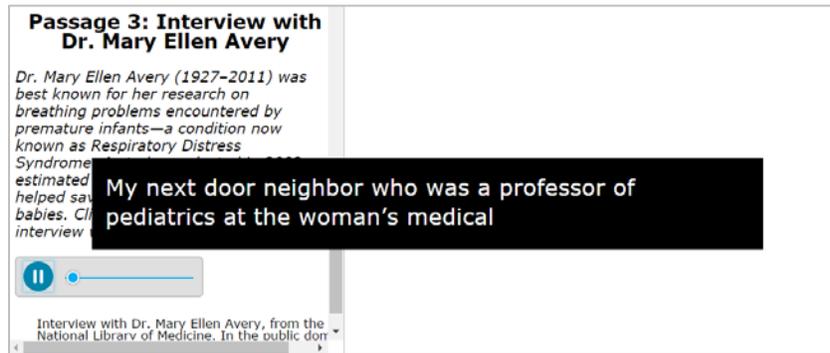
To access the audio/animation:

1. To play audio/animations, select the play icon .
2. To pause audio/animations, select the pause icon . (Note: The pause icon  will only be available while audio/animation is playing.)
 - o You may also click and drag the scrubber  to move to a different point in the audio/animation clip.

Closed Captioning

For students who need access to the Closed Captioning accommodation, text will automatically display once the play icon [] is selected on audio passages or animations (see directions for [Accessing Audio and Animation Content](#)).

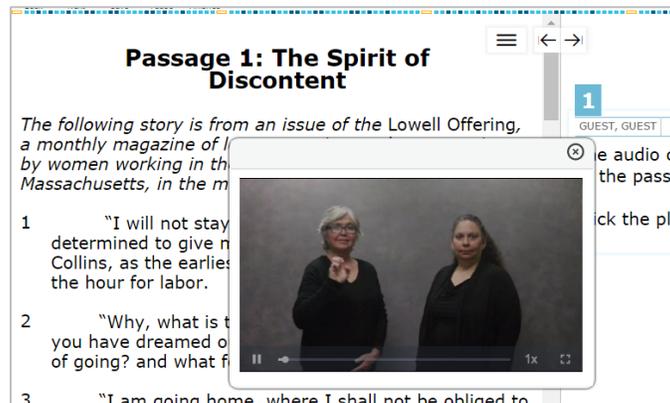
Figure 10. Sample Audio with Closed Captioning



Viewing ASL Videos

For students who need access to the ASL accommodation, follow the directions below.

Figure 11. Sample ASL Video in AVA



To access the ASL video:

1. Open the passage context menu.



2. Select **American Sign Language**.

3. The video appears in a pop-up window and the test administrator or student can:
 - move the window around the screen;
 - play or pause the video;
 - use the scrubber to move to different parts of the video;
 - slow down or speed up the video; or
 - make the video screen larger.

Pausing

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

To pause:

1. Select **Pause** in the top left corner. An **Attention** message appears.
2. Select **Yes** to confirm that you want to pause.

Timeout (Due to Inactivity)

As a security measure, you are automatically logged out of AVA after 90 minutes of inactivity.



Note: Before AVA logs you out, a warning message appears on the screen. If you do not select **OK** within 30 seconds, you will be logged out.

Exiting AVA

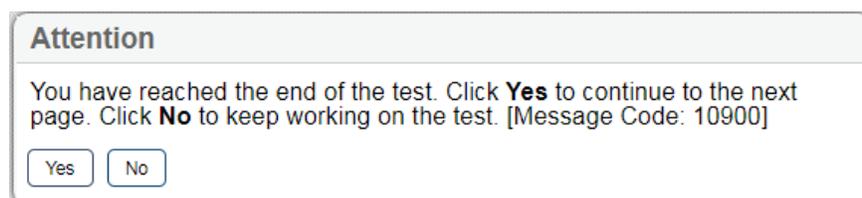
After listening to or viewing all the audio passages, you will see the **Finished** button appear at the top of the page.

Figure 12. Finished Button



1. Select **Finished**. An **Attention** message appears and provides two options:
 - Click **Yes** to log out.
 - Click **No** to continue listening to or viewing the audio passages or animation clips.

Figure 13. Attention Message



2. After you click **Yes**, the **Need to return to the passages?** screen displays. Choose to go back to review the audio passages/animation clips by clicking on the item icon.

Figure 14. Need to Return to the Passages? Screen

Need to return to the passages?

If you would like to visit any of the passages on this test again, click the number below.

Click the number below to return to the passage.

1

When you are finished, select **Next**.

3. Select **Next** to continue to the log out screen. A **Warning** message appears.

Figure 15. Warning Message

Warning

Are you ready to log out?

4. Select **Yes**. The **Assessment Completed** page appears.

Figure 16. Sample Assessment Completed Page

Assessment Completed

Test Login: GUEST, GUEST (Username: GUEST)
 Test Name: Grade 10 ELA Reading Test
 Today's Date: 1/26/2017

Next Step:
 To log out of the Assessment Viewing Application, select **Log Out**.

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

5. Select **Log Out**. The AVA login page appears.

User Support

Questions related to the 2017–2018 Florida Standards Assessments may be directed to the FSA Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T.

If you encounter an issue during live testing, you must contact your school assessment coordinator **immediately** as well as contacting the Help Desk. School assessment coordinators must contact the district assessment coordinator to report issues, as well.

FSA Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support: fsahelpdesk@air.org

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Session information for affected student(s)
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (on individual machines or on the network)
 - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed in the Systems Requirements document found at www.FSAssessments.org.

Appendix A. Change Log

Location	Change	Date