

Adaptive Progress Monitoring (APM) *Powered by ClearSight*

User Guide

2021–2022

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Prepared by Cambium Assessment, Inc.



Table of Contents

Introduction	1
How to Administer an Adaptive Progress Monitoring (APM) Assessment	1
Preparing for an APM Administration in TIDE	1
Uploading Students and Accommodations	1
Setting up Rosters	1
Ensuring Teachers (TAs) Can Administer an APM Assessment	2
Obtaining Parental/Guardian Consent for Webcam Use	2
Logging in to the APM TA Interface	3
Selecting and Administering an APM Assessment.....	4
Pausing an APM Assessment	6
How to Administer an APM Assessment via Remote Proctoring	7
Preparing for a Remote APM Session	8
Teacher (TA) Checklist	8
Checking Your Technology.....	8
How to Complete the Remote Proctoring TA Certification Course	9
How to Communicate Test Session Information Securely to Students	10
How to Administer an APM Assessment to Students in a Classroom and Students at Home at the Same Time	10
Tasks to Complete During Testing	10
How to Start an APM Assessment Session for Students Who Are Remote	10
How to Communicate with All Students in a Remote Session at Once	11
How to Observe Students While They Participate in a Remote Session with Video.....	13
How to Start a One-on-One Video Conference with a Student.....	15
How to Request to View the Screen of an Off-Site Student from the Test Administration Site	16
How to Respond to Students if They Request Assistance.....	18
How to Respond if a Test Alert Appears for a Student	18
How to End a Remote APM Assessment Session.....	19
Technology Coordinators: Preparing for Remote Proctoring	20
Technology Coordinator Checklist	20
How to Prepare Student and Teacher (TA) Devices for Remote APM Sessions.....	21
Hardware Requirements for Teachers	21
Software Requirements for Teachers.....	21

Hardware Requirements for Students	21
Running Diagnostic Tests for Remote Proctoring.....	22
Troubleshooting.....	26
Internet Connections or Hardware	26
Communication between Teachers and Students.....	26
The APM Sites	26
Adaptive Progress Monitoring (APM) Help Desk.....	27
Change Log	28

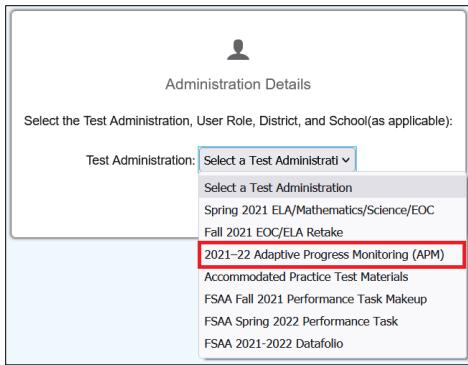
Introduction

This guide explains how district and school staff can prepare for and administer the Adaptive Progress Monitoring (APM) assessment tool. It covers an overview of tasks to be completed in TIDE, and further explains how to prepare and administer the APM assessments both in-person and remotely. This guide also covers how technology coordinators can help prepare teacher and student devices for remote proctoring.

How to Administer an Adaptive Progress Monitoring (APM) Assessment

Preparing for an APM Administration in TIDE

A few tasks need to be completed in TIDE before students and teachers can participate in an APM assessment. Refer to the *TIDE User Guide* for instructions on how to perform these tasks. Please ensure that you select the **2021-22 Adaptive Progress Monitoring (APM)** test administration on the **Administration Details** screen.



Uploading Students and Accommodations

Students will need to be uploaded or added to the APM administration in TIDE. Districts can upload a PreID file or may have granted the school assessment coordinator the ability to upload files. A PreID file template can be downloaded from TIDE. Note that the PreID files for APM are slightly different than those of the statewide assessments. Check with your district assessment coordinator to determine how students will be added to TIDE.

Text-to-speech, masking, and ASL accommodations can be indicated in TIDE when adding students to the APM TIDE administration, or they can be turned on by the teacher (TA) in the TA Interface the day of the assessment. The print-on-request accommodation can also be set on the day of the administration. Please see the *APM Administration Manual* for more information on accommodations.

Setting up Rosters

Rosters should be uploaded or set up in TIDE to assign students to teachers. Districts/schools will be responsible for creating user-defined rosters in TIDE. Rosters can be added via the *Add Roster* task or *Upload Roster* task. Teachers will use these rosters to see student results in the APM Reporting System. PreID rosters will not be generated through the student PreID upload.

Ensuring Teachers (TAs) Can Administer an APM Assessment

In order for teachers to administer an APM assessment, teachers will need to have an active user account and be assigned a TA role in TIDE.

Additionally, if teachers will be administering APM assessments to students remotely, they must complete the Remote Proctoring TA Certification Course and have completion indicated in TIDE. See more about completing the course in the [How to Complete the Remote Proctoring TA Certification Course](#) section below.

View/Edit/Export Users								
1 Use this page to view, edit, delete, or export users. more info								
+ Search Users								
Number of users found: 11								≡+ ▾
Enter search terms to filter search results								
■	Edit	Role	District	School	Email	First Name	Last Name	Phone
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	apm-ta@demo.user	TA	APM	
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	apm-ta1@demo.user	TA	APM	
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	apm-ta2@demo.user	TA	APM	Standard
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	apm-ta3@demo.user	TA	APM	Remote
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	apm-ta4@demo.user	TA	APM	Remote Standard

Obtaining Parental/Guardian Consent for Webcam Use

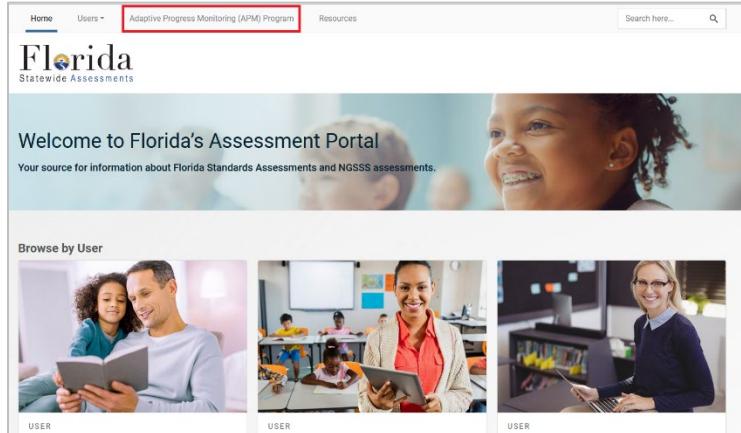
If students will be participating remotely and using a webcam, video consent must be collected from the parent or guardian. Video Consent is a new field on the *Add Student* page in TIDE and is not a required field nor part of the PreID layout. If this field is left blank or marked N/A, students can still test but will only be able to communicate with the teacher via chat messages. It is the responsibility of the district/school to collect consent information and enter this information on the *Add Student* or *View/Edit/Export* pages, or via the *Video Consent* upload task. For more detail on how teachers and students will be able to communicate, please see additional sections under [Tasks to Complete During Testing](#).

Student Demographics								
District: 99 - Demo District 99					*Birth Date (MMDDYYYY): <input type="text" value="07012005"/>			
School: 99-9009 - Demo School 9009					*Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female			
*Enrolled Grade: <input type="text" value="03"/>					Section 504: <input type="radio"/> Yes <input checked="" type="radio"/> No			
*Last Name: <input type="text" value="FSAUAT"/>					*English Language Learner (ELL): <input type="radio"/> Yes <input checked="" type="radio"/> No			
*First Name: <input type="text" value="PMUAT"/>					*Primary Exceptionality: <input type="text" value="N/A"/>			
Middle Initial: <input type="text"/>					Testing Accommodations Listed on IEP <input type="radio"/> Yes <input checked="" type="radio"/> No or 504 Plan:			
FLEID: <input type="text" value="DM999009000163"/>					District Use: <input type="text"/>			
Parent/Guardian Video Consent for Remote Testing								
Video Consent: <input type="radio"/> Yes <input checked="" type="radio"/> N/A								

Logging in to the APM TA Interface

Administering an APM assessment will closely resemble administering a statewide assessment, including the technology requirements. Please refer to the *TA User Guide* found on the [Florida Statewide Assessments portal](#) for detailed information.

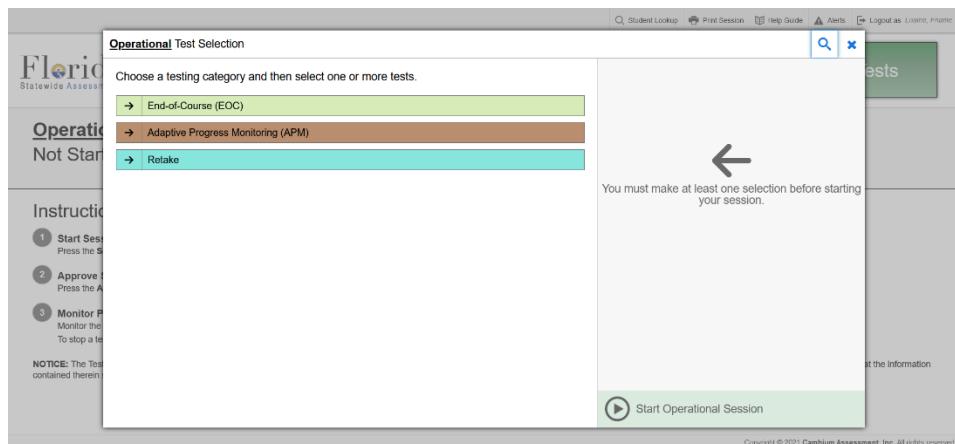
1. From the portal, select **Adaptive Progress Monitoring (APM) Program** at the top of the page.



2. Then click **APM Test Delivery System**, and the **Login** screen will appear. Use your login credentials to access the **TA Site**.

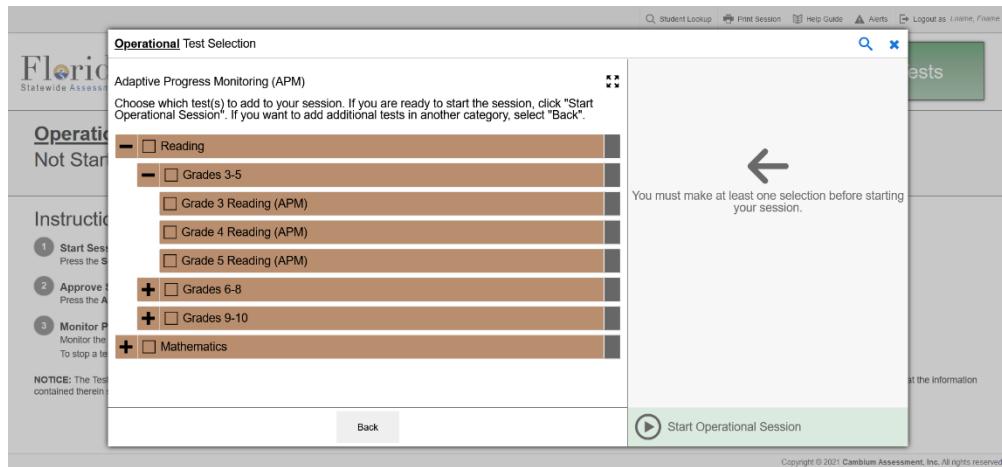
A screenshot of the APM Test Delivery System login page. It features a logo icon and the text 'SYSTEM' above it. Below that is the 'APM Test Delivery System' logo and the instruction 'Use the same TDS to administer the APM tests to your students.' To the right is a separate login form with fields for 'Email Address' and 'Password', a 'Forgot Your Password?' link, and a 'Secure Login' button. Below this is a note for first-time users: 'First Time Login This School Year? The password you used during the previous school year has expired. Request a new one for this school year.'

3. Once you log in, you will see the **Test Selection** window. If the **Test Selection** window is not open, click **Select Tests** in the upper right corner of the TA Site. When the **Test Selection** window opens, click on the arrow beside the testing category—**Adaptive Progress Monitoring**.

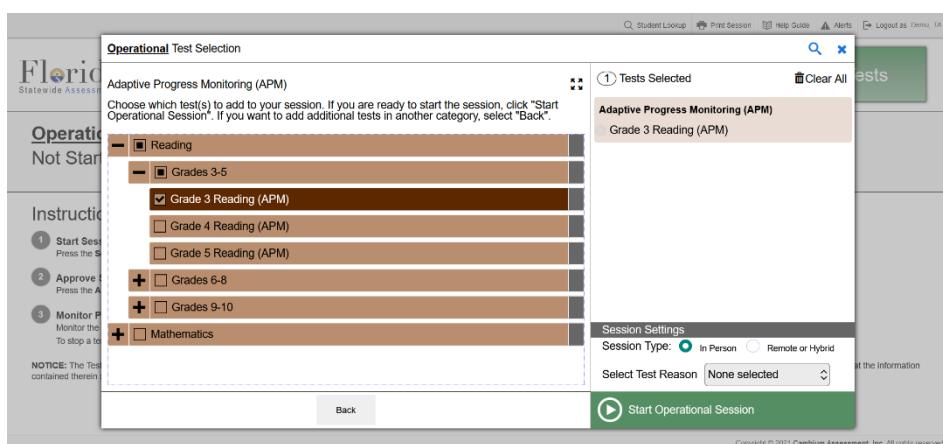


Selecting and Administering an APM Assessment

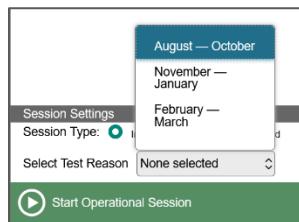
- After selecting the Adaptive Progress Monitoring category, the Reading and Mathematics submenu appears. Select which subject you want to administer by clicking on the (+) button to expand the tests.



- Click the grade and subject you would like to administer. The selected test will display under the *Tests Selected* column on the right and the Session Settings section will be displayed.
- From the *Session Type* field under Session Settings, select **In Person** to administer an all in-person test session to students in the classroom. (Please see the section [How to Administer an APM Assessment via Remote Proctoring](#) for information on setting up remote sessions.)
- Next, click **Start Operational Session**.



5. The **Session Attributes** window appears, and you must choose a test reason to continue. The Test Reasons are *August – October*, *November – January*, and *February – March*. The reason selected here will be used to group tests in the APM Reporting system.

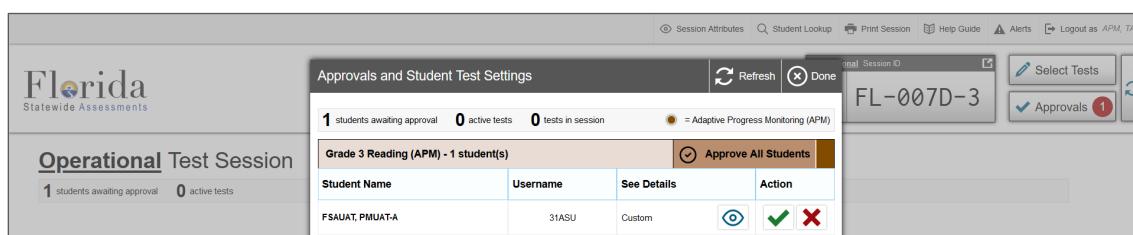


6. After clicking **OK**, the Session ID appears on the TA Site in the upper right corner. The Session ID should start with FL. Provide the Session ID to your students, and they may now log in to the student site on their devices.
7. As students log in, the teacher must approve and verify each student's test settings and/or accommodations. A red circle with the number of students awaiting approval appears in the **Approvals** button located in the top right-hand corner of the TA site. To access and verify each student, click the **Approvals** button.



8. The **Approvals and Student Test Settings** window with the names of students awaiting approval appears. Verify the name(s) of the students awaiting approval. To check or set a student's accommodations, click the () in the **See Details** column. Text-to-speech (TTS), masking, ASL, and print-on-request accommodations can be set by the teacher in the TA Interface the day of the assessment. Once confirmed or set, click ().

Once all students' names, assessment, and accommodations (if applicable) have been confirmed, click () for each student or click (). If there is an issue with the test settings and/or accommodations, click () to stop the student from accessing the test. You will need to contact your school assessment coordinator for further assistance in correcting a student's test settings and/or accommodations.



9. Monitor students' progress throughout the test session.

10. To pause a student's test, click () in the **Actions** column for the student(s) whose test you wish to pause. (See the [Pausing an APM Assessment](#) section below for more information.)
11. Once students are finished with their APM assessment, to stop and end the test session for all students, click () located in the upper right corner of the TA Site. Then, click **OK** in the confirmation message that appears. Any students who had not finished testing will have their tests paused and will be logged out of the APM student interface. To resume testing, they will have to log in and go through the approval process.
12. Log out of the TA Site.

Pausing an APM Assessment

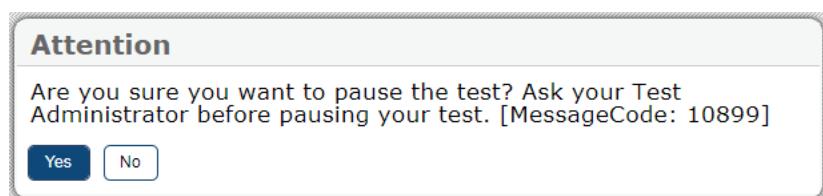
A test can be paused from the student site or from the TA site.

Pausing a test from the student site:

1. If students need to pause their APM assessments to take a break, they should click **Pause** in the upper left corner.



2. Students should click **Yes** in the pop-up box to confirm they want to pause their test. Each student is then returned to the *Please Sign In* page.

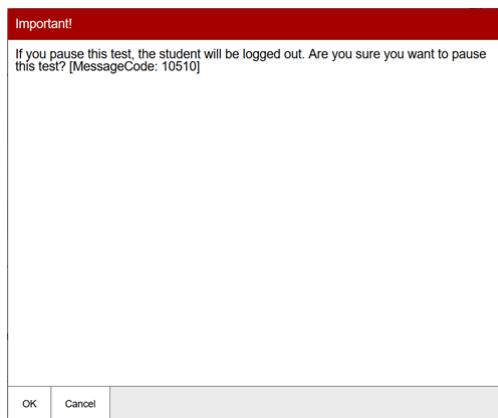


Pausing a test from the TA site:

1. If a teacher wants to pause a student's test, they should click the **Pause** button in the right corner of the test session screen under "Actions".

The screenshot shows the 'Operational Test Session' interface. At the top, it displays '0 students awaiting approval' and '1 active tests'. A legend indicates that a yellow circle icon represents 'Adaptive Progress Monitoring (APM)'. Below this, a table titled 'Tests in Started/Paused/Completed Status' lists one test. The test details are: Student Information (FSAUAT, PMUAT-A, Username 3IAUN), Test (Grade 4 Reading (APM)), Progress (0 / 0 answered), Status (Approved), Test Settings (Custom), and Actions (a pause button icon). The pause button is highlighted.

2. Teachers should click **OK** in the pop-up box to confirm they want to pause the student's test. Teachers are then returned the **Test Session** page.



A student whose test is paused should log back in to the APM session using the same Session ID and select the test they need to resume. The teacher must then approve that student in order for the test to be resumed.

How to Administer an APM Assessment via Remote Proctoring

Teachers will have the ability to administer APM assessments via Remote Proctoring if classes are not meeting in person and students are learning from home. Technology coordinators should also review this section, as well as the [Technology Coordinators: Preparing for Remote Proctoring](#) section below.

- The Test Delivery System that teachers and test administrators have used in Florida has been upgraded to administer the Adaptive Progress Monitoring assessments remotely.
- Teachers sign into the same Test Delivery System they would use if students were in the classroom. From this site, teachers can start a remote test session.
- Features built into the Test Delivery System allow teachers and students to communicate with each other during an APM test session, via chat, or if permitted by video. Note all remote session communications occur over a peer-to-peer connection between the TA's and students' machines. After a connection is made between the two parties, CAI does not have the ability to view or record communications.

Preparing for a Remote APM Session

To ensure teachers can administer an APM assessment to a student when that student is not in the school, there are several tasks that need to be completed beforehand. The checklist below is designed to help teachers complete these tasks in advance. We describe these checks in the sections below.

Teacher (TA) Checklist

Task	Status
Ensure your device meets the minimum operating system and browser requirements to administer an APM assessment. Please refer to the Supported Systems & Requirements page on the portal, as the requirements for administering tests remotely and in person differ.	
(Optional) Make sure your device has a built-in or plug-in webcam.	
(Optional) Make sure your device has a built-in or plug-in microphone.	
Make sure your device has a built-in or plug-in speaker.	
Make sure each student's testing device has the secure browser or a supported web browser installed. Please refer to the Supported Systems & Requirements page on the portal for a list of supported operating systems and devices.	
(Optional) Make sure each student's device has a built-in or plug-in webcam.	
(Optional) Make sure each student's device has a built-in or plug-in microphone.	
Make sure each student's device has a built-in or plug-in speaker.	
Run the network diagnostic test to make sure you have the proper bandwidth. If using your microphone (optional), speaker, and webcam (optional), check that they are working properly.	
Complete the Remote Proctoring TA Certification Course.	
Communicate with students how their log in information (first name and username) will be shared.	
Communicate with students how the Session ID will be shared.	
If administering the APM to students at home, make sure each student has run the network diagnostic test on their device to check their bandwidth, microphone (optional), speaker, and webcam (optional).	
(Optional) If administering the APM to students remotely and will be using video, ensure parental consent is obtained through the help of the school or district, and indicated for each student in TIDE.	

Checking Your Technology

Teachers should be sure to work with the technology coordinator to ensure devices, including those of students, meet the minimum requirements necessary to administer or take a remote assessment. A network diagnostic test is available to determine preparation, please see section

[Running Diagnostic Tests for Remote](#) Proctoring. Note this test does not apply to internet speed requirements for teachers or students using video conferencing features. Students using video conferencing features may need a faster internet speed for those features to work properly during a test.

How to Complete the Remote Proctoring TA Certification Course

Teachers are required to complete a *Remote Proctoring TA Certification Course* before they are able to administer an APM assessment to students who are remote. If you do not complete the course, you will not be able to administer an APM assessment to students who are remote.

Teachers can complete the *Remote Proctoring TA Certification Course* in school or at home by following the steps below:

1. Go to the [Florida Statewide Assessments](#) portal.
2. Select **Adaptive Progress Monitoring (APM) Program** card, and then scroll down to the **Associated Resources**.



3. Under Preparing for Testing, select **Remote Proctoring TA Certification Course**.

The screenshot shows the 'Associated Resources' section of a web application. At the top, there are three tabs: 'Preparing for Testing' (which is underlined), 'Administering Tests', and 'After Testing'. Below these tabs, there are three sections of resources:

- APM RESOURCES**: [APM Remote Participation for Students and Families](#). This link is described as explaining how students take the APM assessments if they are participating remotely.
- APM RESOURCES**: [2020–21 Remote TA Certification Course Additional Information Sheet](#). This link is described as detailing the areas in which the Florida APM program differs from the general information provided in the training.
- APM RESOURCES**: [Remote Proctoring TA Certification Course](#). This link is described as being required to be completed by teachers (TAs) who will administer a remote APM session. This link is highlighted with a red rectangular box.

4. Select **Remote Proctoring TA Certification Course** and the **Remote Proctoring TA Certification Course** login page opens in a new window. Enter your TIDE credentials and select **Secure Login**. If you have forgotten your password, select **Forgot Your Password?** and follow the on-screen instructions to set a new password. If this is your first time logging in for the year, select **Request a new one for this school year** and follow the instructions.
5. After logging in, the **Remote Proctoring TA Certification Course** page opens. Complete the course to earn your certification. Your completion is recorded in TIDE.

How to Communicate Test Session Information Securely to Students

Teachers need to communicate login information from students' test tickets and the Session ID to their students so they can participate in an APM session. Teachers should communicate this information to students using an established secure method such as the classroom management system teachers and students are already using for instructional purposes or alternative methods like personal email or private text messages.

How to Administer an APM Assessment to Students in a Classroom and Students at Home at the Same Time

Teachers can create an APM session and administer the APM assessments to students in the classroom and students at home at the same time. If any students in an APM session are taking an assessment remotely, the audio and video features added to the Test Delivery System for remote testing will be available for all students in the session, even those taking the APM assessment in the classroom.

Tasks to Complete During Testing

This section lists and explains the tasks that teachers will need to complete in order to start and monitor an APM assessment session while students are at home, including the following:

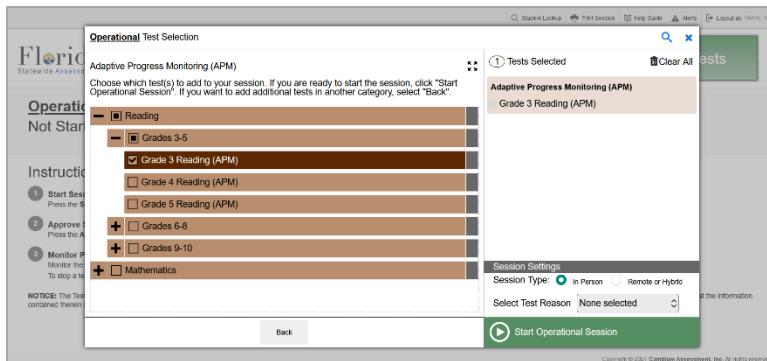
1. [How to Start an APM Assessment Session for Students Who Are Remote](#)
2. [How to Communicate with All Students in a Remote Session at Once](#)
3. [How to Observe Students While They Participate in a Remote Session with Video \(Optional\)](#)
4. [How to Start a One-on-One Video Conference with a Student \(Optional\)](#)
5. [How to Respond to Students if They Request Assistance](#)
6. [How to Respond if a Test Alert Appears for a Student](#)
7. [How to End a Remote APM Assessment Session](#)

How to Start an APM Assessment Session for Students Who Are Remote

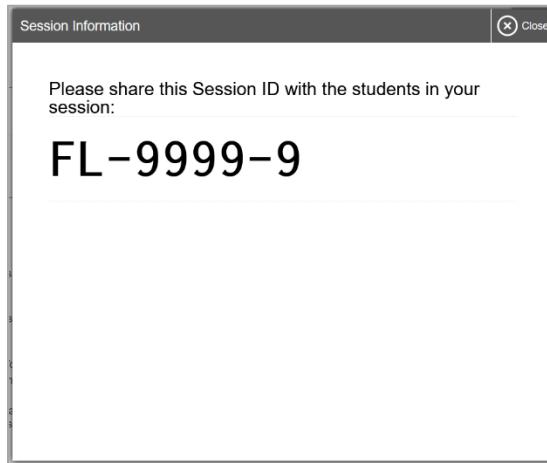
Teachers will use the same process to create an APM session for students who will participate remotely (see [How to Administer an Adaptive Progress Monitoring \(APM\) Assessment](#)), with a few additional steps.

After teachers select tests in the **Test Selection** window, the **Session Settings** fields appear. Do the following:

- a. In the **Session Type** field, select **Remote or Hybrid**. Please note, if you wish to administer the test session to students in the classroom and to students at home at the same time, select **Remote or Hybrid**. The audio and video features for remote testing will be available for all students in the session, even those taking the APM assessment in the classroom.
- b. Select **Start Operational Session**.



2. If the session is a remote session, a pop-up window appears in your web browser, requesting access to your speaker, microphone, and camera (optional). Select **Allow**. If you do not select **Allow**, students taking the test will be unable to hear (or see) you during the session.
3. Teachers should then finish setting up the test session by selecting a test reason from the **Session Attributes** window and click **OK**.
4. The **Session Information** window appears. This pop-up window provides the Session ID and the Session Link. Teachers will need to share the Session ID with students. Students who see an “Unsupported OS/Browser Combination” page should ensure they are using a supported version of their web browser. Communicate the session information to students following the guidance laid out in [How to Communicate Test Session Information Securely to Students](#) and click **Close** to close the **Session Information** window. If you close this window and need to revisit it, you can select **Session Information** at the top of the page.



Once students have been approved to join the session, they can begin taking the APM assessment.

How to Communicate with All Students in a Remote Session at Once

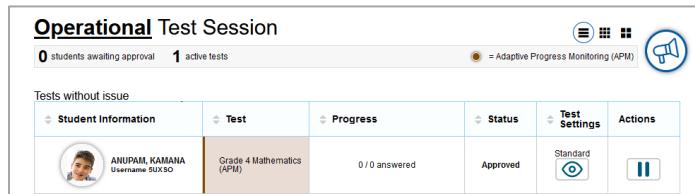
Once a remote session has started and students have joined, teachers can communicate with all students at once through a broadcast feature in the Test Delivery System.

- Broadcasted messages to students pop up automatically as announcements on each student’s screen. Students will also hear an audio transcription of the broadcast. Students do not need to do anything for these messages to appear.

- Be sure to keep these messages brief because they will momentarily interrupt student testing. For example, teachers might tell students “Ten minutes left.”
- Students can respond to teachers through this communication method. Chat messages sent from students to teachers appear only on the teacher’s screen and not on the screens of other students in the session.

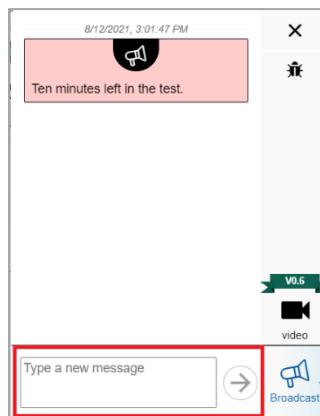
Teachers can communicate with all students in a remote session by following the steps below:

1. From the Test Delivery System, select the **Megaphone** icon ().



The screenshot shows the 'Operational Test Session' interface. At the top, it displays '0 students awaiting approval' and '1 active tests'. A legend indicates that a blue circle with a dot represents 'Adaptive Progress Monitoring (APM)'. Below this is a table titled 'Tests without issue' with columns for Student Information, Test, Progress, Status, Test Settings, and Actions. The first row shows a student named ANUPAM, KAMANA with the username SUXSO, taking the Grade 4 Mathematics (APM) test. The progress is at 0 / 0 answered, and the status is Approved. The test settings are Standard, and the actions include a video camera icon and a pause/break icon.

2. The *Broadcast* pop-up window opens. In the *Type a new message* field, type your message and then select the **Send** icon ().



3. Your message automatically appears on the device of each student in the session. Students do not need to do anything for this message to appear.



4. Students can respond to messages by typing a message in the *Type a new message* field and selecting the **Send** icon (➔) on their devices. When a student sends a message, a **Message Waiting** icon (💬) appears next to their image on the Test Delivery System. To see the student's message, select their icon.

Operational Test Session

0 students awaiting approval 1 active tests

= Adaptive Progress Monitoring (APM)

Student Information	Test	Progress	Status	Test Settings	Actions
ANUPAM, KAMAN Username SUKSO	Grade 4 Mathematics (AFM)	0 / 0 answered	Approved	Standard	II

5. The *Chat* pop-up window opens. Select the **Messages** icon (💬) to view the message sent by the student.



6. Select **X** to close the *Chat* pop-up window.

How to Observe Students While They Participate in a Remote Session with Video

Teachers and students have the option to enable video while participating in a remote session. Teachers can observe low resolution video of all students at once or select one student to view at high resolution.

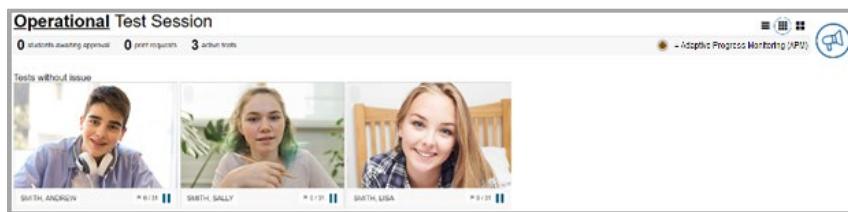
Low resolution video of all students appears automatically on the list of students on the test administration site.

While a connection is being made, a **Connection Pending** icon (⏳) appears under the student's image on the TA site. The icon disappears once a connection is made.

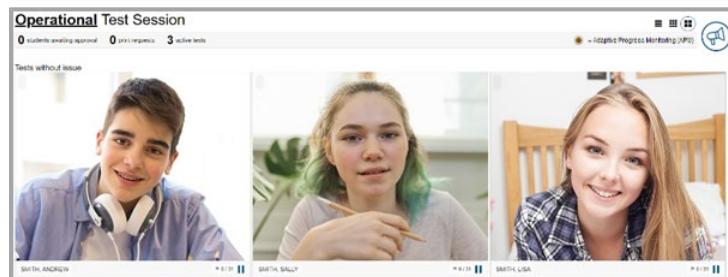
By default, students in a test session appear listed in a table, as shown in the screenshot below.

Operational Test Session					
0 students awaiting approval	0 print requests	3 active tests			
Tests without issue		Test	Progress	Status	Test Settings
Student Information	Test	Progress	Status	Test Settings	Actions
 SMITH, ANDREW SSD 111111111111	EXAM 4 - SCIENCE FINAL (APR 18)	0 / 21 answered	Started	Standard	
 SMITH, SALLY SSD 111111111111	EXAM 4 - SCIENCE FINAL (APR 18)	0 / 18 answered	Started	Custom	
 SMITH, LISA SSD 111111111111	EXAM 4 - SCIENCE FINAL (APR 18)	0 / 18 answered	Started	Standard	

Teachers can change to a small tile view by selecting the 3x3 Tile View icon ().

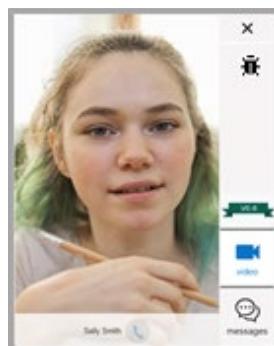


Teachers can change to a large tile view by selecting the 2x2 Tile View icon ().



Teachers can view high resolution video of one student at a time by following the steps below:

1. From the list of students in the test session, select the **Student Video** icon () for the student you wish to view.
2. The *Video Conference* pop-up window appears, displaying high resolution video of the student.



3. Select X to close the *Video Conference* pop-up window. The test administration site appears.

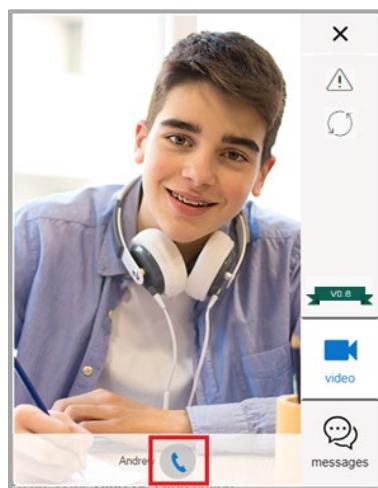
How to Start a One-on-One Video Conference with a Student

Teachers can start a one-on-one video conference with one student at a time through the Test Delivery System by following the steps below:

- From the list of students in the test session, select the **Student Video** icon () for the student with whom you wish to start a one-on-one video conference.



- The *Video Conference* pop-up window opens, displaying high resolution video of the student. Select the **Call** icon () to call the student.

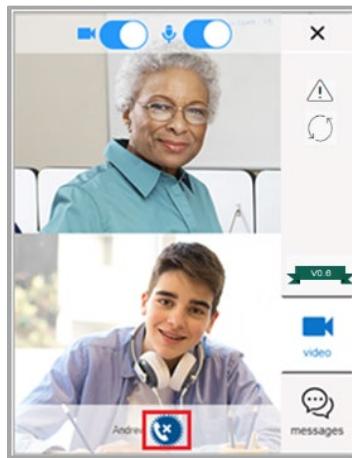


The call is placed. On your device, the *Video Conference* pop-up window displays a split-screen view of you and the student. On the student's device, the *Video Conference* pop-up window displays automatically, displaying the same split-screen view of you and the student.

To toggle your webcam or microphone, do the following:

- To toggle your webcam, select the **Webcam Toggle** icon (). With your webcam off, students are unable to see you.
- To toggle your microphone, select the **Microphone Toggle** icon (). With your microphone off, students are unable to hear you.

To disconnect the call, select the **Disconnect Call** icon ().

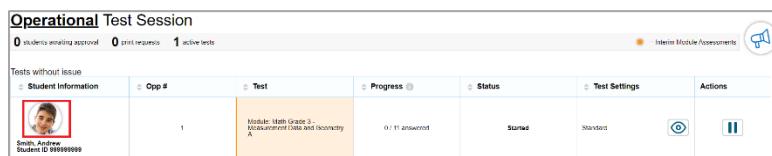


How to Request to View the Screen of an Off-Site Student from the Test Administration Site

Teachers can request to view a student's screen from the test administration site. When a teacher requests access to view a student's screen, the student must first give permission to view their screen. This feature is not available if the student is using an iPad.

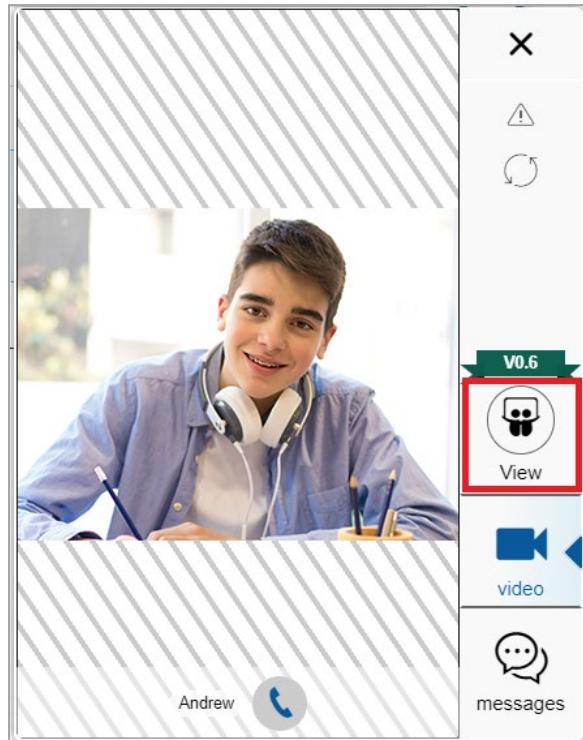
A teacher can request to view a student's screen from the test administration site by following the steps below:

1. From the list of students in the test session, select the **Student Video** button () for the student.

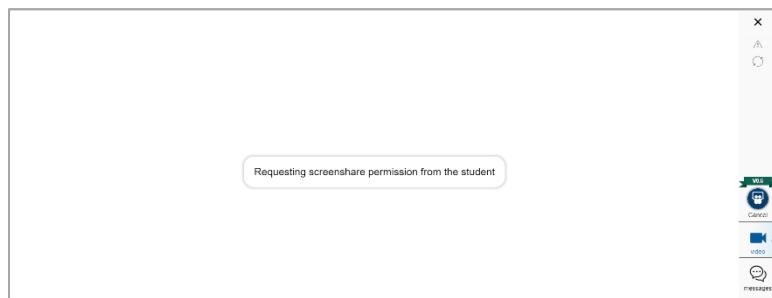


The screenshot shows the 'Operational Test Session' interface. At the top, it displays '0 students awaiting approval', '0 test sessions', and '1 active tests'. There is a link to 'Interim Mobile Assessments' with a megaphone icon. Below this is a table titled 'Tests without issue'. The columns are: Student Information, Opp #, Test, Progress, Status, Test Settings, and Actions. The first row shows a student named 'Smith, Andrew' with Student ID '989999999'. The 'Test' column for this student shows 'Module: Math Grade 3 Measurement Data and Geometry'. The 'Progress' column shows '0 / 11 answered'. The 'Status' column shows 'Started'. The 'Actions' column contains a 'View' button (highlighted with a red box) and a 'Stop' button.

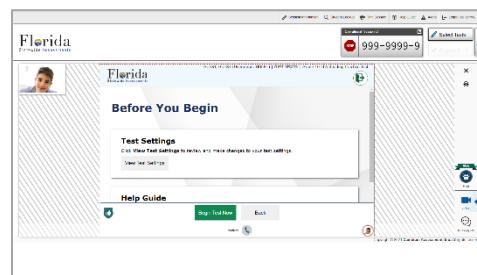
2. The *Video Conference* pop-up window opens. Select the **View** button ().



The *Request screenshare permission from the student* pop-up window appears.



The student must first give permission to view their screen. After they do this, the screen will appear in the *Video Conference* pop-up window.



How to Respond to Students if They Request Assistance

Students who need assistance can request it from their teacher by virtually “raising their hand” while taking an APM assessment remotely.

Students who need assistance will appear with a **Hand Raised** icon (✋) next to their name on the list of students on the APM Test Delivery System.

The screenshot shows the 'Operational Test Session' interface. At the top, it displays '0 students awaiting approval' and '1 active tests'. There is a note about 'Adaptive Progress Monitoring (APM)' with a help icon. Below this, a table lists 'Tests without issue' for one student: ANUPAM, KAMAN (Grade 4 Mathematics (APM)). The student's status is 'Approved' and they have '0 / 0 answered' questions. The 'Actions' column contains icons for Standard Test and a pause button. A large red '✋' icon is positioned next to the student's name in the 'Student Information' column.

Teachers can respond to student requests for assistance by following the steps below:

1. From the list of students in the test session, select the **Student with Hand Raised** icon (✋) for the student to whom you wish to respond.
2. A pop-up window appears. To send the student a chat message, select **Messages**, enter your message in the *Type a new message* field and select the **Send** icon (✉️). Your message appears automatically on the student’s screen. Students can respond to your message with a chat message of their own. If a student has consent indicated for video conference features, you may also provide assistance by starting a one-on-one video conference.
3. To lower the student’s hand, select the **Lower Hand** icon (✋).

How to Respond if a Test Alert Appears for a Student

Test alerts appear on the list of students on the Test Delivery System if the system has not detected any activity from the student for some time. This may happen if the student’s computer or device has gone to sleep or if the student is experiencing some interruption. In the event of a test alert, all student responses are saved at the time of interruption so that students do not lose responses.

Students with test alerts are moved to a *Tests with potential issues* list.

The screenshot shows the 'Operational Test Session' interface. It displays '0 students awaiting approval', '0 print requests', and '1 active tests'. A note about 'Adaptive Progress Monitoring (APM)' is present. Below, a table lists 'Tests with potential issues' for one student: SMITH, ANDREW (Grade 4 Mathematics (APM)). The student's status is 'Inactive' and they have '0 / 0 answered' questions. A 'More Info' button is available. To the right, a 'Test Alert' box is open, stating: 'We have not seen any activity on this student's testing device for a while. This could be due to the device going to sleep or the student experiencing some interruption.'

Teachers can respond to test alerts by following the steps below:

1. When a test alert appears, select the **Chat** icon (💬) for the student.
2. Select **Messages** and enter your message in the *Type a new message* field and select the **Send** icon (✉️). Your message appears automatically on the student’s screen. Students can respond to your message with a chat message of their own.

How to End a Remote APM Assessment Session

Once the last student submits their assessment, teachers can end the remote APM session. After the session is ended or if a student logs out of the session, teachers and students will no longer be able to communicate with each other through the Test Delivery System.

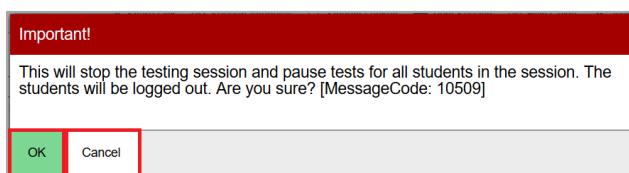
Stopping a session automatically logs out all the students in the session and pauses their tests. Once a test session is stopped, it cannot be resumed. To resume testing students, a new session should be started.

1. In the upper right corner of the Test Delivery System, select **Stop**.



2. A confirmation message appears. Do one of the following:

- To stop the session, select **OK**.
- To cancel the action and return to the session, select **Cancel**.



Technology Coordinators: Preparing for Remote Proctoring

As mentioned above, the same Test Delivery System that teachers (TAs) use to administer Florida Statewide Assessments in the classroom has been upgraded to allow teachers to administer APM assessments to students who are remote and not in the classroom. These additional features allow teachers and students to communicate with each other during a test and allows students to use either the secure browser or a supported web browser to take APM assessments.

If administering a remote APM assessment, teachers should use a supported browser to open the TA Interface.

Students with computers or devices loaned to them by their school/district can use the most recent secure browser, which is a customized web browser designed for taking tests, while students with personal computers or devices can use a supported web browser to access the Student Interface. Either way students will have access to the same functionality.

Technology coordinators have a key role in preparing students and teachers for remote proctoring:

- Technology coordinators should assist teachers and students in setting up the computer or device they will use to take the APM assessment remotely, as well as ensure each teacher and student has a working microphone, speaker, and webcam (optional) which they can use to communicate with each other during the remote session.
- Students will use the most recent secure browser used for summative testing. Technology coordinators should install the secure browser on all devices that will be loaned to students. For instructions on how to install the secure browser, please see the [Secure Browsers](#) section of the portal.

Technology Coordinator Checklist

Task	Status
Make sure each teacher's device has a supported web browser installed so teachers can access the Test Delivery System.	
If remote proctoring sessions will take place, make sure each teacher's device has a built-in microphone, speaker, and webcam (optional). Technology coordinators should also ensure that remote teachers have run the diagnostic test to ensure equipment is working properly.	
Consult with the school assessment coordinator and make sure the student's device has the most recent secure browser installed.	
If remote proctoring sessions will take place, make sure the student's computer or device has a built-in or plug-in microphone, speaker, and webcam (optional). Technology coordinators should also ensure that remote students have run the diagnostic test to ensure equipment is working properly.	
(Optional) Make sure the student's computer or device has any necessary assistive technology like text-to-speech software or screen readers.	

How to Prepare Student and Teacher (TA) Devices for Remote APM Sessions

Both teacher and student devices should have the proper hardware and software and a strong internet connection in order to participate or deliver remote APM sessions.

The remote APM technology requirements for both students and teachers almost exactly the same as those used for summative testing done in a classroom, except teachers and students also need a microphone, speaker, and webcam (optional).

The charts below describe the hardware and software requirements for devices.

Hardware Requirements for Teachers

Type	Required Hardware
Computer or Device	Please see the Supported Systems & Requirements page for a list of supported hardware.
Speaker	Any built-in or plug-in speaker, headphone, or headset.
Webcam (Optional)	Any built-in or plug-in webcam.
Microphone (Optional)	Any built-in or plug-in microphone.

Software Requirements for Teachers

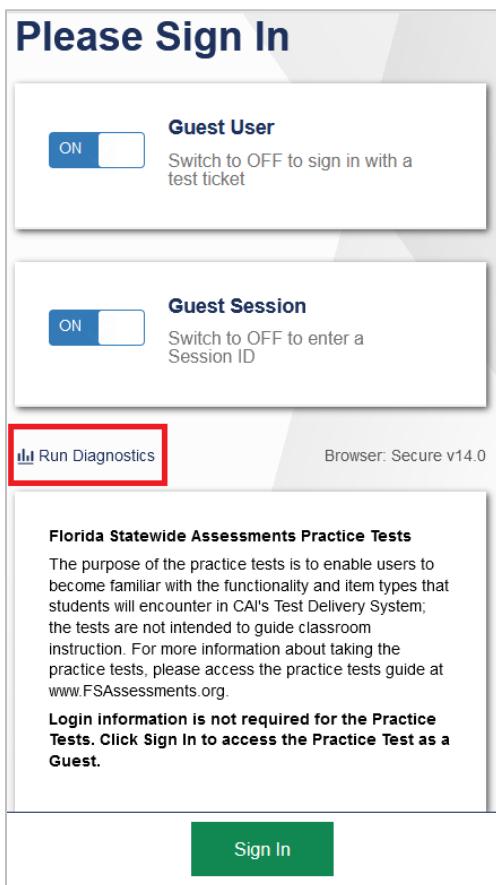
Type	Required Software
Operating System	Please see the Supported Systems & Requirements page for a list of supported software.
Web Browser	Please see the Supported Systems & Requirements page for a list of supported web browsers.

Hardware Requirements for Students

Type of Hardware	Required Hardware
Desktop or laptop computer	Please see the Supported Systems & Requirements page for a list of supported hardware.
Speaker	A speaker that is built into their computer or device or one that plugs into the computer/device that will allow the student to hear their teacher during one-on-one video conference sessions.
Webcam (Optional)	A webcam that is built into their computer or device or one that plugs into their computer/device will allow the student's teacher to see the student while the student is testing and during one-on-one video conference sessions.
Microphone (Optional)	A microphone that is built into their computer or device or one that plugs into the computer/device that will allow the student to speak to their teacher during one-on-one video conference sessions.
Assistive Technology (Optional)	Students in need of assistive technology like text-to-speech software or screen readers need this as well.

Running Diagnostic Tests for Remote Proctoring

To ensure the teacher's and student's computers or devices meet the minimum requirements (200kb/sec) necessary to administer a remote assessment, they should run the network diagnostic test from the Student Practice Test **Please Sign In** screen in the secure browser. Click **Run Diagnostics**, found in the middle of the screen, as displayed in the following graphic.



From this screen, technology coordinators can help teachers and students test their internet speed to make sure it meets the minimum recommended speed for remote testing. Note this test does not apply to internet speed requirements for students using video conferencing features. Students using video conferencing features may need a faster internet speed for those features to work properly during a test.

Technology coordinators can help students ensure their internet speed meets the minimum requirement for taking a test at home by following the steps below:

1. In the *Bandwidth Diagnostic* section, select "I am a student who will be taking a test remotely."
2. Select whether you will have a webcam enabled for the test.
3. Select **Run Test**.

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.
 I am a student who will be taking a test remotely.
 I am a test administrator who will be proctoring an exam remotely.

Run Test

- The diagnostic test will indicate if the student's internet speed is fast enough to take a test from home. If their speed is not fast enough, technology coordinators can determine if other activity on the student's network is drawing bandwidth away from the machine attempting to take the test. If it is, try to prioritize bandwidth for CAI's websites during online testing.

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.
 I am a student who will be taking a test remotely.
 I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?
 Yes
 No

Download Speed:143.780 Mbps Upload Speed:36.160 Mbps

Given the current network conditions, your available bandwidth meets or exceeds the necessary requirements. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary each time you run this tool.)

Run Test

To check Audio for Reading assessments and TTS, and video for teachers and students using it, select **Audio and Video Checks**.

(Optional) Teachers and students can ensure their webcam is working properly by following the steps below, or if not using the webcam select **Skip**:

- In the *Camera Check* field, have the teacher or student mark the **I agree to grant Browser permission to use camera**. checkbox.
- Have them select the **Camera** icon ().
- A pop-up window appears in your web browser, requesting access to the teacher's or student's camera. Select **Allow**. If **Allow** is not selected, the online testing system will not be able to access the camera.
- Do one of the following:
 - If live video from the webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. The camera works.
 - If live video from the webcam does not appear, select **I cannot see myself**. Technology coordinators should troubleshoot the problem.

Camera Check

Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

I agree to grant the browser permission to access the camera.



Next Step:

If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

I see myself I cannot see myself

Teachers and students can ensure their speakers or headphones are working properly by following the steps below:

1. In the *Sound Check* field, have the teacher or student select the **Play Audio** icon (🔊).
2. Do one of the following:
 - If the teacher or student hears the sound from the speaker, select **Yes**. A checkmark appears in the upper right corner of the *Sound Check* field. The speaker works.
 - If the teacher or student do not hear the sound from the speaker, select **No** and troubleshoot the problem.

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**. After selecting Yes, click **Continue**.

Yes No

(Optional) Teachers and students can ensure their microphone is working properly by following the steps below:

1. In the *Recording Device Check* field, have the teacher or student select the **Microphone** icon (🎙).
2. A pop-up window appears in the web browser, requesting access to the microphone. Select **Allow**. If Allow is not selected, the online testing system will not be able to access your microphone.
3. Have the teacher or student speak into their microphone.
4. When they are done speaking, select the **Stop** icon (⏹) to stop recording.
5. To listen to their recording, select the **Play** icon (▶).
6. Do one of the following:

- If the teacher or student hears the audio they recorded from the speaker, they will select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. The microphone works.
- If the teacher or student do not hear the audio recorded from their speaker, they will select **I did not hear my recording** and troubleshoot the problem.

Recording Device Check

Make sure your recording device is working.



1. To start recording, press the Microphone button.
 2. Say your name into your recording device.
 3. When you are done, press the Stop button.
 4. To listen to your recording, press the Play button.



Next Step:

If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

(Optional) Students can ensure their video and audio playback is working properly by following the steps below:

1. In the *Sounds and Video Playback Check* field, select **Play Video** in the screen.
2. Do one of the following:
 - If you could see and hear the video, select **I could play the video and sound**.
 - If you did not see or hear the video, select **I could not play the video or sound** and contact your teacher to troubleshoot the problem.

Sound and Video Playback Check

Make sure video playback is working.



Make sure video and audio playback are working. To play the sample video and sound, press the play button.

Next Step:

If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

Troubleshooting

Internet Connections or Hardware

Teachers and students may experience problems with their internet connections or hardware (webcam, microphone, speaker, and/or any assistive technology) while administering or taking an APM assessment remotely.

- If a teacher loses their internet connection during a test, the teacher will be logged out of the TA Interface, but the session will remain open for 20 minutes. Teachers should navigate back to the TA Site and click **Join** to rejoin the open session. If they do not return to the TA Interface and re-enter the active session within 20 minutes, they will be logged out, all of the students' tests will be paused, and they will need to click **Start a New Session Now** to continue.
- If a student loses their internet connection during a test, the student's responses up to the point where their internet connection was lost will be saved, and the student will be able to pick up where they left off once they regain their internet connection.
- If teachers or students experience problems with their internet connection, they should contact their internet service provider.
- If students have problems with their webcam, microphone, speaker, or assistive technology during a test, they should notify their teacher, who may need assistance from a technology coordinator in getting the student's hardware up and running again.

Communication between Teachers and Students

Teachers and students can communicate with each other through the TDS during a remote APM assessment. Teachers can broadcast text messages to all the students in a session. Students can send chat messages to their teacher and request assistance from their teacher by virtually raising their hand, alerting the teacher that they need help. If students and teachers are using webcams, teachers can view students through their webcam, and start a one-on-one video conference with students. These communications are not monitored or recorded.

Problems that may prevent communication between teachers and students may include any of the following:

- Loss of internet connection for either the teacher or student
- Loss of connection to the APM Test Delivery System

For problems with remote internet connections, teachers and students should contact their internet service provider.

For problems with connections to the APM Test Delivery System, students should contact their teacher using the established classroom management tool teachers and students already have in place, and the teacher can contact either a technology coordinator or the school assessment coordinator.

The APM Sites

If teachers experience problems signing into the TA site, they should contact the APM Help Desk.

If students experience problems signing into the APM Test Delivery System or launching the secure browser, they should contact their teacher using the established classroom management tool teachers and students already have in place.

Adaptive Progress Monitoring (APM) Help Desk

Questions related to Adaptive Progress Monitoring (APM) assessments may be directed to a dedicated APM Help Desk which is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T.

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

APM Help Desk

Toll-Free Phone Support: 1-888-944-5001

Email Support: FloridaAPM@cambiumassessment.com

Emails to the Help Desk are 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 APM testing, please provide the following information:

- Your name and contact information
- Username(s) of affected student(s)
 - Do not send secure student information to the Help Desk via email.
- 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

Change Log

Location	Change	Date
Throughout Guide	APM can only be taken through the Secure Browser. All references to other browsers removed.	8/20/21
Throughout Guide	Updated screenshots where appropriate.	8/20/21
Throughout Guide	Updated links to new portal.	8/20/21
<u>Running Diagnostic Tests for Remote Proctoring</u>	Updated instructions.	8/20/21
<u>How to Request to View the Screen of an Off-Site Student from the Test Administration Site</u>	Added new section.	8/20/21
<u>Software Requirements for Students</u>	Removed section.	8/20/21