

# **Adaptive Progress Monitoring (APM) *Powered by ClearSight***

## **Remote Participation for Students and Families**

2021–2022

Updated August 20, 2021

*Prepared by Cambium Assessment, Inc.*



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# Introduction

Adaptive Progress Monitoring (APM) is an optional online assessment tool to help assess students’ current knowledge, skills, and abilities in grades 3–10 Reading and grades 3–8 Mathematics. This tool is being offered to help districts, schools, and teachers gauge how students are performing academically. To be effective, it is important students take these assessments independently and without any external assistance.

This guide explains how students take APM assessments if they are participating remotely. The same online testing system that teachers and students use to administer the statewide assessments in the classroom has been upgraded to allow students to take APM assessments at home.

- Students will be able to access the student interface using the secure browser on any device that meets Florida’s testing requirements. You will receive specific directions from your school or teacher.
- Teachers can broadcast chat messages to students during a test session, and students can respond by sending chat messages back to their teacher or, if permission is granted by the parent, a one-on-one video conference feature built in to the online testing system allows teachers and students to video conference.
- In all situations, teachers and students will not be asked to share any personally identifiable information other than what they would share in an ordinary test session in a classroom.
- The APM assessments are secure assessments. You may not discuss or reveal details about the test content (including test items, passages, and prompts) after the assessment. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

## Preparing for an APM Assessment

To ensure students can take an APM assessment remotely, students and their families should work with their teacher or the school technology coordinator to make sure students are ready to take an APM assessment from home. The checklist below is designed to help you complete these tasks in advance of the day of the test, and details are described in the sections below.

Task	Status
Students can use the latest secure browser to take an APM assessment. <b>If students are using a computer loaned to them by their school or district</b> , confirm with your teacher that the latest secure browser version is installed.	
Students will need access to speakers or headphones to hear audio on APM Reading assessments, hear any teacher broadcasts, and to use Text-to-Speech (TTS).	
(Optional) For classrooms that require the video communication option, make sure written permission has been provided, and that your device has a built-in or plug-in webcam, microphone, and speaker.	
(Optional) Make sure your device has any necessary assistive technology like TTS software or screen readers.	
Work with your teacher to use the diagnostic checker to make sure you have an adequate Internet connection, and that the speaker and webcam/microphone (optional) are working properly.	

## What Technology Do Students Need?

Students should have a device that will support APM assessments and a strong Internet connection.

Students can use most modern desktops or laptops running most versions of Windows, macOS, Ubuntu, Fedora, or Chrome OS. Note iPads are supported for APM remote assessments. You can find out more about supported devices, operating systems, and supported browsers on the [Supported Systems and Requirements](#) page.

Students should also have access to any necessary assistive technologies like TTS software or screen readers they need to take a test. For more information, see the section [Using Accommodations on an APM Assessment](#).

## Checking Your Internet Connection and Device Prior to Testing

To ensure your Internet speed and device meet the minimum requirements necessary for remote testing, you and your family should work with your teacher or the school's technology coordinator to run the test indicated below.

Note that this diagnostic 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.

Students can ensure their Internet speed meets the minimum requirement for taking a test from home by following the steps below:

1. Open the secure browser and select **Go to the Practice Test Site**.



2. Select **Run Diagnostics**. The **Network Diagnostics** page will appear.

## Please Sign In

**Guest User**  
Switch to OFF to sign in with a test ticket

**Guest Session**  
Switch to OFF to enter a Session ID

**Run Diagnostics** Browser: Firefox v91

**Florida Statewide Assessments Practice Tests**  
The purpose of the practice tests is to enable users to become familiar with the functionality and item types that students will encounter in CAI's Test Delivery System; the tests are not intended to guide classroom instruction. For more information about taking the practice tests, please access the practice tests guide at [www.FSAssessments.org](http://www.FSAssessments.org).  
**Login information is not required for the Practice Tests. Click Sign In to access the Practice Test as a Guest.**

Sign In

3. Select **I am a student who will be taking a test remotely** and then select whether you will have a webcam enabled for the test.
4. 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

5. The speed test will indicate if your Internet speed is fast enough to take the test from home. If your speed is not fast enough, notify your teacher before the day of the 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.

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

6. From the diagnostic page, students and their families can also test their speaker and webcam/microphone (optional) to make sure they are working properly. Select **Audio and Video Checks** to access audio and video checks for your device.

**Network Diagnostics**

Your Operating System: Windows 10    Your Browser Version: Firefox v90

Secure Browser: false

**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

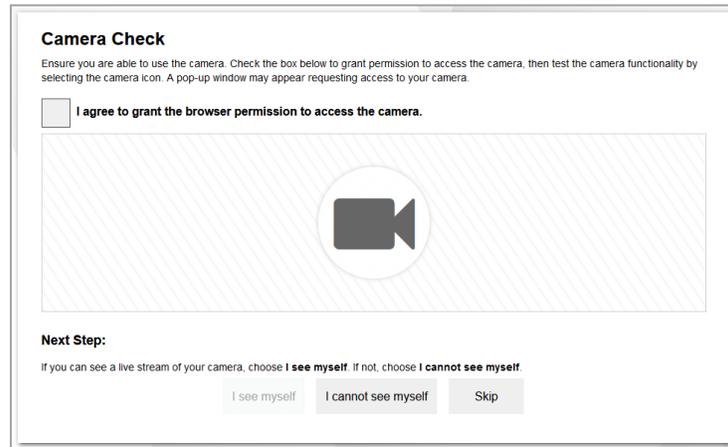
Return to Login    **Audio and Video Checks**    TTS Check    Remote Connectivity Check

(Optional) If students have parental permission to use a webcam, ensure their webcam is working properly by following the steps below:

1. In the *Camera Check* field, mark the checkbox next to **I agree to grant Browser permission to use camera.**
2. Select the **Camera** icon (  ).
3. A pop-up window displays in your web browser, requesting access to your camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your camera.

4. Do one of the following:

- If live video from your webcam displays, select **I see myself**. A checkmark displays in the upper right corner of the *Camera Check* field to indicate that your camera works.
- If live video from your webcam does not display, select **I cannot see myself** and contact your teacher to troubleshoot the problem.

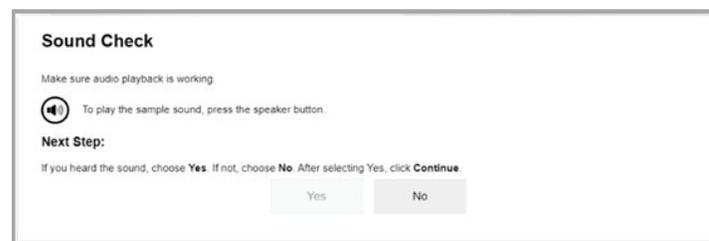


Students can ensure their speaker is working properly by following the steps below:

1. In the *Sound Check* field, select the **Play Audio** icon (.

2. Do one of the following:

- If you hear the sound from your speaker, select **Yes**. A checkmark displays in the upper right corner of the *Sound Check* field to indicate that your speaker works.
- If you do not hear the sound from your speaker, select **No** and contact your teacher to troubleshoot the problem.



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

1. In the *Recording Device Check* field, select the **Microphone** icon (.

2. Speak into your microphone.

- When you are done speaking, select the **Stop** icon (  ) to stop recording.
- To listen to your recording, select the **Play** icon (  ).
- Do one of the following:
  - If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark displays in the upper right corner of the *Recording Device Check* field to indicate that your microphone works.
  - If you do not hear the audio you recorded from your speaker, select **I did not hear my recording** and contact your teacher to troubleshoot the problem.

### Recording Device Check

Make sure your recording device is working.



- To start recording, press the Microphone button.
- Say your name into your recording device.
- When you are done, press the Stop button.
- 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:

- In the *Sounds and Video Playback Check* field, select **Play Video** in the screen.
- 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**.

## ***Receiving Login Information from Your Teacher***

Teachers will provide students login information that they will use to access the APM tool on their devices at home. This will be done through the established classroom management system or through an alternative method, such as private text messages or emails.

Teachers will also provide support for students through the login process.

## ***Using Accommodations on an APM Assessment***

Students who normally use assistive technologies during a test should use the same assistive technologies when they take a test from home. Most assistive technologies are built into the online testing system and work the same way at home as they do in the classroom. Some accommodations require some setup, such as TTS and screen readers. Students and parents should work with the student's teacher and the school's technology coordinator to ensure students can access accommodations properly on the student's device.

If students taking a test use assistive technologies that are not built into the online testing system, such as screen readers, magnifiers, or switch devices, those technologies will still work with the online testing system even if the student is taking a test at home.

## **The Day of the APM Assessment**

This section lists and explains the tasks that students need to complete on the day of the remote APM Assessment. If time permits, it is recommended that students prepare to join the remote test session twenty minutes prior to the start time provided by their teacher. The sections below cover the following topics:

- [How to Sign In to Take an APM Assessment;](#)
- [How to Ask Your Teacher for Help while You Are at Home;](#)
- [How to Send Chat Messages to Your Teacher;](#)
- [How to Respond to Chat or Broadcast Messages from your Teacher](#)
- ; and
- [How to Submit Your APM Assessment after You Finish.](#)

## ***How to Sign In to Take an APM Assessment***

Before or on the day of the assessment, through normal secure classroom communication channels, the teacher will provide students with log in information. On the day of the assessment, the teacher will provide a Session ID to the student.

When students open the secure browser, they first see the sign in page, where they will enter their first name, username, and the Session ID provided by the teacher.

For information about communicating sensitive information such as Session IDs and usernames, see the section [Receiving Login Information from Your Teacher](#).

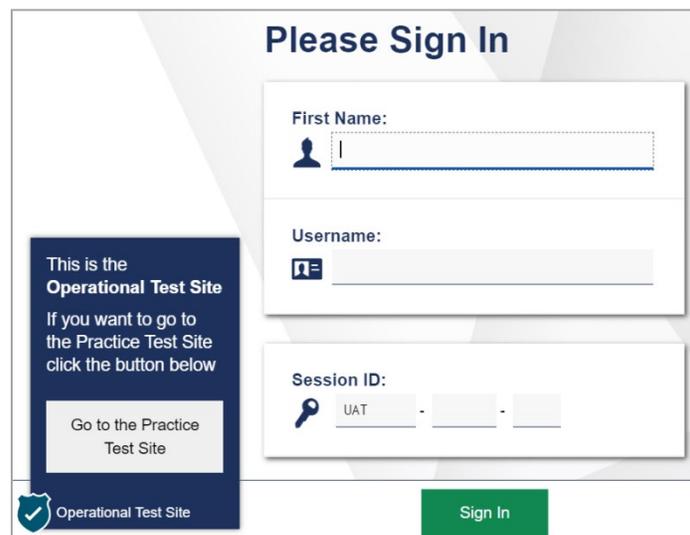
Students can sign in to a take an APM assessment by following the steps below:

1. To access the *Sign In* page, on the day of the APM assessment, double-click the secure browser shortcut on your desktop to launch it.

Figure 1: The Secure Browser Desktop Icon



2. The *Sign In* page displays. Your teacher should provide you with information needed to sign in. Do the following:
  - a. In the *First Name* field, enter your first name exactly as the teacher has communicated it to you (which is how you were pre-registered in the testing system).
  - b. In the *Username* field, enter your username exactly as the teacher has communicated it to you.
  - c. In the *Session ID* field, enter the *Session ID* provided by your teacher.
  - d. Select **Sign In**.



**Please Sign In**

This is the **Operational Test Site**  
If you want to go to the Practice Test Site click the button below

Go to the Practice Test Site

Operational Test Site

First Name:

Username:

Session ID:  -  -

**Sign In**

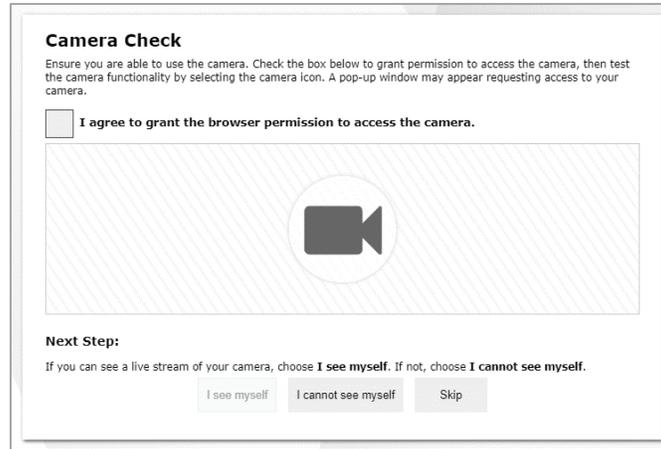
3. The **Is This You?** page displays. The information on this page includes your first name, username, last name, grade, date of birth, and school. If all the information on the **Is This You?** page is correct, select **Yes**. If any information on this page is incorrect, notify your teacher before selecting **No**.

4. The **Your Tests** page displays. The test(s) included in the APM session will be listed here. Select the test as instructed by your teacher. If you don't see the correct test listed, notify your teacher before proceeding.

5. The **Waiting for Approval** page displays. Your request to join the test session is sent to the teacher. Your teacher must approve you into the session before you can proceed.

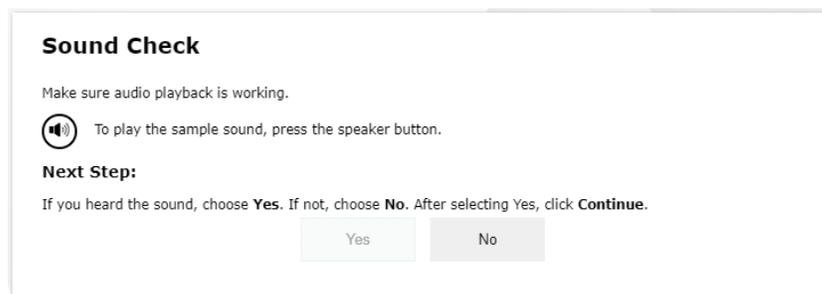
6. Students then may be asked to complete a series of Audio/Video Checks depending on the APM assessment, accommodations, and use of video during the assessment. These checks include Camera, Sound, Recording, and TTS.
- a. (Optional) If you are using video and you have provided consent to the teacher/school, in the *Camera Check* field, you will need to follow the steps below. If you are not using video, select **Skip**.
    - i. Click the checkbox next to **I agree to grant the browser permission to access the camera**.

- ii. Select the **Camera** icon ().
- iii. Next, you will need to do one of the following:
  - If live video from your webcam displays, select **I see myself**. A checkmark displays in the upper right corner of the *Camera Check* field indicating that your camera works.
  - If live video from your webcam does not display, select **I cannot see myself** and contact your teacher to troubleshoot the problem.



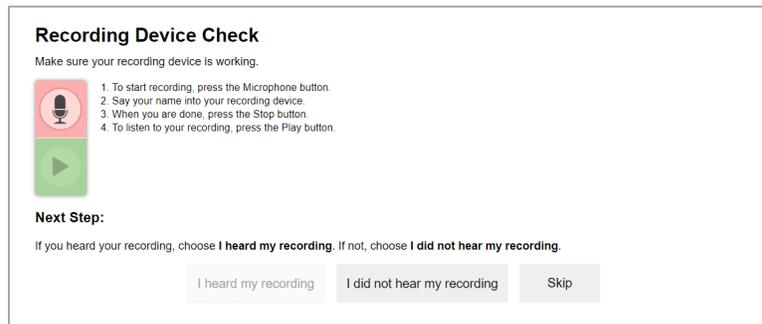
b. To complete the Sound Check on your device:

- i. Select the **Speaker** icon () and listen to the audio.
- ii. If you hear the sound, select **Yes**. A checkmark displays in the upper right corner of the *Sound Check* field indicating that your speaker works.
- iii. If you do not hear the sound, select **No** and contact your teacher.
  - a. Also check that the audio on the device or headphones is not muted, and if using headphones/earbuds, that they are securely plugged in.
  - b. After checking for volume, you can click **Try Again**. This will direct you back to the *Sound Check* field. If issues persist, contact your teacher before selecting **No**.

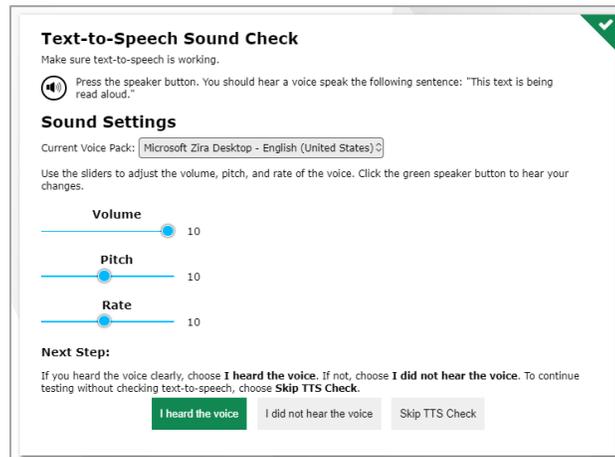


- c. (Optional) If you are using video and you have provided consent to the teacher/school, you will use the Recording Device Check. If you are not using a microphone, select **Skip**.

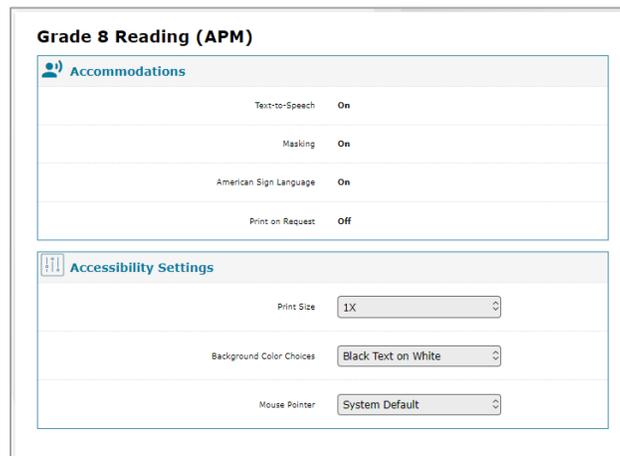
- i. Select the **Microphone** icon ().
- ii. Speak into your microphone.
- iii. When you are done speaking, select the **Stop** icon () to stop recording.
- iv. To listen to your recording, select the **Play** icon ().
- v. Do one of the following:
  - a. If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark displays in the upper right corner of the *Recording Device Check* field indicating that your microphone works.
  - b. If you do not hear the audio you recorded from your speaker, select **I did not hear my recording** and contact your teacher to troubleshoot the problem.



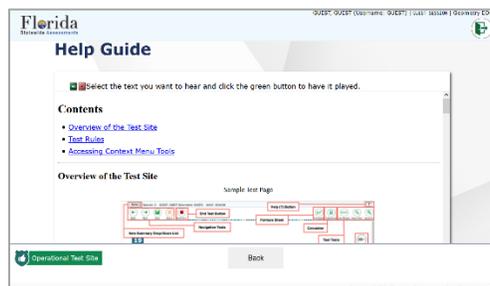
- d. If using Text-to-Speech (TTS), you should complete the *Text-to-Speech Sound Check*. If not using TTS, select **Skip TTS Check**.
  - i. Select the speaker icon () to play the sound. You should hear a voice speaking that says “This text is being read aloud.”
    - a. Under Sound Settings you will see which voice pack is being used on your device. You may have an option to choose a voice pack.
  - ii. Do one of the following:
    - If you hear the text being read aloud, select **I heard the voice**. A checkmark displays in the upper right corner of the *Text-to-Speech Sound Check* field indicating that your TTS works.
    - If you do not hear the text being read aloud, select **I did not hear the voice** and contact your teacher to troubleshoot the problem.



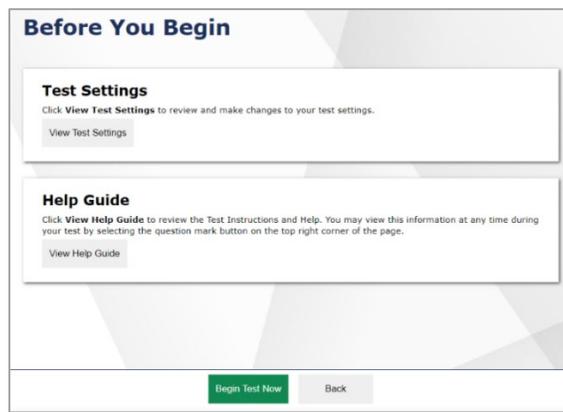
7. Once you have completed the audio checks, the **Before You Begin** page displays. On this page, you can do any of the following:
- To review your test settings, select **View Test Settings**. Your test settings and accommodations for the test display. If any of this information is incorrect, notify your teacher. This screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. To return to the **Before You Begin** page, select **OK**.



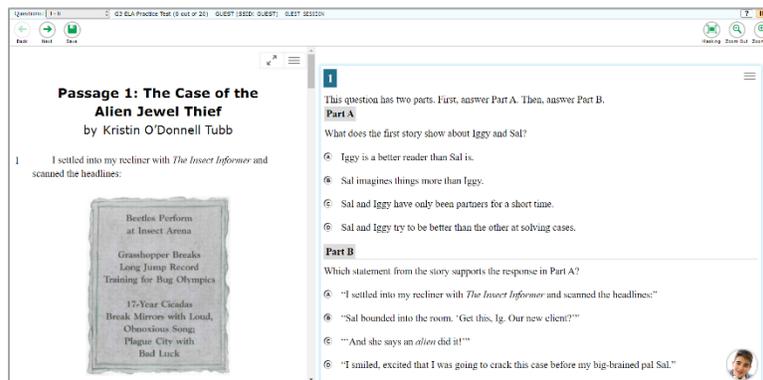
- To view the help guide, select **View Help Guide**. The Help Guide displays. You can also view the Help Guide at any time during the test by selecting the Help button inside the test. To return to the **Before You Begin** page, select **Back**.



- To start the test, select **Begin Test Now**.



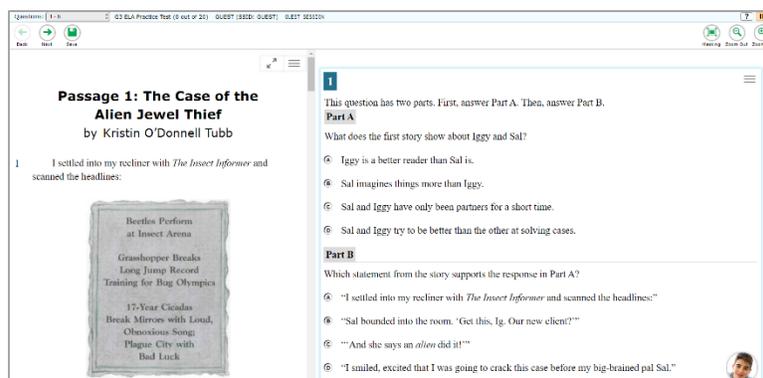
Once you begin the test, questions display on the screen. Your teacher can monitor your progress throughout the test even while you are taking the test from home. Please make sure you read each item carefully and review your responses. It is also important that you work independently and without help from other people or devices.



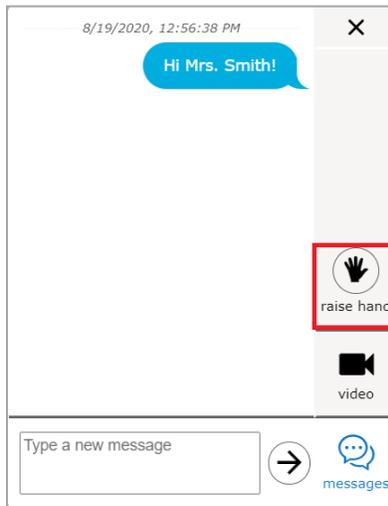
## How to Ask Your Teacher for Help while You Are at Home

You can request assistance from your teacher while you are taking a test from home either by chat or by using the video feature, provided your school has enabled the video feature. Students should follow the steps below to ask the teacher for help:

1. While in the test, select the **Student** icon (  ).



2. The *Video* pop-up window opens. Select the **Raise Hand** icon (  ).



Your teacher will see a message on their computer alerting them that you need help. Your teacher can send you a chat message or, if you have permission to use video, start a video conference. Your teacher can also lower your hand.

3. To lower your hand, select the **Lower Hand** icon (  ).

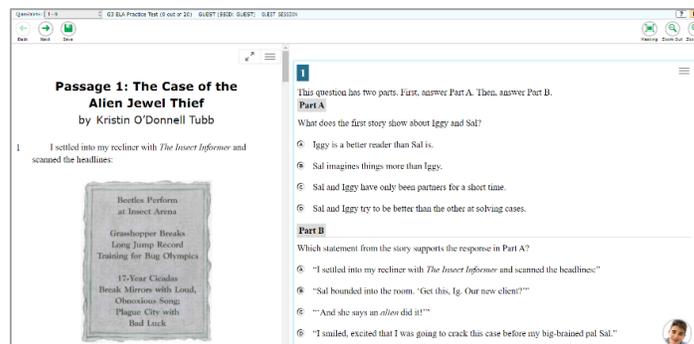
4. To close the window, select **X**.

### ***How to Send Chat Messages to Your Teacher***

Students can send chat messages to teachers through the online testing system while they are taking a test at home.

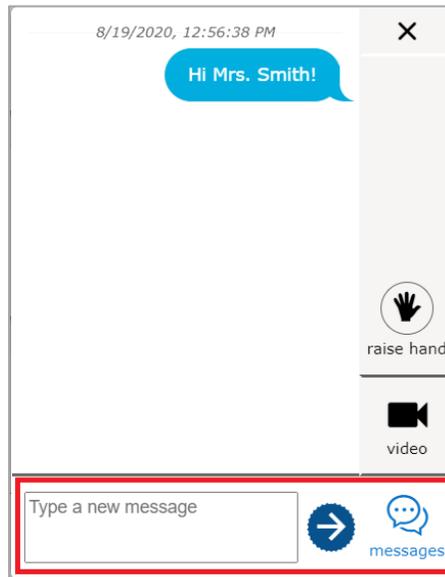
Students can send chat messages to their teacher by following the steps below:

1. While in the test, select the **Student** icon (  ).



2. The *Video* pop-up window opens. Do the following:
- Select the **Messages** icon (  ).
  - In the *Type a new message* field, enter the message you wish to send to your teacher.

- c. Select the **Send** icon (.

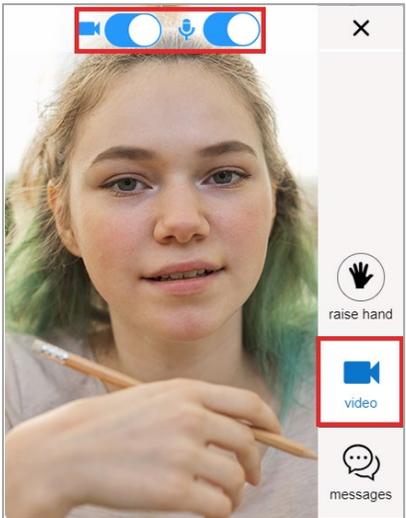


A notification displays on your teacher's screen. Your teacher can respond by sending you a chat message.

3. To close the window, select **X**.

If you have permission to use video, you can view a live feed from your webcam by doing the following:

- a. Select the **Video** icon (.
- b. A live feed from your webcam displays. You can do the following:
  - To toggle your webcam, select the **Webcam Toggle** icon (). With your webcam off, your teacher is unable to see you.
  - To toggle your microphone, select the **Microphone Toggle** icon (). With your microphone off, your teacher is unable to hear you during a video conference.



### ***How to Respond to Chat or Broadcast Messages from your Teacher***

While you are taking tests at home, teachers can send chat messages through the online testing system to one student at a time or broadcast messages to all students in a session. These messages display on your screen while you are taking the test. You can respond to these messages by sending a chat message back to your teacher. Broadcast messages will be read aloud automatically. You can also have chat messages read to you by clicking the play button.

You can respond to chat or broadcast messages from your teacher by following the steps below:

1. Messages sent by your teacher automatically display on your screen. If a teacher chooses to address the entire class in a broadcast, an audio transcription of the announcement will also play.



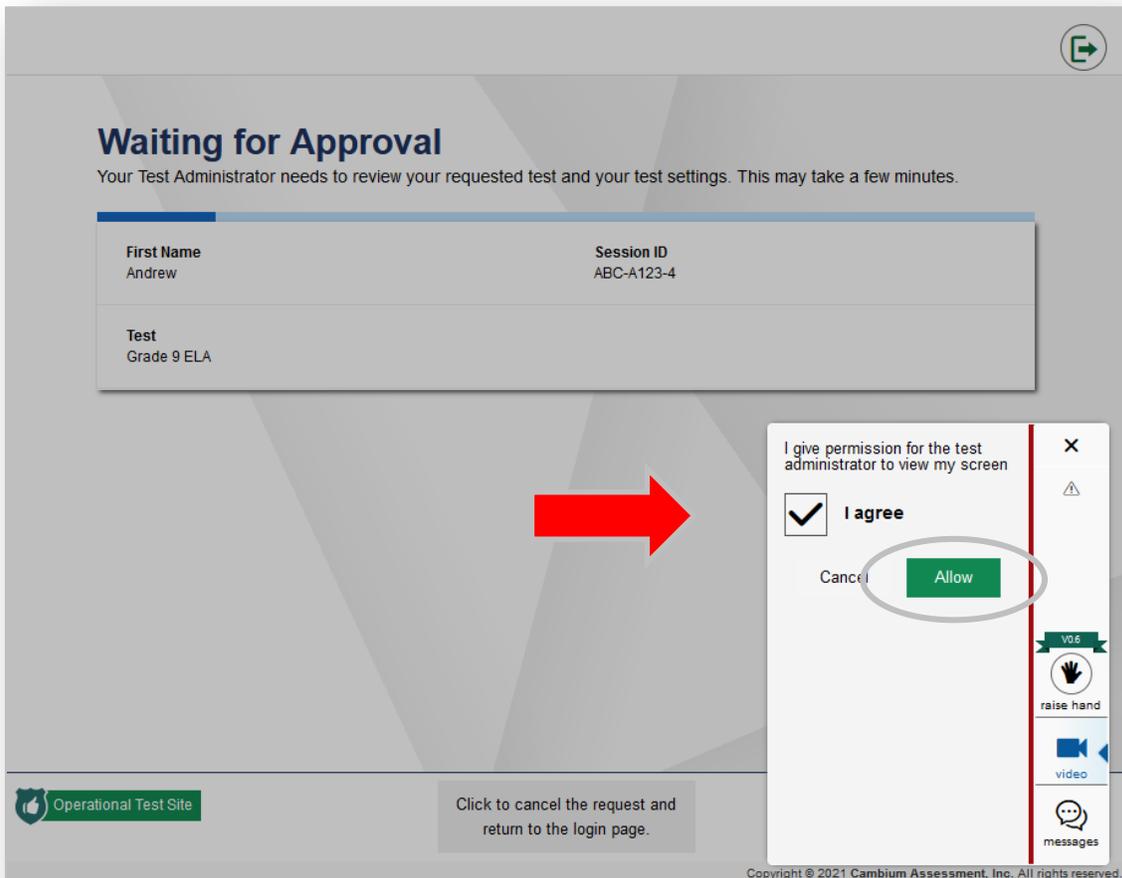
2. To respond to a chat or broadcast message, do the following:
  - a. In the *Type a new message* field, enter the message you wish to send to your teacher.
  - b. Select the **Send** icon ()

3. To close the chat window, select **X**.

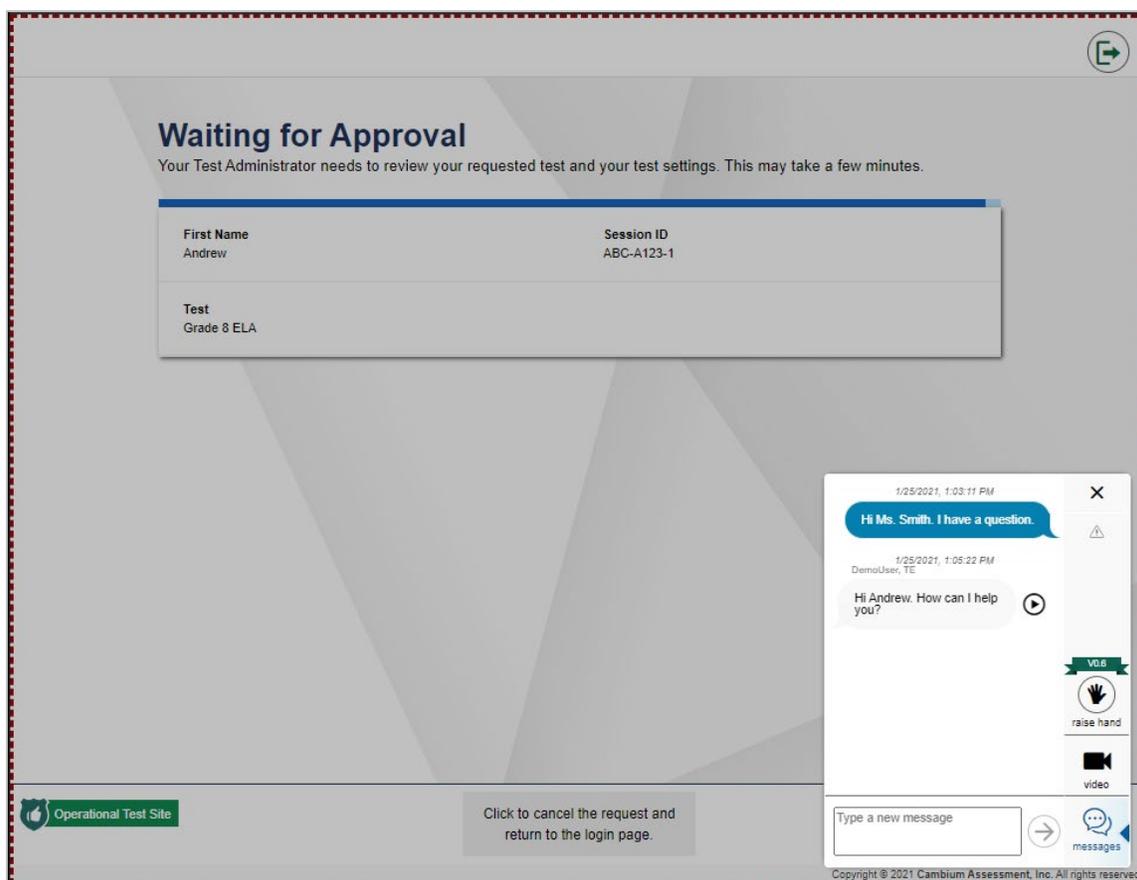
### ***How to Share Your Screen with Your Teacher***

Teachers can request to view your screen while testing. In order for the teacher to view your screen, you must first give permission to the teacher. This feature is not available if you are using an iPad.

A message will pop up on your screen, saying “I give permission for the test administrator to view my screen.” To grant your teacher permission, mark the I agree checkbox and then select Allow.

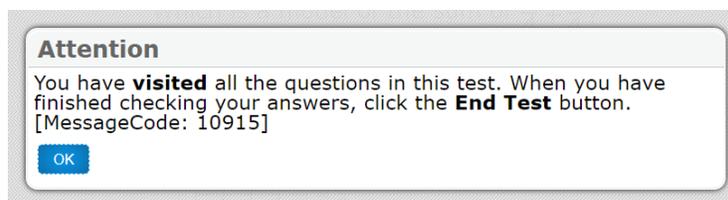


A red dotted line will appear around your screen, letting you know that your teacher is now viewing your screen. When the teacher is finished viewing your screen, the red dotted line will no longer appear, letting you know the teacher cannot see your screen.



## How to Submit Your APM Assessment after You Finish

1. When you reach the end of the test, you are asked to click the **End Test** button.



2. Select **End Test** in the upper left corner, which displays after you respond to the last test question.



3. A confirmation message displays. Select **Yes**. The **End Test** page displays, allowing you to review answers and submit the test for scoring.

- A flag icon ( 🚩 ) displays for any questions marked for review. A warning icon ( ⚠ ) displays for any unanswered questions.

4. *Optional*: To review previous answers, select a question number. When done reviewing, return to the **End Test** page by selecting **End Test** again.

5. To submit the test, select **Submit Test**, then select **Yes** in the confirmation message that displays.

**You have reached the end of the test.**

**Grade 4 Mathematics (APM)**

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	

[Submit Test](#)

6. The **Test Completed** page displays your name, the test name, and the completion date. To exit the Student Testing Site, select **Log Out**, and then close the web browser.

**Test Completed**

**Student Name:**  
FSAUAT, PMUAT (Username 31AL5)

**Test Name:**  
Grade 4 Mathematics (APM)

**Test Completed On:**  
9/23/2020

You have finished the test. You may now log out.

**Next Step:**  
To log out of the test, select **Log Out**.  
In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#)

## Frequently Asked Questions

### 1. What should I do if my student has trouble logging in to the test?

If a student is having issues opening the Secure Browser, please contact the teacher and he or she will be able to provide additional guidance.

If a student can access the Secure Browser but is having difficulty signing in, please confirm with the teacher information he or she provided for the student to sign in, including the correct spelling of the student's first name, username, and Session ID.

### 2. Am I allowed to help my student complete questions he or she doesn't know how to complete?

In order to make sure student progress is measured accurately, students should not receive outside help from other people or devices that would help them answer questions.

If students do not know how to interact with an item or input their answer, they should use the item tutorial available in the student interface which will show them how the item works.

### 3. How long should the APM assessment take and how many questions are there?

Students should be able to complete an APM assessment in 45 to 60 minutes; however, students should be allowed to finish if they need more time. There are approximately 24 to 34 items in each assessment.

### 4. What happens if my student is unable to submit the test?

If a student completes a test but does not submit it, the test will be submitted overnight automatically.

### 5. What if my student's Internet connection is lost?

If a student loses their Internet connection during a test, the test is paused, and the teacher is notified. The student's responses are automatically saved up to the point the connection was lost. When the connection resumes, the student should sign in again and follow the same steps that were completed the first time the student signed in to continue taking the test.

### 6. Do I need to provide consent for my student to take a remote APM assessment?

In order for a student to use video conferencing in the APM assessments, consent from parents and guardians is required. Students may still participate if not using the video conferencing tools. For additional information on how you can provide your consent, please contact your student's teacher.

### 7. How do I see my student's results?

Results are provided to teachers and school staff. Please contact your student's teacher to see when or how results will be distributed.

# Adaptive Progress Monitoring (APM) Help Desk

Your student's teacher or school assessment coordinator should be able to answer any questions you have or resolve most issues you may encounter. If directed by your teacher or school, you may contact the APM Help Desk which is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., E.T.

## APM Help Desk

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

Email Support: [FloridaAPM@cambiumassessment.com](mailto:FloridaAPM@cambiumassessment.com)

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

- Your name and contact information
- Username(s) of affected student(s)
  - **Do not send secure student information to the APM Help Desk via email.**
- Device, operating system, and browser version information
- Any error messages or error codes, if applicable
- Information about your home Internet connection (wired or wireless Internet)

## 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
<a href="#">How to Share Your Screen with Your Teacher</a>	Added new section.	8/20/21