



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Assessment Viewing Application User Guide

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2023–2024

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## Introduction to the AVA User Guide



This user guide supports user access to the Assessment Viewing Application (AVA). The AVA is a component of the Test Delivery System (TDS) 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 Statewide Assessments (FSA) Grade 10 Retake English Language Arts (ELA) Reading practice and operational (live) tests. This section of the user guide describes its contents and includes a key for identifying the icons and elements used throughout the guide.

## User Guide Content

This user guide contains the following sections:

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

Table 1. Key Icons and Elements

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

## Additional Resources

The following publications provide additional information on the technical aspects of the assessments and are available on the Florida Statewide Assessments Portal

(<https://fsassessments.org/fsa.html>):

- The [Supported Operating Systems and Devices](#) page provides information about supported desktops and laptops and related hardware requirements.
- The [TIDE User Guide](#) provides information about student and user management in the Test Information Distribution Engine (TIDE).
- The [Test Administrator User Guide](#) provides information about administering online tests via the Test Administrator (TA Interface).
- The [Technology Guide](#) provides information about
  - network and Internet requirements,
  - general, peripheral, and software requirements, and
  - about installing the Secure Browser and other configurations, including text-to-speech (TTS), on various operating systems.

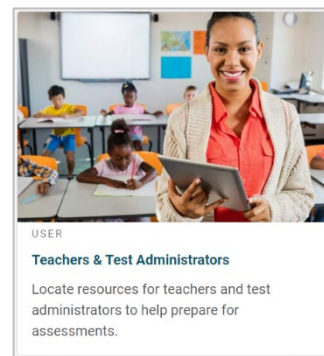
## Logging in to the AVA

The AVA allows Test Administrators (TAs) to provide students access to audio passages/items and animations for practice and operational (live) tests.

To access the AVA:

1. Open an Internet browser and navigate to the portal at <https://fsassessments.org/fsa.html>.
2. Select the Teachers & Test Administrators card ([Figure 1](#)).

Figure 1. Teachers and Test Administrators Portal Card



3. Click the **Assessment Viewing Application** card ([Figure 2](#)). The login page will appear.
4. Enter your email address and password.
5. Click **Secure Login** ([Figure 3](#)).
  - a. If the **Enter Code** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes of the email being sent. If the code expires, click **Resend Code** to request a new one on the **Enter Code** page.

**Note:** This page will appear every 7 days for users to verify their identity by entering a code when they log in. The same authentication process will also be initiated when the cache is cleared, when a user logs into a new device, or when a private browser session is in use.

Figure 2. Assessment Viewing Application Icon

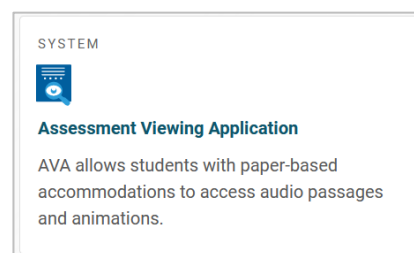


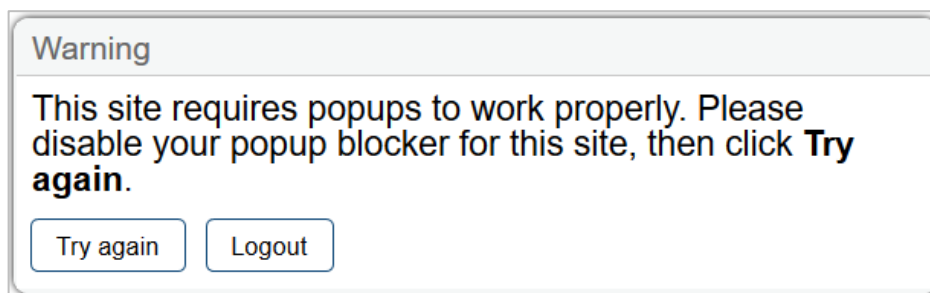
Figure 3. Login Page

Figure 4. Enter Code Page



**Note:** The Internet browser's pop-up blocker may prevent users from accessing the **Available Tests** page. If a user receives a notification that progressing to the next page has been blocked ([Figure 5](#)), he or she will need to disable the pop-up blocker on that page in order to proceed with logging in to the AVA. Once the browser's pop-up blocker has been disabled, the user should click Try Again. He or she will be directed to the **Available Tests** page.

Figure 5. Pop-up Blocker Notification



## Accessing Assessment Content

This section explains how to access content in the AVA. Practice test content for FSA ELA Reading Retake is available in the AVA. When selecting a form, TAs must ensure that they choose the correct version for practice or operational (live) test sessions.



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

### Step 1 – Selecting the Test

After logging in, the **Available Tests** page ([Figure 6](#)) appears and displays the tests available to the user.



**Note:** This page displays a Session ID at the top right of the screen that is automatically generated once you log in. The Session ID will begin with “TRAIN” for both practice tests and operational (live) assessments.

Figure 6. Available Tests Page

1. The **Student Grade Level** drop down will default to Retake. Select the practice test or the operational (live) test.
2. The **Select Test Form** page ([Figure 7](#)) will appear.

### Step 2 – Selecting a Test Form

The **Select Test Form** page displays the **Form** drop-down list with the appropriate test forms (Retake Accommodated or Retake Non-Accommodated) ([Figure 7](#)).

Figure 7. Select Test Form Page

1. Select the desired form from the **Form** drop-down list. If an incorrect test is listed, select **Back** to return to the login screen and select the correct test (practice or operational).
  - The Accommodated form should be selected only for students who require access to ASL or closed captioning accommodations.
  - The Non-Accommodated form should be selected for students who need to access only the audio passage or animations.
2. Select **Next**. The **Audio Checks** page ([Figure 8](#)) will appear.

### Step 3 – Sound Check

The **Audio Checks** page allows users to verify the functionality of the computer or device's audio features.

Figure 8. Audio Checks Page



To perform the sound check:



1. Students should unmute the speakers on their computers or devices, if necessary.
2. Next, select the speaker  icon.
3. If the student hears a sound, he or she should select **Yes**. The first passage set will appear. To adjust the volume, use the computer's or device's volume settings.
4. If the student does not hear a sound, he or she should select **No**. The **Sound Check: Audio Problem** section ([Figure 9](#)) will appear with a message telling the student to notify their TA that they have an audio problem. Students have two options:
  - **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the **Sound Check** section.
  - **Option B: Log Out.** Students can click the logout button  in the top-right corner of the screen. Troubleshoot the computer or device and headphones to check if there is a problem or move the student to another computer or device that has working audio.

Figure 9. Audio Checks Page

## Audio Checks

Your test uses multi-media features. Please perform the following checks before continuing.


### Sound Check: Audio Problem

Tell the Test Administrator/Proctor that you have an audio problem. Playing sound is required for this test.

**Next Step:**

To try the audio playback check again, choose **Try Again**. If your Test Administrator tells you to log out, choose **Log Out**.

Try Again



Continue Back

## AVA Navigation



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

## Accessing Audio and Animation Content

When students encounter an audio passage or animation clip ([Figure 11](#)) in their test and answer book ([Figure 10](#)), they will be directed to raise their hands.

Figure 10. Sample Test and Answer Book Directions



**Raise your hand so your test administrator can provide you access to this audio passage.**

TAs must access this content in the AVA and play the passage or animation clip for the students. Users may need to scroll down to see the passage with the audio or animation clip.





Figure 11. 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.

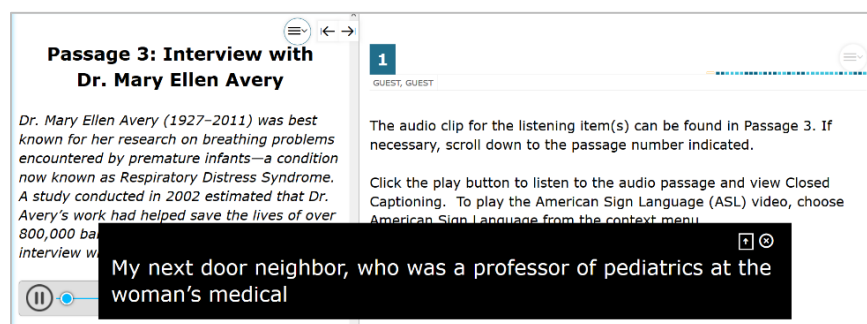
*To access the audio/animations:*

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

## Closed Captioning

Students assigned the closed captioning accommodation, will automatically see text displayed (Figure 12) once they select the play icon [img alt="play icon" data-bbox="455 140 490 165]] on audio passages or animations (refer to the directions for [Accessing Audio and Animation Content](#)). Students can select the up arrow [img alt="up arrow icon" data-bbox="835 165 865 190]] icon to move the closed captioning to the top of the screen or the down arrow [img alt="down arrow icon" data-bbox="755 195 785 220]] icon to move it to the bottom of the screen. They can also close the closed captioning by selecting the X icon.

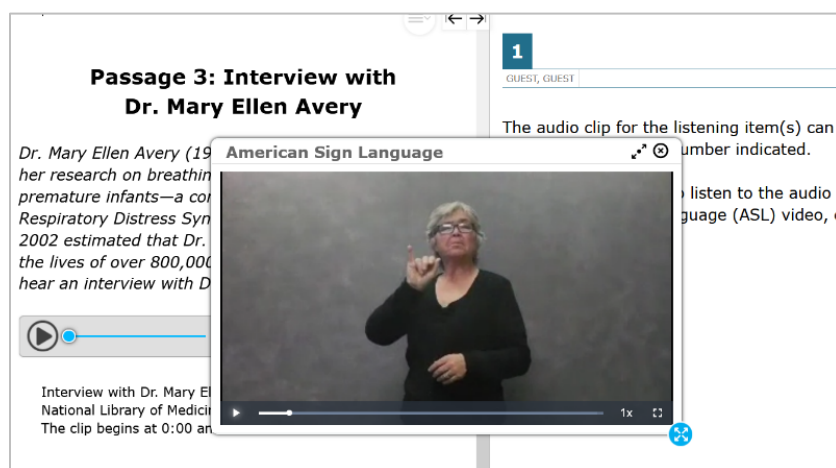
Figure 12. Sample Audio with Closed Captioning



## Viewing ASL Videos

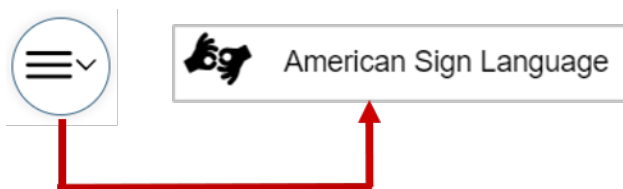
Students assigned the ASL accommodation can view ASL-translated videos (Figure 13) by following the directions below.

Figure 13. Sample ASL Video in AVA



To access the ASL video:

1. Open the passage context menu.
2. Select **American Sign Language**.



3. The video will appear in a pop-up window and the TA or student can:
  - Move the window around the screen by placing his or her cursor on the top of the window until the cursor changes to a four-way arrow and then dragging the window to the desired area.
  - Play [▶], pause [⏸], or replay [↺] the video.
  - Use the scrubber [⏮ 0:00] to move to different parts of the video.
  - Slow down or speed up the video using the options that appear when he or she hovers the cursor over the video speed controller [1x] icon.
  - Display the video window in full screen and revert it to the original size using the full screen [⛶] icon.
  - Resize the window using the resizing handle [⛶].
  - Maximize or minimize the window by selecting the black arrow icon in the upper-right corner.
4. If multiple ASL videos are available, the sign language [👤] icons will appear next to each passage. Students will select the icon for the passage they wish to translate into ASL. After the video plays, the icons will disappear. To view another video or to view a video again, students can select **American Sign Language** from the context menu again, and select the icon next to the passage they wish to view.

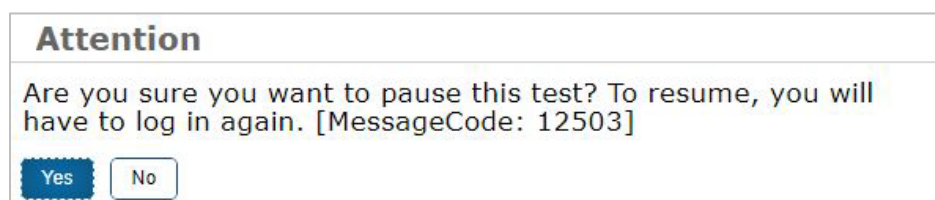
## Pausing the AVA

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

*To pause:*

1. Select **Pause** in the top-left corner of the page. An **Attention** message ([Figure 14](#)) will appear.
2. Select **Yes** to confirm the pause.

Figure 14. Attention Message



## Timeout (Due to Inactivity)

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



**Note:** Before the AVA logs out a user, a warning message will appear on the screen. If the user does not select **OK** within 30 seconds, he or she will be logged out.

## Exiting the AVA

When students have finished listening to or viewing all the audio passages, they will select the **Next** button ([Figure 15](#)) at the top of the page.

Figure 15. Next Button



To exit the AVA:

1. Select **Next**.
2. After clicking **Next**, the **Need to return to the passages?** page ([Figure 16](#)) appears. Select the item icon to go back to review the audio passages/animation clips.

Figure 16. Need to Return to the Passages? Screen

### Need to return to the Passages?

**FSA ELA Reading Retake – AVA**

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

**FSA ELA Reading Retake – AVA**

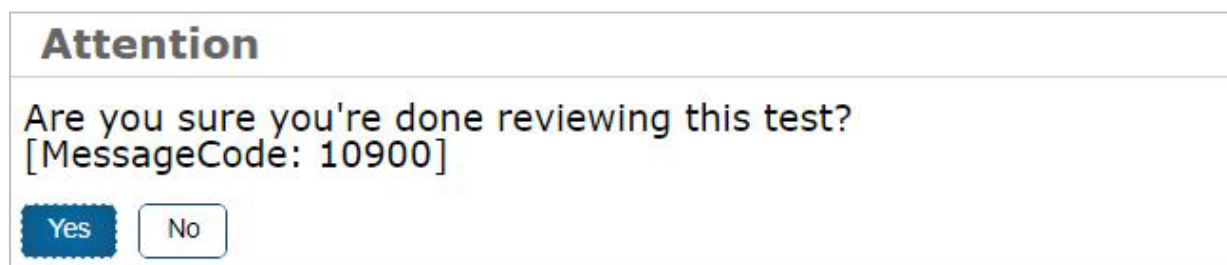
1

**End Test**

Click **End Test** to log out.

3. Select **End Test** to continue to the log out screen.
4. An **Attention** message ([Figure 17](#)) will appear. Click **Yes** to continue.

Figure 17. Attention Message

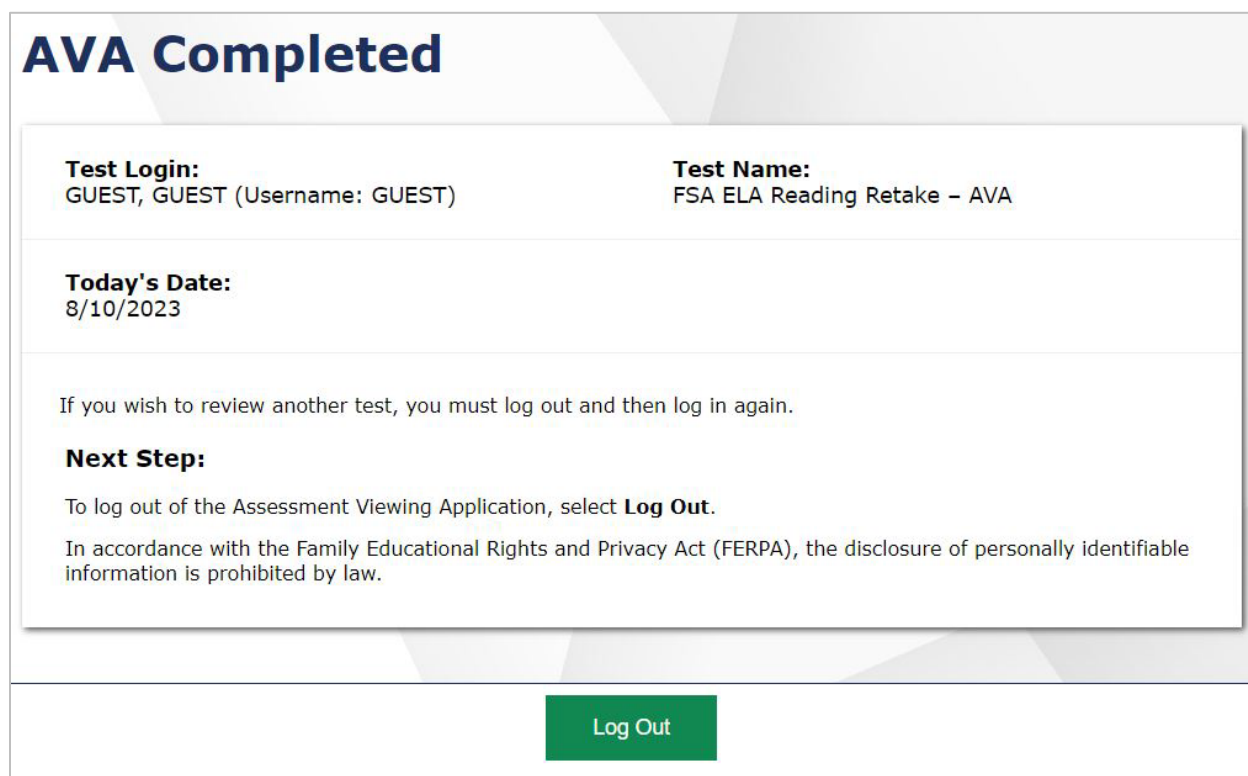


**Attention**

Are you sure you're done reviewing this test?  
[MessageCode: 10900]

5. The **AVA Completed** page ([Figure 18](#)) will appear.

Figure 18. Sample Assessment Completed Page



**AVA Completed**

<b>Test Login:</b> GUEST, GUEST (Username: GUEST)	<b>Test Name:</b> FSA ELA Reading Retake – AVA
--	---

**Today's Date:**  
8/10/2023

If you wish to review another test, you must log out and then log in again.

**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.

6. Select **Log Out**. The AVA login page will appear.

## User Support

Questions related to the 2023–2024 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. ET.

If a TA encounters an issue during live testing, he or she must contact the school assessment coordinator **immediately** and the Help Desk. In turn, the school assessment coordinator must contact the district assessment coordinator to report any issues.

### Florida Help Desk

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

Email Support:

[FloridaHelpDesk@CambiumAssessment.com](mailto:FloridaHelpDesk@CambiumAssessment.com)

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. When contacting the Help Desk, callers will be asked to provide as much detail as possible about the issue(s) 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 type, operating system, and browser version
- Any error messages and codes that appeared, if applicable
- Information about the network configuration:
  - Secure Browser installation (on individual machines or the network)
  - Wired or wireless Internet network setup

## Supported Operating Systems

As a reminder, official technical support is provided for only the systems listed on the [Supported Operating Systems and Devices](#) page on the portal.

## Appendix A. Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	8/15/23
<a href="#">Exiting the AVA</a>	Updated procedure for exiting the AVA.	8/15/23

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