



Oregon Assessment of Knowledge and Skills (OAKS) 2011–12 Test Administrator User Guide



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New in 2011-12

This user guide details a number of enhancements and changes that have been implemented for the 2011-12 OAKS Online administration. Refer to the corresponding section for details on each of the following:

- ▶ Mobile device support for the TA Interface (p. 6)
- ▶ A session handoff feature that allows TAs to easily switch computers or browsers without test session interruption (p. 14)
- ▶ A computer-based read-aloud test setting that enables the read-aloud accommodation to be delivered through OAKS Online (pp. 19, 32)
Note: This setting displays as “Text-to-Speech” on the TA Interface.
- ▶ The ability for students to select Color Choice and Print Size settings from the login screen (p. 25)
- ▶ OAKS Online is available to students who use Braille (Appendix E)



Accessing OAKS Online

Supported Web Browsers

Verify that you are using a supported web browser before accessing OAKS Online systems. AIR provides technical support for the following operating systems:

- Windows 2000, XP, Vista, 7
- Mac OS X (10.3, 10.4, 10.5, 10.6)
- Linux Fedora Core 6 (K12LTSP 4.2+), Ubuntu 9 and 10, and Redhat

Please use the supported browsers and versions listed in the table below to access OAKS Online applications.

Supported Web Browsers for OAKS Online Applications

Application(s)	Operating System	OS Version	Supported Browsers
TA Interface TA Training Site TIDE Online Reporting System	Windows	2000	Firefox 2.0–6.0 Internet Explorer 6
		XP	Firefox 2.0–6.0 Internet Explorer 6, 7, 8
		Vista	Firefox 3.0–6.0 Internet Explorer 7, 8 and 9
		7	Firefox 3.0–6.0 Internet Explorer 8 and 9
	Mac OS X	10.3	Firefox 2.0
		10.4	Firefox 2.0–6.0 Safari 3
		10.5	Firefox 3.0–6.0 Safari 3, 4, and 5
		10.6	Firefox 3.6–6.0 Safari 4 and 5
	Linux	All supported versions	Firefox 2.0–6.0
Student Practice Test	Windows	All supported versions	Firefox 2.0–6.0 Windows Secure Browser 5.0
	Mac OS X	10.3	Firefox 2.0 Mac Secure Browser 3.6
		10.4–10.6	Firefox 2.0–6.0 Mac Secure Browser 5.0
	Linux	All supported versions	Firefox 2.0–6.0 Linux Secure Browser 5.0
Student Interface*	Windows	All supported versions	Windows Secure Browser 5.0
	Mac OS X	10.3	Mac Secure Browser 3.6
		10.4–10.6	Mac Secure Browser 5.0



	Linux	All supported versions	Linux Secure Browser 5.0
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***Note:** Students must use Windows 7 to access the Braille Interface.

Mobile Device Support New

Test Administrators can now use some mobile devices, including smartphones and tablets, to access the TA Interface and TA Practice and Training Site. The following table displays which mobile devices can be used for the TA applications. The default browser that comes pre-installed with the device must be used (e.g., iPad 2 running the default Safari browser). Browsers downloaded from the carrier's application store (e.g., iTunes) are not supported.

Note: Due to the number of handhelds and tablets available, testing all devices' native browsers for compatibility with the TA Interface and TA Practice and Training Site is not feasible. Please check your device's specifications and ensure that they are running a supported mobile operating system (OS). Using devices with an OS not on this list is not prohibited; however, not all functions and features may work properly.

Supported Operating Systems/Mobile Devices for the TA Interface and TA Training Site

Supported Mobile OS	Sample Handhelds	Sample Tablets
Android 2.2	HTC Thunderbolt, LG Optimus, Motorola Droid X, Samsung Galaxy S	n/a
Android 2.3	Sony Ericsson Xperia Play	n/a
Android 3.0 and above	n/a	Motorola Xoom
iOS 3	iPhone 3G, iPhone 3Gs, iPod Touch	iPad
iOS 4	iPhone 3G, iPhone 3Gs, iPhone 4, iPod Touch	iPad, iPad 2

Notes:

- Android tablets must run Android 3.0 or above
- The default (native) web browser that comes pre-installed on the mobile device must be used. Alternative mobile browsers from the carrier's application stores are not supported.
- The minimum screen resolution for a handheld is 320 x 480.

Special Note regarding Printing Support:

All student print requests are managed on the TA Interface. At this time, Apple iOS devices are the only ones that have native printing support (AIR Print, which connects to printers on a wireless network). If you are using another device or do not have a printer with wireless support, you will need to transfer the test session to a desktop workstation that is connected to a printer.

Disabling Pop-Up Blockers

Your web browser's pop-up blocker must be fully disabled when accessing OAKS Online systems. Navigate to the appropriate menu option to disable pop-up blockers:



To disable pop-up blockers:

- **Firefox:** Tools > Options > Content > uncheck “Block Pop-Up windows”
- **Internet Explorer:** Tools > Pop-up Blocker > Turn Off Pop-up Blocker
- **Safari:** Application Menu (Safari) > uncheck “Block Pop-Up Windows”



Secure Browser Information

Students must log in through the appropriate secure browser provided for OAKS Online. The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The Secure Browser must be used to access operational OAKS Online, ELPA and Online Writing tests, but can also be used to access the Practice Tests.

The OAKS portal site (<http://www.oaks.k12.or.us/>) contains instructions for downloading and installing the secure browsers. Please note that there are different browsers depending on the operating system of each student's computer. Your school or district's IT staff can help to ensure that the secure browsers have been installed correctly on all computers to be used for testing at your school. If you are not sure that secure browsers have been installed or you have questions, contact your school administrator or IT staff prior to administering tests through the OAKS Online system.

Forbidden Application Detection

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and receives a message indicating the open application. Similarly, if a forbidden application launches while the student is already in a test (e.g., scheduled tasks), the student is logged out and a message is displayed.

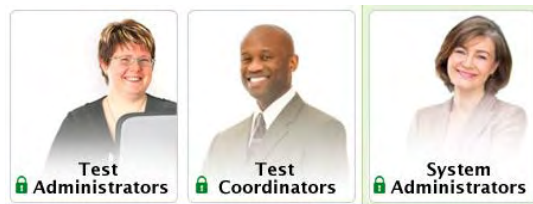
Before administering tests, TAs should take proper measures to ensure that forbidden applications are not running on student computers. Contact your school's IT department for assistance in identifying and closing applications.



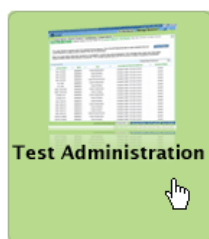
Logging in to the Test Administrator Interface

The OAKS portal (<http://www.oaks.k12.or.us/>) provides authorized users with access to OAKS Online applications. To access the TA Interface via the OAKS portal:

1. Select your user role.



2. You will be directed to the **Welcome** page, which includes links to the available OAKS Online systems. Select the OAKS Online application that you want to access.



3. You will be directed to the Login screen. Enter your **Username** and **Password** in the respective fields. Click **Log In**. You will be directed to the home/default page for the system that you selected.



Please Log In

Username:

Password:

Enter your Username and Password to log in to OAKS Online using the Common Login System (CLS). You will automatically be directed to your selected OAKS system. For assistance using the new CLS, click [Help] on the top-right corner of this page.

[Forgot Password?](#)

Oregon Department of Education
215 Capitol Street SE
Salem, OR 97331-0001

Reminder: Your username is the e-mail address associated with your account in the OAKS Online Test Information Distribution Engine (TIDE).

Usernames and Passwords

In order to preserve test security and student privacy, all institution-level users will be deleted from TIDE on September 30. If districts add institution-level users back into TIDE after they have been deleted, the institution-level users will need to obtain a new password by clicking on the “Request Password” link. Users will receive an automated email containing a temporary password. Users can log in to TIDE with a temporary password, but will be prompted to change the password before they may continue.



Navigation between OAKS Applications

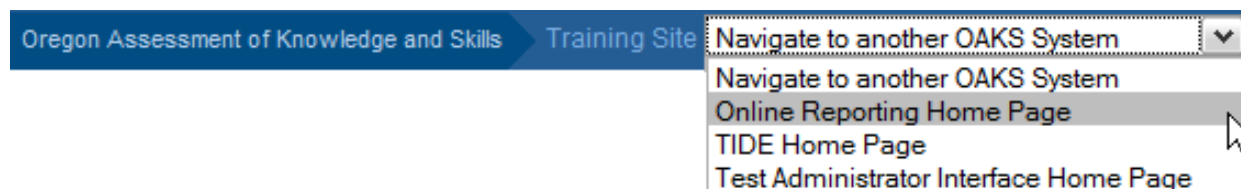
While logged in to an OAKS system, you will have the ability to switch between applications without needing to sign in to each system separately. This **Common Login System (CLS)** integrates the following OAKS Online applications:

- Test Administrator (TA) Interface
- TA Training Site
- Online Reporting System
- TIDE

CLS is designed to ease the login process and simplify navigation between OAKS Online applications. After logging in to your account, you will remain signed in to OAKS as long as one of your browser windows remains on an OAKS system (system timeout rules apply).

The top of your browser contains a drop-down menu listing all OAKS Online systems. Your current application is displayed to the left of the drop-down.

Common Login System (CLS) Navigation



Select the application you want to switch to using the drop-down menu. Although navigating to another OAKS Online system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.



The Test Administrator (TA) Interface

The TA Interface is the application used by Test Administrators (TAs) to administer OAKS Online, ELPA, and Online Writing assessments.

TA Interface

Oregon Assessment of Knowledge and Skills

Logged in as: TA Username Help Logout

OAKS ONLINE

Session ID: Sess-123

Approvals (1)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.

Sort By: Grade Subject

Grade 8 Reading High School Reading Grade 5 Science Grade 6 Science

Click (Approvals) to review test settings for students waiting to be approved.

Student Name	Test
JOHNSON, JOHN	Grade 4 Mathematics

Instructions - Click to expand/collapse

Students in your test session

Students in Session Approved Requests

Sort Column By Requests = New Request Hide/Show Columns


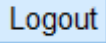


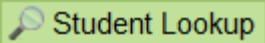


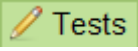

Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
ZIMMERMAN, BOBBIE	9999999	1	Grade 3 Mathematics	Standard Settings	completed		
ZIMMERMAN, BOBBIE	9999999	1	Grade 3 Reading	Standard Settings	paused: 8/15, 15 min		
RICE, MARCUS	9999999	1	Grade 4 Reading	Standard Settings	started: 0/20	Pause	
BLAKE, JO	9999999	1	Grade 5 Mathematics	Standard Settings	started: 9/15	Pause	

Essential Tools and Information on Your Screen

- 1) Session ID
- 2) Test Selection Table
- 3) Pending Approvals Notification and Preview Table
- 4) Student Test Progress



TA Interface Quick Reference

BUTTON	OVERVIEW
	Click [Help] to view the TA User Guide at any time.
	Click [Logout] to exit the TA Interface. You will be logged out of all OAKS Online applications.
	ODE is able to send statewide alert messages to all TAs. The icon will flash to indicate new messages. Click the alert icon to view new alerts and past messages that have not yet expired (each alert has an expiration date).
	The Session ID is used by students to log in to a test session. Session IDs are unique to each test session. Students enter this when logging in to test, and the Session ID links the students who are requesting access to the test session to the TA, who then approves or denies their access requests. Because the Session ID is unique for each test session in the state, it provides an audit trail for students' tests. The Session ID is typically the first four letters of the TA's last name, followed by a dash and number (e.g., SMIT-442).
	The Student Lookup tool allows you to search for students while using the TA Interface. The <i>Quick Lookup</i> is used to search by SSID, while the <i>Advanced Search</i> allows you to search by parameters including District, School, Grade, and First/Last Name.
	This feature allows you to print your screen as it is displayed. To print, click the [Print] button. Your regular print window will appear. Select the desired settings and click [OK]. <i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i>
	Use this button to manually refresh your screen while monitoring student progress.
	Click [Tests] to view the Test Selection Table while a test session is in progress.
	Use this button to Expand or Collapse a specific viewable area of your screen. This feature can be applied to the on-screen Instructions and the area containing the Test Selection and Pending Approvals tables.



Starting Your Test Session

You must create a test session before students can log in to test. In order for a student to take a specific test, that test must be included in the test session that they are accessing.



A TA will have only one test session at a given time. A test session will automatically expire if the TA logs out or manually stops the session. While a student can resume an individual test opportunity in a new session, test sessions cannot be resumed. Each test session will be automatically assigned a new Session ID when it is created.

Upon logging in to the TA Interface, you will see a list of tests that can be included in your session. The Test Selection Table can be sorted by Grade or Subject by clicking the corresponding radio button.

Test Selection Table

Start Session Student Lookup Print

Select the test(s) to be included in your test session.

Sort By: ☒ Grade ☐ Subject

- ☐ Grade 4 Mathematics
- ☐ Grade 4 Reading
- ☐ Grade 5 Mathematics
- ☐ Grade 5 Reading
- ☐ Grade 5 Science

Creating a Test Session

1. Click on the test name(s) to be included in your test session. A check mark will appear next to the selected tests and the **[Start Session]** button will be enabled.
2. When you have finished selecting the test(s) for your session, click the **[Start Session]** button to confirm your selection.

Each test included in your session will be shaded gray and italicized to indicate that it is included in your test session.

3. A Session ID is automatically generated upon starting your session. You will need to provide this to students accessing your test session(e.g., SMIT-442)

Sort By: ☒ Grade ☐ Subject

☒ Grade 5 Reading
☒ Grade 5 Science
☒ Grade 5 Social Sciences
☐ Grades 6 - 8 ELPA
☐ Grade 6 Mathematics

Note: While tests may be added to an in-progress session after it has started, tests cannot be removed from a session once it has started.

Adding Tests to a Session

1. From the Test Selection Table, simply click the name of the test to be added your session. (For security purposes, tests must be added to an in-progress session individually).




2. A pop-up window will ask you to confirm your selection. Click **[Yes]** to add the selected test to your session.

Stopping a Test Session

Although student tests can be resumed, test sessions cannot be resumed. Stopping a session will automatically pause all students' tests in that session.

Note: Because test sessions cannot be resumed, you will need to create a new test session in the event that your session is stopped. This session will be assigned a new Session ID which students will need to use to log in and resume testing.

To stop a test session:

1. Click the  button displayed above the Test Selection Table.
2. A pop-up message will ask you to verify this action. Click **[OK]** to continue.

Session Handoffs *New*

New in 2011-12, a Session Handoff feature allows test administrators to easily switch computers or browsers without interrupting a test session. This feature is useful in scenarios where a TA needs to switch to an approved mobile device or another desktop machine.

In the event that a user logs in while they are already administering a test session, a screen prompts the TA to enter the Session ID for that session. For this reason, **it is essential that TAs document the current Session ID when administering online tests.**

Upon entering the correct Session ID, the TA can continue administering that test session from the new browser. The system ensures that a test session can only be administered from one browser at a time; therefore, when a session is handed off to a new browser the TA is no longer able to administer the test session from the initial browser.



Approving Students for Testing

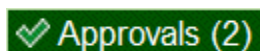
After you have started your session and provided students with the Session ID, your next step will be to approve students to test in your session. TAs must approve each student's test settings before the student can access his or her test. Refer to the Student Interface section of this guide for additional information on the approval process from a student perspective.

Approvals Notification

The right side of the TA tool panel contains the Approvals Notification, which alerts TAs to students awaiting approval. The Approvals Notification will illuminate and display the number of pending approvals.

Approvals Notification

Two Students Awaiting Approval



No Students Awaiting Approval



Below the Approvals Notification is the Approvals Preview table, which allows TAs to see the names of students awaiting approval and the test each student is requesting.

Approvals Preview

The screenshot shows the TA tool panel interface. At the top, there is a header bar with a blue section containing 'Session ID' and a green section containing 'air-17'. To the right of the green section is a green button with a white checkmark and the text 'Approvals (2)'. Below the header bar is a blue box with white text that reads: 'Click [Approvals] to review test settings for students waiting to be approved.' Below this box is a table with two columns: 'Student Name' and 'Test'. The table contains two rows of data.

Student Name	Test
GRANT, MARY	Grade 4 Reading
HART, JESSICA	Grade 5 Reading

You will need to verify each student's test settings before he or she can be approved and access your test session. Click the [Approvals] button to view the Approvals and Student Test Settings screen.



Approvals and Student Test Settings Screen

The Approvals and Student Test Settings screen displays students awaiting approval. By default, this screen shows those students that were awaiting approval when you clicked the [Approvals] button.

Approvals and Student Test Settings Screen

Approvals and Student Test Settings					Refresh	Approve All Students	Done
Grade 4 Mathematics							
Student Name	SSID	Opp #	Test Settings	Action			
▶ STUDENT, EXAMPLE	9999999002	1	Custom Settings See/Edit Details	Approve Deny			
Grade 3 Reading							
Student Name	SSID	Opp #	Test Settings	Action			
▶ DEMO, STUDENT	9999999441	1	Standard Settings See/Edit Details	Approve Deny			

Students on this screen are organized by test subject. Each row displays the student's name, SSID, opportunity number for the selected test, and his or her default test settings.



A student's default test settings are set in TIDE. Any adjustments made to a student's test settings in the TA Interface apply to that specific test opportunity only.

TAs must verify each student's test settings before they are approved. To view or edit a student's Test Settings, click the [See/Edit Details] button for that student's test opportunity. This process is detailed later in the section.

Because the Approvals and Student Test Settings screen does not refresh automatically, students that log in to your test session after this page is open are not displayed. Use the [Refresh] button to update the screen to include any students that signed in while the Approvals and Student Test Settings screen was open.

From this screen, TAs can approve students individually by selecting **[Approve]** from the Action column or by selecting **[Set & Approve]** from the individual Student Test Setting details screen. The student will be approved for his or her test opportunity with the Test Settings displayed from their respective row. Alternatively, you can approve all students displayed on the Approvals and Test Settings screen using the **[Approve All Students]** button.

Note: Because many test settings cannot be changed once a student has been approved for their test, TAs must review each student's test settings prior to approving the student to test and must exercise caution when using the [Approve All Students] button. As a security measure, a pop-up message will confirm that you want to approve all students. The section below describes how a TA can review and adjust a student's test settings prior to approval.



Adjusting a Student's Test Settings

TAs can adjust a student's test settings and identify accommodations for a test opportunity by clicking the [See/Edit Details] button for that student. Upon clicking the [See/Edit Details] button, a new screen with that student's Test Setting details will display.

Adjusting Test Settings for an Individual Student

Approvals and Student Test Settings

✓ Approve All Students Refresh ✕ Done

Grade 3 Mathematics

Student Name	SSID
▶ DEMO STUDENT	999999999

Grade 6 Mathematics

Student Name	SSID
▶ JOHN DEMO	999998999

Test Settings for: DEMO, STUDENT

Language: English

Print on Request: None

Print Size: 1X

Text to Speech: Items

Number of Accommodations: None

Accommodation Codes:

- ☒ None
- ☐ A101
- ☐ A102
- ☐ A103
- ☐ A104
- ☐ A105
- ☐ A106
- ☐ A107

Modification Codes: None

✓ Set & Approve ✓ Set ✕ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

A student's detailed test settings are displayed on the right side of the Approvals and Student Test Settings screen (see above). The name of the student is displayed at the top on this area. To prevent any inadvertent actions or navigation away from this page, the buttons at the top of the approvals screen are disabled while editing a student's test settings.

Test settings cannot be changed on a test that is in-progress. In order to adjust a setting for a test that has already been started, the student's test must be paused and the TA must make necessary changes during the approval process.



A student's Language **cannot** be changed after the test opportunity has been started. All other test settings can be altered for test opportunities that are being resumed.

Settings that cannot be changed will be disabled on the Test Settings screen. This also applies to certain test settings that must be assigned to a student in TIDE by a DSA or DTSA only, such as the Print on Request feature



Student Test Settings (including Accommodation and Modification Codes)

If a student's default test settings have not been pre-set in TIDE, the student is automatically assigned the default for each test setting (for that respective test). The following table details test settings that can be assigned to a student's test, with default settings noted in bold font. It is important to note that the default settings can vary by test. Only the test settings available for that test will be displayed on a student's test settings screen.

Student Test Settings

Test Setting	Available Options	Details
Accommodation Codes	None (see Details column)	The decision to apply accommodations must be made based on individual student need and should be made separately for each subject to be assessed. TAs must review Part V of the 2011-12 Test Administration Manual and the Accommodation Tables available at www.ode.state.or.us/search/page/?=487 .
Number of Accommodations	None <i>One or more</i>	
Color Choice	None <i>Blue</i> <i>Yellow</i>	This is the background color applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color option that will work best is specific to each student. The default, None , uses a white background.
Language	English <i>Spanish</i> <i>Braille</i> New	Only those languages available for a test will appear on the drop-down menu. Note: A student's test language cannot be changed once the student starts the test. Upon selecting <i>Braille</i> for a student's test, settings for <i>Emboss Request Type</i> and <i>Braille Type</i> are automatically displayed. Refer to Appendix E for additional details on administering Braille tests.
Modification Codes	None (see Details column)	The decision to apply modifications must be made based on individual student need as documented in the student's IEP or 504 Plan and should be made separately for each subject to be assessed. TAs must review the student's IEP or 504 Plan, Part V of the 2011-12 Test Administration Manual, and the Modifications Tables available at www.ode.state.or.us/search/page/?=540 . Note: The use of modifications will result in a non-standard test administration and the test results will be invalidated.
Print on Request	None <i>Stimuli</i> <i>Item</i> <i>Items and Stimuli</i>	This test setting provides a student with the ability to request printouts of test content. For OAKS Reading, the default setting for all students is "Stimulus" as all students may request printed reading passages as an allowable resource . Printing of Reading items, Math items, Science items and stimuli, and Social Sciences items and stimuli are considered a












Test Setting	Available Options	Details
		<p>restricted resource.</p> <p>Note: The restricted resource of printing test items must be set in TIDE by a DTSA or DSA only. This setting cannot be adjusted in the TA Interface. For students on an IEP or 504 Plan, the student's plan must indicate that the student needs access to test items in paper format. For students not on an IEP or 504 Plan, the district must make the decision based on the individual student's need and maintain documentation of that need.</p> <p>When printing secure test content, be sure to follow all security procedures related to printed test materials and secure disposal immediately following the testing event, as described in Part IV the 2011-12 Test Administration Manual.</p>
Print Size	1x 1.5X 1.75X 2.5X 3X	New in 2011-12, students have access to five levels of zoom. The text size approved by the TA becomes the default for all items on that student's test. Regardless of the default Print Size assigned, all students will be able to toggle between the five levels of print size for individual items.
Computer-Based Read-Aloud) New Note: This setting displays as "Text-to-Speech" on the TA Interface	None <i>Items</i> <i>Items and Stimuli</i>	<p>New in 2011-12, students with the computer-based read-aloud setting enabled may receive the read-aloud accommodation delivered through the computer.</p> <p>For students receiving the test in English, the read-aloud is delivered through the computer's native voice pack. As a result, the sound quality will vary based on the computer's operating system. For optimal results, ODE and AIR recommend using Windows 7 or Mac 10.6 machines. For students receiving the test in Spanish, the district must first install a Spanish voice pack. ODE and AIR recommend using the Marta voice pack provided by Cepstral for computers running Windows and the Rosa voice pack provided by Infovox for Macs.</p> <p>Note: As with a human-provided read-aloud, this setting is only available for OAKS Mathematics, OAKS Science, OAKS Social Sciences, and Online Writing.</p> <p>The computer-based read-aloud is not available for OAKS Reading or ELPA tests. The read-aloud options displayed in the drop-down menu are those that are available for that specific test.</p>

*The default setting for each category is displayed in bold.



Quick Reference: Tools and Buttons on the Approvals and Student Test Settings Screen

BUTTON	OVERVIEW
 Refresh	Use the [Refresh] button to update the screen to include any students that logged in while you were on the Approvals and Student Test Settings screen.
 Approve All Students	The [Approve All Students] button approves all students displayed on the Approvals and Student Test Settings screen at that time. Each student will be approved for his or her test opportunity using the Test Settings indicated on-screen.
 Done	Click [Done] to return to the TA Interface screen displaying student test progress. Students remaining on the Approvals and Test Settings screen will still require approval.
 See/Edit Details	Click [See/Edit Details] to view or edit test settings for a particular student's test opportunity.
 Approve	Click [Approve] to confirm test settings (as displayed) for that student and approve them to begin their test opportunity.
 Deny	Click [Deny] to deny a student's request to take the selected test in your sessions.
 Set & Approve	Click [Set & Approve] to confirm the test settings (as displayed) for a particular student and approve the student for testing.
 Set	Click [Set] to confirm the test settings (as displayed) for a particular student and return to the main approvals screen. You will still need to approve the student in order to apply these test settings.
 Cancel	Click [Cancel] to return to the previous screen. Any adjustments or selections made to the student's test settings will be lost.



Monitoring Student Test Progress

After a student logs in to your session, test progress for each opportunity in your session will be displayed.

Student Test Progress

Students in your test session								
4	Students in Session	Approved Requests	Sort Column By			Requests = New Request	Hide/Show Columns	
Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test	
RICE, MARCUS	9999999999	1	Grade 4 Reading	Standard Settings	Print	started: 9/20	Pause	
WADE, GRACE	9999999998	1	Grade 5 Mathematics	Custom Settings		paused: 5/15, 3 min	Pause	
LAMBERT, AMBER	9999999997	1	Grade 6 Mathematics	Standard Settings		approved: 0/0	Pause	
SANTIAGO, GAIL	9999999996	1	Grade 6 Reading	Standard Settings		completed	Pause	

The Student Test Progress table displays the following for each test opportunity:

➤ **Student Name**

➤ **SSID**

➤ **Test Opportunity Number**

Each student's test record indicates the opportunity number for that student's test subject. The opportunity number is color-coded so TAs can easily identify this information when multiple tests are displayed on their screen. Opportunity numbers are color-coded as the following:

First opportunity – **Green**

Second opportunity – **Yellow**

Third opportunity – **Red**

➤ **Test Name**

➤ **Test Settings**

Each test opportunity will display one of the following settings:

- *Standard Settings*: Indicates that the default test settings are applied for this student's test opportunity.
- *Custom Settings*: Indicates that one or more of the student's test settings has been adjusted or is different than the test's defaults. This applies to changes to a student's test settings made via the **TA Interface or TIDE**.



Click the binoculars icon to view a student's test settings for a test opportunity.

➤ **Print Requests**

When a student requests a printout of test material, a **Print** button displays to notify the TA of the pending request. Click the **[Print]** button to view the student's request.

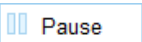


If you approve the print request, a cover sheet containing the student's name and SSID will display in a new browser window. Note that the requested test content will not be displayed on your screen at any time. Click **[Print]** to continue processing the request and view the printer dialog. Adjust the print settings as needed and click **[OK]** to send the request to the printer.

➤ **Student Status**

The test status provides information on a student's test progress. The following section provides details for each various status type.

➤ **Pause Test**

Click  **Pause** to stop a student's test. The student will be logged out of his or her test. This button is displayed only for in-progress tests.

Student Status Definitions

The following status types are listed chronologically as displayed during the testing/scoring process.

- **Approved:** The TA has approved the student for the session, but the student has not yet started or resumed the assessment.
- **Started:** The student is currently taking their test.
- **#/#:** This shows the progress of a student's test (for test opportunities with a *Started* or *Paused* status). The *first* number is the number of items that the student has answered. The *second* number is the total number of items that will be administered. *Note: The total number of items may vary by subject or grade.*
- **Review:** The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. A test with a review status is not complete and still needs to be submitted.
- **Completed:** The student has submitted the test for scoring. No additional action can be taken by the student.
- **Submitted:** The test has been submitted for quality assurance review and scoring before it is sent to the online reporting system. No additional action can be taken by the student.
- **Scored:** Tests that support auto-scoring will display a score. No additional action can be taken by the student.
- **Reported:** The test score has been submitted to the reporting system. No additional action can be taken by the student.

The following status types may appear when a student is listed but not actively answering items.

- **Paused:** The student's test is currently paused. The following scenarios will result in a paused status:
 - The student logs out of his or her test by clicking the **[Pause]** button on the Student Interface.
 - The TA stops the session.



- The TA stops the student's test by clicking the [**Pause**] button for that test opportunity.
- The student is not logged in to OAKS Online (e.g., network errors, etc.)

New for 2011-12

Paused tests will display the number of minutes a test opportunity has been paused. This feature is designed to help TAs identify the duration of a pause before it is subject to the 20 minute pause rule.

- **Denied:** The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student again.
- **Expired:** The student's test has not been completed within 45 calendar days and cannot be resumed because the test opportunity has expired.
- **Pending:** The student is awaiting TA approval for a new test opportunity.
- **Suspended:** The student is awaiting TA approval to resume a test opportunity.



The Student Interface

This section is designed to familiarize TAs with the Student Interface. It describes what students see and the tools they have access to while taking OAKS Online, ELPA, and Online Writing tests. The tutorial included in this guide provides TAs with an overview of the Student Interface and addresses some of the common questions TAs and students may have.



Students must use the secure browser to access OAKS Online. For additional information, refer to the OAKS portal or Secure Browser Information section of this user guide.

Student Login and Test Selection

The secure browser automatically directs to the student login page upon being opened.

Student Login Page


The screenshot shows the OAKS Online Student Interface. At the top, there is a blue header with the OAKS ONLINE logo and the text "Oregon Assessment of Knowledge and Skills". Below the header, there is a green box with the title "Please Sign In". Inside this box, there are three input fields: "First Name:", "SSID:", and "Session ID:". To the right of these fields is a green "Sign In" button. Below the input fields, there is a "Welcome to the OAKS Online!" message followed by two numbered instructions: "1. Please enter your first name, SSID and the Session ID in the fields above. Your Test Administrator will give you the Session ID." and "2. Click [Sign In] to continue." At the bottom of the green box, there is a small "© American Institutes for Research" copyright notice. Below the green box, there is a link that says "Go to the Practice Test site instead." with a green arrow icon pointing to the right.

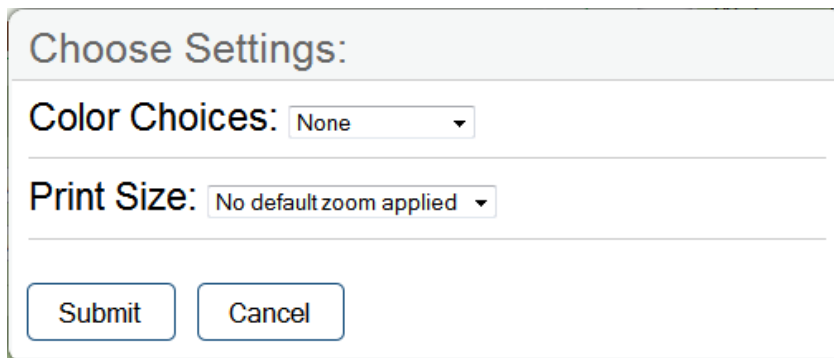
Students log in using their legal First Name (not a nickname), SSID, and the Session ID provided by the TA.



Enabling Test Settings from the Login Screen NEW

This new feature should be pointed out to students who qualify for custom color choice and print size settings before they start the test.

A new icon that looks like a cog wheel  is displayed in the upper right corner of the login page and all proceeding screens. Clicking this button will display the following pop-up box.



The image shows a pop-up box titled "Choose Settings:". It contains two sections: "Color Choices:" with a dropdown menu currently set to "None", and "Print Size:" with a dropdown menu currently set to "No default zoom applied". At the bottom of the box are two buttons: "Submit" and "Cancel".

Students can select the color background and print (zoom) size they wish to use throughout the login process.

Note: *These settings will remain until the test settings are applied during the TA approval process. Settings applied by the TA will override settings the student has selected on the login screen.*



Verify Student Information

After logging in, students need to verify their identity.

Verify Student Information: Is This You? Screen

Is This You?

Name: DEMO, STUDENT

Enrolled Grade: 03

Birthday: December 31, 1969

School: zzz AIR Training School1

SSID: 9999999991

Please review the information above. If all of the information is correct, click [Yes], if not click [No].

No

Yes

At this point, the student verifies his or her Legal Name, Enrolled Grade, Birthday, School, and SSID. If all information is correct, the student accepts by clicking **[Yes]**. If any of the information is incorrect, the student denies this information by clicking **[No]** and is directed back to the login page. TAs may want to help younger students confirm this information.

If the information in the system is incorrect for a student, the student's profile must be updated before the student may begin testing. The information presented on this screen reflects the student's information based on his or her SSID. Incorrect information will need to be updated via Consolidated Collections.



Select a Test

The Test Selection Screen appears after a student confirms his or her identity.

Student Test Selection Screen

Your Tests

Please choose a test to take.

Test Name	Opportunities*	Action
Grade 7 Mathematics	1/3	Start Test →
Grade 7 Reading	1/3	Resume Test →
Grade 7 Writing	1/1	Start Test →

*This is the test opportunity you will work on when you select this test.

[Back to login](#)

The table displays those tests a student is eligible to take. The “Opportunities” column refers to the present test opportunity out of the total number of opportunities available for that test subject (Note: Students will only have one opportunity for the ELPA and Writing tests). In the example above, this student has not attempted a Reading test and has all three opportunities remaining. The [**Start Test**] button indicates that the student can start his or her Reading test, whereas the [**Resume Test**] button indicates that the student has a Mathematics test in progress that can be resumed.

All tests available to students in a particular grade are displayed, but only those tests available within the session will contain clickable buttons. A student logging in to a session with only Mathematics tests will not be able to take a Reading test.

After a student selects his or her test, the following message displays while the student waits to be approved by the TA.

Waiting for Test Administrator Approval Message

Waiting for TA approval...



Please wait while the TA edits settings for your test session.
This may take a few minutes...

[\(Click here to cancel.\)](#)



Verify Test Information

Following approval by the TA, students verify their test and any test settings that will apply to the test opportunity.

Verify Test and Test Settings: Is This Your Test? Screen

Is This Your Test?

Session ID: DEMO-1234

Grade 5 Mathematics

Language: English

Print Size: 1X

Text to Speech: Items

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test], if not, click [No].

No

Yes, Start My Test

Once students verify their test information, they select **[Yes, Start My Test]** to continue. If students select **[No]**, they reappear in the TA's queue and wait for approval.

Note: Students with the computer-based read-aloud enabled for their test will be prompted to check their audio immediately after this step. Prior to testing, Test Administrators should ensure that each computer has audio enabled and headsets are functioning correctly.



Test Navigation and Rules

Basic Navigation Rules

- Students cannot skip test items.
- Students must answer all test items on a page before going to the next page.
- Students may only review previous items and change their answers if a test has not been paused for more than 20 minutes.

Pausing Tests

Students will be able to pause in the middle of an item set (a group of items displayed on one screen associated with a Reading passage, or discrete stimulus on a Science or Social Science test) or at individual items (Mathematics, Science, or Social Sciences) without having to answer all items.

- If a test is paused and the student restarts the test **within 20 minutes**, the student is:
 - Presented with the item or passage and associated items he or she was working on when the test was paused (if the screen contains an unanswered item). If a student had answered all items on the screen at the time the test was paused, he or she will be presented with the next item set when the test resumes.
 - Permitted to review previous items and change his or her answer to previously administered items
- When a test is paused for **20 minutes or more**, the student is:
 - Presented with the item or passage and associated items he or she was working on when the test was paused (if the screen contains an unanswered item). If a student had answered all items on the screen at the time the test was paused, he or she will be presented with the next item set when the test resumes.
 - NOT permitted to review previous items or change his or her answers to previously administered items



*Due to the nature of the tests, the 20 minute pause rule does not apply to OAKS Writing and ELPA tests. Students resuming tests paused longer than 20 minutes will be able to review previous answers; however, it is important to note that students **cannot** review an ELPA segment after it has been completed.*



Test Timeout (Due to Inactivity)

As a security measure, students are logged out after **20 minutes** of inactivity. Before the system logs the student out of their test, a warning message is displayed on the student's screen. If the student does not click [OK] within 30 seconds they are automatically logged out.

The system recognizes the following actions as student *Test Activity*:


- Selecting an answer
- Navigating to a new page
- Adding or removing text (for written response items)



When a student submits a print request on a Reading test, the timeout rule is automatically extended to 40 minutes.

Note: *This timeout extension only applies if the student remains on that test page. Navigating to another page resets the timeout due to inactivity to 20 minutes.*

Reaching the End of the Test and Reviewing Marked Items

Once a student answers the last question on the test, the **[End Test]** button  appears in the bottom-right corner and a message is displayed at the top of the test screen. The following screen is displayed when a student clicks the **[End Test]** button.

Reached End of Test — Review Marked Items

Congratulations, you have reached the end of the test!

You may now go back and review your answers, or click [Submit Test for Scoring] to finalize your test.

1
2 (marked)
3
4
5
6 (marked)
7
8

[Review My Answers](#)

[Submit Test for Scoring](#)

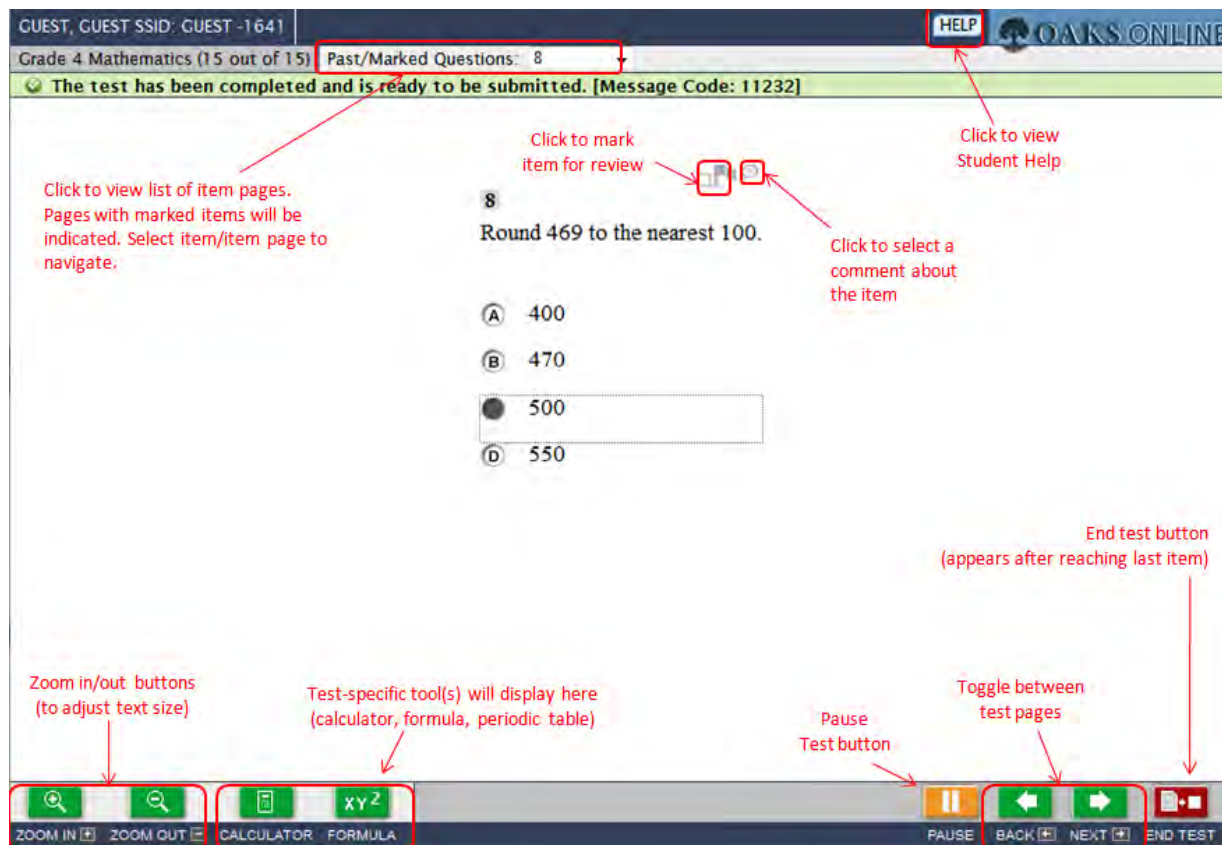
The student then has the option to review his or her test or to submit the test for scoring. The **[End Test]** button remains on the test screen while students review their answers and should be clicked when they are ready to submit their test. They will be returned to the Congratulations page and must click **[Submit Test for Scoring]** to complete their test.



Student Test Layout and Tools

The following example provides an overview of the various tools available on a student's test screen.

Overview of the Student Test Screen



Available Test Tools

All students have access to the following tools. Where a tool is only available for certain test subjects, the subjects are noted in parentheses:

- Zoom (increase/decrease the size of text and graphics on the test screen)
- Mark questions for review
- Strikethrough (answer options)
- Comment about a test question
- Highlighting
- Periodic Table (*Science*)
- Calculator (*Mathematics* and *Science*)
- Request a printout of a passage (Reading) (Note: Students with the restricted resource of print-on-request also have the ability to request printouts of test materials other than Reading passages)

Note: Appendix A contains a table detailing the various tools and buttons encountered on the student interface, including how to access each of them using your keyboard.



Computer-Based Read-Aloud Tool **New**

New in 2011-12, students with the computer-based read-aloud tool enabled may receive the read-aloud accommodation delivered through the computer. Prior to administering tests with computer-based read-aloud, Test Administrators should ensure that each computer has audio enabled and headsets are functioning correctly. **Note:** Refer to the System Administrator Manual for details on configuring voice packs to work on your computer.

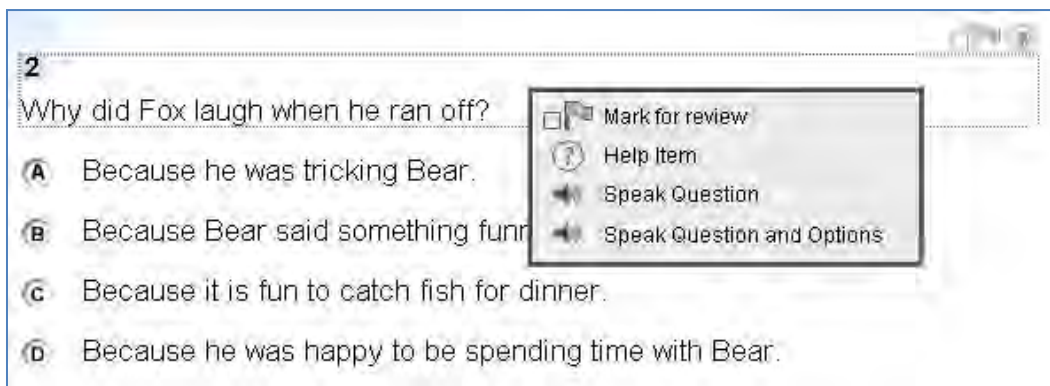
For students receiving the test in English, the read-aloud is delivered through the computer's native voice pack. As a result, the sound quality will vary based on the computer's operating system. For optimal results, ODE and AIR recommend using Windows 7 or Mac 10.6 machines.



In order to use computer-based read-aloud on tests with a Spanish language setting, a Spanish voice pack must be installed. For Windows computers, ODE and AIR recommend using the Marta voice pack provided by Cepstral. This voice pack is available from <http://cepstral.com/downloads/>. For Macs, ODE and AIR recommend using the Rosa voice pack provided by Infovox. This voice pack is available from <http://www.assistiveware.com/purchase.php>.

Note: As with a human-provided read-aloud, this setting is only available for OAKS Mathematics, OAKS Science, OAKS Social Sciences, and Online Writing.

Computer-Based Read-Aloud Options



To activate the computer-based read-aloud feature (students):

1. Right-click on an area that contains text to open the context menu. A pop-up menu will appear with options to speak the question or speak the questions and answer options.
 - Students who select a portion of text and right-click will also be presented with the option to listen to the selected text.
2. Select (click) the desired read-aloud option and the text will be spoken.



Context Menus

Tools such as the highlighter and strikethrough feature are applied with the use of Context Menus. The Context Menus contain the options available for each area of a test page. These areas of a test page are called “elements.”

Elements on a Test Screen

The screenshot shows a test interface. On the left is a reading passage titled "ABOUT DINOSAURS" with a context menu labeled "ELEMENT: Reading Passage". On the right is a test question with a context menu labeled "ELEMENT: Test Question" and "ELEMENT: Answer Options". Red arrows point from the text in the passage and question to their respective context menus.

ABOUT DINOSAURS
ABOUT DINOSAURS is from a book by Peter and Sheryl Sloan. You will read about two great dinosaurs, *Tyrannosaurus rex* and *Ankylosaurus*.

ELEMENT: Reading Passage

There were many kinds of dinosaurs. Some were very large and others were small. The meat-eating dinosaurs were fierce beasts. They had long teeth, powerful legs, and sharp claws.

We know about dinosaurs from the study of their bones, footprints and eggs. We compare these things to what we know about animals living today.

The authors call dinosaurs “fierce.”
What does *fierce* mean?

ELEMENT: Test Question

ELEMENT: Answer Options

- ☐ what dinosaurs were like
- ☐ how dinosaurs became extinct
- ☐ how dinosaurs raised their young

The elements on a test screen include:

- Reading Passages and other stimuli
- Test Questions (the question portion)
- Answer Choices

Each element has its own context menu. To view the context menu for an element, the focus needs to be on that element. You can focus on a different element by clicking on that area with your mouse. When you are on the element you want, you will see a light gray border around the text.

Example of an Element with Focus

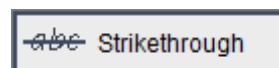
2
Clay kept rainwater from draining quickly into the earth. What does *draining* mean?

With the focus on the element that you want, use the mouse right-click button to view the context menu containing the options available for that element (use [Ctrl]+click with a single-button mouse). Refer to Appendix A for details on using context menus with a keyboard.

Sample Context Menu for a Test Question



Sample Context Menu for Answer Option



Note: The context menu will display different options depending on the type of element that is selected, and the options available to the student for that test.




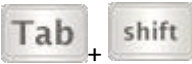

Appendices

Appendix A: Keyboard Navigation

Keyboard Test Selection Screens and In-Test Pop-ups

Use these keyboard commands to select options on the pages prior to your test or on pop-up messages that appear during your test. For example, if you see a screen with **[No]** or **[Yes]** buttons, you will need to navigate to that button to select it.

Keyboard Commands for Test Selection Screens and In-Test Pop-ups

KEYBOARD COMMAND	FUNCTION
	Move to the next option
	Move to the previous option
	Select the shaded option

Example of a Test Selection Screen

Is This You?

Name: DEMO, STUDENT

Enrolled Grade: 03

Birthday: December 31, 1969

School: zzz AIR Training School1

SSID: 9999999991

Please review the information above. If all of the information is correct, click [Yes], if not click [No].

No

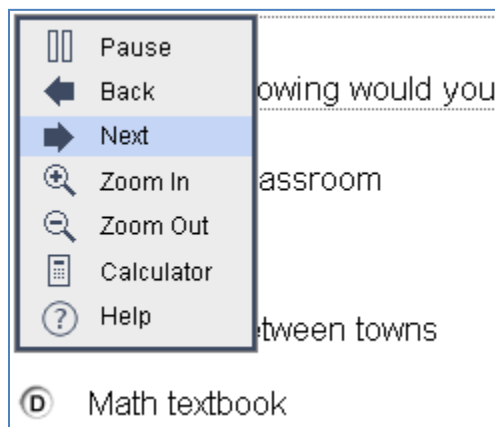
Yes



The Global Menu

The **Global Menu** contains all of the options displayed along the bottom of the student's test screen. Note that some options in the Global Menu will vary depending on the test. For example, the Global Menu on a Math test may include a Calculator, which would not be included on a Reading test.

Example of a Global Menu on a Math Test



To access the Global Menu:

1. Press the **Ctrl** + **G** keys to view the Global Menu. The menu will appear on the screen.
2. Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
3. Press the **[Enter]** key to select the highlighted menu option.
4. Press the **[ESC]** key to close the Global Menu.

Context Menus

























To access Context Menus using a keyboard:

1. Click the **[TAB]** key to navigate between test items (and the reading passage, if there is one).
2. Click **[CTRL] + [TAB]** to switch from a test item to each answer option.
3. With the focus on the element you want, press the **Ctrl** + **M** keys on the keyboard. The context menu for that element will appear.
4. Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
5. Press the **[Enter]** key to select the highlighted menu option.
6. Press the **[ESC]** key to close the Context Menu.


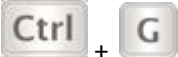



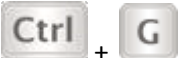















Keyboard Command Reference: Student Test Navigation and Tools













Keyboard Commands: Student Test Navigation and Tools

BUTTON / FUNCTION	DETAILS	KEYBOARD COMMAND
	Open the GLOBAL MENU	 + 
	Go to the NEXT test page	 +  (or use the Global Menu)
	Go to the PREVIOUS test page	 +  (or use the Global Menu)
	Move to the NEXT ELEMENT (on a page containing multiple items and/or a reading passage)	
	Move to the PREVIOUS ELEMENT (on a page containing multiple items and/or a reading passage)	 + 
	Select OPTION A	 +  used to toggle between answer choices  to select answer
	Select OPTION B	
	Select OPTION C	
	Select OPTION D	
	PAUSE your test	 +  (via Global Menu)
	END TEST	 +  (via Global Menu)



BUTTON / FUNCTION	DETAILS	KEYBOARD COMMAND
	HELP GUIDE	 (via Global Menu)
	MATH FORMULA reference	 (via Global Menu)
	PERIODIC TABLE reference	 (via Global Menu)
	CALCULATOR	 (via Global Menu)
	ZOOM IN (increase the size of text and graphics on a page)	 (or use the Global Menu)
	ZOOM OUT (decrease the size of text and graphics on a page)	 (or use the Global Menu)
	SCROLL UP in an area of the test page	
	SCROLL DOWN in an area of the test page	
	SCROLL to the RIGHT in an area of the test page	
	SCROLL to the LEFT in an area of the test page	
	Open the CONTEXT MENU (for that passage, question, or answer choice)	
	PRINT REQUEST	 (via Context Menu)







BUTTON / FUNCTION	DETAILS	KEYBOARD COMMAND
	COMMENT	 +  (via Context Menu)
	MARK / UNMARK a question for review	 +  (via Context Menu)
	STRIKETHROUGH an answer option	 +  (via Context Menu)
	HIGHLIGHTER*	 +  (via Context Menu)

**Refer to the next section for help selecting text using your keyboard.*

Selecting Text with a Keyboard

Note: This feature is available only when using the secure browser.

In order to use the highlight tool you will need to select text on your screen. To select text with your keyboard:

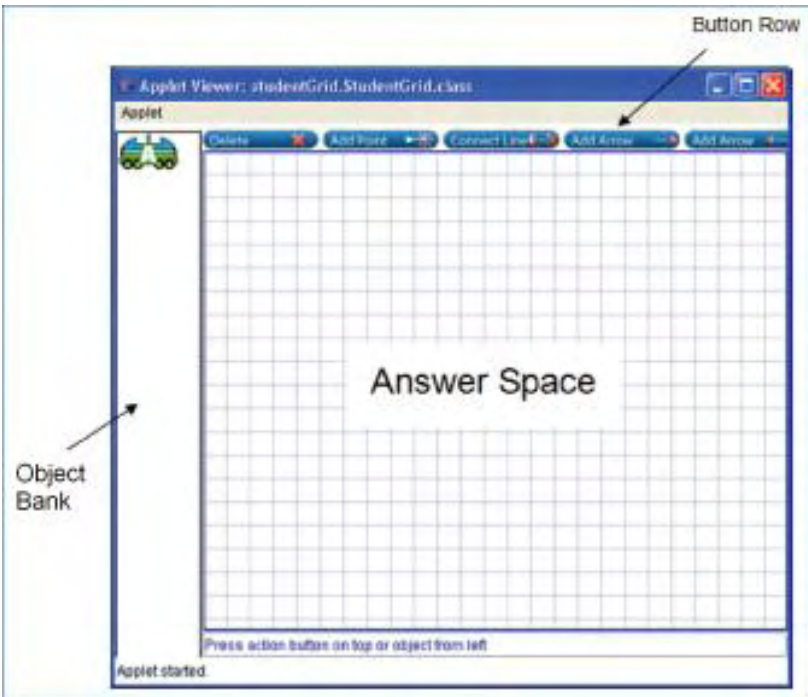
1. Place the focus on the element containing the text you want to select. (Use [TAB] or [CTRL + TAB]) to toggle between test elements on the screen.) A reading passage, item, or answer choice are the different types of elements that can be on a test screen.
2. Press  +  to open the context menu.
3. Select **Enable Text Selection** from the list of available options. A flashing cursor will appear.
4. Use the arrow keys to move the cursor to the beginning of the text you want to select.
5. Hold [Shift] and use the arrow keys to select your text. The text you have selected will appear shaded.
6. Press  +  to access the Context Menu. Select the feature you want to use for the selected text (e.g., Highlighter).



Keyboard Use with Machine-Scored Graphic Response Items

Machine-scored graphic response items are a type of interactive item and include a screen with up to three main components.

Components of a Machine-Scored Graphic Response Item



- **Answer Space:** The area displaying the grid
- **Action Button Row:** The options displayed above the Answer Space
- **Object Bank:** The section on the left that contains objects that can be moved to the Answer Space

Note: Not all machine-scored graphic response items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some may contain only Action Buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.

To move between main sections (Object Bank, Button Row, and Answer Space):

- Press the **[Ctrl] + [Tab]** keys. Navigation is “clockwise” (from top to right to bottom to left). To move counter-clockwise, press **[Shift] + [Tab]**.
- The “active” space or button will have a border.

To add an object from the Object Bank to the Answer Space

- Make sure the Object Bank is active.
- Use the up and down arrows to move between available objects. The selected object will have a blue background.
- Press the **[space bar]** to add the selected object to the Answer Space.



To select an Action Button in the button row and place it in the Answer Space

- Make sure the Button Row is active.
- Use the left or right arrow keys to move between action button options.
- Press [**Enter**].
- Press the space bar to apply the dot, arrow, or line to the Answer Space.

To move objects, points, lines, and arrows around in the Answer Space

- Make sure the Answer Space is active.
- Press [**Enter**] to move between objects in the Answer Space. The selected object will have a border.
- Press the space bar, then use the arrow keys (up, down, left, and right) to move the object.



Appendix B: Additional Secure Browser Information

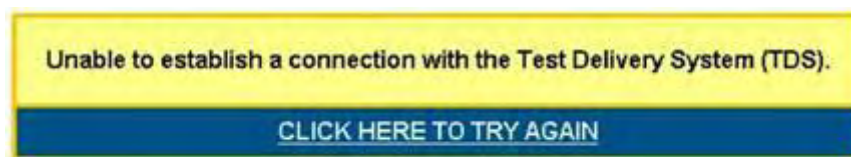
Special Instructions for Test Administrators

While the secure browsers are an integral component of test security, Test Administrators provide an equally important role in preserving test integrity. In addition to the guidelines put forth by ODE, TAs should be familiar with the following guidelines:

- **Close External User Applications**
Prior to administering online assessments, TAs should check all computers that will be used and close all non-essential applications. After closing these applications, the secure browser should be opened on each computer. **Note:** The secure browser will not work if the computer detects that a forbidden application is running.
- **No Testing on Computers with Dual Monitors**
Students should not take online assessments on computers that are connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

Unable to Establish a Connection with the Test Delivery System

If a computer fails to establish a connection with OAKS Online, the message below will display. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site.



Force Quit Commands for Secure Browsers

In the event that the secure browser becomes unresponsive and cannot be exited, contact your regional ESD Partner helpdesk to receive the keyboard commands to force the secure browser to close:



Appendix C: ELPA



To ensure that you are using the most up-to-date version of this guide, be sure to check the OAKS portal prior to the start of the ELPA test window on January 11, 2012. This section will be updated to reflect any changes in appearance, functionality, or policy related to ELPA.

This appendix provides specific guidance for TAs administering ELPA tests. The TA Interface used to create and manage ELPA test sessions is the same as that used for OAKS Online. This means that the process for creating and managing ELPA test sessions will be familiar to TAs with experience administering OAKS Online. As with the TA Interface, ELPA tests use the same Student Interface as OAKS Online. While the ELPA Student Interface shares the design and functionality with the OAKS Student Interface, ELPA uses additional test item formats that require audio capabilities (playing/recording) on the computers used for testing.

Please note the following information specific to ELPA:

- ▶ The window for ELPA tests will open on **January 11, 2012**.
- ▶ New in 2012, ELPA is administered as one test. Unlike previous ELPA administrations, the test is no longer broken into separate tests for ELPA and ELPA Speaking. To allow for greater ease of set-up and administration, reading, writing and listening are in the first segment. The speaking segment of the ELPA will appear at the end of the test. This will allow for greater adaptive testing ability. Student answers on the first segment will allow the test to adapt the speaking section more appropriately to the student's proficiency level.
- ▶ The OAKS Practice Test currently contains an ELPA test designed to familiarize students with item types that may be encountered on the operational test.
- ▶ Students will have one opportunity for ELPA. This single opportunity expires after 45 days of inactivity.
- ▶ Tests are available in English only.
- ▶ Because certain ELPA items cannot be machine-scored, students will not receive an immediate score.



Administering ELPA as a Segmented Test

New in 2012, ELPA will be administered as a single test that contains both the ELPA reading, writing and listening segment and ELPA speaking segment. While both segments are part of the same ELPA test, students will require an additional TA approval to begin each segment.

The ELPA reading, writing and listening section is the first segment presented to students. Students should review their answers upon completing all questions in this segment, as they will not be able to return to this portion of the test after they have been approved to start the ELPA speaking segment. After reviewing his or her responses for the first ELPA segment, the student will await TA approval before they can start the ELPA speaking segment.

Audio and Headset Requirements

Students must have the ability to both play and record audio when taking the ELPA. To ensure a smooth testing experience for students, it is imperative that schools ensure that computers are properly configured and that headsets with microphone capabilities are properly installed prior to administering ELPA.

Note: Districts can purchase headsets that have been approved for use with ELPA using AIR's e-commerce site <http://www.airelpa.org/>. While headsets with microphones are required for ELPA, districts are not required to use this specific model (Abeier AU930). Refer to the OAKS Online portal for assistance with this headset model.

The ELPA student approval process includes additional steps to verify that audio capabilities are functioning correctly before the student begins or resumes the ELPA. This is detailed in the next section.



Sound Check



Upon TA approval, the student must perform a sound check to verify that audio is working correctly on the computer. The first sound check tests the audio playing capabilities.



Sound Check: Verify Audio Playing

Sound Check: Do you hear the voice?


 Click on the sound icon to hear the sound.
If you hear the sound, click [Yes], if not click [No].

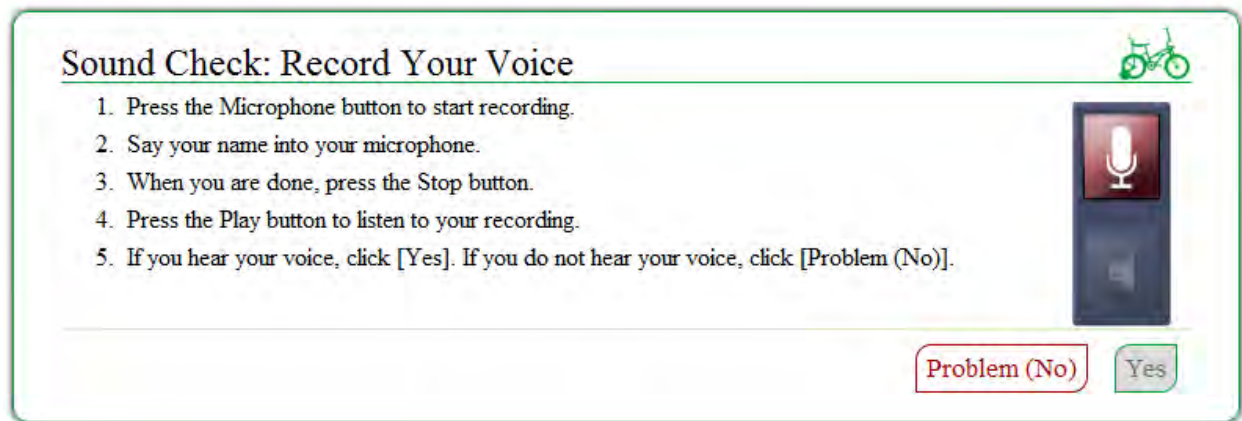
With the appropriate audio device attached and enabled, the student will click the  button to play the sound. An audio voice will instruct the student to “listen and respond.” The icon will switch to a stop button  to indicate that audio is currently playing. When the audio has finished playing the icon will revert and the [Yes] button will be enabled. If the audio voice plays, click [Yes] to continue. If the sound does not play, click [No]. A screen will display advising the student to alert the Test Administrator.

In order to change the audio settings on the computer, the student may need to log out of the Student Interface and close the secure browser. Upon adjusting the necessary audio settings, the student will need to log in and be approved before attempting the sound check again.



The sound check also verifies the ability to record audio. Prior to launching the secure browser, the microphone should be connected to the student's computer and tested to ensure functionality and adjust settings as needed.

Sound Check: Verify Audio Recording and Playback



Quick Reference: Recorder Statuses







<i>Ready to record</i> *nothing yet recorded	<i>You are currently recording</i>	<i>Your recording is complete and may be played back</i>	<i>Your recording is currently playing</i>



Test Tools and Buttons

In addition to the standard tools and buttons used for OAKS Online, the ELPA Student Interface contains several new features specific to the ELPA. Many of the tools and buttons covered in this section are displayed only on certain types of questions.

ELPA Test Buttons and Tools

BUTTON / ICON	OVERVIEW
	Open the CONTEXT MENU for that element
	View the ITEM TUTORIAL guidance on how to answer this specific type of question.
	SAVE your recording or written response.
	Play the audio file to LISTEN to the question or answer choice by clicking the
	The audio file for this question or answer choice is currently playing . Click this button to STOP playback.
	The audio file cannot be played because another audio file on the page is currently playing.



Appendix D: Online Writing



*To ensure that you are using the most up-to-date version of this guide, be sure to check the OAKS portal prior to the start of the Winter Online Writing Performance Assessment window on **January 11, 2012**. This section will be updated to reflect any changes in appearance, functionality, or policy related to this online test.*

This appendix provides specific guidance for TAs administering the online writing assessment through OAKS Online. Due to budgetary restrictions, for 2011-12, the Online Writing Performance Assessment will be available only for students enrolled in Grade 11 (please note that a Grade 4 and 7 online writing practice test is available to provide students with exposure to the online writing format and functionality; however, online writing is not available for operational testing at Grade 4 or 7).

Before administering the Online Writing Performance Assessment, TAs must familiarize themselves with the updated test administration procedures specific to this test. In particular, please note the following:

- ▶ Grade 11 students who have not yet met or exceeded the standard on the writing test will have one test opportunity during the 2011-2012 school year.
- ▶ There will not be a multiple choice section. Each test will consist of an essay portion only.
- ▶ Students can submit separate print requests for writing prompts and student responses.
- ▶ There is an 850-word limit for the writing response field.
- ▶ Unlike the other OAKS Online tests, there is no 20-minute pause rule for this test. Any written response may be revisited and revised before the student submits the test for scoring, regardless of how long the test is paused between test events.
- ▶ Because the Writing test does not receive an immediate score, a student's test status will not display a score. Completed Writing tests are indicated with a "Reported" status.



This guide provides details of the Online Writing Test from a student perspective.

Selecting a Writing Prompt

A student sees the Prompt Selection Screen after he or she is approved to start their Writing test. Students must select from one of the four prompts displayed on the Prompt Selection screen. Each prompt represents a different Writing mode: Expository, Narrative, Imaginative, and Persuasive.

Prompt Selection Screen

GUEST, GUEST SSID: GUEST -138

HELP

OAKS ONLINE

High School Writing (0 out of 4) Past/Marked Questions: 1-4

Directions: Choose only one of these topics to write about. Click in the check box next to the topic you choose so that a green check mark appears. Then, click on the "START WRITING ON SELECTED PROMPT" button on the bottom right of this screen to begin your essay.

☐ American frontiersman and statesman Davy Crockett once said, "Be sure you're right, and then go ahead." **Tell a true story** about a time when you followed through on something you knew was right.
1

CLICK TO EXPAND +

☐ Your city or town would like to build something for the community to enjoy. **Write a paper to convince** your community that your idea of what to build is the one they should choose.
3

CLICK TO EXPAND +

☐ Common fads or trends in music, clothing, and recreation come and go. Choose one fad or trend that is popular now and **explain** why it is popular and if you think its popularity will last.
2

CLICK TO EXPAND +

☐ Garage sales often include strange or unusual objects. **Make up an imaginative story** about something purchased at a garage sale.
4

CLICK TO EXPAND +

EXPAND ALL PROMPTS +

START WRITING ON SELECTED PROMPT →

ZOOM IN [] ZOOM OUT []

SAVE PAUSE BACK [] NEXT []



Writing Response Screen

Students use this page to respond to their selected writing prompt.

Writing Response Screen

The screenshot shows the Writing Response Screen interface. At the top, there is a header bar with the text "GUEST, GUEST SSID: GUEST" and a "HELP" button. Below this, a navigation bar shows "Grade 4 Writing (3 out of 3)" and "Past/Marked Questions: 1 - 3". The main content area features a writing prompt: "Tell a true story about a time when you felt proud because of something you did or something you made." with a green checkmark icon. To the right of the prompt is a "Change Prompt" button with an upward arrow. Below the prompt is a large text input field with the instruction "The student uses this field to respond to the prompt." Above the input field is a toolbar with various formatting options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, ABC (Font Color), and # (Background Color). At the bottom of the input field, it says "10 out of 850 words used." The bottom of the screen has a status bar with "ZOOM IN" and "ZOOM OUT" buttons on the left, and "SAVE", "PAUSE", "BACK", "NEXT", and "END TEST" buttons on the right.

Test Features and Available Tools

➤ Selecting a Different Writing Prompt

Students are able to change writing prompts during the test. To select a different prompt, students will click the [**Change Prompt**] button and confirm their action by selecting [**Yes**] in the dialog box. Students will be directed back to the Prompt Selection screen where they may choose a new prompt.

If students decide to change prompts, their response to the original prompt will be automatically saved in case they decide to change back to the original writing prompt. Their response to the active prompt (the last prompt selected before submitting the test) is the one that will be scored.



➤ Print Requests

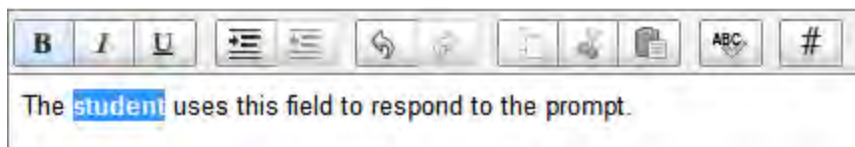
Students may request printouts of their writing prompt and drafts of their essays. TAs may authorize print requests to allow students to complete prewriting and early drafts offline on scratch paper. Following the security requirements described in Part IV – Test Security of the 2011-12 Test Administration Manual, all printouts must be collected and securely stored between testing events. They must be securely destroyed following completion of the test.

To request a printout of their selected prompt and written response, students will click the **[Print]** button, which is located in the top-right of the response screen. This feature can be used if students prefer to review and edit their response on a printed copy.

Printouts of student responses may not leave the test room and must be collected and securely stored by the TA at the end of each testing event. Once students have completed testing, if schools wish to retain rough drafts for future instructional purposes, they must be kept in a secure location until the test administration window has closed. **Any drafts that include the specific wording of the secure writing prompt must be securely shredded and may not be retained or copied.**

➤ Using the Response Field














The response field allows students to apply styling to text (cg. Bold, Italics, etc.) and use standard word-processing features such as moving text.



The cursor must be active in the response field in order to use response field tools. The tools can be accessed using a mouse, or by using the [Ctrl] + [M] keyboard command to access the context menu. Using the keyboard command will display a tool menu on-screen which can be navigated using the up and down arrows.



Response Field Tools

TOOL BUTTON	TOOL DETAILS
	BOLD selected text
	ITALICIZE selected text
	UNDERLINE selected text
	INDENT a line of selected text
	OUTDENT text that is indented
	UNDO reverses the last action in the response field. This feature applies to previous edits to text or formatting.
	REDO reverses the last Undo action
	COPY selected text <i>New</i>
	CUT selected text <i>New</i>
	PASTE copied text <i>New</i>
	SPECIAL CHARACTERS is used to insert Math symbols or Spanish characters in the response field
	SPELL CHECK identifies potentially misspelled words in the response field and provides suggestions for each
	SPELL CHECK LANGUAGE TOGGLE is used to switch between Spanish and English language while using spell check tools Note: This toggle feature is only available on Spanish tests


Tip: In addition to the cut/paste functionality, text can also be moved manually using the mouse. To move text to another location of your response, click and hold the mouse button to select the text you want to move. Release the button, then click and drag the highlighted text to the desired location.



➤ Spell Check

The spell check tool identifies words in the response field that may be misspelled, and provides suggestions for each.


Note: The spell check tool does not identify misspelled words in real-time (as they are typed on the screen). In order to check for misspelled words, the student must enable spell check mode. All words that are potentially misspelled will be indicated.

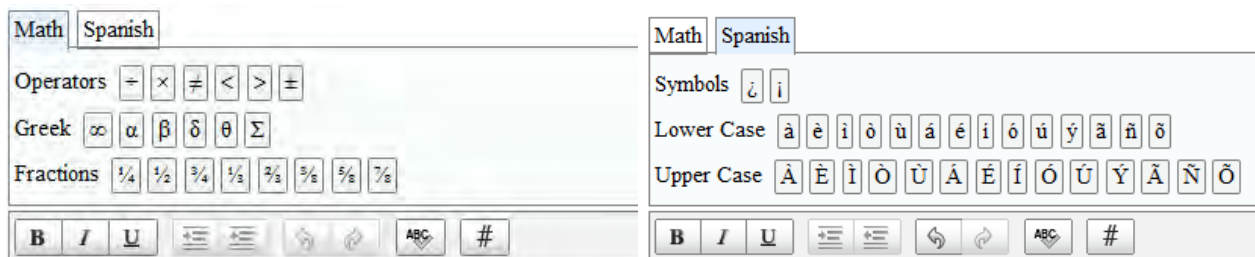
The spell check tool is accessed by clicking the  button from the toolbar, or the context menu (accessed by pressing [Ctrl] + [M]). When “Spell Check Mode” is enabled, the ability to write or access toolbar features is automatically disabled. Students can exit this mode by clicking the spell check button again. Unlike applications that automatically detect misspelled words as they are typed, the spell check tool highlights all words that are potentially misspelled. With the spell check mode enabled, a student can view the suggested spelling for a word by selecting the highlighted text. A menu containing suggestions for the word is displayed on the student’s screen next to the response field.

Note: The spell check menu will display the most likely alternatives based on the misspelled word.

To replace the highlighted word with one of the suggestions, the student simply clicks on the desired word.


➤ Special Characters

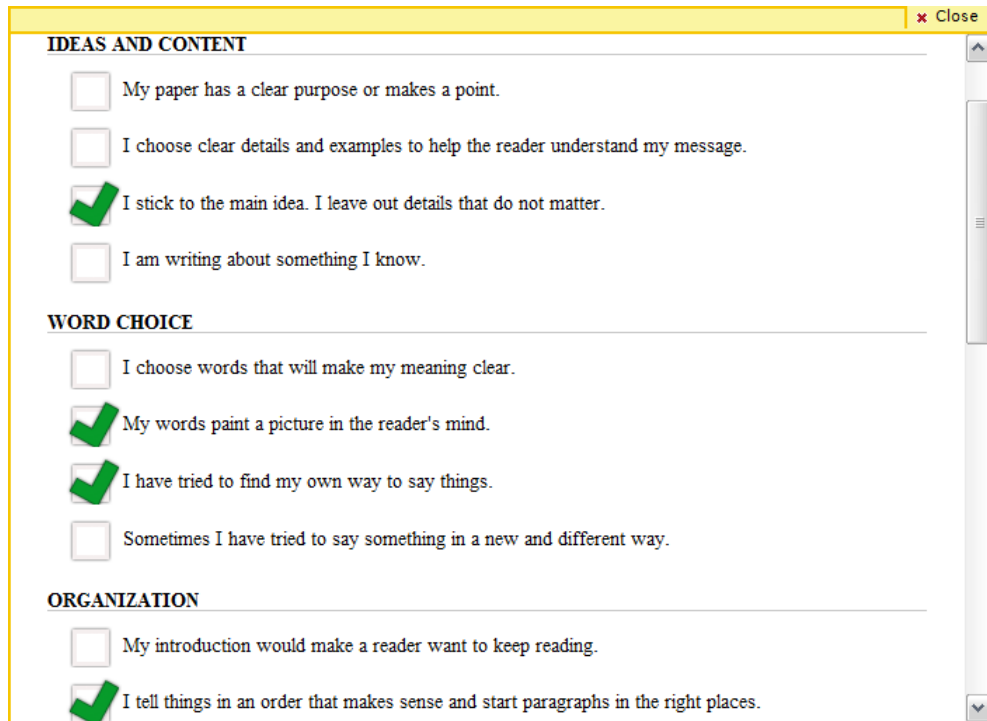
Student can select Math and Spanish characters by clicking  from the toolbar, or the context menu.





➤ **Guide to Revision**

Students can access a Guide to Revision resource by clicking  from the top corner of the response screen. This resource provides a checklist to aid students as they review their rough draft, and can be marked by clicking the corresponding box.



The screenshot shows a window titled "Guide to Revision" with a yellow border and a "Close" button in the top right corner. The window is divided into three sections: "IDEAS AND CONTENT", "WORD CHOICE", and "ORGANIZATION". Each section contains a list of statements with checkboxes. In the "IDEAS AND CONTENT" section, the third statement "I stick to the main idea. I leave out details that do not matter." is checked. In the "WORD CHOICE" section, the second "My words paint a picture in the reader's mind." and third "I have tried to find my own way to say things." statements are checked. In the "ORGANIZATION" section, the second statement "I tell things in an order that makes sense and start paragraphs in the right places." is checked.

Section	Statement	Checked
IDEAS AND CONTENT	<input type="checkbox"/> My paper has a clear purpose or makes a point.	No
	<input type="checkbox"/> I choose clear details and examples to help the reader understand my message.	No
	<input checked="" type="checkbox"/> I stick to the main idea. I leave out details that do not matter.	Yes
	<input type="checkbox"/> I am writing about something I know.	No
WORD CHOICE	<input type="checkbox"/> I choose words that will make my meaning clear.	No
	<input checked="" type="checkbox"/> My words paint a picture in the reader's mind.	Yes
	<input checked="" type="checkbox"/> I have tried to find my own way to say things.	Yes
	<input type="checkbox"/> Sometimes I have tried to say something in a new and different way.	No
ORGANIZATION	<input type="checkbox"/> My introduction would make a reader want to keep reading.	No
	<input checked="" type="checkbox"/> I tell things in an order that makes sense and start paragraphs in the right places.	Yes

Note: Checkmarks are not retained on paused tests.



Appendix E: Braille Interface

New for 2011-12, OAKS Online will be available to students who use Braille, allowing students who use Braille to have access to the *adaptive* OAKS Online test and to have the same number of testing opportunities as general education students. This appendix provides specific guidance for Test Administrators (TAs) administering OAKS Online to students using the Braille Interface.

The Oregon Department of Education (ODE) has developed a webpage to communicate about the new Braille interface of OAKS Online (<http://www.ode.state.or.us/go/braille>). Before administering OAKS Online to students using Braille, TAs must familiarize themselves with the technical requirements and test administration procedures specific to this test. In addition to Test Administration and Security Training provided by the school district, any individual administering OAKS Online through the Braille interface must participate in the ODE-provided Braille Interface training. For more information on the Braille Interface trainings visit the OAKS Online Braille Interface web site at <http://www.ode.state.or.us/go/braille>

The Braille interface of OAKS Online will deliver assessments to students in the following formats:

- ▶ The Braille Interface of OAKS Online will include a text-to-speech component for OAKS Math, Science, and Social Sciences, consistent with the read-aloud assessment accommodation. The Job Access with Speech (JAWS) Screen Reading software provided by Freedom Scientific is an essential component that students will use with the Braille Interface.
- ▶ OAKS Math and Science will present students with items in Nemeth Braille through the adaptive OAKS Online test via a Braille embosser.
- ▶ OAKS Reading and Social Sciences will present students with items in either contracted or un-contracted Literary Braille via a Refreshable Braille Display (for items containing only text) and via a Braille embosser (for items with tactile or spatial components that cannot be read by a Refreshable Braille display). In addition, a student may request embossing for any item or reading passage as the student progresses through the test. Districts may also designate a student to receive all items through the Braille embosser instead of through the Refreshable Braille Display as a restricted resource based on the student settings specified by the school district within the Test Information Distribution Engine (TIDE) of OAKS Online. This restricted resource must be set in TIDE prior to the start of a given test opportunity (Refer to the Student Settings section of the TIDE User Guide).

Districts may also use TIDE to set whether a student is to receive contracted or un-contracted Literary Braille separately for OAKS Reading and for OAKS Social Sciences.



Technology Requirements and Configuration

Prior to administering OAKS Online tests using the Braille interface, TAs must ensure that the technical requirements listed below are met. These requirements apply to the student's computer, Test Administrator's computer, and the supporting Braille technologies used in conjunction with the Braille interface. Additional information about the Braille technologies referenced below, including technology support information, is available online at <http://www.ode.state.or.us/search/page/?id=3373>.

Student Computer

- ✓ OAKS Online supports the Braille interface on **Windows 7** machines only.
- ✓ The **OAKS Secure Browser 5.0** must be installed on all machines used for student testing, including tests administered using the Braille interface.
- ✓ **ALVA USB 640 40 cell Braille display** (Vision Cue, LLC)
- ✓ **JAWS Screen Reader 12.0** must be installed on the student computer, along with the ODE-provided JAWS Dictionary.
For more information about Jaws, including product download and purchase, go to:
<http://www.freedomscientific.com/products/fs/jaws-product-page.asp>

The following JAWS configuration must be applied to each student computer prior to administering tests using the Braille interface:

- ✓ Configure JAWS to recognize the Secure Browser
- ✓ Install and configure the JAWS Dictionary to work with the Secure Browser (for mathematics only)
- ✓ Disable JAWS Dictionary if it was previously installed and a subject other than mathematics is being tested
- ✓ Configure JAWS to speak "Dollars"
- ✓ Apply Settings for Contracted/Uncontracted Braille through JAWS



Configure JAWS to recognize the Secure Browser

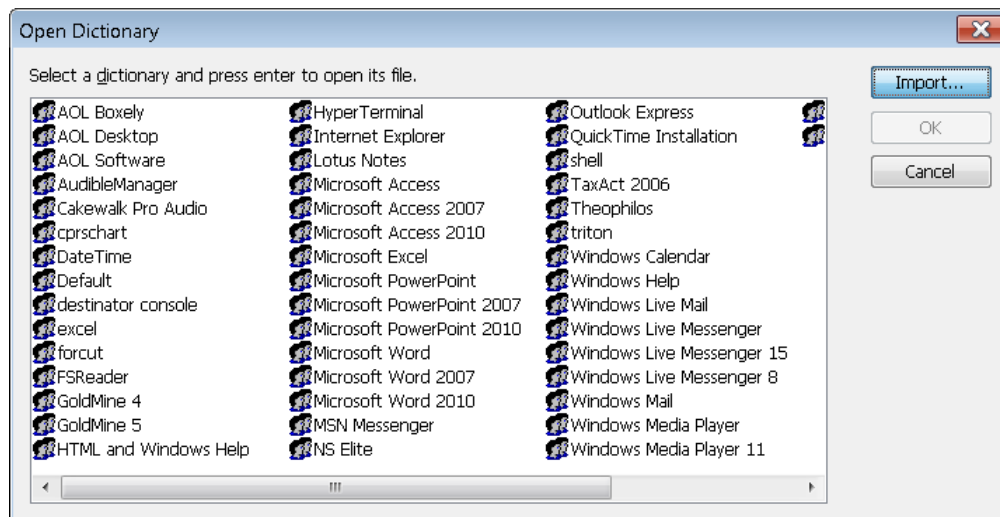
1. Open the JAWS **ConfigNames.ini** file.
This file is accessible via the Start Menu (/All Programs/JAWS 12.0/Explore JAWS/Explore Shared Settings/).
2. Add the following string to the bottom of the file, and save upon completion:
`OAKSSecureBrowser5.0 = Firefox`

Install and Configure the JAWS Dictionary to work with the Secure Browser (mathematics only)

Note: JAWS must be configured to recognize the Secure Browser before this action can be completed (see directions above)



1. Download the JAWS dictionary (Firefox.JDF) from <http://www.ode.state.or.us/search/page/?id=3373> and save it to your desktop or hard drive.
2. Open the JAWS **Dictionary Manager**.
The Settings Center is accessible via the JAWS Menu > Utilities
3. From the Dictionary Manager, select File > Open. The Open Dictionary screen is displayed.



3. Click the [Import] button. Locate and select the Firefox.JDF file and click [Open]. This dictionary is now added to the list of dictionaries available to JAWS.

Disable JAWS Dictionary if it was previously installed and a subject other than mathematics is being tested

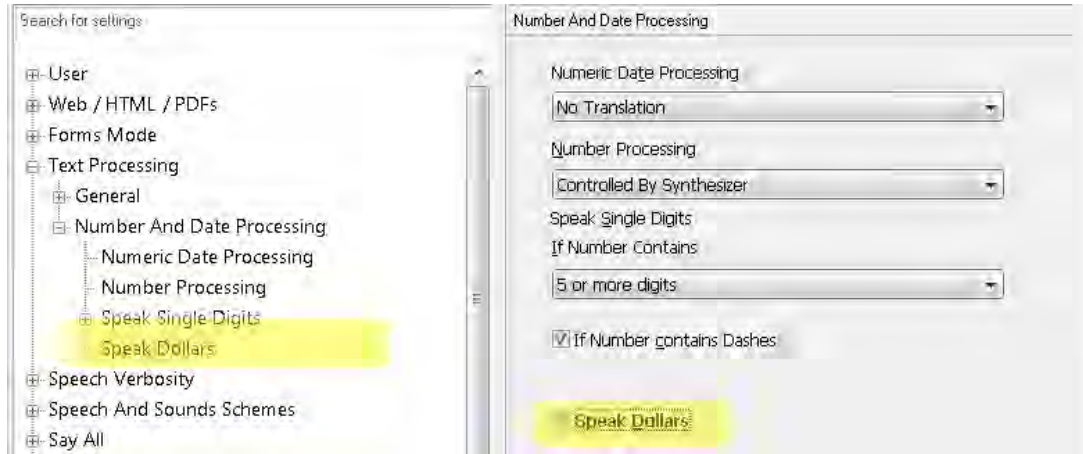
1. Click on the Windows Icon in the lower-lefthand side of your computer monitor
2. Select All Programs > JAWS12
3. Select Explore Jaws
4. Select Explore My Settings
5. Highlight Firefox.JDF
6. Select File from the toolbar
7. Select Rename
8. The file name Firefox.JDF will appear. Change the ".jdf" to ".old" and hit enter
9. A warning message will appear saying: "If you change a file name extension, the file may become unusable. Are you sure you want to change it?" Click yes.

Note: If the JAWS Dictionary has been disabled and a student will be taking the mathematics test, the dictionary can be re-enabled by following the directions above and rename the dictionary Firefox.JDF.



Configure JAWS to speak “Dollars”

1. Open the JAWS Settings Center. The Settings Center is accessible via the JAWS Menu > Utilities.
2. From the left-hand panel, expand the Text Processing setting. Select the Speak Dollars setting.



3. Mark the “Speak Dollars” check box.
4. Click “Apply” and then click “OK.”

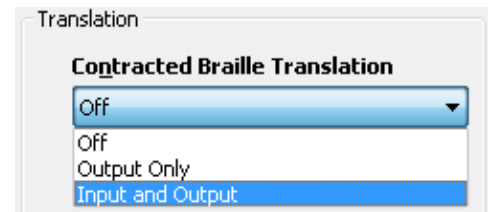
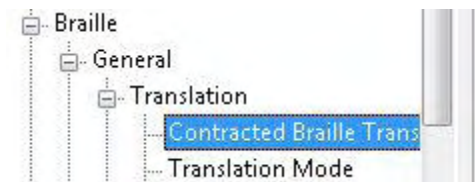
Applying Settings for Contracted/Uncontracted Braille

In order for students to use Contracted or Uncontracted Literary Braille with OAKS Online, the correct JAWS setting must be applied prior to launching the Secure Browser.

1. Open the **JAWS Settings Center**.
The Settings Center is accessible via the JAWS Menu > Utilities.
2. Select **Firefox** from the “Application” drop-down menu.
3. From the panel on the left side of the window, go to the following option (as pictured):

Braille > General > Translation > Contracted Braille Translation

4. For **Uncontracted Braille**, set the value to “Off”
For **Contracted Braille**, set the value to “Input and Output”





In addition, the following JAWS settings may be adjusted for individual students based on student needs prior to administering tests using the Braille interface:

- ✓ Adjust JAWS voice profile (Optional)
- ✓ Adjust JAWS speaking speed (Optional)
- ✓ Adjust JAWS punctuation (Optional)



Note: If adjusting these optional settings for a student, the steps described below must be taken prior to launching the Secure Browser. Students should take one or more practice tests using JAWS so they can determine whether adjustments to these optional settings would be beneficial for them.

Adjusting JAWS Voice Profile

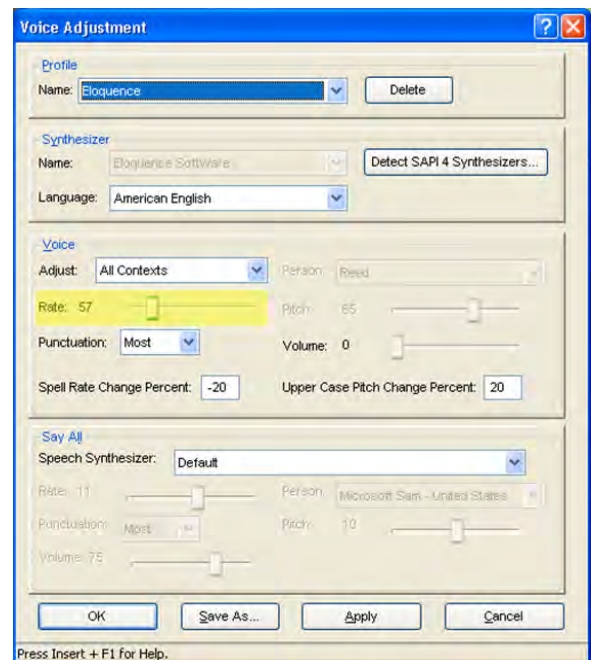
The JAWS voice profile refers to the voice used by JAWS. Users can adjust the JAWS voice profile by following the instructions below.

1. Open the **JAWS Options**
The Options are accessible via the JAWS Menu > Options.
2. Select Voices > Adjustment
3. Under Profile, Select a Voice Profile from the Name drop-down menu.
4. Click OK.

Adjusting JAWS Speed

Users can adjust the rate of speed that JAWS speaks by following the instructions below.

1. Open the **JAWS Options**
The Options are accessible via the JAWS Menu > Options.
2. Select *Voices > Voice Adjustment*
3. Under Voice, adjust the “Rate” using the slide-bar
4. Click OK.





Adjusting JAWS Punctuation

The default JAWS punctuation setting for which the Braille Interface has been optimized is Most. This means that JAWS will read most punctuation that appears on the screen. However, users may adjust the JAWS punctuation to read None, Some, or All punctuation based on an individual student's needs and preferences. Users can adjust the JAWS punctuation by following the instructions below.

1. Open the **JAWS Options**
The Options are accessible via the JAWS Menu > Options.
2. Select Voices > Adjustment
3. Under Voice, select a punctuation setting from the Punctuation drop-down menu.
4. Click OK.



Because the read-aloud accommodation is not approved for use with the OAKS Reading Assessment, the sound on the student's computer will be automatically muted when the student begins the first question on the Braille reading test. The sound will automatically turn on again when the student submits the Braille reading test or pauses the test and returns to the log in screen. Some students may require assistance with JAWS navigation during the reading test because they will not be able to hear the JAWS commands when the sound is muted. JAWS will still output all commands and text to the refreshable Braille display, even with the sound on the computer muted.

Test Administrator Computer

Additionally, TAs administering tests using the Braille interface must have the following software installed on their machine prior to testing. The software is necessary in order to process student print requests.

- ✓ **Tiger Max Embosser** and the supporting **ViewPlus Desktop Embosser driver**
The Desktop Embosser Driver can be downloaded from: <http://downloads.viewplus.com/drivers/desktop-braille-embosser/>. The download includes the Tiger Viewer software, which is needed to handle print requests for items and passages that contain tactile or spatial components.
- ✓ **Duxbury Braille Translator 11.1**
The Duxbury Braille Translator 11.1 software can be downloaded from: <http://www.duxburysystems.com/>. This software allows printing of items and reading passages (without images).



Approvals and Student Test Settings for Braille

The approval process is the same for tests administered using the Braille interface as for all other OAKS Online tests. A student's Braille accommodation should be set in TIDE, which applies Braille as the default setting for all of that student's tests. Alternatively, a TA can select "Braille" from the *Language* drop-down on the Approvals and Student Test Settings screen of the TA Interface just prior to approving a student to begin testing. Upon this selection, settings for *Emboss Request Type* and *Braille Type* are also displayed.

Student Test Settings

Test Settings for: GUEST

Language: Braille

Number of Accommodations: None

Accommodation Codes:

- ☒ None
- ☐ A101
- ☐ A102
- ☐ A103
- ☐ A104
- ☐ A105
- ☐ A106
- ☐ A107

Modification Codes: None

Braille Type: Nemeth

Emboss Request Type: Auto-Request

Print on Request: None

Print Size: 1X

Text to Speech: None



Student Print Requests

The embossed output for student print requests will vary depending on the type of file associated with a test item. There are two types of files:

- **PRN files:** Print requests containing tactile or spatial components such as images, diagrams, etc. This file type is handled by the Tiger Viewer software.
- **BRF files:** Print requests for items containing only text, including formatted tables and poems. This file type is handled by the Duxbury Braille Translator software.

Approving Print Requests

Print requests will display on the TA Interface and must be approved by the TA in order to be embossed. Print requests will be sent automatically to the TA for all mathematics and science items, as well as for social studies and reading items that include graphics or other material that cannot be presented through the refreshable Braille display. For other social sciences and reading items, students must manually request embossing unless the district had designated in TIDE that the student should receive all items through the Braille embosser as a restricted resource. To maintain the security of printed test materials, TAs must approve all print requests, whether sent automatically to the TA or initiated by the student.

Student Print Request Approval Screen

Student Print Request(s) For: ✕ Close

Name: GUEST SSID: GUEST

This page displays a request for each passage that a student would like printed. Click [Approve] if you approve the print request, or [Deny] if you do not.

Note: Clicking [Approve] brings up a Print Preview page based on the browser you are using. Click [Print] from that page to send this request to your print station.

		New Requests	Date & Time of Request
✓ Approve	✕ Deny	Item 1 (BRF)	8/12/2011 1:42:01 PM
✓ Approve	✕ Deny	Item 2 (BRF)	8/12/2011 1:42:01 PM
✓ Approve	✕ Deny	Item 3 (BRF)	8/12/2011 1:42:01 PM
✓ Approve	✕ Deny	Item 4 (BRF)	8/12/2011 1:42:06 PM
✓ Approve	✕ Deny	Item 5 (BRF)	8/12/2011 1:42:10 PM

Upon approving a print request, the TA must send the file to the embosser using either the Duxbury (for BRF files) or ViewPlus (for PRN files) software. The following section provides steps for embossing both types of files.



Configuring Default Preferences on the TA Computer

Sample BRF/PRN Files on TA Interface Help Menu



Sample BRF file

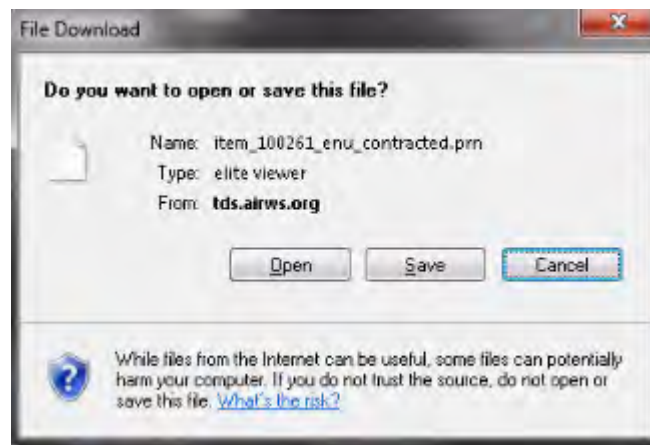


Sample PRN file

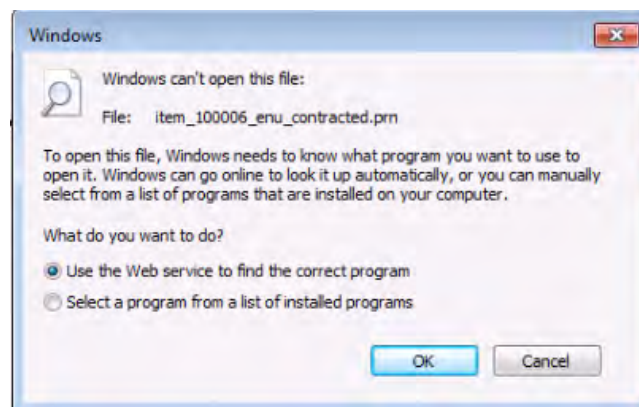
Refer to the following instructions to configure the software used to handle each file type:

➤ **BRF files with the Duxbury Braille Translator software:**

1. Click the “Sample BRF File” from the TA Interface Help menu
2. The File Download window displays and prompts the user to "Open", "Save" or "Cancel" the request.



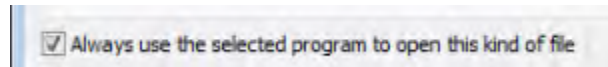
3. Select “Open”. This will open a program selection window.



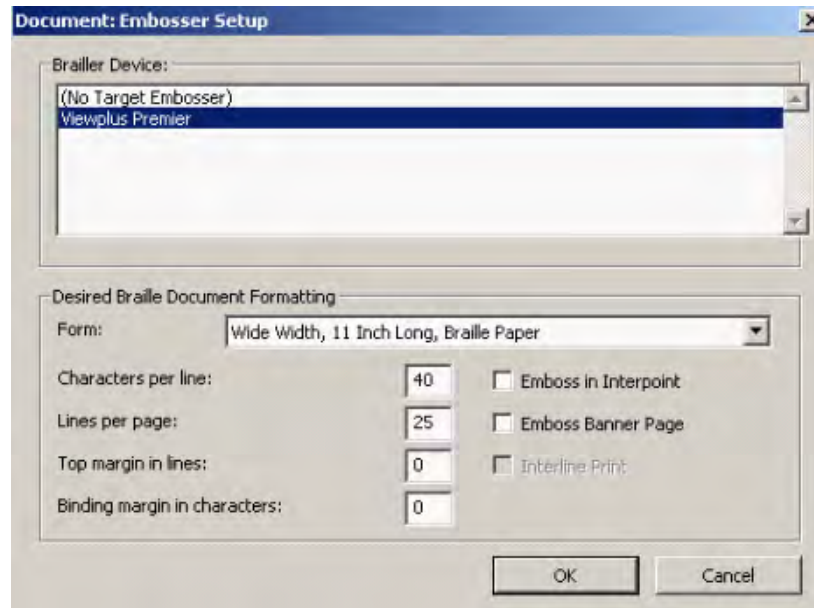
4. Select the radio button to “Select a Program from a list of installed programs”. Click [OK].
5. Browse the “Duxbury” program and click “Open”. This will add this program in the program selection list.



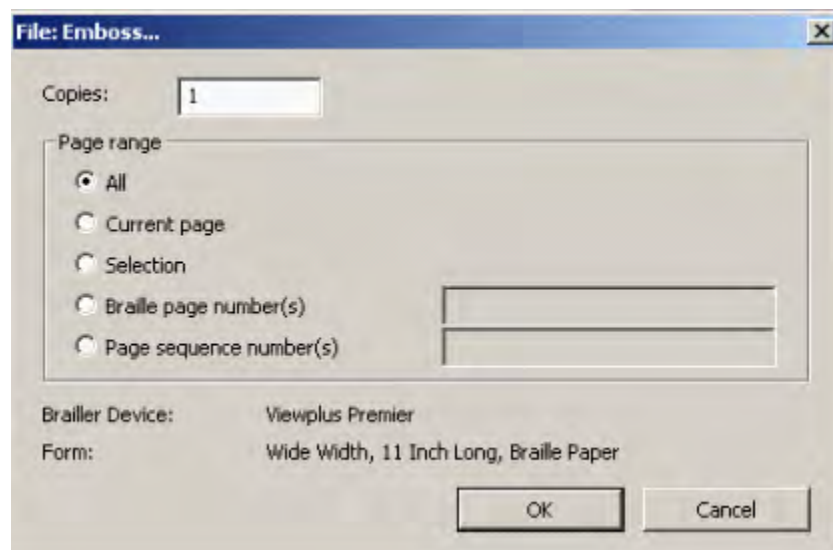
6. Make sure to check the check box “Always use the selected program to open this kind of file”. Click [OK]. This will open the BRF file.



7. The user can now emboss this file by going in to Duxbury- Document option-Embosser setup. Select the ViewPlus Tiger Max embosser from the drop down listing. Click [OK].



8. Now go to File menu and select the “Emboss” option. This will bring up “File-Emboss” window.



9. Click [OK].

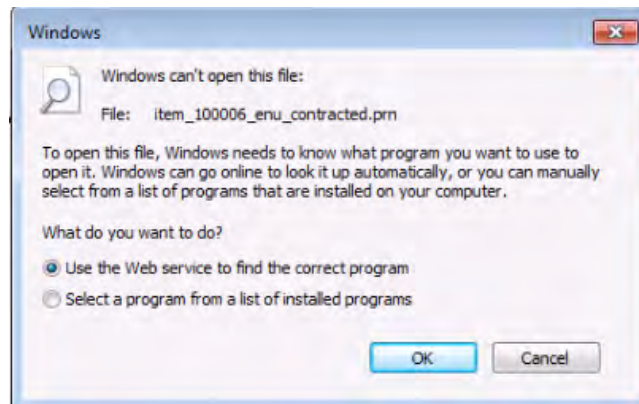


➤ **PRN files with the Tiger Viewer software:**

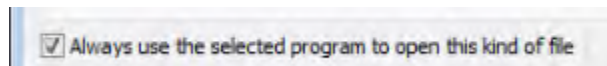
1. Click the “Sample PRN File” from the TA Interface Help
2. The File Download window displays and prompts the user to "Open", "Save" or "Cancel" the request.



3. Select “Open”. This will open a program selection window.

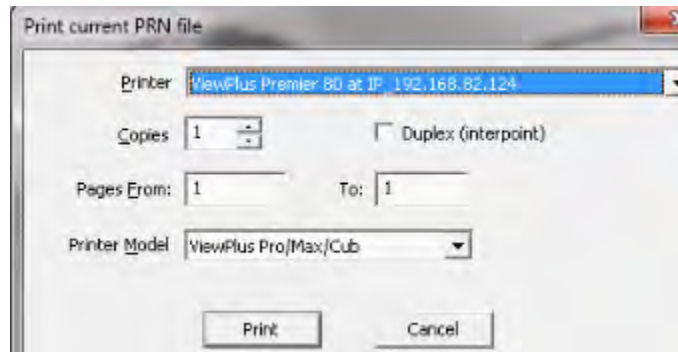


4. Select the radio button to “Select a Program from a list of installed programs”. Click [OK].
5. Browse the “Tiger Viewer” program and click “Open”. This will add this program in the program selection list.
6. Make sure to check the check box “Always use the selected program to open this kind of file”. Click [OK]. This will open the PRN file.





7. The file can now be printed by going to the Tiger Viewer-File menu and selecting the Print option. This will bring up the “Print current PRN File” window.



8. Select the ViewPlus Tiger Max embosser from the drop down listing. Click [Print].

Braille Interface Tools and Navigation

As TAs work with students to familiarize them with the Braille interface and Braille format of OAKS Online, TAs should make students aware that in some cases the Braille transcriptions may not follow the usual Braille rules. ODE has developed a Student’s Braille Transcription Reference Guide as an allowable resource that students can use during testing to identify special symbols used in the transcription. ODE will provide embossed copies of this guide to students in advance of the testing window. Additionally, districts may request an embossed copy by contacting the Oregon Textbook and Media Center.

When preparing to administer OAKS Online through the Braille interface, TAs should also be sure to check the JAWS settings to ensure optimal results. The read-aloud provided through JAWS was designed to work with the JAWS configurations described on p. 55 of this User Guide in the “Technology Requirements and Configuration” section.



The following are the JAWS key commands used by students to navigate OAKS Online tests using their refreshable Braille display and/or computer keyboard. ODE will provide embossed copies of these commands for students as an allowable resource prior to the start of the OAKS Online test window.

JAWS COMMAND (PRESS THIS...)	ACTION (TO DO THIS...)
UP Arrow	Move to the previous line on the page.
DOWN Arrow	Move to the next line on the page.
TAB	Move to the next link or button on the page. Note: The TAB command will not move to the question portion of an item (the cursor goes directly to the first radio button). To hear the question, use H to move to the question number then use the Down arrow to move until the question is played.
SHIFT + TAB	Move to the previous link or button on the page.
H	Move to the next question on the page. To hear the question use the Down arrow to play the text.
SHIFT + H	Move to the previous question on the page.
B	Move to the next button on the page. On a test page, use this command to go directly to the “Navigation Landmarks,” which contain the Back, Next, and Pause buttons.
SHIFT + B	Move to the previous button on the page.
R	Move to the next radio button on the page. After moving to the radio button, use the Down arrow to play the text. Note: On pages with multiple items, command R navigates to the next Radio button on the page.
ENTER / SPACE	Select the option or button.
INSERT + DOWN Arrow	Read everything on the page (from your current place on the page.)
CTRL or Spacebar	Stop JAWS voice from reading.



Navigating Through Specific Screens

Login Screen:

You must type on this page using the JAWS Forms Mode in order to sign in. JAWS will play a bleep to let you know that it has entered Forms Mode.

You will use the TAB button on your keyboard to move to the “First Name” box, where you will type your first name. You will then use the TAB button again to move to the “SSID” box, where you will type your SSID. Then, you will use the TAB button again to move to the “Session ID” box and enter the Session ID that your test administrator will give you.

Once you have typed your first name, SSID, and Session ID, use the TAB button to move to the “Sign In” button. Press the Enter or Space button on your keyboard to sign in.

Is This You?

To hear information on this page, use the Down arrow on your keyboard to go line by line. Use the Tab button to move to the buttons for “No” and “Yes.” Press the Enter or Space button to choose Yes or No.

Your Tests:

Use the Tab button to move to the first test listed on this page. Tests are listed in a three column table. You will first hear the test name, then the opportunity number, and then the link to choose that test. Press the Enter or Space button to choose your test, or use the Tab button to move to the next test on this page.

Is This Your Test?

To hear information on this page, use the Down arrow to go line by line. Use the Tab button to move to the buttons for “No” and “Yes, Start My Test.” Press the Enter or Space button choose Yes, Start My Test or No.

Test Instructions and Help:

Use the Tab button to move to the buttons for “Cancel” and “Begin Test Now.” Press the Enter or Space button to choose Cancel or Begin Test Now.