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Bureau website: http://www.fldoe.org/accountability/assessments/k-12-student-assessment

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INTRODUCTION

Changes to the Online System for the 2017–18 FSAA—Performance Task Administration

New! FLEID is the student identifier (all users).

The FLEID is now the primary student identifier.

Please note: Some functions will still require the SID field to be populated. You are instructed to populate the SID field with the last 10 digits of the FLEID. No other SID numbers are allowed.

New! Comma is now the default delimiter for import and exports (system administrators).

The default delimiter for imports and exports is now a comma. It no longer needs to be changed in order to use CSV formatted files.

New! Roles in imports and exports (system administrators)

The system now accepts “Teacher” as a user role when importing teachers. In addition, when teacher are exported, the role column will indicate “Teacher.”

New! The search field entry requirements are no longer case sensitive when searching for a student (system administrators).

When requesting a student transfer, the search fields will no longer require the case to be exact when searching for a student.

New! Streamlined item content display (teachers)

The item content displayed on screen in the Testing Platform has been reduced. The passages and the stimulus information are no longer displayed in the Testing Platform. The system will now only display the question and the response options for each task.
## FSAA—Performance Task Important Assessment Dates for 2018

### Online System and Resources

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAA Online System Release</td>
<td>February 12, 2018</td>
</tr>
<tr>
<td>FSAA Online System Training Tutorials—Teachers</td>
<td>Mid-February 2018</td>
</tr>
<tr>
<td>Available on FSAA Portal</td>
<td></td>
</tr>
<tr>
<td>FSAA Online System Release of Content for Submitting Responses</td>
<td>February 26, 2018</td>
</tr>
<tr>
<td>FSAA Online System Closes</td>
<td>April 27, 2018</td>
</tr>
</tbody>
</table>

### Elementary and Middle School (Grades 3–8) and Access Civics End-of-Course Testing Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Assessment Materials in Districts</td>
<td>February 16–22, 2018</td>
</tr>
<tr>
<td>Student Testing Window</td>
<td>February 26–April 13, 2018</td>
</tr>
<tr>
<td>Student Responses Entered Into Online System</td>
<td>No later than 11:59 p.m. EST on April 13, 2018</td>
</tr>
<tr>
<td>Return of Test Materials to Piedra Data Services</td>
<td>No later than May 11, 2018</td>
</tr>
</tbody>
</table>

### High School (Access ELA 1 and 2) and Access Algebra 1, Access Geometry, Access Biology 1, and Access U.S. History End-of-Course Testing Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Assessment Materials in Districts</td>
<td>March 12–16, 2018 or March 19–23, 2018</td>
</tr>
<tr>
<td>Student Testing Window</td>
<td>Upon receipt of materials through April 27, 2018</td>
</tr>
<tr>
<td>Student Responses Entered Into Online System</td>
<td>No later than 11:59 p.m. EST on April 27, 2018</td>
</tr>
<tr>
<td>Return of Test Materials to Piedra Data Services</td>
<td>No later than May 11, 2018</td>
</tr>
</tbody>
</table>
PART 1: GETTING STARTED WITH THE FSAA ONLINE SYSTEM

System Icons

Please refer to Appendix C for a full list of system icons and their definition.

Note: The screenshots or system images presented in this User Guide are taken from Firefox Version 44. If you are using Internet Explorer or another Web browser, the images may be presented in vertical alignment rather than horizontal. Directions that point to the left may be on the top. Directions that reference the right may be on the bottom of the screen.

System Requirements

The FSAA Online System is a Web-based, encrypted platform that is designed to work with the existing technology infrastructure available in Florida schools.

To access the system, each computer must have at least one supported operating system, one supported browser, and the capability of using the supported file types.

Minimum Software Requirements

Supported Operating Systems
Refer to Appendix B for a detailed Operating System Compatibility Matrix.

Supported Browsers
Refer to Appendix B for a detailed Browser Compatibility Matrix.

Checking the Browser
Check the browser by navigating to http://www.whatbrowser.org/.

Internet Connection Supported

• T1

Additional Software

• Microsoft Excel or Notepad
FSAA Online System Web Address

To log in to the FSAA Online System, go to https://florida.taocloud.org.

Guest Access

**Note:** Guest access is visible but not active.

System Diagnostic Tool

The System Diagnostic Tool examines the user’s operating system, Web browser, workstation performance, and system bandwidth to verify that your system meets the basic minimum requirements for operating the FSAA Online System.

The Diagnostic Tool provides information on:

- Operating system and Web browser
- Workstation performance (Good, Average, or Weak). The performance rating is based on the global average time needed to render item samples, and takes into account the hardware and software installed.
• Bandwidth (Good, Average, or Weak). The maximum number of simultaneous test takers the network can handle. Bandwidth is highly dependent on the activity on the local network and may vary over time. This activity should be tightly controlled during the test administration process.

• Overall compliancy rating

To connect to the Diagnostic Tool, select Diagnostic tool on the Login screen.

Running the Diagnostic Tool

This tool will run a number of tests to verify that your system meets the basic minimum requirements for operating the FSAA Online System.

Be aware that these tests will take up to several minutes

Click Begin diagnostics.
Results: System meets the minimum requirements
The following example shows results for a system that meets all requirements.

- A green circle means that your system meets requirements in that area.
- A red circle means that your system does not meet requirements in that area.

Click ![Show Details](Show Details) to view additional detailed information about your system.
Results: System does not meet the minimum requirements
The following example shows results for a system that does NOT meet all the requirements.

- A ☑ means that your system meets requirements in that area.
- A ☐ means that your system does not meet requirements in that area.
Click **Show Details** to view additional detailed information about your system.

**Note:** If your system does not meet the basic minimum requirements, you should contact the IT group that supports your school for help. The Details information along with the minimum requirements specified on page 9 of this manual may be helpful to the IT group in reconfiguring your system or the network.

### Supported File Types

When uploading student work, only the following file types are supported:

- JPG, PDF

### Recommended Monitor Resolution Settings

The minimum resolution is 1024x768. The suggested screen resolution is dependent on monitor size. The recommended settings are as follows:

- 15-inch monitor, 1024×768
- 17- to 19-inch monitor, 1280×1024
- 20-inch and larger monitor, 1600×1200

**Note:** The larger the screen resolution, the smaller the text appears on the screen.
Mobile Devices

The FSAA Online System can be accessed on mobile devices. The system has been tested successfully on iOS 7 and Android 4.2 or higher devices. We recommend at least a 7-inch screen.

**Note:** Use of personal portable and mobile devices is prohibited. The FSAA Online System may only be accessed using district-provided equipment and a secure Internet connection.

System Messages

During or after a system action, a message box may be displayed, pertinent to the action.

**Success** notification after submitting a Request Update.

Click the close button (🗑️) to close the message.

**Note:** If the message box contains information about an error related to your action, make note of the message so that corrections can be made.
Definition of Terms

Administration and Registration Tool (ART)
The FSAA Online System comprises two platforms.

1. **Administration and Registration Tool**: an administrative tool for managing data as well as for launching the assessments
2. **Testing Platform**: the test interface where assessment items are presented and student responses are submitted

System Administrator
When referring to System Administrators, we are targeting:
- Alternate Assessment Coordinators (AACs), and
- School Level Coordinators (SLCs).

AACs will have permissions and visibility for all SLC, teacher, and student data within the district to which they are assigned. SLCs will have visibility for all teacher and student data within the schools to which they are assigned.

Form
Each course assessment will have two to four forms. The form will be clearly labeled on the covers of all test components. At grades 3–8, the test booklet will contain all English language arts (ELA), mathematics, and science assessments for that grade. ELA 1 and 2, and all end-of-course (EOC) assessments will be presented in separate test booklets, and students may have a different form assigned for each. Below is an example showing the course assessment structure for Grade 8 Science.
Course Assessment
The term “course assessment” in relation to the FSAA Online System means the grade-level and content requirement for each student (e.g., Grade 8 Science).

Assignments
Assignments are the linking relationships connecting a student to the teacher responsible for administering the FSAA—Performance Task to that student.

Student to Course Assessment
Each course assessment linked to a student is an assignment. This can be shown as an action; for instance, a System Administrator can assign a course assessment to a student.

Course Assessment to Teacher
The linking relationship between a teacher and a course assessment is also referred to as an assignment. Each teacher will be assigned to a course assessment based on the grade level and content area he or she teaches.

When the links are completed, the student will be assigned to the appropriate course assessment and teacher.
By making these assignments, the System Administrator is allowing the teacher access to the student in the FSAA Online System so that the responses collected during administration may be submitted.

**Grade Levels and Content Areas Assessed**

Prior to the FSAA Online System opening, Measured Progress will preload the system with students enrolled to take the FSAA—Performance Task, along with their corresponding grade-specific course assessments.

**Note:** Students who are enrolled in Access courses that have an EOC assessment are not preloaded in the system because the individual education plan (IEP) team is responsible for deciding when the student is ready to take the EOC assessment. Access courses include Algebra I, Geometry, Biology I, Civics, and U.S. History.

In elementary and middle schools, mathematics and ELA are assessed in grades 3–8 with writing being introduced and assessed in grades 4–8. Science is assessed in grades 5 and 8. Access Civics will be assessed upon completion of the grade 7 course.

In high school, grade 9 students will take the ELA 1 assessment and grade 10 students will take the ELA 2 assessment. Access EOC assessments include Algebra 1, Geometry, Biology 1, and U.S. History.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
<th>Algebra 1 EOC</th>
<th>Geometry EOC</th>
<th>Biology 1 EOC</th>
<th>Civics EOC</th>
<th>U.S. History EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 (ELA 1)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 (ELA 2)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
PART 2: FSAA ONLINE SYSTEM FOR TEACHERS

Best Practices

- Teachers must repeat the steps found throughout this User Guide to manage and complete the submission of course assessments.
- Teachers should pay attention to important dates to ensure course assessments are conducted and submitted on time. Refer to FSAA Important Assessment Dates for 2018 on page 8.
- Teachers must request assistance from System Administrators, the FSAA Service Center, or the FLDOE when needed. Refer to Appendix A for contact information.

System Release and Teacher Tasks

On February 12, 2018, the Online System will be released to System Administrators (AACs and SLCs) who will add teachers and students to the system, and make required connections. Teachers will be required to:

- log in to the system and reset the default password to a secure password, and
- verify students and request corrections.

On February 26, 2018, the Online System will release content for submitting responses. Teachers will be required to:

- launch course assessments and begin submitting responses.
Login

To log in to the FSAA Online System, open a supported Web browser and go to https://florida.taocloud.org. See System Requirements on page 9 for a list of supported browsers.

The Log in dialog box appears:

![Login dialog box]

Default Login

Your System Administrator will generate your ART account. AACs and SLCs are encouraged to use the following format when creating a teacher’s login:

- **Login**: district code + school code + first two letters first name + last name

After the account has been created, your AAC will communicate your login credentials. The first time that you log in to the ART, use these provided credentials.

The credentials are case sensitive. Please be sure to enter the credentials exactly as they are given to you. Please contact your SLC (or AAC if your school has not been assigned an SLC) if you are trying to access the system and cannot log in.
Changing Your Password

The first time that you log in using the provided credentials, you must change your password. The Change password dialog box will automatically open.

![Change password dialog box](image)

Enter a new password and retype it in the appropriate fields. The new password must meet the following requirements:

- 10 or more characters long
- at least one capital letter
- at least one special character (colon, period, comma, asterisk, etc.)

Click **Update** to complete your login.

Each time you return to the FSAA Online System, you will log in with the new password you created.

![Login screen](image)

If you experience difficulty with logging in or if you need to reset your password, please contact your System Administrator.
Logout

To log out from the system, click Logout from any screen.

Auto Logout (Timing Out)

After 30 minutes of inactivity, you will be automatically logged out of the system. The following message will be displayed:

Click Ok and a Log in dialog box appears.

In the Log in dialog box, reenter your Login name and password and click Log in to reenter the system.
Teacher Landing Page

After you log in, the Teacher Landing page appears.

The Teacher Landing page displays:

1. Basic information and capabilities: Home, Update Requests, User Profile, Logout
   a. To return to the Teacher Landing page from anywhere in the system, click the Home icon ( ).
   b. To address pending requests, click Update Requests. Refer to Browse and Respond To Update Requests on page 49 for details.
   c. To view or edit your account information, click on your profile name (e.g., “Gavin Abigail”). Refer to My Account Information on the next page for details.
   d. To log out, click Logout .

2. Your role, state, district, and school (e.g., Teacher in Florida: Alachua: A. L. Mebane Middle School).
3. Page navigation

   a. **Students**: Browse and manage students
   b. **Assignments**: Export student test assignment data
   c. **Diagnostic Tool**: Run the diagnostic tool

4. Navigation toolbar

   To navigate anywhere in the system to another section of the ART, click on one of the following in the blue toolbar:

   a. Students
   b. Assignments
   c. General Request Update

**My Account Information**

To edit your profile, click on your profile name.

You can edit your email address and phone number. Click **Save** to save the changes. Your first name, last name, and district association are visible but cannot be changed.
If any of these are incorrect, click \textbf{Request Update} to open the \textit{Submit Request Update} dialog box, and request changes to these areas.

To request an update:

- Edit your email address and phone number if necessary.
- Describe other necessary changes in the “Describe required change(s) here” field.
- Click \textbf{Submit} to submit the update request.

The information shown in the \textit{Submit Request Update} dialog box is pulled by the system from your account profile and presented to you each time you attempt to submit an update request. Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).
Students Page—Browse and Manage Students

To access the Students page, click in the navigation toolbar or click on the Landing page.

The Students page will display.

The Students page shows a list of students assigned to you for course assessment.
Verifying the Students List

You must verify the following information in your Students list:

- All of your students are visible.
- Only your students are visible.
- The ID Number, First Name, Last Name, Grade, and Status for each of your students are correct. If not, see Requesting an Update on page 43.

Sorting Students

1. The Students list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page (➡️) or the previous page (⬅️) by clicking the respective button. You can move to the last page (➡️) or the first page (⬅️) by clicking those respective buttons.
2. For each Student in the list, the following values are shown:
   - ID Number
   - First Name
   - Last Name
   - Grade

3. Status: The status of the Student’s assignments. Possible values are:
   - Not started
   - In Progress
   - Completed

By default, the Students list is sorted by ID Number in ascending order. You can also sort the list by First Name, Last Name, Grade, or Status, in ascending or descending order. For example, to sort the list by Status, click the List sort button ( ) to the right in the Status column. The list is now sorted by Status in ascending order (A–Z).

To change to descending order (Z–A), click the List sort button ( ) again.

Filtering Students

You can filter the Students list to make it easier to work with or to locate a single student or subset of students. For example, to see all students with a First Name of Scott, type “Scott” in the “Filter” field and click the Filter button ( ).

To return to the unfiltered Students list, delete any text from the “Filter” field and click the Filter button ( ) again.

You can filter the “ID Number,” “Last Name,” “Grade,” and “Status” fields in a similar manner. The filter fields are not case sensitive.
Student Assessment Progress Status

A testing progress status is visible for each student shown in the Students list.

The status displayed refers to the overall state of a student’s testing progress among all assigned assessments.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The student has been assigned to one or more course assessments. No assessments have been started. All assignments are editable.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The student has been assigned to one course assessment AND that course assessment has been launched; OR The student has been assigned multiple course assessments AND at least one of the course assessments has been launched, submitted or invalidated, or a Reason Not Assessed was provided. Assignments that have not been started are editable. Assignments that have not been submitted may be reset.</td>
</tr>
<tr>
<td>Completed</td>
<td>ALL assessments assigned to the student have either been submitted or invalidated, or a Reason Not Assessed was provided. Completed course assessments are disabled and are not editable.</td>
</tr>
</tbody>
</table>

Note: It is possible for a student to have a status of “In Progress” even if an individual course assessment has been completed. For example, a student may have one course assessment assigned that has not yet been launched and a second that was provided a Reason Not Assessed.
To filter the Students list to make it easier to work with or to locate a single student or subset of students:

- Click in the “Filter by status” field.
- Click on the status name in the drop-down list.

After the Students list has been filtered by status, the status selections appear above the list. You can filter by one or more status.

To return to the unfiltered Students list, delete the selections from the “Filter” field by clicking the delete icon (×).

**Exporting Student Data**

If you want to export the existing student data, click 🗂 Export.
Clicking this button opens the Export Students window. Click to export the CSV file.

The export process will begin, and a system message will be displayed to communicate that the export is “in progress.”

**Viewing the History and Status of Exported Files**

To check the status or view the history of exported CSV files, click on the view history link.

All of the Student files that have been exported will be entered into a task queue for processing and will be displayed in the Task Listing.
In the table, you will see the following columns:

- **Task Name**: The name of the CSV file exported into the task queue
- **Created**: The date that the CSV file was exported and the export task was created
- **Status**: The status of the CSV file export task
  - **In Progress**: The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed**: All records in the CSV file exported correctly and are accessible.
- **Actions**: The actions that can be performed on the file: Remove, View Report, or Download
**Downloading the Export File**

To download the exported CSV file, and either save it or open it in Excel, click the download button ( ).

To save the CSV export file, select “Save File,” and then click OK. The file will be saved as export.csv to your computer’s Downloads folder:

To open the CSV export file in Microsoft Excel, select “Open with” and “Microsoft Excel (default),” and then click OK.
The file will open in Microsoft Excel and display all of the students assigned to the teacher.

To open the CSV export file in Notepad, select “Open with” and “Notepad,” and then click OK. The file will open in Notepad.

**Individual Student Data**

To work with the data for a single student, click the row in the Students list for that student. The data for the student display to the right of the Students list.

For the selected student, First Name, Last Name, FLEID Number, and Grade are displayed. To the right, the Primary Exceptionality for the student is shown. A button is provided to request an update of the student’s information. A list of course assessments assigned to the student is shown below the student information.
Verifying Individual Student Data

You should verify that the correct students are assigned to you and the student information is correct for each student. Verify the First Name, Last Name, FLEID, and Grade for each of your students, and that tests assigned to the student are correct, based on grade and enrollment.

To request a change to the student’s First Name, Last Name, or Grade, click . See Requesting an Update on page 43.
User Assignments Export—Exporting Student/Course Assessment Data

To export and save a file of the current student course assessment assignments, click  in Assignments. You can also click  in the Assignments area of the Teacher Landing page.

You will be routed to the Assignments page.

Click  to start the export process. Clicking this button will open the Export Assignments window.
Click to export the CSV and either save it or open it in Excel or Notepad to view the information.

The export process will begin, and a system message will be displayed to communicate that the export is “in progress.”

**Viewing the History and Status of Exported Files**

To check the status or view the history of exported CSV files, click on the view history link.
All of the Student Assignment files that have been exported will be entered into a task queue for processing and will be displayed in the Task Listing.

In the table, you will see the following columns:

- **Task Name**: The name of the CSV file exported into the task queue
- **Created**: The date that the CSV file was exported and the export task was created
- **Status**: The status of the CSV file export task
  - **In Progress**: The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed**: All records in the CSV file exported correctly and are accessible.
- **Actions**: The actions that can be performed on the file: Remove, View Report, or Download
Downloading the Export File

To download the exported CSV file, and either save it or open it in Excel, click the download button ( ).

To save the CSV export file, select “Save File,” and then click OK. The file will be saved as export.csv to your computer’s Downloads folder.

To open the CSV export file in Microsoft Excel, select “Open with” and “Microsoft Excel (default),” and then click OK.
The file will open in Microsoft Excel and display all of the Assignments for the students assigned to you.

To open the CSV export file in Notepad, select “Open with” and “Notepad,” and then click OK. The file will open in Notepad and display all of the Assignments for the students assigned to you.
The export will contain one course assessment record per student per assignment. The following data are presented:

1. Student FLEID
2. Student ID
3. Student First Name
4. Student Last Name
5. Student Grade
6. Teacher ID *
7. Teacher First Name *
8. Teacher Last Name *
9. School Code/School Name
10. District Code
11. Course Assessment Name **
12. Status (Not Started, In Progress, Invalidated, Complete) *

* If there is no teacher associated to the student course assessment, the report will display NA.
** If the student is not currently assigned to a course assessment, an entry is created with the NA value for the assessment.
For example, a grade 10 student who is assigned to complete the English language arts (ELA) and two end of course assessments will be listed in the report three times.

Helena’s ID is FL120081234567. In the Student page, Helena has been assigned Grade 9 - ELA 1, Algebra 1 End of Course, and Biology 1 End of Course.

The export shows three records for Helena:
Primary Exceptionality

**Note:** Primary exceptionality information is not required and should be disregarded. Choosing a Primary Exceptionality will not result in any action by the system.

Requesting an Update

To request an update to a student’s Last Name, First Name, Grade, or other information, you must send a message to the System Administrator through the system.

To do this, click **Request Update**.

The Student area to the right refreshes to include a *Submit Request Update* area above the Assignments area.
In the *Submit Request Update* area, the following information is displayed:

1. The Name, FLEID Number, Grade, and Primary Exceptionality of the Student for whom you are submitting the Request Update

2. The following information about the Teacher submitting the update request populated from the My Account Information page:
   a. **First Name**: Not editable
   b. **Last Name**: Not editable
   c. **Email**: Editable
   d. **Phone**: Editable
   e. **District**: Not editable
   f. **School**: Not editable

3. Fields specific to the Request Update:
   a. “Select Request Type”
   b. “Describe required change(s) here”
The “Select Request Type” and “Describe required change(s) here” fields are mandatory:

1. Click the “Select Request Type” field and select a request type from the drop-down list.

   **Note:** When submitting a Request Type of Testing Violation, Course Assessment Support, or Course Assessment Reset, you will also be required to select which linked course assessment the request is for.

2. Click the “Describe required change(s) here” field and type a description of the required change(s).

3. Click **Submit** to submit the update request. A system message displays “Request update was successfully sent.” Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).
General Request Update

You can send a message to the SLC (or AAC if no SLC has been assigned to your school) within the system for a general request. For example, if you are assessing a student and the student is not visible in the Students list, you may submit a request to have the student added.

Click 💌 General Request Update in the navigation toolbar.

The General Request dialog box displays.
In the “Select Request Type” field, click the expand button (⌄) and select a Request Type from the drop-down list.

Information about the Teacher submitting the update request is populated from the My Account Information page.

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable
Click the “Describe required change(s) here” field and type a description of the required change(s).

Click **Submit** to send the update request to the System Administrator. A message box appears to confirm the General Request Update submittal.
Click the close button ( ) to close the message.

If you decide to cancel the update request, click Close . A dialog box appears.

![Dialog box with message](image)

Your message will not be sent. Click Ok to confirm.

Click Ok to confirm the cancellation.

**Browse and Respond to Update Requests**

**Accessing the Request Updates Page**

From the Landing page, you can see the Update Requests icon located in the upper right of any page. If the icon displays a red number, then one or more of your submitted requests have been returned to you for clarification.

To access the Updates Request page, click .
Request Updates Page

The Request Updates page displays requests that you submitted to your System Administrator that were then returned for additional information.

The following information is displayed for each update request:

- **Placed at:** The date and time the request was placed
- **Sent by:** Your name as the originator of the request
- **Subject:** The student the request concerns
- **Category:** The request category (Student or General)
- **Request Type:** See Viewing Request Updates on the following page for request types.
- **Status:** The Unresolved (Unresolved) status of the request. The request is currently unresolved.
Viewing Request Updates

To view an individual request, click the row in the Requests list. The information for the request displays to the right of the list.

Each update request will provide the following supporting information:

- **Subject**: The FLEID and name of the student
- **Type**: The type of update request:
  - Student request types include Update Student Data, Testing Violation, Course Assessment Support, Course Assessment Reset, Activate/Deactivate Student, Import/Export Data Files, Other
- **Assessment**: If the request type is Testing Violation, Course Assessment Support, or Course Assessment Reset, this field shows the relevant assessment. Otherwise, “Not applicable” is shown.
- **Operation log**: The date and time of the most recent activity for this request. The operation log is ordered by newest activity at the top.
  - **Sent by**: The user who made the update request
  - **Role**: The role of the user who made the update request (AAC, SLC, Teacher)
  - **Email**: The email address of the user who made the update request
  - **Phone**: The phone number of the user who made the update request
  - **Comment**: Additional comments by the user who made the update request
Responding to a Returned Request

To respond to a returned request from your System Administrator, click **Advance Request**.

The area to the right refreshes to include a *Comments* area.
The following information about the user responding to the request is populated from the My Account Information page.

- **First Name:** Not editable
- **Last Name:** Not editable
- **Email:** Editable
- **Phone:** Editable
- **District:** Not editable
- **School:** Not editable

Any additional information or questions that need to be communicated may be entered into the *Comments* area.

When you are ready to respond to the request, click **Submit**. A system message displays: “You have successfully advanced this request.” To exit without responding to the request, click the **Close** button.
Course Assessments

The course assessments assigned to the student are shown below the student’s name:

Step 1: Determine Why the Student Is Not Assessing (Reason Not Assessed)

For each course assessment, you can select a reason why the student was not assessed or you can enter a reason why the student will not be assessed. Click the expand button (▼) to the right of the field, and select a reason from the drop-down list.

Use the scroll bar to the right to view additional reasons.
The Reason Not Assessed list includes the following options:

- McKay Scholarship Recipient
- Participating in Datafolio: Student is enrolled in the FSAA—Datafolio assessment for the current year.
- Student not in Tested Grade
- Student Deceased
- Participating in FSA ELA/MATH/SCI/SOC.STUD.
- EOC Deferred: Student is enrolled in an EOC but will not assess in the current year.**
- Student Absent – Unable to Assess
- Home School
- Extraordinary Exemption
- Medical Complexity
- Student Hospitalized – Unable to Assess
- Student Withdrawn

**Note: If you choose “EOC Deferred” as the student’s Reason Not Assessed, submit a Request Update for the student to communicate that selection. The System Administrator will report it to the District Accountability Office.

After a reason for not assessing is selected, the Launch or Assign form button to the immediate left is disabled and the test will not launch.

To remove an existing Reason Not Assessed, click the delete button (×).
Step 2: Assign a Form Within the ART

Before you can begin entering the student’s responses, you must first assign a form to the course assessment. To assign a form, click  to the right of the course assessment name. Choose the form that was used during the paper test administration (e.g., Form A, Form B). The form will be clearly labeled on the cover of the test booklet.

If the button is disabled ( ), the course assessment has been assigned a Reason Not Assessed (see Step 1: Determine Why the Student Is Not Assessing (Reason Not Assessed) on page 54).

After you click  to the right of the course assessment name, the Assign form dialog box appears.
To view the list of course assessment forms available for selection, click the expand button ( ▼ ) in the "Select form" field and select a form from the drop-down list. Alternatively, type the first few letters of the form name in the search field, and click the filter/search button (  ).

Verify that the correct form has been selected. Click Assign to proceed with the form assignment.
After a form is assigned to the student, the button under Assessments changes from Assign form to Launch.

Note: The Launch button will be disabled until the assessment platform is available for entering student responses on February 26, 2018.
Step 3: Launching the Form-Based Test

To launch a course assessment, click [Launch >] to the right of the course assessment name.

If the Launch button is disabled ([Launch >]) and it is within the open testing period, the course assessment has been assigned a Reason Not Assessed.

TheLaunch assessmentdialog box appears:

- Click[Launch]to begin the Biology 1 End of Course: Form A course assessment for Helena Zanetzka.
- Click[Change Form]to make a new form selection.
- Click[Cancel]to return the previous screen.

Updated! Step 4: Submitting Responses

Once you launch the test, you will start submitting responses to the items. The online system will present the item sets in the same order as they are presented in the test booklet.

NEW! The testing platform will not display the stimulus information as presented in the paper-based materials. Only the question presented to the student and the response options will display in the system.
The test header displays the test grade level (for most tests), subject, associated form, session number, item number, and task number.

**Grade 3 - Reading - Form A - Session 1 - Item 1 - Task 1**

**Selecting Responses**

**Response Selected:** If the student indicated a response when taking the paper-based course assessment, select the student’s choice.

The choice will be highlighted.

Click ![Next](image) to submit the selected response.

**Note:** If you double-click the choice, the second click will remove the selection. Click the student’s choice again and verify that it is highlighted before you click ![Next](image).

**No Response Selected:** If the student did not indicate a response (No Response bubbled in Student response column) during the paper-based assessment, select ![Next](image) without making a choice online.
Correcting Previously Submitted Response: To change the previously submitted response, click Previous to return to the task. Then select Clear Response to reset the task to its default setting.

Note: If you navigate to the previous item and it is a task that requires multiple selections, you will not select Clear Responses to reset the item. Simply uncheck the incorrect response(s) and choose the correct response(s).

Scaffolding

Scaffolding is the process of reducing the response options for a student who is unable to respond accurately at the Task 1 level. The FSAA Online System will automatically scaffold at the Task 1 level if the student’s response is incorrect.

Initial Response: Record the student’s initial response.

Scaffolded Task: If the initial response was incorrect, it will be removed from task response options.

Final Response: Record the student’s final response.

Note: It is imperative that both the first response and the second response be entered into the system.
Open-Response Submission Guidelines: Writing Prompt 2

The design of the FSAA—Performance Task includes open-response writing prompts in grades 4–10 of the English language arts (ELA) content area. Teachers will need to submit Writing Prompt 2 responses into the FSAA—Performance Task Online System using one of the processes outlined in this document.

The teacher may enter the student’s response by choosing one of the two options below.

1. Upload evidence by submitting a digital copy of the student’s written response.
2. Submit a response by directly typing the response into the text box provided in the online system.

---

Writing Prompt 2

**Submit Digital Copy of Responses**

To submit the student’s response by uploading a digital copy, select Browse below.

Please note that the file must be in JPEG or PDF format.

- Browse your computer and select the appropriate file.

**Submit Direct Entry of Responses**

To submit the student’s response using the direct entry option, type into the text boxes below.

1. What new title will you use for your report?

2. What is your introduction for your report?

3. What detail best completes this sentence?
   One animal that comes out at night is ____.

4. What detail best completes this sentence?
   At night some animals ____.

5. What is your conclusion for your report about animals that are busy at night?
Option 1—Upload of Student Responses

The upload must include the completed Student Response Template.

Examples of a Student Response Template at Grades 4–7

Example of a Student Response Template at Grades 8, 9 (ELA 1), and 10 (ELA 2)
Note: BEFORE uploading the Student Response Template for grades 8, 9 (ELA 1), and 10 (ELA 2) the teacher must label each section in order to inform scorers of the student’s intent. For example, the teacher should clearly label the student’s conclusion with “5” to inform the scorer that the sentence was composed as a conclusion. The teacher should record the corresponding section number at the beginning of each section of the student response. The section numbers are indicated in the following chart and also correspond with the numbering.

<table>
<thead>
<tr>
<th>Section of Student Response</th>
<th>Teacher will record the section number directly onto the student template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title or Greeting</td>
<td>1</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>First Supporting Detail or Reason</td>
<td>3</td>
</tr>
<tr>
<td>Second Supporting Detail or Reason</td>
<td>4</td>
</tr>
<tr>
<td>Conclusion</td>
<td>5</td>
</tr>
<tr>
<td>Omitted Response</td>
<td>leave blank</td>
</tr>
</tbody>
</table>

Below is an example of a labeled Student Response Template. The teacher has clearly labeled each section of the student’s product with the corresponding section number.
If the student did not complete a section of the response, do not include the label associated with that section on the Student Response Template. In this example, the student omitted the second reason supporting the claim; therefore, the teacher labeled only sections 1, 2, 3, and 5.

To upload a digital copy of the student’s response online, the teacher must use a secure method to create the digital copy.

**Note:** Only district-provided devices may be used to generate digital files of student work.

**Note:** If the evidence captured contains identifying student information, please ensure that the data are handled in a way that complies with state (or other) security policies pertaining to student information. Confidential information must be handled in compliance with FERPA and other federal and state regulations, as well as existing FSAA policy.

**Acceptable File Formats**
- JPG
- PDF

**Create a Digital File for Upload**
- **Electronic Template Format**
  - Create an electronic format for the student’s response following the directions in the *Teacher’s Administration Manual* (TAM; page 54).
  - Save the file. (The teacher saves the electronic student response.)
    - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.
- When saving to a district-provided computer that is publically accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA Online System.
  
  o Upload the file to the FSAA—Performance Task Online System.

- Webcam
  
  o Identify either a district-provided standalone Web camera device or pre-installed Web camera device that is in a district-provided laptop computer.
  
  o Follow the directions provided in the Web cam user manual or by district support staff to take a picture of the document.
  
  o Save the file.
  
  - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.
  
  - When saving to a district-provided computer that is publically accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.
  
  o Upload the file to the FSAA—Performance Task Online System.

- Direct scanner-to-computer connection
  
  o Locate a district-provided scanner device that has a direct hardwire connection cable to connect to a computer. Generally, all tabletop scanners will connect to the computer via a USB cable (which should be included when the scanner was purchased). It will also usually need to be plugged into a power source. Don’t forget to plug it in. The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the scanner to a district-provided computer.
  
  o Use the scanner to scan the students’ response.
  
  o Save the file.
  
  - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.
  
  - When saving to a district-provided computer that is publically accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.
  
  o Upload the file to the FSAA—Performance Task Online System.

- Scanner/Copier with USB port
  
  o Locate a district-provided scanner/copy device that has a USB port that will allow teachers to plug in a USB thumb drive. Follow the directions provided in the user manual or by district support staff.
  
  o Plug in the USB thumb drive.
• Use the scanner to scan the document.
• Save the digital file to a USB thumb drive.
• Move the digital file from the USB thumb drive to a privately accessed, district-provided computer or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

• Digital camera

  • A district-provided digital camera may be able to provide an image in the appropriate file type that can be uploaded into the FSAA—Performance Task Online System.
  • Take a photograph of the student’s response.
  • Obtain the image from the camera.
    ▪ Connect the camera to the computer. Generally all digital cameras will connect to the computer via a USB cable (which should be included when the camera was purchased). The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the digital camera to a district-provided computer.
    ▪ If the computer has a memory card port, remove the memory card from the camera and insert card into the computer. Move the digital file from the memory card to a privately accessed, district-provided computer or store the memory card securely until the file can be submitted into the FSAA Online System.

Upload the Digital File to the FSAA Online System

When presented with the submission area of the test, there will be a blue bar message box that displays: “Browse your computer and select the appropriate file.”

![Writing Prompt 2](image)

- Click the Browse button.
- Locate and select the file for upload.
- Select Open to upload the PDF or JPG file.

An error message will display if an attempt is made to upload an unsupported file type.
Once a supported file type has been uploaded, the system will provide a preview of the uploaded file and a message box indicating the file is ready to be sent.

**Archiving and Purging Responses**

**Note:** Follow the district and state policies for securely saving the hard copy and purging the digital copy of the student’s writing response.
Option 2—Direct Entry of Student Responses (Typed Response)

To submit the student’s response using the typed response option, the teacher must type the information and response exactly as it is noted on the Student Response Template. Examples are outlined below.

Elementary School Example: Student Completes Own Writing

1. Night nite

2. Animals busy nite at nite

3. One animal that comes out at night is bats

4. At night some animals eat mice

5. Nite nite are busy
Pause/Resume the Course Assessment Online Test

If you start entering the student’s responses but cannot complete the session, close the browser. Your progress will be saved and the student’s button will change from to . When you are ready to continue submitting the student’s responses, select . The test will resume before the first incomplete item.
Step 5: Course Assessment Review
After you have completed entering the student’s responses, you can review the responses submitted and update the responses if necessary.

Note: Once submitted, the form-based online test cannot be accessed. It is strongly recommended that all teachers review all responses before submitting a test. This will ensure that all responses entered are accurate, legible, and comprehensible to novel readers.

Test Completion Screen
At the end of a course assessment online test, you will be presented with the Test Complete screen describing the three actions that can be performed at this stage:

- **Review** the completed test from the beginning.
- Go to the **Previous** screen in the test.
- **Submit** and finalize the test.

Test Review
By clicking **Review** in the Test Complete screen, you are led back to the very first item of the test, which will be presented in “Test Review” mode. The item is presented in the state that you left it, with the response that was selected shown, if any. In the case of a scaffolding Item, the first response selected will have a dotted boarder and the second response selected will have the solid blue fill.
For example, if “shoes” was selected as the first response and “beads” as the second response, shoes will present with a dotted border while beads will present with a solid blue fill.

While reviewing the test, you may reset the task and clear the submitted responses by clicking [Clear Response]. The task will be reset to its default view and you can record the students responses. (See Scaffolding on page 61.)

If the new response choice to an item task affects the adaptive flow of tasks that compose the item set, you will see a warning message that says, “The response of the current item affects the flow of items comprising the test. New items following the current one have to be taken to complete the new item flow.”

Note: Because the adaptive nature of the course assessment online test has been impacted, all tasks within the current item set must be reviewed and may have to be completed.
Step 6: Test Submission

After the review process is completed, finalize the test by clicking [Submit] from the Test Review screen.

Clicking [Submit] will prompt the system to open a confirmation dialog box:

![Confirmation Dialog Box]

You are about to submit the test. You will not be able to access this test once submitted. Click OK to continue and submit the test.

Click [Cancel] to close this window without submitting and return to the Test Complete page.

Click [OK] to submit the test as final. Once you click the [OK] button, the test is submitted and closed.

You will no longer be able to access the tasks within this test.

**Note:** You will not be able to access this test once submitted. Please be sure you have accurately completed entering responses before submitting the test.

The system will return you to the ART upon test submission. The [Resume >] button will update to [Finished] in the student’s course assessment list.
THIS PAGE IS INTENTIONALLY BLANK.
APPENDIX A: Contact Information

FSAA Service Center
Measured Progress has set up a toll-free customer service number and email system to resolve questions regarding all aspects of the FSAA program, including (but not limited to) questions about training, administration, scoring, course assessment materials, the online system, and reporting issues.

Trained staff will be available to answer calls regarding the FSAA program from 8:00 a.m. to 5:00 p.m. Eastern Standard Time (EST) each school day, excluding state and federal holidays. If necessary, callers can leave messages and their calls will be returned in a timely manner—generally within one hour or less but always within one business day.

<table>
<thead>
<tr>
<th>Standard Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday from 8 a.m. to 5 p.m. (EST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday from 7 a.m. to 8:30 p.m. (EST)</td>
</tr>
<tr>
<td>February 12, 2018—May 4, 2018</td>
</tr>
</tbody>
</table>

**Phone:** 866-239-2149  
**Email:** FSAAServiceCenter@measuredprogress.org  
**Fax:** 866-283-2197

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Florida Department of Education Contacts

<table>
<thead>
<tr>
<th>Standard Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday from 8 a.m. to 5 p.m. (EST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Angela Nathaniel</th>
</tr>
</thead>
</table>
| **Phone:** (850) 245-0972  
**Email:** Angela.Nathaniel@fldoe.org  
**Fax:** (850) 245-0771 |

<table>
<thead>
<tr>
<th>Laura Bailey</th>
</tr>
</thead>
</table>
| **Phone:** (850) 245-0722  
**Email:** Laura.Bailey@fldoe.org  
**Fax:** (850) 245-0771 |
APPENDIX B: Browser Compatibility Matrix

The following table details Operating System and Browser compatibility for the ART system.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Device</th>
<th>Browser</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android 4.1</td>
<td>Samsung Galaxy</td>
<td>Chrome</td>
<td>34</td>
</tr>
<tr>
<td>Android 4.4</td>
<td>Nexus 4</td>
<td>Chrome</td>
<td>34</td>
</tr>
<tr>
<td>Android 7</td>
<td>Nexus 9</td>
<td>Chrome</td>
<td>55</td>
</tr>
<tr>
<td>iOS 10</td>
<td>iPad Air 2</td>
<td>Safari</td>
<td>10.0.1</td>
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<tr>
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<td>iPad</td>
<td>Safari</td>
<td>7</td>
</tr>
<tr>
<td>iOS 8</td>
<td>iPad</td>
<td>unknown</td>
<td>n/a</td>
</tr>
<tr>
<td>iOS 9</td>
<td>iPad</td>
<td>Safari</td>
<td>9</td>
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<td>Mac OS X 10.7</td>
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<td>39–44</td>
<td></td>
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<td>273–0, 34–39</td>
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<td>Chrome</td>
<td>39–49</td>
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<td>39–49</td>
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<td>9</td>
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<td></td>
</tr>
<tr>
<td>MacOS X 10.12</td>
<td>Firefox</td>
<td>50</td>
<td></td>
</tr>
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<td>MacOS X 10.12</td>
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<td>Ubuntu 12.04.3 LTS</td>
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<td>40–44</td>
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</tr>
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<td>Ubuntu 12.04.3 LTS</td>
<td>Chromium</td>
<td>39</td>
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<td>Ubuntu 12.04.3 LTS</td>
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<tr>
<td>Win 7 32</td>
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</tr>
<tr>
<td>Operating System</td>
<td>Device</td>
<td>Browser</td>
<td>Version</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Win 7 64</td>
<td></td>
<td>Chrome</td>
<td>41–49, 55</td>
</tr>
<tr>
<td>Win 7 64</td>
<td></td>
<td>Firefox</td>
<td>34, 36–45, 50</td>
</tr>
<tr>
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<td>IE</td>
<td>10–11</td>
</tr>
<tr>
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<td></td>
<td>Chrome</td>
<td>39–49</td>
</tr>
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<td>Firefox</td>
<td>35–45</td>
</tr>
<tr>
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<td></td>
<td>IE</td>
<td>11</td>
</tr>
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<td></td>
<td>IE</td>
<td>11</td>
</tr>
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<td>Win 8.1</td>
<td></td>
<td>IE</td>
<td>11</td>
</tr>
<tr>
<td>Win 8.1 64</td>
<td></td>
<td>Chrome</td>
<td>33–35, 40–49, 55</td>
</tr>
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<td></td>
<td>Firefox</td>
<td>27–30, 36, 40–45, 50</td>
</tr>
<tr>
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<td>Chrome</td>
<td>45–49, 55</td>
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<td></td>
<td>IE</td>
<td>11</td>
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<tr>
<td>Win 10</td>
<td></td>
<td>Edge</td>
<td>20</td>
</tr>
<tr>
<td>Win 10</td>
<td></td>
<td>Firefox</td>
<td>40–45, 50</td>
</tr>
<tr>
<td>Win Server 2003</td>
<td></td>
<td>Firefox</td>
<td>34, 37, 40</td>
</tr>
<tr>
<td>Win XP SP3</td>
<td></td>
<td>Chrome</td>
<td>40-44</td>
</tr>
<tr>
<td>Win XP SP3</td>
<td></td>
<td>Firefox</td>
<td>35–36</td>
</tr>
</tbody>
</table>
# APPENDIX C: System Icons

The key below outlines the symbols, buttons, and folders used throughout the ART.

## Table 1. ART Key

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏡</td>
<td>The Home button navigates to the Landing page.</td>
</tr>
<tr>
<td>clarksusan</td>
<td>The User icon displays the name of the user who is logged in to the system.</td>
</tr>
<tr>
<td></td>
<td>It is not an active button.</td>
</tr>
<tr>
<td>Log in</td>
<td>The Log in button appears in the Log in dialog box and allows you to log in</td>
</tr>
<tr>
<td></td>
<td>after you have specified a login name and password.</td>
</tr>
<tr>
<td>Logout</td>
<td>The Logout button allows you to log out of the system.</td>
</tr>
<tr>
<td>Guest access</td>
<td>The Guest access link allows you to log in to the system as a guest and</td>
</tr>
<tr>
<td></td>
<td>access practice tests.</td>
</tr>
<tr>
<td>Diagnostic tool</td>
<td>The Diagnostic Tool link enables you to test the operating system, Web</td>
</tr>
<tr>
<td></td>
<td>browser, bandwidth, and overall suitability of your system to run the ART</td>
</tr>
<tr>
<td></td>
<td>platform.</td>
</tr>
<tr>
<td>Begin diagnostics</td>
<td>The Begin diagnostics button runs the Diagnostic Tool.</td>
</tr>
<tr>
<td>Show Details</td>
<td>The Show Details button displays details from the Diagnostic Tool.</td>
</tr>
<tr>
<td>Update</td>
<td>The Update button updates your password in the Change Password dialog box.</td>
</tr>
<tr>
<td>Open</td>
<td>The Open button navigates to the SLCs page when selected in the SLC area of</td>
</tr>
<tr>
<td></td>
<td>the home page for AAC users.</td>
</tr>
<tr>
<td></td>
<td>The Open button navigates to the Teachers page when selected in the Teachers</td>
</tr>
<tr>
<td></td>
<td>area of the home page for System Administrators.</td>
</tr>
<tr>
<td></td>
<td>The Open button navigates to the Students page when selected in the Students</td>
</tr>
<tr>
<td></td>
<td>area of the home for all users.</td>
</tr>
<tr>
<td>Filter (or Search)</td>
<td>The Filter (or Search) button allows you to filter the lists of SLCs,</td>
</tr>
<tr>
<td></td>
<td>students, or teachers.</td>
</tr>
<tr>
<td>List sort</td>
<td>The List sort button is used to sort a column of items in ascending (A–Z) or</td>
</tr>
<tr>
<td></td>
<td>descending (Z–A) order.</td>
</tr>
<tr>
<td></td>
<td>School Level Coordinators (SLCs), Teachers, and Students are displayed on</td>
</tr>
<tr>
<td></td>
<td>pages (25 per page). The First Page, Previous Page, Next Page, and Last Page</td>
</tr>
<tr>
<td></td>
<td>buttons, located at the bottom of each list page, allow a user to navigate</td>
</tr>
<tr>
<td></td>
<td>between pages. If there is only one page, these buttons are inactive.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Previous</td>
<td>The Previous button allows you to return to the previous item in the test.</td>
</tr>
<tr>
<td>Next</td>
<td>The Next button saves the response to the current task in the test and then advances to the next item of the test.</td>
</tr>
<tr>
<td>Clear Response</td>
<td>The Clear Response button clears any selections that have been made, and allows new selections to be made. This does not apply to multiple-choice items when moving backward in an assessment.</td>
</tr>
<tr>
<td>Save</td>
<td>The Save button saves any changes that have been made.</td>
</tr>
<tr>
<td>Cancel</td>
<td>The Cancel button cancels any changes that have been made.</td>
</tr>
<tr>
<td>Ok</td>
<td>The Ok button confirms acceptance of an action in the system.</td>
</tr>
<tr>
<td>Plus</td>
<td>The plus button adds an item you have selected to a list.</td>
</tr>
<tr>
<td>Minus</td>
<td>The minus button removes an item you have selected from a list.</td>
</tr>
<tr>
<td>Students</td>
<td>The Students button navigates to the Students page, where you can import, browse, and manage students, configure available accommodations, and launch course assessments.</td>
</tr>
<tr>
<td>Export</td>
<td>The blue Export button opens the Export dialog box, which allows you to export a list in CSV format.</td>
</tr>
<tr>
<td>User Assignments Export</td>
<td>The User Assignments Export button opens the Export Assignments dialog box, which allows you to export a list of assignments in CSV format.</td>
</tr>
<tr>
<td>Advance Request</td>
<td>The Advance Request button advances a request to the next user level.</td>
</tr>
<tr>
<td>Request Update</td>
<td>The Request Update button enables a System Administrator or teacher to request an update to a user or student information.</td>
</tr>
<tr>
<td>Submit</td>
<td>The Submit button in the ART Request Update areas sends the student update request to the next-highest user level. The Submit button in the testing platform prompts the test submission dialog box where you confirm and submit the test as final.</td>
</tr>
<tr>
<td>Update Requests</td>
<td>The Update Requests button enables users to view and manage Update Requests.</td>
</tr>
<tr>
<td>Unresolved</td>
<td>The Unresolved icon indicates that an Update Request has not been resolved.</td>
</tr>
<tr>
<td>General Request Update</td>
<td>The General Request Update button allows a user to make an update request about a general topic or about users who are not loaded in the ART.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assign form</td>
<td>The Assign form button enables a teacher to assign a form to a student test.</td>
</tr>
<tr>
<td>Assign</td>
<td>The Assign button completes the form assignment in the Assign form to user dialog box.</td>
</tr>
<tr>
<td>Launch &gt;</td>
<td>The Launch&gt; button opens the Launch assessment dialog box. If an assessment has not been assigned, this button is disabled.</td>
</tr>
<tr>
<td>Launch</td>
<td>The Launch button launches the assessment from the Launch assessment dialog box.</td>
</tr>
<tr>
<td>Change Form</td>
<td>The Change Form button changes the assessment form from the Launch assessment dialog box.</td>
</tr>
<tr>
<td>OK</td>
<td>The gold OK button confirms that the assessment is complete and is ready to be finalized. Once this button is clicked the assessment will no longer be accessible.</td>
</tr>
<tr>
<td>Review</td>
<td>The Review button opens the Test Review process.</td>
</tr>
</tbody>
</table>
Pam Stewart
Commissioner of Education