

Indiana Released Items Repository Quick Guide

2018

Published May 11, 2018

Prepared by the American Institutes for Research®

Released Items Repository Introduction

This guide provides instructions for taking demo tests in the Released Items Repository. Students, parents, and educators can access the Released Items Repository on the Indiana Portal and use it to familiarize themselves with the online testing process. These users can sign in as guest users to unproctored guest sessions.

How Students Sign in to Demo Tests

1. To access the Released Items Repository, students select **Released Items Repository** on the right side of the Indiana Portal.



2. On the Released Items Repository **Sign-In** page, students select **Sign In**.

A form titled "Please Sign In" with fields for "First Name" (GUEST), "Student ID" (GUEST), and "Session ID" (GUEST - GUEST - GUEST). A "Sign In" button is at the bottom left. The footer shows "#Run.Diagnostics" and "Browser: Firefox v59".

3. On the **Is This You** page, students select their grade level from the **Student Grade Level** drop-down list and then select **Yes**.

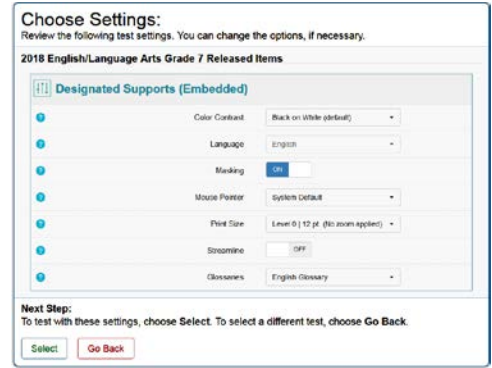
A form titled "Is This You?" with fields for "First Name: GUEST", "Last Name: GUEST", "SSID: GUEST", "Student Grade Level: Select Grade", "Date of Birth: GUEST", and "School: GUEST School". A "Next Step" section asks "If the information is correct, choose Yes. If not, choose No." with "Yes" and "No" buttons.

4. On the **Your Tests** page, students select the name of the test they want to take.

A page titled "Your Tests" with the instruction "Select the test you need to take." It lists "English/Language Arts (ELA)" with two options: "Start 2018 English/Language Arts Grade 7 Released Items" and "Start 2018 English/Language Arts Grade 7 Performance Task". It also lists "Mathematics" with "Start 2018 Mathematics Grade 7 Released Items". A "Next Step" section says "If you do not see the test you need to take, notify your Test Administrator and select Back to Login." with a "Back to Login" button.

5. On the next page, students select the test settings they wish to use and then choose **Select**. Depending on the selected test, students may choose options for any of the following settings:

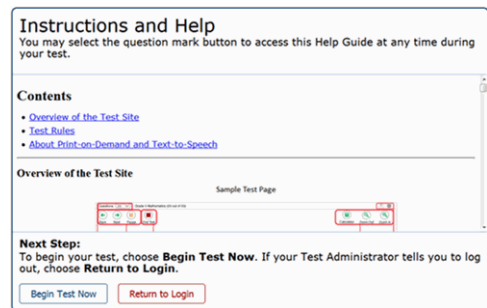
- **American Sign Language:** Displays videos translating test content into American Sign Language.
- **Audio Transcriptions:** Displays audio content transcripts that can be read by Braille devices.
- **Closed Captioning:** Displays captions for audio content in the test.
- **Color Contrast:** Sets the color of the text and background in the test.
- **Expandable Passages:** Allows students to expand the passage section across the screen.
- **Glossaries:** Allows students to view a glossary for certain words in the test content.
- **Language:** Sets the language presentation for the test content.
- **Masking:** Allows students to cover a distracting area of the test page.
- **Mouse Pointer:** Sets the size and color of the mouse cursor.
- **Permissive Mode:** Allows certified accessibility software to be used with the secure browser.
- **Print Size:** Sets the zoom level for the test content.
- **Streamline:** Displays test content vertically for enhanced accessibility.
- **Text-To-Speech:** Reads aloud the text in items and/or stimuli.



6. If the test includes audio content, video content, or Text-to-Speech settings enabled, a set of functionality check pages may appear. Students must follow the instructions on these pages to ensure their device is working properly.



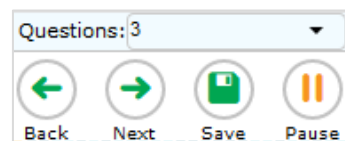
7. On the final sign-in page, students review the test instructions and select **Begin Test Now** to start their test opportunity.



How Students Navigate a Test and Use Test Tools


Navigating a Test

- To navigate a test, select **Back** or **Next** in the upper-left corner.
- To jump directly to a test page, select an item number from the **Questions** drop-down list in the upper-left corner.
 - You must respond to all the items on the current test page before proceeding to the next page.
- To pause a test, select **Pause** in the upper-left corner. Students must repeat the sign-in process to resume a paused test.









Using Test Tools

There are two types of test tools available:

- Global Tools:** These tools appear in the global menu at the top of the test page.
- Context Menu Tools:** These tools are for passages and questions. To use these tools, select the context menu icon  and select an option.

[Table 1](#) lists the tools available in the global menu, while [Table 2](#) lists the tools available in the item and stimulus sections of the page (context menu tools).

Table 1. Global Tools

Tool Name	Instructions
Help 	To view the on-screen Instructions and Help window, select the question mark  button in the upper-right corner.
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use.
Masking 	The Masking tool temporarily covers a distracting area of the test page. <ol style="list-style-type: none"> Select Masking in the global menu. Select and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.













Tool Name	Instructions
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings.
Transcripts 	To view a transcript of the audio content for the current test page, select the Transcripts button in the global menu.
Zoom buttons  	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

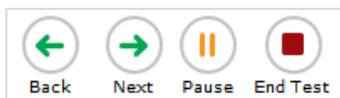
Table 2. Question and Stimulus Tools

Tool Name	Instructions
American Sign Language (ASL)	You can watch videos that translate test content into American Sign Language. <ol style="list-style-type: none"> From the context menu, select American Sign Language. <ul style="list-style-type: none"> If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, sign language () icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Expand Items	To expand the items section, select the double arrow  icon. The section will expand and overlap the stimulus section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Glossary (Word List)	To open the glossary, select a word or phrase that has a border around it.
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner. The Questions drop-down list displays (marked) for the question.
Notepad	To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.
Reading Mode	Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage. To exit Reading Mode, select  in the lower-right corner of the pop-up window.
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Choose the appropriate response and choose Select .

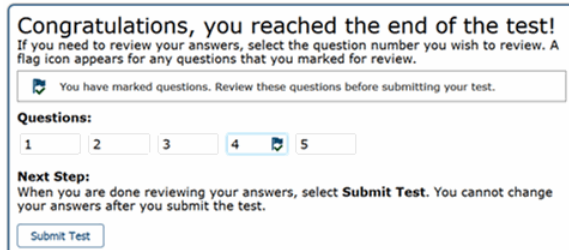
Tool Name	Instructions
Strikethrough	<p>For selected response items, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> Option A: <ul style="list-style-type: none"> a) To activate Strikethrough mode, open the context menu and select Strikethrough. b) Select each answer option you wish to strike out. c) To deactivate Strikethrough mode, press Esc or select outside the question's response area. Option B: <ul style="list-style-type: none"> a. Right-select an answer option and select Strikethrough.
Text-to-Speech	To listen to test content, select a Speak option from the context menu. <i>This tool is only available when using a supported Chrome or Firefox browser.</i>
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu. Tutorials do <u>not</u> have audio.

How Students Complete a Test

Students submit the test when they finish responding to items in the Released Items Repository.

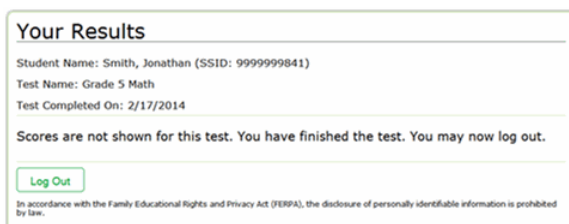


1. After responding to the last test item, students select **End Test** at the upper-left corner of the page. They should select **YES** to continue to the next page.



2. *Optional:* To review items, students select an item number on the ***Congratulation, you reached the end of the test*** page. Students must select **End Test** again to return to this page.

3. To submit the test, students select **Submit Test**. Demo tests are not scored.



4. On the ***Your Results*** page, students select **Log Out** to exit the Released Items Repository.