

# **Indiana Released Items Repository Quick Guide**

2018 – 2019

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*Prepared by the American Institutes for Research®*

## Released Items Repository Introduction

This guide provides instructions for taking Released Items tests in the Released Items Repository. Students, parents, and educators can access the Released Items Repository on the Indiana Assessment Portal and use it to familiarize themselves with the online testing process.

Users can sign in in two different ways:

- 1) Users can sign in as guests on the Student Testing Site.
- 2) Users can sign in with educator and student information to practice using sites as they would in an operational test setting, where:
  - Educators sign into the Test Administrator (TA) Interface to create and manage test sessions; and,
  - Educators sign their students into the Student Interface to take the released items.

## How Educators and Students Sign in to Released Items Tests

<p>1. To access the Released Items Repository, students select <b>Released Items Repository</b> on the right side of the Indiana Portal.</p>	<p>Released Items Repository Card</p>  A screenshot of a button labeled "Released Items Repository" with a blue bicycle icon to its left. The button is set against a light gray background with a white border.
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## Signing in to the Released Items Test as a Guest User

<p>2. On the Released Items Repository, toggle on for Guest User and for Guest Session. Then, click <b>Sign In</b>.</p>	<p>Student Sign-In Page (Guest)</p>
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## Please Sign In



### Guest User

Toggle to sign in as yourself



### Guest Session

Toggle to join an active session

 Run Diagnostics

Browser: Chrome v69

Sign In

- On the **Your Tests** page, select the student's grade level and the name of the test they want to take. Please note the alternate measure (I AM) Tests are listed after the ILEARN tests in Guest mode.

Your Tests Page

### Your Tests

Select the test you need to take.

Student Grade Level: 8

#### ILEARN English Language Arts (ELA)

 Start ELA Writing Constructed-Response Blank Practice Item

 Start 2018 ILEARN Grade 8 English/Language Arts Released Items

 Start 2018 ILEARN Grade 8 English/Language Arts Performance Task Released Items

#### ILEARN Mathematics

 Start Equation/Numeric Response Blank Practice Item

 Start 2018 ILEARN Grade 8 Mathematics Released Items

 Start 2018 ILEARN Grade 8 Mathematics Performance Task Released Items

#### I AM English Language Arts (ELA)

[Back to Login](#)

- 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

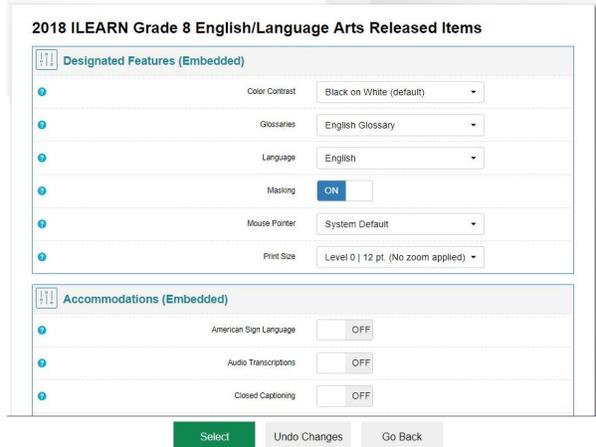
Review a Student's Accommodations and Designated Features

following settings:

- o **Closed Captioning:** Displays captions for audio content in the test.
- o **Color Contrast:** Sets the color of the text and background in the test.
- o **Glossaries:** Allows students to view a glossary for certain words in the test content.
- o **Language:** Sets the language presentation for the test content.
- o **Masking:** Allows students to cover a distracting area of the test page.
- o **Mouse Pointer:** Sets the size and color of the mouse cursor.
- o **Permissive Mode:** Allows certified accessibility software to be used with the secure browser.
- o **Print Size:** Sets the zoom level for the test content.
- o **Streamline:** Displays test content vertically for enhanced accessibility.
- o **Text-to-Speech:** Reads aloud the text in items and/or stimuli

### Choose Settings:

Review the following test settings. You can change the options, if necessary.



2018 ILEARN Grade 8 English/Language Arts Released Items

**Designated Features (Embedded)**

- Color Contrast: Black on White (default)
- Glossaries: English Glossary
- Language: English
- Masking: ON
- Mouse Pointer: System Default
- Print Size: Level 0 | 12 pt. (No zoom applied)

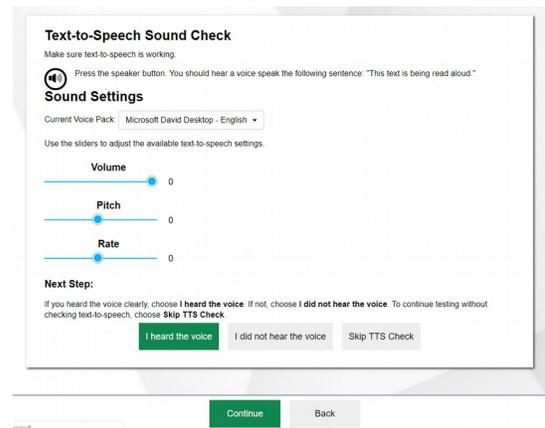
**Accommodations (Embedded)**

- American Sign Language: OFF
- Audio Transcriptions: OFF
- Closed Captioning: OFF

Select Undo Changes Go Back

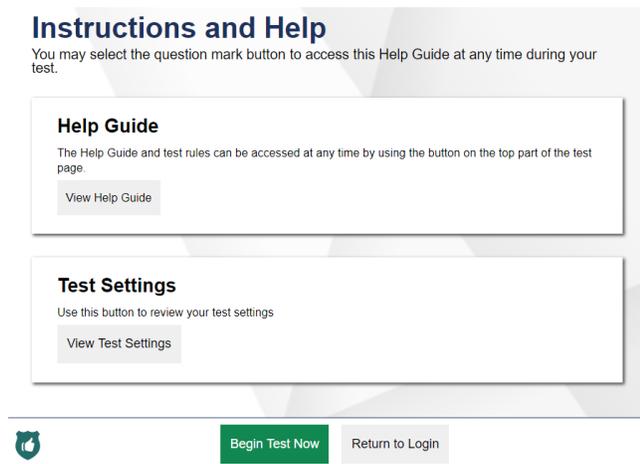
- If the test includes audio content, video content, or Text-to-Speech settings enabled, a set of functionality check pages may appear. Educators should support their students in following the instructions on these pages to ensure their device is working properly.

### Text-to-Speech Functionality Check



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

### Instructions and Help Page



## Signing in to the Released Items Test with Educator and Student information

### TA Interface: Login and Released Items Test Setup

- On the Indiana Assessment portal (<https://indiana.portal.airast.org/>), navigate to the applicable assessment program's portal, and select your user role.
- Click the **Released Items Repository Test**

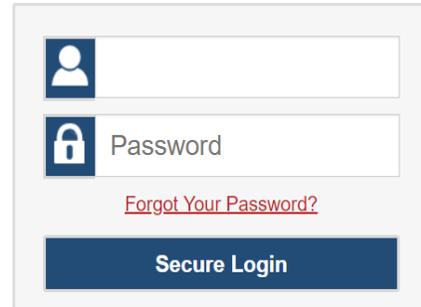
### Released Items Repository Test Administration Card



Login Page

**Administration** card. The login page appears.

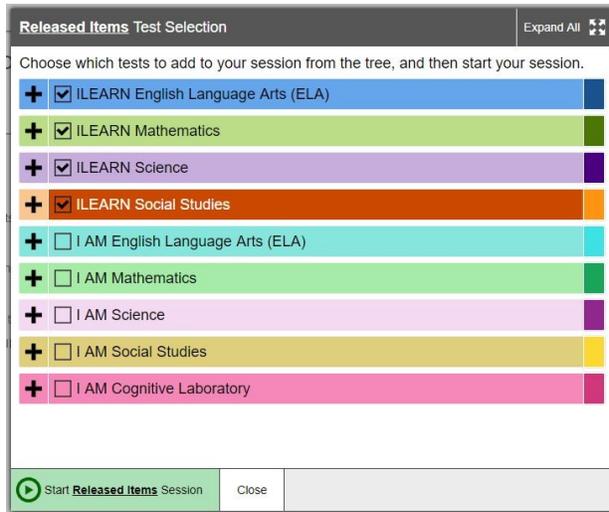
2. Enter your email address and password.
3. Click **Secure Login**. The TA Interface appears.



A login form with a user icon, a text input field, a password icon, a text input field labeled "Password", a link "Forgot Your Password?", and a blue "Secure Login" button.

5. Start a test session.
  - a. In the **Released Items Test Selection** window, select the Released Items tests to administer.
  - b. Click **Start Released Items Session**. The Session ID appears at the top of the page.
6. Use the Session ID to log your student into the Released Items test session.

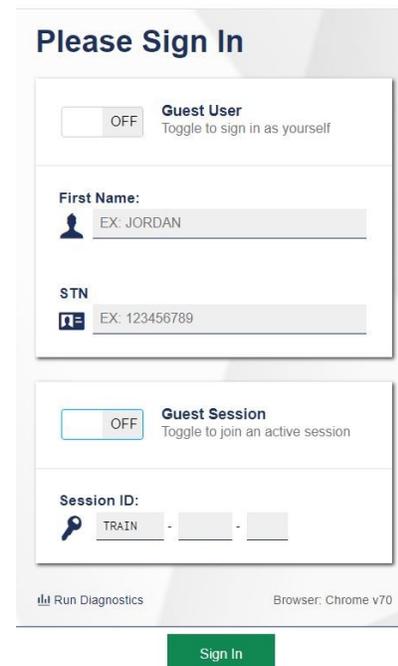
TA Interface: Select Tests, Start Session



A window titled "Released Items Test Selection" with an "Expand All" button. It contains a list of tests with checkboxes: ILEARN English Language Arts (ELA), ILEARN Mathematics, ILEARN Science, ILEARN Social Studies, I AM English Language Arts (ELA), I AM Mathematics, I AM Science, I AM Social Studies, and I AM Cognitive Laboratory. At the bottom are "Start Released Items Session" and "Close" buttons.

7. On a separate device, sign your student in to the Released Items Repository. Toggle Guest User and Guest Session off and enter your student's first name, STN, and the Session ID from step 5.b. For more information about the login process for the student, see the section [About the Released Items Login Process](#).

Student Sign-In



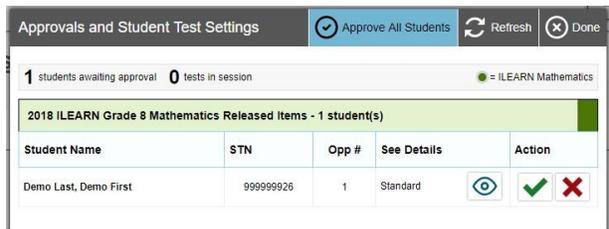
A "Please Sign In" form with a "Guest User" toggle (OFF), a "First Name" field (EX: JORDAN), an "STN" field (EX: 123456789), a "Guest Session" toggle (OFF), and a "Session ID" field (TRAIN - -). At the bottom are "Run Diagnostics" and "Browser: Chrome v70" links, and a green "Sign In" button.

8. Approve the student for testing

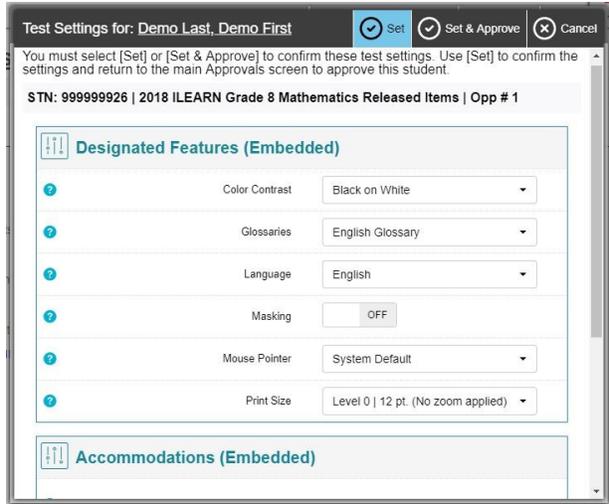
Approve Students for Testing

in the TA Interface. When students select Released Items tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

- o To review a student's accommodations and update designated features (if necessary), click  in that student's row.
- o To approve an individual student for testing, click .
- o To deny a student for testing, click  and enter the reason in the box.
- o To approve all students for a given test or session, click **Approve All Students** for that test or segment.



Review a Student's Accommodations and Designated Features



9. Monitor the students' progress throughout their Released Items tests. Students' test statuses appear in the Test Status column of the **Students in Your Test Session** table.

This column also displays the number of test questions the student has answered out of the total number of questions in the test.

TA Interface: Students Currently Testing



o The numbered items represent:

1. Session ID
2. Select Tests

- 
3. Approvals
  4. Students in your test session

- o Click  to pause an individual student's Released Items test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.
- o Click  to view a student's full information, including current test settings.

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10. Stop a test session and log out.

ID

Session

- a. Click  to stop the session and automatically pause any in-progress tests in your session.
- b. Click **Log Out** to exit the TA Interface.



Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

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## About the Released Items Login Process

### *Sign In*

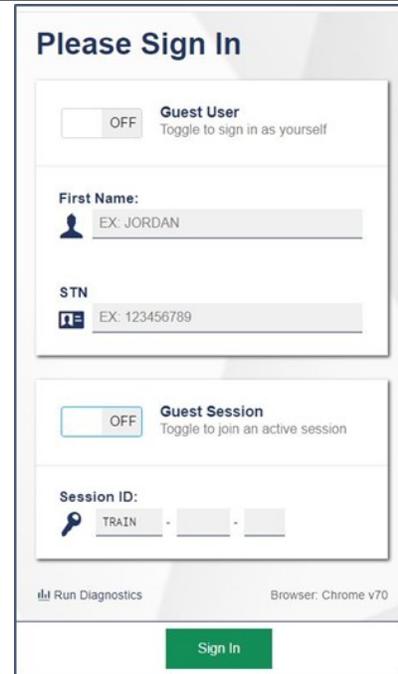
Student  
Sign-In

1. Enter the Released Items Repository
2. Toggle Guest User off and enter your student's first name, and STN.
3. Toggle Guest Session off and enter the Session ID from step [5.b](#).
4. Select **Sign In**.

Common Login Errors:

- **The first name and STN do not match.** This indicates that the first name entered does not match the first name associated with the STN.
- **The Session ID is not available.** The Session ID entered is not an

available test session. Verify that you entered the Session ID correctly.

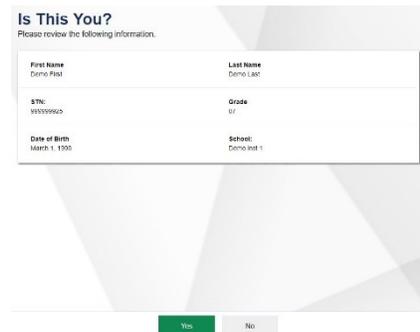


The 'Please Sign In' screen features a 'Guest User' toggle (OFF) and a 'Guest Session' toggle (OFF). It includes input fields for 'First Name' (EX: JORDAN), 'STN' (EX: 123456789), and 'Session ID' (TRAIN - - -). A 'Run Diagnostics' button and 'Browser: Chrome v70' are also visible. A green 'Sign In' button is at the bottom.

### Verify Student Information

5. After you sign in, the **Is This You?** page appears. Verify that your student's information on this page is correct.
6. Select **Yes** to continue.

Is This You? Page



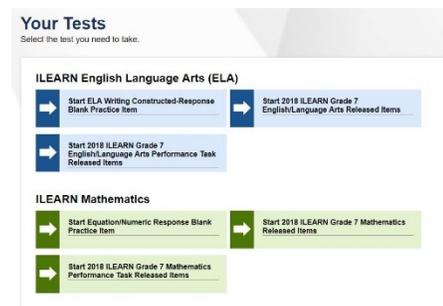
The 'Is This You?' page displays a table of student information for verification. At the bottom, there are 'Yes' and 'No' buttons.

Is This You? Please review the following information.	
First Name Demo First	Last Name Demo Last
STN: XXXXXXXXXX	Grade 01
Date of Birth March 1, 1999	School: Demo Int 1

### Select an Available Test

7. On the **Your Tests** page, select the **Released Items** test your student needs to take.
8. On your original device, check your student's test settings and approve their participation.

Your Tests Page



The 'Your Tests' page shows a list of available tests under two categories: 'ILEARN English Language Arts (ELA)' and 'ILEARN Mathematics'. Each category has two options: 'Start [Subject] Writing/Equation/Numeric Response Blank Practice Item' and 'Start 2018 ILEARN Grade 7 [Subject] Released Items'. The 'Released Items' options are highlighted in blue and green.

# How Students Navigate a Test and Use Test Tools

## Navigating a Test

<ol style="list-style-type: none"> <li>To navigate a test, select <b>Back</b> or <b>Next</b> in the upper-left corner.</li> <li>To jump directly to a test page, select an item number from the <b>Questions</b> drop-down list in the upper-left corner.             <ol style="list-style-type: none"> <li>You must respond to all the items on the current test page before proceeding to the next page.</li> </ol> </li> <li>To pause a test, select <b>Pause</b> in the upper-left corner. Students must repeat the sign-in process to resume a paused test.</li> </ol>	
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## 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 [Tool Name](#) 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 <b>Help Guide</b> window, select the question mark  button in the upper-right corner.
Pause 	Select  to pause an individual student's test.
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster

Tool Name	Instructions
	dictionary or thesaurus, select <b>Dictionary</b> in the global menu.
Line Reader 	To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. This tool is not available while the Highlighter tool is in use.
Masking 	<p>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ol style="list-style-type: none"> <li>1. Select <b>Masking</b> in the global menu.</li> <li>2. Click and drag across the distracting area.</li> </ol> <p>To close the Masking tool, select <b>Masking</b> again. To remove a masked area, select <b>X</b> in the upper-right corner of that area.</p>
Global Notes 	To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.
Periodic Table 	To view the on-screen periodic table, select <b>Periodic Table</b> in the global menu.
Print Page 	To print the entire test page, select <b>Print Page</b> in the global menu.
Print Passage 	To print a reading passage, select <b>Print Passage</b> in the global menu.
System Settings 	<p>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.</p> <p>Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.</p>
Audio Transcripts	Allows students to view a transcript of the audio content for the current test page. All text in a test item's audio content will display in a separate window. The text in transcripts can be read by screen readers, such as Job Access With Speech (JAWS).
Zoom buttons	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom</b>

Tool Name	Instructions
	<b>Out.</b>

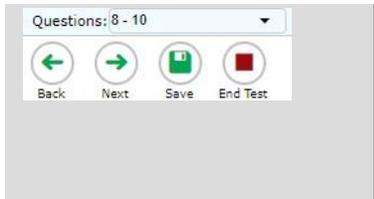
**Table 2. Question and Stimulus Tools**

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <ol style="list-style-type: none"> <li>From the context menu, select <b>American Sign Language</b>.             <ul style="list-style-type: none"> <li>If only one ASL video is available, the video opens automatically.</li> <li>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.</li> </ul> </li> </ol>
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> <li>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</li> </ul>
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-</p>

Tool Name	Instructions
	right corner and a flag icon  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the question.
Notepad	<p>To enter notes for an individual test question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
Print Item	To send a print request for an individual question, select <b>Print Item</b> from the context menu. After sending the request, a printer icon  appears next to the question number on the test page. This is only available when a student is using the Print-on-Request accommodation.
Select Previous Version	To view and restore responses previously entered for an ELA Constructed-Response (Open-Ended) question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b> .
Strikethrough	<p>For selected-response questions, 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"> <li>• Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>• Option B: <ul style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul>
Text-to-Speech	To listen to passages and questions, select a <b>Speak</b> option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.

# 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.

## Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

Questions:

1	3	5	7	9
2	4	6	8	10

**Next Step:**  
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

3. *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.

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

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

### Your Results

Your test was submitted. You may review the test details below.

<b>Student Name:</b> Demo Last, Demo First (SIN: 99999922)	<b>Test Name:</b> 2018 ILEARN Grade 7 English/Language Arts Released Items
<b>Test Completed On:</b> 12/3/2018	

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

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

## Appendix A. Change Log

Updates to this guide after May 11, 2018 are noted.

Section	Page	Description of Change	Revision Date
Throughout		Updated screenshots throughout the guide	12/03/2018
Using Test Tools	10-11	Updated tables for global and context menu tools.	12/03/2018
RIR Introduction	2-9	Broke out steps between entering as Guest and as Student.	12/05/2018