

Overview of Online Testing for Jump\$tart

TA Interface: Test Session Overview

The TA Interface is the site that authorized Test Administrators must log into to create a test session and manage students taking online tests during the session.

The TA Interface allows TAs to start test sessions, approve students, and track students' progress during testing.

Student Name	SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
JEFFERSON, Adrienne	9999999381	1	High School Personal Finance Test	Standard Settings		started: 4/5	Pause
HAASS, Ashton	9999999961	1	High School Personal Finance Test	Standard Settings		completed	
Alcantara, Alan	9999999434	1	High School Personal Finance Test	Standard Settings		approved: 0/0	

1. **Launch the secure browser on each computer** that students will use for testing. The student login page will appear.
 - Make sure no other applications are running (e.g., Web browsers, Microsoft Office, etc.).
2. **Log into the Test Administrator Site** (via the Jump\$tart portal (<http://js.airast.org>)).

Secure Browser: Student Login Page

3. **Create (Start) a test session.**
 - a. In the upper left corner, click on the test name.
 - b. Click the **[Start Session]** button. The session ID will automatically generate (e.g., SMIT-01)
4. **Provide the Session ID to the students.** (Write it on the board so that it is visible to all students.)
5. **Have students log into the Student Interface.** Students should enter Student as their first name and the SSID you assigned them. The Session ID should be the one assigned to you in step 3.

TA Interface: Select Test(s), Start Session

6. **Approve students for testing.** Look in the upper right corner of the TA Interface. When students begin logging in and selecting the test they will take, the approvals box will populate. Click [**Approvals**] to view the list of students.

- To approve an individual student, click the green [**Approve**] button.
- To approve all students in the list, click the [**Approve All Students**] button at the top right of the Approvals screen.
- To deny a student (if he or she selected the wrong test, for example), click [**Deny**] and enter the reason into the box provided.

TA Interface: Approve Students

Student Name	SSID	Opp #	Test Settings	Action
Alcantara, Alan	9999999434	1	Standard Settings	See/Edit Details Approve Deny
HAASS, Ashton	9999999961	1	Standard Settings	See/Edit Details Approve Deny

7. **Monitor students' progress** throughout their tests.

- Statuses include the following: *approved, started, in-progress, review, completed, submitted, and paused.*
- (#/#) indicates how many test items have been delivered to the student and the total number of items in the test the student is taking (e.g., 4/5 means the student has been administered 4 items out of 5 total test items).

Students Currently Testing

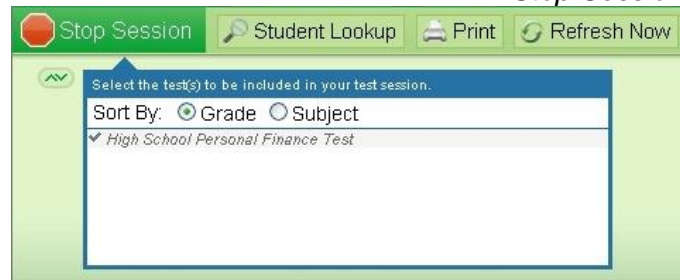
Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
JEFFERSON, Adrienne	9999999381	1	High School Personal Finance Test	Standard Settings	4/5	started	Pause
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Alcantara, Alan	9999999434	1	High School Personal Finance Test	Standard Settings		approved	0/0

- Click the [**Pause**] button in the last column to pause an individual student's test.
- Click the binocular icon to view a student's test settings.
- **Note:** The page automatically refreshes every minute. To manually refresh the page, click the [**Refresh Now**] button (see image below).

8. **End the test session** and log out.

- Click the [**Stop Session**] button to end the test session. (*This action will automatically pause all tests in your session that may still be in progress.*)
- Click [**Log Out**] to exit the TA Interface.

Stop Session



Note: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must create (start) a new session and give the students the new Session ID.

Student Interface: Navigation Overview

Logging In

Students must log into the Student Interface in order to access the online tests.

1. The secure browser should be opened on each student's computer.
2. Test Administrators must create a test session before students log in.
3. Students must log in using **Student** as their first name (**not their real first name**) and SSID, as well as the session ID.

Student Interface Login Page

Student Interface Login Page

Please Sign In

First Name:

SSID:

Session ID:

Sign In

JumpStart Coalition for Personal Financial Literacy
919 18th Street, NW, Suite 300
Washington, DC 20006

4. Students must navigate through several screens before they can begin testing:
 - *Is This You?* – verification of personal information
 - *Your Tests* – select a test to start or resume
 - *Waiting for TA approval* – TA must approve the student for testing
 - *Is This Your Test?* – verification of selected test
 - *Test Instructions and Help* – review information about test buttons, tools and navigation

Student Login Process

Is This You?
Name: Alcantara, Alan

Enrolled: Your Tests
Please choose a test to take.

Test Name	Opportunities*	Action
High School Personal Finance Test	1/1	Start Test

Waiting for TA approval...

Please wait while the Test Administrator edits the settings for

Is This Your Test?
Session ID: Scho-16
Test Name: High School Personal Finance Test

Test Instructions and Help
Click [help] to access the Help Guide at any time during your test. Please scroll down for additional information.

Keyboard Navigation for Students
Test Selection Screens and Test Pop-ups
Use these keyboard commands to select options on the pages prior to your test or on pop-up messages that appear during your test. For example, if you see a screen with [Tab] or [Tab] buttons, you will need to navigate to that button to select it.

Keyboard Command	Function
[Tab]	Move to the next option.
[Tab], [Shift]	Move to the previous option.
[Enter]	Select the shaded option.

Cancel Begin Test Now

Student Test Layout and Tools

Annotations:

- Click to view list of item pages. Marked items will have a flag. Select item page to review.
- Click to view Test Instructions/Help page
- Zoom in/out buttons (zoom in to enlarge text size; zoom out to reduce text size)
- End test button (appears after last item has been answered)
- Toggle between test item pages

Test Navigation and Rules

- Students cannot skip test items.
- After students answer an item, click [Next] to go to the next item page.
- Students may only review previous items and change answers if a test has not been paused for more than 20 minutes after submitting an answer.

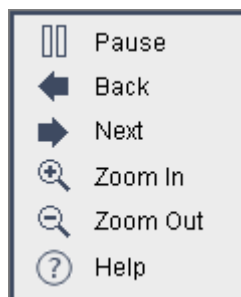
Available Test Tools

- Zoom (increase/decrease the size of text and graphics on the test screen)
- Mark questions for review (click the flag icon at the top right of a test item)
- Strikethrough answer options (see Context Menu)
- Highlight text (see Context Menu)

Global Menu

The Global Menu contains all of the options displayed along the bottom of the student's test screen.

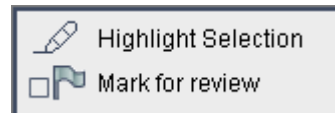
To access the Global Menu, press the [Ctrl] + [G] keys on the keyboard.



Context Menu

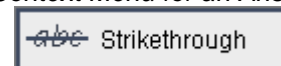
Test tools such as the highlighter and strikethrough features, are accessible via the Context Menu. Use the mouse right-click button to view the context menu containing the options available for that element.

Sample Context Menu for a Test Question




Note: to highlight text, first use the mouse to highlight the text, then right-click to enable the context menu.

Sample Context Menu for an Answer Option



Reaching the End of the Test and Reviewing Answers

Once a student answers the last question on the test, the **[End Test]** button  appears in the bottom-right corner and a message is displayed at the top of the test screen. The following screen is displayed after a student clicks the **[End Test]** button and confirms that he or she wants to complete the test.

End of Test Screen

Congratulations, you have reached the end of the test.

You may now go back and review your answers, or click [Submit Test for Scoring] if you are finished with this test. You cannot change your answers after you submit your test for scoring.

- 1
- 2
- 3
- 4
- 5

Review My Answers

Submit Test

To review answers and go back to the test, students can select an item from the list and then click **[Review My Answers]**. While students are reviewing their answers, the **[End Test]** button will remain on the screen in the same lower right corner position. To return at any time to the End Test screen, they should click that button again.

To complete the testing process, students must click **[Submit Test for Scoring]**.