Quick Guide for Students on Remote Proctoring Features

Remote proctoring features are now available for use by teachers and students.

Camera and Chat are Optional

Important: The new camera and chat features for interim tests within the test delivery system are **OPTIONAL** remote proctoring features. These features are available as testing options if students are off-site and not in the classroom. If teachers designate these features as available options in a test session, students can use their camera and have a chat feature between themselves and the teacher in both the Student Secure Browser and the Student Public Browser.

Camera and Chat Issues do NOT Affect the Students' Ability to Complete an Interim Test

Factors such as Internet availability, strength, and connectivity may cause some students, and some teachers, to have real-time technical issues that prevent or interrupt the camera and chat features while students are in a test session. If the camera or chat quit working at any point during a test session, students should not spend unnecessary time trying to reconnect their camera or chat. Students should know that they can still complete their interim test without the camera and chat as long as they can see their interim test questions and their Internet connectivity holds. The test delivery system autosaves the students' answers as they progress through the interim test.

What are the Remote Proctoring Features?

They are a live-streaming video and a real-time chat between a student and the teacher. Additionally, the teacher can see each student in the test session on the active sessions screen as a live-streaming icon in the teacher's device. Students can NOT see other students or chat other students.

Important: The video and chat are not saved or recorded.

How to Log-in

Students can sign in to a take a test by following the steps below:

1. If you are using the Secure Browser, double-click the shortcut on your desktop to launch it. If you are using a public browser like Chrome or Firefox, select the link to the session provided by your teacher or copy it and paste it into the URL bar in your browser.

2. The *Sign In* page appears. Do the following:

    a. In the *First Name* field, enter your first name exactly as it appears in TIDE. If you are unsure, please check with your teacher. You need to enter your first name whether you are using the Secure Browser or a public browser like Chrome or Firefox.

b. In the *Student ID* field*,* enter your student ID. If you do not know your student ID, your teacher can provide it. You need to enter your student ID whether you are using the Secure Browser or a conventional browser like Chrome or Firefox.

c. In the *Session ID* field, if you are using the Secure Browser, enter the session ID provided by your teacher. If you accessed the site by selecting the link provided by your teacher, the session ID is automatically populated.
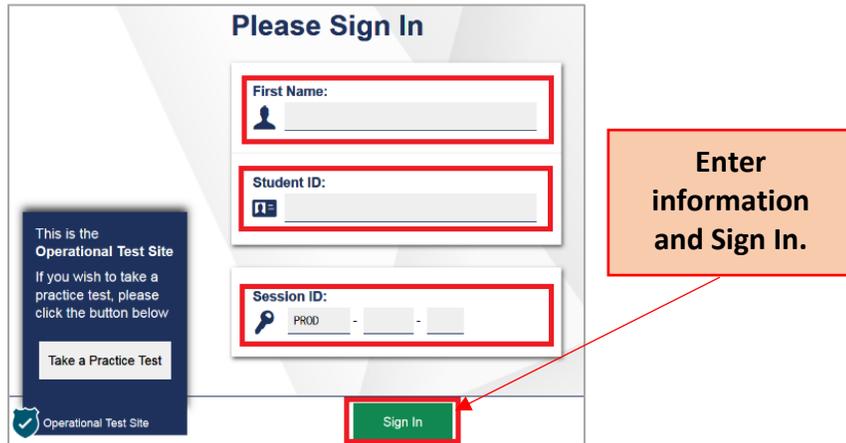
d. Select **Sign In.**

3. The *Is This You?* page appears. The information on this page includes your first name, student ID, grade, and school. If all the information on the *Is This You?* page is correct, select **Yes**. If any information on this page is incorrect, notify your teacher before selecting **No**.
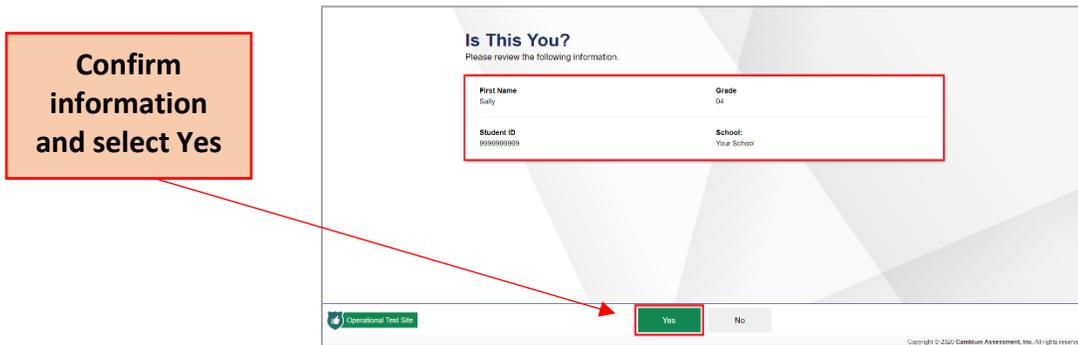
4. The *Your Tests* page appears. The test(s) included in the test session will be listed here. Select the test as instructed by your teacher. If any of the information on this page is incorrect, notify your teacher before proceeding.
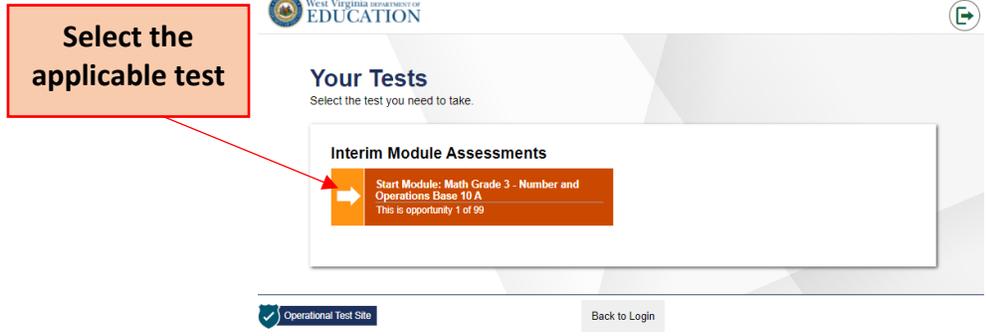
5. The *Waiting for Approval* page appears. Your request to join the test session is sent to the teacher. Your teacher must approve you into the session before you can proceed.
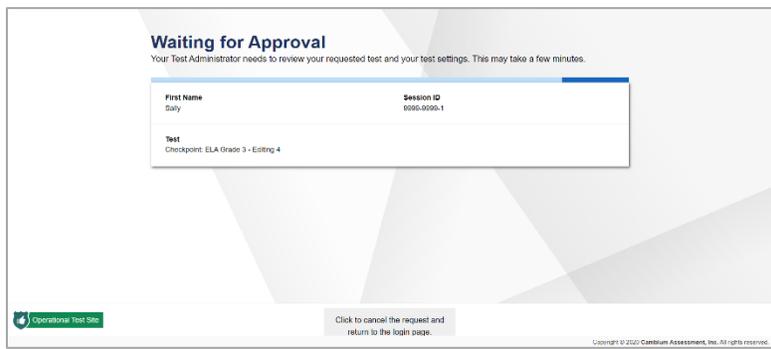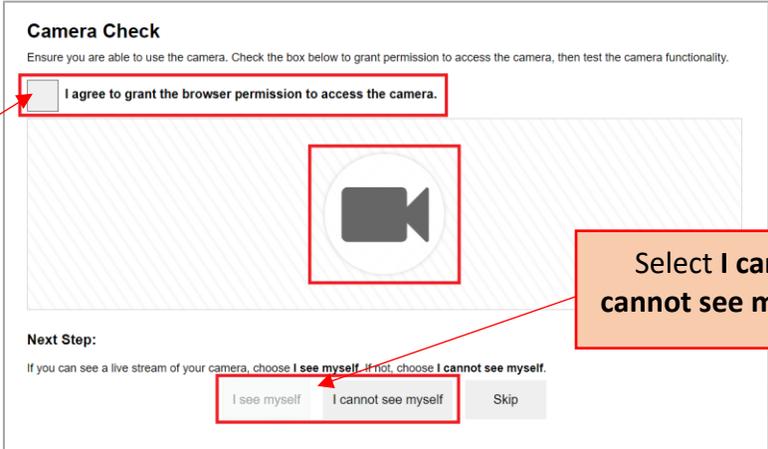

6. After your teacher approves you into the session, the *Audio/Video Checks* page appears. Depending on the test you are completing, some checks below may not appear.

Remote or Hybrid Session Type

7. If the session is **Remote or Hybrid**, students will need to allow access to the webcam and microphone by doing the following:

   a.   In the *Camera Check* field, you will need to do the following:

      i.   Mark the **I agree to grant the browser permission to access the camera.** checkbox.

      ii. Select the **Camera** icon ( ).

      iii. A pop-up window appears in your web browser, requesting access to your camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your camera and, depending on your state's policy, you may be unable to proceed.

      iv. Next, you will need to do one of the following:

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- If live video from your webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. Your camera works.

- If live video from your webcam does not appear, select **I cannot see myself**. and contact your teacher to troubleshoot the problem.

b. To check the audio on your student's device, you will need to do the following in the *Recording Device Check* field:

  i. Select the **Microphone** icon ( ).

  ii. A pop-up window appears in your web browser, requesting access to your microphone. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your microphone and, depending on your state's policy, you may be unable to proceed.

  iii. Speak into your microphone.

  iv. When you are done speaking, select the **Stop** icon ( ) to stop recording.

  v. To listen to your recording, select the **Play** icon ( ).

  vi. To stop listening to your recording, select the **Stop** icon ( ).

  vii. Do one of the following:

    - If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. Your microphone works.

- If you do not hear the audio you recorded from your speaker, select **I did not hear my recording** and contact your teacher to troubleshoot the problem.

Recording Device Check

Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Say your name into your recording device.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:

If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

| I heard my recording | I did not hear my recording |

Select **I heard/I did not hear my recording**

c. In the *Audio Playback Check* field, do the following:

   i.   Select the **Play Sound** icon (🔊).

   ii.   Do one of the following:

- If you hear the sound from your speaker, select **I heard the sound**. A checkmark appears in the upper right corner of the *Audio Playback Check* field. Your speaker works.

- If you do not hear the sound from your speaker, select **I did not hear the sound** and contact your teacher to troubleshoot the problem.

Audio Playback Check

Make sure audio playback is working.

🔊 To play the sample sound, press the speaker button.

Next Step:

If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

| I heard the sound | I did not hear the sound |

Select **I heard/I did not hear the sound**

d. Select **Continue**.

8. Once you have completed the hardware checks, the *Instructions and Help* page appears. On this page, you can do any of the following:

a. To contact your teacher, select the **Student Video** icon (👤). By default, this appears in the lower right corner of your screen. To move it, use the arrow keys that appear when you hover your cursor over your image. After you have selected your image, you can do any of the following:

   i.   To send a chat message to your teacher, do the following:

a. Select the **Messages** icon ( ).

b. In the *Type a new message* field, enter the message you wish to send to your teacher.
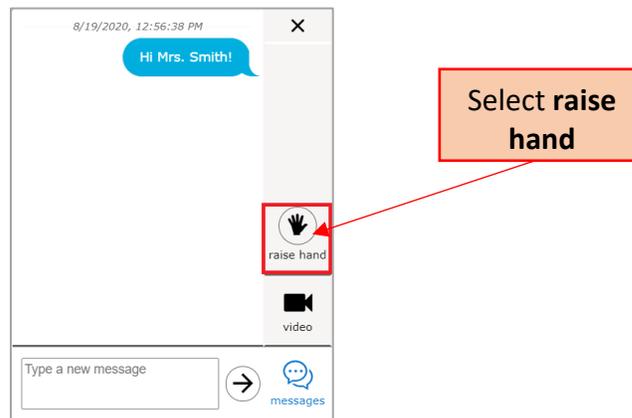
c. Select the **Send** icon ( ).
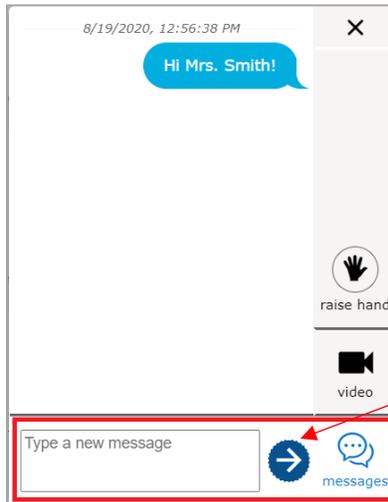
Select **send**

A notification appears on your teacher's screen. Your teacher can respond by sending you a chat message.

ii.   You can view a live feed from your webcam by doing the following:

a. Select the **Video** icon ( ). A live feed from your webcam appears. You can do the following:

- To turn off your webcam, select the **Webcam** icon ( ). To turn it back on, select the icon again. With your webcam off, your teacher is unable to see you.

- To turn off your microphone, select the **Microphone** icon ( ). To turn it back on, select the icon again. With your microphone off, your teacher is unable to hear you during a video conference.
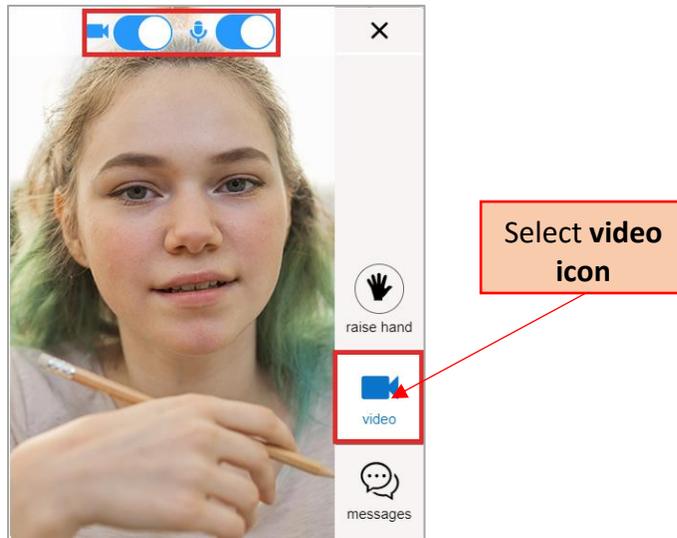
iii. To let your teacher know you need help by virtually "raising your hand," select the **Raise Hand** icon ( ).

Select **raise hand**

A notification appears your teacher's screen. Your teacher can respond by sending you a chat message or, by starting a video conference with you.

iv. To close the widget, select **X**.

b. To review your test settings, select **Review Test Settings**. Your test settings and accommodations for the test appear. If any of this information is incorrect, notify your teacher. To return to the *Instructions and Help* page, select **OK**.

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Review Test Settings
Please review the accommodation settings for your test.

Module: Math Grade 5 - Measurement Data and Geometry A

👁 Visual Assistance Tools

❓	P17 - Language Choice	**English**
❓	P22 - Zoom	**No default zoom applied**
❓	P37 - Masking	**On**
❓	P38 - Color Choices	**Black on White (default)**
❓	P43 - Streamlined Interface Mode	**Off**
❓	Mouse Pointer	**System Default**

👂 Integration with Assistive Technology

❓	P01 or P13 - Text-to-Speech	**Instructions Passages and Items**
❓	P40 - Print on Demand	**None**

Operational Test Site   OK

c.   To view any additional test information, if applicable, see the *Additional Test Information* field.

d.   To start the test, select **Begin Test Now**.

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings.
View Test Settings

Additional Test Information
• Please consult your teacher prior to pausing this test.
• You must answer every item on this test. You may not skip questions.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
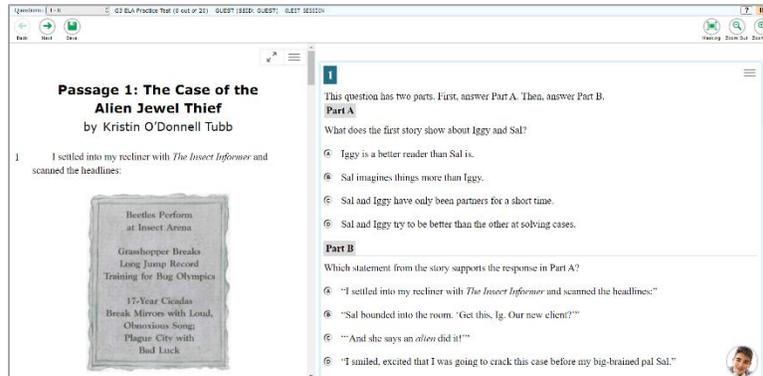View Help Guide

Operational Test Site   Begin Test Now   Return to Login

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Select **begin test now**

Once you begin the test, test questions appear on the screen. You complete your test in the same way as if you were in your classroom or school. Your teacher can monitor your progress throughout the test even while you are taking the test from home.

Student Video icon appears in bottom right corner.