

Teacher Guide for the Fixed Form Comprehensive Interim Assessment (FF-CIA) Using the Student Public Browser at Home

What is the Student Public Browser?

The Student Public Browser can be used by a student to take tests at home. If students are in school, they should use the Student Secure Browser. For students testing at home they can access the interim tests using a URL provided by the teacher. The student opens Chrome or Firefox on their computer/laptop and enters the URL. The student's device is not "locked down." The student can access the Internet using a browser window and/or communicate with the teacher in real-time using the district's online learning platform or communication program (such as Schoology, Teams or Zoom). The Student Public Browser requires the teacher and the student to be logged on and testing at the same time in real-time.

Important: Students with iPads can access the Student Public Browser. Please use the Student Guide iPad Public Browser at Home located at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

If the student's device is a then the student uses the following software:
Computer running Windows, Mac, or Linux	Chrome or Firefox web browser
Chromebook running Chrome OS	Chrome web browser

Before You Test Using the Student Public Browser at Home

Before you advise your students to use the Student Public Browser, you must do the following:

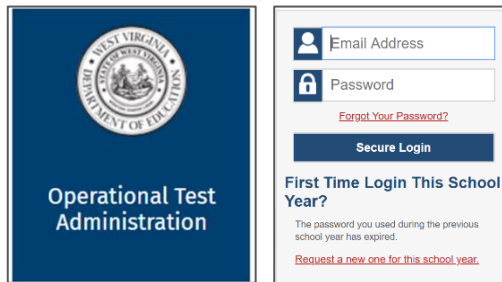
1. Verify with your principal/test coordinator that your students have the required devices and browsers needed to use the Student Public Browser.
2. Verify with your principal/test coordinator that your students' use of the Student Public Browser coordinates with your district's plans of using the optional, interim assessments to measure achievement gaps in student learning.

Once you have verified these two steps, then you can provide to your students the **Student Guide Public Browser at Home** (PDF) located on the WV Assessment Portal at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

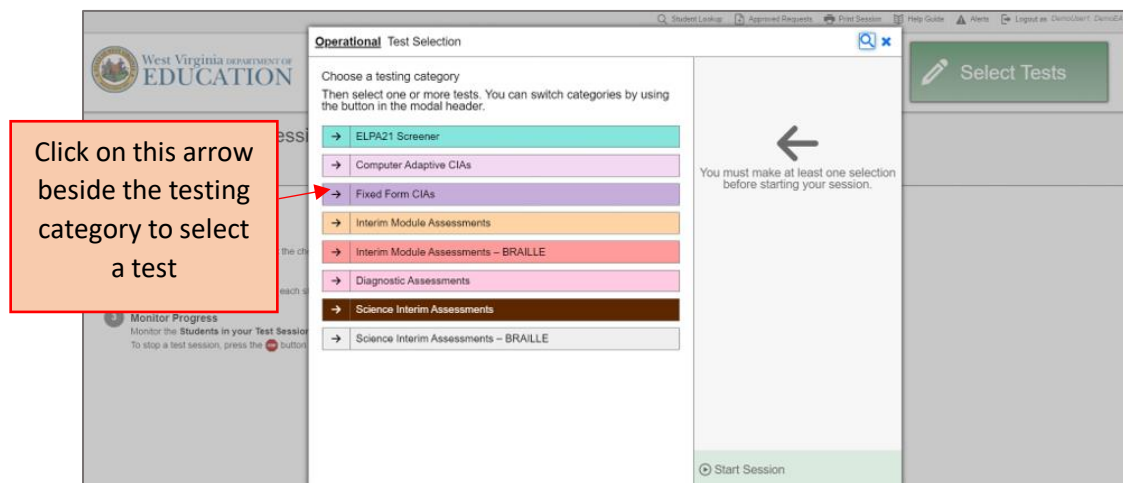
How to Administer a FF-CIA

Refer to the *TA User Guide* found on the [West Virginia Assessment Portal](http://wv.portal.cambiumast.org/resources/test-administrators) (wv.portal.cambiumast.org/resources/test-administrators) for detailed information about administering a test.

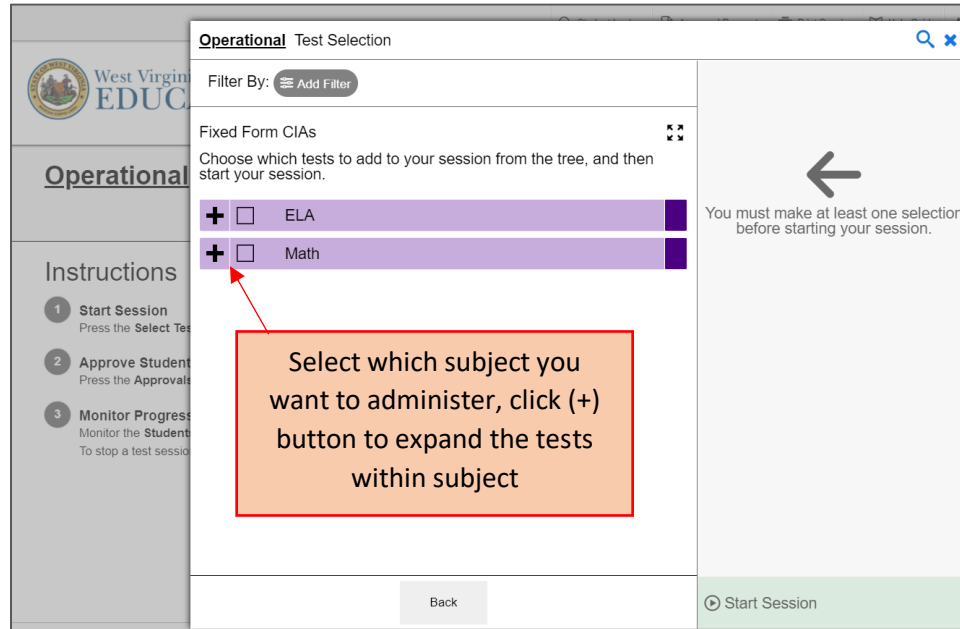
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on Operational Test Administration. Once you click on the Operational Test Administration card, the Login screen will appear. Use your login credentials to access the **TA Site**.



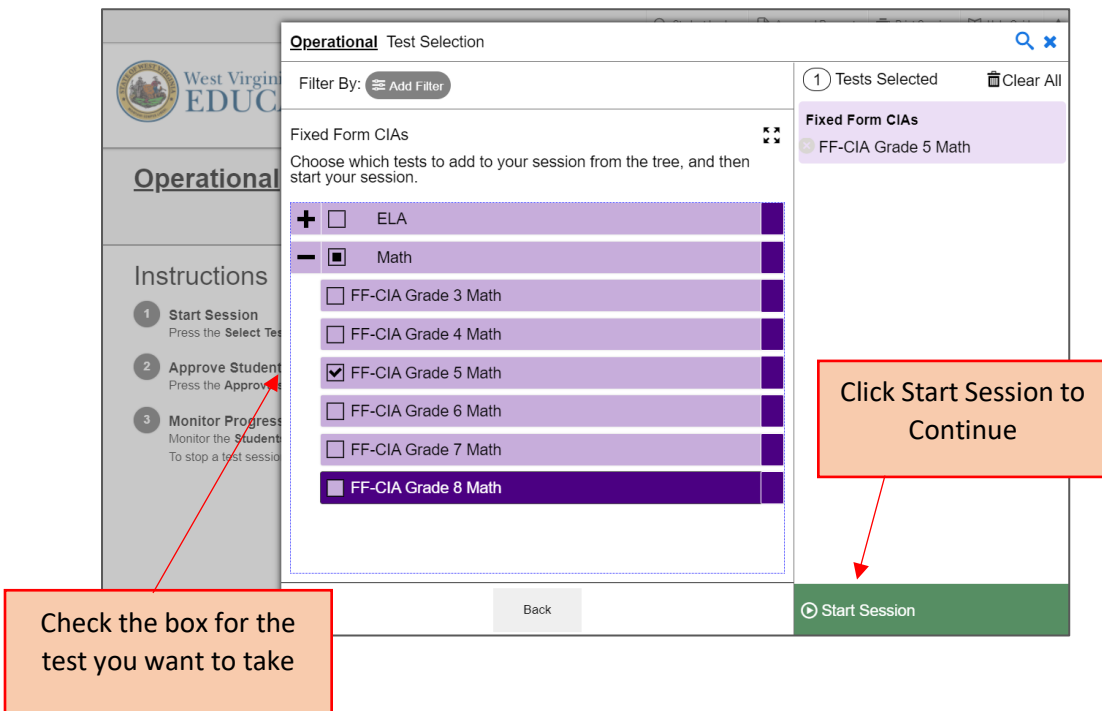
2. Once you log in, you will see the **Test Selection** window. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site. When the Operational Test Selection window opens, click on the arrow beside the testing category—Fixed Form CIA.



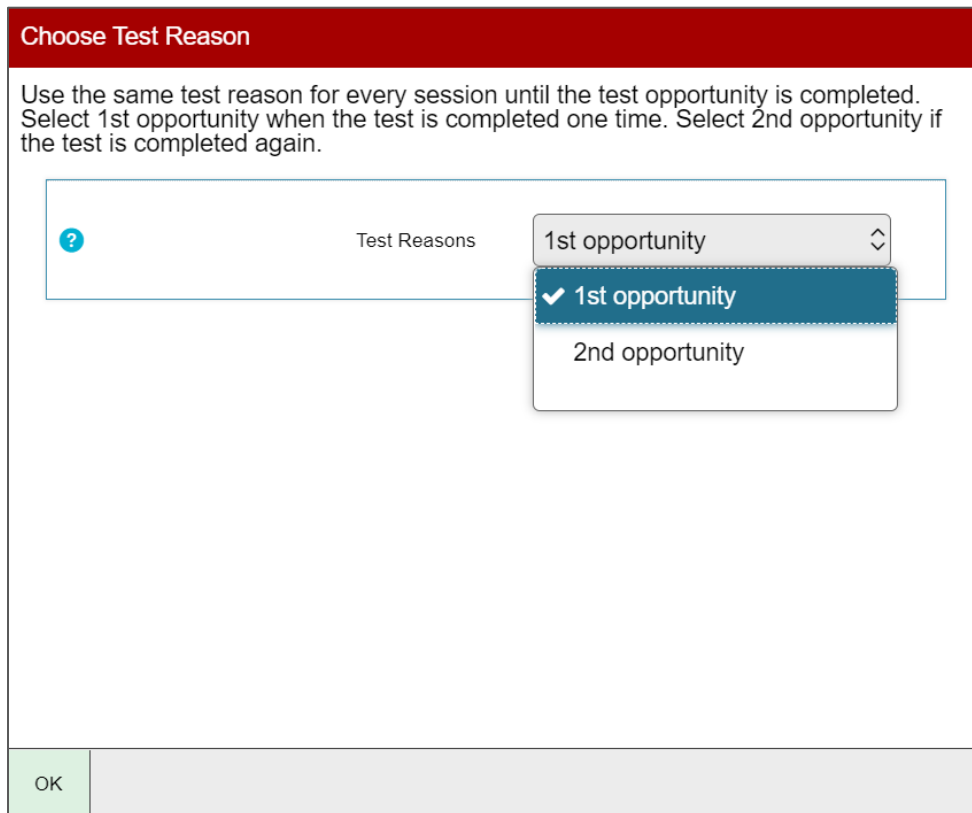
- After selecting the Fixed Form CIA, the ELA and Math submenu appears. Select which subject FF-CIA you want to administer by clicking on the (+) button to expand the tests.



- Click on the FF-CIA making sure it is the desired grade and content area. The selected FF-CIA will appear under the **Test Selected** column. Next, click **Start Session**.

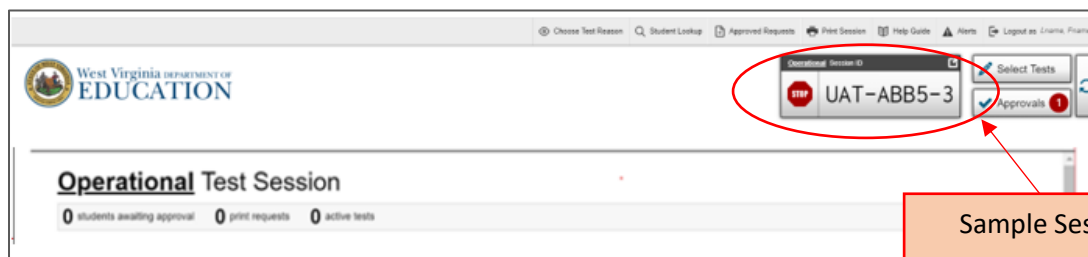


- The **Choose Test Reason** window appears, and you must choose a test reason to continue. The Test Reasons are 1st opportunity and 2nd opportunity. Use the same test reason for every session until the test opportunity is completed.
 - Select **1st opportunity** when the test is completed one time and click **OK**.
 - Select **2nd opportunity** if the test is completed again and click **OK**.



- After clicking **OK**, the **Session ID** appears on the TA Site in the upper-right corner.

Important: Remember to write down and save the Session ID in case you encounter any issues, need to look up a roster or student, or need to modify the test reason.



7. You will provide to your students the URL of the Student Public Browser, in addition to the Session ID of the FF-CIA. Students will follow the directions in the **Student Guide Public Browser at Home** to take the FF-CIA.

Student Public Browser URL for Chrome or Mozilla	http://mobile.tds.airast.org/Launchpad/
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Provide Additional Support and Guidance as Needed

Important: Students testing at home may need additional support and guidance. We recommend, at minimum, these additional steps to assist students who are testing at home, and your district may provide more guidance.

Suggested Steps Checklist for Teachers	
✓	1. Verify that each student is using Chrome or Mozilla on a computer or Chromebook because these are the only browsers that will work.
✓	2. Remind students to use Safari if using an iPad at Home.
✓	3. Use your district’s online learning platform or communication program (such as Schoology, Teams, or Zoom) to monitor that each student has successfully typed in the Student Public Browser URL and it has loaded to the Student Sign-In Page because students may mistype the URL.
✓	4. Provide the Session ID of the FF-CIA to each student because they will need it to log in.
✓	5. Provide each student a copy of the Student Guide Public Browser at Home and review the document with students prior to testing.

The remaining information below is excerpted from the **Student Guide Public Browser at Home**. This printable, student-user document is located at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

Student Guide Public Browser at Home

If the student's device is a then the student uses the following software:
Computer running Windows, Mac, or Linux	Chrome or Firefox web browser
Chromebook running Chrome OS	Chrome web browser

Student Sign-in Using Student Public Browser on Computer, Chromebook, or iPad

1. Launch either Chrome or Firefox on your computer or Chromebook.
2. In the URL bar, enter <http://mobile.tds.airast.org/Launchpad/> and hit “Enter” on your keyboard. The **Mobile Launchpad** page appears.
3. From the drop-down lists, select “**West Virginia**” and then “**West Virginia Assessments.**”
4. Select “OK.” The **Student Sign-In** page appears.
5. Enter the following information:
 - a. In the *First Name* and *Student ID* fields, enter your first names and SSIDs. Your first name should match the name indicated in WVEIS. Do not use nicknames.
 - b. In the *Session ID* field, enter the session ID provided by your teacher. This ID is created by the teacher when they start a test session.

Figure 1. **Mobile Launchpad** Page

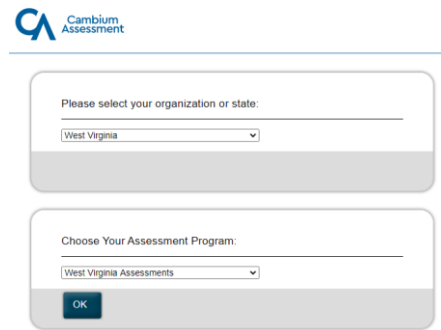


Figure 2. **Student Sign-In** Page



6. Select “**Sign In.**” The ***Is This You?*** page appears.
7. If all the information on the ***Is This You?*** page is correct, select “**Yes**” to proceed. The ***Your Tests*** page appears.

If any of the information is incorrect, you should notify your test administrators before proceeding.

8. From the ***Your Tests*** page, select the Interim Assessment your teacher has indicated you will be taking.

9. Your request is sent to the teacher, and you are taken to the ***Waiting for Approval*** page. The teacher must approve you for testing before you can proceed. Once the teacher approves, the ***Instructions and Help*** page appears.

10. To start the test, select “**Begin Test Now.**” Test questions appear on the screen and you can begin.

Figure 3. ***Is This You?*** Page

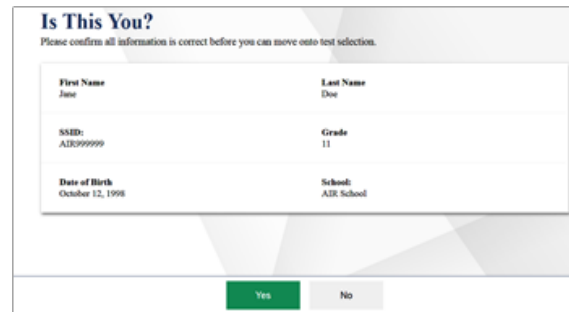


Figure 4. ***Your Tests*** Page

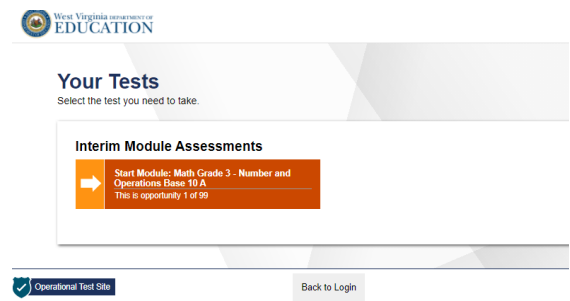


Figure 5. ***Waiting for Approval*** Page

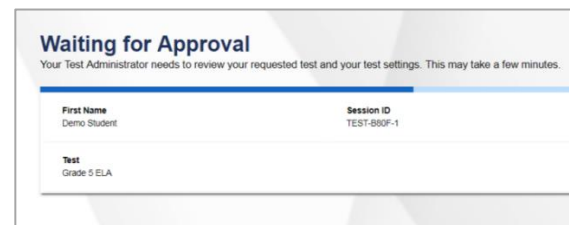
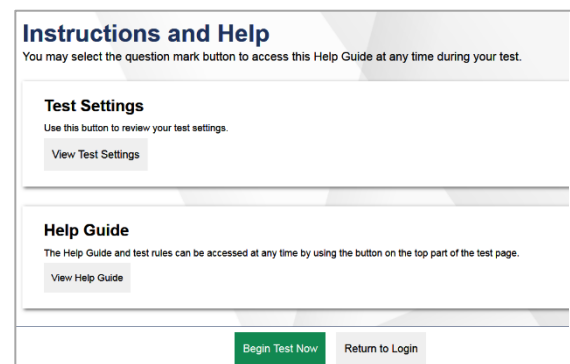
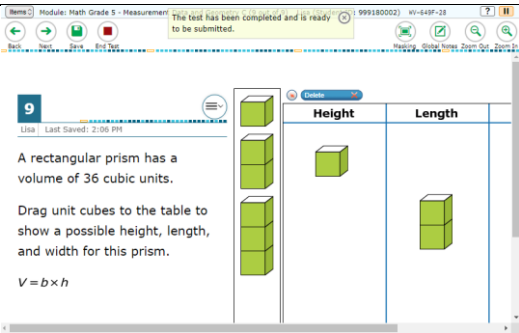
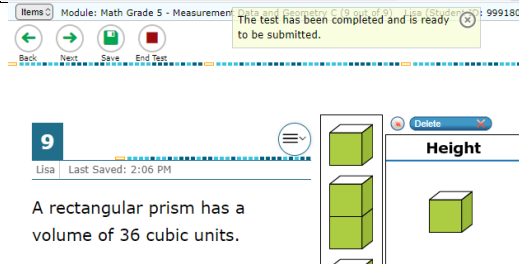
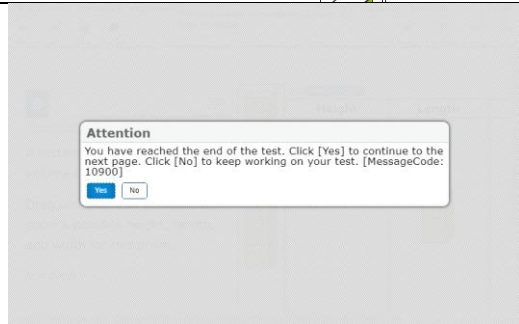
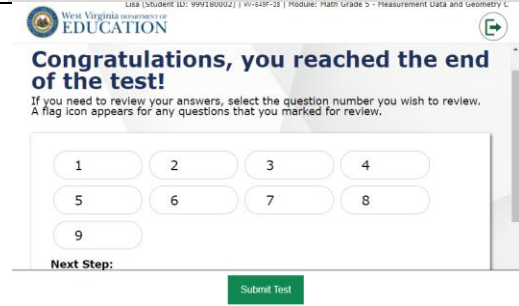
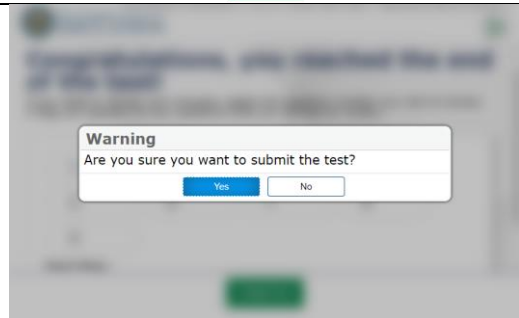
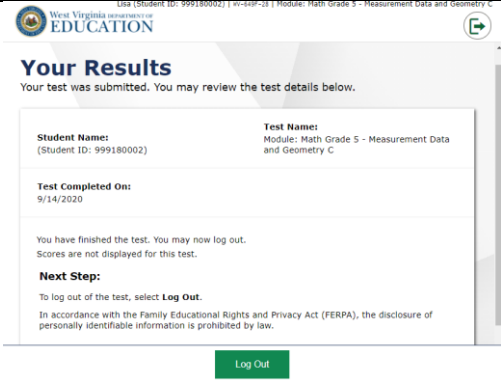
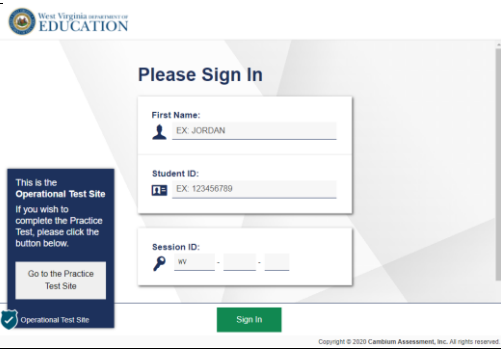


Figure 6. ***Instructions and Help*** Page



Student Sign-out Using Student Public Browser on Computer or Chromebook

<p>1. On the student site, when you answer the final question on the test, a yellow message box appears in the upper-right corner of the page that states, The test has been completed and is ready to submit.</p>	
<p>2. Click on the red End Test button in the upper-left corner.</p>	
<p>3. An attention message will appear once you click on End Test. Click Yes to continue to the next page and submit the test.</p>	
<p>4. You can review the answers by selecting the question number. To submit the test, click the Submit Test button.</p>	
<p>5. A warning message will appear asking if you are sure you want to submit your test. Click Yes.</p>	

<p>6. The Your Results page appears. Click Log Out.</p>	
<p>7. The student page refreshes and returns you to the Student Login Information page. Click the “x” on the browser tab to close out the student public browser.</p>	

If you experience any issues or problems during testing, please contact your teacher for assistance.