

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

Important: This is for student using iPads who will not be using the Secure Test Browser App.

What is the Student Public Browser for iPads?

Students using iPads can use the Safari web browser to access the Student Public Browser to take interim tests. If students are in school, they should use the Student Secure Test Browser App for iPads. Students testing on iPads at home can use the teacher-provided URL for the Public Browser. The student’s device is not “locked down.” The student can access the Internet 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.

If the student’s device is a then the student uses the following software:
iPad running iOS	Safari web browser

Before you advise your students to use Safari on their iPads to access the Student Public Browser at Home, you must do the following:

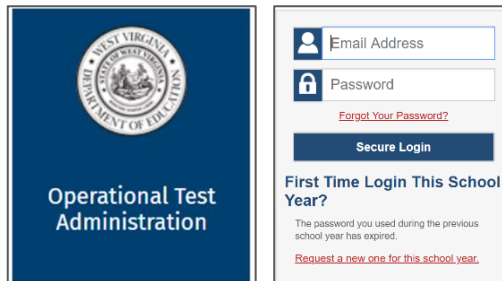
1. Verify with your principal/test coordinator that your students have iPads with the Safari web browser needed to use the Student Public Browser at Home.
2. Verify with your principal/test coordinator that your students’ use of the Student Public Browser at Home coordinates with your district’s plans 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 for iPad Public Browser at Home** (PDF) located on the WV Assessment Portal at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

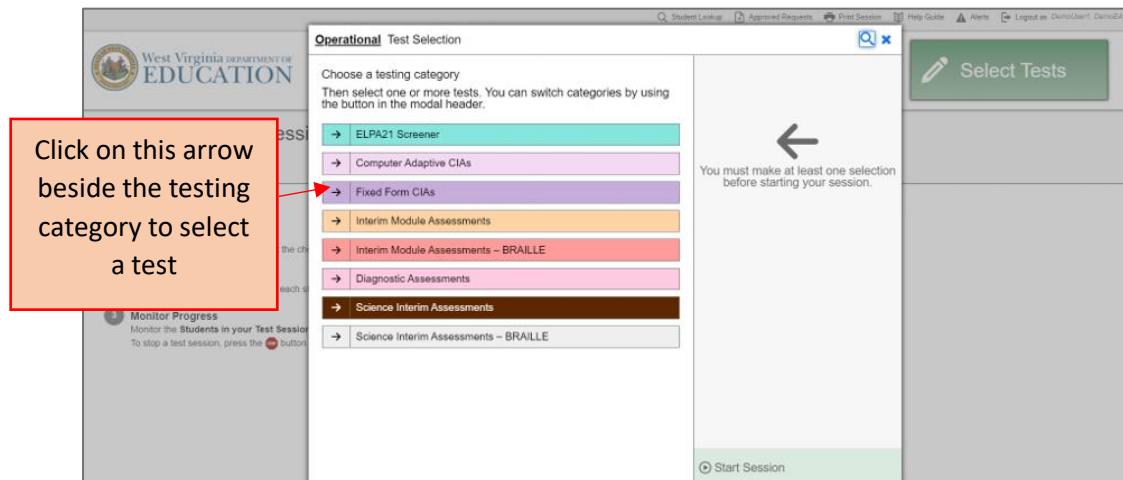
How to Administer an FF-CIA

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

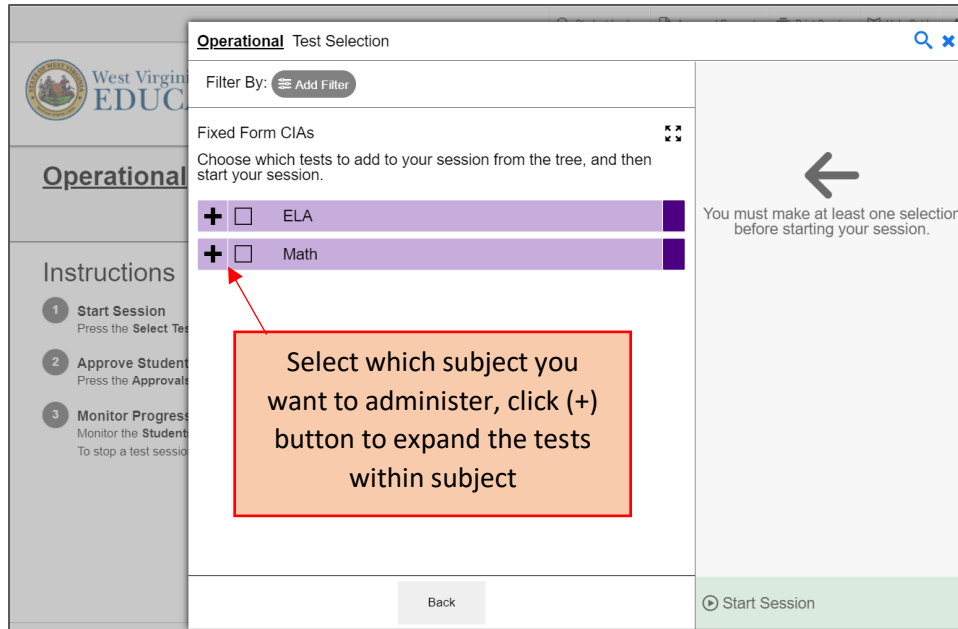
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on Operational Test Administration. Once you click on the Operational Test Administration card, the Login screen will appear. Use your login credentials to access the **TA Site**.



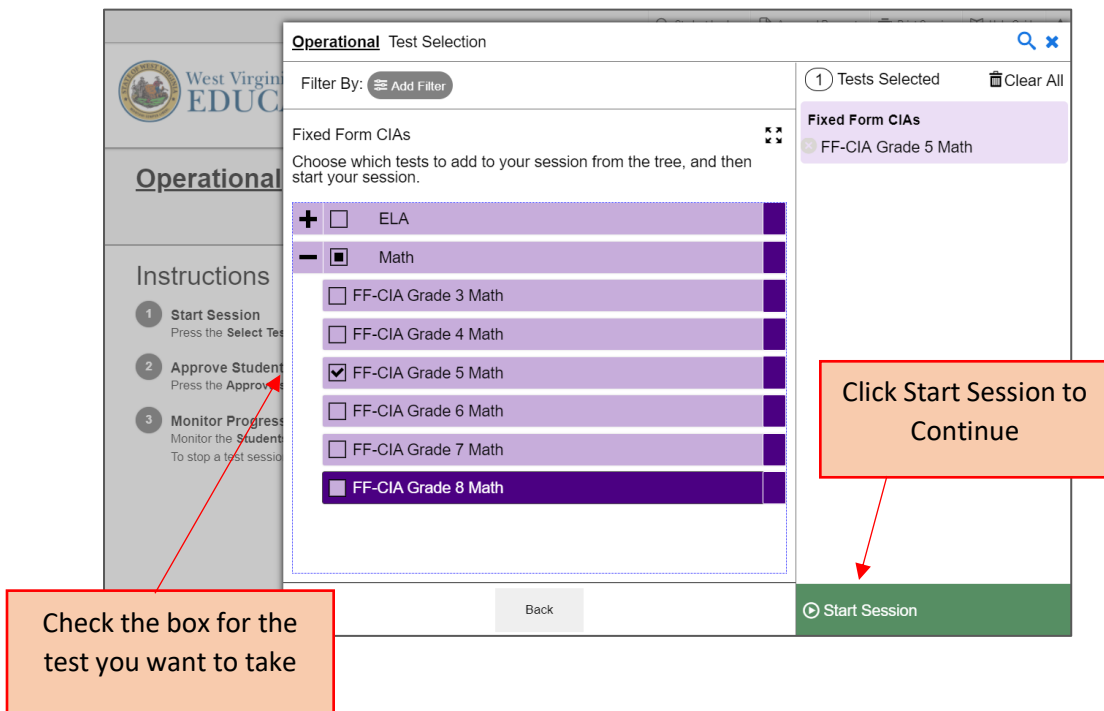
2. Once you log in, you will see the **Test Selection** window. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site. When the Operational Test Selection window opens, click on the arrow beside the testing category—Fixed Form CIA.



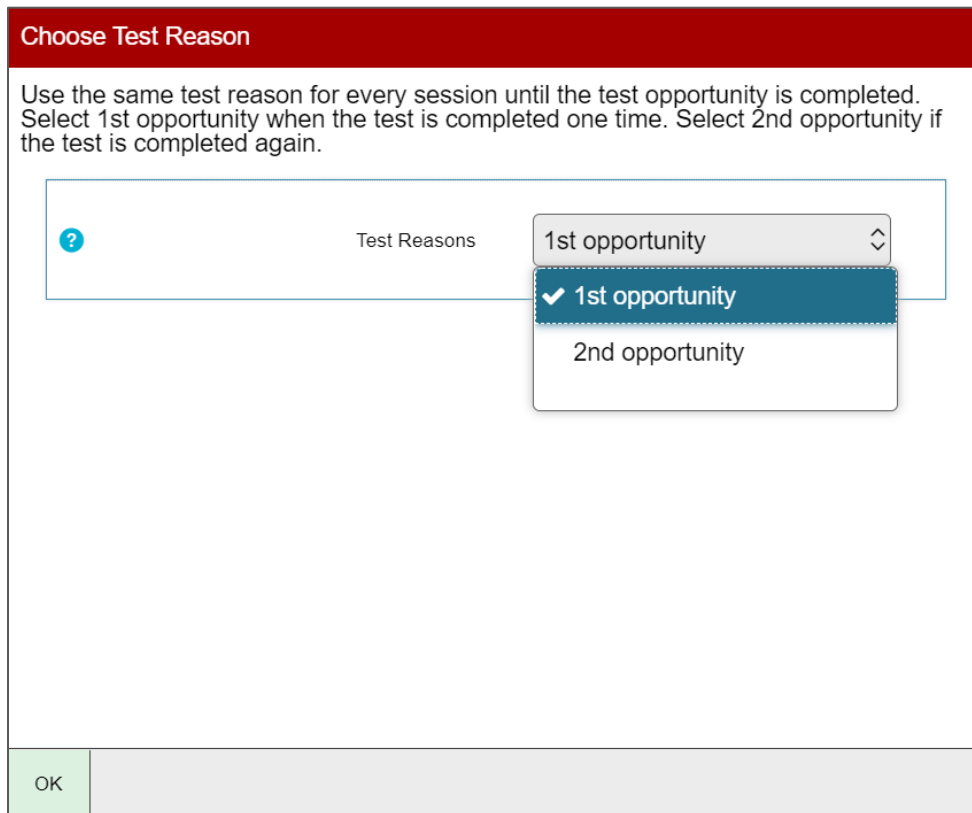
3. After selecting the Fixed Form CIA, the ELA and Math submenu appears. Select which subject FF-CIA you want to administer by clicking on the (+) button to expand the tests.



4. 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**.

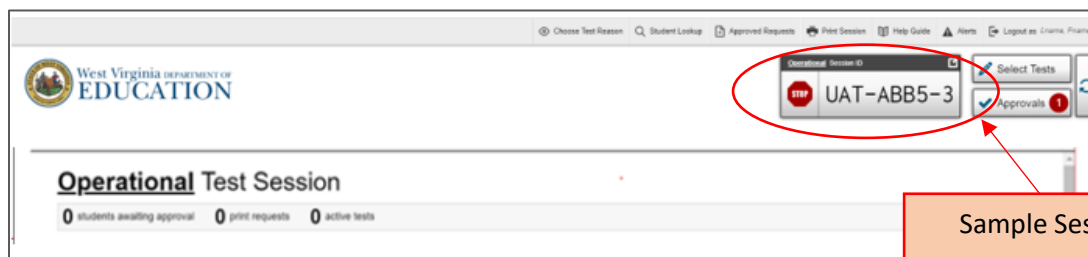


- The **Choose Test Reason** window appears, and you must choose a test reason to continue. The Test Reasons are 1st opportunity and 2nd opportunity. Use the same test reason for every session until the test opportunity is completed.
 - Select **1st opportunity** when the test is completed one time and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



Sample Session ID:
UAT-ABB5-3

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 for iPad Public Browser at Home** to take the FF-CIA.

Student Public Browser URL for Safari	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 each student is using Safari on an iPad because this is the only browser that will work.
✓	2. 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.
✓	3. Provide the Session ID of the FF-CIA to each student because they will need it to log in.
✓	4. Provide each student a copy of the Student Guide for iPad Public Browser at Home and review the document with students prior to testing.

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

Student Guide for iPad Public Browser at Home

Important: This mode is for iPads.

If the student's device is an then the student uses the following software:
iPad	Safari browser

Student Sign-in Using Safari on iPad to Access the Student Public Browser

1. Launch Safari on your iPad.
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

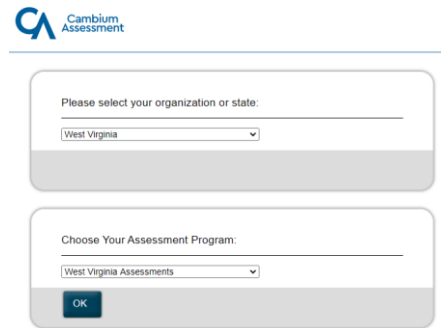
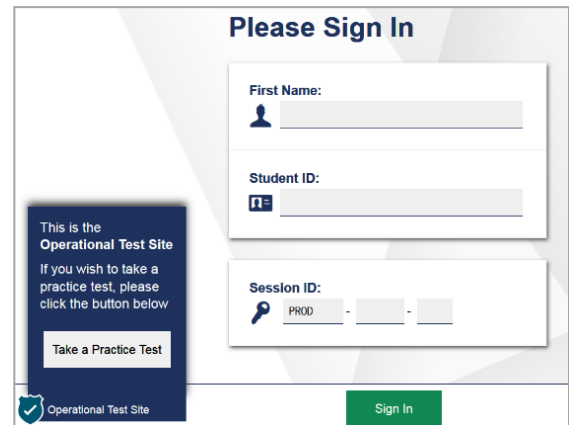


Figure 2. **Student Sign-In** Page



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

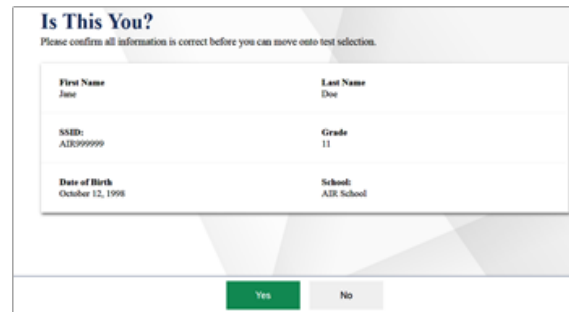


Figure 4. ***Your Tests*** Page

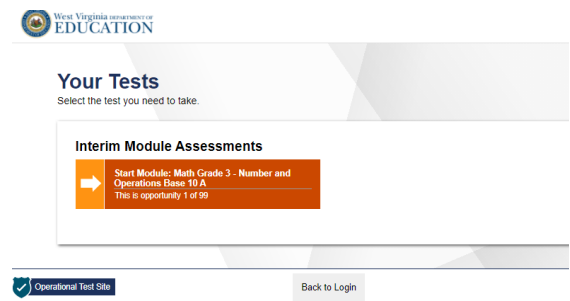


Figure 5. ***Waiting for Approval*** Page

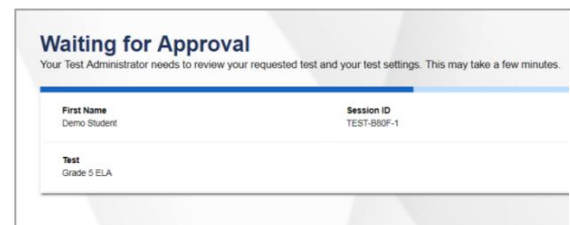
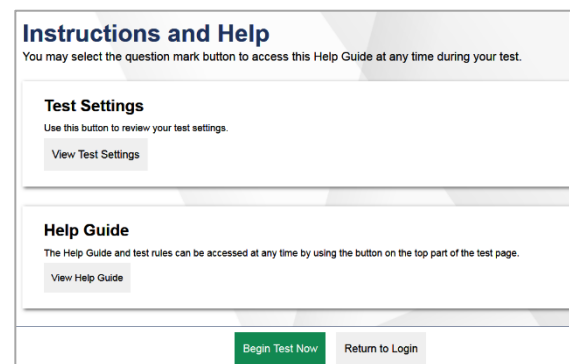
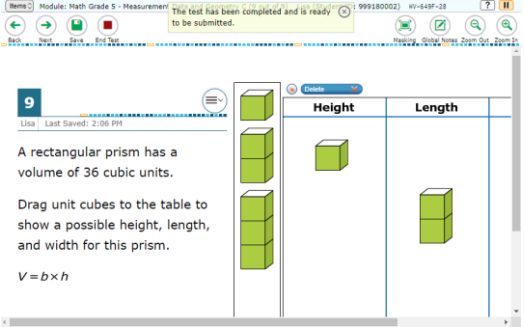
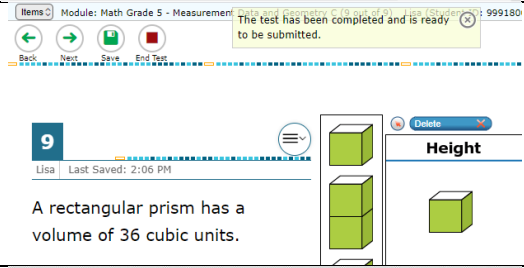
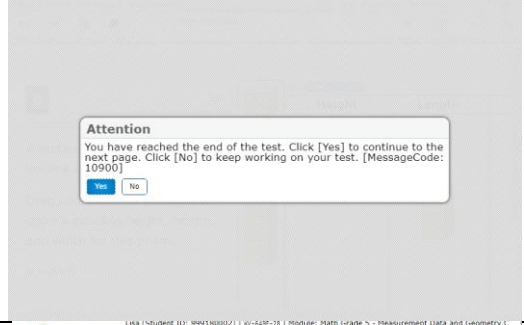
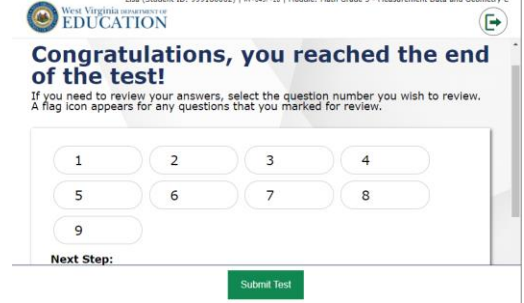
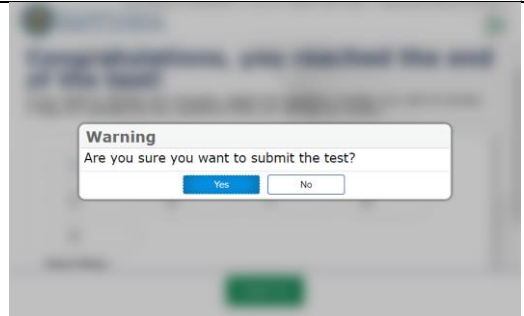




Figure 6. ***Instructions and Help*** Page



Student Sign-out Using Safari on iPad

<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.