Indiana Released Items Repository Quick Guide
2019 – 2020

Published June 15, 2020
Prepared by Cambium Assessment, Inc.
Released Items Repository Introduction

This guide provides instructions for taking demo 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

1. To access the Released Items Repository, students select Released Items Repository on the right side of the Indiana Portal.

Signing in to the Released Items Test as a Guest User

2. On the Released Items Repository, toggle on for Guest User and for Guest Session. Then, click Sign In.
3. 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.
4. 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 following settings:

- **Closed Captioning**: Displays captions for audio content in the test.
- **Color Contrast**: Sets the color of the text and background in the test.
- **Expandable Passages**: Allows students to expand the passage section across the screen.
- **Glossaries**: Allows students to view a glossary for certain words in the test content.
- **Language**: Sets the language presentation for the test content.
- **Masking**: Allows students to cover a distracting area of the test page.
- **Mouse Pointer**: Sets the size and color of the mouse cursor.
- **Permissive Mode**: Allows certified accessibility software to be used with the secure browser.
- **Print Size**: Sets the zoom level for the test content.
- **Streamline**: Displays test content vertically for enhanced accessibility.
- **Text-To-Speech**: Reads aloud the text in items and/or stimuli.
5. 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.

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

---

**Signing in to the Released Items Test with Educator and Student Information**

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

1. On the Indiana Assessment portal ([https://indiana.portal.cambiumast.com/](https://indiana.portal.cambiumast.com/)), navigate to the applicable assessment program’s portal, and select your user role.
2. Click the **Released Items Repository Test Administration** card. The login page appears.

3. Enter your email address and password.

4. Click **Secure Login**. The TA Interface appears.

5. State 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.
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.

8. Approve the student 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.

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

- The numbered items represent:
  1. Session ID
  2. Select Tests
  3. Approvals
  4. Students in your test session

- 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.

- Click to view a student’s full information, including current test settings.

10. Stop a test session and log out.

  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.
About the Released Items Login Process

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.

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.

Select an Available Test
7. On *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.
How Students Navigate a Test and Use Test Tools

Navigating a Test

1. To navigate a test, select **Back** or **Next** in the upper-left corner.

2. To jump directly to a test page, select an item number from the **Questions** drop-down list in the upper-left corner.
   a. You must respond to all the items on the current test page before proceeding to the next page.

3. To pause a test, select **Pause** in the upper-left corner. Students must repeat the sign-in process to resume a paused test.

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 Table 2 lists the tools available in the item and stimulus sections of the page (context menu tools).

Table 1. Global Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>To view the on-screen <em>Help Guide</em> window, select the question mark button in the upper-right corner.</td>
</tr>
<tr>
<td>Pause</td>
<td>Select to pause an individual student’s test.</td>
</tr>
<tr>
<td>Calculator</td>
<td>To use the on-screen calculator, select <strong>Calculator</strong> in the global menu.</td>
</tr>
<tr>
<td>Dictionary</td>
<td>To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <strong>Dictionary</strong> in the global menu.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>To highlight an individual line of text in a passage or question, select <strong>Line Reader</strong> in the global menu. This tool is not available while the Highlighter tool is in use.</td>
</tr>
</tbody>
</table>
Tool Name | Instructions
---|---
**Masking** | The Masking tool temporarily covers a distracting area of the test page.  
1. Select **Masking** in the global menu.  
2. Select and drag across the distracting area.  
To close the Masking tool, select **Masking** again. To remove a masked area, select X in the upper-right corner of that area.

**Global Notes** | To enter notes in an on-screen notepad, select Notes in the global menu.

**Print Page** | To print the entire test page, select **Print Page** in the global menu.

**Print Passage** | To print a reading passage, select **Print Passage** in the global menu.

**System Settings** | 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.  
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.

**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 **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

### Table 2. Question and Stimulus Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **American Sign Language** | You can watch videos that translate test content into American Sign Language (ASL).  
*To View ASL videos:*  
1. From the context menu, select **American Sign Language**.  
o If only one ASL video is available, the video opens automatically.  
o If multiple ASL videos are available, sign language (聋) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL. |
<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Buttons</td>
<td>You can expand the passage section or the question section for easier readability.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu.</td>
</tr>
<tr>
<td></td>
<td>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap 1 in the upper-right corner and a flag icon 🔄 appears next to the number on the test page. The Questions drop-down list displays (marked) for the question.</td>
</tr>
<tr>
<td>Notepad</td>
<td>To enter notes for an individual test question, select Notepad from the context menu. After entering a note, a pencil icon ✂️ appears next to the question number on the test page. You can only access your notes for a question on that question’s test page.</td>
</tr>
<tr>
<td>Print Item</td>
<td>To send a print request for an individual question, select Print Item 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.</td>
</tr>
<tr>
<td>Select Previous Version</td>
<td>To view and restore responses previously entered for an ELA Constructed-Response (Open-Ended) question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and choose Select.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>For selected response items, 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:</td>
</tr>
<tr>
<td></td>
<td>• Option A:</td>
</tr>
<tr>
<td></td>
<td>a) To activate Strikethrough mode, open the context menu and select Strikethrough.</td>
</tr>
<tr>
<td></td>
<td>b) Select each answer option you wish to strike out.</td>
</tr>
<tr>
<td></td>
<td>c) To deactivate Strikethrough mode, press Esc or select outside the question’s response area.</td>
</tr>
<tr>
<td></td>
<td>• Option B:</td>
</tr>
<tr>
<td></td>
<td>a. Right-select an answer option and select Strikethrough.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Text-to-Speech</td>
<td>To listen to passages and questions, select a <strong>Speak</strong> option from the context menu.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>To view a short video demonstrating how to respond to a particular question type, select <strong>Tutorial</strong> from the context menu.</td>
</tr>
</tbody>
</table>

**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.

2. **Optional:** To review items, students select an item number on the **Congratulations, you reached the end of the test** page. Students must select **End Test** again to return to this page.

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

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

All changes since October 1, 2019 are recorded here.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout</td>
<td>CAI replaced a reference to AIR within text, URLs, or email address.</td>
</tr>
</tbody>
</table>