Benchmark Previewing (AVA) System

Benchmark Module Previewing System (AVA) User Guide

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Introduction to this User Guide

This user guide supports users of the Benchmark Module Previewing System, also known as the Assessment Viewing Application (AVA). AVA is a component of the Benchmark Previewing (AVA) System that allows authorized users to preview assessments for administrative or instructional purposes. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide provides information about the following sections:

- [Logging in to AVA](#) explains how to access AVA.

- [Accessing](#) explains how to select a test to review.

- [Understanding](#) AVA describes the layout of AVA.

- [Benchmark Module Rules and Navigation](#) explains how to navigate the test.

*Please note: To return to the page in this manual that you were on before clicking a link, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Table 1. Key Icons and Elements

Icon	Description
	Note: This symbol accompanies additional information or instructions of which users must take note.
Text	Bold text is used to indicate a link or button that is clickable.

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *Quick Guide for Setting Up Your Online Testing Technology* document

- For information about student and user management see the *TIDE User Guide*.

- For information about administering online tests via the TA Interface, see the *Test Administration Manual*.

The above resources are available on the RISE Portal (https://utahrise.org/).
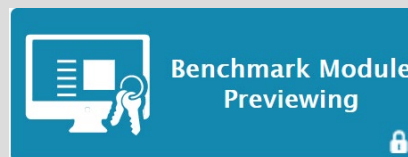
About Testing Policies and Procedures

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the RISE Portal (https://utahrise.org/).

Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the RISE Portal.

1. Select **Benchmark Previewing**. The *Login* page appears.	Figure 1. AVA Card

2. Enter your email address and password.

3. Click **Secure Login**. The *Available Tests* page appears (see Figure 4).

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 3) and an email containing an authentication code is sent to your address.

   b. In the *Enter Emailed Code* field, enter the emailed code.

   c. Click **Submit** to access the *Available Tests* page.

   Note: You must use the authentication code within five minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 2. Login Page

Figure 3. Enter Code Page

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the ***Reset Your Password*** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

  In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

  On the *Login* page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or LEA Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the RISE Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

  *Please note: To return to the page in this manual that you were on before clicking a link, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Section II. Accessing Modules

This section explains how to select tests to review in AVA.

Step 1 – Choosing a Benchmark Module Grade and Benchmark Module

On the ***Available Tests*** page, you select the grade level of the benchmark module you wish to review and then select a benchmark module.

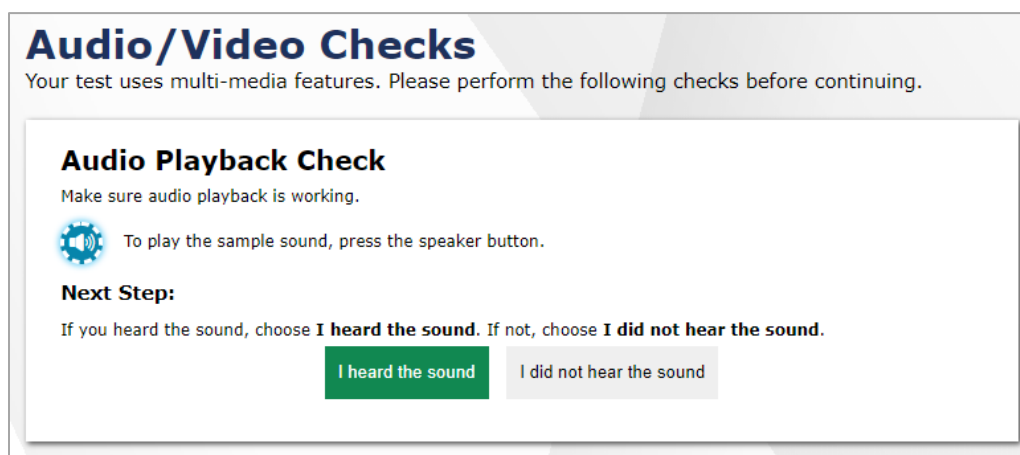Figure 4. Available Benchmark Modules Page

To select a grade and benchmark module:

1. From the **Grade** drop-down list, select the required grade level. The tests available for the selected grade appears (see Figure 4).

2. Click the required benchmark module name.

Step 2 – Functionality Checks

Depending on the assessment content, you may need to verify that your device is functioning properly from the *Audio/Video Checks* page (see Figure 5).

Figure 5. Audio/Video Checks Page

Each functionality check appears in its own panel. To proceed to the first assessment page, do the following:

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.

The page may consist of any of the following functionality checks:

- [Audio Playback Check](#)

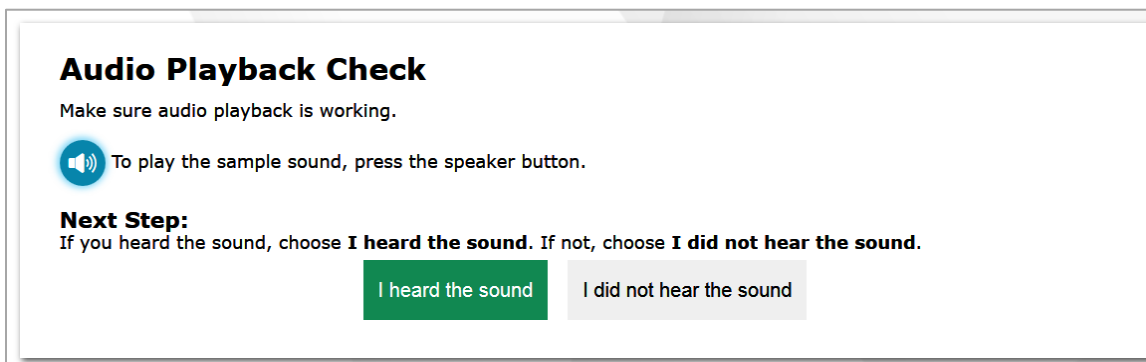- [Sound and Video Playback Check](#)

*Please note: To return to the page in this manual that you were on before clicking a link, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Audio Playback Check

The *Audio Playback Check* panel appears for assessments with listening questions. On this panel, you must verify that you can hear the sample audio.

Figure 6. Audio Playback Check Panel

To check audio settings:

1. Select the 🔊 icon and listen to the audio.

2. Depending on the sound quality, do one of the following:

   o If the sound is audible, select **I heard the sound**.

   o If the sound is not audible, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.

      ▪ To try again, click **Try Again**. This takes you back to the *Audio Playback Check* panel.

Sound and Video Playback Check

The *Sound and Video Playback Check* panel appears for assessments with video content. On this panel, you must verify that you can view the sample video and hear its associated sound.

Note: If this panel is available on the ***Audio/Video Checks*** page, the *Audio Playback Check* panel is not displayed, since the *Sound and Video Playback Check* panel also verifies audio functionality.

Figure 7. Video Check Panel

To check sound and video settings:

1. Select the ▶ icon to play the video and audio.

2. Depending on the playback quality, do one of the following:

   o If you can play the video and sound, select **I could play the video and sound**.

   o If you cannot play the video or sound, select **I could not play the video or sound**. The *Video Playback Problem* panel appears.

     ▪ To try again, click **Try Again**. This takes you back to the *Sound and Video Playback Check* panel.

Note: If the audio or video does not work, you can click in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.
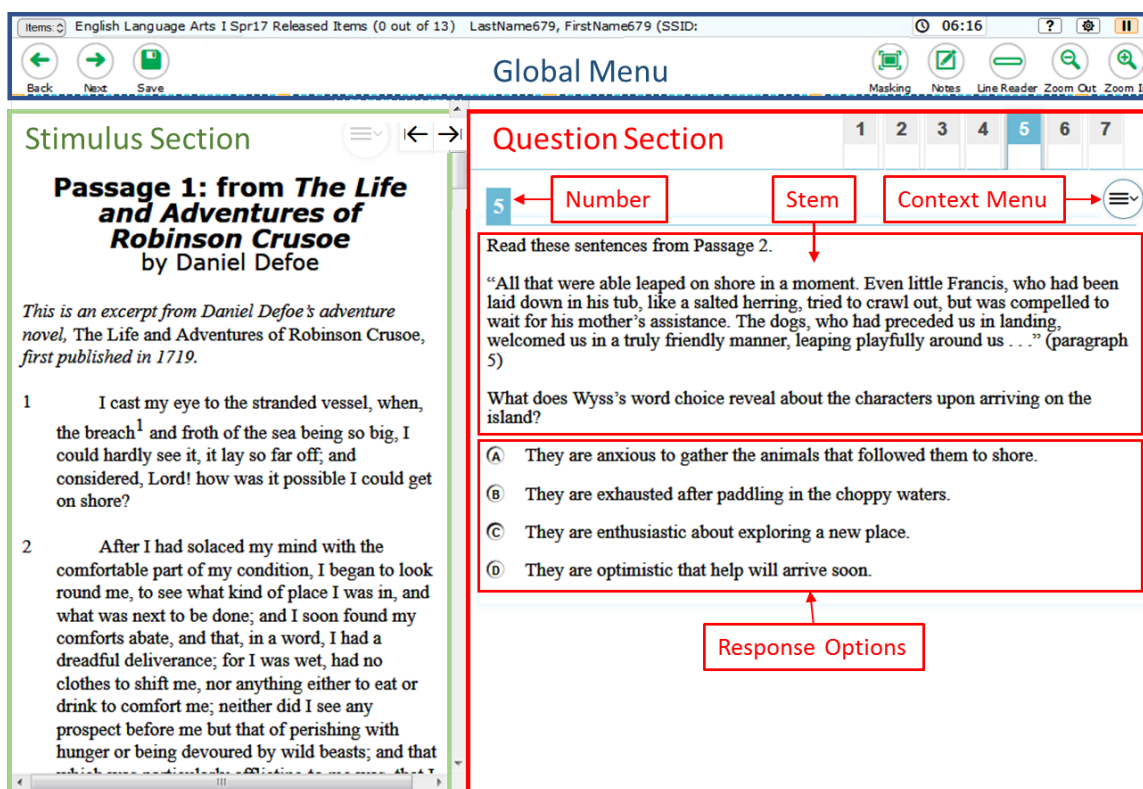
Section III. Understanding AVA

Figure 8 displays a sample benchmark module page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Note: Depending on how an item has been composed, part of the item may be included within the stimulus section.

Figure 8. Sample Benchmark Module Page

Benchmark Module Tools

AVA includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page, or by selecting options from the context menus that appear in the *Question* and *Stimulus* sections of the assessment page.

Table 2 lists the tools available in the *Global Menu* section of the test page,

Table 3 lists the tools available in the *Question* and *Stimulus* sections (context menu tools), and

Table 4 lists any additional tools that are available on the assessment page.

Table 2. Global Tools

Tool Name	Instructions
Calculator	To use the on-screen calculator, select **Calculator** in the global menu.
Dictionary	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Help	To view the on-screen **Help Guide** window, select the question mark **?** button in the upper-right corner.
Line Reader	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. This tool is not available while the Highlighter tool is in use.
Masking	The Masking tool temporarily covers a distracting area of the test page. To use this tool: • Select **Masking** in the global menu. • Click 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.
Notes	To enter notes in an on-screen notepad, select **Notes** in the global menu. The text entered in this tool cannot be copied and pasted into an item's response area.
Pause	To pause a test, select ⏸. If you pause the test, then you will be logged out.
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.
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 3. Question and Stimulus Tools

Tool Name	Instructions

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**.
	  ▪ If only one ASL video is available, the video opens automatically.
	
	If multiple ASL videos are available, sign language (🤟) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.

Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap in the upper-right corner and a flag icon appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.

Strikethrough	For selected-response questions, 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:
	
	• Option A:
	  a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	  b. Select each answer option you wish to strike out.
	  c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	Option B: Right-click an answer option and select **Strikethrough**.

Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

Table 4. Other Tools

Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow ⤢ icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ⤢ icon again.

Section IV. Benchmark Module Rules and Navigation

This section describes how to navigate a benchmark module, pause a benchmark module, and complete a benchmark module review.

Responding to Questions

When viewing a benchmark module, you can practice responding to the questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

> **Note:** Grouped questions may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner of the page. These tabs may also include a stimulus icon 📄 that you can click to view the stimulus associated with the grouped questions.

Figure 9. Question Buttons

Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.

- To jump directly to a benchmark module page, select the required question number from the **Items** drop-down list.

Pausing Benchmark Modules

You may pause the benchmark module at any time but pausing the benchmark module automatically logs you out of AVA. To return to the benchmark module, you must log back in and select the benchmark module again.

To pause the test:

1. Click ⏸ in the upper-right corner. A confirmation message appears.

2. Click **Yes** to confirm that you want to pause the test.

Benchmark Module Timeout

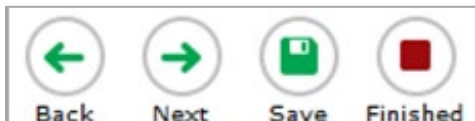AVA automatically pauses the benchmark module and logs you out after 30 minutes of inactivity.

> **Note:** Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Finishing the Benchmark Module Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 10. Finished Button in Global Menu

When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the benchmark module, click **Yes**.

- To continue reviewing the benchmark module, click **No**.

Reviewing Marked Questions

The *You are done entering data.* page gives you one more opportunity to review questions.

Figure 11. You are Done Entering Data Page

To review questions again:

1. Click the question number you want to review. The page for that question appears.

   o You can navigate the benchmark module as you did when initially entering responses. The navigation buttons are still available in the global menu.

- o   To return to the *You are done entering data.* page, click **Finished**.

2.   To complete your review, click **I'm done here.**

Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done reviewing the benchmark module. The warning message gives you two options:

- To return to the *You are done entering data.* page, click **No**.

- To complete your review of the benchmark module, click **Yes**.

The *Done Reviewing Benchmark Module* page appears when your review is complete.

Figure 12. Done Reviewing Benchmark Module Page

- Click **Log Out**. The AVA *Login* page appears. If you wish to review another benchmark module, you must log in again.

User Support

If this user guide does not answer your questions, please contact the RISE Help Desk.

> **RISE Help Desk**
> **Customer Support Phone:** 1-877-269-4966
> **Customer Support Email:**
> RISEhelpdesk@cambiumassessment.com
> **Online Chat:** https://utahrise.org/chat.stml

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The LEA and school name

- The Test Administrator name and contact information

- The test name and question number

- Any error messages and codes that appeared

- Operating system and browser information