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Introduction to this User Guide

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the New Hampshire Statewide Assessment System that allows authorized users to view the fixed-form interim and benchmark 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 Tests** explains how to select a test to review.
- **Understanding AVA** describes the layout of AVA.
- **General Test Rules and Navigation** explains how to navigate the test.

Table 1. Key Icons and Elements

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><img src="image" alt="Text" /></td>
<td>Bold text is used to indicate a link or button that is clickable.</td>
</tr>
</tbody>
</table>

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *System Requirements* 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 Administrator User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*. 
• For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the New Hampshire Statewide Assessment System Portal (http://nh.portal.airast.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 New Hampshire Statewide Assessment System Portal (http://nh.portal.airast.org/).
## Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the New Hampshire Statewide Assessment System Portal.


2. Select your user role.

3. Select **Assessment Viewing Application**. The login page appears.

4. Enter your email address and password.

5. Click **Secure Login**. The **Choose a Test Grade** page appears.

### About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an email containing a temporary password and a login link for the New Hampshire Statewide Assessment System. To...
activate your account, you must log in within 7 days of receiving the email. You must update your password and set a security question.

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

  Select [Click here to request one](#) on the login page to request a new temporary password. Enter your email address in the *Email Address* field. The New Hampshire Statewide Assessment System Help Desk will send you a new email with a new temporary password.

- **If you forgot your password:**

  Select [Forgot Your Password?](#) on the login page and then enter your email address in the *Email Address* field. The New Hampshire Statewide Assessment System Help Desk will send you an email with a new temporary password.

- **If you did not receive an email containing a temporary password:**

  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 District or School Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the New Hampshire Statewide Assessment System 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.
Section II. Accessing Tests
This section explains how to select tests to review in AVA.

Step 1 – Choosing a Test Grade
On the Choose a Test Grade page, you select the grade level of the test you wish to review.

To select a grade:
1. From the Student Grade Level drop-down list, select the required grade level.
2. Click Next. The Available Tests page appears.
Step 2 – Selecting the Test

The Available Tests page displays the tests available for the selected grade level.

![Available Tests Page](image)

To select an available test:

- Click the required test name. The Choose a Test Form page for that test appears.
Step 3 – Choosing a Test Form

The Choose a Test Form page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

To select a test form:
1. If the Test Forms drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the Test Forms field.
2. Click Next. If the test includes audio content, the Sound Check page appears. If not, the first test page appears.

Step 4 – Audio Playback Check

1. The Audio Playback Check page allows you to verify the functionality of any audio content that the test may include. Be sure to unmute the speakers on your device, if necessary.

To perform the audio playback check:
1. Click the speaker icon to play the sample audio.
2. If you hear the sample audio, click I heard the sound. The first test page appears. If you do not hear the sound, click I did not hear the sound, and consult the technology coordinator.
Section III. Understanding AVA

Figure 8 displays a sample test 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.

Figure 8. Sample Test Page

Test 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 test page.

Table 2 lists the tools available in the Global Menu section of the test page, while Table 3 lists the tools available in the Question and Stimulus sections (context menu tools).

Table 2. Global Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom buttons</td>
<td>To enlarge the text and images on a test page, select <strong>Zoom In</strong>. Multiple zoom levels are available. To undo zooming, select <strong>Zoom Out</strong>.</td>
</tr>
<tr>
<td>Questions</td>
<td>To quickly return to a specific question page, click the <strong>Questions drop-down list</strong>. Marked pages display (marked) in this list.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Back, Next</td>
<td>The Back and Next navigation buttons in the upper-left allow movement between test pages.</td>
</tr>
<tr>
<td>Pause</td>
<td>The Pause button pauses the test and logs you out of AVA.</td>
</tr>
<tr>
<td>Finished</td>
<td>The Finished button appears at the end of the assessment. Click this button to end the test review process.</td>
</tr>
</tbody>
</table>

**Table 3. Question and Stimulus Tools**

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Passage</td>
<td>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.</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 in the upper-right corner and appears next to the number. The Questions drop-down lists displays &quot;(marked)&quot; for the selected question.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>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:</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 click outside the question’s response area.</td>
</tr>
<tr>
<td></td>
<td>• Option B:</td>
</tr>
<tr>
<td></td>
<td>a. Right-click an answer option and select Strikethrough.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>To view a short video demonstrating how to enter a response for a particular question type, select Tutorial from the context menu.</td>
</tr>
</tbody>
</table>
Section IV. General Test Rules and Navigation
This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions
When viewing a test, you can practice responding to the test 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. Buttons for each question in the group appear in the upper-right corner of the page. These buttons may also include a stimulus icon that you can click to view the stimulus associated with the grouped questions.

Navigating to Questions
You can navigate to questions page-by-page or jump directly to a question’s test page.

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

• To jump directly to a test page, select the required question number from the Questions drop-down list.

Pausing Tests
You may pause the test at any time. Pausing the test automatically logs you out of AVA. To return to the test, you must log back in and select the required test again.

To pause the test:
1. Click Pause in the global menu. A confirmation message appears.
2. Click Yes to confirm that you want to pause the test.

Test Timeout
AVA automatically pauses the test 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 Test Review

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

![Finished Button in Global Menu](image)

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

- To complete the test, click Yes.
- To continue reviewing the test, click No.

Reviewing Marked Questions

The Want to review a question again? page gives you one more opportunity to review questions.

![Want to Review a Question Again? Page](image)

To review questions again:

1. Click the question number you want to review. The test page for that question appears.
   
   - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
   
   - To return to the Want to see a question again? 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. The warning message gives you two options:

- To return to the **Want to see an item again?** page, click **No**.
- To complete your review of the test, click **Yes**.

The **Done Reviewing Test** page appears when your test review is over.

![Done Reviewing Test Page](image)

- Click **Log Out**. The AVA login page appears. If you wish to review another assessment, you must log in again.
User Support

If this user guide does not answer your questions, please contact the New Hampshire Statewide Assessment System Help Desk.

<table>
<thead>
<tr>
<th>New Hampshire Statewide Assessment System Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Support Phone: 1.844.202.7584</td>
</tr>
<tr>
<td>Customer Support Email: <a href="mailto:nhhelpdesk@air.org">nhhelpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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

- The district 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