

# Test Session Set-Up

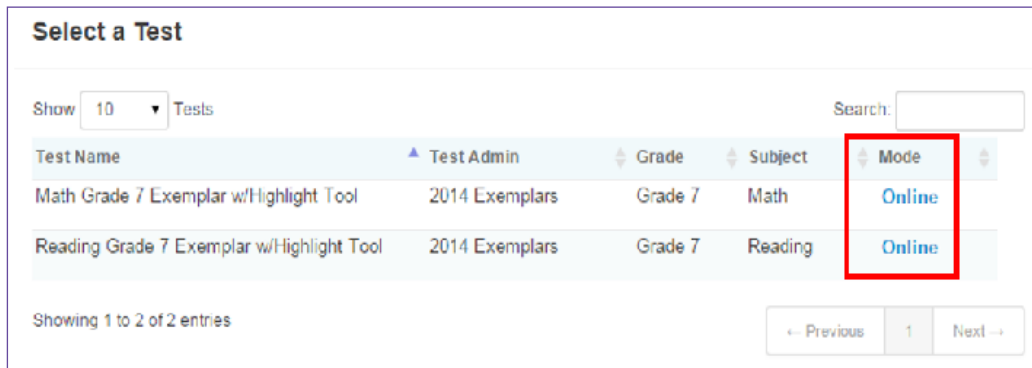
## ACT Aspire Test Session Setup Process

**Objective:** Creating and managing test sessions in the ACT Aspire Portal establishes the Portal as a centralized hub for planning, organizing, and monitoring your ACT Aspire test administration. Test Session setup provides tools for easy scheduling and session-level proctor caching.

To setup test sessions for the ACT Aspire test, please follow the step-by-step instructions listed below.

### To Setup a Single Test Session in the Portal

1. Navigate to the blue Organization dropdown located in the upper-right corner of the dashboard screen to select the school for which you would like to create test sessions.
2. On the menu ribbon, hover over the test type that you would like to create, and click the “Create a Test Session” option from the dropdown menu.
3. On the New Test Details screen, the blue “Create Single” icon will be activated. Click the bullet-list button located next to the Test field under **Step 1, Test Selection** to open the **Select a Test** window. To select the test and mode you wish to administer, click the blue link at the right end of the desired Test Name:



Test Name	Test Admin	Grade	Subject	Mode
Math Grade 7 Exemplar w/Highlight Tool	2014 Exemplars	Grade 7	Math	Online
Reading Grade 7 Exemplar w/Highlight Tool	2014 Exemplars	Grade 7	Reading	Online

4. After selecting the test session subject, grade, and mode, click the calendar icons next to Start Date and End Date under **Step 2, Testing Schedule**. This establishes the overall time frame during which you desire to administer an ACT Aspire test session.

Please note: For CBT testing, it is imperative that you test within the determined test schedule and Daily Test Window.

- For **Step 3, Testing Details**, enter a name for your test session.

Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:

Test Session ID (The first six characters; auto-assigned by the Portal); Test Session Title (The remaining characters) Teacher’s Initials, Grade, Subject.

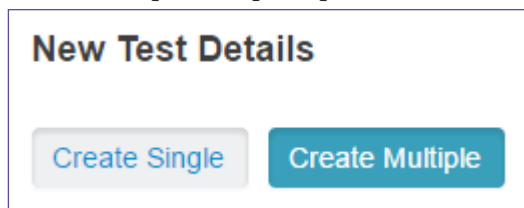
For example, for Jane Doe’s Grade 4 English class, the ID would be “JDG4E” – Teacher: Jane Doe, Grade 4, English.

- If your school has performed Proctor Caching, under **Step 4, Proctor Caching Details**, you will see the Primary Host IP Address and the Primary Host Port. These details ensure that the system is ready for the test. (See below section for Proctor Cache details.) *Please note: Proctor Caching is required!*

- Click Create Test Session to finalize test session details. You may edit open test sessions at any time. **Once a test session is closed, it can no longer be edited.**

## To Setup Multiple Test Sessions in the Portal

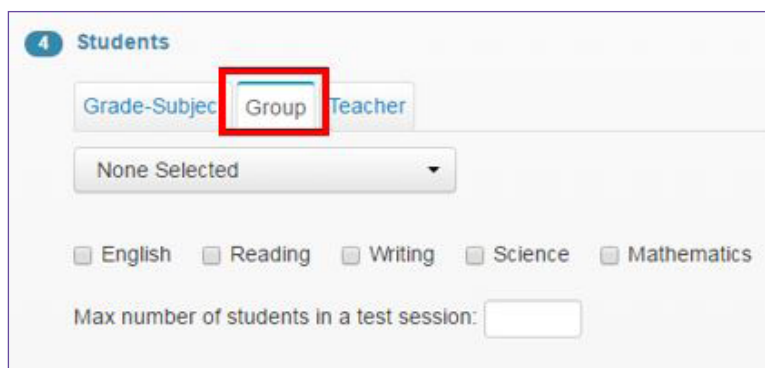
1. Navigate to the blue Organization dropdown located in the upper-right corner of the dashboard screen to select the school for which you would like to create test sessions.
2. On the menu ribbon, hover over the test type that you would like to create, and click the “Create a Test Session” option from the dropdown menu.
3. On the New Test Details screen, the blue “Create Single” icon will be activated. Select “Create Multiple” to open up the menu for creating multiple test sessions at one time:



4. Click the dropdown menu under **Step 1, Test Selection** and select the administration for which you would like to create multiple sessions.
5. For **Step 2, Test Mode**, select the mode (Paper or Online) for the multiple test sessions.
6. For **Step 3, Testing Schedule**, select the Start and End dates, Start and End times, and the Daily Test Schedule for these sessions. This establishes the overall time frame during which you desire to administer an ACT Aspire test session.
7. For **Step 4, Students**, a table will show with three tabs:

*Grade-Subject tab:* This tab displays all grades and subjects, and the associated number of students for each. Place a check mark in each checkbox for the Grade-Subject Tests where test sessions should be created. All of the students listed for the grade/subject will be added to the test sessions.

- *Group tab:* Select a group of students to create multiple test sessions for. Students in this group will added to test sessions. And select one or more subjects. A test session is created for each grade/subject.



- *Teacher tab:* Select a teacher to create multiple test sessions for. Select a subject to create multiple test sessions for. Students assigned to this teacher will be added to test sessions. A test session is created for each grade/subject. Use the checkbox to indicate the teacher will be added to the test session as a Room Supervisor.

Please note: Users may change the maximum number of student in a test session, as needed. Online test sessions maximum is 200. Recommended paper test session size is 400. *Please note: The system uses the student’s Actual Grade to place them in a test session. To schedule a student for Off-Grade testing, do this manually after the test session is created.*

8. If your school has performed Proctor Caching, under **Step 5, Proctor Caching Details**, you will see the Primary Host IP Address and the Primary Host Port. These details ensure that the system is ready for the test. (See below section for Proctor Cache details.) *Please note: Proctor Caching is required.*

9. Click **Create Test Sessions** to begin creating all appropriate test sessions. This may take up to a couple of hours depending on the number of test sessions and number of students.

*Please note: You may check the test session creation status by hovering over the test type on the dashboard menu and selecting “Test Session Jobs Status”. This page will show test sessions with varying statuses. Any session with a “Warning” status can be clicked to view the description of the issue. Click on a student’s Student ID to view the student’s profile.*

**If the Proctor Cache Details Are Not Visible (For Single and Multiple Sessions):**

If you do not see this information, navigate to the Organizations menu and select Proctor Cache Settings.

You will find the Primary Host IP Address by following the appropriate steps below:

- o For PCs:
  - Go to the Start menu on the proctor caching computer.
  - Search for cmd.exe in the Search field.
  - Type “ipconfig” into the command prompt.
  - The IP Address is listed in the IPv4 Address row.

- Enter this information in the Primary Host IP Address.
- o For Macs:
  - Go to the Apple menu on the proctor caching computer.
  - Select System Settings.
  - Select Network.
  - Click on the Active Network Interface (probably Ethernet).
  - Your IP Address will be in the window

In the Port field enter “4480”.

Hit Save. Proctor Caching is now complete.

### **To Copy a Test Session to a New Subject:**

*Please note:*

*To use this functionality you must have Administrator or Test Session Supervisor-level permissions in the Portal.*

*Any users in the original session will be copied to the duplicated sessions.*

*The default Proctor Cache setting will be used for duplicated sessions.*

1. Navigate to a test session that you would like to copy to create a new test session for a different subject.
  - a. For example: You currently have a Math test session with 30 students in it. Those same students also need to be placed into a Reading test session. Please navigate to the Math test session to begin the copying process.
2. On the Test Session Details screen, select the “Copy” button.
3. A list of available subjects will appear. Choose the subject and modes you wish to create the new test sessions for.
4. After making a selection, the option to change the name of the test session will appear. Updating this field is optional.

*Please note: For **paper-based sessions** (paper accommodations such as Large Print, Braille, ASL) the first 6 characters in the Test Session Title field will appear on a paper Pre-ID. Because of this, we suggest the following naming convention:*

Teacher’s Initials, Grade, Subject. For example, for Jane Doe’s Grade 4 English class, the ID would be “JDG4E” – Teacher: Jane Doe, Grade 4, English

5. Select the test start and end dates.
6. Select “Copy” to complete this process. A message will appear inviting you to view the progress of your test session copy request. Click “OK” to proceed.
7. You will be directed to the Test Session Jobs Status page, which will display a status report for any test sessions created using the copy functionality:

**Test Session Jobs Status**

Copied Sessions   Create Multiple   Close Multiple

Show 30   Search:

Date	Created By	Grades	Subjects	Status
12/29/2016 10:13 AM	EXAMPLE NAME	03	W	
09/22/2016 02:22 PM	EXAMPLE NAME	09	R, S	Completed: Success
09/19/2016 10:21 AM	EXAMPLE NAME	09	R	Completed: Success
05/13/2016 11:48 AM	EXAMPLE NAME	09	S	Completed: Success
04/04/2016 01:37 PM	EXAMPLE NAME	09	R, S, M, W	Completed: Warning

Showing 1 to 5 of 5 entries

← Previous   1   Next →

8. Please review the “Status” column for any warnings that occurred during test sessions creation.

The following list provides possible warnings:

Could not create test session

Student(s) not added

Student is already in a test session

Student’s actual grade is not allowed for the destination test session

Student’s actual grade is different than the tested grade (off-grade)

Students from two different grades added to the test session

The current test does not have an accommodated form necessary for a student’s PNP

9. After reviewing these copied sessions you may navigate to any of them to edit any test session information. *Please note: a warning message does not automatically mean that the session cannot be created as originally configured.*

## Assigning User Roles to Test Sessions

**Objective:** Assigning Authorized Users to test sessions distributes test-administration responsibilities to select district and school personnel. Test Supervisors can set and change user permission levels to ensure optimal administrative support and maintain test security.

**To Assign a Test Session Role to an authorized Portal user:**

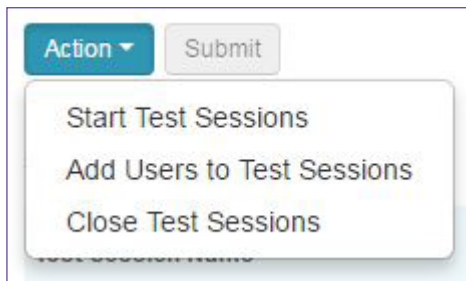
1. From the My Test Sessions screen, locate and select the test session to which you wish to add authorized users.
2. From the Test Session Details page, select the Authorized Users dropdown on the right

side of the screen just under the Quick Guide to display the list of authorized users.

3. Click the Add/Edit link to open the Add & Remove Users/Change User Permissions window.
4. In the Add & Remove Users/Change User Permissions window, locate the individual to whom you want to assign a test session role, and click the Not Assigned link next to the user's name. This will open a separate box from which you can assign a user the role of Test Supervisor, Room Supervisor, or Guest. (See the ACT Aspire User Roles Overview for information on test-session user roles.)
5. If you wish to add a user who is not yet registered in the ACT Aspire Portal, you can send an invitation from the test session by selecting the "Invite" link and placing the desired email address in the "Invite Room Supervisor to Test" popup. The user will receive an email invitation and will automatically be added as a Room Supervisor to the desired test session.

### To Invite a New User to a Test Session

1. On the "My Test Sessions" page, locate and click the "Action" dropdown button:



2. Select the "Add User to Test Sessions" option from the dropdown menu:  
*Please note: The functionality to start and close multiple test sessions is also found from this Action dropdown menu.*
3. The list of test sessions will reload with empty checkboxes next to each test session name. Select the test sessions for which you would like to invite a room supervisor to and click "Submit".
4. A popup window will display showing the test session permission role that each user has for all of the selected test sessions. Users with a warning icon do not have the same permission role in all of the selected test sessions or may not be an authorized user in all of the selected test sessions.
5. Select the checkbox next to a user's name and select the "Assign Permissions" dropdown to assign a "Not Assigned" user with a Test Supervisor, Room Supervisor, or Guest permission.  
*Please note: Permissions can't be changed for users identified as "Creators". Users changed from a permission role to "Not Assigned" will be removed from all selected test sessions.*
6. Click "Save" when finished to save your changes. A "Success" message will appear; click "OK" to proceed.

### Adding and Removing Students from Test Sessions

**Objective:** The Add and Remove Students functionality gives Test Supervisors a user-friendly tool for managing test session rosters in the ACT Aspire Portal. This allows users to adjust to changes in a school's student enrollment or easily place students into new test sessions as necessary.

*Please note: Users may add up to 200 students to computer-based test sessions.*

### **Adding Students**

1. From the My Test Sessions screen, select the test session to which you will add students. This action will open the Test Session Details screen.
2. Click the Add button. Please note that, if you wish to re-test a student on a subject after they have already tested in another session, they must be Force Closed in the test session, reinstated to test in the appropriate subject, and then added to the new test session.
3. Select the boxes next to the names of students you wish to add, and then click Done.
4. A “Success” message will appear; click “OK” to proceed.

### **Removing Students**

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Click the Remove button. Please note that students must be in Scheduled or Ready status to be removed from a test session. Once a student’s test session has been Started, the student cannot be removed from the session.
3. Select the boxes next to the names of students you wish to remove, and then click Done.
4. A “Success” message will appear; click “OK” to proceed.

### **Moving Students to a New Session**

1. From the My Test Sessions screen, select the test session from which the student(s) will be removed. This action will open the Test Session Details screen.
2. Select the boxes next to the names of students you wish to remove.
3. Click the Remove button.
5. A “Success” message will appear; click “OK” to proceed.
4. Return to the My Test Sessions screen and select the test session to which you will add student(s). This action will open the Test Session Details screen.
5. Click the Add button.
6. Select the box next to the name of the student(s) you wish to add, then click Done.

## **Adding Students to Sessions Using Groups Created**

**Objective:** The ACT Aspire Portal gives test session creators the ability to build sessions by loading students according to Groups that have been created either in the Student Data Upload process or in the Portal. Using Groups to set up test sessions may facilitate a smoother test administration, and grants Administrators and Test Coordinators the ability to create Online Reports according to specific criteria.

*Please note: A group must already be created and populated with students before attempting to add a group to a test session. See **Creating Student Groups in the Portal**.*

### **To Add a Group to a Test Session:**

1. Locate and select the test session to which you wish to add students, either from the



Dashboard or the My Test Sessions screen.

2. From the Test Session Details screen, click the Add icon to add students to the test session.
3. From the Add Students screen, click the Groups dropdown menu.
4. From this dropdown menu, choose the group you wish to add to the test session. Please note that more than one group may be added to a test session at one time. Simply use the checkboxes next to the names of each group you wish to add to the test session.
5. After you have chosen the group(s) you would like to add, click the blue Filter icon located directly to the left of the Groups dropdown menu:
6. After you click the Filter button, only the students from the selected group will appear on screen.
7. To add all students from the Group(s) to the Test Session, click the check box next to the State ID heading at the top of the menu to select all students on the page.
8. This action will populate the test session with *all students* in the group(s).

Click Done to add the group(s) to the test session.