# PREPARATION GUIDE FOR STUDENT TESTI NG



# PERFORMANCE MATTERS

# TESTING PLATFORM

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# FAQ 1- How do I prepare students' District Issued Devices?



1 Charge computer overnight

2 Updates are paramount

3 Restarting everyday

District-issued devices require that all users do the following.

- Charge the laptop or tablet nightly by plugging it into an outlet so that all updates are being pushed through.  This could include receiving the most recent browser or previewing Adobe PDF files properly.

- Leave the device on while it is charging.

- Test Administrators should instruct students to restart the computer before the testing sessions begins.  Make it a common practice to have the first class restart and the last one to plug in the devices.

# FAQ 2- Logging Students into Performance Matters

**1** Ensure that students know their 7-digit student ID and password.

**2** Conduct a trial run of student logging into the Portal and Performance Matters.

**3** Decide when the test will be released to student.

## How do students login to the Performance Matters Platform?

Students login into the M-DCPS Student Portal using their credentials through the **_Google Chrome_** web browser**.**

**Students logging in for the first time** **will be presented with an additional login** screen.  This screen is to authenticate the user.  Note on that on the bottom of the screen that students must use their **Student ID@students.dadeschools.net** as the second layer of security login.

DadeSchools.net
Giving our students the world

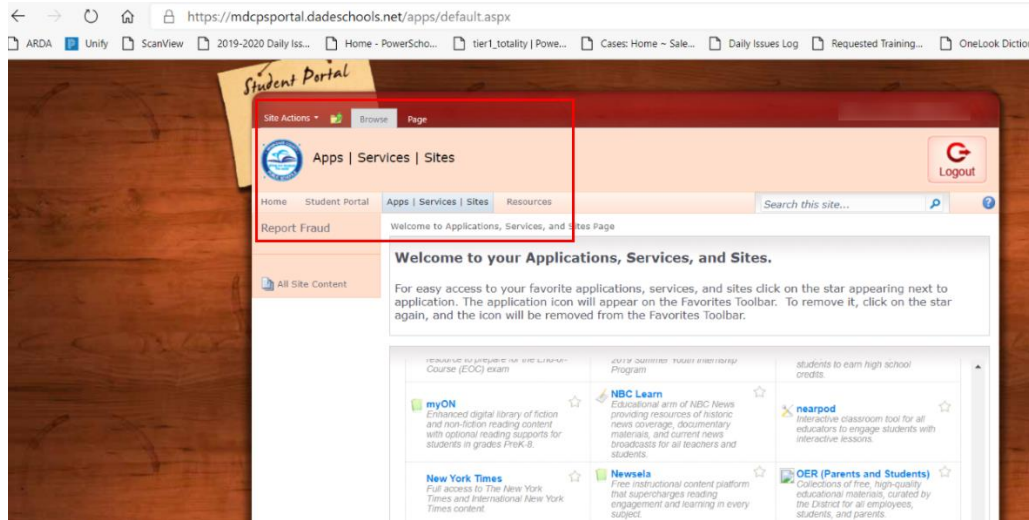Sign in with your organizational account

0849809@students.dadeschools.net

••••••••

Sign in

Employees: Use EmployeeNumber@dadeschools.net
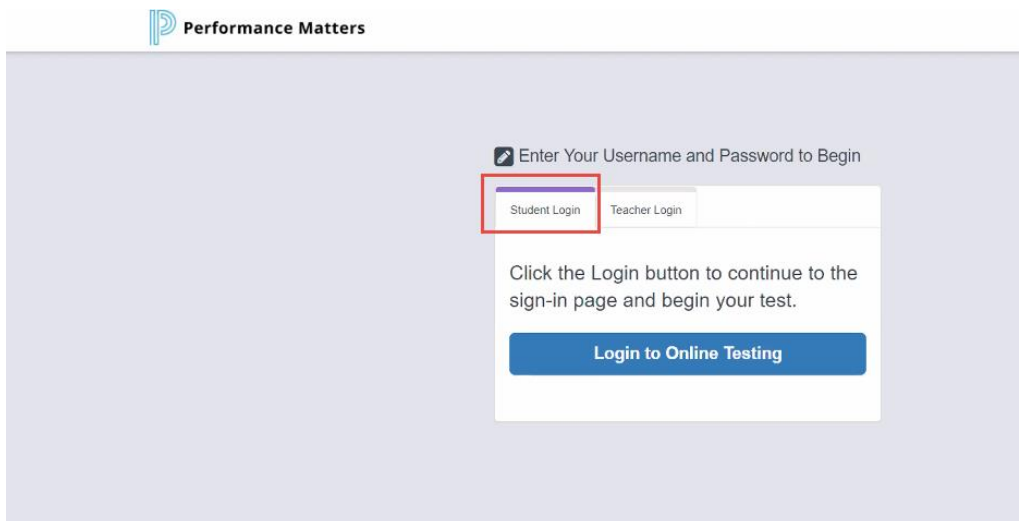Students: Use StudentID@students.dadeschools.net

Students logging into the portal should see the screenshot below after entering the Portal successfully.



Click **Apps|Services|Sites** at the top, Scroll down to the **Performance Matters App and click to enter the testing platform.**
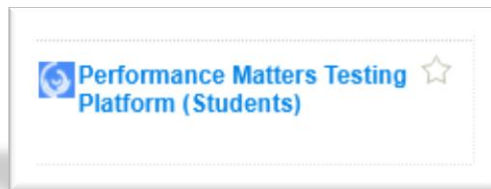


Students should click the **Login to Online Testing** button.

Teachers should be aware that students might be assigned to multiple assessments from different teachers.  Make sure that you direct students to clicking the name of the correct assessment that will be administered.   Also, one test might have multiple sections, and each section must be released to the student.

The screenshot below indicates an assessment with more than one section. Note that when releasing an assessment, one or both sections can be released.   If both sections are released, students will be able to take both sections.  To avoid students taking both sections, release one section at a time.



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## Resources

💻 Administer the *Navigational Practice Test* prior to the Administration of an assessment as a practice for students.  **The test ID# is 2117185 and can be found open in the Test Center within Performance.  It is a non-graded computer-based practice test to familiarize and acquaint students to the online testing environment.**

▶️ Student Experience Video:
https://performancematters.wistia.com/medias/wztla4fwv4

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# FAQ 3- Students Unable to Login to Performance Matters

1. Ensure that students are using the correct student ID and password.

2. Check the Browser

3. Validate time and date on computer with EST.

**Why are students not able to login into Performance Matters Testing Platform or begin testing?**

There could be several reasons that students are not able to login into the Performance Matters Testing Platform.
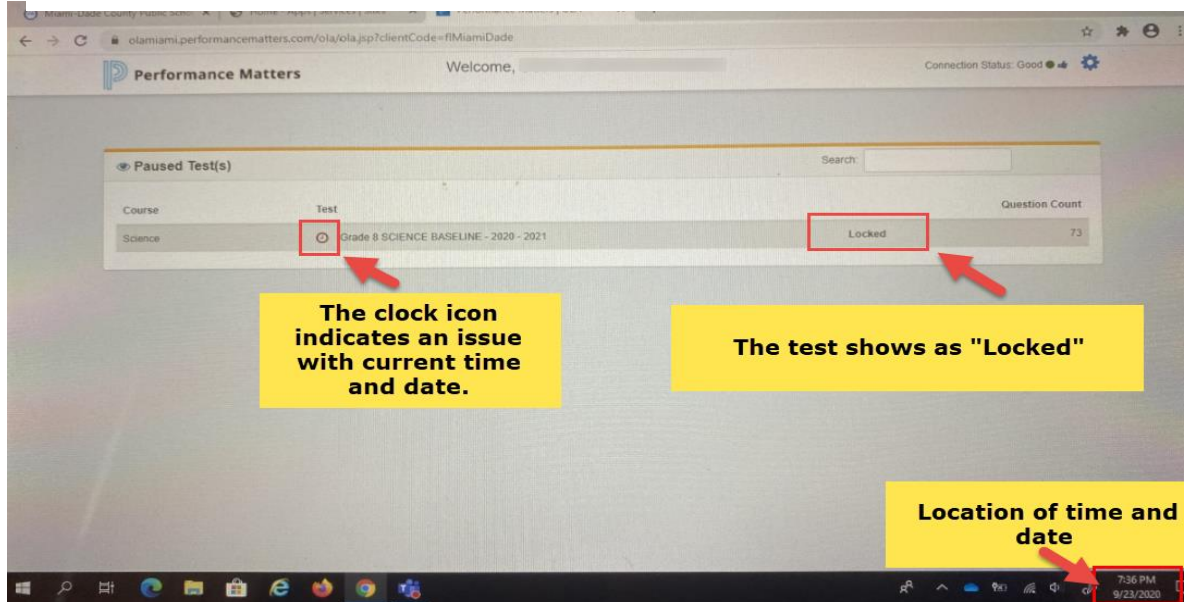
**Reason 1**

Ensure that students are entering their correct 7-digit ID number and password. If students set their own password and are unable to recall it then the teacher does have the option to reset students' passwords on the Portal.

**Reason 2**

Check to see if the student is using the **Google Chrome** browser to login. Using the wrong browser prevents the student from viewing the items correctly.

# 3

Students' date and time on their computer is not consistent with the current day and time. Have students click the **Windows** icon, select **Settings**, click on **Time and Language**



The clock icon indicates an issue with current time and date.

The test shows as "Locked"

Location of time and date

# 4

Students are sharing district issued devices and the previous student did not log off the computer correctly. Make sure all users completely log off by clicking the **Accounts** icon, if using a Windows machine. Student should select switch user. Then login to the machine user his/her username and password.



**Accounts** icon

# FAQ 4 - Assign and Releasing Test to Students



1. Decide if you want to release test to the entire group or by class section.

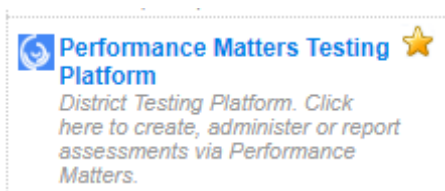2. Plan if you will be administering the entire test, partial, or sections.

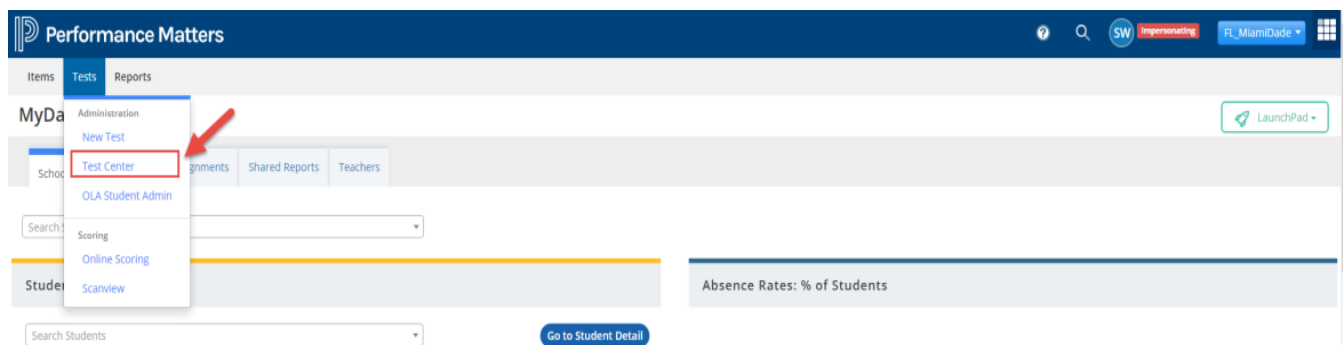3. Ensure that you lock the asssessment at the end of the testing session

**How do I assign and release a test to students in Performance Matters?**

Login to Performance Matters via the **Portal** using your district credentials.

Click the **Apps|Sites|Services** link, scroll down to the **Performance Matters app.**



**Performance Matters Testing Platform**
District Testing Platform. Click here to create, administer or report assessments via Performance Matters.
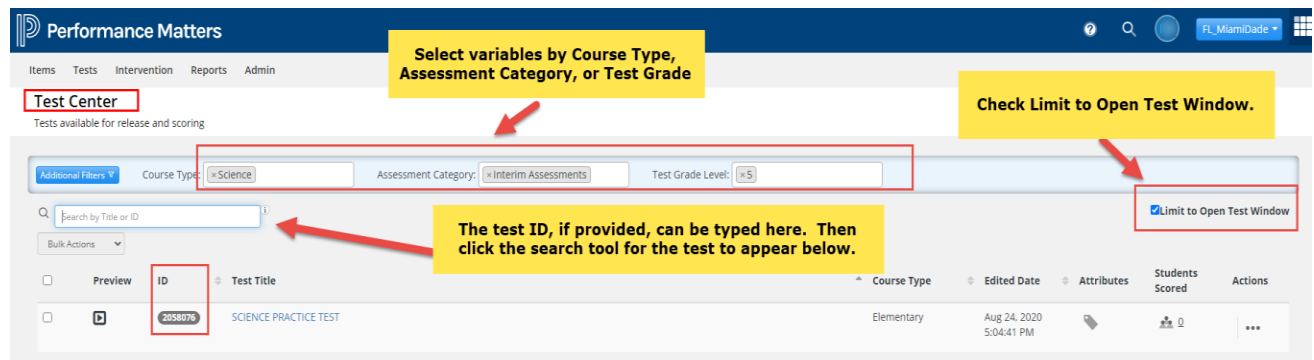
Click on **Tests** from the menu, and then **Test Center**
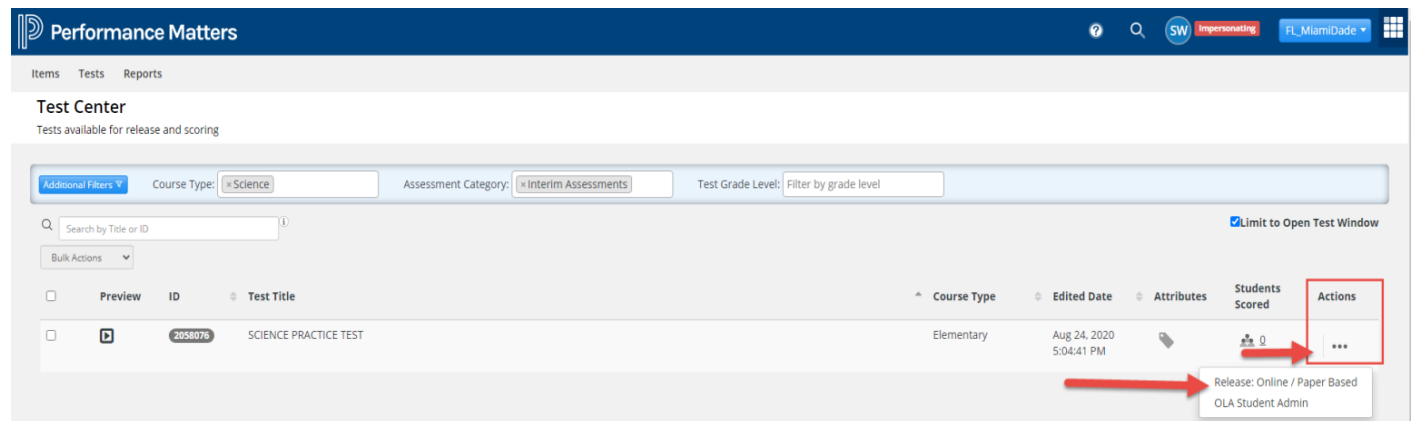
In test center, search for the test by **Test ID/Name** or filter for **Course Type**, **Assessment Category**, or **Test Grade Level**.

Click in the box next to **Limit to Open Test Window** to display all of the assessments that are available to release for administration.



Under **Actions** click the ellipses icon
Select **Release:  Online /Paper-Based** from the dropdown menu

1. **Test** screen appears with all students associated to the test and by default all students appear as selected and **Unassigned.** To make the test available online to the selected students, click **Release.** Selected students will now have access to the test when they sign into the Performance Matters from the portal.
2. To unrelease the test for all selected students, click **Unrelease**. Selected students will no longer have access to the test when they sign into the portal.
3. Click **Close**.



To deselect any students click the check next to their name
To assign students by class or section click the **All Classes**
To assign the assessment to selected students click the **Release** icon

**The Add Student Filter can be used to select specific classes or students.**

## Resources

- Assign/Release and Monitoring in Performance Matters Session recording – password for recording – Performanc3!: **https://powerschool.zoom.us/rec/share/0BtV2MOL2Yoz1588ZVzmBbg-SU2j_JjiFmHs0r2RrMBYg7-URXIqaEGhe0npIQ1M.qGl4IkT_RjTpmCdV?startTime=1600369656000**
- Animated Google Doc https://docs.google.com/document/d/1rITOfLki97DU2tMoEj7SjDF8wDefODs5u68AqKO-xMw/edit?usp=sharing

# FAQ 5 - Monitoring and Proctoring Students



**1** Login on one or two devices to monitor students

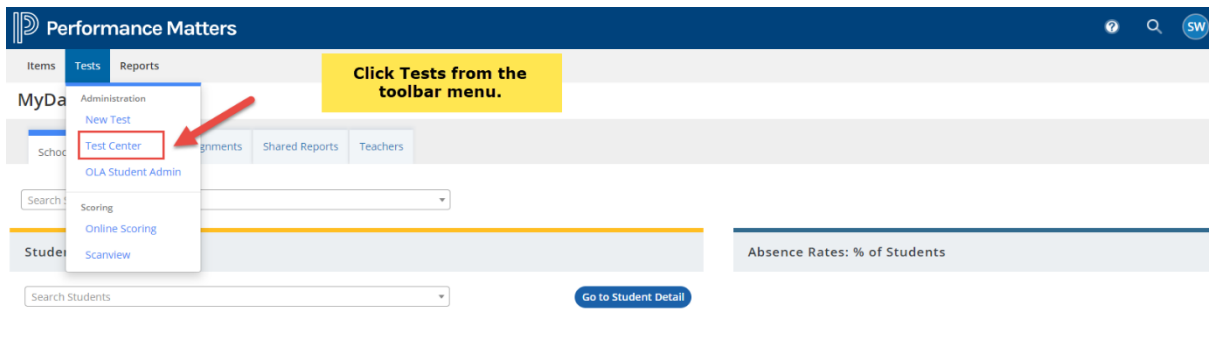**2** Remote proctoring or Face-to-Face

**3** Microsoft Teams or Zoom

**How do I monitor and proctor students while taking a test in Performance Matters?**

The **OLA Student Administration** is the "live" tracking and monitoring of students while they are taking the assessment online.  The OLA Student Admin screen can be accessed through the **splash screen** (**main page**) page or **Test Center**.

## Accessing through Splash Screen

Tests ➡️ Test Center



Click Tests from the toolbar menu.

# Accessing through Test Center

**Actions** ➡️ **OLA Student Admin**



The **OLA Student Administration** screen should be present on the teacher's computer screen whether in a face-to-face or remote environment.

In a face-to-face environment the OLA Student Administration should be accessible on the teacher's device and be displayed during the entire testing session.

In a remote environment, teachers can proctor a session on Zoom or Teams while monitoring their progress in the Performance Matters OLA Administration screen. This may be accomplished in two ways: splitting the screen to view both activities on one device; or using two devices, one for the live session, and the other for the OLA screen.
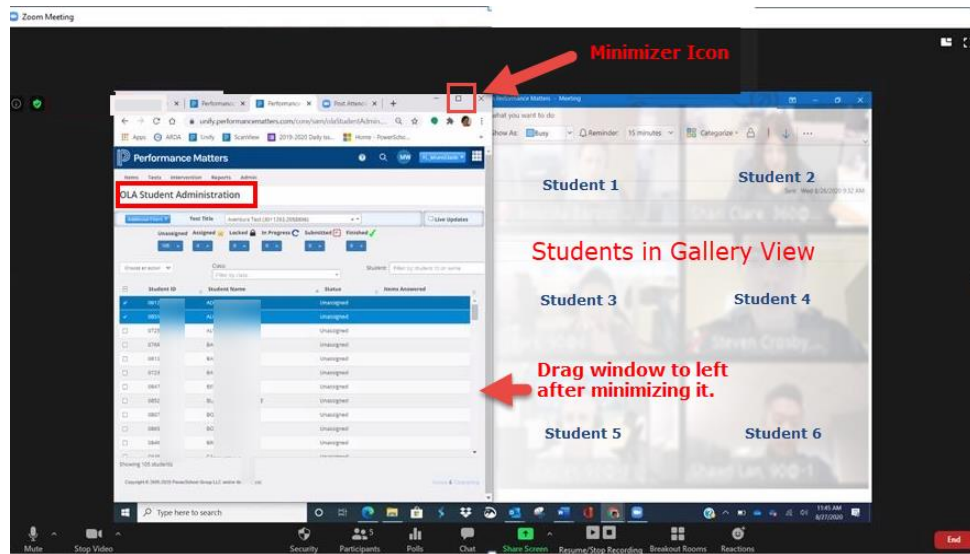


In a remote environment a teacher can use two devices for example, a tablet for logging into the OLA Student Administration screen and a laptop or desktop to view students in Zoom or Microsoft Teams.

The procedures for monitoring students within OLA Student Administration should be followed below.

- Select the name of the test in the **Test Tile** dropdown menu bar to be administered.

**Status Bar- Shows the progression of the students while they are testing.**

- Click **Live Updates** to view current actions that are occurring with students.
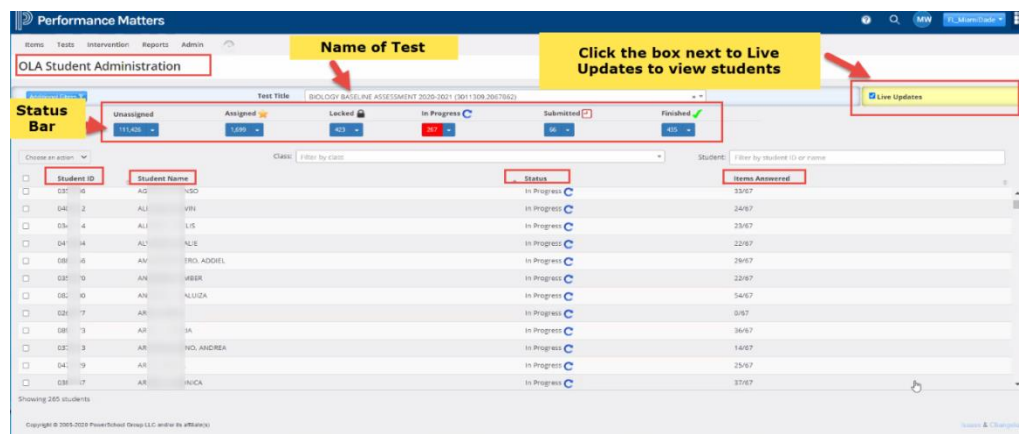
- Click the number under any of the statuses and a list of students appear.  These students are currently in that state on the test.

- Click the down arrow to complete an action on the group of students under this category.  Selecting any action applies to the entire group of students under that status.



Students status will move from **Assigned** to **In Progress.**

Note the number of **items being answered** as students are progressing through the test.

Once students hit **Submit within the test**, they are moved to the **Submitted** status.

The test is completed once students have moved to the **Finished** status.

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## Resources
- Session recording – password for recording – Performanc3!:
  https://powerschool.zoom.us/rec/share/0BtV2MOL2Yoz1588ZVzmBbg-SU2j_JjiFmHs0r2RrMBYg7-URXlqaEGhe0nplQ1M.qGl4lkT_RjTpmCdV?startTime=1600369656000
- Animated Google Doc:
  https://docs.google.com/document/d/1rITOfLki97DU2tMoEj7SjDF8wDefODs5u68AqKO-xMw/edit?usp=sharing
- Student Experience Video:
  https://performancematters.wistia.com/medias/wztla4fwv4
- Manage Online Testing with OLA Student Admin
  https://performancematters.wistia.com/medias/mhfy9u7xrw

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# FAQ 6 - Resolving Student Issues During Testing

**1** Student is locked out of the test.

**2** Student submitted the test prematurely.

**3** Students were unable to complete the test session.

> **How do I resolve students who are locked out of the test session or submitted the test prematurely?**

**Troubleshooting in OLA Student Administration:**

The **Choose An Action** dropdown menu is used to perform an action that either advances or restores a student while testing.
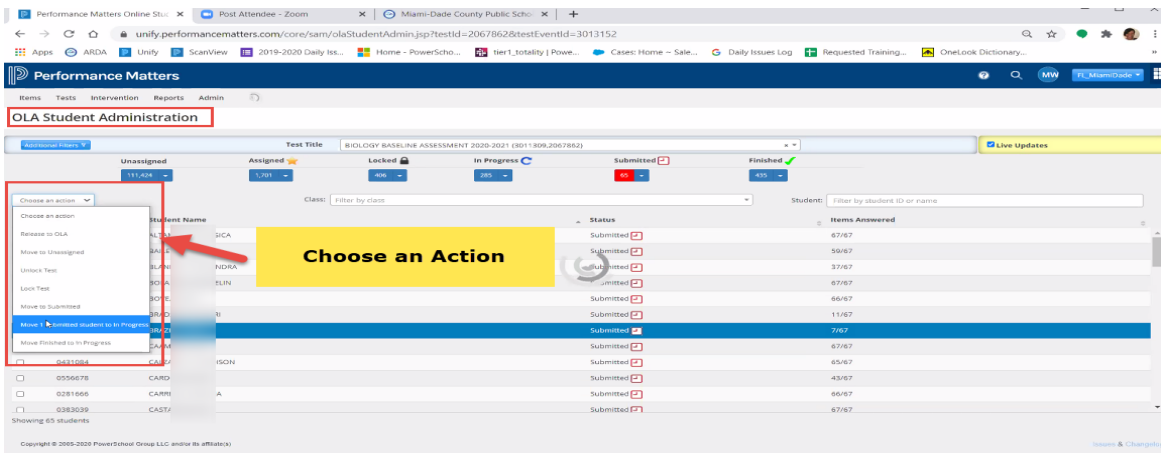


**Locked Status –** The lock feature activates if a student clicks out of the testing window or attempts to minimize the browser.

- Resolve: Click in the box next to the student's name, select **Unlock**.  The student can resume testing.

**Submitted Status**– If a student submits the test prematurely and is not finish with the assessment.

- Resolve- Click the box next to the student's name, select **Move 1 Submitted Student to In Progress.**

**Finished Status**– if a student submitted an incomplete test and it moves to Finish.

- Resolve – Click the box next to the student's name, select **Move Finished to In Progress.**

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## Resources

Unlock Student Tests
https://performancematters.wistia.com/medias/orv86v485h

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# FAQ 7 – Using a Tablet or Cellphone for Online Testing



1. Tablets touch screens are sensitive.

2. Navigating TEI items can pose an issue.

3. Students receiving messages or accessing apps on cellphone

**Can students use a tablet or their cellphone for taking a test in Performance Matters?**

Yes, a tablet or cellphone can be used by the student to take a test in Performance Matters. While a laptop, desktop, or tablet is preferred for student testing a cellphone could present some issues.

Touch screen devices are "highly sensitive" and could pose a problem for younger students. These devices are more susceptible to lockouts due to registering a larger area on the screen than a keyboard and mouse. Technology-enhanced items can be challenging especially, if students are presented with a drag-n-drop, hotspot, or graph item types. Students should have prior classroom experience and practice with the device before it is used in a testing environment.

Cellphones are not ideal but can be used when the test consist mainly of multiple-choice item types. Keep in mind that cellphones limit students viewing of the testing window. Students should be directed to turn off their text and messaging capabilities while testing. If students receive a call, text messages, or navigate to an app on their phone while testing then the lockdown feature activates.

Finally, as a test administrator you want to students to have a positive testing experience as well as not introducing any factors that would hinder students' true achievement

# FAQ 8- What Tools are Available for Student Use?



**1** Tools are available on the students testing screen,

**2** Students need to active accomodated tools.

**3** Students should be familiar with tools being used.

Tools are available to **all** students. Performance Matters does not have the capability to permission tools at the student level. Test creators should decide prior to testing which tools will be available to all students. Test administrators should further decide which students will be directed to using certain tools available at the gear icon.

The tools visually available once students launch the assessment are the flag, eliminator, highlighter, and straight edge tools. These are only available if the test creator selected these tools at the test level.

Tools that are not visually available are accommodated tools such as magnification, contrast, text-to-speech, and line focus. Students must be instructed to click on the gear and select tools that are appropriate. All students should not be directed to the gear, but only students needing that accommodation.
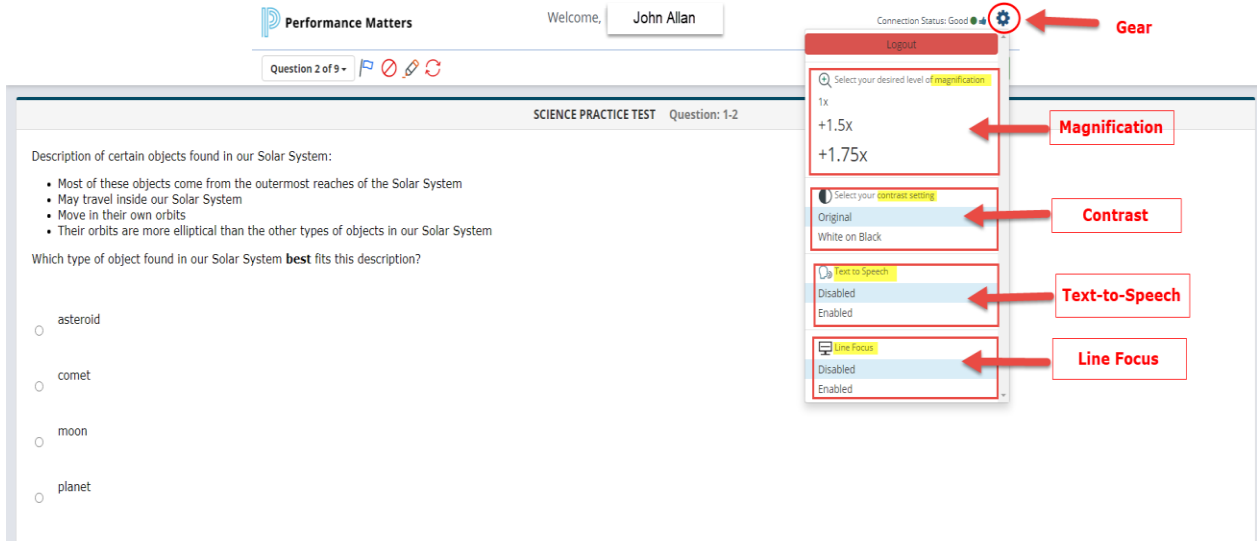


| Resources |
| --- |
| Using the Online Testing Tools<br>https://performancematters.wistia.com/medias/0p1f8fkld8<br><br>Using Text-to-Speech Tool in Online Testing<br>https://performancematters.wistia.com/medias/fltn3ddzwq<br><br>Student Video on Using Text to Speech Tool<br>https://performancematters.wistia.com/medias/er1dougr8t |