

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

This quick guide provides brief instructions for the most commonly used features of the FSA systems: the Test Information Distribution Engine ([TIDE](#)), Test Delivery System ([TDS](#)), and Online Reporting System ([ORS](#)). The user roles that can perform each task are indicated in parentheses in each section.

DAC = District Assessment Coordinator

SAC = School Assessment Coordinator (CBT Coordinator role in TIDE)

SA = School Administrator

TA = Test Administrator

TIDE

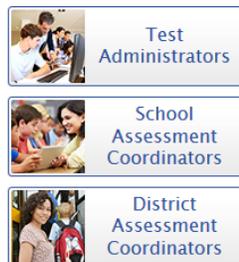
District and School Assessment Coordinators use TIDE to add and manage user accounts and student information for the FSA assessments. This section provides a brief overview of the steps for adding user accounts and students. Complete information about TIDE is available in the *TIDE User Guide*.

Logging in to TIDE (DAC, SAC, SA, TA)

On the FSA portal (www.FSAssessments.org),

TIDE Login

- Click a user card.
- Click the **TIDE card**.
- Enter your username and password and click **Sign In**. The TIDE homepage appears.



Please Log In

Username:

Password:

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Adding Individual Users to TIDE (DAC, SAC)

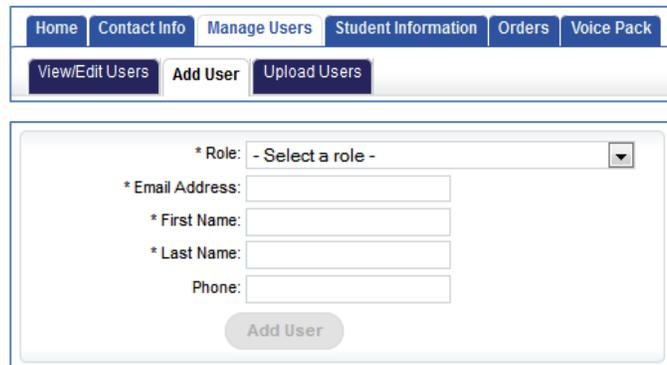
- Click the **Manage Users** tab.
- Click the **Add User** tab.
- From the **Role** drop-down list, select the user role you wish to assign.

Verify that the district and school are correct, and then add the user's first name, last name, and email address. Adding the phone number is optional.

The email address is the user's login for TIDE, the TA Interface, and ORS and cannot be edited later. Ensure that you enter it correctly.

- Click **Add User**.

TIDE – Manage Users: Add Users



The screenshot shows the 'Manage Users' tab selected in the navigation menu. Below the menu are buttons for 'View/Edit Users', 'Add User', and 'Upload Users'. The 'Add User' form contains the following fields: a role selection dropdown (currently set to '- Select a role -'), an email address field, first name and last name fields, and a phone field. An 'Add User' button is located at the bottom of the form.

Uploading Multiple Users to TIDE (DAC, SAC)

Retrieve the Upload File Template

- Click the **Manage Users** tab.
- Click the **Upload Users** tab.
- Download the Excel or CSV template. You will use this template file to compose the upload file.

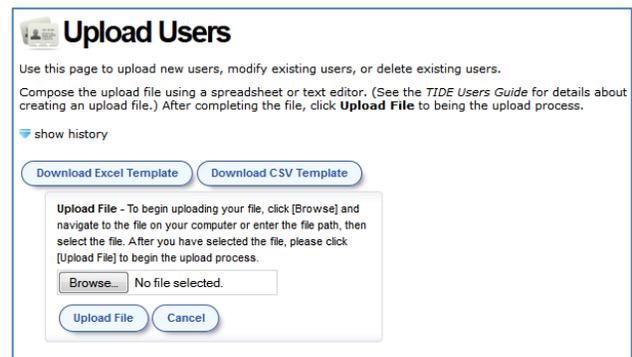
Refer to the *TIDE User Guide* for information about the difference between the Excel (.xlsx) and CSV (.csv) file types and which one to use.

Upload Users Tab



The screenshot shows the 'Manage Users' tab selected in the navigation menu. Below the menu are buttons for 'View/Edit Users', 'Add User', and 'Upload Users'. The 'Upload Users' button is highlighted.

Upload Users Screen



The screenshot shows the 'Upload Users' screen. It includes a title 'Upload Users', a brief instruction: 'Use this page to upload new users, modify existing users, or delete existing users.', and a detailed note: 'Compose the upload file using a spreadsheet or text editor. (See the TIDE Users Guide for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.' Below this is a 'show history' link and two buttons: 'Download Excel Template' and 'Download CSV Template'. A section titled 'Upload File' contains instructions: 'To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.' This section includes a 'Browse' button, the text 'No file selected.', and 'Upload File' and 'Cancel' buttons.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Entering User Information into the Upload File

- Each row represents one user. Populate each column of the spreadsheet, including the district ID, school ID, first name, last name, email address, role, and phone number. In the Action column, enter ADD to add or edit users or DELETE to delete users.

Users can use the ADD action to edit a large group of users' first names, last names, and/or phone numbers. Any edits to the district ID, school ID, email, or role will have to be made by deleting the user and re-adding them.

Upload Users: Template

	A	B	C	D	E	F	G	H	I
1	State ID	District ID	School ID	FirstName	LastName	Email	Role	Phone	Action
2									
3									
4									
5									

Uploading the User File

Select File to Upload

- Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.
- Click **Upload File** to begin the process.

Preview the File

- Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.
- Click **Next**.

Upload Users: Select File to Upload

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

No file selected.

Upload Users: Preview File

Preview File - This page allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.

District Number	School Number	First Name	Last Name	Email
99	9000	Demo11	TA	demo11@air.org
99	9001	Demo12	TA2	Demo12@air.org
99	9002	Demo13	TA3	Demo13@air.org

File Validation

- TIDE validates the file to ensure there are no data or layout errors. For additional information, refer to the *TIDE User Guide*.
- If TIDE verifies that no errors exist, click **Submit**.

Upload Users: Validate File

Legend:

- ❗ Error(s) in this record will cause the entire file upload to fail.
- ⚠ The file can be uploaded, but this record will not be included.
- ⚠ This record has errors, but can be uploaded anyway.

3 record(s) will be committed.
0 record(s) will be excluded.

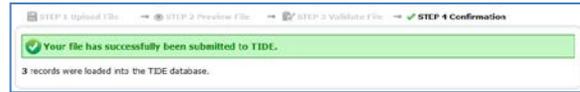
✔ Your file has passed validation.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Confirmation

Upload Users: Confirmation

- A confirmation message indicates that the file has been successfully uploaded to TIDE.



Adding Students to TIDE

Users can add students one at a time, as described in the [Add Individual Students to TIDE](#) section of this Quick Guide. Users can also add many students at one time, as described in the [Upload Multiple Students to TIDE](#) section of this Quick Guide.

Add Individual Students to TIDE (DAC, SAC)

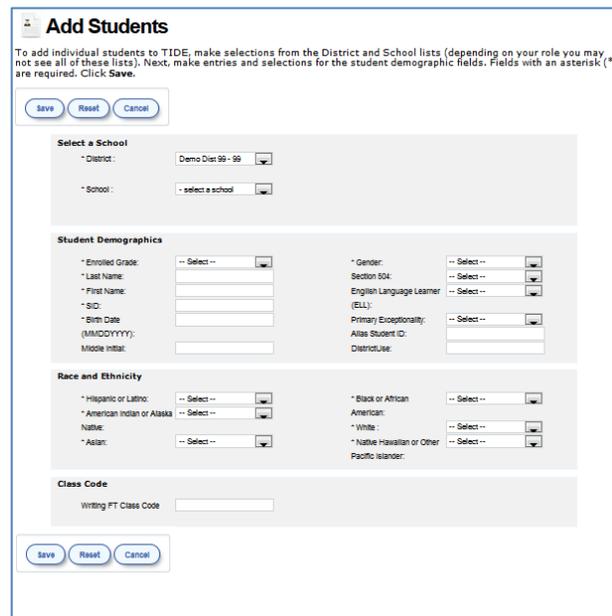
- Click the **Student Information** tab.
- Click the **Add Students** tab.

TIDE: Student Information – Add Students



Enter the student's information. The following fields are required:

- School and District
- Enrolled Grade
- First and Last Names
- SID
- Birth Date (MMDDYYYY format)
- Gender
- Race and Ethnicity
- Click **Save**.



Add Students

To add individual students to TIDE, make selections from the District and School lists (depending on your role you may not see all of these lists). Next, make entries and selections for the student demographic fields. Fields with an asterisk (*) are required. Click Save.

Save Reset Cancel

Select a School

* District: Demo Dist 99 - 99

* School: select a school

Student Demographics

* Enrolled Grade: Select --

* Last Name:

* First Name:

* SID:

* Birth Date (MMDDYYYY):

Middle Initial:

* Gender: Select --

Section 504: Select --

English Language Learner (ELL): Select --

Primary Exceptionality: Select --

Alias Student ID:

District Use:

Race and Ethnicity

* Hispanic or Latino: Select --

* American Indian or Alaska Native: Select --

* Asian: Select --

* Black or African American: Select --

* White: Select --

* Native Hawaiian or Other Pacific Islander: Select --

Class Code

Writing FT Class Code:

Save Reset Cancel

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Upload Multiple Students to TIDE (DAC)

Accessing the PreID File Layout

- Click the **Student Information** tab.
- Click the **Upload Students** tab.
- Download the PDF file of the PreID layout.

TIDE: Student Information – Upload Student File



Upload Students



Entering Student Information

- Using a text editor, compose the fields and records per the PreID layout instructions.
- Save your upload file using the naming conventions outlined in the PreID layout instructions.

Upload PreID File

District ID	Last Name	First Name	Birth Date	Grade	District use
010481	Lastname	Firstname	X0104199911221111X		03MNYNNNN10DistrictUs
010481	Lastname	Firstname	X0105199911321111X		04PNYNNNN10DistrictUs
010481	Lastname	Firstname	X0106199911421111X		05MNYNNNN10chgradeUs

School ID	Middle Initial	Student ID	Demographic flags

Refer to the *TIDE User Guide* for specifications and what values are allowable in each column.

Uploading the Student File

Step 1: Select File to Upload

- Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.
- Click **Upload File** to begin the process.

Upload Students: Step 1 – Select File to Upload



Step 2: Preview File

- Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.
- Click **Next**.

Upload Students: Step 2 – Preview File



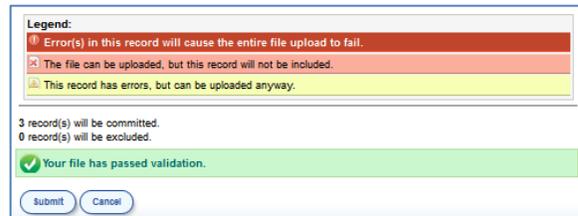
State ID	District ID	School ID	First Name	Last Name	Middle Name	Date of Birth	Date of Birth	Date of Birth	ESID	Grade	Gender	Ethnicity	IEP	LEP	SQAPlan	
						Month	Day	Year								
0999	0999	0999	Jane	Baker	Elizabeth	5	21	2000	123456789012	5	F	D		Y	N	N
0999	0999	0999	Michael	Smith	Brown	11	7	2000	9090901	5	M	6		N	N	N
0999	0999	0999	Anne	O'Brien	Cathy	7	4	1999	90909097	7	F	6		N	N	N
0999	0999	0999	Gina	Rodriguez	Olivia	3	13	1999	123456789	7	F	4		N	Y	N
0999	0999	0999	Ronald	Washington	Michael	9	28	1998	9999998	8	M	5		N	N	N

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Step 3: File Validation

- TIDE validates the file to ensure there are no data or layout errors. For additional information, refer to the *TIDE User Guide*.
- If TIDE verifies that no errors exist, you can proceed with the upload. To do so, click **Submit**.

Upload Students: Step 3 – Validate File



Step 4: Confirmation

- A confirmation message indicates that the file has been successfully uploaded to TIDE.

Upload Students: Step 4 – Confirmation

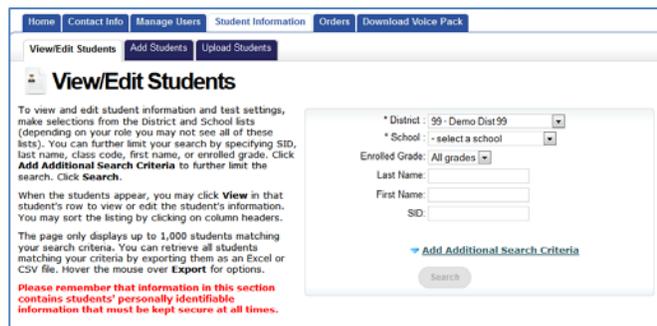


Printing Test Tickets (DAC, SAC)

Search for Students Under View/Edit Students

- Click the **Student Information** tab.
- Click the **View/Edit Students** tab.
- Enter as much information as needed to complete search. Click **Search**.

TIDE: Student Information – View/Edit Students



View Search Results for Test Tickets

- Select the student(s) you wish to print testing tickets for by using the checkboxes.
- Click **Print Test Tickets**.

Search Results: Print Testing Tickets



Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Test Delivery System (TDS)

TDS has two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the Student Interface in the secure browser, to access the testing site.

TA Interface: TA Login, Session Creation, and Student Approval (TA)

TA Login

Portal: Test Administration Card

On the FSA portal (www.FSAssessments.org),

- Click the **Test Administrators** icon. The **Test Administrators** screen appears.
- Click the **Test Administration** card. The TA Interface login screen appears.



- Enter your username and password and click **Sign In**. The TA Interface appears.

TA Interface Login Page

Please Log In

Username:

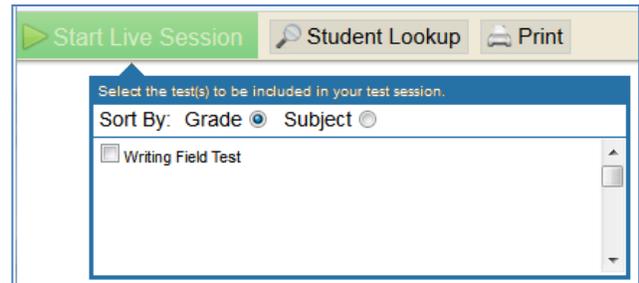
Password:

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Start a Test Session

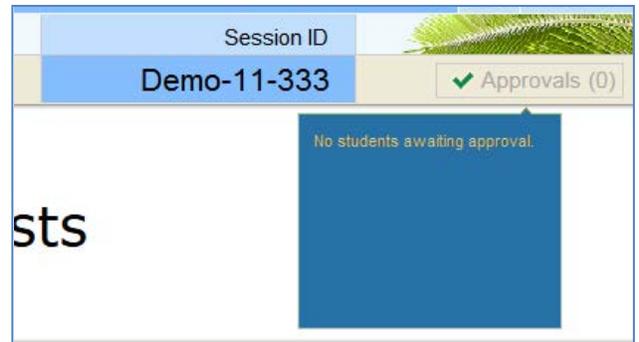
- Select **Writing Field Test** from the menu.
- Click **Start Live Session**.

TA Interface: Select Tests, Start Session



- The Session ID (e.g., Demo-11-333) appears at the top of the screen.
- Provide or display the Session ID to the students in your room. They will need this ID to log in to your test session.

TA Interface: Session ID



As a security measure, Test Administrators are automatically logged out after 90 minutes of user inactivity and student inactivity in a test session. This will result in the test session being closed.

- Test Administrators should set up the session no more than 90 minutes before students begin to test.
- Test Administrators will not be logged out as long as students are actively testing.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

- Have students log in to the Student Testing Site through the secure browser using their Username and First Name, which are found on their Test Ticket, and the Session ID, which the TA will display.

For more information about the student login process, see the [Student Interface: Sign-in, Verify Student Information, Select Test, Complete Test](#) section in this Quick Guide.

Student Testing Site: Login

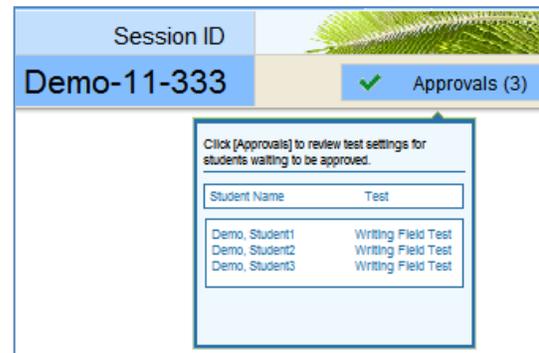


Approve Students for Testing

When students select tests, the **Approvals (#)** box in the upper-right corner of the TA Interface displays notifications.

- Click **Approvals** to view the list of students awaiting approval.
 - To review a student’s test settings, click **See/Edit Details** in that student’s row. If there is a problem with the students test settings, contact your school assessment coordinator.
- To approve students for testing, click **Approve All Students** in the top of the Approvals window.
- To deny a student for testing, click **Deny** and enter the reason in the box.

TA Interface: Approvals (#) box



Student Name	Test
Demo, Student1	Writing Field Test
Demo, Student2	Writing Field Test
Demo, Student3	Writing Field Test

TA Interface: Approve Students



Student Name	SID	Opp #	Test Settings	Action
Smith, Jane	9999999999503	1	Custom Settings	See/Edit Details Approve Deny
Jones, John	9999999999513	1	Standard Settings	See/Edit Details Approve Deny

The **Approvals and Student Test Settings** window does not automatically refresh. Use the refresh button to update the table.

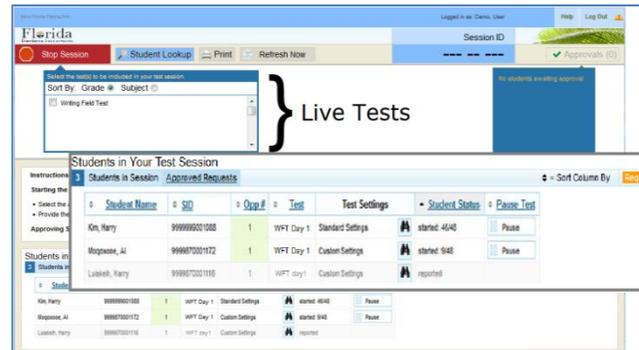
Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Monitoring Students

You can monitor student progress during testing. Students' test statuses appear in the **Students in Your Test Session** table.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The **Student Status** column indicates how many test items the student has answered out of the total number of items in the test.
- Click **Pause** to pause an individual student's test (e.g., if student needs to leave the room, fire drill).
- Click the binocular icon to view a student's full record, including test settings.

TA Interface: Students Currently Testing



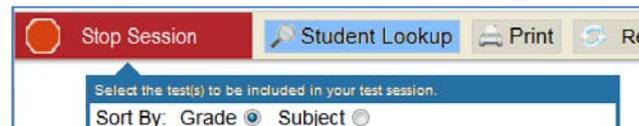
Stop a Test Session

When the time is up and all students have reviewed their writing, stop the test session and log out.

- Click **Stop Session** to end the session, which will also automatically pause any tests in your session that are still in progress.
- 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, you must start a new session. See the *Test Administrator User Guide* for more information.

TA Interface: Stop Session



*Note: On Session 1/Day 1 of the Writing Field Test, students will **PAUSE** their test after responding to the first prompt. On Session 2/Day 2, TAs will start a new test session. Students will **Resume** their test, respond to the second prompt, click **END TEST** to review their writing, and then click **SUBMIT TEST**. Test Administrators will click **Stop Session** on both days after the test session is over.*

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Student Interface: Sign-in, Verify Student Information, Select Test, Complete Test (SA, TA)

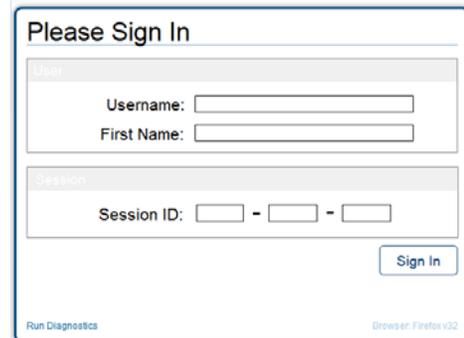
Sign In

- The secure browser must be opened on each computer or device used for testing. The **Student Login** screen appears.
- Students must be given Test Tickets prior to testing. They will enter their Username and First Name, which are found on their Test Ticket, and the TA's Session ID, which the TA will display.

Common Login Errors:

- **The Username or First Name is incorrect.** This indicates that the Username or First Name do not match the information in TIDE. Use the Student Lookup button to confirm student information.
- **The Session ID is not available.** The Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not time-out due to inactivity.

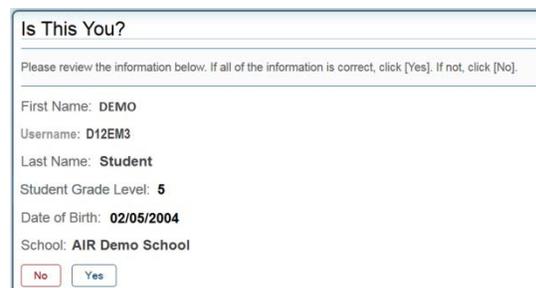
Students: Secure Browser Login



Verify Student Information

- After students log in, the **Is This You?** screen appears. Students will verify that the information on this screen is correct.
- Click **Yes** to continue.

Students: Is This You? Screen



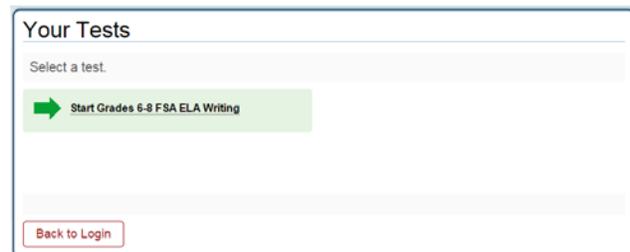
Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Select an Available Test

- On the **Your Tests** screen, students will click the icon for the test they need to take.
- The TA will approve students' participation.

If students started a test but did not finish it or are on the second day of testing, the student can resume the test by clicking the test. It displays **Resume** next to the test name, and the green arrow is segmented.

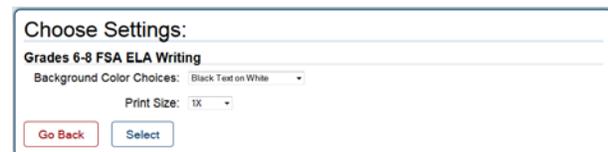
Students: Your Tests Screen



Select Test Settings

- Students can select standard or custom test settings.
- After choosing test settings, click **Select**.

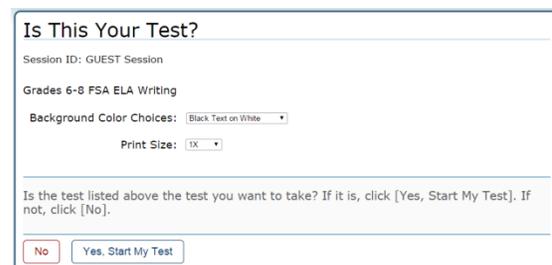
Students: Choose Settings



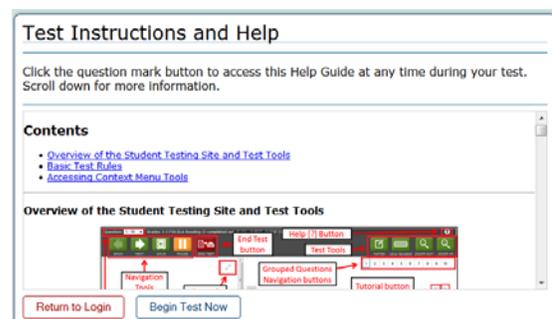
Verify Test Information

- Students will review the information on the **Is This Your Test?** screen to verify that the test settings are accurate.

Students: Is This Your Test? Screen



- After reviewing the test instructions, students will click **Begin Test Now** to start.



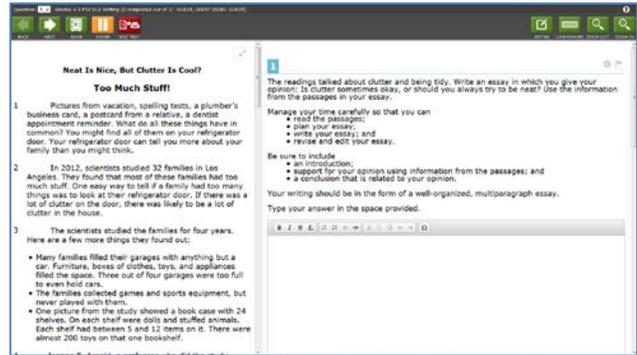
Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Complete the Test

For the Writing Field Test, the passages will display to the left and the writing prompt and text editor will display to the right.

- Students will use the text editor to respond to the writing prompt.
- On Session 1/Day 1, students will click **Pause** to pause their test after responding to the first prompt and reviewing their work.
- On Session 2/Day 2, students will click the **End Test** button only when finished writing the second prompt. After reviewing their work, students will click **Submit Test**.

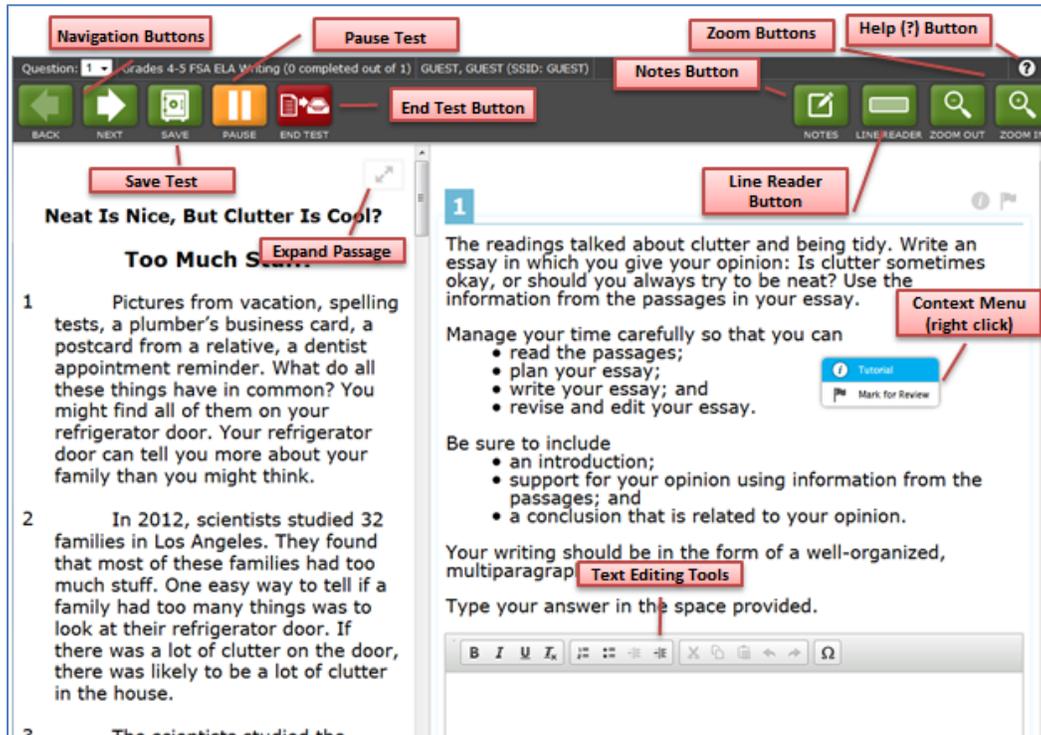
End Test Screen



Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Test Layout

This sample image for an FSA ELA Writing test shows the primary features and tools available to students during a test.



Each test screen for the Writing Field Test has three major sections:

- **Global Menu bar** at the top (contains global tools and navigation buttons, as well the student help button)
- **Test Passage** to the left (displays the passage for the test session)
- **Writing Prompt and Text Editor** to the right (displays the writing prompt and instructions to be followed and a text editor in which to type the answer)

Global and Context Menus

The Global and Context Menus allow students to access on-screen tools. Students can also access these tools using keyboard shortcuts.

Global Menu

The Global Menu contains all the visible tools displayed at the top of the student's test screen.

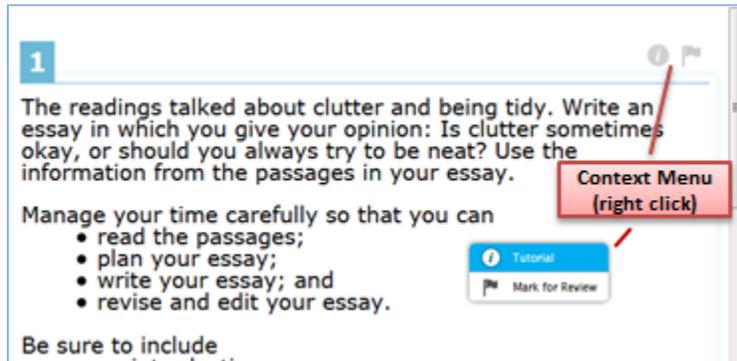
Sample Global Menu



Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Context Menu

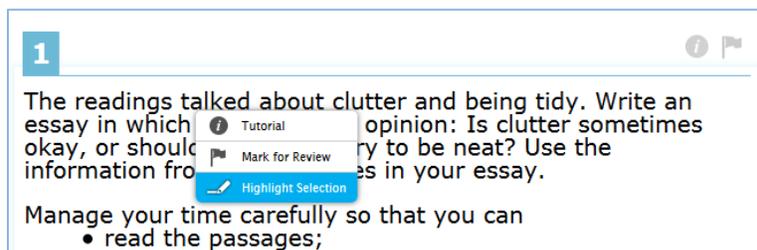
Tools such as **Tutorial** and **Mark for Review** are accessed using the context menu. You can find these tools in the right corner of the writing prompt and instructions or by right-clicking on the screen.



Test Elements

Elements include the passages, writing prompts, instructions, and text editor. The Context Menu options vary depending on the element type and tools available to students. For example, in [Figure 1](#) you can see that a **Highlight** selection option is available in the writing prompt/instructions element after selecting a section of text to highlight.

[Figure 1](#): **Highlight Selection** Tool in the Writing Prompt/Instructions Element



General Test Tools

The following test tools and settings are available:

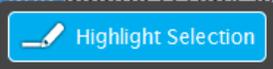
- **Global Tools:** Global tools are those that appear at the top of the screen in the banner.
- **Context Menu Tools:** These tools are specific to stimuli and items. You can access them by clicking the context menu icon or right-clicking in the stimulus, item, or response option areas.
- **Student Test Settings:** In the setting options, color choices and text size are available to students.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Global Tools and Buttons for the Writing Field Test

Global Tool	Description
Help button 	Opens the Test Instructions and Help Guide pop-up window.
Zoom buttons 	Increases and decreases the size of text and graphics within a single test page. Four levels of magnification are available.
Notes button 	Opens an on-screen notepad. You can enter notes for yourself and save them. This tool is available for ELA Reading Component and ELA Writing Component tests.
Pause button 	Pauses the test.
Navigation buttons 	Moves between pages on a test, if applicable.
End Test button 	Appears after you have answered all the test questions. Click this button to begin the process of submitting the test.

Context Menu Tools

Context Menu Tool	Description
Highlighter 	Highlights a section of text in a passage or test question. <ul style="list-style-type: none"> To highlight text, select text on the screen, right-click with the mouse, and select Highlight Selection. To remove highlighting from selected text, right-click on the highlighted text and select Reset Highlighting.
Mark for Review (Flag) 	Open the context menu and click Mark for Review . The item is labeled “marked” in the Questions drop-down list.
Stimulus Expansion Tool 	Some test pages have a passage or activity on the left side of the page. You can expand this section. Click the stimulus expansion tool to expand the left section so that it takes up most of the screen. To collapse the section, click the double arrow icon again.
Tutorial 	Each item has a tutorial video that you can watch to learn more about responding to that type of item. To view the tutorial video, open the context menu and click Tutorial .

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Student Test Settings

The following test settings are available to students.

Test Setting	Options*	Description
Color Choice	Black Text on White Black Text on Blue Black Text on Light Blue Black Text on Magenta Yellow Text on Blue White Text on Black	Color combination applied to a student's test. This setting is designed to help students who experience difficulties associated with the contrast or lighting of the screen. The color combination a student chooses will remain throughout the entire test.
Print Size (Zoom level)	1X 1.5X 1.75X 2.5X 3X	Default print size for all stimuli and items in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual items.

*Default options are in bold

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Online Reporting System (ORS) Quick Guide

The **Participation Report** and **Test Completion Rates** screens in the ORS help users determine which students have completed or need to complete online testing. Users can also check test completion rates by school, grade, or subject.

Logging in to ORS (DAC, SAC, SA, TA)

On the FSA Portal (www.FSAssessments.org),

- Click a user card.
- Click the **Online Reporting System (ORS)** button.

Enter your username and password, and click **Login**. The **Home** screen appears.



ORS Card

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Participation Report

You can generate customized participation reports showing your students' online testing activity. This can help determine which students have completed testing and which students have yet to begin or complete a test opportunity.

Generating a Participation Report (DAC, SAC, SA, TA)

Go to the **Participation Report** screen.

Participation Report Screen

To navigate here, select **Participation Report** from the **Reports & Files** drop-down list.

- From the **Step 1: Choose What** section, select the tests and variables used to generate the basic parameters for the report.
- From the **Step 2: Choose Who** section, select the district and school to be included in the report.
- From the **Step 3: Get Specific** section, select the required report filter and parameters.
- Click **Generate Report** to view the report on the screen. Alternatively, click **Export Report** to open the report in Microsoft Excel.



Note: The information displayed reflects the data that are current at the time you click **Generate Report**. To update information in your report, you must generate a new report. Do NOT use your web browser's *Refresh* button.

Selecting the Parameters for Your Report

Step 1: Choose What

Select the test name and variables that should be used to generate the basic parameters for the report.

- Test: This will default to FSA Writing Field Test.
- Administration: This will default to Winter 2014.
- Test Name: Select a test name (e.g., Grade 8 FSA ELA Writing Field Test).
- Enrolled Grade: Select a single grade or all grades (the default variable is set to "All" grades).

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Step 2: Choose Who

Select which district and school should be included in the report.

- **District/School:** For most users, the district or school you are associated with will already be pre-selected in the drop-down lists. Verify that this information is accurate. For users with access to multiple schools, make a selection for each.

Step 3: Get Specific

Select the report filter option that best matches your needs. Three report filter options are available. Each filter will generate a report containing students whose information matches the parameters you have selected.

- **Students who [have/have not] [completed/started] the test in the selected administration.** This filter allows you to:
 - Determine which students have or have not completed testing.
 - Determine which students have or have not started testing.
- **Students have a status of [student test status] in the selected administration.**
 - This filter allows you to determine which students have a specified test status for the selected test. For a list of test statuses and their definitions, refer to the [Test Status](#) table on the next page or click **[Definitions]** on the Participation Report page.
- **Students whose more recent [Session ID/TA Name] was [enter session ID or name] between [start date] and [end date].**
 - This filter allows you to search for students who were in a specific session and view their current test status.
 - To view this report, enter the Test Administrator's Session ID or enter the Test Administrator's name, and then select a Session ID associated with the TA. You will also have to click the calendar icons to select the timeframe.
 - This report will return the most recent participation data for students who have taken the selected test. The Session ID and TA name fields are optional. You can leave these fields blank and simply search for participation information within a particular date range. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Understanding Your Participation Report

Upon clicking [**Generate Report**], the participation report displays data based on your selected parameters. Each report includes a list of all students who meet our selected parameters. If no students are listed, this means that no students matched your report criteria.

Sample Participation Report:

Participation Report						
School:	Demo School (99-1234)					
Test:	FSA ELA/Mathematics					
Test Name:	FSA Mathematics Grade 5					
Administration:	Spring 2015					
Filter By:	ALL					
Name	SID	Enrolled Grade	Test	TA Name	Session ID	Status
Student, Demo A.	9999912345	05	FSA Mathematics	TA, Demo	Demo-55	Completed
Student, Demo B.	9999923456	05	FSA Mathematics	TA, Demo	Demo-55	Completed
Student, Demo C.	9999934567	05	FSA Mathematics	TA, Demo	Demo-55	Completed
Student, Demo D.	9999945678	05	FSA Mathematics	TA, Demo	Demo-55	Completed
Student, Demo E.	9999956789	05	FSA Mathematics	TA, Demo	Demo-55	Completed

Participation Report Tools

- To view all the data in each column, you will need to use the horizontal scroll bar at the bottom of the report or use the **Show/Hide Columns** tool () to select only the columns you wish to view.
- You may sort data in any column by clicking the header. The default sort is by Student Name in ascending order of last name.
- Click the **Definitions** button ( [Definitions](#)) to view information about each column's attributes and other definitions relevant to your report.
- Click the **Print** button ( [Print](#)) to print your Participation Report. Note: Set your print options to landscape mode (horizontal) to accommodate the numerous columns.

Test Status Definitions Table

Status	Definitions
Approved	The TA has approved the student for the session but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Paused	The student's test is currently paused as a result of one of the following: <ul style="list-style-type: none"> The student paused his or her test by clicking the Pause button. The Test Administrator paused the session.

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Status	Definitions
	<ul style="list-style-type: none"> ○ The Test Administrator paused the individual student's test. ○ The student's browser or computer shut down or crashed.
Started	The student has started the test and is actively testing.

Exporting Participation Data into Excel

To export participation results to an Excel file, click **Export Report** from the Participation Reports filter page. A pop-up window will appear asking if you would like to open or save your file. You can open the file and work with it immediately, or you can save it to your computer and open it to examine the data later.

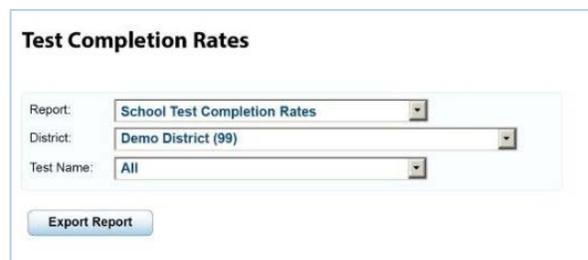
The Export Report data will be exported as a Microsoft Excel (.xls) file. Exporting data for large groups such as an entire school may take some time depending on the amount of data involved.

Generating a Test Completion Rates Report (DAC, SAC, SA)

You can create a report that shows the number of students who have started and completed each test and that also shows information about the number of students associated with a selected entity. You can view this report in Microsoft Excel.

- From the **Reports and Files** drop-down list, select Test Completion Rates. The **Test Completion Rates** screen appears.
- From the **Report** drop-down list, select the report you want to generate. The reports available depend on your user role.
- From the school/district drop-down lists that are displayed based on the selected report, specify the district or school which should be included in the report. (For most users, ORS pre-selects the school/district.)
- Select the test name to include in the report (e.g., Grade 8 FSA ELA Writing Field Test).
- Click **Export Report** to download or open the report in Microsoft Excel.

Test Completion Rates Screen



Test Completion Rates

Report: School Test Completion Rates

District: Demo District (99)

Test Name: All

Export Report

Quick Guide for the Winter 2014 FSA ELA Writing Component Field Test

Selecting the Parameters for Your Test Completion Rates Report:

1. **Report:** Select a report type. Your selection will result in repopulating options for the next parameter.
 - District Test Completion Rates: View data for a district.
 - School Test Completion Rates: View data for a school.
2. **District/School:** Select a district or school (the options depend on the report type selected above).
3. **Test Name:** Select a single test or all tests.
4. Click **Export Report**. A dialog window will appear prompting you to open or save the file. The generated file is a Microsoft Excel (.xls) file.