

## Test the System Day Quick Guide

The purpose of Test the System day is to make sure that school and district infrastructure is in place for WY-TOPP testing as well as to familiarize users with the system. Additionally testing the system allows technology coordinators to make sure that every device that will be used for testing has the Secure Browser installed.

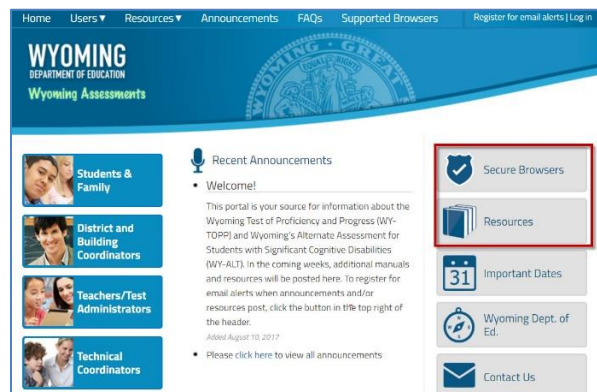
This document is intended as a guide for what needs to be done before and during Test the System Day. This document will refer to the *Secure Browser Installation Manual* and the *Technical Specifications Manual*. Both of these documents are located under Resources on the Wyoming Assessments Portal at [wyoassessments.org](http://wyoassessments.org)

### Before Test the System Day

Technology Coordinators should visit the [Wyoming Assessments Portal](http://wyoassessments.org). On this portal are links to resources as well as the location to download the Secure Browser.

Technology Users should perform the following tasks:

1. Determine which device(s) will be used for testing
2. Visit the Resources page on the portal.
  - a. Read the *Secure Browser Installation Manual*.
  - b. If necessary refer to the *Technical Specifications Manual*.



3. Install the Secure Browser on each device a student may use for testing. These instructions vary by type of device and operating system.
4. Go to the [Online Diagnostics Page](#) and test the bandwidth for your school. Make sure to test at several times during the school day to get the best accuracy.
5. Work with your Building Coordinator to determine who will be logging into the Training Test site, on which devices, and at what time during Test the System Day.

### Day of Test the System Day

#### Secure Browser Access

If you are using the Secure Browser to access the Training Test site for Test the System Day you will need to do the following:

1. If you are using a student profile or specific user for testing log into that user.
2. If on a computer, close all other applications, including those running in the background such as Lync or Chrome
3. Open the Secure Browser. The WY-TOPP log-in page will appear. Click the link on the bottom of the screen directing you to the Training Tests.

## Standard Browser Access

1. Go to the Wyoming Assessments Portal and click on **Students & Families**.
2. Click on **Training Test**.
3. Review the page and click on **Take the Training Test**.

## All Browsers

### Sign In

1. The “Please Sign In” page will appear.
2. Click the **Sign In** button.

### Students: Secure Browser Login Page

### Select Grade

3. After signing in, the “Is This You?” page will appear. Select the grade level you wish to view.
4. Click **Yes** to continue.

### Students: Is This You? Page

### Select an Available Test

5. On the “Your Tests” page, select the test you would like to view.

### Students: Your Tests Page

### Select and review Settings

6. Select the settings with which you wish to test. The default setting is no accommodations.
7. Click the **Select** button.
8. Review the selections on the “Is This Your Test” page and confirm
9. Click **Begin Test Now**

### Students: Choose Settings and Is This Your Test? Page

### Complete the Test

10. Proceed through the test.
11. Once the test is completed click the **End Test** button that appears in the navigation bar and proceed through the confirmation screens to submit the test.