

# Wyoming Test of Proficiency and Progress (WY-TOPP)

2018-19 District Test Coordinator Training  
August 28-30, 2018

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# Agenda

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**Highlight WY-TOPP changes for 2018-19**

**Review each testing system**

**Wyoming Alternative Assessment (WY-ALT) Updates**

**Upcoming Events**

**Resource Locations**

# Updates for 2018-19

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# 2018-19 WY-TOPP Testing Windows

Window	Tests	Open Date	Close Date
Annual	Modulars in ELA & Math	September 4, 2018	June 14, 2019
Fall	Interims in ELA & Math grades 1-10	September 4, 2018	September 28, 2018
Winter	Interims in ELA & Math grades 3-10	January 15, 2019	February 8, 2019
Spring	Interims in ELA & Math grades K-2 Summatives in ELA & Math grades 3-10 Science grades 4, 8, & 10	April 15, 2019	May 10, 2019

# WY-TOPP Changes for 2018-19 Overview

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- New Building Data Reviewer user role
- Student information will be collected by WDE from the districts
- Early grade Interims will be offered in the Fall and Spring windows.
- ELA Interims and Summative tests grades 3, 5, 7, and 9 will have two parts and both parts must be completed before results will be provided:
  1. ELA computer adaptive test
  2. Writing prompt

# WY-TOPP Changes for 2018-19 Overview, continued

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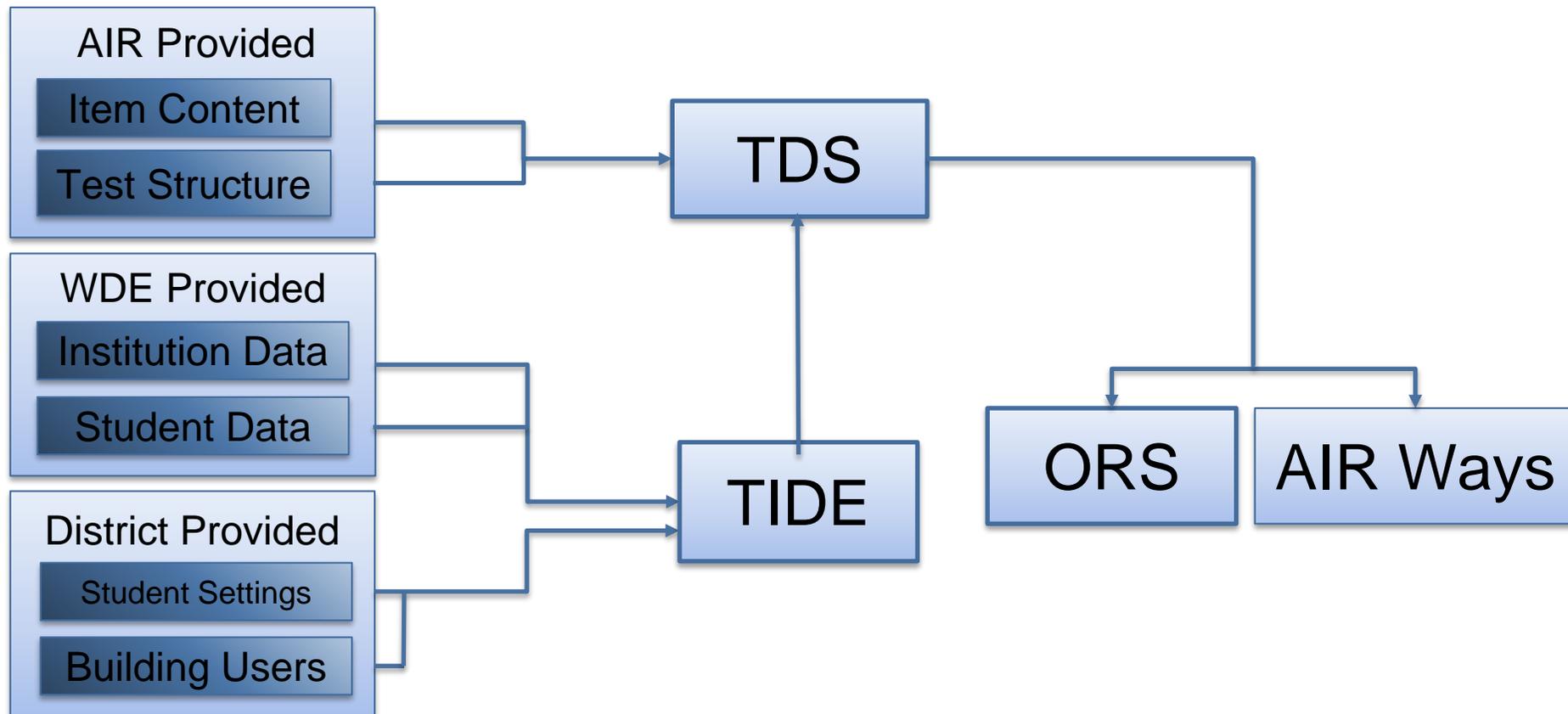
- All Interims and Summative tests will be reported using the cut scores determined during the Summer 2018 Standards Setting.
- Sample NGSS Science Modulars will be introduced late fall of 2018.
- Results for the WY-TOPP Summative tests will be available upon scoring:
  - Math & Science: Upon submission
  - ELA with writing: No later than 2 weeks after submission of both parts

# Major Systems

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- **Portal** – Access to all systems and resources.
- **Test Information Distribution Engine (TIDE)** – User and Student management including test settings and accommodations. Administrative tasks such as appeals, participation reports, and paper orders
- **Test Delivery System (TDS)** – The testing system, both the student and teacher interface as well as the Modular Previewing System
- **AIR Ways Reporting** – Reporting system for Interims and Modular assessments
- **Online Reporting System (ORS)** – Reporting system for summative assessments

# System Organization & Data Flow

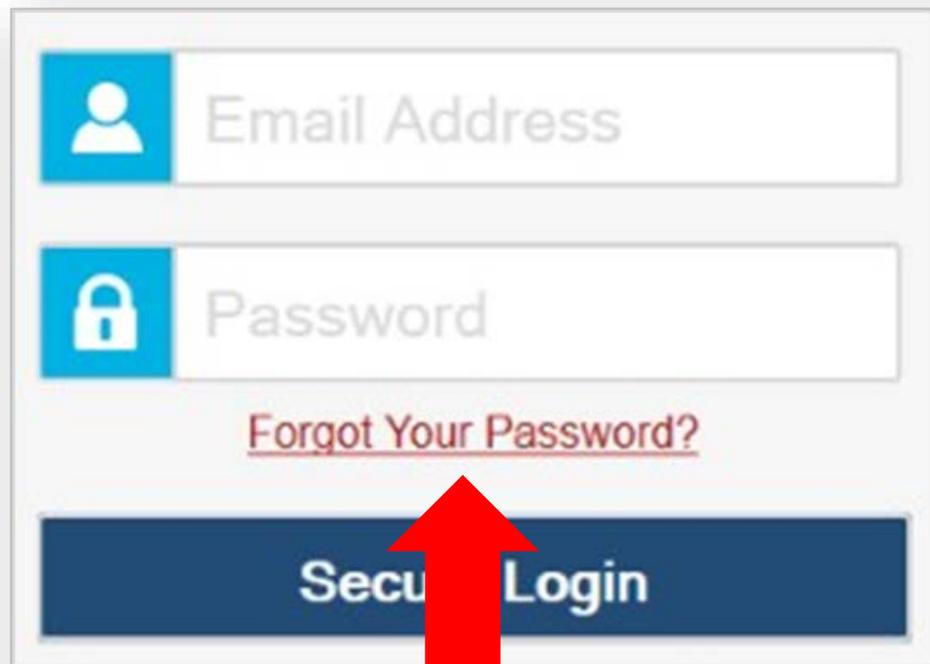


# Portal Preview

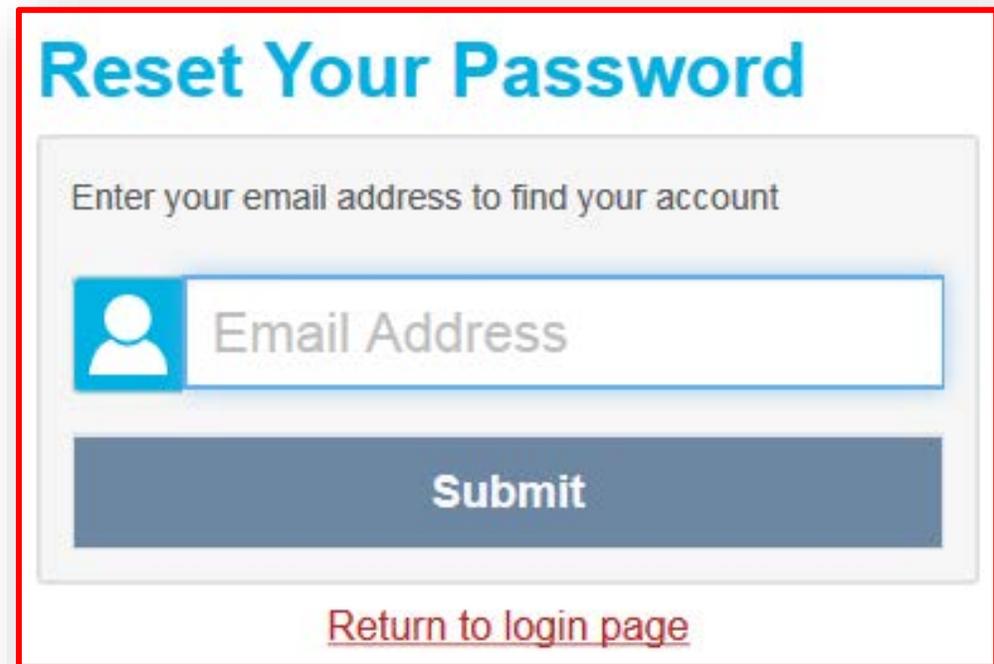
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[wyoassessment.org](http://wyoassessment.org)

# Resetting Your Password



A login form with two input fields: 'Email Address' (with a person icon) and 'Password' (with a lock icon). Below the fields is a link for '[Forgot Your Password?](#)' and a dark blue 'Secure Login' button. A large red arrow points upwards from the bottom center towards the 'Forgot Your Password?' link.



A 'Reset Your Password' form with a blue title. It contains the instruction 'Enter your email address to find your account', an 'Email Address' input field (with a person icon), a blue 'Submit' button, and a link for '[Return to login page](#)' at the bottom.

# Activating Your Account

**Reset Your Password**

Please create a password in accordance with the New Password Requirements.

 New Password

 Confirm New Password

**Submit**

[Return to Login Page](#)

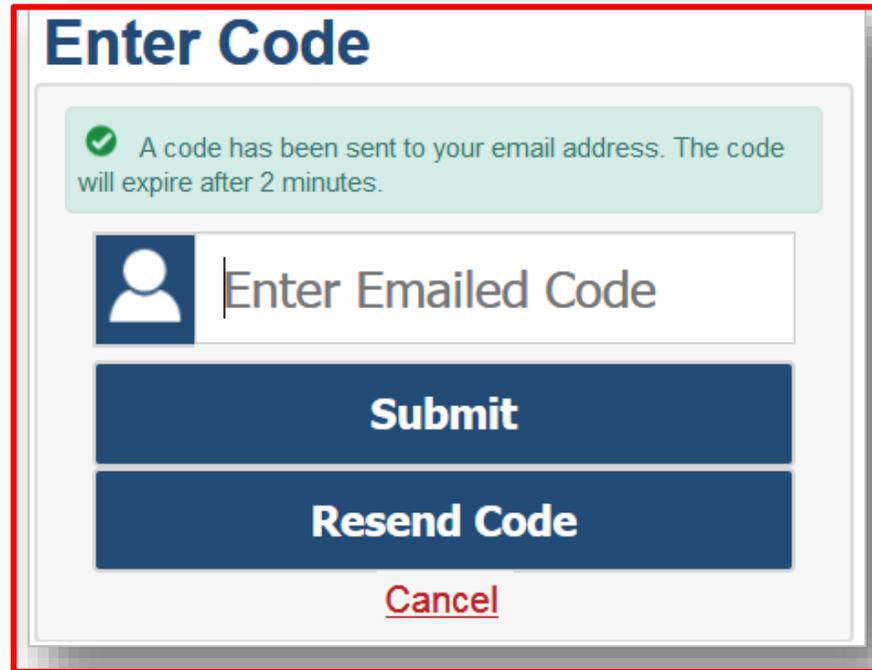
- Follow the activation link in your email.
- Create a password for TIDE that meets the password requirements.
  - At least 8 characters
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 special character
  - At least 1 number
- Submit your new password.

# New Dual Authentication

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- To enhance security a dual authentication process has been added for 2018-19
- An additional step of a one-time code will be send to your email each time you log in:
  - After resetting your password
  - When you use a new device
  - When you use a different browser with the same device
  - When you clear the cache of a previously used browser

# New Dual Authentication, continued



**Enter Code**

✓ A code has been sent to your email address. The code will expire after 2 minutes.

Enter Emailed Code

**Submit**

**Resend Code**

Cancel

- The TIDE system has an authentication process that will be triggered when you log in from a different device or browser, or when you clear the browser cache.
- If you see this screen, an email has automatically been sent to your email address.
- Enter the code from the email and click **Submit**.
- If you need the code resent, click **Resend Code**.

# Test Information Distribution Engine (TIDE)

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Find Student by ID



### Preparing for Testing

- Users
- Student Information
- Test Settings and Tools
- Rosters



### Administering Tests

- Monitoring Test Progress
- Appeals / Invalidations
- Print Test Tickets



### After Testing

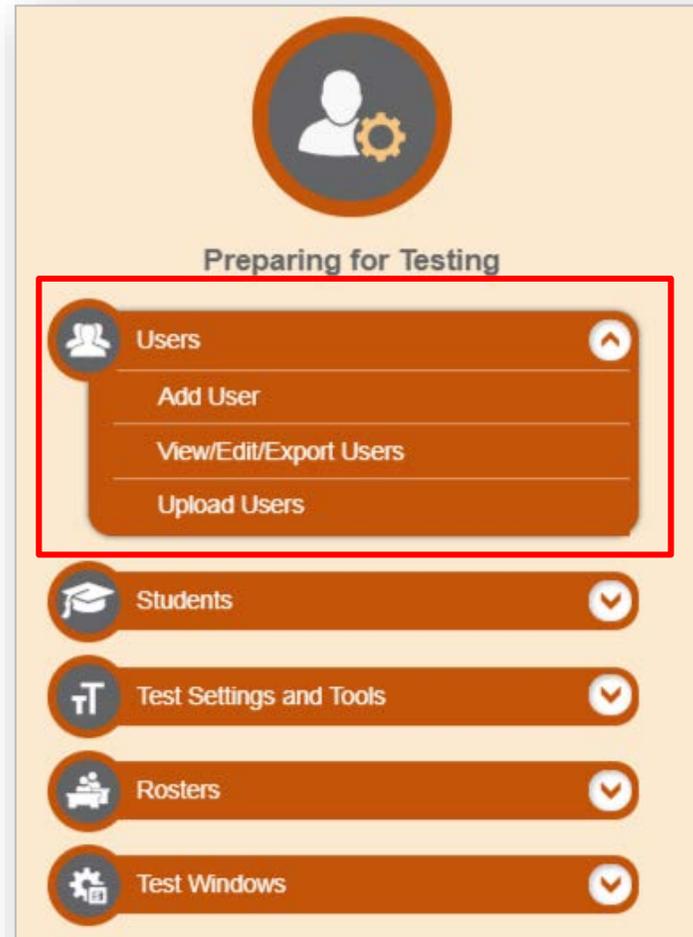
- Data Cleanup

# Roles and Permissions

Task	DTC	DDR	BC	BDR	TA	PR	ALT TA
Viewing Students	✓	✓	✓	✓	✓		✓
Adding User Accounts	✓		✓				
Viewing and Editing User Details	✓		✓				
Creating Invalidation Requests	✓		✓				
Working with Rosters of Students	✓		✓		✓		✓
Generating Plans and Managing Testing Reports	✓	✓	✓	✓	✓		✓
Administer a Test	✓		✓		✓	✓	✓

For a detailed list of user roles and associated permissions, see you're the *User Role and Access Chart* on the portal under Resources.

# Users

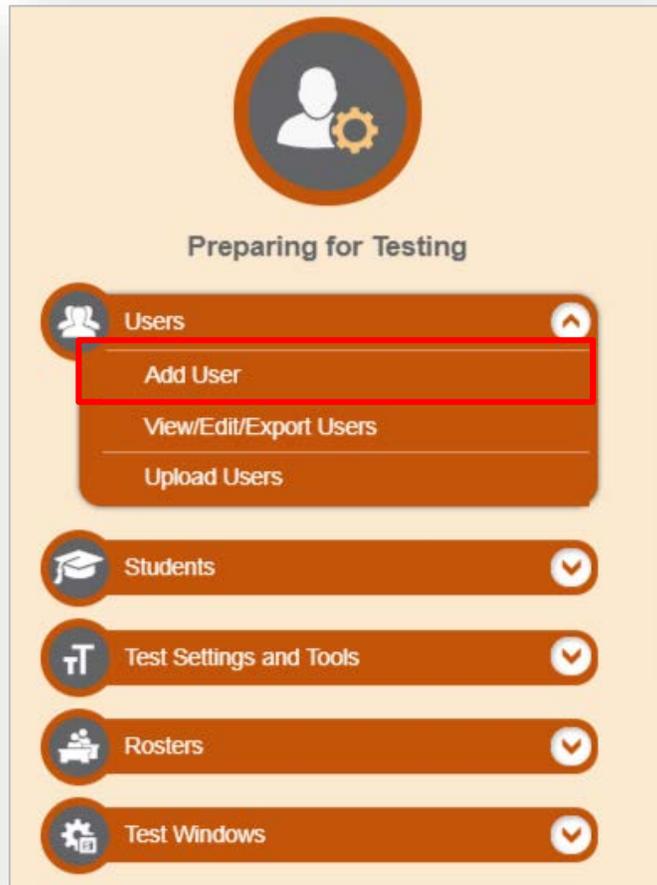


The screenshot displays a software interface with a light beige background. At the top center is a circular icon containing a white silhouette of a person and a yellow gear. Below this icon is the text "Preparing for Testing". A vertical list of menu items is shown below the title. The first item, "Users", is highlighted with a red rectangular border. It features a white person icon on the left and a white upward-pointing arrow on the right. Below the "Users" header are four sub-menu items: "Add User", "View/Edit/Export Users", and "Upload Users". Below the "Users" menu are four other menu items: "Students" (with a graduation cap icon), "Test Settings and Tools" (with a test icon), "Rosters" (with a group of people icon), and "Test Windows" (with a gear icon). Each of these lower menu items has a white downward-pointing arrow on its right side.

Preparing for Testing

- Users
  - Add User
  - View/Edit/Export Users
  - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

# Add Users



Preparing for Testing

- Users
  - Add User
  - View/Edit/Export Users
  - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

## Add User

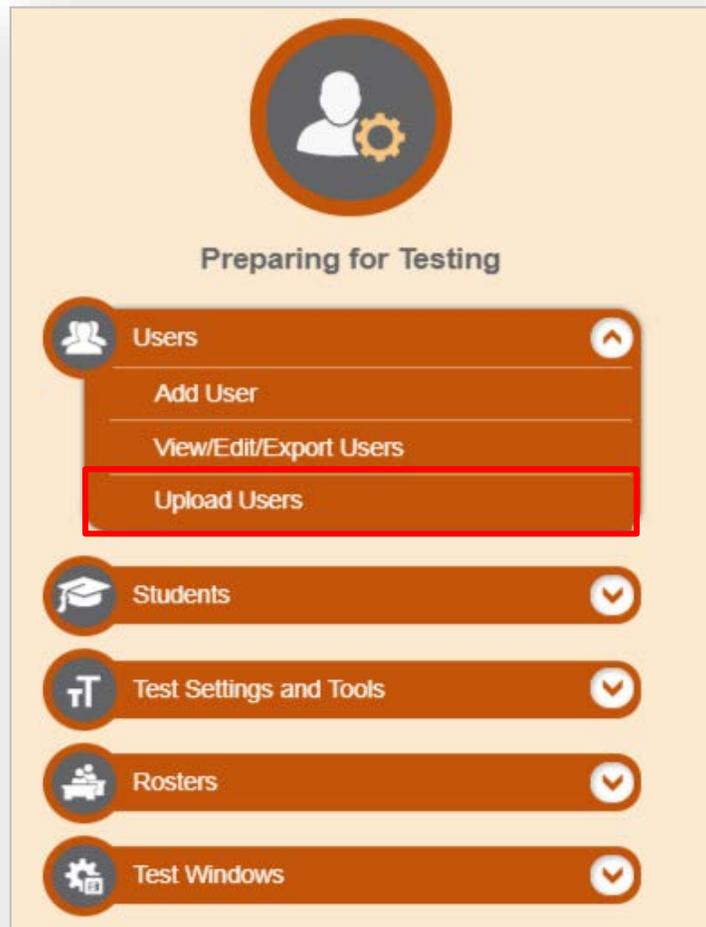
 Use this page to add users to assessment systems. [more info](#)

### PERSONNEL

\*Email Address:

[+ Add user or add roles to user with this email](#)

# Upload Users



Preparing for Testing

- Users
  - Add User
  - View/Edit/Export Users
  - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

### Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

**i** Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

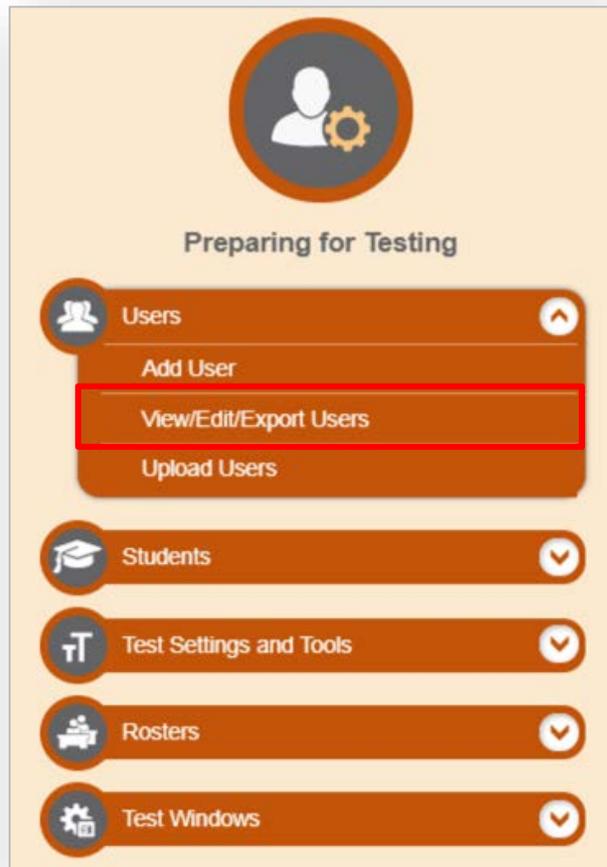
Step 1: Upload File

Choose File

**Upload History**

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
<a href="#">UserTemplate.xlsx</a>	12/05/2017 10:40 AM	Processed	Download (75)	N/A	<a href="#">Download</a>
<a href="#">UserNames.xlsx</a>	12/07/2017 1:30 PM	Started	N/A	N/A	<a href="#">Download</a>

# View/Edit/Export Users



Preparing for Testing

- Users
  - Add User
  - View/Edit/Export Users
  - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

### View/Edit/Export Users

Use this page to view, edit, or export users. [more info](#)

#### Search users

\*Role:

\*State:

\*District:

First Name:

Last Name:

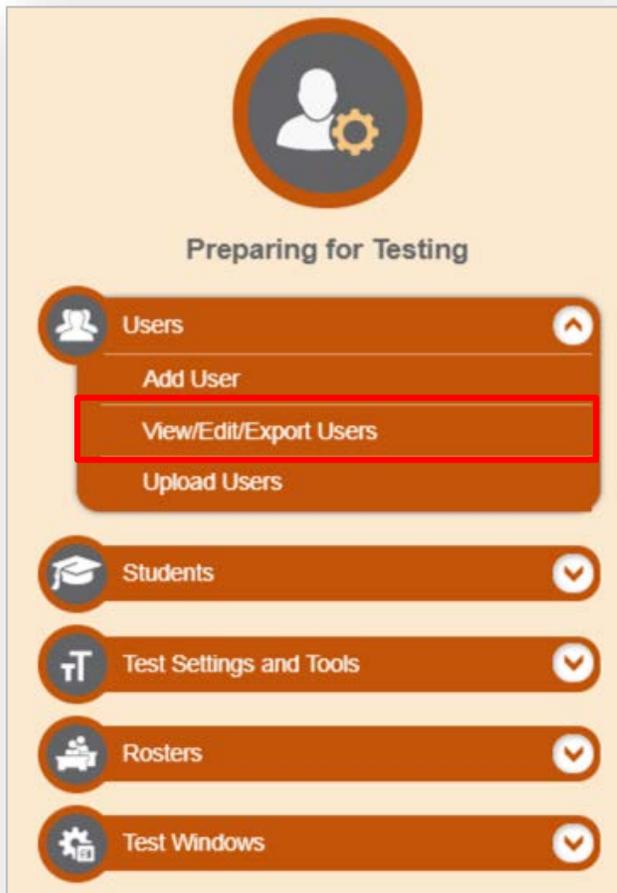
Phone Number:

Email Address:

TA Certified:  Yes  No



# View/Edit/Export User Results



Preparing for Testing

- Users
  - Add User
  - View/Edit/Export Users
  - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

### View/Edit/Export User

Use this page to view, edit, or export users. [more info](#)

+ Search users

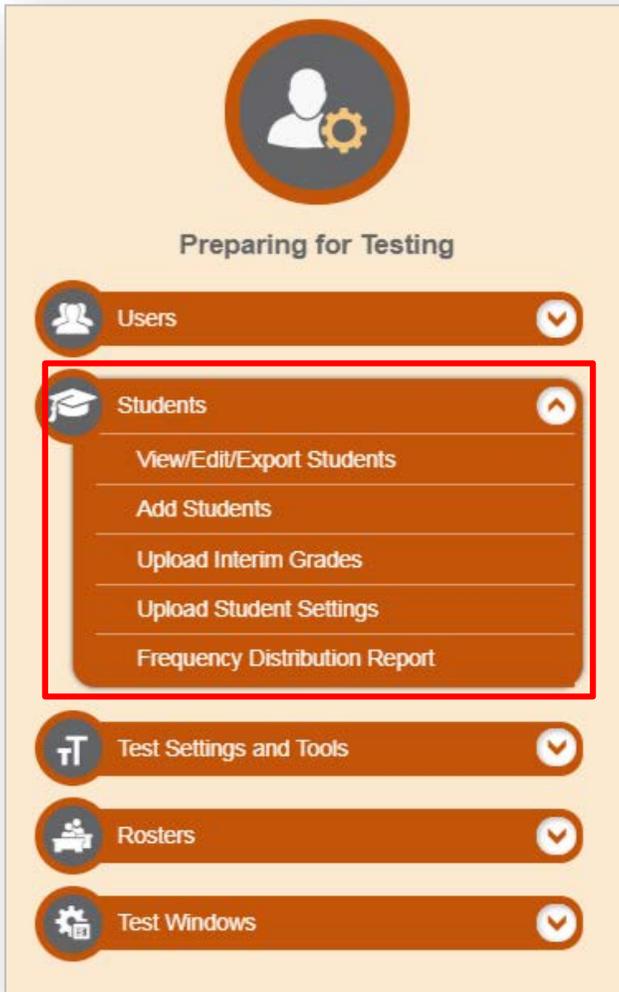
Number of users found: 12

Enter search terms to filter search results

	Edit	Role	District	School	Email Address	First Name	Last Name	Phone Number	Completed TA Cert Course
<input type="checkbox"/>		TA	9999-Demo district 9999	9999_9997-Demo inst 9997	demoTA04@air.org	TA1	User4		Y
<input type="checkbox"/>		TE	9999-Demo district 9999	9999_9998-Demo inst 9998	Multirole01@air.org	Multi	rolee		
<input type="checkbox"/>		SC	9999-Demo district 9999	9999_9998-Demo inst 9998	Multirole01@air.org	Multi	rolee		
<input type="checkbox"/>		SC	9999-Demo district 9999	9999_9997-Demo inst 9997	ID-SC1@demo.user	SC1	DemoUser		Y



# Students

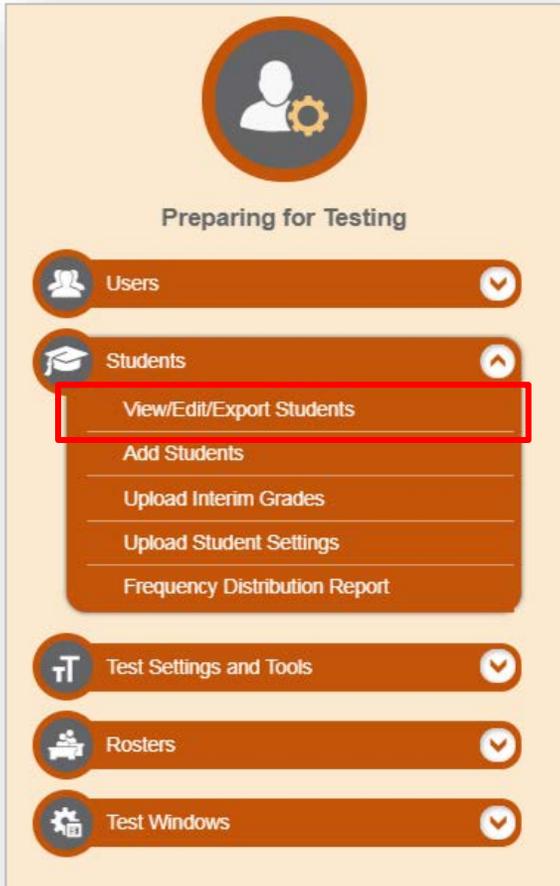


The screenshot shows a vertical menu titled "Preparing for Testing" with a user icon at the top. The menu items are: "Users", "Students", "Test Settings and Tools", "Rosters", and "Test Windows". The "Students" item is highlighted with a red box and expanded to show sub-options: "View/Edit/Export Students", "Add Students", "Upload Interim Grades", "Upload Student Settings", and "Frequency Distribution Report".

**Preparing for Testing**

- Users
- Students**
  - View/Edit/Export Students
  - Add Students
  - Upload Interim Grades
  - Upload Student Settings
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters
- Test Windows

# View/Export Students



**Preparing for Testing**

- Users
- Students
  - View/Edit/Export Students**
  - Add Students
  - Upload Interim Grades
  - Upload Student Settings
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters
- Test Windows

### View/Edit/Export Student

**i** Use this page to view, edit, or export students. [more info](#)

#### Search for Students to Edit

\*District:  Last Name:

\*School:  First Name:

External ID:  Assessed Grade:

#### Additional Search

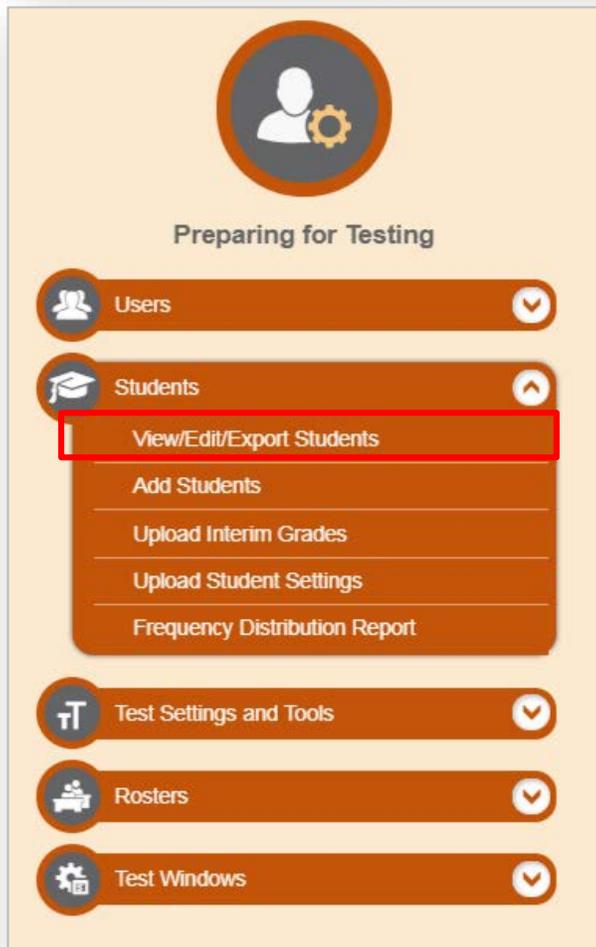
Search Fields:

Gender:  Female  Male

**Additional Criteria Chosen:**

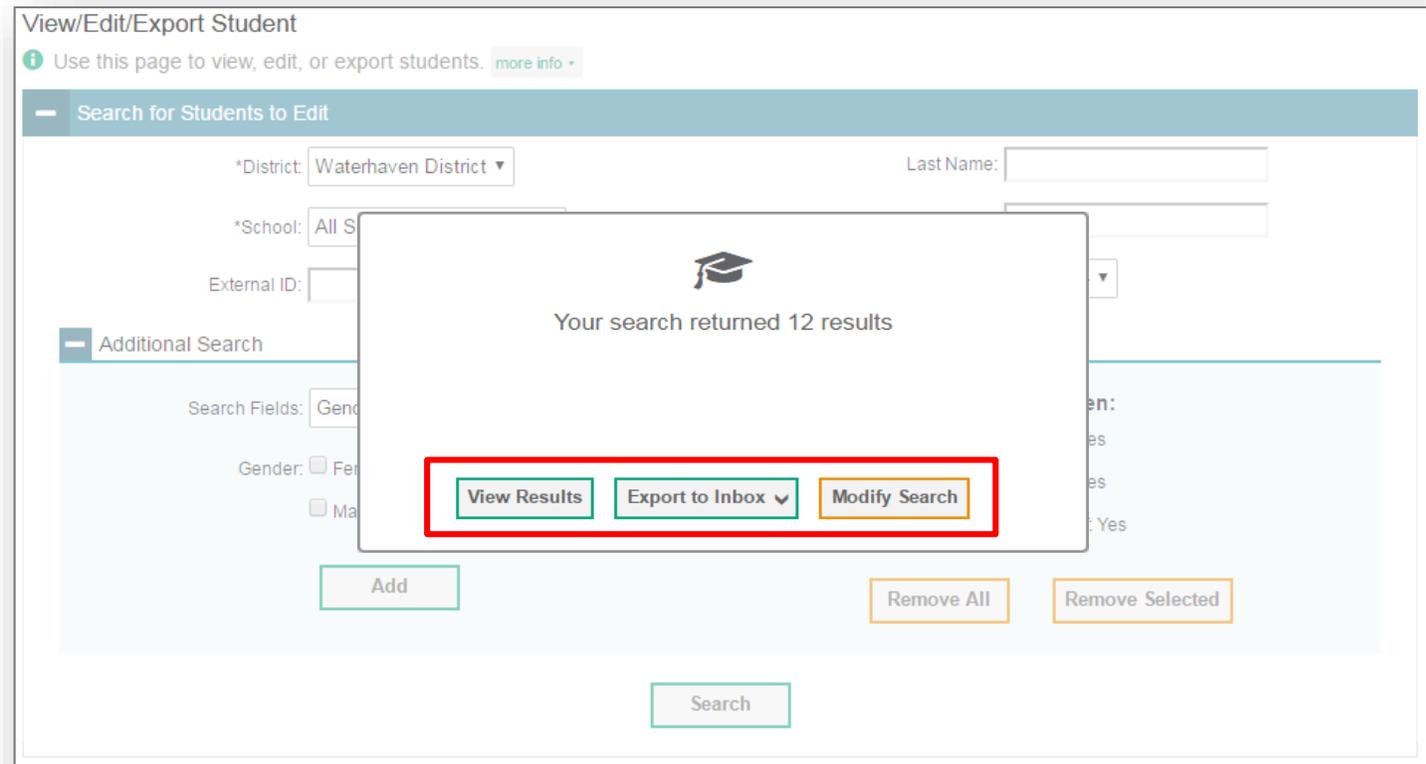
- Print on Demand: Yes
- Streamlined ELA: Yes
- Streamlined ELAPT: Yes

# View/Export Students, continued



**Preparing for Testing**

- Users
- Students**
  - View/Edit/Export Students**
  - Add Students
  - Upload Interim Grades
  - Upload Student Settings
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters
- Test Windows



**View/Edit/Export Student**  
Use this page to view, edit, or export students. [more info](#)

**Search for Students to Edit**

\*District: Waterhaven District      Last Name:

\*School: All Schools     

External ID:

**Additional Search**

Search Fields: Gender

Gender:  Female  Male

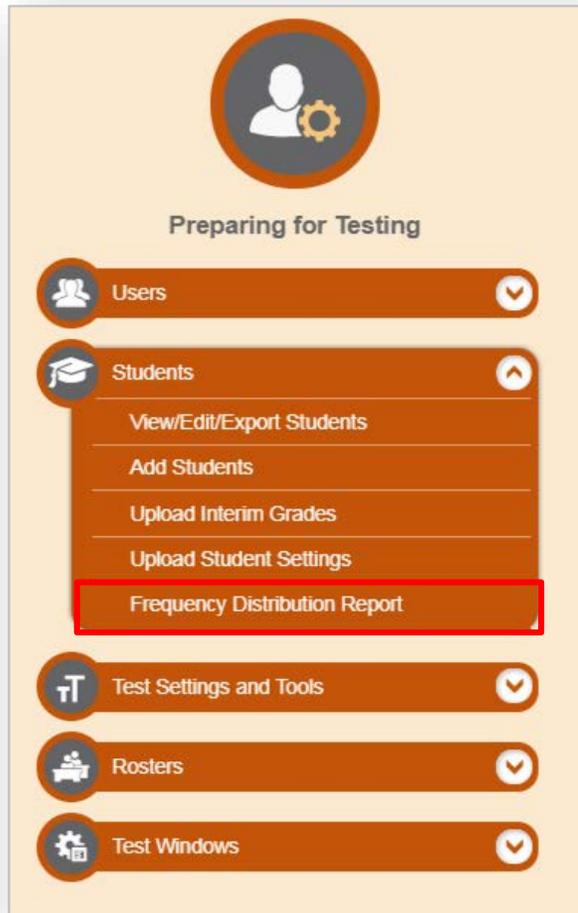
**Your search returned 12 results**

[View Results](#) [Export to Inbox](#) [Modify Search](#)

[Add](#) [Remove All](#) [Remove Selected](#)

[Search](#)

# Frequency Distribution Reports



Preparing for Testing

- Users
- Students
  - View/Edit/Export Students
  - Add Students
  - Upload Interim Grades
  - Upload Student Settings
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters
- Test Windows

### Frequency Distribution Report

Use this page to generate a Frequency Distribution Report. [more info](#)

**Filters for Report**

\*District: Demo District 9990 - 999

\*School: Demo school 9990 - 999

Grade: - Select -

**Select Demographics**

Select Demographics: 6 selected

**Generate Report**

# Frequency Distribution Reports, continued



Preparing for Testing

- Users
- Students
  - View/Edit/Export Students
  - Add Students
  - Upload Interim Grades
  - Upload Student Settings
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters
- Test Windows

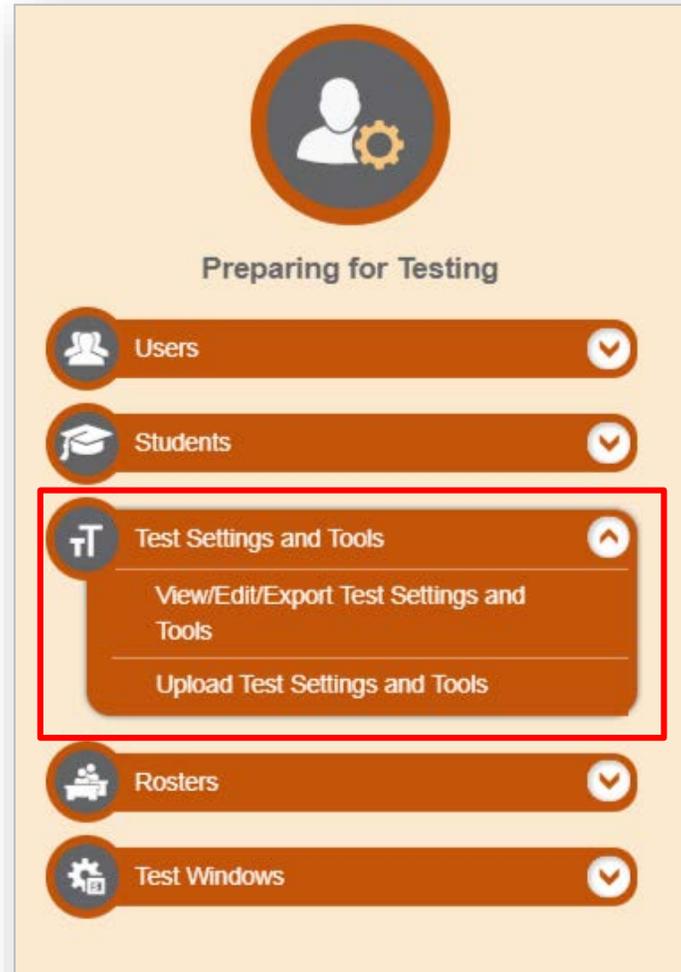
Grid Graph Grid and Graph Print

Gender	# of Records
Female	1
Male	4
Total	5

Grade	# of Records
05	5
Total	5

# Test Settings and Tools

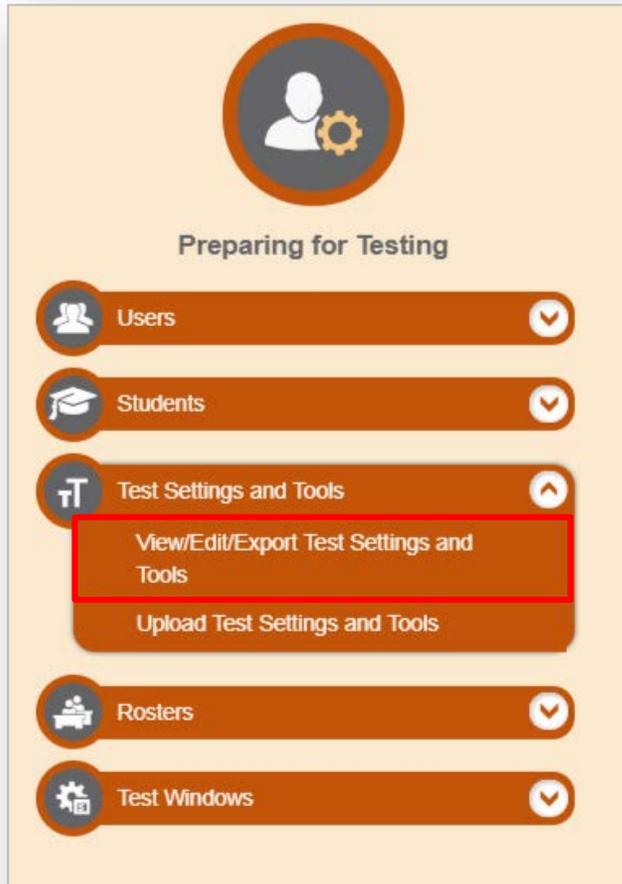


The image shows a vertical menu titled "Preparing for Testing" with a user and gear icon at the top. The menu items are: Users, Students, Test Settings and Tools, Rosters, and Test Windows. The "Test Settings and Tools" item is highlighted with a red box and contains sub-options: "View/Edit/Export Test Settings and Tools" and "Upload Test Settings and Tools".

**Preparing for Testing**

- Users
- Students
- Test Settings and Tools**
  - View/Edit/Export Test Settings and Tools
  - Upload Test Settings and Tools
- Rosters
- Test Windows

# View/Edit/Export Test Settings and Tools



Preparing for Testing

- Users
- Students
- Test Settings and Tools
  - View/Edit/Export Test Settings and Tools
  - Upload Test Settings and Tools
- Rosters
- Test Windows

### View/Edit/Export Test Settings and Tools

Use this page to view, edit, or export test settings and tools. [more info](#)

#### Search for Test Settings and Tools to Edit

\*District:  Last Name:

\*School:  First Name:

External ID:  Assessed Grade:

#### Additional Search

Search Fields:

Gender:  Female  Male

**Additional Criteria Chosen:**

- Print on Demand: Yes
- Streamlined ELA: Yes
- Streamlined ELAPT: Yes

# View/Edit/Export Test Settings and Tools Results

View/Edit/Export Test Settings and Tools

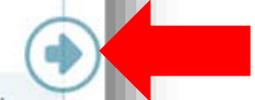
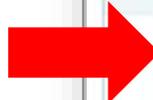
**i** Use this page to view, edit, or export test settings and tools. [more info](#)

+ Search for Test Settings and Tools to Edit

   [Move to Other School](#)

Number of students found: 6

<input type="checkbox"/>	Edit	School Information		Student Information						
		District	School	SSID	Last Name	First Name	Middle Initial	Gender	Birth Date	Grade
<input checked="" type="checkbox"/>		Waterhaven District - 9873	Reflection Academy - 9873_4086	9990005566	Washington	George	W	Male	11/06/2006	4
<input type="checkbox"/>		Waterhaven District - 9873	Reflection Academy - 9873_4086	9870022560	Adams	John	M	Male	06/17/2005	4
<input type="checkbox"/>		Waterhaven District - 9873	Exhibit Charter School - 9873_9210	0509945529	Bouvier	Jacqueline	L	Female	07/28/2005	4



# Upload Test Settings and Tools

**Preparing for Testing**

- Users
- Students
- Test Settings and Tools**
  - View/Edit/Export Test Settings and Tools
  - Upload Test Settings and Tools**
- Rosters
- Test Windows

## Upload Test Settings and Tools

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

**i** Use this page to upload a file of student test settings and tools you want to add or modify. [more info](#)

Step 1: Upload File

Choose File

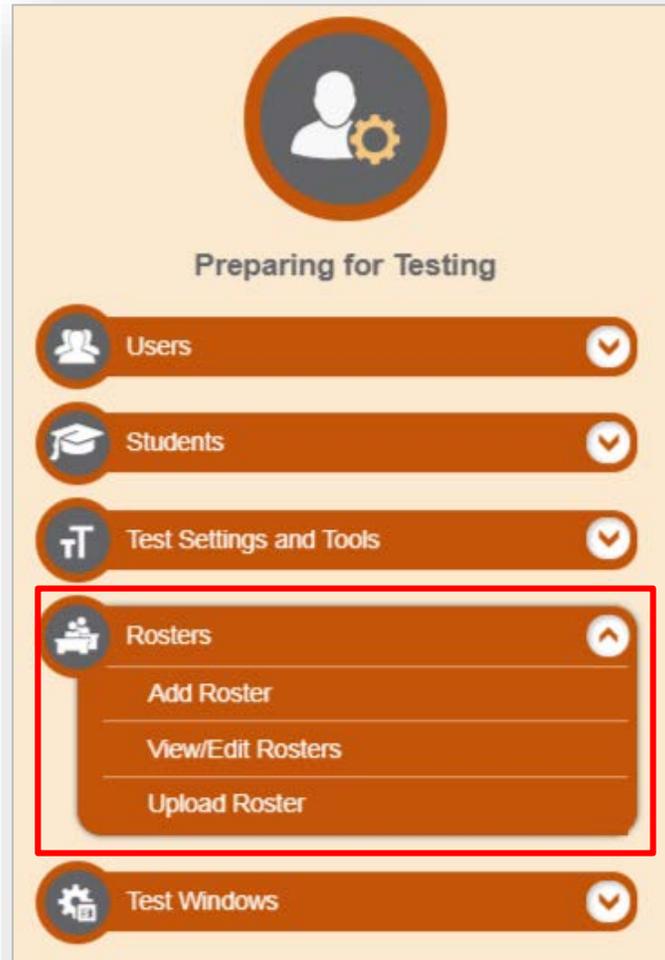
Browse

### Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
<a href="#">TestSettings1.xlsx</a>	12/05/2015 10:40 AM	Processed	<a href="#">Download (75)</a>	N/A	<a href="#">Download</a>
<a href="#">TestSettings2.xlsx</a>	12/07/2015 1:30 PM	Started	N/A	N/A	<a href="#">Download</a>

Next

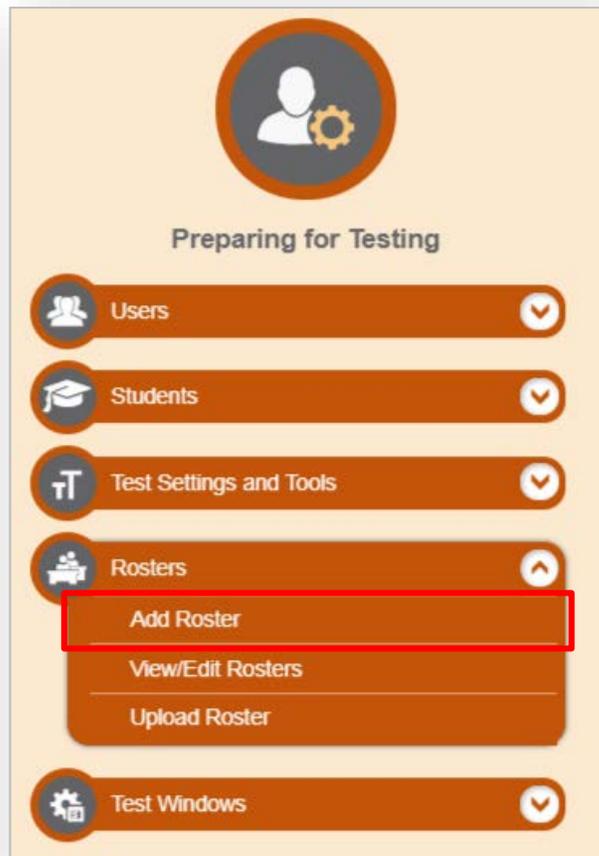
# Rosters



The screenshot shows a vertical menu titled "Preparing for Testing" with a user and gear icon at the top. The menu items are: "Users", "Students", "Test Settings and Tools", "Rosters", and "Test Windows". The "Rosters" item is highlighted with a red box and expanded to show sub-options: "Add Roster", "View/Edit Rosters", and "Upload Roster".

- Users
- Students
- Test Settings and Tools
- Rosters**
  - Add Roster
  - View/Edit Rosters
  - Upload Roster
- Test Windows

# Add Roster



Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters
  - Add Roster
  - View/Edit Rosters
  - Upload Roster
- Test Windows

### Add Roster

Use this page to add rosters. [more info](#)

**Search for Students to Add to the Roster**

\*District:  Last Name:

\*School:  First Name:

SSID:  Grade:

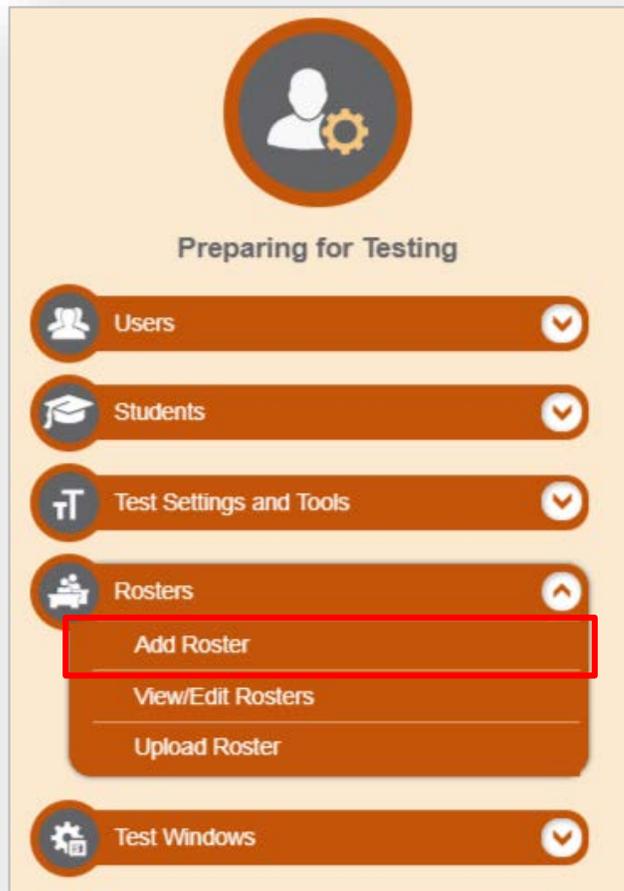
**Add Students to the Roster**

\*Roster Name:

\*Teacher Name:

\*Students to display:  Current Students  Current and Past Students

# Add Roster, continued



**Preparing for Testing**

- Users
- Students
- Test Settings and Tools
- Rosters
  - Add Roster
  - View/Edit Rosters
  - Upload Roster
- Test Windows

### Add Students to the Roster

\*Roster Name:

\*Teacher Name:

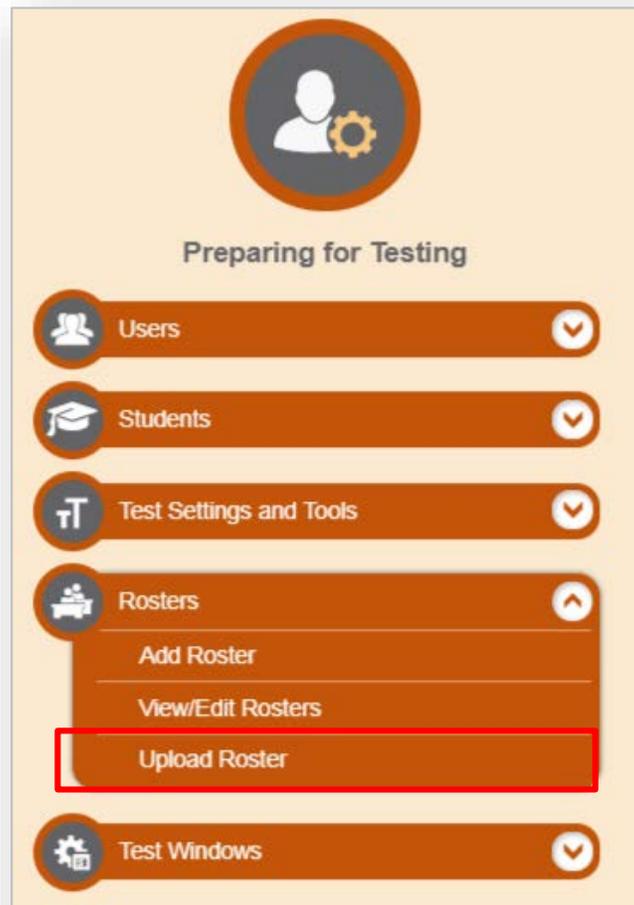
\*Students to display:  Current Students  Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (12) <input type="text" value="Quick Search"/>			
<input type="checkbox"/>	Add	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	+ Antonia, Matthew	03 9991122016
<input type="checkbox"/>	<input type="checkbox"/>	+ Earl, Hernand	03 9991122029
<input type="checkbox"/>	<input type="checkbox"/>	+ Gail, James	03 9991122042
<input type="checkbox"/>	<input type="checkbox"/>	+ Milly, Damer Ulessa	03 9991122003
<input type="checkbox"/>	<input type="checkbox"/>	+ Virginia, Reston	03 2374172357
<input type="checkbox"/>	<input type="checkbox"/>	+ Jackson, Cynthia	03 AIR-60
<input type="checkbox"/>	<input type="checkbox"/>	+ Arnold, Shane	03 AIR-61
<input type="checkbox"/>	<input type="checkbox"/>	+ Jones, Angela	03 4556666666
<input type="checkbox"/>	<input type="checkbox"/>	+ Kerry, Donald	03 8978978676
<input type="checkbox"/>	<input type="checkbox"/>	+ Stanton, Edith	03 AIR-69

Selected Students (7) <input type="text" value="Quick Search"/>			
<input type="checkbox"/>	Remove	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	x Washington, George	03 2374172361
<input type="checkbox"/>	<input type="checkbox"/>	x Adams, John	03 2374172375
<input type="checkbox"/>	<input type="checkbox"/>	x Jefferson, Thomas	03 2399172360
<input type="checkbox"/>	<input type="checkbox"/>	x Madison, James	03 9999080035
<input type="checkbox"/>	<input type="checkbox"/>	x Monroe, James	03 6142017123
<input type="checkbox"/>	<input type="checkbox"/>	x Adams, John Quincy	03 6142017124
<input type="checkbox"/>	<input type="checkbox"/>	x Jackson, Andrew	03 9999999004

# Upload Rosters



Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters
  - Add Roster
  - View/Edit Rosters
  - Upload Roster
- Test Windows

### Upload Roster

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

**i** Use this page to upload a file of rosters you want to add or modify. [more info](#)

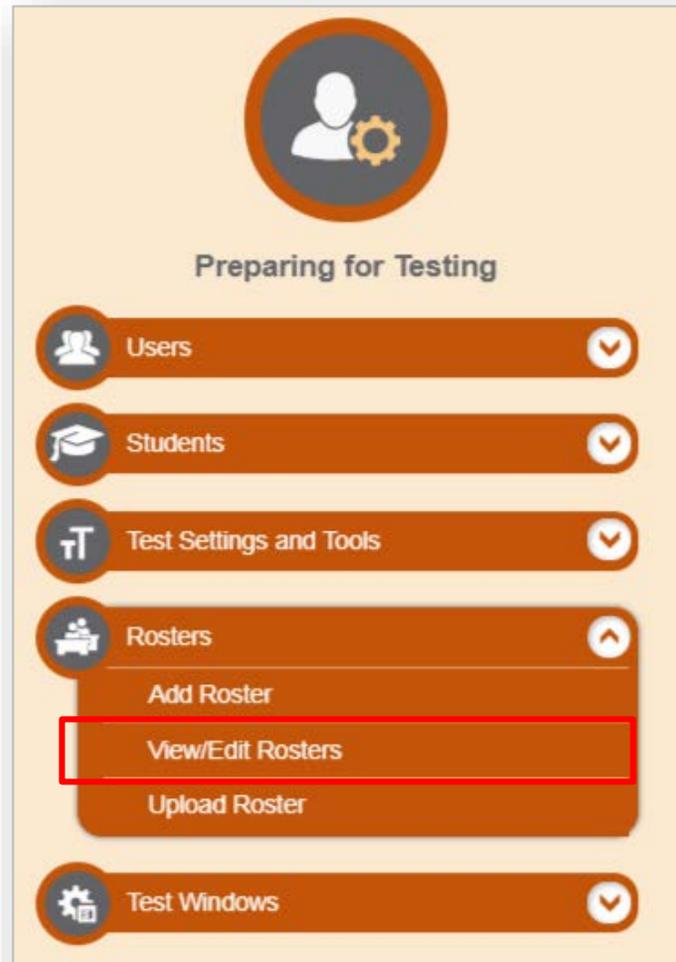
Step 1: Upload File

Choose File

**Upload History**

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
<a href="#">RosterNames.xlsx</a>	12/10/2017 11:25 AM	Processed	<a href="#">Download (125)</a>	N/A	<a href="#">Download</a>
<a href="#">DistrictRoster.xlsx</a>	12/11/2017 01:40 PM	Processed	<a href="#">Download (94)</a>	N/A	<a href="#">Download</a>

# View/Edit/Export Rosters



**Preparing for Testing**

- Users
- Students
- Test Settings and Tools
- Rosters**
  - Add Roster
  - View/Edit Rosters
  - Upload Roster
- Test Windows

### View/Edit/Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

**Search for Rosters to Edit**

\*District: Demo district 9999 - 999!      \*Roster Type: User Defined

\*School: Demo inst 9997 - 9999\_£

**Search**

Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 9

<input type="checkbox"/>	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>		000a	Test, TE	02	3
<input type="checkbox"/>		a	demouserr, TE1	02	2
<input type="checkbox"/>		demo 1	20171003115124367, EMMANUEL	02	1
<input type="checkbox"/>		new-test	Test, SC	03	48

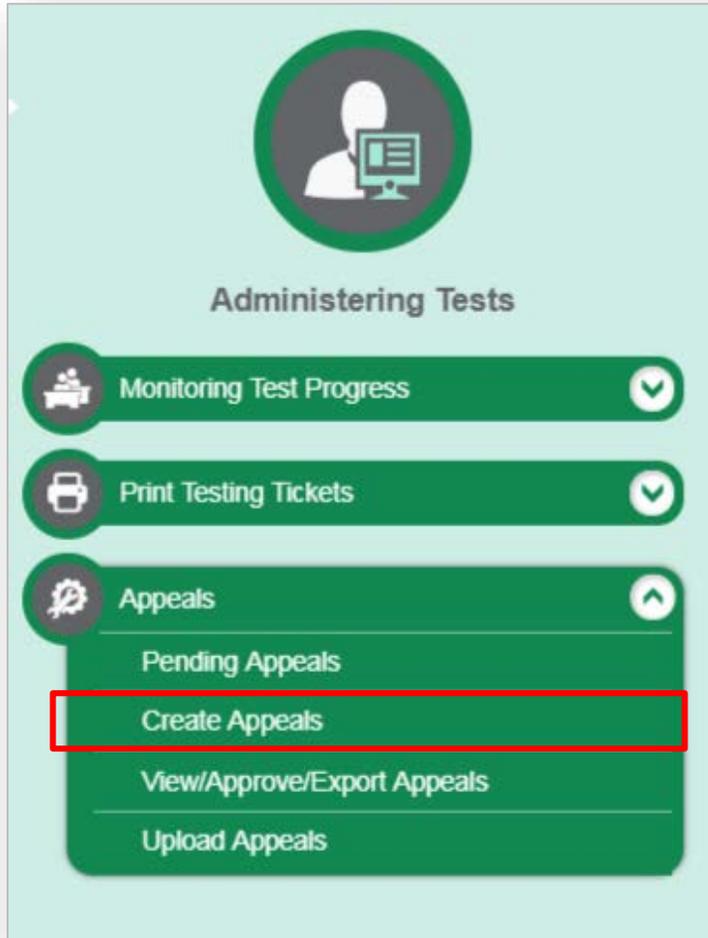
# Appeals



**Administering Tests**

- Monitoring Test Progress
- Print Testing Tickets
- Appeals**
  - Pending Appeals
  - Create Appeals
  - View/Approve/Export Appeals
  - Upload Appeals

# Create Appeals



**Administering Tests**

- Monitoring Test Progress
- Print Testing Tickets
- Appeals**
  - Pending Appeals
  - Create Appeals**
  - View/Approve/Export Appeals
  - Upload Appeals

### Create Appeals

Use this page to create appeals. [more info](#)

Select Appeal Type and Search

Appeal Type:  Invalidate A Test <sup>?</sup>  
 Reset A Test <sup>?</sup>  
 Re-open A Test <sup>?</sup>  
 Grace Period Extension <sup>?</sup>  
 Re-open Test Segment <sup>?</sup>

Search Student By:

Result ID:

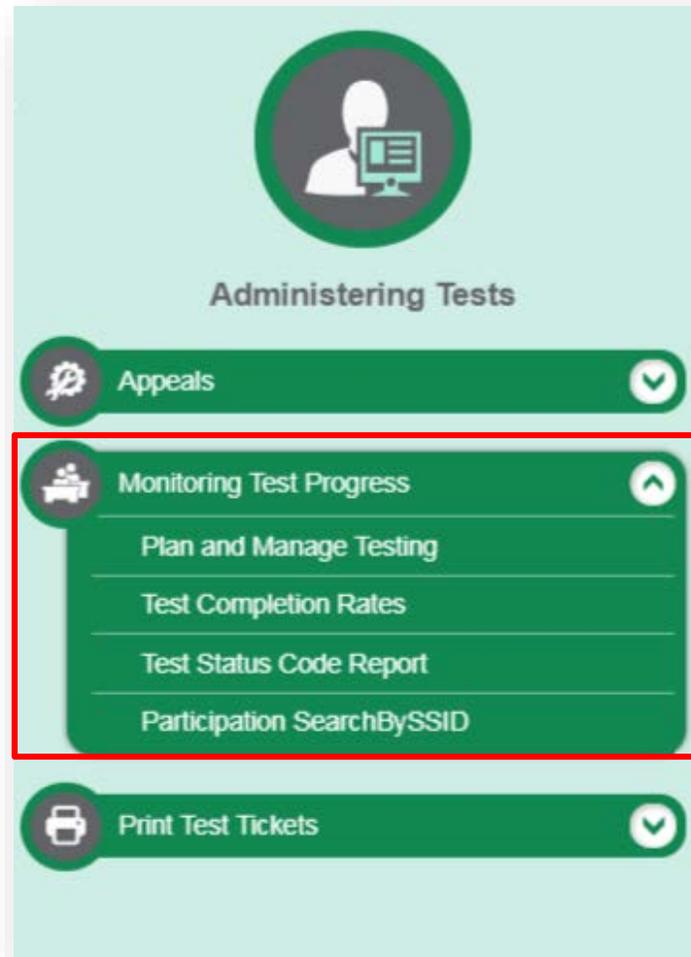
Number of records found: 4

	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted	8/27/2017	10/01/2017
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted	8/27/2017	10/11/2017

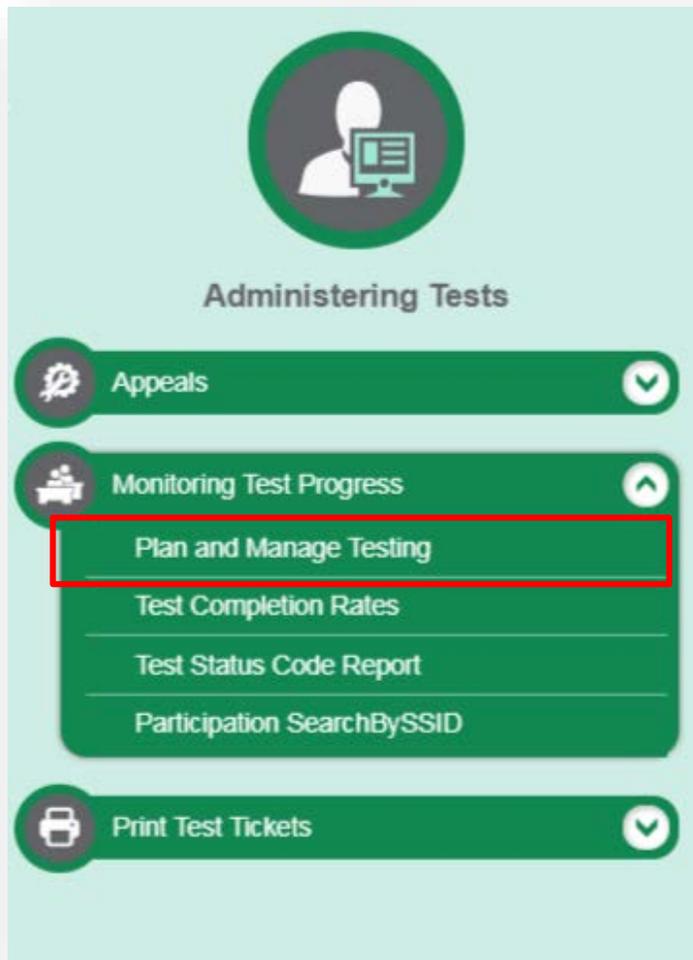
# Status of Appeals

Appeal Status	Description of Status
Error Occurred	An error occurred while the appeal was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval	Appeal is pending approval.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeal.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal.
Submitted for Processing	Appeal submitted to Test Delivery System for processing.

# Monitoring Test Progress



# Plan and Manage Testing



**Administering Tests**

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing**
- Test Completion Rates
- Test Status Code Report
- Participation SearchBySSID

Print Test Tickets

### Plan and Manage Testing

Use this page to view participation report. [more info](#)

- View Participation PMT Report**

Test Instrument: Summative Test ID's: All selected (40)

Administration: 2017-2018

- Search Students**

\*District: -- Select -- Student's Last Name:

\*School: None selected Student's First Name:

SSID:  Grade Level When Assessed: None selected

- Advanced Search**

Search Fields: -- Select -- Additional Criteria Chosen:

- View Participation PMT Test Filter Report**

students who have completed Any opportunity in the selected administration

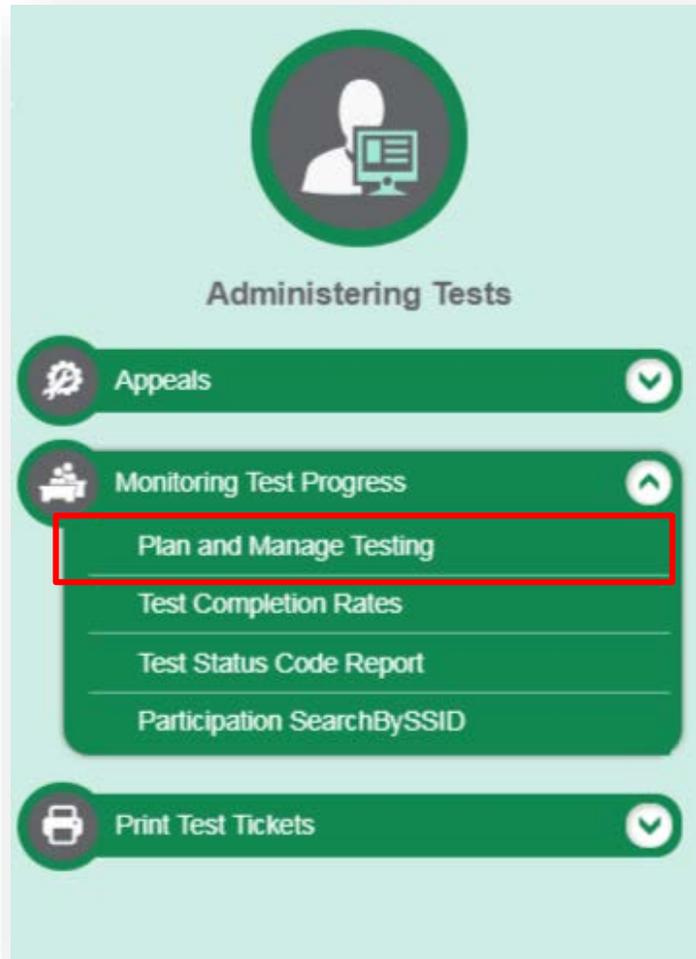
students whose most recent SessionID was SessionID (optional) between 07/16/2018 and 07/16/2018

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

students whose current opportunity will expire in days.

students on their Any opportunity in the selected administration, and have a status of Any

# Plan and Manage Testing Results



**Administering Tests**

- Appeals
- Monitoring Test Progress
  - Plan and Manage Testing**
  - Test Completion Rates
  - Test Status Code Report
  - Participation SearchBySSID
- Print Test Tickets

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

+ Report Criteria

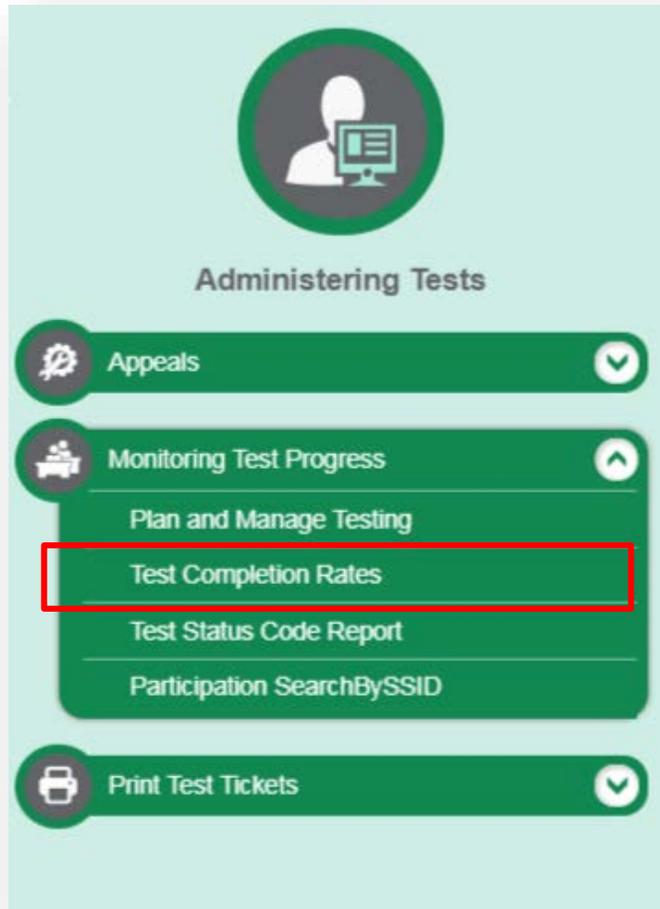
Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language	Oppor
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU	1
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU	1





# Test Completion Rates



Administering Tests

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing
- Test Completion Rates**
- Test Status Code Report
- Participation SearchBySSID

Print Test Tickets

## Test Completion Rates

Use this page to view test completion rates. [more info ?](#)

### View Participation TCR Report

ReportTypes: District Test Completion I ▼

Test Instrument: 2018-2018 Summative ▼

\*District: Demo district 9998 - 999 ▼

Administration: 2018-2019 ▼

\*Test ID's: All selected (20) ▼

Export Report



# Test Status Code Report



**Administering Tests**

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing
- Test Completion Rates
- Test Status Code Report**
- Participation SearchBySSID

Print Test Tickets

### Test Status Code Report

Use this page to view students' test statuses and special codes. [more info ?](#)

**View Participation TSCR Report**

Test Instrument:  Administration:

Number of students found: 4

Enter search terms to filter search result

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Demo, Student A	123456789	G6 Mathematics		01/17/19	abc123	9999_9999	Demo inst 9999
Demo, Student B	987654321	G3 ELA		01/25/19		9999_9999	Demo inst 9999

# Test Delivery System

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# TDS Overview

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- No preregistration required
- Any teacher can test any student
- Innovative item types
- TA certification course

# TDS Interfaces

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	<b>Training</b>	<b>Operational</b>
<b>Teacher</b>	TA Training Site (Any Supported Browser)	Operational Testing Site (Any Supported Browser)
<b>Student</b>	Practice & Training Tests (Any Supported Browser)	Student Testing Site (Secure Browser)

# Use of Training Tests

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- Guest access for anyone at any time
- Test Settings/Accommodations practice for students
- Testing interface practice for students
- TA practice administering

# Test Administrator Interface

**Operational** Test Selection Expand All

Choose which tests to add to your session from the tree, and then start your session.

- Modularity
- Interims
- Mathematics
- ELA

Start Operational Session Close

Field Tests Session ID: TRAIN-ACB7-1 Select Tests Approvals

**Students in your Operational Test Session**

0 students awaiting approval 0 print requests 0 active tests

### Instructions

- 1 Start Session**  
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**  
Press the **Approvals** button, review the student's test details, and then press the **✓** button.
- 3 Monitor Progress**  
Monitor the **Students in your Test Session** table. You can use the button to view print requests and the button to pause students' tests. To stop a test session, press the button next to the Session ID.

# Test Administrator (TA) Interface

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- Logging in
- Selecting tests
- Approving students and test settings

# What is the Secure Browser?

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- Secure student access to the Test Delivery System
- Only piece of software required
- Installed on all student testing machines
- Available on multiple platforms
- Specific technical requirements

# WY-ALT Updates

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# 2019 NEW WY-ALT

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- The New WY-ALT will be administered on a computer/tablet. Using the same systems as WY-TOPP.
- It is a continuation of the WY-ALT 2018 Independent Field Test.
- 2019 WY-ALT will be an Operational Field Test (OFT). We will set Standards in the Summer of 2019. Scores will be available in mid-August 2019
- No longer need Second Scorers for the WY-ALT.
- The assessment will use human-voice recordings to read aloud every test item.

# Operational Field Test (OFT)

Throughout test sign-in and administration, TAs may support students in navigating throughout the assessment.



The screenshot shows the sign-in page for the AIR Online Test site. At the top, there is a dark blue header with the AIR logo and the text "AMERICAN INSTITUTES FOR RESEARCH® Making Research Relevant AIR". Below the header, the main content area is white. On the left, there is a "Please Sign In" form with three input fields: "First Name:", "Student ID:", and "Session ID:". The "Session ID" field is a three-digit number separated by dashes. A "Sign In" button is located at the bottom right of the form. Below the form, there are two small boxes: "Run Diagnostics" and "Browser: Securevill". On the right side of the page, there are two informational boxes. The top one says "Welcome to AIR's Online Test site. Some questions require you to select one answer; others require you to type a short answer, draw a picture, or complete another type of open-ended task." The bottom one says "To access this site, use Mozilla Firefox 10+, Safari 5+, Chrome 31+, Internet Explorer 10 or 11, or the Secure Browser."

# Operational Field Test (OFT)

When helping the student respond to test items, the TA serves the role of a scribe

The screenshot displays a digital test interface. On the left side, there is a problem description: "Anna has a jar." followed by an illustration of a glass jar. Below that, it says "She puts 3 drops of ink in the jar." with an illustration of a red-tipped dropper releasing three black drops. On the right side, the question is presented: "2 The ratio of ink to jars is 1:3. How many drops of ink would Anna use in 3 jars?". Below the question are three large, light-gray rectangular buttons with rounded corners, each containing a response option: "2 drops", "4 drops", and "9 drops". At the bottom of each button is a small circular icon of an ear, indicating an audio feature. The interface includes a top navigation bar with icons for Back, Next, Save, Pause, End Test, Full Screen, Masking, Calculator, Line Reader, Zoom Out, and Zoom In.

# Upcoming Events

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# Upcoming Events

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- September 17-20: WY-ALT Content & Fairness Review (for Op 2019)
  - Recruitment closed
- October 4: NGSS Item Data Review (From FT 2018)
  - Recruitment August 31-September 14
- October 22-23: NGSS Content & Fairness Review (For FT 2019)
  - Recruitment August 31-September 21

# Wrap Up & Questions

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# Contact Your Help Desk

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You can contact the Help Desk for assistance with any technical issues you encounter.

When contacting the Help Desk, please be ready to provide the following information:

- Any error messages that are appearing (including codes)
- Your operating system and browser information
- Your network configuration information
- Your contact information for follow-up by telephone or email
- Any other relevant information, such as test names or content areas, student IDs, session IDs, and search criteria

# For More Information

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## Resources on the Portal

[wyoassessment.org](http://wyoassessment.org)

- Manuals
- User Guides
- Quick Guides
- Tutorials
- Training slides and recordings
- FAQs

## Resources on WDE website

[edu.wyoming.gov](http://edu.wyoming.gov)

- Blueprints
- Training Registration
- Assessment calendar
- Assessment newsletters

## Wyoming Help Desk

(888)897-8024

[wyohelpdesk@air.org](mailto:wyohelpdesk@air.org)