Wyoming
Test of Proficiency and Progress
(WY-TOPP)

2018-19 District Test Coordinator Training
August 28-30, 2018
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
## 2018-19 WY-TOPP Testing Windows

<table>
<thead>
<tr>
<th>Window</th>
<th>Tests</th>
<th>Open Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Modulars in ELA &amp; Math</td>
<td>September 4, 2018</td>
<td>June 14, 2019</td>
</tr>
<tr>
<td>Fall</td>
<td>Interims in ELA &amp; Math grades 1-10</td>
<td>September 4, 2018</td>
<td>September 28, 2018</td>
</tr>
<tr>
<td>Winter</td>
<td>Interims in ELA &amp; Math grades 3-10</td>
<td>January 15, 2019</td>
<td>February 8, 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>Interims in ELA &amp; Math grades K-2</td>
<td>April 15, 2019</td>
<td>May 10, 2019</td>
</tr>
<tr>
<td></td>
<td>Summatives in ELA &amp; Math grades 3-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science grades 4, 8, &amp; 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WY-TOPP Changes for 2018-19 Overview

- 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

- 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

- **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

- **AIR Provided**
  - Item Content
  - Test Structure

- **WDE Provided**
  - Institution Data
  - Student Data

- **District Provided**
  - Student Settings
  - Building Users

- **TDS**

- **TIDE**

- **ORS**

- **AIR Ways**
Resetting Your Password

Enter your email address to find your account

Submit

Return to login page
Activating Your Account

- 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.

Return to Login Page
To enhance security a dual authentication process has been added for 2018-19.

An additional step of a one-time code will be sent 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
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)
## Roles and Permissions

<table>
<thead>
<tr>
<th>Task</th>
<th>DTC</th>
<th>DDR</th>
<th>BC</th>
<th>BDR</th>
<th>TA</th>
<th>PR</th>
<th>ALT TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing Students</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Adding User Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing and Editing User Details</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating Invalidation Requests</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with Rosters of Students</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Generating Plans and Managing Testing Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Administer a Test</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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

Preparing for Testing

- Users
- Add User
- View/Edit/Export Users
- Upload Users

Students

Test Settings and Tools

Rosters

Test Windows
Add Users

Preventing for Testing

Add User

View/Edit/Export Users
Upload Users

Add User

Use this page to add users to assessment systems.

PERSONNEL

*Email Address: abc@air.org

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

File name | Date Uploaded | Status | Records Processed | Records Rejected | Validation Report
---|---|---|---|---|---
UserTemplate.xlsx | 12/05/2017 10:40 AM | Processed | Download (75) | N/A | Download
UserNames.xlsx | 12/07/2017 1:30 PM | Started | N/A | N/A | Download

Choose File

Browse

Download Templates

Next
View/Edit/Export Users
View/Edit/Export User Results

[Image: A screenshot of a user interface displaying a list of users with columns for Edit, Role, District, School, Email Address, First Name, Last Name, Phone Number, and Completed TA Course.]
View/Export Students

View/Edit/Export Student

Search for Students to Edit

- District: Waterhaven District ▼
- School: All Schools ▼
- External ID: ▼

Add Search Filters:
- Search Fields: Gender ▼
  - Gender: □ Female
  - Gender: □ Male

Additional Criteria Chosen:
- Print on Demand: Yes
- Streamlined ELA: Yes
- Streamlined ELAP: Yes

Add ▼ Remove All ▼ Remove Selected ▼ Search ▼
View/Export Students, continued
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

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

<table>
<thead>
<tr>
<th>Gender</th>
<th># of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>1</td>
</tr>
<tr>
<td>Male</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th># of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
</tr>
</tbody>
</table>
Test Settings and Tools
View/Edit/Export Test Settings and Tools

Preparation for Testing

Users

Students

Test Settings and Tools

View/Edit/Export Test Settings and Tools

Upload Test Settings and Tools

Rosters

Test Windows

Search for Test Settings and Tools to Edit

- District: Waterhaven District
- School: All Schools
- External ID:
- Last Name:
- First Name:
- Assessed Grade:

Additional Search

Search Fields: Gender

Gender: Female

Additional Criteria Chosen:
- Print on Demand: Yes
- Streamlined ELA: Yes
- Streamlined ELAP: Yes

Add

Remove All

Remove Selected

Search
View/Edit/Export Test Settings and Tools Results

<table>
<thead>
<tr>
<th>Dist</th>
<th>School</th>
<th>SSID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Gender</th>
<th>Birth Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9873</td>
<td>Waterhaven</td>
<td>9873</td>
<td>Washington</td>
<td>George</td>
<td>W</td>
<td>Male</td>
<td>11/06/2006</td>
<td>4</td>
</tr>
<tr>
<td>9873</td>
<td>Waterhaven</td>
<td>9873</td>
<td>Adams</td>
<td>John</td>
<td>M</td>
<td>Male</td>
<td>06/17/2005</td>
<td>4</td>
</tr>
<tr>
<td>9873</td>
<td>Exhibit Charter</td>
<td>9873</td>
<td>Bouvier</td>
<td>Jacqueline</td>
<td>L</td>
<td>Female</td>
<td>07/28/2005</td>
<td>4</td>
</tr>
</tbody>
</table>
Rosters
Add Roster, continued

![Diagram showing the process of adding students to the roster.]

### Available Students (12)

<table>
<thead>
<tr>
<th>Add</th>
<th>Student Name</th>
<th>Grade</th>
<th>Reporting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Antonia, Matthew 03</td>
<td>9991122016</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Earl, Samuel 03</td>
<td>9991122029</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Gal, James 03</td>
<td>9991122042</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Milt, Damar, Usha 03</td>
<td>9991122003</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Virginia, Roston 03</td>
<td>2374172357</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jackson, Cynthia 03</td>
<td>AIR-69</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Arnold, Shine 03</td>
<td>AIR-61</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jones, Angela 03</td>
<td>456666666</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Kenny, Donald 03</td>
<td>8576767676</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Stanton, Edith 03</td>
<td>AIR-69</td>
<td></td>
</tr>
</tbody>
</table>

### Selected Students (2)

<table>
<thead>
<tr>
<th>Remove</th>
<th>Student Name</th>
<th>Grade</th>
<th>Reporting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Washington, George 03</td>
<td>2374172361</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Adams, John 03</td>
<td>2374172376</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jefferson, Thomas 03</td>
<td>2399172360</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Madison, James 03</td>
<td>9999000003</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Monroe, James 03</td>
<td>6142017123</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Adams, John Quincy 03</td>
<td>6142017124</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jackson, Andrew 03</td>
<td>9999999004</td>
<td></td>
</tr>
</tbody>
</table>

**Buttons:**
- Add All
- Add Selected
- Remove All
- Remove Selected
Upload Rosters

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

Upload Roster

Step 1: Upload File
Choose File - Browse

Upload History
<table>
<thead>
<tr>
<th>File name</th>
<th>Date Uploaded</th>
<th>Status</th>
<th>Records Processed</th>
<th>Records Rejected</th>
<th>Validation Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>RosterNames.xlsx</td>
<td>12/10/2017 11:25 AM</td>
<td>Processed</td>
<td>Download (125)</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>DistrictRoster.xlsx</td>
<td>12/11/2017 01:40 PM</td>
<td>Processed</td>
<td>Download (94)</td>
<td>N/A</td>
<td>Download</td>
</tr>
</tbody>
</table>

Download Templates
View/Edit/Export Rosters

Preparation 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.

Search for Rosters to Edit

- District: Demo district 9999 - 9999
- 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

<table>
<thead>
<tr>
<th>Edit</th>
<th>Roster Name</th>
<th>Teacher</th>
<th>Grades in Roster</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>000a</td>
<td>Test, TE</td>
<td>02</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>a</td>
<td></td>
<td>02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>demo 1</td>
<td>20171003115124367, EMANUEL</td>
<td>02</td>
<td>2</td>
</tr>
<tr>
<td>✔</td>
<td>new-test</td>
<td>Test, SC</td>
<td>03</td>
<td>48</td>
</tr>
</tbody>
</table>

AIR
AMERICAN INSTITUTES FOR RESEARCH

Appeals
Create Appeals

Select Appeal Type and Search

Create Appeals

Number of records found: 4

<table>
<thead>
<tr>
<th>Result ID</th>
<th>School ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>SSID</th>
<th>Test Name</th>
<th>Test Opportunity</th>
<th>Test Status</th>
<th>Test Start Date</th>
<th>Date of Last Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>832</td>
<td>99-999</td>
<td>Smith</td>
<td>Tim</td>
<td>992412311</td>
<td>SAGE-Biology-Science-7-summative</td>
<td>1</td>
<td>Submitted</td>
<td>8/27/2017</td>
<td>10/01/2017</td>
</tr>
<tr>
<td>832</td>
<td>99-999</td>
<td>Brown</td>
<td>Patricia</td>
<td>990421525</td>
<td>SAGE-Biology-Science-8-summative</td>
<td>1</td>
<td>Submitted</td>
<td>8/27/2017</td>
<td>10/11/2017</td>
</tr>
</tbody>
</table>
# Status of Appeals

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

## Administering Tests

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing
- Test Completion Rates
- Test Status Code Report
- Participation Search By SSID
- Print Test Tickets

## Plan and Manage Testing

Use this page to view students' current testing information.

### Report Criteria

### Number of records found: 2

<table>
<thead>
<tr>
<th>Name</th>
<th>SSID</th>
<th>Enrolled Grade</th>
<th>Restricted Subjects</th>
<th>Current LEP</th>
<th>Test</th>
<th>Language</th>
<th>Opp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Ben</td>
<td>999999992563</td>
<td>03</td>
<td>ELA</td>
<td>N</td>
<td>Grade 3 Science</td>
<td>ENU</td>
<td>1</td>
</tr>
<tr>
<td>Garcia, Matt</td>
<td>999999992311</td>
<td>03</td>
<td>Social Sciences</td>
<td>Y</td>
<td>Grade 3 Mathematics</td>
<td>ENU</td>
<td>1</td>
</tr>
</tbody>
</table>
Test Completion Rates

View Participation TCR Report

- Report Types: District Test Completion
- 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 Search By SSID
- Print Test Tickets

**Test Status Code Report**

Use this page to view students' test statuses and special codes.

**View Participation TSCR Report**

- Test Instrument: Demo Summative
- Administration: 2018-2019

Number of students found: 4

<table>
<thead>
<tr>
<th>Student Name</th>
<th>SSID</th>
<th>Test Name</th>
<th>Test Status</th>
<th>Date Started</th>
<th>Special Code</th>
<th>Assigned School ID</th>
<th>Assigned School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student A</td>
<td>123456789</td>
<td>G6 Mathematics</td>
<td></td>
<td>01/17/19</td>
<td>abc123</td>
<td>9999_9999</td>
<td>Demo inst 9999</td>
</tr>
<tr>
<td>Demo, Student B</td>
<td>987654321</td>
<td>G3 ELA</td>
<td></td>
<td>01/25/19</td>
<td>9999_9999</td>
<td>9999_9999</td>
<td>Demo inst 9999</td>
</tr>
</tbody>
</table>

[Generate Report][Export Report]
Test Delivery System
TDS Overview

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Training</th>
<th>Operational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>TA Training Site (Any Supported Browser)</td>
<td>Operational Testing Site (Any Supported Browser)</td>
</tr>
<tr>
<td>Student</td>
<td>Practice &amp; Training Tests (Any Supported Browser)</td>
<td>Student Testing Site (Secure Browser)</td>
</tr>
</tbody>
</table>
Use of Training Tests

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

- Logging in
- Selecting tests
- Approving students and test settings
What is the Secure Browser?

- 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
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.
Operational Field Test (OFT)

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

- **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
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

Resources on the Portal
wyoassessment.org
- Manuals
- User Guides
- Quick Guides
- Tutorials
- Training slides and recordings
- FAQs

Resources on WDE website
edu.wyoming.gov
- Blueprints
- Training Registration
- Assessment calendar
- Assessment newsletters

Wyoming Help Desk
(888)897-8024
wyohelpdesk@air.org