



## Helpful Tips

The purpose of Helpful Tips is to make sure that Test Administrators understand how to navigate the online Test Delivery System for the WY-ALT assessment. This document is intended as a guide for specific tools and scenarios.

## Learning Characteristics Inventory

The purpose of the Learning Characteristics Inventory (LCI) is to describe the characteristics of students who participate in the Alternate Assessment and Alternate Achievement Standards. The LCI is delivered online in the Student Interface, just like the rest of the WY-ALT tests. Unlike the other tests, the LCI is completed only by the ALT-TA as it is comprised of questions regarding the student’s abilities and achievements throughout the school year. The student does not need to be present when the ALT-TA takes the LCI. The LCI must be completed for each student before any WY-ALT tests can be administered.

LCI Recommendation for Question #5:

- If a student does not have a primary language other than English and you selected “No” on Question #4, then please enter “NA” for Question #5.

### Question #4

4. Is your student's primary language a language other than English?

A Yes

B No

### Question #5

5. If yes, what is your student's primary language (the dominant language spoken in the student's home)?

A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z  
Space Delete

## Accessing Global Menu

The Global Menu contains navigation buttons on the left and tool buttons on the right.



To access the global menu, you must first exit full-screen mode:

1. Click  in the upper-left corner. A pop-up message appears, asking for a password.
2. Enter the student’s first name and click **OK**. The global menu appears at the top of the screen.
3. *Optional:* To return to full-screen mode, click **Full Screen** in the global menu.

Please enter the password to exit fullscreen mode:

Please note, several testing tools (masking, line reader, calculator, etc.) are available on the global menu and are only accessible after exiting full-screen mode.



## Masking within Item Cards

The **Masking** tool temporarily covers a distracting area of the test page.

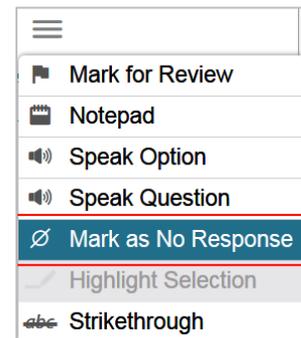
- Note of caution for **Masking** tool:
  - If you need to cover only part of a response option and click within the response option card, you may accidentally select that answer option.
  - Carefully review all final answers before proceeding to the next item.

## Mark as No Response

**Mark as No Response** is a tool designed to indicate that no response was provided for an item and to proceed to the next item.

To mark an item as no response:

1. Click on the item's context menu and select **Mark as No Response**.
2. A message will appear asking you to confirm whether you wish to mark the item as **No Response**. Click **Yes**.
  - a. The item's response options are disabled and grayed out. A no response icon (∅) is displayed on top of the item to clearly indicate that no response was provided.
  - b. You can now proceed to the next item. For reporting purposes, the item marked as **No Response** will be assigned a condition code of NR.



## No Response

If your student does not respond to five consecutive items on the test, you may end the test early. To end a test early:

1. Select the pause button in the upper right corner.
2. *Optional:*
  - a. If possible, mark all subsequent items in the test as **No Response**.
  - b. Submit test.

## Ending Test if Last Item is Marked as No Response

If you mark the last item in a test as **No Response**, the **End Test** button will not automatically appear.

To end the test if the last item is marked as **No Response**:

1. Click the **Next** button.
2. A pop-up message appears informing you that there are no more items on the test and instructing you to click the **End Test** button when you have finished checking your answers.
3. Click **OK**.
4. The **End Test** button appears in the global menu.



## Additional Resources

For additional information on administering the WY-ALT assessment, please reference the [Test Administrator User Guide](#), located on the WY-TOPP Test Administrator [Manuals and User Guides](#) section of the [Wyoming Assessment Portal](#).

## Help Desk

If you have any outstanding questions, please contact the Wyoming Help Desk at [wyohelpdesk@air.org](mailto:wyohelpdesk@air.org) or 888-897-8024.