

Interim Assessment Viewing Application User Guide

2023-2024

Published July 5, 2023

Prepared by Cambium Assessment, Inc.



Table of Contents

- Introduction to this User Guide 1**
 - Organization of this User Guide 1
- Login Information 2**
- How to Access Tests in AVA 4**
- How to Use the Test Tools in AVA 6**
 - Test Tools 6
- Navigation and General Test Rules..... 9**
 - Navigating Questions..... 9
 - Finishing a Test Review..... 9
- User Support and Troubleshooting Information..... 10**
 - Username and Password Issues 10
- Change Log 11**

Introduction to this User Guide

This user guide provides instructions for using the Assessment Viewing Application (AVA). AVA is a component of the Online Testing System that allows authorized users to review assessments for administrative or instructional purposes.

Organization of this User Guide

This user guide includes the following sections:

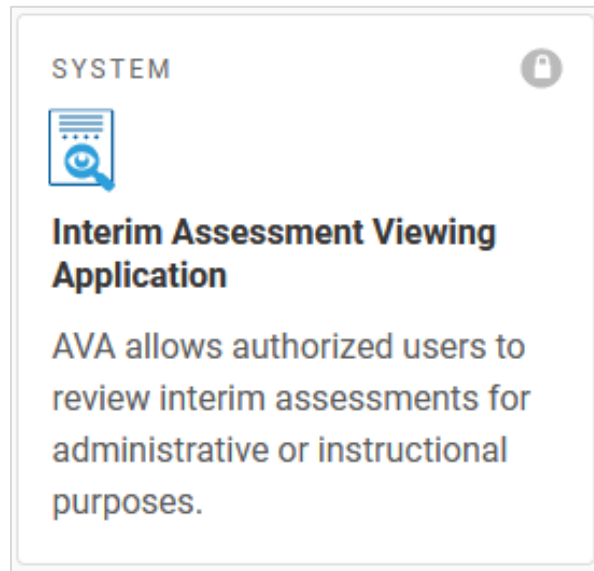
- [Login Information](#) explains how to access AVA.
- [How to Access Tests](#) explains how to select a test to review.
- [How to Use the Test Tools in AVA](#) describes the layout of AVA.
- [Navigation and General Test Rules](#) explains how to navigate the test.

Login Information

Authorized users can access AVA via the Montana Online Testing Portal.

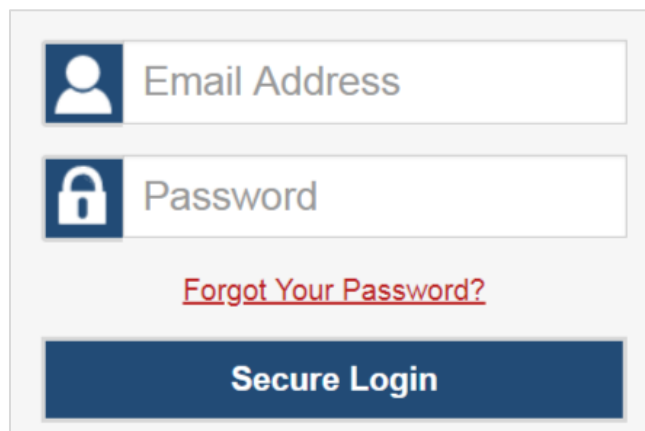
1. Navigate to the Montana Online Testing Portal (www.mt.portal.cambiumassessment.com).
2. Select the appropriate user card or assessment card. Then select **Interim Assessment Viewing Application**.

Figure 1. Card for AVA



3. In the **Login** page that appears, enter your email address and password.

Figure 2. Login Page



4. Click **Secure Login**. The **Available Tests** page appears (see [Figure 3](#)).

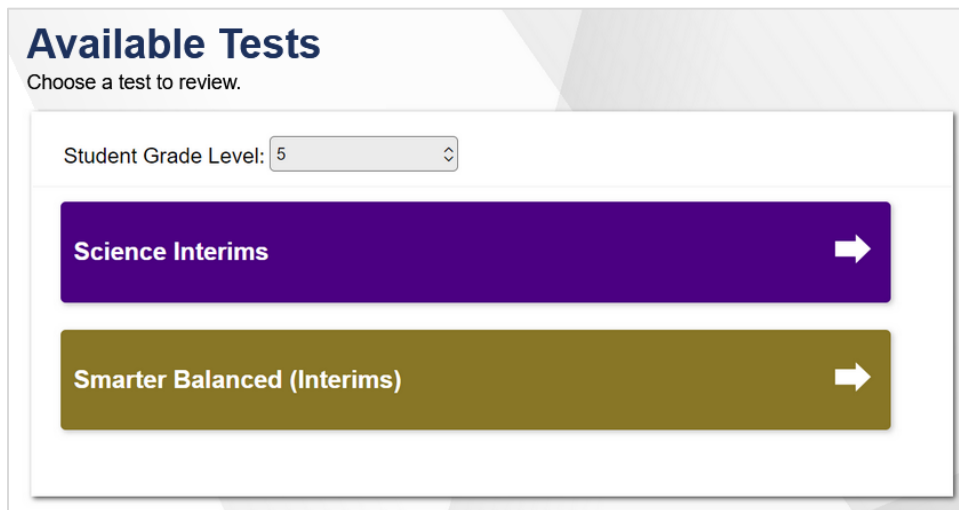
- a. If the **Enter Code** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

Note: If your browser's settings prevent you from accessing the **Available Tests** page, disable your browser's pop-up blocker and click **Try Again**.

How to Access Tests in AVA

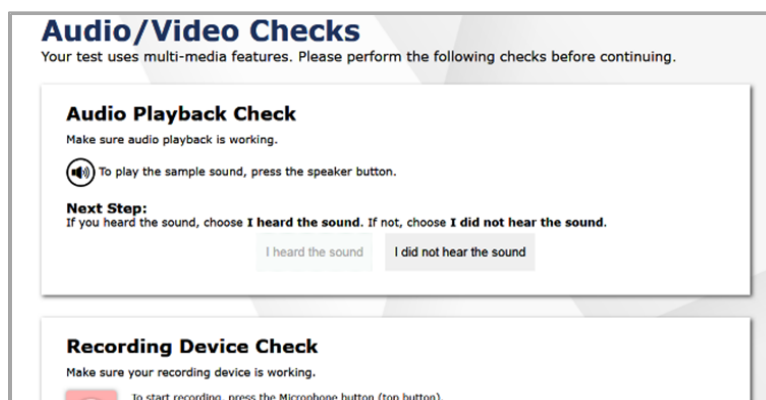
This section explains how to select tests to review in AVA.

Figure 3. Available Tests Page





1. From the **Student Grade Level** drop-down list on the **Available Tests** page, select the grade level associated with the test you wish to review. A list of available test categories for the selected grade level appears (see [Figure 3](#)).
2. Select the test category associated with the test you wish to review. A list of tests in that category appears.
3. Select the name of the test you wish to review. If the test requires any functionality checks, the **Audio/Video Checks** page appears
4. Depending on the type of media content available in the test, you may need to verify that your device's media playback is functioning properly on the **Audio/Video Checks** page. The test begins once you complete the available checks.

Figure 4. Audio/Video Checks Page



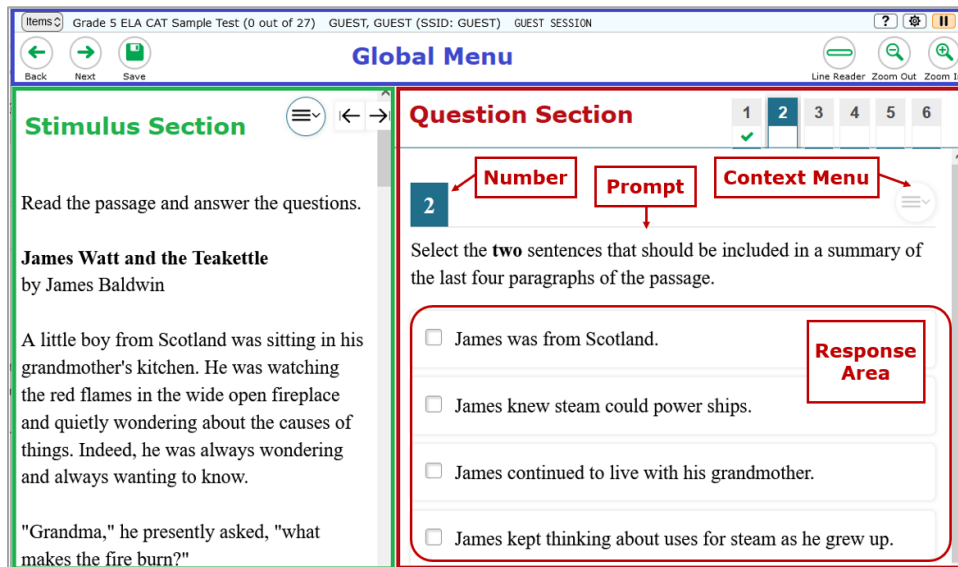
The following functionality check panels may appear:

- **Audio Playback Check:** This panel appears for tests with listening questions. To test the device’s audio playback functionality, select  and listen to the audio. If the sound is clearly audible, select **I heard the sound**.
 - If the sound is not clearly audible, select **I did not hear the sound** and follow the instructions that appear.
- **Sound and Video Playback Check:** This panel appears for tests with both audio and video content. To verify the functionality of audio and video playback, select  to play the video and sound. If the video plays and the sound is clearly audible, select **I could play the video and sound**.
 - If you are not able to play the video or hear the sound, select **I could not play the video or sound** and follow the instructions that appear.


How to Use the Test Tools in AVA

[Figure 5](#) displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Figure 5. Sample Test Page














Test Tools

AVA includes various on-screen tools that students can use while testing. You can access these tools by clicking the buttons in the global menu at the top of the page, or by selecting options from the context menu  that appear for each question or stimulus.

[Table 1](#) lists the tools available in the global menu section of the test page.




Table 1. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Help 	To view the on-screen Help Guide window, select the question mark  button in the top-right corner.
Line Reader 	To emphasize an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use.

Tool Name	Instructions
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test.
Pause	To pause a test, select  . If you pause the test, you will be logged out.
Periodic Table 	To view the on-screen periodic table, select Periodic Table in the global menu.
System Settings 	To adjust audio volume during the test, select  in the top-right corner. If you are testing on a mobile device, you cannot use this tool to adjust volume. To adjust audio volume on mobile devices, use the device's built-in volume control. You can also specify the language in which the buttons, messages, and other labels are displayed on the test page.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

[Table 2](#) lists the tools available in the context menus for questions and stimuli.





Table 2. Context Menu Tools

Tool Name	Instructions
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the top-right corner and a flag icon  appears next to the question number on the test page. The Items drop-down menu also displays a flag icon next to the question number.
Notepad	To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page. You can only access your notes for a question on that question's test page.
Select Previous Version	To restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select .

Tool Name	Instructions
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question’s response area. • Option B: Right-click an answer option and select Strikethrough.
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.</p>

[Table 3](#) lists any additional tools that are available on the test page.

Table 3. Other Tools

Tool Name	Instructions
Expand buttons	<p>You can expand the stimulus section or the question section for easier readability.</p> <ul style="list-style-type: none"> • To expand the stimulus section, select the right arrow icon  below the global menu. To collapse the expanded stimulus section, select the left arrow icon  in the top-right corner. • To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the top-left corner.

Navigation and General Test Rules

This section describes how to navigate a test, pause a test, and complete a test review.

Navigating Questions

When reviewing a test, you can practice responding to the test questions. You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** button at the top of the screen.
- To jump directly to a test page, select the required question number from the **Items** drop-down menu in the top-left corner.

If the test allows you to skip items, you can navigate to subsequent pages without entering a response to the items on the current page. Otherwise, you must respond to all the items on a page before advancing to the next page. The responses you enter will not be submitted for scoring.

Grouped questions may be paginated to display one at a time. Tabs for each question in the group appear in the top-right corner of the page.

Finishing a Test Review

This section provides instructions for finishing a test review and logging out.

1. To finish reviewing the test, click **Next** on the last page. A review page appears.
2. *Optional:* To review a question again, select the question number you want to review. The test page for that question appears.
 - You can return to the review page by selecting **Review** from the **Items** drop-down in the top-left corner.
3. To complete your review, click **End Test**.
4. On the **Done Reviewing Test** page, click **Log Out**. The AVA **Login** page appears. If you wish to review another assessment, you must log in again.

User Support and Troubleshooting Information

For information and assistance in using the Assessment Viewing Application, contact the Montana Online Testing Help Desk. The Help Desk is open Monday–Friday 6:00 a.m. to 6:00 p.m. MST (except holidays or as otherwise indicated on the Montana Online Testing portal).

Montana Assessment Program Help Desk

Toll-Free Phone Support: 1-877-365-7915

Email Support: mthelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information

Username and Password Issues

Your username for logging in to the AVA is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired**

In the activation email, click the second link provided and proceed to request a new link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder. If you still don't see the email, contact your School or District Test Coordinator to make sure you are registered in TIDE.

- **Additional help:**

If you are unable to log in, contact the Montana Online Testing Help Desk for assistance. You must provide your name and email address.

Change Log

Location	Change	Date