New Assessment Coordinator Workshop #2
Online Assessment Systems including Gateway and Accommodations

August 26, 2020
Using Zoom

• Keep yourself muted since we are recording
• Keep your video off unless your presenting
  (saves bandwidth)
• Questions? Type them in the chat
• Click dots at top and then Exit Full Screen if you want to be able to see the chat and the presentation at the same time.
First Contacts for Support

- **Jessica Ahlers** – administration of MSAA and Science Alt
- **Beth Schiltz** – Accommodations
- Yutzil Becker/Amanda Thronson – EL and ACCESS 2.0
- **Chris Booth** – Science and Science Alt
- **Amanda Thronson** – SD Math & ELA Assessments
- **Amanda Thronson** – Interim & Formative Assessments
- Chris Booth – Home School
- Jennifer Tschetter – NAEP
• Navigating the Gateway
• Handling Accommodations correctly
Let’s make sure everyone has an account and can log on

https://sd.portal.cambiumast.com/

Does anyone need an account?
WHERE?: Assessment Portal

Assessment Portal

1. Entrance Points & Browser
2. Resources
3. Systems
What do you need?

1. Checking in for updates?
2. Share the information with parents?
3. District/School/Classroom related?
4. Technology questions?
5. Need to download testing browsers?
Many places to find the same information

1. Important Dates
2. Maybe your question has been asked before?
3. General resources
   - Manuals
   - Tutorials
   - Additional Resources
Let’s take a look

1. Select Resources
2. Select Educators
3. What are you looking for?
   A. Guide and Manuals
      - Select User Guides and Manuals
   B. Multiplication Sheet, UAAG, Translations, TAM
      - Select SD Smarter Balanced Assessments
Portal Main Page
1. Select *Educators*

TA Landing Page
2. Notice Key Documents

What systems are you interested in?
3. *Interim and Summative Test Administration*

4. *Reports*
   A. Summative and Interim Data are both located in the Reporting system

5. *Training*
   A. *Proctor Certification Certification*
TIDE: **Test Information Distribution Engine**

*An essential system for the responsibilities of the District Assessment Coordinator*

**TA Landing Page**

1. Select *TIDE*
2. Enter Log On Information
   - A. NOTE: Reset PASSWORD upon first entrance every year.

**Key Functions**

3. System Choices
4. Management
5. Help Desk
6. System Sections
TIDE Landing Page: Preparing for Testing

1. **Users**: Staff Accounts
2. **Students**: Student Account Profiles
   A. Discussion of how student accounts load into TIDE
3. **Rosters**: Mechanism for the organizational needs of the District or School
TIDE Landing Page: Preparing for Testing

1. Select View/Edit/Export Users

2. Filter for desired search
   A. TE: Teachers
   B. Select Search

3. View results

4. *Delete* User accounts
   A. Select Check Box
   B. Select Trash Bin

5. *Add* Users
   A. Select Users
   B. Select ADD Users
ADD Users Landing Page

1. Input users school issued email address
2. Select *Add user* or *Add role*
3. Input user information
4. Create user roles
   1. NOTE: There are **VERY FEW** reasons why a user would need multiple roles.
   2. Let’s discuss
5. Select Save
6. Assure Confirmation

NOTE: There are **VERY FEW** reasons why a user would need multiple roles.
Creating Rosters

1. Select ADD Roster in TIDE
2. Filter appropriately
   1. Click Search

3. Use system to create rosters as desired
   1. Roster Name
   2. Teacher
   3. Student Selection
Creating Rosters

4. Select appropriate students
   1. Add All or Add Selected
   2. Once completed select appropriate ADD button

5. Confirm Roster
   1. Correct students included?
   2. Correct students excluded?
   3. Missing students?

6. Save Roster
Contact Information

South Dakota Department of Education
Office of Assessment

Amanda.Thronson@state.sd.us
Christina.Booth@state.sd.us
Handling Accommodations in TIDE

Beth Schiltz
Why a look at supports and accommodations?

• For basic knowledge
• Appropriateness of requests
• When to ask questions
• May be needed for interim assessment
South Dakota Tools, Supports, and Accommodations (SD TSA)
SD Tools, Supports, and Accommodations

- South Dakota’s Tools, Supports, and Accommodations (SD TSA)
- Guidelines apply to all students
- Three levels of support
- Not just for Special Education staff, but for all staff including classroom teachers
- Includes Science

https://sd.portal.airast.org/users/educators - In the resource section – right hand side of website towards the bottom
Three levels of support both embedded and non-embedded

- **Level 1 – Universal Tools**
  - For ALL students
- **Level 2 – Designated Supports**
  - For SOME students
- **Level 3 – Documented Accommodations**
  - For a FEW students
Level 1 – Tools For ALL students
Level 1 – Tools

- Provided for all students
- Provided digitally or separately
- Based on student preference and selection
- Can be turned off if tool is viewed as a distraction
- Should be using these tools in other digital environments so students are familiar with them
Tools
Provided for ALL students

Embedded Tools

– Breaks
– Calculator (grades 6-8 & 11) (Math & Science)
– Digital Notepad
– English Dictionary (for ELA performance task full write)
– English Glossary
– Expandable Passages
– Global Notes (for ELA performance tasks)
– Highlighter
– Keyboard Navigation

– Line Reader
– Mark for Review
– Math Tools (Science if applicable)
– Reference Guides (Science)
– Spell Check (for ELA items)
– Strikethrough
– Thesaurus (for ELA performance task full writes)
– Tutorial
– Writing Tools
– Zoom (can be set at a larger font in TIDE)
Tools
Provided for ALL students

Non-Embedded Tools

– Breaks
– English Dictionary (for ELA performance task full writes)
– Reference Guides (Science)
– Scratch Paper
– Thesaurus (for ELA performance task full writes)
Level 2 – Designated Supports
For SOME students
Level 2 – Designated Supports

• For any student for which a need has been indicated
  – by an educator or
  – a team of educators with parent/guardian and/or student
    – A process used to identify needs
• Currently being used for instruction and/or other assessment
• Identified prior to the assessment
• Activated prior to testing in the TIDE (Test Information Distribution Engine)
Designated Supports
Provided for SOME Students

Embedded Supports

– Color Contrast
– **Illustration Glossaries** (ELA and Math)
– Masking
– **Mouse Pointer** (size & color)
– **Streamline**
– **Text-to-speech** (Grades 3-8, &11 for all Math, Science and ELA items)
– Translated test directions
– Translations (glossaries for math items)
– Translations (stacked for math items)
– Turn off universal tools
– **Zoom** (set to a larger default)
Designated Supports
Provided for SOME Students

Non-Embedded Supports

– Amplification (permissive mode must be enabled)
– Bilingual dictionary (for ELA performance task full writes, Science)
– Color contrasts
– Color overlays
– Illustration Glossaries (ELA & Math paper/pencil assessments)
– Magnification (permissive mode may need to be enabled)
– Medical Support
– Noise Buffers
– Read aloud (Grades 3-8, & 11 for all math & Science, and ELA items – not reading passages)
– Separate setting
– Simplified Test Directions
– Translated Test Directions (PDF of directions translated in the language read by an adult)
– Translations (glossaries for math items)
Level 3 – Documented Accommodations
For FEW students
Accommodations vs Modifications

- Accommodations are practices and procedures in the areas of presentation, response, setting, and timing/scheduling that provide equitable access during instruction and assessments for students with disabilities.
  - Level the playing field

- Modifications lower, change, or reduce learning expectations.
  - Consistent use of modifications can increase the achievement gap.
  - Change the playing field
Accommodations

Modification
Level 3 – Documented Accommodations

• Documented need for the support such as an IEP or a 504 plan
  – Decisions made by a team
  – Information must be entered in the TIDE so they can be activated
• Exception may be a student who has a physical injury such as a broken hand or arm and can’t use the computer
  – May use the speech-to-text and/or
  – Scribe
  – If they have experience using these supports
Documented Accommodations
For FEW students

Embedded Accommodations

– American Sign Language (for ELA listening items and math items)
– Braille
– Braille Transcript (ELA listening passages)
– Closed Captioning (for ELA listening passages)
– Permissive Mode
– Text-to-speech (for ELA reading passages)
Documented Accommodations

For FEW students

Non-embedded Accommodations

- 100s Number Table
- Abacus
- Alternate response options (may need to enable permissive mode)
- Braille (paper/pencil assessment)
- Calculator (Braille & Talking for calculator items only, grades 6-8, & 11)
- Large Print (Needs to be requested through DOE)
- Multiplication Table (digits 1-12 facts)
- Print on demand (contact DOE)
- Read aloud (for ELA passages)
- Scribe
- Speech to text (need a voice recognition software and must enable permissive mode)
- Word Prediction (must have word prediction software and must enable permissive mode)
This n’ That
Permissive Mode

• Must contact DOE to enable
• Needed for Non-Embedded Supports and/or Accommodations that need to interact with the computer
  – Amplification
  – Magnification
  – Noise Buffers
  – Alternate Response Options
  – Speech-to-Text
  – Word Prediction
Tasks that may be required

- Speech-to-text (student reads into computer that does the typing) – need to have a stand alone voice recognition program

- Magnification devices – for students with a visual impairment and students with a hearing impairment
  - Enable the permissive mode

- Other Assistive Technology devices that may need to interact with the test platform
Text-to-Speech/Read Aloud
One or the other – not both

Supports

- ELA – items
- ELA PT – all
- Math – all
- Science - all

- Only for those who need it
- Not for all kids in classroom
- May hinder not help

Accommodations

- ELA – passages

- Should be very few in the state
- Print disability
- Documented on IEP
- Receiving intensive instruction and interventions in fundamental reading
- Requires specialized formats for reading
Special Ed or 504 Plan

- In Campus must mark 504 if on a 504 to receive accommodation

- In Campus must have a current sped record to receive accommodations
Accommodations enabled at state level

- Reading Passages accommodation (text-to-speech or read aloud – document needed)
- Print on Demand (document needed)
- Permissive mode (email)
- Non-embedded accommodations (email)

- When?
  - For Interims – soon
  - For summative – by Feb 1
Available Tools

https://doe.sd.gov/Assessment/SMARTERbalanced.aspx

In the Designated Supports and Accommodations section
Assistive Technology Manual

• Topics
  – Speech-to Text
  – Predictive Text
  – Alternative Computer Input
  – Assistive Keyboard and Mouse Input
  – Screen Magnifier
  – Assistive Tech for Braille tests

https://sd.portal.cambiumast.com/resources/user-guides-manuals-tc/
## TIDE Settings Worksheets

SD ELA, Math, & Science Assessment Supports and Accommodations

### TIDE – Test Settings

<table>
<thead>
<tr>
<th>District:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>SIMS:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Grade:</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Student Name:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Special Ed Teacher:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Classroom Teacher:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>IEP:</td>
<td>□ On □ Off</td>
</tr>
<tr>
<td>504 Plan</td>
<td>□ On □ Off</td>
</tr>
<tr>
<td>LAP Plan</td>
<td>□ On □ Off</td>
</tr>
<tr>
<td>Other Supports Process</td>
<td>□ On □ Off</td>
</tr>
</tbody>
</table>

Mark the following tools, supports, and/or accommodations in TIDE (Test Information Distribution Engine) for this student for the English Language Arts (ELA), ELA-PT (Performance Task), Mathematics, & Science state assessment (click on the text in each box to enable the drop down feature or mark the checkbox.)

### Tools Embedded (UT)

<table>
<thead>
<tr>
<th></th>
<th>ELA</th>
<th>ELA-PT</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transliteration (Glossary)</td>
<td>English Glossary (UT)</td>
<td>English Glossary (UT)</td>
<td>English Glossary (UT)</td>
<td></td>
</tr>
<tr>
<td>Zoom</td>
<td>2X</td>
<td>2X</td>
<td>1X</td>
<td>1X</td>
</tr>
</tbody>
</table>

### Embedded Designated Supports (DS)

<table>
<thead>
<tr>
<th></th>
<th>ELA</th>
<th>ELA-PT</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Contrast</td>
<td>Black on White</td>
<td>Black on White</td>
<td>Black on White</td>
<td>Black on White</td>
</tr>
<tr>
<td>Masking</td>
<td>□ On □ Off</td>
<td>□ On □ Off</td>
<td>□ On □ Off</td>
<td>□ On □ Off</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>System Default</td>
<td>System Default</td>
<td>System Default</td>
<td>System Default</td>
</tr>
<tr>
<td>Text To Speech</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Non-Embedded Designated Supports (DS)

<table>
<thead>
<tr>
<th></th>
<th>ELA</th>
<th>ELA-PT</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

- **Word format**
- **Includes Science**
- **Now 3 pages**
- **Needs to be completed on a computer due to dropdowns**
State Assessment
Accommodations Worksheet

- PDF format
  - Can be printed and handed to teacher
- Can be printed
Accommodations Summary

- One page document
- List of tools, supports and accommodations
  - Brief summary for each
TEST INFORMATION DISTRIBUTION ENGINE (TIDE)
Before we get started

• Supports and accommodation do NOT carry over from year to year
• Districts decide who enters this information
TIDE (Test Information Distribution Engine)

- Signed in as a DA
- Click on Students for a list of options
- Click the View/Edit/Export Students
- Notice the Upload Student Settings link
Different ways to search for student(s)

1. **District** – should have your district listed

2. **School** – can select one or more schools

3. **Student’s Last Name** – if you are looking for a specific student

4. **SSID** – this is the student’s state ID number – can be used if looking for a specific student and you only have their SIMS number

5. **Grade** – if you want a specific grade

6. **Search** – don’t forget to hit the search button
Search Results

• Elementary was selected for the search
• Have 80 results (or students in that school)
• Choices
  – View results
  – Export to Inbox
  – Modify Search
View results option was selected

1. Click the plus sign to get show the search options if wanting to do a different search
2. Shows the number of students in this search
3. Use the dropdown button for print options
4. Use the dropdown button for download options
Student(s) Information Section

1. Click the box to select all the students
2. Click one or more boxes to select specific students
3. Click the pencil to view/edit student information
4. Shows the student information including test settings and tools
Individual Student Information

Student Demographic information

- Check to make sure correct
- Uploaded from Infinite Campus so changes need to be made in Campus
Content Specific sections for Tools, Supports, and Accommodations

<table>
<thead>
<tr>
<th>ELA</th>
<th>ELA-PT</th>
<th>Mathematics</th>
<th>Science</th>
<th>Science-ALT</th>
</tr>
</thead>
</table>

• Notice the heading
  – ELA
  – ELA-PT
  – Mathematics
  – Science
  – Science-ALT
  • No ELA-Alt or Math-Alt as they are within a different system
1. Shows this is the embedded tools section
2. Use the dropdown arrows to show the options
3. Notice the green embedded tools within dropdown
4. Notice the Designated Supports within the dropdown
Embedded Designated Supports

1. Shows this is Embedded Designated Supports section
   - If there is a + to the left, it means this section has been collapsed

2. Some supports are toggle switched (off or on)

3. Dropdown boxes again with choice

4. This shows the Text-to-Speech which is one of the most used supports and notice only items is available to enable
Non-embedded Designated Supports

1. Drop down box again
2. Check boxes
   - Can check as many as needed for the student
   - Choices may be different for the different content areas
3. Use scroll bar to see all choices/options
Embedded Accommodations

These are embedded accommodations:

1. Shows that closed captioning is on.
2. Permissive mode: greyed out as must be turned on at the state level.
3. American Sign Language for ELA-PT – has circle with slash as not available for ELA-PT.
Non-Embedded Accommodations

These are greyed out and will show a red circle slash.

- Check with Special Education staff and 504 Coordinators to see what is needed
- Send what needs to be marked and for whom to the state
Save

- Don’t forget to hit the save button
- Found at the bottom of the page or at the top of the page
Uploading student(s) settings

- For uploading student settings select upload student settings in the student section
Template

- Template for upload available
  - Upper right hand corner
  - CSV or Excel formats
• Type in the SSID (must be 9 digits)
• Select the assessment
  – Activates the tools
  – Once tool is selected activates the value
• Select the tool name
  – One support or accommodation per line
  – If student needs more than one support or accommodation must use more than one line
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSID</td>
<td>Subject</td>
<td>Tool Name</td>
</tr>
<tr>
<td>2</td>
<td>SD123462:ELA</td>
<td>Non-Embedded Designated Supports</td>
<td>Noise Buffers</td>
</tr>
<tr>
<td>3</td>
<td>SD123462:Mathematics</td>
<td>Color Choices</td>
<td>Reverse Contrast</td>
</tr>
<tr>
<td>4</td>
<td>SD123462:Science</td>
<td>Color Choices</td>
<td>Reverse Contrast</td>
</tr>
<tr>
<td>5</td>
<td>SD123462:ELA</td>
<td>TTS</td>
<td>Items</td>
</tr>
<tr>
<td>6</td>
<td>SD123462:ELA</td>
<td>TTS</td>
<td>Passages</td>
</tr>
<tr>
<td>7</td>
<td>SD123462:Mathematics</td>
<td>TTS</td>
<td>Stimuli and Items</td>
</tr>
<tr>
<td>8</td>
<td>SD123462:Mathematics</td>
<td>Non-Embedded Accommodations</td>
<td>100s Number Table</td>
</tr>
<tr>
<td>9</td>
<td>SD123462:Science-ALT</td>
<td>Permissive Mode</td>
<td>On</td>
</tr>
<tr>
<td>10</td>
<td>SD123462:Science-ALT</td>
<td>Non-Embedded Accommodations</td>
<td>Scribe</td>
</tr>
<tr>
<td>11</td>
<td>SD123462:Science-ALT</td>
<td>Color Choices</td>
<td>Reverse Contrast</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upload Template

1. Click on browse (make sure to remember where you saved the file)
2. Notice the file is listed
3. Click next (be patient – this takes a bit)
Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Test Settings and Tools page.

**Step 2: Preview**

<table>
<thead>
<tr>
<th>Row Number</th>
<th>SSID</th>
<th>Subject</th>
<th>Tool Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SD1234627</td>
<td>ELA</td>
<td>Non-Embedded Designated Supports</td>
<td>Noise Buffers</td>
</tr>
<tr>
<td>2</td>
<td>SD1234627</td>
<td>Mathematics</td>
<td>Color Choices</td>
<td>Reverse Contrast</td>
</tr>
<tr>
<td>3</td>
<td>SD1234627</td>
<td>Science</td>
<td>Color Choices</td>
<td>Reverse Contrast</td>
</tr>
<tr>
<td>4</td>
<td>SD1234627</td>
<td>ELA</td>
<td>TTS</td>
<td>Items</td>
</tr>
<tr>
<td>5</td>
<td>SD1234627</td>
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<td>TTS</td>
<td>Passages</td>
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<td>100s Number Table</td>
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<tr>
<td>8</td>
<td>SD123462</td>
<td>Science-ALT</td>
<td>Permissive Mode</td>
<td>On</td>
</tr>
<tr>
<td>9</td>
<td>SD1234627</td>
<td>Science-ALT</td>
<td>Non-Embedded Accommodations</td>
<td>Scribe</td>
</tr>
</tbody>
</table>
1. Accommodation that needs to be enabled at state level
2. Non-embedded accommodations need to be enabled at state level
3. SSID number is wrong – couldn’t be found in the system
4. Permissive mode enabled at state level
5. Non-embedded accommodation enabled at state level
6. CAUTION: If student taking general assessment for ELA and Math, must take the general assessment for science (this says science-alt
Success!

Step 3: Validate

- 6 record(s) will be committed.
- 0 record(s) will be excluded.

Your file has no errors. Click **Continue with Upload** to continue the upload process.

Continue with Upload  Upload Revised File  Cancel

---

Step 4: Confirmation

Results: 6 records are committed.

Upload New File
Make sure technology and accommodations work before assessment

• Practice test
  – Secured browser
• Interim assessments

• If you are curious as to what a support or an accommodation looks like
  – Practice and training tests in non-secured browser
Questions
Contact Information

Beth Schiltz
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Office of Special Education
605-773-4257
Beth.Schiltz@state.sd.us