HISD | Student Assessment
MEASURING KNOWLEDGE. SUPPORTING GROWTH.

SPRING 2021 TECHNOLOGY PRE-CHECK

Last updated on 4/29/2021 10:18:32 AM

Please complete this pre-check prior to testing day (**TELPAS and STAAR)** to ensure that your students have a successful testing experience.

Supported Devices

HISD-Managed Devices. All HISD-managed devices are supported for State testing, including Windows, Chromebook, iPad (NOT iPad mini), and Mac.

Non-HISD Managed Devices. Although not recommended, campuses may allow students to bring their **non-HISD device** for testing. For non-HISD devices, the assessment applications must be downloaded at the links provided on page 6 of this guide.
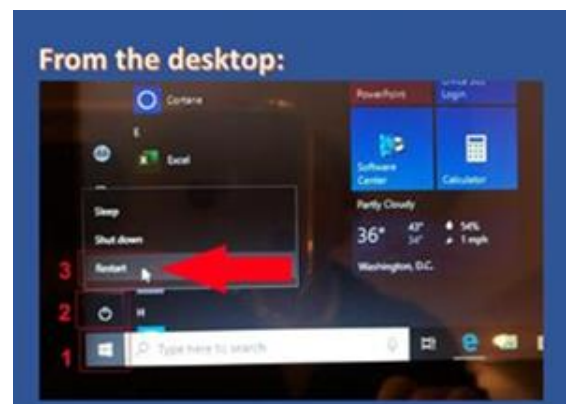
Conduct Practice Testing

As you complete the pre-check, plan to conduct practice testing with the students using the actual testing apps. For **TELPAS**, open the **TestNav** app that is on the computer and click on Practice. For **STAAR**, open the **STAAR Online Testing Program** app on the computer and click on Practice or Interim.

Pre-Check of Technology

It is recommended that the pre-check be started at least **one month** before testing.

HISD-Managed Windows Desktop or Laptop
All Windows devices on and off campus must be checked before testing. **It is recommended that campuses make plans for remote students to come to campus before testing day to restart and update Windows devices.**

1. **RESTART the Windows computer as needed**. Make sure the computer is responsive before proceeding to step 2.

2. **LEAVE ON FOR ONE TO TWO HOURS**. Leave the Windows computers on for one to two hours so that policies and system updates are completed. **The TestNav (TELPAS) app and the STAAR**

Restart Windows
From the locked screen:

From the desktop:

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Online Testing Platform should update automatically.

3. **CHECK THE APPS**. Both the STAAR and TestNav apps are on the Windows screen. Check the apps as outlined below to make sure they have updated.

TestNav for TELPAS

PEARSON
TestNav

a. Plug in a headset. Adjust the volume and make sure you can hear the ding in the headphones.
b. On the Windows screen, double click on the TestNav icon

c. Click on Sound – can you hear the bells
d. Click on Practice tests and select any of the practice tests.
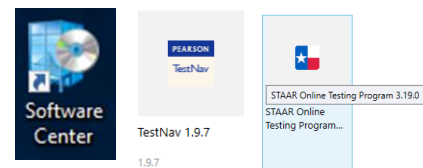e. **If there are no error messages, then TestNav is up to date**.

STAAR

a. On the Windows screen, double click on the STAAR Online Testing Program icon.
b. Click on Practice.
c. Look in the lower left of the screen for the browser version. **On the second line should say Secure Browser Version 3.19.0**

If the TestNav or STAAR app are not on the screen or not up to date, then:

1. **Consider re-imaging the computer. You may ask your campus technologist or Principal-assigned staff to re-image the computer. Campuses may contact the [Service Desk] or [Student Assessment] for directions.**
2. **If re-imaging is not an option, then you may use Software Center to install the TestNav and STAAR application**. If Software Center is not found on the desktop, click on the **search bar** next to the Windows start button. Type *soft*. Select **Software Center**. Find each app and click **Install**.

Software Center

TestNav 1.9.7

1.9.7

STAAR Online Testing Program 3.19.0
STAAR Online Testing Program...

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HISD-Managed Chromebook

The Chromebook and its applications auto-update, **so no special procedures are required**. These updates occur anywhere there is an Internet connection. **It is recommended that all students, on campus and remote (virtual) students**, **open the TestNav app and the STAAR Online Testing Program on their Chromebooks sometime before testing day**. This will ensure the testing apps auto-update before testing day. This can be made as an assignment for students using these one-pager instructions for TELPAS and STAAR.

To run the testing apps:

1. If you are logged in to the Chromebook, **log out**. The testing apps are NOT visible while students are logged in.
2. Click on **Apps** on the shelf (taskbar).
3. Click on **TestNav** or the **STAAR Online Testing Program.**
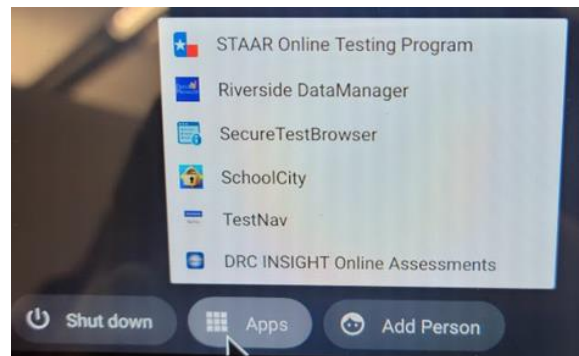
HISD-Managed iPad (Gen 5 or higher, NO iPad mini)

The testing apps must be installed from **Self Service**. The testing apps auto-update to the latest version when they are run. These updates occur anywhere there is an Internet connection.

iPad must meet the system requirements listed below.

1. iPad – 5th, 6th, and 7th Generation
2. iOS: 12, 13
3. Minimum Screen Size of 9.5 inches. NOTE: iPad Mini does not meet this requirement.
4. Physical keyboard is required for STAAR Writing and English 1n2.
5. Headphones with **3.5 mm round miniplug** is required for STAAR Text to Speech.
6. Headset with microphone and **3.5 mm round miniplug** is required for STAAR Speech to Text and TELPAS Listening & Speaking.

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It is recommended that all students, on campus and remote (virtual) students, open the **TestNav app and the STAAR Online Testing Program on their iPads sometime before testing day**. This will ensure the testing apps auto-update before testing day.

Pre-check the Wi-Fi

1. **CHECK WIRELESS ACCESS POINTS**. If you plan to test students using wireless laptops, then take a student laptop and go to each testing room and **make sure that the status light on the Wireless Access Point (WAP) turns from green to blue**. If a WAP is not working, take a photo of the WAP with your smartphone, make sure the tag is visible in the photo, and email the photo to the **HISD Network Operations Center (NOC) at NOC@HoustonISD.org**. Include the room number and campus name in your email. You may also call the **NOC at (713) 556-8800** anytime 24/7 – 365 days a year.

2. **CHECK THE WI-FI BANDWIDTH**. If planning to use wireless devices (Windows laptop, Chromebook, iPad, or MacBook), take the student device to the testing room and conduct a speed test.

   a. Open **Chrome** and go to https://tx-bandwidth.caltesting.org/
   b. Click "**Go**". **As a rule of thumb, there are few or no connectivity issues if the download number is 20 Mbps or higher**. **Contact the NOC if your download number is in the single digits (example 6 Mbps).**
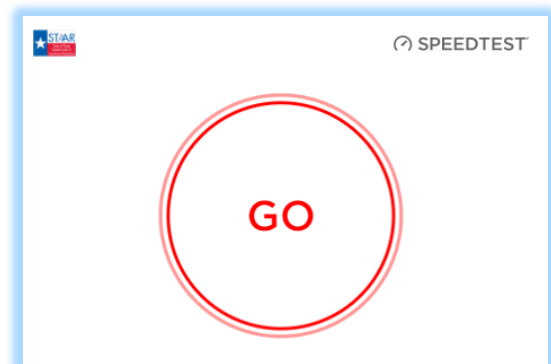
3. **Turn off any wireless devices that are not required or not allowed for testing** (Cell phones, tablets, iWatches, etc.). These devices consume needed bandwidth.

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Pre-Check Headsets

Headsets are required for:

1. **All TELPAS/TestNav Listening and Speaking tests**, and
2. **Some STAAR tests that have the support for Text-to-Speech and Speech-to-Text turned on**.

Please check the headsets during practice tests before testing and tag and separate malfunctioning headsets. The recommended headsets are listed below. If you use different headsets, make sure to test the headsets during practice tests. Also, it is best if the **microphone is uni-directional** (NOT omni-directional) so it picks up less ambient noise from all directions.

Recommended Headsets

Califone 3068MUSB Logitech H390	• **Califone 3068MUSB** • **Logitech H390** • **USB flat connector** • **Required for Windows desktops, laptops, and Chromebook.** • **DO NOT USE on iPad**.
Avid AE-36	• **Avid AE-36** • **3.5 mm round miniplug connector** • **Required for iPads**. • It can also be used on **Windows laptops and Chromebook**. • **DO NOT USE on Windows desktop computers**.

Order Headsets if Needed

The headsets may be ordered from any approved vendor. To obtain a list of approved vendors, go to https://www.houstonisd.org/Page/154804. Currently, the headsets may be available at Netsync Network Solutions, Office Depot, Data Projection, and Troxell. **NOTE: Verify that you are ordering the correct connector – USB or 3.5 mm round miniplug.**

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Non-HISD Devices

Although not recommended, campuses may allow students to bring their non-HISD device for testing. For non-HISD devices, the applications must be downloaded at the links below and installed **prior to testing day**.

Non-HISD devices may connect to the Internet via HISD guest Wi-Fi or via wired Ethernet. For **Windows** devices, the installation process is straightforward and is likely to work. Installation on **Mac** and **iPad** is not recommended. For **Chromebook**, the installation requires central management, so this is not a viable option.

Installing Testing Applications on Non-HISD Devices

TestNav (TELPAS) for Non-HISD Devices

For Windows, Mac, Linux (Fedora and Ubuntu), iPad (Gen 6 or higher, NO iPad mini), Android, and Chromebook.
To install, open the web page below and scroll all the way down to TestNav8.
https://www.texasassessment.com/staar/administrators/technology/
TestNav 8 Online Support.
https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support

STAAR for Non-HISD Devices

For Windows, Mac, Linux, Chromebook, and iPad (Gen 6 or higher, NO iPad mini).
To install, open the link below and scroll down to STAAR Online Testing Platform (SOTP).
https://www.texasassessment.com/staar/administrators/technology/

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Support

HISD Student Assessment

- Refer to Current Issues and Solutions
- Call (713) 349-7460
- Email our group address OA@HoustonISD.OnMicrosoft.com
- Book a **remote support session** at www.HoustonISD.org/OABookings
- Join the Teams CTC Open Forum
- For more detailed information, refer to the Online Testing Technology Guide
- Visit www.HoustonISD.org/OA or www.HoustonISD.org/OAtechinfo
- TEA Health Guidance for Campuses
- TEA Spring 2021 Testing FAQs
- 2020-21 STAAR Score Code Scenarios
- 2021 STAAR Preparation Planning Checklist

HISD Network Operations Center (NOC)

- Call (713) 556-8800 anytime - 24/7 – 365 days a year
- Email NOC@HoustonISD.org

HISD Information Technology Service Desk

- Visit http://servicedesk.houstonisd.org
- Email servicedesk@houstonisd.org
- 713-892-SERV (7378)

HISD IT Solution Center

- https://houstonisd.sharepoint.com/SolutionCenter/SitePages/HISD-Solution-Center.aspx