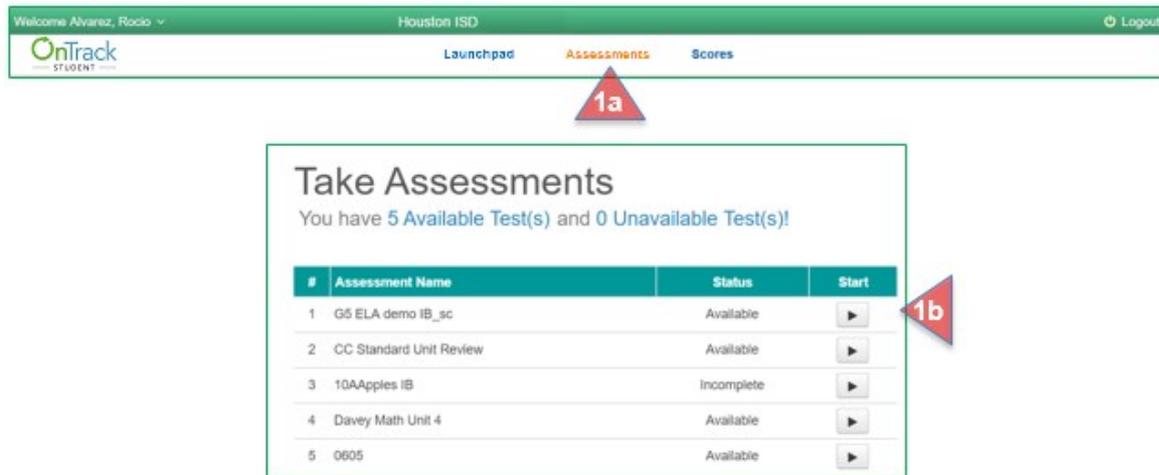


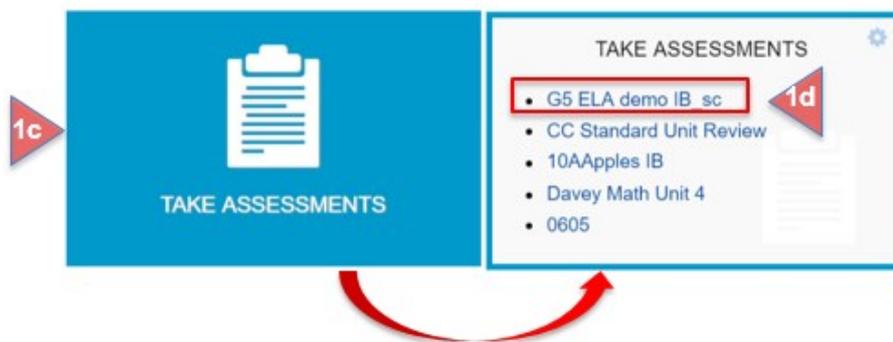
The Student Portal is where students can take online assessments and view their test results. This document will review how to take an Item Bank assessment in the Student Portal, including the use of tools that may be available. Please see the Help documents, *Student Portal: Navigating the Launchpad* and *Student Portal: Reviewing Scores*, for more information.

1. From the Top Menu Bar, select **Assessments** (1a), then click on the **Start** arrow next to the assessment name as instructed by your Test Administrator (1b).

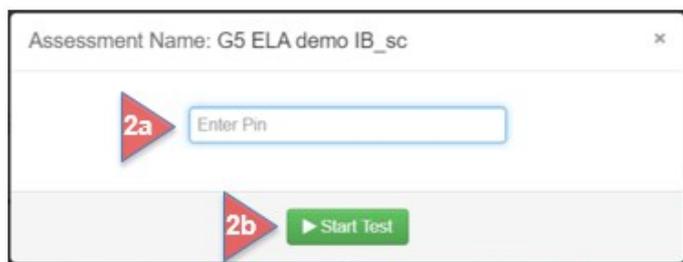
*Note: You may only take an assessment when it shown as Available in the Status column. If it is shown as Unavailable, check with your Test Administrator for instructions.*



Or, click on the **TAKE ASSESSMENTS** Flip Card (1c), then click on the assessment name as instructed by your Test Administrator (1d). If a PIN is not required, you may begin taking the test as soon as you click on the assessment name.

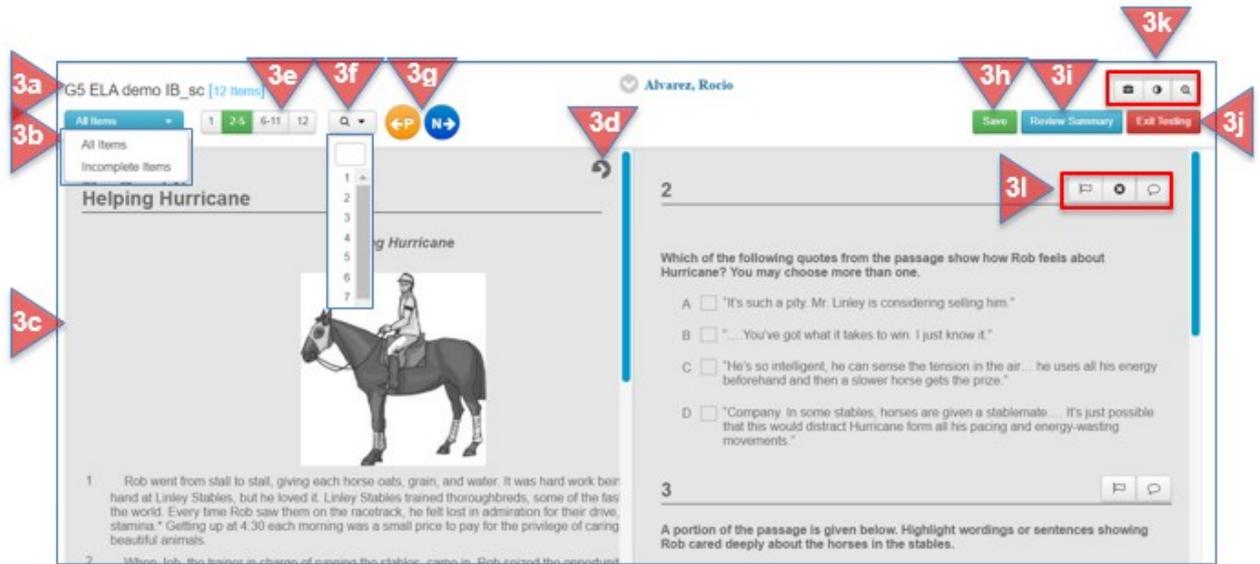


2. **Entering a 4-Digit PIN:** As a security measure, some assessments may require you to enter a 4-Digit PIN before you can take the assessment. The same PIN will be provided to all test-takers by the Test Administrator. The PIN will expire 30 minutes after it is first used by a test-taker.
  - a. Once you access the assessment as shown in Step 2, if a PIN is required, a window will appear. Enter the PIN your test administrator has given you in the box.
  - b. Click on **Start Test**.



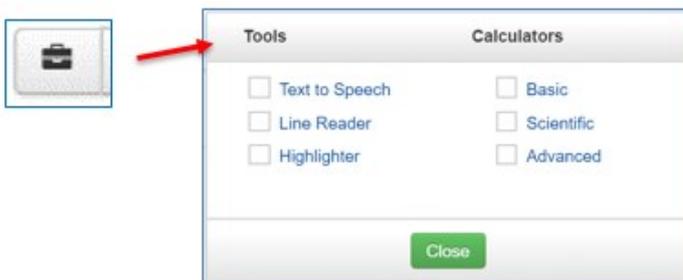
### 3. Taking the Assessment (with or without a Passage):

- a. The **Assessment Name** and **Number of Items** (test questions) will appear at the top left.
- b. View **All Items** or **Incomplete Items** (those items you have not yet answered).
- c. The Passage will appear on the left side of the screen, with Test Questions/Items on the right. (Tests without a passage will not have a split screen. Only one item per page will appear.)
- d. Click on the arrow in the top right of the passage to expand to full screen.
- e. Go to any item (or group of items) by clicking on the number(s) of the item(s) you want to view. The item number(s) you are currently viewing will be green.
- f. Use the drop down menu to view and select the item you want, or enter a number in the box, and press the Enter key on your computer or tablet.
- g. Click the **Next** icon  or **Previous** icon  to view the next item or previous item.
- h. Click on **Save** periodically to save your work. Your work will be automatically saved when you move to the next page.
- i. Click on **Review Summary** to review your answers for all test items. (See Step 6)
- j. Click on **Exit Testing** only if you are as instructed by your Test Administrator to do so.
- k. Click on the **Tool bar icons** to use tools that have been made available for the test. (See Step 4)
- l. Click on the **By Item Tools** that are available. (See Step 5)



4. **Tools (3k):** The **Tool box**, **Color Contrast** icon, and **Magnification** icon are tools that may be available for an assessment.

- a. **Tool Box:** The tools that are available to you are determined by the Test Administrator and/or Test Creator. Click on the toolbox icon to open and select the tools you wish to use. Check the box(es) of the tools you want. Uncheck a box to put the tool away. Then click on **Close**. You will need to select the tools again when you move to the next item.



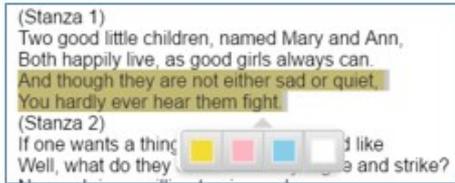
- b. **Text to Speech:** Highlight the portion of text you want to have read aloud to you, and click Play. Click Stop to end the reading at any point.



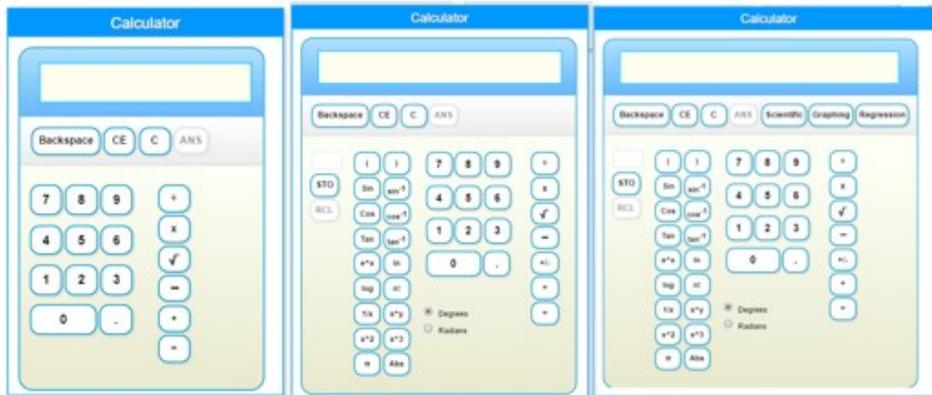
- c. **Line Reader:** This is an adjustable, movable box (orange) to help track text.



- d. **Highlighter:** Highlight text in a passage. Choose yellow, pink, or blue highlighter. To undo the highlighting, select the text again, and choose the white highlighter.



- e. **Calculator:** There are three levels of calculators (Basic, Scientific, or Advanced) available depending on the grade and content of the assessment items.



- f. **Color Contrast:** You can select different colors for how text is presented on the screen. Select your color choice and click **Close**.



- g. **Magnification:** You can increase or decrease the text font size by clicking on the magnifying glass next to the smaller or bigger letter. Click **Close** when the font size is correct.

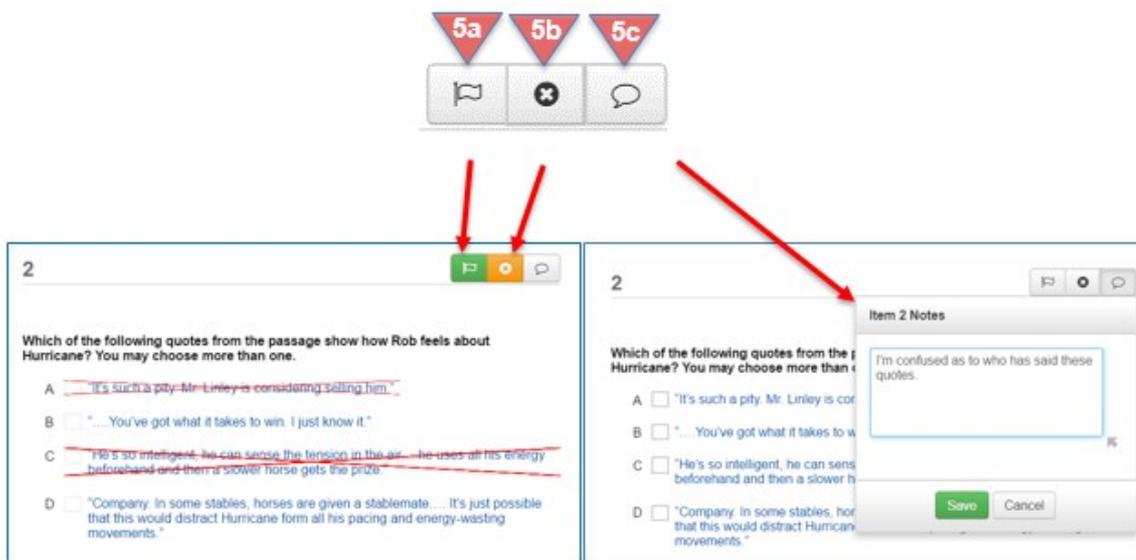


5. **Tools Per Item:**

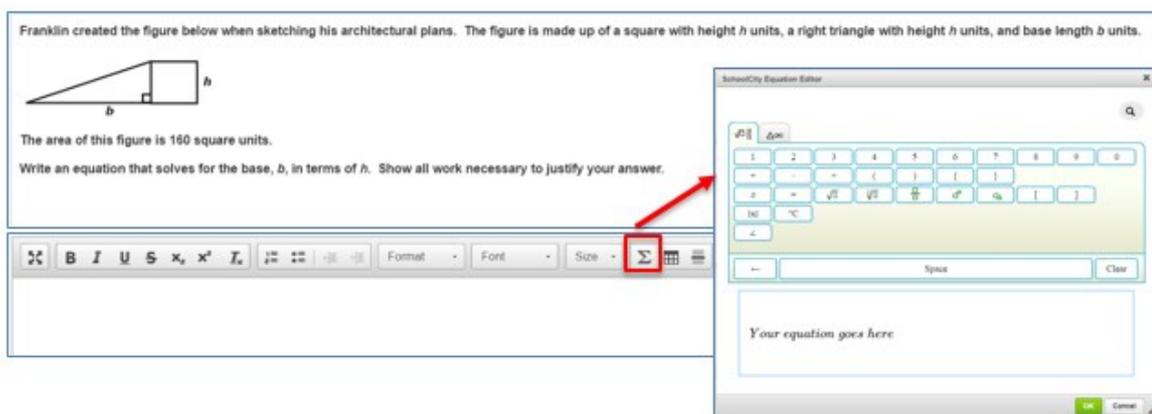
- a. **Flag:** Click on the Flag icon to flag an item for attention. The flag will turn green. Unclick to remove the flag.
- b. **Answer Eliminator:** Click on the circle with an X to cross out incorrect answers. It will turn orange. Unclick the

cross-outs and the icon to remove.

- c. **Note:** Click on the talk bubble to make a note to yourself and/or your teacher. Click on Save or Cancel.



- d. **Equation Editor:** The Equation Editor is part of the CKEditor formatting tools. There are four levels of editors: Elementary, Algebra (shown below), Algebra with Trigonometry, and Advanced. The Test Creator or Test Administrator will decide which editor will be available for the assessment. Write the equation in the space provided and click OK to enter it into the text box for scoring.



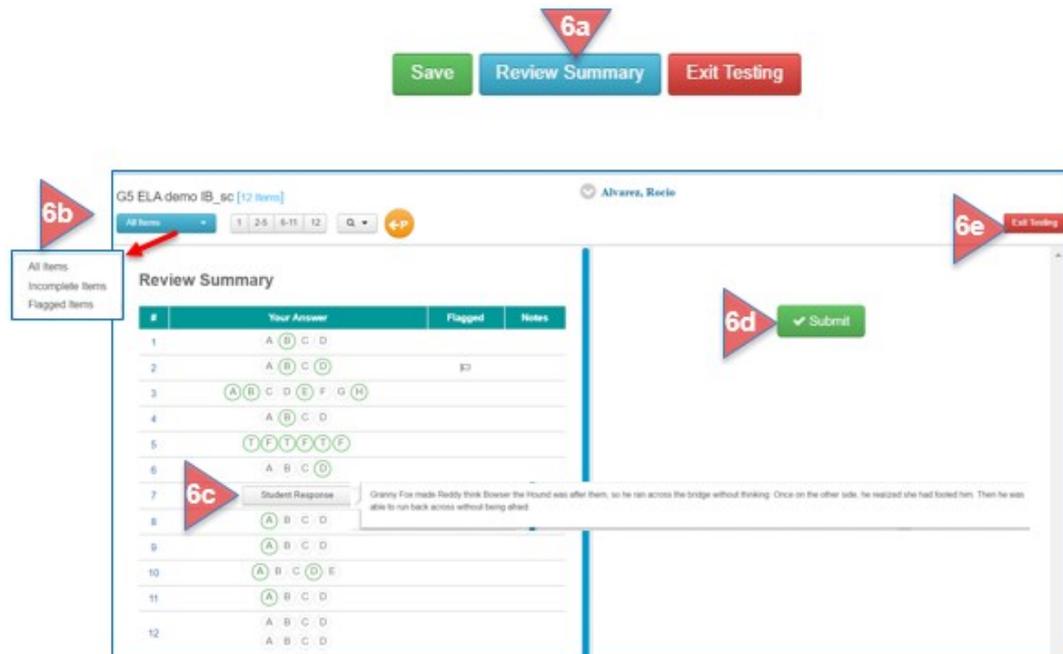
6. **Review Summary:**

- a. Click on **Review Summary** at any point during the assessment to review your answers so far, see flags, and notes.
- b. Click on **All Items** and select **Incomplete Items** and/or **Flagged Items**, if any, to return to those items
- c. Hover over the **Student Response** item to view your answer(s).
- d. **Submit:** Select Submit when you are done reviewing your test.

*Note: The system will allow you to submit a test without completing all items; however, you should follow the requirements set by your Test Administrator. (See Step 7)*

- e. **Exit Testing:** If for any reason, you must stop taking the test, or if you are directed by your Test Administrator to

do so, select **Exit Testing**. Your work will be saved and you may be able to log in again to continue taking the assessment, given the time window is still open and you have permission from the Test Administrator. You may need to be given another PIN if one is required.



**6a**

Save   Review Summary   Exit Testing

**6b**

All Items  
Incomplete Items  
Flagged Items

G5 ELA demo IB\_sc [12 Items]   Alvarez, Rele

**6e** Exit Testing

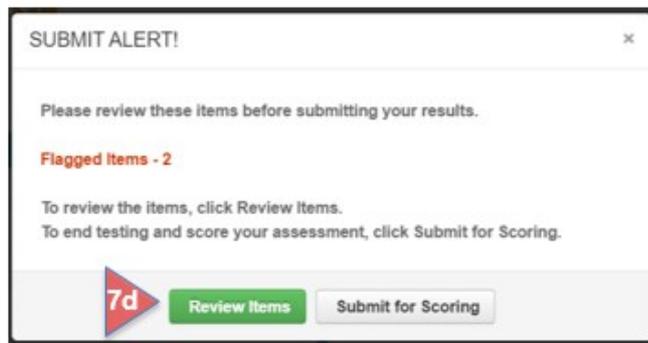
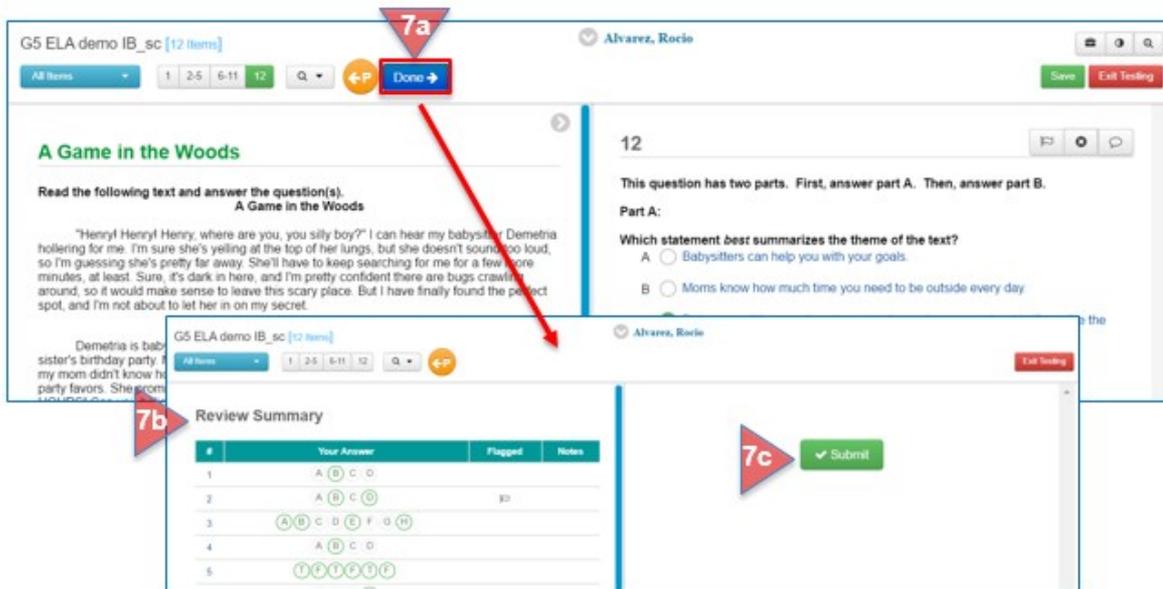
**6d** Submit

**6c**

#	Your Answer	Flagged	Notes
1	A B C D		
2	A B C D	IF	
3	A B C D E F G H		
4	A B C D		
5	T F T F T F		
6	A B C D		
7	Student Response		Granny Fox made Reddy think Bowser the Hound was after them, so he ran across the bridge without thinking. Once on the other side, he realized she had fooled him. Then he was able to run back across without being afraid.
8	A B C D		
9	A B C D		
10	A B C D E		
11	A B C D		
12	A B C D		

## 7. Submit Test for Scoring:

- On the last page of test items, when you've completed all items, click **Done**.
- The **Review Summary** will appear again for a final opportunity to check all answers.
- Click **Submit** when your test is ready for scoring.
- A **Submit Alert** will appear, confirming this action. If any items are flagged or incomplete, these will be included in the alert. Click **Review Items** to go back and make corrections, remove flags, etc. Or, click **Submit for Scoring**.



8. **Viewing Test Scores:** Depending on Test Security measures, you may be able to view the test results immediately.
  - a. Your total **Percent Correct** will show underneath the assessment name.
  - b. If a constructed response item still needs to be scored by your Test Administrator, a message will appear with that information.
  - c. Click on any of the item correct or incorrect statements in blue to go to the **Review Scores** screen for this assessment.
  - d. A **thermometer** may appear as a visual representation of your score.

Welcome Alvarez, Rocio ▾
Houston ISD

[Launchpad](#)
[Assessments](#)
[Scores](#)

---

**1617 G5 ELA IB demo\_bjf**

**8a** **53.85%**

**8b** This assessment includes one or more items that must be hand scored. Your score may change.

**7 correct answers out of 12 possible.**

Time Used **4:19 Minute(s)**

**8c**

Number of Items in the Assessment	12
Items Answered Correctly	7
Items Answered Incorrectly	4
Items Not Yet Scored	1

**8d**

Please see the Help Document, *Student Portal: Reviewing Scores* for more information.