

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.

Welcome Alvarez, Rocio ~	Houston ISD			🙂 Logout
OnTrack	Launchpad As	Sessments Scores		
	4	1a		
	Take Assessmen You have 5 Available Test(s) and	ts d 0 Unavailable Test(s)!		
	Assessment Name	Available	Start	
	2 CC Standard Unit Review	Available		
	3 10AApples IB	incomplete	•	
	4 Davey Math Unit 4	Available	•	
	5 0605	Available	•	

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.

10		TAKE ASSESSMENTS
	TAKE ASSESSMENTS	<ul> <li>10AApples IB</li> <li>Davey Math Unit 4</li> <li>0605</li> </ul>

- 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.



Assessment Name: G5 ELA demo IB_sc	×
2a Enter Pin	
2b 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 <sup>62</sup> 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)
  - 1. Click on the **By Item Tools** that are available. (See Step 5)





G5 ELA demo IB_sc [12 Items] 36 3f 3g 3d 3d	Alvarez, Rocio Sere Review Sammary Exit Testing
Helping Hurricane	2 3 200
g Hurricane	Which of the following quotes from the passage show how Rob feels about Hurricane? You may choose more than one.         A       "It's such a pity. Mr. Linley is considering selling him."         B       "You've got what it takes to win. I just know it."         C       "He's so intelligent, he can sense the tension in the air he uses all his energy beforehand and then a slower horse gets the prize."         D       "Company. In some stables, horses are given a stablemate It's just possible that this would distract Hurricane form all his pacing and energy-westing movements".
1 Rob went from stall to stall, giving each horse cats, grain, and water. It was hard work bein hand at Linley Stables but he loved it Linley Stables trained thoroughbreds, some of the fast the word. Every time Rob saw them on the norotrack, he felt lost in admiration for their drive, stamina." Getting up at 4.30 each morning was a small price to pay for the privilege of caring benefited estimate.	3 P O A portion of the passage is given below. Highlight wordings or sentences showing

- 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.

-	Tools	Calculators
-	<ul> <li>Text to Speech</li> <li>Line Reader</li> <li>Highlighter</li> </ul>	Basic Scientific Advanced
		Close

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.

Calculator	Calculator	Calculator
Backspace CE C AMS 7 8 9 • 4 8 6 ¢ 1 2 3 • 0 . • •		Backages         Cl         Cl         Static         Graphing         Regression           1         2         8         - <t< td=""></t<>

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

·	Choose Color Contrast	The theme of this poem is stated in stanza	(Select)	•
U	Black on White (Default)	The theme of this poem is stated in stanza	(Select)	-
	<ul> <li>White on Black (Reverse Contrast)</li> <li>Black on Rose</li> </ul>	The theme of this poem is stated in stanza	(Select)	•].
	Yellow on Blue     Medium Gray on Light Gray	The theme of this poem is stated in stanza	(Select)	-
	Close	The theme of this poem is stated in stanza	(Select)	•

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.

Q	Magnification	The theme of this poem is stated in stanza (Select)	•.
	AQ A AQ	The theme of this poem is stated in stanza	
	Close	(Select)	

## 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.

h	SchoolCity Equation Editor
b rea of this figure is 160 square units.	P1 400
an equation that solves for the base, b, in terms of h. Show all work necessary to justify your answer.	
BIUSX, X'I, III Format · Fort · Size · D	Spece

## 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.



G5 ELA dem	0 18_90 [12 Norm]	• 😔	O Alvarez, Rocio	6e
Review	Summary			
┙╹	Your Answer	Flagged Notes	60	Submit
1	A (D) C D			
2	A (B) C (D)	p -		
з	(A) B) C (D) F (G) (	Ð		
4	A B C D			
5	000000			
6	A B C (D)			
7	Student Response	Granty 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 looled hery. Then h
	(A B C D	able to run back across werear being brind.		
9	(A) B C D			
10	(A) II C (D) II			
11	(A) 8 C D			
12	A B C D			

## 7. Submit Test for Scoring:

- a. On the last page of test items, when you've completed all items, click Done.
- b. The Review Summary will appear again for a final opportunity to check all answers.
- c. Click Submit when your test is ready for scoring.
- d. 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**.



Wittens + 1 24	5 6-11 12 Q + 😔 Done-		Save Exit Te
A Game in the Wo	pods	12	Q 0 R
Read the following text and "Henryl Henryl Henry hollering for me. I'm sure she so I'm guessing she's pretty for minutes, at least. Sure, it's di around, so it would make ser soct, and I'm not about to let	A answer the question(s). A Game in the Woods where are you, you sily boy?" I can hear 's yelling at the top of her lungs, but she d ar away. She'll have to keep searching for rik in here, and 'm pretty confident there o res to leave this scary place. But I have fin her in on my secret.	This question has two parts Part A: w babyshar Demetria been sound too loud, me for a few pore to bugs crawline ally found the partect B Morris know how r	ts. First, answer part A. Then, answer part B. marizes the theme of the text? help you with your goals. much time you need to be outside every day.
Demetria is bab sister's birthday party my mom didn't know h party favors. She grom	ELA demo IB_sc (12 tern)	O Alvarez, Recis	Est toolog
	Your Answer     A (0) C 0	Flagped Notes	Submit
	2 A B C 0	p .	
	4 A(0) C O		

×

- 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.





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