

ACT Aspire Portal Overview



Agenda

General Information

Dashboard

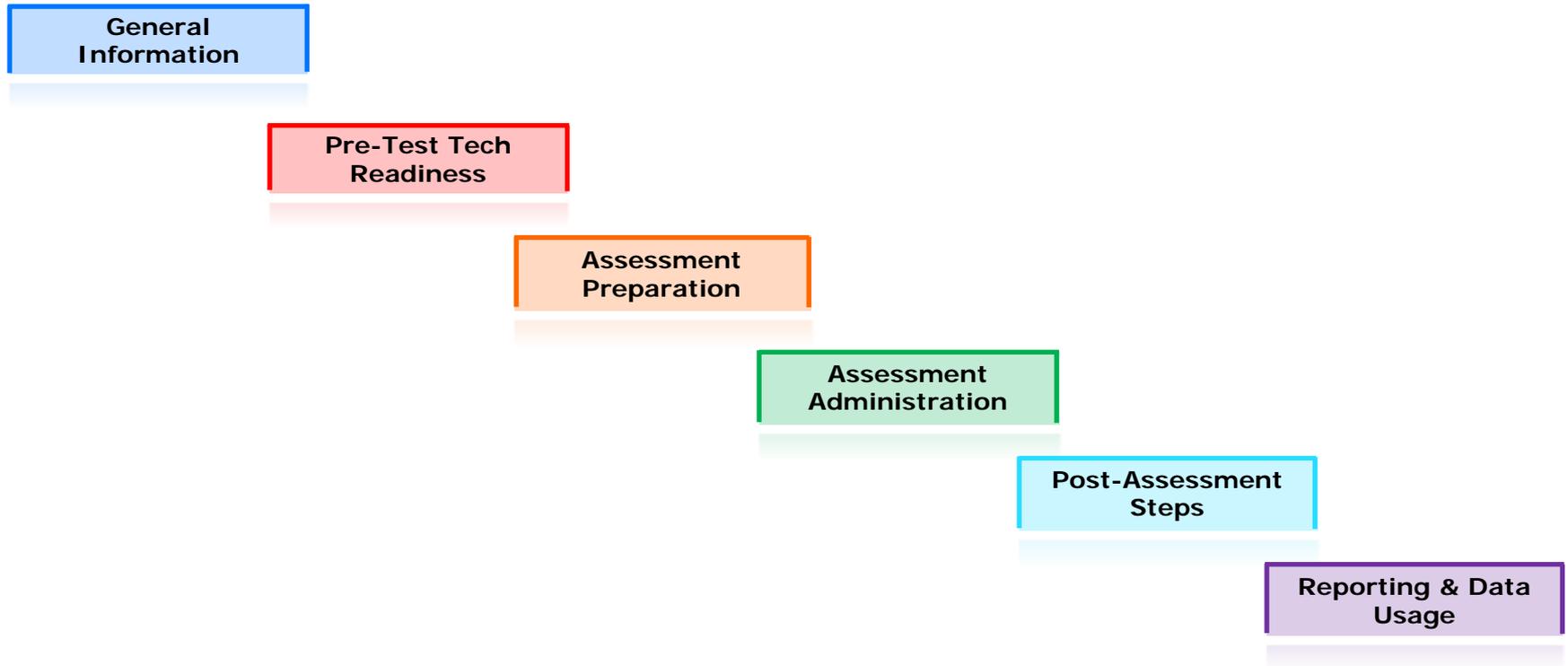
Inviting New Members

Updating the PNP

Test Sessions

Color Coding

Training will cross several phases of testing; slides will change to reflect the phases they represent:



General Information

South Carolina Schedule

12/19/14-
1/19/15

- ~~Test coordinators invite additional users to the Portal and assign permissions~~

1/23/15

- ~~SCDE submits initial Student Data Upload (SDU) file to populate students~~

2/9/15

- STCs begin to input Personal Needs Profile (PNP) info for accommodations into the Portal (must be complete prior to test session set-up)

2/16-
3/5/15

- Test Session set-up window; deadline is 3/5/15

3/15/15

- SCDE submits 2nd SDU with any updates to student data

3/16-
3/19/15

- Window for additional test session set-up and loading PNP for new students from the March 15th SDU update file

South Carolina Schedule, cont

3/30-
4/3/15

- ACT Aspire materials are printed, packaged, and shipped to schools

4/13-
4/15/15

- School Test Coordinators (STCs) receive shipments of test materials

4/28-
4/30/15

- ACT Aspire tests are administered

5/1/15

- Test materials are picked up (for all testing completed 4/28-4/30)

5/1-
5/13/15

- Make-up and optional Science testing occurs

5/14/15

- Make-up and Science test materials are picked up

Testing Window

Spring 2015 Test Schedule

| | |
|-------------------------------------|----------------------|
| Writing, English | April 28 (Tuesday) |
| Reading | April 29 (Wednesday) |
| Mathematics | April 30 (Thursday) |
| Make-up and <u>optional</u> Science | through May 13 |

ACT Aspire Assessment Website

<http://actaspire.pearson.com>

The screenshot shows the ACT Aspire Assessment Website homepage. At the top left is the ACT Aspire logo. To the right of the logo is the phone number 1.888.802.7502 and the email address actaspire_implementation@actaspire.org. Below this is a dark blue navigation bar with white text and icons for Home, Training and Manuals, Exemplar Items, Technology Setup, ACT Aspire Portal, News, and Support. The main content area has a white background. On the left, there is a 'Home' section with a house icon, a thank you message, and a description of the site's resources. To the right of this is a photograph of a smiling female teacher in a pink shirt holding a clipboard, standing in a classroom with students at desks. Below the 'Home' section are three columns of content, each with a title, a button, and a description. The first column is 'Training and Manuals', the second is 'Exemplars', and the third is 'Technology setup'. Each column has a corresponding button with a right-pointing arrow. At the bottom of each column is another button with a right-pointing arrow. The overall layout is clean and professional, with a focus on providing resources for educators and students.

ACT Aspire

1.888.802.7502
actaspire_implementation@actaspire.org

Home Training and Manuals Exemplar Items Technology Setup ACT Aspire Portal News Support

Home

Thank you for choosing ACT Aspire as your local student assessment program.

This site houses resources and links that will help you learn about, prepare for, and deliver the ACT Aspire assessment.

Training and Manuals

Training and Manuals >

Click here for step-by-step instructions for interacting with Organization and SDU files, PNP and test session set-up, authorization tickets, accommodations, paper test material handling, manuals, training videos, and an interactive calendar of training events.

Exemplars

ACT Aspire Exemplar Items >

Click here to access ACT Aspire sample test questions at all grades and subjects. Give educators and students the opportunity to interact with the TestNav computer-based testing platform prior to a live testing experience.

Technology setup

Technology Resources >

The ACT Aspire assessment is comprised of several technology based components that work together to deliver test content to students. Information and resources for SystemCheck, proctor cache, TestNav 8, and general technical help documents can be found by clicking the link above.

ACT Aspire Portal

ACT Aspire Portal >

News

ACT Aspire News (1New) >

Support

ACT Aspire Support >

South Carolina ACT Aspire Website

<http://www.act.org/aap/southcarolina/aspire.html>

The screenshot shows the ACT website interface. At the top left is the ACT logo. To the right are links for 'Contact Us', 'News', and 'Careers', along with social media icons for Facebook, Twitter, LinkedIn, and YouTube. Below this is a navigation bar with 'SOLUTIONS', 'PRODUCTS', 'RESEARCH & POLICY', and 'ABOUT ACT', and a search box. The main heading is 'ACT Testing: South Carolina'. A sidebar on the left lists 'The ACT | ACT WorkKeys' and 'ACT Aspire' (highlighted with a red arrow). The main content area features 'ACT Aspire' and 'Test Dates' for 'Grades 3-8', including 'Initial testing' (April 28-30, 2015) and 'Makeup testing' (May 1-13, 2015). A 'Related Links' box contains a link to the 'ACT Aspire Landing Page' with the text 'Visit the ACT Aspire website.'. A paragraph explains that many links lead to an Avocet resource and that users can download a PDF. A note at the bottom suggests using Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 for better viewing.

ACT

Contact Us News Careers

SOLUTIONS PRODUCTS RESEARCH & POLICY ABOUT ACT

Search

ACT Testing: South Carolina

The ACT | ACT WorkKeys

ACT Aspire

ACT Aspire

Test Dates

Grades 3-8

- Initial testing
 - April 28–30, 2015
- Makeup testing
 - May 1–13, 2015

Related Links

[ACT Aspire Landing Page](#)
Visit the [ACT Aspire](#) website.

Many of the links included on this page take you to an ACT Aspire online resource called Avocet. Using Avocet, you may access the complete document by scrolling to the top of the page and clicking the **Download PDF** button.

Note: Use Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 if you are having trouble viewing.

South Carolina Department Website

<http://www.ed.sc.gov/agency/programs-services/214/>

The screenshot shows the South Carolina Department of Education website. At the top left is the logo for the South Carolina State Department of Education. To the right is a search bar with the text "Search ed.sc.gov" and a "Go" button. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, Instagram, Google+, and YouTube. A dark blue navigation bar contains the following menu items: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help".

The main content area has a breadcrumb trail: "Home > Agency > Programs services > 214 > ACT Aspire". The heading is "ACT® Aspire™". Below this, a paragraph states: "ACT® Aspire™ English language arts (writing, English, reading) and mathematics tests will be administered statewide to students in grades 3–8 for the first time in spring 2015."

A table titled "ACT Aspire Spring 2015 Test Administration Schedule" provides the following details:

| Grades 3–8 | Test Date | Time Limit* |
|-------------|----------------------|--|
| Writing | April 28 (Tuesday) | 30 min., grades 3–8 |
| English | April 28 (Tuesday) | 30 min., grades 3–5; 35 min., grades 6–8 |
| Reading | April 29 (Wednesday) | 60 min., grades 3–8 |
| Mathematics | April 30 (Thursday) | 55 min., grades 3–5; 60 min., grades 6 & 7; 65 min., grade 8 |

Below the table, it says "Make-up Testing through May 13".

On the right side of the page, there is a section for the "Education Associate" in the "Office of Assessment", identified as Sheila Graybeal, Ph.D. Her contact information is: 1429 Senate Street, Suite 200-H, Columbia, SC 29201. Telephone: 803-734-8649, Fax: 803-734-8886, and E-mail: sgraybea@ed.sc.gov.

*Note: The ACT Aspire assessments are timed tests.

Dashboard

Dashboard – Organizations

The screenshot shows the ACT Aspire dashboard interface. At the top, there is a navigation bar with the ACT Aspire logo on the left and 'Infrastructure Trial' on the right. Below the navigation bar, there are tabs for 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Organizations' tab is currently selected. In the top right corner, there is a search bar with the text 'ORGANIZATION: IA / TRAINING DISTRICT(4000)'. A dropdown menu is open, showing a list of organizations: 'IA', 'TRAINING DISTRICT (4000)', and 'TRAINING SCHOOL 1 (40001)'. The 'TRAINING SCHOOL 1 (40001)' option is highlighted with a red box. Below the search bar, there is a 'Welcome Test' section with buttons for 'Summative', 'Interim', and 'Classroom'. A 'New Test Session' button is also visible. Below this, there is a table with columns for 'Students Added', 'Auth/Roster Printed', 'PNP Printed', 'Started', and 'Close'. Two test sessions are listed: 'Fred Flintstone Training Content Math Session 1' and 'Training Content Science - Session 4'. The first session is 'Ready' and the second is 'Scheduled'. Both sessions have a 'PNP' icon and 'Students: 30'.

- Some tasks will require you to select a specific organization
- Clicking **Switch Organization** allows you to change organizations, as needed

Dashboard Lights

The screenshot displays the ACT Aspire dashboard interface. At the top, the ACT Aspire logo is on the left, and navigation links for 'Infrastructure Trial', 'Messages', 'Notifications', and 'User Profile' are on the right. Below the logo, a navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The main content area is titled 'DASHBOARD' and shows the organization 'IA / TRAINING DISTRICT(4000)'. A 'Welcome Test' section contains buttons for 'Summative', 'Interim', and 'Classroom'. A 'New Test Session' button is also present. Below this, a table of test sessions is shown with status lights for 'Students Added', 'Auth/Rostering Printed', 'PNP Printed', 'Started', and 'Closed'. The first session, 'Fred Flintstone Training Content Math Session 1', has a green light for 'Students Added', a red light for 'Auth/Rostering Printed', a green light for 'PNP Printed', a red light for 'Started', and a grey light for 'Closed'. The second session, 'Training Content Science - Session 4', has a green light for 'Students Added', a green light for 'Auth/Rostering Printed', a red light for 'PNP Printed', a red light for 'Started', and a grey light for 'Closed'. A 'Recent Activity' and 'Messages' section on the right shows 'No Messages Found'.

| Test Session | Students Added | Auth/Rostering Printed | PNP Printed | Started | Closed |
|---|----------------|------------------------|-------------|---------|--------|
| Fred Flintstone Training Content Math Session 1 | Green | Red | Green | Red | Grey |
| Training Content Science - Session 4 | Green | Green | Red | Red | Grey |

- Dashboard lights provide an at-a-glance view of test session attributes
- Lights will update as actions are performed

Inviting New Members

User Role Types

Tenant Roles

- Administrator
- Test Coordinator
- Educator
- Guest

Test Session Roles

- Test Supervisor
- Room Supervisor
- Guest

Organization Members

The screenshot displays the ACT Aspire portal's 'Organization Member Management' page. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Organizations' tab is active. The page title is 'Organization Member Management'. A search bar shows 'aspire' and 'Showing 1 - 1 of 1 Members'. A list of members is shown, with one member 'ACT Aspire (actaspire1@gmail.com)' listed. The member's role is 'Administrator - Organization Owner' for 'LAKES ELEMENTARY' and 'MOUNTAIN MIDDLE SCHOOL'. A 'Manage' button is visible next to the member name. Three red boxes highlight the 'Invite New Member' button, the 'Apply Permission (1)' dropdown, and the 'Manage' button.

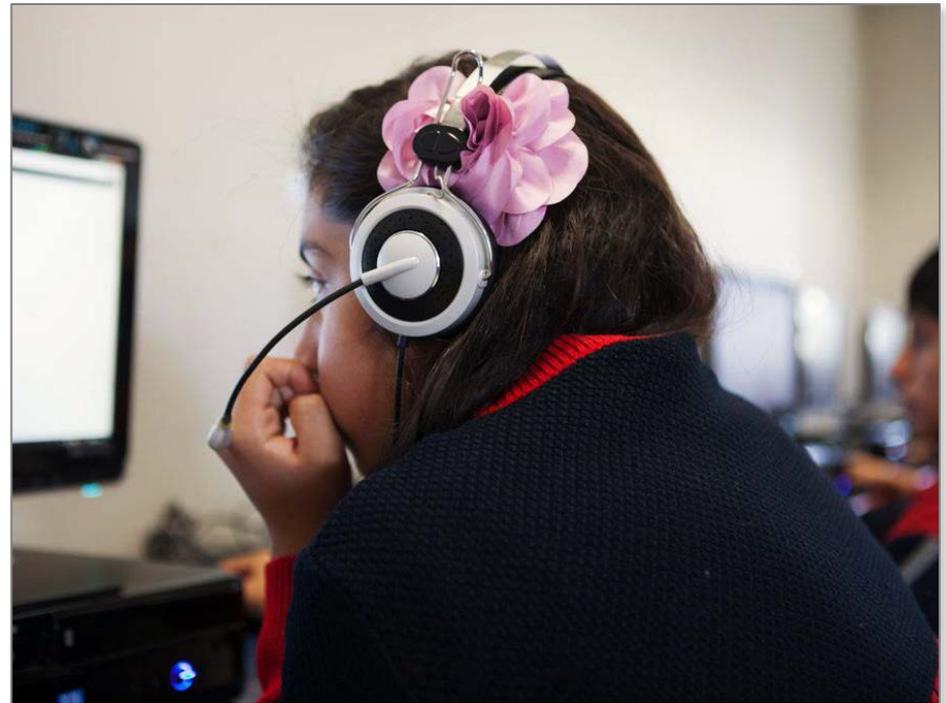
- Go to **Organizations** > *Organization Members*
- Ability to invite new members (users), update permissions on existing users, remove users, and more

Manually Updating the Personal Needs Profile (PNP)

Personal Needs Profile Overview

The Personal Needs Profile (PNP) defines a student's specific test supports for testing. Keep in mind:

- PNP supports apply to all subjects
- Some PNP supports cannot be edited if the student is in a test session
- Orders must be placed prior to the testing window for necessary paper-based materials; contact ACT Aspire Customer Service if additional materials are needed
- Students with PNP supports do not always require a separate test session



Finding a Student

The screenshot displays the ACT Aspire portal interface. At the top, the logo 'ACT Aspire' is visible on the left, and 'Infrastructure Trial' is on the right. Below the logo, a navigation bar contains several tabs: 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Students' tab is highlighted with a red box. A dropdown menu is open under 'Students', with 'Find Students' also highlighted by a red box. Other options in the dropdown include 'Manage Students', 'Enroll Students', 'Import Students', 'Add Student', 'Groups', 'Find Groups', and 'Create Group'. The main content area shows a 'Welcome Test' section with buttons for 'Summative', 'Interim', and 'Classroom'. Below this, there are three test sessions listed: 'Fred Flintstone Training Content Math Session 1' (Ready), 'Training Content Science - Session 4' (Scheduled), and 'Jen MacDonald's 7th Grade Science' (Ready). To the right, there are sections for 'Recent Activity' and 'Notifications', with a message 'No Notifications Found'.

- Go to **Students** > *Find Students*

Finding a Student, cont.

ACT Aspire™ Infrastructure Trial

Dashboard Summative Tests Interim Tests Classroom Tests **Students** Organizations Pre-Id Help

DASHBOARD / FIND STUDENTS ORGANIZATION: IA / TRAINING D... / TRAINING SCHOOL 1(40001)

Find Students

By School Details

Student ID: Grade:

By Student Details

First Name: Last Name:

By Teachers

(will be refreshed when school is selected)

Email: Name:

By Groups

(will be refreshed when school is selected)

Name:

Quick Guide ?

Enter search criteria and click the button for students.

At least one of the search criterion needs to be entered for the search to work.

The values entered in the search fields can be cleared by clicking the button.

Enter search criteria, then click **Search**

Finding a Student, cont.

Students Found : 1 [Change Criteria](#)

Action ▾ Show 10 ▾

| <input type="checkbox"/> | Student Id | Name | Gender | Date of Birth | Grade | School | District |
|--------------------------|----------------|-----------------------|--------|---------------|---------|-------------------|----------------|
| <input type="checkbox"/> | 9004-40001-999 | LASTNAMEA, FIRSTNAMEA | F | 07-09-2000 | Grade 7 | TRAINING SCHOOL 1 | TRAINING GROUP |

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Quick Guide ?

This is the list of students based on the search criteria. Select a student ID to view an individual student's profile.

Click [Change Criteria](#) button to enter new search criteria.

The [Action](#) button allows you to perform actions like 'Delete' on the selected students

- Click on the Student ID to go to the *Student Profile* screen

Editing a Student's PNP

PNP Personal Needs Demographics Groups Teachers Grades Test Sessions

Online Test Paper Test Save Cancel

This student is part of one or more active Online Tests.

Presentation Supports

| | | | |
|---|--------------------------|--|--------------------------|
| <input type="checkbox"/> English Audio Text to Speech Intended for user with ability to see graphics | <input type="checkbox"/> | <input type="checkbox"/> English Text + ASL: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/> |
| <input type="checkbox"/> English Audio + Orienting Description CBT: Text to Speech Includes Orienting Description Required: You will be prompted to order companion Braille with this feature | <input type="checkbox"/> | <input type="checkbox"/> English Text + ASL: Directions Only Locally provided Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/> |
| <input type="checkbox"/> Human Reader - for Sighted User Locally provided for user with ability to see graphics Requires: Use of Accessibility User Guide, appendix E | <input type="checkbox"/> | <input type="checkbox"/> English Text + SEE: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C | <input type="checkbox"/> |

Editing a Student's PNP, continued

Online Test Paper Test Save Cancel

This student is part of one or more active Paper Tests.

Presentation Supports Error Occurred - Please check the values provided.

| | |
|---|--|
| <input type="checkbox"/> English Audio Text to Speech Intended for user with ability to see graphics | <input type="checkbox"/> English Text + ASL: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C |
| <input type="checkbox"/> English Audio + Orienting Description CBT: Text to Speech includes Orienting Description Required: You will be prompted to order companion Braille with this feature | <input type="checkbox"/> English Text + ASL: Directions Only Locally provided Requires: Use of Accessibility User Guide, appendix C |
| <input type="checkbox"/> Human Reader - for Sighted User Locally provided for user with ability to see graphics Requires: Use of Accessibility User Guide, appendix E | <input type="checkbox"/> English Text + SEE: Full Translation Locally provided Requires: Use of Accessibility User Guide, appendix C |
| <input type="checkbox"/> Human Reader + Orienting Description Locally provided for user with vision impairment/blindness who needs orientation to the layout of the item Required: You will be prompted to order companion Braille with this feature Requires: Use of Accessibility User Guide, appendix E | <input type="checkbox"/> English Text + SEE: Directions Only Locally provided Requires: Use of Accessibility User Guide, appendix C |
| <input type="checkbox"/> Spanish Text + Audio Uses Pre-recorded human voice on CBT | <input checked="" type="checkbox"/> Braille Contracted Includes Tactile Graphics This request is NOT allowed as it impacts active test sessions. |

Alerts you if a student is in a test session

Adding a form-specific support gives an error

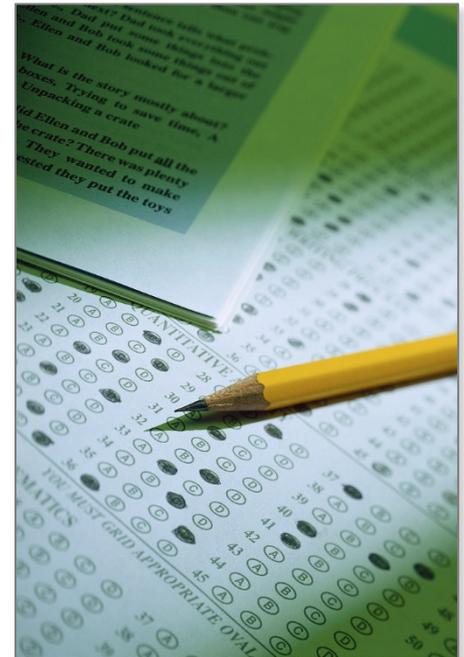
Test Sessions

Test Session Overview

Students must be placed into test sessions for paper-based testing. Sessions must be created for **each** grade and subject you plan to test.

By creating test sessions:

- Students receive the correct form type dictated by their PNP
- ACT Aspire can assess and deliver the appropriate number and type of paper materials for your students
- ACT Aspire is able to generate and pre-print the students' answer documents



Test Session Workflow

Set up test sessions for paper-based testing

Add students to test sessions

Add authorized users, as needed

Print rosters for each test session; handle materials securely

On the day of testing, start sessions; sessions must be started individually

During testing, Room Supervisors monitor the room and note any irregularities

After all students have completed testing, close test sessions and enter irregularities, if necessary

Test Sessions: Using Groups

Groups Overview

Groups are easily accessible lists of students.

Groups:

- are separate from test sessions;
- can be used to add students to test sessions, once created;
- allow you to easily identify sub-sets of students.



Finding Groups

The screenshot displays the ACT Aspire portal interface. At the top, the logo 'ACT Aspire' is visible on the left, and 'Infrastructure Trial' is on the right. Below the logo, a navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Students' menu is open, showing options: 'Manage Students', 'Find Students', 'Enroll Students', 'Import Students', 'Add Student', 'Groups', 'Find Groups', and 'Create Group'. The 'Find Groups' option is highlighted with a red box. A red arrow points from the 'Students' menu item to the 'Find Groups' option. The main content area shows a 'Welcome Sample' section with buttons for 'Summative', 'Interim', and 'Classroom'. Below this, there are three test sessions listed: 'Mr Smith, G7 Science, Session 1' (Scheduled), 'Mrs Flinstone 7th grade Training Content Math' (In Progress), and 'Fred Flintstone Training Content Math Session 1' (Ready). A table with columns 'Started' and 'Closed' is partially visible. On the right, there are sections for 'Recent Activity' and 'Notifications', with a message 'No Notifications Found'.

- Select **Students** > *Find Groups* to help you quickly locate students by sub-sets

Selecting a Group

Groups Found : 2

Action ▾ Show 10 ▾ Search:

| <input type="checkbox"/> Name | Description | Students | Organization | Creator |
|--|---|----------|-------------------|-------------------------------------|
| <input type="checkbox"/> JER GROUP | This is a group | 4 | TRAINING SCHOOL 1 | Example Administrator Administrator |
| <input type="checkbox"/> MRS. GARCIA'S PERIOD 1 ENGLISH GROUP | A group for Mrs. Garcia's 1st period English students | 6 | TRAINING SCHOOL 1 | Sample User |

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Quick Guide ?

This is where you view / add / remove students associated with a group.

Use **Edit** to update the name and description of the group.

Add/Remove Students will take you to the list of the students in the organization and students can be either added/removed to/from the group.

Students can be added or removed by selecting the checkboxes. The students currently in the group are already checked for you.

- Select the name of the group you want to view

Using and Updating Groups

MRS. GARCIA'S PERIOD 1 ENGLISH GROUP

A group for Mrs. Garcia's 1st period English students
Organization : TRAINING SCHOOL 1
Created by : Sample User on Jul 14, 2014 02:30:21 PM

Students assigned: 6 [Add / Remove Students](#)

Show 10 

| Student Id | Name | Gender | Grade |
|--------------------------------|-----------------------------|--------|---------|
| 9004-40001-001 | ARIZONA, ALASKA A | M | Grade 7 |
| 9004-40001-003 | CHARLOTTE, COLORADO C | M | Grade 7 |
| 9004-40001-004 | NEW HAMPSHIRE, WASHINGTON N | F | Grade 7 |
| 9004-40001-006 | HOLLYWOOD, IDAHO H | F | Grade 7 |
| 9004-40001-009 | TUSCON, MONTANA T | M | Grade 7 |
| 9004-40001-010 | JUNEAU, CONNECTICUT J | F | Grade 7 |

Showing 1 to 6 of 6 entries

[← Previous](#) 1 [Next →](#)

Quick Guide

This is group dashboard. This is the place to view / add / remove students in a group.

Edit can be used to update the name and description of the group.

Add/Remove Students will take you to the list of the students in the organization and students can be either added/removed to/from the group.

Students can be added or removed by selecting the checkboxes. The students in the group are already checked for you.

- Select **Add/Remove Students** to manage students
- Click on a Student ID to view the student's profile

Test Sessions: Creating Test Sessions

Creating New Test Sessions

The screenshot displays the ACT Aspire portal interface. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Summative Tests' menu is open, showing options like 'My Tests', 'My Test Calendar', 'Find My Test Sessions', 'Test Session Print', 'Activate Tests', 'Create a Test Session', 'Report', 'View Summative Reports', 'Status Reports', and 'Monitoring Dashboard'. The 'Create a Test Session' option is highlighted with a red box. In the main content area, a 'New Test Session' button is also highlighted with a red box. Below this button is a table with columns for 'Students Added', 'Auth/Roster Printed', 'PNP Printed', 'Started', and 'Closed'. The table contains three rows of data, each with colored circles representing the status of each column. The first row has green circles for 'Students Added', 'Auth/Roster Printed', and 'PNP Printed', and a red circle for 'Started'. The second row has green circles for 'Students Added', 'Auth/Roster Printed', and 'PNP Printed', and a red circle for 'Started'. The third row has red circles for 'Students Added', 'Auth/Roster Printed', and 'Started', and a grey circle for 'Closed'. On the right side, there are sections for 'Recent Activity' and 'Notifications', with a message 'No Notifications Found'.

- After selecting your school, select the Summative tab and click ***New Test Session***, or select ***Create a Test Session*** from the Summative Tests menu

Session Details – Selecting a Test

New Test Details

1 **Test Admin**

2 Test *

Daily Test Window
 24-hour testing

Select a Test

Show 10 Tests Search:

| Test Name | Test Admin | Grade | Subject | Mode |
|---|----------------|---------|---------|------------------------|
| Grade 9 Math | EA Test | Grade 9 | Math | Online Paper |
| Math Grade 7 Exemplar w/Highlight Tool | 2014 Exemplars | Grade 7 | Math | Online |
| Reading Grade 7 Exemplar w/Highlight Tool | 2014 Exemplars | Grade 7 | Reading | Online |

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Cancel

Create test session Cancel

Click the list icon to access the *Select a Test* window

Choose **Paper** for Mode

Session Details – Testing Schedule

New Test Details

1 Test Admin
Test *

2 **Testing Schedule**

Start Date * End Date *

01/26/2015 01/30/2015

Daily Test Window

24-hour testing

Start Time * End Time *

08:00 AM 04:00 PM

Daily Test Schedule

M T W T F S S

3 Testing De
Title *
Instructions

4 Proctor C
 Enable

Primary Host IP Address * Primary Host Port *

10.27.91.234 4480 [Proctor Cache Health Check](#)

Create Test Session Cancel

Determine your testing window

Note: Testing schedule acts as a planning guideline

Session Details – Title and Instructions

New Test Details

1 Test Admin
Test *

2 Testing Schedule
Start Date * End Date *

3 Testing Details
Title * Mr Smith Grade 9 Math - Session 2
Instructions Instructions for Mr. Smith Grade 9 Math Session 2

4 Proctor Caching Details
 Enable Proctor Caching
Primary Host IP Address * Primary Host Port *
10.27.91.234 4480 [Proctor Cache Health Check](#)

Create Test Session Cancel

Define a title and any special instructions for the session.

Note: For paper-based test sessions, only the first 6 characters appear on the pre-ID.

Note: Test booklets are not bundled by session; answer documents are bundled alphabetically by test session.

Session Details – Proctor Caching

New Test Details

1 Test Admin
Test *

2 Testing Schedule
Start Date * End Date *
Daily Test Window
 24-hour test
Start Time
Daily Test Schedule

M T W T

3 Testing Details
Title *
Instructions

4 Proctor Caching Details
 Enable Proctor Caching
Primary Host IP Address * Primary Host Port *
10.27.91.234 4480 [Proctor Cache Health Check](#)

Create Test Session Cancel

4 Proctor Caching Details

Enable Proctor Caching

For paper-based testing, you may skip proctor caching.

Students will still need to be added to the new test session.

Test Sessions: Adding & Removing Students

Adding Students to Test Sessions

The screenshot displays the ACT Aspire portal interface. At the top, the ACT Aspire logo is on the left, and navigation links for 'FALL14 CP Test', 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id' are on the right. Below the navigation bar, the breadcrumb trail reads 'DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS'. The main content area is titled 'Test Session Details' and includes a 'Quick Guide' button. Underneath, there are buttons for 'Print', 'Comment', and 'Edit'. The session information is 'Grade 3 Read - Session 1', 'Grade 3 Read Mode: Paper', 'EXEMPLAR SCHOOL', and 'Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM'. A red box highlights the text 'Personalized material will not be sent for Manual Grid students'. To the right, a 'Ready' dropdown menu is set to 'Ready', and statistics show 'Total Students: 0', 'Students yet to be processed: 0', and 'Students already sent for processing: 0'. Below this, there are 'Add' and 'Remove' buttons, with the 'Add' button circled in red. A 'Filter by Student Status' dropdown is set to 'All Statuses'. At the bottom, there is a search bar and a table header with columns for 'Student', 'Status', 'Comments', and 'System Id Number'. The table currently shows 'No students match the specified filter.' and navigation buttons for 'Previous' and 'Next'.

- Click **Add** to select students for the session

Adding Students to Test Sessions, cont.

The screenshot shows the ACT Aspire portal interface for adding students to a test session. The page title is "Add Students: Grade 3 Read - Session 1". The breadcrumb trail is "DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS / ADD STUDENT". The organization is "WI / GREEN BAY ... / EXEMPLAR SCHOOL(20)".

Filters are set to "All Students for Test Grade", "Groups: None Selected", and "Teachers: None Selected". The "Show" dropdown is set to "30 Students". A search box is present on the right.

| <input type="checkbox"/> | State Id | Local Id | Student | Actual Grade / Testing Grade | IEP | ELL | Gft'd | 504 |
|-------------------------------------|-------------|----------|---------------------------|------------------------------|-----|-----|-------|-----|
| <input checked="" type="checkbox"/> | 4444-20-001 | | ANOKA, MINNESOTA | Grade 3 / - | | | | |
| <input checked="" type="checkbox"/> | 4444-20-002 | | BAYFIELD, WISCONSIN | Grade 3 / - | | | | |
| <input type="checkbox"/> | 4444-20-003 | | COTTAGE GROVE, CALIFORNIA | Grade 3 / - | | | | |

Showing 1 to 3 of 3 entries

Navigation: ← Previous 1 Next →

- Able to use filters or search functions to find students
- Select students to add, then click **Done**

Groups and Test Sessions

Add Students: Training Content Science - Session 1 Done Cancel

All Students for Test Grade ▾ **Groups: None Selected** ▾ Teachers: None Selected ▾

Show 10 ▾ Students Search:

| <input type="checkbox"/> | State Id | Local Id | Testing Grade | IEP | ELL | Gft'd | 504 |
|-------------------------------------|----------------|-----------------------------|---------------|-----|-----|-------|-----|
| <input checked="" type="checkbox"/> | 9004-40001-001 | | | | | | |
| <input checked="" type="checkbox"/> | 9004-40001-002 | | | | | | |
| <input checked="" type="checkbox"/> | 9004-40001-003 | CHARLOTTE, COLORADO C | Grade 7 / - | | | | |
| <input checked="" type="checkbox"/> | 9004-40001-004 | NEW HAMPSHIRE, WASHINGTON N | Grade 7 / - | | | | |
| <input checked="" type="checkbox"/> | 9004-40001-005 | RENO, OREGON R | Grade 7 / - | | | | |
| <input checked="" type="checkbox"/> | 9004-40001-006 | HOLLYWOOD, IDAHO H | Grade 7 / - | | | | |
| <input type="checkbox"/> | 9004-40001-008 | HELENA, TENNESSEE H | Grade 7 / - | | | | |
| <input type="checkbox"/> | 9004-40001-009 | TUSCON, MONTANA T | Grade 7 / - | | | | |

Search:

- Select All
- JER GROUP
- MRS. GARCIA'S PERIOD 1 ENGLISH GROUP

- Groups can help you manage adding students to test sessions
- From the *Test Session Details*, click **Add** and use the **Groups Selector** filter to select one or more groups

Removing Students from Test Sessions

Test Session Details Quick Guide ?

Print Comment Edit

Grade 3 Read - Session 1 Ready ▾ Total Students: 2 Authorized Users (1)

Grade 3 Read Mode: Paper

EXEMPLAR SCHOOL

Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

Students yet to be processed 0

Students too late for processing 2

Students already sent for processing 0

Add Remove Filter by Student Status: All Statuses ▾

Show 30 students Search:

| Student | Status | Comments | System Id Number |
|---|-------------|----------|--------------------|
| <input checked="" type="checkbox"/> ANOKA, MINNESOTA DOB: 2/9/04 DOB: 2/9/04 Grade 3 Student Id: 4444-20-001 | Manual Grid | | Generate System Id |
| <input type="checkbox"/> BAYFIELD, WISCONSIN DOB: 2/10/04 DOB: 2/10/04 Grade 3 Student Id: 4444-20-002 | Manual Grid | | Generate System Id |

Showing 1 to 2 of 2 entries

← Previous 1 Next →

[View Activity History](#)

- Test Session status must be either Ready or Scheduled
- Check the box next to students to remove, and then click **Remove**

Students and Paper-based Testing

Test Session Details Quick Guide ?

Print Comment Edit

Training Content Math Session 2
Grade 3 Math Mode: Paper
TRAINING SCHOOL 1
Apr 28, 2014 - May 30, 2014 8:00 AM - 4:00 PM

Personalized material will not be sent for Manual Grid students

In Progress Total Students: 16
Authorized Users (1)

| | |
|--------------------------------------|----|
| Students yet to be processed | 0 |
| Students too late for processing | 1 |
| Students already sent for processing | 15 |

Add Remove Filter by Student Status: All Statuses

Show 30 students Search:

| Student | Status | Comments | System Id Number |
|--|-------------|----------|--------------------|
| <input type="checkbox"/> HOLLYWOOD, IDAHO H DOB:1/6/01 Grade 7 Student Id:9004-40001-006 | Ready | | 2044131393 |
| <input type="checkbox"/> RENO, OREGON R PNP DOB:1/5/01 Grade 7 Student Id:9004-40001-005 | Manual Grid | | Generate System Id |

- Students must be added to sessions by the administration deadline in order to receive pre-printed materials
- Students added late reflect “too late for processing” at the session level, and “Manual Grid” at the student level
- System ID number will need to be generated for gridding purposes

Test Sessions: Adding & Removing Authorized Users

Test Session Details – Invite New Users

The screenshot displays the ACT Aspire Portal interface. At the top, the navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The main content area is titled 'Test Session Details' for 'Mr Smith, G7 Science, Session 1'. A modal window titled 'Invite Room Supervisor to Test' is overlaid on the page, containing a text input field for email addresses and 'Submit' and 'Cancel' buttons. A red arrow points from the 'Invite' link in the 'Authorized Users' section to the modal window.

- *Invite* new Room Supervisors to the Portal

Test Session Details – Add/Edit Existing Users

The screenshot displays the ACT Aspire portal interface. At the top, the logo 'ACT Aspire' is visible on the left, and 'Infrastructure Trial' is on the right. Below the logo is a navigation bar with tabs: Dashboard, Summative Tests, Interim Tests, Classroom Tests, Students, Organizations, and Pre-Id. A search bar and a 'Help' icon are also present. The main content area shows 'Test Session Details' for 'Mr Smith, G7 Science, Session 1'. The session status is 'Scheduled' and '0% Completed'. There is a 'Quick Guide ?' button and a 'Print' button. A section titled 'Authorized Users (1)' has an 'Add/Edit' link highlighted with a red arrow. Below this is a modal window titled 'Add & Remove Users / Change User Permissions'. The modal has a search bar with 'admin' entered and a 'Show 10 members' dropdown. It contains a table with two rows of user information. At the bottom of the modal are 'Save' and 'Cancel' buttons.

| Role | Last Name | First Name | Email Address | Organization |
|--------------|---------------|-----------------------|-----------------------------|--------------|
| Not Assigned | Admin | Example Administrator | jeramy.dichiera@gmail.com | IA |
| Creator | Administrator | Example Administrator | jeramy.dichiera@pearson.com | IA |

- *Add/Edit* existing users to update access to the test session

Test Sessions: Printables

Comments

Test Session Details Quick Guide ?

Print Comment Edit Refresh

Comments Roster Personal Needs

Session - Session 1 In Progress 0% Completed Authorized Users (1)

Mode: Online Students Started 0% (0 of 8)

10:00 AM - 4:00 PM Students Completed 0% (0 of 8)

Add Remove Reset Authorization

Filter by Student Status: All Statuses

Show 10 students Search:

| Student | Status | Answered/Total | Comments | Username | Password |
|---|--------|----------------|----------|----------|----------|
| <input type="checkbox"/> HOLLYWOOD, IDAHO H <small>DOB:1/6/01 Grade 7 Student Id:9004-40001-006</small> | Ready | 0 / 42 | | HOLL3428 | JZA7YO |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|------------|------------|------------|-----------|----------|------------|-----------|----------|---------|-------------|-------------|-------------|------------|-----------|-----------------|
| 1 | Test Sessi | Test Name | Test Sessi | Test Mode | School | Student ID | Student N | DOB | Grade | Irregularit | Irregularit | Irregularit | Comment | Comment | Commented On |
| 2 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | HOLLYWO | 1/6/2001 | Grade 7 | Test Comr | Environm | Disturban | Internet c | Sample Us | 7/16/2014 14:10 |
| 3 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | TUSCON, I | 1/9/2001 | Grade 7 | Test Comr | Environm | Disturban | Internet c | Sample Us | 7/16/2014 14:10 |
| 4 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | RENO, OR | 1/5/2001 | Grade 7 | Test Comr | Environm | Disturban | Internet c | Sample Us | 7/16/2014 14:10 |

- *Comments* opens a CSV file with comments/irregularities

Roster

Test Session Details Quick Guide ?

Print Comment Edit Refresh

Comments Roster **Personal Needs**

Session - Session 1 In Progress 0% Completed Authorized Users (1)

Students Started: 0% (0 of 8)
Students Completed: 0% (0 of 8)

10 AM - 4:00 PM

Add Remove Reset Authorization

| | A | B | C | D | E | F | G | H | I |
|---|------------|------------|------------|-----------|----------|------------|-----------------------------|-----------|---------|
| 1 | Test Sessi | Test Name | Test Sessi | Test Mode | School | Student ID | Student Name | DOB | Grade |
| 2 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | HOLLYWOOD, IDAHO H | 1/6/2001 | Grade 7 |
| 3 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | TUSCON, MONTANA T | 1/9/2001 | Grade 7 |
| 4 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | RENO, OREGON R | 1/5/2001 | Grade 7 |
| 5 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | JUNEAU, CONNECTICUT J | 1/10/2001 | Grade 7 |
| 6 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | NEW HAMPSHIRE, WASHINGTON N | 1/4/2001 | Grade 7 |
| 7 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | CHARLOTTE, COLORADO C | 1/3/2001 | Grade 7 |
| 8 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | BAKERSFIELD, BOSTON B | 1/2/2001 | Grade 7 |
| 9 | Training C | Training C | In Progres | Online | TRAINING | 9004-4000 | ARIZONA, ALASKA A | 1/1/2001 | Grade 7 |

- *Roster* opens a CSV file with all students currently in session

PNP Roster

Test Session Details Quick Guide ?

Print Comment Edit Refresh

Comments Roster **PNP Personal Needs**

Session - Session 1 In Progress 0% Completed Authorized Users (1)

Mode: Online

Students Started 0% (0 of 8)

Students Completed 0% (0 of 8)

8:00 AM - 4:00 PM

School TRAINING SCHOOL 1

Session Name Training Content Science - Session 1

Mode Online

Test Training Content Science

Start-End Date Jul 7, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM

Proctors sara.snuggs@pearson.com

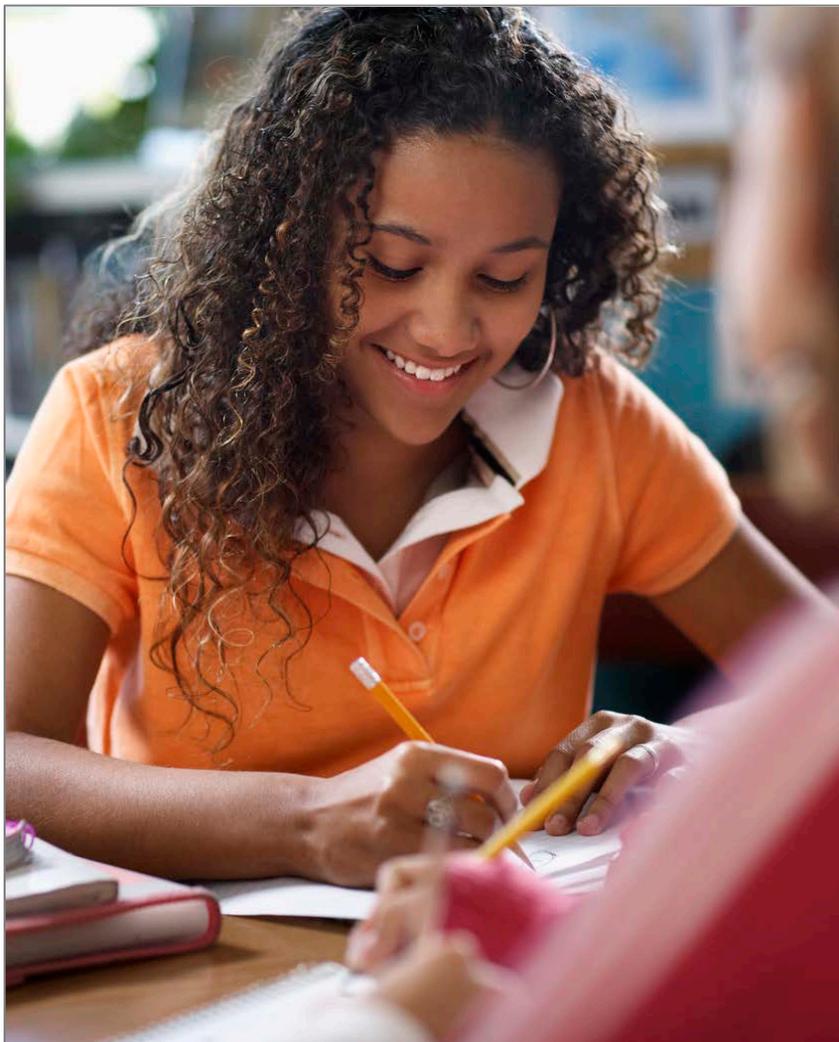
ACT[®] Aspire[™]

| Name | Presentation Supports | Interaction & Navigation Supports | Response Supports | General Test Conditions (Setting and/or Timing) Supports |
|-------------|---|-----------------------------------|-------------------|--|
| OREGON RENO | <ul style="list-style-type: none">Spanish Text + Audio: Directions OnlyContrast Colors | | | |

- *Personal Needs* opens a tab detailing all student PNP supports

**Student Data:
Manually Adding & Updating
Student Data**

Adding and Updating Student Data



Enroll and Manage Students in the portal:

- Useful when dealing with a small number of students
- Enroll or manage students one at a time
- Remove students one at a time or multiple students at once

Manually Adding Student Data

Add Student

Organization Details

State : IA District Code : 4000 School : TRAINING SCHOOL 1 (40001)

Student Profile Info

First Name * : Middle Initial : Last Name * :

Student Id * : Date of Birth * : Gender : Male Female

Student Grade Info

Grade * :

Testing Grade :

| | | |
|---|---|---|
| English | Math | Reading |
| <input type="button" value="Select One ▼"/> | <input type="button" value="Select One ▼"/> | <input type="button" value="Select One ▼"/> |
| Science | Writing | |
| <input type="button" value="Select One ▼"/> | <input type="button" value="Select One ▼"/> | |

- Select **Students** > *Add Student* to manually add an individual student

Manually Adding Students – State IDs

1. If the official State ID is known, enter the official State ID.
 - a. If the official State ID is known, but it is being rejected by the portal as a duplicate, it is likely that another student in the state was erroneously entered into the portal with that State ID. Use option #2.
2. If the official State ID is not known but the PowerSchool ID is known, use the following fake State ID:
 - a. "S" & 7-digit school ID (SIDN) & PowerSchool ID; for example, S016000154321 would be the fake ID for a student at 0160001 with the PowerSchool ID 54321.
 - b. State IDs can be up to 20 characters in length. If the PowerSchool ID is greater than 12 characters, truncate the PowerSchool ID. This should not happen, but there are instances where, due to error, a longer PowerSchool ID has appeared in PowerSchool.
3. If the official State ID and the PowerSchool ID are both not known, use the following fake State ID:
 - a. "S" & 7-digit school ID (SIDN) & a counter, starting at 1 and incrementing by 1 for each student. For example, S01600011, S01600012, and S01600013 would be the first three students at 0160001.

Manually Updating Student Basic Information

Student Profile



Basic Information

Save **Cancel**

First Name * FIRSTNAMEA

Middle Initial 1 ch

Last Name * LASTNAMEB

Student ID 9004-40001-999

Grade * Grade 9

School TRAINING SCHOOL 1

Gender Female

Date of Birth * 07/09/2000

Last Modified None

- Click **Edit** to update Basic Information, then **Save**

Manually Updating Other Student Details

Student Profile



Basic Information [Edit](#)

| | | | |
|---------------|-----------------------------|--|--|
| Name | LASTNAMEONE, FIRSTNAMEONE A | | |
| Student ID | 1017140001 | | |
| Grade | Grade 7 | | |
| School | TRAINING SCHOOL 02 | | |
| Gender | Male | | |
| Date of Birth | Jan 01, 2001 | | |
| Last Modified | None | | |

[PNP](#) Personal Needs [Demographics](#) [Groups](#) [Teachers](#) [Grades](#) [Test Sessions](#)

Testing Grade

[Edit](#)

| | | | |
|---------|---------------|---------|---------------|
| English | Not specified | Math | Not specified |
| Reading | Not specified | Science | Not specified |
| Writing | Not specified | | |

Deleting a Student Profile

Students Found : 3787 [Change Criteria](#)

Action Show 30

| | me | Gender | Date of Birth | Grade | School | District |
|-------------------------------------|--|--------|---------------|---------|--------------------|-------------------|
| <input type="checkbox"/> | 1017140001 LASTNAMEONE, FIRSTNAMEONE A | M | 01-01-2001 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |
| <input type="checkbox"/> | 1017140010 LASTNAMEONEZERO, FIRSTNAMEONEZERO J | F | 01-10-2001 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |
| <input type="checkbox"/> | 1017140011 LASTNAMEONEONE, FIRSTNAMEONEONE K | M | 02-02-2000 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |
| <input checked="" type="checkbox"/> | 1017140012 LASTNAMEONETWO, FIRSTNAMEONETWO L | F | 02-03-2000 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |
| <input type="checkbox"/> | 1017140013 LASTNAMEONETHREE, FIRSTNAMEONETHREE M | M | 02-04-2000 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |
| <input type="checkbox"/> | 1017140014 LASTNAMEONEFOUR, FIRSTNAMEONEFOUR N | F | 02-05-2000 | Grade 7 | TRAINING SCHOOL 02 | TRAINING DISTRICT |

Note: Students cannot be deleted when in a test session

Test Sessions:
Starting Sessions
Closing Sessions

Starting Test Sessions

Test Session Details Quick Guide ?

Print Comment Edit

Grade 3 Read - Session 1
Grade 3 Read Mode: Paper
EXEMPLAR SCHOOL
Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM
Personalized material will not be sent for Manual Grid students

Total Students: 1 Authorized Users (2)

| | |
|---------|---|
| ing | 0 |
| cessing | 1 |
| | 0 |

Add Remove Filter by Student Status: All Statuses

Show 30 students Search:

| Student | Status | Comments | System Id Number |
|--|-------------|----------|--------------------|
| <input type="checkbox"/> BAYFIELD, WISCONSIN DOB:2/10/04 DOB:2/10/04 Grade 3 Student Id:4444-20-002 | Manual Grid | | Generate System Id |

Showing 1 to 1 of 1 entries

View Activity History

← Previous 1 Next →

- From *Test Session Details*, click the **test status** button and choose *Start Test*
- Click **OK** on the confirmation and Auto Refresh notification; session status will update to *In Progress*

Closing Test Sessions

Test Session Details Quick Guide ?

Print Comment Edit

Grade 3 Read - Session 1
Grade 3 Read Mode: Paper
EXEMPLAR SCHOOL
Jul 8, 2014 - Jun 30, 2015 8:00 AM - 4:00 PM
Personalized material will not be sent for Manual Grid students

In Progress Total Students: 1 Authorized Users (2)

Close Test
Students already sent for processing

Add Remove Filter by Student Status: All Statuses

Show 30 students Search:

| Student | Status | Comments | System Id Number |
|--|-------------|----------------------|--------------------|
| <input type="checkbox"/> BAYFIELD, WISCONSIN DOB:2/10/04 DOB:2/10/04 Grade 3 Student Id:4444-20-002 | Manual Grid | <input type="text"/> | Generate System Id |

Showing 1 to 1 of 1 entries

[View Activity History](#) ← Previous 1 Next →

- From *Test Session Details*, click the **test status** button and choose *Close Test*
- Warning will ask if you are sure; click **OK** to continue
- Once a session is closed, you can no longer enter irregularity information for a student

Support

Support Contacts

ACT Aspire Customer Service

888-802-7502

ACTAspire_Implementation@ACTAspire.org

7:00 a.m.–8:30 p.m. Eastern Time, Mon–Fri