



Interim Assessment Viewing Application (AVA)

User Guide

2022–2023

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Prepared by the Cambium Assessment, Inc.



Descriptions of the operation of the Assessment Viewing Application and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

If you have any questions regarding the Delaware System of Student Assessments (DeSSA), please contact the Delaware Department of Education, Office of Assessment.

For questions or additional assistance regarding the online Test Delivery System, please contact the DeSSA Help Desk at the Cambium Assessment, Inc. (CAI).

Important Contact Numbers

DeSSA Help Desk	(877) 560-8331
Delaware Department of Education, Office of Assessment	(302) 857-3391

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Introduction to This User Guide

This user guide is intended for users of the Assessment Viewing Application (AVA). AVA is a component of the Online Test Delivery System that allows authorized users to review assessments in “view only” mode for administrative or instructional purposes. This introduction describes the contents of this document and includes a key for identifying icons and elements throughout the guide.

User Guide Content

This user guide provides information about the following sections:

- [Introduction to This User Guide](#) outlines the contents of the document and identifies other related resources.
- [Section I. Logging in to AVA](#) explains how to access AVA.
- [Section II. Accessing Tests](#) explains how to select a test to review.
- [Section III. Understanding AVA](#) describes the layout of AVA.
- [Section IV. General Test Rules and Navigation](#) explains how to navigate the test.

Table 1. Key Icons and Elements

Icon	Description
	Note: This symbol accompanies additional information or instructions of which users must take note.
Text	Bold text is used to indicate a link or button that is clickable.

Additional Resources

The following publications provide additional information and are available on DeSSA Portal:

- For information about setting up and configuring devices and assistive technologies for online testing, see the [Quick Guide for Setting Up Online Testing Technology](#) and [operating-system specific manuals](#).
- For information about student and user management, see the [TIDE User Guide](#).
- For information about administering online tests via the TA Interface, see the [Test Administrator User Guide](#).

Section I. Logging in to AVA

This section explains how to activate your AVA account, log in to AVA, reset a forgotten password, change account information, and log out of AVA.

	<p>Caution: Do NOT share your login information with anyone not authorized to access AVA. AVA provides access to student information, which must be protected by authorized users in accordance with federal privacy laws.</p>
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AVA is accessed through the Delaware Department of Education’s (DDOE) EdAccess or LEA ClassLink application.

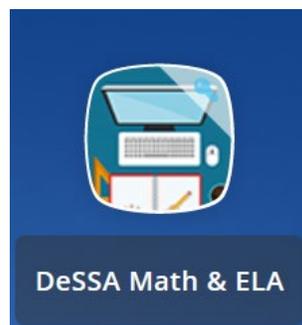
1. Access the DDOE EdAccess or LEA ClassLink login page at <https://launchpad.classlink.com/ddoe>. Use your EdAccess or LEA ClassLink ID and password to log in.

Figure 1. DDOE EdAccess Login Page



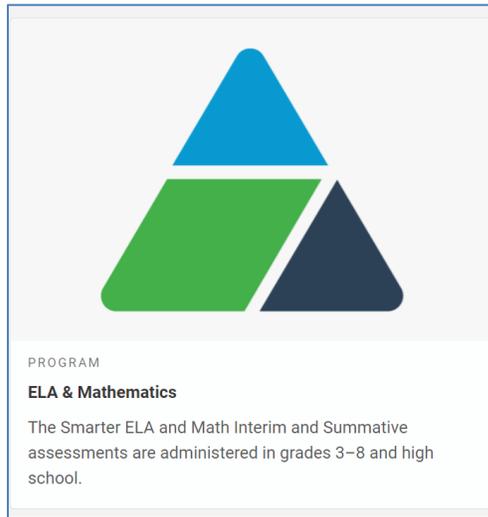
2. After you have successfully logged in to the EdAccess or LEA ClassLink, you will see a menu of authorized applications, including DeSSA Math & ELA. Click the [DeSSA Math & ELA] button. You will be directed to the DeSSA portal.

Figure 2. DeSSA Math & ELA Icon



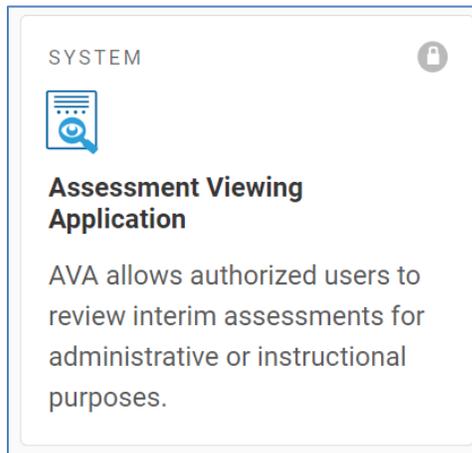
3. Click the **[Smarter ELA & Mathematics]** user card to access DeSSA applications.

Figure 3. DeSSA Portal: Test Card



4. Click the **[Assessment Viewing Application]** button. If you are authorized to access this application, you will be automatically directed to the AVA home page. You will not have to log in again.

Figure 4. AVA Card on DeSSA Portal



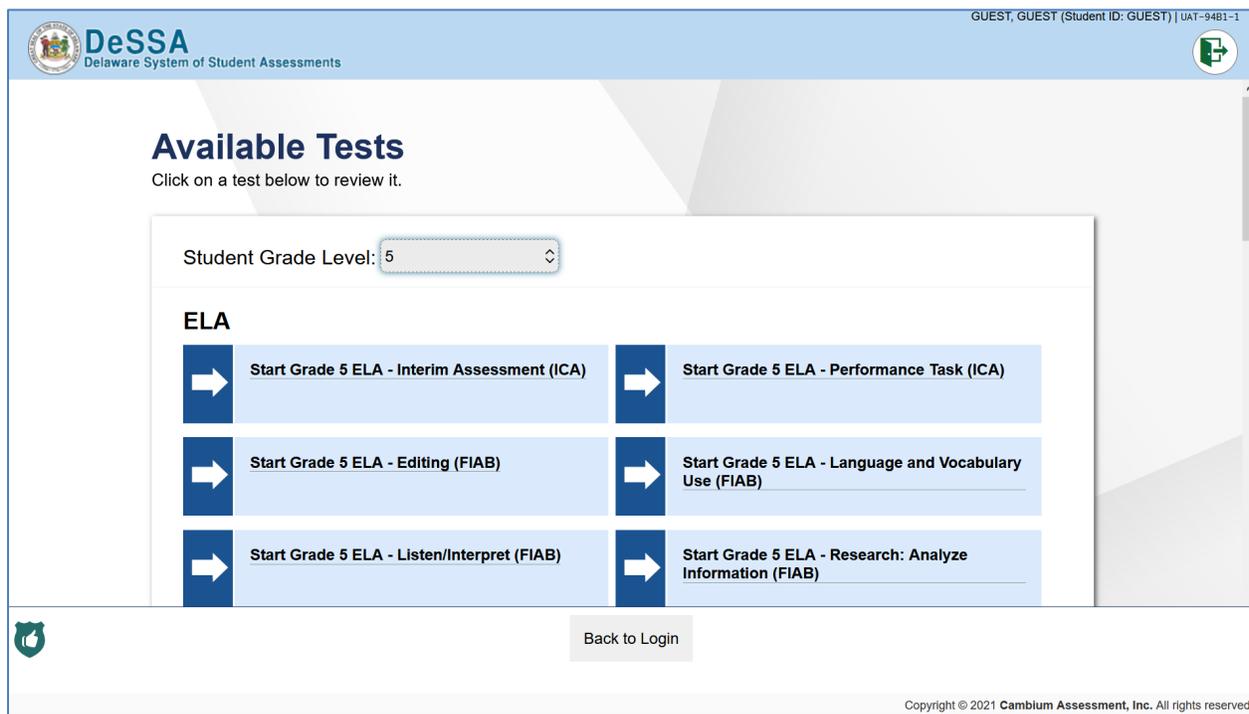
Section II. Accessing Tests

This section explains how to select tests to review in AVA.

Step 1 – Choosing a Grade and Test

On the **Available Tests** page, select the grade level of the test you wish to review and then select an available test.

Figure 5. Available Tests Page



To select a grade and test:

1. From the **Grade** drop-down list, select the required grade level. The tests available for the selected grade appears (see Figure 5)
2. Click the required test name. If the test requires any functionality checks, the Audio/Video Checks page appears.

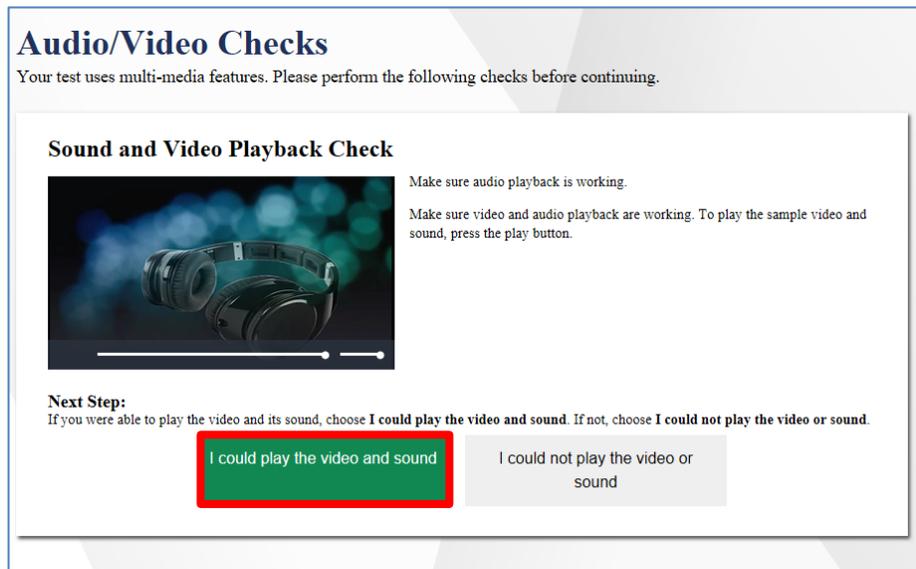
Step 2 – Conducting Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly.

Sound and Video Playback Check

The **Sound and Video Playback Check** page appears for tests with video content. On this page, you must verify that you can view the sample video and hear its associated sound.

Figure 6. Audio/Video Check Page



To check sound and video settings:

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
 - If you can play the video and sound, select **I could play the video and sound**.
 - If you cannot play the video or sound, select **I could not play the video or sound**. The **Video Playback Problem** page appears, giving you the option to try again or log out.

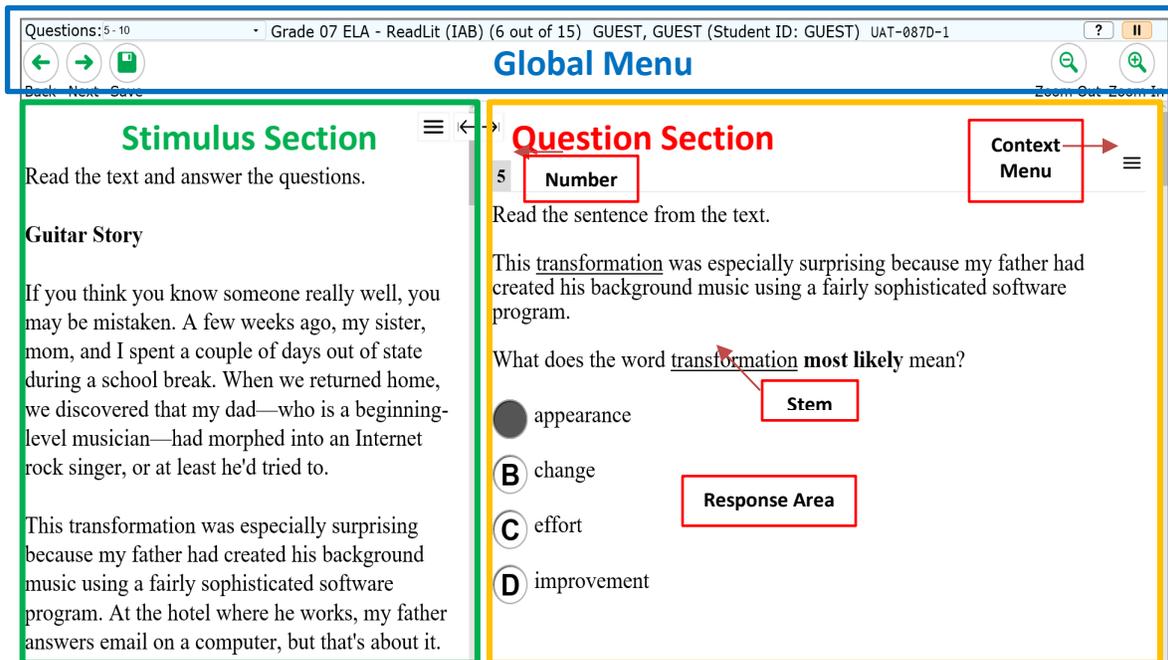
Ensure that the audio on the device is set at an appropriate volume by adjusting the volume slider bar highlighted in Figure 6.

 **Note:** If this page appears during the sign-in process, the **Audio Playback Check** page does not appear because the **Sound and Video Playback Check** page also verifies audio functionality.

Section III. Understanding AVA

Figure 7 displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Figure 7. Sample Test Page



The screenshot shows the AVA interface with the following components:

- Global Menu:** Located at the top, it includes navigation buttons (Back, Next, Save), a search icon, and zoom controls (Zoom Out, Zoom In).
- Stimulus Section:** Contains the instruction "Read the text and answer the questions." and a reading passage titled "Guitar Story".
- Question Section:** Contains a question numbered "5" with the instruction "Read the sentence from the text." and a multiple-choice question: "What does the word transformation most likely mean?". The options are:
 - appearance
 - B change
 - C effort
 - D improvement
- Context Menu:** A red box highlights a menu icon in the top right of the question section.
- Stem:** A red box highlights the word "transformation" in the question stem.
- Response Area:** A red box highlights the multiple-choice options.

Test Tools

AVA includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page or by selecting options from the context menus  that appear in the *Question* and *Stimulus* sections of the test page.

Some tools, such as the dictionary, calculator, and tutorials, open in separate windows. Students can resize the window using the resizing handle . Students can also maximize or minimize the window by selecting . When maximized, the window covers the entire test page except for the navigation bar on top. Students can also drag and move the window to different parts of the test page, however not when the window is maximized.

Table 2. Tools available in the Global Menu section of the test page

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: <ol style="list-style-type: none"> 1. Select Masking in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner.
Zoom buttons  	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .
Help 	To view the on-screen Help Guide window, select the question mark  button in the upper-right corner.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.

Table 3. Tools available in the Question and Stimulus section

Tool Name	Instructions
Expand buttons	<p>Expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner. To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove a specific highlighted selection, re-select the selection and select Remove Highlight. To clear all highlighted areas, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner and  appears next to the number on the test page. The Questions drop-down list displays (marked) for the selected question.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note,  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> Option A <ul style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. Option B <ul style="list-style-type: none"> a. Right-click an answer option and select Strikethrough.
Tutorial	To view a short video demonstrating how to enter a response for a particular question type, select Tutorial from the context menu.

Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions

Please Note: When viewing a test, you can practice responding to the test questions. The system has been designed to allow you to skip items, you can navigate to the next page without providing a response to the items on the page. The responses you enter will not be scored when you complete the test review.

Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone. AVA must be used in a secure testing environment and any unauthorized viewing or sharing is a Security Violation.

Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question’s test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test question, select the question number from the **Questions** drop-down list.

Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. To return to the test, you must log in and select the required test again.

To pause the test:

1. Click  in the upper-right corner. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

Test Timeout

AVA automatically pauses the test and logs you out after 20 minutes of inactivity.

	<p>Note: Before AVA logs you out, a warning message appears on the screen. If you do not click OK within 30 seconds, you will be logged out.</p>
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Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 8. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

Reviewing Marked Questions

The **You are done entering data.** page gives you one more opportunity to review questions that you have flagged, as highlighted below.

Figure 9. You are done entering data page

You are done entering data.

If you wish to review your entries, select a question number below.

 = You have marked questions. Review these questions before submitting your test.

 = This symbol indicates unanswered items.

1	2	3	4 	5 
6	7 	8 	9	10
11  	12 	13	14	15

Next Step:
When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

I'm done here

To review questions again:

1. Click the number of the question that you want to review. The test page for that question appears.
 - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
 - To return to the **You are done entering data** page, click **Finished**.
2. To complete your review, click **I'm done here**.

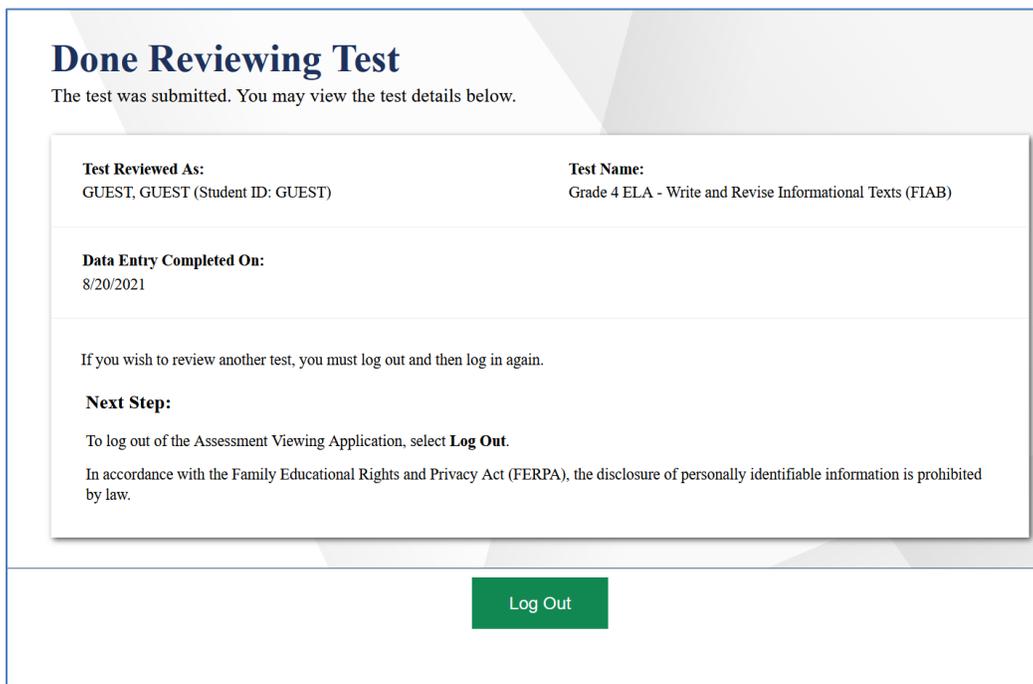
Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are finished. The warning message gives you two options:

- To return to the **You are done entering data** page, click **No**.
- To complete your review of the test and submit your responses, click **Yes**.

The **Done Reviewing Test** page appears when your test review is over.

Figure 10. Done Reviewing Test Page



Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: GUEST, GUEST (Student ID: GUEST)	Test Name: Grade 4 ELA - Write and Revise Informational Texts (FIAB)
Data Entry Completed On: 8/20/2021	

If you wish to review another test, you must log out and then log in again.

Next Step:

To log out of the Assessment Viewing Application, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#)

- Click **Log Out**. The AVA login page appears. If you wish to review another assessment, you must log in again.

Appendix A. User Support

If this document does not answer your questions, please contact the DeSSA Help Desk.

The Help Desk is open Monday–Friday from 6:30 a.m. to 6:30 p.m. Eastern Time (except holidays).

<p style="text-align: center;">Cambium Assessment, inc. DeSSA Help Desk</p> <p style="text-align: center;">Telephone: (877) 560-8331 E-mail: DeSSAHelpDesk@cambiumassessment.com Monday–Friday (except holidays) Hours: 6:30 a.m. to 6:30 p.m.</p>

If you contact the Help Desk, provide as much detail as possible about the issues you encountered.

Include the following information:

- Test administrator name and IT/network contact person and contact information
- SSIDs of affected students
 - Do NOT provide any other student information, as doing so may violate Family Educational Rights and Privacy Act (FERPA) policies.
- Results ID for the affected student tests
- Test Session ID
- List of embedded accommodations
- Test name and grade
- Question number
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Appendix B. Change Log

Change	Date