

Administering the DeSSA Student Survey – Spring 2021

DDOE will be offering the DeSSA Student Survey for the 2020-2021 summative assessment. The objective of the DeSSA Student Survey is to collect information about this year's learning in school and remotely. The survey will be available in the TA interface as a test to select. The DeSSA Student Survey will be a prerequisite for the Smarter Mathematics CAT and PT Summative assessment. Students will not be able to select the Math CAT or PT on the student testing site unless the student has completed the DeSSA Student Survey. Once the student submits the survey, they will be able to take either the Math CAT or PT.

Students may access the DeSSA Student Survey remotely using the DeSSA Secure Browser, SecureTestBrowser iPad app, or the Chrome or Firefox web browsers using the mobile link <https://mobile.tds.cambiumast.com/launchpad/>.

This quick guide provides a brief overview of the steps for administering the DeSSA Student Survey. Complete information about test administration is available in the TA User Guide on the portal. To create a session, follow these steps:

1. *The TA logs in to the TA Interface.*

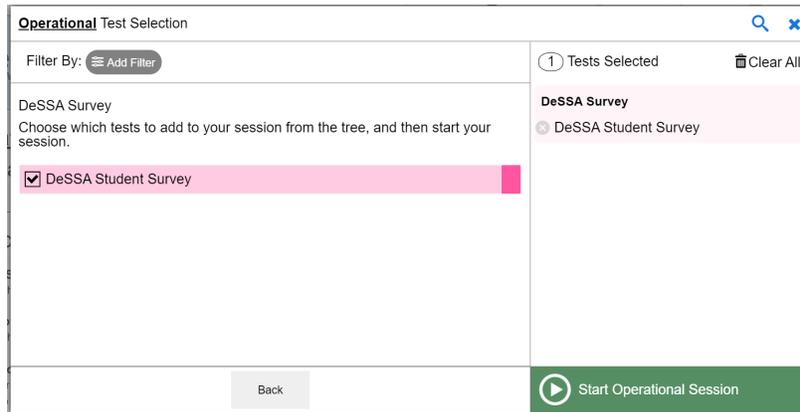
1. Log in to EdAccess at launchpad.classlink.com/ddoe with your username and password.
2. Click the [**DeSSA Math & ELA**] thumbnail for the DeSSA Portal.
3. Click the [**Smarter ELA & Mathematics**] user card.
4. Select the [**Test Administration**] card to log in to the TA Interface.



2. The TA creates a test session.

To create a test session, the TA clicks the [**Select Tests**] button in the upper-right corner of the Test Administration screen to open the Test Selection window. Select [**DeSSA Student Survey**]. The TA clicks on the [**Start Operational Session**] button to begin the Survey session and generate the session ID that students will use to join that test session for the Survey

Figure 1. TA Test Selection Window



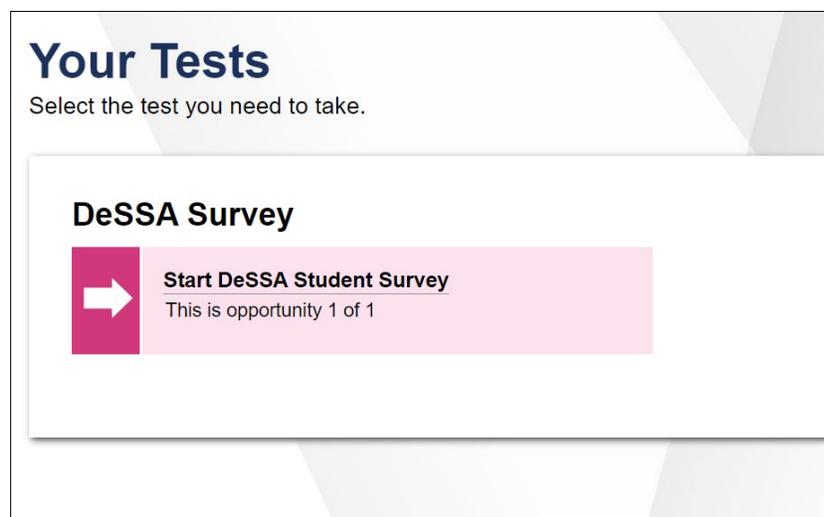
3. The TA informs students of the test session ID.

The system-generated session ID appears in the upper-right corner of the screen. Give students the test session ID and other login information.

4. The TA informs students of the test session in which they are participating.

Once students log in to the student testing site, TAs should direct students to select the [**DeSSA Student Survey**]. Please note if the TA selected tests other than the DeSSA Student Survey such as ELA in the test selection window, the selected tests will be available on the student's *Your Test* page. Please note that if a Math test is selected in the test selection window, the math tests will appear greyed out in the student interface with a *Missing Prerequisite* message, since students have not completed the Survey prerequisite.

Figure 2. Student Your Test Page



5. The TA views and approves students who are waiting for survey session approval.

After students select the **DeSSA Student Survey**, the TA verifies that each student selected the appropriate session before approving that student for testing. It is very important that the TA pays close attention to the test name prior to approving to be sure it is the correct test (ELA) or survey to be administered at that time.

6. TA monitor student progress

Once students have started their survey, the test administrator should circulate through the room to ensure that all students are able to navigate the student testing site. The TA may also use the TA Interface to view the survey progress of any student.

7. TA ends the survey session

After answering the last question of the survey, students must submit their survey. If students would like to review their answers before submitting their survey, they should click the number of the question they wish to review and, only after they finish reviewing, should they click **[SUBMIT TEST]**. TA should click **[STOP]** in the Test Administration Interface to end the survey session once all the students have submitted their survey.

Once the students have completed the Survey session, then they will be able to take either the Math CAT or PT.

Directions for Administering the Survey

Today, you will take a short Survey with 9 questions. You will be given a test session ID that is required to start the survey.

Once you have logged in, you will have to wait for me to approve the test before you can start. I will be checking that you have correctly entered the test session ID and other information.

SAY: Enter your first name followed by your SSID number. Then enter the test session ID.

Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select [Yes] to continue. If any of the information is incorrect, please raise your hand so that you can show me what is wrong.

SAY: On the next screen, select the **DeSSA Survey** highlighted in pink you will be taking today, and then click [Start Test]. After you have selected the survey, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

The TA views and approves students who are waiting for test session approval.

After students have selected the survey or a test, the TA verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the TA pays close attention to the test name prior to approving to be sure that it is the correct test to be administered at that time.**

SAY: After I approve you to begin taking the survey, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select [Yes, Start My Test]. If any of it is incorrect, please raise your hand, and I will be with you shortly.