

# New York 3–8 CBT District Test Coordinator Training January 2016



New York State  
EDUCATION DEPARTMENT  

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Knowledge > Skill > Opportunity



Questar™



# Agenda

- Platform Overview
- Nextera Student Test Delivery
- Technology Readiness
- Nextera Administration System
- Additional Support and Training Materials
- Question and Answer Session

# Platform Overview

The background is a solid blue color. Overlaid on this are several thin, light blue lines that form a complex geometric pattern. These lines intersect to create various shapes, including triangles and quadrilaterals, some of which are partially cut off by the edges of the frame. The lines are thin and have a consistent color throughout.

# Nextera System Overview

Nextera, is made up of two components that provide a full-service assessment solution.

- Online Test Administration System
  - Student and testing management tools
  - Multi-tiered, role-based system
- Test Delivery System (AKA Secure Browser)
  - Secure browser keeps students focused on their test
  - Test content is downloaded to the student's device to ensure uninterrupted testing for students

# Nextera Online Test Administration System

- Secure, web-based administration system provides access to all users with no additional download
  - Login
  - Registration
  - Students
  - Classes
  - Tests
  - Accounts
  - Help

## Supported Browsers

- Internet Explorer v9+
- Microsoft Edge
- Mozilla Firefox 38+
- Google Chrome 42+
- Apple Safari 8+

# Nextera Test Delivery System

- Installed on each device
- Allows the test to be presented securely on the device
- Employs an HTML5 framework
  - No Java dependencies
- Provides confidence in saving student responses
  - Test content cached when student logs in
    - Student response/interaction continuously sent to Questar
    - Responses stored/encrypted locally on computer/device in case of network loss

# Nextera Student Test Delivery

The background is a solid blue color with a white geometric pattern of overlapping lines and shapes, resembling a stylized globe or a network diagram.

# Technical Requirements

	Desktops			Tablets			
	Windows	Macintosh	Linux	Chrome	iOS	Android	Windows
Operating System	Vista   7   8   10 2003   2008   2012 (latest service pack)	Mac OS X 10.6+	Fedora 16+ Ubuntu 10.4   11.10  12.4	Chromebook on OS v29+	iPad on iOS 7+	Android tablet on OS 4.2+	Windows tablet on 8+
App or executable	.exe	.exe	.exe	App	App	App	.exe
Processor	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU			1.4 Ghz + or equivalent	1.0 Ghz dual core equivalent or higher		
System Memory	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space						
Screen Size and Resolution	Recommend 11.6" or larger screen size for desktops Minimum 1024 X 768 screen resolution			Minimum 9.7" screen size Minimum 1024 X 768 screen resolution			
LAN Network	Min: 802.11g Wireless 54Mbps or greater; 100 Mbps LAN for desktops / Minimum available LAN bandwidth at each workstation: 1Mbps Rec: 802.11n Wireless 150 Mbps or higher; 1 Gbps LAN for desktops / Recommended available LAN bandwidth at each workstation 2 Mbps						
Internet Speed	Minimum per device: 150 Kbps Recommended: 300 Kbps						

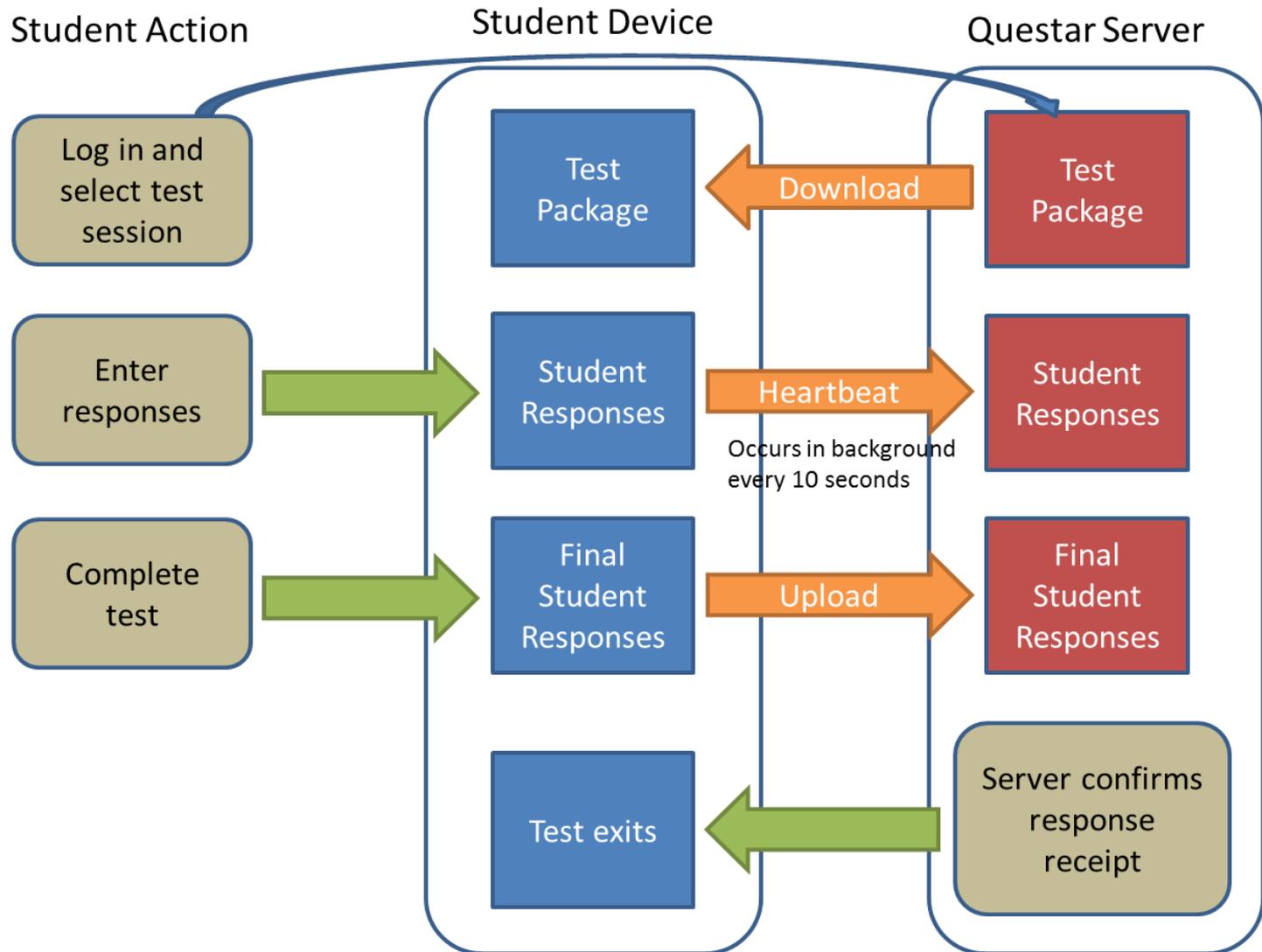
# System Requirements Notes

Platform	Notes
All	The Questar Assessment system has no Java components or dependencies
Chromebooks	Chromebooks are supported with a Kiosk-mode Chromebook app
Windows	The Windows secure browser is 32-bit and runs equally well on 32-bit and 64-bit systems
Linux	The Linux secure browser is available in both 32-bit and 64-bit packages supporting all major Linux distributions (.deb and .rpm packages)
Mac	The Mac secure browser is 64-bit only. Only Intel Macs are supported, which are all 64-bit
Thin Clients	While Questar's platform does offer thin client support, there are a broad range of thin client types and configurations. Therefore, additional testing is required to ensure all functionality is supported on a specific setup.

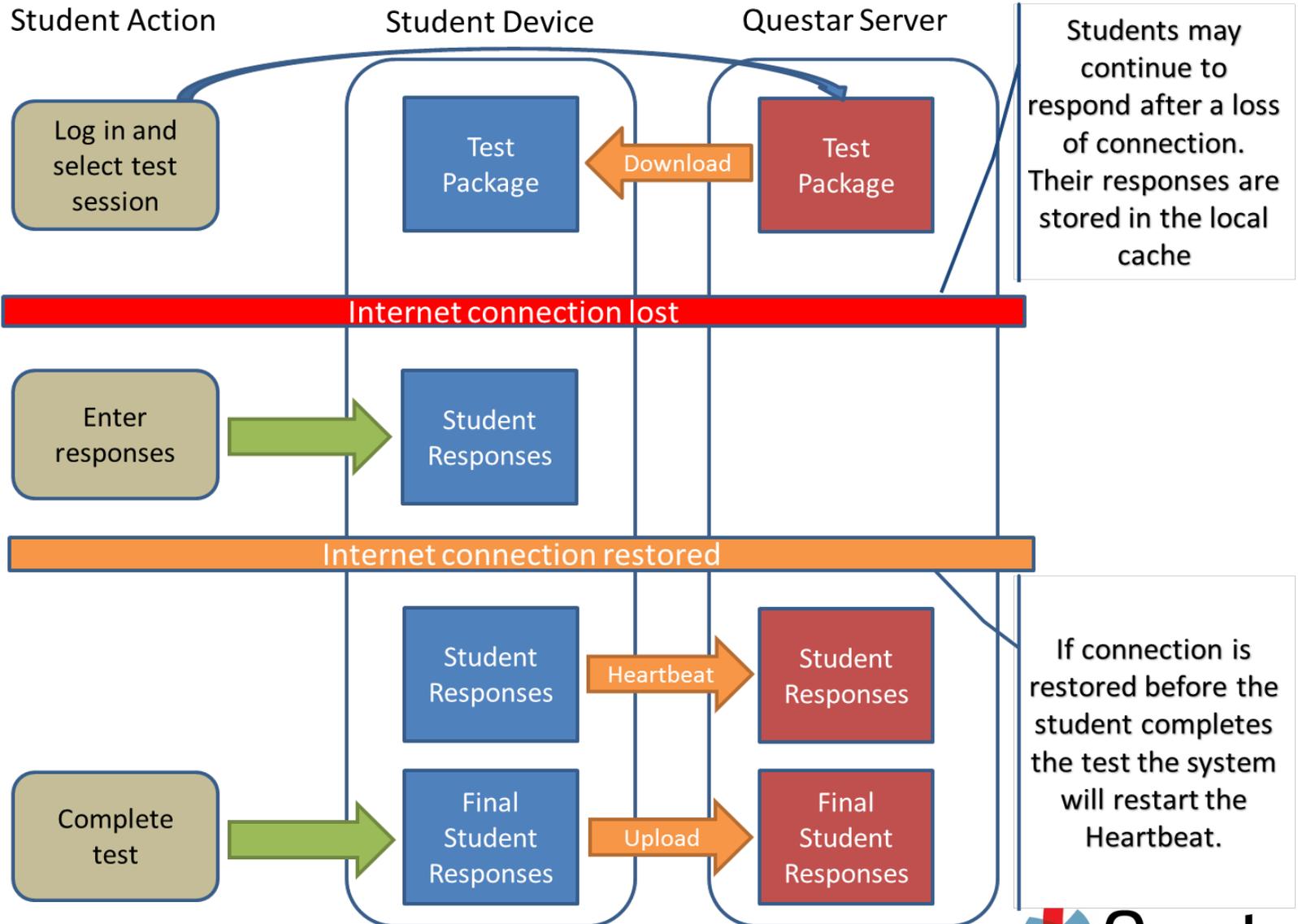
# Delivery

- Links to all implementations are available on the downloads page within the help tab
- Windows, Mac, and Linux
  - Test delivered via a Secure Browser
    - Downloaded on to the student's computer, or
    - Deployed via the school's network or device management platform
- Chromebook App
  - Deployed via management tool
  - Appears as an option on the log-in screen to launch a kiosk-mode app
- iPad and Android Devices
  - A link to each respective app is provided in the administration site on the help tab
- Thin Client/Virtualization
  - Questar recommends testing the secure browser in your configuration

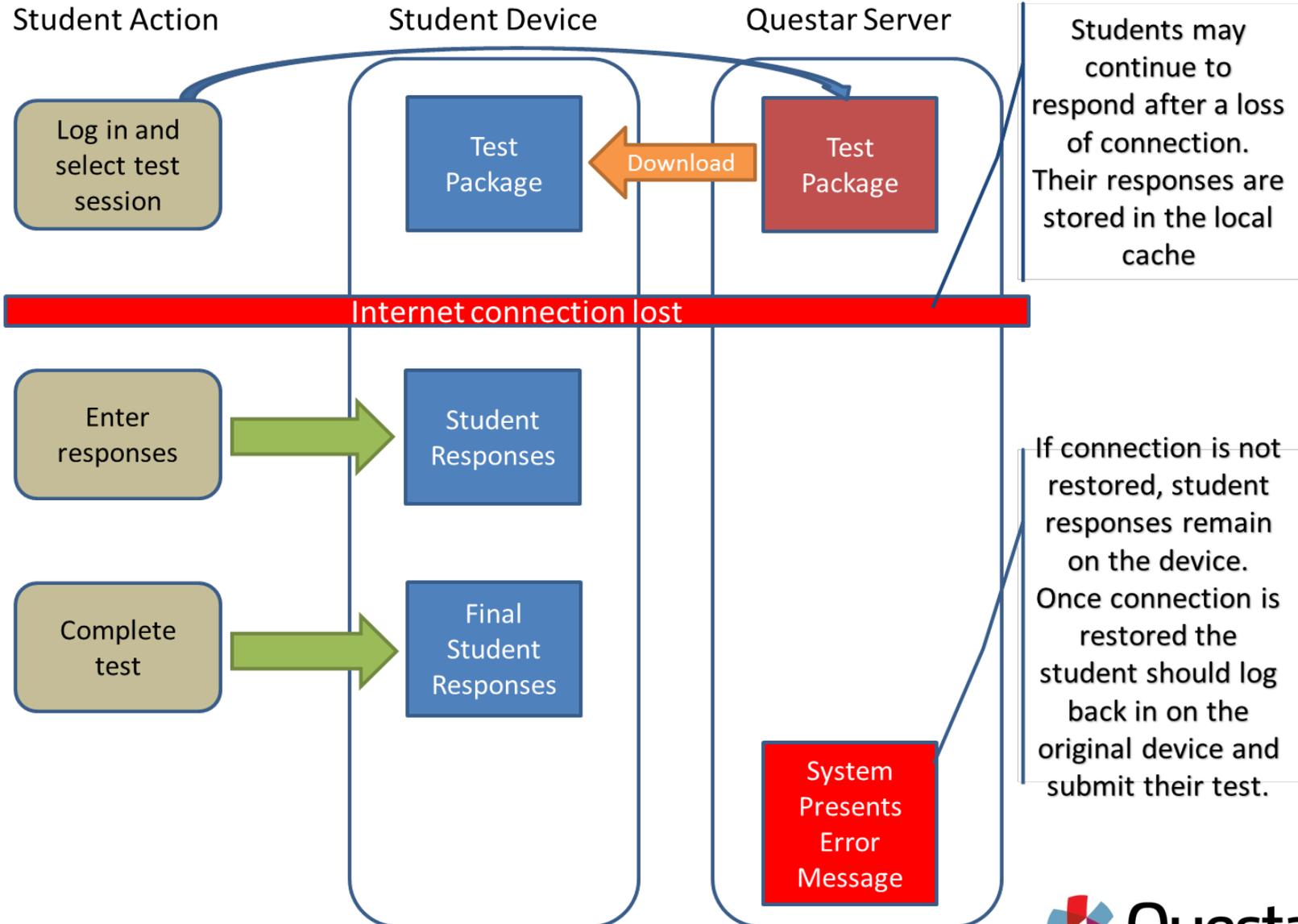
# Student Response Flowchart: Continuous Internet Connection



# Student Response Flowchart: Internet Connection Lost and Restored During Testing



# Student Response Flowchart: Internet Connection Lost



# Recovery During Testing

- If network connectivity is lost during the test, do not move the student to another device. The student should continue the test and submit when complete. The device will continue trying to reconnect indefinitely to upload the test responses.
- If the test session must be terminated or the device is powered down, the student may restart the test session using their credentials when connectivity is restored. Click “submit” to send remaining responses to Questar.
  - DO NOT “clean” the device until this transfer has occurred.

# Questions

Are there any questions about the test delivery system?



# Technology Readiness

The background features a solid blue color with several thin, white, curved lines that intersect to form abstract, geometric shapes. These lines are primarily located on the right side of the image, creating a sense of depth and structure.

# System Setup and Test Readiness

Questar's test readiness resources provide the training and tools you need to ensure testing requirements are met, to experience the online test environment, and to verify that the testing system is working as expected at the school level before student testing begins.

- Support Page
- Online Test Readiness Check
- Question Sampler
- Secure Browser Practice Test
- Training and Documentation



# Support Page

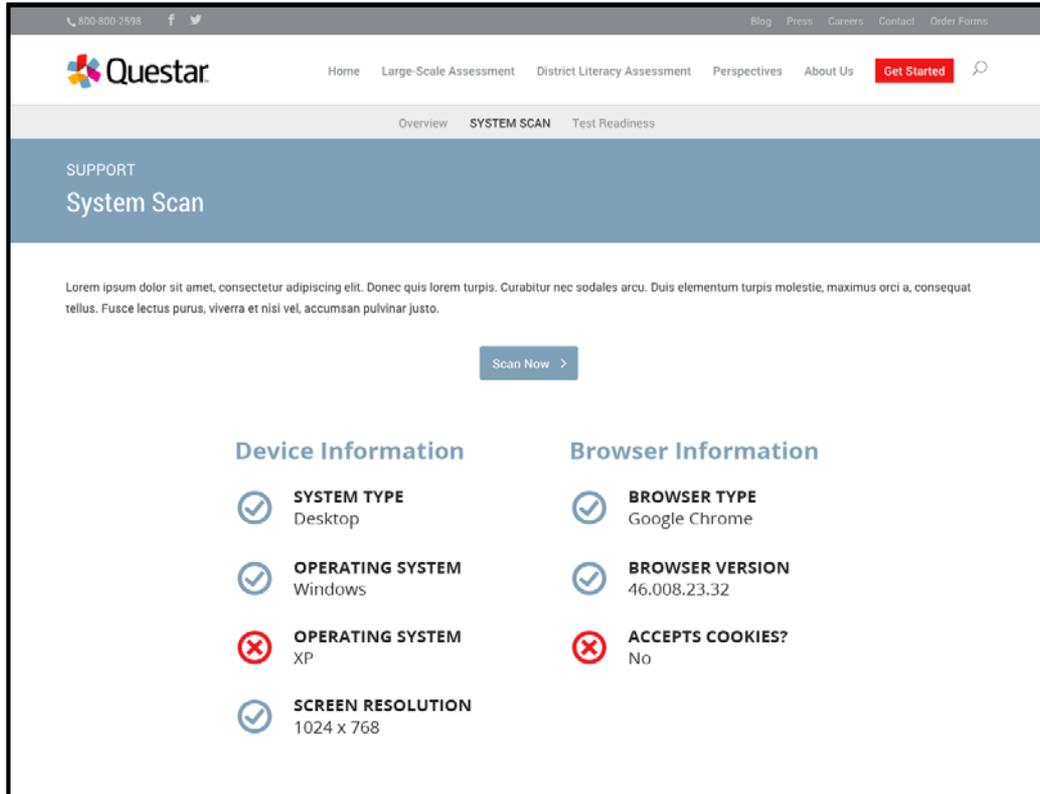
The screenshot shows the Questar website's support page. At the top, there is a navigation bar with the Questar logo, a phone number (800-800-2598), and social media icons. The main navigation includes links for Home, Large-Scale Assessment, District Literacy Assessment, Perspectives, About Us, and a red 'Get Started' button. Below this is a secondary navigation bar with 'OVERVIEW', 'System Scan', and 'Test Readiness'. The page title is 'SUPPORT System Scan and Testing Readiness Check'. The main content area is divided into two columns. The left column has a section titled 'Ensure Online Test Readiness' with a paragraph of text and a 'System Requirements' section containing two expandable boxes: 'Desktop Requirements' and 'Mobile/Tablet Requirements'. The right column features two orange call-to-action boxes. The top one is titled 'System Scan' with the text 'Do your testing devices meet our minimum system requirements?' and a 'Scan Now' button. The bottom one is titled 'Test Readiness' with the text 'Do your classrooms and schools have the right resources to test online?' and a 'Test Now' button.

<http://www.questarai.com/support/>

Support page on Questar's public website:

- Central access to desktop and tablet technical requirements
- Run System Scan to determine if workstation meets requirements
- Test Readiness Check gives user feedback based on bandwidth speeds and testing details

# System Scan



800-800-2598 f t Blog Press Careers Contact Order Forms

Questar Home Large-Scale Assessment District Literacy Assessment Perspectives About Us **Get Started** 🔍

Overview **SYSTEM SCAN** Test Readiness

SUPPORT  
System Scan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis lorem turpis. Curabitur nec sodales arcu. Duis elementum turpis molestie, maximus orci a, consequat tellus. Fusce lectus purus, viverra et nisi vel, accumsan pulvinar justo.

Scan Now >

Device Information	Browser Information
✓ <b>SYSTEM TYPE</b> Desktop	✓ <b>BROWSER TYPE</b> Google Chrome
✓ <b>OPERATING SYSTEM</b> Windows	✓ <b>BROWSER VERSION</b> 46.008.23.32
✗ <b>OPERATING SYSTEM</b> XP	✗ <b>ACCEPTS COOKIES?</b> No
✓ <b>SCREEN RESOLUTION</b> 1024 x 768	

System Scan provides immediate feedback on device and browser information for each workstation

The System Scan tool displays system specifications and visual confirmation of whether the system meets each technical requirement

<http://www.questarai.com/support/system-scan/>

# Test Readiness

Questar

Home Large-Scale Assessment District Literacy Assessment Perspectives About Us **Get Started**

Overview System Scan **TEST READINESS**

SUPPORT  
Testing Readiness Check

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis lorem turpis. Curabitur nec sodales arcu. Duis elementum turpis molestie, maximus orci a, consequat tellus.

**Begin Test**

Download Speed \* Upload Speed \*  
MBPS MBPS

Individual Student Testing Time \*  
HOURS

Hours Available for Testing \*  
8 HOURS

Number of Students Testing Concurrently \*  
[ ]

Number of Devices \*  
[ ]

Testing Window \*  
DAYS

**Test Now**

**Results**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis lorem turpis. Curabitur nec sodales arcu. Duis elementum turpis molestie.

**25 Days**  
Needed to test

**200 Devices**  
that can test concurrently

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis lorem turpis. Curabitur nec sodales arcu. Duis elementum turpis molestie.

Anyone can quickly determine their local download/upload speed with the Test Readiness Check

By inputting some additional information, these tools can be used to validate if testing can be completed:

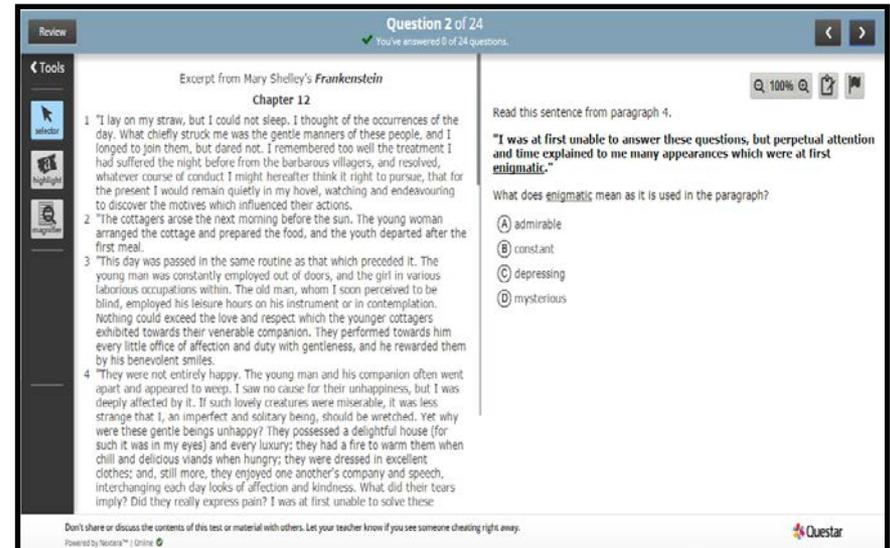
- For the number of concurrent students testing
- In the given timeframe
- With the available bandwidth

<http://www.questarai.com/support/test-readiness/>

# Secure System Trials

Secure browser testing allows schools to ensure test forms load properly via the secure browser.

A sample form will be made available in the secure browser before testing begins.



The screenshot displays a secure browser testing interface. At the top, it indicates "Question 2 of 24" and "You've answered 0 of 24 questions." The main content area shows an excerpt from Mary Shelley's *Frankenstein*, Chapter 12. The text describes the narrator's observations of the cottagers. Below the text, there are four numbered questions. Question 1 asks about the narrator's initial reaction. Question 2 asks about the cottagers' morning routine. Question 3 asks about the narrator's observations of the cottagers' lives. Question 4 asks about the narrator's feelings towards the cottagers. To the right of the text, there is a question asking for the meaning of the word "enigmatic" as used in the paragraph. The options are: (A) admirable, (B) constant, (C) depressing, and (D) mysterious. The interface includes a "Tools" sidebar on the left with icons for "select", "highlight", and "highlight". At the bottom, there is a disclaimer: "Don't share or discuss the contents of this test or material with others. Let your teacher know if you see someone cheating right away." and the Questar logo.

Review

Question 2 of 24  
You've answered 0 of 24 questions.

Tools

Excerpt from Mary Shelley's *Frankenstein*  
Chapter 12

1. "I lay on my straw, but I could not sleep. I thought of the occurrences of the day. What chiefly struck me was the gentle manners of these people, and I longed to join them, but dared not. I remembered too well the treatment I had suffered the night before from the barbarous villagers, and resolved, whatever course of conduct I might hereafter think it right to pursue, that for the present I would remain quietly in my hovel, watching and endeavouring to discover the motives which influenced their actions.

2. "The cottagers arose the next morning before the sun. The young woman arranged the cottage and prepared the food, and the youth departed after the first meal.

3. "This day was passed in the same routine as that which preceded it. The young man was constantly employed out of doors, and the girl in various laborious occupations within. The old man, whom I soon perceived to be blind, employed his leisure hours on his instrument or in contemplation. Nothing could exceed the love and respect which the younger cottagers exhibited towards their venerable companion. They performed towards him every little office of affection and duty with gentleness, and he rewarded them by his benevolent smiles.

4. "They were not entirely happy. The young man and his companion often went apart and appeared to weep. I saw no cause for their unhappiness, but I was deeply affected by it. If such lovely creatures were miserable, it was less strange that I, an imperfect and solitary being, should be wretched. Yet why were these gentle beings unhappy? They possessed a delightful house (for such it was in my eyes) and every luxury; they had a fire to warm them when chill and delicious viands when hungry; they were dressed in excellent clothes; and, still more, they enjoyed one another's company and speech, interchanging each day looks of affection and kindness. What did their tears imply? Did they really express pain? I was at first unable to solve these

Read this sentence from paragraph 4.  
"I was at first unable to answer these questions, but perpetual attention and time explained to me many appearances which were at first enigmatic."

What does enigmatic mean as it is used in the paragraph?

(A) admirable  
(B) constant  
(C) depressing  
(D) mysterious

Don't share or discuss the contents of this test or material with others. Let your teacher know if you see someone cheating right away.  
Powered by Newsela™ | Online

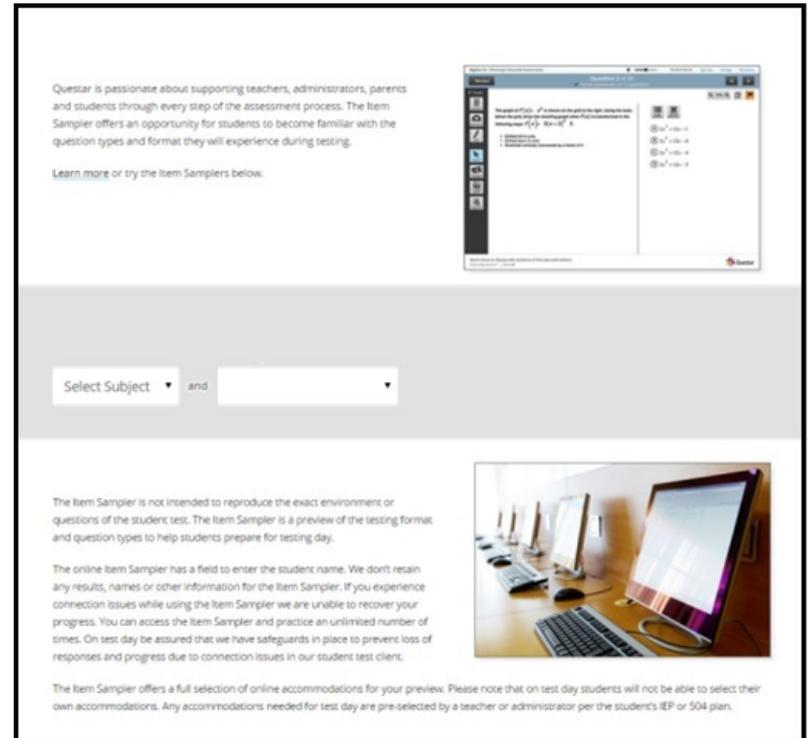
Questar

# CBT Question Sampler

The CBT Question Sampler is available from a public landing page and can be used by students, parents, teachers, or administrators.

Anyone can view and complete a sample test and get experience with testing tools and accommodations.

The CBT Question Sampler allows a user to experience the testing tools without needing to download or install a secure browser or app.

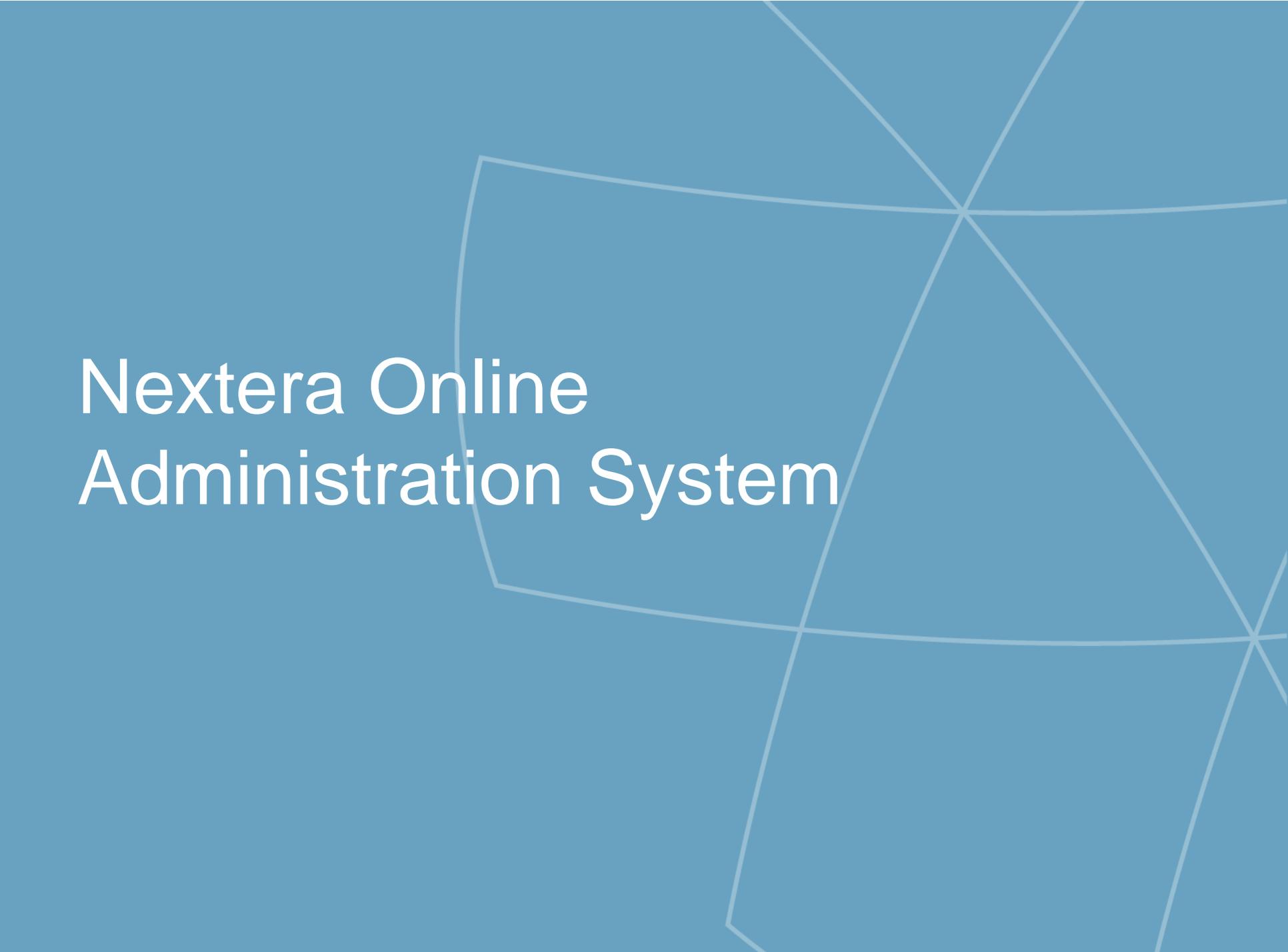


For the best experience use a Chrome browser to access the Sampler

# Questions

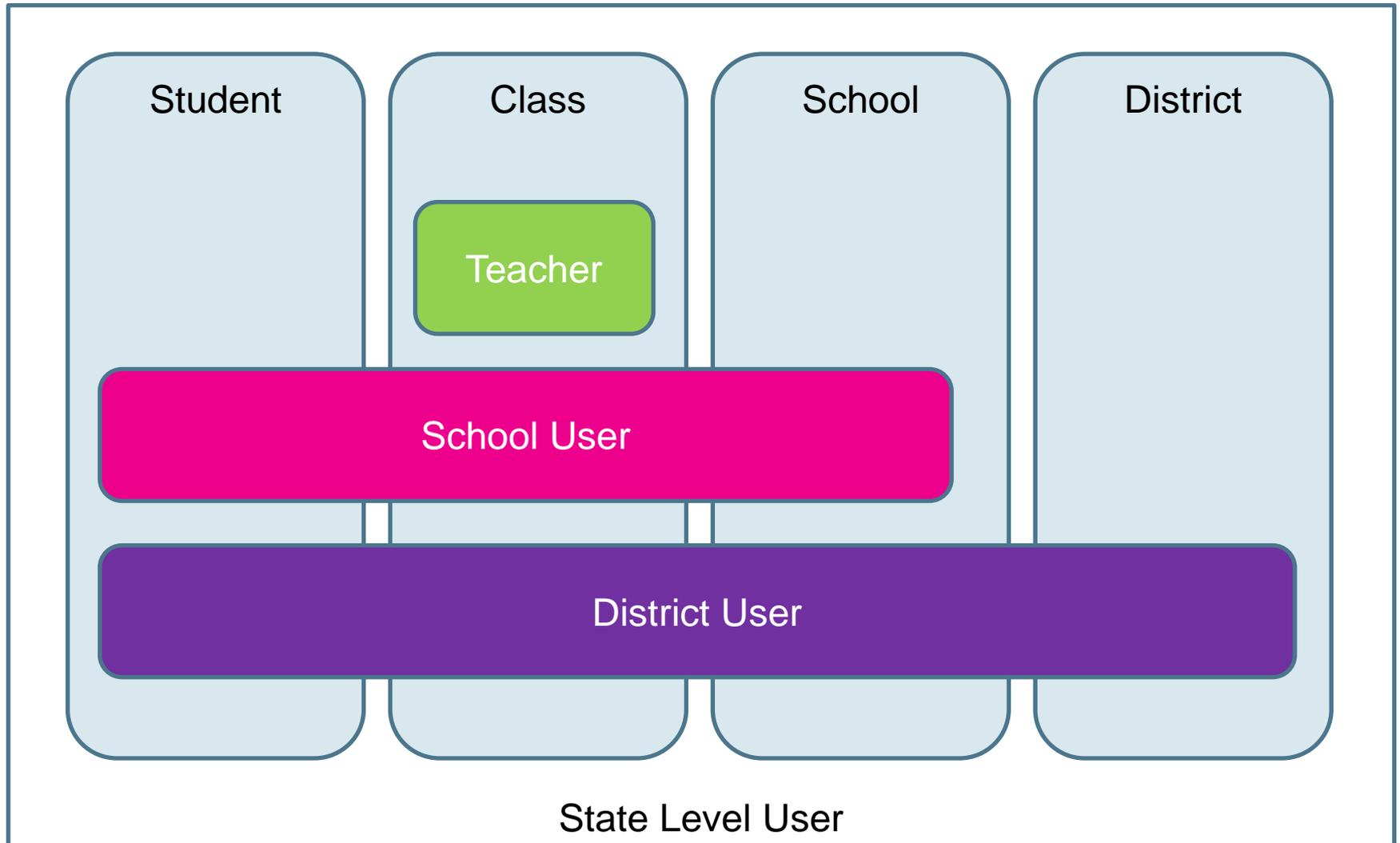
Are there any questions about the test readiness tools?



The background is a solid blue color with several thin, light blue lines that intersect to form various geometric shapes, including triangles and polygons. The lines are thin and light blue, creating a subtle pattern.

# Nextera Online Administration System

# User Roles TA



# Roles and Abbreviations

District Test Coordinator (DTC)  
District-Level User (DLU)

School Test Coordinator (STC)  
Building-Level User (BLU)

District Information Technology  
Coordinator (DITC)  
School Information Technology  
Coordinator (SITC)

Teacher (TA)

# Roles and Responsibilities

## District Test Coordinator (DTC)

### District-Level User (DLU)

Complete registration

View, add, change  
accounts within district

Access to track  
progress during testing

## School Test Coordinator (STC)

### Building-Level User (BLU)

View, add, change  
accounts within school

Assign student supports

View, add, change  
classes and students

Access to track  
progress during testing

# Roles and Responsibilities

District Information Technology  
Coordinator (DITC)  
School Information Technology  
Coordinator (SITC)

Access Home  
and Help tabs

Ensure device and  
network readiness

Download test  
delivery system

Teacher (TA)

Review classes  
and students

Print Labels  
(student login credentials)

Administer assessment,  
monitor student progress  
during testing

# Accessing Nextera Administration

DTCs will be sent a welcome email with username and password.

1. Log in using your provided credentials
2. Follow prompts to accept a security agreement and change your password.

**New York Assessment Program**  
Powered by Nextera™

User ID  
DTC-353-535

Password  
.....

Sign In

[Forgot your password?](#)  
[First Time User? Create an Account](#)

# Home Screen

Spring 2015-16 | Osseo School District (256) | No School | No Content Area [Change](#)

Emilia Rasmussen [Sign Out](#)

## New York Assessment Program



[HOME](#) [STUDENTS](#) [CLASSES](#) [TESTS](#) [ACCOUNTS](#) [HELP](#)

**i** Click or tap the "Change" link at the top of the page to select or change your active district and school. ×

### District Contact Information

District: Osseo School District (256)  
Name: Emilia Rasmussen  
Email [mspindler@questarai.com](mailto:mspindler@questarai.com)  
Associated with: Osseo School District (256)  
Phone: (555) 555-5555  
Fax: (555) 555-5555  
District Mailing Address:  
5550 Upper 147th St West  
Apple Valley, NY-55124  
District Shipping Address:  
14720 Energy Way  
Apple Valley, NY-55124

### Administration Quick Links

Please find the help information below.

### Nextera Administration Center

Please find the help information below.ss

### School Information

**District:** [Osseo School District \(256\)](#)

**DTC:** [Emilia Rasmussen](#)

#### Schools:

**School:** [Fair Oaks Elementary \(55\)](#)

**Proctor Password:** [ADSAX8FY](#)

**School:** [Crestview Elementary \(82\)](#)

**Proctor Password:** [CEDG63UK](#)

# Home Screen — Navigating

The heading at the top of the screen is used to work with different schools and contents

Spring 2015-16 | Osseo School District (256) | No School | No Content Area [Change](#)

What would you like to work on next?

Window	Spring 2015-16
District	Osseo School District (256)
School	--make a selection--
Content Area	--make a selection--

[Change](#) [Cancel](#)

# DTC Responsibilities

Each District can have one DTC and multiple District-Level Users

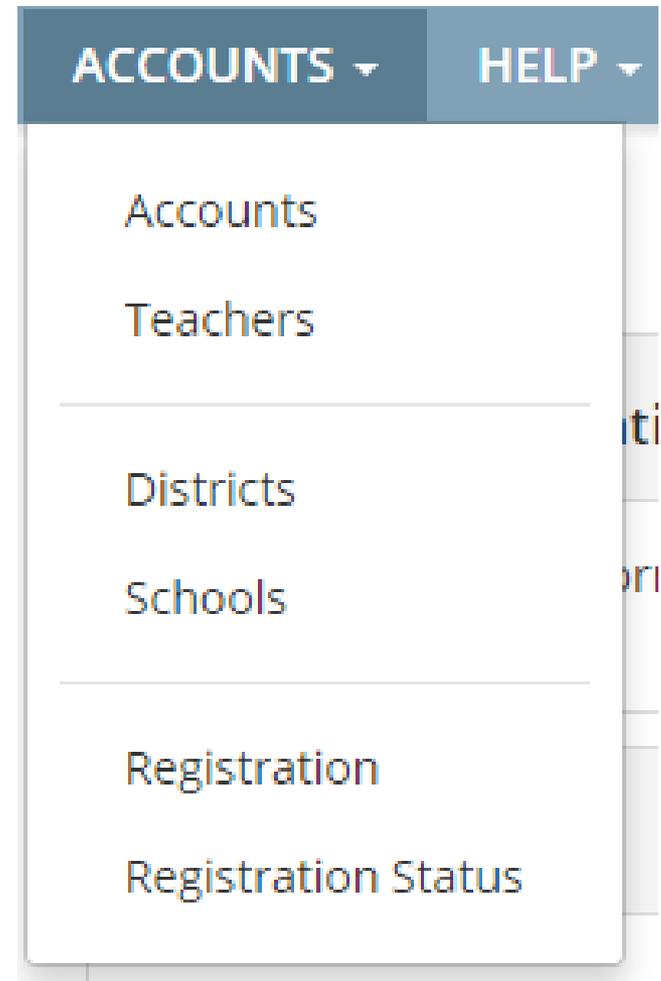
Each DTC is created during the initial administration site setup.  
Additional DLU's can be created by a DTC.

DTCs will perform the following actions:

- 1) Complete Registration
  - a) Enter counts for the number of students anticipated to participate during the testing window at each school.
- 2) Add Additional Users in Accounts
  - a) One STC for each school, multiple BLUs can be created for each school
  - b) One District IT Coordinator for the district
  - c) Username and password will be sent to new users.

# Registration

- Select the “Accounts” tab and click “Registration”
- Verify District Test Coordinator contact information
- Add users
  - School Test Coordinator (STC)
  - IT Coordinator (DITC/SITC)
- Verify district address
- Enter estimated number of students testing



# Accounts

- Use the Accounts Pages to create additional users, if necessary
- Manage all accounts associated within the selected district and schools from one location
  - Create new accounts
  - Edit accounts
  - Send users their login information or reset passwords

# Accounts

Spring 2015-16 | Osseo School District (256) | Fair Oaks Elementary (55) [Change](#)

Emilia Rasmussen [Sign Out](#)

## New York Assessment Program



HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

## Accounts

Manage Accounts

New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

### Search

Type part of a name, User ID, or email address

User ID ▾	Last Name ▾	First Name ▾	Email Address ▾	Account Type ▾	Membership ▾	Actions
TFigge	Figge	Teresa	tfigge@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>
STC-55	Fritz	Harold	hfritz@questarai.com	School Test Coordinator	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>
JLoggins	Loggins	Jeremy	jloggins@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Activate</a>
SManzella	Manzella	Sara	smanzella@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>

# Account Detail

Spring 2015-16 | Osseo School District (256) | No School [Change](#)

Emilia Rasmussen [Sign Out](#)

## New York Assessment Program



[HOME](#) [STUDENTS](#) [CLASSES](#) [TESTS](#) **[ACCOUNTS](#)** [HELP](#)

### View Account

You're Viewing: **Harold Fritz**

[Edit](#)

#### SITC Contact Information

<b>First Name:</b>	<input type="text" value="Harold"/>
<b>Last Name:</b>	<input type="text" value="Fritz"/>
<b>Email:</b>	<input type="text" value="hfritz@questarai.com"/>
<b>Associated with:</b>	Fair Oaks Elementary (55)
<b>Active:</b>	<input checked="" type="checkbox"/>
<b>Phone:</b>	<input type="text" value="555"/> <input type="text" value="5555555"/> ext: <input type="text"/>

#### School Mailing Address

<b>Address 1:</b>	<input type="text" value="14720 Energy Way"/>		
<b>Address 2:</b>	<input type="text"/>		
<b>City:</b>	<input type="text" value="Apple Valley"/>	<b>State:</b>	<input type="text" value="MN"/>
<b>ZIP Code:</b>	<input type="text" value="55124"/>		

# Accounts

Spring 2015-16 | Osseo School District (256) | Fair Oaks Elementary (55) [Change](#) Emilia Rasmussen [Sign Out](#)

## New York Assessment Program

HOME STUDENTS ▾ CLASSES TESTS ▾ **ACCOUNTS ▾** HELP ▾

### Accounts

Manage Accounts [New Account](#)

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

**Search**

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions
TFigge	Figge	Teresa	tfigge@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>
STC-55	Fritz	Harold	hfritz@questarai.com	School Test Coordinator	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>
JLoggins	Loggins	Jeremy	jloggins@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Activate</a>
SManzella	Manzella	Sara	smanzella@questarai.com	Teacher	Fair Oaks Elementary (55)	<a href="#">View</a> <a href="#">Reset</a>

**DTC / DLU — view, activate or reset accounts in all schools in their district**

**STC / BLU — view, activate or reset accounts in their school**

**Teachers — view their own account**

**DITC and SITC – view their own account**

# Questions

Are there any questions about account management functionality?



# Classes and Students

The background is a solid blue color. Overlaid on this are several thin, light blue lines that intersect to form various geometric shapes, including triangles and quadrilaterals. The lines are thin and have a slightly irregular, hand-drawn appearance.

# Pre-ID File

Prior to the test window Questar will load a Pre-ID file provided by NYSED. The file contains:

- Student testing demographics
- Teacher/class assignments

These two pieces of information create classes in Nextera

# Classes

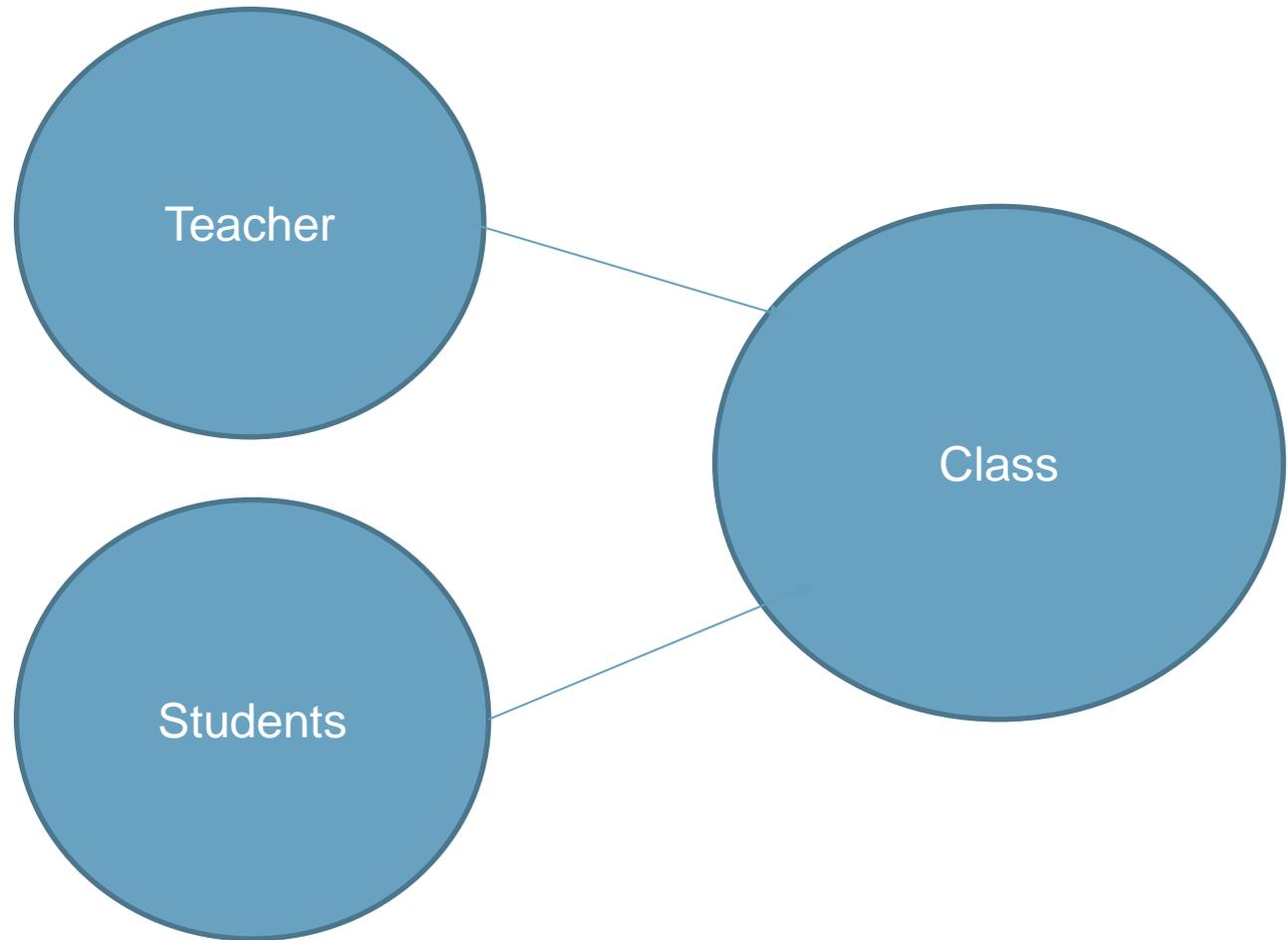
Classes, in Nextera, are a group of students for testing within a school assigned to a teacher.

A teacher may have multiple classes.

A student needs to be assigned to a class for each area of content in which they will be testing. (Not applicable in the Stand-Alone Field Test)

# Classes

In order to get logins to take a test, a student must belong to a class in the administration system.



# School Test Coordinator Responsibilities

## School Test Coordinators responsibilities:

- Add Building level users (as needed)
- Verify/Add/Activate teachers
- Verify/Edit/Create classes
- Verify/Edit student data
- Add student



# Classes — STC

- View/sort classes by subject and teacher
- Add new class(es)
- Edit existing class

## Classes

Classes for Spring 2015-16, Northview Junior High (11), ELA New Class

**Search**  
Type all or part of a class or administrator name

Class	Teacher	Proctor Name	Grades	
ELA Period 3	<a href="#">Birchwood, Pamela</a>	None	07	<span>View</span>
Pamela Birchwood Class	<a href="#">Birchwood, Pamela</a>	None	—	<span>View</span>

Click View to see the list of students that are associated with a class and make any changes.

# View a Class

1. Select the content area in which the class will be testing.
2. Click “View” next to the class row you want to review to open the class details page.
3. Review the list of students.

A blue rectangular button with the word "View" in white text.

## Students in this Class

First Name ↕	MI ↕	Last Name ↕	Student ID ↕	
Eric	J	Fitzsimmons	788445612	
Jakob	T	Sommers	999888777	
Matthew	T	Spindler	789456122	

[Download Students in this Class \(Excel CSV\)](#)

4. Export class roster in a .csv file, if necessary.

# Create a Class

1. Select the content area in which the class will be testing.
2. Click “New Class” from the Classes page.
3. Select the teacher responsible for this group.

A rectangular button with a blue gradient and the text "New Class" in white.

<b>Teacher:</b>	- Choose Teacher - ▼
<b>Class:</b>	- Choose Teacher - Figge, Teresa Loggins, Jeremy Manzella, Sara

4. Name the class. (For example, “Period 3,” “ELA 5,” “4th grade section 2,” etc.)
5. Click “Save.”

# Adding/Removing Students in a Class

Adding or removing students in a class can be done when a class is created or later by selecting “View” from the classes screen and then “Edit.”

## Edit Class Details

You're Editing: ELA Period 3 in Northview Junior High (11)

<b>Teacher:</b>	Birchwood, Pamela ▾
<b>Class:</b>	ELA Period 3
<b>Classroom Proctor Present?</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Proctor Name:</b>	None

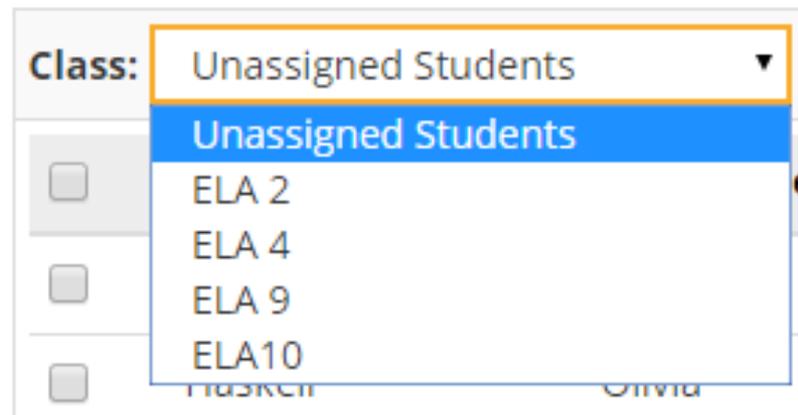
<b>Class:</b> Unassigned Students ▾		ELA Period 3:				
<input type="checkbox"/> <b>Last Name</b>	<b>First Name</b>	<b>STN</b>		<input type="checkbox"/> <b>Last Name</b>	<b>First Name</b>	<b>STN</b>
<input type="checkbox"/> Kim	Aaron	664433114		<input type="checkbox"/> Clarke	Brenda	789955444
<input type="checkbox"/> Langerud	Erika	698324621		<input type="checkbox"/> Garfield	Emmet	232231545
<input type="checkbox"/> Morrison	Graham	457895132		<input type="checkbox"/> Harris	Jorge	664433115

Save

Cancel

# Adding/Removing Students in a Class

Use the class filter to select from a list of classes. This allows you to move students between classes, or to work from a list of all students not yet assigned to a class.



# Adding/Removing Students in a Class

From here students can be added to or removed from a class.

Class: <input type="text" value="Unassigned Students"/>			ELA 1:					
<input type="checkbox"/>	Last Name	First Name	Student ID	<input type="checkbox"/>	Last Name	First Name	Student ID	
<input type="checkbox"/>	Krumb	Brendan	665442222	<input type="button" value="➔"/> <input type="button" value="➜"/>	<input type="checkbox"/>	Fitzsimmons	Eric	788445612
<input type="checkbox"/>	Monroe	Krysta	546879162		<input type="checkbox"/>	Sommers	Jakob	999888777
<input type="checkbox"/>	Schwartz	Erik	685897642	<input type="checkbox"/>	Spindler	Matthew	789456122	
<input type="checkbox"/>	Smith	Sarah	578951301	<input type="checkbox"/>	Andretti	Shayna	557636542	
<input type="checkbox"/>	Solomon	Charles	665942321	<input type="checkbox"/>	Haskell	Olivia	422554212	
				<input type="checkbox"/>	Jenkins	Alphonse	987335466	
				<input type="checkbox"/>	Kasperian	Bernard	982367415	

# Classes — STC

## Classes

Classes for Spring 2015-16, Northview Junior High (11), ELA New Class

**Search**  
Type all or part of a class or administrator name

Class	Teacher	Proctor Name	Grades	
ELA Period 3	Birchwood, Pamela	None	07	<span>View</span>
Pamela Birchwood Class	Birchwood, Pamela	None	—	<span>View</span>

Click View to see the list of students that are associated with a class and make any changes.

**DTC / DLU — view and add classes / testing groups for all schools in their district**

**STC / BLU — view and add classes / testing groups for their school**

**Teachers — view their classes / testing groups**

**DITC and SITC cannot view or add any classes / testing groups**

# Classes Page Access

Class: <input type="text" value="Unassigned Students"/>			ELA 1:				
<input type="checkbox"/>	<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>	<input type="checkbox"/>	<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>
<input type="checkbox"/>	Krumb	Brendan	665442222	<input type="checkbox"/>	Fitzsimmons	Eric	788445612
<input type="checkbox"/>	Monroe	Krysta	546879162	<input type="checkbox"/>	Sommers	Jakob	999888777
<input type="checkbox"/>	Schwartz	Erik	685897642	<input type="checkbox"/>	Spindler	Matthew	789456122
<input type="checkbox"/>	Smith	Sarah	578951301	<input type="checkbox"/>	Andretti	Shayna	557636542
<input type="checkbox"/>	Solomon	Charles	665942321	<input type="checkbox"/>	Haskell	Olivia	422554212
<input type="checkbox"/>				<input type="checkbox"/>	Jenkins	Alphonse	987335466
<input type="checkbox"/>				<input type="checkbox"/>	Kasperian	Bernard	982367415

**DTC / DLU — add, change or remove students in any class / testing groups  
in all schools in their district**

**STC / BLU — add, change or remove students in any classes / testing groups in their school**

**Teachers — add or remove students in their classes / testing groups**

**DITC and SITC cannot view any classes / testing groups**

# Questions

Are there any questions about the class management functionality?



# Students Page

## Students

Click on any column header to sort on its contents.

Manage Students

New Student

Show students in any class, including those not assigned to one.

There are 4 students in **Northview Junior High (11)** taking **ELA** in **Spring 2015-16 Test**.

Search

Q | just enter any part of a student's ID or last name to begin

STN	First Name	MI	Last Name	ELA Class	
332233345	Grover		Amundson	ELA Period 4 (Pamela Birchwood)	<a href="#">View</a>
789955444	Brenda		Clarke	ELA Period 3 (Pamela Birchwood)	<a href="#">View</a>
232231545	Emmet		Garfield	ELA Period 3 (Pamela Birchwood)	<a href="#">View</a>
664433115	Jorge		Harris	ELA Period 4 (Pamela Birchwood)	<a href="#">View</a>

[Download Class List \(Excel\)](#)

# Students Page

You can filter the students page to include only students in a class, or to include all students.

Show students in any class, including those not assigned to one.

There are 4 students in **Northview Junior High (11)** taking **ELA** in **Spring 2015-16 Test**.

Show students in any class, including those not assigned to one.

There are 10 student(s) in **Northview Junior High (11)** across all subjects.

You can also export a student roster in a .csv file from the bottom of the page.

# Adding a Student

From the Students Page:

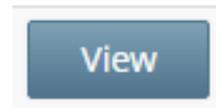
1. Select “New Student”
2. Enter student information (all fields in **bold** are mandatory)
3. Select “Save”

New Student			
<b>Demographic Information:</b>			
<b>Student ID</b>	<input type="text"/>		
<b>First Name</b>	<input type="text"/>	<b>MI</b>	<input type="text"/>
		<b>Last Name</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text" value="mm/dd/yyyy"/>		

If you know the class the student belongs to, the student can be added directly from this screen.

# Edit a Student

1. Click “View” next to the student you want to review to open the Student Details Page.



2. Click “Edit” to unlock the fields that can be modified.
3. Click “Save” when all changes have been made

# Edit Student Accommodations

1. Once a student is assigned to a class, you will be able to set accommodations based on test content.
2. Click “Modify” to open a popup screen.
3. Set the accommodations and click “save.”

This should be done for each content area for which a student will be tested.

Class ELA 1

Accessibility Options

 Answer Masking Tool  
OFF

 Screen Reader  
OFF

 Initial Page Zoom  
OFF

 Reverse Contrast  
OFF

 Background Color  
OFF

 Classroom Accommodations  
0 Selected

[Modify](#)

# Students — Multi-Student Edit

## Multi-Student Edit

Current content area: **ELA**

Show all content areas.

Search:



Answer Masking Tool  
OFF



Screen Reader  
OFF



Reverse Contrast  
OFF



Background Color  
OFF



Initial Page Zoom  
OFF



Classroom Accommodations  
OFF

<input type="checkbox"/>	STN	First Name	MI	Last Name	Content Area	Active Accommodations
<input type="checkbox"/>	232231545	Emmet		Garfield	ELA	
<input type="checkbox"/>	332233345	Grover		Amundson	ELA	
<input type="checkbox"/>	664433115	Jorge		Harris	ELA	
<input type="checkbox"/>	789955444	Brenda		Clarke	ELA	

showing 4 of 4 students

« 1 »

# Student Page Access

## Students

Click on any column header to sort on its contents.

Manage Students

New Student

Show students in any class, including those not assigned to one.

There are 4 students in **Northview Junior High (11)** taking **ELA in Spring 2015-16 Test**.

Search

just enter any part of a student's ID or last name to begin

STN	First Name	MI	Last Name	ELA Class	
332233345	Grover		Amundson	ELA Period 4 (Pamela Birchwood)	<a href="#">View</a>
789955444	Brenda		Clarke	ELA Period 3 (Pamela Birchwood)	<a href="#">View</a>
232231545	Emmet		Garfield	ELA Period 3 (Pamela Birchwood)	<a href="#">View</a>
664433115	Jorge		Harris	ELA Period 4 (Pamela Birchwood)	<a href="#">View</a>

[Download Class List \(Excel\)](#)

**DTC / DLU — view, add, and edit students in all schools in their district**

**STC / BLU — view, add, and edit students in their school**

**Teacher — in their testing group, view students only**

**DITC and SITC cannot view, add, or edit students**

# Questions

Are there any questions about the student management functionality?



# Preparing for Test Day

The background is a solid blue color. On the right side, there are several thin, light blue lines that intersect to form various geometric shapes, including triangles and quadrilaterals. These lines are faint and serve as a decorative element.

# Teacher Responsibility

- Review Class(es)
- Review Students
- Prepare Student Logins
- Ensure Class(es) Completes Testing



# Tests

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Important Dates

Tests

Testing status

## Tests

Testing Status for: **ELA, Spring 2015-16**

New Test

Filter By Testing Status: All ▾

Search

🔍 Type all or part of a class or administrator name

Teacher ⚡	Class ⚡	Content Area ⚡	Test Name ⚡	Testing Status ⚡		
Pamela Birchwood	ELA Period 3	ELA	CBT Question Sampler	In Progress	<a href="#">View</a>	<a href="#">Delete</a>
Pamela Birchwood	ELA Period 4	ELA	CBT Question Sampler	In Progress	<a href="#">View</a>	<a href="#">Delete</a>
Pamela Birchwood	Pamela Birchwood Class	ELA	CBT Question Sampler	In Progress	<a href="#">View</a>	<a href="#">Delete</a>

# Tests

From the Test Administrations screen click “View” to see testing details for a class.

## View Test

You're Viewing: **English II**

<b>District:</b>	Alpha Practice (353-535)	<b>School:</b>	Alpha High School (1002)
<b>Testing Window:</b>	Fall 2015-16	<b>Content Area:</b>	English II
<b>Test Administrator:</b>	Nasir Khan	<b>Class:</b>	ELA 1
<b>Test Name:</b>	English II		
<b>Testing Dates:</b>	11/30/2015 to 12/11/2015		

Examiner View

Print Labels

English II PIN 6228

Submit

Cancel

Last Name	First Name	User ID	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Andretti	Shayna	557636542	F4A21348	English II: Not Started	0			<a href="#">Set</a>
Haskell	Olivia	422554212	AEEFE524	English II: Not Started	0			<a href="#">Set</a>
Jenkins	Alphonse	987335466	FC260310	English II: Not Started	0			<a href="#">Set</a>
Kasperian	Bernard	982367415	E4391529	English II: Not Started	0			<a href="#">Set</a>

# Tests

Click “Print Labels” from the Testing Details screen to produce a roster or labels containing test login information.

## View Test

You're Viewing: **English II**

<b>District:</b>	Alpha Practice (353-535)	<b>School:</b>	Alpha High School (1002)
<b>Testing Window:</b>	Fall 2015-16	<b>Content Area:</b>	English II
<b>Test Administrator:</b>	Nasir Khan	<b>Class:</b>	ELA 1
<b>Test Name:</b>	English II		
<b>Testing Dates:</b>	11/30/2015 to 12/11/2015		

Examiner View

Print Labels

English II PIN 6228

Submit

Cancel

Last Name	First Name	User ID	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Andretti	Shayna	557636542	F4A21348	English II: Not Started	0			Set
Haskell	Olivia	422554212	AEEFE524	English II: Not Started	0			Set
Jenkins	Alphonse	987335466	FC260310	English II: Not Started	0			Set
Kasperian	Bernard	982367415	E4391529	English II: Not Started	0			Set

# Tests

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Important Dates  
Tests  
Testing status

## Tests

Testing Status for: ELA, Spring 2015-16 New Test

Filter By Testing Status: All ▾

Search  
Type all or part of a class or administrator name

Teacher ↕	Class ↕	Content Area ↕	Test Name ↕	Testing Status ↕		
Pamela Birchwood	ELA Period 3	ELA	CBT Question Sampler	In Progress	<span>View</span>	<span>Delete</span>
Pamela Birchwood	ELA Period 4	ELA	CBT Question Sampler	In Progress	<span>View</span>	<span>Delete</span>
Pamela Birchwood	Pamela Birchwood Class	ELA	CBT Question Sampler	In Progress	<span>View</span>	<span>Delete</span>

**DTC / DLU — view or delete any test administration in any class / testing groups in all schools in their district**

**STC / BLU — view or delete test administrations in any classes / testing groups in their school**

**Teachers — view test administrations for any classes assigned to them**

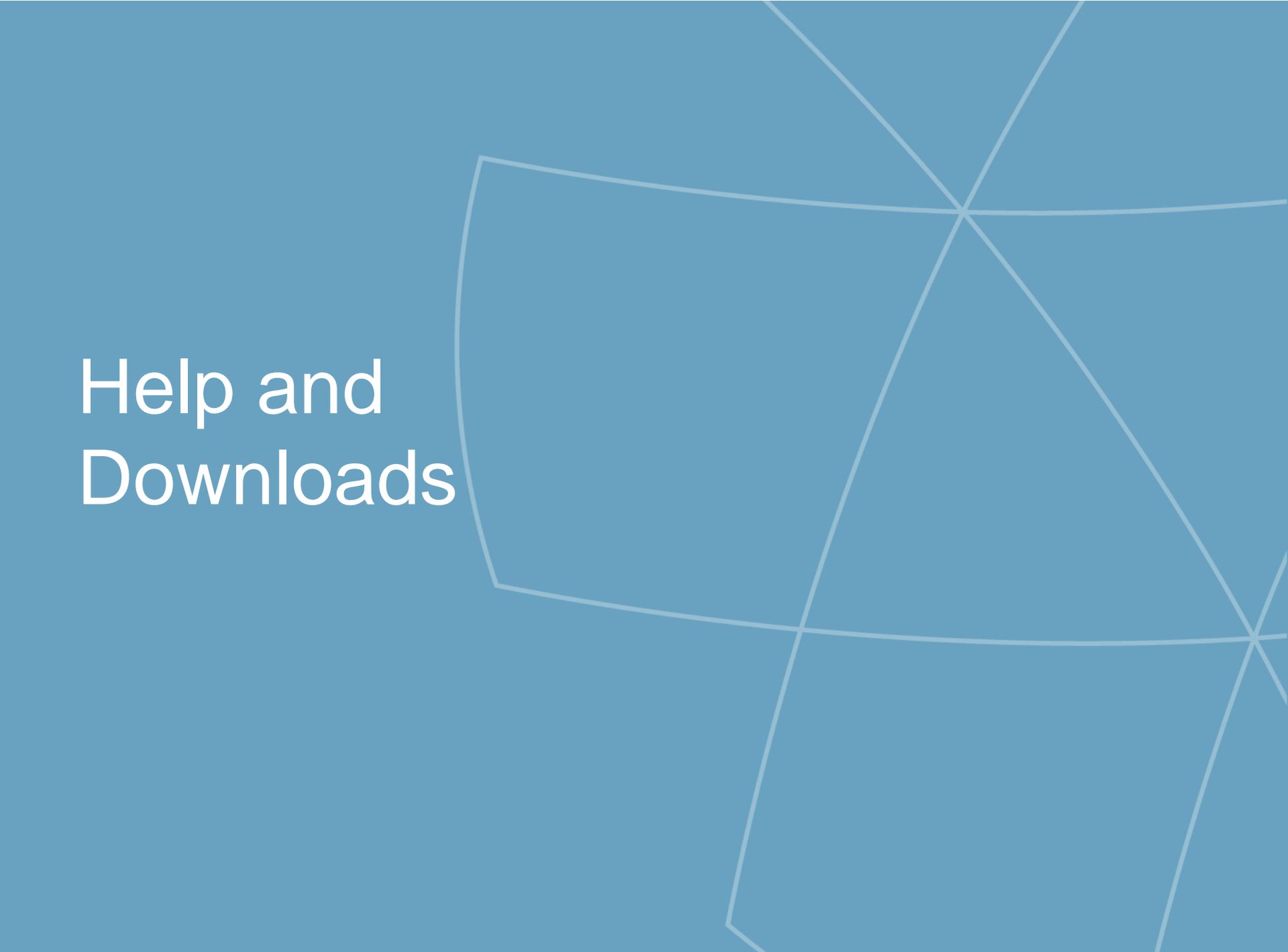
**DITC and SITC cannot view any classes / testing groups**

# Questions

Are there any questions about the Test Administrations functionality?



# Help and Downloads

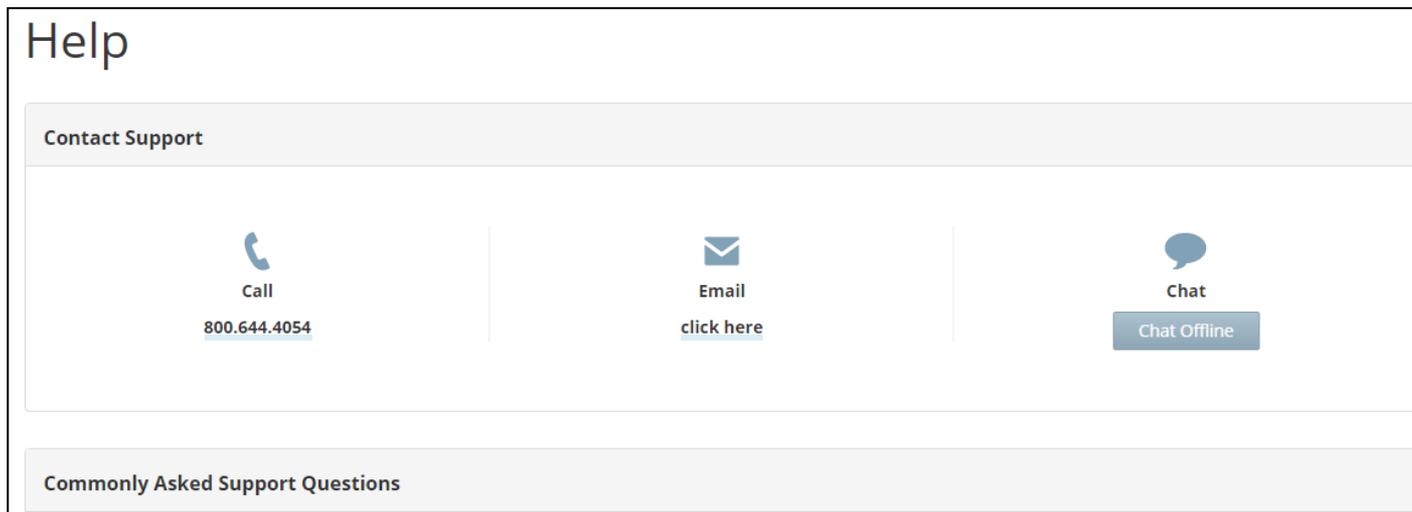
The background features a solid blue color with a network of thin, white, curved lines that intersect to form various geometric shapes, including triangles and polygons. The lines are thin and light in color, creating a subtle, abstract pattern.

# DITC/SITC Responsibilities

- Serves as the information technology point of contact for the school or district.
- Deploys the test delivery system to student devices.

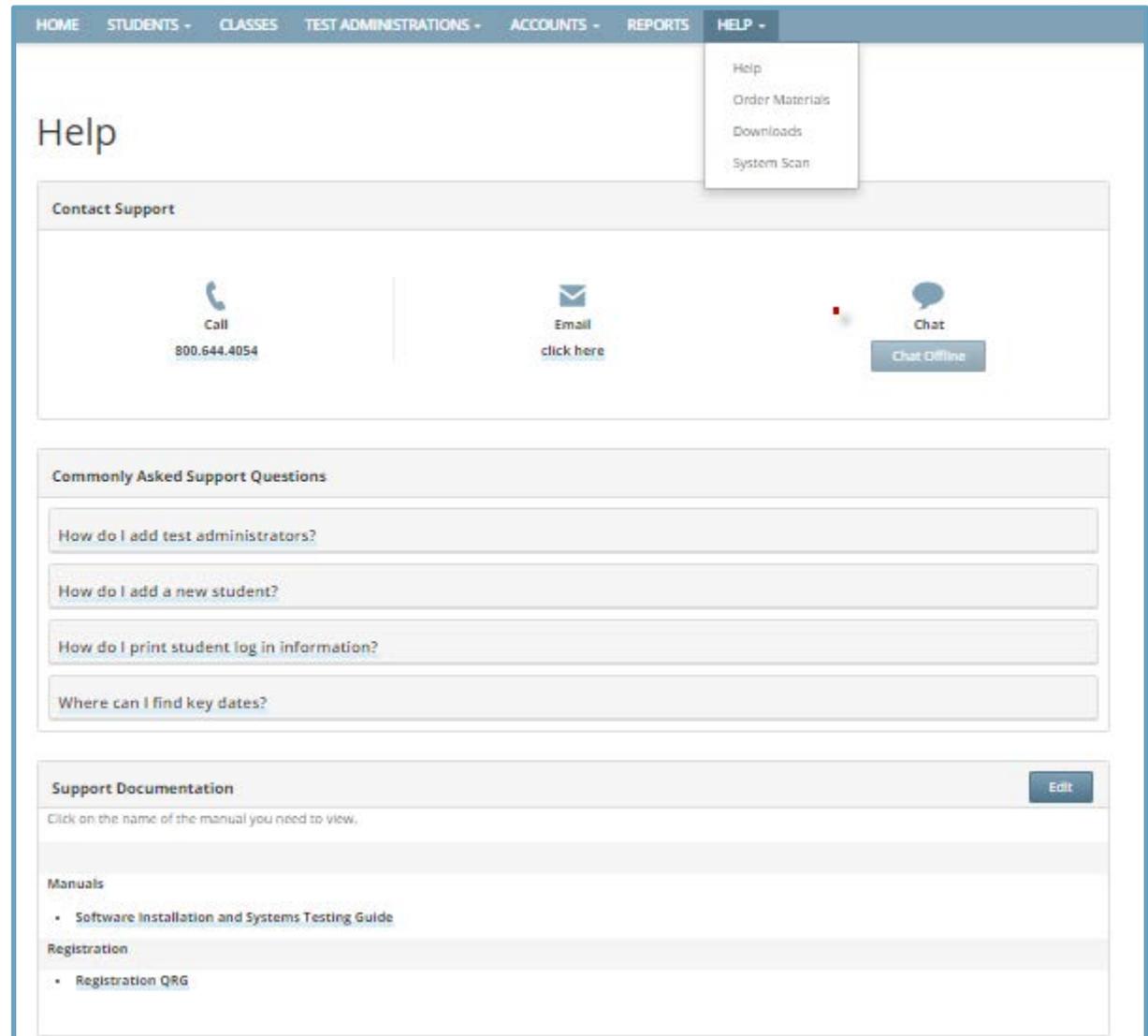
# Help

- Contact Customer Support from the Help tab
- Review commonly asked questions
- Access support documentation: Manuals, QRGs
- Download Secure Browser
- System Scan



The screenshot shows a 'Help' page with a 'Contact Support' section. It features three options: 'Call' with the phone number 800.644.4054, 'Email' with a 'click here' link, and 'Chat' with a 'Chat Offline' button. Below this is a 'Commonly Asked Support Questions' section.

# Help



HOME STUDENTS - CLASSES TEST ADMINISTRATIONS - ACCOUNTS - REPORTS HELP -

## Help

Help  
Order Materials  
Downloads  
System Scan

### Contact Support

Call  
800.644.4054

Email  
click here

Chat  
Chat Offline

### Commonly Asked Support Questions

How do I add test administrators?

How do I add a new student?

How do I print student log in information?

Where can I find key dates?

### Support Documentation

Click on the name of the manual you need to view.

Manuals

- Software Installation and Systems Testing Guide

Registration

- Registration QRG

Edit

All user roles can see the help page and its content

# Downloads

SLU, DITC, SITC,  
DTC / DLU, and  
STC / BLU can  
view and download  
secure browsers

Teachers cannot  
view the downloads  
page

## Downloads

Manage Downloads [Edit](#)

This page contains important information for Nextera administrators on high-priority issues, alerts, and other information. It also contains links to release notes, troubleshooting guides, as well as help and assistance configuring both the database of users and the test delivery client.

### Secure Browser Downloads

Operating System	Client
 Microsoft Windows XP (Service Pack 3)	<a href="#">Download</a>
 Microsoft Windows Vista (Service Pack 2)	<a href="#">Download</a>
 Microsoft Windows 7 (Service Pack 1)	<a href="#">Download</a>
 Microsoft Windows 8.1 (Update 1)	<a href="#">Download</a>
 Microsoft Windows 10	<a href="#">Download</a>
 Apple Mac OS X (10.6 to 10.8)	<a href="#">Download</a>
 Apple Mac OS X (10.9 or newer)	<a href="#">Download</a>
 Apple iPad	<a href="#">Download</a>
 Google Android	<a href="#">Download</a>
 Google Chromebook	<a href="#">Download</a>
 Linux (32-bit, .deb)	<a href="#">Download</a>
 Linux (32-bit, .rpm)	<a href="#">Download</a>
 Linux (64-bit, .deb)	<a href="#">Download</a>
 Linux (64-bit, .rpm)	<a href="#">Download</a>

The background is a solid blue color with several thin, white, curved lines that intersect to form abstract geometric shapes, possibly resembling a stylized globe or a network diagram. The lines are thin and light blue, creating a subtle pattern.

# Additional Support and Training Materials

# Key Dates

- Stand-Alone Field Test Assessment (SAFT)
  - Online Test Readiness Check: December 1, 2015
  - Question Sampler: January 2016
  - Preview Admin Site: January 2016
  - Secure System Trial: March 2016
  - Live Admin Site: April 2016
  - Student Logins Available: April 2016
  - SAFT Window: May 23 to June 10, 2016

# Additional Support and Training Materials

- 3–8 Test Administrator Training
  - Webinars in March
- On-Demand Resources
  - Administration Site recorded training
  - Preview Site Companion Guide
  - Technology Readiness Training
- Manuals and Resources
  - Nextera Software Installation Guide
  - Quick Reference Guides
  - Test Administrators Manual
  - Test Coordinators Manual

# Contact Information

## Questar New York Customer Support

[NY.3-8.help@questarai.com](mailto:NY.3-8.help@questarai.com)

1-866-997-0695

# Question and Answer Session

The background is a solid blue color. Overlaid on this are several thin, light blue lines that intersect to form various geometric shapes, including triangles and quadrilaterals. The lines are thin and have a slightly irregular, hand-drawn appearance.

Thank you!



Questar™

