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Bureau website: http://www.fldoe.org/accountability/assessments/k-12-student-assessment

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INTRODUCTION

Changes to the Online System for the 2019–20 FSAA—Performance Task Administration

**New!** *Reason Not Assessed* now available for Alternate Assessment Coordinators. (AACs)

The *Reason Not Assessed* is now available in the *Assessments* area for AACs to view, edit, assign, or remove.

**New!** A confirmation dialog box has been added to the testing platform for Writing Prompt 2. (teachers)

In the testing platform, the teacher will be required to confirm that there is no student response for Writing Prompt 2 when the system detects that no response has been provided. (Applicable to grades 4–8 and ELA 1 & 2.)
## FSAA—Performance Task Important Assessment Dates for 2020

<table>
<thead>
<tr>
<th>Online System and Resources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAA—Performance Task Online System Release</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>FSAA—Performance Task Online System Training Tutorials—Teachers</td>
<td></td>
</tr>
<tr>
<td>Available on FSAA Portal</td>
<td>February 2020</td>
</tr>
<tr>
<td>FSAA—Performance Task Online System Release of Content for Submitting Responses</td>
<td>March 2, 2020</td>
</tr>
<tr>
<td>FSAA—Performance Task Online System Closes</td>
<td>May 1, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary and Middle School (Grades 3–8) and Access Civics End-of-Course Testing Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Assessment Materials in Districts</td>
<td>February 14–20, 2020</td>
</tr>
<tr>
<td>Student Testing Window</td>
<td>March 2–April 17, 2020</td>
</tr>
<tr>
<td>Student Responses Entered into Online System</td>
<td>No later than 11:59 p.m. (ET) on April 17, 2020</td>
</tr>
<tr>
<td>Return of Test Materials to Piedra Data Services</td>
<td>No later than May 15, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School (Access ELA 1 and 2) and Access Algebra 1, Access Geometry, Access Biology 1, and Access U.S. History End-of-Course Testing Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Assessment Materials in Districts</td>
<td>March 9–13, 2020 or March 16–20, 2020</td>
</tr>
<tr>
<td>Student Testing Window</td>
<td>Upon receipt of materials through May 1, 2020</td>
</tr>
<tr>
<td>Student Responses Entered into Online System</td>
<td>No later than 11:59 p.m. (ET) on May 1, 2020</td>
</tr>
<tr>
<td>Return of Test Materials to Piedra Data Services</td>
<td>No later than May 15, 2020</td>
</tr>
</tbody>
</table>
PART 1: GETTING STARTED WITH THE FSAA—PERFORMANCE TASK ONLINE SYSTEM

System Icons

Please refer to Appendix D for a full list of system icons and their definitions.

Note: The screenshots or system images presented in this guide may vary based on the browser you are using. The images may be presented in vertical alignment rather than horizontal. Directions that point to the left may be on the top. Directions that reference the right may be on the bottom of the screen.

System Requirements

The FSAA—Performance Task Online System is a web-based, encrypted platform that is designed to work with the existing technology infrastructure available in Florida schools.

To access the system, each computer must have at least one supported operating system, one supported browser, and the capability of using the supported file types.

Minimum Software Requirements

Supported Operating Systems

Refer to Appendix C for a detailed Operating System Compatibility Matrix.

Supported Browsers

Refer to Appendix C for a detailed Browser Compatibility Matrix.

Checking the Browser

Check the browser by navigating to https://www.whatsmybrowser.org/.

Internet Connection Supported

- T1

Additional Software

- Microsoft Excel or Notepad
FSAA—Performance Task Online System Web Address

To log in to the FSAA—Performance Task Online System, go to https://florida.taocloud.org.

System Diagnostic Tool

The system Diagnostic Tool examines the user’s operating system, web browser, workstation performance, and system bandwidth to verify that your system meets the basic minimum requirements for operating the FSAA—Performance Task Online System.

To connect to the Diagnostic Tool, click the “Diagnostic tool” link on the Login screen.

Note: The “Guest access” link is visible on the Login screen but not active.
The Diagnostic Tool provides information on:

- Workstation performance (good, average, or weak)—The performance rating is based on the global average time needed to render item samples and takes into account the hardware and software installed.

- Bandwidth (good, average, or weak)—The maximum number of simultaneous test takers the network can handle. Bandwidth is highly dependent on the activity on the local network and may vary over time. This activity should be tightly controlled during the test administration process.

- Upload speed

- Operating system and web browser

- Overall compliance rating

Running the Diagnostic Tool

Click the “Begin diagnostics” button (Begin diagnostics).

Click the “Begin diagnostics” button (Begin diagnostics).
Results: System meets the minimum requirements

The following example shows results for a system that meets all requirements:

- A ☑ means that your system meets requirements in that area.
- A ⚠ means that your system is not optimized in that area.
- A ☐ means that your system does not meet requirements in that area.
Click the “Show Details” button (Show Details) to view additional detailed information about your system.

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum rendering time</td>
<td>0 s</td>
</tr>
<tr>
<td>Maximum rendering time</td>
<td>0.03 s</td>
</tr>
<tr>
<td>Average rendering time</td>
<td>0.01 s</td>
</tr>
<tr>
<td>Minimum bandwidth</td>
<td>0.23 Mbps</td>
</tr>
<tr>
<td>Maximum bandwidth</td>
<td>6.26 Mbps</td>
</tr>
<tr>
<td>Average bandwidth</td>
<td>2.02 Mbps</td>
</tr>
<tr>
<td>Average upload speed</td>
<td>70.8 Mbps</td>
</tr>
<tr>
<td>Max upload speed</td>
<td>70.8 Mbps</td>
</tr>
<tr>
<td>Web browser</td>
<td>Chrome 70.0.3538.102</td>
</tr>
<tr>
<td>Operating system</td>
<td>Windows 10.0</td>
</tr>
</tbody>
</table>
Results: System does not meet the minimum requirements

The following example shows results for a system that does NOT meet all requirements:

- A ✓ means that your system meets requirements in that area.
- A ❌ means that your system is not optimized in that area.
- A ⚠ means that your system does not meet requirements in that area.
Click the “Show Details” button to view additional detailed information about your system.

Note: If your system does not meet the basic minimum requirements, you should contact the IT group that supports your school for help. The Details information along with the minimum requirements specified on page 9 of this guide may be helpful to the IT group in reconfiguring your system or the network.
Supported File Types

CSV files are accepted when importing SLC, teacher, and student data.

When uploading student work, only the following file types are supported:

- JPEG
- PDF

Recommended Monitor Resolution Settings

The minimum resolution is 1024x768. The suggested screen resolution is dependent on monitor size.

The recommended settings are as follows:

- 15-inch monitor, 1024×768
- 17- to 19-inch monitor, 1280×1024
- 20-inch and larger monitor, 1600×1200

Note: The larger the screen resolution, the smaller the text appears on the screen.

Mobile Devices

The FSAA—Performance Task Online System can be accessed on mobile devices. The system has been tested successfully on iOS 7 and Android 4.2 or higher devices. We recommend at least a seven-inch screen.

Note: Use of personal portable and mobile devices is prohibited. The online system may only be accessed using district-provided equipment and a secure internet connection.

System Messages

During or after a system action, a system message may be displayed, pertinent to the action.

Click the close button ( ) to close the message.

Note: If the system message contains information about an error related to your action, make note of the message so that corrections can be made.
Definition of Terms

Administration and Registration Tool (ART)

The FSAA—Performance Task Online System comprises two platforms.

1. **Administration and Registration Tool**: an administrative tool for managing data as well as for launching the assessments
2. **Testing Platform**: the test interface where assessment items are presented and student responses are submitted

System Administrator

When referring to System Administrators, we are targeting:

- Alternate Assessment Coordinators (AACs), and
- School Level Coordinators (SLCs).

Unless otherwise noted, the presented instructions apply to both AACs and SLCs. When the system opens, each district will have one AAC account preloaded. The AAC may then choose to create SLC accounts to support data management tasks. AACs will have permissions and visibility for all SLC, teacher, and student data within the district to which they are assigned. SLCs will have permissions and visibility for all teacher and student data within the schools to which they are assigned.

Form

Each course assessment will have two to four forms. The form will be clearly labeled on the covers of all test components. At grades 3–8, the test booklet will contain all English language arts (ELA), mathematics, and science assessments for that grade. ELA 1 and 2, and all end-of-course (EOC) assessments will be presented in separate test booklets, and students may have a different form assigned for each. Below is an example showing the course assessment structure for Grade 8 Science.
Course Assessment

The term course assessment in relation to the FSAA—Performance Task Online System means the grade level and content requirement for each student (e.g., Grade 8 Science).

Assignments

Assignments are the linking relationships connecting a student to the teacher responsible for administering the FSAA—Performance Task to that student.

Student to Course Assessment

Each course assessment linked to a student is an assignment. This can be shown as an action; for instance, a System Administrator can assign a course assessment to a student.

Course Assessment to Teacher

The linking relationship between a teacher and a course assessment is also referred to as an assignment. Each teacher will be assigned to a course assessment based on the grade level and content area he or she teaches.

When the links are completed, the student will be assigned to the appropriate course assessment and teacher.
By making these assignments, the System Administrator is allowing the teacher access to the student in the FSAA—Performance Task Online System so that the responses collected during administration may be submitted.

**Grade Levels and Content Areas Assessed**

Prior to the FSAA—Performance Task Online System opening, Cognia will preload the system with students enrolled to take the FSAA—Performance Task, along with their corresponding grade-specific course assessments.

**Note:** Students who are enrolled in access courses that have an EOC assessment are not preloaded in the system because the individual educational plan (IEP) team is responsible for deciding when the student is ready to take the EOC assessment. Access courses include Algebra 1, Geometry, Biology 1, Civics, and U.S. History.

In elementary and middle schools, mathematics and ELA are assessed in grades 3–8 with Writing being introduced and assessed in grades 4–8. Science is assessed in grades 5 and 8. Access Civics will be assessed upon completion of the grade 7 course.

In high school, grade 9 students will take the ELA 1 assessment, and grade 10 students will take the ELA 2 assessment. Access courses that have EOC assessments include Algebra 1, Geometry, Biology 1, and U.S. History.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
<th>Algebra 1 EOC</th>
<th>Geometry EOC</th>
<th>Biology 1 EOC</th>
<th>Civics EOC</th>
<th>U.S. History EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>6</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9 (ELA 1)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 (ELA 2)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART 2: FSAA—PERFORMANCE TASK ONLINE SYSTEM FOR TEACHERS

Best Practices

- Teachers must follow the steps found throughout this guide to manage and complete the submission of course assessments.

- Teachers should pay attention to important dates to ensure that assessments are conducted and submitted on time. Refer to FSAA—Performance Task Important Assessment Dates for 2020 on page 8.

- Teachers must request assistance from System Administrators, the FSAA Service Center, or the Florida Department of Education (FDOE) when needed. Refer to Appendix A for contact information.

System Release and Teacher Tasks

On February 14, 2020, the FSAA—Performance Task Online System will be released to System Administrators who will add teachers and students to the system and make required connections. Teachers will be required to

- log in to the system and reset the default password to a secure password,
- verify students, and
- request updates.

On March 2, 2020, the FSAA—Performance Task Online System will release content for submitting responses. Teachers will be required to

- assign course assessment forms,
- launch course assessments, and
- begin submitting responses.
Login

To log in to the FSAA—Performance Task Online System, open a supported web browser and go to https://florida.taocloud.org. See Appendix C for a list of supported browsers.

The Login dialog box will display.

Default Login

Your System Administrator will generate your ART account. AACs and SLCs are encouraged to use the following format when creating a teacher’s login:

- **Login:** district code + school code + first two letters first name + last name

After the account has been created, your System Administrator will communicate your login credentials. The first time that you log in to the ART, use these provided credentials.

The credentials are case sensitive. Be sure to enter the credentials exactly as they are given to you. Contact your SLC (or AAC if your school has not been assigned an SLC) if you are trying to access the system and cannot log in.
Changing Your Password

The first time that you log in using the provided credentials, you must change your password. The Change password dialog box will automatically open.

Enter a new password and retype it in the appropriate fields. The new password must meet the following requirements:

- 10 or more characters long
- at least one capital letter
- at least one special character (colon, period, comma, asterisk, etc.)

Click the “Update” button (Update) to complete your login.

Each time you return to the FSAA—Performance Task Online System, you will log in with the new password you created.

If you experience difficulty with logging in or if you need to reset your password, please contact your System Administrator.
Logout

To log out from the system, click the “Logout” link ( Logout ) in the upper-right corner of any page.

Auto Logout (Timing Out)

After 30 minutes of inactivity, you will be automatically logged out of the system. The following message will be displayed:

Click the “Ok” button (Ok) and a Login screen will display.

In the Login dialog box, reenter your login and password and click the “Log in” button (Log in) to reenter the system.
Teacher Landing Page

After you log in as a teacher, the landing page appears.

The landing page displays the following:

1. Basic information and capabilities: home, update requests, user profile, logout
   a. To return to the landing page from anywhere in the system, click the home link ( ).
   b. To address pending requests, click the “Update Requests” link ( ). Refer to Browse and Respond to Update Requests on page 48 for details.
   c. To view or edit your account information, click the user profile link (e.g., ). Refer to My Account Information on page 26 for details.
   d. To log out, click the “Logout” link ( ).

2. The user role, state, district, and school (e.g., Teacher in Florida: Alachua: Alachua Elementary School)
3. Page navigation

   a. **Students**: Browse and manage students.
   b. **Assignments**: Export student test assignment data.
   c. **Diagnostic Tool**: Run the *Diagnostic Tool*.

4. Navigation ribbon

   From anywhere in the system, to navigate to another section of the ART, click the “Students” link ( ), the “Assignments” link ( ), or the “General Request Update” link ( ) in the blue navigation ribbon.

**My Account Information**

To edit your profile, click the user profile link (e.g., ).

![My Account Information](image)

Update your email address and phone number. Click the “Save” button ( ) to save the changes. Your first name, last name, district association, and school association are visible but cannot be changed. If any of these are incorrect, click the “Request Update” button ( ). The page refreshes to include a **Submit Request Update** area where you can request changes to these fields.
To request an update:

- Edit your email address and phone number if necessary.
- Describe other necessary changes in the “Describe required change[s] here” field.
- Click the “Submit” button (Submit) to submit the request.

The information shown in the Submit Request Update area is pulled by the system from your account profile and presented to you each time you request an update. Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).
Students Page—Browse and Manage Students

To access the Students page, click the “Students” link ( ) in the navigation ribbon or click the “Open” button ( ) on the landing page.

The Students page will display.

The Students page shows a list of students assigned to you for course assessment.
Verifying the Students List

You must verify the following information in your Students list:

- All of your students are visible.
- Only your students are visible.
- The ID number, first name, last name, grade, and status for each of your students are correct.
  If not, see Requesting an Update for a Student on page 42.

Sorting Students

1. The Students list may consist of more than one page. The current page number is indicated at the bottom center of the page. You can move to the next page ( ) or the previous page ( ) by clicking the respective button. You can move to the last page ( ) or the first page ( ) by clicking those respective buttons.
2. For each student in the list, the following values are shown:
   - ID Number
   - First Name
   - Last Name
   - Grade
   - Status

3. Status: The status of the student’s assignments. See Student Assessment Progress Status on page 31. One of three possible status icons will be displayed according to the status of the student's assignments:
   - Not Started
   - In Progress
   - Completed

4. By default, the Students list is sorted by ID number in ascending order. You can also sort the list by first name, last name, grade, or status, in ascending or descending order.

   For example, to sort the list by status, click the list sort button (☉) to the right in the “Status” column. The list is now sorted by status in ascending order (A–Z). To change to descending order (Z–A), click the list sort button (☉) again.
Filtering Students

You can filter the Students list to make it easier to work with or to locate a single student or subset of students.

For example, to see all students in grade 3, type “3” in the “Filter” field and click the filter button ( ).

To return to the unfiltered Students list, delete any text from the “Filter” field and click the filter button again.

You can filter the “ID Number,” “First Name,” “Last Name,” and “Status” columns in a similar manner. The filter fields are not case sensitive.

Student Assessment Progress Status

There are two ways to track assessment progress in the ART:

1. Overall Status
2. Individual Assessment Status

Overall Status

A testing progress status is visible for each student shown in the Students list.
The status displayed refers to the overall state of a student’s testing progress among all assigned assessments.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The student has been assigned to one or more course assessments. No assessments have been started. All assignments are editable.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The student has been assigned to one course assessment AND that course assessment has been launched; OR The student has been assigned multiple course assessments AND at least one of the course assessments has been launched, submitted, invalidated, or a Reason Not Assessed was provided. Assignments that have not been started are editable. Assignments that have not been submitted may be reset.</td>
</tr>
<tr>
<td>Completed</td>
<td>ALL assessments assigned to the student have either been submitted, invalidated, or a Reason Not Assessed was provided. Submitted course assessments are disabled and are not editable.</td>
</tr>
</tbody>
</table>

**Note:** It is possible for a student to have an overall status of “In Progress” even if an individual course assessment has been completed. For example, a student may have one course assessment assigned that has been completed and a second that has not yet been launched.

You can filter the Students list by status to make it easier to work with or to locate a single student or subset of students.

To do this:
1. Click the “Filter by status” field.
2. Select the status name from the drop-down list.
After the *Students* list has been filtered by status, the status selections appear above the list. You can filter by one or more statuses.

![Image of filtered students list with status selections](image)

To return to the unfiltered *Students* list, delete the selections from the “Filter by status” field by clicking the delete button (×).

**Individual Assessment Status**

An *Assignments* export is available to track individual assessment status. The *Assignments* export provides data for the current student course assessment assignments for all students assigned to you. For information regarding exporting student assessment data, see *Assignments—Exporting Student/Course Assessment Data* on page 38.

**Exporting Student Data**

If you want to export the existing student data, click the “Export” button (🔗 Export).
The *Export Students* dialog box will display.

![Export Students dialog box](image)

Click the “Export” button to export the information into a CSV file. A system message will be displayed to communicate that the export is in progress.

**Viewing the History and Status of Exported Files**

To view the history and status of exported CSV files, click the “view history” link.

![Viewing history](image)
All of the student files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name**: The name of the CSV file exported into the task queue
- **Created**: The date that the CSV file was exported and the export task was created
- **Status**: The status of the CSV file export task
  - **In progress**: The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed**: All records in the CSV file exported correctly and are accessible.
- **Actions**: The actions that can be performed on the file: remove, view report, or download
Downloading the Export File

Once the export process has completed, click the download button ( ) to open or save the file. The downloading process will vary depending on your browser and system specifications.

CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad. The file will display all of the students assigned to the teacher.
Individual Student Data

To view the data for a single student, click the row in the Students list for that individual. The account for that student will display to the right of the Students list.

For the selected student, first name, last name, FLEID, and grade are displayed. To the right, the primary exceptionality for the student is shown. A button is provided to request an update of the student’s information. A list of course assessments assigned to the student is shown below the student information.

Verifying Individual Student Data

You should verify that the correct students are assigned to you and the student information is correct for each student. Verify the first name, last name, FLEID, and grade for each of your students, and that tests assigned to the student are correct, based on grade and enrollment.

To request a change to a student account, click the “Request Update” button (Request Update). See Requesting an Update on page 42.
Assignments—Exporting Student/Course Assessment Data

To export and save a file of the current student course assessment assignments, click the “Assignments” link in the navigation ribbon or click the “Open” button on the landing page.

You will be routed to the Assignments page.

Click the “User Assignments Export” button to start the export process.
The Export Assignments dialog box will display.

Click the “Export” button to export the information into a CSV file. A system message will be displayed to communicate that the export is in progress.

Viewing the History and Status of Exported Files

To view the history and status of exported CSV files, click the “view history” link.
All of the student assignment files that have been exported will be entered into a task queue for processing and will be displayed in the task listing.

In the table, you will see the following columns:

- **Task Name**: The name of the CSV file exported into the task queue
- **Created**: The date that the CSV file was exported and the export task was created
- **Status**: The status of the CSV file export task
  - **In progress**: The file has been added to the task queue and will complete the export process as soon as possible.
  - **Completed**: All records in the CSV file exported correctly and are accessible.
- **Actions**: The actions that can be performed on the file: remove, view report, or download

**Downloading the Export File**

Once the export process has completed, click the download button ( ) to open or save the file. The downloading process will vary depending on your browser and system specifications.
CSV files are best viewed using a spreadsheet program, such as Microsoft Excel or Notepad.

The file will display all of the assignments for the students assigned to the teacher.

For example, a grade 10 student is assigned to complete the Grade 10 - ELA 2 and Geometry End-of-Course assessments will be listed in the report twice.

The export will contain one course assessment record per student per assignment. The following data are presented:

1. Student FLEID
2. Student ID
3. Student First Name
4. Student Last Name
5. Student Grade
6. Teacher ID¹
7. Teacher First Name¹
8. Teacher Last Name¹
9. School Code
10. School Name
11. District Code
12. Course Assessment Name²
13. Status (Not Started, In Progress, Invalidated, Complete)²
14. Reason Not Assessed³

1. If there is no teacher assigned to the student course assessment, the report will display NA.
2. If the student is not currently assigned to a course assessment, the report will display NA.
3. If the assessment has not been assigned a Reason Not Assessed, the report will display NA.
Primary Exceptionality

**Note:** Primary exceptionality information is not required and should be disregarded. Choosing a primary exceptionality will not result in any action by the system.

Requesting an Update for a Student

To request an update to a student's last name, first name, grade, or other information, you must submit a message to the System Administrator through the online system.

To do this, click the “Request Update” button ( )

The student account information pane to the right refreshes to include a Submit Request Update area below the student information.
In the *Submit Request Update* area, the following information is displayed:

1. The name, FLEID, grade, and primary exceptionality of the student for whom you are submitting the request

2. The following information about the teacher submitting the request populated from the *My Account Information* page:
   a. **First Name**: Not editable
   b. **Last Name**: Not editable
   c. **Email**: Editable
   d. **Phone**: Editable
   e. **District**: Not editable
   f. **School**: Not editable

3. Fields specific to the *Submit Request Update* area:
   a. “Select Request Type”
   b. “Describe required change[s] here”
The “Select Request Type” and “Describe required change[s] here” fields are mandatory:

1. Click the “Select Request Type” field and select a request type from the drop-down list.

   **Note:** When submitting a request type of Testing Violation, Course Assessment Support, or Course Assessment Reset, you will also be required to select which linked course assessment the request is for.

2. Click the “Describe required change[s] here” field and type a description of the required change(s).

3. Click the “Submit” button (Submit) to submit the request. A system message will be displayed to communicate that the request was successfully sent. Once submitted, the request is routed to your SLC (or AAC if your school has not been assigned an SLC).
Submitting a General Request Update

You can send a message to the SLC (or AAC if no SLC has been assigned to your school) within the system for a general request. For example, if you are assessing a student and the student is not visible in the Students list, you may submit a request to have the student added.

To submit a general request, click the “General Request Update” link in the navigation ribbon.

The General Request dialog box will display.

In the “Select Request Type” field, click the expand button and select a request type from the drop-down list.
Information about the teacher submitting the request is populated from the *My Account Information* page.

The following information about the teacher submitting the request is displayed:

- **First Name**: Not editable
- **Last Name**: Not editable
- **Email**: Editable
- **Phone**: Editable
- **District**: Not editable
- **School**: Not editable
Click the “Describe required change[s] here” field and type a description of the required change(s).

Click the “Submit” button (Submit) to submit the request. A system message will display to confirm the General Request Update submittal.

Once submitted, the request is routed to the SLC (or AAC if no SLC has been assigned to your school).

If you decide to cancel the request, click the “Close” button (Close). A confirmation dialog box will display.

Click the “Ok” button (Ok) to confirm the cancellation.
Browse and Respond to Update Requests

Accessing the Request Updates Page

From any page, you will see the “Update Requests” link ( ) on the upper-right side. If the link displays a red number, then one or more of your submitted requests have been returned to you for clarification.

To access the Request Updates page, click the “Update Requests” link ( ).

Request Updates Page

The Request Updates page displays requests that you submitted to your System Administrator.

The following information is displayed for each update request:

- **Placed at:** The date and time the request was placed
- **Sent by:** Your name as the originator of the request
• **Subject:** The student the request concerns
• **Category:** The request category—Student or General
• **Request Type:** See Viewing Individual Request Updates below for request types.
• **Resolver:** The user who resolved the request (if applicable)
• **Status:** The status of the request
  o Action Required: The request is unresolved and requires processing; action buttons are visible.
  o Unresolved: The request is unresolved and currently assigned to another user; no action buttons are visible.
  o Resolved: The request has been resolved.
• **Last Update:** The date and time the last change was made to the request including when it was created, returned, rejected, accepted, resolved, or advanced

By default, requests are sorted by newest request first.

**Viewing Individual Request Updates**

To view an individual request, click the request in the Request Updates list. The information for the request will display to the right of the list.

Each request will provide the following supporting information:

• **Subject:** The FLEID and name of the student
• **Type:** The type of request
- Student request types include Update Student Data, Testing Violation, Course Assessment Support, Course Assessment Reset, Activate/Deactivate Student, Import/Export Data Files, and Other.

- **Assessment**: If the request type is Testing Violation, Course Assessment Support, or Course Assessment Reset, this field shows the relevant assessment. Otherwise, “Not applicable” is shown.

- **Operation log**: The date and time of the most recent activity for this request. The operation log is ordered by newest activity at the top.
  - **Sent by**: The user who submitted the request
  - **Role**: The role of the user who submitted the request (AAC, SLC, Teacher)
  - **Email**: The email address of the user who submitted the request
  - **Phone**: The phone number of the user who submitted the request
  - **Comment**: Additional comments by the user who submitted the request

### Responding to a Returned Request

To respond to a returned request from your System Administrator, click the request in the *Request Updates* list to view the details on the right. Click the “Advance Request” button to return the response to your System Administrator.

![Action Required: Unresolved Request Update](image)
The area refreshes to include a Comments area.

![Comments area with fields](image)

The information shown in the Comments area is pulled by the system from your account profile and presented to you each time you request an update.

The following information about the user advancing the request is displayed:

- **First Name**: Not editable
- **Last Name**: Not editable
- **Email**: Editable
- **Phone**: Editable
- **District**: Not editable
- **School**: Not editable

Any additional information or questions that need to be communicated may be entered into the “Enter comments here” field.

When you are ready to advance the request, click the “Submit” button (Submit). A system message will display: “You have successfully advanced this request.” To exit without advancing the request, click the “Close” button (Close).
Course Assessments

The course assessments assigned to the student are shown below the student’s name:

![Assessment List](image)

**Step 1: Identify Students Not Assessing (Reason Not Assessed)**

For each course assessment, you can select a reason why the student was not assessed or you can enter a reason why the student will not be assessed. Click the expand button (▼) to the right of the “Reason Not Assessed” field, and select a reason from the drop-down list. Use the scroll bar on the right to view any part of the list that is hidden.
The *Reason Not Assessed* list includes the following options:

- McKay Scholarship Recipient
- Participating in Datafolio: Student is enrolled in the FSAA—Datafolio assessment for the current year.
- Student not in Tested Grade
- Student Deceased
- Participating in FSA ELA/MATH/SCI/SOC.STUD.
- EOC Deferred: Student is enrolled in an EOC but will not assess in the current year.**
- Student Absent – Unable to Assess
- Home School
- Extraordinary Exemption
- Medical Complexity
- Student Hospitalized – Unable to Assess
- Student Withdrew
- LY<1 yr-ELA ONLY (only visible for ELA assessments)

**Note:** If you choose “EOC Deferred” as the student’s *Reason Not Assessed*, request an update for the student to communicate that selection. The System Administrator will report it to the District Accountability Office.

After a reason for not assessing is selected, the “Launch” button ( ) or “Assign form” button ( ) to the immediate left is disabled and the test will not launch.

To remove an existing *Reason Not Assessed*, click the delete button ( ).
Step 2: Assign a Form Within the ART

Before you can begin entering the student’s responses, you must first assign a form to the course assessment. To assign a form, click the “Assign form” button ( ) to the right of the course assessment name. Choose the form that was used during the paper test administration (e.g., Form A, Form B). The form will be clearly labeled on the cover of the paper test booklet.

If the “Assign form” button ( ) is disabled ( ), the course assessment has been assigned a Reason Not Assessed. See Step 1: Identify Students Not Assessing (Reason Not Assessed) on page 52.

After you click the “Assign form” button ( ) to the right of the course assessment name, the Assign form dialog box will display.
To view the list of course assessment forms available for selection, click the expand button (🔍) in the "Select Form" field and select a form from the drop-down list. Alternatively, type the first few letters of the form name in the search field, and click the filter button (🔍).

Verify that the correct form has been selected. Click the “Assign” button (Assign) to proceed with the form assignment.

After a form is assigned to the student, the button in the Assessments area changes from the “Assign form” button (Assign form) to the “Launch” button (Launch).
Step 3: Launching the Form-Based Test

To launch a course assessment, click the “Launch” button (Launch >) to the right of the course assessment name. If the “Launch” button (Launch >) is disabled and it is within the open testing period, the course assessment has been assigned a Reason Not Assessed.

The Launch assessment dialog box will display.

Note: The “Launch” button (Launch >) will be disabled until the assessment platform is available for entering student responses.
• Click the “Change Form” button ( ) to update the form selection before launching the assessment.

• Click the “Cancel” button ( ) to cancel the assessment launch and return to the previous screen.

• Click the “Launch” button ( ) to begin the course assessment for the student using the specified form.

To exit the test at any point, click the home link ( ). Your progress will be saved.

Step 4: Submitting Responses

Once you launch the test, you will start submitting responses to the items. The online system will present the item sets in the same order as they are presented in the test booklet.

**Note:** The testing platform will not display the stimulus information as presented in the paper-based materials. Only the question presented to the student and the response options will display in the system.

The test header displays the test grade level (for most tests), subject, associated form, session number, item number, and task number.

![Grade 3 - Reading - Form A - Session 1 - Item 1 - Task 1](image)

Selecting Responses

Responses entered in the testing platform should match the student responses exactly as they were recorded during administration.

**Response Selected:** If the student indicated a response when taking the paper-based course assessment, select the student’s choice.

Which shape is a circle?

![Shapes: triangle, pentagon, circle](image)

The choice will be highlighted.

Click the “Next” button ( ) to submit the selected response.
No Response Selected: If the student did not indicate a response (No Response bubbled in “Student Response” column) during the paper-based assessment, click the “Next” button \( \rightarrow \text{Next} \) without selecting a choice online.

Which shape is a circle?

\[ \begin{array}{ccc}
\text{triangle} & \text{pentagon} & \text{circle} \\
\end{array} \]

Correcting Previously Submitted Response: To change the previously submitted response, click the “Previous” button \( \leftarrow \text{Previous} \) to return to the task. Then click the “Clear Response” button \( \rightarrow \text{Clear Response} \) to reset the task to its default setting.

Note: If you double-click the choice, the second click will remove the selection. Select the student’s choice again and verify that it is highlighted before you click the “Next” button \( \rightarrow \text{Next} \).

Note: If you navigate to the previous item and it is a task that requires multiple selections, you will not clear the response(s) to reset the item. Simply uncheck the incorrect response(s) and choose the correct response(s).

Scaffolding at Task 1

Scaffolding is the process of reducing the response options for a student who is unable to respond accurately at the Task 1 level in both Sessions 1 and 2. The FSAA—Performance Task Online System will automatically scaffold at the Task 1 level if the student’s response is incorrect.

Initial Response: Record the student’s initial response.

Which shape is a circle?

\[ \begin{array}{ccc}
\text{triangle} & \text{pentagon} & \text{circle} \\
\end{array} \]

If the student did not indicate a response, click the “Next” button \( \rightarrow \text{Next} \) without selecting a choice. The online system will automatically scaffold the task by removing the first incorrect option.
Scaffolded Task: If the initial response was incorrect, it will be removed from the task response options.

Which shape is a circle?

Final Response: Record the student’s final response.

Which shape is a circle?

Note: It is imperative that both the first response and the second response be entered into the system.

Click the “Next” button (Next) to submit the selected response.

The online system mirrors the administration procedures for scaffolding and will advance accordingly:

- **Session 1**: The system advances to the next item set.
- **Session 2**: The system advances to the next task.
Open-Response Submission Guidelines: Writing Prompt 2

The design of the FSAA—Performance Task includes open-response writing prompts in grades 4–10 of the English language arts (ELA) content area. Teachers will need to submit Writing Prompt 2 responses into the FSAA—Performance Task Online System using one of the processes outlined in this document.

The teacher may enter the student’s response by choosing one of the two options below.

1. Upload evidence by submitting a digital copy of the student’s written response.

2. Submit a response by typing the response directly into the text box provided in the online system.
Option 1—Upload of Student Responses

The upload must include the completed student response template.

Examples of a Student Response Template at Grades 4–7

Example of a Student Response Template at Grades 8, 9 (ELA 1), and 10 (ELA 2)
Grades 8, 9 (ELA 1), and 10 (ELA 2) ONLY

Note: BEFORE uploading the student response template for grades 8, 9 (ELA 1), and 10 (ELA 2), the teacher must label each section in order to inform scorers of the student’s intent. For example, the teacher should clearly label the student’s conclusion with “5” to inform the scorer that the sentence was composed as a conclusion. The teacher should record the corresponding section number at the beginning of each section of the student response. The section numbers are indicated in the following chart and also correspond with the numbering.

<table>
<thead>
<tr>
<th>Section of Student Response</th>
<th>Teacher will record the section number directly onto the student response template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title or Greeting</td>
<td>1</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>First Supporting Detail or Reason</td>
<td>3</td>
</tr>
<tr>
<td>Second Supporting Detail or Reason</td>
<td>4</td>
</tr>
<tr>
<td>Conclusion</td>
<td>5</td>
</tr>
<tr>
<td>Omitted Response</td>
<td>leave blank</td>
</tr>
</tbody>
</table>

Below is an example of a labeled student response template. The teacher has clearly labeled each section of the student’s product with the corresponding section number.

1. School Uniform
2. We do not need school uniforms.
3. Uniforms will not make our grades any better.
4. It will not mean that we will all be friends.
5. Uniforms are a bad idea.
If the student did not complete a section of the response, do not include the label associated with that section on the student response template. In this example, the student omitted the second reason supporting the claim; therefore, the teacher labeled only sections 1, 2, 3, and 5.

To upload a digital copy of the student’s response online, the teacher must use a secure method to create the digital copy.

**Note:** Only district-provided devices may be used to generate digital files of student work.

**Note:** If the evidence captured contains identifying student information, please ensure that the data are handled in a way that complies with state (or other) security policies pertaining to student information. Confidential information must be handled in compliance with FERPA and other federal and state regulations, as well as existing FSAA policy.

**Acceptable File Formats**
- JPEG
- PDF
Create a Digital File for Upload

- **Electronic Template Format**
  - Create an electronic format for the student’s response following the directions in the *Test Administration Manual* (TAM; page 54).
  - Save the file. (The teacher saves the electronic student response.)
    - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.
    - When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.
  - Upload the file to the FSAA—Performance Task Online System.

- **Webcam**
  - Identify either a district-provided, standalone web camera device or pre-installed web camera device that is in a district-provided laptop computer.
  - Follow the directions provided in the webcam user manual or by district support staff to take a picture of the document.
  - Save the file.
    - When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.
    - When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.
  - Upload the file to the FSAA—Performance Task Online System.

- **Direct scanner-to-computer connection**
  - Locate a district-provided scanner device that has a direct hardwired connection cable to connect to a computer. Generally, all tabletop scanners will connect to the computer via a USB cable (which should have been included when the scanner was purchased). It will also usually need to be plugged into a power source. Don’t forget to plug it in. The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the scanner to a district-provided computer.
  - Use the scanner to scan the student’s response.
Save the file.

- When saving to a district-provided computer that is privately used, save the document to a secure location on the computer until it can be submitted into the FSAA—Performance Task Online System.

- When saving to a district-provided computer that is publicly accessed, save the digital file on a USB thumb drive. Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

Upload the file to the FSAA—Performance Task Online System.

- Scanner/Copier with USB port
  - Locate a district-provided scanner/copy device that has a USB port that will allow teachers to plug in a USB thumb drive. Follow the directions provided in the user manual or by district support staff.
  - Plug in the USB thumb drive.
  - Use the scanner to scan the document.
  - Save the digital file to the USB thumb drive.
  - Move the digital file from the USB thumb drive to a privately accessed, district-provided computer, or store the USB thumb drive securely until the file can be submitted into the FSAA—Performance Task Online System.

- Digital camera
  - A district-provided digital camera may be able to provide an image in the appropriate file type that can be uploaded into the FSAA—Performance Task Online System.
  - Take a photograph of the student’s response.
  - Obtain the image from the camera.
    - Connect the camera to the computer. Generally all digital cameras will connect to the computer via a USB cable (which should have been included when the camera was purchased). The software installation will usually be very straightforward. Follow the directions provided in the user manual or by the installation disk to connect the digital camera to a district-provided computer.
    - If the computer has a memory card port, remove the memory card from the camera and insert the card into the computer. Move the digital file from the memory card to a privately accessed, district-provided computer, or store the memory card securely until the file can be submitted into the FSAA—Performance Task Online System.
Upload the Digital File to the FSAA—Performance Task Online System

When presented with the Writing Prompt 2 submission page, there will be a blue bar message box that displays: “Browse your computer and select the appropriate file.”

- Click the “Browse…” button.
- Locate and select the file for upload.
- Select “Open” to upload the PDF or JPEG file.

An error message will display if an attempt is made to upload an unsupported file type.
Once a supported file type has been uploaded, the system will provide a preview of the uploaded file and a message box indicating that the file is ready to be sent.

Click the “Next” button (➡️ Next) to submit the student’s response.
Option 2—Direct Entry of Student Responses (Typed Response)

To submit the student’s response using the typed response option, the teacher must type the information and response exactly as it is noted on the student response template. Examples are outlined below.

Elementary School Example: Student Completes Own Writing

Any annotated notes must be included directly in the teacher’s typed entry of the student’s response in the testing platform. Annotations should be enclosed in parentheses to differentiate the typed text from the student’s response.
To ensure that the student’s writing product is provided a score, complete the following steps to submit a response via typed entry:

- Verify that the student response to be entered matches the intended student.
- Enter the student’s response exactly as composed by the student.
- Include annotations as needed to ensure that the student’s response can be interpreted by a novel reader.

**Note:** Spelling is not scored on the open-response prompt.

Click the “Next” button (➡️ Next) to submit the student’s response.
New! Writing Prompt 2—No Student Response

A confirmation dialog box will appear when the “Next” button is clicked if the system detects that no text has been entered in at least one of the writing prompt text entry fields AND no file has been uploaded for that test item.

Click the “OK” button to advance to the end of the test if there is no student response to submit. To return to the Writing Prompt 2 submission page and submit a student response, click the “Cancel” button.

Archiving and Purging Responses

Note: Follow the district and state policies for securely saving the hard copy and purging the digital copy of the student’s writing response.

Pause/Resume the Course Assessment Online Test

If you start entering the student’s responses but cannot complete the session, close the browser or click the home link. Your progress will be saved and the student’s “Launch” button will change from launch to resume. When you are ready to continue submitting the student’s responses, click the “Resume” button.

The test will resume at the first incomplete task.
Step 5: Course Assessment Review

After you have completed entering the student’s responses, you can review the responses submitted and update the responses if necessary.

**Note:** Once the test is submitted and finalized, the form-based online test cannot be accessed again. It is strongly recommended that teachers review all responses before submitting a test. This will ensure that all responses entered are complete and accurate, and that the student’s writing response is legible and comprehensible to novel readers.

Test Completion Screen

At the end of a course assessment online test, you will be presented with the Test Complete page describing the three actions that can be performed at this stage:

- **Review** the completed test from the beginning.
- Go to the **Previous** screen in the test.
- **Submit** and finalize the test.
Test Review

By clicking the “Review” button on the Test Complete page, you are led back to the very first item of the test, which will be presented in “Test Review” mode. The item is presented in the state in which you left it, with the response that was selected shown, if any. In the case of a scaffolding item, the first response selected will have a dotted border while the second response selected will have a solid blue fill.

For example, if “shoes” was selected as the first response and “beads” as the second response, shoes will present with a dotted border while beads will present with a solid blue fill.

While reviewing the test, you may reset the task and clear the submitted responses by clicking the “Clear Response” button. The task will be reset to its default view, and you can record the student’s responses. See Scaffolding at Task 1 on page 58.

If the new response choice to an item task affects the adaptive flow of tasks that compose the item set, you will see a warning message that says, “The response of the current item may affect the flow of items comprising the test. New items following the current one have to be taken to complete the new item flow.”

Note: Because the adaptive nature of the online test has been impacted, all tasks within the current item set must be reviewed and, if applicable, resubmitted.
Step 6: Test Submission

After the review process is completed, finalize the test by clicking the “Submit” button (Submit) on the Test Complete page. Clicking the “Submit” button (Submit) will prompt the system to open a confirmation dialog box.

![Confirmation Dialog Box]

Click the “Cancel” button (Cancel) to close this window without submitting and return to the Test Complete page. Click the “OK” button (OK) to submit the test as final.

Once you click the “OK” button (OK), the test is submitted and closed. You will no longer be able to access the tasks within this test.

**Note:** You will not be able to access this test once submitted. Please be sure you have accurately completed entering responses before submitting the test.

The system will return you to the ART upon test submission. The inactive “Finished” button (Finished) will display in the student’s Assessments list for the completed assessment.
APPENDIX A: Contact Information

FSAA Service Center
Cognia has set up a toll-free customer service number and an email system to resolve questions regarding all aspects of the FSAA program, including (but not limited to) questions about training, administration, scoring, course assessment materials, the online system, and reporting issues.

Trained staff will be available to answer calls regarding the FSAA program from 8:00 a.m. to 5:00 p.m. eastern time (ET) each school day, excluding state and federal holidays. If necessary, callers can leave messages, and their calls will be returned in a timely manner—generally within one hour or less but always within one business day.

<table>
<thead>
<tr>
<th></th>
<th>Standard Hours:</th>
<th>Extended Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)</td>
<td>Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>February 18, 2020–May 8, 2020</td>
</tr>
</tbody>
</table>

Phone: 866-239-2149  
Email: FSAAServiceCenter@Cognia.org  
Fax: 866-283-2197

Florida Department of Education Contacts

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)</td>
</tr>
</tbody>
</table>

Angela Nathaniel  
Phone: 850-245-0972  
Email: Angela.Nathaniel@fldoe.org  
Fax: 850-245-0771

Laura Bailey  
Phone: 850-245-0722  
Email: Laura.Bailey@fldoe.org  
Fax: 850-245-0771
APPENDIX B: Technical Requirements

The following tables detail operating systems and browser compatibility for the ART system:

**Devices**
- Samsung Galaxy
- Nexus 4
- Nexus 9
- iPhone
- iPad
- iPad Air 2

*You can deliver tests using a wide range of iOS and Android devices. For optimal experience, we recommend using a seven-inch screen at the minimum.*

**Operating Systems**

<table>
<thead>
<tr>
<th>Device:</th>
<th>Version:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Computer</td>
<td>Windows 7, 8, 8.1, and 10 Windows Server 2003, XP SP3</td>
</tr>
<tr>
<td>Mac (Apple OS X) Computer</td>
<td>10.7 (Lion)</td>
</tr>
<tr>
<td></td>
<td>10.9 (Mavericks)</td>
</tr>
<tr>
<td></td>
<td>10.10 (Yosemite)</td>
</tr>
<tr>
<td></td>
<td>10.11 (El Capitan)</td>
</tr>
<tr>
<td></td>
<td>10.12 (Sierra)</td>
</tr>
<tr>
<td></td>
<td>10.13 (High Sierra)</td>
</tr>
<tr>
<td>Linux</td>
<td>Ubuntu 10.04.3 LTS, 13.10, 14.04 LTS, and 14.04.2 LTS</td>
</tr>
<tr>
<td>iPad</td>
<td>iOS 7, 8, 9, 10</td>
</tr>
<tr>
<td>Chromebook</td>
<td>Chrome OS 75</td>
</tr>
</tbody>
</table>

**Browsers**

<table>
<thead>
<tr>
<th>Browser:</th>
<th>Version:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome</td>
<td>34 and above</td>
</tr>
<tr>
<td>Firefox</td>
<td>27 and above</td>
</tr>
<tr>
<td>Safari</td>
<td>7 and above</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>IE 11</td>
</tr>
<tr>
<td>Edge</td>
<td>17 and above</td>
</tr>
</tbody>
</table>
APPENDIX C: System Icons

The key below outlines the symbols, buttons, and folders used throughout the ART.

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home" /></td>
<td>In the ART, the home link navigates to the landing page. From the testing platform, the home link navigates to the <em>Students</em> page.</td>
</tr>
<tr>
<td><img src="image" alt="User Profile" /></td>
<td>The user profile link displays the name of the user who is logged in to the system.</td>
</tr>
<tr>
<td><img src="image" alt="Log in" /></td>
<td>The “Log in” button appears in the <em>Login</em> dialog box and allows you to log in after you have specified a login name and password.</td>
</tr>
<tr>
<td><img src="image" alt="Logout" /></td>
<td>The “Logout” link allows you to log out of the system.</td>
</tr>
<tr>
<td><img src="image" alt="Guest access" /></td>
<td>The “Guest access” link is not an active link.</td>
</tr>
<tr>
<td><img src="image" alt="Diagnostic tool" /></td>
<td>The “Diagnostic tool” link enables you to test the operating system, web browser, bandwidth, and overall suitability of your system to run the ART platform.</td>
</tr>
<tr>
<td><img src="image" alt="Begin diagnostics" /></td>
<td>The “Begin diagnostics” button runs the Diagnostic Tool.</td>
</tr>
<tr>
<td><img src="image" alt="Show Details" /></td>
<td>The “Show Details” button displays details from the Diagnostic Tool.</td>
</tr>
<tr>
<td><img src="image" alt="Update" /></td>
<td>The “Update” button updates the password in the <em>Change password</em> dialog box.</td>
</tr>
<tr>
<td><img src="image" alt="Open" /></td>
<td>The “Open” button navigates to the <em>School Level Coordinators</em> page when clicked in the <em>School Level Coordinators</em> area of the landing page for AAC users. The “Open” button navigates to the <em>Teachers</em> page when clicked in the <em>Teachers</em> area of the landing page for System Administrators. The “Open” button navigates to the <em>Students</em> page when clicked in the <em>Students</em> area of the landing page for all users.</td>
</tr>
<tr>
<td><img src="image" alt="Filter" /></td>
<td>The filter button allows you to filter the lists of SLCs, teachers, or students.</td>
</tr>
<tr>
<td><img src="image" alt="List Sort" /></td>
<td>The list sort button is used to sort a column of items in ascending (A–Z) or descending (Z–A) order.</td>
</tr>
<tr>
<td><img src="image" alt="Page Navigation" /></td>
<td>School Level Coordinator (SLC), teacher, and student lists display 25 users per page. The first page, previous page, next page, and last page buttons, located at the bottom of each list page, allow a user to navigate between pages. If there is only one page, these buttons are inactive.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Previous</td>
<td>The “Previous” button allows you to return to the previous item in the test.</td>
</tr>
<tr>
<td>Next</td>
<td>The “Next” button saves the response to the current task in the test and then advances to the next item of the test.</td>
</tr>
<tr>
<td>Clear Response</td>
<td>The “Clear Response” button clears any selections that have been made and allows new selections to be made. This does not apply to multiple-choice items when moving backward in an assessment.</td>
</tr>
<tr>
<td>Save</td>
<td>The “Save” button saves any changes that have been made.</td>
</tr>
<tr>
<td>Cancel</td>
<td>The “Cancel” button cancels any changes that have been made or exits a dialog box.</td>
</tr>
<tr>
<td>Ok</td>
<td>The “Ok” button confirms acceptance of an action in the system.</td>
</tr>
<tr>
<td>Add</td>
<td>The add button adds an item you have selected to a list.</td>
</tr>
<tr>
<td>Remove</td>
<td>The remove button removes an item you have selected from a list.</td>
</tr>
<tr>
<td>Students</td>
<td>The “Students” link navigates to the Students page, where you can import, browse, and manage students, configure available accommodations, and launch course assessments.</td>
</tr>
<tr>
<td>Teachers</td>
<td>The “Teachers” link navigates to the Teachers page, where you can import, browse, and manage teachers. This link is not visible to teachers.</td>
</tr>
<tr>
<td>SLC</td>
<td>The “SLC” link navigates to the School Level Coordinators page, where you can import, browse, and manage SLCs. This link is only visible to AACs.</td>
</tr>
<tr>
<td>Add User</td>
<td>The “Add User” button enables you to add an SLC, teacher, or student to an existing list.</td>
</tr>
<tr>
<td>Import</td>
<td>The green “Import” button, visible after clicking the blue “Import” button, initiates the import of an SLC, student, or teacher CSV file.</td>
</tr>
<tr>
<td>Export</td>
<td>The blue “Export” button opens the Export School Level Coordinator, Export Teachers, or Export Students dialog box, which allows you to export a list in CSV format.</td>
</tr>
<tr>
<td>Transferred Student</td>
<td>The “Transferred Student” button opens the Transferred Student dialog box. This button is only visible to AACs.</td>
</tr>
<tr>
<td>Search Data</td>
<td>The “Search Data” button in the Transferred Student dialog box searches the ART student database for a matching student based on the information provided. The “Search Data” button is disabled until all required fields are completed in the Transfer Request dialog box.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>User Assignments Export</td>
<td>The “User Assignments Export” button opens the Export Assignments dialog box, which allows you to export a list of course assignments in CSV format.</td>
</tr>
<tr>
<td><img src="image" alt="" /> Browse…</td>
<td>The blue “Browse…” button allows a System Administrator to specify an SLC, teacher, or student CSV file to upload. The black “Browse…” button allows a teacher to specify a student response file to upload for Writing Prompt 2.</td>
</tr>
<tr>
<td><img src="image" alt="" /> Upload</td>
<td>The “Upload” button uploads the specified SLC, teacher, or student CSV file.</td>
</tr>
<tr>
<td><img src="image" alt="" /> Reset</td>
<td>The blue “Reset” button clears all values in the Import dialog box. The gold “Reset” button resets a student’s course assessment back to the default setting or “Not started.”</td>
</tr>
<tr>
<td>Reset password</td>
<td>The “Reset password” button resets a user’s password to the specified value.</td>
</tr>
<tr>
<td>Move to another school</td>
<td>The “Move to another school” button enables the AAC to transfer a student to a different school (not visible to SLCs or teachers).</td>
</tr>
<tr>
<td>Move</td>
<td>The “Move” button completes the student’s move to another school from the Move to Another School dialog box.</td>
</tr>
<tr>
<td>Deactivate Student</td>
<td>The “Deactivate Student” button enables the System Administrator to deactivate the course assessments/teachers assigned to the student.</td>
</tr>
<tr>
<td>Activate Student</td>
<td>The “Activate Student” button enables the System Administrator to reactivate the course assessments/teachers assigned to the student.</td>
</tr>
<tr>
<td>Add new assignment</td>
<td>The “Add new assignment” button enables the System Administrator to add a new course assessment to the student’s Assignments list.</td>
</tr>
<tr>
<td>Create</td>
<td>The “Create” button in the Create Assignment dialog box finalizes the assignment of a course assessment.</td>
</tr>
<tr>
<td>Edit</td>
<td>The “Edit” button enables the System Administrator to update the teacher assignment for a student course assessment.</td>
</tr>
<tr>
<td>Remove</td>
<td>The “Remove” button enables the System Administrator to delete a student course assessment.</td>
</tr>
<tr>
<td>Invalidate test</td>
<td>The “Invalidate test” button enables the AAC to invalidate a course assessment (not visible to SLCs or teachers).</td>
</tr>
<tr>
<td>Validate test</td>
<td>The “Validate test” button enables the AAC to validate a course assessment (not visible to SLCs or teachers).</td>
</tr>
<tr>
<td>Mark request as Resolved</td>
<td>The “Mark request as Resolved” button marks a request from a user as resolved.</td>
</tr>
<tr>
<td><strong>Advance Request</strong></td>
<td>The “Advance Request” button advances a request to the next user level.</td>
</tr>
<tr>
<td><strong>Return Request</strong></td>
<td>The “Return Request” button returns a request back to the user who submitted it.</td>
</tr>
<tr>
<td><strong>Request Update</strong></td>
<td>The “Request Update” button enables a System Administrator or teacher to request an update to a user or student information.</td>
</tr>
<tr>
<td><strong>Submit</strong></td>
<td>The “Submit” button in the ART Request Update dialog box sends the student update request to the next-highest user level.</td>
</tr>
<tr>
<td><strong>Submit</strong></td>
<td>The “Submit” button in the testing platform prompts the Test Submission dialog box where you confirm and submit the test as final.</td>
</tr>
<tr>
<td><strong>Update Requests</strong></td>
<td>The “Update Requests” link enables users to view and manage update requests.</td>
</tr>
<tr>
<td><strong>Resolved</strong></td>
<td>The resolved status indicates that a request has been resolved.</td>
</tr>
<tr>
<td><strong>Unresolved</strong></td>
<td>The unresolved status indicates that a request has not been resolved.</td>
</tr>
<tr>
<td><strong>General Request Update</strong></td>
<td>The “General Request Update” link allows a user to make a request about a general topic or about users who are not loaded in the ART.</td>
</tr>
<tr>
<td><strong>Assign form</strong></td>
<td>The “Assign form” button opens the Assign form dialog box enabling a teacher to assign a form to a student assessment.</td>
</tr>
<tr>
<td><strong>Assign</strong></td>
<td>The “Assign” button completes the form assignment in the Assign form dialog box.</td>
</tr>
<tr>
<td><strong>Launch &gt;</strong></td>
<td>The “Launch&gt;” button opens the Launch assessment dialog box. If a Reason Not Assessed has been assigned, this button is disabled.</td>
</tr>
<tr>
<td><strong>Launch</strong></td>
<td>The “Launch” button launches the assessment from the Launch assessment dialog box.</td>
</tr>
<tr>
<td><strong>Change Form</strong></td>
<td>The “Change Form” button allows the teacher to update the form selection from the Launch assessment dialog box before launching the assessment.</td>
</tr>
<tr>
<td><strong>OK</strong></td>
<td>The gold “OK” button confirms that the assessment is complete and is ready to be finalized. Once this button is clicked, the assessment will no longer be accessible.</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>The “Review” button opens the Test Review process.</td>
</tr>
<tr>
<td><strong>Import</strong></td>
<td>The blue remove button removes a file from the Import dialog box.</td>
</tr>
<tr>
<td><strong>Export</strong></td>
<td>The green “Export” button, visible after clicking the blue “Export” button, initiates the export of an SLC, student, or teacher CSV file.</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>The close button closes a dialog box.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>The delete button removes an entry.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Uploading Icon" /></td>
<td>The uploading icon indicates that a file is in the process of uploading.</td>
</tr>
<tr>
<td><img src="image" alt="Expand Button" /></td>
<td>The expand button reveals information included in a drop-down list.</td>
</tr>
<tr>
<td><img src="image" alt="View Report Button" /></td>
<td>The view report button navigates the user to the detailed file import task list.</td>
</tr>
<tr>
<td><img src="image" alt="Download Button" /></td>
<td>The download button enables a user to download exported reports.</td>
</tr>
<tr>
<td><img src="image" alt="Confirmation Dialog" /></td>
<td>In a confirmation dialog box, click the “Yes” button (Yes) to proceed. Click the “No” button (No) or the close button (×) to exit the confirmation dialog box without making any changes.</td>
</tr>
<tr>
<td><img src="image" alt="Submit Transfer Release Request" /></td>
<td>The “Submit Transfer Release Request” button sends a request to a student’s previous district AAC to release the student to the new district.</td>
</tr>
<tr>
<td><img src="image" alt="Resume Button" /></td>
<td>The “Resume” button resumes a paused test.</td>
</tr>
</tbody>
</table>
THIS PAGE IS INTENTIONALLY BLANK.