Topics to be discussed

• FCLE Background (FDOE)
• Overview of Technology Requirements
• Installing the Secure Browser
• Introduction to TIDE
• Introduction to the Test Administrator Interface
• Introduction to the Student Interface
• Introduction to the Reporting Site
History of the Florida Civic Literacy Exam
Florida Civic Literacy Requirement

• Florida Statutes
  • 1007.25(4)
  • 1003.4282(3)(d)

• Board of Governors Regulation
  • 8.006

• Florida College System Rule
  • 6A-10.02413
Initial Development

• In 2018, the Office of Assessment worked with BOG and FCS to develop the Florida Civic Literacy Examination.

• The FDOE partnered with the Lou Frey Institute (LFI) at the University of Central Florida for content area and test development expertise.

• After working with LFI on item reviews and edits to address bias, accuracy and readability, the FDOE worked with subject matter experts (SMEs) to review the items and conducted Bias and Sensitivity/Validation committee meetings.

• Following a final review by LFI, the FDOE approved the initial Florida Civic Literacy Examination.
Initial Administrations

• The Florida Civic Literacy Examination was first provided to FCS and Florida State University System (FSUS) schools during the 2018–19 school year and to public K–12 school districts during the 2019–20 school year as a paper-based, multiple-choice test.

• Due to the COVID pandemic, the Florida Civic Literacy Examination was used in K–12 public schools on a limited basis during the 2019–20 and 2020–21 school years.
Updates to the Florida Civic Literacy Examination

• The FDOE is updating the content of the current Florida Civic Literacy Examination.

• The revised version, based on the outcomes required in law, will consist of approximately 80 test items, rather than 100, and the passing score is currently anticipated to remain 60%, which is 48 correct out of 80.

• More information on other policy aspects will be provided in the coming weeks.

• This webinar will focus on the logistics related to test administration at postsecondary institutions.
Additional Resources

• State Board Rules Under Review

• Recording of Monday’s FCS State Board Rule Webinar
  https://www.gotostage.com/channel/160535c1bdb84db88c27a16d288cc212

• Postsecondary Civics Literacy Resources
  https://www.fldoe.org/policy/articulation/postsec-civics-lit.stml
Technology Requirements for Online Testing

2021–2022
To set up online testing technology in your institutions, complete these four steps:

• Step 1: Set up Test Administrator (TA) workstations
• Step 2: Set up student workstations
• Step 3: Configure your network
• Step 4: Configure assistive technologies
Nearly any modern device, including mobile devices like tablets, with any modern browser can be used to access the TA website and administer a test session.

If your institution uses a firewall or other networking equipment that blocks access to public websites, you may need to add Cambium Assessment, Inc. (CAI) websites to the allowlist.
Each student workstation needs the CAI Secure Browser installed on it.

The Secure Browser is CAI’s customized web browser designed to keep tests secure by locking down the student desktop and preventing the students from accessing anything except their tests.
To get started setting up your student workstations, you should make sure your devices are supported.

Current system requirements available at: https://fsassessments.org/supported-systems-requirements.html.
Where Can I Download the Secure Browser?

• Download the Secure Browser from the portal: www.fsassessments.org
• Basic installation instructions for each Secure Browser can be found on the portal.
Diagnostic Tool

Diagnostic Screen

This page allows you to check the current bandwidth of your network. Select a test from the drop-down list and enter the maximum number of students likely to test at one time, then click [Run Network Diagnostics Tests].

- Your Operating System: Windows 10
- Your Browser Version: Chrome v68
- Secure Browser: false
- Network Diagnostics:
  - Select Test: ELA
  - Enter the total number of students you would like to test at one time: 7
- Download Results: 724.034 Mbps download
- Upload Results: 79.206 Mbps upload
- Bandwidth Summary:
  - Given the current load on your system, you should be able to test the requested number of students at this location. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary from run to run.)

Run Network Diagnostics Tests

Return to Login  TTS Check

Browser: Chrome v68
CAI’s test delivery system (TDS) is a website visible through a customized web browser.

Students who use assistive technologies with a standard web browser should be able to use those same technologies with the TDS.

The best way to test compatibility with assistive technologies is by taking a practice test with those technologies turned on.
• Voice technology must be available and functioning for students who require this accommodation.

• Students will use CAI’s built-in text-to-speech tool.

• CAI recommends using a desktop, laptop, or tablet running Windows, macOS, or iPadOS.

• For Windows and macOS, default voice packs are fully compatible with the Secure Browser.
Text-to-Speech Sound Check

Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft Anna - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume: 10

Pitch: 10

Next Step:

If you heard the voice clearly, choose I heard the voice. If not, choose I did not hear the voice. To continue testing without checking text-to-speech, choose Skip TTS Check.

Options: I heard the voice, I did not hear the voice, Skip TTS Check
Test Information Distribution Engine (TIDE)

2021–2022
TIDE Overview

- Registering students for assessments
- Establishing test settings and accommodations
- Associating students with institutions and creating rosters
- Managing user accounts
- Managing testing participation, progress, and completion rates
- Printing test tickets and PreID labels
Users for Postsecondary Institutions

FCS or SUS

Institution Test Coordinator

Test Administrators

Institution Administrator
(Access to Reports)
Accessing TIDE

1. Open your Internet browser and navigate to the portal at www.FSAssessments.org.

2. Under Quick Access on the home page, click the TIDE card.

3. On the Login page, enter your email address and password, and then click Secure Login.
4. On the **Administration Details** page, make selections for the test administration, user role, district, and school. (Depending on your user role, some of the drop-down lists may not be available.)

5. Click **Submit**. The TIDE homepage appears;
Navigating TIDE

Manage Users

Add User

View/Edit/Export Users

Upload Users

Upload TA Certifications
• Students who will participate in the FCLE will need to be added to the FCLE administration in TIDE.

• A PreID layout for FCLE will be distributed in September.
  ➢ It will provide the required demographic fields and other fields used to provide test eligibility.
Online Accommodations

- Text-to-Speech (TTS), Masking, and Print on Request are available accommodations.
- TTS and Masking can be assigned to students:
  - On the **Add Student** page or on the **View/Edit/Export Students** page,
  - In the PreID upload file,
  - Using the **Upload Accommodations** template, or
  - By the TA during the approval process on the TA Interface.
- Print on Request can be turned on by the TA ONLY during the approval process.
- Print on Request is an accommodation that allows the TA to print passages, items, or both passages and items for students one page at a time. It does not replace a regular print test booklet.
- Print on Request is only available for in-person sessions.
Additional TIDE Trainings

- Cambium Assessment, Inc. (CAI) will offer additional webinars on navigating TIDE and registering students and users.
Test Administrator (TA) Interface for Online Testing

2021-22
Logging in to the TA Interface

Preparation for Testing

**TA Training Site**
Practice tests for the computer-based assessments are administered through the Test Administrator (TA) Training Site.

Administering Tests

**System**

**Administer Statewide Assessments**
Log in to the TA Interface to administer operational/live assessments to students.

Coming Soon
Session ID

TEST-A123-1
## Approving Student Entry

### Approvals and Student Test Settings

### Biology 1 EOC - 1 student(s)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Username</th>
<th>See Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1AT, LNUAT</td>
<td>5ZIE4</td>
<td>Custom</td>
<td></td>
</tr>
</tbody>
</table>

### Civics EOC - 2 student(s)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Username</th>
<th>See Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1UAT, LN1UAT</td>
<td>5ZID4</td>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>FN2UAT, LN2UAT</td>
<td>5ZIA4</td>
<td>Custom</td>
<td></td>
</tr>
</tbody>
</table>
Test Settings Screen

Test Settings for: FNUAT, LNUAT

You must select **Set** or **Set & Approve** to confirm these test settings. Use **Set** to confirm the settings and return to the main Approvals screen to approve this student.

**Username:** 5ZIE4 | Biology 1 EOC

**Accommodations**

- **Text-to-Speech:** On
- **Masking:** On

**Accessibility Settings**

- **Print Size:** 1X
- **Background Color Choices:** Black Text on White
- **Mouse Pointer:** System Default
Monitoring Student Progress
Print on Request

This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not. Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

Print Requests

<table>
<thead>
<tr>
<th>New Requests</th>
<th>Date and Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Passage - Page for Items 1-2</td>
<td>7/29/2020, 12:47:30 PM</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Pausing and Stopping Sessions

Important:

This will stop the testing session and pause tests for all students who are currently taking tests in the session. The students will also be logged out. Are you sure?

[MessageCode: 10509]
Student Interface for Online Testing
What Is the Secure Browser?

The Secure Browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing.
Secure Browser Login

Please Sign In

First Name:

Username:

Session ID:

Go to the Practice Test Site

Sign In

Operational Test Site

Browser: Secure v12.5

This is the Operational Test Site
If you want to go to the Practice Test Site click the button below
Is This You?

Please review the following information.

First Name: DemoFirstName
Username: 9999999

Last Name: DemoLastName
Grade: 5

Date of Birth: July 15, 2007
School: Demo School 9001

Yes | No
Student Test Selection

Your Tests

Select the test you need to take.

End-of-Course

Resume Algebra 1 EOC  Start Civics EOC

Back to Login
Verifying Test Information

Review Test Settings
Please review the accommodation settings for your test.

ELA Reading Retake

Accommodations

- Text-to-Speech: Off
- Masking: Off
- American Sign Language: Off
- Closed Captioning: Off
- Reading/Writing Passage Booklet: No

Accessibility Settings

- Print Size: 1X
- Background Color Choices: Black Text on White
- Mouse Pointer: System Default
Audio/Video Checks

Text-to-Speech Sound Check

Make sure text-to-speech is working.
Press the speaker button. You should hear a voice speak the following sentence: “This text is being read aloud.”

Sound Settings

Current Voice Pack: Microsoft Anna - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume: 10
Pitch: 10
Rate: 10

Next Step:
If you heard the voice clearly, choose I heard the voice. If not, choose I did not hear the voice. To continue testing without checking text-to-speech, choose Skip TTS Check.

I heard the voice  I did not hear the voice  Skip TTS Check
Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

**Test Settings**
Use this button to review your test settings.
- View Test Settings

**Additional Test Information**
You are taking a practice or training test. Raise your hand if:
- your name, SSID, or test is incorrect.
- you need help with your computer, a test tool, or sensitive technology.
- you need a break.
- you have finished your test.

**Help Guide**
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
- View Help Guide

[Buttons: Begin Test Now, Return to Login]
Read the text and answer the questions.

**Cuisine and Etiquette**
by the Peace Corps

**Cuisine and Etiquette in Zambia**

Zambia’s staple food is maize (corn), and Zambians eat maize in several ways. When the corn is ripe but still green, it can be roasted or boiled. When it is dry and hard, it can be fried or boiled. It can also be pounded slightly to remove the

The following question has two parts. First, answer part A. Then, answer part B.

**Part A**

How does the information in “Cuisine and Etiquette in Uganda” help the reader understand the differing roles of males and females in “Cuisine and Etiquette in Zambia”?

- by explaining that in Uganda men are not expected to sit in the kitchen
Context Menus

Context menus allow students to:

• Mark items for review
• View item tutorials
• Use a Notepad
• Highlight text
• Send print requests to the TA (if available)
Read the text and answer the questions.

**Cuisine and Etiquette**
by the Peace Corps

**Cuisine and Etiquette in Zambia**

First, read the sentence from “Cuisine and Etiquette in Zambia.”

Zambia's staple food is maize (corn), and Zambians eat maize in several ways.
Universal Tools: Line Reader

Read the passage and answer the questions.

James Watt and the Teakettle
by James Baldwin

A little boy from Scotland was sitting in his grandmother's kitchen. He was watching the red flames in the wide open fireplace and quietly wondering about the causes of things. Indeed, he was always wondering and always wanting to know.

"Grandma," he presently asked, "what makes the fire burn?"

This was not the first time he had puzzled his grandmother with questions that she could not answer. So she went on with her

Click on the two sentences that best show that James Watt formed new ideas for what steam might do to help humans.

"There is a wonderful power in steam," he said to himself. "There was never a giant who had so much strength. If we only knew how to harness that power, there is no end to the things it might do for us. It would not only lift weights, but it would turn all kinds of machinery. It would draw our wagons, it would push our ships, it would plow and sow, it would spin and weave. For thousands of years men have been working alongside of this power, never dreaming that it might be made their servant."
Accessibility Resources: Color Contrast

- Black on White
- Black on Rose
- Yellow on Blue
- Medium Gray on Light Gray
- Reverse Contrast (White on Black)
Accommodations, such as Text to Speech, Masking, and Print on Demand can be set by Test Administrator on behalf of the student during the login process and before the student responds to the first item.
Accommodations: Masking

Cuisine and Etiquette
by the Peace Corps

Cuisine and Etiquette in Zambia

Zambia’s staple food is maize (corn), and Zambians eat maize in several ways. When the corn is ripe but still green, it can be roasted or boiled. When it is dry and hard, it can be fried or boiled. It can also be pounded slightly to remove the outside

Which detail from “Cuisine and Etiquette in Zambia” best shows that the father is at the top of the social structure in a family?

- In a traditional setting, boys from the age of seven eat with the man of the house.
- This is because all of the children below the age of seven are under the guidance of their mother.
- The mother eats with the girls and the younger boys.
James Watt and the Teakettle
by James Baldwin

A little boy from Scotland was sitting in his grandmother's kitchen. He was watching the red flames in the wide open fireplace and quietly wondering about the causes of things. Indeed, he was always wondering and always wanting to know.

"Grandma," he presently asked.

Click on the two sentences that best show that James Watt formed new ideas for what steam might do to help humans.

"There is a wonderful power in steam," he said to himself. "There was never a giant who had so much strength. If we only knew how to harness that power, there is no end to the things it might do for us. It would not only lift weights, but it would turn all kinds of machinery. It would draw our wagons, it would push our ships, it would plow and sow, it would spin and weave. For thousands of years men have been working alongside of this power, never dreaming that it might be made their
Attention
Your print request has been sent to the test administrator.

Ok
Test Pause

Attention

Are you sure you want to pause the test? If you pause your test for more than 20 minutes, you may be unable to make changes to questions that you have already answered. Ask your Test Administrator before pausing your test. [MessageCode: 10899]

Yes  No
The test has been completed and is ready to be submitted.

Attention

You have answered all the questions in this test. Please click the [End Test] button in the global menu. [MessageCode: 10915]
Congratulations, you reached the end of the test!

If there are items available for review, they will be displayed in the box below. If the box is blank, no additional items are available for review. Please complete any remaining item reviews, then click Submit Test at the bottom of the screen.

Warning
Are you sure you want to submit the test?

Yes  No
Remote Proctoring
Introduction

- The Test Administrator Interface and user experience resemble in-person administrations
- The Student Interface and user experience resemble in-person administrations
- Remote students use the same Secure Browser to access the same testing website they would access when taking a test at a testing center.
- Differences:
  - TA’s are required to take the remote proctoring training course (~30 minutes)
  - Institutions must obtain permission to have the student appear via webcam (if webcam will be used). This information can be manually added or uploaded in TIDE.
  - A TA can chat with a student or broadcast a text announcement to an entire class.
Advantages of CAI’s Implementation

Remote test administration and observation
• TAs will be able to see and talk to all their students via broadcast or one-on-one. Students cannot see or talk to one another. In fact, students will not know how many other students, if any, are in that test session.
• Everything will be on the screen, and student test content will not be obscured by the new functionality.

No intermediary. Security, privacy, and performance are a priority.
• All video conferencing capabilities happen over a peer-to-peer connection between the TA and students’ machines. After a connection is made between the two parties, CAI will not have the ability to view ongoing conversations.
• Nothing will be recorded, saved or routed through CAI’s servers, so the introduction of this feature will have no performance impact on the existing system capacity.
Ensuring that Teacher and Remote Student Hardware is Functioning

https://check_my_speed
### Operational Test Session

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Opp #</th>
<th>Test</th>
<th>Progress</th>
<th>Status</th>
<th>Test Settings</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUEST Student ID GUEST</td>
<td>1</td>
<td>Module: Math Grade 8 - Expressions and Equations A</td>
<td>0 / 10 answered</td>
<td>Started</td>
<td>Standard</td>
<td><img src="image" alt="View" /> <img src="image" alt="Pause" /></td>
</tr>
<tr>
<td>GUEST Student ID GUEST</td>
<td>1</td>
<td>Module: Math Grade 8 - Expressions and Equations A</td>
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<td><img src="image" alt="View" /> <img src="image" alt="Pause" /></td>
</tr>
</tbody>
</table>
Viewing Students in Your Remote Test Session: Tile Views

3x3 Tile View

2x2 Tile View
Observing Individual Students

- Low-resolution of all students
- High-resolution of one student
## Communicating with Students

<table>
<thead>
<tr>
<th>Communication/Monitoring Feature</th>
<th>Who initiates the communication</th>
<th>How to use the feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadcast Message</td>
<td>Teacher initiated</td>
<td>The teacher uses this feature to send a chat message to all students at one time. Students can respond by sending a chat message to the teacher.</td>
</tr>
<tr>
<td>Test Alert</td>
<td>Student initiated</td>
<td>Teachers will receive an alert if the testing system detects a problem with the student’s test.</td>
</tr>
<tr>
<td>Screenshare Feature</td>
<td>Teacher initiated, Student must grant permission</td>
<td>Teachers can view a student’s screen after student grants permission.</td>
</tr>
<tr>
<td>Chat Message</td>
<td>Teacher or student initiated</td>
<td>Both the teacher and student can communicate at any time beginning when the student is waiting for the teacher to approve students</td>
</tr>
<tr>
<td>Video Conference*</td>
<td>Teacher initiated</td>
<td>Teachers and students can have a one-to-one video conference</td>
</tr>
<tr>
<td>Raise Hand Feature</td>
<td>Student initiated</td>
<td>Students can request help by virtually raising their hand. Teachers can respond via chat message or video conference.</td>
</tr>
</tbody>
</table>
How to Teachers and Students can Communicate via Video Conference

Teacher Screen

Student Screen

Turn off webcam and mic
Dashboard Layout
For further information, please visit

www.fsassessments.org

Monday–Friday from 7:00 a.m to 8:30 p.m. (ET)

Florida Help Desk Contact Information

Toll-Free Phone Support: 866-815-7246

Email Support: FloridaHelpDesk@CambiumAssessment.com