FLORIDA STANDARDS ALTERNATE ASSESSMENT (FSAA)—PERFORMANCE TASK

2015–2016
ONLINE SYSTEM USER GUIDE
Administration and Registration Tool (ART)
This publication is produced through the Bureau of K-12 Student Assessment, Division of Accountability, Research, and Measurement, Florida Department of Education, and is available online http://fsaa-training.onlinehelp.measuredprogress.org/

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

Telephone: (850) 245-0513
Measured Progress Service Center

Measured Progress has set up a toll-free customer service number and e-mail system to assist with questions regarding the FSAA-Performance Task program, including (but not limited to) questions about training, administration, scoring, course assessment materials, the online system, and reporting issues.

- Phone: 866-239-2149
- E-mail: FSAAServiceCenter@measuredprogress.org
- Fax: 866-283-2197

Refer to Appendix A for a full list of contacts.

FSAA IMPORTANT ASSESSMENT DATES FOR 2015–2016

<table>
<thead>
<tr>
<th>Online System and Resources</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAA—Online System Release for AAC</td>
<td>February 29, 2016</td>
</tr>
</tbody>
</table>
| FSAA Online System Training  
  • Teacher Tutorial: Login and Student Verification  
  • Teachers Module: Submitting Student Responses Available on FSAA Portal | February 29, 2016 |
| FSAA Online System Release for Teacher | March 14, 2016 |
| Grades 3–8: Student Responses Entered into Online System | No later than 11:59 p.m. EST on April 15, 2016 |
| High School: Student Responses Entered into Online System | No later than 11:59 p.m. EST on April 29, 2016 |
| FSAA Online System Closes | April 29, 2016 |

Elementary and Middle School (Grades 3–8) Testing Schedule

| FSAA Materials in Districts | February 19–24, 2016 |
| Student Testing Window | February 29–April 15, 2016 |
| Return of Test Materials to Piedra Data Services | No later than May 13, 2016 |

High School (Grades 9 & 10) ELA, Algebra 1, Geometry, and Biology 1 Testing Schedule

| FSAA Materials in Districts | March 15–23, 2016 |
| Student Testing Window | Upon receipt of materials through April 29, 2016 |
| Return of Test Materials to Piedra Data Services | No later than May 13, 2016 |
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PART 1: GETTING STARTED WITH THE FSAA ONLINE SYSTEM

System Requirements

The FSAA 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, the required software, and the capability of using the supported file types.

Minimum Software Requirements

Supported Operating Systems

- Windows 7 or greater
- Mac OSX 10.8 or greater
- Linux (tested on Ubuntu 12+)
- Chrome OS 32+

Checking Windows Systems:

To find out what windows operating system is currently running, open a Web browser and navigate here:

Checking Apple Systems:

To find out what operating system is currently running, select the Apple menu item, and then select About This MAC.

Supported Browsers

Refer to Appendix C for a detailed Browser Compatibility Matrix.

Checking the Browser:

Check the browser by navigating to http://www.whatbrowser.org/.

Internet Connection Supported

- T1

Required Software

- None

Please Note: Java and Adobe Reader are NOT REQUIRED.
FSAA Online System Web Address
To log in to the FSAA Online System, go to the following URL: https://florida.taocloud.org.

Guest Access – Practice Tests
The FSAA Online System Practice Tests will be released in May/June 2016. When they become accessible, you can access them from the FSAA Online System Login screen.
To log in as a Guest, click Guest access from the Login dialog box.

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 Online System.
To connect to the Diagnostic Tool, select Diagnostic tool on the Login screen.
Running the Diagnostic Tool

Click Begin diagnostics.

Results: System meets the minimum requirements

Following are results for a system that meets the requirements:
The Diagnostic Tool provides information on:

- Operating system and Web browser
- 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.
- Overall compliancy rating

A ☑ means that your system meets ART requirements in that area.

Click Show Details to view additional detailed information about your system.

### Operating system and web browser

- Compatible

### Workstation performance

- Good performance

### Bandwidth

Number of simultaneous test takers the connection can handle

- Good bandwidth

#### Total

Your system is fully compliant.

### Details

<table>
<thead>
<tr>
<th></th>
<th>Firefox 42.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web browser</td>
<td></td>
</tr>
<tr>
<td>Operating system</td>
<td>Windows 7</td>
</tr>
<tr>
<td>Minimum rendering time</td>
<td>0.02 s</td>
</tr>
<tr>
<td>Maximum rendering time</td>
<td>0.32 s</td>
</tr>
<tr>
<td>Average rendering time</td>
<td>0.1 s</td>
</tr>
<tr>
<td>Minimum bandwidth</td>
<td>0.43 Mbps</td>
</tr>
<tr>
<td>Maximum bandwidth</td>
<td>5.52 Mbps</td>
</tr>
<tr>
<td>Average bandwidth</td>
<td>2.19 Mbps</td>
</tr>
</tbody>
</table>
Results: System does not meet the minimum requirements

Following are results for a system that does NOT meet the requirements:

A  means that your system meets requirements in that area.
A  means that your system does not meet requirements in that area.

Click  Show Details
Please Note: If your system does not meet the basic minimum requirements, you should contact your district IT support group for help. The Details information may be helpful to them in reconfiguring your system or the network.

On a Windows PC, you can make a snapshot of the Diagnostic Tools Details screen, by pressing Print Screen on your keyboard, opening a new email in Outlook, and right-clicking and pasting the screenshot in the email.
Supported File Types
Images:
- JPG

Mobile Devices
The FSAA Online System can be accessed on mobile devices. The system has been tested successfully on iOS 7 and Android 4.2+ devices. We recommend at least a 7-inch screen. Based on the needs of students taking an alternate assessment and the graphics typically involved in the items, Measured Progress does not recommend the use of mobile devices for test administration.

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, 1024x768
- 17- to 19-inch monitor, 1280x1024
- 20-inch and larger monitor, 1600x1200

Please Note: The larger the screen resolution, the smaller the text appears on the screen. Instruction for changing text size in the Windows operation system can be found at the following locations:

Changing Text Size in Windows XP:

Changing Text Size in Windows Vista and Windows 7:
http://windows.microsoft.com/en-us/windows-vista/Make-the-text-on-your-screen-larger-or-smaller?v=t
http://windows.microsoft.com/en-us/windows7/make-the-text-on-your-screen-larger-or-smaller?v=t
## System Icons

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

### Table 1. ART Key

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏡</td>
<td>The <strong>Home</strong> button takes you back to the Landing page for the role to which you are logged in.</td>
</tr>
<tr>
<td>🏡 clarksusan</td>
<td>The <strong>User</strong> icon shows the Login name that you used to log in. It is not an active button.</td>
</tr>
<tr>
<td>Log in</td>
<td>The <strong>Log in</strong> button appears in the Login dialog box and allows you to log in after you have specified a Login name and Password.</td>
</tr>
<tr>
<td>Log out</td>
<td>The <strong>Logout</strong> button allows you to log out of the system.</td>
</tr>
<tr>
<td>Guest access</td>
<td>The Guest Access icon allows you to logon to the system as a guest and access practice tests. Tests will be released in May/June 2016.</td>
</tr>
<tr>
<td>Diagnostic tool</td>
<td>The Diagnostic Tool icon enables you to test your operating system, Web browser, workstation performance, and system bandwidth to establish how well your current environment is suitable to run the ART platform.</td>
</tr>
<tr>
<td>Begin diagnostics</td>
<td>The <strong>Begin Diagnostics</strong> button starts the Diagnostic Tool, which tests your operating system, Web browser, workstation performance, and system bandwidth to establish how well your current environment is suitable to run the ART platform.</td>
</tr>
<tr>
<td>Show Details</td>
<td>The <strong>Show Details</strong> button shows details from the Diagnostic Tool.</td>
</tr>
<tr>
<td>Update</td>
<td>The <strong>Update</strong> button updates your password in the Change Password dialog box.</td>
</tr>
<tr>
<td>Open</td>
<td>The <strong>Open</strong> button opens a Students or Teachers page.</td>
</tr>
<tr>
<td>Filter</td>
<td>The <strong>Filter</strong> (or Search) button allows you to filter the list of students or teachers according to the text entered in the Filter field.</td>
</tr>
<tr>
<td>Previous</td>
<td>The lists of Students and Teachers are displayed in pages, with a maximum of 25 per page. The <strong>Previous</strong> button allows you to show the previous page of Students or Teachers.</td>
</tr>
<tr>
<td>Next</td>
<td>The lists of Students and Teachers are displayed in pages, with a maximum of 25 per page. The <strong>Next</strong> button allows you to show the next page of Students or Teachers.</td>
</tr>
<tr>
<td>Students</td>
<td>The <strong>Students</strong> button takes you 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 <strong>Teachers</strong> button takes you to the Teachers page, where you can import, browse, and manage teachers. This button is not available for the Teacher role.</td>
</tr>
<tr>
<td>Import</td>
<td>The <strong>blue Import</strong> button opens the Import Students or Import Teachers dialog box, which allows you to upload a list of students or teachers in CSV format.</td>
</tr>
<tr>
<td>Import</td>
<td>The <strong>green Import</strong> button begins the actual import of a Students or Teachers CSV file.</td>
</tr>
<tr>
<td>SYMBOL</td>
<td>FUNCTIONALITY</td>
</tr>
<tr>
<td>--------</td>
<td>---------------</td>
</tr>
<tr>
<td>🔄 Export</td>
<td>The <strong>blue Export</strong> button opens the Export Students or Export Teachers dialog box, which allows you to export a list of students or teachers in CSV format.</td>
</tr>
<tr>
<td>📃 Browse...</td>
<td>The <strong>Browse</strong> button allows you to specify a Teachers or Students CSV file to upload.</td>
</tr>
<tr>
<td>🔄 Upload</td>
<td>The <strong>Upload</strong> button uploads the specified Teachers or Students CSV file.</td>
</tr>
<tr>
<td>🔄 Reset</td>
<td>The <strong>Reset</strong> button clears all values in the Import Students or Import Teachers dialog box.</td>
</tr>
<tr>
<td>🔄 Move to another school</td>
<td>The <strong>Move to another school</strong> button enables the Alternate Assessment Coordinator (AAC) to transfer a student to a different school.</td>
</tr>
<tr>
<td>🔄 Move</td>
<td>The <strong>Move</strong> button completes the student’s move to another school from the Move &lt;student&gt; to Another School dialog box.</td>
</tr>
<tr>
<td>🅿 Deactivate Student</td>
<td>The <strong>Deactivate Student</strong> button enables the AAC to deactivate the course assessments/teachers assigned to the student.</td>
</tr>
<tr>
<td>🅵 Activate Student</td>
<td>The <strong>Activate Student</strong> button enables the AAC to reactivate the course assessments/teachers assigned to the student.</td>
</tr>
<tr>
<td>🔷 Add new assignment</td>
<td>The <strong>Add new assignment</strong> button enables the AAC to add a new test to the student’s course assessment list.</td>
</tr>
<tr>
<td><em>Create</em></td>
<td>The <strong>Create</strong> button in the Create Assignment dialog box creates the new test in the student’s course assessment list.</td>
</tr>
<tr>
<td>Edit</td>
<td>The <strong>Edit</strong> button enables the AAC to update the teacher assignment for a student course assessment.</td>
</tr>
<tr>
<td>Remove</td>
<td>The <strong>Remove</strong> button enables the AAC to delete a student course assessment.</td>
</tr>
<tr>
<td>🅿 Color Contrast</td>
<td><strong>Color Contrast</strong> student Accommodation.</td>
</tr>
<tr>
<td>🅵 Text to Speech</td>
<td><strong>Text to Speech</strong> student Accommodation.</td>
</tr>
<tr>
<td>🅵 Zoom</td>
<td><strong>Zoom</strong> student Accommodation.</td>
</tr>
<tr>
<td>Request Update</td>
<td>The <strong>Request Update</strong> button enables a Teacher to send a request to the AAC to update a student’s information.</td>
</tr>
<tr>
<td>Submit</td>
<td>The <strong>Submit</strong> button sends the student update request to the AAC.</td>
</tr>
<tr>
<td>💌 Update Requests</td>
<td>The <strong>Update Requests</strong> icon enables the AAC to view and address Update Requests from teachers.</td>
</tr>
<tr>
<td>Resolved</td>
<td>The <strong>Resolved</strong> icon indicates that an Update Request has been resolved.</td>
</tr>
<tr>
<td>Unresolved</td>
<td>The <strong>Unresolved</strong> icon indicates that an Update Request has not been resolved.</td>
</tr>
<tr>
<td>💌 General Request Update</td>
<td>The <strong>General Request Update</strong> icon allows the AAC to send an update request to the State coordinator, or the Teacher to send an update request to the AAC that involves something other than basic student information.</td>
</tr>
</tbody>
</table>
### SYMBOL FUNCTIONALITY

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign form</td>
<td>The <strong>Assign form</strong> button enables a teacher to assign a form to a student test. Once the form is assigned, the test can be launched.</td>
</tr>
<tr>
<td>Assign</td>
<td>The <strong>Assign</strong> button completes the form assignment in the Assign form to user dialog box.</td>
</tr>
<tr>
<td>Finalize Test</td>
<td>The <strong>Finalize Test</strong> button finalizes a test and closes it.</td>
</tr>
<tr>
<td>Review</td>
<td>The <strong>Review</strong> button opens the Test Review process.</td>
</tr>
</tbody>
</table>

### System Messages

During or after a system action, a message may be displayed, pertinent to the action. Following are some examples.

**Error** during CSV file import:

> Error: Something went wrong during the import: Data not imported. All records are invalid. Row 0 Grade Level: Invalid field range (minimum value: 3, maximum value: 12) "01"

**Warning** during CSV file import:

> Warning: 1 student imported, 1 skipped Data imported partially. Some records are invalid. Row 0 Student Number Identifier: Duplicate student "13003"

**Success** during CSV files import:

> Success: 2 students imported

Click ✗ to close the message.
Definition of Terms

Administration and Registration Tool (ART)
The FSAA Online System is comprised of two platforms:
1. Administration and Registration Tool: This tool is used to prepare for submitting responses online.
2. Testing Platform: The test interface where items are presented and responses are submitted.

Course Assessment
When using the term course assessment in relation to the FSAA Online System, we are pointing at the grade level and content requirement for each student. An example of a course assessment would be Grade 8 Science.

Form
Each course assessment is composed of 4-6 forms. Your student will be administered one of these form for each course assessment they have been assigned.

Below is an example showing how Grade 8—Science will be structured:
Assignment
An assignment is the linking relationship connecting a student to the teacher responsible for administering the FSAA with that student.

Student to Course Assessment
Each course assessment linked to a student is an assignment. This can be used as a verb; for instance an AAC can assign a course assessment to a student.

Course Assessment to Teacher
Each teacher will be assigned to a course assessment based on the grade level and content area they teach.

When the links are completed, the student will be assigned to the appropriate course assessment and teacher.

Completed Assignment: Student to Course Assessment to Teacher
This user guide will review how the AAC will make these necessary assignments during various process steps.
System Release and AAC Tasks

On February 29, the system will release to the AAC/designee. The AACs/district designees will be required to:

- log in to the system and reset the default password to something secure,
- verify student tests and ensure that the students have the correct grade-specific FSAA course assessments assigned,
- connect the appropriate teachers to each student grade-content-specific FSAA course assessments, and
- make any necessary corrections to information in the FSAA Online System (e.g., import additional teachers, edit student tests, disable accounts).

Please Note: The screenshots or system images presented in this userguide are taken from Firefox 44. If you are using Internet Explorer or another web browser, 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.

Initial Login and Password Reset

To log in to the ART, go to the following URL: https://florida.taocloud.org.

The Login dialog box appears:
Initial Log In to the ART
The first time that you log in to the ART, use the following:

AAC

<table>
<thead>
<tr>
<th>Login</th>
<th>password</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastNameFirstName</td>
<td>LastNameFirstName</td>
</tr>
</tbody>
</table>

The credentials are case-sensitive. Please be sure to use all lowercase when logging in.

For example, Allison Graham would log in to the FSAA Online System as:

Example using AAC Allison Graham.

<table>
<thead>
<tr>
<th>Login</th>
<th>password</th>
</tr>
</thead>
<tbody>
<tr>
<td>grahamallison</td>
<td>grahamallison</td>
</tr>
</tbody>
</table>

Changing Your Password
After entering the default login credentials, a user must change his or her password from the initial default password. The following Change Password dialog box will appear:

Type a new password and type it again in the appropriate fields. The new password must meet the following requirements:

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

Click Update to complete your login.
Login
Each time you return to the FSAA Online System, you will log in with the new password you created.

The Login dialog box appears. Enter your Login name and password, and click Log in.

If you experience difficulty with logging in or if need to reset your password, please contact the Measured Progress Service Center.

Logout
To log out from the system, click the Logout button (Logout) from any screen:
Auto Logout (Timing Out)

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

![Login dialog box]

Click **Ok** and a Login dialog box will appear. In the Login dialog box, reenter your Login name and password and click **Log in** to reenter the system.
AAC Landing Page

After you log in as an AAC, the AAC Landing (or Home) page appears:

The AAC Landing page shows
1. The following basic information and capabilities:
   - To return to the AAC Landing page from anywhere in the system, click the Home icon (🏠).
   - To address pending requests, click Update Requests. Refer to “Browse and Manage Update Requests” for details.
   - Your profile name (e.g., “Allison Graham”)
   - To log out, click Logout

2. Your role and your State and District (e.g., Florida, Citrus District).
3. From the AAC landing page, you can select the following actions to perform:
   - Students: Browse and manage students
   - Teachers: Browse and manage teachers
   - Assignments: Export student test assignment data.
   - Diagnostic Tool: Run the diagnostic tool.

4. From anywhere in the system to navigate to another section of the ART, click on Student, Teacher, or Assignments in the blue toolbar.
Teachers Interface – Browse and Manage Teachers

To access the Teachers page, click the Teachers icon ( ) in the AAC Landing page. You can also click Open ( ) in the Teachers area.

The Teachers page appears:

The Teachers page shows a list of teachers for all schools in your district.

Please Note: If a list of teachers is not shown, you can import teachers from a CSV file. Please refer to Appendix B for information on creating a CSV file to import.

Sorting teachers

The Teachers list may consist of more than one page. The current page and the total number of pages are indicated on the left. For example, “Page 1 of 16.” You can move to the next page or the previous page by clicking the Next ( ) or Previous ( ) button, respectively.

For each teacher in the list, the following values are shown:

- ID Number
- First Name
- Last Name
By default, the Teachers list is sorted by ID Number in ascending order. You can also sort the list by First Name or Last Name, in ascending or descending order. For example, to sort the list by Last Name, click the Last Name header in that column. The list is now sorted by Last Name in ascending order (A–Z). To change to descending order (Z–A), click the Last Name header again.

**Filtering Teachers**

**By school**

By default, the Teacher list displays all teachers in all schools in your district. You can filter the Teacher list by school. To do this, click the down arrow in the Filter by school area, select a school from the drop-down list, and click again to filter the list.
After the Teachers list has been filtered by school, the school name appears above the list. For example, (99_8882) School B.

To remove the school filter and return to the complete Teachers list, click the x to the right of the school name. To select another school, click the down arrow and select another school from the drop-down list.

**By other criteria**

You can also filter the Teachers list to make it easier to work with or to locate a single teacher or subset of teachers. For example, to see all teachers with a Last Name of Parker, type “parker” in the Filter field and click the Filter icon ( ).

To return to the unfiltered Teachers list, delete any text from the Filter field and click the Filter icon ( ) again.
Importing a New Teachers List

If the list of teachers is empty or if you want to replace the existing list with a new list, click the Import button to import a list of teachers in CSV format.

The Import Teachers dialog box appears:
To specify the CSV file to upload, click **Browse**. Alternatively, you can locate the CSV file on your system and drag it to the “Drag File here” area.

After you have specified the CSV file to upload, verify that the CSV Options for your file are correct. You can specify a Field delimiter, Field encloser, and Multiple values delimiter, and whether the first row in the CSV contains column names.

**In most cases, you will change the field delimiter to a (,) and make no changes to the rest of the fields, as shown below.**

To upload the CSV file, click **Upload**. To clear all values in the Import Teachers dialog box, click **Reset**. To clear the filename in the upload box, click **x** to the right of the filename. To exit the Import Teachers dialog box, click **x** in the top right corner.

After you click the Upload button, the Upload icon blinks to the right of the filename while the file uploads. Then, a screen appears that allows you to match the ART column headers to your CSV file column headers.
The area on the right provides a sample overview of the data in the CSV file that you are importing. If a scroll bar appears at the bottom, you can use it to view additional data. The area on the left allows you to associate each ART column header (e.g., First Name, Last Name) to a column header in the CSV file (e.g., firstname, lastname). You can usually accept the default associations, as shown above.

To change an association, click to the right of the field you want to redefine and select a new value from the list.

In this example, we are associating the CSV file column header “id” with the ART column header “identifier.” When you are ready to complete the CSV file import, click . To return all values in the Import Teachers dialog box to their defaults, click . To close the dialog box without making any changes, click in the upper right-hand corner.
A system message will be displayed regarding the success or failure of the CSV import.

**Adding Teachers to an Existing Teacher List**

To add new teachers to an existing teacher list, import the CSV file as per the above instructions. The system will display an error message if a record to be imported from the CSV file already exists in the system. Refer to Appendix B for a template and information for creating the CSV file required.

**Exporting Teacher Data**

If you want to export the existing teacher data, click **Export**.
Clicking this button will open the Export Teachers window.

Click \(\text{Export}\) to export the CSV and open it in Excel or Notepad to view the information. You can save or open the file. To open and view the information in Microsoft Excel, select Open with Microsoft Excel.

**Students Interface—Browse and Manage Students**

To access the Students page, click \(\text{Students}\) in the AAC Landing page. You can also click Open (\(\text{Open}\)) in the Students area. The Students page appears:
The Students page shows a list of students for all schools in your district.

Please Note: If a list of students is not shown, you can import students from a CSV file. Please refer to Appendix B for information on creating a CSV file to import.

Sorting Students
The Students list may consist of more than one page. The current page and the total number of pages are indicated on the left. For example, “Page 1 of 16.” You can move to the next page or the previous page by clicking the Next ( ) or Previous ( ) button, respectively.

For each student in the list, the following values are shown:

- ID Number
- First Name
- Last Name
- Grade

By default, the Students list is sorted by ID Number in ascending order. You can also sort the list by First Name, Last Name, or Grade, in ascending or descending order.

For example, to sort the list by Last Name, click the Last Name header in that column. The list is now sorted by Last Name in ascending order (A–Z). To change to descending order (Z–A), click the Last Name header again.

Filtering Students
By school

By default, the Students list displays all students in all schools in your district. You can filter the Students list by school. To do this click the down arrow in the Filter by school box to display a list of schools in your district. Select a school from the drop-down list to filter list of students presented.
After the Students list has been filtered by school, the school name appears in the Filter by school box. For example, School B and the student list is filtered to display only students who are associated with School B.

To remove the school filter and return to the complete Students list, click to the right of the school name. To select another school, click and select another school from the drop-down list.

**By other criteria**

You can also 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 with a First Name of John, type “John” in the Filter field above the First Name column and click the Filter icon ( ).

To return to the unfiltered Students list, delete any text from the Filter field and click the Filter icon ( ) again.
Importing a Student List or Adding Students to the Existing List

If the list of students is empty or if you want to add new students to the existing list, complete the import process. Refer to Appendix B for a template and information for creating the CSV file required.

Click [Import] to import a list of students in CSV format.

The Import Students dialog box appears:

To locate the CSV file to upload, click [Browse...]. Locate the file, select it, and select Open. Alternatively, you can locate the CSV file on your system and drag it to the “Drag File here” area.
After you have selected the CSV file to upload, verify that the CSV Options for your file are correct. You can specify a Field delimiter, Field encloser, and Multiple values delimiter, and whether the first row in the CSV contains column names.

In most cases, you will change the field delimiter to a (,) and make no changes to the rest of the fields, as shown below.

Next, to upload the CSV file, click Upload.

To clear all values in the Import Students dialog box, click Reset. To clear the filename in the upload box, click to the right of the filename. To exit the Import Students dialog box, click in the top right corner.

After you click the Upload button, the Upload icon  blinks to the right of the filename while the file uploads. Then, a screen appears that allows you to match the ART column headers to your CSV file column headers. Unless there was a mistake inputting data into the CSV file that would require you to adjust the matching, you should leave the default matches.
The area on the right provides a sample overview of the data in the CSV file that you are importing. If a scroll bar appears at the bottom, you can use it to view additional data. The area on the left allows you to associate each ART column header (e.g., First Name, Last Name) to a column header in the CSV file (e.g., firstname, lastname). You can usually accept the default associations, as shown above.

To change an association, click ☰ to the right of the field you want to redefine and select a new value from the drop-down list.
In this example, we are associating the CSV file column header “id” with the ART column header “identifier.”

To complete the CSV file import, click Import. To return all values in the Import Students dialog box to their defaults, click Reset. To close the dialog box without making any changes, click in the upper right-hand corner.

A system message will be displayed regarding the success or failure of the CSV import. Refer to System Messages in PART 1: GETTING STARTED WITH THE FSAA ONLINE SYSTEM to view examples of system messages.
Exporting Student Data

If you want to export the existing student data, click Export.

Clicking this button will open the Export Students window.

Click Export to export the CSV and open it in Excel or Notepad to view the information. You can save or open the file. To open and view the information in Microsoft Excel, select Open with Microsoft Excel.
Individual Student Data

To work with the data for a single student, click the row in the Student list for that student. The data for that student appears to the right.

For the selected student, basic student information is displayed on the right. Buttons are provided to move the student to another school or activate/deactivate the student account. A list of course assessments assigned to the student is shown, with buttons for editing, removing, and adding new course assessments. There is also an area where student information can be edited.

Editing Student Information

For the selected student, First Name, Last Name, ID Number, and Grade are displayed.

To edit the student information, click the First name, Last Name, or Grade fields in the Edit student area.

After you have entered the new student information, click Save.
Please note:

- any changes made in the ART to student First Name, Last Name, or Grade will not update state databases. Please follow your district policy and procedures for updating student information with the Department of Education (DOE).
- a grade level change will remove any assignments to the current course assessments. You will need to make new assignments to the correct grade level course assessments.

Student Transfers—Move Student to Another School

The AAC connects students to teachers for each course assessment. Once a connection is made, the assigned teacher has “visibility” to the student. If a student moves to a new school after the initial connection is made, the student’s account must be updated. The possible scenarios are detailed below.

Student Transfers to a School within District

If a student moves from School 1 to School 2 within district, the AAC will update the student’s school and teacher assignments.

If the test was finished/submitted at School 1, the system will remove the assigned teacher from School 1. Because the test has been finished/submitted, the AAC does not need to assign this test to a new teacher in School 2.

If the test is in progress at School 1:

1. For a paper test: School 1 will send the in-progress test to School 2.
2. For an online test: The system will remove the assigned teacher from School 1. The AAC must make new connections to the teacher in School 2.
3. School 2 enters all student responses.
4. Once the AAC assigns a new teacher to the course assessment, any Launched or “In Progress” tests will be visible to the new teacher, and tests may be resumed.
5. School 2 completes submitting responses (all or partial, depending on what was left incomplete at School 1).

Student transfers between Districts

If a student moves from District 1 to District 2, Measured Progress will update the student's school and district course assignments.

AAC and Measured Progress actions:

1. The AAC must submit a request to have the student transferred.
2. Measured Progress will update the student’s assignment from District 1 to District 2.

If the test was finished/submitted at District 1, the system will remove the assigned teacher from School 1. The new AAC must make new connections to the teacher in School 2.

If the test is in progress at District 1:

1. For a paper test: District 1 will send the in-progress test to District 2.
2. For an online test: The system will remove the assigned teacher from District 1.
3. The AAC will assign the test to a teacher at District 2.
4. The teacher at District 2 enters all student responses.

To assign the student to another school, click the **Move to another school** button. In the Move <student> to Another School dialog box, click to the right of the school name field.

Select a new school from the drop-down list.

Alternatively, type the first few letters of the school name in the search field, click , and select the new school.
After the new school is selected, click  to assign the student to the new school. Click  or  to exit the dialog box without making any changes.

**Deactivating a Student Account**

To make a student unavailable to the teacher, the student record can be deactivated. The teacher cannot make any changes or input any data for the student.

To deactivate the student account, click  

Teachers are not able to launch students who have been deactivated in the system. The teacher will see the student record and information but will not be able to submit any information for the student.
Activating a Student Account

After the student record is deactivated in the system, the button changes to [Activate Student]. To activate the student record, click [Activate Student].

After you activate a student record, his or her information can be accessed by the teacher.

Assessments

When selecting the student from the list on the left, the course assessments assigned to the student are shown on the right.
Adding a new assignment:
If there are no course assessments assigned to a student, or if you want to add a new course assessment to the existing list, click **Add new assignment**.

In the Create Assignment for <student> dialog box, you can specify the course assessment type and assign a single teacher to the student/course assessment type.

In the Assessment field, click to the right of the course assessment type and select a new course assessment type from the drop-down list. Alternatively, type the first few letters of the course assessment type in the search field, click , and select the new course assessment type.
In the Teachers field, click  to the right of the teacher name and select a teacher from the drop-down list. Alternatively, type the first few letters of the teacher’s name in the search field, click , and select the teacher.

![Create Assignment for River Levy](image)

After the new course assessment type and teacher have been selected, click  to create the new course assessment. The new assignment now appears in the Update Assignments area. Alternatively, click  or  to exit the dialog box without making any changes.

**Updating or Adding Teachers to Existing - Assignments**

When logging into the FSAA Online System, you will find the list of students imported. To allow teachers access to the students and student tests, you must edit each of the assignments and assign the specific course assessment to the appropriate teacher.

Below is an example of a student imported before the system released on February 29, 2016. The student’s course assessments have been assigned but none of the grade-content-specific FSAA course assessments contains a teacher.

To update or add a teacher to an existing course assessment, click  to the right of the listed course assessment.
In the Update <course assessment> for <student> dialog box, click to the right of the teacher name and select a teacher from the drop-down list. Alternatively, type the first few letters of the teacher’s name in the search field, click , and select the teacher.

After the new teacher has been selected, click to save the new teacher assignment. Click or to exit the dialog box without making any changes.
The Update Assignments area now shows a teacher associated with the assignment.

Deleting an Existing Assignment

To delete an assignment, click **Remove** to the right of the listed course assessment.

In the dialog box, click **Yes** to proceed with the course assessment deletion. Click **No** or close the dialog box without making any changes.
The Assignment is removed from the assignment list.

Browse and Manage Update Requests

Accessing the Request Update Page
From the landing page, the AAC can see the Update Requests icon. If the icon displays a red number, then the AAC has unresolved requests to view and process.

To access the Updates Request page, click the Update Requests icon ( ) in the AAC Landing page.
Request Updates Page

The Update Requests page shows requests for updates that were submitted by teachers in your district.

The list of update requests provides, for each update request, the date and time the request was placed, the teacher making the request, the student involved, and the status of the request, \textit{Resolved} or \textit{Unresolved}. If a request is \textit{Resolved}, the name of the person who resolved it is also shown.

Viewing Request Updates

Unresolved Requests

To view and resolve a request that is \textit{Unresolved}, select it from the list to view the details on the right.

In the Unresolved Request Update area, the student ID and name, teacher name, and Request Update message are shown. In the Edit Student area, you can make changes to the student’s First Name, Last Name, and Grade, as dictated by the message above. Click \textit{Save} to save the changes. Finally, click \textit{Mark request as Resolved} to complete the process.
A system message will be displayed indicating that the Request Update was successfully resolved.

The update request now appears as **Resolved** in the Request Updates list.

**Resolved Requests**

To view or edit a request that has been **Resolved**, select it from the list to view the details on the right.

In the Resolved Request Update area, the student ID and name, teacher name, and Request Update message are shown. Since the update has been resolved, the Mark request as Resolved button is grayed-out.

In the Edit Student area, you can make further changes to the student's First Name, Last Name, and Grade. If you do make changes, click **Save** to complete the process.
Addressing Update Requests from the AAC Students Page

Another way to access an Update Request is from the AAC Students page. After selecting a student from the list, any pending requests will present below the Update Assignments area. In the example below, there is one pending Update Request for the student, the grade.
Apply the change in the Edit student: <student> section.

Click **Save** to save the changes.
A system message will be displayed indicating that the Request Update was successfully resolved.

Finally, click **Mark request as Resolved** for each Update Request to complete the process.

**Submitting an Update Request to Measured Progress**

You can send a request to the Measured Progress Service Center by clicking the **General Request Update** button.

The General Request dialog box appears:
In the text box, describe the change that needs to be made. Click **Submit** to send the update request to the Measured Progress Service Center. A message appears to confirm the General Request Update submittal.

![General Request Update was successfully sent](image)

Click **Close** to close the message.

If you decide to cancel the update request, click **Cancel**. A dialog box appears stating “Your message will not be sent. Click Ok to confirm.”

![General request message](image)

Click **Ok** to confirm the cancellation.

**Updating Teacher Information**

If an existing teacher needs to be added to another school location or have his or her demographics changed, the AAC should submit a request to MP to update the teacher’s record through the General Request process described above. MP will then update the demographics or the school connections to add or remove the teacher from existing schools.

**Exporting Course Assessment Data: Student Assignments**

To export and save a file of the current student assignments to course assessments, click the **Assignments** icon in the AAC Landing page. You can also click Open in the Assignments area. You will be routed to the Assignments interface.
Select **Export** to start the download process. The Export Assignments window appears:

![Export Assignments window](image)

Click **Export** to export the CSV and open it in Excel or Notepad to view the information.

You can save or open the file. To open and view the information in Microsoft Excel, select Open with Microsoft Excel.
The export will contain one course assessment record per student per assignment. For example, a grade 3 student who is assigned to complete the ELA and Mathematics course assessment will be listed in the report twice. See below:

Chloe’s ID is 0000012023. In the Student Interface, Chloe has been assigned Mathematics and English Language Arts.

The export shows two records for Chloe:
- 0000012023; ela
- 0000012023; mat

**Best Practices**
- AACs should pay attention to important dates to ensure assessments are conducted and submitted on time.
- AACs must request assistance from Measured Progress or the FLDOE when needed. Refer to Appendix A for contact information.
PART 3: FSAA ONLINE SYSTEM FOR TEACHERS

Please Note: The screenshots or system images presented in this userguide are taken from Firefox 44. If you are using Internet Explorer or another web browser, 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.

Guest Access – Practice Tests

The FSAA Online System Practice Tests will be released in May/June 2016. When they become accessible, you can access them from the FSAA Online System Login screen.

To log in as a Guest, click Guest access from the Login dialog box.

Initial Login and Password Reset

To log in to the ART, go to the following URL: https://florida.taocloud.org.

The Login dialog box appears:
Initial Log In to the ART

The first time that you log in to the ART, use the following:

**Teacher**

<table>
<thead>
<tr>
<th>Login</th>
<th>password</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Your Social Security Number&gt;</td>
<td>&lt;Your Social Security Number&gt;</td>
</tr>
</tbody>
</table>

The credentials are case-sensitive. Please be sure to use all lowercase when logging in.

For example, Lee Gates would log in to the FSAA Online System as:

**Example using Teacher Lee Gates.**

<table>
<thead>
<tr>
<th>Login</th>
<th>password</th>
</tr>
</thead>
<tbody>
<tr>
<td>111223344</td>
<td>111223344</td>
</tr>
</tbody>
</table>

**Changing Your Password**

After entering the default login credentials, a user must change his or her password from the initial default password.

The following Change Password dialog box will appear:

Type a new password and type it again in the appropriate fields. The new password must meet the following requirements:

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

Click **Update** to complete your login.
**Login**

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

The Login dialog box appears. Enter your Login name and password, and click **Log in**.

If you experience difficulty with logging in or if need to reset your password, please contact the Measured Progress Service Center.

**Logout**

To log out from the system, click the Logout button (Logout) from any screen:
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 Ok and a Login dialog box appears. In the Login dialog box, reenter your Login name and password and click Log in to reenter the system.

Teacher Landing Page
After you log in as Teacher, the Teacher Landing (or Home) page appears:
The Teacher Landing page shows

1. The following basic information and capabilities:
   - To return to the Teacher Landing page from anywhere in the system, click the Home icon ( )
   - Your profile name (e.g., “Lee Gates”)
   - To log out, click Log out

2. Your role and your State and District (e.g., Florida, Z District).

3. From the AAC landing page, you can select the following actions to perform:
   - Students: Browse and manage students
   - Diagnostic Tool: Run the diagnostic tool.

4. From anywhere in the system to navigate to another section of the ART, click on Student in the blue toolbar.

**Student Interface—Browse and Manage Students**

To access the Students page, click the Students icon ( ) in the Teacher Landing page. You can also click Open ( ) in the Students area.

The Students page appears:

![Students page]

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

You must verify your student list:

- All of your students are visible.
- Only your students are visible.
- The First Name, Last Name, and Grade for each of your students are correct. If not, see Requesting an Update.

Sorting Students

The Students list may consist of more than one page. The current page and the total number of pages are indicated on the left. For example, “Page 1 of 16.” You can move to the next page or the previous page by clicking Next or Previous, respectively.

For each student in the list, the following values are shown:

- ID Number
- First Name
- Last Name
- Grade

By default, the Students list is sorted by ID Number in ascending order. You can also sort the list by First Name, Last Name, or Grade, in ascending or descending order. For example, to sort the list by Last Name, click the Last Name header in that column. The list is now sorted by Last Name in ascending order (A–Z). To change to descending order (Z–A), click the Last Name header 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 with a First Name of Alexander, type “Alexander” in the Filter field and click the Filter icon (🔍).

To return to the unfiltered Students list, delete any text from the Filter field and click again.
Individual Student Data
To work with the data for a single student, click the row in the Students list for that student. The data for that student appear to the right.

For the selected student, First Name, Last Name, ID Number, and Grade are displayed. To the right, Accommodations and Primary Exceptionality for the student are 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.

Verifying Individual Student Data
You should verify your individual student information:

- The First Name, Last Name, and Grade for each of your students are correct. If not, see Requesting an Update on the following page.
• Tests assigned to the student are correct, based on grade and enrollment.

For the selected student, First Name, Last Name, ID Number, and Grade are displayed. To change the student information, click Request Update. See Requesting an Update on the following page.

**Accommodations**

Please Note: While accommodations are visible they will not be activated until 2017. The descriptions below are provided for informational purposes only.

The accommodations assigned to the student are shown to the right of the student name.

The possible accommodations are shown below. If an icon is blue, the accommodation is enabled; if an icon is gray, the accommodation is disabled.

<table>
<thead>
<tr>
<th>ICON</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Color Contrast" /></td>
<td>Color Contrast</td>
</tr>
<tr>
<td><img src="image" alt="Text to Speech" /></td>
<td>Text to Speech (screen reader)</td>
</tr>
<tr>
<td><img src="image" alt="Visually Impaired" /></td>
<td>Visually Impaired; Non-Visually Impaired</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td>Zoom</td>
</tr>
</tbody>
</table>
Primary Exceptionality

The Primary Exceptionality for the student is shown to the right of the Accommodations. Choosing a Primary Exceptionality does not result in any action by the system.

Primary exceptionality information for individual students has not been loaded into the system and is not required for this course assessment. Please disregard the Primary exceptionality dropdown feature.

Requesting an Update

To request an update to a student’s Last Name, First Name, or Grade you must send a message to the AAC through the system. To do this, click Request Update.
The Submit Request Update dialog box appears:

In the text box, describe the change that needs to be made to the student’s information. This can be a change to the student’s Last Name, First Name, or Grade. You must type some information in the text box before the Submit and Close buttons are activated.
Click **Submit** to send the student update request to the AAC.

The system displays a notification that the message was successfully sent.

Click **Close** to cancel the update request. A dialog box appears asking you to confirm the message cancellation.

Click **Ok** to confirm the cancellation. Click **Cancel** or **X** to return to Submit Request Update screen.
General Request Update

You can send a message to the AAC within the system for a general request. For example, if you are assessing a student and the student is not visible in the student list, you may submit a request to have the student added.

Click the General Request Update icon ( ).

The General Request dialog box appears:

In the text box, describe the change that needs to be made. Click ( ) to send the update request to the AAC. A message appears to confirm the General Request Update submittal. Click ( ) to close the message.
If you decide to cancel the update request, click **Close**. A dialog box appears stating “Your message will not be sent. Click Ok to confirm.”

Click **Ok** to confirm the cancellation.

**Course Assessments**

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

**Step 1: Determine if the Student is 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 **▼** to the right of the field and select a reason from the drop-down list.
Use the scroll bar to the right to view additional reasons.

The list of Reasons Not Assessed includes:

- Participating in FSA ELA/MATH/SCIENCE
- Withdrew
- Deceased
- Home School
- McKay Scholarship
- Not in Tested Grade
- Hospitalized
- Absent

- Test Administration Violation
- Extraordinary Exemption
- Medical Complexity
- EOC Deferred: Student is enrolled in an EOC but will not assess in the current year.
- Participating in Datafolio: Student is enrolled in the FSAA Datafolio assessment for the current year.
After a reason for not assessing is selected, the Launch or Assign Form button to the immediate left is grayed out, and the test will not launch.

To remove an existing Reason Not Assessed, click the "x".

**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 (ie, Form A, Form B, etc.). The form will be clearly labeled on the cover of the test booklet.

If the "Assign form" button is disabled and grayed out ( ), the course assessment has been assigned a Reason Not Assessed (see Reason Not Assessed above).
After you click Assign form to the right of the course assessment name, the Assign form dialog box appears:

To view the list of course assessment forms available for selection, click ▼ 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.
Verify that the correct form has been selected.

Click **Assign** to proceed with the form assignment.

Please Note: Once you select a form, you will **not be able to change** the selection made. For example, if you choose Form A and the correct Form is D, the system will not allow you to correct the form. Please contact the Measured Progress Service Center for support. See Appendix A for contact information.

After a form is assigned to the student, the button changes from Assign form to Launch >.
**Step 3: Launching the Form-Based-Test**

To launch a course assessment, click \( \text{Launch } > \) to the right of the course assessment name. If the Launch button is disabled and grayed out \( \text{Launch } > \), the course assessment has already been completed or has been assigned a reason not assessed.

**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. If the student indicated a response when taking the paper course assessment, select the student's choice. The choice will remain highlighted. Click \( \text{Next } \) to submit the selected response.

**Please Note:** If you double click the choice, the second click will remove the selection. Click the student's choice again and verify that it is highlighted before you click \( \text{Next } \).

If the student did not indicate a response (No Response bubbled in Student response column) during the paper assessment, select \( \text{Next } \) without making a choice online.

**Scaffolding**

Scaffolding is the process of reducing the response options for a student who is unable to respond accurately at the Task 1 Level. The FSAA Online System will automatically scaffold at the Task 1 level if the student's response is incorrect. It is imperative that both the first response and the second response be entered into the system.

**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 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. Uploading evidence by submitting a digital copy of the student's written response; or
2. Submitting a response by directly typing the response into the text box provided in the Online System.

**Option 1—Upload of Student Responses**

**Digital Copy for Uploading**

To upload a digital copy of the student's response online, the teacher must use a secure method to create the digital copy. Only district-provided devices may be used to generate digital files of student work.

**Please 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 Format**

- JPG
Creating a Digital File for Upload

1. Electronic Template Format
   a. The teacher has followed the directions in the TAM (page 47) to create an electronic format for the student response.
   b. The student has used the electronic template for his or her response.
   c. Save the file. (The teacher saves the electronic student response.)
      i. 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 Online System.
      ii. When saving to a district-provided computer that is publically 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 Online System.
   d. Upload the file.
      i. When presented with the submission area of the test, there will be a blue bar with a message that reads, “Browse your computer and select the appropriate file.”
      ii. Click the Browse button.
      iii. Locate and select the file for upload.
      iv. Select Open to upload the file.

2. Webcam
   a. Identify either a district-provided
      i. standalone Web camera device or
      ii. pre-installed Web camera device that is in a district-provided laptop computer.
   b. Follow the directions provided in the user manual or by district support staff to take a picture of the document.
   c. Save the file.
      i. 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 Online System.
      ii. When saving to a district-provided computer that is publically 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 Online System.
   d. Upload the file.
      i. When presented with the submission area of the test, there will be a blue bar with a message that reads, “Browse your computer and select the appropriate file.”
      ii. Click the Browse button.
      iii. Locate and select the file for upload.
      iv. Select Open to upload the file.

3. Direct scanner-to-computer connection
   a. Locate a district-provided scanner device that has a direct hardwire connection cable to connect to a computer. Generally all tabletop scanners will connect to the computer via a USB cable (which should be 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.

b. Use the scanner to scan the students’ response.

c. Save the file.
   i. 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 Online
      System.
   ii. When saving to a district-provided computer that is publically 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 Online System.

d. Upload the file.
   i. When presented with the submission area of the test, there will be a blue bar with a
      message that reads, “Browse your computer and select the appropriate file.”
   ii. Click the Browse button.

   iii. Locate and select the file for upload.
   iv. Select Open to upload the file.

4. Scanner/Copier with USB port

   a. 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.
   b. Plug in the USB thumb drive.
   c. Use the scanner to scan the document.
   d. Save the digital file to a USB thumb drive.
   e. 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 Online
      System.
   f. When presented with the submission area of the test, there will be a Browse button. Click the
      Browse button to locate your file.
   g. Upload the file.
      i. When presented with the submission area of the test, there will be a blue bar with a
         message that reads, “Browse your computer and select the appropriate file.”
      ii. Click the Browse button.

      iii. Locate and select the file for upload.
      iv. Select Open to upload the file.

5. Digital camera

   a. A district-provided digital camera may be able to provide an image in the appropriate file type
      that can be uploaded into the FSAA Online System.
   b. Take a photograph of the student’s response.
   c. Obtain image from camera.
      i. Connect the camera to the computer. Generally all digital cameras will connect to the
         computer via a USB cable (which should be 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.
ii. If the computer has a memory card port, remove the memory card from the camera and
insert 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 Online System.

d. Upload the file.
   i. When presented with the submission area of the test, there will be a blue bar with a
message that reads, “Browse your computer and select the appropriate file.”
   ii. Click the Browse button.
        Browse...  No file selected
   iii. Locate and select the file for upload.
   iv. Select Open to upload the file.

Archiving and Purging Responses

a. Follow the district and state policies for securely saving the hard copy and purging the digital
copy of the student’s writing 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**

![Elementary School Example](image.png)

**Student completes own writing:**

```
Nite nls (Animals)
nls (Animals) biz (busy) at nite
One animal that comes out at night is bats.
At night some animals eat mls (mice).
Nite nls (animals) are biz (busy)
```
High School: Gestural Level of Assistance

Student selected pictures of: good clothes
Uniforms boring.

Student responds by gesturing at pictures:

Student selected pictures of:
Good clothes
Clothes happy.
Good grades.
Clothes ugly.
Uniforms boring.
Resume Submitting Responses

If you start entering the student’s responses in the online test but cannot complete the session, close the browser. Your progress will be saved and the student’s button will change from to . When you are ready to continue submitting the student’s responses, select . The test will resume before the first incomplete item.

Step 5: Course Assessment Review

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

Please Note: Once submitted, the form-based-test cannot be accessed. It is strongly recommended that all teachers review all responses before submitting a test. This will ensure that all responses entered are accurate.

Test Completion Screen

At the end of a test, the test goes in “Review” mode. You will be presented with the “Test Completion Screen” describing the two actions that can be performed at this stage:

1. Review the completed test from the beginning.
2. Submit the completed test without final review.
If you click **End Test**, the test is submitted and closed. The **Resume** button will update to **Finished** in the student’s course assessment list.

If you click **Review**, you are led to the very first item of the test to complete the “Test Review” process.

**Test Review**

By clicking **Review** in the “Test Completion Screen,” 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 that you left it, with the response that was selected shown, if any. In case of a “Scaffolding Item,” the item will scaffold again when you click **Next**.

In the example below, the candidate selected “house” as the first response and “scissors” as his or her final response.

While reviewing the test, you may change the response selected by clicking on a different choice. Click **Next** to take this new response into account as the new final response for the item.
If the new response choice affects the adaptive flow of items comprising the test, you will see a warning message that says, “The response of the current item affects the flow of items comprising the test. New items following the current one have to be taken to complete the new item flow”.

Please Note: Because the adaptive nature of the test has been impacted, all items following the current one through the end of the form based test have to be completed. The system will remove the responses that were previously entered.

After the last item of the new adaptive flow is completed, the proctor is led back to the “Test Review Screen.”

Step 6: Test Finalization

After the review process is completed, finalize the test by clicking Finalize Test from the “Test Review Screen.” At that time, the responses for all the items presented are considered to be final and will be used to produce final scores.
The button will update to in the student’s course assessment list.

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

**Best Practices**

- Teachers should pay attention to important dates to ensure course assessments are conducted and submitted on time.

<table>
<thead>
<tr>
<th>Submission Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3–8: Student Responses Entered into Online System</td>
<td>No later than 11:59 p.m. EST on April 15, 2016</td>
</tr>
<tr>
<td>High School: Student Responses Entered into Online System</td>
<td>No later than 11:59 p.m. EST on April 29, 2016</td>
</tr>
</tbody>
</table>

- Teachers must request assistance from AACs, Measured Progress, or the FLDOE when needed.
- Refer to Appendix A for contact information.
Appendix A: Contact Information

Measured Progress Service Center

Measured Progress has set up a toll-free customer service number and e-mail 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, including a staff supervisor, will be available to answer calls regarding the FSAA program from 8:00 a.m. to 5:00 p.m. Eastern Standard Time (EST) 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>Standard Hours:</th>
<th>Extended Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday from 8 a.m. to 5 p.m. (EST)</td>
<td>Monday–Friday from 7 a.m. to 8:30 p.m. (EST)</td>
</tr>
<tr>
<td></td>
<td>February 15, 2016—May 5, 2016</td>
</tr>
</tbody>
</table>

**Phone:** 866-239-2149  
**E-mail:** FSAAServiceCenter@measuredprogress.org  
**Fax:** 866-283-2197

Florida State Department of Education Contacts

<table>
<thead>
<tr>
<th>Standard Hours:</th>
<th>Angela Nathaniel</th>
<th>Laura Bailey</th>
</tr>
</thead>
</table>
| Monday–Friday from 8 a.m. to 5 p.m. (EST) | Phone: (850) 245-0972  
E-mail: Angela.Nathaniel@fldoe.org  
Fax: (850) 245-0771 | Phone: (850) 245-0722  
E-mail: Laura.Bailey@fldoe.org  
Fax: (850) 245-0771 |
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Appendix B:
Layouts for Importing Teachers and Students

CSV Files

In order to import students or teachers into the system, the information must be contained in a CSV file. A CSV file is a comma separated values file, which allows data to be saved in a table structured format. CSVs look like a garden-variety spreadsheet, but with a .csv extension. Traditionally they take the form of a text file containing information separated by commas (hence the name).

This section explains how to create a CSV file and provides the layouts to use for Student and Teacher CSVs.

Creating a CSV File

Create Files Using a Template and Microsoft Excel

Some users will find it easier to use the Import Users and Import Students templates provided on the FSAA Portal website.

1. Download and Open one of the templates.
2. Row 1 contains header information. These are the Field Names, which are listed in the leftmost column in the layouts provided in this section. Note that the Field Names for the Student CSV layout are different from the Teacher layout.
3. Begin entering your student or user data in Row 2.
4. Be sure that you format the file as Text if any of the data contain a leading zero.
5. Save the file as a CSV as described on the next page.

Create Files without a Template

Following is a sample Teacher CSV file and the rules for creating it:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role;UserID;Password;dist_id;sch_id;FName;LName;email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School;123456783;HenryJohn;99;8881;John;Henry;<a href="mailto:johnhenry@steeldriving.man">johnhenry@steeldriving.man</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School;123456784;BunyanPaul;99;8882;Paul;Bunyan;<a href="mailto:paulbunyan@lumberjack.ok">paulbunyan@lumberjack.ok</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School;123456785;RabbitBrer;99;8883;Brer;Rabbit;<a href="mailto:briarpatch@baby.tar">briarpatch@baby.tar</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- You can create the CSV using Microsoft Excel or any similar spreadsheet.
- All of the header and data information is entered in Column A.
- Row 1 contains header information. These are the Field Names, which are listed in the leftmost column in the layouts below. Note that the Field Names for the Student CSV layout are different from the Teacher layout. The Field Names in the sample above are separated by semicolons —you can also use commas. Note that there are no spaces after the semicolon. Row 1 is mandatory.
• Rows 2 and on are for Teacher/Student data. Each row is for one Teacher/Student. The data are entered in the same order as the Field Names in Row 1. For example:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Role;UserID;Password;dist_id;sch_id;FName;LName@email</td>
</tr>
<tr>
<td>2</td>
<td>School;123456783;HenryJohn;99;8881;John;Henry;<a href="mailto:johnhenry@steeldriving.man">johnhenry@steeldriving.man</a></td>
</tr>
</tbody>
</table>

• There should be data for each field. If there are no data for a field, it should be left blank, but a delimiter added anyway. For example, if the First Name was missing, it would look like this:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Role;UserID;Password;dist_id;sch_id;FName;LName@email</td>
</tr>
<tr>
<td>2</td>
<td>School;123456783;HenryJohn;99;8881;Henry;<a href="mailto:johnhenry@steeldriving.man">johnhenry@steeldriving.man</a></td>
</tr>
</tbody>
</table>

**Saving CSV Files**

• After all data have been entered, the file should be saved as a CSV and not a spreadsheet.

As an example, In Excel, click File ➔ Save As:

Make sure that Save as type is set to CSV (Comma delimited) and click save. If you use semicolons as delimiters, that’s okay here.

You will most likely see a warning message concerning potential compatibility issues.
Click Yes.

- The output will be a file with the extension .csv. Your CSV file is now ready for import into the system.

**Student Layout for CSV**

Following is the layout for a Student CSV. The columns are defined as:

- **Field Name**: The name for each field in the CSV. These fields are entered in Row 1, Column A of the CSV.
- **Field Length**: The maximum number of characters that can be entered for that field.
- **Description**: A description of the field.
- **Type**: The type of characters that can be entered in the field.
- **Data Values**: The acceptable range of values for the field.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Length</th>
<th>Description</th>
<th>Type</th>
<th>Data Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>sid</td>
<td>10</td>
<td>Student Number Identifier, Florida</td>
<td>AlphaNumeric</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>dist_id</td>
<td>2</td>
<td>District Number, Current Enrollment (i.e., 01-75)</td>
<td>Numeric</td>
<td>01-75, 99</td>
</tr>
<tr>
<td>sch_id</td>
<td>4</td>
<td>School Number, Current Enrollment (i.e., 0021-N999)</td>
<td>AlphaNumeric</td>
<td>0021-N999</td>
</tr>
<tr>
<td>lname</td>
<td>17</td>
<td>Student Name Legal: Last Name</td>
<td>Alphabetic</td>
<td>alpha, ascii characters</td>
</tr>
<tr>
<td>fname</td>
<td>12</td>
<td>Student Name Legal: First Name</td>
<td>Alphabetic</td>
<td>alpha, ascii characters</td>
</tr>
<tr>
<td>minit</td>
<td>1</td>
<td>Student Name Legal: Middle Initial</td>
<td>Alphabetic</td>
<td>alpha, blank</td>
</tr>
<tr>
<td>gender</td>
<td>1</td>
<td>Gender</td>
<td>Alphabetic</td>
<td>M, F, blank</td>
</tr>
<tr>
<td>ell</td>
<td>2</td>
<td>English Language Learners, 03-12 (e.g., LF, LP)</td>
<td>Alphabetic</td>
<td>LF,LP,LY,LZ,ZZ</td>
</tr>
<tr>
<td>grade</td>
<td>2</td>
<td>Grade Level (i.e., 03-12)</td>
<td>AlphaNumeric</td>
<td>03-12</td>
</tr>
<tr>
<td>dob</td>
<td>8</td>
<td>Date of Birth (mmdyyyy)</td>
<td>Numeric</td>
<td>mmdyyyy</td>
</tr>
<tr>
<td>lunch</td>
<td>1</td>
<td>Lunch Status (i.e., 0,1,2,3,6,9,Z)</td>
<td>AlphaNumeric</td>
<td>0, 1, 2, 3, 6, 9, Z</td>
</tr>
<tr>
<td>ethnicity</td>
<td>1</td>
<td>Ethnicity (i.e., Hispanic Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Length</td>
<td>Description</td>
<td>Type</td>
<td>Data Values</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>-------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>amerindian</td>
<td>1</td>
<td>Race: American Indian or Alaskan Native (Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>asian</td>
<td>1</td>
<td>Race: Asian (Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>black</td>
<td>1</td>
<td>Race: Black or African American (Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>hawaiincl</td>
<td>1</td>
<td>Race: Hawaiian or other Pacific Islander (Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>white</td>
<td>1</td>
<td>Race: White (Y or N)</td>
<td>Alphabetic</td>
<td>Y = Yes, N = No, blank</td>
</tr>
<tr>
<td>pexcep</td>
<td>1</td>
<td>Exceptionality, Primary (i.e., C, F, G, H, I thru W)</td>
<td>Alphabetic</td>
<td>C = Orthopedically Impaired (OI), D = Occupational Therapy, E = Physical Therapy, F = Speech Impaired (SI), G = Language Impaired (LI), H = Deaf or Hard of Hearing (DH), I = Visually Impaired (VI), J = Emotional/Behavioral Disability (EBD), K = Specific Learning Disabled (SLD), L = Gifted, M = Hospital/Homebound (H/H), O = Dual Sensory Impaired (DSI), P = Autism Spectrum Disorder (ASD), S = Traumatic Brain Injured (TBI), T = Developmentally Delayed, U = Established Conditions, V= Other Health Impaired (OHI), W= Intellectual Disability (ID), Z = Not Applicable, blank = Not Provided</td>
</tr>
<tr>
<td>oexcep</td>
<td>9</td>
<td>Exceptionality, Other</td>
<td>Alphabetic</td>
<td>alpha, blank</td>
</tr>
</tbody>
</table>
Teacher Layout for CSV

Following is the layout for a Teacher CSV. The columns are defined as:

- **Field Name**: The name for each field in the CSV. These fields are entered in Row 1, Column A of the CSV.
- **Field Length**: The maximum number of characters that can be entered for that field.
- **Description**: A description of the field.
- **Data Values**: The acceptable type and range of values for the field.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Length</th>
<th>Description</th>
<th>Data Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>10</td>
<td>User Role</td>
<td>District, School</td>
</tr>
<tr>
<td>UserID</td>
<td>30</td>
<td>Unique User ID</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>Password</td>
<td>30</td>
<td>Initial Password</td>
<td>alphanumeric, ascii characters</td>
</tr>
<tr>
<td>dist_id</td>
<td>2</td>
<td>District Number of District User is associated with (i.e., 01-75)</td>
<td>01-75</td>
</tr>
<tr>
<td>sch_id</td>
<td>4</td>
<td>School Number of School User is associated with (i.e., 0021-N999), blank for District level Users</td>
<td>0021-N999, blank</td>
</tr>
<tr>
<td>Fname</td>
<td>17</td>
<td>User First Name</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>Lname</td>
<td>12</td>
<td>User Last Name</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>email</td>
<td>200</td>
<td>User E-mail address</td>
<td>alphanumeric, ascii characters, blank</td>
</tr>
</tbody>
</table>
THIS PAGE IS INTENTIONALLY BLANK.
## Appendix C: Browser Compatibility Matrix

The following table details Operating System and Browser compatibility for the ART system.

<table>
<thead>
<tr>
<th>OS</th>
<th>Web Browser</th>
<th>Supported</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android 2.4</td>
<td></td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Android 4.1 / Samsung Galaxy</td>
<td>Chrome 34</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Android 4.4 / Nexus 4</td>
<td>Chrome 34</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Android 4.4 / Nexus 7 v1</td>
<td>Chrome 34</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Android 4.4 / Nexus 7 v1</td>
<td>Firefox 28</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>iOS 7 / iPad</td>
<td>Safari 7</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>iOS 7 / iPhone</td>
<td>Safari 7</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>iOS 8 / iPad</td>
<td>Supported</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iOS 8 / iPhone</td>
<td>Supported</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.10</td>
<td>Safari 8</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.10</td>
<td>Chrome 39</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.10</td>
<td>Firefox 34</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.9</td>
<td>Firefox 27 - 30</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.9</td>
<td>Chrome 39</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.9</td>
<td>Safari 7</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Mac OS X 10.9</td>
<td>Firefox 34</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 12.04.3 LTS</td>
<td>Firefox 31</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 12.04.3 LTS</td>
<td>Chromium 39</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 13.10</td>
<td>Firefox 31</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 13.10</td>
<td>Chromium 39</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 14.04 LTS</td>
<td>Firefox 31</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 14.04 LTS</td>
<td>Chromium 39</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Ubuntu 14.04.2 LTS</td>
<td>Chromium 41</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 7</td>
<td>Firefox 35.0</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 7</td>
<td>Chrome 40</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 7 32</td>
<td>IE 9</td>
<td>Unsupported</td>
<td></td>
</tr>
<tr>
<td>Win 7 32</td>
<td>IE 10</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 7 64</td>
<td>IE 11</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 7 64</td>
<td>Firefox 34</td>
<td>Supported</td>
<td></td>
</tr>
<tr>
<td>Win 8</td>
<td>Firefox 35.0</td>
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