

User Manual

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Roles and Responsibilities

District Administrator

District Administrators may create and distribute customized assessments to their organizations. They may also access reports for all levels within their hierarchy; i.e., District, Sub-District, Campus, Instructor, and Classes.

Campus Administrator

Campus Administrators may create and distribute customized assessments to their organizations. They may also access reports for all levels within their hierarchy; i.e., Campus, Instructor, and Classes.

Instructor

Instructors have the following permissions within TxAIR:

- Create custom assessments
- Search and view assessments shared with public visibility
- Schedule assessments for specific date periods
- Type in student responses from printed assessment
- Preview assessment questions as they will appear to students, with correct answers identified
- Assign a particular assessment to students
- Print assessments in English or Spanish
- Proctor online and/or printed assessments
- Export assessments to .docx or .pdf format
- View the completion status of an assessment
- View a dashboard with navigation options for account and assessment management

Additionally, instructors have access to the following reports:

- Item Response Report
- Assessment Comparison Report

Compatibility Requirements

It will be necessary for repository users to determine whether their computers meet minimum or recommended requirements. Use this [Diagnostic Test](#) to evaluate the following settings:

- Proxy server detection
- Operating system
- Browser version
- Cookies
- Pop-up windows
- Cache settings
- SSL capabilities
- Screen resolution
- Connection speed
- Browser security
- Scripting allowed in the browser

Note: Computers that are MSTAR-compatible are also TxAIR-compatible. Though this manual concerns TxAIR software, use the MSTAR compatibility hyperlink to check settings.



Browser and Network Compatibility

Potential browser and network obstacles with using MSTAR are listed below. Click on a link to see how you can optimize your MSTAR experience.

For MSTAR technical support, teachers or campuses should contact a district administrator. District administrators who need assistance should contact their regional education service center.

System Settings and Compatibility Checks

If there are any potential problems, they are indicated below.



Browser Version [Chrome version 21]	X	More info
Browser Security Settings [No]	X	More info
Scripting Allowed on Browser [Yes]	OK	More info
Accept Cookie [Yes]	OK	More info
Pop-Up Windows Allowed [Yes]	OK	More info
Screen Resolution [1680 x 1050]	OK	More info
Connection Speed [5425.35 kbps]	OK	More info
Proxy Server [No proxy server detected]	OK	More info
Operating System [Windows XP]	OK	More info

check again

Teachers who want to print assessments to .pdf need to use a PDF-capable browser, such as Google Chrome™ or Safari®, or download a PDF printer add-on, such as **CutePDF™ Writer**, available at <http://www.cutepdf.com/products/cutepdf/writer.asp>. Each computer lab or shared environment must ensure that students' browser sessions are completely independent in the caching of pages.

General Online Assessment Administration

Administration of assessments created using TxAIR will be available either online through Project Share™ or paper/pencil via a printable form from the TxAIR application.

How to Access TxAIR

- Prior to logging into TxAIR, click the following link to ensure your computer's browser settings will support TxAIR. [Is My Computer TxAIR Friendly?](#)
- There are three ways to login to TxAIR
 - Go to the Project Share Gateway at www.projectsharetexas.org and click the TxAIR gadget.
 - Go directly to the TxAIR login site at <https://txair.epsilen.com>.
 - Click the TxAIR gadget on your My Portal Epsilen page.

epsilen
IT'S HOW YOU LEARN

Epsilen Secure Account Login

Username: * ?

Password: * ?

Remember me on this computer.

Login Reset

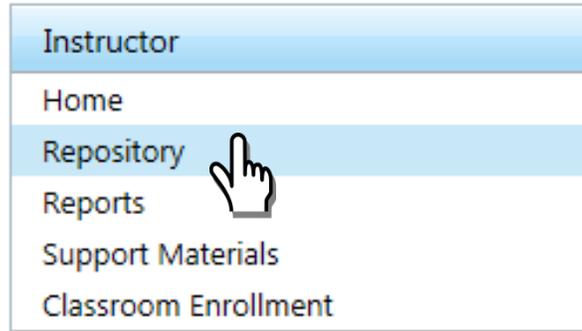
- [I forgot my username](#)
- [I forgot my password](#)
- [I did not receive my account activation email](#)
- [Register for an Epsilen account](#)

[Go to Epsilen.com](#)

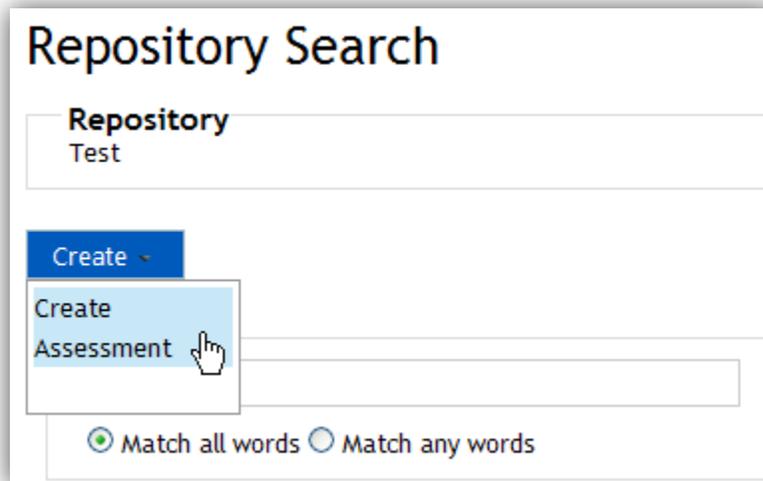
Creating Custom Assessments

Custom assessments may be created by District Administrators, Campus Administrators, and Instructors.

To begin creating a custom assessment, click the **Repository** link in the left-hand navigation menu.



This prompts the Repository Search page to display. Click the Create button on this page and select Create Assessment from the drop-down menu shown below.



The Assessment Creation process uses a five-step wizard.

Assessment Creation: Step 1—Assessment Details

Clicking **Create Assessment** will prompt Step 1 of the wizard, Assessment Details, to display. A red asterisk indicates a mandatory field.

- Give this assessment a unique Name.

- Select a Primary Language from the Primary Language drop-down menu.

- Select either Random or Sequential from the Default Presentation Order drop-down menu.

- Random (online only): Questions presented randomly
 - Sequential (online or printed): Questions presented in the same order in which the assessment was developed

- Modify Performance Level Cut-offs if desired.
 - **Note:** When a value is changed, the default value on the preceding line will also change, but it will not automatically change the editable values.

Create an Assessment

Step 1 Step 2 Step 3 Step 4 Step 5

Assessment Details

Please specify a repository, name and performance levels for this assessment.

Repository

TxAIR

Name *

Primary Language *

English ▾

Assessment Type *

User-Generated Assessment

Default Presentation Order *

Random ▾

Performance Level Cut-offs		
F	0%	68%
D	<input style="width: 40px;" type="text" value="69"/> %	76%
C	<input style="width: 40px;" type="text" value="77"/> %	84%
B	<input style="width: 40px;" type="text" value="85"/> %	92%
A	<input style="width: 40px;" type="text" value="93"/> %	100%

[Next](#)

On certain Administrator and Teacher reports, student results are divided into the performance level cohorts. A selection made here determines how TxAIR will display student scores for this assessment in reports.

Click **Next** when Name, Primary Language, Default Presentation Order, and Performance Level Cut-offs have been added.

Assessment Creation: Step 2—Define Assessment

This step prompts the user to search for assessment items based on selected standards.

In the Options section, check the box if you want to share this assessment with other educators. Note: Checking this box will allow ALL TxAIR users to view and use the assessment.

Click the arrow next to Subject to display Math and Science. Click the box next to Math or Science to display Grade Level/Course.

Create an Assessment

Step 1 Step 2 Step 3 Step 4 Step 5

Define Assessment

Options

Share this assessment so other educators can use it

Select Standards

Subject

- Math
 - Grade Level / Course
- Science

Click the arrow next to Grade Level/Course to expand this menu and select the desired grade(s) by clicking the corresponding box. To choose one or more Strands, click the arrow next to the selected grade(s) and then click the arrow next to Strand to display the grade level strands.

Choose one or more Strands designating the competency area on which assessment questions will be based.

It is possible to further refine the search by continuing to click the arrows to reveal Knowledge and Skills from the TEKS as well as specific Student Expectations.

Click **Next** to proceed.

Select Standards

Subject

- Math
- Grade Level / Course
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - Strand
 - Geometry and spatial reasoning.
 - Measurement.
 - Number, operation, and quantitative reasoning.
 - Patterns, relationships, and algebraic thinking.
 - Probability and statistics.
 - Underlying processes and mathematical tools.

Assessment Creation: Step 3—Select Questions

In this step, choose the number of questions to be generated for each Strand, Knowledge & Skill, and/or Student Expectation by entering the desired value in the text box to the right.

Create an Assessment

Step 1 Step 2 **Step 3** Step 4 Step 5

Select Questions

The standards you selected are shown below. Click on a "+" [plus icon] to view the curriculum objectives within each standard. Use the text boxes to fill in the number of questions you would like to generate per skill.

Total Number of Questions: 15

Subject: Math	15
Grade Level / Course: 6	15
Strand: Geometry and spatial reasoning.	<input style="width: 40px;" type="text" value="5"/>
Strand: Measurement.	<input style="width: 40px;" type="text" value="5"/>
Strand: Underlying processes and mathematical tools.	<input style="width: 40px;" type="text" value="5"/>

Note: As values are entered in the Strand/SE text box, the total number of questions on the assessment is determined.

Click **Next** to proceed.

Assessment Creation: Step 4—Preview Questions

Use this step to preview questions generated for the assessment (based on criteria entered in previous steps).

Create an Assessment

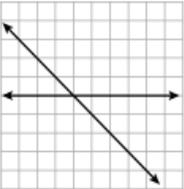
Step 1 Step 2 Step 3 **Step 4** Step 5

Preview Questions

A preview of the assessment you are about to create is shown below. If you would like to replace or delete any questions, do so on this page.

What types of angles are formed by the intersection of the two lines on the... Question Id# 363
Student Expectation: 6.6A

What types of angles are formed by the intersection of the two lines on the grid below?



A. four acute angles
B. four obtuse angles
C. four right angles
D. two acute angles and two obtuse angles

[Replace Question](#) ▲ ▼

What type of angle is A?... Question Id# 319
Student Expectation: 6.6A

What type of angle is $\angle A$?

A

Highlighted answers indicate the correct answer.

Use the triangles at the bottom right of each question to move the location of a question up or down in the order of questions on the assessment.

Use the **Replace Question** link to remove the question displayed and replace it with a different question.

Note: Metadata of the questions displayed when selecting **Replace Question** will match data entered in previous steps.

When **Replace Question** is selected, a pop-up window will appear with the preview of the first of several possible replacements. Click the arrow to view another question or click the **Select Question** link at the bottom of the pop-up window to select the replacement question.

Question Replacement

1 2 3 4 5 6 7 8 9 10 ... ▶

During hurricane season Karen is using a rain gauge to make observations ab... Question Id# 2714
ent Expectation: 3.8A

During hurricane season Karen is using a rain gauge to m... her. Which
question could Karen be investigating?

A. Does sunlight affect the speed of wind?
B. Does precipitation...
C. Does the air temper... season?
D. Does the wind ch... hurricane season?

Select Question

Scroll to preview additional questions that meet metadata entered.

Click **Select Question** to replace the original question.

When all assessment questions are satisfactory, click **Next**.

Assessment Creation: Step 5—Review Assessment Details

Review the assessment details such as assessment Name, Primary Language, and Number of Questions to ensure that the assessment meets all expectations.

Create an Assessment

Step 1 Step 2 Step 3 Step 4 **Step 5**

Review Assessment Details

Below are the details of the assessment being created. Please review to make sure everything is correct before saving.

Name: 1st Semester Test	Code:
Assessment Type:	Repository: TxAIR
Primary Language: English	Default Presentation Order: Random
Number of Questions: 15	Reserve Questions:
ShareAssessment: False	Created By: Suzette Moreland

[Back](#) [Finish](#)

If all assessment details are satisfactory, click **Finish** to be return to the Assessment Detail page.

If assessment details require modification, editing can be done by clicking the **Back** button or **Finish** to edit from the Assessment Detail page.

Assessment Creation: Step 6—Assessment Detail

Notice that several new options exist on the page. These options are represented by six buttons.

Assessment Detail

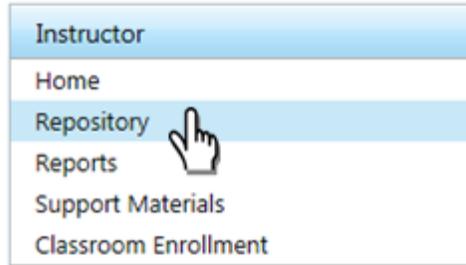
Assign
Reset
Edit
Copy
Delete
Preview

<p>Name: 1st Semester Test</p> <p>Assessment Type: User-Generated Assessment</p> <p>Availability:</p> <p>Visibility: Private</p> <p>Enabled: True</p> <p>Default Presentation Order: Random</p>	<p>Code:</p> <p>Created By: Suzette Moreland</p> <p>Created Date: 11/28/2012</p> <p>Modified Date:</p> <p>Languages: English, Spanish</p> <p>Number of Questions: 15</p> <p>Assigned: False</p>
---	--

Assign	Assign the assessment to one or more classrooms as detailed in the Teacher Administration Section on page 18.
Reset	Unassign the assessment.
Edit	Edit the assessment.
Copy	Create a carbon copy of the assessment. (Note: copy may be modified.)
Delete	Delete the current assessment.
Preview	Preview the assessment: Administrator view, online student view (English or Spanish); View the answer key

Search the Repository

Use **Repository Search** to locate TxAIR materials (Single Standard Assessments and Multi-Standard Assessments). To access Repository Search, click the Repository link in the left navigation menu.



This prompts the Repository Search page to display. This page contains several search filters that can be used to narrow results.

Repository Search

Repository

TxAIR

Create ▾

Name

Match all words
 Match any words

Visibility

Any Visibility ▾

Modified After Date

Assignment Status

Any Status ▾

Restrict to my students

Created By

My created items

Search

Metadata Filter

Match all metadata selections
 Match any metadata selections

Subject
 Grade Level / Course

Search

Shortcut Links

[Your Created and Assigned Assessments](#)
[All Assessments Assigned to your Students](#)
[All Assessments](#)
[Cruz School Assessments](#)

To search for repository materials by name, type a term that matches a word or words in the name of the desired assessment.

A screenshot of a search interface. At the top, the word "Name" is displayed in bold. Below it is a rectangular text input field. Underneath the input field are two radio buttons: the first is selected and labeled "Match all words", and the second is unselected and labeled "Match any words".

Select **Match all words** to specify that all word(s) typed in the Name field are part of the assessment title.

Select **Match any words** to specify that at least one word(s) typed in the Name field is part of the assessment title.

Use **Modified After Date** to enter a date after which an assessment was modified from the initial form. This field is useful for locating an assessment when the date of its last edit is known.

A screenshot of a search interface showing two input fields. The top field is labeled "Modified After Date" and the bottom field is labeled "Created By". Two blue arrows point from the left towards each of these fields.

Use **Created By** to type the name of the user who created the assessment.

Click **My created items** checkbox to search only for assessments you created.

Click **Search** to execute a search based on the selected filters.

A screenshot of a search interface showing three filter options. The first is a drop-down menu labeled "Visibility" with "Any Visibility" selected. The second is a drop-down menu labeled "Assignment Status" with "Any Status" selected. The third is a checkbox labeled "Restrict to my students" which is currently unchecked. Three blue arrows point from the right towards each of these filter elements.

Use the **Visibility** drop-down menu to search assessments that are Public or Private, only Public, or only Private.

Use the **Assignment Status** drop-down menu to search for tests that are Assigned or Unassigned, only Assigned, or only Unassigned. You can also check the box next to Restrict to my students if you want to filter this further to only Assigned or Unassigned assessment for your students, only Assigned tests for your students, or only Unassigned tests for your students.

Metadata Filter

Another option for searching the repository materials is shown on the same page. The Metadata Filter can be used to search for assessments that match a desired Subject, Grade Level/Course, Strand, Knowledge and Skills (TEKS), and/or Student Expectation.

Once metadata has been selected, determine which selections are to be considered in the search for repository materials. Select **Match all metadata selections** if the search results should include every metadata selection exactly.

Metadata Filter

Match all metadata selections
 Match any metadata selections

Alternatively, it can locate assessments that include any of the metadata selections chosen. Select **Match any metadata selections** if search results should match and display any repository material associated with any metadata selection (see below).

Click a checkbox next to a Subject, Grade Level/Course, and/or Strand to select it.

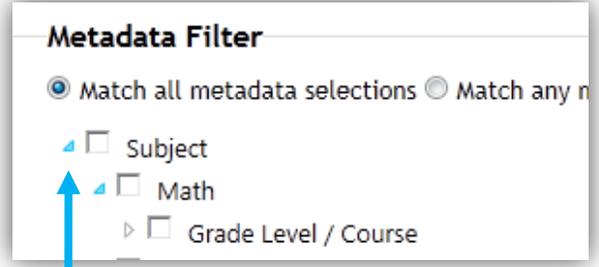
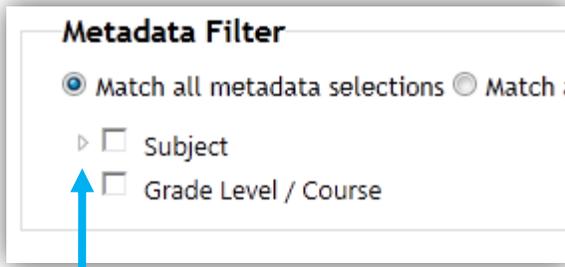
Search

Metadata Filter

Match all metadata selections
 Match any metadata selections

- Subject
 - Math
 - Grade Level / Course
 - 1
 - 2
 - 3
 - Strand
 - Geometry and spatial reasoning.
 - Measurement.
 - Number, operation, and quantitative reasoning.

By default, the Metadata filter shows only the Subject level. Click the arrow to the left of each checkbox to expand the selection.



Once the desired Subject, Grade Level/Course, Strand, Knowledge and Skills (TEKS), and/or Student Expectation have been selected, click Search.

This prompts the Repository Search Results window to open. Select an assessment to view by clicking the name of the assessment link.

Repository Search Results

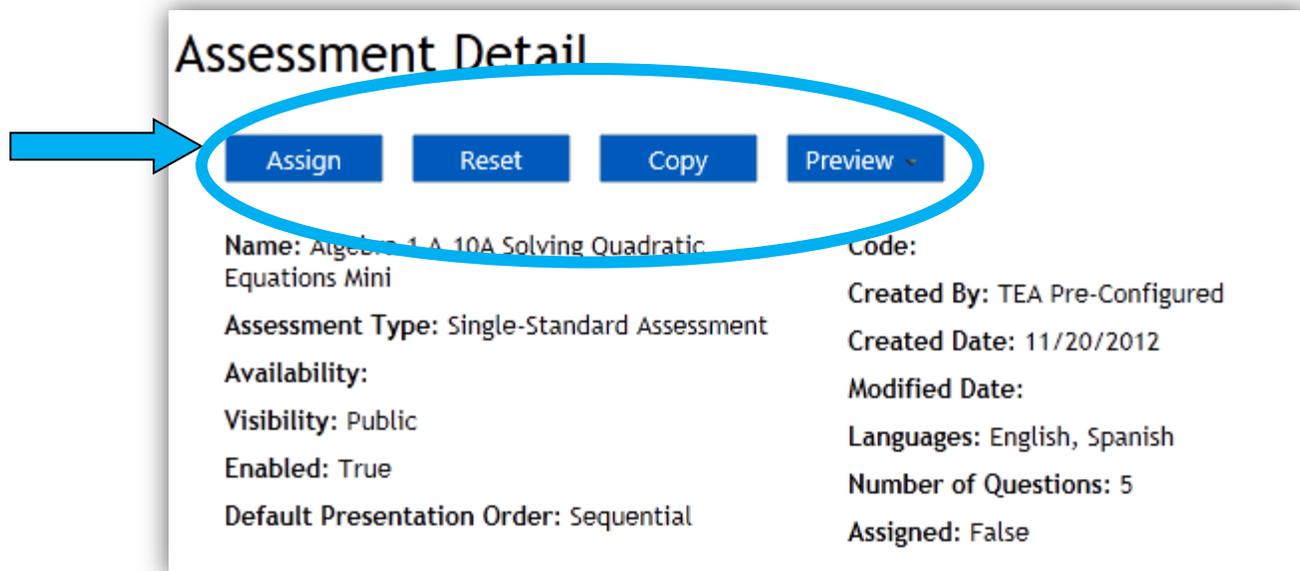
[Return to Search Criteria](#)

...

Displaying items 1 - 5 of 462

Name ▲	Modified Date
1st Semester Test Item Type: Assessment Organization: Cruz School Assessment Code:	11/28/2012 Language: English, Spanish Created By: Suzette Moreland Modified Date: 11/28/2012
Algebra 1 A.10A Solving Quadratic Equations Mini Item Type: Assessment Organization: Texas Education Agency Assessment Code:	11/20/2012 Language: English, Spanish Created By: TEA Pre-Configured Modified Date: 11/20/2012
Algebra 1 A.10B Zeros of Quadratic Equations Mini Item Type: Assessment Organization: Texas Education Agency	11/20/2012 Language: English, Spanish Created By: TEA Pre-Configured

When an assessment is selected, the Assessment Detail window opens and four options are available: Assign, Reset, Copy, and Preview. These buttons will be defined in the Teacher Administration Section on page 18.



Shortcut Search Options

Four shortcut options are located at the bottom of the Repository Search page to aid in searching.

Shortcut Links

- [Your Created and Assigned Assessments](#)
- [All Assessments Assigned to your Students](#)
- [All Assessments](#)
- [Institution Assessments](#)

- **Your Created and Assigned Assessments:** Allows view of only those assessments created by you and assigned.
- **All Assessments Assigned to your Students:** View only those assessments assigned to students in your classrooms.
- **All Assessments:** View all assessments that are accessible by you, regardless of the assessment creator and to whom they are assigned.
- **Institution Assessments:** View all assessments created within your institution.

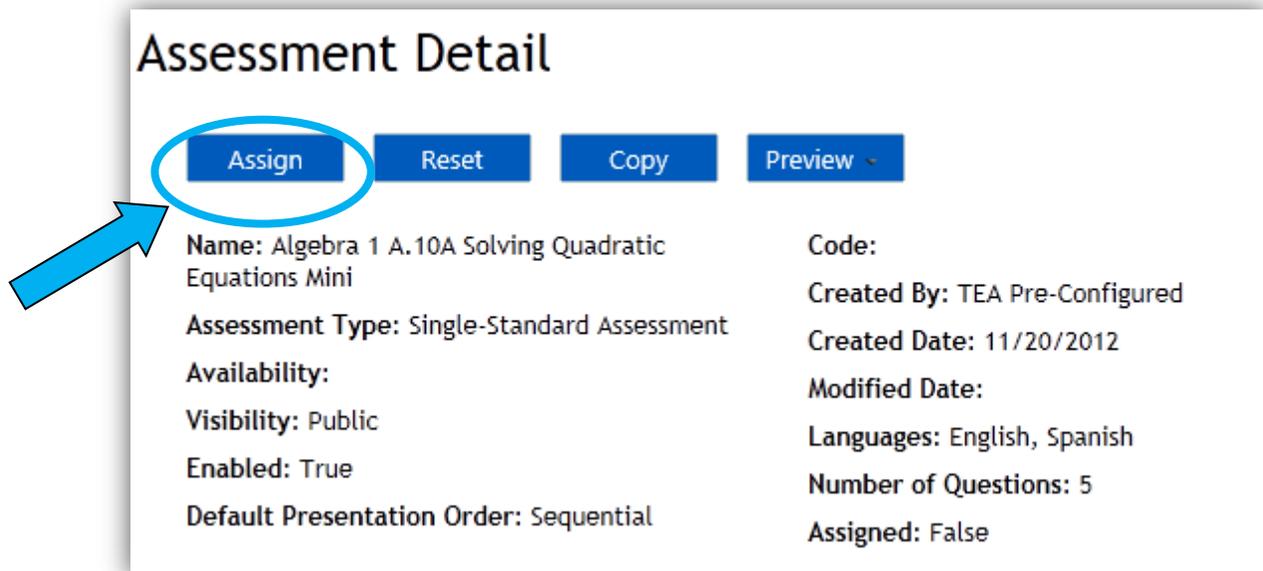
Note: Institution is defined by your district/charter.

Teacher Administration

Assign an Assessment

Once an assessment has been created, it must be assigned to be accessible by students. This process begins when an instructor creates or locates the desired assessment. (See Create Custom Assessments on page 5 or Search the Repository on page 13.)

After creating or locating an assessment, click **Assign** on the Assessment Detail page.



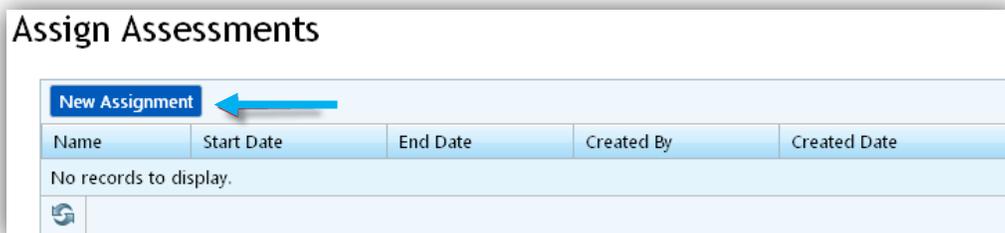
Assessment Detail

[Assign](#)
[Reset](#)
[Copy](#)
[Preview](#)

Name: Algebra 1 A.10A Solving Quadratic Equations Mini
Assessment Type: Single-Standard Assessment
Availability:
Visibility: Public
Enabled: True
Default Presentation Order: Sequential

Code:
Created By: TEA Pre-Configured
Created Date: 11/20/2012
Modified Date:
Languages: English, Spanish
Number of Questions: 5
Assigned: False

The Assign Assessments page will display. Click **New Assignment**.



Assign Assessments

[New Assignment](#)

Name	Start Date	End Date	Created By	Created Date
No records to display.				



The Assessment Assignment pop-up will display.

Assessment Assignment

General

Name: Algebra 1 A.10A Solving Qua

Description: Data migration from TMSDS

Test Window Settings

Enforce Date Range
 Start Date: 8/1/2012 End Date: 7/31/2013

Do not allow students to take the test on weekends

Enforce Time Range
 Start Time: End Time:

Data Entry Options

Students may enter answers in an online answer sheet (this supports printed test administration)

Students may view questions and enter answers online

Online Test Administration Options

Display test questions in a random order for the students

Display Highlighter for the students

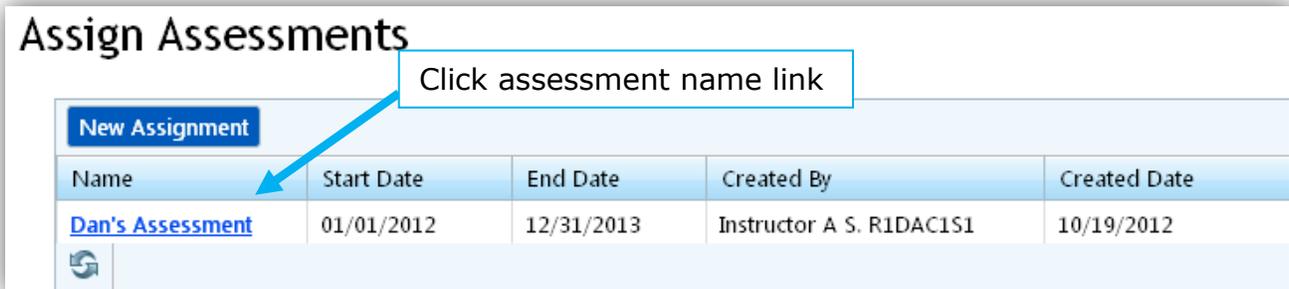
Save **Cancel**

- Modify the assessment's Name and/or Description as needed.
- Choose a Date Range to serve as the dates for the test window or duration during which students may take the assessment.
- Select **Do not allow student to take the test on weekends** if students will take the assessment only on weekdays, not weekends.

- Choose a start and end time in the Enforce Time Range fields to select particular beginning and ending times of the day in which students may take the assessment.
- Click the checkboxes next to either Data Entry Option according to the intended test administration method.
- Click the checkboxes next to either Online Test Administration Options to select display options.

Click **Save** to save the options selected here.

The assessment will appear in the table on the Assign Assessments page. Click the assessment name link.



Assign Assessments

[New Assignment](#)

Name	Start Date	End Date	Created By	Created Date
Dan's Assessment	01/01/2012	12/31/2013	Instructor A S. R1DAC1S1	10/19/2012



The Assign Assessments page displays details about the assessment. Use the Classroom drop-down menu to select the classroom to which this assessment should be assigned.

Assign Assessments

Name: Demo Test Number of Questions: 1
 Assessment Type: Assessment Default Presentation Order: Random
 Languages:

Assessment Status

In Progress
 Closed - Not Completed
 Completed/Submitted
 Open - Not Started

Assessment Status icons

Select the classroom for which you want to assign the assessment.

Classroom: math Grade 5 Period... ▾

Export

Student	Assign	Status	
Buddy Jernstrom	<input checked="" type="checkbox"/> English		Export
Jayne Bevilaqua	<input checked="" type="checkbox"/> English		
Jason Snyder	<input checked="" type="checkbox"/> English		
Keisha Williams	<input checked="" type="checkbox"/> English		
Scott Castro	<input checked="" type="checkbox"/> English		
Sam Herndon	<input checked="" type="checkbox"/> English		
Shameka Robinson	<input checked="" type="checkbox"/> English		
Samantha Rosetti	<input checked="" type="checkbox"/> English		
Torey Pilsen	<input checked="" type="checkbox"/> English		
<input type="checkbox"/> English			

Export username for each student.

Click this button to refresh the screen to view which students submitted assessment in real time.

Save Cancel

Students assigned to the selected classroom will be listed in the Student column of the table. Click the appropriate checkbox in the Assign column next to the student name to assign the assessment. If both an English and a Spanish version of an assessment are available, choose the desired language for the administration of the test.

The icon shown in the **Status** column indicates the status of the assessment for each student.

Click **Save** to finish. A message will display confirming success.

General Online Assessment Administration

Administration of assessments created using TxAIR will be available either online through Project Share™ or paper/pencil via a printable form from the TxAIR application.

How to Access TxAIR

- Before logging in to TxAIR, click the following link to ensure that your computer's browser settings will support TxAIR. [Is My Computer TxAIR Friendly?](#)
- There are three ways to login to TxAIR:
 - Go to the Project Share™ Gateway at www.projectsharetxas.org and click the TxAIR gadget.
 - Go directly to the TxAIR login site at <https://txair.epsilen.com>.
 - Click the TxAIR gadget on your Epsilen My Portal page.

epsilen
IT'S HOW YOU LEARN

Epsilen Secure Account Login

Username: * ?

Password: * ?

Remember me on this computer.

Login Reset

- [I forgot my username](#)
- [I forgot my password](#)
- [I did not receive my account activation email](#)
- [Register for an Epsilen account](#)

[Go to Epsilen.com](#)

Student Procedures

Once students login to the TxAIR system, the dashboard will display.

On the student dashboard, students can view tests that they can begin taking and/or need to continue as well as their completed tests.

Welcome Angelica Storey

Monday, February 25, 2013

Click **START** or **CONTINUE** to begin your test.

Use the **Answer Sheet** link to submit answers to assessments taken offline.

Name	Description	Assigned Date	Due Date	Started Date	
Math Test Demo		2/25/2013	3/1/2013		<div style="background-color: green; color: white; padding: 2px 5px; display: inline-block;">START</div> Answer Sheet





Displaying items 1 - 1 of 1

Your Completed Assessments

Following is a list of completed assessments by you

Name	Description	Assigned Date	Due Date	Completed Date	
G3 Math Diagnostic 2		8/1/2012	7/31/2013	11/28/2012	



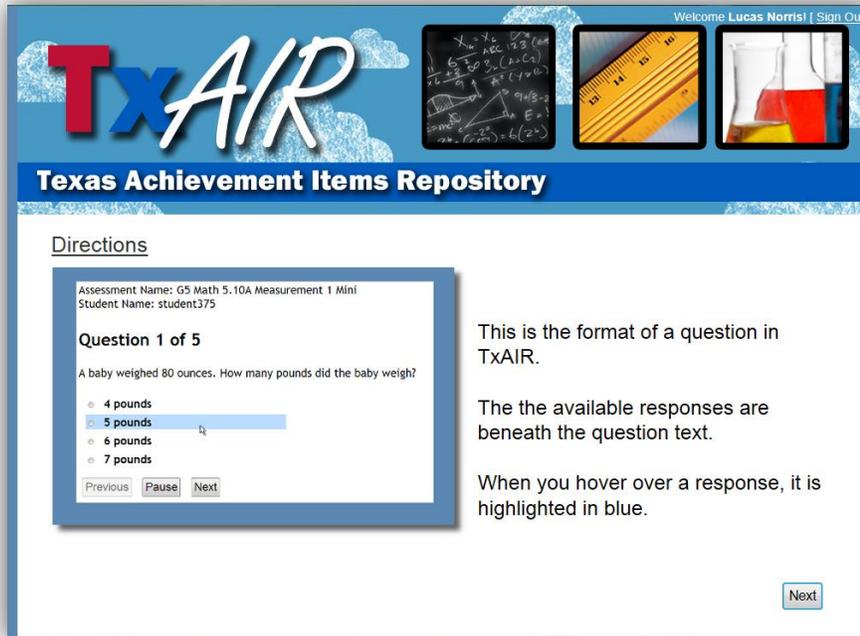


Displaying items 1 - 1 of 1

The **Answer Sheet** link beneath the **START** button is used when students have taken the test offline (i.e., paper/pencil). If the instructor wants students to enter their answers online, students click this link to mark answers for each question and submit them.

Taking the Assessment—Online Administration

When students click **Start**, a new window opens with Directions and displays an example question. **Note:** The directions will be displayed every time students begin a new assessment or continue a paused assessment.



Welcome Lucas Norris! | Sign Out

TxAIR

Texas Achievement Items Repository

Directions

Assessment Name: G5 Math 5.10A Measurement 1 Mini
Student Name: student375

Question 1 of 5

A baby weighed 80 ounces. How many pounds did the baby weigh?

- 4 pounds
- 5 pounds
- 6 pounds
- 7 pounds

Previous Pause Next

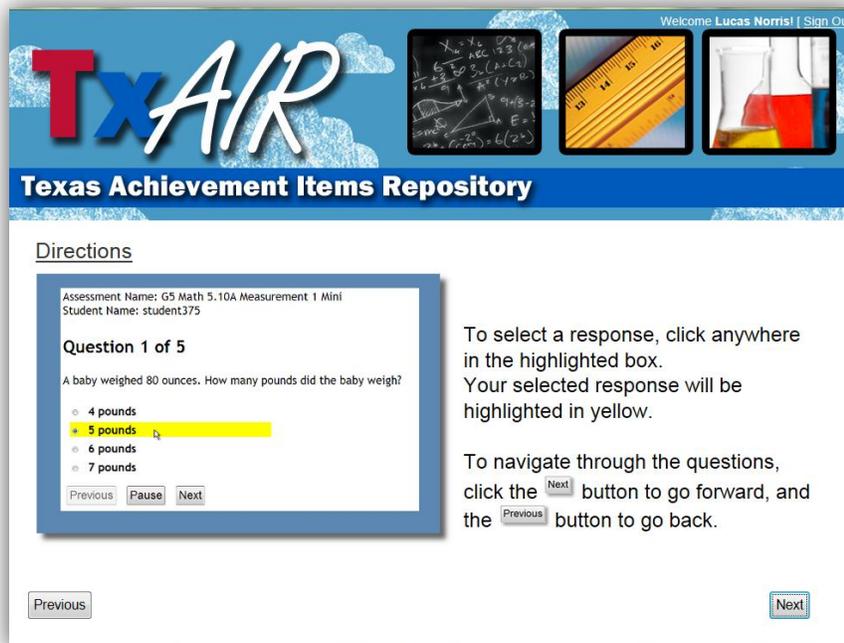
This is the format of a question in TxAIR.

The the available responses are beneath the question text.

When you hover over a response, it is highlighted in blue.

Next

When the test begins, students will use the cursor to select one response for each question, as shown in the Directions screen below.



Welcome Lucas Norris! | Sign Out

TxAIR

Texas Achievement Items Repository

Directions

Assessment Name: G5 Math 5.10A Measurement 1 Mini
Student Name: student375

Question 1 of 5

A baby weighed 80 ounces. How many pounds did the baby weigh?

- 4 pounds
- 5 pounds
- 6 pounds
- 7 pounds

Previous Pause Next

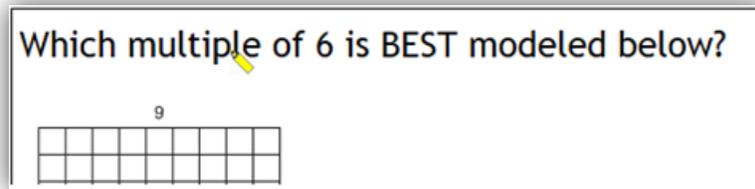
To select a response, click anywhere in the highlighted box. Your selected response will be highlighted in yellow.

To navigate through the questions, click the **Next** button to go forward, and the **Previous** button to go back.

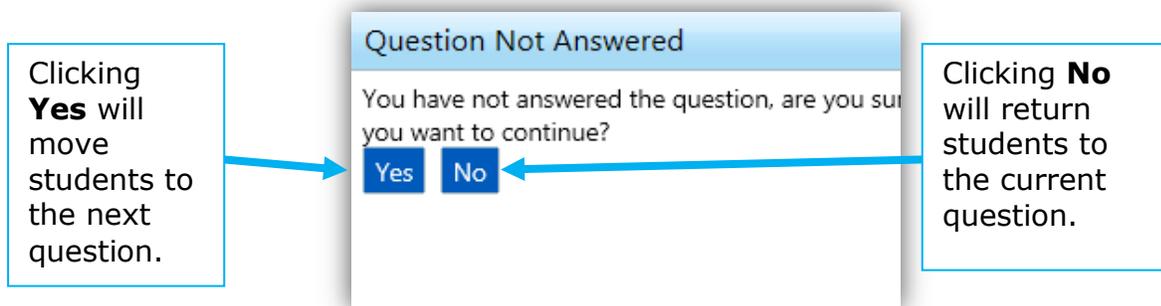
Previous Next

Students will use the **Next** and **Previous** buttons to navigate through the assessment. Should students need to step away from the test, they can select **Pause**.

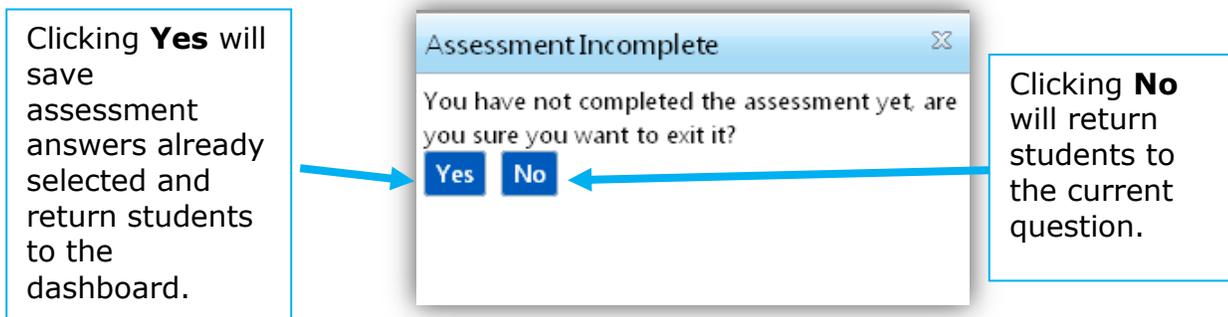
A highlighter tool is available to students for use during the assessment. To highlight text, students simply click a word or words. Notice that the cursor changes into a highlighter pen when moved over text. To remove the highlight, click the word again.



If a response to the current question is not selected and students select **Next**, the Question Not Answered dialog box opens.

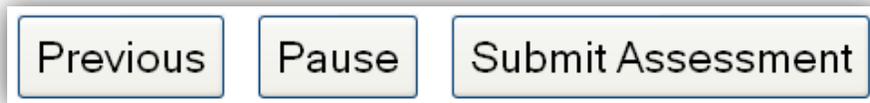


Students can pause an assessment during the defined assessment period. Should students need to step away from the test, they can click **Pause**, and the Assessment Incomplete dialog box will open.

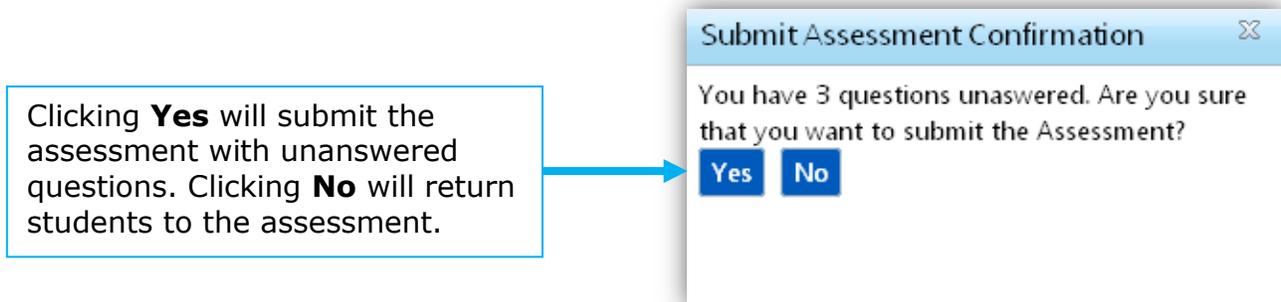


Note: Students click **Start** on the dashboard to continue taking the assessment at the first question that is unanswered. Remember, the assessment Directions will display before the first unanswered question.

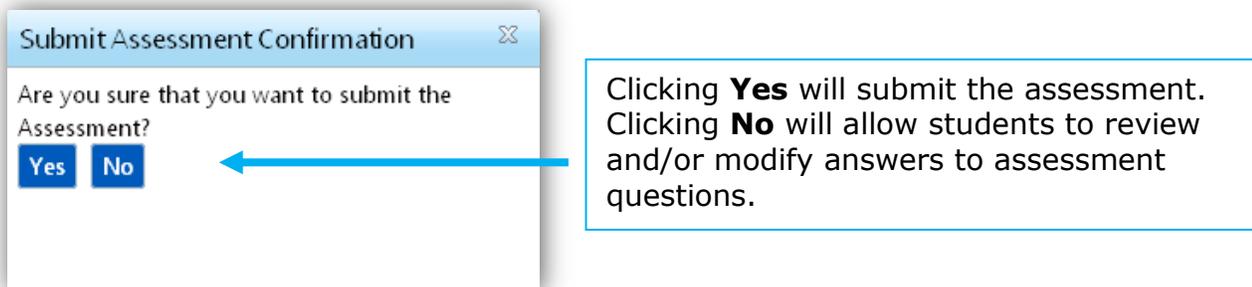
When the last assessment question appears, the **Submit Assessment** button will take the place of the Next button. Students should click **Submit Assessment** when finished.



If students have skipped questions during the assessment, the Submit Assessment Confirmation dialog box opens.

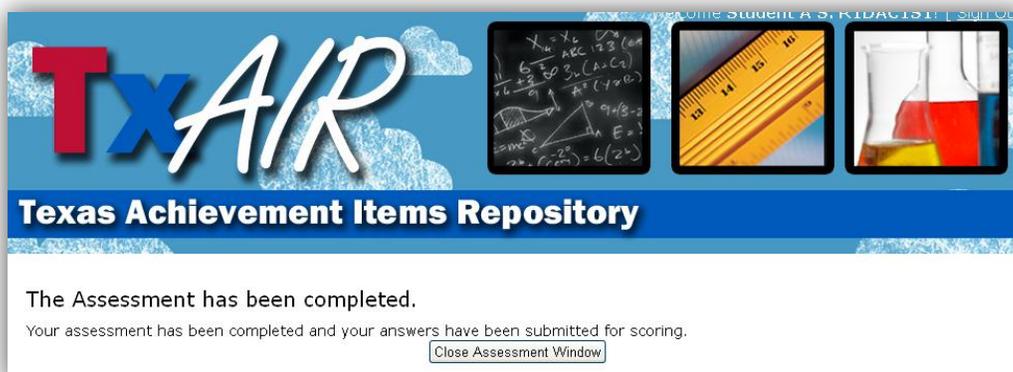


When students respond to the last question of the assessment, the Submit Assessment Confirmation dialog box opens. **Note:** If students submit the assessment, they can no longer review or edit it.



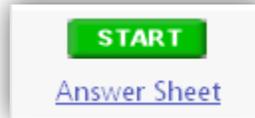
Students are then shown a page to confirm that the assessment was submitted.

Students should log out of TxAIR and, if necessary, log out of Epsilon from the upper-right corner of the screen.



Taking the Assessment—Printed Administration

When assessments are printed to be administered on paper, students will see the Student Answer Sheet link beneath the START button. Students should select **START** to take the test online or click **Student Answer Sheet** to enter answers that correspond to a printed paper copy of the assessment.



Clicking **Student Answer Sheet** will prompt the Student Answer Sheet page to display. Students answer assessment questions by clicking the letter that corresponds to the answer choice shown on their printed paper copy. Students may select **Leave Blank** for questions they wish to skip. (**Note:** Students are **not** prompted to return to skipped questions after clicking Submit Assessment.)

Student Answer Sheet

Assessment Name Dan's Assessment

Student Name Student A S. R1DAC1S1

Use this answer sheet to fill in answers to this Assessment.

Question #	a.	b.	c.	d.	Leave Blank
0.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Submit Assessment**. A confirmation page will display to confirm that the assessment was submitted.

The Assessment has been completed.

Your assessment has been completed and your answers have been submitted for scoring.