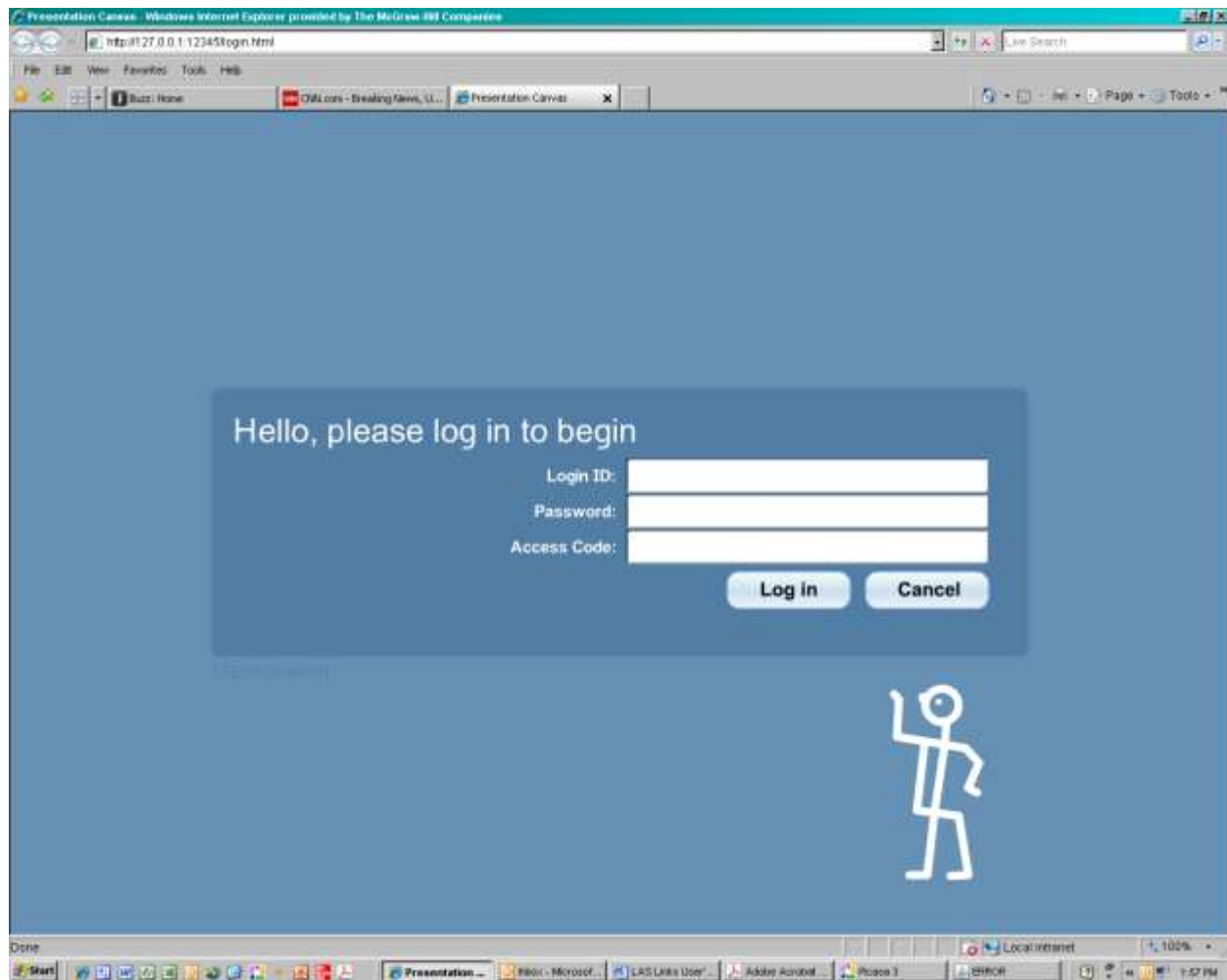


LAS Links Online User's Manual 2011



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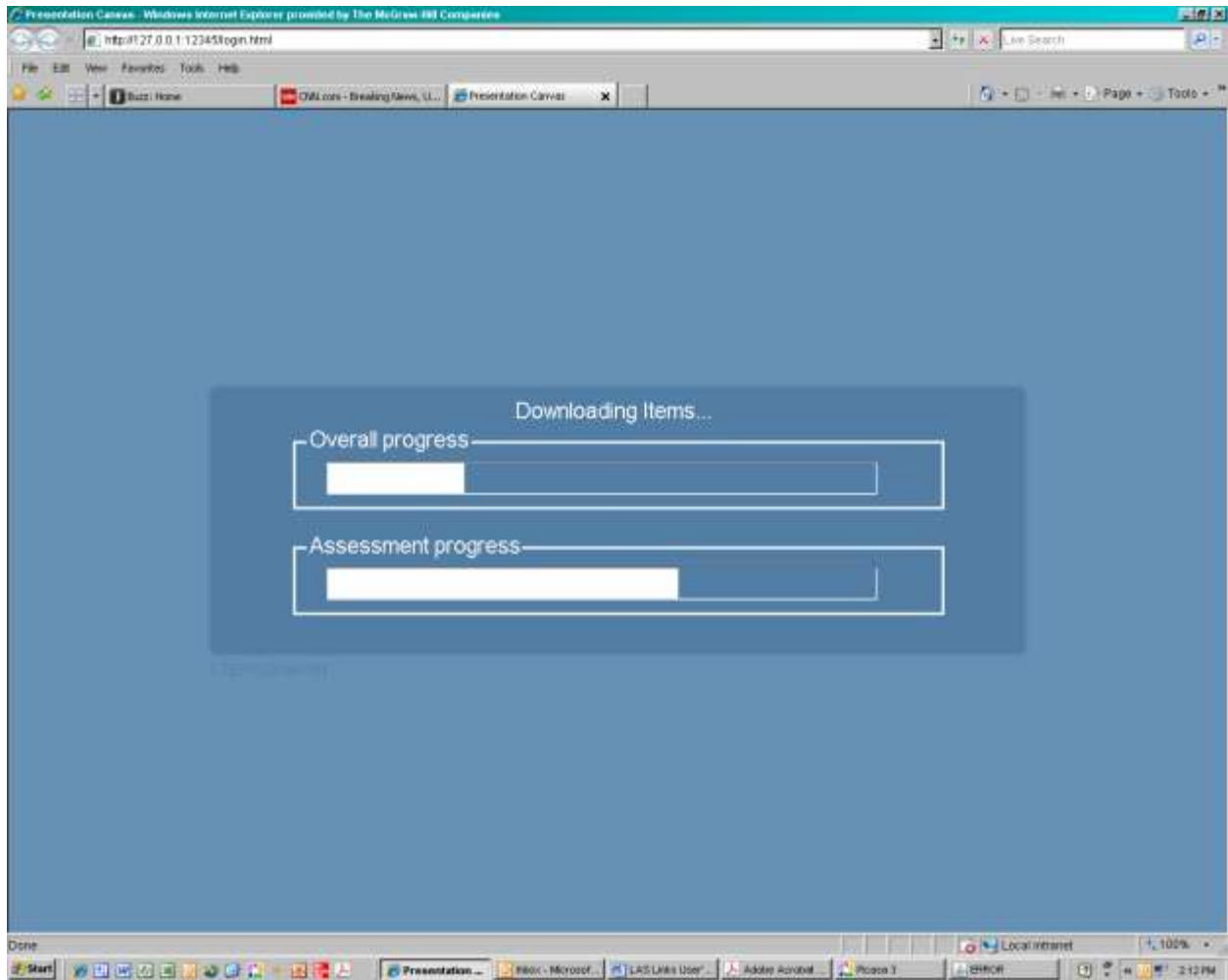


To Log in as a student:

1. Use your teacher-assigned Student Login ID (something like Phil-Hue-0101[zero 1 zero 1])
2. Use your teacher-assigned password (6 characters - usually a word and some number[s])
3. Use your teacher-assigned Test Access Code (10 characters - usually a word and some number[s])
4. Click "Log In"
5. If you make a mistake, you will get an error message indicating the error. Please try again.

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After the system accepts your login, you will see the download screen.



When this finishes, you will see the Welcome screen.

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There are four (4) sections of the test – Speaking, Listening, Reading and Writing in that order.

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There are audio files accompanying this test. To hear these audio files you will need **earphones**. During the Speaking portion of the test, you will also need a **microphone**. We tested several headsets for this purpose.

Headset #1



Both are GigaWare sets costing less than \$20. We recommend a headset with earphone so students do not distract other students.

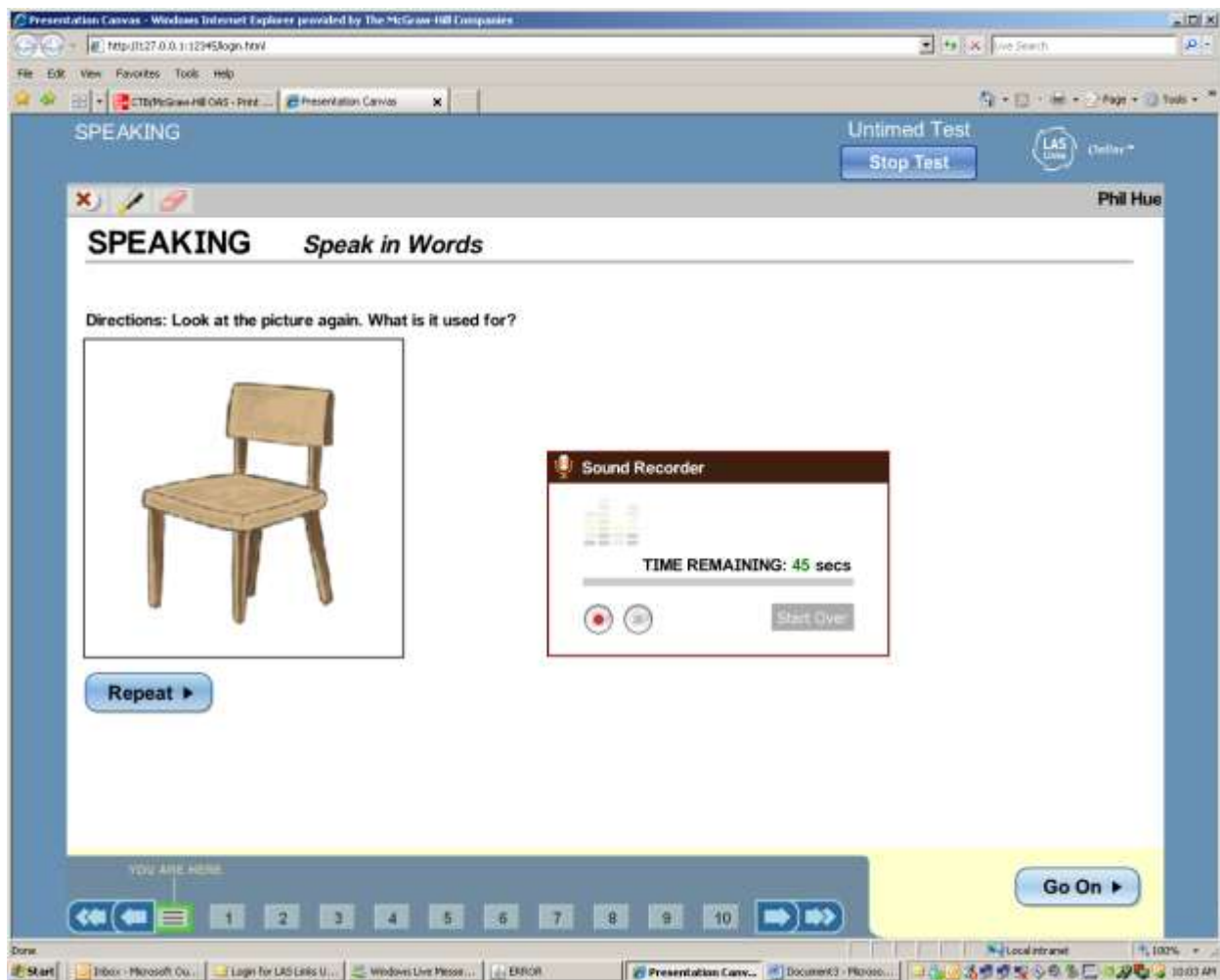
Additionally,

having the microphone too far away or muffled by clothing makes it difficult to hear and understand spoken responses. If the students can mute the microphone, this may cause problems as the students may inadvertently mute the microphone. It would be wise to test several types of microphones and listen to responses to determine which works best in your environment.

Headset #2



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Instructions for the Proctor

General Directions:

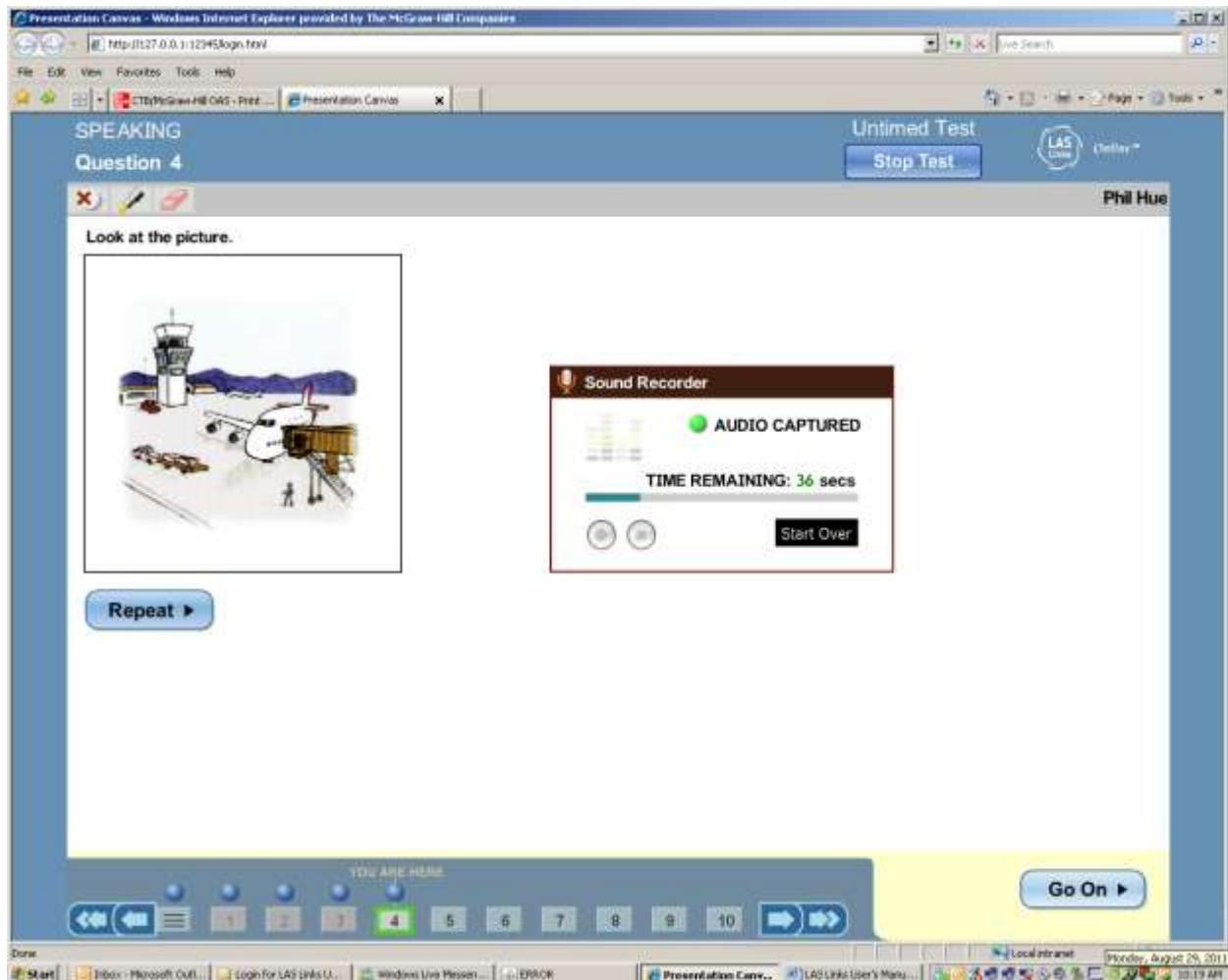
1. Use the Go on to move to the next item
2. The arrows at the bottom of the screen are for reference and not navigation
3. The boxes with the lines are sample items.
4. The individual numbers refer to questions and are for reference only.
5. Become familiar with the test by reviewing a few items
6. Ensure the microphone is plugged in and the system received the signal of the recording (you may want to test this ahead of time).
7. The test has no time limit, but make sure students understand they should not linger in one question for a long time, as this may not be the way they wish to invest their time.

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Instructions for the Student

General Directions:

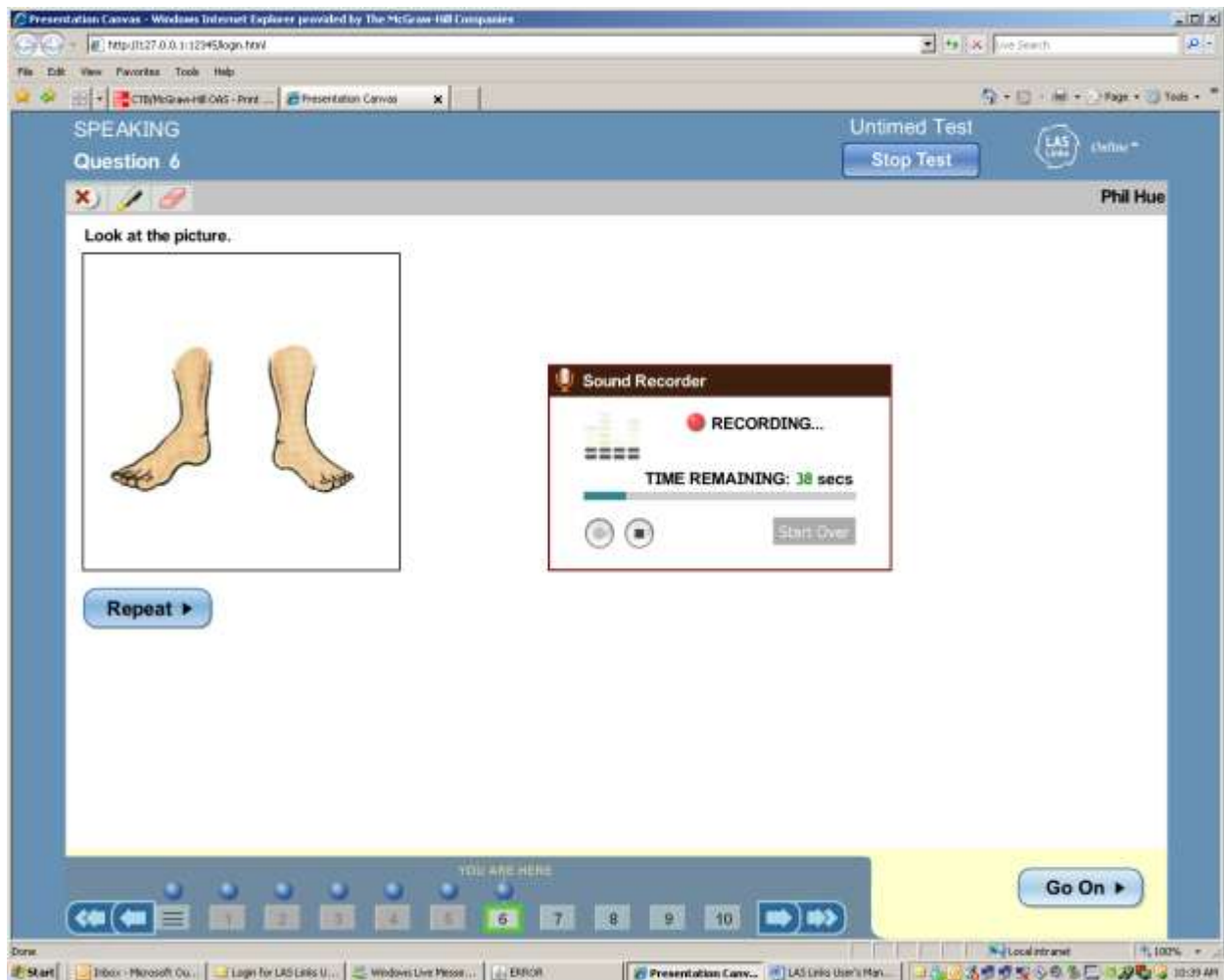
1. Caution: Make sure you listen to each direction entirely
2. Think carefully about your response
3. Click the red button to record your response.
4. **You may repeat the directions by clicking the “Repeat” button**
5. If you wish to re-record your response, you may click the “STOP” button (with the black square). Then click the “Start Over” indicator (large black oblong) and your new response will overwrite your previous response
6. “Start Over” only works after the “STOP” button is clicked
7. Repeatedly re-recording will probably not help very much and may frustrate you in the process
8. Once you are done, click Go On to do the next question
9. **You cannot go back to the questions once you click Go On.**
10. Start recording only when the directions are complete. Otherwise, the directions and your response may overlap.
11. Make sure you speak clearly and directly into the microphone
12. Time indicator in the Sound Recorder box shows how much time is remaining to capture your response



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General Directions to Students (Continued):

1. You will see a blue ball above each box at the bottom of the screen as you progress. This indicates your progress and is for reference only
2. The red ball and the "RECORDING" indicator show the test is capturing your response
3. When you plug in the microphone, the computer recognizes this. The computer also knows when you click the "Record" button. If you inadvertently mute the microphone, the computer cannot recognize this and you may give a brilliant response that goes unrecorded. **Therefore, be wary of the mute potential of the microphone.**

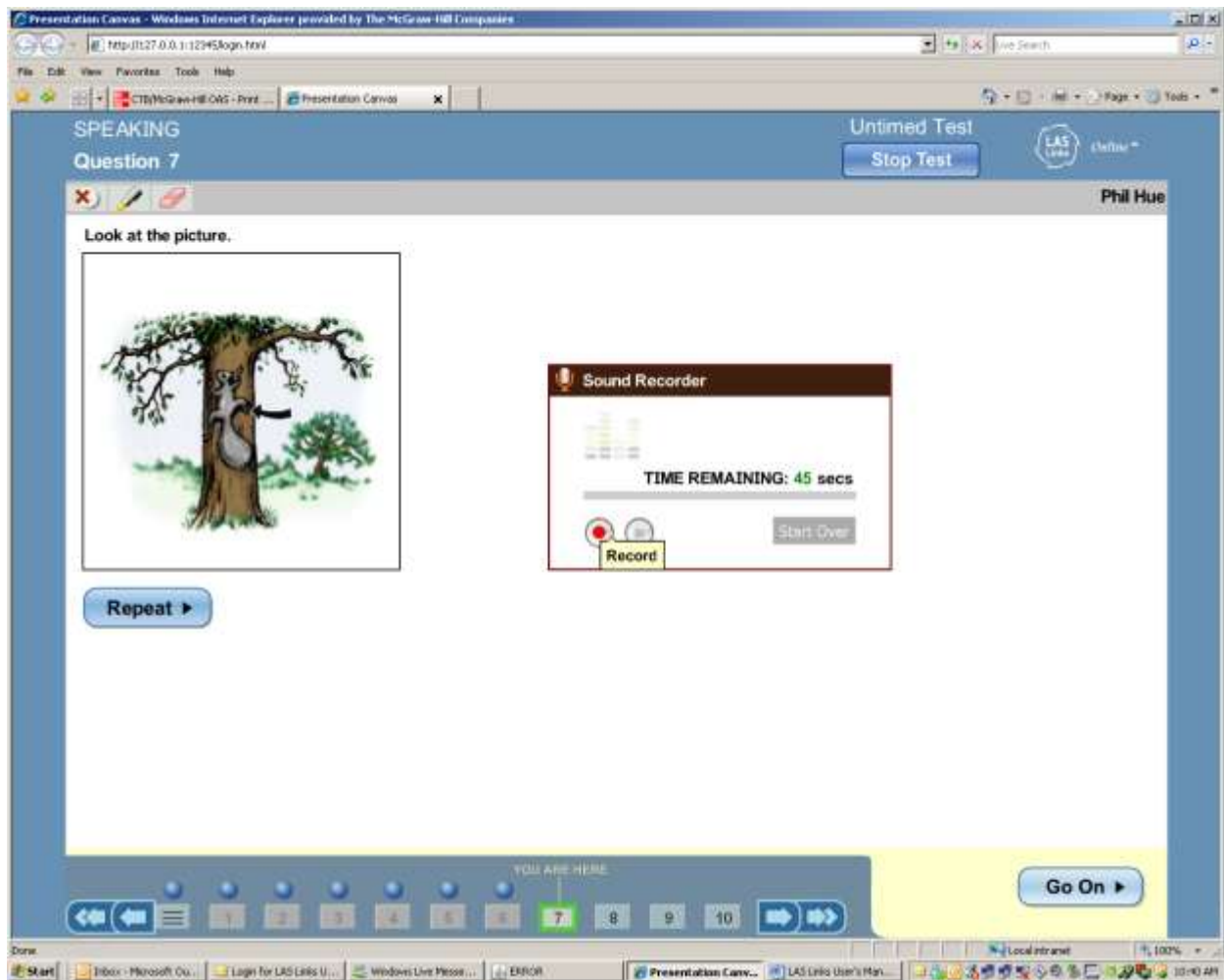


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General Directions to Students (Continued):

On screen indicators:

1. By hovering the mouse over the buttons, the button's name appears (see "Record" below)
2. The "STOP" button's name is shown on the following page
3. Additionally, there may be indicators in the graphic as shown with the arrow below.

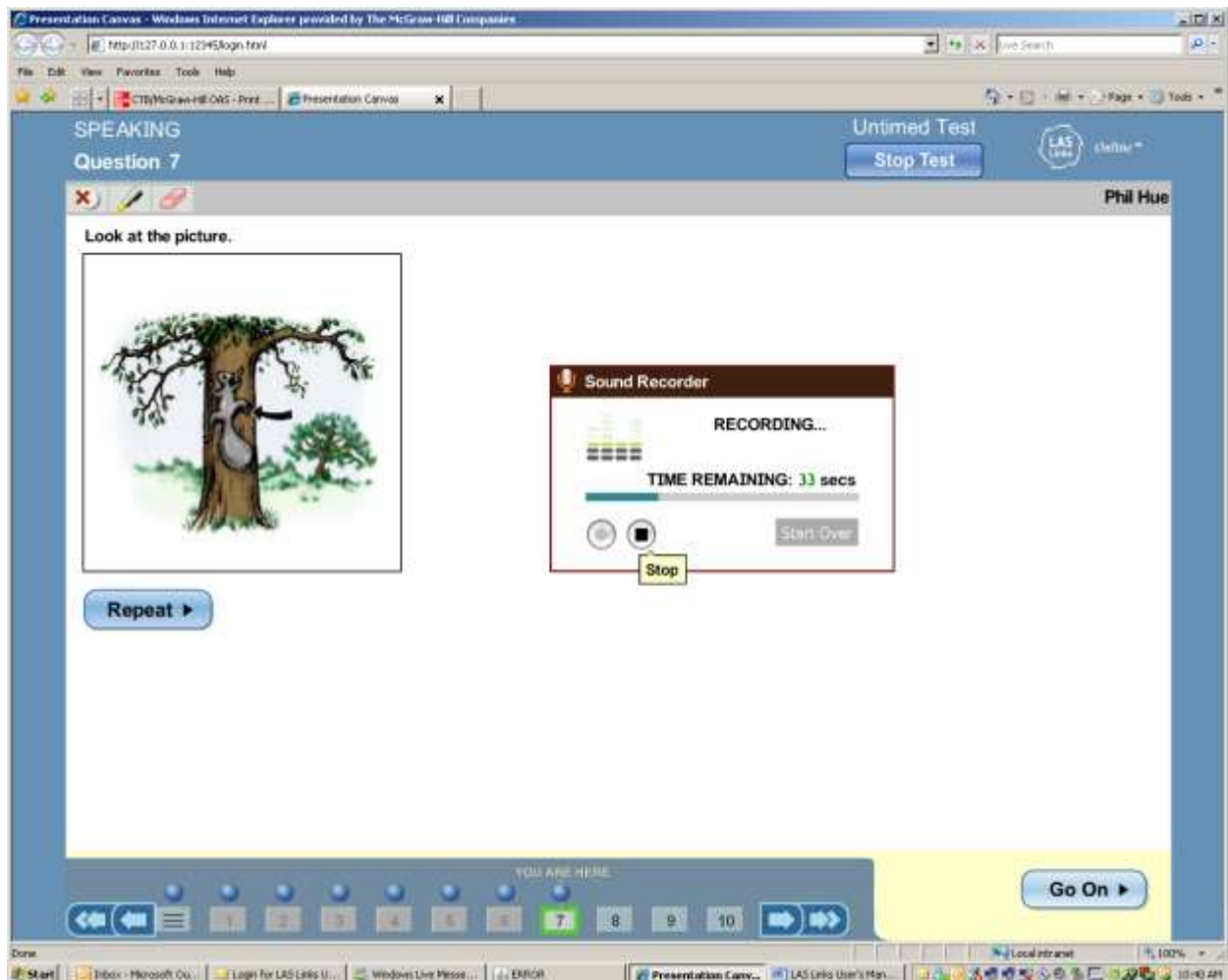


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General Directions to Students (Continued):

On screen indicators:

1. The “STOP” button name is shown below

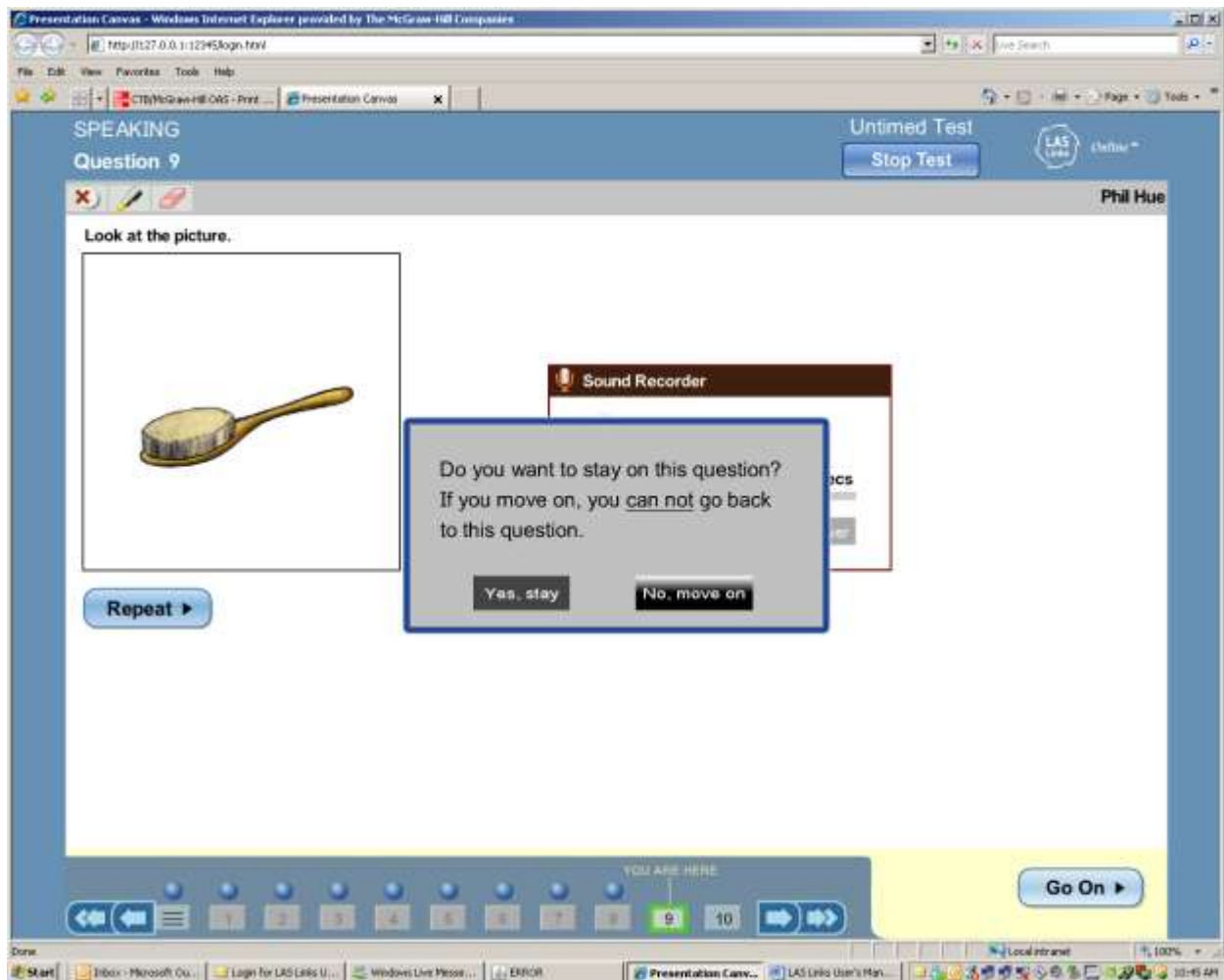


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General Directions to Students (Continued):

Not Answering a Question

1. If you intentionally want to skip a question, you may click the "Go On" without answering.
2. The screen below appears, to ensure you realize you have not yet answered the question.
3. At this point, you may answer or you may chose not to answer
4. **In this test, it is better to guess an answer rather than not answer because you may guess correctly.**



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General Directions to Students (Continued):

Telling a Story Question:

1. Think carefully about your answer before you click "Record"
2. You will only have 120 seconds to complete your response

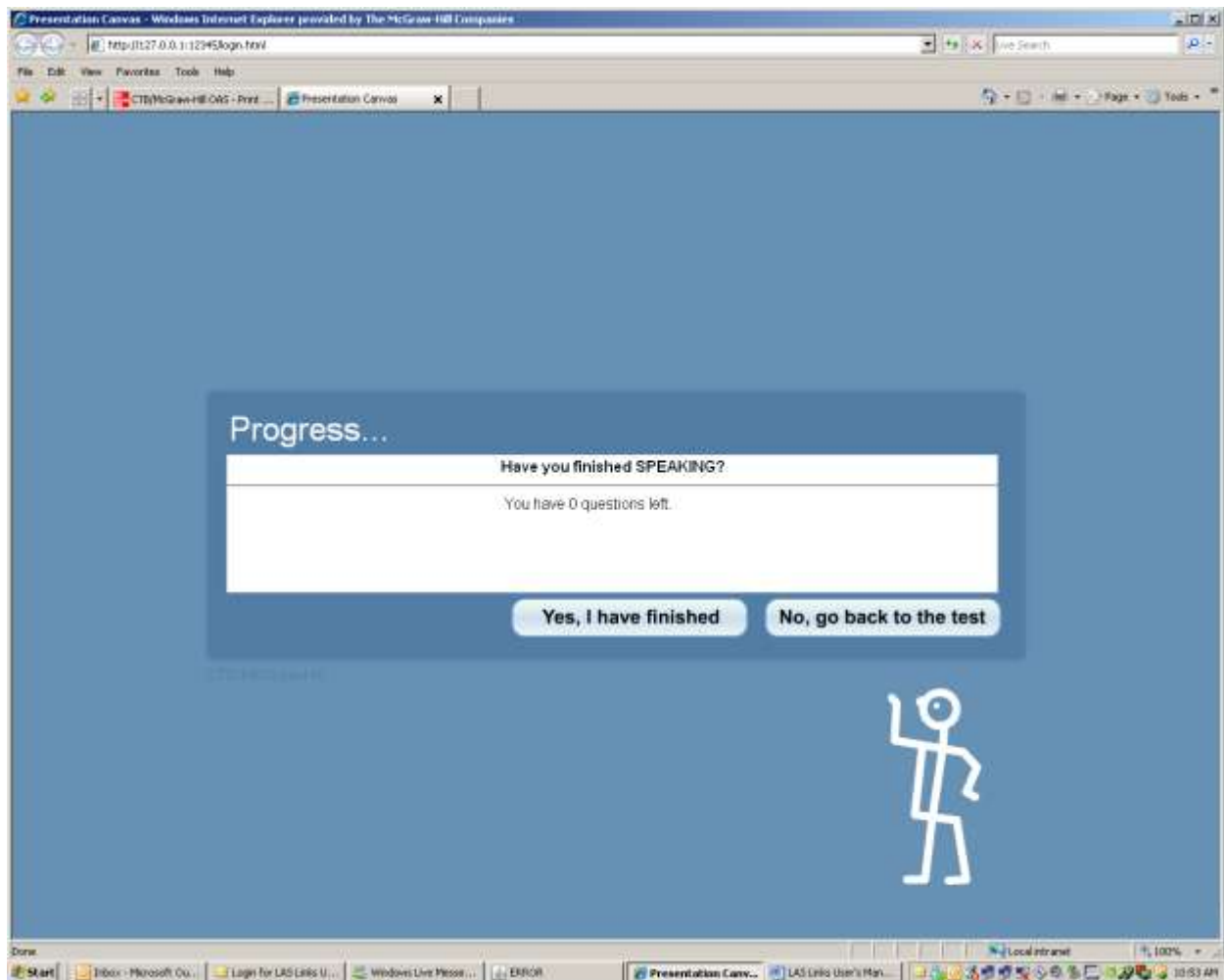
The screenshot displays the 'SPEAKING Question 20' interface within a web browser. The browser window title is 'Presentation Canvas - Windows Internet Explorer provided by The McGraw-Hill Companies'. The address bar shows 'http://127.0.0.1:12345/login.html'. The page header includes 'SPEAKING Question 20', 'Untimed Test', 'Stop Test', and 'LAS Links'. The main content area is titled 'SPEAKING Tell a Story' and features four numbered illustrations: 1. A person in a tent, 2. A person walking with a backpack, 3. A person sitting on the ground, and 4. A person standing next to a red sofa. Below the illustrations is a 'Repeat' button and a 'Sound Recorder' window. The 'Sound Recorder' window shows a 'TIME REMAINING: 120 secs' timer and a 'Start Over' button. At the bottom of the interface is a navigation bar with buttons for '11', '12', '13', '14', '15', '16', '17', '18', '19', '20', and 'Finish Test'. The '20' button is highlighted, indicating the current question. The Windows taskbar at the bottom shows the 'Start' button, 'Inbox - Microsoft Co...', 'Login for LAS Links U...', 'Windows Live Mess...', 'ERROR', 'Presentation Canv...', 'LAS Links User's Man...', and 'Local intranet'.

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General Directions to Students (Continued):

Finishing a Section of the Test (Speaking, Listening, Reading or Writing):

1. When you have answered the last question in the section you will get the screen below
2. If you have not answered the last question (only the last) question in the section, you may return to it at this point by clicking “No, go back to the test”
3. If you click, “Yes, I have finished”, you will be guided to the next portion of the test (Listening, Reading or Writing)

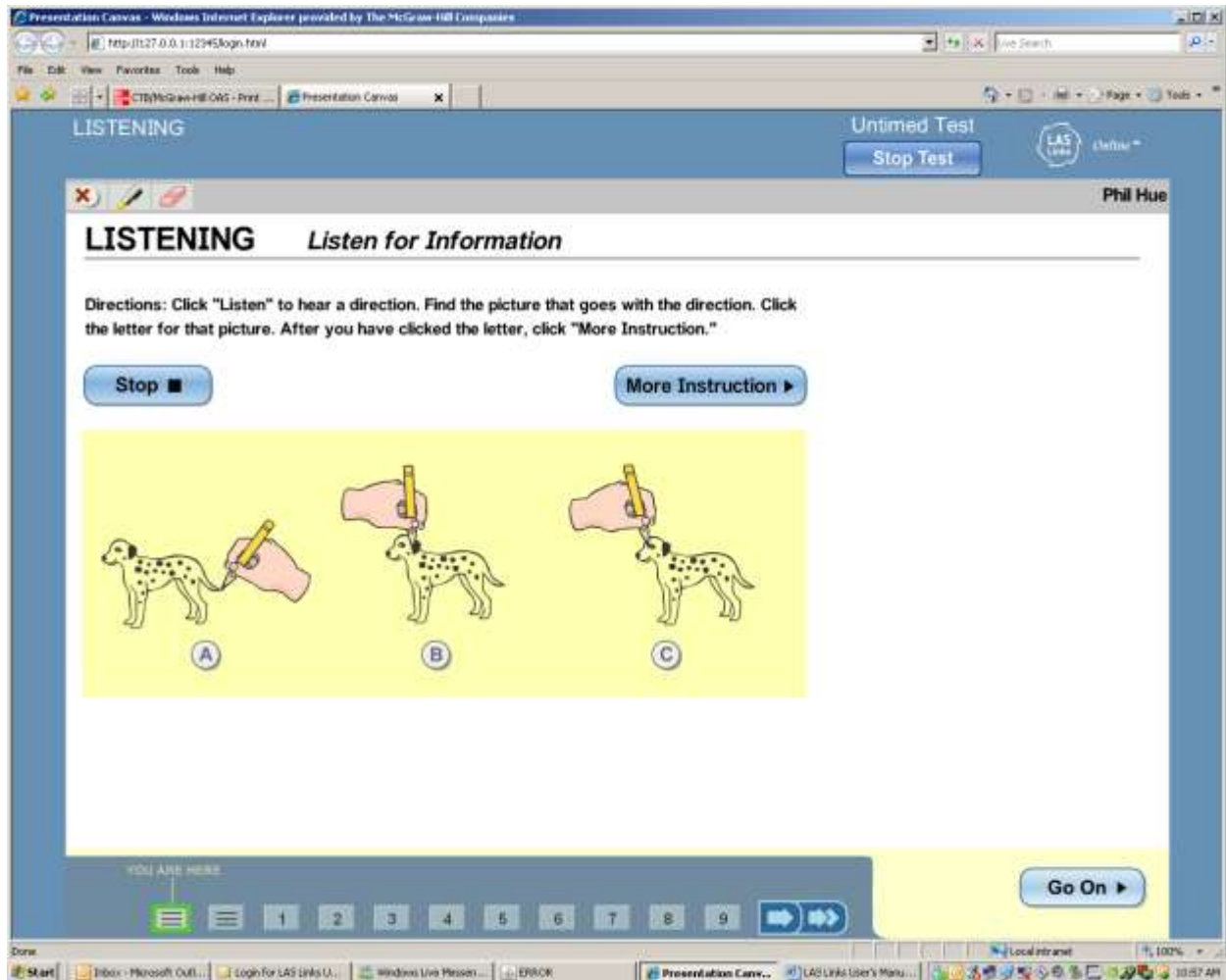


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General Directions to Students (Continued):

Listening:

1. Directions are automatic for the sample items in a group.
2. When the directions are complete, the "STOP" button will become a "Listen" button.
3. Clicking the "Listen" button will give the background and the question
4. For the sample questions only, the "More Instruction" button will indicate the correct response
5. Click "Go On" to hear the next question.
6. Always click "Listen" for the background and the question

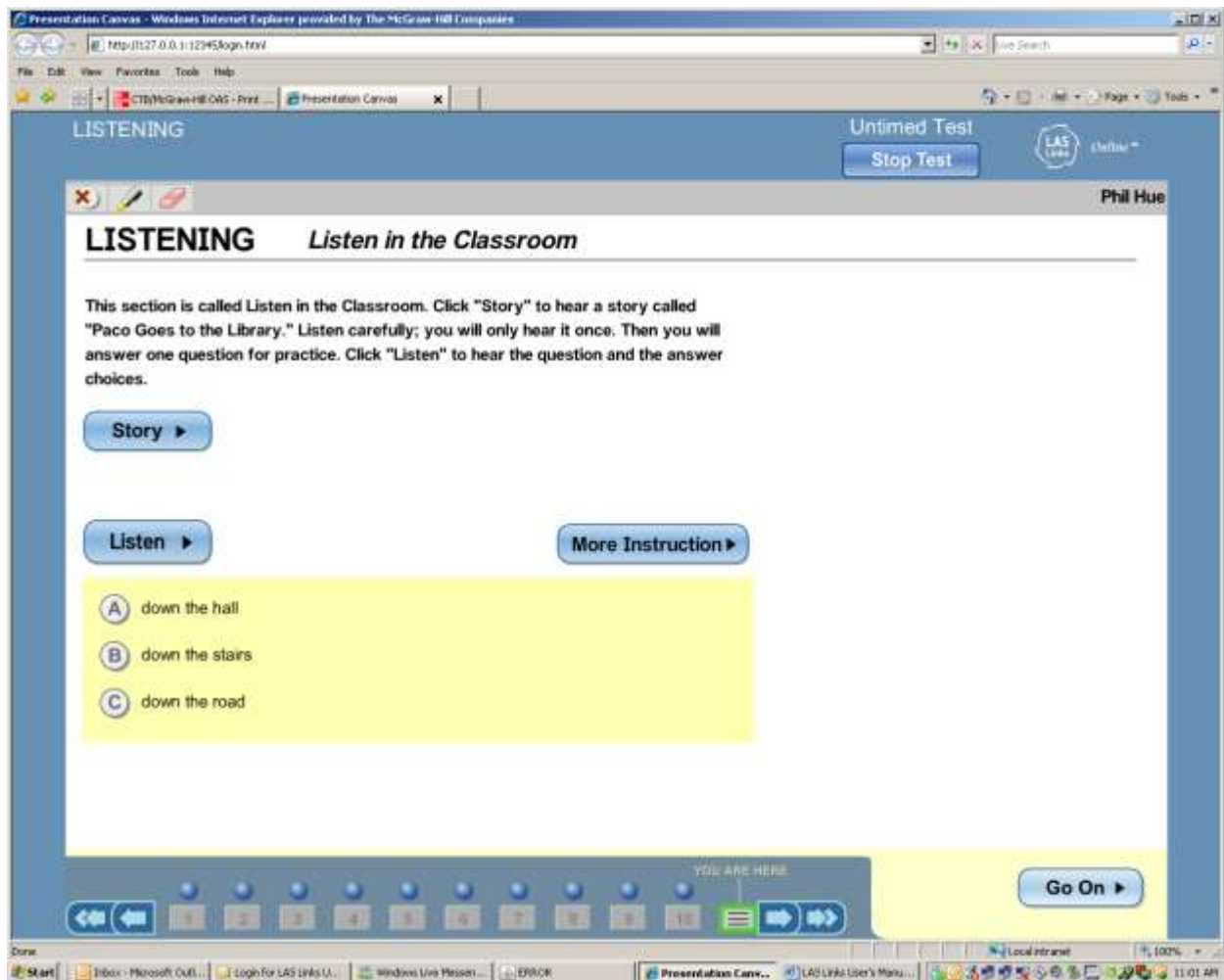


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General Directions to Students (Continued):

Listen in the Classroom:

1. The directions are given automatically with the sample questions
2. Click the "Story" button to hear the story for the next few questions. You will hear the story only once.
3. After the story, click the "Listen" button to hear the question. Choose your answer
4. In the sample questions, the "More Instruction" button will indicate the correct answer

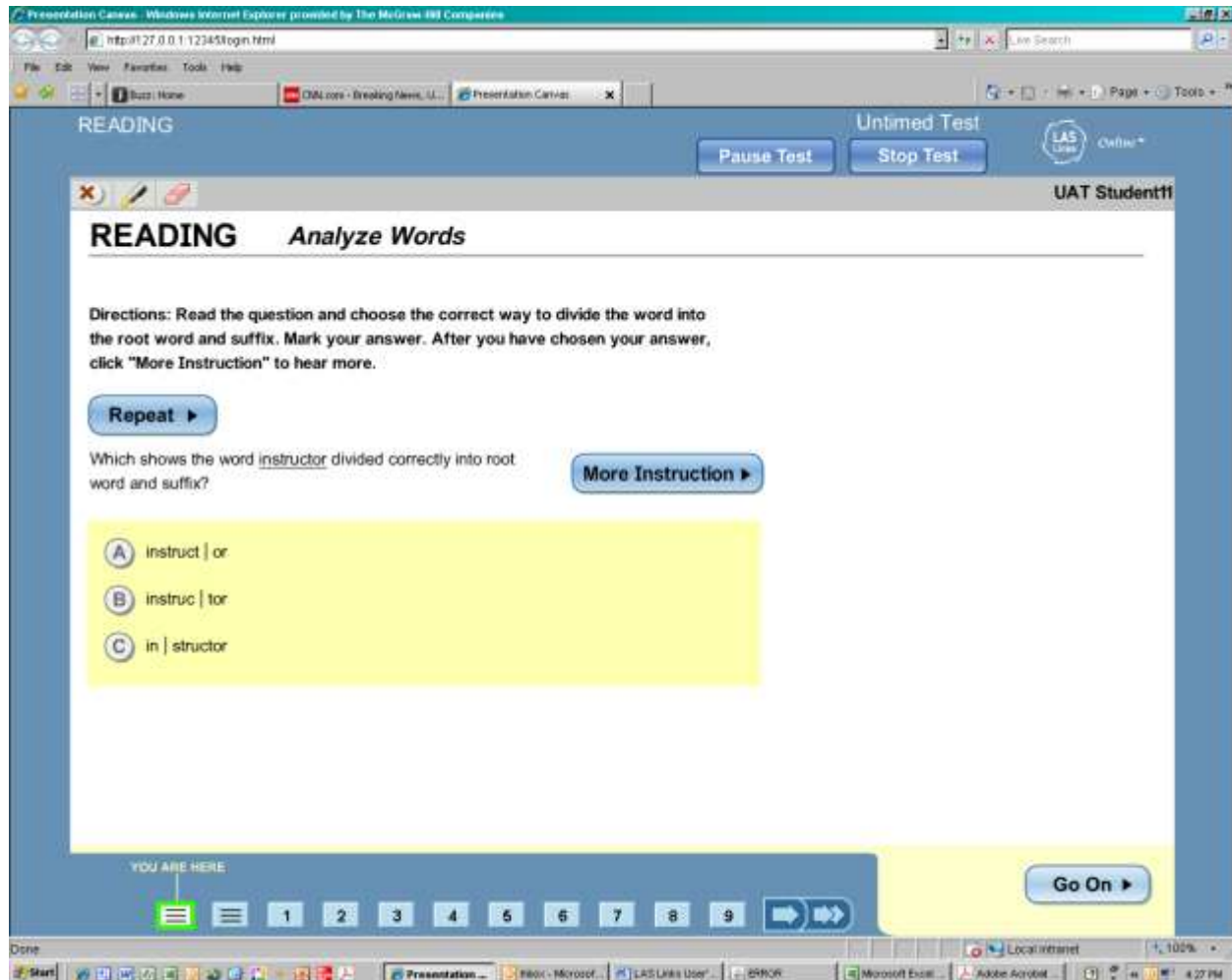


LAS Links Online Users Manual version 1.0

General Directions to Students (Continued):

Reading – Analyze words:

1. The directions are given automatically for the sample questions
2. The “Repeat” button is originally a “STOP” button to stop the directions
3. Read the instructions and choose your answer.
4. In the sample questions, the “More Instruction” button will indicate the correct answer

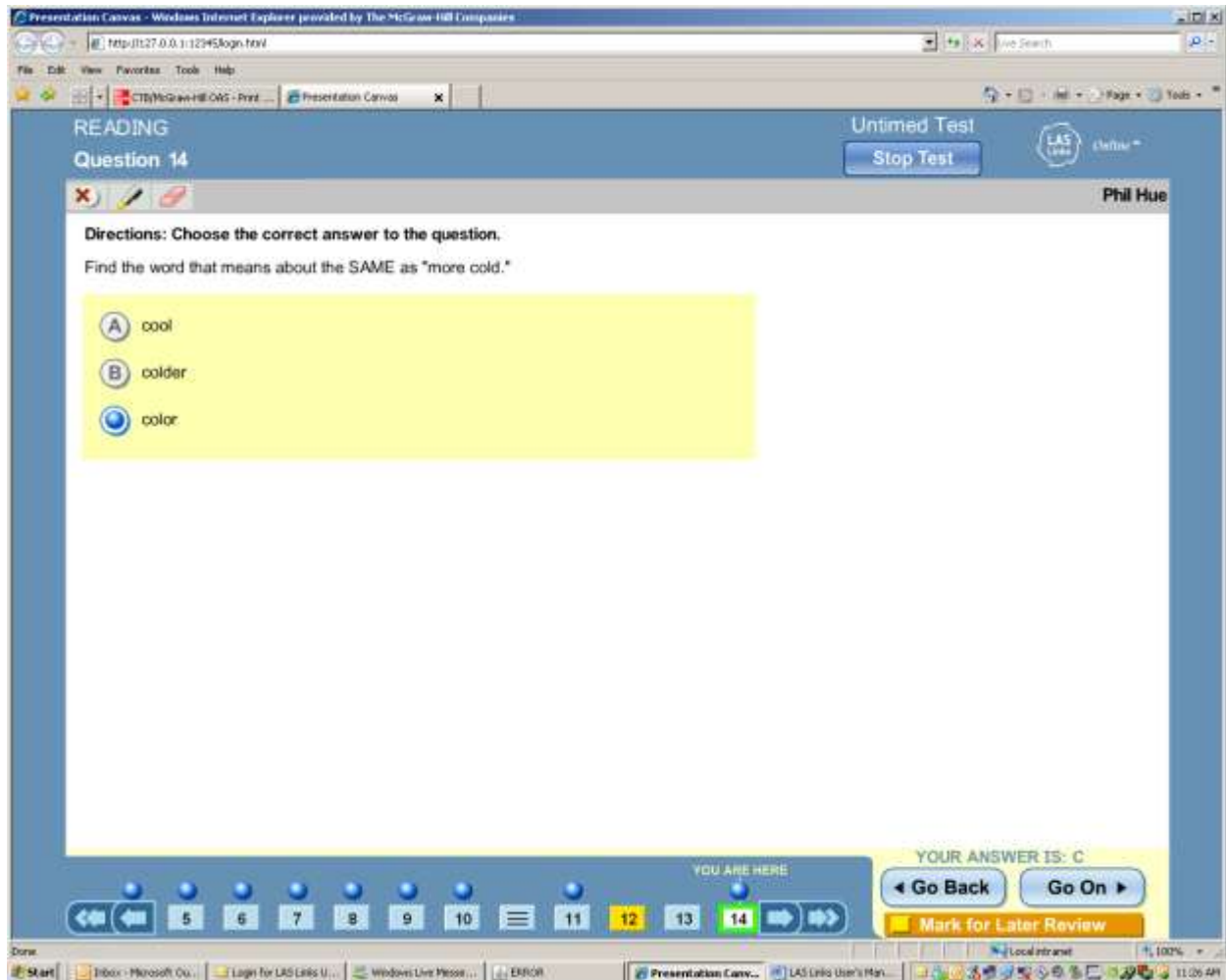


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General Directions to Students (Continued):

Reading – Analyze words:

1. Read the question
2. Mark your answer
3. Click “Go On” to continue.
4. **In the Reading and Writing portions of the test, you may go back and review questions you have already seen.**
5. You may skip ahead and come back to questions for further review.



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General Directions to Students (Continued)

Writing:

1. In the Writing portion of the test, you will have a chance to write an answer to questions
2. Always write in the space provided. The space will expand to allow you to write as much as you want.
3. Always write in full, complete sentences.
4. The directions are given automatically for the sample questions
5. The "STOP" button becomes a "Repeat" button once the directions have finished
6. Read the instructions and choose your answer.
7. In the sample questions, the "More Instruction" button will indicate the correct answer
8. The keyboard is a standard computer keyboard. It will not accommodate accent marks or special characters.



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General Directions to Students (Continued)

Writing – Write Why:

1. In this Writing portion of the test, you explain why you made the choice you made.
2. You enter the choice you made in the top box
3. Then you write two complete sentences explaining the choice you made.
4. Each sentence must be full and complete

The screenshot shows a web browser window titled "Presentation Canvas - Windows Internet Explorer provided by The McGraw-Hill Companies". The address bar shows "http://1127.0.0.1:12345/login.html". The browser has tabs for "CTB/McGraw-Hill OAS - Print" and "Presentation Canvas". The main content area is titled "WRITING" and "Write Why". It includes a "Repeat" button and a question: "Which of these animals makes a better pet? Choose one." Below the question are two illustrations: a dog and a cat, each labeled "a dog" and "a cat" respectively. A text box labeled "Your choice:" is provided. Below this, a question asks: "Why did you choose that animal? Write two reasons." There are two numbered text boxes for the reasons. A "More Instruction" button is also present. At the bottom, there is a navigation bar with buttons for "Go Back" and "Go On", and a series of numbered buttons (14-22) with a "YOU ARE HERE" indicator pointing to button 22. The status bar at the bottom shows the Windows taskbar with various open applications and the system clock.

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Instructions for the Administrator

General Directions:

The Network Utility is a suite of tools for confirming that:

1. Student workstations are properly connected and configured to connect to the CTB servers.
2. Your network has the capacity to support all workstations scheduled to be used for testing at the same time.
3. Workstations to be used for students with "read aloud" testing accommodations can successfully convert text to speech.

The utility can be run by anyone, requires no network knowledge, and takes just a couple of minutes to complete. It lets you test your system for the number of workstations you plan to use and save the results from each test for troubleshooting the system if necessary.

You do not need to install the software on all workstations at your site before you run the Network Utility. It can be installed on a single workstation to give you useful information on connectivity and bandwidth.

There are three tabs in the Network Utility, each with a separate testing purpose:

1. The **Network Connectivity Test** confirms that the workstation can connect to the CTB servers to conduct online testing.
2. The **Bandwidth Simulation** confirms that your internet capacity is big enough for the number of test workstations you plan to use simultaneously. This test simulates the bandwidth used by your workstations and indicates the likelihood of interruption-free service.
3. The **Text to Speech Test** confirms that the workstation can run a complete conversion session with the CTB text-to-speech (TTS) server, for those students with "Read Aloud" testing accommodations.

When to run the tests

First, be sure you have configured your network settings and your student workstation according to the current configuration checklists provided by CTB and that your network is up and functioning normally.

While running tests with this tool ahead of time cannot predict your network traffic at the time of testing, running this utility does help assure that the workstation is properly configured to connect with the CTB application servers.

Testing times: Run the Network Utility at those times when students would be taking the online test.

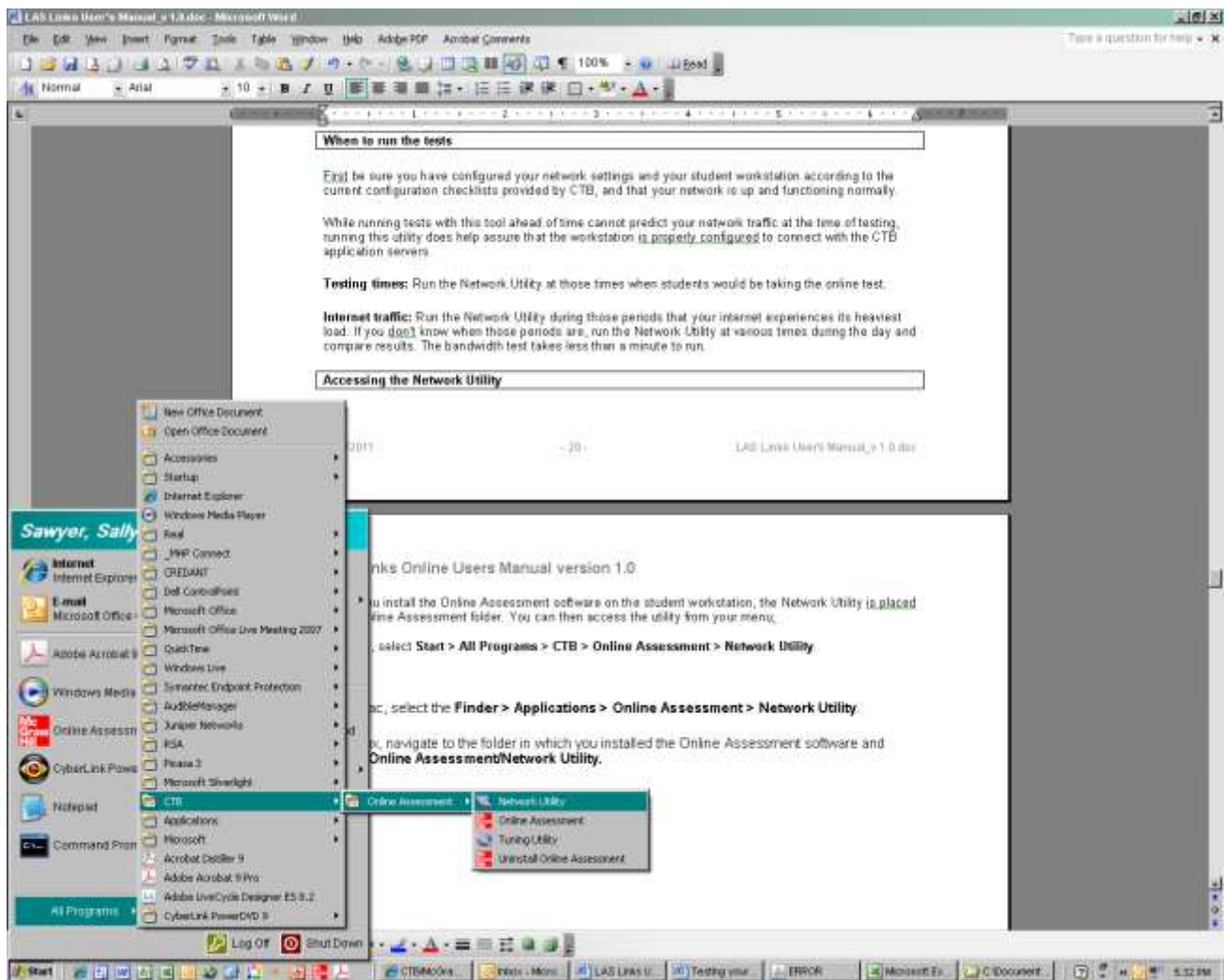
Internet traffic: Run the Network Utility during those periods that your internet experiences its heaviest load. If you don't know when those periods are, run the Network Utility at various times during the day and compare results. The bandwidth test takes less than a minute to run.

Accessing the Network Utility

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When you install the Online Assessment software on the student workstation, the Network Utility is placed in the Online Assessment folder. You can then access the utility from your menu:

On a PC, select **Start > All Programs > CTB > Online Assessment > Network Utility**.



On a Mac, select the **Finder > Applications > Online Assessment > Network Utility**.

On Linux, navigate to the folder in which you installed the Online Assessment software and select **/Online Assessment/Network Utility**.

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Test Administration Features

General Directions:

1. To create a Test Session:
 - a. Click on Schedule Test Session in the Left Menu Bar
 - b. When the screen appears, choose LAS Links Form A or B
 - c. By default all grade levels appear. Choose the grade span that you wish to test.
 - d. Once you choose a grade span, some other questions appear.

The screenshot shows the CTB McGraw-Hill ONLINE Assessment System interface. The left sidebar contains navigation links for Tests, Students, Users, Organizations, Reports, and Workstation Setup. The main content area is titled 'Schedule a Test Session: Select Test' and includes a 'Test Group' dropdown set to 'LAS Links Form B' and a 'Level' dropdown set to 'Show All'. Below this is a table of test options.

Select	Test Name	Level	Subtests	Duration
☐	LAS Links Form B Level 1	1	Speaking Listening Reading Writing	Unlimited
☐	LAS Links Form B Level 2-3	2-3	Speaking Listening Reading Writing	Unlimited
☐	LAS Links Form B Level 4-5	4-5	Speaking Listening Reading Writing	Unlimited
☐	LAS Links Form B Level 6-8	6-8	Speaking Listening Reading Writing	Unlimited
☐	LAS Links Form B Level 9-12	9-12	Speaking Listening Reading Writing	Unlimited
☐	LAS Links Form B Level K	K	Speaking Listening Reading Writing	Unlimited

At the bottom of the table, it says 'Total Tests: 6' and 'Page 1 of 1'. There is a 'Next' button at the bottom left of the main content area.

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Test Administration Features

General Directions:

1. To finish creating a Test Session: Test Security
 - a. For test Security, you may create your own test access code or use the computer generated one. Either is fine.
 - b. Then you can decide if you want to test all four subtests (Speaking, Listening, Reading and Writing) or fewer.
 - c. If you decide to test fewer than all subtests, you may choose the subtests to include.

CTB McGraw-Hill OAS - Select Test - Windows Internet Explorer provided by The McGraw-Hill Companies

https://oastest.ctb.com/TestAdministrationWeb/scheduleTestPageflowselectTest.do

File Edit View Favorites Tools Help

CTB McGraw-Hill OAS - 3... Business, Financial, personal...

Page Tools

Score	Test Name	Level	Subtests	Duration
C	LAS Links Form B Level 2-3	2-3	Speaking Listening Reading Writing	Unlimited
R	LAS Links Form B Level 4-5	4-5	Speaking Listening Reading Writing	Unlimited
C	LAS Links Form B Level 6-8	6-8	Speaking Listening Reading Writing	Unlimited
C	LAS Links Form B Level 9-12	9-12	Speaking Listening Reading Writing	Unlimited
C	LAS Links Form B Level K	K	Speaking Listening Reading Writing	Unlimited

Total Tests: 6 Page 1 of 1

Test Security
The test you selected contains more than one subtest. Select your test administration preferences and then click **Next**.

Do you want breaks between subtests?
☒ No
Use the system-generated test access code or enter your own:
☐ Yes

Subtest Details

Sequence	Subtest Name	Duration
1	Speaking	Unlimited
2	Listening	Unlimited
3	Reading	Unlimited
4	Writing	Unlimited

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Done

Start | Taskbar | Local intranet | 100%

Start | LAS Links Use... | ERROR | Video - Micro... | 2 Resources | Microsoft Excel | CTB McGraw... | 1:55 PM

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Test Administration Features

General Directions:

1. To finish creating a Test Session: Add Time, Date and Location
 - a. Click Next button at the bottom
 - b. The screen below will appear
 - c. You may indicate the date, time and location for the test session

CTB McGraw-Hill ONLINE Assessment System

home | my profile | system administration help | logout

Schedule a Test Session: Select Settings

Select settings for this test session. Required fields are marked with a blue asterisk.*
Click **Save** at any time to save your settings and continue working. Click **Next** to proceed to printing options.

< Back Next > Save Cancel

Tests

Test name: LAS Links Form A Level 4-5
Level: 4-5
Allow and enforce breaks between subtests: No
Test access code: BURDET0738

Subtest Details

Sequence	Subtest Name	Duration
1	Speaking	Unlimited
2	Listening	Unlimited
3	Reading	Unlimited
4	Writing	Unlimited

Options

* Test session name: LAS Links Form A Level 4-5
You may use the system-generated name, or you may enter your own.

* Start date: 06/01/11 (mm/dd/yyyy) * End date: 06/21/11 (mm/dd/yyyy)

* Login window start time: 08:00 AM * End time: 05:00 PM

Time zone: (GMT-08:00) Pacific Time (US and Canada); Tijuana

Test location: (Computer Lab, Room 101)

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Test Administration Features

General Directions:

1. To finish create a Test Session: Add Students
 - a. You may add Students to the test session
 - b. Click on Add Student button
 - c. Follow directions on the following page

The screenshot shows a web browser window with the URL <https://localhost.ctb.com/TestAdministrationWeb/scheduleTestPageflow/selectTest.do>. The page is titled "CTB McGraw-Hill QAS - Select Settings - Windows Internet Explorer provided by The McGraw-Hill Companies".

The main content area is divided into several sections:

- Start/End Date and Time:** Fields for "Start date" (08/30/11), "End date" (08/31/11), "Login window start time" (08:00 AM), and "End time" (05:00 PM). A "Time zone" dropdown is set to "(GMT-08:00) Pacific Time (US and Canada); Tijuana". A "Test location" field contains "(Computer Lab, Room 101)".
- Students:** A section titled "Students" with a "Test Session Roster" showing "Total selected students: 0" and "Students with accommodations: 0". A yellow message box states: "No students have been selected to take this test. Use the Add Students button to add students to this test session." Below this is an "Add Students" button.
- Proctor Assignments:** A section titled "Proctor Assignments" with a note: "The person scheduling the test session is automatically assigned as a proctor. Use the Add Proctors button below to select additional proctors for this test session." It shows "Assigned proctors: 0" and "Test scheduler: UAT User3". Below this is an "Add Proctors" button.
- Proctor List:** A table with columns "Select", "Last Name", and "First Name". It contains one entry: "User3" and "UAT". Below the table, it says "Total Proctors: 1" and "Page 1 of 1".
- Navigation:** At the bottom, there are buttons for "< Back", "Next >", "Save", and "Cancel".

The footer of the page contains copyright information: "Copyright © 2008 by CTB/McGraw-Hill, LLC. All rights reserved. Subject to Terms of Use. Please see Policies, Privacy Notice, and Terms of Use." The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "2:03 PM".

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Test Administration Features

General Directions:

1. To Add a Student to a Test Session
 - a. Click on Add Student in the left-hand menu bar
 - b. The screen below will appear
 - c. Enter the Student Name, Date of Birth, Grade and Gender in the form below. Middle Name, Student ID, Student ID2, Purpose of Test are optional.
 - d. To choose an organization, the organization must already be entered into the System.
 - e. Click on the Name of the Test on the right

The screenshot shows a web browser window with the URL <https://oas.ctb.com/StudentManagementWeb/manageStudent/beginAddStudent.do>. The page title is "CTB McGraw-Hill OAS - Add Student". The main content area is titled "Add Student" and includes instructions: "Enter information about the student in the form below. Required fields are marked by a blue asterisk *." and "Use the organization selector on the right to assign at least one organization for the student." The form has two main sections: "Student Information" and "Additional Student Information". The "Student Information" section contains fields for First Name, Middle Name, Last Name, Date of Birth, Grade, Gender, Student ID, Student ID 2, Purpose of Test, and Organization. The "Additional Student Information" section contains a field for Specific Accommodations. To the right of the form is a "Select" dropdown menu showing "District" and a link to "WAT Las Links Form A and B". Below the dropdown is a table with "Total Organizations: 1" and "Page 1 of 1". The bottom of the page has a copyright notice: "Copyright © 2008 by CTB McGraw-Hill, LLC. All rights reserved. Subject to Terms of Use. Read our Privacy Policy Online. Review GDPR Policy." The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "8:43 AM".

LAS Links Online Users Manual version 1.0

Test Administration Features

General Directions:

1. To Add a Student to a Test Session (Continued)
 - a. The School name will appear (must already be in the system)
 - b. Click on the School Name (not in the check box)

CTB McGraw-Hill OAS - Add Student - Windows Internet Explorer provided by The McGraw-Hill Companies

https://localhost.ctb.com/StudentManagement/ViewManageStudent/addStudent.do

CTB McGraw-Hill ONLINE Assessment System

home | my profile | system administration help | logout

Add Student

Enter information about the student in the form below. Required fields are marked by a blue asterisk *.
Use the organization selector on the right to assign at least one organization for the student.

Student Information

* First Name:

Middle Name:

* Last Name:

* Date of Birth:

* Grade:

* Gender:

Student ID:

Student ID 2:

Purpose of Test:

* Organization:

UAT School Lee Links

Total Organizations: 1 Page 1 of 1

Additional Student Information

Specific Accommodations

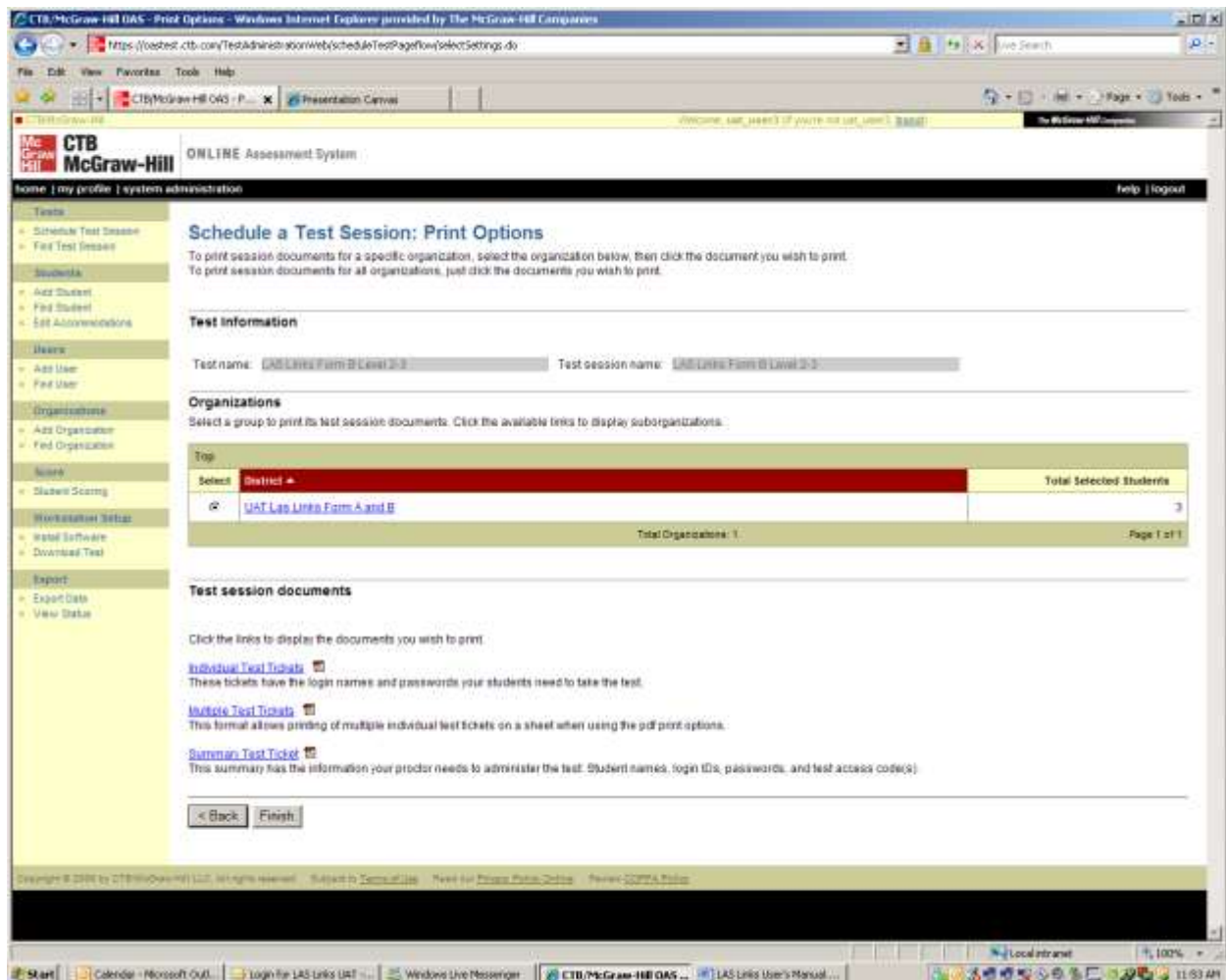
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LAS Links Online Users Manual version 1.0

Test Administration Features

General Directions:

1. Print test tickets for students participating
2. Depending on level of security desired, you may print Individual Tickets, Group Tickets or Summary Ticket



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Test Administration Features

General Directions:

1. Speaking Scoring
 - a. The proctor will score the Speaking and Writing portions of the test
 - b. Choose “Student Scoring” from the left-hand menu bar
 - c. You will see the screen below
 - d. You may enter the Student’s Name and click “Search”
 - e. Or you may do a broader search

CTB/McGraw-Hill OAS - Scoring Student - Windows Internet Explorer provided by The McGraw-Hill Companies

https://test.ctb-con.com/HandScoringWebStudentScoringPageRow/beginIndivStudentScoring.do

File Edit View Favorites Tools Help

CTB/McGraw-Hill OAS - Scoring Student

ONLINE Assessment System

home | my profile | system administration help | logout

Tests

- Schedule Test Session
- Find Test Session

Students

- Add Student
- Find Student
- Get Assessments

Users

- Add User
- Find User

Organizations

- Add Organization
- Find Organization

Scores

- Student Scoring

Worksheet Setup

- Install Software
- Download Test

Export

- Export Data
- View Status

Scoring: Find Student

To see a list of all students, click Search. To find specific students, enter the known information on which to search.

Student ID: Login ID:

First Name: Phil Grade: Any grade

Middle Name: Gender: Any gender

Last Name: Hue Test Name: Select Test

Scoring Status: All

Search Clear All

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Done

Start Calendar - Microsoft Out... Login for LAS Links URL... Windows Live Messenger CTB/McGraw-Hill OAS... LAS Links User's Manual... 11:56 AM

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Test Administration Features

General Directions:

1. Speaking Scoring (Continued)
 - a. You may enter the Grade and search all the Students who sat for the test in that grade
 - b. You may find the Test name and search through everyone who took the test
 - c. Once you find the appropriate student, click on his/her Login ID

The screenshot shows the CTB/McGraw-Hill OAS - Scoring Student interface. The browser window title is "CTB/McGraw-Hill OAS - Scoring Student - Windows Internet Explorer provided by The McGraw-Hill Companies". The address bar shows "https://oasest.ctb.com/HandScoringWebStudentScoringPage/beginDisplayStudentList.do". The page has a navigation menu on the left with categories: Tests, Students, Users, Organizations, Scores, and Workstation Setup. The main content area is titled "Scoring: Find Student" and includes a search form with fields for Student ID, Login ID, First Name, Middle Name, Last Name, Grade, Gender, Test Name, and Scoring Status. Below the form, it says "The following students match your search criteria:" and displays a table of results.

Login ID	Student Name	Organization	Test Session Name	Grade	Student ID
PHI_HUE-0103	Hue, Phil	URT Class Las Links	LAS Links Form B Level 2-3	3	

Total Students: 2 Found: 1 Page 1 of 1

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Test Administration Features

General Directions:

1. Speaking Scoring (Continued)
 - a. Once you find the appropriate student
 - b. His/Her results appear. The Item number is in the left column, the Rubric for that item is in the next column. The subtest is the next column, followed by "View Question". Clicking here allows the proctor to see the Question. The next column contains the Student response.
 - c. To access the response, you must click on "Audio Response. You will be able to hear the response either through the computer speakers or earphones.

CTB/McGraw-Hill OAS - Individual Scoring - Windows Internet Explorer provided by The McGraw-Hill Companies

https://test.ctb.com/HandScoringWeb/students/ScoringPageRowBeginDisplayStudentTest.do?testId=3690164&accessCode=TEXTURAL90&testSetID=C=2764438&testSetID=C=2764438

CTB/McGraw-Hill ONLINE Assessment System

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Individual Students: List Of Items

Click the Response link for the item you want to score. You must click "Process Scores" after all scoring is completed or after changing any scores; otherwise, score changes will not be reflected in scoring and reporting.

Test Details

Access Code: TEXTURAL90
Login Name: RALPHUC-0101
Test Session Name: LAS Links Form B Level 2.0

Process Scores

Item No.	View Rubric	Subtest Name	View Question	View Response	Status	Manual Scoring Status	Maximum Score	Score Obtained
1	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
2	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
3	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
4	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
5	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
6	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
7	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
8	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-
9	View	SPEAKING	View Question	Audio Response	Not Answered	Complete	1	0
10	View	SPEAKING	View Question	Audio Response	Answered	Incomplete	1	-

Total time: 25

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Hand-entering scores

This feature is currently available only to LAS Links customers with Constructed Response and listening/speaking questions in their test.

There are several approaches to hand-entering scores, depending on the situation. You can elect to [score responses for individual students](#) whose scoring needs to be completed or modified by clicking the Student Scoring link on the main menu. Alternatively, you can [score by test session](#) and then elect to score all of each student's responses for the entire test session, one student at a time, or to score one item for all students before scoring the next item.

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Once scoring has been completed, you can [Export Data Reports](#) for the test session.

Scoring one student at a time

1. From the Score menu, click **Student Scoring**.
2. Find a student whose results you want to score:
 - To find a list of all students, select the test name and click **Search**.
 - To find a specific student or a list of students with similar criteria (all students with the last name "Smith" or all students with Incomplete scores, for example) select or enter the criteria on which to search and click **Search**.
3. From the list of students returned, click the **Login ID** of the student to score. This opens the Individual Student Scoring page. The student's test status for the test session must be Completed in order to enter scores for the student.
4. Click **Audio Response** to score a question with an audio (recorded) response, or click **Text Response** to score the text of a written response.

For each test question, you can click a link to view the rubric, view the question, and view the response to score. If a response has already been scored, you can rescore the response if needed..

5. A separate scoring window opens in front of the list of item. Read or listen to the response, select a score from the list, and click **Save**.
6. When you have finished scoring or changing scores for a student, click **Back** to return to the list of students to select another and continue scoring.

Scoring the test session by student or by item

1. From the Test menu, click **Find Test Session**.
2. Select the test session to score and click either **Score by Student** or **Score by Item**.
3. If you select to **Score by Student**, a Find Student page displays a list of all students assigned to the test session whose test status is **Completed**.

Follow the steps above for [Scoring one student at a time](#), beginning with step 3, until all student scoring is finished for the test session.

4. If you select to **Score by Item**, a List of Items page opens. It lists all items by Item Number, Subtest Name, Item Type, and Maximum Score possible.

Click an **Item No.** link to open a new page that summarizes the test session and item information at the top, and lists all students in the test session whose test status is **Completed**. There are links at the top that allow you to **View Item** and **View Rubric** for the item.

5. Click a **Student ID** to open a scoring window in front of the list. Read or listen to the response, select a score from the list, and click **Save**.
6. Continue selecting students by **Student ID** from the list until all student responses for the item have been scored.
7. Click **Back** to return to the List of Items page.
8. Click another **Item No.** to score by student. Repeat from step 4 until all items have been scored for all students.
9. When scoring has been completed for the test session, click **Home** or select another task from the menu.

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Test Administration Features

General Directions:

1. Speaking Scoring (Continued)
 - a. After choosing response to hear, you will see the screen below
 - b. Click on the Orange Triangle to play the response.

CTB/McGraw-Hill OAS - Individual Scoring - Windows Internet Explorer provided by The McGraw-Hill Companies

https://oasweb.ctb.com/HandScoringWebStudentScoringPage/beginDisplayStudentItem.do?testId=3690164&accessCode=TEXTURAL90&testSetIDTC=2764438&testAdm...

CTB/McGraw-Hill OAS - Presentation Canvas

CTB/McGraw-Hill OAS - ONLINE Assessment System

home | my profile | system administration help | logout

Individual Students: List Of Items

Click the **Response** link for the item you want to score. You must click "Process Scores" after all scoring is completed or after changing any scores; otherwise, score changes will not be reflected in scoring and reporting.

Test Details

Access Code: TEXTURAL90
Login Name: PHLAUC-0101
Test Session Name: LAS Links Form B-LEVEL 2.0

Scoring for Item No. 1

Item No. View Answer Score: Please Select

Cancel Save

Item No.	View	Answer	Score	Status	Maximum Score	Score Obtained
1	View				1	-
2	View				1	-
3	View				1	-
4	View				1	-
5	View				1	-
6	View				1	-
7	View				1	-
8	View	SPEAKING	View Question Audio Response	Answered	1	-
9	View	SPEAKING	View Question Audio Response	Not Answered	1	0
10	View	SPEAKING	View Question Audio Response	Answered	1	-

Total Items: 25 Page: 1 of 2

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Start | Calendar - Microsoft Out... | Login for LAS Links (URL) | Windows Live Messenger | CTB/McGraw-Hill OAS | LAS Links User's Manual... | Local intranet | 100% | 11:59 AM

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Test Administration Features

General Directions:

1. Speaking Scoring (Continued)
 - a. Choose the appropriate score from the drop-down box. (You may refer to the rubrics at the same time.)
 - b. Click Save
 - c. Click the red X in the upper right-hand corner of the Audio window to close this item.

Individual Students: List Of Items

Click the **Response** link for the item you want to score. You must click "Process Scores" after all scoring is completed or after changing any scores; otherwise, score changes will not be reflected in scoring and reporting.

Test Details

Access Code: TEST00000000
Login Name: PHL-RUC-010
Test Session Name: OAS Links Form B-Level 3.0

Scoring for Item No. 8

Answer: [Audio Player]
Score: 1

Item No.	View	Answer	Score	Status	Maximum Score	Score Obtained
1	View				1	1
2	View				1	1
3	View				1	1
4	View				1	1
5	View				1	1
6	View				1	1
7	View				1	1
8	View	SPEAKING	1	Incomplete	1	-
9	View	SPEAKING		Complete	1	0
10	View	SPEAKING		Incomplete	1	-

Total Items: 25 Page: 1 of 2

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Test Administration Features

General Directions:

1. Speaking Scoring (Continued)
 - a. An example of displaying the rubric while listening to the response
 - b. The Rubric also presents sample responses

The screenshot displays the CTB/McGraw-Hill OAS Individual Scoring interface. The main heading is "Individual Students: List Of Items". Below this, there is a "Test Details" section with fields for Access Code (TEXTURKING), Login Name (PHEAUC-2101), and Test Session Name (LAS LINKS FORM B LKWL 2-0). A "Process Scores" button is visible. The interface shows a list of items with columns for Item No., View, and a status icon. Item No. 1 is selected, and its details are shown in a pop-up window. This window includes a "Scoring Rubric" table and an "Exemplars" table. The "Scoring Rubric" table has columns for Score and Description, with rows for 0 (Incorrect) and 1 (Correct). The "Exemplars" table has columns for Score, Sample Response, and Explanation, with rows for 0 (No response in English) and 1 (eye/eyebrow). A "Back" button is at the bottom left of the pop-up. The interface also includes a sidebar with navigation links like "Schedule Test Session", "Test Test Session", "Students", "Items", "Organizations", "Scores", "Workstation Setup", "Export", and "View Status". The bottom of the screen shows a Windows taskbar with various applications open, including "Start", "Calendar - Microsoft Out...", "Login for LAS Links (URL...", "Windows Live Messenger", "CTB/McGraw-Hill OAS...", "LAS Links User's Manual...", and "Local intranet".

Individual Students: List Of Items

Click the **Response** link for the item you want to score. You must click "Process Scores" after all scoring is completed or after changing any scores; otherwise, score changes will not be reflected in scoring and reporting.

Test Details

Access Code: TEXTURKING
Login Name: PHEAUC-2101
Test Session Name: LAS LINKS FORM B LKWL 2-0

Process Scores

Item No.	View	ing Status	Maximum Score	Score Obtained
1	View		1	1
2	View		1	-
3	View		1	-
4	View		1	-
5	View		1	-
6	View		1	-
7	View		1	-
8	View		1	-
9	View		1	0
10	View		1	-

Item No. 1

Scoring Rubric

Score	Description
0	Incorrect
1	Correct

Exemplars

Score	Sample Response	Explanation
0	Hi, (Home Language) NR Hello.	No response in English. No response: English word not related to the picture.
1	eye	eyebrow/brow

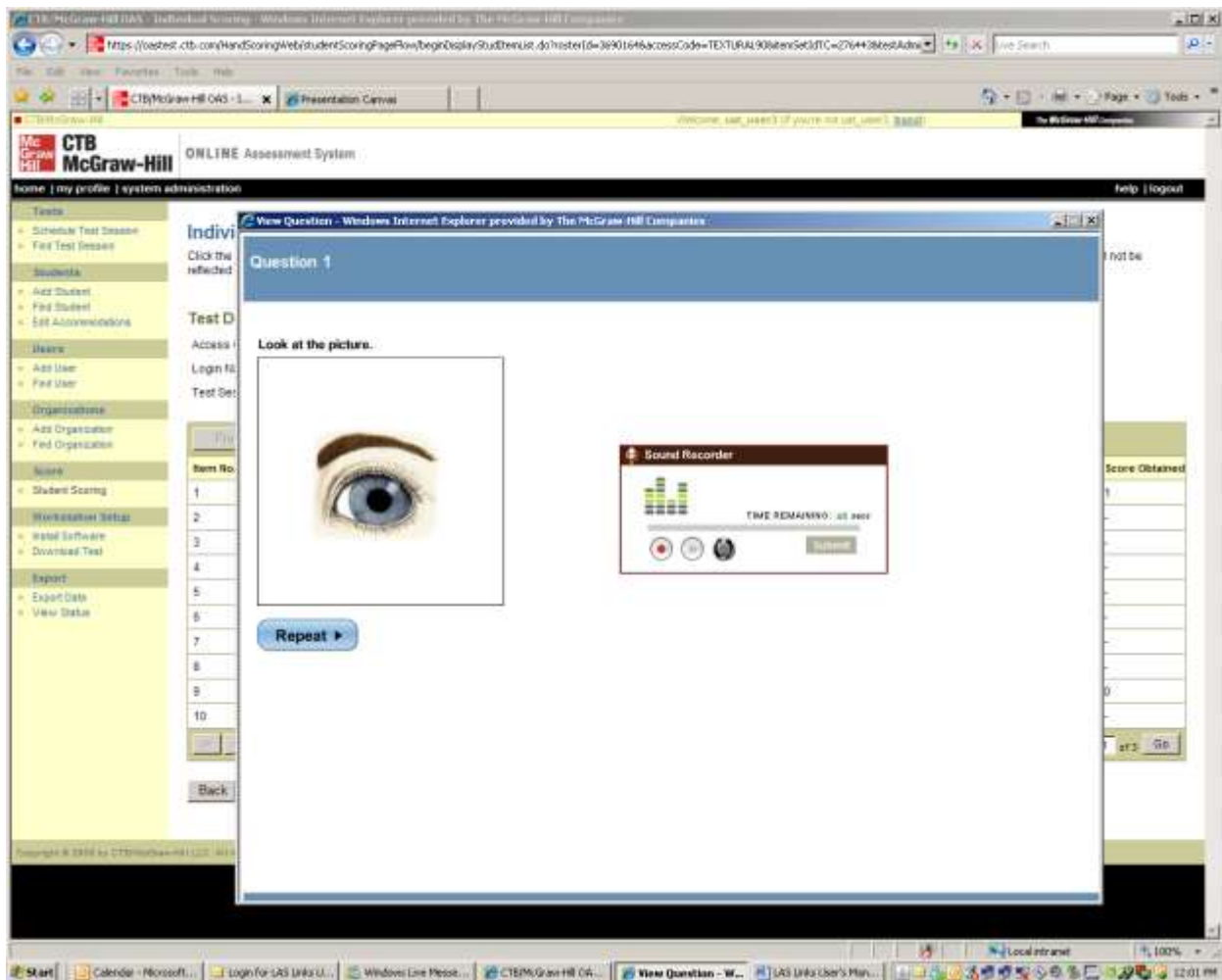
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Test Administration Features

General Directions:

2. Speaking Scoring (Continued)
 - a. An example of viewing the question while scoring



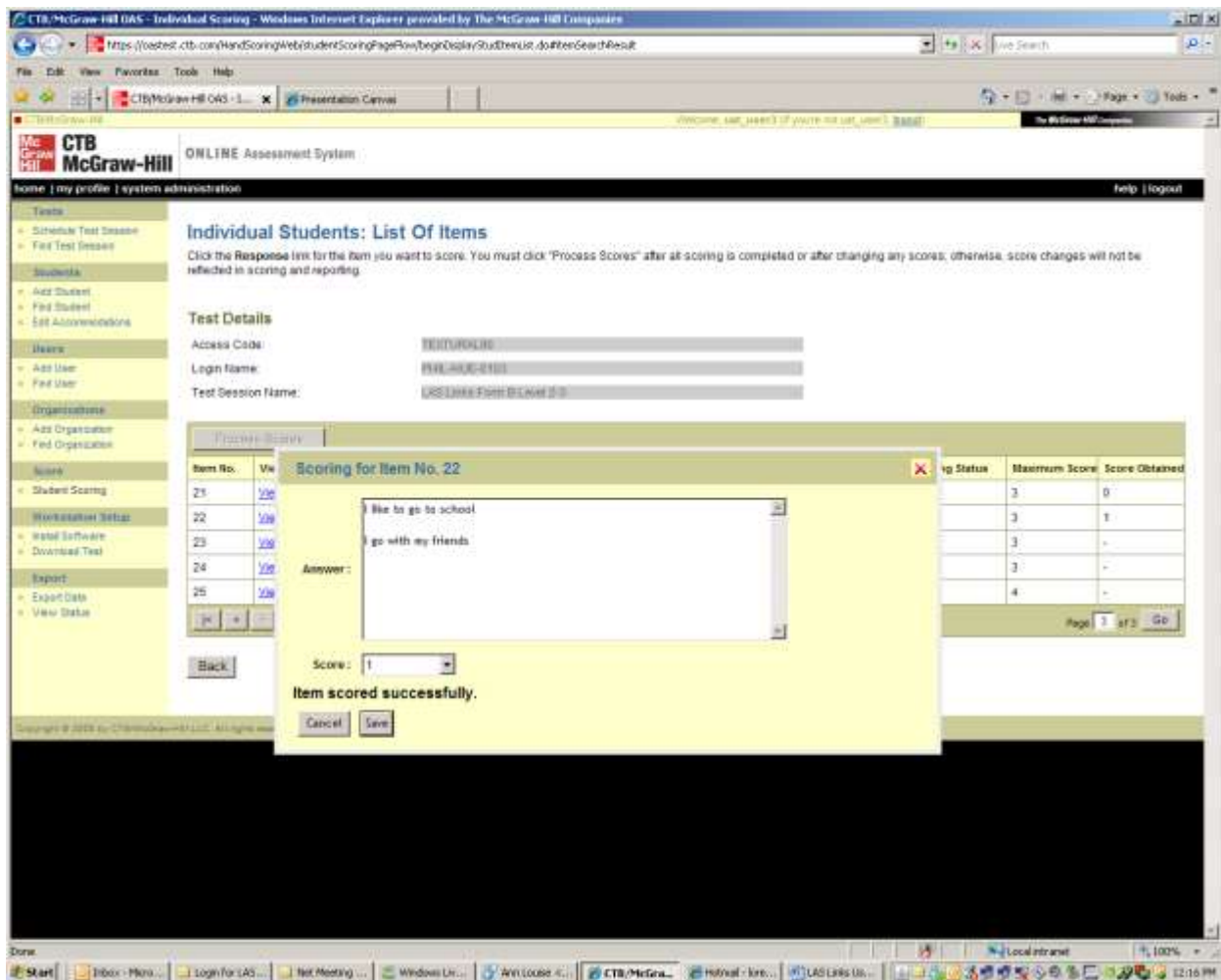
Talk about view question

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Test Administration Features

General Directions:

2. Writing Scoring (Continued)
 - a. Writing follows the Speaking portion of the test
 - b. To access the response, you must click on "Response." You will be able to see the response the student entered
 - c. You may score the response in a manner similar to the Speaking subtest
 - d. Be sure to Save the scores



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Test Administration Features

General Directions:

3. Exporting Scores

