Welcome and thank you for watching this tutorial video for Montana State Gear Up schools to create test sessions for both the Aspire and Tessera assessments in the ACT Aspire/Tessera portal. Let’s begin!

By now, your student data should be uploaded into the ACT Aspire/Tessera portal. If data is missing or incomplete, do not continue with this procedure. Instead, return to the “ACT-Aspire-Portal SDU Review” tutorial video to upload and fix your data.

Let’s start by creating a single test session for Aspire and Tessera, so that you can get the gist of how the process works. Then we’ll move on to making multiple sessions.

Login to the portal and navigate to your school by clicking on the blue box with the white lines in the upper right corner. Then scroll to your school and click on that line.

Make sure you click on the line that looks like a school building with a flag. You can double check that you are in the right place by viewing the name of the school next to the blue box with the white lines.

Now, click on the Dashboard tab. Look through the tabs at the top of your screen.

To create an Aspire test session, remain on the “Summative” tab, and click on the “New Test Session” button. To create a Tessera test session, first click on the Tessera tab, then click on the “New Test Session” button.

For both tests, you’ll see a screen that allows you to fill in various test information. Let’s go through each section.

Under “Test Selection” click on the white box with the black lines to get a test menu. You may have to click through the tabs in order to find the tests that you are eligible for.

For Aspire, choose either “online” or “paper” for one of the Grade 8 tests in a subject area.

For Tessera, the only available option is online.

Under “Testing Schedule”, pick the days you will allow for the assessment in the calendar boxes. You’ll see the calendar is greyed out for Aspire because the testing window is only able to start at April 1st.

Then pick the start and end times. The Time Zone and Daylight Savings Time boxes should be automatically filled with the correct information for your location.

If you check the box marked “24-hour testing” then the test will be available for the full 24 hours on the days chosen, and the Start and End Time will be ignored.

Then, choose the days of the week you’d like the students to be able to login for the test.

Please note: if you chose a “paper” test session for Aspire, then the start and end time boxes, time zone, and days of the week boxes will not be revealed. We’ll take a look at a paper test session later.

Under the “Testing Details” section, fill out the “Title” box. We ask schools to use the following format: Start with the name of your school. Then a dash. Then, make sure that the Grade and the subject are accurate. And, then allow the system to create the session numbers.
For Tessera, it’s similar. Start with the name of your school, then a dash, Instead of high school we’d like you place Grade 9, since we have 2 grades that are testing for Tessera.

The “Instructions” box is not required for Montana State Gear Up. You can list out whatever information you wish. However, please note that the information listed here will show up underneath the testing session title on the dashboard page.

Aspire test sessions will have an additional section labelled “Proctor Caching Details”. Please do not click on this checkbox. Leave it blank.

Click on the “Create Test Session” button. You’ll be taken to the “Test Session Details” page.

Let’s go through all the components of this screen, so you can become familiar with how to manage your test sessions now that they are created.

Add students by clicking on the “+ ADD” button. The students available for the test, usually in a particular grade, will show up on the next screen.

You can also sort the students using the lists under the filter section.

Click on the checkmark box for each student or use the checkmark box in the header to click every student showing on the screen.

Once all the students are selected for that test session, click the “Done” button in the upper right. You’ll be redirected to the main test session page with all the students loaded.

Please note: student who have the PNP icon next to their name have testing accommodations. When you hover the icon, you’ll be able to see what the accommodations are.

To remove a student, click on the checkmark box next to their name, then click the remove button.

Use the “Password Reset” button, to reset passwords for all or some students.

Use the “Authorization” button to print or download a file of the students’ usernames and passwords, or individual Test Authorization tickets. This information will include usernames and passwords. Please guard it accordingly.

In the upper left, the “Print” button allows you to print comments about the test sessions, a regular roster, or a roster of students who have PNPs. If no students in the list have a PNP, this option on the list will be greyed out.

Next is the “Comments” button, where the test or room supervisor can make comments about distractions or a student’s behavior.

Clicking on the “Edit” button, brings you to a page where you can edit the test information.

If you would like to copy this same test session for a new group of students, click the “Copy” button. You’ll be choose a test on this screen.

Start again with the name of your school in the test session title. You also have the option to change this test to paper.
Click the “Copy” button. Click “OK”. You’ll be able to see the new test session on the Test Session Task Status page. You can also go back to the dashboard page.

If there are no students in the test session, and you need to delete the session, once you remove the students, the “Scheduled” button at the top will allow to delete the test session.

To invite Room Supervisors to this test session, if they already have an ACT Aspire Portal login, click on the “Authorized Users” tab in the upper right, and then “Add/Edit”.

I won’t click on that link now, so to keep personal information private. Once in this dialogue box, click on the role of the member and change it to Test Supervisor or Room supervisor.

To invite Room Supervisors to this test session, if they do not have a login to the ACT Aspire portal, click on the “Invite” link. A dialogue box will appear allowing you to type in an email address, to invite the user.

Please note: users invited through this method will automatically be assigned the “Room Supervisor” role.

I’m going to add students back in to this test session and then check a student individually to make sure they are enrolled.

Go to the “Students” menu and click on “Find Students”. Fill out some of the search criteria for students that you just added into a test session.

Then, click “Search”. Click on the “Student ID” number. You’ll now see the student’s profile.

Scroll down to the tabs at the bottom of the page. The default tab should already be “Test Info”. Click on the “Tessera” button to see the Tessera test sessions. Summative is for Aspire. You can see that this student is enrolled in this test session.

Now, let’s create multiple test sessions at the same time. Navigate back to the Dashboard.

Click on the Summative tab to create Aspire test sessions, and the Tessera tab to create Tessera test sessions.

Click on “New Test Session”. Then click on the “Create Multiple” tab. For Aspire, you will only have the choice for the Summative spring 19 Aspire test. This time let’s look at the paper test screen.

You can see under Testing Schedule, only the start and end date are showing. Again, you must scroll to where the testing window is available to choose dates for the Aspire.

You’ll see several different items to choose from in the tabs underneath the Students section. You can choose to create sessions, for grades, you can choose for groups. Again, this was created in the SDU file. You can also choose by teacher. Since no teachers were loaded with those students, no teachers are available.

I’m going to create multiple test sessions for 8th grade. We’re going to create English, Reading, Science, and Math. Then, click on “Create Test Sessions”. You can see the status of these sessions. There were no students available, so the sessions were not created.

If you have any questions about this process, please contact ACT Aspire directly via the chat option on the top of the screen next to the shopping cart, or by calling 1-855-730-0400.

Thank you for watching this tutorial video on creating test sessions in the ACT Aspire and Tessera portal. Have a great day!