Michigan
Early Literacy and Mathematics Benchmark Assessments

ONLINE ADMINISTRATION DIRECTIONS (OAD)
GRADE 2

Fall 2017

> - In this manual, **<u>indented text in bold type</u>** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator.

Prior to the assessment, become familiar with the following software tools and features:
- Pause/Exit Function: temporary, short breaks (e.g., restroom break, etc.)
- Interrupted Testing: emergency issues (e.g., fire alarms, electrical outages, etc.)
- Unplanned Test Inactivity: more than 20 minutes of no input from the student

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes, and then try again to complete the test. If the problem persists, consult the Technology Coordinator, or if unavailable, the Building Coordinator.

INSTRUCTIONS—ENGLISH LANGUAGE ARTS

Make sure that each student is sitting at a separate computer and that each computer is turned on and open to the desktop. Students are not permitted to access any electronic devices used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) that can disrupt the testing environment or be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session.

When all students are ready,

SAY: **Welcome to the Michigan Early Literacy and Mathematics Benchmark Assessment for English Language Arts. We are now ready to begin. Carefully follow the directions and do your best. If you do not know the answer to a question, that is okay. Try your best and make sure you answer all questions.**

- **Read each question carefully.**
- **Choose the correct answer or answers and select your choice on the computer screen.**

I will now pass out your Student Login Ticket, or Test Ticket. Once you have your Test Ticket, please wait for me to give you more directions. Do not log in to your test until I tell you to do so.

Distribute individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student.

When you are ready,

SAY: Each of you now has a Test Ticket. Check to make certain that your name and date of birth appear on the Test Ticket and it says ELA Grade 2—Part 1 or ELA Grade 2—Part 2. Raise your hand if your Test Ticket does not have your name and the correct date of birth on it or you need help.

Correct any ticket distribution errors.

SIGNING IN

When you are ready,

SAY: Now we are ready to begin. First, double-select the DRC INSIGHT Online Assessments icon on your desktop. You should see the Michigan Department of Education screen with the test choices. The screen has 4 rectangles in them. Is there anyone who does not see this screen?

Pause to assist students as necessary or select the correct link for any student having difficulty. If a student receives an error message, note the content of the error message and contact the Technology Coordinator. It is recommended to restart or move to another computer. When all students are ready,

Test Sign In Screen

SAY: Under the picture that shows the green book and your grade, select the Test Sign In link that is on the bottom of your K, 1, 2 test. Is there anyone who does not see the Sign In screen?

Make sure students are selecting "Test Sign In" under the picture that shows the green book.

Pause to assist students as necessary. When all students are ready,

SAY: You may now type in your Username and Password in the spaces on the screen. Your Username and Password are on your Test Ticket. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen. If you need help, please raise your hand, and I will come around to help you.

Pause while students enter their login information. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content test. Usernames and Passwords are **NOT** case sensitive. A student's Date of Birth (DOB) can be used to verify that the correct Test Ticket is given to a student.

Username and Password Screen

Note: If a student is unable to log in using their Test Ticket, please contact the Building Coordinator.

When all students are ready,

SAY: **When you have selected the Sign In button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?**

Pause to assist students as necessary.

SELECTING OPTIONS

When all students are ready,

SAY: **Look at the Welcome screen and make sure that the following appears:**

- **your name on the top**
- **your Test Name**
- **your Test Session**

Test Administrators should also check that each student's State Student ID (also called UIC) and District Student ID (if also printed on Test Ticket) are present.

Note to teachers about the Options: Color Choices, Contrasting Color, **Options**—Selecting the Options button will allow access to any testing options that are available on their test. The options are **Color Choices** and **Contrasting Color**.

Color Choices—Color Choices (CC) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Choices can be turned off or changed at any time during the test.
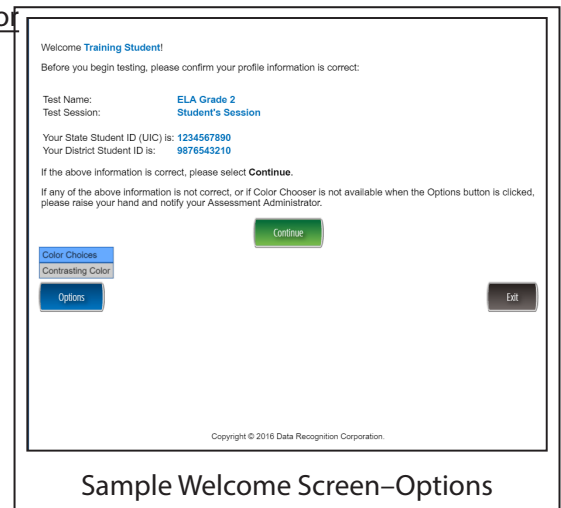
Contrasting Color—Contrasting Color is available to make items easier to read. Choose a contrasting color and that color will appear throughout the test. Contrasting Color can be turned off or changed at any time during the test.

Individually assist students who need help adding or adjusting these features.

Pause to assist students as necessary. When students are ready,

SAY: **If the information about you is correct, select the green Continue button on your screen. If the information is not correct, raise your hand.**

Pause to assist students as necessary.

Sample Welcome Screen

Sample Welcome Screen–Options

SELECTING THE TEST

When all students are ready,

SAY: **You should now see the Test Selection screen. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready,

SAY: **We are now ready to begin the test. Select the words "ELA Grade 2—Part 1" or "ELA Grade 2—Part 2." Once you have selected the correct part, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Throughout the Test Directions and the test questions, the test part appears in the upper left corner of the screen (for example: ELA Grade 2—Part 1). After completing each test part, it will show as ELA Grade 2—Part 1 (Complete). In addition, the student's name is displayed in the upper right corner of the screen.

Pause to assist students as necessary.

The following tests have been scheduled for **Training Student**!

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- ELA Grade 2 - Part 1
- ELA Grade 2 - Part 2

Options

Exit

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Test Selection Screen

TEST DIRECTIONS

When all students are ready,

SAY: **I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark gray triangle near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.**

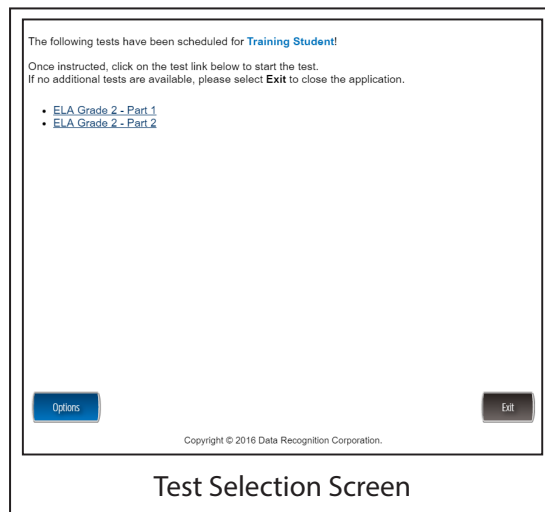**Early Literacy and Mathematics Benchmark Assessment**

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher. If you see three circles, select the Next button.
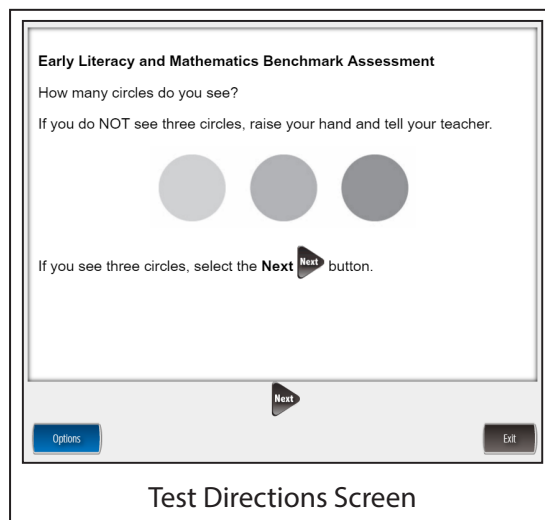
Are there any questions?

Early Literacy and Mathematics Benchmark Assessment

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher.

If you see three circles, select the **Next** button.

Next

Options

Exit

Test Directions Screen

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation, if available, and then contact the Technology Coordinator about the computer.

Check monitors to confirm that all students are on the page as shown above.

Answer all questions. When all students are ready,

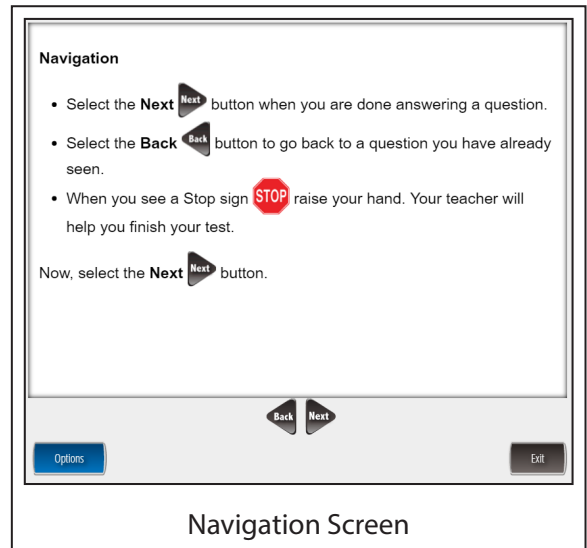**SAY:** **I will now read the Navigation section. Navigation is how you move through the test.**

Navigation

Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Navigation Screen

Answer all questions. When all students are ready,

SAY: **Now, select the Next button.**

Check monitors to confirm that all students are on the correct page as each page is described.
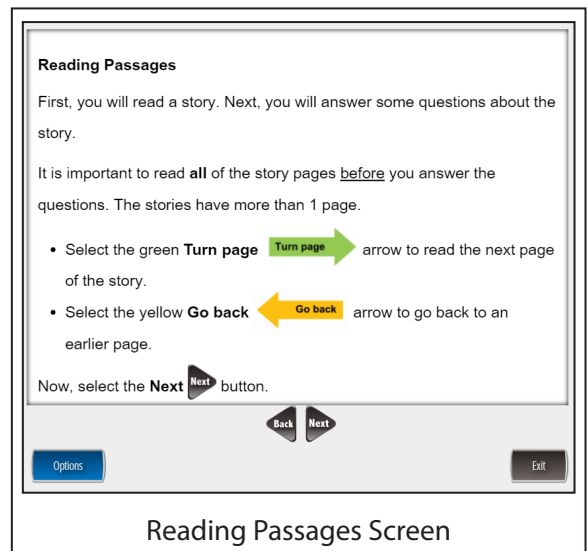
When all students are ready,

SAY: **Reading Passages**

First, you will read a story. Next, you will answer some questions about the story.

It is important to read all of the story pages <u>before</u> you answer the questions. The stories have more than 1 page.

- **Select the green Turn page arrow to read the next page of the story.**
- **Select the yellow Go back arrow to go back to an earlier page.**

Are there any questions about Reading Passages?

Reading Passages Screen

Answer all questions. When all students are ready,

SAY: **Now, select the Next button.**
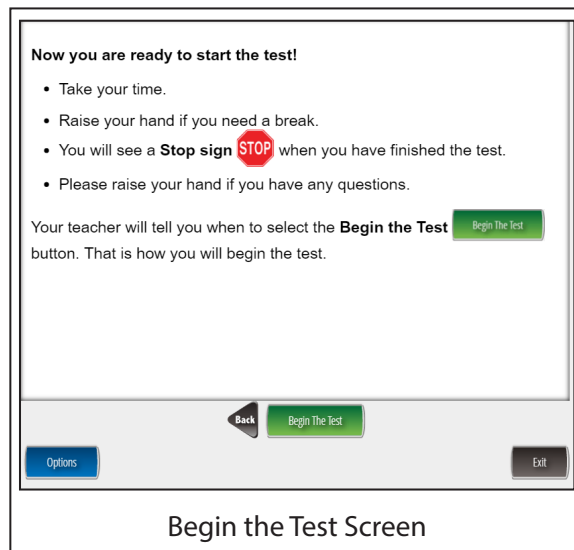
When all students are ready,

SAY: **Now you are ready to start the test!**

- **Take your time.**
- **Raise your hand if you need a break.**
- **You will see a Stop sign when you have finished the test.**
- **Please raise your hand if you have any questions.**

I will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you.

Are there any questions?

> **Now you are ready to start the test!**
> - Take your time.
> - Raise your hand if you need a break.
> - You will see a **Stop sign** STOP when you have finished the test.
> - Please raise your hand if you have any questions.
>
> Your teacher will tell you when to select the **Begin the Test** [Begin The Test] button. That is how you will begin the test.
>
> Back [Begin The Test]
> Options   Exit

Begin the Test Screen

Answer all questions. When all students are ready,

SAY: **Now we are ready to start the questions. Please select the Begin the Test button on the screen. You may begin.**

Check to make sure all students have selected the **Begin the Test** button and have started the questions.

Collect Test Tickets while students are working. Confirm that students are on the correct part of the test by checking their screens.

While students are taking the assessment, be available as a resource. Do not give any individual or group help that might suggest the correct answer to a question, that a student should "check" an answer, or that a student has answered a question incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers, and check to make sure that all questions have been completed. Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the assessment.

The estimated testing time for Part 1 or Part 2 of the test is 35–45 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the assessment, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment.
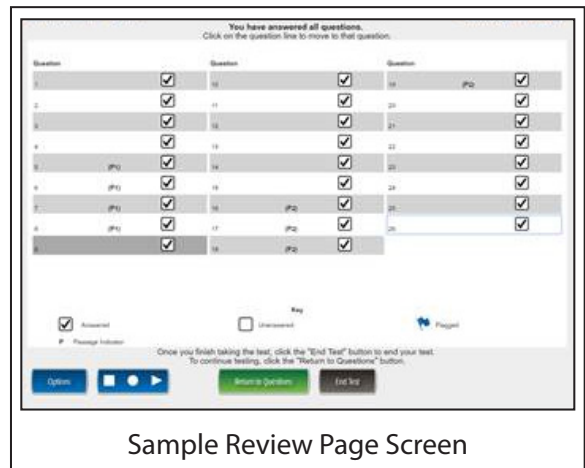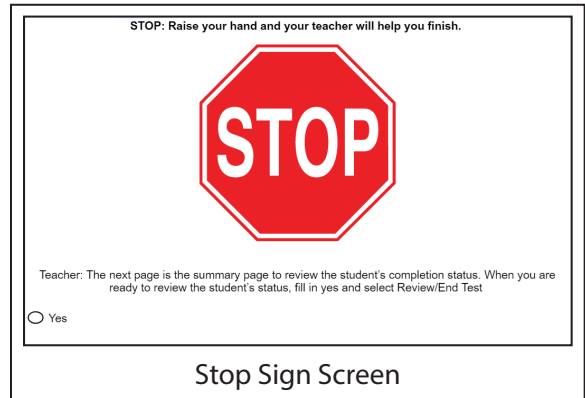
End the class testing session only when all students have completed all questions. For more information about Additional Testing Time, contact your Building Coordinator.

REVIEWING AND ENDING THE TEST

SAY: **As you complete the assessment, be sure to raise your hand, and I will come around to help you.**
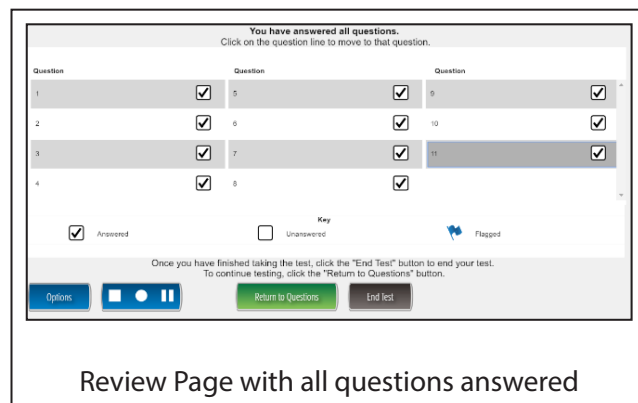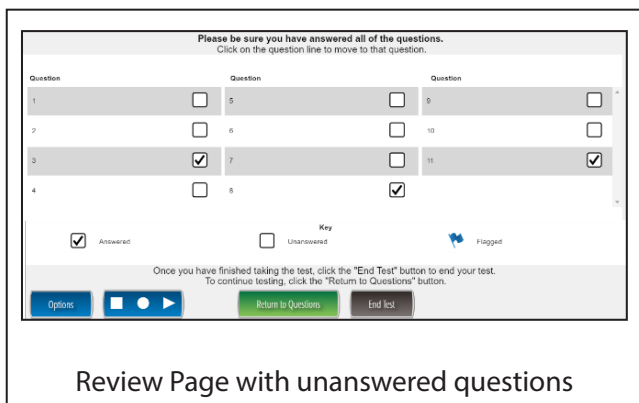
When students have indicated that they have completed a part of the assessment and have reached the Stop Sign screen, Test Administrators must select "Yes," select the **Review/End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If "Yes" is not selected, it will show as a question not answered on the Review Page. After the student has checked their work, follow the on-screen instructions. Please note that the Stop Sign will **NOT** appear again after the last question if the student goes back to review any items. Students may then read or sit quietly until everyone has finished.

STOP: Raise your hand and your teacher will help you finish.

Teacher: The next page is the summary page to review the student's completion status. When you are ready to review the student's status, fill in yes and select Review/End Test

○ Yes

Stop Sign Screen

For students who indicated that they need additional time, if they can remain in the same location with a Test Administrator, allow them to continue working. If those students need to move to a new location to continue the assessment, the Test Administrator should select the **Pause** button located at the bottom of the screen. They should then select the **Exit** button and then the **Yes, Exit** button on the pop-up screen. As the students have not completed the assessment, they should not select **End Test** or **Submit**. The same Test Tickets may be used to log back in to the assessment and resume and complete the test in the new location. If students are not going to complete testing on the same day, collect the test tickets for redistribution when testing resumes. After the students complete the testing, either in the same location or in an alternate location, any materials should be collected and returned to the Building Coordinator. Any electronic devices collected from the students prior to testing should be returned to the students.
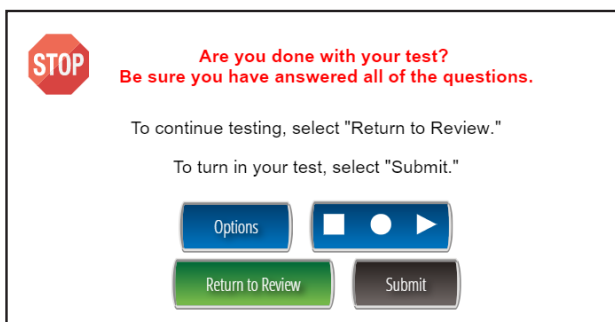

Sample Review Page Screen

SUBMITTING THE TEST

For each student, check to see if all questions have been answered on the Review Page. If there is a test question the student did not answer, the student must return to the test question (by clicking on the test question line) before you help them end the assessment. To return directly to the Review Page after completing any unanswered question, the student must select the **Review/End Test** button. When you have confirmed that all questions have been answered, select the **End Test** button.
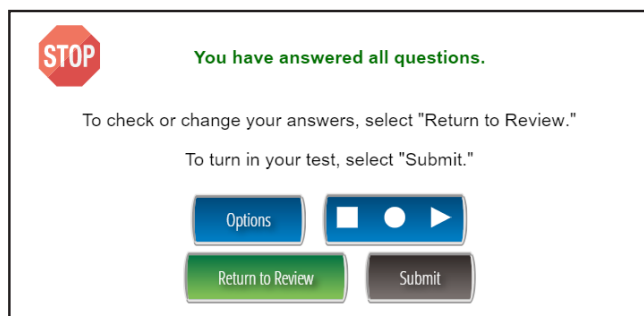

Review Page with unanswered questions

Review Page with all questions answered

If the student **has not** answered all the questions, you will see this message:

If the student **has** answered all the questions, you will see this message:

Select **Return to Review** to complete unanswered questions.

Select **Submit** when all questions have been answered.

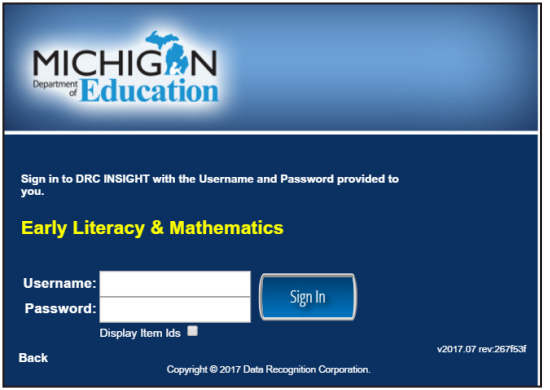After you submit the test, you will see the following confirmation message.

Note: Once the **Submit** button has been selected, confirmation must be completed. Once this process is complete, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed,

SAY: **This ends this part of the Grade 2 ELA Benchmark Assessment. I will be around shortly to help you. Please sit quietly until it is your turn.**

At this point, Test Administrators should have selected **End Test**. Then select **Submit**, confirming that the student is done. Next, select **Exit** to return to the Username and Password screen. Then select the **Back** button on the Sign In screen.

Username and Password Screen

> - In this manual, **indented text in bold type** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator.

Prior to the assessment, become familiar with the following software tools and features:
- Pause/Exit Function: temporary, short breaks (e.g., restroom break, etc.)
- Interrupted Testing: emergency issues (e.g., fire alarms, electrical outages, etc.)
- Unplanned Test Inactivity: more than 20 minutes of no input from the student

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes, and then try again to complete the test. If the problem persists, consult the Technology Coordinator, or if unavailable, the Building Coordinator.

ENGLISH LANGUAGE ARTS DESIGNATED SUPPORT TEXT-TO-SPEECH (TTS)

Make sure that each student is sitting at a separate computer and that each computer is turned on and open to the desktop. Students are not permitted to access any electronic devices used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) that can disrupt the testing environment or be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session. Students who are taking the assessment as a designated support will need a set of headphones. It is recommended that these be set up prior to beginning the assessment.

Note: Make sure that students have working headphones connected to their computers. At this time, students should not have the headphones on. Students may hear some audio as you are reading the Test Directions.

When all students are ready,

SAY: **Welcome to the Michigan Early Literacy and Mathematics Benchmark Assessment for English Language Arts. We are now ready to begin. Carefully follow the directions and do your best. If you do not know the answer to a question, that is okay. Try your best and make sure you answer all questions.**

- **Read each question carefully.**
- **Choose the correct answer or answers and select your choice on the computer screen.**

I will now pass out your Student Login Ticket, or Test Ticket. Once you have your Test Ticket, please wait for me to give you more directions. Do not log in to your test until I tell you to do so.

Distribute individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student.

When you are ready,

SAY: **Each of you now has a Test Ticket. Check to make certain that your name and date of birth appear on the Test Ticket and it says ELA Grade 2—Part 1 or ELA Grade 2—Part 2. Raise your hand if your Test Ticket does not have your name and the correct date of birth on it or you need help.**

Correct any ticket distribution errors.

SIGNING IN

When you are ready,

SAY: **Now we are ready to begin. First, double-select the DRC INSIGHT Online Assessments icon on your desktop. You should see the Michigan Department of Education screen with the test choices. The screen has 4 rectangles in them. Is there anyone who does not see this screen?**

Pause to assist students as necessary or select the correct link for any student having difficulty. If a student receives an error message, note the content of the error message and contact the Technology Coordinator. It is recommended to restart or move to another computer. When all students are ready,

Test Sign In Screen

SAY: **Under the picture that shows the green book and your grade, select the Test Sign In link that is on the bottom of your K, 1, 2 test. Is there anyone who does not see the Sign In screen?**

Make sure students are selecting "Test Sign In" under the picture that shows the green book.

Pause to assist students as necessary. When all students are ready,

SAY: **You may now type in your Username and Password in the spaces on the screen. Your Username and Password are on your Test Ticket. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen. If you need help, please raise your hand, and I will come around to help you.**

Pause while students enter their login information. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content test. The Usernames and Passwords are **NOT** case sensitive. A student's Date of Birth (DOB) can be used to verify that the correct Test Ticket is given to a student.

Note: If a student is unable to log in using their Test Ticket, please contact the Building Coordinator.

When all students are ready,

SAY: **When you have selected the Sign In button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?**

Pause to assist students as necessary.

Username and Password Screen

Sample Welcome Screen

SELECTING OPTIONS

When all students are ready,

SAY: **Look at the Welcome screen and make sure that the following appears:**

- **your name on the top**
- **your Test Name**
- **your Test Session**

Test Administrators should also check that each student's State Student ID (also called UIC) and District Student ID (if also printed on Test Ticket) are present.

Note to teachers about the Options: Color Choices, Contrasting Color, and Audio Settings

Options—Selecting the Options button will allow access to any testing options that are available on their test. The options are **Color Choices**, **Contrasting Color**, and **Audio Settings**.

Color Choices—Color Choices (CC) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Choices can be turned off or changed at any time during the test.

Contrasting Color—Contrasting Color is available to make items easier to read. Choose a contrasting color and that color will appear throughout the test. Contrasting Color can be turned off or changed at any time during the test.

Audio Settings—Audio Settings allow the **volume** and **speed** of the audio to be adjusted. Select the slider bar to adjust the volume or speed.

Individually assist students who need help adding or adjusting these features.

Pause to assist students as necessary. When students are ready,

SAY: **If the information about you is correct, select the green Continue button on your screen. If the information is not correct, raise your hand.**
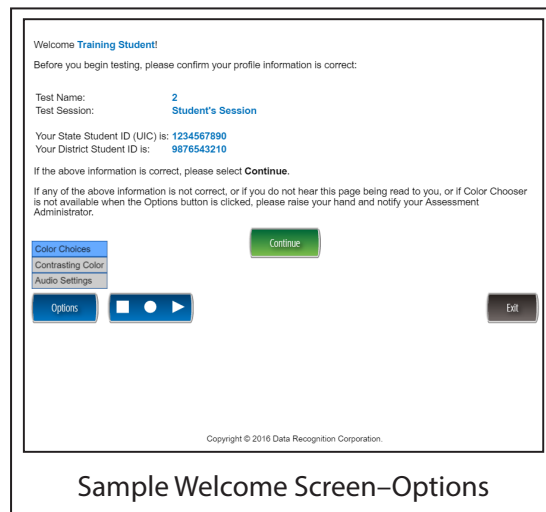
Pause to assist students as necessary.

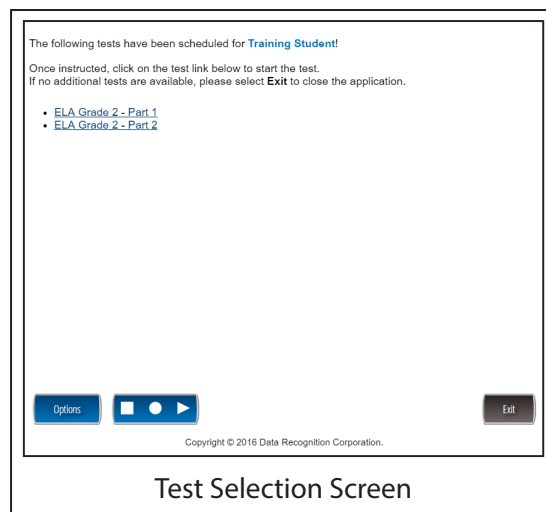## SELECTING THE TEST

When all students are ready,

SAY: **You should now see the Test Selection screen. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready,

SAY: **We are now ready to begin the test. Select the words "ELA Grade 2—Part 1" or "ELA Grade 2—Part 2." Once you have selected the correct part, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Welcome **Training Student!**

Before you begin testing, please confirm your profile information is correct:

Test Name: **2**
Test Session: **Student's Session**

Your State Student ID (UIC) is: **1234567890**
Your District Student ID is: **9876543210**

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if you do not hear this page being read to you, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Assessment Administrator.

Color Choices
Contrasting Color
Audio Settings

Options

Continue

Exit

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Sample Welcome Screen–Options

The following tests have been scheduled for **Training Student!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- ELA Grade 2 - Part 1
- ELA Grade 2 - Part 2

Options

Exit

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Test Selection Screen

Throughout the Test Directions and the test questions, the test part appears in the upper left corner of the screen (for example: ELA Grade 2—Part 1). After completing each test part, it will show as ELA Grade 2—Part1 (Complete). In addition, the student's name is displayed in the upper right corner of the screen.

Pause to assist students as necessary. <u>Students should not have headphones on while Test Directions are being read</u>.
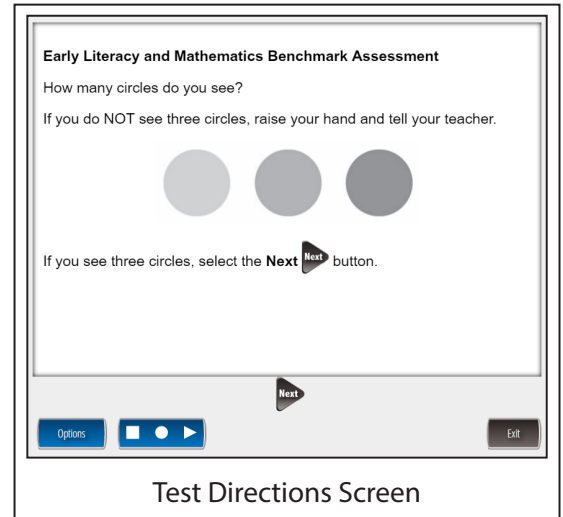
TEST DIRECTIONS

When all students are ready,

SAY: **I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark gray triangle near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.**

Early Literacy and Mathematics Benchmark Assessment

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher. If you see three circles, select the Next button.

Are there any questions?

Test Directions Screen

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation, if available, and then contact the Technology Coordinator about the computer.

Check monitors to confirm that all students are on the page as shown above.

Answer all questions. When all students are ready,

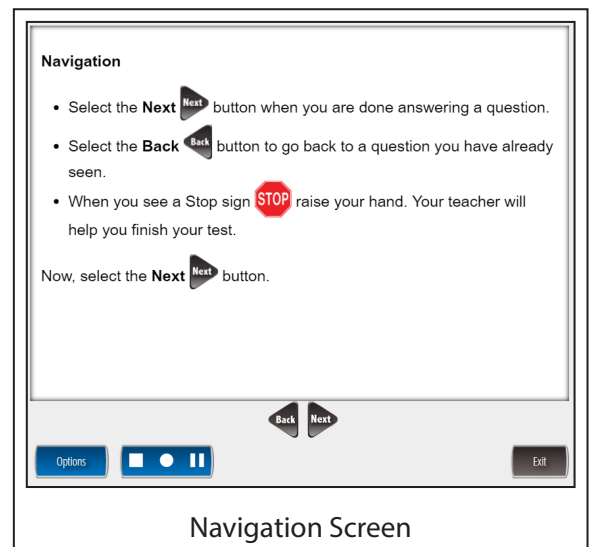**SAY:** **I will now read the Navigation section. Navigation is how you move through the test.**

Navigation

Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Navigation Screen

Answer all questions.

When all students are ready,

SAY: **Now, select the Next button.**

Check monitors to confirm that all students are on the correct page as each page is described.

When all students are ready,

SAY: **Reading Passages**

First, you will read a story. Next, you will answer some questions about the story.

It is important to read all of the story pages <u>before</u> you answer the questions. The stories have more than 1 page.

- **Select the green Turn page arrow to read the next page of the story.**
- **Select the yellow Go back arrow to go back to an earlier page.**

Are there any questions about Reading Passages?

Answer all questions. When all students are ready,

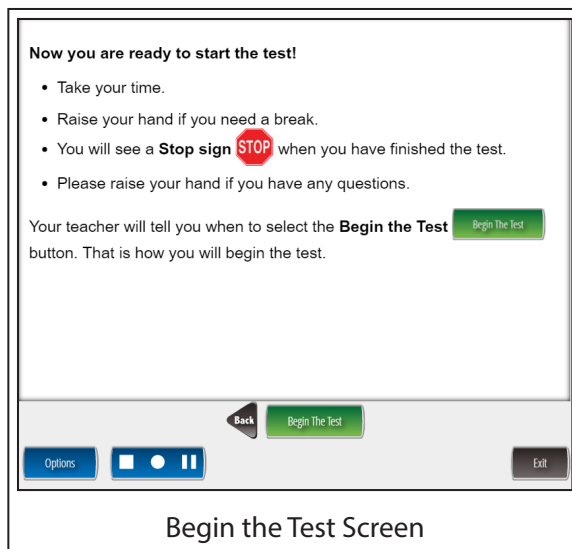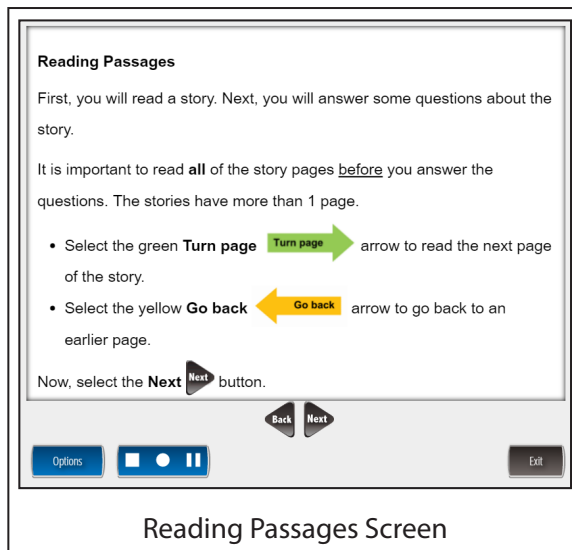**SAY:** **Now, select the Next button. Now you are ready to start the test!**

- **Take your time.**
- **Raise your hand if you need a break.**
- **You will see a Stop sign when you have finished the test.**
- **Please raise your hand if you have any questions.**

I will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you.

Are there any questions?

Answer all questions.

Reading Passages

First, you will read a story. Next, you will answer some questions about the story.

It is important to read **all** of the story pages <u>before</u> you answer the questions. The stories have more than 1 page.

- Select the green **Turn page** arrow to read the next page of the story.
- Select the yellow **Go back** arrow to go back to an earlier page.

Now, select the **Next** button.

Reading Passages Screen

Now you are ready to start the test!
- Take your time.
- Raise your hand if you need a break.
- You will see a **Stop sign** STOP when you have finished the test.
- Please raise your hand if you have any questions.

Your teacher will tell you when to select the **Begin the Test** button. That is how you will begin the test.

Begin the Test Screen

When all students are ready,

SAY: **Now we are ready to start the questions, please put your headphones on. Once you have your headphones on, please select the Begin the Test button at the bottom of the screen. You may begin.**

Check to make sure all students have selected the **Begin the Test** button and have started the questions. If a student lets you know that he or she needs help with adjusting the volume, please follow the directions provided on page 16 of the Early Literacy and Mathematics Benchmark Assessments Test Administration Manual. If your students are using an iPad, please refer to the instructions on page 36 of the Early Literacy and Mathematics Benchmark Assessments Test Administration Manual. After adjusting the volume, please replay the item for the student so that he or she can verify that the volume setting is correct. After confirmation that it is the correct volume setting, please replay the item again for the student so that he or she can answer this question with the correct volume level and proceed to the next questions.

Collect Test Tickets while students are working. Confirm that students are on the correct part of the test by checking their screens.

While students are taking the assessment, be available as a resource. Do not give any individual or group help that might suggest the correct answer to a question, that a student should "check" an answer, or that a student has answered a question incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers and check to make sure that all questions have been completed.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the assessment.
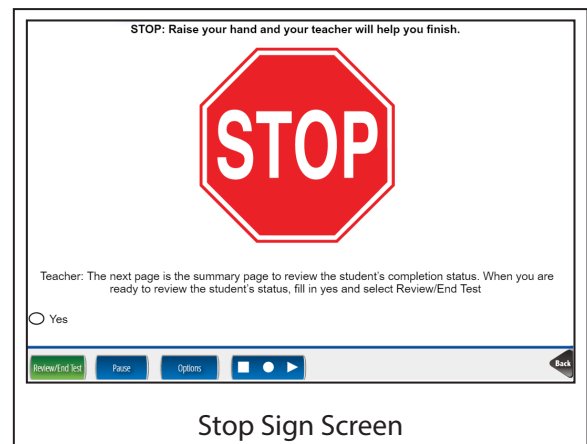
The estimated testing time for Part 1 or Part 2 of the test is 35–45 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the assessment, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment.

End the class testing session only when all students have completed all questions. For more information about Additional Testing Time, contact your Building Coordinator.
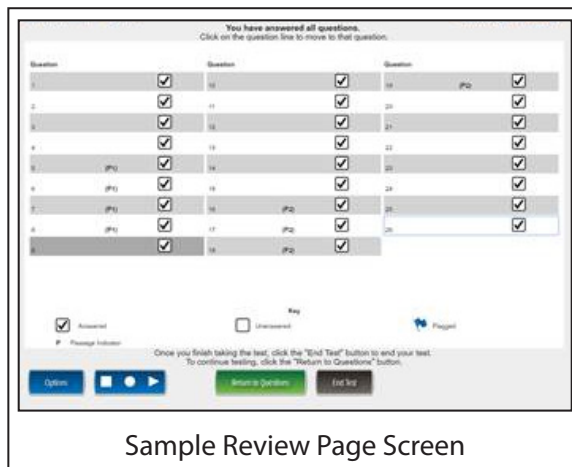
REVIEWING AND ENDING THE TEST

SAY: **As you complete the assessment, be sure to raise your hand, and I will come around to help you.**

When students have indicated that they have completed a part of the assessment and have reached the Stop Sign screen, Test Administrators must select "Yes," select the **Review/End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If "Yes" is not selected, it will show as a question not answered on the Review Page screen. After the student has checked their work, follow the on-screen instructions. Please note that the Stop Sign will **NOT** appear again after the last question if the student goes back to review any items. Students may then read or sit quietly until everyone has finished.

STOP: Raise your hand and your teacher will help you finish.

STOP

Teacher: The next page is the summary page to review the student's completion status. When you are ready to review the student's status, fill in yes and select Review/End Test

○ Yes

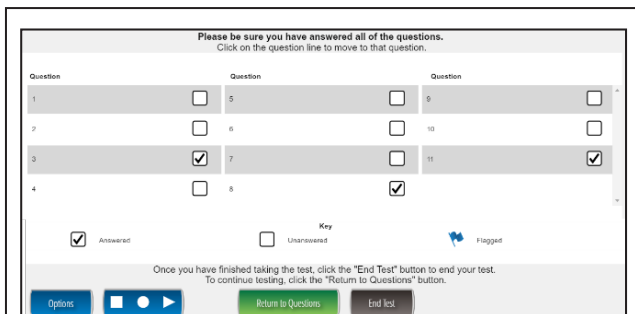Review/End Test | Pause | Options | ■ ● ▶ | Back

Stop Sign Screen

For students who indicated that they need additional time, if they can remain in the same location with a Test Administrator, allow them to continue working. If those students need to move to a new location to continue the assessment, the Test Administrator should select the **Pause** button located at the bottom of the screen. They should then select the **Exit** button and then the **Yes, Exit** button on the pop-up screen. As the students have not completed the assessment, they should not select **End Test** or **Submit**. The same Test Tickets may be used to log back in to the assessment and resume and complete the test in the new location. If students are not going to complete testing on the same day, collect the test tickets for redistribution when testing resumes. After the students complete the testing, either in the same location or in an alternate location, any materials should be collected and returned to the Building Coordinator. Any electronic devices collected from the students prior to testing should be returned to the students.

Sample Review Page Screen

SUBMITTING THE TEST

For each student, check to see if all questions have been answered on the Review Page. If there is a test question the student did not answer, the student must return to the test question (by clicking on the test question line) before you help them end the assessment. To return directly to the Review Page after completing any unanswered question, the student must select the **Review/End Test** button. When you have confirmed that all questions have been answered, select the **End Test** button.
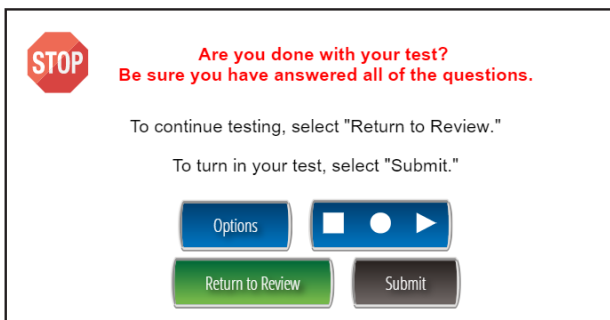

Review Page with unanswered questions

Review Page with all questions answered

If the student **has not** answered all the questions, you will see this message:

If the student **has** answered all the questions, you will see this message:

Select **Return to Review** to complete unanswered questions.

Select **Submit** when all questions have been answered.

After you submit the test, you will see the following confirmation message.

Note: Once the **Submit** button has been selected, confirmation must be completed. Once this process is complete, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed,

SAY: **This ends this part of the Grade 2 ELA Benchmark Assessment. I will be around shortly to help you. Please sit quietly until it is your turn.**

At this point, Test Administrators should have selected **End Test**. Then select **Submit**, confirming that the student is done. Next, select **Exit** to return to the Username and Password screen. Then select the **Back** button on the Sign In screen.

Username and Password Screen

> • In this manual, **<u>indented text in bold type</u>** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator.

Prior to the assessment, become familiar with the following software tools and features:
- Pause/Exit Function: temporary, short breaks (e.g., restroom break, etc.)
- Interrupted Testing: emergency issues (e.g., fire alarms, electrical outages, etc.)
- Unplanned Test Inactivity: more than 20 minutes of no input from the student

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes, and then try again to complete the test. If the problem persists, consult the Technology Coordinator, or if unavailable, the Building Coordinator.

INSTRUCTIONS—MATHEMATICS

Make sure that each student is sitting at a separate computer and that each computer is turned on and open to the desktop. Students are not permitted to access any electronic devices used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) that can disrupt the testing environment or be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session.

When all students are ready,

SAY: **Welcome to the Michigan Early Literacy and Mathematics Benchmark Assessment for Mathematics. We are now ready to begin. Carefully follow the directions and do your best. If you do not know the answer to a question, that is okay. Try your best and make sure you answer all questions.**

- **Read each question carefully.**
- **Choose the correct answer or answers and select your choice on the computer screen.**

I will now pass out your Student Login Ticket, or Test Ticket. Once you have your Test Ticket, please wait for me to give you more directions. Do not log in to your test until I tell you to do so.

Distribute individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student.

When you are ready,

SAY: **Each of you now has a Test Ticket. Check to make certain that your name and date of birth appear on the Test Ticket and it says Math Grade 2—Part 1 or Math Grade 2—Part 2. Raise your hand if your Test Ticket does not have your name and the correct date of birth on it or you need help.**

Correct any ticket distribution errors.

SIGNING IN

When you are ready,

SAY: Now we are ready to begin. First, double-select the DRC INSIGHT Online Assessments icon on your desktop. You should see the Michigan Department of Education screen with the test choices. The screen has 4 rectangles in them. Is there anyone who does not see this screen?

Test Sign In Screen

Pause to assist students as necessary or select the correct link for any student having difficulty. If a student receives an error message, note the content of the error message and contact the Technology Coordinator. It is recommended to restart or move to another computer. When all students are ready,

SAY: Under the picture that shows the green book and your grade, select the Test Sign In link that is on the bottom of your K, 1, 2 test. Is there anyone who does not see the Sign In screen?

Make sure students are selecting "Test Sign In" under the picture that shows the green book.

Pause to assist students as necessary. When all students are ready,

SAY: You may now type in your Username and Password in the spaces on the screen. Your Username and Password are on your Test Ticket. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen. If you need help, please raise your hand, and I will come around to help you.

Username and Password Screen

Pause while students enter their login information. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content test. The Usernames and Passwords are **NOT** case sensitive. A student's Date of Birth (DOB) can be used to verify that the correct Test Ticket is given to a student.

Note: If a student is unable to log in using their Test Ticket, please contact the Building Coordinator.

When all students are ready,

SAY: **When you have selected the Sign In button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?**

Pause to assist students as necessary.

SELECTING OPTIONS

When all students are ready,

SAY: **Look at the Welcome screen and make sure that the following appears:**

- **your name on the top**
- **your Test Name**
- **your Test Session**

Sample Welcome Screen

Test Administrators should also check that each student's State Student ID (also called UIC) and District Student ID (if also printed on Test Ticket) are present.

Note to teachers about the Options: Color Choices, Contrasting Color

Options—Selecting the Options button will allow access to any testing options that are available on their test. The options are **Color Choices** and **Contrasting Color**.

Color Choices—Color Choices (CC) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Choices can be turned off or changed at any time during the test.
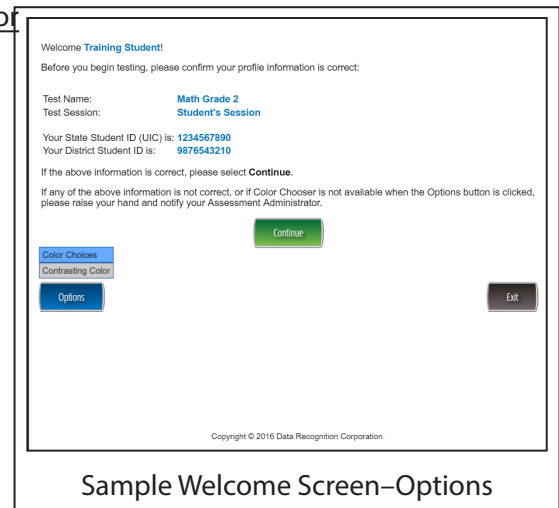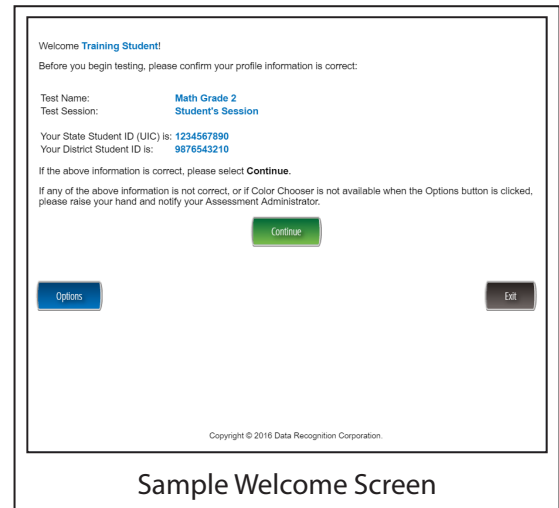
Contrasting Color—Contrasting Color is available to make items easier to read. Choose a contrasting color and that color will appear throughout the test. Contrasting Color can be turned off or changed at any time during the test.

Sample Welcome Screen–Options

Individually assist students who need help adding or adjusting these features.

Pause to assist students as necessary. When students are ready,

SAY: **If the information about you is correct, select the green Continue button on your screen. If the information is not correct, raise your hand.**

Pause to assist students as necessary.

SELECTING THE TEST

When all students are ready,

SAY: **You should now see the Test Selection screen. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready,

SAY: **We are now ready to begin the test. Select the words "Math Grade 2—Part 1 " or "Math Grade 2—Part 2." Once you have selected the correct part, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Throughout the Test Directions and the test questions, the test part appears in the upper left corner of the screen (for example: Math Grade 2—Part 1). After completing each test part, it will show as Math Grade 2—Part 1 (Complete). In addition, the student's name is displayed in the upper right corner of the screen.

Pause to assist students as necessary.

The following tests have been scheduled for **Training Student**!

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- Math Grade 1 - Part 1
- Math Grade 1 - Part 2

Options

Exit

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Test Selection Screen

TEST DIRECTIONS

When all students are ready,

SAY: **I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark gray triangle near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.**

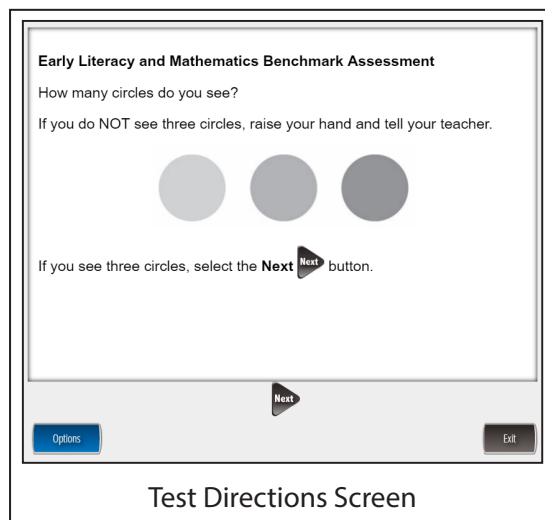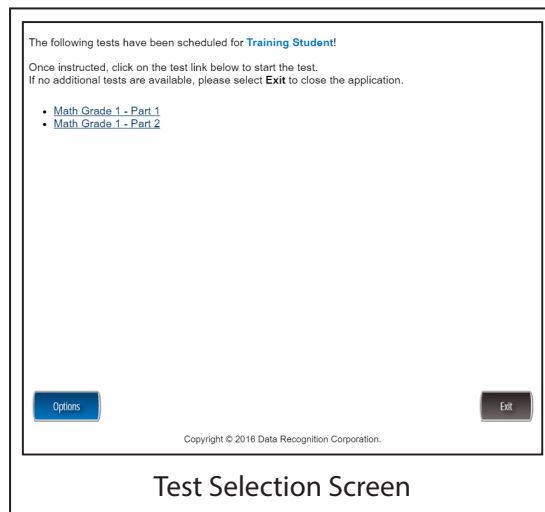**Early Literacy and Mathematics Benchmark Assessment**

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher. If you see three circles, select the Next button.

Are there any questions?

Early Literacy and Mathematics Benchmark Assessment

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher.

If you see three circles, select the **Next** Next button.

Next

Options

Exit

Test Directions Screen

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation, if available, and then contact the Technology Coordinator about the computer.

Check monitors to confirm that all students are on the page as shown above.

Answer all questions. When all students are ready,

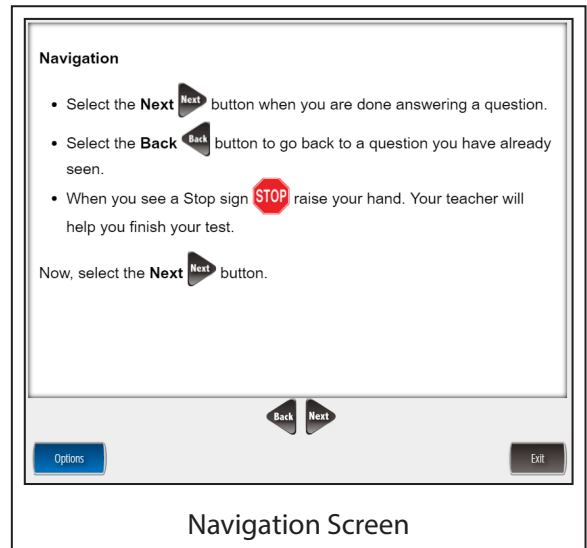**SAY:** **I will now read the Navigation section. Navigation is how you move through the test.**

Navigation

Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Navigation Screen

Answer all questions. When all students are ready,

SAY: **Now, select the Next button.**

Check monitors to confirm that all students are on the correct page.

When all students are ready,

SAY: **Now you are ready to start the test!**

- **Take your time.**
- **Raise your hand if you need a break.**
- **You will see a Stop sign when you have finished the test.**
- **Please raise your hand if you have any questions.**

I will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you. Are there any questions?

Begin the Test Screen

Answer all questions. When all students are ready,

SAY: **Now we are ready to start the questions. Please select the Begin the Test button at the bottom of the screen. You may begin.**

Check to make sure all students have selected the **Begin the Test** button and have started the questions.

Collect Test Tickets while students are working. Confirm that students are on the correct part of the test by checking their screens.

While students are taking the assessment, be available as a resource. Do not give any individual or group help that might suggest the correct answer to a question, that a student should "check" an answer, or that a student has answered a question incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers and check to make sure that all questions have been completed.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the assessment.

The estimated testing time for Part 1 or Part 2 of the test is 35–45 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the assessment, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment.
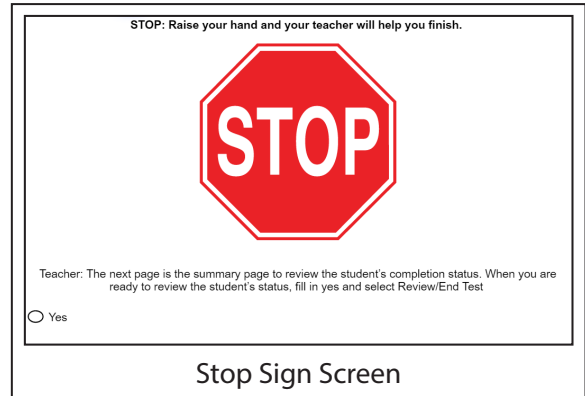
End the class testing session only when all students have completed all questions. For more information about Additional Testing Time, contact your Building Coordinator.

REVIEWING AND ENDING THE TEST

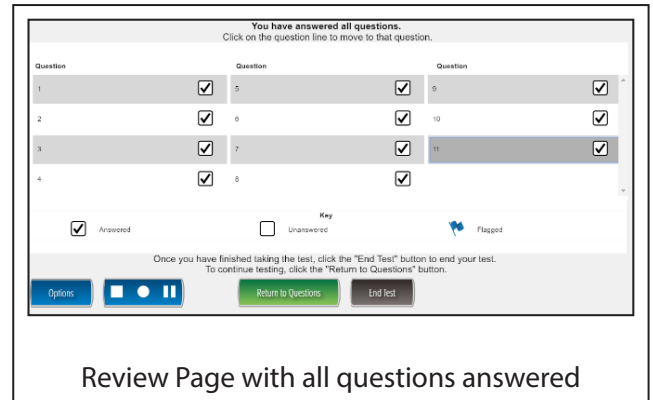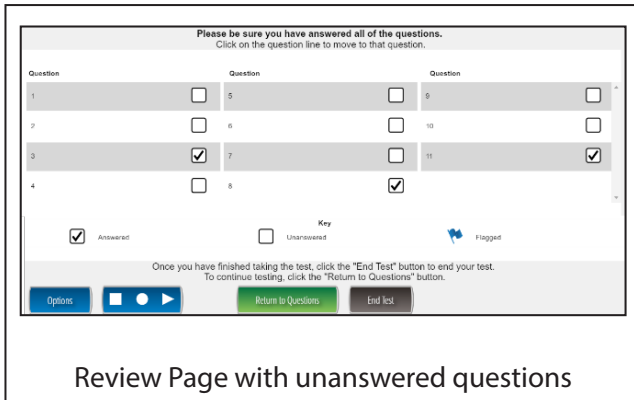**SAY:** **As you complete the assessment, be sure to raise your hand, and I will come around to help you.**

When students have indicated that they have completed a part of the assessment and have reached the Stop Sign screen, Test Administrators must select "Yes," select the **Review/End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If "Yes" is not selected, it will show as a question not answered on the Review Page. After the student has checked their work, follow the on-screen instructions. Please note that the Stop Sign will **NOT** appear again after the last question if the student goes back to review any items. Students may then read or sit quietly until everyone has finished.

For students who indicated that they need additional time, if they can remain in the same location with a Test Administrator, allow them to continue working. If those students need to move to a new location to continue the assessment, the Test Administrator should select the **Pause** button located at the bottom of the screen. They should then select the **Exit** button and then the **Yes, Exit** button on the pop-up screen. As the students have not completed the assessment, they should not select **End Test** or **Submit**. The same Test Tickets may be used to log back in to the assessment and resume and complete the test in the new location. If students are not going to complete testing on the same day, collect the test tickets for redistribution when testing resumes. After the students complete the testing, either in the same location or in an alternate location, any materials should be collected and returned to the Building Coordinator. Any electronic devices collected from the students prior to testing should be returned to the students.

Stop Sign Screen

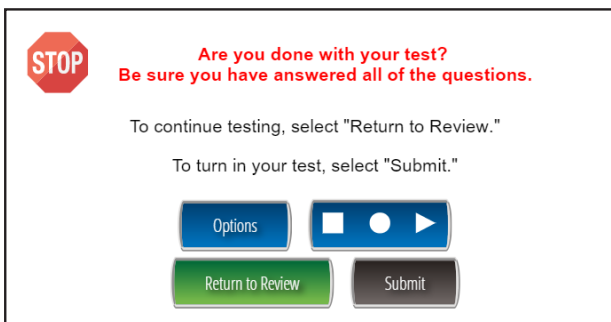Sample Review Page Screen

SUBMITTING THE TEST

For each student, check to see if all questions have been answered on the Review Page. If there is a test question the student did not answer, the student must return to the test question (by clicking on the test question line) before you help them end the assessment. To return directly to the Review Page after completing any unanswered question, the student must select the **Review/End Test** button. When you have confirmed that all questions have been answered, select the **End Test** button.

Review Page with unanswered questions

Review Page with all questions answered

If the student **has not** answered all the questions, you will see this message:

If the student **has** answered all the questions, you will see this message:

Select **Return to Review** to complete unanswered questions.

Select **Submit** when all questions have been answered.

After you submit the test, you will see the following confirmation message.

Note: Once the **Submit** button has been selected, confirmation must be completed. Once this process is complete, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed,

SAY: **This ends this part of the Grade 2 Mathematics Benchmark Assessment. I will be around shortly to help you. Please sit quietly until it is your turn.**

At this point, Test Administrators should have selected **End Test**. Then select **Submit**, confirming that the student is done. Next, select **Exit** to return to the Username and Password screen. Then select the **Back** button on the Sign In screen.

MICHIGAN Department of Education

Sign in to DRC INSIGHT with the Username and Password provided to you.

Early Literacy & Mathematics

Username: _____
Password: _____   Sign In
Display Item Ids ☐
Back   v2017.07 rev:267f53f
Copyright © 2017 Data Recognition Corporation.

Username and Password Screen

- In this manual, **<u>indented text in bold type</u>** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator.

Prior to the assessment, become familiar with the following software tools and features:
- Pause/Exit Function: temporary, short breaks (e.g., restroom break, etc.)
- Interrupted Testing: emergency issues (e.g., fire alarms, electrical outages, etc.)
- Unplanned Test Inactivity: more than 20 minutes of no input from the student

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes, and then try again to complete the test. If the problem persists, consult the Technology Coordinator, or if unavailable, the Building Coordinator.

MATHEMATICS DESIGNATED SUPPORT TEXT-TO-SPEECH (TTS)

Make sure that each student is sitting at a separate computer and that each computer is turned on and open to the desktop. Students are not permitted to access any electronic devices used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) that can disrupt the testing environment or be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session. Students who are taking the assessment as a designated support will need a set of headphones. It is recommended that these be set up prior to beginning the assessment.

Note: Make sure that students have working headphones connected to their computers. At this time, students should not have the headphones on. Students may hear some audio as you are reading the Test Directions.

When all students are ready,

SAY: **Welcome to the Michigan Early Literacy and Mathematics Benchmark Assessment for Mathematics. We are now ready to begin. Carefully follow the directions and do your best. If you do not know the answer to a question, that is okay. Try your best and make sure you answer all questions.**

- **Read each question carefully.**
- **Choose the correct answer or answers and select your choice on the computer screen.**

I will now pass out your Student Login Ticket, or Test Ticket. Once you have your Test Ticket, please wait for me to give you more directions. Do not log in to your test until I tell you to do so.

Distribute individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student.

When you are ready,

SAY: **Each of you now has a Test Ticket. Check to make certain that your name and date of birth appear on the Test Ticket and it says Math Grade 2—Part 1 or Math Grade 2—Part 2. Raise your hand if your Test Ticket does not have your name and the correct date of birth on it or you need help.**

Correct any ticket distribution errors.

SIGNING IN

When you are ready,

SAY: Now we are ready to begin. First, double-select the DRC INSIGHT Online Assessments icon on your desktop. You should see the Michigan Department of Education screen with the test choices. The screen has 4 rectangles in them. Is there anyone who does not see this screen?

Pause to assist students as necessary or select the correct link for any student having difficulty. If a student receives an error message, note the content of the error message and contact the Technology Coordinator. It is recommended to restart or move to another computer. When all students are ready,

Test Sign In Screen

SAY: Under the picture that shows the green book and your grade, select the Test Sign In link that is on the bottom of your K, 1, 2 test. Is there anyone who does not see the Sign In screen?

Make sure students are selecting "Test Sign In" under the picture that shows the green book.

Pause to assist students as necessary. When all students are ready,

SAY: You may now type in your Username and Password in the spaces on the screen. Your Username and Password are on your Test Ticket. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen. If you need help, please raise your hand, and I will come around to help you.

Pause while students enter their login information. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content test. The Usernames and Passwords are **NOT** case sensitive. A student's Date of Birth (DOB) can be used to verify that the correct Test Ticket is given to a student.

Note: If a student is unable to log in using their Test Ticket, please contact the Building Coordinator.

When all students are ready,

SAY: When you have selected the Sign In button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?
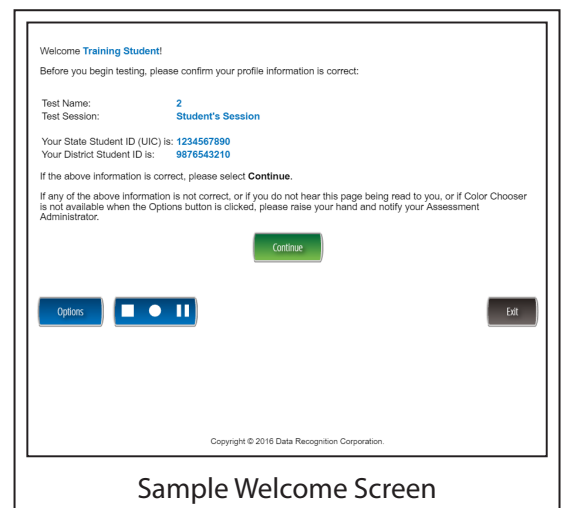
Pause to assist students as necessary.

Username and Password Screen

Sample Welcome Screen

SELECTING OPTIONS

When all students are ready,

SAY: **Look at the Welcome screen and make sure that the following appears:**

- **your name on the top**
- **your Test Name**
- **your Test Session**

Test Administrators should also check that each student's State Student ID (also called UIC) and District Student ID (if also printed on Test Ticket) are present.

Note to teachers about the Options: Color Choices, Contrasting Color, and Audio Settings

Options—Selecting the Options button will allow access to any testing options that are available on their test. The options are **Color Choices**, **Contrasting Color**, and **Audio Settings**.

Color Choices—Color Choices (CC) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Choices can be turned off or changed at any time during the test.

Contrasting Color—Contrasting Color is available to make items easier to read. Choose a contrasting color and that color will appear throughout the test. Contrasting Color can be turned off or changed at any time during the test.

Audio Settings—Audio Settings allow the **volume** and **speed** of the audio to be adjusted. Select the slider bar to adjust the volume or speed.

Individually assist students who need help adding or adjusting these features.

Pause to assist students as necessary. When students are ready,

SAY: **If the information about you is correct, select the green Continue button on your screen. If the information is not correct, raise your hand.**
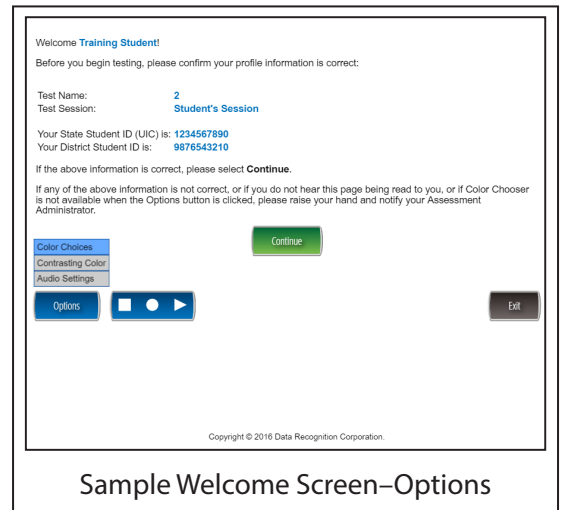
Pause to assist students as necessary.

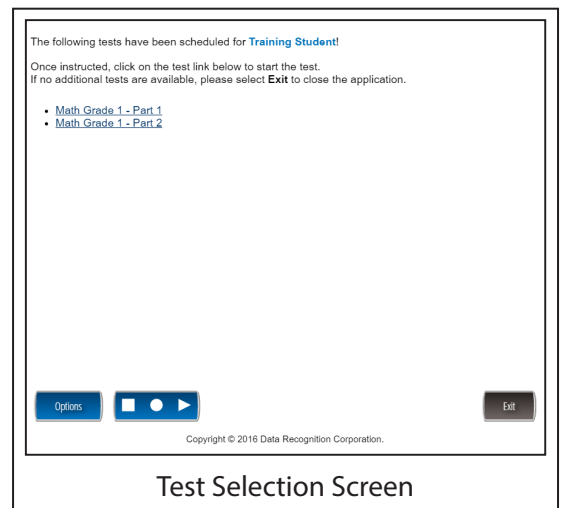## SELECTING THE TEST

When all students are ready,

SAY: **You should now see the Test Selection screen. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready,

SAY: **We are now ready to begin the test. Select the words "Math Grade 2—Part 1" or "Math Grade 2—Part 2." Once you have selected the correct part, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Welcome **Training Student!**

Before you begin testing, please confirm your profile information is correct:

Test Name: 2
Test Session: **Student's Session**

Your State Student ID (UIC) is: 1234567890
Your District Student ID is: 9876543210

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if you do not hear this page being read to you, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Assessment Administrator.

Color Choices
Contrasting Color
Audio Settings

Continue

Options

Exit

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Sample Welcome Screen–Options

The following tests have been scheduled for **Training Student!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- Math Grade 1 - Part 1
- Math Grade 1 - Part 2

Options

Exit

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Test Selection Screen

Throughout the Test Directions and the test questions, the test part appears in the upper left corner of the screen (for example: Math Grade 2—Part 1). After completing each test part, it will show as Math Grade 2—Part 1 (Complete). In addition, the student's name is displayed in the upper right corner of the screen.

Pause to assist students as necessary. <u>Students should not have headphones on while Test Directions are being read</u>.
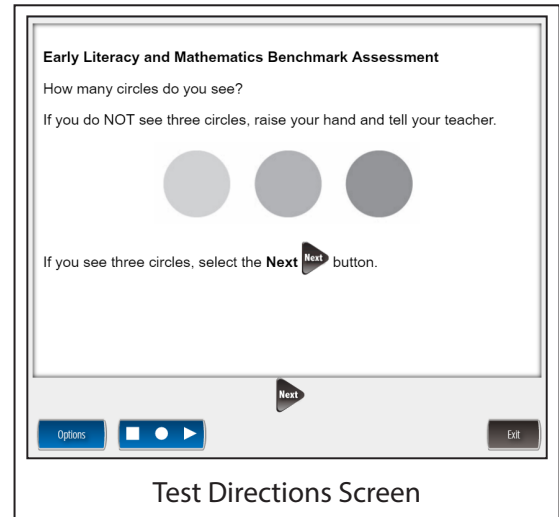
TEST DIRECTIONS

When all students are ready,

SAY: **I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark gray triangle near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.**

Early Literacy and Mathematics Benchmark Assessment

How many circles do you see?

If you do NOT see three circles, raise your hand and tell your teacher. If you see three circles, select the Next button.

Are there any questions?

Test Directions Screen

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation, if available, and then contact the Technology Coordinator about the computer.

Check monitors to confirm that all students are on the page as shown above.

Answer all questions. When all students are ready,

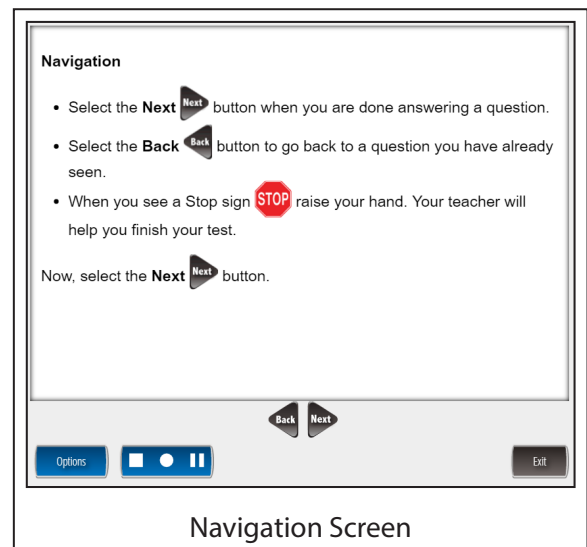**SAY:** **I will now read the Navigation section. Navigation is how you move through the test.**

Navigation

Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Navigation Screen

Answer all questions.

When all students are ready,

SAY: **Now, select the Next button. Now you are ready to start the test!**

- **Take your time.**
- **Raise your hand if you need a break.**
- **You will see a Stop sign when you have finished the test.**
- **Please raise your hand if you have any questions.**

Your teacher will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you.

Are there any questions?

Answer all questions. When all students are ready,

SAY: **Now we are ready to start the questions, please put your headphones on. Once you have your headphones on, please select the Begin the Test button at the bottom of the screen. You may begin.**

Check to make sure all students have selected the **Begin the Test** button and have started the questions. If a student lets you know that he or she needs help with adjusting the volume, please follow the directions provided on page 16 of the Early Literacy and Mathematics Benchmark Assessments Test Administration Manual. If your students are using an iPad, please refer to the instructions on page 36 of the Early Literacy and Mathematics Benchmark Assessments Test Administration Manual. After adjusting the volume, please replay the item for the student so that he or she can verify that the volume setting is correct. After confirmation that it is the correct volume setting, please replay the item again for the student so that he or she can answer this question with the correct volume level and proceed to the next questions.
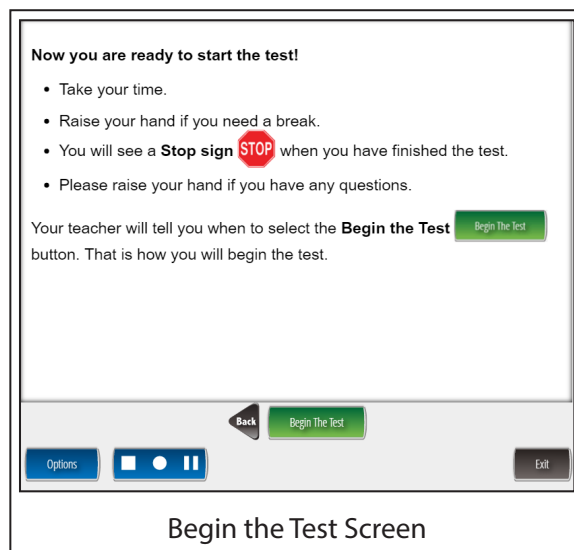
Collect Test Tickets while students are working. Confirm that students are on the correct part of the test by checking their screens.

While students are taking the assessment, be available as a resource. Do not give any individual or group help that might suggest the correct answer to a question, that a student should "check" an answer, or that a student has answered a question incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers and check to make sure that all questions have been completed.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the assessment.

The estimated testing time for Part 1 or Part 2 of the test is 35–45 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the assessment, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment.

End the class testing session only when all students have completed all questions. For more information about Additional Testing Time, contact your Building Coordinator.
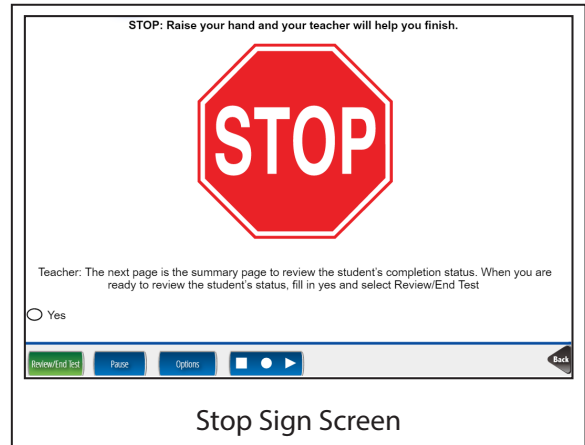

Begin the Test Screen
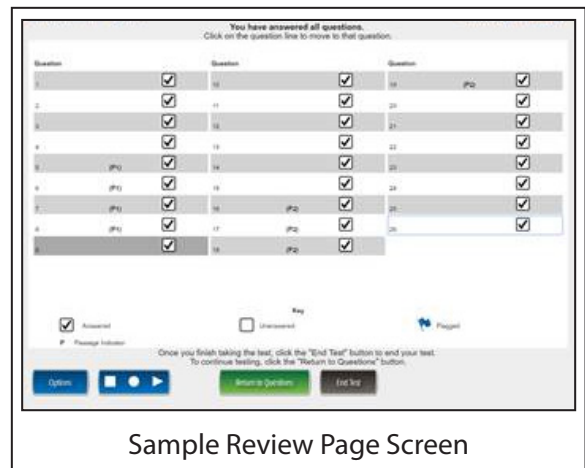
REVIEWING AND ENDING THE TEST

SAY: **As you complete the assessment, be sure to raise your hand, and I will come around to help you.**

When students have indicated that they have completed a part of the assessment and have reached the Stop Sign screen, Test Administrators must select "Yes," select the **Review/End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If "Yes" is not selected, it will show as a question not answered on the Review Page. After the student has checked their work, follow the on-screen instructions. Please note that the Stop Sign will **NOT** appear again after the last question if the student goes back to review any items. Students may then read or sit quietly until everyone has finished.

For students who indicated that they need additional time, if they can remain in the same location with a Test Administrator, allow them to continue working. If those students need to move to a new location to continue the assessment, the Test Administrator should select the **Pause** button located at the bottom of the screen. They should then select the **Exit** button and then the **Yes, Exit** button on the pop-up screen. As the students have not completed the assessment, they should not select **End Test** or **Submit**. The same Test Tickets may be used to log back in to the assessment and resume and complete the test in the new location. If students are not going to complete testing on the same day, collect the test tickets for redistribution when testing resumes. After the students complete the testing, either in the same location or in an alternate location, any materials should be collected and returned to the Building Coordinator. Any electronic devices collected from the students prior to testing should be returned to the students.
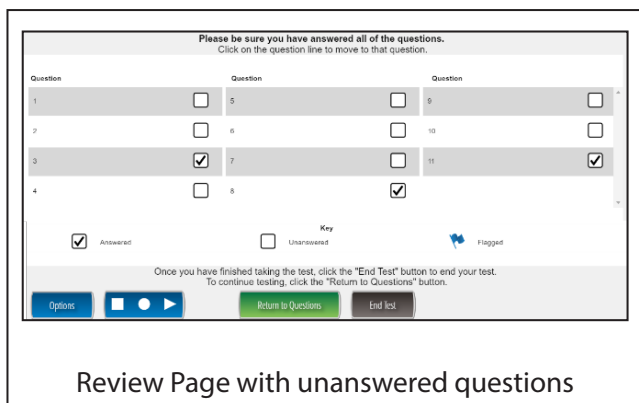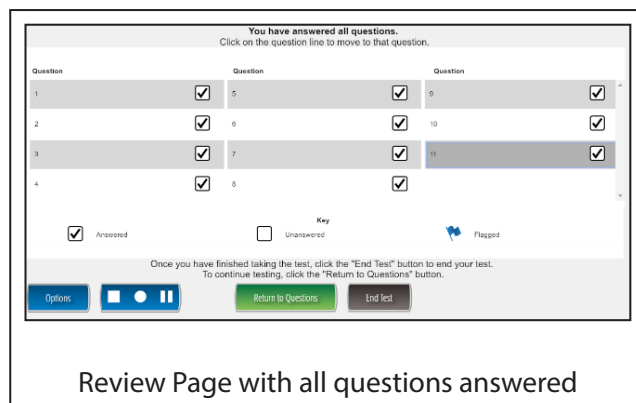

Stop Sign Screen

Sample Review Page Screen

SUBMITTING THE TEST

For each student, check to see if all questions have been answered on the Review Page. If there is a test question the student did not answer, the student must return to the test question (by clicking on the test question line) before you help them end the assessment. To return directly to the Review Page after completing any unanswered question, the student must select the **Review/End Test** button. When you have confirmed that all questions have been answered, select the **End Test** button.

Review Page with unanswered questions

Review Page with all questions answered

If the student **has not** answered all the questions, you will see this message:
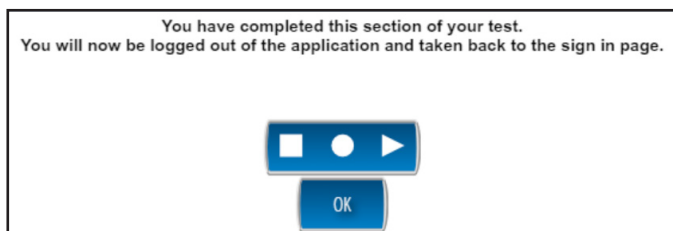

Select **Return to Review** to complete unanswered questions.

If the student **has** answered all the questions, you will see this message:

Select **Submit** when all questions have been answered.

After you submit the test, you will see the following confirmation message.

Note: Once the **Submit** button has been selected, confirmation must be completed. Once this process is complete, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed,

SAY: **This ends this part of the Grade 2 Mathematics Benchmark Assessment. I will be around shortly to help you. Please sit quietly until it is your turn.**

At this point, Test Administrators should have selected **End Test**. Then select **Submit**, confirming that the student is done. Next, select **Exit** to return to the Username and Password screen. Then select the **Back** button on the Sign In screen.

Username and Password Screen