

Co:Writer Universal Set-Up for State Tests

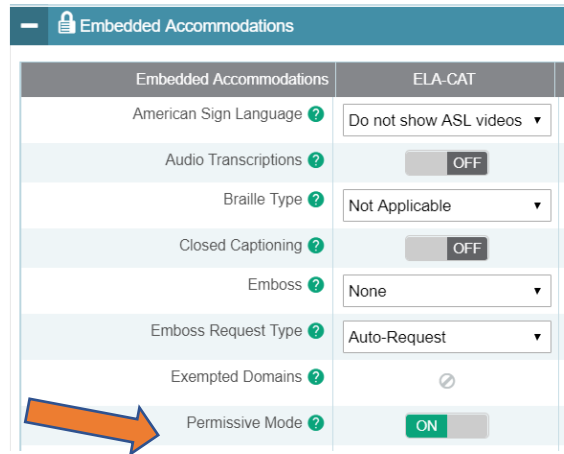
Using Word Prediction Accommodation on Smarter Balanced & Science Tests

- Smarter Balanced uses a secure browser that will not let any other applications run.
- Co:Writer's **Word Prediction** feature is an allowable accommodation (per student IEP or 504 Plan). A special student Co:Writer Universal account must be used for testing, which is in "Test Mode" and blocks out the non-allowable features on state tests, such as *Predict Ahead* and *Topic Dictionaries*.
- **NOTE:** If students use their own Co:Writer account – not in test mode – on the state test, their test will need to be invalidated.
- For students to use Co:Writer Universal to access the **Word Prediction** accommodation, the school test coordinator must first change settings in the TIDE (the state test information engine).
- Staff sign on to a "test mode" Co:Writer Universal account for the test.
- Students and staff should be very familiar with Co:Writer prior to using it on state SBA & Science tests.

A. Change Two Settings in TIDE (School Test Coordinator)

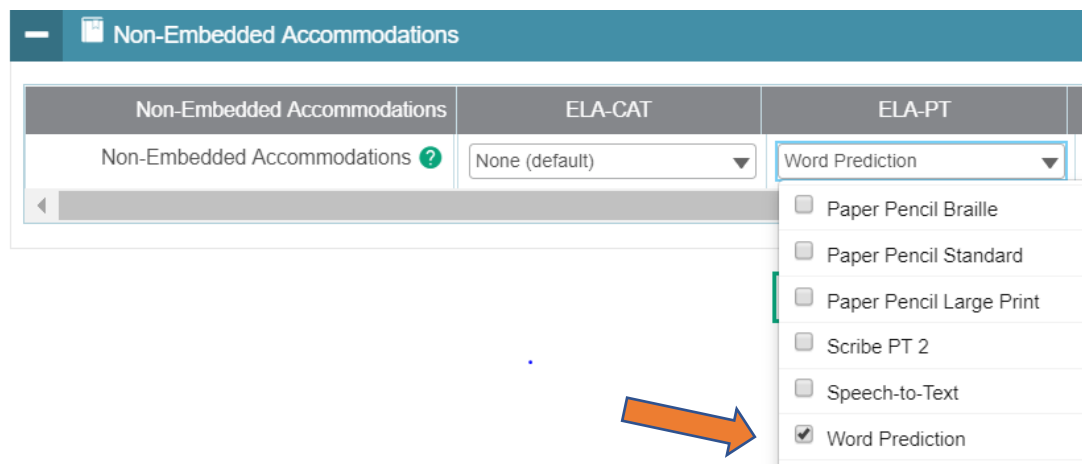
1. Embedded Accommodations: Permissive Mode

- Open TIDE, **Prepare for Testing**, and select Students.
- Go to **View/Edit Students** in TIDE and search for the student needing this accommodation.
- Scroll down to **Embedded Accommodations** and use the On/Off slider to select **Permissive Mode** for the appropriate test.



2. Non-Embedded Accommodations: Word Prediction

- Scroll to **Non-Embedded Accommodations** and use the dropdown to select the appropriate test.
- You may need to use the scroll bar (or your mouse wheel) to navigate down inside the dropdown menu to be able to see **Word Prediction** as an option.
- Be sure to choose **Save** at the bottom of the screen before closing the student's settings.



B. Use in Practice and During Testing (Teacher/Test Administrator)

Check with your school coordinator to ensure that the student account in TIDE has been set up to work with Co:Writer prior to a student starting practice or live state testing.

Please note that Co:Writer has a Speech Output function that speaks the entries a student types. If this is on during testing, you will either need to provide headphones for the student or turn down the volume on the computer before launching the secure browser.

1. Launch Secure Browser

- Log on to student computer using the secure log in: Username and secure password to be able to run practice or live testing in the secure browser.

2. Close Testing Software

- Close the secure browser by choosing the thin CLOSE SECURE BROWSER button in the far upper right corner of the screen.

3. Launch Co:Writer

- From Windows Start button in bottom left of screen, search for Co:Writer Universal Desktop under programs and click to start login process.
- Log in with email and use password
- **NOTE:** Do not minimize the small, blue-green Co:Writer window, because it will then no longer be available throughout the test. The Co:Writer window may be moved out of the way by dragging it by the gray bar at the top.

4. Start Testing Software

- Open the SBA WASecureBrowser by clicking on the desktop icon.
- The student test interface opens again.
 - For practice testing, select the bicycle just below the Sign In screen. Have students deselect Guest User and Guest Session, then type in their name, SSID and training test session ID displayed on the TA computer. Training test session IDs begin with "TRAIN".
 - For state testing, have student sign in with their name, SSID and live state testing session ID displayed on the TA computer. Live state test session IDs begin with "WA".



C. After Testing

- Any test content or responses in Co:Writer must be removed at the end of each test session.
- After testing, students or staff should sign out of the Co:Writer Universal