

2019 eMPowerME Text-To-Speech (TTS) Mathematics and Essay/Writing Prompt ONLY Common Errors and Quick Guide Tips

Text-To-Speech (TTS) Was Not Assigned

Assigning Text-to-Speech Accommodations – remember that this can only be done by School Test Coordinators (STCs) or District Assessment Coordinators (DACs).

Remember that TTS only applies to Mathematics and Essay tests and must be an IEP designation. Try to assign all student text-to-speech accommodations PRIOR to scheduling tests.

Scenario 1: Student was already scheduled to a test session but has NOT logged in.

Visit the Updating Text-to-Speech Accommodations After Scheduling Test Sessions section below for the steps to remediate this issue.

Scenario 2: Student has already logged in to a test session without a TTS accommodation assignment.

If a student logs in to a test and the text-to-speech accommodation has not already been assigned, the test must be invalidated by the state, and the student must be scheduled for the test again. Report this immediately to the STC and/or DAC.

Updating Text-To-Speech Accommodations After Scheduling Test Sessions

Test sessions can be scheduled prior to assigning student accommodations, however, if Text-to-Speech accommodations are assigned **after** a test session has been scheduled the steps outlined in this document must be followed in order to ensure that the student is assigned the correct Text-to-Speech form.

The steps listed below must be taken **before** a student logs in to take their test. If a student has already logged in to a test session and does not have the appropriate accommodations assigned to them, the test will need to be invalidated by DOE and the student will need to be scheduled to take the test again.

Step 1: Navigate to the Students tab

- Go to <https://maine.measuredprogress.org> and log in using your STC or DAC account credentials.
- Click on the **Students** tab.

Step 2: Update the Student Profile

- Search for the student that needs accommodations assigned to them by State ID number, first name, or last name using the magnifying glasses next to the column headers.
- Click the **Edit** link.
- Assign the appropriate non-embedded student accommodations using the checkboxes on the **Student Information** tab.
- Assign the appropriate embedded accommodations using the checkboxes on the **Accommodations** tab.
- Click the **Save** button to save the student profile with the newly assigned accommodations.

Step 3: Generate Test Logins for Updated Student(s)

- Click on the **Test Sessions** tab.
- Click the **View Details/Student Logins** link for the test session to which the updated student is scheduled.
- A message notifying the user that there are some missing student test logins in the test session will appear. Click the **Generate Missing Student Test Logins** button to generate the test logins for the students with updated accommodations.

The screenshot shows the MEA Test Sessions interface. At the top, there is a navigation bar with links for Home, Site Setup, Students, Classes, Test Sessions, and Dashboard. Below the navigation bar, the page title is 'Test Sessions'. The main content area displays test details for a specific session:

District:	Cyber City	School :	Cyber City Sch 1
Administration:	2015-2016	Content Area:	Mathematics
Teacher:			
Class:	QA Class Grade 8-(Grade -8)		
Test Name:	QA Grade 8 Math		
Testing Window:	03/16/2016 12:00 AM to 03/21/2016 11:45 PM		

Below the details, there is a green box with the following text:

Test is in progress. It ends on **03/21/2016 at 11:45 PM** Eastern Standard Time*
*Note: All test start and end times are reported in Eastern Standard Time.
Students may log in and take the test using their username and password shown below.

At the bottom left, there is a button labeled « Back to Test Sessions». At the bottom right, there is a box titled 'Generate Missing Student Test Logins' containing the text: 'There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.' Below this text is a green button labeled 'Generate Missing Student Test Logins'.

- Upon clicking the **Generate Missing Student Test Logins** button, the user will receive a confirmation message. The user can find the updated student within the testing roster to see that they have been assigned the Read Aloud form. Once the missing logins have been generated, the user can print them.

A green confirmation message box with a close button (X) in the top right corner. The text inside the box reads: 'Successfully generated 1 missing student test login(s).'

Step 4: Printing Updated Test Logins

- Using the checkboxes in the far left column, select the student(s) that need updated test logins printed.

Demo Doe, Demo Jane Multiple Session Form Username: 109233727 Password: 6F2F9F4E	Demo Doe, Demo Jane Multiple Session Form Username: 207567429 Password: 64D8C78F
Demo Doe, Demo Jane Multiple Session Form Username: 205158489 Password: D87F8BAE	Demo Doe, Demo Jane Multiple Session Form Username: 200299713 Password: 6C3D2753