

2020 eMPowerME Text-To-Speech (TTS) Mathematics 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).

For Spring 2020 testing, TTS only applies to Mathematics 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.cognia.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 **Add or Update Students** button to generate the test logins for the students with updated accommodations.



District: Grand Canyon District **School :** Grand Canyon Middle School
Administration: 2019-2020 **Content Area:** Mathematics
Teacher:
Class: Grade 8 Mathematics (Grade 8)
Test Name: Grade 8 Mathematics
Testing Window: 11/03/2019 12:00 AM to 12/31/2020 11:45 PM

Test is in progress. It ends on **12/31/2020 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.

[« Back to Test Sessions](#)

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

[Add or Update Students](#)

- Upon clicking the **Add or Update Students** 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.

Successfully added or updated 6 student(s). **X**

Step 4: Printing Updated Test Logins

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

1 token per page

Print selected logins

Print all logins (35)

<input type="checkbox"/>	Last Name ▲ 🔍	First Name 🔍	Use
<input checked="" type="checkbox"/>	Doe	Johnathon	675
<input type="checkbox"/>	Doe	James	546
<input type="checkbox"/>	Doe	Janice	112

- To generate a print file, select **1 token per page**, **8 tokens per page** or **27 tokens per page** from the drop-down menu above the table.
- Click **Print selected logins**.
- The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.
- To open the file, click the **Download button** in the lower-left corner of the page. The printout includes a summary of the test session and a list of all the students scheduled to take the test, their user names and passwords, and any accommodations assigned to them.

Teacher Name:
Class Name: ELA Period 6-(Grade -6)
Test Name: ELAItemTools
Testing Window: 1/28/2016 12:00 AM to 2/29/2016 11:45 PM Eastern Standard Time*
*Note: All test start and end times are reported in Eastern Standard Time.

Student Name	Username	Password	Accommodations
Demo Doe, Demo Jane	109233727	BCA47965	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools
Demo Doe, Demo Jane	207567429	475C8FE4	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools

Each label displays the student name, test name, user name, and password. Separate the tokens with scissors, and then distribute them to the students on the day of the test.

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