

TextAid Exam Mode Instructions

This document will show the six main areas for using TextAid Exam Mode. These areas are:

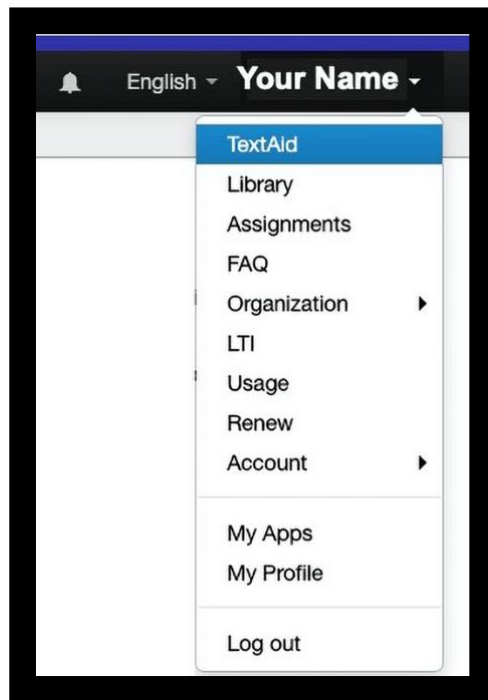
- Setting up the TextAid Exam Mode account
- Uploading and sharing the test to the Exam Mode account
- Signing the student into the TextAid Exam Mode account and accessing the test
- The student taking the test
- The student submits the test to the account that shared the test
- Accessing the submitted test and returning it to the instructor

We will discuss each point in separate sections.

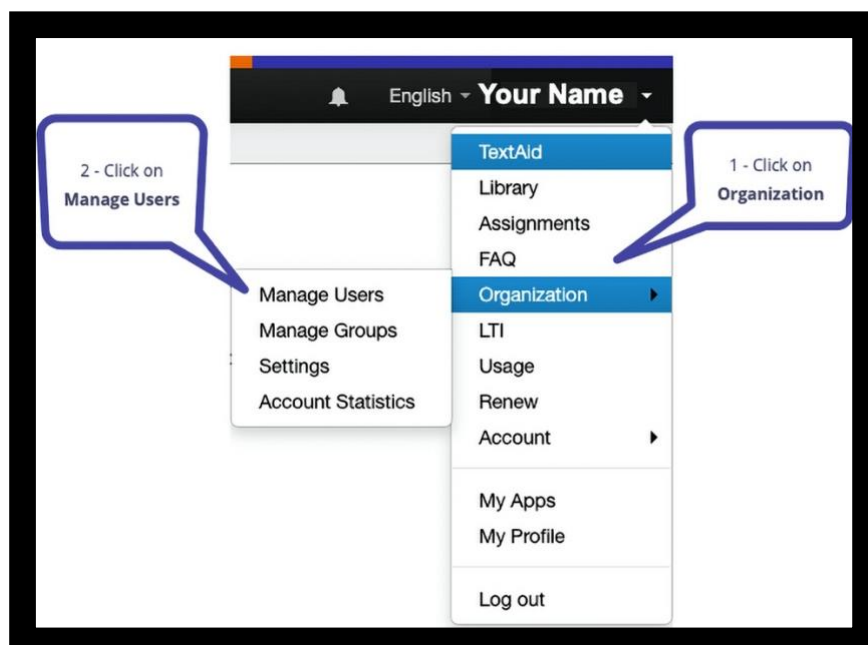
Setting up the TextAid Exam Mode Account

To set up the TextAid Exam Mode account, log into TextAid as either an administrator or a coordinator. We suggest you make several “dummy” accounts for your Exam Mode.

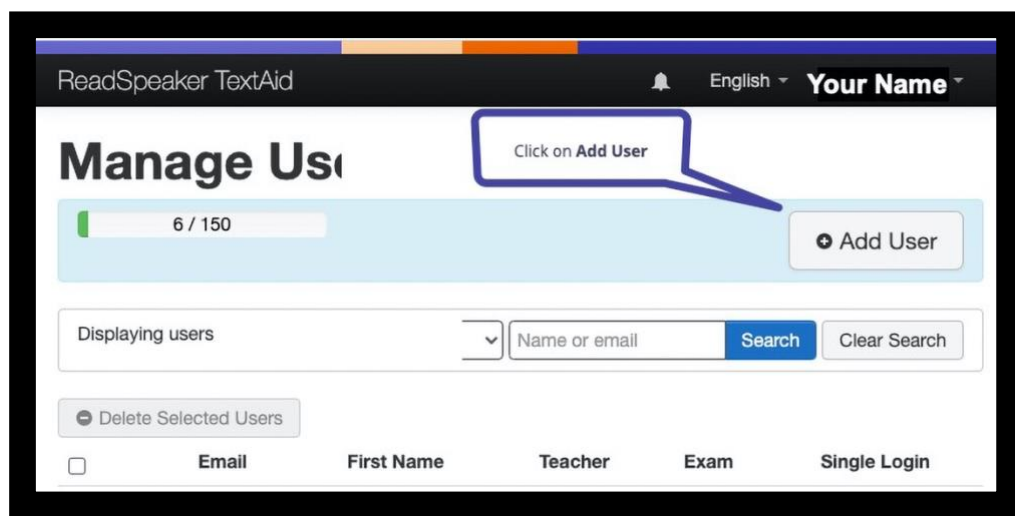
Once you are logged in, click your **name** on the top-right of the black stripe.



Click on **Organization** and then **Manage Users**.



Click on **Add User**, which is found on the top right of the screen.



You will now fill out the screen. Your email address should be a “fake” email address, so students cannot log into the account and change the password.

The screenshot shows the 'Add User' form in the ReadSpeaker TextAid interface. The form is titled 'Add User' and includes the instruction 'Enter user information:'. There are six numbered callouts providing instructions: 1 - Select: Yes, exam account (pointing to the 'Exam Account' dropdown); 2 - Leave Single Seat Login unchecked (pointing to the 'Single Seat Login' checkbox); 3 - Enter a “fake” email address (pointing to the 'Email' field); 4 - Put in a first and last name with the last name having EXAM as part of the name (pointing to the 'First Name' and 'Last Name' fields); 5 - Enter an 8+ character password with an uppercase, a lowercase, a number, and a special character. Repeat the password in the lower field (pointing to the 'Password' and 'Repeat Password' fields); 6 - Click on Add User (pointing to the 'Add User' button). The form fields are: 'Exam Account' (dropdown menu with 'Yes, exam account' selected), 'Single Seat Login' (checkbox), 'Email' (text field with 'testing.center_1@abc.com'), 'First Name' (text field with 'Testing_Center'), 'Last Name' (text field with 'Exam_1_account'), 'Language' (dropdown menu with 'English' selected), 'Country' (dropdown menu with 'United States' selected), 'Password' (text field with '*****'), and 'Repeat Password' (text field with '*****').

In the Exam Account dropdown, select **“Yes, exam account.”**

Leave Single Seat Login **unchecked**.

For the first or last name, include the word "Exam" to find the correct account easier when sharing.

NOTE: Your **8+ character password** must have **an uppercase letter, a lowercase letter, a number, and a special symbol.**

Click **Add User** on the bottom-left of the form.

Repeat this process until you have your desired number of Exam Mode accounts.

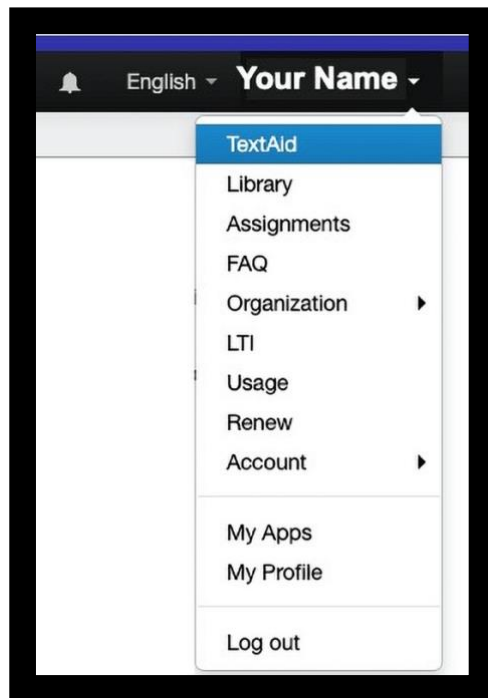
Time Zone

For your coordinator and exam mode accounts, you must ensure that you are all in the same time zone. Once you set the time zone, it will stay that time zone until you change it.

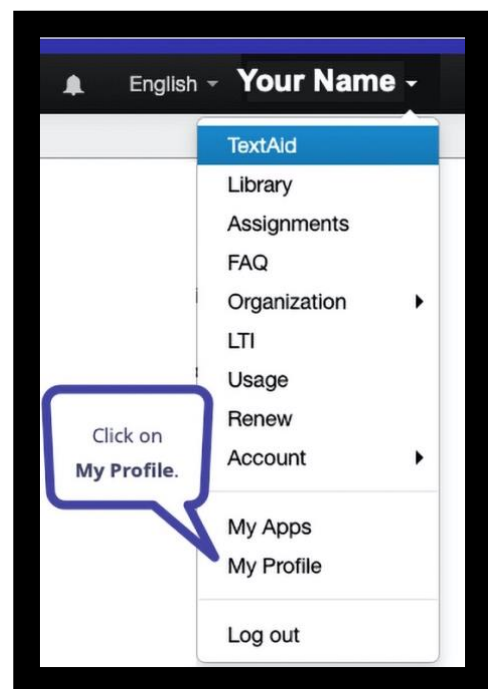
As you log into each of your Exam Accounts, you will need to first accept the GDPR by scrolling to the bottom of the page and clicking on "I agree to the terms."

The image shows a screenshot of a "Privacy Update – Consent Form (GDPR)" from ReadSpeaker. The form is divided into two sections: "For users above the age of 16 years" and "For users below the age of 16 years". The "For users above the age of 16 years" section contains text about consent and a link to withdraw consent. The "For users below the age of 16 years" section contains text about parental consent and a link to withdraw consent. At the bottom of the form, there are two buttons: "I accept the terms" (a green button) and "Cancel" (a white button with a grey border). A blue callout box with a pointer indicates that the user should "Click on I accept the terms." The entire form is enclosed in a black border.

Click on your name in the right-hand corner of the black stripe.



Click on **My Profile**.



Under **Time zone**, select the correct time zone for your location and then click on **Update**.

The screenshot shows the 'My profile' page on the ReadSpeaker Web Application Service Platform. The page has two tabs: 'Overview' (selected) and 'Purchases'. A light blue box at the top contains the text: 'Profile image automatically fetched from gravatar.com. If you have no Gravatar account, a generic image will be displayed.' Below this is a checkbox labeled 'Always use generic profile image' which is currently unchecked.

The 'Personal information' section contains the following fields:

- First name *: Text input with 'Testing_Center'.
- Last name *: Text input with 'Exam_1_Account'.
- Email: Text input with 'testing.center_1@abc.com'.
- Country *: Dropdown menu showing 'United States'.
- Time zone: Dropdown menu showing 'America/New York'.
- Company/Organization: Text input with 'Company/Organization'.

The 'Change password' section contains the following fields:

- Old password: Text input with 'Old password'.
- New password: Text input with 'New password'.
- Retype new password: Text input with 'Retype new password'.

Annotations on the form:

- A blue callout box points to the 'Time zone' dropdown menu with the text: '1 - Change the Time zone from Automatic to the correct time zone.'
- A blue callout box points to the 'Update' button at the bottom left with the text: '2 - Click on Update.'

The 'Update' button is a blue button with the text 'Update'.

Repeat this process for all Exam Mode accounts.

Uploading and Sharing Tests to Exam Mode Accounts

Now that you have your Exam Mode accounts created, we need to look at how to upload a test and share it with an Exam Mode account.

Preparing the Test

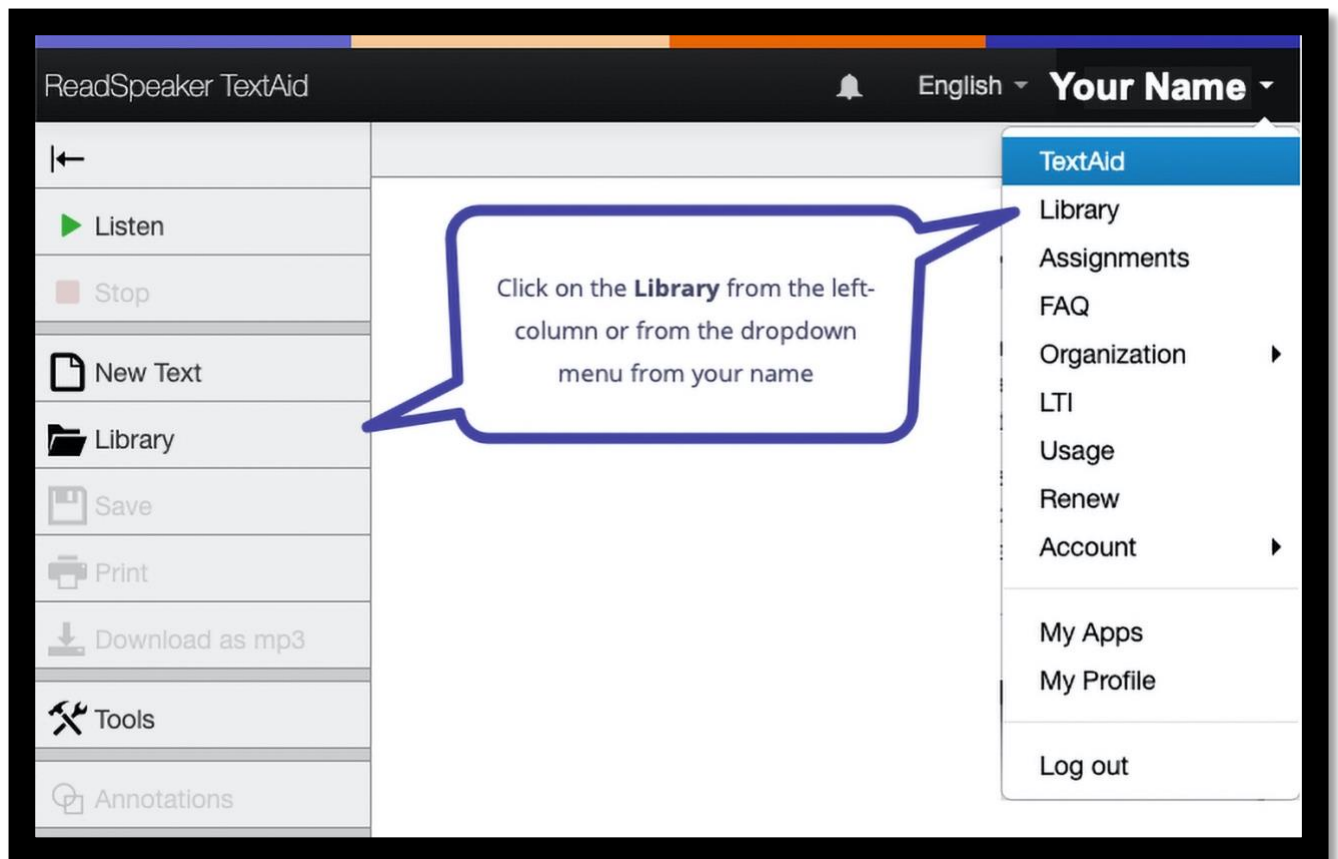
You will need to have an electronic readable test. If you scan a paper copy of a test, then the test is not readable. To make the file readable, you must run it through an OCR (Optical Character Recognition) program such as Adobe or the Image to Text tool in TextAid. After OCRing a document, check for accuracy, and make any changes that need to be made.

Before you upload the test to TextAid, ensure your TextAid folder structure is organized the way you want it.

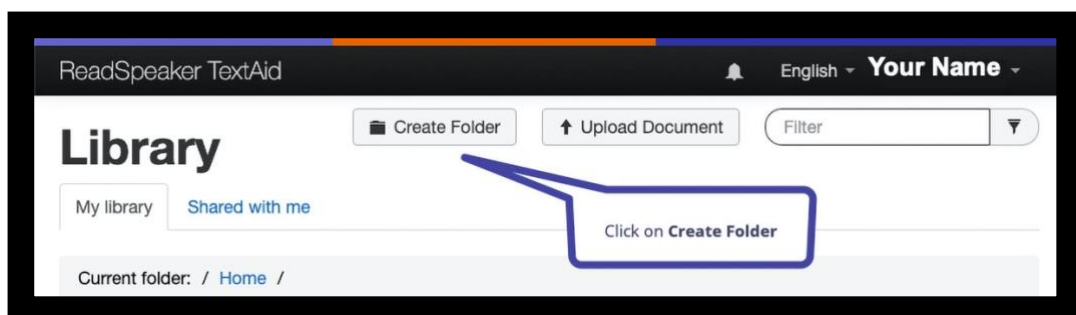
Structure your main account so you can quickly locate your tests by creating folders for instructors, courses, students, etc. We would suggest that you follow your normal filing process. For these instructions, we will use filing by the instructor's name.

Creating a Folder Structure

The folder structure is in the TextAid library. The **Library** can be found either by clicking on it from your name on the top-right of TextAid or clicking on it from the left-hand column in TextAid.



Click on **Create Folder** from the top of the screen.



Fill in the Folder Name and if needed, place it within an existing folder. To erase the "Untitled Folder," you can highlight it and click delete or backspace the information out of the field. **Do not drag** your mouse outside the pop-up window if you are highlighting. Dragging your mouse outside the pop-up window is the same as clicking on the Cancel button.

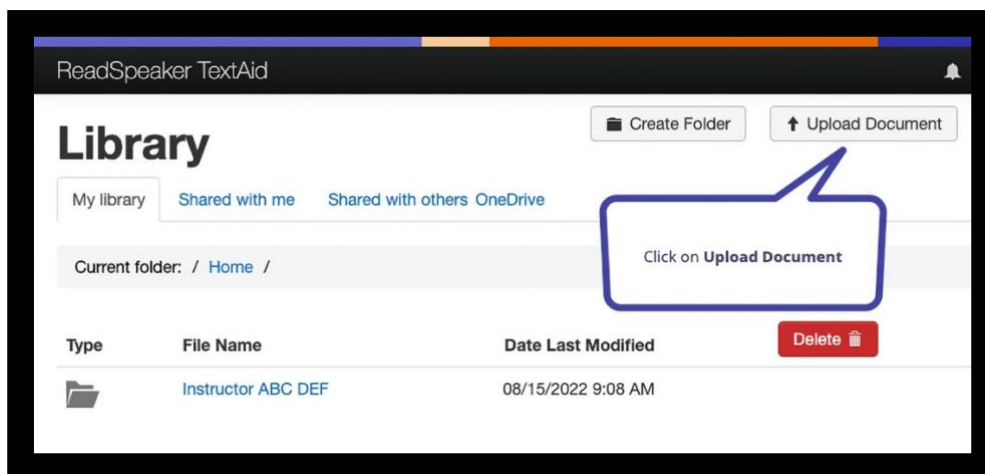
The screenshot shows a 'Create Folder' dialog box with a title bar containing a close button (X). Inside the dialog, there are two main input areas. The first is labeled 'Folder name' and contains a text field with the text 'Instructor ABC DEF'. A blue callout bubble points to this field with the text '1- Type in the Instructor's Name'. The second area is labeled 'Parent folder' and contains a dropdown menu currently showing 'Root folder'. A blue callout bubble points to this dropdown with the text '2 - Select an existing folder if needed'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Create'.

Click **Create**.

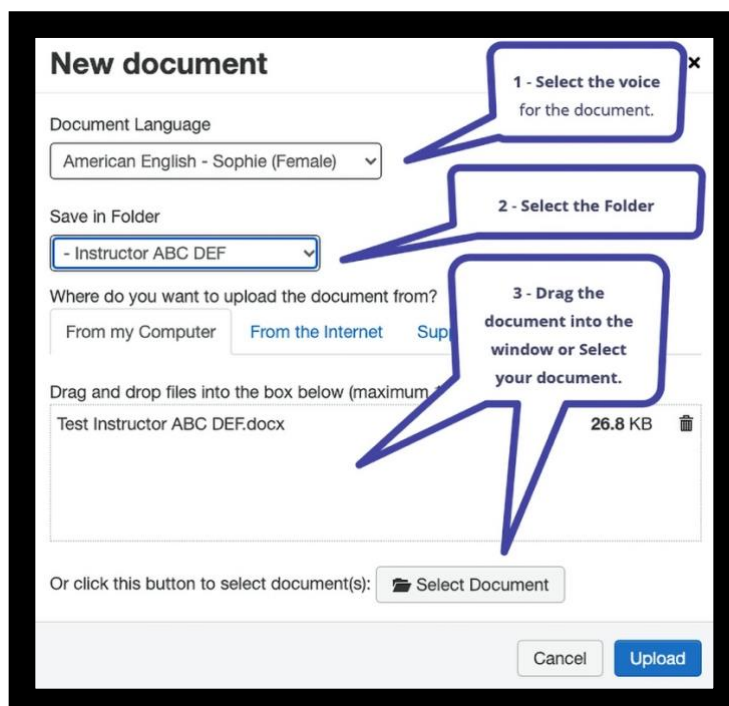
This screenshot shows the same 'Create Folder' dialog box as the previous one. The 'Folder name' field still contains 'Instructor ABC DEF' and the 'Parent folder' dropdown still shows 'Root folder'. A blue callout bubble now points to the 'Create' button at the bottom right with the text 'Click on "Create"'. The 'Cancel' button is also visible next to it.

Uploading the Test

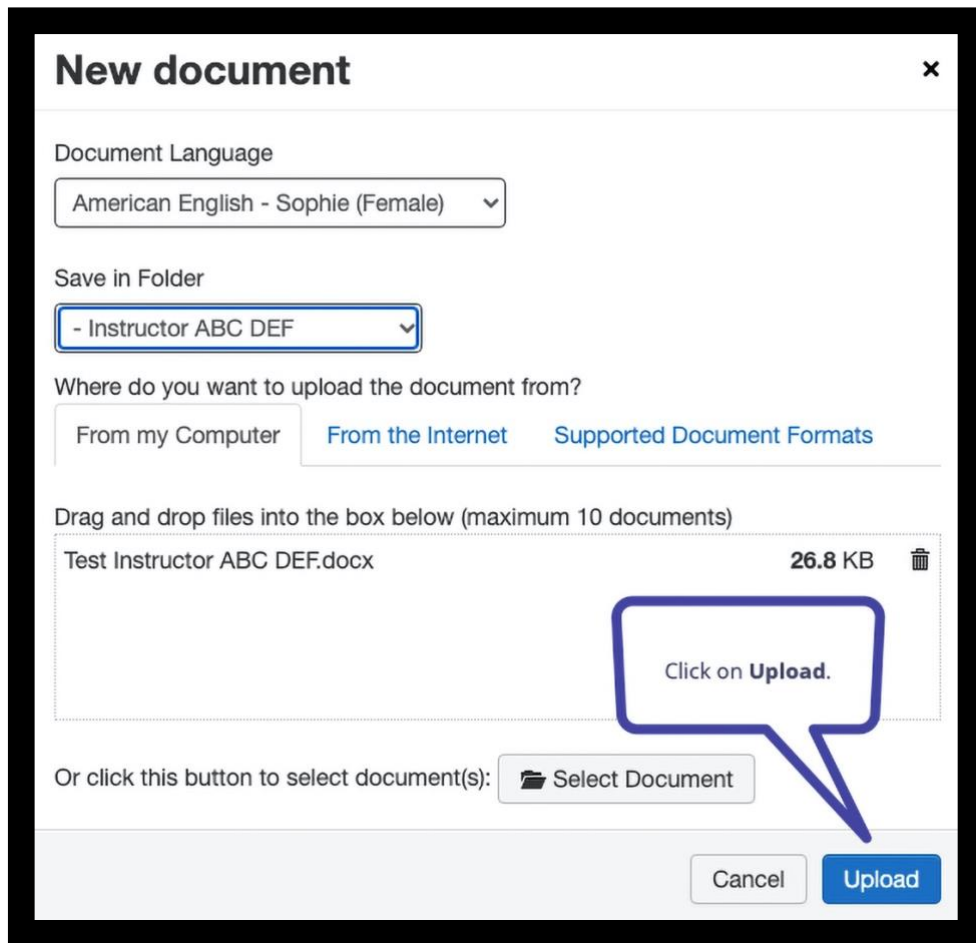
Now that your folder structure is created, you are ready to upload your test. Click on Upload Document in the upper-right corner of your Library screen.



Select a voice, the folder, and the document. You can either navigate to the document using the **"Select Document"** button or drag the document into the upload area.



Click on **Upload**.

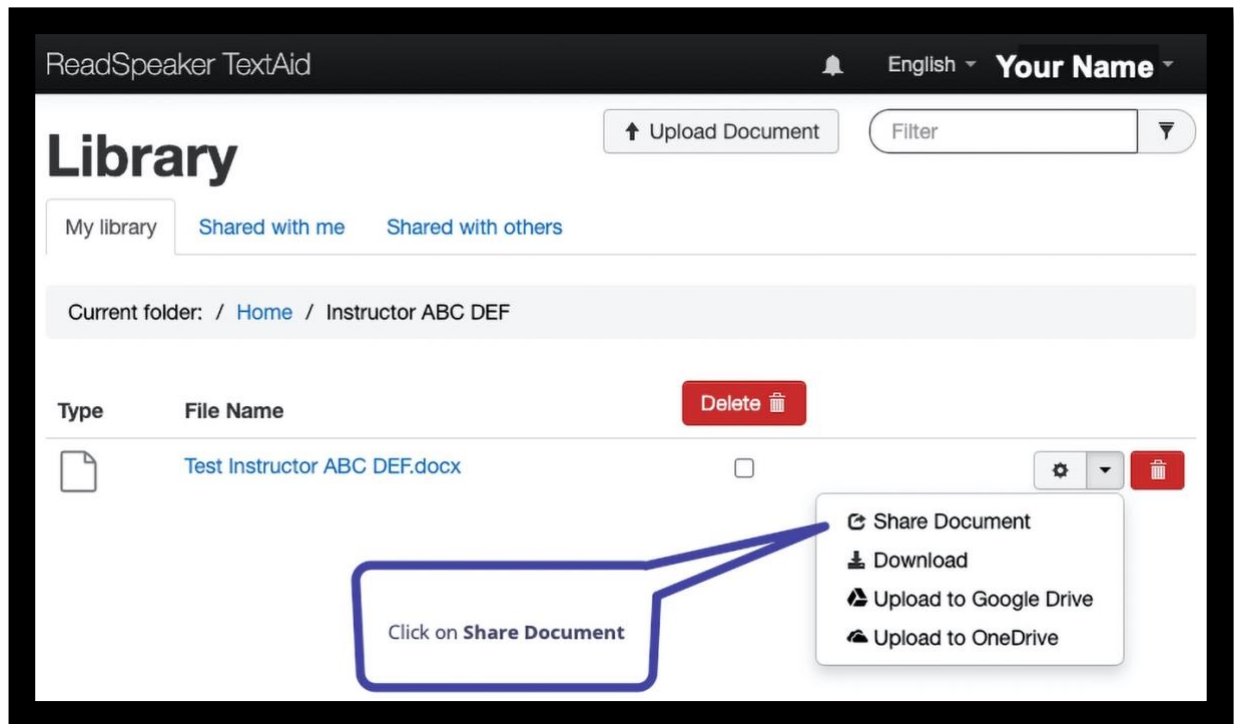


The screenshot shows a 'New document' dialog box. It includes a 'Document Language' dropdown set to 'American English - Sophie (Female)', a 'Save in Folder' dropdown set to '- Instructor ABC DEF', and tabs for 'From my Computer', 'From the Internet', and 'Supported Document Formats'. A file named 'Test Instructor ABC DEF.docx' (26.8 KB) is shown in a drag-and-drop area. A blue callout bubble points to the 'Upload' button at the bottom right, with the text 'Click on **Upload**.' inside it. The 'Upload' button is blue, while the 'Cancel' button is light gray.

Share Your Test with the Exam Mode Account

Now that you have the test uploaded to the correct folder, you are prepared for the student to arrive. When the student comes to take the test, share the test with an Exam Mode account that is not in use by another student.

Locate the folder and then the test in your TextAid Library. Click on the arrow tip to the left of the red garbage can button on the right-hand side of your screen. Then click on **Share Document**.



A form appears on your screen.

- **Check**, "This is an exam."
- **Set your dates and times.** These are the window dates and times when the student can start the test and must finish the test. Once the "TO" date and time have been reached, the student can no longer edit (annotate) the test. Be sure to set the window of time to consider any additional time the student may have due to accommodations.
- Start typing in the account name. You will see the accounts similar to the name you are typing appear. **Click on the desired account.**

Share Document ✕

☒ This is an exam

Schedule

Make this document available

From: 08/15/2022 3:30 PM *

To: 08/17/2022 3:30 PM *

- Set start and end time for the exam.
- Students can no longer edit the exam after the end time.
- Exams can only be shared with exam accounts.
- If an exam is shared with one or more groups, only exam accounts connected to those groups will

Groups **Users**

Add User: test

Name Testing_Center Exam_1_account (testing.center_1@abc.com)

This document is not shared with any users.

Cancel Save Settings

1 - Check "This is an exam."

2 - Set your dates and times.

3 - Start typing in the account name and then click on it as it appears.

After seeing the account's name in the area below Name and Email, click on **"Save Settings."**

The screenshot shows the 'Share Document' dialog box. At the top, there is a checkbox labeled 'This is an exam' which is checked. Below this is a section titled 'Schedule'. Under the heading 'Make this document available', there are two rows of date and time pickers. The first row is for 'From:' with a date of '08/15/2022' and a time of '3:30 PM'. The second row is for 'To:' with a date of '08/17/2022' and a time of '3:30 PM'. Below the schedule section is a light blue box containing four bullet points: 'Set start and end time for the exam.', 'Students can no longer edit the exam after the end time.', 'Exams can only be shared with exam accounts.', and 'If an exam is shared with one or more groups, only exam accounts connected to those groups will have access to the exam.' Below the blue box are two tabs: 'Groups' and 'Users'. The 'Users' tab is selected. Under the 'Add User:' label is a text input field with the placeholder 'Type name or email'. Below this is a table with two columns: 'Name' and 'Email'. The first row of the table contains the text 'Testing_Center Exam_1_account' in the Name column and 'testing.center_1@abc.com' in the Email column. To the right of the email is a red trash icon. At the bottom of the dialog are two buttons: 'Cancel' and 'Save Settings'. There are two blue callout boxes with white text. The first callout box, labeled '1', points to the 'Name' column and contains the text '1 - Notice your desired account name is listed in the Name/Email'. The second callout box, labeled '2', points to the 'Save Settings' button and contains the text '2 - Click on Save Settings.'

Share Document ×

☒ This is an exam

Schedule

Make this document available

From: 08/15/2022 3:30 PM *

To: 08/17/2022 3:30 PM *

- Set start and end time for the exam.
- Students can no longer edit the exam after the end time.
- Exams can only be shared with exam accounts.
- If an exam is shared with one or more groups, only exam accounts connected to those groups will have access to the exam.

Groups **Users**

Add User:

Name	Email
Testing_Center Exam_1_account	testing.center_1@abc.com 

1 - Notice your desired account name is listed in the Name/Email

2 - Click on **Save Settings.**

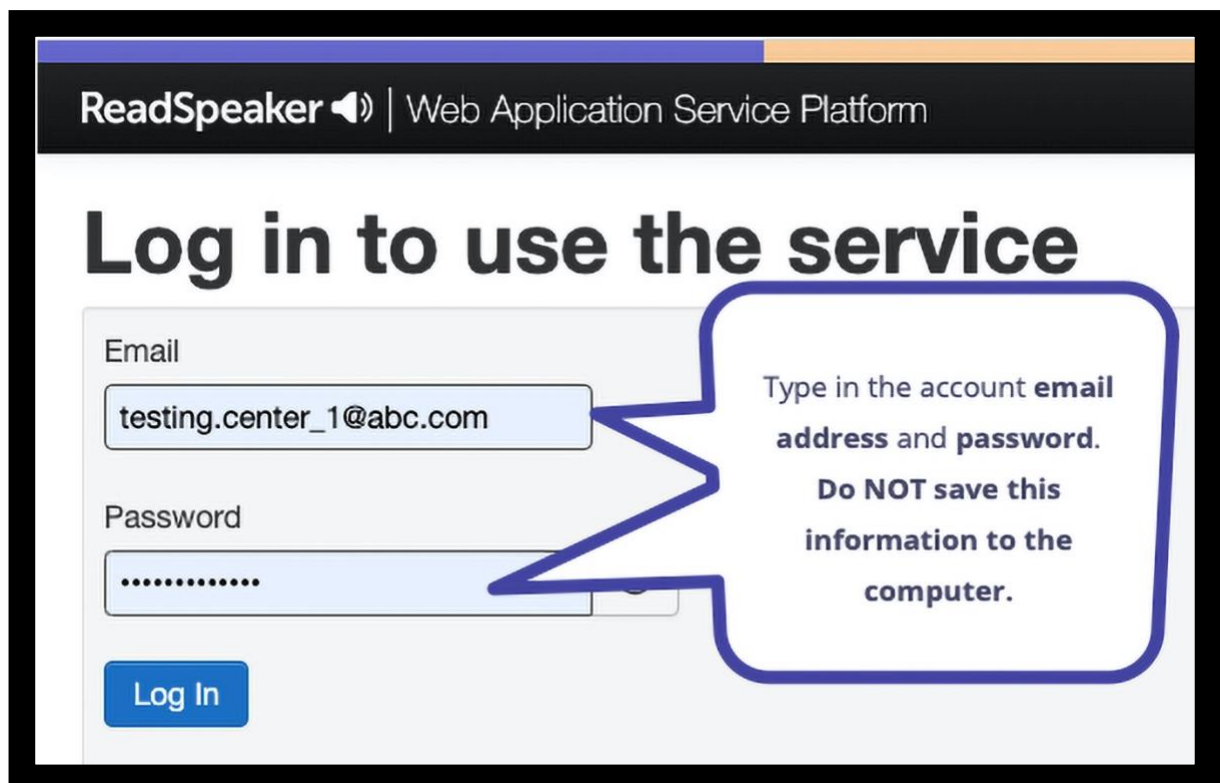
Signing the Student into the Account and Accessing the Test

The student is now at the testing center and ready to take the test. You have shared the test with a specific account.

Either go to the computer station or access it remotely. Sign the student into the account where you shared the test. **DO NOT** give the student the password to this account. The URL for TextAid is:

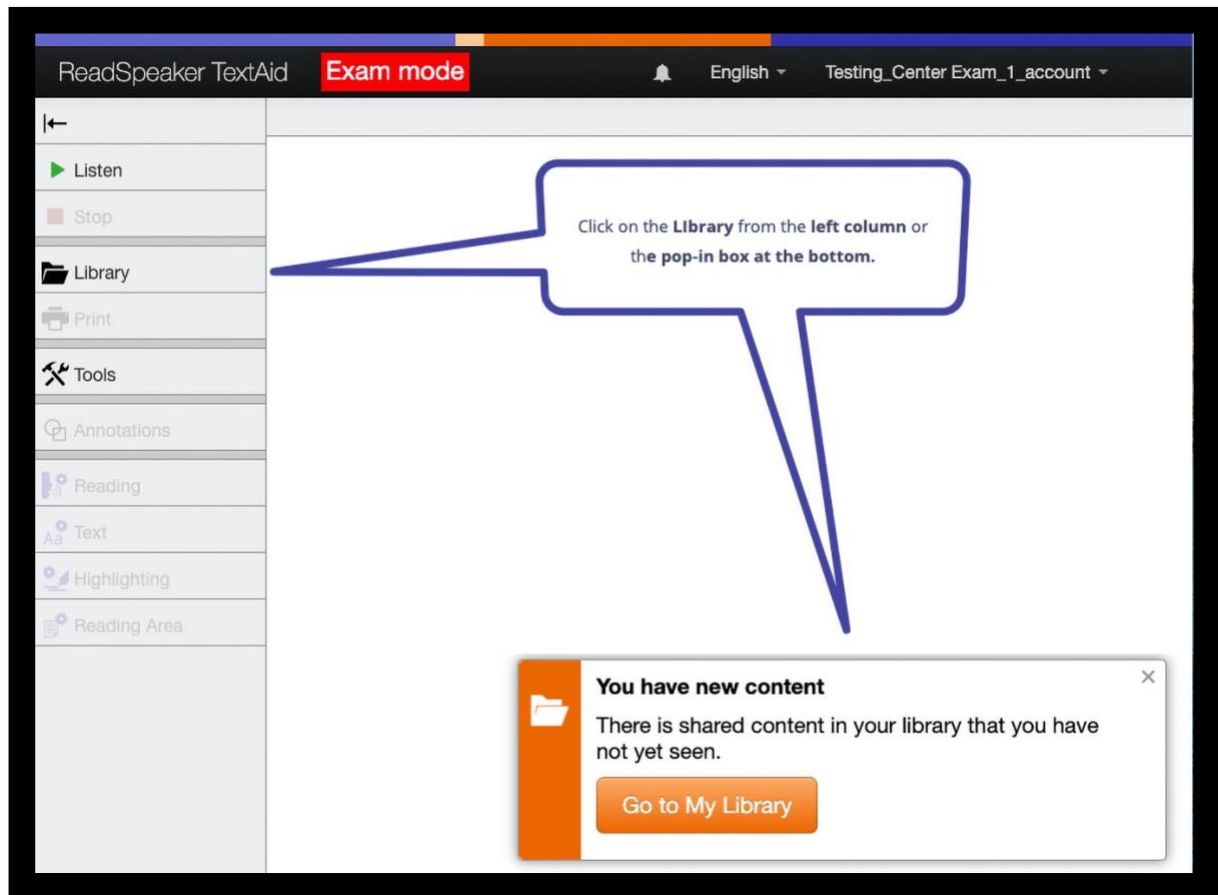
<https://ws.readspeaker.com/a/wasp/app/8>

We suggest you bookmark the site on your lab computers. **Do NOT** save the username and password on the computers.

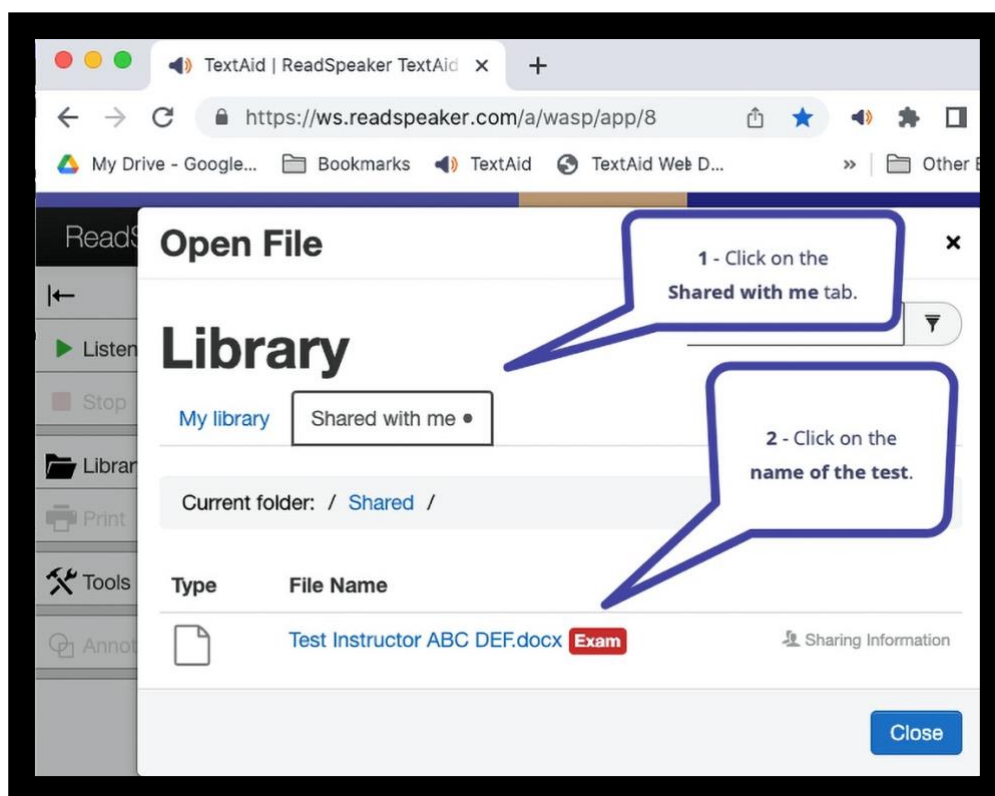


The screenshot shows the ReadSpeaker Web Application Service Platform login interface. At the top, the header reads "ReadSpeaker" followed by a speaker icon and "Web Application Service Platform". Below this, a large heading says "Log in to use the service". The login form contains two input fields: "Email" with the text "testing.center_1@abc.com" and "Password" with masked characters ".....". A blue "Log In" button is positioned below the password field. A blue callout box with a pointer to the password field contains the text: "Type in the account **email address** and **password**. **Do NOT** save this information to the computer."

Click on the **Library** from the left or the “**Go to My Library**” button at the bottom of the screen.



Click on the **Shared with me** tab. It should have a blue dot to the right of the tab name. The test should be showing. Have the student **click on the test name** to begin taking the test.

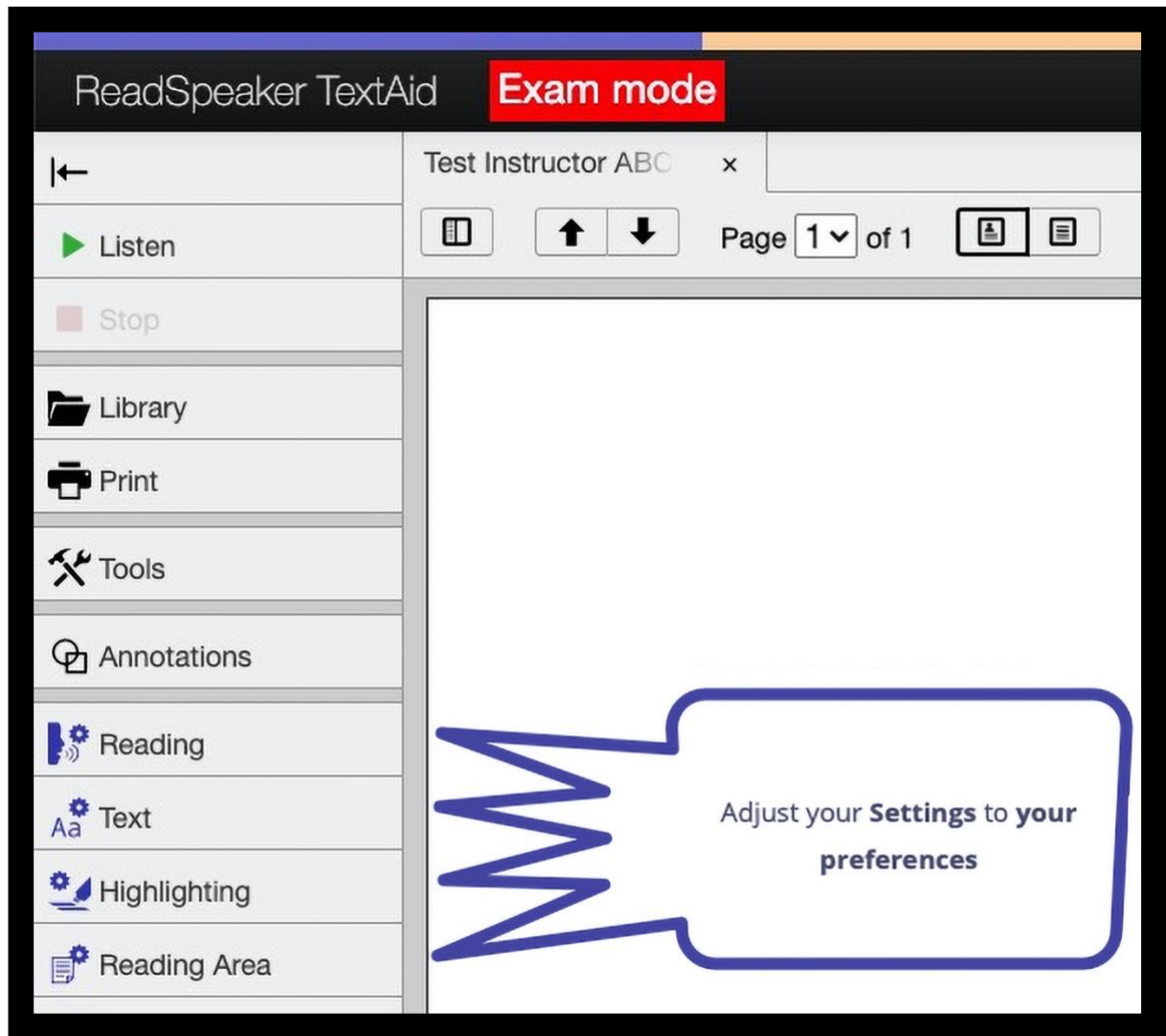


Student Takes Test

The student is now ready to take the test, which is open in TextAid Exam Mode.

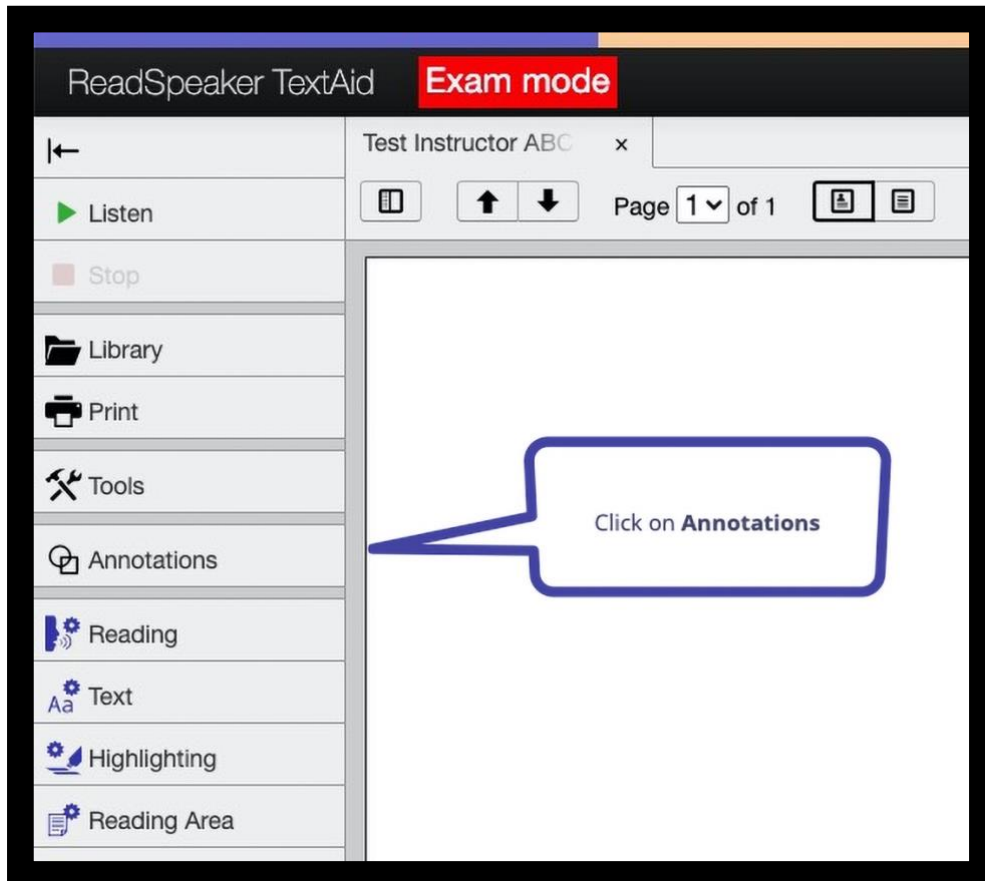
Make sure the student knows they can adjust their settings and will use the Annotations tools to answer the questions. The Annotations are automatically saved, so the student does not have a **Save** button.

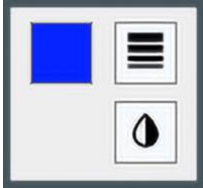
The student can adjust the settings to their preference using the last four options on the left-hand menu.



Once they are ready to start answering questions, they will follow the steps below.

- The student clicks on Annotations from the left-hand column.

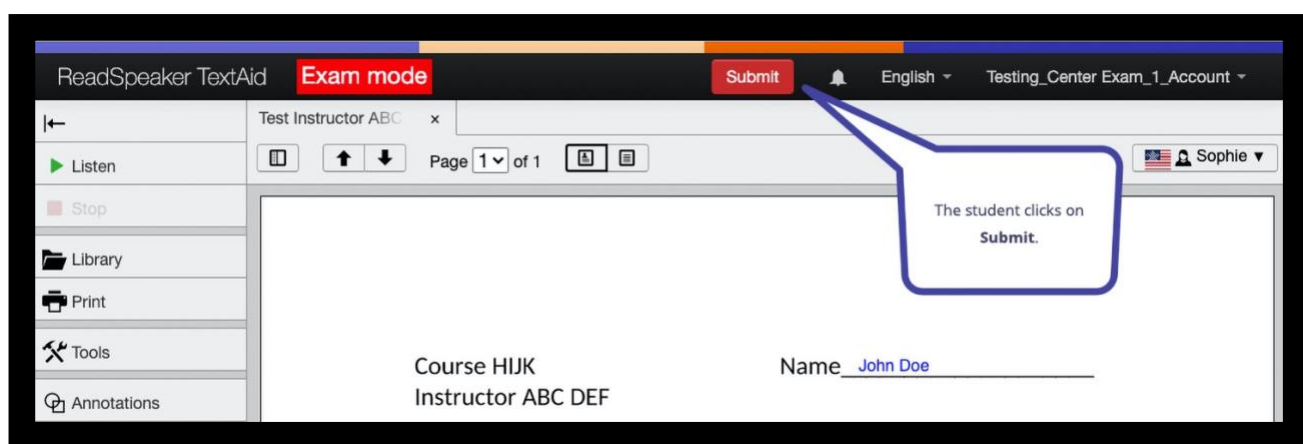


- The primary tools will be:
 -  Which is used to type in text on the test.
 -  Which is used to make a circle or ellipse.
 -  Which is used to create a square or a rectangle.
 -  The Color, Thickness, and Opacity choices are made from these tools.

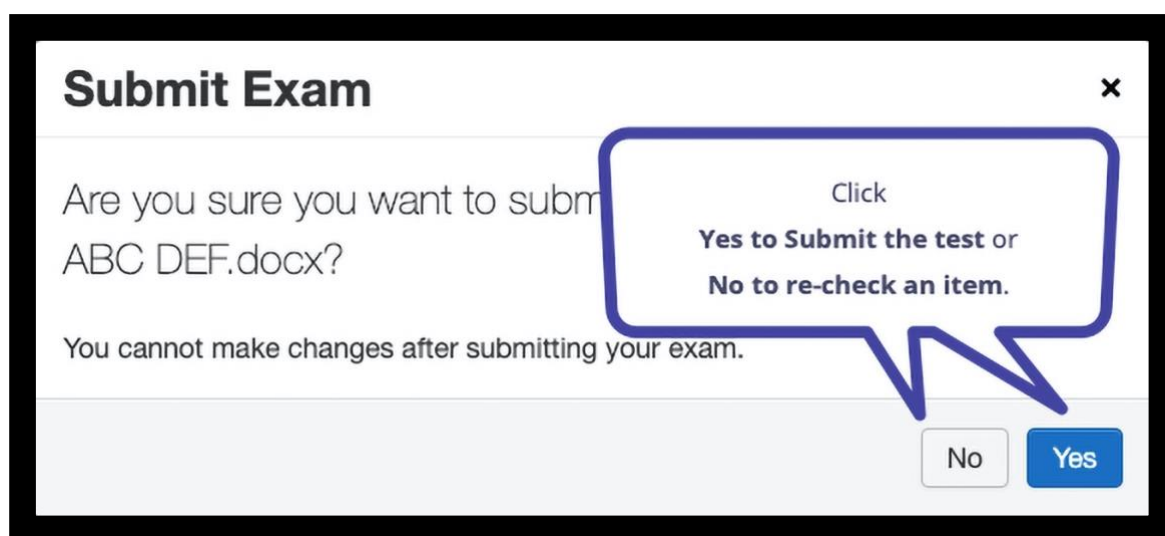
-  This tool is used to listen to your test questions by clicking on the tool and highlighting what you want to listen to. A Listen button appears on the page. Click on Listen.

Student Submits Test

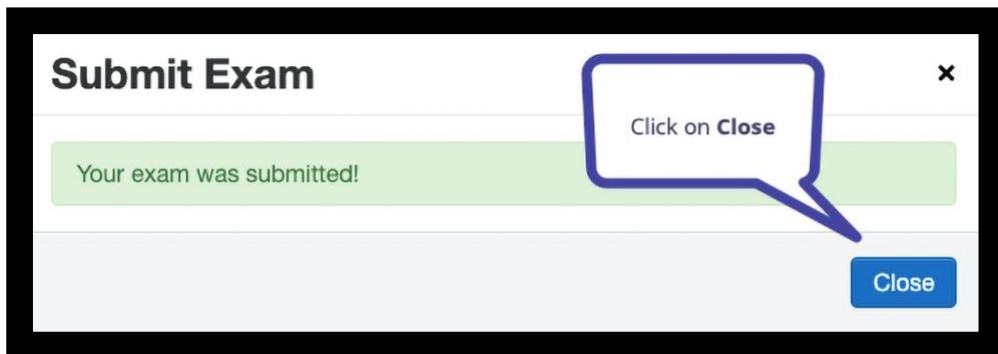
Once the student has completed the test, the student clicks on **Submit**, found on the black stripe at the top of the Exam Mode Screen.



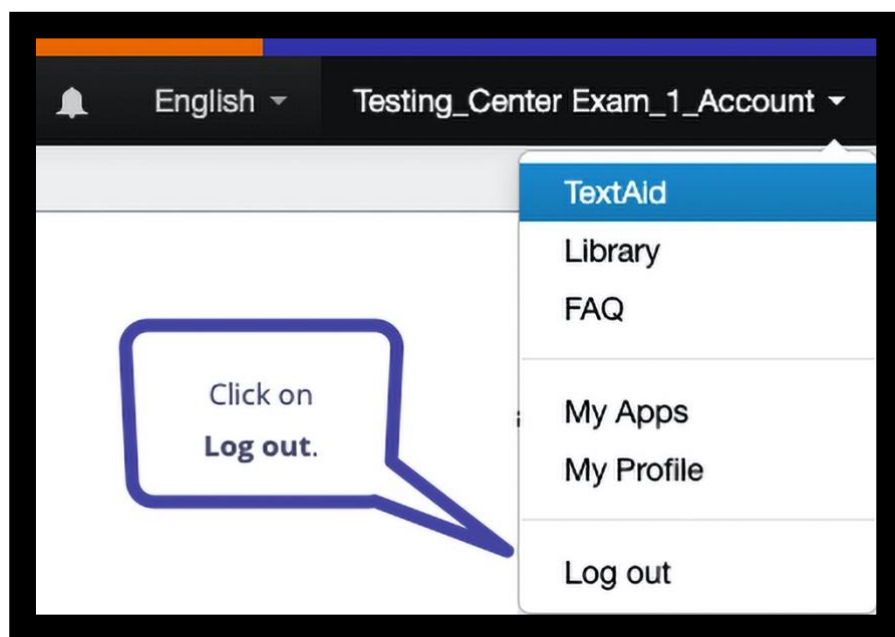
The student then confirms the submission by clicking on **Yes**, or if they need to re-check an item, they click **No**.



Click Close.



Sign out of the Exam Mode account by clicking on **Log out** from the dropdown menu on your name.



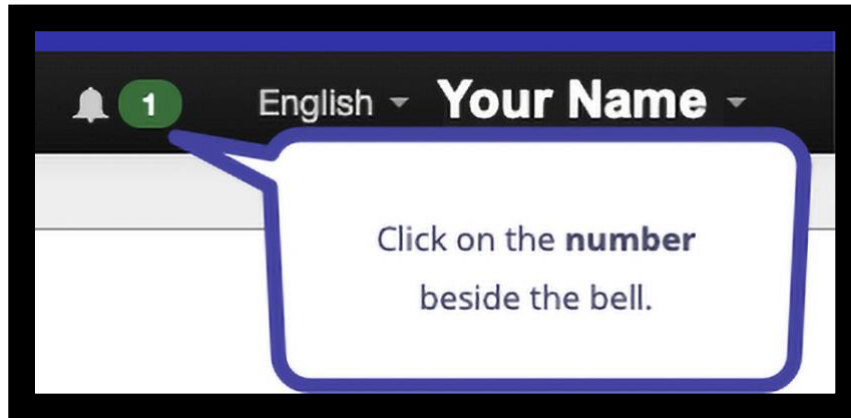
Returning the Test to the Instructor

The test has now been submitted by the student and is located in the primary account of the testing center (the account that shared the test.)

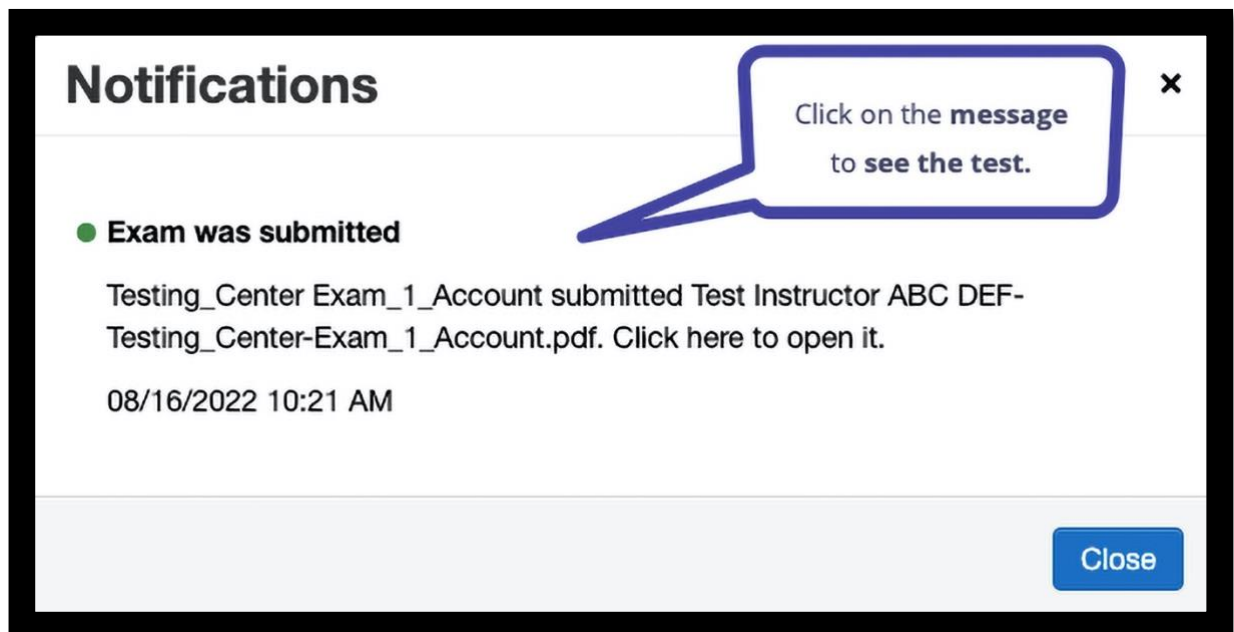
Log into the Testing Center account. There are two ways to access the test.

Access From the Notification

Click on the number beside the bell in the top black stripe.

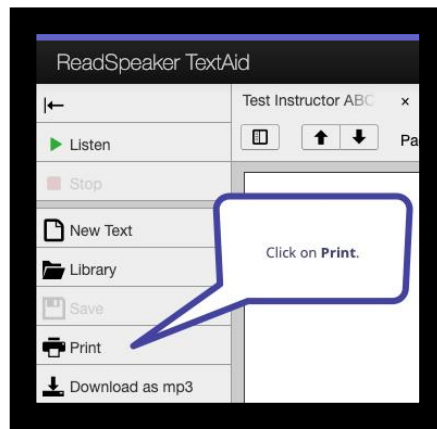


A message pops up to show you which test was submitted. If you **click on the message**, the test appears.



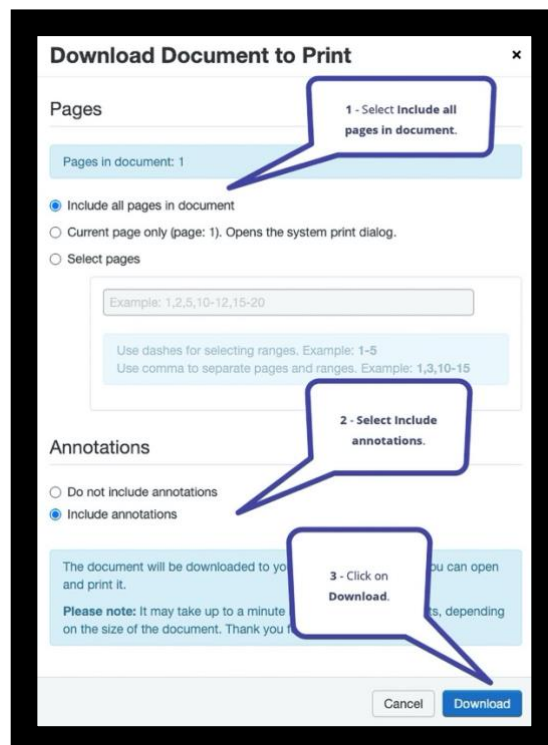
You can verify that it is a particular student's test.

Next, you will want to **Print** the test. Click on **Print** from the left-hand column.



Fill in the form.

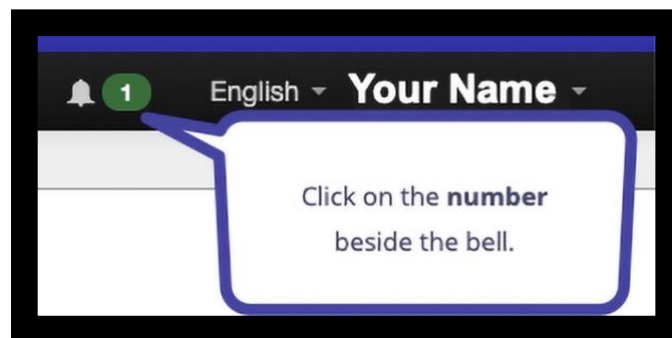
- In the **Pages** section, select **Include all pages in the document**.
- In the **Annotations** area, select **Include annotations**.
- Click **Download**.



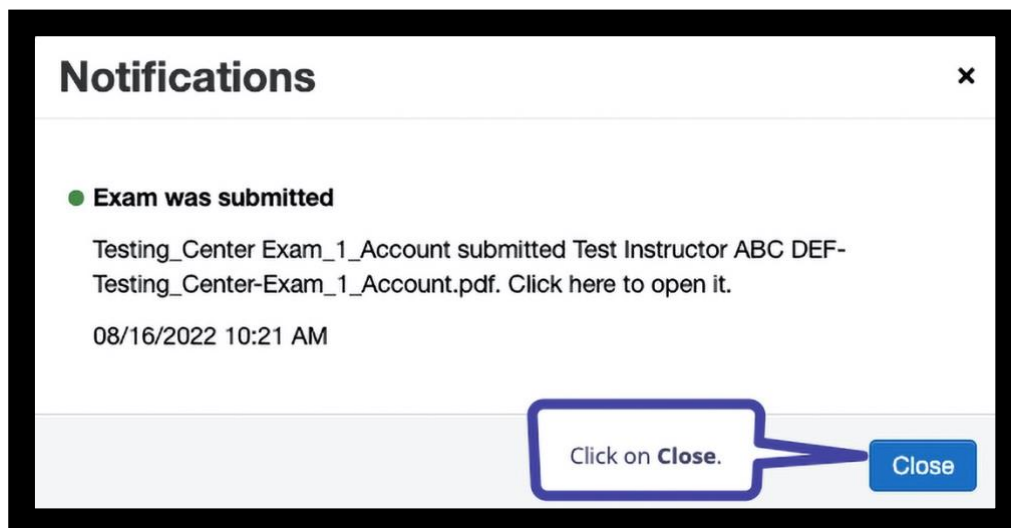
The test is downloaded to your computer. You can either email it to the instructor or teacher or print it and send it through inner-office mail to the teacher or instructor.

Access From the Library

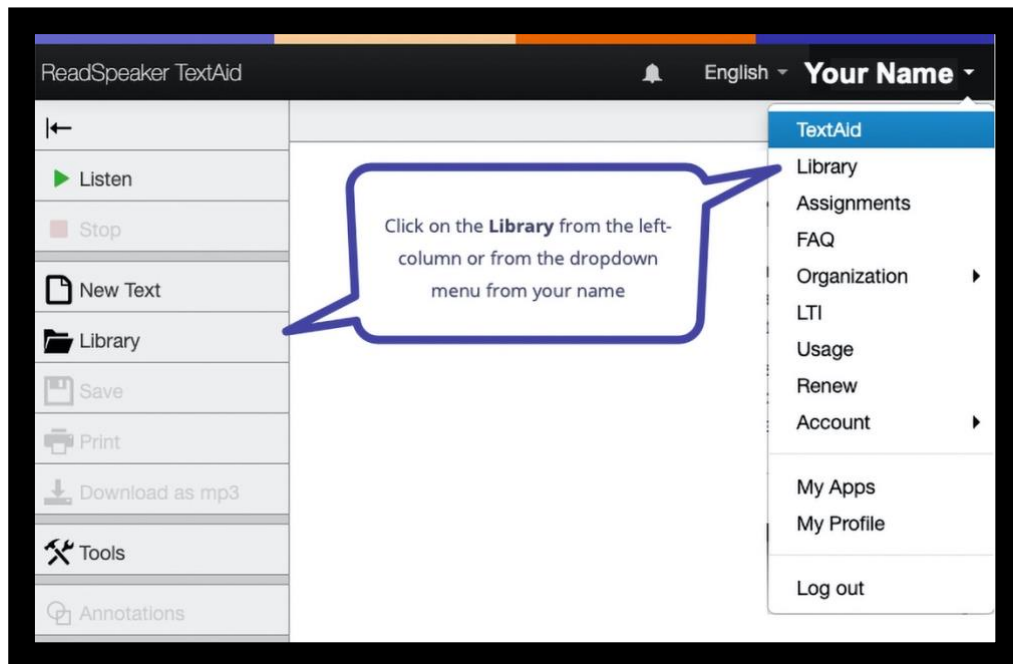
Click on the number beside the bell in the top black stripe.



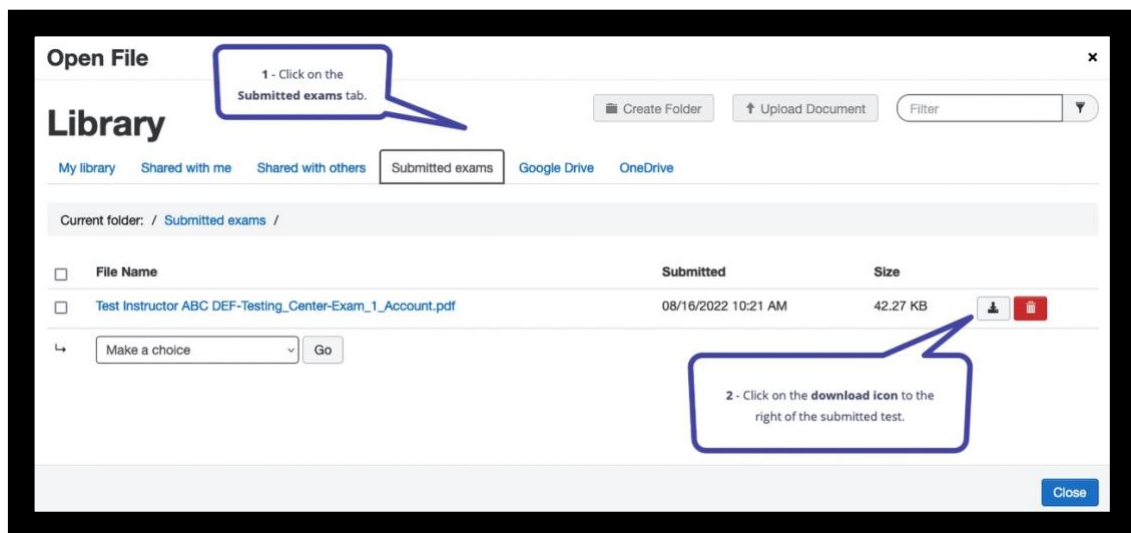
A message pops up to show you which test was submitted. Click **Close**.



Click on Library from your name or the left-hand column.



Click on the **Submitted exams** tab and then click on the **download icon**.



Depending on your browser, you can either save the test (Chrome) or download/print the test (Firefox.)

You can either email it to the instructor or teacher or print it and send it through inner-office mail to the teacher or instructor.

At this point, the testing process is complete.