

# TextAid Exam Mode Instructions

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

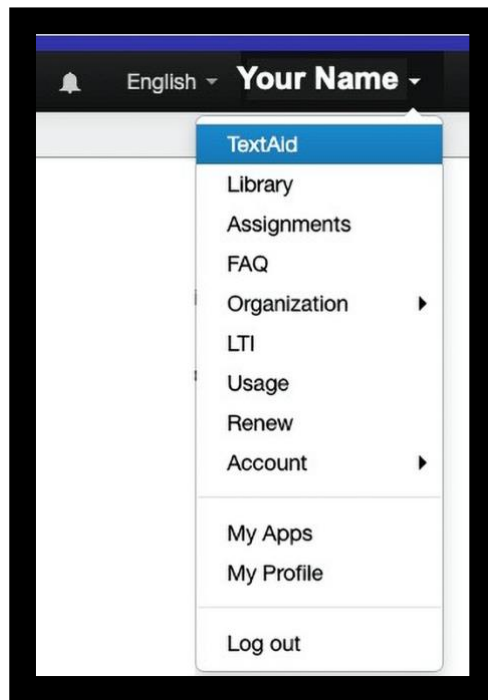
- Setting up the TextAid Exam Mode account
- Uploading and sharing the test to the Exam Mode account
- Signing the student into the TextAid Exam Mode account and accessing the test
- The student taking the test
- The student submits the test to the account that shared the test
- Accessing the submitted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

We will discuss each point in separate sections.

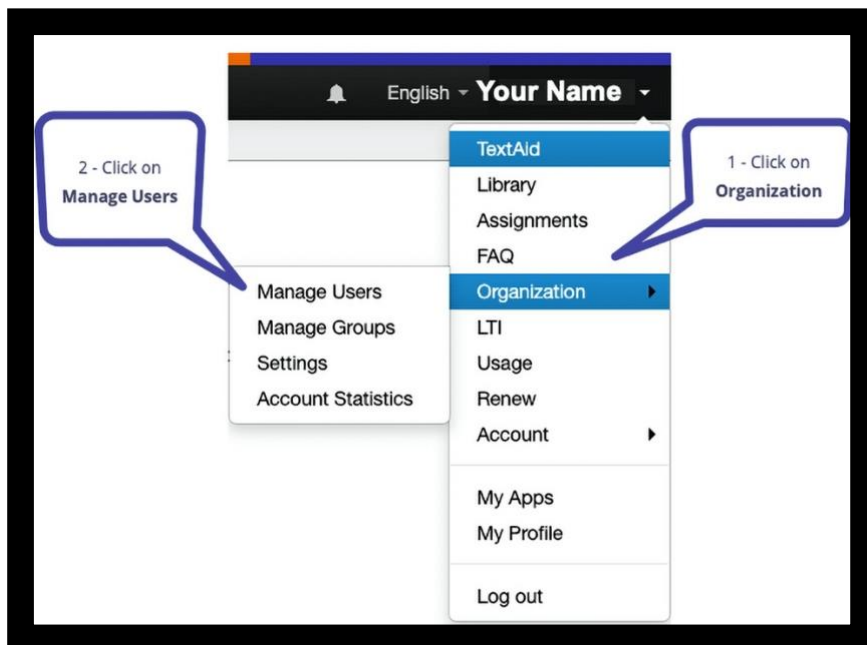
## Setting up the TextAid Exam Mode Account

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.

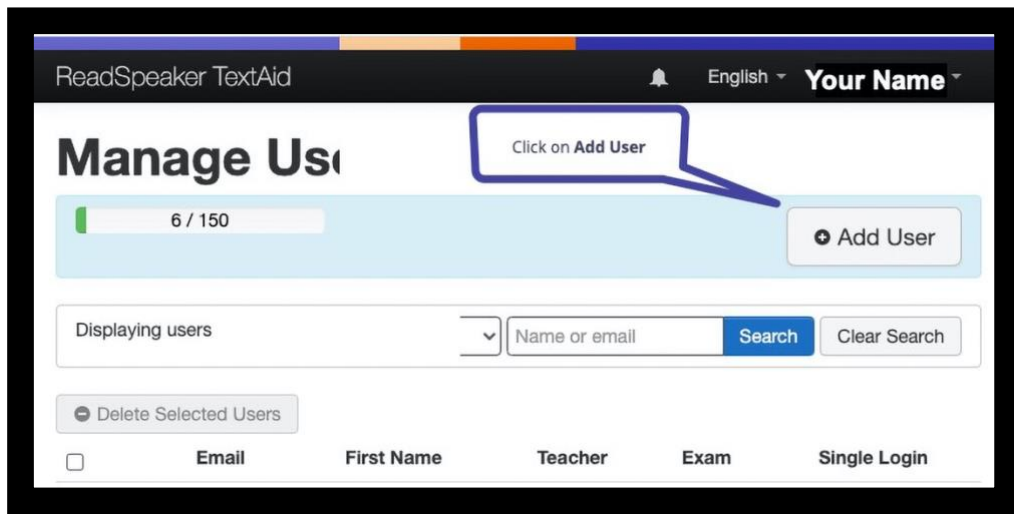
Once you are logged in, click your **name** on the top-right of the black stripe.



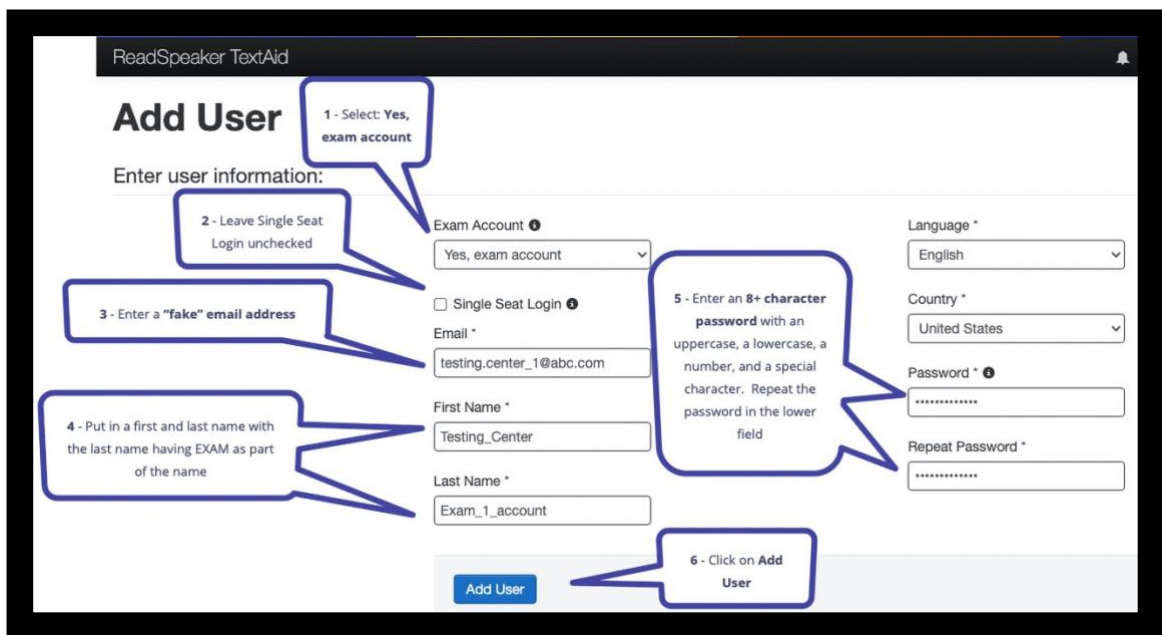
Click on **Organization** and then **Manage Users**.



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.



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.**

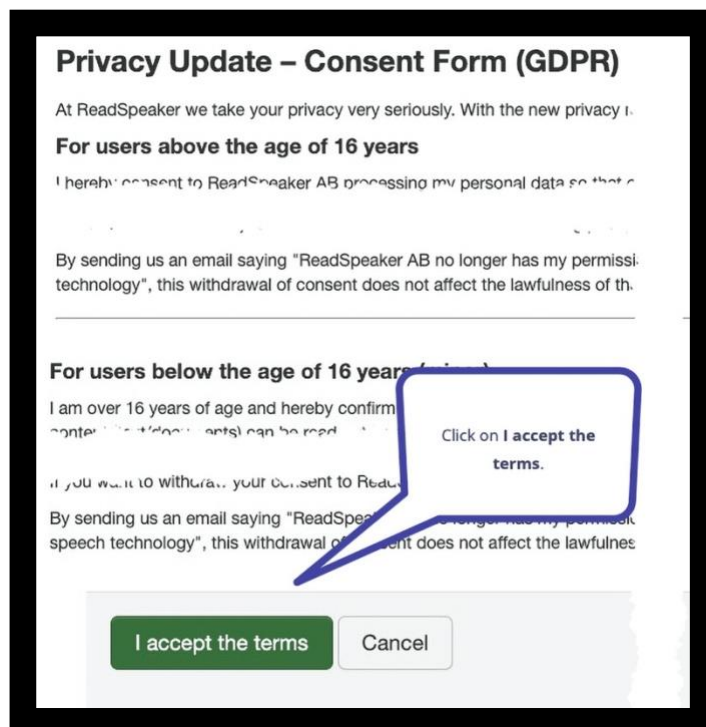
Click **Add User** on the bottom-left of the form.

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."



**Privacy Update – Consent Form (GDPR)**

At ReadSpeaker we take your privacy very seriously. With the new privacy i...

**For users above the age of 16 years**

I hereby consent to ReadSpeaker AB processing my personal data so that c...

By sending us an email saying "ReadSpeaker AB no longer has my permissi... technology", this withdrawal of consent does not affect the lawfulness of th...

**For users below the age of 16 years**

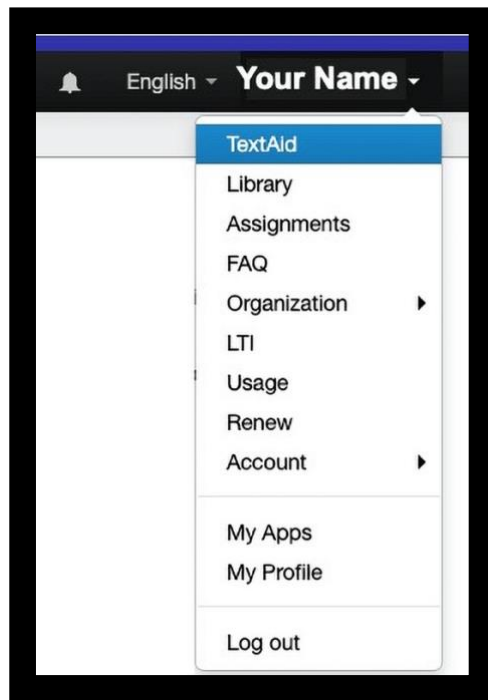
I am over 16 years of age and hereby confirm...

By sending us an email saying "ReadSpee... no longer has my permisio... speech technology", this withdrawal of consent does not affect the lawfulness...

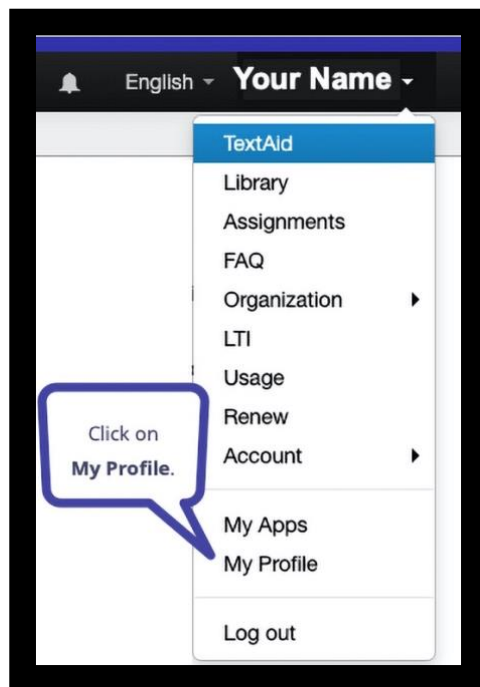
Click on **I accept the terms.**

**I accept the terms** Cancel

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' 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'. The page is divided into two main sections: 'Personal information' and 'Change password'. The 'Personal information' section includes fields for 'First name \*' (Testing\_Center), 'Last name \*' (Exam\_1\_Account), 'Email' (testing.center\_1@abc.com), 'Country \*' (United States), and 'Time zone' (America/New York). A light blue box below the time zone field states: 'Automatic time zone is based on the'. The 'Change password' section includes fields for 'Old password', 'New password', and 'Retype new password'. Two blue callout boxes provide instructions: the first points to the 'Time zone' dropdown and says '1 - Change the Time zone from Automatic to the correct time zone.', and the second points to the 'Update' button and says '2 - Click on Update.' The 'Update' button is located at the bottom left of the form.

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

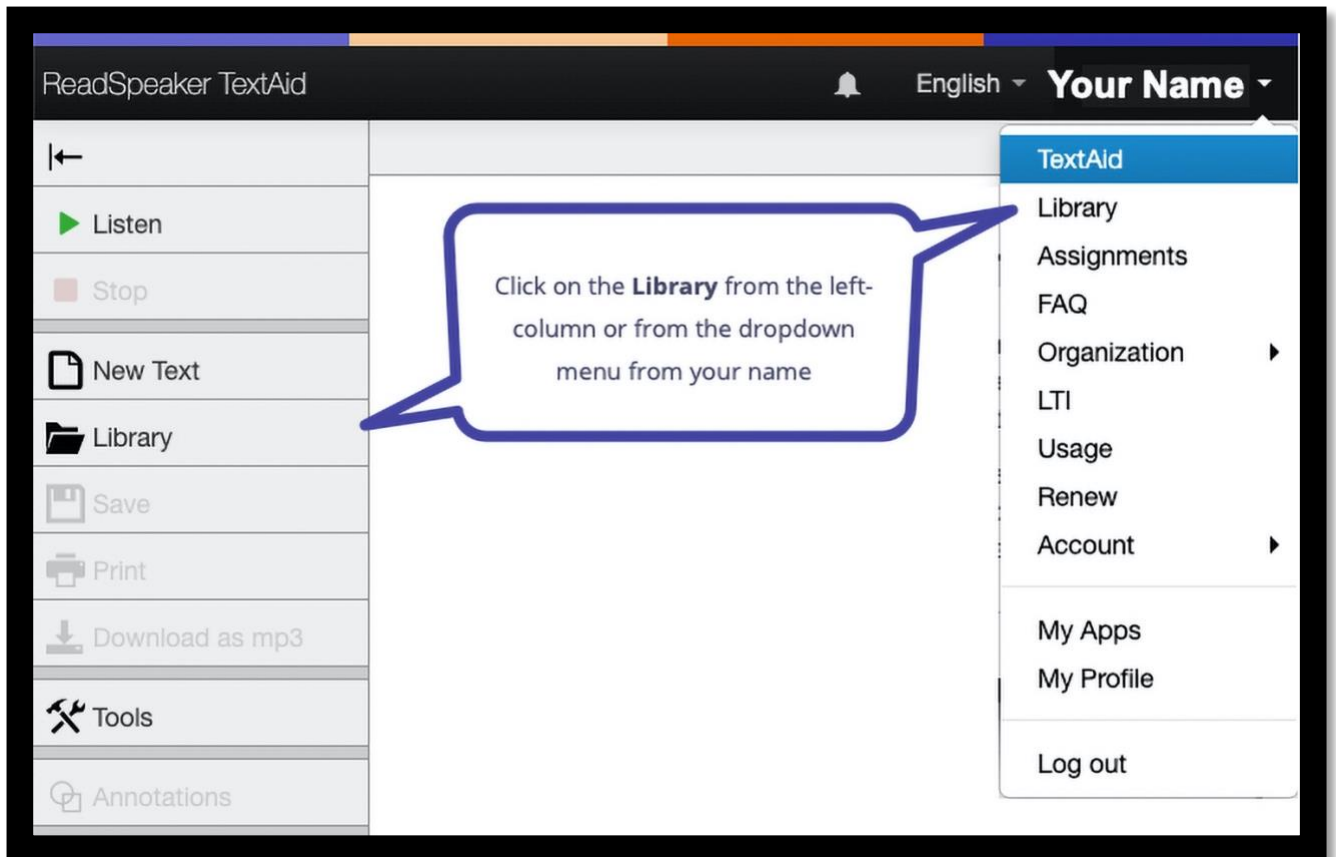
You will need to have an electronic readable test. If you scan a paper copy of a test, then the test is not readable. To make the file readable, you must run it through an OCR (Optical Character Recognition) program such as Adobe or the Image to Text tool in TextAid. After OCRing a document, check for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

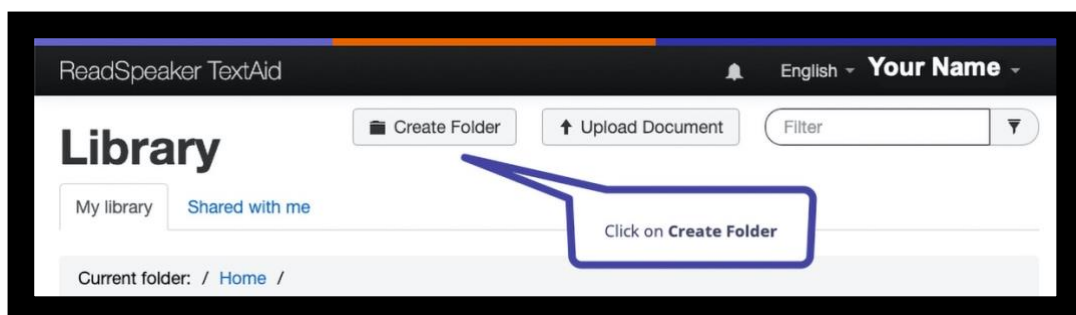
Structure your main account so you can quickly locate your tests by creating folders for instructors, courses, students, etc. We would suggest that you follow your normal filing process. For these instructions, we will use filing by the instructor's name.

## 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.

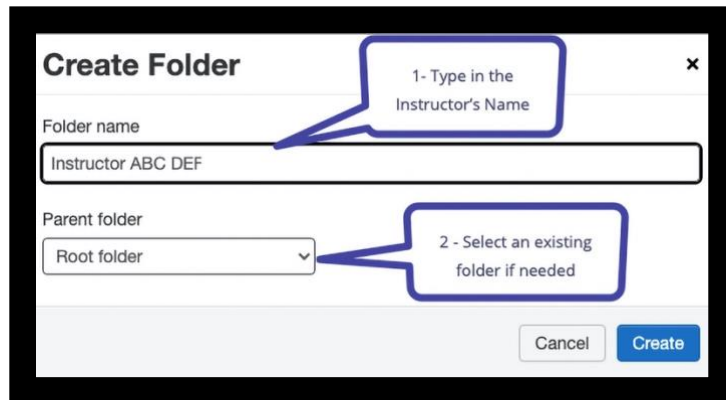


Click on **Create Folder** from the top of the screen.

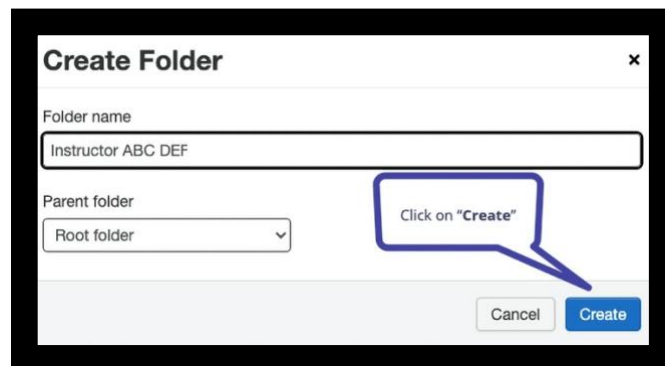




Fill in the Folder Name and if needed, place it within an existing folder. To erase the "Untitled Folder," you can highlight it and click delete or backspace the information out of the field. **Do not drag** your mouse outside the pop-up window if you are highlighting. Dragging your mouse outside the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

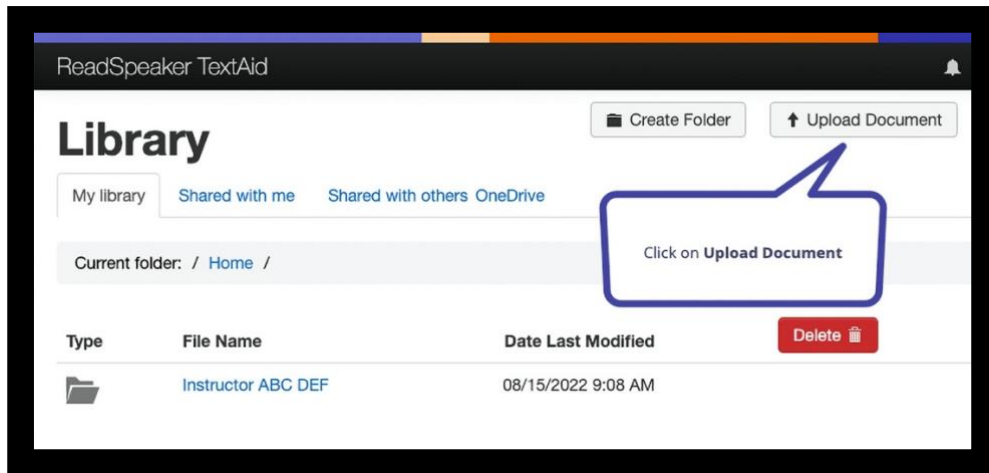


Click **Create**.

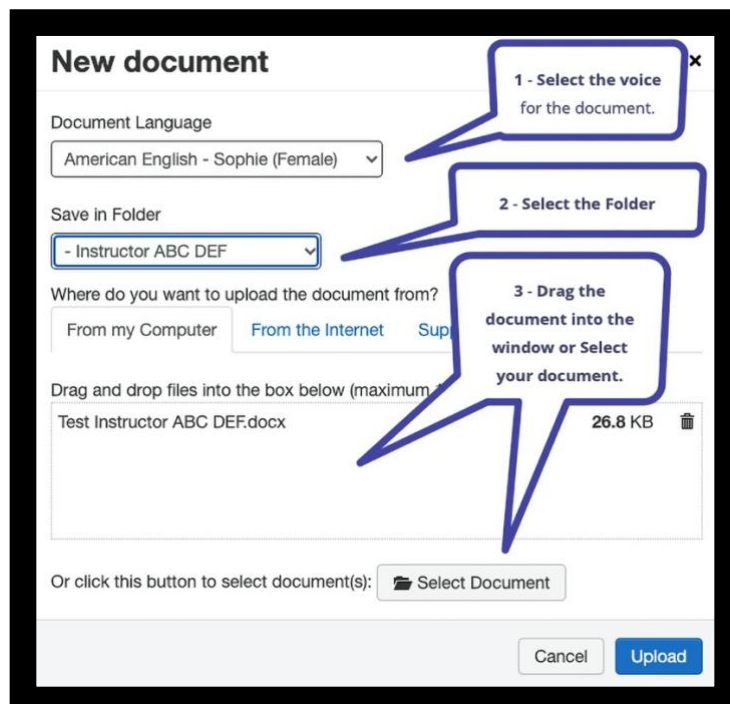


## Uploading the Test

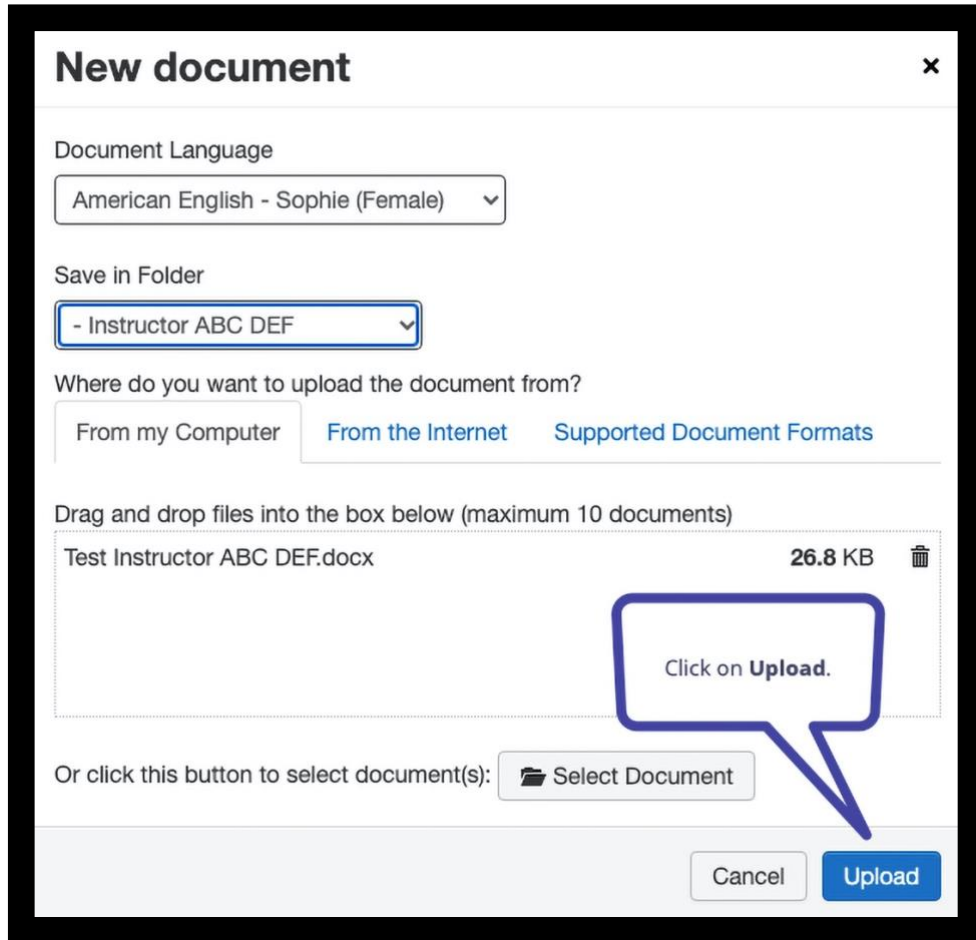
Now that your folder structure is created, you are ready to upload your test. Click on Upload Document in the upper-right corner of your Library screen.



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.



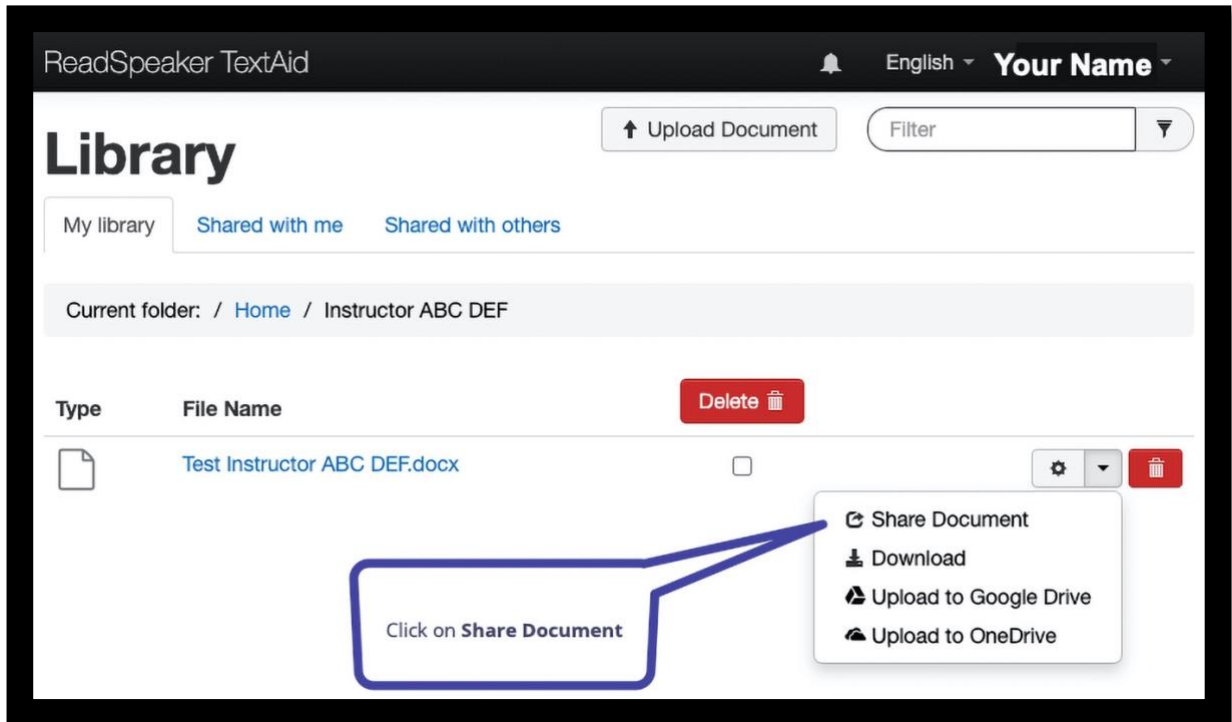
Click on **Upload**.



## 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.**

The screenshot shows a 'Share Document' form with the following elements:

- Share Document** (Title)
- This is an exam
- Schedule** (Section Header)
- Make this document available
- From: 08/15/2022 3:30 PM
- To: 08/17/2022 3:30 PM
- Instructions box:
  - 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 be visible.
- Groups Users (Tabs)
- Add User: test
- Name: Testing\_Center Exam\_1\_account (testing.center\_1@abc.com)
- This document is not shared with any users.
- Buttons: Cancel, Save Settings

Three callout boxes provide instructions:

- 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 the 'Schedule' section, which includes the text 'Make this document available'. There are two rows of date and time pickers: 'From: 08/15/2022 3:30 PM' and 'To: 08/17/2022 3:30 PM'. A light blue box contains a list of instructions: '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 schedule is a tabbed interface with 'Groups' and 'Users' tabs. Under the 'Users' tab, there is an 'Add User:' field with a placeholder 'Type name or email'. Below this is a table with columns 'Name' and 'Email'. The first row contains 'Testing\_Center Exam\_1\_account' and 'testing.center\_1@abc.com'. A red trash icon is to the right of the email. At the bottom, there are 'Cancel' and 'Save Settings' buttons. Two blue callout boxes provide instructions: '1 - Notice your desired account name is listed in the Name/Email' points to the 'Name' column, and '2 - Click on Save Settings.' points to the 'Save Settings' button.

**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: Type name or email

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.**

Cancel Save Settings

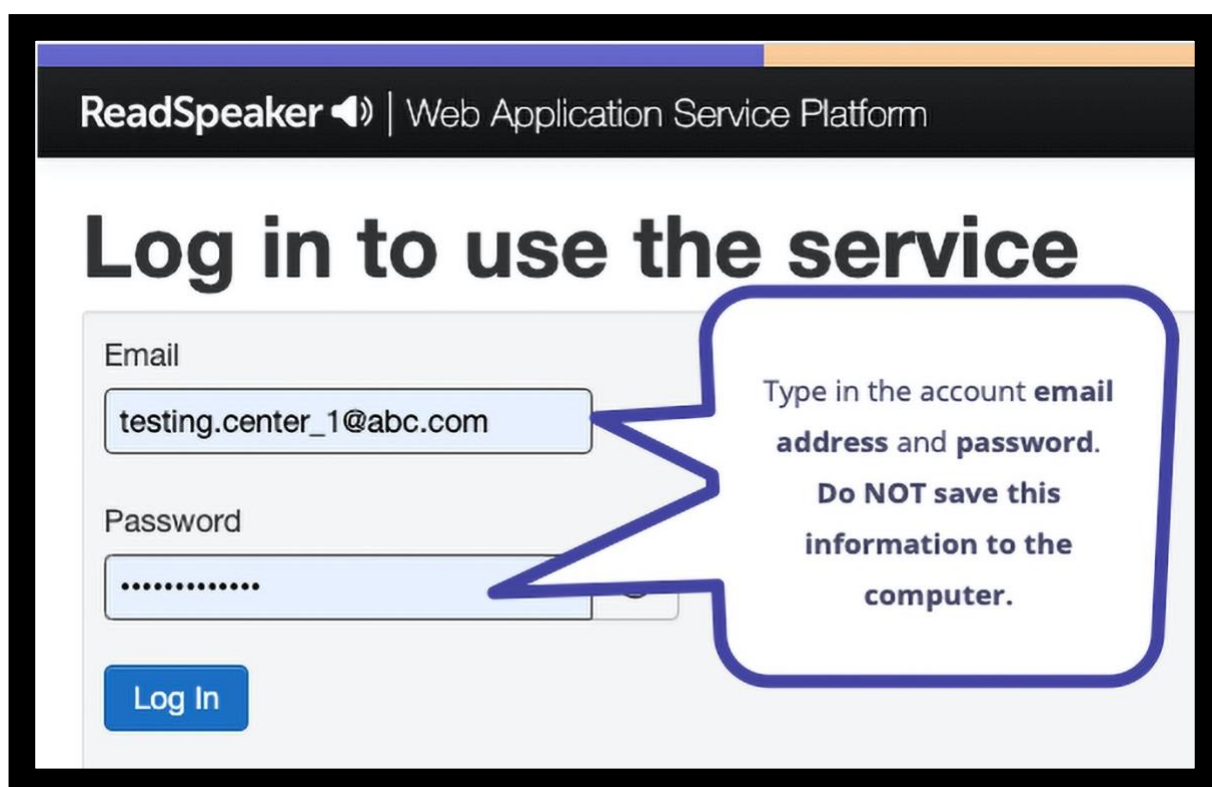
## Signing the Student into the Account and Accessing the Test

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:

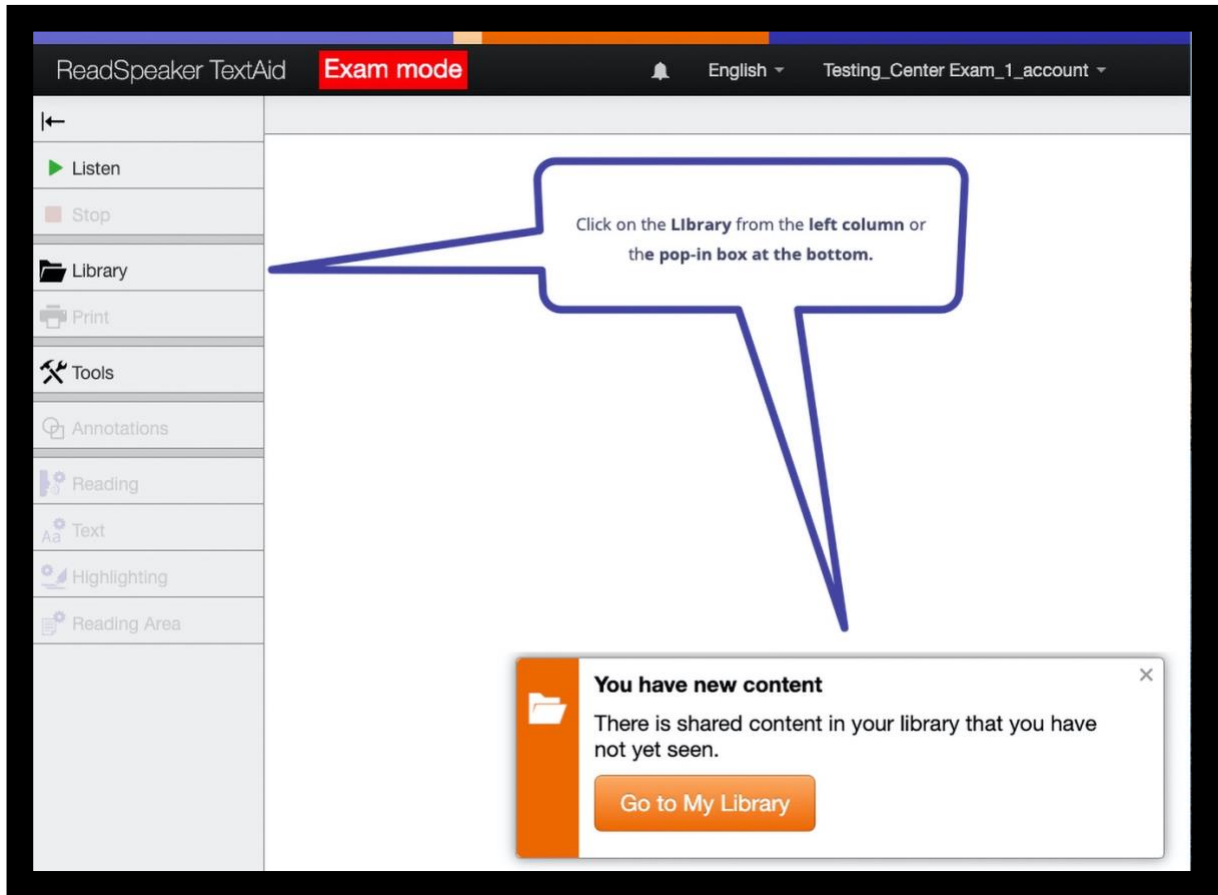
<https://ws.readspeaker.com/a/wasp/app/8>

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



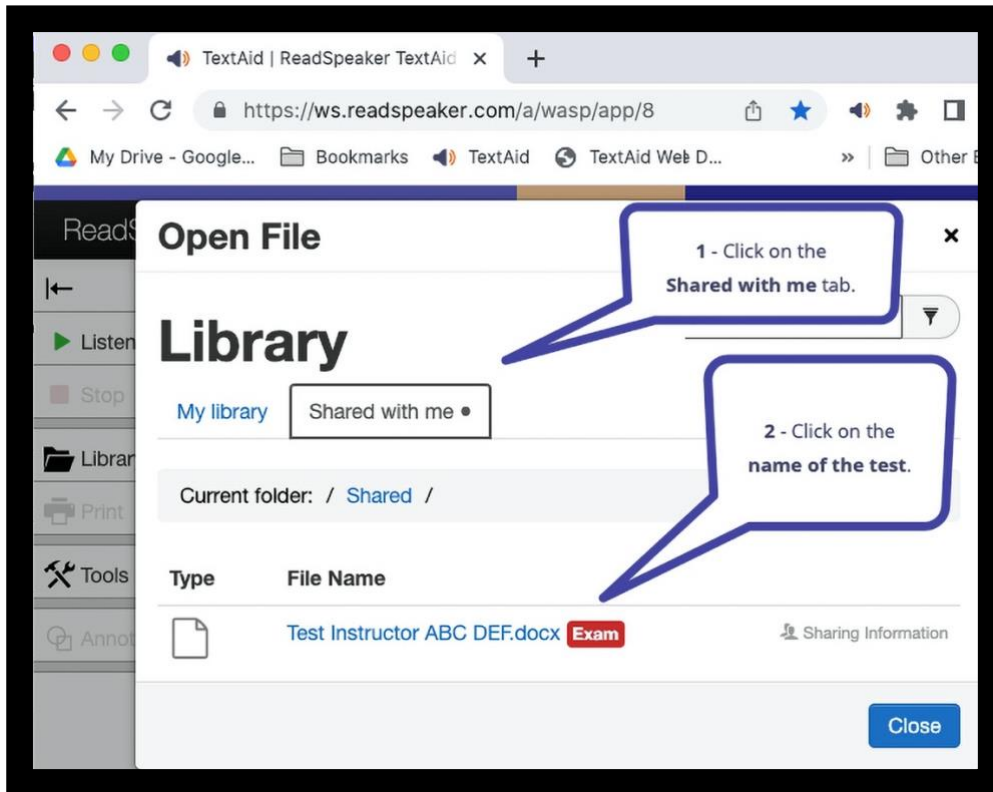
The image shows a screenshot of the ReadSpeaker login page. At the top, it says "ReadSpeaker" with a speaker icon and "Web Application Service Platform". Below this is a large heading "Log in to use the service". There are two input fields: "Email" with the text "testing.center\_1@abc.com" and "Password" with a masked password ".....". A blue "Log In" button is at the bottom left. A blue callout box on the right 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.

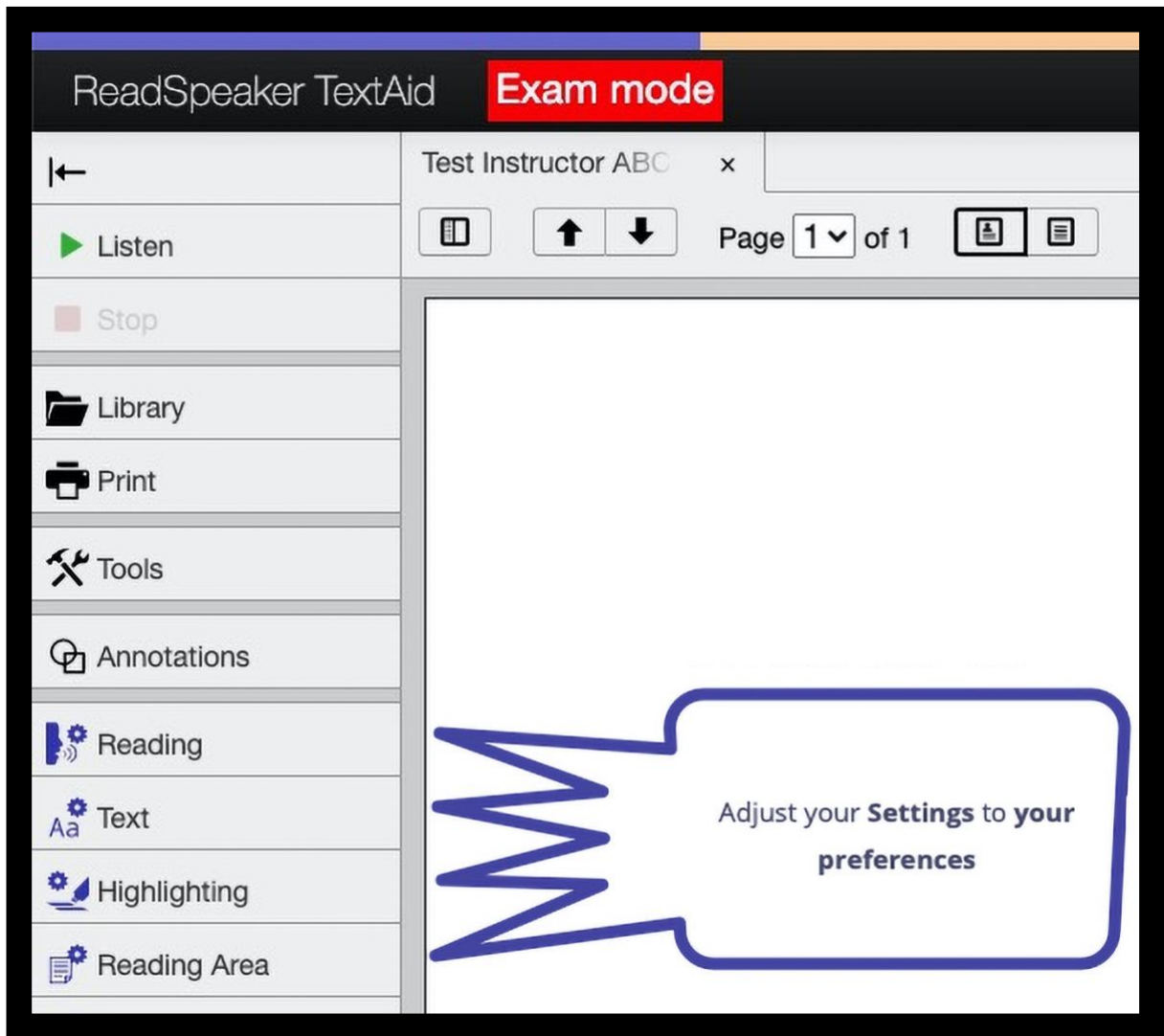


## Student Takes Test

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

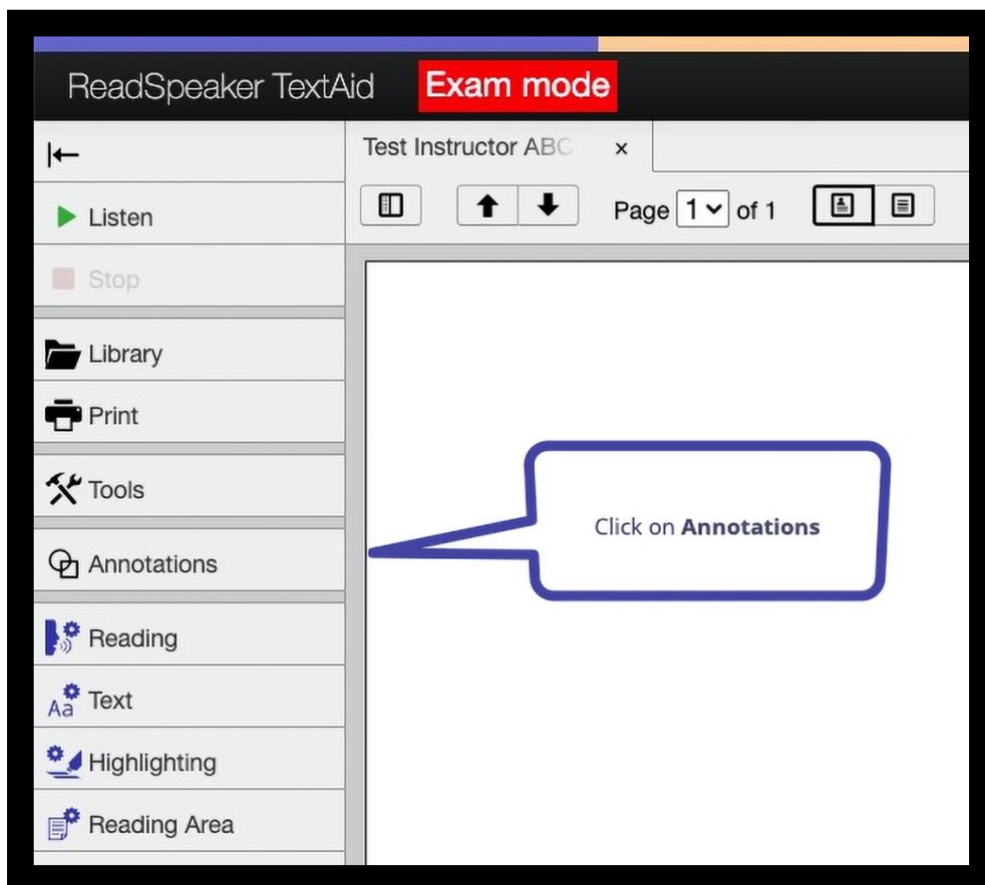
Make sure the student knows they can adjust their settings and will use the Annotations tools to answer the questions. The Annotations are automatically saved, so the student does not have a **Save** button.





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.

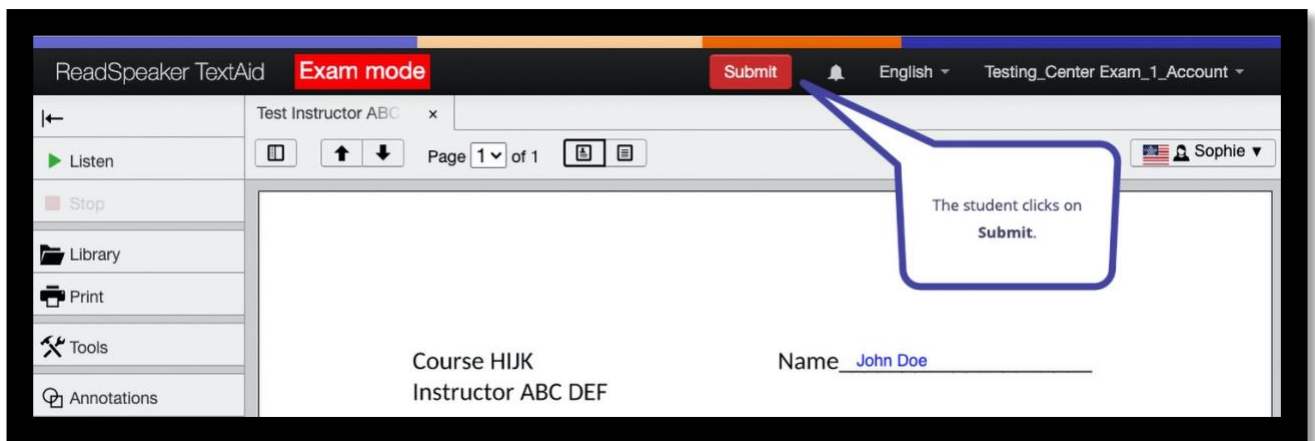


- The primary tools will be:
  -  Which is used to type in text on the test.
  -  Which is used to make a circle or ellipse.
  -  Which is used to create a square or a rectangle.
  -  The Color, Thickness, and Opacity choices are made from these tools.

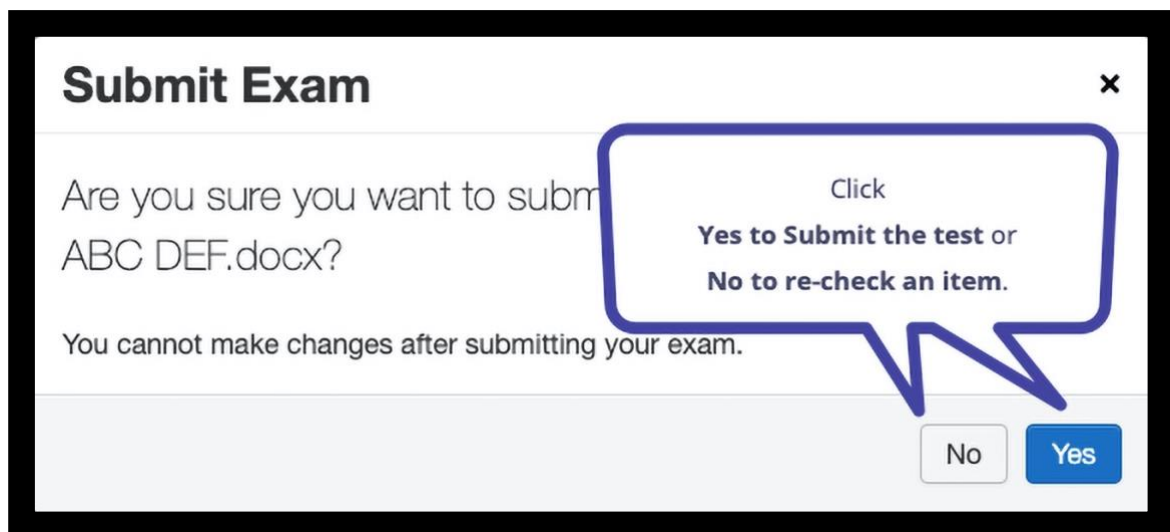
-  This tool is used to listen to your test questions by clicking on the tool and highlighting what you want to listen to. A Listen button appears on the page. Click on Listen.

## Student Submits Test

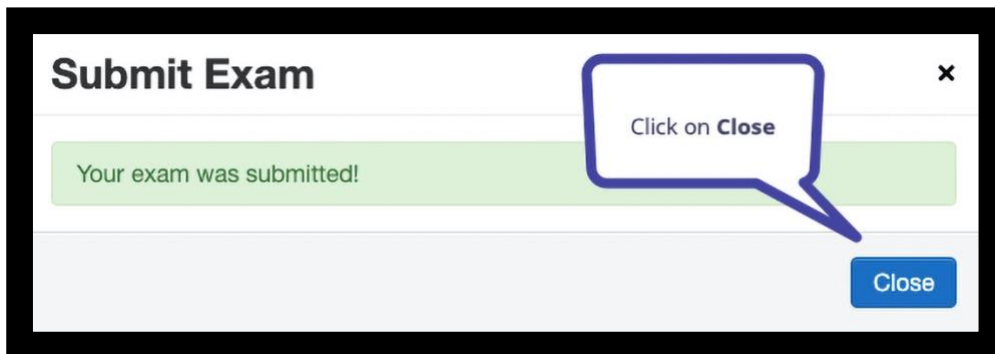
Once the student has completed the test, the student clicks on **Submit**, found on the black stripe at the top of the Exam Mode Screen.



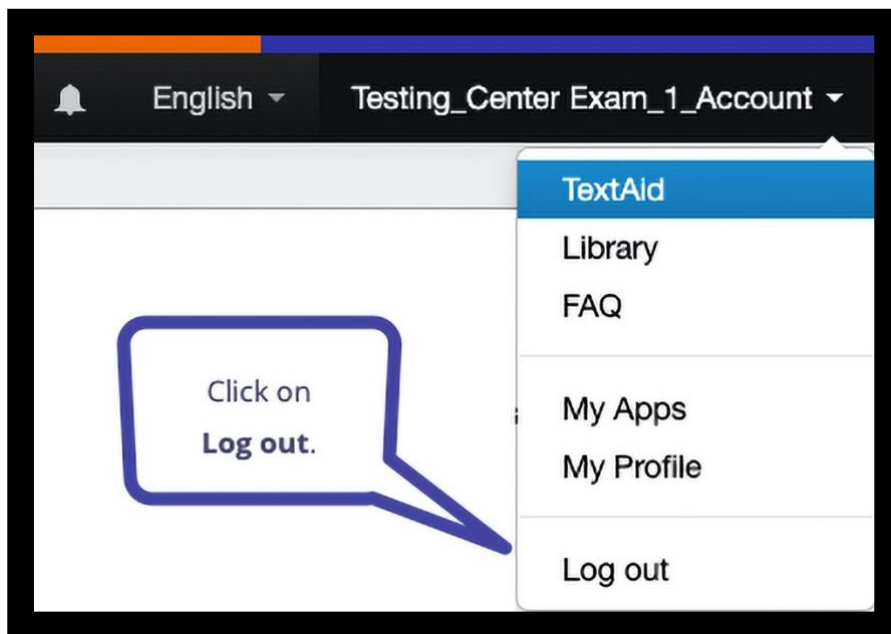
The student then confirms the submission by clicking on **Yes**, or if they need to re-check an item, they click **No**.



Click Close.



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



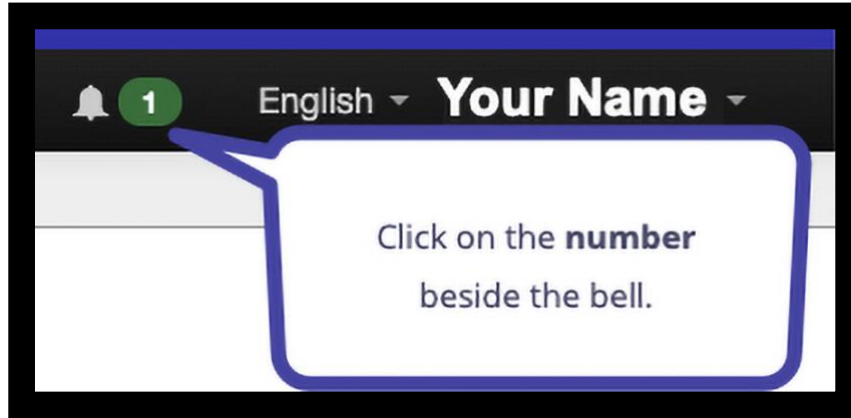
## Returning the Test to the Instructor

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.)

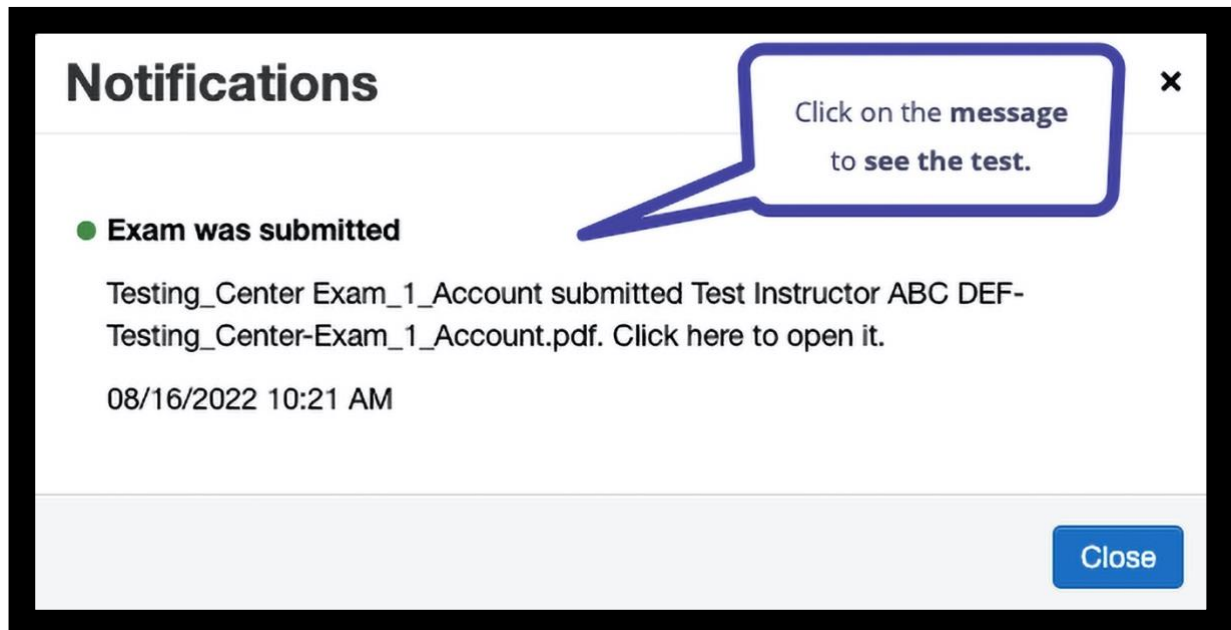
Log into the Testing Center account. There are two ways to access the test.

## Access From the Notification

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

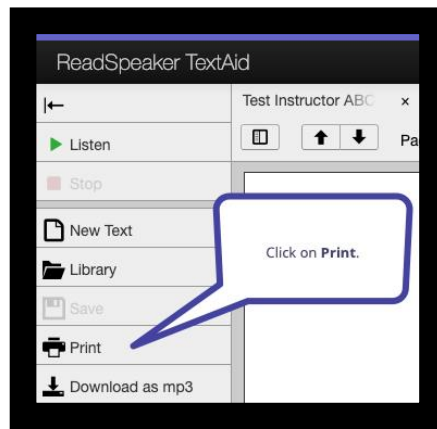


A message pops up to show you which test was submitted. If you **click on the message**, the test appears.



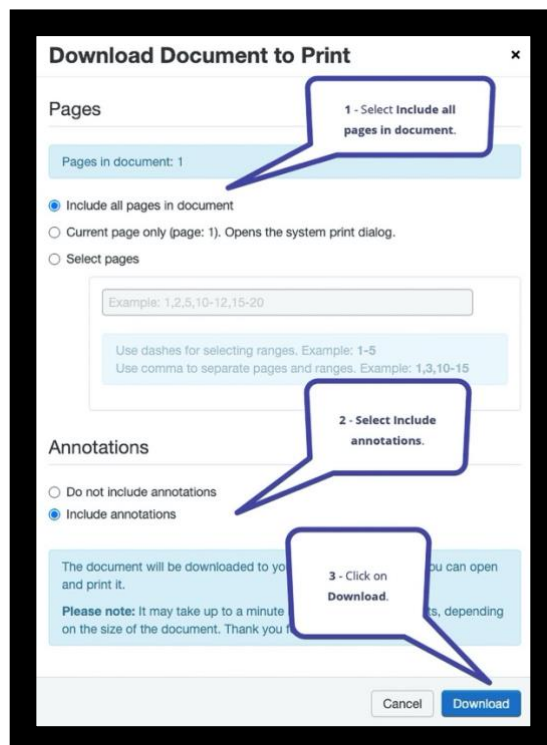
You can verify that it is a particular student's test.

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



Fill in the form.

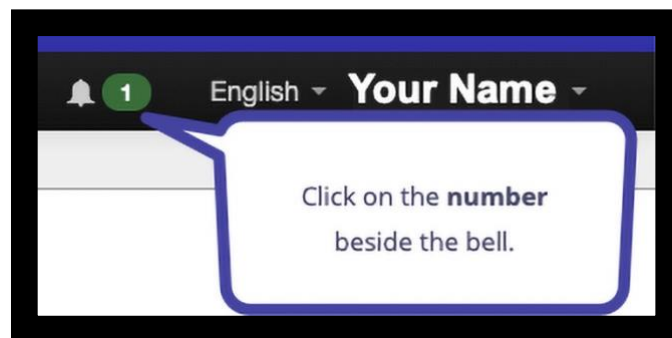
- In the **Pages** section, select **Include all pages in the document**.
- In the **Annotations** area, select **Include annotations**.
- Click **Download**.



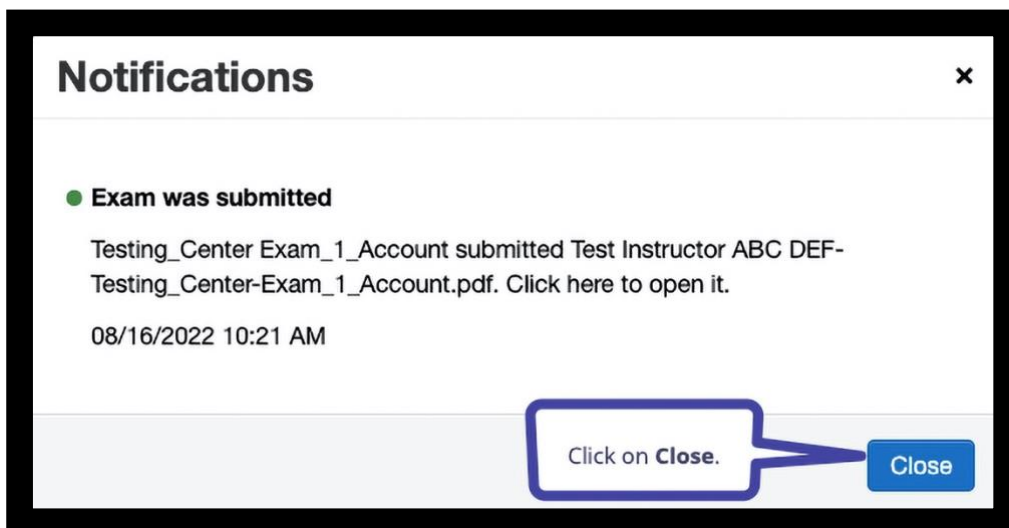
The test is downloaded to your computer. You can either email it to the instructor or teacher or print it and send it through inner-office mail to the teacher or instructor.

## Access From the Library

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

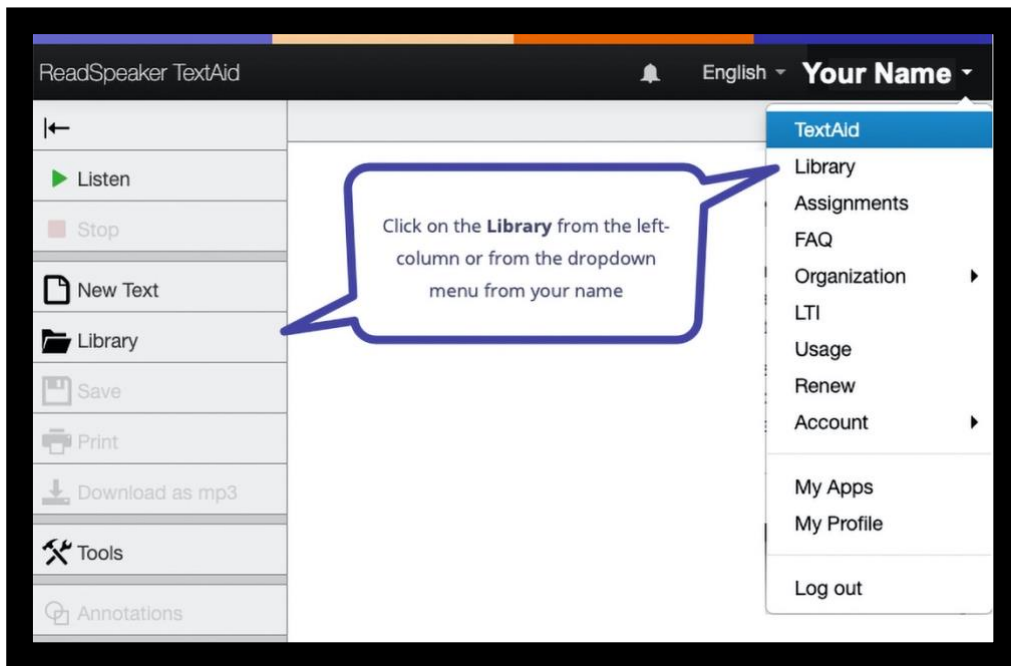


A message pops up to show you which test was submitted. Click **Close**.

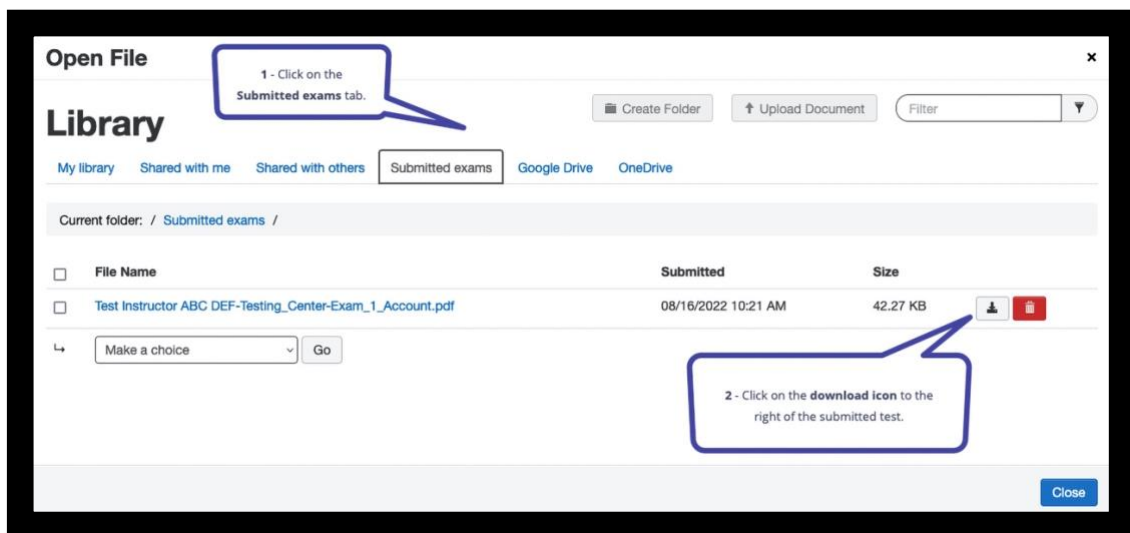




Click on Library from your name or the left-hand column.



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.