



Staff Lexiflow Apple iPad User Guide

K-PREP

Kentucky Performance Rating for Educational Progress Spring 2016

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Introduction

The Staff Lexiflow User Guide explains how to open the Lexiflow digital test viewer on an iPad on test day. Please read the Student Lexiflow User Guide for details on how to use the Lexiflow viewer.

The Lexiflow viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for Microsoft Windows, Apple OS for Macs, Apple iOS for iPads, and Chrome OS for Chromebooks. Within the Lexiflow viewer students will be able to control the read aloud accommodation. Students will continue to use the paper test booklet and student response booklet for answer response.

The following instructions will apply to the iPad to supply the digital read aloud accommodation for a student. Please use a currently published version of Apple's Safari browser, as it is the only supported browser.

1. Setting up the 'Kiosk' mode for the Apple iPad in preparation for the secure test administration with the Lexiflow viewer

1.1. Please make the following adjustments to the "Settings" area of the iPad prior to the student's arrival for the actual assessment session.

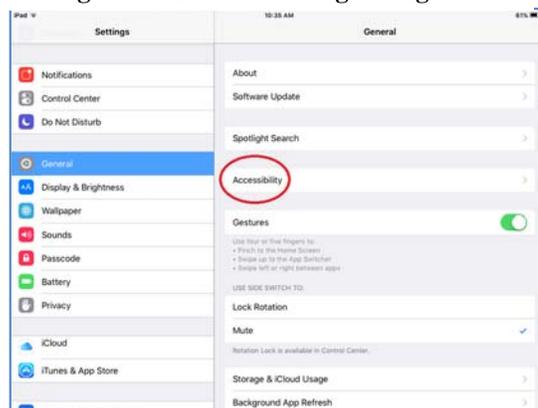
1.2. Go to "Safari"

1.2.1. Touch "Clear History and Website Data" > then touch "Clear" in the dialog box.

1.2.2. Touch "AutoFill" > then disable Names and Passwords.

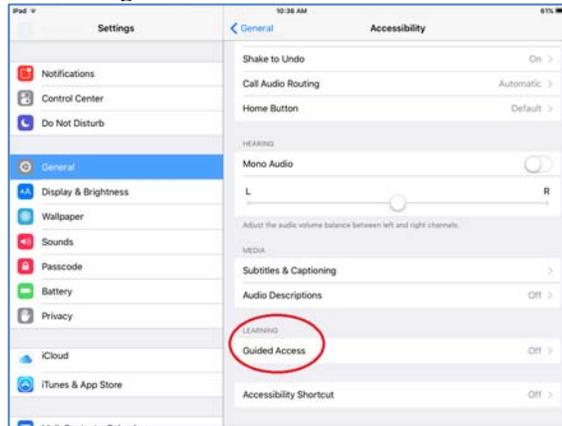
1.3. Go to "General" > "Accessibility", as shown in Figure 1.

Figure 1 - General Setting Dialog Box



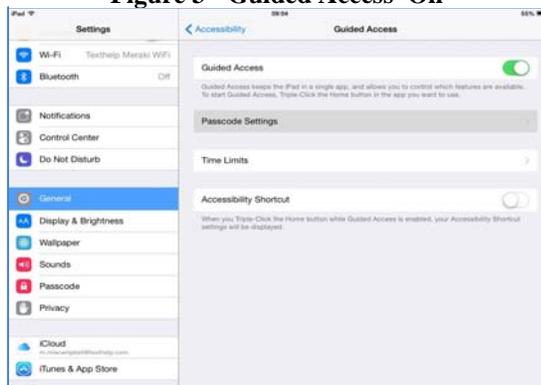
1.4. Tap on "Guided Access" (Scroll down the page a little, it's under the "Learning" section) and flip switch to "On," as shown in Figure 2.

Figure 2 - Guided Access



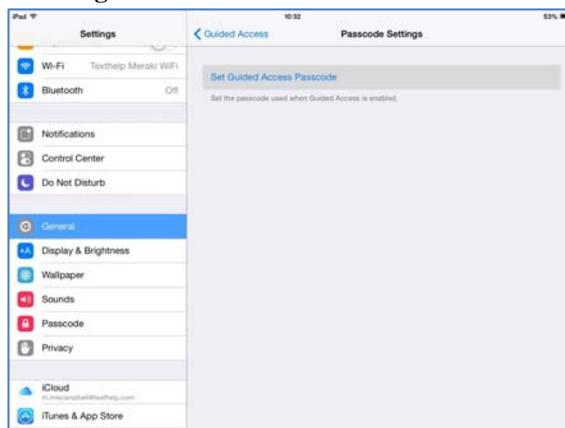
1.5. Turn Guided Access to “On.” When you do this, the follow screen will appear, as shown in Figure 3.

Figure 3 - Guided Access 'On'



1.6. Tap on “Passcode Settings” and then tap on “Set Guided Access Passcode,” as shown in Figure 4. When enabled by the staff member, this will prevent students from leaving “Guided Access” Kiosk mode.

Figure 4 - Set Guided Access Passcode



1.7. Tap on the “Set Guide Access Passcode” and type in a 4-digit code.

Figure 5 - Set Passcode



1.8. Launch the currently published version of the Safari browser on the iPad.

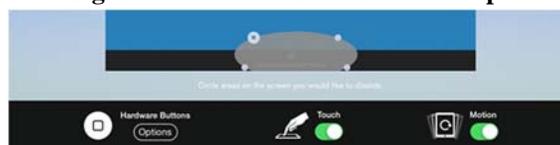
1.9. When Safari opens, triple click the Home button, as shown in Figure 6, to enter the Guided Access setup. Then triple click the Home button again to exit Guided Access Kiosk mode. This will take you to the screen shown in Figure 7.

Figure 6 - iPad's Home Button



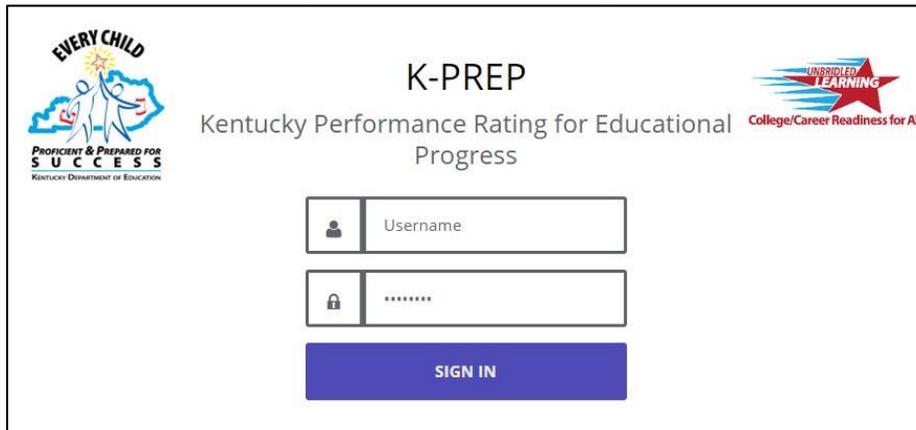
1.10. Draw a circle around the Safari browser header area that includes the URL address bar and any buttons you don't want the user to use during the assessment at the top of the screen. Regarding the items at the bottom of the screen: leave the Touch on (green showing), Safari options (disable dictionary look up), Time limits leave as is, and Hardware buttons options set as desired. Figure 7 may not represent exactly what you see.

Figure 7 - Safari Guided Access set up



- 1.11. Click 'Resume' (maybe 'Start' on certain iPads) in upper right hand corner, not shown in Figure 7.
- 1.12. Exit Guided Access mode by triple clicking the Home button and then click 'End' in the upper left hand corner.
- 1.13. Turn the iPad to the other side (landscape or portrait view) and repeat steps 1.09 to 1.12.
- 1.14. The iPad is now locked down in either orientation, landscape or portrait view.
- 1.15. Now that the Guided Access Kiosk mode is ready, please open Safari browser and browse to <https://kde.texthelp.com/> to open the assessment prior to the student arriving, which will open to the login screen for the Lexiflow viewer, as shown in Figure 8. The staff member will enter the Username and Password assigned for the student for the actual assessment prior to the student's arrival. If asked, please do not save the Password. Students can enter the Username and Password for use with the Samplers.

Figure 8 - Lexiflow viewer login screen



The screenshot shows a login interface for the Lexiflow viewer. On the left is the Kentucky Department of Education logo with the text 'EVERY CHILD' and 'PROFICIENT & PREPARED FOR SUCCESS'. In the center, it says 'K-PREP Kentucky Performance Rating for Educational Progress'. On the right is the 'UNBRIDLED LEARNING' logo with the tagline 'College/Career Readiness for All'. The login form consists of a 'Username' field with a person icon, a password field with a lock icon and masked characters, and a blue 'SIGN IN' button.

- 1.16. Assuming Guided Access has been set up, the staff member will now orient the screen in the preferred view for the student and triple click the iPad Home button to engage the Guided Access "Kiosk" Mode. This will prevent the student from traveling away from the assessment during the session.
- 1.17. When the student finishes the assessment for this session, please touch the "Log Out" button in the lower right side of the Home screen, as shown in Figure 9. The staff member will then proceed to the next section "Exit Kiosk Mode."

2. Exit Kiosk mode

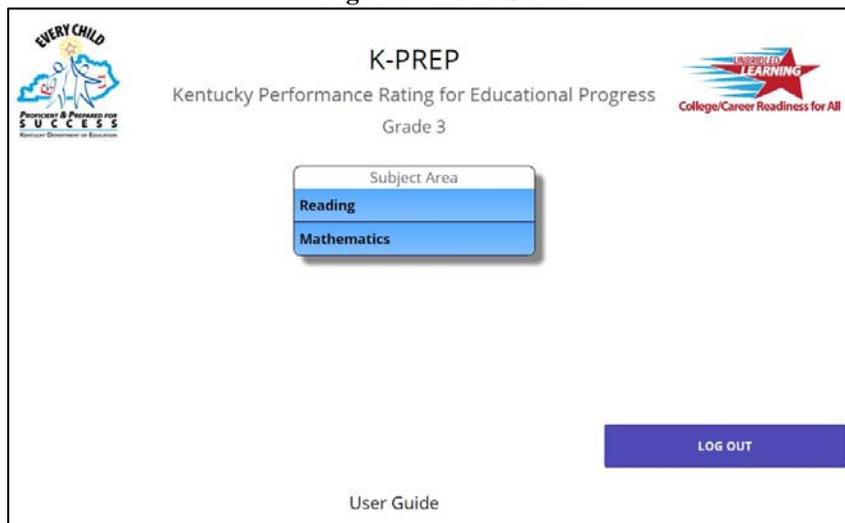
- 2.1. Triple click on the home button, as shown in Figure 6.
- 2.2. Enter the Guided Access Passcode you created to exit Guided Access Kiosk mode.

- 2.3. Go to Settings > Go to "General" > Go to "Accessibility" > Guided Access (scroll to see under Learning section).
 - 2.3.1. Touch "Guided Access" and then flip switch to off (no green showing.)
- 2.4. Important: Please repeat the steps in 1.2 to clear Safari's "History and Website Data." This ensures that the student will not be able to access the assessment at a later time.
- 2.5. Please sure that the Username and Passcode was not stored in the Settings area of the iPad.

3. Checking the iPad has not retained the Login information

- 3.1. After exiting the iPad Kiosk mode open Safari Browser, close any open tabs except one, and enter the assessment URL address (kde.texthelp.com).
- 3.2. After entering the assessment URL address (kde.texthelp.com), if the assessment **Home screen** (Figure 9) opens, then the browser was not logged out of the assessment and this is not the expected result.
- 3.3. Please find the "Log-out" icon on the assessment Home screen and touch it to log out of the assessment.

Figure 9- Home Screen



- 3.4. After entering the assessment URL address (kde.texthelp.com), if the **Login screen** (Figure 7) comes into view then the browser was logged out of the assessment.
- 3.5. To ensure the login information has been fully cleared touch the "Username" field to make sure there is no saved entry waiting to be selected in a menu drop and then touch the "Sign-in" icon without entering any information in the "Username" and or "Password" fields.
- 3.6. The expected result is that you will remain on "Sign-in" screen and are required to enter a "Username" and "Password."
- 3.7. This means that the browser was correctly logged out of the assessment.

- 3.8. If the "Username" field has a unique entry showing other than "Username", then somehow entries into the "Username" and "Password" fields were saved automatically and are still saved and auto filling these fields, which is not an expected result.
- 3.9. Consult with an IT person in your school to learn how to remove any auto saved "Username" and "Password" from the browser. Otherwise the student will have access to the assessments at any time.
- 3.10. Once the "Username" and "Password" are cleared from the auto save of the browser, repeat the process to ensure the assessment was properly logged out.
- 3.11. It is good practice to clear the browser history at this point, which will remove the URL address from the browser history. Please consult a school IT person to learn how to clear the browser history, if you are not familiar with this procedure.
- 3.12. Although the Safari Browser is the required browser, a different browser may have been used to log into the assessment. If you were not the staff member who set up the iPad for the assessment initially, please be sure to check that no other browsers on the iPad are logged into the assessment platform.