



**Interactive Demo**  
Lesson Plan – K (Short)

SY 2015-2016



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## Purpose Statement

The purpose of this lesson plan is to assist teachers as they prepare students to take the English Language Proficiency Assessment for the 21<sup>st</sup> Century (ELPA21) in the online testing system. The Interactive Demo (Demo) is a practice tool designed to allow students to practice with the online testing system before taking an ELPA21 assessment. This Lesson Plan was designed to help teachers guide students through the Demo, ensuring that students practice all the tools and functionality available. This Lesson Plan may also be used to supplement test proctor training.

## Disclaimer

The Demo does not mimic an actual test form; it includes the types of items students will encounter, but the actual test form will contain items at different levels of difficulty and with different content, covering more of the ELP Standards. Therefore, the Demo should NOT be used to practice test content, only to practice using the online testing system.

**All students should have the opportunity to view the Demo and work their way through the questions, multiple times if possible. There are a number of ways the information in this document can be used; for example, the instructor may wish to walk through the Demo or part of the Demo with students before students access the site individually. It is left to educator professional judgment about how to best use this information to prepare students.**

## Lesson Objectives

- Students will practice the log in steps for the ELPA21 online testing system.
- Students will become familiar with the different item response types in the test.
- Students will become familiar with the digital tools that can be used during the test.
- Students will know how to read the Review/Submit test screen, and how to exit the online testing system properly.

## Lesson Overview

The lesson is divided into four parts: *Log-in*, *Instructions*, *Questions*, and *Review/Submit Test*. The lesson can be presented in one sitting or spread out over multiple sittings. We recommend first presenting each part of this lesson to an entire class using one computer and an LCD projector, then following up with opportunities for students to walk through the Demo with varying levels of teacher guidance.

The Demo log in process mimics the process for the real test, but some differences are noted in the lesson which should be pointed out to students. The *Questions* section of the lesson contains instructions for using specific tools with each question. Each of the tools and test engine functionalities will be covered by the end of the lesson. The *Review/Submit Test* section will enable students to practice using the review page to check their work.

## Lesson Preparation & Materials

The Questar Secure Browser must be installed on all computers by district/school technology staff before the Demo or the field test can be accessed by teachers and students. Please check with district/school technology staff to be sure the browser is installed on the computers you will use for the lesson. Each student will need their own computer to go through the Demo, unless the teacher is demonstrating with one computer.

## Lesson

### Login

Time estimate: 5 minutes

Direct students through the following steps which will take them through a series of new screens:

1. Double click on the Questar icon  on the computer desktop or enter the testing URL in the Chrome browser to launch the application. This **Sign-In** screen should appear:



2. Enter the username “DemoKShort” and the password “demo” in the correct boxes [Remind students that when they take the actual field test, they will each have unique usernames and passwords that will need to be carefully entered in these boxes.] Click the “SIGN IN” button to login to the Demo.
3. On the **Is this you?** screen verify/check that the Student Name is “Demo Tester” in the middle of the screen. [Remind students that when they take the actual field test, they

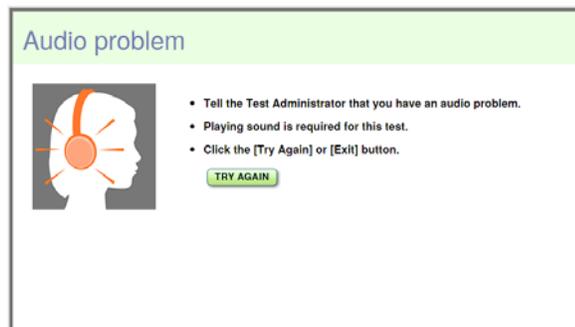
*will each have unique information that will need to be checked carefully on this screen. The numbers shown on this screen in the Demo are placeholders.]*

Click the “CONTINUE” button.

4. On the **Your tests** screen, students will see a link for the Interactive Demo. Have students click on the “Interactive Gr. K short.” [*Tell students that when they take the actual field test, all four of the domains (Listening, Speaking, Reading, and Writing) will be listed on this screen. Students will need to follow the test administrator’s directions for which domain to choose on this screen.*]
5. On the **Sound check** screen, click on the Sound button  to check the speakers (if you are doing this as a whole class) or headphones (if students are doing the Demo individually) for sound.

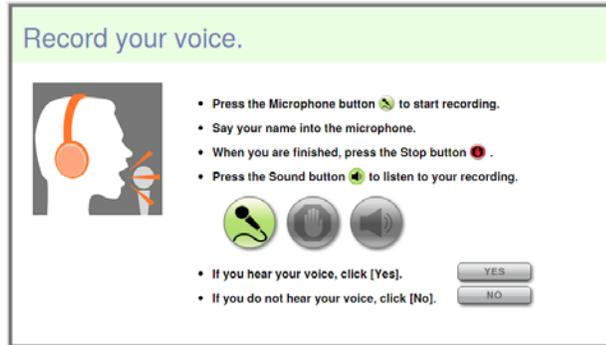


If sound is not heard, click the red No button and this screen will appear:

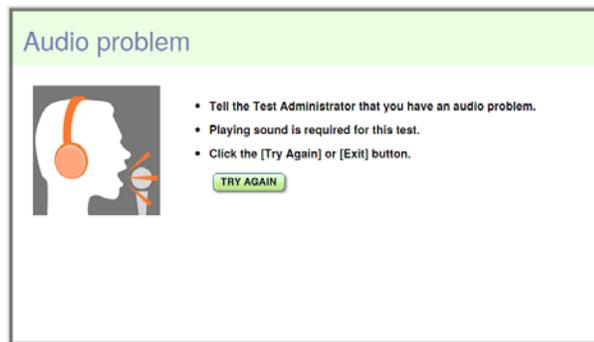


Click the “Try Again” button and adjust the volume of the computer, speakers, or headphones as needed until sound can be heard. Click the green Yes button to continue.

6. On the **Record your voice** screen, follow the directions on the screen to check that the Microphone is recording sound.



If the voice is not heard, click the red No button and this screen will appear:



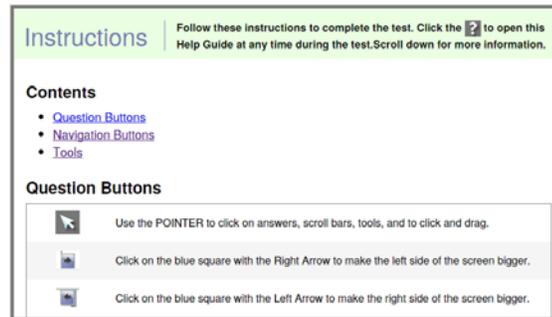
Click the “Try Again” button and adjust the microphone as needed until the voice is recorded. Click the green Yes button.

After completing step 6 of the log in process, the Demo Instructions will load automatically.

## Instructions

Time estimate: 5 minutes

**SAY:** *During the actual test, the test administrator will ask you to listen to some instructions when you arrive on this screen, and then they will read the screen while you follow along.*



**SAY:** *Today we will just take a brief look at what is on this Instructions screen. There are descriptions of each of the tools that can be used during the test. The Questions Buttons are listed first. Click on the middle bullet that says “Navigation Buttons.” Notice how the screen moved down to the Navigation buttons. Use the grey scroll bar on the right side of the screen to move the text down through this list. When you see the blue “Back to top” text, click on it to get back to the top of the descriptions. You can return to this Instructions screen any time during testing by choosing the Question mark button at the top of the screen. We’ll be learning about all of these tools during the rest of our lesson.*

This is the end of the Instructions section. If the lesson needs to end here, have students choose the “Exit” button to exit the online testing system. If you want to move into the next section of the lesson, have students click on the “Begin” button and the system will move into the Questions section of the Demo.

## Questions

Time estimate: 20 40 minutes

Lead students through the questions while pointing out important features of the testing system and having students practice using the tools. The different tools can be activated by clicking on the tool icon. Change to a different tool by clicking the new tool icon at any time. A list of the tool icons is available in Appendix A of this document. Remind students that the tools are here to help them, and that they may not want to use all (or any) of them while they take the actual test.

Each of the four domains (Listening, Speaking, Reading, and Writing) is represented in this Demo. During the actual field test each of the domains will be tested separately, with students receiving domain specific directions. The Demo moves through each of these four domains without a break. The shaded rows in the tables on the following pages include some of the domain specific directions and descriptions of some of the item types in the domain. **Please**

**point out to students when the Demo moves to a different domain**, and share the notes/information in the shaded row if you believe it will be helpful to your students.

The questions are numbered with a “letter number” combination such as “D 1.” Many questions are asked in sets that share a common stimulus. The letter stands for the stimulus, and the number for the question. For example, a teacher presentation could be labeled “B” and then be followed by three questions numbered “B 1,” “B 2,” and “B 3.” A series of questions that are not attached to a common stimulus could be numbered “C 1, D 1, E 1, F 1,....” Students can use the *Question counter* drop down list at the bottom of the screen to move between questions. This feature is most useful when a student is on question E 4 and wants to listen to presentation E again; the student can use the drop down menu to select “E” instead of using the Back arrow to go through the previous three questions.

For each question guide students using the notes/information provided in the **Important features/tools to point out** column to practice the tools and become familiar with the response options as they answer each question.

Questions Lesson		
<p><b>Listening questions</b>—During the Listening section, students will hear the prompts through their headphones and then respond by clicking on a multiple choice answer or by dragging and dropping a graphic into another graphic. If you are doing the lesson as a group, make sure the sound is at a volume everyone can hear. Students can use the replay button  to re-listen to the item directions, stimulus, question, or answer options (if options are in text form). If multiple replay buttons appear, each button will replay a different part of the item.</p>		
Question/type:	Important features/tools to point out:	Correct answer:
A 1—multiple choice, picture options	<p>Use <b>Pointer</b> tool to mark the empty glass. Notice that a light blue border surrounds the areas that could be selected, and then a dark blue border surrounds the area that is chosen.</p> <p>Point out to students that the grey <b>Volume</b> button  at the top of the screen can be used to adjust the volume level. Click the button then use the slide bar to increase or decrease the volume. Click the button again to make the slide bar disappear.</p> <p>Tell students that they need to use the <b>Next</b> arrow to move</p>	(the last picture)

	to the next question.	
B 1—click in picture	<p>Listen to the boy ask for help, then wait for the test to move to the question. The question number appears at the top of the screen <b>B-1.</b>   next to the small flag.</p> <p>Move the Pointer around the screen, some of the objects in the picture will be surrounded by a light blue rectangle. These are the objects that could be chosen. Direct students to click on the robot. The rectangle will turn dark blue to show that this is the answer the student has chosen.</p>	Robot
<b>Question/type:</b>	<b>Important features/tools to point out:</b>	<b>Correct answer:</b>
B 2—click in picture	<p>Click on the <b>Sound</b> button  to listen to the boy again.</p> <p>Move the Pointer around the screen to find the options, then click on the object that answers the question.</p>	socks
C 1—drag and drop	<p>Use the mouse as the Pointer to drag the shoes onto the picture and drop into the rectangle under the bed. The shoes turn grey in the original list after being used. The other black rectangles show the four other spots where the shoes could be dropped.</p> <p>Remind students that they need to use the <b>Next</b> arrow to move to the next question.</p>	(under the bed, on the rug)
C 2—drag and drop	Use the mouse as the Pointer to drag the lamp onto the picture and drop into the rectangle on the far left.	(on top of the table)
D 1—multiple choice	<p>Listen to the talk about cherries (labeled <b>D.</b>  ), then wait for the test to move to question D 1. The question and text options will be spoken out loud for the test takers.</p> <p>Use the Pointer tool to mark answer choice C. Point out to students that they can click on the answer choice text or on the letter C in the circle. When C is selected, the circle with the letter C turns dark blue.</p>	C
E 1—multiple choice, picture options	Listen to the story about a turtle, then wait for the test to move to the question.	(the last picture)

	<p>Use the <b>Zoom</b> tool to help see the pictures better. Click on the tool, then select one of the larger sizes, then click the tool again to make the size options disappear. Use the scroll bars to move around the screen. To get back to the normal screen size, click the Zoom tool button, select the size on the far left, and then click the tool again.</p> <p>Select the answer then click the <b>Bookmark Flag</b> button at the top of the screen. The button will turn red to remind students to check this question later.</p>	
<p><b>Reading questions</b>—During the Reading section, students will see and hear the text before answering multiple choice and drag and drop questions. Informational and literary text is included; some texts will be short and other texts will be longer.</p>		
Question/type:	Important features/tools to point out:	Correct answer:
F 1—multiple choice, picture options	<p>Move the Pointer over the pictures. Notice the light blue box that surrounds each option. Select the correct answer by clicking on the picture of the bus. The box around the bus will turn dark blue to show that this is the answer chosen by the student.</p> <p>Remind students that they need to use the <b>Next</b> arrow to move to the next question.</p>	(first picture)
G 1—multiple choice	<p>Listen to the short text about Esme, then listen to the question. The text can be heard again by clicking on the middle Sound button  above the text. The question and answer options can be heard again by clicking on the Sound button under the item number.</p> <p>Click on the blue square with the <b>Right Arrow</b> at the bottom of the question screen. The question side of the screen will shrink so that more of the story side of the screen can be seen. Students may need to do this during the actual test to see all the text of the story. Click the <b>Left Arrow</b> at the top to the screen to return the screen to normal.</p>	B

	<p>Click the <b>Answer Choice Eliminator</b> button and then use the tool to cross off choices A and C. Click the button again to turn the tool off. Then click the Pointer button to change to the Pointer tool and mark answer choice B. Remind students that they can click on the answer choice text or on the letter B in the circle. When B is selected, the circle with the letter B turns dark blue.</p> <p>Remind students that the Answer Choice Eliminator tool does not have to be used to mark every wrong answer; it is just a tool to help students think through a question.</p>	
G 1 continued...	<p>Clicking the crossed off text with the tool a second time will remove the red X.</p> <p>Be sure that students understand that even if they eliminate all but one answer choice, they still must use the Pointer to select the correct answer for their answer to be credited.</p>	
<p><b>Writing questions</b>—During the online Writing section, students will listen to the item directions using the headphones. Some questions will ask students to drag and drop letters into words, and other questions will ask student to move words into sentences.</p>		
<b>Question/type:</b>	<b>Important features/tools to point out:</b>	<b>Correct answer:</b>
H 1—drag and drop	<p>Move the letter from the list up into the answer rectangle.</p> <p>Notice that the letter in the original list turns grey after being dropped into the answer space.</p> <p>Show students where the <b>Pause</b> button is located at the bottom of the screen but tell them not to click it. <b>Students should not click on the Pause button without first asking the teacher/test administrator for permission.</b> Clicking on this button during the real test will save all the student responses to this point, and will exit the student from the test. Highlighting, the “X” from using the Answer Choice Eliminator, and any notes from the Digital Notepad will be lost if the student Pauses the real test. The student will need login to the test again before continuing.</p>	B

	If the student uses the Pause button during this Demo, none of their responses will be saved and they will have to log in to the Demo again to continue practicing.	
I 1—drag and drop	Use the <b>Scroll bar</b> on the far right of the screen to move further down on the screen so the words under the rectangles are visible.  Move the words from the list into the correct order in the three answer rectangles.  Notice that the words in the original list turn grey after they are dropped into one of the answer spaces.	boy is wet
<p><b>Speaking questions</b>—During the Speaking section, students will hear the prompts through their headphones and then record their spoken answers. Students will likely need a lot of practice with this skill. To record an answer, click on the MICROPHONE button , speak, and then click on the STOP button . The student can listen to his or her recorded response by clicking on the PLAY button . If the student does not like their first answer, he or she can record a new response by clicking on the MICROPHONE button again. <b>Students will only be allowed to record the answer to a question two times.</b></p> <p>Some speaking questions will ask students to describe a picture, to tell about activities they like to do, or answer questions about a teacher presentation. Four questions are included in the Demo to give students multiple opportunities to practice recording and listening to their own voice.</p>		
<b>Question/type:</b>	<b>Important features/tools to point out:</b>	<b>Correct answer:</b>
J 1—speak out loud	Record an answer by first clicking on the green <b>Microphone</b> button and then speaking about who is in the room. The bars on the right turn purple when sound is detected and being recorded; the louder the sound the higher the purple. <b>Stop</b> the recording by clicking the red Stop button. Listen to the recording by clicking the green <b>Play</b> button.  Remind students that they need to use the <b>Next</b> arrow to move to the next question.	See Appendix B
J 2—speak out	Record an answer about the shape. After listening to their	See

loud	answer, have students re record their response and add a detail. Remind students that when they re record, their first recording is copied over so they must include their full answer each time they record.	Appendix B
<b>Question/type:</b>	<b>Important features/tools to point out:</b>	<b>Correct answer:</b>
K 1—speak out loud	<p>Scroll down to see the whole picture of the playground. Record an answer by telling about something silly in the picture. Stop the recording, then listen to the recording. Re record if needed.</p> <p>Select the <b>Question Mark</b> button to reopen the Instructions to the Demo. Remind students that if they need to look at the Instructions at any time, this is how to get to them. Use the scroll bar to move up and down through the button descriptions, then click the X at the top of the window to return to the Demo.</p>	See Appendix B
K 2—speak out loud	<p>Record an answer telling why that part of the picture is silly. Stop the recording, then listen to the recording. Re record if needed.</p> <p>This is the last question in Demo.</p> <p>After answering the question, choose the green “Review” button to move to the review page and the next part of this lesson.</p>	See Appendix B

## Review/Submit Test

Time estimate: 5 10 minutes

The Review screen was designed to help students check that they have answered all the questions before ending their testing session. The questions are listed in the first column, and whether the question is “Answered” or “Unanswered” in the next two columns. Symbols will show if the student put a Bookmark or Note on a specific item. For example:

You have 4 unanswered questions.

Number	Answered	Unanswered	Bookmarks	Notes
A-1	Answered			
B				
B-1		Unanswered		
C				
C-1	Answered			
C-2	Answered			
D-1	Answered			
D-2	Answered			

This example shows:

- questions A 1, C 1, C 2, D 1 and D 2, have been answered
- question B 1 is not answered
- question C 2 is book marked
- question D 1 has a note written on it
- a scroll bar on the right shows that there are more questions further down on the screen

Point out the following features of the Review Screen to students:

- The Unanswered text in red, the red bookmark, and the note symbol.
- Students can return to a specific question by clicking anywhere on the row for the question (like C 2). This includes clicking on the item number, the words “Answered” or “Unanswered,” the Bookmarks flag, and the Notes symbol.
- Students can return to a specific stimulus by clicking anywhere on the row for the stimulus (like C).
- Caution students that the list will say a question is “Answered” even if it is only partially answered. A drag and drop item with 3 objects to move will be listed as “Answered”

even if only 1 object is moved. An editing item with drop down lists will be listed as “Answered” even if only 1 list has a word chosen in it.

- When a student returns to a question from the Review Screen, the green Review button will be in the bottom right corner of the screen. They should click on that button to return to the Review screen instead of using the Next button to get to the end of the questions.

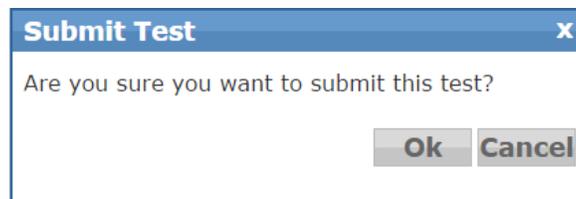
Suggested actions:

- Read the screen and discuss what student screens currently show.
- As a whole group or individually, go back to a few questions and change how they are answered. Then return to this page and see if/how the symbol changed.

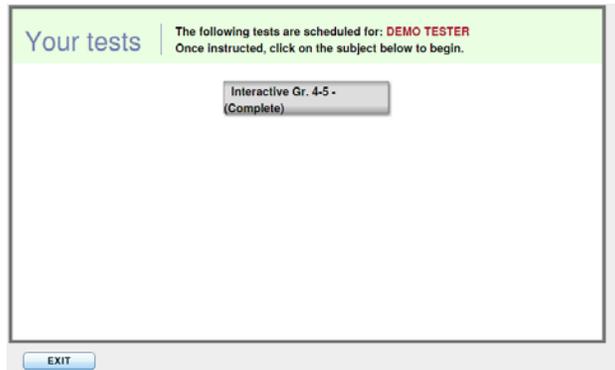
## Exiting the Demo

A series of steps are in place to ensure that students are absolutely ready to exit the online system, and don't exit the field test too early. Those steps are mimicked in the Demo.

- 1) When on the Review Screen, choose the “Submit” button. This pop up box will appear:



- 2) If a student wishes to return to the test questions, they should choose “Cancel.” Instruct students to choose “OK” button to continue exiting. The “Your tests” screen will appear and show that the Demo is complete by grey shading on the button for the Demo. During the actual field test, any section that is complete and submitted will have grey shading and will not be accessible again.



3) Instruct students to choose the “Exit” button. The login screen will appear:

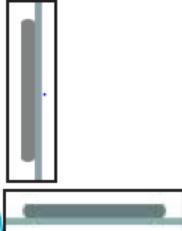


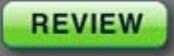
4) Instruct students to close the browser.

## Suggestions for further practice

- Have students go through the Interactive Demo again at their own pace to practice the tools.
- Go through the Interactive Demo as a whole class, looking more at the content and how to give a complete answer to the writing and speaking questions.
- This Lesson Plan could also be used to supplement test administrator training.
- Provide students who would benefit from the instructions in their home languages the scripts and audio files of the translated directions. More information is provided on page 3 of the TAM. Please note: there are 11 language translations available; please check the HELP tab on the [ELPA21 Admin Site](#) for those files.

## Appendix A—Tool button images

Image	Name of Image	Function
	Pointer	Use to click on answers, scroll bars, and tools
	Right arrow	Makes the left side of the screen bigger
	Left arrow	Makes the right side of the screen bigger
	Scroll bar	Use to move the information on the screen up/down, or left/right. This helps students see the entire passage, question, or answer options.
	Answer choice	Click to mark an answer; when the circle is filled in, that is the chosen answer.
	Sound	Replays the directions, stimulus, or question in the Listening, Speaking, and Writing sections.
	Play	Replays the recording of a spoken response for the student in the Speaking section.
	Microphone	Starts the recording of an answer in the Speaking section
	Stop	Click to end recording an answer in the Speaking section
	Volume	Make the sound in the headphones louder or quieter using the slide bar that appears when this button is selected. The sound does not adjust mid audio. Replay the audio to determine if the new sound level is acceptable.
	Next	Moves to the next question on the test

	Back	Goes back to the previous question
	Question Mark	Shows the Instructions page again at any time during the test
	Review	Opens the Review Screen
	Submit	Turns in the test for scoring.
	Pause	Exit the test before finishing. Login is required to continue testing.
	Question counter	Click the dropdown menu to move to any stimulus or question on the test.
	Bookmark flag	Marks a question for looking at again later
	Digital notepad	Type notes about a passage or question to read later.
	Highlighter	Mark key words or areas
	Answer choice eliminator	Get rid of answer choices not needed
	Zoom	Make the words and pictures on the screen bigger. Click the button then select the desired size.

## Appendix B

To earn full credit for each of the speaking items, the spoken responses must address all parts of the question using grade level appropriate grammar, structure, and word choice. The spoken response must be clear and at an understandable pace for the listener. **Students will only be allowed to record the answer to a question two times.**