

**Oklahoma Alternate Assessment Program (OAAP) Portfolio**  
**2012-2013 Test Administration Year**  
**Technical Tips for Technology Coordinators and Test Administrators**

This document was compiled to assist district/building technology coordinators and test administrators (teachers) prepare for the Winter 2012 and Spring 2013 OAAP test administrations.

We understand that technology coordinator roles and staffing vary across districts. However, test administrators may not have physical access rights or knowledge to perform some setup tasks and troubleshoot some issues. Technology coordinators should review the information below and assist test administrators in preparing for the upcoming OAAP administrations.

Districts are expected to provide the hardware and software needed for test administrators to successfully submit OAAP portfolios via PearsonAccess.

Pearson will continue to provide technology support to technology coordinators and test administrators. Pearson contact information:

**Phone:** 866-294-997

**Fax:** 319-358-4299

**Email:** [okhelp@support.pearson.com](mailto:okhelp@support.pearson.com)

## System Requirements

### Upload Connection

Test Administrators' success in uploading files will be affected by their upload connection. **It is recommended that users have an upload connection of at least 1Mbps.** Upload connection/speed can be determined using free, Web-based tools, such as <http://speedtest.net/>. Please note that upload connection is typically a fraction of download capacity; download capacity is typically not a concern for OAAP.

The time required to upload a file is affected by file size and upload connection. For example, uploading a 100 Megabyte file would take *approximately* the following amount of time:

- On a 768Kbps connection = over 19 minutes
- On a 1.5Mbps connection = over 10 minutes
- On a 2Mbps connection = over 7 minutes

The time required to upload a file can be estimated using free, Web-based tools, such as <http://www.t1shopper.com/tools/calculate/downloadcalculator.php>.

For OAAP only, PearsonAccess will time out after one (1) hour. If a file is taking close to an hour to upload, the user may be timed out (logged out) before the upload completes, and the user will have to log back in and start over.

## Software Requirements

### A. Flash and Java

1. Flash Player: The OAAP file uploader is a SWF file. Flash Player is required to upload files.
2. Java: When uploading evidence, test administrators will enter a "Task Description," a free-form text entry of a maximum 4000 characters. If Java is not enabled, the user will not be able to proceed. **NOTE:** Firefox browsers only allow Java 6 Update 31 to be enabled. You cannot run any other Java plug-in in Firefox.
3. **Use the links below to determine whether you have Java and Flash installed:**

Flash: [www.adobe.com/software/flash/about/](http://www.adobe.com/software/flash/about/)

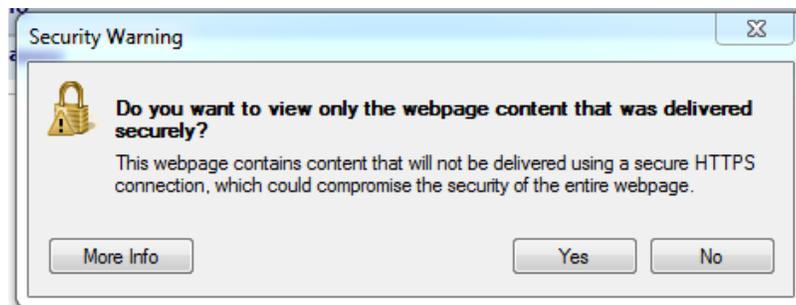
Java: <http://java.com/en/download/testjava.jsp>

### B. Internet

1. Browsers: PearsonAccess will run in Internet Explorer, Firefox, and Safari.
2. Firewall and Blocked/Filtered Sites: OAAP evidence uploaded to PearsonAccess is stored in an external database managed by Kaltura. Kaltura may be blocked by a firewall or content filter (e.g., Watch Guard Proxy) on some computers. In these cases, the Flash File Loader never displays, and the user will not be able to upload evidence. To avoid this, add **http://www.kaltura.com** to the exclusions list in the computer's firewall or content filter.
3. Internet Explorer Security Warning: Internet Explorer 8 and higher versions of IE give a security warning any time another domain is accessed when using https connections. For example, the user is in PearsonAccess and begins to upload a file. Internet Explorer detects that Kaltura is being accessed and prompts the user to decide whether to continue. Typically, the default response is to block the communication. The user needs to read the message carefully and **not choose the default**.

There are two versions of the security warning:

1. If you receive the security warning "**Do you want to view only the webpage content that was delivered securely?**" when uploading evidence, select "**No**". (see screen shot below)



2. If you receive the security warning, "**This page contains both secure and nonsecure items. Do you want to display the nonsecure items?**" You should choose "**Yes**"

### C. Programs to Support the Necessary File Types

1. OAAP test administrators (teachers) will be required to submit videos and may also submit photographs/images and word processing documents.
2. For the 2012-2013 administration year, the file types below will be accepted by PearsonAccess:

Requirement	File Types
Documents	doc, docx, pdf, docm, dotx, dotm, xls, xlsx, xlsx, xltm, xltm, xlsb, xlam, ppt, pptx, pptm, potx, potm, ppam, ppsm, odb, odc, odf, odg, odi, odm, odp, ods, odt, otc, otf, otg, oth, oti, otp, ots, ott, oxt
Photos	jpg, bmp*, png, gif, tiff
Video	flv, asf, qt, mov, mpg, avi, wmv, mp4, 3gp, f4v, m4v, mpeg, mkv, rm

\*Please note that bmp files greater than 10mb may not upload correctly. It is recommended that photos/images be saved in jpg format instead of bmp. If bmp files greater than 10mb have already been saved, you may try to convert the file to jpg using a file converter such as the one available here:

<http://www.coolutils.com/online/image-converter/>.

3. Test administrators' computers should have the necessary software to open the file types listed above, or at least the specific file types selected by the user. **Test administrators should be able to view and verify evidence before uploading to PearsonAccess.** Also, users will be able to open/view evidence within PearsonAccess only if the file type is supported by the computer being used (i.e., **if you cannot open/view the file on your machine, you will not be able to open/view the file within PearsonAccess**).
4. Video recordings:
  - i. Videos **may be recorded** on a digital video camera, mobile phone (including iPhone), electronic notepad (including iPad), or other device, as long as the device supports one of the file types listed above. However, **files may NOT be uploaded directly from iPads, iPhones,** and any other device that does not have Flash Player. iPad and iPhone users can transfer files to a laptop or desktop computer and then upload to PearsonAccess.

- ii. Test administrators must have the necessary, camera-specific software to download videos from the device and upload to PearsonAccess (e.g., anyone using a Flip video camera will need to have FlipShare on his/her computer).
- iii. If necessary, users might be able to find directions on the Internet for how to convert video files to one of the accepted file types.
- iv. The recommended maximum file size is 30 MB or 3 minutes but larger files will be accepted. Success in uploading large files may vary depending on the user's Internet connection and other factors. For OAAP only, PearsonAccess will time out after one (1) hour. If a video is taking close to an hour to upload, the user may be timed out (logged out) before the upload completes, and the user will have to log back in and start over. **Here are some tips that may help users trying to upload large files:**
  - a. Shooting in raw video format will result in large file sizes. Refer to the device-specific instructions to find out how to shoot in a different format.
  - b. If file size is large, convert the file to lower quality (i.e., compress the file). **Note:** Zip files are not an accepted file type. Refer to the device-specific instructions and/or search the Internet for instructions and tools (e.g., Windows Movie Maker) to assist.
  - c. Large videos may be edited to cut out extraneous portions or split the video into smaller chunks to be uploaded. Users must have some kind of video editing software to do this.

## Troubleshooting

**Issue #1:** User is using Internet Explorer and is unable to browse to locate files to upload (i.e., user clicks "Select File" but then "Browse" button does not display on next screen).

Suggestion: If possible, use a different browser (e.g., Firefox). If necessary, reset Internet Explorer to the default state (see link). **Please note that all Internet settings will be lost.** <http://windows.microsoft.com/en-GB/windows-vista/Reset-Internet-Explorer-8-settings>

**Issue #2:** When trying to upload files, user receives security warning "Do you want to view only the webpage content that was delivered securely?" OR "This page contains both secure and nonsecure items. Do you want to display the nonsecure items?"

Suggestion: User must answer to allow nonsecure content. **See Software B.3 above.**

**Issue #3:** User is not able to open or view a file on his/her computer OR in PearsonAccess.

Suggestion: User may not have program necessary to open/view the specific file type.  
**See section C.2 above.**

**Issue #4:** User is not able to upload file from iPad or iPhone.

Suggestion: Flash Player is required for uploading OAAP evidence, and Flash Player is not available on iPad and iPhone. **See section C.4.i above.**