

Technology Coordinator Checklist

Use this checklist to ensure all technology is ready for testing. The spring 2018 test window is:
February 26 – April 13, 2018.

	Activity	Completion Date	Reference
<input type="checkbox"/>	Verify that all of your school's devices that will be used for online testing meet the operating system requirements.	3–4 weeks before testing begins in your school	System Requirements
<input type="checkbox"/>	Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.	3–4 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	Install the secure browser on all devices that will be used for testing.	3–4 weeks before testing begins in your school	Secure Browser Installation Manual
<input type="checkbox"/>	Enable pop-up windows and review software requirements for each operating system.	1–2 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	Ensure that each device's screen resolution matches the display requirements. Minimum resolution for all screens, including iPads, Chromebooks, and Desktops, is 1024x768.	1–2 weeks before testing begins in your school	System Requirements
<input type="checkbox"/>	On Windows computers, disable Fast User Switching. If a student can access multiple user accounts on a single computer, you are encouraged to disable the Fast User Switching function.	1–2 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	On Mac 10.7–10.12 , disable Spaces in Mission Control.	1–2 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	Install any required text-to-speech software on devices that will be used for testing and verify that installation.	1–2 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	On iPads , ensure ASAM is enabled.	1–2 weeks before testing begins in your school	Technical Specifications Manual
<input type="checkbox"/>	On Android tablets, ensure that the secure browser keyboard is enabled.	1–2 weeks before testing begins in your school	Technical Specifications Manual