

Technology Coordinator Checklist

Use this checklist to ensure all technology is ready for testing. The spring 2019 test window is:
February 11 – April 29, 2019.

	Activity	Estimated Time to Complete	Target 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.	5–10 hours	3–4 weeks before testing begins in your school	<i>System Requirements</i>
<input type="checkbox"/>	Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.	5–10 hours	3–4 weeks before testing begins in your school	<i>Technical Specifications Manual</i>
<input type="checkbox"/>	Install the Secure Browser on all devices that will be used for testing.	5–10 hours	3–4 weeks before testing begins in your school	<i>Secure Browser Installation Manual</i>
<input type="checkbox"/>	Enable pop-up windows and review software requirements for each operating system.	5–10 hours	1–2 weeks before testing begins in your school	<i>Technical Specifications Manual</i>
<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.	5–10 hours	1–2 weeks before testing begins in your school	<i>Technical Specifications Manual</i>
<input type="checkbox"/>	On Mac computers, disable Spaces in Mission Control.	5–10 hours	1–2 weeks before testing begins in your school	<i>Technical Specifications Manual</i>
<input type="checkbox"/>	Ensure that the device's audio is enabled.	5–10 hours	1–2 weeks before testing begins in your school	
<input type="checkbox"/>	On iPads , ensure AAC is enabled.	5–10 hours	1–2 weeks before testing begins in your school	<i>Technical Specifications Manual</i>
<input type="checkbox"/>	On Android tablets, ensure that the Secure Browser keyboard is enabled.	5–10 hours	1–2 weeks before testing begins in your school	<i>Technical Specifications Manual</i>