

ParaPro for Microsoft Windows®

Contents

A. System Requirements	1
B. Network Communication Requirements	1
C. Installation Instructions	3
D. Configure the Internet Browser	3
1. Microsoft Edge.....	3
2. Firefox	3
3. Chrome	4
E. Configure Windows if Using the Chrome Browser	5
1. Windows 8.1 or 10.....	5
F. Test Launch Instructions	7
G. Some Tips	8
H. Technical Support Contact	9

A. System Requirements:

- **Central Processor Unit (CPU):** Processor - Pentium IV 1.8 GHz (or higher)
- **Operating System:** Windows 8.1 or 10 (32 and 64 bit)
- **Display:** Screen size of 15 inches or larger with an ability to support a resolution of 800x600
- **Hard Drive Space:** 40 MB free
- **Internet Browser:** Microsoft® Edge, Google Chrome™ (latest version), & Mozilla Firefox® (latest version)
- **Java Runtime Environment:** JRE 1.8 (32 bit)

B. Network Communication Requirements:

- **Internet Connection:** Broadband
- **Ports:** Open TCP port 80 (http) and TCP port 443 (https)
- **File Types:** Allow downloading of JAR and JNLP file types
- **Whitelist:** Whitelisting the “ETS.ORG” domain in the network Firewall Content Filtering may be required in the event you experienced connectivity issues

C. Installation Instructions:

1. You must have Windows administrative privileges to install the ParaPro software.
2. Visit <https://parapro.ets.org/parapro/>, click the "I Agree" radio button, and then click the "Candidate Testing" link.

Welcome to the ETS ParaPro Assessment Web Site

Here, you may perform administrative functions such as purchase or view assessments, as well as launch the test for candidates.

Please read the following notice and make a selection to continue.

ETS DOES NOT SET ANY QUALIFYING SCORES FOR THE TEST. EACH SCHOOL DISTRICT OR STATE THAT ELECTS TO USE THE TEST FOR PURPOSES OF FULFILLING THE NO CHILD LEFT BEHIND ACT OF 2001, P.L. No. 107-110, 115 Stat. 1425 (THE "ACT") OR FOR PURPOSES OF LICENSING PARAPROFESSIONALS IS RESPONSIBLE FOR ESTABLISHING ITS OWN QUALIFYING SCORE. EACH SCHOOL DISTRICT OR STATE AGREES THAT IF ITS USE OF THE TEST IS FOR PURPOSES OF FULFILLING REQUIREMENTS OF THE ACT, OR FOR LICENSURE PURPOSES, SCORES FROM THE TEST SHALL NOT BE USED AS THE SOLE CRITERION FOR DECISIONS REACHED BY THAT AGENCY.

I read, understood, and agreed to the notice above. Click on I Agree to continue. If you do not agree to this notice, please click the Do Not Agree button or exit this site.

I Agree I Do Not Agree

[Administration](#)
[Candidate Testing](#)

3. On the next screen, download and save the following executable installer files onto your computer's hard drive (e.g., on the Desktop). Next, use Windows File Explorer to locate each file. Right-click the file and select "Run As Administrator" from the pop-up menu to install:

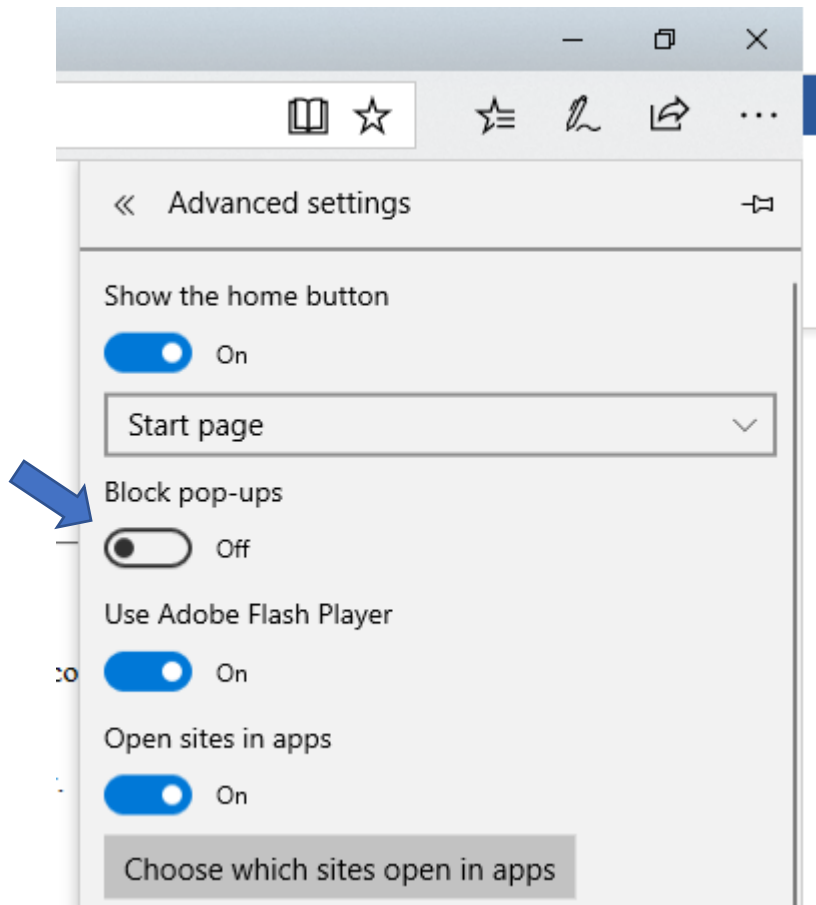
1. Install **ETS driver**
2. Install **Java 1.8 software**

Reboot the computer after the installation is complete.

D. Configure the Internet Browser:

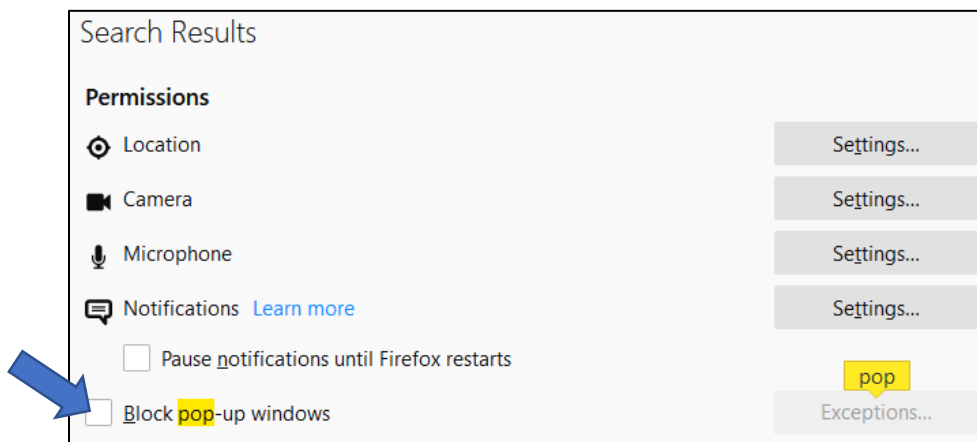
1. Microsoft Edge:

Disable pop-up blocker: Go to Settings > Advanced Settings to find the Block pop-ups Switch. Move the slider to the Left to **Turn Off the Pop-up Blocker**.



2. Firefox:

Disable pop-up blocker: Click the menu button (in the upper right corner) and select Options. In the search field, start typing *pop-up*. In the Search Results, clear the **Block pop-up windows** check box.

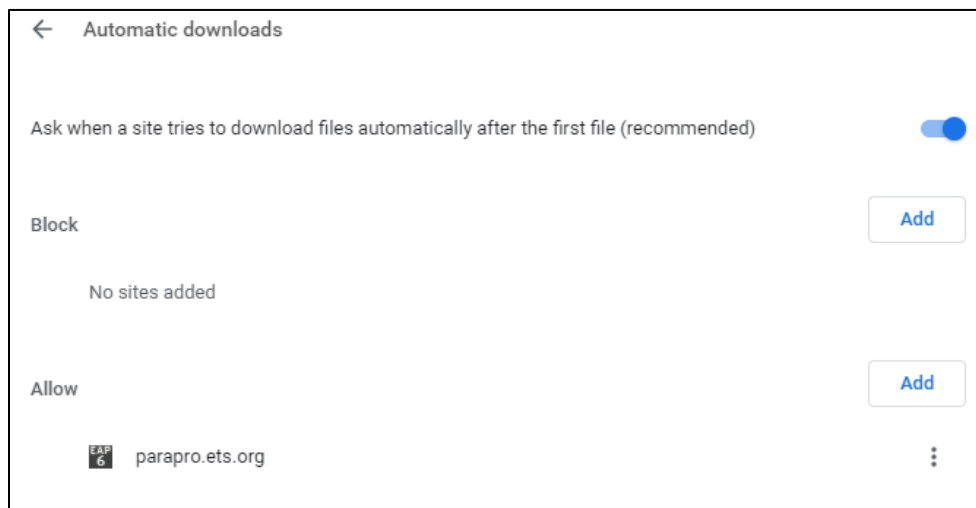


3. Chrome:

- **Disable pop-up blocker:** Click the 3 vertical dots in the upper right-hand corner to open the Customize Chrome window. Select Settings and type *pop-up* in the search field. Locate Content Settings in the search results, and click the arrow to the right of it. Pop-ups and Redirects will be highlighted. If *Blocked* appears underneath the title, click the arrow to the right. Move the slider to change to Allowed.



- **Automatic Downloads:** While still on the Customize window, type *automatic* in the Search field. Locate Content Settings in the search results, and click the arrow to the right of it. Automatic Downloads will be highlighted; click the arrow to the right of it. Click the Add button, type *parapro.ets.org* into the Add a Site box, and click the Add button. Automatic Downloads should now look like the screen shown below. Exit by closing the browser tab.

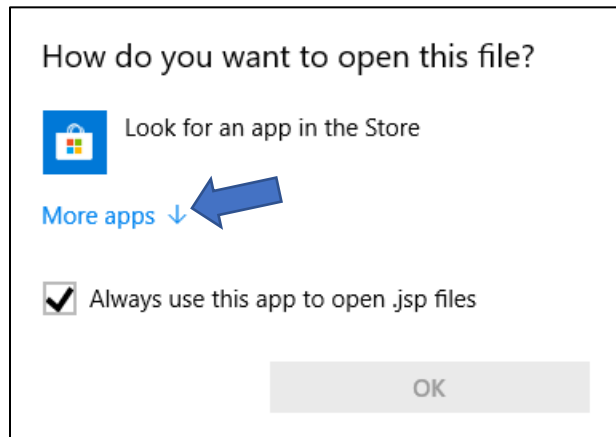


E. Configure Windows if Using the Chrome Browser

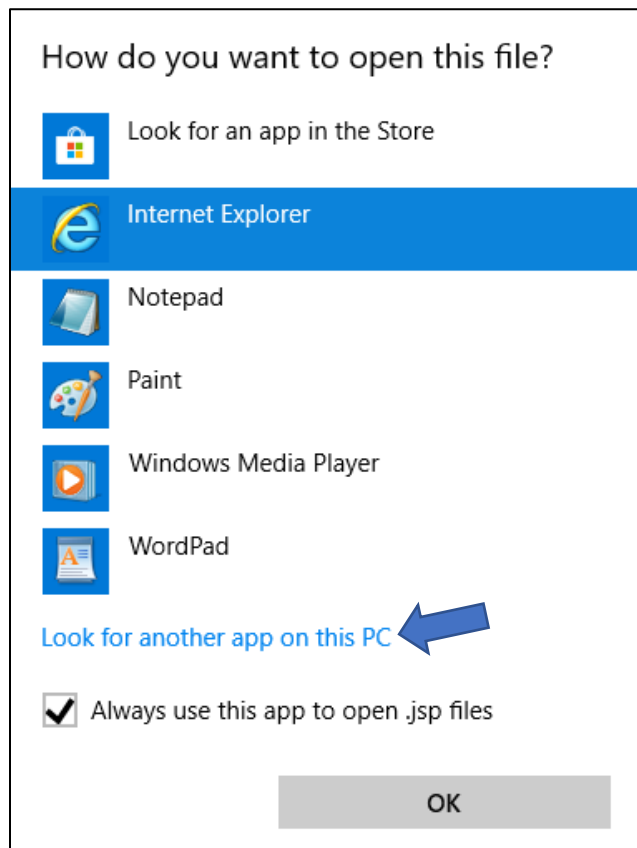
To use the Chrome browser for ParaPro on Windows machines, it is necessary to change a file association. Use the procedures below for your version of Windows.

1. Windows 8.1 or 10:

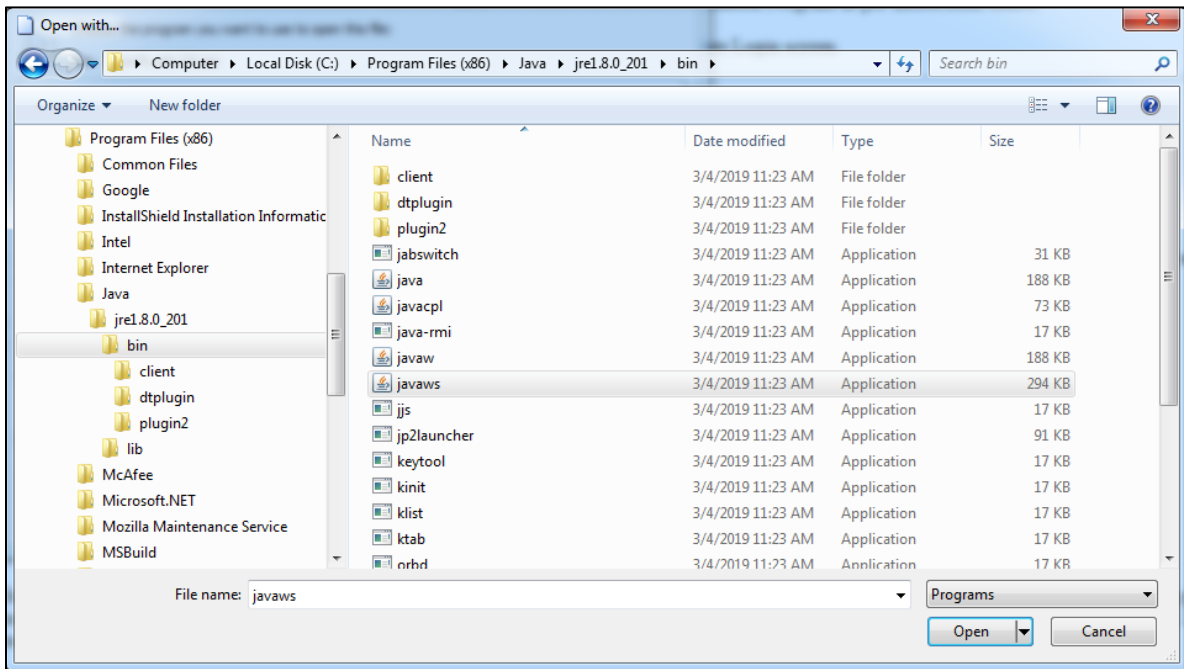
- Use the above steps to launch the verification tool. Once you get to the Open setting at the bottom of the browser, the screens will be a little different for Windows 8.1/10. The screen “How do you want to open this file” will be displayed. Select More apps and click OK.



- The following dialog box will be displayed. Select **Look for another app on this PC**. Do not click the OK button.



- On the “Open with” dialog box, browse to **C:\ProgramFiles(x86)\Java\jre1.8.0xx\bin**, select the **javaws.exe** file, and javaws will be displayed in the file name box. Click OK.



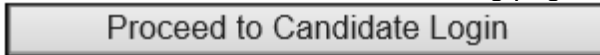
- A message will ask, Do you want to run this application? Check the “Do not show this again” checkbox, and click the Run button. The verification tool will launch.



Note: The verification tool tests can validate Java file association, screen resolution, keyboard filter, and communications. It is not intended to validate whether the correct version of Java is installed.

F. Test Launch Instructions:

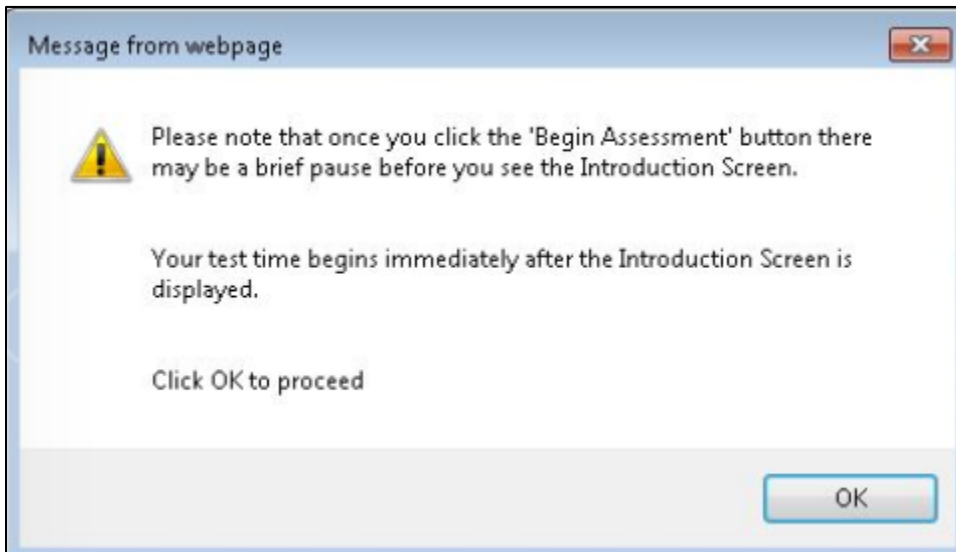
1. At the bottom of the Candidate Testing page, click



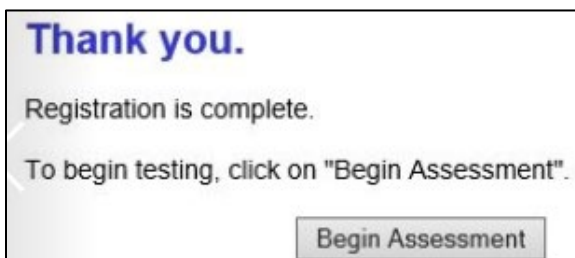
2. Enter the Session Key, then click the Login button.

A rectangular form with a white background and a thin black border. At the top, the text "Candidate Login" is displayed in a bold, blue font. Below this, there is a bullet point: "• To begin or resume testing, enter Session Key and click \"Login\"". Underneath the bullet point is a text input field with a light gray border. To the right of the input field is a rectangular button with a light gray background and a thin black border, labeled "Login" in a dark gray font.

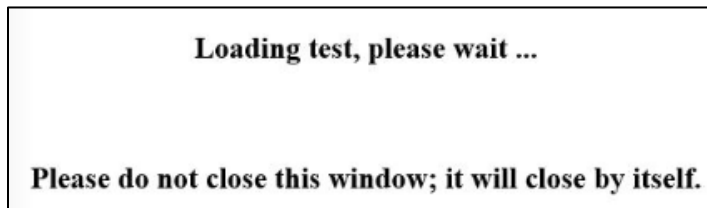
3. Enter Candidate information on the Candidate Registration page, then click the "Submit" button.
4. Click the OK button in the popup dialog box to acknowledge that you understand what will occur once the "Begin Assessment" button is clicked.



5. Click the Begin Assessment button to download the ParaPro test file.

A rectangular form with a white background and a thin black border. At the top, the text "Thank you." is displayed in a bold, blue font. Below this, the text "Registration is complete." is shown in a dark gray font. Underneath, it says: "To begin testing, click on \"Begin Assessment\"". At the bottom center, there is a rectangular button with a light gray background and a thin black border, labeled "Begin Assessment" in a dark gray font.

6. Respond to the Web Browser and Java prompts to launch the ParaPro test. During the time when prompts can be answered, the screen will display the following message:



- a. **For Microsoft Edge**, answer the prompts as follows:

The following pop-up message will be displayed at the bottom of the screen. Select **Open** to launch the application.



If a subsequent pop up message appears with the options “Update,” “Block,” and “Later,” **always** click **LATER**.

An additional pop up may appear as well:

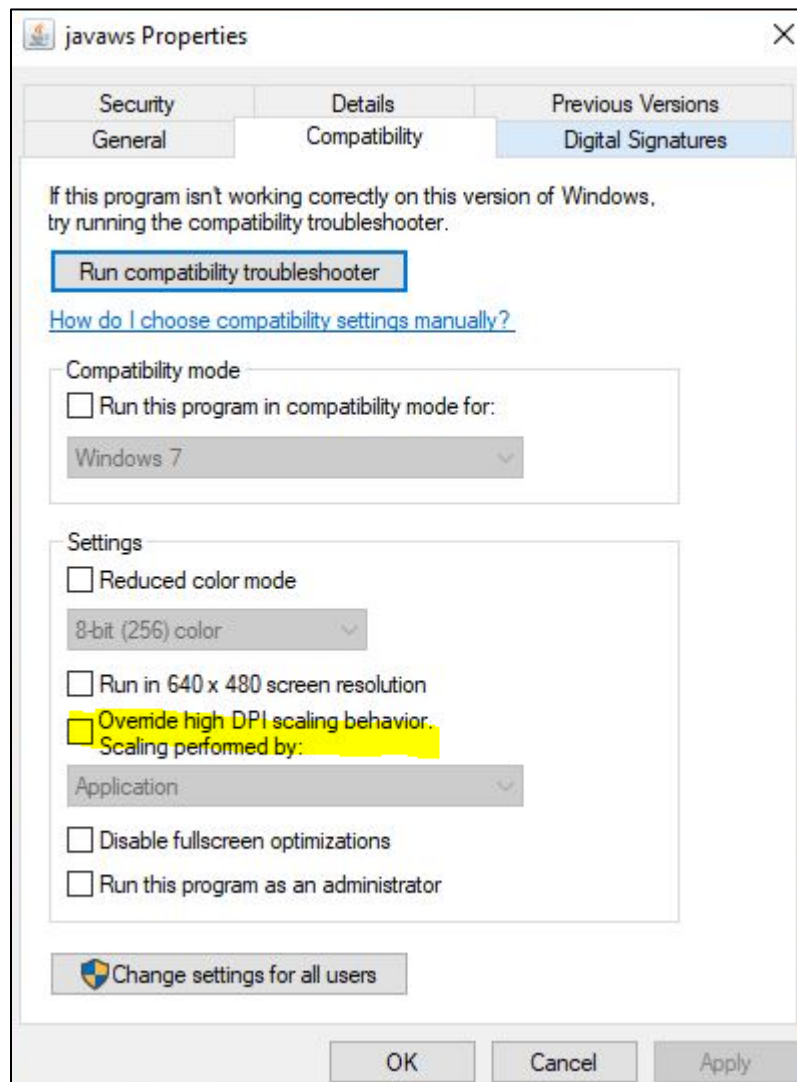


7. Once prompts are responded to, the screen will go black and then display a red message stating that your test is about to begin. The next screens will be directions for the ParaPro assessment, followed by test items.

G. Some Tips:

- Missing Cursor – This workaround is for MAC OS users that experience a missing cursor during the exam. Press **Command + Tab**, which launches the Application Switcher. You may have to switch to another application such as **Finder** and then return to ParaPro.
- Screen Resolution – In Windows, use the following steps if a test is launched and the test screen appears smaller than normal with a border around it: Open File Explorer, browse to, C:\ProgramFiles\Java\jre1.8.0_92\bin, right-click the javaws.exe file and select Properties. In the javaws Properties dialog box, uncheck “Override high DPI

scaling”, click Apply and then OK. Relaunch the exam and the display should be full screen.



- Java Versions – If you have other applications that require a 64-bit version of Java, you can install our version on top of that version and ParaPro will pick up our 32-bit version.

H. Technical Support Contact:

Email: ParaproTech@ets.org

Phone: 609 406 5622