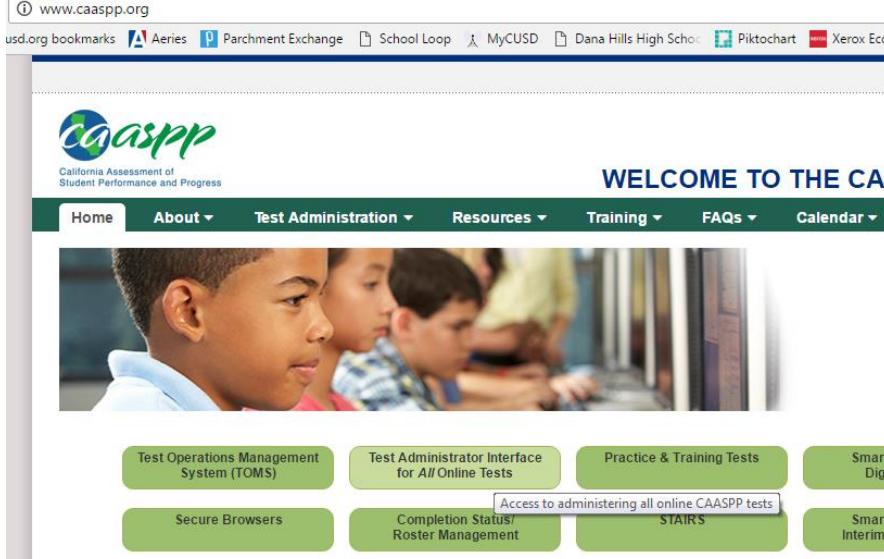
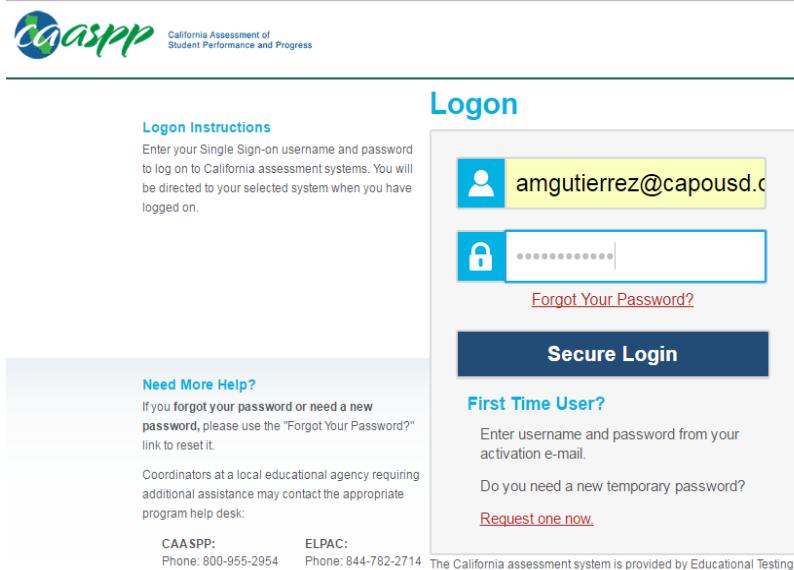
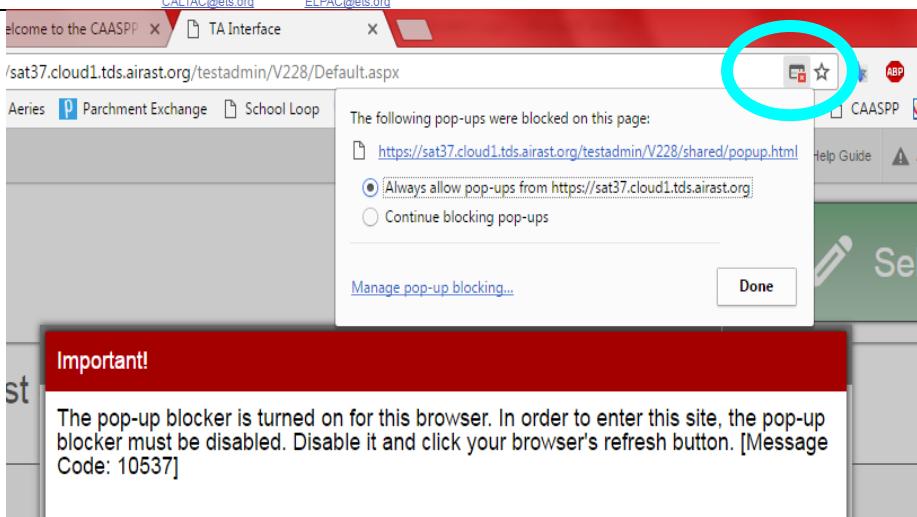
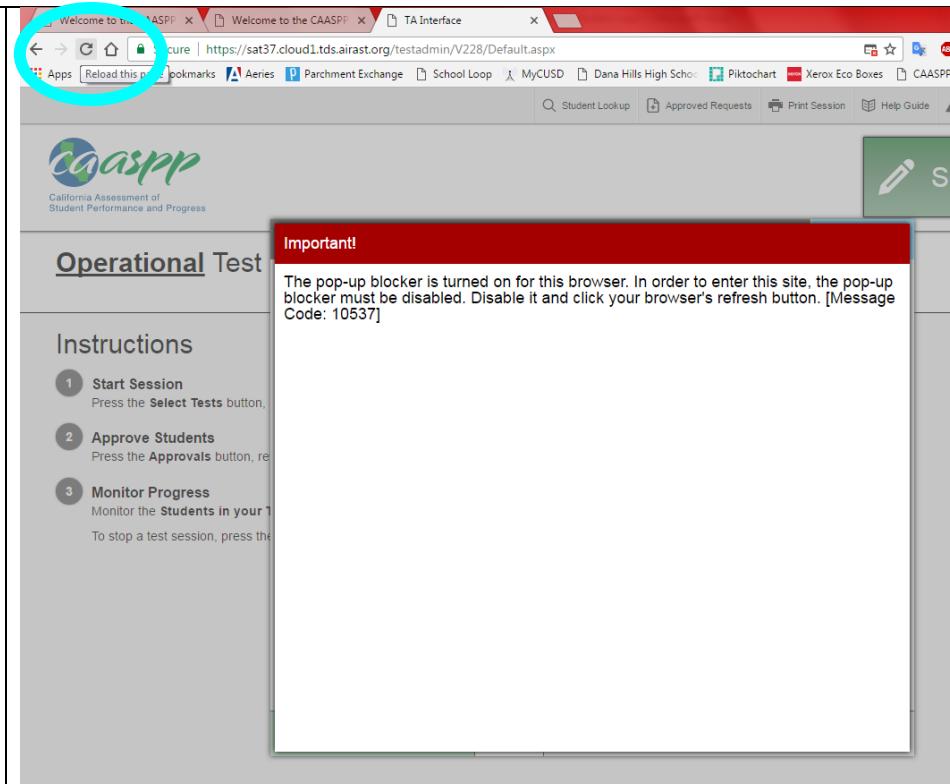


## Math SBA Administration Instructions

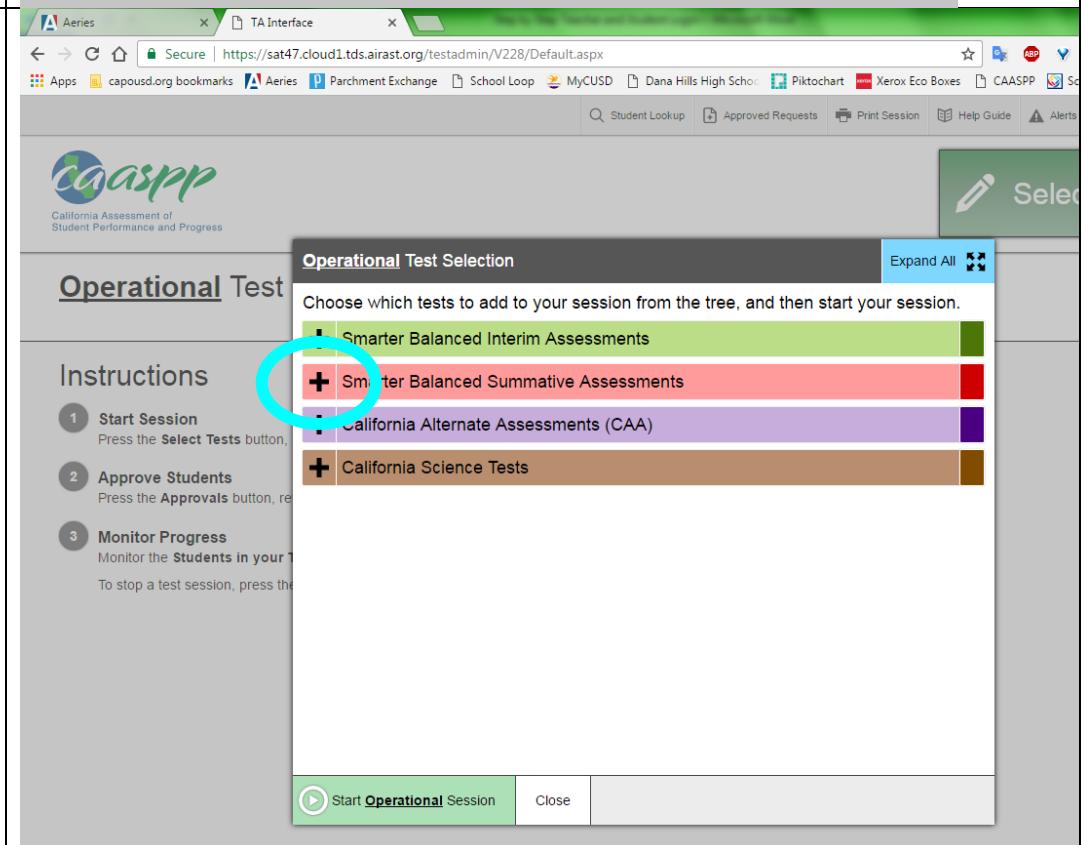
Teacher Screen	
<p>1. Go to the CAASPP website</p> <p>➤ <a href="http://www.caaspp.org">www.caaspp.org</a></p> <p>2. Select “Test Administrator Interface for All Online Tests”</p>	
<p>3. Login with credentials you received from CA-Assessments-DoNotReply</p>	
<p>4. A pop-up blocker will appear. In the upper right corner, you will see a notification from the pop-up blocker. Click on this and then select “Always allow pop-ups”.</p>	

5. Refresh the page.



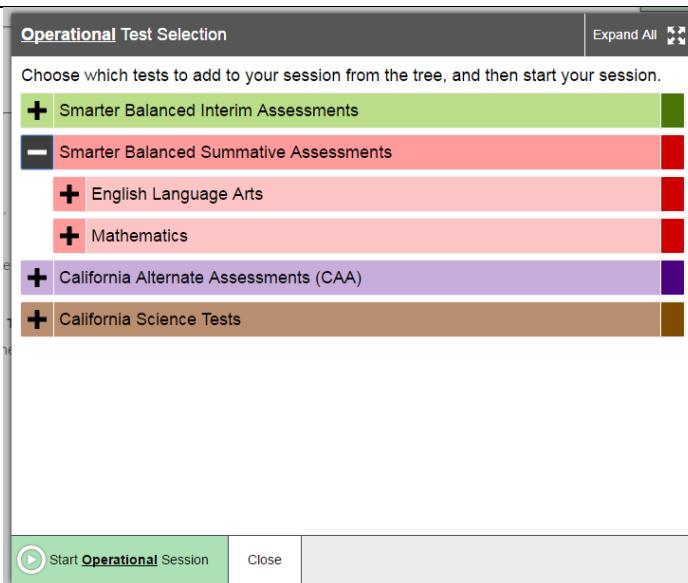
The screenshot shows a web browser window for the CAASPP TA Interface. A red circle highlights the browser's address bar, which displays the URL <https://sat37.cloud1.tds.airast.org/testadmin/V228/Default.aspx>. A red box highlights a message box titled 'Important!' with the text: 'The pop-up blocker is turned on for this browser. In order to enter this site, the pop-up blocker must be disabled. Disable it and click your browser's refresh button. [Message Code: 10537]'. The main content area shows 'Operational Test' instructions and a list of three steps: 1. Start Session, 2. Approve Students, 3. Monitor Progress.

6. Select the "+" next to "Smarter Balanced Summative Assessments" (in red)

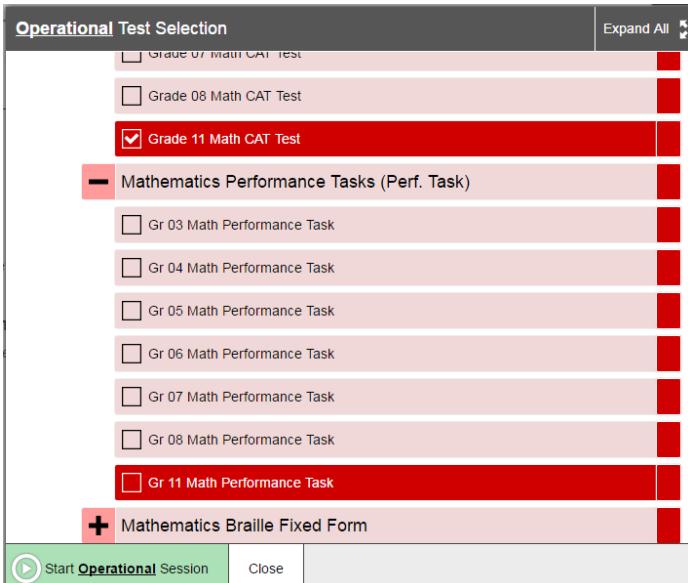
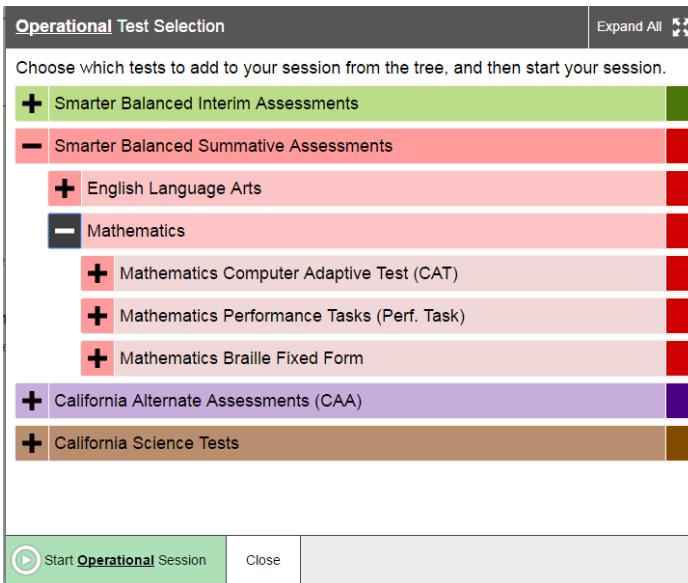


The screenshot shows a 'Operational Test Selection' dialog box. A red circle highlights the '+' sign next to 'Smarter Balanced Summative Assessments' in the tree view. The dialog also contains 'Operational Test' instructions and a list of three steps: 1. Start Session, 2. Approve Students, 3. Monitor Progress. At the bottom are 'Start Operational Session' and 'Close' buttons.

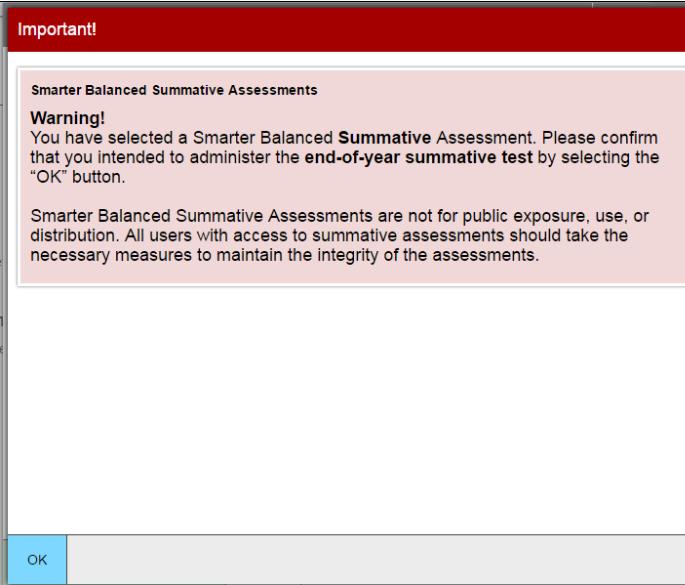
7. Select the "+" next to "Mathematics"



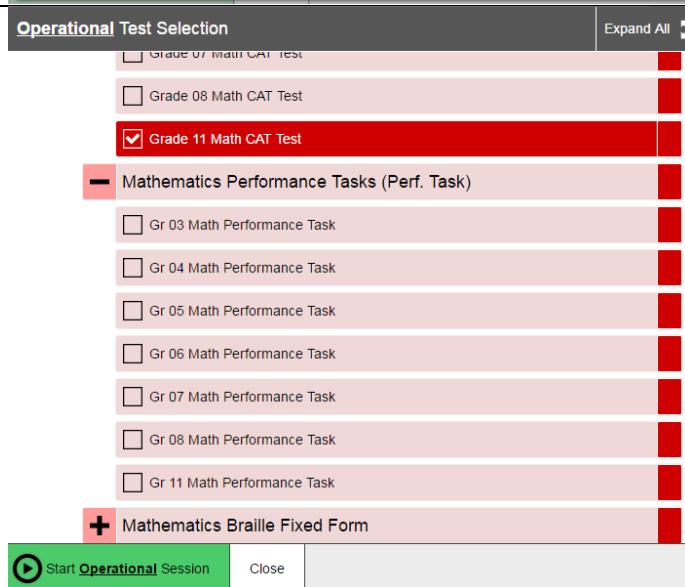
8. Then select "Grade 11" for either the "CAT" or "Performance Task", depending on which you are administering.



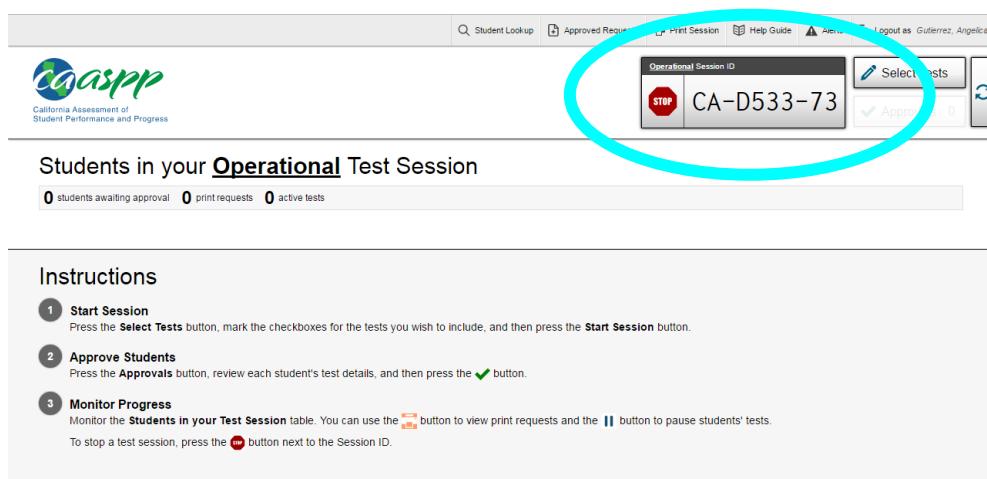
9. Click "OK". (in blue)

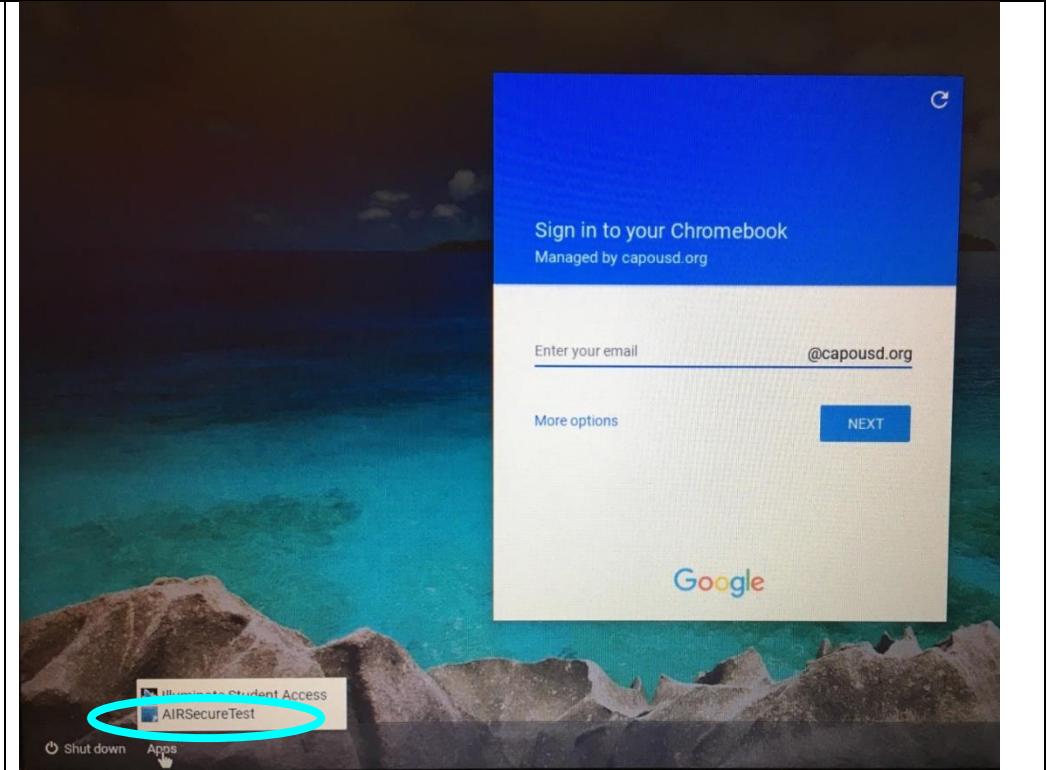
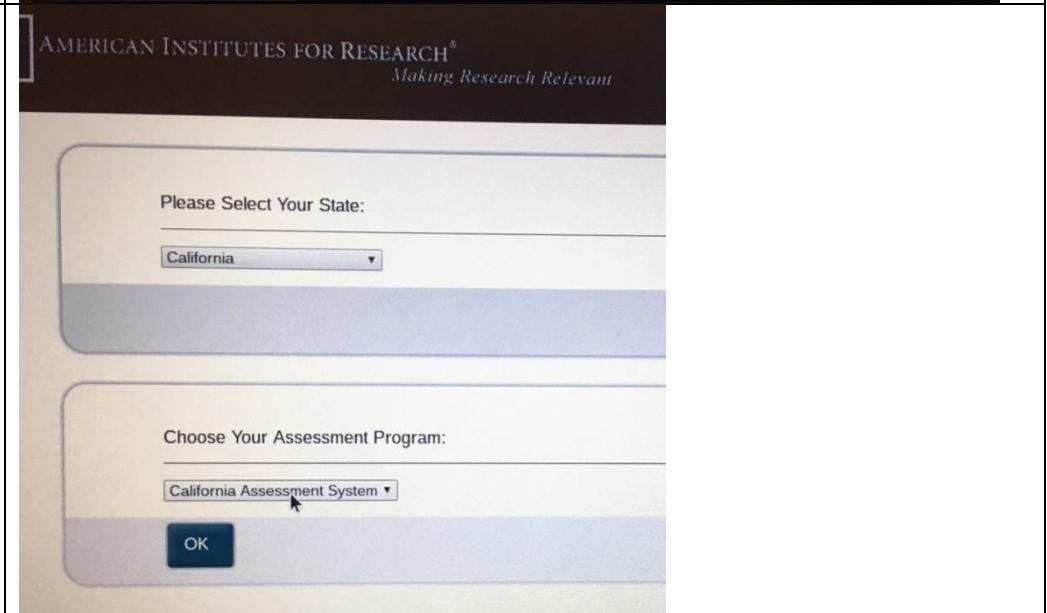
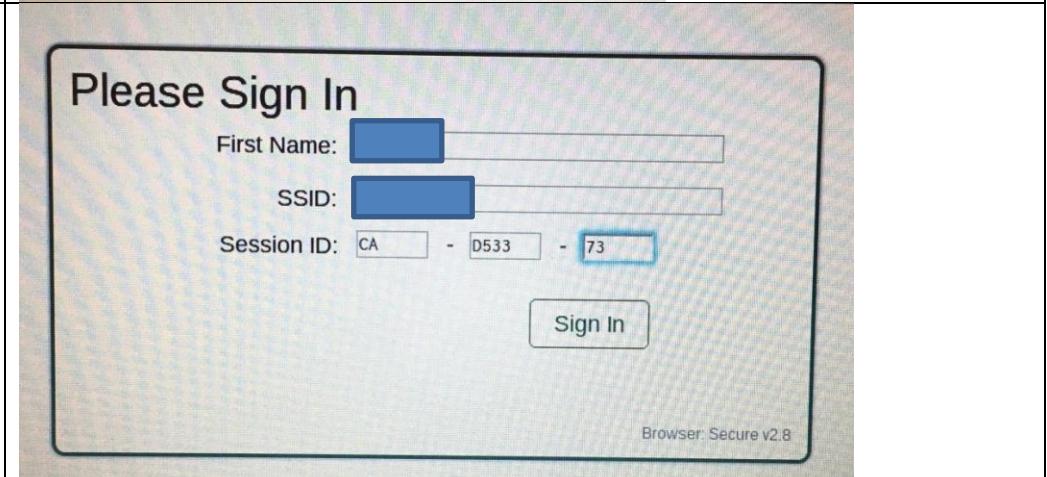


10. Select "Start Operational Session" in the bottom left corner. (in green)



11. Write the Operational Session ID on the board for your students to see.



Student Screen	
<ol style="list-style-type: none"> <li><b>DO NOT LOG-IN TO CHROMEBOOK.</b></li> <li>Click on “Apps” in the bottom left corner of chromebook login page.</li> <li>Select “AirSecure Test”.</li> </ol>	
<ol style="list-style-type: none"> <li>Under “Please Select Your State”, select “California”.</li> <li>Under “Choose Your Assessment Program”, select “California Assessment System”.           <ul style="list-style-type: none"> <li><b>This may not appear for all students.</b></li> </ul> </li> </ol>	

7. Student will be prompted to confirm their information. **They must click "Yes".**

**Is This You?**  
Please review the following information.

First Name:

SSID:

Grade: 11

School: Dana Hills High

State: California

**Next Step:**  
If the information is correct, choose **Yes**. If not, choose **No**.

8. Student will be asked to select the test they need to take.

**Your Tests**  
Select the test you need to take.

Smarter Balanced Interim Assessments

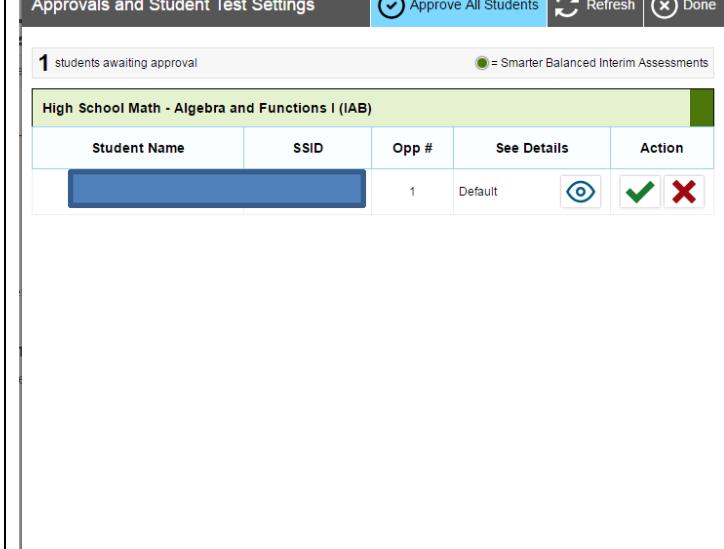
**Start High School Math - Algebra and Functions I (IAB)**  
This is opportunity 1 of 99

**Next Step:**  
If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.

9. Student will be asked to wait for approval from the teacher for the test they have selected.

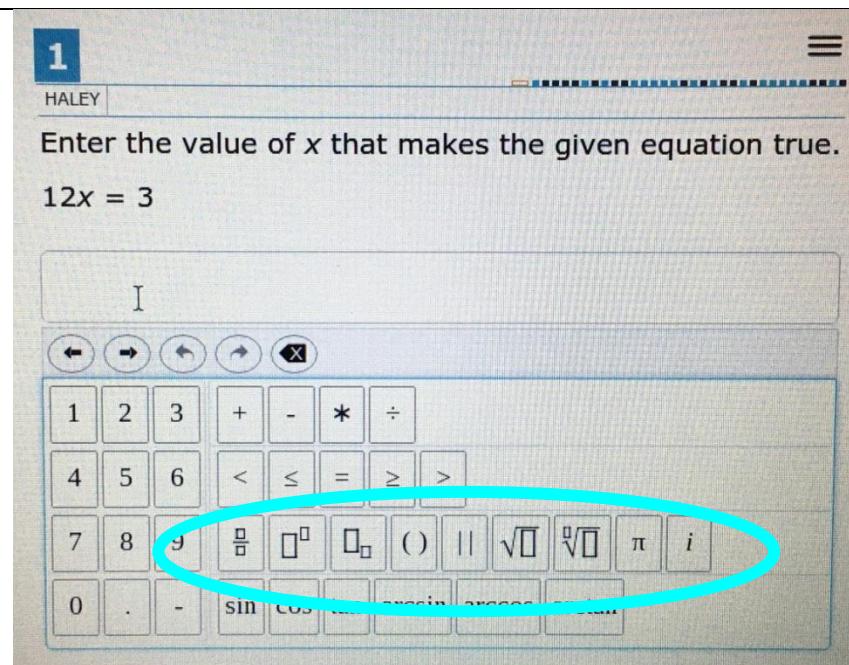
**Waiting for Approval**  
Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

**Next Step:**  
Please wait for your TA to approve your request. If you need to cancel your request, select **Cancel Request**.

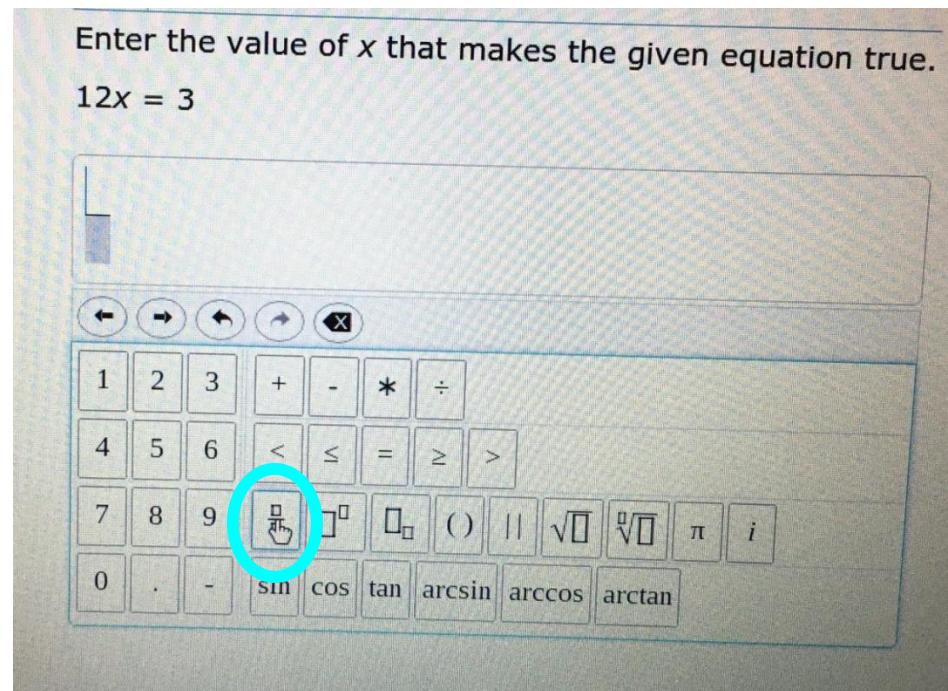
<b>Teacher Screen</b>	 <p><b>Operational Test Session</b></p>
11. Select “Approvals” in the upper right corner.	
12. Select “Approve All Students”.	<p><b>Important!</b></p> <p>Confirm that you approve all 1 of these students to begin or resume their tests.</p> <ul style="list-style-type: none"> <li>High School Math - Algebra and Functions I (IAB): 1</li> </ul> <p>Note: Some test settings cannot be changed once the student has been approved.</p> <p>Yes    Cancel</p>

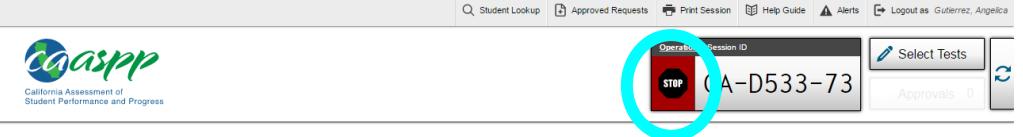
Student Screen	<p>Streamline (Includes zoom levels greater than 3X in Off the student interface):</p> <p>Strikethrough: On</p> <p>Text-to-Speech: None</p> <p>Translations (Glossaries): English Glossary</p> <p>Student Comments: Notepad</p> <p>Zoom: No default zoom applied</p> <p><b>Next Step:</b> If the test name and settings are correct, choose <b>Yes</b>. If not, choose <b>No</b>.</p> <p><input checked="" type="button"/> Yes   <input type="button"/> No</p>
<p>10. On the student's chromebook, they will see that they have been approved.</p> <p>11. They must confirm their test setting by pressing "Yes" in the bottom left corner.</p>	<p><b>Sound and Video Playback Check</b></p> <p>Make sure video and audio playback are working. To play the sample video and sound, press the play button.</p>  <p><b>Next Step:</b> If you were able to play the video and its sound, choose <b>I could play the video and sound</b>. If not, choose <b>I could not play the video or sound</b>.</p> <p><input type="button"/> I could play the video and sound   <input type="button"/> I could not play the video or sound</p>
<p>14. Student will select "Begin Test Now".</p>	<p><b>Instructions and Help</b> You may select the question mark button to access this Help Guide at any time during your test.</p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li>• <b>Smarter Balanced Assessments:</b> <ul style="list-style-type: none"> <li>◦ <a href="#">Overview of the Test Site for Smarter Balanced Assessments</a></li> <li>◦ <a href="#">Test Rules for Smarter Balanced Assessments</a></li> <li>◦ <a href="#">About Print-on-Demand and Text-to-Speech for Smarter Balanced Assessments</a></li> </ul> </li> <li>• <b>California Alternate Assessments (ELA and Mathematics Only):</b> <ul style="list-style-type: none"> <li>◦ <a href="#">Overview of the Test Site for California Alternate Assessments</a></li> <li>◦ <a href="#">Test Rules for California Alternate Assessments</a></li> <li>◦ <a href="#">About Print-on-Demand for California Alternate Assessments</a></li> </ul> </li> <li>• <a href="#">California Science Test</a></li> </ul> <p><b>Next Step:</b> To begin your test, choose <b>Begin Test Now</b>. If your Test Administrator tells you to log out, choose <b>Return to Login</b>.</p> <p><input checked="" type="button"/> Begin Test Now   <input type="button"/> Return to Login</p>

15. In the student's test, the different tools they can use are directly under the answer bar.



16. Ex: To type in a fraction, they will select the fraction button. They can then type their answer in a fraction format.



Teacher Screen																	
14. When all students are done with the practice test, press "STOP" next to the Operational Session ID.	 <p>Students in your <b>Operational</b> Test Session</p> <p>0 students awaiting approval   0 print requests   0 active tests</p> <p>Legend: ● = Smarter Balanced Interim Assessments</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>SSID</th> <th>Opp #</th> <th>Test</th> <th>Requests</th> <th>Student Status</th> <th>Test Settings</th> <th>Pause Test</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td>High School Math - Algebra and Functions I (IAB)</td> <td> </td> <td>paused: 1/15</td> <td>Default</td> <td> </td> </tr> </tbody> </table>	Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test				High School Math - Algebra and Functions I (IAB)		paused: 1/15	Default	
Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test										
			High School Math - Algebra and Functions I (IAB)		paused: 1/15	Default											
15. Confirm the test is over by pressing "OK" in the bottom left corner.	<p><b>Important!</b></p> <p>This will stop the testing session and pause tests for all students who are currently taking tests in the session. The students will also be logged out. Are you sure? [Message Code: 10509]</p> <p>OK   Cancel</p>																