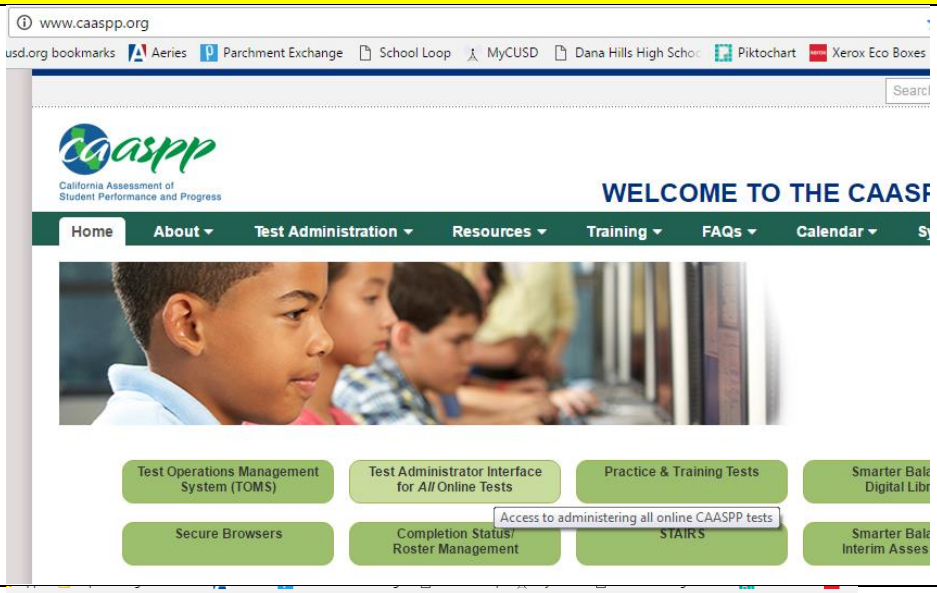
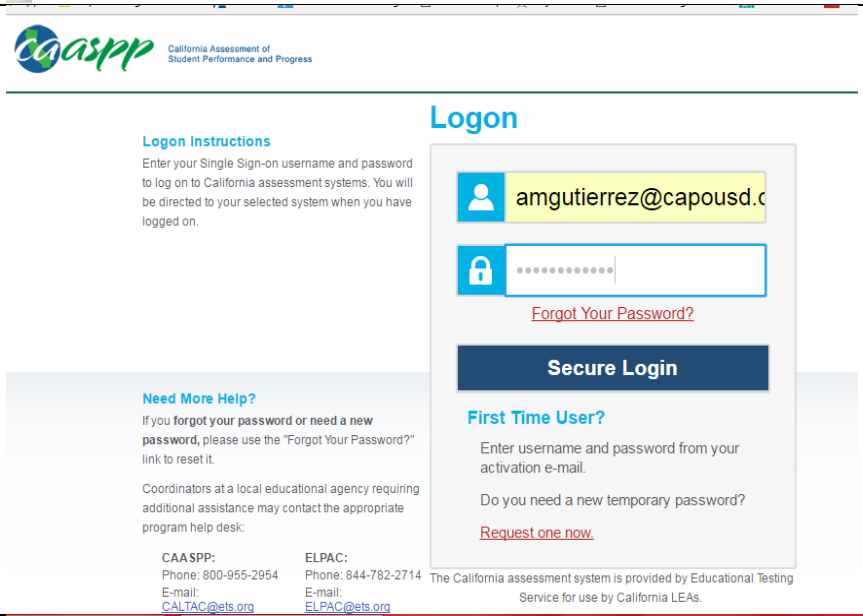
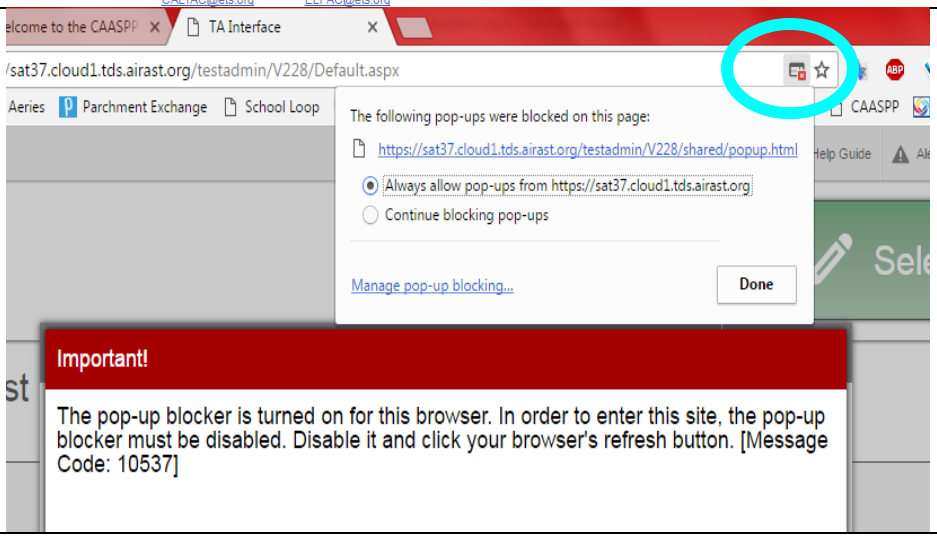
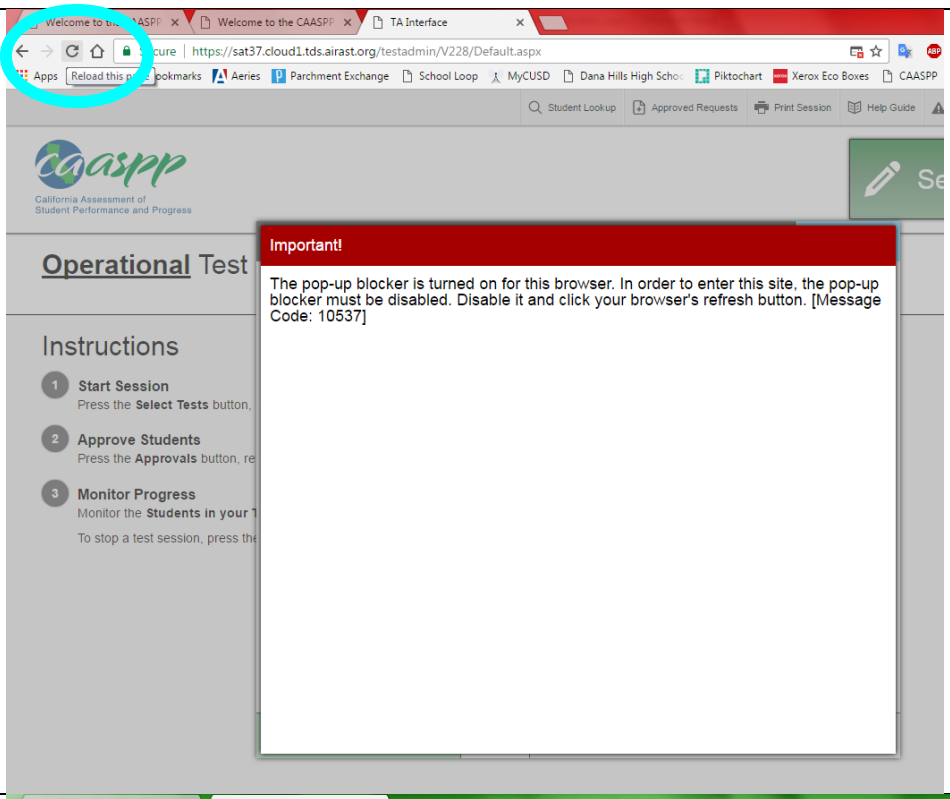
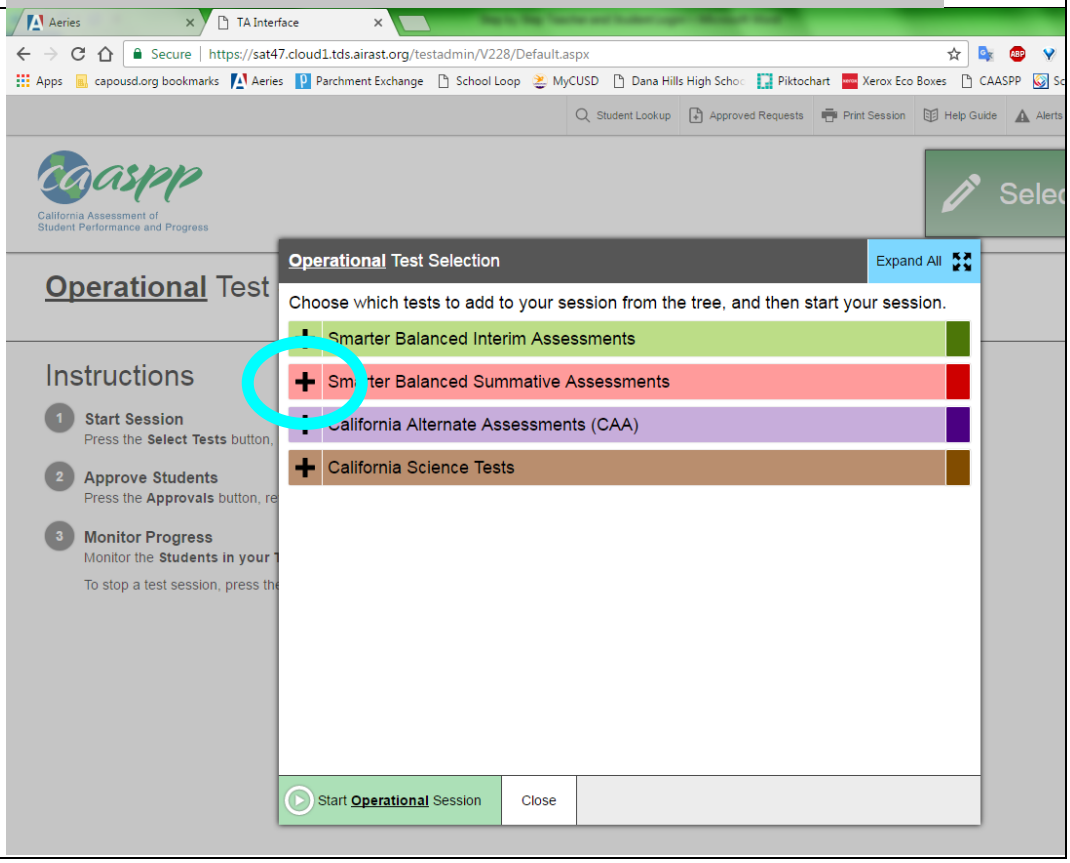
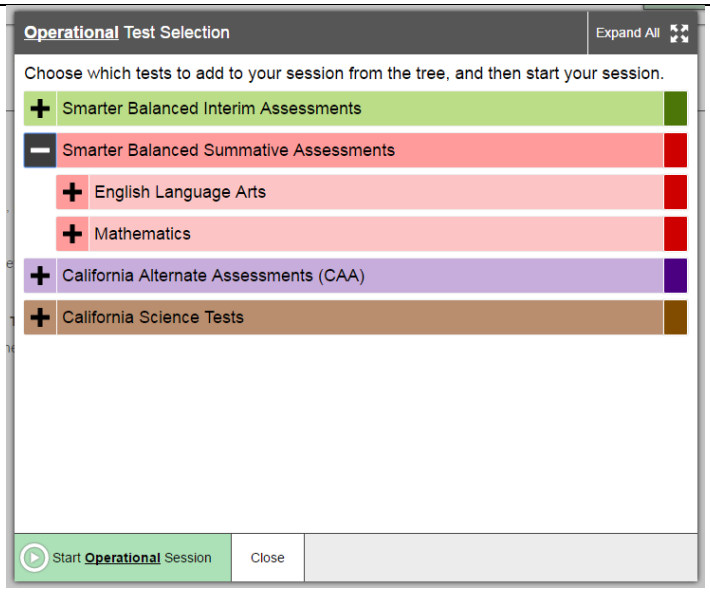
Math SBA Administration Instructions

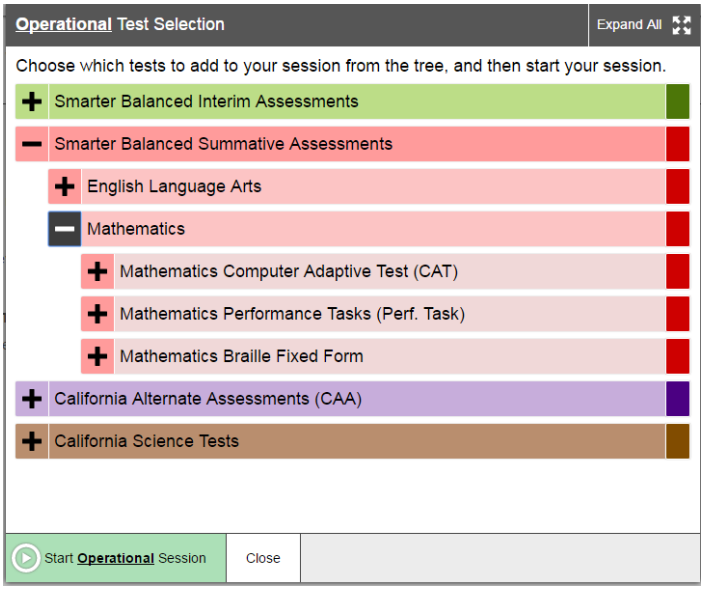
Teacher Screen	
1. Go to the CAASPP website ➢ www.caaspp.org 2. Select "Test Administrator Interface for *All* Online Tests"	
3. Login with credentials you received from CA-Assessments-DoNotReply	
4. A pop-up blocker will appear. In the upper right corner, you will see a notification from the pop-up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

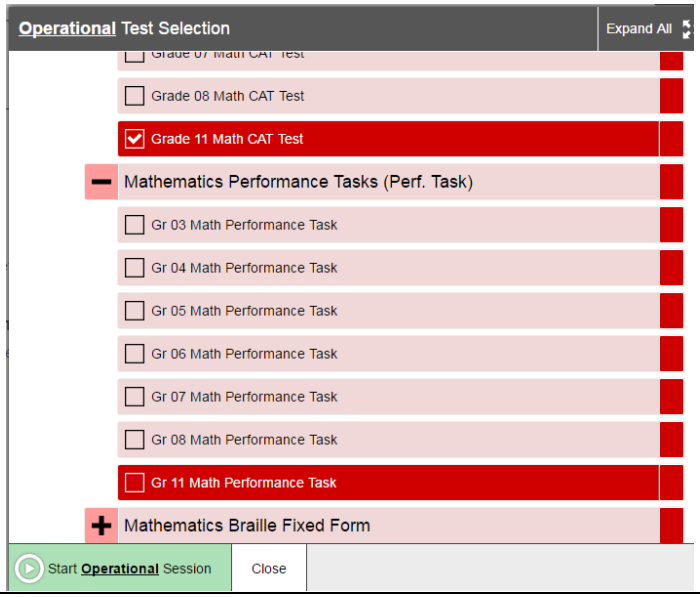
5. Refresh the page.	
6. Select the "+" next to "Smarter Balanced Summative Assessments" (in red)	

7. Select the “+” next to “Mathematics”

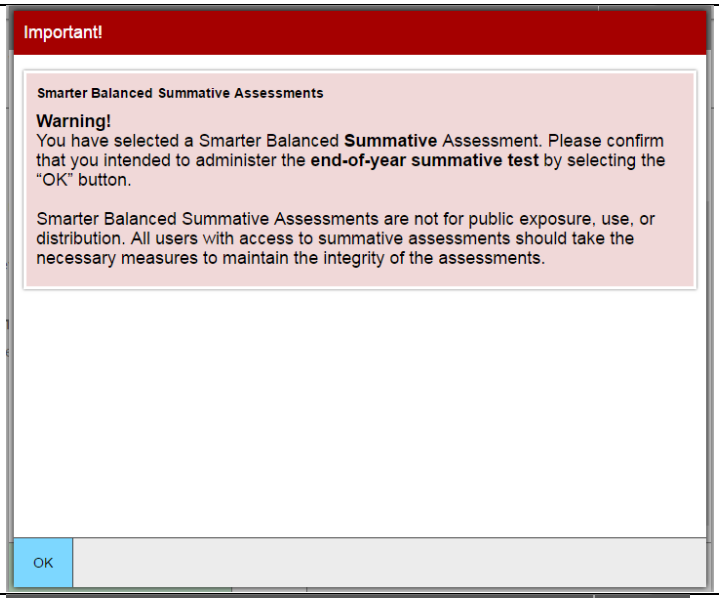


8. Then select “Grade 11” for either the “CAT” or “Performance Task”, depending on which you are administering.

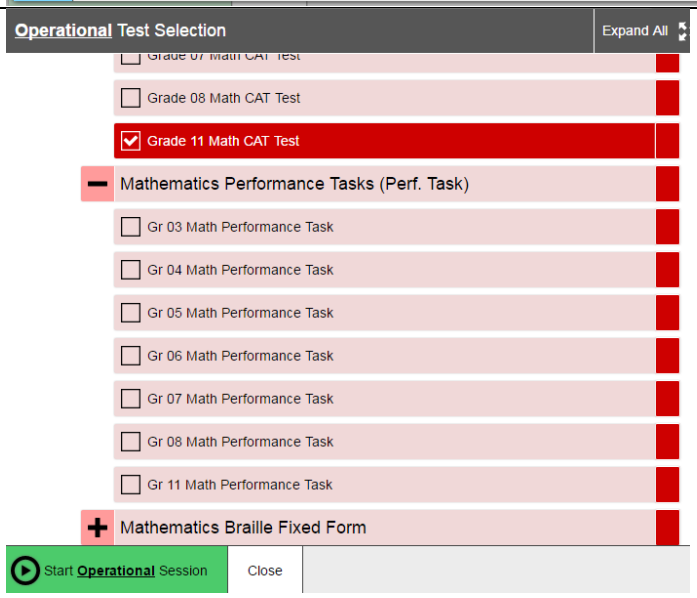




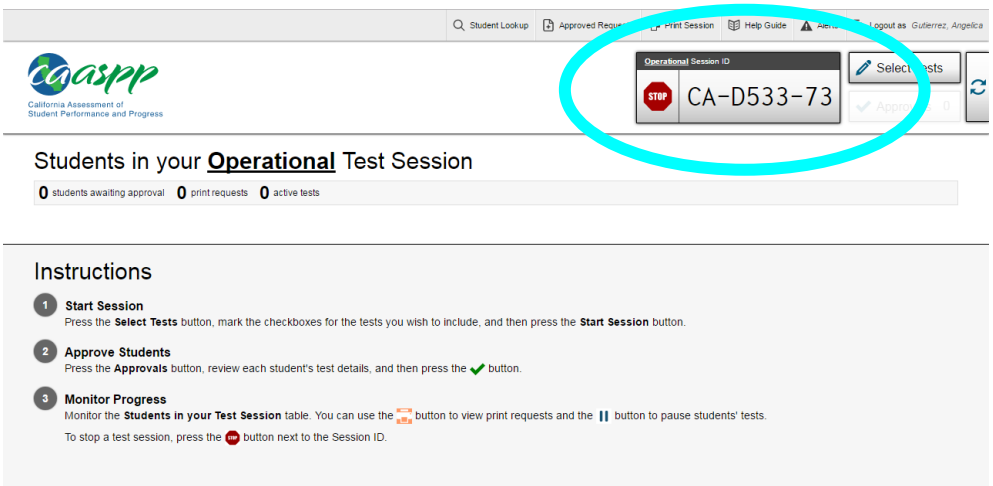
9. Click “OK”. (in blue)

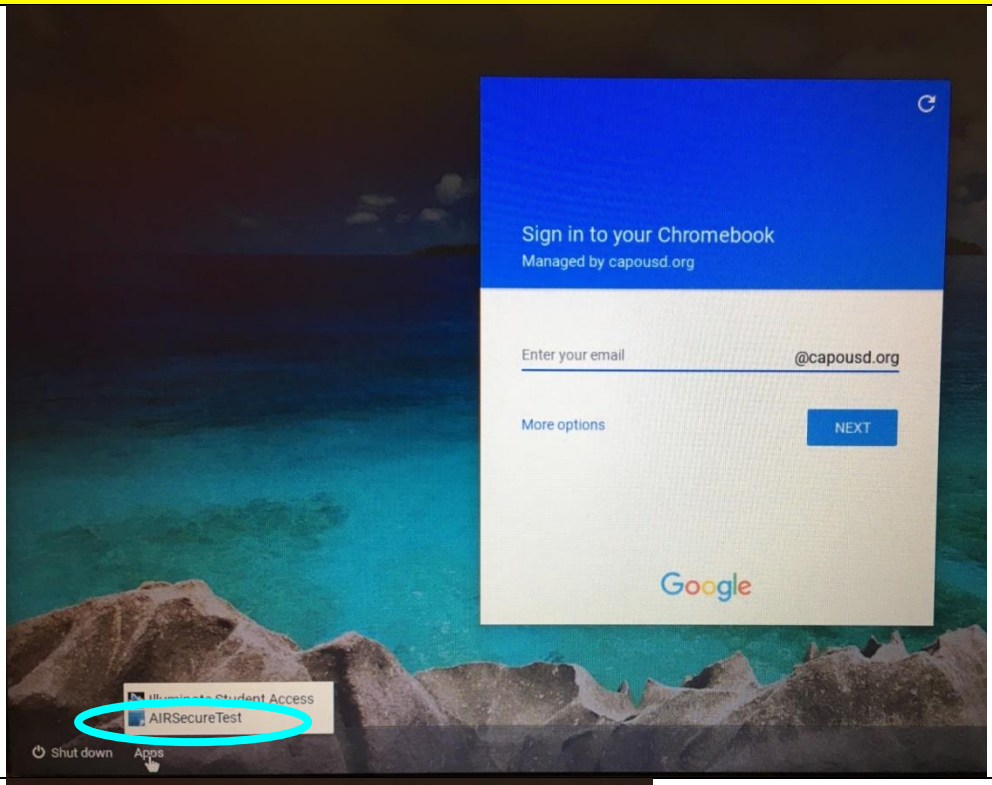
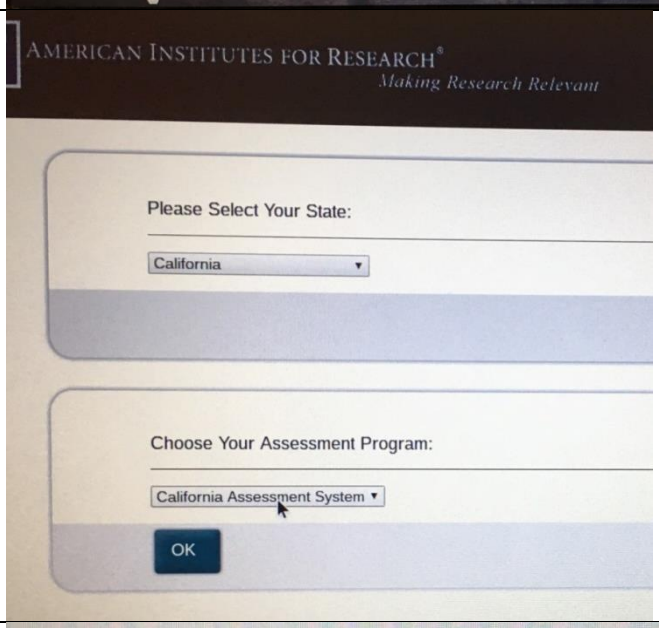
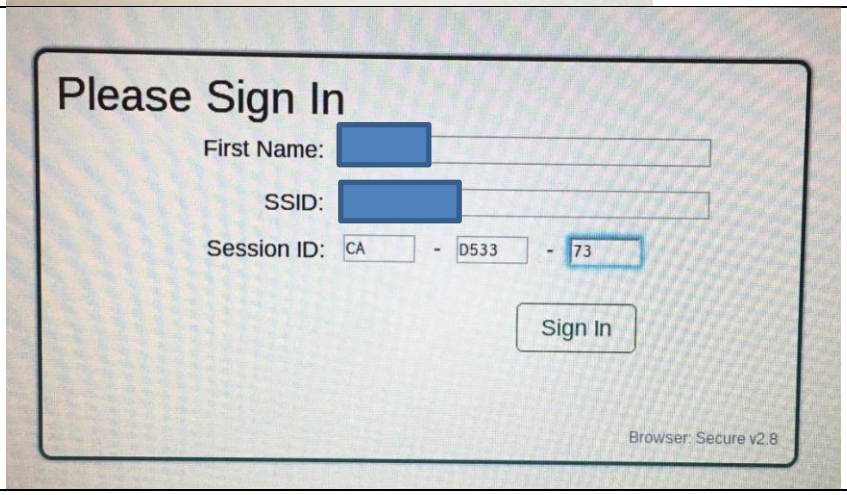


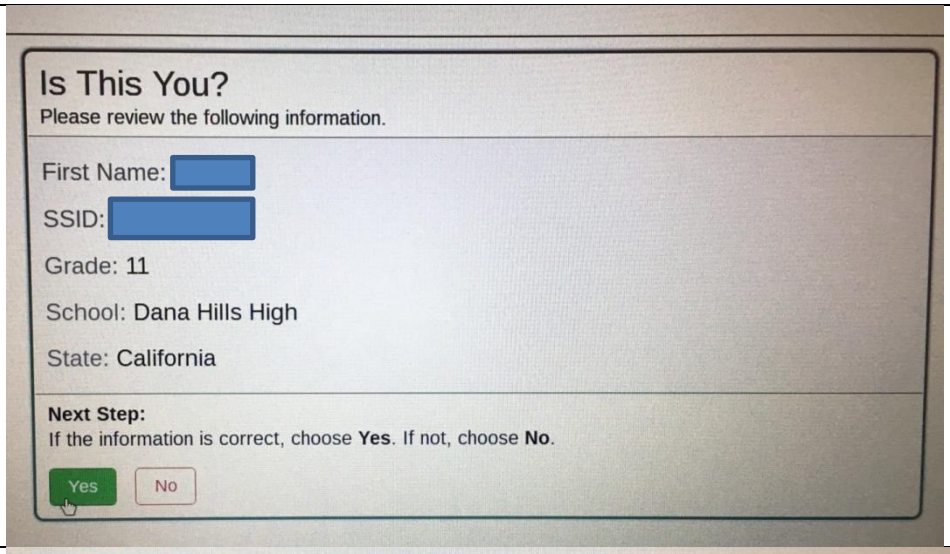
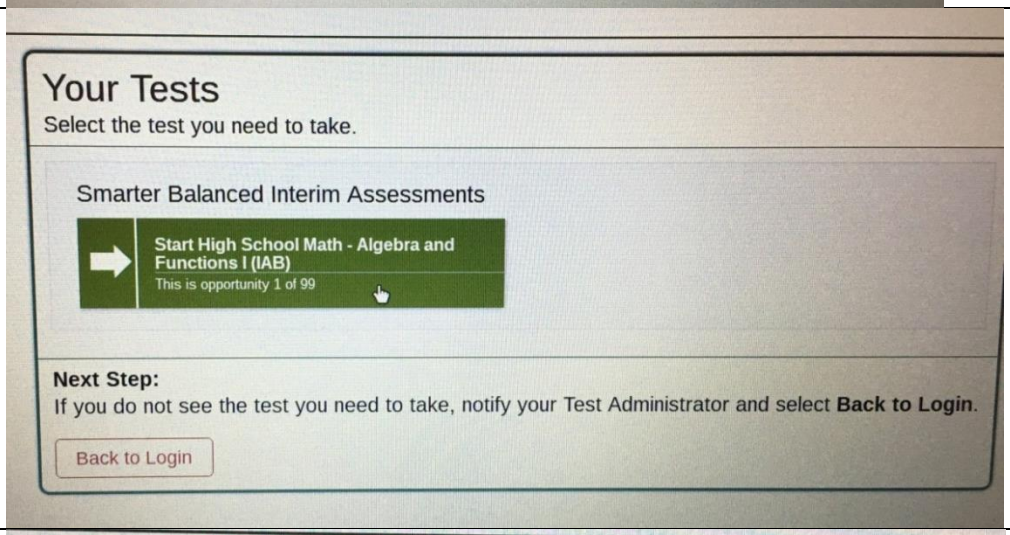
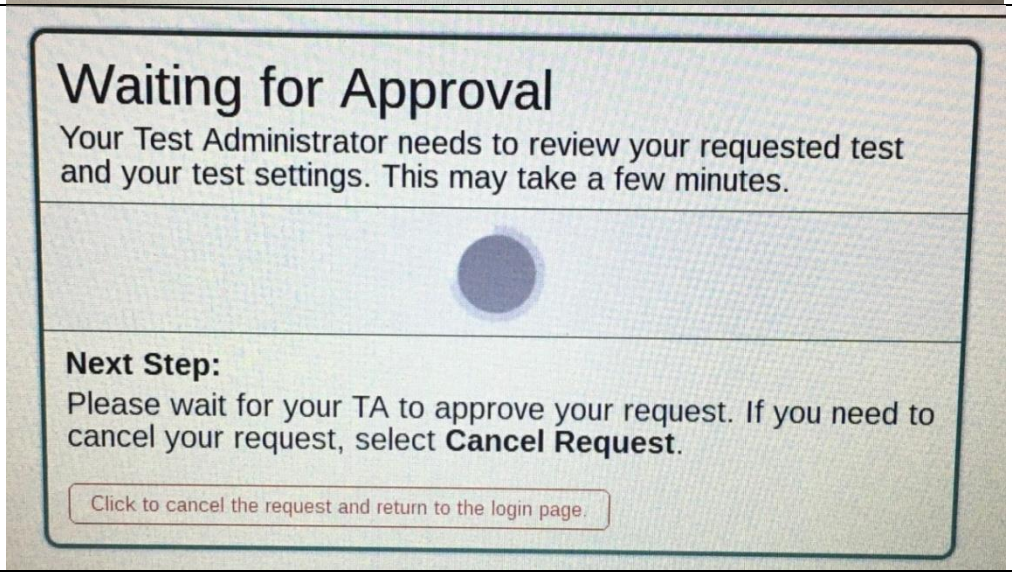
10. Select “Start Operational Session” in the bottom left corner. (in green)

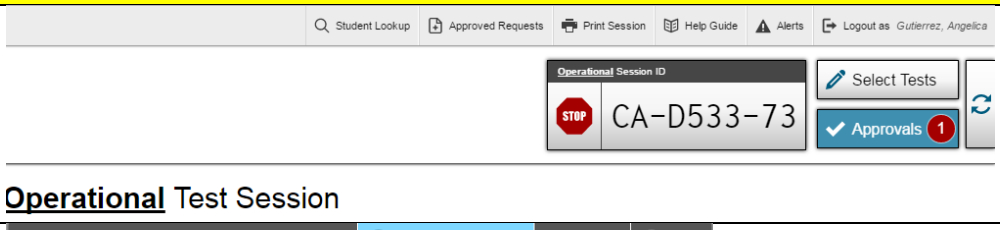
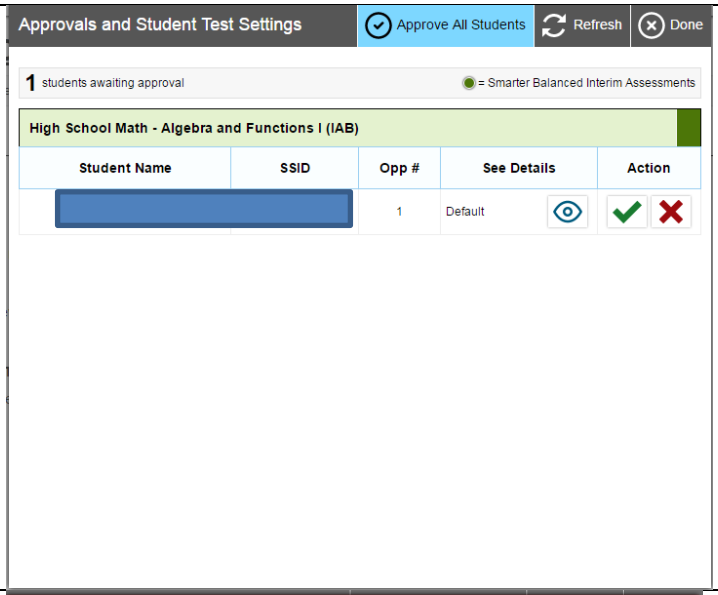
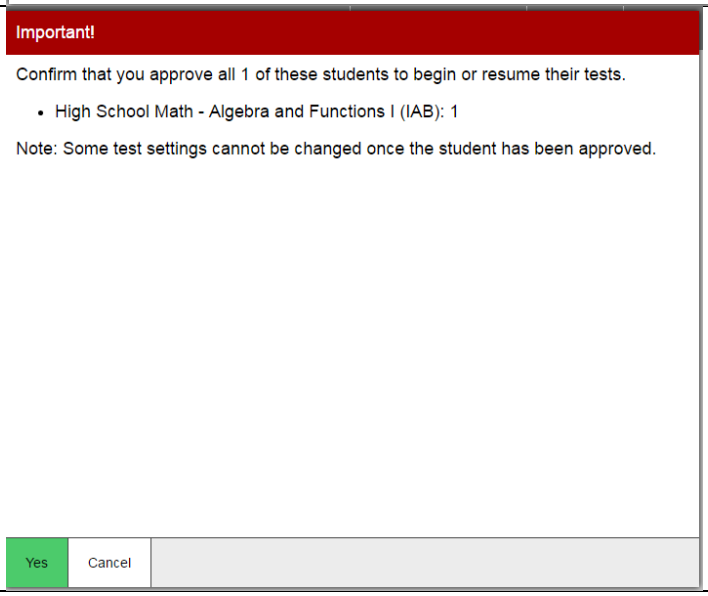


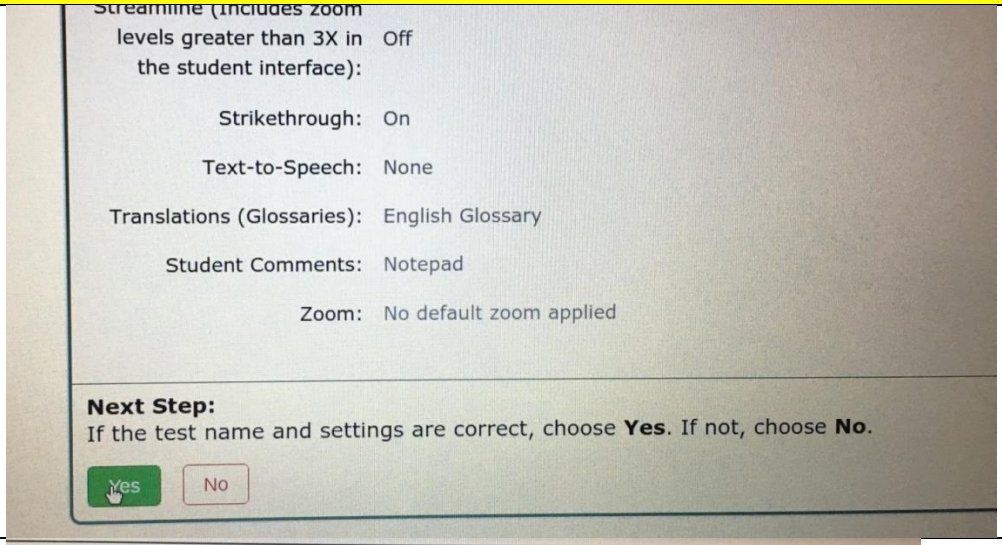
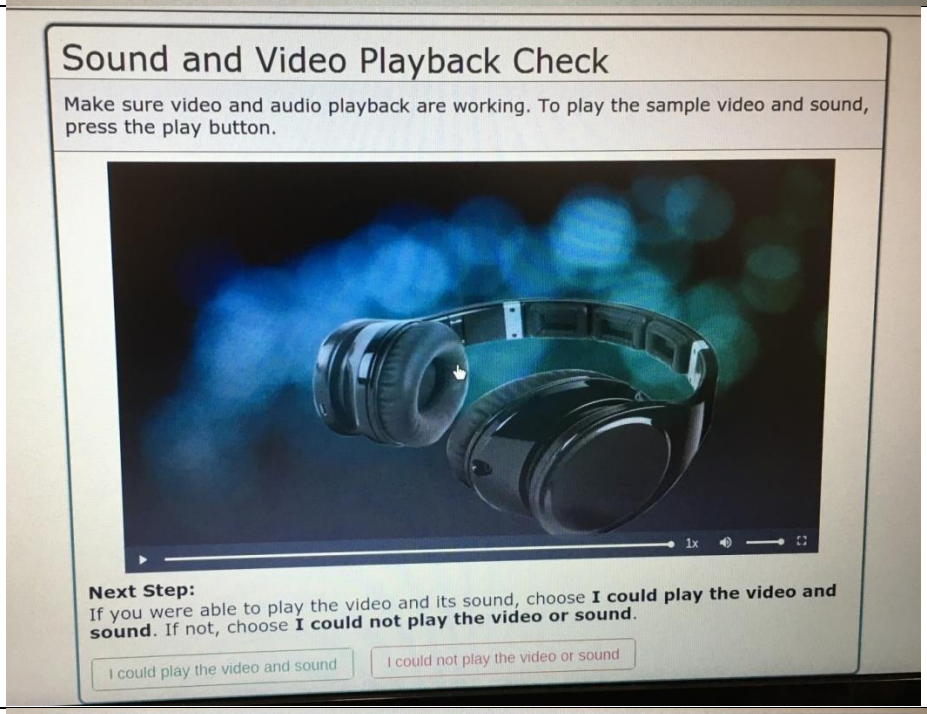
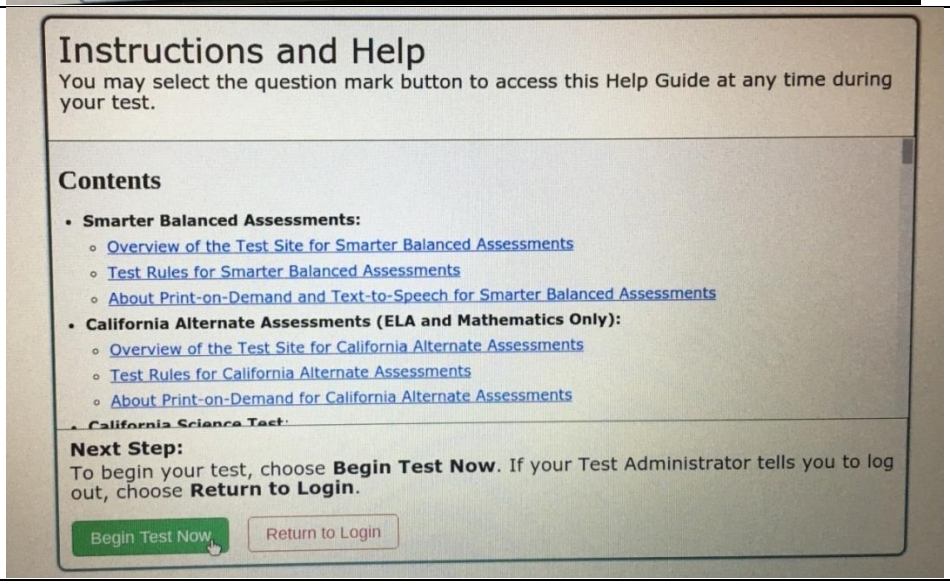
11. **Write the Operational Session ID on the board for your students to see.**



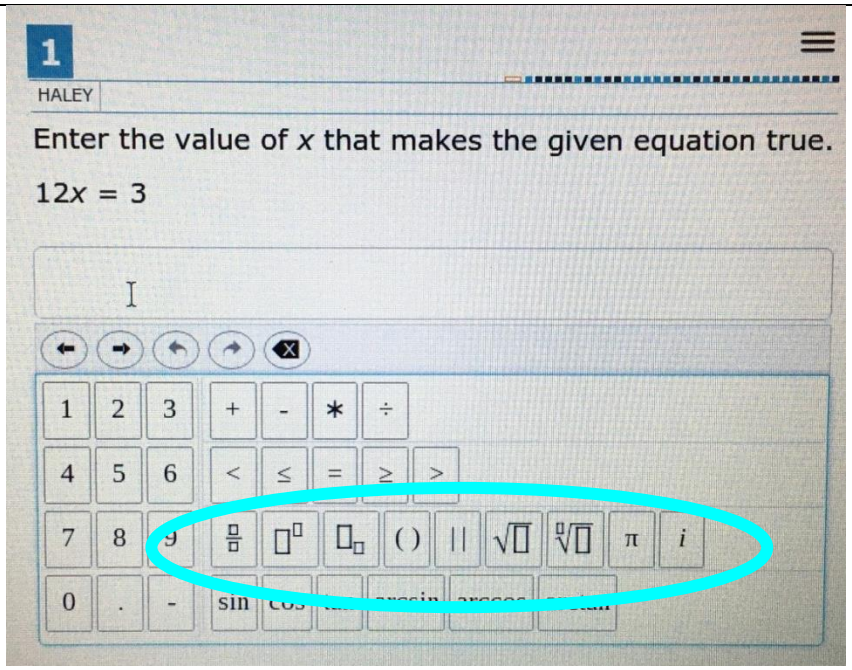
Student Screen	
1. **DO NOT LOG-IN TO CHROMEBOOK.** 2. Click on “Apps” in the bottom left corner of chromebook login page. 3. Select “AirSecure Test”.	
4. Under “Please Select Your State”, select “California”. 5. Under “Choose Your Assessment Program”, select “California Assessment System”. ➢ **This may not appear for all students.**	
6. Student will sign in with: ➢ **First Name** ➢ **State ID (SSID)** ➢ **Operational Session ID**	

7. Student will be prompted to confirm their information. **They must click "Yes".**	
8. Student will be asked to select the test they need to take.	
9. Student will be asked to wait for approval from the teacher for the test they have selected.	

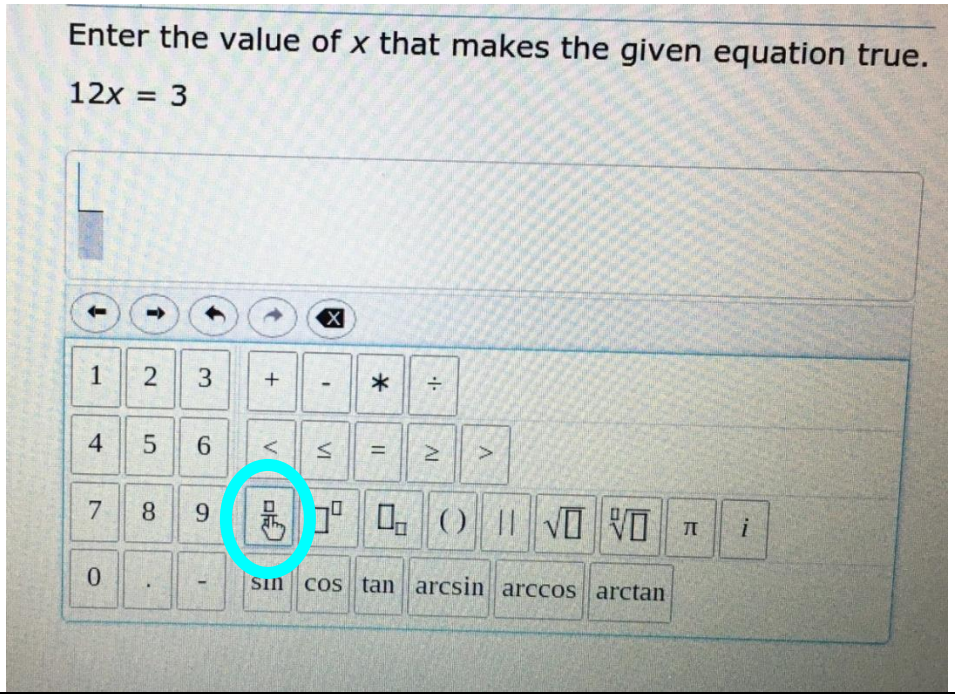
Teacher Screen	
11. Select “Approvals” in the upper right corner.	
12. Select “Approve All Students”.	
13. Confirm that you are approving all students by selecting “Yes” when prompted.	

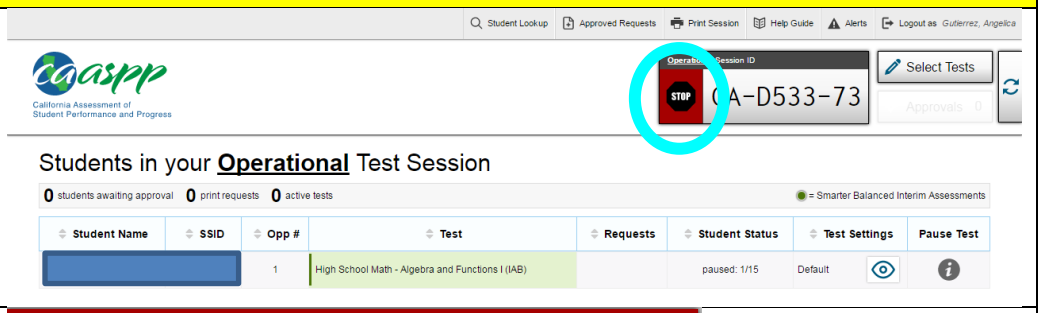
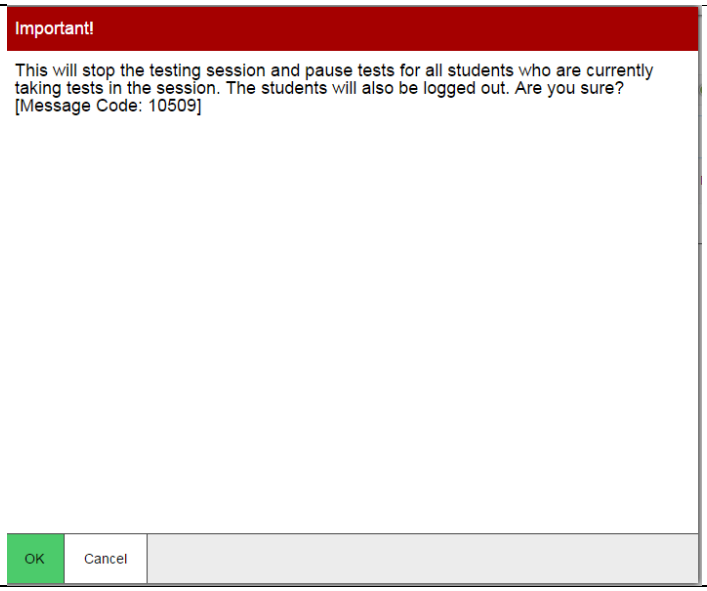
Student Screen	
10. On the student's chromebook, they will see that they have been approved. 11. They must confirm their test setting by pressing "Yes" in the bottom left corner.	
12. Student will be asked to check their audio and video playback by watching a short video. 13. Student selects "I could play the video and sound".	
14. Student will select "Begin Test Now".	

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.	
15. Confirm the test is over by pressing “OK” in the bottom left corner.