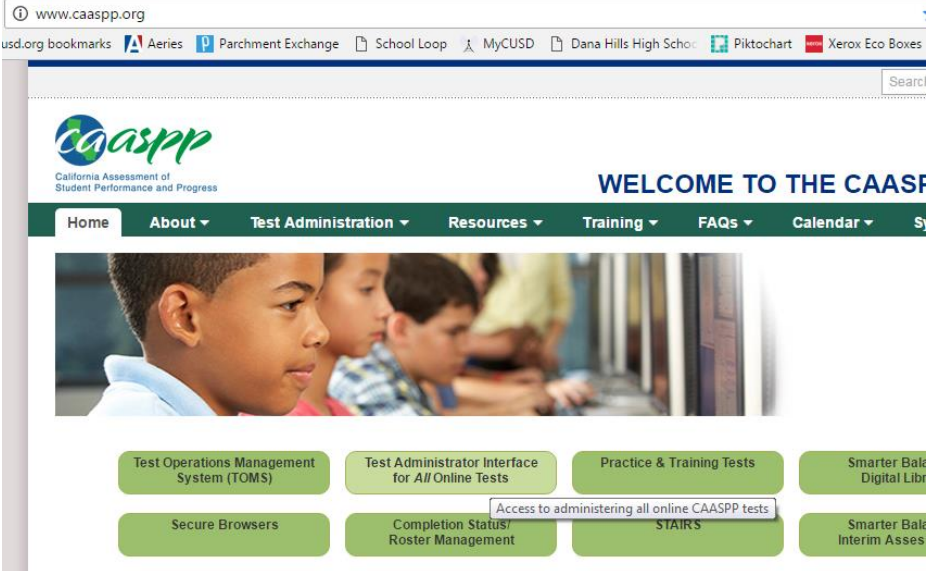
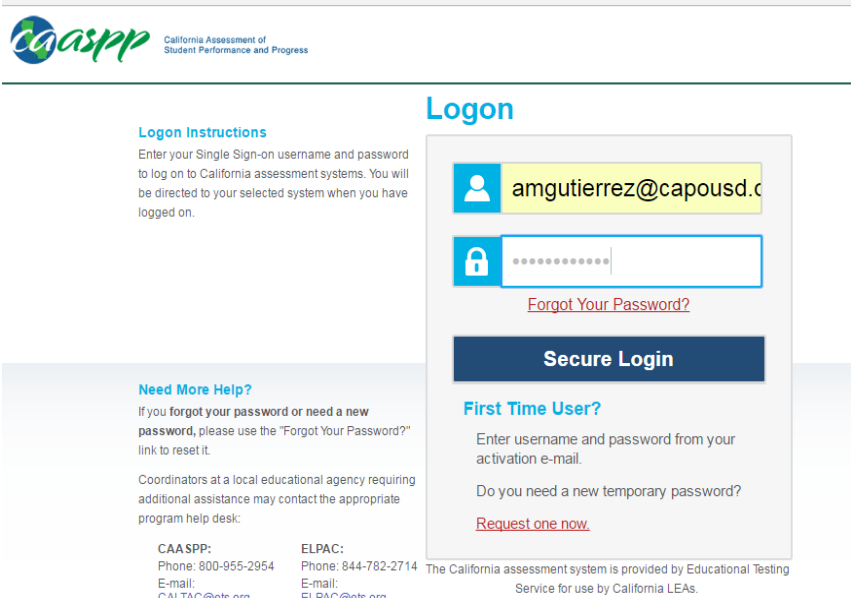
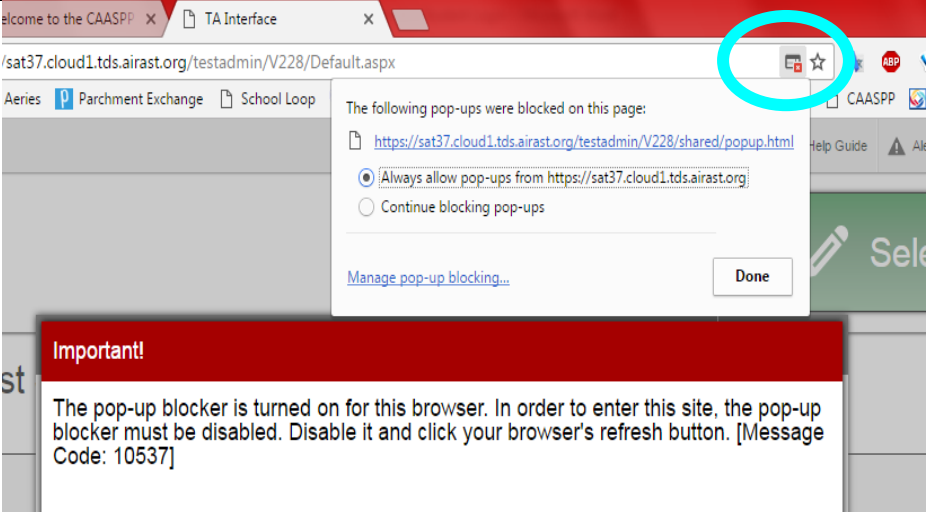
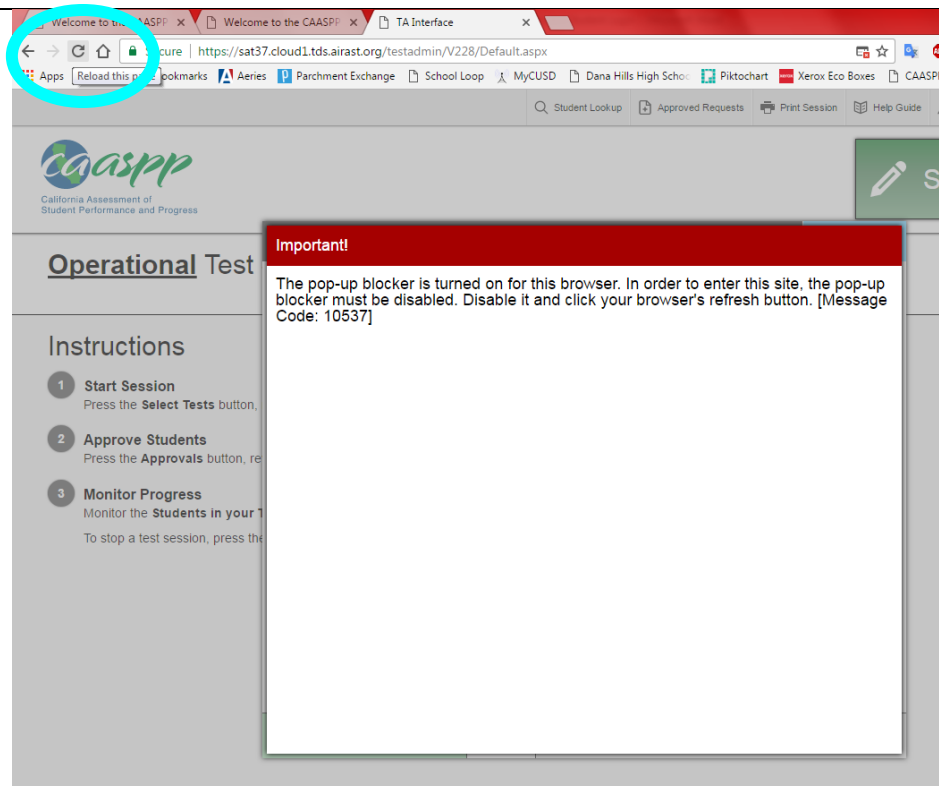


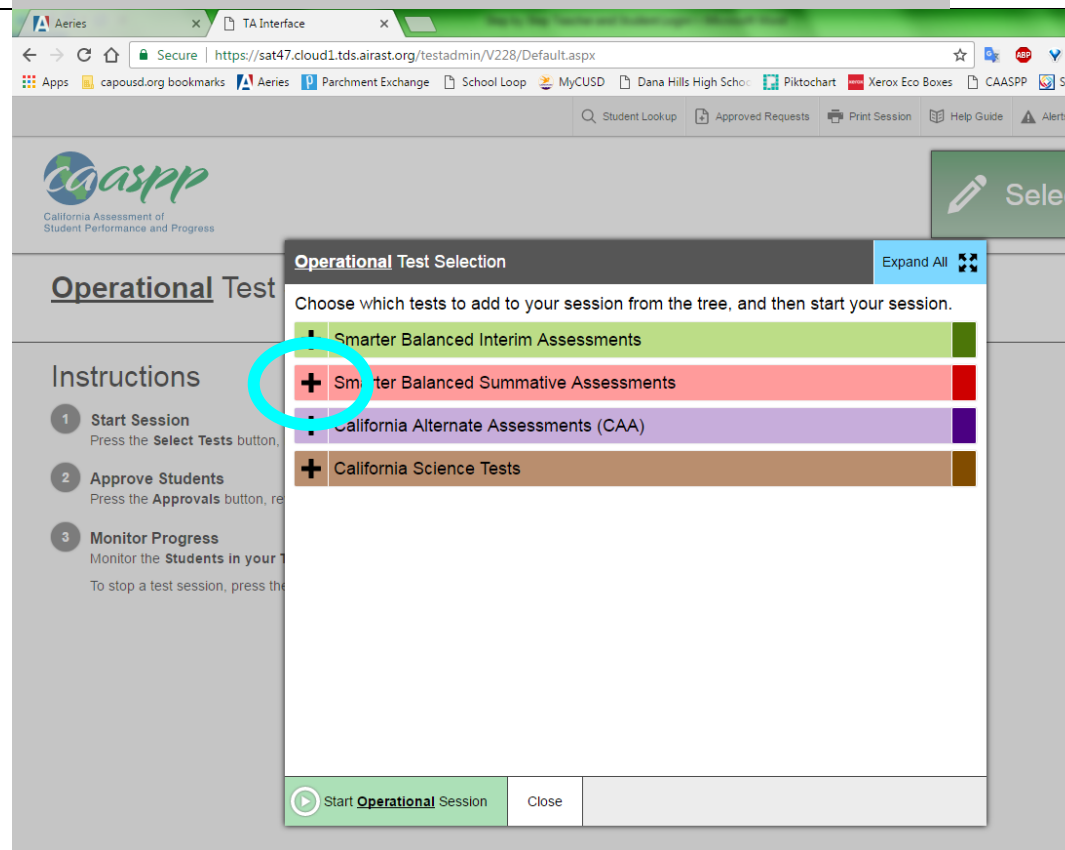
Math SBA Administration Instructions

Teacher Screen	
<ol style="list-style-type: none"> Go to the CAASPP website ➤ www.caaspp.org Select "Test Administrator Interface for All Online Tests" 	
<ol style="list-style-type: none"> Login with credentials you received from CA-Assessments-DoNotReply 	
<ol style="list-style-type: none"> 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”

Operational Test Selection Expand All

Choose which tests to add to your session from the tree, and then start your session.

- + Smarter Balanced Interim Assessments
- Smarter Balanced Summative Assessments
 - + English Language Arts
 - + Mathematics
- + California Alternate Assessments (CAA)
- + California Science Tests

Start **Operational** Session Close

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

Operational Test Selection Expand All

Choose which tests to add to your session from the tree, and then start your session.

- + Smarter Balanced Interim Assessments
- Smarter Balanced Summative Assessments
 - + English Language Arts
 - Mathematics
 - + Mathematics Computer Adaptive Test (CAT)
 - + Mathematics Performance Tasks (Perf. Task)
 - + Mathematics Braille Fixed Form
- + California Alternate Assessments (CAA)
- + California Science Tests

Start **Operational** Session Close

Operational Test Selection Expand All

- ☐ Grade 07 Math CAT Test
- ☐ Grade 08 Math CAT Test
- ☒ Grade 11 Math CAT Test
- Mathematics Performance Tasks (Perf. Task)
 - ☐ Gr 03 Math Performance Task
 - ☐ Gr 04 Math Performance Task
 - ☐ Gr 05 Math Performance Task
 - ☐ Gr 06 Math Performance Task
 - ☐ Gr 07 Math Performance Task
 - ☐ Gr 08 Math Performance Task
 - ☒ Gr 11 Math Performance Task
- + Mathematics Braille Fixed Form

Start **Operational** Session Close

9. Click "OK". (in blue)

Important!

Smarter Balanced Summative Assessments

Warning!
You have selected a Smarter Balanced **Summative** Assessment. Please confirm that you intended to administer the **end-of-year summative test** by selecting the "OK" button.

Smarter Balanced Summative Assessments are not for public exposure, use, or distribution. All users with access to summative assessments should take the necessary measures to maintain the integrity of the assessments.

OK

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

Operational Test Selection Expand All

- ☐ Grade 07 Math CAT Test
- ☐ Grade 08 Math CAT Test
- ☒ **Grade 11 Math CAT Test**
- Mathematics Performance Tasks (Perf. Task)**
 - ☐ Gr 03 Math Performance Task
 - ☐ Gr 04 Math Performance Task
 - ☐ Gr 05 Math Performance Task
 - ☐ Gr 06 Math Performance Task
 - ☐ Gr 07 Math Performance Task
 - ☐ Gr 08 Math Performance Task
 - ☐ Gr 11 Math Performance Task
- Mathematics Braille Fixed Form**

Start Operational Session Close

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

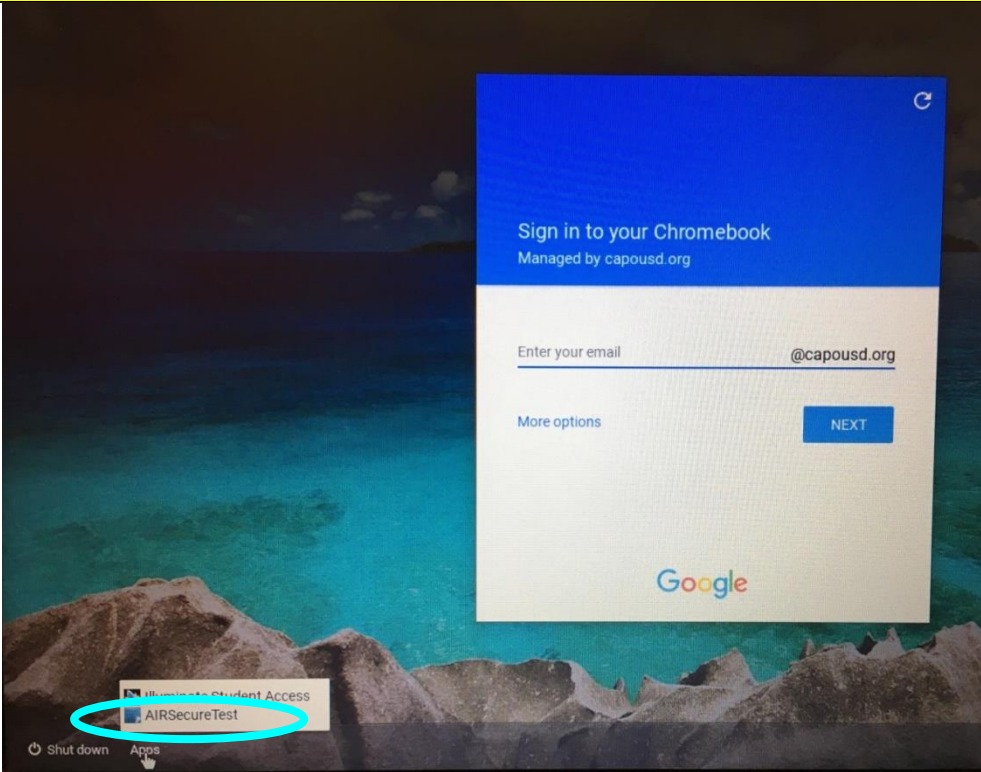
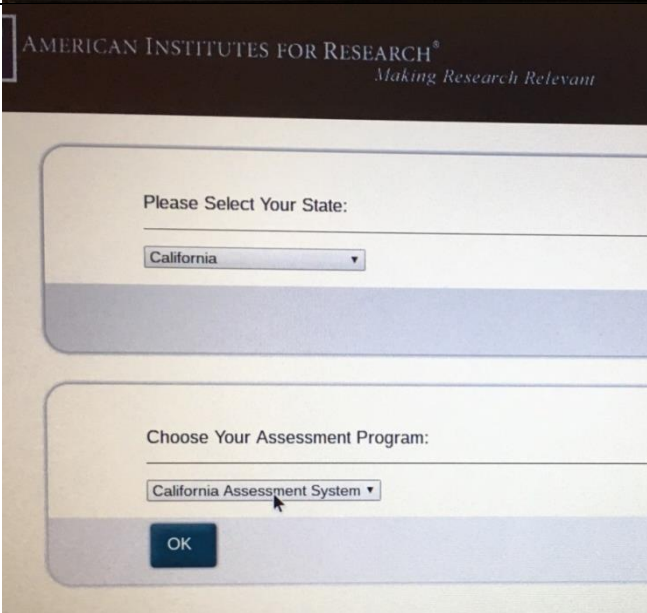
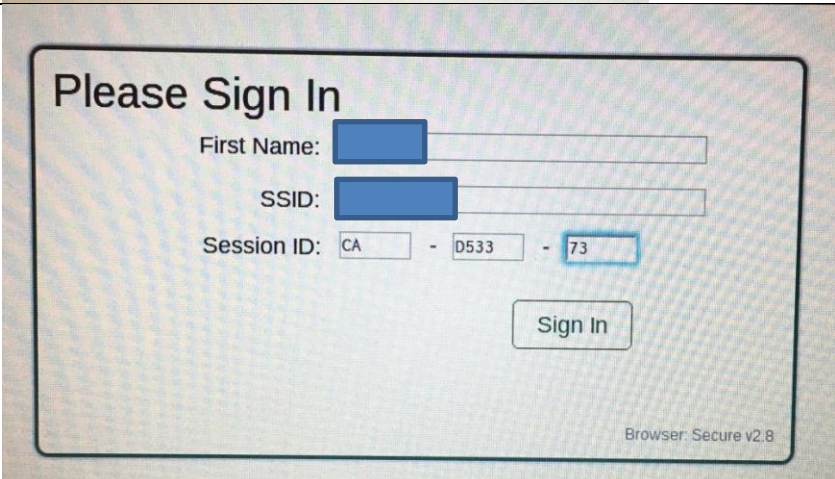
caaspp
California Assessment of
Student Performance and Progress

Operational Session ID: **CA-D533-73**

Students in your Operational Test Session
0 students awaiting approval 0 print requests 0 active tests

Instructions

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests. To stop a test session, press the **⛔** button next to the Session ID.

Student Screen	
<ol style="list-style-type: none"> <u>DO NOT LOG-IN TO CHROMEBOOK.</u> Click on “Apps” in the bottom left corner of chromebook login page. Select “AirSecure Test”. 	
<ol style="list-style-type: none"> Under “Please Select Your State”, select “California”. Under “Choose Your Assessment Program”, select “California Assessment System”. <ul style="list-style-type: none"> ➤ This may not appear for all students. 	
<ol style="list-style-type: none"> Student will sign in with: <ul style="list-style-type: none"> ➤ First Name ➤ State ID (SSID) ➤ Operational Session ID 	

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**.

Teacher Screen

11. Select “Approvals” in the upper right corner.

Student LookupApproved RequestsPrint SessionHelp GuideAlertsLogout as Gutierrez, Angelica

Operational Session ID

STOP

CA-D533-73

Select Tests

Approvals1

Operational Test Session

12. Select “Approve All Students”.

Approvals and Student Test Settings

Approve All Students

Refresh

Done

1 students awaiting approval

= Smarter Balanced Interim Assessments

High School Math - Algebra and Functions I (IAB)

Student Name	SSID	Opp #	See Details	Action
		1	Default	<div></div> <div></div> <div></div>

13. Confirm that you are approving all students by selecting “Yes” when prompted.

Important!

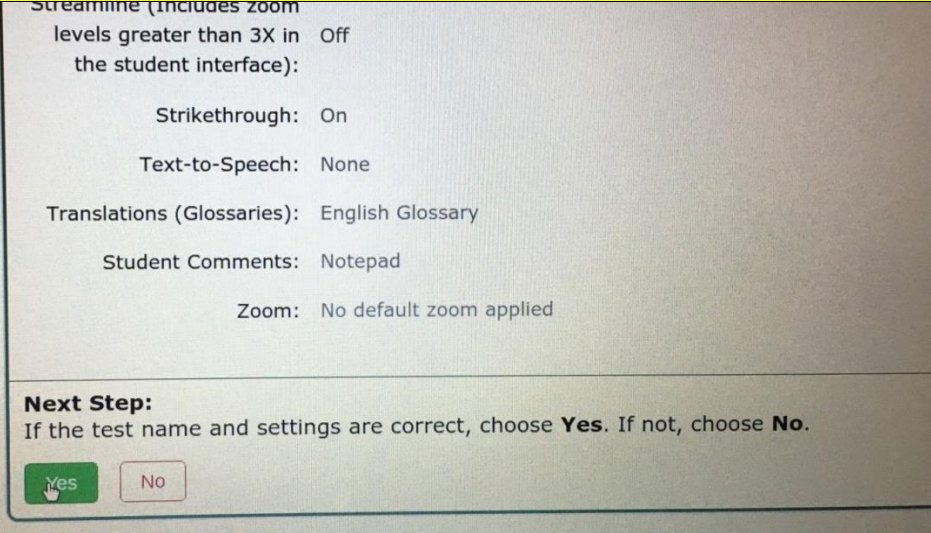

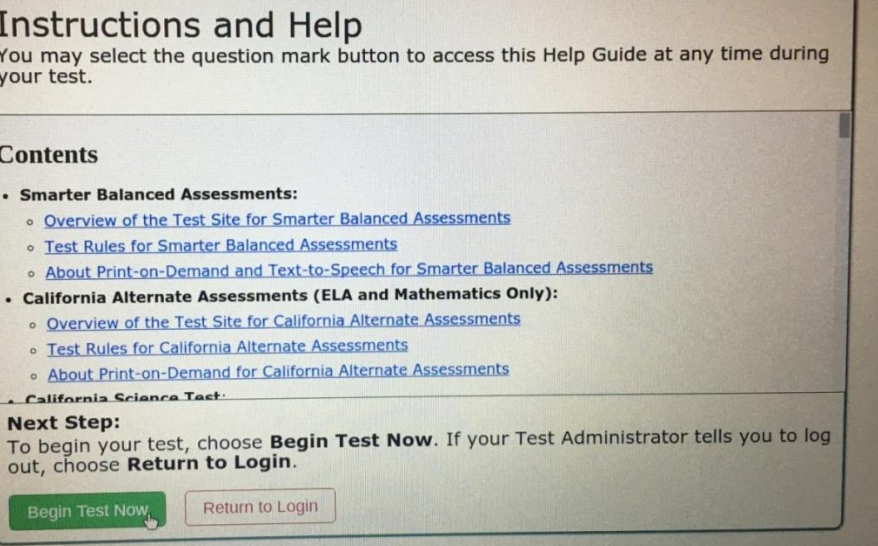
Confirm that you approve all 1 of these students to begin or resume their tests.

High School Math - Algebra and Functions I (IAB): 1

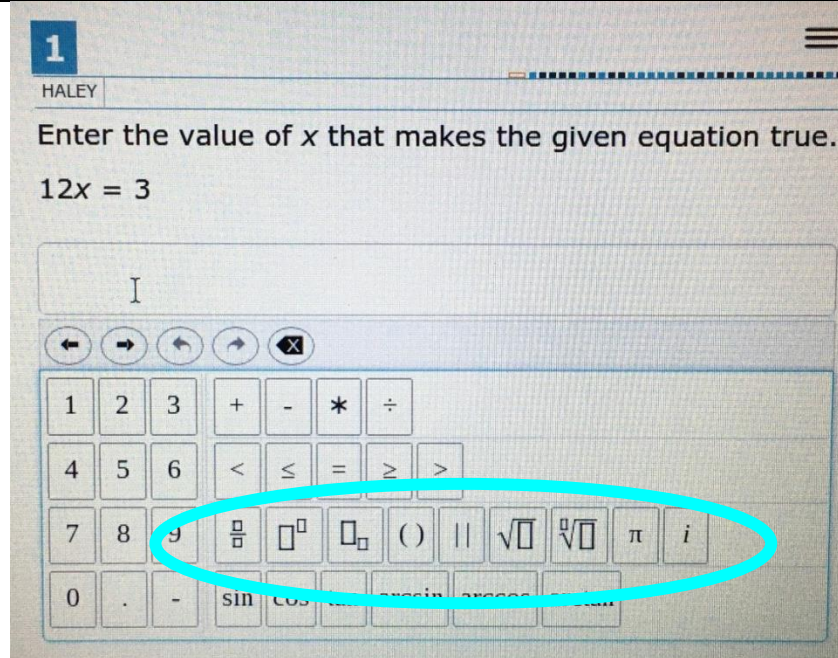
Note: Some test settings cannot be changed once the student has been approved.

Yes

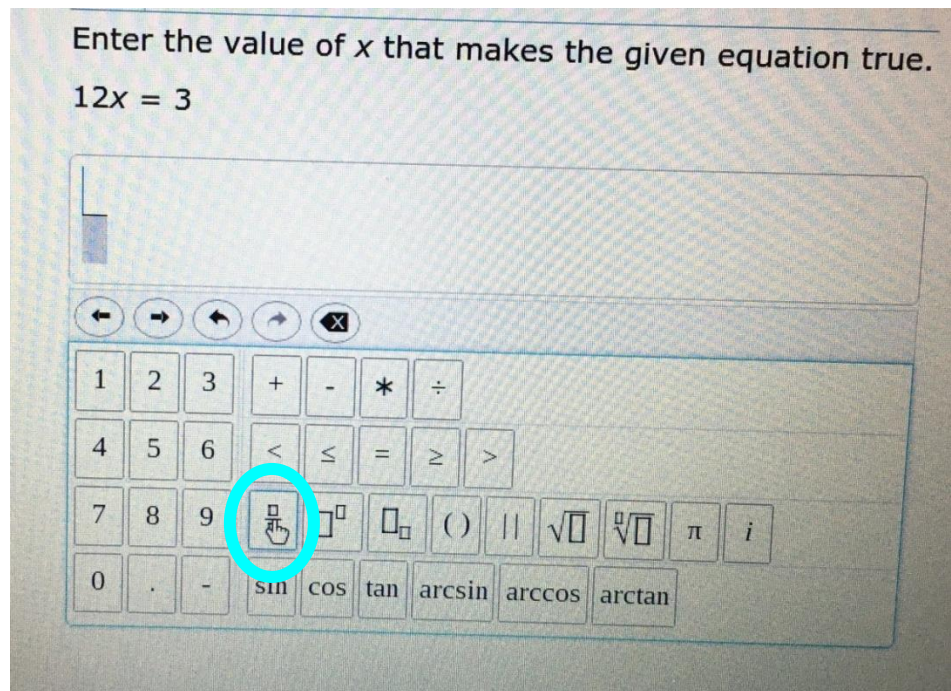
Cancel


Student Screen	
<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>Streaming (includes zoom levels greater than 3X in the student interface): Off</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>Next Step: If the test name and settings are correct, choose Yes. If not, choose No.</p> <p>Yes No</p>
<p>12. Student will be asked to check their audio and video playback by watching a short video.</p> <p>13. Student selects "I could play the video and sound".</p>	 <p>Sound and Video Playback Check</p> <p>Make sure video and audio playback are working. To play the sample video and sound, press the play button.</p> <p>Next Step: If you were able to play the video and its sound, choose I could play the video and sound. If not, choose I could not play the video or sound.</p> <p>I could play the video and sound I could not play the video or sound</p>
<p>14. Student will select "Begin Test Now".</p>	 <p>Instructions and Help</p> <p>You may select the question mark button to access this Help Guide at any time during your test.</p> <p>Contents</p> <ul style="list-style-type: none"> • Smarter Balanced Assessments: <ul style="list-style-type: none"> ◦ Overview of the Test Site for Smarter Balanced Assessments ◦ Test Rules for Smarter Balanced Assessments ◦ About Print-on-Demand and Text-to-Speech for Smarter Balanced Assessments • California Alternate Assessments (ELA and Mathematics Only): <ul style="list-style-type: none"> ◦ Overview of the Test Site for California Alternate Assessments ◦ Test Rules for California Alternate Assessments ◦ About Print-on-Demand for California Alternate Assessments • California Science Test: <p>Next Step: To begin your test, choose Begin Test Now. If your Test Administrator tells you to log out, choose Return to Login.</p> <p>Begin Test Now 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.	<div><div><div>Student LookupApproved RequestsPrint SessionHelp GuideAlertsLogout as Gutierrez, Angela</div><div><div><div><div>Operational Session ID</div><div>CA-D533-73</div><div>STOP</div><div>Select Tests</div><div>Approvals 0</div></div></div></div></div><div>Students in your Operational Test Session</div><div><div>0 students awaiting approval0 print requests0 active tests</div><div>Smarter Balanced Interim Assessments</div><table><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><tr><td></td><td></td><td>1</td><td>High School Math - Algebra and Functions I (IAB)</td><td></td><td>paused: 1/15</td><td>Default</td><td></td></tr></table></div></div>	Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test			1	High School Math - Algebra and Functions I (IAB)		paused: 1/15	Default	
Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test										
		1	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.	<div><div>Important!</div><div>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]</div><div><div>OK</div><div>Cancel</div></div></div>																