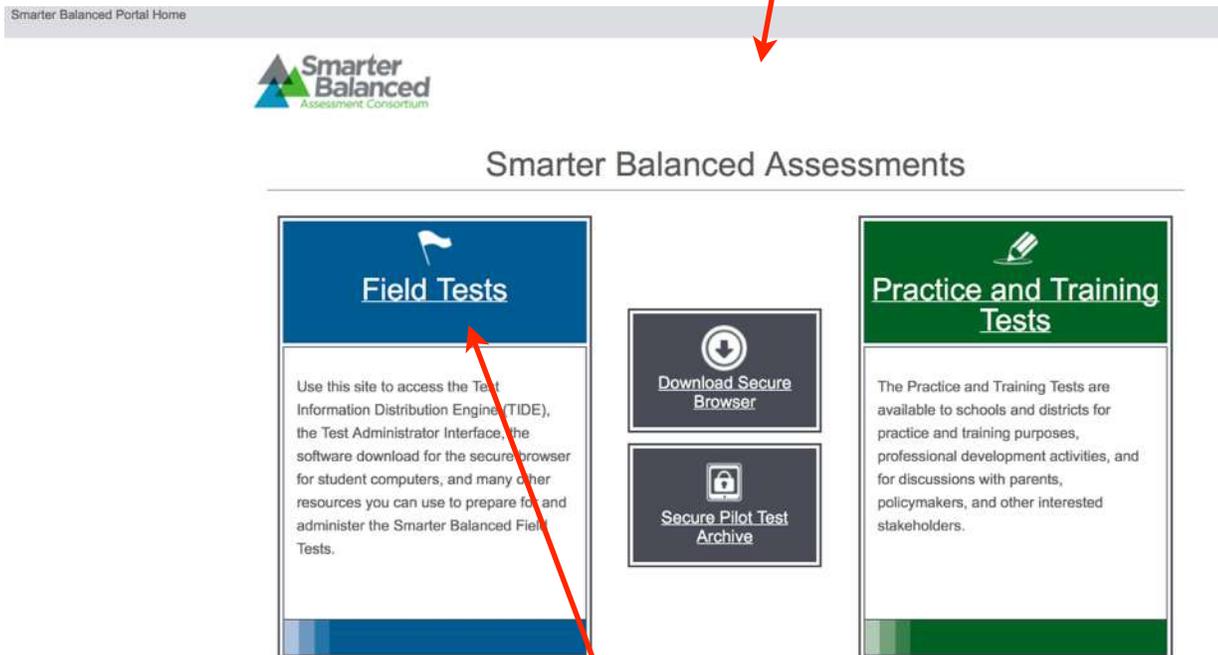


Smarter Balanced (TA) Test Administrator Quick Guide

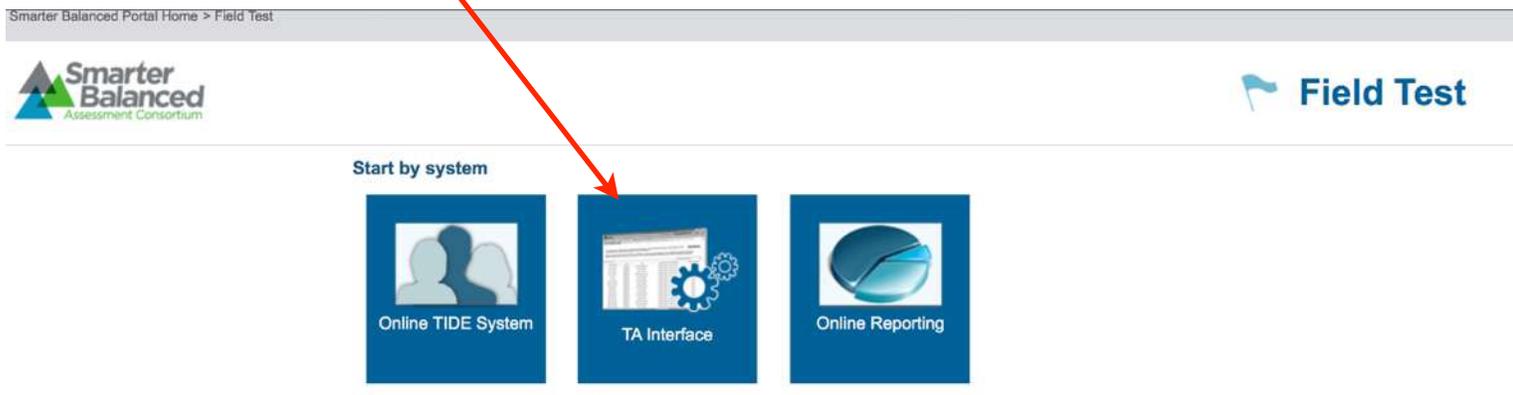
Link to Help Videos: <http://www.brunswick.k12.me.us/ddearing/smarter-balanced/>

1. Open your Web browser and navigate to the Smarter Balanced portal (<http://sbac.portal.airast.org>). The window below will open.



2. Click the blue button for the Field Tests.

3. Click the [TA Interface] button. You will be directed to the Single Sign On login page



4. Type your username and password in the respective text boxes and click [Log In]. You will be directed to the system you selected.

Username
Enter your email address

Password
Minimum 6 characters, including one number

[Forgot Your Password?](#)

Log In

Your Email Address

Password

5. The window below will open.
First: Click Select All, then Click Start Session

Smarter Balanced Assessments

AMERICAN INSTITUTES FOR RESEARCH Smarter Balanced

Start Session Student Lookup Print

Select the test(s) to be included in your test session.

Sort By: Grade Subject **Select All**

- HS-ELA-PT-A New Kind of News
- HS-ELA-PT-A New Kind of News-A
- HS-ELA-PT-Communicable Diseases
- HS-ELA-PT-Environmental Awareness
- HS-ELA-PT-How We Learn

Field Test

6. A session will begin: Students will need the Session ID

Smarter Balanced Assessments

Logged in as: Woodhams, Susan Help Log Out

Stop Session Student Lookup Print Refresh Now

Session ID
GREEN-CD86-2 Approvals (0)

No students awaiting approval.

Instructions - Click to expand/collapse

Students in Your Test Session

0 Students in Session Approved Requests

Sort Column By Requests New Request Hide/Show Columns

Smarter Balanced Assessment Consortium

Once students log in, names with their test will appear in the blue window.

7. Read the statements below

SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand and I'll be with you

Each student will be logging in at a different time. Monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

8. Check the tests to make sure the students have selected the correct test. Once students appear check their test version and click "Approvals"

The screenshot shows the top navigation bar with logos for American Institutes for Research and Smarter Balanced. Below the navigation bar are buttons for 'Stop Session', 'Student Lookup', 'Print', and 'Refresh Now'. The 'Session ID' is 'GREEN-AB25-2' and there is a button for 'Approvals (2)'. A red arrow points to the 'Approvals (2)' button. Below the navigation bar is a 'Field' section with a list of tests to be included in the session. The list includes 'HS-ELA-PT-A New Kind of News', 'HS-ELA-PT-A New Kind of News-A', 'HS-ELA-PT-Communicable Diseases', and 'HS-ELA-PT-Environmental Awareness'. To the right of the list is a table with columns 'Student Name' and 'Test'. The table contains two rows: 'Student A' with 'SBAC-G03-Math-NonPT4' and 'Student B' with 'Math-PT-School Library'. A red arrow points to the 'Approvals' button in the top right corner.

9. You may click "Approve All Students" or "Approve" or "Deny" - Individually

The screenshot shows the 'Approvals and Student Test Settings' window. At the top, there are buttons for 'Approve All Students', 'Refresh', and 'Done'. Below the buttons is a table with columns 'Student Name', 'State-SSID', 'Opp #', 'Test Settings', and 'Action'. The table is divided into two sections: 'SBAC-G03-Math-NonPT4' and 'Math-PT-School Library'. Each section contains one row for a student. The 'Action' column for each student has 'Approve' and 'Deny' buttons. A red arrow points to the 'Approve All Students' button, and another red arrow points to the 'Approve' button for Student A.

Student Name	State-SSID	Opp #	Test Settings	Action
SBAC-G03-Math-NonPT4				
Student A	AI-999999991195	1	Standard Settings See/Edit Details	<input type="button" value="Approve"/> <input type="button" value="Deny"/>
Math-PT-School Library				
Student B	AI-999999990206	1	Standard Settings See/Edit Details	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

10. One last window will open - Click "Yes"

If more students join the test go to step 8 and approve them also.

Ending The Test Session

Warn students before the end of the test session.

When there are approximately five minutes left for the test session, give students a brief warning.

SAY: We are nearing the end of this testing period. Please review any completed or marked items now. If you have not finished, you will have the chance to finish the test at another time.

After answering the last question, students must end their test. If students would like to review their answers before ending their test, they do so by clicking [REVIEW MY ANSWERS] and then [SUBMIT TEST] once they are done reviewing. Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY: This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, click SUBMIT TEST. I will now collect any scratch paper or other materials.

Collect any scratch paper. Then click [Stop Session] to end the test session and pause any student tests in your session that are still in progress. When you are finished, you can log out of the TA Interface by clicking the [Logout] button at the top right.

****Screen Shot - Mac:** Click “Shift Command 3” a copy of screen is placed on desktop. Take two screenshots, scrolling down if you have a large class.

****Screen Shot - PC:** Click “Print Screen Key” - upper right of keyboard - Open a Word Document - Click Edit or right click- Paste - Image of desktop will go onto document.

End the test session and log out of the Test Administrator Site.

Essential Tools and Information on Your Screen:

The screenshot shows the Test Administrator Site interface. At the top, there are buttons for 'Stop Session', 'Student Lookup', 'Print', and 'Refresh Now'. The Session ID is 'GREEN-F3C0-1' and there are 'Approvals (3)'. Below this is a 'Field Test' section with a 'Select the test(s) to be included in your test session.' dropdown menu. The 'Students in Your Test Session' table is visible at the bottom, with columns for Student Name, State, SSID, Opp.#, Test, Test Settings, Requests, Student Status, and Pause Test. A red arrow points to the 'Students in Your Test Session' table.

Student Name	State	SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
Allen, Matthew	AI	999999981	1	SBAC-G03-ELA-NonPT1	Standard Settings	1	started: 5/25	Pause
Blake, Michele	AI	999999982	1	SBAC-G03-ELA-NonPT2	Custom Settings	1	started: 4/25	Pause
Chavez, Juan	AI	999999983	1	SBAC-G03-ELA-NonPT2	Custom Settings	1	started: 6/25	Pause
							paused: 5/25, 2 min	

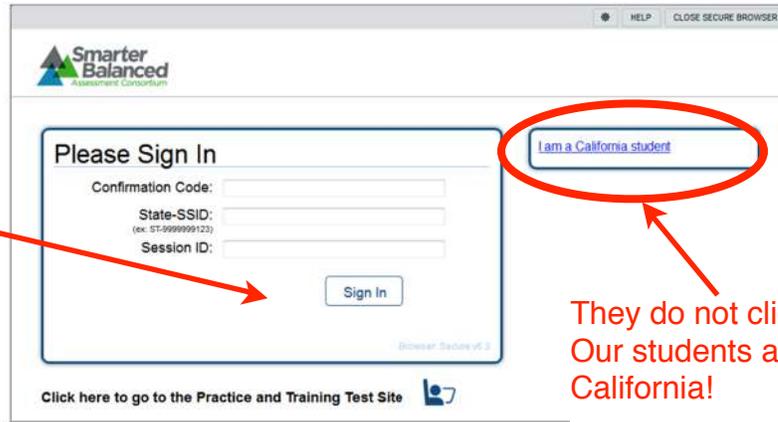
Refer to Window for 1,2,3,4

1. Session ID
2. Test Selection table
3. Pending Approvals Notification and Preview table
4. Students In Your Test Session table

Link to 3/25/14 full manual: http://sbac.portal.airast.org/wp-content/uploads/2014/03/Smarter_TA-User_Guide_FieldTest_Spring2014.pdf

Smarter Balanced: What the Students will see!

1. Students Fill in Info



The screenshot shows the Smarter Balanced 'Please Sign In' page. It includes a confirmation code field, a state-SSID field (with an example: ST-999999123), and a session ID field. A 'Sign In' button is located at the bottom right of the form. A red circle highlights a link that says 'I am a California student'. A red arrow points from the '1. Students Fill in Info' text to the 'Sign In' button.

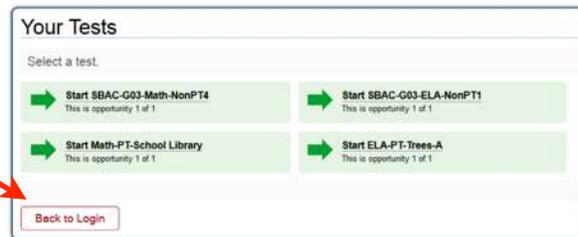
They do not click here!
Our students are not from California!

2. Students Check info and click "Yes"



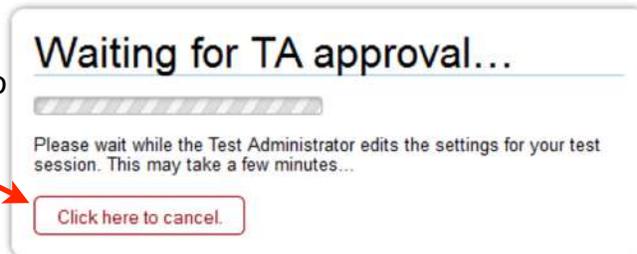
The screenshot shows the 'Is This You?' confirmation screen. It displays the following information: Confirmation Code: ZZ12345, School: Demo School A, State-SSID: AI-99999981, and Scale: 03. At the bottom, there are 'No' and 'Yes' buttons. A red arrow points from the '2. Students Check info and click "Yes"' text to the 'Yes' button.

3. Students Click the Proper Test



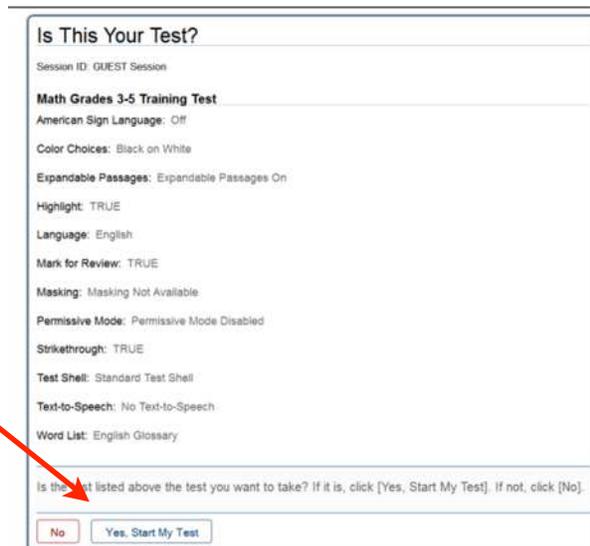
The screenshot shows the 'Your Tests' selection screen. It lists four test options, each with a green arrow icon and a 'This is opportunity 1 of 1' note: 'Start SBAC-G03-Math-NonPT4', 'Start SBAC-G03-ELA-NonPT1', 'Start Math-PT-School Library', and 'Start ELA-PT-Trees-A'. A 'Back to Login' button is at the bottom. A red arrow points from the '3. Students Click the Proper Test' text to the 'Start ELA-PT-Trees-A' button.

4. This window will appear while they wait to be approved.



The screenshot shows a 'Waiting for TA approval...' screen. It features a progress bar and the text: 'Please wait while the Test Administrator edits the settings for your test session. This may take a few minutes...'. A 'Click here to cancel.' button is at the bottom. A red arrow points from the '4. This window will appear while they wait to be approved.' text to the 'Click here to cancel.' button.

5. Students click "Yes Start My Test" if it is the correct test.



The screenshot shows the 'Is This Your Test?' settings screen. It lists various test settings: Session ID: GUEST Session, Math Grades 3-5 Training Test, American Sign Language: Off, Color Choices: Black on White, Expandable Passages: Expandable Passages On, Highlight: TRUE, Language: English, Mark for Review: TRUE, Masking: Masking Not Available, Permissive Mode: Permissive Mode Disabled, Strikethrough: TRUE, Test Shell: Standard Test Shell, Text-to-Speech: No Text-to-Speech, and Word List: English Glossary. At the bottom, it asks: 'Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].' There are 'No' and 'Yes, Start My Test' buttons. A red arrow points from the '5. Students click "Yes Start My Test" if it is the correct test.' text to the 'Yes, Start My Test' button.