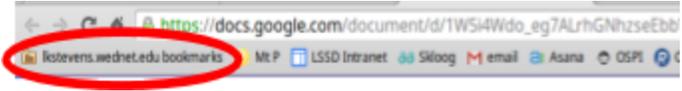
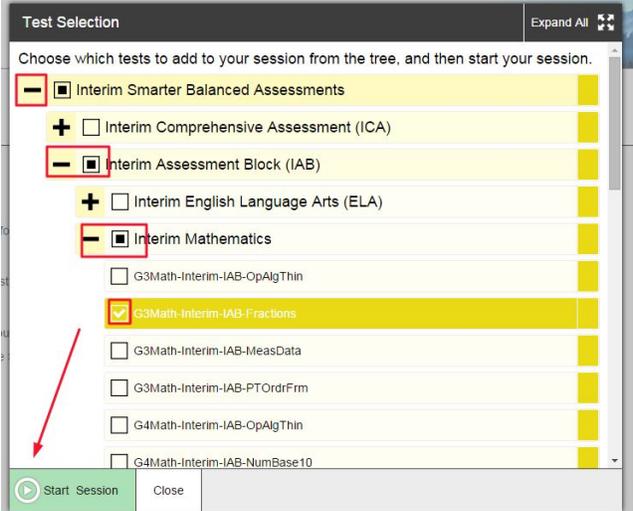
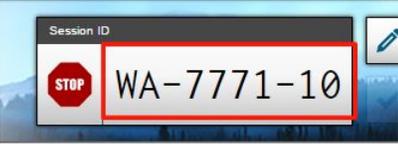
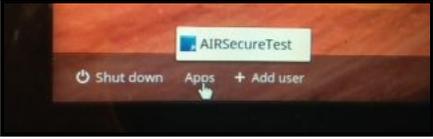


# Teacher Checklist for Administering an SBA Assessment (Interim or Summative)

Teacher Tasks	Visual
<p>Go to <a href="http://wa.portal.airast.org">wa.portal.airast.org</a>            (Shortcut = use <a href="http://lkstevens.wednet.edu">lkstevens.wednet.edu</a> bookmark &amp;            Click on WA State Assessments)</p>	
<p>Click on Test Administrators.</p>	
<p>Click on Test Administration</p>	
<p>Log in using your email &amp; the password you created.  <i>If you can't remember your password, click on "Forgot Your Password?"</i></p>	
<p>Click on the <b>+</b> next to the type of test you will administer, and then keep clicking on the <b>+</b> until you have found the test you will administer.             Click on it and then hit "start session"</p>	

<p>Find Session ID in the top right. Write this on the board for your students. Write it in a safe place at your desk, as well.</p>	
<p>Begin reading directions to students when ready.</p>	<p><b>10.0 DAY OF TEST ADMINISTRATION</b></p> <p>Use the following information and script to assist students with the login procedures. Please refer to the <i>Test Administrator User Guide</i> at <a href="http://wa.portal.airast.org">http://wa.portal.airast.org</a> to become familiar with the Online Testing System.</p> <p><b>RECOMMENDATION:</b> Consider printing this section to be used on the day of testing for both the computer adaptive test (CAT) and performance task (PT) portions of each content area test. Remember that the CAT and PT portions are considered two unique tests and, as such, adhering to the process that follows is needed when initiating both tests.</p>
<p><i>Now the students will need to log in before you can do more steps.</i></p>	
<p>When your students have logged in, click on the green Approvals button in the top right corner. (The number of students that have logged into the test will be in the button.)</p>	
<p>Now click on Approve all students. (You can approve student by student as well. This is also where you can review/edit student accommodations)</p>	
<p>Next, collect the student Test Tickets and put these in a secure location until the next testing session or for reference if a student pauses the test and needs to log on again.</p>	<p>(none)</p>
<p><i>Students will now be able to start testing. You will be able to see their progress on your screen. Remember the test can be paused by you or the individual student.</i></p>	

Student Tasks	Visual
<p><b>FROM CHROMEBOOKS</b></p> <p>Students access their test portal. They need to be at the login screen, then they:</p> <ol style="list-style-type: none"> <li>1. Click on Apps at the bottom left corner of their screen.</li> <li>2. Click on AirSecureTest button.</li> </ol>	
<p><b>IN WINDOWS LABS</b></p> <p>Your building test coordinator will log all computers on to a generic testing account. In case some computers are not logged on:</p>	<ol style="list-style-type: none"> <li>1. username: exam</li> <li>2. password: sb2015</li> </ol>
<p>Student logs in using their first name, SSID (you will need to pass out a card with their number on it), &amp; the session ID that you wrote on the board.</p> <p>Next they click on Sign In</p>	
<p>Student clicks on Yes button in the Is it You? window.</p>	
<p>Student clicks on test you've activated.</p>	
<p><i>Student will get Waiting for TA Approval message &amp; will need to wait until you hit the approval button.</i></p>	