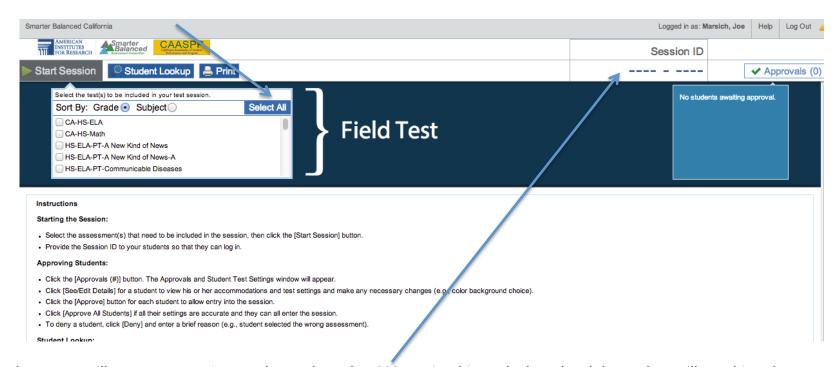
Smarter Balanced Field Testing Teacher Guide

- 1. Go to Smarter Balanced portal http://sbac.portal.airast.org/ca/
- 2. Make sure the lab has been set up so that all the computers volume is not muted and the headphones are plug into the headphone jack.
- 3. Select Field test (blue button in the upper left)
- 4. Select school
- 5. Select TA interface
- 6. You will choose "Select All"



NOTE: there are instructions for teachers at the bottom of the page.

- 7. The system will generate a session number such as Blue-0001, write this on the board and the student will use this to log on.
- 8. Provide students with their confirmation name (official first name) and their SSID number for logging on. These can be printed on to cards or slips of paper. ALL LOG ON INFORMATION MUST BE COLLECTED AND SECURED UNTIL THE NEXT TEST SESSION.
- 9. The students start loading up and you can either approve them as they show up or wait to approve all student at once by clicking the Approve button on the right. In the upper right you will see the total number of students approved.
- 10. A test can be pause for 20-minutes
- 11. Do not forget to stop session for all the students' tests. This will pause and save their data.

POP-UP BLOCKER HELP

If you get a Pop-up Blocker message simple click on this icon in the address bar:



Then select Allows allow pop-ups from airast.org and click Done:

