

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”

The screenshot shows the Smarter Balanced Field Testing Teacher Guide interface. At the top, there is a header with the Smarter Balanced logo and the text "Smarter Balanced California". Below the header, there are several navigation buttons: "Start Session", "Student Lookup", and "Print". A blue arrow points from the "Select All" button in the "Field Test" selection window to the "Approvals (0)" button in the top right. Another blue arrow points from the "Approvals (0)" button to the "No students awaiting approval." message box. The interface also displays a "Session ID" field and a "Start Session" button.

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:

