

Actual test day Smarter Balanced Field Testing:

1. Students leave backpacks and all electronic devices on the back counter of the labs.
2. Teachers give log in information card (ELA = Blue, MATH = Green 4x6) to each student for the individual student to log in themselves.
This is a secure document and must be collected after every log in.
3. Students wear ear buds the entire testing time (bring their own or use ours).
4. Students make sure that Wi-Fi is off and sound is at 50%.
5. **Login info:**
 1. **Teachers (TAs)** go to the Smarter Balanced portal CA (using google chrome)
<Http://sbac.portal.airast.org/ca/>
(Be sure you have entered the California SBAC portal.)
 2. TAs click on “Field Tests” (left side, blue).
 3. TAs click on “Interface for California Users” (Blue, bicycle, middle icon).
 4. TAs please log in: Username and password.
 5. Starting the session: click “select all”, and then click “start session”.
 6. Write the Session ID for your students so they can log in.
6. **Students** will log in using the information on the cards and session ID:
 - a. Click on the blue icon: “SBAC Secure Browser” that is already loaded on the computers.
 - b. **Please Sign In**
 - i. Confirmation Code: (legal first name) (on the card)
 - ii. State-SSID:
 - iii. Session ID:
 - c. **Students** click “sign in”.
7. **Teachers (TAs): tell the students which test they are taking!**
8. **Students:** “Your tests” click on the test (ELA, Math, Performance Task).
9. **Teachers (TAs):** after students have loaded up, (scroll down and make sure students have selected the correct test), then, click the “approval buttons”.

Now you should be live!

10. **Teachers (TAs):** monitor student progress. Click “refresh” at least every 15 minutes!
11. **Teachers (TAs):** when all students have completed testing, click “stop session.” This will end the session, pause all your students’ assessments and log them out of the online testing system.
12. **If you need to pause for lunch or break:** students click save, pause, yes to pause and teacher clicks “stop session”. When you return login and get new confirmation code.