



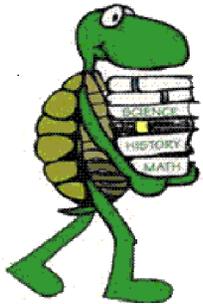
California Assessment of
Student Performance and Progress



TEST ADMINISTRATION

Creating a Practice “Test Session”

To prepare for the test administration, Test Administrators (**TAs**) can create test sessions using the **TA Practice and Training Tests site**.



Go to www.caaspp.org
To Access CAASPP PORTAL

Go to www.caaspp.org

The screenshot shows the CAASPP portal homepage. At the top left is the CAASPP logo and the text "California Assessment of Student Performance and Progress". At the top right is a "Contact Us" link. Below the logo is a navigation bar with links: Home, About, Test Administration, TA Resources, Training, FAQs, Calendar, and System Status. The main content area features a banner image of students. On the left, a box says "For 'Live' Test Teachers Click Here" with an arrow pointing to the "Test Administrator Interface" button. On the right, a box with a "1" in a circle says "Important For Practice Test, Teachers & Students Click Here" with an arrow pointing to the "Practice & Training Tests" button. Below the banner are several buttons: Test Operations Management System (TOMS), Test Administrator Interface, Practice & Training Tests, Smarter Balanced Digital Library, Secure Browsers, Online Reporting System (including Completion Status), STAIRS, and Smarter Balanced Interim Assessments.

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TA Practice & Training Site

The screenshot shows the "Smarter Balanced Practice and Training Tests" page. At the top is the CAASPP logo and "Contact Us" link. Below is a navigation bar with links: Home, About, Test Administration, TA Resources, Training, FAQs, Calendar, and System Status. The page title is "Smarter Balanced Practice and Training Tests". Below the title is the text: "To access the Smarter Balanced Practice and Training Tests, please select a button below." There are three buttons: "Test Administrator Practice and Training Site" (with an apple icon), "Test Administrator Resources" (with a book icon), and "Student Interface Practice and Training Tests" (with an icon of a teacher and student). Below each button is a description: "If you are a Test Administrator (TA), select this button to access the online Smarter Balanced Practice and Training Site for TAs.", "If you are a Test Administrator (TA), select this button to access resources.", and "If you are a student, select this button to access the Practice and Training Tests for the online Smarter Balanced tests." On the left, a box with a "2" in a circle says "TA Practice & Training Site" with an arrow pointing to the first button. On the right, a box says "Students Click Here" with an arrow pointing to the third button.



If you are a Test Administrator (TA),

TAs use this site to:

- **Create test sessions for students to log on to and access available Practice and Training tests**
- **Verify and edit students' test settings before approving students for testing**
- **Track each testing student's progress throughout the test**
- **Pause students' tests**

Step 1:

Smarter Balanced Practice and Training Tests

To access the Smarter Balanced Practice and Training Tests, please select a button below.

CLICK HERE



Step 2:

LOGON:

Enter your Single Sign-on username and password to log into CAASPP systems. You will be directed to your selected system when you have logged on.

Logon

[Forgot Your Password?](#)

Secure Login

First Time User?

Enter username and password from your activation e-mail.

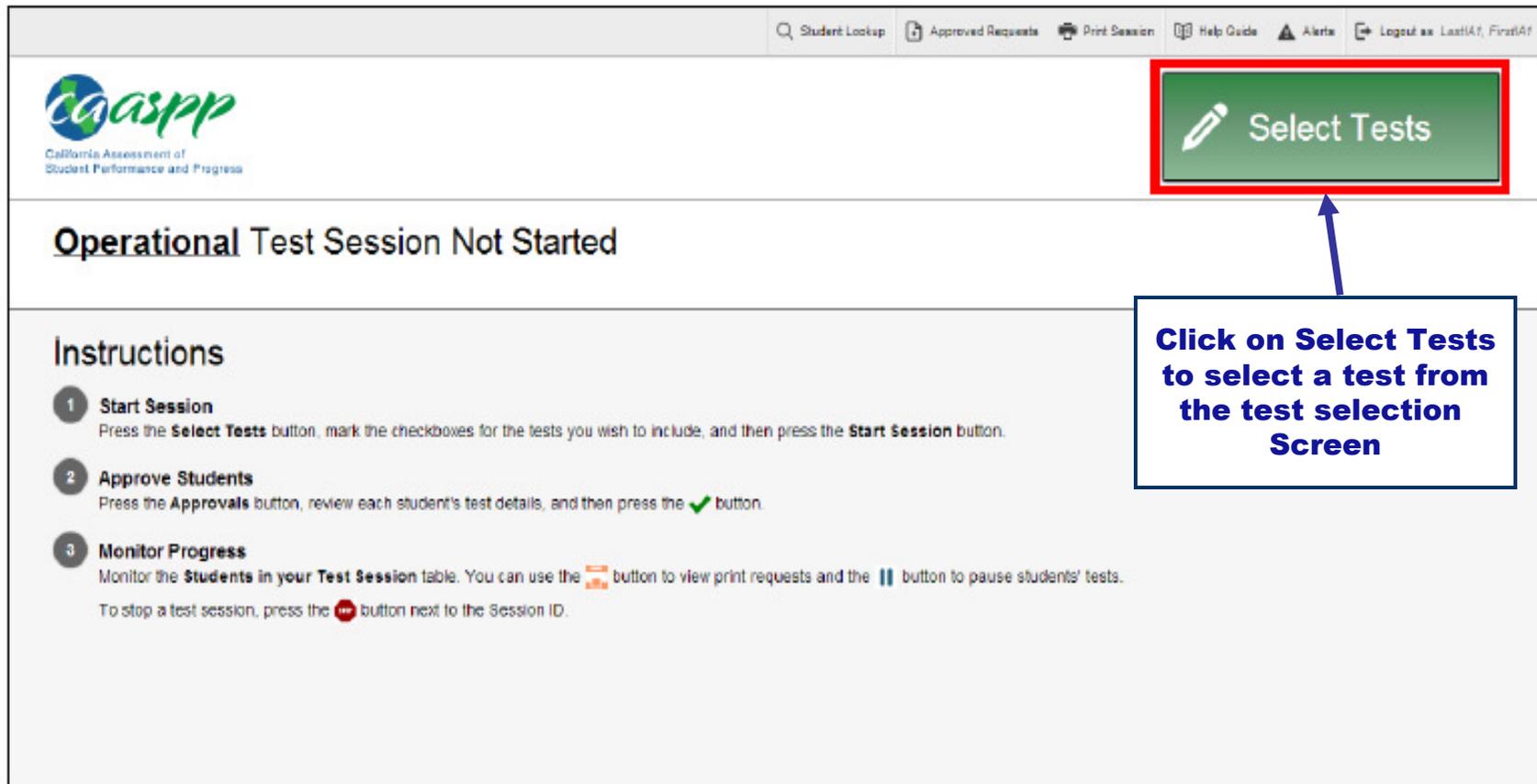
Do you need a new temporary password?

[Request one now.](#)

The CAASPP Management System is provided by Educational Testing Service for use by California LEAs.

Step 3:

After logging in, select “Practice Tests” for your students



The screenshot displays the Test Administrator Interface. At the top right, there is a navigation bar with links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout. The CAASPP logo is on the left. A green button with a pencil icon and the text "Select Tests" is highlighted with a red border. Below this, the text "Operational Test Session Not Started" is visible. The "Instructions" section contains three numbered steps: 1. Start Session, 2. Approve Students, and 3. Monitor Progress. A blue callout box with an arrow points to the "Select Tests" button, containing the text: "Click on Select Tests to select a test from the test selection Screen".

Student Lookup Approved Requests Print Session Help Guide Alerts Logout as: LastIAI, FirstIAI

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Operational Test Session Not Started

Instructions

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests.
To stop a test session, press the **⏹** button next to the Session ID.

Click on Select Tests to select a test from the test selection Screen

es

Figure 4. [Select Tests] button in the Test Administrator Interface

Step 4:

Select the test category

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Student Lookup Approved Requests Print Session Help Guide Alerts Logout as A

Expand All

Select Tests

Practice Test Selection

Choose which tests to add to your session from the tree, and then start your session.

- Smarter Balanced Practice Tests
- Smarter Balanced Training Tests

Instructions

- 1 Start Session**
Press the **Select Tests** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's selection, and click **Approve**.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** page.
To stop a test session, press the **STOP** button.

Start **Practice** Session Close

Step 5:

Select the appropriate content area and test for the class being tested in the session by checking the box next to your selection

The screenshot shows the 'Operational Test Selection' window in the CAASPP system. The window title is 'Operational Test Selection' with an 'Expand All' button. Below the title, it says 'Choose which tests to add to your session from the tree, and then start your session.' The interface displays a tree of test categories with checkboxes for selection:

- Smarter Balanced Summative Assessments
 - English Language Arts
 - ELA Computer Adaptive Test (CAT)
 - ELA Performance Tasks (Perf. Task)
 - Mathematics
 - Mathematics Computer Adaptive Test (CAT)
 - Mathematics Performance Tasks (Perf. Task)
 - Mathematics Braille Fixed Form
- Smarter Balanced Interim Assessments

At the bottom of the window, there are two buttons: 'Start Operational Session' and 'Close'. A red box highlights the 'English Language Arts' category and its sub-items.

The background shows the CAASPP logo and the 'Practice Test Session' page. The 'Instructions' section on the left lists three steps: 1. Start Session, 2. Approve Students, and 3. Monitor Progress. A 'Select Tests' button is visible on the right side of the page.

Step 6:

After selecting the Practice test, Click on “Start Practice Session”

The screenshot shows the CAASPP Operational Test Selection interface. The top navigation bar includes links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout as [User]. The main header displays the CAASPP logo and the text "California Assessment of Student Performance and Progress". The page title is "Practice Test Session".

The "Operational Test Selection" window is open, displaying a tree of test options. The "English Language Arts" test is selected and highlighted with a red box. Below it, the "ELA Computer Adaptive Test (CAT)" and "ELA Performance Tasks (Perf. Task)" are also selected. The "Mathematics" test is not selected, and its sub-items are also not selected. The "Smarter Balanced Interim Assessments" test is not selected.

The "Start Operational Session" button is highlighted with a blue arrow, indicating the next step in the process.

Operational Test Selection Expand All

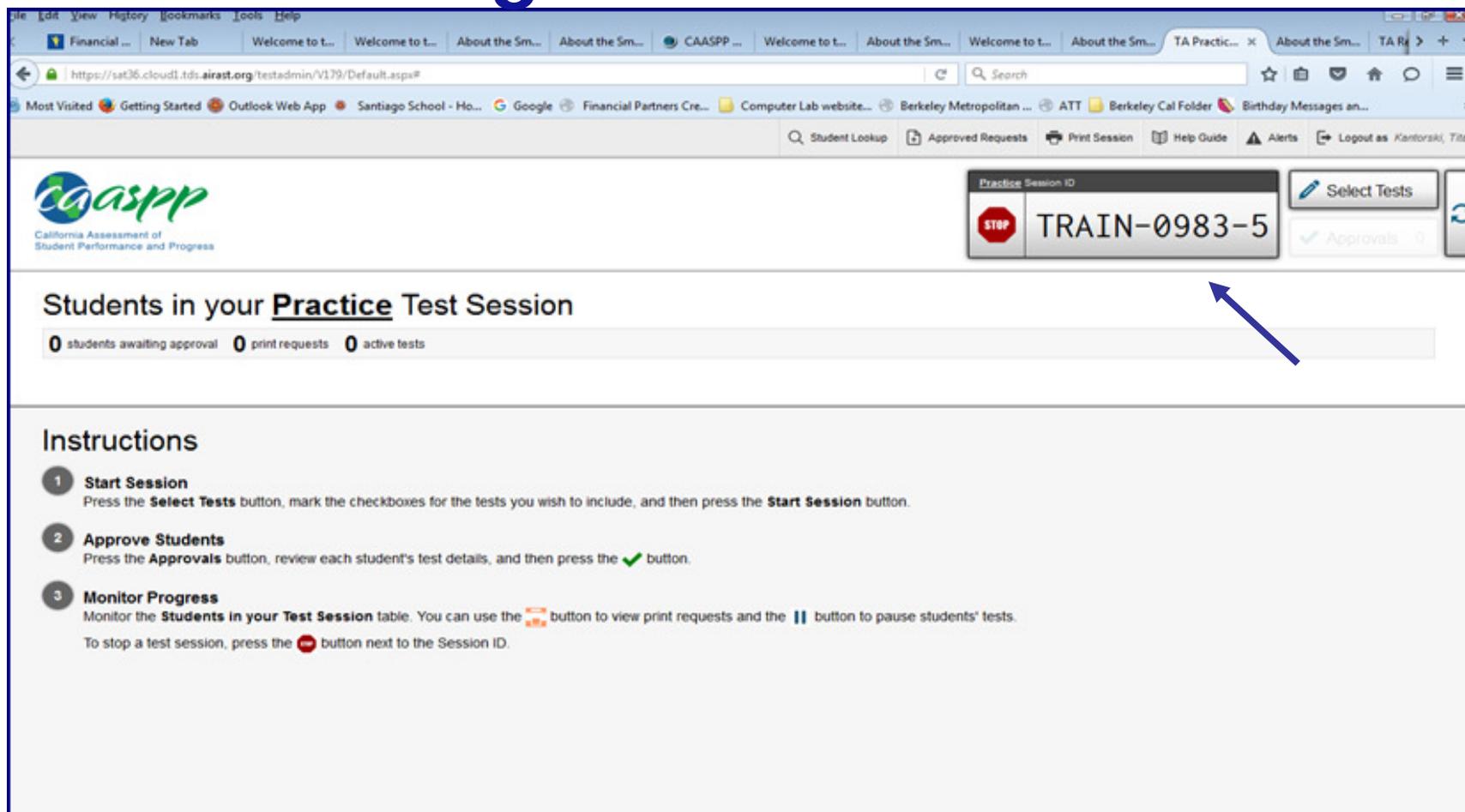
Choose which tests to add to your session from the tree, and then start your session.

- Smarter Balanced Summative Assessments
 - English Language Arts
 - ELA Computer Adaptive Test (CAT)
 - ELA Performance Tasks (Perf. Task)
 - Mathematics
 - Mathematics Computer Adaptive Test (CAT)
 - Mathematics Performance Tasks (Perf. Task)
 - Mathematics Braille Fixed Form
- Smarter Balanced Interim Assessments

Start **Operational** Session Close

Step 7:

Now... A practice “Training Session ID” is assigned.



The screenshot shows a web browser window with the CAASPP test administration interface. The browser's address bar displays the URL: `https://sat36.cloud1.tds-airast.org/testadmin/V179/Default.aspx#`. The page features the CAASPP logo (California Assessment of Student Performance and Progress) on the left. On the right, there is a control panel with a "Practice Session ID" field containing the text "TRAIN-0983-5". To the right of this field are buttons for "Select Tests" and "Approvals 0". Below the ID field, a blue arrow points to the text "TRAIN-0983-5".

Students in your Practice Test Session

0 students awaiting approval 0 print requests 0 active tests

Instructions

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests.
To stop a test session, press the **⏹** button next to the Session ID.

Step 7: Provide students with the Practice “Session ID”

California Assessment of Student Performance and Progress

Practice Session ID
TRAIN-1C8A-4

Select Tests

Approvals 0

Students in your **Practice** Test Session

0 students awaiting approval 0 print requests 0 active tests

Instructions

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **Print** button to view print requests and the **Pause** button to pause students' tests.
To stop a test session, press the **STOP** button next to the Session ID.

Step 8:

- Approve Students (check each students test details and then press ✓ button)**
- Monitor progress of students in Test session**

THE END

**TA's Creating "PRACTICE TEST"
Information**

Practice Test



**PRACTICE AND TRAINING
TEST INSTRUCTION FOR
STUDENTS**

**Go to www.caaspp.org
To Access CAASPP PORTAL**

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Contact Us

WELCOME TO THE CAASPP PORTAL

Home About Test Administration TA Resources Training FAQs Calendar System Status

For Practice Test Students Click Here

Test Operations Management System (TOMS) Test Administrator Interface Practice & Training Tests Smarter Balanced Digital Library

Secure Browsers Online Reporting System (including Completion Status) STAIRS Smarter Balanced Interim Assessments

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Contact Us

Home About Test Administration TA Resources Training FAQs Calendar System Status

Home > Smarter Balanced Practice and Training Tests

Smarter Balanced Practice and Training Tests

To access the Smarter Balanced Practice and Training Tests, please select a button below.

Test Administrator Practice and Training Site
If you are a Test Administrator (TA), select this button to access the online Smarter Balanced Practice and Training Site for TAs.

Test Administrator Resources
If you are a Test Administrator (TA), select this button to access resources.

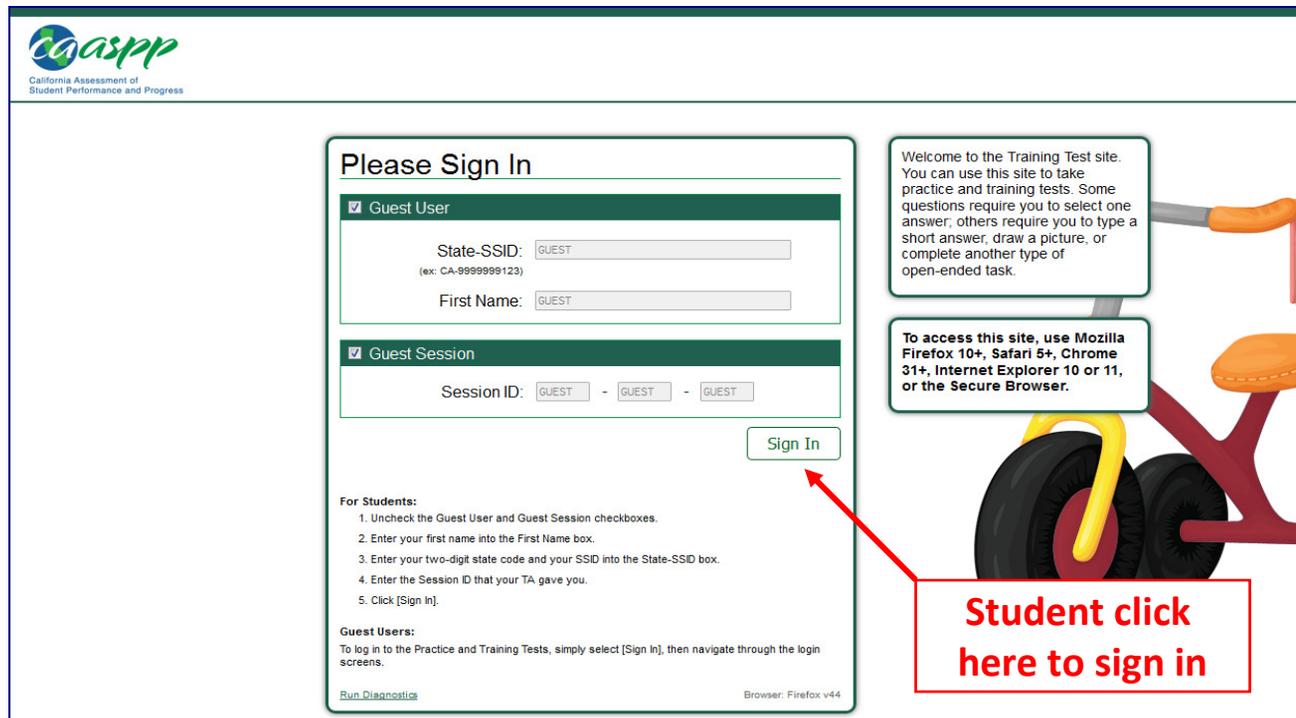
Student Interface Practice and Training Tests
If you are a student, select this button to access the Practice and Training Tests for the online Smarter Balanced tests.

Student Click Here

Students can use the **Practice and Training Tests** site to practice answering items and navigating through a sample test. Students may use either the secure browser or a supported Web browser to access the Practice and Training Tests

There are 2 options for students to access the Practice & Training Test:

- Simply click Sign-in [Option 1]



The screenshot shows the CAASPP Training Test sign-in page. The page title is "Please Sign In". There are two main sections: "Guest User" and "Guest Session". The "Guest User" section has a checked checkbox, a "State-SSID" field with "GUEST" entered, and a "First Name" field with "GUEST" entered. The "Guest Session" section has a checked checkbox and a "Session ID" field with "GUEST - GUEST - GUEST" entered. A "Sign In" button is located below the "Guest Session" section. To the right of the form, there are two informational boxes. The top box says "Welcome to the Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer, others require you to type a short answer, draw a picture, or complete another type of open-ended task." The bottom box says "To access this site, use Mozilla Firefox 10+, Safari 5+, Chrome 31+, Internet Explorer 10 or 11, or the Secure Browser." A red arrow points from a red-bordered box at the bottom right, containing the text "Student click here to sign in", to the "Sign In" button. The CAASPP logo is in the top left corner. The page footer includes "Run Diagnostic" and "Browser: Firefox v44".

Please Sign In

Guest User

State-SSID:
(ex: CA-9999999123)

First Name:

Guest Session

Session ID: - -

For Students:

1. Uncheck the Guest User and Guest Session checkboxes.
2. Enter your first name into the First Name box.
3. Enter your two-digit state code and your SSID into the State-SSID box.
4. Enter the Session ID that your TA gave you.
5. Click [Sign In].

Guest Users:

To log in to the Practice and Training Tests, simply select [Sign In], then navigate through the login screens.

[Run Diagnostic](#) Browser: Firefox v44

Welcome to the Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer, others require you to type a short answer, draw a picture, or complete another type of open-ended task.

To access this site, use Mozilla Firefox 10+, Safari 5+, Chrome 31+, Internet Explorer 10 or 11, or the Secure Browser.

Student click here to sign in

[Option 2]

- Student LOGIN by entering State SSID and First Name
- Enter Practice “Session ID” – provided by teacher
- Click Sign In

The screenshot shows the CAASPP login interface. At the top left is the CAASPP logo with the text "California Assessment of Student Performance and Progress". The main content area is titled "Please Sign In" and contains two sections: "Guest User" and "Guest Session". The "Guest User" section has a checked checkbox and input fields for "State-SSID" (with an example "CA-9999999123") and "First Name". The "Guest Session" section has a checked checkbox and a "Session ID" field with three input boxes separated by dashes. A "Sign In" button is located at the bottom right of the form. Below the form, there are instructions for students and guest users. To the right of the form, there are two text boxes: one welcoming users to the Training Test site and another listing supported browsers (Mozilla Firefox 10+, Safari 5+, Chrome 31+, Internet Explorer 10 or 11, or the Secure Browser). A red bicycle is partially visible on the right side of the page. Two red callout boxes with numbered circles (1 and 2) point to the "Guest User" checkbox and the "Guest Session" checkbox, respectively. Callout 1 says "Uncheck Guest Box" and callout 2 says "Enter practice 'Session ID' and Click Sign In".

1 Uncheck Guest Box

2 Enter practice "Session ID" and Click Sign In

Welcome to the Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer; others require you to type a short answer, draw a picture, or complete another type of open-ended task.

To access this site, use Mozilla Firefox 10+, Safari 5+, Chrome 31+, Internet Explorer 10 or 11, or the Secure Browser.

Please Sign In

Guest User

State-SSID:
(ex: CA-9999999123)

First Name:

Guest Session

Session ID: - -

For Students:

1. Uncheck the Guest User and Guest Session checkboxes.
2. Enter your first name into the First Name box.
3. Enter your two-digit state code and your SSID into the State-SSID box.
4. Enter the Session ID that your TA gave you.
5. Click [Sign In].

Guest Users:

To log in to the Practice and Training Tests, simply select [Sign In], then navigate through the login screens.

[Run Diagnostics](#)

Browser: Firefox v44

THE END

Student's "PRACTICE & TRAINING TEST"
Information