Interim Assessment Navigation: Starting an Assessment

1. From the OUSD Website, go to your "MyOUSD Dashboard." Once there, click on CAASPP.

2. Click on Test Administrator Interface for All Online Tests.

3. Log into the CAASPP system (with your username and password)

   If you have logged in this year and forgot your password, click "Forgot Your Password?"
   - Be patient and check your mail
   - Be sure to check your junk mail

   If you have NOT logged in this year, click "Request one now." You will receive a new time sensitive link.

4. Enable popups (and reload page)
5. Click on Smarter Balanced Interim Assessments

6. Click on Interim Assessment Blocks

7. Click on the subject and grade level of the assessment you wish to deliver.
8. Click on the block assessment you would like to give your students. Then click on Start Operational Session in blue at the bottom.

9. Setting the “Manner of Administration.”
   a. Choose “Nonstandardized” for classroom activities.
   b. Choose “Standardized/Benchmark” when administered as an assessment.
10. Give your students the Operational Session ID and they will be able to start the assessment through the secure browser.

11. View and approve your students who are waiting for test session approval. Verify the students have selected the appropriate test before approving the student. You can customize the designated supports by clicking on the blue eye under see details.

12. Monitor student progress.