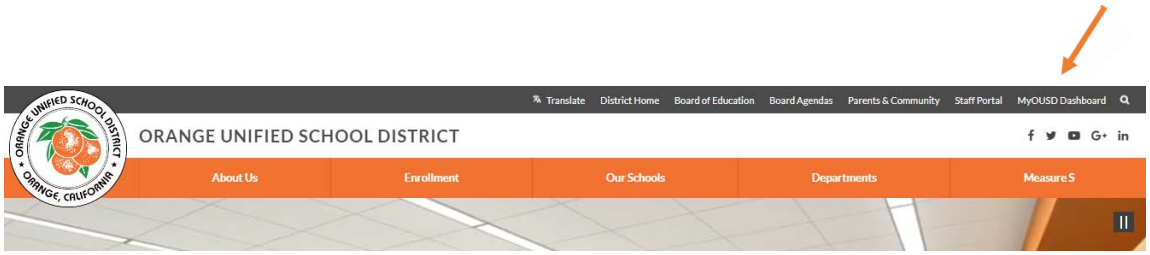
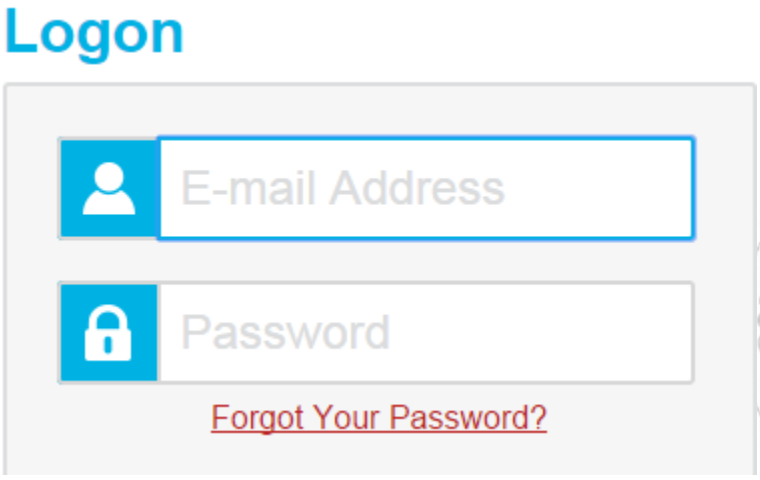
Interim Assessment Navigation: Starting an Assessment

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

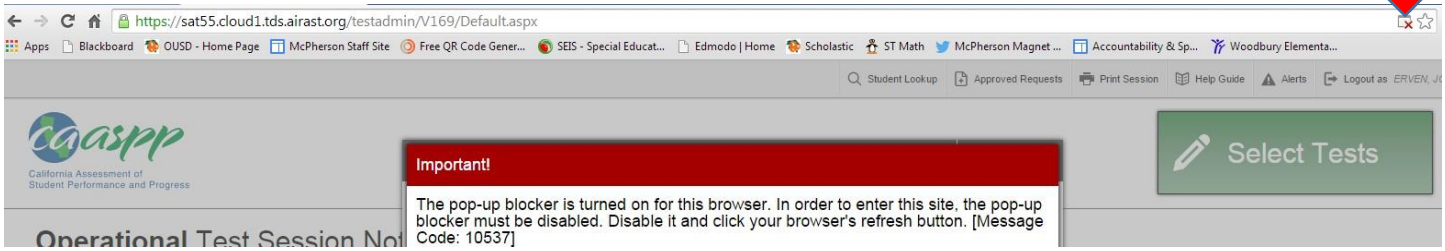


2. Click on Test Administrator Interface for All Online Tests.

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

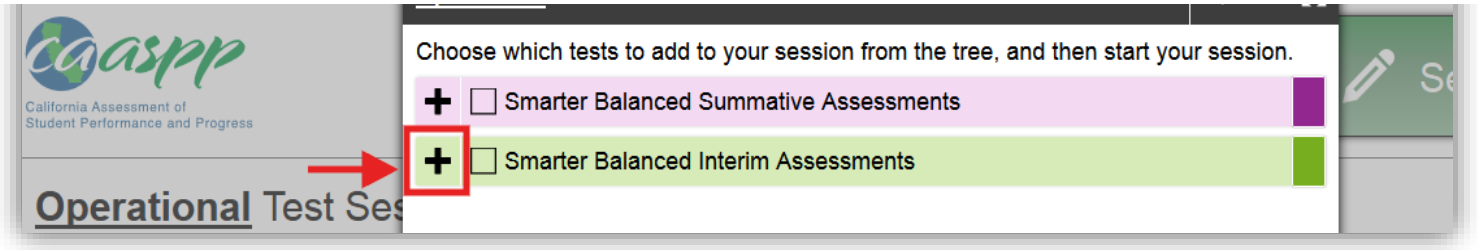


4. Enable popups (and reload page)

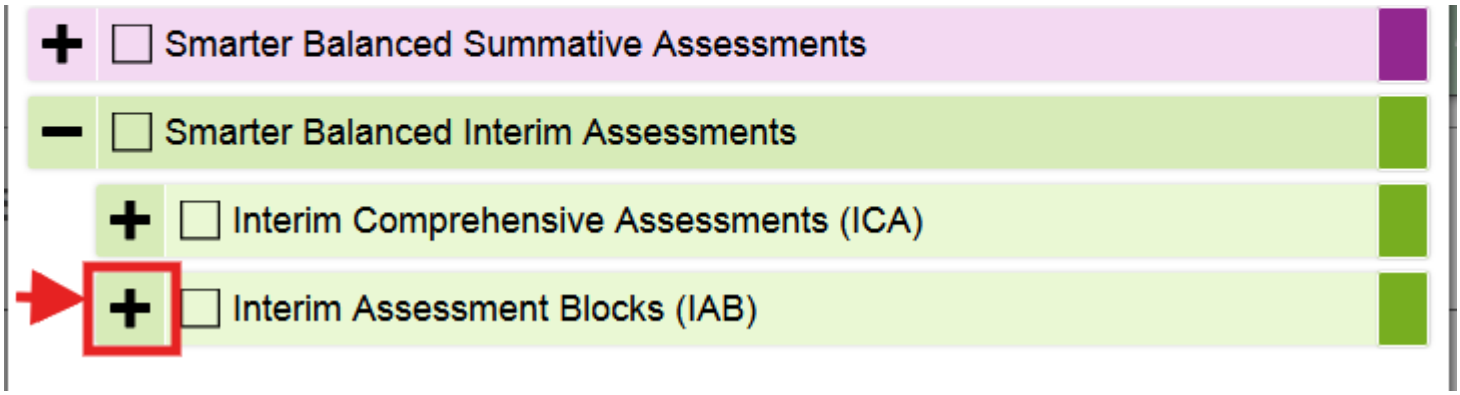


Created By Orange USD Department of Student Assessment and Educational Measurement (Bourgeois Ph. D./ Torres)
Revised 4/9/2018 (Rosselli)

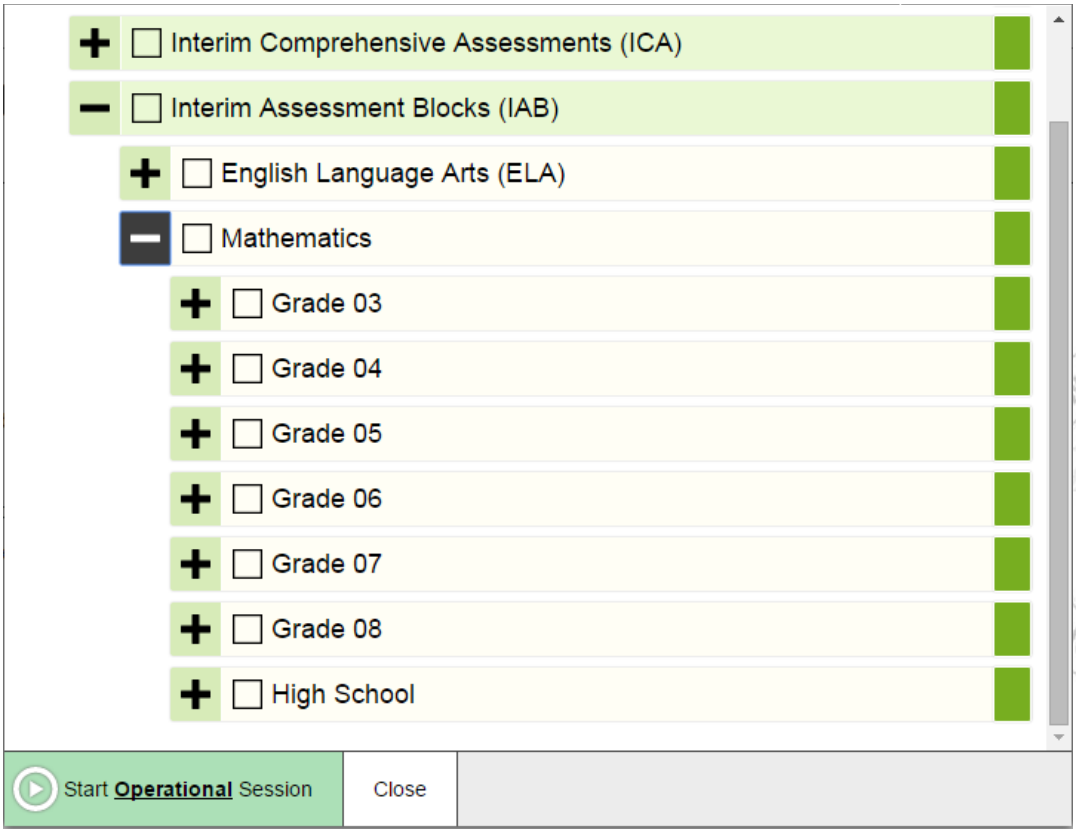
5. Click on Smarter Balanced Interim Assessments



6. Click on Interim Assessment Block



7. Click on the subject and grade level of the assessment you wish to deliver



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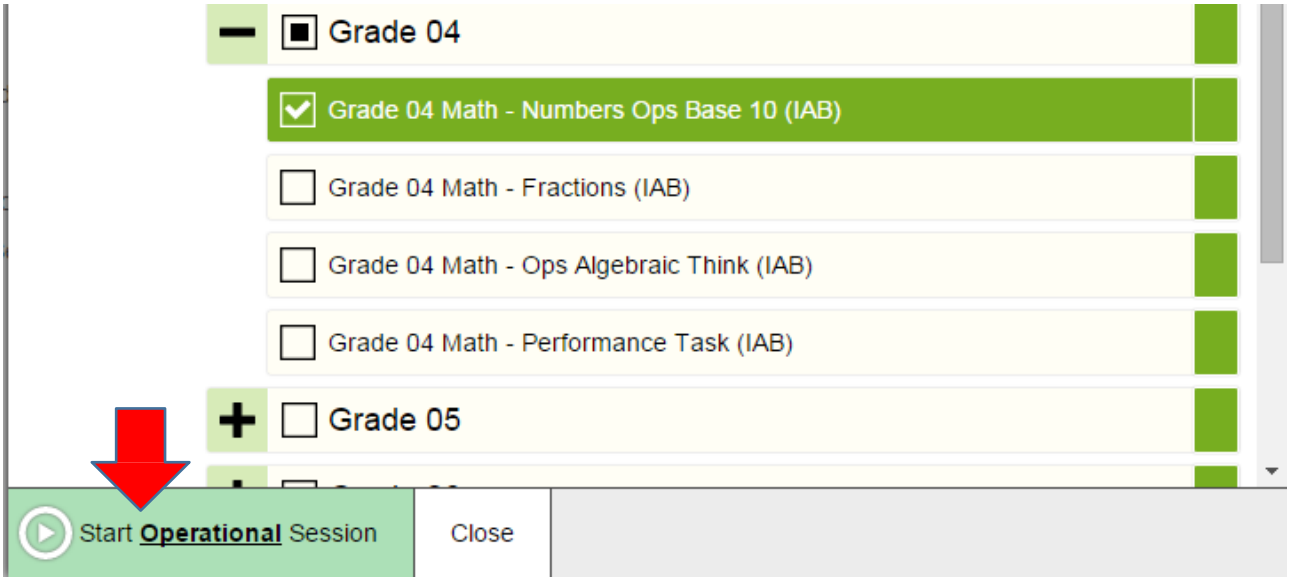
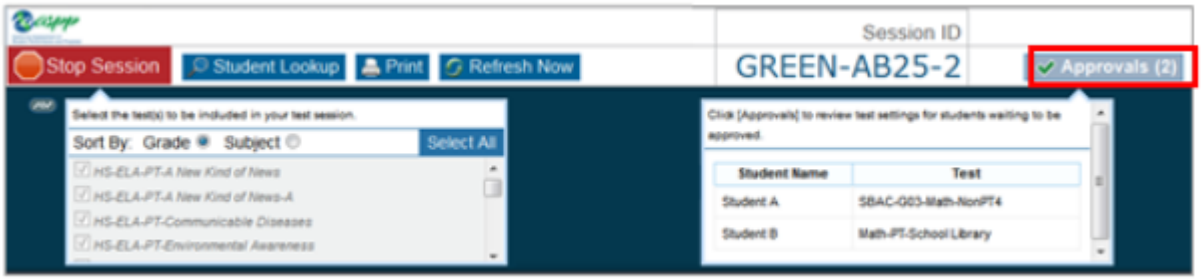
8. Click on the block assessment you would like to give your students. Then click on Start Operational Session (light blue).



9. Give your students the Operational Session ID and they will be able to start the assessment through the secure browser.

10. The TA views and approves students who are waiting for test session approval. After students have selected a test, the TA verifies that each student selected the appropriate test before approving that student for testing.



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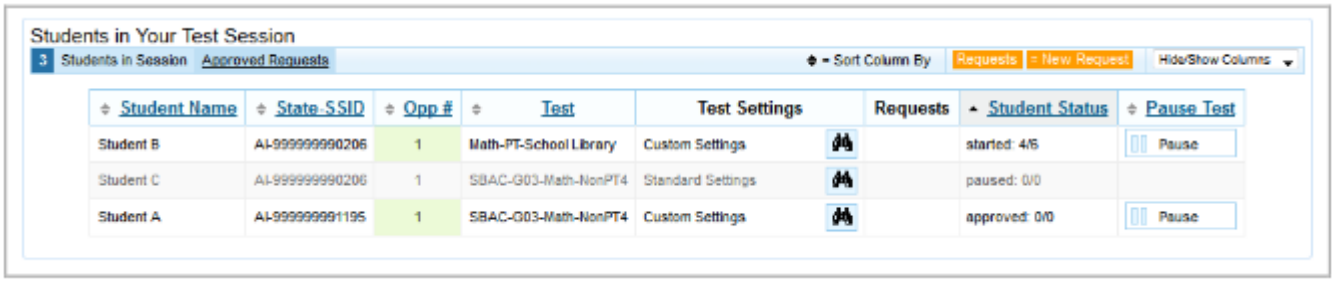
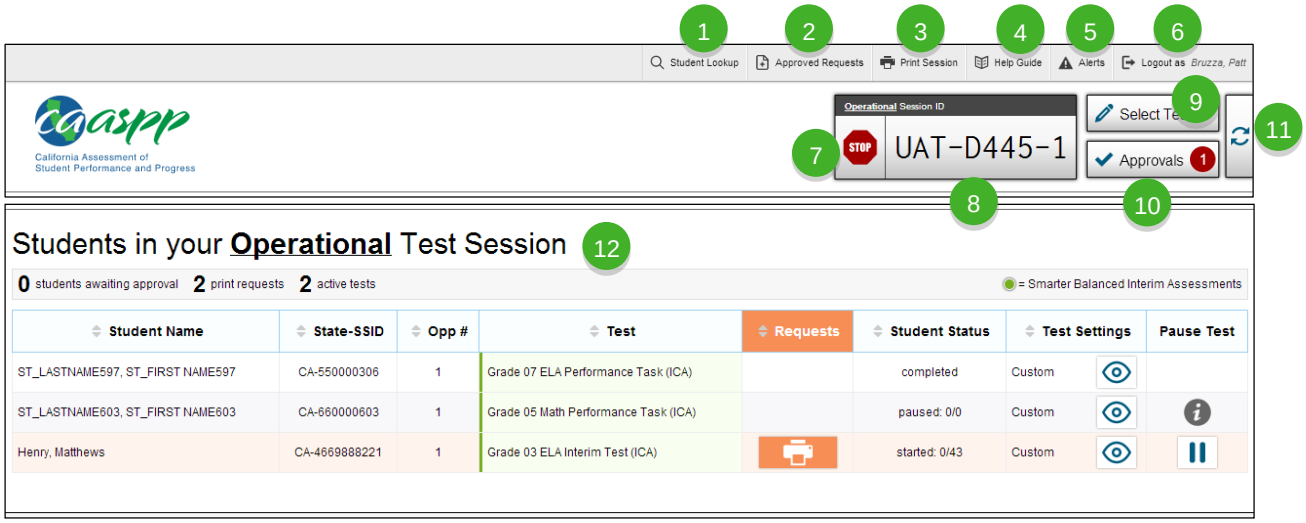
11. The TA monitors student progress. It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and Interim assessment. The TA monitors the test each student is taking by referring to the Students in Your Test Session table within the TA Interface.



11. Overview of the Test Administrator Interface



1. **[Student Lookup] button:** Searches for student information.
2. **[Approved Requests] button:** Displays a list of print requests you approved during the current session.
3. **[Print Session] button:** Prints your test session, with all students in the session, as it currently appears on the screen.
4. **[Help Guide] button:** Displays the Test Administrator Interface User Guide.
5. **[Alerts] button:** Displays statewide alert messages from the CDE (i.e., if there was a network issue LEAs should be aware of).
6. **[Log Out] button:** Logs out of the Test Administrator Interface system.
7. **[Stop Session] button*:** Ends the test session.
8. **Session ID*:** Displays the unique ID generated for the test session.
9. **[Select Tests] button:** Opens the *Test Selection* window.
1. **[Approvals (#)] button*:** Opens the *Approvals and Student Test Settings* window.
1. **[Refresh] icon* ( ):** Updates the on-screen information.
1. **Students in Your Test Session table*:** Displays the testing progress for students in your test session.

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