## Teacher Checklist for Administering an SBA Assessment (Interim or Summative)

Teacher Tasks	Visual
Go to wa.portal.airast.org (Shortcut = use lkstevens.wednet.edu bookmark & Click on WA State Assessments)	<ul> <li></li></ul>
Click on Test Administrators.	WASHING         Weight         Students and Families         Image: Construction of the second s
Click on Test Administration	Certification
Log in using your email & the password you created. If you can't remember your password, click on "Forgot Your Password?"	Username Password Forpot Your Password? Log In
Click on the + next to the type of test you will administer, and then keep clicking on the + until you have found the test you will administer. Click on it and then hit "start session"	Test Selection       Expand All II         Choose which tests to add to your session from the tree, and then start your session.       Interim Smarter Balanced Assessments         Interim Smarter Balanced Assessments       Interim Comprehensive Assessment (ICA)         Interim Assessment Block (IAB)       Interim English Language Arts (ELA)         Interim Mathematics       Interim Mathematics         G3Math-Interim-IAB-OpAlgThin       G3Math-Interim-IAB-MeasData         G3Math-Interim-IAB-MeasData       G4Math-Interim-IAB-OpAlgThin         G4Math-Interim-IAB-OpAlgThin       Interim G4Math-Interim-IAB-OpAlgThin

Find Session ID in the top right. Write this on the board for your students. Write it in a safe place at your desk, as well.	Session ID WA-7771-10	
Begin reading directions to students when ready.	10.0 DAY OF TEST ADMINISTRATION         Image: Description of the second secon	
Now the students will need to log in before you can do more steps.		
When your students have logged in, click on the green Approvals button in the top right corner. (The number of students that have logged into the test will be in the button.)	Laggeri II az fordih, Miranda Tag Lag Dal A Session ID RED-E12F-1 (C. Approvalis (2)) Cha Jaganiari (1) evides that animology in session (1) Aphnasis, Chaire Grade 5 Nath Teamer, Jamit Grade 5 Nath	
Now click on Approve all students. (You can approve student by student as well. This is also where you can review/edit student accommodations)	Approvals and Student Test Settings          ✓ Approve Al Students      Fortesh <ul> <li>Crack 5 Math</li> <li>Student Name</li> <li>Student Name</li></ul>	
Next, collect the student Test Tickets and put these in a secure location until the next testing session or for reference if a student pauses the test and needs to log on again.	(none)	
Students will now be able to start testing. You will be able to see their progress on your screen. Remember the test can be paused by you or the individual student.		

Student Tasks	Visual
<ul> <li>FROM CHROMEBOOKS</li> <li>Students access their test portal. They need to be at the login screen, then they:</li> <li>1. Click on Apps at the bottom left corner of their screen.</li> <li>2. Click on AirSecureTest button.</li> </ul>	AIRSecureTest
<b>IN WINDOWS LABS</b> Your building test coordinator will log all computers on to a generic testing account. In case some computers are not logged on:	<ol> <li>username: exam</li> <li>password: sb2015</li> </ol>
Student logs in using their first name, SSID (you will need to pass out a card with their number on it), & the session ID that you wrote on the board. Next they click on Sign In	Please Sign In  First Name: Student ID: Session ID: Fina Dispositos  Fun Dispositos  Evenese Fundation
Student clicks on Yes button in the Is it You? window.	Is This You? Pass revenue the information laters. If all of the information is correct, disk (Yes), If not, disk (He), First Name: Claime Last Name: Johnson Student (D: 0999993982) Student (D: 0999993982) Date of Birth: February 25, 2003 School: ART Training School No. Yes
Student clicks on test you've activated.	Your Tests         Select a test.         Inactive Crade 5 Meth         This is epenanticy 1 of 1         Back to Login
Student will get Waiting for TA Approval message & will need to wait until you hit the approval button.	Waiting for TA approval Prease wait while your Test Administrator reviews the settings for your test. This may take a few minutes Click to cancel the request and return to the login page.