Practice and Training Test Visual Guide



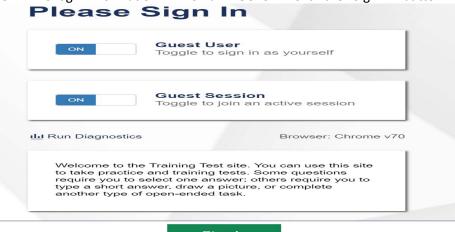
This is the CAASPP Secure Browser.

Before double clicking this icon, please ensure no other programs are running, as the process will not progress until all programs are closed.

- 1. After ensuring no other applications are running, double click the Secure Browser icon if on a
 - Windows device or this app ushut down in the lower left corner if on a Chromebook.
- 2. The CAASPP browser will open and fill the entire screen. No other interfaces will be accessible while CAASPP Secure Browser is open.
- 3. The first page will be the sign in dialog. Direct students to click on the "Practice and Training Test Site" box, indicated by the RED arrow below:



4. On the following screen, please ensure the "Guest User" and "Guest Session" boxes remain ON. The login information will remain "GUEST." Click the "Sign In" button.



SPECIAL NOTES:

- ➤ If TA is logging into the Test Administrator Practice and Training Site to provide students a session ID, students switch to OFF in the box next to Guest Session and enter Session ID provided by TA (students will all appear as "Guest" on TA screen).
- ➤ If TA is logging into the Test Administrator Practice and Training Site and wants the students to practice logging in with their credentials:
 - Have students switch to OFF in the box next to Guest User and enter log-on information (first name exactly as in Aeries and SSID) and
 - Have the students switch to OFF in box next to Guest Session and enter Session ID provided by TA.
 - o Student verify their name and other information then select Yes.
- 5. Select your grade.



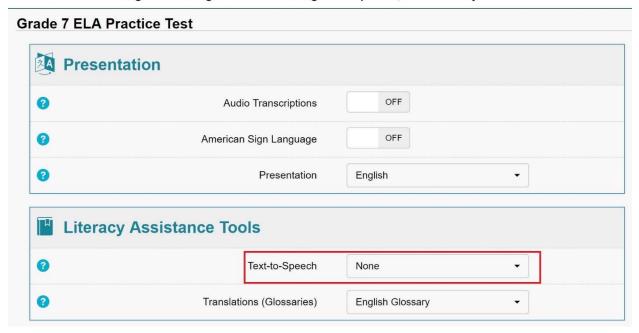
6. Select Test. For the example below, the 7th Grade ELA Practice Test is selected.



7. Next, you will be able to make a number of selections for student test settings; but for this example, we will focus on the "Text-to-Speech" selection. We will start with the "No Text-to-Speech" option.

Choose Settings:

Review the following test settings. You can change the options, if necessary.



With headphones on, click on the center of the screen or the play arrow. If you hear a sound and see the animation (music notes float in), click the "I could play the video and sound". If no sound is heard, please submit a Tech Request immediately. Note: A Sound/Video Check will appear prior to both the ELA and Math Practice or Training Tests regardless if Text-to-Speech is selected.



Next Step:

If you were able to play the video and its sound, choose I could play the video and sound. If not, choose I could not play the video or sound.

I could play the video and sound

I could not play the video or sound

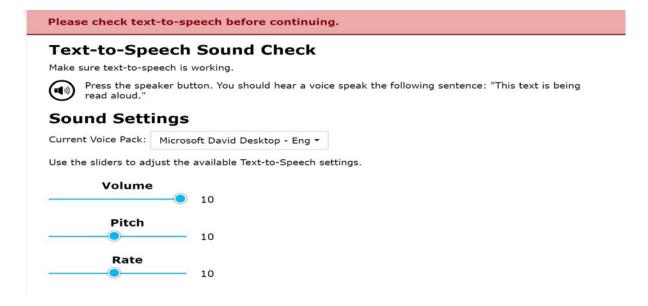
8. If the student is to practice using Designated Supports such as Text-to-Speech, select the Text-to-Speech support on the student's Choose Settings screen. The student will be able to modify additional audio properties. For this example, we will use the "Items" option, as shown below.



9. First, complete the Sound and Video Playback Check as explained above in Step 7.



10. For students with Text-to-Speech enabled, there will now be an additional sound check and the option to adjust sound settings as shown below. Once the speaker icon has been played and the sliders have been adjusted, according to user preference, click the "I heard the voice" button. Then click the "Continue" button to proceed.

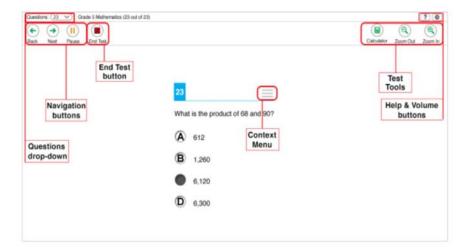


11. Instructions and Help; gives an overview of the user interface controls and testing rules. It is highly recommended that students be familiar with these prior to testing. Click on the View Help Guide and then Overview of the Test Site for Smarter Balanced Assessments.

Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Help Guide The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page. View Help Guide



12. Once comfortably acquainted with the test instructions, navigation, and tools, click on the "Back" button and then "Begin Test Now" button on the

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13. Now you are in the practice/training test, as shown below. Please feel free to proceed through the test as a whole group if applicable. Be sure to provide students the opportunity to take a practice and/or training tests individually also.

