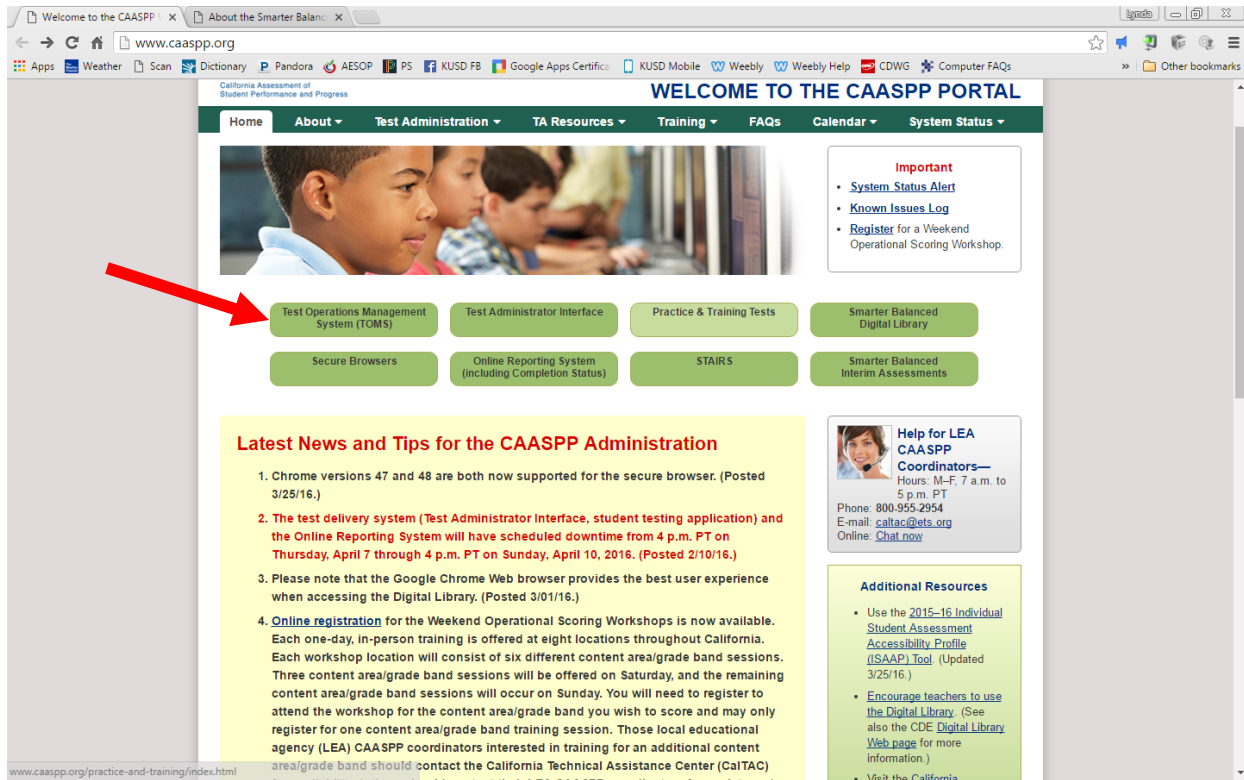
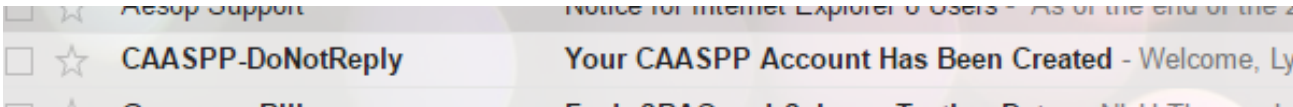


CAASPP Test Session Tutorial

Go to www.caaspp.org Click on the Test Operations Management System (TOMS) green button.



Enter the login information CAASPP emailed to you. The email from CAASPP with your login information would look like the email photo below.



You can search your email by typing in CAASPP in the search bar at the top of Gmail.

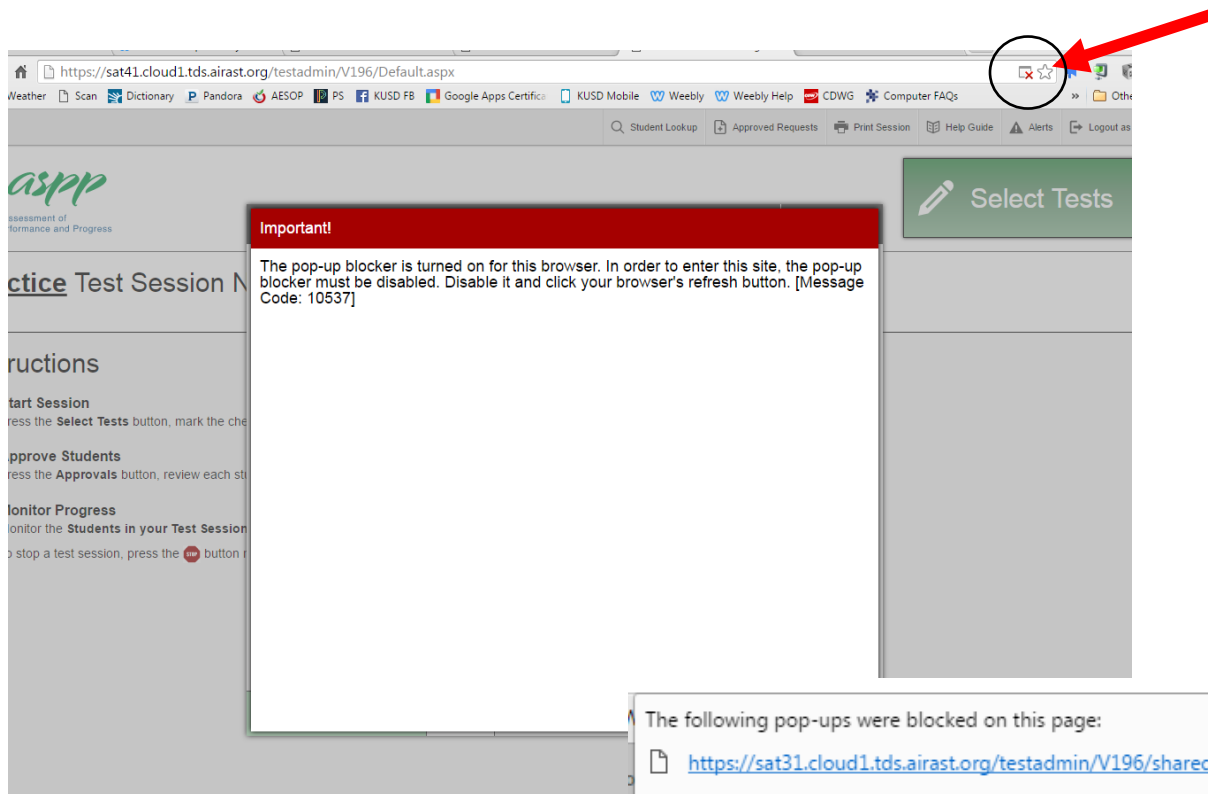
If you need a new temporary password click the red "Request one now" as seen in the picture on the right.

Bookmark CAASPP Login-

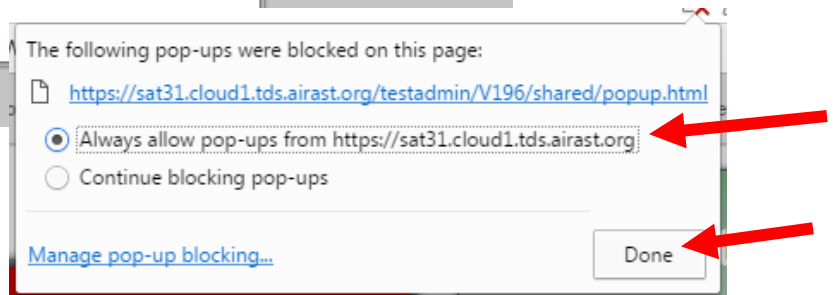
<https://ca.sso.airast.org/auth/UI/Login>

A screenshot of the CAASPP Login page. The page has a blue header with the CAASPP logo and the text 'California Assessment of Student Performance and Progress'. Below the header is a 'Login Instructions' section. To the right is a 'Login' section with fields for 'E-mail Address' and 'Password', a 'Forgot Your Password?' link, and a 'Secure Login' button. Below the login section is a 'First Time User?' section with a 'Request one now' link. A red arrow points to the 'Request one now' link. At the bottom of the page is a 'Need More Help?' section with contact information for LEA CAASPP Coordinators and the California Technical Assistance Center.

Once logged in, you will see the screen below.... Click the red X at the top right of the browser window.

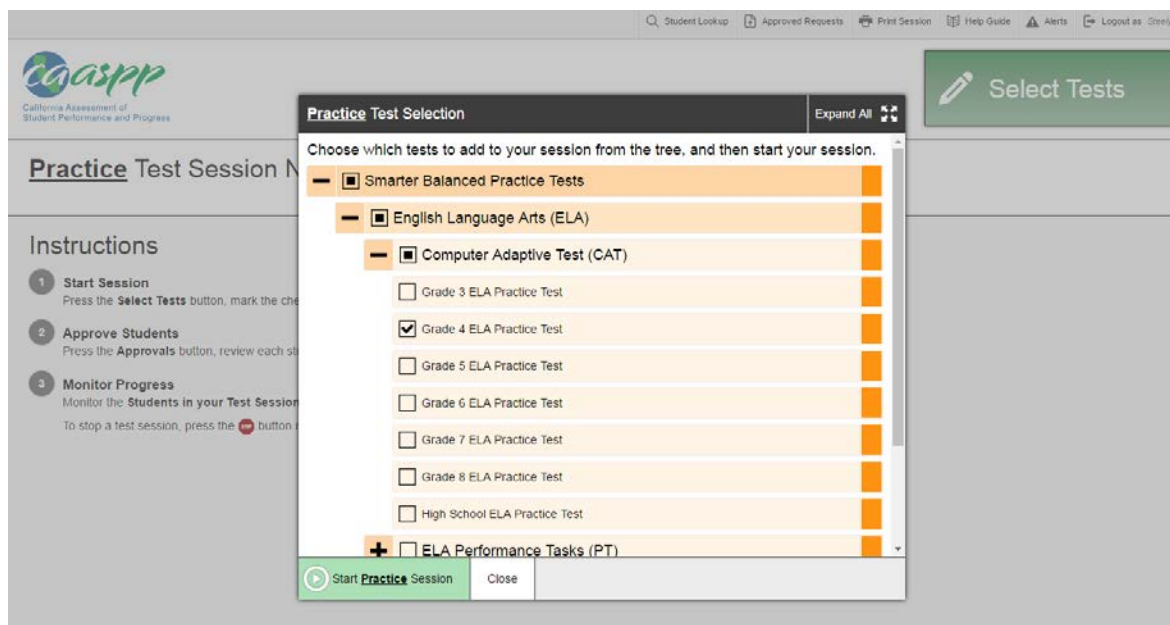


Choose "Always allow pop-ups from this site as seen above.




****Then click the Refresh Button  in your browser at the top left of your browser window.****

Choose (check) your Tests and click the + next to it. Drill all of the way down until you have only your test and your grade level chosen. Click START OPERATIONAL SESSION in green at the bottom of the popup box. The pictures below depict a practice test. On "Test Day" Everything on the site will say OPERATIONAL TEST.



Your students will enter **YOUR** SESSION ID (This one is just an example)....



California Assessment of
Student Performance and Progress

Student Lookup

Approved Requests


Print Session

Help Guide

Alerts


Logout as Steely, Lynda

Practice Session ID

 TRAIN-AE22-5

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  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.


Once your students login to the TEST SESSION, you will see APPROVALS button with red circle. Click Approvals button.

Practice Session ID

 TRAIN-CFCB-4

Select Tests

Approvals  2



You will then see a popup with the name of the student(s) to approve. The **eye** icon will take you to the Test Settings for that particular student. Click the green check mark for each student you would like to add to your test session.

Approvals and Student Test Settings

Approve All Students

Refresh

Done

2 students awaiting approval

= Smarter Balanced Practice Tests

Grade 4 ELA Practice Test

Student Name	State-SSID	Opp #	See Details	Action
GUEST	GUEST	1	Default	<div><div>eye</div><div>check</div><div>cancel</div></div>
GUEST	GUEST	1	Default	<div><div>eye</div><div>check</div><div>cancel</div></div>

Your students that are participating in your test session will be listed below.

caaspp

California Assessment of Student Performance and Progress

Student Lookup

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Print Session

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Logout as Steely, Lynda

Practice Session ID

STOP

TRAIN-CFCB-4

Select Tests

Approvals 0

Students in your Practice Test Session

0 students awaiting approval

0 print requests

2 active tests

= Smarter Balanced Practice Tests

Student Name	State-SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GUEST	GUEST	1	Grade 4 ELA Practice Test		approved: 0/0	Custom	<div><div>eye</div><div>pause</div></div>
GUEST	GUEST	1	Grade 4 ELA Practice Test		approved: 0/0	Custom	<div><div>eye</div><div>pause</div></div>

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.

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Press the **Approvals** button, review each student's test details, and then press the **check** 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.