

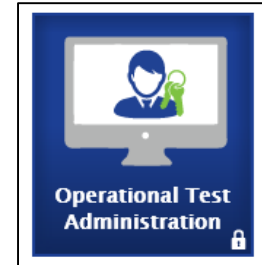
West Virginia General Summative Assessment (WVGSA) Smarter Balanced Interim Testing

Administering the Test!

1. Navigate to <http://wv.portal.airast.org>

2. Click on Operational Test Administration.

3. Log in using your Smarter Balanced (WVGSA) credentials (usually your school email address is the username). If you have forgotten your credentials refer to the [Resetting Password](#) tutorial.



4. Choose the assessment that you have chosen after previewing it. This following guide will help you with previewing the assessments “Tutorial (1)- Choosing your Test!”

- Click the (+) to expand the test options
- Only select the test you want to administer- do not check the box next to the (+)

5. Click “Start Operational Session” this provide a unique Session ID- this will be given to students to type into their computers so they can connect to the testing session you have created.

6. At this point students will click on the WV Secure Browser icon on the desktop (blue icon). Prior to clicking on the icon, if it is a test with audio, students should plug in their headphones.

7. Students will log in with the requested credentials and the Session ID you provide.

- Students will not log in to the practice and training site for the interim or diagnostic assessments.

A screenshot of the "Operational Test Selection" interface. The title bar says "Operational Test Selection" and "Expand All". Below the title bar, it says "Choose which tests to add to your session from the tree, and then start your session." There is a tree view with the following items:

- Interim Comprehensive Assessments
- Interim Assessment Blocks
 - ELA
 - G3 IAB ELA BriefWrite
 - G3 IAB ELA Editing
 - G3 IAB ELA LangVocab
 - G3 IAB ELA ListenInterpret
 - G3 IAB ELA PerfTask Beetles
 - G3 IAB ELA ReadInformText
 - G3 IAB ELA ReadLiteraryText
 - G3 IAB ELA Research

At the bottom, there is a "Start Operational Session" button with a play icon, a "Close" button, and a "Start Operational Session" label.A "Please Sign In" form with the following fields:

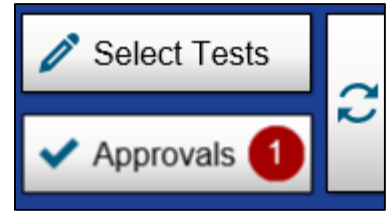
- First Name:
- Student ID:
- Session ID: - -



There is a "Sign In" button. At the bottom right, it says "Browser: Secure v9". At the bottom, there is a link "Click here to go to the Practice and Training Test Site" with a red arrow icon.

8. Once the students have signed in- it will confirm their student information is correct.

9. Students will choose the test that you have assigned.

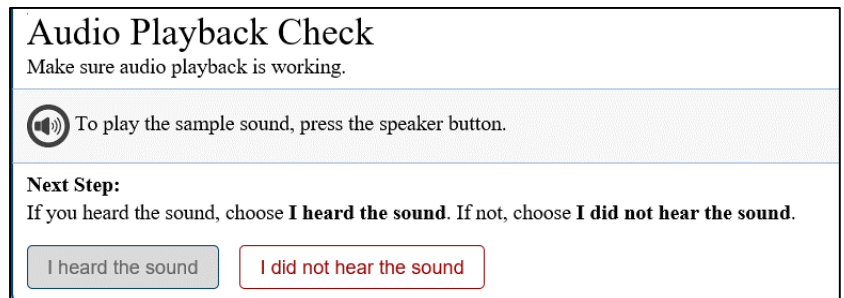
10. Once the students choose the test, you will have to “Approve” students on your testing screen. Click on the Approvals button and review each student test details then click the approve button (green check mark). If you are waiting on students to appear in the approvals area, click on the reload button (looks like 2 arrows).



Student Name	Student ID	Opp #	See Details	Action
GUEST	GUEST	1	Standard	  

11. Students will then receive a screen showing them the details of the test and if all is correct, they will click “Yes”.

12. If there is audio on the chosen test or it is a special education student, students will receive a screen to perform an “Audio Playback Check” they will have to click the sound icon to hear the sound and then click “I heard the sound”.



12. An instruction screen will appear next on the student computers- they need to review this before moving on. Once they have reviewed the “Instructions and Help” page they will click “Begin Test Now”.

13. Once students have been approved and they begin the test you can monitor progress on your screen. You can also pause student tests and review test settings.

Student Name	Student ID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GUEST	GUEST	1			started: 0/33	Standard 	

14. Once students have submitted the assessment, you will see Completed under the “Student Status” column. Once all students have completed, or you are ready for a pause point, click on “Stop” read the warning, and click “OK”.

15. Congratulations you have completed the assessment.