**Directions for Training & Practice Testing**

***TA Directions:*** You can do steps 1-9 **before** the students arrive:

On your Computer:

1. Go to <https://oaksportal.org/>
2. Click Test Administrators
3. Click on Training Site
4. Click on TA Interface Training Site
5. Login as yourself
6. You might need to click preferences (top right), then allow pop-ups and then refresh your browser.
7. Check the box for Summative Content Area Assessments
8. Click Start Sample Session
9. Your Session ID will appear in the top right (please write it on the board)
10. **Please pass out SSID cards.**
11. Have students follow steps 1-12 below.
12. As students begin “starting” tests, you will see a red circle with a number in the approvals box (top right of TA screen)
13. Click on Approvals (it is helpful to click the circle arrows at the top right of the TA screen to refresh).
14. Click the green check box to approve.

If you are working with students who have testing accommodations, please be sure they try using them during the **Sample Test.**

***Student Directions:***

On iPad:

1. Open AirSecureTest App on iPad
2. Select Oregon
3. Chose Oregon Statewide Assessment System
4. Hit OK
5. Go to SAMPLE TEST SITE (bottom left corner)
6. Toggle OFF next to Guest User
7. Enter your name (first only) and SSID
8. Toggle OFF next to Guest Session
9. Enter your teacher’s Session ID (***the OR is populated for them***)
10. Click Sign In
11. Confirm that your information is correct and click yes
12. **Wednesday**: Students should try the following assessments

* ELA CAT Sample Test
* ELA CAT Training Test

**Thursday**: Students should try the following assessments

* Math CAT Sample Test
* MAT CAT Training Test