

Just the Basics
Test Administrators CAASPP/ELPAC User Guide
PRACTICE & TRAINING ONLY

STEP 1: Go to <http://www.caaspp.org/> OR <http://www.elpac.org>

STEP 2: Click on the Practice & Training Tests button.

Practice & Training Tests

CAASPP

Practice & Training Tests

ELPAC

STEP 3: Select the following icon for CAASPP



Select the following icon for ELPAC

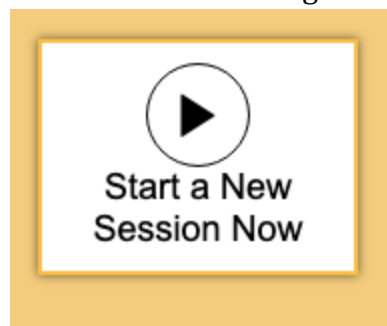


STEP 4: You will then be directed to the login screen.
Enter your CAASPP/ELPAC login information.

STEP 5: You will select either the Active Sessions Tab to start a session immediately or the Upcoming Sessions Tab to Schedule a Test Session



For this example, we will use the Active Sessions Tab. Click on the “Start a New Session Now” button on the right side of the screen



STEP 6: You will be directed to the test selection screen.

Practice Test Selection	
Choose a testing category Then select one or more tests. You can switch categories by using the button in the modal header.	
→	Smarter Balanced Practice Tests
→	Smarter Balanced Training Tests
→	California Alternate Assessment (CAA) Practice Tests
→	California Alternate Assessment (CAA) Training Tests
→	California Science Test (CAST) Practice Test
→	California Science Test (CAST) Training Test
→	California Spanish Assessment (CSA) Practice Test
→	California Spanish Assessment (CSA) Training Test
→	English Language Proficiency Assessments (ELPAC) Practice Test
→	English Language Proficiency Assessments (ELPAC) Training Test
→	Alternate English Language Proficiency Assessments (ELPAC) Practice Test
→	Alternate English Language Proficiency Assessments (ELPAC) Training Test

Select the arrow next to either the Practice or Training Tests option

→	Smarter Balanced Practice Tests
→	Smarter Balanced Training Tests

Click on the + sign to Expand each subject

Smarter Balanced Summative Assessments

Choose which tests to add to your session from the tree, and then start your session.

+	English Language Arts (ELA)
+	Mathematics

Smarter Balanced Training Tests

Choose which tests to add to your session from the tree, and then start your session.

Please note that anytime you see the **Plus Sign**, it means you can expand that selection more.

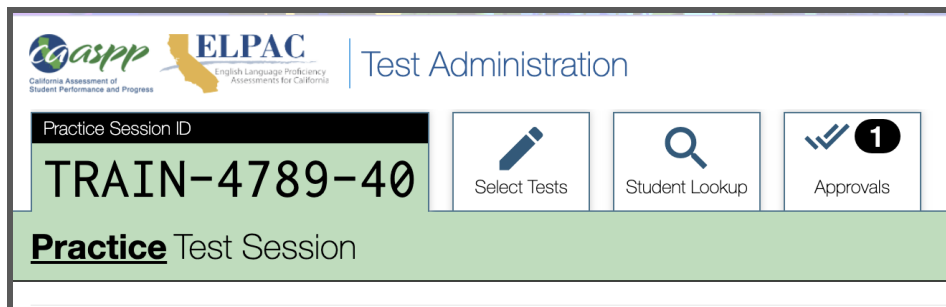
—	English Language Arts (ELA)
☐	Grades 3-5 ELA Training Test
☐	Grades 6-8 ELA Training Test
☐	High School ELA Training Test
+	Mathematics

STEP 7: Check next to the test or tests you would like to activate and click the Start Practice Session button.

Smarter Balanced Training Tests Choose which tests to add to your session from the tree, and then start your session. <table><tr><td>—</td><td>English Language Arts (ELA)</td></tr><tr><td>☒</td><td>Grades 3-5 ELA Training Test</td></tr><tr><td>☐</td><td>Grades 6-8 ELA Training Test</td></tr><tr><td>☐</td><td>High School ELA Training Test</td></tr><tr><td>+</td><td>Mathematics</td></tr></table>	—	English Language Arts (ELA)	☒	Grades 3-5 ELA Training Test	☐	Grades 6-8 ELA Training Test	☐	High School ELA Training Test	+	Mathematics	Smarter Balanced Training Tests <table><tr><td>☒</td><td>Grades 3-5 ELA Training Test</td></tr></table> Session Settings Session Type: ☒ In Person ☐ Remote or Hybrid  Start Practice Session	☒	Grades 3-5 ELA Training Test
—	English Language Arts (ELA)												
☒	Grades 3-5 ELA Training Test												
☐	Grades 6-8 ELA Training Test												
☐	High School ELA Training Test												
+	Mathematics												
☒	Grades 3-5 ELA Training Test												

STEP 8:

TA writes the Session ID number that is generated on the board for all students to type into the “Session ID” field.

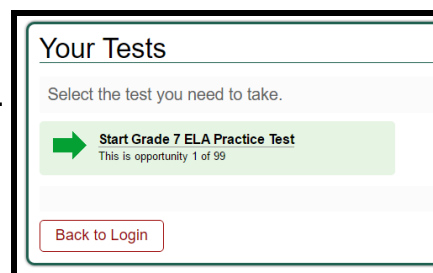


The screenshot shows the 'Test Administration' interface. At the top left are the 'caspp' and 'ELPAC' logos. The title 'Test Administration' is on the right. Below the logos, there is a 'Practice Session ID' field containing the text 'TRAIN-4789-40'. To the right of this field are three buttons: 'Select Tests' (with a pencil icon), 'Student Lookup' (with a magnifying glass icon), and 'Approvals' (with a checkmark icon and a red circle containing the number '1'). Below the session ID field, there is a green bar with the text 'Practice Test Session'.

STEP 9:

Students will click on the correct test selection to begin.

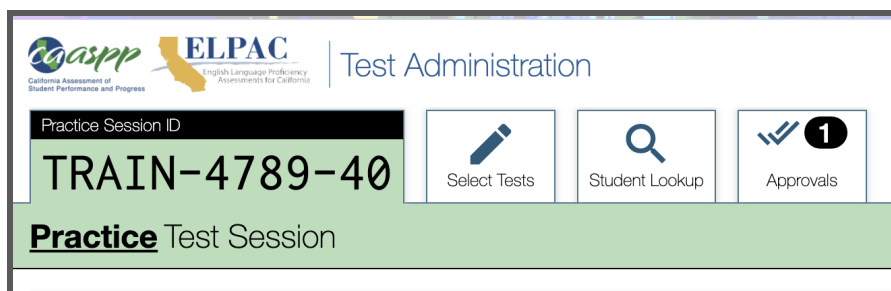
See [this document](#) for how students will access the Practice and Training Tests



The screenshot shows the 'Your Tests' interface. It has a title 'Your Tests' and a subtitle 'Select the test you need to take.' Below this is a green button with a right-pointing arrow and the text 'Start Grade 7 ELA Practice Test' and 'This is opportunity 1 of 99'. At the bottom is a red button with the text 'Back to Login'.

STEP10:

TA will click on the Approvals button to view students requesting access.



This screenshot is identical to the one in Step 8, showing the 'Test Administration' interface with the 'Practice Session ID' field containing 'TRAIN-4789-40' and the 'Approvals' button highlighted.

STEP 11:

The above Test Administrator Interface organizes students by test name, shows progress, settings and the ability to pause a student’s test.

STEP 12: After all students have completed the test (or) your testing time is over, you will click the “STOP” button.

STEP 13:

Click the “log out” tab in the upper right hand corner of the screen.