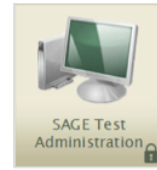
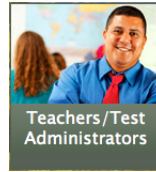
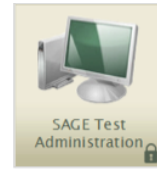




DAY OF TESTING SAGE

To Teacher (What you need to do) version 2.0



1. Go to: <http://sageportal.org/> Click on  then choose 
2. Enter your **username** and **password**: (Your username is your email address. If you have forgotten your or password, click on “forgot my password” and a new email will be generated with a link to login again.)
3. Click the box(es) next to the test(s) you are administering this session then “start

Select the test(s) to be included in your test session.

Sort By: Grade Subject

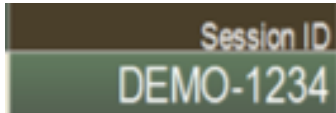
- Math Grades 3-4
- Writing Grades 3-5
- Reading Language and Listening Grades 3-5
- Math Grades 5-6
- Science Grades 4-6

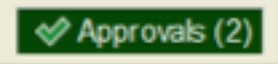
session”

then



4. Write the **Session ID** (Upper left of screen) on the board for students to use



5. Make sure the students have the proper **testing ticket** and information to log in. Give students **scratch paper** and **have earbud headphones available** for use. Students **must** use earbuds for the ELA SAGE test.
6. Read the **Test Administration Manual** to the students.
7. Once students start to log into the Session, you will then need to “approve” each student to start testing. Click on  then approve or deny students



Approval can be done individually or “**approve all**” at one

time. Students may be quicker than others to login, so make sure to “**refresh**” and “approve” additional students until all are logged in and testing.

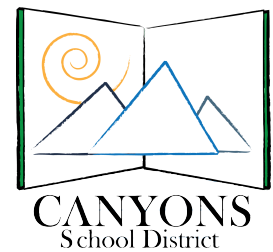
8. Students Take Test. Give students a **FIVE-MINUTE alert** before the end of class. Have them review any questions they have flagged. **If the test is not finished, click PAUSE.** Then click Log Out. **If the entire test is completed** students need to click **Submit Test for Scoring.** Teacher: At the end of class click,



to pause all students and end test session.

DAY OF TESTING

SAGE

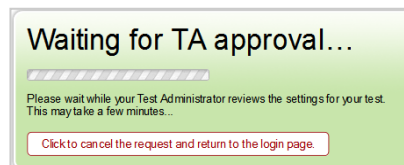


What students need to do (Mac Version) 2.0

1. Login to computer with
 - a. username: csdtest
 - b. password: csd2013



2. Click on the SAGE testing Icon in the dock
3. Login with info from the ticket – Username= student's first name Password= SSID
4. Enter **Session ID** teacher wrote on the board
5. Select the active test you would like to start, then wait for the teacher to “approve”

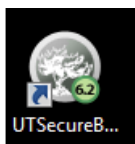


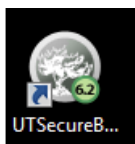
you to enter the test session

6. Listen to the SAGE testing directions read to you by your teacher.
7. Once your request is approved, verify the information and start the test.
8. You cannot skip questions on the test, and after the test has been paused for more than 20 minutes (this includes coming back to the lab for the second day of testing) you will not be able to go back to previously answered questions
9. Five minutes before the end of class review your work and click **PAUSE** if you need more time the next day. **If the entire test is completed** you make click **Submit Test for Scoring**.

What students need to do (PC version)

1. On the computer login screen login with:
 - a. username: csdtest
 - b. password: csd2013



2. Click on  on desktop
3. Follow steps 3 to 9 above for “What students need to do (MAC Version)”