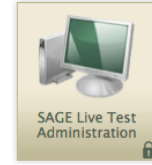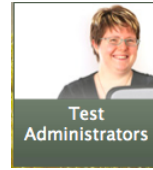# DAY OF TESTING
SAGE
## To Teacher (What you need to do)

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. Once you have logged in, select the test you will administer using the dropdown filters in the Test Selection box . Then click the Start Session button in the top left corner of the screen. Note: Both Interim and Summative tests may be listed. Be sure to select the appropriate **SUMMATIVE** test to be administered.
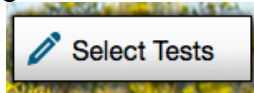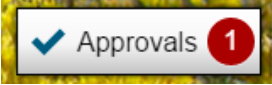
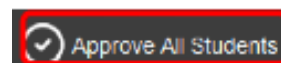4. Write the **Session ID** (Upper left of screen) on the board for students to use
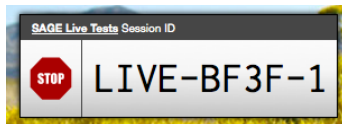
5. Make sure the students have the proper **testing ticket** and information to log in. Give students **scratch paper** and **have earbud headphones available** for use. Students **must** use earbuds for the ELA SAGE test.

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 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.

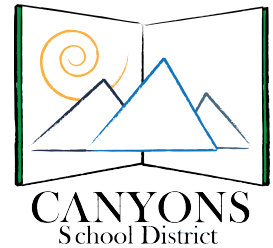8. Students Take Test. Give students a **FIVE-MINUTE alert** before the end of class. Have them review any questions they have flagged. **If the test is not finished, click PAUSE.** Then click Log Out. **If the entire test is completed** students need to click **Submit Test for Scoring**. Teacher: At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

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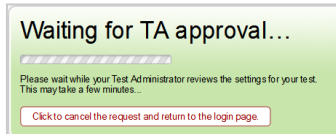   a. username: csdtest
    b. password: csd2013

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

> Waiting for TA approval…
>
> Please wait while your Test Administrator reviews the settings for your test.
> This may take a few minutes…
>
> Click to cancel the request and return to the login page.

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**.
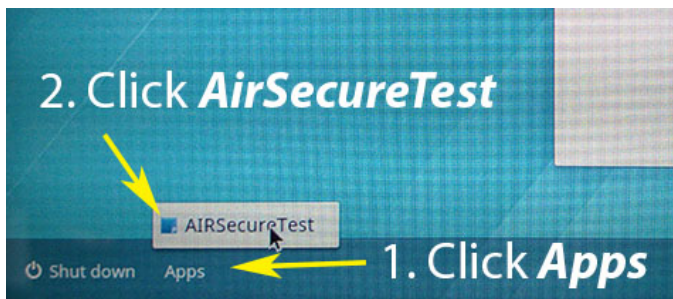
What students need to do (PC version)

1. On the computer login screen login with:
    a. username: csdtest
    b. password: csd2013
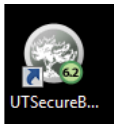
2. Click on [UTSecureB...] on desktop
3. Follow steps 3 to 9 above for "What students need to do (MAC Version)"

What students need to do (Chromebook)

2. Click *AirSecureTest*

AIRSecureTest

Shut down   Apps   1. Click *Apps*

On the Chromebook Logon Screen:

1. Click Apps
2. Click AirSecureTest
3. Choose the state (UTAH)
4. Choose SAGE (it is the only choice).
5. Follow steps 3 to 9 above.