

Training for Administering SAGE Practice Tests

In this training, the teacher or computer lab aide will learn how to administer a test and see what a student test looks like using the SAGE Training Sites. This training could also be used to train staff for administering SAGE live tests.

Using the SAGE Secure Browser

Students must use the SAGE Secure Browser to take the Live SAGE Summative Tests.

Students should use the SAGE Secure Browser to take the SAGE Training Tests. This will have students take the training test in the way they will take the live test.



Student View of Testing Using the SAGE Secure Browser

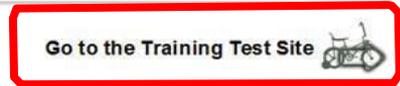


When the SAGE Secure Browser is launched, it opens to this page.

Students will access the Live SAGE Test by logging in with their first name and SSID number.

A 'Live Test Sign In' form with three input fields: 'First Name:', 'SSID:', and 'Session ID:'. Below the fields is a green 'Sign In' button. At the bottom right of the form, it says 'Browser: Secure v7'. A blue arrow points from the text 'Students will access the Live SAGE Test by logging in with their first name and SSID number.' to the 'First Name' input field.

As well, students should access the SAGE Training Tests through this page.



Administer a Training Test

In this demonstration, you will practice administering and taking a 4th grade SAGE Practice Test using one computer.

Go to Sageportal.org and Log In.



1. Select "Training Sites."

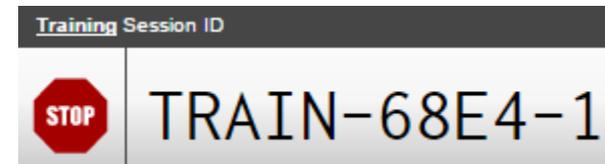
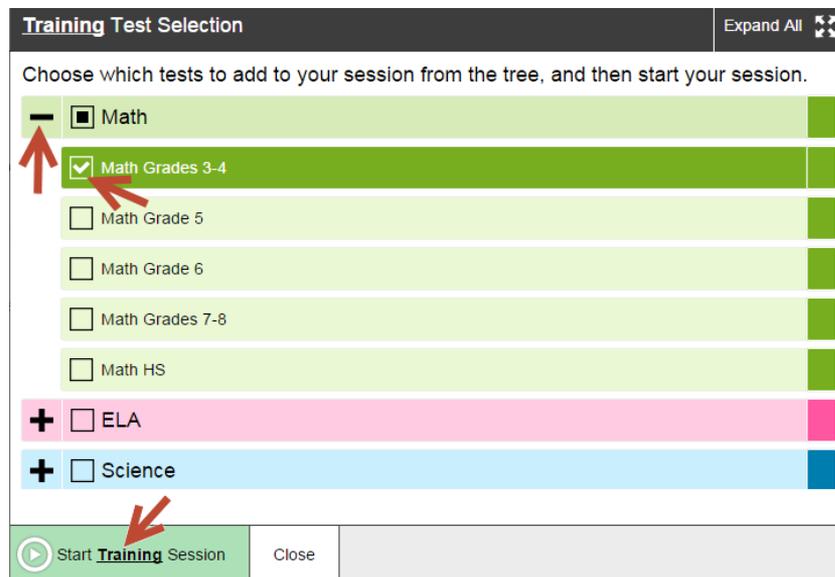


2. Then select "TA Training Site" to administer a Training Test.

Select the Subject and Grade to be Tested and Start the Test

3. Click on the + sign beside Math, select Math Grades 3-4, and then “Start Training Session.”

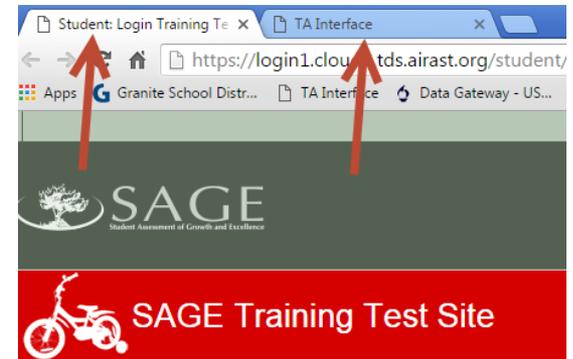
This opens a training session. Note the Training Session ID. Students will use this ID to log in to their assigned test.



Take a Training Test

In this activity, you will move between two internet windows. In one window, you will be a student and in the other you will be the test administrator.

4. Open another window. Go to sageportal.org and Log In.



5. Select "Training Tests."

Sign In and Select Your Grade Level

6. As a student, click in the “Guest Session” box to unselect it. Type the session ID in the Guest Session, then click “Sign In.” In the “Is this you?” menu, select “Student Grade Level 4” and then select “Yes.”

Training Test Sign In

Guest User

First Name: GUEST

SSID: GUEST

Guest Session

Session ID: TRAIN - 68E4 - 1

SAGE Training Test Site

Is This You?

Please review the following information.

First Name: GUEST

Last Name: GUEST

SSID: GUEST 0

Student Grade Level: 4

Date of Birth: None

School: GUEST School

Select Your Training Test

7. As a student, select “Start Math Grades 3-4.” The “Waiting for TA Approval” menu appears.

Your Tests

Select the test you need to take.

 **Start Math Grades 3-4**
This is opportunity 1 of 99

[Back to Login](#)

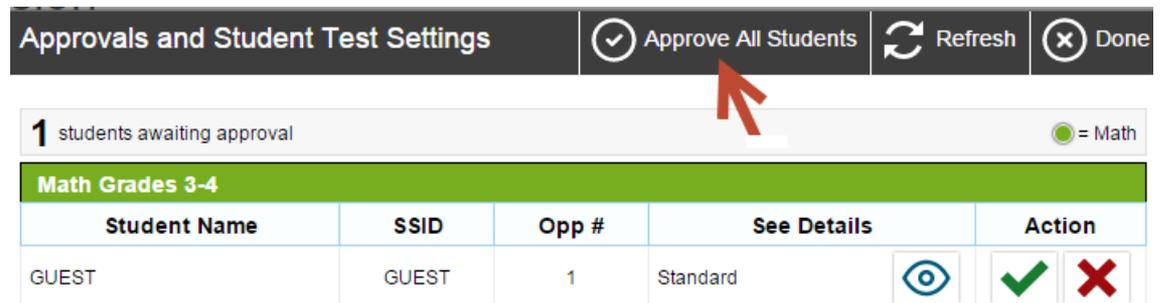
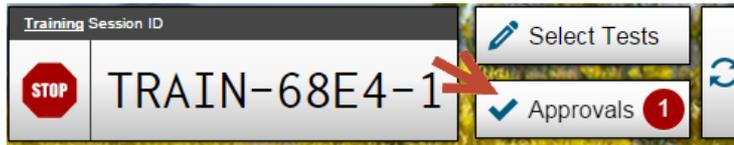
Waiting for TA approval...

Please wait while your Test Administrator/Proctor reviews the settings for your test. This may take a few minutes...

[Click to cancel the request and return to the login page.](#)

Approve Students

8. Switch to the “TA Interface” window. Click “Approvals” and then “Approve ALL Students.” Confirm that you approve all students by selecting “Yes.”



Important!

Confirm that you approve all 1 of these students to begin or resume their tests.

- Math Grades 3-4: 1

Note: Some test settings cannot be changed once the student has been approved.



Begin a Training Test

9. Switch back to the “Student Test” window. Students may select “Overview of the Test Site,” “Test Rules,” or “About Text-to-Speech.” Click “Begin Test Now” when ready to start.

Text-to-speech works only when students log in to a training test using the Secure Browser.

Test Instructions and Help

Click the question mark button to access this Help Guide at any time during your test. Scroll down for more information.

Contents

- [Overview of the Test Site](#)
- [Test Rules](#)
- [About Text-to-Speech](#)

Overview of the Test Site

All tests have navigation and test tools. Some test tools are available only for specific tests or questions.

[Sample Test Page](#)

[Return to Login](#) [Begin Test Now](#)

Answer all Questions in the Training Test

10. From the “Global Menu” answer a question, then click next. Answer all questions so that you learn how to use the test tools available to students.

The screenshot shows a web browser window with two tabs: "Student: Test, Page 3" and "TA Interface". The address bar displays the URL: <https://sat11.cloud2.tds.airast.org/student/V271/Pages/TestShell.aspx>. The browser's address bar shows several bookmarks: "Apps", "Granite School Distr...", "TA Interface", "Data Gateway - US...", "KSL New and Used Cars ...", "WIDA: ACCESS for E...", and "WIDA: A".

Below the browser window, the test interface displays the following information:

- Questions: 3 (selected)
- Math Grades 3-4 (2 out of 21)
- GUEST, GUEST (SSID: GUEST)
- TRAIN-68E4-1

The interface includes a navigation bar with the following icons and labels:

- Back (left arrow)
- Next (right arrow)
- Save (floppy disk)
- Pause (two vertical bars)
- Masking (rectangle with X)
- Dictionary (book)
- Notes (notepad)
- Zoom Out (minus magnifying glass)
- Zoom In (plus magnifying glass)

The main content area shows a question number "3" in a blue box with a red arrow pointing to it. To the right of the question number is a hamburger menu icon. Below the question number, the text reads: "Use the Connect Line tool to create a rectangle with an area of 24 square units." To the right of the text is a grid. Above the grid are three buttons: "Delete" (with a red X), "Add Point" (with a red dot and line), and "Connect Line" (with a red line and arrow).

When the Test is Completed

11. When all questions are answered, a screen pops up to say “You have answered all the questions in this test.” Select “OK.”

Click “End Test” then “Yes” to continue to the next page.

Attention

You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]

Questions: 21 ▾ Math Grades 3-4 (21 out of 21) GUEST, GUEST (SSID: GUEST)

The test has been completed and is ready to be submitted.

Attention

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [Message Code: 10900]

Submit a Training Test

- Click “Submit Test” after reviewing your answers. Then click “Yes” to submit your test.

SAGE Training Test Site

Congratulations, you have reached the end of the test!

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

You have marked questions. Review these questions before submitting your test.

Questions:

1	4	7	10	13	16	19
2	5	8	11	14	17	20
3	6	9	12	15	18	21

Warning

Are you sure you want to submit the test?

Test Results

13. In a live test, the student will get immediate results in Math and Science. In ELA, students get results after both the reading and writing sessions are completed. In a training test, there are no results. Select “Log Out.”

Your Results

Student Name: GUEST, GUEST (SSID: GUEST)

Test Name: Math Grades 3-4

Test Completed On: 1/29/2016

Scores are not shown for this test. You have finished the test. You may now log out.

[Log Out](#)



In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Ending the Test Session

14. Select the “TA Interface” window. As the Test Administrator, you will monitor the live test using this menu. This example shows the only student taking the test has completed it. Click “Stop” then “OK” to end the test.



Students in your Training Test Session

0 students awaiting approval 0 print requests 1 active tests ● = Math

Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GUEST	GUEST	1	Math Grades 3-4		completed		

Important!

This will stop the testing session and pause tests for all students who are currently taking tests in the session. The students will also be logged out. Are you sure?
[Message Code: 10509]