

# Training for Administering Live SAGE Summative Tests

In this training, the teacher or computer lab aide will observe how to administer a Live SAGE Summative Test.

# Using the SAGE Secure Browser

Students must use the SAGE Secure Browser to take the SAGE Summative tests.



# Student View of Testing

When the 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.



**Live Test Sign In**

First Name:

SSID:

Session ID:

Browser: Secure v7

[Go to the Training Test Site](#) 

Utah State Office of Education

# Administering a Live SAGE Summative Test Session

In this demonstration, you will observe administering a 5<sup>th</sup> grade SAGE Practice Test.

1. Go to Sageportal.org and Log In.
2. Select “SAGE Live Test Administration” or “Training Sites” if demonstrating how to administer a test.

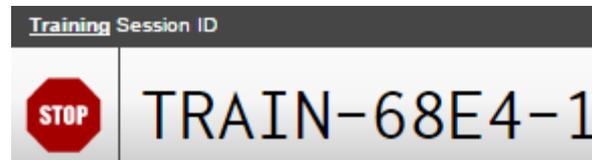
This is the link for administering a live test.



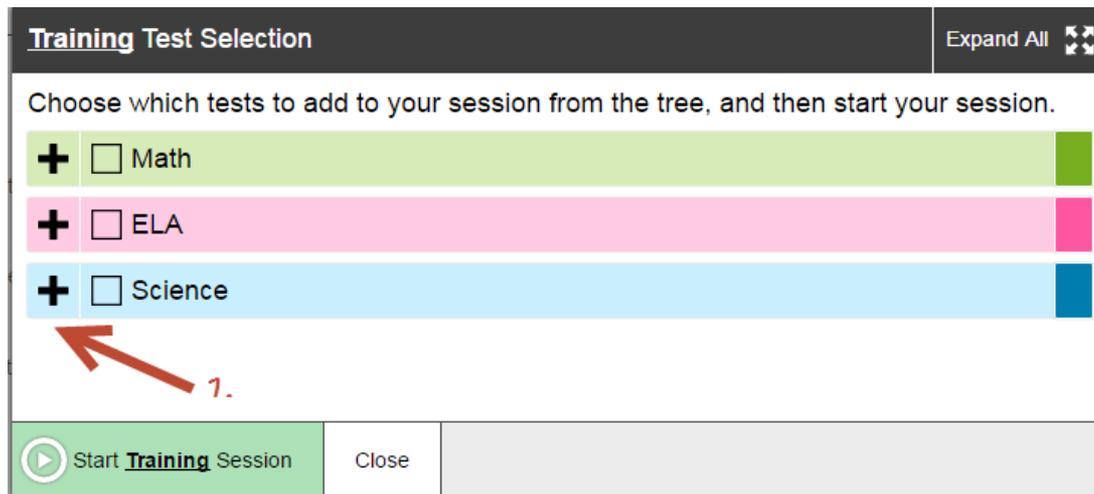
This link is for administering a SAGE Practice Test. Do not practice by opening a live test.

# Select the Subject to be Tested

These screen clips show administering a training test. SAGE Live is identical except it will have “LIVE” in the Session ID.



1. Click on the + sign beside the subject you want to open.



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

2. Select the test to be opened. In this case, Math Grade 5 was selected.

Click “Start Live Session.”

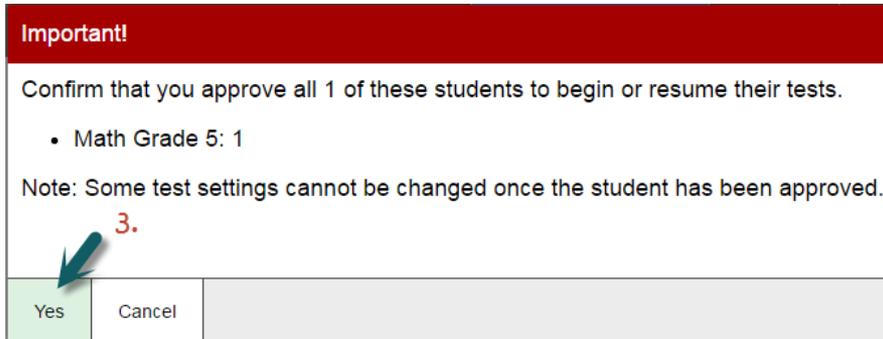
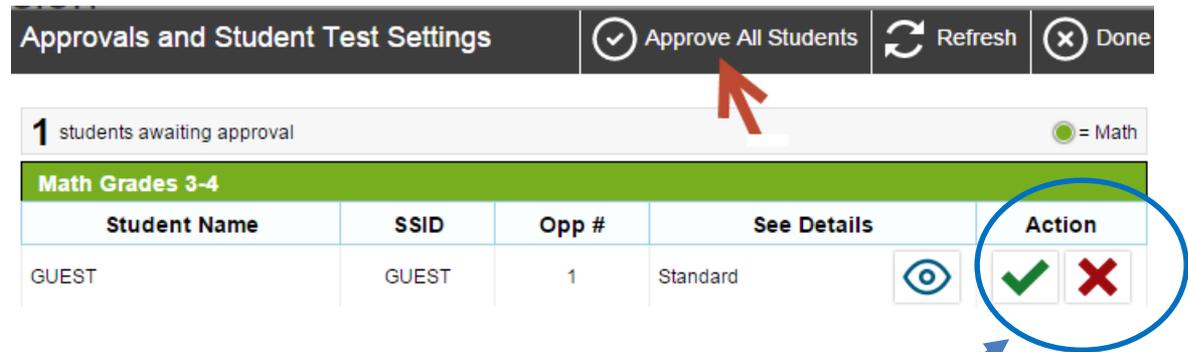
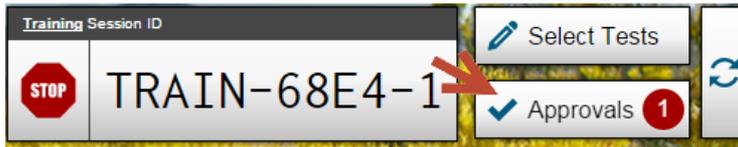
The screenshot shows a web interface titled "Training Test Selection" with an "Expand All" button in the top right. Below the title is the instruction: "Choose which tests to add to your session from the tree, and then start your session." The interface displays a tree of test categories:

- Math (expanded, highlighted in green)
- Math Grades 3-4
- Math Grade 5 (highlighted in green)
- Math Grade 6
- Math Grades 7-8
- Math HS
- ELA (highlighted in pink)
- Science (highlighted in blue)

At the bottom of the interface, there are three buttons: "Start Training Session" (with a play icon, highlighted in green), "Close", and a greyed-out button. Two red arrows originate from the number "2." and point to the "Math Grade 5" checkbox and the "Start Training Session" button.

# Approve Students

3. Click “Approvals” and then “Approve ALL Students.” Confirm that you approve all students by selecting “Yes.”



In a live test, you may choose to approve students or not approve students.

# Ending the Test Session

4. As the Test Administrator, you will monitor the live test using this menu. This example shows only one student taking the test and their status is “completed.” Occasionally, a student will be dropped while taking a test. When they log in again, you will have to approve their test for them to continue.

To end the test session, click “Stop” then select “OK” to confirm.

Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GUEST	GUEST	1	Math Grade 5		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]

OK Cancel