Disable the pop-up blocker in the Chrome browser.

- Click in top right corner (box with red x) and choose “Always allow pop-ups”
  ![Pop-up blocker image]
- Click “Try Again” in the warning message”

1. **Activate a Test Session:** See Page 3 (attached)

2. **Students:** Launch secure browser on desktop

3. **Students:** Log in with username, password and Session ID

4. **Approve Students:** TA must approve student test session before requested test can begin
   - Test Session window: Click [Approvals] button to see students awaiting approval to test
   - All tests should say “Summative” in the title
   - **Note:** To update list of students awaiting approval, click [Refresh Now].
   - Confirm students’ test settings, accommodations and/or designated supports
     - Click next to student name to review settings to review individual student test settings
     - **Accommodations, defined by IEP will be setup by SAU beforehand. Do not change.**
     - If test settings are correct:
       - To approve individual student, click [✔] button for each student
       - To approve all students in the list, click [Approve All Students]
   - **NOTE:** If test settings are incorrect, do not approve that individual student. Do not change any designated supports. Notify building principal
   - **Note:** Once students are approved, settings for the current session cannot be changed
   - To deny a student, click [✗] Enter a brief reason (e.g., student selected wrong assessment)
   - Students begin test
5. **Pause Session for breaks shorter than 20 minutes:**
   a. Student does not need to Pause test (this requires them to log back in)

6. **Stop Session (for breaks longer than 20 minutes OR students have completed the test):**
   o If test session break will be longer than 20 minutes (i.e. lunch), this requires a **Stop Session**.
   o Note: A [Stop Session] longer than 20 minutes submits all questions answered and marked for review as final. Students **will not** be able to go back to previously answered or marked for review questions.
   o Announce upcoming break and allow extra time for students to review questions completed to this point.

7. **How to Stop Session:** Students must first [Pause] or [Submit Test]
   a. **Student** will select [Pause] if they are not finished
   b. **Student** will select [Submit Test] if they have completed the test
   c. Once all tests are [Paused] or [Submit Test], teacher ends test session. Click [Stop Session].
   d. Confirmation message appears on TA screen. Click [OK].
   e. A [Stop Session] will require the TA to generate a new Session ID to log back into the test.

8. **Restart Test Session:** To restart a test after a break, create a new Session ID.