HOW TO ACTIVATE A TEST SESSION: SUMMATIVE ASSESSMENTS

This document provides instructions on how to activate a test session for the NH SAS in the TA Interface.

1. From the NH portal (http://nh.portal.airast.org), select the:

   ![Test Administration Card]

2. Click the Test Administration card to enter the TA Interface.

3. Enter your email address and password, and then click Secure Login. You will be prompted to Enter Code (check your @sau57.org email).

   ![Login Page]

Test Selection

1. When you enter the TA interface the Test Selection box appears. You can also click the [Select Tests] button in the upper-right corner of the screen.

   ![Live Test Selection]

2. Select a test from the Summative Assessments list.

   ![Select Test]

   To expand a test group, click + (or Expand All). To collapse an expanded test group, click - (or Collapse All).

3. To select tests for the session, do one of the following:
   - To select individual tests, mark the checkbox for each test you want to include.
   - To select all the tests in a test group, mark the checkbox for that group.

   The figure below shows the Grade 3 ELA Summative Reading test selected.

   ![Selected Tests]

4. After you have selected the test(s), click [Start Session].

   ![Start Session]

5. The session ID will be generated in the upper-right corner of the screen.

   ![Session ID]

Contact the New Hampshire Statewide Assessments System Help Desk for additional guidance.

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