|  |  |  |
| --- | --- | --- |
| **Specific Focus** | **Task: Student Directions** | **Example** |
| **Step 1:** **Logging On** | * Turn on a Chromebook
* Do NOT log in
* Click **“Apps”** in the bottom left
* Select **AIRSecureTest**
 |   |
| * Click the link that says **“Click here to go to the Practice and Training Test Site”**
 |  |
| * Just click **“Sign in”** as a guest.
 |  |
| **Step 2:** **Sign in** | * Choose your grade level.
* Click “**Yes”** to start.
 |  |
| **Step 3:** **Test Choices** | * Click **Start Math Grades 6-8 Training Test**.
* Continue sign in process and click the button to **Begin Test Now.**
* On the screen for **Choose Settings**, click **Select.**
* On the screen, **Is This Your Test?** scroll down and select, **Yes, Start My Test.**
 |  |
| **Step 4: Review Test Instructions & Help** | * In this section of the test, it is helpful to scroll through the information about the tools you will encounter within the testing interface.
* Here you will find an overview of the student testing site, tools, and test rules.
* After review, click the **Begin Test Now** button.
 |  |
| **Step 5:** **Tutorial** | * In the SBAC Math & ELA assessments you will see the **Tutorial** as one of the choices when you click on the **Context Menu.**
* The **Tutorial** provides a video tutorial explaining how to answer that type of question.
 |  |

|  |  |  |
| --- | --- | --- |
| **Step 6:** **Notepad** | * Each question on either the SBAC Math or ELA assessment has a **Notepad** tool found under the **Context Menu.**
* You can use the **Notepad** to save a ***note*** or ***comment*** about that question.
* To use the notepad, click on the **Context Menu** and select **Notepad.** This will bring up an area you can type in. Then select **Save and Close** to save your notes.

***\*The notepad is specific to the question you are completing and will only be available throughout that portion of the test.***  |  |
| **Step 7:****Flag** (Mark for Review) | * Each question on either the SBAC Math or ELA assessment has a **Flag** *(Mark for Review)* tool found under the **Context Menu.**
* If you decide that you want to come back to the question prior to completing this segment of the test you can use the **Flag** *(Mark for Review)* tool.
* To use the **Flag** *(Mark for Review)* tool, click the **Context Menu** and then **Mark for Review.** This will change the look of the question number and show a white flap in the upper right corner.
* When you want to review an item either click the **back** button or the **questions drop down** to navigate to the previously marked question.

* You can clear the flag by clicking the **Context Menu** and **Unmark Review Item.**

***\*During testing you will be able to review these marked items and make changes to your answer if desired.*** ***\*If the test is paused for more than 20 minutes, the items marked will no longer be accessed for review.***  |  |
| **Step 8:****Reflection** | Now that you have completed the practice using the **notepad & flag** tools, **reflect** **and respond** to the following questions on this document or open a new Google Document and **SHARE** it with your teacher.  | 1. Describe two challenges or successes you encountered when using the **notepad and/or flag tools** on the practice test using a Chromebook.
2. Did you know you can also use these tools on the SBAC ELA Assessment? Give an example of how you could use these tools on the SBAC Math assessment.

  |
|  | On a scale of 1-10 how you’re your comfort level with these tools? Emotes-face-smile icon**8-10** I feel comfortable with the tools but I could redo this lesson for additional practice.Emotes-face-plain icon**5-7** I am somewhat comfortable with these tools but could use additional practice. Emotes-face-uncertain icon**0-4** I am still not comfortable with these tools and need to complete the practice again.  | 1. If you gave yourself a rating of **8-10**, what can you do to help other students achieve the same score?
2. If you did not get give yourself a rating between **8-10,** what do you plan to do to improve your score?
 |