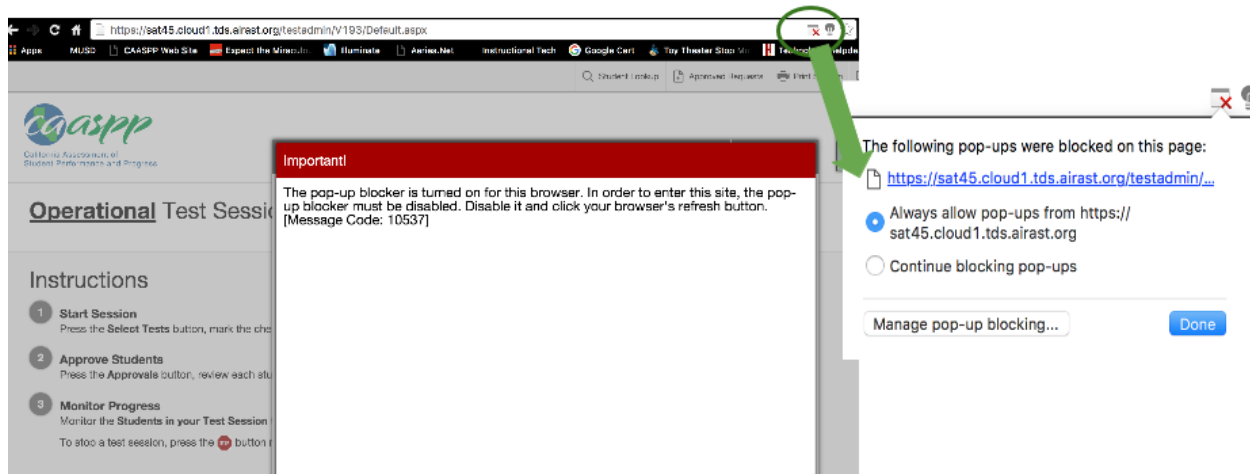


# Administering the Interim Assessment Block

1. Go to [caaspp.org](https://caaspp.org)

2. Choose **Smarter Balanced Interim Assessments** and then **Test Administrator Interface**
3. Logon using your MUSD email address. You have received an email from CAASPP with your password for your account. If you have logged in before, but cannot remember your password, use the **"Forgot Your Password?"** prompt if necessary.
4. When prompted to choose your institution, select your school from the dropdown menu on the next window and click **"GO"**.
5. You ***must*** disable your popup blocker:



Then **refresh** your browser.

6. On the next window, use the "+" to drill down in the menus presented:
- + **Smarter Balanced Interim Assessments**
  - + **Interim Assessment Blocks**
  - + **Mathematics**
  - + **Grade Level**
    - + **3rd, 4th, 5th choose "Fractions"**
    - + **6th choose "Ratio Proportion Rel"**

A security reminder may popup. Click "OK"

Then click, **"Start Operational Session"**

7. The next screen will show the **Session ID** that your students will use. You will also **approve test activity** in this window, as well as **verify whether accommodations have been preset** for those students who require them. If the presets haven't been made, DO NOT approve that student's test session. Contact your site test administrator.

**Click the eyeball to verify that test accommodations have been preset for students that need them. DO NOT approve the test session if they are not preset. Contact your test administrator!**

**approve test session**

## Other information:

**If you need to stop all students' tests abruptly.**

**Keep an eye on your students' test status and progress here.**

**To pause individual tests, use this button.**