# Administering SBA Interims during Distance Learning

Administering interims remotely requires synchronous teaching where the students and teacher are online at the same time, working together.

Teachers will need to communicate with students to provide a session ID and to provide guidance for students through the login process, including helping them securely find their 10-digit state testing ID number in the Home Access Center (HAC). *Direct students to the test named 'Student Testing Information' to find their 10-digit state ID.*

1. Navigate to the WCAP portal and log in to the TA Interface application.
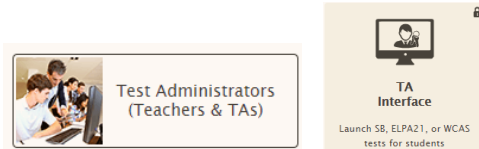
2. Select the interim assessment you will be administering by clicking on the '+' next to each category. Select 'Start Session' in the bottom right. Note: *an interim session should not be started more than 20 minutes prior to students logging in to take an interim.*
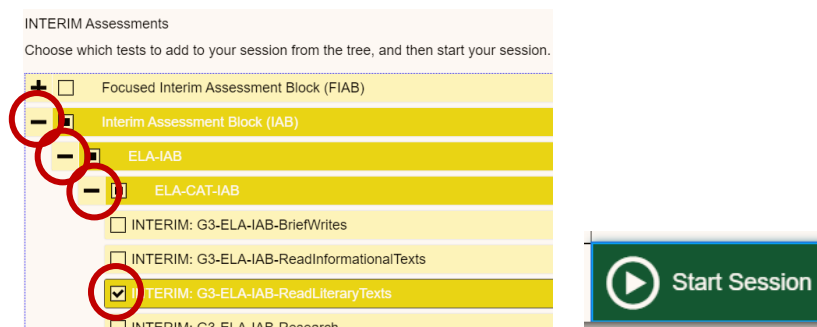
3. A pop-up box will ask you to select the Manner of Administration from the drop-down menu. This will help users viewing the test results in the Smarter Reporting System (SRS). Click on OK at the bottom of the box, and the selection window closes.

4. Start the test session and securely provide your students the session ID that is generated in the top-right corner of the screen. This session ID will be used by all students for the session, it is recommended TAs write down the session ID for their own records in case of session inactivity or a technology/system error. Having the session ID will allow the TA to immediately resume the session without creating a new one.

Once students begin to log into the test, this Approvals button will appear. Click to verify students accessed the correct interim and have the right student settings. Once confirmed, approve all students to the interim.

5. After your students sign in and select the interim, approve them into the session so that they may start testing. Click the Approvals button to view the list of students awaiting approval.
   a. If a student selected an incorrect interim, deny access by clicking the red X button
   b. Verify a student's settings by clicking the Eye in the student's row. If settings are incorrect, deny access and notify your school coordinator to update in TIDE.

6. After all students complete the interim, stop the test session and log out.