

**Generating Session ID and Student Login to Sessions**

*Training tests are tests completed in the TA Practice Interface and Secure Browser to prepare students for summative assessment. If you're looking for Interim testing login information, please see the Interim test instructions.*

**There are three main steps to ensure success of your Training Tests**

1. [Log in and create the training test session](#)
2. [Have your students log into the training test in secure browser](#)
3. [Log in as a guest student and review test settings and help guide with students](#)

**Prior to starting the testing session prepare by:**

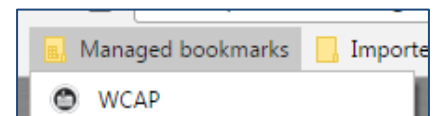
- Ensuring you have WCAP portal login access (see step 6)
- [Generating test tickets](#) with SSID in TIDE by class roster
  - Make sure that there is a ticket for each student, notify SC if any are missing.
- [Reviewing student accommodations](#) and ensuring you understand how they work
- Reviewing the [Tools Supports and Accommodations Summary](#) to ensure you understand all the tools your students may use

**Session reminders:**

- Students must have:
  - Secure test tickets
  - Chromebook or devices (instructions on pages 5 and 6)
  - Headphones (if required by the assessment or for student supports and accommodations)
- Instructions for student access begin on page 5 of this guide
- Create the test session no more than 20 minutes prior to testing
- Once students are in the session, demonstrate the training test on your projector by following the instructions on page 9 to go open a guest session in the same test

**Step One: Logging in and Creating the Training Test Session- Teacher Access**

1. On [Google Chrome](#) browser, select WCAP in "Managed Bookmarks" bar.
2. This will briefly direct you to an EPS webpage with important system messages. You will be automatically redirected to the WCAP Portal in 10 seconds, but you can go there immediately by clicking the redirect link.

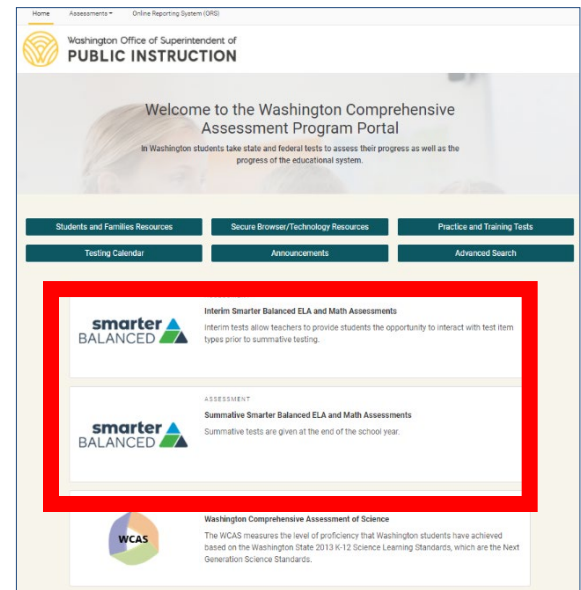


**WCAP**

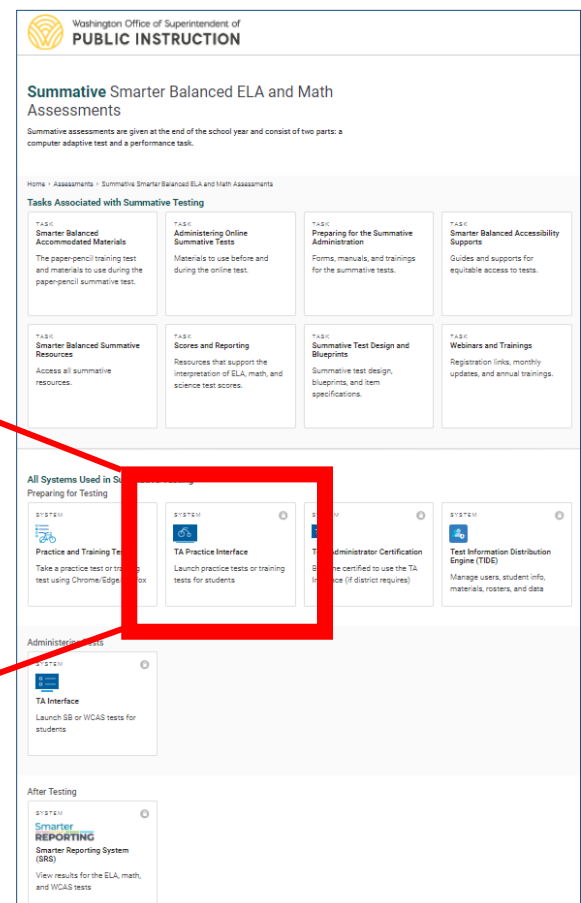
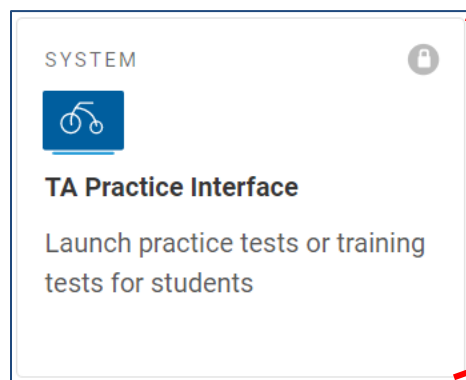
- If not redirected in 10 seconds go to <https://wa.portal.cambiumast.com/>

**June 2020 Updates**  
Score reporting (Online Reporting System ORS), Interim Assessment score viewing and handscoring (AIRWays), as well as teacher

3. Scroll down and select either **Summative Smarter Balanced** or **WCAS**.



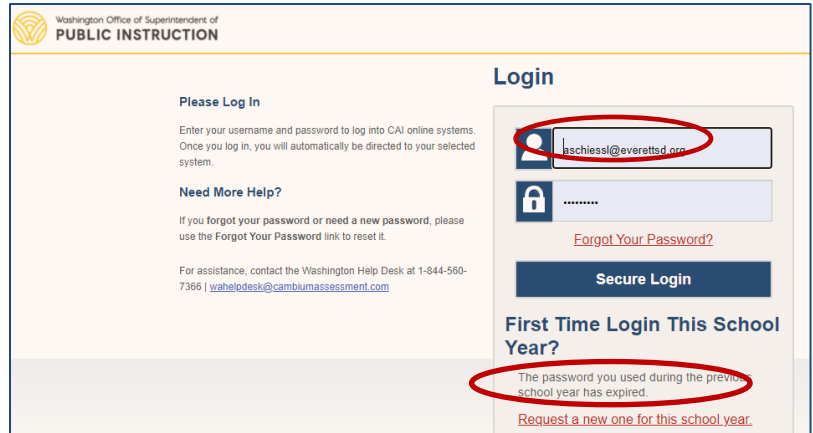
4. Scroll down and select **TA Practice Interface**.



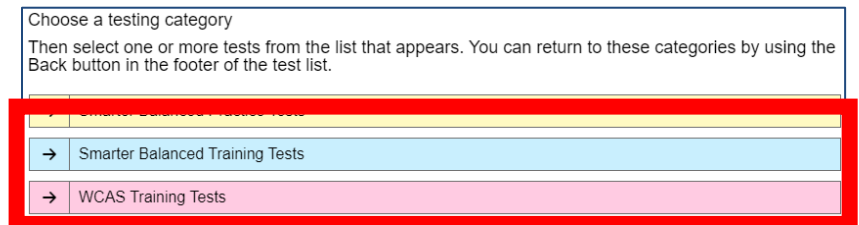
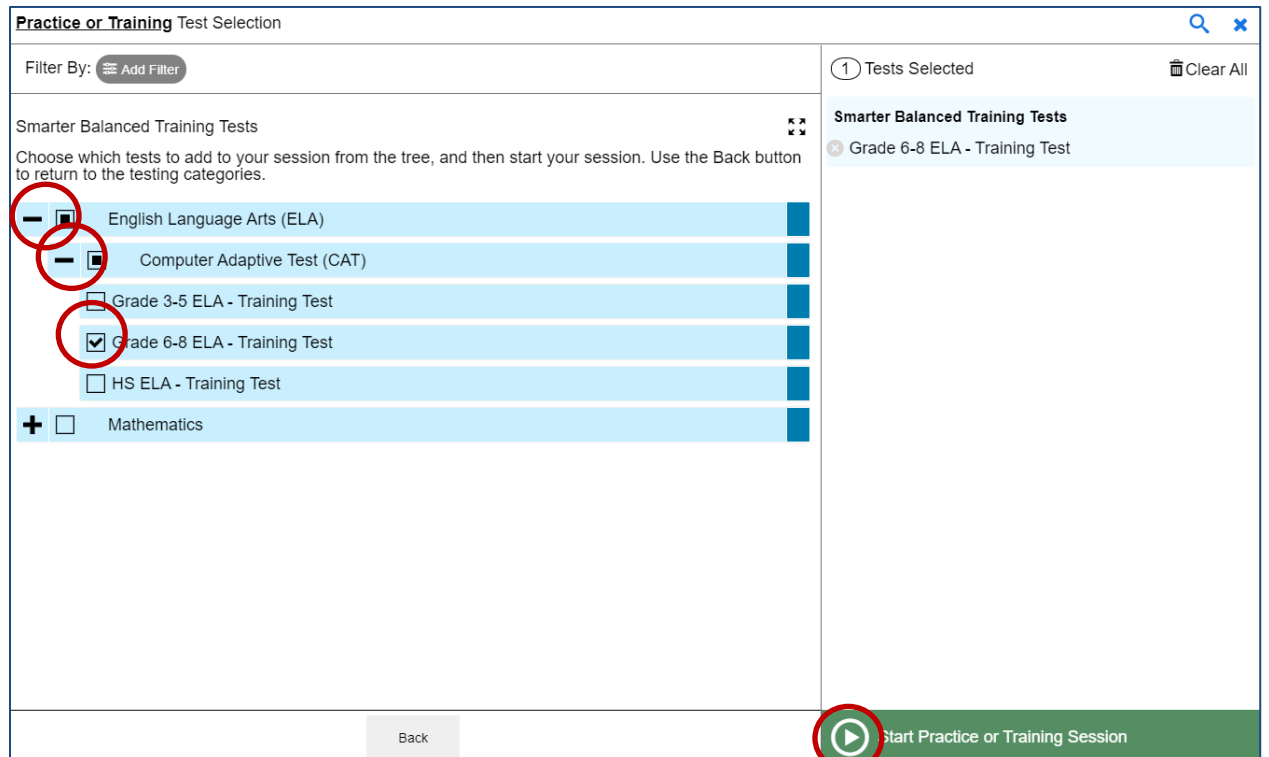
6. Log in using your office email address and WCAP Portal password. If you have forgotten your password, enter your email address then click on **“Forgot Your Password?”** link to get a temporary password from “AIRAST DoNotReply”.

*If you have not logged in yet this school year, you will need to enter your email address and select the link ‘Request a new one for this school year’ and follow the directions.*

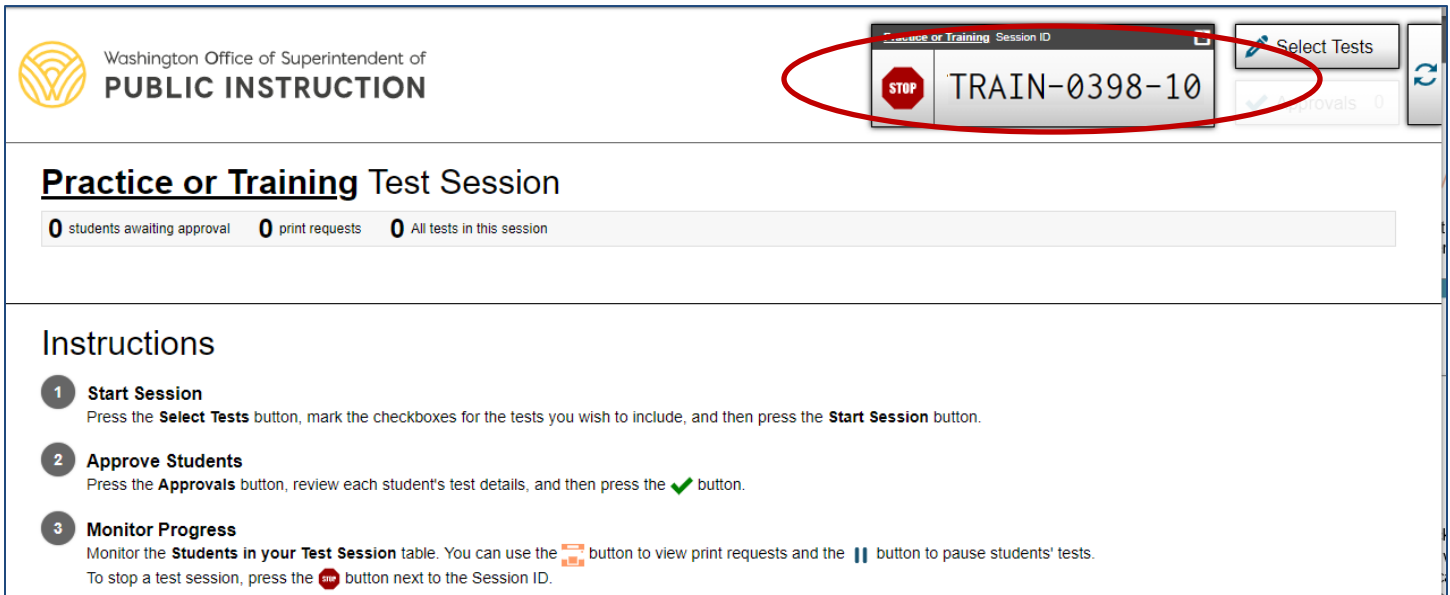
*If you have not logged in from this device, you will be warned to check your email for an access code. Follow the on-screen instructions.*



7. Select one of the Practice or Training options by clicking on the → sign, then drill down to specific test by clicking on the + sign next to each test, then click Start **Practice or Training Session**.

8. Once you start your training session, a session ID will be created – i.e. TRAIN-0398-10  
(Reminder: no more than 20 minutes prior to beginning the test session)






Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

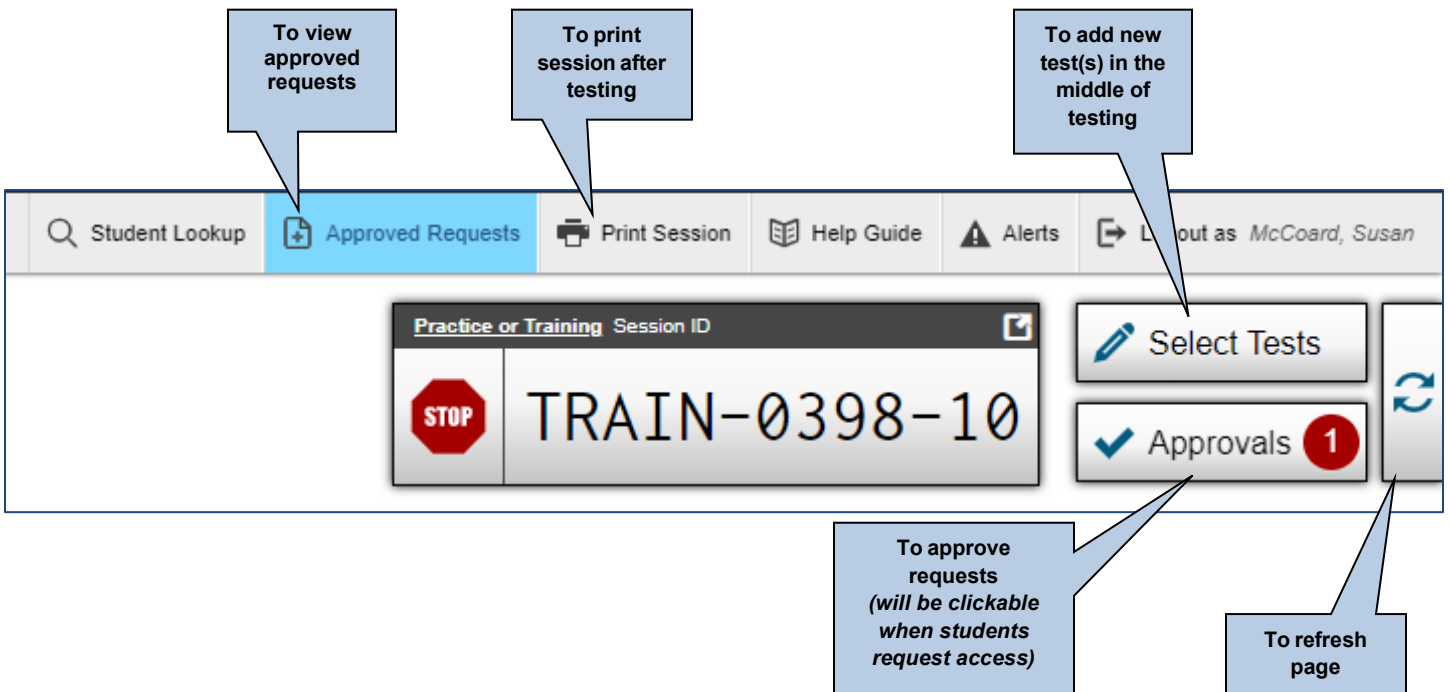
**Practice or Training** Session ID  
TRAIN-0398-10

0 students awaiting approval 0 print requests 0 All tests in this session

### Instructions

- 1 Start Session**  
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**  
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**  
Monitor the **Students in your Test Session** table. You can use the  button to view print requests and the  button to pause students' tests.  
To stop a test session, press the  button next to the Session ID.

9. Once the session ID is generated, write the session ID on the board.



To view approved requests

To print session after testing

To add new test(s) in the middle of testing

To approve requests (will be clickable when students request access)

To refresh page

Student Lookup Approved Requests Print Session Help Guide Alerts Logout as McCoard, Susan

**Practice or Training** Session ID  
TRAIN-0398-10

Select Tests

Approvals 1

## Step 2 – Students log into the Secure Browser Chromebook Instructions

1. Students open Chromebooks and select **APPS** then **AIR SECURE TEST BROWSER** in lower left corner. (**Do Not** have students login to their Google Chrome accounts)

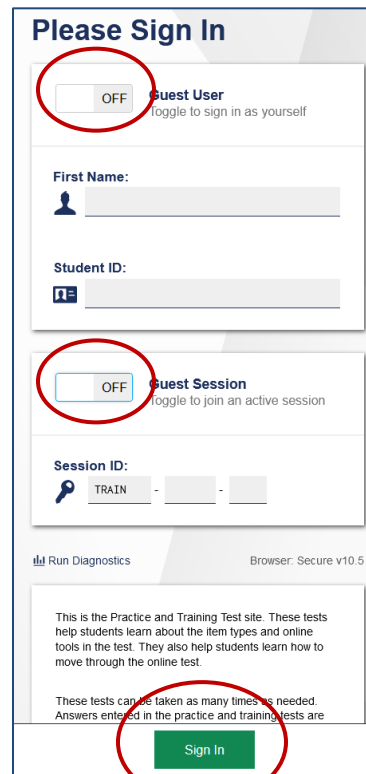
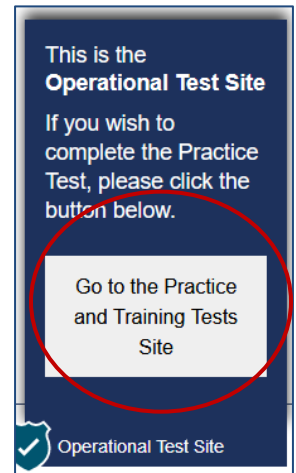
2. Students must click on the white box 'Go to the Practice and Training Tests Site' link

3. Students should toggle the Guest User and Guest Session boxes to 'Off' and enter the following login information:

- First name (exactly from test ticket)
  - Student ID (10-digit state SSID number)
  - Session ID (created by the teacher)
    - i.e. TRAIN-47D3-9

Click on Sign In

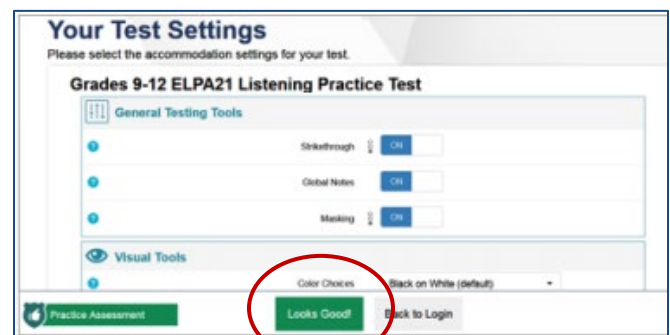
4. Student will be prompted to verify their personal information. If all is correct, student will click 'Yes'.

The student selects the correct assessment available for them to take. *(Students can only select tests that were identified by the TA in the Test Administration site and that still need to be completed).*

5. The request is sent to the TA for approval and the 'Waiting for TA approval' message appears. After the TA approves the student(s) for testing, the student can proceed to the next step.

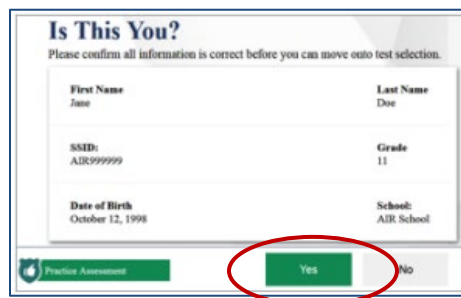
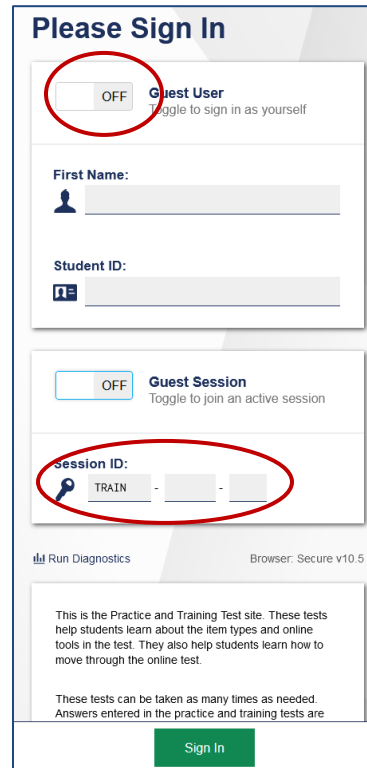
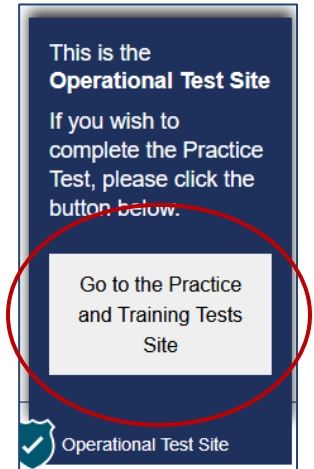
6. Student will verify again the test information and settings on the 'Is This Your Test?' page. If the settings are correct, student clicks 'Looks Good'. *(If the student alerts you to an error in settings, notify your SC).*



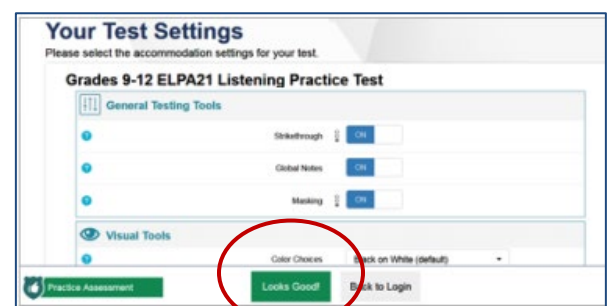
7. The 'Test Instructions and Help' page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools. After reviewing, students click 'Begin Test Now'.

## Step 2 – Students log into the Secure Browser Other Devices Instructions

- Students open Tablets and sign in with userID '**sbatester**' and password '**sbatester**' then select icon **WASecureBrowser** on home screen.  
(**Do Not** have students login with their information).
- Students must click on the white box 'Go to the Practice and Training Tests Site' link
- Students should toggle the Guest User and Guest Session boxes to '**Off**' and enter the following login information:
  - First name (exactly from test ticket)
  - Student ID (10-digit state SSID number)
  - Session ID (created by the teacher)
    - i.e. TRAIN-47D3-9
  - Click on Sign In
- Student will be prompted to verify their personal information. If all is correct, student will click 'Yes'.

- The student selects the correct assessment available for them to take. (*Students can only select tests that were identified by the TA in the Test Administration site and that still need to be completed*).
- The request is sent to the TA for approval and the '**Waiting for TA approval**' message appears. After the TA approves the student(s) for testing, the student can proceed to the next step.
- Student will verify again the test information and settings on the 'Is This Your Test?' page. If the settings are correct, student clicks '**Looks Good**'. (*If the student alerts you to an error in settings, notify your SC*).
- The 'Test Instructions and Help' page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools. After reviewing, students click '**Begin Test Now**'.

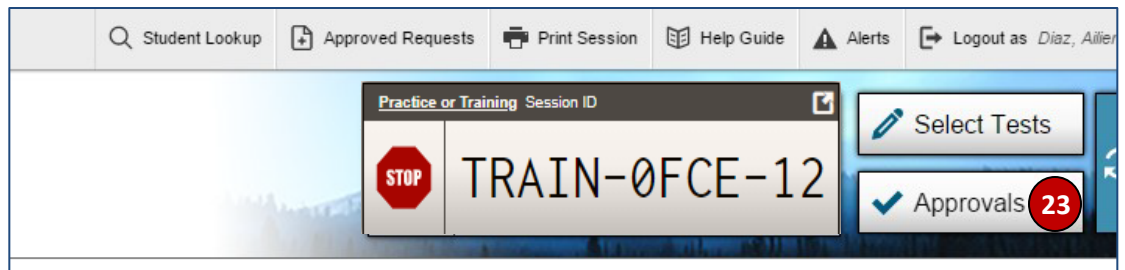




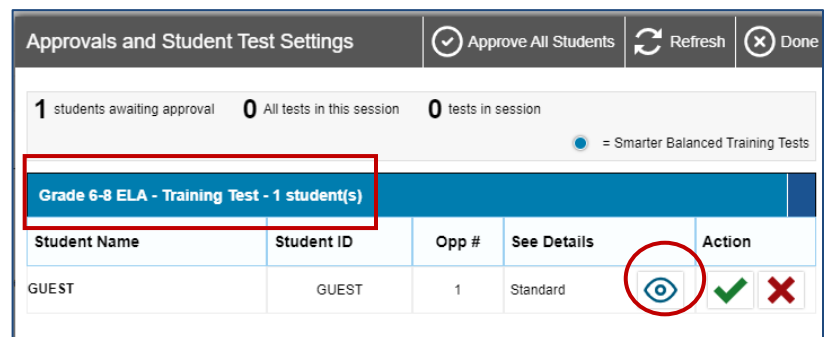
## Teacher Session Approval

It will take about 30 seconds for the student names to display on the waiting for approval list on the **Test Administrator (TA) Interface**.

1. Click on the **Approvals button** once the expected number appears, i.e., 23. This will approve all at once and help identify if one or two students are having log in issues.



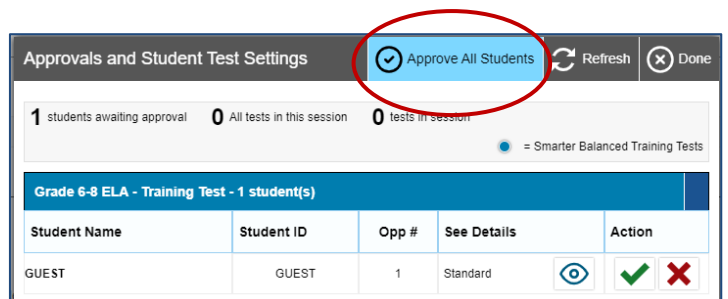
2. The 'Approvals and Student Test Settings' window appears, displaying a list of students grouped by test. Check that the student(s) selected the correct test.



3. To check a student's test settings and accommodations, click the eyeball button for that student. The student's information will appear. *(Reminder: students should not begin testing until their settings are correct in TIDE.*

*If any accommodations or designated support settings are incorrect, please click the red 'X' button to deny student access to the test and ask your SC to update the settings in TIDE. Student will need to log out and rejoin the session for the option to appear).*

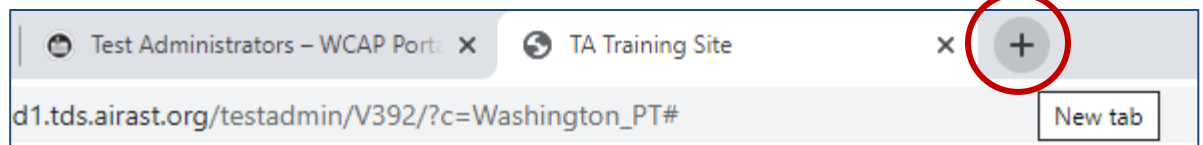
4. To approve all students displayed in the list, click **'Approve All Students'** or the **green check mark** next to each student's name to approve one at a time into the session.



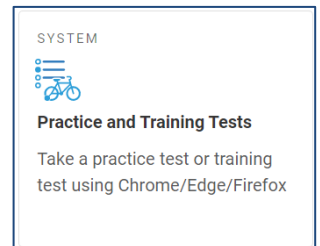
### Step 3 - Log in as a guest student and review test settings and help guide with students

Now that you have created a training session, i.e., TRAIN-47D3-9, you can now open your own training test and log in using guest credentials to review test tools and best practices with your class on the overhead.

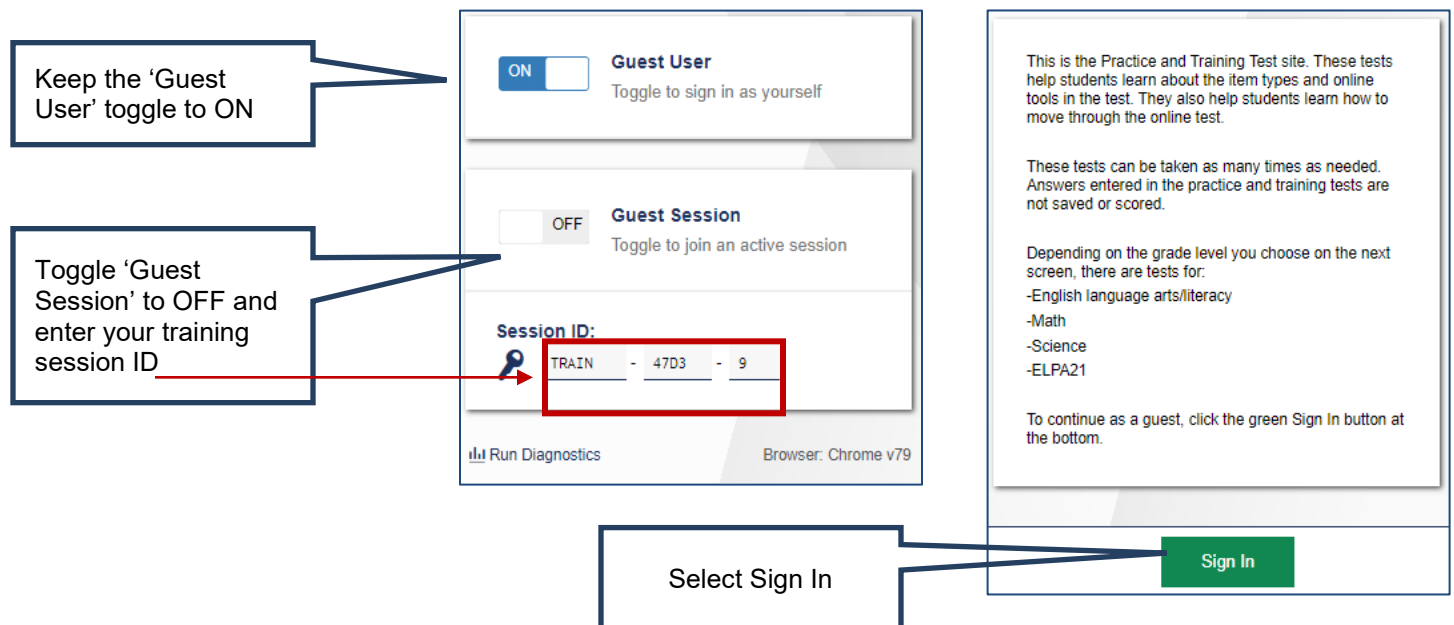
1. Open a new tab in Google Chrome by clicking on the + circle next to the current open tab



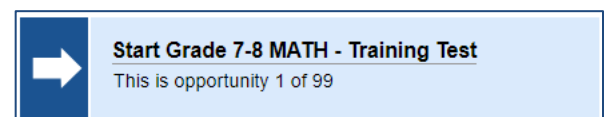
2. Go to the WCAP <https://wa.portal.cambiumast.com/> and follow the same path that you used to get to the TA Training Interface and select the Practice and Training Tests tile.



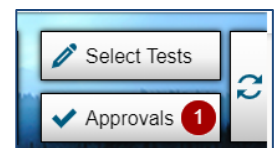
3. Click on Take the Practice and Training Tests tile and it will take you to a sign in screen



4. Select the appropriate grade level of your training test and click on the Start Grade 7 MATH – Training Test box






5. The waiting for approval page will appear.





6. Return to your TA training site tab and approve

Grade 6-8 ELA - Training Test - 1 student(s)				
Student Name	Student ID	Opp #	See Details	Action
GUEST	GUEST	1	Standard	  

7. Return to your Student: Login tab and review the **Test Settings** and **Help Guide** at this time with the class before you select Begin Test Now at the bottom of the page.

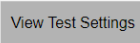
8. You will now enter the training test with your class and review best test taking practices and how to use the item types and tools. You can use the [accommodations and supports summary](#) to see a list of universal tools available to remind you of what to demonstrate. Students with additional supports and accommodations will need individual attention.

### You Are Almost Ready to Begin Your Test

Read the information on this screen. Click "Begin Test Now" when you are ready to start your practice or training test.

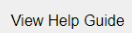
#### Test Settings

Use this button to look at your test settings.



#### Help Guide

Look at the Help Guide during your test using the "?" button in the top corner of the screen.



9. Students can end by clicking pause or end test, and then closing their browser.

10. In your TA interface, click on "Stop" (top-right corner) when all students are out. Then close browser.

