**Before AzMERIT Testing**

\*Launch the AzMERIT Secure Browser on each student Chromebook

\*Write the Session ID clearly on the board

\*Post “Testing Do Not Disturb Sign”

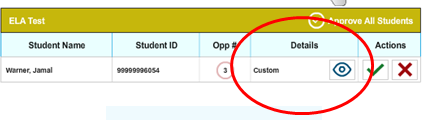
\*Distribute testing tickets

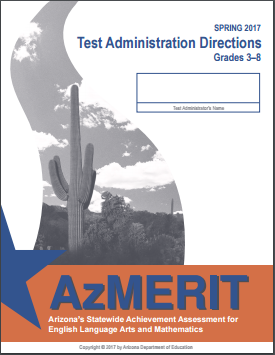
\*Distribute Scratch Paper (only Math and Writing)



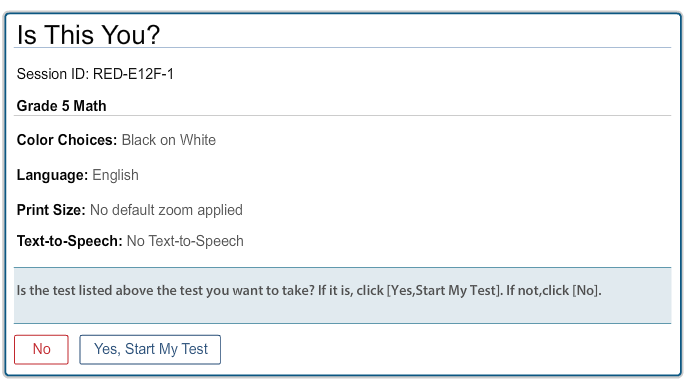
Test Administrator Approve Students

\*Check for accommodations

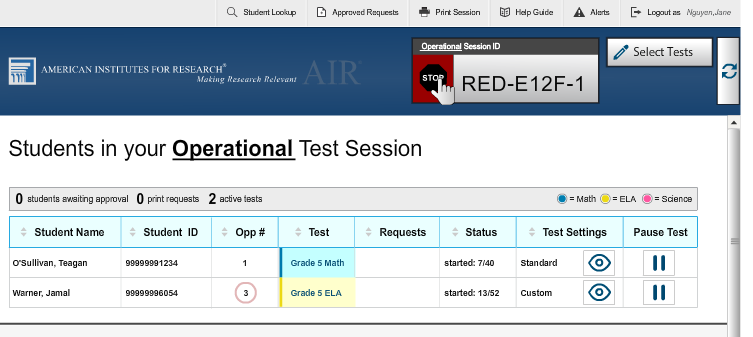




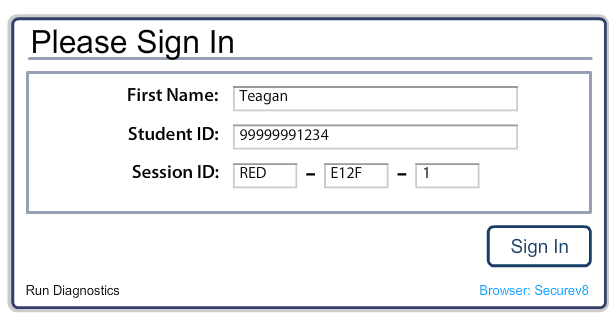
**Read Directions Throughout AzMERIT Computer Based Test**

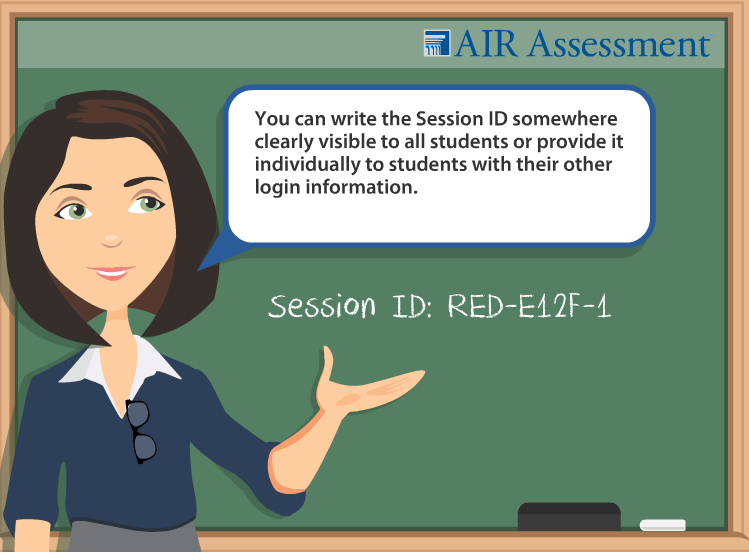


Students Verify and Begin Test AFTER Approvals



End Testing Session

Students Log into Secure Browser



Get Session ID

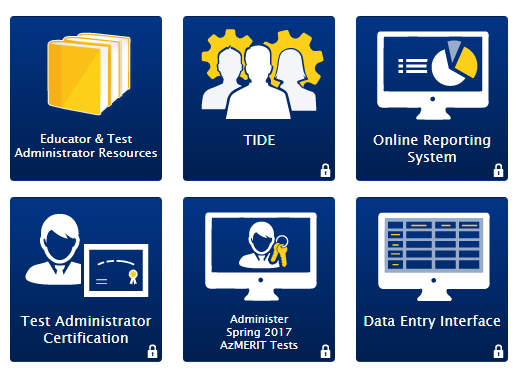
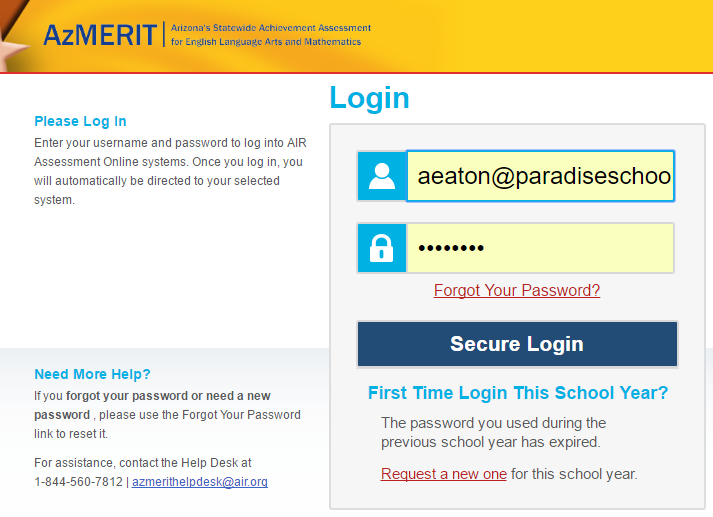
**How to Get the Session ID**

**Step 1: Sign into AzMERIT Portal**

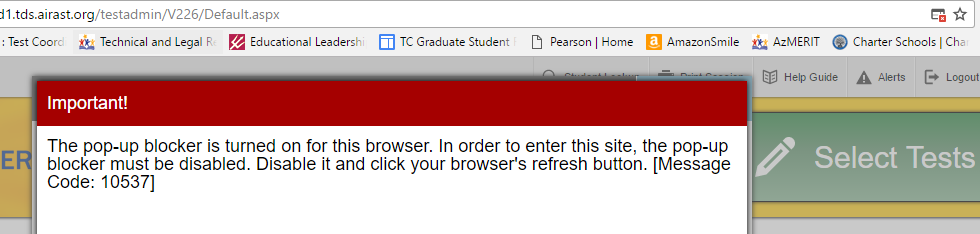
1. Go to **azmeritportal.org** & select **Educators & Test Administrators**



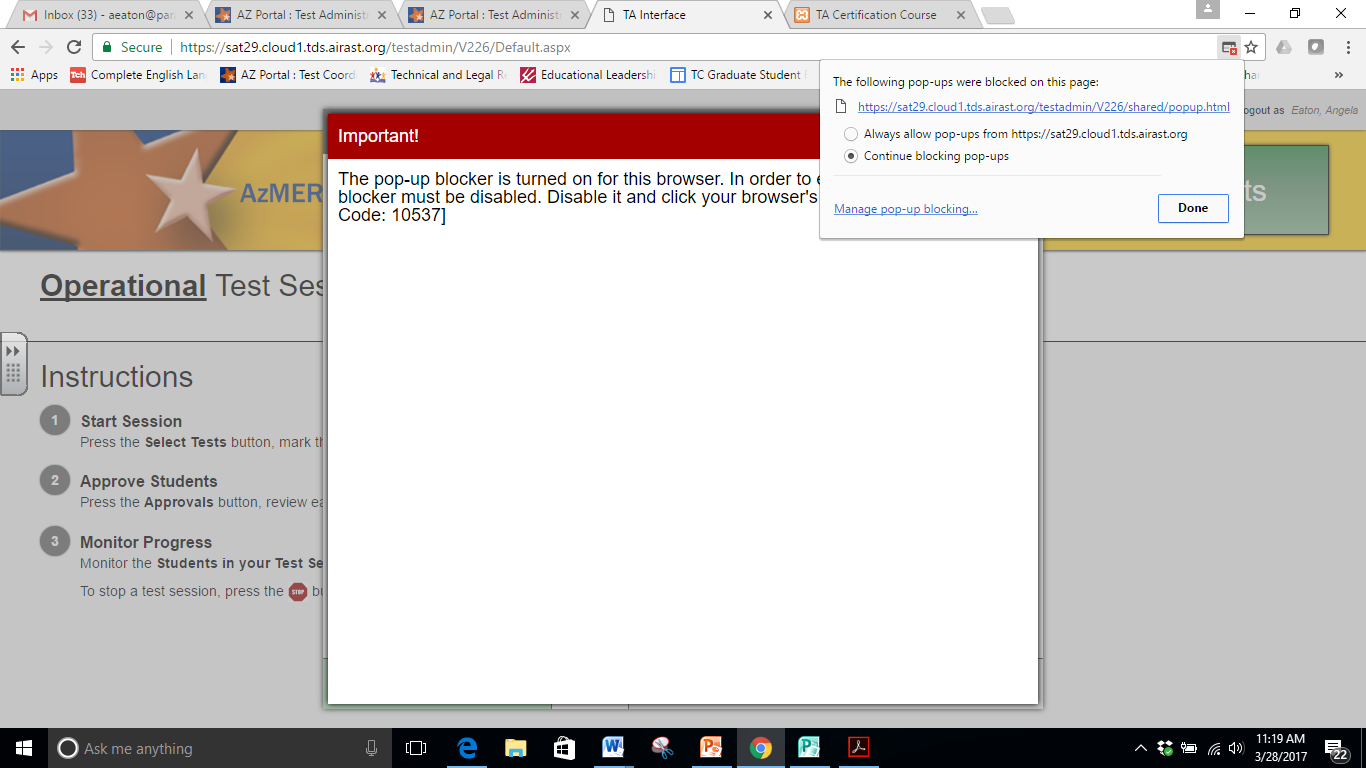
1. Select **Administer Spring 2017 AzMERIT Tests** & **Enter Login**

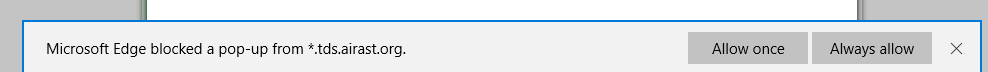
\*\*\*If pop-up blocker is turned on then disable by…



-Click **pop-up blocker symbol** and **Always allow pop-ups** and  **refresh button**

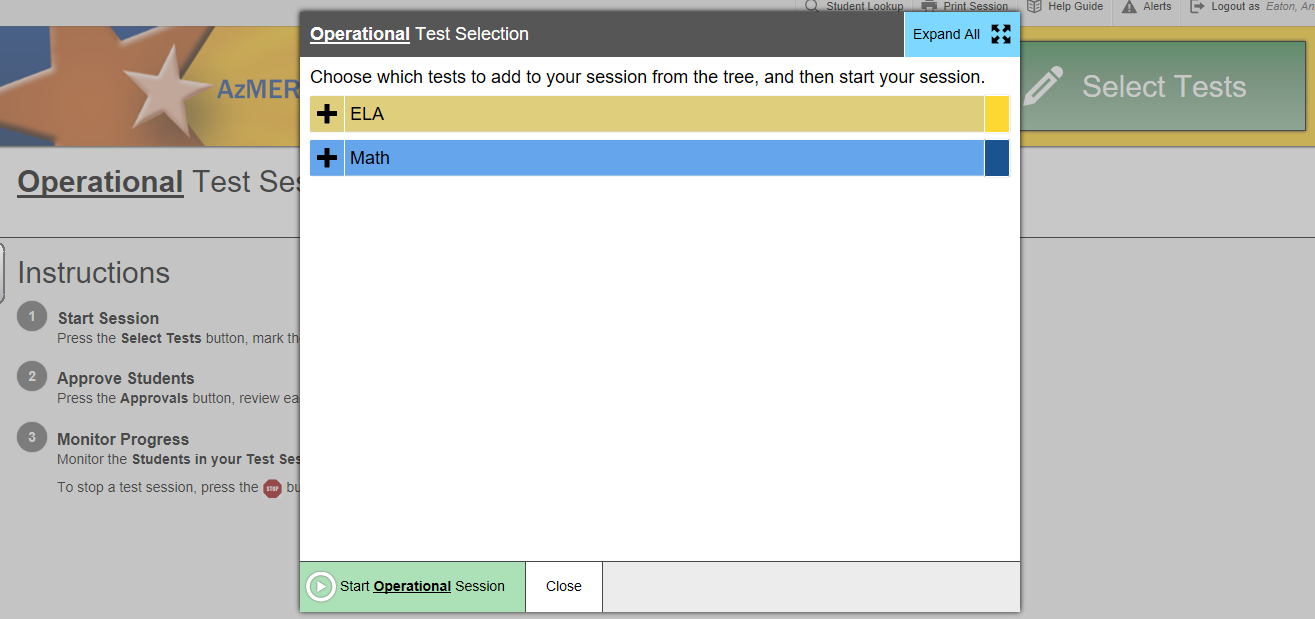


OR Click Always Allow AND Refresh button 



**How to Get the Session ID**

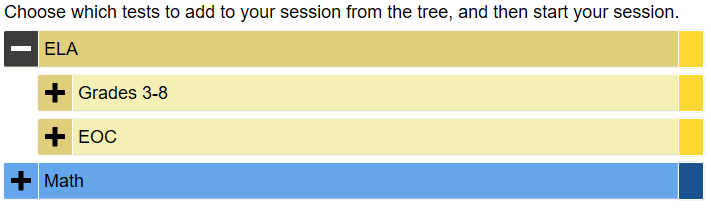
**Step 2: Select Test (Be sure you are looking at which day to give test)**



**Operational**- means you are in a LIVE test

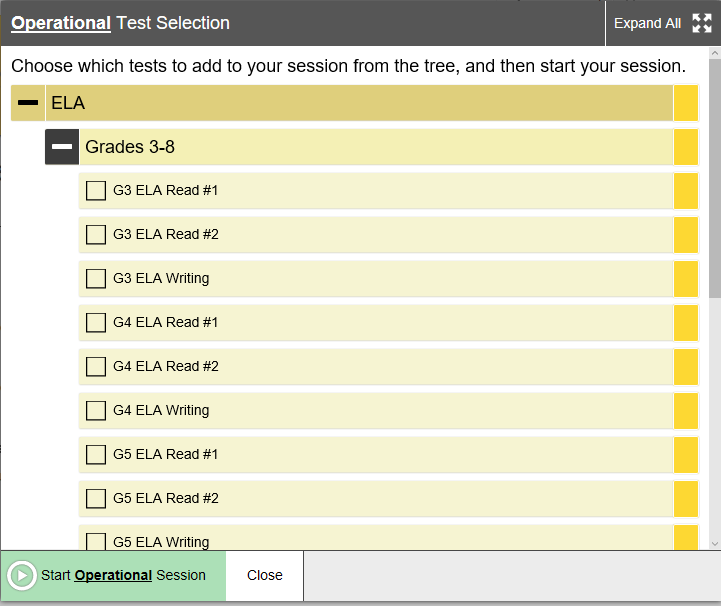
Select **Help Guide** at top for user guide information

1. Select the Test you would like to Administer in **ELA** or **Math** in **Grades 3-8**



**Writing** will ALWAYS be administered first

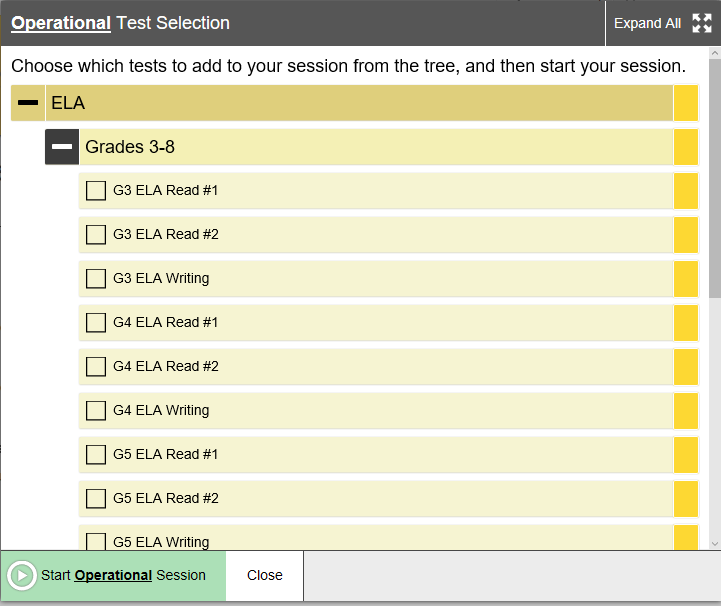
Refer to testing schedule for the specific dates for **ELA** and **Math**



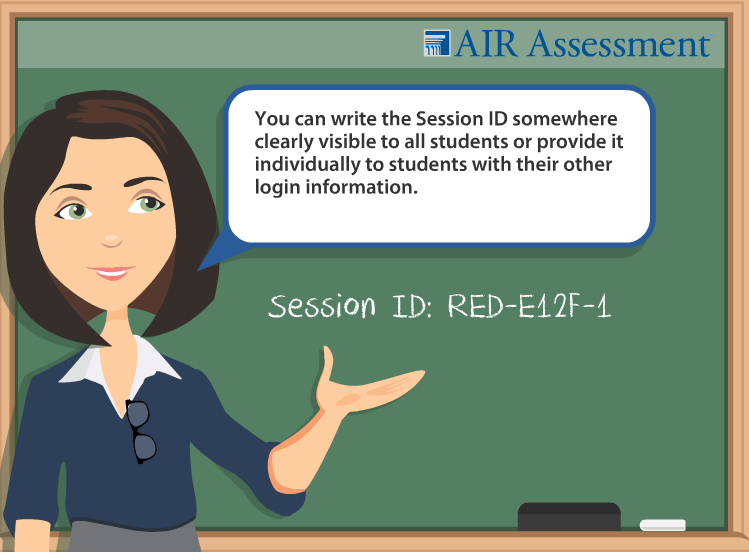
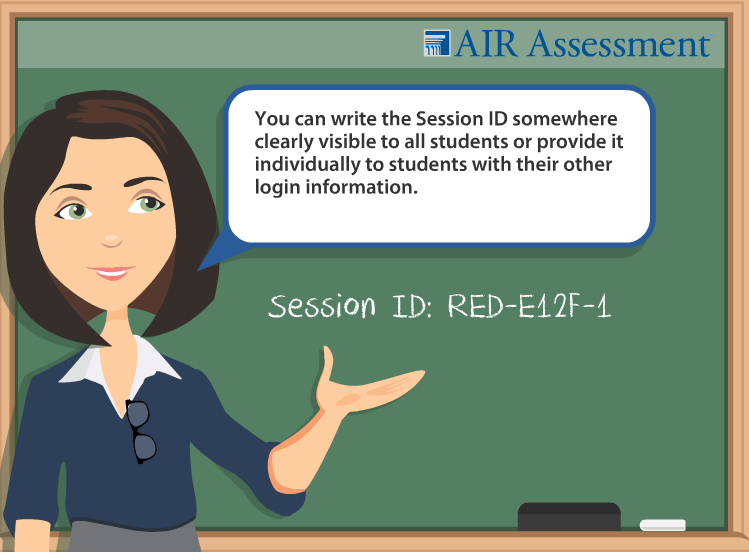
If you close window then you can access test by selecting **Select Tests** at top of screen



1. Begin testing session by clicking **Start Operational Session** once you have selected test



1. Write **Session ID** on board BEFORE students begin testing (They need Session ID to login)

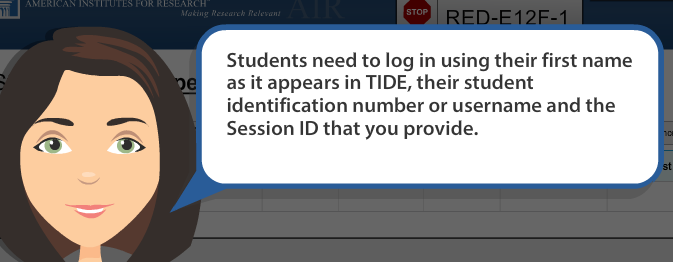
 

**How to look up Student Information to FIND Testing Ticket Information**

1. Students will need **first name** (as appears on TIDE), **student identification number**, AND **Session ID**  to login

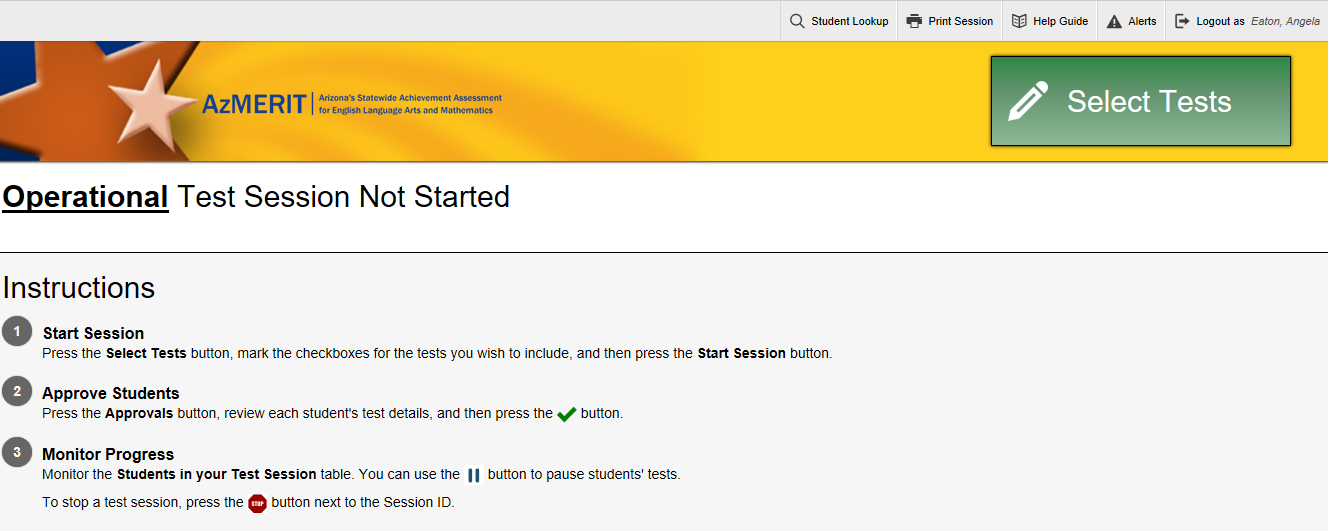
Testing Tickets were provided for your class that include **first name** and **student identification number**

After completing **Accessing Online System** you will have **Session ID**

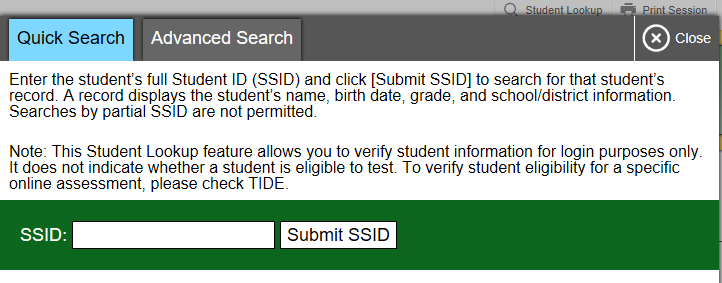


\*\*If you students LOST their testing ticket then you can look up information\*\*

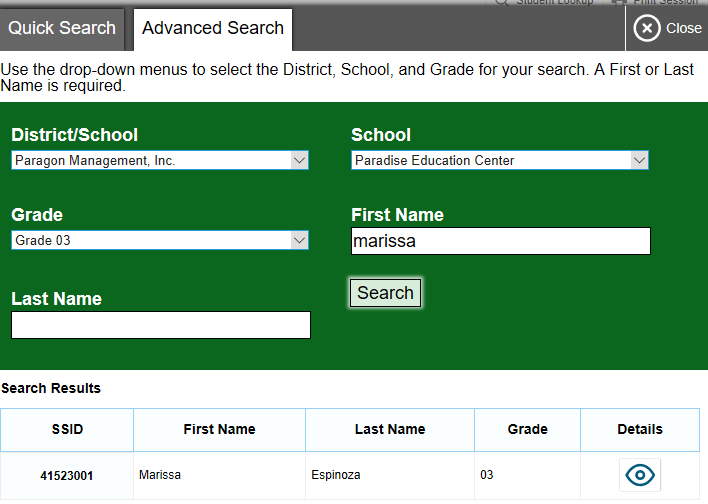
1. Click on **Student Lookup** to find students first name (appears in TIDE)



Quick Search



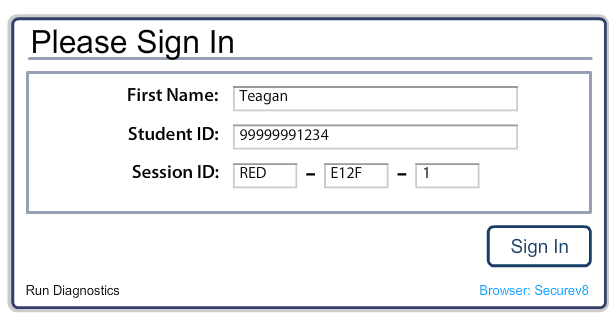
Advanced Search (show student’s ID number)



Click the **eye** symbol to find students SSID number in addition to first and last name

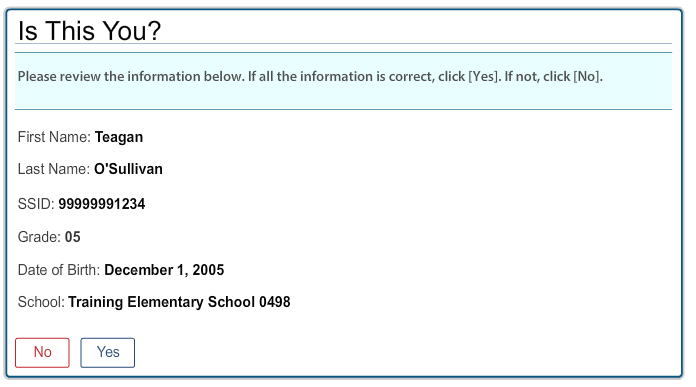
**Students Login INTO AzMERIT Secure Browser**

1. Students will login with **FIRST NAME** only, **Student ID,** and **Session ID**

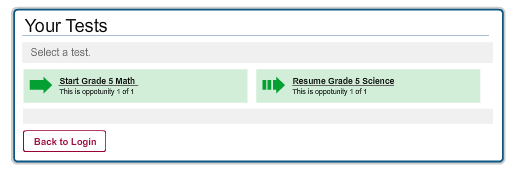


1. Confirm Demographic Information

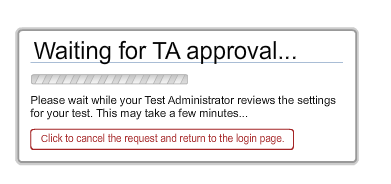
If correct, then students will select **YES** button



1. Eligible tests are listed and students will **click** test

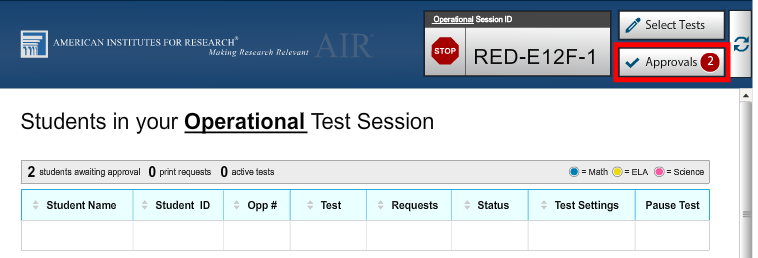
 

1. Students will see a screen to wait for **Test Administrator Approval**



\*All tests must be approved before by test administrator before they may begin

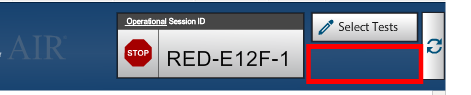
**How to Approve and Review Students**



Helpful Hint:

Select **Refresh Button** if approvals not immediate

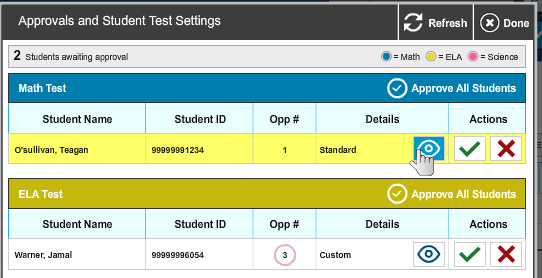
1. Select **Approvals** button to approve students for testing (found at top right of screen)

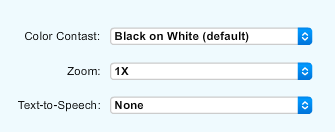
 

Blank space means NO students need approval

1. Approvals and Student Test Setting Screen help you identify students WITH and WITHOUT accommodations (Standard vs Custom)

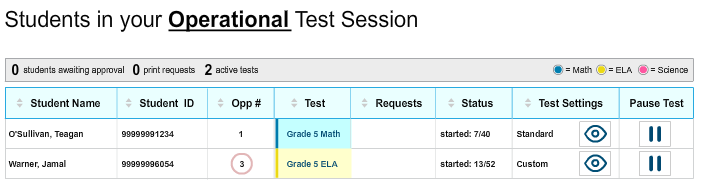
-Note- Accommodations have already been entered into TIDE but please verify that your students have CUSTOM details listed





1. Select the **Approves All Students** button
2. Once approved you will see a list of students in

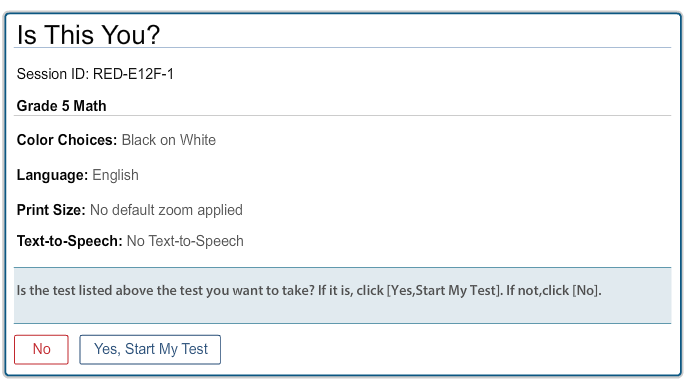
Status Column shows the questions students are on



**Student View After Test Administrator Approval**

1. After students have been approved, it will ask if information is correct. If **yes**, then students will select **Yes, Start My Test**

\*If incorrect, then select NO and notify Test Administrator



1. Some test prompt SOUND check. Select  speaker icon

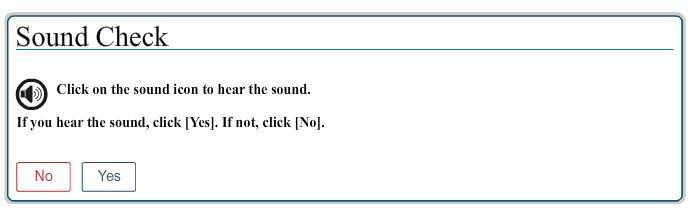
If audio is clear, then student will select **YES**

If audio is NOT clear, then student will select **NO**

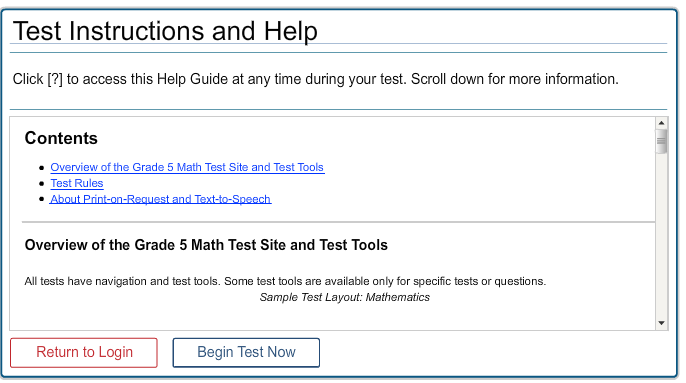
-after student selects NO, then ask them to log out of secure browser

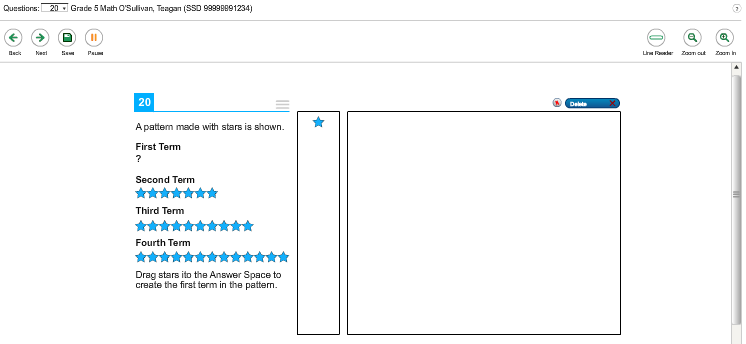
-TA (test administrator) will change settings on headphones

-log back into AzMERIT secure browser



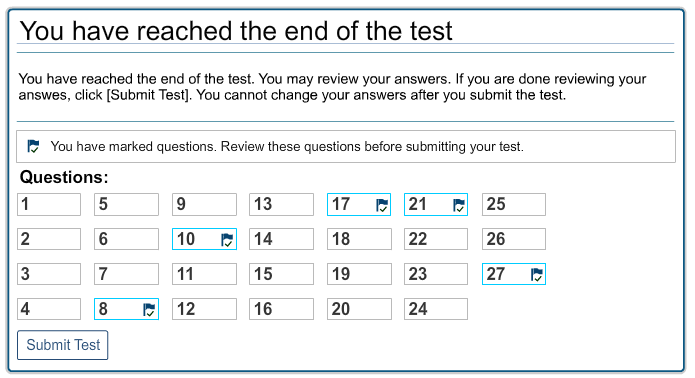
1. Test Instructions & Help box provide online tools & keyboard shortcuts)

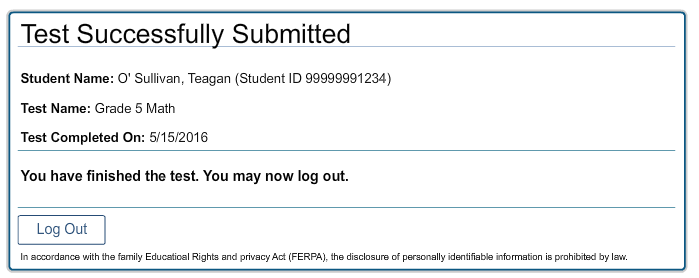




1. Students will select **Begin Test**







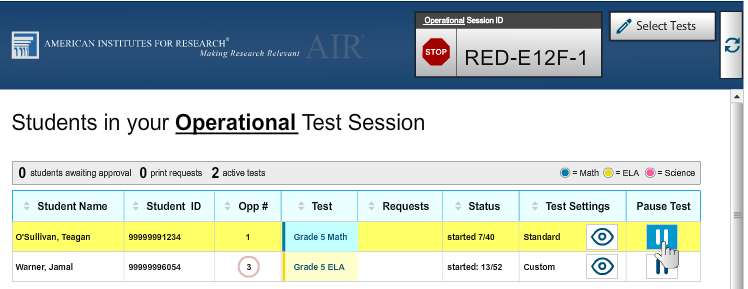
1. Submit Test & Log Out

\*Students prompted

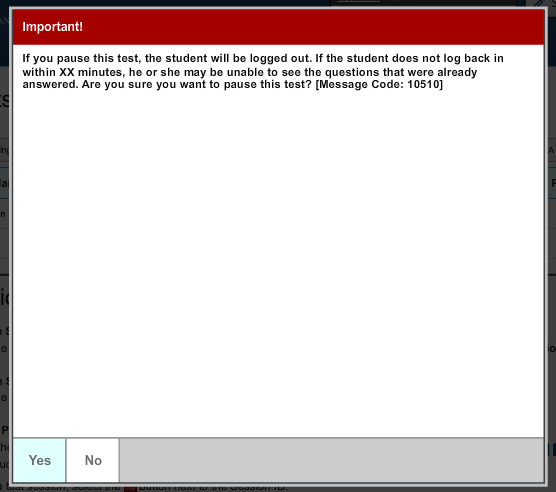
to review answers

**How to PAUSE Test**

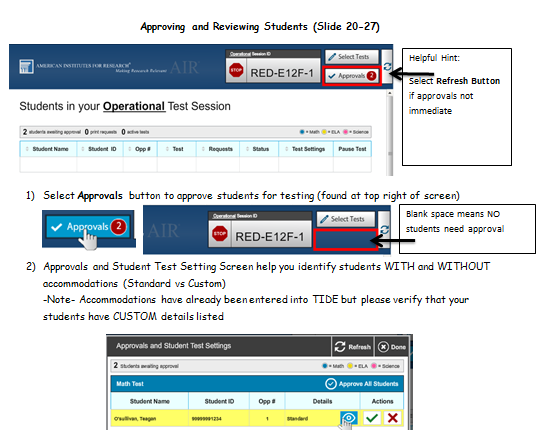
1. Pause a student’s test at any time by clicking **Pause Test** button



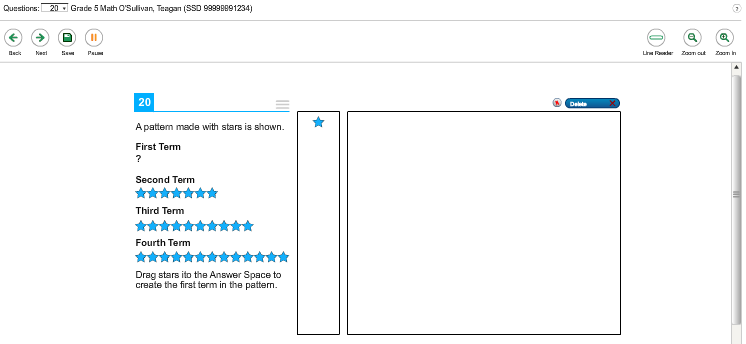
1. If a student test is paused, then the student will have to log back in within a certain amount of time



1. Test Administrator will have to go through **Approving and Reviewing Students** process again

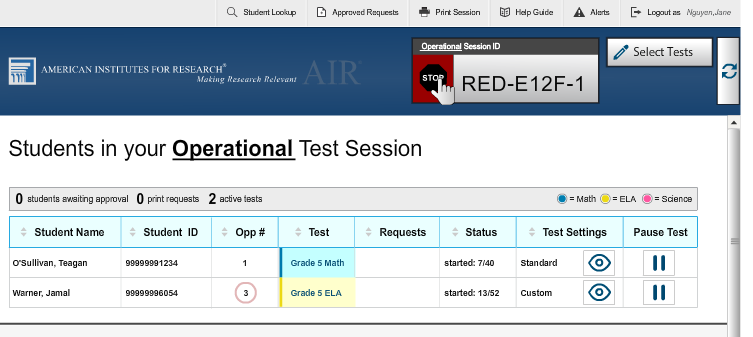


1. Student will have to log back in and BEGIN on the next unanswered question



**How to END Session**

1. To End Session click the **RED STOP SIGN**



1. Confirm that you would like to STOP session

