Smarter Balanced Interim Assessment Reporting System Quick Start Guide

Follow the steps below to access and begin using the IA Reporting System. Users are only permitted to view data for schools they have been explicitly authorized to view. For detailed directions on using the IA Reporting System, refer to the *Smarter Balanced Interim Assessment Reporting System User Guide for California* available on the <u>CAASPP Instructions and Manuals Web page</u>.

Step	Action
1	Go to the CAASPP Portal (<u>http://caaspp.org/</u>) and select the [Interim Assessment Reporting System] button.
	Contact Us Contact Us California Assessment of Student Performance and Progress WELCOME TO THE CAASPP PORTAL
	Home About Test Administration TA Resources Training FAQs Calendar System Status
	Important • System Status Alert • Known Issues Log • CAA Field Test
	Test Operations Management System (TOMS) Test Administrator Interface Practice & Training Tests Digital Library
	CAASPP Summative Reports Completion Status Interim Assessment Hand Interim Assessment Reporting System

This will open the Smarter Balanced Reporting System landing page (shown below).





Enter your username and password to log into the Smarter Balanced

applications. After you log in, you will automatically be directed to the

application you selected.

Username

Password

Forgot Your Password?

Log In

minimum 6 character including one number

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- **3** On the log in screen, enter your username and password—this will be the same information you use to access the Smarter Balanced Digital Library. After you are logged on, this will open a screen that lists all LEAs with interim assessments ready for reporting. Districts that do not yet have interim assessment data ready for reporting will not be displayed on this list.
- 4 Search for your school district by either scrolling or entering your district name in the "Find" box.

Smarter Balanced			🝞 Help 🎄 Hi, Su	isan Hall 🗸
California				
Districts in California	OWNLOAD		Find : Enter district	
Academic year: 2014	- 2015 🗸	C Legend	▼ Filter ∨ Align: ●	0
District Name 🗢	Mathematics ≑	#Assessed 🗘	ELA/Literacy ≑	# Assessed 🌻
Reference Point: CA State Overall	Interim Data Only		Interim Data Only	\int
Select Daybreak School District	Interim Data Only		No Data Available	^
Select	No Data Available		Interim Data Only	

Step Action

5 When you locate your district, click one time on the name of the district to display the schools with available interim assessment results. The words "Interim Data Only" will be displayed in the content area column (i.e., Mathematics, ELA/Literacy) for which interim assessment results are available.

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California				
Districts in California 0	L DOWNLOAD		Find : sunse	Q
Academic year: 2014 - 20	15 🗸	Contraction Legend	▼ Filter ∨ Align: ●	0 🛨
1 of 1 matching "sunse"	∧ Prev ∨ Next			×
District Name 🗢	Mathematics ≑	# Assessed 🗘	ELA/Literacy ≑	# Assessed 荣
Reference Point: CA State Overall	Interim Data Only		interim Data Only	
Select Daybreak School District	Interim Data Only		No Data Available	^
Select Sunset School District	Interim Data Only		Interim Data Only	

6 Search for your school by either scrolling or entering your school name in the "Find" box.

Select your school by clicking one time on the school name.

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California 〉 Sunse	et School District				
Schools in Sun	nset School D	District 🚯 🛃 DOWNLOAD		Eind : Enter school	9
Academic year:	2014 - 2015 🗸		Contraction Legend	▼ Filter ∨ Align: ●	0 🗄
School Name	e 🕈	Mathematics ≑	# Assessed 🗘	ELA/Literacy ≑	#Assessed \$
Reference Point: Sunset School D Overall	District	Interim Data Only		Interim Data Only	
Select Sunset Central	High	Interim Data Only		Interim Data Only	Ŷ
Select Sunset Eastern Middle		No Data Available		Interim Data Only	

This will open a screen that displays the grade levels of the interim assessments for which reports are available, as shown below.

	Smarter Balanced California > Sunset School Dis	trict Elaine P. Smith Elementary		🕑 Help 🔅 Hi, S	Susan Hall 🗸
	Grades in Elaine P. S	Smith Elementary 🚯 🛃 🕬	VNLOAD		
	Academic year: 2014	- 2015 🗸	Contraction Legend	▼ Filter ∨ Align: ●	0 🛨
	Grade = Reference Point: Elaine P. Smith Elementary School Overall	Matnematics ⊽	# Assessed ₹	ELA/Literacy 👻	# Assessed ₹
\langle	Grade 05	Interim Data Only		No Data Available	

7 Select the grade by clicking one time on the grade. From here, you can experiment with features of the IA Reporting System.

3.4 Logging Out of the IA Reporting System

The IA Reporting System will automatically log you out after a period of inactivity. However, **because the system provides access to PII, it is important that you log out every time you have completed using the IA Reporting System.** Follow the steps below to log out.

Action	
In the upper	r right corner of the IA Reporting System screen, select 🔽 to view the dropdown menu.
) Help	🏟 Hi, Susan Hall 🗸 🗸
	S Language
ind : En	English Español
Aligr	Vietnamese
VLiteracy	Log Out
	Action In the upper

2 Select the [Log Out] button.

Log Out

3 You will be logged out of the IA Reporting System. Your browser will be directed back to the Smarter Balanced Single Sign On landing page. Close your browser as you would normally.