

Online Science/Social Studies Testing Administrators

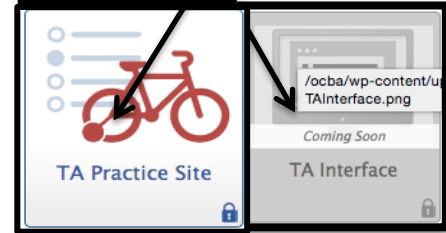
1. Logon to the **Ohio Computer Assessment Portl**: <http://oh.portal.airast.org/ocba/>
Link found in Staff Resources under STAFF on PLS web site.

2. Click on **Teachers and Test Administrators** button.

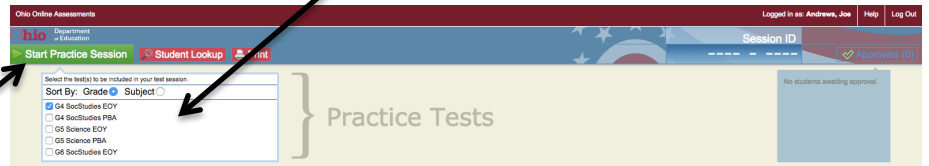
3. Then click on **TA Practice Site**. On test day you will click on **TA Interface**.

4. Type in your email address as your username and then the password you created.

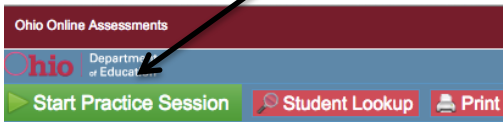
5. A new window will open and you need to select the test you will be administering by clicking on the little square by the name of the test. This is a picture of the practice or training tests. The TA Interface will have all the tests listed.



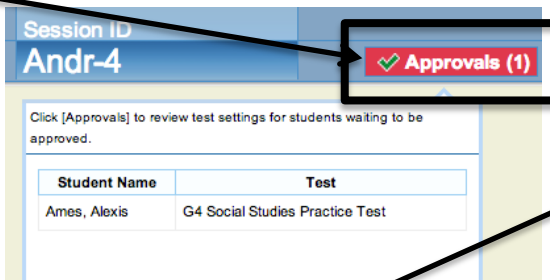
6. Click on **Start Session** in the top left corner.



7. In the top right corner a session ID will appear. (e.g., TRAIN-A1B2-3 for practice tests, or YELLOW-A1B2-3 for operational tests).



8. Tell the students the session ID so they can type it in when they login. Once the students login you will need to approve them. Click on Approvals in the top right corner. This window will appear.



9. Click on the green approval beside the student name. You will have to click on **Refresh** so more names will appear. If several names appear – click on **Approve All Students** to have them get approved all at once. Once the test is over you will need to click on **Done** and then **STOP** the session.

Approvals and Student Test Settings

Approve All Students Refresh Done

G4 Social Studies Practice Test					
Student Name	SSID	Opp #	Test Settings	Action	
Ames, Alexis	RH2946481	1	Standard Settings	See/Edit Details	Approve Deny