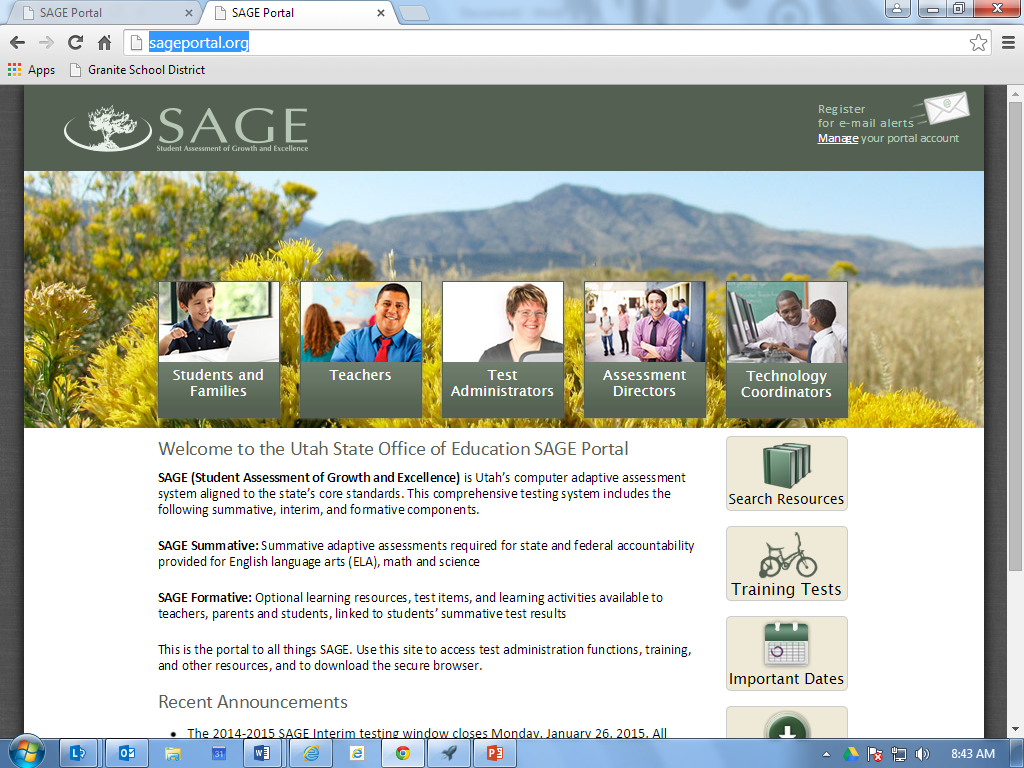
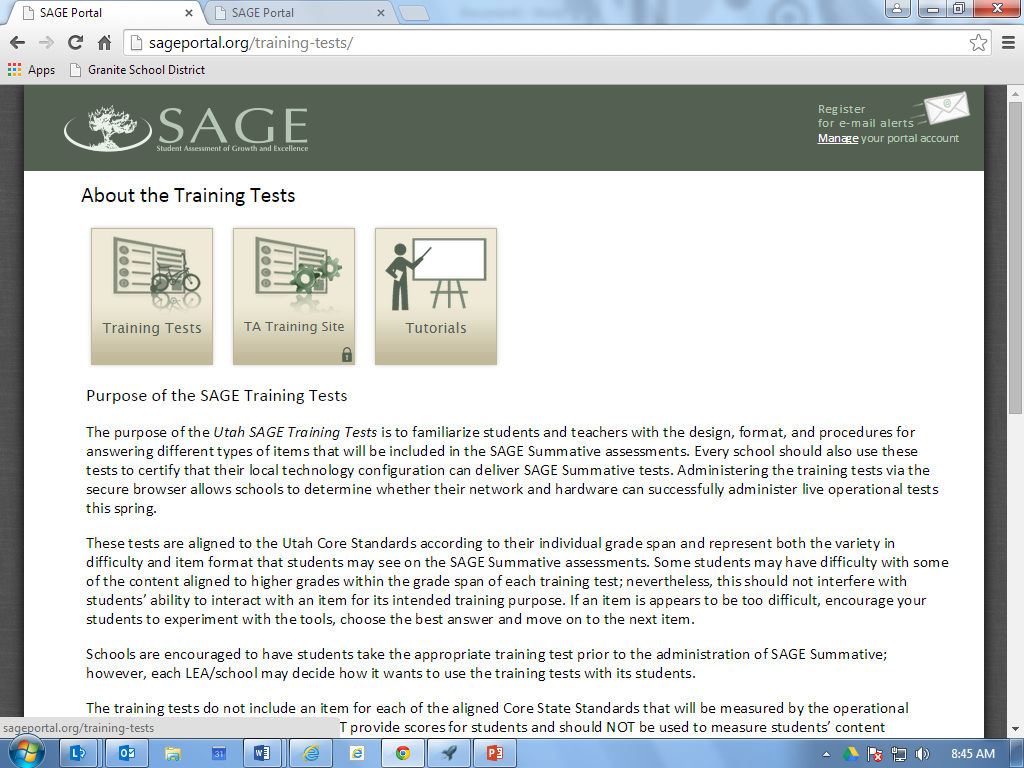
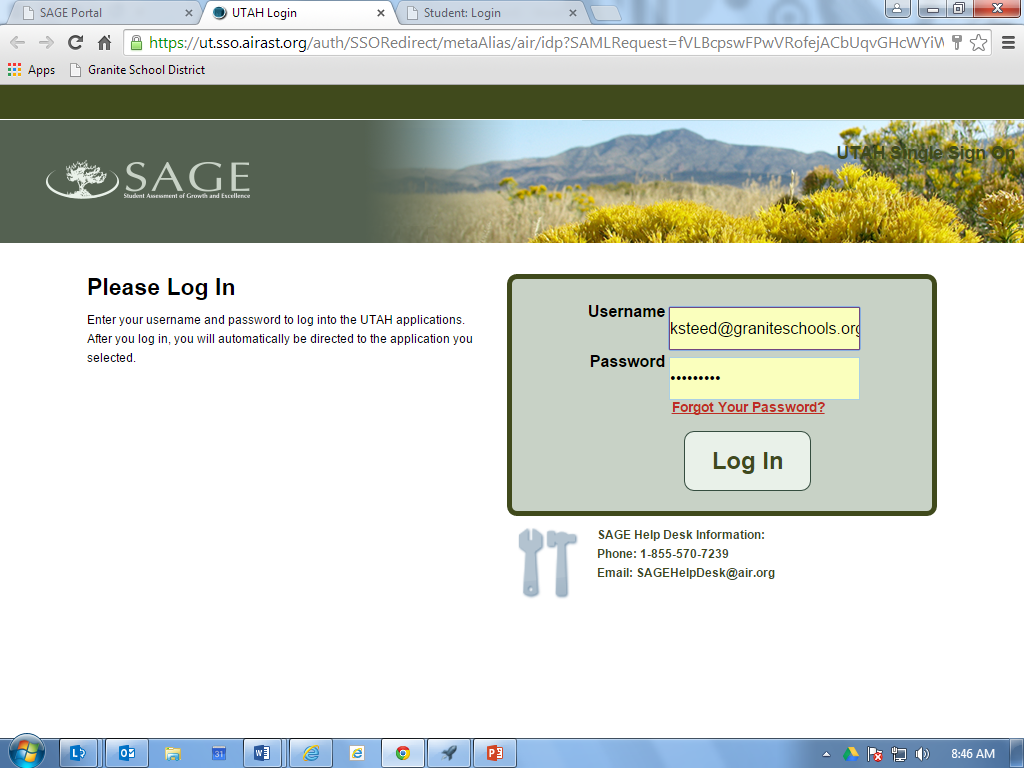


**How to do a SAGE training test:**

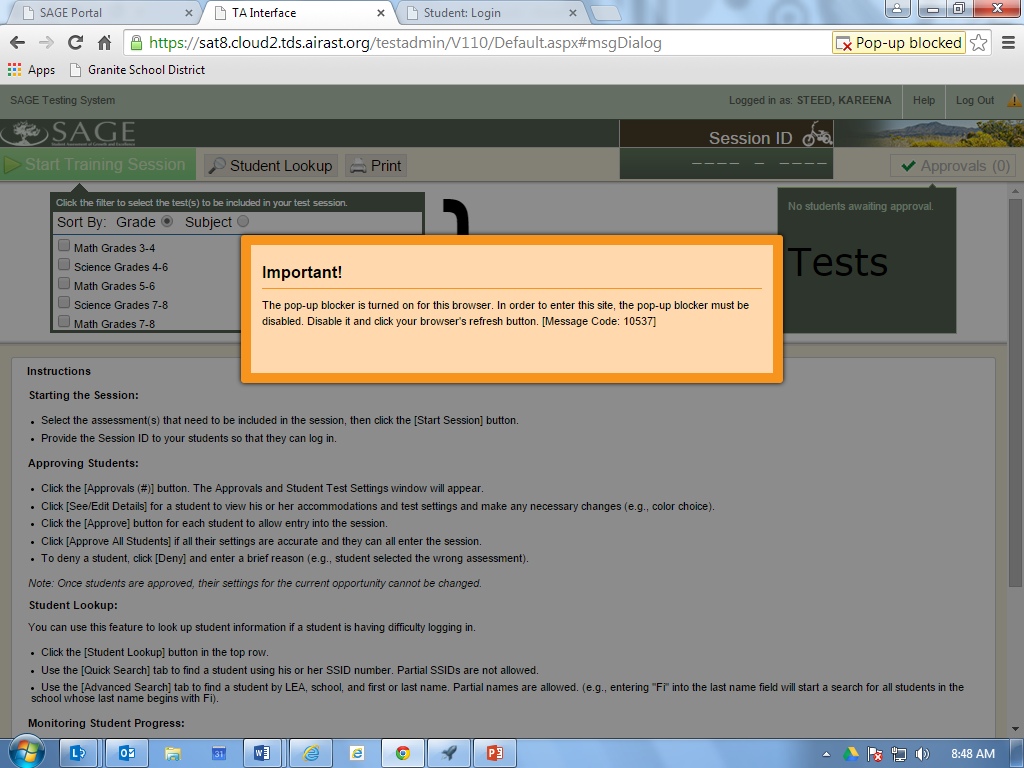
1. ***Teachers*** AND ***Students***: Open up **Google Chrome** and go to **sageportal.org:**



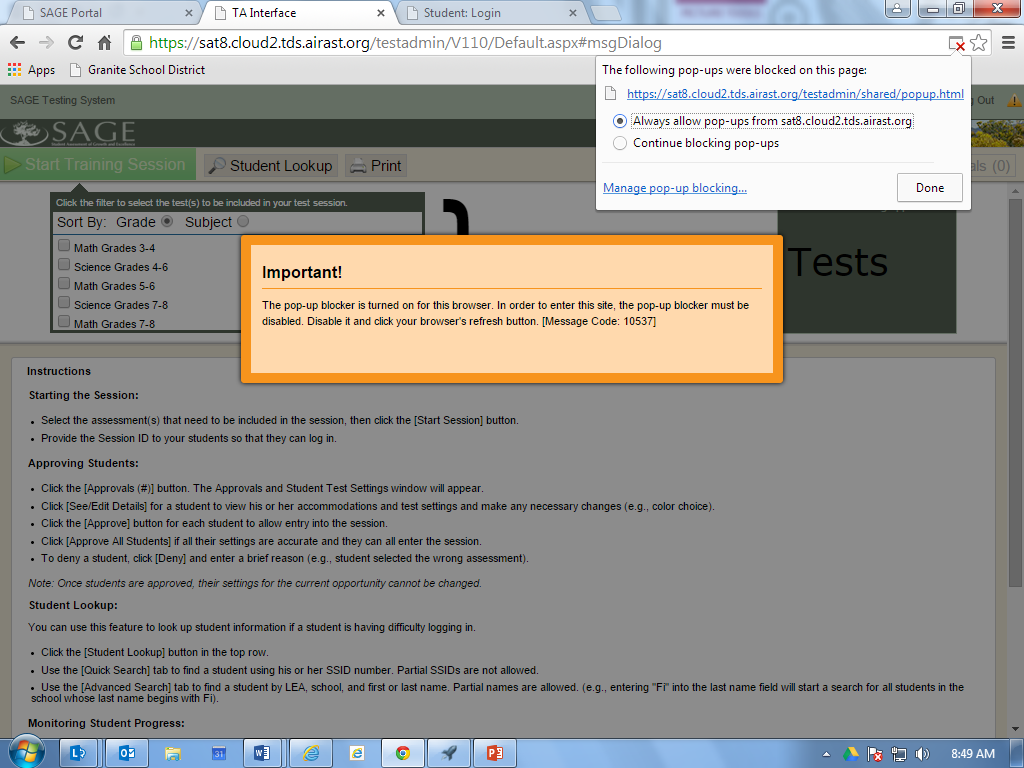
1. ***Teachers*** AND ***Students*** *click* “**Training Tests**” on the bottom right side of the screen:
2. ***Students***: *click* “**Training Tests**” with the bicycle. ***Teachers*** *click* **“TA training Site”** with the gears.



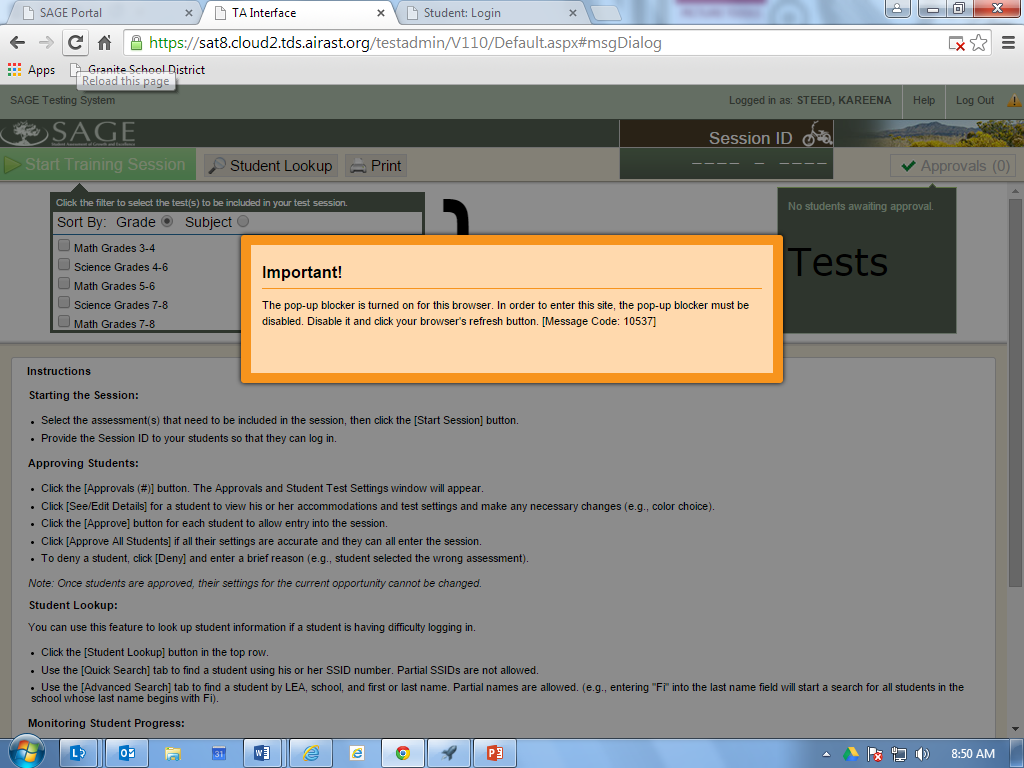
1. ***Teachers***: Login with your SAGE formative login (same is used for GQBs):
2. ***Teachers*** might see a pop-up blocker notification. *Click* the red “x”.



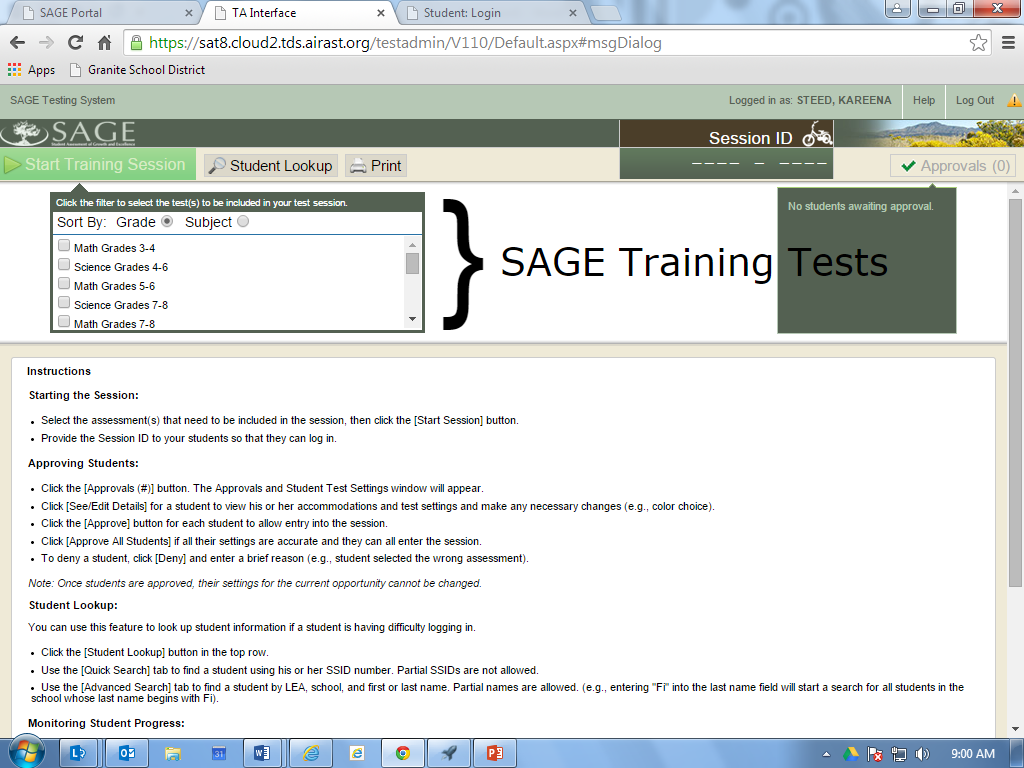
1. ***Teachers***: *Click* the bullet next to “Always allow pop-ups from . . . .” *Click* done.



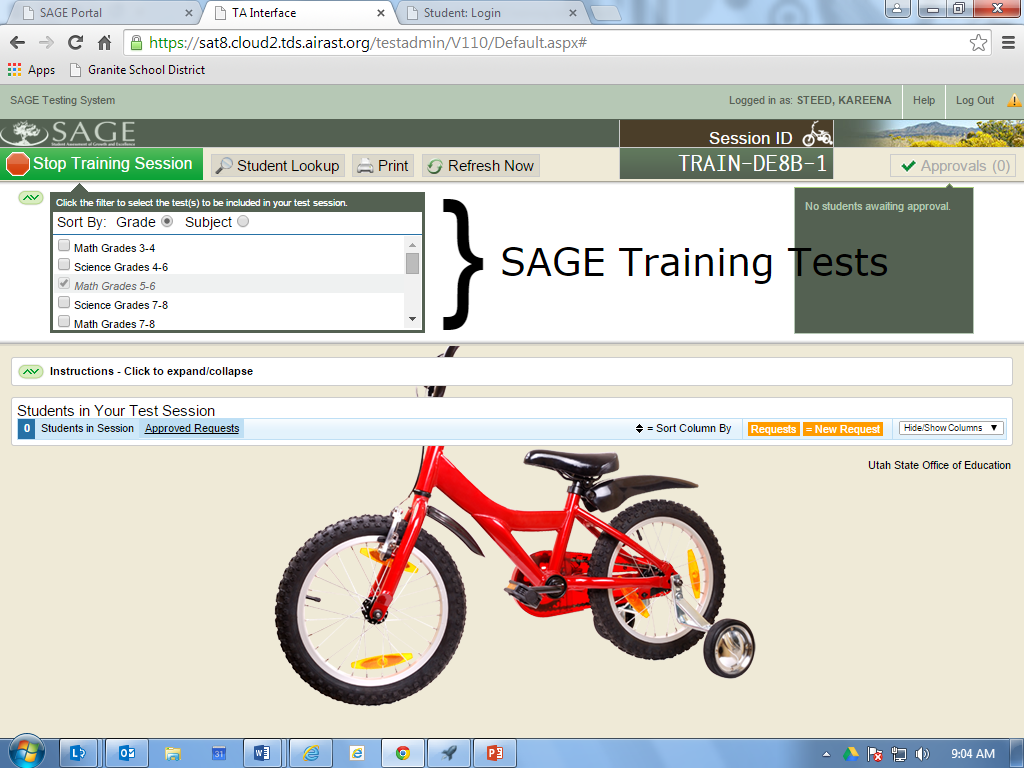
1. ***Teachers***: Refresh the page by *clicking* the **circular arrow** on the top left of your screen.



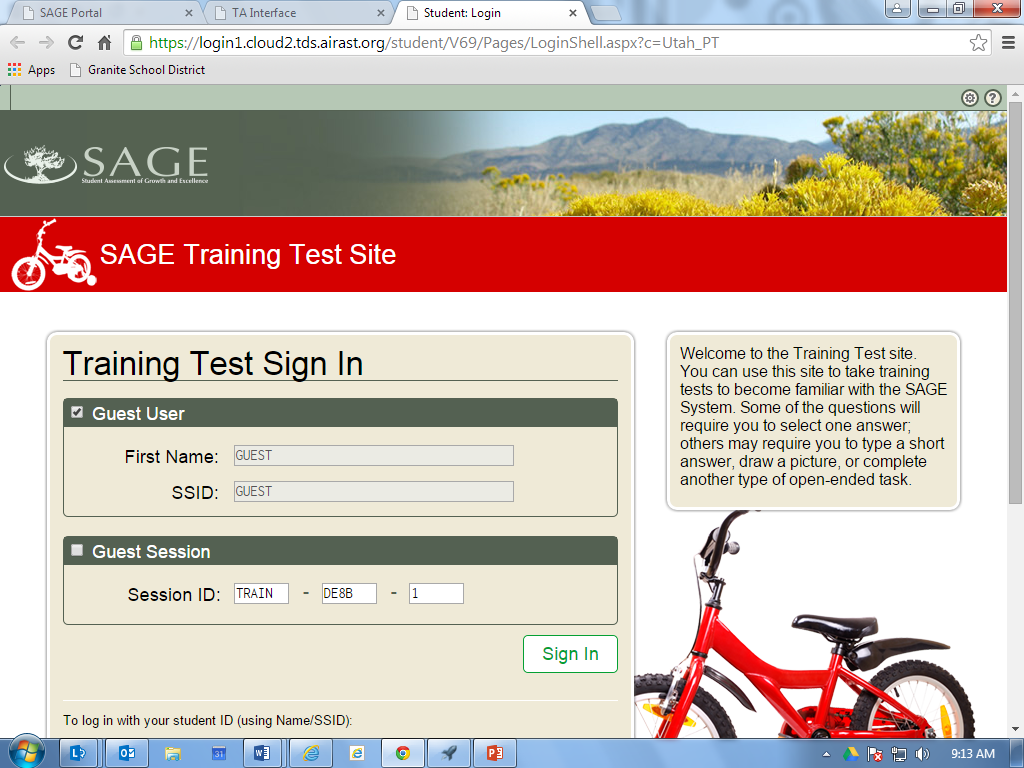
1. ***Teachers***: 1. Top left, *check* boxes next to types of tests to display 2. *Click* GREEN “START training Session”.



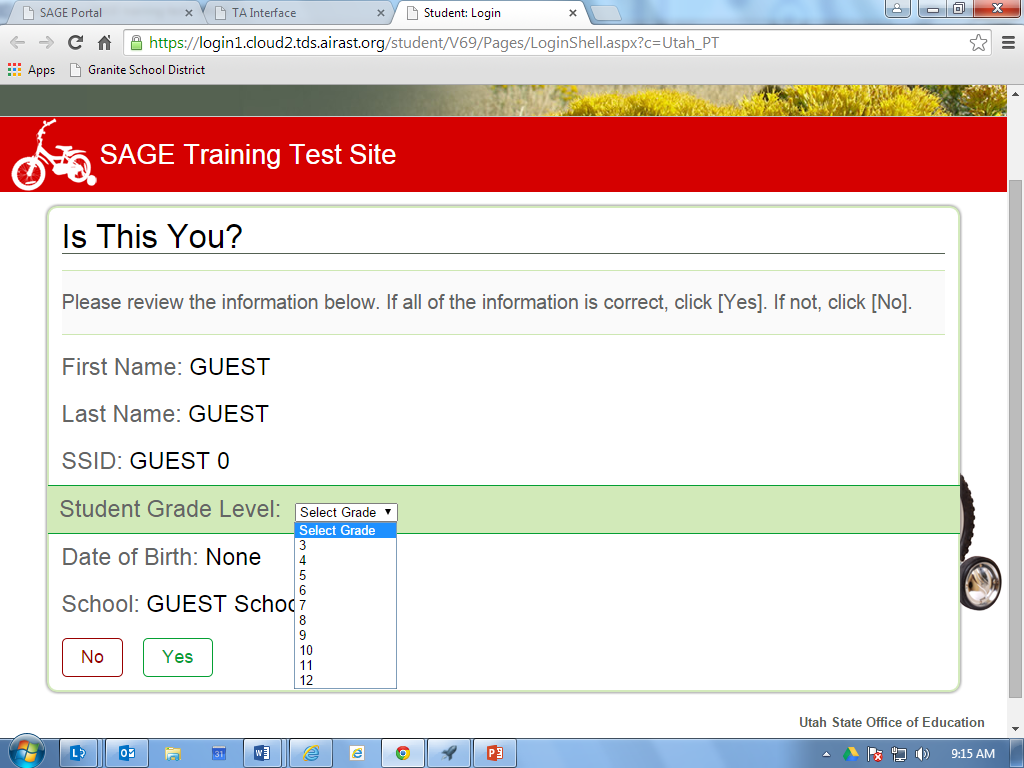
1. ***Teachers***: After clicking “Start training Session” **a session ID** will show on the top right for students.



1. ***Students*** 1. *Uncheck* box next to Guest Session 2. *Type* the session ID provided by the ***teacher***. 3. *Click* “**Sign In**”.

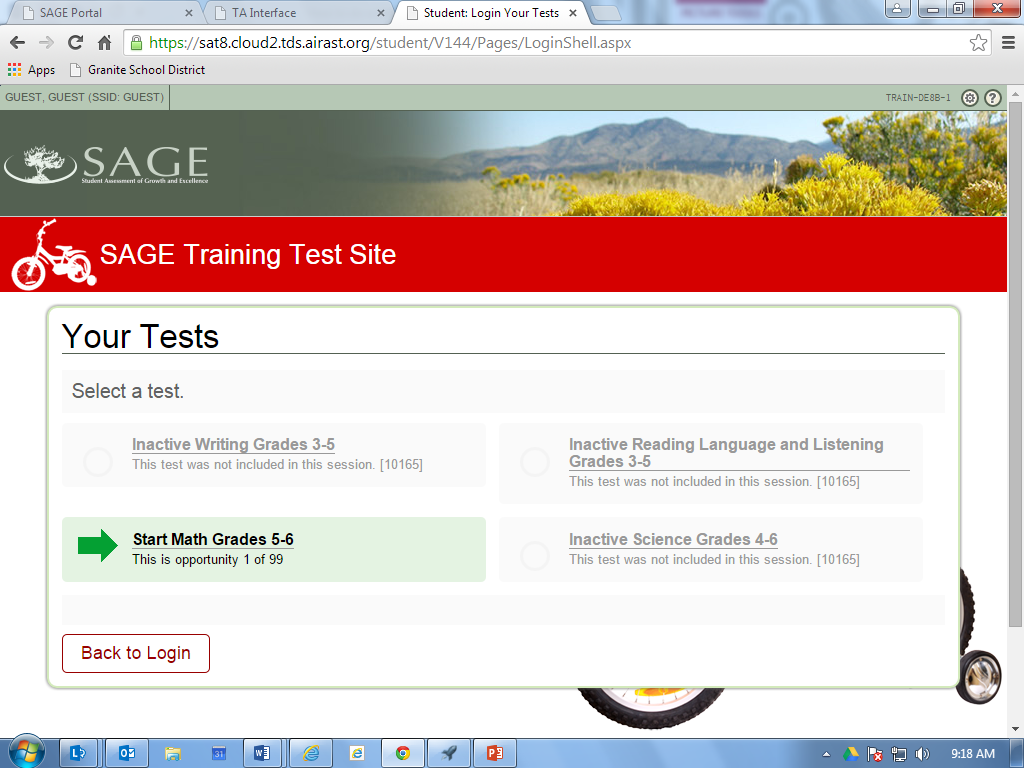


1. ***Students:*** 1. select **grade level** 2. C*lick* “**Yes**”. In real test, you would check that every student name is accurate.

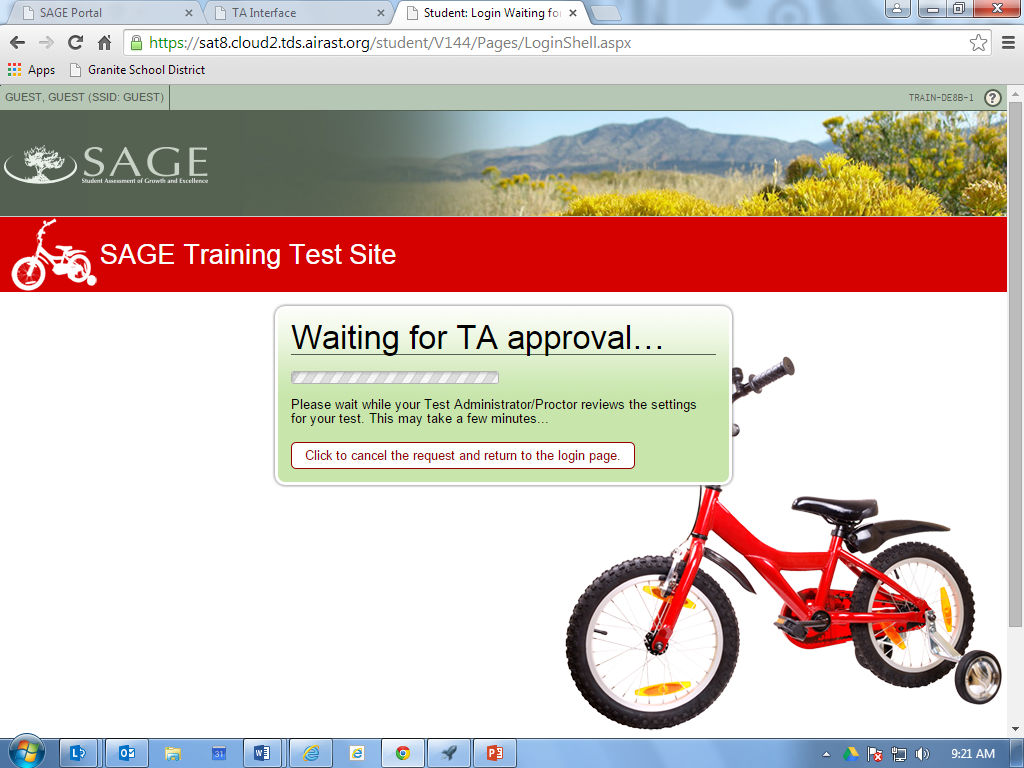


1. ***Students***: *select* the test.

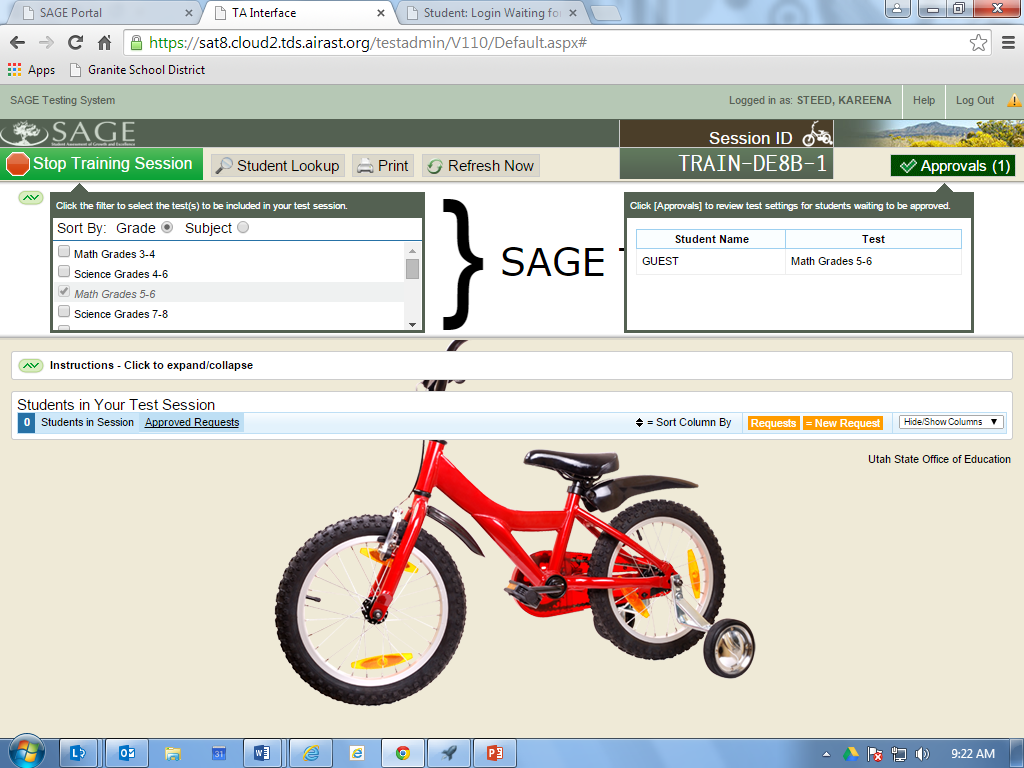
***If no tests are clickable****, the test the teacher selected and the grade level the student selected, doesn’t match. The student needs to click “back to login” and select the appropriate grade level, and the teacher should check to make sure the correct grade level test was selected*



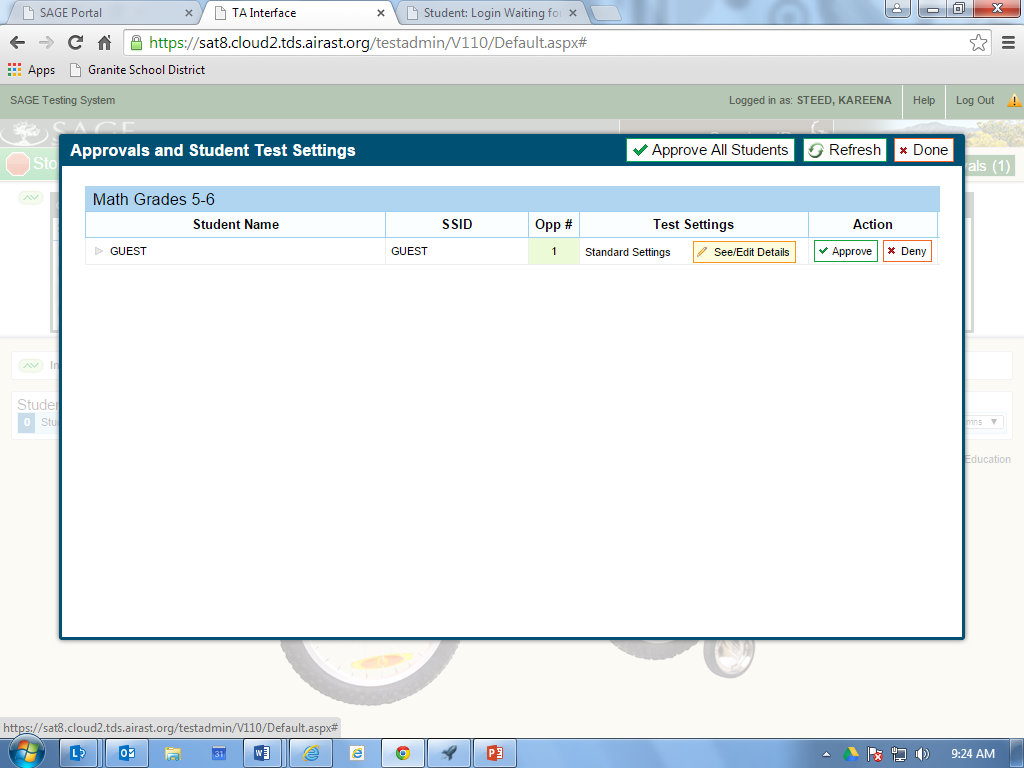
1. ***Students***: once they click the test their screen will look like this:



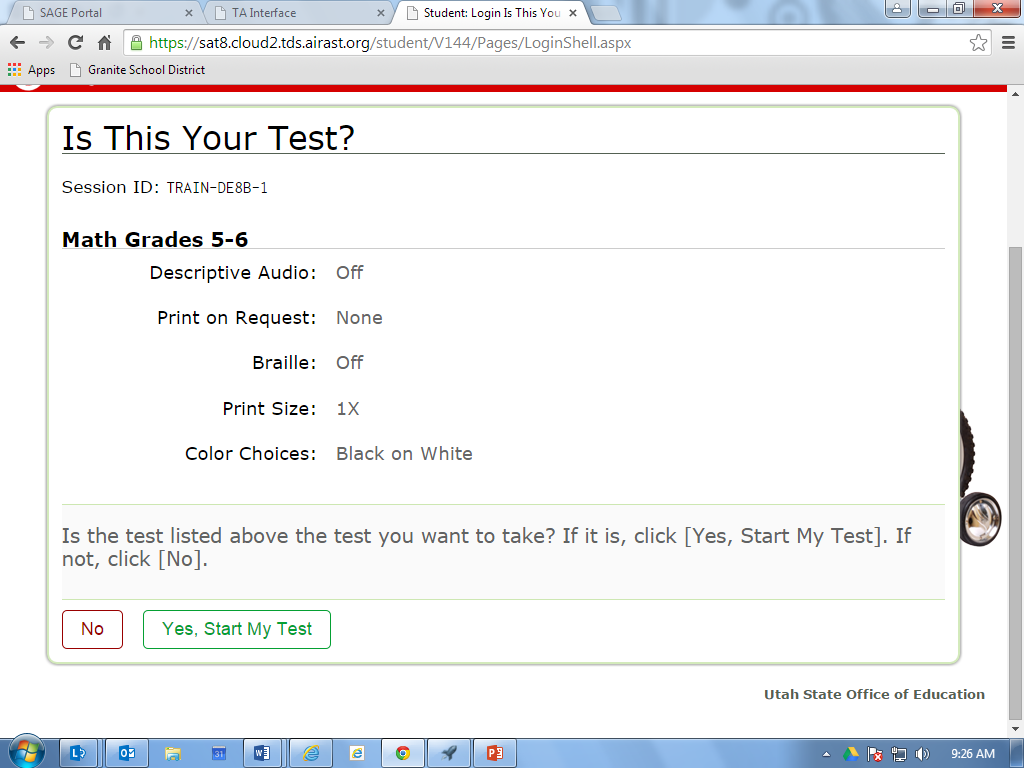
1. ***Teachers***: meanwhile, as students are selecting the tests, you will have an approval list that gets increasing large on the right side. *Click* the green **“Approvals (#)”**



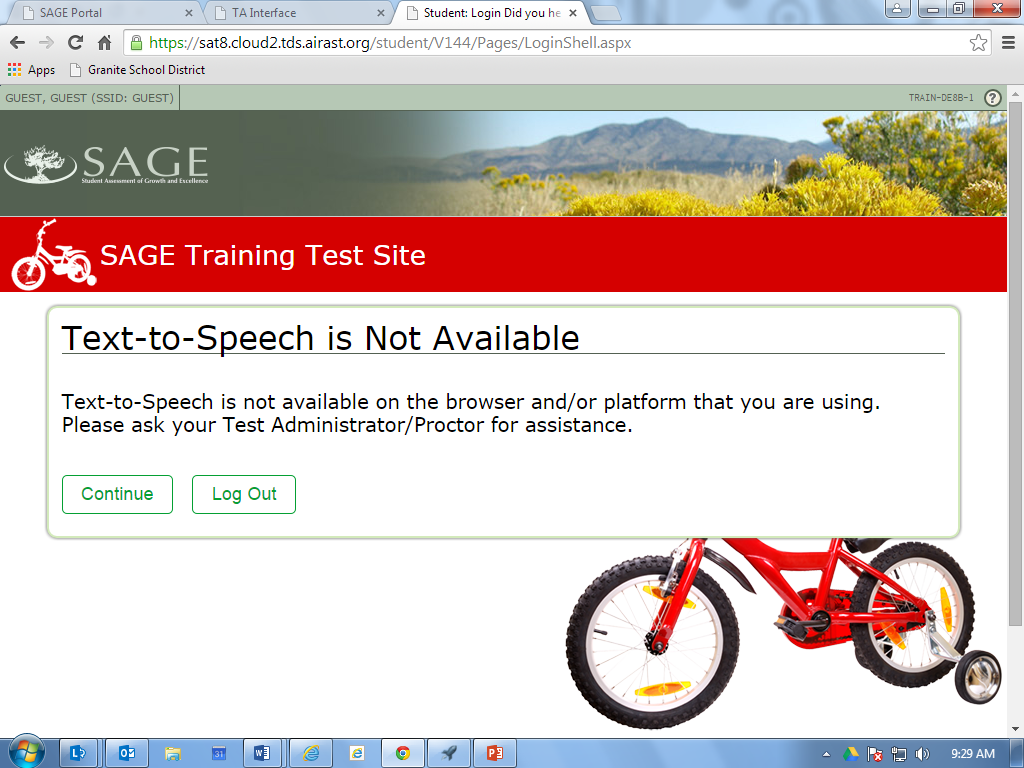
1. ***Teachers***: *Click* “**Approve All Students**”. Your list should be more than one as you see here. Then *click* “**Yes**”.



1. ***Students***: *click* “**Yes, Start My Test**”.



1. ***Students***: *click* “**Continue**”. This informs you that text-to-speech won’t be available for this training test, but it will be available for the real live test.



1. They will then be sent to an instruction page. Go through what you’d like and have them start the test.