

AIR Test Administration Guide

Login to the Ohio Computer Based Assessments Portal at the following link: <http://oh.portal.airast.org/ocba/teachers/>

Revised 10/3/2017

Step 1
Select the
TA
Interface

Teachers

TIDE

Test Administration Certification

Coming Soon
TA Interface

TA Practice Site

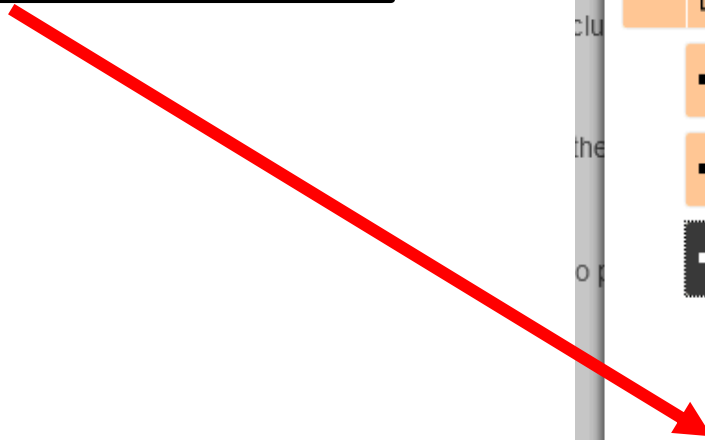
Online Reporting System

Coming Soon
Data Entry Interface

Resources

Please note the Test Administration Certification. The Test Administrator Certification Course is now linked to TIDE. Users must have a TIDE account in order to access the optional TA Certification Course. This interactive tutorial will help test administrators become familiar with the AIR systems used to administer Ohio's State Tests and the Ohio English Language Proficiency Assessment online.

Step 2 Choose the test session to be given



Step 3 Click Start Operational Tests Session



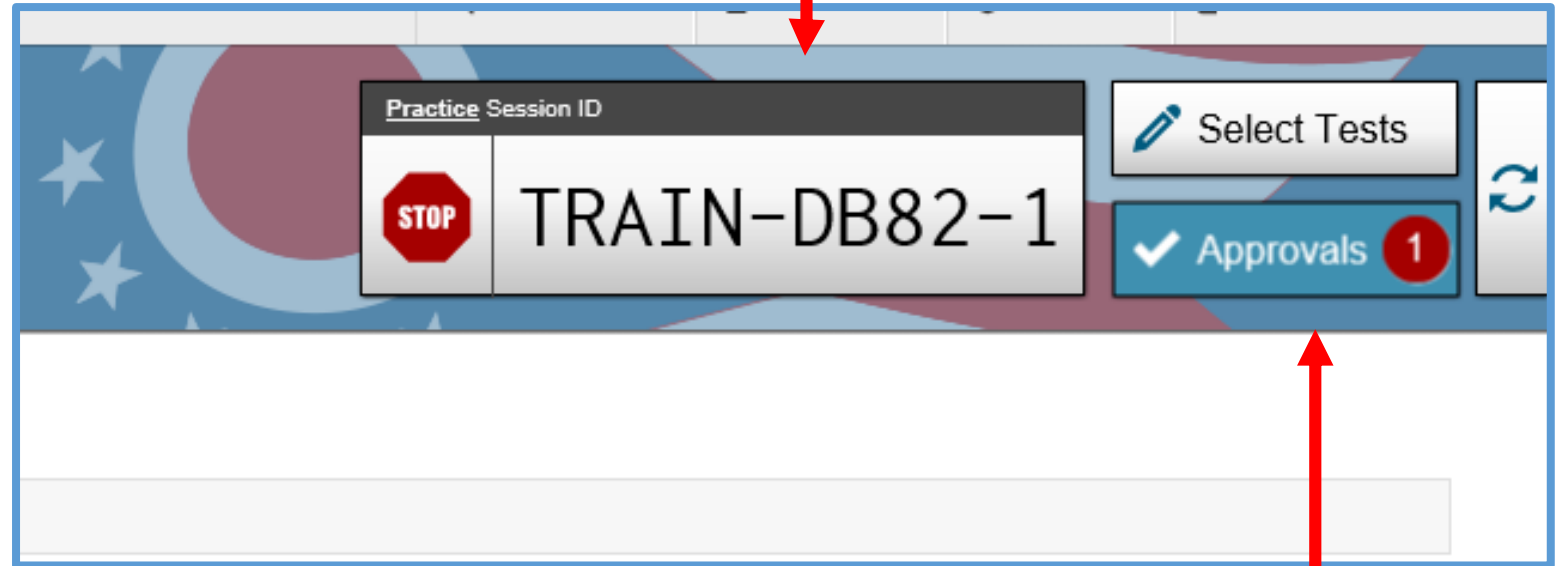
Operational Tests Test Selection Expand All

Choose which tests to add to your session from the tree, and then start your session.

- English Language Arts
- Grade 3
- Grade 4
- Grade 5
 - Grade 5 English Language Arts Part1
 - Grade 5 English Language Arts Part1 Group Oral Admin
 - Grade 5 English Language Arts Part2
 - Grade 5 English Language Arts Part2 Group Oral Admin
- Grade 6
- Grade 7
- Grade 8

▶ Start **Operational Tests** Session Close



Step 4 Provide the Session ID to students by writing it in a visible location



Step 5 Wait for the # of Approvals to reflect the # of students in your session. You may refresh but the system will automatically refresh. Once the # of Approvals is correct, click in the Approvals box.




Step 6 Once you have clicked the Approvals box, you can click Approve All Students.

Approvals and Student Test Settings

 Refresh 

1 students awaiting approval ● = English language arts

G5 English language arts Spr16 Released Items

| Student Name | SSID | Opp # | See Details | Action |
|--------------|-------|-------|--|---|
| GUEST | GUEST | 1 | Standard  |   |

Important Reminders

- If a student Pauses the session they will have to login a 2nd time, enter the session ID and you will have to Approve that student again. **A session can only be paused for 20 minutes.**
- When the testing session is complete, be sure to **STOP** the testing session.
- Log out of the AIR Portal when you are finished testing.