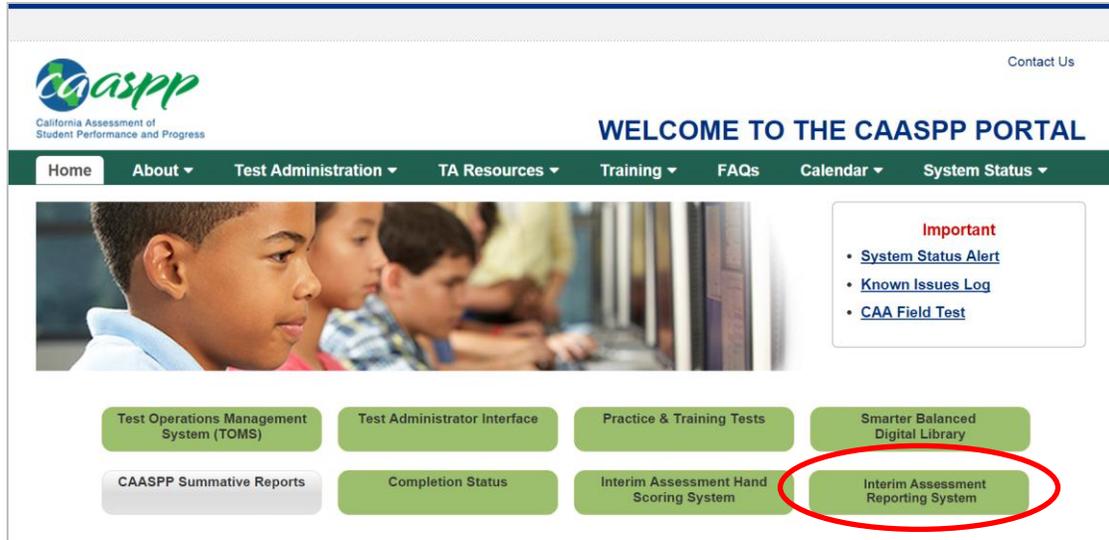


Smarter Balanced Interim Assessment Reporting System Quick Start Guide

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 [CAASPP Instructions and Manuals Web page](#).

Step Action

- 1 Go to the CAASPP Portal (<http://caaspp.org/>) and select the [Interim Assessment Reporting System] button.

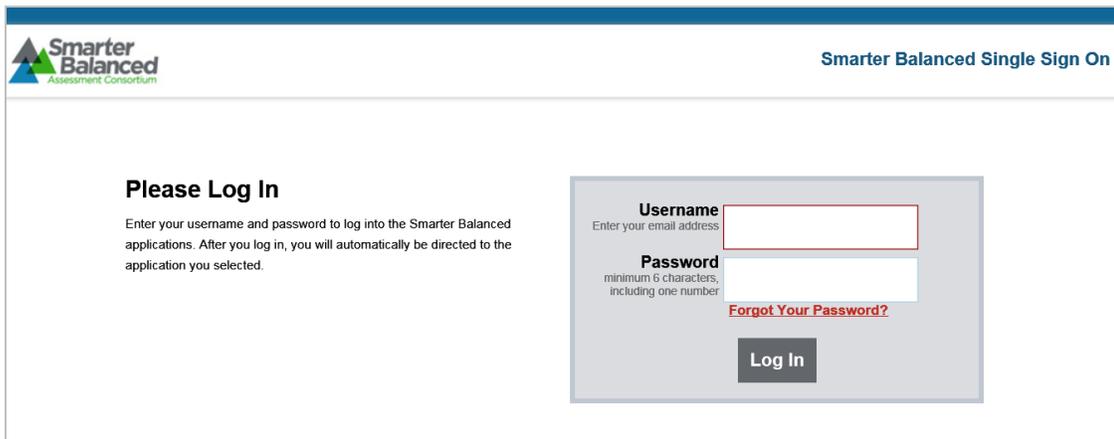


This will open the Smarter Balanced Reporting System landing page (shown below).



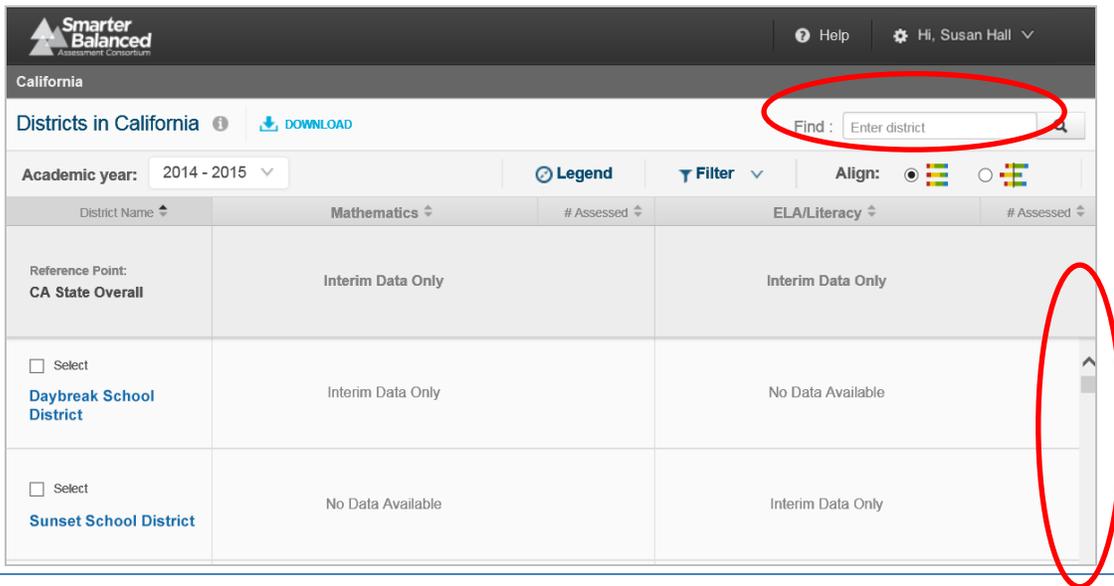
Step Action

- 2 On the landing page, select the **[Log In]** Button. This will open the log in screen (shown below).



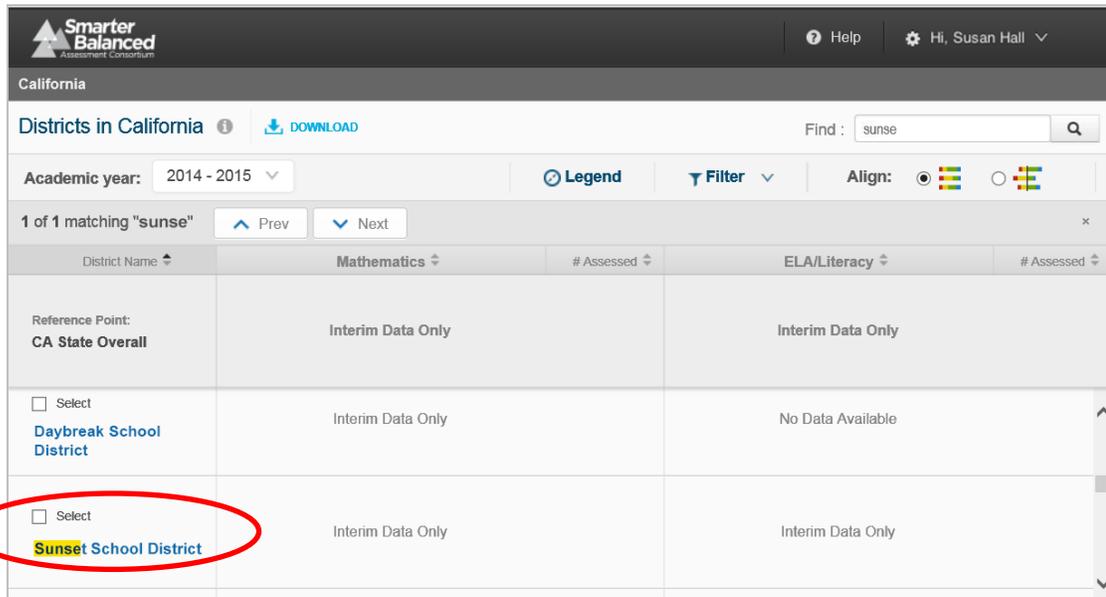
- 3 On the log in screen, enter your username and password—this will be the same information you use to access the Smarter Balanced Digital Library. After you are logged on, this will open a screen that lists all LEAs with interim assessments ready for reporting. Districts that do not yet have interim 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.

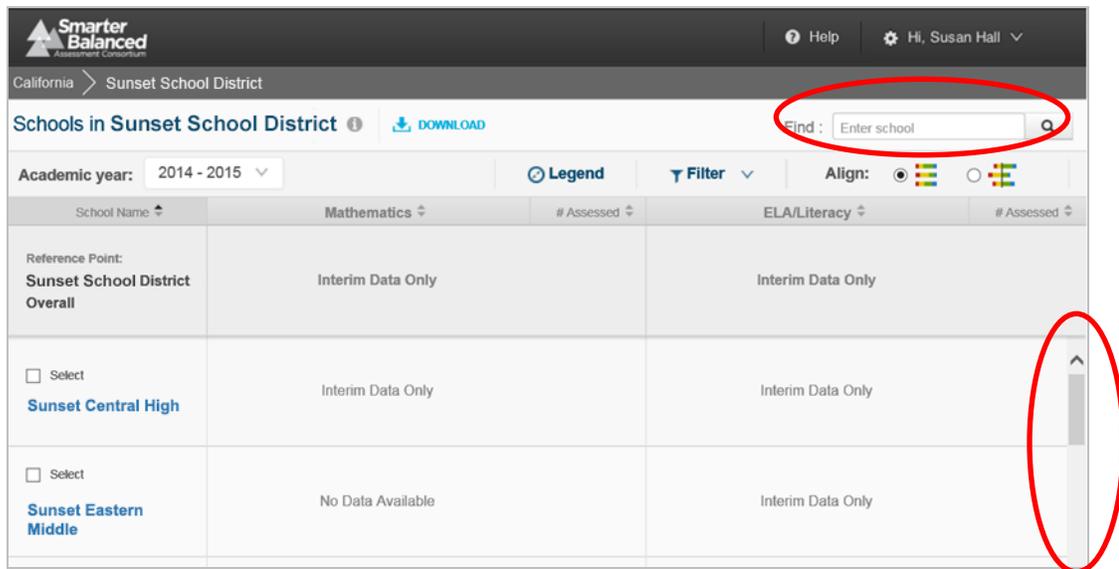


Step Action

- 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.



- 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.



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

Step Action

Grade	Mathematics	# Assessed	ELA/Literacy	# Assessed
Reference Point: Elaine P. Smith Elementary School Overall	Interim Data Only		No Data Available	
Grade 05	Interim Data Only		No Data Available	

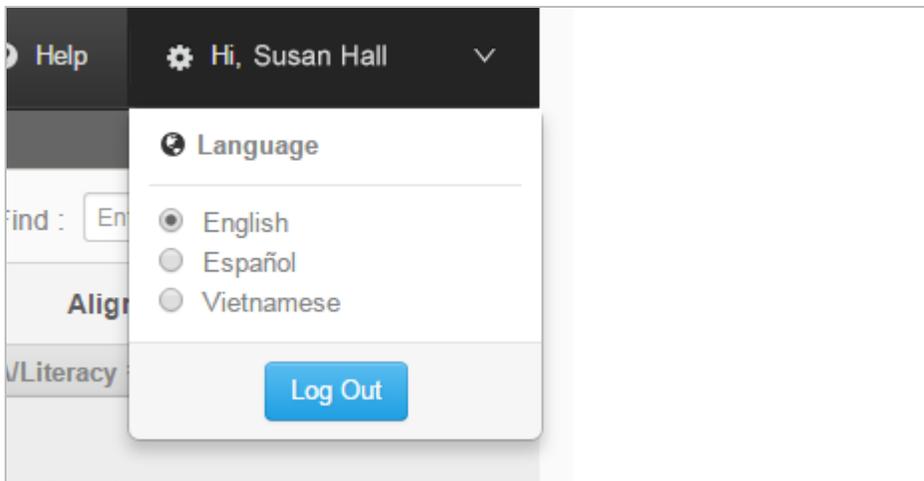
- 7 Select the grade by clicking one time on the grade. From here, you can experiment with features of the IA Reporting System.

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.

Step Action

- 1 In the upper right corner of the IA Reporting System screen, select  to view the dropdown menu.



- 2 Select the **[Log Out]** button.



- 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.