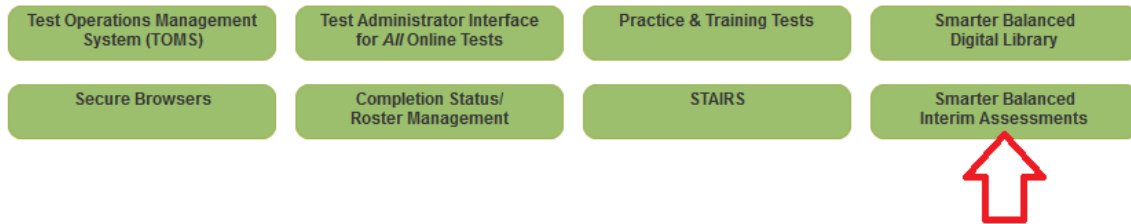


# 2018 CAASPP Interim Test

After the students have finished taking the test, it takes about one day for scores to be available. However, if there are items that need to be hand-scored, then the teacher needs to hand-score those items first before they can see any results.

## DO I HAVE TO HAND SCORE?

To find out how many items that need hand scoring in each test, from the CAASPP portal at <http://caaspp.org> click the “Smarter Balanced Interim Assessments”



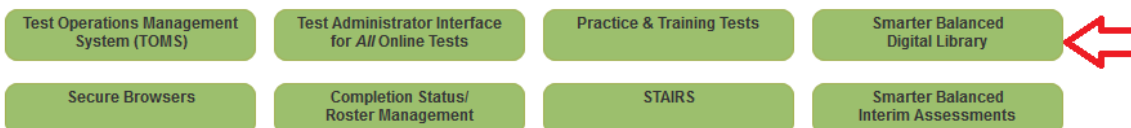
Then scroll down to the “Additional Resource” section, and click either on the “[ICA Table of Hand Scoring Items and Total Number of Questions Per Test](#)” if you’re administering ICA (Comprehensive), or click on the “[IAB Table of Hand Scoring Requirements by Subject and Grade](#)” if you’re administering IAB (Block Assessment)

## DIGITAL LIBRARY LOGIN

To hand score AND to retrieve Interim Test results you need your DIGITAL LIBRARY login which is different from your TOMS login. (actually the login is the same, which is your complete “@vusd.org” e-mail address; however, the password can be different).

**Read this section only if you don’t remember your DIGITAL LIBRARY password. Otherwise, skip the next two pages and go to “Retrieving Interim Assessment Results”**

If you don’t remember your Digital Library password, from the main CAASPP portal, click on the “Smarter Balanced Digital Library Button”

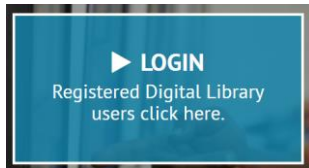


Then on the new page click on the “Smarter Balanced Digital Library” button again



Select this button to log in to the Digital Library, reset a password, or self-register.

Click on the BLUE button: “LOGIN Registered Digital Library users click here.”



Click on the red [Forgot Your Password?](#)

A light gray login form. It has a "Username" field with the placeholder "Enter your email address" and the text "youremail@vusd.org". Below it is a "Password" field with the placeholder "minimum 6 characters, including one number". To the right of the password field is a red link that says "Forgot Your Password?". Below these fields is a dark gray "Log In" button. A red arrow points from the right towards the "Forgot Your Password?" link.

Type-in your “@vusd.org” e-mail address in the text box and then click on the “Reset” button

A "Password Reset" form. The title "Password Reset" is in bold. Below it is the instruction "Please enter your email address." There is a text input field labeled "E-mail Address \*" containing the text "youremailaddress@vusd.org". A red arrow points from the right towards the text in the input field, with the text "type-in your '@vusd.org' e-mail address here" written in red. Below the input field is the instruction "Enter the email address you use to access Smarter Balanced and the Digital Library." At the bottom left of the form is a green "Reset" button. A red arrow points from the right towards the "Reset" button.

Look for an e-mail from Smarter-DoNotReply with the subject line “Smarter Balanced Digital Library Account Password Reset.”

FROM	SUBJECT
Smarter-DoNotReply	Smarter Balanced Digital Library Account Password Reset



***Please wait for the e-mail. Sometimes it takes up to an hour for it to come. Do NOT keep clicking on the Reset button because then you will receive multiple e-mails, and you don't know which one is the last password. Wait up to a day, and if it still doesn't come, please call the assessment office at 735-8157***

The e-mail contains your temporary password. Sometimes it's hard to tell the difference between a capital "i" (I) and a lower case "l" (l); thus, I'd suggest that you *carefully* copy the temporary password, and then paste it on the login page.

The e-mail looks like this:

**From:** Smarter-DoNotReply [<mailto:Smarter-DoNotReply@smarterbalanced.org>]  
**Sent:** Friday, January 12, 2018 4:53 PM  
**To:** [Lastname, Firstname](#) <[lastname@vusd.org](mailto:lastname@vusd.org)>  
**Subject:** Smarter Balanced Digital Library Account Password Reset

Your Smarter Balanced password has been reset.

Your username is: [lastname@vusd.org](mailto:lastname@vusd.org)  
 Your temporary password is: zAAxC0!

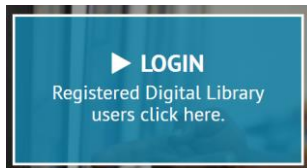
You will be required to change your password the next time you log in. [Click here](#) to access the Digital Library or [here](#) to access other Smarter Balanced online services.



***In this case, copy everything from "z" to the exclamation mark "!" Please make sure not to include any extra space. If you double click on the password, it will leave out the exclamation mark, so please make sure that you copy the whole thing from "z" to"!"***

Now you can reset your DIGITAL LIBRARY password:

Go back to the DIGITAL LIBRARY Login page at <https://smarterbalancedlibrary.org> (the page where you see the blue LOGIN button



Click on the blue LOGIN button

In the Username, enter your complete "@vusd.org" e-mail address

In the password page, paste the temporary password that you received in the e-mail.

Then reset your password. **Please read their password requirement.**

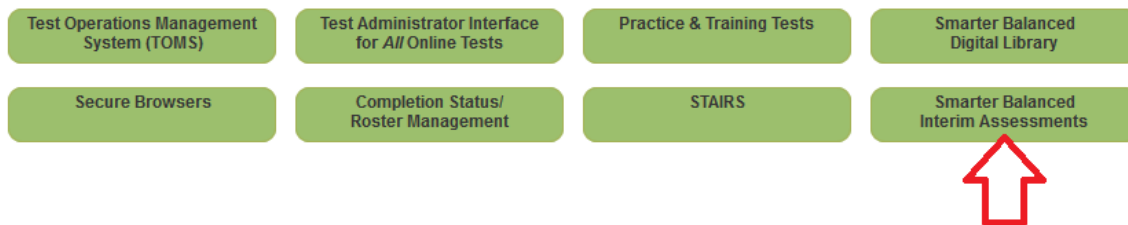
**You're done with setting up DIGITAL LIBRARY password.**

## Retrieving Interim Assessment Results

To retrieve Interim Assessment Results, please make sure that you have scored items that need to be hand-scored, if any.

Then head back to CAASPP main portal at <http://caaspp.org>

Click on the “Smarter Balanced Interim Assessments” button

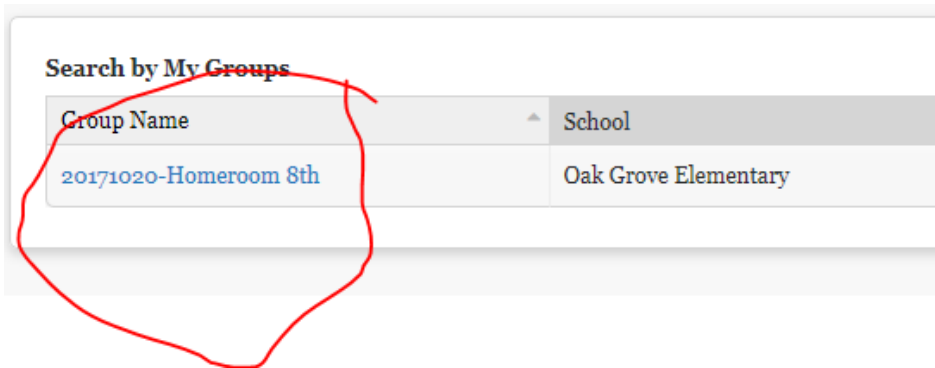


Click on the last button in the middle column, “Interim Assessment Reporting System”

Click on the blue “Log In” button, and login using your DIGITAL LIBRARY login and password

In the “Search by My Groups” you will see a few rosters. You will see two or three dates. Click on the latest date. (the example below has only 1 date)

**Please keep in mind that the roster there IS NOT synched with Powerschool at real time. I had to update the roster periodically.**



### Note:

Middle and High Schools: Only English and Math teachers have rosters.

Play around on this screen.

You can click on the three dots in front of the student’s name

You can see results from certain sessions, etc.

**Questions? Call the Assessment Office at x. 8149, or 8157, or 7448.**