



Beginning of Year Checklist – District User/*ClearSight* Account Manager

Thank you for choosing *ClearSight*, and welcome to the start of a new school year. As the district point of contact, you ensure that all users (staff within your district) and students are added to *ClearSight* and can access the different systems (Authoring, Test Administration, TIDE, Reporting, etc.). You also help direct your users to the [Resources](#) page of the *ClearSight* Portal, and the various documents that are available there to help them use the product and the systems efficiently. The checklist below contains a set of tasks that should be done at the beginning of the school year to ensure an efficient start-up. This checklist is configured for beginning of the year tasks for District-Users. In some situations, staff associated with a school also perform tasks that are otherwise assigned to District Users. Please reference the document titled [User Roles and Access](#), to determine if it is best for you to follow the School-User checklist or this District-User Checklist.

District User

- If you are new to *ClearSight*, use the auto-generated email from “DoNotReply@CambiumAssessment.com” to activate your district account and set your password. Returning users should visit the [User Sign-on](#) sheet.
- Bookmark the [ClearSight Portal](#) on your device so you can return to it throughout the year for instructions and assistance. As time allows, become familiar with the types of documents provided on the [Resources](#) page, such as:
 - Trainings (Self-paced)
 - User Manuals
 - Quick Guides
- Review the permissions associated with various [User Roles](#) so you can assign users appropriately within TIDE.
- Add district, school, and/or teacher users to TIDE, as applicable to your needs, either manually or as outlined in [Quick Guide to Uploading Users to TIDE](#).
- Add initial student files as outlined in [Quick Guide to Uploading Students to TIDE](#).

For additional assistance, please contact the *ClearSight* Help Desk:

Tel 1.877.426.6941

Email clearsighthelpdesk@cambiumassessment.com



Beginning of Year Checklist – School User

Thank you for choosing *ClearSight*, and welcome to the start of a new school year. As school personnel, you ensure the successful implementation and use of *ClearSight* for your campus staff and students. You help your staff activate their user accounts, roster students, administer tests, and access aggregated school-wide data. The checklist below contains a set of tasks that should be done at the beginning of the school year to ensure an efficient start-up. This checklist is configured for beginning of the year tasks for School Users. In some situations, staff associated with a school also perform tasks that are otherwise assigned to District Users. Please reference the document titled [User Roles and Access](#), to determine if it is best for you to follow this School-User checklist or the District-User Checklist.

School User

- If you are new to *ClearSight*, use the auto-generated email from “DoNotReply@CambiumAssessment.com” to activate your district account and set your password. Returning users should visit the [User Sign-on](#) sheet.

- Bookmark the [ClearSight Portal](#) on your device so you can return to it throughout the year for instructions and assistance. As time allows, become familiar with the types of documents provided on the [Resources](#) page, such as:
 - Trainings (Self-paced)
 - Quick Guides
 - *ClearSight* Clicks Videos

- If your district has not added school users for you, add school users to [TIDE](#) either manually or as outlined in [Quick Guide to Uploading Users to TIDE](#).

- Ensure that any user that will administer a test takes the [New Users Required Course](#).

- Make any needed updates to students through TIDE or upload as outlined in [Quick Guide to Uploading Student to TIDE](#). Set test settings as outlined in the [User and Student Set Up in TIDE](#) training.

- Create rosters manually within TIDE or upload as outlined in [Quick Guide to Uploading Rosters to TIDE](#).

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ClearSight

Beginning of Year Checklist – Teachers and Test Proctors

Thank you for choosing *ClearSight*, and welcome to the start of a new school year. As a teacher and/or test proctor, you set up test sessions and proctor assessments with students. You may also participate in the creation of custom assessments for your school or district. Data from the Reporting system can help you determine your students' progress throughout the school year. The checklist below contains a set of tasks that should be done at the beginning of the school year to ensure an efficient start-up. Use this checklist to track your work.

Teacher and Test Proctor

- Use the auto-generated email from “DoNotReply@CambiumAssessment.com” to activate your account and set your password.

- Bookmark the [ClearSight Portal](#) on your device so you can return to it throughout the year for instructions and assistance. As time allows, familiarize yourself with the [Resources](#) available to assist you in using *ClearSight*, such as
 - Trainings (Self-paced)
 - Quick Guides
 - *ClearSight* Clicks Videos

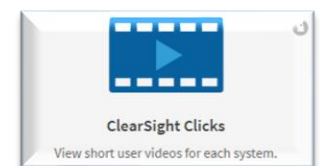
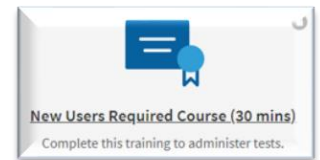
- If you haven't previously completed the course, take the [New Users Required Course](#). The certification from this course allows you to administer tests.

- If necessary, set up your rosters in TIDE. You can manually add individual students to a roster, or you can use a template upload to configure your entire roster. Use the [Quick Guide to Uploading Rosters](#) to complete this task.

- Watch the [ClearSight Clicks](#) videos to explore options for setting up Test Sessions and Assignments.

- Visit the [Test Preview System](#) to review tests and see what your students will see.

- When you have a chance, have your students take a [practice test](#) to get familiar with *ClearSight*.



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Beginning of Year – Technology Coordinator

Thank you for choosing *ClearSight*, and welcome to the start of a new school year. Your role as a Technology Coordinator is essential for the successful implementation of the product. The Technology Coordinator ensures that school-approved devices have the correct system requirements (including operating systems and browsers, as well as the Secure Browser, if it is used by your district) for using *ClearSight's* multiple systems (Authoring, Test Administration, TIDE, Reporting, etc.). The checklist below contains a set of tasks that should be done at the beginning of the new school year to ensure your devices are compliant. Use this tip sheet as a checklist to track your work.

Technology Coordinator

- Bookmark the [Technology Requirements](#) page of the [ClearSight Portal](#) for your continued reference throughout the year.
- Review the [Secure Browser System Requirements](#) to ensure your operating systems and browser combinations are compliant.
- Speak with your District/School Administrator to determine if s/he intends to use the Secure Browser option for any of the planned testing.
 - a. If you will be using the Secure Browser, review the downloads needed for each operating system.
 - b. Download the needed Secure Browser to each device that will be used by students for testing.
- Review additional Resources on the *ClearSight* Portal, as needed, such as:
 - [User Manual for Assistive Technology](#)
 - [User Manuals for Configuring Operating Systems and Secure Browsers](#)
 - [Quick Guide to Setting Up Your Online Testing Technology](#)
 - [Quick Guide to Operating System Support Plan for Test Delivery System](#)

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