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Introduction to *ClearSight*

Overall Access

User Roles

Data Access

Account Activation

First Steps for Districts and Schools

Technology Coordinators

Technology Coordinators – Getting Started

To prepare for *ClearSight* administration, Technology Coordinators should:

- Become familiar with the *ClearSight* Portal at <https://clearsight.portal.cambiumast.com/>.
- Review materials for Technology Coordinators located on the Resource page. Such as:
 - [User Manual Configuration of Operating Systems and Secure Browsers](#)
 - [Quick Guide Setting Up Your Online Testing Technology](#)
 - [Quick Guide Operating !\[\]\(746d018fdf6ab02bf5fb7681133e8b29_img.jpg\)](#)
- Review the [Technology Requirements](#) page.

Technology Coordinators – Getting Started

Prior to testing, the *ClearSight* Secure Browser should be installed on all school computers/devices that will be utilized by students.

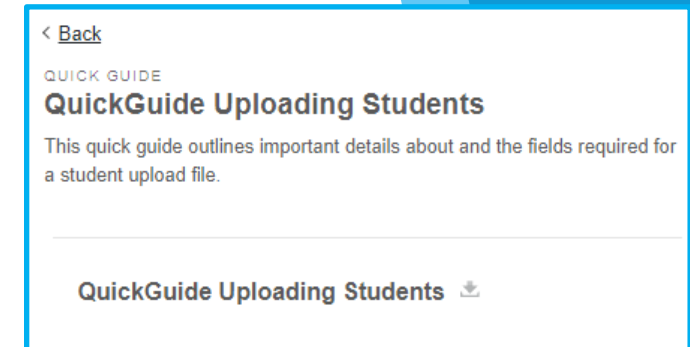
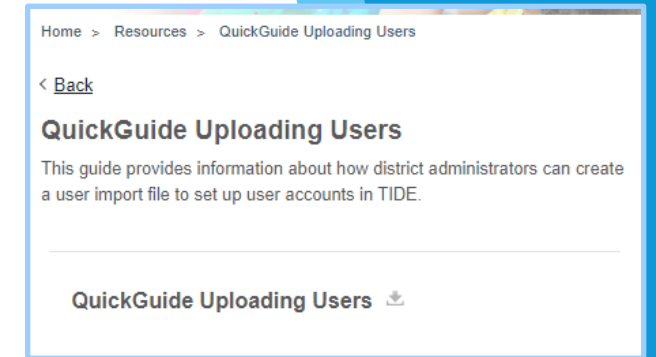
Technology Coordinators should review the [Secure Browser Page](#) on the Portal and accompanying documentation for detailed information about the Secure Browser and installation process.

District Users

District Users – Getting Started

To prepare for *ClearSight* usage, district personnel should:

- Become familiar with the [ClearSight Portal](#).
- Review the [User Roles and Access 2020-2021](#) resource.
- Generate and upload a complete user file for district- and school-level users.
- Learn how to use features of the systems that are important to you by reviewing [Trainings](#) and [User Manuals](#) in the *ClearSight* Portal Resources.
- Generate and upload initial student files.



District Users – Getting Started

Prior to the start of testing, district personnel should:

- Update and upload student files, in TIDE, as needed as enrollments are finalized.
- If test settings and tools are to be populated by the district, do this manually, or generate and upload the test settings upload file.
- Enter rosters or upload roster files to establish teacher-student relationships if this is not being done at the school level.


Linked to website.

[< Back](#)

QUICK GUIDE

QuickGuide Uploading Rosters

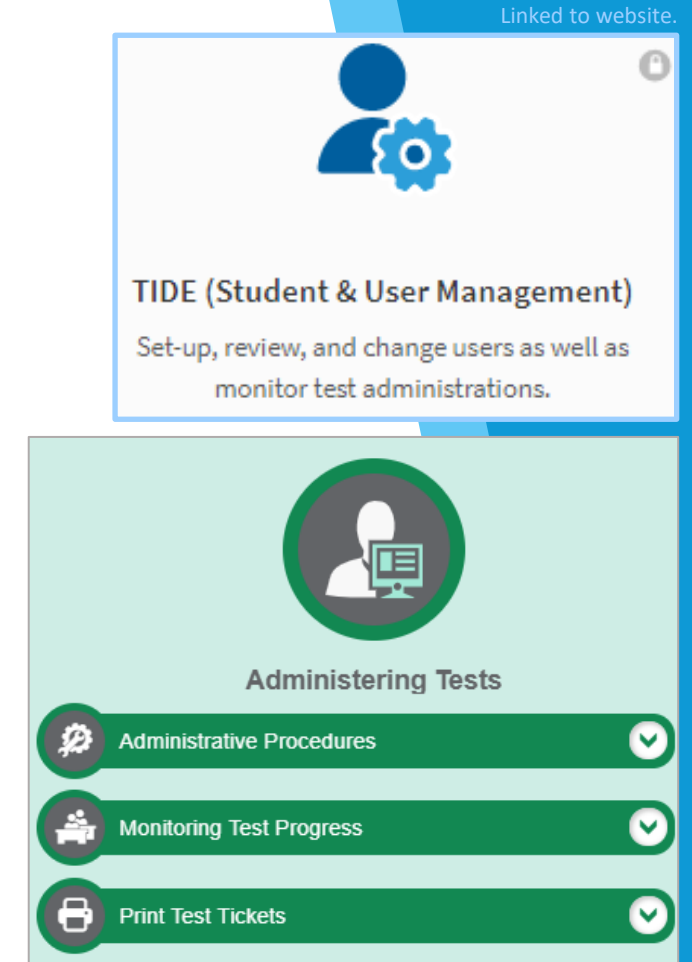
This quick guide outlines the fields in the roster template and the steps to upload a rosters to TIDE.

QuickGuide Uploading Rosters 

District Users – Getting Started

During testing, district personnel should:

- Monitor test administration reports in TIDE.
- Monitor Administrative Procedures (requests by school and teacher users to modify test statuses) and approve as necessary.



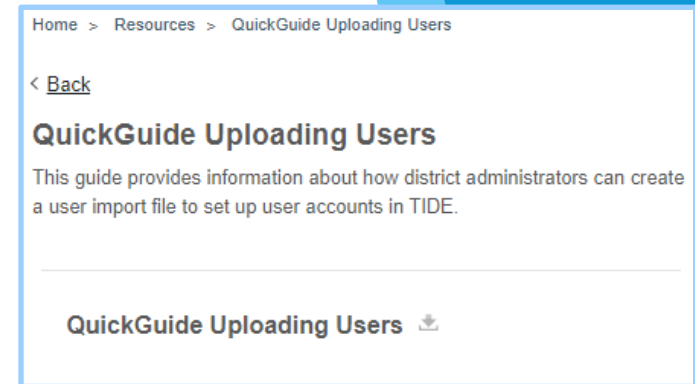
School Users (Administrators)

School Users – Getting Started

To prepare for *ClearSight* usage, school administrators should:

- Become familiar with the [ClearSight Portal](#).
- Learn how to use the systems that are important to you by reviewing [Trainings](#) and [User Manuals](#) in the *ClearSight* Portal Resources.
- If not completed by the district:
 - Either upload a user file of all school users, including teachers and proctors, or add them manually.
 - As enrollments are finalized, generate and upload student files if not done by the district.

Linked to website.




Home > Resources > QuickGuide Uploading Users

< Back

QuickGuide Uploading Users

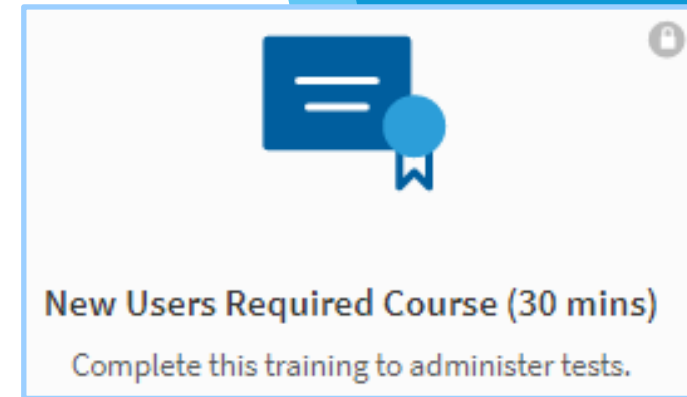
This guide provides information about how district administrators can create a user import file to set up user accounts in TIDE.

QuickGuide Uploading Users 

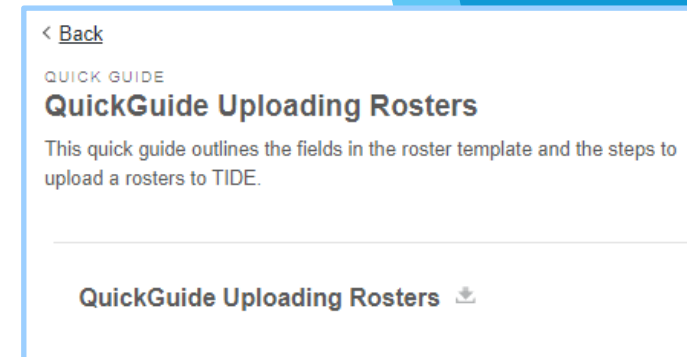
School Users – Getting Started

Prior to the start of testing, school personnel should:

- Ensure that they and all teachers and proctors have been trained and completed the New Users Required Course, available on the home page of the [ClearSight Portal](#).
 - Note: To open a test session, the user MUST have completed the New Users Required Course.
- If not done by district:
 - Either generate and upload the test settings upload file or manually update.
 - Create rosters (groups of students) to establish teacher-student relationships and be utilized in reporting.



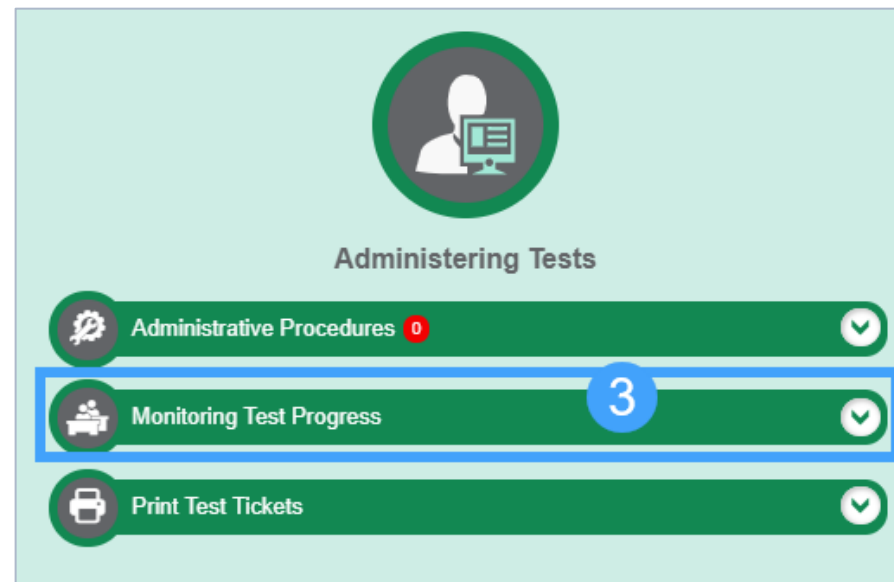
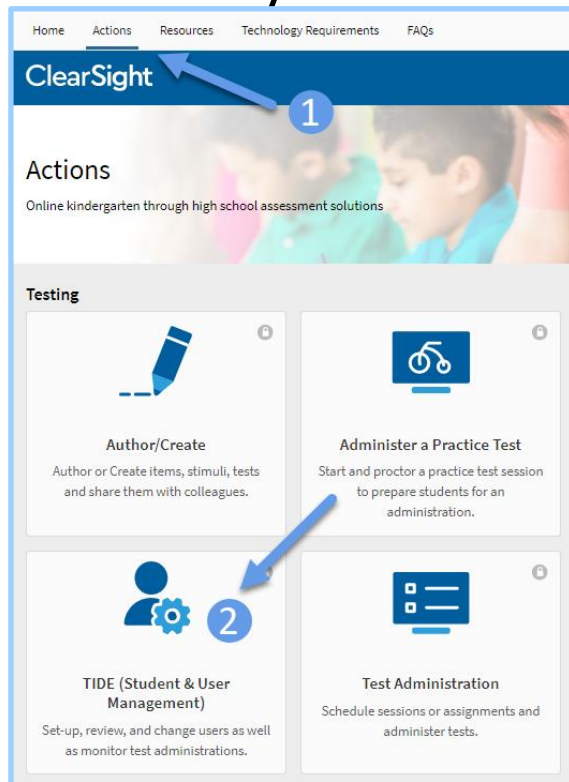
Linked to website.



School Users – Getting Started

During testing, school personnel should do the following:

- Monitor testing progress using Monitoring Test Progress in the [TIDE](#) system
- In rare cases, school personnel may need to track administrative procedure. The system will show these in the **red** indicator, see below.



Teachers and Proctors

Teachers and Proctors – Getting Started

To prepare for *ClearSight* usage, teachers and proctors should:

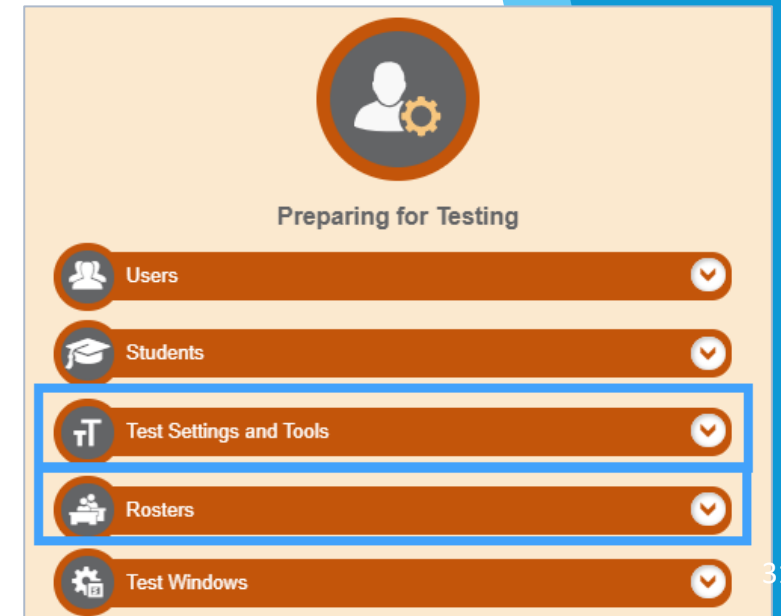
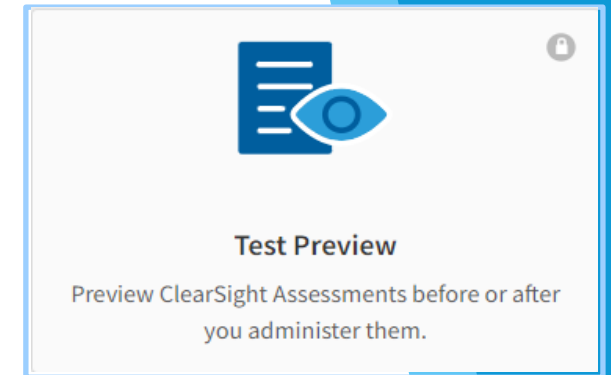
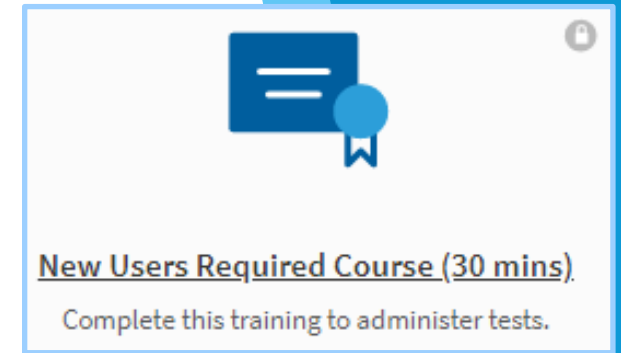
- Become familiar with the [ClearSight Portal](#).
- Learn how to use the systems that are important to you by reviewing [Trainings](#) and [User Manuals](#) in the *ClearSight* Portal Resources.
- Take a Student Practice Test on the [home page](#) of the Portal as a guest user to become familiar with the testing interface.

The screenshot displays the ClearSight Portal interface. At the top, there is a 'Practice Tests' section with a bicycle icon and a blue circle containing the number '1'. Below this, the text reads: 'Practice Tests' and 'Visit the practice tests to see example tests and to interact with the system'. The main section is titled 'Please Sign In' and contains two toggle switches. The first toggle is labeled 'Guest User' with the text 'Toggle to sign in as yourself' below it. The second toggle is labeled 'Guest Session' with the text 'Toggle to join an active session' below it. Both toggles are currently in the 'ON' position. Below the toggles, there are links for 'Run Diagnostics' and 'Browser: Chrome v83'. At the bottom, there is a 'State Testing' section with the text 'Please click here to choose your state for summative testing'. A blue circle containing the number '2' is positioned above a green 'Sign In' button. A blue arrow points from the 'home page' text in the list above to the 'Sign In' button. Another blue arrow points from the 'Please Sign In' title to the 'Guest User' toggle. A third blue arrow points from the 'Guest Session' toggle to the 'Sign In' button.

Teachers and Proctors – Getting Started

Prior to testing, teachers and proctors should:

- Get certified to administer assessments.
 - Take the New Users Required Course available on the [ClearSight Portal](#).
- Visit the [Test Preview System](#) to familiarize yourself with available Checkpoint Assessments
- Teachers should confirm student test settings, as applicable in [TIDE](#).
- If needed, teachers can create rosters (groups of students) for reporting.



Teachers and Proctors – Getting Started

Prior to testing, teachers should:

- Review [test tools](#) in class with their students.
- Review [item type videos](#) with students.
- [Administer a Practice Test](#) with students:
 - Experience the testing interface
 - Try out the accommodations and test tools

The screenshot shows the ClearSight website interface. At the top, there is a navigation bar with the ClearSight logo. Below it, a 'Resource List' section is visible, featuring a breadcrumb trail: 'Home > Resources > At a Glance ClearSight Item Types'. A callout box on the right highlights a 'GENERAL INFO' section titled 'Tools, Accommodations, and Accessibility Features', which provides a summary of tool categories. Another callout box on the right highlights a 'QUICK GUIDE' section titled 'QuickGuide How Teachers Administer Practice Tests with Students', which provides step-by-step instructions for teachers and proctors. The main content area also lists 'At a Glance ClearSight Item Types' and two tutorial links: 'Edit Task Choice Tutorial' and 'Edit Task Inline Tutorial'.

If you have any questions, please contact the *ClearSight* Help Desk:

- Telephone: 1.877.426.6941
- E-mail: clearsighthelpdesk@cambiumassessment.com
- Chat: <https://clearsight.portal.cambiumast.com/chat.shtml/>