

QUICK GUIDE
**Starting/Scheduling
Sessions and
Assignments**



Starting/Scheduling Sessions and Assignments

The same online testing system teachers used last year to administer tests to students has been upgraded to allow teachers to schedule test sessions in advance and make assignments for students.

- Teachers do not need to buy or install any additional software to enable these new features.
- Teachers sign in to exactly the same Test Administration site they used before to start test sessions immediately.
- From this site, teachers can start a test session immediately the same way they would have started a test session in the past, or they can schedule a test session or assignment to start in the future.

This guide explains the steps to schedule sessions and assignments to start immediately and in the future.

How to Log in to the Test Administration Site

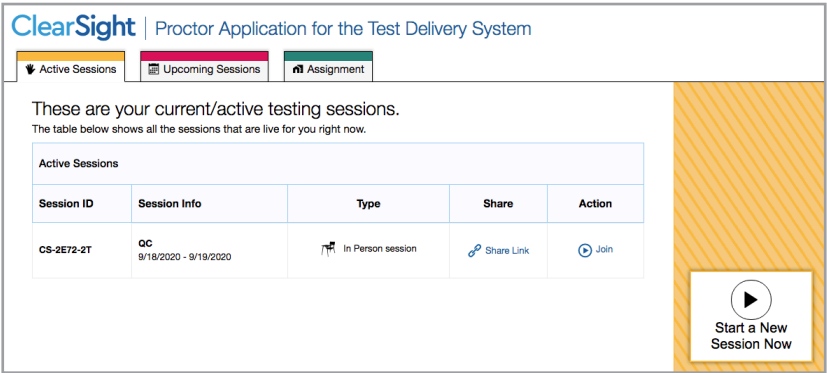
1. Go to the *ClearSight* Portal: <https://clearsight.portal.cambiumast.com/>
2. Select Actions from the top navigation menu on the page.
3. Select the Test Administration card.
4. If you are presented with the log-in screen, log in using your email and password for *ClearSight*.

How to Start a Session Immediately

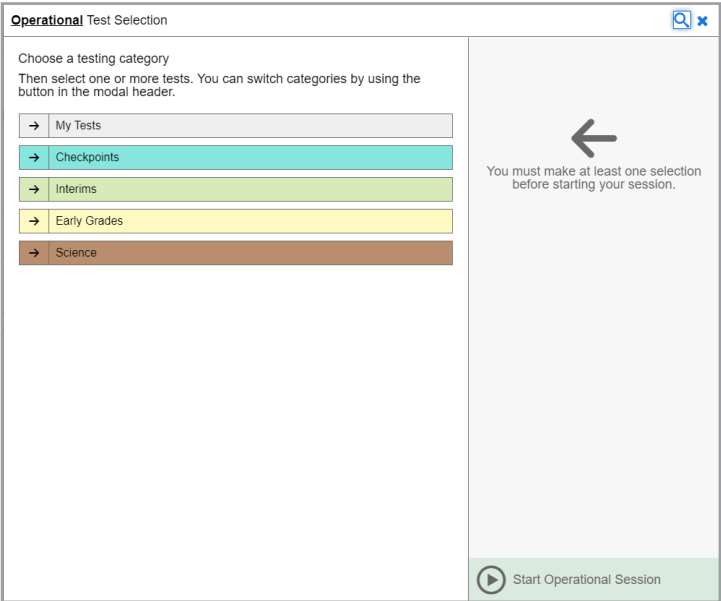
Once teachers have logged in, they still have the option to start a test session immediately. The process for this is almost exactly the same as it was before, except one additional step has been added to start the process. In the past, teachers would see the *Test Selection* page when they logged in to the Test Administration site. Now, they see a dashboard with three pages: Active Sessions, Upcoming Sessions, and Assignments. To start a test session immediately, teachers start on the *Active Sessions* page.

Teachers can start a test session immediately by following these steps:

1. Access the Test Administration site by following steps in the section [How to Log in to the Test Administration Site](#).
2. The *Test Administration* site appears, displaying the *Active Sessions* page. Select **Start a New Session Now**.



3. The *Test Selection* page appears. From the list of color-coded test categories, select the test category from which you wish to include tests.



4. The tests or test groups for the selected test category appear. Select a test or group of tests to add to the session by marking the checkbox(es) by the test(s). Expand a group of tests by selecting **+** next to that group.

Operational Test Selection

Filter By: ⌵ Add Filter

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

- ☐ ELA
 - +** ☐ Grade 3
 - ☐ Grade 4
 - ☐ Reading
 - ☐ Checkpoint: ELA Grade 4 Editing - 1
 - ☐ Checkpoint: ELA Grade 4 Editing - 4
 - ☐ Checkpoint: ELA Grade 4 Editing - 5
 - ☐ Checkpoint: ELA Grade 4 Informational - 1
 - ☐ Checkpoint: ELA Grade 4 Informational - 2
 - ☐ Checkpoint: ELA Grade 4 Informational - 4
 - ☐ Checkpoint: ELA Grade 4 Informational - 5
 - ☐ Checkpoint: ELA Grade 4 Listening - 1
 - ☐ Checkpoint: ELA Grade 4 Literature - 1

Back ▶ Start Operational Session

You must make at least one selection before starting your session.

5. Once you have selected a test or tests to add to the session, select **Start Operational Session**.

Operational Test Selection

Filter By: ⌵ Add Filter

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

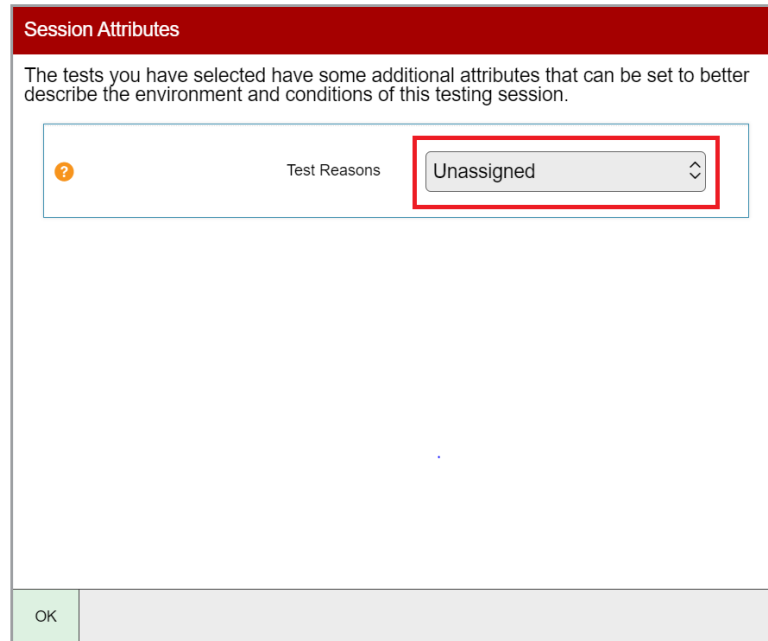
- ☒ ELA
 - ☐ Grade 3
 - ☐ Grade 4
 - ☒ Reading
 - ☒ Checkpoint: ELA Grade 4 Editing - 1
 - ☐ Checkpoint: ELA Grade 4 Editing - 4
 - ☐ Checkpoint: ELA Grade 4 Editing - 5
 - ☐ Checkpoint: ELA Grade 4 Informational - 1
 - ☐ Checkpoint: ELA Grade 4 Informational - 2
 - ☐ Checkpoint: ELA Grade 4 Informational - 4
 - ☐ Checkpoint: ELA Grade 4 Informational - 5
 - ☐ Checkpoint: ELA Grade 4 Listening - 1
 - ☐ Checkpoint: ELA Grade 4 Literature - 1

Back ▶ Start Operational Session

1 Tests Selected 🗑 Clear All

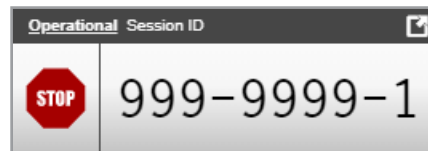
Checkpoints
● Checkpoint: ELA Grade 4 Editi...




6. The *Test Administration* site appears, displaying the *Session Attributes* pop-up window. From the *Test Reasons* drop-down list, select a test reason, and then select **OK**.



The *Session Attributes* pop-up window has a red header bar with the title "Session Attributes". Below the header, a message states: "The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session." A form area contains a "Test Reasons" label and a drop-down menu currently set to "Unassigned". A red rectangle highlights the drop-down menu. At the bottom left of the window is a green "OK" button.

7. The *Test Administration* site appears. The session has started. The Session ID appears at the top of the page.



- To stop the session, select .
- To select tests to add to the session, select .
- To approve students requesting to join the session, select **Approvals** next to the Session ID. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (and test segment, if applicable). Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

While approving students, you can also view and edit students' test settings and accommodations, if necessary.

Once students have been approved to join the session, they can begin taking the test.

How to Schedule a Session in Advance

To help ensure the day of testing runs as smoothly as possible, teachers can schedule test sessions in advance. When a teacher schedules a test session in advance, the online testing system provides a Session ID and link to the test session. Teachers provide this information to their students so students can join the session when it begins. For information about communicating session information to students, see the section [How to Communicate Session Information Securely to Students](#).

Teachers can schedule a test session in advance by following these steps:

1. Access the Test Administration site by following steps in the section [How to Log in to the Test Administration Site](#).
2. The *Test Administration* site appears. Select **Upcoming Sessions**.

The screenshot shows the ClearSight Proctor Application interface. At the top, there are three tabs: 'Active Sessions' (selected), 'Upcoming Sessions', and 'Assignment'. Below the tabs, a message states: 'These are your current/active testing sessions. The table below shows all the sessions that are live for you right now.' A table titled 'Active Sessions' contains one row with the following data:

Session ID	Session Info	Type	Share	Action
CS-2E72-2T	QC 9/18/2020 - 9/19/2020	In Person session	Share Link	Join

On the right side of the page, there is a large orange button with a play icon and the text 'Start a New Session Now'.

3. The *Upcoming Sessions* page appears. Select **Schedule a Session**.

The screenshot shows the ClearSight Proctor Application interface with the 'Upcoming Sessions' tab selected. A message states: 'These are your upcoming testing sessions. The table below shows all your upcoming sessions.' A table titled 'Upcoming Sessions' is shown, but it is empty, with the text 'No upcoming sessions.' below it. On the right side of the page, there is a large pink button with a calendar icon and the text 'Schedule a Session'.

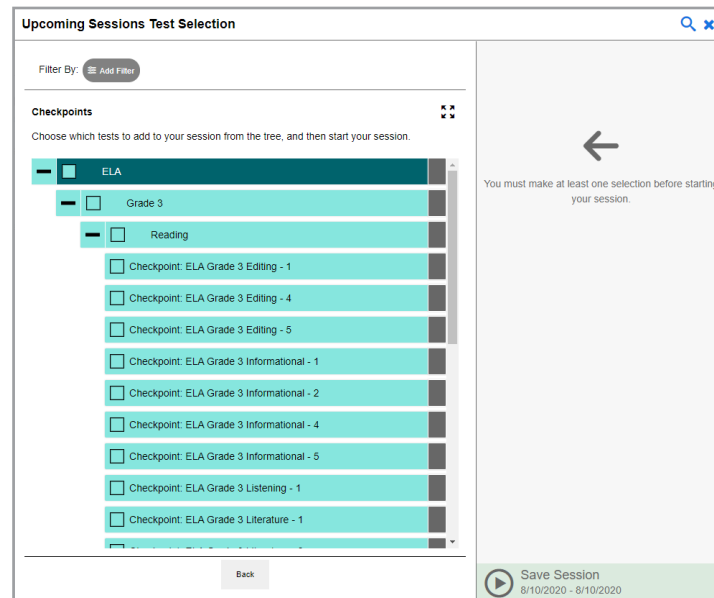
4. The *Create an Upcoming Session* pop-up window appears. In the *Start* and *End* fields, enter a start and end date for the session and select **Next**.

The screenshot shows a window titled "Upcoming Sessions Test Selection" with a close button (X) in the top right corner. The main content area is divided into two panels. The left panel, titled "Create an Upcoming Session", contains the instruction "Choose the dates for which the session can be accessed". Below this, there are two date input fields: "Start: 09/18/2020" and "End: 09/30/2020", each with a calendar icon. A green "Next" button is positioned below the date fields. The right panel is light gray and contains a large left-pointing arrow and the text "Set the start and end dates for the session". At the bottom of the right panel, there is a "Save Session" button with a play icon and the date range "9/18/2020 - 9/30/2020".

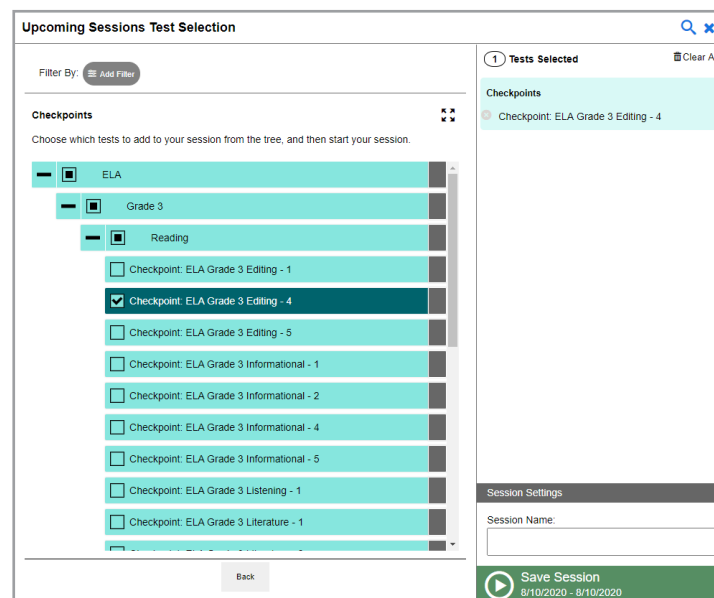
5. The *Test Selection* page appears. From the list of color-coded test categories, select the test category from which you wish to include tests.

The screenshot shows the same window titled "Upcoming Sessions Test Selection". The left panel, titled "Choose a testing category", contains the instruction "Then select one or more tests. You can switch categories by using the button in the modal header." Below this, there is a list of five color-coded categories, each with a right-pointing arrow button: "My Tests" (light gray), "Checkpoints" (teal), "Interims" (light green), "Early Grades" (yellow), and "Science" (brown). The right panel is light gray and contains a large left-pointing arrow and the text "You must make at least one selection before starting your session." At the bottom of the right panel, there is a "Save Session" button with a play icon and the date range "8/10/2020 - 8/10/2020".

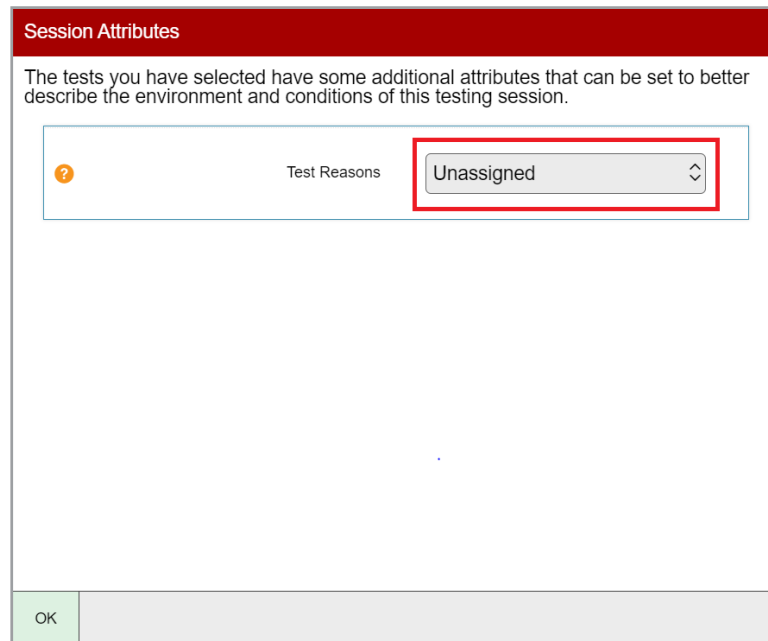
6. The tests or test groups for the selected test category appear. Select a test or group of tests to add to the session by marking the checkbox(es) by the test(s). Expand a group of tests by selecting **+** next to that group.



7. Once you have selected a test or tests to add to the session, the *Session Settings* fields appear. Do the following:
- In the *Session Name* field, enter a name for the session.
 - Select **Save Session**.



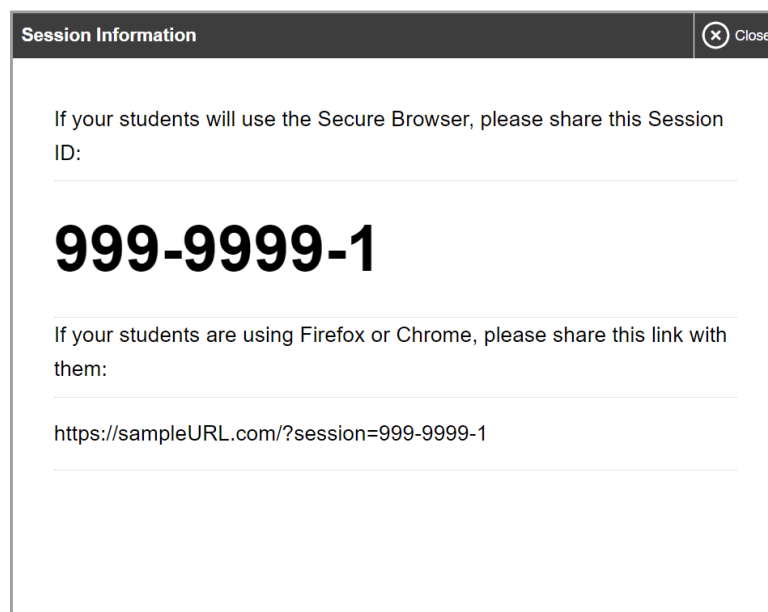
8. The *Test Administration* site appears, displaying the *Session Attributes* pop-up window. From the *Test Reasons* drop-down list, select a test reason, and then select **OK**.



The *Session Attributes* pop-up window has a red header bar with the title "Session Attributes". Below the header, a message states: "The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session." A light blue box contains a question mark icon, the label "Test Reasons", and a drop-down menu currently showing "Unassigned". The drop-down menu is highlighted with a red rectangular border. At the bottom left of the window is a green button labeled "OK".




9. The *Session Information* pop-up window appears. This pop-up window provides the Session ID and link teachers need to share with students so students can join the session when it starts. For information about communicating session information to students, see the section [How to Communicate Session Information Securely to Students](#). Teachers should also copy this Session ID and link for themselves and save it in a secure location in case they need it later.

After providing the Session ID and link to students and copying it, select **Close**.



The *Session Information* pop-up window has a dark grey header bar with the title "Session Information" and a "Close" button with an 'X' icon. The main content area is white. It contains the text "If your students will use the Secure Browser, please share this Session ID:" followed by a horizontal line and the large, bold Session ID "999-9999-1". Below this, it says "If your students are using Firefox or Chrome, please share this link with them:" followed by a horizontal line and the URL "https://sampleURL.com/?session=999-9999-1".

10. The *Test Administration* site appears again, displaying the *Upcoming Sessions* page. The scheduled session appears in the table.

- To retrieve the Session ID and link to the session again, select  **Share Link** .
- To edit an upcoming session before it begins, select  **Edit** .
- To delete an upcoming session before it begins, select  **Delete** .

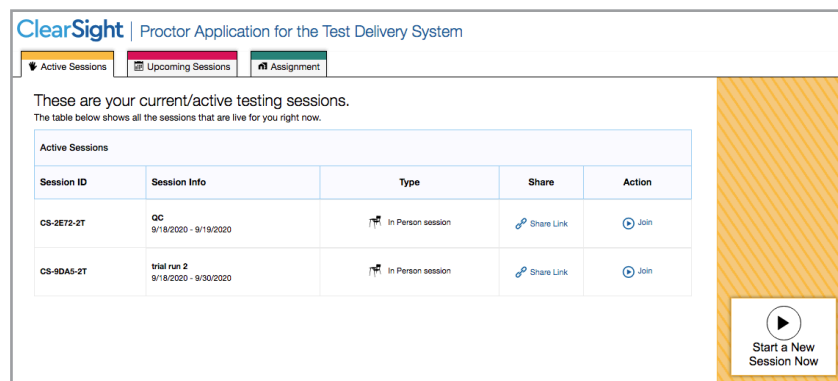
How to Join a Session that was Scheduled in Advance

On the day of the test, teachers join the test session they scheduled in advance and approve students into the session so students can take the test. Teachers should join active sessions 20 minutes prior to the start time of the session. Students cannot log in to a scheduled session until the teacher joins first.

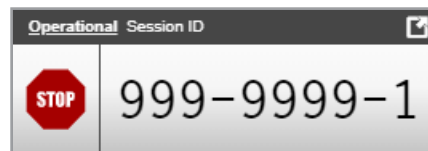
On the *Test Administration* site, test sessions scheduled in advance move automatically from the *Upcoming Sessions* page to the *Active Sessions* page when the start date for the session arrives. Teachers can join the session from the *Active Sessions* page.




Teachers can join the test session that was scheduled in advance by following these steps:

1. Access the Test Administration site.
2. The *Test Administration* site appears. Select **Join** for the session you want to join.



3. The *Test Administration* site appears. The session has started and will continue the same way it would if you had created it to start immediately. The Session ID appears at the top of the page.



- To stop the session, select .
- To select tests to add to the session, select .
- To approve students requesting to join the session, select **Approvals** next to the Session ID. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (and test segment, if applicable). Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

While approving students, you can also view and edit students' test settings and accommodations, if necessary.

Once students have been approved to join the session, they can begin taking the test.

How to Schedule Assignments in Advance

Teachers can also use the online testing system to assign tests to students who can complete these on their own time without the need for the teacher or anyone else to monitor them. Teachers choose the tests they want to schedule from the same test selection page they use to schedule tests. Unlike regular test sessions, these assignments do not need to be a group activity and do not need to be monitored. The online testing system automatically filters so that only eligible tests will preview in this list.

Any assignments that teachers create in the Authoring system can also be assigned to students using the steps below.

Teachers can schedule assignments in advance by following these steps:

1. Access the Test Administration site.
2. The *Test Administration* site appears. Select **Assignments**.

The screenshot shows the 'ClearSight | Proctor Application for the Test Delivery System' interface. At the top, there are three tabs: 'Active Sessions' (selected), 'Upcoming Sessions', and 'Assignment'. Below the tabs, a message states: 'These are your current/active testing sessions. The table below shows all the sessions that are live for you right now.' A table titled 'Active Sessions' contains one row with the following data:

Session ID	Session Info	Type	Share	Action
CS-2E72-2T	QC 9/18/2020 - 9/19/2020	In Person session	Share Link	Join

On the right side of the page, there is a large orange button with a play icon and the text 'Start a New Session Now'.

3. The *Assignments* page appears. Select **Create an Assignment**.

The screenshot shows the 'ClearSight | Proctor Application for the Test Delivery System' interface. At the top, there are three tabs: 'Active Sessions', 'Upcoming Sessions', and 'Assignment' (selected). Below the tabs, a message states: 'These are your assignment testing sessions. The table below shows all your assignment testing sessions.' A table titled 'Assignment' contains three rows with the following data:

Session ID	Session Info	Share	Action
CS-E70B-2D	Phase 3 Grade 1 Checkpoints 9/11/2020 - 9/25/2020	Share Link	Edit Delete
CS-1FA8-2D	QC for the assignment 9/17/2020 - 9/19/2020	Share Link	Edit Delete
CS-D3A0-2D	trial 9/18/2020 - 9/19/2020	Share Link	Edit Delete

On the right side of the page, there is a large green button with a pencil icon and the text 'Create an Assignment'.

4. The *Create an Upcoming Session* pop-up window appears. In the *Start* and *End* fields, enter a start and end date for the session and select **Next**.

The screenshot shows a window titled "Assignment Test Selection" with a close button in the top right. The main content area is titled "Create an Upcoming Session" and includes the instruction "Choose the dates for which the session can be accessed". Below this, there are two date input fields: "Start: 09/18/2020" and "End: 09/18/2020". A green "Next" button is positioned below the date fields. On the right side of the window, there is a large grey area with a left-pointing arrow and the text "Set the start and end dates for the session". At the bottom right, there is a "Save Assignment" button with a play icon and the dates "9/18/2020 - 9/18/2020".

5. The *Test Selection* page appears. From the list of color-coded categories, select the category that contains the test you wish to schedule for your students. Only tests eligible to be taken without a teacher present will appear in this list. From here, the process to schedule an assignment is exactly the same as the process to schedule a session.

The screenshot shows the same "Assignment Test Selection" window, but now it is at the "Choose a testing category" step. The instruction reads: "Then select one or more tests. You can switch categories by using the button in the modal header." Below this, there is a list of five color-coded categories, each with a right-pointing arrow: "My Tests" (grey), "Checkpoints" (teal), "Interims" (light green), "Early Grades" (yellow), and "Science" (brown). The "Checkpoints" category is currently selected. On the right side, the large grey area now contains a left-pointing arrow and the text "You must make at least one selection before starting your session." The "Save Assignment" button at the bottom right now shows the dates "8/10/2020 - 8/10/2020".

6. The tests for the selected category appear. Select a test or group of tests to add to the session by marking the checkbox(es) by the tests. Expand a group of tests by selecting **+** next to that group.

Assignment Test Selection

Filter By: **Add Filter**

Checkpoints

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

- ☐ ELA
 - ☐ Grade 3
 - ☐ Reading
 - ☐ Checkpoint: ELA Grade 3 Editing - 1
 - ☐ Checkpoint: ELA Grade 3 Editing - 4
 - ☐ Checkpoint: ELA Grade 3 Editing - 5
 - ☐ Checkpoint: ELA Grade 3 Informational - 1
 - ☐ Checkpoint: ELA Grade 3 Informational - 2
 - ☐ Checkpoint: ELA Grade 3 Informational - 4
 - ☐ Checkpoint: ELA Grade 3 Informational - 5
 - ☐ Checkpoint: ELA Grade 3 Listening - 1
 - ☐ Checkpoint: ELA Grade 3 Literature - 1

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Save Assignment
8/10/2020 - 8/10/2020

You must make at least one selection before starting your session.

7. Once you have selected a test or group of tests to add, the *Session Settings* fields appear. Do the following:
- In the *Session Name* field, enter a name for the session/assignment.
 - Select **Save Assignment**.

Assignment Test Selection

Filter By: **Add Filter**

Checkpoints

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

- ☒ ELA
 - ☒ Grade 3
 - ☒ Reading
 - ☒ Checkpoint: ELA Grade 3 Editing - 1
 - ☐ Checkpoint: ELA Grade 3 Editing - 4
 - ☐ Checkpoint: ELA Grade 3 Editing - 5
 - ☐ Checkpoint: ELA Grade 3 Informational - 1
 - ☐ Checkpoint: ELA Grade 3 Informational - 2
 - ☐ Checkpoint: ELA Grade 3 Informational - 4
 - ☐ Checkpoint: ELA Grade 3 Informational - 5
 - ☐ Checkpoint: ELA Grade 3 Listening - 1
 - ☐ Checkpoint: ELA Grade 3 Literature - 1

Back

1 Tests Selected **Clear All**

Checkpoints

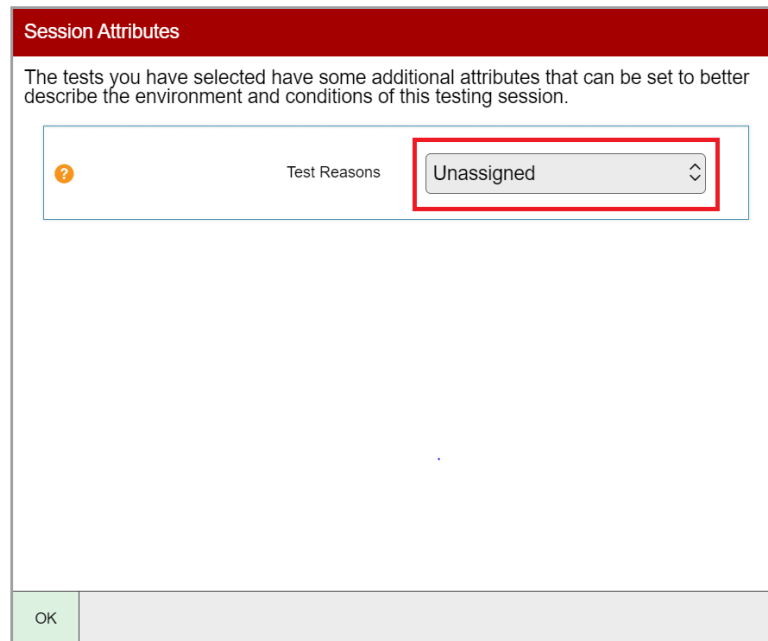
- ☒ Checkpoint: ELA Grade 3 Editing - 1

Session Settings

Session Name:

Save Assignment
8/10/2020 - 8/10/2020

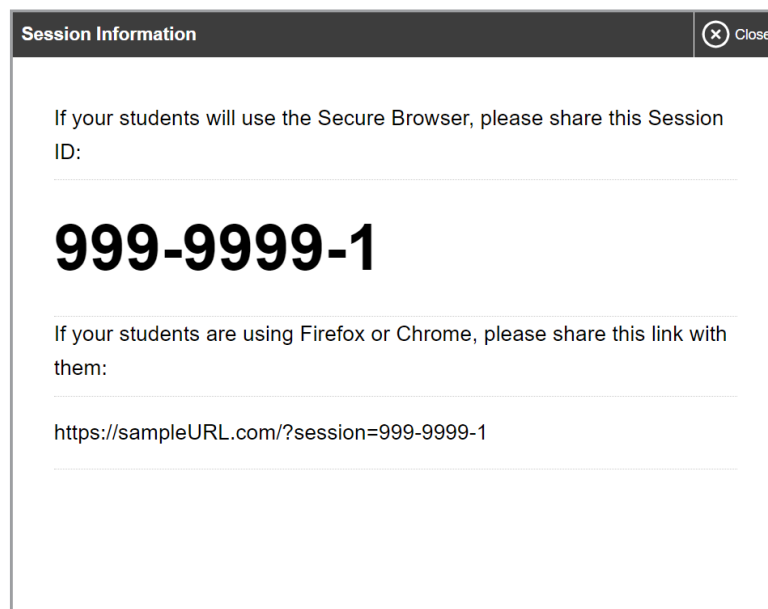
8. The *Test Administration* site appears, displaying the *Session Attributes* pop-up window. From the *Test Reasons* drop-down list, select a test reason, and then select **OK**.



The *Session Attributes* pop-up window has a red header bar with the title "Session Attributes". Below the header, a message states: "The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session." A light blue box contains a question mark icon, the label "Test Reasons", and a drop-down menu currently showing "Unassigned". The drop-down menu is highlighted with a red rectangular border. At the bottom left of the window is a green button labeled "OK".




9. The *Session Information* pop-up window appears. This pop-up window provides the Session/Assignment ID and link teachers need to share with students so students can join the assignment when it starts. For information about communicating session information to students, see the section [How to Communicate Session Information Securely to Students](#). Teachers should also copy this Session/Assignment ID and link for themselves and save it in a secure location in case they need it later.

After providing the Session/Assignment ID and link to students and copying it, select **Close**.



The *Session Information* pop-up window has a dark grey header bar with the title "Session Information" and a "Close" button with an 'X' icon. The main content area is white. It contains two sections: the first asks "If your students will use the Secure Browser, please share this Session ID:" followed by a large, bold display of "999-9999-1"; the second asks "If your students are using Firefox or Chrome, please share this link with them:" followed by a text field containing the URL "https://sampleURL.com/?session=999-9999-1".

10. The *Test Administration* site appears, displaying the *Assignments* page. The scheduled session(s)/assignment(s) appear in the table.

- To retrieve the Session ID and link to the session again, select  .
- To edit an upcoming session before it begins, select  .
- To delete an upcoming session before it begins, select  .

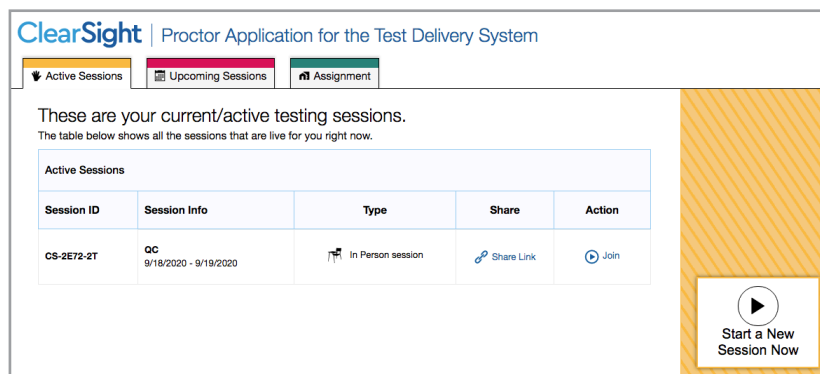
How to Modify a Test Session or Assignment that was Scheduled in Advance but Has Not Started Yet

Teachers can modify test sessions and sessions that include an assignment that were scheduled in advance but have not started yet.

For example, a teacher may want to modify a session after it was created to add tests or assignments or change the start or end date of the session.

Teachers can modify test sessions and sessions that include assignments and quizzes that were scheduled in advance but have not started yet by following these steps:

1. Access the Test Administration site.
2. The *Test Administration* site appears. Do one of the following:
 - To modify a test session, select **Upcoming Sessions**. The *Upcoming Sessions* page appears.
 - To modify an assignment, select **Assignments**. The *Assignments* page appears.



3. To edit an upcoming test session or a session that includes an assignment, select **Edit** for that test session or assignment and do one of the following:
 - To modify a test session, complete steps 4–9 in the section [How to Schedule a Session in Advance](#).
 - To modify an assignment, complete steps 4–9 in the section [How to Schedule Assignments in Advance](#).

How to Communicate Session/Assignment Information Securely to Students

Teachers need to communicate links to the test session, Session IDs, and Student IDs to their students so students can take tests and complete assignments that were scheduled in advance. This information should not be shared over unsecured communication methods like personal email or text messages. Instead, teachers should communicate this information to students using a secure method such as whichever classroom management system teachers and students are already using for instruction purposes.