ClearSight

QUICK GUIDE

Starting/Scheduling Sessions and Assignments

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ClearSight

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.
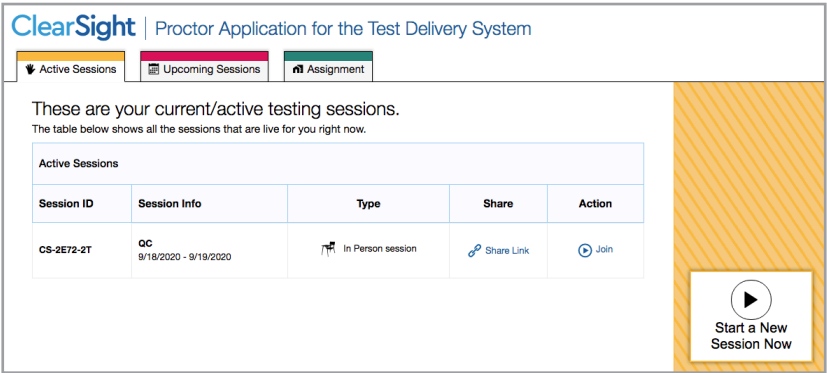
How to Log in to the Test Administration Site

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*.

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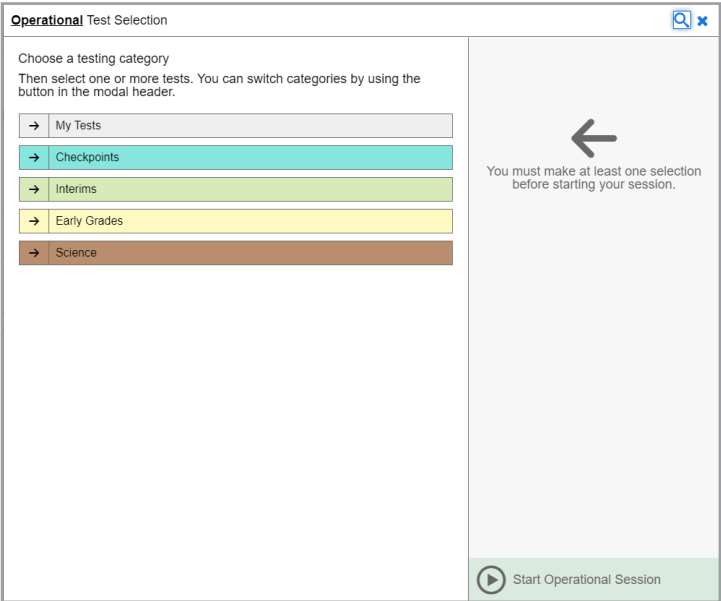
How to Start a Session Immediately

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.

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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.

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

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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**.

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 [✎ Select Tests].

- 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**.

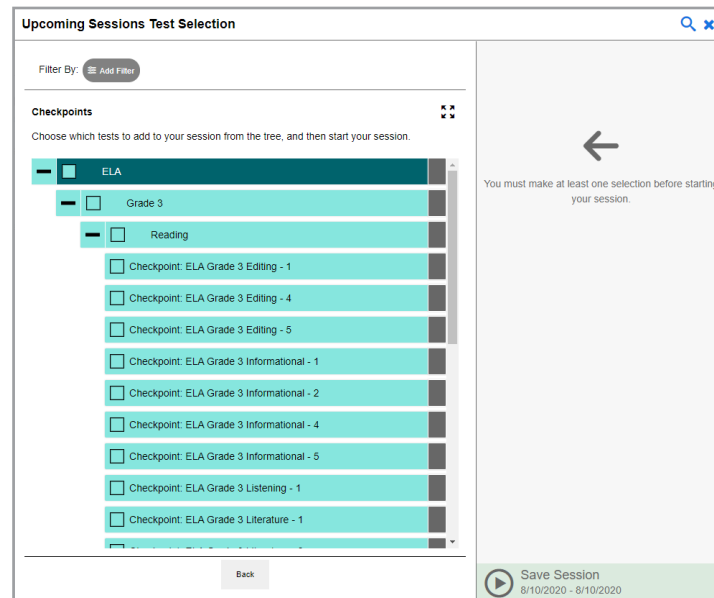3. The *Upcoming Sessions* page appears. Select **Schedule a Session**.

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**.

Upcoming Sessions Test Selection   ✖

Create an Upcoming Session

Choose the dates for which the session can be accessed

Start: 09 / 18 / 2020   🗓   End: 09 / 30 / 2020   🗓

[Next]

← Set the start and end dates for the session
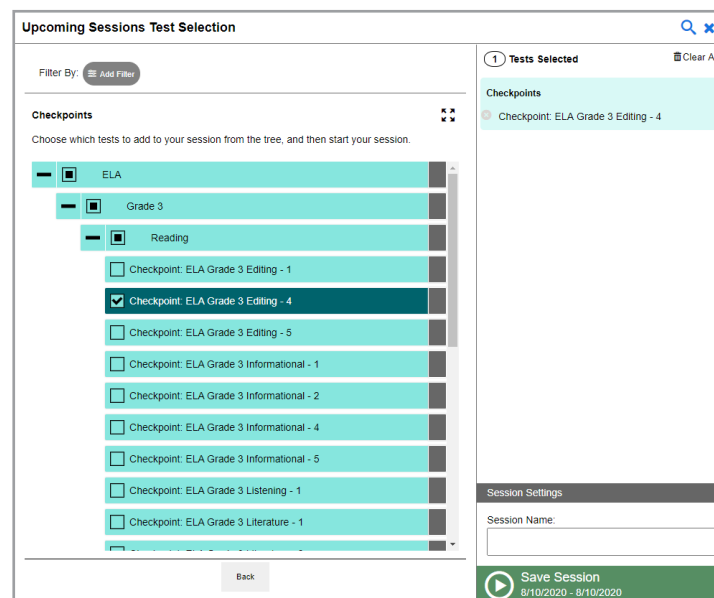
▶ Save Session
9/18/2020 - 9/30/2020

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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.

Upcoming Sessions Test Selection   🔍 ✖

Choose a testing category

Then select one or more tests. You can switch categories by using the button in the modal header.

→	My Tests
→	Checkpoints
→	Interims
→	Early Grades
→	Science

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

▶ Save Session
8/10/2020 - 8/10/2020

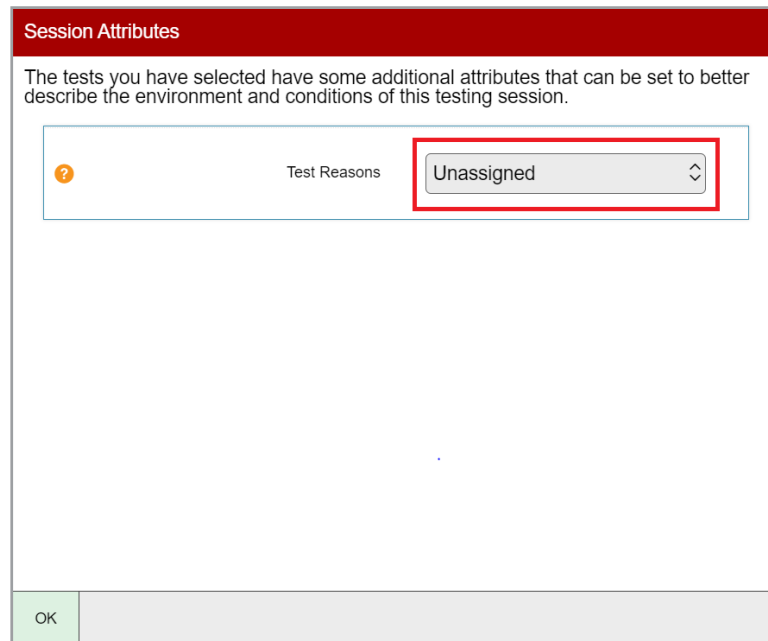
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6. The tests or test groups for the selected test category appear. Select a test or group of tests to add to the session by marking the checkbox(es) by the test(s). Expand a group of tests by selecting ✚ next to that group.

7. Once you have selected a test or tests to add to the session, the *Session Settings* fields appear. Do the following:

   a. In the *Session Name* field, enter a name for the session.
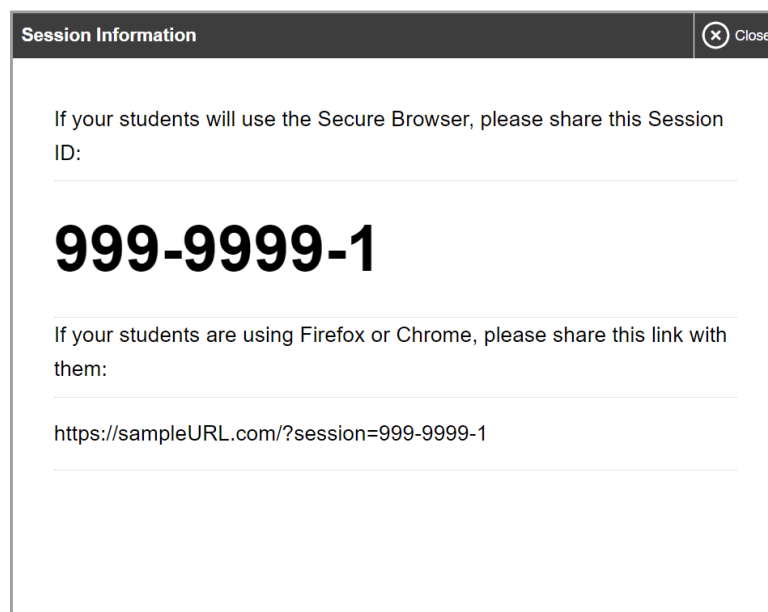
   b. Select **Save Session**.

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**.

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**.

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].

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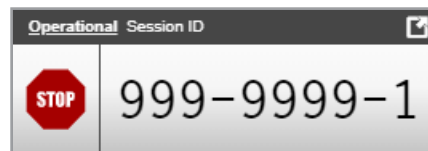
On the *Test Administration* site, test sessions scheduled in advance move automatically from the *Upcoming Sessions* page to the *Active Sessions* page when the start date for the session arrives. Teachers can join the session from the *Active Sessions* page.

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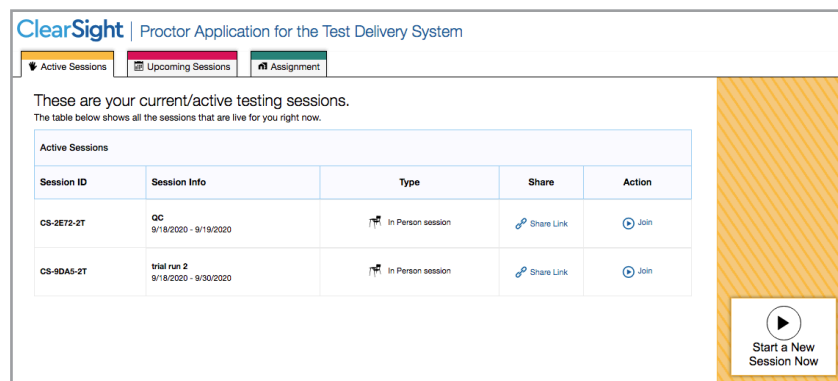
3. The *Test Administration* site appears. The session has started and will continue the same way it would if you had created it to start immediately. The Session ID appears at the top of the page.

- To stop the session, select [STOP].

- To select tests to add to the session, select [Select Tests].

- 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 [refresh icon] 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**.

3. The *Assignments* page appears. Select **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**.

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.

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.

7. Once you have selected a test or group of tests to add, the *Session Settings* fields appear. Do the following:

   a. In the *Session Name* field, enter a name for the session/assignment.

   b. Select **Save Assignment**.

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**.

Session Attributes

The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session.

❓   Test Reasons   Unassigned ⇕

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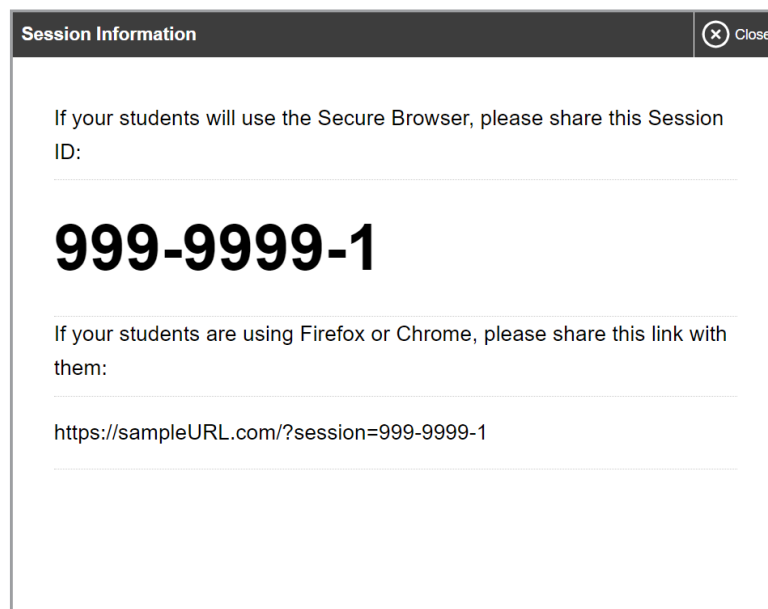
After providing the Session/Assignment ID and link to students and copying it, select **Close**.

Session Information   ⊗ Close

If your students will use the Secure Browser, please share this Session ID:

999-9999-1

If your students are using Firefox or Chrome, please share this link with them:

https://sampleURL.com/?session=999-9999-1

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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 Share Link.

- To edit an upcoming session before it begins, select Edit.

- To delete an upcoming session before it begins, select Delete.
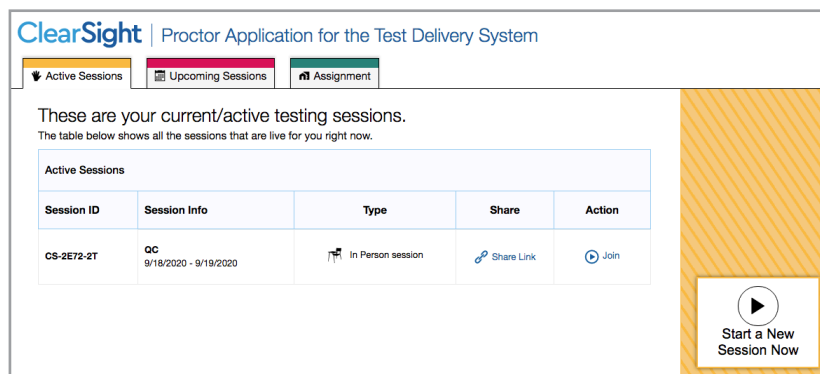
How to Modify a Test Session or Assignment that was Scheduled in Advance but Has Not Started Yet

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.

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