

## ClearSight Checklist for Ending the School Year

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# Important Dates for School Year 2023-2024

## ClearSight Annual System Downtimes

ClearSight systems will be unavailable during the following dates:

1. **TIDE** - Thursday, July 20, 2023 at 5:00pm - Monday, July 31, at 7:59am
2. **TDS, Reporting, Authoring, Formative Test Preview, Test Administration Practice Site** - Thursday, July 20, 2023 at 5:00pm - Monday, August 7, at 7:59am

## ClearSight Systems Go Live Dates

ClearSight systems will be available again on the below dates:

1. **TIDE** - Monday, July 31 at 8:00am
2. **TDS, Reporting, Authoring, Formative Test Preview, Test Administration Practice Site** - Monday, August 7 at 8:00am

## What should I do in TIDE at the end of the school year?

Open test sessions/opportunities need to be completed by students or they will be closed by the system on July 21. What should you do?

1. A DDSO or DC user for your district should log in to TIDE and run a Plan and Manage Testing report for each type of test with the following criteria:

Get Specific

Students who have started Any opportunity the test in the selected administration

- a. Be sure to export the report so you can save it as an Excel sheet.

2. This report will indicate what test opportunities are still open per school, student, and test as well as provide a status and other helpful information.

Name	District Name	School Name	SSID	Enrolled Grade	Test	Language	Opportunity	TA Name	SessionID	Status	Results ID	Restarts	Restarts within Grace Period	Date Started	Date Completed	Last Activity	Expiration Date	Forecast
Pena, Paloma	ClearSight Model District	ClearSight Middle School	AI-9990-9999990908	08	Interim Reading Grade 3		1	Test, Test	CS-0FD7-2D	paused 1/31	100375	0	0	08/12/2020		08/12/2020	05/08/2023	
Pena, Paloma	ClearSight Model District	ClearSight Middle School	AI-9990-9999990908	08	Interim Math Grade 8		1	Test, Test	CS-02FE-2	paused 34/34	100128	0	0	08/10/2020		08/10/2020	05/06/2023	

3. If an opportunity is at the **paused** status on July 21, 2023, and you do NOT have the student complete the opportunity, the ClearSight system will follow these guidelines to determine whether to provide score reporting for the test opportunity.
  - a. Interim ELA, Interim Reading, Interim Mathematics, ClearSight Formative, and Educator-Authored Assessments:
    - i. If a student responds to fewer than 85% of the total items, no scoring or reporting is provided.
    - ii. If a student responds to at least 85% of test items, whether or not the test record is complete, full scoring and reporting will be provided.

4. To change the status of any paused test, an administrative procedure is required. View our Administrative Procedures portal guide for complete instructions.

Why might you want to change a status?

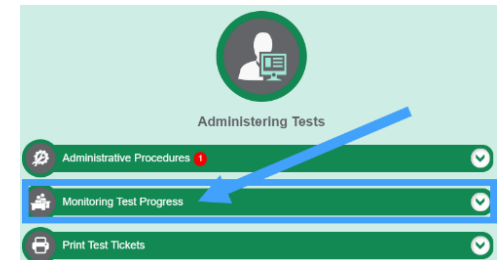
- a. You might want a student to complete a test before July 21, 2023. (Restart or Reopen or Grace Period Extension)
  - b. You might want to invalidate a paused test before July 21, 2023. (Eliminates the Test Opportunity)
5. To have a student complete a test, a teacher or other *ClearSight* user will need to go to TDS and start either an active session or an assignment for that test title and provide the session and log-in information to the student so they can complete the test.

**Open Administrative Procedures** need to be reviewed and completed, if a user determines there is a need.

1. School and District users who may have open Administrative actions should log-in to TIDE and view any outstanding requests or approvals.
2. Our Administrative Procedures guide provides details on how to review and approve administrative actions.

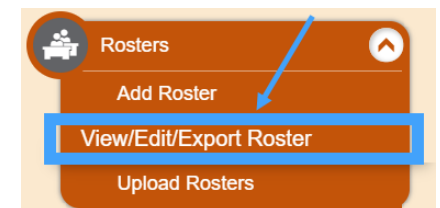
**The Test Information Distribution Engine (TIDE)** will **NOT** have data from the 2022 - 2023 school year available for viewing once TIDE goes live for the 2023-2024 school year on Friday, July 31.

1. What can you do if you want a record of the TIDE data from the 2022-2023 school year?
  - a. Before July 21, the person(s) with DDSO or DC user roles for your district can create excel exports from TIDE and download them onto a *SECURE* file or server for future reference. *(Please be aware that these exports may include PII data and when exported, must be protected per the FERPA laws. The storage of data exported from ClearSight is the responsibility of the DDSO or DC user that conducted the export.)*
  - b. Log-in to TIDE and select the Monitoring Test Progress button and execute the following steps, as needed
    - i. Test Completion Rates for Districts and/or Schools for the test Instruments you require.
    - ii. Test Status Code Report for each test instrument you require.
    - iii. Plan and Manage Testing for the types of tests and the ***specific criteria*** you require.



**Rosters:** If you are interested in preserving a record of the rosters you have into TIDE, users can export rosters through the View/Edit/Export Roster button. Keep in mind that different users may have different access to rosters.

**Students and Users** can be exported the same way as rosters, but under their appropriate TIDE headings.



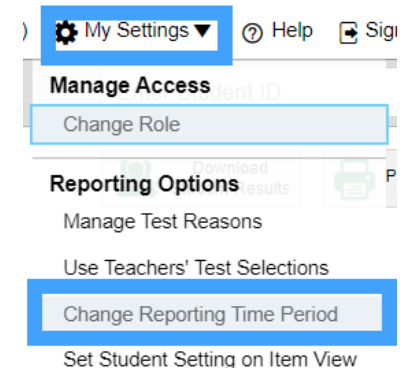
## What should I do in the Test Delivery System (TDS) at the end of the school year?

You will only need to engage with the Test Delivery System if you need a student to complete a test. Otherwise, there is no prep or maintenance required before TDS shuts down on Friday, July 21, 2023. Please remember that TDS does not go live for the 2023-24 school year until August 7, 2023.

## What should I do in Reporting at the end of the school year?

### What is Always Available

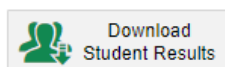
The reporting data for the 2022-2023 school year will be available when you log in to Reporting after August 7, 2023. ClearSight reporting data is available for each year that you have used the system. You can access it through **My Settings** → **Change Reporting Time Period** in the upper right area of the Reporting system.

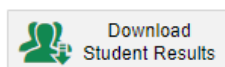


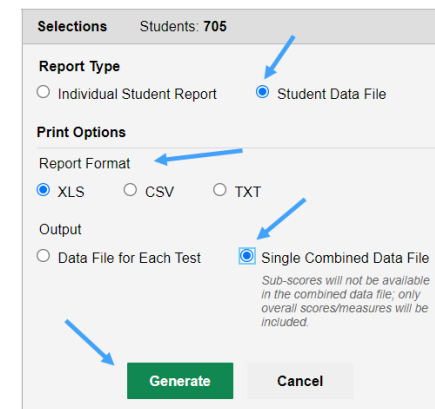
### Exporting Report Data

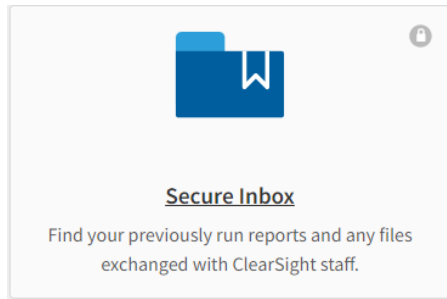
There is ***no need to export reporting data for the 2022-2023*** school year, unless you will need to have it available during the *ClearSight* Reporting downtime from July 21 – August 6, 2023. (FERPA laws may apply to this data and it is the responsibility of the user exporting this data to store it per that law.)

If you would like to do a full export of scores for your 2022-2023 school year prior to July 21, 2023 please follow this process:



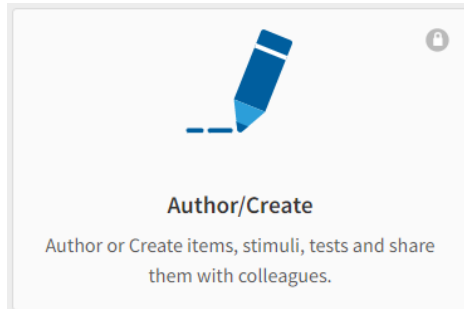
1. Login to Reporting, and select  from the right side of the screen.
2. Select Student Data File, the Report Format you prefer, and Single Combined Data File
3. On the right side of the screen, make your desired selections for Test Reason, Assessments, and Students.
4. Click "Generate" on the bottom left corner to request your data.
5. Allow the system time to generate the data request. It may take 30 – 60 minutes for a substantial amount of data.
6. Go to your Secure Inbox at the top of the Reporting screen and download the report(s).





## What should I do with my Secure Inbox?

Download any necessary reports stored in your Secure Inbox prior to July 21, 2023.



## What should I do in Authoring at the end of the school year?

All items and tests that you created in the Author/Create system will still be available when you log-in to Authoring after August 7, 2023. If you will require access to these items or tests while the system is down, utilize the Print options to print out your item and/or test content.

## Important Reminders for Closing Out the Year and Preparing for SY 2023-2024

**New URLs for TA and Student Testing Sites to Add to Your Allowlist** - CAI has updated the TA and Student Testing Site URLs that need to be added to your network allowlist for the 2023-24 school year in order to successfully complete student testing. If your network configuration blocks or filters access to public sites, please refer to Resources to Add to Allowlists section of our online Technology Guide to ensure you are able to continue accessing our ClearSight systems without issue.

**ClearSight Portal Updates** - We will be making updates to the organization of tiles and resources on our portal throughout the summer in order to improve the user interface.

**Subscription Renewals** - In order to have access to TIDE on July 31 and other systems on August 7, your subscription renewal needs to be executed in advance. Please submit your district's information through our Request a Quote form on the portal, and a member of our team will contact you directly to facilitate your renewal: <https://clearsight.portal.cambiumast.com/resources/portal-resources/request-a-quote>

**Username and Password Username and Password** - When accessing our systems for the first time after TIDE is live on July 31, you will need to create a new password for the 2023-2024 year. When attempting to login, select "First Time Login This Year?" to set your new password.

**Getting Help** - For any questions related to ClearSight systems or testing, please contact the Help Desk on our ClearSight portal at <https://clearsight.portal.cambiumast.com/contact.html>