

## ClearSight Checklist for Ending the School Year

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## Important Dates

### ClearSight Downtimes

1. ClearSight systems undergo upgrades prior to annual go lives and are **unavailable to all users**: July 22 at 5:00pm – August 1, at 7:59am.

### When ClearSight Systems Go Live for School Year 2021-22

1. Go Live Test Information Delivery Engine (TIDE): August 1, 2022 at 8:00am
2. Go Live Test Delivery System (TDS): August 8, 2022
3. Go Live Reporting: August 8, 2022
4. Go Live Author/Create: August 8, 2022
5. Go Live Checkpoint Preview: August 8, 2022
6. Go Live Practice Test Administration: August 8, 2022

## 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 22. 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	Focus
Pena Paloma	ClearSight Model District	ClearSight Middle School	AI-9999-9999990908	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-9999-9999990908	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 22, 2022, 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 Reading and Mathematics, All Checkpoint, 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.
  - b. Interim ELA Tests

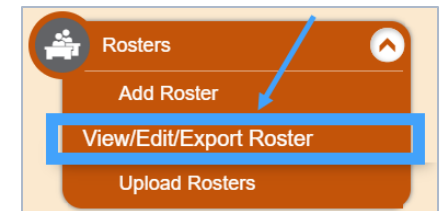
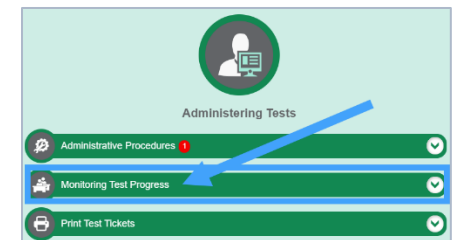
- i. If the student does not enter at least one non-blank character, for a writing prompt (the last item on the Interim ELA test), no scoring or reporting is provided.
  - ii. If the student entered at least one non-blank character for the writing prompt (the last item on the Interim ELA test), full scoring and reporting is provided.
- 4. To change the status of any paused test, an administrative procedure is required. Go [here](#) for instructions and details. Why might you want to change a status?
  - a. You might want a student to complete a test before July 22, 2022. (Restart or Reopen or Grace Period Extension)
  - b. You might want to invalidate a paused test before July 22, 2022. (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. This Administrative Procedures [guide](#) provides details on how to review and approve administrative actions.

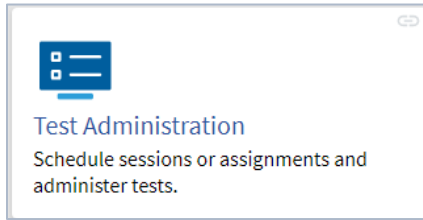
**The Test Information Distribution Engine (TIDE)** will **NOT** have data from the 2021 - 2022 school year available for viewing once TIDE goes live for the 2022 - 2023 school year on August 1st.

1. What can you do if you want a record of the TIDE data from the 2021-2022 school year?
  - a. Before July 22, 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 July 22, 2022. Please remember that TDS does not go live for the 2022-23 school year until August 8, 2022.

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

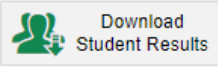
### What is Always Available

The reporting data for the 2021-2022 school year will be available when you log in to Reporting after August 8, 2022. *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.

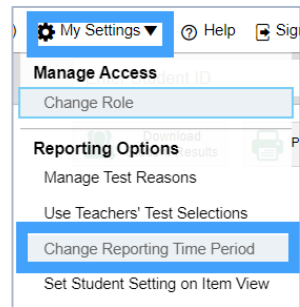
### Exporting Report Data

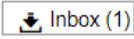
There is ***no need to export reporting data for the 2021-2022*** school year, unless you will need to have it available during the *ClearSight* Reporting downtime from July 22 – August 7, 2021. (*FERPA laws may apply to this data and it is the responsibility of the user exporting this data to store it per that law.*)

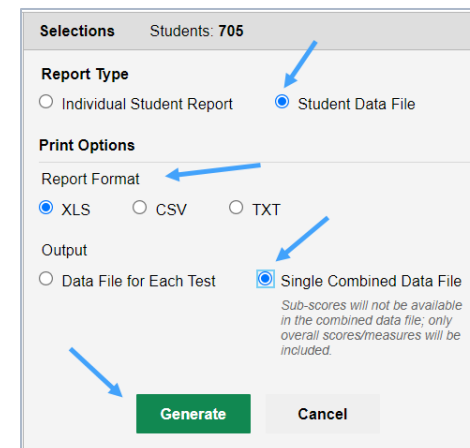
If you would like to do a full export of scores for your 2021-2022 school year prior to July 22, 2022 please follow this process:

1. Log in to Reporting and select  from the upper right of the screen.
2. In the three selection screens that follow, select every box to make sure you receive all appropriate data.

<b>1. Select Test Reasons</b>	<b>Select the test reasons.</b>	<b>2. Select Assessments</b>	<b>Select the assessments.</b>	<b>3. Select Students</b>	<b>Select the students.</b>
	<input checked="" type="checkbox"/> All Test Reasons		<input checked="" type="checkbox"/> All Subjects		<input checked="" type="checkbox"/> All Students
	<input checked="" type="checkbox"/> Fall		<input checked="" type="checkbox"/> ELA		<input checked="" type="checkbox"/> ClearSight Elementary School
	<input checked="" type="checkbox"/> Test One		<input checked="" type="checkbox"/> English Language Arts		<input checked="" type="checkbox"/> ClearSight Middle School
	<input checked="" type="checkbox"/> Test Three		<input checked="" type="checkbox"/> Mathematics		<input checked="" type="checkbox"/> ClearSight High School
	<input checked="" type="checkbox"/> Test Two		<input checked="" type="checkbox"/> Science		
	<input checked="" type="checkbox"/> Unassigned				
	<input checked="" type="checkbox"/> Winter				



3. Select Student Data File, the Report Format you prefer, Single Combined Data File, then select Generate.
4. Allow the system time to generate the data request. It may take 30 – 60 minutes for a substantial amount of data.
5. Go to your  at the top of the Reporting screen and download the report.



**Selections** Students: 705

**Report Type**

Individual Student Report  Student Data File

**Print Options**

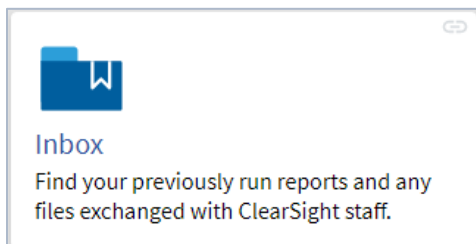
Report Format  XLS  CSV  TXT

Output

Data File for Each Test  Single Combined Data File

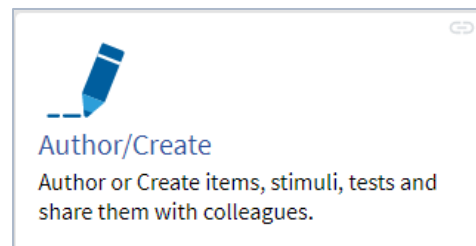
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

**Generate** **Cancel**



## What should I do about my Inbox?

Best practice is to download any reports stored in your Inbox prior to July 22, 2022.



## What should I do in Author/Create 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 Author/Create after August 8, 2022. If you will require access to these items or tests while the system is down, reference the [release notes](#) from April 2021 so you can print the items and tests.

## Other Important Notes for the end of the school year

[ClearSight Portal Updates](#) will continue through July and August, expect to see minor changes and improvements to the user interface.

### Access to or Renewing ClearSight?

To log-in to TIDE on August 1, 2022 and any other system on August 8, 2022, your district's renewal of *ClearSight* must be executed with our *ClearSight* Program Manager. For assistance, please email Caitlin Crafton at [caitlin.crafton@cambiumassessment.com](mailto:caitlin.crafton@cambiumassessment.com)

### My Username and Password?

After August 1 or August 8, you will need to reset your password. Use the quick guide [Creating or Changing your Password to assist you with this process.](#)

For assistance in using *ClearSight* systems, please contact the Help Desk. **Tel:** 1.877.426.6941 **Email:** [ClearSighthelpdesk@cambiumassessment.com](mailto:ClearSighthelpdesk@cambiumassessment.com)