ClearSight

Test Delivery System Test Administrator User Guide

2023–2024

Cambium
Assessment

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Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the ClearSight practice tests and operational tests.

Organization of the User Guide

The guide includes the following sections:

- How TAs Proctor Test Sessions in the TA Site

- How Students Sign in to the Student Testing Site and Complete Tests

There is also an alphabetized Appendix with additional information and instructions about the TA Site, the Secure Browser, and more.

Understanding the Test Delivery System's Sites

The Test Delivery System delivers State's online tests and consists of practice testing sites and operational testing sites. The functionality of the practice sites is similar to that of the operational sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Training Site are for practice, whereas tests provided in the TA Interface are operational and students' scores are official.

- **Practice Sites:**
  - **Practice Test Administration Site:** Allows TAs to practice administering tests.

  - **Student Training Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the TA Training Site or they can take un-proctored assignments.

- **Operational Testing Sites:**
  - **TA Interface:** Allows TAs to administer operational tests.

  - **Student Testing Site:** Allows students to take operational tests.

Throughout the rest of this user guide, "TA Site" refers to both the TA Interface and TA Training Site.

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How TAs Proctor Test Sessions in the TA Site

The process for administering tests in the Test Delivery System follows the workflow below:

1. The TA selects tests and starts a test session in the TA Site.

2. Students sign in to the Student Testing Site and request approval for tests.

3. The TA reviews students' requests and approves them for testing.

4. Students complete and submit their tests.

5. The TA stops the test session and logs out.

The Test Delivery System also allows TAs to administer scheduled test sessions and un-proctored assignments . These session types follow a slightly different process.

This section describes how TAs perform the following tasks within the TA Site to successfully administer online tests:

- Select Tests and Start a Test Session

- Approve Students for Testing

- Monitor an Ongoing Test Session

Figure 1. TA Site During an Ongoing Test Session
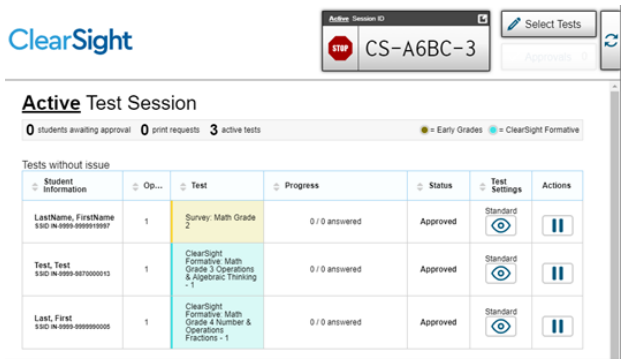
For information about the testing process from a student's perspective, see the section How Students Sign in to the Student Testing Site and Complete Tests.

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Select Tests and Start a Test Session

The first step in administering online tests is to select the type of test session you want to administer. ClearSight offers three types of sessions: Active Proctoring, Upcoming Proctoring, and Assignments (See Figure 2).

Active & Upcoming Proctoring sessions generate a TA Interface that must be monitored during test administration. This TA Interface allows the test administrator to admit students into the test session and track their testing progress.

Assignments provide flexibility for students to take a test on their own with no test administrator admitting them to the test session or monitoring their testing progress.

In order for students to complete online tests, you must select which tests they need to take and start a test session. You can administer *ClearSight* formative and interim tests as well as formative tests created in the Authoring system.

In order for students to complete online tests, you must select which tests they need to take and start a test session. You can administer state-mandated achievement tests as well as formative tests created in the Authoring system.

Only the tests that you choose to include will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session. You can also transfer active sessions to a new window or device.

1. To create a test session, first make sure you log in to the appropriate TA Site. The **Select Tests** tab opens, displaying a list of test categories (See Figure 3).

   – The Test Delivery System landing page (see Figure 2) defaults to Active Proctoring sessions. You may switch to Upcoming Proctoring Sessions or Assignments by selecting the tabs. (See Figure 2) To begin an Active Proctoring Session, select the "**Start a New Proctoring Session Now**" button (see Figure 2)

Figure 2. Start a New Active Proctoring Session
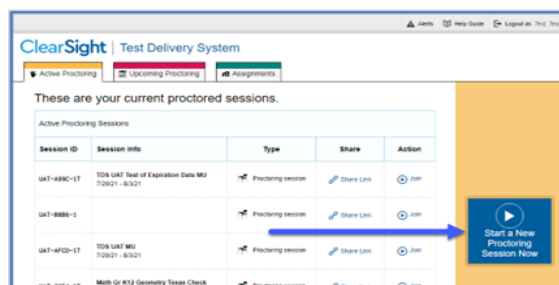
2. From the list of test categories, select the test category whose tests you wish to include in the session. A list of test groups or individual tests in that category appears.

   – To view the tests in a test group, click ➕ to expand it (or ⛶ to expand all groups).

   – To filter tests by their subject or grade level, click **Add Filter** above the test list. Mark the checkbox for each grade or subject you wish to filter by and click **Apply Filter(s)**. To remove an applied filter, click ⊗ next to that filter.
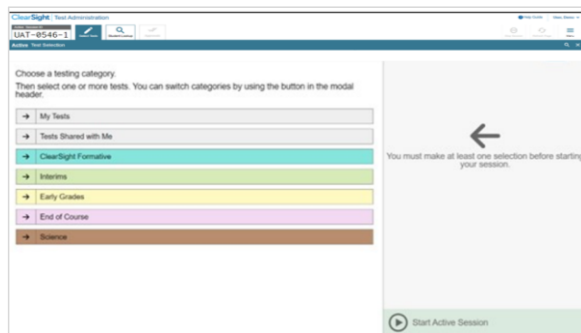
   – To search for a test, select 🔍 in the top-right corner of the **Select Tests** tab. Enter a search term and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

<p align="center">Figure 3. Select Tests Tab: Tests Selected</p>

3. To select a test you wish to administer in the session, mark the checkbox for each test you want to include. To select all the tests in a test group, mark the checkbox for that group.

4. *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see Figure 3). Then select the appropriate tests.

5. *Optional*: If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** in the top-right corner of the *Tests Selected* panel.

6. If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.

7. Once the required tests have been selected, select **Start Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session). A Session ID appears in the top-left corner. Be sure to share the Session ID with students who will be joining the session.

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Add Tests to an Active Test Session

If necessary, you can add additional tests to an active test session. However, some session settings may prohibit you from adding tests. You cannot remove tests from an active test session.

1. Open the **Select Tests** tab**.** This tab opens to the test list that you last viewed and shows the tests that are currently active in the session.

2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the Select Tests and Start a Test Session section. Tests that are already included in the session or cannot be added to the session are grayed out.

   – If you select a new test reason when adding tests to a session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.

3. Click **Add to Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session).

4. In the confirmation message that appears, click **OK**.

Approve Students for Testing

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test uses segments that require TA approval, you must also follow the same procedure when approving students' entry to test segments.

- A maximum of 200 students can join a given test session. If more than 200 students need to complete assessments, your school will need to create multiple test sessions for them.

1. Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.

Figure 4. Approvals and Student Test Settings Window
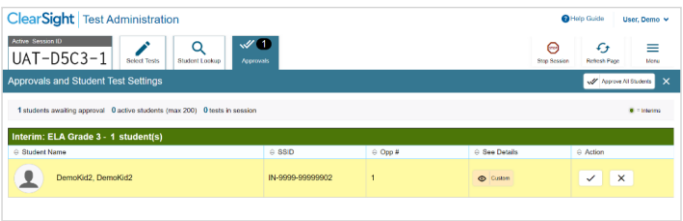
2. To check a student's test settings and accommodations, click 👁 in the See Details column for that student. The *Test Settings* window appears (see Figure 5), displaying the student's test settings grouped by their area of need.

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Figure 5 Test Settings Window for a Selected Student

a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Editable settings must be updated in this window, while read-only settings must be updated in the Test Information Distribution Engine (TIDE).

b. To confirm the student's settings, do one of the following:

- To confirm the settings, click **Set**. You will still need to approve the student for testing (see step 5).

- To confirm the settings and approve the student for the test all at once, click **Set & Approve**.

3. Repeat step 2 for each student on the **Approvals** tab. You can click **Refresh page** in the top-right corner to update the list of students awaiting approval.

4. *Optional*: If you need to deny a student access to the test, click ✖ for that student. In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.

5. To approve students from the **Approvals** tab, click ✔ in the Actions column to approve an individual student, or click **Approve All Students** to approve every student currently listed in the table.

## Monitor an Ongoing Test Session

When students begin testing in your session, you can monitor the testing progress for each student, approve students' print requests, and pause students' tests.

The progress tables that display during an active test session show you the testing details for each student logged in to your session. If you navigate away from these tables, you can click the Session ID in

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the top-left corner to display them again.

Figure 6. Tables for Monitoring Students' Test Progress
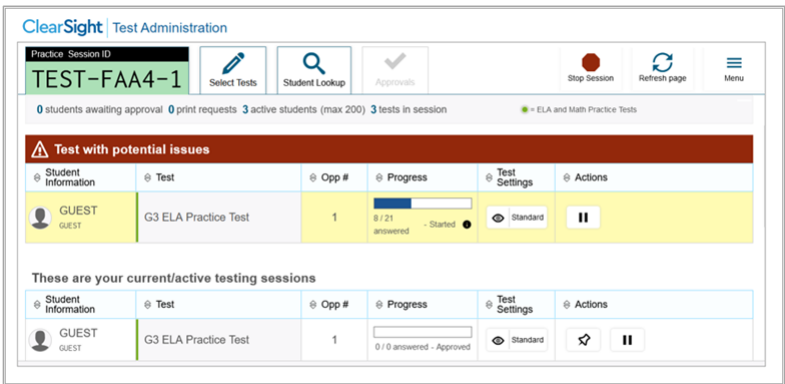
- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate table for tests with potential issues, which appears at the top of the page. This can occur when a student has a pending print request or a student's test was paused due to a security issue, such as the launch of a forbidden application.

- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page** in the top-right corner.

Table 1 describes the columns in the tables for monitoring students' test progress.

Table 1. Columns in the Tables for Monitoring Students' Test Progress

Column	Description
Student Information	The name and SSID of the student in the session.
Test	Name of the test the student selected. For segmented tests, this column also displays the name of the test segment that the student is currently in.
Opp #	Opportunity number for the student's selected test.
Time	The timer in this column indicates the approximate elapsed time in the student's test. There may be a brief delay between the student's test and the time displayed in this column.
Progress	Indicates the student's test progress. It may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test.
Test Settings	Displays one of the following: • **Standard:** Default test settings are applied for this test opportunity. • **Custom:** One or more of the student's test settings or accommodations differ from the default settings. To view the student's settings for the current test opportunity, select 👁.

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Column	Description
Actions	Allows you to perform any of the following actions for the student: • To pause a student's test, click ▐▐. The student will be logged out of the test. • If a student has a pending print request, click 🖶 to print the requested test content. For information, see Approve Students' Print Request. • If you want to pay close attention to the progress of a particular student, click ⚲ to list the student in a pinned table at the top of the page.

Approve Students' Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. You must review and approve these print requests. When students send print requests, a notification appears in the **Tests** With Potential Issues table.

You can also view a list of every print request you approved during the current session.

1. To review a print request, click 🖶 in the Actions column of the Tests With Potential Issues table for a student. The request notification appears only for students who have sent print requests.

2. Review the request in the *Student Print Request* window and do one of the following:

   – To approve the request, select ✔. A cover sheet appears in a new browser window or tab.

   Figure 7. Student Print Request Window

Student Print Request(s) For:		⊗
Name: GUEST SSID: GUEST		

⊜ New Requests	⊜ Date and Time	⊜ Action
Print Passage - Page for Items 1-2	04/10/23 12:52 PM	✔ ✖

   – To deny the request, select ✖. In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to the next step.

3. In the window displaying the cover sheet, click **Print**. Then click **OK** to print the requested test elements.

   – When students are finished using printed test content, you should securely dispose of it and delete the downloaded files.

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Enable Screensaver Mode

You can enable screensaver mode to protect any sensitive student information displayed in the TA Site when you are away from your device. If screensaver mode is auto enabled, the screensaver automatically turns on after 5 minutes of TA inactivity. If screensaver mode is not auto enabled, it is strongly recommended that you turn on the screensaver when stepping away from your device.

1. To turn on screensaver mode, select **Toggle Screensaver** from the **Menu** in the top-right corner. A masking screen appears over the TA Site. The screensaver displays notifications if students are awaiting approval, if there are pending print requests, or if students require other interventions.

2. To dismiss the screensaver, click [icon]. It may also dismiss when mouse or keyboard activity is detected.

Stop a Test Session

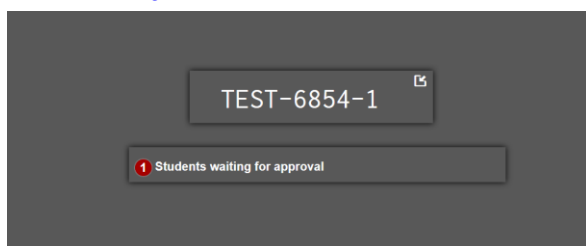When students finish testing or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

1. To stop a test session, click **Stop Session** at the top of the TA Site.

2. In the confirmation message that appears, select **OK**. The test session stops.

Once you stop a test session, you cannot resume it. To resume testing, you must start a new session. Please note, the Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity. This action automatically stops the test session.

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session, you must log in to the TA Site and rejoin the active session. You can also transfer your session to another device.

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How Students Sign in to the Student Testing Site and Complete Tests

This section describes the sign-in process for the Student Testing Site that students follow when starting a new test or resuming a paused test. It also describes how students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test.

ClearSight offers flexibility in that our assessments can be administered through a generic public browser (Google Chrome, Safari, Microsoft Explorer, etc.) or through Cambium Assessment's official Secure Browser.

Secure Browser

The ClearSight Secure Browser is available for [download](#) on the ClearSight Portal.

- The Secure Browser will prevent students from having other applications open on their testing device while attempting a ClearSight assessment.

- Secure Browser testing requires that students manually input the Test Session ID for their specific test session. Proctors will need to share the Test Session ID with all students testing on the Secure Browser.

- The Secure Browser should be downloaded by your technology support staff on all school-owned devices that students may use for testing.

- The Secure Browser is not required for testing, but it is the most secure way to administer a test.

Public Browser

For added flexibility, ClearSight assessments can also be administered through a standard internet browser like Chrome, Safari, or Explorer.

Students access their test session through either:

- A direct Test Session Link
    - A direct Test Session link is created automatically each time a TA creates a Test Session. This direct link can be access from your TDS Dashboard.
    - This direct link includes the Test Session ID pre-populated for your students. Students will only need to enter their first name and Student ID in order to join the test session.
- The generic Student Login Link
    - The Generic Student Login link takes students to a general Student sign in page. This link can be shared or bookmarked on testing devices for easy access to the student login page: https://clearsight.cambiumtds.com/student
    - The generic link requires students to manually input their name, Student ID, and the Test Session ID provided by their Proctor.

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How Students Sign in and Select Tests

When testing, students must sign into the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser or Take a Test app.

Students may also take practice tests in the Student Training Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Training Site has the same appearance and functionality as the Student Testing Site. For information about how students sign in to the Student Training Site, see Practice Test Site Student Sign-in Process.

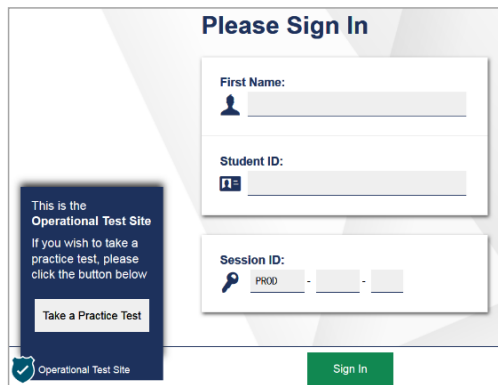On all sign-in pages, students can read or listen to page directions. To expand the Text-to-Speech card, students select ➕ . Students can read the instructions that appear or select 🔊 to listen to them.

Sign into the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The **_Student Sign-In_** page appears.

2. In the _First Name_ and _SSID_ fields, students enter their first name and SSID as they appear in TIDE.

3. In the _Session ID_ field, students enter the Session ID as it appears on the TA Site. The first part of the Session ID, which indicates whether a student is on the Student Testing Site or the Student Training Site, is pre-filled.

Figure 9. Student Testing Site Student Sign-In Page

4. _Optional_: Students can modify test settings (such as background and text color) for the sign-in process, which persist until you set the actual test settings during the TA approval process. Students can also select the language in which button labels and messages are displayed in the Student Testing Site, not including the actual test content. To update these settings:

Commented [DH1]: Please remove here and below if this does not apply to your client.

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    a. Students select the cog wheel in the top-right corner of the **Student Sign-In** page to open the **Settings** page. Then they select their preferred options from the available dropdowns and select **OK**.
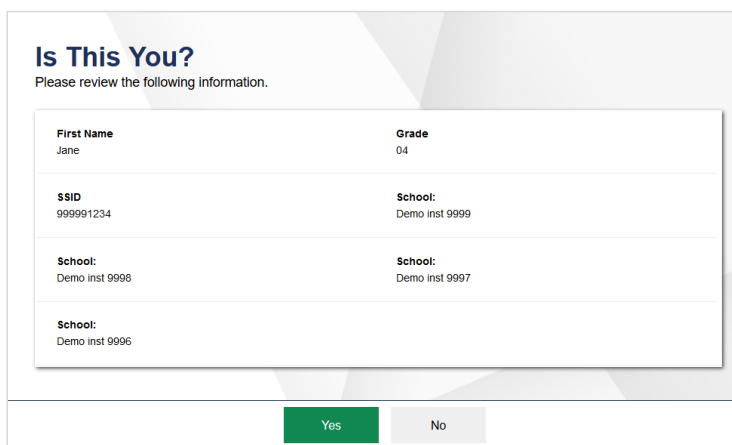
5. Students select **Sign In**. The **Is This You?** page appears.

Verify Student Information

After signing in, students must verify their personal information on the **Is This You?** page.

- If all the information on the **Is This You?** page is correct, the student selects **Yes** to proceed.

- If any of the information is incorrect, the student must select **No**. You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins testing.

<p align="center">Figure 10. Is This You? Page</p>

Select a Test

Students can select their tests from the **Your Tests** page, which displays all the tests that have been added to that test session, color-coded by test category. Students can select only tests that are included in the session and still need to be completed.

1. From the **Your Tests** page, the student selects the name of the test.

    – Students may need to select the category that a test belongs to in order to display the list of tests that belong to that category.

    – If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests.

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Figure 11. Your Tests Page
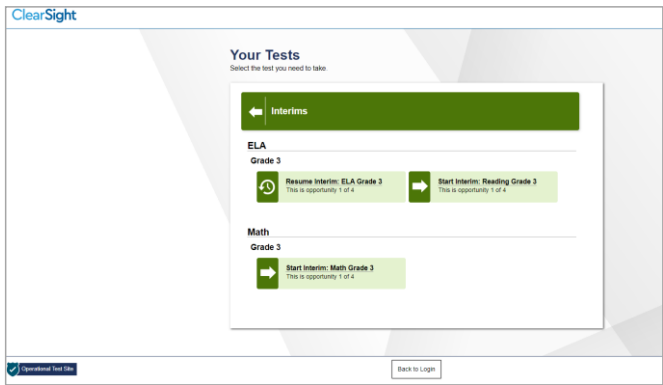
2. The student's request is sent to the TA for approval and the ***Waiting for Approval*** message appears. After you approve the student for testing, the student can proceed to the next step.

  – If starting a new test, the student must complete the login process before they begin testing.

  – If resuming a paused test, the student is taken directly to the test page where they stopped the test, based on the applicable pause rules.

Verify Test Setting Information

Once students have been approved for testing, they can verify their test settings from the ***Your Test Settings*** button.

- If the settings are correct, the student selects "OK" to continue.
- If the settings are incorrect, the student should select **Back to Login** to log out of the Student Testing Site. After you correct the student's test settings, the student must sign in and request approval again.

Figure 12. Your Test Settings Page

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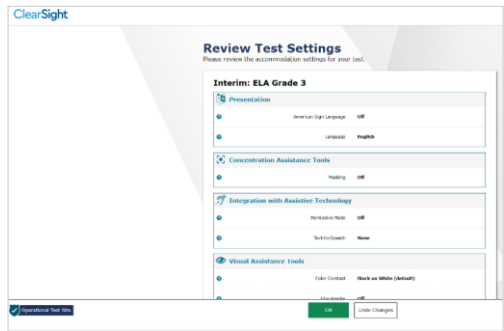
Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly on the *Audio/Video Checks* page. This page displays each required functionality check in its own panel. If a test does not require functionality checks, this page is skipped.

If any of the device functionality checks fail, the student should log out and you should troubleshoot their testing device. Students should not continue with a test unless all functionality checks pass.

Figure 13. Audio/Video Checks Page

1. From the *Audio/Video Checks* page, the student verifies each functionality check in the appropriate panel. The following functionality check panels may appear:

    – **Text-to-Speech Check:** This panel appears if a student has the Text-to-Speech (TTS) setting. To test TTS settings, students select 🔊 and listen to the audio. If the voice is clearly audible, students select **I heard the voice**.

        ▪ If the voice is not clearly audible, students adjust the settings using the sliders and select 🔊 to listen to the audio again. If students still cannot hear the voice clearly, they select **I did not hear the voice** and follow the instructions that appear.

    – **Audio Playback Check**: This panel appears for tests with listening questions. To test the device's audio playback functionality, students select 🔊 and listen to the audio. If the sound is clearly audible, students select **I heard the sound**.

        ▪ If the sound is not clearly audible, students select **I did not hear the sound** and follow the instructions that appear.

2. Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the *Instructions and Help* page.

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View Instructions and Begin Testing

The *Instructions and Help* page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that students need to review in order to proceed.

1. *Optional*: To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.

2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.

3. *Optional*: To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.

4. To start the test, students select **Begin Test Now**.

<p style="text-align:center; color:blue;">Figure 14. Instructions and Help Page</p>

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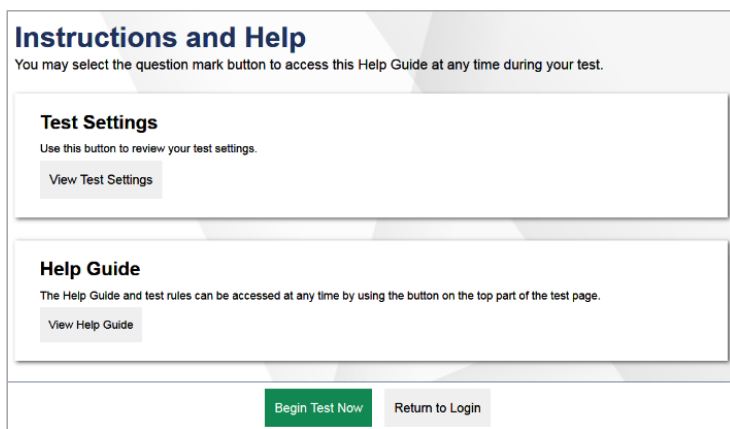
How Students Navigate the Student Testing Site

This section explains how students use the features available in the Student Testing Site to navigate tests, use tools, and respond to items.

A test page in the Student Testing Site can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button, and timer (if available).

- The *Stimulus* section appears only for test pages with a stimulus. This section contains the stimulus content, context menu, and either the expand passage button or reading mode button.

- The *Question* section contains one or more test questions (also known as "items"). Each question includes a number, context menu, prompt, and response area. Each question also displays the student's name and the question's most recent save date and time.

Figure 15: Sample Test Layout
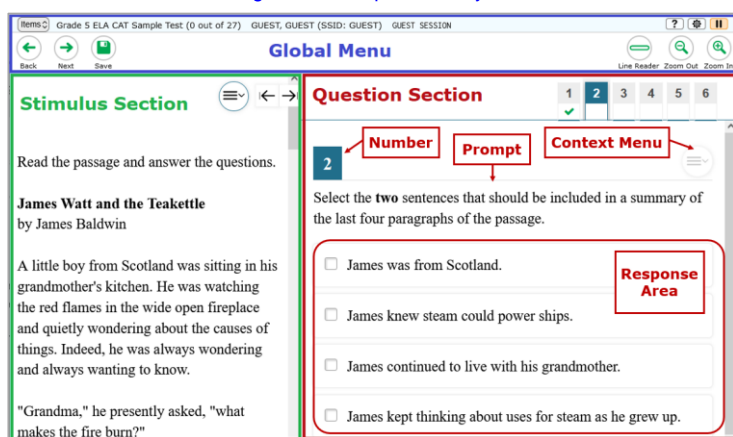
Navigate Between Items

- Some test pages may have only one question, and others may have more.
  - After students respond to all the questions on a page, they select **Next** in the top-left corner to proceed to the next page.
  - To navigate to a previous question in a test, students select **Back**.
- When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the top-right corner to proceed through the questions.
- To jump directly to an item, students can select an item number from the **Items** menu in the top-left corner.
  - If an item has been marked for review, ⚑ displays next to the item.

— If an item has been skipped or left unanswered, ▲ displays next to the item.
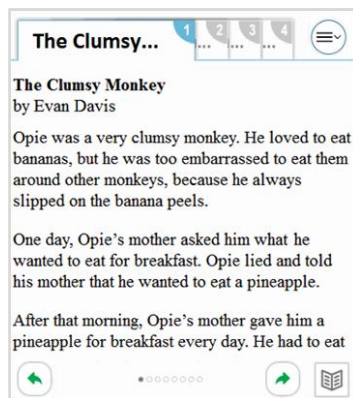
Figure 16. Items Drop-Down

View Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

Figure 17. Reading Passage

Respond to Test Questions

The questions available in TDS may use various interaction types that require students to respond to them in different ways. Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the top-left corner.

Test questions may require students to do any of the following tasks:

- Select one or more choices from a list of answer options.
- Use an on-screen keypad to generate an answer. Students can select ⌨ in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.

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- Drag and drop text or graphic objects.
- Enter text in a text box or table. For more information, see the section Text-Response Questions.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Copy content from a passage to a text box.
- Expand categories and select options within them.
- Create graphs and charts.

Pause Tests

Students can pause the test at any time. Pausing a test logs out the student. To resume testing, students must repeat the sign-in process.

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question the student viewed (and any response they entered).

How Students Use Test Tools

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are available only for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

- **Global Tools**: These tools appear in the global menu at the top of the test page and are available for all items in a test or test segment.
- **Context Menu Tools**: These tools are specific to the passage or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see Keyboard Commands in the Student Testing Site.

Using Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see Figure 18).

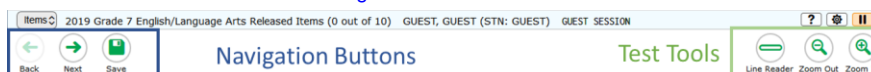Table 2 lists the tools available in the global menu.

Figure 18. Global Menu

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
Table 2. Global Tools

Tool Name	Instructions
Calculator 📱	To use the on-screen calculator, select **Calculator** in the global menu.
Dictionary 📖	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Formula XY²	To view the on-screen formula sheet, select **Formula** in the global menu.
Graph Paper 📊	To use the on-screen graph paper tool, select **Graph Paper** in the global menu. You can use the buttons at the top of the graph paper window to plot points and lines on the grid.
Help ?	To view the on-screen help guide, select the question mark ? button in the top-right corner.
Language Toggle 🌐	For items and stimuli that have content in two languages, you can select the language in which to display the content for easier readability. By default, items are presented in the language specified at the beginning of the test. To switch the language, select **Language Toggle** in the global menu.
Line Reader ⬭	To emphasize an individual line of text in a passage or question, select **Line Reader** in the global menu. This tool is not available while the Highlighter tool is in use.
Masking ⛶	The Masking tool temporarily covers a distracting area of the test page. To use this tool: • Select **Masking** in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select **Masking** again. To remove a masked area, select ⊗ in the top-right corner of that area.
Notes 📝	To enter notes in an on-screen notepad, select **Notes** in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Table 8 lists the different editing tools that may be available.
Pause	To pause a test, select ⏸. If you pause the test, then you will be logged out.
Periodic Table ▦	To view the on-screen periodic table, select **Periodic Table** in the global menu.
Print Page 🖨	To print the entire test page, select **Print Page** in the global menu.

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Tool Name	Instructions
Print Passage 🖨	To print a reading passage, select **Print Passage** in the global menu.
System Settings ⚙	To adjust audio volume, Text-to-Speech settings, color contrast settings, or the language of buttons labels and system messages, students select ⚙ in the top-right corner and choose an option from the available settings.
	Note: Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons ⊕ ⊖	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

Using Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see Figure 19). Table 3 lists the available context menu tools.

Figure 19. Context Menu for Questions
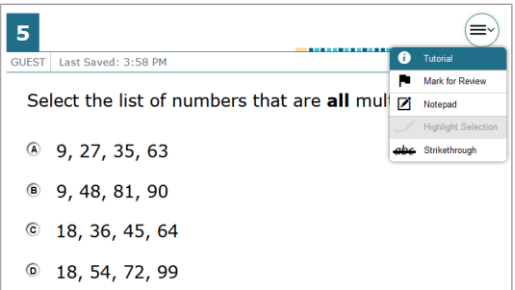
To use the context menu, do one of the following:

- To open the context menu for an item or stimulus, click the context menu ☰ or right-click the required elements.
- To open the context menu for an answer option, do one of the following:
  - If you are using a **two-button mouse**, right-click an answer option.

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- If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

- If you are using a **Chromebook**, click an answer option while pressing **Alt**.

- If you are using a **tablet**, tap the answer option and then tap the context menu button.

Table 3. Context Menu Tools

| Tool Name	Instructions
	▪
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap 1 in the top-right corner and a flag icon appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.
Notepad	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon appears next to the question number on the test page. You can only access your notes for a question on that question's test page.
Print Item	To send a print request for an individual question, select **Print Item** from the context menu. After sending the request, a printer icon appears next to the question number on the test page.

Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.
	
	There are two options for using this tool:
	• Option A:
	  a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	  b. Select each answer option you wish to strike out.
	  c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	• Option B: Right-click an answer option and select **Strikethrough**.

Tool Name	Instructions
Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu. To listen to your responses to constructed-response items, use the TTS button in the item response area. For more information, see About the Text-to-Speech Tool.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

About the Text-to-Speech Tool

Students testing with Text-to-Speech (TTS) can listen to passages, questions, and answer options using the TTS options available in the selected element's context menu. Students may also listen to their responses to constructed-response items based on their accommodations. A test may include text that is not allowed to be read aloud. This text will be skipped when using TTS.

TTS is available when using the Secure Browser or a supported Chrome, Firefox, or Edge browser.

If mandatory TTS is enabled for a student, TTS will automatically read the entire page and prevent the student from performing any action until the content has been fully read.

If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud.

- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.

  – When listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is not available on ChromeOS, students testing on a ChromeOS device can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

- To listen to a question or its answer options, students open the question context menu and select one of the following **Speak** options:

  – To listen only to the question, students select **Speak Question**.

  – To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option**.

- To listen to TTS read from anywhere in a passage or item to the end of that passage or item, students can right-click where TTS should begin reading and select **Start Speaking From Here**.

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- Some tests may also display ear icons (👂) by questions and answer options when TTS is enabled. Students can click these icons to listen to the corresponding test content.
- Depending on their accommodations, students may also be able to use TTS to listen to their responses to constructed-response items. Students can select (🔊) or (👂) in the formatting toolbar of the text-response area to listen to the text as entered.

Using Other Tools

In addition to the global tools and context menu tools, there are some tools in the test that may be available to students based on their accommodations or the test page layout. Table 4 lists the additional tools available in the Student Testing Site.

Table 4. Other Tools

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. You can select the up arrow ⬆ to move the closed captioning to the top of the screen or the down arrow ⬇ to move it to the bottom. You can also exit closed captioning by selecting ⊗ .
Expand Passage	To expand the passage section, select the double arrow ⤢ icon. The stimulus section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ⤢ icon again.
Expand buttons	You can expand the stimulus section or the question section for easier readability. - To expand the stimulus section, select the right arrow icon ⇥ below the global menu. To collapse the expanded stimulus section, select the left arrow icon ⇤ in the top-right corner. - To expand the question section, select the left arrow icon ⇤ below the global menu. To collapse the expanded question section, select the right arrow icon ⇥ in the top-left corner.

How Students Complete a Test

This section explains how students complete test segments and submit tests for scoring.

Complete a Test Segment

In segmented tests, a segment review screen appears after students finish the last question in a segment. This page allows students to review questions from the current segment or proceed to the

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next segment.

- To review questions, students select a question number.
    - A flag 🚩 icon appears for any questions marked for review. A warning ⚠ icon appears for any unanswered questions.

- To move to the next segment, students select **Next** in the global menu.

Figure 20. Segment Review Screen
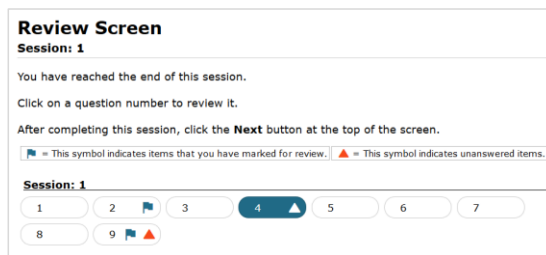
Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting.

Submit a Test

To complete the testing process, students must submit their tests when they are finished answering questions. Once students submit their tests, they cannot return to the test or modify answers.

1. After answering the last test question, students click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.

   A flag 🚩 icon appears for any questions marked for review. A warning ⚠ icon appears for any unanswered questions.

Figure 21. Test Review Page
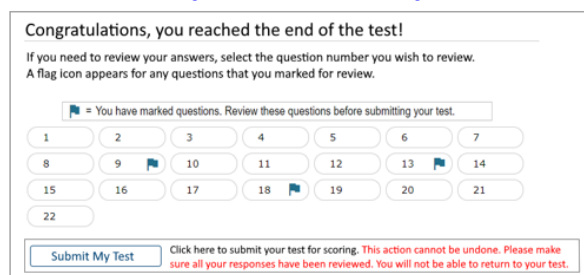
2. *Optional*: To review previous answers, students select a question number.

3. To submit the test, students select **Submit My Test**. Then they should confirm their decision in the message that pops up. The *Your Results* page appears, displaying the test completion details.

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4. To exit the Student Testing Site, students select **Log Out** and close the Secure Browser.

Appendix

E

Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple opportunities. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test.

K

Keyboard Commands in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys on a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iPadOS devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

Keyboard Commands for Sign-In Pages and In-Test Pop-Ups

Table 5 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 5. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	**Tab**
Move to the previous option	**Shift + Tab**
Select the active option	**Enter**
Mark checkbox	**Space**
Scroll through drop-down list options	**Arrow Keys**
Close pop-up window	**Esc**

Keyboard Commands for Test Navigation

Table 6 lists keyboard commands for navigating tests and responding to questions.

Table 6. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	**Up Arrow**
Scroll down	**Down Arrow**
Scroll to the right	**Right Arrow**
Scroll to the left	**Left Arrow**
Move to the next element	**Tab**
Move to the previous element	**Shift + Tab**
Select an answer option	**Space**
Go to the next test page	**Ctrl + Right Arrow**
Go to the previous test page	**Ctrl + Left Arrow**
Open the global menu	**Ctrl + G**
Open a context menu	**Ctrl + M**

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the section How Students Use Test Tools.

Global Menu

1. To access global menu tools using keyboard commands, press **Ctrl** + **G**. The global menu list opens.

2. To move between options in the global menu, use the **Up** or **Down** arrow key.

3. To select an option, press **Enter**.

4. To close the global menu without selecting an option, press **Esc**.

Context Menus

1. To open the context menu for an element (question, answer option, or stimulus), navigate to the element using the **Tab** or **Shift** + **Tab** command.

2. Press **Ctrl** + **M**. The context menu for the selected element opens.

3. To move between options in the context menu, use the **Up** or **Down** arrow keys.

4. To select an option, press **Enter**.

5. To close the context menu without selecting an option, press **Esc**.

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Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions apply only to students using the Secure Browser.

1. To select text and highlight it, navigate to the element containing the text you want to select.

2. Press **Ctrl** + **M** to open the context menu and navigate to **Enable Text Selection**.

3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.

4. To move the cursor to the beginning of the text you want to select, use the arrow keys.

5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.

6. Press **Ctrl** + **M** and select **Highlight Selection**.

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections: an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

Figure 22. Grid Question

- To move between the main sections, do the following:
  - To move clockwise, press **Tab**. To move counterclockwise, press **Shift** + **Tab**.

- To add an object to the answer space, do the following:
  a. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.

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    b.   To add the active object to the answer space, press **Space**.

- To use the action buttons, do the following:

    a.   With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

    b.   To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.

- To move objects and graph elements in the answer space, do the following:

    a.   With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.

    b.   Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt + 7**. The *Special Characters* window opens.

2. To move between options in the context menu, use the **Up** or **Down** arrow keys.

3. To add the selected option to the response area, press **Enter**.

L

Login Information for the TA Site

To access the TA Sites, your TIDE administrator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Sites after activating your account.

1. Navigate to the ClearSight portal (https://clearsight.portal.cambiumast.com/index.html).

2. Select the appropriate user card or assessment card. Then select the card for the TA Interface or TA Training Site, depending on which type of session you need to administer. The *Login* page appears.

3. Enter your email address and password and click **Secure Login**. The selected TA Site appears.

    a.   If the *Enter Code* page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

b. If you receive a warning message about the Non-Disclosure Agreement (NDA), you must sign the NDA in TIDE and then log in again.

c. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.

4. If you are associated with multiple institutions that have test windows set, a message prompts you to select a testing institution. Select your institution and select **Go**. To change the institution, you must log out and then log back in.

    – To log out of the TA Site, click your name in the top-right corner and select **Logout** from the menu that appears.

    – To avoid stopping an in-progress test session, you should log out of the TA Site only after stopping a test session. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

P

Pause and Test Timeout Rules

Pause Rules

TAs and students can pause a test in order to log out the student from the test session temporarily. Students cannot review or modify answered questions after their test pauses for more than 120 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the test is paused by the student or TA, or if it was paused due to a technical issue.

Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

Practice Test Site Student Sign-in Process

The Student Training Site allows students to take practice tests. Aside from the sign-in process, the Practice Test Site has the same appearance and functionality as the Student Testing Site. For information about how to sign into the Student Testing Site, see How Students Sign in and Select Tests.

Students can take practice tests in proctored sessions created in the TA Training Site or in un-proctored guest sessions. Students have the option to sign into the test sessions with their real identities or sign in as guests.

1. To access the Student Training Site, do one of the following:

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- From the ClearSight portal (www.client.portal.cambiumast.com), select the **Preparing for Testing card**.

- Launch the Secure Browser and select the **Take a Practice Test** button.

2. When signing in, students can choose from the following options:

- To sign in as a guest, students set the **Guest User** toggle to **On**. To use their real credentials, students set the **Guest User** toggle to **Off** and enter their first name and SSID.

- To join a guest session, students set the **Guest Session** toggle to **On**. To join a proctored session, students set the **Guest Session** toggle to **Off** and enter the Session ID from the TA Training Site.

3. Students select **Sign In**.

- For students signed in with their real identity, the *Is This You* page appears. Students verify their information and click **Yes** to proceed to the *Your Tests* page.

- For students signed in as a guest user, the *Your Tests* page appears immediately.

Figure 23. Student Training Site Login Page

4. On the *Your Tests* page, students select a test.

- Students signed in as a guest must select the appropriate grade level first.

Figure 24. Your Tests Page

5. If the students signed into a guest session, they must select the test settings they wish to use from the *Choose Settings* page and then select the **Select** button.

Figure 25. Choose Settings Page

6. If the *Audio/Video Checks* page appears, students must follow the instructions on this page to ensure their device is working properly.

7. On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Print Approved Requests Information

You can view and print a list of every print request you approved for students during the current session. For information about how to approve a print request, see Approve Students' Print Request.

1. From the **Menu** in the top-right corner, select **Approved Requests**. The *Approved Requests* window appears, listing all the approved print requests.

Figure 26. Approved Requests Window

2. To print the list of requests, click **Print**.

Remove Print Request Files from the Web Browser

Most supported web browsers automatically save downloaded files. For security purposes, you must delete all test-related files from your browser's download archive. Files saved to your computer should be deleted separately.

To remove files in Google Chrome:

1. Open the Chrome menu ⋮ in the top-right corner.

2. Select **Downloads**.

3. Remove all test-related files by clicking **X** for each file or clicking **Clear all** in the top-right corner.

To remove files in Edge:

1. Click the Edge Hub icon in the top-right corner.

2. From the downloads list, select **Downloads**.

3. Select each file and click **X** to delete it.

To remove files in Mozilla Firefox:

1. Open the **Tools** menu and select **Downloads**.

2. Delete all test-related files by selecting each file and pressing the **Delete** key or clicking **Clear Downloads** at the top of the window.

S

Scheduled Test Sessions Assignments

The TA Site allows you to schedule proctored test sessions in advance. It also allows you to schedule un-proctored assignments that students can complete asynchronously.

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Schedule Test Sessions in Advance

You can schedule test sessions in advance and provide the session ID and session link to your students prior to the test date. Test sessions scheduled for a future date are listed in the Upcoming Sessions tab. Once a scheduled test session window becomes active, the test session moves to the Active Sessions tab, where you can begin the session.

1. To schedule a test session, open the **Upcoming Sessions** tab and click **Schedule a Session**. The *Schedule a Session* window pops up.

   – If you are prompted to select an institution, select the appropriate institution and click **Go**.

2. In the *Start* and *End* fields, enter a start and end date for the test session. Then click **Next**.

3. From the *Test Selection* window, select the tests that you wish to administer in the scheduled session. For more information about selecting tests from the *Test Selection* window, see the section [Select Tests and Start a Test Session](#).

4. In the *Session Name* field, enter a name for the scheduled test session.

5. Click **Save Session**. The *Session Information* window pops up, displaying the session ID and link that you can share with students who will join the session. Close the window to return to the **Upcoming Sessions** tab. The scheduled session appears in the table.

   – To retrieve the session ID and link to the session again, click **Share Link**.

   – To edit an upcoming session before it begins, click **Edit**. From the *Schedule a Session* window that appears, you can edit the session dates, selected tests, and session name.

   – To delete an upcoming session before it begins, click **Delete**.

   – To download a schedule of your upcoming sessions, click **Export.**

6. To join a scheduled session once it becomes active, open the **Active Sessions** tab and click ▶ for the session you wish to join.

   – Students can now join the session and select their tests. You can approve students and monitor the test session in the same way that you would for test sessions started immediately.

Schedule At-Home Assignments

The **Assignments** tab in the TA Site allows you to give students assignments that they can complete from home at any time during the scheduled window. Unlike tests, you do not need to be present to proctor a session when students complete assignments.

1. To schedule an assignment, open the **Assignments** tab and click **Assignment**. The *Create an Assignment* window pops up.

   – If you are prompted to select an institution, select the appropriate institution and click **Go**.

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2. In the *Start* and *End* fields, enter a start and end date for the assignment window. Then click **Next**.

3. From the ***Test Selection*** window, select the assignments that you wish to include in the assignment window. For more information about selecting options from the ***Test Selection*** window, see the section Select Tests and Start a Test Session.

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

5. Click **Save Session**. The ***Session Information*** window pops up, displaying the session ID and session link that you can share with students who will join the assignment session when it becomes active. Close the window to return to the **Assignments** tab. The assignment appears in the table.

    – To retrieve the session ID and link to the session again, click **Share Link**.

    – To edit an upcoming assignment window before it begins, click **Edit**. From the ***Create an Assignment*** window that pops up, you can edit the session dates, selected assignments, and session name.

    – To delete an upcoming assignment window before it begins, click **Delete**.

    – To download a schedule of your upcoming assignments, click **Export**.

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a denylisted application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a prohibited application launches while the student is already in a test.

Often, prohibited applications detected during a test are scheduled or background jobs, such as anti-virus scans or software updates. The best way to prevent denylisted applications from running during a test is to schedule such jobs outside of planned testing hours.

There are additional measures you can implement to ensure the test environment is secure:

- **Close External User Applications**

    Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- **Avoid Testing with Dual Monitors**

    Students should not take online tests on computers connected to more than one monitor. Systems that use a dual-monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**

  On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs out the student from the test.

Using the Secure Browser with Accessibility Software

Permissive Mode is an accommodation that allows students to use non-embedded assistive technology to complete tests in the Secure Browser. It must be turned on for any students testing with third-party assistive technology tools. When Permissive Mode is turned on, the Secure Browser's security settings will be partially lowered to allow students to use tools that would otherwise be blocked. This accommodation should be assigned to students in TIDE before they begin testing.

Permissive Mode is available for computers running supported desktop Windows and macOS operating systems only. Permissive Mode on macOS devices is supported only for macOS 13. When using Windows devices, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

When Permissive Mode is turned on, standard keyboard commands in the Secure Browser will be disabled in order to accommodate any potential keyboard commands associated with the assistive technology the student may be using.

Please note that accessibility software must be certified for use with the Test Delivery System and forbidden applications will still not be allowed to run. For information about supported software and operating systems, see the *Assistive Technology Manual*.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

Testing with Permissive Mode on Windows

Students can follow the instructions in this section to use assistive technology alongside the Secure Browser with all supported Windows operating systems.

1. Open the required accessibility software on the student's testing device.

2. Open the Secure Browser. Begin the standard sign-in process up to the proctor approval step.

3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.

   - The Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can press **Alt+Tab** to switch between the Secure Browser and accessibility applications that they are permitted to use in their test session.

4. The student must click the accessibility software application in the task bar immediately to switch to the accessibility software that is already open on the computer. The student cannot click within the Secure Browser until the accessibility software is configured.

5. The student configures the accessibility software settings as needed.

   – If the student needs to test with multiple accessibility applications simultaneously, they should configure all of them during this step.

6. After configuring all the necessary accessibility software settings, the student returns to the Secure Browser and continues the sign-in process. At this point, the student can no longer switch back to the accessibility software. If changes need to be made to the accessibility software, the student must sign out and then sign in again.

Testing with Permissive Mode on macOS 13

The Secure Browser for macOS 13 requires students to launch approved accessibility software after logging in to the test.

1. Open the required accessibility software on the student's testing device.

2. Open the Secure Browser and follow the standard sign-in process.

3. On the first page of the test, click **Applications** in the global menu.

4. From the *App Launcher* window that pops up, select the appropriate assistive technology software and click **OK**.

5. Configure the accessibility software settings as needed.

   – If the student needs to test with multiple accessibility applications simultaneously, they should repeat steps 3–5.

6. After configuring the accessibility software settings, the student returns to the Secure Browser and continues testing.

   – **Note**: Students should not close the assistive technology application while the Secure Browser is still open, as they may not be able to relaunch it. If the student accidentally closes the assistive technology application, they must sign out and then sign in again.

Appendix

Access and Close the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Technology Guide* on the ClearSight Portal.

- To access the Student Testing Site on iPadOS devices, tap the **SecureTestBrowser** icon.

- To access the Student Testing Site on ChromeOS devices, select **SecureTestBrowser** from the **Apps** link on the ChromeOS login screen.

After a test session ends, close the **SecureTestBrowser** application on student tablets.

- To close the Student Testing Site on iPadOS devices, double tap the Home button. The multitasking bar appears. Locate the **SecureTestBrowser** app preview and slide it upward.

- To close the Student Testing Site on ChromeOS devices, select **Close Secure Browser** in the top-right corner.

Force-Quit the Secure Browser

In the rare event that the Student Testing Site becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the macOS dock. If the Secure Browser is not closed correctly, then the dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown in Table 7. This action logs out the student from the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 7. Force Quit Secure Browser Keyboard Commands

Operating System	Key Combination
Windows*	**Ctrl + Alt + Shift + F10**
macOS*	**Ctrl + Alt + Shift + F10**. The **Ctrl** key may appear as **Control**, **Ctrl**, or **^**
Linux	**Ctrl + Alt + Shift + Esc**

* If you are using an Apple keyboard, you may need to press **Ctrl** + **Shift** + **Option** + **F10.** If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the Secure Browser for iPadOS and ChromeOS devices.

Appendix

- **iPadOS:** Double tap the Home button, then close the app as you would any other iPadOS app.

- **ChromeOS:** To exit the Secure Browser from the sign-in screens, press **Ctrl** + **Shift** + **S**. You cannot force-quit once the test begins.

Student Lookup Feature

You can use the student lookup feature in the TA Site to perform a quick or advanced search for student information. This is useful if students signing into your test session cannot remember their login information.

1. To look up student information, open the **Student Lookup** tab.

2. Perform a quick or advanced search:

   – To perform a quick search, open the **Quick Search** tab and enter the student's SSID in the search field provided. Then click 🔍 to display the search results.

<div align="center">

Figure 27. Student Lookup: Quick Search

</div>

   – To perform an advanced search, open the Advanced Search tab and fill out the search fields with the necessary information, including the student's district/school, enrolled grade, and first or last name (exact matches only). Then click 🔍 to display the search results.

<div align="center">

Figure 28. Student Lookup: Advanced Search

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T

Text-Response Questions

Text-response item types in the Student Testing Site may allow students to use a formatting toolbar. This toolbar is available above the response field (see Figure 29) and also appears when students right-click in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. Table 8 provides an overview of the formatting tools available.
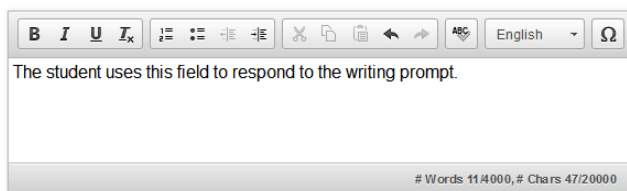
Figure 29. Text Response Question with Formatting Toolbar

Table 8. Description of Formatting Tools

Tool	Description of Function
	Print the entered text.
B *I* <u>U</u>	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
ABC English	Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.

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Tool	Description of Function
Ω	Add special characters in the response field.

Spell Check Feature

The spell check tool identifies words in the response field that may be misspelled.

1. Select a language for the spell check tool from the drop-down list in the top-right corner, if necessary.

2. In the toolbar, select ⌦. Potentially incorrect words change color and become underlined.
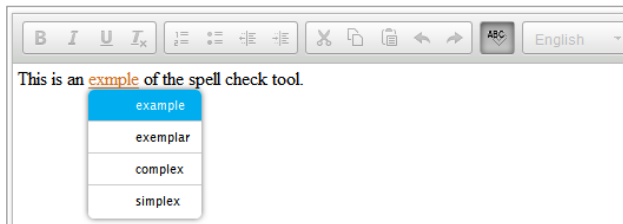
3. Select a misspelled word. A list of suggestions appears.

Figure 30. Spell Check Tool

4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.

5. To exit spell check, select ⌦ again.

Special Characters Feature

Students can add mathematical, accented, and other symbols.

1. To add a special character, in the toolbar, select Ω.

2. In the window that pops up, select the required character.

Transfer a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful if your computer malfunctions or if you accidentally close the browser while a session is in progress.

Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs you out and pauses the students' tests.

The Test Delivery System ensures that you can administer a test session from only one browser at a

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time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** tab appears (see Figure 31), listing the active session.

   – If the window for selecting an institution appears, select an institution and select **Go** to proceed to the **Active Sessions** tab.

Figure 31. Active Sessions Tab
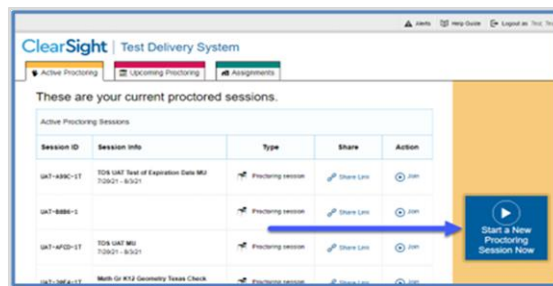
2. In the table that appears, click ⊙ in the Action column for the session you wish to join. The test session page appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser closes automatically.

If you do not wish to return to the active session, you can click **Start a New Session Now** to open the **Select Tests** tab and create a new test session.

User Support and Troubleshooting Information

For information and assistance in using the Test Delivery System, contact the ClearSight Help Desk. The Help Desk is open Monday–Friday 7:00 a.m. to 6:00 p.m. (except holidays or as otherwise indicated on the ClearSight portal).

ClearSight District Program Help Desk

Website:
https://clearsight.portal.cambiumast.com/contact.html

Toll-Free Phone Support: 877-426-6941

Email Support:
clearsighthelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name.
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers.
- Information about your network configuration, if known:
    - Secure Browser installation (to individual devices or network).
    - Wired or wireless internet network setup.

Troubleshooting

This section provides troubleshooting tips for common issues that may occur while testing.

Username and Password Issues

Your username for logging in to the TA Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the *Reset Your Password* page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

    In the activation email you received, select the second link provided and request a new temporary link.

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- **If you forgot your password:**

  On the *Login* page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the ClearSight Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support and Troubleshooting Information section.

Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

  The student entered the Session ID incorrectly or signed into the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Training Site cannot access sessions created in the TA Interface. A message in the bottom-left corner of the *Student Sign-In* page indicates which site the student is on. If a student is on the wrong site, the student can select the button in the message to switch to the correct site.

- **Student information is not entered correctly:**

  Verify that the student entered the SSID correctly. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

- **Session has expired:**

  The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section Select Tests and Start a Test Session.

- **Student is not associated with the school:**

  The student is not associated with your school, or you are not associated with the student's school.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing into tests using the Secure Browser.

- **You cannot login with this browser:**

  This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log out the student, restart the device, and try again.

- **Looking for an internet connection…:**

  This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

  This message can occur when the Secure Browser detects a denylisted application running on the device. If this message appears on an iPad, ensure that either Assessment Mode is enabled.

User Support and Troubleshooting Information

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Change Log

Location	Change	Date
Throughout	Updated for School Year 2023-2024	8/31//23