Tour of the *ClearSight* Portal

2020–2021 School Year

Welcome to the newly designed *ClearSight* Portal.
This is the ClearSight home page. This page is meant to do two things. First, it provides regular users a quick way to access what they typically use—this is done through the Actions link in the middle of the page, OR with one click in the top navigation, a user can get to any other area. Second, it provides public users with quick access to areas like Student and Family Resources and Practice Tests. The New Users Required Course is located here for easy access by new users from districts and schools.
This is the public practice test page, accessible by anyone from the home page. This page supplies some information about the practice tests and access to the practice tests by selecting the “View the Practice Test” link to begin.
Actions is the page that you will likely visit most often. There are two main sections on this page.

- Testing
- Reporting

In the Testing area:
- Author/Create – This is where users go to author items and create tests.
- Benchmark Previewing System – This is where users go to preview any of the Benchmark tests that are available for administration to students.
- Practice Test Administration – This is the specific area for educators to use for practice tests with their students. It mirrors the testing environment so both the educators and students practice all the steps involved in test taking.
- Test Administration – This is where users go to start and administer tests to students.
- TIDE – This is the system where users and students are entered as well as other settings and some test monitoring is done.

In the Reporting area:
- Reporting – This is where users find reports once test administrations have been completed.
- Inbox – This is where users can find reports that they downloaded or exported to Excel, CSV, or PDF. This is usually done so reports can be viewed outside of the system. Reports stay in the inbox for 29 days.
The Resources page includes all guides (PDFs), trainings (PowerPoints), and demonstrations (videos) about ClearSight. There are four tabs on this page that can be used to filter the resources:

- All
- Students and Families
- Educators
- Technology Coordinators

District and school staff are all considered Educators in the context of the Resources page.
As an example, when Technology Coordinators is selected, these filtered resources will display.

- **Sign-On Quick Guide**
  This PDF explains how to sign-on to the AIRWays System.

- **AIRWays User Guide**
  This user guide provides instructions for using AIRWays systems to prepare for testing, administer tests, and more.

- **Assistive Technology Manual**
  This document contains information about how to configure accommodations and assistive devices.

- **Configuration and Troubleshooting OS Guides**
  These guides provide specific configuration and troubleshooting information for each operating system.

- **AIRWays Portal Quick Guide**
  This quick guide introduces users to the features of the AIRWays portal.
This shows the Student and Families tab selected and then filtered by the category Guides and Manuals.

There is also a search feature where you can type any keyword and search for applicable resources.

Anyone who accesses the portal can view any of these resources. The tabs, category filters, and search are purely meant to assist in finding relevant materials.
Technology Requirements

This page is structured to be used by district and school staff who are responsible for setting up devices and/or computers for student use. There are three tabs of information available on the page:

- Secure Testing Software
- Downloads
- Supported Browsers

Secure Testing Software has information about the secure testing software and all the devices on which it can be downloaded. Downloads has the applicable links or directions for downloading secure testing software on each operating system. Supported Browsers details which browsers should be used or are supported for use by the ClearSight systems.
The FAQs page is organized by categories; these can be selected on the left side of the screen. Select the FAQ to expand it and view the answer. If you would like to print out the FAQs, simply press Ctrl+P and use your device’s printing prompt to print.
Link to the *ClearSight* Portal...

https://clearsight.portal.cambiumast.com