

Cambium Progress Monitoring Reports

Please Note - These reports are not updated in real time. There is a 10-60 minute lag on updates depending on the number of people currently testing in the system. The lag is usually worse on the first day of testing in the window.

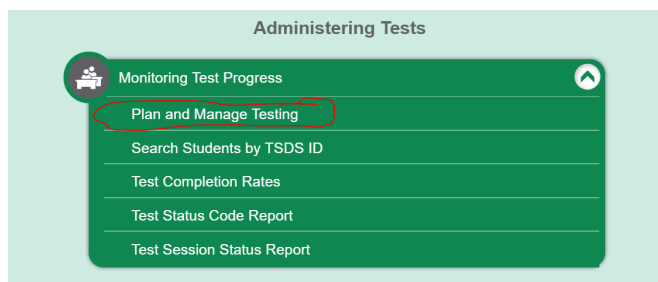
Steps to View Student Completion in Cambium

(DTC and CTC status)

1. Log in to TIDE



2. Click on Dropdown arrow. Choose Plan and Manage Testing



3. Several things to click here:

The screenshot shows the STAAR reporting interface with several handwritten annotations in red:

- A:** Points to the "Test" dropdown menu, which is currently set to "Interim Window 1".
- B:** Points to the "Test Name" dropdown menu, which is currently set to "All selected (21)".
- C:** Points to the "Campus" dropdown menu, which is currently set to "None selected".
- D:** Points to the "Grade" dropdown menu, which is currently set to "None selected".
- E:** Points to the first bullet point in the "Get Specific" section: "students who have not completed Any opportunity in the selected administration".
- F:** Points to the "Export Report" button at the bottom of the page.

Other visible elements include the "Search Students" section with filters for Region (REG 12 EDUCATIC), District (WACO ISD - 16191), and Gender (Male/Female). The "Advanced Search" section has a "Search Fields" dropdown set to "-- Select --" and an "Add" button. The "Additional Criteria Chosen" section has "Remove All" and "Remove Selected" buttons. The "Get Specific" section has a note: "Note: The report for untested students is limited to 100,000 records." and a "Generate Report" button.

Note Letters on previous pictures...

A = Select test (STAAR)

B = De-select all and choose the test you want information on.

C = Choose campus or it will default if you are a CTC.

D = Choose Grade level or levels (one or multiple EX-3,4, & 5)

E = Choose the first bullet (default), change the dropdown menu to what you want:

HAVE means the students who have completely completed

Or

HAVE NOT means students who are paused, not started, and have not completed test.

Make sure the other word boxes are defaulted to Completed and Any – (When you are more comfortable with the page then you can explore more.)

4. Click **Export Report at the bottom.**

Get Specific

☒ students who **have not** **completed** **Any** opportunity in the selected administration **Note: The report for untested students is limited to 100,000 records.**
☐ students on their **Any** opportunity in the selected administration, and have a status of **None selected**
☐ search student(s) by **TSDS ID** :
☐ students whose current opportunity will expire in days.
☐ students whose most recent **Session ID** was **SessionID (optional)** between and Note: If no TA or Session ID is specified, date range ca

5. An Excel spreadsheet will appear on bottom left of screen to open.

Column T = Tells you student Status

Start - just started

Blank – Has not attempted test

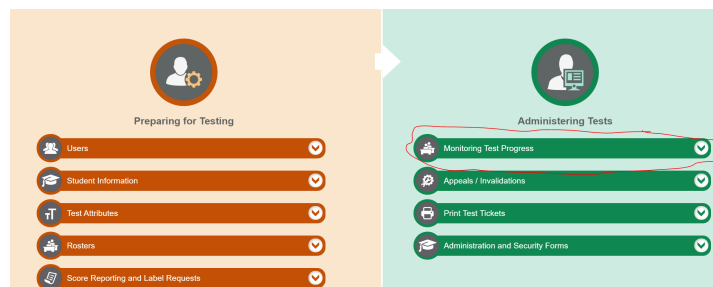
Paused – temporary stop and shows # of questions out of total amount to
Still complete (may need to expand column)

Complete – completed the test

6. **Column W** – Shows the total time student spent on the test.

Steps to View Overall Test Completion - (Overall Campus percentages of complete, submitted, reported, started, paused)

1. Log in to TIDE



2. Click on Dropdown arrow. Choose Test Completion Rates



3. Filter for the correct test instrument (window) and click generate

4. Click Export Report to Excel. Use Excel to filter for your tests/students/statuses.

- **Key**
 - **Student is done with their test - no further action required**
 - **Complete** - student just finished test
 - **Submitted** - step after complete
 - **Reported** - Results sent
 - **Possible further action required**
 - **Blank** - student has not attempted the test
 - **Paused** - student test is paused. The number tells you how many questions the student has completed so far
 - if the student has complete the entire test- it is possible that they closed their screen or hit the X button instead of submitting their test.

- **Started** - student is currently testing

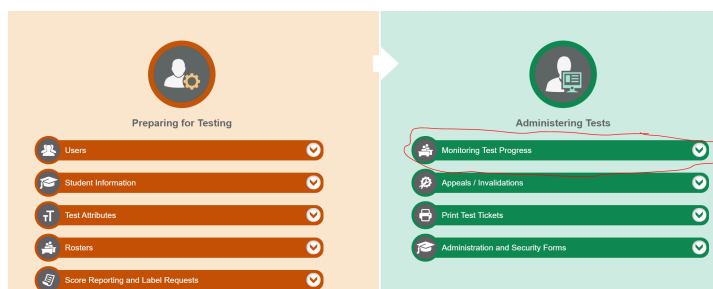
Test Status Code Report -Annotated

All Students must be accounted for!

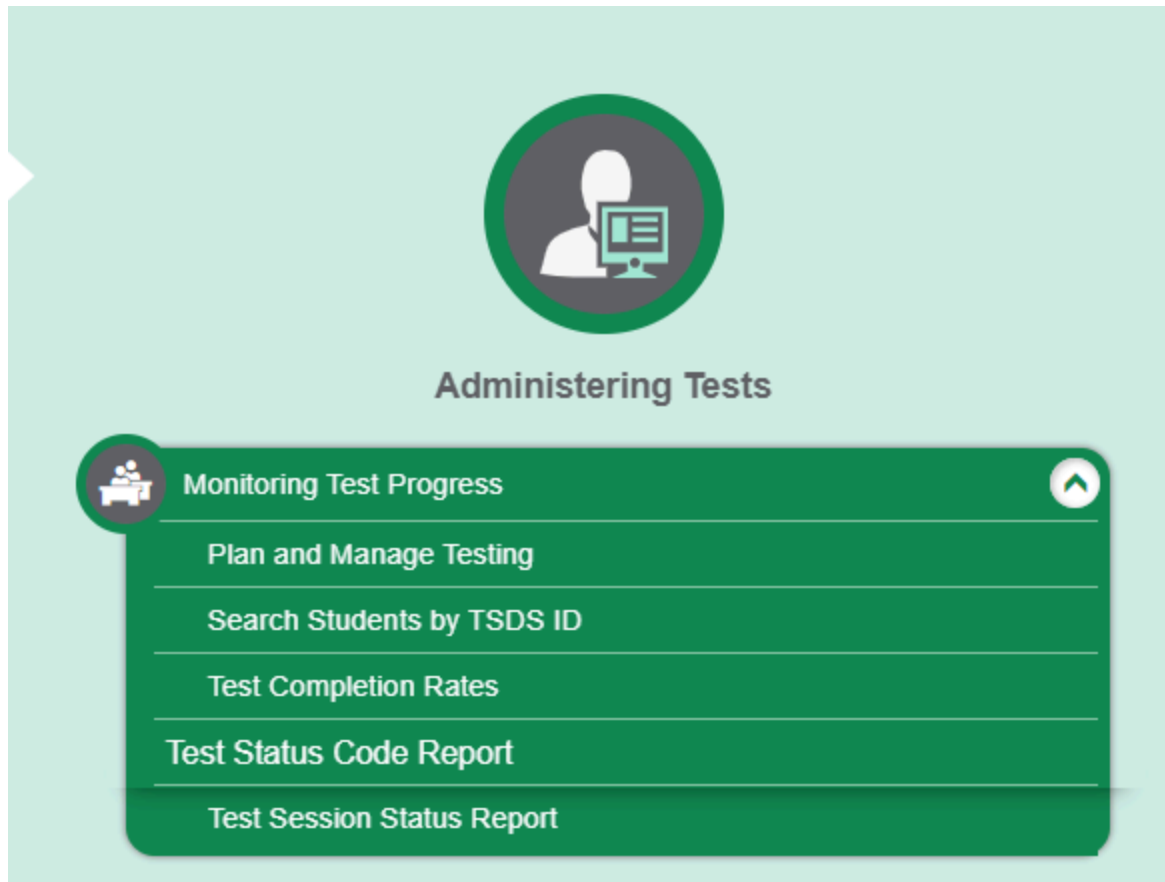
- ★ For any student not marked as *reported*, *submitted*, or *complete* on the Test Status Code Report you must add a note.
 - Examples:
 - Student left test paused - score code appeal submitted S
 - Student was absent- score code appeal submitted A
 - Student ran out of time- score code appeal submitted S
 - Students marked as other -score code appeals submitted.
 - Medical note - student marked absent - score code appeal submitted A
 - etc.
 - Student withdrew (please add them to the cambium missing or withdrawn students document so we can removed them)
- ★ **You must submit a score code appeal for any student not marked as *reported*, *submitted*, or *complete*** on the Test Status Code Report you must add a note.
- ★ **For HS only** - If the student is not eligible for the EOC, please change their EOC eligibility to *NO* in the Cambium Student Profile for that subject
- ★ For directions on how to submit score code appeals see above

Steps to View Student Test Status Code Report - (complete, submitted, reported, started, paused)

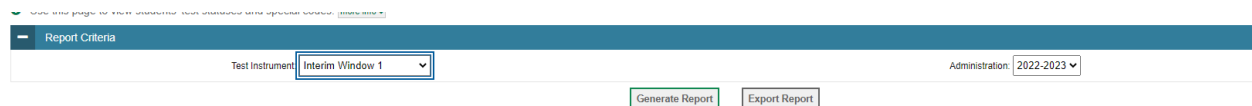
1. Log in to TIDE



2. Click on Dropdown arrow. Choose Test Status Code Report



3. Filter for the correct test instrument (window) and click generate



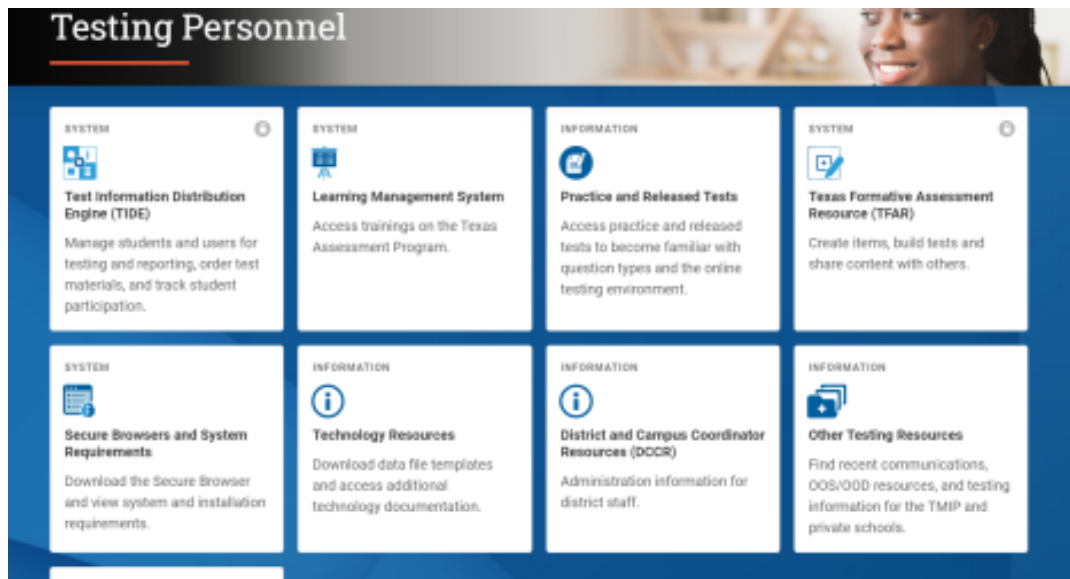
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- submit score code appeal
- Started - student is currently testing

How to Set or Change Score Codes

1) Log into [TIDE](#)



Login

Please Log In

Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system. By using or accessing this site, you agree to the [Terms and Conditions of Use](#).

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact Texas Testing Support at 1-833-601-8821 | TexasTestingSupport@cambiumassessment.com





[Forgot Your Password?](#)

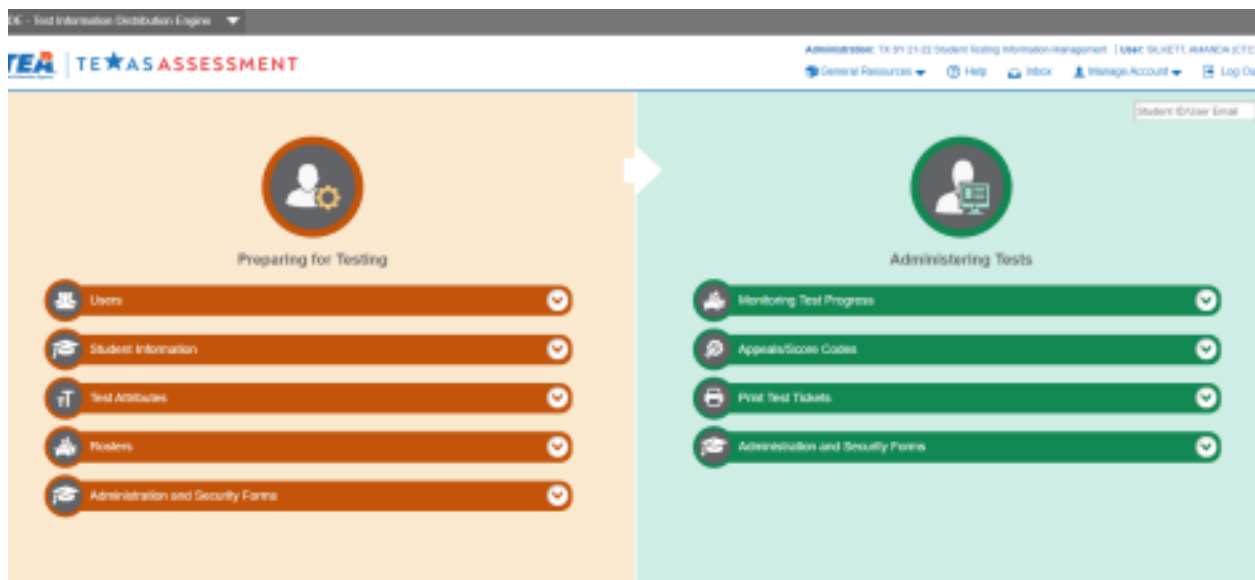
Secure Login

First Time Login This School Year?

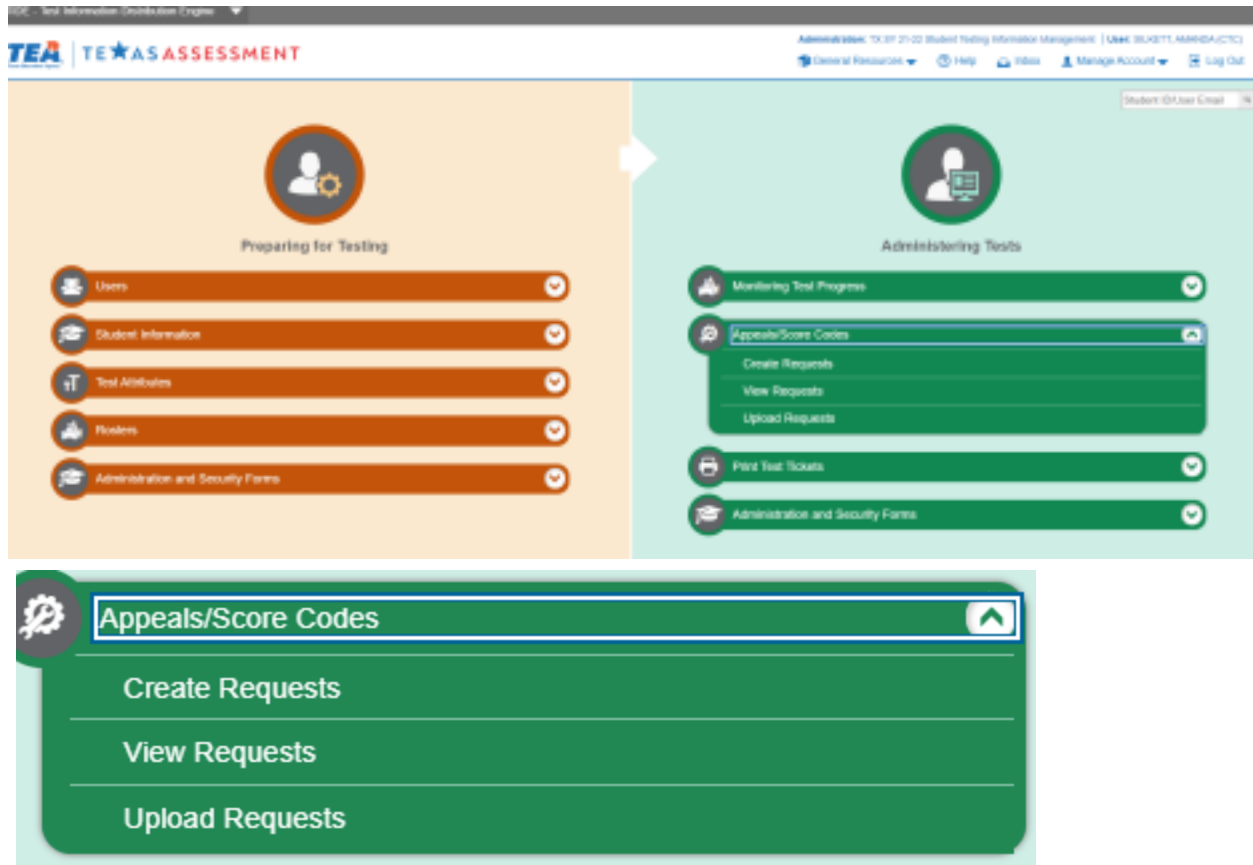
The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

2) After logging in, select “Appeals/Score Codes” under “Administering Tests”



3) Select Appeals/Score Code--In the drop down box select “Create Request”



- 4) Select **"Set Score Code"** for the Request Type
 - You can search by "Individual Student" or by "Session ID"

TEA - Test Information Distribution Engine

TEA | TEASASSESSMENT

Administration: TX 01 (1-01) Student Testing Information Management | User: SLMCTT_AKANDA@TX | General Resources | Help | Home | Manage Account | Log Out

Preparing for Testing | Administering Tests

Monitoring Test Progress | Approvals/Score Codes | Post Test Results | Administration and Security Items

Create Requests

Use this page to create invalidation requests. [0000000000]

Select Request Type and Search

Request Type: ☐ Do Not Report ☒ Do Not Report Extension ☐ Segment Re-Open ☒ Set Score Code ☐ Change Score Code

Search Student By: Select

Select

Request ID

Revision ID

TRDS ID

Search

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Administration: TX 01 (1-01) Student Testing Information Management | User: SLMCTT_AKANDA@TX | General Resources | Help | Home | Manage Account | Log Out

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Create Requests

Use this page to create invalidation requests. [0000000000]

Select Request Type and Search

Request Type: ☐ Do Not Report ☒ Do Not Report Extension ☐ Segment Re-Open ☒ Set Score Code ☐ Change Score Code

Search Student By: Select

Search

5) Select the appropriate test opportunity and change the score code on the far right

Number of records found: 5

Order search area further search results

Request Type	Campus ID	ResultID	TSIS ID	Student's Last Name	Student's First Name	Test ID #	Test Name	Test Start Date	Test End Date	Test ID	Test Name	Test Date	Test Status	Appeal Reason	Mode	Items Answered	Score Code
Set Score Code	212905001	3204				1	appeal	2021-12-01T16:04:45.18	2021-12-02T02:15:38.0517185	December 2021 STAAR English I	12788	Submitted for Processing	Request to have test re-scored	Online		5	
<input checked="" type="checkbox"/> Set Score Code	212905001	3079				4	completed	2021-12-01T07:27:49.507	2021-12-01T07:39:39.6629829	December 2021 STAAR English I				Online		5	
<input type="checkbox"/> Set Score Code	212905001									December 2021 STAAR Algebra I					Online		
<input type="checkbox"/> Set Score Code	212905001									December 2021 STAAR Biology					Online		
<input type="checkbox"/> Set Score Code	212905001									December 2021 STAAR U.S. History					Online		

Next

6) Place **check mark** next to student's record

Number of records found: 2

<input type="checkbox"/>	Request Type	Campus ID	ResultID
<input checked="" type="checkbox"/>	Set Score Code	212905001	
<input type="checkbox"/>	Set Score Code	212905001	

7) Click **New Score Code** and Enter “Absent, Other, or Score”- Create

Mode	Items Answered	Old Score Code	New Score Code
Online			<input type="text" value=""/>

8) Enter a reason i.e. “Student was absent” or “Student did not submit test and test was left paused” and then **click Submit**

Mode:

Please enter a reason for the request:

Test administration error that led to providing support to the student. Irregularity report to be submitted.

Submit Cancel

Test ID #	Test Name	Test Start Date	Test End Date	Test ID	Test Name	Test Date	Test Status
1	completed	2021-12-01T07:27:49.507	2021-12-01T07:39:39.6629829	2021 STAAR English I			