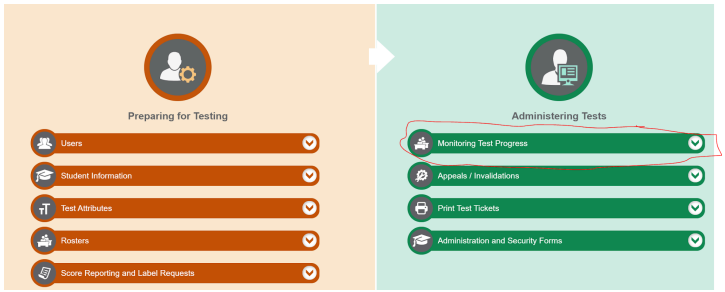
Cambium Progress Monitoring Reports

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.

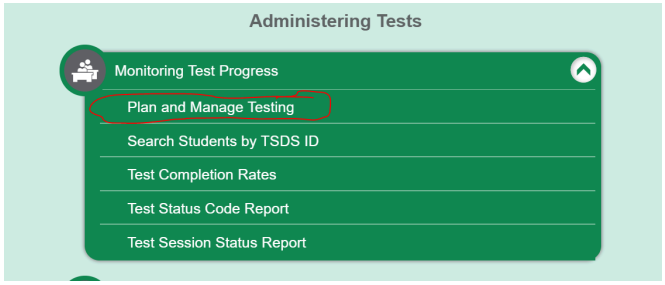
Steps to View Student Completion in Cambium

(DTC and CTC status)

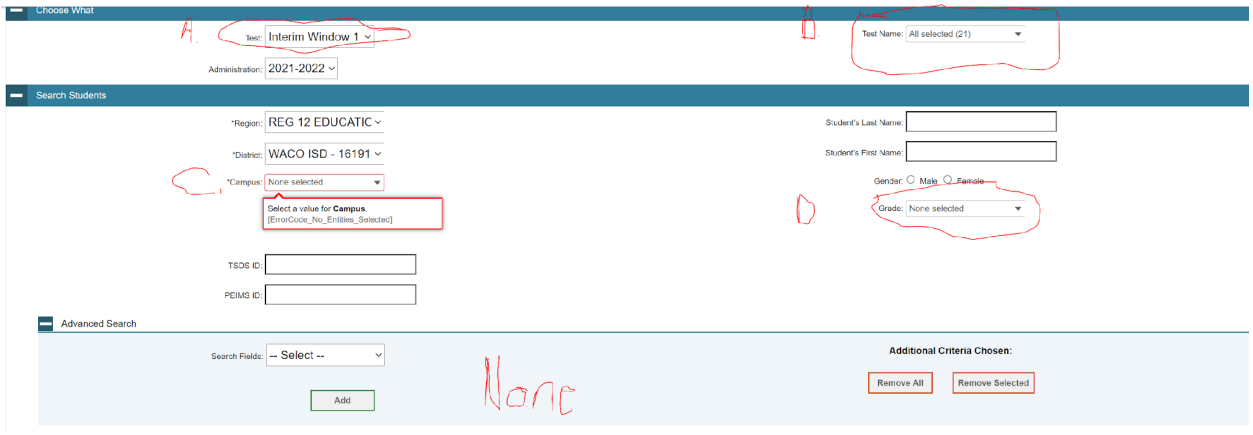
1. **Log in to TIDE**

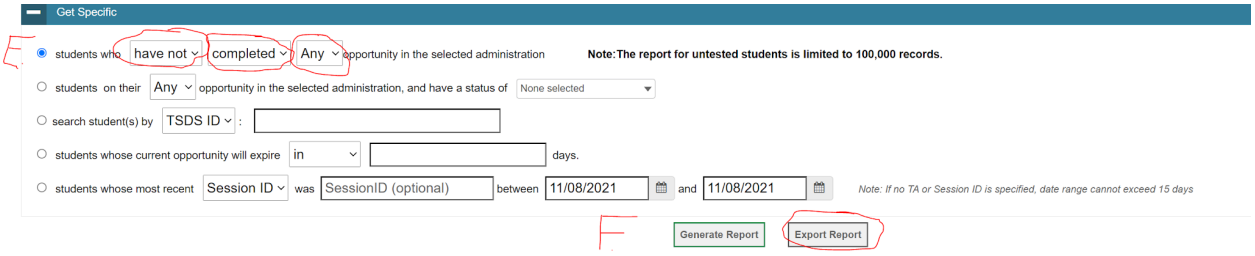


2. **Click on Dropdown arrow. Choose Plan and Manage Testing**



3. **Several things to click here:**





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:

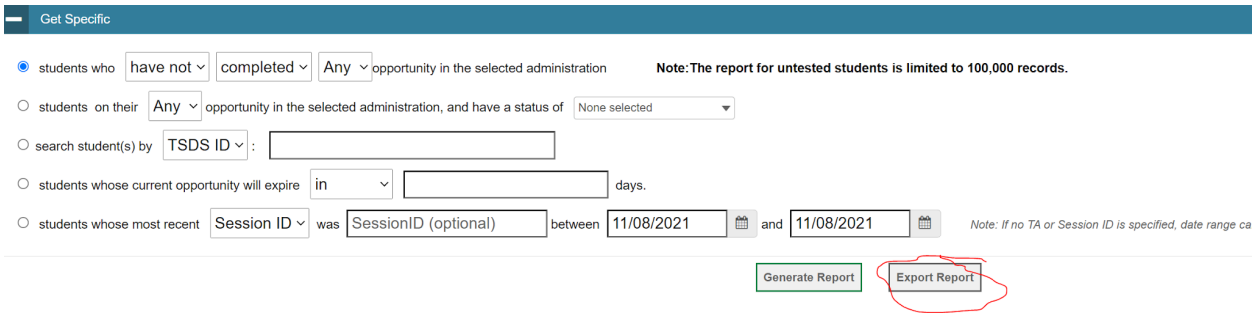
HAVE means the students who have completely completed

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.



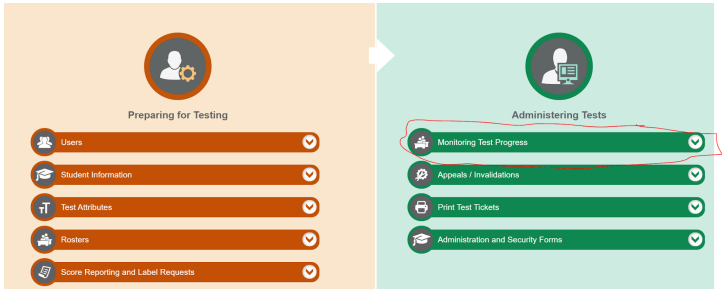
5. An Excel spreadsheet will appear on bottom left of screen to open.
Column T = Tells you student Status

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)

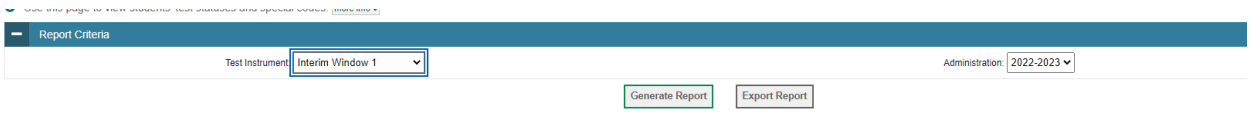
1. Log in to TIDE



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**

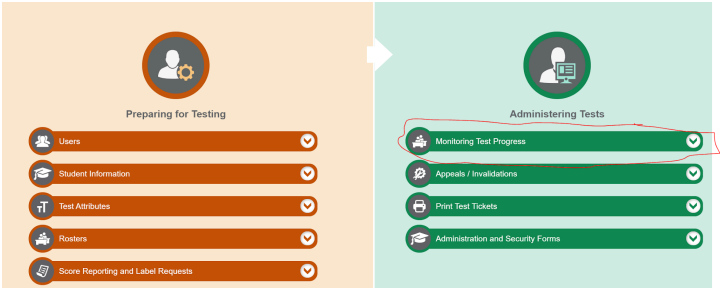
Test Status Code Report -Annotated

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)

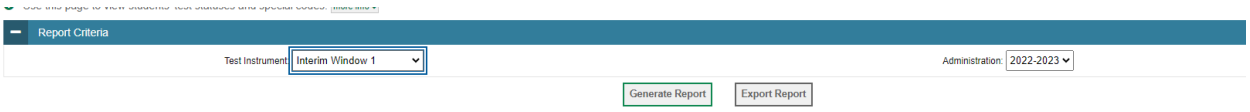
1. **Log in to TIDE**



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



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



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

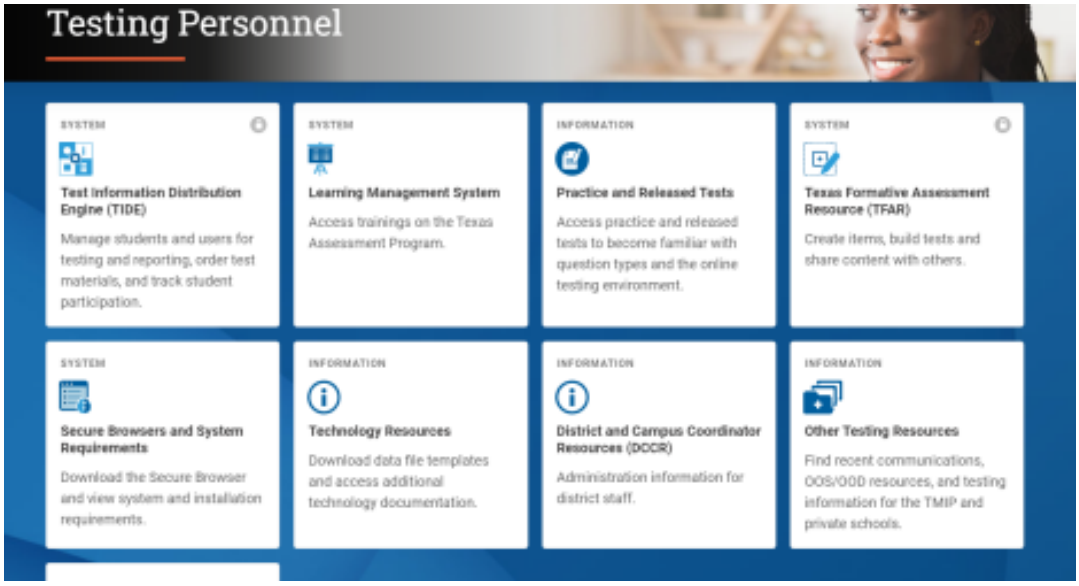
- **Key**
  - **Student is done with their test - no further action required**
    - **Complete - student just finished test**
    - **Submitted - step after complete**
    - **Reported - Results sent**
  - **Possible further action required**
    - **Blank - student has not attempted the test**
    - **Paused - student test is paused. The number tells you how many questions the student has completed so far**

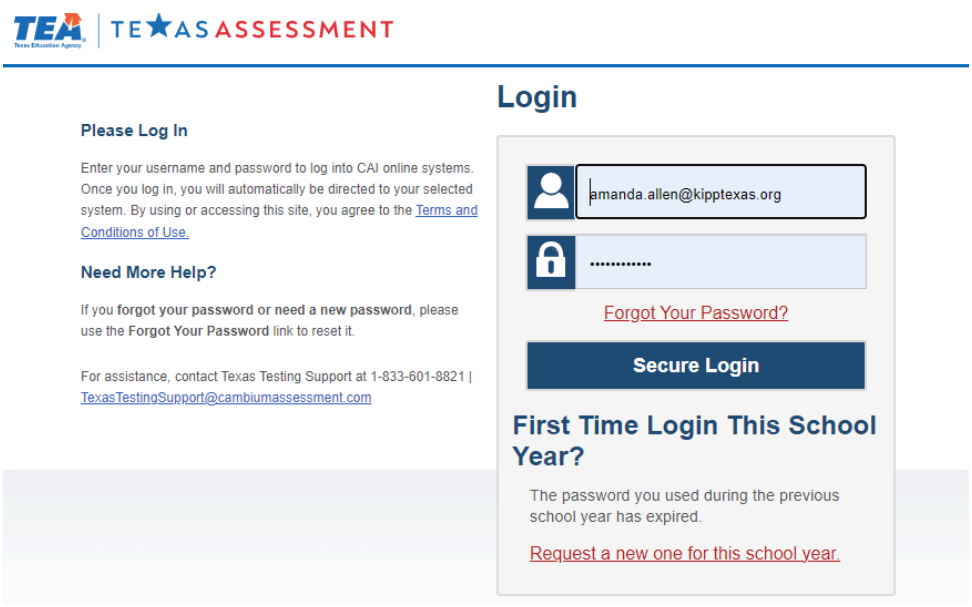
- **if the student has complete the entire test- it is possible that they closed their screen or hit the X button instead of submitting their test.**
- **submit score code appeal**

■ **Started - student is currently testing**

How to Set or Change Score Codes

1) Log into **TIDE**



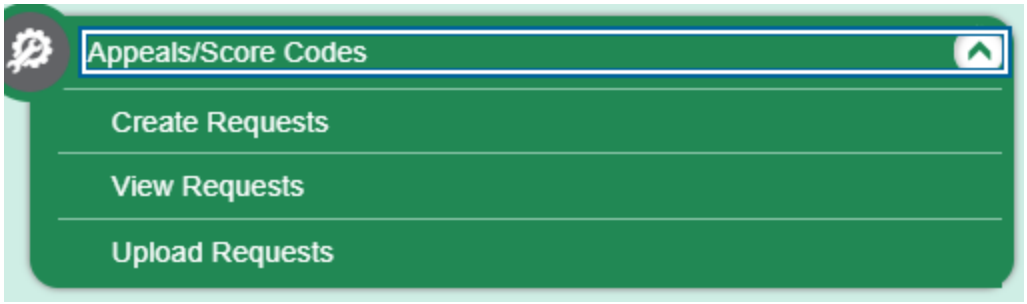


2) After logging in, select **"Appeals/Score Codes" under "Administering Tests"**

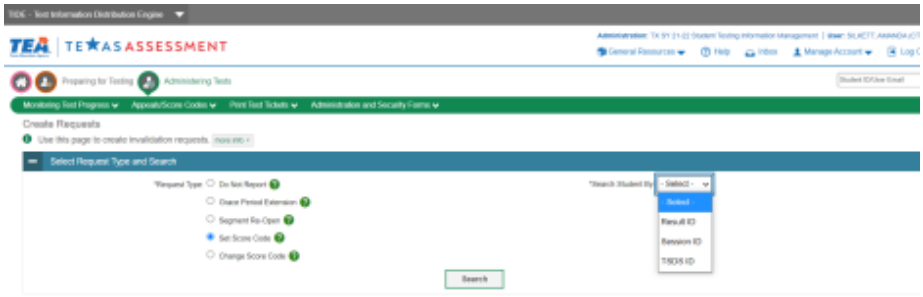


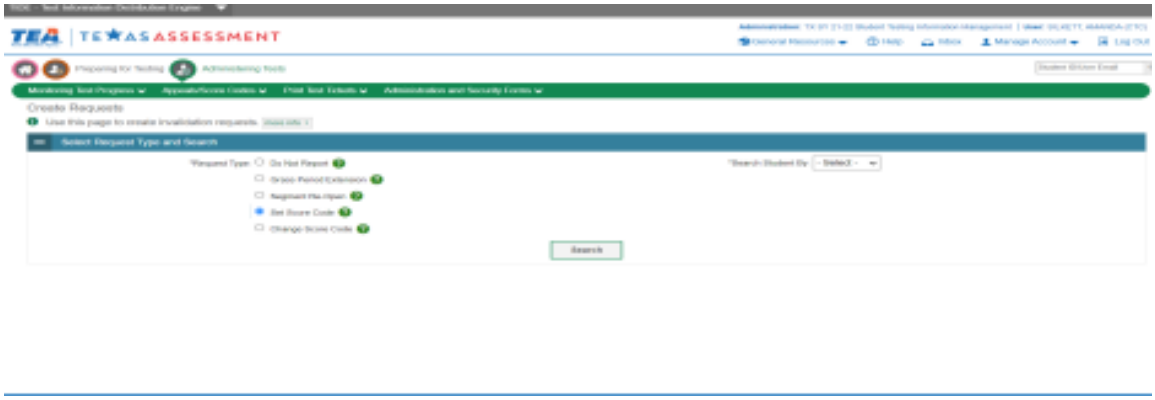
3) Select Appeals/Score Code--In the drop down box select **"Create Request"**





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





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



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

Number of records found: 2

	Request Type	Campus ID	ResultID
☑	Set Score Code	212905001	
☐	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			

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

