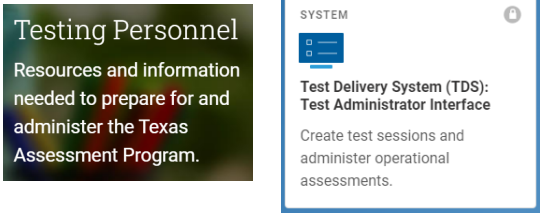
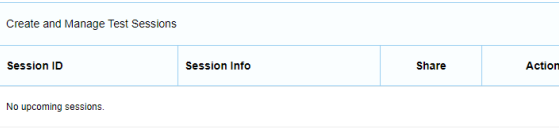
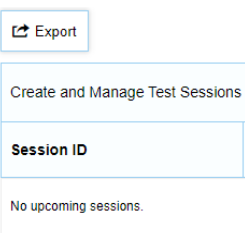




Cambium Clicksheet: Sharing Test Session IDs with CTC/Campus Admin

1	Go to https://texasassessment.gov and click on Testing Personnel. Scroll down the page and click the tile titled Test Delivery System (TDS).	
2	You will be prompted to log in, login with your Cambium login. You will see any current Test Sessions on your dashboard list, however only the creator can view these session IDs.	
3	To share test session IDs you have created with another CTC or your campus administrators, click the Export button above the Session ID Column.	
4	Once your file exports, you will have an Excel file in the lower left corner of your web browser. Print - Click on the file to open the file - File> Save As - Select destination you want to save the file - Print file and share with your other CTC/Campus Admin OR Email - Click on the file to open the file - File> Share - Email - Send as Attachment - Input name(s) of CTC/Campus Admin - Send OR Drag and Drop into a Shared Google Drive - Open new web browser window to your shared Google drive - Drag and drop the downloaded Excel file into the Google Drive - Ensure CTC/Campus Admin have access to the folder in the shared Google drive to View Only the file	