

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) .	Testing Personnel Resources and information needed to prepare for and administer the Texas Assessment Program. SYSTEM Test Delivery System (TDS): Test Administrator Interface Create test sessions and administer operational assessments.
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.	Create and Manage Test Sessions Session ID Session Info Share Action No upcoming sessions.
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 .	Create and Manage Test Sessions Session ID No upcoming sessions.
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	sessions-assignmecsv ^