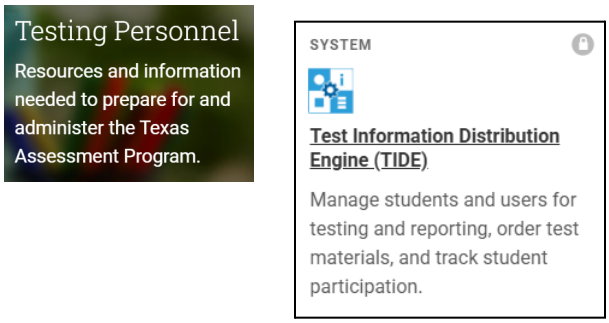
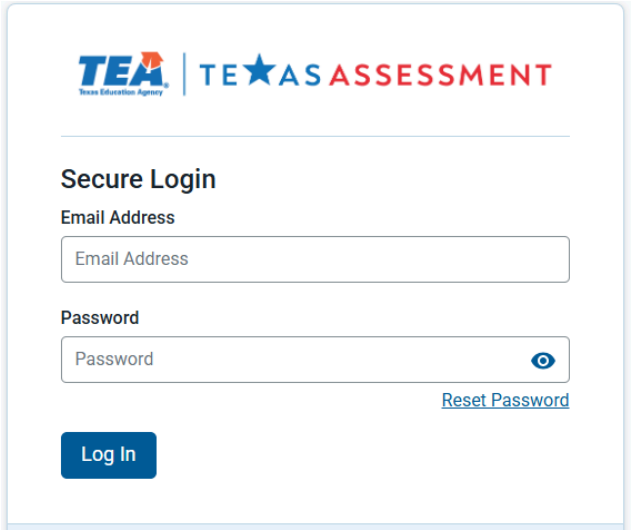
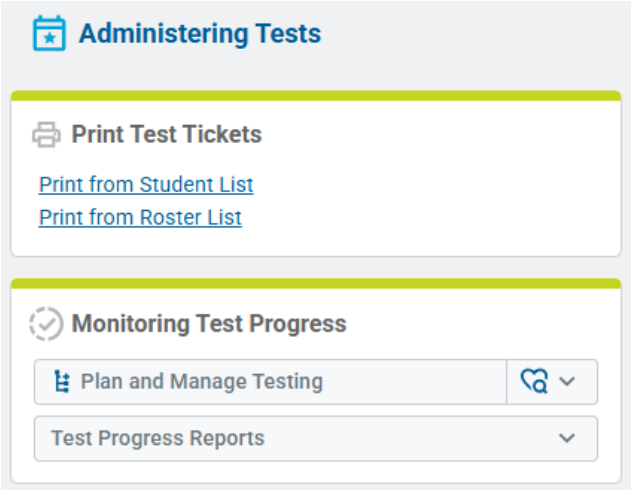
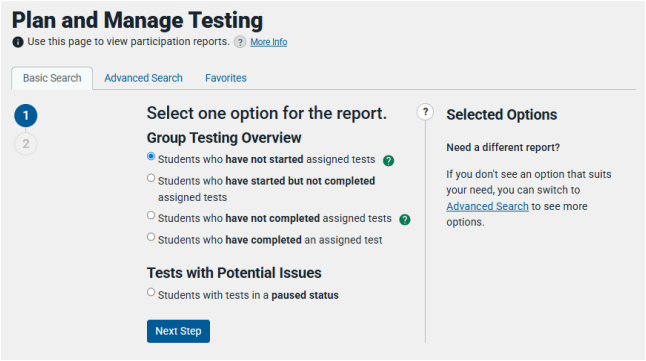
Cambium Clicksheet:
Unsubmitted TFAR Assessments

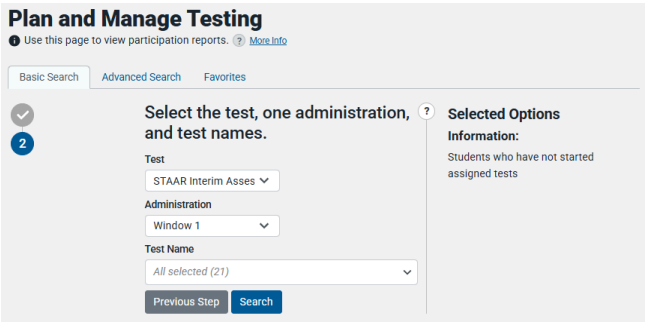
1	Go to https://texasassessment.gov and click on **Testing Personnel.** Scroll down the page and click the **Test Information Distribution Engine (TIDE)** tile**.**	
2	You will be prompted to log in to access trainings, input your Pasadena ISD email address and password. Select **Log In**.	
3	Select the appropriate user role and for administration task select **Texas [current] School Year**. Select **Submit**.	
4	Under the **Administering Tests** section, ● Select **Monitoring Test Progress** ○ **Plan and Manage Testing**	

Cambium Clicksheet:
Unsubmitted TFAR Assessments

Basic Search

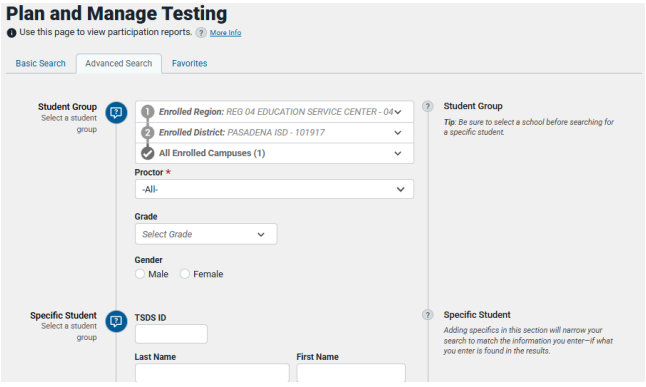
5	On the **Basic Search** tab, select the filter you want students to be display: • Have not started • Have started but not completed • Have not completed • Have completed • Paused status Once you have selected your filter, click **Next Step**.
6	On the next screen, select the applicable **test**, **administration**, and **test name**. Once you have selected the test, click **Search**.



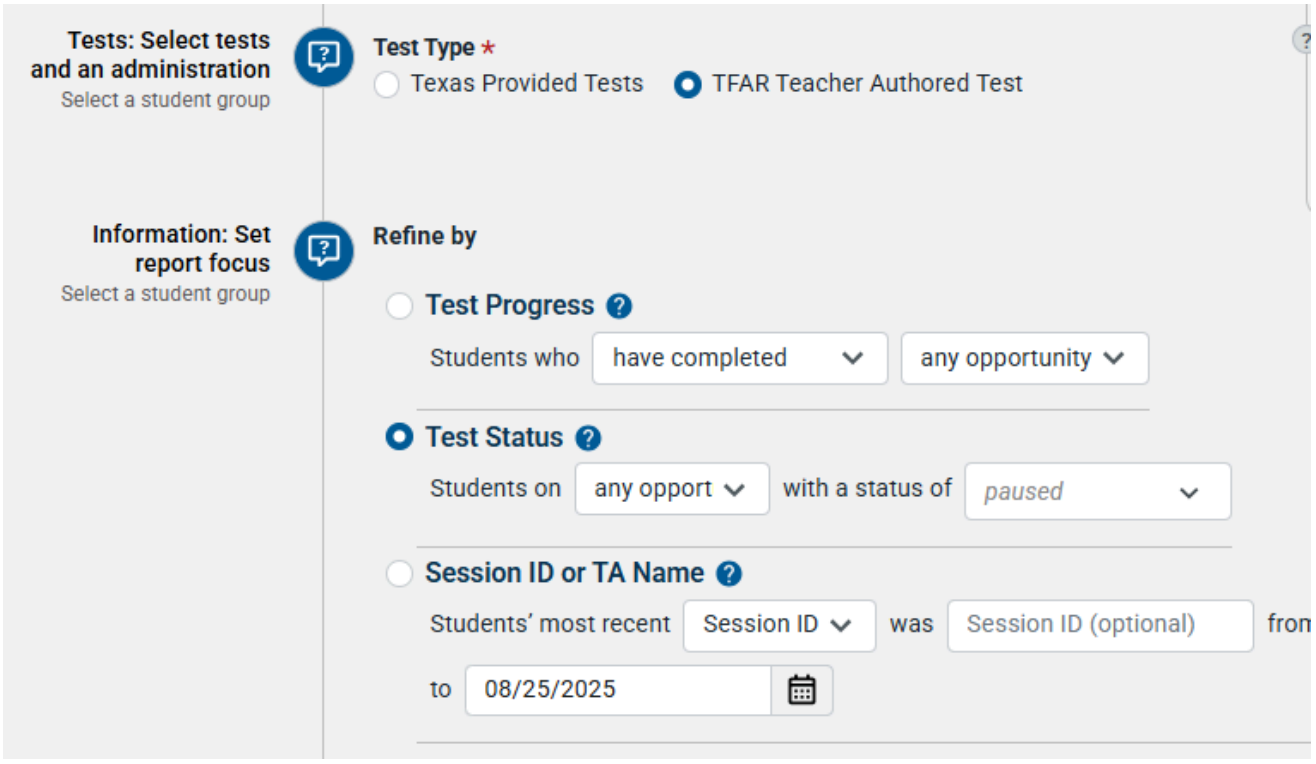


Advanced Search

5	When the **Plan and Manage Testing** displays, change the view to the **Advanced Search** tab.
6	Once on the **Advanced Search** tab, make the following selections: • Enrolled campus (if not selected by default). • In the **Tests: Select tests and an administration** section, select **TFAR Teacher Authored Test.** • In the **Information: Set report focus** section, select **Test Status**, Students on **any opportunity** with a status of **paused.** • **Generate Report.**



Cambium Clicksheet:
Unsubmitted TFAR Assessments

	
7	The report results should generate and displayed at the bottom of the screen. You can export the results to an Excel or CSV file if needed. You can click on any column headers to sort the display. For example, if you want to sort by **Test**, click the **Test** cell in the header.
8	To resolve the unsubmitted TFAR assessment, have the student log in with a valid test session ID associated with the specific assessment.
9	If the unsubmitted TFAR assessment is a district-wide assessment, such as a mock exam, and the assessment and makeup window have ended, inform the CTC so that they can request an updated test session ID from Student Assessment.