











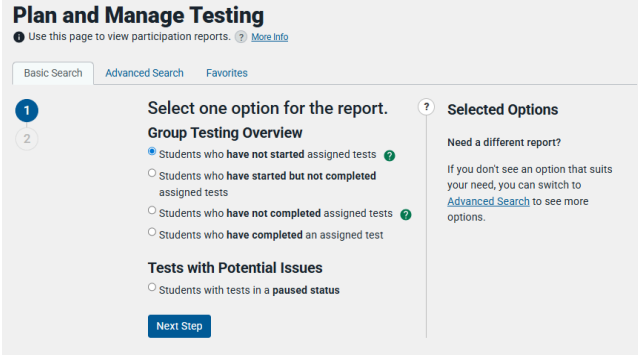
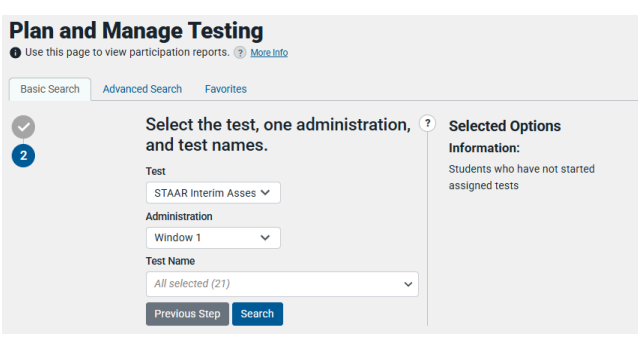
## Cambium Clicksheet: Unsubmitted TFAR Assessments

<h1>1</h1>	<p>Go to <a href="https://texasassessment.gov">https://texasassessment.gov</a> and click on <b>Testing Personnel</b>.</p> <p>Scroll down the page and click the <b>Test Information Distribution Engine (TIDE)</b> tile.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="889 327 1138 501" style="border: 1px solid black; padding: 5px;"> <p><b>Testing Personnel</b></p> <p>Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div data-bbox="1179 342 1490 636" style="border: 1px solid black; padding: 5px;"> <p>SYSTEM</p>  <p><b>Test Information Distribution Engine (TIDE)</b></p> <p>Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div>
<h1>2</h1>	<p>You will be prompted to log in to access trainings, input your Pasadena ISD email address and password.</p> <p>Select <b>Log In</b>.</p>	<div style="border: 1px solid #ccc; padding: 10px;">  <span style="font-weight: bold; font-size: 1.2em;">TEXAS ASSESSMENT</span> <hr/> <p style="text-align: center;"><b>Secure Login</b></p> <p>Email Address</p> <input type="text" value="Email Address"/> <p>Password</p> <input type="password" value="Password"/> <p style="text-align: right;"><a href="#">Reset Password</a></p> <p style="text-align: center;"><b>Log In</b></p> </div>
<h1>3</h1>	<p>Select the appropriate user role and for administration task select <b>Texas [current] School Year</b>.</p> <p>Select <b>Submit</b>.</p>	
<h1>4</h1>	<p>Under the <b>Administering Tests</b> section,</p> <ul style="list-style-type: none"> <li>● Select <b>Monitoring Test Progress</b> <ul style="list-style-type: none"> <li>○ <b>Plan and Manage Testing</b></li> </ul> </li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p> <b>Administering Tests</b></p> <hr style="border: 1px solid #90EE90;"/> <p> <b>Print Test Tickets</b></p> <p><a href="#">Print from Student List</a></p> <p><a href="#">Print from Roster List</a></p> <hr style="border: 1px solid #90EE90;"/> <p> <b>Monitoring Test Progress</b></p> <p> Plan and Manage Testing <span style="float: right;"></span></p> <p>Test Progress Reports <span style="float: right;"></span></p> </div>

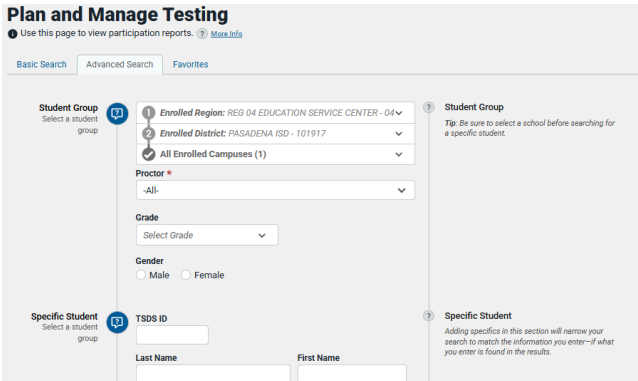


# Cambium Clicksheet: Unsubmitted TFAR Assessments

## Basic Search

5	<p>On the <b>Basic Search</b> tab, select the filter you want students to be display:</p> <ul style="list-style-type: none"> <li>Have not started</li> <li>Have started but not completed</li> <li>Have not completed</li> <li>Have completed</li> <li>Paused status</li> </ul> <p>Once you have selected your filter, click <b>Next Step</b>.</p>	
6	<p>On the next screen, select the applicable <b>test, administration, and test name</b>.</p> <p>Once you have selected the test, click <b>Search</b>.</p>	

## Advanced Search

5	<p>When the <b>Plan and Manage Testing</b> displays, change the view to the <b>Advanced Search</b> tab.</p>	
6	<p>Once on the <b>Advanced Search</b> tab, make the following selections:</p> <ul style="list-style-type: none"> <li>Enrolled campus (if not selected by default).</li> <li>In the <b>Tests: Select tests and an administration</b> section, select <b>TFAR Teacher Authored Test</b>.</li> <li>In the <b>Information: Set report focus</b> section, select <b>Test Status</b>, Students on <b>any opportunity</b> with a status of <b>paused</b>.</li> <li><b>Generate Report</b>.</li> </ul>	



## Cambium Clicksheet: Unsubmitted TFAR Assessments

	<div style="background-color: #f0f0f0; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>Tests: Select tests and an administration</b> Select a student group</p> <p><b>Information: Set report focus</b> Select a student group</p> </div> <div style="width: 65%;"> <p><b>Test Type *</b></p> <p><input type="radio"/> Texas Provided Tests    <input checked="" type="radio"/> TFAR Teacher Authored Test</p> <hr/> <p><b>Refine by</b></p> <p><input type="radio"/> <b>Test Progress</b> ?</p> <p>Students who <input type="text" value="have completed"/> <input type="text" value="any opportunity"/></p> <hr/> <p><input checked="" type="radio"/> <b>Test Status</b> ?</p> <p>Students on <input type="text" value="any oport"/> with a status of <input type="text" value="paused"/></p> <hr/> <p><input type="radio"/> <b>Session ID or TA Name</b> ?</p> <p>Students' most recent <input type="text" value="Session ID"/> was <input type="text" value="Session ID (optional)"/> from</p> <p>to <input type="text" value="08/25/2025"/> <input type="text" value=""/></p> </div> </div> </div>
<b>7</b>	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 <b>Test</b> , click the <b>Test</b> cell in the header.
<b>8</b>	To resolve the unsubmitted TFAR assessment, have the student log in with a valid test session ID associated with the specific assessment.
<b>9</b>	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.