Cambium Clicksheet:
Guide to Creating Test Sessions

1	Go to https://texasassessment.gov and click on **Testing Personnel.** Scroll down the page and click the tile titled **Test Delivery System (TDS): Test Administrator Interface**.	**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	Enter your risd.org email address and the password you created. Click **Secure Login.** Use the **Forgot Your Password?** link if you have previously logged in but don't remember your password. If this is your first time logging in, click **Request a new one for this school year** to receive an email with additional instructions on creating a password.	**Login** 👤 Email Address 🔒 Password Forgot Your Password? **Secure Login** **First Time Login This School Year?** The password you used during the previous school year has expired. Request a new one for this school year.
3	Click GREEN **Schedule Unproctored Sessions** The yellow/pink tabs are for proctored sessions. The green tab is recommended for those beginning to use Cambium. Next, click the **Create Session** button on the right-side of the page.	**TEA | TEXAS ASSESSMENT | Test Administration** 👆 Active Proctored Sessions · 📅 Schedule Proctored Sessions · 🏠 Schedule Unproctored Sessions 🏠 **Create Session**
4	Tests will only be available based on the start and end times that you assign. *Select the date your campus will be giving the assessment and enter the time your campus is open.* Click the green **Next** button. Note: The maximum time a session can remain open is 2 weeks	**Create and Manage Test Sessions** Test Selection Create a Session Choose the dates for which the session can be accessed. Start: 9/23/21 8:00 AM CDT End: 9/23/21 4:00 PM CDT **Next**

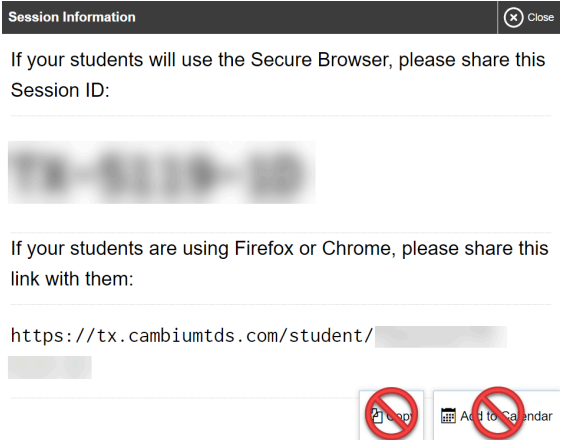|	
5	Select the correct testing category **Test Shared with Me**. Then, choose which tests to add to your session from the tree of options. **TIP:** Use the filter button to narrow the list of assessments. **Choose a Testing Category** Then select one or more tests. You can switch categories by using the button in the modal header. → Amplify RLA TEKS Edition → Eureka Math TEKS Edition → Interim Window 1 → Interim Window 2 → My Tests → Tests Shared with Me

6	Once the correct test has been selected and is listed on the right side of the screen, name the test session.
	
	*Only the user who made the session can view or edit the session information. Students only see the test names within the session.
	
	Note: The session name can only contain alpha-numeric characters (no symbols).
	
	 Then click the **Save Session** button.
	
	Operational Test Selection
	Filter by: 6 ⊗ RLA ⊗ ⇄ Add Filter
	☐ Saturn is Losing Its Rings: Editing 2023
	☐ Soaring to New Heights/See It Through: Expository/Lit Non Fiction 2019
	☐ Song of March: Poetry 2022
	☐ Staying with Uncle Stephen: Fiction 2023
	☑ Sticking to It/An Unexpected Gift: Informational/Poetry 2023 NIT MS
	☐ Test Fire Birds: Informational 2019
	
	1 Test(s) Selected 🗑 Clear All
	My Tests
	  Sticking to It/An Unexpected Gift: Informational/Poetry 2023 NIT MS
	
	Session Settings
	Session Name:
	
	▶ Save Session
	   11/27/23 - 11/27/23

7	A **Session Information** pop-up box will display the Session ID for the test. Note: The session ID is simply a way to access the test. If the test expires before a student has had a chance to login, simply make a new access point by creating another session to the same test. The maximum time a session can remain open is 2 weeks. Click **Close.**	**Session Information** ⊗ Close If your students will use the Secure Browser, please share this Session ID: TX-9119-1D If your students are using Firefox or Chrome, please share this link with them: https://tx.cambiumtds.com/student/ 🚫 Copy 🚫 Add to Calendar

Pause Rules

Students can pause a test at any time in order to temporarily log out of the test session. If a student pauses their test, they can resume their test using the same session ID:

- If the test is paused for less than 8 hours, the student can return to questions that were already answered and modify answers.
- <mark>If the test is paused for more than 8 hours, the student can return to questions that were already answered but cannot change the answers.</mark>
- All answers are saved immediately. They are not lost if the test is paused.

If the test session has ended, the test administrator will need to set up a new session, and the student must sign in to their test using a new session ID.

<mark>PASSAGES AND ALL ITEMS TIED TO A PASSAGE ARE CONSIDERED ONE QUESTION; THEREFORE, IF THE ALL ITEMS ARE NOT ANSWERED ON A PASSAGE AND STUDENT PAUSES FOR LONGER THAN 8 HOURS, THE PASSAGE WILL BE SCORED AS IS AND STUDENTS WILL NOT BE ABLE TO ANSWER THE REMAINING ITEMS TIED TO THE EXPOSED PASSAGE.</mark>

Students can pause the test at any time. Pausing the test logs out the student. To resume testing, students must repeat the sign-in process:

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure they pause the test before closing the lid of the Chromebook. If the lid closes before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student viewed (and the response they entered.)

These pause rules apply regardless of whether the student pauses the test, or a technical issue logs the student out.

*A warning message displays after 5 minutes of inactivity and the student will be logged out after 20 minutes of inactivity.