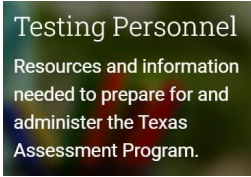
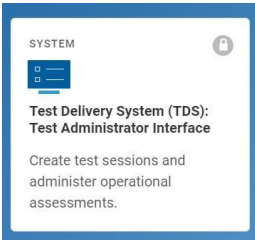
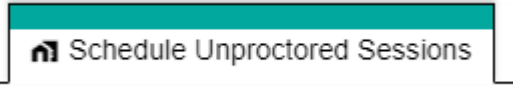
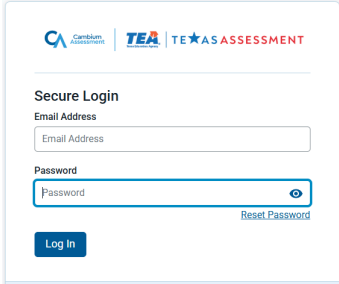
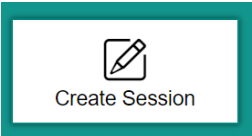




Cambium Clicksheet: Create and Manage an UNPROCTORED Test Session and Session ID



1	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Delivery System (TDS): Test Administrator Interface.</p>	 
2	<p>Sign in with your individual username and password.</p> <p>Click the blue Secure Login button.</p> <p>Click the Schedule Unproctored Session tab at the top of your dashboard.</p> 	
3	<p>Click the Create Session button on the right side of the page.</p>	
4	<p>Tests will only be available based on the start and end times that you assign. All test sessions must end at the end of the school day; no test sessions should remain open beyond one (1) school day.</p> <p><i>Set start and end times to coincide with your school start/end times.</i></p> <p>Click the green Next button.</p>	<p><u>Create and Manage Test Sessions</u> Test Selection</p> <p>Create a Session</p> <p>Choose the dates for which the session can be accessed.</p> <p>Start: 9/23/21 8:00 AM CDT</p> <p>End: 9/23/21 4:00 PM CDT</p> <p>Next</p>
5	<p>Select the correct Testing Category. TFAR assessments will be in either My Tests or Tests Shared With Me</p> <p>Then, choose which tests to add to your session from the tree of options. Clicking the plus (+) icon will expand the options.</p> <p>TIP: Use the filter button to narrow the list of assessments.</p> <p>Create one session for each grade/subject.</p>	



Cambium Clicksheet: Create and Manage an UNPROCTORED Test Session and Session ID



	<div><p><u>Create and Manage Test Sessions</u> Test Selection</p><p>Filter By: Add Filter</p><p>Beginning-of-Year Assessment</p><p>Choose which tests to add to your session from the tree, and then start your session.</p><div><div><div>Reading</div><div>Grade 3</div><div><input checked="" type="checkbox"/> 2021 Beginning-of-Year Assessment Grade 3 Reading Standards</div><div><input type="checkbox"/> 2021 Beginning-of-Year Assessment Spanish Grade 3 Reading Standards</div><div><input type="checkbox"/> Grade 4</div><div><input type="checkbox"/> Grade 5</div></div></div></div>	
6	<p>Once the correct test has been selected and is listed on the right side of the screen, name the test session.</p> <p>PISD Naming Convention: Campus Grade Subject Language Test Category Admin Date Ex. RBE G3 Reading English 05112022 Ex. NSMS G5 Math 05102022 Ex. PVI G8 Social Studies 05062022 Ex. PHS English 1 04082022</p> <p>Note: The session name can only contain alphanumeric characters (no symbols).</p> <p>Click the green Save Session button.</p>	<div><div>1 Test(s) Selected Clear All</div><div>Interim Window 1</div><div><input checked="" type="checkbox"/> Fall 2021 STAAR Interim Engli...</div><div>Session Settings</div><div>Session Name:</div><div>PMHS English 1 Interim 1 11022021</div><div><input type="button" value="Save Session"/> 10/26/21 - 10/26/21</div></div>
7	<p>A Session Information pop-up box will display the SECURE Session ID for the test.</p> <p>You MUST treat this information as secure and confidential. Do NOT save a copy to your computer clipboard or use the add to calendar option.</p> <p>Click Close.</p>	<div><div>Session Information Close</div><div>If your students will use the Secure Browser, please share this Session ID:</div><div>TX-5119-22</div><div>If your students are using Firefox or Chrome, please share this link with them:</div><div>https://tx.cambiumtds.com/student/</div><div><input type="button" value="Copy"/> <input type="button" value="Add to Calendar"/></div></div>



Cambium Clicksheet: Create and Manage an UNPROCTORED Test Session and Session ID



8

A list of all sessions you create will populate on the main Test Delivery System screen. Do NOT use the “Share Link” option since these links are SECURE.

Note: You will only be able to see sessions that you create. CTCs are the only individuals on campus who may create a test session for state assessments, such as STAAR and TELPAS.

 Export

Create and Manage Test Sessions

Session ID	Session Info	Share	Action
	PMHS English 1 Interim 1 11022021 11/2/21 8:00 AM - 11/2/21 2:00 PM	 Share Link	 Edit  Delete