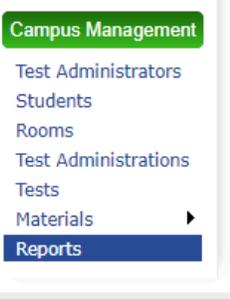
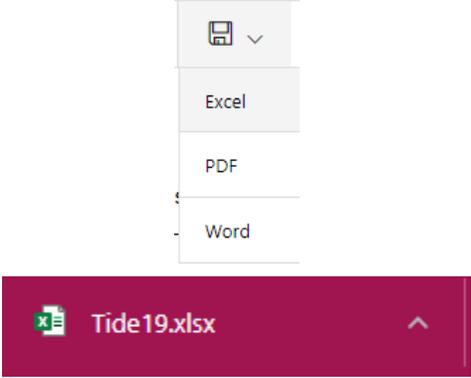
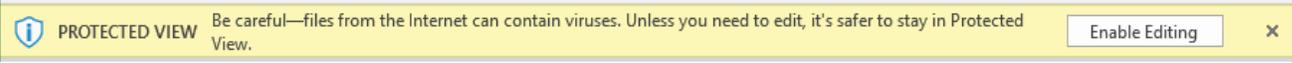
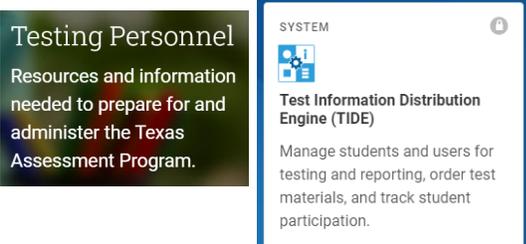
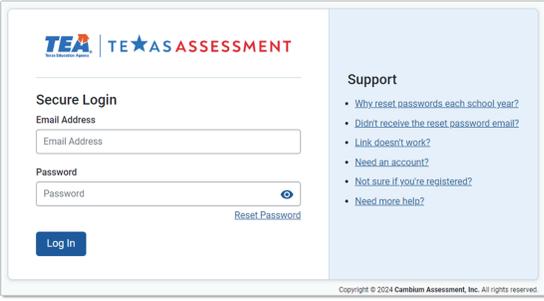
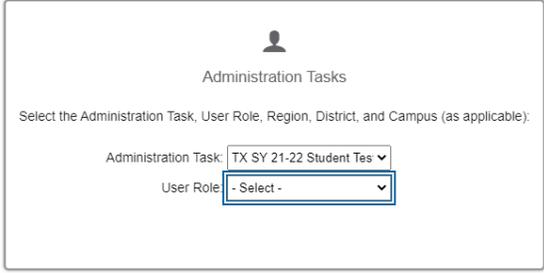
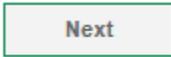


Cambium Clicksheet: Uploading STAAR Rosters for Printing Student Test Tickets

1	<p>Open and log in to your TestHound account at https://th1.testhound.com/Login.aspx</p>	
2	<p>Under Campus Management, go to Reports. Make the following selections on the next screen:</p> <ul style="list-style-type: none"> ● Report Type: Tide Roster ● Admin: select the appropriate assessment ● Test(s): select the appropriate assessment (you will have to generate a roster for each grade/EOC) ● Click on Generate Report 	
3	<p>Once your report displays, locate the disk icon. Click on the disk icon to display the dropdown box shown, and select Excel</p> <p>Your file download will be displayed in the lower left corner of the web browser, and will be in the Downloaded items of your File Explorer () on your device</p>	
4	<p>Open your downloaded file and Enable Editing</p>	
5	<p>Save the file to your computer</p>	
6	<p>Go to https://texasassessment.gov and click on Testing Personnel</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE)</p>	



Cambium Clicksheet: Uploading STAAR Rosters for Printing Student Test Tickets

<p style="font-size: 2em; font-weight: bold; text-align: center;">7</p>	<p>Sign in with your individual username and password</p> <p>Click the blue Secure Login button</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">8</p>	<p>For Administration Task select TX SY [current school year] Student Testing Information Management</p> <p>For User Role, select CTC</p> <p>Click Submit</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">9</p>	<p>Select Upload Rosters from Rosters dropdown menu under Preparing for Testing</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">10</p>	<p>Select Browse and choose the TestHound file you saved to your computer for upload</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">11</p>	<p>Select Next.</p>	



Cambium Clicksheet: Uploading STAAR Rosters for Printing Student Test Tickets

12	<p>Cambium will check data is in the correct format for upload. Any fields containing an error will be highlighted in orange and hovering the cursor over the orange triangle will provide a message as to the nature of the error(s)</p> <p>If any errors exist, correct the errors indicated and reload the file</p>
13	<p>Once the file is error free select Continue With Upload to complete roster creation</p> <div data-bbox="992 495 1495 531"><input type="button" value="Continue with Upload"/> <input type="button" value="Upload Revised File"/> <input type="button" value="Cancel"/></div>