

## Cambium Clicksheet: Sharing Test Session IDs with Test Administrators







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Under Campus Management, go to Reports. Make the following Campus Management selections on the next screen: Test Administrators Report Type: Material Control Students Rooms **Admin**: select the appropriate assessment Test Administrations **Test(s)**: select the appropriate assessment for which your Test Session ID was created Materials Days: leave at default setting of ALL DAYS Reports **Sessions**: select the appropriate sessions, if multiple sessions were created; otherwise leave at default setting Room(s): leave at default setting of ALL ROOMS Materials: select desired choice **Custom Title**: click the field until it is highlighted with an orange box and you see your cursor blinking. Once in this custom title field, type Test Session ID: and right-click on your mouse and Paste. You should now see your Session ID in the custom title field. Click on **Generate Report** Once your report displays, locate the disk icon. Click on the disk icon to display the dropdown box shown, and select PDF. Excel 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 PDF ) on vour device. Explorer ( InstMaterialControl.pdf Word Open your downloaded file and in the upper left corner you will see the Test Session ID, campus name, test administration, and test date and time. Test Session ID: TX-XXXX-XX Pasadena ISD, Campus Name You will print the file 3-4 times: Materials Out copy, Materials In Test Administration copy, and 2 copies for Attendance (one copy to turn in to Test Session Date and Time Attendance Office and one copy for the TA to keep until all test materials are returned at the end of the test day). First, place on top of all printed student test tickets, and prepare all other test 8 materials for your testing boxes/buckets. FORM TYPE: Materials Out For your Materials Out/In copies, print this set of Material Control Materials In forms front/back. Print out the file one time, flip the printed documents over and print the same file on the blank side of the Continued Testers form. Now your Materials Control form is a single paper and you will simply select in the lower right corner above Test Administrator Signature if the Form Type is Materials Out or Materials In. Material Control forms stay with the CTC at all times.