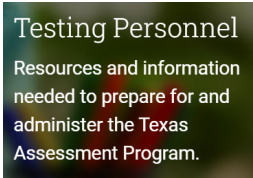
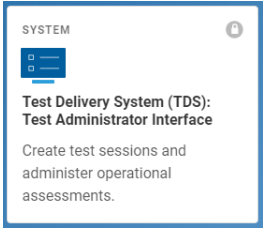
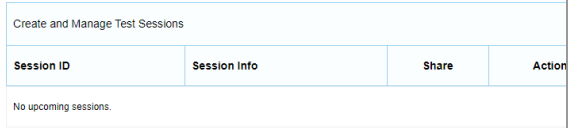
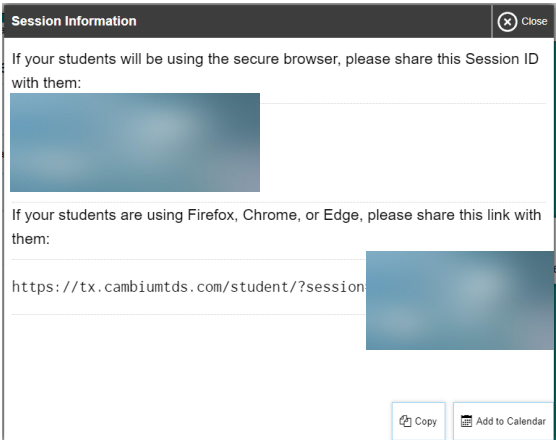


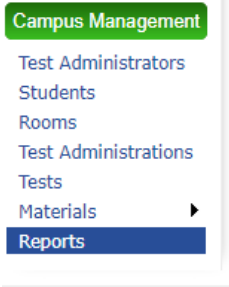
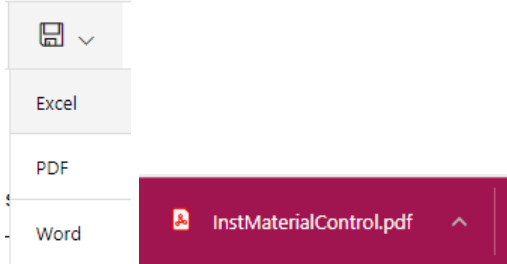


Cambium Clicksheet: Sharing Test Session IDs with Test Administrators

1	Go to https://texasassessment.gov and click on Testing Personnel. Scroll down the page and click the tile titled Test Delivery System (TDS).	 
2	You will be prompted to log in, login with your Cambium login. You will see any current Test Sessions on your dashboard list, however only the creator can view these session IDs.	
3	All test sessions you have created will display on your dashboard. To copy the ID, under the Share column click on Share Link.	
4	When the Session Information pop-up box displays, highlight the large bolded Session ID (it has been blurred out in this image). Once the session ID is highlighted, right-click on your mouse and copy.	
5	Open and log in to your TestHound account at https://th1.testhound.com/Login.aspx	

Cambium Clicksheet:

Sharing Test Session IDs with Test Administrators

6	Under Campus Management, go to Reports. Make the following selections on the next screen: • Report Type: Material Control • Admin: select the appropriate assessment • Test(s): select the appropriate assessment for which your Test Session ID was created • Days: leave at default setting of ALL DAYS • 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	
7	Once your report displays, locate the disk icon. Click on the disk icon to display the dropdown box shown, and select PDF. 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.	
8	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. You will print the file 3-4 times: Materials Out copy, Materials In copy, and 2 copies for Attendance (one copy to turn in to 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 materials for your testing boxes/buckets. For your Materials Out/In copies, print this set of Material Control 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 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.	 Test Session ID: TX-XXXX-XX Pasadena ISD, Campus Name Test Administration Test Session Date and Time FORM TYPE: ☐ Materials Out ☐ Materials In ☐ Continued Testers