

ClearSight District: Implementation & User Checklists

Implementation & User Setup Guides

All information in these slides can also be found on our ClearSight Portal – [Resources](#) page.

Refer to our [Implementation & Setup Guides](#) page for a collection of resources to help guide you through user and technology setup for ClearSight testing.

	Account Activation & Access	User Roles & Responsibilities
Data Access	District and School Setup: User Checklists	Technology Coordinators
District Users	School Users (Administrators)	Teachers and Proctors
Getting Help		

Account Activation & Access

ClearSight



User Roles & Responsibilities

ClearSight



Data Access

ClearSight



District and School Setup:
User Checklists

ClearSight



Technology Coordinators

ClearSight



District Users

ClearSight



School Users (Administrators)

ClearSight



Teachers and Proctors

ClearSight



Getting Help

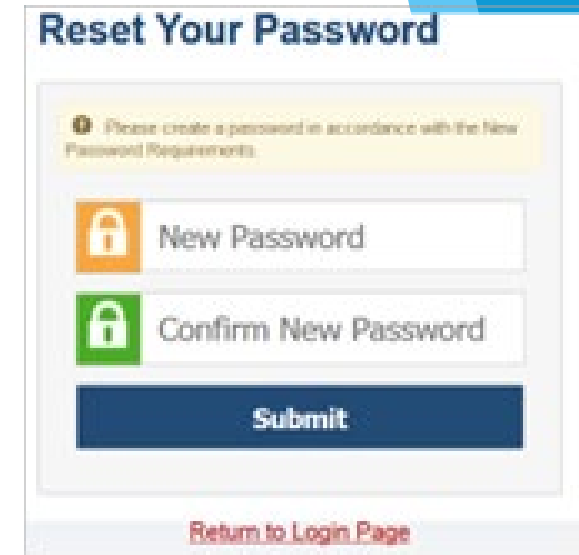
ClearSight



Account Activation & Access

New User: Activating Your Account via Automated Email

1. When you are added into TIDE by a District User, you will receive an activation email that expires in 15 minutes. Click the link in this email to access the Reset Your Password page.
2. Enter and confirm a new password. The password must be at least eight characters long and must include at least one number, one lowercase alphabetic character, one uppercase alphabetic character, and one special character (e.g. %, #, or !)
3. Click Submit. The ClearSight portal page appears



Reset Your Password

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password


Submit

[Return to Login Page](#)

New or Returning User: First Time Logging in for New School Year

The first time you log in or if the link in your automated email has expired, you can also access ClearSight systems directly from the [ClearSight Portal](#).

1. Access the ClearSight Portal
2. Select any system tile
3. Accept the new school year terms and conditions
4. Under “First Time Login this School Year?”, select “Request a new one for this school year” to activate your new credentials.



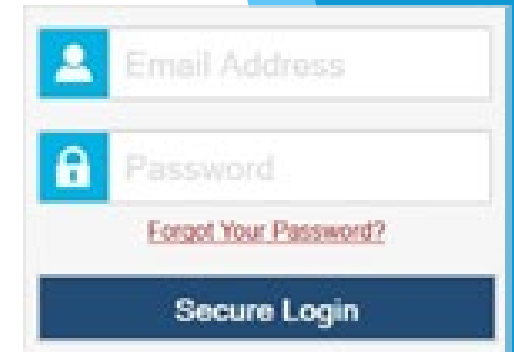
The screenshot shows a login interface with the following elements:

- Login** header
- Email Address input field with a person icon
- Password input field with a lock icon
- [Forgot Your Password?](#) link
- Secure Login** button
- First Time Login This School Year?** section with a red border, containing:
 - The password you used during the previous school year has expired.
 - [Request a new one for this school year.](#)

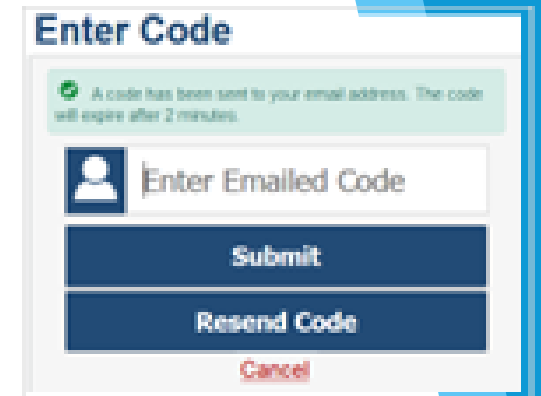
New or Returning User: Logging in from a new device, new browser, or after clearing browser cache

If you log in on a new device or browser, or clear the cache on a previously used browser, you must enter an emailed code after completing your initial login.

1. On the login page, enter the email address and password you use to access all ClearSight systems.
2. Click Secure Login. a. If the Enter Code page appears, an authentication code is automatically sent to your email address. You must enter this code in the Enter Emailed Code field and click Submit within five minutes of receiving the email.



A screenshot of a login form. It features two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button labeled 'Secure Login'.



A screenshot of the 'Enter Code' page. At the top, it says 'Enter Code' in blue. Below that is a green notification box with a checkmark icon and the text: 'A code has been sent to your email address. The code will expire after 2 minutes.' Underneath is an input field labeled 'Enter Emailed Code' with a person icon. At the bottom are three buttons: 'Submit', 'Resend Code', and 'Cancel'.

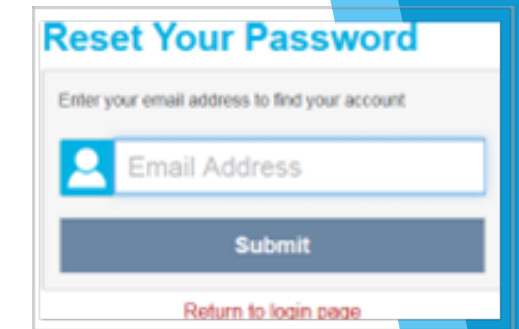
Resetting Your Password

If you forgot your password, your activation link expired, or a Student & User Management administrator locked your account, you will need to reset your password.

1. On the login page, click the *Forgot Your Password?* link.
2. On the Reset Your Password page, enter your email address and click Submit.
3. A reset link is sent to your email address. Click this link to access the Reset Your Password page.
4. Enter and confirm a new password. Then click Submit.



A screenshot of a login form titled "Secure Login". It features two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". At the bottom of the form is a dark blue button with the text "Secure Login".



A screenshot of a "Reset Your Password" page. The title "Reset Your Password" is in blue. Below it is the instruction "Enter your email address to find your account". There is an "Email Address" input field with a person icon. Below the input field is a dark blue button labeled "Submit". At the bottom right, there is a red link that says "Return to login page".

Accessing ClearSight Systems

- When we reference *ClearSight* systems, we mean the 7 different places *credentialed* users can access on the [Actions](#) page of the Portal.
 1. Author/Create
 2. Practice Test Administration
 3. TIDE (Student & User Management)
 4. Test Administration
 5. Test Preview
 6. Reporting
 7. Secure Inbox
- If a visitor selects one of these 7 systems, he or she will be prompted to sign in with his or her *ClearSight* Username and Password.
- Recent Announcements and documents on the Resources page are available to all.

Home Actions Resources Technology Requirements FAQs Subscribe for Updates

ClearSight

INTERESTED IN CLEARSIIGHT?

Actions

Online kindergarten through high school assessment solutions

Testing

- 1 Author/Create**
Author or Create items, stimuli, tests and share them with colleagues.
- 2 Administer a Practice Test**
Start and proctor a practice test session to prepare students for an administration.
- 3 TIDE (Student & User Management)**
Set-up, review, and change users as well as monitor test administrations.
- 4 Test Administration**
Schedule sessions or assignments and administer tests.
- 5 Checkpoint Previewing System**
Preview the Checkpoint Assessments before or after you administer them.

Reporting

- 6 Reporting**
View and/or print reports for test administrations.
- 7 Inbox**
Find your previously run reports and any files exchanged with ClearSight staff.

Announcements

GENERAL INFO

Welcome to New ClearSight Home Page

6/28/2021
We've made some changes to provide you with a more friendly user interface. Though the layout has changed slightly, you will find all of the same resources previously available.

CHECKLISTS

ClearSight Checklist for Ending the School Year

6/1/2021
Use ClearSight's Checklist for Ending the School Year prior to July 17, 2021 to make sure you have all tests completed and all needed data stored.

Find More

Access - Supporting Materials

All supporting materials—including user manuals, trainings, quick guides, and other product information can be found on the *ClearSight* Portal [Resources](#).

Resource Type

- Materials organized into categories such as General information, Quick Guides, Training, User Manuals, and videos.

Testing Phase

- Locate materials for Authoring, Practice Tests, Scoring and Reporting, Testing Set-up, and Active Testing.

Topic

- Find information organized by Assessment information, Equity, Item Bank, Step-by-step instructions, and Technology.

Home Actions **Resources** Technology Requirements FAQs Subscribe for Updates

ClearSight INTERESTED IN CLEARSIGHT?

Resources

Home > Resources

What can we help you find? All Search here... Search

REFINE Clear All Your search has returned 105 results.

Resource Type ▼

Testing Phase ▼

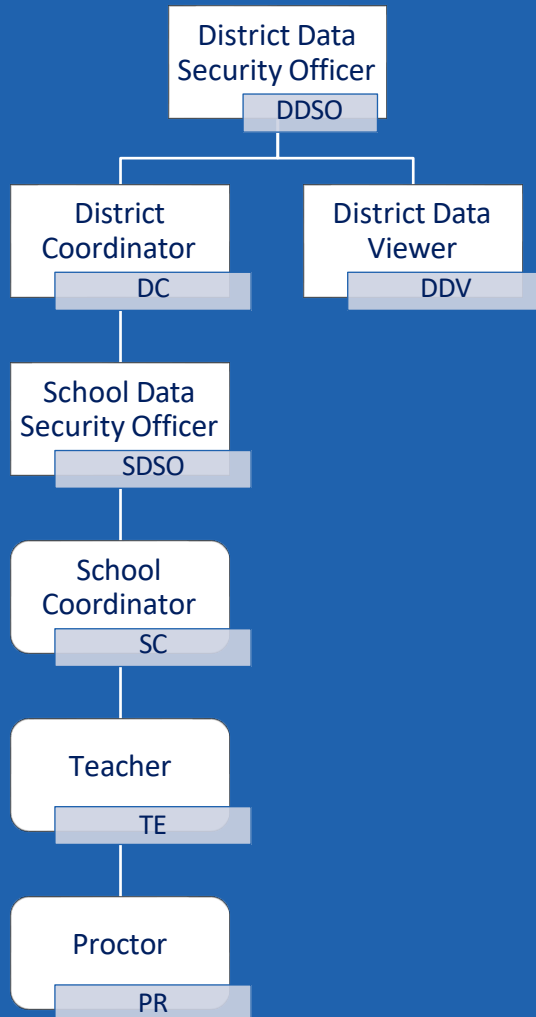
Topic ▼

FAQ
Frequently Asked Questions
[Answers to Frequently Asked Questions](#)

VIDEOS
At a Glance ClearSight Item Types
Quick video demonstrations of all item types.

User Roles & Responsibilities

User Roles



ClearSight usage (tasks) and access (data visibility) is managed by roles.

- Each district has the following roles:
 - District Data Security Officer (DDSO) (Usually 1 person)
 - District Test Coordinator (DC)
 - District Data Viewer (DDV) (View access only)
- Each school has the following roles:
 - School Data Security Officer (SDSO) (Usually 1 person)
 - School Test Coordinator (SC)
 - Teacher (TE)
 - Proctor (PR)
- Each user has access to all tasks of roles lower than theirs in the hierarchy. *Only one role is required per user.*

Review the [User Roles and Access](#) document on the *ClearSight* Portal for more information.

User Roles – Typical Responsibilities

- District Data Security Officer (DDSO)
 - Responsible for managing the district data uploads
 - Generates the district upload files (user file and student files)
 - Either generates and uploads, or manually creates, other district users
 - May do tasks below and on next slides
- District Test Coordinator (DC)
 - Oversees training of school personnel
 - Manages administrative procedures for the district
 - Manages data usage for the districts
 - May do tasks on next slides
- District Data Viewer (DVV)
 - View-only role to allow reporting data access only

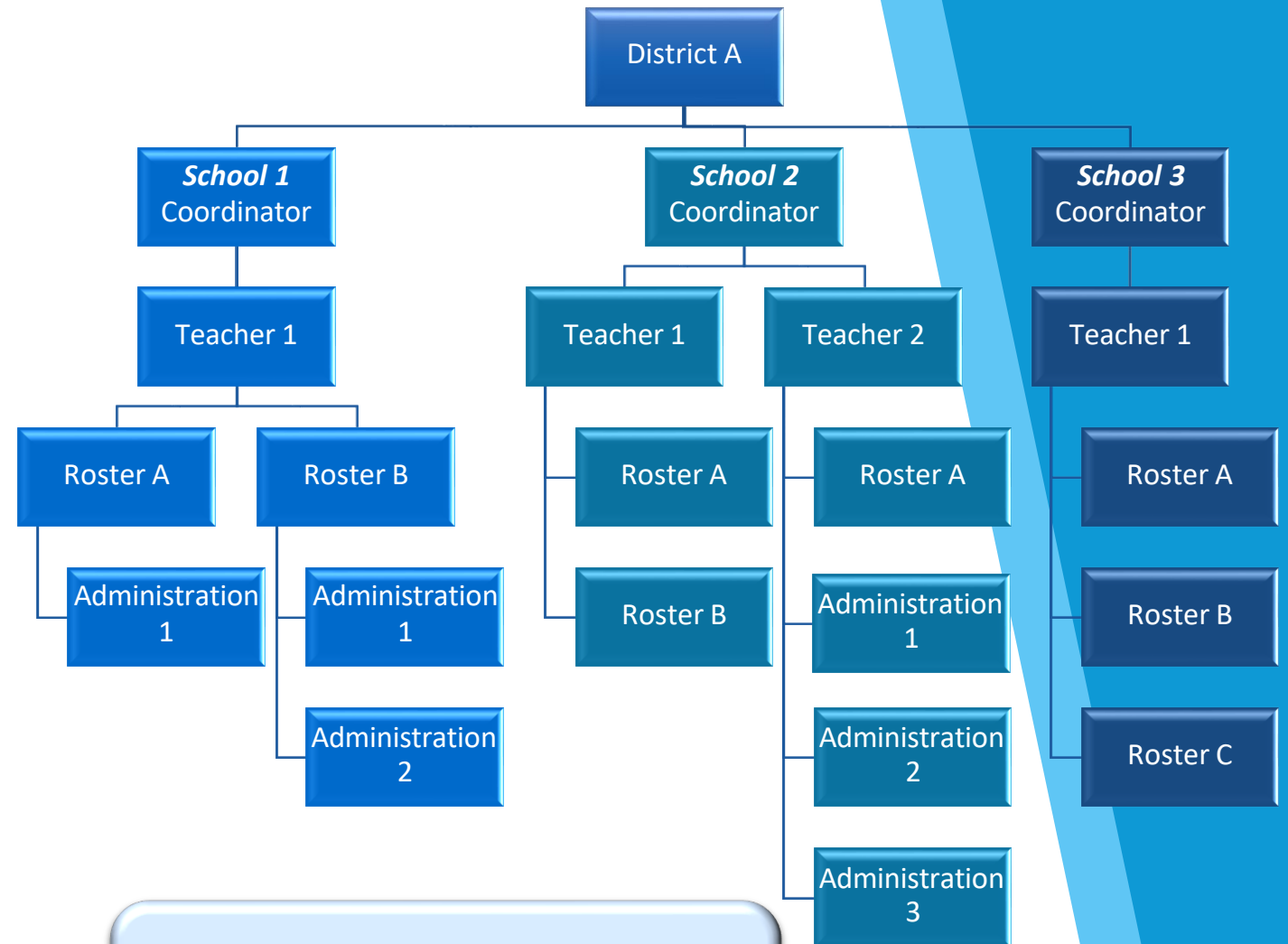
User Roles – Typical Responsibilities

- **School Data Security Officer (SDSO)**
 - Responsible for managing all school data uploads
 - Generates and uploads the school files (additional users and student files, if not done by district user)
 - Either generates and uploads or manually creates rosters
 - Either generates and uploads or manually updates test settings
 - May do any task below
- **School Coordinator (SC)**
 - Oversees training of users within school
 - Monitors *ClearSight* usage
 - May do any task below
- **Teacher**
 - Opens and monitors testing sessions
 - Evaluates student progress (reporting)
- **Proctor**
 - Opens and monitors testing sessions

Data Access

Data Access

- Data in *ClearSight* refers to information about users, students, administrations, and assessment results
- Data access, controlled by user role, is also controlled by jurisdiction (district/school).
 - A School Coordinator in School 1 will be able to see data about only teachers, students, rosters, and administrations in School 1.
 - Teacher 2 in School 2 will be able to see data only about students rostered to that teacher and students to whom they administered tests.



Think of it as line of sight.
A user's line of sight goes down
↓, not across.

District and School Setup: User Checklists

Technology Coordinators

Technology Coordinators – Before Testing

Prior to testing, the *ClearSight* Secure Browser should be installed on all school computers/devices that will be utilized by students.

To prepare for *ClearSight* administration, Technology Coordinators should:

Task	Resource
Become familiar with the ClearSight Portal	ClearSight Portal
Review Operating System & Secure Browser Manual	User Manual: Configuration of Operating Systems & Secure Browsers
Review how to set up online testing technology	Quick Guide: Setting Up Your Online Testing Technology
Review operating system support requirements	Quick Guide: Operating System Support Plan
Review ClearSight technology requirements	Technology Requirements

District Users

District Users – Before Testing

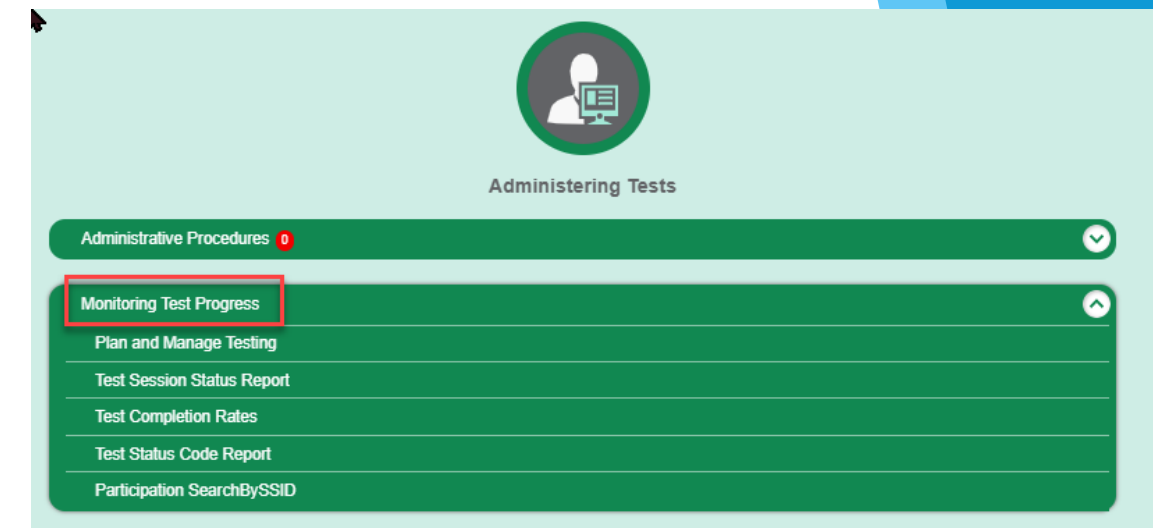
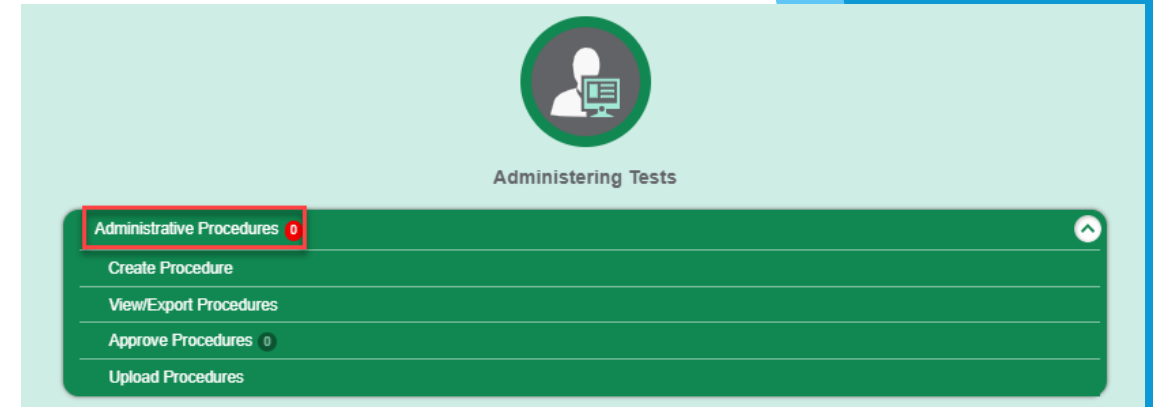
To prepare for *ClearSight* usage, district personnel should:

Task	Resource
Become familiar with the ClearSight Portal	ClearSight Portal
Become familiar with user roles and access	User Roles & Access
Upload district, school, and/or teacher users into TIDE.	Quick Guide to Uploading Users to TIDE
Optional: Add students and/or student settings into TIDE.	Quick Guide to Uploading Students
Optional: Add students to rosters.	Quick Guide to Uploading Rosters

District Users – During Testing

During testing, district personnel should:

- Monitor Administrative Procedures in TIDE (requests by school and teacher users to modify test statuses) and approve as necessary.
- Monitor Test Progress through a variety of reports



School Users (Administrators)

School Users – Before Testing

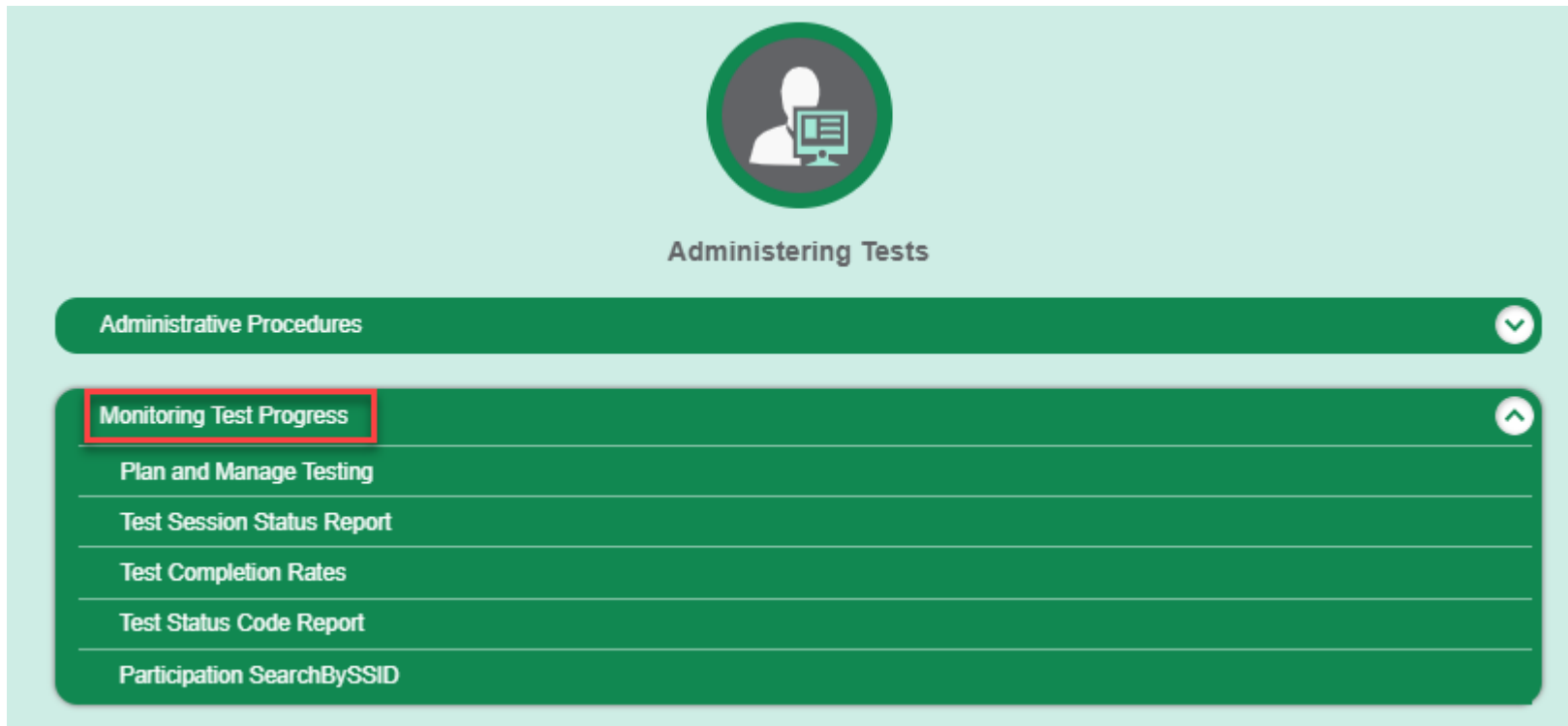
To prepare for *ClearSight* usage, school administrators should:

Task	Resource
Become familiar with the ClearSight Portal	ClearSight Portal
Review system training resources	System Trainings PowerPoints System User Manuals
Optional: Upload school, and/or teacher users into TIDE.	Quick Guide to Uploading Users to TIDE
Optional: Add students and/or student settings into TIDE.	Quick Guide to Uploading Students
Optional: Add students to rosters.	Quick Guide to Uploading Rosters
Ensure all school and teacher users have completed their New Users Required Course	New Users Required Course.

Linked to website.

School Users – During Testing

During testing, school personnel should monitor testing progress using Monitoring Test Progress in TIDE



Teachers and Proctors

Teachers and Proctors – Before Testing

To prepare for testing with *ClearSight*, teachers and proctors should:

Task	Resource
Become familiar with the ClearSight Portal	ClearSight Portal
Review system training resources	System Trainings PowerPoints System User Manuals
Optional: Add students and confirm student settings in TIDE.	Quick Guide to Uploading Students
Optional: Add students to rosters.	Quick Guide to Uploading Rosters
Complete the New User Required Course to confirm knowledge of the Test Delivery System as a proctor	New Users Required Course
Take a practice test as a student to become familiar with the student testing interface. Leave the Guest User and Guest Session toggles ON.	Practice Tests
Visit the Formative Test Preview system to review ClearSight's Formative assessments exactly as students will see them	Formative Test Preview

Teachers and Proctors – Practicing with Students Before Testing

To prepare students for testing with *ClearSight*, teachers and proctors should:

Task	Resource
Review test tools with students to confirm student accommodation and accessibility requirements	Accessibility & Accommodations
Review item type videos with students so they know how to interact with ClearSight questions	Item Type Videos
Administer a Practice Test with students to familiarize them with the student testing interface and test tools.	Quick Guide: Administer a Practice Test with Students Test Administration Practice Site – Proctor Test Administration Practice Site – Student

Getting Help

Getting Help

If you have any questions, please contact the *ClearSight* Help Desk:

- Telephone: 1.877.426.6941
- E-mail: clearsighthelpdesk@cambiumassessment.com
- Chat: <https://clearsight.portal.cambiumast.com/chat.shtml/>