

Connecticut Alternate Assessment System Training Required for Teachers Administering the Alternate Overview for District Administrators

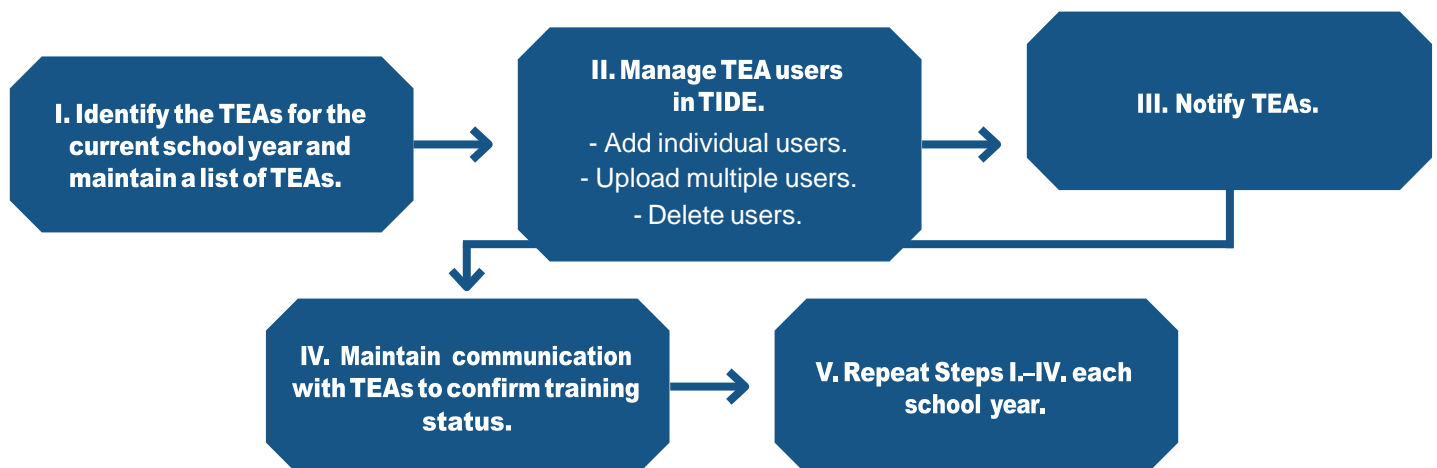
The Connecticut State Department of Education (CSDE) Performance Office and Cambium Assessment, Inc. (CAI) uses a qualification process for Teachers Administering the Alternate (TEAs) assessments. The Alternate Assessment System includes the Connecticut Alternate Assessment (CTAA) in English language arts and math for eligible students in Grades 3-8 and 11, and the Connecticut Alternate Science (CTAS) Assessment for eligible students in Grades 5, 8, and 11. Effective during the 2022-23 school year, the alternate assessment system also includes the Collaborative for the Alternate Assessment of English Language Proficiency (CAAELP) for eligible students identified as English learners/multilingual learners with the most significant cognitive disabilities in Grades K-12. This required qualification process ensures that TEA training includes the most current information as testing policies and system enhancements shift from year to year.

The Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate is a mandatory online course completed each school year to provide qualified educators with essential alternate assessment materials and the permissions to administer the CTAA and CTAS. Educators passing the embedded quiz for the training with a score of 80% or better will be assigned the Trained TEA certification and be provided all associated privileges for administering the alternate assessment. A separate training will be provided to teachers administering the CAAELP using a different online system. Refer to the Connecticut State Department of Education [CAAELP webpage](#) for more information.

Users with a TEA role has access to all Cambium online systems, including the Test Information Distribution Engine (TIDE), the Test Administration (TA) Interface, the Data Entry Interface (DEI), and the Centralized Reporting System (CRS). The TEA role has the same permissions in these systems as the TE role, however, only users with a TEA role can access secure alternate assessment system materials, administer the CTAA, and submit student scores on the CTAS using the DEI. For a full listing of TEA system permissions, please refer to the [User Role Permissions for Secure Systems](#) brochure posted to the [Connecticut Comprehensive Assessment Program Portal](#).

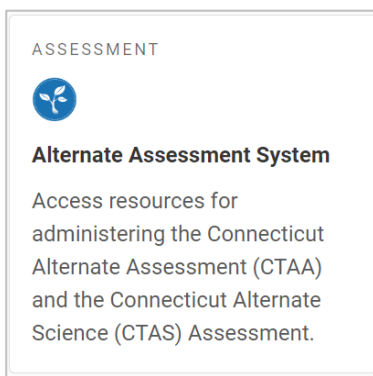
Overview of District Administrator Responsibilities

The flow chart below provides an overview of the responsibilities of the District Administrator (DA) in TIDE, who manages the assessment process and communication about Connecticut’s assessment system for their district. DAs must follow these procedures to ensure the alternate assessments are administered by teachers qualified for this responsibility.




Getting Started – Logging into TIDE

1. On the homepage of the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com/>), select the **Alternate Assessment System** program card.
2. Click on the **Test Information Distribution Engine (TIDE)** card under Preparing for Testing. The login page appears.
3. Enter your username and password, then click **Secure Login**.

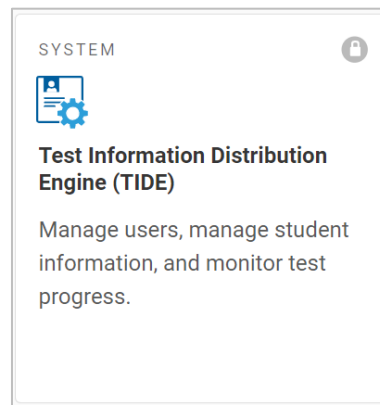


ASSESSMENT




Alternate Assessment System

Access resources for administering the Connecticut Alternate Assessment (CTAA) and the Connecticut Alternate Science (CTAS) Assessment.

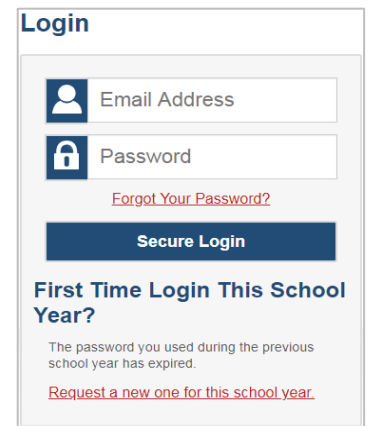



SYSTEM





Test Information Distribution Engine (TIDE)

Manage users, manage student information, and monitor test progress.

Login

 Email Address

 Password

[Forgot Your Password?](#)

Secure Login

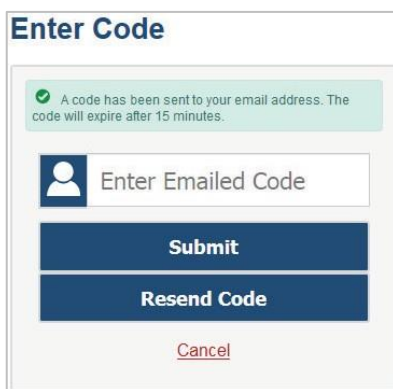
First Time Login This School Year?

The password you used during the previous school year has expired.


[Request a new one for this school year.](#)


4. If this is your first time logging into TIDE for the school year, from a new device, or after clearing your browser's cache, the **Enter Code** page appears. If this page does not appear, proceed to Step 5.

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 fifteen minutes of receiving the code via email.



Enter Code

 A code has been sent to your email address. The code will expire after 15 minutes.

 Enter Emailed Code

Submit

Resend Code

[Cancel](#)



5. The TIDE dashboard appears.



TIDE

Administration: CT Comprehensive Assessment 2019-2020 | User: User, Demo (DA)

CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM

General Resources | Help | Inbox | Manage Account | Log Out

Find Student by ID

Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters
- District Shipping Contact Information

Administering Tests

- Monitoring Test Progress
- Print Testing Tickets
- Appeals

I. Identify the TEAs for the Current School Year and Maintain a List of TEAs

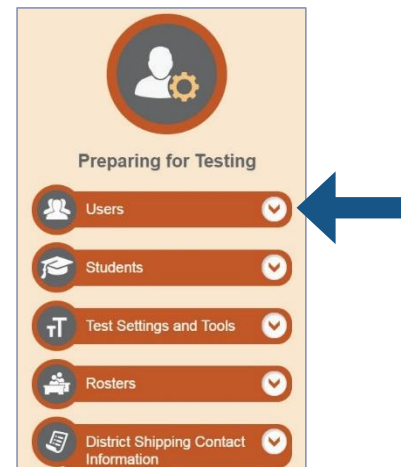
As a District Administrator, you must identify the teachers in your district who will be administering the Connecticut Alternate Assessment (CTAA) and the Connecticut Alternate Science (CTAS) Assessment. You should also collaborate with the English Learner Assessment Coordinator in your district to ensure teachers administering the CAELP are also trained if you have students that qualify for this assessment. **You will be required to maintain and update this list of teachers throughout each school year.**

Your list of TEAs must include **all** special education teachers who will administer the alternate assessments (CTAA and CTAS) in the current school year **regardless of previous training status.**

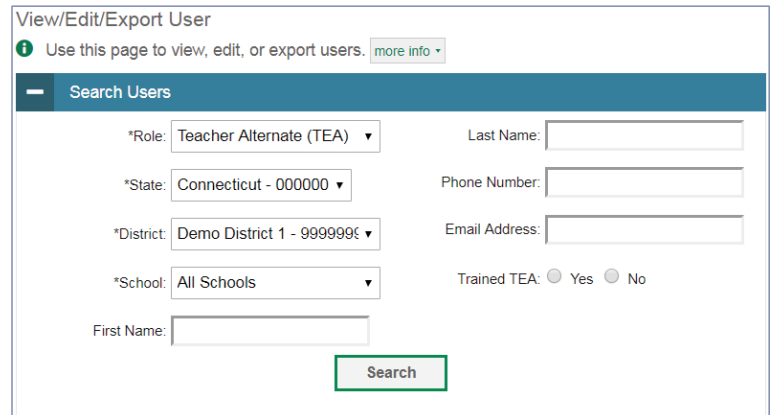
As a starting point, you should download a list of all TEAs in your district from the previous school year by performing the steps indicated in [Searching for TEA Users in TIDE](#), below. This process should be repeated after any cleanup (addition or removal) of TEA users has occurred.

Searching for TEA Users in TIDE

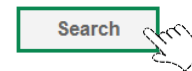
1. From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.
2. Click the **View/Edit/Export Users** task. The *View/Edit/Export User* page appears.



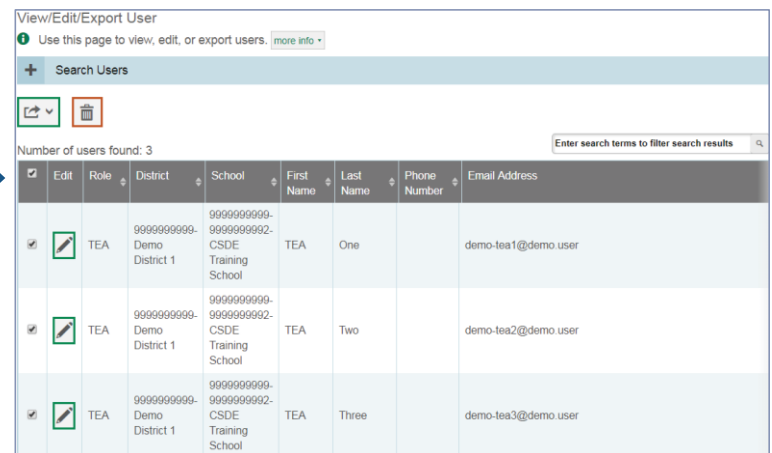
3. Designate your search criteria as follows:
 - a. In the **Role** drop-down menu, select *Teacher Alternate (TEA)*.
 - b. The **District** drop-down menu is pre-populated as your district, unless you are designated as a DA for multiple districts. If you are a DA for multiple districts, select the desired district.
 - c. From the **School** drop-down menu, select *All Schools*.



4. Click the **Search** button. Search results that align to your search criteria appear.



5. Click the checkbox in the header row of your search results table to select all search results.



<input checked="" type="checkbox"/>	Edit	Role	District	School	First Name	Last Name	Phone Number	Email Address
<input checked="" type="checkbox"/>		TEA	999999999- Demo District 1	999999999- CSDE Training School	TEA	One		demo-tea1@demo user
<input checked="" type="checkbox"/>		TEA	999999999- Demo District 1	999999999- CSDE Training School	TEA	Two		demo-tea2@demo user
<input checked="" type="checkbox"/>		TEA	999999999- Demo District 1	999999999- CSDE Training School	TEA	Three		demo-tea3@demo user

6. Click arrow icon above the table to export your search results. Select Excel to export the list of TEAs that align to your search criteria into an Excel spreadsheet. [Table 1](#) illustrates the user data that is included in this spreadsheet.



Table 1. User Data in Excel Spreadsheet

Column in Excel Spreadsheet	Explanation of Values
Role	TEA
District	District ID and District Name
School	School ID and School Name
First Name	First Name of TEA
Last Name	Last Name of TEA
Phone Number	Phone Number of TEA
Email Address	School Email Address of TEA
Trained TEA	<p>Training Status of TEA</p> <p>Y = TEA has completed required training course and has passed the final quiz with a score of at least 80% accuracy</p> <p>N or Blank = TEA has not completed required training course</p>

II. Manage TEA Users in TIDE

As a District Administrator (DA), you are responsible for assigning the TEA user role in TIDE to each teacher in your district who will be administering any alternate assessment. Collaborate with your English Learner Assessment Coordinator to determine who will be administering the CAAELP, if you have students that qualify for this assessment. DAs must collect the following information for each TEA:

- TEA District Association
- TEA School Association
- TEA First Name
- TEA Last Name
- TEA Phone Number
- TEA School Email Address

DAs must inform TEAs when they have been added into TIDE, making sure to note in their communication that once each TEA is added to TIDE, they will receive an email from cthelpdesk@cambiumassessment.com, which may

appear in spam or junk mail, depending on district security filters. TEAs will need to follow the steps in the email from cthelpdesk@cambiumassessment.com to activate their CAI TIDE account.

Adding Individual TEA Users into TIDE

1. From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.



2. Click the **Add Users** task. The *Add User* page appears.



3. First, enter the school email address for one TEA in the **Email Address** field. Then, click **+ Add user or add roles to user with this email**.

Add Users

i Use this page to add users to assessment systems. [more info](#)

PERSONNEL

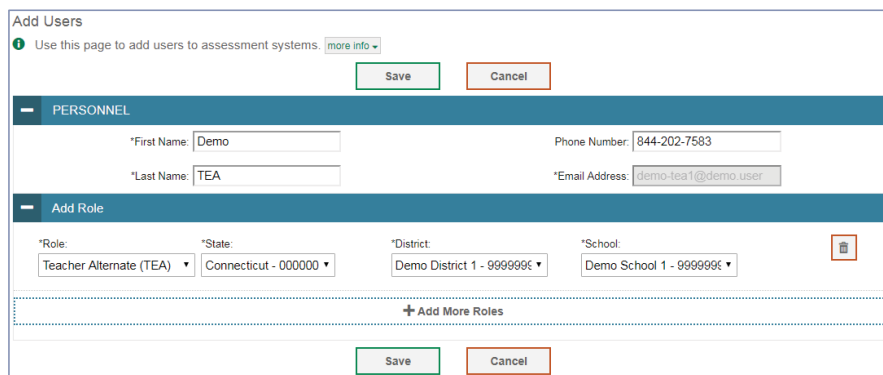
*Email Address:

+ Add user or add roles to user with this email

4. In the **PERSONNEL** pane, enter the TEA's first name, last name, and phone number in the appropriate fields.

5. In the **Add Role** pane, select the following from each drop-down list:
- Role:** TEA
 - District:** If the value is not pre-populated, select the TEA's District Association
 - School:** Select the TEA's School Association

Note: If the TEA is the primary special education teacher for students in multiple schools, this process will need to be repeated for each school.



The screenshot shows the 'Add Users' interface. At the top, there is a header 'Add Users' with a help icon and a 'more info' link. Below this are 'Save' and 'Cancel' buttons. The main form is divided into two sections: 'PERSONNEL' and 'Add Role'.
 In the 'PERSONNEL' section, there are input fields for:

- *First Name: Demo
- *Last Name: TEA
- Phone Number: 844-202-7583
- *Email Address: demo-tea1@demo.user

 In the 'Add Role' section, there are dropdown menus for:

- *Role: Teacher Alternate (TEA)
- *State: Connecticut - 000000
- *District: Demo District 1 - 999999
- *School: Demo School 1 - 999999

 Below these dropdowns is a '+ Add More Roles' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

6. Click **Save**.



Uploading Multiple Users into TIDE

Entering the TEA role for individual or multiple special education teachers using the Upload Users feature in TIDE requires the following information for each user to populate the Excel Spreadsheet Users Template:

- District ID (TEA District Association)
- School ID (TEA School Association)
- First Name
- Last Name
- Email (School Email Address)
- Phone
- Role (TEA)
- Action (ADD)

Please note that if the TEA is the primary special education teacher for students in multiple schools, the TEA will need to be included in multiple rows with a different School ID in each row.

Retrieve the Upload File Template

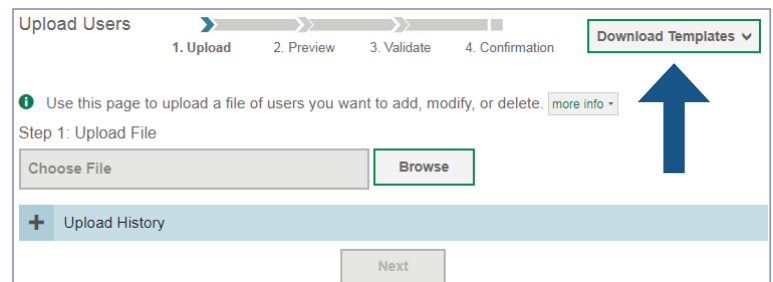
1. From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.



2. Click the **Upload Users** task. The *Upload Users* page appears.



3. Click the **Download Templates** drop-down list. Select the Excel template from the drop-down list. You will use this template to compose the upload file.



Entering TEA User Information into the Upload File

In the template, each row represents one user. Populate each column of the spreadsheet, including the District ID, School ID, First Name, Last Name, Email Address, Phone Number, Role (TEA), and Action (ADD) for each user.

A sample upload file, included below, contains the upload file template populated for a TEA who must be added to multiple schools and another TEA who must be added to only one school. Note that, in the sample file, the user

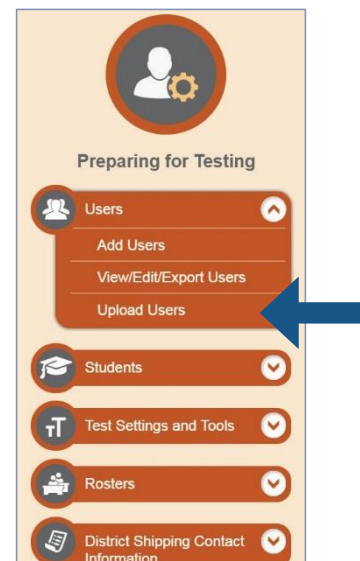
Demo TEA 1's information is included in multiple rows, with two different School IDs to add the TEA to two different schools using the same upload file.

Once you have completed the upload file template, save the file locally to your computer.

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action
2	9999999999	9999999902	Demo	TEA 1	demo-tea1@demo.user	844-202-7583	TEA	ADD
3	9999999999	9999999903	Demo	TEA 1	demo-tea1@demo.user	844-202-7583	TEA	ADD
4	9999999999	9999999903	Demo	TEA 2	demo-tea2@demo.user	844-202-7583	TEA	ADD

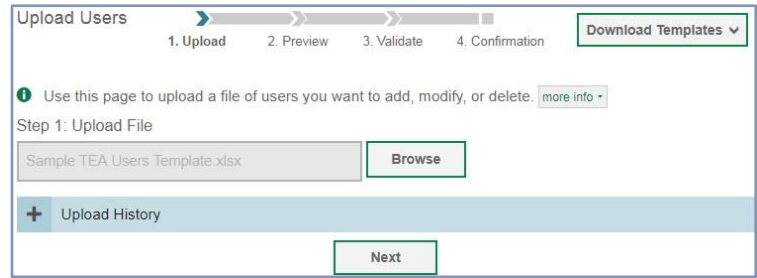
Uploading the File

- From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.
- Click the **Upload Users** task. The *Upload Users* page appears.



Step 1: Upload

- 1.1 Click **Browse** to search your computer for the completed upload file.
- 1.2 Navigate to the file that is saved on your computer.
- 1.3 Click **Open**.
- 1.4 Click **Next** to begin the process.



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

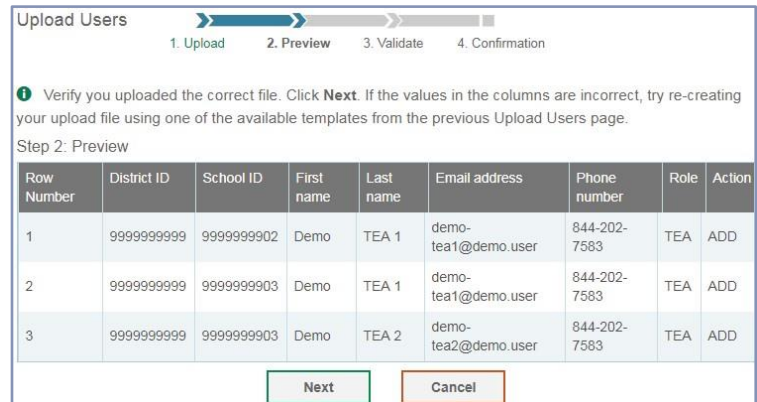
Step 1: Upload File

Sample TEA Users Template.xlsx

+ Upload History

Step 2: Preview

- 2.1 Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.
- 2.2 Click **Next** to continue the process.



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

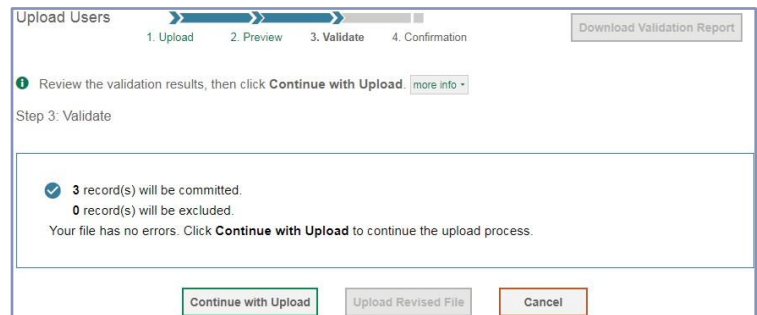
Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Users page.

Step 2: Preview

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9999999999	9999999902	Demo	TEA 1	demo-tea1@demo.user	844-202-7583	TEA	ADD
2	9999999999	9999999903	Demo	TEA 1	demo-tea1@demo.user	844-202-7583	TEA	ADD
3	9999999999	9999999903	Demo	TEA 2	demo-tea2@demo.user	844-202-7583	TEA	ADD

Step 3: Validate

- 3.1 TIDE validates the file to ensure there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.
- 3.2 If no errors exist, click **Continue with Upload** to add new TEA users.



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

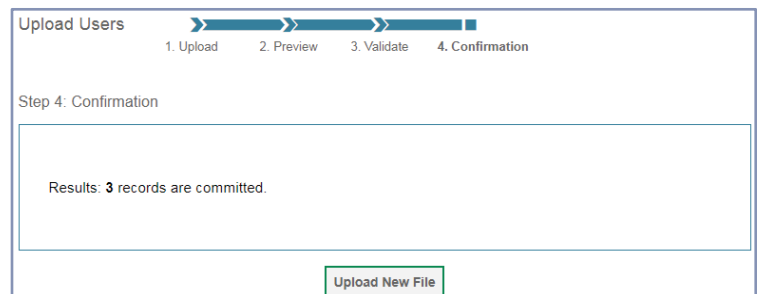
Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

3 record(s) will be committed.
0 record(s) will be excluded.
Your file has no errors. Click **Continue with Upload** to continue the upload process.

Step 4: Confirmation

- 4.1 A confirmation message indicates how many files TIDE successfully uploaded.



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

Results: 3 records are committed.

Deleting TEA Users in TIDE

1. From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.



2. Click the **View/Edit/Export Users** task. The *View/Edit/Export User* page appears.



3. Designate your search criteria as follows:
- In the **Role** drop-down menu, select *Teacher Alternate (TEA)*.
 - The **District** drop-down menu is pre-populated as your district, unless you are designated as a DA for multiple districts. If you are a DA for multiple districts, select the desired district.
 - From the **School** drop-down menu, select the school of the TEA who you wish to remove.
 - Enter any additional search criteria such as First Name, Last Name, Phone Number, or Email Address.

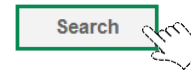
View/Edit/Export User

i Use this page to view, edit, or export users. [more info](#)

- Search Users

*Role: <input type="text" value="Teacher Alternate (TEA)"/>	Last Name: <input type="text"/>
*State: <input type="text" value="Connecticut - 000000"/>	Phone Number: <input type="text"/>
*District: <input type="text" value="Demo District 1 - 999999"/>	Email Address: <input type="text"/>
*School: <input type="text" value="All Schools"/>	Trained TEA: <input type="radio"/> Yes <input type="radio"/> No
First Name: <input type="text"/>	
<input style="border: 1px solid green; padding: 5px 15px;" type="button" value="Search"/>	

4. Click the **Search** button. Search results that align to your search criteria appear.



5. Click the checkbox next to each TEA who you wish to delete from TIDE.



View/Edit/Export User
 Use this page to view, edit, or export users. [more info](#)

+ Search Users

Number of users found: 3

<input type="checkbox"/>	Edit	Role	District	School	First Name	Last Name	Phone Number	Email Address
<input checked="" type="checkbox"/>		TEA	9999999999- Demo District 1	9999999999-9999999992- CSDE Training School	TEA	One		demo-tea1@demo.user
<input checked="" type="checkbox"/>		TEA	9999999999- Demo District 1	9999999999-9999999992- CSDE Training School	TEA	Two		demo-tea2@demo.user
<input checked="" type="checkbox"/>		TEA	9999999999- Demo District 1	9999999999-9999999992- CSDE Training School	TEA	Three		demo-tea3@demo.user

6. Click the trash icon above the table to delete the selected TEAs from TIDE.



III. Notify TEAs

Email the teachers on your list to notify them that they have been added to TIDE as a TEA and advise them on next steps in the process.

TEAs should watch for an email from cthelpdesk@cambiumassessment.com, which may appear in spam or junk mail depending on district security filters. TEAs will need to follow the steps in the email to activate their CAI account.

IV. Maintain Communication with TEAs to Confirm Training Status

Ensure that TEAs complete the Connecticut Alternate Assessment Training – Required for Teachers Administering the Alternate (TEAs) as soon as possible, recognizing critical due dates related to registering students to participate in the Alternate Assessment System.

Teachers who do not participate and pass the training requirement with a score of at least 80% accuracy will not be eligible to access required secure alternate assessment materials, administer the alternate assessments, or submit the Connecticut Alternate Assessment System Eligibility Form through the online Data Entry Interface (DEI).

V. Repeat Steps I.–IV. Each School Year

District Administrators should repeat Steps I.–IV. each school year to ensure the alternate assessments are administered by teachers qualified for this responsibility.

Contact the Connecticut Comprehensive Assessment Program Helpdesk for additional guidance.

Email: cthelpdesk@cambiumassessment.com

Phone: 1.844.202.7583