

Connecticut Alternate Assessment System Training Required for Teachers Administering the Alternate

Overview for Teachers Administering the Alternate

The Connecticut State Department of Education (CSDE) uses a process to qualify teachers to administer alternate assessments. TEA training is updated yearly and includes the most current information to reflect shifts in testing policies and system enhancements. This process qualifies individuals to earn the trained Teacher Administering the Alternate (TEA) assessment user role. The Alternate Assessment System includes the academic Connecticut Alternate Assessment (CTAA) for English language arts and math (available to eligible students in Grades 3-8 and 11), and the Connecticut Alternate Science (CTAS) Assessment (for eligible students in Grades 5, 8, and 11). It also includes the new 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.

The information below describes the responsibilities and procedures for the TEA to ensure the alternate assessments are administered by teachers qualified for this responsibility. 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 these assessments. Educators who pass the embedded quiz in the training with a score of 80% or higher will be assigned the Trained TEA certification flag in TIDE and will be provided all associated privileges for administering the alternate assessment (CTAA and CTAS). 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 trained TEA role have access to all Cambium Assessment, Inc. 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 trained TEA role can access secure alternate assessment system materials, administer the CTAA, and submit student scores for the CTAS using the DEI. For a full listing of TEA system permissions, please refer to the [User Permissions for Secure Online Systems](#) brochure posted to the [Connecticut Comprehensive Assessment Program Portal](#).

Overview of Teacher Administering the Alternate Responsibilities


The flow chart below provides an overview of the responsibilities within the Test Information Distribution Engine (TIDE) for TEAs, who prepare for and administer Connecticut’s alternate assessments (CTAA and CTAS) to eligible students with disabilities. TEAs must follow these procedures.



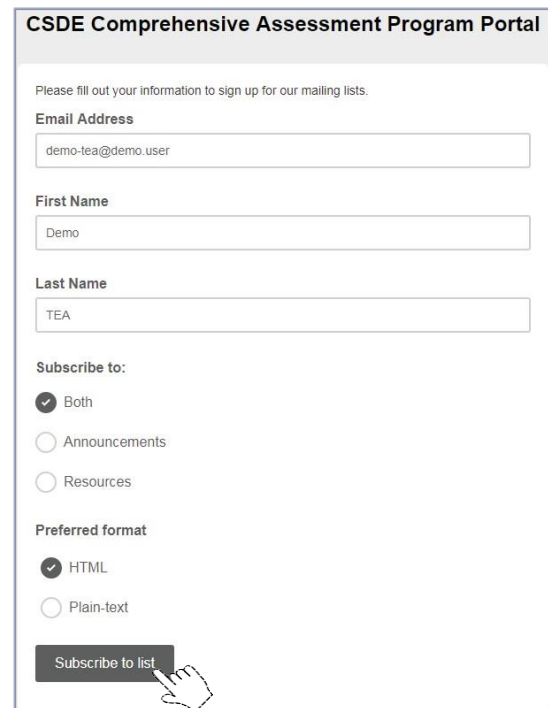
I. Register for Email Updates on the Connecticut Comprehensive Assessment Program Portal

TEAs must register for email updates on the Connecticut Comprehensive Assessment Program Portal. Registration will ensure that TEAs receive notifications when announcements and resources that relate to the Alternate Assessment System are posted to the Portal.

1. Navigate to the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com/>).
2. Click **Register for email updates**.
3. In the web form:
 - a. Enter your **school** email address, first name, and last name in the appropriate fields.
 - b. Under “Subscribe to”, select “Both”.
 - c. Click **Subscribe to List**.



Register for email updates



CSDE Comprehensive Assessment Program Portal

Please fill out your information to sign up for our mailing lists.

Email Address
demo-tea@demo.user

First Name
Demo

Last Name
TEA

Subscribe to:

Both
 Announcements
 Resources

Preferred format

HTML
 Plain-text

Subscribe to list

II. Activate Your TIDE Account

Once your DA for statewide testing has added you to TIDE as a TEA for the current school year, you will receive an email alerting you to activate your TEA account. The email will come from cthhelpdesk@cambiumassessment.com, and will include instructions for setting up your password.

To activate your TIDE account and to log into TIDE, follow the steps below.

Activate Your Account

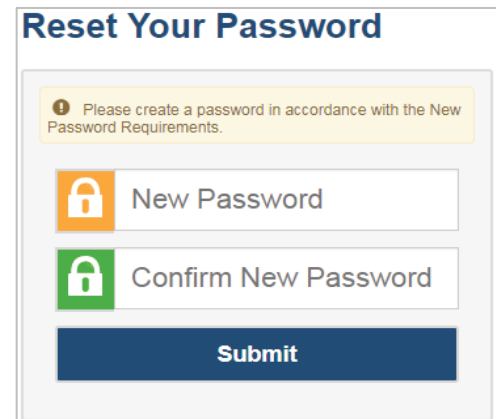
1. Within 15 minutes of account creation, click the link provided in the password reset email to go to the Reset Password page.

This link must be accessed within 15 minutes of receiving the email, or you will need to click a separate link to request a new email from cthhelpdesk@cambiumassessment.com.

2. On the **Reset Your Password** page, enter and confirm a new password.

The password must be at least eight characters long and must include at least one of each of the following: one number, one lowercase alphabetic character, one uppercase alphabetic character, and one special character (e.g., %, #, or !).

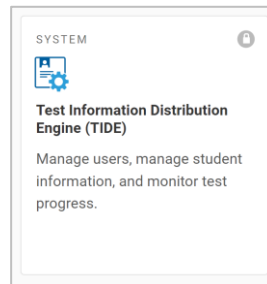
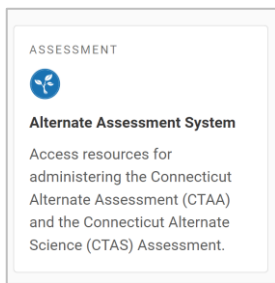
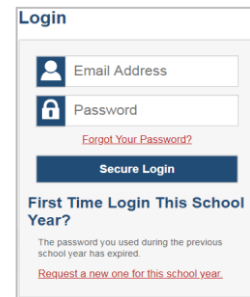
3. Click **Submit**. The Connecticut Comprehensive Assessment Program Portal appears.
4. The password creation process is complete. You may proceed to TIDE by following the instructions in [Logging into TIDE](#).



The screenshot shows a web form titled "Reset Your Password". At the top, there is a yellow information box with a lock icon and the text: "Please create a password in accordance with the New Password Requirements." Below this, there are two input fields. The first is labeled "New Password" and has an orange lock icon to its left. The second is labeled "Confirm New Password" and has a green lock icon to its left. At the bottom of the form is a dark blue button with the text "Submit" in white.

Logging into TIDE

1. From the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com/>), select the **Alternate Assessment System** program card.
2. Click on the **TIDE** card. The **Login** page appears.
3. Enter your school email address and password, then click **Secure Login**.

Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

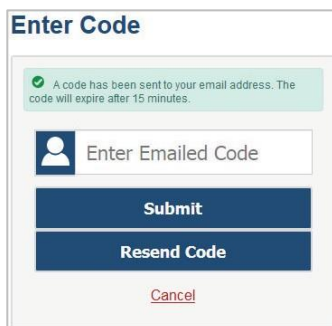
The password you used during the previous school year has expired.

[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.

5. The TIDE dashboard appears.

If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the **Enter Email 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](#)




TIDE

CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM

Administration: CT Comprehensive Assessment 2018-2019 | User: User: Dome (DA)

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

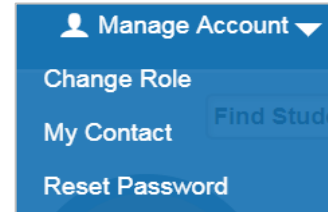
Administering Tests

- Monitoring Test Progress
- Print Testing Tickets
- Appeals

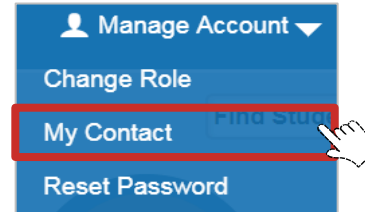
III. Verify Your Information in TIDE

Once you have logged into TIDE for the first time, you must verify that your contact information is correct. If any of your contact information is incorrect, you must contact your District Administrator (DA) to resolve any discrepancies.

1. On the TIDE dashboard, click on the **Manage Account** drop-down menu.



2. Click **My Contact**. The **My Contact Information** window appears.



3. Review your user role to ensure you have TEA status. Also, review all contact information in My Contact Information to ensure that all information is correct. If there are any discrepancies, you may modify your first name, last name, and phone number. If your email address is incorrect or has changed, contact your District Administrator (DA).

Note: Your Trained TEA status will be blank until you have completed the Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs) course and have passed the embedded quiz with a score of at least 80%.

IV. Complete the Connecticut Alternate Assessment Training – Required for Teachers Administering the Alternate (TEAs)

Locate the card to access the Connecticut Alternate Assessment Training – Required for Teachers Administering the Alternate (TEAs) on the Alternate Assessment System page on the [Connecticut Comprehensive Assessment Program Portal](#). Each year, an announcement will be posted to the Portal when this required training is available.

V. Review Sessions 1–4 in the Training

While we encourage both new and former TEAs to review all four sessions in the required training, we would like to provide the following recommendations:

- If you are a new TEA for this school year, access the information provided in all sessions.
- If you have completed the required TEA Training in the past year, review Sessions 1–4 attending to information that refreshes your previous understanding.

VI. Take and Pass the Quiz with a Score of at Least 80% Accuracy

Once you have reviewed Sessions 1–4 in the required training, proceed to take the final quiz. Passing this quiz with a score of at least **80%** accuracy or greater determines your status as a **Trained TEA** in TIDE. You may revisit each required training session and take this quiz as many times as necessary to achieve the status of **Trained TEA** in TIDE. Please note that once you pass the quiz with 80% accuracy or greater, you will have the option to click the **View/Print Certificate** button to generate your certificate of completion.

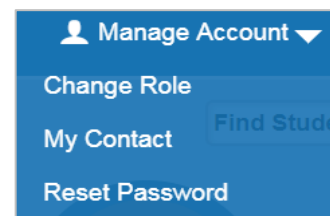
VII. Save Your Certificate of Completion to a Personal Folder

After passing the quiz with a score of at least 80% accuracy or greater, you will have the option to click the **View/Print Certificate** button to generate your certificate of completion. Click the **View/Print Certificate** button. You must save and maintain your certificate of completion to a personal folder on your computer so that, in the event verification is needed for your district, or if circumstances change in your position or email address, your status as a Trained TEA in TIDE may be verified and updated accordingly.

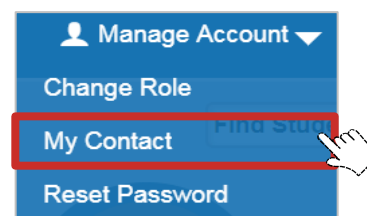
VIII. Verify Your Trained TEA Status in TIDE

To verify your Trained TEA status in TIDE, perform the steps below.

1. On the TIDE dashboard, click on the **Manage Account** drop-down menu.

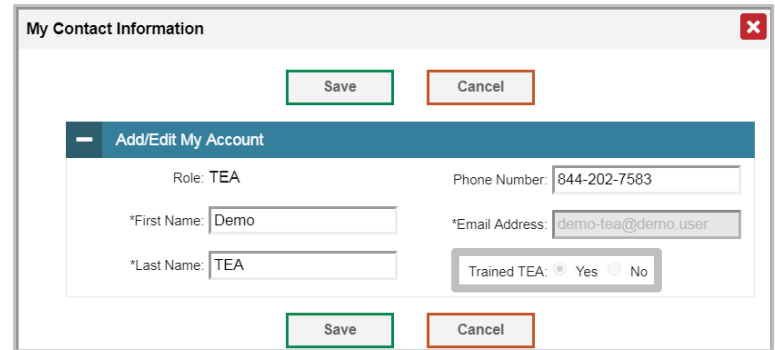


2. Click **My Contact**. The **My Contact Information** window appears.



3. Locate the **Trained TEA** field on the **My Contact Information** page. Verify that your training status is marked as “Yes”.

If your Trained TEA status is marked as “No” or is blank, verify that you have passed the final quiz in the training with a score of at least 80% accuracy.



The screenshot shows a web form titled "My Contact Information" with a close button (X) in the top right corner. Below the title are two buttons: "Save" (green) and "Cancel" (orange). The form content is under a tab labeled "Add/Edit My Account". It includes the following fields:

- Role: TEA
- Phone Number: 844-202-7583
- *First Name: Demo
- *Email Address: demo-tea@demo.user
- *Last Name: TEA
- Trained TEA: Yes No

At the bottom of the form are two buttons: "Save" (green) and "Cancel" (orange).



IX. Repeat Steps I.–VIII. Each School Year

Teachers Administering the Alternate (TEAs) should repeat Steps I.–VIII. each school year.

Contact the Connecticut Comprehensive Assessment Program Help Desk for additional guidance.

Email: cthelpdesk@cambiumassessment.com

Phone: 1.844.202.7583