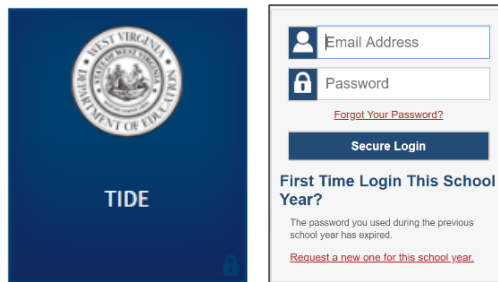


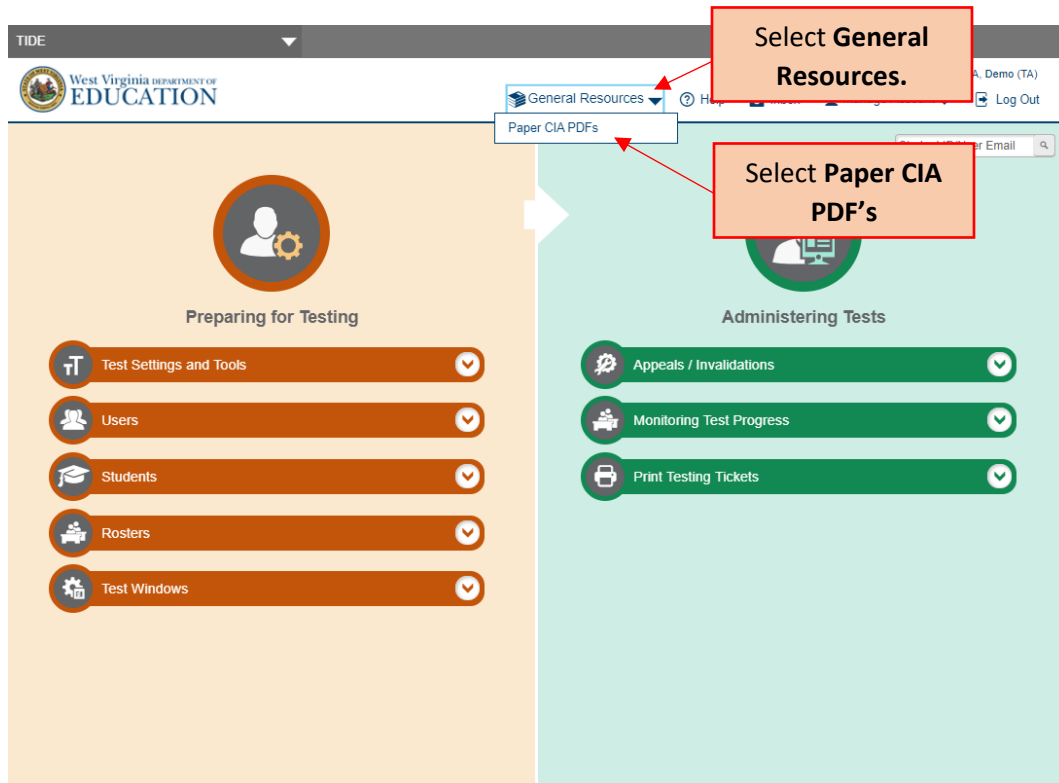
How to Administer and Enter Responses for Paper Comprehensive Interim Assessments (Paper CIAs)

How to Administer a Paper CIA

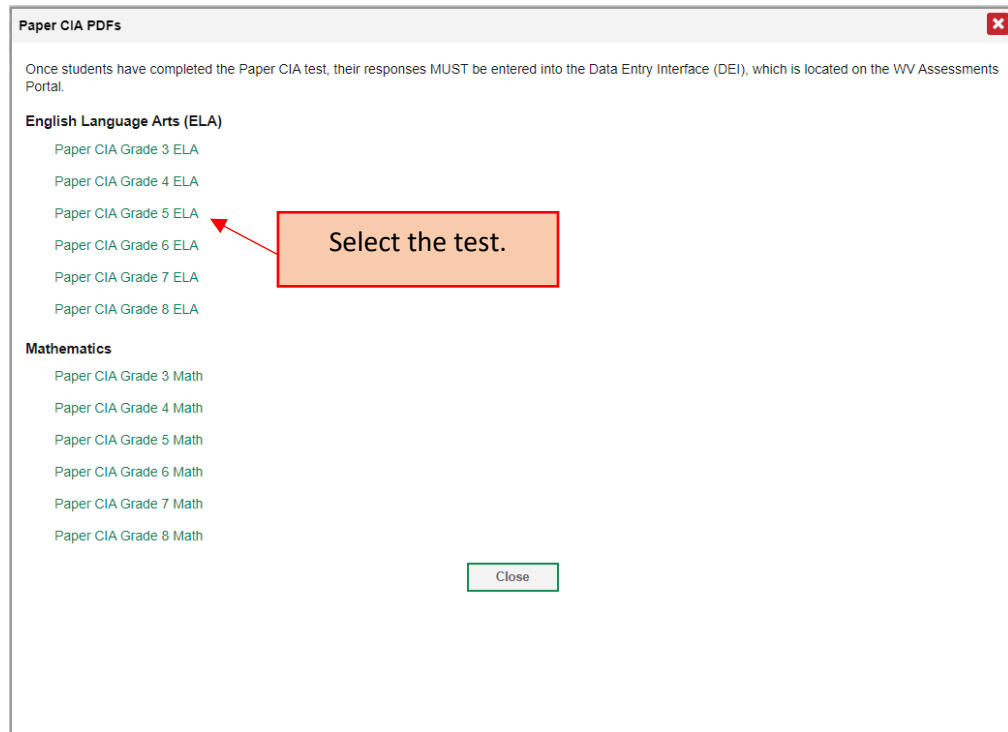
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on TIDE. Once you click on the TIDE card, the Login screen will appear. Use your login credentials to access the **TIDE site**.



2. Once you log in, you will see the **TIDE Dashboard**. In the **General Resources** drop down, select Paper CIA PDF's. The Paper CIA PDF's pop-up window appears.



3. From the Paper CIA PDF's pop-up window, select the grade-level test under the subject you want to administer. The Paper CIA PDF document appears. Download the document. Select the "back" arrow in your browser to return to the TIDE Dashboard.



4. To Administer the Paper CIA test you have two options.
 - a. **Option 1:** Download the fillable PDF onto a device that the student will use to take the Paper CIA test.
 - b. **Option 2:** Download the fillable PDF to your device. Print the PDF and send home for a student to complete.

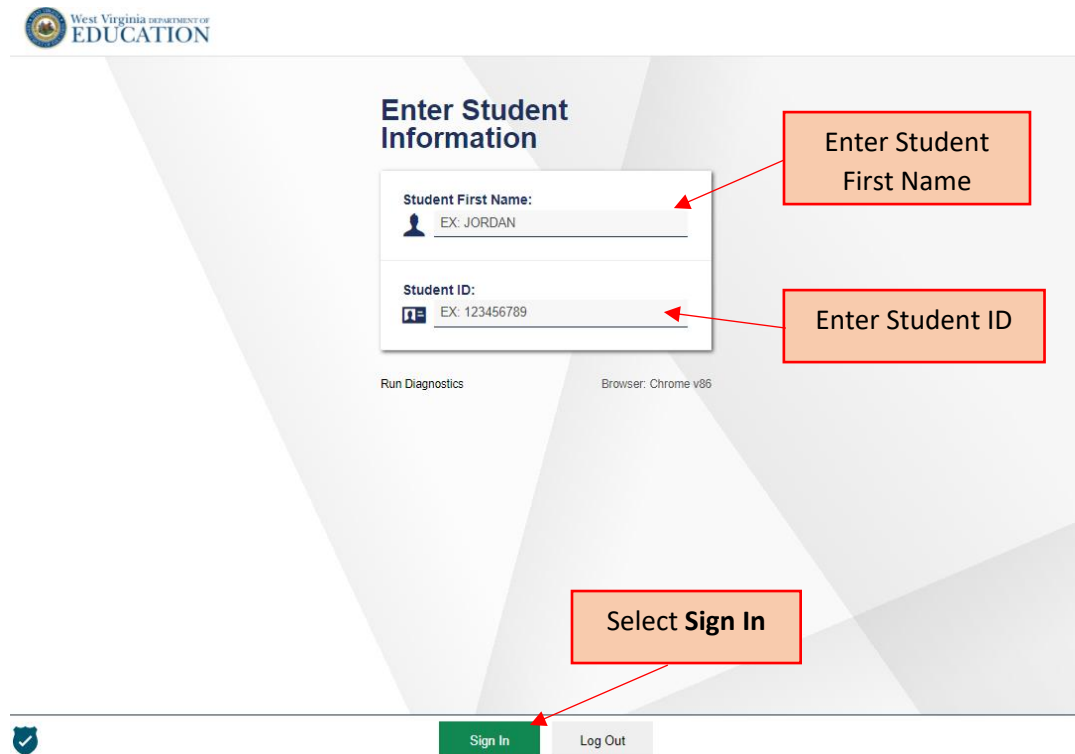
How to Enter Responses for a Paper CIA

1. Once students have completed the Paper CIA test, their responses **MUST** be entered into the Data Entry Interface (DEI).

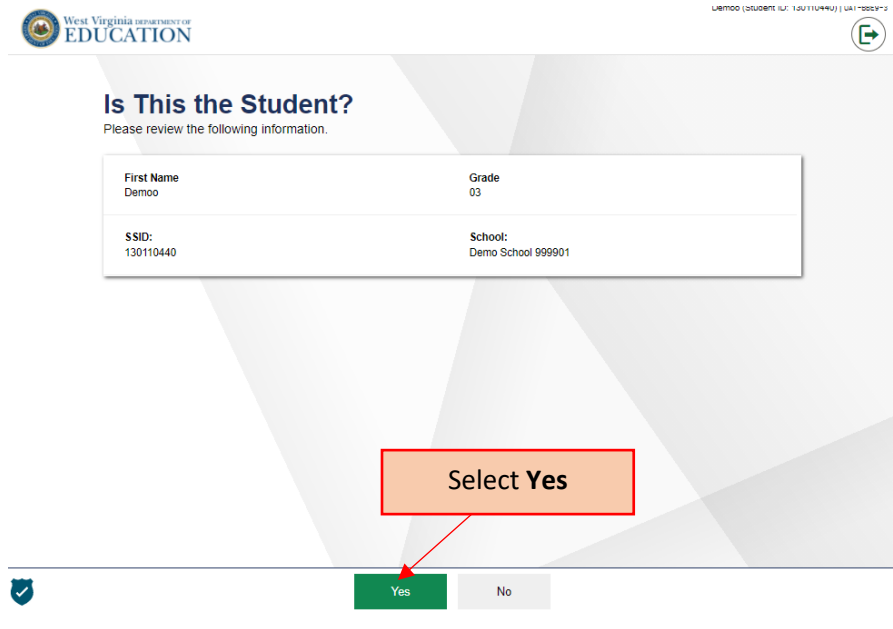
On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on **Data Entry Interface**. Once you click on the DEI card, the Login screen will appear. Use your login credentials to access the **DEI site**.



2. The **Enter Student Information** page appears. Enter the first name and student ID of the student whose responses you are entering. Select **Sign In**. The **Is This the Student** page appears.



3. Review the information on the page. Select **Yes** to confirm the information on the page accurately represents the student whose responses you are going to enter. The **Available Tests** page appear.



West Virginia DEPARTMENT OF EDUCATION

LEMOO (STUDENT ID: 130110440) | UA1*000372

Is This the Student?

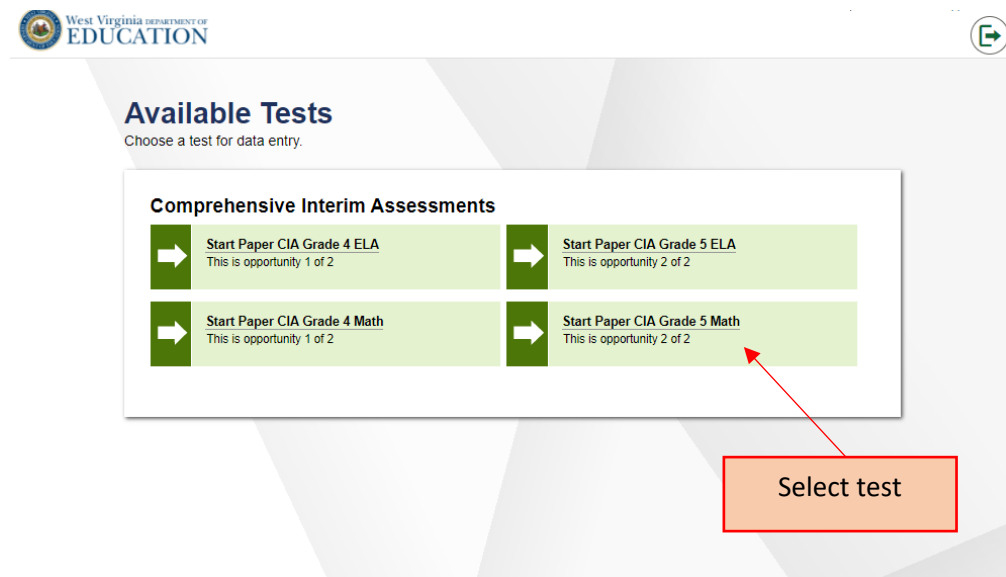
Please review the following information.

First Name Demo	Grade 03
SSID: 130110440	School: Demo School 999901

Select Yes

Yes No

4. From the **Available Tests** page, select the test you want to administer. The **Instructions and Help** page appears.



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Available Tests

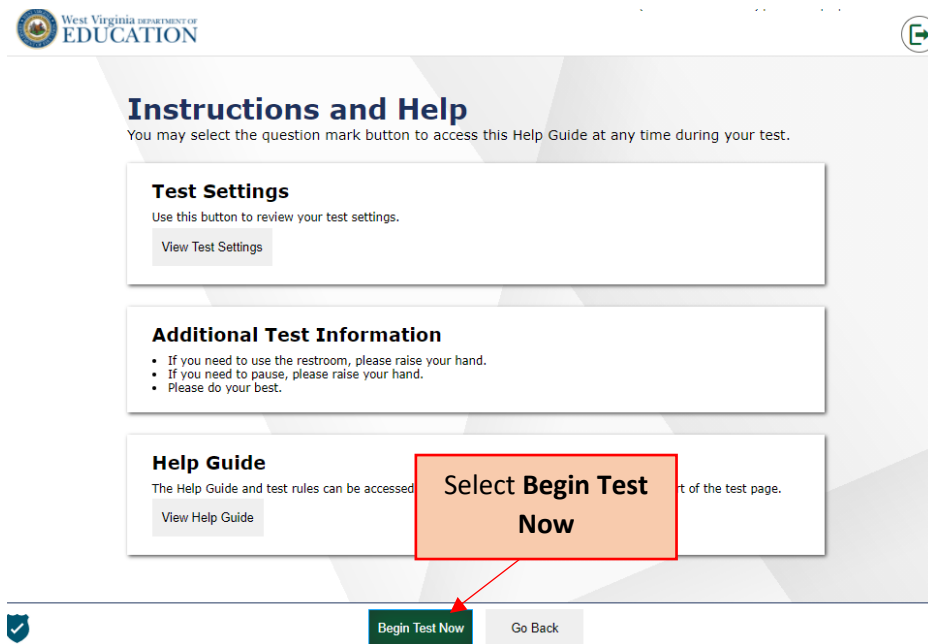
Choose a test for data entry.

Comprehensive Interim Assessments

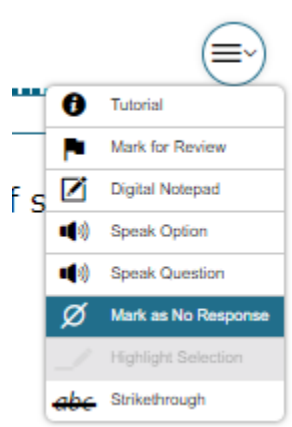
Start Paper CIA Grade 4 ELA This is opportunity 1 of 2	Start Paper CIA Grade 5 ELA This is opportunity 2 of 2
Start Paper CIA Grade 4 Math This is opportunity 1 of 2	Start Paper CIA Grade 5 Math This is opportunity 2 of 2

Select test

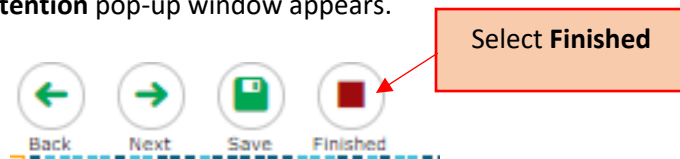
- On the **Instructions and Help** page, select **Begin Test Now**. The test appears.



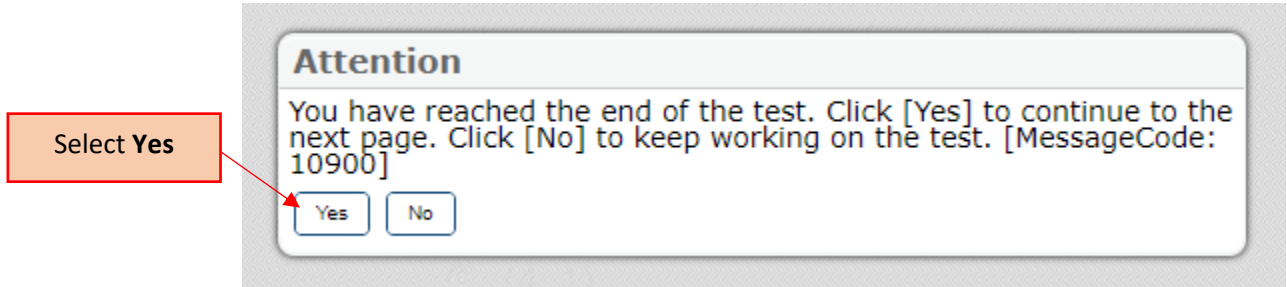
- Enter student responses in the test. If a student leaves an item blank, or has an illegible response, skip that item in DEI and continue entering responses.
 - Note: For ELA tests, if a student has a blank or illegible response for the Writing item, use the “Mark as No Response” flag from the context menu.



- Once you have finished entering responses, select the **Finished** button in the upper right corner of the test. The **Attention** pop-up window appears.

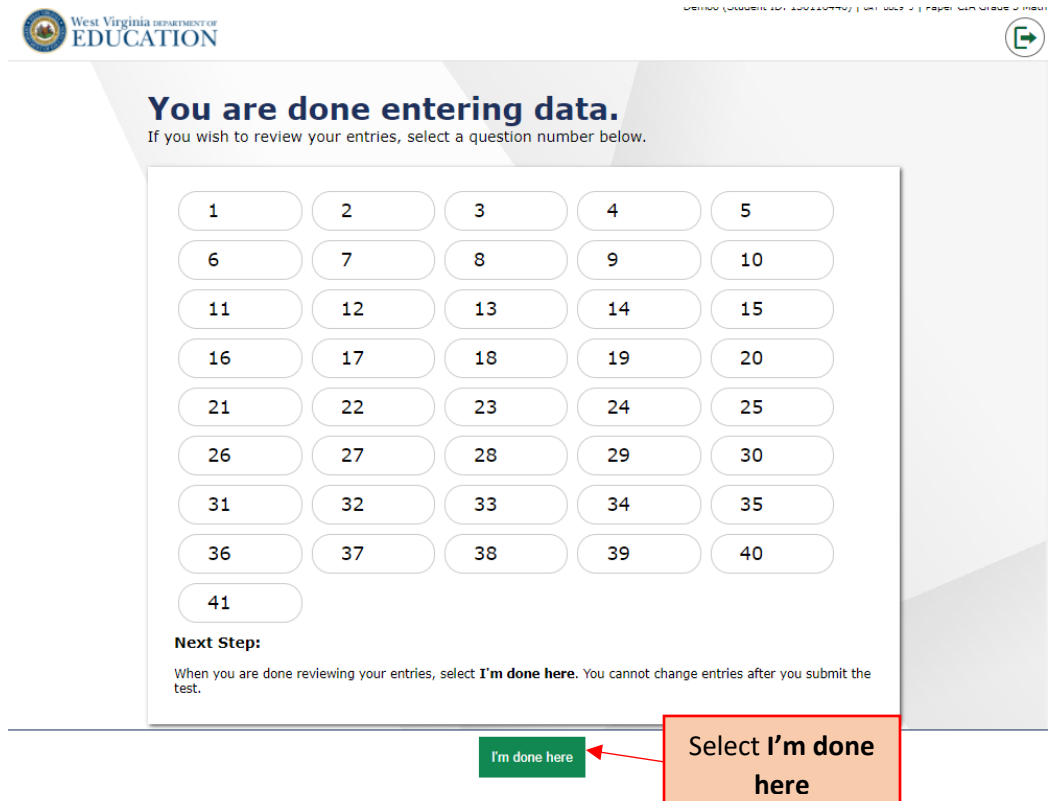


- In the **Attention** pop-up window, select **Yes** to continue. The **You are done entering data** page appears.



- On the **You are done entering data** page, select **I'm done here**. The **Warning** pop-up window appears. Select **Yes**. The **Done Reviewing Test** page appears.

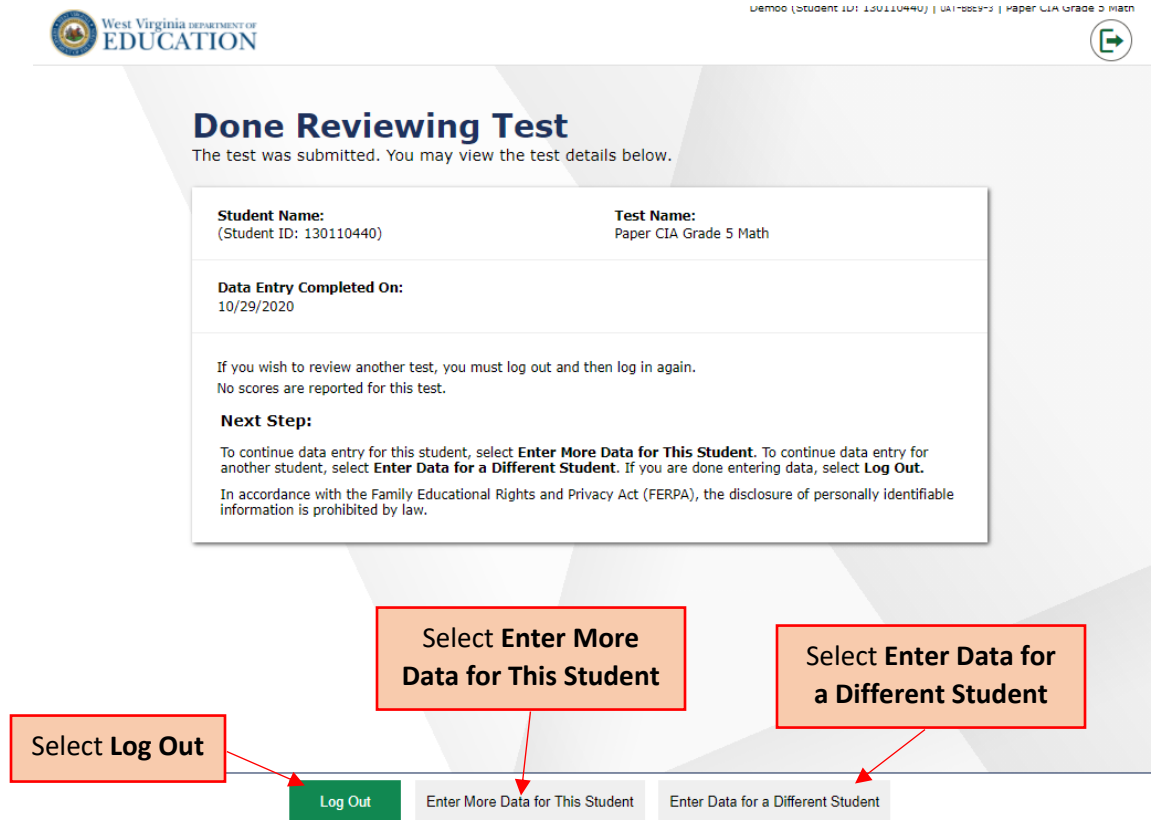
Note: Items left blank will appear with an orange triangle. If you skipped an item due to a student leaving that item blank, or having an illegible response, you should see an orange triangle next to that item.



10. On the **Done Reviewing Test** page, review the information. Select **Log Out** if you are done entering data. The login page appears.

Select **Enter More Data for This Student** if you have additional Paper CIA tests to enter for the same student. The available tests page appears.

Select **Enter Data for a Different Student** if you have Paper CIA tests to enter for another student. The enter student information page appears.



West Virginia DEPARTMENT OF
EDUCATION

MEMO (STUDENT ID: 130110440) | 04-08-20 | PAPER CIA GRADE 5 MATH

Done Reviewing Test

The test was submitted. You may view the test details below.

Student Name: (Student ID: 130110440)	Test Name: Paper CIA Grade 5 Math
Data Entry Completed On: 10/29/2020	

If you wish to review another test, you must log out and then log in again.
No scores are reported for this test.

Next Step:

To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Callout boxes with arrows pointing to buttons:

- Select **Log Out** (points to the green 'Log Out' button)
- Select **Enter More Data for This Student** (points to the grey 'Enter More Data for This Student' button)
- Select **Enter Data for a Different Student** (points to the grey 'Enter Data for a Different Student' button)