

Quick Guide for School Coordinators on Adding the Remote Proctoring Flag for New Teachers

In January 2021 when the Remote Proctoring features (video and chat) were deployed, all current existing teacher user profiles in TIDE were updated with a Remote Proctoring feature flag. This flag allowed all current teacher users in TIDE to be able to enable Remote or Hybrid Test Sessions when administering an Interim or Diagnostic test.

Any new teacher user account in TIDE that is created after the January 2021 update will need this flag turned on manually when the teacher user account is being created by the school coordinator and/or district test coordinator.

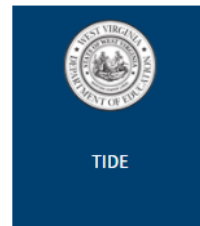
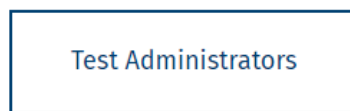
* There are now two steps that school coordinators and/or district test coordinators must complete when they are adding a new teacher to TIDE.

- First, add the teacher as a user in TIDE and save.
- Next, edit the teacher in TIDE to turn on the Remote Proctoring features option for the teacher.

This quick guide provides directions on how to enable the Remote Proctoring features option for a new teacher.

How to Assign Remote Proctoring Flag in TIDE

1. On the [West Virginia Assessment Portal](http://wv.portal.cambiumast.com) (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **TIDE** card. The log in page appears.



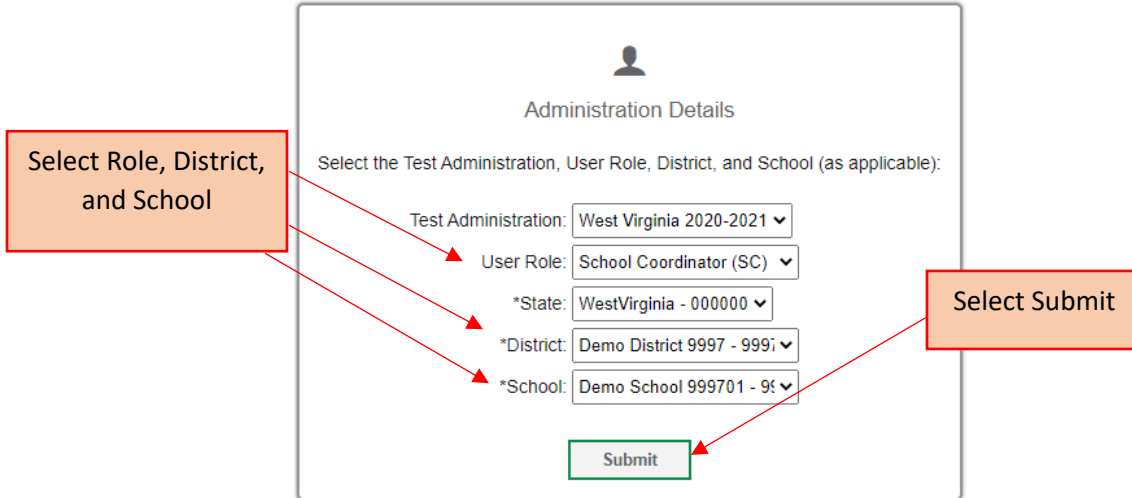
2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

Login

[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.](#)

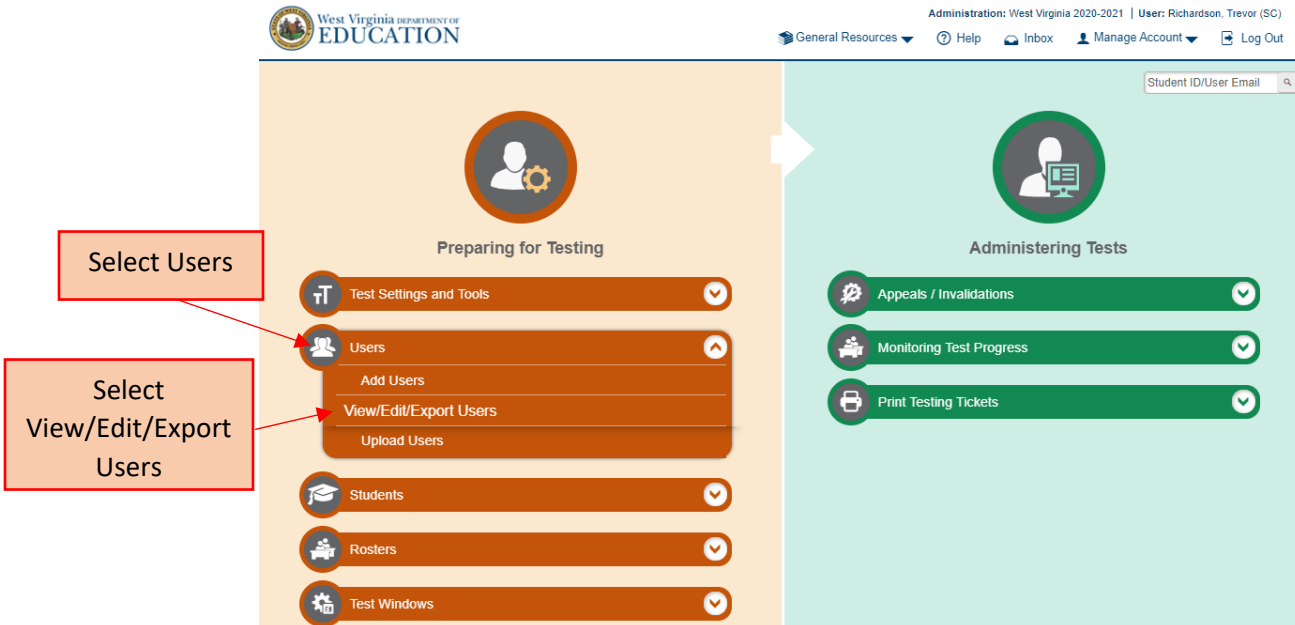
3. Select your **Role, District, and School**. Select **Submit**. The School Coordinator Dashboard appears.



The image shows a screenshot of the 'Administration Details' form. At the top, there is a user icon and the title 'Administration Details'. Below this, the instruction reads: 'Select the Test Administration, User Role, District, and School (as applicable):'. The form contains five dropdown menus: 'Test Administration' (set to 'West Virginia 2020-2021'), 'User Role' (set to 'School Coordinator (SC)'), '*State' (set to 'WestVirginia - 000000'), '*District' (set to 'Demo District 9997 - 999'), and '*School' (set to 'Demo School 999701 - 999'). A 'Submit' button is located at the bottom. Two callout boxes with red arrows point to the form: one on the left labeled 'Select Role, District, and School' pointing to the dropdown menus, and one on the right labeled 'Select Submit' pointing to the Submit button.

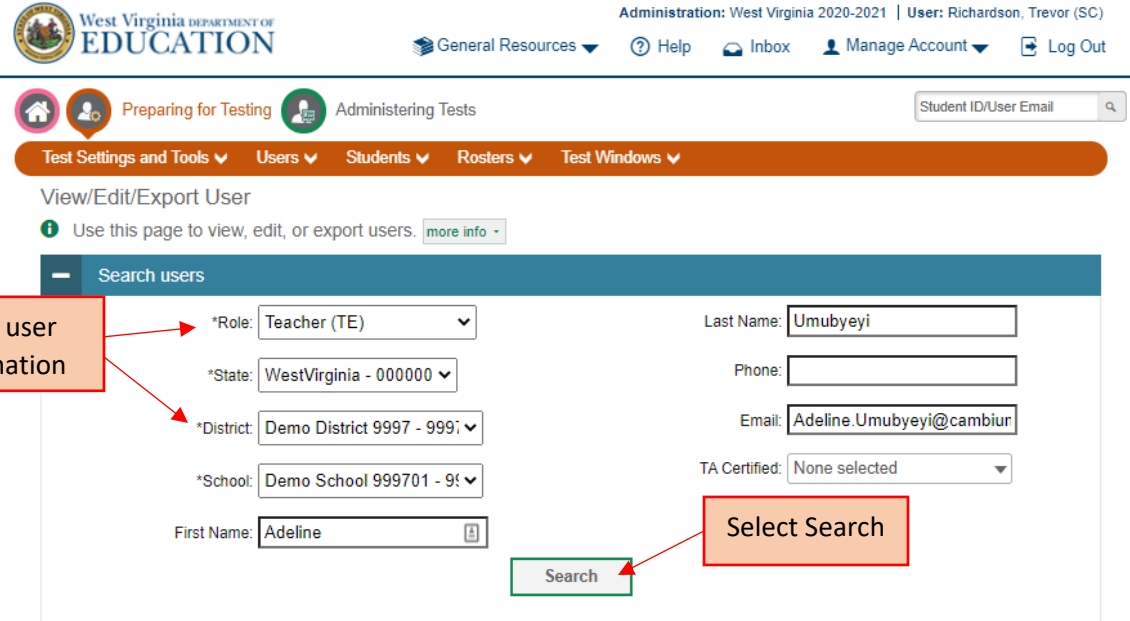
How to Assign Remote Proctoring Flag in TIDE

4. From **Preparing for Testing**, select the **Users** drop-down menu. Select **View/Edit/Export Users**. The View/Edit/Export Users page appears.



The image shows a screenshot of the TIDE dashboard. The top navigation bar includes the West Virginia Department of Education logo, the user name 'Richardson, Trevor (SC)', and links for 'General Resources', 'Help', 'Inbox', 'Manage Account', and 'Log Out'. The dashboard is divided into two main sections: 'Preparing for Testing' (orange background) and 'Administering Tests' (green background). The 'Preparing for Testing' section has a dropdown menu with options: 'Test Settings and Tools', 'Users', 'Students', 'Rosters', and 'Test Windows'. The 'Users' dropdown is expanded, showing sub-options: 'Add Users', 'View/Edit/Export Users', and 'Upload Users'. The 'Administering Tests' section has a dropdown menu with options: 'Appeals / Invalidations', 'Monitoring Test Progress', and 'Print Testing Tickets'. Two callout boxes with red arrows point to the 'Users' dropdown and the 'View/Edit/Export Users' option. A search bar for 'Student ID/User Email' is located at the top right of the dashboard.

- From the View/Edit/Export Users page, search for users by entering information such as Role, District, School, name, and email. Select **Search**.



Administration: West Virginia 2020-2021 | User: Richardson, Trevor (SC)

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

Preparing for Testing | Administering Tests

Student ID/User Email

Test Settings and Tools | Users | Students | Rosters | Test Windows

View/Edit/Export User

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

Search users

*Role: Teacher (TE) | Last Name: Umubyeyi

*State: WestVirginia - 000000 | Phone:

*District: Demo District 9997 - 999 | Email: Adeline.Umubyeyi@cambiur

*School: Demo School 999701 - 99 | TA Certified: None selected

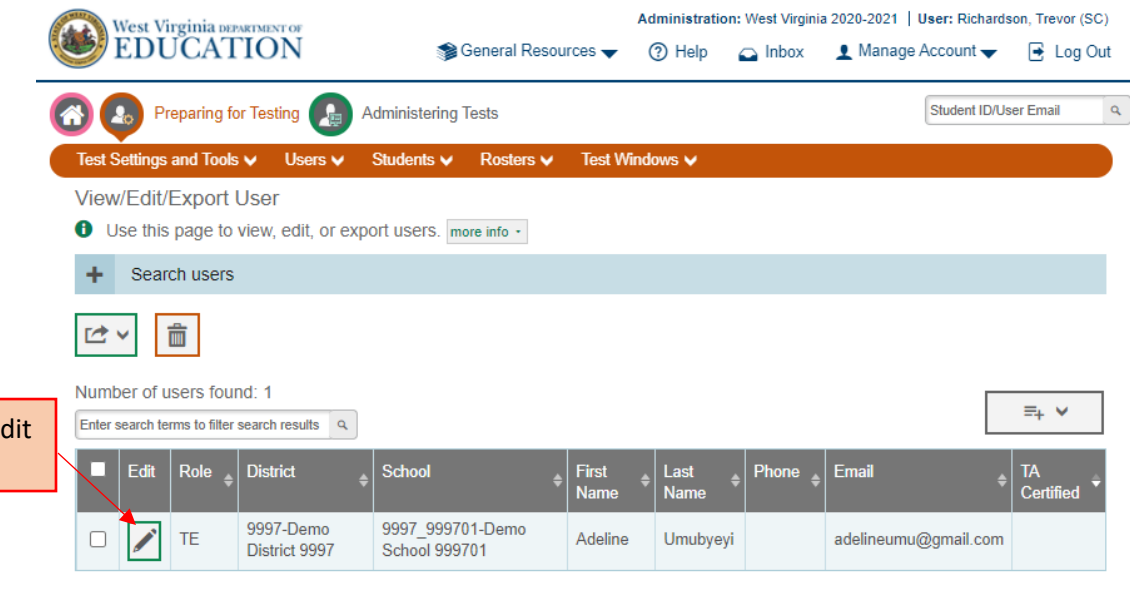
First Name: Adeline

Search

Enter user information (points to the form fields)

Select Search (points to the Search button)

- Select the edit icon for the user for whom you would like to add the Remote Proctoring flag. The View/Edit/User pop-up window appears.



Administration: West Virginia 2020-2021 | User: Richardson, Trevor (SC)

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

Preparing for Testing | Administering Tests

Student ID/User Email

Test Settings and Tools | Users | Students | Rosters | Test Windows


View/Edit/Export User

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

+ Search users

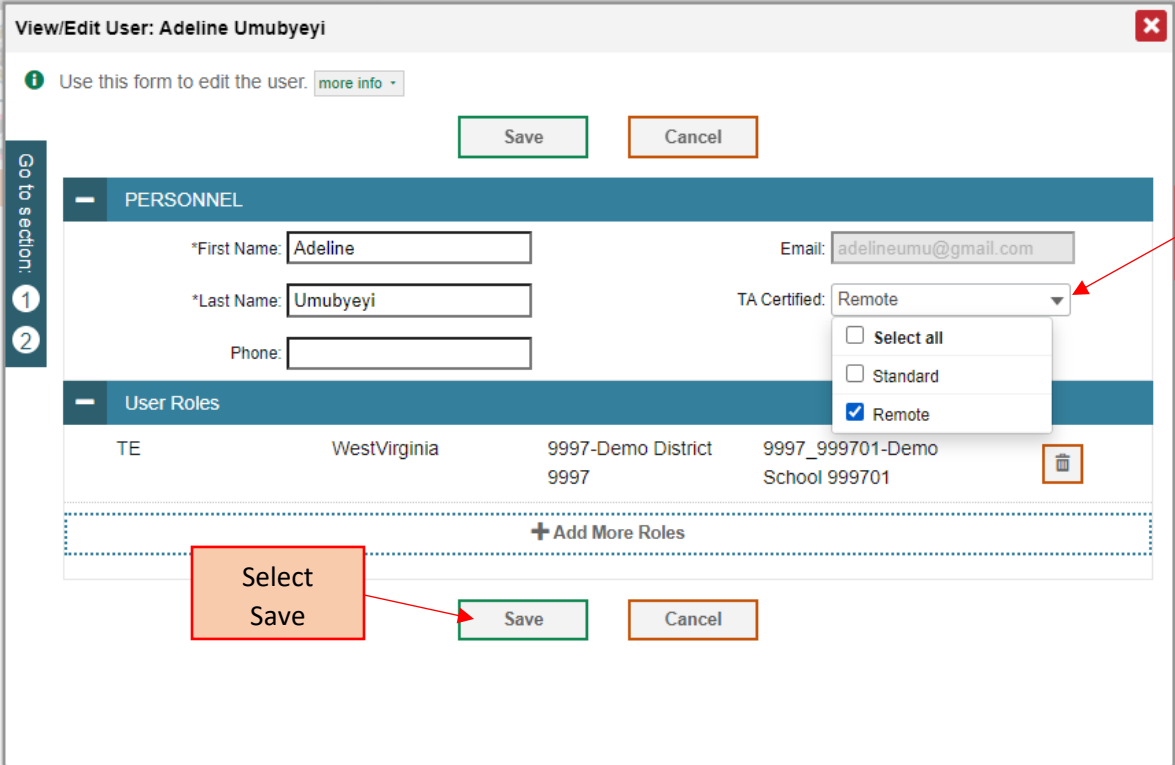
Number of users found: 1

Enter search terms to filter search results

<input type="checkbox"/>	Edit	Role	District	School	First Name	Last Name	Phone	Email	TA Certified
<input type="checkbox"/>		TE	9997-Demo District 9997	9997_999701-Demo School 999701	Adeline	Umubyeyi		adelineumu@gmail.com	

Select Edit Icon (points to the edit icon in the table row)

7. From the **TA Certified** drop-down menu select Remote to enable Remote Proctoring for that user. Select **Save**.



View/Edit User: Adeline Umubyeyi

Use this form to edit the user. [more info](#)

Save Cancel

PERSONNEL

*First Name: Adeline Email: adelineumu@gmail.com

*Last Name: Umubyeyi TA Certified: Remote

Phone:

Select all

Standard

Remote

TE WestVirginia 9997-Demo District 9997_999701-Demo School 999701

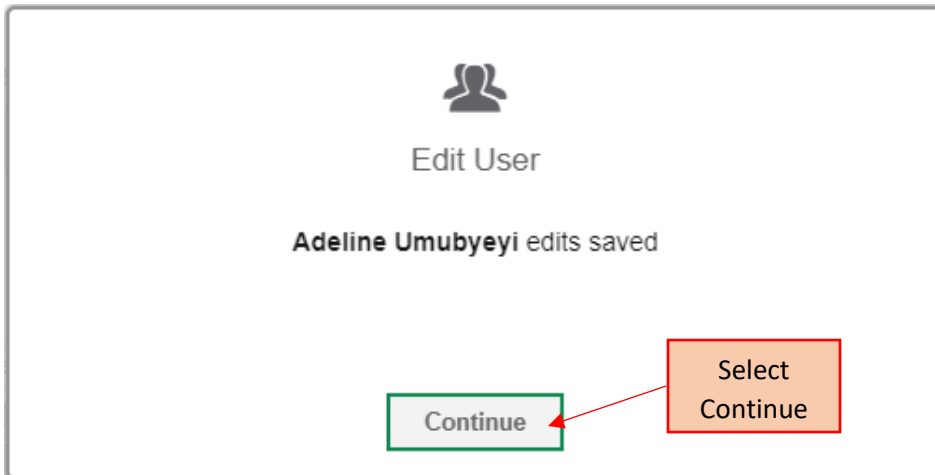
+ Add More Roles


Select Save

Save Cancel

Select Remote

8. Select **Continue**. The View/Edit/Export Users page appears. School Coordinators may search for another teacher or log out of TIDE.





Edit User

Adeline Umubyeyi edits saved

Continue

Select Continue