
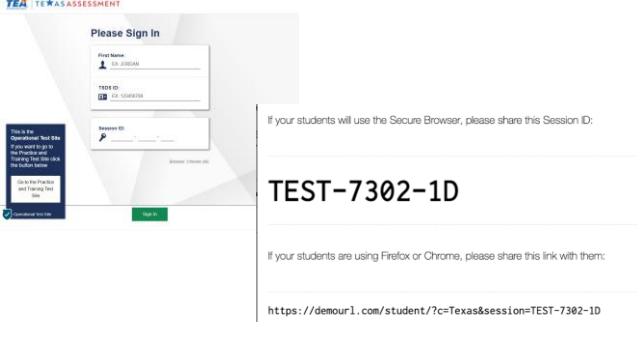
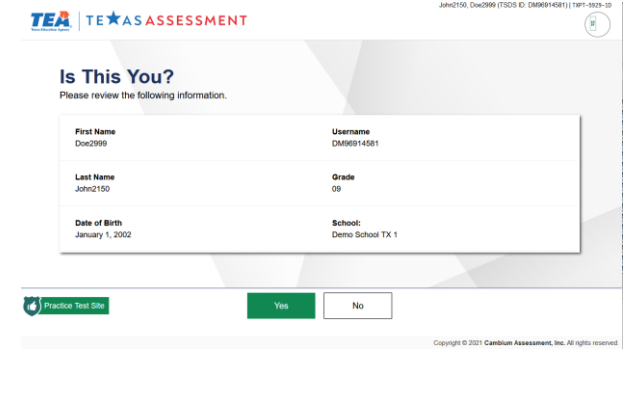
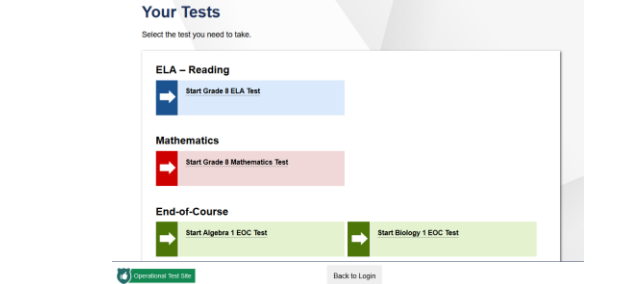


Test Administrator,

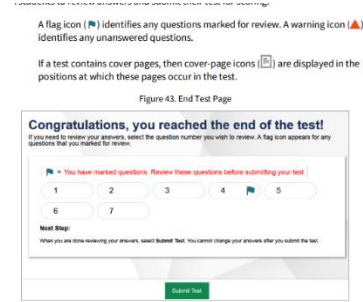
See below to assist student's with logging in to the STAAR platform. If there are any questions or issues, contact CTC immediately.

This information may be found in the [Test Delivery System Manual](#) and in your test administrator manual.

|  |  |
|--|--|
| <p><b>Signing into the secure browser</b></p> <p>Launch the secure browser application on the student's testing device. Be sure to launch test based on instructions for student's specific device.</p> <p><b>**Please note, platform may require you to choose a state. If so, choose Texas.</b></p>  |    |
| <p>The <b>Student Sign-In</b> page appears.</p> <p>The student will log in using their first name, the TSDS ID provided on the student test ticket, and the session ID provided by the test administrator. (It is recommended to write the session ID on the board. Be sure to erase at the end of the test session).</p> <p>Students select <b>Sign In</b>.</p>   |   |
| <p><b>Is This You?</b> page appears.</p> <p>If all the information on the <b>Is This You?</b> page is correct, the student selects <b>Yes</b> to proceed.</p> <p>If any of the information is incorrect, the student must select <b>No</b>.</p> <p><b>***You must notify the appropriate campus personnel that the student's information is incorrect. Any student demographic information that is incorrect must be updated before the student can begin testing.</b></p> |  |
| <p>The <b>Your Tests</b> page displays all the tests that a student is eligible to take. Students can only select tests that are included in the session and still need to be completed.</p> <p>The student selects the name of the test for the day.</p>  |  |

## End Test

1. Students click the End Test button, which appears in the upper-left corner of the screen after students respond to the last test question.
2. A confirmation message then appears. Students select Yes, which opens the End Test page that allows students to review answers and submit their test for scoring.



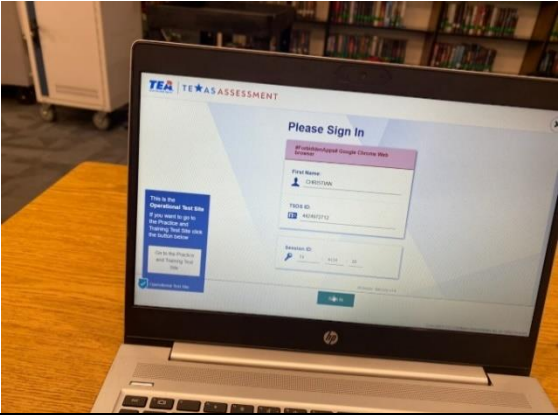
## How to Submit a Test

To submit the tests, students select **Submit Test** and then select **Yes** in the confirmation message that appears. The **Your Results** page appears, displaying the student's name, the test name, and the completion date.

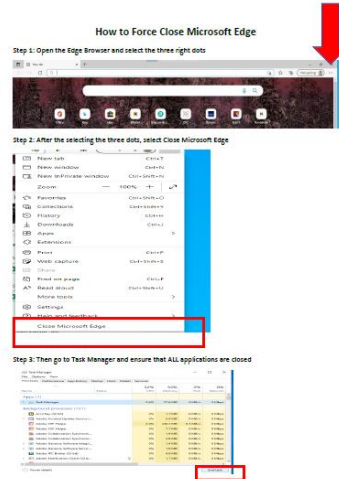
To exit the Student Interface, students select Log Out and then close the secure browser application.



- Link to Cambium Error Codes: <https://www.txetests.com/dev/mgt/errors.htm>

| Student Log in Issues  |  |
|--|--|
| Student name contains an apostrophe  | <p>Try a different device</p> <p>TC should go into TIDE and remove the apostrophe in the student profile in TIDE. TC must save the update, then have student login without typing the apostrophe</p>   |
| Multiple first names   | <p>Students must type their name EXACTLY as indicated on the test ticket. If there are spaces in the student's name and the student is unable to log in after multiple attempts, the TC should go to the student's record in TIDE and remove the spaces and save. After TIDE updates (approx. 30 seconds - 1 minute), have the student attempt to login again without spaces.</p>  |
| Student logs in and receives “No Tests are available at this time”                                       | <ul style="list-style-type: none"> <li>• Confirm student has entered correct session ID.</li> <li>• Student may not be eligible to test- contact TC</li> <li>• If session ID is correct, TC needs to verify details of Session (date, time, test selected). If information is incorrect, TC may be able to edit, if not delete session (<b>only if NO students are able to access the current session</b>) and create a new session with correct information</li> <li>• Student may not be eligible to test- contact TC</li> </ul> |
| Laptop Issues  |  |
| <p>Forbidden App</p>  | <p>If 'Forbidden App' displays, that means that another program is running in the background (e.g., Skype, Microsoft Teams, etc.) For Windows devices, Ctrl-Alt-Del to open the Task Manager and close those additional programs. For Mac devices, click on desktop first, and then click Command-Option Esc to open the Task Manager</p>  |
| Microsoft Edge is Open Dialogue Box (Automatically opens via Startup)                                    | <p>For the students who get the <b>Microsoft Edge is open</b> dialogue box: have them close Cambium, Open Microsoft Edge. Click the three circles on the top right and select “End” or “Close” Edge from the drop-down menu.</p>   |

## How to force close Microsoft Edge



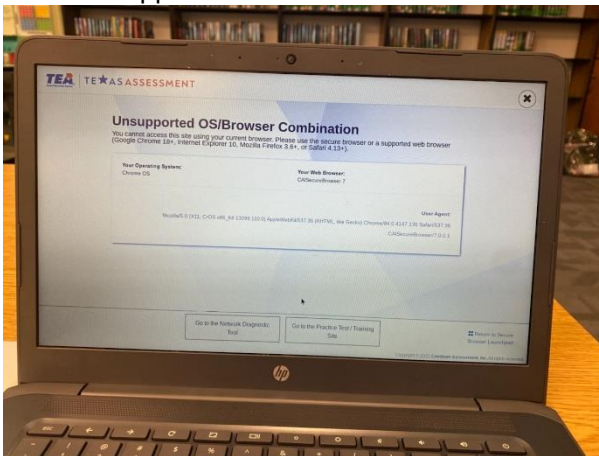
Microsoft Teams is Open Dialogue Box  
(Automatically opens via Startup)

For the students who get the **Microsoft Teams is open** dialogue box: Press CTRL ALT and Delete. Open the task manager. Select "TEAMS" and "END". If Cambium was left open, they will have to close the window, and then close the task manager, and reopen Cambium.

No software Center

If Software Center is not on the desktop, it can be found by clicking the Windows start menu and typing Software Center. However, if the device is a Surface Laptop Go, Software Center is not installed, and the students should use Company Portal instead. Company Portal can be found the same way.

Issue: Unsupported Browser



Fix: App is not updated

Contact your district tech representative for guidance on updating app.