# How to Administer and Enter Responses for Printable PDF Comprehensive Interim Assessments (Printable PDF CIAs)

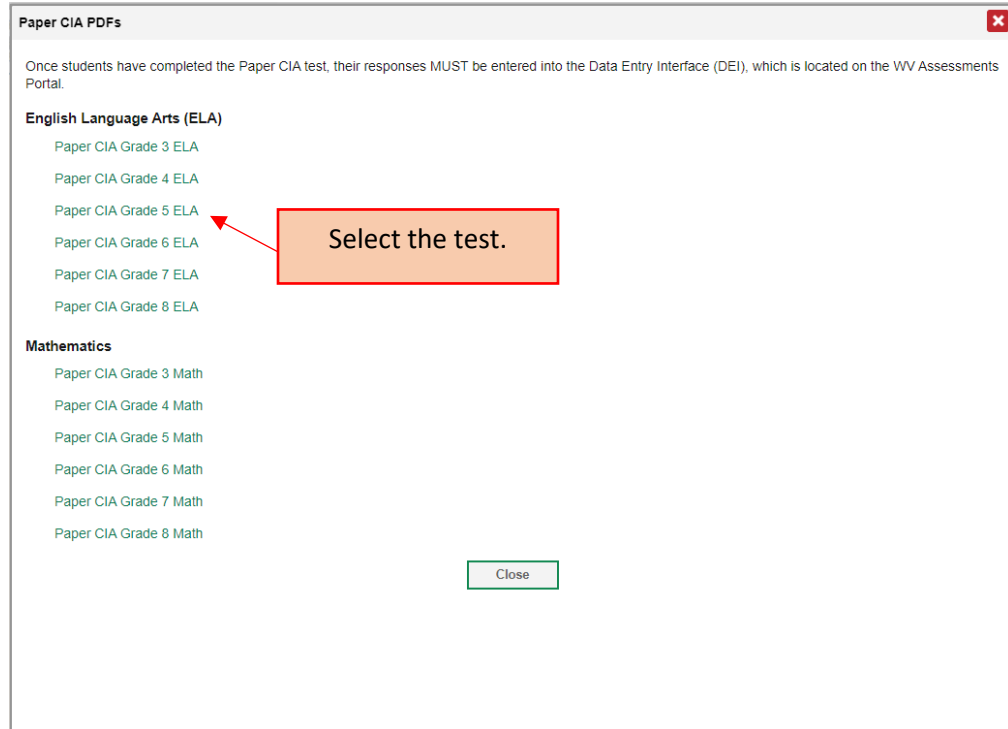## How to Administer a Printable PDF CIA

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.**
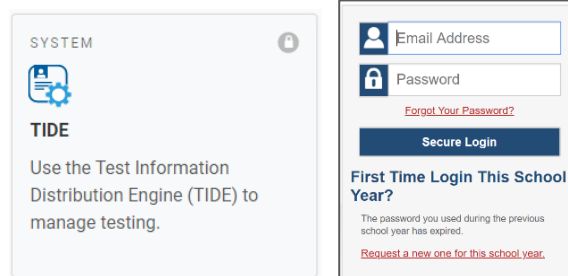
2. Once you log in, you will see the **TIDE Dashboard.** In the **General Resources** drop down, select Paper CIA PDF's. The Paper CIA PDF's pop-up window appears.
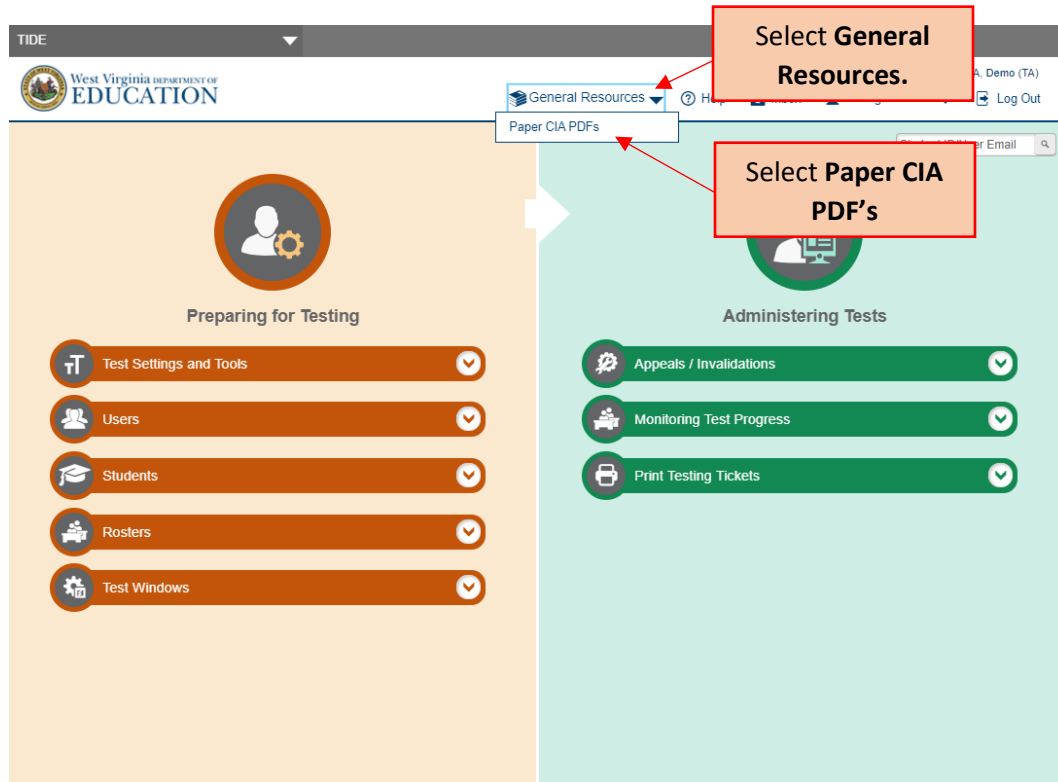
3. From the Paper CIA PDF's pop-up window, select the grade-level test under the subject you want to administer. The Paper CIA PDF document appears. Download the document. Select the "back" arrow in your browser to return to the TIDE Dashboard.
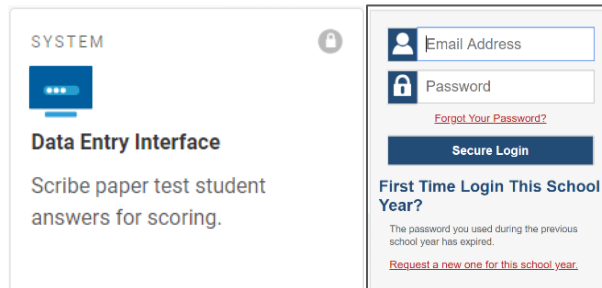

4. To Administer the Printable PDF CIA test you have two options.

    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.
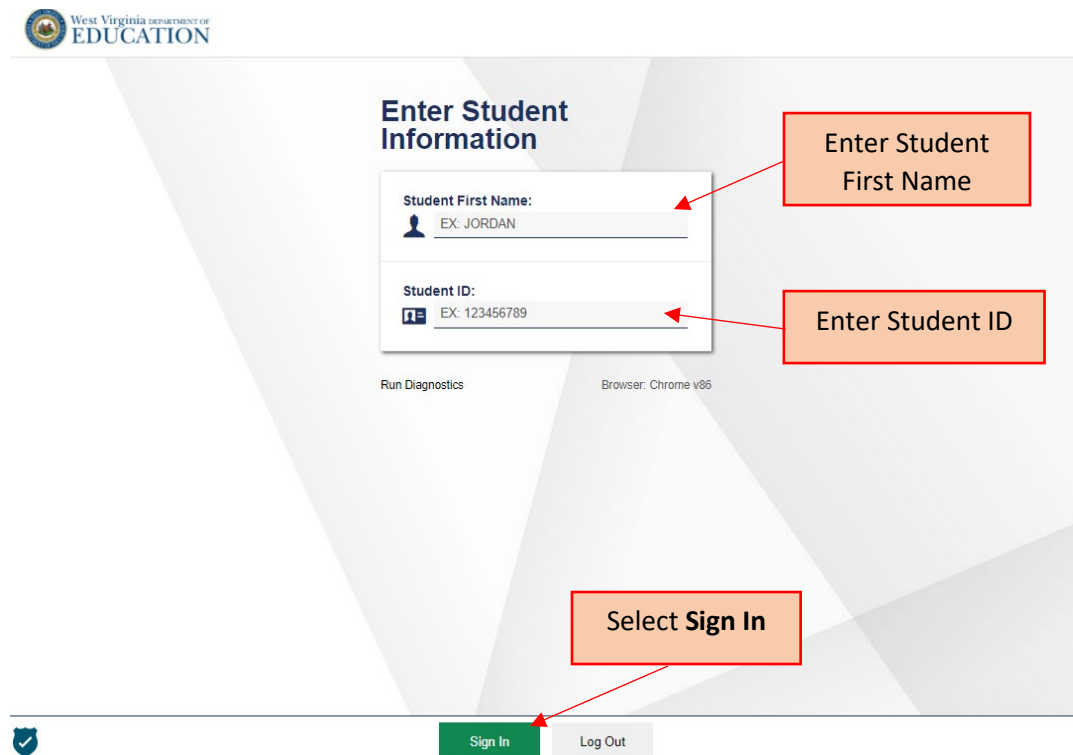
How to Enter Responses for a Printable PDF CIA

1. Once students have completed the Printable PDF 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.**
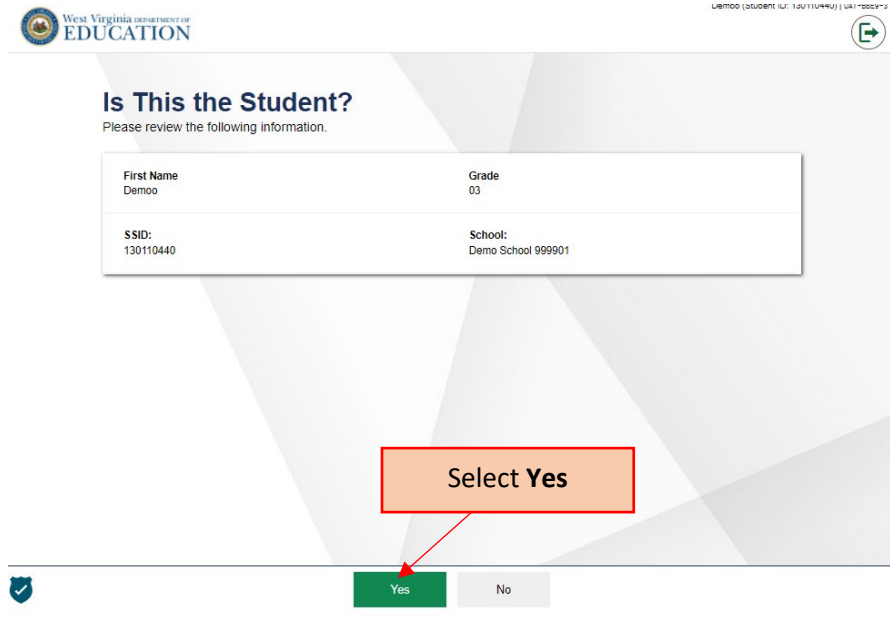

2. The **Enter Student Information** page appears. Enter the first name and student ID of the student whose responses you are entering. Select **Sign In.** The **Is This the Student** page appears.

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.
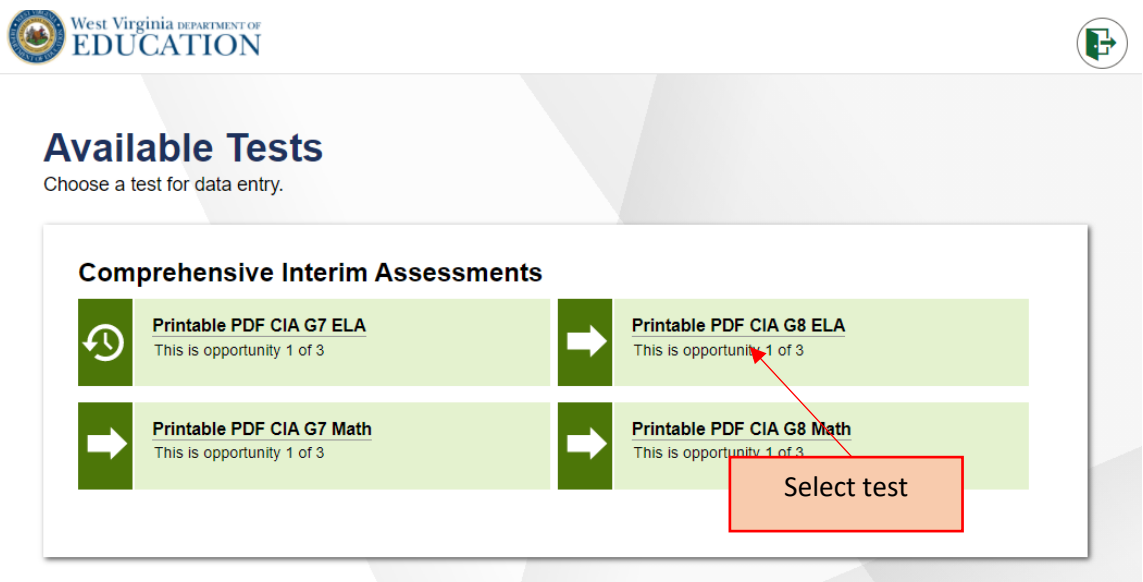

4. From the **Available Tests** page, select the test you want to administer. The **Instructions and Help** page appears.
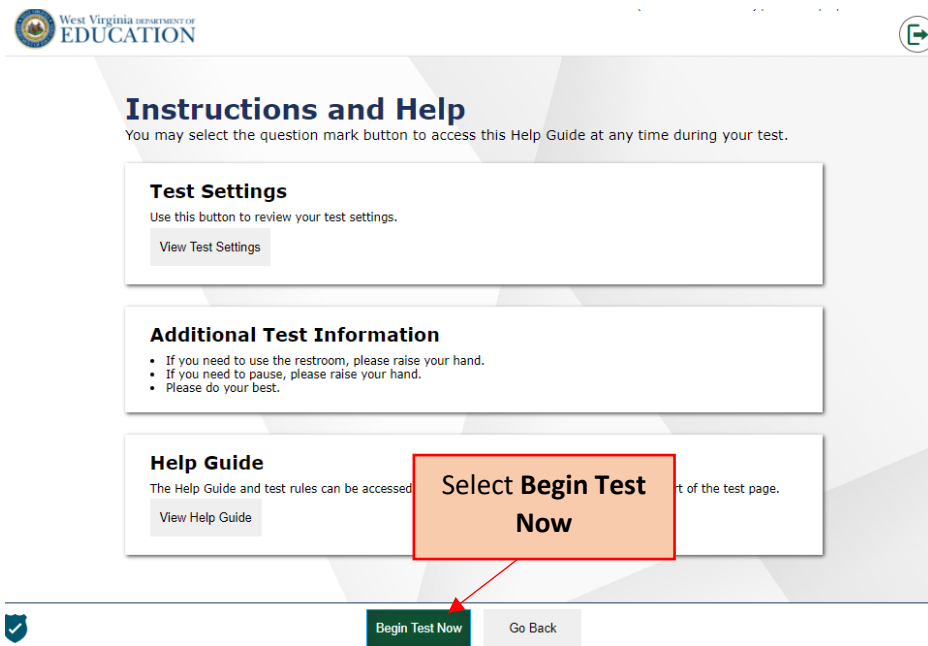
5. On the **Instructions and Help** page, select **Begin Test Now.** The test appears.

6. 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.

7. Once you have finished entering responses, select the **Finished** button in the upper right corner of the test. The **Attention** pop-up window appears.
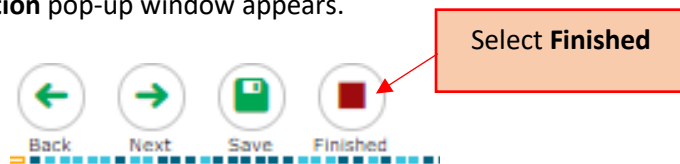
8. In the **Attention** pop-up window, select **Yes** to continue. The **You are done entering data** page appears.

9. 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.

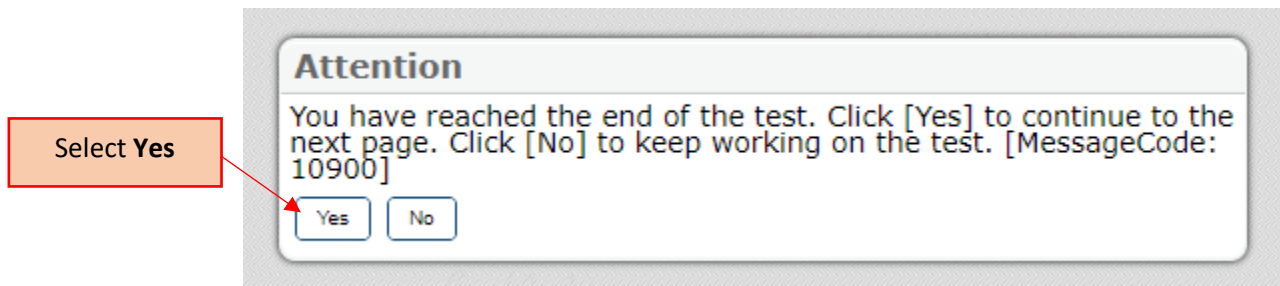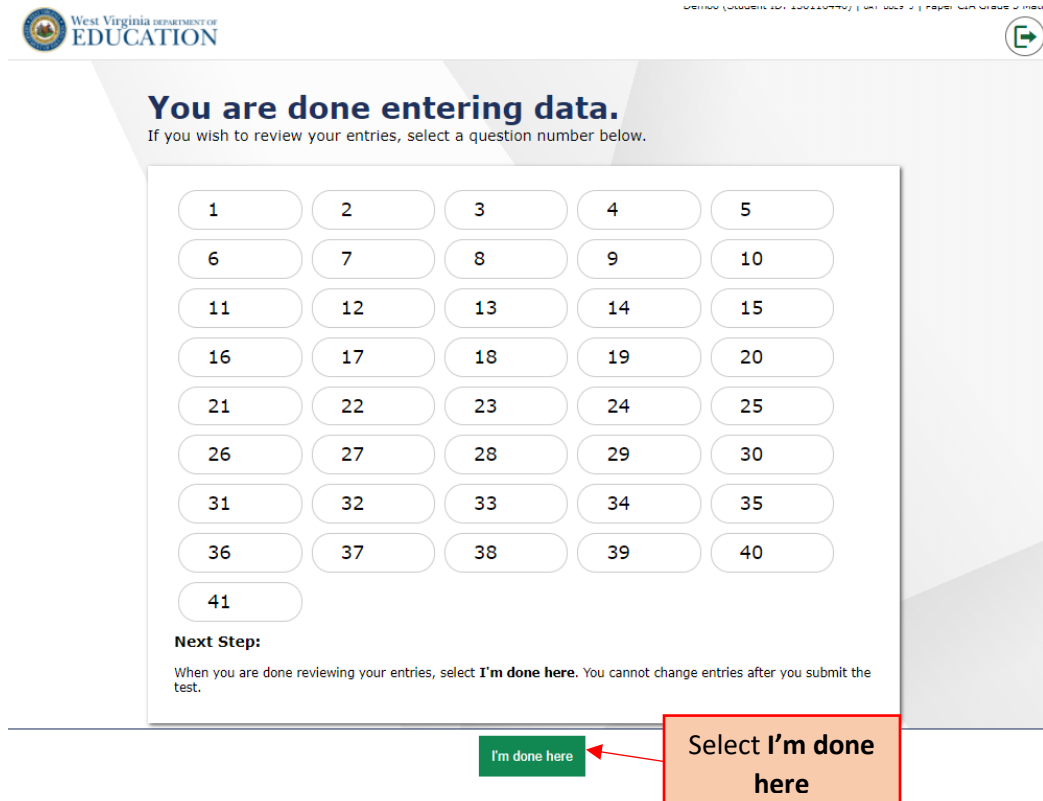   **Note:** Items left blank will appear with an orange triangle. If you skipped an item due to a student leaving that item blank, or having an illegible response, you should see an orange triangle next to that item.

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

Done Reviewing Test
The test was submitted. You may view the test details below.

Student Name:
(Student ID: 991007092)

Test Name:
Printable PDF CIA G7 ELA

Data Entry Completed On:
8/2/2021

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:

Select **Enter More Data for This Student**

To continue data entry for this stude[...] [...]dent. To continue dat[...]
another student, select **Enter Data** [...] entering data, select[...]

Select **Enter Data for a Different Student**

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

Select **Log Out**

Log Out | Enter More Data for This Student | Enter Data for a Different Student