



FLORIDA DEPARTMENT OF
EDUCATION
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Florida Civic Literacy Exam Postsecondary User Guide

2022–2023

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This user guide contains the following sections:

- [Technology Requirements for Online Testing](#)
- [Test Information Distribution Engine \(TIDE\)](#)
- [Test Delivery System \(TDS\)](#)
- [Florida Reporting System](#)
- [Help Desk](#)

Technology Requirements for Online Testing

This section explains how to set up online testing technology for the Florida Civic Literacy Exam (FCLE). The following four steps must be completed.



Note: For detailed information, please refer to the [Technology Guide](#) on the Florida Statewide Assessments Portal.



Note: The test proctor role may also be referred to as a test administrator (TA) role when using this guide, the Test Information Distribution Engine (TIDE), or the Florida Portal.

Step 1 – Set Up Test Proctor/Test Administrator (TA) Workstations

The TA Interface can be accessed through any approved browser listed on the [Technology Guide](#) page to administer a testing session.

Step 2 – Set Up Student Workstations

For students to access online tests, each student workstation must have the CAI secure browser installed. The secure browser is Cambium Assessment, Inc.'s (CAI) customized web browser designed to keep tests secure by locking down the student desktop and preventing students from accessing anything except their tests.

1. To get started setting up your student computers/devices, make sure they meet minimum hardware requirements and supported operating systems as listed on the [Supported Devices](#) page.
2. Download the [Secure Browser](#) from the Florida Statewide Assessments Portal.
3. Basic installation instructions for each operating system can be found on the portal.

Step 3 – Configure Your Network

Proper configuration of your network for online testing is an important step in test preparation. To ensure a smooth administration, CAI recommends having network bandwidth of at least 20 kilobits per second for each student testing concurrently. To confirm your device has the correct bandwidth for the number of students who will test simultaneously, navigate to the [Network Diagnostics](#) page.

1. Select the link above. The **Network Diagnostics** page appears.
2. Select the option that applies to you and additional fields will appear. Enter information as necessary. Select Run Test ([Figure 1](#)).

Figure 1. Network Diagnostics Page

Step 4 – Configure Assistive Technologies

The [Test Delivery System \(TDS\)](#) offers features and tools to assist students with testing. The TA can turn on these tools or accommodations for applicable students through the TA Interface, if needed. Accommodations include text-to-speech and masking. Accessibility tools such as background color choice, print size, and mouse pointer color/size can also be turned on from the TA Interface or by the students before they begin testing.

Test Information Distribution Engine (TIDE)

The Test Information Distribution Engine (TIDE) supports registering students, managing users for testing and reporting systems, and tracking student participation.



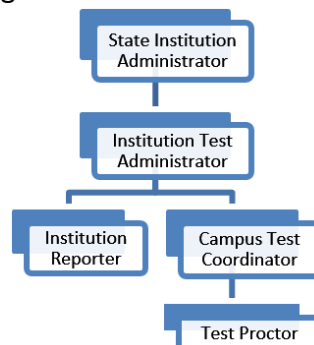
Note: For detailed information, please refer to the [TIDE User Guide](#) on the portal. The comprehensive *TIDE User Guide* references user roles or other testing information that does not apply to the FCLE administration, but the instructions for completing tasks in TIDE are the same.

Understanding User Roles and Permissions

Each TIDE user has a role. Each role has an associated list of permissions to access certain features within TIDE.

As indicated in [Figure 2](#), the State Institution Administrator (SIA) role is at the top of the user role hierarchy, followed by Institution Test Administrator (ITA). Below is the Institution Reporter (IR) and Campus Test Coordinator (CTC), followed by the Test Proctor (TP). SIAs can add all user roles, while ITAs can add IRs, CTCs, and TPs. CTCs can add TPs, as well. See Table 1 for a list of tasks each user can access to.

Figure 2. User Role Hierarchy





Note: More information on the tasks listed in [Table 1](#) can be found in the [TIDE User Guide](#) on the portal.

Table 1. User Roles and Associated Permissions

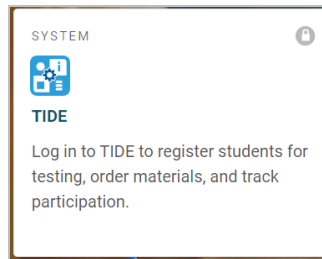
TIDE Tasks	SIA	ITA	CTC	IR	TP
Manage Users	SIA	ITA	CTC	IR	TP
Adding Users	✓	✓	✓		
Adding, Editing, or Deleting Users Through File Uploads	✓	✓	✓		
Viewing Users	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Deleting Users	✓	✓	✓		
Viewing and Editing TA Certifications	✓	✓	✓		
Student Information	SIA	ITA	CTC	IR	TP
Adding Students	✓	✓	✓		✓
Uploading Accommodations	✓	✓	✓		
Uploading Video Consent	✓	✓	✓		
Deleting Student Records	✓	✓	✓		
Adding, Editing, or Deleting Students Through File Uploads	✓	✓			
Viewing Students	✓	✓	✓	✓	✓
Editing Students	✓	✓	✓		✓
Printing Test Tickets	✓	✓	✓		✓
Printing Students' Test Settings	✓	✓	✓		✓
Generating Frequency Distribution Reports	✓	✓	✓		
Rosters	SIA	ITA	CTC	IR	TP
Viewing Rosters	✓	✓	✓		
Adding a New Roster	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓		
Creating Rosters Through File Uploads	✓	✓	✓		
Deleting a Roster	✓	✓	✓		
Printing a Roster	✓	✓	✓		
Invalidations and Requests	SIA	ITA	CTC	IR	TP
Viewing Invalidations and Requests	✓	✓	✓	✓	✓
Creating Invalidations and Requests	✓	✓	✓		

TIDE Tasks	SIA	ITA	CTC	IR	TP
Creating Invalidations and Requests Through File Uploads	✓	✓	✓		
Processing Requests	✓	✓			
Monitoring Test Progress	SIA	ITA	CTC	IR	TP
Generating a Participation Report	✓	✓	✓	✓	
Session Monitoring	✓	✓	✓		
Reviewing Test Status Reports	✓	✓	✓	✓	
Test Completion Rates	SIA	ITA	CTC	IR	TP
Test Completion Rates	✓	✓	✓	✓	
TA Interface	SIA	ITA	CTC	IR	TP
Accessing TA Interface	✓	✓	✓		✓
Reporting Tasks	SIA	ITA	CTC	IR	TP
Accessing Reports	✓	✓	✓	✓	✓

Logging in to TIDE

1. TIDE can be accessed by selecting the **TIDE** card on the [Florida Statewide Assessments Portal](#) ([Figure 3](#)).

Figure 3. TIDE Card



2. On the **Login** page, enter your email address and password.
3. Click Secure Login.
4. On the **Administration Details** page, select *2022-23 Civic Literacy (Postsecondary)* in the Test Administration row and make selections for your assigned user role, district (79 = State Universities and 80 = State Colleges), and school/institution. The TIDE homepage appears ([Figure 4](#)).

Figure 4. TIDE Homepage



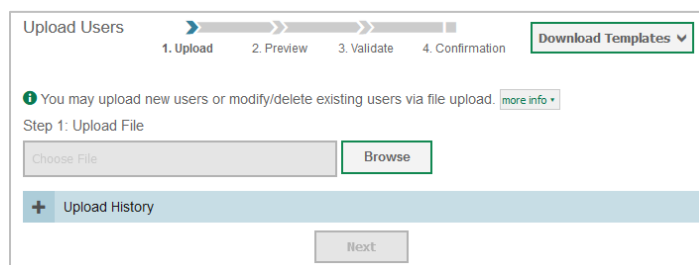
Uploading Multiple Users or Students to TIDE

If you have many users or students to add, edit, or delete, it may be easier to perform these actions through file uploads.

Retrieve the Upload File Template

1. To add multiple users, select **Upload Users** from the TIDE homepage, and to add multiple students, select **Upload Students** from the TIDE homepage.

Figure 5. Upload User Page



2. Click **Download Templates** ([Figure 5](#)) to open an Excel, CSV, or Text template to compose the upload file.
3. Each row represents one user or one student. Populate each column of the spreadsheet ([Figure 6](#)).
 - a. In the Action column, type ADD to add or edit users.
 - b. In the Action column, type DELETE to delete users.

Upload a User or Student File

1. Click Browse and navigate to the file that is saved on your computer. Click Open ([Figure 6](#)).
2. Click Next to begin the process.
3. Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

Figure 6. File Upload Preview

Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Users page.

Step 2: Preview

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	77	9000	John	Miller	JM@email.com		DTC	ADD
2	77	9000	Jane	Martin	JM@mail.com		TA	ADD

Next Cancel

4. Click Next.
5. TIDE validates the entries in the file to ensure that there are no data or layout errors.

Figure 7. Sample Validation Page

Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	77	9000	John	Miller	▲ JM@emailcom		DTC	ADD
2	77	▲ 90-00	Jane	Martin	▲ JM@mail.com		TA	ADD

Continue with Upload Upload Revised File Cancel




Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Verify that no errors exist. Make any necessary changes, re-upload the file if necessary, and click Continue with Upload ([Figure 7](#)).
7. A confirmation message will indicate that the file has been successfully uploaded to TIDE.

Adding Users

To add a user account, the user’s role must be no higher in the hierarchy than your role ([Figure 2](#)). You will also follow these instructions to add roles or schools to existing users.

To add a user account:

1. From the Manage User task menu on the TIDE homepage ([Figure 4](#)), select **Add User**.
2. Enter an email address for the new user. Then click Add user or add roles to user with this email.
3. Enter the user's first name and last name. You may also enter the user's phone number.
4. In the Add Role panel, select the role you want to assign in the **Role** drop-down list. Then select the district and school association for that role and user. You may add additional roles by clicking Add More Roles or delete roles by clicking the delete icon [].

Adding Students

Students who will test at your institution must be added to TIDE. To individually add a student to a district and school, you must be associated with the same district and school as the student.

To add a student account:

1. From the Student Information task menu on the TIDE homepage ([Figure 4](#)), select **Add Student**.
2. Enter the student's information on the page. Please note, fields marked with an asterisk are required.

Figure 8. Add Student Page

3. Click Save ([Figure 8](#)).

Test Delivery System (TDS)

The Test Delivery System (TDS) has two components, the Test Administrator (TA) Interface and the Student Interface. Test proctors use the TA Interface to create and manage test sessions. Students use the Student Interface in the secure browser to access the testing site.



Note: For detailed information, please refer to the [Test Administrator User Guide](#) document on the portal.

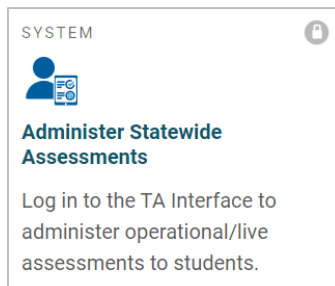
Test Administrator (TA) Interface

Logging in to TA Interface

The TA Interface can be accessed by going to the [Florida Statewide Assessments Portal](#).

1. Click the **Administer Statewide Assessments** card ([Figure 9](#)).

Figure 9. Administer Statewide Assessments Card

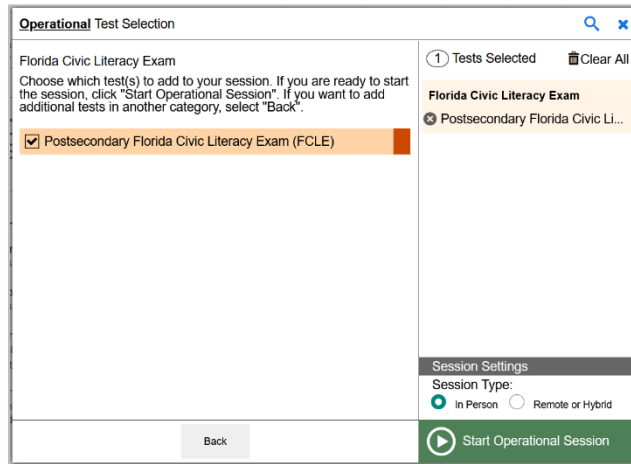


2. On the **Login** page, enter your email address and password.
3. Click **Secure Login**.

Starting a Test Session

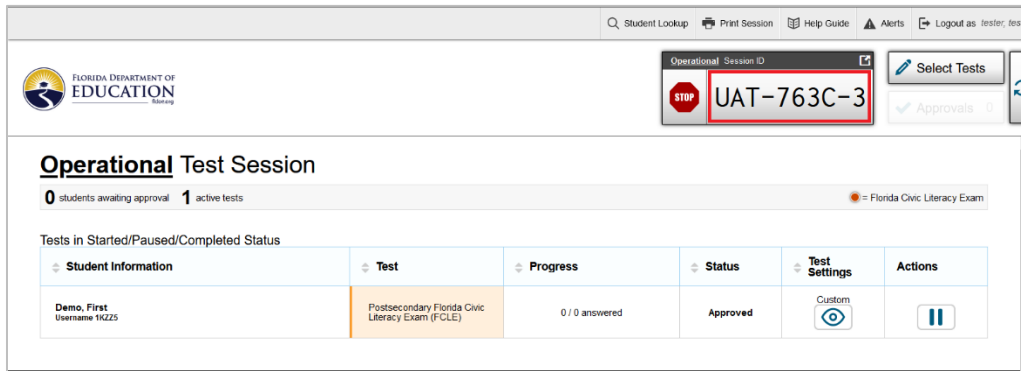
1. Select the test you will administer in the session from the **Test Selection** window (Figure 10).

Figure 10. Test Selection Window



2. Click **Start Operational Session**.
3. Display the Session ID (found at the top of the screen) where all students in your room can see it (Figure 11).

Figure 11. Operational Test Session

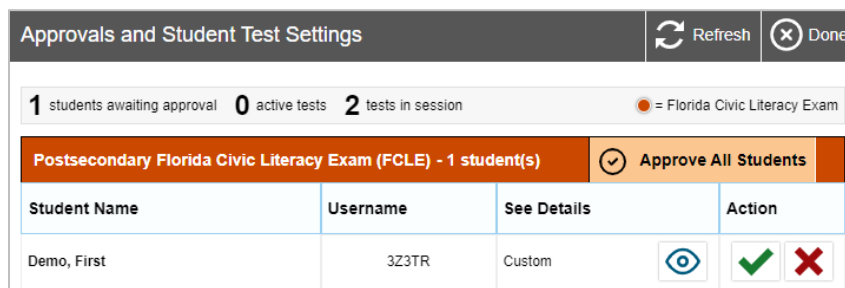




4. Have students sign into the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets and the Session ID that is displayed where all students can see it.

Approve Students for Testing

1. After students select their tests, click the Approvals button. The **Approvals and Student Test Settings** window (Figure 12) appears.

Figure 12. Student Approvals



- To review a student’s test settings, click the test settings icon [] in that student’s row. If applicable, select appropriate accommodations.
- To approve individual students for testing, click the approve icon [] in the Action column for each student. Alternatively, click the Approve All Students button located to the right of the subject to approve all students.

Stop a Test Session

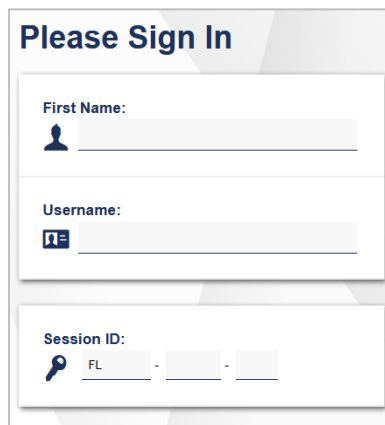
- When the session has ended, click the stop icon []. This will automatically pause any tests in your session that are still in progress.
- Click Logout to exit the TA Interface [].

Student Interface

Sign In

- Open the secure browser on each student computer or device to open the **Please Sign In** screen ([Figure 13](#)).

Figure 13. Student Sign In



- Instruct students to enter their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

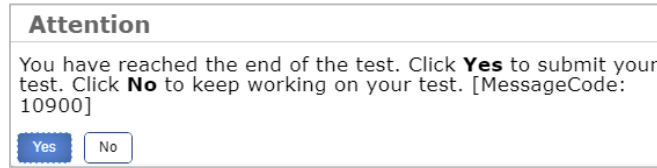
Completing a Test

- On the **Review** screen, students must click **End Test** next to the Pause button in the upper left corner of the page ([Figure 14](#)). After clicking **End Test**, students will click **Yes** to submit their test ([Figure 15](#)).

Figure 14. Global Menu

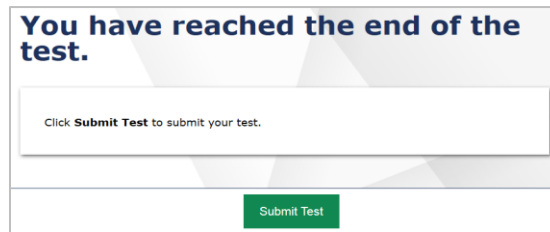


Figure 15. End Test Alert Message



- Students must click **Submit Test** to submit their test ([Figure 16](#)).

Figure 16. Submit Test Page



Remote Testing

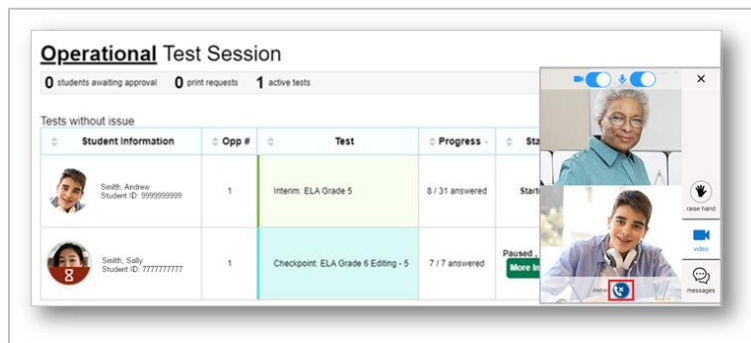
Students are able to take assessments remotely. Student testing must be proctored, and it is recommended that students test at a designated testing facility in their remote location. See [Technology Requirements for Online Testing](#) to set up online testing technology.



Note: For detailed information, please refer to the [FCLE Remote Testing Guide for Postsecondary Students](#) document on the portal.

The [Test Delivery System \(TDS\)](#) section provides information on the TA Interface and Student Interface. If students are testing off site, proctors have multiple options to view and chat with students ([Figure 17](#)).

Figure 17. One-on-One Video Conference



Florida Reporting System

The Florida Reporting System provides user access to assessment results.

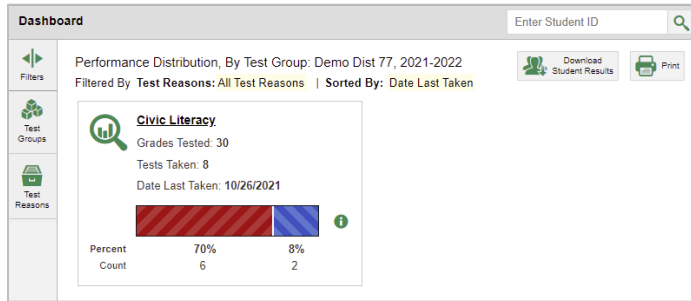
Logging in to Reporting System

- The Florida Reporting System can be accessed by going to <https://fl.reporting.cambiumast.com/>.
- On the **Login** page, enter your email address and password.
- Click **Secure Login**. The reporting system dashboard appears ([Figure 18](#)).



Note: For detailed information, please refer to the [FCLE Postsecondary Reporting Guide](#) document on the portal.

Figure 18. Dashboard



Help Desk

Questions related to the Florida Civic Literacy Exam may be directed to the [Florida Help Desk](#). The Help Desk is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T. If you are a Florida college or state university user calling about the Florida Civic Literacy Exam, press 2.

Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support:

FloridaHelpDesk@CambiumAssessment.com

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