Logging In

1. From the TMDS & TSDS homepage, click **Administrator Sign In**.

2. Enter your user name and password.

3. Click **Sign In**.

Printing a Test

The TMDS & TSDS system contains printable tests. You must have Adobe Acrobat® 6.0 to view and print the tests.

1. Upon successful login, select **Print Diagnostic Test**.

2. Near the bottom of the screen you will see the printable tests. Select a test from the list to open the test in Adobe Acrobat® 6.0.

3. Select **Print** on the Internet browser toolbar to print the test.

Modifying Your User Account

Changes to your teacher user account will take effect the next time you log in to the TMDS & TSDS website.

1. Select **Update Account** from the main menu.

2. Edit your user account information.

3. Click **Save**. You will be returned to the main menu.

Creating Student Groups

Students are unable to take a test unless they belong to a student group.

1. Select **Groups and Assignments** from the main menu.

2. Select **Create New Group** (bottom of screen).

3. In the "Group Name" field, enter a name for the new group.

4. Using the drop down menu, select the Subject and Grade Level.

5. Select **Save**. The "Group Info" tab will open. Select the "Students" tab to add students to your group.

6. To add a student to the group, click the box next to the appropriate student's name and click **Save**. To remove a student from the group, click the box next to the appropriate student's name and click **Save**.

   To edit a student account, click on the student's last name. A new window will display in which you can modify and save student account information.

7. Select **Save and Exit**. The screen will reload, saving your student settings. Click the circle next to your new student group. Select the "Assignments" icon to select group assignments.

8. Select a test assignment from the list, or add a new assignment by clicking **Add Assignment**. A new window will display.

9. Click "Browse" to search for assignments and click on the test name to choose that test.

10. Next, choose to make your test active immediately or inactivate it until you are ready for students to begin taking the test.

11. Using the drop down menu, select the number of sessions (the number of times each student is able to take the test).

12. When the test assignment is set, click **Add**. The window will close and the new test assignment will display on screen.

    To modify information regarding the new test assignment, click on the name of the assignment. You will be able to modify the number of sessions (the number of times each student is able to take the test), and the test status.

13. To add another test assignment to the group, repeat steps 8 – 12.

14. When the test assignments are set, click **Save and Exit**.

Editing Student Groups

Editing student groups allows teachers to modify the group name, group status, and add and remove students and test assignments.

1. Select **Groups and Assignments** from the main menu. Click the circle next to the appropriate group.

2. Click the pencil symbol to edit the group information.

To Edit Basic Information	To Edit Students	To Edit Test Assignments
To modify the name of the group, enter a new group name. Choose from the drop down menus to change the grade level or subject. Click **Save** to save any modifications to these fields.	To add students, click on the "Students" tab. Locate the student(s) name in the left-hand column and click the box next it. Finally, click **Save**. To remove students, click on the "Students" tab. Locate the student(s) name in the right-hand column and click the box next it. Finally, click **Save**.	To add a test assignment, select the "Assignments" tab. Click **Add Assignment**. Then follow steps 9-12 on the previous page. Then click **Save**. To remove a test assignment and all results, select "Delete" for that test. Then click **Save**. To simply inactivate an assignment while retaining the results, click the green stoplight icon in the student group center.

3. Refer to the chart at right for further instruction.

Creating a New Student

1. Select **Groups and Assignments** from the main menu.

2. Select the group that the new student will be in. Click the "Students" icon.

3. Select **Create New Student**.

4. Enter the new student's account information. It is important the information is entered correctly so that the student can login successfully.

5. When the new student's account information is set, click **Save**. The window will close and the new student account will be created.

Technical Support

If you have any questions related to technical support or the general navigation and functionality of TMDS & TSDS, please call the Vantage Learning Helpdesk at 1-800-322-0848, ext. 6002, or email accesstmds@vantage.com.

System Requirements

To view the system requirements, click **Minimum Technical Requirements** from the main menu. (# 3 on the TMDS & TSDS Information Center)

1. Select **Portfolios/Reports** from the main menu.

2. Select **Student Portfolios.**

3. Click "View Members" next to the group that the student(s) are in.

4. Click the box next to the student(s) name, then click "View Portfolios".

5. Click "View" under the report field to view a report.

6. Click "Write" to post a comment.

7. Click "Read" to view any previously posted comments.

Viewing Student Portfolios

Creating and Assigning Your Own Test

1. From the main menu, click **Create Assessment**.

2. Click **Create a New Test**.

3. Choose a name, subject, points per item, grade level, and lock status. Then click **Save**.

4. Select the **Search Items** button.

5. Identify the grade, language and TEKS standard you would like to base your search on. You also have the option to search by objective, student expectation and difficulty level by using the drop down menus. Once done, click **Search Items**.

6. Check the box to the right of a test question to add it to your test. Click **View** to see the content of the item.

7. When finished, click **Add Item(s) to Test**.

8. From the Items and Options screen, you have the ability to choose the sequence of the test questions, remove test questions, view question content and add tools to specific items.

9. When finished, you may preview your test or click **Completed**.

10. To assign the test to a group, go back to the main menu and click on **Groups and Assignments.**

11. Click on the circle next to the appropriate group.

12. Click on the **Assignments** icon and then the **Add Assignment** button.

13. Click **Browse** and then choose the **My Assessment** folder.

14. Click on your test.

15. You may then edit any of the remaining assignment options by using the drop down menus.

16. When finished, click **Add**.

17. Finally, click **Save** to save the new assignment to your group.

Viewing Student Reports and Portfolios

1. From the main menu, select **Portfolios/Reports**.

2. Click on **Student Portfolios** to see a list of student groups and a summary of the performance of an individual group member on an assignment.

3. Click on **Roster and Item Analysis** to see the performance of a group or student on an assignment, or to see longitudinal performance and conduct item analysis.

4. Click on **Customized Roster and Item Analysis** to create performance reports using student demographic criteria, grade level specifications or time specifications.

5. Click on **State Reports** to compare your class' performance to district, regional, or statewide performance on diagnostics.

6. Click on **Student History Report** to see student performance over time.

7. Click on **CAT Reports** to select a group and view their students' performance on CAT tests. An overall scaled score is reported along with individual strand scores. A clickable link provides access to individual student reports for each test session.