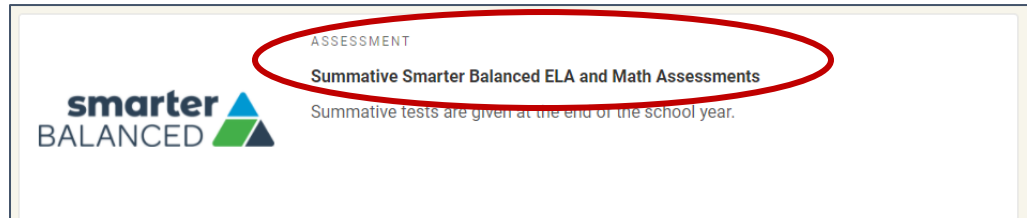1. Using Chrome Browser, go to wa.portal.cambiumast.com or select WCAP in the Managed Bookmarks bar.

   WCAP

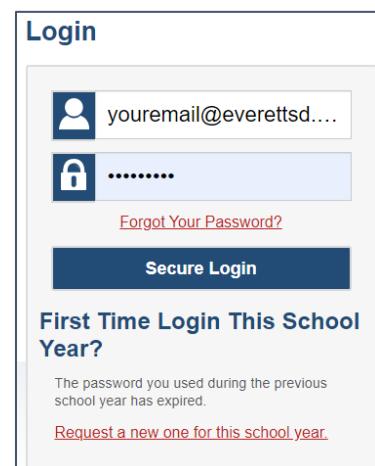2. **Select Summative Smarter Balanced ELA and Math Assessments**

   ASSESSMENT
   Summative Smarter Balanced ELA and Math Assessments
   Summative tests are given at the end of the school year.

3. Scroll down and under the **All Systems Used in Summative Testing** area, select **Test Information Distribution Engine (TIDE)**

   SYSTEM

   Test Information Distribution Engine (TIDE)
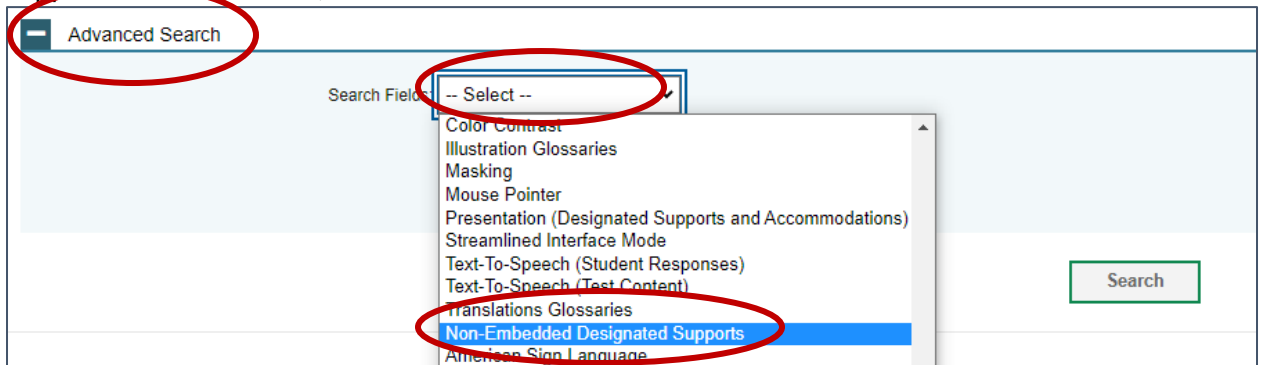   Manage users, student info, materials, rosters, and data
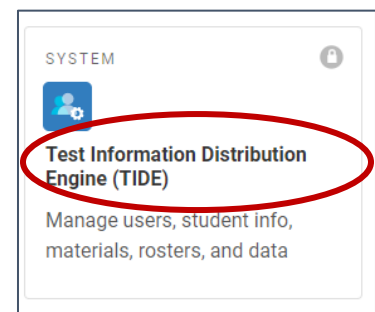
4. Log in. If you have not yet logged in this year, you will need to request a new one for the school year. (See red link below log in area)

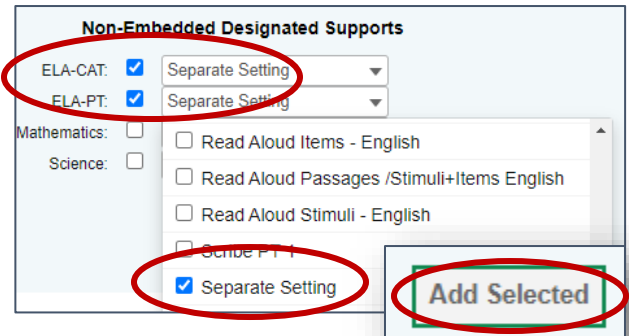   **Login**

   youremail@everettsd....

   ....

   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.

5. Once you're logged in, under Administering Tests, select Print Test Tickets – Print from Student List.

   Administering Tests

   Appeals

   Monitoring Test Progress

   Print Test Tickets

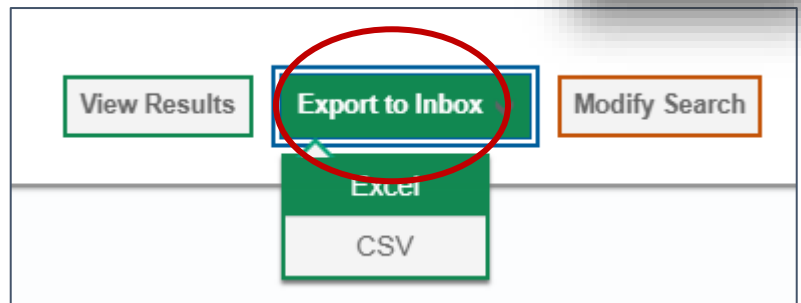   Print from Student List
   Print from Roster List
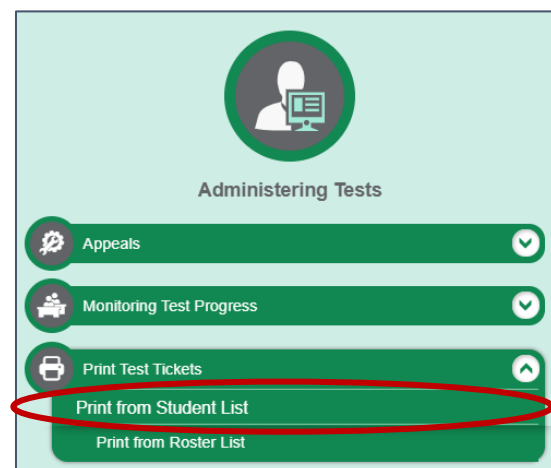
6. Under the **Advanced Search** area, use the dropdown menu to search for specific supports and accommodations. For example, **Separate Setting** (which is found under **Non-Embedded Designated Supports**). Once you have selected the support/accommodation, click **search**.
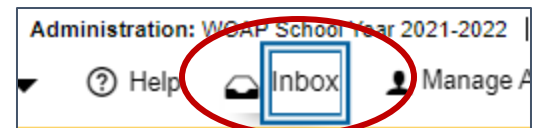

7. New dropdown menus will appear for each test subject (ELA, Math, and Science). Check the box for the subject you are currently looking for and then from the dropdown, select the support/accommodation. For example, **Separate Setting**. After selecting your support, click the '**Add Selected**' button at the bottom and push 'Search'.

8. A popup window will appear with your search results. Select **Export to Inbox – Excel.**

9. The report will be available to download from your **inbox** located in the top right of your screen.

10. You can retrieve your report and view students with Separate Setting for all ELA exams.
The report will download as an Excel file to the bottom left of your screen.