



# Inbox Guide

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*Prepared by Cambium Assessment, Inc.*



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# Inbox

The CAI Online Assessment suite of systems includes an Inbox feature that is integrated with all the online assessment systems provided by CAI. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel), data files exported by users from within an Idaho Assessment system, and hotline alerts that can be accessed by users from the ISAT Portal page or from any Idaho Assessment system.

Users can easily manage the files in the Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Once a user views a file, a checkmark is displayed next to the file to indicate that it has been viewed. Files are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, files created/exported by users from within an Idaho Assessment system are available for 30 days. Users can choose to archive files for future reference or delete files, if required.

## How to access the Inbox from the ISAT Portal

Users can access their Inboxes directly from the ISAT Portal.

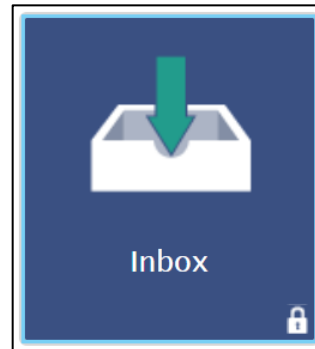
1. Open your web browser and navigate to the ISAT portal at <https://idaho.portal.cambiumast.com/>
2. Select the ELA/Literacy & Math Assessments, Science Assessments, or Idaho Alternate Assessments (see [Figure 1](#)).

Select the **Inbox** card (see [Figure 2](#)).

Figure 1. Assessment Card



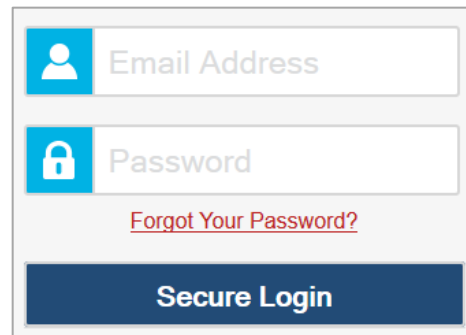
Figure 2. Inbox Card



## Inbox

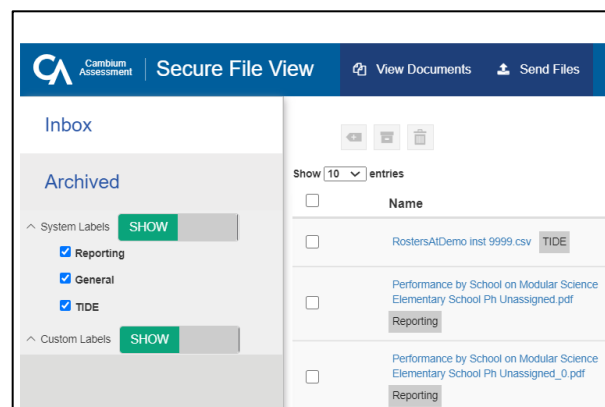
3. The **Login** page appears (see [Figure 3](#)). Enter your email address and password.

Figure 3. Login Page



4. Click **Secure Login**. The **Inbox** page appears (see [Figure 4](#)).

Figure 4. Inbox

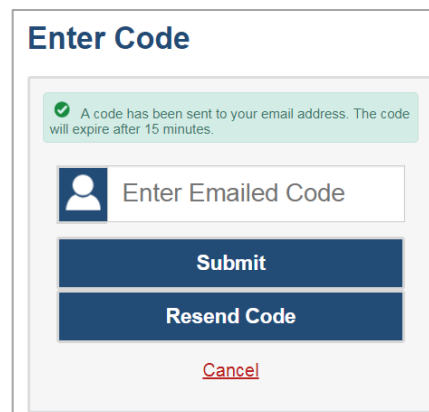


If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 5](#)) and an email containing an authentication code is sent to your address.

- i. In the *Enter Emailed Code* field, enter the emailed code.
- ii. Click **Submit** to view the **Inbox** page.

You must use the authentication code within fifteen minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 5. Enter Code Page




5. *Optional*: On the **Inbox** page, select a file view from the available tabs:

- **Inbox**: This is the default view and displays all the files except for the ones that you have archived.

## Inbox

- **Archived:** Displays the files that you have archived.
6. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. The Inbox displays only those files containing the entered file name.




7. *Optional:* To hide or display system labels, toggle .

8. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.

9. *Optional:* To hide or display custom labels, toggle .


10. *Optional:* To hide files with a particular custom label, unmark the checkbox for that custom label.

11. Do one of the following:

- To download a file, select the file name.
- To add a new custom label or apply an existing custom label to a file, select 
  - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
  - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
- To archive a file, select .
- To delete a file, select .

### About File Deletion

- Archived files cannot be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

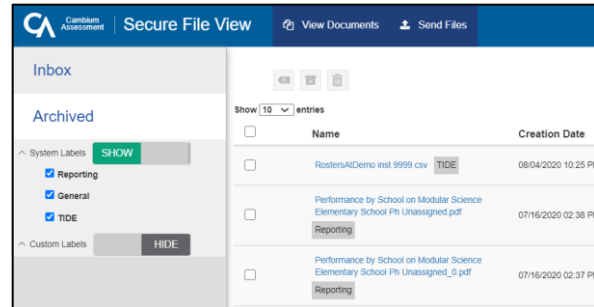
12. To log out of the Inbox, click .

## How to access the Inbox from an Idaho Assessment System

Since the Inbox is integrated with all Idaho Assessment systems, it can be easily accessed from any page within a system.

1. Log in to any Idaho Assessment system, and from the banner, select **Inbox**. The **Inbox** pop-up window appears (see [Figure 6](#)).

Figure 6. Inbox



2. *Optional*: Select the file view from the available tabs:
  - **Inbox**: This is the default view and displays all the files except for the ones that you have archived.
  - **Archived**: Displays the files that you have archived.


3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. The Inbox displays only those files containing the entered file name.

4. *Optional*: To hide or display system labels, toggle .



5. *Optional*: To hide files with a particular system label, unmark the checkbox for that system label.

6. *Optional*: To hide or display custom labels, toggle .

7. *Optional*: To hide files with a particular custom label, unmark the checkbox for that custom label.


8. Do one of the following:
  - To download a file, select the file name.
  - To add a new custom label or apply an existing custom label to a file, select .
    - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
    - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

## Inbox

- To archive a file, select .
- To delete a file, select .

### About File Deletion

- Archived files cannot be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

9. To close the **Inbox** pop-up window, click .