



Test Information Distribution Engine (TIDE) User Guide

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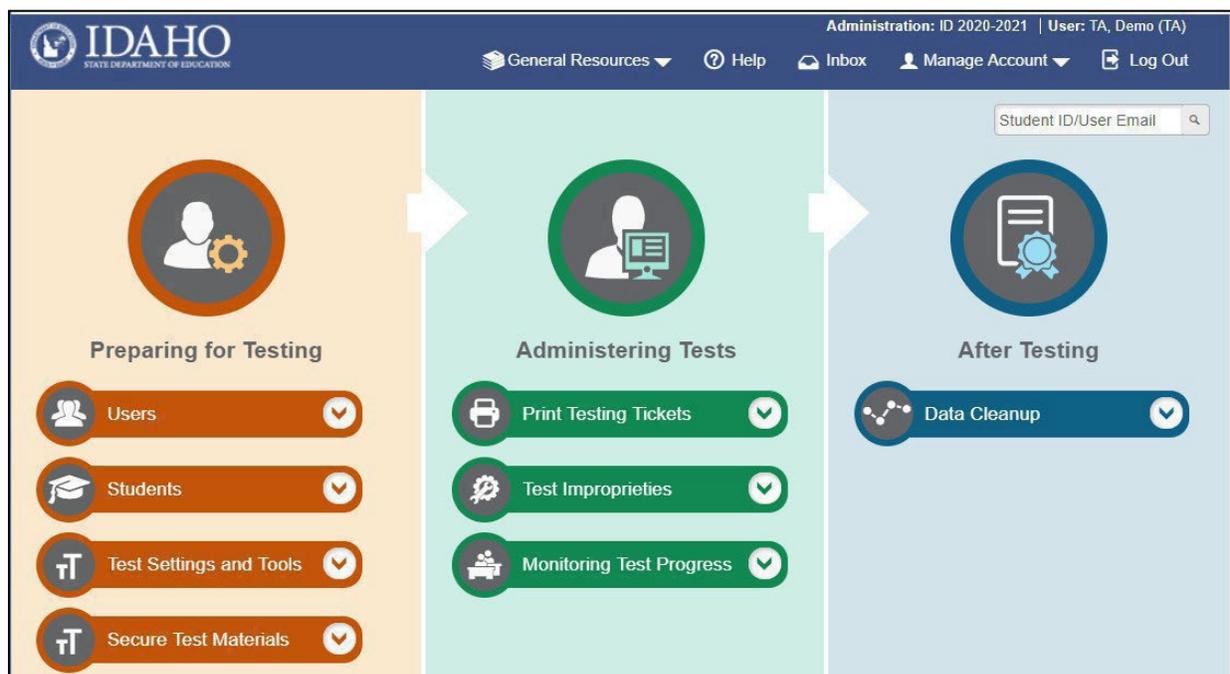
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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access assessment systems and students who will take interim and summative tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the test delivery system (TDS). Rosters must be added in TIDE so Reporting can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage test improprieties, and monitor test progress. After testing, TIDE users can clean up data.

Figure 1. TIDE Dashboard



You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can add new **students** or modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in the TDS.
- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Reporting so that the system can display scores at the classroom, school, district, and state levels.

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- You can print hard-copy **test tickets** that include a student's username so the student can log in to a test.
- You can add new test improprieties or modify existing test improprieties if a test must be retaken or rescored.
- You can view your district's or school's progress in **monitoring test progress**.
- You can provide reasons why students did not take a test.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators (TAs). The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**
- **Two Things All TIDE Users Must Know How To Do**
- **How District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers and Test Administrators Perform Tasks in TIDE**

There is also an [Appendix](#) with additional information and instructions.

How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in the section “[Password Information](#)” in the Appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumast.com, so you may need to add this address to your contact list.

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year. Follow the instructions in the section “How to reactivate your account” below to reactivate your account for the new school year.

How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 2](#)).
2. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see [Figure 3](#)) in the portal page.

Figure 2. Reset Your Password Page

Reset Your Password

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

Submit

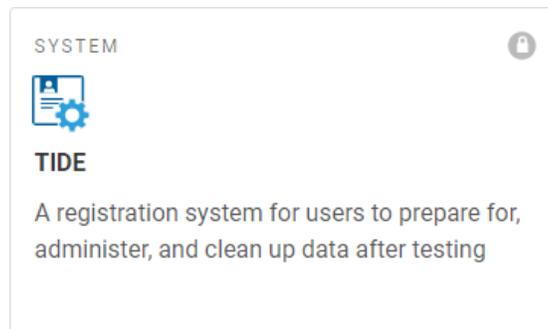
[Return to Login Page](#)

How to reactivate your account at the beginning of the school year

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

1. Navigate to the Idaho Portal (<https://idaho.portal.cambiumast.com/>).
2. Select any assessment card.
3. Select **TIDE** (see [Figure 3](#)). The **Login** page appears (see [Figure 4](#)).

Figure 3. TIDE Card



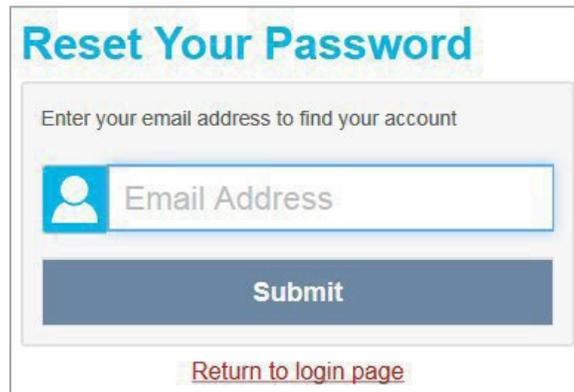
4. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 5](#)).

Figure 4. Login Page

The image shows a login form with two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the fields is a link that says 'Forgot Your Password?'. A dark blue button labeled 'Secure Login' is positioned below the link. At the bottom of the form, there is a heading 'First Time Login This School Year?' followed by the text 'The password you used during the previous school year has expired.' and a red link that says 'Request a new one for this school year.'

5. Enter your TIDE recognized email address and select **Submit**. TIDE sends you an email containing a link to reset your password.
6. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 2](#)).
7. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
8. Select **Submit**.

Figure 5. Fields in the Reset Your Password: Find Account Page



The screenshot shows a web form titled "Reset Your Password" in blue text. Below the title is a light gray box containing the instruction "Enter your email address to find your account". Inside this box is a text input field with a blue border and a blue icon of a person on the left. The placeholder text in the input field is "Email Address". Below the input field is a dark blue button with the word "Submit" in white text. At the bottom of the form, there is a red text link that says "Return to login page".

During the reactivation process, you will be taken to the **Enter Code** (see [Figure 6](#)) page and asked to provide the authentication code sent to your TIDE recognized email:

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.
- You must enter the code within 15 minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the **Enter Code** page.

Figure 6. Enter Code Page

How to log in to TIDE

Do not share your login information with anyone. All ISAT systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the Idaho Portal (<https://idaho.portal.cambiumast.com/>).
2. Select the assessment card you will be administering.
3. Select **TIDE** (see [Figure 3](#)). The **Login** page appears (see [Figure 4](#)).
4. On the **Login** page, enter the email address and password you use to access all CAI systems.
5. Select **Secure Login**.

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 6](#)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.

In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.

Select **Submit**.

The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

How to log out of TIDE

In the TIDE banner (see [Figure 7](#)), select **Log Out**.

Figure 7. Log Out



Logging out of TIDE logs you out of most ISAT systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

Three Things All TIDE Users Must Know How To Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it is basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for users, students, Rosters, test windows, and Test Improperities:

- You can add new records one at a time.
- You can view or modify existing records one at a time.
- You can upload multiple new records or modify multiple existing records in the same file.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add**.
2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 8. Add Users

Add Users

i Use this page to add users to assessment systems. [more info](#)

— PERSONNEL

*Email Address:

+ Add user or add roles to user with this email

Figure 9. Add Students

Figure 10. Add Roster

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you have added the record to TIDE, you must edit the record to match the most up-to-date information. You can also delete records from TIDE.

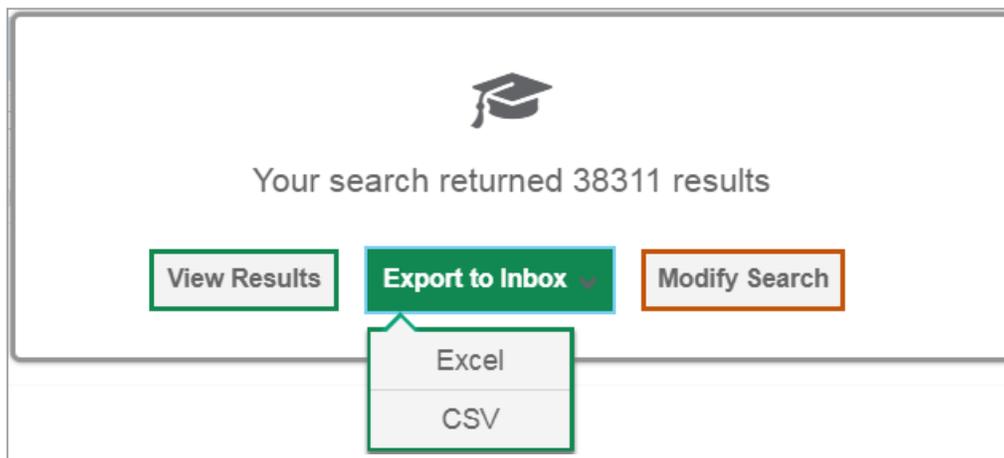
1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Note: In the School drop-down list, users can begin typing in the Search field to filter results. You can enter part of or your complete school name or school ID

Figure 11. View/Edit/Export Student

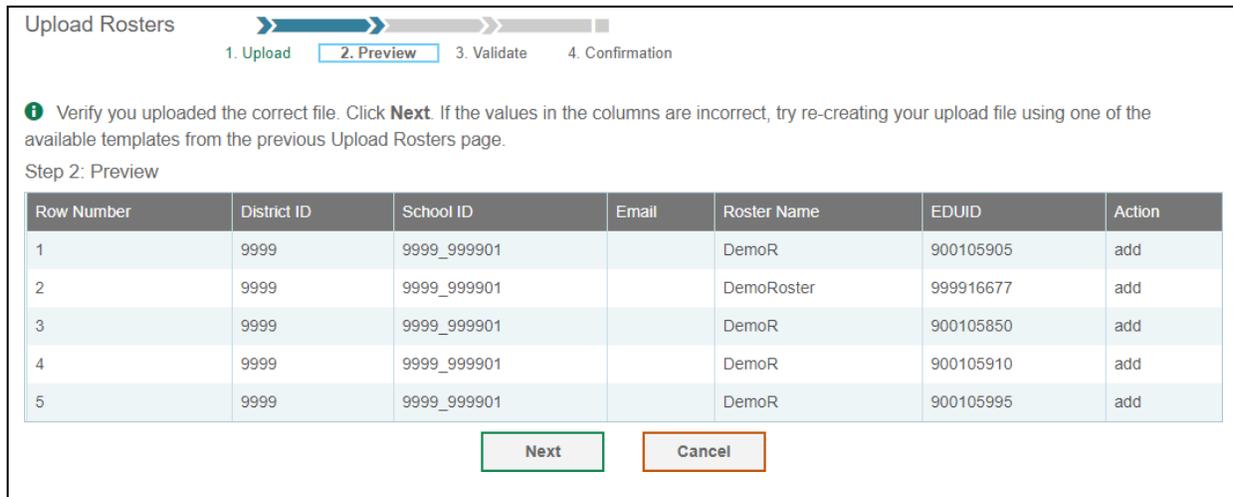
2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search results will be exported to your inbox, and you will return to the search form.

Figure 12. Search Results



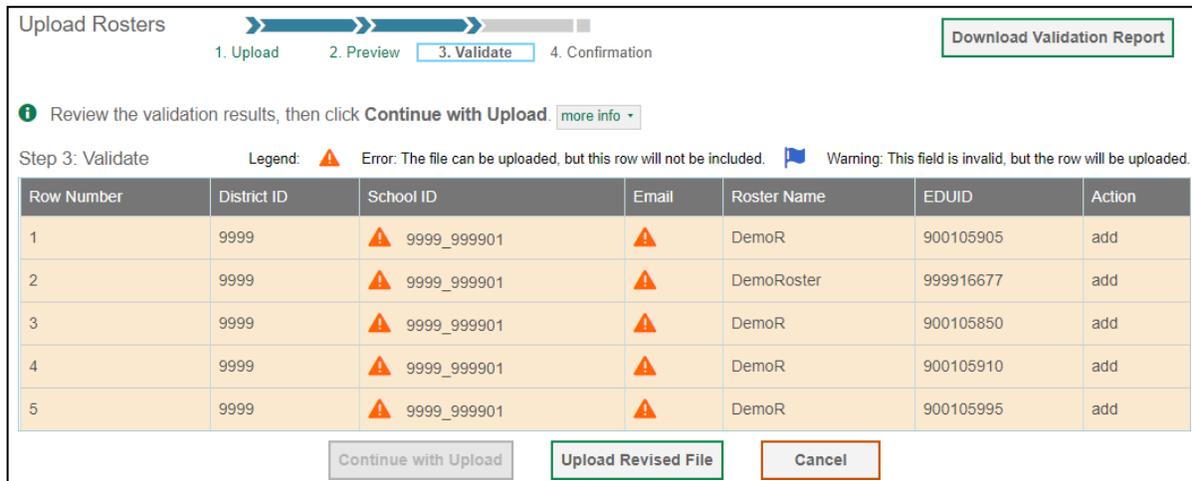
3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .

Figure 15. Upload Roster Preview Page



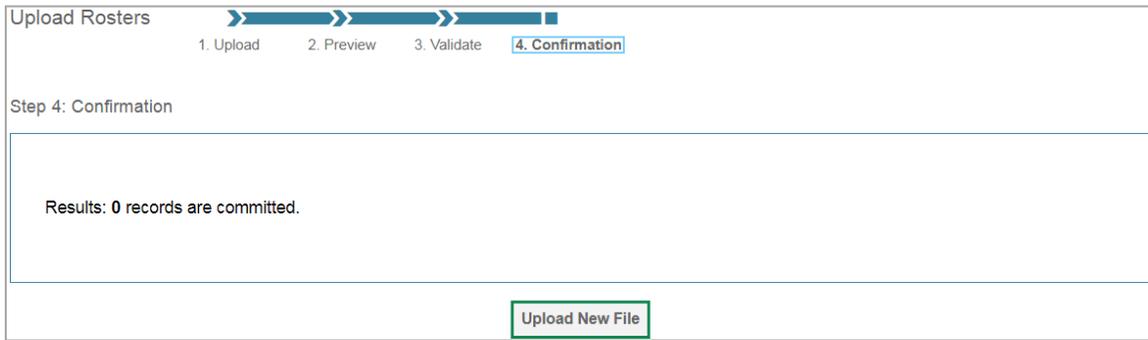
- Once you have verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 16. Upload Roster Validation Page



- The validation screen shows errors or warnings associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

Figure 17. Upload Roster Confirmation Page



How District-Level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

How District-Level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, district-level users must perform the following tasks in TIDE:

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How District-Level Users Set Up User Accounts in TIDE

District-level users must set up user accounts for school-level users to sign into TIDE and other CAI systems. If these users do not have accounts set up in TIDE, they will not be able to access any CAI systems.

How district-level users add new user accounts one at a time

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction to TIDE.

1. From the **Users** task menu, select **Add Users**. The **Add Users** page appears.

Figure 18. Add Users

2. In the *Email Address* field, enter the new user’s email address and select **+Add user or add roles to user with this email**. Additional fields appear.
3. Enter the new user’s first and last names in the required fields and other details in the optional fields.

Figure 19. Add User—Additional Fields

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.
5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat Step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

How district-level users modify existing user accounts one at a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user’s information changes after you have added the user to TIDE, you must edit the user account to match the most up-to-date information. If the user’s account does not include the most up-to-date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction to TIDE.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user’s details as required, using the table “Fields in the View/Edit/Export Users Page” in the Appendix as a reference.

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5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
7. Select **Save**.
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

How district-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload as shown in the section "[How to add or modify multiple records at once](#)" in the Introduction to TIDE.

1. From the **Users** task menu, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction to TIDE and using the table "[Columns in the User Upload File](#)" in the Appendix as a reference, fill out the template, and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How District-Level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in the TDS.

How district-level users add new student accounts one at a time

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction to TIDE.

When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district.

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The **Add Students** form appears (see [Figure 20](#)).
2. In the *Demographics* panel, enter the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the Appendix as a reference.

Figure 20. Fields in the Add Students Form (top portion)

The screenshot shows the 'Add Students' form with the following fields and options:

- Header:** 'Add Students' with an information icon and a 'more info' dropdown.
- Buttons:** 'Save' (green) and 'Cancel' (orange).
- Section Header:** 'Student Demographics' (teal bar).
- Fields:**
 - *District: Demo district 9999 - 9999 (dropdown)
 - *Grade: - Select - (dropdown)
 - *School: -- Select -- (dropdown)
 - *Section 504 Status: Yes No
 - *EDUID: (text input)
 - *Special Education Status: Yes No
 - *Student's Last Name: (text input)
 - Alt Assessment: Yes No
 - *Student's First Name: (text input)
 - *Primary Disability Type: - Select - (dropdown)
 - Student's Middle Name: (text input)
 - *EL Status: Yes No
 - *Gender: Male Female
 - EL Category: - Select - (dropdown)
 - *Birth Date (MMDDYYYY): (calendar icon and text input)
 - *Migrant Status: Yes No
 - *Economic Disadvantage: Yes No

3. In the available student test settings and tools panels (see [Figure 21](#)), enter the student's settings for each test, using the table "[Fields in the Test Settings and Tools Panels](#)" in the Appendix as a reference. The test settings are grouped into categories, such as support tools for all students, supporting students with literacy challenges, supporting students with hearing impairments, supporting students with visual impairments, supporting students using assistive technology, and non-embedded tools. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

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Figure 21. Sample Student Settings and Tools Panel

Use this form to modify a student's test settings. [more info](#)

Save Cancel

Student Demographics
 Race and Ethnicity
 Interim Testing Grade
 Student Participation
 Test Eligibility
 Support Tools for All Students

Support Tools for All Students	1 ELA-CAT	2 ELA-PT	3 Math (CAT & PT)	4 Science	5 IDAA ELA	6 IDAA Math	7 IDAA Science	8 Remote ELA
Color Contrast	Black on White	Black on White	Black on White	Black on White	Black on White	Black on White	Black on White	Black on White
Masking	OFF	OFF	OFF	OFF	ON	ON	ON	OFF
Mouse Pointer	System Default	System Default	System Default	System Default	System Default	System Default	System Default	System Default
Print on Demand (N/A for Braille tests)	OFF	OFF	OFF	OFF	ON	ON	ON	System Default
Print Size/Zoom	1X	1X	1X	1X	1X	1X	1X	1X

Supporting Students with Literacy Challenges
 Supporting Students who are Deaf or Hard of Hearing
 Supporting Students with Visual Impairments
 Supporting Students Using Assistive Technology
 Non-Embedded Tools

Save Cancel

- In the *Test Eligibility* panel, select whether the student is eligible for paper tests.
- Select **Save**.

If TIDE reports that another student already has the EDUID, contact the Idaho Help Desk.

If a student already exists, a confirmation pop-up window appears:

- To dual-enroll the student in the specified school, select **Add**.
- To move the student to the specified school, select **Move**.

To cancel the action, select **Cancel**. The pop-up window closes, and the **Add Students** page appears.

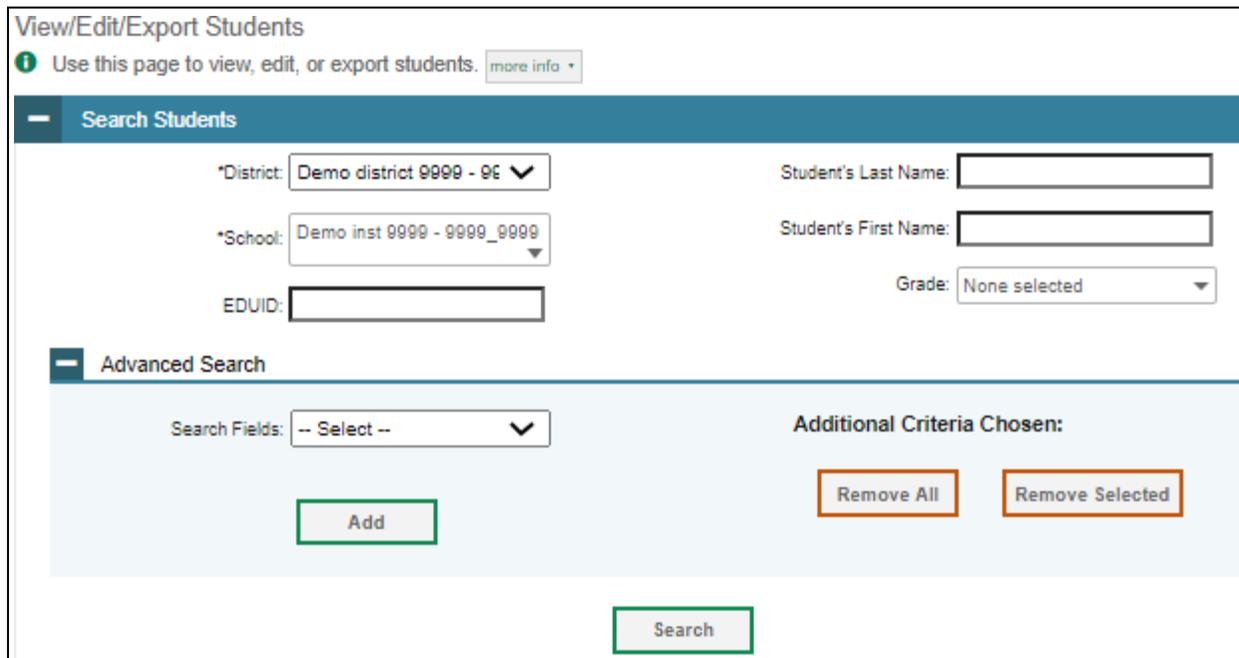
How district-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report and rosters to which students are active, if available.

- From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
- Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction to TIDE.

3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Students: [Student's Name]** form appears.

Figure 22. View/Edit/Export Students



The screenshot shows the 'View/Edit/Export Students' interface. At the top, there is a header with a help icon and the text 'Use this page to view, edit, or export students.' followed by a 'more info' link. Below this is a 'Search Students' section with a blue header. It contains several input fields: '*District:' with a dropdown menu showing 'Demo district 9999 - 99', '*School:' with a dropdown menu showing 'Demo inst 9999 - 9999_9999', 'EDUID:' with a text input field, 'Student's Last Name:' with a text input field, 'Student's First Name:' with a text input field, and 'Grade:' with a dropdown menu showing 'None selected'. Below the search section is an 'Advanced Search' section with a light blue background. It features a 'Search Fields:' dropdown menu with '-- Select --' selected, an 'Add' button, and two buttons labeled 'Remove All' and 'Remove Selected'. At the bottom of the advanced search section is a 'Search' button.

4. From the *Participation Student* panel, view the student's test participation report, if available.
5. If your user role allows it, modify the student's record as required:
 - In the *Demographics* panel, modify the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the Appendix as a reference.
 - In the available test settings and tools panels, modify the student's test settings, using the table "[Fields in the Test Settings and Tools Panels](#)" in the Appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.
 - In the *Test Eligibility* panel, select whether the student is eligible for paper tests.

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

6. Select **Save**.
7. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users add or modify multiple student accounts all at once

If you have many students to add, edit, or delete all at once, you can do so through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction to TIDE.

If you are trying to move a student from one school to another, please do so from the **View/Edit/Export Students** page and NOT through file uploads. Trying to move a student via file uploads may erroneously cause the student to be dual-enrolled instead of moved. For information on moving students, see [How district-level users transfer students between schools or districts](#).

1. From the **Students** task menu on the TIDE dashboard, select **Upload Students**. The **Upload Students** page appears.

Figure 23. Upload Students Page



2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction to TIDE and using the table [“Columns in the Student Upload File”](#) in the Appendix as a reference, fill out the Student template and upload it to TIDE.

If a student is already enrolled in TIDE a validation error will appear to let you know that a student is already enrolled in a different school or district. If you continue with the upload, the student will be dual enrolled in both districts and schools.

Figure 24. Dual Enrollment Error Message

Legend: ▲ Error: The file can be uploaded, t

FirstName	Middle Name	Birth Date (MMDDYYYY)	EDUID	Grade	Gender	HispanicOrLatino	Americ
Test	Test	10102010	991900018	05	M	Y	N
Test	Test	10102010	991900019	05	M	N	▲ N
Test	Test	10102010	991900022	05	M	Y	N
Test	Test		992920001	05	F	N	N
Test	Test		992920001	05	F	N	N

Student already exists in school(s) 9997_999701,9998_-999801,9999_999901

How district-level users enroll students in multiple schools or districts

TIDE facilitates the ability for students enrolled in multiple districts or schools at the same time to appear with that distinction in TIDE. This is significant in situations where a student takes one subject at one school and a different subject at another school (e.g., in some cases, students enroll in more than one school because a subject may be offered in one school, but not in the other).

The significant features of dual-enrolling students are

- A district-level user can add a student with the same EDUID, first name, and last name to more than one district or school in two ways:
1. You can add students individually via the **Add Students** page (see [Figure 25](#)). For information about adding student records, see the section “How District-Level Users Add New Student Accounts One at a Time.”

Figure 25. Fields in the Add Students Form (top portion)

The screenshot shows the 'Add Students' form with the following fields and options:

- Save** (green button) and **Cancel** (orange button) buttons.
- Student Demographics** section header.
- *District: Demo district 9999 - 9999 (dropdown)
- *Grade: - Select - (dropdown)
- *School: -- Select -- (dropdown)
- *Section 504 Status: Yes No
- *EDUID: (text input)
- *Special Education Status: Yes No
- *Student's Last Name: (text input)
- Alt Assessment: Yes No
- *Student's First Name: (text input)
- *Primary Disability Type: - Select - (dropdown)
- Student's Middle Name: (text input)
- *EL Status: Yes No
- *Gender: Male Female
- EL Category: - Select - (dropdown)
- *Birth Date (MMDDYYYY): (text input with calendar icon)
- *Migrant Status: Yes No
- *Economic Disadvantage: Yes No

The steps to enroll a student who takes classes in multiple locations are the same used to add a student taking classes in only one testing location. If a student is not already enrolled in another district or school, TIDE will add this student to the new location. If a student is already enrolled in TIDE as attending a certain school, a pop-up confirmation message will appear when you attempt to dual-enroll that student. You can choose from the following three options:

1. **Add**—This will dual-enroll the student in the new school.
2. **Move**—This will transfer the student to the new school.
3. **Cancel**—This will terminate the action and take you back to the **Add Students** page.

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- If you have many students to dual-enroll, it may be easier to perform this transaction through a file upload via the **Upload Students** page. For information about uploading student records, see the section [“How district-level users add or modify multiple user accounts all at once.”](#)
- If a district-level user tries to dual-enroll a student with the same EDUID, but a different name than what currently exists in TIDE, a validation error message is displayed (see [Figure 26](#)).

Figure 26. Error Message on Add Student Detail Page

The screenshot shows the 'Student Demographics' form with the following fields and values:

- *District: Demo District 9997 - 999
- *School: Demo School 999701 - 99
- *EDUID: 78787878
- *Student's Last Name: testing
- *Student's First Name: account
- *Student's Middle Name: (empty)
- *Grade: 04
- *Section 504 Status: No
- *Special Education Status: No
- Alt Assessment: No
- Primary Disability Type: - Select -
- *LEP Status: No
- LEP Category: - Select -

A red box highlights the error message: "The StudentID already exists in the system, with a different name." which appears below the last name field.

- When viewing a record of a student who has been enrolled in more than one district or school, the record will display all the districts and schools in which the student is enrolled (see [Figure 27](#)).

Figure 27. Edit Student Form for a Dual-Enrolled Student

The screenshot shows the 'Student Demographics' form for a dual-enrolled student with the following fields and values:

- District: 9999 - Demo district 9999
- School: 9999_9998 - Demo inst 9998
- School: 9999_9999 - Demo inst 9999
- School: 9999_9997 - Demo inst 9997
- EDUID: 999999713
- *Student's Last Name: Smith
- *Student's First Name: Joe
- Student's Middle Name: M
- *Birth Date (MMDDYYYY): 03182009
- *Grade: 03
- *Section 504 Status: No
- *Special Education Status: No
- Alt Assessment: No
- Primary Disability Type: - Select -
- *LEP Status: No

- When editing the record of a student who has been dual-enrolled, any changes you make to the student’s demographic details (with the exception of EDUID, first, and last name) will be reflected immediately in TIDE. For example, if the most recent upload file has a different grade level than the record previously shown in TIDE, the system assumes the grade change is an intentional update, and therefore, modifies the student’s grade.

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- When printing test tickets for a student who has been dual-enrolled, tickets will be printed for only the selected district and school in which the student is enrolled. For example, if you are printing a test ticket for a student who has been enrolled in three schools within the district (see [Figure 27](#)) and you have only retrieved the student’s enrollment record for one of these schools, test tickets will only be printed for the selected school. If you select all three enrollment records, test tickets will be printed for all three schools. For information about printing test tickets, see the section “[How District-Level Users Print Test Tickets.](#)”

The student can use any of the tickets to log in to the TDS. When verifying his or her information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process, as the school information has no impact on the tests that a student is eligible for.

- When deleting a record of a student who has been dual-enrolled, the record will only be deleted from the selected district and school; the student will remain in TIDE under the alternate district and school. For example, if a student is enrolled in School A and School B and you delete the student’s record for School A, the student’s record will still be available for School B to view, edit, or export.

How district-level users transfer students between schools or districts

If you are associated with multiple schools, you can also move students from one school to another on the **View/Edit/Export Students** page.

1. Retrieve the student account you want to view or edit by following the procedure in the section “[How district-level users modify existing student accounts one at a time.](#)”
2. In the list of retrieved records, do one of the following:
 - Mark the checkboxes for the students you want to move.
 - Mark the checkbox at the top of the table to move all students listed on the page.

When moving students, you can only move students who are listed on the page that you are viewing.

3. Do one of the following:
 - Select **Move to Another School** above the search results.
 - Select  in the floating Actions toolbar.
4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.
5. From the *School* drop-down list, select the school to which you want to move the student.
6. Select **Yes**. After TIDE moves the student, an affirmation message appears.
7. Select **Continue** to return to the student listing.

How district-level users specify student accommodations and test tools

A student’s test settings include the available accommodations, such as text-to-speech (TTS) or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The **View/Edit/Export Test Settings and Tools** page appears.

Figure 28. Test Settings and Tools

Edit	School Information			Student Demographics			Test Settings							
	District	School	EDJID	Student's Last Name	Student's First Name	Student's Middle Name	Grade	Color Contrast	Marking	Mouse Pointer	Print Size/Zoom	Language/Presentation	Streamlined Interface Mode	Text-To-Speech
<input type="checkbox"/>	9999	9999_999901	08080077	AFT	Donatolele		02							
<input type="checkbox"/>	9999	9999_999901	109999071	Alt	Savannah		05					ELPT Braille EL Braille		
<input type="checkbox"/>	9999	9999_999901	316316316	Austin	Steve		05		SC On	SC Large Black				SC Designated Support
<input type="checkbox"/>	9999	9999_999901	190000750	braille	Idahodemo		03					MA Braille ELPT Braille EL Braille		ALT-MA N/A ALT-EL N/A
<input type="checkbox"/>	9999	9999_999901	190000752	braille	Idahodemo		06	EL Black on Rose	ALT-MA Off			MA Braille ELPT Braille EL Braille		
<input type="checkbox"/>	9999	9999_999901	190000754	braille	Idahodemo		07					MA Braille ELPT Braille EL Braille		ALT-MA N/A ALT-EL N/A

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section [“How district-level users modify existing student accounts one at a time.”](#)
3. In the list of retrieved students, select  for the student whose test settings and tools you want to edit. The **View/Edit Students: [Student's Name]** form appears.
4. For information about how to use this form, see the section [“How district-level users modify existing student accounts one at a time.”](#)

How district-level users upload student accommodations and test tools

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing CSV files or working with Microsoft Excel.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The **Upload Test Settings and Tools** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction to TIDE and using the table [“Columns in the Test Settings Upload File”](#) in the Appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How district-level users upload interim grades

You can set up interim grades for multiple students through file uploads. This task requires familiarity with composing CSV files or working with Microsoft Excel.

1. From the **Students** task menu on the TIDE dashboard, select **Upload Interims**. The **Upload Interims** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction to TIDE and using the table “[Columns in the Interim Grades Upload File](#)” in the Appendix as a reference, fill out the Interim Grades template and upload it to TIDE.

About the Interim Grades Upload File

If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student’s subject.

If the upload file includes two rows for the same student and subject and the second row has a value “None,” then all interim grades established for the student’s subject up to that point will be removed.

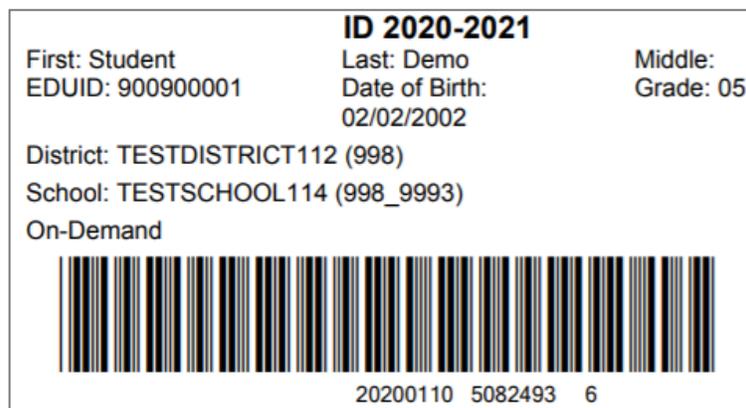
How district-level users print PreID labels from student lists

A PreID label (see [Figure 28](#)) is a label that you affix to a student’s testing materials, such as an answer booklet.

Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

This task requires the 5" × 2" label stock. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

Figure 29. Sample PreID Label



1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the students for whom you want to print PreID labels by filling out the search criteria and selecting **Search**.

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3. Select the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed:
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **My Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 29](#)).
7. Select the start position you require.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 30. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

How District-Level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

The rosters you create in TIDE are available in Reporting. Reporting can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

Since teachers are responsible for the growth and development of students' skill sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze his or her students' performance data and adjust his or her teaching strategies accordingly. For teachers to be able to see their students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as reading/literacy, mathematics, and science.

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of grade 3 students have the same teacher for reading, mathematics, and science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects, then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and period as applicable. For example, an elementary school roster may be named "Gr3Jones20-21" and a secondary school roster may be named "AikenPeriod3Eng9A20-21".

You can only create rosters from students associated with your school or district.

How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears (see [Figure 30](#)).
2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 31. Add Roster Form

Add Roster

Use this page to add rosters. [more info](#)

Search for Students to Add to the Roster

*District: Student's Last Name:

*School: Student's First Name:

EDUID: Grade:

Advanced Search

Add Students to the Roster

*Roster Name:

*Teacher Name:

*Students to display: Current Students Current and Past Students

Select students from the "Available Students" list below to add to the roster:

3. In the *Add/Remove Students to the Roster* panel (see [Figure 31](#)), do the following:

- In the *Roster Name* field, enter the roster name.
- From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
- From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

Figure 32. Add/Remove Students to Roster Panel: Current and Past Students

*Students to display: Current Students Current and Past Students

Select students from the "Available Students" list below to add to the roster.

Available Students (0)					Selected Students (4)				
<input type="checkbox"/> Add	Student Name	Grade	Reporting ID	Left School	<input type="checkbox"/> Remove	Student Name	Grade	Reporting ID	Left Roster
					<input checked="" type="checkbox"/>	DemoLH,demoFH	10	235466978	
					<input checked="" type="checkbox"/>	InterimTEST,Idaho	10	800100188	
					<input checked="" type="checkbox"/>	Lname,Fname	10	124886129	
					<input checked="" type="checkbox"/>	Test P,Test N	10	102938475	

Current Students: Displays students who match your search criteria and are currently associated with the school.

Current and Past Students: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a grade 3 student has left the school and you search for grade 3 students with the *Students to display* field set to **Current and Past Students**, the student who has left the school will also be displayed.

When viewing current and past students from the selected year, students who are no longer associated with your school will display, as well as the date on which they left the school. You can still add these students to your roster, if desired:

- To add students in the list of available students, do one of the following:
 - To move one student to the roster, select  for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- To remove students in the list of students in the roster, do one of the following:
 - To remove one student from the roster, select  for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

4. Select **Save**, and in the affirmation dialog box, select **Continue**.

How district-level users modify existing rosters one at a time

You can modify existing rosters by performing the following steps:

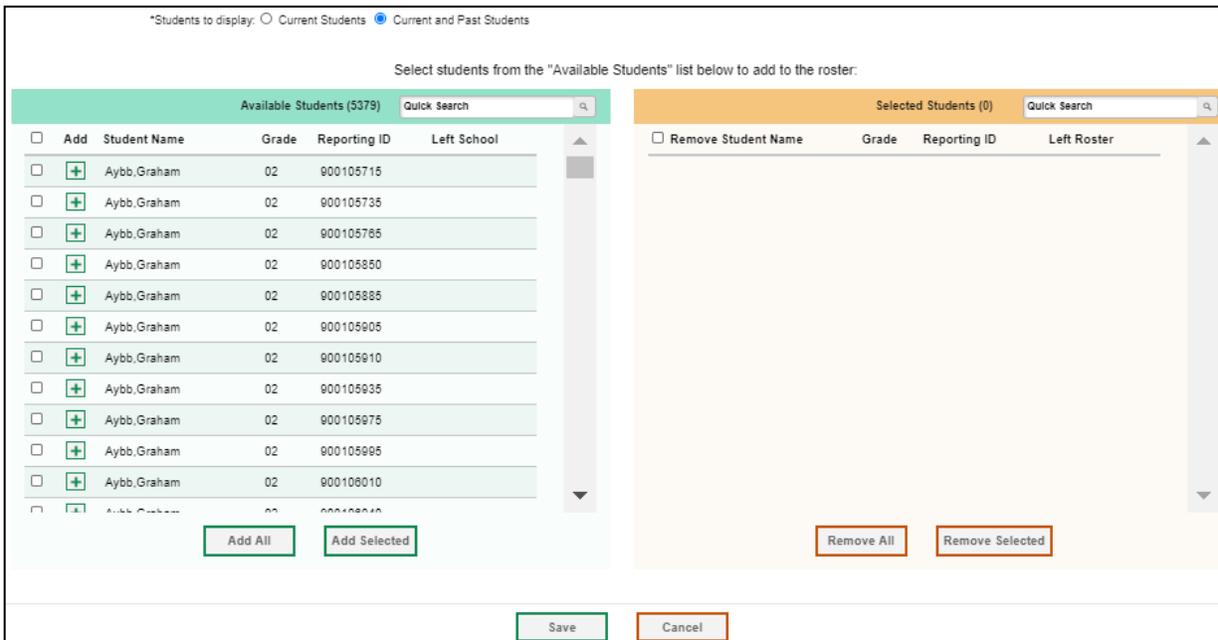
1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction to TIDE.
3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit Roster** form appears. This form is similar to the form used to add rosters (see [Figure 30](#)).
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction to TIDE.
5. In the *Add/Remove Students to the Roster* panel (see [Figure 31](#)), do the following:
 - In the *Roster Name* field, enter the roster name.
 - From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
 - From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

Current Students: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.

Current and Past Students: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, he is listed in the *Available Students* list as a regular student. However, if he has left the school then his or her record will appear in the *Available Students* list with the date he left the school.

- To add students from the list of available students, do one of the following:
 - To move one student to the roster, select  for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

Figure 33. Modifying a Roster: Current and Past Students



- To remove students in the list of students in the roster, do one of the following:
 - To remove one student from the roster, select  for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

6. Select **Save**, and in the affirmation dialog box select **Continue**.

How district-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction to TIDE.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction to TIDE and using the table [“Columns in the Roster Upload File”](#) in the Appendix as a reference, fill out the Roster template and upload it to TIDE.

How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, see the section [“How district-level users print PreID labels from student lists.”](#)

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.

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2. Retrieve the rosters for which you want to print PreID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.
4. Specify the rosters for whom labels need to be printed:
 - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print labels for all rosters listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **My Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 29](#)).
7. Select the start position you require.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.
8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

How District-Level Users Use TIDE During Test Administration

During testing, district-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- Add, modify, and upload test improprieties.
- View reports of students' current test statuses, test completion rates, and test status codes.

How District-Level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test.

TIDE generates the test tickets as PDF files that you download with your browser.

Figure 34. Sample Test Ticket

ID 2020-2021		
First Name: Student	Last Name: Demo	Middle Name:
EDUID: 900900001	Date of Birth: 02/02/2002	
GRADE: 05		
District: TESTDISTRICT112 (998)		
School: TESTSCHOOL114 (998_9993)		

About Printing Test Tickets for Dual-Enrolled Students

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected districts and schools in which the student is enrolled.

The student can use any of the tickets to log in to the TDS. When verifying his or her information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is acceptable to continue with the verification process, as the school information has no impact on the tests that a student is eligible for.

How district-level users print test tickets from student lists

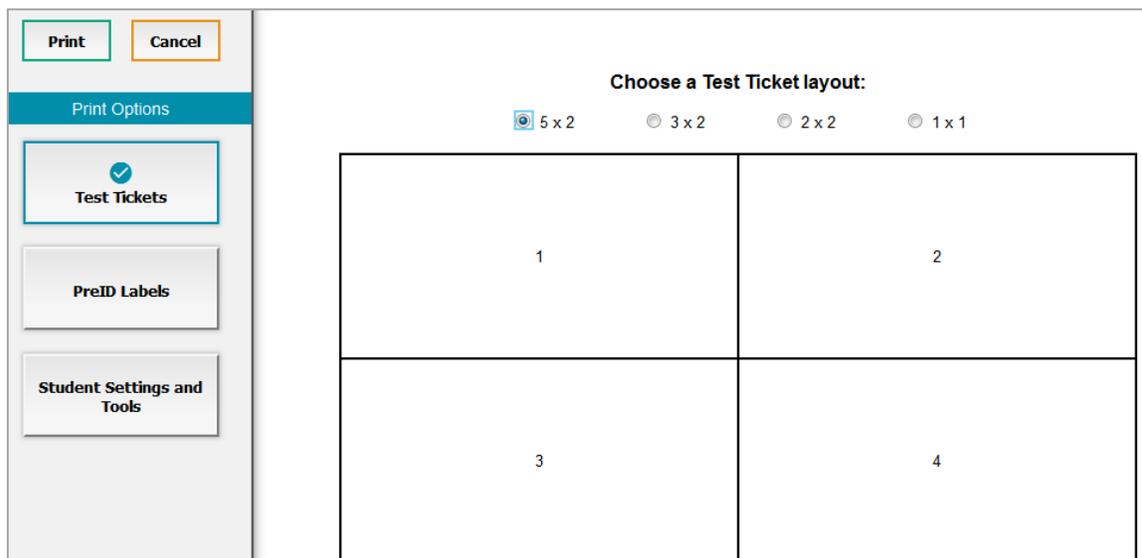
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
 - To print test tickets for selected students, select **My Selected Test Tickets**.
 - To print test tickets for all retrieved students, select **All Test Tickets**.

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- In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 34](#)), verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 35. Layout Model for Test Tickets



How district-level users print test tickets from roster lists

- From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The *View/Edit Rosters* page appears.
- Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.
- Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
- Do one of the following:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

When printing multiple class groups, the total number of students included in the rosters should not exceed 1000.

- Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 34](#)).
- Verify **Test Tickets** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-Level Users Manage Test Improprieties

In the normal flow of a test opportunity, a student takes the test in the TDS and then submits it. Next, the TDS forwards the test for scoring, and then the test scores are reported in Reporting.

Testing improprieties are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A TA may want to invalidate a test because of a hardware malfunction or an impropriety.

For a full list of testing impropriety types, see the table “[List of Test Impropriety Types](#)” in the Appendix.

For a list of testing impropriety statuses, see the table “[List of Test Impropriety Statuses](#)” in the Appendix.

For a list of available test improprieties by test status, see the table “[List of Test Improprieties by Test Status](#)” in the Appendix.

How district-level users add new test improprieties one at a time

You can create a testing impropriety for a given test result.

1. Retrieve the result for which you want to create a testing impropriety by doing the following:
 - From the **Test Improprieties** task menu on the TIDE dashboard, select **Create Testing Improprieties**. The *Create Testing Improprieties* page appears (see [Figure 35](#)).
 - Select a request type.
 - From the drop-down lists and in the text field, enter search criteria.

Figure 36. Selection Fields in the Create Testing Improprieties Page

The screenshot shows the 'Create Test Improprieties' page. At the top, there is a header 'Create Test Improprieties' and a sub-header 'Use this page to create invalidation requests.' with a 'more info' link. Below this is a section titled 'Select Request Type and Search'. Under 'Request Type', there are six radio button options: 'Invalidate a test', 'Reset a test', 'Re-open a test', 'Re-open test segment', 'Exceeded the Pause Rule', and 'Restore a test that was reset'. Each option has a green question mark icon. To the right of these options is a dropdown menu labeled '*Search Student By:' with '- Select -' as the current selection. At the bottom of the form is a 'Search' button.

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- Select **Search**. TIDE displays the found results at the bottom of the **Create Testing Improprieties** page (see [Figure 36](#)).
2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.
 3. From the **Select a reason from the list** drop-down, select a reason for creating the testing impropriety. The reasons may vary based on the testing impropriety type.

Figure 37. Retrieved Test Results

Request Type	School	ResultID	EDUID	Student's Last Name	Student's First Name	Test Opp #	Test Status
Number of records found: 0							

4. *Optional:* In the *Additional Comments* field, enter comments, if desired.
5. Enter a reason for the request in the window that pops up.
6. Select **Submit**. TIDE displays a confirmation message.

How district-level users modify existing test improprieties one at a time

You can view, approve, reject, retract, and export existing test improprieties.

1. From the **Test Improprieties** task menu on the TIDE dashboard, select **View Testing Improprieties**. The **View/Edit/Export Invalidation Requests** page appears (see [Figure 37](#)).

Figure 38. Selection Fields in the View/Edit/Export Invalidation Requests Page

The screenshot shows the 'View Test Improprieties' interface. At the top, there is a header 'View Test Improprieties' and a sub-header 'Appeal Information'. Below this, there are three main sections for search criteria:

- Choose a Request Type:** Includes radio buttons for 'All', 'Invalidate a test', 'Reset a test', 'Re-open a test', 'Re-open test segment', 'Exceeded the Pause Rule', 'Restore a test that was reset', and 'Request an Item Rescore'.
- Choose a Request Status:** Includes radio buttons for 'All', 'Submitted for Processing', 'Processed', 'Rejected by System', 'Error Occurred', 'Requires Resubmission', 'Pending Approval', 'Rejected', and 'Retracted'.
- Additional Request Criteria:** Includes a 'Session ID' text input field and a 'Filter By' dropdown menu currently set to 'All'.

A 'Search' button is located at the bottom center of the form.

- Retrieve the test improprieties you want to view by filling out the search criteria and selecting **Search**. [Figure 38](#) shows retrieved test improprieties.

Figure 39. Retrieved Test Improprieties

The screenshot shows a table with the following data:

Case Number	Item	Request Type	School	ResultID	EDUID	Student's Last Name	Student's First Name	Segments	Request Status
10035		Invalidate a test	9999_9999	53845	800100071	Interim	Idaho		Processed
10837		Invalidate a test	9999_9999	54602	800100049	Interim	Idaho		Processed

- Optional:* Review the initiator's reason for the testing impropriety by selecting  in the Request Status column.

How district-level users add or modify multiple test improprieties all at once

If you have many test improprieties to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing CSV files or working with Microsoft Excel.

- From the **Test Improprieties** task menu on the TIDE dashboard, select **Upload Test Improprieties**. The **Upload Testing Improprieties** page appears.

2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction to TIDE and using the table “[Columns in the Test Impropriety Upload File](#)” in the Appendix as a reference, fill out the Test Impropriety template and upload it to TIDE.

How District-Level Users Monitor Test Progress

The tasks available in the **Monitoring Test Progress** task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Report by EDUID** page.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.

How district-level users view report of students’ current test status

TIDE includes a Plan and Manage Testing report that details all of the student’s test opportunities and the status of those test opportunities.

Because the report lists test opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The **Plan and Manage Testing** page appears (see [Figure 39](#)).
2. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - From the **Test** drop-down list, select a test category.

Figure 40. Plan and Manage Testing Page

- From the **Administration** drop-down list, select an administration.
- *Optional:* From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

3. In the *Search Students* panel, select the parameters for whose information to include in your report:

- From the **District** drop-down list, select a district if applicable.
- From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected district has 20 or less schools. For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.
- *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

The **Teacher** drop-down list includes all school-level users, such as teachers, TAs, and principals associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for

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the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports show the test attempts of the students included in the roster.

If you do not select any person from the **Teacher** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the TA Name displayed on the Plan and Manage Testing report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

- *Optional:* In the *Student's Last Name* field, enter a student's last name.
 - *Optional:* In the *Student's First Name* field, enter a student's first name.
 - *Optional:* In the *EDUID* field, enter an EDUID.
 - *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):
- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
 - Students whose current opportunity will expire {in/between} {number/range} days.
 - If you select "in," you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
 - If you select "between," you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).
 - Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
 - A search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.
 - Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
 - Search student(s) by {EDUID/Name}: {EDUID/Student Name}

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5. Do one of the following:

- To view the report on the page, select **Generate Report**.
- To open the report in Microsoft Excel, select **Export Report**.

Figure 41. Plan and Manage Testing Report

Plan and Manage Testing

i Use this page to view participation report. [more info](#)

Search Students

*State: -- Select -- Student's Last Name:

*District: -- Select -- Student's First Name:

*School: None selected Grade: None selected

StudentID:

Advanced Search

Search Fields: -- Select -- **Additional Criteria Chosen:**

Add Remove All Remove Selected

Choose What

*Test Type: Interims Administration: 2022-2023

Test Instrument: Interims Test ID's: All selected (27)

Get Specific

Students who have completed Any opportunity the test in the selected administration

Students whose most recent SessionID was SessionID (optional) between 07/12/2022 and 07/12/2022

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

students whose current opportunity will expire in days.

Students on their Any opportunity who have a status of None selected in the selected administration

Search student(s) by SSID : Enter up to 20 SSID(s) separated by commas

Generate Report Export Report

For descriptions of the columns in this report, see the table “[Columns in the Plan and Manage Testing Report](#)” in the Appendix.

How district-level users view report of students’ current test status by student ID

You can also generate participation reports for specific students by EDUID. This section describes how to generate participation reports for one or more students using students’ EDUIDs.

Because the report lists test opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search**

by EDUID. The *Participation Search by EDUID* page appears (see [Figure 41](#)).

2. Do one of the following:

- To enter students' EDUIDs, select **Search by EDUID(s)**. Next, enter one or more EDUIDs, separated by commas, in the Student IDs field. You can enter up to 1,000 EDUIDs.

Figure 42. Participation Search by EDUID Page

- To upload EDUIDs, select **Upload EDUID**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1,000 EDUIDs.

3. Select **Generate Report**. The *Participation Report by EDUID* appears (see [Figure 40](#)).

For descriptions of the columns in this report, see the table “[Columns in the Plan and Manage Testing Report](#)” in the Appendix.

How district-level users view report of test completion rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The *Test Completion Rates* page appears.
2. In the *Report Criteria* panel (see [Figure 42](#)), select the parameters for which tests to include in your report.
3. *Optional*: To disaggregate the report by student’s enrolled grade, mark the *Show by Grade* checkbox.

Figure 43. Test Completion Rates Search Fields

- To open the report in Microsoft Excel, select **Export Report**. [Figure 43](#) displays a sample Test Completion Rate report.
- For a description of the columns in this report, see the table “[Columns in the Test Completion Rate Report](#)” in the Appendix.

Figure 44. Test Completion Rate Report

Date	District ID	District Name	Test IDs	Opportunity	Test Instrument	Total Student	Total Stud	Total Stud	Percent St	Percent Co
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 10 ELA - Interim Assessment (ICA)	1	Interim Comprehensive	516	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 10 ELA - Performance Task (ICA)	1	Interim Comprehensive	516	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 10 MATH - Interim Assessment (ICA)	1	Interim Comprehensive	512	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 10 MATH - Performance Task (ICA)	1	Interim Comprehensive	512	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 11 ELA - Interim Assessment (ICA)	1	Interim Comprehensive	25666	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 11 ELA - Performance Task (ICA)	1	Interim Comprehensive	25666	0	0	0.00%	0.00%
7/20/2020 5:00:01 AM	9999	Demo district 9999	Grade 11 MATH - Interim Assessment (ICA)	1	Interim Comprehensive	25682	0	0	0.00%	0.00%

How district-level users view report of test status codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

- From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
- In the *Report Criteria* panel (see [Figure 44](#)), select search criteria for the test and administration.

Figure 45. Test Status Code Report Search Results

3. Do one of the following:
 - To view the report on the page, select **Generate Report**.
 - To open the report in Microsoft Excel, select **Export Report**.

TIDE displays the tests and associated statuses and special codes (see [Figure 45](#)).

Figure 46. Test Status Code Report

Name	EDUID	School ID	School Name	Test IDs	Test Status	Date Started	Special Code
UploadThree, Test	000000007	9999_9998	Demo inst 9998	Grade 4 ELA - Interim Assessment (ICA)			
UploadThree, Test	000000007	9999_9998	Demo inst 9998	Grade 4 ELA - Performance Task (ICA)			

For a description of the columns in this report, see the table “[Columns in the Test Status Code Report](#)” in the Appendix.

For a description of each status that a test opportunity can have, see the table “[Test Opportunity Status Descriptions](#)” in the Appendix.

How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district for the current day. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Session Status Report**. The **Test Session Status Report** page appears.

Figure 47. Session Report Page

Test Session Status Report

i Use this page to view session reports for a school. [more info](#)

— Session Report

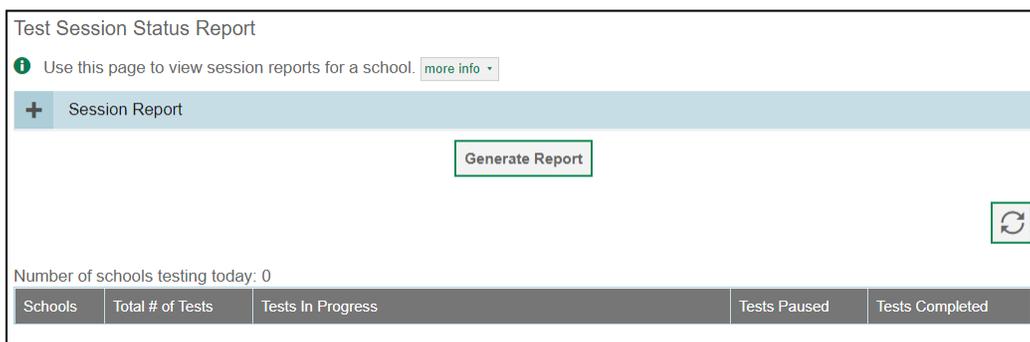
*District:

*School:

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2. From the **District** drop-down list, select a district.
3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in Step 3, skip Step 5.
5. If you selected multiple schools in Step 3, a summary report page appears. For a description of the columns in this report, see the table "[Columns in the Summary Session Report Page](#)" in the Appendix.

Figure 48. Summary Session Report



6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in Step 3, a detailed report will appear after you complete Step 4. For a description of the columns in this report, see the table "[Columns in the Detailed Session Report Page](#)" in the Appendix.

Figure 49. Detailed Session Report



7. *Optional:* If multiple tests are available for one session, select **+ Multiple Tests** to expand the list of tests associated with that session.
8. *Optional:* Select **Expand All Sessions** to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.
9. *Optional:* Select **Collapse All Sessions** to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Figure 50. School Report Page with All Sessions Expanded

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests in Progress	Tests Paused	Tests Completed
UAT-30EC-3	test, test	Interim Elementary School Earth and Space Science - Earth's Systems 2: 5-ESS2-2	01:49 PM	1	0	1	0
UAT-59A1-3	test, test	Interim Elementary School Physical Science - Motion and Stability: 5-PS2-1	12:37 PM	1	0	1	0
UAT-F3D5-3	test, test	Multiple Tests	01:38 PM	10	0	10	0
		IAB - ELA Grade 11 - Research		1	0	1	0
		IAB - Math Grade 11 - Seeing Structure in Expressions/Polynomial Expressions		1	0	1	0
		Interim Elementary School Earth and Space Science - Earth's Systems 1: 4-ESS2-1		1	0	1	0
		Interim Elementary School Physical Science - Motion and Stability: 5-PS2-1		2	0	2	0
		Interim Elementary School Physical Science - Structure and Properties of Matter 1: 5-PS1-2		1	0	1	0
		Interim High School Earth and Space Science - Weather and Climate 2: ESS2-4		1	0	1	0
		Interim High School Life Science - Inheritance and Variation of Traits: LS3-2		1	0	1	0
		Interim Middle School Physical Science - Chemical Reactions: PS1-5		1	0	1	0
		Interim Middle School Physical Science - Waves and Electromagnetic Radiation 2: PS4-1		1	0	1	0

10. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

11. *Optional:* Select  to refresh the list of available sessions. Data is refreshed in near real time.

How District-Level Users Submit Test Incident Report Forms

You can submit Test Incident Report forms by following the intrusions below. These may only be submitted for the ISAT and IDAA Summative Assessments.

- From the **Submit Forms** task menu on the TIDE dashboard, select **Submit Forms**. The **Type of Form to Submit** page appears.

Figure 51. Type of Form to Submit Page

- From the *Select a Form* drop-down list, select **Test Incident Report**. Then select **Select**. The form appears.
- Enter in all of the required information, then select **Submit** once complete.

How District-Level Users View/Edit Test Incident Report Forms

You can view or edit submitted Test Incident Report forms by following the instruction below.

- From the **Submit Forms** task menu on the TIDE dashboard, select **View/Edit Forms**. The **Search For Form Submissions to Review** page appears.

Figure 52. Search for Form Submissions to Review Page

Search for Form Submissions to Review

*Select a Form: Test Incident Report

*Form Status: All selected (3)

Submission ID:

*Form Year: 2022-2023

*District: Demo district 9999 - 9999

*School: All Schools

Start Date:

End Date:

Search

2. Enter the required search criteria to find the *Test Incident Report* forms you want to view.
3. Select **Search**. A search results grid appears, displaying Test Incident Report forms matching your search criteria.
4. To view a *Test Incident Report*, select the edit button () for that form. The form appears.
5. Optional: To add attachments to the form, select Choose Files and use the file browser to select the file(s) you want to attach.
6. If you added attachments, select Submit. The form with new attachments is submitted.

How District-Level Users Use TIDE After Testing

After testing, district-level users can perform the following tasks in TIDE:

- View or edit non-participation codes
- Correct student enrollment information

How District-Level Users Perform Data Cleanup

After testing, you must clean up data by adding or editing non-participation codes for students who did not take a test as intended and by correcting student enrollment information, if necessary.

How district-level users view or edit non-participation codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that Reporting can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. For a list of special codes and their descriptions, see the table "[Special Codes and Their Descriptions](#)" in the Appendix.

Once you apply a special code, that special code persists until it is changed. For example, if you apply a special code for an interim assessment, that special code also applies to a summative assessment unless you explicitly change it.

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1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The **Non-Participation Codes** page appears (see [Figure 50](#)).
2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 51. Fields in the Non-Participation Codes Page

Non-Participation Codes

Use this page to enter codes explaining a student's non-participation. [more info](#)

Search Students

*District: Demo district 9999 - 9999
 *School: Demo inst 9999 - 9999_9999
 EDUID:

Student's Last Name:
 Student's First Name:
 Grade: None selected

Advanced Search

Search Fields: -- Select --
 Additional Criteria Chosen:
 Add Remove All Remove Selected

Search

3. In the list of retrieved students, select  for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see [Figure 51](#)).

Figure 52. Edit Non-Participation Codes

Student Information

District: 9999 - Demo district 9999
 School: 9999_9999 - Demo inst 9999
 EDUID: 600600618
 Student's Last Name: Demo
 Student's First Name: Test
 Student's Middle Name:
 Gender: F
 Birth Date (MMDDYYYY): 02022002
 Grade: 06

Special Codes

Special Codes

Interim ES Earth and Space
 Science - Earth's Systems 2-
 5-ESS2-2: None

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see the table “[Special Codes and Their Descriptions](#)” in the Appendix.
5. Select **Save**.

How School-Level Users Perform Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

How School-Level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, school-level users must perform the following tasks in TIDE:

- Set up **user accounts** for teachers and test administrators (TAs) so they can sign into TIDE and other CAI systems. If teachers or TAs do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up **student accounts** so students can take the correct tests with the correct test settings. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How School-Level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and TAs. If teachers and TAs do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

Like district-level users, school-level users can add or modify user accounts one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the section "[How District-Level Users Set Up User Accounts in TIDE](#)." For detailed information, please refer to the following sections:

- [How district-level users add new user accounts one at a time](#)
- [How district-level users modify existing user accounts one at a time](#)
- [How district-level users add or modify multiple user accounts all at once](#)

How School-Level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign into a test.

Like district-level users, school-level users can add or modify student accounts one at a time. School-level users can also specify or upload student accommodations and test tools and can specify or upload interim grades. Users also can print PreID labels from student lists. These tasks can be performed following the procedure as described in the section "[How District-Level Users Register Students for Testing](#)." For detailed information, please refer to the following sections:

- [How district-level users add new student accounts one at a time](#)

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- [How district-level users modify existing student accounts one at a time](#)
- [How district-level users specify student accommodations and test tools](#)
- [How district-level users upload student accommodations and test tools](#)
- [How district-level users upload interim grades](#)
- [How district-level users print PreID labels from student lists](#)

How School-Level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Reporting so those systems can display scores.

Like district-level users, school-level users can add or modify rosters one at a time or all at once through file upload. Users can also print PreID labels from roster lists. These tasks can be performed following the procedure in the section “[How District-Level Users Manage Rosters](#).” For detailed information, please refer to the following sections:

- [How district-level users add new rosters one at a time](#)
- [How district-level users modify existing rosters one at a time](#)
- [How district-level users add or modify multiple rosters all at once](#)
- [How district-level users print PreID labels from roster lists](#)

How School-Level Users Use TIDE During Test Administration

During testing, school-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- Add, modify, and upload test improprieties.
- View reports of students’ current test statuses, test completion rates, and test status codes.

How School-Level Users Print Test Tickets

School-level users can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student’s username for logging in to a test.

Test tickets can be printed by following the procedure in the section “[How District-Level Users Print Test Tickets](#).” For detailed information, please refer to the following sections:

- [How district-level users print test tickets from student lists](#)
- [How district-level users print test tickets from roster lists](#)

How School-Level Users Manage Test Improperities

School-level users can manage test improperities for students in their school.

Like district-level users, school-level users can add or modify test improperities one at a time or all at once through file upload. These tasks can be performed by following the procedure in the section “[How District-Level Users Manage Test Improperities.](#)” For detailed information, please refer to the following sections:

- [How district-level users add new test improperities one at a time](#)
- [How district-level users modify existing test improperities one at a time](#)
- [How district-level users add or modify multiple test improperities all at once](#)

How School-Level Users Monitor Test Progress

Like district-level users, school-level users can view reports of students’ current test statuses, test completion rates, test status codes, and test session status. These tasks can be performed by following the procedure in the section “[How District-Level Users Monitor Test Progress.](#)” For detailed information, please refer to the following sections:

- [How district-level users view report of students’ current test status](#)
- [How district-level users view report of students’ current test status by student ID](#)
- [How district-level users view report of test completion rates](#)
- [How district-level users view report of test status codes](#)
- [How district-level users view test session status reports](#)

How School-Level Users Use TIDE After Testing

After testing, school-level users can view or edit non-participation codes in TIDE.

How School-Level Users View or Edit Non-Participation Codes

Like district-level users, school-level users can view or edit non-participation codes by following the procedure in the section “[How district-level users view or edit non-participation codes.](#)” For detailed information, please refer to the following section:

- [How district-level users view or edit non-participation codes](#)

How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators (TAs) have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and TAs back to the instructions presented in the district-level user section.

How Teachers and Test Administrators Perform Tasks in TIDE Before Testing Begins

Before testing begins, teachers and TAs can perform the following tasks in TIDE:

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Teachers (not TAs) can set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and TAs can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

How Teachers and Test Administrators Manage Student Information

Teachers and TAs can view student accounts by selecting the **Student** task menu, selecting **View/Edit/Exporting Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the inbox. Teachers and Test Administrators can print PreID labels from students lists. For more information, please refer to the following section:

- [How district-level users print PreID labels from student lists](#)

How Teachers Manage Rosters

Teachers (but not TAs) can manage rosters for students in their school. However, DAs/DCs/SCs need to assign students to teachers in a roster first, before teachers are then able to customize their rosters and create more granular rosters with those assigned students. These rosters are then sent to Reporting so those systems can display scores.

Like district- and school-level users, teachers can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section "[How District-Level Users Manage Rosters](#)." Teachers can also print PreID labels from roster lists. For detailed information, please refer to the following sections:

- [How district-level users add new rosters one at a time](#)

- [How district-level users modify existing rosters one at a time](#)
- [How district-level users add or modify multiple rosters all at once](#)
- [How district-level users print PreID labels from roster lists](#)

How Teachers and Test Administrators Use TIDE During Testing

During testing, teachers and TAs can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How Teachers and Test Administrators Print Test Tickets

Teachers and TAs can print test tickets for their students. Test tickets are hard-copy forms that includes a student's username for logging in to a test.

Test tickets can be printed by following the procedure in the section "[How District-Level Users Print Test Tickets](#)." Please note, only teachers can print test tickets from roster lists. For detailed information, please refer to the following sections:

- [How district-level users print test tickets from student lists](#)
- [How district-level users print test tickets from roster lists](#)

How Teachers and Test Administrators Monitor Test Progress

Like district- and school-level users, teachers and TAs can view reports of students' current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the section "[How District-Level Users Monitor Test Progress](#)." For detailed information, please refer to the following sections:

- [How district-level users view report of students' current test status](#)
- [How district-level users view report of students' current test status by student ID](#)
- [How district-level users view report of test completion rates](#)
- [How district-level users view report of test status codes](#)

Appendix

A

Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or district assessment coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see [Figure 7](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (see [Figure 52](#)).
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 53. Fields in the My Contact Information Page

The screenshot shows a web form titled "Add/Edit My Account". It contains four input fields:

- *Email Address: MAAC_DA@air.org
- *Last Name: Collins
- *First Name: Patricia
- Phone: 202-403-5621

 Below the fields are two buttons: "Save" (highlighted with a green border) and "Cancel" (highlighted with an orange border).

C

Changing Your Associated Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner (see [Figure 7](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 53](#)).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 54. Administration Details Window



Administration Details

Select the User Role, Test Administration, District, and School (as applicable):

User Role:

Test Administration:

*State:

Columns in the Test Impropriety Upload File

You can use the information in the table below to [add or modify multiple test improprieties all at once through file upload](#).

Column Name	Description	Valid Values
Type*	Type of testing impropriety.	One of the following: Exceeded the pause rule Invalidate a test Re-open a test Re-open test segment Reset a test Restore a test that was reset
Search Type*	Student field to search.	One of the following: Result ID Session ID EDUID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in the TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in the TDS.

Column Name	Description	Valid Values
Reason*	Reason for creating testing impropriety.	Up to 1,000 alphanumeric characters. One of the options available for the selected testing impropriety type.
Comment	Additional comments explaining the reason for the testing impropriety.	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the Detailed Session Report Page

You can use the information in the table below to [view test session status reports](#).

Column	Description
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start time of the session.
Total # of Test	Total number of students testing in each school.
Test in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Interim Grades Upload File

You can use the information in the table below to [upload interim grades](#).

Field Name	Description	Valid Values
EDUID*	State-assigned student identifier.	Up to 9 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute.	Interim Testing Grade

Field Name	Description	Valid Values
Subject*	Subject of assessment.	One of the following: <ul style="list-style-type: none"> • Mathematics • English Language Arts • Science
Grade*	Student's interim grade	Any of the following: Two-character grade in the range 03–12. Add leading zero for single-digit numbers. None

*Required field.

Columns in the Plan and Manage Testing Report

You can use the information in the table below to view the report of students' current test status through the [Plan and Manage Testing module](#) or when [searching by student ID](#).

Attribute	Description
Name	Student's legal name (Last Name, First Name).
EDUID	Student's Statewide Student Identifier number.
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
Grade	The grade in which the student is enrolled.
Interim Test Grade	Indicates the interim grades set up for the student.
EL Status	Indicates whether the student is an English learner (EL).
Test Name	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Opportunity	The opportunity number for that student's specific record.
Test Administrator Name	The TA who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Result ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts with Grace Period—see below.)

Attribute	Description
Restarts with Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts with Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the quality assurance (QA) and reporting process.
Expiration Date	The date the test opportunity expires.
Test Duration	The time it took a student to complete a test.
Force Complete Date	The date a test expired and was force-completed.

Columns in the Roster Upload File

You can use the information in the table below to [add or modify multiple rosters all at once](#).

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Three alphanumeric characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Four alphanumeric characters. Must be associated with the district ID.
Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher.
Roster Name*	Name of the roster.	Up to 20 characters.
EDUID*	Student's unique identifier within the district.	Up to 9 alphanumeric characters.
Action*	Action column to add or delete students from roster.	Add—adds student to roster. Delete—deletes student from roster.

*Required field.

Columns in the Student Upload File

You can use the information in the table below to [add or modify multiple student accounts all at once through file upload](#).

Column Name	Description	Valid Values
DistrictID*	District responsible for specific educational services or instruction of the student.	District ID that exists in TIDE and must be associated with the user uploading the file. Three alphanumeric characters.
SchoolID*	School responsible for specific education services and/or instruction of the student.	School ID that exists in TIDE. Must be associated with the user uploading the file and the district ID. Four alphanumeric characters. Can be blank when uploading district-level rosters.
LastOrSurname*	Student's last name.	Up to 35 alphanumeric characters.
FirstName*	Student's first name.	Up to 35 alphanumeric characters.
MiddleName	Student's middle name.	Up to 35 alphanumeric characters. Can be blank.
Birth Date (MMDDYYYY)*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
EDUID*	Student's Education Unique Identification.	Must be nine alphanumeric characters. Include leading zeros if necessary. Note: If adding students with an EDUID that is already associated with a student with a different name, TIDE displays a corresponding error message during the validation process.
Grade*	Student's enrolled grade.	Two-character grade in the range KG–12. Add leading zero for single-digit numbers.

Column Name	Description	Valid Values
Gender*	Student's gender.	One of the following: M F
HispanicOrLatinoEthnicity*	Student's ethnicity.	One of the following: Y N
AmericanIndianOrAlaskaNative*	Student's ethnicity.	One of the following: Y N
Asian*	Student's ethnicity.	One of the following: Y N
BlackOrAfricanAmerican*	Student's ethnicity.	One of the following: Y N
White*	Student's ethnicity.	One of the following: Y N
NativeHawaiianOrOtherPacificIslander *	Student's ethnicity.	One of the following: Y N
Section504Status*	Individuals with disabilities who are being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended	One of the following: Y N
SpecialEducationStatus*	A person receiving special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	One of the following: Y N

Column Name	Description	Valid Values
AltAssessment	An individual with the most significant cognitive disabilities to access grade-level content aligned to the core content connectors of the Idaho Content Standards.	One of the following: Y N Blank
PrimaryDisabilityType*	Major or overriding disability condition that best describes a student's impairment.	One of the following: ASD—Autism Spectrum Disorder CI—Cognitive Impairment DB—Deaf-blindness DD—Developmental Delay DE—Deaf EMD—Emotional Disturbance LI—Language Impairment MD—Multiple Disabilities N/A—Not Applicable OI—Orthopedic Impairment OHI—Other Health Impairment SI—Speech Impairment SLD—Specific Learning Disability TBI—Traumatic Brain Injury VI—Visual impairment
ELStatus*	Indication of student's Limited English Proficiency status.	One of the following: Yes No
ELCategory	Codes that indicate a student's Limited English Proficiency status.	One of the following: L1, LE, EW, X1, X2, X3, X4, FL, SO. Blank
MigrantStatus*	Student's migrant status.	One of the following: Yes No

Column Name	Description	Valid Values
PaperTester	This flag will indicate whether a student will test on paper instead of online.	One of the following: Y N Blank
EconomicDisadvantgeStatus*	Indication that Student meets the State criteria for classification as having an economic disadvantage. Only a required field for Administrator, State, and District Roles.	One of the following: Y N
DeleteStudent	Indicates if record is a deletion.	Y—Delete the record. If blank, indicates the record is an add or modify.

*Required field

Columns in the Summary Session Report Page

You can use the information in the table below to [view test session status reports](#).

Column	Description
Schools	List of schools for which you can view reports.
Total # of Tests	Total number of students testing in each school.
Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Test Completion Rate Report

You can use the information in the table below to [view report of test completion rates](#).

Column	Description
Date	Date and time that the file was generated.
District ID	The ID of the reported district.
District Name	The name of the reported district.
School ID	The ID of the reported school. This column is only included in the school-level report.
School Name	Name of the reported school. This column is only included in the school-level report.
Test Instrument	Category of the test that is being reported.
Test IDs	Test ID that is being reported.

Column	Description
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Columns in the Test Settings Upload File

You can use the information in the table below to [upload student accommodations and test tools](#).

Column	Description	Valid Values
EDUID*	Student's statewide identification number.	Nine digits
Subject*	Subject for which the tool or accommodation applies.	One of the following: ELA-CAT ELA-PT Math (CAT & PT) Science IDAA ELA IDAA MATH IDAA SCIENCE
Tool Name*	Name of the tool or accommodation.	See the table "Valid Values for Tool Names."
Value*	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table "Valid Values for Tool Names."

*Required field.

Columns in the Test Status Code Report

You can use the information in the table below to [view reports of test status codes](#).

Column	Description
Student Name	Student's name.
EDUID	Student's Statewide Student Identifier number.
School ID	ID of school where student is enrolled.

Column	Description
School Name	Name of school where student is enrolled.
Test ID	Unique ID for the item result.
Test Status	Unique ID for the test session.
Date Started	Date the test started.
Special Code	Code indicating why student did not start or complete the test.

Columns in the User Upload File

You can use the information in the table below to [add or modify multiple user accounts all at once through file upload](#).

Column	Description	Valid Values
District ID*	District associated with the user.	District ID that exists in TIDE and must be associated with the user uploading the file. Three alphanumeric characters.
School ID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Four alphanumeric characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.
Email*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

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Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, see User Role Permissions .	One of the following: DA— District administrator DC— District coordinator TFT_D (Tools for Teachers-District) SC—School coordinator. TFT_SC (Tools for Teachers-School) TA—Test administrator TE— Teacher DIS – District Instructional Support Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

You can delete existing records for users, students, rosters, and student eligibilities from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

E

Exporting Records in TIDE

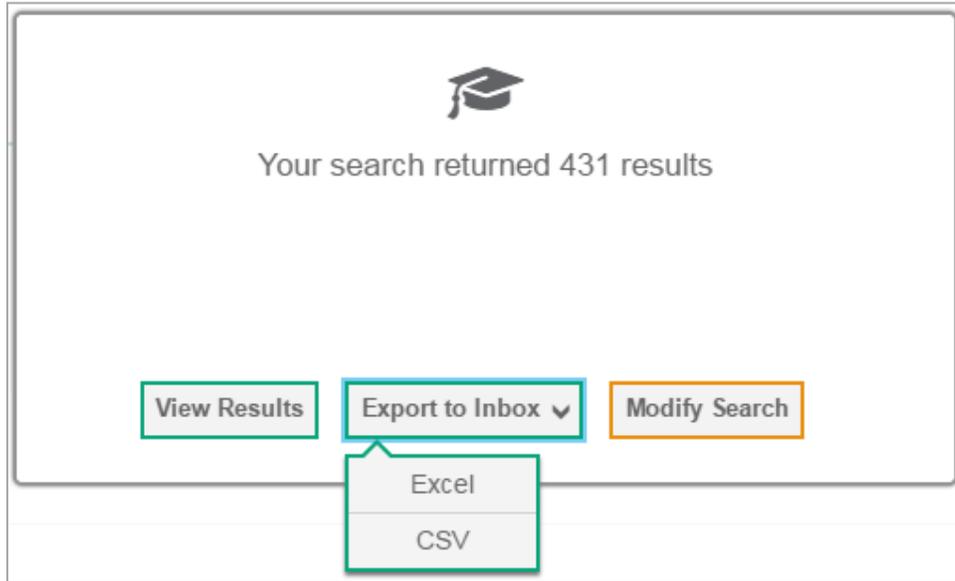
You can export search results for users, students, rosters, students' test settings, test windows, and test improprieties to the inbox.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records](#).

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2. In the search results pop-up window, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox.

Figure 55. Search Results



You can also export records from the search results grid.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to export.
 - Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

F

Fields in the Demographics Panel

You can use the information in the table below to [add new student accounts one at a time](#) or to [modify existing student accounts one at a time](#).

Field	Description
District ID*	District responsible for specific educational services and/or instruction of the student.

Field	Description
School ID*	School responsible for specific educational services and/or instruction of the student.
EDUID*	Student's Education Unique Identification.
Student's Last Name*	Student's last name.
Student's First Name*	Student's first name.
Middle Name	Student's middle name.
Gender*	Student's gender.
Birth Date (MMDDYYYY)*	Student's date of birth.
Grade*	Grade in which student is enrolled during the test administration.
Section 504 Status*	Indication whether individuals with disabilities are being provided with related aids and services under Section 504 of the Rehabilitation Act.
Special Education Status*	A person receiving special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.
Alt Assessment	Flag to indicate whether a student is eligible for an alternate assessment. Note: "Special Education Status" must be set to Yes in order to set this field to Yes .
Primary Disability Type*	The primary or overriding disability condition that best describes student's impairment. Note: "Special Education Status" must be set to Yes in order to set this field to Yes .
EL Status*	Indication of student's limited English proficiency (LEP) status.
EL Category	Codes that indicate a student's LEP status. Note: "EL Status" must be set to Yes in order to set any value for this field.
Migrant Status*	Student's migrant status.
Economic Disadvantage Status*	Indication that student meets the state criteria for classification as having an economic disadvantage. Note: Only a District Administrator (DA) or District Coordinator (DC) can view or edit this attribute.
Race and Ethnicity	
Hispanic or Latino*	Student's origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
American Indian or AlaskaNative*	Student's origin is in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliations or community attachment.

Field	Description
Asian*	Student's origin is in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
Black or African American*	Student's origin in any of the black racial groups of Africa.
White*	Student's origins in any of the original peoples of Europe, Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander*	Student's origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Interim Testing Grade	
Interim Testing Grade	Grade at which the student is tested during the upcoming Interim Assessments test administration. For example, marking the grade 4 checkbox under the mathematics subject indicates the student receives the 4th grade mathematics test.
Test Eligibility	
Paper Tester	Flag to indicate whether a student will test on paper instead of online.

*Required field.

Fields in the Test Settings and Tools Panels

When you are [adding new student accounts with permanent IDs one at a time](#) or [modifying existing student accounts one at a time](#), you can use the information in the table below to enter the student's settings for each test.

Field	Description
Support Tools for All Students	
Color Contrast	List of available color settings for all tests in the indicated subject.
Masking	Indicates availability of the masking tool, allowing student to cover distracting regions of the test page.
Mouse Pointer	Turns additional sizes and colors of the mouse pointer on and off for all tests in the indicated subject.
Print on Demand (N/A for Braille tests)	Indicates print settings for all tests in the indicated subject. This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.
Print Size/Zoom	Indicates enlarged font size in which the tests appear in the indicated subject.
Supporting Students with Literacy Challenges	

Field	Description
Language/Presentation	Indicates language in which the tests appear in the indicated subject. Note: Spanish tests appear as stacked Spanish over English text.
Text-To-Speech (TTS)	Indicates availability of the Text-to-Speech (TTS) accommodation for all tests in the indicated subject.
Translation (Glossary)	Indicates which glossary, if any, is available for all tests in the indicated subject.
Supporting Students with Hearing Impairments	
American Sign Language (ASL)	Indicates if the ASL videos accommodation is available for all tests in the indicated subject.
Closed Captioning	Indicates if closed captioning is available for English language arts (ELA) tests.
Supporting Students with Visual Impairments	
Braille Transcriptions	Indicates availability of audio transcriptions in the indicated subject.
Braille Type	Type of braille in which test items are printed for online braille tests.
Supporting Students Using Assistive Technology	
Permissive Mode	Toggles permissive mode setting on or off, allowing student to use pre-approved hardware or software with Secure Browser.
Speech-to-Text	Voice recognition allows students to use their voices as input devices to the computer, to dictate responses or give commands (e.g., opening application programs, pulling down menus, and saving work)
Streamlined Interface Mode	Turns streamlined interface settings on or off for tests in the indicated subject.
Non-Embedded Tools	
Non-Embedded Accommodations	Indicates which non-embedded accommodations are available for all tests in the indicated subject.
Non-Embedded Designated Supports	Indicates which non-embedded designated supports are available for all tests in the indicated subject.

Fields in the View/Edit/Export Users Page

You can use the information in the table below to [modify existing user accounts](#).

Field	Description
Role*	User's role. For an explanation of user roles, see User Role Permissions .
Email Address	Email address for logging in to TIDE.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.

*Required field.

H

Handscoring Resources

TIDE provides resources you can use to prepare for scoring tests by hand.

1. From the **General Resources** drop-down list in the banner, select **Interim Tests Scoring Materials**. The ***Interim Tests Scoring Materials*** page appears.
2. Select the download link for the required resource.

I

Inbox Files

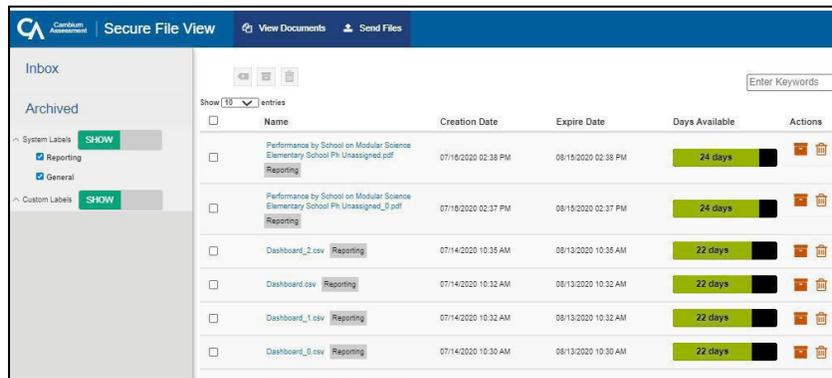
When searching for users, students, students' test settings, test windows, and test improprieties, you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed, and the file is available in the Inbox for download.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were created. 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, exported files are available for 30 days while secure documents are available for the period specified by the Idaho State Department of Education (SDE). You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

1. From the TIDE banner (see [Figure 7](#)), select **Inbox**. The ***Inbox*** page appears (see [Figure 55](#)). By default, TIDE displays the *View Documents* tab.
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.

Figure 56. Inbox—View Documents



3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. TIDE 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 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 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, 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.

L

List of Test Impropriety Statuses

You can use the information in the table below to [manage test improprieties](#).

Test Impropriety Status	Description of Status
Error Occurred	An error occurred while the testing impropriety was being processed.
Pending Approval	Testing impropriety is pending SDE approval.
Processed	Testing impropriety was successfully processed and the test opportunity has been updated.
Rejected	Test impropriety was rejected by the SDE.
Rejected by System	The Test Delivery System (TDS) was unable to process the testing impropriety.
Requires Resubmission	Testing impropriety must be resubmitted.
Resolved	Test impropriety was resolved.
Retracted	Originator retracted the testing impropriety.
Submitted for Processing	Testing impropriety submitted to the TDS for processing.

List of Test Impropriety Types

You can use the information in the table below to [manage test improprieties](#).

Reset and revert test improprieties must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test.
Reset a test	Allows the student to restart a test opportunity by removing all responses on the test.
Re-open a test	Reopening a test allows a student to access a test that has already been submitted or has expired. If an expired test is reopened, the test will reopen at the location at which the student stopped the assessment. The student will be able to review items within the current segment (if applicable) of the assessment but cannot return to previous segments. If a submitted test is reopened, the test will reopen at the last page of the test. The student can review items in the current segment (if applicable) but cannot return to previous segments or previous pages of a test.

Type	Description
Re-open test segment	Allows the student to review questions in the previous segment. This option is only available for ISAT ELA and Mathematics.
Restore a test that was reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. This appeal is useful when a district administrator (DA), district coordinator (DC), or school coordinator (SC) inadvertently resets the incorrect test.
Exceeded the Pause Rule	Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer.

P

Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To [activate your account](#), you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your school test coordinator (SC) or district test coordinator (DC) to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the ISAT Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - To print some records, mark the checkboxes for the records you want to print, select , select **My Selected**, and then select **Print**.

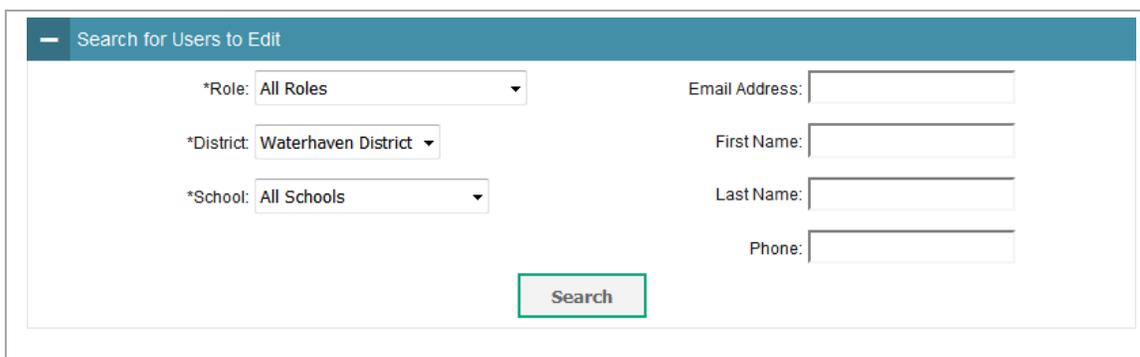
- To print all records, select , select **All**, and then select **Print**.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see [Figure 56](#)). This section explains how to use this search panel and navigate search results.

Figure 57. Sample Search Panel



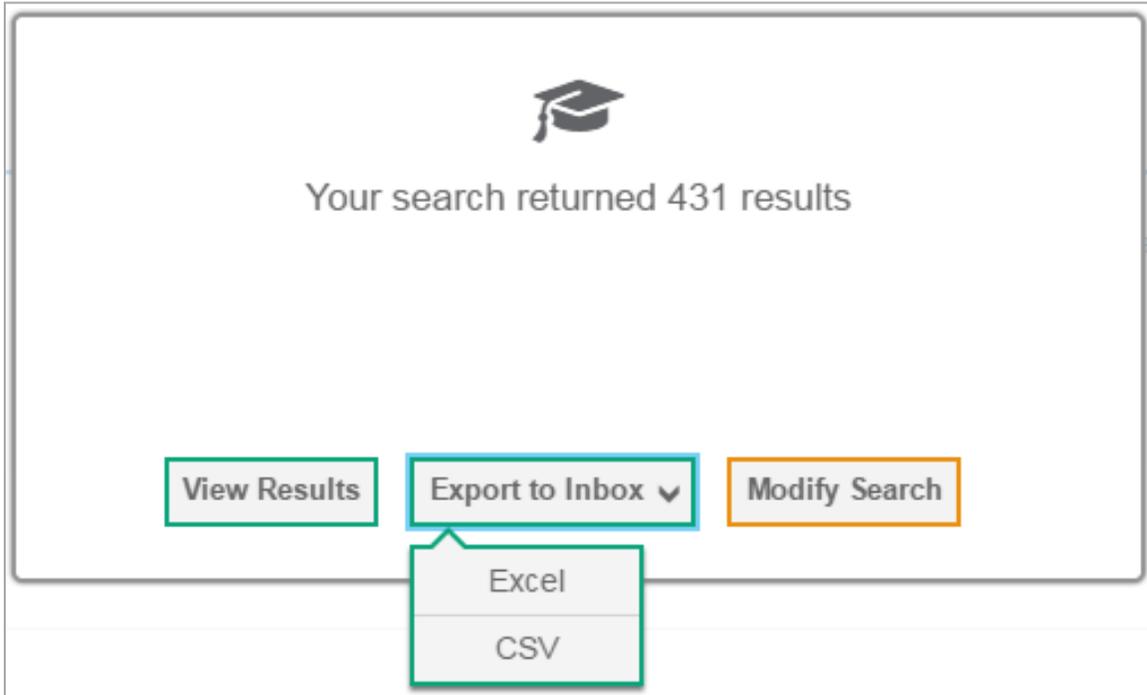
1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow you to select one, multiple, or all values. Similarly, the **Test ID** drop-down list on the **Plan and Manage Testing** page will allow you to select one, multiple, or all values.

The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an additional search criterion in the search, select it and select **Add** or **Add Selected** as available.
 - *Optional:* To delete an additional search criterion, select it and select **Remove Selected**. To delete all additional search criteria, select **Remove All**.
3. Select **Search**:
 - If searching for users, students, students' test settings, test windows, and test improprieties, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to [Step 7](#).

4. In the search results pop-up window (see [Figure 57](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
 - To view the retrieved records on the page, select **View Results**. Continue to [Step 7](#). This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 58. Search Results Pop-up Window



- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Inbox Files](#)).
 - To return to the page and modify your search criteria, select **Modify Search**. Repeat Steps 1–3.
5. The list of retrieved records appears below the search panel (see [Figure 58](#)).

Figure 59. Sample Search Results

Number of students found: 3892

Enter search terms to filter search results

<input type="checkbox"/>	Edit	School Information		Student Demographics		
		District	School	EDUID	Student's Last Name	Student's First Name
<input type="checkbox"/>		9999	9999_9999	987656789	Advan	Eric
<input type="checkbox"/>		9999	9999_9999	111112233	Alt	Test

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.

7. *Optional:* To sort the search results by a given column, select its column header.

To sort the column in descending order, select the column header again.

8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select and at the sides of the table to scroll left and right, respectively.

9. *Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.

10. *Optional:* To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

A *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

1. In the *Find Student/User by ID* field, enter a student's EDUID or a user's email address. The EDUID or email address must be an exact match; TIDE does not search by partial EDUID or email address.

2. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

Figure 60. Find Student/User by ID



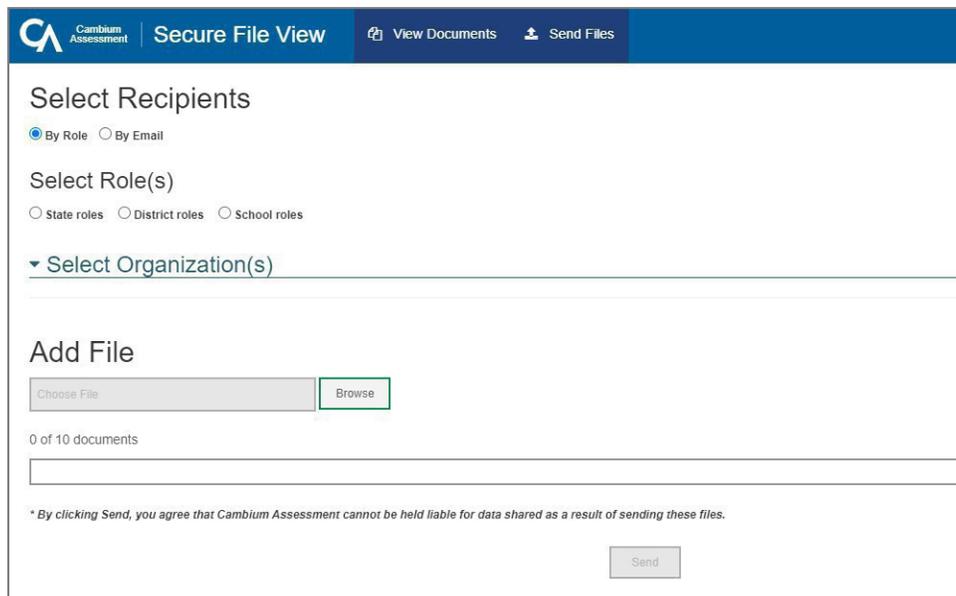
Sending Files from the Inbox

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see [Figure 7](#)), select **Inbox**. The **Inbox** page appears (see [Figure 55](#)). By default, TIDE displays the *View Documents* tab.
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 60](#)).
3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

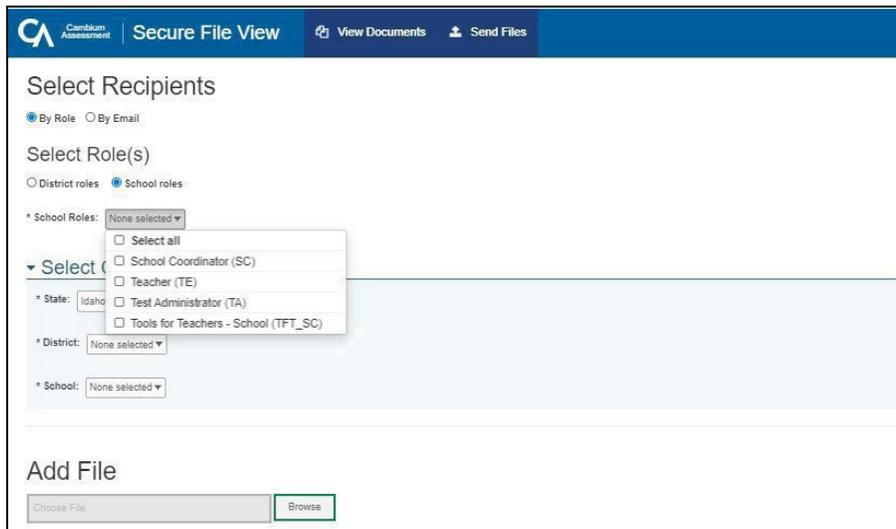
If you select **By Email**, skip to Step 7.

Figure 61. Inbox—Send Files



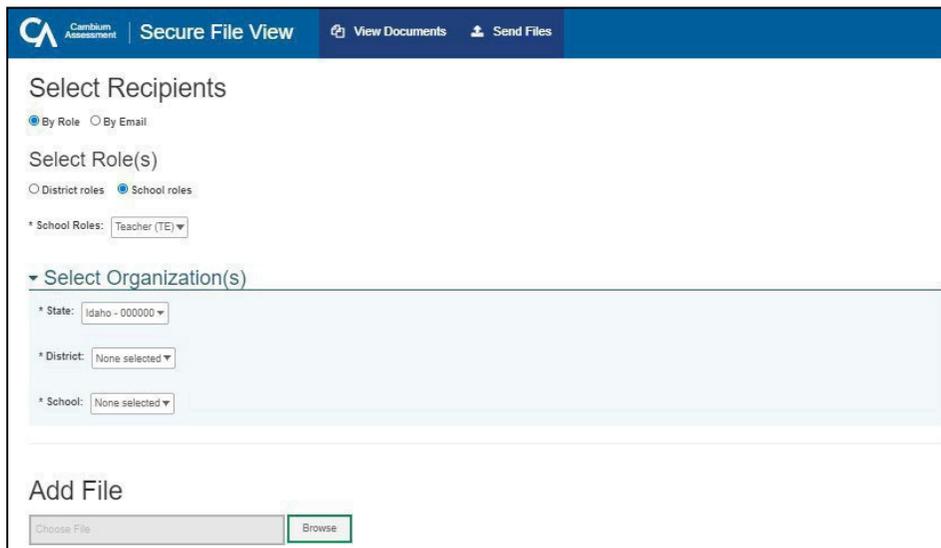
4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see [Figure 61](#)).
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 62. Send Files—Select Roles



- From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see [Figure 61](#)). These drop-down lists adhere to TIDE’s user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 63. Send Files—Select Organization(s)



- If you selected **By Role** in Step 3, skip this step. If you selected **By Email** in Step 3, enter the email address of the recipient to whom you wish to send a file or files.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

Special Codes and Their Descriptions

You can use the information in the table below to [view or edit non-participation codes](#).

Special Code	Code Type	Description
None	Participation	Student took the test under standard testing conditions.
Absent	Non-participation	Student was not present during any part of the test administration period and was not able to make up the test.
Year 1 EL	Non-participation	English learners (ELs) who enrolled in a U.S. school within the last 12 months prior to the beginning of the test have a one-time exception from the ISAT ELA test.
Refusal—Student	Non-participation	Student chose to give up during testing or refused to start the test.
Refusal—Parent	Non-participation	A parent or legal guardian has requested that the student not take the test.
Medical	Non-participation	Student is unable to test during the testing window due to an unanticipated medical circumstance.
Withdrawn	Non-participation	Student withdrew from the school and did not return.
Invalidated	Non-standard participation	Student took the test in a manner that violated the test's construct. For example, due to the wrong grade being listed for the student in TIDE, the student took a test at the wrong grade level.
Dual Enrolled	Non-standard participation	Student is enrolled in multiple districts/schools for assessment purposes.
Foreign Exchange	Non-participation	Student is a foreign exchange student.
Remote Tester	Non-participation	Student took the remote summative ELA/L, math, or science ISATs.
Home School	Non-participation	Student is a home-schooled for ELA/L, math and/or science courses. The student is enrolled at the school for a course that is not required to be assessed by a summative ISAT.
Homebound	Non-participation	Student is confined to their domicile for a documented medical reason.

T

Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you [view reports of test status codes](#).

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The TA stopped the session the student was testing in. • The TA paused the individual student’s test. The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test in the TDS has passed the quality assurance (QA) review and has been submitted to Reporting. Some items must be hand scored before they appear in Reporting.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test will display a scored status, followed by the student’s score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to Reporting. Note: All tests go through an internal scoring process during QA review.
Suspended	The student is awaiting TA approval to resume testing.

U

User Role Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

The table below indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DA*	DC*	SC*	TE*	TA*	TFT_D* TFT_SC*
Access to Test Information Distribution Engine (TIDE) Features and Tasks						
How to Set Up User Accounts						
How to Add New User Accounts	✓	✓	✓			
How to Modify Existing User Accounts	✓	✓	✓	✓	✓	
How to Upload User Accounts	✓	✓	✓			
How to Register Students						
How to Add New Student Accounts	✓	✓	✓			
How to Modify Existing Student Accounts	✓	✓	✓	✓	✓	
How to Upload Student Accounts	✓	✓				
How to Upload Student Accommodations and Test Tools	✓	✓	✓			
How to Manage Rosters						
How to Add New Rosters	✓	✓	✓	✓		
How to Modify Existing Rosters	✓	✓	✓	✓		
How to Upload Rosters	✓	✓	✓	✓		
How to Print Test Tickets						
How to Print Test Tickets from Student Lists	✓	✓	✓	✓	✓	
How to Print Test Tickets from Roster Lists	✓	✓	✓	✓		
How to Manage Test Improperities						
How to Add New Test Improperities	✓	✓	✓			

Task or Site	DA*	DC*	SC*	TE*	TA*	TFT_D* TFT_SC*
How to Modify Existing Test Improperities	✓	✓	✓			
How to Upload Test Improperities	✓	✓	✓			
Economic Disadvantage	✓	✓				

User Support

For additional information and assistance in using TIDE, contact the Idaho Help Desk.

The help desk is open 8am to 8pm Mountain Time (except holidays or as otherwise indicated on the State Assessment Portal).

Idaho Help Desk

Toll-Free Phone Support: 1-844-560-7365

Email Support: IDHelpDesk@cambiumassessment.com

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the EDUID and associated district or school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).

V

Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
Support Tools for All Students			
Color Contrast	List of available color settings for all tests in the indicated subject.	Black on Rose	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE

Tool Name	Description	Valid Value	Applies to
		Black on White	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Medium Gray on Light Gray	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Reverse Contrast	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Yellow on Blue	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
Masking	Indicates availability of the Masking tool, allowing student to cover distracting regions of the test page.	Off	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		On	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
Mouse Pointer	Turns additional sizes and colors of the mouse pointer on and off for all tests in the indicated subject.	Extra Large Black	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Extra Large Green	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Extra Large Red	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Extra Large White	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Extra Large Yellow	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Large Black	ELA-CAT, ELA-PT, Math (CAT & PT), Science

Tool Name	Description	Valid Value	Applies to
		Large Green	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Large Red	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Large White	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Large Yellow	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		System Default	ELA-CAT, ELA-PT, Math (CAT & PT), Science
Print on Demand (N/A for Braille tests)	Indicates print settings for all tests in the indicated subject. This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.	On	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Off	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
Print Size/Zoom	Indicates enlarged font size in which the test appears in the indicated subject. Note: Default for ELA-CAT, ELA-PT, Math (CAT & PT), and Science tests is 14pt font. Default for IDAA ELA and IDAA MATH is 18pt font.	1X	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		1.5X	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		1.75X	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		2.5X	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		3X	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE

Tool Name	Description	Valid Value	Applies to
		5X (Streamlined Mode Required)	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		10X (Streamlined Mode Required)	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		15X (Streamlined Mode Required)	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		20X (Streamlined Mode Required)	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
Supporting Students with Literacy Challenges			
Language/Presentation	Indicates language in which the tests appear in the indicated subject. Note: Spanish tests appear as stacked Spanish over English text.	Braille	ELA-CAT, ELA-PT, Math (CAT & PT)
		English	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Spanish	Math (CAT & PT), Science
Text-to-Speech (TTS)	Indicates availability of the TTS for all tests in the indicated subject.	Designated Support	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Accommodation	ELA-CAT, ELA-PT
Translation (Glossary)	Indicates which glossary, if any, is available for all tests in the indicated subject.	Arabic & English Glossary	Math (CAT & PT)
		Arabic Glossary	Math (CAT & PT)
		Burmese & English Glossary	Math (CAT & PT)
		Burmese Glossary	Math (CAT & PT)
		Cantonese & English Glossary	Math (CAT & PT)
		Cantonese Glossary	Math (CAT & PT)

Tool Name	Description	Valid Value	Applies to
		English Glossary	ELA-CAT, ELA-PT, Math (CAT & PT)
		Filipino & English Glossary	Math (CAT & PT)
		Filipino Glossary	Math (CAT & PT)
		Hmong & English Glossary	Math (CAT & PT)
		Hmong Glossary	Math (CAT & PT)
		Illustration	Math (CAT & PT)
		Illustration & English	Math (CAT & PT)
		Korean & English Glossary	Math (CAT & PT)
		Korean Glossary	Math (CAT & PT)
		Mandarin & English Glossary	Math (CAT & PT)
		Mandarin Glossary	Math (CAT & PT)
		No Glossary	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Punjabi & English Glossary	Math (CAT & PT)
		Punjabi Glossary	Math (CAT & PT)
		Russian & English Glossary	Math (CAT & PT)
		Russian Glossary	Math (CAT & PT)
		Somali & English Glossary	Math (CAT & PT)
		Somali Glossary	Math (CAT & PT)
		Spanish & English Glossary	Math (CAT & PT)
		Spanish Glossary	Math (CAT & PT)
		Ukrainian & English Glossary	Math (CAT & PT)
		Ukrainian Glossary	Math (CAT & PT)
		Vietnamese & English Glossary	Math (CAT & PT)
		Vietnamese Glossary	Math (CAT & PT)

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Arabic, English, & Illustration Glossary	Math (CAT & PT)
Burmese, English, & Illustration Glossary	Math (CAT & PT)
Cantonese, English, & Illustration Glossary	Math (CAT & PT)
Tagal, English, & Illustration Glossary	Math (CAT & PT)
Hmong, English, & Illustration Glossary	Math (CAT & PT)
Korean, English, & Illustration Glossary	Math (CAT & PT)
Mandarin, English, & Illustration Glossary	Math (CAT & PT)
Punjabi, English, & Illustration Glossary	Math (CAT & PT)
Russian, English, & Illustration Glossary	Math (CAT & PT)
Somali, English, & Illustration Glossary	Math (CAT & PT)
Spanish, English, & Illustration Glossary	Math (CAT & PT)
Ukrainian, English, & Illustration Glossary	Math (CAT & PT)
Vietnamese, English, & Illustration Glossary	Math (CAT & PT)

Tool Name	Description	Valid Value	Applies to
Supporting Students who are Deaf or Hard of Hearing			
American Sign Language	Indicates if the ASL videos accommodation is available for all tests in the indicated subject.	Off	ELA-CAT, ELA-PT, Math (CAT & PT)
		On	ELA-CAT, Math (CAT & PT)
Closed Captioning	Indicates if closed captioning is available for ELA and mathematics tests.	Off	ELA-CAT, ELA-PT, Math (CAT & PT)
		On	ELA-CAT, ELA-PT, Math (CAT & PT)
Supporting Students with Visual Impairments			
Braille Transcriptions	Indicates availability of audio transcriptions in the indicated subject.	Off	ELA-CAT, ELA-PT, Math (CAT & PT)
		On	ELA-CAT, ELA-PT, Math (CAT & PT)
Braille Type	Type of braille in which test items are printed for online braille tests.	UEB Contracted	ELA-CAT, ELA-PT
		UEB Uncontracted	ELA-CAT, ELA-PT
		UEB Contracted with Nemeth Math	ELA-CAT, ELA-PT, Math (CAT & PT)
		UEB Uncontracted (No math content)	ELA-CAT, ELA-PT
		UEB Contracted with UEB Math	Math (CAT & PT)
		UEB Uncontracted with UEB Math	Math (CAT & PT)

Supporting Students Using Assistive Technology			
Permissive Mode	Toggles permissive mode setting on or off, allowing student to use pre-approved hardware or software with Secure Browser.	Off	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		On	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
Speech-to-Text	Transcribes a student's spoken words into text item responses in TDS.	Off	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		On	ELA-CAT, ELA-PT, Math (CAT & PT), Science
Streamlined Interface Mode	The streamlined mode presents the test in an alternate, simplified format in which the items are displayed below the stimuli.	Off	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		On	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE

Tool Name	Description	Valid Value	Applies to
Non-Embedded Tools			
Non-Embedded Accommodations	Indicates which non-embedded accommodations are available for all tests in the indicated subject.	100s Number Table	Math (CAT & PT)
		Abacus	Math (CAT & PT), Science
		Alternate Response Options	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Calculator	Math (CAT & PT), Science, IDAA MATH
		Multiplication Table	Math (CAT & PT)
		None	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA MATH
		Read Aloud	ELA-CAT, ELA-PT

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		Scribe (Writing)	ELA-CAT, ELA-PT
		Speech-to-Text	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Word Prediction	ELA-CAT, ELA-PT, Math (CAT & PT), Science
Non-Embedded Designated Supports	Indicates which non-embedded designated supports are available for all tests in the indicated subject.	Amplification	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Bilingual Dictionary	ELA-PT
		Color Contrast	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Color Overlay	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Glossary—Arabic	Math (CAT & PT), Science
		Glossary—Burmese	Math (CAT & PT), Science
		Glossary—Cantonese	Math (CAT & PT), Science
		Glossary—Filipino	Math (CAT & PT), Science
		Glossary—Hmong	Math (CAT & PT), Science
		Glossary—Illustration	Math (CAT & PT), Science
		Glossary—Korean	Math (CAT & PT), Science
		Glossary—Mandarin	Math (CAT & PT), Science
		Glossary—Punjabi	Math (CAT & PT), Science
		Glossary—Russian	Math (CAT & PT), Science
		Glossary—Somali	Math (CAT & PT), Science
		Glossary—Spanish	Math (CAT & PT), Science
		Glossary—Ukrainian	Math (CAT & PT), Science

		Glossary— Vietnamese	Math (CAT & PT), Science
		Magnification	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Medical Device	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH
		Noise Buffers	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		None	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Read Aloud	ELA-CAT, ELA-PT, Math (CAT & PT), Science, IDAA ELA, IDAA MATH, IDAA SCIENCE
		Read Aloud Spanish	Math (CAT & PT), Science, IDAA MATH
		Scribe	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Separate Setting	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Simplified Test Directions	ELA-CAT, ELA-PT, Math (CAT & PT), Science
		Translated Test Directions	ELA-CAT, ELA-PT, Math (CAT & PT), Science

Change Log

Location	Change	Date
How District-Level Users Submit Test Incident Report Forms	Added for SY22-23	07/21/2022
How District-Level Users View/Edit Test Incident Report Forms	Added for SY22-23	07/21/2022
Idaho Portal	Posted to portal	08/09/2022