# Test Information Distribution Engine User Guide

2023–2024

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*Prepared by Cambium Assessment, Inc.*

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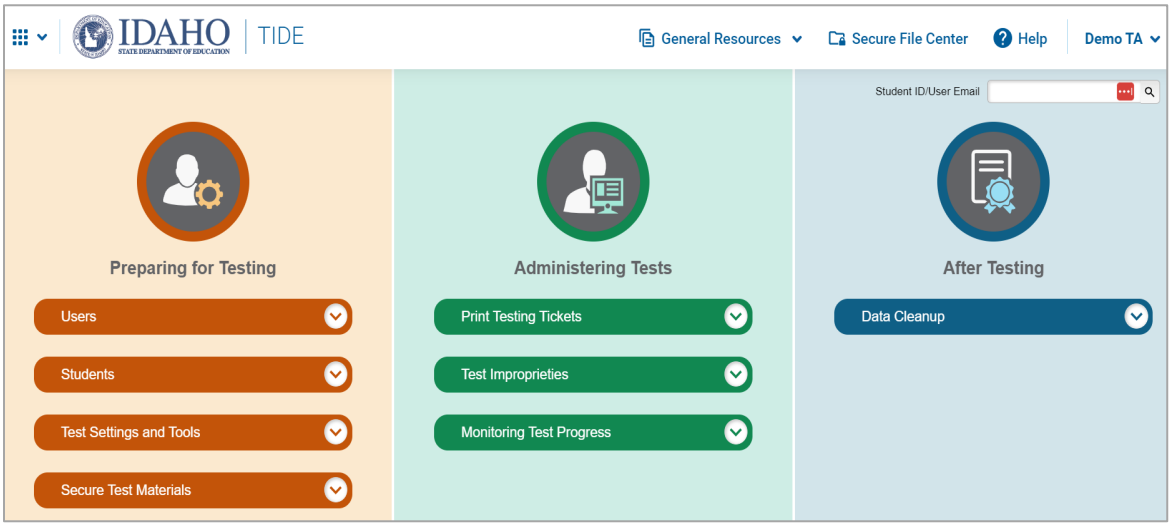
# Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI 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 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 and track return shipments of paper testing materials.

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 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 system can display scores at the classroom, school, district, and state levels.

- You can set up points of contact and shipping information for **paper testing materials**.

-

- You can print hard-copy **test tickets** that include a student's user name 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 **starting and completing tests** and **participation rate**.
- You can correct student enrollment history and 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. 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

- **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.

## 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's 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, and Test Improprieties:

- 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 2. Add User Page

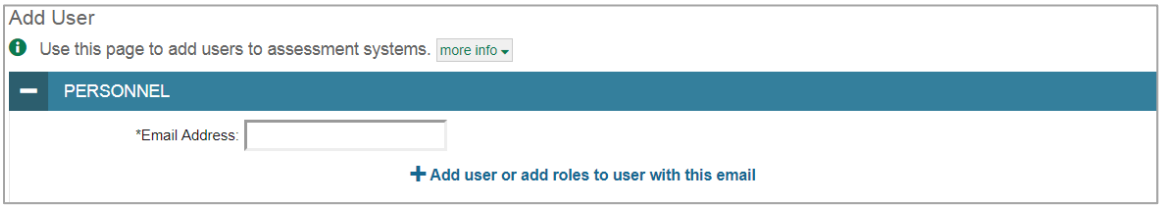



Figure 3. Add Student Page

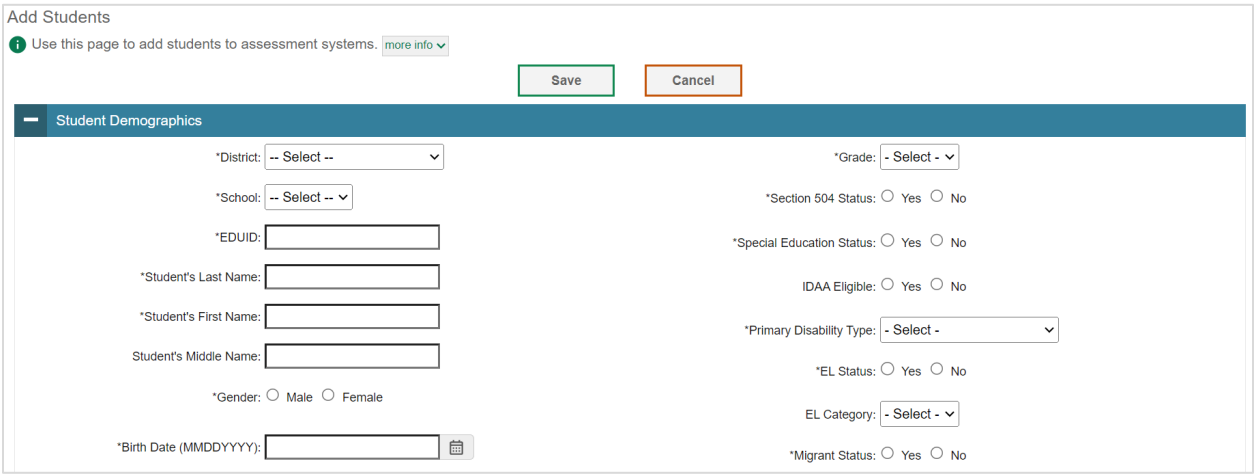
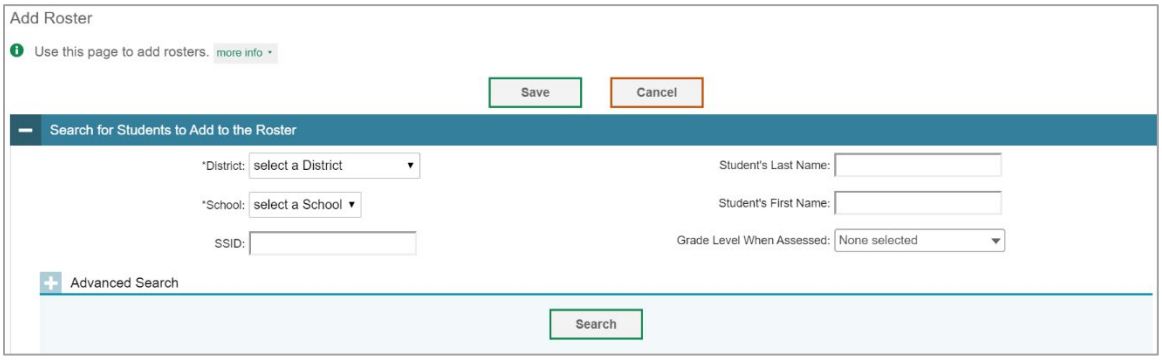



Figure 4. Add Roster Page



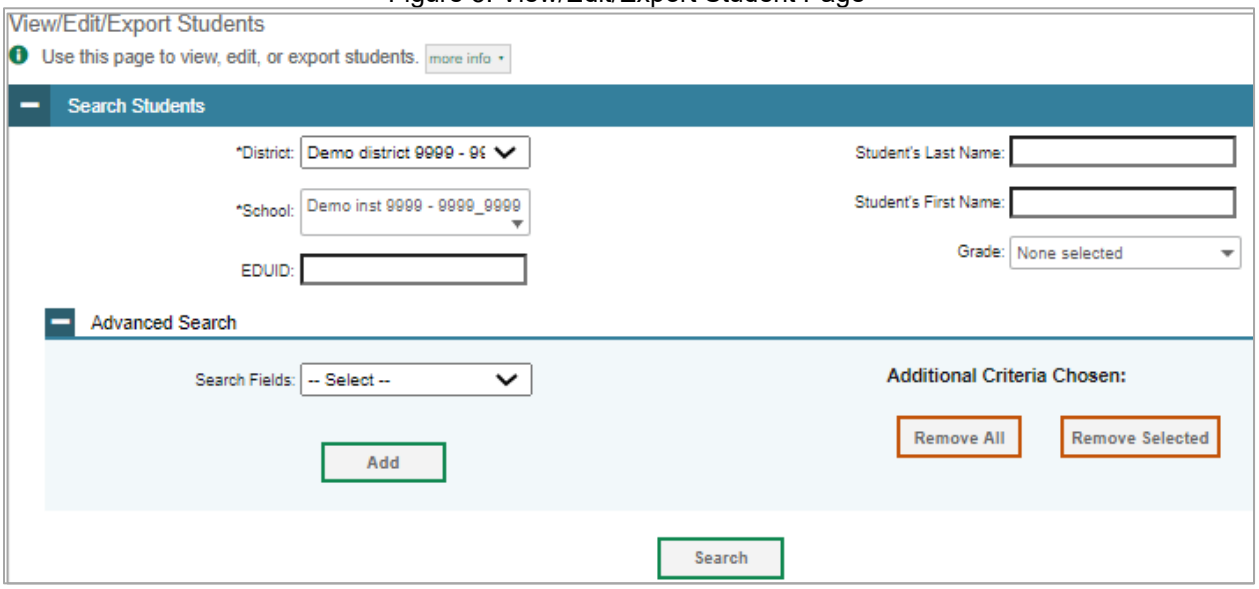

### How to modify existing records one at a time

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've 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.

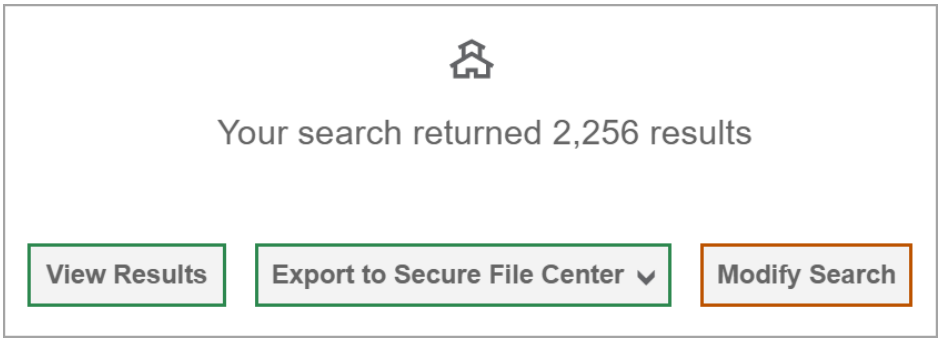
Figure 5. View/Edit/Export Student Page




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 Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center, and you will return to the search form.

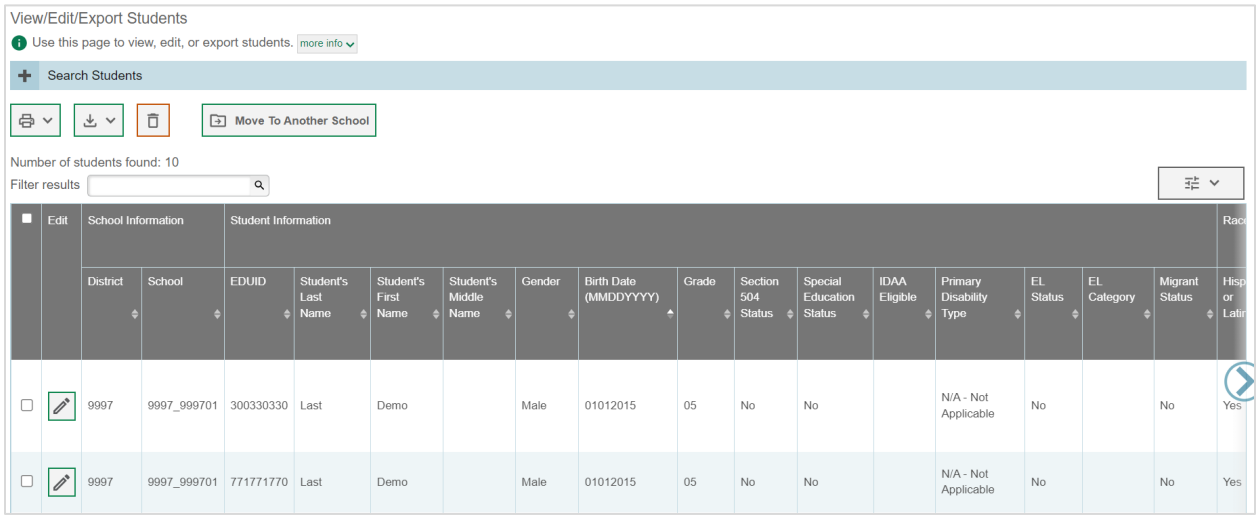
   Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 6. 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 7. View/Edit/Export Student Page with Search Results

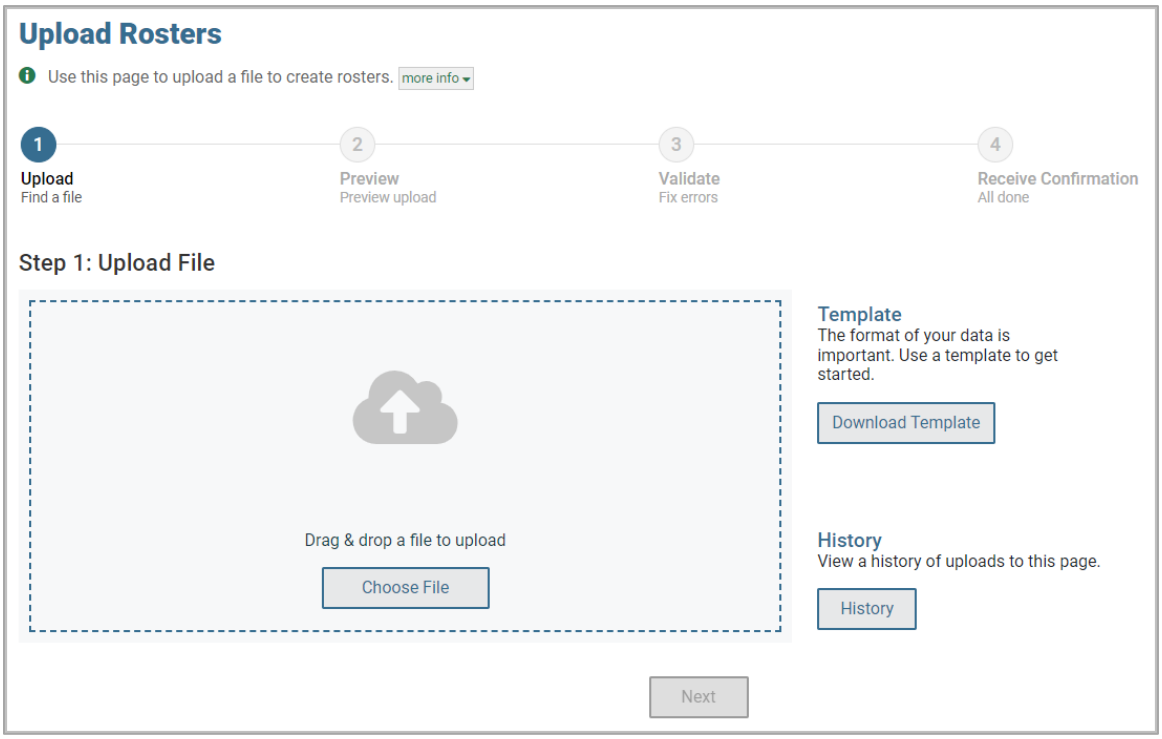



## How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

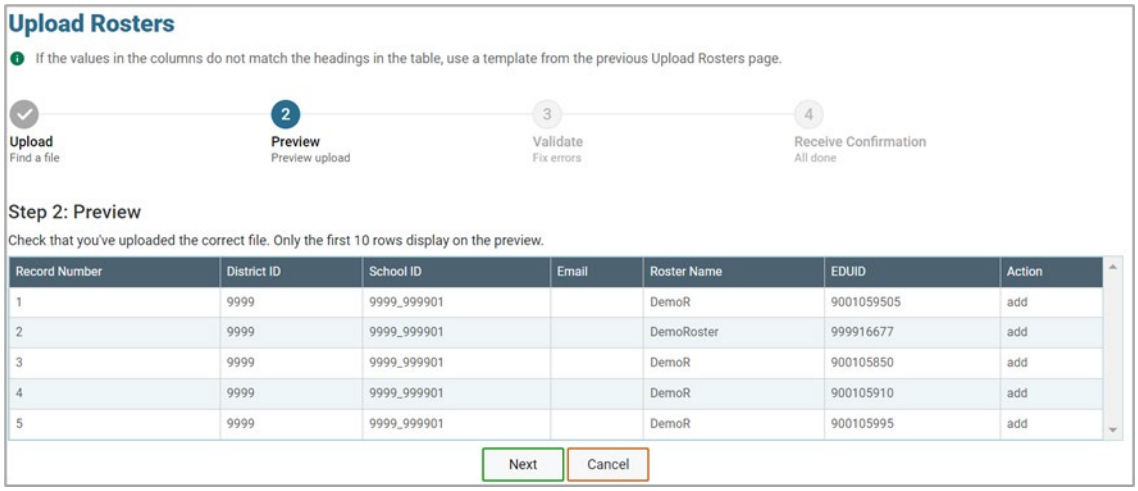
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 8. Upload Rosters Page




2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

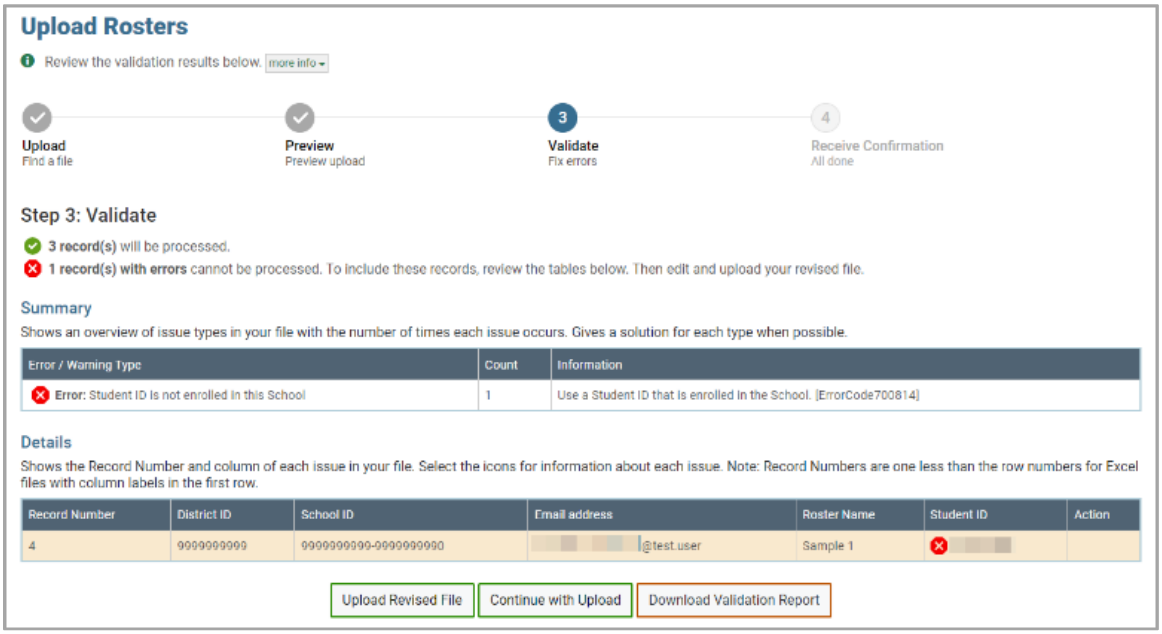
Figure 9. Upload Rosters Preview Page




| Record Number | District ID | School ID | Email | Roster Name | EDUID | Action |
|---|---|---|---|---|---|---|
| 1 | 9999 | 9999_999901 | | DemoR | 9001059505 | add |
| 2 | 9999 | 9999_999901 | | DemoRoster | 999916677 | add |
| 3 | 9999 | 9999_999901 | | DemoR | 900105850 | add |
| 4 | 9999 | 9999_999901 | | DemoR | 900105910 | add |
| 5 | 9999 | 9999_999901 | | DemoR | 900105995 | add |

3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 10. Upload Rosters Validate Page



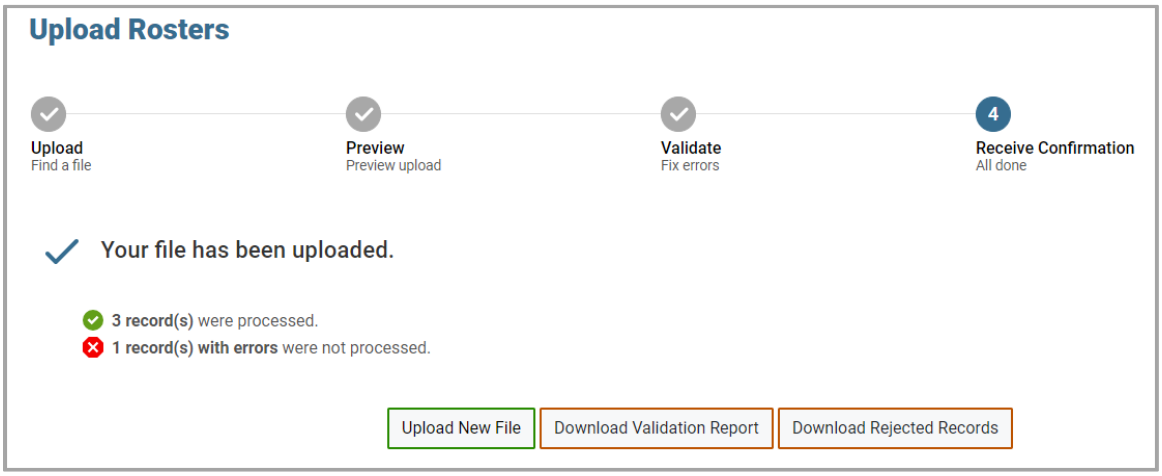

4. If there are any issues with the file, the validation screen shows errors or warnings.

   - To make edits to the file before proceeding, select **Upload Revised File** to restart the process.
   - To view a list of issues with the file, select **Download Validation Report**.

- To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears.

  ⚠ **Caution**: Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 11. Upload Rosters Confirmation Page



# 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@cambiumassessment.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@cambiumassessment.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

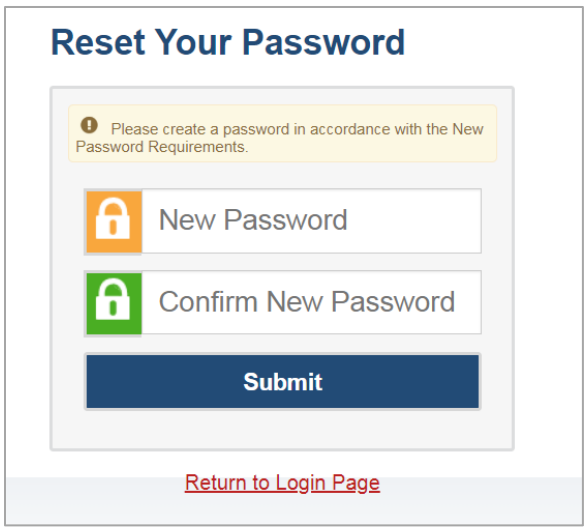
1. Select the link in the activation email. The ***Reset Your Password*** page appears (Figure 12).

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 in the portal page.

Figure 12. Reset Your Password Page



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

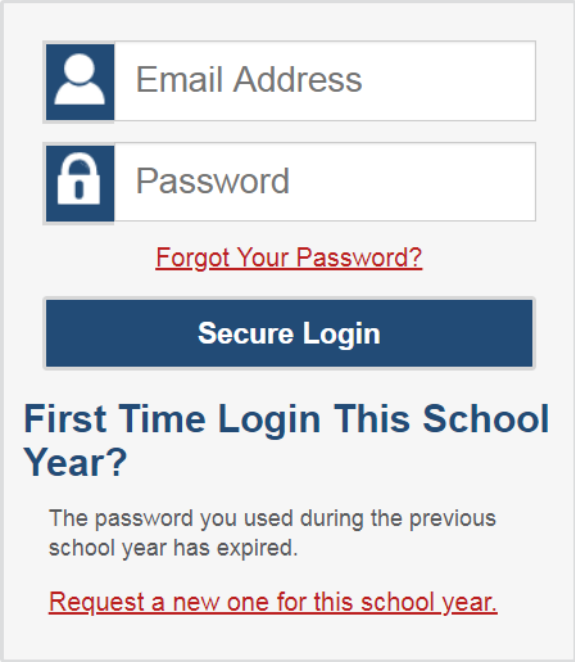
At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate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

1. Navigate to the Idaho Portal (https://idaho.portal.cambiumast.com).

2. Select the TIDE card.

3. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (Figure 14).

Figure 13 Login Page



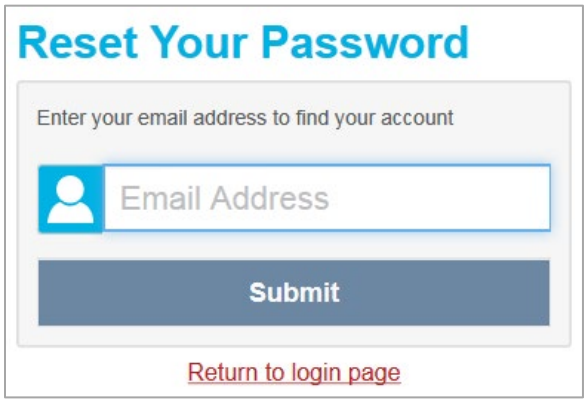

4. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

5. Select the link in the activation email. The ***Reset Your Password*** page appears (Figure 12).

6. 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 !).

7. Select **Submit**.

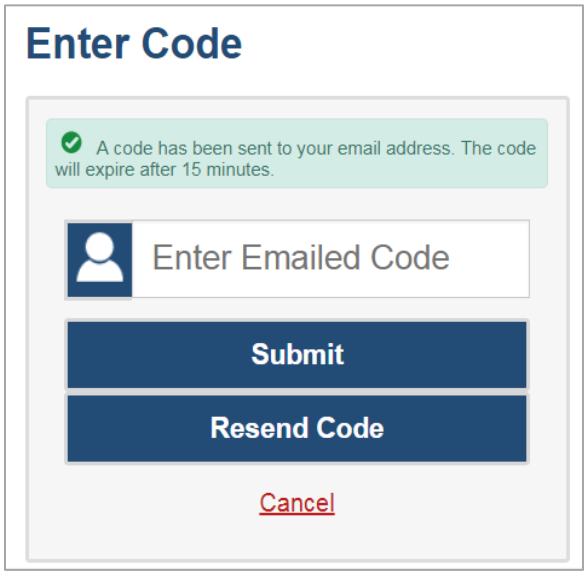
Figure 14. Reset Your Password Page




During the reactivation process, you will be taken to the ***Enter Code*** (Figure 15) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.
- You must enter the code within fifteen 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 15. Enter Code Page




## How to log in to TIDE

Do not share your login information with anyone. All Idaho 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 your user role.

4. Select **TIDE**. The ***Login*** page appears (Figure 13).

5. On the ***Login*** page, enter the email address and password you use to access all CAI systems.

6. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (Figure 15) 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 fifteen minutes of the email being sent.

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

      ii. Select **Submit**.

   b. If the ***Terms and Conditions*** page appears, you should review the terms on this page and click **Accept** to proceed.

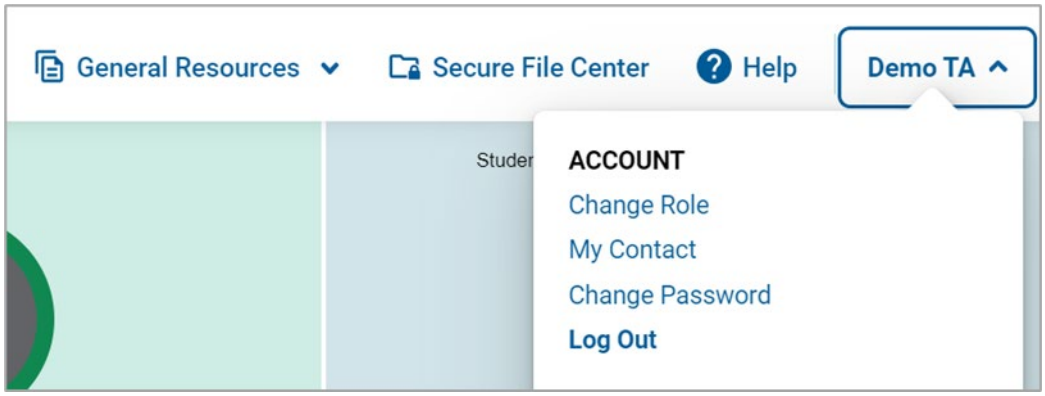
The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

⚠ **Caution:** 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 (Figure 16), select **Log Out**.

Figure 16. Log Out




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

# 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.
- Set up point of contact and shipping information for **paper testing materials**.

### How District-level Users Set Up User Accounts in TIDE

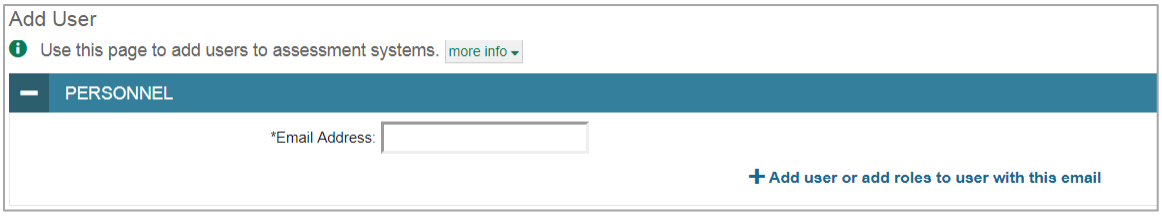
District-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

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

You can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, review the section "How to add records one at a time" in the Introduction.

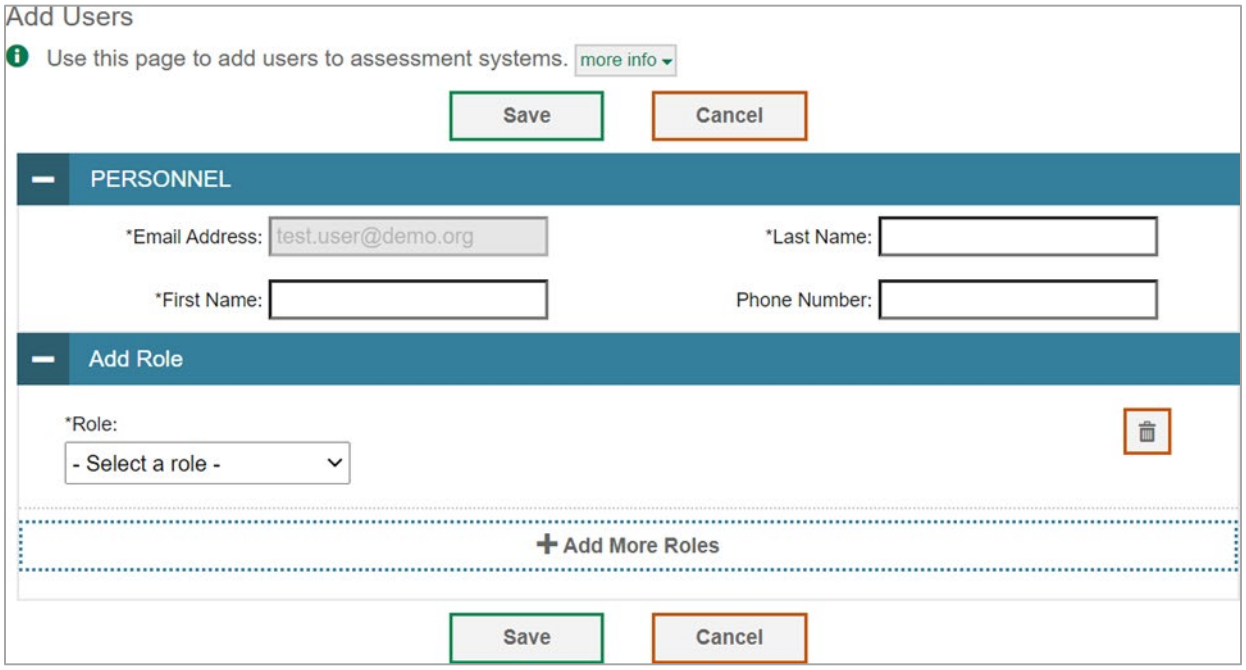
1. From the **Users** task menu, select **Add Users**. The ***Add Users*** page appears.

Figure 17. Add User Page




2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use 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 18. Add User Page




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@cambiumassessment.com.

### How district-level users modify existing user accounts one 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've 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.

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 Users [User's Name] Page" in the appendix as a reference.

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.

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 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.

   **Note**: When exporting users, the sort order for users that appears on the View/Edit/Export Users page does not match the sort order for users in the exported file.

## How District-level Users Register Students for Testing

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

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

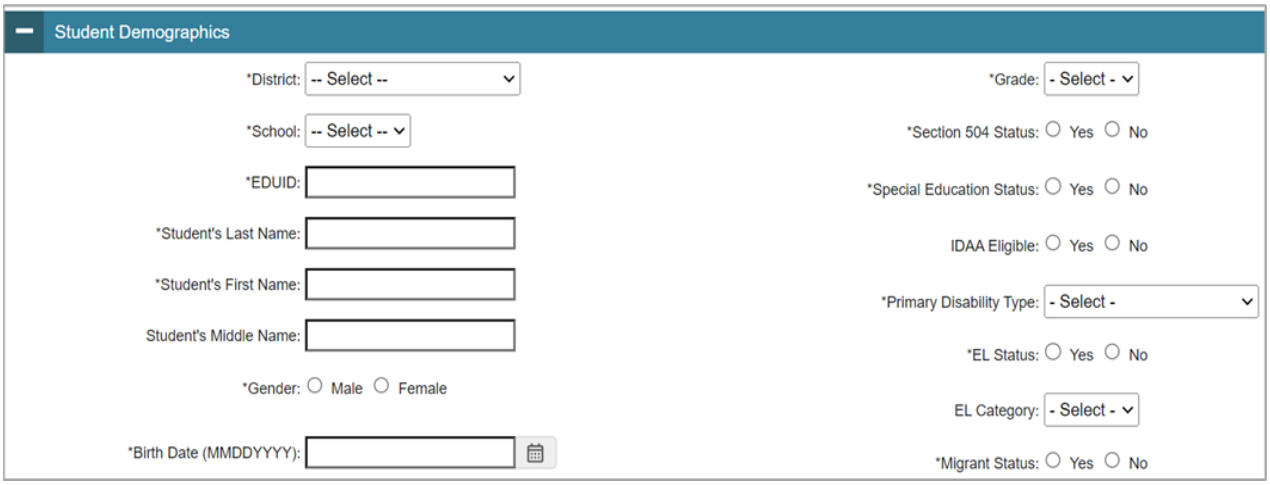
You can add students to TIDE one at time. To learn more about adding records to TIDE one at a time, the section "How to add records one at a time" in the Introduction.

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 (Figure 19).

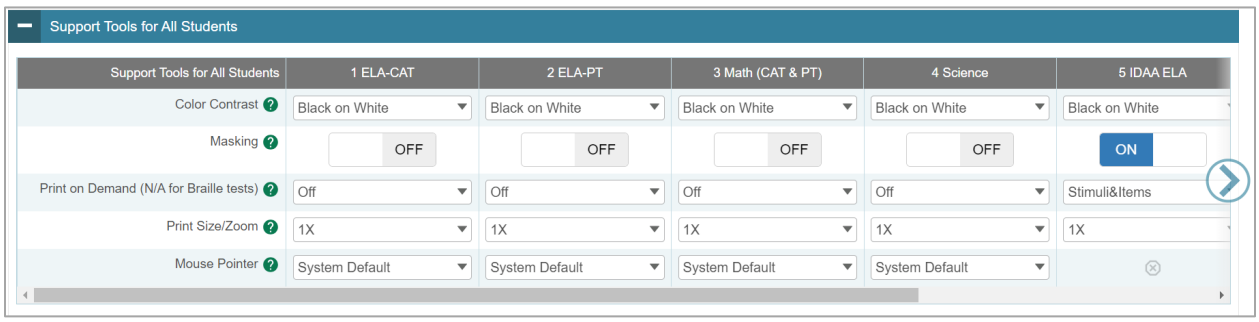
2. In the *Demographics* panel, enter the student's demographic information, using the table "Fields in the Demographics Panel" in the appendix as a reference.

Figure 19. Detail of Add Students Form




3. In the available student test settings and tools panels (Figure 20), 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 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.

Figure 20. Sample Student Settings and Tools Panel




4. In the *Test Eligibility* panel, mark the checkbox of each test for which the student should be eligible.

5. Select **Save**.

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

   b. 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.

   c. 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

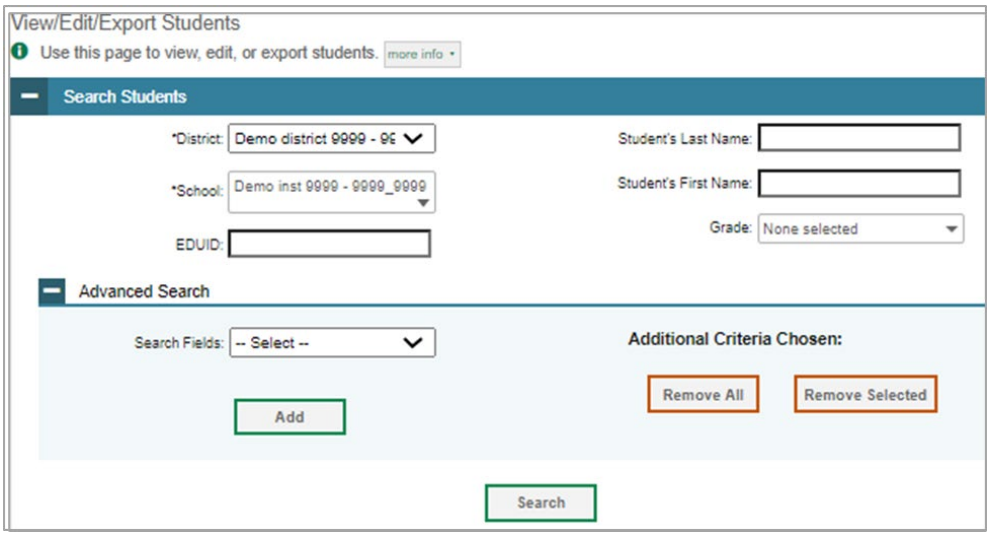
You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available.

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears (Figure 21).

2. 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.

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 21. View/Edit/Export Student Page




4. From the *Participation Student* panel, view the student's test participation report, if available.

5. From the *Rosters* panel, view rosters to which the student is currently active, if available.

6. 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, mark or clear checkboxes as required to modify the student's eligible 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.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of student records.

### How district-level users view a history of changes to a student's account

The View Student History feature provides detailed information on updates made to a student's account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user's name or process that initiated the change.

You can view a history of:

- Recent Changes
- Student Information and Test Settings
- Enrollment and Rosters
- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from August 9 of the current calendar year to the present. All times shown are displayed in US Eastern Time (ET).

**Note**: When a student is deleted, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

*To access a student's history:*

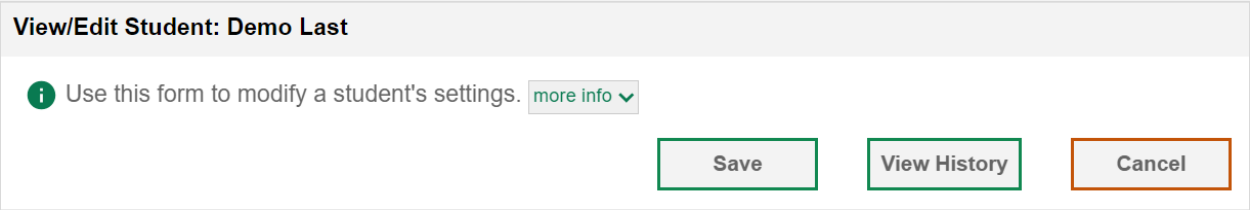
1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears (Figure 21).

2. Retrieve the individual student account you want to view by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

3. In the list of retrieved students, select for the student whose account you want to view. The ***View/Edit Student*** window appears.

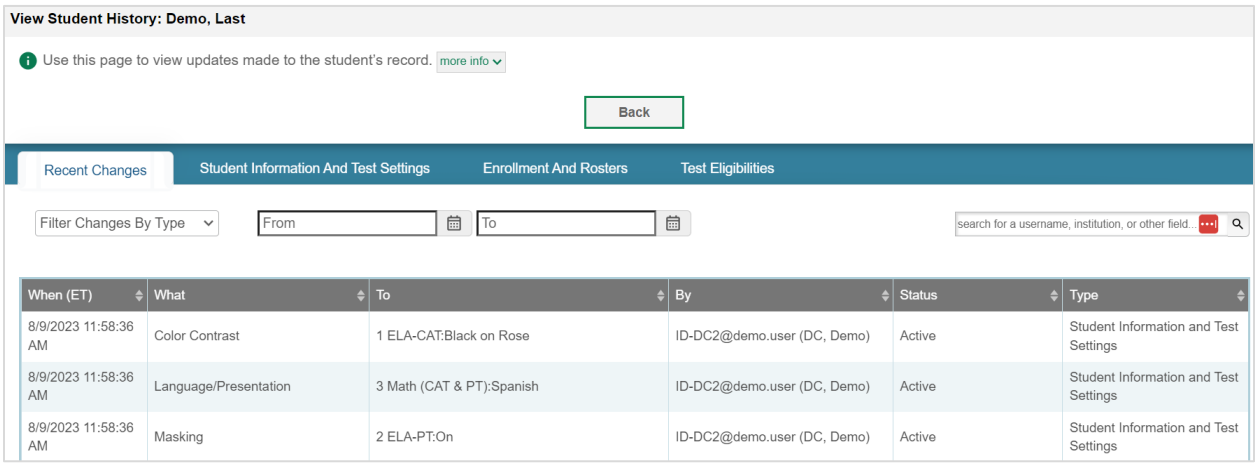
4. From the top of the page, select the **View History** button (Figure 22).

Figure 22. View History Button




5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes (Figure 23).

Figure 23. Recent Changes Tab in View Student History




6. *Optional:* Use the filters and search options to limit the information shown in the history.

### 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.

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, How district-level users transfer students between schools .

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction 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.

### How district-level users generate upload-ready student data files

TIDE can generate student data files in upload-ready format. This allows you to download the file, edit student data as necessary, and upload the file back to TIDE to update student data in the system.

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 student(s) you want to include in the data file by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

3. When the search results pop-up appears, do one of the following:

   - To export an upload-ready student data file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready File**.

   - To view the search results grid and select students to include in the upload-ready student data file, select **View Results** and continue to step 4.

4. *Optional*: From the search results grid, mark checkboxes for students you wish to include in an upload-ready data file.

5. Select and then do one of the following:

   - To export the students you selected, if applicable, select **Export in upload format**.

   - To export all students in the results grid, select **Export All in upload format**.

TIDE generates the upload-ready student data file and exports it to your device. You can edit student data as necessary, save your changes, and upload the file back to TIDE to update student data in the system by following instructions in the section How to add or modify multiple records at once.

### How district-level users enroll students in multiple schools

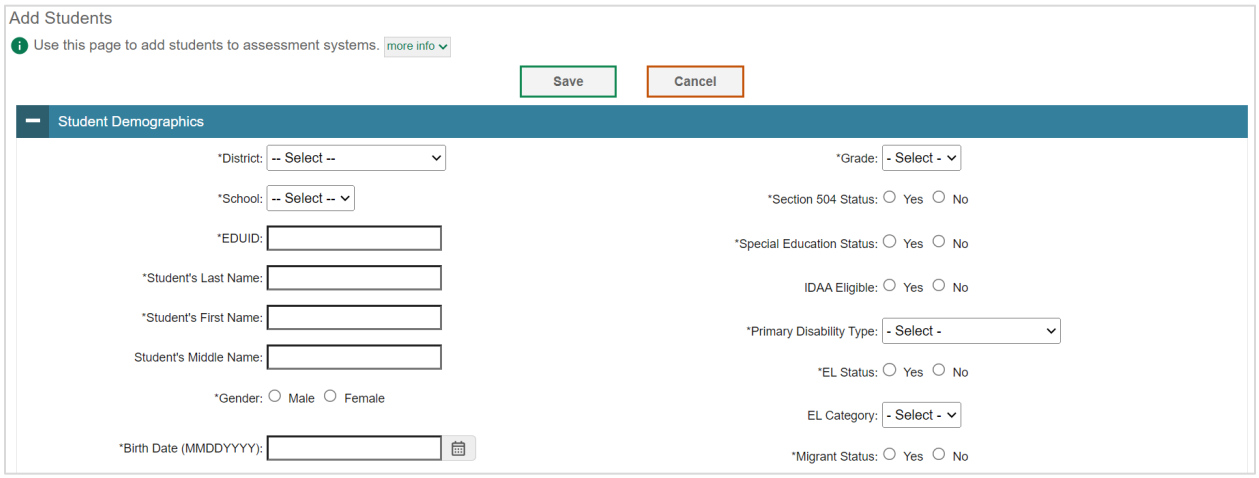
TIDE facilitates the ability for students enrolled in multiple districts or schools at the same time to appear with that distinction in TIDE. This is significant in situations where a student takes one subject at one school and a different subject at another school (e.g., in some cases, students enroll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

  - You can add students individually via the ***Add Students*** page (Figure 24). For information about adding student records, review the section "How district-level users add new student accounts one at a time."

Figure 24. Detail of Add Students Form

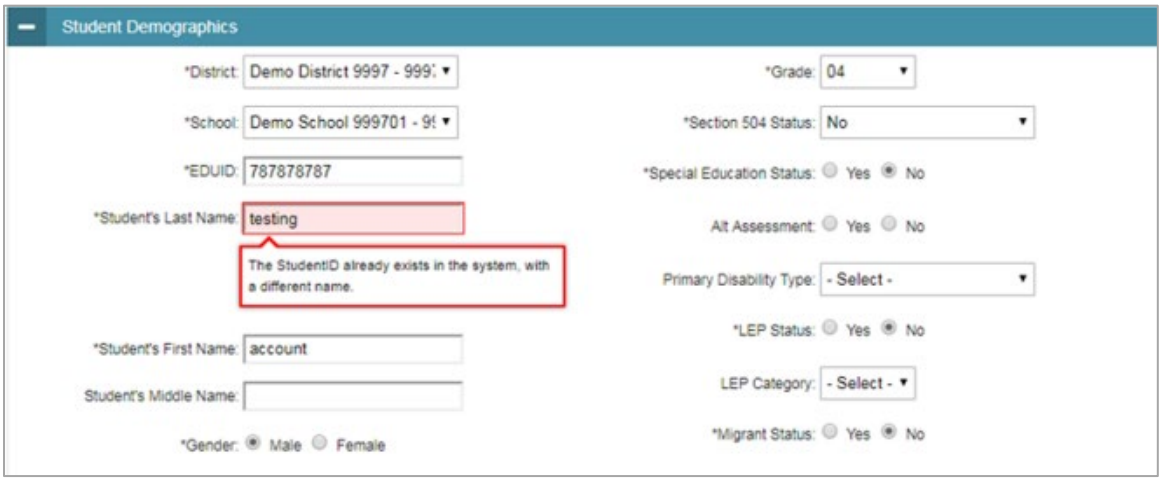



The steps to enroll a student who takes classes in multiple locations are the same used to add a student taking classes in only one testing location. If a student is not already enrolled in another district or school, TIDE will add this student to the new location. If a student is already enrolled in 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:

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

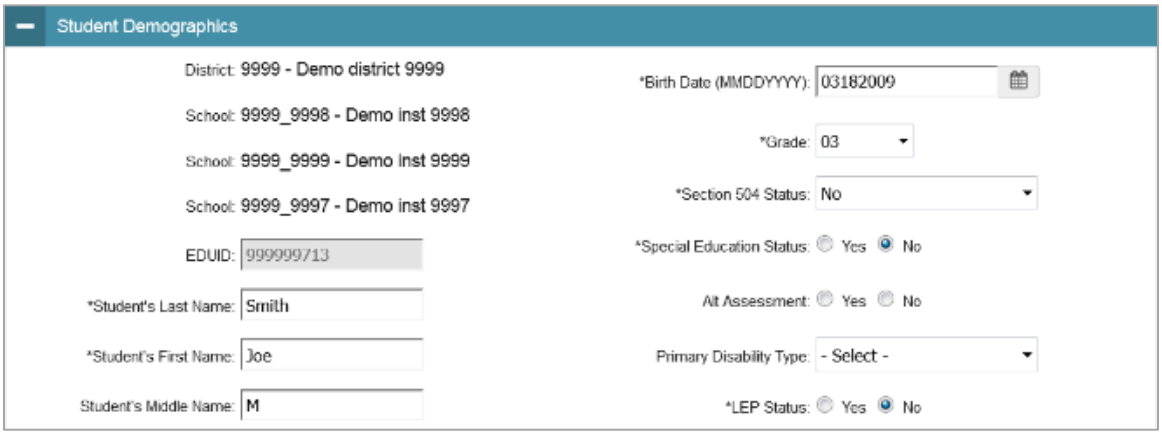
- If you have many students to dual-enroll, it may be easier to perform this transaction through a file upload via the ***Upload Students*** page. For information about uploading student records, review the section "How district-level users add or modify multiple student accounts all at once."
  - If 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 (Figure 25).

Figure 25. Error Message on Add Student Detail Page




- 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 (Figure 26).

Figure 26. Edit Student Form for a Dual-Enrolled Student




- 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.

- 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 (Figure 26) 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, 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 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

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 records 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 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.

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, 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 comma-separated value (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 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 comma-separated value (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 and using the table "Columns in the Interim Grades Upload File" in the appendix as a reference, fill out the Interim Grade 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.

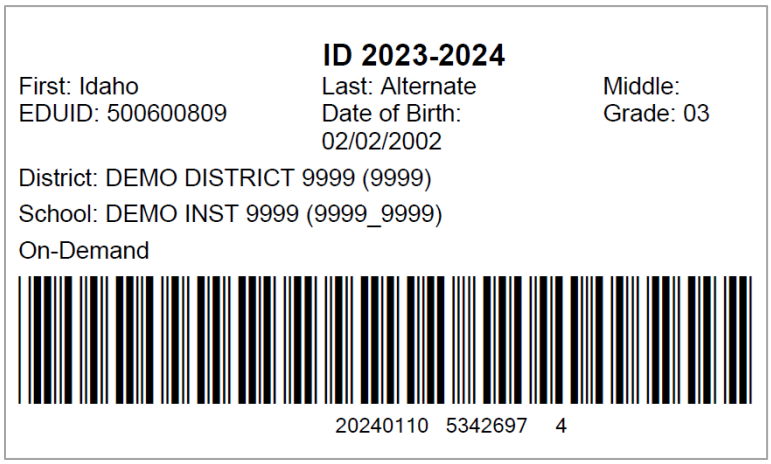
### How district-level users print PreID labels from student lists

A PreID label (Figure 27) 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 provided in your test materials shipment. 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 27. 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**.

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 (Figure 28).

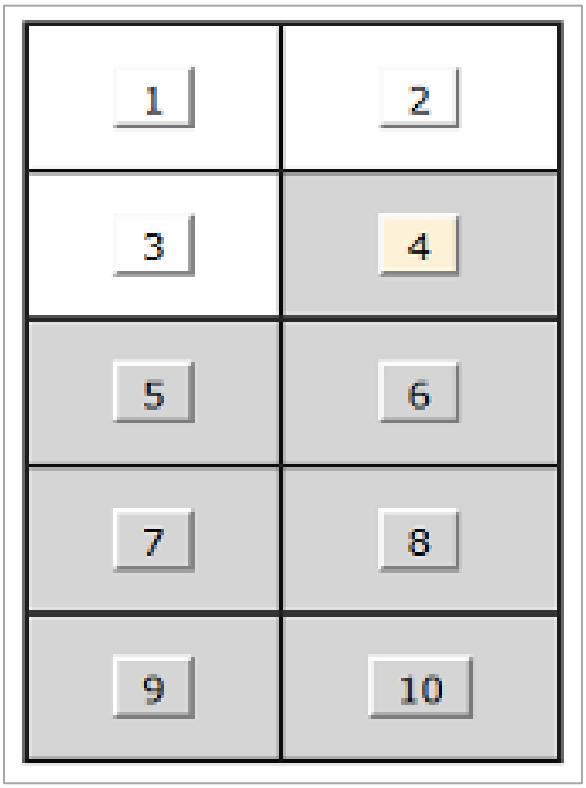
7. Select the start position you require.

   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 28. Layout Model for PreID Labels




### 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 be created for special courses across grades or to group students who need extra support. You can also use rosters to print test tickets containing students' login information to start taking a test.

The rosters you create in TIDE are also available in Reporting. Reporting can aggregate test scores at these roster levels.

Since teachers are responsible for the growth and development of student's skill-sets, it is important for teachers to be able to analyze their students' performance data to adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject.

When creating rosters, 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 available from Reporting.

- 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, period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

There are a few restrictions to be aware of when creating rosters:

- Each user-defined roster can only be associated with one school.

- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.

- Only 500 active students can be included in one roster.

### 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*** page appears.

2. Select a school.

3. On the *Add Roster* form (Figure 29), add a roster name and select a teacher.

4. Decide how you want to add students:

   - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

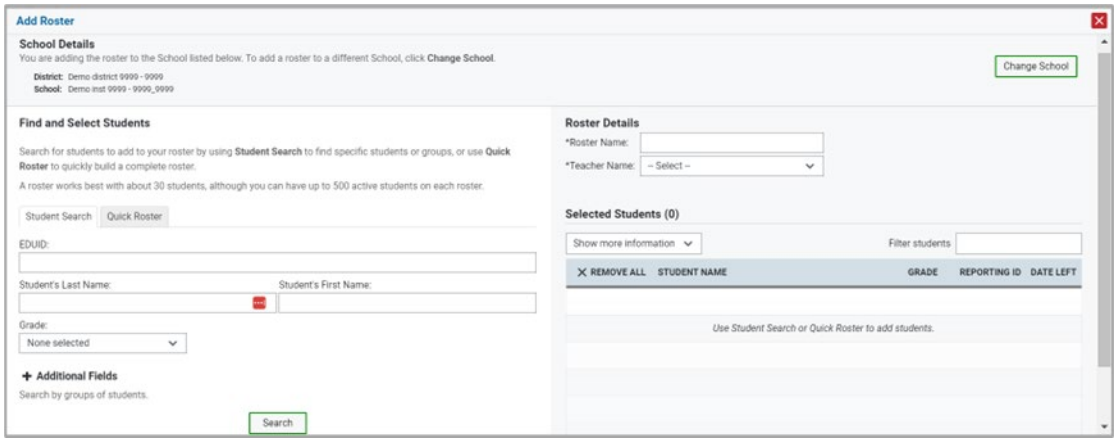
     - Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

   - **Student Search** tab (search finds students that you add and remove manually)

     - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid.

   **Tip**: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Figure 29. Add Roster Form




5. *Optional*: After results appear under *Selected Students*, change the information that displays about students.

   - **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

   **Note**: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

   - Use the *Filter* field to limit students to those who match the text you enter.
     This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend to find.

After saving, rosters must be changed from the *Edit Rosters* screen.

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

You can modify certain rosters, if required. 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.

3. In the list of retrieved rosters, select for the roster whose details you want to view. The ***View/Edit [Roster Name]*** form appears. This form is similar to the form used to add students to rosters.
   The *Selected Students* list displays students who are currently associated with the roster.

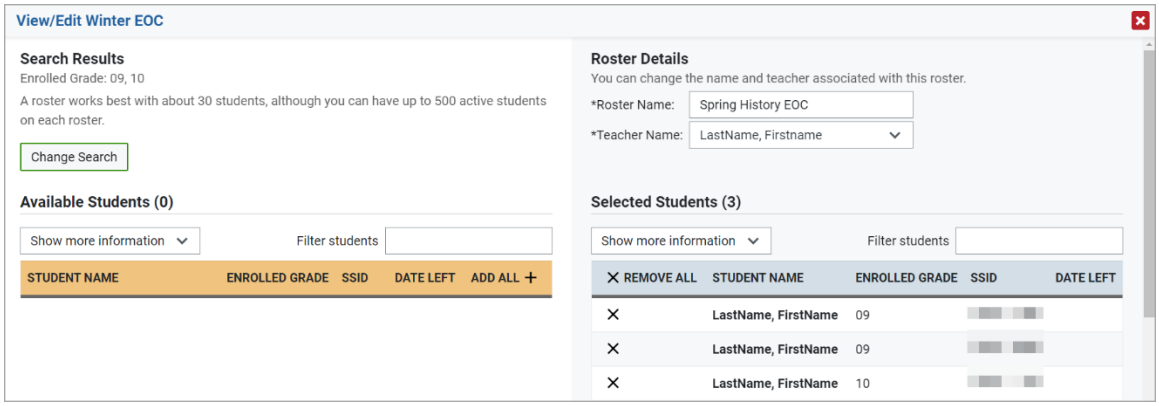
4. To add students, select **Find Students**.

- Select the **Student Search** tab to add individual students manually.
- Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

**Note**: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

5. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid.
6. Select **Save**, and in the affirmation dialog box select **Continue**.

Figure 30. Modifying a Roster: View/Edit Form




### 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

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 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.

**Tip**: You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the View/Edit/Export Roster page, including the teacher's email address.

### How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, 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.

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 (Figure 28).

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 Manage Orders for Paper Testing Materials

This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how and how to order paper testing materials. This section also describes how to track order shipments and returns.

#### How district-level users set up point of contact and shipping information

You can assign someone to serve as a district-level or a school-level test coordinator. This person serves as the overall contact for all testing matters within the district or school. When sending announcements regarding TIDE or other testing applications, CAI uses the test coordinator's email address. In addition, you must establish an address to which all district-level or school-level orders for testing materials or reports are shipped.

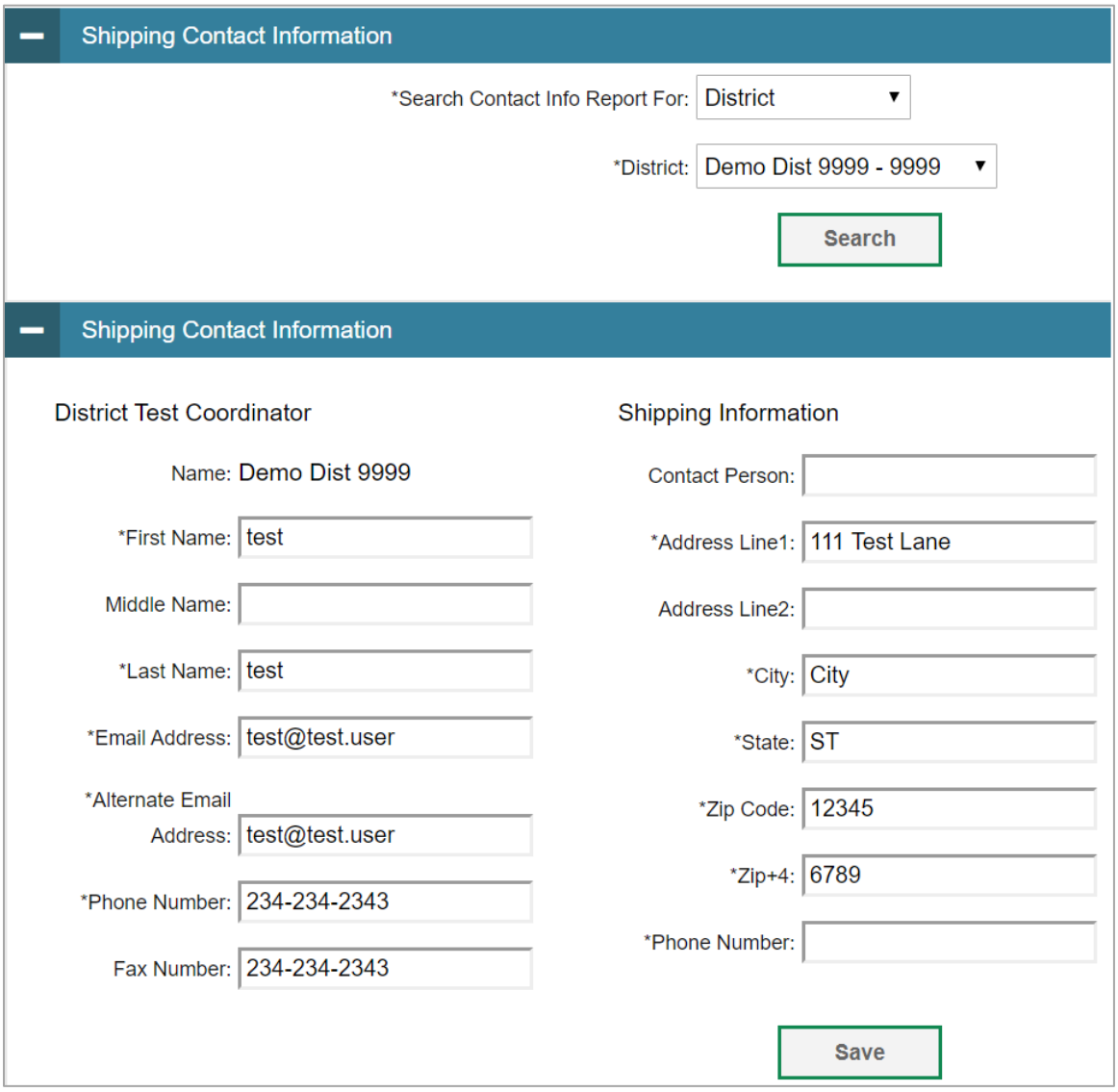
3. From the **District Shipping Contact Information** task menu on the dashboard, select **District Shipping Contact Information**. The **District Shipping Contact Information** page appears (Figure 31).

4. From the *Search Contact Info Report* drop-down list, select an entity (district or school) as applicable.

5. Next, make selections from the district and school drop-down lists as applicable.

6. Select **Search**.

Figure 31. Contact Info Report Page




7. When the report appears, verify or enter information in the *District Assessment Coordinator Information* panel.

8. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

9. Select **Save**.

### How district-level users place orders during the paper ordering window

10. From the **Paper Ordering** task menu on the TIDE dashboard, select **Paper Orders**. The ***Paper Orders*** form appears (Figure 32). Note the ***Contact Info*** panel will appear above the ***Paper Orders*** form.

Figure 32. Paper Orders Page: Search for Orders Panel

11. In the *Contact Info* panel, do the following:

    a. Verify or enter information in the *District Assessment Coordinator Information* panel.

    b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

    c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

    If contact information is not established, you will not be able to proceed.

12. Do one of the following:

    - Mark **District** (if available) to place an order for an entire district.
    - Mark **School**, and then select a school, to place an order for an individual school.

13. Select **Search**. A list of materials available for ordering appears (Figure 33)..

Figure 33. List of Available Orders

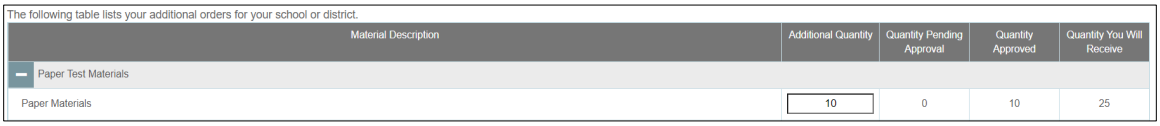
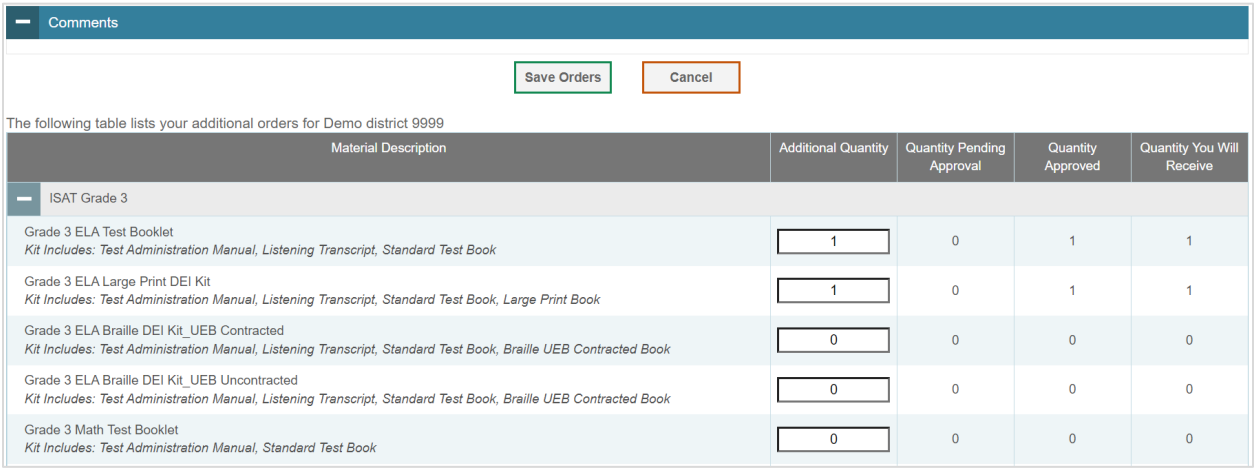


Figure 34. Search for Orders Panel




14. In the list of orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive. If orders have not yet been placed, this amount will be 0.

15. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column.

16. Select **Save Orders**.

17. Select **Submit** to submit your order.

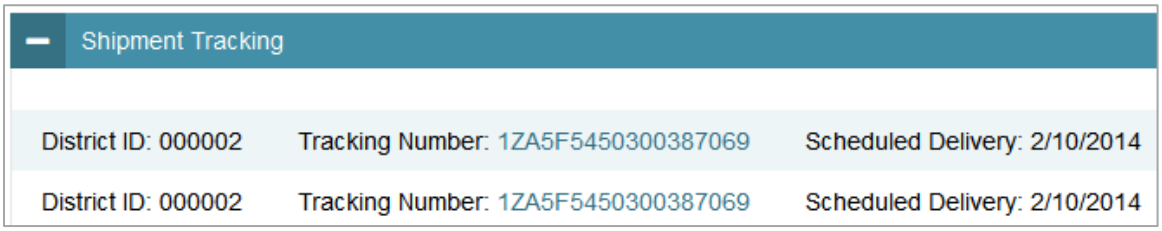
### How district-level users track shipments of paper testing materials

You can view tracking reports showing the status of inbound shipments of testing materials.

18. From the **Paper Ordering** task menu on the TIDE dashboard, select **Track Shipments**. The ***Track Shipments*** page appears (Figure 35).

19. To view the shipping company's tracking report, select its tracking number.

Figure 35. Track Shipments Page: Shipment Tracking Panel




### How district-level users view order history reports

You can review the order history of testing materials for your school or district.

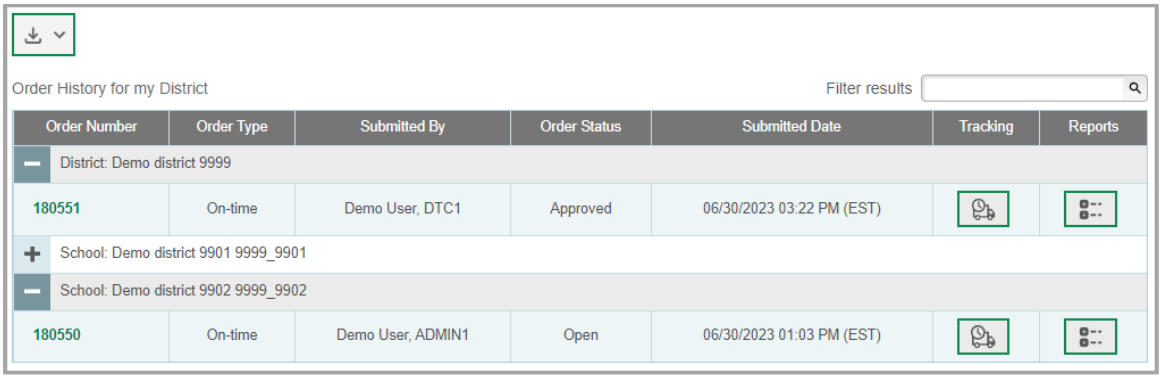
20. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (Figure 36).

21. To view the order details, select the order number in the Order Number column. The Order Details form appears.

22. To view the order's tracking report, select .

23. To view the order's packing lists, manifests, and security checklists, select .

Figure 36. View Order History Page

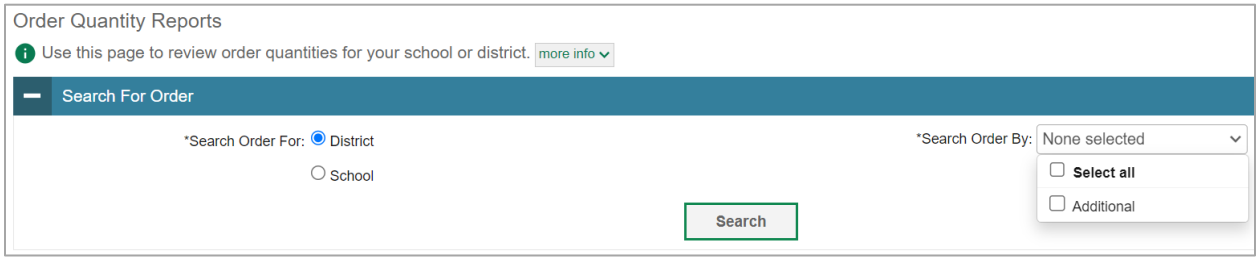



### How district-level users view order summary reports

You can review reports for your school's or district's open orders.

24. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The ***Order Quantity Report*** page appears (Figure 37).

Figure 37. Order Quantity Report Page




25. Under *Search Order For*, do one of the following:

- Mark **District** (if available) to review orders for an entire district.
- Mark **School**, and then select a school, to review orders for an individual school.

26. From the **Search Order By** drop-down list, mark the checkbox **Additional**.

Select **Search**. The order report appears.

## How District-level Users Use TIDE during Test Administration

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

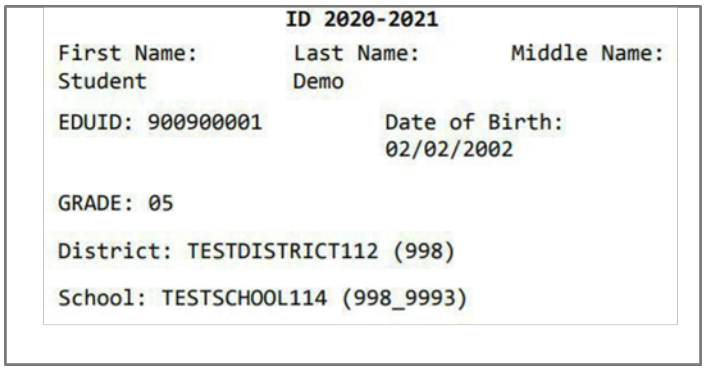
- Print **test tickets** to help students log in to tests.
- Add, modify, and upload test improprieties.
- View reports of students' current test statuses, test completion rates, and test status codes.

### 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 38. 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 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.

### 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.

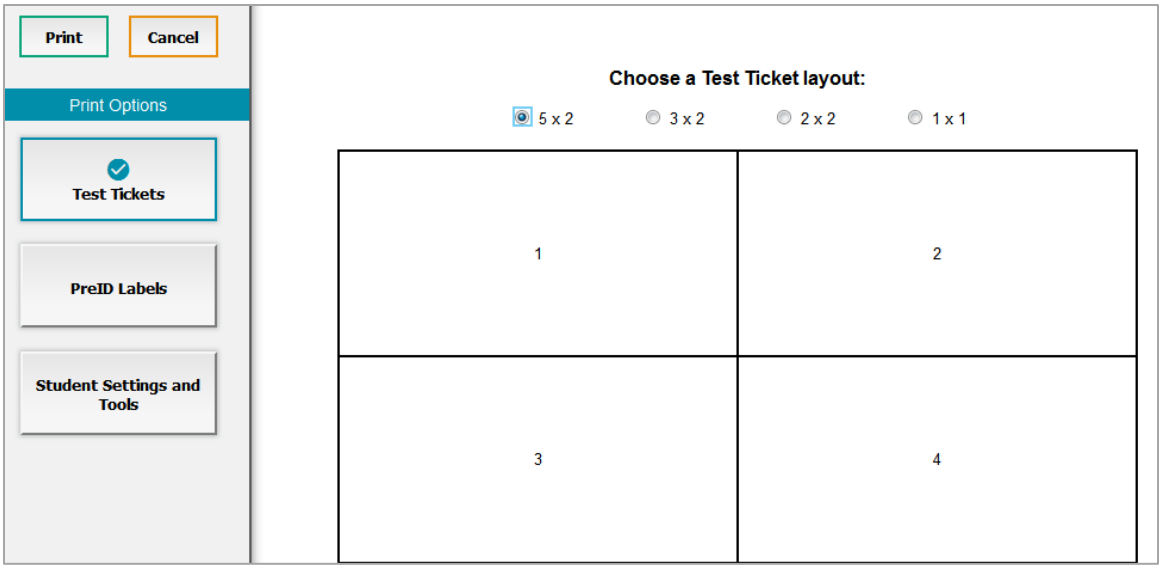
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

1. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

2. 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.
3. 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**.
4. In the new browser window that opens displaying a layout for selecting the printed layout (Figure 39), verify **Test Tickets** is selected in the *Print Options* section.
5. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 39. Layout Model for Test Tickets




### How district-level users print test tickets from roster lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***View/Edit Rosters*** page appears.
2. Retrieve the rosters for which you want to print test tickets 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 test tickets printed.

4. 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.

5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (Figure 39).

6. 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 TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported in Reporting.

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

For a full list of test impropriety types, the table "List of Test Impropriety Types" in the appendix.

For a list of test impropriety statuses, the table "List of Test Impropriety Statuses" in the appendix.

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

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

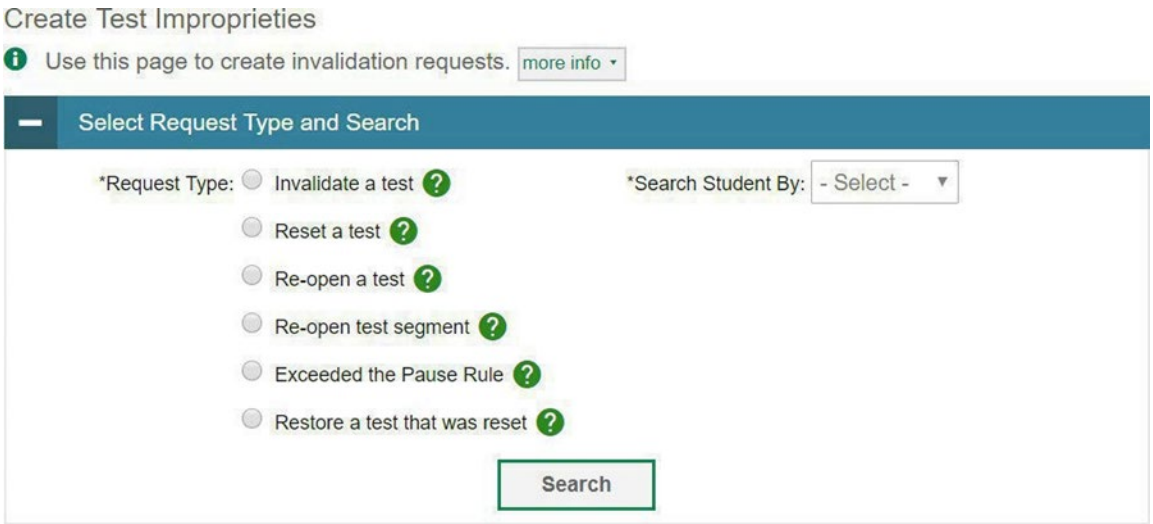
1. Retrieve the result for which you want to create an test impropriety by doing the following:

   a. From the **Test Improprieties** task menu on the TIDE dashboard, select **Create Invalidation Requests**. The ***Create Test Improprieties*** page appears (Figure 40).

   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.

Figure 40. Create Test Improprieties Page

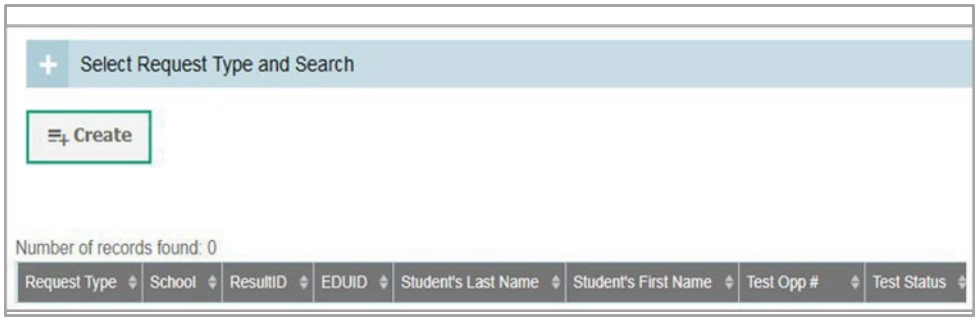



d. Select **Search**. TIDE displays the found results at the bottom of the ***Create Test Improprieties*** page (Figure 41).

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 test impropriety. The reasons may vary based on the test impropriety type.

Figure 41. Retrieved Test Results




4. *Optional*: In the *Additional Comments* field, enter comments, if desired.

5. Enter a reason for the request in the window that pops up.

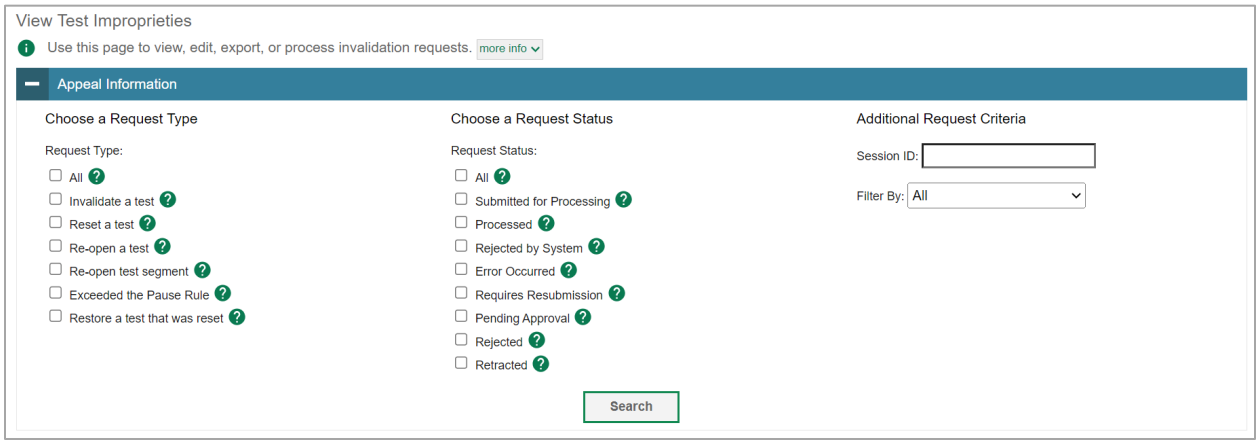
6. Select **Submit**. TIDE displays a confirmation message.

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

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

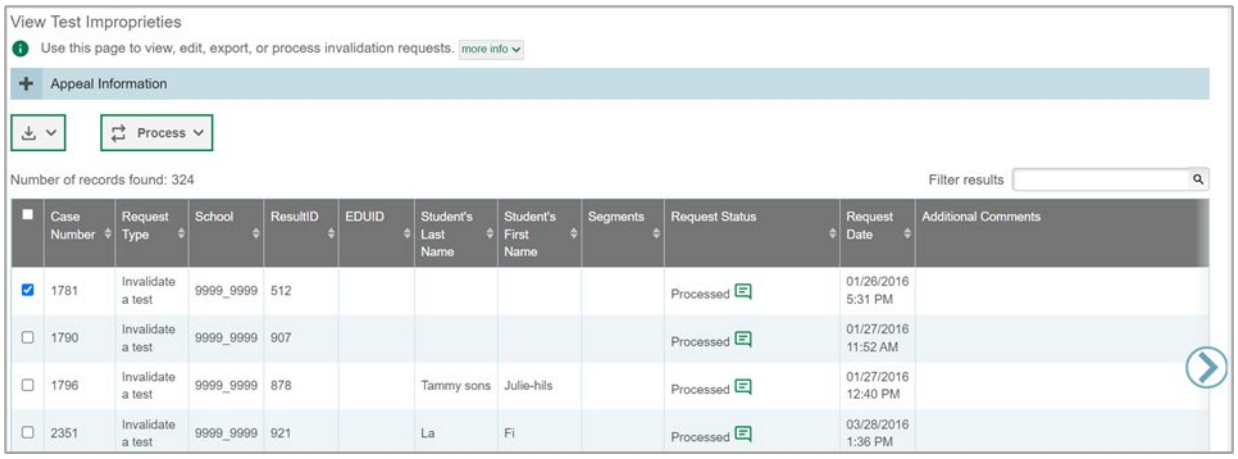
1. From the **Test Improprieties** task menu on the TIDE dashboard, select **View/Approve/Export Invalidation Requests**. The ***View/Edit/Export Test Improprieties*** page appears (Figure 42).

Figure 42. View/Edit/Export Test Improprieties Page




2. Retrieve the test improprieties you want to view by filling out the search criteria and selecting **Search**. Figure 43 shows retrieved test improprieties.

Figure 43. Retrieved Test Improprieties




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

4. You can also process test improprieties on the ***View/Edit/Export Test Improprieties*** page by marking the checkbox. This process is covered in the How district-level users approve, reject, and retract test improprieties section.

> **Note**: When you select records with a *Request Status* that cannot be changed, like *Rejected by System* or *Submitted for Processing*, the **Process** options show *No Action(s) (#)* indicating that additional steps in the workflow are not possible for some records.

### 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 comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction 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 approve, reject, and retract test improprieties

Some test improprieties require you to approve or reject them before TDS can process them. You can also retract test improprieties you created.

You cannot delete approved or rejected test improprieties. To delete such test improprieties, contact the Helpdesk.

1. From the **Test Improprieties** task menu on the TIDE dashboard, select **Approve Test Improprieties**. The ***Approve Test Improprieties*** page appears.

2. Retrieve the test improprieties you want to process by filling out the search criteria and selecting **Search**.

3. Do one of the following:

    - Mark the checkboxes for the requests you want to process.

    - Mark the checkbox at the top of the table to process all the retrieved requests.

4. Select **Process** above the table and select an action:

    - To approve the selected requests, select **Approve**.

    - To reject the selected requests, select **Reject**.

    - To retract the selected requests, select **Retract**.

    - To resubmit a request that the TDS could not process, select **Resubmit**.

5. Enter a reason for the requested action in the window that pops up.

6. Select **Submit**. TIDE displays a confirmation message.

TIDE removes the selected test improprieties from the list of retrieved requests.

### 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.

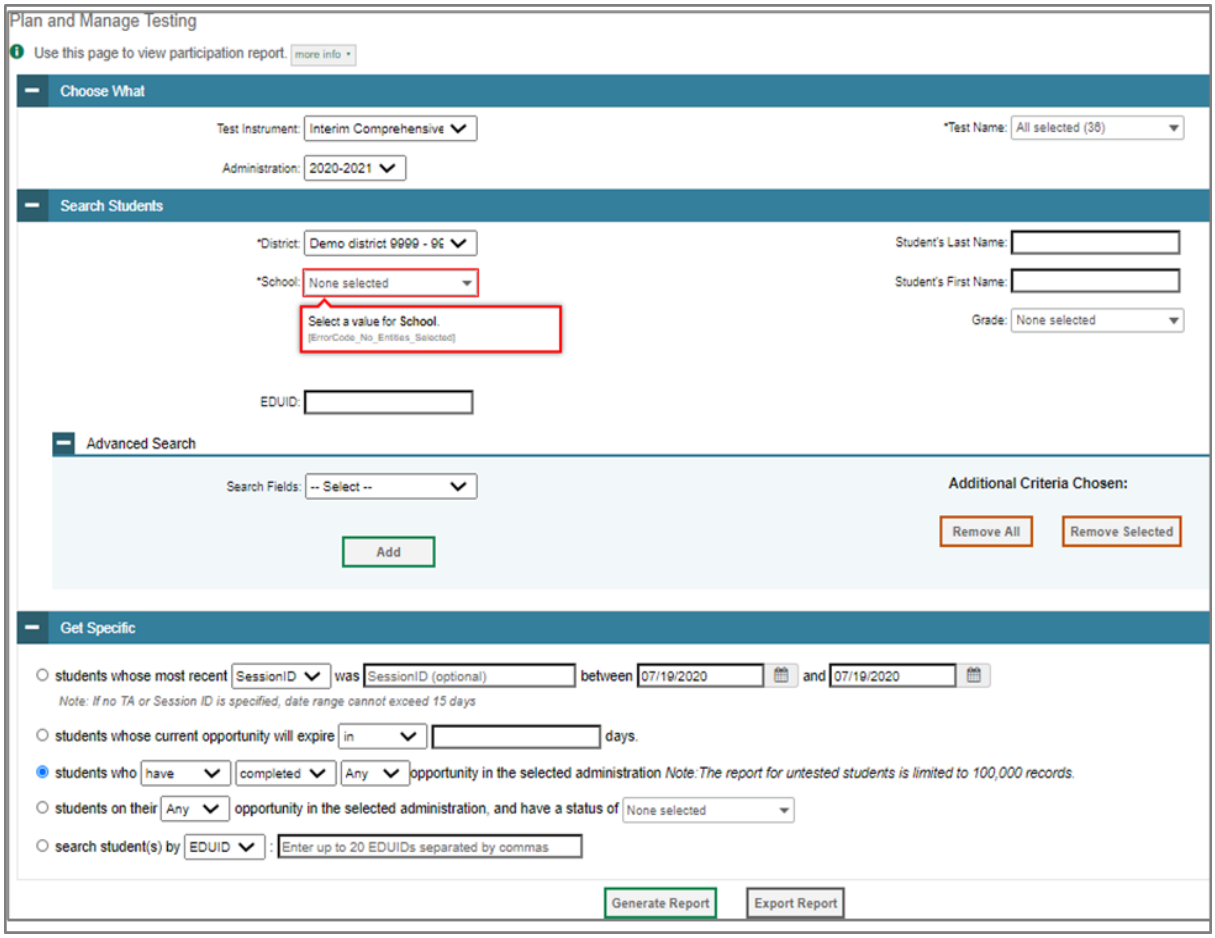
### How district-level users view report of students' current test status

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

Because the report lists testing 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 (Figure 44).

Figure 44. Plan and Manage Testing Page




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

   a. From the **District** drop-down list, select a district if applicable.

   b. 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 you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

   c. *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, test administrators, and principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to if the person is associated with any roster. If no rosters exist for 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 shows 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 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.

d. *Optional:* In the *Student's Last Name* field, enter a student's last name.

e. *Optional:* In the *Student's First Name* field, enter a student's first name.

f. *Optional:* In the *EDUID* field, enter a EDUID.

g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.

3. In the *Choose What* panel, select the parameters for which tests to include in your report:

   a. From the **Test Type** field, select a test type. If you select Teacher Authored Tests, skip to step 2.

   b. From the **Test** drop-down list, select a test category.

   c. From the **Administration** drop-down list, select an administration.

   d. *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.

   e. *Optional*: From the **Filter By** drop-down list, select a specific test accommodation or demographic to filter the report.

      - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.

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 who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.

      - 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 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 opportunities that expire that day.

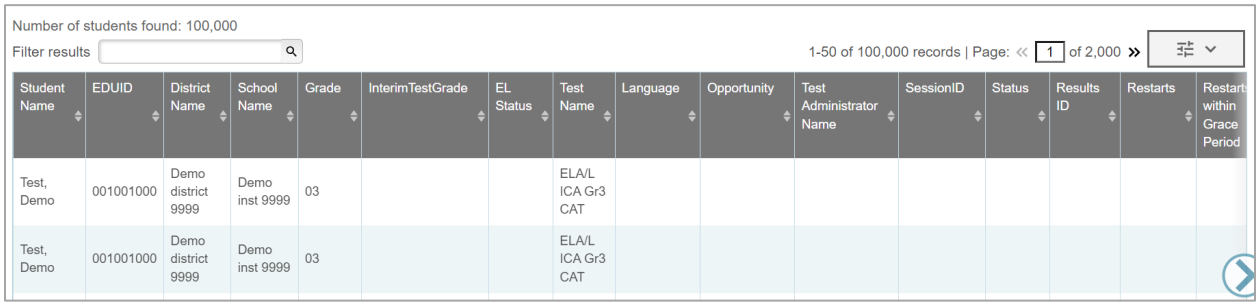
- If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

- Students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.
- Students who have a status of {student test status} in the selected administration.
- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- Search student(s) by {EDUID/Name}: {EDUID/Student Name}

5. Do one of the following:

- To view the report on the page, select Generate Report. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.
- To open the report in Microsoft Excel, select Export Report. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 45. Plan and Manage Testing Report




| Student Name | EDUID | District Name | School Name | Grade | InterimTestGrade | EL Status | Test Name | Language | Opportunity | Test Administrator Name | SessionID | Status | Results ID | Restarts | Restarts within Grace Period |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Test, Demo | 001001000 | Demo district 9999 | Demo inst 9999 | 03 | | | ELA/L ICA Gr3 CAT | | | | | | | | |
| Test, Demo | 001001000 | Demo district 9999 | Demo inst 9999 | 03 | | | ELA/L ICA Gr3 CAT | | | | | | | | |

For descriptions of the columns in this report, 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.

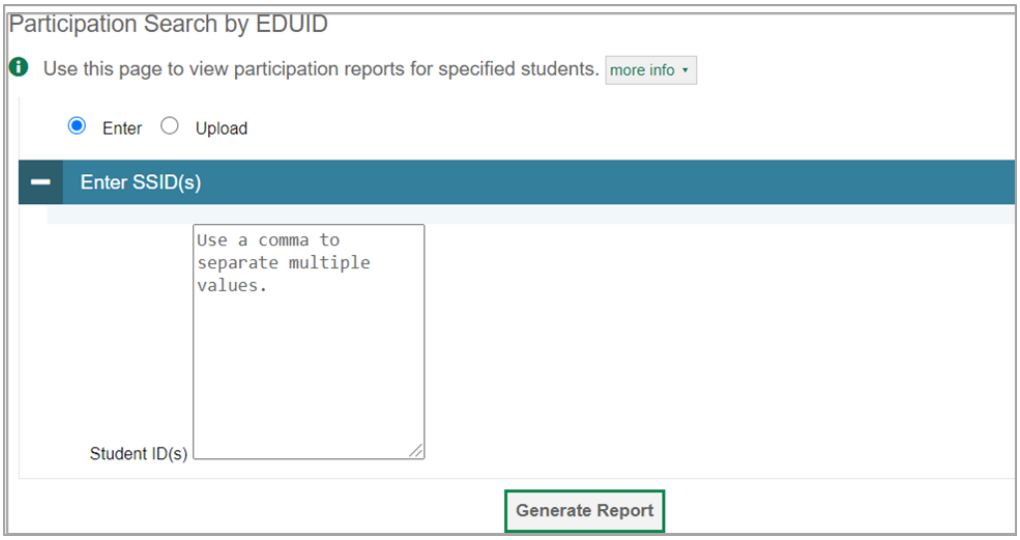
Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by EDUID. The *Participation Search by EDUID* page appears (Figure 46).

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 1000 EDUIDs.

Figure 46. 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 1000 EDUIDs.

3. Select **Generate Report**. The Participation Report by EDUID appears (Figure 45).

For descriptions of the columns in this report, the table "Columns in the Plan and Manage Testing Report" in the appendix.

### How district-level users view reports of test completion rates

The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. There are several ways to view the results:

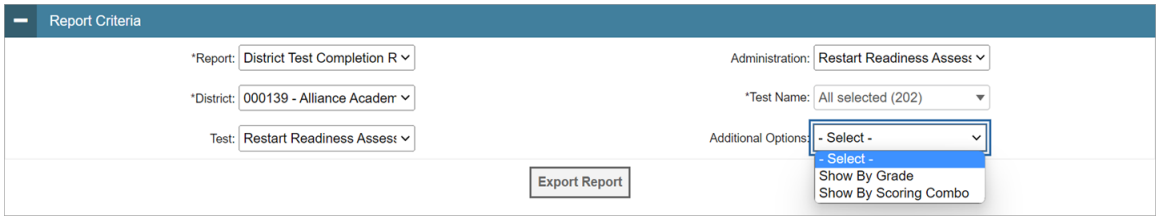
- By all students for each test selected (default behavior) (one row per test)
- By students' enrolled grade for each test selected (one row per grade per test)
- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

*Only shows tests with component parts. For example: Biology Part 1 + Biology Part 2 = Biology Scoring Combo total. Not all tests have component test parts, so this report may be blank if the test selected does not contain a scoring combo. You can find more information on scoring combos and other report options later in this section.

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 (Figure 47), select the parameters for which tests to include in your report.

Figure 47. Test Completion Rates Page: Report Criteria




3. *Optional*: Select a different report output under *Additional Options* to view more granular participation and completion information.

   a. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report.

      This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

   b. To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

      Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 3 students must take that also has some limited off-grade participation among grades 2, 4, and 5. This report makes it easy to track overall completion within the grade 3 population without the off-grade testers skewing the rates.

   c. To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**.

      Showing results by scoring combo allows you to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, Chemistry Part 1 is a component test and Chemistry Part 2 is another component test of the Chemistry Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. Figure 48 displays a sample Test Completion Rate report for the default setting showing information for all students.

5. For a description of the columns in this report, the table "Columns in the Test Completion Rate Report" in the appendix.

Figure 48. 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 Comprehensiv | 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 Comprehensiv | 516 | 0 | 0 | 0.00% | 0.00% |
| 7/20/2020 5:00:01 AM | 9999 | Demo district 9999 | Grade 10 MATH - Interim Assessment (IC | 1 | Interim Comprehensiv | 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 Comprehensiv | 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 Comprehensiv | 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 Comprehensiv | 25666 | 0 | 0 | 0.00% | 0.00% |
| 7/20/2020 5:00:01 AM | 9999 | Demo district 9999 | Grade 11 MATH - Interim Assessment (IC | 1 | Interim Comprehensiv | 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.

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

2. In the *Report Criteria* panel (Figure 49), select search criteria for the test and administration.

Figure 49. Report Criteria Panel

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 (Figure 50).

Figure 50. 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, the table "Columns in the Test Status Code Report" in the appendix.

For a description of each status that a test opportunity can have, the table "Test Opportunity Status Descriptions" in the appendix.

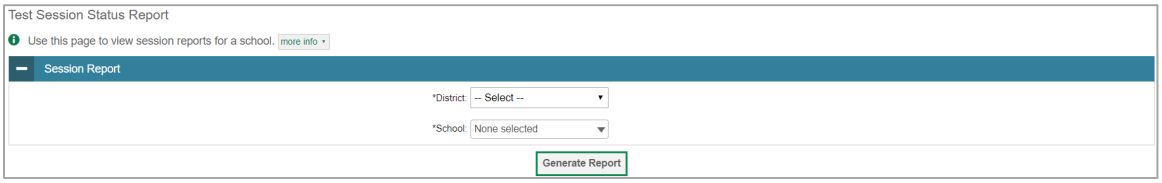
### How district-level users view test session status reports

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 **Session Report**. The ***Session Report*** page appears.

Figure 51. Test Session Status Report Page



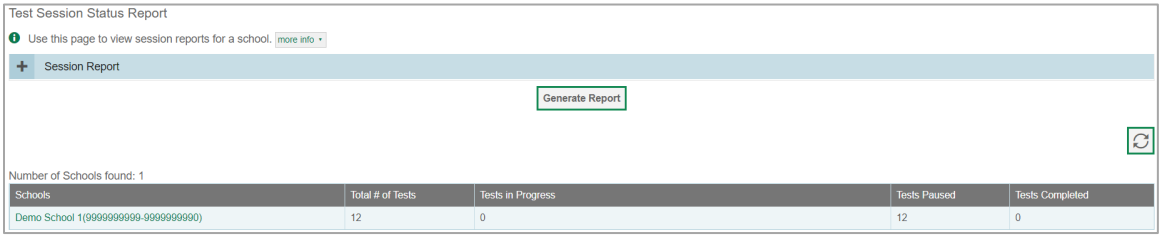

2. From the **District** drop-down list, select a district.

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.

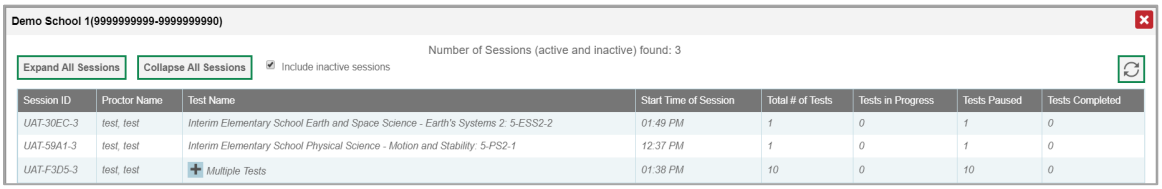
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, the table "Columns in the Summary Session Report Page" in the appendix.

Figure 52. Test Session Status 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, the table "Columns in the Detailed Session Report Page" in the appendix.

Figure 53. Detailed Test Session Status Report



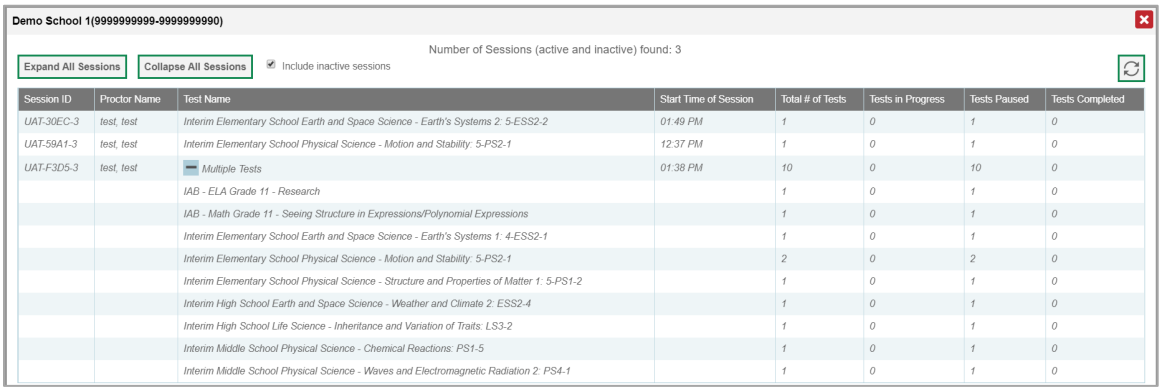

| Session ID | Proctor Name | Test Name | Start Time of Session | Total # of Tests | Tests in Progress | Tests Paused | Tests Completed |
|---|---|---|---|---|---|---|---|
| UAT-30EC-3 | test, test | Interim Elementary School Earth and Space Science - Earth's Systems 2: 5-ESS2-2 | 01:49 PM | 1 | 0 | 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 |

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 54. 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 |

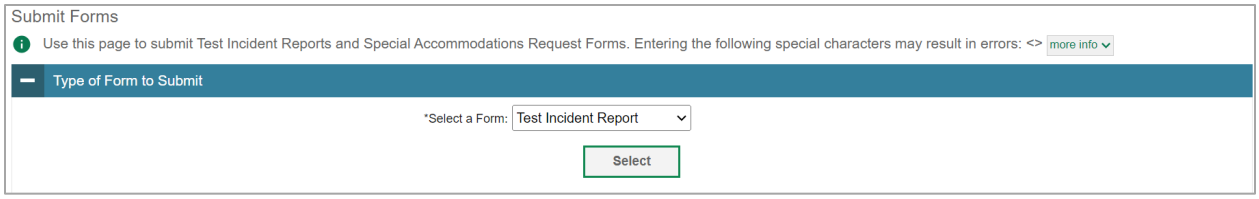
10. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

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 and Special Accommodations Request Forms

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

1. From the **Forms** task menu on the TIDE dashboard, select **Submit a Form**. The ***Submit a Form*** page appears.




2. From the *Select a Form* drop-down list, select the form you wish to submit.

3. Select **Select**. The form appears.

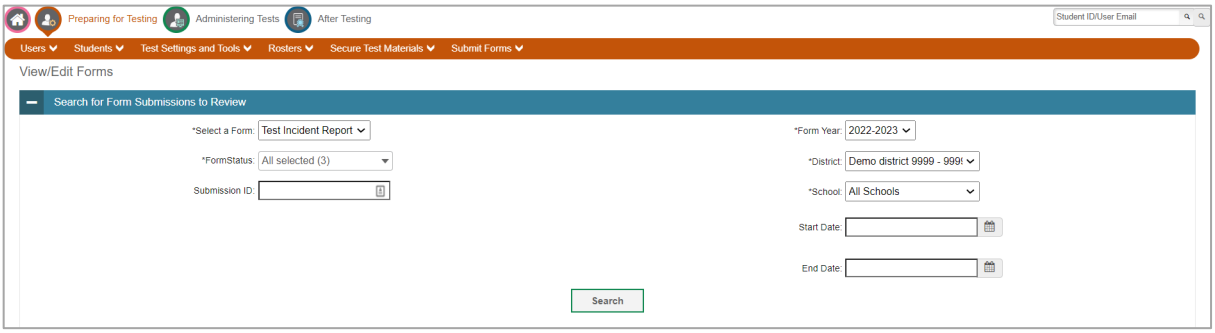
4. Using any available drop-down lists, checkboxes, and text boxes, fill out of the request form.

5. Select **Submit**. The form is submitted.

### How district-level users view existing forms

You can view existing forms by following instructions below.

1. From the **Forms** task menu on the TIDE dashboard, select **View Forms**. The ***View Forms*** page appears.




2. Enter search criteria to find the form you want to view.

3. Select **Search**. A search results grid appears, displaying forms matching your search criteria.

4. To view a form, 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, add, or edit non-participation codes for individual students.
- Add and/or edit non-participation codes for one or more students through a file upload.

### 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

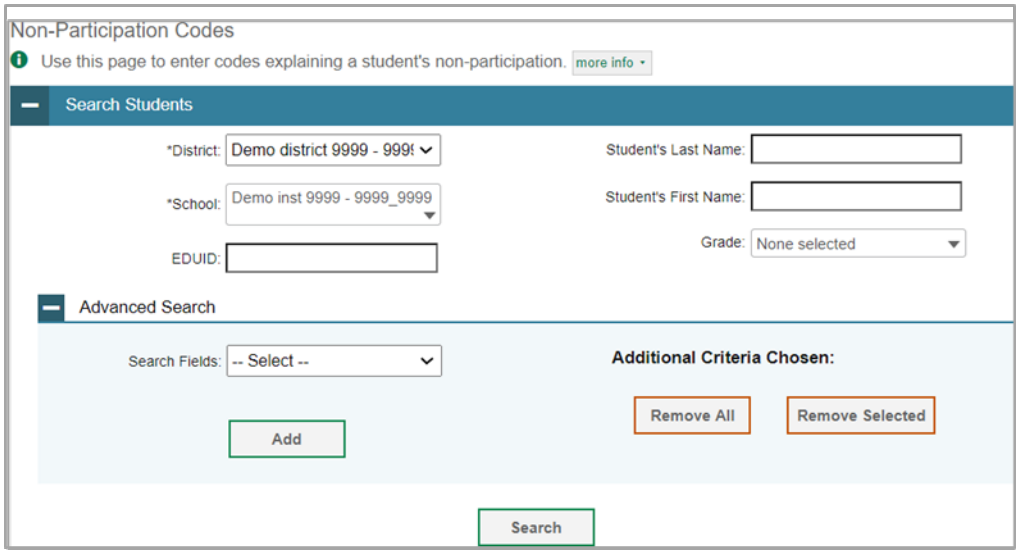
There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such 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, 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.

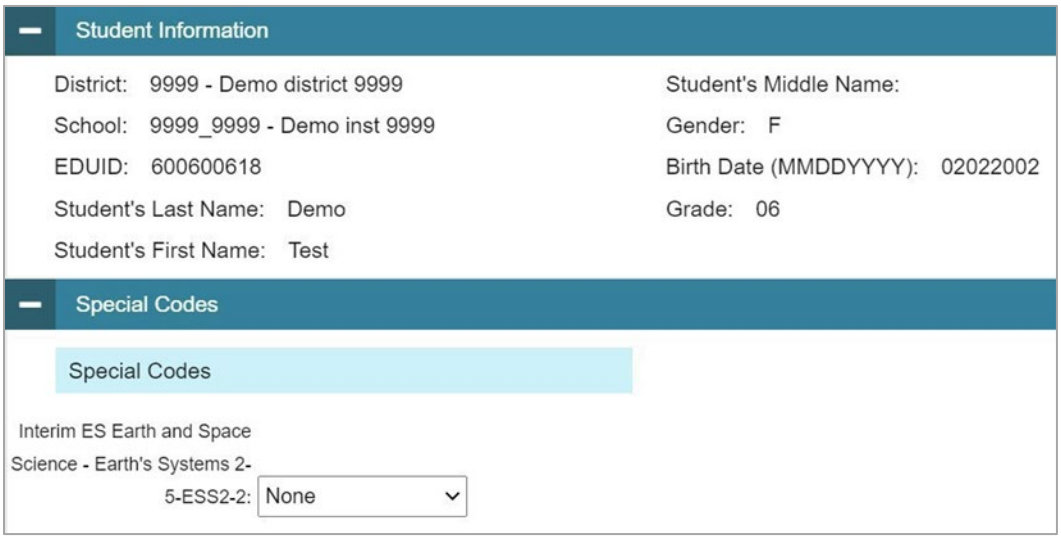
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (Figure 55).
2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 55. Non-Participation Codes Page: Search Students Panel




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 (Figure 56).

Figure 56. Edit Non-Participation Codes Form




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, the table "Special Codes and Their Descriptions" in the appendix.

5. Select **Save**.

### How district-level users upload non-participation codes

If you have many students for whom you need to add or edit non-participation codes, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Upload Non-Participation Codes**. The ***Upload Non-Participation Codes*** page appears.

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the linked table in "Columns in the Special Codes Upload File" in the appendix as a reference, fill out the *Special Codes Template File* and upload it to TIDE.

   ⚠ **Caution:** Students must be eligible for tests selected on the upload file. The Excel download template (not the CSV) contains all tests for all students, whereas the ***Edit Non-Participation Codes*** form only shows the eligible tests for that student.

   ⚠ **Caution:** Records may also be rejected for the following and other reasons:

   - Test is on Exclusion list so no special codes can be applied for that test
   - Student is inactive
   - User does not have access to student's school

   If needed during the *Validate* step, select the error or warning icon for more information.

# 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 so they can sign in to TIDE and other CAI systems. If teachers or test administrators 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 at the correct time. 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 test administrators. If teachers and test administrators 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 modify existing user accounts one 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 in to a test.

Like district-level users, school-level users can add or modify student accounts one at a time or all at once through file upload. School-level users can also specify or upload student accommodations and test tools, upload student test restrictions, and view student distribution reports. 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
- How district-level users modify existing student accounts one at a time

- How district-level users view a history of changes to a student's account
- How district-level users add or modify multiple student accounts all at once
- How district-level users specify student accommodations and test tools
- How district-level users upload student accommodations and test tools

### 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. 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 student lists

### How School-level Users Manage Orders for Paper Testing Materials

School-level users can order paper testing materials, track shipments and view materials that were ordered for their school. For detailed information, please refer to the following sections:

- How district-level users set up point of contact and shipping information
- How district-level users place orders during the paper ordering window
- How district-level users track shipments of paper testing materials
- How district-level users view order history reports
- How district-level users view order summary reports

## 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 PreID labels from roster lists

### How School-level Users Manage Test Improprieties

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

Like district-level users, school-level users can add or modify test improprieties 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 Improprieties." For detailed information, please refer to the following sections:

- How district-level users add new test improprieties one at a time
- How district-level users modify existing test improprieties one a at time
- How district-level users add or modify multiple test improprieties 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, 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 reports of test completion rates
- How district-level users view report of test status codes

## How School-level Users Use TIDE after Testing

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

- View or edit non-participation codes

### 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 sections:

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

# How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators 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 test administrators 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 test administrators 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 and edit student test accommodations and test tools, if necessary. 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 Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators 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 test administrators can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the Secure File Center.

Like district- and school-level users, teachers and test administrators can also specify students' accommodations and test tools by following the procedure in the section "How district-level users add or modify multiple student accounts all at once." For detailed information, please refer to the following section:

- How district-level users specify student accommodations and test tools

### How Teachers and Test Administrators Manage Rosters

Teachers and test administrators can manage rosters for students in their school. These rosters are then sent to Reporting so those systems can display scores.

Like district- and school-level users, teachers and test administrators 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." 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 Teachers and Test Administrators Use TIDE During Testing

During testing, teachers and test administrators 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 test administrators 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." 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 test administrators 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 reports 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.)

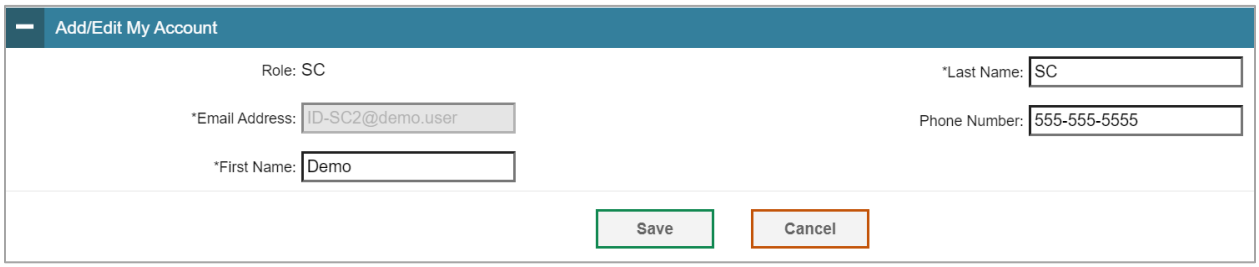
1. In the TIDE banner, from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (Figure 57).

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 57. Fields in the My Contact Information Page




## C

### Changing Your Associated Test Administration, Institution, or Role

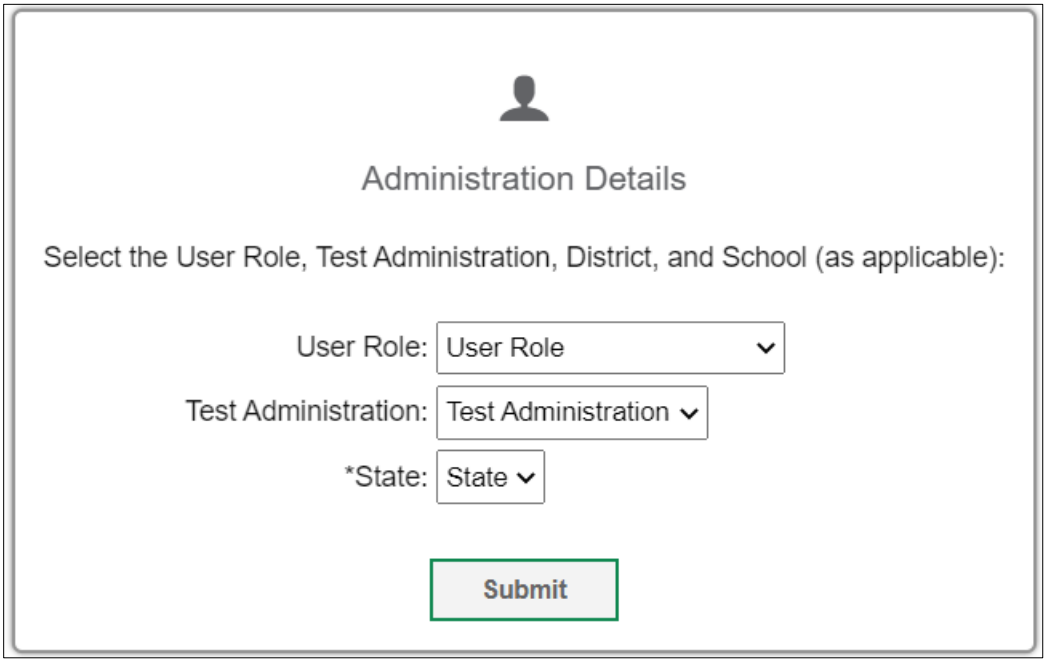
Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner, select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (Figure 58).

2. Update the information as necessary.

3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 58. Administration Details Window




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

| Column Name | Description | Valid Values |
|---|---|---|
| Reason* | Reason for creating test impropriety. | Up to 1,000 alphanumeric characters.<br>One of the options available for the selected test impropriety type. |
| Comment | Additional comments explaining the reason for the test 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 date and time of the session. |
| 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. |
| Earliest Start Time of Student Testing | Earliest start time that the student started testing. |

### 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 Name | Description | Valid Values |
|---|---|---|
| Field* | Label used for the interim grade attribute. | INTERIMGRADE |
| Subject* | Subject of assessment. | One of the following:<br>• Mathematics<br>• English<br>• Science |
| Grade* | Student's interim grade. | Any of the following:<br>Two-character grade in the range 02–12. Add leading zero for single-digit numbers.<br>None |

*Required field.

### Columns in the Plan and Manage Testing Report

You can use the information in the table below to view 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 a student is enrolled. |
| Interim Test Grade | Indicates the interim grades set up for the student. |
| EL Status | Indicates whether the student is an English Language Learner. |
| 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. |
| 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. |
| Test Administrator Name | The test administrator who created the session in which the student is currently testing (or in which the student completed the test). |

| Attribute | Description |
|---|---|
| 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).<br>(This includes Restarts Within Grace Period—below.) |
| Restarts Within 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 Within Grace Period).<br>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 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. |

| Column Name | Description | Valid Values |
|---|---|---|
| User Email ID* | 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<br>Delete – deletes student from roster |

*Required field.

### Columns in the Special Codes Upload File

You can use the information in the linked table Special Codes and Their Descriptions to understand the special codes available when you upload non-participation codes.

### 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. | DistrictID that exists in TIDE and must be associated with he user uploading the file. Three alphanumeric characters. Must exist in TIDE. |
| 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 district ID. Four alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.<br><br>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 |

| Column Name | Description | Valid Values |
|---|---|---|
| Birthdate (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.<br>**Note:** If adding students with an EDUID that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process. |
| Grade | Student's enrolled grade. | Two-character grade in the range 03–12. Add leading zero for single-digit numbers. |
| Gender* | Student's gender. | One of the following:<br>M—Male<br>F—Female |
| Hispanic or Latino Ethnicity* | Student's ethnicity. | One of the following:<br>Y<br>N |
| American Indian or Alaska Native* | Student's ethnicity. | One of the following:<br>Y<br>N |
| Asian* | Student's ethnicity. | One of the following:<br>Y<br>N |
| Black or African American* | Student's ethnicity. | One of the following:<br>Y<br>N |
| White* | Student's ethnicity. | One of the following:<br>Y<br>N |
| Native Hawaiian or Other Pacific Islander * | Student's ethnicity. | One of the following:<br>Y<br>N |

| Column Name | Description | Valid Values |
|---|---|---|
| Section 504 Status* | 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:<br>Y<br>N |
| 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. | One of the following:<br>Y<br>N |
| Alt Assessment | 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:<br>Y<br>N<br>Blank |
| Primary Disability Type* | Major or overriding disability condition that best describes a student's impairment. | One of the following:<br>ASD—Autism Spectrum Disorder<br>DB—Deaf-blindness<br>DD—Developmental Delay<br>DE—Deaf<br>EMD—<br>Emotional Disturbance<br>ID—Intellectual Disability<br>LI—Language Impairment<br>MD—Multiple Disabilities<br>N/A—Not Applicable<br>OI—Orthopedic Impairment<br>OHI—Other Health Impairment<br>SI—Speech Impairment<br>SLD—Specific Learning Disability<br>TBI—Traumatic Brain Injury<br>VI—Visual impairment |
| EL Status* | Indication of student's Limited English Proficiency status. | One of the following:<br>Yes No |

| Column Name | Description | Valid Values |
|---|---|---|
| EL Category | Codes that indicate a student's Limited English Proficiency status. | One of the following: L1, LE, EW, X1, X2, X3, X4, FL, SO.<br>Blank |
| Migrant Status* | Student's migrant status. | One of the following:<br>Y<br>N |
| ISAT Paper Tester | This flag will indicate whether a student will test on paper instead of online. | One of the following:<br>Y<br>N<br>Blank |
| IDAA Fixed Form | This flag to indicate whether a student will test on paper instead of online. | One of the following:<br>Y<br>N<br>Blank |
| Delete Student | Indicates if record is a deletion. | Y—Delete the record.<br>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. Columns specific to the *Additional Options* report outputs are noted at the end of the table.

| Column | Description |
|---|---|
| Date | Date and time that the file was generated. |
| District Name | The name of the reported District. |
| District ID | The ID of the reported District. |
| School Name | The name of the reported school. This column is only included in the school-level report. |
| School ID | The ID of the reported school. This column is only included in the school-level report. |
| Test Instrument | Category of the test that is being reported. |
| 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:<br>1 ELA-CAT<br>2 ELA-PT<br>3 Math<br>(CAT& PT)<br>4 Science<br>5 IDAA ELA<br>6 IDAA MATH<br>7 IDAA SCIENCE |
| Tool Name | Name of the tool or accommodation. | See the table “Valid Values for Tool Names.” |

| Column | Description | Valid Values |
|---|---|---|
| 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 |
| School Name | Name of school where student is enrolled. |
| Test ID | Unique ID for the item result. |
| Test Status | Unique ID for 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 |
|---|---|---|
| DISTRICTID* | District associated with the user. | District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. |
| SCHOOLID | School associated with the user. | School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID.<br>Can be blank when adding district-level users. |
| FirstName* | User's first name. | Up to 35 characters. |
| LastorSurname* | User's last name. | Up to 35 characters. |

| Column | Description | Valid Values |
|---|---|---|
| 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. |
| Role* | User's role. For an explanation of user roles, User Role Permissions. | One of the following:<br>DA—District administrator<br>DC—District coordinator<br>TFT_D (Tools for Teachers- District)<br>SC—School coordinator.<br>TFT_SC (Tools for Teachers- School)<br>TA—Test administrator<br>TE— Teacher<br>DIS – District Instructional Support<br>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:<br>`Add`—Add new user or edit existing user record.<br>`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

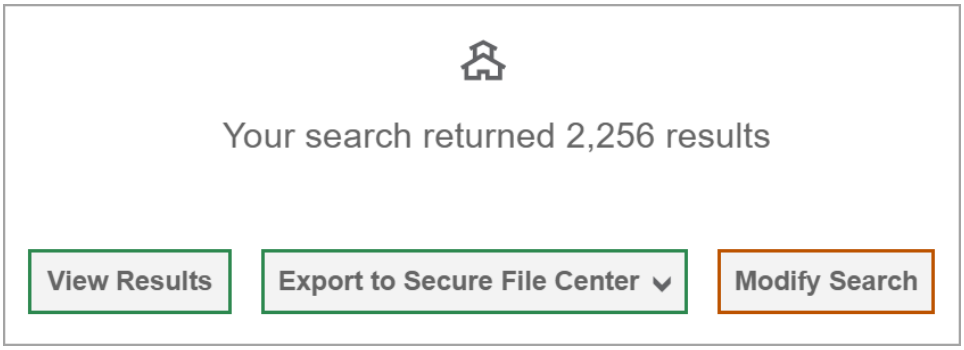
## Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, and test improprieties to the Secure File Center.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in TIDE.

2. In the search results pop-up window, select **Export to Secure File Center** 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 Secure File Center.

Figure 59. Search Results




You can also export records from the search results grid.

1. Retrieve the records you want to export 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 then select Excel or CSV.

## 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. |
| School ID* | School responsible for specific educational services and/or instruction of the student. |
| EDUID* | Student's Statewide Student Identifier (EDUID) within the enrolled district. |
| Last Name* | Student's last name. |
| First Name* | Student's first name. |
| Middle Initial | Initial of student's middle name. |
| Birth Date (MMDDYYYY)* | Student's date of birth. |
| Gender | Student's gender. |
| 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. |
| IDAA Eligible | Flag to indicate whether a student is eligible for an alternate assessment.<br>**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.<br>**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.<br>**Note:** "EL Status" must be set to **Yes** in order to set any value for this field. |
| Migrant Status* | Student's migrant status. |
| **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. |

| Field | Description |
|---|---|
| American Indian or Alaska Native* | 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. |
| 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. |
| **Test Eligibility** | |
| 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. |
| ISAT Paper Tester | Flag to indicate whether a student will test on paper instead of online. |
| IDAA Fixed Form | Flag to indicate whether a student will test on paper instead of online.<br>**Note:** "Special Education Status" and "IDAA Eligible" must be set to **Yes** in order to set this field to **Yes**. |
| Challenge Up | Flag to allow ISAT grade 9 and 10 students to take the ISAT grade 11 ELA and Math assessments. |

*Required field.

### Fields in the Test Settings and Tools Panels

When you are adding new student accounts 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 |
|---|---|
| **Visual Presentation** | |
| Color Contrast | List of available color settings. |
| 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. |

| Field | Description |
|---|---|
| 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** | |
| Language/Presentation | Indicates language in which the tests appear in the indicated subject.<br>**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 Users [User's Name] Page

You can use the information in the table below to modify existing user accounts.

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

*Required field.

## H

### Hand-Scoring 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 Test Scoring Materials**. The ***Interim Test Scoring Materials*** page appears.

2. Select the download link for the required resource.

## 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 test impropriety was being processed. |
| Pending Approval | Test impropriety is pending approval. |
| Processed | Test impropriety was successfully processed and the test opportunity has been updated. |
| Rejected | Another user rejected the SDE. |
| Rejected by System | Test Delivery System was unable to process the test impropriety. |
| Requires Resubmission | Test impropriety must be resubmitted. |

| Test Impropriety Status | Description of Status |
|---|---|
| Resolved | Test impropriety was resolved. |
| Retracted | Originator retracted the test impropriety. |
| Submitted for Processing | Test impropriety submitted to Test Delivery System 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.

| Type | Description |
|---|---|
| Invalidate a test | Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window. |
| Reset a test | Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these test improprieties until the end of the test window. |
| 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. |
| 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 test that was reset | Reverses a reset, restoring the student's responses on the test when the reset was processed. This test impropriety 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 or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Idaho Helpdesk 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.

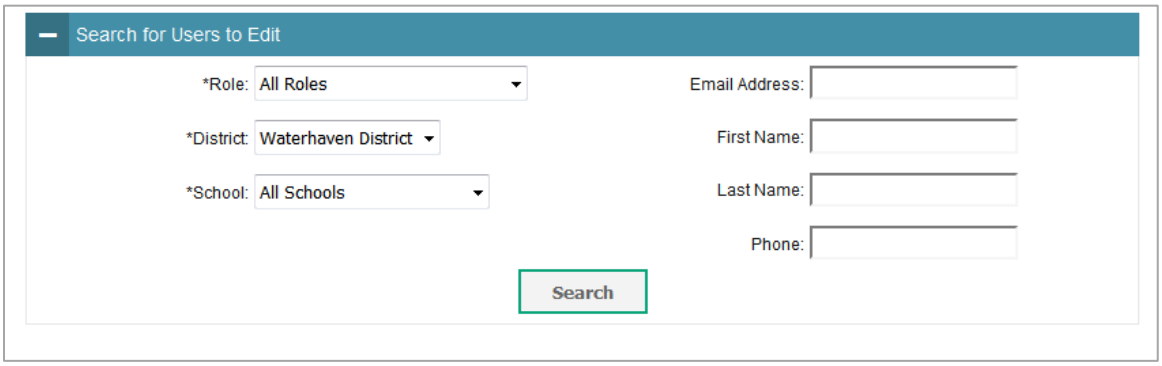
   - To print all records, select , select All, and then select Print.

## 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 (Figure 60). This section explains how to use this search panel and navigate search results.

Figure 60. 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**.

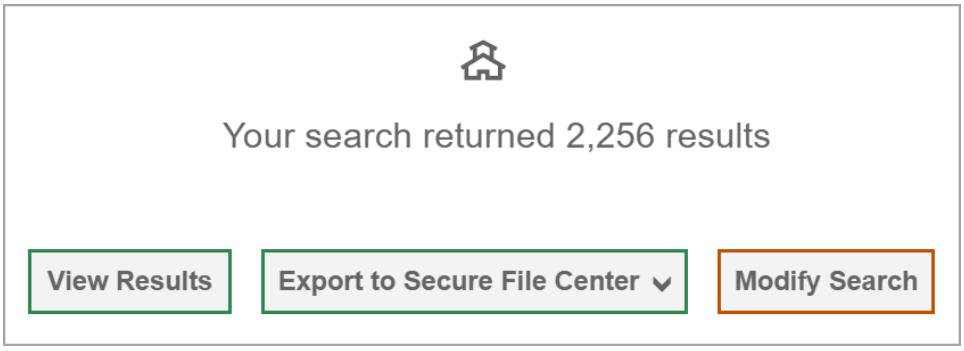
   - If searching for users, students, students' test settings, and test improprieties, proceed to the next step.

   - If searching for other types of records, such as rosters, skip to step 7.

4. In the search results pop-up window (Figure 61) 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 61. Search Results Pop-up Window

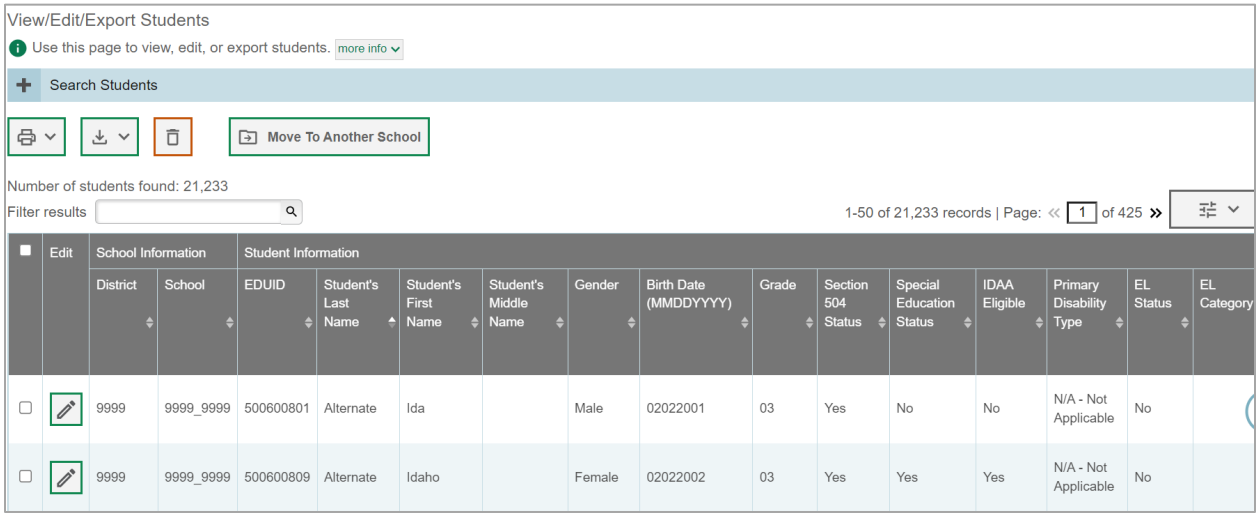



- To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

- 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 (Figure 62).

Figure 62. Sample Search Results




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 63. Find Student ID/User Email Search Field

### Secure File Center

When searching for users, students, students' test settings, test windows, and test improprieties, you can choose to export the search results to the Secure File Center. The shared Secure File Center serves as a password protected 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 Secure File Center, TIDE sends you an email notification when the export task is completed and the file is available in the Secure File Center for download.

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

### Viewing Documents in the Secure File Center

The files in the Secure File Center 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 SDE. You can access the Secure File Center from any page in TIDE to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

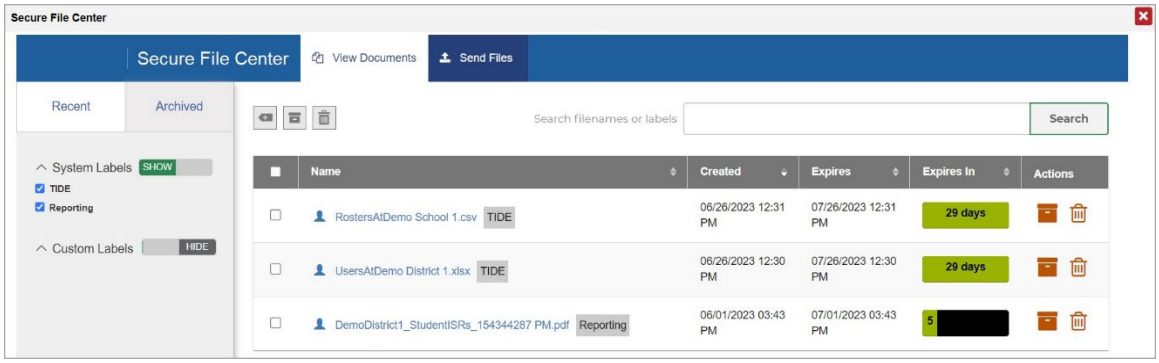
1. From the TIDE banner, select **Secure File Center**. The ***Secure File Center*** page appears (Figure 64). By default, TIDE displays the *View Documents* tab.

2. *Optional*: Select the file view from the available tabs:

   - **Recent**: 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 64. Secure File Center Window: View Documents Tab




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 HIDE/SHOW.

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 HIDE/SHOW.

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 return a file to the Secure File Center from the Archived tab, select .

- To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

### Sending Files from the Secure File Center

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, select **Secure File Center**. The ***Secure File Center*** page appears (Figure 64). By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The ***Send Files*** page appears (Figure 65).

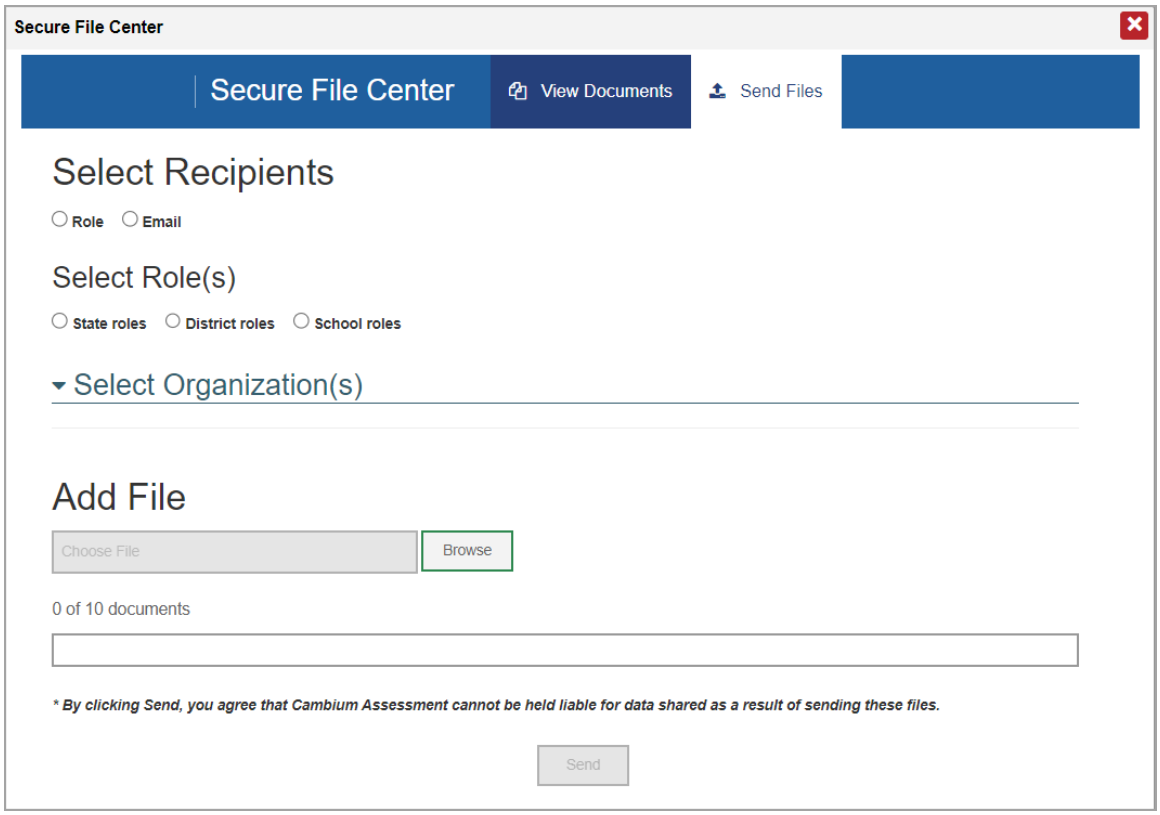
3. In the *Select Recipients* field, do one of the following:

   - Select **Role** to send a file or files to a group of users by user role.

   - Select **Email** to send a file or files to a single recipient by email address.

   If you select **Email**, skip to step 7.

Figure 65. Secure File Center Window: Send Files Tab




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.

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.

6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. 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.

7. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

9. Select the file(s) you wish to send.

10. Select **Send**.

Files display in the Secure File Center after you send them.

### Special Codes and Their Descriptions

You can use the information in the table below to view or edit non-participation codes or to upload 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. |

| Special Code | Code Type | Description |
|---|---|---|
| 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. |
| Challenged Up | Non- standard participation | Student had previously tested a grade 11 ELA or Math test through Challenge Up and scored proficient or higher. |

## 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):<br>• The student paused his or her test by selecting the **Pause** button.<br>• The student idled for too long (more than 20 minutes) and the test was automatically paused.<br>• The test administrator stopped the session the student was testing in.<br>• The test administrator paused the individual student’s test.<br>The student’s browser or computer shut down or crashed. |
| Pending | The student is awaiting TA approval for a new test opportunity. |

| Status | Definitions |
|---|---|
| Reported | The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS.<br>Some items must be hand scored before they appear in ORS. |
| 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 the ORS.<br>Note: All tests go through an internal scoring process during quality assurance review. |
| Suspended | The student is awaiting TA approval to resume a 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*<br>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 | ✓ | ✓ | ✓ | | | |

| Task or Site | DA* | DC* | SC* | TE* | TA* | TFT_D* TFT_SC* |
|---|---|---|---|---|---|---|
| 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 Improprieties | | | | | | |
| How to Add New Test Improprieties | ✓ | ✓ | ✓ | | | |
| How to Modify Existing Test Improprieties | ✓ | ✓ | ✓ | | | |
| How to Upload Test Improprieties | ✓ | ✓ | ✓ | | | |

**User Support**

For additional information and assistance in using TIDE, contact the CAI Helpdesk.

The Helpdesk is open Monday – Friday 8:00 am to 8:00 pm MT (except holidays or as otherwise indicated on the State Assessment Portal).

**Idaho Helpdesk**

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

Email Support: IDHelpDesk@cambiumassessment.com

Please provide the Helpdesk 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 |
| | | 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.<br>Note: Defaults On for all uploaded students. | 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 |
| | | 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 Blue5 | 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.<br>Note: Defaults On for all uploaded students. | 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 |
| | | 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 |
| | Note: Defaults On for all uploaded students. | | |

| | | | |
|---|---|---|---|
| Print Size/Zoom | Indicates enlarged font size in which the test appears in the indicated subject.<br>Note: Default for ELA-CAT, ELA-PT, Math (CAT & PT), and Science tests is14pt 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 |
| | | 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.<br>**Note**: Students can toggle between Spanish and English text. | Braille | ELA-CAT, ELA-PT, Math (CAT & PT), Science |
| | | 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) |
| | | English Glossary | ELA-CAT, ELA-PT, Math (CAT & PT) |
| | | Filipino & English Glossary | Math (CAT & PT) |
| | | Filipino Glossary | Math (CAT & PT) |
| | | Hmong Glossary | Math (CAT & PT) |
| | | Hmong & English 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) |
| | | Ukrainian & English Glossary | Math (CAT & PT) |
| | | Ukrainian Glossary | Math (CAT & PT) |
| | | Vietnamese & English Glossary | Math (CAT & PT) |
| | | Vietnamese 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 | Off | ELA-CAT, ELA-PT, Math (CAT & PT) |

| | | | |
|---|---|---|---|
| | accommodation is available for all tests in the indicated subject. | 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), Science |
| | | UEB Uncontracted (No math content) | ELA-CAT, ELA-PT |
| | | UEB Contracted with UEB Math | Math (CAT & PT), Science |
| | | UEB Uncontracted with UEB Math | Math (CAT & PT), Science |

| | | | |
|---|---|---|---|
| **Supporting Students Using Assistive Technology** | | | |
| Permissive Mode | Toggles permissive mode setting on or off, allowing students to use pre-approved hardware or software with Secure Browser.<br>**Note:** Defaults On for all uploaded students. | 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.<br>**Note:** Defaults On for all uploaded students. | 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 |
| | | 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 |

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| | 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 |
| | Printed Test Directions in English | ELA-CAT, ELA-PT, Math (CAT & PT) |
| | 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 |

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| | Translated Test Directions | ELA-CAT, ELA-PT, Math (CAT &PT), Science |
| | Translated Test Directions in ASL | ELA-CAT, ELA-PT, Math (CAT &PT) |

## Change Log

| Location | Change | Date |
|---|---|---|
| Throughout | Cutover from 2022-2023<br><br>Changes throughout the document:<br><br>• Updated *Secure Inbox* to **Secure File Center**, including all references of *Export to Secure Inbox* to **Export to Secure File Center.**<br><br>• All icons have been updated.<br><br>• Most screenshots showing the TIDE banner and new icons have been updated to show the new unified header.<br><br>• Forms section updated to include Special Accommodations Request Form.<br><br>• View Student History is a new feature available on the View Student page.<br><br>• In Rosters, Current and Current and Past Students has been removed and is now Former Students.<br><br>• Printed Test Directions in English and Translated Test Directions in ASL added as non-embedded accommodation values. | 8/7/23 |
| Paper Orders | Paper Ordering information has been added under the new section How District-Level Users Manage Orders for Paper Testing Materials. | 2/15/23 |
| User Role Permissions | *User Role Permissions* updated | 3/8/2024 |
| Primary Disability Type | Updated CI (Cognitive Impairment) to ID (Intellectual Disability), Pg. 68 | 3/8/2024 |