



# Paper Materials Ordering Guide

2023-2024

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# Paper Ordering in TIDE

This guide provides instructions on how District Administrator (DA), District Coordinator (DC), and School Coordinator (SC) users can place orders in the Test Information Distribution Engine (TIDE) for IDAA and ISAT paper test materials.

## Paper Materials

Table 1 lists the paper test materials available to order in TIDE.

Table 1. List of Available Paper Test Materials in TIDE

Content Area	Materials Available to Order
ISAT ELA Grades 3-8, 11	<ul style="list-style-type: none"> <li>• ELA Test Booklet                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book</i></li> </ul> </li> <li>• ELA Large Print DEI Kit                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Large Print Book</i></li> </ul> </li> <li>• ELA Braille DEI Kit_UEB Contracted                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> <li>• ELA Braille DEI Kit_UEB Uncontracted                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> </ul>
ISAT Math Grades 3-8, 11	<ul style="list-style-type: none"> <li>• Math Test Booklet                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book</i></li> </ul> </li> <li>• Math Large Print DEI Kit                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Large Print Book</i></li> </ul> </li> <li>• Math Braille DEI Kit_UEB Contracted_UEB Math                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> <li>• Math Braille DEI Kit_UEB Contracted_Nemeth Math                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> <li>• Math Braille DEI Kit_UEB Uncontracted_UEB Math                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> <li>• Math Braille DEI Kit_UEB Uncontracted_Nemeth Math                             <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> </ul>

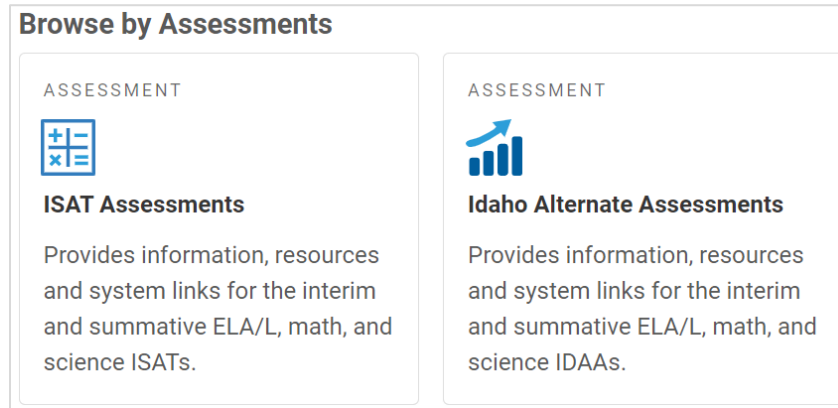
Content Area	Materials Available to Order
ISAT Science Grades 5, 8, 11	<ul style="list-style-type: none"> <li>• Science Test Booklet               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book</i></li> </ul> </li> <li>• Science Large Print Kit               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Large Print Book</i></li> </ul> </li> <li>• Science Braille Kit               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i></li> </ul> </li> </ul>
IDAA ELA Grades 3-8, 10	<ul style="list-style-type: none"> <li>• ELA Printed Test Form               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Stimulus Packet, Items packet, IDAA TA Test Administration Script Quick Guide</i></li> </ul> </li> <li>• ELA Printed Response Option Cards               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Pre-cut Response Option Cards, Printed Response Option Card Script Quick Guide</i></li> </ul> </li> <li>• ELA Printed Test Form and Printed Response Option Cards               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Stimulus Packet, Items packet, Pre-cut Response Option Cards, IDAA TA Test Administration Script Quick Guide, Printed Response Option Card Script Quick Guide</i></li> </ul> </li> </ul>
IDAA Math Grades 3-8, 10	<ul style="list-style-type: none"> <li>• Math Printed Test Form               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Stimulus Packet, Items packet, IDAA TA Test Administration Script Quick Guide</i></li> </ul> </li> <li>• Math Printed Response Option Cards               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Pre-cut Response Option Cards, Printed Response Option Card Script Quick Guide</i></li> </ul> </li> <li>• Math Printed Test Form and Printed Response Option Cards               <ul style="list-style-type: none"> <li>▪ <i>Kit Includes: Stimulus Packet, Items packet, Pre-cut Response Option Cards, IDAA TA Test Administration Script Quick Guide, Printed Response Option Card Script Quick Guide</i></li> </ul> </li> </ul>
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**Note:** For ISAT paper test materials, students need to have *ISAT Paper Tester* set to **Yes** and for IDAA paper test materials, students need to have *IDAA Fixed Form* set to **Yes** on their *View/Edit Student* page.

## Log In

1. Open your web browser and navigate to the Idaho Portal at <https://idaho.portal.cambiumast.com/>.
2. Click the **ISAT Assessments** or **Idaho Alternate Assessments** card (see Figure 1).

Figure 1. Portal Assessment Cards



3. Click the **TIDE** card (see Figure 2). The **Log in** page appears (see Figure 3).

Figure 2. TIDE Card

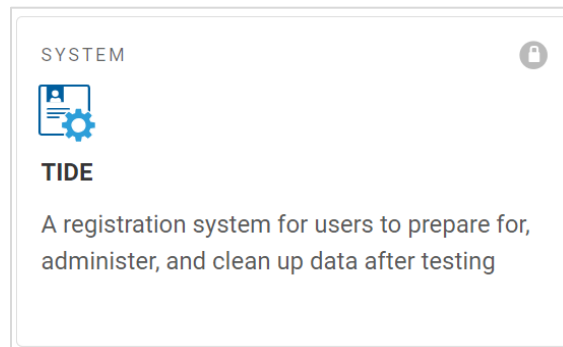
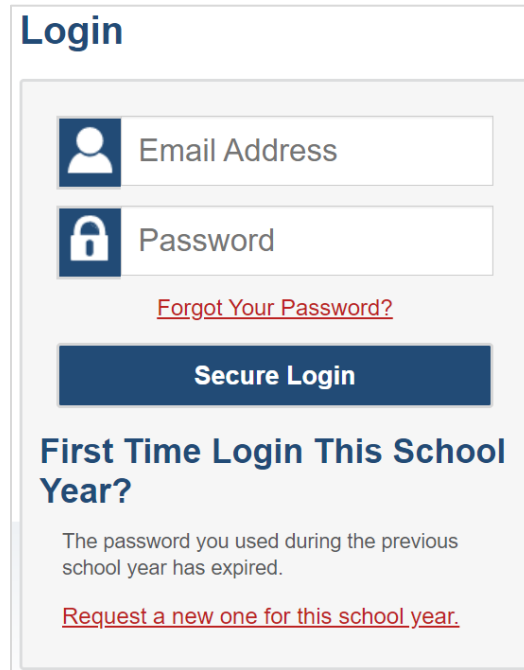
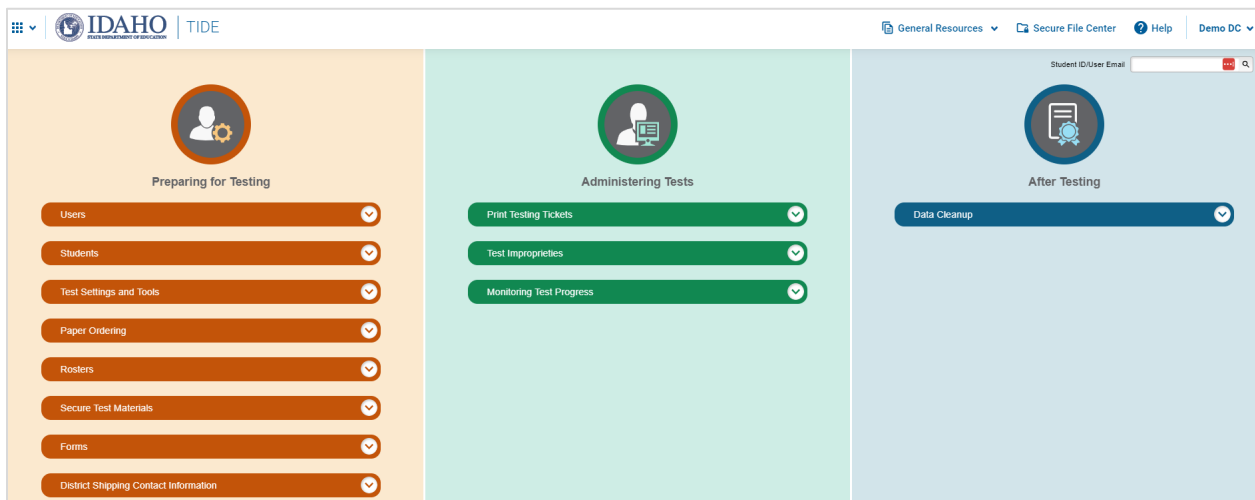


Figure 3. Login Page



4. Enter your email address and password. Then click **Secure Login**.
5. Depending on your user role, TIDE may prompt you to select a role, district, or school.
6. The TIDE dashboard appears (see Figure 4).

Figure 4. TIDE Dashboard



## How Users Manage Orders for Paper Testing Materials

This section describes how to set up the 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, and how to order paper testing materials. This section also describes how to track order shipments and returns.

## How Set Up Point of Contact and Shipping Information

District 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.

1. From the **District Shipping Contact Information** task menu on the dashboard, select **District Shipping Contact Information**. The **District Shipping Contact Information** page appears (see Figure 5).
2. From the *Search Contact Info Report* drop-down list, select an entity (district or school) as applicable.
3. Next, make selections from the district and school drop-down lists as applicable.
4. Select **Search**.

Figure 5. District Shipping Contact Information

The screenshot shows a web form titled "Shipping Contact Information". At the top, there are two dropdown menus: "\*Search Contact Info Report For:" set to "District" and "\*District:" set to "Demo Dist 9999 - 9999". A "Search" button is below these. The form is split into two columns. The left column, "District Test Coordinator", has fields for Name (pre-filled with "Demo Dist 9999"), \*First Name (test), Middle Name, \*Last Name (test), \*Email Address (test@test.user), \*Alternate Email Address (test@test.user), \*Phone Number (234-234-2343), and Fax Number (234-234-2343). The right column, "Shipping Information", has fields for Contact Person, \*Address Line 1 (111 Test Lane), Address Line 2, \*City (City), \*State (ST), \*Zip Code (12345), \*Zip+4 (6789), and \*Phone Number. A "Save" button is at the bottom right.

5. When the report appears, verify or enter information in the *District Coordinator Information* panel.
6. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.
7. Select **Save**.

## How Users Place Orders During the Paper Ordering Window

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Paper Orders**. The **Paper Orders** form appears. Note the **Contact Info** panel will appear above the **Paper Orders** form.
2. 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.
3. Next, under the *Search for Orders* panel, do one of the following:
  - a. Mark **District** (if available) to place an order for an entire district.
  - b. Mark **School** and choose a school from the dropdown menu to place an order for an individual school (see Figure 6).

Figure 6. Search for Orders

4. Select **Search**. A list of paper materials available for ordering appears (see Figure 7).

Figure 7. List of Paper Materials to Order

The following table lists your additional orders for Demo district 9999

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
<b>ISAT Grade 3</b>				
Grade 3 ELA Test Booklet <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book</i>	0	0	0	0
Grade 3 ELA Large Print DEI Kit <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Large Print Book</i>	0	0	0	0
Grade 3 ELA Braille DEI Kit_UEB Contracted <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Braille UEB Contracted Book</i>	0	0	0	0
Grade 3 ELA Braille DEI Kit_UEB Uncontracted <i>Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Braille UEB Contracted Book</i>	0	0	0	0

5. 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.
6. If the **Quantity Approved** is incorrect, enter a different number in the **Additional Quantity** column.
7. Select **Save Orders**.
8. Select **Submit** to submit your order.

## How Users Track Shipments of Paper Testing Materials

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Track Shipments**. The *Track Shipments* page appears.
2. To view the shipping company's tracking report, select its tracking number.


Figure 8. Track Shipments Page: Shipment Tracking Panel

Shipment Tracking		
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 3/20/2024
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 3/20/2024

### How Users View Order History Reports

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The *Order History* page appears.
2. To view the order details, select the order number in the Order Number column. The Order Details form appears.

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






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

Figure 9. View Order History Page

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
Order History for my District <span style="float: right;">Filter results <input type="text"/></span>						
- District: Demo district 9999						
180551	Additional	Demo User, DTC1	Approved	3/20/2024 03:22 PM (EST)		
+ School: Demo district 9901 9999_9901						
- School: Demo district 9902 9999_9902						
180550	Additional	Demo User, ADMIN1	Open	3/22/2024 01:03 PM (EST)		

### How Users View Order Summary Reports

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The *Order Quantity Report* page appears (see Figure 10).



Figure 10. Order Quantity Report Page

Search For Order

\*Search Order For:  District  School

-- Select --

\*Search Order By: Additional

Search

2. 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.
3. From the **Search Order By** drop-down list, mark the checkboxes for **Additional**, to include those types of orders in the report.
4. Select **Search**. The order report appears.