

Test Information and Distribution Engine User Guide

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Table of Contents

Introduction to TIDE.....	1
Three Things All TIDE Users Must Know How To Do.....	2
How to add records one at a time	2
How to modify existing records one at a time	3
How to add or modify multiple records at once	4
How to Activate Your Account & Log in to & out of TIDE	6
How to activate your account	6
How to reactivate your account at the beginning of the school year	7
How to log in to TIDE	9
How to log out of TIDE	11
How District-level Users Perform Tasks in TIDE	12
How District-level Users Perform Tasks in TIDE Before Testing Begins.....	12
How District-level Users Set Up User Accounts in TIDE	12
How district-level users add new user accounts one at a time	12
How district-level users modify existing user accounts one a time	13
How district-level users add or modify multiple user accounts all at once	13
How district-level users modify existing student accounts one at a time	14
How district-level users specify student accommodations and test tools.....	15
How district-level users upload student accommodations and test tools	15
How District-level Users Manage Rosters.....	15
How district-level users add new rosters one at a time	16
How district-level users modify existing rosters one at a time	18
How district-level users add or modify multiple rosters all at once	20
How District-level Users Use TIDE during Test Administration	21
How District-level Users Print Test Tickets	21
How district-level users print test tickets from student lists.....	21
How district-level users print test tickets from roster lists	22
How District-level Users Manage Appeals.....	23
How district-level users add new appeals one at a time.....	23
How district-level users modify existing appeals one a at time.....	24
How district-level users add or modify multiple appeals all at once.....	24
How District-level Users Monitor Test Progress.....	25
How district-level users view report of students' current test status	25

How district-level users view report of students' current test status by student ID.....	27
How district-level users view report of test completion rates.....	29
How School-level Users Perform Tasks in TIDE.....	30
How School-level Users Perform Tasks in TIDE Before Testing Begins.....	30
How School-level Users Set up User Accounts in TIDE.....	30
How School-level Users Manage Rosters.....	30
How School-level Users Use TIDE During Test Administration	31
How School-level Users Print Test Tickets	31
How School-level Users Manage Appeals.....	32
How School-level Users Monitor Test Progress.....	32
How Teachers and Proctors Perform Tasks in TIDE	33
How Teachers and Proctors Perform Tasks in TIDE Before Testing Begins.....	33
How Teachers and Proctors View User Accounts in TIDE.....	33
How Teachers and Proctors Manage Student Information.....	33
How Teachers and Proctors Manage Rosters	33
How district-level users specify student accommodations and test tools.....	34
How district-level users upload student accommodations and test tools	35
How Teachers and Proctors Use TIDE During Testing.....	35
How Teachers and Proctors Print Test Tickets	36
How Teachers and Proctors Monitor Test Progress	36
Appendix	37
A.....	37
Accessibility Supports.....	37
Account Information	37
C.....	37
Changing Your Associated Test Administration, Institution, or Role.....	37
Columns in the Appeal Upload File.....	38
Columns in the Interim Grades Upload File	39
Columns in the Plan and Manage Testing Report.....	39
Columns in the Roster Upload File	40
Columns in the Test Completion Rate Report.....	41
Columns in the Test Settings Upload File	42
Columns in the User Upload File	42
D.....	43
Deleting Records from TIDE.....	43

Test Information and Distribution Engine User Guide

E	44
Exporting Records in TIDE	44
F	44
Fields in the Demographics Panel	44
Fields in the Test Settings and Tools Panels	45
Fields in the View/Edit Users [User's Name] Page	46
Inbox Files	47
L	48
List of Appeals by Test Status	48
List of Appeal Statuses	49
List of Appeal Types	49
P	50
Password Information	50
Printing Records in TIDE	51
S	51
Searching for Records in TIDE	51
Searching for Students or Users by ID	53
T	53
Test Opportunity Status Descriptions	53
U	54
User Role Permissions	54
User Support	56
V	56
Valid Values for Tool Names in the Test Settings Upload File	56

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. Class groups must be added in TIDE so ORS and Reporting can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage appeals, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

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 users 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. Stu 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 ORS and Reporting so those systems can display scores at the classroom, school, district, and state levels.
- 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 appeals or modify existing appeals 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**.

Figure 1. TIDE Dashboard



Test Information and Distribution Engine User Guide

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 proctors. 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 & Proctors 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 ORS and 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, Test Windows, and Appeals:

- **Adding** new records or **modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

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**.

Figure 2. TIDE Dashboard



Test Information and Distribution Engine User Guide

2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User

Figure 4. Add Roster

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you'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**.

Figure 5. View/Edit/Export Student

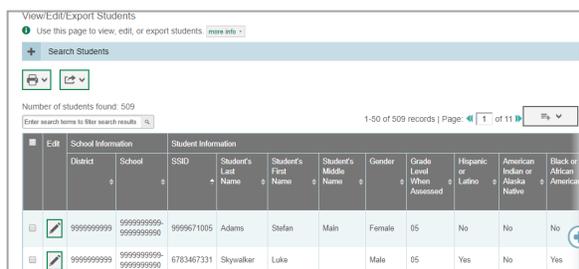
2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search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

Figure 6. Search Results

Test Information and Distribution Engine User Guide

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 Search Results



View/Edit/Export Students
Use this page to view, edit, or export students. [more info](#)

Search Students

Number of students found: 509
1-50 of 509 records | Page: 1 of 11

	School Information		Student Information								
	District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	Hispanic or Latino	American Indian or Alaska Native	Black or African American
<input type="checkbox"/>	9999999999	9999999999	9999671005	Adams	Stefan	Main	Female	05	No	No	No
<input type="checkbox"/>	9999999999	9999999999	6783467331	Skywalker	Luke		Male	05	Yes	No	Yes

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 Roster



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

CSV
EXCEL

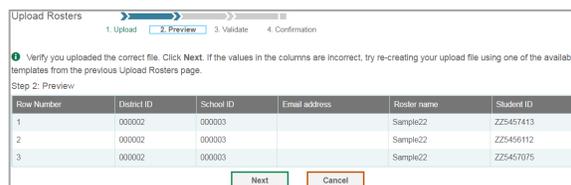
Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File

2. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 9. Upload Roster Preview Page



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

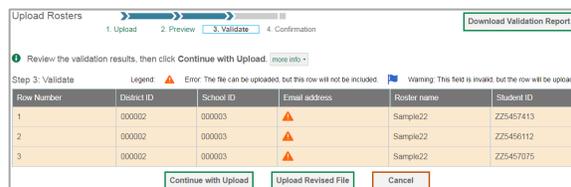
Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003		Sample22	Z25457413
2	000002	000003		Sample22	Z25456112
3	000002	000003		Sample22	Z25457075

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

Figure 10. Upload Roster Validation Page



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click Continue with Upload. [more info](#)

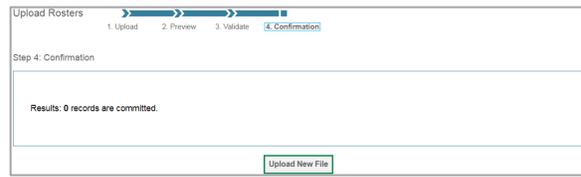
Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This text is invalid, but the row will be uploaded.

Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003	▲	Sample22	Z25457413
2	000002	000003	▲	Sample22	Z25456112
3	000002	000003	▲	Sample22	Z25457075

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

Figure 11. Upload Roster 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@cambiumast.com, so you may need to add this address to your contact list.

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

How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 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 (see [Figure 19](#)) on the portal page.

Figure 12. Reset Your Password Page

Reset Your Password

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

New Password

Confirm New Password

Submit

[Return to Login Page](#)

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

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

1. Navigate to the SAS Portal (nh.portal.cambiumast.com).
2. Select your user role.

Figure 13. User Cards on Portal



3. Select **TIDE** (see [Figure 14](#)). The **Login** page appears (see [Figure 15](#)).

Figure 14. TIDE Card



4. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 16](#)).

Figure 15 Login Page

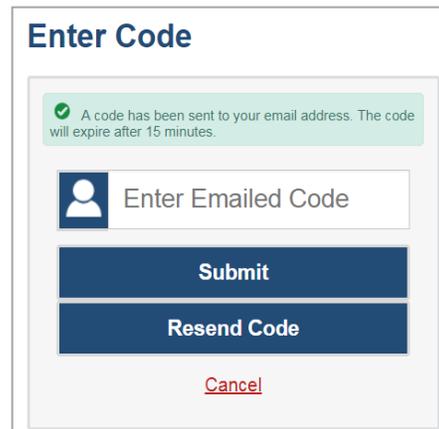
5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.
6. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 16](#)).
7. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
8. Select **Submit**.

Figure 16. Fields in the Reset Your Password: Find Account Page

During the reactivation process, you will be taken to the **Enter Code** (see Figure 17) 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 17. Enter Code Page



How to log in to TIDE

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

1. Navigate to the SAS Portal (nh.portal.cambiumast.com).
2. Select your user role.
3. Select **TIDE** (see [Figure 19](#)). The **Login** page appears (see [Figure 20](#)).

Figure 18. User Cards on Portal

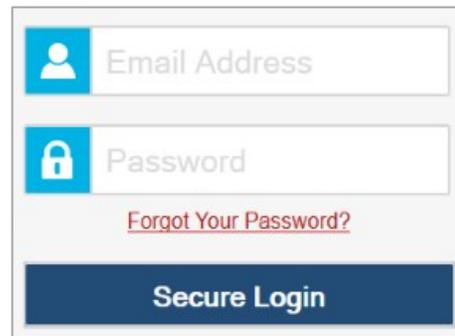


Figure 19. TIDE Card



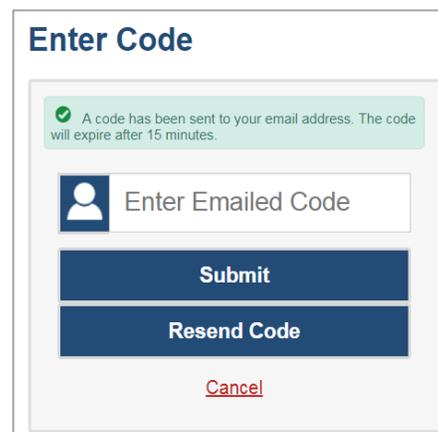
4. On the **Login** page, enter the email address and password you use to access all CAI systems.

Figure 20. Login Page



5. 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 (see [Figure 21](#)) 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.

Figure 21. Enter Code Page



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

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

How to log out of TIDE

- In the TIDE banner (see [Figure 22](#)), select **Log Out**.

Figure 22. Log Out



Logging out of TIDE logs you out of all SAS systems.

For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

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

How District-level Users Set Up User Accounts in TIDE

District-level users must set up user accounts for school-level users to sign 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 a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction.

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

Figure 23. Add User

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.
4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.

Figure 24. Add User – Additional Fields

5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

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

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you'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.

- 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.

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.

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

- 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 25. View/Edit/Export Students



- From the *Participation Student* panel, view the student’s test participation report, if available.
- If your user role allows it, modify the student’s record as required.
 - 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 *Interim Eligibility* panel, mark or clear checkboxes as required to modify the student’s eligible tests.
 - If a field is grayed out, that portion of a student’s record cannot be edited in TIDE. Errors in a student’s record (such as an incorrect name or enrolled grade) must be corrected in i4see.

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

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

How district-level users 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, see the section "How District-Level Users Modify Existing Student Accounts One at a Time."

How district-level users upload student accommodations and test tools

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing 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 Manage Rosters

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

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

Test Information and Distribution Engine User Guide

Since teachers are responsible for the growth and development of student's skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze his students' performance data and adjust his teaching strategies accordingly. For a teacher to be able to see his students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health.

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

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

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

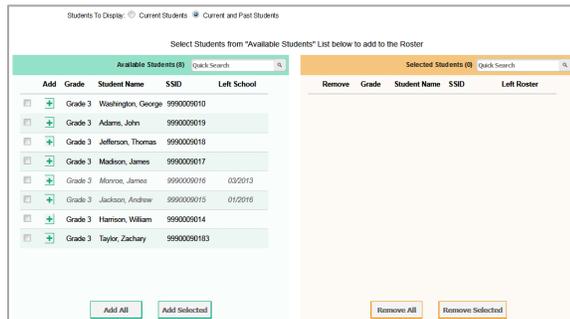
How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears (see [Figure 26](#)).
2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 26. Add Roster Form

3. In the *Add/Remove Students to the Roster* panel (see [Figure 27](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
 - c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

Figure 27. Add/Remove Students to Roster Panel: Current and Past Students



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

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

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

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

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

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

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- 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** form appears. This form is similar to the form used to add rosters (see [Figure 28](#)).

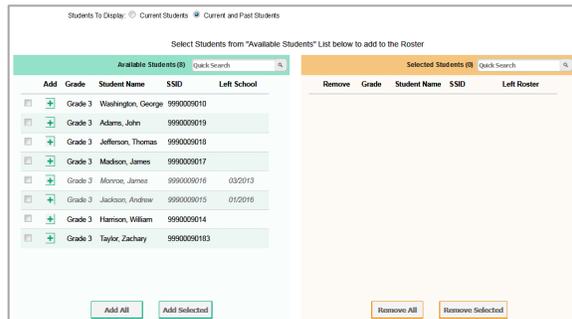
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.

Figure 28. Add Roster Form

5. In the *Add/Remove Students to the Roster* panel (see [Figure 29](#)), do the following:

Figure 29. Add/Remove Students to Roster Panel: Current and Past Students

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

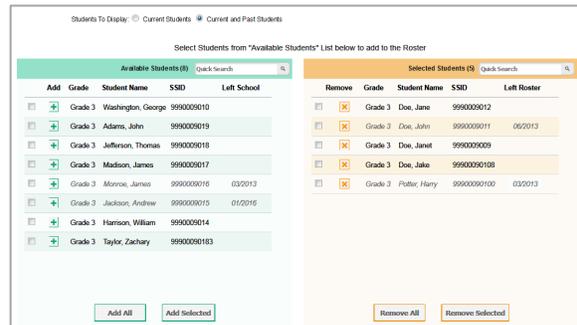


- **Current Students:** Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated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

d. To add students, from the list of available students, do one of the following:

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

Figure 30. Modifying a Roster: Current and Past Students



e. To remove students, do one of the following in the list of students in the roster:

- To remove one student from the roster, select **X** for the student.
- To remove all the students from the roster, select **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

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

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

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

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.

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 **appeals**.
- View reports of students' **current test statuses** and **test completion rates**.

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 31. Sample Test Ticket

TEST TICKET	
AIR DISTRICT (000002)	
AIR SCHOOL (000003)	
LASTNAME: demolast	
FIRSTNAME: demofirst	GRADE: 03
DOB: 09/08/2007	ID: zz2292480

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

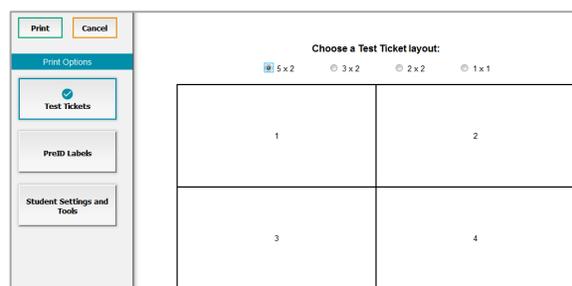
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
1. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

Test Information and Distribution Engine User Guide

- 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.
- 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**.
- In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 32](#)), verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 32. Layout Model for Test Tickets



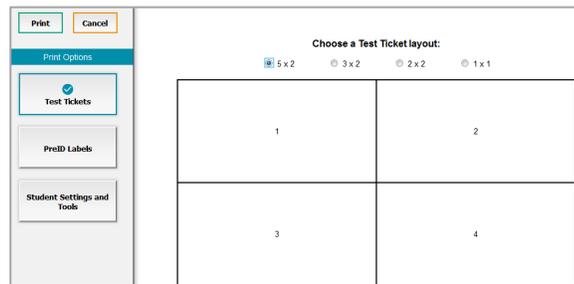
How district-level users print test tickets from roster lists

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

When printing multiple rosters, 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 (see [Figure 33](#)).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Figure 33. Layout Model for Test Tickets



Your browser downloads the generated PDF.

How District-level Users Manage Appeals

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 ORS and Reporting.

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

For a full list of appeal types, see the table [“List of Appeal Types”](#) in the appendix.

For a list of appeal statuses, see the table [“List of Appeal Statuses”](#) in the appendix.

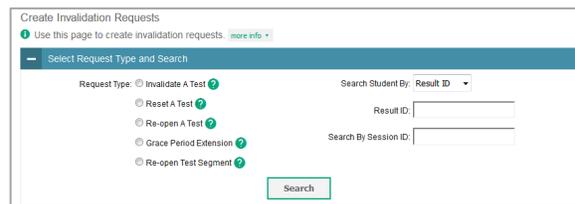
For a list of available appeals by test status, see the table [“List of Appeals by Test Status”](#) in the appendix.

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

You can create an appeal for a given test result.

1. Retrieve the result for which you want to create an appeal by doing the following:
 - a. From the **Appeals** task menu on the TIDE dashboard, select **Create Appeals**. The **Create Appeals** page appears (see [Figure 34](#)).
 - b. Select a request type.
 - c. From the drop-down lists and in the text field, enter search criteria.

Figure 34. Selection Fields in the Create Appeals Page



- d. Select **Search**. TIDE displays the found results at the bottom of the **Create Appeals** page (see [Figure 35](#)).
2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.

Figure 35. Retrieved Test Results

	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

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

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

You can view, approve, reject, retract, and export existing appeals.

1. From the **Appeals** task menu on the TIDE dashboard, select **View/Approve/Export Appeals**. The **View/Edit/Export Appeals** page appears (see [Figure 36](#)).

Figure 36. Selection Fields in the View/Edit/Export Appeals Page

2. Retrieve the appeals you want to view by filling out the search criteria and selecting **Search**. [Figure 37](#) shows retrieved appeals.

Figure 37. Retrieved Appeals

Status	Case Number	Result ID	School ID	Request Type	Last Name	First Name	SSID
Processed	17816	832	99-999	Reset a Test	Smith	Tim	992421311
Pending Approval	16316	818	99-999	Reset a Test	Brown	Patricia	992421525
Rejected	16399	834	99-999	Reset a Test	Taylor	John	992421867

3. *Optional:* Review the initiator’s reason for the appeal by selecting  in the Status column.

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

If you have many appeals 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.

Test Information and Distribution Engine User Guide

1. From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The **Upload Appeals** 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 Appeal Upload File](#)” in the appendix as a reference, fill out the Appeal template and upload it to TIDE.

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

- **Plan and Manage Testing Report:** Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Report by SSID** 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 (see [Figure 38](#)).

Figure 38. Plan and Manage Testing Page

2. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - a. From the **Test** drop-down list, select a test category.
 - b. From the **Administration** drop-down list, select an administration.
 - c. *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.

- d. *Optional:* From the **Search Fields** 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.
3. 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 the selected district has 20 or less schools. For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.
 - c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

About the Teacher Drop-down List

The **Teacher** drop-down list includes all school-level users, such as teachers, proctors, and principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no class groups 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 see all the tests taken in that school, irrespective of roster associations.

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

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

Test Information and Distribution Engine User Guide

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 see opportunities that expire that day.
 - If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).
 - Students 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 {SSID/Name}: {SSID/Student Name}

5. Do one of the following:

Figure 39. Plan and Manage Testing Report

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

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999920563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

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

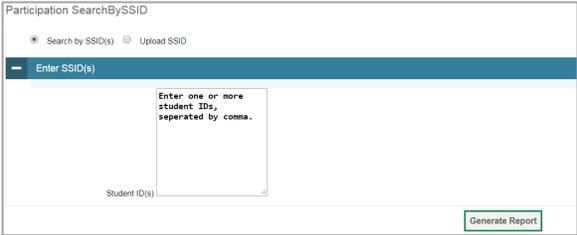
How district-level users view report of students’ current test status by student ID

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

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 SSID. The *Participation Search by SSID* page appears (see [Figure 40](#)).
2. Do one of the following:
 - To enter students’ SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.
 - To upload SSIDs, select Upload SSID. 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 SSIDs.
3. Select **Generate Report**. The Participation Report by SSID appears (see [Figure 41](#)).

Figure 40. Participation Search by SSID Page



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

Figure 41. Plan and Manage Testing Report

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

How district-level users view report of test completion rates

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears.
2. In the *Report Criteria* panel (see [Figure 42](#)), select the parameters for which tests to include in your report.
3. To open the report in Microsoft Excel, select **Export Report**. [Figure 43](#) displays a sample Test Completion Rate report.

For a description of the columns in this report, see the table “[Columns in the Test Completion Rate Report](#)” in the appendix.

Figure 42. Test Completion Rates Search Fields

Figure 43. Test Completion Rate Report

Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

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 proctors so they can sign in to TIDE and other CAI systems. If teachers or proctors 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 ORS and 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 proctors. If teachers and proctors do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

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

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

How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to ORS and 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 “

For detailed information, please refer to the following sections:

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

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 **appeals**.
- View reports of students' **current test statuses** and **test completion rates**.

How School-level Users Print Test Tickets

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

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

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

How School-level Users Manage Appeals

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

Like district-level users, school-level users can add or modify appeals 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 Appeals](#).” For detailed information, please refer to the following sections:

- [How district-level users add new invalidation requests one at a time](#)
- [How district-level users modify existing invalidation requests one at a time](#)
- [How district-level users add or modify multiple invalidation requests 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 and test completion rates. These tasks can be performed by following the procedure in the section “[How District-level Users Monitor Test Progress](#).” For detailed information, please refer to the following sections:

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

How Teachers and Proctors Perform Tasks in TIDE

Teachers and proctors 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 proctors back to the instructions presented in the district-level user section.

How Teachers and Proctors Perform Tasks in TIDE Before Testing Begins

Before testing begins, teachers and proctors 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 ORS and Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Proctors View User Accounts in TIDE

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

How Teachers and Proctors Manage Student Information

Teachers and proctors 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 inbox.

Like district- and school-level users, teachers and proctors can also specify students' accommodations and test tools by following the procedure in the section "[How district-level users specify student accommodations and test tools](#)." For detailed information, please refer to the following section:

- [How district-level users specify student accommodations and test tools](#)

How Teachers and Proctors Manage Rosters

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

Like district- and school-level users, teachers and proctors 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 modify existing](#) student accounts one at a time

Test Information and Distribution Engine User Guide

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

4. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
5. 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.

6. 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 25. View/Edit/Export Students



7. From the *Participation Student* panel, view the student’s test participation report, if available.
8. If your user role allows it, modify the student’s record as required.
 - 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 *Interim Eligibility* panel, mark or clear checkboxes as required to modify the student’s eligible tests.
 - If a field is grayed out, that portion of a student’s record cannot be edited in TIDE. Errors in a student’s record (such as an incorrect name or enrolled grade) must be corrected in i4see.

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.

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

Test Information and Distribution Engine User Guide

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.

11. 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.
12. 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."
13. 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.
14. For information about how to use this form, see the section "How District-Level Users Modify Existing Student Accounts One at a Time."

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.

15. 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.
16. 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 Manage Rosters." For detailed information, please refer to the following sections:

- How district-level users add new class groups one at a time
- How district-level users modify existing class groups one at a time
- How district-level users add or modify multiple class groups all at once

How Teachers and Proctors Use TIDE During Testing

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

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

How Teachers and Proctors Print Test Tickets

Teachers and proctors 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 Proctors Monitor Test Progress

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

- How district-level users view report of students' current test status
- How district-level users view report of students' current test status by student ID
- How district-level users view report of test completion rates
- How district-level users view report of test status codes

Appendix

A

Accessibility Supports

TIDE provides a link to definitions for accessibility supports.

1. From the **General Resources** drop-down list in the banner (see [Figure 44](#)), select **Accessibility Supports**. The **Accessibility Supports** page appears.

Figure 44. TIDE Banner



Account Information

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

1. In the TIDE banner (see [Figure 45](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (see [Figure 46](#)).

Figure 45. TIDE Banner



2. Enter updates as necessary.
3. Select **Save**.

Figure 46. Fields in the My Contact Information Page

 A screenshot of the 'Add/Edit My Account' form. The form has a title bar 'Add/Edit My Account'. It contains four input fields: '*Email Address:' with the value 'MAAC_DA@air.org', '*Last Name:' with the value 'Collins', '*First Name:' with the value 'Patricia', and 'Phone:' with the value '202-403-5621'. At the bottom of the form are two buttons: 'Save' (highlighted in green) and 'Cancel' (highlighted in orange).

TIDE saves your changes, and a confirmation message appears.

C

Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see [Figure 47](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 48](#)).

Figure 47. TIDE Banner



2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 48. Administration Details Window

The screenshot shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the Test Administration, User Role, District, and School (as applicable):". There are four dropdown menus: "Test Administration" (selected: HSAP School Year 2017-), "User Role" (selected: Test Coordinator (TC)), "*state:" (selected: 000000 - Hawaii Departm), and "*Complex Area:" (selected: 9999 - Training Complex). Below these are two more dropdowns: "*Complex:" (selected: 99998 - Demo School Grc) and "*School:" (selected: 995 - Kula a'o Hawaii). At the bottom are two buttons: "Submit" (green) and "Cancel" (orange).

Columns in the Appeal Upload File

Column Name	Description	Valid Values
Type*	Type of appeal.	One of the following: Invalidate a test Reset a test Re-open a test Revert a test that's been reset Grace period extension Re-open Test Segment
Search Type*	Student field to search.	One of the following: Result ID Session ID SSID
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.
Reason*	Reason for creating appeal.	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the Interim Grades Upload File

Field Name	Description	Valid Values
SSID*	State-assigned student identifier.	Up to 10 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute.	Interim Testing Grade
Subject*	Subject of assessment.	One of the following: <ul style="list-style-type: none"> • Mathematics • English Language Arts • Science
Grade*	Student's interim grade.	Any of the following: <ul style="list-style-type: none"> • Grade 3 • Grade 4 • Grade 5 • Grade 6 • Grade 7 • Grade 8 • Grade 11

*Required field.

Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current LEP	Indicates whether the student is an English Language Learner.
Interim Test Grade	Indicates the interim grades set up for the student.
Test	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.

Attribute	Description
TA Name	The proctor who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Results ID	The unique identifier linked to the student’s results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see 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). 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.
Force Complete Date	The date a test expired and was force-completed.
Test Duration	The time it took a student to complete a test.
Remote Session	Indicates if the test was taken in person or remotely.
Scheduled Assignment	Indicates if the test session was proctored or unproctored.
Secure Browser	Indicates if the test was taken using the Secure Browser or a conventional web browser like Chrome or Firefox.

Columns in the Roster Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.

Column Name	Description	Valid Values
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Test	Test that is being reported.
Administration	Administration that is being reported.
Test Name	Grade, test, and subject that are being reported.
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.
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.

Column	Description
Total Student Remote Session	Number of students who took the test remotely.
Percent Remote Session	Percentage of students who took the test remotely.

Columns in the Test Settings Upload File

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA Mathematics Science
Tool Name	Name of the tool or accommodation.	See the table "Valid Values for Tool Names."
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table "Valid Values for Tool Names."

*Required field.

Columns in the User Upload File

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. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.

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, see User Role Permissions .	One of the following: DC—District test coordinator SC—School test coordinator TE—Teacher TA—Proctor Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

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

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

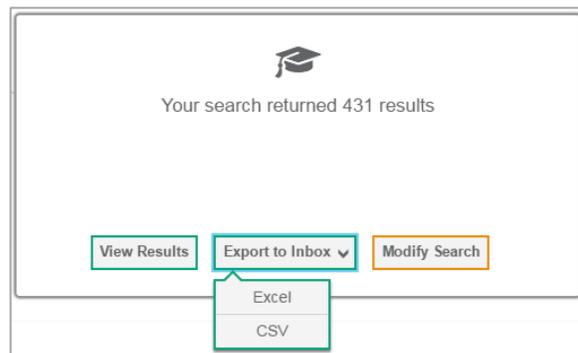
E

Exporting Records in TIDE

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

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

Figure 49. Image Caption



You can also export records from the search results grid.

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

F

Fields in the Demographics Panel

Field	Description
Grade Level When Assessed*	Grade in which student is enrolled during the test administration.
Last Name*	Student's last name.

Field	Description
First Name*	Student's first name.
Middle Initial	Initial of student's middle name.
SSID*	Student's Statewide Student Identifier (SSID) within the enrolled district.
Birth Date*	Student's date of birth.
Gender	Student's gender.
Section 504	Student's 504 status.
Primary Disability Type	Student's primary disability.
Ethnicity	Student's ethnicity.
English Language Proficiency Level	Student's ELP level.
Remote Proctoring	Determines if a student can participate in remote test sessions. Valid values Yes, No, State Approved Exempt .

*Required field.

Please note that demographic information for students cannot be updated in TIDE. Any errors must be corrected in i4See.

Fields in the Test Settings and Tools Panels

Field	Description
Visual Assistance Tools	
Braille Type	The type of Braille used.
Color Contrast	List of available color settings.
Mouse Pointer	List of available sizes and colors of mouse pointers.
Presentation (Designated Supports and Accommodations)	List of available languages (English, Braille, or Spanish [where available])
Streamline Mode (Accommodation)	Turns streamline mode on or off.
Print Size	List of subjects and the type size in which the associated tests appear.
Presentation	
American Sign Language Video	Sets ASL Videos on or off.

Field	Description
Print on Request	Turns Print On Request on or off, allowing students to request printouts of items and/or stimuli.
Integration with Assistive Technology	
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Accommodations (Non-Embedded)	
Non-Embedded Accommodations	List of non-embedded accommodations. This field is used to record accommodations that are not part of TDS.
Designated Supports (Non-Embedded)	
Non-Embedded Designated Supports	List of non-embedded designated supports. This field is used to record designated supports that are not part of TDS.
Concentration Assistance Tools	
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Literacy Assistance Tools	
Text-to-Speech (TTS)	Sets which test content is administered with the TTS accommodation. Please note that if TTS is turned on for ELA tests, it will only be available on the Writing portion of the test.
Speech-to-Text	Allows students to use built-in dictation tools on the ELA Writing test.

Fields in the View/Edit Users [User's Name] Page

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions .
District*	District associated with the user.
School*	School associated with the user.
First Name*	User's first name.
Last Name*	User's last name.
Phone	User's phone number.
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a flag . Users can receive multiple TA Certification flags, i.e. General Education & Alternate. Users receive a flag for remote testing once they complete the remote testing TA Certification Course.

*Required field.

Inbox Files

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

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

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for the period specified by the DOE. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

1. From the TIDE banner (see [Figure 50](#)), select **Inbox**. The **Inbox** page appears (see [Figure 51](#))

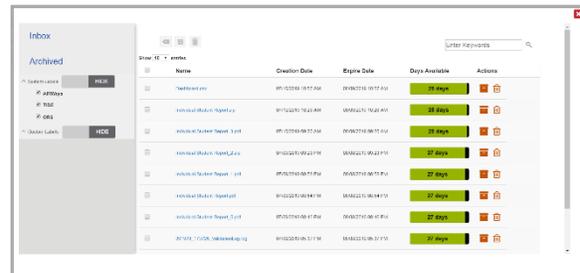
Figure 50. TIDE Banner



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

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

Figure 51. Inbox



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

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



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

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



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

8. Do one of the following:

Test Information and Distribution Engine User Guide

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

About File Deletion

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

L

List of Appeals by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Revert a test that's been reset	Re-assign a test	Grace Period Extension
Approved		✓			✓	✓	
Completed	✓	✓	✓		✓	✓	
Denied	✓	✓		✓	✓	✓	✓
Expired	✓	✓	✓		✓	✓	
Paused	✓	✓		✓	✓	✓	✓
Pending		✓			✓	✓	
Processing		✓			✓	✓	
Reported	✓	✓	✓		✓	✓	
Review		✓			✓	✓	
Scored	✓	✓	✓		✓	✓	

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Revert a test that's been reset	Re-assign a test	Grace Period Extension
Started		✓			✓	✓	
Submitted	✓	✓	✓		✓	✓	
Suspended		✓			✓	✓	
Invalidated		✓	✓		✓	✓	

List of Appeal Statuses

Appeal Status	Description of Status
Error Occurred	An error occurred while the appeal was being processed.
Pending Approval	Appeal is pending approval.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeal.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal.
Submitted for Processing	Appeal submitted to Test Delivery System for processing.

List of Appeal Types

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

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. 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 appeals until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.

Type	Description
Re-open Test Segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Revert a test that's been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Re-assign a test	Reassigns a test from one student to another.
Grace Period Extension (GPE)	<p>Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:</p> <ul style="list-style-type: none"> • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. <p>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</p>

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:**

Test Information and Distribution Engine User Guide

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

Printing Records in TIDE

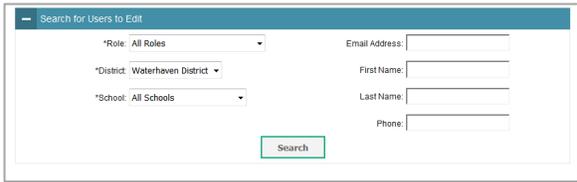
1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in](#) .
2. Do one of the following:
 - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
 - To print all records,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

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see [Figure 52](#)). This section explains how to use this search panel and navigate search results.

Figure 52. 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 and discrepancy resolution 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.

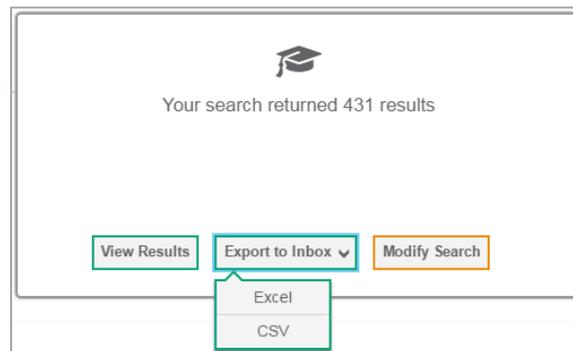
2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an additional search criterion in the search, select it and select Add or Add Selected as available

Test Information and Distribution Engine User Guide

- **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 appeals, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to Step 5.

- In the search results pop-up window (see [Figure 53](#)) 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:

Figure 53. Search Results Pop-up Window



- To view the retrieved records on the page, select View Results. Continue to Step 5. This option is not available if TIDE detects that this action might adversely affect its performance.
- To export the retrieved results to the Inbox, select Export to Inbox and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Inbox Files](#)).
- To return to the page and modify your search criteria, select Modify Search. Repeat Steps 1–4.
- The list of retrieved records appears below the search panel (see [Figure 54](#)).

Figure 54. Sample Search Results

Edit	School Information			Student Information				Gender
	State	District	School IRN	StudentID	Students Last Name	Students First Name	Students Middle Name	
<input type="checkbox"/>	AI	AI_9999	AI_9999_9999	AI-9990-99915611018	Test	Test	Test	Female
<input type="checkbox"/>	AI	AI_9999	AI_9999_9999	AZ-9999-1796112	test	test		Male
<input type="checkbox"/>	AI	AI_9999	AI_9999_9999	AI-9990-9991561940	Test	Test	Test	Female

4. **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.
5. **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.

Test Information and Distribution Engine User Guide

6. *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.

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

8. *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 SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID 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 55. Find Student/User by ID



T

Test Opportunity Status Descriptions

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.

Status	Definitions
Paused	The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The proctor stopped the session the student was testing in. • The proctor paused the individual student's test. The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. 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. 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 proctor-level user. Each role has an associated list of permissions to access certain features within TIDE.

The following table 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*	PR*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
How to Set Up User Accounts					
How to Add New User Accounts	✓	✓	✓		

Task or Site	DA*	DC*	SC*	TE*	PR*
How to Modify Existing User Accounts	✓	✓	✓		
How to Upload User Accounts	✓	✓	✓		
How to Modify Existing Student Accounts	✓	✓	✓		
How to Enroll Students in Multiple Schools or Districts	✓	✓			
How to Specify Student Accommodations and Test Tools	✓	✓	✓	✓	✓
How to Upload Student Accommodations and Test Tools	✓	✓	✓		
How to Set Student Eligibilities	✓	✓			
How to View Student Distribution Reports	✓	✓	✓	✓	✓
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 Appeals					
How to Add New Appeals	✓	✓	✓		
How to Modify Existing Appeals	✓	✓	✓		
How to Upload Appeals	✓	✓	✓		
How to Monitor Test Progress					
How to View Reports of Students' Current Test Status	✓	✓	✓	✓	✓
How to View Reports of Students' Current Test Status by Student ID	✓	✓	✓	✓	✓
How to View Report of Test Completion Rates	✓	✓	✓	✓	✓

User Support

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

The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. Eastern Time outside of the summative testing window, and Monday–Friday 7:00 a.m. to 7:00 p.m. Eastern Time during summative testing (except holidays or as otherwise indicated on the State Assessment Portal).

SAS Help Desk

Toll-Free Phone Support: 1.844.202.7584

Email Support: nhelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SSID 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
American Sign Language	Availability of American Sign Language video.	Off	ELA
		On	ELA
Braille Type	Type of Braille in which test items are printed.	Contracted	ELA
		Nemeth	Mathematics
		UEB Contracted with Nemeth Math	Science
Color Choices	Color of the text and background of the test.	Black on Rose	ELA, Mathematics, Science
		Black on White	ELA, Mathematics, Science
		Blue	ELA, Mathematics, Science

Tool Name	Description	Valid Value	Applies to
		Light Blue	ELA, Mathematics, Science
		Reverse Contrast	ELA, Mathematics, Science
		Yellow on Blue	ELA, Mathematics, Science
		Medium Gray on Light Gray	Science
Masking	Availability of masking tool	Off	ELA, Mathematics, Science
		On	ELA, Mathematics, Science
Medical Device	Use of Medical Device	No	Science
		Yes	Science
Mouse Pointer	Size and color of mouse pointer	Extra Large Black	ELA, Mathematics, Science
		Extra Large Green	ELA, Mathematics, Science
		Extra Large Red	ELA, Mathematics, Science
		Extra Large White	ELA, Mathematics, Science
		Extra Large Yellow	ELA, Mathematics, Science
		Large Black	ELA, Mathematics, Science
		Large Green	ELA, Mathematics, Science
		Large Red	ELA, Mathematics, Science
		Large White	ELA, Mathematics, Science
		Large Yellow	ELA, Mathematics, Science
		System Default	ELA, Mathematics, Science
Non-Embedded Accommodations	Accommodations that are not embedded	100s Number Table (grades 4-8 and 11 math)	Mathematics

Tool Name	Description	Valid Value	Applies to
	into the testing system	Abacus	ELA, Mathematics, Science
		Alternate Response Options (Requires Permissive Mode)	Science
		American Sign Language – Human Signer	ELA, Mathematics, Science
		Large Print	Science
		None (default)	ELA, Mathematics, Science
		Print on Request	ELA, Mathematics, Science
		Speech-to-Text*	ELA, Mathematics, Science
		Read Aloud Stimuli	ELA, Mathematics, Science
		Sign Language for Test Items	Science
		Scribe	ELA, Mathematics, Science
Non-Embedded Designated Supports	Designated Supports that are not embedded into the testing system	Alternate Response Options	ELA, Mathematics, Science
		American Sign Language – Human Signer	ELA, Mathematics, Science
		Amplification	ELA, Mathematics, Science
		Bilingual Dictionary (for ELA Writing)	ELA
		Bilingual Dictionary	Science
		Color Contrast	ELA, Mathematics, Science
		Color Overlay	ELA, Mathematics, Science
		Human Translator	ELA, Mathematics, Science
		Magnification	ELA, Mathematics, Science

Tool Name	Description	Valid Value	Applies to
		Native Language Reader Directions	Science
		Noise Buffers	ELA, Mathematics, Science
		Read Aloud Stimuli	ELA, Mathematics, Science
		None (default)	ELA, Mathematics, Science
		Read Aloud Items	ELA, Mathematics, Science
		Read Aloud Stimuli & Items	Science
		Read Aloud Stimuli & Items (Spanish)	Science
		Scribe	ELA, Mathematics, Science
		Separate Setting	ELA, Mathematics, Science
		Speech-to-Text*	ELA, Mathematics, Science
Permissive Mode	Enables adaptive software such as screen-readers and speech-to-text tools to interact with the Secure Browser	Off	ELA, Mathematics, Science
		On	ELA, Mathematics, Science
Presentation	Test language	Braille	ELA, Mathematics, Science
		English	ELA, Mathematics, Science
		Spanish	Mathematics, Science
Print on Request	Availability of Print on Request	None	ELA, Mathematics, Science
		Stimuli & Items	ELA, Mathematics, Science
		Items	Science
		Stimuli	Science
Streamlined Mode	Availability of Streamlined Mode	Off	ELA, Mathematics, Science

Tool Name	Description	Valid Value	Applies to
		On	ELA, Mathematics, Science
TTS	Availability of Text to Speech	Instructions Passages and Items	ELA, Mathematics
		None	ELA, Mathematics, Science
		Stimuli & Items	Science
Zoom	Default Zoom	1.5x	ELA, Mathematics, Science
		1.75X	ELA, Mathematics, Science
		2.5X	ELA, Mathematics, Science
		3X	ELA, Mathematics, Science
		5X (Streamlined Mode required)	ELA, Mathematics, Science
		10X (Streamlined Mode required)	ELA, Mathematics, Science
		15X (Streamlined Mode required)	ELA, Mathematics, Science
		20X (Streamlined Mode required)	ELA, Mathematics, Science
		1x	ELA, Mathematics, Science

* Requires Permissive Mode