south dakota DEPARTMENT OF EDUCATION
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Test Information and Distribution Engine

User Guide

2018–2019

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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

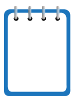
This guide contains the following sections:

- Section I, Overview of the Test Information Distribution Engine, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.
- Section II, Accessing TIDE, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, and log out.
- Section III, Understanding the TIDE User Interface, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.
- Section IV, Preparing for Testing, describes the activities you can perform in preparation for testing, including registering users, associating test settings and tools for students, uploading rosters (classes), ordering paper test materials (see Appendix, if necessary), and specifying students' test eligibilities (if desired).
- Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test appeals (if necessary), and monitoring test progress.
- Section VI, After Testing, describes the activities you can perform post-testing, including managing non-participation codes, resolving test discrepancies (State-Only, see Appendix), and managing student enrollment history (State-Only, see Appendix).

Document Conventions

Table 1 describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	**Warning:** This symbol accompanies information regarding actions that may cause loss of data.
	**Caution:** This symbol accompanies information regarding actions that may result in incorrect data.
	**Note:** This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Section I. Overview of the Test Information Distribution Engine

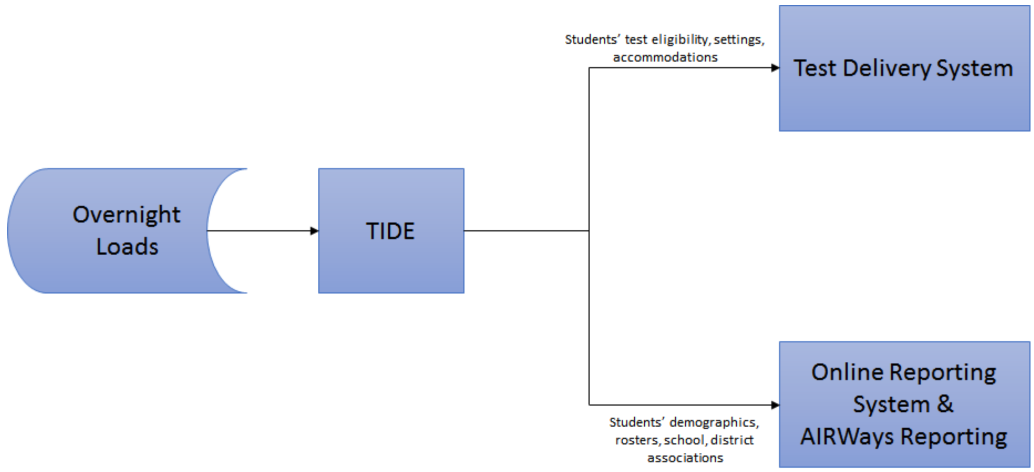
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports state, district, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, order testing materials, track orders, monitor test progress, and execute administrative functions such as test resets or reopens.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives the vast majority of this student information from uploads from external systems. TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students' eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Online Reporting System (ORS) and AIRWays Reporting (AIRWays) students' institutional associations; this enables ORS and AIRWays Reporting to aggregate scores at the classroom, school, district, and state levels.

Figure 1. TIDE's Position in the Assessment Process



Note: Students demographics MUST be updated in Infinite Campus to be reflected in TIDE. Users are NOT able to change student demographics or add/delete students through TIDE. The only updates that can be made to a student record are for accommodations on an IEP or designated supports.

System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox or Chrome. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the *System Requirements for Online Testing*. This publication is available in the Resources section of the South Dakota Smarter Balanced Assessment Portal, http://sd.portal.airast.org/.

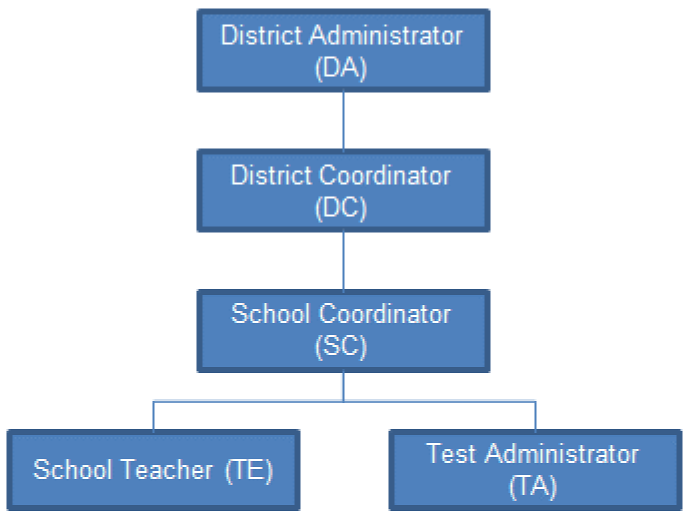
Understanding User Roles and Permissions

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

For a list of user roles that can perform each task, see the document *User Roles and Access for South Dakota Smarter Balanced Assessment Systems*, available in the Resources section the South Dakota Smarter Balanced Assessment Portal, http://sd.portal.airast.org/.

There is a hierarchy to user roles. As indicated in Figure 2, the district administrator is at the top of the hierarchy, followed by district coordinator, then the school coordinator, then the school teacher and test administrator. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles



Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, request a password reset, and log out.

Activating Your TIDE Account

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 AIR 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 About Usernames and Passwords.

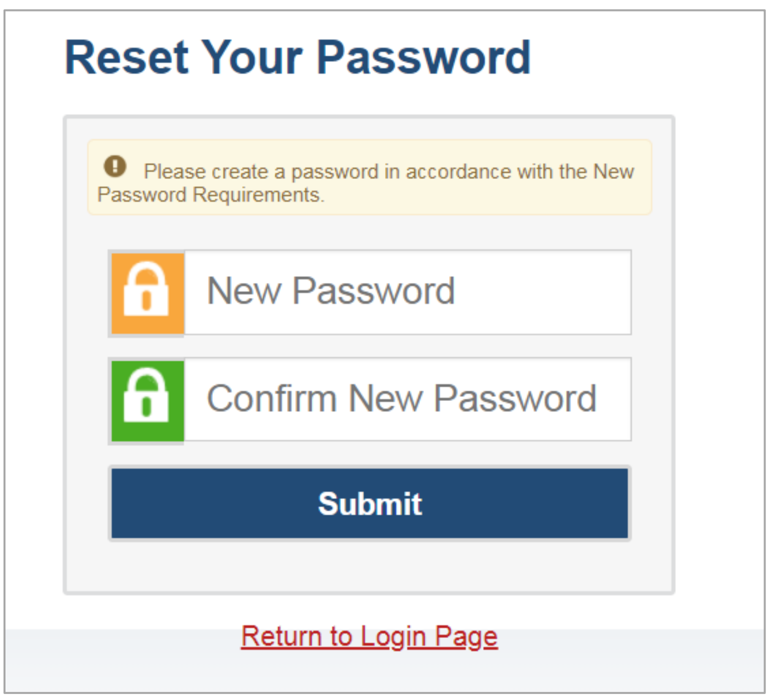
If you do not receive an activation email, check your spam folder. Emails are sent from AIR-DoNotReply@airast.org, so you may need to add this address to your contact list.

Note: All users will be required to do a one-time reset password update at the beginning of every school year. AIR automatically resets all user accounts at the beginning of the school year, for security purposes. Refer to Figure 3 for more information.

To activate your account:

1. Click the link in the activation email. The ***Reset Your Password*** page appears (see Figure 3).

Figure 3. Fields in the Reset Your Password page



2. In the *Password* and *Confirm Password* fields, enter a new password. The password must be at least eight characters long and must include one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

3. Click **Submit**.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 5) in the portal page.

Logging in to TIDE

This section describes how to log in to TIDE.

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

To access TIDE:

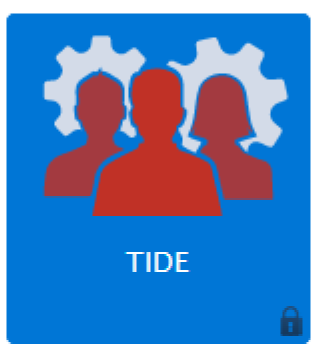
1. Navigate to the South Dakota Assessment Portal.

2. Select the **Test Administrators** card.

Figure 4. User Cards on Portal

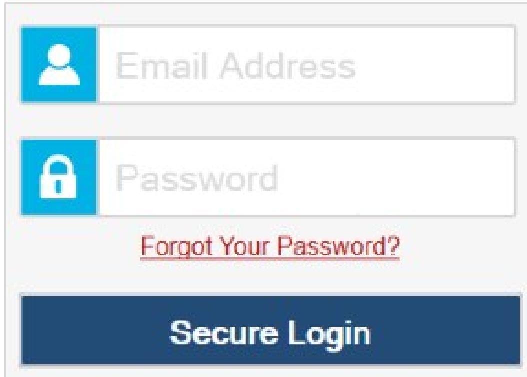
3. Click **TIDE** (see Figure 5). The ***Login*** page appears (see Figure 6).

Figure 5. TIDE Card



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

Figure 6. Login Page



5. Click **Secure Login**.

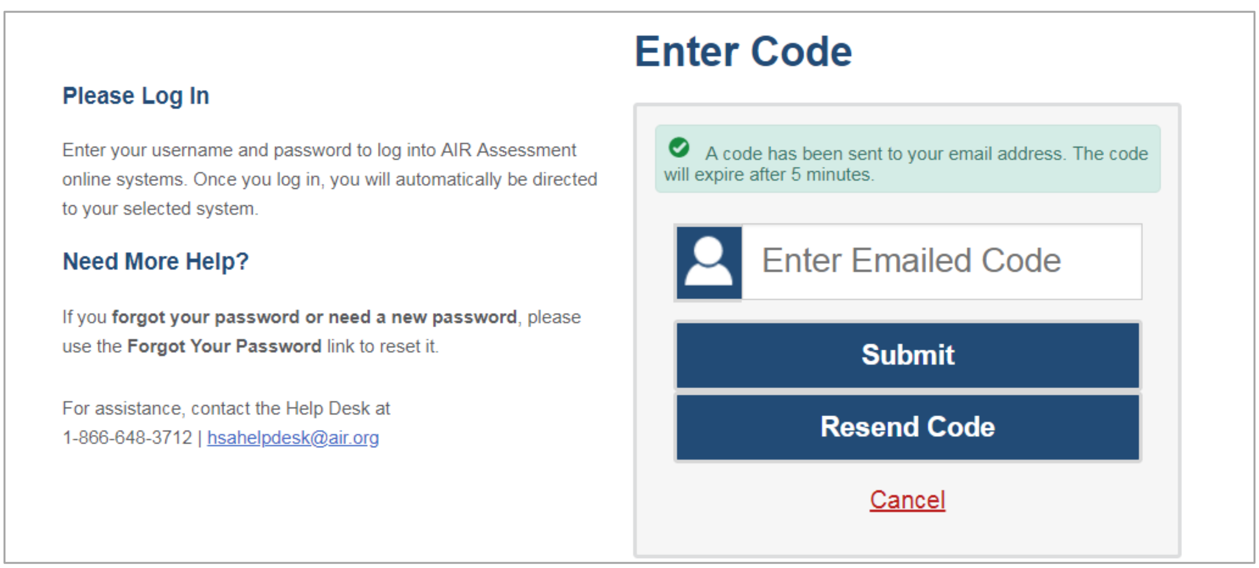
   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 7) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within five minutes of the email being sent.

      i. In the *Enter Emailed Code* field, enter the emailed code.

      ii. Click **Submit**.

Note: If the code has expired, click **Resend Code** to request a new code.

Figure 7. 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.

Caution: Loss of Data: 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.

About Usernames and Passwords

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, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

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

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

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the South Dakota Assessment 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.

Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category could be performed before testing begins. This category includes tasks for registering users, associating test settings and tools for students, uploading rosters (classes), ordering paper test materials (see Appendix, if necessary), and specifying students' test eligibilities (if desired). For more information about this category, see the section Preparing for Testing.

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets for students, requesting test appeals (if necessary), and monitoring test progress. For more information about this category, see the section Administering Tests.

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes tasks for managing non-participation codes, resolving test discrepancies (State-Only, see Appendix), and managing student enrollment history (State-Only, see Appendix). For more information about this category, see the section After Testing.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

Note: The state decides which features are turned on at what time. Depending on what the state has decided, it is possible that managing users and students are allowed while testing is in progress.

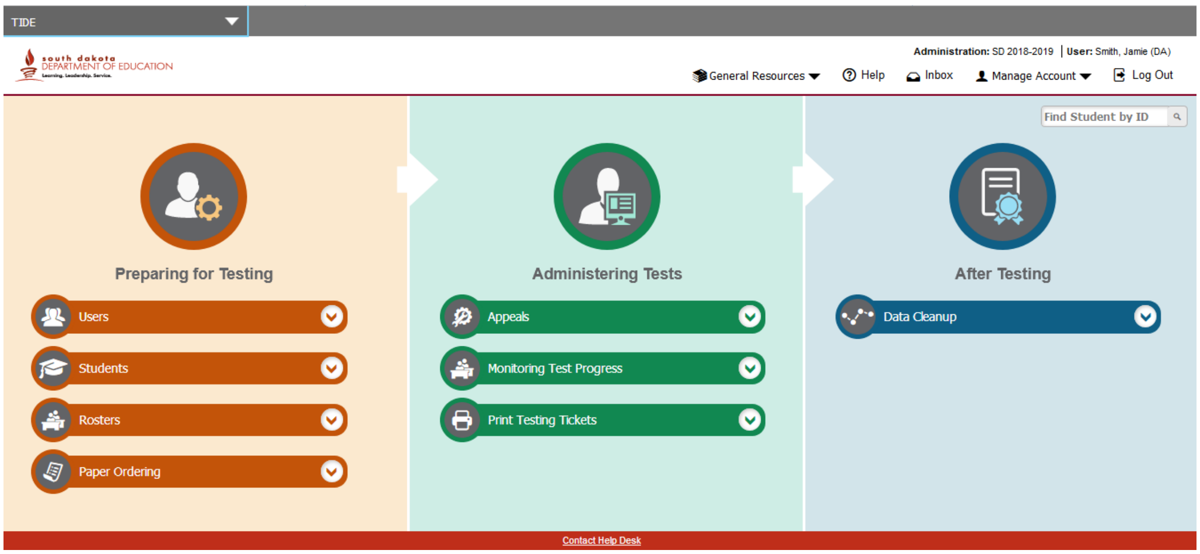
About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 8). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 8. TIDE Dashboard



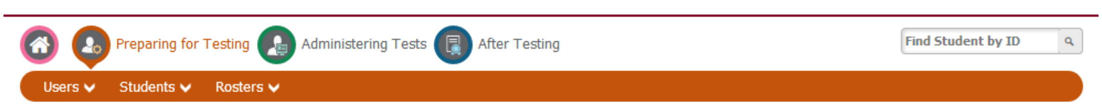
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click  on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 9). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 9. Navigation Toolbar



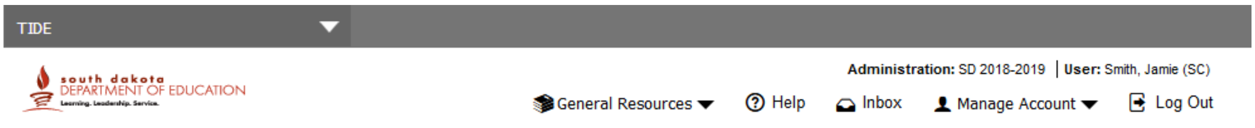
- To access the dashboard, click  in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 10).

Figure 10. TIDE Banner



The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other AIR systems.
- **General Resources**: This drop-down list allows you to access various resources needed for testing, such as voice pack files and the Non-Disclosure Agreement.
- **Help**: This button opens the online TIDE User Guide.
- **Inbox**: This button allows you to open the shared Inbox and access the files you exported in TIDE as well as other systems, if available.
- **Manage Account**: This drop-down list allows you to change your user role, set up your contact information, and reset your password.
- **Log Out**: This button logs you out of TIDE and related AIR systems.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by student ID (SSID), and switch to other AIR systems.

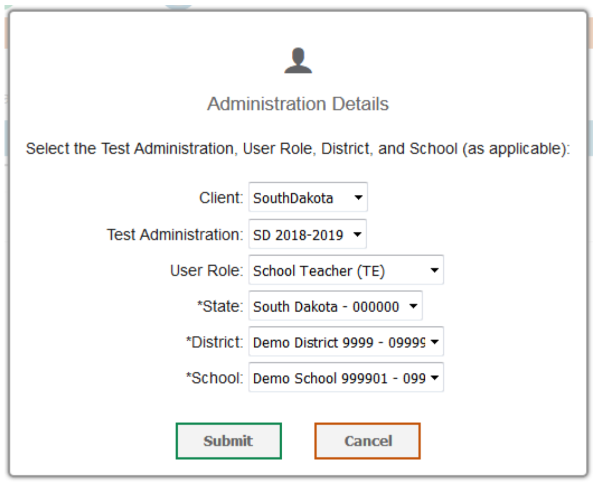
Changing Test Administration, Institution, or Role

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

To change test administration or institution:

1. In the TIDE banner (see Figure 10), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 11).

Figure 11. Administration Details Window



2. Update the information as necessary.

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

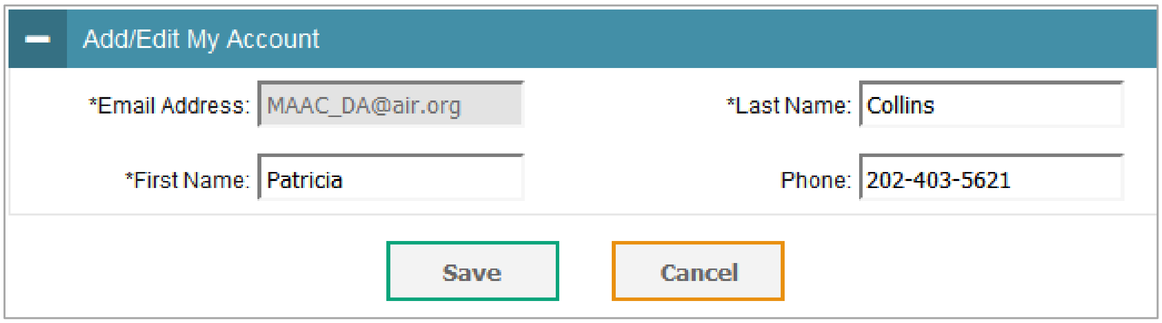
Changing Your Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or district assessment coordinator should contact the Help Desk for assistance to carry over previous roster associations before creating another account.)

To modify account information:

1. In the TIDE banner (see Figure 10), from the *Manage Account* drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 12).

Figure 12. Fields in the My Contact Information Page



2. Enter updates as necessary.

3. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

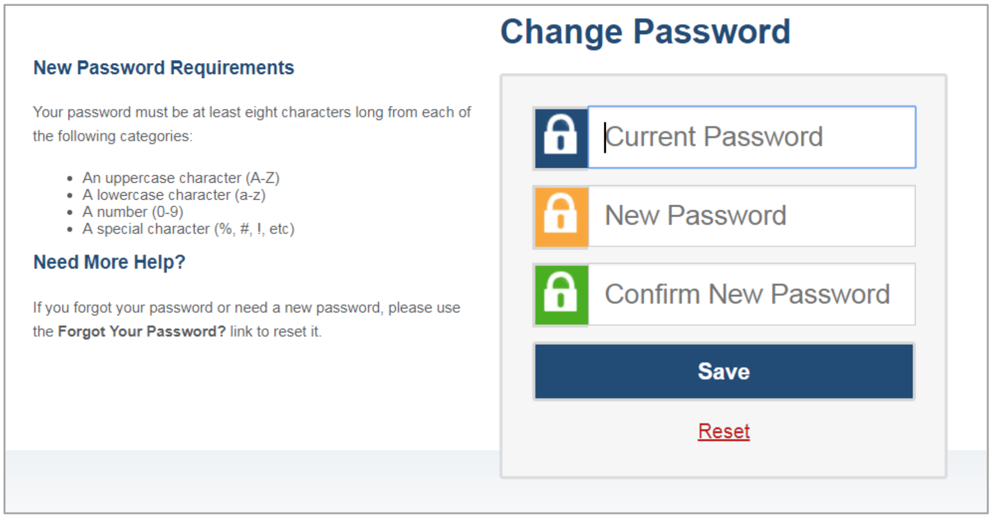
Resetting Your Password

You can change your login password as necessary.

To change your password:

1. In the TIDE banner (see Figure 10), from the *Manage Account* drop-down list, select **Reset Password**. A new browser window opens with the ***Change Password*** page on display (see Figure 13).

Figure 13. Fields in the Change Password Page



2. In the *Current Password* field, enter your current password.

3. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be eight characters long and have one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

4. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

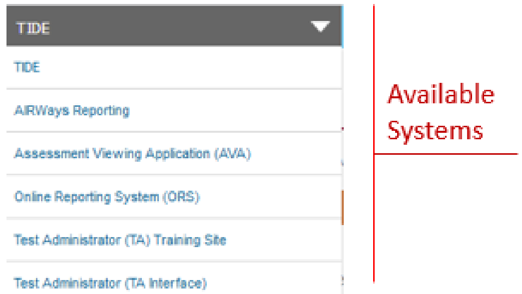
Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to other AIR systems.

To switch to another AIR system:

- In the banner at the top left of the page, hover over **TIDE**, and click the other system name (see Figure 14).

Figure 14. Switching Between AIR Systems



Finding Students by ID

A *Find Student by ID* field (Find Student by ID) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View and Edit Student*** form for a specified student.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SSID. The SSID must be an exact match; TIDE does not search by partial SSID.

2. Click . The ***View and Edit Student*** form for that student appears.

Downloading and Installing Voice Packs

The NeoSpeech™ Julie Voice Pack may be used on Windows computers for students testing with a text-to-speech accommodation. You can download and install Julie (for English) from TIDE and install it on a student's computer. (This optional voice pack is not compatible with OS X or Linux.)

To download voice packs:

1. From the **General Resources** drop-down list in the banner (see Figure 10), select **Download Voice Pack**. The ***Voice Pack*** page appears.

2. Click the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.

3. Read the installation instructions available from the ***Voice Pack*** page and then proceed with installation.

Note: About NeoSpeech™ Voice Pack License Files

The licenses for the NeoSpeech™ Voice Packs expired on May 3, 2017. If your voice pack was installed prior to that and you have not yet renewed your license, you will need to renew your license before administering tests with the voice packs. Voice packs installed after May 3, 2017 have the new license and no further actions are needed.

To renew your license, from the ***Voice Pack*** page click the required license link. Read the instructions for updating the license available from the ***Voice Pack*** page and proceed with updating your license.

Acknowledging the Non-Disclosure Agreement

You must acknowledge a non-disclosure agreement each year prior to administering tests through the TA interface. If you do not acknowledge the non-disclosure agreement, you will not be able to log into the TA interface.

To acknowledge the non-disclosure agreement:

1. From the **General Resources** drop-down list in the banner (see Figure 10), select **Non-Disclosure Agreement**. The ***South Dakota Department of Education Non-Disclosure Agreement*** page appears.
2. Read the agreement, and click **I Acknowledge**. A confirmation message appears.

Downloading Files from the Inbox

When searching for users, students' test settings, and appeals, you can choose to export the search results to the Inbox. The shared Inbox (see Figure 15) serves as a secure repository that lists files containing the data that you have exported in TIDE and other AIR 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.

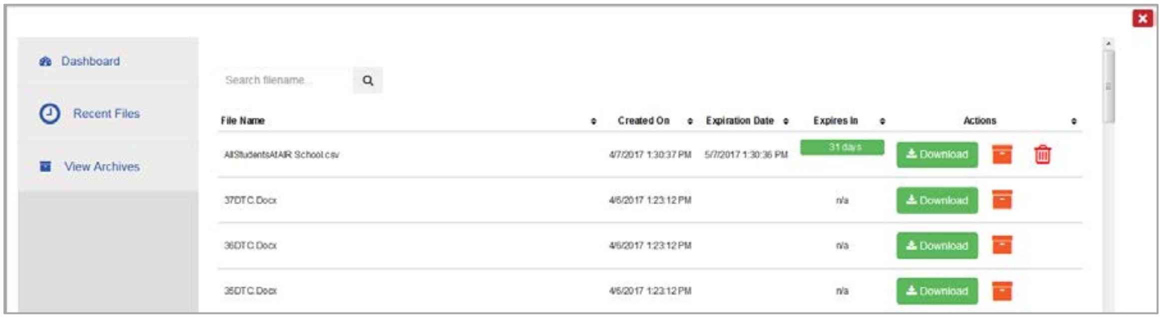
The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

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 SDDOE. 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.

To access files in the Inbox:

1. From the TIDE banner (see Figure 10), select **Inbox**. The ***Inbox*** page appears (See Figure 15).

Figure 15. Inbox



2. *Optional*: Select the file view from the available tabs:
   - Dashboard: This is the default view and displays all the files except for the ones that you have archived.
   - Recent Files: Displays the files that have been recently created.
   - View Archives: Displays the files that you have archived.
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files and click . TIDE displays only those files containing the entered file name.
4. Do one of the following:
   - To download a file, click **Download**.
   - To archive a file, click .
   - To delete a file, click .

Note: About File Deletion

- The button is only displayed when you are viewing files from the *Dashboard* file view. Hence, 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.

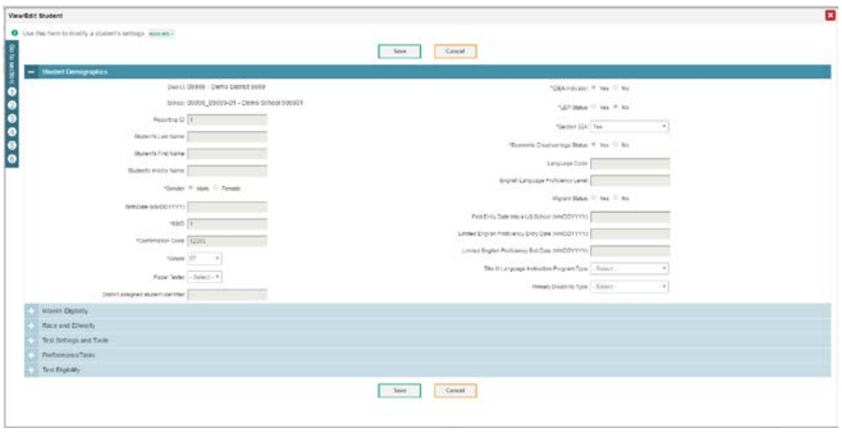
Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, the page elements are consistent across all task categories. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 16). This section explains how to navigate these forms.

Figure 16. Sample Record Form



Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click − in the upper-left corner of a panel to collapse it, or click + in a collapsed panel to expand it.

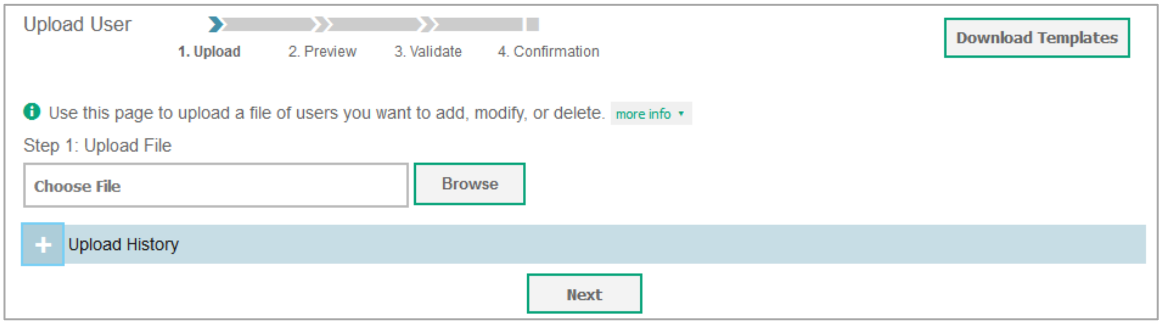
A floating *Go To section* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Note: The number of panels and the content of those panels in a record form depend on the record type.

Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 17).

Figure 17. Sample File Upload Page



When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

You can click + next to the *Upload History* panel on the ***File Upload*** page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see Processing File Uploads in Appendix A.

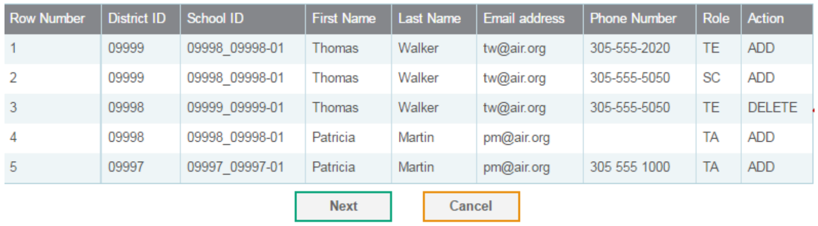
Note: The instructions in this section apply to file upload pages only and do not apply to upload tasks such as on the ***Participation Report by SSID*** page.

To upload a file:

1. On the file upload page, click **Download Templates** and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click **Browse** and select the file you created in the previous step.

4. Click **Next**. The ***Preview*** page appears (see Figure 18). Use the file preview on this page to verify you uploaded the correct file.

Figure 18. File Upload Preview (partial view)



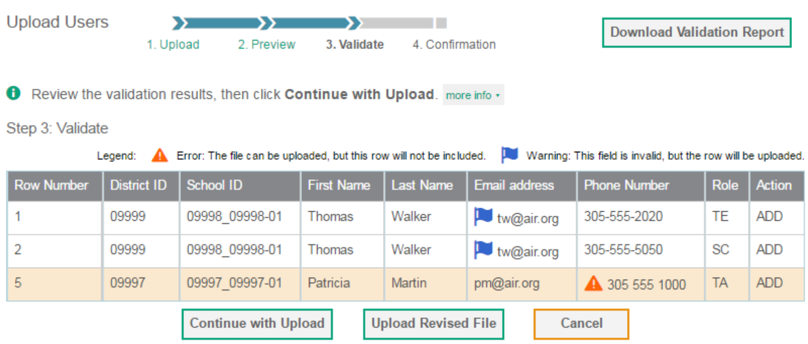
Row Number	District ID	School ID	First Name	Last Name	Email address	Phone Number	Role	Action
1	09999	09998_09998-01	Thomas	Walker	tw@air.org	305-555-2020	TE	ADD
2	09999	09998_09998-01	Thomas	Walker	tw@air.org	305-555-5050	SC	ADD
3	09998	09999_09999-01	Thomas	Walker	tw@air.org	305-555-5050	TE	DELETE
4	09998	09998_09998-01	Patricia	Martin	pm@air.org		TA	ADD
5	09997	09997_09997-01	Patricia	Martin	pm@air.org	305 555 1000	TA	ADD

5. Click **Next**. TIDE validates the file and displays any errors ( ) or warnings ( ) on the ***Validate*** page (see Figure 19).

Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 19. Sample Validation Page



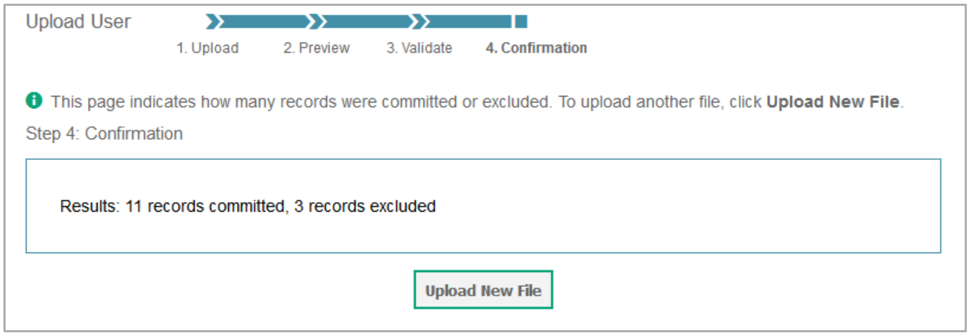
Row Number	District ID	School ID	First Name	Last Name	Email address	Phone Number	Role	Action
1	09999	09998_09998-01	Thomas	Walker	tw@air.org	305-555-2020	TE	ADD
2	09999	09998_09998-01	Thomas	Walker	tw@air.org	305-555-5050	SC	ADD
5	09997	09997_09997-01	Patricia	Martin	pm@air.org	305 555 1000	TA	ADD

Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Do one of the following:
   - Click **Continue with Upload**. TIDE commits those records that do not have errors.
   - Click **Upload Revised File** to upload a different file. Follow the prompts on the ***Upload Revised File*** page to submit, validate, and commit the file.

The ***Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 20).

Figure 20. Confirmation Page

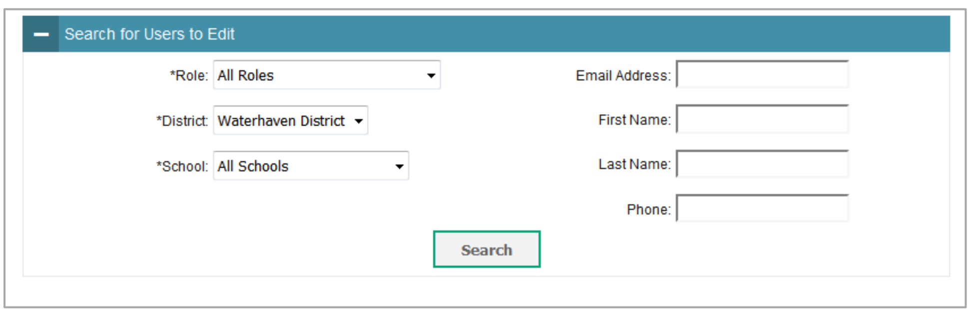


7. *Optional*: To upload another file of the same record type, click **Upload New File**.

Searching for Records

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 21). This section explains how to use this search panel and navigate search results.

Figure 21. Sample Search Panel



To search for records:

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 users to select one, multiple, or all values. The Test ID drop-down list on the ***Plan and Manage Testing*** page will also allow users to select one, multiple or all values.

Note: 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:

    a. To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available

    b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

    c. For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

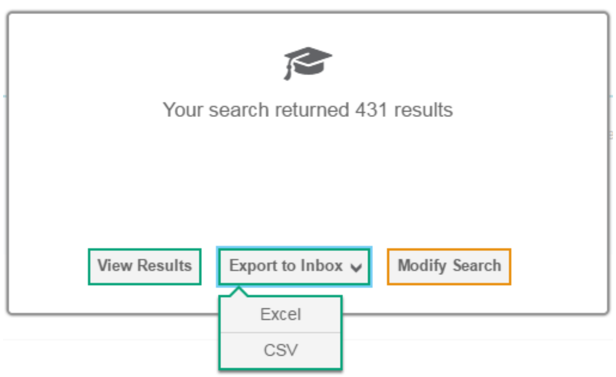
3. Click **Search**.

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

    - If searching for other types of records, such as rosters, skip to Step 5.

4. In the search results pop-up window (see Figure 22) 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 22. Search Results Pop-up Window



    - To view the retrieved records on the page, click **View Results**. Continue to Step 5.

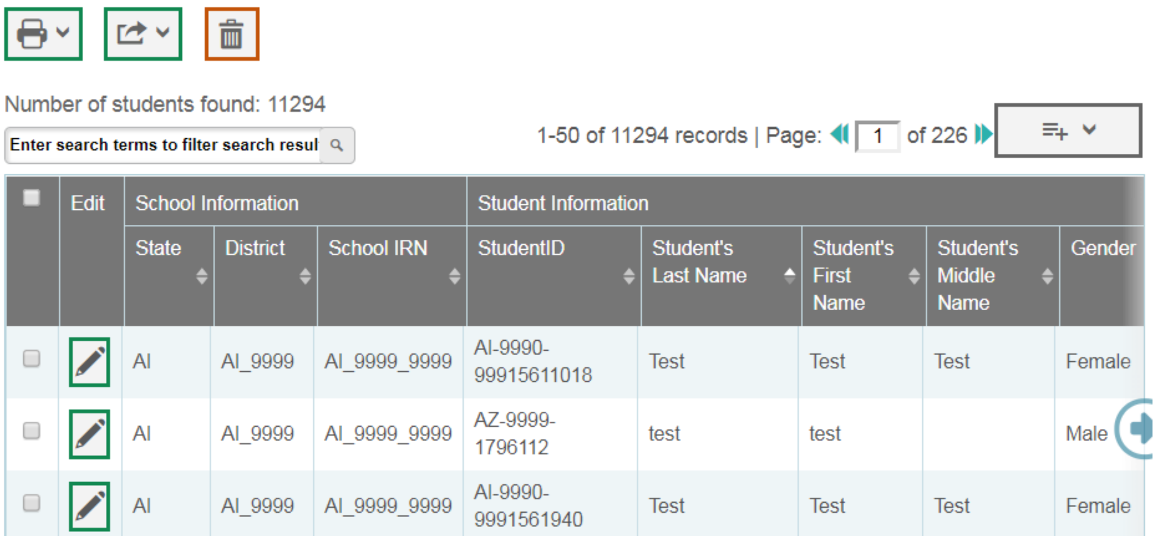
Note: This option is not available if TIDE detects that this action might adversely affect its performance.

    - To export the retrieved results to the Inbox, click **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 Downloading Files from the Inbox).

- To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps 1–4.

5. The list of retrieved records appears below the search panel (see Figure 23).

Figure 23. Sample Search Results


Number of students found: 11294

Enter search terms to filter search resul

1-50 of 11294 records | Page: 1 of 226

	Edit	School Information			Student Information				
		State	District	School IRN	StudentID	Student's Last Name	Student's First Name	Student's Middle Name	Gender
		AI	AI_9999	AI_9999_9999	AI-9990-99915611018	Test	Test	Test	Female
		AI	AI_9999	AI_9999_9999	AZ-9999-1796112	test	test		Male
		AI	AI_9999	AI_9999_9999	AI-9990-9991561940	Test	Test	Test	Female

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

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

   - To sort the column in descending order, click the column header again.

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

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

Evaluating Advanced Search Criteria

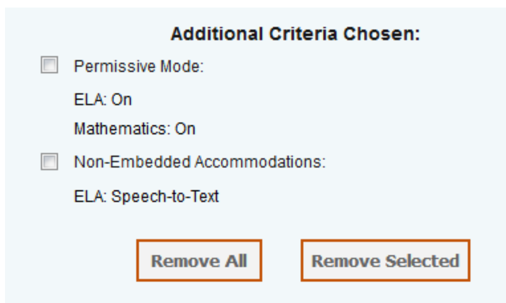
Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.
- If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.

Referring to Figure 24, TIDE retrieves student records that match both of the following:

- Permissive mode for ELA *or* Math is on.
- ELA Speech-to-Text is allowed.

Figure 24. Additional Search Criteria



Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.
2. To select records for an action (such as printing or exporting), do one of the following:
   - Mark the checkbox next to each record you wish to select.
   - To select all records, mark the checkbox in the header row.

Note: Performing actions on student records retrieved on the *View/Edit/Export Students* and *Print Test Tickets from Student List* pages

- For printing or exporting student records from the ***View/Edit/Export Students*** *and* ***Print Test Tickets from Student List*** pages, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages. However, when deleting records, you can only delete students selected on the current page.

3. Click the required action button above the table of retrieved records and select the desired option, if available:
   - : Prints the selected records or displays options for printing all or selected records.
   - : Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
   - : Deletes the selected records.

Note: About the action buttons

- When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

This section covers the following topics:

- Managing TIDE Users
- Managing Student Information
- Managing Upload Student Settings
- Managing Rosters

Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Adding User Accounts

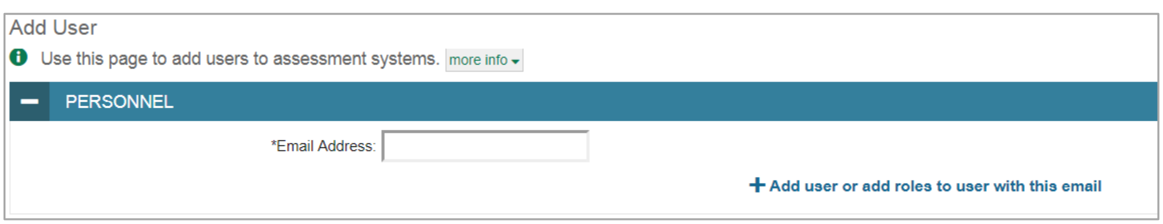
This section explains how to add a new user account to TIDE.

Note: When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

To add a user account:

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**. The ***Add Users*** page appears (see Figure 25).

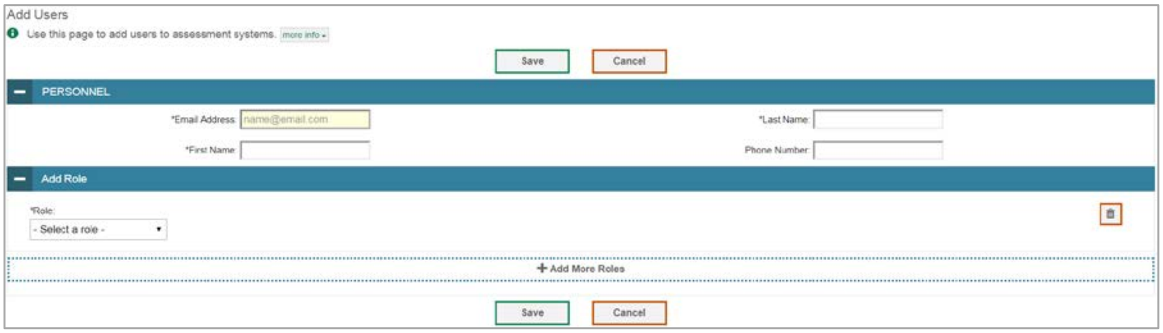
Figure 25. Fields in the Add User Page



2. In the *Email Address* field, enter the new user's email address.

3. Click **+Add user or add roles to user with this email**. Additional fields appear (see Figure 26).

Figure 26. Fields in the Add User Page



4. Using Table 2 as a reference, enter the user's first name and last name in the required fields and other details in the optional fields.
5. From the *Role* drop-down, select a role.
6. From the drop-downs that appear, select a state, district, and school, if applicable.
7. *Optional:* To add multiple roles, click **+Add More Roles** and repeat steps 5 and 6.
8. *Optional*: To delete a role, click  next to that role.
9. Click **Save**.
10. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from AIR-DoNotReply@airast.org.

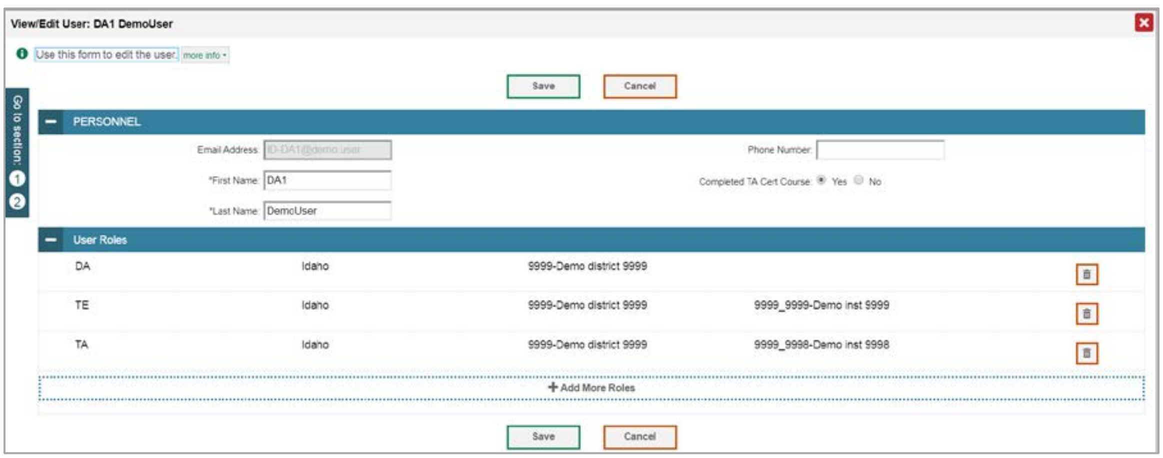
Viewing and Editing User Details

You can view and modify detailed information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in your district or school.

To view and edit user details:

1. From the **Users** task menu on the TIDE dashboard, select **View/Edit/Export Users**. The ***View/Edit/Export Users*** page appears.
2. Retrieve the user account you want to view or edit by following the procedure in the section Searching for Records.
3. In the list of retrieved users, click for the user whose account you want to view. The ***View/Edit User: [User's Name]*** form appears (see Figure 27).

Figure 27. Fields in the View/Edit User: [User's Name] Form



4. If your user role allows it, modify the user's details as required. Use Table 2 as a reference.
5. *Optional:* To add more roles for this user, click **+Add More Roles** and then follow the steps for adding roles as described in Adding User Accounts.
6. *Optional*: To delete a role, click next to that role. You can also delete the user's entire account. For information on deleting accounts, see Deleting User Accounts.
7. Click **Save**.
8. In the affirmation dialog box, click **Continue** to return to the list of user accounts.

Table 2 describes the fields in the ***View/Edit User: [User's Name]*** page.

Table 2. Fields in the View/Edit User: [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 Understanding User Roles and 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 Y.

Deleting User Accounts

You can delete a user's account as long as the user is at or below your role in the hierarchy and the user is in your district or school.

Note: For users having multiple roles, you can delete a role instead of the entire account if desired. For information on deleting roles, see Viewing and Editing User Details.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the users you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved users.
3. Click, and in the affirmation dialog box click **Yes**.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, 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.

To upload user accounts:

1. From the **Users** task menu on the TIDE dashboard, select **Upload Users**. The ***Upload Users*** page appears.
2. Following the instructions in the section Uploading Records and using Table 3 as a reference, fill out the User template and upload it to TIDE.

Table 3 provides the guidelines for filling out the User template that you can download from the ***Upload Users*** page.

Table 3: Columns in the User Upload File

Column	Description	Valid Values
StateAbbreviation	State abbreviation.	Any standard two-letter state abbreviation.
DISTRICT ID*	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.
SCHOOL ID	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.
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.

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.	One of the following: DA—District administrator. DC—District coordinator. SC—State assessment coordinator. TE—School teacher. TA—Test administrator. Must be lower in the hierarchy than the user uploading the file; see Figure 2.
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.

Figure 28 is an example of a simple upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker's account, adds a School Coordinator role and updates the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker's School Coordinator user role.
- The fourth row adds Patricia Martin as a Test Administrator for school 09990_09996-01.
- The fifth row adds Patricia Martin as a Test Administrator for a different school—09990_09996-02.

Figure 28. Sample User Upload File

	A	B	C	D	E	F	G	H
1	**District ID**	**School ID**	**FirstName**	**LastName**	**Email**	**Phone**	**Role**	**Action**
2	09999	09990_09996-01	Thomas	Walker	tw@air.org		TE	ADD
3	09999	09990_09996-01	Thomas	Walker	tw@air.org	305-555-2020	SC	ADD
4	09999	09990_09996-01	Thomas	Walker	tw@air.org	305-555-2020	SC	DELETE
5	09999	09990_09996-01	Patricia	Martin	pm@air.org		TA	ADD
6	09999	09990_09996-02	Patricia	Martin	pm@air.org		TA	ADD

Managing Student Information

This section describes how to modify students' records, and how those records affect testing and reporting.

Viewing and Editing Students

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

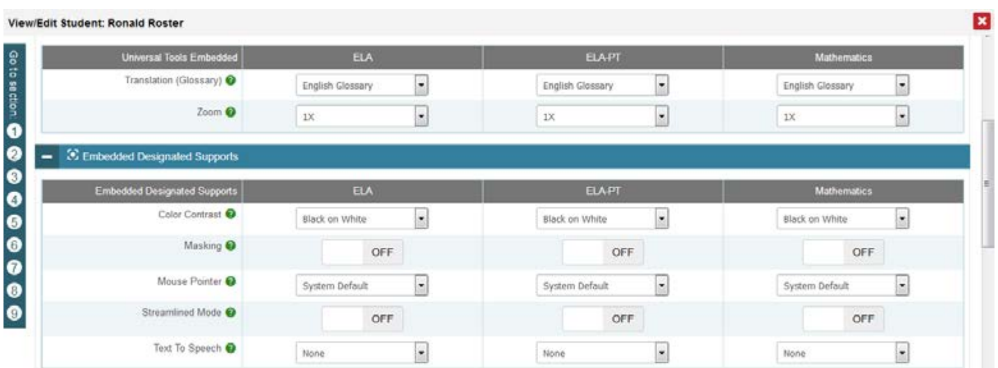
To view and edit student details:

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

2. Retrieve the student records you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose account you want to view. The ***View/Edit Students: [Student's Name]*** form appears (see Figure 29).

Figure 29. Fields in the View/Edit: [Student's Name] Page (Bottom Portion)



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

5. If your user role allows it, modify the student's record as required.

   - In the *Interim Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.

   - In the available panels (see Figure 29), modify the student's test settings, using Table 4 as a reference. The test settings are grouped into categories, such as Universal Tools Embedded, Embedded Designated Supports, etc. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Caution: Test settings in the TA Interface: 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. Click **Save**.

7. In the affirmation dialog box, click **Continue** to return to the list of student records.

   Table 4 describes the fields in the *Demographics* panel on the Student form.

Table 4. Fields in the View/Edit Students Panels

Field	Description
Demographics[a]	
District	District where student is enrolled.
School	School where the student is enrolled.
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle initial.
Gender[b]	Student's gender
Birth Date (MMDDYYYY)	Student's date of birth.
SSID[b]	Student's State Identifier. Includes leading zeroes.
Confirmation Code[b]	Student's assigned code or student's first name used to authenticate the student during testing. Policy to be determined by the state.
Grade[b]	Grade in which student is enrolled during the test administration.
Paper Tester	Indicates if the student's school is testing with paper-pencil in one or more subjects where a paper test is available.
District assigned student identifier	Student's district identifier.
IDEA Indicator[b]	Student's Special Education program status.
LEP Status[b]	Student's LEP status.

Field	Description
Section 504[b]	Student's Section 504 status.
Language Code	Primary language spoken by the student.
English Language Proficiency Level	Student's English language proficiency level.
Migrant Status	Student's migrant status.
First Entry Date into a US School	Student's first day of school (ELL students only).
Limited English Proficiency Entry Date	Student's English Proficiency entry date, if applicable.
Limited English Proficiency Exit Date	Student's English Proficiency exit date, if applicable.
Title III Language Instruction Program Type	Student's Title III language status.
Primary Disability Type	Student's primary disability.
Interim Eligibility	
Interim Eligibility	Grades at which the student is tested.
Race and Ethnicity	
Race and Ethnicity	Indicates student's ethnicity or ethnicities.
Participation Student	
Participation Student	Indicates the student's test participation.
Test Settings and Tools	
Universal Tools Embedded Embedded Designated Supports Non-Embedded Designated Support Embedded Accommodations Non-Embedded Accommodations	See Table 5**.**
[a] Student demographics can be reviewed in this section, but ALL corrections for student demographic data need to be made in Infinite Campus in order for the record to reflect the necessary change in TIDE.	
[b] Required field for nightly file.	

Caution: Test settings in the TA Interface: 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.

Table 5 describes the fields in the different test settings and tools panels on the Student form.

Table 5. Fields in the Test Settings and Tools Panels

Field[a]	Description
Universal Tools Embedded	
Translation (Glossary)	Glossary accommodation for tests in the indicated subject.
Zoom	List of subjects and the type size in which the associated tests appear.
Embedded Designated Supports	
Color Contrast	List of available color settings.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Mouse Pointer	Size and color of mouse pointer.
Streamlined Mode	Streamlined interface setting for tests in the indicated subject.
Text-to-Speech (TTS)	Sets which test content is administered with the TTS accommodation or designated support.
Non-Embedded Designated Supports	
Non-Embedded Designated Supports	Student's non-embedded supports for tests in the indicated subject.
Embedded Accommodations	
American Sign Language	Student's ASL accommodation for tests in the indicated subject.
Braille Type	Student's Braille Type accommodation for tests in the indicated subject.
Closed Captioning	Students closed captioning for tests in the indicated subject.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Presentation/Language	Language or Braille presentation in which tests in the designated supports and accommodations appear.
Print on Demand	Student's Print on Demand accommodation for tests in the indicated subject.
Non-Embedded Accommodations	
Non-Embedded Accommodation	Student's non-embedded accommodation for tests in the indicated subject.

Field[a]	Description
[a] There are additional embedded tools identified in the *Usability, Accessibility, and Accommodations Guidelines* (UAAG) as embedded, but not displayed in TIDE. These tools are automatically delivered to students, within TDS, when applicable.	

Printing Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students' test settings:

1. Retrieve the student records you want to print by following the procedure in the section Viewing and Editing Students.

2. Click the column headings to sort the retrieved students in the order you want the records printed.

3. Specify the students for whom test settings need to be printed:

    - To print test settings for specific students, mark the checkboxes for the students you want to print.

    - To print test settings for all students listed on the page, mark the checkbox at the top of the table.

    - To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

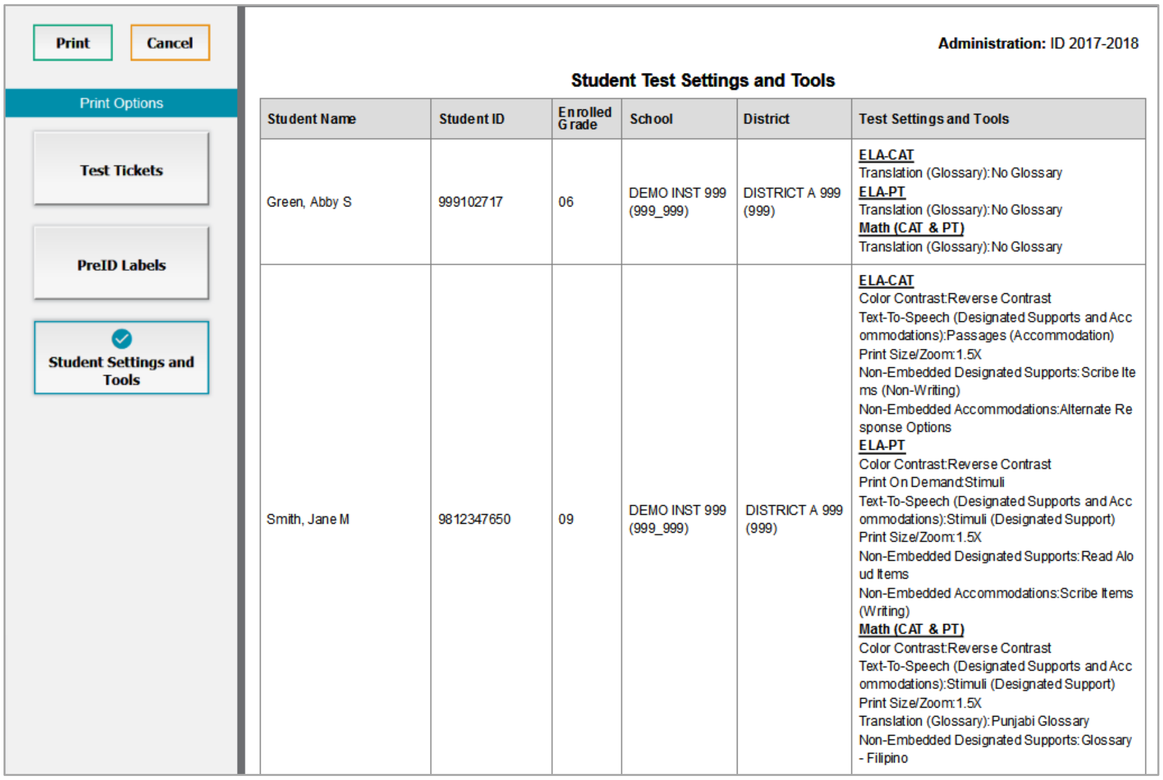
4. Click  and then select the appropriate action:

    - To print test settings for selected students, click **My Selected Student Settings and Tools**.

    - To print test settings for all retrieved students, click **All Student Settings and Tools**.

5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the *Print Options* section (see Figure 30).

Figure 30. Layout Model for Student Test Settings and Tools



Administration: ID 2017-2018

Student Test Settings and Tools

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
Green, Abby S	999102717	06	DEMO INST 999 (999_999)	DISTRICT A 999 (999)	ELA-CAT Translation (Glossary):No Glossary ELA-PT Translation (Glossary):No Glossary Math (CAT & PT) Translation (Glossary):No Glossary
Smith, Jane M	9812347650	09	DEMO INST 999 (999_999)	DISTRICT A 999 (999)	ELA-CAT Color Contrast:Reverse Contrast Text-To-Speech (Designated Supports and Accommodations):Passages (Accommodation) Print Size/Zoom:1.5X Non-Embedded Designated Supports:Scribe Items (Non-Writing) Non-Embedded Accommodations:Alternate Response Options ELA-PT Color Contrast:Reverse Contrast Print On Demand:Stimuli Text-To-Speech (Designated Supports and Accommodations):Stimuli (Designated Support) Print Size/Zoom:1.5X Non-Embedded Designated Supports:Read Aloud Items Non-Embedded Accommodations:Scribe Items (Writing) Math (CAT & PT) Color Contrast:Reverse Contrast Text-To-Speech (Designated Supports and Accommodations):Stimuli (Designated Support) Print Size/Zoom:1.5X Translation (Glossary):Punjabi Glossary Non-Embedded Designated Supports:Glossary - Filipino

6. Click **Print**.

Your browser downloads the generated PDF.

Generating Frequency-Distribution Reports

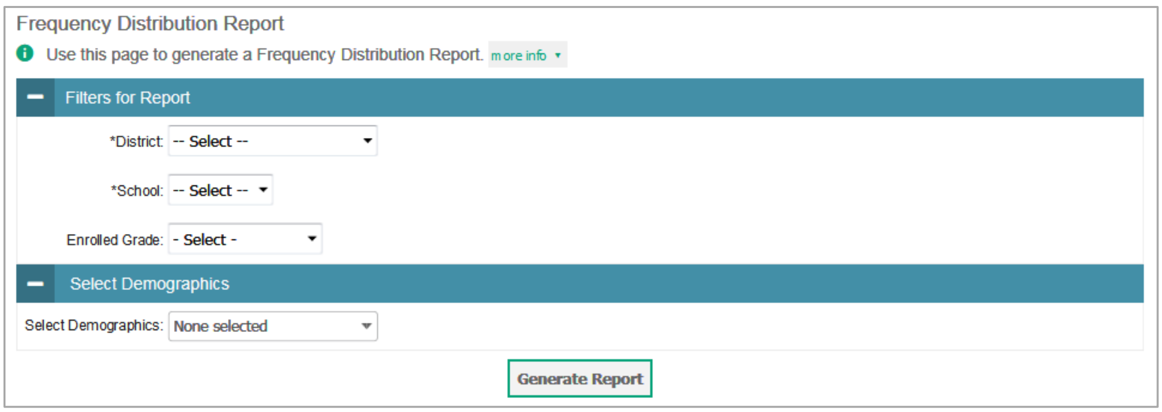
A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of students with the masking tool enabled.

You can generate FDRs for the students in your district or school by a variety of demographics.

To generate frequency-distribution reports:

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 31).

Figure 31. Fields in the Frequency Distribution Report Page



2. In the *Filters for Report* panel, select the report filters:

    a. From the *District* drop-down list (if available), select a district.

    b. From the *School* drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

    c. *Optional:* Select a specific grade or retain the default for all grades.

    d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics.

3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 32).

Figure 32. Frequency Distribution Reports by Grade and Masking

Grade	# of Records
04	21
Total	21

Masking	Value	# of Records
ELA	ELA:On	2
Total		2
ELA-PT	ELA-PT:Off	1
ELA-PT	ELA-PT:On	1
Total		2
Mathematics	Mathematics:Off	1
Mathematics	Mathematics:On	1
Total		2

4. Do one of the following:
   - To display the FDRs in tabular format, click **Grid**.
   - To display the FDRs in graphical format, click **Graph**.
   - To display the FDRs in both tabular and graphical format, click **Grid & Graph**.
   - To download a PDF file of the FDRs, click , and then click **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

Uploading Student Interim Grades

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

To upload interim grades through file uploads:

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

2. Following the instructions in the section Uploading Records and using Table 6 as a reference, fill out the Interim Grade template and upload it to TIDE.

Table 6 provides the guidelines for filling out the Interim Grades template that you can download from the ***Upload Interims*** page.

Table 6: 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 Eligibility
Subject*	Subject of assessment.	One of the following: • Mathematics • ELA
Grade*	Student's interim grade.	Any of the following: None Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

*Required field.

Note: About the Interim Grades Upload File

- If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student's subject.
- If the upload file includes two rows for the same student and subject and the second row has a value "None", then all interim grades established for the student's subject up to that point will be removed.

Figure 33 is an example of an interim grades upload file with the following transactions:

- The first row (aside from the header row) sets Grade 4 as an interim grade for the subject Reading for a student whose ID is 999999999.
- The second row adds Grade 6 as an interim grade for the same subject and student.
- The third row removes Grade 4 and Grade 6 as the student's interim grades for the subject ELA.
- The fourth and fifth rows set the student's interim grade for ELA and Mathematics to Grade 5.

Figure 33. Sample Interim Grades Upload File

	A	B	C	D
1	SSID	Field	Subject	Grade
2	999999999	Interim Eligibility	ELA	Grade 4
3	999999999	Interim Eligibility	ELA	Grade 6
4	999999999	Interim Eligibility	ELA	None
5	999999999	Interim Eligibility	ELA	Grade 5
6	999999999	Interim Eligibility	Mathematics	Grade 5

Managing Upload Student Settings

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.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

To edit a student's test settings and tools:

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Settings**. The ***Upload Student Settings*** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section Viewing and Editing Students.

3. In the list of retrieved students, click  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 Viewing and Editing Students.

Uploading Test Settings and 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.

To upload student test settings and tools:

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

2. Following the instructions in the section Uploading Records and using Table 7 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 7 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Student Settings*** page.

Table 7. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits (including leading zeroes).
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA ELA-PT Mathematics
Tool Name	Name of the tool or accommodation.	See Table 8.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 8.
*Required field.		

Table 8 lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 8. Valid Values for Tool Names

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Do not show ASL videos	ELA, ELA-PT, Mathematics
		Show ASL videos	ELA, ELA-PT, Mathematics
Braille Type	Type of Braille in which online test items are printed.	Not Applicable, EBAE Contracted, EBAE Uncontracted, UEB Contracted, UEB Uncontracted	ELA, ELA-PT,
		Not Applicable, EBAE Contracted with Nemeth Math, EBAE Uncontracted with Nemeth Math, UEB Contracted with Nemeth Math, UEB Contracted with UEB Math, UEB Uncontracted with Nemeth Math, UEB Uncontracted with UEB Math	Mathematics
Closed Captioning	Availability of closed-captioning.	Closed Captioning Available	ELA
		Closed Captioning Not Available	ELA
Color Contrast	Availability of color choices	Black on White, Black on Rose, Yellow on Blue, Medium Gray on Gray Light, Reverse Contrast	ELA, ELA-PT, Mathematics
Masking	Availability of masking	Masking not available	ELA, ELA-PT, Mathematics
		Masking available	ELA, ELA-PT, Mathematics
Mouse Pointer	Availability of mouse pointer	System Default, Large Black, Extra Large Black, Large Green, Extra Large Green, Large Red, Extra Large Red, Large Yellow, Extra Large Yellow, Large White, Extra Large White	ELA, ELA-PT, Mathematics

Tool Name	Description	Valid Value	Applies to
Non-Embedded Accommodations ***Note**: Requires State authorization for all NEAs.*	Availability of Non-Embedded Accommodations	Alternate Response Options, Braille – Paper (EBAE Contracted), Braille – Paper (EBAE Uncontracted), Braille – Paper (UEB Contracted), Braille – Paper (UEB Uncontracted), Read Aloud Passages Simplified Test Directions, Scribe Items (Writing), Speech to text, Word Prediction	ELA, ELA PT
		Abacus, Alternate Response Options, Braille – Paper (EBAE Contracted), Braille – Paper (EBAE Uncontracted), Braille – Paper (UEB Contracted with Nemeth Math), Braille – Paper (UEB Contracted with UEB Math), Braille – Paper (EBAE Uncontracted), Braille – Paper (UEB Uncontracted with Nemeth Math), Braille – Paper (UEB Uncontracted with UEB Math),Calculator, Multiplication Table, Speech to text, Word Prediction, 100s Number Table	Mathematics
Non-Embedded Designated Supports ***Note**: Requires State authorization for all NEDs.*	Availability of Non-Embedded Designated Supports	Amplification, Bilingual Dictionary (ELA-PT Full Writes Only), Color Contrast, Color Overlay, Noise Buffers, Magnification, Medical Device, Read Aloud Items, Read Aloud Stimuli, Scribe Items (Non-Writing), Separate Setting, Translated Test Directions	ELA, ELA-PT
		Amplification, Color Contrast, Color Overlay, Glossary, Noise Buffers, Magnification, Medical Device, Read Aloud Items, Read Aloud Stimuli, Scribe Items (Non-Writing), Read Aloud Items (Spanish), Separate Setting, Translated Test Directions	Mathematics
Permissive Mode	Availability of Permissive Mode	Permissive Mode Disabled	ELA, ELA-PT, Mathematics
		Permissive Mode Enabled	ELA, ELA-PT, Mathematics
Presentation/Language	Availability of Presentation	English	ELA, ELA-PT, Mathematics

Tool Name	Description	Valid Value	Applies to
		Braille (For Online Testers Only)	ELA, ELA-PT, Mathematics
		Spanish	Mathematics
Print on Demand ***Note**: Requires State authorization for the use of any Print on Request accommodation.*	Availability of Print on Demand	Passages and Items, Stimuli and Items	ELA, ELA-PT, Mathematics
		Stimuli	ELA, ELA-PT, Mathematics
		Items	ELA, ELA-PT, Mathematics
Streamlined Mode	Availability of Streamlined Mode	On	ELA, ELA-PT, Mathematics
		Off	ELA, ELA-PT, Mathematics
Translations (Glossaries)	Availability of Translations (Glossaries) Availability of Translations (Glossaries)	No Glossary, English Glossary	ELA, ELA-PT
		No Glossary, English, Arabic, Burmese, Cantonese, Filipino, Korean, Mandarin, Punjabi, Russian, Spanish, Ukrainian, Vietnamese, Arabic & English, Burmese & English, Cantonese & English, Filipino & English, Mandarin & English, Punjabi & English, Russian & English, Spanish & English	Mathematics
Text to Speech (TTS) ***Note**: Requires State authorization for TTS Passage/Stimuli or Items & Passages.*	Availability of TTS	Items	ELA. ELA-PT, Mathematics
		Passages/Stimuli	ELA, ELA-PT, Mathematics
		Passages and Items, Stimuli and Items	ELA, ELA-PT, Mathematics
Zoom	Availability of Zoom	1X, 1.5X, 1.75X, 2.5X, 3X, 5X, 10X, 15X, 20X **Note**: Any zoom above 5X will require Streamlined Mode to be selected in TIDE.	ELA, ELA-PT, Mathematics

Figure 34 is an example of a simple upload file that sets the colors on the ELA-PT test for the student with ID 9999999999 to black text on a rose background.

Figure 34. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA-PT	Color Choices	Black on Rose
3				

Managing 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 AIRWays Reporting. ORS and AIRWays 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.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

Adding New Rosters

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 their 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'.
- For more details, refer to the *Rosters Quick Guide*.

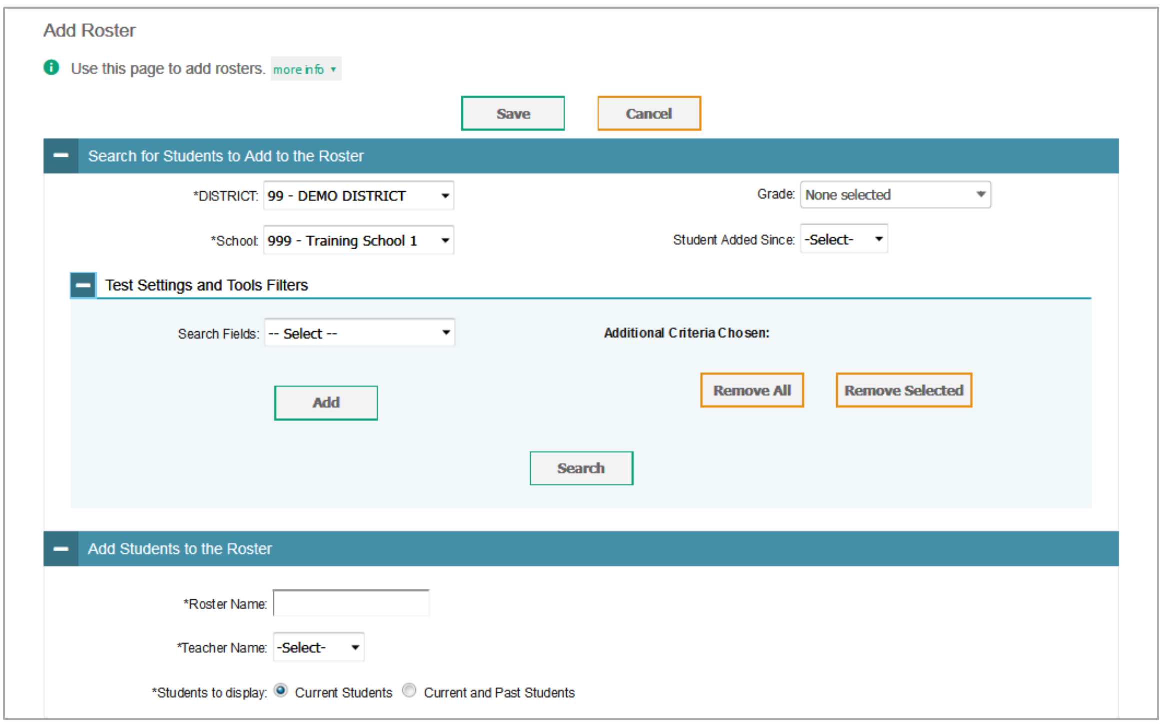
This section explains how to add a new roster to TIDE.

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

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 35). For more information about using record forms, see the section Navigating Record Forms.

Figure 35. Add Roster Form



2. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section Searching for Records.

3. In the *Add/Remove Students to the Roster* panel (see Figure 36), 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:

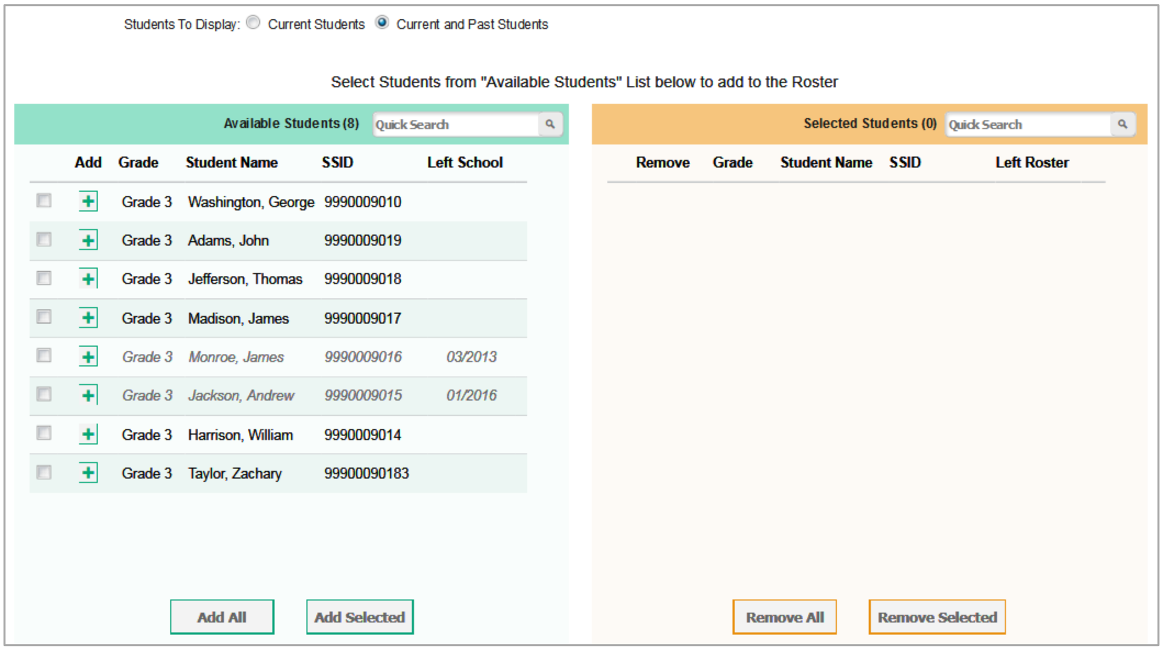
- **Current Students**: Displays students who match your search criteria and are currently associated with the school.
- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if 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.

Note: 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 roster, if desired.

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

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

Figure 36. Add/Remove Students to Roster Panel: 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, click ✖ for the student.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying Existing Rosters

You can modify a roster by changing its name, associated teacher, or by adding students or removing students.

To modify a user-defined roster:

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 Searching for Records.

3. In the list of retrieved rosters, click 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 35).

4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section Searching for Records.

5. In the *Add/Remove Students to the Roster* panel (see Figure 35), 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* 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.

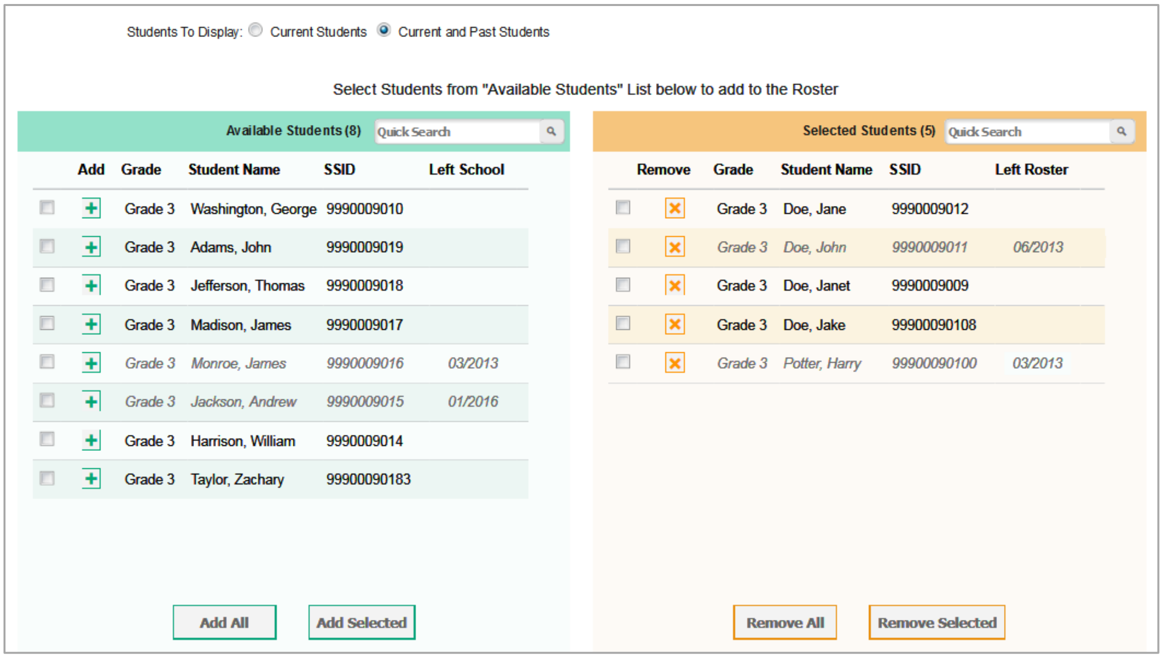
    - **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the *Selected 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.

Note: You can add students to your roster even if they have 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, click for that student.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 37. 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, click for the student.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

6. Click **Save**, and in the affirmation dialog box click **Continue**.

Printing Students Associated with a Roster

You can print a list of students in a roster.

To print students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Searching for Records.

2. 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 all retrieved rosters.

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

3. Click , and then select **Roster**.
4. Under *Print Options*, verify *Roster* is selected. The Roster Student List report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Printing Test Tickets for Students in a Roster

As a roster of students prepares to start a test, you can print all the associated test tickets.

To print test tickets for students in a roster:

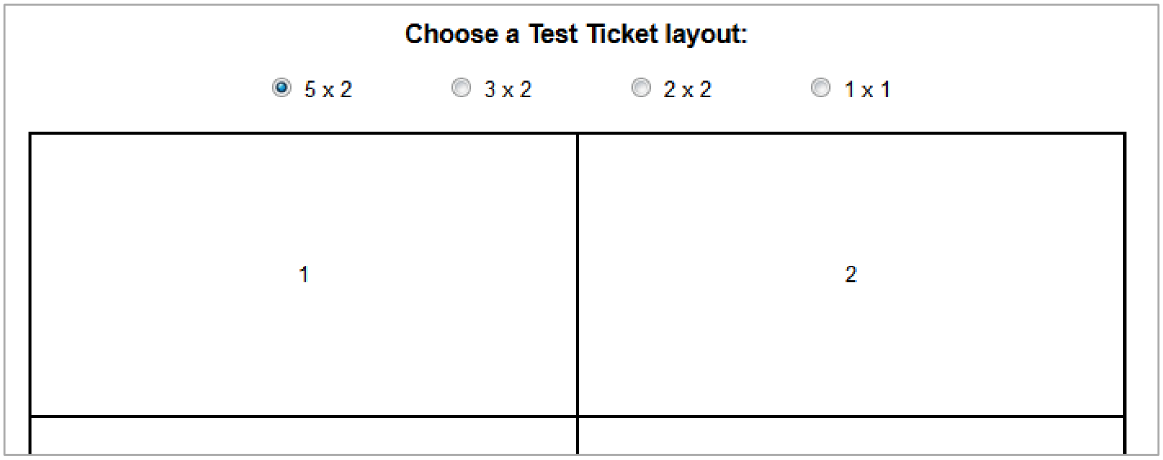
1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.
2. Do one of the following:
    - Mark the checkboxes for the rosters you want to print.
    - Mark the checkbox at the top of the table to print all retrieved rosters.

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

3. Click , and then select **Test Tickets**.

4. Under *Print Options*, verify *Test Tickets* is selected. A layout model appears (see Figure 38).

Figure 38. Test Ticket Layout Model



5. Select the required layout.

6. Click **Print**. Your browser downloads the generated PDF.

Printing Test Settings for Students in a Roster

As a roster of students prepares to start a test, you can print the test settings associated with each student.

To print test settings for students in a roster:

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section Searching for Records.

2. 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 all retrieved rosters.

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

3. Click , and then select **Student Settings and Tools**.

4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.

5. Click **Print**. Your browser downloads the generated PDF.

Deleting Rosters

You can delete rosters created in TIDE, ORS and AIRWays Reporting.

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved rosters.
3. Click , and in the affirmation dialog box click **OK**.

Creating Rosters Through File Uploads

If you have many rosters 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.

To upload rosters:

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 Uploading Records and using Table 9 as a reference, fill out the Roster template and upload it to TIDE.

Table 9 provides the guidelines for filling out the Roster template that you can download from the ***Upload Rosters*** page.

Table 9. Columns in the Rosters Upload File

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

Column Name	Description	Valid Values
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.

*Required field.

Figure 39 is an example of a simple upload file that creates a roster with two students.

Figure 39. Sample Roster Upload File

	A	B	C	D	E
1	**District ID**	**School ID**	**User Email ID**	**Roster Name**	**SSID**
2	09999	0999_09999-01	me@email.com	Math	012345678
3	09999	0999_09999-01	me@email.com	Math	123456789

- The first row (aside from the header row) does the following:
    - If the roster `Math` does not exist in school `0999_0999-01`, TIDE does the following:
        - Creates the roster `Math`.
        - Associates the teacher whose email address is `me@email.com` with the roster.
    - Adds the student ID `012345678` to the roster `Math`.
- The second row adds the student ID `123456789` to the roster `Math`.

Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

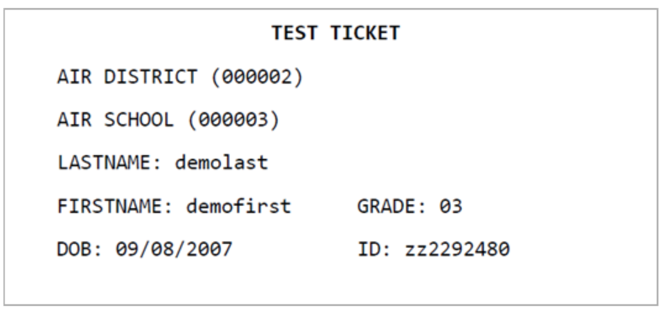
This section covers the following topics:

- Printing Test Tickets
- Managing Appeal Requests
- Monitoring Test Progress

Printing Test Tickets

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

Figure 40. Sample Test Ticket


TEST TICKET

AIR DISTRICT (000002)

AIR SCHOOL (000003)

LASTNAME: demolast

FIRSTNAME: demofirst GRADE: 03

DOB: 09/08/2007 ID: zz2292480

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

Printing Test Tickets from Student List

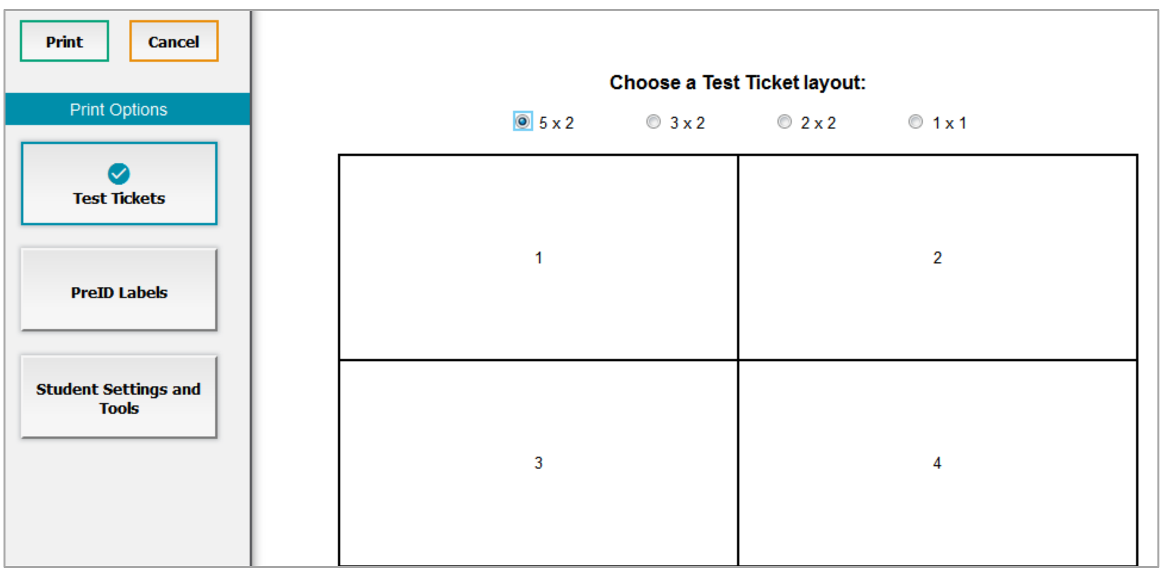
This section explains how to print test tickets from a list of students.

To print test ticket labels:

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 following the procedure in the section Viewing and Editing Students.
3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Specify the students for whom test tickets need to be printed:
   - To print test tickets for specific students, mark the checkboxes for the students you want to print.
   - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Click  and then select the appropriate action:
   - To print test tickets for selected students, click **My Selected Test Tickets**.
   - To print test tickets for all retrieved students, click **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 41), verify **Test Tickets** is selected in the *Print Options* section.

Figure 41. Layout Model for Test Tickets



7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***View/Edit Rosters*** page appears.
2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.
3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 41).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Managing Appeal Requests

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 ORS or AIRWays reports the test scores.

Test appeals are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve test appeal requests.

Table 10 provides descriptions of each appeal request type.

Table 10. Types of Appeal Requests

<table>
<tr><th>Type</th><th>Description</th></tr>
<tr><td>Grace period extension (GPE)</td><td>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:
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.
Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</td></tr>
<tr><td>Invalidate a test</td><td>Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test appeals until the end of the test window.</td></tr>
<tr><td>Re-open a test</td><td>Reopens a test that was completed, invalidated, or expired.
Note: Due to state policy, re-opens will be rejected for tests with the result status of completed, scored, reported, or invalidated.</td></tr>
<tr><td>Re-open test segment</td><td>A user can choose to reopen a previous or current test segment. Note: the test segments available are determined if the student has progressed to the next segment.
Re-Open (Previous) Segment: This appeal is useful when a student inadvertently or accidently 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.
Re-Open (Current) Test Segment: Reopens a test segment that a student submitted. Available only if the student has not yet started a new test segment. For example, use this appeal request if a student submitted a test segment, and wants to change a response on that segment before starting a new test segment.
If you submit this appeal request before the 20-minute pause timer expires, students can review and answer all questions in the reopened test segment.
If you submit this appeal request after the 20-minute pause timer expires, students can review and answer only unanswered test questions in the reopened test segment. If you want students to review and answer all questions (even answered ones) in the reopened test segment after the pause timer expires, submit and get approval for a Grace Period Extension appeal request.</td></tr>
<tr><td>Reset a test</td><td>Allows the student to restart a test opportunity (removing all responses on the test). The main use for a reset is the student not having accommodations set properly in TIDE prior to administration. You can submit these appeal requests until the end of the test window.
Note: Due to state policy, resets will be rejected for tests with the result status of completed, scored, reported, or invalidated.</td></tr>
<tr><td>Restore a test that was reset</td><td>Reverses a reset, restoring the student's responses on the test when the reset was processed.
Note: Due to state policy, restores will be rejected for tests with the result status of completed, scored, or reported.</td></tr>
</table>

Warning: Timing of resets and reverts Submit reset and reverts 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.

An appeal request's status can change throughout its life cycle. Table 11 lists the available statuses.

Table 11. Statuses of Appeal Requests

Appeal Request Status	Description of Status
Error Occurred	An error occurred while the appeal request was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval	Appeal request is pending approval.
Processed	Appeal request was successfully processed, and the test opportunity has been updated.
Rejected	Another user rejected the appeal request.
Rejected by System	Test Delivery System was unable to process the appeal request.
Requires Resubmission	Appeal request must be resubmitted.
Retracted	Originator retracted the appeal request.
Submitted for Processing	Appeal request submitted to Test Delivery System for processing.
Resolved	Appeal was resolved.

Table 12 lists the valid combinations of appeal requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 12. Available Appeal Requests by Test Status

Test Status	Grace period extension	Invalidate a test	Re-open a test	Re-open test segment	Reset a test	Restore a test that was reset
Approved					✓	✓
Completed*		✓	✓		N/A	N/A
Denied	✓	✓		✓	✓	✓
Expired		✓	✓		✓	✓
Invalidated*			N/A		N/A	N/A
Paused	✓	✓		✓	✓	✓

Test Status	Grace period extension	Invalidate a test	Re-open a test	Re-open test segment	Reset a test	Restore a test that was reset
Pending					✓	✓
Processing					✓	✓
Reported*		✓	✓		N/A	N/A
Review					✓	✓
Scored*		✓	✓		N/A	N/A
Started					✓	✓
Submitted		✓	✓		✓	✓
Suspended					✓	✓
*Although TIDE will send these appeal requests for consideration, the State will reject all requests to reset or re-open a test that have a result status of **completed**, **reported**, or **scored**. The state will also reject tests to reset or reopen tests that were previously approved to be **invalidated**.						

Creating Appeal Requests

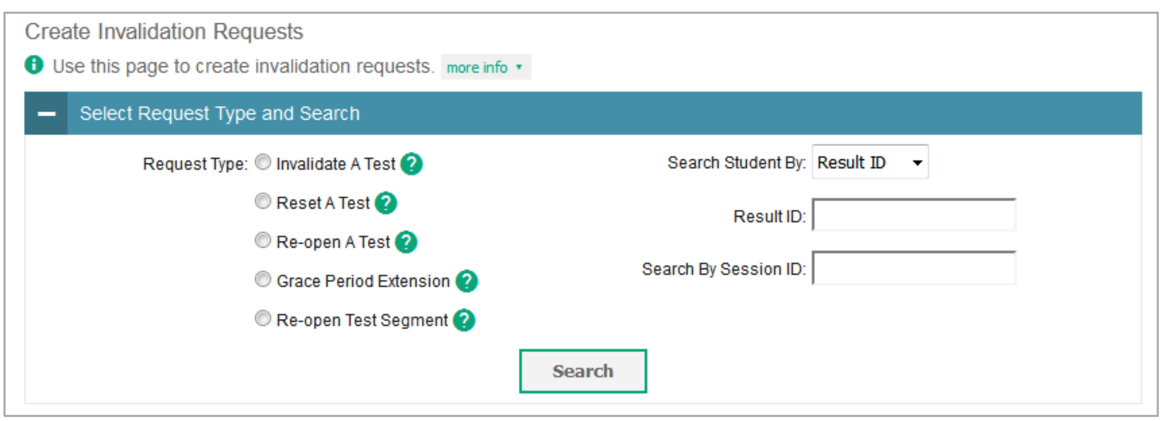
You can create a test appeal request for a given test result.

To create Appeal requests:

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

    a. From the **Appeal** task menu on the TIDE dashboard, select **Create Requests**. The ***Create Requests*** page appears (see Figure 42).

Figure 42. Selection Fields in the Create Requests Page

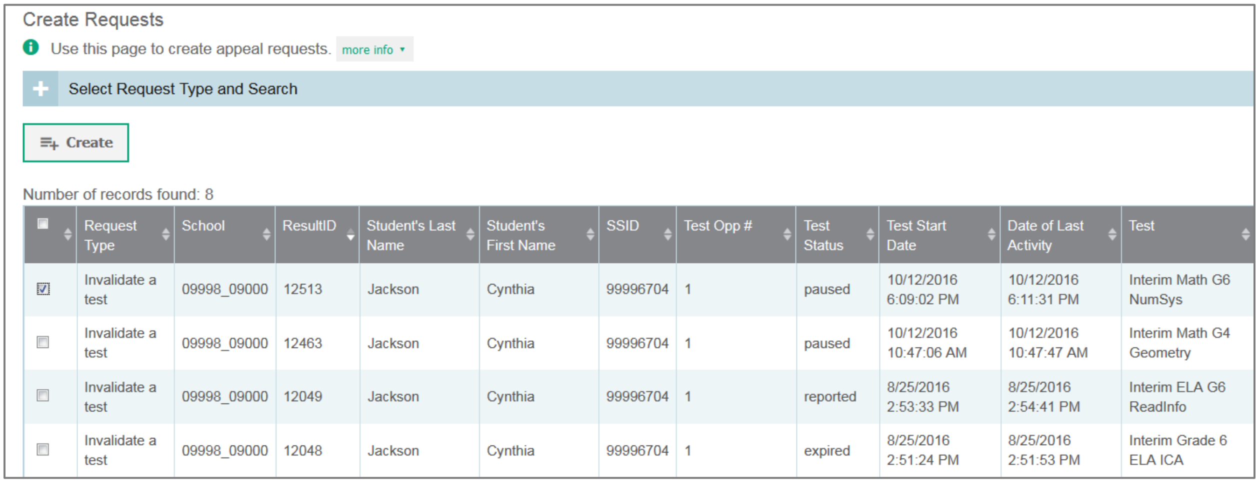


    b. Select a request type.

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

d. Click **Search**. TIDE displays the found results at the bottom of the ***Create Requests*** page (see Figure 43).

Figure 43. Retrieved Test Results



	Request Type	School	ResultID	Student's Last Name	Student's First Name	SSID	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test
☑	Invalidate a test	09998_09000	12513	Jackson	Cynthia	99996704	1	paused	10/12/2016 6:09:02 PM	10/12/2016 6:11:31 PM	Interim Math G6 NumSys
☐	Invalidate a test	09998_09000	12463	Jackson	Cynthia	99996704	1	paused	10/12/2016 10:47:06 AM	10/12/2016 10:47:47 AM	Interim Math G4 Geometry
☐	Invalidate a test	09998_09000	12049	Jackson	Cynthia	99996704	1	reported	8/25/2016 2:53:33 PM	8/25/2016 2:54:41 PM	Interim ELA G6 ReadInfo
☐	Invalidate a test	09998_09000	12048	Jackson	Cynthia	99996704	1	expired	8/25/2016 2:51:24 PM	8/25/2016 2:51:53 PM	Interim Grade 6 ELA ICA

2. Mark the checkbox for each result for which you want to create a test appeal, and then click **Create**.

3. From the **Select a reason from the list** drop-down, select a reason for creating the appeal request. The reasons may vary based on the appeal request type.

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

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

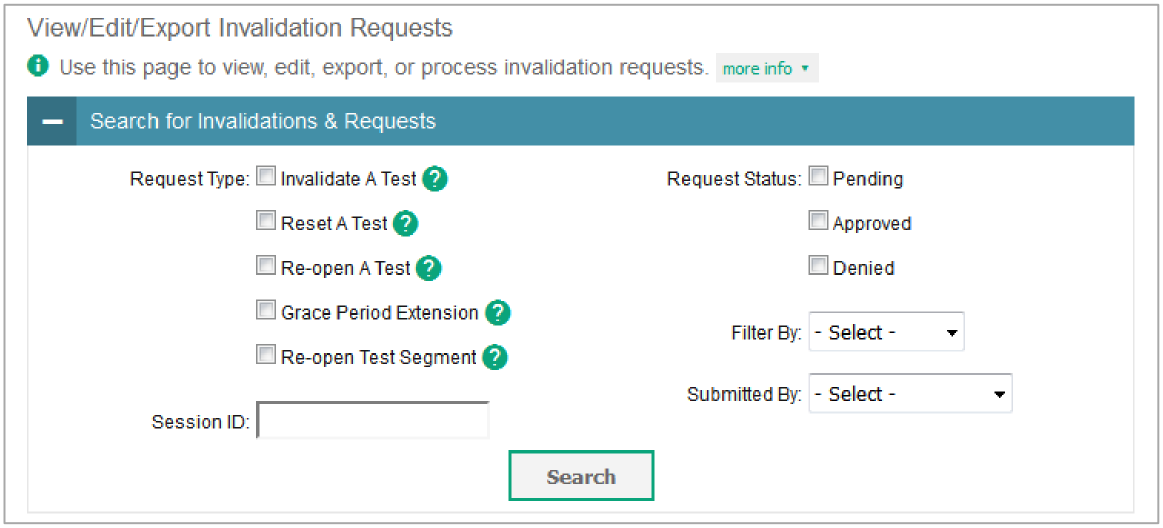
6. Click **Submit**. TIDE displays a confirmation message.

Viewing Appeal Requests

To approve, reject, or retract appeal requests:

1. From the **Appeal** task menu on the TIDE dashboard, select **View/Approve/Export Requests**. The ***View/Edit/Export Appeal Requests*** page appears (see Figure 44).

Figure 44. Selection Fields in the View/Edit/Export Appeal Requests Page



2. Retrieve the appeal requests you want to view by following the procedure in the section Searching for Records. Figure 45 shows retrieved appeal requests.

Figure 45. Retrieved Appeal Requests

	Case Number	Request Type	School	ResultID	Student's Last Name	Student's First Name	SSID	Segments	Request Status	Request Date	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity	Requested By Email
	3412	Invalidate a test	09998_09000	12019	Jackson	Cynthia	99996702		Pending Approval	11/3/2016 12:26:54 PM	Interim ELA G4 BriefWrite	1	reported	Demo User, DA	8/25/2016 1:52:48 PM	8/25/2016 1:53:13 PM	SD-DA1@demo.user
	3413	Invalidate a test	09998_09000	12020	Jackson	Cynthia	99996702		Pending Approval	11/3/2016 12:29:23 PM	Interim ELA G4 ListenInt	1	reported	DemoUser, STATE	8/25/2016 1:54:21 PM	8/25/2016 1:55:32 PM	SD-STATE1@demo.user
	3417	Reset a test	09998_09000	12293	Jackson	Cynthia	99996703		Pending Approval	11/3/2016 12:44:10 PM	Interim ELA G5 Edit	1	paused	Demo User, DC	9/1/2016 11:44:25 AM	11/1/2016 4:31:41 PM	SD-DC1@demo.user
	3387	Re-open a test	09998_09000	12493	Jackson	Cynthia	99996705		Pending Approval	11/1/2016	Interim Math		paused	User, SDState1	10/12/2016 11:29:14 AM	10/12/2016 11:29:31 AM	SDStateUser@air.org
	3388	Re-open a test	09998_09000	12496	Jackson	Cynthia	99996705		Pending Approval	11/1/2016 4:41:51 PM	Interim Grade 7 Math ICA	2	paused	User, SDState1	10/12/2016 11:30:49 AM	10/12/2016 11:31:33 AM	SDStateUser@air.org

3. *Optional:* Review the initiator's reason for the appeal request by clicking in the Status column.

Creating Appeal Requests Through File Uploads

If you have many appeal requests 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.

To upload appeal requests:

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

2. Following the instructions in the section Uploading Records and using Table 13 as a reference, fill out the Appeal Request template and upload it to TIDE.

Table 13 provides the guidelines for filling out the Appeal Request template that you can download from the ***Upload Requests*** page.

Table 13. Columns in the Appeal Requests Upload File

Column Name	Description	Valid Values

Type*	Type of appeal request.	One of the following:
		`Invalidate a Test`
		`Reset a Test`
		`Re-open a Test`
		`Grace period extension`
		`Restore a test that was reset`
		`Re-open Test Segment`

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`SSID`
		`Session ID`

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 request. **	One of the following:
		`ELA only - student is first year in country`
		`Issue not listed see additional comments`
		`Pause was more than 20 minutes`
		`Pause was more than 20 minutes and needs to finish segment`
		`Performance Task expired`
		`Student accommodations not in place in TIDE and/or TDS`
		`Student is taking alternate assessments`
		`Student started wrong test`
		`Student use of inappropriate technology during test`
		`Summative CAT expired`
		`Technology issues forced student out of test`
		`Text-to-Speech not working`

Comments	Additional comments for the appeal request.	Up to 1,000 alphanumeric characters.
*Required field. **Reasons vary based on the appeal request type.		

Figure 46 is an example of an upload file that restores all tests associated with session ID `UAT-9444-1`.

Figure 46. Sample Appeal Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

Monitoring 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.
- State Participation Counts Report: Shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.
- Test Status Code Report: Displays all the non-participation codes for a test administration.

Generating Plan and Manage Testing Report

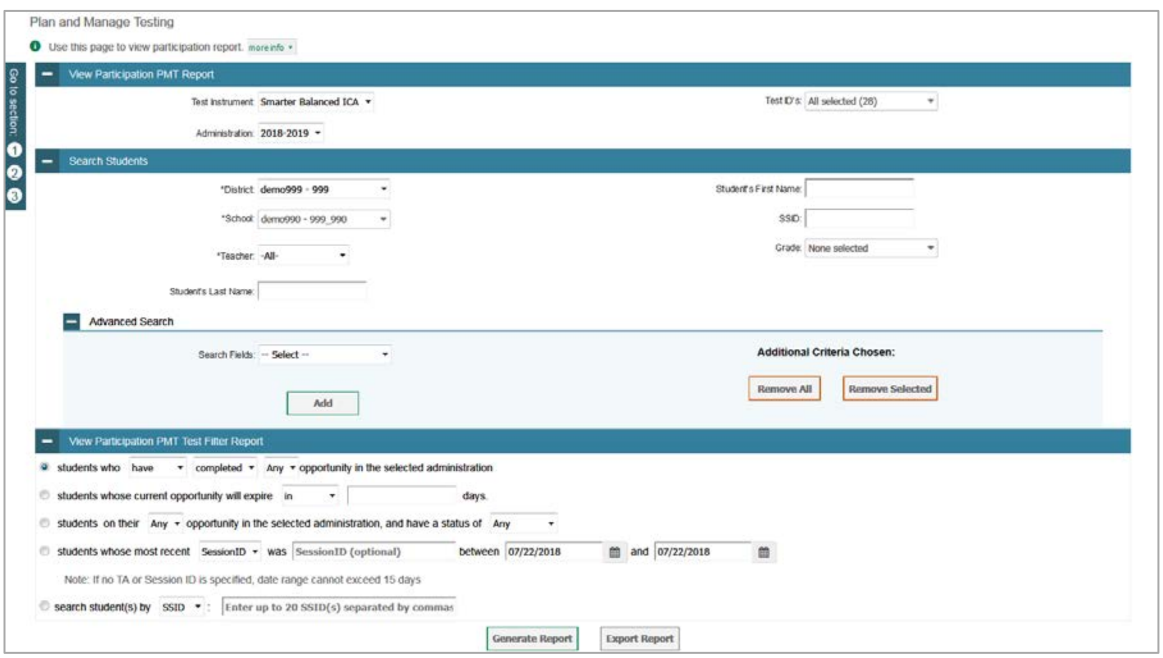
TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

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

To generate a Plan and Manage Testing 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 47).

Figure 47. 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 ID** 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 **Filter By** drop-down list, select a specific test accommodation or demographic to filter the report.

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

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, multiple, or all schools from this list.

   c. *Optional*: If a single school was selected, choose a teacher from the **Teacher** drop-down list.

Note: About the "Teacher" Drop-down List

The "Teacher" drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school. When you select a person from the "Teacher" drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

If you do not select any person from the "Teacher" drop-down list and use the default value of "All" to generate the report, you will 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:* From the *Student's Last Name* field, enter a student's last name.

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

   f. *Optional:* From 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.

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.

   - Students whose current opportunity will expire {**in/between**} {**number/range**} days.

Note: 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:

   - To view the report on the page, click **Generate Report**.

   - To open the report in Microsoft Excel, click **Export Report**.

Figure 48 displays a sample Plan and Manage Testing report output, and Table 14 provides descriptions of the columns in this report.

Figure 48: Plan and Manage Testing Report

Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

Table 14. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
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.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator 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.
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.
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.
Interim Grade	Indicates whether a student took an on- or off-level test.
School Name	Name of the school.

Attribute	Description
District Name	Name of the district.

Generating Participation Reports by SSID

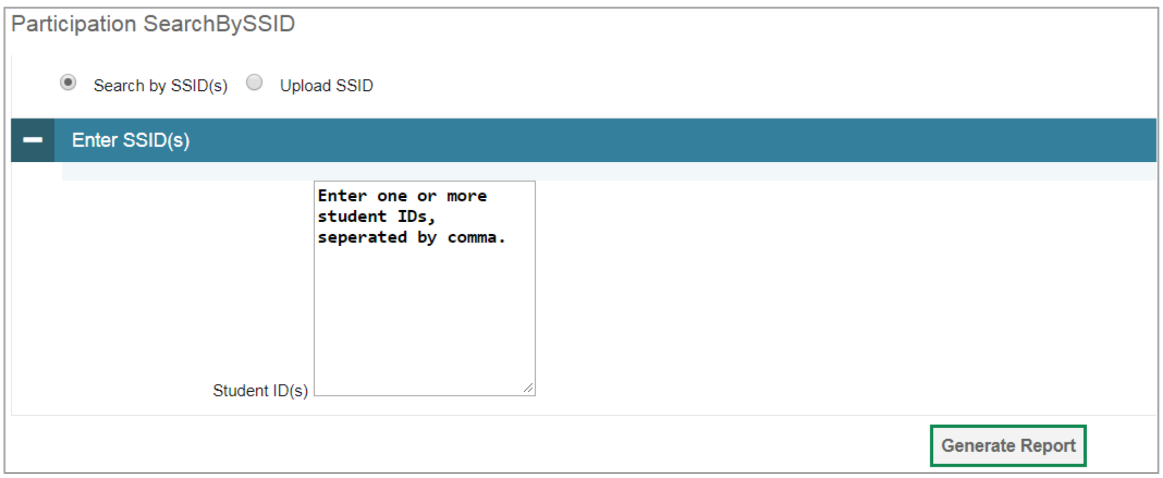
You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

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

To generate Participation Reports by SSID:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search by SSID**. The ***Participation Search by SSID*** page appears (seeFigure 49).

Figure 49. Participation Search by SSIDPage



2. Do one of the following:
   - o To enter students' SSIDs, select **Search by SSID(s)**.Next, enter one or more SSIDs, separated by commas, in the *Student IDs* field.
   - o To upload SSIDs, select **Upload SSID**. Next, click **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column.

Note: You can enter or upload up to 1,000 SSIDs.

1. Select **Generate Report**. The Participation Report by SSID appears (see Figure 49). Table 14 provides descriptions of the columns in this report.

Reviewing Test Completion Rates

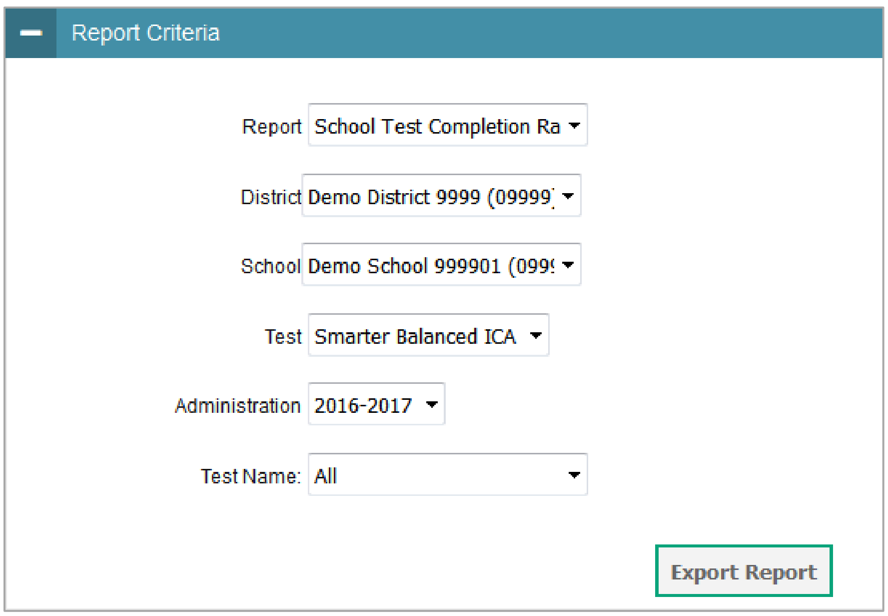
The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

To review test completion rates:

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 50), select the parameters for which tests to include in your report.

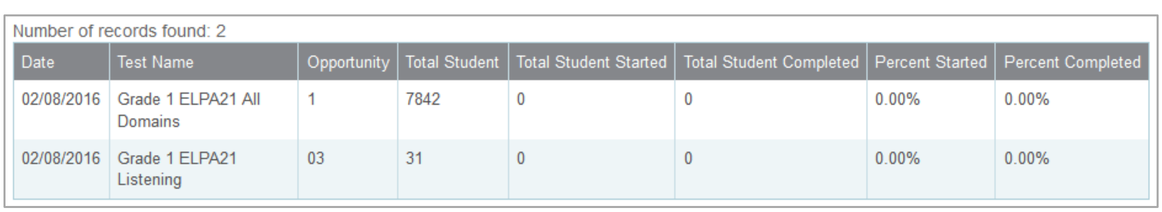
Figure 50. Test Completion Rates Search Fields



3. To open the report in Microsoft Excel, click **Export Report**.

Figure 51 displays a sample Test Completion Rate report and Table 15 lists the columns in this report.

Figure 51. 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%

Table 15. Columns in the Test Completion Rates Report

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

Reviewing Test Status Code Reports

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

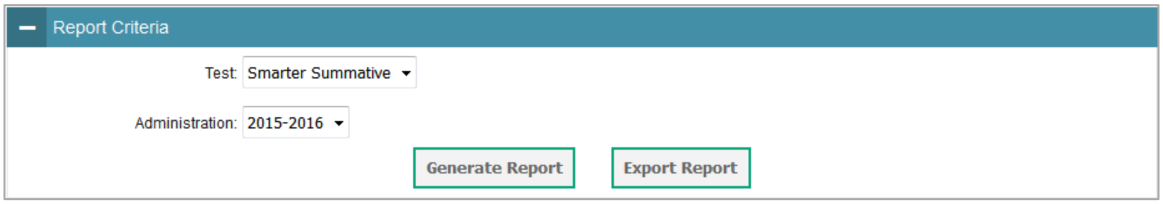
For more information about special codes, see the section Managing Non-Participation Codes.

To review explanations for non-participation:

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

2. In the *Report Criteria* panel (see Figure 52), select search criteria for the test and administration.

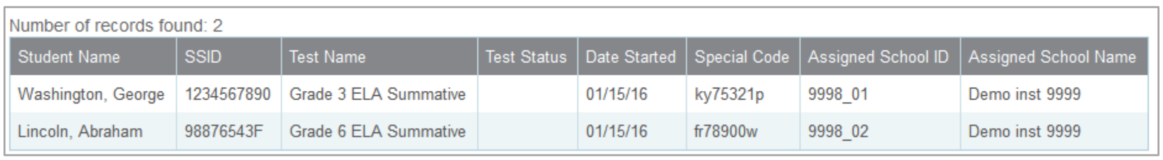
Figure 52. Test Status Code Report Search Fields



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

TIDE displays the tests and associated statuses and special codes (see Figure 53).

Figure 53. Test Status Code Report


Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

Table 16 lists the columns in the Test Status Code Report.

Table 16. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
OppNum	Test opportunity number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 17 describes each status that a test opportunity can have.

Table 17. 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.
Paused	The student’s test is currently paused (as a result of one of the following): • The student paused his or her test by clicking the **Pause** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator 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.

Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

This section covers the following topics:

- Data Cleanup

Data Cleanup

This section explains how to manage non-participation codes and resolve testing discrepancies.

Managing Non-Participation Codes

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

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. Table 18 lists the special codes and their descriptions.

Table 18. Special Codes and Their Descriptions

Special Code	Description
None or [Blank]	Student took the test under standard testing conditions.
New Non-English Proficient	Student is an English language learner (ELL) student and was first enrolled in the United States after May 2 of the current school year. The Non-Participation code should only be applied to the ELA (CAT, and Performance Task or Paper Form).
Refusal - Student	Student chose to give up during testing or refused to start the test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).
Refusal - Parent	A parent or legal guardian has requested that the student not take the test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).
Student Not Eligible – F1 Visa	The student is classified as an international student and is not eligible to take the Smarter Balanced Math or ELA test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).

Student Not Eligible – Alternate Assessment	The student is not eligible to take the Smarter Math or ELA test if the student is taking MSAA. Use of this code must be approved by the district SDDOE Assessment Contact. Use of this code must be reviewed and approved by your district SDDOE Assessment Contact. The Non-Participation code should only be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form) for which was approved for use by the SDDOE.

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

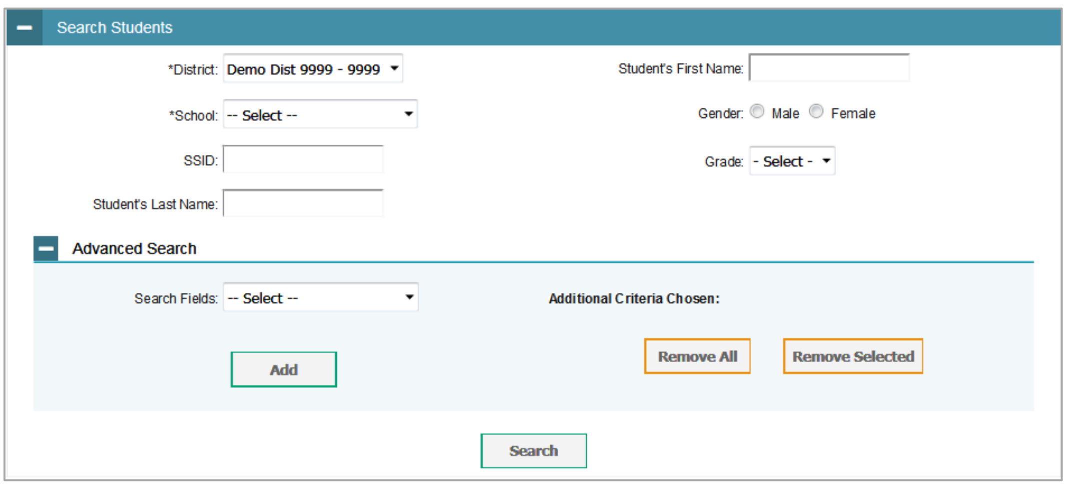
Viewing and Editing a Student's Special Codes

This section explains how to view or edit a student's special codes.

To view or edit a student's special codes:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 54).

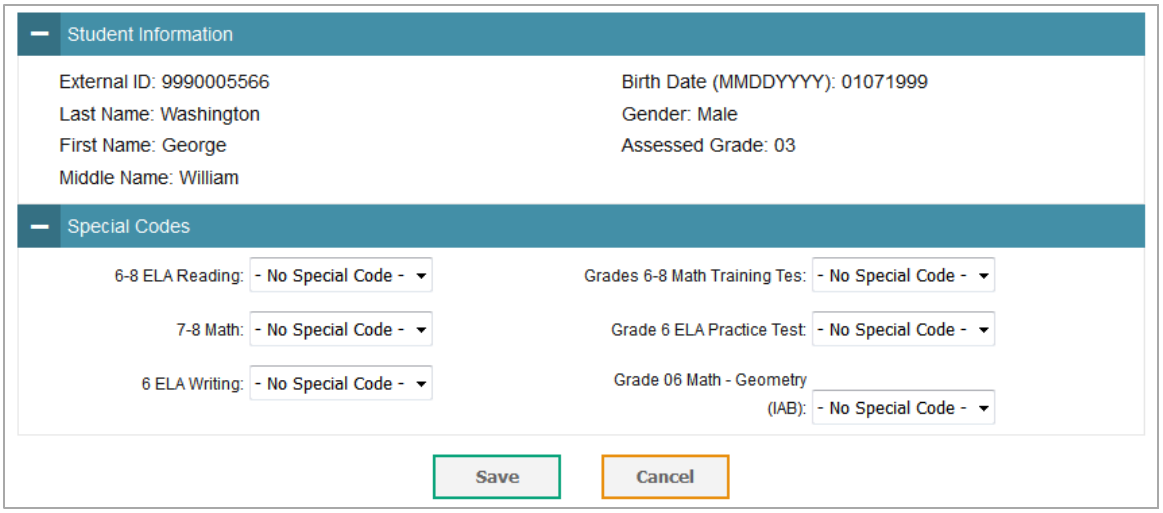
Figure 54. Fields in the Non-Participation Codes Page



2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click  for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 55).

Figure 55. Edit Non-Participation Codes



4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 18.

5. Click **Save**.

Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 56 describes the entire processing flow for file uploads.

Figure 56. Upload Processing Flow

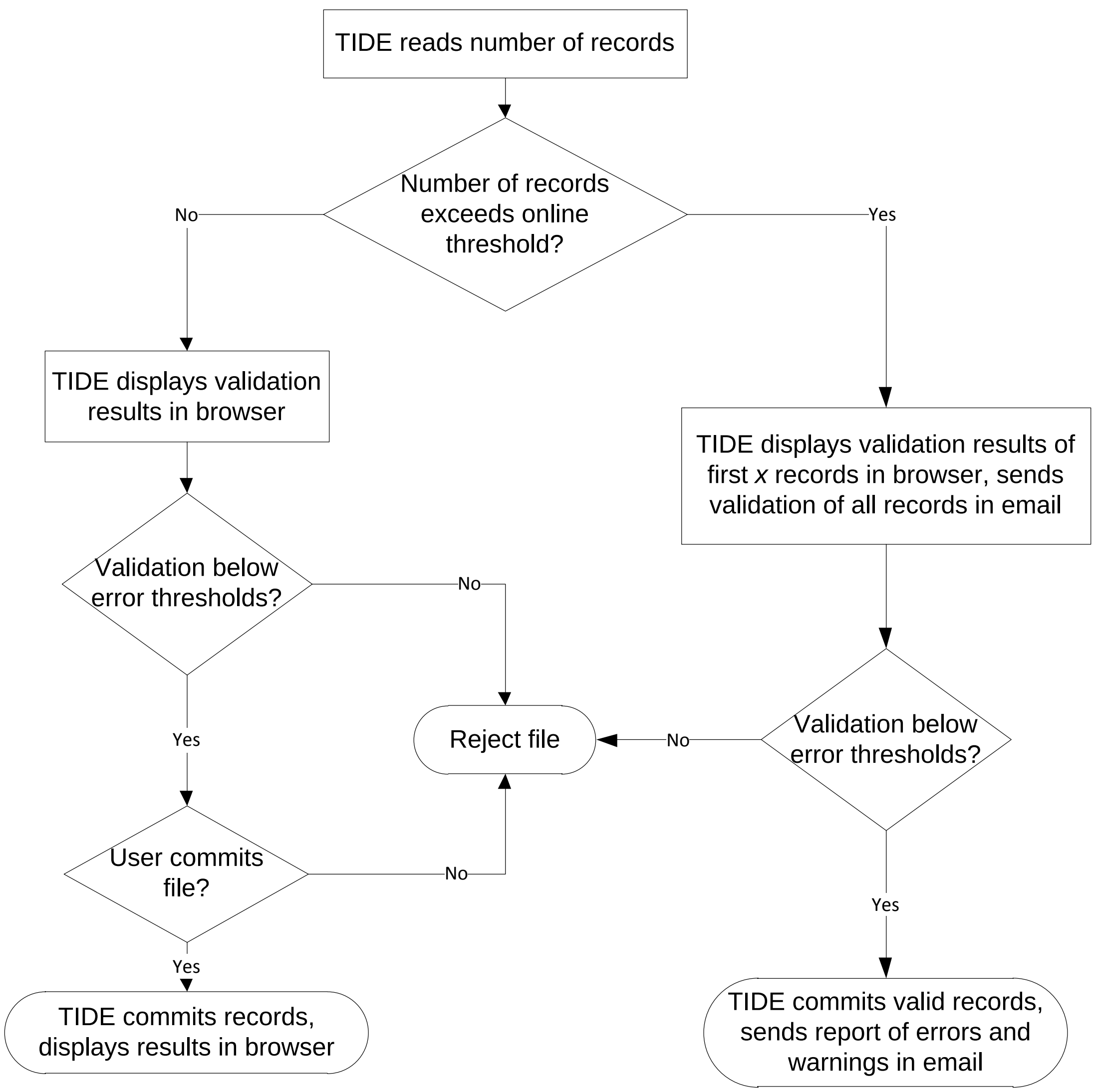


Table 19 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 56.

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
   a. TIDE validates the remaining records offline, and sends a validation report via email.
   b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 19. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students Settings	1,000	200
Test Appeal Requests	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.

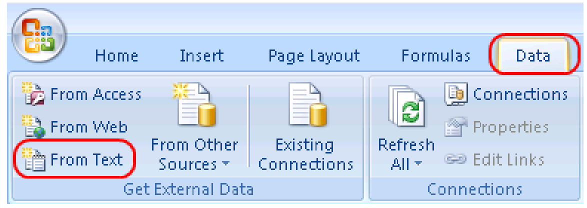
- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data.

Appendix B.Opening CSV Files in Excel 2007 or Later

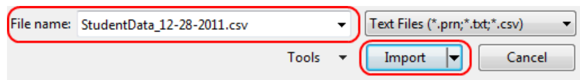
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

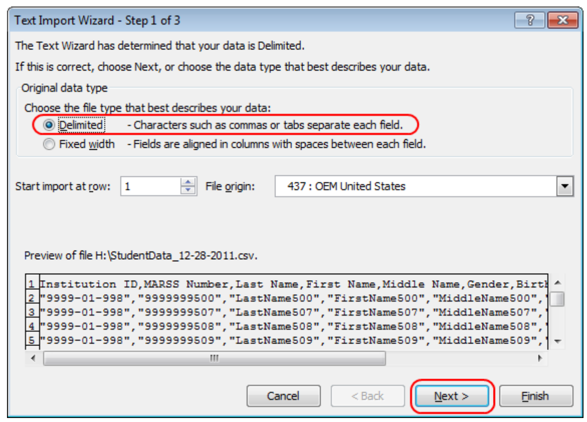
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



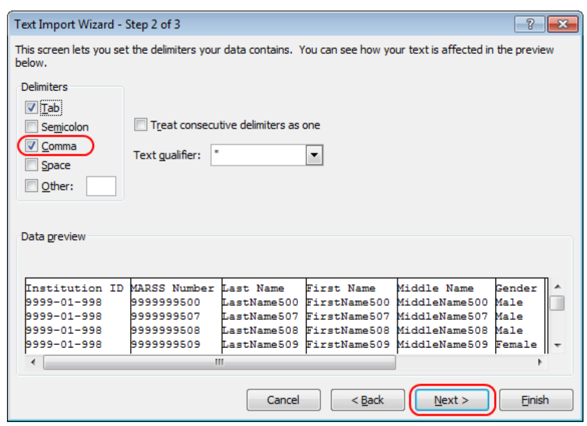
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.



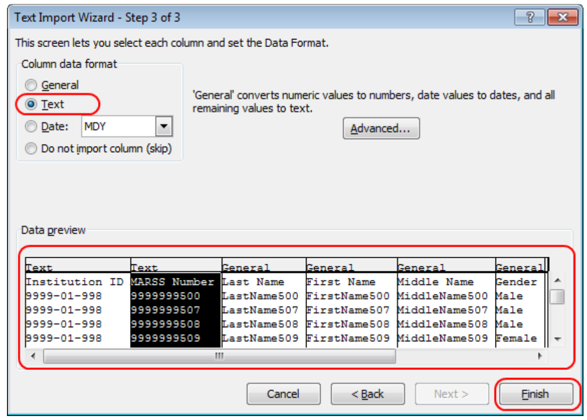
4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.



5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



6. In Step 3 of the wizard, do the following:



   a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

   b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.

   c. Repeat steps 6.a–6.b for all columns in the CSV file.

   d. Click **Finish**.

Excel imports and displays the CSV file.

Appendix C. Understanding the Materials Ordering Life Cycle (Paper Schools Only)

Some students take tests using traditional paper-and-pencil forms. To administer these tests, students and test administrators need to receive test materials, such as test booklets, answer booklets, or ELA listening scripts. Your district or school must be pre-approved to receive paper materials for testing, such as test and answer booklets.

CAUTION: Districts can only access these tasks if the state has approved their initial order and verified their shipping information in TIDE prior to the start of the paper window.

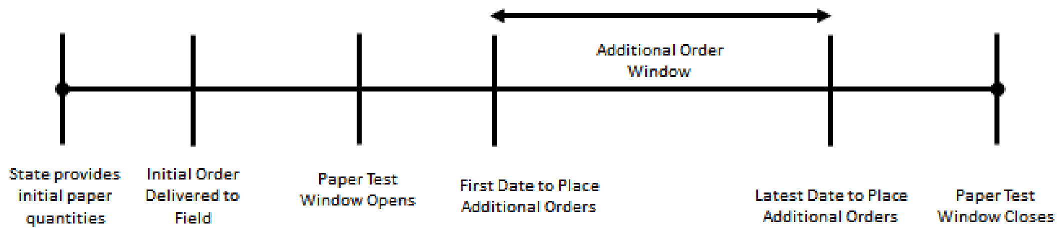
Understanding the Materials Ordering Life Cycle

TIDE computes the quantities of test materials that your district or school receives based on the initial data provided by the state. Once the order information from the state is loaded in TIDE and the state has updated the shipping information for approved schools, District Administrators or District Test Coordinators will be able to view the quantities in the Order History tab for their district. This is the time during which you can review orders for materials and be guaranteed that they arrive at the district in time to distribute them to the schools for the beginning of the paper test window. These orders arrive as a single shipment.

The additional order window will open on March 6 through April 12. During this time, you can place additional orders for materials as described in the section Placing Additional Orders. However, depending on when you place the order, there is no guarantee that they will arrive in time for the test. During this second window, TIDE transmits the orders to the printer on a daily basis. All order requests placed during the additional order window must be approved by South Dakota DOE prior to being sent to the printer. See the Viewing Order History section or the paper order window test materials (see Figure 57) for more information.

Figure 57 shows a time line illustrating the order windows.

Figure 57. Order Windows for Testing Materials



TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section Viewing Order History.

In the event that a school orders additional test booklets, has ordered braille booklets, or needs additional PreID labels, refer to the Printing PreID Labels section for instructions.

Understanding an Order's Status

In the workflow for an initial order, a district user provides the SD DOE office of assessment the order information. In the workflow for the additional order, a district user generates the order in TIDE. Next, a state-level administrator reviews the initial or additional order, approving or modifying it as appropriate. If approved, AIR sends the order to the vendor, who prints and ships the order.

On the ***View Order History*** page (see the section Viewing Order History) TIDE displays an order's status depending on its most recent activity. Table 20 describes those statuses. (Your version of TIDE may not include all of these statuses.)

Table 20. Order Statuses

Status	Description
Open	Order was generated by TIDE, awaiting review by a test coordinator. (Not applicable to additional orders.)
Awaiting Approval	Order is awaiting approval.
Rejected	Order was not approved.
Approved	All line items in the order were approved.
Processed	Order was transmitted to vendor.

Status	Description
Partially Approved	At least one-line item in the order was rejected.
In Process	Order is approved, not yet transmitted to vendor.
Canceled	Order was canceled.

Working with Orders for Testing Materials

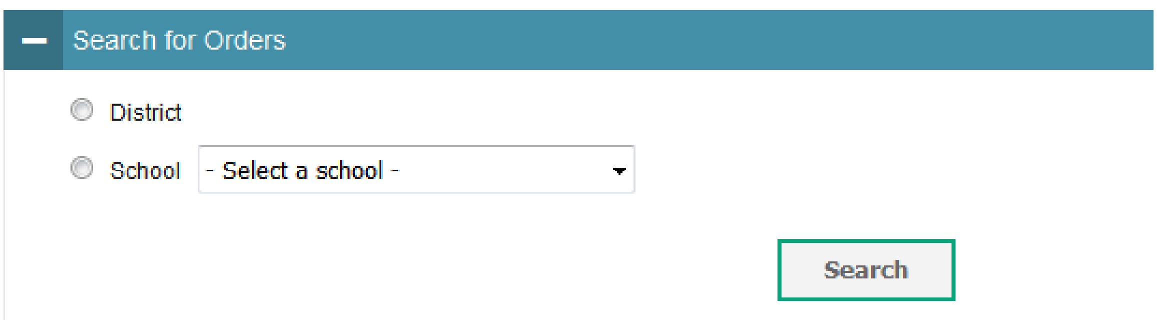
Placing Additional Orders

You can request additional materials beyond those specified in your initial order.

To request additional materials:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Additional Orders**. The ***Additional Orders*** form appears (see Figure 58). For more information about using record forms, see the section Navigating Record Forms.

Figure 58. Fields in the Additional Orders Page

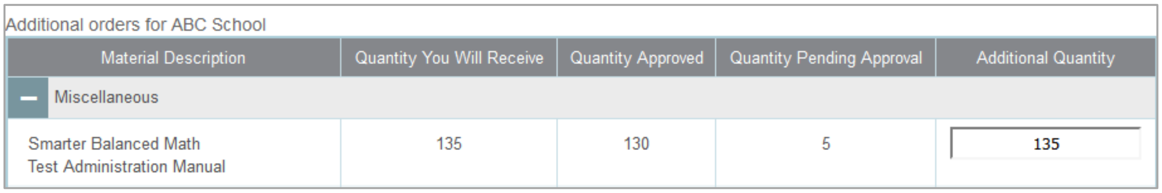


2. In the *Contact Info* panel (if available), do the following:
   a. Verify or enter information in the *District Assessment Coordinator Information* panel.
   b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.
   c. Verify or enter information in the *Mailing Information* section.
   d. Click **Verify**, and then click **Continue** in the confirmation message that appears.

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

3. Do one of the following:
    - Mark **District** (if available) to place an order for an entire district.
    - Mark **School**, and then select a school, to place an order for an individual school.
4. Click **Search**. A list of materials available for ordering appears (see Figure 59)

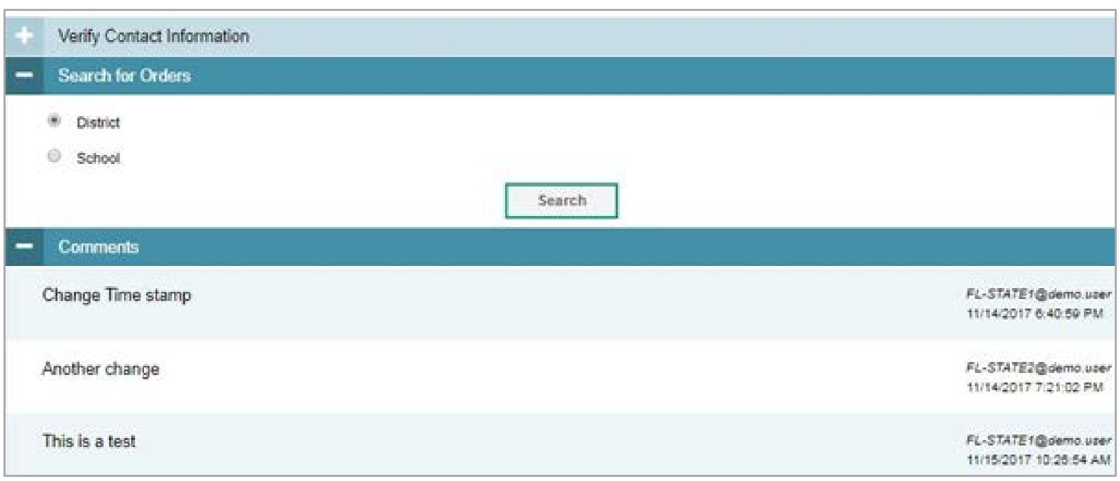
Figure 59. List of Available Additional Orders


Additional orders for ABC School

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Miscellaneous				
Smarter Balanced Math Test Administration Manual	135	130	5	135

5. *Optional:* To change the shipping address, click return to the *Contact Info* panel.
6. *Optional:* To view comments about the order, expand the *Comments* panel if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when (See Figure 60).

Figure 60. Additional Orders: Comments Panel



7. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.

8. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

9. Click **Save Orders**. A text box appears allowing you to enter additional comments.

10. Click **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.

11. Click **Close** to return to the ***Additional Orders*** page.

Table 21 describes the columns in the ***Additional Orders*** page.

Table 21. Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Cumulative quantity sent to the printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the *Quantity You Will Receive* column along with any additional quantity. For example, if the quantity displayed in the *Quantity You Will Receive* column shows 135 and you need 10 more, enter 145.

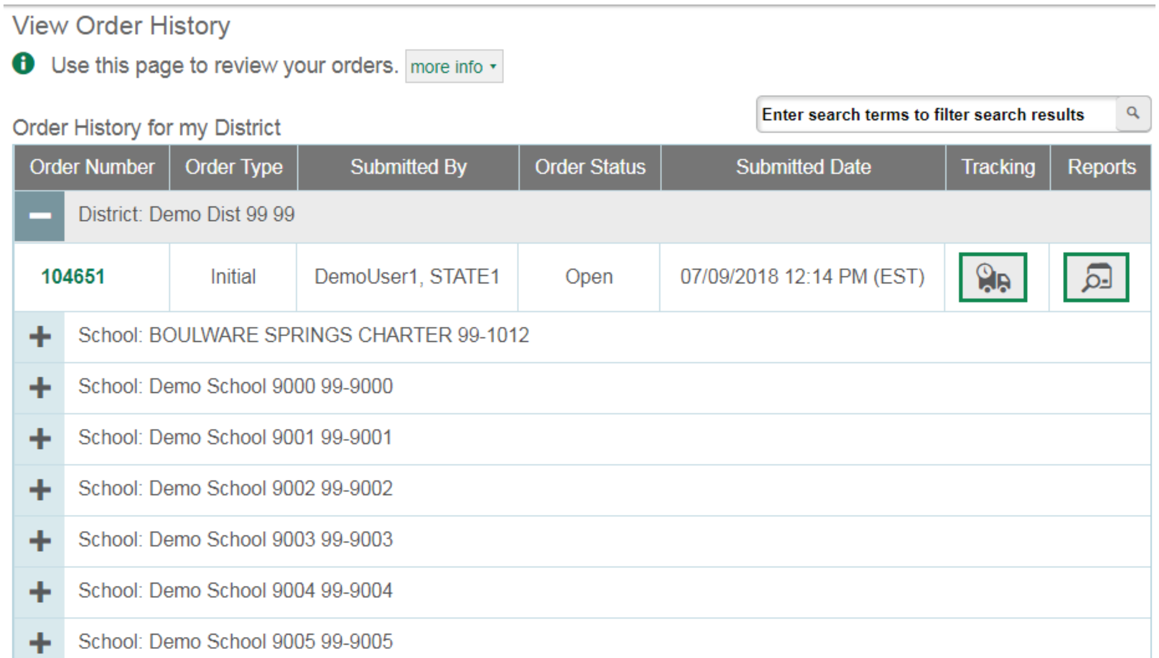
Viewing Order History

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

To review order history:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 61).

Figure 61. Fields in the Order History Page



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

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

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

Table 22 describes the columns in the order history page.

Table 22. Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.

Column	Description
Submitted Date	Date order was generated.

Table 23 describes the columns in the order details form.

Table 23. Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

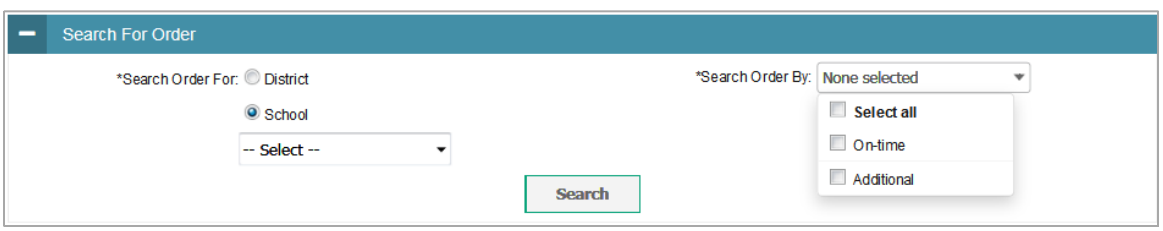
Viewing Order Quantity Reports

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

To review order quantity reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The ***Order Quantity Report*** page appears (see Figure 62).

Figure 62. Fields in the Order Quantity Report Page



2. Under *Search Order For*, do one of the following:
   - Mark **District** (if available) to review orders for an entire district.
   - Mark **School**, and then select a school, to review orders for an individual school.
3. From the **Search Order By** drop-down list, mark the checkboxes for **On-time** and **Additional**, as available, to include those types of orders in the report.
4. Click **Search**. The order report appears.

Table 24 describes the columns in the ***Order Quantity Report*** page.

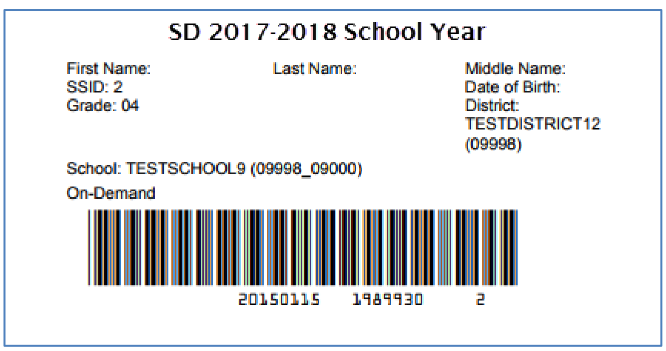
Table 24. Columns in the Order Quantity Report Page

Columns	Description
Material Type	Description of the materials included in the order.
Expected Shipment	Quantity to be shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices, and another quantity combining shipments to schools.
Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders, and another quantity showing combined school orders.
Total Expected Shipment Quantity	Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Printing PreID Labels

A PreID label (see Figure 63) is a label that you affix to a student's testing materials, such as an answer booklet.

Figure 63. Sample PreID Label



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

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

To print PreID Labels:

1. Retrieve the students for whom you want to print labels by following the procedure in the section Viewing and Editing Students.

2. Click the column headings to sort the retrieved students in the order you want the labels printed.

3. Specify the students for whom labels need to be printed:

    - To print labels for specific students, mark the checkboxes for the students you want to print.

    - To print labels for all students listed on the page, mark the checkbox at the top of the table.

4. Click  and then click **My Selected PreID Labels**.

5. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see Figure 64).

6. Click the start position you require.

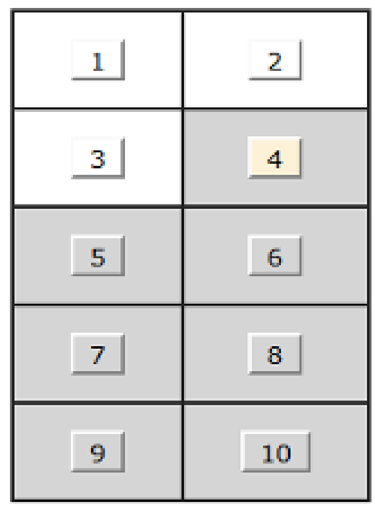
    The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

7. Click **Print**.

Note: When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 64. Layout Model for PreID Labels



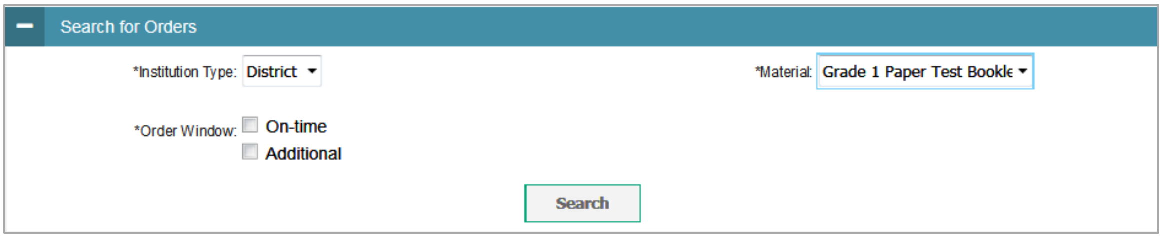
Viewing Order Quantities by Testing Material

You can view reports summarizing test material orders for your school or district.

To view quantities by testing material:

1. From the **Order Reports** task menu on the TIDE dashboard, select **Quantity By Material Type**. The ***Quantity By Material Type*** page appears (see Figure 65).

Figure 65. Fields in the Quantity By Material Type Page



2. From the *Institution Type* drop-down list, select the **District** or **School**.
3. Mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.
4. From the *Material* drop-down list, select the material to include in the report.
5. Click **Search**. The order report appears.

Table 25 describes the columns in the ***Quantity By Material Type*** page.

Table 25. Columns in the Quantity By Material Type Page

Columns	Description
External ID	ID of the district or school for which the order is placed.
Institution Name	Name of the district or school for which the order is placed.
Shipment Quantity	Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.
Quantity Approved	Cumulative quantity approved.
Quantity Awaiting Approval	Quantities awaiting approval. Decrements each time a quantity is approved. For example, if 100 booklets are awaiting approval, and someone approved 10 of those booklets for purchase, this column subsequently displays 90.

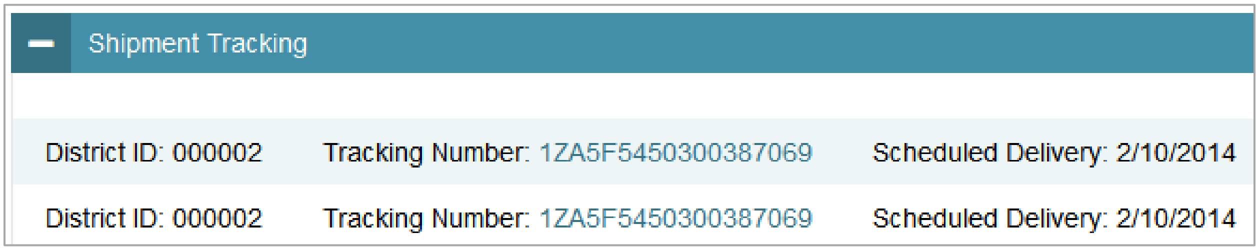
Tracking Inbound Shipments

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

To view inbound tracking reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Track Shipments**. The ***Track Shipments*** page appears (see Figure 66).

Figure 66. Shipment Tracking Panel in the Track Shipments Page



2. To view the shipping company's tracking report, click its tracking number.

Appendix D.TIDE Tasks for State-Level Users

Preparing for Testing

Adding the Text-to-Speech Passages and other State-Only Accommodations

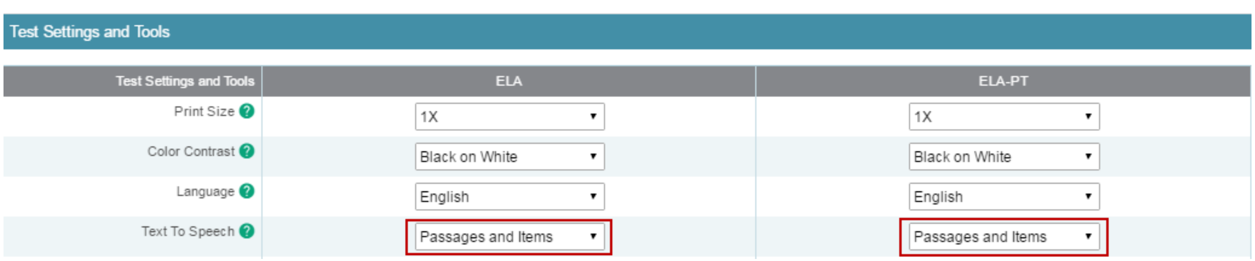
State-level users are the only users who can modify an individual student's test settings to support the ELA Passages or Passages & Items Text-to-Speech accommodation as well as Print on Demand, Non-Embedded Accommodations, and Non-Embedded Designated Supports. Upon State approval, you can edit a student's record from the ***View/Edit/Export Studentss*** page in TIDE.

To modify student test settings:

1. Using the procedure described in Viewing and Editing Students, open the ***View/Edit/Export Studentss*** page for the student whose Text-to-Speech accommodations you want to modify.

2. In the ***Edit Student*** *form appears*, scroll down to the *Test Settings and Tools* section (see Figure 67).

Figure 67. Text-to-Speech Fields in the Edit Student Page



3. From the drop-down lists, select the required accommodation for TTS, Print on Demand, or Non-Embedded Accommodations.

4. Click **Save**.

Approving Pending Orders (For Paper Tests)

You can review and approve orders that other users have initiated or modified.

To approve pending orders:

1. From the **Order Reports** task menu on the TIDE dashboard, select **Pending Orders**. The ***Pending Orders*** form appears.

1. To view an order's details, click the order number in the Order Number column.

2. To view an order's comments, click .

3. Do one of the following:

   o To approve an individual order, mark its checkbox.

   o To approve all orders, mark the checkbox in the header row.

4. Click **Approve**.

TIDE sends the order to the vendor for processing.

Table 26 describes the columns in the ***Pending Orders*** page.

Table 26. Columns in the Pending Orders Page

Column	Description
Order Number	Purchase order number.
Order Status	Order's current status. For a description of order statuses, see Table 20.
Submitted By	User who initiated the order.
Institution	Name of district or school for which the order was placed.
Institution Type	Type of institution.
Submitted Date	Date order was generated.
Email	Email address of user who initiated or modified the order.
Phone	Phone number of user who initiated or modified the order.

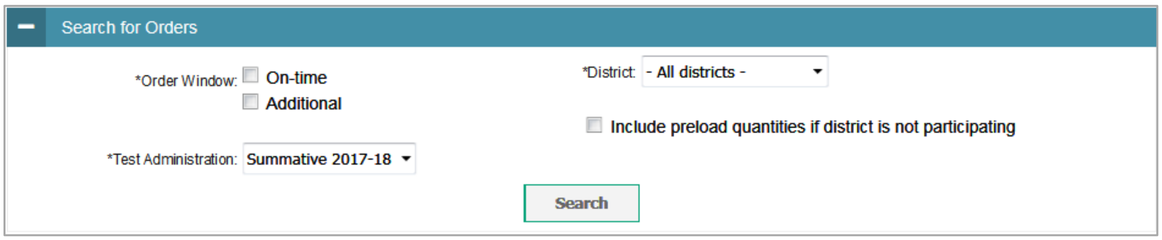
Viewing Statewide Quantity Reports (For Paper Tests)

You can view reports summarizing order quantities for testing materials for a given district and test administration.

To view statewide quantity reports:

1. From the **Order Reports** task menu on the TIDE dashboard, select **State Quantity Reports**. The ***State Quantity Report*** page appears (see Figure 68).

Figure 68. Fields in the State Quantity Report Page



2. Mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.

3. From the *Test Administration* drop-down list, select the test administration to include in the report.

4. From the *District* drop-down list, select the district to include in the report.

5. Click **Search**. The order report appears.

Table 27 describes the columns in the ***State Quantity Report*** page.

Table 27. Columns in the State Quantity Report Page

Columns	Description
Material Type	Description of the material.
Shipment Quantity	Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.
Quantity Approved	Cumulative quantity approved.
Quantity Awaiting Approval	Quantities awaiting approval. Decrements each time a quantity is approved. For example, if 100 booklets are awaiting approval, and someone approved 10 of those booklets for purchase, this column subsequently displays 90.

Administering Tests

Approving Appeal Requests (State Only)

Some appeal request types require you to approve or reject them before TDS can process them. You can also retract appeal requests you created.

Caution: Persistence of Appeal Requests You cannot delete an approved or rejected appeal request.

To approve, reject, or retract appeal requests:

1. Retrieve the appeal requests you want to process by following the procedure in the section Viewing Appeal Requests.
2. Do one of the following:
   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.
3. Click **Process** above the table and select an action:
   - To approve the selected requests, select **Approve**.
   - To reject the selected requests, select **Reject**.
   - To retract the selected requests, select **Retract**.
   - To resubmit a request that the TDS could not process, select **Resubmit**.
4. Enter a reason for the requested action in the window that pops up.
5. Click **Submit**. TIDE displays a confirmation message.

TIDE removes the selected appeal requests from the list of retrieved requests.

Reviewing State Participation Counts Reports

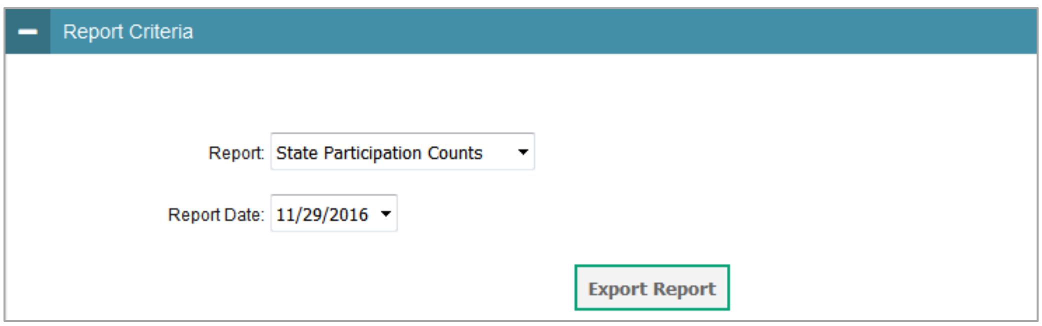
The State Participation Counts report shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.

To review the state participation counts report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **State Participation Counts**. The ***State Participation Counts*** page appears.

2. In the *Report Criteria* panel (see Figure 69), select the report type and the date for the report.

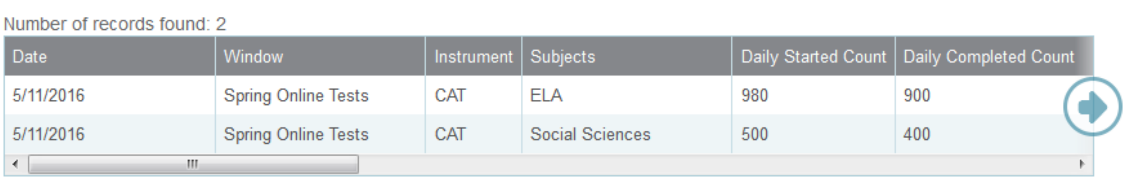
Figure 69. State Participation Counts Search Fields



3. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the State Participation Counts report (see Figure 70).

Figure 70. State Participation Counts Report



Number of records found: 2

Date	Window	Instrument	Subjects	Daily Started Count	Daily Completed Count
5/11/2016	Spring Online Tests	CAT	ELA	980	900
5/11/2016	Spring Online Tests	CAT	Social Sciences	500	400

Table 28 lists the columns in the State Participation Counts Report and Table 29 lists the columns in the State Unique Counts Report.

Table 28. Columns in the State Participation Counts Report

Column	Description
Date	Date for which the report is generated.
Window	Test window.
Instrument	The test category associated with the test.
Subject	Subject.

Column	Description
Daily Started Count	Number of students who started tests in the subject on the indicated date.
Daily Completed Count	Number of students who completed tests in the subject on the indicated date.
Cumulative Started Count	Cumulative number of students who have started tests in the subject since the start of the test window until the date specified in the report.
Cumulative Completed Count	Cumulative number of students who have completed tests in the subject since the start of the test window until the date specified in the report.

Table 29. Columns in the State Unique Student Counts Report

Column	Description
Date	The date on which the report was generated.
Window	The administration or test window.
Instrument	The test category associated with the test.
Unique Students Started Count	The number of unique students who have started a test for the test category since the start of the test window until the date specified in the report.
Unique Students Completed Count	The number of unique students who have finished a test and submitted the test for scoring for the test category since the start of the test window until the date specified in the report.

Data Cleanup

Resolving Discrepancies

Due to the nature and complexity of the testing process as well as the great volume of students involved, a variety of test discrepancies may occur when administering a test. After a student submits a paper or online test, TIDE performs checks for discrepancies. These discrepancies are flagged and reported to the designated state-level administrator through the Test Information Distribution Engine (TIDE). The administrator needs to take appropriate action to resolve the discrepancies before any further action can be taken on the discrepant tests.

This section explains those discrepancies and how to resolve them.

Resolving Student-Not-Found Discrepancies

A student-not-found discrepancy occurs when the identifying information on a paper answer document is not found in TIDE. The causes for this discrepancy include the following:

- SSID is missing from the answer document.
- SSID on the answer document is not present in TIDE.
- The combination of the SSID, first name, and last name on the answer document does not match the SSID, first name, and last name in TIDE.

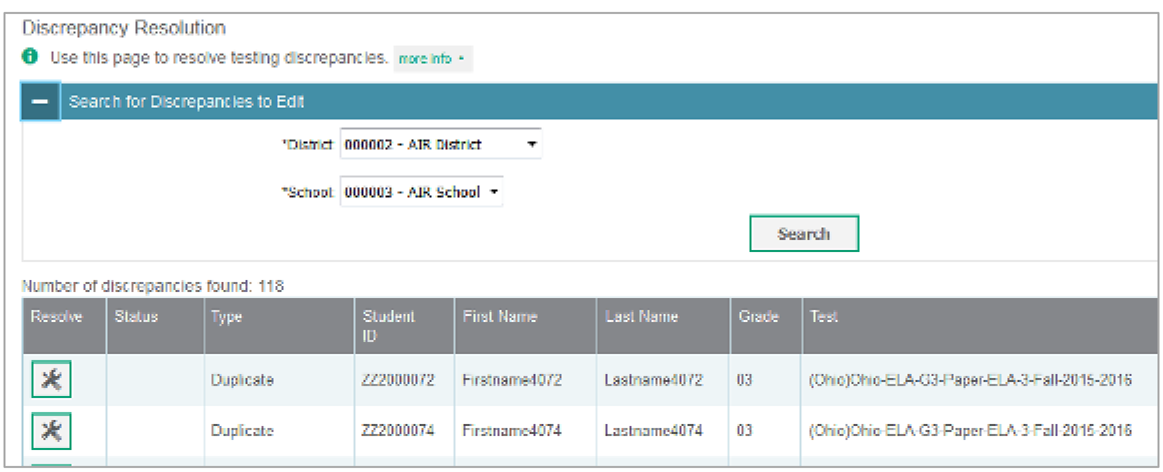
You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student
- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE

To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page (see Figure 71) appears.
2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.

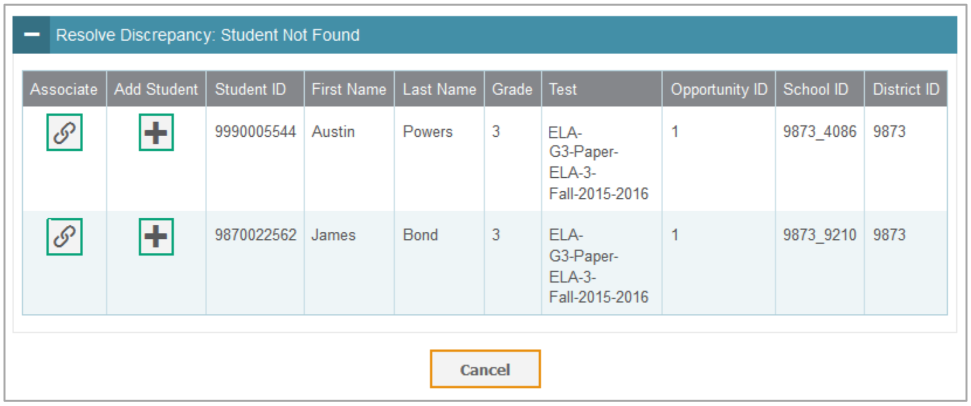
Figure 71. Resolve Discrepancies Page



3. *Optional*: To view the answer document for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

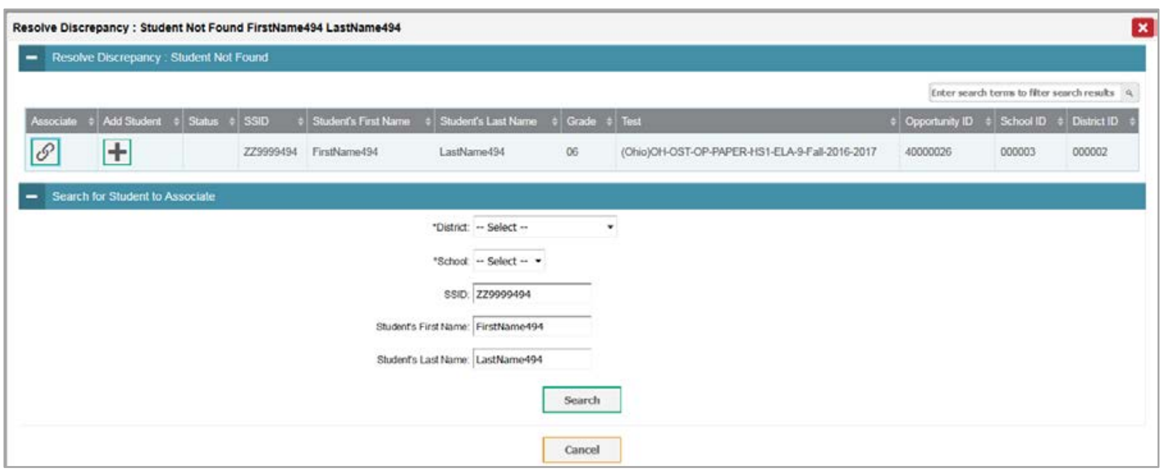
4. Click for the student-not-found discrepancy you want to resolve. The ***Resolve Discrepancy: Student Not Found*** window appears (see Figure 72).

Figure 72. Resolve Discrepancy: Student Not Found Window



5. If the student with whom you want to associate the test exists in TIDE, click in the Associate column. The *Search for Students to Associate* panel appears (see Figure 73).

Figure 73. Search for Students to Associate Panel

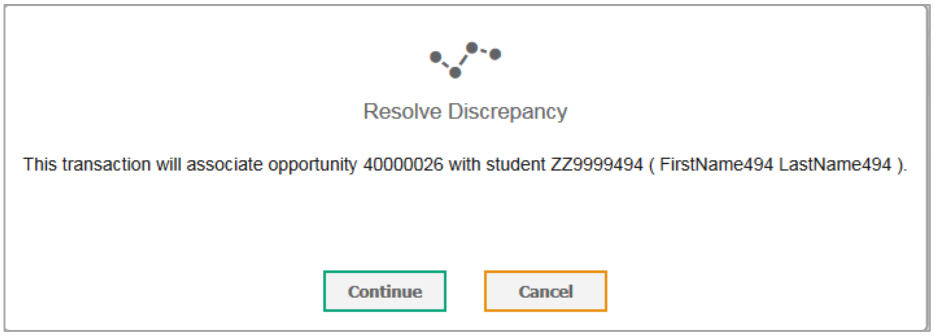


6. Select the District and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.

7. Click **Search**.

8. In the list of retrieved students, click for the student with whom you want to associate the test.

9. To continue with the association, click **Continue** in the Confirmation pop-up window.



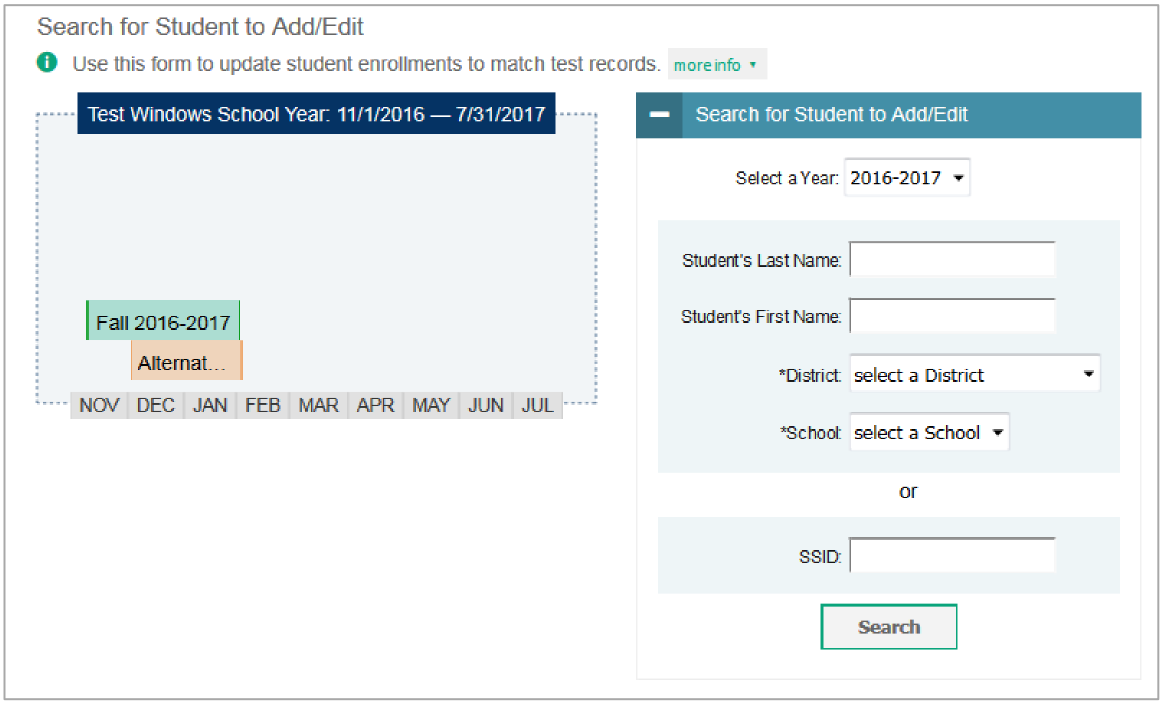
10. An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Click **Continue** to return to the ***Resolve Discrepancies*** page.

To resolve student-not-found discrepancies by adding/editing a student:

1. If you need to add the student to TIDE, click in the Add column. The *Search for Students to Add/Edit* panel appears (see Figure 74).

Note: About the Test Windows School Year TIDE creates a superset of the test administrations for the entire school year that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today’s date to prevent overwriting the student’s information for the ongoing test administration.

Figure 74. Search for Students to Add/Edit Panel

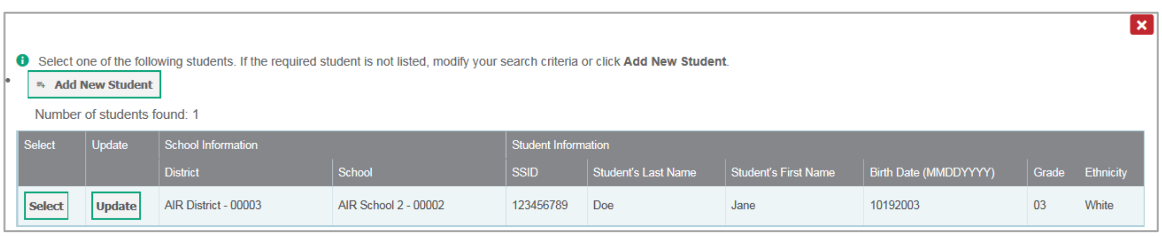


2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student.

Note: You can search by a student's SSID, or by specifying the student's first name and last name in addition to the District and School.

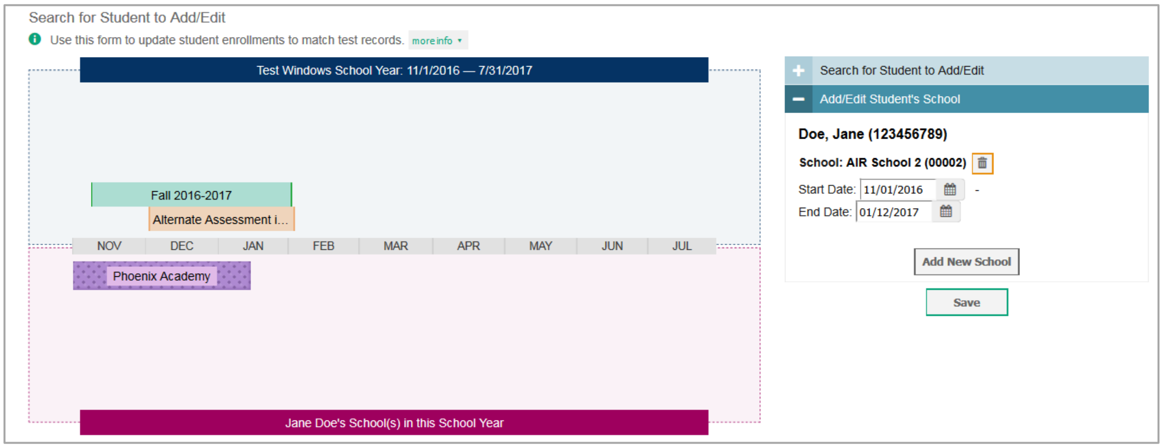
3. Click **Search**. The Add/Edit Student window opens (See Figure 75).

Figure 75. Add/Edit Student Window



4. From the Add/Edit Student window, do one of the following:
   - o To select the retrieved student:
     - Click **Select**. The *Search for Students to Add/Edit* panel appears (See Figure 76).

Figure 76. Search for Students to Add/Edit *Panel with Student Details*

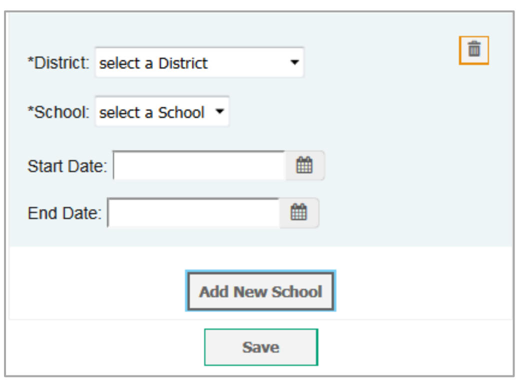


- To add the student to the discrepant test without any modifications, click **Save**.
- To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel and then click **Save**. You can make the following modifications:

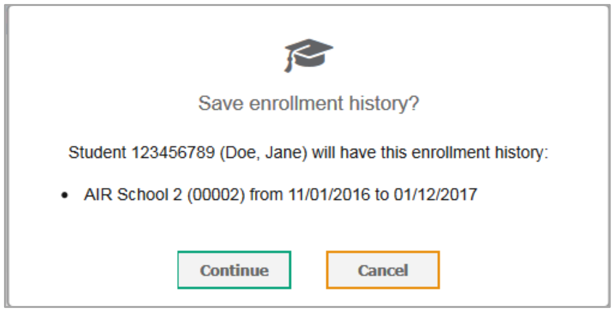
  (1) Modify the enrollment dates to reflect the student's actual attendance at the listed schools.

  (2) If the required school does not appear in the panel, add the new school information. To add school information, click **Add New School** and enter the student's new school information in the displayed fields (see Figure 77).

Figure 77. New School Fields in the Add/Edit Student's School Panel



- Click **Continue** on the confirmation message that appears.

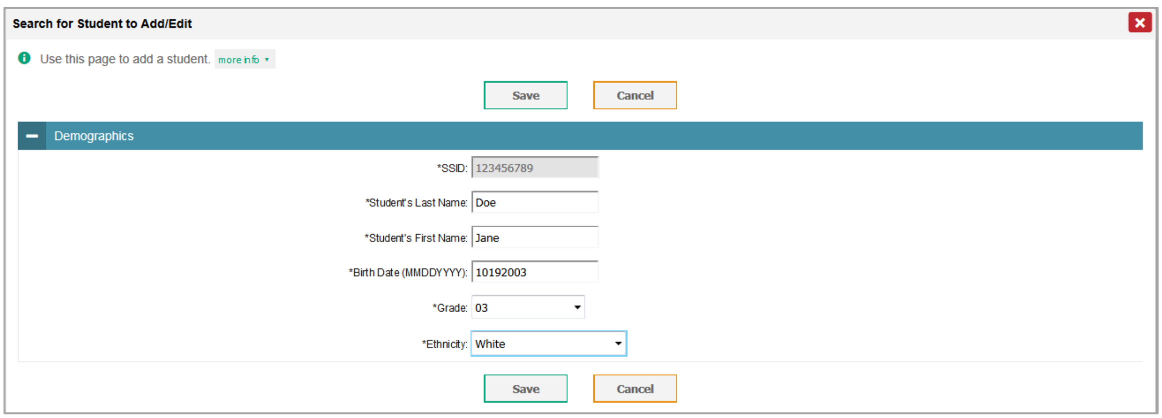


- Click **Continue** on the affirmation message to return to the ***Resolve Discrepancy*** page.

o To update the student's demographic information and then select the student:

- Click **Update**. The ***Demographics*** window (see Figure 78) will appear.

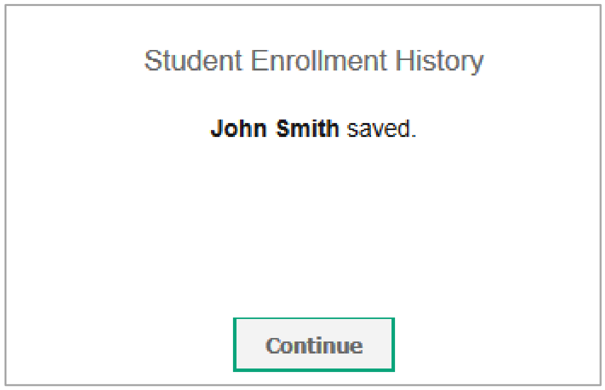
Figure 78. Fields in the Demographics Window



- Complete the form for the student you want to add, and click **Save**.
- In the confirmation dialog, click **Continue** to return to the Add/Student Edit Window (see Figure 78).
- Click **Select** and follow the procedure described for selecting students (see Selecting Students section) to resolve the discrepancy.

o To add a new student:

- Click **Add New Student**. The ***Demographics*** window (see Figure 78) will appear.
- Complete the form for the student you want to add, and click **Save**.
- In the confirmation dialog, click **Continue** to return to the *Search for Students to Add/Edit* Panel (see Figure 77.



- Follow the steps 2–4 to add the student to the test and resolve the discrepancy.

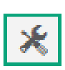
Resolving Non-Eligible Test Discrepancies

A non-eligible test discrepancy occurs when students submit tests for which they are not eligible. This can occur when a student accidentally receives or submits an incorrect answer document.

You can resolve a duplicate-test discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test
- Ignore – enables you to overrule the discrepancy and forward the test for scoring.

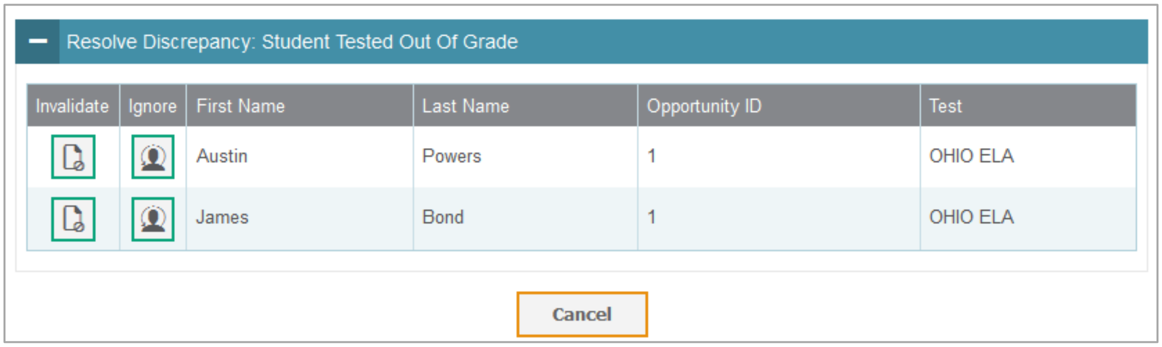
To resolve non-eligible-test discrepancies:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page appears.
2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.
3. *Optional*: To view the answer document for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.
4. Click  for the non-eligible test discrepancy you want to resolve. The ***Resolve Discrepancy: Student-Tested-Out-of-Grade*** window appears (see Figure 79).
5. If you want to ignore the discrepancy and forward the test for scoring, click the icon in the Ignore column.

6. If you want to invalidate the test, do the following:

    a. Click the icon in the Invalidate column.

Figure 79. Resolve Discrepancy: Student-Tested-Out-of-Grade



Invalidate	Ignore	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	OHIO ELA
		James	Bond	1	OHIO ELA

    a. In the dialog box that pops up, click **Continue**.

Resolving Duplicate-Test Discrepancies

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when a student submitted an online test and later submitted a paper test, or when one student inadvertently submitted a test under another student's name.

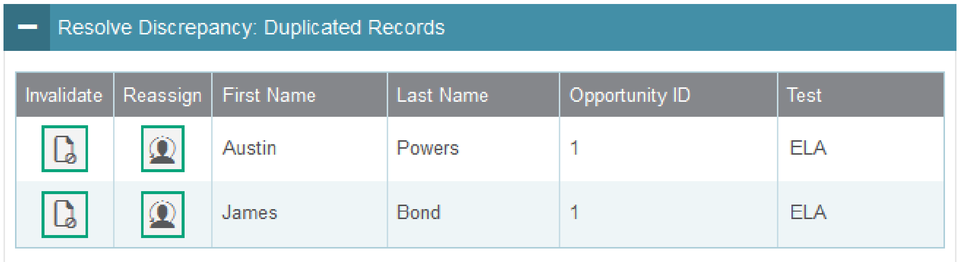
You can resolve a duplicate-test discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test
- Reassign – enables you to reassign the test and related data to the correct student.

To resolve duplicate test discrepancies:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page appears.
2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.
3. *Optional*: To view the answer document for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.
4. Click for the duplicate discrepancy you want to resolve. The ***Resolve Discrepancy: Duplicate-Test*** window appears (see Figure 80).

Figure 80. Resolve Discrepancy: Duplicate-Test Window


Resolve Discrepancy: Duplicated Records

Invalidate	Reassign	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	ELA
		James	Bond	1	ELA

5. Do one of the following:
   - To invalidate the duplicate test, click in the Invalidate column.
   - To reassign the duplicate test to another student, click in the Reassign column. TIDE displays a list of search fields to retrieve the other student (similar to Figure 73).
     i. Enter search criteria to retrieve an existing student and click **Search**.
     ii. From the list of found students, click for the student to whom you want to reassign the test.
5. In the dialog box that pops up, click **Continue**.

Resolving Non-Matching School Discrepancies

A non-matching school discrepancy occurs when a student submits a test while enrolled in one school, but TIDE's records indicate that the student was enrolled in another school at the time of the test. For example, a student moved from School A to School B in the middle of the school year, but TIDE's records were not updated to reflect that move. The student then submitted a test while in School B. As a result, the scoring engine detects a discrepancy between TIDE's records and the submitted test. To resolve this discrepancy, you need to modify the student's enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.

You can resolve a non-matching school discrepancy in three ways:

- Ignore – enables you to overrule the discrepancy and forward the test for scoring.
- Associate with Another Student – enables you to associate the test with an existing student
- Update Enrollment – enables you to modify the student's enrollment history so that it includes the school in which the student was actually enrolled at the time of the test

To resolve student-enrollment-history discrepancies:

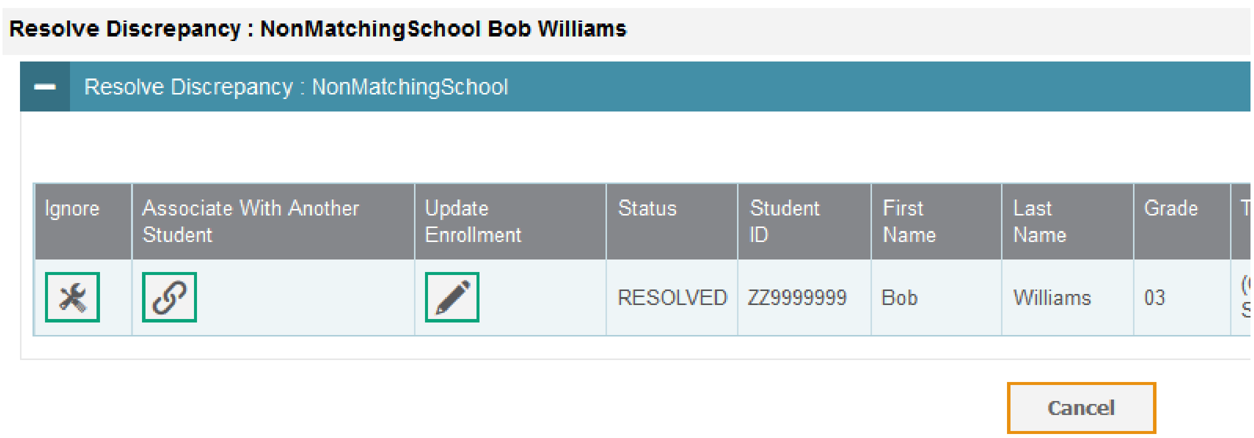
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page appears.

2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.

3. *Optional*: To view the answer document for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the school in which the student was actually enrolled during the test.

4. Click for the non-matching school discrepancy you want to resolve. The ***Resolve Discrepancy: Non-Matching School*** page appears (see Figure 81).

Figure 81. Search Fields in the Resolve Discrepancy: Non-Matching School Page



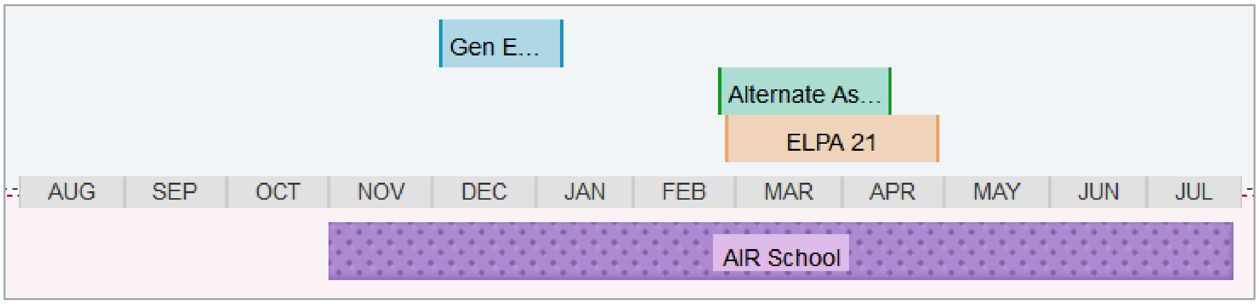
6. To ignore the discrepancy and associate the score with the school as recorded in TIDE, click in the Ignore column, and in the subsequent affirmation dialog boxes click **Continue**.

7. To associate the test with a different student, see step 5 under "Resolving Student-Not-Found Discrepancies."

8. To modify the student's enrollment, do the following:

   a. Click in the Update Enrollment column. The *Search for Student to Add/Edit* panel appears. This panel includes a graph showing the student's enrollment as recorded in TIDE (see Figure 82).

Figure 82. Graph of Student's Enrollment

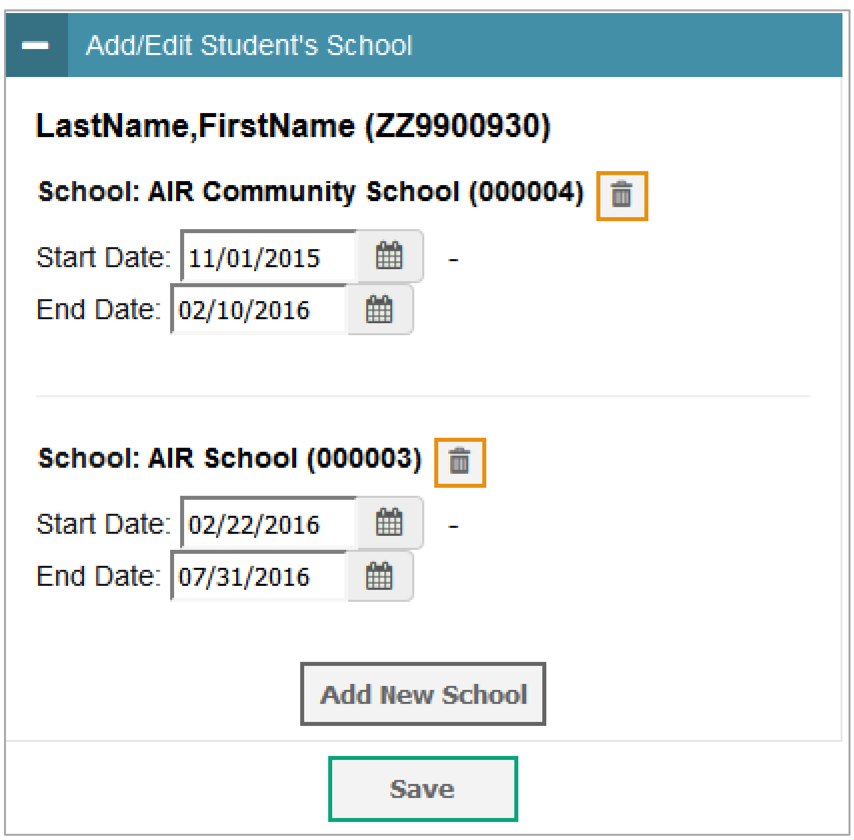


Referring to Figure 82, TIDE's records show that the student attended the AIR school from November through July. During this time, the student was eligible for three tests at various periods. For example, the student was eligible for testing in General English from December to January.

b. In the *Add/Edit Student's School* panel (see Figure 83), modify the enrollment dates to reflect the student's actual attendance at the listed schools.

c. If the required school does not appear in the panel, click **Add New School**. Select a new school and enter start and end dates.

Figure 83. Add/Edit Student's School Panel



d. Click **Save**, and in the following affirmation dialog boxes click **Continue**.

Resolving Non-participated Students Discrepancies

You can resolve a non-participated student discrepancy, which occurs when a student has not taken a test that he is eligible for at the time when DRS opens, by assigning a non-participation code for the discrepant test. For example, if the DRS opens two weeks before the end of a test administration and based on the test eligibilities and participation data a student is found to have not tested, then a discrepancy is reported.

Note: The DRS only reports tests for which non-participation codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a non-participation code is set up for the student's test through TIDE's Non-Participation Code module before the DRS opens, then that test will not be displayed as a discrepancy in the DRS.

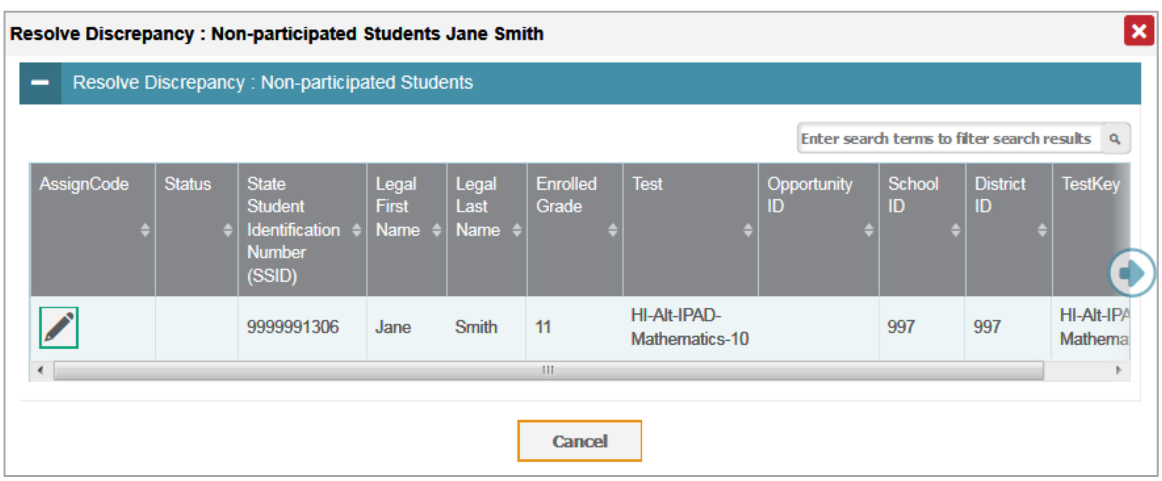
To resolve duplicate test discrepancies:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page appears.

2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.

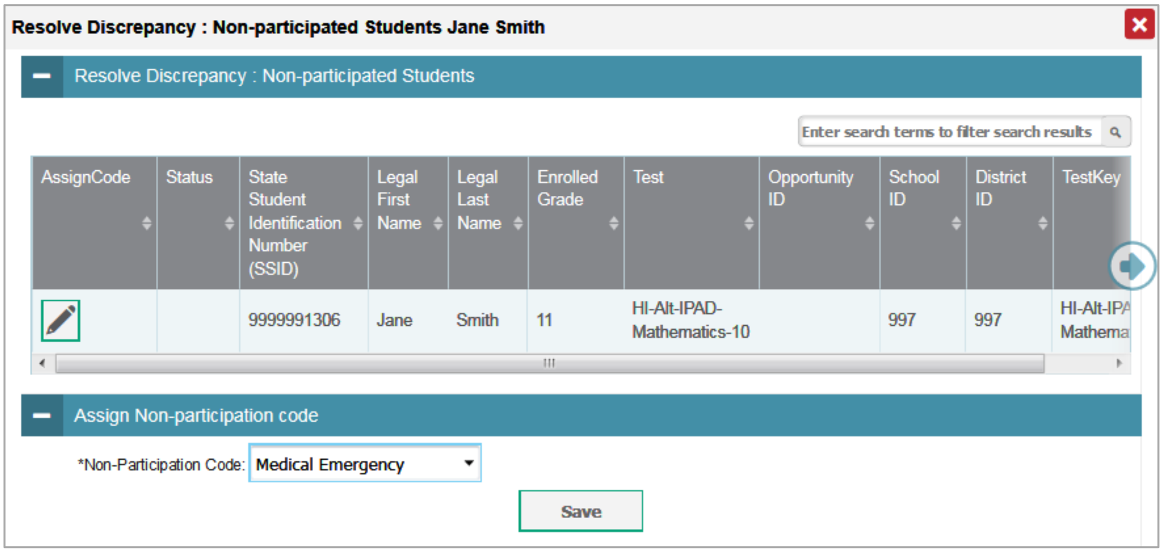
3. Click for the non-participated student discrepancy you want to resolve. The ***Resolve Discrepancy: Non-participated Students*** window appears (see Figure 84).

Figure 84. Resolve Discrepancy: Non-participated Students Page



9. To assign a non-participation code to the discrepant test, click in the AssignCode column. The *Assign Non-participation code* panel appears (See Figure 85).

Figure 85: Resolve Discrepancy: Non-participated Students – Assign Non-participation code Panel



10. From the *Non-Participation Code* drop-down list, select the appropriate non-participation code.

11. Click **Save**. A confirmation message appears to notify you that the discrepancy has been successfully resolved.

12. Click **Continue** to close the confirmation message and return to the discrepancy listing.

Managing Student Enrollment History

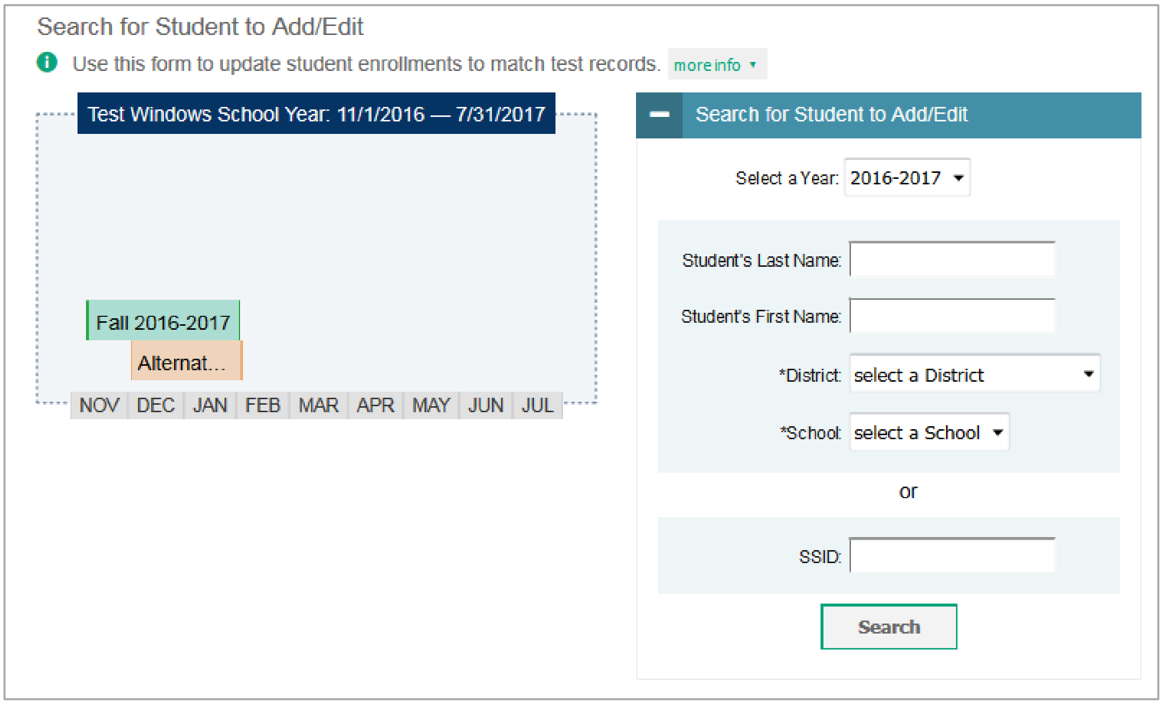
You can edit a student's enrollment history or add a new student record to a past test administration if required.

To add or edit a student's enrollment history:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Student Enrollment History**. The ***Search for Students to Add/Edit*** page appears (see Figure 86) displaying the Test Windows School Year.

> **Note: About the Test Windows School Year** This is a superset of the test administrations that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today's date to prevent overwriting the student's information for the ongoing test administration.

Figure 86. Search for Students to Add/Edit *Page*

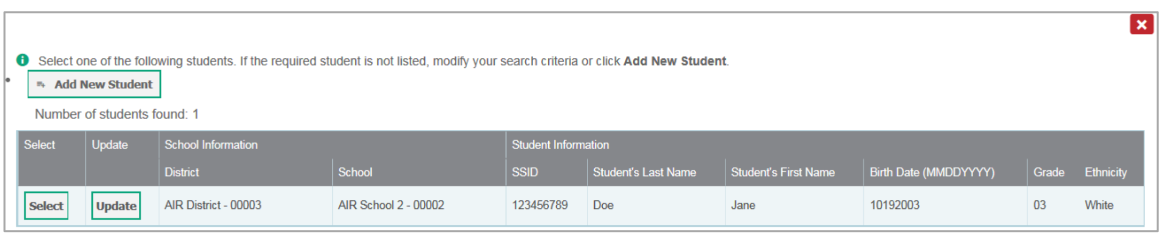


2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student.

Note: You can search by a student's SSID, or by specifying the student's first name and last name in addition to the District and School.

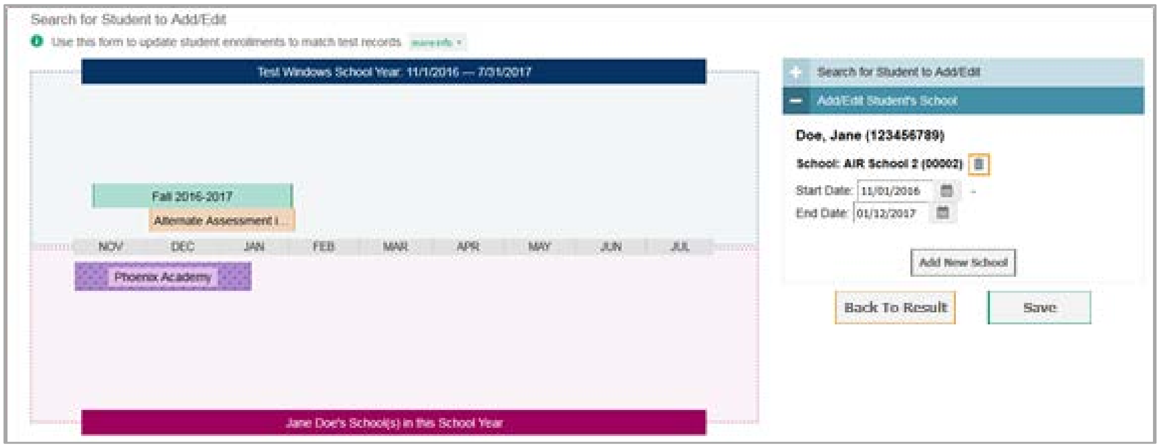
3. Click **Search**. The Add/Edit Student window opens (See Figure 87).

Figure 87. Add/Edit Student Window



4. From the Add/Edit Student window, do one of the following:
   - To select the retrieved student:
     i. Click **Select**. The ***Search for Students to Add/Edit*** page appears displaying the selected student's record (See Figure 88).

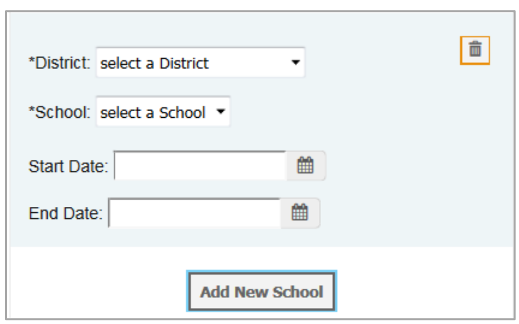
Figure 88. Search for Students *to Add/Edit* Page with Student Details



ii. In the *Add/Edit Student's School* panel, make the necessary modifications to the student's record. You can make the following modifications:

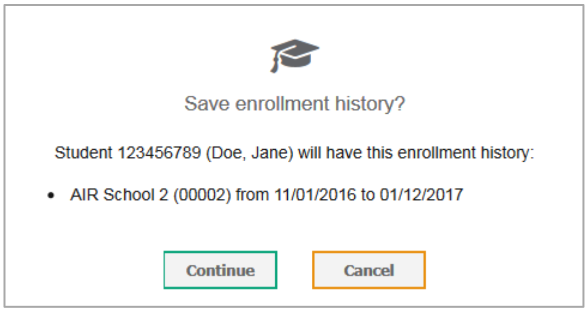
- Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
- If the required school does not appear in the panel, add the new school information. To add school information, click **Add New School**, and enter the student's new school information in the displayed fields (see Figure 89).

Figure 89. New School Fields in the Add/Edit Student's School Panel



iii. Click **Save to save your modifications.**

iv. Click **Continue** on the confirmation message that appears.

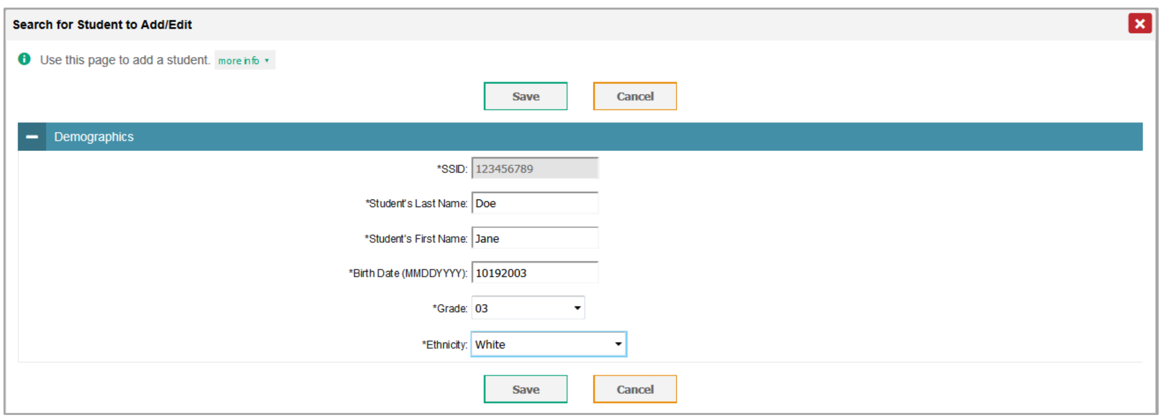


v. Click **Continue** on the affirmation message to return to the ***Search for Student to Add/Edit*** page.

- To update the student’s demographic information:

i. Click **Update**. The ***Demographics*** window (see Figure 90) will appear.

Figure 90. Sample Fields in the Demographics Window



ii. Complete the form for the student you want to add, and click **Save**.

iii. In the confirmation message, click **Continue** to return to the Add/Student Edit Window (see Figure 87.

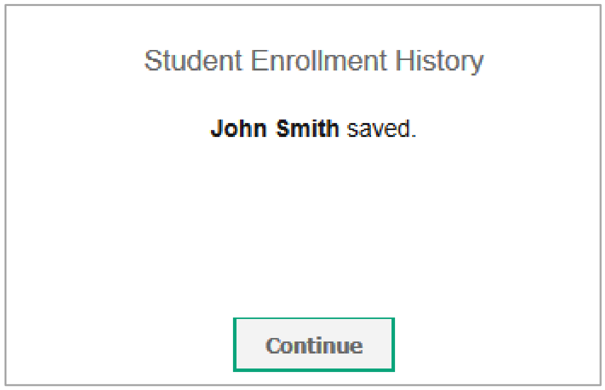
iv. To return to the ***Search for Student to Add/Edit*** page, close the window.

- To add a new student:

i. Click **Add New Student**. The ***Demographics*** window (see Figure 90) will appear.

ii. Complete the form for the student you want to add, and click **Save**.

iii. In the confirmation message, click **Continue** to return to the ***Search for Students to Add/Edit*** page (see Figure 88).



Appendix E. User Support

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

The help desk is open 6am to 6pm CT (except holidays or as otherwise indicated on the State Assessment Portal).

South Dakota Assessment Help Desk

Toll-Free Phone Support: 1-855-838-8378

Email Support: SDHelpDesk@air.org

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).