Delaware System of Student Assessments (DeSSA)

Test Information Distribution Engine

User Guide

2023-2024

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If you have any questions regarding this Test Information Distribution Engine (TIDE) User Guide, please contact the Delaware Department of Education, Office of Assessment, at (302) 857-3391.

For questions or additional assistance regarding the online testing system, please contact the Delaware System of Student Assessments (DeSSA) Helpdesk at Cambium Assessment, Inc. (CAI).

Important Contact Numbers

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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 Distribution Engine (TIDE) features and 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 CAI systems you are authorized to access), and how to log in, log out, and view your account information.

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 associating test settings and tools for students, uploading rosters (classes), ordering paper test materials (if necessary), and arranging test windows for your schools.

Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test invalidations (if necessary), and monitoring test progress.

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.

Icon	Description
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 test 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

CAI's TIDE system supports state, district, and school test coordinators throughout the testing process, from test preparation, to test administration, to post-administration.

You can use TIDE to perform the following tasks:

Test Preparation

- You can modify existing **student settings** (accommodations and designated supports) so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.
- You can modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can set up customized **test windows** so the correct tests are available when you need them.
- You can set up points of contact and shipping information for paper testing materials.
- You can review and District Accommodations Managers can update accessibility features for students. TIDE then distributes this information to the appropriate system.
- TIDE sends the students' eligibilities, settings, and accessibility features to the Test Delivery System (TDS).

Test Administration

- You can add new **rosters** and **modify existing user defined rosters**. Rosters represent classes or other groups of students. System defined rosters can be viewed and exported, but can not be modified.
- You can print hard-copy **test tickets** that include a student's user name so the student can log in to a test.

- You can add new **appeal** requests or modify existing **appeal** requests if a test must be retaken or re-opened. Only DTCs can submit and process appeal requests. Table 17 provides descriptions of the available online appeal.

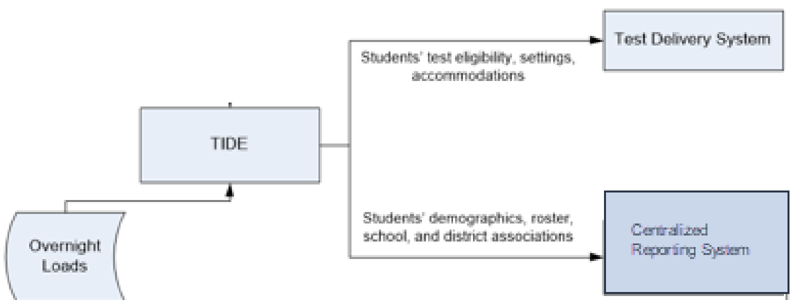
Post- Test Administration

- After testing, TIDE sends class groups to Centralized Reporting System (CRS) so those systems can display scores at the classroom, school, district, and state levels.

  You can view your district's or school's progress in starting and completing tests and participation rate.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process.

Figure 1. TIDE's Position in the Assessment Process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the Technology Coordinators page.

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.

Table 2 indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

Table 2. Overview of User Roles and Permissions

Task or Site	DA/DTC	DAM	ISO	SA	TA
Viewing and Editing Student Information**	✓	✓		✓	✓
Uploading Student Settings	✓	✓		✓	
Printing PreID Labels	✓	✓		✓	✓

Task or Site	DA/DTC	DAM	ISO	SA	TA
Printing Students' Test Settings	✓	✓		✓	✓
Generating Frequency Distribution Reports	✓	✓		✓	✓
Summative Testing Grade–Skippers Only	✓	✓		✓	✓
Uploading Student Interim Testing Grade	✓	✓		✓	✓
Viewing User Details	✓	✓	✓	✓	
Adding User Role	✓	✓	✓		
Deleting User Accounts	✓		✓		
Adding New Rosters	✓	✓		✓	✓
Modifying Existing Rosters	✓	✓		✓	✓
Deleting Rosters	✓	✓		✓	✓
Managing Test Windows	✓				
Modifying existing test windows one at a time	✓				
Uploading Test Windows	✓				
Placing Additional Orders	✓				
Viewing Order History	✓				
Viewing Order Quantity Reports	✓				
Printing Test Tickets from Student List	✓	✓		✓	✓
Printing Test Tickets from Roster List	✓	✓		✓	✓
Creating Online Appeals	✓				
Viewing Online Appeals	✓				
Creating Online Appeals Through File Uploads	✓				
Generating Plan and Manage Testing Report	✓	✓		✓	✓
Reviewing Test Completion Rates	✓	✓		✓	✓
Generate Access Code Template	✓			✓	
Send Access Codes via Email	✓			✓	
Downloading Files from the Secure File Center	✓	✓		✓	✓
Downloading Hand-Scoring Resources	✓	✓		✓	✓

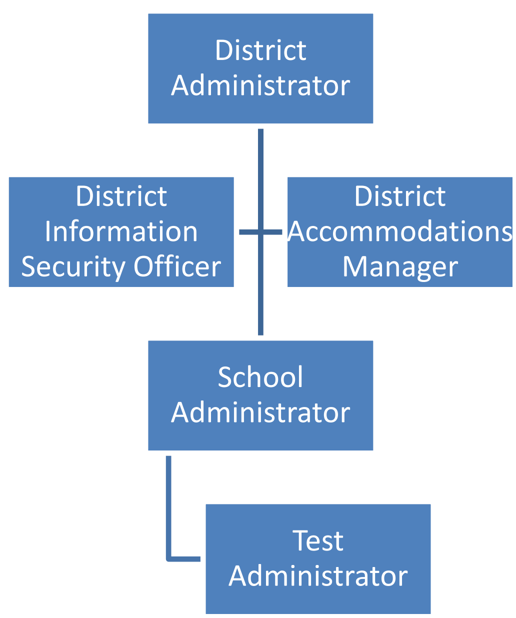
Task or Site	DA/DTC	DAM	ISO	SA	TA
TA Interface Practice and Training Site	✓	✓		✓	✓
Student Interface Practice and Training Site	✓	✓		✓	✓
TA Interface Operation Tests	✓	✓		✓	✓
CRS					
Individual Student Score Report	✓	✓		✓	✓
Summary Statistics	✓	✓		✓	✓
Retrieve Student Results	✓	✓		✓	✓
Manage Rosters	✓	✓		✓	✓
Search Students	✓	✓		✓	✓
Score Items	✓			✓	✓

*DA/DTC—District Administrator/District Test Coordinator; DAM—District Accommodations Manager; ISO—District Information Security Officer; STC—School Administrator; TA—Test Administrator.

**Some roles have view-only access to this feature.

There is a hierarchy to user roles. As indicated in Figure 2, the district administrator is at the top of the hierarchy, followed by school assessment coordinator, then the technology coordinator 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, reset a forgotten password, change account information, and log out.

Caution: Do NOT share your login information with anyone not authorized to access TIDE. TIDE provides access to student information, which must be protected by authorized users in accordance with federal privacy laws.

TIDE is accessed through the Delaware Department of Education's (DDOE's) EdAccess or LEA Classlink Single Sign-On application.

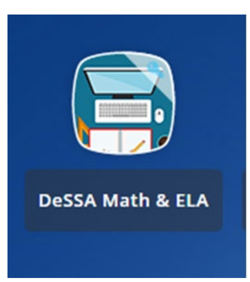
1. Access the DDOE EdAccess or LEA Classlink Single Sign-On login page at launchpad.classlink.com/ddoe. Use your regular EdAccess or LEA Classlink Single Sign-On ID and password to log in.

Figure 3. DDOE EdAccess Login Page

2. After you have successfully logged in to the EdAccess or LEA Classlink, you will see a list of authorized applications, including DeSSA Math & ELA.

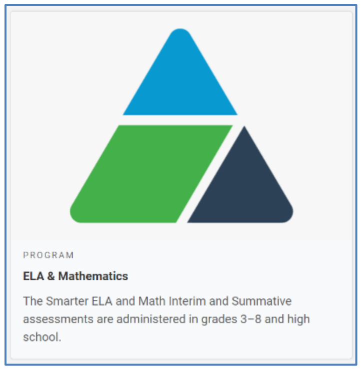
   - Click the [**DeSSA Math & ELA**] button from your menu. You will be directed to the DeSSA portal.

Figure 4. DDOE Page Displaying DeSSA Math & ELA Icon



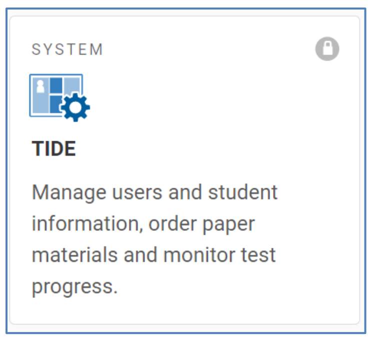
3. Click the [**ELA & Mathematics**] user card to access DeSSA applications.

Figure 5. DeSSA Portal: Test Cards



4. Click the [**TIDE**] button. If you are authorized to access this application, you will be automatically directed to the TIDE home page. You will not have to log in again.

Figure 6. TIDE Button on DeSSA Portal



The ***Dashboard*** for your user role appears. Depending on your user role and school, TIDE may prompt you to show you 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.

Switching Between DeSSA Applications (Single Sign-On System)

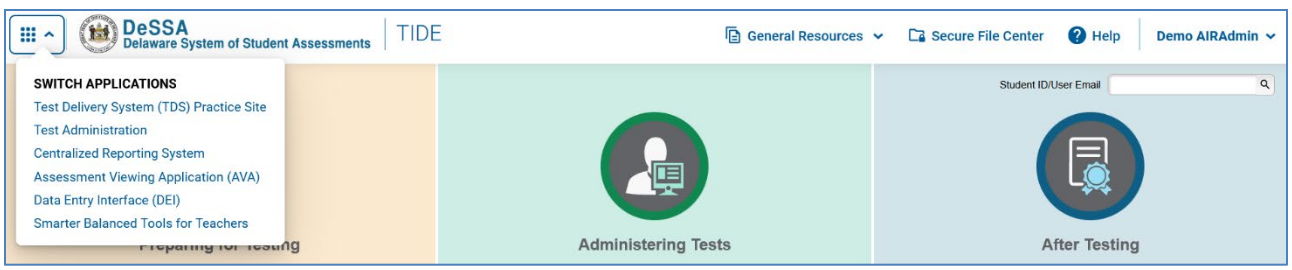
The Single Sign-On (SSO) system is designed to ease the login process and simplify navigation between DeSSA applications provided by CAI. The CAI SSO integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Test Delivery System (TDS) Practice Site
- Test Administrator (TA) Interface
- Centralized Reporting System (CRS)
- Assessment Viewing Application (AVA)
- Data Entry Interface (DEI)
- Smarter Balanced Tools for Teachers (TFT)

Reminder: Access to all systems and their tasks and features is dependent on your user role.

The upper-left corner of your browser contains a drop-down menu listing the applications listed above. From this menu, select the application that you want to use. You will be directed to the home or main page for that application and will not have to log in again. Figure 7 shows the SSO system in the TIDE banner.

Figure 7. Single Sign-On System in the TIDE Banner



Caution: Although navigating to another system is easy, understanding how the system operates is important to avoid unintended consequences of switching systems.

For example, if you are using the TA Interface or TA Training Site and you navigate away from it, **your session will stop and all students in the session will be logged out**. You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

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 should be performed before testing begins. This category includes tasks for registering users and students, associating test settings and tools for students, uploading rosters (classes), ordering paper test materials (if necessary), and arranging test windows for your schools. 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 invalidations (if necessary), and monitoring test progress. For more information about this category, see the section, Administering Tests.

After Testing: This category provides instructions for performing the tasks in the **After Testing** category. These include tasks to generate and email access codes to the Family Portal where parents will be able to access student score reports.

> **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 is allowed while testing is in progress.

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.

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 and Administering Tests).

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

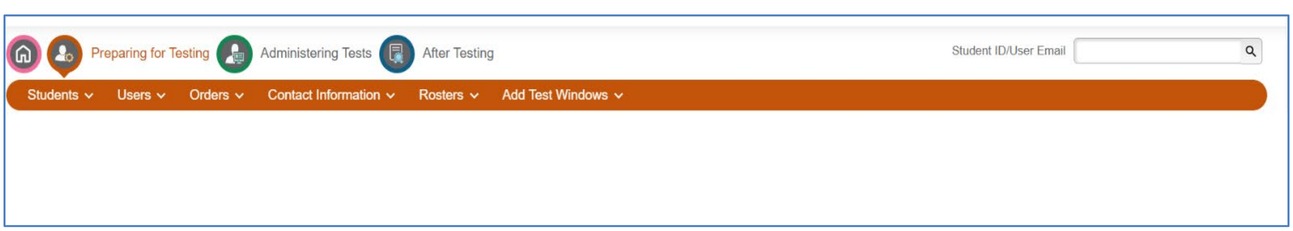
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for viewing/editing/exporting users.

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 CAI systems.

General Resources: This drop-down list allows you to access the Hand-Scoring resources.

Help: This button opens the online TIDE User Guide.

Secure File Center: This button allows you to open the Inbox and access the student data files you exported in TIDE as well as any secure documents, if available.

Manage Account: This drop-down list allows you to view your user role and contact information.

Log out: This button logs you out of TIDE and related CAI 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) or users by email address, and switch to other CAI systems.

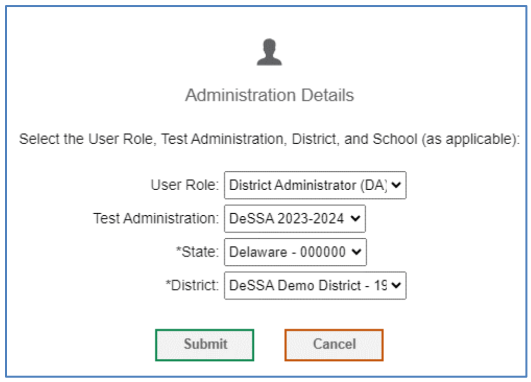
View Administration Details

Users may view the administration details, including test administration year, user role, district, and school in TIDE. All fields are read-only; you may not edit your information. If your information needs to be updated, please contact your district's Information Security Officer (ISO).

To view 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



2. Click **Submit** or **Cancel** to exit. If you Submit a new home page appears that is associated with your selections.

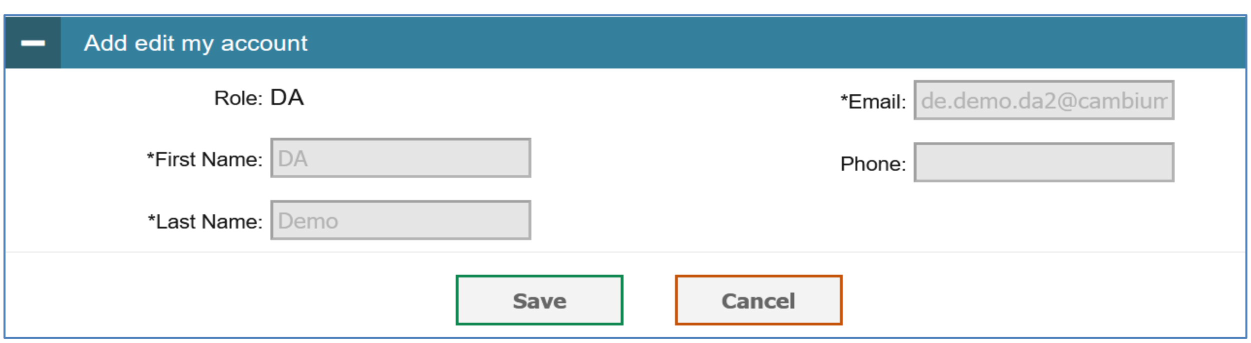
Viewing Your Account Information

Your account in TIDE is activated when you log in to TIDE for the first time. Until you first log in, you have no user record in TIDE. At the moment that you log in to TIDE for the first time, DDOE EdAccess or LEA Classlink sends your user data to TIDE and your user record will be created.

To view 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



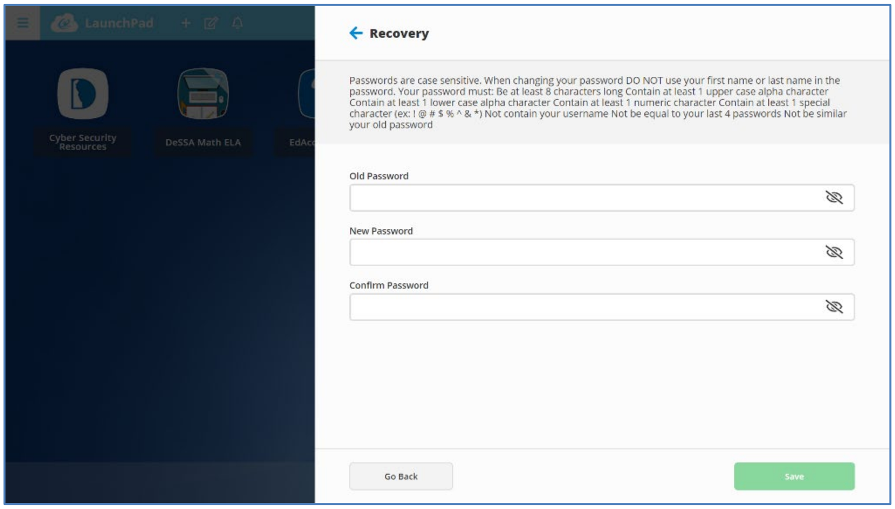
Resetting Your Password

You can change your login password as necessary in the DDOE EdAccess or LEA Classlink page.

To change your password:

1. In the TIDE banner (see Figure 10), from the *Manage Account* drop-down list, select **Reset Password**. The user is redirected to the DDOE EdAccess or LEA Classlink page (see Figure 13).

Figure 13. Change Password on the DDOE



2. Click on *Change Password and* follow the instructions.

Switching Between CAI Systems

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

To switch to another CAI 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 CAI Systems

SWITCH APPLICATIONS

Test Delivery System (TDS) Practice Site

Test Administration

Centralized Reporting System

Assessment Viewing Application (AVA)

Data Entry Interface (DEI)

Smarter Balanced Tools for Teachers

Finding Students by ID and Users by Email

A *Student ID* field (Student ID/User Email) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View/Edit/Export Students*** page filtered to a specified student's record or the ***View/Edit/Export Users*** page filtered to a specified user's record.

To search for a student:

1. In the *Student ID* field, enter a student's SSID. The SSID must be an exact match; TIDE does not search by partial SSID.
2. Click . The ***Edit Student*** form for that student appears.

To search for a user:

1. In the Student ID/User Email filed, enter a user's email address. The email address must be an exact match; TIDE does not search by partial email addresses.

2. Click . The ***View/Edit*** User form for the user appears.

Downloading Hand-Scoring Resources

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

To download hand-scoring resources:

1. From the **General Resources** drop-down list in the banner (see Figure 10), select **Hand-Scoring Resources**. The ***Hand-Scoring Resources*** page appears.
2. Click the download link for the required resource.

Downloading Files from the Secure File Center

When searching for users, students, and appeals, you can choose to export the search results to the Secure File Center. 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 CAI systems. When you choose to export search results to the Secure File Center, TIDE sends you an email when the export task is complete, and the file is available in the Secure File Center for download.

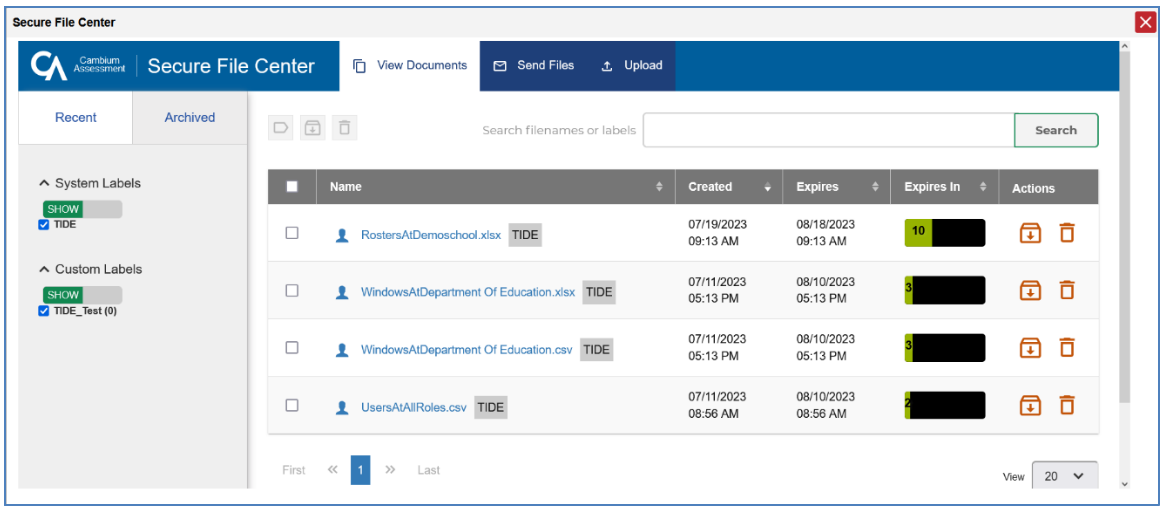
The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

The files in the Secure File Center 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 DDOE. You can access the Secure File Center 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 Secure File Center:

1. From the TIDE banner (see Figure 10), select **Secure File Center**. The Secure File Center page appears.

Figure 15. Secure File Center



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

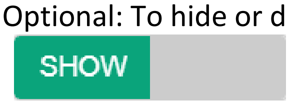
   a) Dashboard: This is the default view and displays all the files except for the ones that you have archived.

   b) Recent Files: Displays the files that have been recently created.

   c) 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. Optional: To hide or display system or custom labels, toggle 

/ 

.

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

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

7. Do one of the following:

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

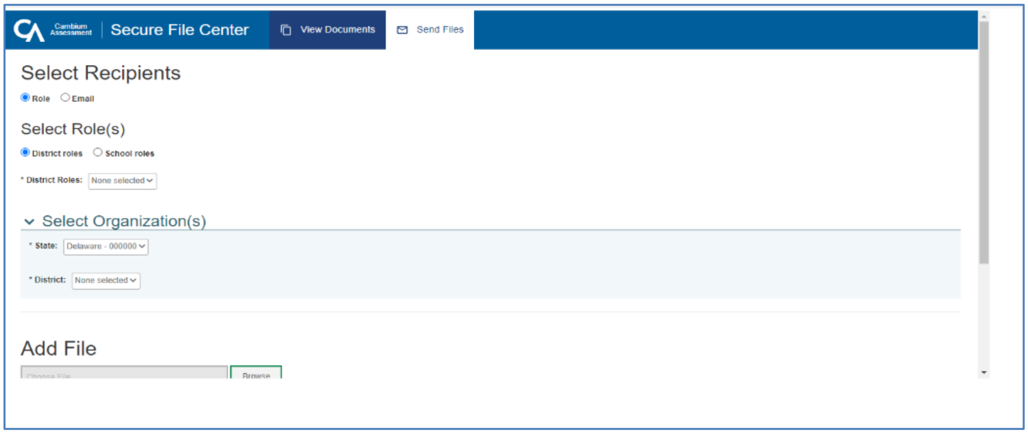
Sending Files from the Secure File Center

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role. To send files from TIDE and receive file sent from TIDE, you must have a TIDE account.

To access files in the Inbox:

1. From the TIDE banner (see Figure 10), select **Secure File Center**. The ***Secure File Center*** page.
2. Select the **Send Files** tab. The **Send Files** page appears
3. In the Send To field, do one of the following:
   a. *Select **Role** to send a file or files to a group of users by user role.*
   b. *Select **Email** to send a file or files to a single recipient by email address.*

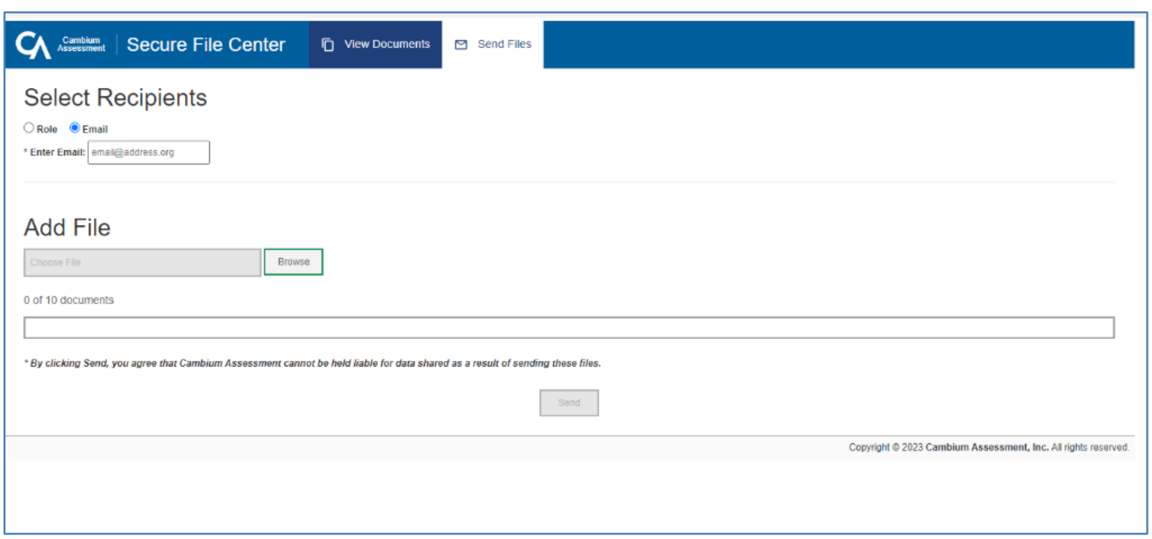
Figure 16. Send Files – Select Roles



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

4. In the Select Role Group field, select the role group to which you want to send a file or files. A drop-down list appears
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose Select all to send a file or files to all roles in the selected role group.
6. *Optional*: Select Advanced Filters. Advanced filters will appear. From the drop-down lists, select any available filters you wish to apply. These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.
7. If you selected Role in step 3, skip this step. If you selected Email in step 3, enter the email address of the recipient to whom you wish to send a file or files.

Figure 17. Send Files – Email



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

9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

10. Select **Send**.

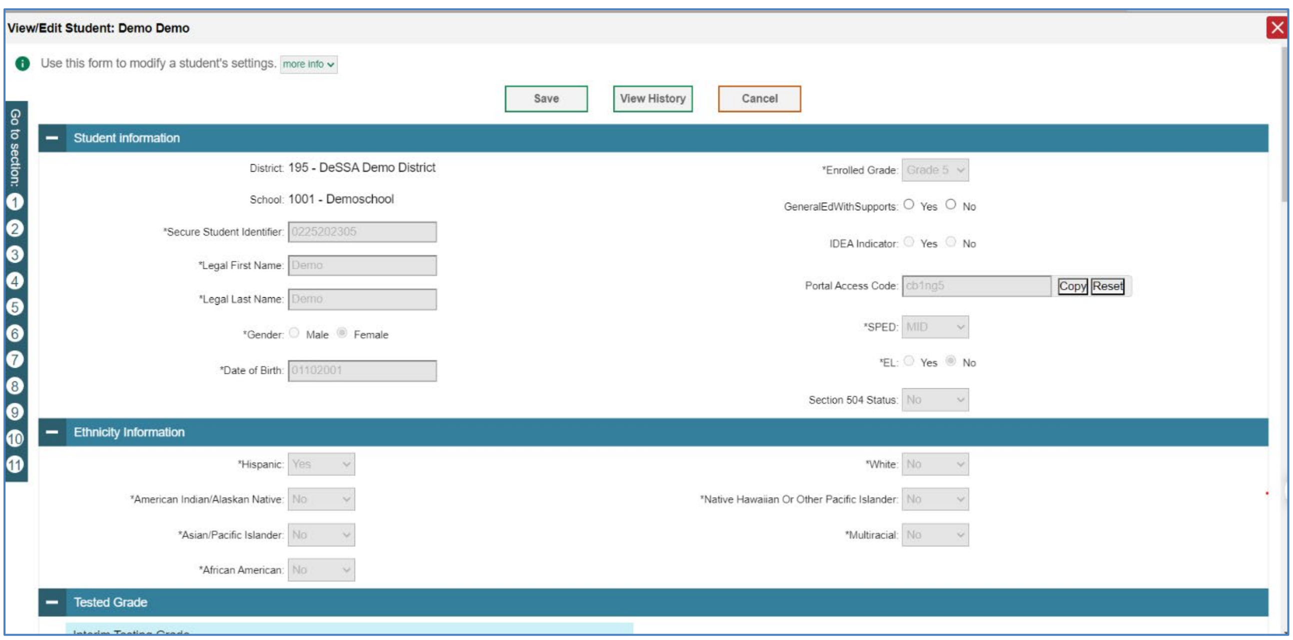
Overview of Task Page Elements

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 18). This section explains how to navigate these forms.

Figure 18. 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. For a complete preview of Test Settings and Tools, see Appendix D.

Table 3. Student Record Form Sections

Section	Description
1	Student Information
2	Ethnicity Information
3	Roster Association
4	Tested Grade
5	Participation Student
6	Blocked Subjects
7	Universal Tools (Non-Embedded)
8	Designated Supports (Embedded)
9	Designated Supports (Non-Embedded)
10	Accommodations (Embedded)
11	Accommodations (Non-Embedded)
12	Special Request (Non-Embedded)

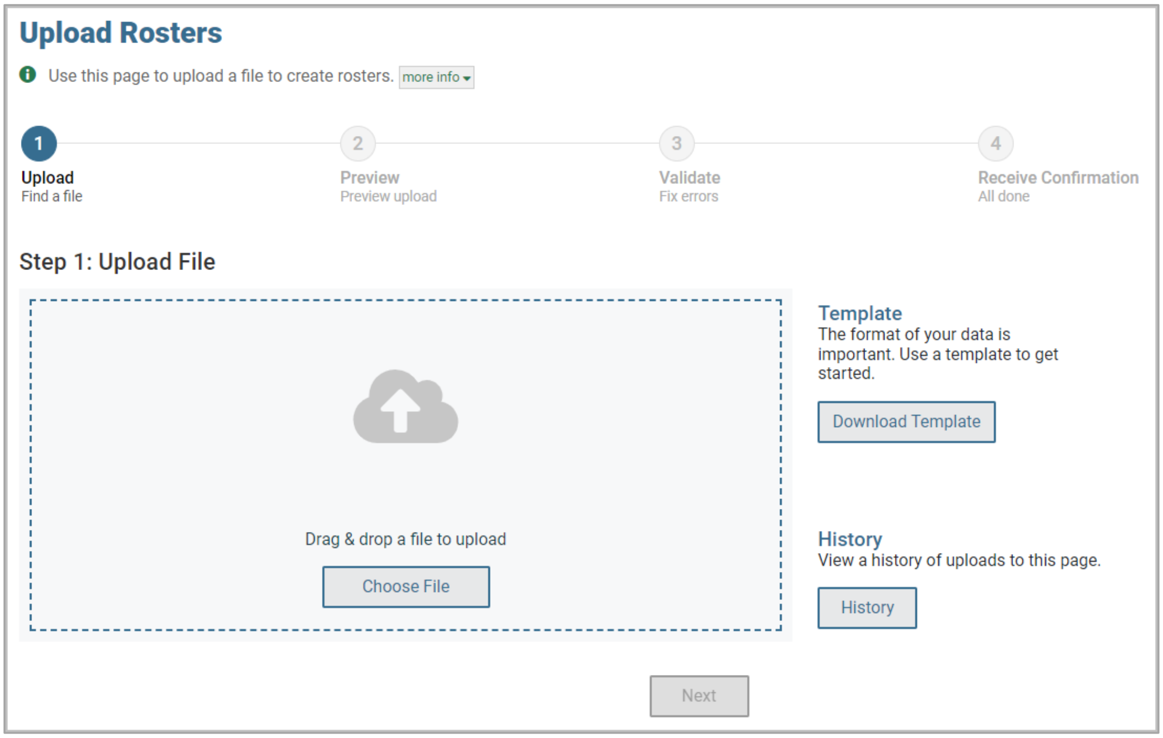
A floating *Go To Section* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

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

Uploading Files

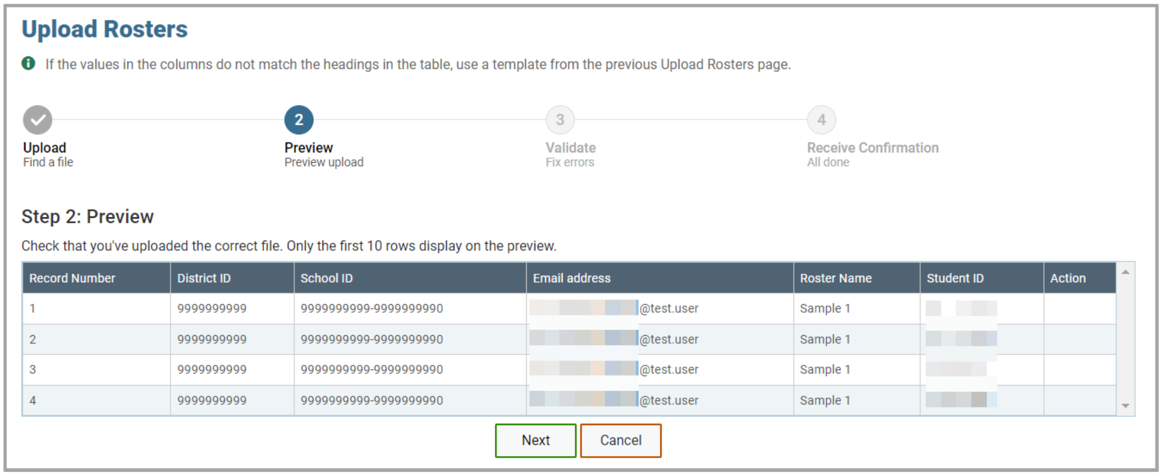
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 19 Upload Roster Page



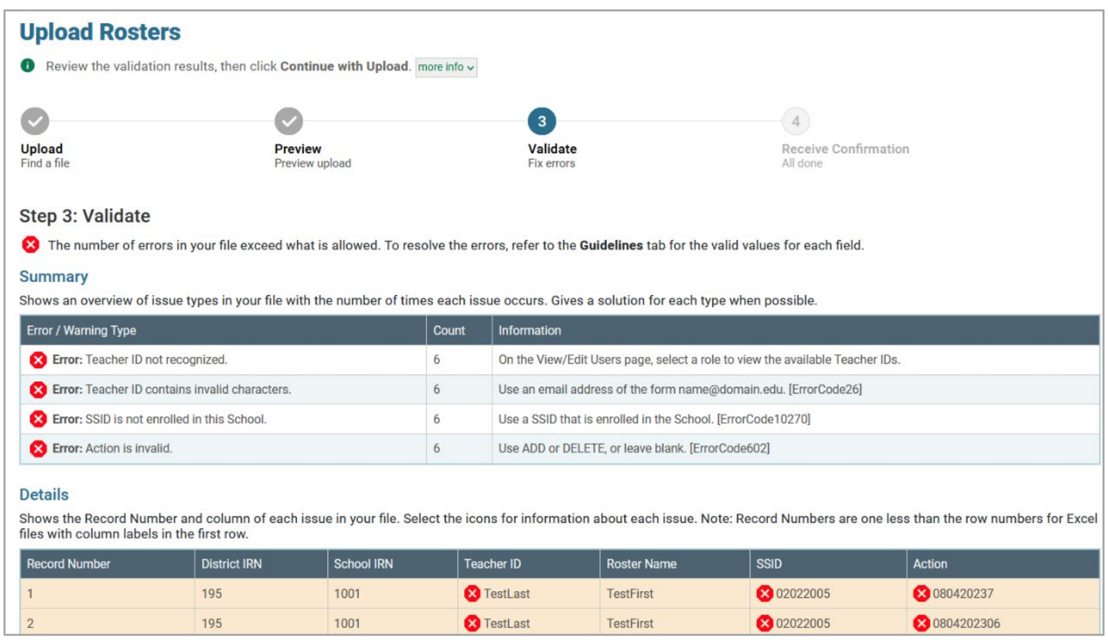
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 20 Upload Rosters Preview Page



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

Figure 21 Upload Rosters Validation Page



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

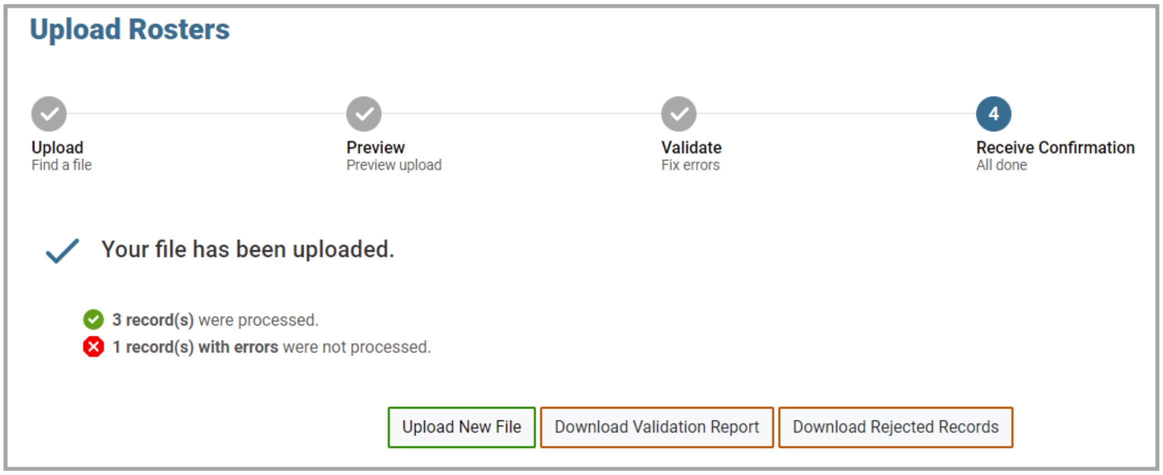
   - To make edits to the file before proceeding, select **Upload Revised File** to restart the process.

   - To view a list of issues with the file, select **Download Validation Report**.

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

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

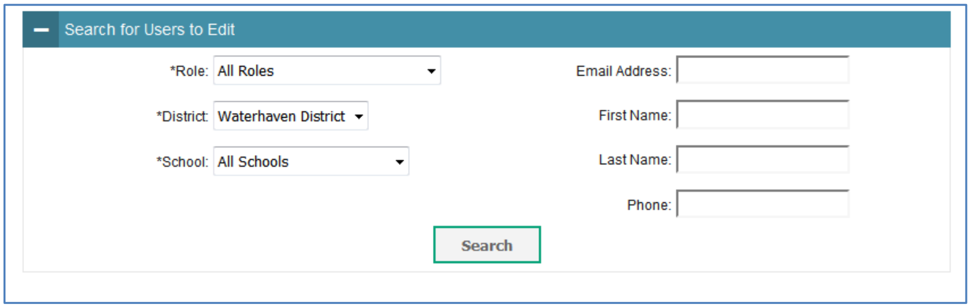
Figure 22 Upload Rosters Confirmation Page



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

Figure 23. 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 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: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school ID.

    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**.

    a. If searching for users, students, and appeals, proceed to the next step.

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

4. In the search results pop-up window 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:

a. 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.

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

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

The list of retrieved records appears below the search panel (see Figure 24).

Figure 24. Sample Search Results

	Edit	Role	District	School	First Name	Last Name	Email	Employee ID	Phone	Record ID	Trained User
		TA	195-DeSSA Demo District	1001-Demoschool	Demoupdate	update	DemoDEuser0050@test.user	99913051		99913051	
		TA	195-DeSSA Demo District	1001-Demoschool	Demoupdate	update	DemoDEuser0046@test.user	99913047		99913047	

5. *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.

6. *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.

7. *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.

8. *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.

Table 4 shows the available categories for a search of student records in TIDE.

Table 4. Student Record Search Options in TIDE

Search Type	Search Criteria
Basic Search Options	District
	School
	Secure Student Identifier
	Legal Last Name
	Legal First Name
	Gender
	Enrolled Grade
Additional Search Criteria	Gen Ed with Supports
	SPED
	MLL
	Section 504 Plan Status
	American Sign Language Video
	Type of Refreshable Braille
	Closed Captioning
	Color Contrast (Computer)
	Emboss (Passages/Stimuli and Items)
	Emboss Request Type
	Language
	Mouse Pointer
	Masking
	Accommodations (Non-Embedded)
	Designated Supports (Non-Embedded)
	Permissive Mode
	Print on Request
	Zoom
	Streamlined Mode
	Text-to-Speech (TTS)
	Glossaries
	Special Request (Non-Embedded)
	Word Prediction

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:

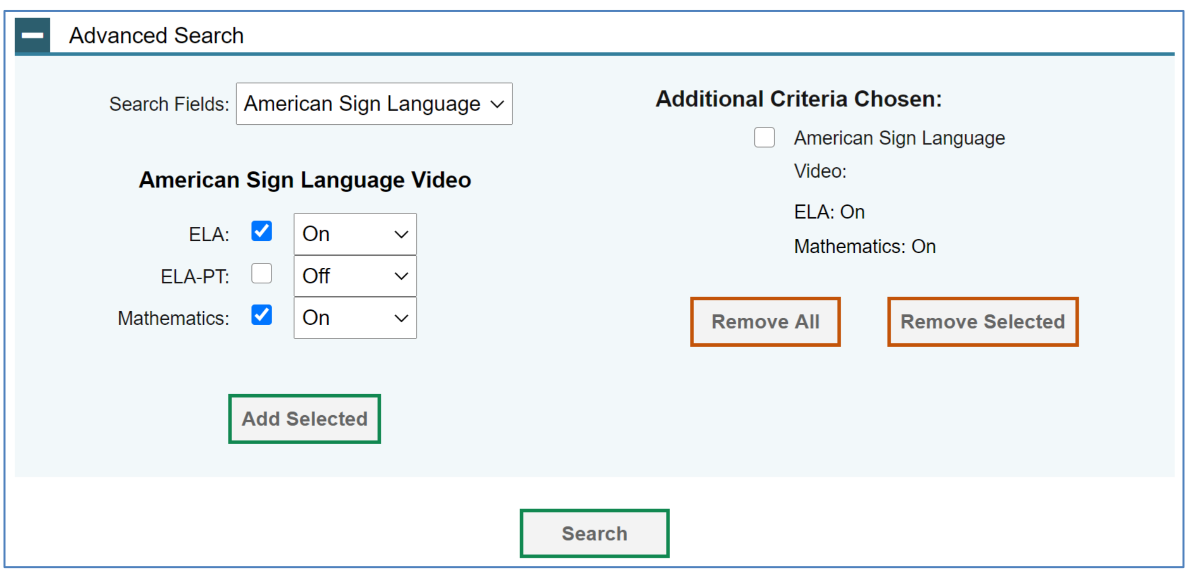
- If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.
- If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.

To include advanced search criterion in the search panel

1. Select values in the **Search Field** (see Figure 25)
2. To include a search criterion in the search, select it and select **Add** or **Add Selected** as available
3. *Optional*: To delete an additional search criterion, select it and select **Remove Selected**. To delete all additional search criteria, select **Remove All**.
4. Select **Search**.

Referring to Figure 25, TIDE retrieves student records that match both of the following:

Figure 25. Advanced Search panel



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 depends 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:

   a) Mark the checkbox next to each record you wish to select.

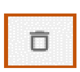
   b) To select all records, mark the checkbox in the header row.

	Note: Performing actions on records retrieved on the *View/Edit/Export Students* page: • For printing or exporting student records from the ***View/Edit/Export Students*** page, 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:

   a) : Prints the selected records or displays options for printing all or selected records.

   b) : Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.

   c)  : 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

Generating Frequency Distribution Reports

Managing Rosters

Working with Orders for Testing Materials

Viewing Contact and Shipping Info

Managing TIDE Users

This section includes instructions for viewing and deleting records for user accounts in TIDE.

Viewing User Details

You can view 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. The **View/Edit/Export Users** page also allows District ISO and DTC/DA users to delete users from TIDE.

To view 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 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.

The *Trained User* column indicates that the user received training on testing.

	Caution: Only those users who are flagged as having received training, including District, School, and Test Administrators, and District Accommodations Managers can start test sessions. The trained user flag will be set to "Y" for users only AFTER the user has logged in to TIDE and then completed the Test Administrator (TA) Certification Course accessible on the DeSSA portal. See the section, Information Regarding User Records in TIDE, for more information about what to check if a trained user flag has not changed from "N" to "Y."

Information Regarding User Records in TIDE

When looking for or examining user records in TIDE, keep the following in mind:

How user records appear in TIDE:

An individual appears in TIDE as a user if:

1. the individual has been granted access to DeSSA Math & ELA by the District ISO; and
2. the individual has accessed TIDE in the DeSSA portal after 8/28/23 after logging in to EdAccess or LEA Classlink.

How the trained user flag turns from "N" to "Y":

An individual will appear as a trained user if:

1. the user has completed the necessary training, and the "course complete" flag is set to "Y" in the Professional Development Management System (PDMS); and
2. after completing the necessary training, the user logged in to TIDE or the TA Interface via EdAccess or LEA Classlink. NOTE: The required training includes the Cambium TA Certification Course.

If you do not find a user in TIDE that should be in TIDE, or if the user does not appear to have the correct training flag set in TIDE, verify that the user:

- has an active EdAccess or LEA Classlink account;
- has access to the DeSSA Math & ELA icon;
- has logged in to the DeSSA Math & ELA icon after 8/28/23; and
- has logged in to the DeSSA Math & ELA icon again after completing training.

The complete list of training modules is available under the Tutorials section of the DeSSA Portal at https://de.portal.cambiumast.com/.

Add User Role to User Accounts

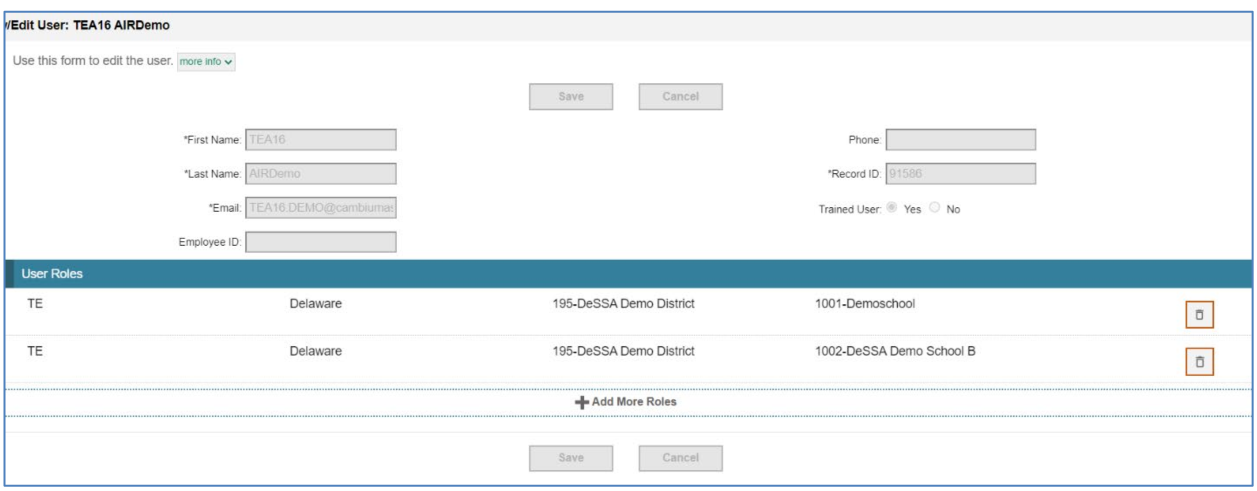
All users added to TIDE will have a TA user role. Users should reach out to their District ISO or DA if they need their user role updated.

Caution: District Test Coordinators and School Test Coordinators can assign different roles to users, but users can only have one role assigned to them at a time. The existing user role must be deleted before a new role can be assigned.

To add a user role to a user account:

1. Retrieve the user account you want to add a user role by following the procedure in the section, Searching for Records.
2. The user will appear with a TA user role. Select for the user whose user role you want to edit.
3. To delete the current role, select next to that role.
4. To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users (see Figure *26*).
5. Once the user role has been assigned, click **Save**. The user role assignment has been added.

Figure 26. Add User Role Panel



Deleting User Accounts

The District ISO and DTC/DA roles are able to delete a user's account as long as the user is at or below their role and the user is in their district or school.

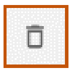
To delete user accounts:

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**.

Managing Student Information

This section describes how to modify student records and how those records affect testing and reporting. Not all information can be updated in TIDE. TIDE can only be used to update ELA and mathematics student test accommodations, designate supports, and other test eligibility information. Student demographic information indicated with an asterisk (* – see Figure 18) must be updated in eSchoolplus. Any student information in these fields that is incorrect must be updated before the student can test. All eSchoolplus updates will be applied to the TIDE system within 48 hours.

Viewing and Editing Student Information

The **View/Edit Students** page allows you to search for students, view their information, including test accommodations, supports, and restrictions, export a list of students, or edit a specific student's information. You may only view information for students in your district or school. You can also view a student's test participation report, if available.

To view and edit student details:

1. To view and edit student details: 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 record you want to view or edit by following the procedure in the section, **Searching for Records**. To export a list of the students produced by your search query, follow the procedure in the section, **Performing Actions on Records.**

3. In the list of retrieved students, click  for the student whose account you want to view. The Edit Student form appears.

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

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

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

In the available test settings and tools panels, modify the student's test settings. The test settings are grouped into categories, such as embedded accommodations or designated supports. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

In the *Blocked Subjects* panel, mark or clear checkboxes as required to modify the student's eligible tests.

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

7. Click **Save**.

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

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

Figure 27. Test Settings and Tools Panel

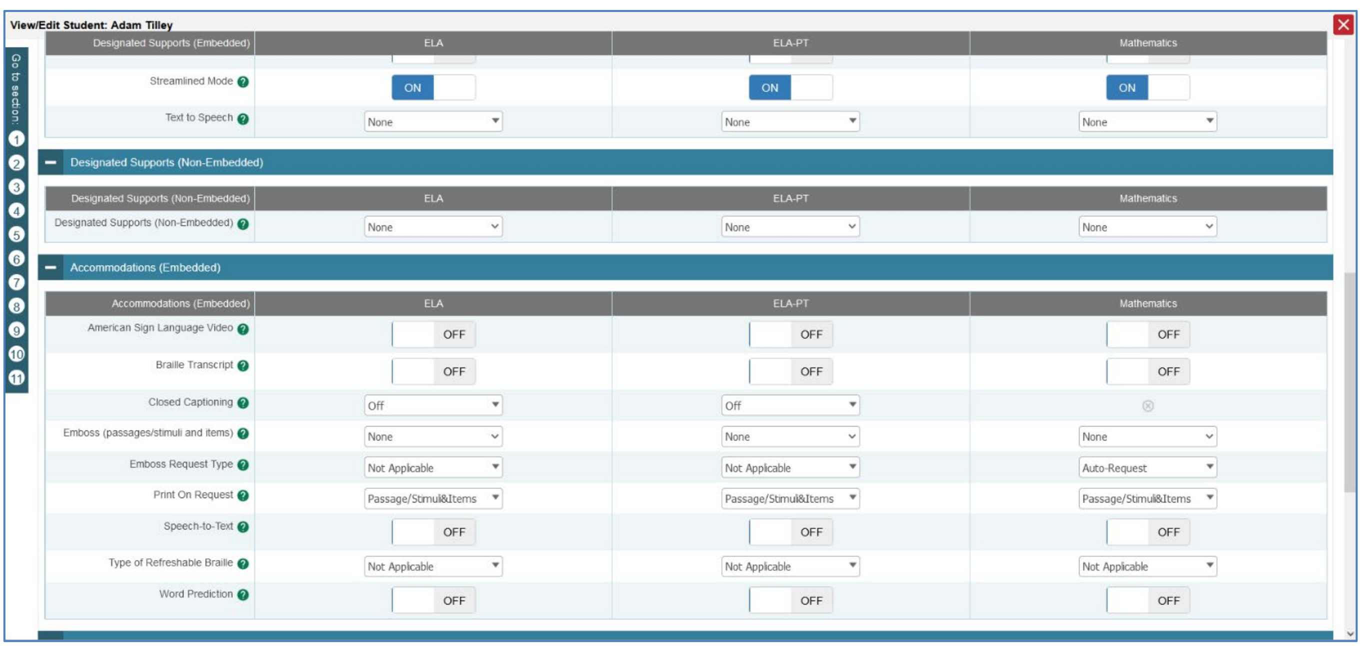


Table 5. Fields in the Demographics Panel describes the fields in the *Demographics* panel on the Student form. Please note that student demographics are view-only and cannot be modified in TIDE.

Table 5. Fields in the Demographics Panel

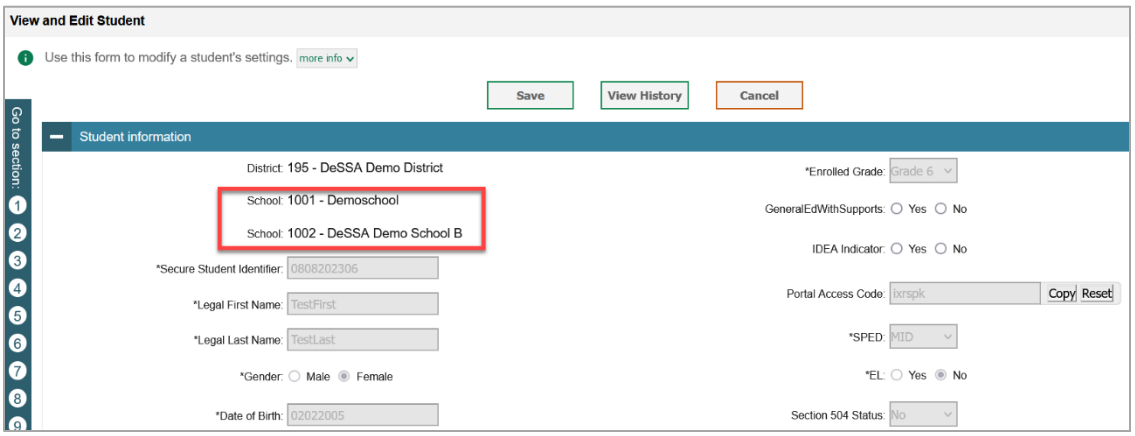
Field	Description
Student Information	
Date of Birth	Student's date of birth
English Language Proficiency (ELP) Level	Student's ELP level
Enrolled Grade	Grade in which student is enrolled during the test administration
General Education (Gen Ed) with Supports Flag	Student flagged in the pupil accounting system as a General Education Student receiving supports in the classroom
Gender	Student's gender
IDEA Indicator	Student Enrolled in an Individual Education Program (IEP)
Legal First Name	Student's first name
Legal Last Name	Student's last name
Section 504 Plan Status	Student's Section 504 Plan status
Secure Student Identifier	Student's Statewide Student Identifier (SSID) within the enrolled district
Special Education (SPED) Code	Student's SPED code
Ethnicity Information	
American Indian/Alaskan Native	A student having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community recognition
Asian/Pacific Islander	A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
African American	A student having African American origins.
Multiracial	A student having origins of two or more races
Hispanic	A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
Native Hawaiian or Other Pacific Islander	A student having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment
White	A student having origins in any of the original peoples of Europe, the Middle East, or North Africa

Dual-Enrolled Students (NEW 2023-2024)

New for 2023-2024, TIDE facilitates the ability for students enrolled in multiple districts or schools at the same time to appear with that distinction in TIDE.

When viewing a record of a student who has been enrolled in more than one district or school, the record will display all the districts and schools in which the student is enrolled (Figure 28).

Figure 28. Dual-Enrolled Student



When editing the record of a student who has been dual-enrolled, changes you make to the student's test settings and certain demographic information (e.g., Gen Ed with Supports) will be reflected immediately in TIDE. For example, if the most recent upload file has a different tool settings than the record previously shown in TIDE, the system assumes the change is an intentional update, and therefore, modifies the student's tool settings

Note: Dual-Enrolled Students

- Changes made in eSchool to student demographic information will be reflected in TIDE within 24 hours. Student tool settings can be modified by either institution in TIDE, and either institution can administer tests to the student.

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for only the selected district and school in which the student is enrolled. For example, if you are printing a test ticket for a student who has been enrolled in three schools within the district (Figure 28) and you have only retrieved the student's enrollment record for one of these schools, test tickets will only be printed for the selected school. If you select all three enrollment records, test tickets will be printed for all three schools. For information about printing test tickets, see the section "How District-level Users Print Test Tickets."

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

View a history of changes to a student's account

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

You can view a history of:

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

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

Note: Inactive Students

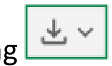
- When a student is removed from TIDE, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

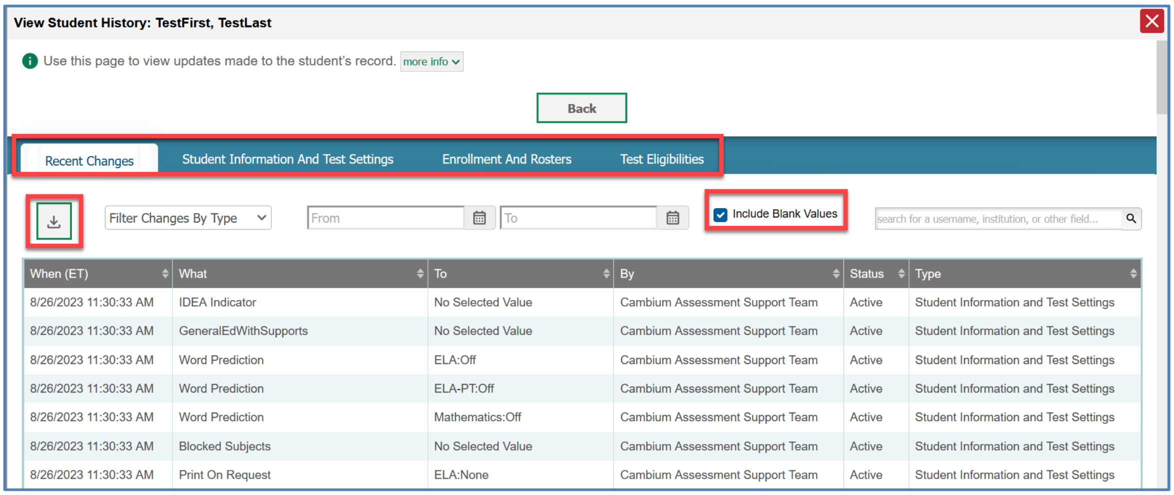
To access a student's history:

5. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears.
6. Retrieve the individual student account you want to view by following the procedure in the section "Viewing and Editing Student Information" in the Introduction.
7. In the list of retrieved students, select for the student whose account you want to view. The ***View Student History: [Student's Name]*** window appears.
8. From the top of the page, select View History button.
9. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.

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

11. *Optional:* Use the **Include Blank Values** checkbox to hide or show empty fields that display *No Selected Value*. Using this feature will remove any filter applied and show the full contents of the table.

12. *Optional:* Export the content from each tab by selecting  and then selecting a file format.



Uploading Student Settings

If you have many students for whom you need to apply test settings, you can upload these using a file upload.

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

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

2. *Optionally*: Access the **Upload- Student Settings File** export from any of these tasks with student search grids:

   a. View/Edit/Export Student Settings

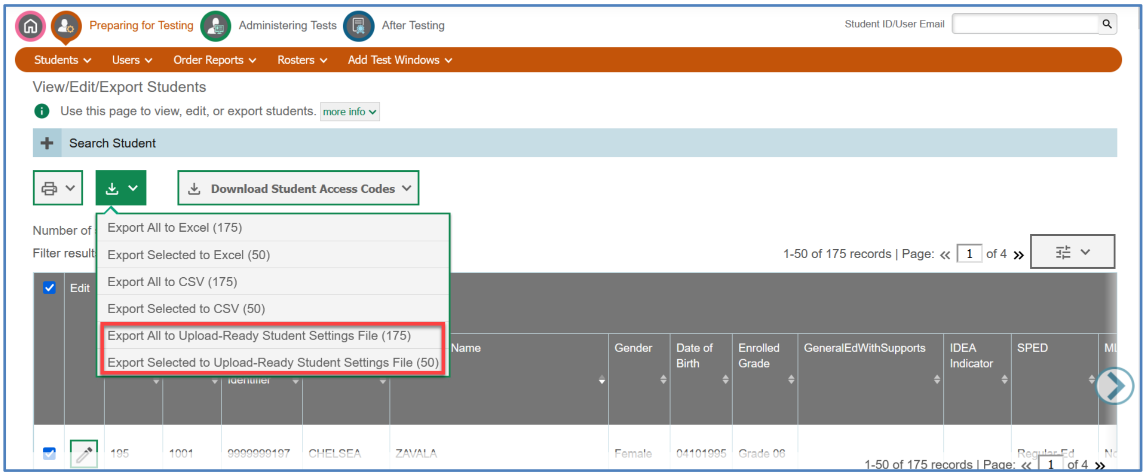
   b. View Non-Participation Codes

   c. Generate Access Code Template (Family Portal)

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

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

- To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.
- To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to step 4.



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

6. Select  and then do one of the following:

   To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.

   To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.

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

Table 6 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Student Settings*** page.

Table 6. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number	Any current student Secure Student Identifier
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	Any TIDE selectable tool
Value	A system defined value for setting a test tool	Pre-populated based on Test Tool selection

*Required field

Figure 29. Sample Test Settings Upload File is an example of a simple upload file that provides several accessibility features for different tests for the student with ID 9999.

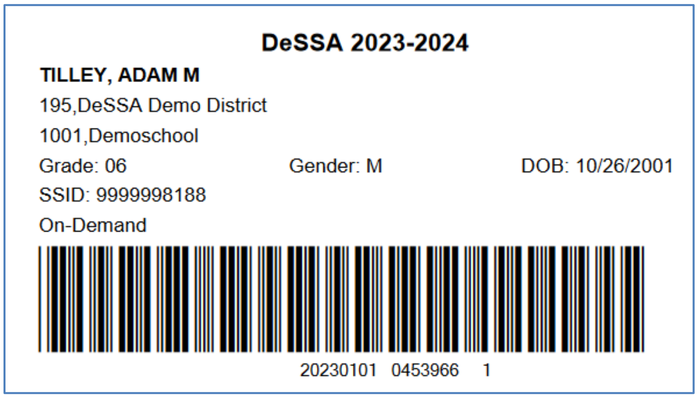
Figure 29. Sample Test Settings Upload File

SSID	Subject	Tool Name	Value
9999	ELA-PT	Accommodations (Non-Embedded)	Scribe for SwD
9999	Mathematics	Language	Spanish

Printing PreID Labels from student lists

A PreID label (see Figure 30) is a label that you affix to a student's testing materials, such as an answer booklet.

Figure 30. 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. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears.
2. Retrieve the students for whom you want to print labels by filling out the search criteria and selecting **Search**.
3. Click the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed:
    a) To print labels for specific students, mark the checkboxes for the students you want to print.
    b) To print labels for all students listed on the page, mark the checkbox at the top of the table.
5. Click and then click **My Selected PreID Labels**.

6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see Figure 31).

7. Click the start position you require.

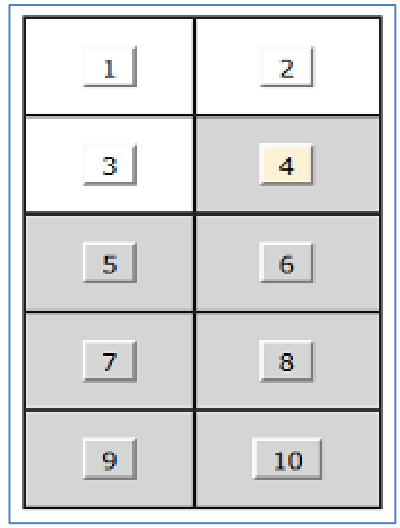
   The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

8. Click **Print**.

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

Your browser downloads the generated PDF.

Figure 31. Layout Model for PreID Labels



Affixing PreID Labels

For the Smarter Balanced assessments, a PreID label is required on all student materials:

- TAs should ensure that students' PreIDs labels are affixed to subject and grade level appropriate answer documents for each student.
- TAs should affix a PreID label on the front cover of each student's appropriate grade level answer document in the box labeled "Place Student Barcode Label Here."
- If a PreID label is not available, TIDE should be used to create a student's PreID label using the PreID print-on-demand feature. This PreID label should then be affixed on the student's appropriate grade level answer document in the box labeled "Place Student Barcode Label Here."
- PreID labels must be used for each student's answer document.

Do **not** let a student use any answer document that has another student's PreID label on it.

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 Student Information.

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:

    a) To print test settings for specific students, mark the checkboxes for the students you want to print. Click My Selected Student Settings and Tools.

    b) To print test settings for all students listed on the page, mark the checkbox at the top of the table. Click All Student Settings and Tools.

    c) 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:

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

    b) 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 32).

Figure 32. Layout Model for Student Test Settings and Tools

Administration: DeSSA 2023-2024 7/21/2023, 3:28:54 PM

Student Settings and Tools

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
TILLEY, ADAM M	9999998188	06	DEMOSCHOOL (1001)	DESSA DEMO DISTRICT (195)	ELA Print On Request:Passage/Stimuli&Items Glossaries:English Glossary Streamlined Mode:On Emboss Request Type:Not Applicable ELA-PT Print On Request:Passage/Stimuli&Items Glossaries:English Glossary Streamlined Mode:On Emboss Request Type:Not Applicable Paper/Pencil Test:Yes Mathematics Print On Request:Passage/Stimuli&Items Glossaries:English Glossary Streamlined Mode:On

6. Click **Print**.

Your browser downloads the generated PDF.

Table 7 provides further information on test settings that are editable in TIDE.

Table 7. Test Accommodation Families That Are Viewable or Editable in TIDE

View and Edit or View Only?	Test Accommodation Code or Code Family	Requires Test Reset?*
View and Edit	Accommodation (Non-Embedded)	No

	American Sign Language Video	Yes
	Closed Captioning	Yes
	Color Contrast (Computer)	No *(can be set in the TA Interface)*
	Designated Supports (Non-Embedded)	No
	Emboss (passages/stimuli and items)	Yes
	Emboss Type	Yes
	Glossaries	Yes
	Language	Yes
	Masking	No
	Mouse Pointer	No
	Permissive Mode	Yes
	Print on Request*	No
	Special Request (Non-Embedded) *	No
	Speech-to-Text (English/Spanish)	No
	Streamlined Mode	No
	Text-to-Speech	No
	Type of Refreshable Braille	Yes, on Smarter Balanced tests
	Universal Tools	No
	Word Prediction	Yes
	Zoom	No *(can be set in the TA interface)*

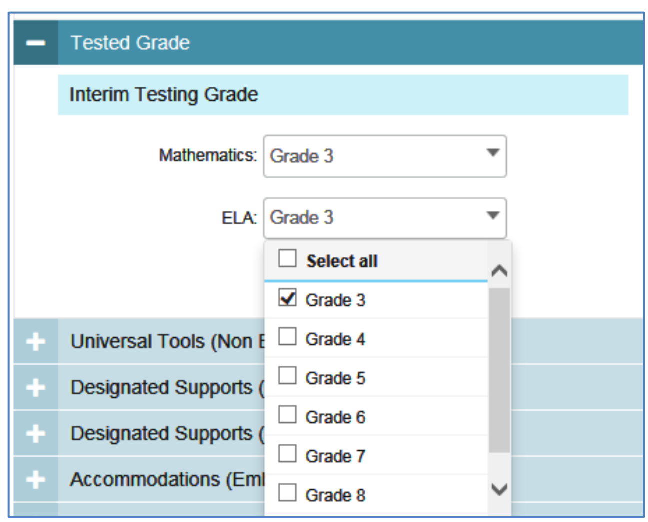
* Special request accommodation codes can only be set by DDOE.

Interim Testing Grade

The Interim Testing Grade reflects the grade at which the student will be tested during the upcoming interim test. For example, if the Grade 3 checkbox under the ELA subject is selected, it indicates that the student will receive the grade 8 ELA interim test regardless of the grade in which he or she is enrolled.

If a student is to be tested off-grade for interim assessments, the grade must be updated here for the student to have access to an off-grade test.

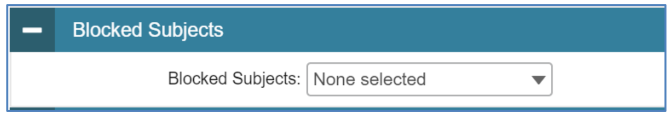
Figure 33. Sample Interim Testing Grade Setting



Blocked Subjects

Only DA, DAM, and SA users can edit students' testing restrictions.

Figure 34. Sample Test Restrictions



Students blocked from testing in a subject will not be able to start or resume any tests in that subject.

1. To restrict a student from testing in a subject, click the checkbox next to that subject in the drop-down menu. The box should display a checkmark.
2. When you have selected the subject(s), click [Save].

Click [Go Back To Search Results] to return to the student listing.

This feature allows you to remove exempt English language learner (ELL) students from eligibility for the general assessments. Blocking subjects for these students will remove them from the test completion rates for the general assessments.

> **Note:** Test restrictions can be used to exclude students who are exempt from taking a test in a subject. Eligibility for exclusion is based on the criteria found in the Guidelines for Inclusion document.
>
> Enabling a test restriction supersedes any other test-related settings and applies to DeSSA tests.
>
> Students who have the ELA First Year Exclusion accommodation code are exempt from taking ELA tests. If you have a student with this accommodation code, ensure that "ELA" is blocked in their "Blocked Subjects" section.

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 Files and using Table 8 as a reference, fill out the Interim Grade template and upload it to TIDE.

Table 8 provides the guidelines for filling out the Interim Grades template that you can download from the ***Upload Interims*** page.

Table 8. Columns in the Interim Grades Upload File

Field Name	Description	Valid Values
SSID*	Secure Student Identifier	Up to 10 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute	Interim Testing Grade
Subject*	Subject of assessment	One of the following: • Mathematics • ELA • ELA PT
Grade*	Student's interim grade.	Any of the following: Grade 3 – Grade 8 None

*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 of "None", then all interim grades established for the student's subject up to that point will be removed.

Generating Frequency Distribution Reports

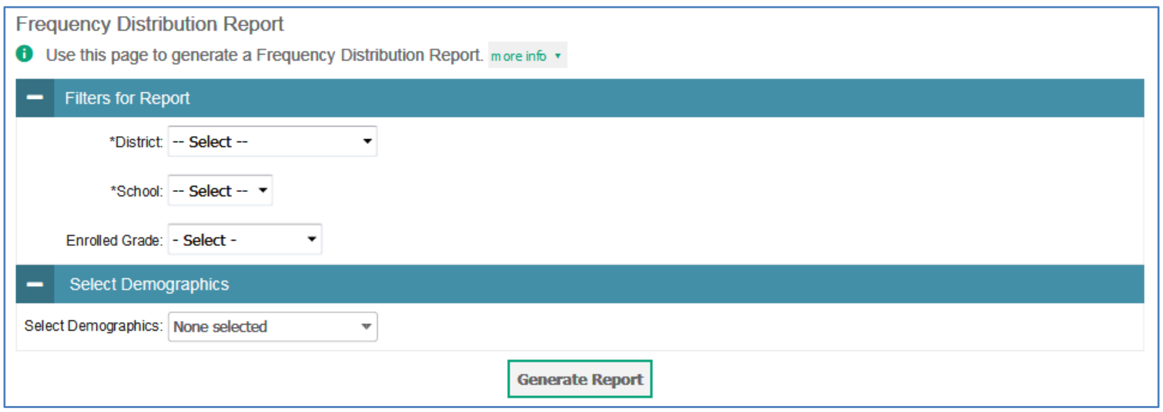
A frequency distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students.

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

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 35).

Figure 35. 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.

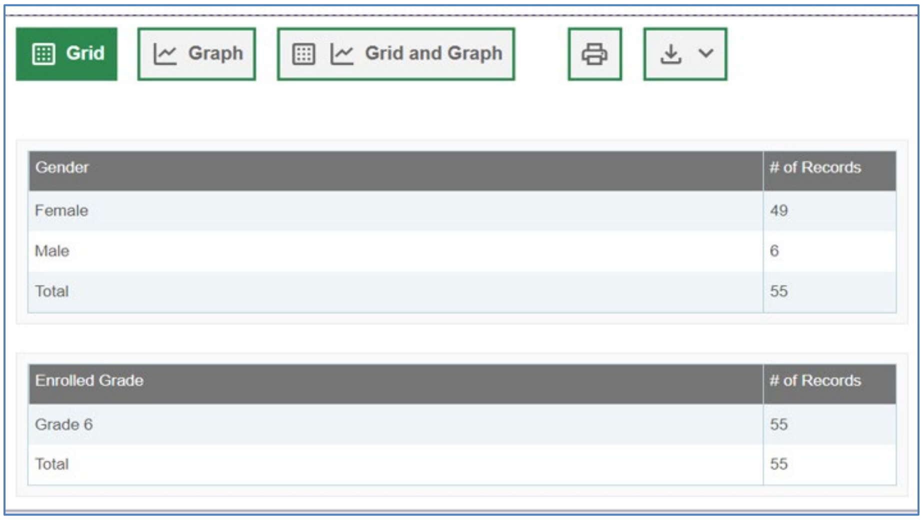
    b. From the ***School*** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

    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 and accommodations.

3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 35).

Figure 36. Frequency Distribution Reports by Grade and Gender



Gender	# of Records
Female	49
Male	6
Total	55

Enrolled Grade	# of Records
Grade 6	55
Total	55

4. Do one of the following:
   a) To display the FDRs in tabular format, click **Grid**.
   b) To display the FDRs in graphical format, click **Graph**.
   c) To display the FDRs in both tabular and graphical format, click **Grid & Graph**.
   d) To download a PDF file of the FDRs, click , and then click **Print** on the new browser window that opens displaying the report.

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. Please note, rosters are only updated once a week over the weekend. **Only existing user defined rosters can be modified in TIDE, rosters uploaded from eSchoolplus cannot be modified.**

The rosters you create in TIDE are available in the Centralized Reporting System (CRS). Centralized 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

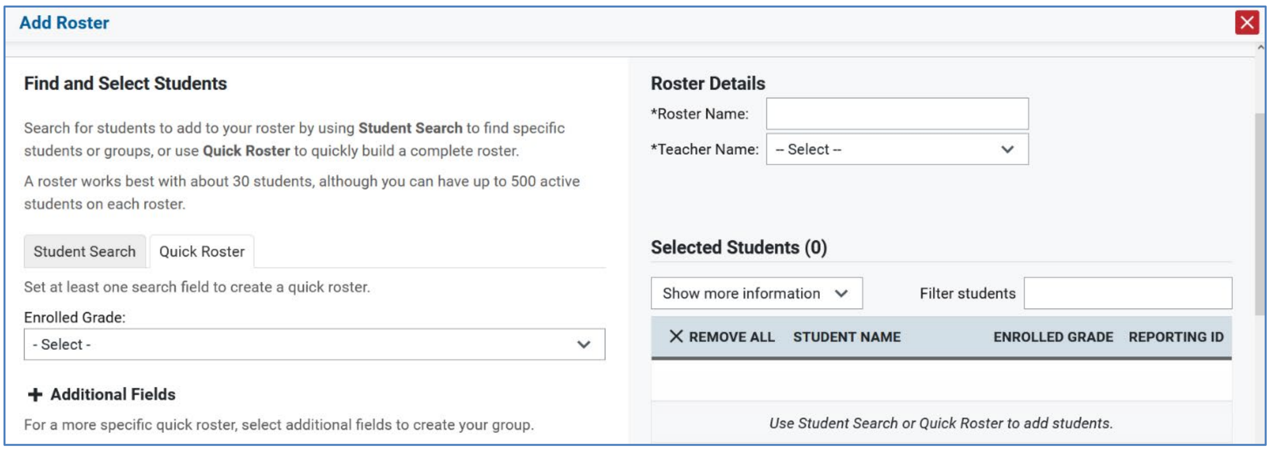
This section explains how to add a new roster to TIDE. For a teacher to be able to see his students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy or Mathematics.

> **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 37).

Figure 37. Add Roster Form



2. Select a school.

3. On the *Add Roster* form (Figure 37), add a roster name and select a teacher.

4. Decide how you want to add students:

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

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

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

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

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

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

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

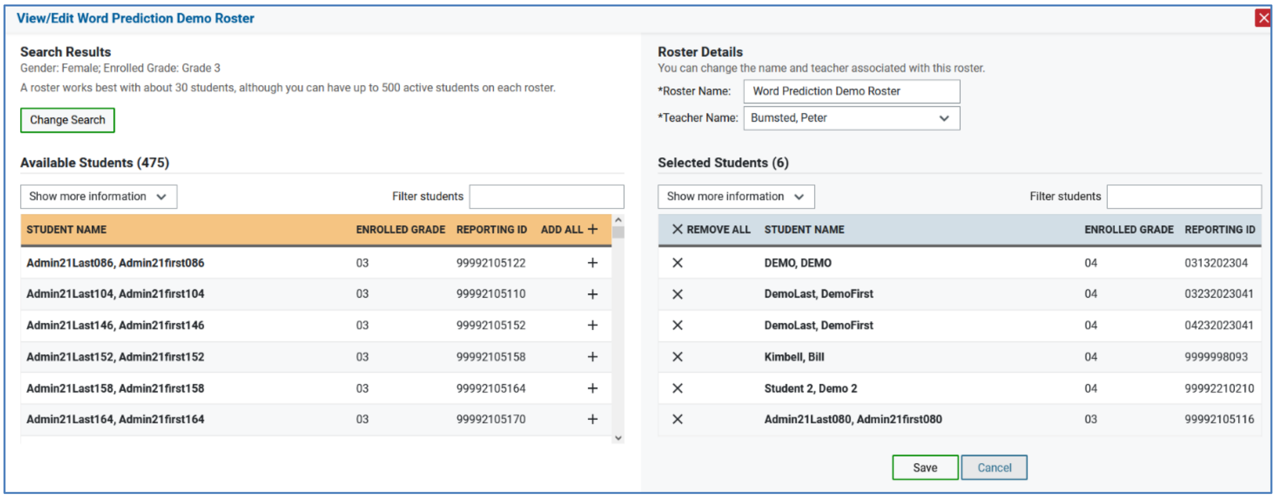
   - Use the ***Filter*** field to limit students to those who match the text you enter.
     This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend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

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

Modifying Existing Rosters

You can modify a roster by changing its name, associated teacher, or by adding students or removing students (**This feature is only available for user-defined rosters. It is not available for system-generated rosters uploaded from eSchoolplus**).

Figure 38 Modifying a Roster: View/Edit Form



To modify a user-defined roster:

7. From the **Rosters** task menu on the TIDE dashboard, select **View Roster**. The ***View Rosters*** page appears.

8. Retrieve the roster record you want to view or edit by following the procedure in the section above, "Adding New Rosters."

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

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

    - Select the **Student Search** tab to add individual students manually.

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

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

11. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid.

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

Printing Student Information 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.

13. Do one of the following:

    a) Mark the checkboxes for the rosters you want to print.

    b) 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.

14. Click , and then select **Roster**.

15. Under *Print Options*, verify *Roster* is selected. The Roster Student List report appears.

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

Printing Test Tickets for Students on 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 on a roster:

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

17. Do one of the following:

    a) Mark the checkboxes for the rosters you want to print.

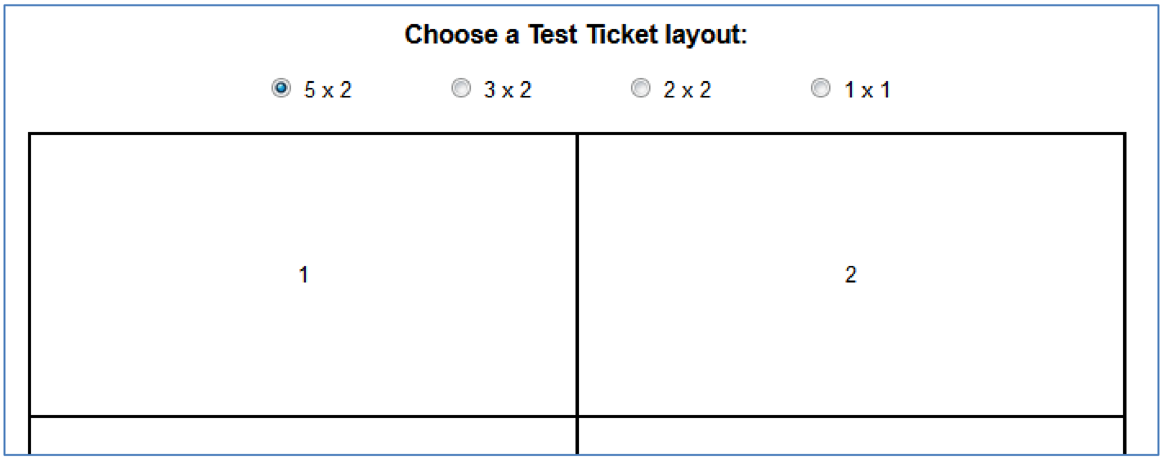
    b) Mark the checkbox at the top of the table to print all retrieved rosters.

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

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

19. Under *Print Options*, verify *Test Tickets* is selected. A layout model appears (see Figure 39).

Figure 39. Test Ticket Layout Model



20. Select the required layout.

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

Printing Test Settings for Students on 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 on a roster:

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

22. Do one of the following:

    a) Mark the checkboxes for the rosters you want to print.

    b) 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 on the rosters should not exceed 1000.

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

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

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

Deleting Rosters

You can delete rosters created in TIDE or Centralized Reporting. (This feature is not available for system-generated rosters.)

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section, Searching for Records.

26. Do one of the following:

    a) Mark the checkboxes for the rosters you want to delete.

    b) Mark the checkbox at the top of the table to delete all retrieved rosters.

27. 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 Roster*** page appears.

1. Following the instructions in the section, Uploading Files 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 Roster*** 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.

Column Name	Description	Valid Values
School ID	School associated with the roster	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
Employee Email*	Email address of the teacher associated with the roster	Email address of a teacher existing in CRS
Roster Name*	Name of the roster	Up to 20 characters
SSID*	Student's unique identifier within the district	Up to 30 alphanumeric characters

*Required field

Figure 40 is an example of a simple upload file that creates a roster with two students.

Figure 40. Sample Roster Upload File

District ID	School ID	Employee Email	Roster Name	SSID
99	9999	demo.user@doe.k12.de.us	ELA Gr 5	999999
99	9999	demo.user@doe.k12.de.us	Math Gr 5	888888

The first row (aside from the header row) does the following:

If the roster `ELA Gr 5` does not exist in school `9999`, TIDE does the following:

Creates the roster `ELA Gr 5`.

Associates the teacher whose employee ID is demo.user@doe.k12.de.us with the roster.

Adds the student ID `999999` to the roster `ELA Gr 5`.

The second row adds the student ID 888888 to the roster `Math Gr 5`.

Managing Test Windows

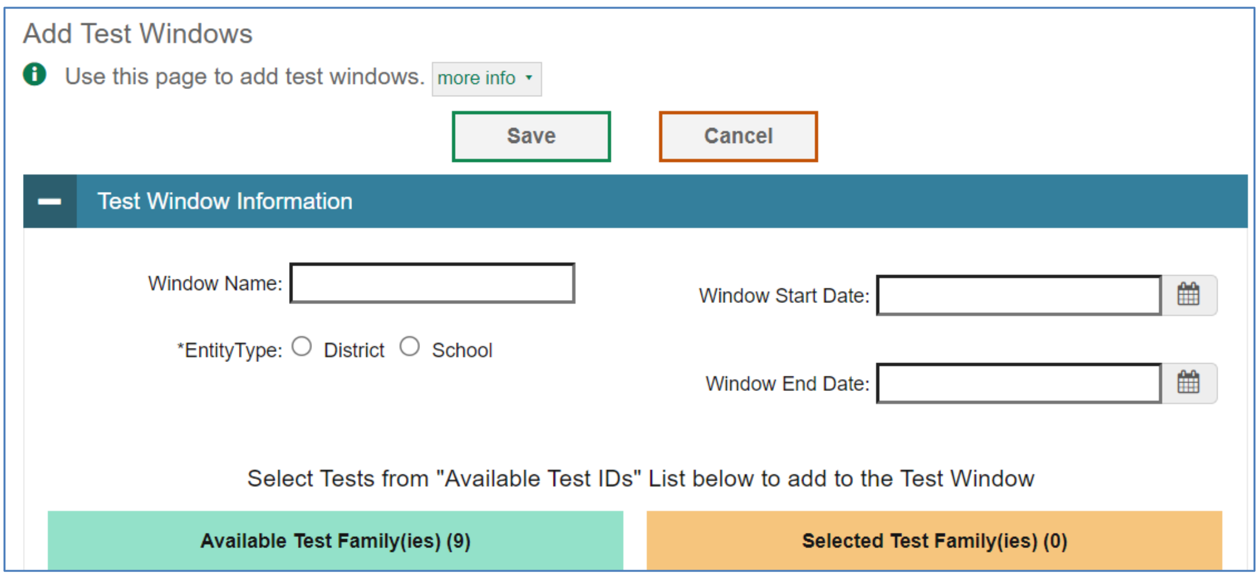
When you create or edit a test window at the district level, all schools within that district's hierarchy administer the test during that window—except those schools that have their own customized window.

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The ***Add Test Windows*** form appears (see Figure 41).

2. In the *Test Window Information* panel, do the following:

   a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Figure 41. Add Test Windows Page



   b. Mark the type of entity for which you want to add a test window: **District** or **School**.

   c. From the **District** and **School** drop-down lists (as available), make selections for the district and school.

   d. In the *Window Start Date* and *Window End Date* fields, enter the test window's start and end dates.

   e. Select **Add Test Window**.

3. In the *Add/Remove Tests* section (see Figure 42), do the following:

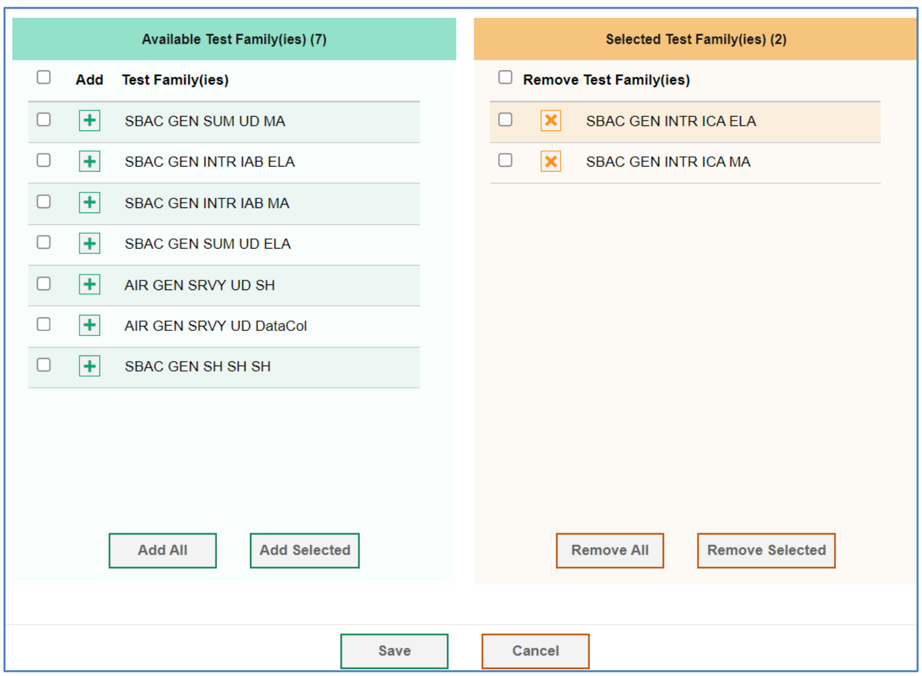
   1. To add tests, from the list of available tests, do one of the following:

   ○ To move one test to the window, select for that test.

   ○ To move all the tests in the *Available Tests Families* list to the window, select **Add All**.

   ○ To move selected tests to the window, mark the checkboxes for the test families you want to add, then select **Add Selected**.

Figure 42. Add/Remove Tests Panel



   2. To remove tests, do one of the following in the list of test families in the window:

   ○ To remove one test family from the window, select for the test family.

   ○ To remove all the test families from the window, select **Remove All**.

   ○ To remove selected test families from the window, mark the checkboxes for the test families you want to remove, then select **Remove Selected**.

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

TIDE creates the test window, and it is immediately available in the TA Interface.

Uploading Test Windows

If you have many test windows to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Test Windows** task menu on the TIDE dashboard, select **Upload Test Windows**. The ***Upload Test Windows*** page appears.
2. Following the instructions in the Uploading Files section in the Introduction and using the table Table 10 in the below as a reference, fill out the Test Window template and upload it to TIDE.

You can use the information in the table below to add or modify multiple test windows all at once through file upload.

Table 10. Columns in the Test Window Upload File

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.
INSTITUTIONIRN*	District's or school's ID.	For district-level windows, a district ID that exists in TIDE. For school-level windows, use DD-SS, where DD is the district ID and SS is the school ID. The institution must be associated with the user uploading the file.
WINDOWNAME*	Name for the test windows.	Up to 35 printable characters.
TESTNAME*	Test included in the test window.	One of the available test names from the drop-down list in the template.
WINDOWSTARTDATE*	Date test window starts.	Timestamp in MMDDYYYY hh:mm:ss format.
WINDOWENDDATE*	Date test window ends.	Timestamp in MMDDYYYY hh:mm:ss format.
ACTION*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

Working with Orders for Testing Materials

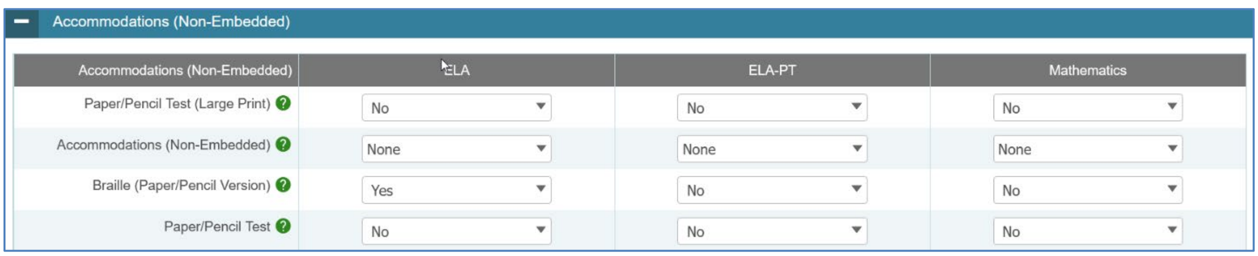
Your district or school may be pre-approved to receive paper-pencil materials for testing, such as question books and answer sheets. TIDE computes the quantities of these materials based on the number of students registered for those tests. This section describes how to order additional quantities as necessary.

Initial Orders

Some students take tests using traditional “paper-pencil” forms. To administer these tests, students and test administrators need to receive test materials, such as test booklets and instruction guides.

The number of students who receive a test booklet as part of the initial testing materials order is determined by the paper-pencil accommodation indicated in TIDE. This accommodation in TIDE is shown below:

Figure 43. TIDE Paper-Pencil Accommodation



Accommodations (Non-Embedded)

Accommodations (Non-Embedded)	ELA	ELA-PT	Mathematics
Paper/Pencil Test (Large Print)	No	No	No
Accommodations (Non-Embedded)	None	None	None
Braille (Paper/Pencil Version)	Yes	No	No
Paper/Pencil Test	No	No	No

These are used to calculate the total amount copies a district/charter will need. A small amount of overage is provided for each district.

If a student’s paper-pencil accommodation or paper-pencil flag has not been set by the date publicized by DDOE, the student’s materials will not be sent in the initial testing materials order. You may still set these flags after the deadline, but you will then need to place an order for additional materials (through your DA or DTC) as described in the section below. All paper material orders require DDOE approval, and all paper-pencil flags will be set by DDOE.

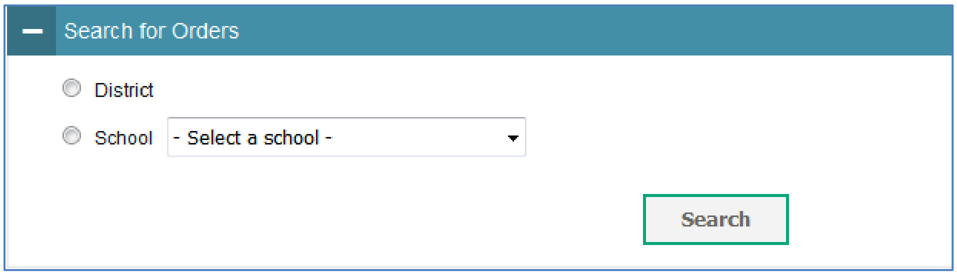
Placing Additional Orders

DAs and DTCs can request additional materials beyond those specified in an initial order. All order quantities require DDOE approval.

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 44). For more information about using record forms, see the section, Navigating Record Forms.

Figure 44. Fields in the Additional Orders Page



5. Do one of the following:

   a) Mark **District** (if available) to place an order for an entire district.

   b) Mark **School**, and then select a school, to place an order for an individual school.

6. Click **Search**. A list of materials available for ordering appears (see Figure 45).

Figure 45. 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

7. *Optional:* To view comments about the order, expand the *Comments* panel.

8. 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.

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

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

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

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

Table 11 describes the columns in the ***Additional Orders*** page.

Table 11. 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 5 and you need 2 more, enter 7.

Approving Pending Orders

State-level users can review and approve orders that other users have initiated or modified.

To approve pending orders:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Pending Orders**. The ***Pending Orders*** form appears.
2. To view an order's details, click the order number in the Order Number column.
3. To view an order's comments, click .
4. Do one of the following:
    a) To approve an individual order, mark its checkbox.
    b) To approve all orders, mark the checkbox in the header row.
5. Click **Approve**.

TIDE sends the order to the vendor for processing.

Table 12 describes the columns in the ***Pending Orders*** page.

Table 12. Columns in the Pending Orders Page

Column	Description
Order Number	Purchase order number

Column	Description
Order Status	Order's current status. For a description of order statuses, see Table 26.
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

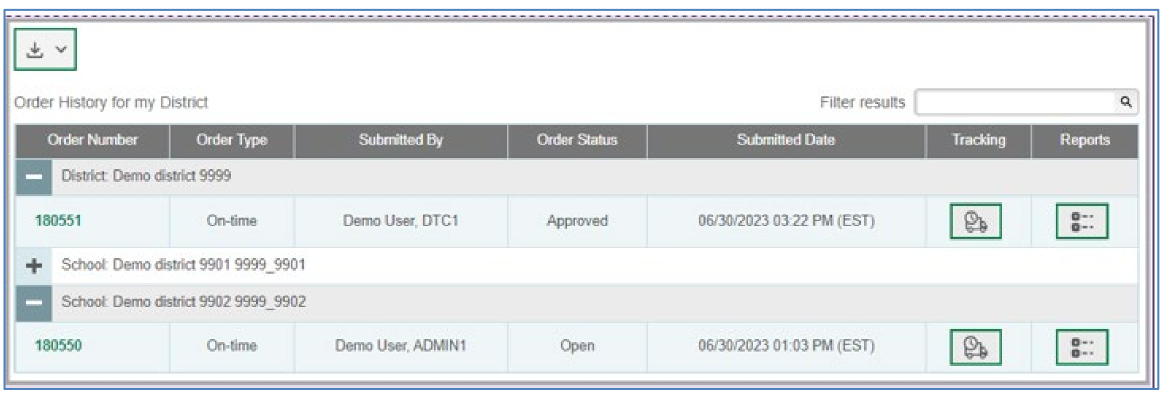
Viewing Order History

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 46).

Figure 46. Fields in the Order History Page



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

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

Table 13 describes the columns in the order history page.

Table 13. Columns in the Order History Page

Column	Description
Order Number	Purchase order number

Column	Description
Order Type	Type of order: initial or additional
Submitted By	User who generated the order
Order Status	Order's current status
Submitted Date	Date order was generated

Table 14 describes the columns in the order details form.

Table 14. 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

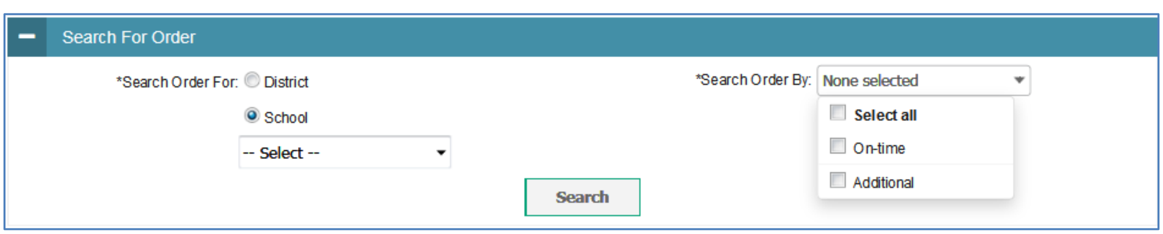
Viewing Order Quantity Reports

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 47).

Figure 47. Fields in the Order Quantity Report Page



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

    a) Mark **District** (if available) to review orders for an entire district.

    b) Mark **School**, and then select a school, to review orders for an individual school.

16. From the **Search Order By** drop-down list, mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.

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

Table 15 describes the columns in the ***Order Quantity Report*** page.

Table 15. 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.

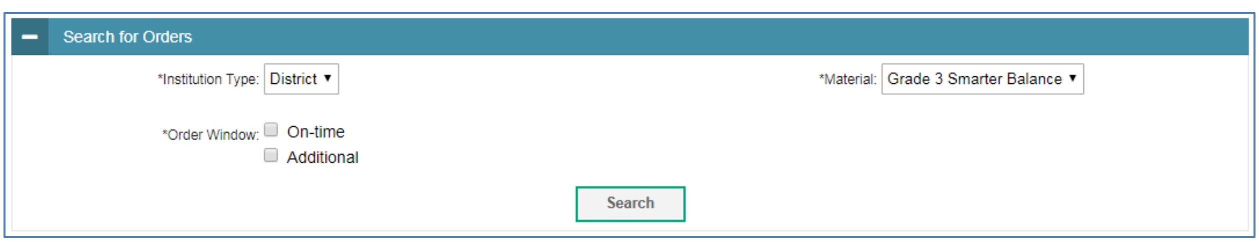
Viewing Order Quantities by Testing Material

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

To view quantities by testing material:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Quantity By Material Type**. The ***Quantity By Material Type*** page appears (see Figure 48).

Figure 48. Fields in the Quantity By Material Type Page



18. From the *Institution Type* drop-down list, select the **District** or **School**.

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

20. From the *Material* drop-down list, select the material to include in the report.

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

Table 16 describes the columns in the ***Quantity By Material Type*** page.

Table 16. 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.

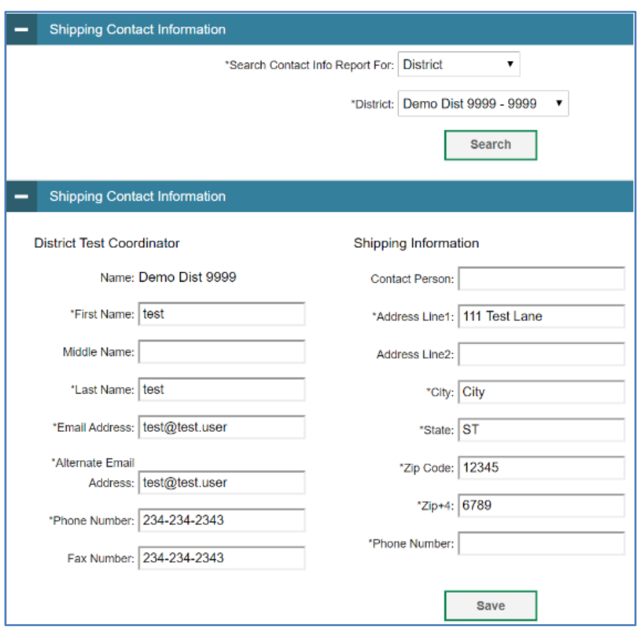
Viewing Contact and Shipping Information

The district test coordinator serves as the overall contact for all testing matters within the district. When sending announcements regarding TIDE or other testing applications, CAI uses the test coordinator's email address.

To view contact and shipping information:

1. From the **Contact Info Report** task menu on the dashboard, select **Contact Info Report**. The ***Contact Info Report*** page appears (see Figure 49).

Figure 49. Contact Info Report Page



2. From the *Search Contact Info Report* drop-down list, select an entity (district or school) as applicable.
3. Next, make selections from the district and school drop-down lists as applicable.
4. Click **Search**.
5. When the report appears, verify information in the *District Assessment Coordinator Information* panel. If the information in TIDE is not correct, contact your DTC.

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

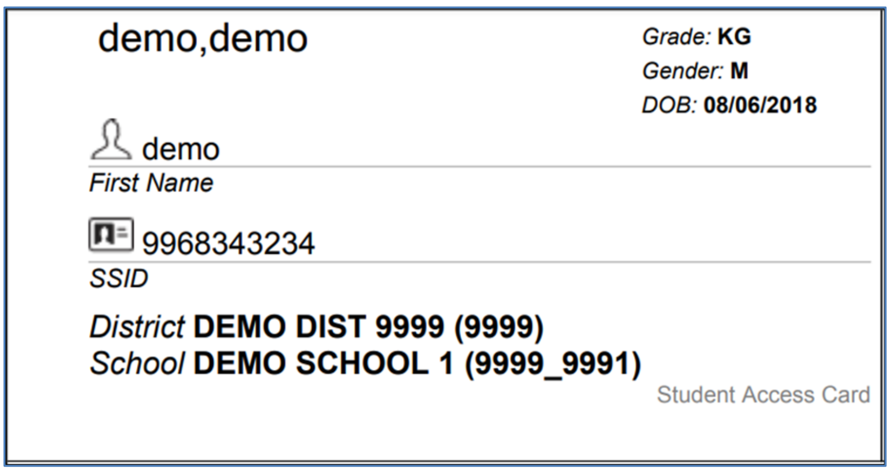
Managing Online Appeals

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 50. Sample Test Ticket


demo,demo

Grade: **KG**
Gender: **M**
DOB: **08/06/2018**

demo
First Name

9968343234
SSID

District **DEMO DIST 9999 (9999)**
School **DEMO SCHOOL 1 (9999_9991)**

Student Access Card

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

About Printing Test Tickets for Dual-Enrolled Students (NEW 2023-2024)

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

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

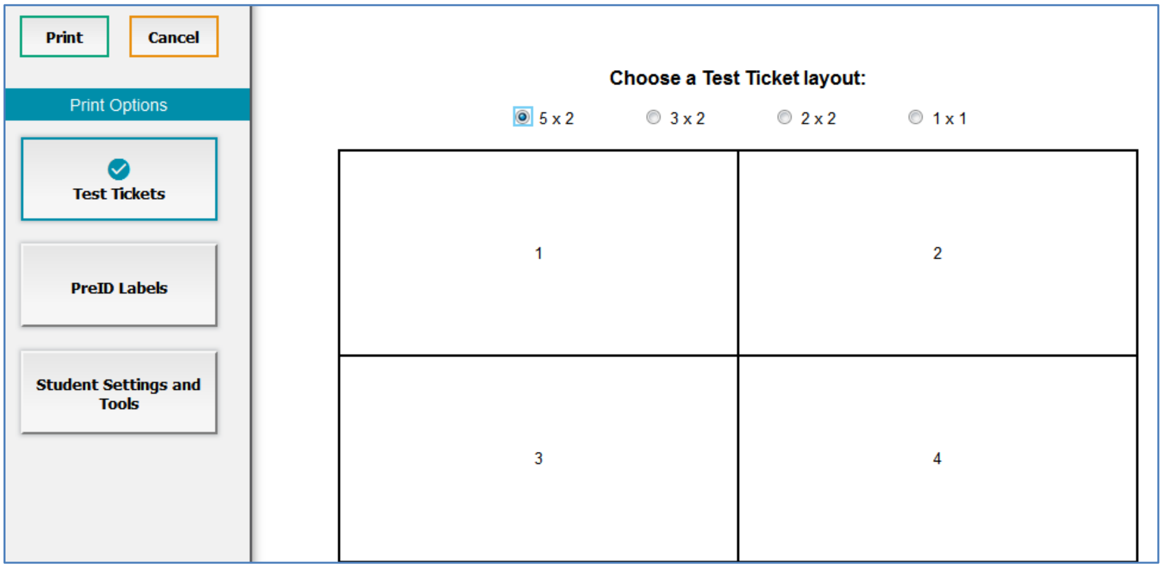
Printing Test Tickets from Student List

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 Student Information.
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:
5. To print test tickets for specific students, mark the checkboxes for the students you want to print.
6. To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
7. To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
8. Click and then select the appropriate action:
9. To print test tickets for selected students, click **My Selected Test Tickets**.
10. To print test tickets for all retrieved students, click **All Test Tickets**.
11. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 51), verify **Test Tickets** is selected in the *Print Options* section.

Figure 51. Layout Model for Test Tickets



12. 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 ***Print Test Tickets from Roster List*** 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:

   a) Mark the checkboxes for the rosters you want to print.

   b) Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 51).
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 Online Appeals

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

Appeals are a way of interrupting this normal flow. A student may need 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 online appeals.

Table 17 provides descriptions of each type of online appeal.

Table 17. Types of Online Appeals

Type	User Level	Description
Invalidate a test	Super State Administrator	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these online appeals until the end of the testing window.
Reset a test	Super State Administrator	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these online appeals until the end of the testing window.
Restore a test that has been reset	Super State Administrator	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Re-open a test	Super State and District Administrator /District Test Coordinator	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Super State and District Administrator /District Test Coordinator	Reopens a previous test segment. This invalidation request 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.
Grace Period Extension (GPE)	Super State and District Administrator /District Test Coordinator	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, when a student pauses a test, a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, the student can review previously answered questions. • Without a GPE, the student resuming the test after 20 minutes cannot review previously answered questions—the student can only work on unanswered questions. • Upon receiving a GPE, the student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.

Warning: Timing of Resets and Reverts: Submit reset and reverts at least one day prior to the end of a testing window so that students can complete their test opportunity or data entry can be completed for paper-pencil-based tests.

An online appeal's status can change throughout its lifecycle. Table 18 lists the available statuses.

Table 18. Statuses of Online Appeals

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

Table 19 lists the valid combinations of online appeals 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 19. Available Online Appeals by Test Result Status

Test Result Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Restore a test that has been reset	Grace Period Extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

Creating Online Appeals

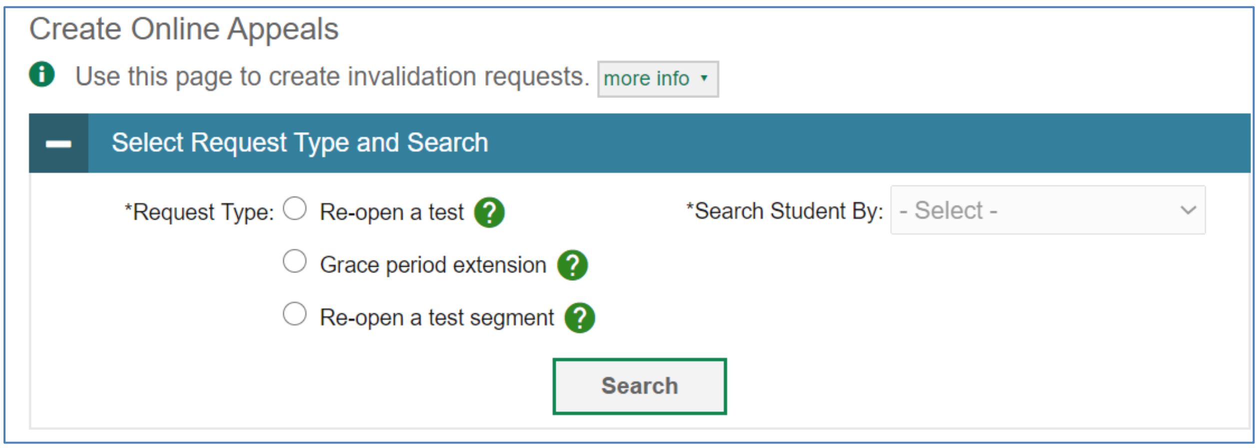
A DA/DTC can create a test online appeal for a given test result. Please note, appeals will *not* require approval from the State, and will be processed automatically once they are created. In some cases, when creating an appeal, a user may receive a message that the system could not process the appeal at this time; if you receive this message, you must *resubmit* the appeal again at a different time.

To create online appeals:

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

   a. From the **Online Appeals** task menu on the TIDE dashboard, select **Create Appeal**. The ***Create Appeal*** page appears (see Figure 52).

Figure 52. Selection Fields in the Create Appeal Page

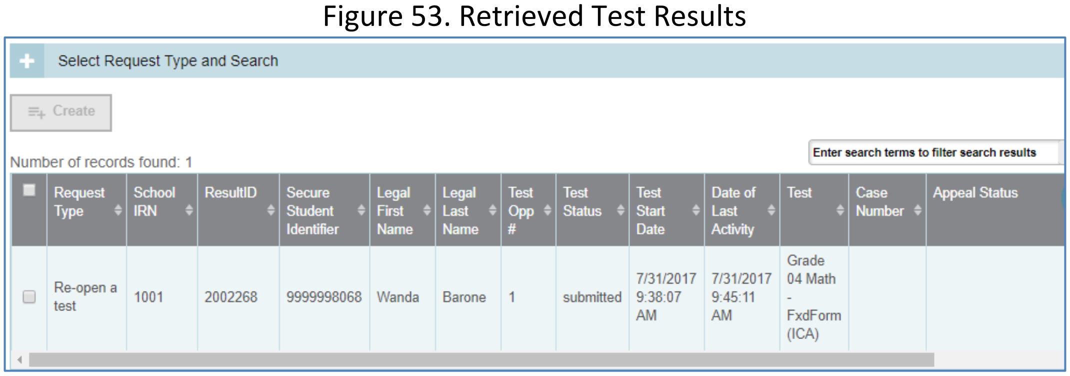


2. Select a request type.

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

4. Click **Search**. TIDE displays the found results at the bottom of the ***Create Appeal*** page (see Figure 53).

Figure 53. Retrieved Test Results



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

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

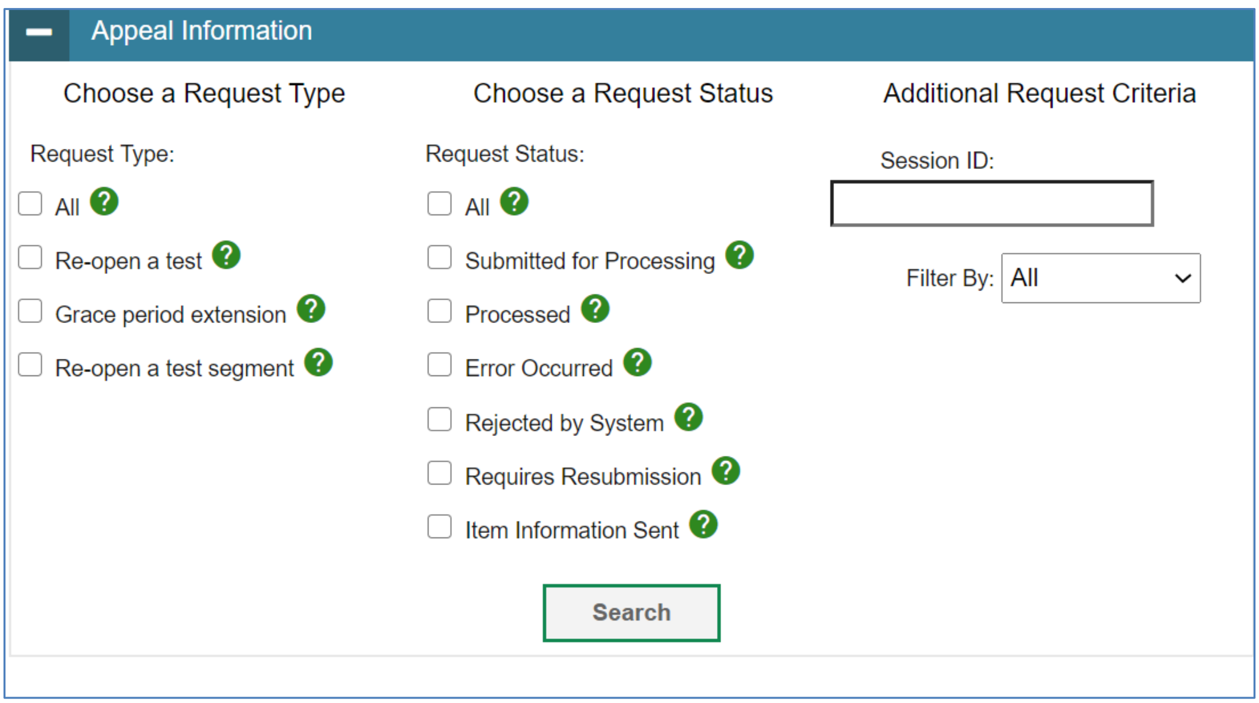
7. Click **Submit**. TIDE displays a confirmation message.

Viewing Online Appeals

To approve, reject, or retract online appeals:

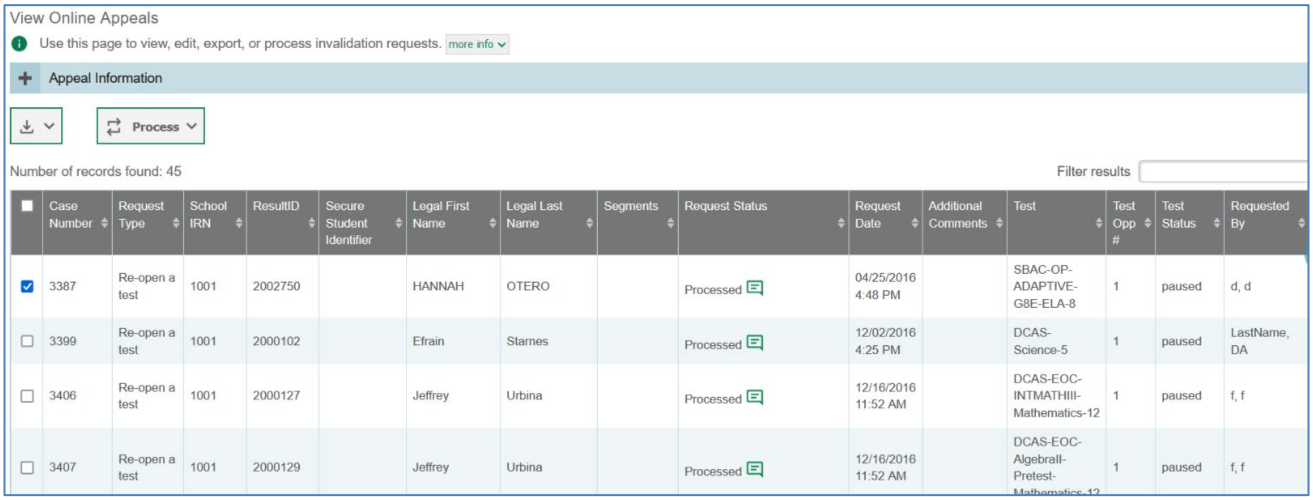
1. From the **Online Appeals** task menu on the TIDE dashboard, select **View Appeal**. The ***View/Edit/Export Appeals*** page appears (see Figure 54).

Figure 54. Selection Fields in the View/Edit/Export Appeals Page



2. Retrieve the online appeals you want to view by following the procedure in the section, Searching for Records. Figure 55 shows retrieved online appeals.

Figure 55. Retrieved Online Appeals



	Case Number	Request Type	School IRN	ResultID	Secure Student Identifier	Legal First Name	Legal Last Name	Segments	Request Status	Request Date	Additional Comments	Test	Test Opp #	Test Status	Requested By
☑	3387	Re-open a test	1001	2002750		HANNAH	OTERO		Processed	04/25/2016 4:48 PM		SBAC-OP-ADAPTIVE-G8E-ELA-8	1	paused	d, d
☐	3399	Re-open a test	1001	2000102		Efrain	Starnes		Processed	12/02/2016 4:25 PM		DCAS-Science-5	1	paused	LastName, DA
☐	3406	Re-open a test	1001	2000127		Jeffrey	Urbina		Processed	12/16/2016 11:52 AM		DCAS-EOC-INTMATHIII-Mathematics-12	1	paused	f, f
☐	3407	Re-open a test	1001	2000129		Jeffrey	Urbina		Processed	12/16/2016 11:52 AM		DCAS-EOC-AlgebraII-Pretest-	1	paused	f, f

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

	Warning: In some instances when creating an appeal, you may receive a message notifying you that the appeal was unable to be processed. In these cases, *do not attempt to create an appeal for the instance that was not processed*. Instead, using the method to View Appeals listed above, find the appeal request that you initially attempted, select the appeal, and click Resubmit under the Process drop-down as seen in Figure 46.

Creating Online Appeals Through File Uploads

If you have many online appeals to create, you can upload a Microsoft Excel file of Online Appeal requests.

To upload online appeals:

1. From the **Online Appeals** task menu on the TIDE dashboard, select **Upload Online Appeals**. The ***Upload Appeals*** page appears.
2. Following the instructions in the section, Uploading Files and using Table 20 as a reference, fill out the Online Appeals template and upload it to TIDE.

Table 20 provides the guidelines for filling out the Online Appeals template that you can download from the ***Upload Appeals*** page.

Table 20. Columns in the Online Appeals Upload File

Column Name	Description	Valid Values
Type*	Type of online appeals	One of the following: Invalidate a test *(State-All Users)* Reset a test *(State-All Users)* Report problem with an item *(State-All Users)* Re-open a test *(State-All and DA Users)* Restore a test that has been reset *(State-All Users)* Grace Period Extension *(State-All and DA Users)* Report scoring problem with student test *(State-All and DA Users)* Re-open Test Segment *(State-All and DA Users)*
Search Type*	Student field to search	One of the following: Result ID Session ID SSID
Search Value*	Search value corresponding to the search type	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating online appeals	Up to 1,000 alphanumeric characters

*Required field

Figure 56 is an example of an upload file that restores all tests associated with session ID `UAT-9444-1`.

Figure 56. Sample Appeals 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

Generating Plan and Manage Testing Report

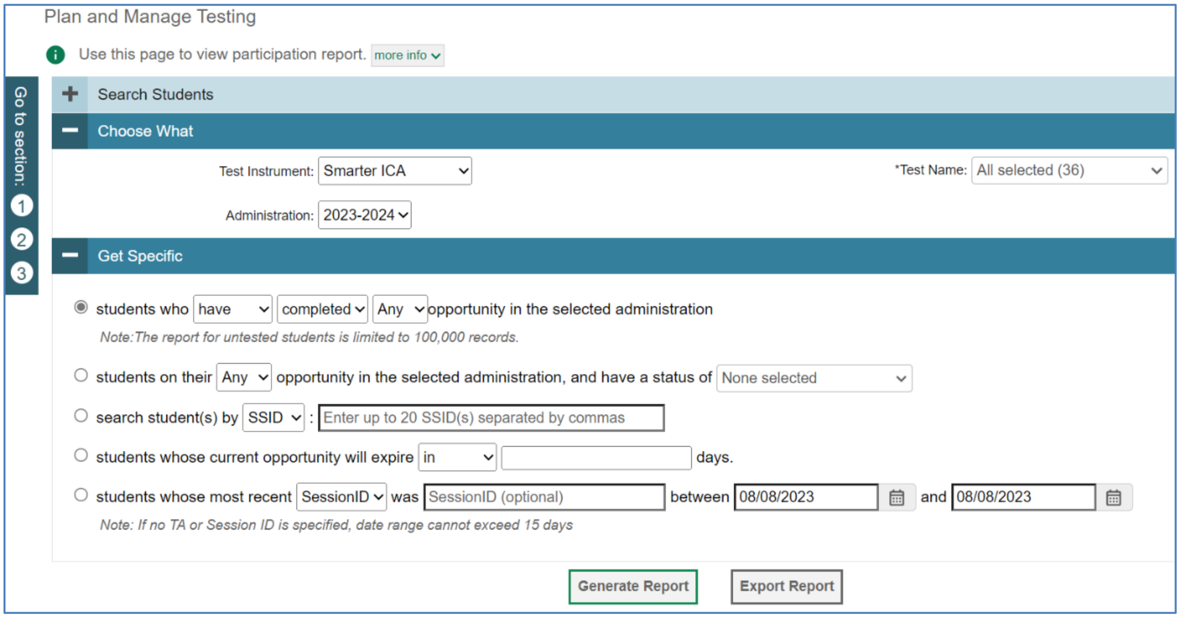
TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

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 57).

Figure 57. Plan and Manage Testing Page



2. In the *Choose What* panel (see Figure 59), select the parameters for which tests to include in your report:

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

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

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

Figure 58. Choose What Panel

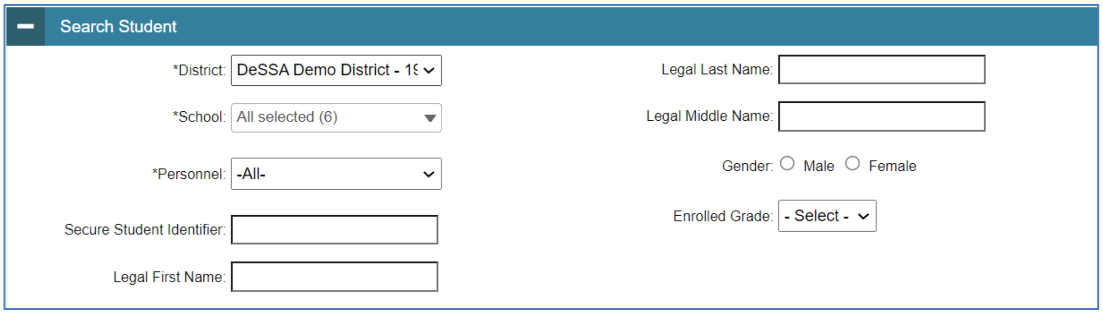
6. In the *Search Students* panel (see Figure 59), select the parameters for whose information to include in your report:

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

8. From the **School** drop-down list, select a school if applicable. You may select one, multiple, or all schools from this list.

9. If a single school was selected, choose a teacher from the **Personnel** drop-down list.

Figure 59. Search Student Panel



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

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

12. *Optional:* From the *SSID* field, enter a SSID.

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

	Note: About the "Personnel" Drop-down List The "Personnel" 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 "Personnel" 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 "Personnel" 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.

14. In the *Get Specific* panel (see Figure 61), 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

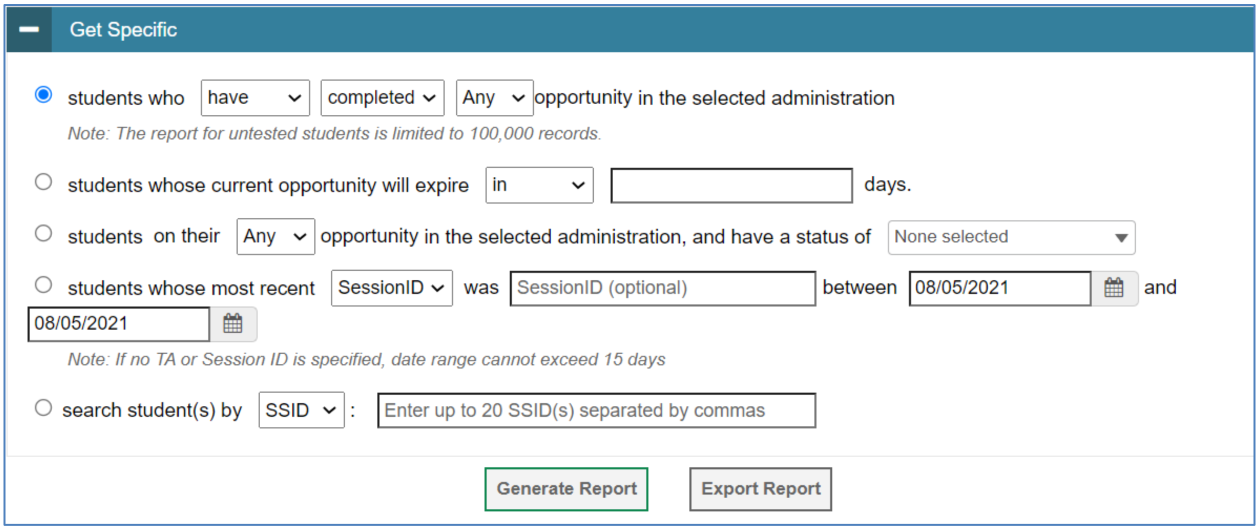
Students whose current opportunity will expire {**in/between**} {**number/range**} days

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**}

Figure 60. Get Specific Panel



15. Do one of the following:

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

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

Figure 61 displays a sample Plan and Manage Testing report output, and Table 21 provides descriptions of the columns in this report.

Figure 61: Plan and Manage Testing Report

Name	SSID	District Name	School Name	Enrolled Grade	Test
Singletary,	9999998505	DeSSA Demo District	DeSSA Demo School B	3	Grade 8 ELA - Performance Task (
Singletary,	9999998505	DeSSA Demo District	DeSSA Demo School B	3	Grade 4 MATH - Performance Tas

Table 21. Columns in the Plan and Manage Testing Report

Section	Attribute	Description
Search Student	Name	Student's legal name (Last Name, First Name, Middle Name)
	SSID	Student's Statewide Student Identifier number
	District	Name of the district associated with the record.
	School	Name of the school associated with the record.
	Personnel	Teacher or TA associated with the class
	Gender	Student's gender

Section	Attribute	Description
	Enrolled Grade	The grade in which a student is enrolled
	Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in
	Current LEP	Indicates whether the student is an English Language Learner
	Interim Test Grade	Indicates the interim grades set up for the student.
	Test	Test name for this student record
	Language	The language setting that was assigned to the student (English or Spanish)
Get Specific	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
Get Specific	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
	Opportunity	The opportunity number for that student's specific record
	Force Complete Date	The date a test expired and was force-completed.
	Test Duration	The time it took a student to complete a test.

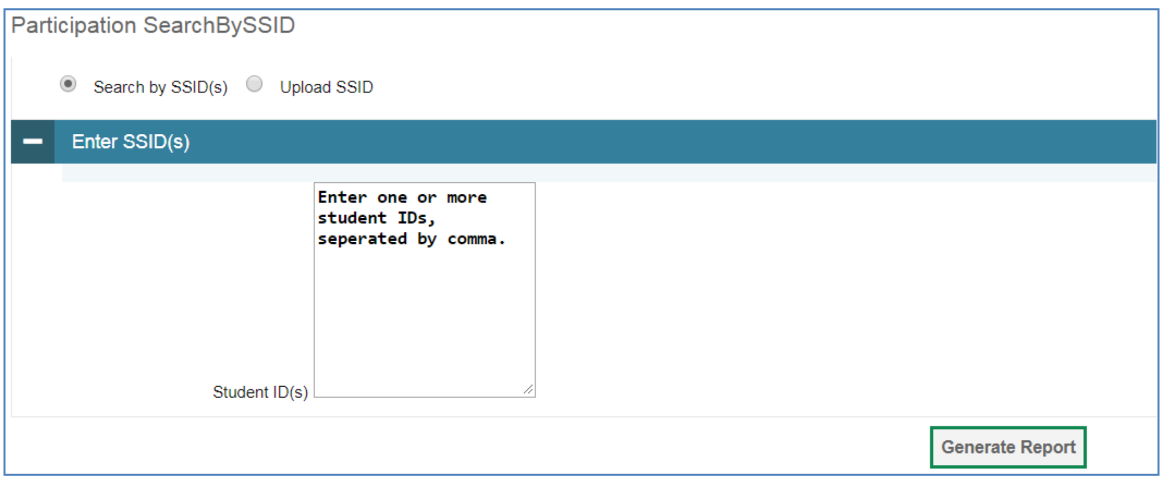
Generating Participation Reports by SSID

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.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see Figure 62).
2. Do one of the following:
   a. To enter students' SSIDs, select **Search by SSID(s)**.Next, enter one or more SSIDs, separated by commas, in the *Student IDs* field.
   b. 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.

Figure 62. Participation Search by SSID Page



3. Select **Generate Report**. The Participation Report by SSID appears.

Table 21 provides descriptions of the columns in this report.

Note: To upload SSIDs, select Upload SSID. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs.

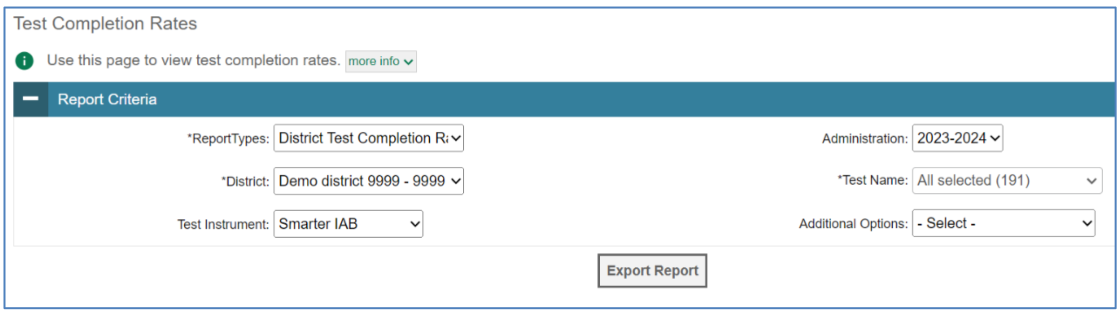
Reviewing Test Completion Rates

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

Figure 63. Test Completion Rates Search Fields



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

Figure 64 displays a sample Test Completion Rate report and Table 22 lists the columns in this report.

Figure 64. Test Completion Rate Report

Date	Test	Administra	Test Name	District ID	District Name	Opportuni	Total Stud	Total Stud	Total Stud	Percent St	Percent C
7/20/2023	Smarter ICA	2022-2023	Grade 3 ELA - Interim Assessment (ICA)	195	DCAS Demo District	1	600	3	3	0.50%	0.50%
7/20/2023	Smarter ICA	2022-2023	Grade 3 ELA - Performance Task (ICA)	195	DCAS Demo District	1	600	8	3	1.33%	0.50%
7/20/2023	Smarter ICA	2022-2023	Grade 3 ELA - Performance Task (ICA)	195	DCAS Demo District	2	600	1	0	0.17%	0.00%
7/20/2023	Smarter ICA	2022-2023	Grade 3 MATH - Interim Assessment (ICA)	195	DCAS Demo District	1	561	1	1	0.18%	0.18%
7/20/2023	Smarter ICA	2022-2023	Grade 3 MATH - Performance Task (ICA)	195	DCAS Demo District	1	561	2	2	0.36%	0.36%
7/20/2023	Smarter ICA	2022-2023	Grade 4 ELA - Interim Assessment (ICA)	195	DCAS Demo District	1	387	3	1	0.78%	0.26%
7/20/2023	Smarter ICA	2022-2023	Grade 4 ELA - Performance Task (ICA)	195	DCAS Demo District	1	387	7	4	1.81%	1.03%
7/20/2023	Smarter ICA	2022-2023	Grade 4 MATH - Interim Assessment (ICA)	195	DCAS Demo District	1	360	3	1	0.83%	0.28%
7/20/2023	Smarter ICA	2022-2023	Grade 4 MATH - Performance Task (ICA)	195	DCAS Demo District	1	360	2	2	0.56%	0.56%
7/20/2023	Smarter ICA	2022-2023	Grade 5 ELA - Interim Assessment (ICA)	195	DCAS Demo District	1	408	1	1	0.25%	0.25%
7/20/2023	Smarter ICA	2022-2023	Grade 5 ELA - Performance Task (ICA)	195	DCAS Demo District	1	408	7	6	1.72%	1.47%
7/20/2023	Smarter ICA	2022-2023	Grade 5 MATH - Interim Assessment (ICA)	195	DCAS Demo District	1	365	2	2	0.55%	0.55%
7/20/2023	Smarter ICA	2022-2023	Grade 5 MATH - Performance Task (ICA)	195	DCAS Demo District	1	365	1	1	0.27%	0.27%
7/20/2023	Smarter ICA	2022-2023	Grade 6 ELA - Interim Assessment (ICA)	195	DCAS Demo District	1	421	3	2	0.71%	0.48%

Table 22. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated
Test Name	Name of the test form (Grade 3 ELA ICA)
Test	Category of test (e.g. Smarter ICA)

Column	Description
Administration	School Year for the Report (e.g. 2022-2023)
District Name	District Name in TIDE
District ID	District ID in TIDE
Institution Name	School or Institution Name in TIDE
Institution ID	Institution ID in TIDE
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
Percentage Started	Percentage of students who have started the test out of the total number of students with an active relationship to the school in TIDE
Percentage Completed	Percentage of students who have completed the test out of the total number of students with an active relationship to the school in TIDE

Table 23 describes each status that a test opportunity can have.

Table 23. 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.

Status	Definitions
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 CRS. Some items must be handscored before they appear in CRS.
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 CRS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

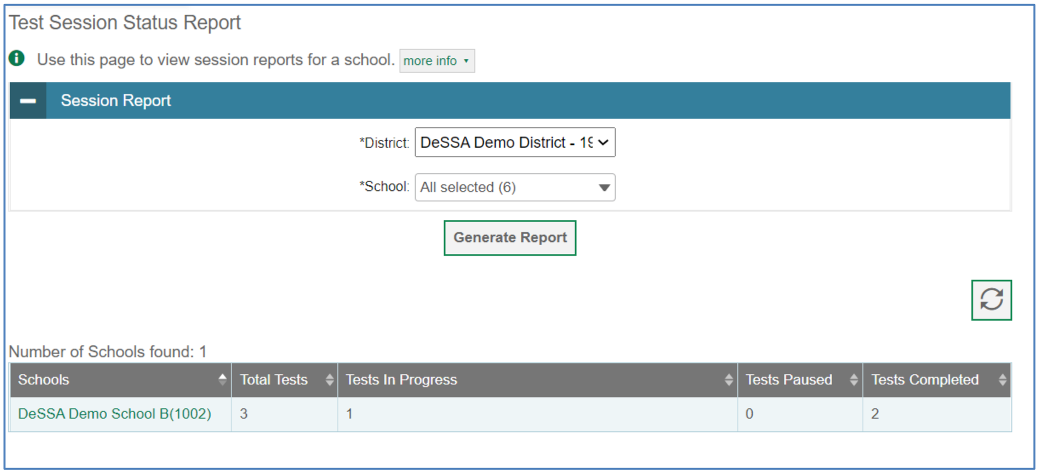
Reviewing Test Session Status Reports

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Session Report. The **Session Report page** appears.
2. From the **District** drop-down list, select a district.
3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table "Columns in the Summary Session Report Page".

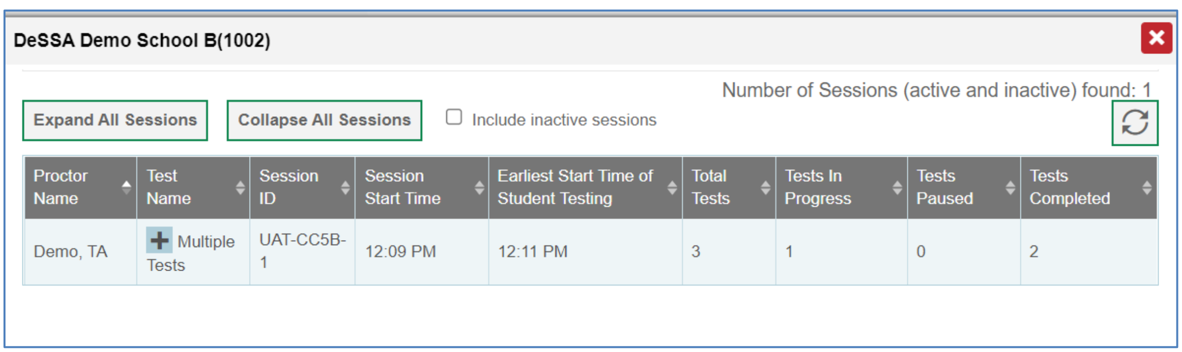
Figure 65. Summary Session Report



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

7. Optional: If multiple tests are available for one session, select Multiple Tests to expand the list of tests associated with that session.

Figure 66. School Report Page with All Sessions Expanded



8. *Optional*: Select Expand All Sessions to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

9. *Optional*: Select Expand All Sessions to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

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

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

Table 24 describes columns in the Detailed Session Report Page.

Table 24. Columns in the Detailed Session Report Page

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

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 addresses how users can manage Family Portal access codes.

How Users Print Family Portal Access Codes from Roster Lists

TIDE users can print Family Portal access codes from roster lists and provide these codes to families.

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The ***View/Edit/Export Roster*** page appears.
2. Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
4. Specify the rosters for whom access codes need to be printed:
   - To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
   - To print access codes for all rosters listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **Family Portal Access Cards**.
6. In the new browser window that opens, verify **Family Portal Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
7. Select the start position you require.

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

Your browser downloads the generated PDF.

Sending Family Portal Access Codes via Email

You can send family portal access codes to families via email. This task requires working with Microsoft Excel.

Generating Access Code Template

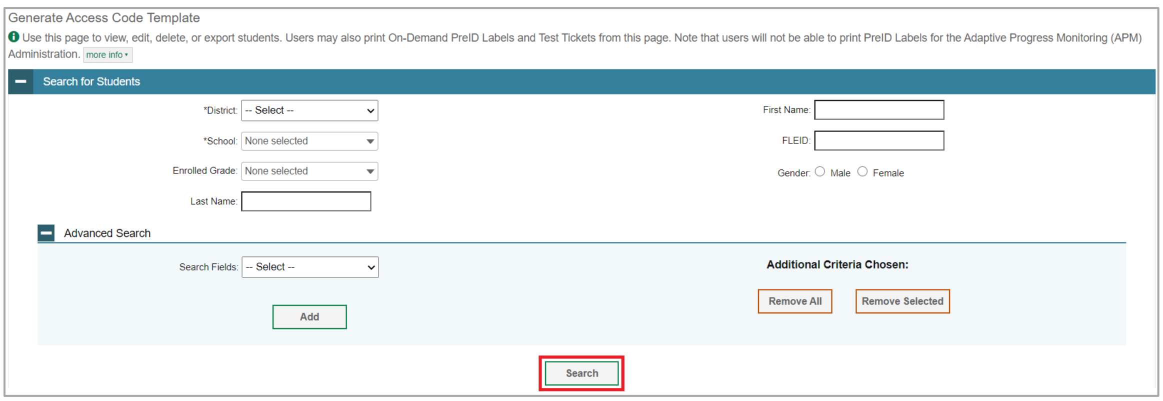
To send family portal access codes to families via email, you must first generate an access code template.

1. From the Family Portal Access task menu on the TIDE dashboard, select **Generate Access Code Template**. The *Generate Access Code Template* page appears.

2. Enter search criteria as required. For more information, see [Searching for Records](#).

3. Select **Search**.

Figure 67. Generate Access Code Template Page

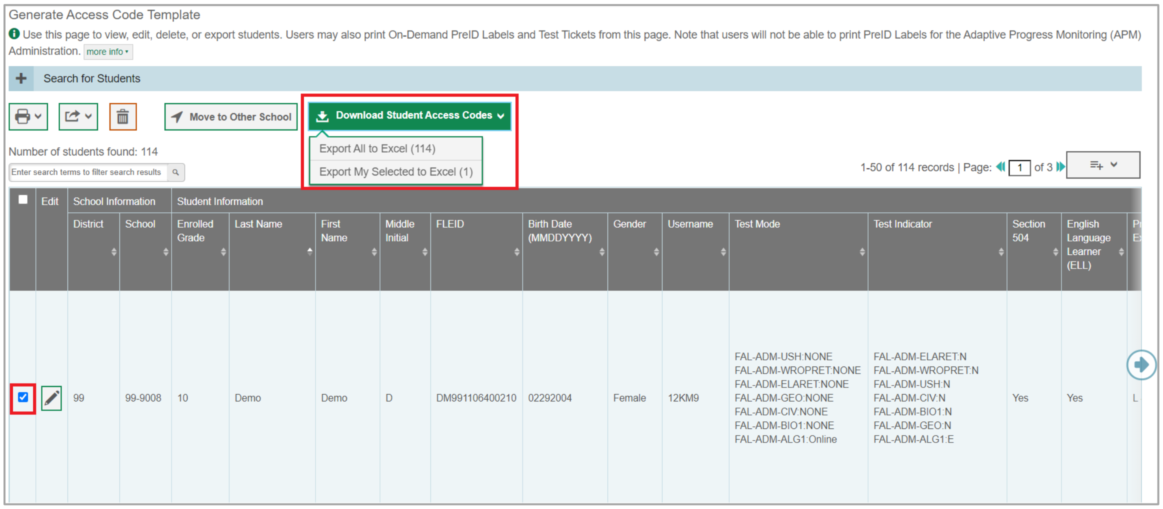


4. The search results pop-up window appears. Select **View Results**.

5. From the list of retrieved students, do one of the following:
   - Mark the checkbox(es) for the student(s) whose access codes you wish to generate.
   - Mark the checkbox at the top of the table to generate access codes for all retrieved students.

6. Select **Download Student Access Codes**, and then do one of the following:
   - To export all students in the search results, select **Export All to Excel**.
   - To export only selected students, select **Export My Selected to Excel.**

Figure 68. Generate Access Code Template Search Results



7. The template downloads to your computer. Open it and, in the *Send Access Code to This Email Address* column for each student, enter the email address of the recipient you wish to receive the student's access code.

Figure 69. Student Access Code Template

	A	B	C	D	E	F
1	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
2	Smith	Sally	DM999999999999	1012001	xxx555	sample@email.com

8. Save and close the template.

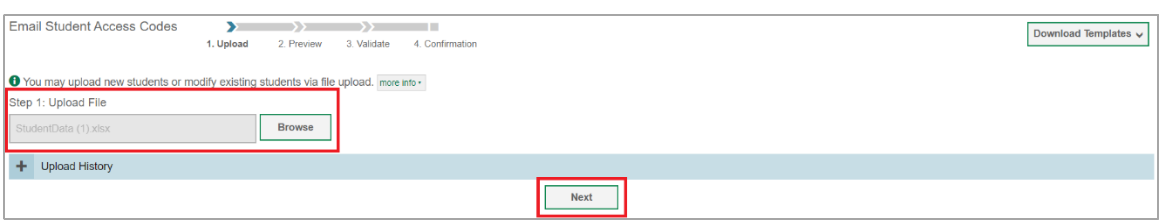
Emailing Student Access Codes

Before you can send access codes, you must first complete the steps in the section Generating Access Code Template. You will use the template you created and edited to complete the steps below.

1. From the Family Portal Access task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.

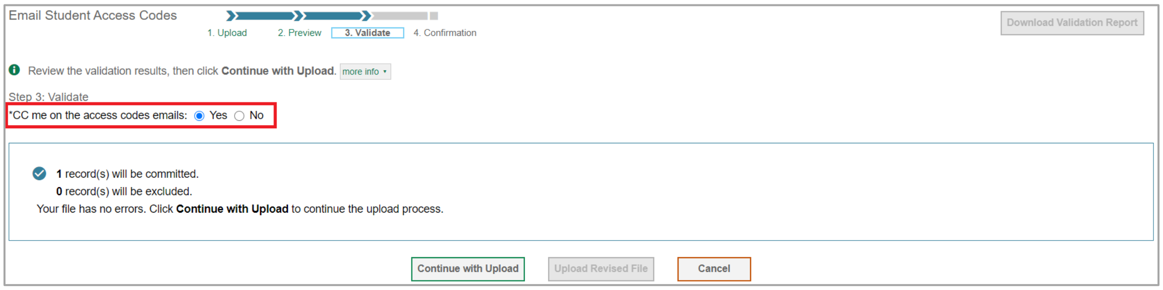
2. Upload the file you created by following instructions in the section Uploading Files.

Figure 70. Email Student Access Code Page



3. To CC yourself on emails sent to families, in the *CC me on the access code emails* field, select **Yes**. This is only available if fewer than 50 records are included in the upload file.

Figure 71. Email Student Access Code Page – Step 3: Validate



Emails received by families will contain a link to a site where families can obtain their student's access code. These links expire in an amount of time determined by your state. If this link expires, schools will need to send another email to the family with a new link.

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 address. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 72 describes the entire processing flow for file uploads.

Figure 72. Upload Processing Flow

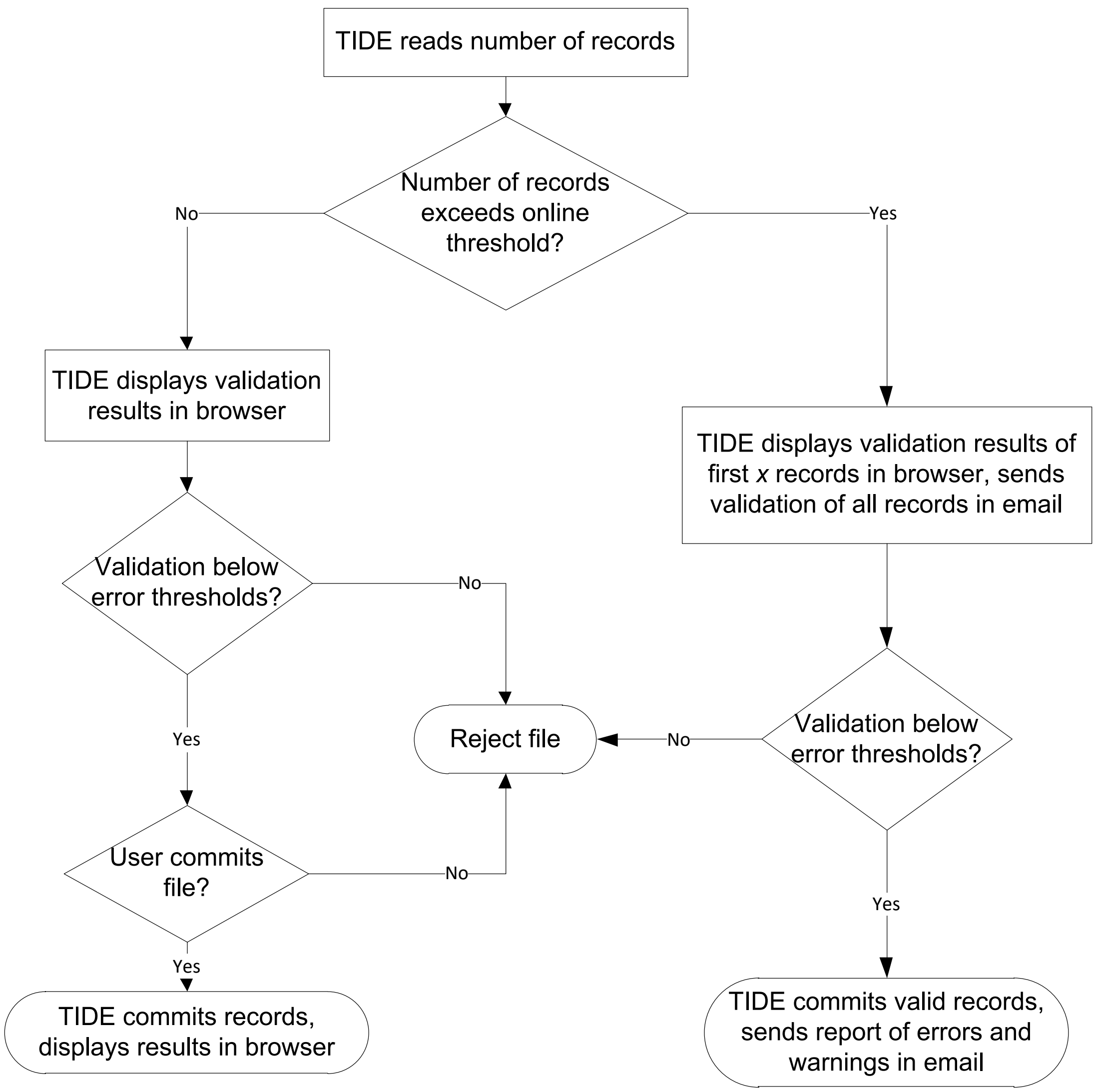


Table 25 lists the various upload files and the number of records in those files that triggers offline processing. The column, Number of Validated Records, is the number *x* in Figure 72.

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 25. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students	1,000	200
Test Settings	2,000	200
Test Online Appeals	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.

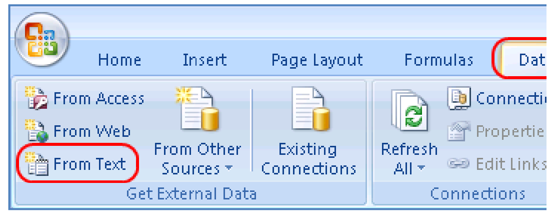
Data validation determines if the fields contain valid data.

Appendix B. Opening CSV Files in Microsoft Excel 2007 or Later Versions

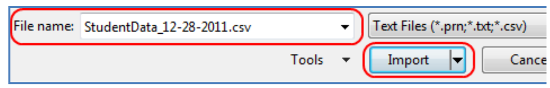
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

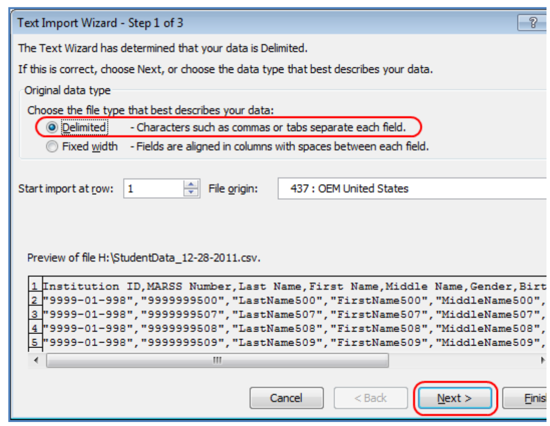
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



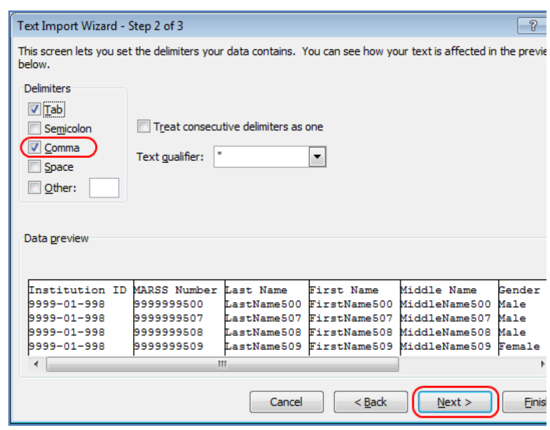
3. Navigate to the CSV file and click **Import**. The Text Import Wizard appears.



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:

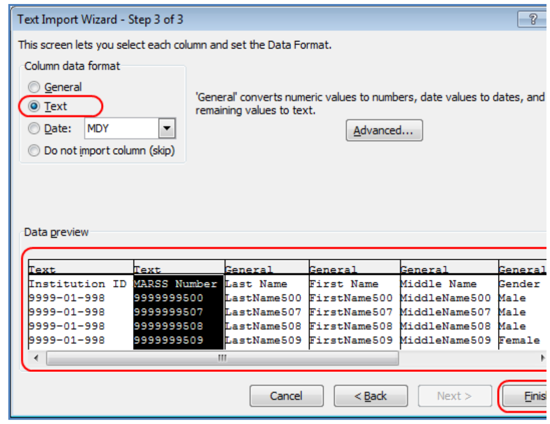
a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

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 for all columns in the CSV file.

d. Click **Finish**.

Microsoft Excel imports and displays the CSV file.



Appendix C. Understanding the Materials Ordering Lifecycle

Some students take tests using traditional paper-pencil forms. To administer these tests, students and test administrators need to receive test materials, such as test booklets, answer booklets, PreID labels, or Test Administration Manuals.

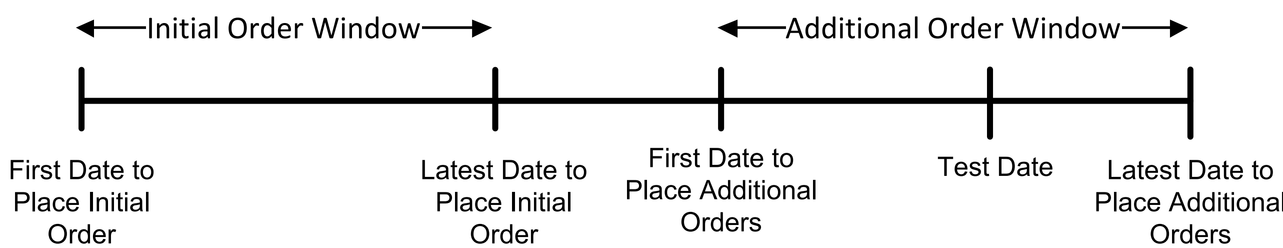
TIDE automatically computes the quantities of test materials that your district or school receives based on the number of paper-pencil flags set in TIDE. For example, if there are 100 students in your district with the paper-pencil accommodation set in TIDE for the grade 4 mathematics test, TIDE initiates an order for 100 paper-pencil test booklets and 100 answer booklets.

There are two windows for orders. During the first window, TIDE initiates an initial order by district based on the number of students with the paper-pencil accommodation set in TIDE by the deadline. These orders arrive as a single shipment one week before the paper-pencil testing window opens.

After the initial order window closes, the additional order window opens for placing additional orders. 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.

Figure 73 shows a timeline illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 73. Order Windows for Testing Materials



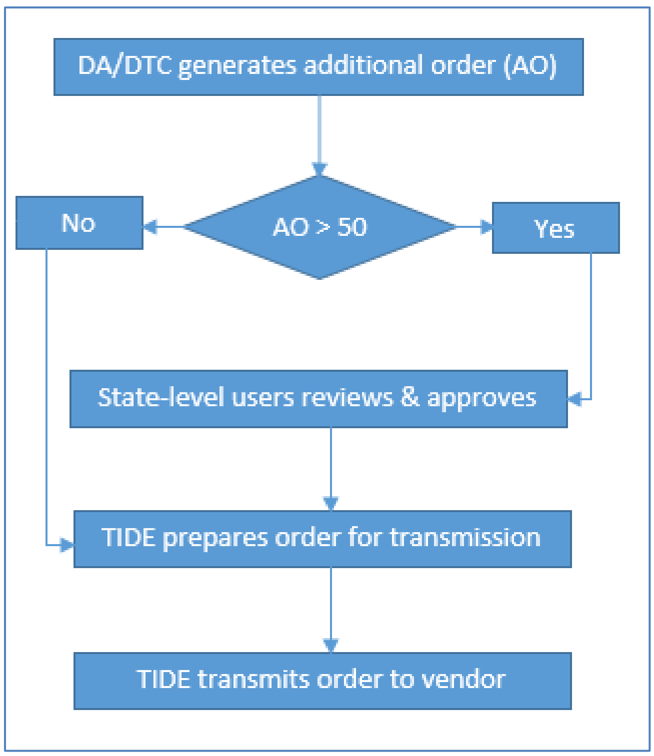
The quantity you receive may not be the same that you order. Some items come in packs of five or 20. For example, suppose writing answer booklets come in packs of five, and you order three booklets. In that case, you receive one pack of five answer booklets.

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.

Understanding an Additional Order's Status

In the normal workflow for an Additional Order (AO), a DA or DTC generates the order. If the AO is greater than 50, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order. Figure 74 illustrates the progression of an additional order and the associated status code. TIDE tracks the order through each stage and assigns a status code accordingly.

Figure 74. Stages of an Order and Associated Status Code



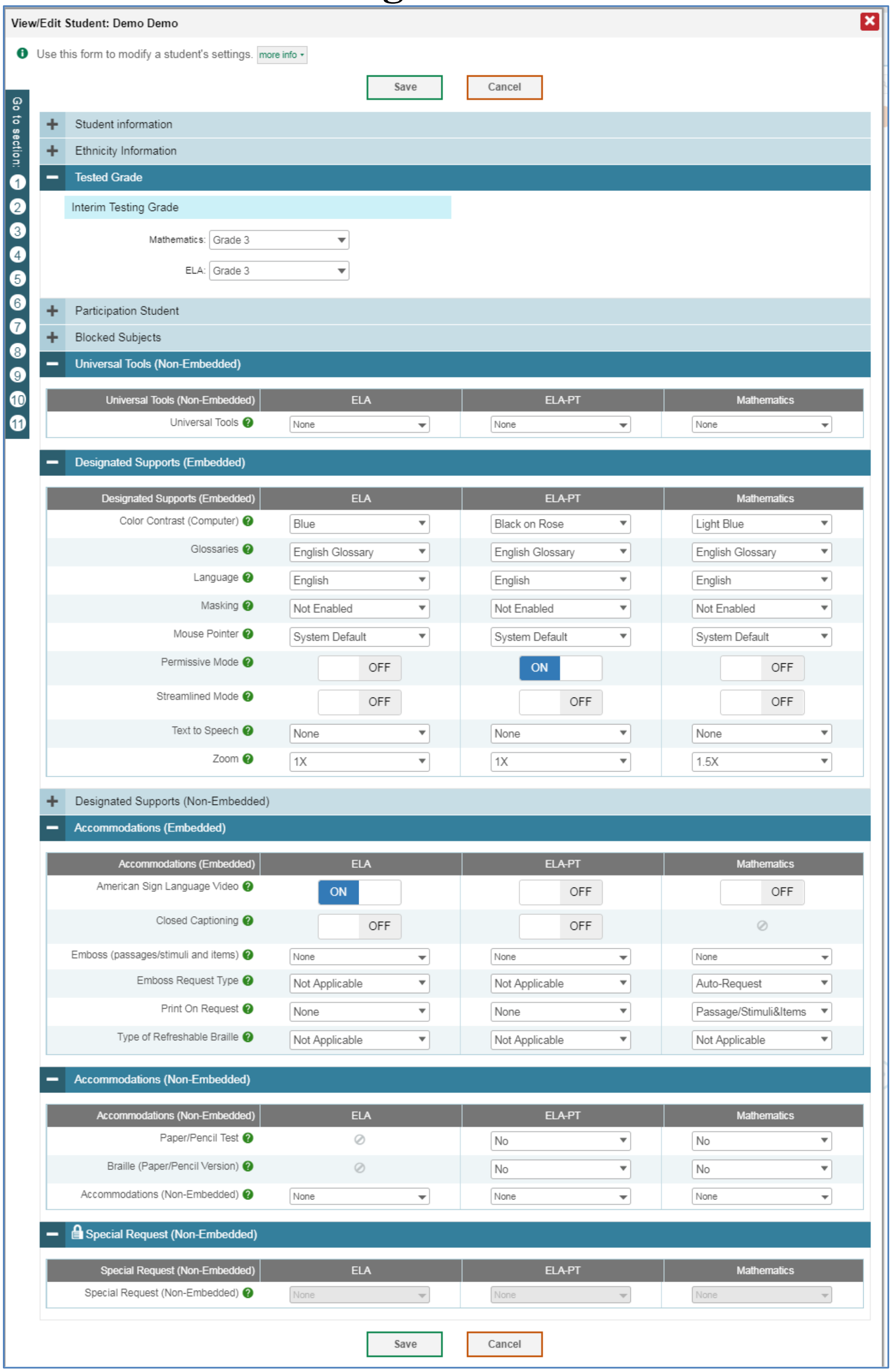
On the ***View Order History*** page (see the section, Viewing Order History), TIDE displays an order's status depending on its most recent activity.

Table 26 describes those statuses. (Your version of TIDE may not include all of these statuses.)

Table 26. Order Statuses

Status	Description
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.
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.

Appendix D. Test Settings and Tools Screen in TIDE


View/Edit Student: Demo Demo

Use this form to modify a student's settings. more info

Save Cancel

Go to section: 1 2 3 4 5 6 7 8 9 10 11

+ Student information

+ Ethnicity Information

− Tested Grade

Interim Testing Grade

Mathematics: Grade 3

ELA: Grade 3

+ Participation Student

+ Blocked Subjects

− Universal Tools (Non-Embedded)

Universal Tools (Non-Embedded)	ELA	ELA-PT	Mathematics
Universal Tools	None	None	None

− Designated Supports (Embedded)

Designated Supports (Embedded)	ELA	ELA-PT	Mathematics
Color Contrast (Computer)	Blue	Black on Rose	Light Blue
Glossaries	English Glossary	English Glossary	English Glossary
Language	English	English	English
Masking	Not Enabled	Not Enabled	Not Enabled
Mouse Pointer	System Default	System Default	System Default
Permissive Mode	OFF	ON	OFF
Streamlined Mode	OFF	OFF	OFF
Text to Speech	None	None	None
Zoom	1X	1X	1.5X

+ Designated Supports (Non-Embedded)

− Accommodations (Embedded)

Accommodations (Embedded)	ELA	ELA-PT	Mathematics
American Sign Language Video	ON	OFF	OFF
Closed Captioning	OFF	OFF	
Emboss (passages/stimuli and items)	None	None	None
Emboss Request Type	Not Applicable	Not Applicable	Auto-Request
Print On Request	None	None	Passage/Stimuli&Items
Type of Refreshable Braille	Not Applicable	Not Applicable	Not Applicable

− Accommodations (Non-Embedded)

Accommodations (Non-Embedded)	ELA	ELA-PT	Mathematics
Paper/Pencil Test		No	No
Braille (Paper/Pencil Version)		No	No
Accommodations (Non-Embedded)	None	None	None

− Special Request (Non-Embedded)

Special Request (Non-Embedded)	ELA	ELA-PT	Mathematics
Special Request (Non-Embedded)	None	None	None

Save Cancel

Appendix E. User Support

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

The DeSSA Helpdesk is open Monday–Friday from 6:30 a.m. to 6:30 p.m. Eastern Time (except holidays).

Cambium Assessment, Inc.
DeSSA Helpdesk

Phone: (877) 560-8331
Email: DeSSAHelpDesk@cambiumassessment.com

Monday–Friday (except holidays)
Hours: 6:30 a.m. to 6:30 p.m.

If you contact the DeSSA Helpdesk, you will be asked to provide as much detail as possible about the issues you encountered.
Include the following information:

- Test Administrator name and IT/network contact person and contact information
- Secure Student Identifiers of affected students
- Do NOT provide any other student information, as doing so may violate Family Educational Rights and Privacy Act (FERPA) policies.
- Results ID for the affected student tests
- Test Session ID
- List of embedded accommodations
- Test name and grade
- Question number
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable

Information about your network configuration:

- Secure browser installation (to individual machines or network)
- Wired or wireless Internet network setup

Appendix F. Change Log

DATE	DESCRIPTION	PAGE
07/21/2023	SY23-24 updates incorporated throughout document	N/A
01/29/2024	**How district-level users view a history of changes to a student's account and How district-level users generate upload-ready student settings files**	37-39