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**

<table>
<thead>
<tr>
<th>CAI DeSSA Helpdesk</th>
<th>(877) 560-8331</th>
</tr>
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<tr>
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<tr>
<td>Education, Office of</td>
<td>(302) 857-3391</td>
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<td>Assessment</td>
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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.

Section VI, After Testing, describes the activities you can perform post-testing, including resolving test discrepancies.

Document Conventions

Table 1 describes the conventions appearing in this user guide.

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<th>Icon</th>
<th>Description</th>
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<td>!</td>
<td><strong>Warning:</strong> This symbol accompanies information regarding actions that may cause loss of data.</td>
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<tr>
<td>!</td>
<td><strong>Caution:</strong> This symbol accompanies information regarding actions that may result in incorrect data.</td>
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<td></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders.</td>
</tr>
<tr>
<td>Icon</td>
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<td><strong>bold italic</strong></td>
<td>Boldface italic indicates a page name.</td>
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<td><strong>bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list selection.</td>
</tr>
<tr>
<td><strong>mono</strong></td>
<td>Monospace indicates a file name or text you enter from the keyboard.</td>
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<td><strong>italic</strong></td>
<td>Italic indicates a field name.</td>
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**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 test coordinators throughout the testing process, from test preparation, to test administration, to post-administration.

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

You can use TIDE to perform the following tasks:

Test Preparation

- You can modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.

- You can add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.

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

- District Accommodations Managers review and 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** or modify existing **rosters**. Rosters represent classes or other groups of students.

- 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.
Post-Test Administration

- After testing, TIDE sends class groups to ORS and Centralized Reporting 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. 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 Online System Requirements. This publication is available in the Resources section of the Delaware System of Student Assessments (DeSSA) Portal, http://de.portal.cambiumast.com.

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

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<td>TA Interface</td>
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<td>✔</td>
</tr>
<tr>
<td>Access to Online Reporting System (ORS) Features and Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Listing</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Summary Statistics</td>
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<td>Retrieve Student Results</td>
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<td>Plan and Manage Testing</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Test Completion Rates</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Manage Rosters</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Search Students</td>
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<td>Task or Site</td>
<td>DA/DTC</td>
<td>DAM</td>
<td>ISO</td>
<td>SA</td>
<td>TA</td>
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</tr>
<tr>
<td>-------------</td>
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<td></td>
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<tr>
<td><strong>Score Items</strong></td>
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<td>✔️</td>
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<tr>
<td><strong>View Score Reports</strong></td>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

**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](image-url)
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 Single Sign-On application.


Figure 3. DDOE EdAccess Login Page

2. After you have successfully logged in to the EdAccess, 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 [Smarter 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, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

Caution: Loss of Data: Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.
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. SSO integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Online Reporting System (ORS)
- 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

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 in order 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 could 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: Tasks in this category could be performed when the testing process is finished. This category includes tasks for resolving test discrepancies and tracking return packages for paper test materials. For more information about this category, see the section, After Testing.

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

About the TIDE Dashboard

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

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.
Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 8. TIDE Dashboard

Each task menu contains a set of related tasks. For example, the Users menu contains options for 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**).

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.

**Inbox**: 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), 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

   [Image of Administration Details window]

   Administration Details

   Select the Test Administration, User Role, District, and School (as applicable):

   Test Administration: DeSSA 2020-2021
   User Role: District Administrator
   *State: Delaware
   *District: DCAS Demo Dist

   [Submit and Cancel buttons]

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

The Manage Account section contains information about your account. 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).

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, DOE EdAccess 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).
Resetting Your Password

You can change your login password as necessary in the DDOE EdAccess 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 page (see Figure 13).

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).
Finding Students by ID

A Student ID field (Student ID) 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.

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.

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 Inbox

When searching for users, students, and appeals, you can choose to export the search results to the Inbox. The shared Inbox (see Figure 15) serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is complete and the file is available in the Inbox for download.

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

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

To access files in the Inbox:

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

![Figure 15. Inbox](image-url)
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 labels, toggle 🗝️ / 📄.

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

6. Optional: To hide or display custom labels, toggle 🗝️ / 📄.

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

8. Do one of the following:
   o To download a file, click Download.
   o 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.
   o To archive a file, click 🗝️.
   o 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 Inbox

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 Inbox. The Inbox 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 \( \square \) 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Information</td>
</tr>
<tr>
<td>2</td>
<td>Ethnicity Information</td>
</tr>
<tr>
<td>3</td>
<td>Tested Grade</td>
</tr>
<tr>
<td>4</td>
<td>Participation Student</td>
</tr>
<tr>
<td>5</td>
<td>Blocked Subjects</td>
</tr>
<tr>
<td>6</td>
<td>Universal Tools (Non-Embedded)</td>
</tr>
<tr>
<td>7</td>
<td>Designated Supports (Embedded)</td>
</tr>
<tr>
<td>8</td>
<td>Designated Supports (Non-Embedded)</td>
</tr>
<tr>
<td>9</td>
<td>Accommodations (Embedded)</td>
</tr>
<tr>
<td>10</td>
<td>Accommodations (Non-Embedded)</td>
</tr>
<tr>
<td>11</td>
<td>Special Request (Non-Embedded)</td>
</tr>
</tbody>
</table>

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

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

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

You can upload Interim Grades and Student test settings in TIDE a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 19).

Figure 19. Sample File Upload Page

![Sample File Upload Page]

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

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

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

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

To upload a file:

1. On the file upload page, click Download Templates and select the appropriate file type.

2. Open the file in a spreadsheet application, fill it out, and save it.

3. On the file upload page, click Browse and select the file you created in the previous step.
4. Click **Next**. The **Preview** page appears (see Figure 20). Use the file preview on this page to verify you uploaded the correct file.

**Figure 20. File Upload Preview (Partial View)**

<table>
<thead>
<tr>
<th>Row Number</th>
<th>Student ID</th>
<th>Field</th>
<th>Subject</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>99997771000</td>
<td>Interim Testing Grade</td>
<td>Mathematics</td>
<td>Grade 5</td>
</tr>
<tr>
<td>2</td>
<td>99997771002</td>
<td>Interim Testing Grade</td>
<td>Mathematics</td>
<td>Grade 5</td>
</tr>
<tr>
<td>3</td>
<td>99997771003</td>
<td>Interim Testing Grade</td>
<td>ELA</td>
<td>Grade 4</td>
</tr>
<tr>
<td>4</td>
<td>99997771004</td>
<td>Interim Testing Grade</td>
<td>ELA</td>
<td>Grade 4</td>
</tr>
<tr>
<td>5</td>
<td>99997771005</td>
<td>Interim Testing Grade</td>
<td>ELA</td>
<td>Grade 4</td>
</tr>
</tbody>
</table>

5. Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (UIButton) on the **Validate** page (see Figure 21).

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

a) **Optional:** Click the error and warning icons in the validation results to view the reason a field is invalid.

b) **Optional:** Click **Download Validation Report** in the upper right corner to view a PDF file listing the validation results for the upload file.

**Figure 21. Sample Validation Page**

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

   a) Click **Continue with Upload**. TIDE commits those records that do not have errors.

   b) Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 22).

![Figure 22. Confirmation Page](image)

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

**Searching for Records**

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 23). This section explains how to use this search panel and navigate search results.

![Figure 23. Sample Search Panel](image)

*To search for records:*

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow users to select one, multiple, or all values. The Test ID drop-down list on the **Plan and Manage Testing** page will also allow users to select one, multiple, or all values.
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 Inbox, click **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see **Downloading Files from the Inbox**).

   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**).
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>
<thead>
<tr>
<th>Table 4. Student Record Search Options in TIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Type</strong></td>
</tr>
<tr>
<td>Basic Search Options</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Additional Search Criteria</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
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
Gen Ed with Supports

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) delete: 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.
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 8/24/20 after logging in to EdAccess.

**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.

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 account;
- has access to the DeSSA Math & ELA icon;
- has logged in to the DeSSA Math & ELA icon after 8/24/20; and
- has logged in to the DeSSA Math & ELA icon again up to two days after completing training.

The complete list of required training is available on the **Trainings and Certifications** section of the DeSSA Portal at [https://de.portal.cambiumast.com/](https://de.portal.cambiumast.com/).
Add User Role to User Accounts
With ClassLink it is possible for users to be added to TIDE without a designated district or school user role. These users will appear in TIDE as DISTRICT_NO users until their accounts are updated with a user role by a District ISO or DA.

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 no user role assignment. Click Add More Roles (see Figure 26)
3. A drop-down menu will appear and you can select the user role you want to assign this user.
4. 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 -trash can, 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 Smarter Balanced 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 Participation Student panel, view the student’s test participation report, if available.

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

In the 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.
6. Click **Save**.

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

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

![Figure 27. Test Settings and Tools Panel](image)

**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>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Information</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Student’s date of birth</td>
</tr>
<tr>
<td>English Language Proficiency (ELP) Level</td>
<td>Student’s ELP level</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>Grade in which student is enrolled during the test administration</td>
</tr>
<tr>
<td>Exit Date</td>
<td>Date the student withdrew from the school</td>
</tr>
</tbody>
</table>

![Table 5. Fields in the Demographics Panel](image)
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Entry Date into a US School</td>
<td>Student’s first entry date into a US School</td>
</tr>
<tr>
<td>General Education (Gen Ed) with Supports Flag</td>
<td>Student flagged in the pupil accounting system as a General Education Student receiving supports in the classroom</td>
</tr>
<tr>
<td>Gender</td>
<td>Student’s gender</td>
</tr>
<tr>
<td>IDEA Indicator</td>
<td>Student Enrolled in an Individual Education Program (IEP)</td>
</tr>
<tr>
<td>LANGUAGECODE</td>
<td>Code for the specific language or dialect that a person uses to communicate</td>
</tr>
<tr>
<td>Legal First Name</td>
<td>Student’s first name</td>
</tr>
<tr>
<td>Legal Last Name</td>
<td>Student’s last name</td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td>Initial of student’s middle name</td>
</tr>
<tr>
<td>Limited English Proficiency (LEP)</td>
<td>Student’s Limited English Proficiency Status</td>
</tr>
<tr>
<td>LEPEntryDate</td>
<td>Date a student classified as limited English proficient entered the LEP program</td>
</tr>
<tr>
<td>LEPExitDate</td>
<td>Date a student classified as limited English proficient exited the LEP program</td>
</tr>
<tr>
<td>Migrant – Education Status</td>
<td>Student’s migrant status</td>
</tr>
<tr>
<td>Primary Disability Type</td>
<td>Student’s primary disability</td>
</tr>
<tr>
<td>Section 504 Plan Status</td>
<td>Student’s Section 504 Plan status</td>
</tr>
<tr>
<td>SSID</td>
<td>Student’s Statewide Student Identifier (SSID) within the enrolled district</td>
</tr>
<tr>
<td>Special Education (SPED) Code</td>
<td>Student’s SPED code</td>
</tr>
<tr>
<td>Title III Language Instruction Program Type</td>
<td>Student’s Title III Language Instruction Program type</td>
</tr>
<tr>
<td>Title1</td>
<td>Student’s Title 1 flag</td>
</tr>
</tbody>
</table>

**Ethnicity Information**

<table>
<thead>
<tr>
<th>Ethnicity Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian/Alaskan Native Ethnic Flag</td>
<td>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</td>
</tr>
<tr>
<td>Asian/Pacific Islander Ethnic Flag</td>
<td>A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands</td>
</tr>
<tr>
<td>Black Ethnic Flag</td>
<td>A student having origins in any of the Black racial groups of Africa</td>
</tr>
<tr>
<td>Demographic Race, Two or More Races</td>
<td>A student having origins of two or more races</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hispanic Ethnic Flag</td>
<td>A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>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</td>
</tr>
<tr>
<td>White Ethnic Flag</td>
<td>A student having origins in any of the original peoples of Europe, the Middle East, or North Africa</td>
</tr>
</tbody>
</table>

**Uploading Student Settings**

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

*To upload student test settings and tools:*

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

2. Following the instructions in the section, Uploading Files and using **Table 6** as a reference, fill out the Test Settings template and upload it to TIDE.

**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**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSID*</td>
<td>Student's statewide identification number</td>
<td>Any current student SSID</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject for which the tool or accommodation applies</td>
<td>One of the following: ELA, ELA-PT, mathematics</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Name of the tool or accommodation</td>
<td>Any TIDE selectable tool</td>
</tr>
<tr>
<td>Value</td>
<td>A system defined value for setting a test tool</td>
<td>Pre-populated based on Test Tool selection</td>
</tr>
</tbody>
</table>

*Required field

**Figure 28. 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 28. Sample Test Settings Upload File**

<table>
<thead>
<tr>
<th>SSID</th>
<th>Subject</th>
<th>Tool Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td>ELA-PT</td>
<td>Accommodations (Non-Embedded)</td>
<td>Scribe for SwD</td>
</tr>
<tr>
<td>9999</td>
<td>Mathematics</td>
<td>Language</td>
<td>Spanish</td>
</tr>
</tbody>
</table>
Printing PreID Labels from student lists

A PreID label (see Figure 29) is a label that you affix to a student’s testing materials, such as an answer booklet.

![Sample PreID Label](image)

Figure 29. 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 30).

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.

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.
   b) To print test settings for all students listed on the page, mark the checkbox at the top of the table.
   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 31).

   Figure 31. Layout Model for Student Test Settings and Tools

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

<table>
<thead>
<tr>
<th>View and Edit</th>
<th>Test Accommodation Code or Code Family</th>
<th>Requires Test Reset?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>View and Edit</td>
<td>Accommodation (Non-Embedded)</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>American Sign Language Video</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Closed Captioning</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Color Contrast (Computer)</td>
<td>No (can be set in the TA Interface)</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Designated Supports (Non-Embedded)</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Emboss (passages/stimuli and items)</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Emboss Type</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Glossaries</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Language</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Masking</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Mouse Pointer</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Permissive Mode</td>
<td>Yes</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Print on Request</td>
<td>No (can be set in the TA interface)</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Special Request (Non-Embedded)</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Streamlined Mode</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Text-to-Speech</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Type of Refreshable Braille</td>
<td>Yes, on Smarter Balanced tests</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Universal Tools</td>
<td>No</td>
</tr>
<tr>
<td>View and Edit</td>
<td>Zoom</td>
<td>No (can be set in the TA interface)</td>
</tr>
</tbody>
</table>

* 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 8 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.
**Blocked Subjects**

Only DA, DAM, and SA users can edit students’ testing 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 ELL first year exemption accommodation code are exempt from taking Reading tests. If you have a student with this accommodation code, ensure that “Reading” 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>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSID*</td>
<td>State-assigned student identifier</td>
<td>Up to 10 numeric characters. Must be enrolled in your district.</td>
</tr>
<tr>
<td>Field*</td>
<td>Label used for the interim grade attribute</td>
<td>Interim Testing Grade</td>
</tr>
<tr>
<td>Subject*</td>
<td>Subject of assessment</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ELA</td>
</tr>
<tr>
<td>Grade*</td>
<td>Student’s interim grade.</td>
<td>Any of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 3 – Grade 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

*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 34).

   Figure 34. 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 35. Frequency Distribution Reports by Grade and Gender](image)

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 Online Reporting System (ORS) and Centralized Reporting. ORS and 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 36). For more information about using record forms, see the section, Navigating Record Forms.

Figure 36. Add Roster Form

![Add Roster Form Image]
2. In the *Roster Information* panel, search for students by following the procedure in the section, *Searching for Records*.

3. In the *Add/Remove Students to the Roster* panel (see *Figure 37*), do the following:
   
   a. In the *Roster Name* field, enter the roster name.
   
   b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
   
   c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

   **Current Students**: Displays students who match your search criteria and are currently associated with the school.

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

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

4. To add students, in the list of available students, do one of the following:
   
   a) To move one student to the roster, click ☐ for that student.
   
   b) To move all the students in the *Available Students* list to the roster, click **Add All**.
   
   c) To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
5. To remove students, do one of the following in the list of students in the roster:

   a) To remove one student from the roster, click \(\times\) for the student.

   b) To remove all the students from the roster, click \textbf{Remove All}.

   c) To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click \textbf{Remove Selected}.

6. Click \textbf{Save}, and in the affirmation dialog box, click \textbf{Continue}.
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.)

To modify a user-defined roster:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section, Searching for Records.

3. In the list of retrieved rosters, click for the roster whose details you want to view. The Edit Roster form appears. This form is similar to the form used to add rosters (see Figure 36).

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

5. In the Add/Remove Students to the Roster panel (see Figure 37), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students and Selected Students lists. The two options are:

   **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The Available Students list displays students who are currently associated with your school and the Selected Students list displays students who are currently associated with the roster.

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

6. To add students, from the list of available students, do one of the following:
   a) To move one student to the roster, click for that student.
b) To move all the students in the Available Students list to the roster, click Add All.

c) To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.

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

   a) To remove one student from the roster, click for the student.
   b) To remove all the students from the roster, click Remove All.
   c) To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click Remove Selected.

8. Click Save, and in the affirmation dialog box, click 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.

2. 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.

3. Click , and then select Roster.

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

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

**Printing Test Tickets for Students 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.

2. 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. |

3. Click 🗼, and then select Test Tickets.

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

Figure 38. Test Ticket Layout Model

Choose a Test Ticket layout:

- 5 x 2
- 3 x 2
- 2 x 2
- 1 x 1

5. Select the required layout.

6. 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.

2. 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. |
3. Click 📦, and then select **Student Settings and Tools**.

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

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

**Deleting Rosters**

You can delete rosters created in TIDE, the Online Reporting System, 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](#).

2. 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.

3. Click 🗑️, and in the affirmation dialog box, click **OK**.

**Creating Rosters Through File Uploads**

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

*To upload rosters:*

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

2. 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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster</td>
<td>District ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td>School ID</td>
<td>School associated with the roster</td>
<td>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.</td>
</tr>
<tr>
<td>Employee Email*</td>
<td>Email address of the teacher associated with the roster</td>
<td>Email address of a teacher existing in ORS</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster</td>
<td>Up to 20 characters</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier within the district</td>
<td>Up to 30 alphanumeric characters</td>
</tr>
</tbody>
</table>

*Required field

Figure 36 is an example of a simple upload file that creates a roster with two students.

<table>
<thead>
<tr>
<th>District ID</th>
<th>School ID</th>
<th>Employee Email</th>
<th>Roster Name</th>
<th>SSID</th>
</tr>
</thead>
<tbody>
<tr>
<td>99</td>
<td>9999</td>
<td><a href="mailto:demo.user@doe.k12.de.us">demo.user@doe.k12.de.us</a></td>
<td>ELA Gr 5</td>
<td>999999</td>
</tr>
<tr>
<td>99</td>
<td>9999</td>
<td><a href="mailto:demo.user@doe.k12.de.us">demo.user@doe.k12.de.us</a></td>
<td>Math Gr 5</td>
<td>888888</td>
</tr>
</tbody>
</table>

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 ELA Gr 5.
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 forms, answer sheets, workbooks, 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 40: TIDE Paper-Pencil Accommodation

<table>
<thead>
<tr>
<th>Accommodations (Non-Embedded)</th>
<th>ELA</th>
<th>ELA-PT</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper/Pencil Test</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Braille (Paper/Pencil Version)</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Accommodations (Non-Embedded)</td>
<td></td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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.

Placing Additional Orders

DAs and DTCs can request additional materials beyond those specified in an initial order. All order quantities of 50 or less will be automatically processed. All order quantities over 50 will be sent to the State for 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 41). For more information about using record forms, see the section, Navigating Record Forms.

   ![Figure 41. Fields in the Additional Orders Page](image)

2. 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.

3. Click Search. A list of materials available for ordering appears (see Figure 42).

   ![Figure 42. List of Available Additional Orders](image)

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

5. 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.

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

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

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

9. Click Close to return to the Additional Orders page.

   Table 10 describes the columns in the Additional Orders page.
Table 10. Columns in the Additional Orders Page

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>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.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Latest quantity approved. Resets to zero after transmission to the printer.</td>
</tr>
<tr>
<td>Quantity Pending Approval</td>
<td>Latest quantity sent for approval. Resets to zero after approved or disapproved.</td>
</tr>
<tr>
<td>Additional Quantity</td>
<td>Amount to order. The entered amount should include the quantity displayed in the Quantity You Will Receive column along with any additional quantity. For example, if the quantity displayed in the Quantity You Will Receive column shows 135 and you need 10 more, enter 145.</td>
</tr>
</tbody>
</table>

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 11 describes the columns in the Pending Orders page.
Table 11. Columns in the Pending Orders Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Purchase order number</td>
</tr>
<tr>
<td>Order Status</td>
<td>Order’s current status. For a description of order statuses, see Table 27.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>User who initiated the order</td>
</tr>
<tr>
<td>Institution</td>
<td>Name of district or school for which the order was placed</td>
</tr>
<tr>
<td>Institution Type</td>
<td>Type of institution</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>Date order was generated</td>
</tr>
<tr>
<td>Email</td>
<td>Email address of user who initiated or modified the order</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone number of user who initiated or modified the order</td>
</tr>
</tbody>
</table>

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 43).

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

3. To view the order’s packing lists, manifests, and security checklists, click .

Table 12 describes the columns in the order history page.
Table 12. Columns in the Order History Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Purchase order number</td>
</tr>
<tr>
<td>Order Type</td>
<td>Type of order: initial or additional</td>
</tr>
<tr>
<td>Submitted By</td>
<td>User who generated the order</td>
</tr>
<tr>
<td>Order Status</td>
<td>Order’s current status</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>Date order was generated</td>
</tr>
</tbody>
</table>

Table 13 describes the columns in the order details form.

Table 13. Columns in the Order Details Form

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

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 44).

   ![Figure 44. Fields in the Order Quantity Report Page](image)

2. 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.

3. 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.

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

**Table 14** describes the columns in the **Order Quantity Report** page.

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Type</td>
<td>Description of the materials included in the order</td>
</tr>
<tr>
<td>Expected Shipment</td>
<td>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.</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>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.</td>
</tr>
<tr>
<td>Total Expected Shipment Quantity</td>
<td>Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.</td>
</tr>
<tr>
<td>Total Quantity Awaiting Approval</td>
<td>Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.</td>
</tr>
</tbody>
</table>

**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 45**).

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

3. Mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.
4. From the *Material* drop-down list, select the material to include in the report.

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

**Table 15** describes the columns in the **Quantity By Material Type** page.

**Table 15. Columns in the Quantity By Material Type Page**

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>External ID</td>
<td>ID of the district or school for which the order is placed</td>
</tr>
<tr>
<td>Institution Name</td>
<td>Name of the district or school for which the order is placed</td>
</tr>
<tr>
<td>Shipment Quantity</td>
<td>Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Cumulative quantity approved</td>
</tr>
<tr>
<td>Quantity Awaiting Approval</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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 46**).
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 DDOE.
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.

![Sample Test Ticket](image)

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

Printing Test Tickets from Student List

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

To print test ticket labels:

1. From the Print Test Tickets task menu on the TIDE dashboard, select Print from Student List. The Print Test Tickets from Student List page appears.

2. Retrieve the students for whom you want to print test tickets by following the procedure in the section, Viewing and Editing 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:
   a) To print test tickets for specific students, mark the checkboxes for the students you want to print.
   b) To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   c) To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Click \(\text{ Print }\) and then select the appropriate action:
   a) To print test tickets for selected students, click \textbf{My Selected Test Tickets}.
   b) To print test tickets for all retrieved students, click \textbf{All Test Tickets}.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see \textbf{Figure 48}), verify \textbf{Test Tickets} is selected in the \textit{Print Options} section.

   \textbf{Figure 48. Layout Model for Test Tickets}

7. Click the layout you require, and then click \textbf{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 48).

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 then ORS and Centralized Reporting report the test scores.

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

Table 16 provides descriptions of each type of online appeal.
Table 16. Types of Online Appeals

<table>
<thead>
<tr>
<th>Type</th>
<th>User Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidate a test</td>
<td>Super State Administrator</td>
<td>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.</td>
</tr>
<tr>
<td>Reset a test</td>
<td>Super State Administrator</td>
<td>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.</td>
</tr>
<tr>
<td>Restore a test that has been reset</td>
<td>Super State Administrator</td>
<td>Reverses a reset, restoring the student’s responses on the test when the reset was processed.</td>
</tr>
<tr>
<td>Re-open a test</td>
<td>Super State and District Administrator/District Test Coordinator</td>
<td>Reopens a test that was completed, invalidated, or expired.</td>
</tr>
<tr>
<td>Re-open Test Segment</td>
<td>Super State and District Administrator/District Test Coordinator</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 17 lists the available statuses.

Table 17. Statuses of Online Appeals

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

Table 18 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>
<thead>
<tr>
<th>Test Result Status</th>
<th>Invalidate a test</th>
<th>Reset a test</th>
<th>Re-open a test</th>
<th>Re-open Test Segment</th>
<th>Restore a test that has been reset</th>
<th>Grace Period Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Denied</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Expired</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paused</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Scored</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspended</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Invalidated</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
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 49).

   Figure 49. Selection Fields in the Create Appeal Page

   ![Create Appeal Page](image)

   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.
d. Click **Search**. TIDE displays the found results at the bottom of the **Create Appeal** page (see **Figure 50**).

**Figure 50. Retrieved Test Results**

![Retrieve Test Results Table]

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

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

4. 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 51).

   ![Figure 51. Selection Fields in the View/Edit/Export Appeals Page](image)

2. Retrieve the online appeals you want to view by following the procedure in the section, Searching for Records. Figure 52 shows retrieved online appeals.

   ![Figure 52. Retrieved Online Appeals](image)

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 and using Table 19 as a reference, fill out the Online Appeals template and upload it to TIDE.

Table 19 provides the guidelines for filling out the Online Appeals template that you can download from the Upload Appeals page.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type*</td>
<td>Type of online appeals</td>
<td>One of the following: Invalidate a test Reset a test Report problem with an item Re-open a test Restore a test that has been reset Grace Period Extension Report scoring problem with student test Reopen Test Segment</td>
</tr>
<tr>
<td>Search Type*</td>
<td>Student field to search</td>
<td>One of the following: Result ID Session ID SSID</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Search Value*</td>
<td>Search value corresponding to the search type</td>
<td>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.</td>
</tr>
<tr>
<td>Reason*</td>
<td>Reason for creating online appeals</td>
<td>Up to 1,000 alphanumeric characters</td>
</tr>
</tbody>
</table>

*Required field

**Figure 53** is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

**Monitoring Test Progress**

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

The following reports are available in TIDE:

- **Plan and Manage Testing Report**: Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Report by SSID** page.

- **Test Completion Rates Report**: Summarizes the number and percentage of students who have started or completed a test.

- **State Participation Counts Report**: Shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.

- **Test Status Code Report**: Displays all the non-participation codes for a test administration.

**Generating Plan and Manage Testing Report**

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

Because the report lists testing opportunities, a student can appear more than once on the report.
To generate a Plan and Manage Testing report:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Plan and Manage Testing. The Plan and Manage Testing page appears (see Figure 54).

Figure 54. Plan and Manage Testing Page

2. In the Choose What panel (see Figure 55), select the parameters for which tests to include in your report:
   a. From the Test Instrument drop-down list, select a test category.
   b. From the Administration drop-down list, select an administration.
   c. Optional: From the Test Name drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
3. In the Search Students panel (see Figure 56), select the parameters for whose information to include in your report:

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

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

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

d. Optional: From the Student’s Last Name field, enter a student’s last name.

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

f. Optional: From the SSID field, enter a SSID.

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

4. In the Get Specific panel (see Figure 57), 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 57. Get Specific Panel
5. 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 58* displays a sample Plan and Manage Testing report output, and *Table 20* provides descriptions of the columns in this report.

![Figure 58: Plan and Manage Testing Report](image)

### Table 20. Columns in the Plan and Manage Testing Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Student</td>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name, Middle Name)</td>
</tr>
<tr>
<td></td>
<td>SSID</td>
<td>Student’s Statewide Student Identifier number</td>
</tr>
<tr>
<td></td>
<td>District</td>
<td>Name of the district associated with the record.</td>
</tr>
<tr>
<td></td>
<td>School</td>
<td>Name of the school associated with the record.</td>
</tr>
<tr>
<td></td>
<td>Personnel</td>
<td>Teacher or TA associated with the class</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>Student’s gender</td>
</tr>
<tr>
<td></td>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled</td>
</tr>
<tr>
<td></td>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in</td>
</tr>
<tr>
<td></td>
<td>Current LEP</td>
<td>Indicates whether the student is an English Language Learner</td>
</tr>
<tr>
<td></td>
<td>Interim Test Grade</td>
<td>Indicates the interim grades set up for the student.</td>
</tr>
<tr>
<td></td>
<td>Test</td>
<td>Test name for this student record</td>
</tr>
<tr>
<td></td>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish)</td>
</tr>
<tr>
<td>Get Specific</td>
<td>Opportunity</td>
<td>The opportunity number for that student's specific record</td>
</tr>
<tr>
<td></td>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity</td>
</tr>
<tr>
<td></td>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring</td>
</tr>
<tr>
<td></td>
<td>TA Name</td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test)</td>
</tr>
<tr>
<td></td>
<td>Session ID</td>
<td>The Session ID to which the test is linked</td>
</tr>
<tr>
<td>Section</td>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Get Specific</td>
<td>Status</td>
<td>The status for that specific opportunity</td>
</tr>
<tr>
<td></td>
<td>Restarts</td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td>Restarts Within Grace Period</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Last Activity</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Expiration Date</td>
<td>The date the test opportunity expires</td>
</tr>
<tr>
<td></td>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record</td>
</tr>
<tr>
<td></td>
<td>Force Complete Date</td>
<td>The date a test expired and was force-completed.</td>
</tr>
<tr>
<td></td>
<td>Test Duration</td>
<td>The time it took a student to complete a test.</td>
</tr>
</tbody>
</table>

**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 59).

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

*Table 20* 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 60), select the parameters for which tests to include in your report.

   Figure 60. Test Completion Rates Search Fields

   ![Image of test completion rates search fields]

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

   Figure 61 displays a sample Test Completion Rate report and Table 21 lists the columns in this report.

   Figure 61. Test Completion Rate Report

   ![Image of test completion rate report]
Table 21. Columns in the Test Completion Rates Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date and time that the file was generated</td>
</tr>
<tr>
<td>Test Name</td>
<td>Name of the test form (Gr 03 ELA ICA)</td>
</tr>
<tr>
<td>Test</td>
<td>Category of test (e.g. Smarter ICA)</td>
</tr>
<tr>
<td>Administration</td>
<td>School Year for the Report (e.g. 2020-2021)</td>
</tr>
<tr>
<td>District Name</td>
<td>District Name in TIDE</td>
</tr>
<tr>
<td>District ID</td>
<td>District ID in TIDE</td>
</tr>
<tr>
<td>Institution Name</td>
<td>School or Institution Name in TIDE</td>
</tr>
<tr>
<td>Institution ID</td>
<td>Institution ID in TIDE</td>
</tr>
<tr>
<td>Opportunity</td>
<td>Test opportunity number that is being reported</td>
</tr>
<tr>
<td>Total Student</td>
<td>Number of students with an active relationship to the school in TIDE</td>
</tr>
<tr>
<td>Total Student Started</td>
<td>Number of students who have started the test</td>
</tr>
<tr>
<td>Total Student Completed</td>
<td>Number of students who have finished the test and submitted it for scoring</td>
</tr>
<tr>
<td>Percentage Started</td>
<td>Percentage of students who have started the test out of the total number of</td>
</tr>
<tr>
<td></td>
<td>students with an active relationship to the school in TIDE</td>
</tr>
<tr>
<td>Percentage Completed</td>
<td>Percentage of students who have completed the test out of the total number</td>
</tr>
<tr>
<td></td>
<td>of students with an active relationship to the school in TIDE</td>
</tr>
</tbody>
</table>

**Reviewing Test Status Code Reports**

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

For more information about special codes, see the section, [Managing Non-Participation Codes](#).

*To review explanations for non-participation:*

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

2. In the Report Criteria panel (see Figure 62), select search criteria for the test and administration.
3. 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**.
   c) TIDE displays the tests and associated statuses and special codes (see Figure 63).

    **Figure 63. Test Status Code Report**

    Table 22 lists the columns in the Test Status Code Report.

    **Table 22. Columns in the Test Status Code Report**

    | Column               | Description                                           |
    |----------------------|-------------------------------------------------------|
    | Student Name         | Student's name                                        |
    | SSID                 | Student's Statewide Student Identifier number          |
    | Test Name            | Test in which student did not participate              |
    | Test Status          | Test's most recent status                             |
    | Date Started         | Date student started the test                         |
    | Special Code         | Code indicating why student did not start or complete the test |
    | Assigned School ID   | ID of school where student is enrolled                 |
    | Assigned School Name | Name of school where student is enrolled               |
    | Result ID            | Unique ID for the item result.                        |
    | Session ID           | Unique ID for the test session.                       |
    | Test Expiration Date | Date the test expired.                                |
Table 23 describes each status that a test opportunity can have.

### Table 23. Test Opportunity Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>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.</td>
</tr>
<tr>
<td>Expired</td>
<td>The student’s test has not been completed and cannot be resumed because the test has expired.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test result has been invalidated.</td>
</tr>
</tbody>
</table>
| Paused   | The student’s test is currently paused (as a result of one of the following):  
  - The student paused his or her test by clicking the **Pause** button.  
  - The student idled for too long (more than 20 minutes), and the test was automatically paused.  
  - The test administrator stopped the session the student was testing in.  
  - The test administrator paused the individual student’s test.  
  - The student’s browser or computer shut down or crashed.                                                                                   |
| Pending  | The student is awaiting TA approval for a new test opportunity.                                                                                                                                                                                                                                                                   |
| Reported | The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be handscored before they appear in ORS.                                                                                               |
| Rescored | The test was rescored.                                                                                                                                                                                                                                                                                                               |
| Review   | The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)                                                                                                         |
| Scored   | The test will display a scored status, followed by the student’s score.                                                                                                                                                                                                                                                               |
| Started  | The student has started the test and is actively testing.                                                                                                                                                                                                                                                                          |
| Submitted| The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.                                                                                                      |
| Suspended| The student is awaiting TA approval to resume a testing.                                                                                                                                                                                                                                                                          |
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.
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”.

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”.

Figure 64. Summary Session Report
7. **Optional:** If multiple tests are available for one session, select to expand the list of tests associated with that session.

   Figure 65. School Report Page with All Sessions Expanded

<table>
<thead>
<tr>
<th>Pretor Name</th>
<th>Test Name</th>
<th>Session ID</th>
<th>Start Time of Session</th>
<th>Total # of Tests</th>
<th>Tests In Progress</th>
<th>Tests Paused</th>
<th>Tests Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA, AIDemo</td>
<td>Multiple Tests</td>
<td>UAT-20CB-1</td>
<td>10:33 AM</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA - Interim Assessment (ICA)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 3 ELA - Interim Assessment (ICA)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 3 ELA - Performance Task - Beetles (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 3 ELA - Revision (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 4 ELA - Interim Assessment (ICA)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 4 ELA - Performance Task (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 4 ELA - Listen/Interpret (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 5 ELA - Interim Assessment (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 5 ELA - Performance Task (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Grade 5 ELA - Listen/Interpret (IAB)</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

9. **Optional:** Select 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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor Name</td>
<td>Name of the proctor associated with the Session ID.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Start Time of Session</td>
<td>Start time of the session.</td>
</tr>
<tr>
<td>Total # of Students in Test</td>
<td>Total number of students testing in each school.</td>
</tr>
<tr>
<td>Tests in Progress</td>
<td>Number of tests that have been started and have not been completed or paused.</td>
</tr>
<tr>
<td>Tests Paused</td>
<td>Number of students who have paused their test.</td>
</tr>
<tr>
<td>Tests Completed</td>
<td>Number of students who have completed their test.</td>
</tr>
</tbody>
</table>
Section VI. After Testing
This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

This section covers the following topics:

Data Cleanup

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

Managing Non-Participation Codes
A DA/DTC can edit non-participation codes in TIDE. There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student’s test so that the Online Reporting System (ORS) can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test if at least one item is answered in each component. For the summative tests, all tests with at least one CAT item and one PT item answered are considered for a student to have participated. For the ICAs, all tests with at least one non-PT item and one PT item answered for a student are considered to have participated. For the IABs and FIABs, a block with at least one item answered for a student to be considered to have participated.

Table 25 lists the special codes and their descriptions.

<table>
<thead>
<tr>
<th>Special Code</th>
<th>Description</th>
<th>Block Test?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>AB</td>
<td>Absent – did not take test</td>
<td>No</td>
</tr>
<tr>
<td>IA</td>
<td>Incomplete Administration</td>
<td>No</td>
</tr>
<tr>
<td>RFP</td>
<td>Refusal – Parent</td>
<td>No</td>
</tr>
<tr>
<td>RFS</td>
<td>Refusal – Student</td>
<td>No</td>
</tr>
<tr>
<td>TI</td>
<td>Test Invalidated</td>
<td>No</td>
</tr>
<tr>
<td>TRU</td>
<td>Truant</td>
<td>No</td>
</tr>
<tr>
<td>WTA</td>
<td>Wrong Test Administered</td>
<td>No</td>
</tr>
</tbody>
</table>
Once you apply a special code, that special code persists until it is changed. For example, if you apply a special code for an interim assessment, that special code also applies to a summative assessment unless you explicitly change it.

**Viewing and Editing a Student’s Special Codes**

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

To view or edit a student’s special codes:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The **Non-Participation Codes** page appears (see Figure 66).

   ![Figure 66. Fields in the Non-Participation Codes Page](image)

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

3. In the list of retrieved students, click 📝 for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student’s demographic information in the **Student Information** panel, and the student’s available tests and special codes in the **Special Codes** panel (see Figure 67).
4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 25.

5. Click **Save**.
Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

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

Figure 68 describes the entire processing flow for file uploads.

Figure 68. Upload Processing Flow

TIDE reads number of records

Number of records exceeds online threshold?

TIDE displays validation results in browser

Validation below error thresholds?

User commits file?

TIDE commits records, displays results in browser

Validation below error thresholds?

TIDE displays validation results of first x records in browser, sends validation of all records in email

Validation below error thresholds?

TIDE commits valid records, sends report of errors and warnings in email

Reject file
Table 26 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 68.

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 26. Record Thresholds for Offline Processing

<table>
<thead>
<tr>
<th>Upload File</th>
<th>Offline Processing Threshold</th>
<th>Number of Validated Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Students</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Settings</td>
<td>2,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Online Appeals</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Rosters</td>
<td>1,000</td>
<td>200</td>
</tr>
</tbody>
</table>

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 Smarter Balanced 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 69 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.

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 70 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.
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 27 describes those statuses. (Your version of TIDE may not include all of these statuses.)

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Approval</td>
<td>Order is awaiting approval.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Order was not approved.</td>
</tr>
<tr>
<td>Approved</td>
<td>All line items in the order were approved.</td>
</tr>
<tr>
<td>Processed</td>
<td>Order was transmitted to vendor.</td>
</tr>
<tr>
<td>Partially Approved</td>
<td>At least one line item in the order was rejected.</td>
</tr>
<tr>
<td>In Process</td>
<td>Order is approved, not yet transmitted to vendor.</td>
</tr>
<tr>
<td>Canceled</td>
<td>Order was canceled.</td>
</tr>
</tbody>
</table>
## Appendix D. Test Settings and Tools Screen in TIDE

[Image of the Test Settings and Tools Screen in TIDE]

### Universal Tools (Non-Embedded)

<table>
<thead>
<tr>
<th>Universal Tools (Non-Embedded)</th>
<th>ELA</th>
<th>ELA/PT</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Designated Supports (Embedded)

<table>
<thead>
<tr>
<th>Designated Supports (Embedded)</th>
<th>ELA</th>
<th>ELA/PT</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Contrast (Computer)</td>
<td>Blue</td>
<td>Black on Rose</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Glossary</td>
<td>English Glossary</td>
<td>English Glossary</td>
<td>English Glossary</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Masking</td>
<td>Not Enabled</td>
<td>Not Enabled</td>
<td>Not Enabled</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>System Default</td>
<td>System Default</td>
<td>System Default</td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>OFF</td>
<td>ON</td>
<td>OFF</td>
</tr>
<tr>
<td>Streamlined Mode</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Test to Speech</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Zoom</td>
<td>1X</td>
<td>1X</td>
<td>1.5X</td>
</tr>
</tbody>
</table>

### Designated Supports (Non-Embedded)

### Accommodations (Embedded)

<table>
<thead>
<tr>
<th>Accommodations (Embedded)</th>
<th>ELA</th>
<th>ELA/PT</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language Video</td>
<td>ON</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Emboss (passages/optional and items)</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Emboss Request Type</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Auto-Request</td>
</tr>
<tr>
<td>Print On Request</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Type of Releasable Braille</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### Accommodations (Non-Embedded)

### Special Request (Non-Embedded)

<table>
<thead>
<tr>
<th>Special Request (Non-Embedded)</th>
<th>ELA</th>
<th>ELA/PT</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

[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
- SSIDs 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

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2020</td>
<td>EdAccess is the new single sign-on system used by DDOE replacing IMS. The steps and screenshots to access TIDE have been updated.</td>
<td>8</td>
</tr>
<tr>
<td>9/9/2020</td>
<td>Adding User Role to User Accounts section is added.</td>
<td>33</td>
</tr>
</tbody>
</table>