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Test Information and Distribution Engine (TIDE) User Guide

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Cambium Assessment

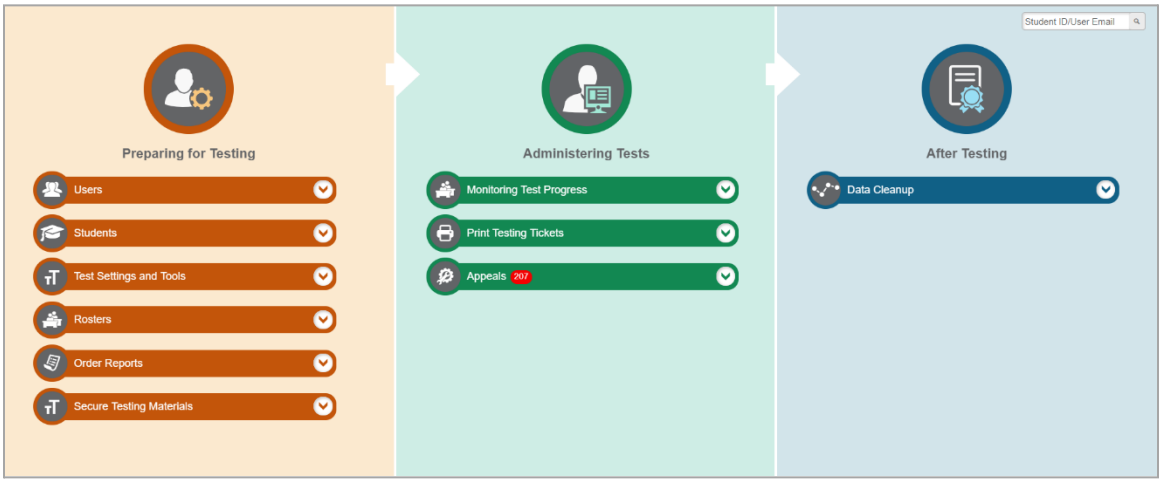
Table of Contents

Introduction to TIDE

This user guide provides instructions on how to use the Test Information and Distribution Engine (TIDE).

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE via the nightly file before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so Reporting can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage appeal requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

Figure 1. TIDE Dashboard



Test Information and Distribution Engine User Guide

You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- 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 rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Reporting so that the system can display scores at the classroom, school, district, and state levels.
- You can set up points of contact and shipping information for **paper testing materials**.
- You can print hard-copy **test tickets** that include a student's username 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 rescored.
- You can view your district's or school's progress in **starting and completing tests** and **participation rates**.
- You can correct student enrollment history and provide reasons why students did not take a test.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and proctors. The structure of this guide is based on the user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**
- **How District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers and Proctors Perform Tasks in TIDE**

There is also an Appendix with additional information and instructions.

Three Things TIDE Users Must Know How To Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Students are added directly to TIDE through a nightly upload process from a nightly file handed off from SDDOE. Rosters not added to TIDE will not be available in Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

Dependent on your level of accessibility, TIDE users should be familiar with the following actions for Users, Students, Rosters, Test Windows, and Appeal Requests:

- You can **add** new records one at a time.
- You can **view or modify** existing records one at a time.
- You can **upload** multiple new records or modify multiple existing records in the same file.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record and select **Add**.
2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 2. Add User

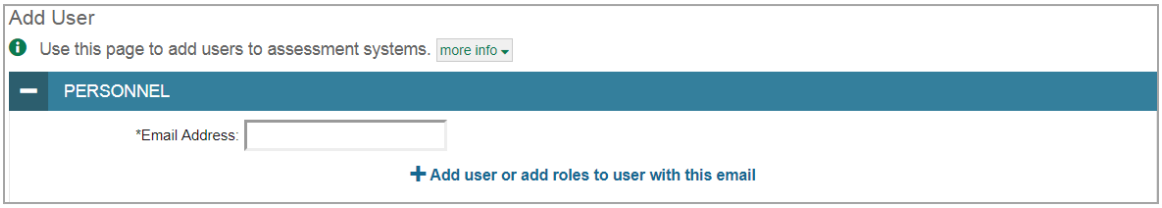
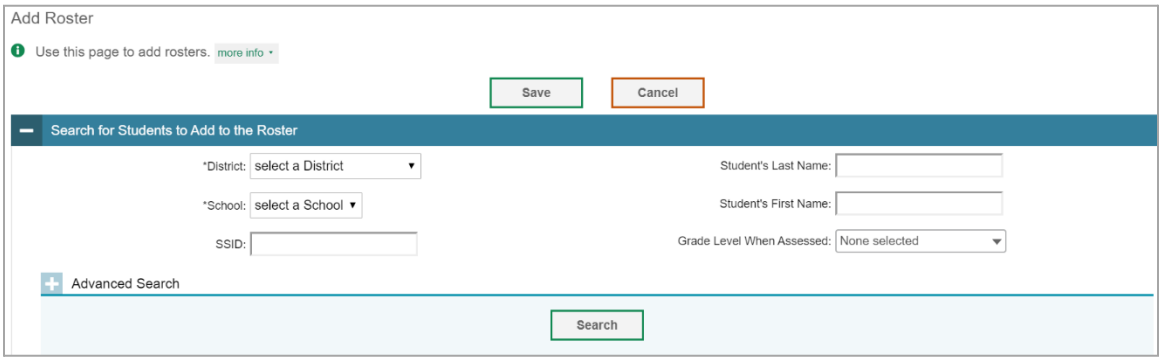


Figure 3. Add Roster



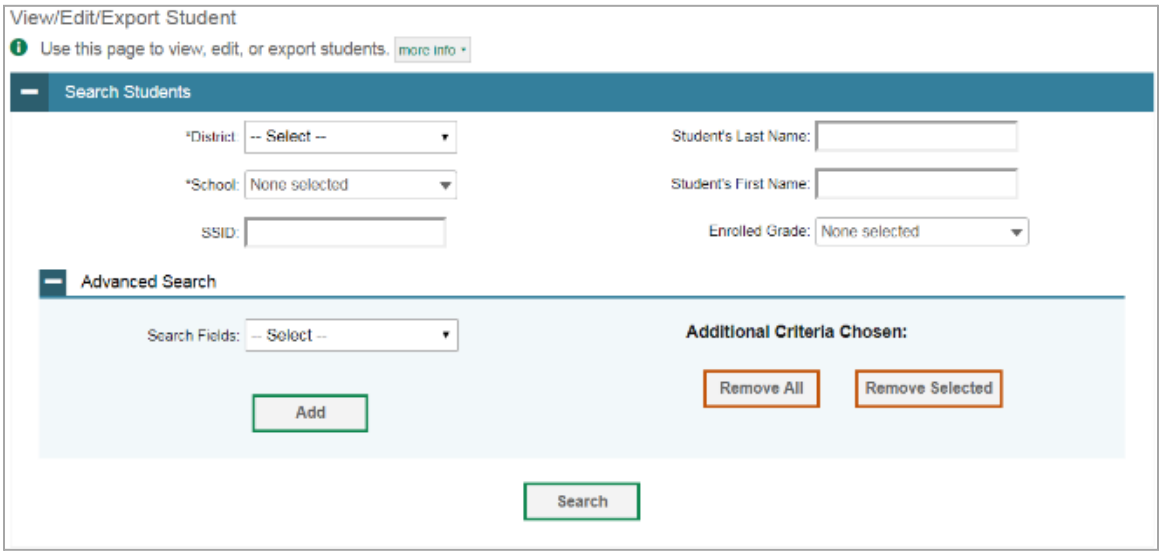
How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can also delete records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

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

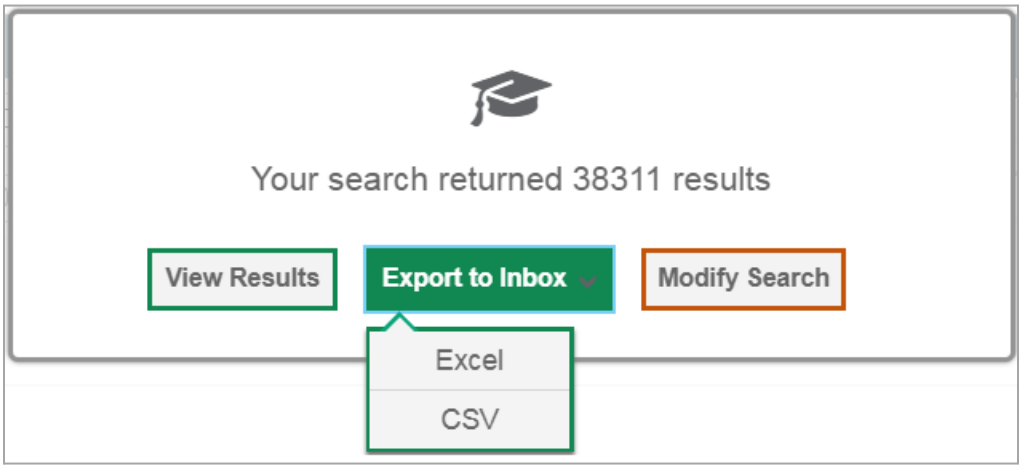
Figure 4. View/Edit/Export Student



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

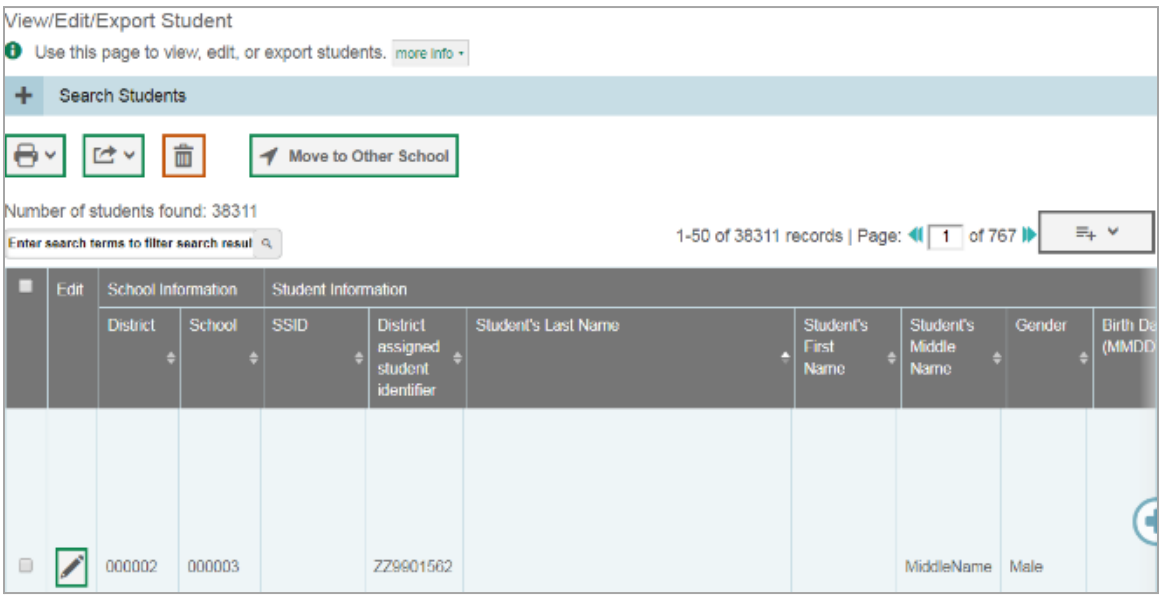
Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 5. Search Results



3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .

Figure 6. View/Edit/Export Student Search Results

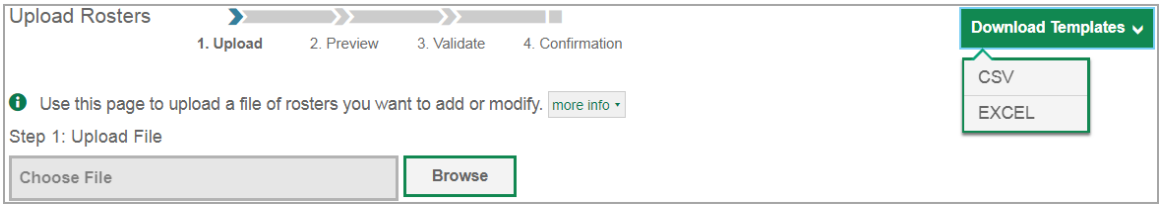


How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

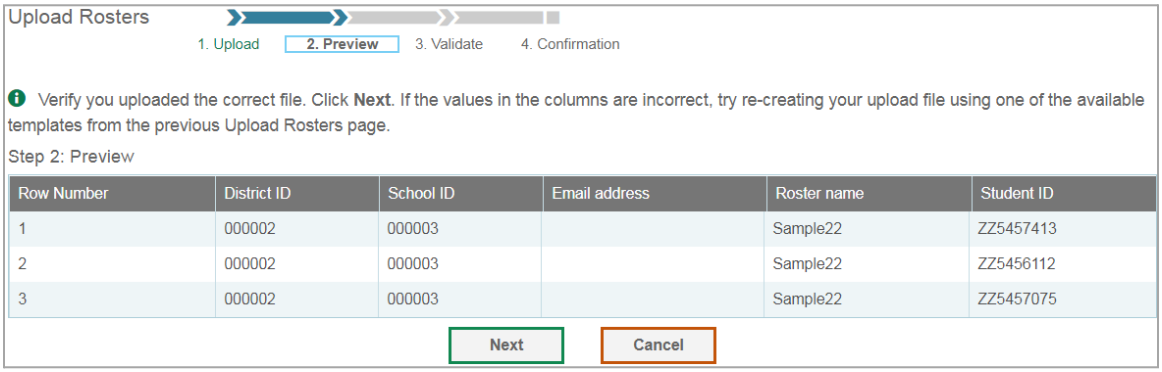
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records and select **Upload**. An upload screen will appear where you can download a template file.

Figure 7. Upload Roster



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

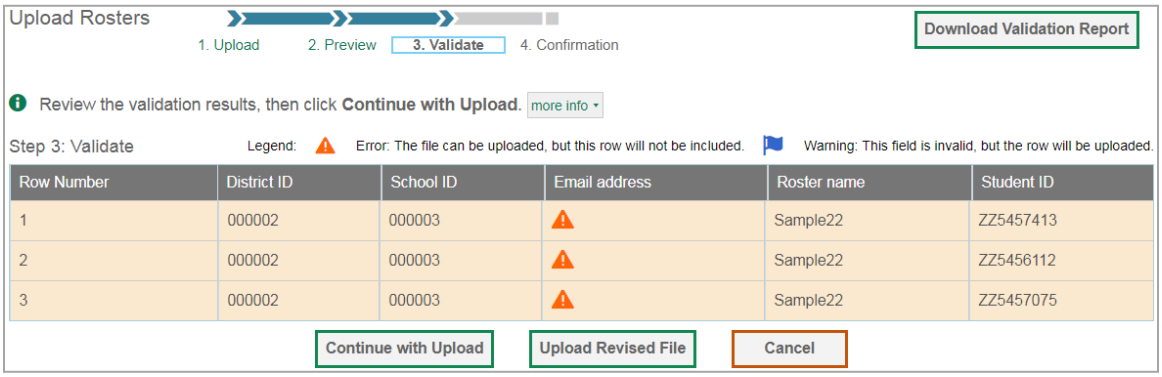
Figure 8. Upload Roster Preview Page



Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003		Sample22	ZZ5457413
2	000002	000003		Sample22	ZZ5456112
3	000002	000003		Sample22	ZZ5457075

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

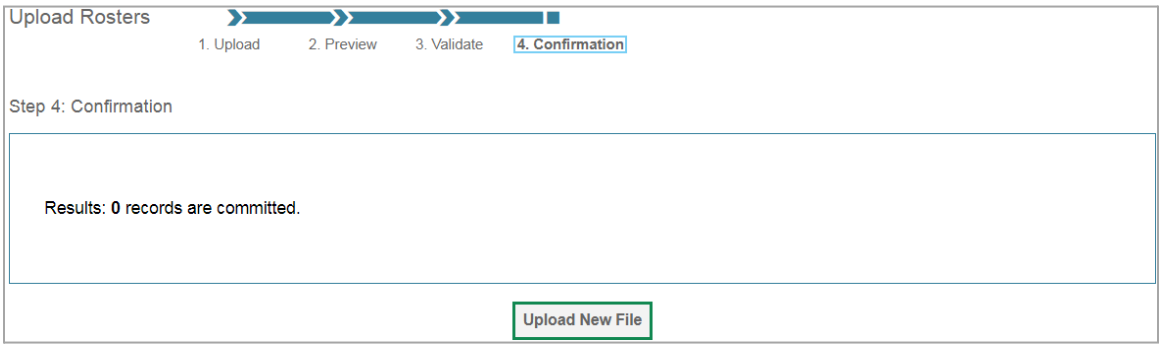
Figure 9. Upload Roster Validation Page



Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003	⚠	Sample22	ZZ5457413
2	000002	000003	⚠	Sample22	ZZ5456112
3	000002	000003	⚠	Sample22	ZZ5457075

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

Figure 10. Upload Roster Confirmation Page



How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request a new link as described in the section "Password Information" in the appendix.

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

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

How to activate your account

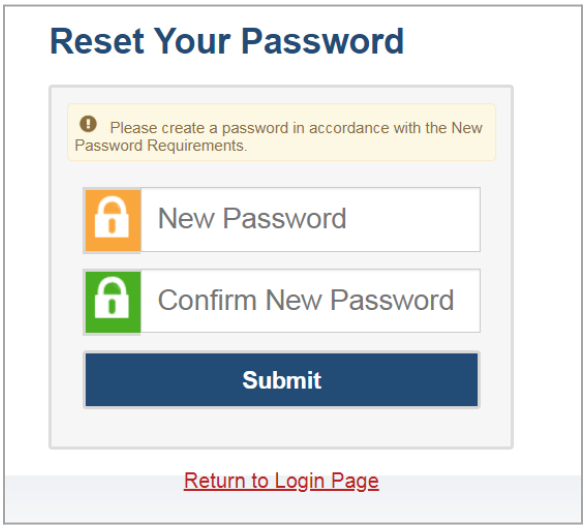
1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 11).

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

3. Select **Submit**.

   Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 13) on the South Dakota Assessments Program Gateway (https://sd.portal.cambiumast.com/).

Figure 11. Reset Your Password Page



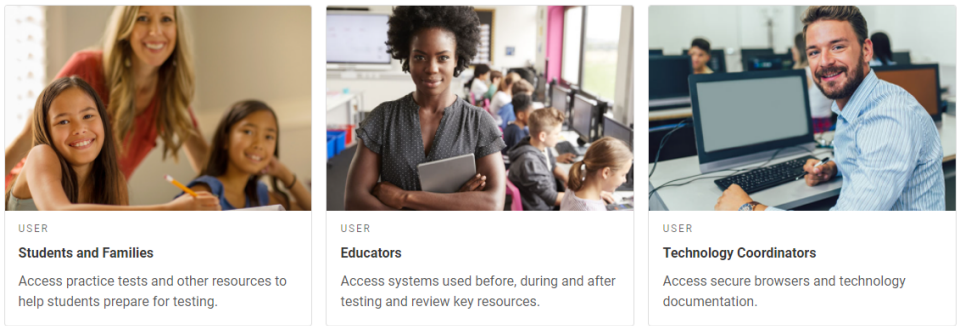
How to reactivate your account at the beginning of the school year

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

1. Navigate to the South Dakota Assessments Program Gateway (https://sd.portal.cambiumast.com/).

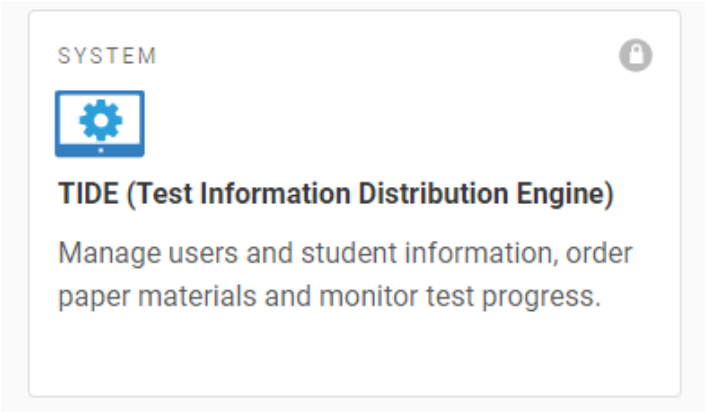
2. Select the **Educators** card.

Figure 12. User Cards on the Gateway



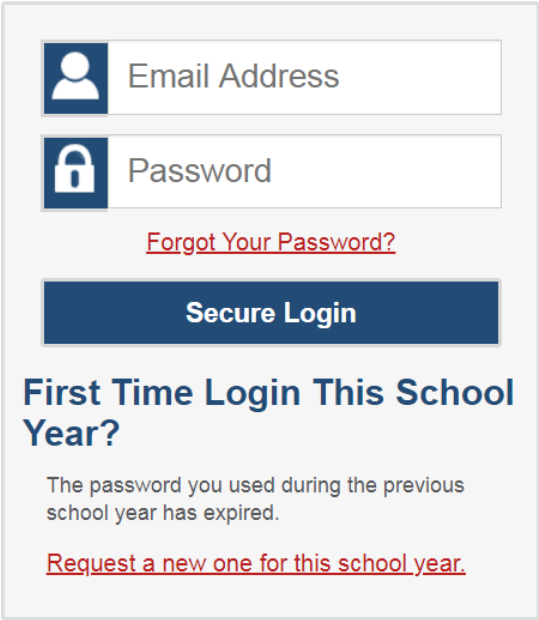
3. Select **TIDE** (see Figure 13). The ***Login*** page appears (see Figure 14).

Figure 13. TIDE Card



4. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (see Figure 15).

Figure 14 Login Page



5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

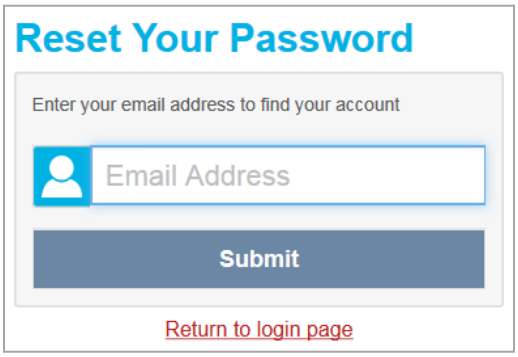
6. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 11).

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

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

8. Select **Submit**.

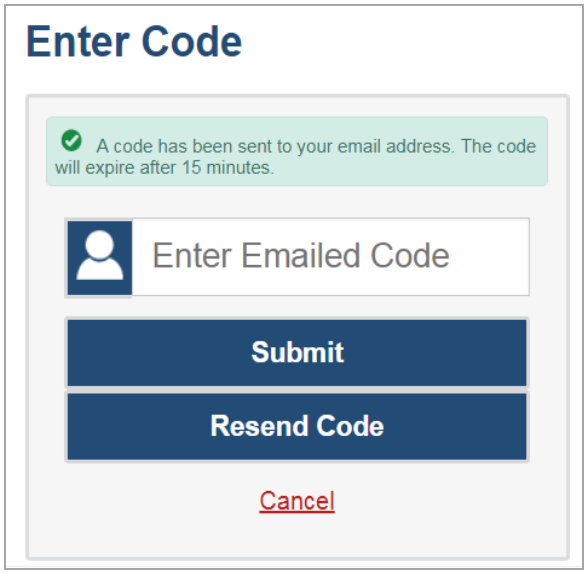
Figure 15. Fields in the Reset Your Password: Find Account Page



During the reactivation process, you will be taken to the ***Enter Code*** (see Figure 16) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code, and select **Submit**.
- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request a new code by selecting **Resend Code** on the ***Enter Code*** page.

Figure 16. Enter Code Page



How to log in to TIDE

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

1. Navigate to the South Dakota Assessments Program Gateway (https://sd.portal.cambiumast.com/).
2. Select your user role. (See Figure 12.)
3. Select **TIDE** (see Figure 13). The ***Login*** page appears (see Figure 14).
4. On the ***Login*** page, enter the email address and password you use to access all CAI systems.
5. Select **Secure Login**.
    a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 16) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
        i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
        ii. Select **Submit**.

b. If the ***Terms and Conditions*** page appears, you should review the terms on this page and click **Accept** to proceed.

i.

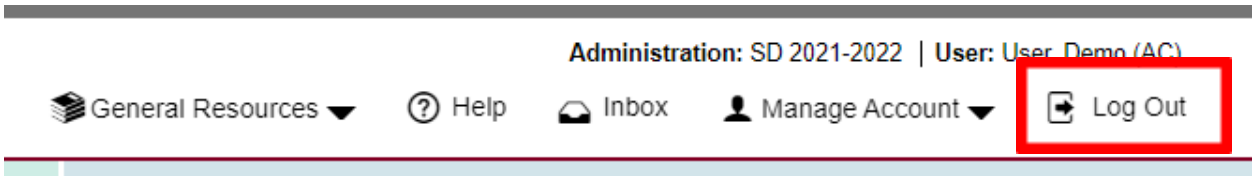
The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

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

How to log out of TIDE

- In the TIDE banner (see Figure 17), select **Log Out**.

Figure 17. Log Out



Logging out of TIDE logs you out of most South Dakota Assessments Program systems. However, you will not be logged out of the Proctor (PR) Interface to prevent the accidental interruption of active test sessions.

How District-level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

How District-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, district-level users must perform the following tasks in TIDE:

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.
- Set up customized **test windows** so the correct tests are available when you need them.
- Set up a point of contact and shipping information for **paper testing materials**.

How District-level Users Set Up User Accounts in TIDE

District-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

How district-level users add new user accounts one at a time

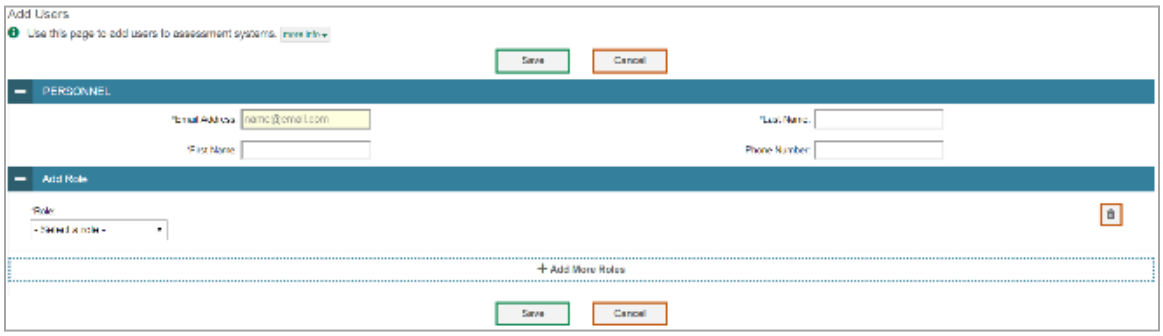
You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "How to add records one at a time" in the Introduction.

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

Figure 18. Add User

2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 19. Add User – Additional Fields



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

   Note: For a list of user roles and the tasks that each can perform, see the document User Roles and Access Guide, available in the Resources section of the South Dakota Assessments Gateway (http://sd.portal.cambiumast.com/).

5. *Optional:* To add multiple roles, select **+Add More Roles,** and repeat step 4.

6. *Optional:* To delete a role, select next to that role.

7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the ***Add Users*** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

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

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Users** task menu, select **View/Edit/Export Users**. The ***View/Edit/Export Users*** page appears.

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

3. In the list of retrieved user accounts, select for the user whose account you want to view or edit.

4. If your role allows it, modify the user's details as required, using the table "Fields in the View/Edit Users [User's Name] Page" in the appendix as a reference.

5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.

6. *Optional:* To delete a role, select next to that role. You can also delete the user's entire account from the search results table.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

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

You can also add or modify multiple user accounts all at once through file upload as shown in the section "How to add or modify multiple records at once" in the Introduction.

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the User Upload File" in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in to TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How District-level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in TDS.

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

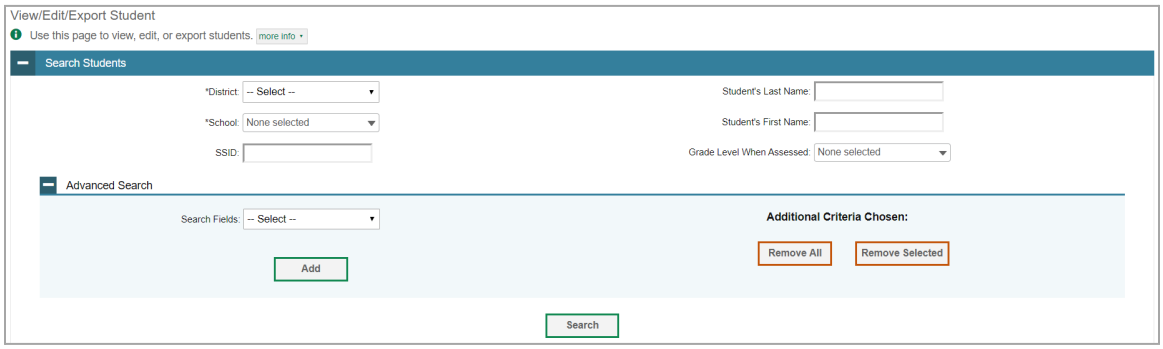
You can view and edit detailed information about a student's record. You can also view a student's test participation report and rosters to which students are active, if available.

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 individual student account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

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

Figure 20. View/Edit/Export Students



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

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

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

    - In the available test settings and tools panels, modify the student's test settings, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

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

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

7. Select **Save**.

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

How district-level users specify student settings and test tools

A student's test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The ***View/Edit/Export Test Settings and Tools*** page appears.

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "How district-level users modify existing student accounts one at a time."

3. In the list of retrieved students, select  for the student whose test settings and tools you want to edit. The ***View/Edit Students: [Student's Name]*** form appears.

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

How district-level users upload student settings and test tools

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

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The ***Upload Test Settings and Tools*** page appears.

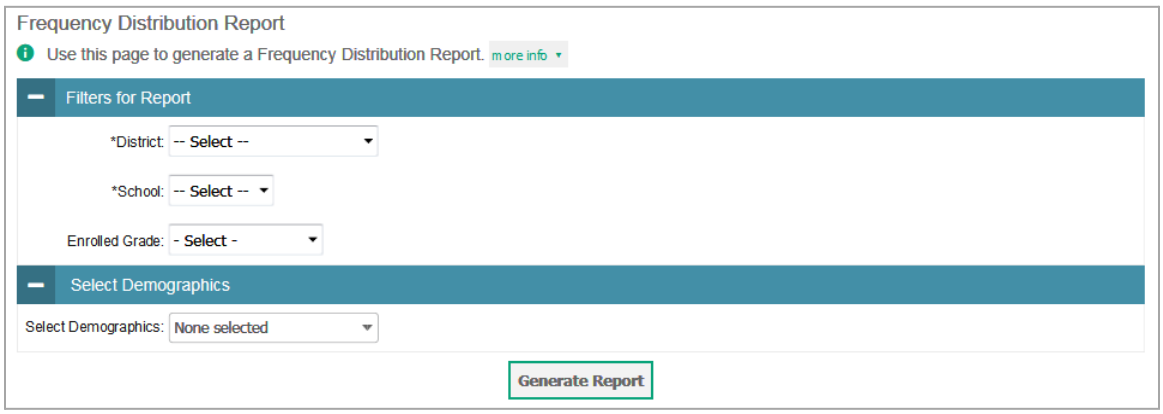
2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Test Settings Upload File" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How district-level users view student distribution report

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.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 21).

Figure 21. Fields in the Frequency Distribution Report Page



2. In the *Filters for Report* panel, select the report filters. To view a report for all districts, select **All Districts**.

   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.

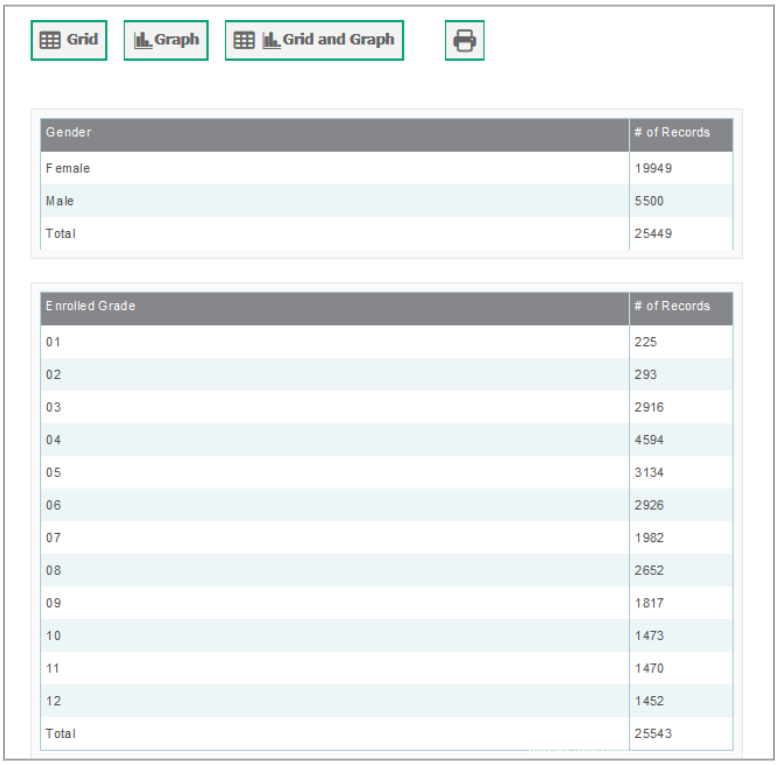
   d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 22).

4. Do one of the following:

   - To display the FDRs in tabular format, select **Grid**.
   - To display the FDRs in graphical format, select **Graph**.
   - To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
   - To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
   - To export to Excel, select , and in the affirmation dialog box select **OK**.

Figure 22. Frequency Distribution Reports by Grade and Gender



Gender	# of Records
Female	19949
Male	5500
Total	25449

Enrolled Grade	# of Records
01	225
02	293
03	2916
04	4594
05	3134
06	2926
07	1982
08	2652
09	1817
10	1473
11	1470
12	1452
Total	25543

How district-level users upload 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.

Note: District-level users may want to use this feature so students can take off-grade interim assessments. By default, students will be eligible for on-grade interim assessments with the exception of grade 12 students who will automatically be eligible for the high school interim. Interims are administered for grades 3-8, and 11 for SD-ELA and SD-Math and grades 5, 8, and 11 for SDSA.

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 "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Interim Grades Upload File" in the appendix as a reference, fill out the Interim Grade template and upload it to TIDE.

About the Interim Grades Upload File

If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student's subject.

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

	A	B	C	D
1	SSID	Field	Subject	Grade
2	0123456789	Interim Eligibility	ELA	Grade 11
3	0123456789	Interim Eligibility	ELA	Grade 8
4	0123456789	Interim Eligibility	Science	Grade 11
5	0123456789	Interim Eligibility	Mathematics	Grade 11
6	0123456789	Interim Eligibility	Mathematics	None

How district-level users upload student settings

You can set up attributes for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. For example, the upload file will contain the SSID, subject, the Tool Name, and value.

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	012345679	ELA	Color Choices	Black on Rose
3	012345679	Science	Color Choices	Black on Rose

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 "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Student Settings Upload File" in the appendix as a reference, fill out the Attribute template and upload it to TIDE.

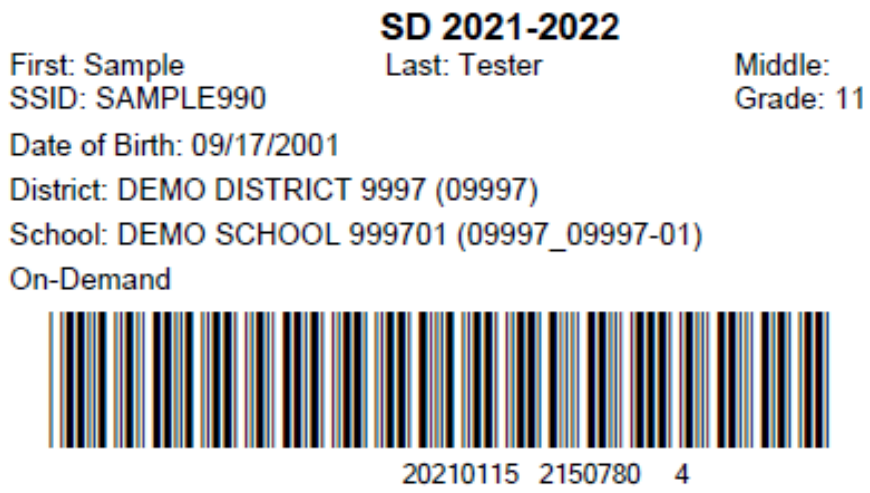
How district-level users print PreID labels from rosters

A PreID label (see Figure 23) is a label that you affix to a student's testing materials, such as an answer booklet.

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.

Figure 23. Sample PreID Label



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 PreID labels by filling out the search criteria and selecting **Search**.

3. Select 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:

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

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

5. Select , and then select **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 24).

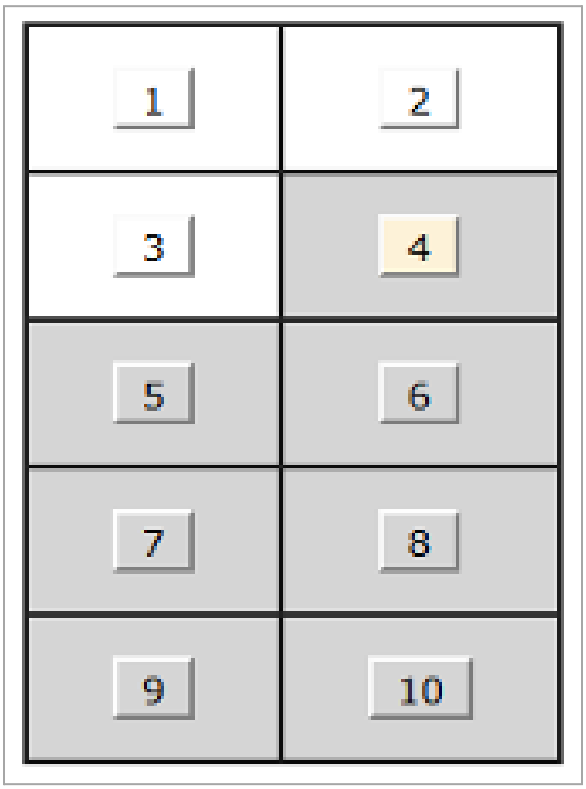
7. Select the start position you require.

   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. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 24. Layout Model for PreID Labels



How District-level Users Manage Rosters

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

The rosters you create in TIDE are available in Reporting. 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.

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

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

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.

- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
    - Reminder: Students can be assigned to multiple rosters.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

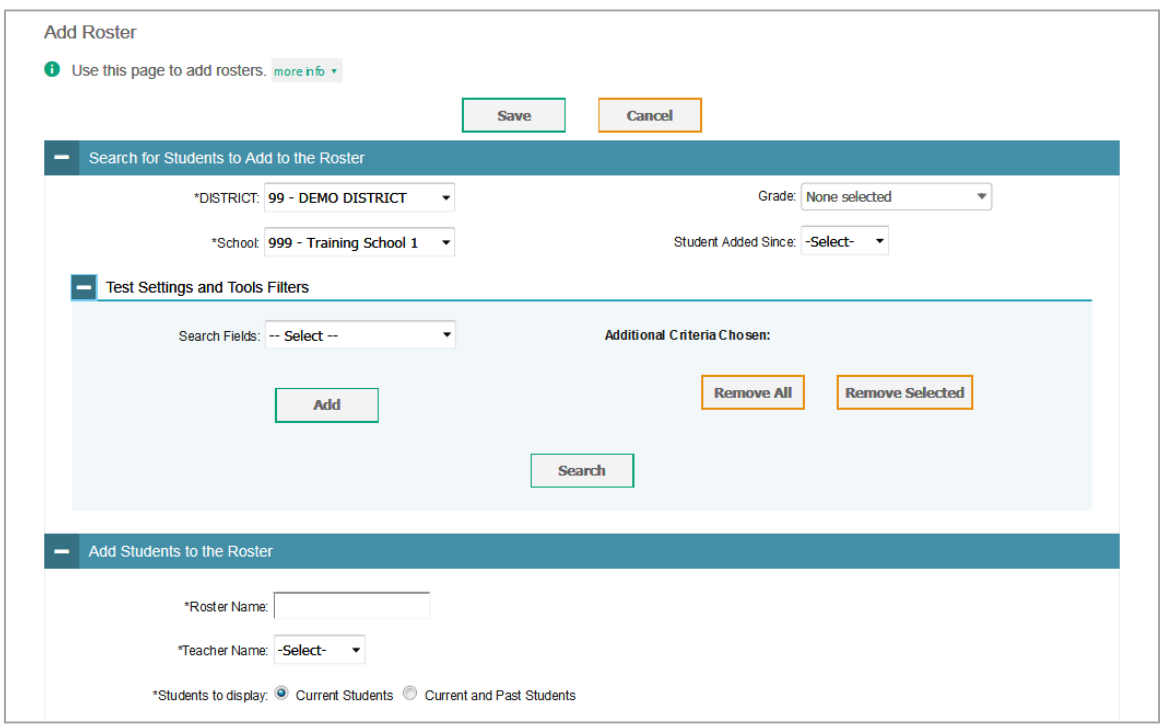
You can only create rosters from students associated with your school or district.

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

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

2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 25. Add Roster Form



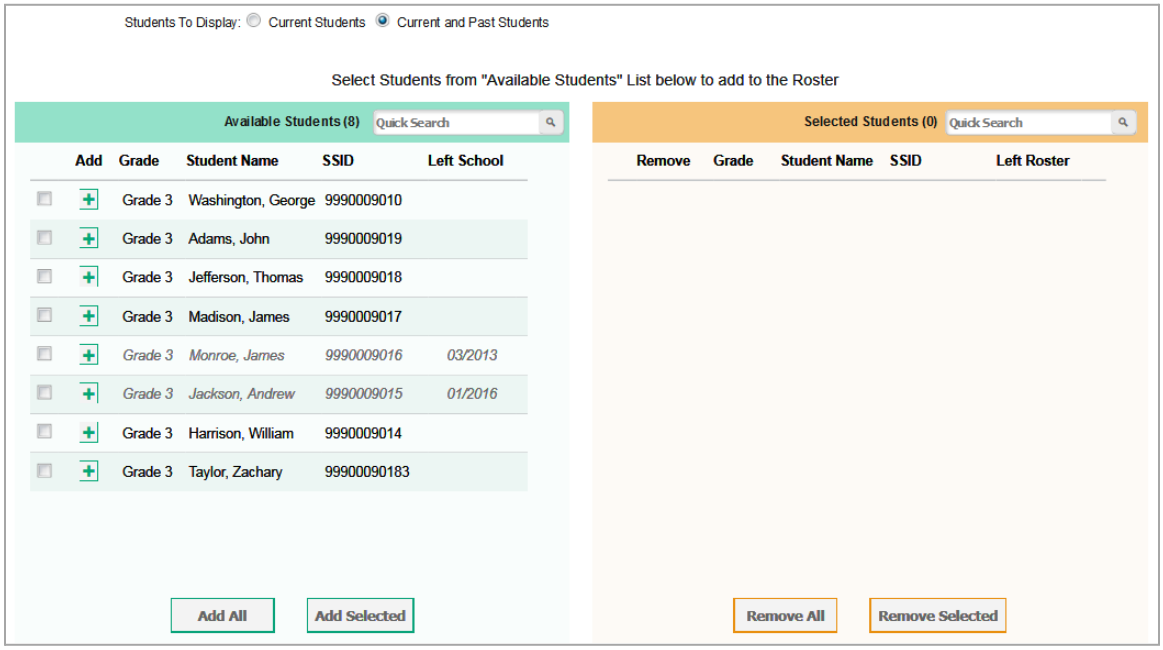
3. In the *Add/Remove Students to the Roster* panel (see Figure 26), do the following:

    a. In the *Roster Name* field, enter the roster name.

b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.

c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

Figure 26. Add/Remove Students to Roster Panel: Current and Past Students



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

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

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

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

- To move one student to the roster, select  for that student.

- To move all the students in the *Available Students* list to the roster, select **Add All**.

- To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

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

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

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

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

You can modify certain rosters if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The type of roster used by South Dakota is:

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

To modify a 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 "How to modify existing records one at a time" in the Introduction.

3. In the list of retrieved rosters, select  for the roster whose details you want to view. The ***View/Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 26).

4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

5. In the *Add/Remove Students to the Roster* panel (see Figure 26), 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:

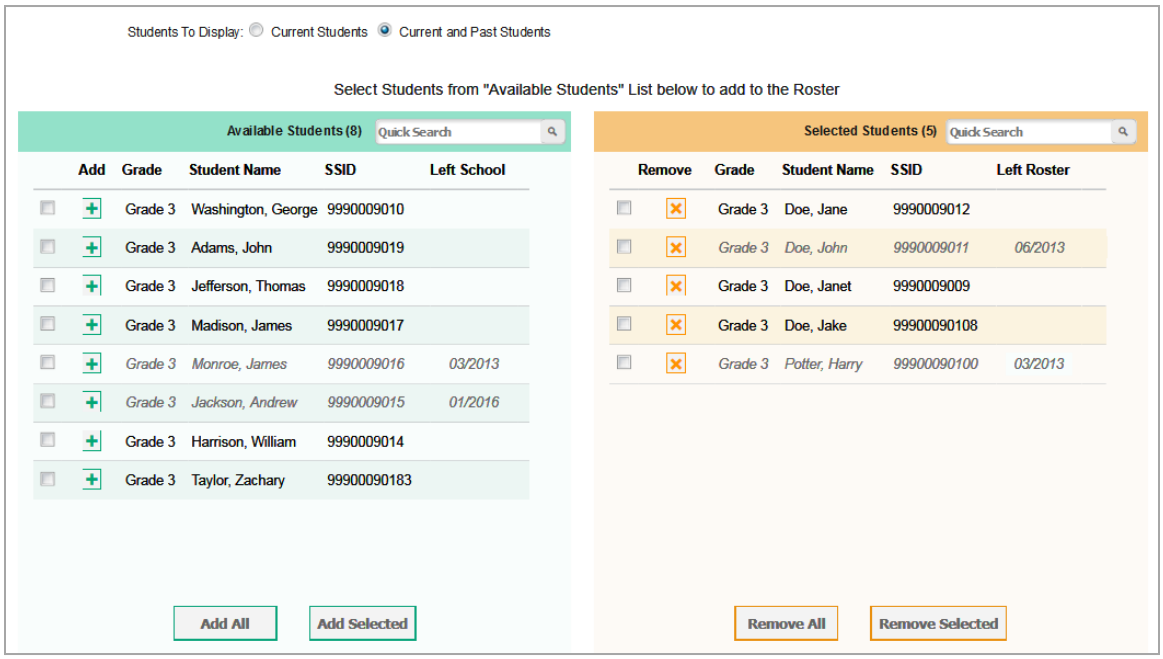
      - **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated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

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

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

Figure 27. Modifying a Roster: Current and Past Students



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

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

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

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

If you have many rosters to add or modify, you can do so through file upload as shown in the section "How to add or modify multiple records at once" in the Introduction

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Roster Upload File" in the appendix as a reference, fill out the Roster template and upload it to TIDE.

How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, see the section "How district-level users print PreID labels from."

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

2. Retrieve the rosters for which you want to print PreID labels by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.

4. Specify the rosters for whom labels need to be printed:

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

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

5. Select  , and then select **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 25).

7. Select 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. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

How District-level Users Manage Interim Test Windows

Individual districts or schools can create customized testing windows as long as those windows are within the state-level testing windows established by SDDOE.

How district-level users add new test windows one at a time

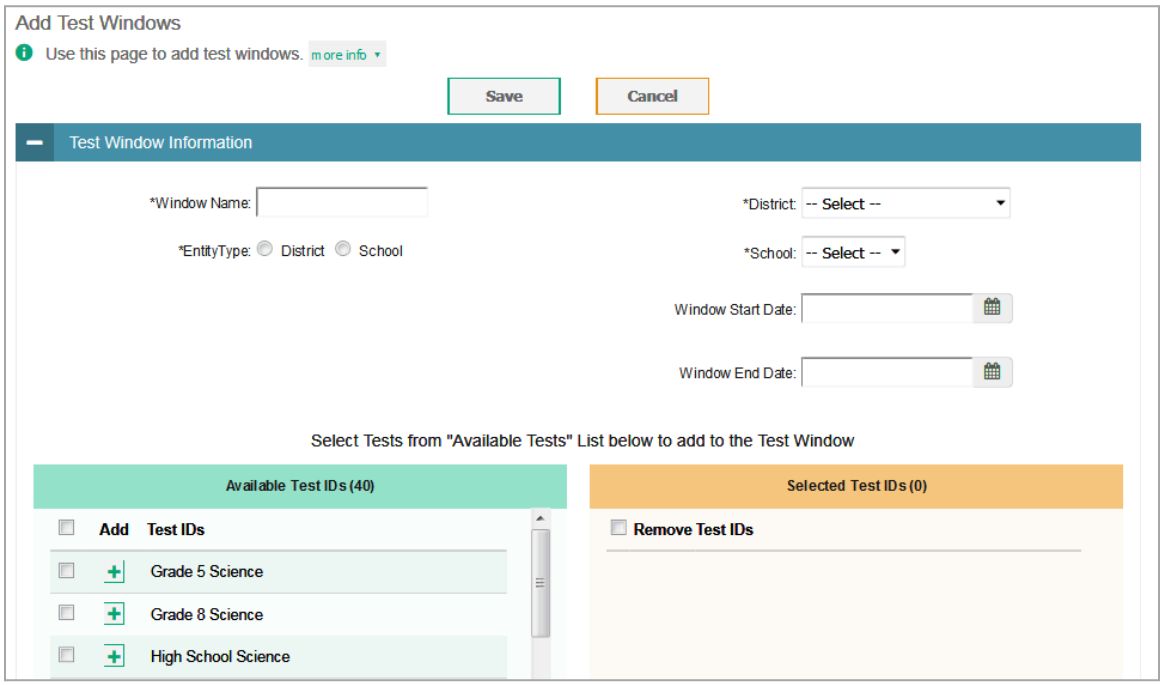
When you create or edit a test window at the district level, all schools within that district's hierarchy administer the test during that window—except those schools that have their own customized window.

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The ***Add Test Windows*** form appears (see Figure 28).

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

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

Figure 28. Fields in the Add Test Windows Page



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

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

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

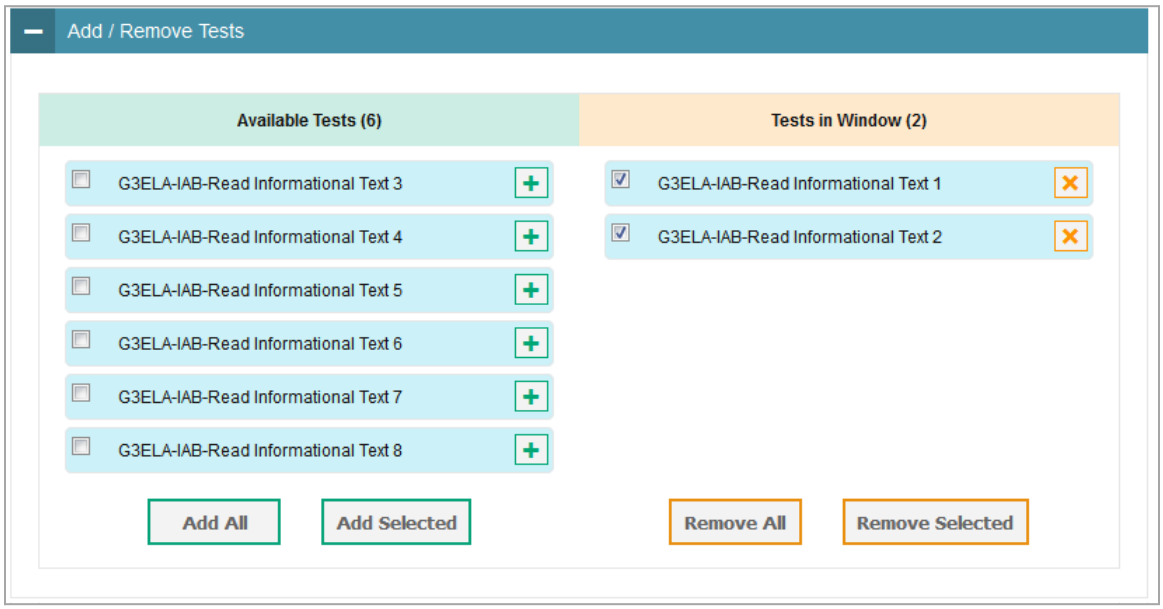
   e. Select **Add Test Window**.

3. In the *Add/Remove Tests* section (see Figure 29), do the following:

f. To add tests, from the list of available test families, do one of the following:

- To move one test to the window, select + for that test.
- To move all the tests in the *Available Tests* list to the window, select **Add All**.
- To move selected tests to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Figure 29. Add/Remove Tests Panel



g. To remove tests, do one of the following in the list of tests in the window:

- To remove one test from the window, select ✕ for the test.
- To remove all the tests from the window, select **Remove All**.
- To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

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

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

How district-level users modify existing test windows one at a time

You can modify a custom test window by changing its name and dates, or by adding or removing students.

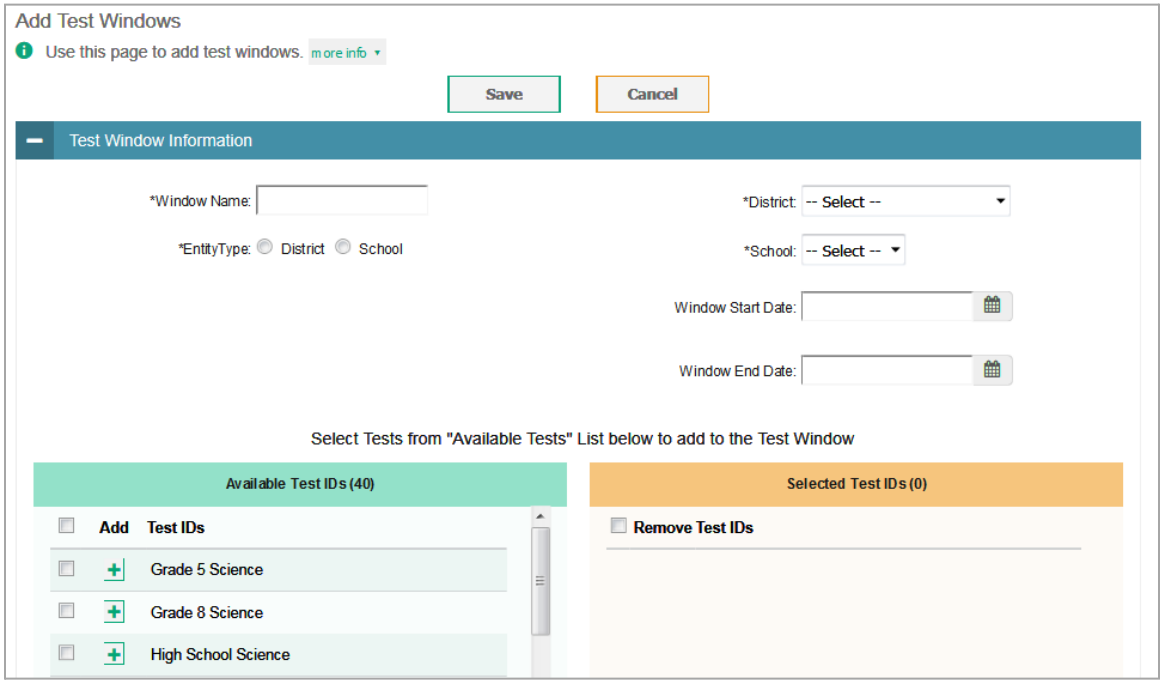
1. From the **Test Windows** task menu on the TIDE dashboard, select **View/Edit/Export Test Windows**. The ***View/Edit/Export Test Windows*** page appears.

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

3. In the list of retrieved test windows, select  for the test window whose details you want to view. The ***Add Test Windows*** form appears. This form is similar to the form used to add test windows (Figure 30).
4. *Optional*: In the *Test Window Information* panel, do the following:

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

Figure 30. Fields in the Add Test Windows Page



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

   j. Select **Add Test Window**.

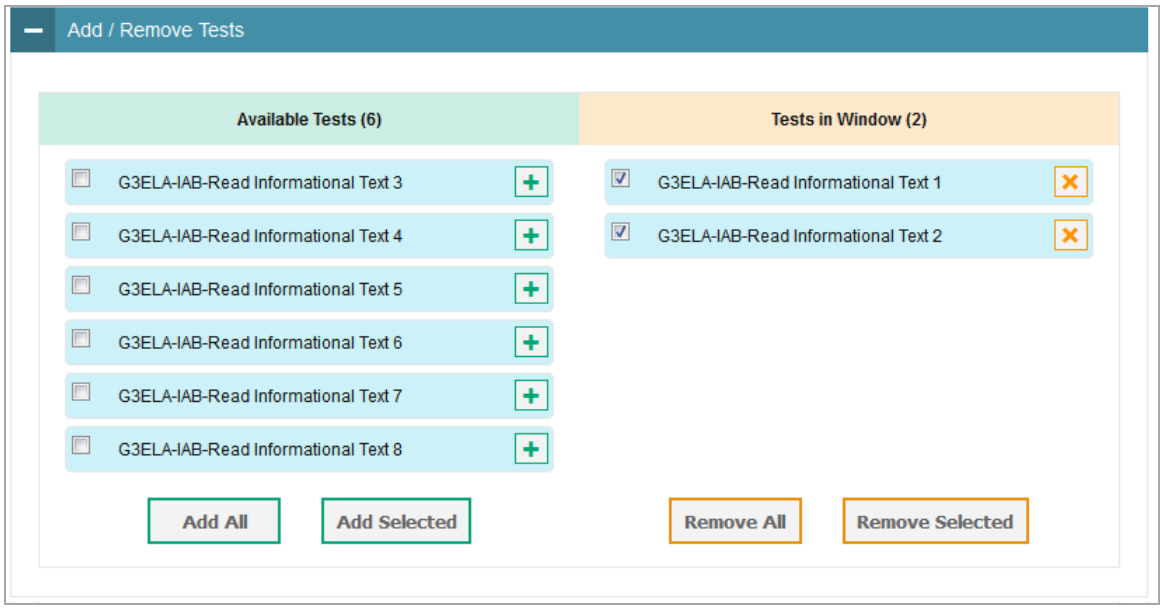
5. *Optional*: In the *Add/Remove Tests* section (see Figure 31), do the following:

   k. To add tests, from the list of available test families, do one of the following:

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

- To move all the tests in the *Available Tests* list to the window, select **Add All**.
- To move selected tests to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Figure 31. Add/Remove Tests Panel



l. To remove tests, do one of the following in the list of tests in the window:

- To remove one test from the window, select ✕ for the test.
- To remove all the tests from the window, select **Remove All**.
- To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

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

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

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

1. From the **Test Windows** task menu on the TIDE dashboard, select **Upload Test Windows**. The ***Upload Test Windows*** page appears.
2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Test Window Upload File" in the appendix as a reference, fill out the Test Window template and upload it to TIDE.

How District-level Users Manage Orders for Paper Testing Materials

Your district or school may be pre-approved to receive paper materials for testing, such as question books and answer sheets. This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

How district-level users set up point of contact and shipping information

You can assign someone to serve as a district-level or a school-level test coordinator. This person serves as the overall contact for all testing matters within the district or school. When sending announcements regarding TIDE or other testing applications, CAI uses the test coordinator's email address. In addition, you must establish an address to which all district-level or school-level orders for testing materials or reports are shipped.

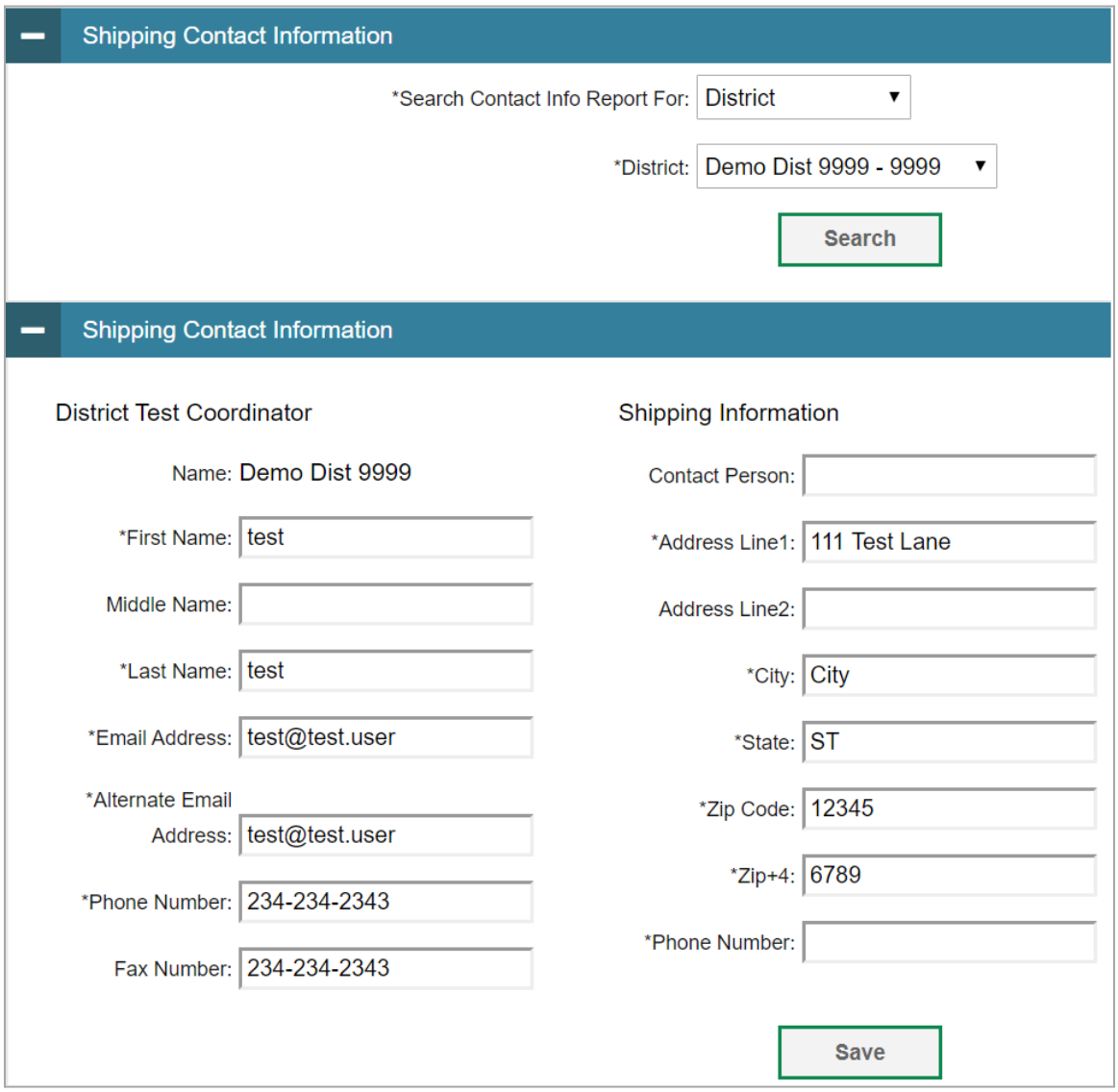
1. From the **Contact Info Report** task menu on the dashboard, select **Contact Info Report**. The ***Contact Info Report*** page appears (see Figure 32).

2. From the *Search Contact Info Report* drop-down list, select an entity (district or school) as applicable.

3. Next, make selections from the district and school drop-down lists as applicable.

4. Select **Search**.

Figure 32. Contact Info Report Page



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

How district-level users place orders for additional paper testing materials during testing

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Additional Orders**. The ***Additional Orders*** form appears (see Figure 33).

Figure 33. Fields in the Additional Orders Page

1. In the *Contact Info* panel (if available), do the following:

   a. Verify or enter information in the *District Assessment Coordinator Information* panel.

   b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

   c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

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

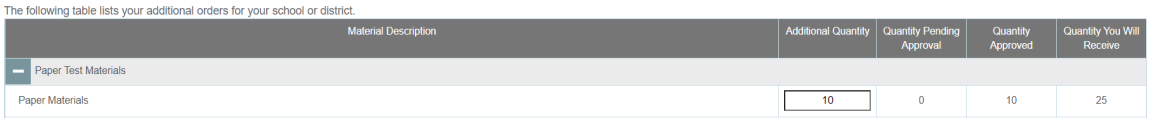
2. Do one of the following:

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

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

3. Select **Search**. A list of materials available for ordering appears (see Figure 34). For information on the columns that appear, see the table Columns in the Additional Orders Page in the appendix.

Figure 34. List of Available Additional Orders



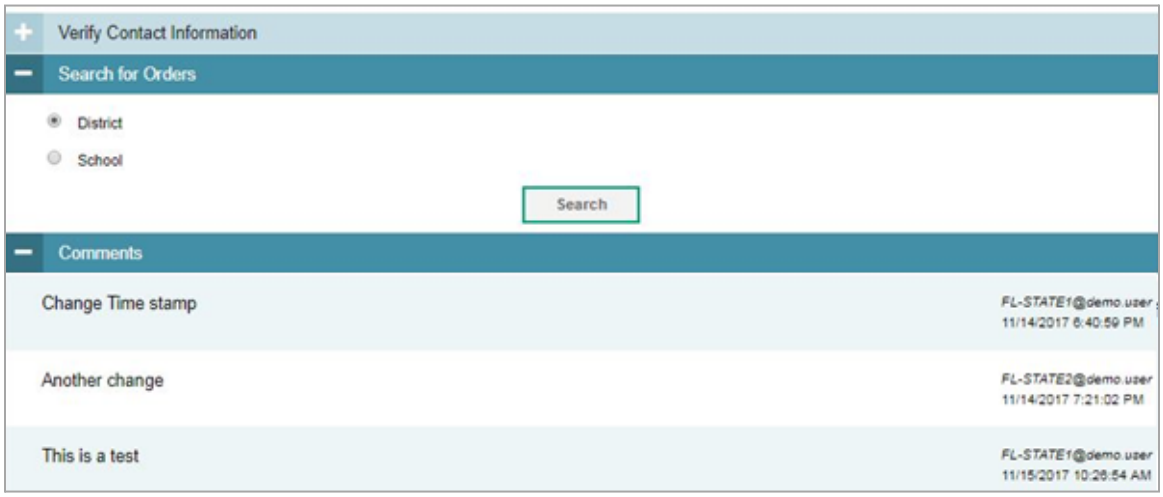
The following table lists your additional orders for your school or district.

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
Paper Test Materials				
Paper Materials	10	0	10	25

4. *Optional:* To change the shipping address, select return to the *Contact Info* panel.

5. *Optional:* To view comments about the order, expand the *Comments* panel if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 35. Additional Orders: Comments Panel



6. 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.

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

8. Select **Save Orders**. A text box appears allowing you to enter additional comments.

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

10. Select **Close** to return to the ***Additional Orders*** page.

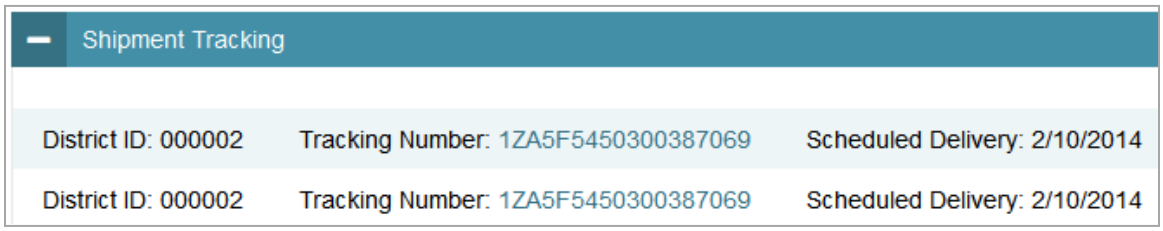
How district-level users track shipments of paper testing materials

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Track Shipments**. The ***Track Shipments*** page appears (see Figure 36).

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

Figure 36. Shipment Tracking Panel in the Track Shipments Page



How district-level users view order history reports

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

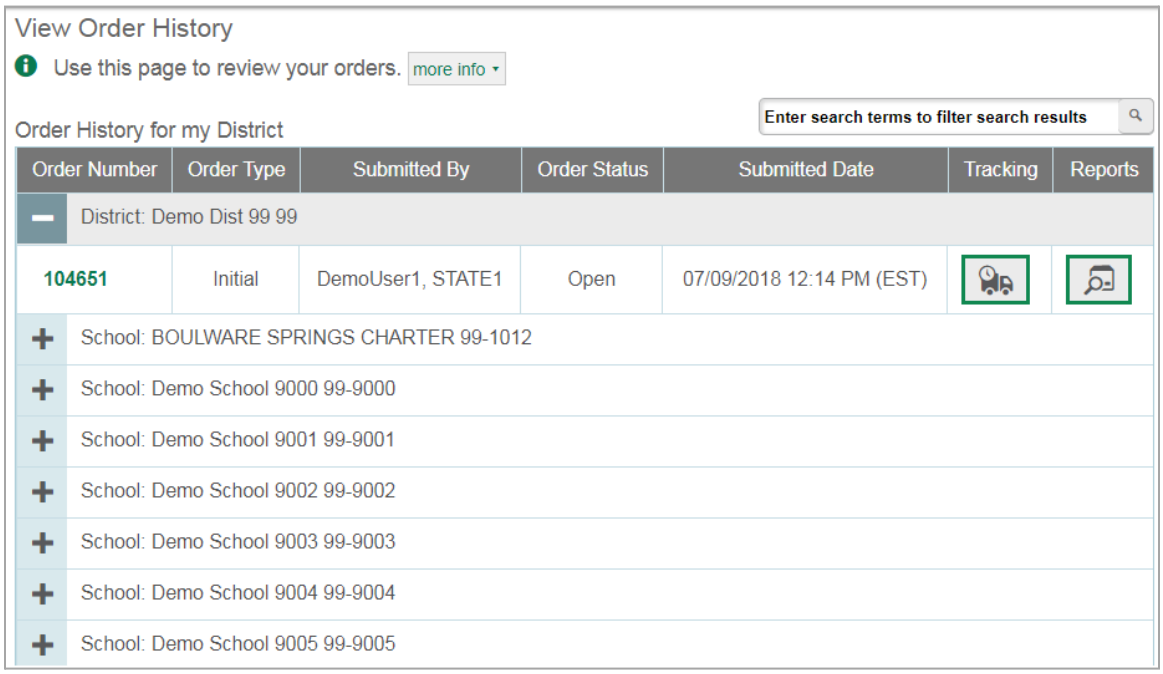
1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 37).

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

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

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

Figure 37. Fields in the Order History Page

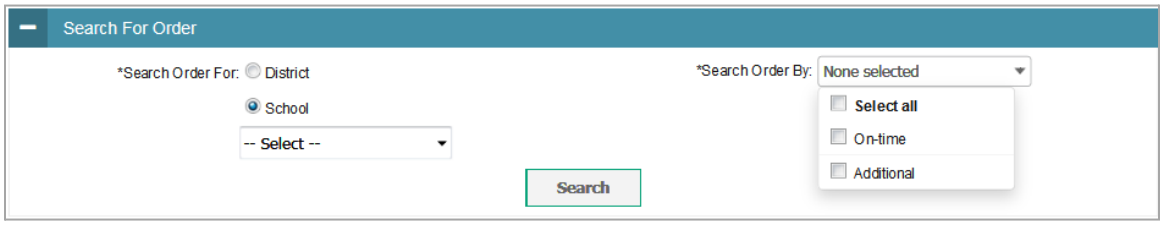


How district-level users view order summary reports

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The ***Order Quantity Report*** page appears (see Figure 38).

Figure 38. Fields in the Order Quantity Report Page



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

    - Mark **District** (if available) to review orders for an entire district.
    - Mark **School**, and then select a school, to review orders for an individual school.

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

13. Select **Search**. The order report appears.

How District-level Users Use TIDE during Test Administration

During testing, district-level users can perform the following tasks in TIDE:

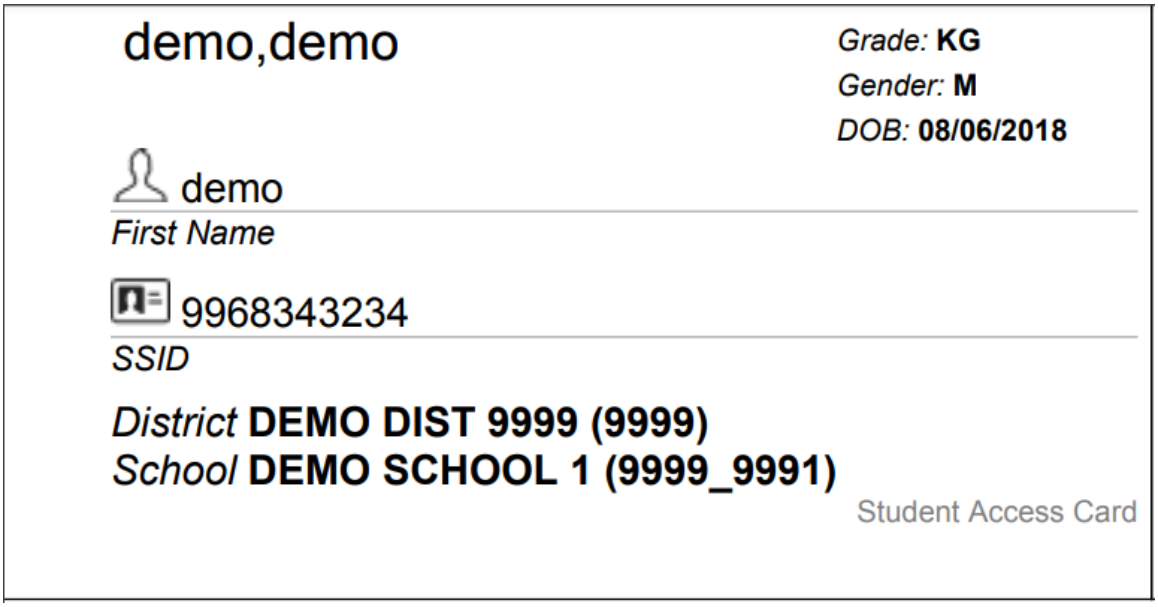
- Print **test tickets** to help students log in to tests.
- Add, modify, and upload appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How District-level Users Print Test Tickets

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

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

Figure 39. Sample Test Ticket



How district-level users print test tickets from student lists

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

2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

14. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

15. Specify the students for whom test tickets need to be printed:

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

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

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

16. Select and then select the appropriate action:

    - To print test tickets for selected students, select **My Selected Test Tickets**.

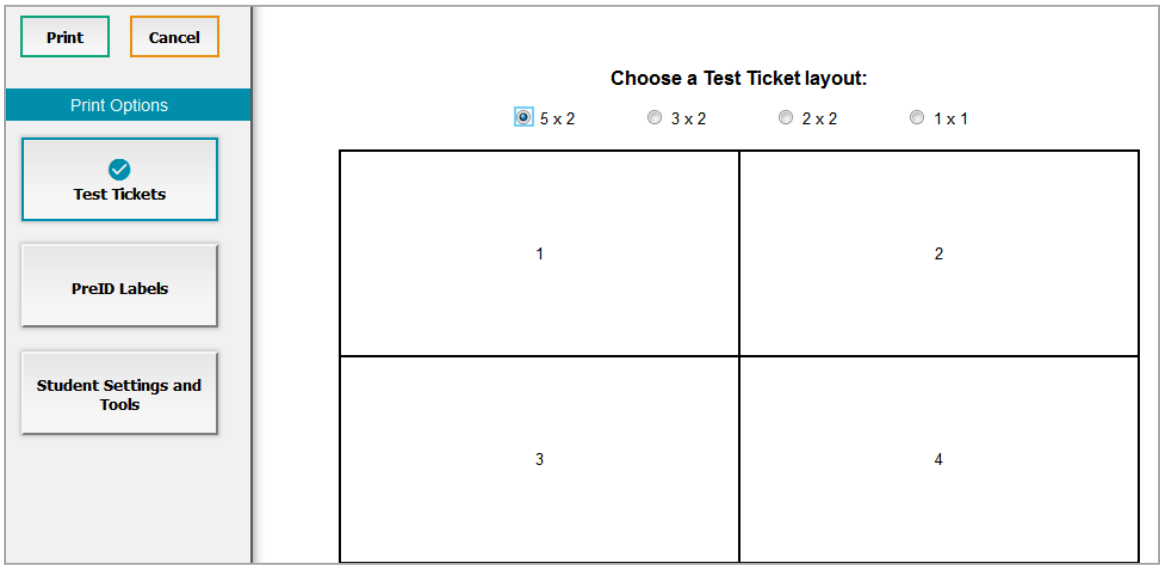
    - To print test tickets for all retrieved students, select **All Test Tickets**.

17. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 40), verify **Test Tickets** is selected in the *Print Options* section.

18. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 40. Layout Model for Test Tickets



How district-level users print test tickets from roster lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***View/Edit Rosters*** page appears.

2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
    - Mark the checkboxes for the rosters you want to print.
    - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 40).

6. Verify **Test Tickets** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-level Users Manage Appeal Requests

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

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

For a full list of appeal request types, see the table "List of Appeal Request Types" in the appendix.

For a list of appeal request statuses, see the table "List of Appeal Request Statuses" in the appendix.

For a list of available appeal requests by test status, see the table "List of Appeal Requests by Test Status" in the appendix.

How district-level users add new appeal requests one at a time

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

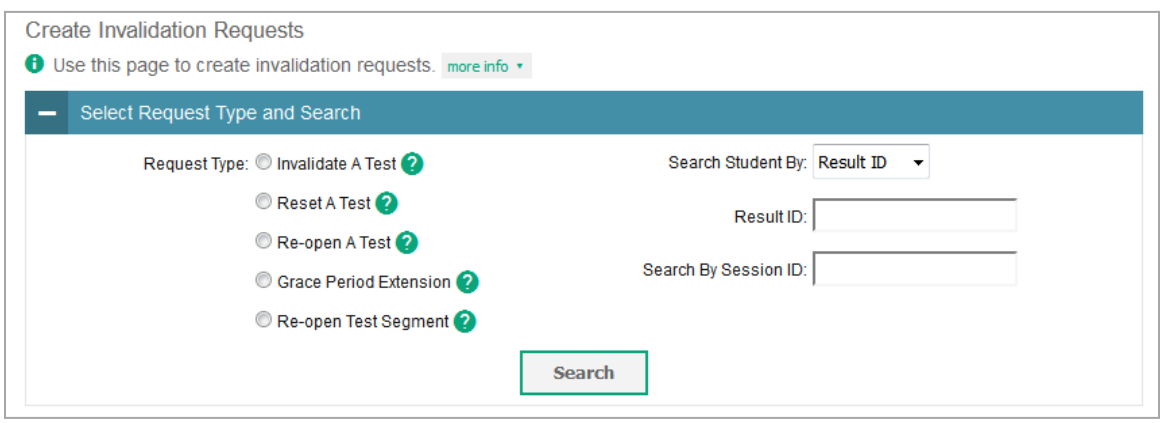
1. Retrieve the result for which you want to create an appeal request by doing the following:

   a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The ***Create Appeal Requests*** page appears (see Figure 41).

   b. Select a request type.

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

Figure 41. Create Appeal Requests Page

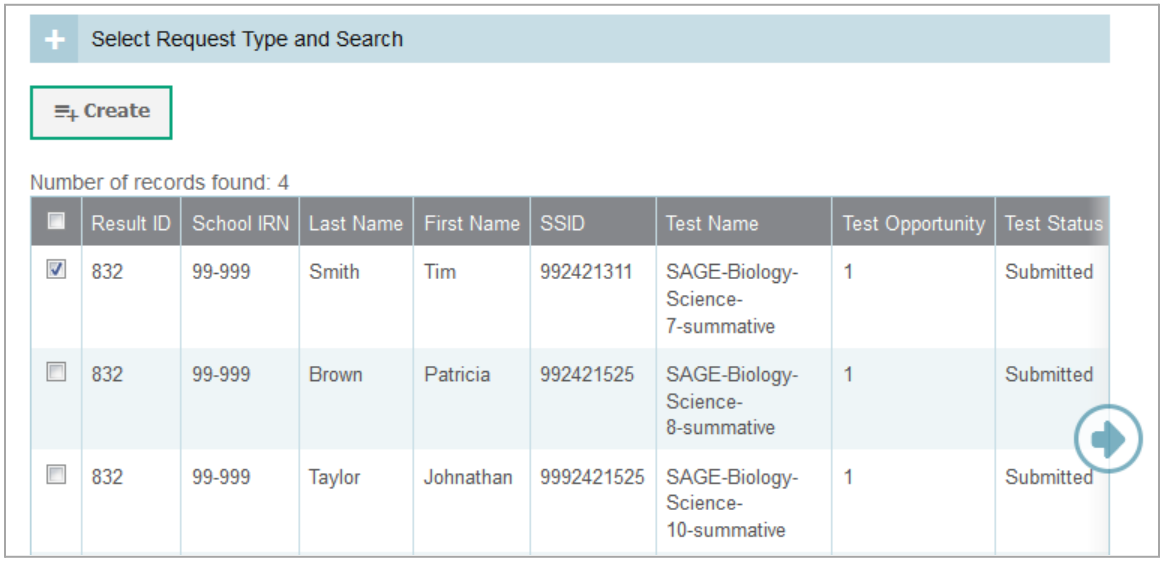


   d. Select **Search**. TIDE displays the found results at the bottom of the ***Create Appeal Requests*** page (see Figure 42).

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

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

Figure 42. Retrieved Test Results



	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
☑	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
☐	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
☐	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

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

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

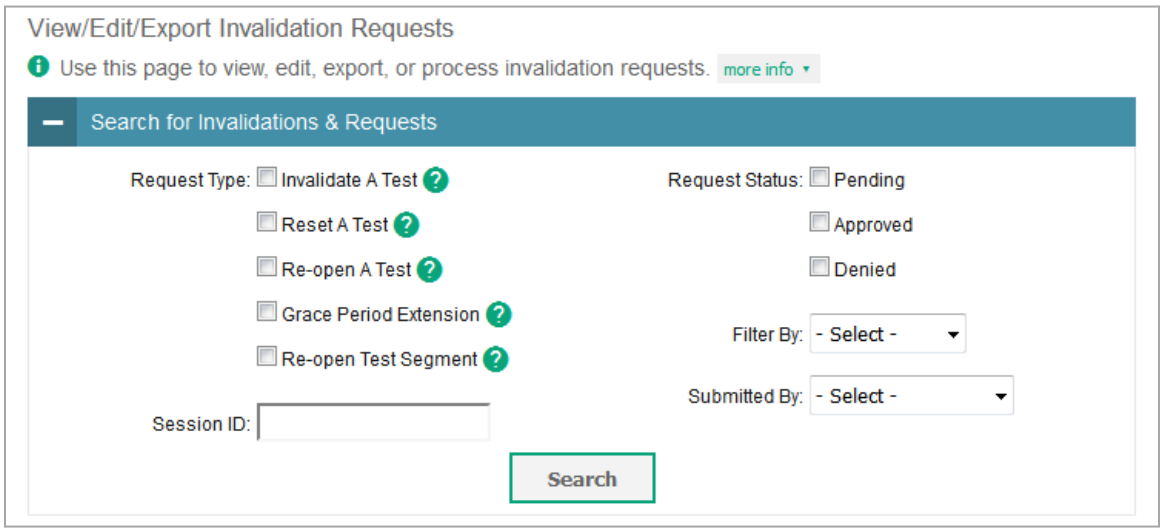
6. Select **Submit**. TIDE displays a confirmation message.

How district-level users modify existing appeal requests one a at time

You can view, approve, reject, retract, and export existing appeal requests.

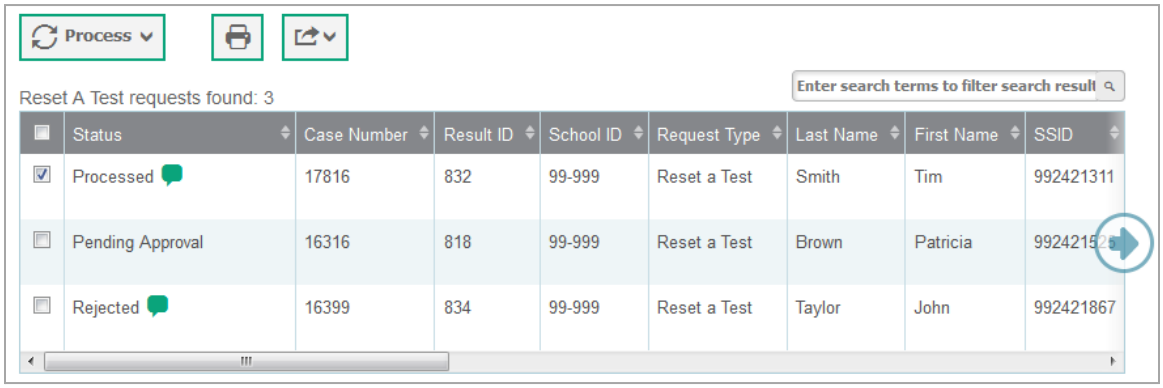
1. From the **Appeal Requests** task menu on the TIDE dashboard, select **View/Approve/Export Invalidation Requests**. The ***View/Edit/Export Invalidation Requests*** page appears (see Figure 43).

Figure 43. View/Edit/Export Requests Page



2. Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. Figure 44 shows retrieved appeal requests.

Figure 44. Retrieved Appeal Requests



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

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

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

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Appeal Request Upload File" in the appendix as a reference, fill out the Appeal Request template and upload it to TIDE.

How district-level users retract appeal requests

Appeal requests require the state to approve or reject them before TDS can process them. District-users can extract appeal requests you created before they are approved or rejected.

You cannot delete approved or rejected appeal requests. To retract an appeal request follow the steps below. If you need assistance contact the Help desk.

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

2. Retrieve the appeal requests you want to process by filling out the search criteria and selecting **Search**.

3. Do one of the following:

   - Mark the checkboxes for the requests you want to process.

   - Mark the checkbox at the top of the table to process all the retrieved requests.

4. Select **Process** above the table and select an action:

   - To approve the selected requests, select **Approve**. (STATE Only)

   - To reject the selected requests, select **Reject**. (STATE Only)

   - To retract the selected requests, select **Retract**.

   - To resubmit a request that the TDS could not process, select **Resubmit**.

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

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

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

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

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

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

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

How district-level users view a report of students' current test status

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 45).

2. In the *Search Students* panel, select the parameters for whose information to include in your report. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the inbox.

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

   b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected district has 20 or less schools. For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

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

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

      If you do not select any person from the **Teacher** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

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

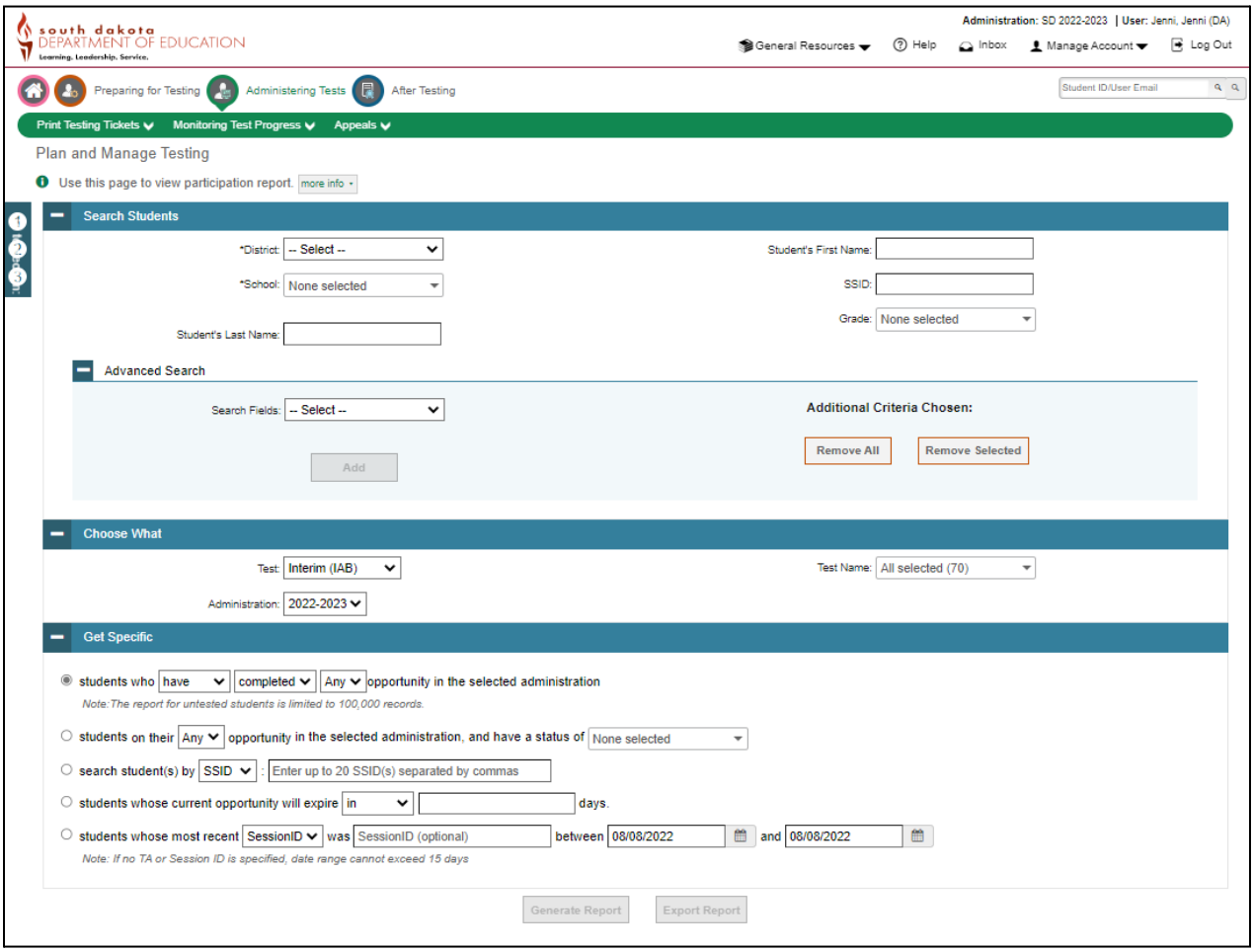
   d. *Optional:* In the *Student's Last Name* field, enter a student's last name.

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

   f. *Optional:* In the *SSID* field, enter a SSID.

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

Figure 45. Plan and Manage Testing Page



3. In the *Choose What* panel, select the parameters for which tests to include in your report:

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

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

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

4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

   - Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.

     - Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.

- Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
- Search student(s) by {SSID/Name}: {SSID/Student Name}
- Students whose current opportunity will expire {in/between} {number/range} days.
  - If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
  - If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).
- Students whose most recent {Session ID/PR Name} was {Optional Session ID/PR Name} between {start date} and {end date}.

5. Do one of the following:
   - To view the report on the page, select **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export to Inbox**.
   - To open the report in Microsoft Excel, select **Export Report**. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 46. Plan and Manage Testing Report

Name	District Name	School Name	SSID	Enrolled Grade	Summative Eligibility	Interim Test Grade	Current ELL	Language	Test	Opportunity	Proctor Name	Session ID	Status	Results ID	Restarts	Restarts within Grace Period	Date Started	Date Completed	Last Activity	Expiration Date	Total Time Spent	Force Complete Date
Last Name, First Name	DemoDistrict-99999	DemoSchool-99999	1234456784	08		MA:08; RE:08; SC:08		ENU	Grade 8 ELA - Brief Writes (IAB)	1	Demo User test, TE1	UAT-4BC0-1	submitted 6/6	52948	0	0	07/22/2022	07/22/2022	07/22/2022		00:00:51	

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

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

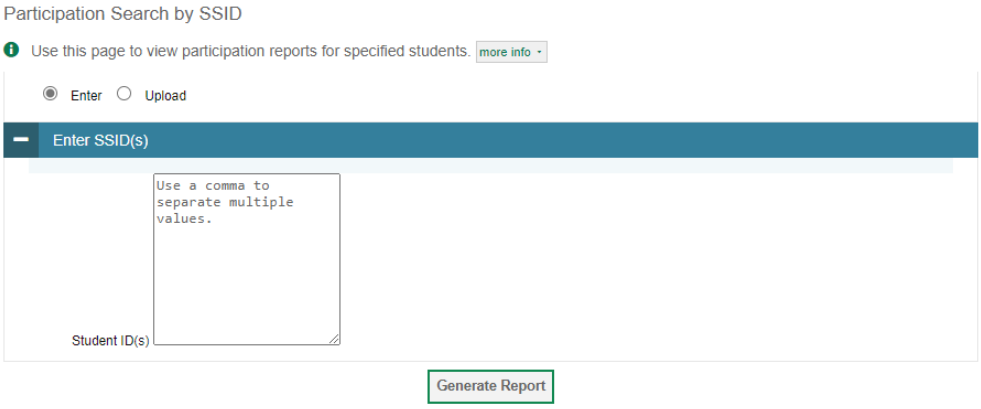
You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students’ SSIDs.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see Figure 47).

2. Do one of the following:
   - To enter students’ SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Figure 47. Participation Search by SSID Page



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

3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 46).

For descriptions of the columns in this report, see the table "Columns in the Plan and Manage Testing Report" in the appendix.

How district-level users view report of test completion rates

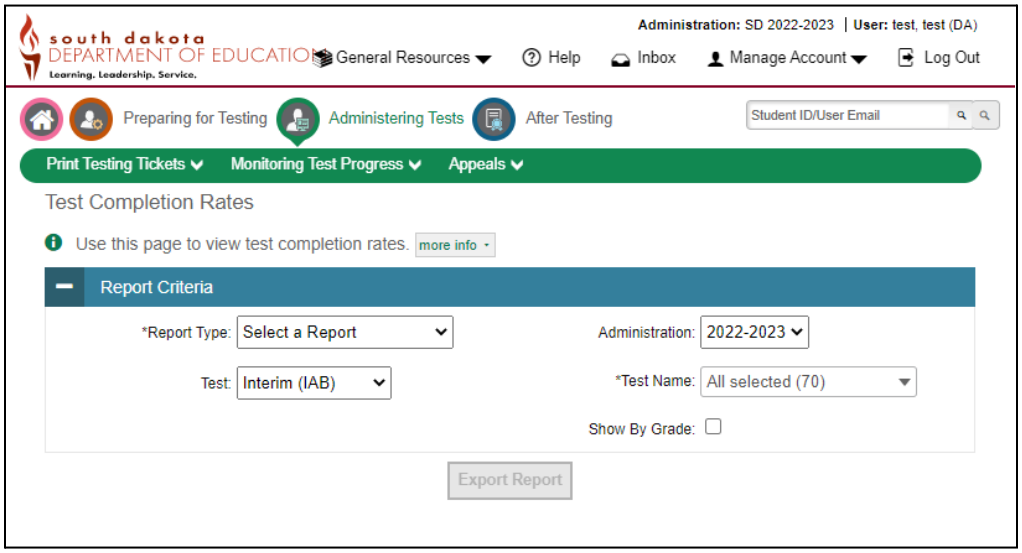
The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The ***Test Completion Rates*** page appears.

2. In the *Report Criteria* panel (see Figure 48), select the parameters for which tests to include in your report.

3. *Optional*: To disaggregate the report by student's enrolled grade, mark the *Show by Grade* checkbox.

Figure 48. Test Completion Rates Search Fields



4. To open the report in Microsoft Excel, select **Export Report**. Figure 49 displays a sample Test Completion Rate report.

5. For a description of the columns in this report, see the table "Columns in the Test Completion Rate Report" in the appendix.

Figure 49. Test Completion Rate Report

Number of records found: 2

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

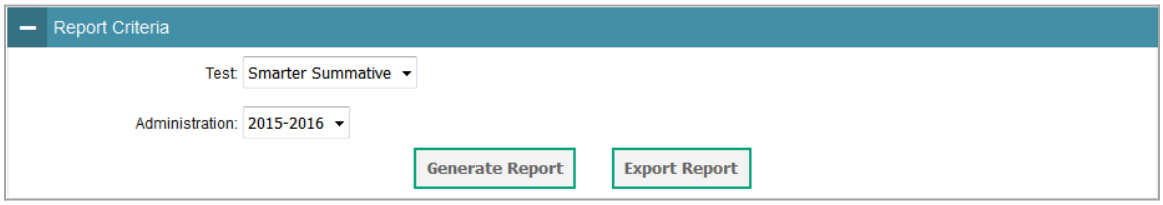
How district-level users view report of test status codes

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.

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 50), select search criteria for the test and administration.

Figure 50. Test Status Code Report Search Results



3. Do one of the following:

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

TIDE displays the tests and associated statuses and special codes (see Figure 51).

Figure 51. Test Status Code Report

Number of records found: 2

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

For a description of the columns in this report, see the table "Columns in the Test Status Code Report" in the appendix.

For a description of each status that a test opportunity can have, see the table "Test Opportunity Status Descriptions" in the appendix.

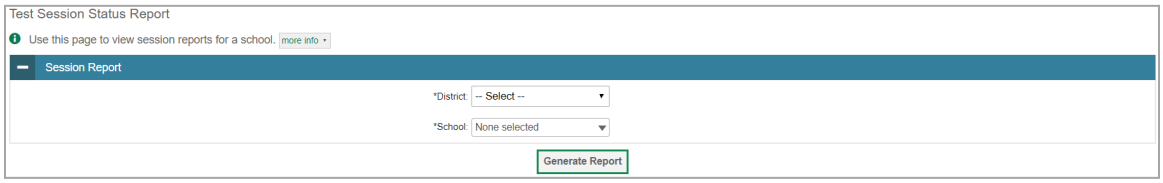
How district-level users view test session status reports

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.

Figure 52. Session Report Page



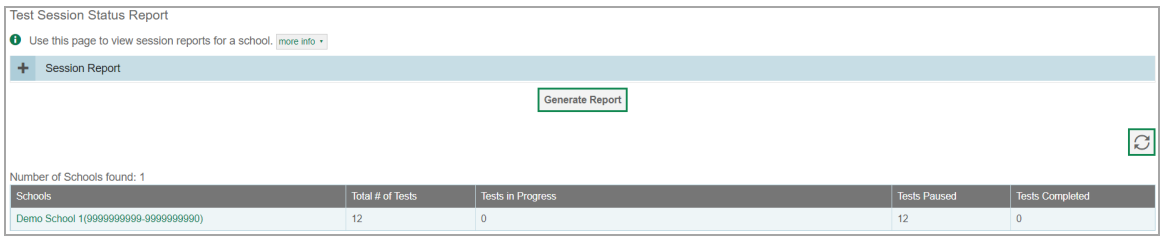
2. The **District** drop-down will be pre-populated based on the district the district-level user has access to.

3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.

4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.

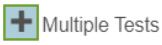
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table "Columns in the Summary Session Report Page" in the appendix.

Figure 53. Summary Session Report



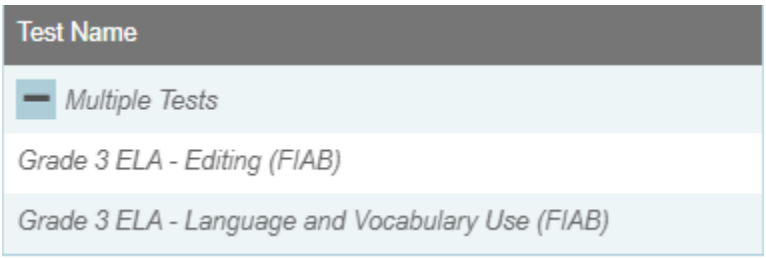
6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see the table "Columns in the Detailed Session Report Page"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

Figure 54. Detailed Session Report

7. *Optional:* If multiple tests are available for one session, select 

to expand the list of tests associated with that session.

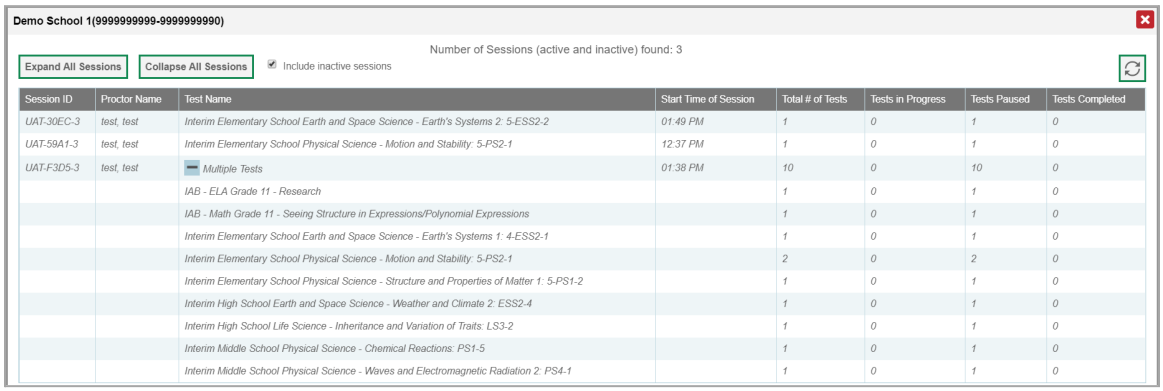
Figure 55. Multiple Tests in One Session



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

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

Figure 56. School Report Page with All Sessions Expanded



Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests in Progress	Tests Paused	Tests Completed
UAT-30EC-3	test, test	Interim Elementary School Earth and Space Science - Earth's Systems 2: 5-ESS2-2	01:49 PM	1	0	1	0
UAT-59A1-3	test, test	Interim Elementary School Physical Science - Motion and Stability: 5-PS2-1	12:37 PM	1	0	1	0
UAT-F3D5-3	test, test	Multiple Tests	01:38 PM	10	0	10	0
		IAB - ELA Grade 11 - Research		1	0	1	0
		IAB - Math Grade 11 - Seeing Structure in Expressions/Polynomial Expressions		1	0	1	0
		Interim Elementary School Earth and Space Science - Earth's Systems 1: 4-ESS2-1		1	0	1	0
		Interim Elementary School Physical Science - Motion and Stability: 5-PS2-1		2	0	2	0
		Interim Elementary School Physical Science - Structure and Properties of Matter 1: 5-PS1-2		1	0	1	0
		Interim High School Earth and Space Science - Weather and Climate 2: ESS2-4		1	0	1	0
		Interim High School Life Science - Inheritance and Variation of Traits: LS3-2		1	0	1	0
		Interim Middle School Physical Science - Chemical Reactions: PS1-5		1	0	1	0
		Interim Middle School Physical Science - Waves and Electromagnetic Radiation 2: PS4-1		1	0	1	0

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.

How District-level Users Use TIDE after Testing

After testing, district-level users can perform the following tasks in TIDE:

- View or edit non-participation codes (optional)

How District-level Users Perform Data Cleanup

After testing, you must clean up data by adding or editing non-participation codes for students who did not take a test as intended and by correcting student enrollment information, if necessary.

How district-level users view or edit non-participation codes (optional)

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 Reporting can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering one question or after responding with any text to both writing

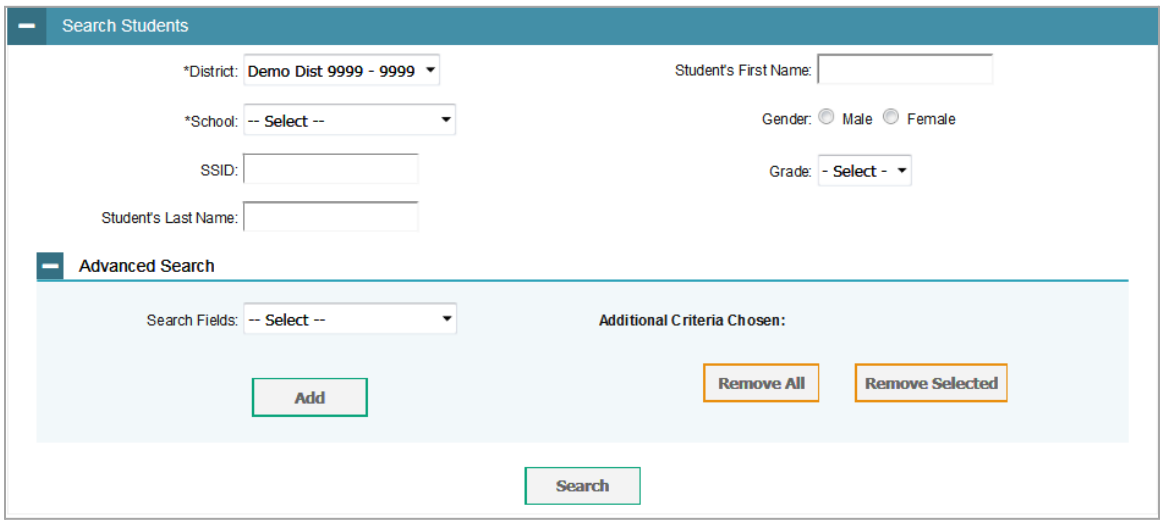
prompts. For a list of special codes and their descriptions, see the table "Special Codes and Their Descriptions" in the appendix.

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.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 57).

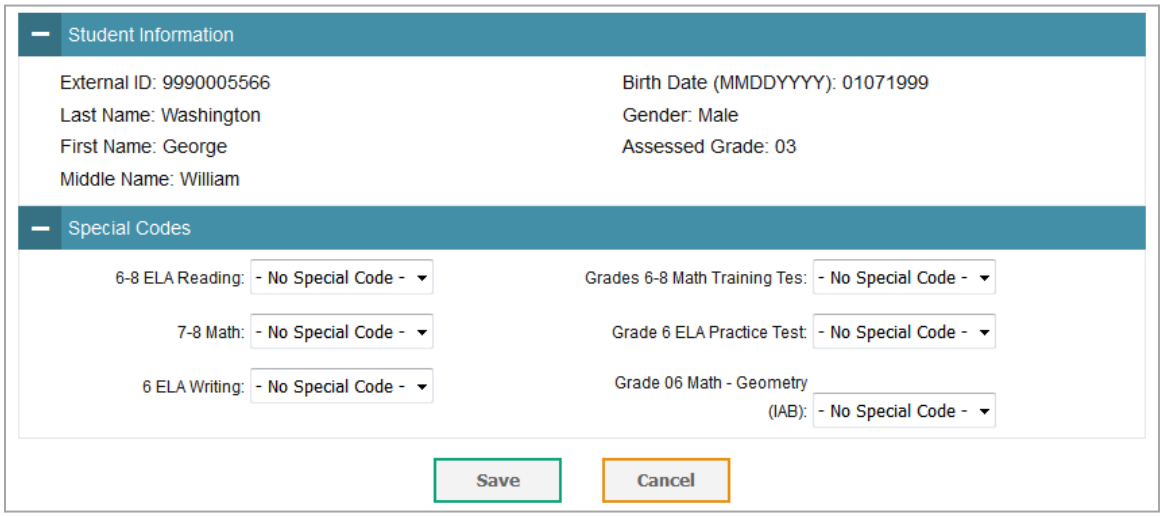
2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 57. Fields in the Non-Participation Codes Page



3. In the list of retrieved students, select  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 58).

Figure 58. Edit Non-Participation Codes



4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see the table "Special Codes and Their Descriptions" in the appendix.

5. Select **Save**.

How district-level users resolve discrepancies

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

The discrepancies are student-not-found, student non-eligible, duplicate-tests, and non-participated.

How district-level users resolve student-not-found discrepancies

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

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

You can resolve a student-not-found discrepancy in the following way:

- Associate – enables you to associate the test with an existing student

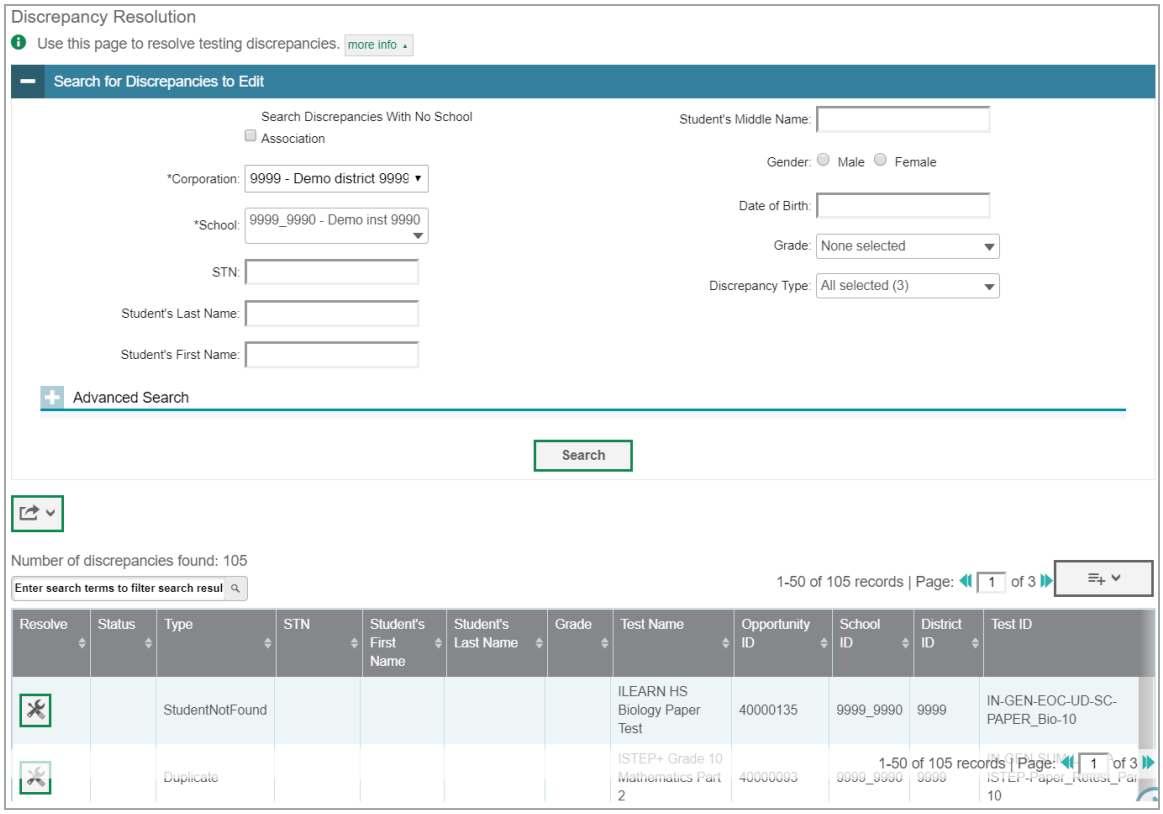
To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page (see Figure 59) appears.

2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.

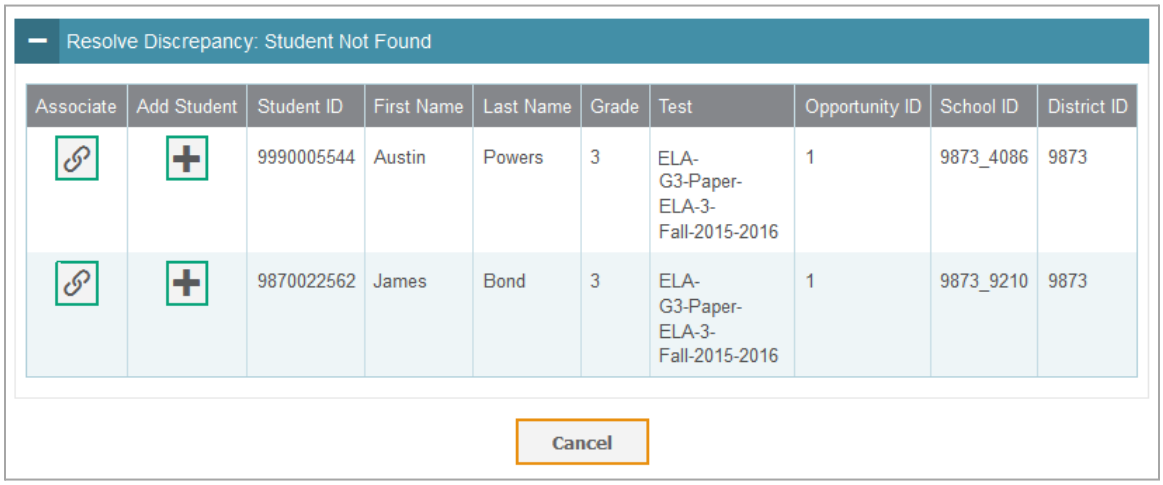
3. *Optional*: To view the answer document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

Figure 59. Resolve Discrepancies Page



4. Select  for the student-not-found discrepancy you want to resolve. The ***Resolve Discrepancy: Student Not Found*** window appears (see Figure 60).

Figure 60. Resolve Discrepancy: Student Not Found Window

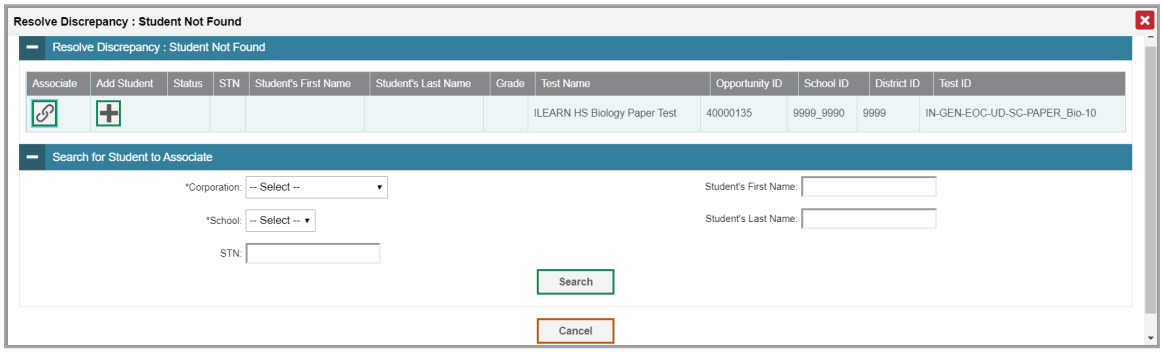


5. If the student with whom you want to associate the test exists in TIDE, select in the Associate column. The *Search for Students to Associate* panel appears (see Figure 61).

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

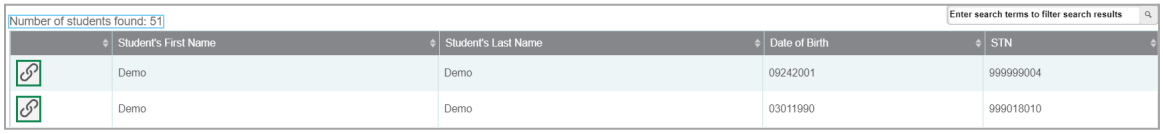
7. Select **Search**.

Figure 61. Search for Students to Associate Panel



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

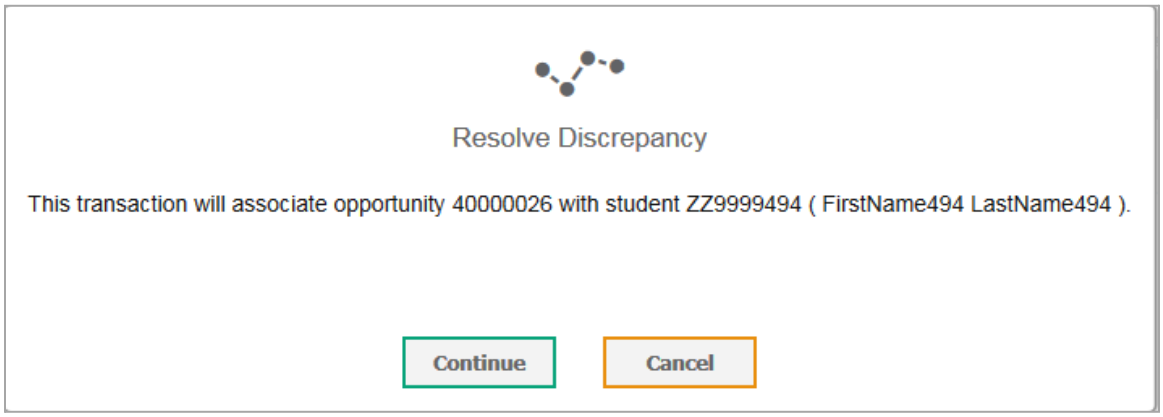
Figure 62. Search Results



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

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

Figure 63. Confirmation Pop-up Window



How district-level users resolve non-eligible test discrepancies

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

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

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

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

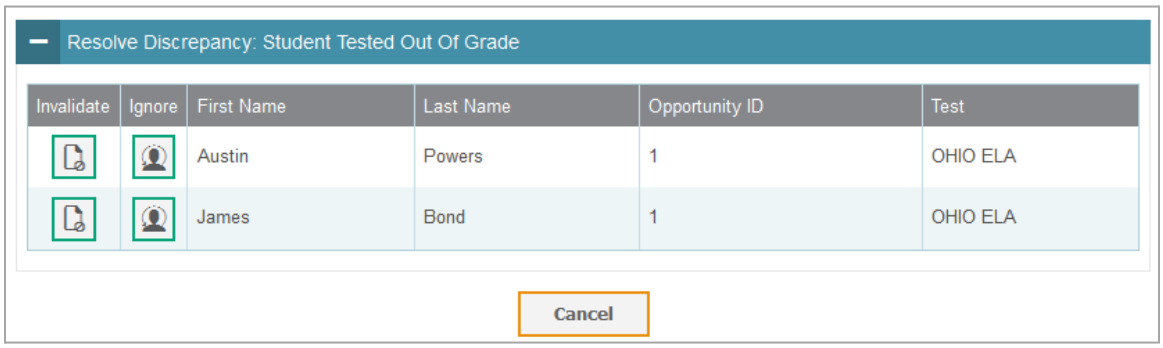
2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.

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

4. Select  for the non-eligible test discrepancy you want to resolve. The ***Resolve Discrepancy: Student-Tested-Out-of-Grade*** window appears (see Figure 64).

5. If you want to ignore the discrepancy and forward the test for scoring, select the icon in the Ignore column.

Figure 64. Resolve Discrepancy: Student-Tested-Out-of-Grade



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

   a. Select the icon in the Invalidate column.

   b. In the dialog box that pops up, select **Continue**.

How district-level users resolve duplicate test discrepancies

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

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

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

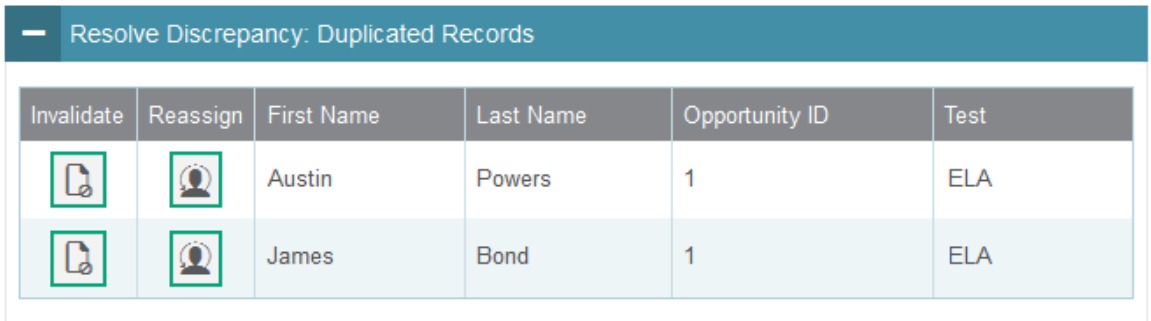
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The ***Resolve Discrepancies*** page appears.

2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.

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

4. Select  for the duplicate discrepancy you want to resolve. The ***Resolve Discrepancy: Duplicate-Test*** window appears (see Figure 65).

Figure 65. Resolve Discrepancy: Duplicate-Test Window



5. Do one of the following:

   - To invalidate the duplicate test, select in the Invalidate column.

   - To reassign the duplicate test to another student, select in the Reassign column. TIDE displays a list of search fields to retrieve the other student.

   i. Enter search criteria to retrieve an existing student and select **Search**.

   ii. From the list of found students, select for the student to whom you want to reassign the test.

6. In the dialog box that pops up, select **Continue**.

How district-level users resolve non-participated student discrepancies

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

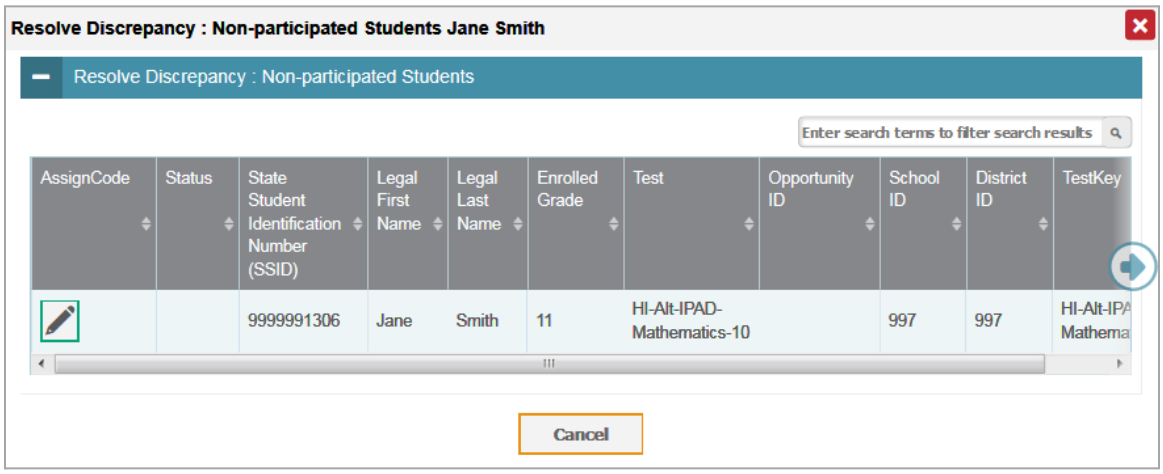
The DRS only reports tests for which non-participation codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a non-participation code is set up for the student's test through TIDE's Non-Participation Code module before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

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

2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.

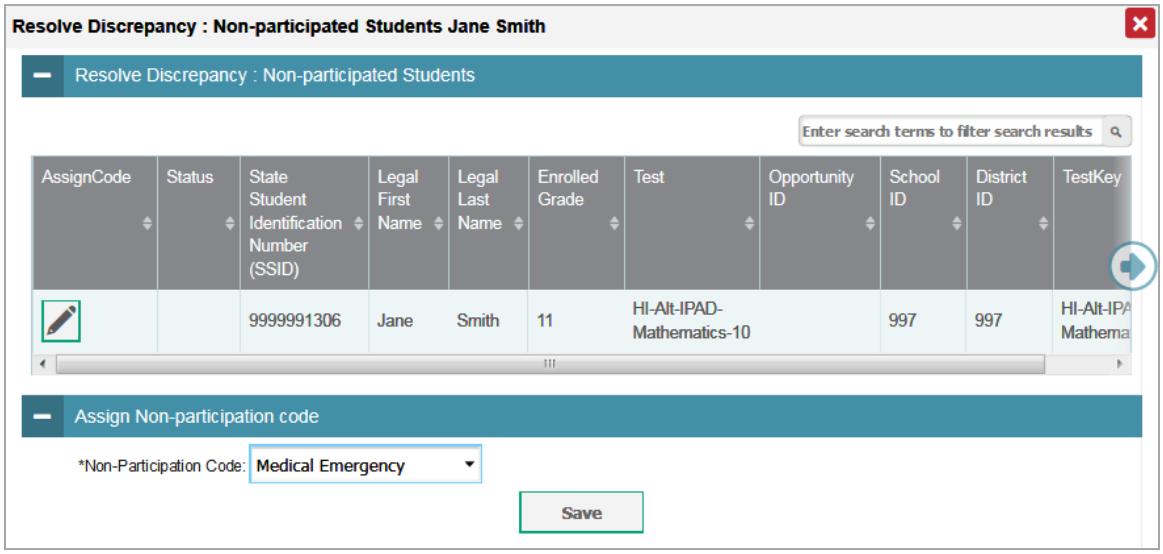
3. Select  for the non-participated student discrepancy you want to resolve. The ***Resolve Discrepancy: Non-participated Students*** window appears (see Figure 66).

Figure 66. Resolve Discrepancy: Non-participated Students Page



4. To assign a non-participation code to the discrepant test, select  in the AssignCode column. The *Assign Non-participation code* panel appears.

Figure 67. Resolve Discrepancy: Non-participated Students – Assign Non-participation code Panel



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

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

7. Select **Continue** to close the confirmation message and return to the discrepancy listing.

How School-level Users Perform Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

How School-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, school-level users must perform the following tasks in TIDE:

- Set up **user accounts** for teachers and test administrators so they can sign in to TIDE and other CAI systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests. Students are added directly to TIDE through a nightly upload process from a nightly file handed off from SDDOE.

- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.

- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and test administrators. If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

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

- How district-level users add new user accounts one at a time

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

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

How School-level Users Register Students for Testing

Like district-level users, school-level users can modify student accounts one at a time or all at once through file upload. School-level users can also specify or upload student settings and test tools, upload student test restrictions, and view student distribution reports. These tasks can be performed following the procedure as described in the section "How District-level Users Register Students for Testing." For detailed information, please refer to the following sections:

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

- How district-level users modify multiple student accounts all at once

- How district-level users specify student accommodations and test tools
- How district-level users upload student accommodations and test tools

How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Reporting so those systems can display scores.

Like district-level users, school level users can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section "How District-level Users Manage Rosters." For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once
- How district-level users print PreID labels from roster lists

How School-level Users Manage Test Windows

School-level users can manage test windows for students in their school. If test windows are not properly set, students will not be able to test at the proper time.

Like district-level users, school-level users can modify test windows one at a time or all at once through file upload. These tasks can be performed by following the procedure in the section "How District-level Users Manage Test Windows." For detailed information, please refer to the following sections:

- How district-level users modify existing test windows one at a time
- How district-level users add or modify multiple test windows all at once

How School-level Users Use TIDE During Test Administration

During testing, school-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- Add, modify, and upload appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How School-level Users Print Test Tickets

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

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

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

How School-level Users Manage Appeal Requests

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

Like district-level users, school-level users can add or modify appeal requests one at a time or all at once through file upload. These tasks can be performed by following the procedure in the section "How District-level Users Manage Appeal Requests." For detailed information, please refer to the following sections:

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

How School-level Users Monitor Test Progress

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

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

How Teachers and Proctors Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and proctors back to the instructions presented in the district-level user section.

How Teachers and Proctors Perform Tasks in TIDE Before Testing Begins

Before testing begins, teachers and test administrators can perform the following tasks in TIDE:

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- View **rosters**.

How Teachers and Proctors View User Accounts in TIDE

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

How Teachers and Proctors Manage Student Information

Teachers and proctors can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the inbox.

How Teachers and Proctors Use TIDE During Testing

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

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

How Teachers and Proctors Print Test Tickets

Teachers and proctors can print test tickets for their students. Test tickets are hard-copy forms that include a student's username for logging in to a test.

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

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

How Teachers and Proctors Monitor Test Progress

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

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

Appendix

A

Account Information

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

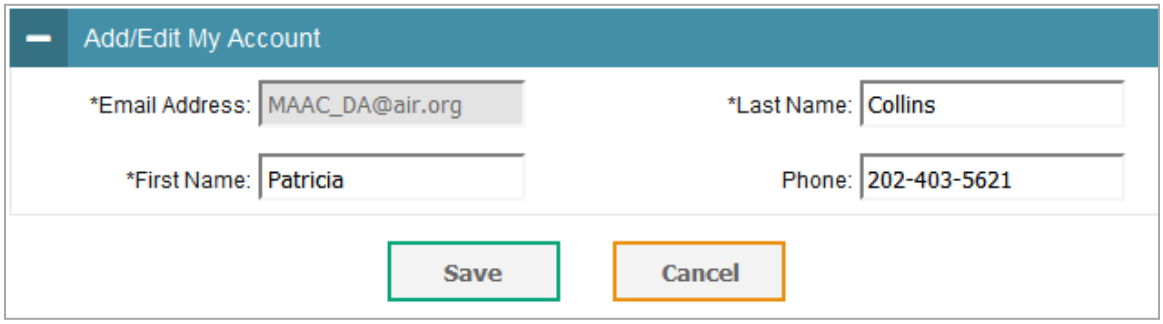
1. In the TIDE banner (see Figure 17), from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 68).

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 68. Fields in the My Contact Information Page



C

Changing Your Associated Test Administration, Institution, or Role

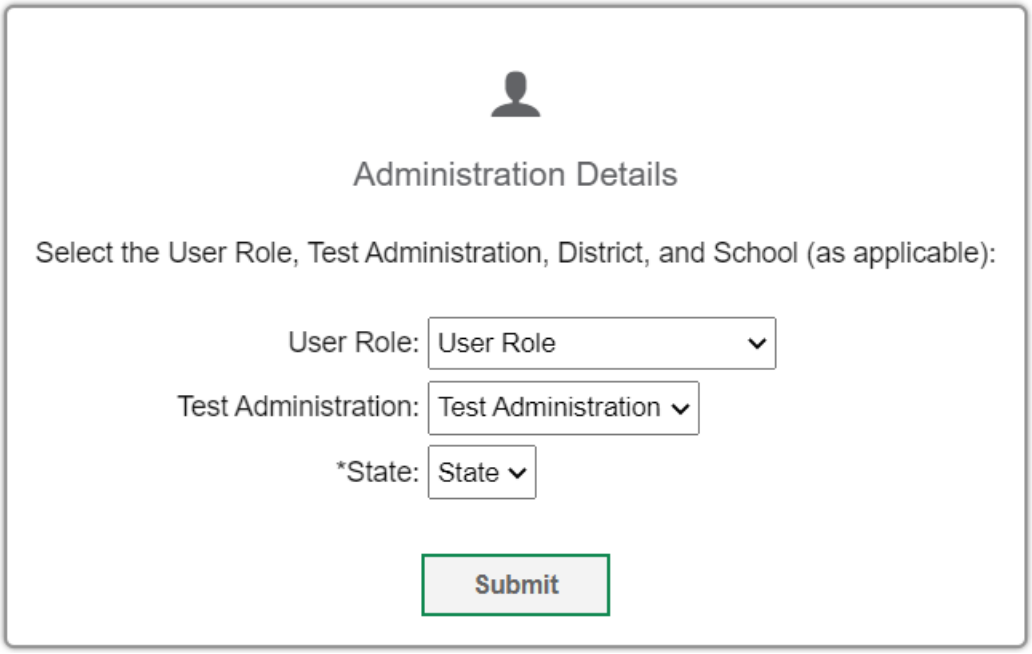
Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner (see Figure 17), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 69).

2. Update the information as necessary.

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

Figure 69. Administration Details Window



Columns in the Additional Orders Page

You can use the information in the table below to place orders for additional paper testing materials during testing.

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

Columns in the Appeal Request Upload File

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

Column Name	Description	Valid Values
Type*	Type of appeal request.	One of the following: ● Grace period extension ● Invalidate a Test ● Re-open a Test ● Re-open Test Segment ● Reset a Test ● Restore a test that was reset
Search Type*	Student field to search.	One of the following: ● Result ID ● Session ID ● SSID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating appeal request.	One of the options available for the selected appeal request type.
Comments	Additional comments explaining the reason for the appeal request.	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the Detailed Session Report Page

You can use the information in the table below to view test session status reports.

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

Columns in the Interim Grades Upload File

You can use the information in the table below to upload interim grades.

Field Name	Description	Valid Values
Student ID*	State-assigned student identifier.	Up to 10 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute.	Interim Eligibility
Subject*	Subject of assessment.	One of the following: ● Mathematics ● ELA ● Science
Grade*	Student's interim grade.	Any of the following: Two-character grade in the range 03–11. Add leading zero for single-digit numbers. None

*Required field.

Columns in the Order Details Form

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

Columns in the Plan and Manage Testing Report

You can use the information in the table below to view report of students' current test status through the Plan and Manage Testing module or when searching by student ID.

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.

SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Summative Eligibility	Summative eligibility indicates the summative tests the student is eligible for based on the student's grade level
Interim Test Grade	Interim test grade indicates the on grade level interim tests the student is eligible for and any additional grades interim test grades selected for the student.
Current ELL	Indicates whether the student is an English Language Learner.
Language	The language setting that was assigned to the student (English or Spanish).
Test	Test name for this student record.
Opportunity	The opportunity number for that student's specific record.
Proctor Name	The Proctor (PR) who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)

Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.
Total Time Spent	The time it took a student to complete a test.
Force Complete Date	The date a test expired and was force-completed.

Columns in the Roster Upload File

You can use the information in the table below to add or modify multiple rosters all at once.

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.

Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Student Settings Upload File

You can use the information in the table below to upload student settings.

Field Name	Description	Valid Values
SSID*	State-assigned student identifier.	Up to 10 numeric characters. Must be enrolled in your district.
Subject*	Subject of assessment.	One of the following: ● ELA ● ELA-PT ● Mathematics ● Science
ToolName*	Name of the tool or accommodation.	See the table "Valid Values for Tool Names."
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table "Valid Values for Tool Names."

*Required field.

Columns in the Summary Session Report Page

You can use the information in the table below to view test session status reports.

Column	Description
Schools	List of schools for which you can view reports.
Total # of Tests	Total number of students testing in each school.
Tests in Started	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Test Completion Rate Report

You can use the information in the table below to view report of test completion rates.

Column	Description
Date	Date and time that the file was generated.
Test	Test that is being reported.
Administration	Administration that is being reported.
Test Name	Grade, test, and subject that are being reported.
District Name	The name of the reported District.
District ID	The ID of the reported District.
School Name	The name of the reported school. This column is only included in the school-level report.
School ID	The ID of the reported school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Enrolled Grade	The enrolled grade of the student
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Columns in the Test Settings and Tools Upload File

You can use the information in the table below to upload student test settings and tools.

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.

Subject	Subject for which the tool or accommodation applies.	One of the following: • ELA • ELA-PT • Mathematics • Science
Tool Name	Name of the tool or accommodation.	See the table "Valid Values for Tool Names."
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table "Valid Values for Tool Names."

*Required field.

Columns in the Test Status Code Report

You can use the information in the table below to view reports of test status codes.

Column	Description
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.

Columns in the Test Window Upload File

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

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.

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

*Required field.

Columns in the User Upload File

Column	Description	Valid Values
DISTRICT ID*	District associated with the user.	District ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters.
SCHOOL ID	School associated with the user.	School ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.

Email Address*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions.	One of the following: STATE—State role (CAI managed role) TFT_ST—Tools for Teacher (State managed role) INBOX—Inbox (State managed role) DA—District Administrator AC—Assessment Coordinator SC—School Coordinator TE—Teacher PR—Proctor TE-SCIENCE—Science Resources role) PARA—Paraprofessional IN—Inbox (assigned by state) TFT_STATEE—Tools for Teachers (assigned by state) Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

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

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

2. Do one of the following:
    - Mark the checkboxes for the record you want to delete.
    - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

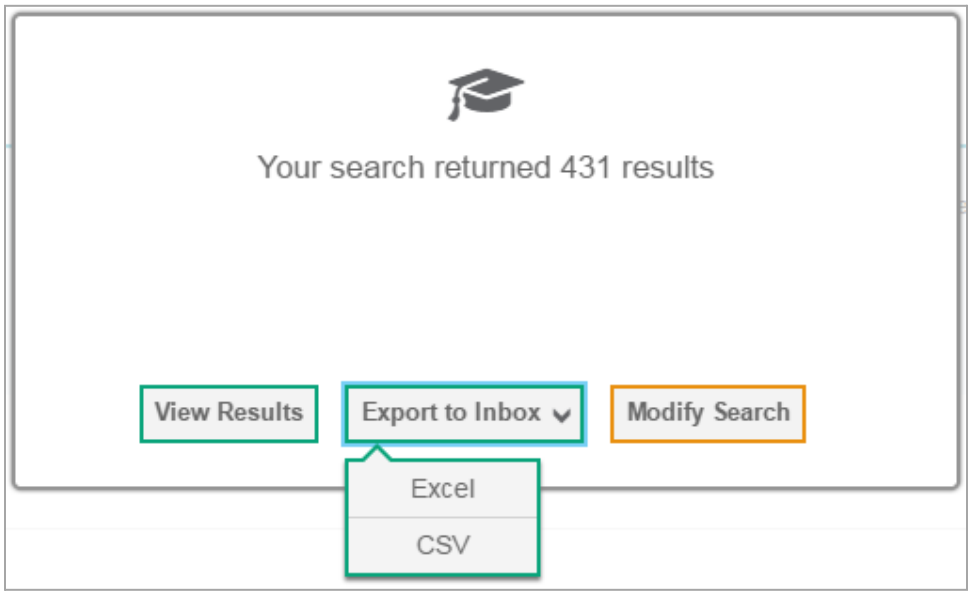
E

Exporting Records in TIDE

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

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

Figure 70. Search Results



You can also export records from the search results grid.

1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE.
2. Do one of the following:

- Mark the checkboxes for the record you want to export.
- Mark the checkbox at the top of the table to export all retrieved records.

3. Select , and in the affirmation dialog box select **OK**.

F

Fields in the Demographics Panel

The table below lists the fields in the student demographic panel.

Field	Description
District	District where the student is enrolled.
School	School where the student is enrolled.
Student's Last Name*	Student's last name.
Student's First Name*	Student's first name.
Student's Middle Name	Student's middle name.
Gender*	Student's gender.
Birth Date (MMDDYYYY)*	Student's date of birth.
SSID*	Student's statewide identification number.
Confirmation Code*	Student's assigned code or student's first name used to authenticate the student during testing. Policy to be determined by the state.
Grade*	Student's enrolled grade.
Paper Tester	Indicates if the student's school is testing with paper-pencil in one or more subjects where a paper test is available.
District assigned student identifier	Student's identifier assigned by the district.
IDEA Indicator*	Student's Special Education program status.
LEP Status*	Indication of Student's Limited English Proficiency status.
Section 504*	Student's Section 504 status.
Language Code	Primary language spoken by the student.
English Language Proficiency Level	Codes that indicate a Student's Limited English Proficiency status.
Migrant Status	Student's migrant status.
First Entry Date into a US School (MMDDYYYY)	Student's first day of school (ELL students only).
Limited English Proficiency Entry Date (MMDDYYYY)	Date student, classified as limited English proficient, entered the LEP program.
Limited English Proficiency Exit Date (MMDDYYYY)	Date student, classified as limited English proficient, exited the LEP program.
Title III Language Instruction Program Type	The type of Title III language instructional programs.
Primary Disability Type	Student's primary disability.
Test Eligibility	Additional grade at which the student is tested during the upcoming interim test or summative Off-Grade 11 tests.
Race and Ethnicity*	Student's race and ethnicity.
ALT Tester:	Student's alt testing status.

Temporary State Accommodation Override	Student's temporary state accommodation override status. (Managed by the STATE role)

*Required field.

Fields in the Test Settings and Tools Panels

When you are modifying existing student accounts one at a time, you can use the information in the table below to enter the student's settings for each test.

Field	Description
Test Settings and Tools	
American Sign Language	Availability of American Sign Language video.
Braille Type	Type of Braille in which test items are printed.
Braille Transcript	Availability of Braille Transcript.
Closed Captioning	Availability of closed captioning.
Color Choices	List of available color settings: Black on White Reverse Contrast Black on Rose Medium Gray on Light Gray Yellow on Blue White on Red Red on White Yellow on Black
English Glossary	Availability of English glossary.
Illustration Glossary	Availability of illustrated glossary.
Masking	Student can hide a distracting part of a test item.
Mouse Pointer	Adjusts size and color of mouse pointer.
Non-Embedded Accommodations (state approval only)	List of non-embedded accommodations that may be provided for identified students.
Non-Embedded Designated Supports	List of non-embedded designated supports that may be provided for identified students.
Permissive Mode (state approval only)	Student can use auxiliary software during testing.

Presentation/Language	Language in which test items appear. The default language for all assessments is English, unless a student requires the Braille accommodation or a Spanish designated support for Mathematics or Science.
Print on Demand (state approval only)	This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.
Streamline	Displays test items in a simplified layout.
Speech-to-text (state approval only)	Voice recognition allows students to use their voices as input devices to the computer to dictate open-ended responses.
Text to Speech	Text-to-speech is available.
Translation Glossaries	Translated glossary of technical terms, if available.
Word Prediction (state approval only)	Allows students to begin writing a word and choose from a list of words that have been predicted from word frequency and syntax rules.
Zoom	List of available zoom levels: 1X 1.5X 1.75X 2.5X 3X 5X 10X 15X 20X

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

You can use the information in the table below to modify existing user accounts.

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions.
District*	District associated with the user.

School*	School associated with the user.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
Trained Proctor	Indicates if the user has been trained to use online assessment systems. Once the user completes the PR Certification Course this field will automatically populate with a flag.
Signed NDA	Indicates whether the user signed the Non-Disclosure Agreement (NDA) in TIDE.

*Required field.

H

Hand-Scoring Resources

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

1. From the **General Resources** (see Figure 17), drop-down list in the banner, select **Interim Test Scoring Materials**. The ***Interim Test Scoring Materials*** page appears.

2. Select the download link for the required resource.

I

Inbox Files

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

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

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

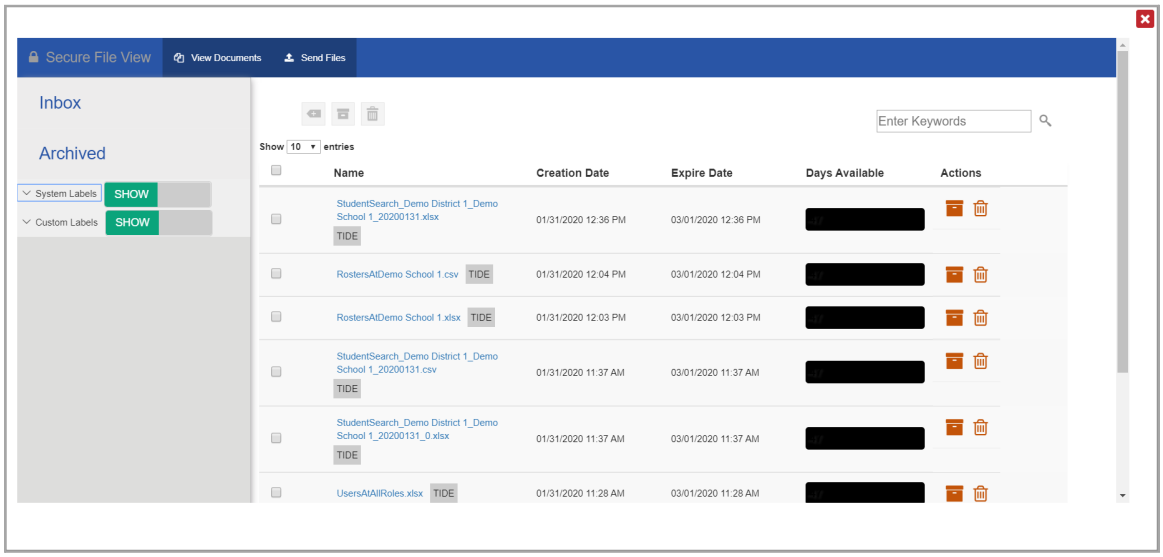
1. From the TIDE banner (see Figure 17) select **Inbox**. The ***Inbox*** page appears (see Figure 71). By default, TIDE displays the *View Documents* tab.

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

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

    - **Archived**: Displays the files that you have archived.

Figure 71. Inbox – View Documents



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

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

/ .

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

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

/ .

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

8. Do one of the following:

    - To download a file, select the file name.

    - To add a new custom label or apply an existing custom label, select  .

        - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.

- To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

- To archive a file, select .

- To delete a file, select .

About File Deletion

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

L

List of Appeal Requests by Test Status

You can use the information in the table below to manage appeal requests.

Test Status	Grace Period Extension	Invalidate a test	Re-open a test	Re-open Test Segment	Reset a test	Restore a test that was reset
Approved					✔	✔
Completed*		✔	N/A		N/A	N/A
Denied	✔	✔		✔	✔	✔
Expired		✔	✔		✔	✔
Invalidated*			N/A		N/A	N/A
Paused	✔	✔		✔	✔	✔
Pending					✔	✔
Processing					✔	✔
Reported*		✔	N/A		N/A	N/A
Review					✔	✔

Scored*		✔	N/A		N/A	N/A
Started					✔	✔
Submitted		✔	✔		✔	✔
Suspended					✔	✔
*Although TIDE will send these appeal requests for SDDOE consideration, the state will reject all requests to reset or re-open a test that have a result status of completed, reported, or scored. The state will also reject tests to reset or reopen tests that were previously approved to be invalidated.						

List of Appeal Request Statuses

You can use the information in the table below to manage appeal requests.

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

List of Appeal Request Types

You can use the information in the table below to manage appeal requests.

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

Type	Description

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

N

Non-Disclosure Agreement

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

1. From the **General Resources** drop-down list in the banner (see Figure 17), select **Non-Disclosure Agreement**. The ***South Dakota Department of Education Non-Disclosure Agreement*** page appears.

2. Read the agreement, and select **I Acknowledge**. A confirmation message appears.

O

Ordering Materials

Some students take tests using traditional paper-and-pencil forms. To administer these tests, students and test administrators need to receive test materials, such as forms, answer sheets, workbooks, or instruction guides.

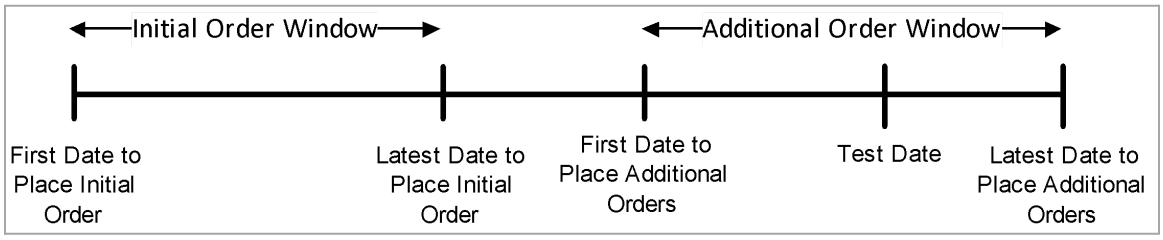
TIDE automatically computes the quantities of test materials that your district or school receives based on the initial data provided by the state.

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can review, confirm, and modify orders for materials and be guaranteed that they arrive at the district in time to distribute them to the schools for the test. These orders arrive as a single shipment. For example, if your district plans to distribute workbooks to the schools on May 1, and the time for order processing is two weeks, then the first window ends on April 15. On that date, TIDE accumulates all the orders and additional quantities, and sends them to the printer. See the section "How district-level users review orders placed before test administration" for an explanation about working with initial orders.

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 "How district-level users place orders for additional paper testing materials during testing." 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 72 shows a timeline illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 72. Order Windows for Testing Materials



Some schools or districts have a policy of automatically approving orders for materials; others require approval for every order or for orders that exceed certain thresholds. TIDE transmits to the printer only those orders that are approved. 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.

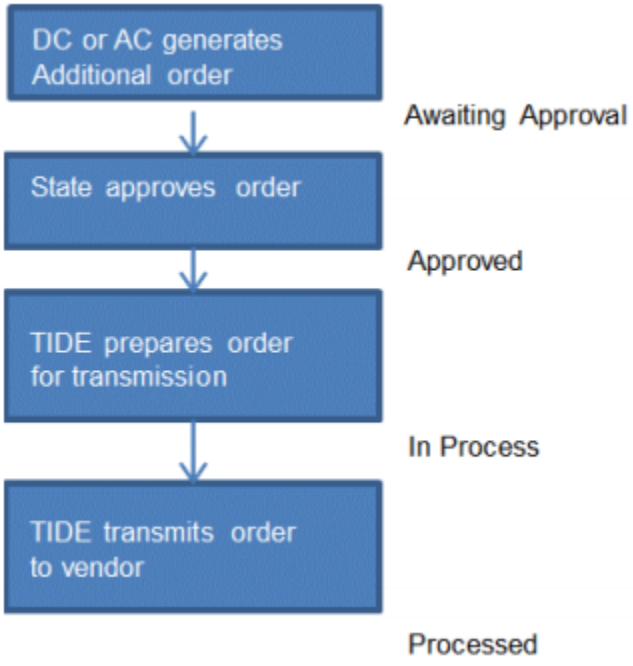
TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section "How district-level users view order history reports."

Understanding an Order's Status

In the normal workflow for an initial order, a test coordinator generates the order, then reviews and submits it for approval. Next, 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. (This is a typical scenario; some school districts have different workflows for order processing.) Figure 73 illustrates the progression of an initial 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 "How district-level users view order history reports") TIDE displays an order's status depending on its most recent activity. The "List of Order Statuses" table below describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 73. Stages of an Order and Associated Status Code



List of Order Statuses

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

In Process	Order is approved, not yet transmitted to vendor.
Canceled	Order was canceled.

P

Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the ***Reset Your Password*** page. To activate your account, you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

  In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

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

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

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

- **Additional help:**

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

Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

   - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.

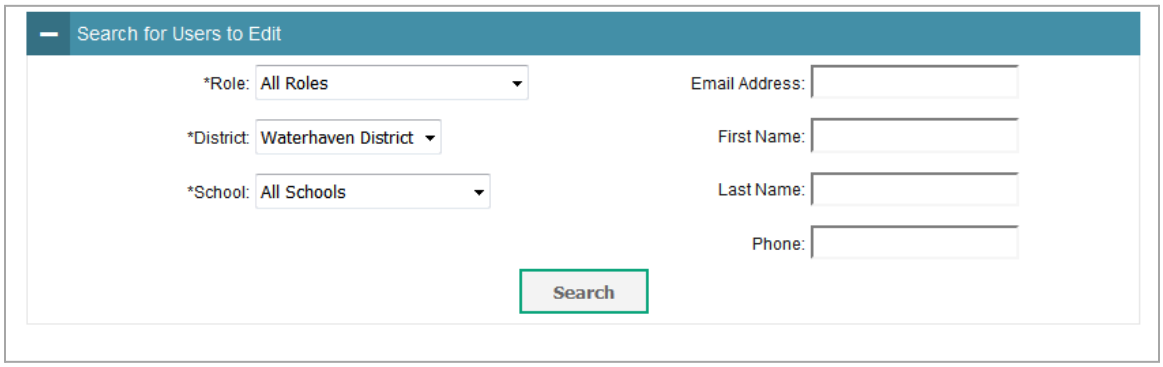
   - To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 74). This section explains how to use this search panel and navigate search results.

Figure 74. Sample Search Panel



1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values. Similarly, the **Test ID** drop-down list on the ***Plan and Manage Testing*** page will allow you to select one, multiple, or all values.

   The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

   - To include an additional search criterion in the search, select it and select Add or Add Selected as available

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

3. Select **Search**.

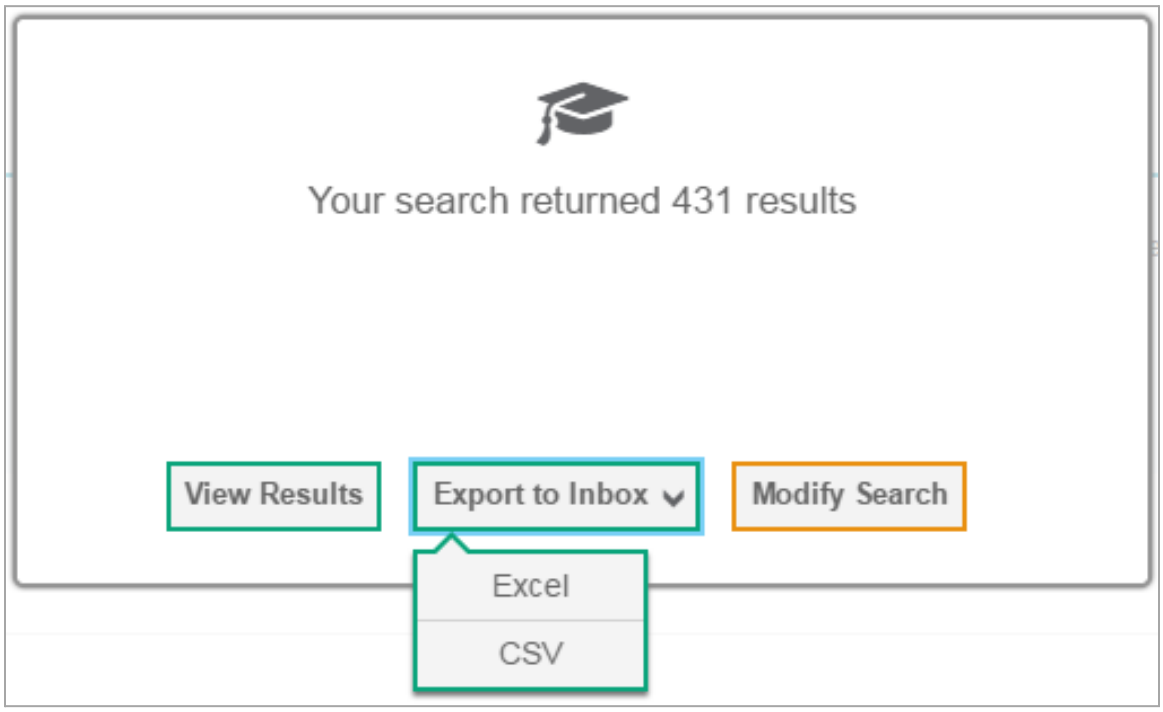
   - If searching for users, students, students' test settings, test windows, and appeal requests, proceed to the next step.

   - If searching for other types of records, such as rosters, skip to step 7.

4. In the search results pop-up window (see Figure 75) 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:

- To view the retrieved records on the page, select **View Results**. Continue to step 7. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 75. Search Results Pop-up Window

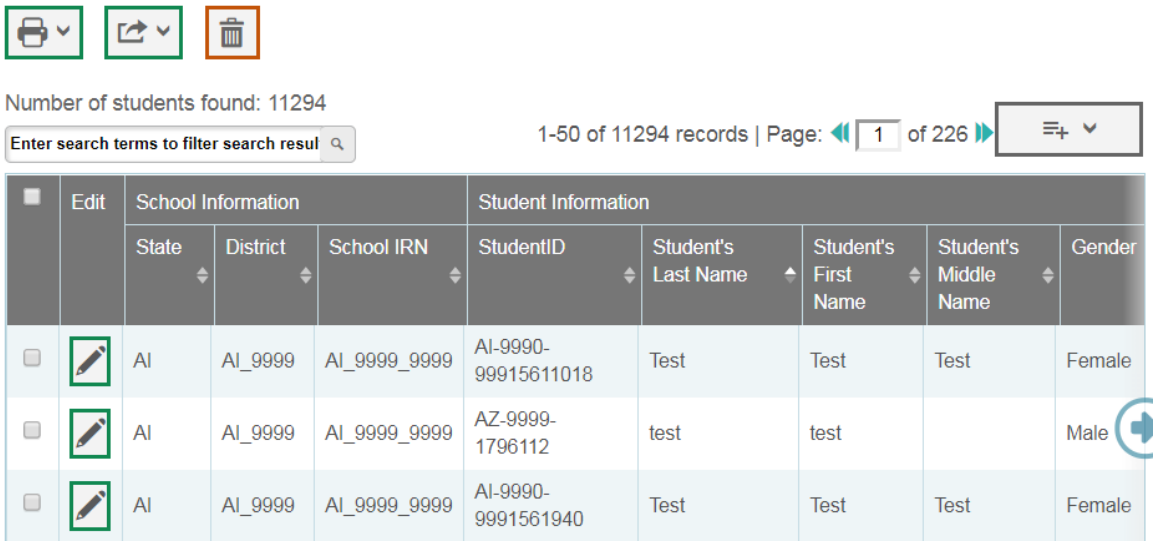


- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the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

- To return to the page and modify your search criteria, select **Modify Search**. Repeat steps 1–3.

5. The list of retrieved records appears below the search panel (see Figure 76).

Figure 76. Sample Search Results



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

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

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

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

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

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

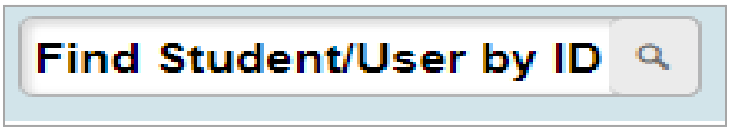
Searching for Students or Users by ID

A *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View and Edit Student*** or ***View/Edit User: [User's Name]*** form for a specified student or user.

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

2. Select . The ***View and Edit Student*** or ***View/Edit User: [User's Name]*** form for that student or user appears.

Figure 77. Find Student/User by ID



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.

1. From the TIDE banner (see **Error! Reference source not found.**), select **Inbox**. The ***Inbox*** page appears (see Figure 87). By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The ***Send Files*** page appears (see Figure 78).

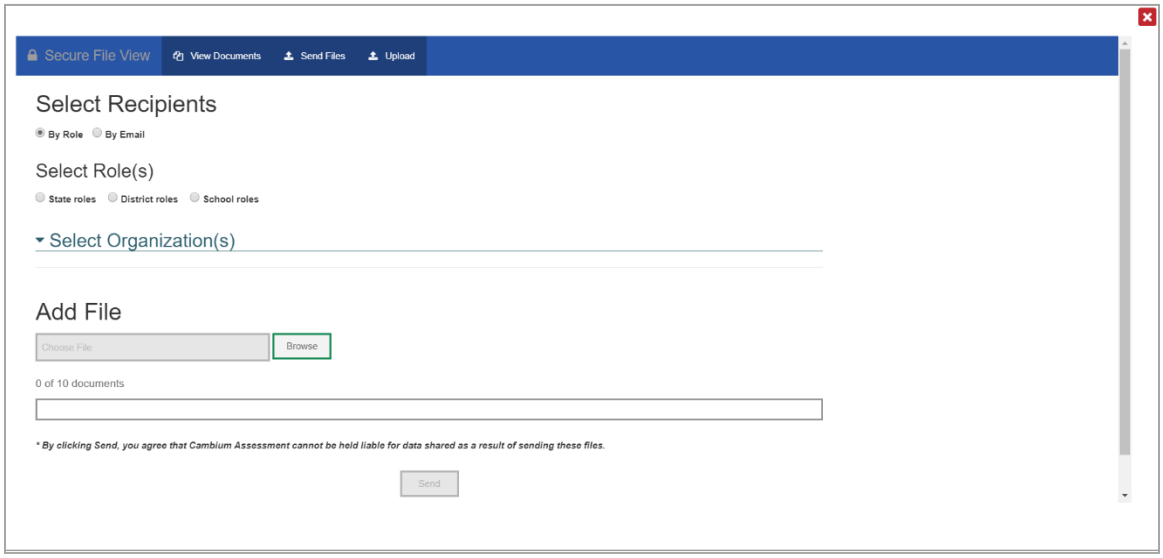
3. In the *Select Recipients* field, do one of the following:

   - Select **By Role** to send a file or files to a group of users by user role.

   - Select **By Email** to send a file or files to a single recipient by email address.

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

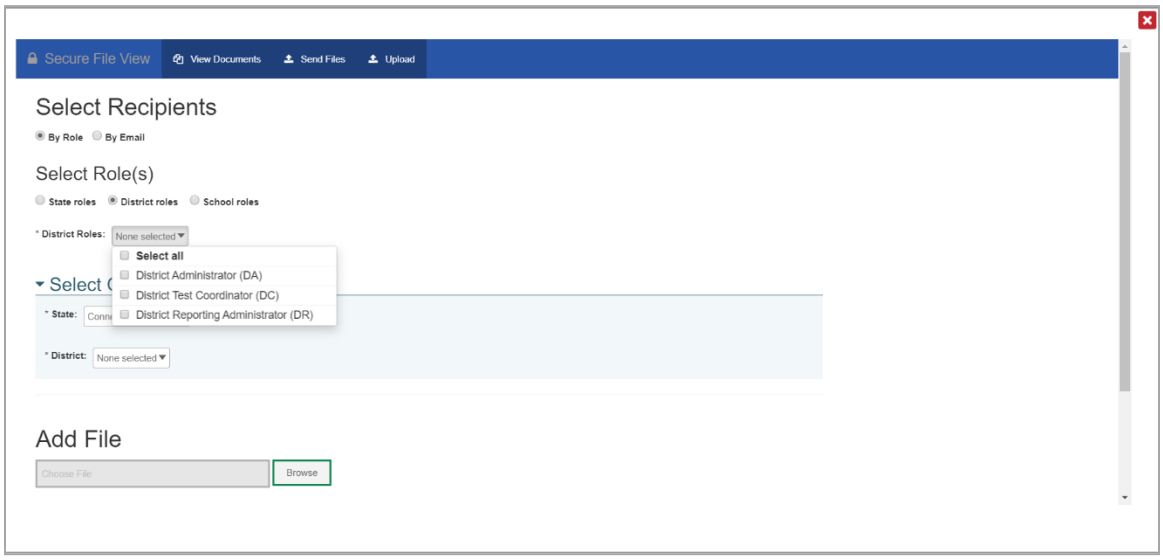
Figure 78. Inbox – Send Files



4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 79).

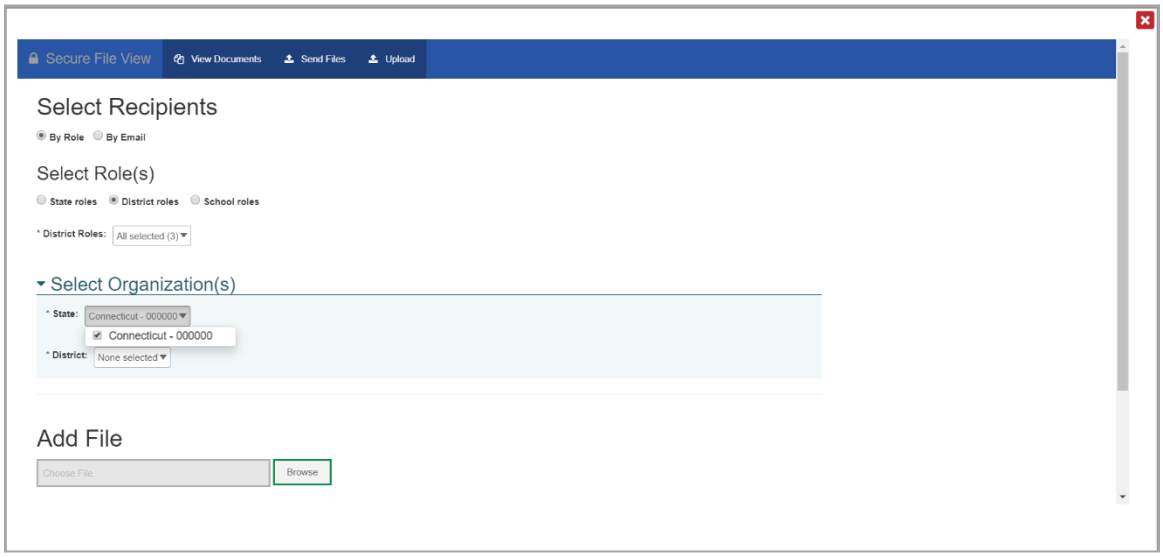
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 79. Send Files – Select Roles



6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see Figure 80). 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.

Figure 80. Send Files – Select Organization(s)



7. If you selected **By Role** in step 3, skip this step. If you selected **By Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

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**.

Special Codes and Their Descriptions

You can use the information in the table below to view or edit non-participation codes.

Special Code	Code Type	Description
None	Participation	Student took the test under standard testing conditions.
New Non-English Proficient	Non-participation	Student is an English language learner (ELL) student and was first enrolled in the United States after April 15 of the current school year.
Student Not Eligible - Alternate Assessment	Non-participation	The student is eligible for alternate assessments.
Reason Not Listed - Other	Non-participation	The reason is not listed.

T

Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you view reports of test status codes.

Status	Definitions
Approved	The PR has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The PR denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the PR approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.

Paused	The student's test is currently paused (as a result of one of the following): ● The student paused his or her test by selecting 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 PR approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting PR approval to resume testing.

U

User Role Permissions

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

For a list of user roles that can perform each task, see the document User Roles and Access Guide, available in the Resources section of the South Dakota Assessments Gateway (http://sd.portal.cambiumast.com/).

User Support

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

The Helpdesk is open 6am-6pm CT (except holidays or as otherwise indicated on the State Assessment Gateway).

South Dakota CAI Assessments Helpdesk
Toll-Free Phone Support: 855-838-8378
Email Support: SDHelpDesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).

V

Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Off	ELA, Mathematics
		On	ELA, Mathematics
Braille Transcript	Availability of Braille Transcript	Off	ELA
		On	ELA
Braille Type	Type of Braille in which test items are printed.	Not Applicable	ELA, ELA-PT, Mathematics, Science

		UEB Contracted	ELA, ELA-PT
		UEB Contracted with Nemeth Math	Mathematics, Science
		UEB Contracted with UEB Math	Mathematics
		UEB Uncontracted	ELA, ELA-PT
		UEB Uncontracted with Nemeth Math	Mathematics
		UEB Uncontracted with UEB Math	Mathematics
Closed Captioning	Availability of closed captioning.	Closed Captioning Available	ELA
		Closed Captioning Not Available	ELA
Color Choice	Color of text and background.	Black on White	ELA, ELA-PT, Mathematics, Science,
		Black on Rose	ELA, ELA-PT, Mathematics, Science
		Medium Gray on Light Gray	ELA, ELA-PT, Mathematics, Science
		Reverse Contrast	ELA-CAT, ELA-PT, Mathematics, Science
		White on Red	ELA-CAT, ELA-PT, Mathematics, Science
		Red on White	ELA-CAT, ELA-PT, Mathematics, Science
		Yellow on Black	ELA-CAT, ELA-PT, Mathematics, Science
English Glossary	Availability of the English Glossary.	Off	ELA, ELA-PT, Mathematics, Science,

		On	ELA, ELA-PT, Mathematics, Science
Illustration Glossary	Availability of the Illustration Glossary.	Off	Mathematics
		On	Mathematics
Masking	Student can hide a distracting part of a test item.	Off	ELA, ELA-PT, Mathematics, Science,
		On	ELA, ELA-PT, Mathematics, Science
Mouse Pointer	Adjusts size and color of mouse pointer.	Large Black	ELA, ELA-PT, Mathematics, Science
		Extra Large Black	ELA, ELA-PT, Mathematics, Science
		Large Green	ELA, ELA-PT, Mathematics, Science
		Extra Large Green	ELA, ELA-PT, Mathematics, Science
		System Default	ELA, ELA-PT, Mathematics, Science
		Large Red	ELA, ELA-PT, Mathematics, Science
		Extra Large Red	ELA, ELA-PT, Mathematics, Science
		Large White	ELA, ELA-PT, Mathematics, Science

		Extra Large White	ELA, ELA-PT, Mathematics, Science
		Large Yellow	ELA, ELA-PT, Mathematics, Science
		Extra Large Yellow	ELA, ELA-PT, Mathematics, Science
Speech-to-Text	Voice recognition allows students to use their voices as input devices to the computer, to dictate responses open-ended responses	On	ELA-PT, Mathematics-PT
		Off	ELA-PT, Mathematics-PT
Word Prediction	Allows students to begin writing a word and choose from a list of words that have been predicted from word frequency and syntax rules	On	ELA-PT, Mathematics-PT
		Off	ELA-PT, Mathematics-PT
Non-Embedded Accommodations	List of Non-Embedded accommodations not provided by the secure browser. Proctors must verify that the non-embedded accommodations are being provided before approving students for operational testing. Non-Embedded Accommodations must be approved by the SDDOE prior to testing.	100s Number Table	Mathematics
		Abacus	Mathematics
		Alternate Response Options	ELA, ELA-PT, Mathematics, Science
		Braille - Paper (EBAE Contracted with Nemeth Math)	Mathematics
		Braille - Paper (EBAE Contracted)	ELA, ELA-PT
		Braille - Paper (EBAE Uncontracted with Nemeth Math)	Mathematics
		Braille - Paper (EBAE Uncontracted)	ELA, ELA-PT
		Braille - Paper (UEB Contracted with Nemeth Math)	Mathematics

		Braille - Paper (UEB Contracted with UEB Math)	Mathematics
		Braille - Paper (UEB Contracted)	ELA, ELA-PT
		Braille - Paper (UEB Uncontracted with Nemeth Math)	Mathematics, Science
		Braille - Paper (UEB Uncontracted with UEB Math)	Mathematics
		Braille - Paper (UEB Uncontracted)	ELA, ELA-PT
		Calculator	Mathematics, Science
		Large Print - Paper	ELA, ELA-PT, Mathematics, Science
		Multiplication Table	Mathematics
		None	ELA, ELA-PT, Mathematics, Science
		Read Aloud Passages	ELA
		Read Aloud Stimuli	Mathematics, Science
		Scribe	ELA, ELA-PT, Mathematics, Science
		Special Considerations	ELA, ELA-PT, Mathematics, Science
		Speech-to-Text	ELA, ELA-PT, Mathematics
		Word Prediction	ELA, ELA-PT, Mathematics

Non-Embedded Designated Supports	Designated supports not provided by the secure browser. Proctors must verify that the non-embedded designated supports are being provided before approving students for operational testing.	Alternate Response Options	ELA, ELA-PT, Mathematics, Science
		Amplification	ELA, ELA-PT, Mathematics, Science
		Bilingual Dictionary	Mathematics
		Color Contrast	ELA, ELA-PT, Mathematics, Science
		Color Overlay	ELA, ELA-PT, Mathematics, Science
		Glossary - Arabic	Mathematics
		Glossary - Burmese	Mathematics
		Glossary - Cantonese	Mathematics
		Glossary - Filipino	Mathematics
		Glossary - Hmong	Mathematics
		Glossary - Illustration	Mathematics
		Glossary - Korean	Mathematics
		Glossary - Mandarin	Mathematics
		Glossary - Punjabi	Mathematics
		Glossary - Russian	Mathematics
		Glossary - Somali	Mathematics
		Glossary - Spanish	Mathematics
		Glossary - Ukrainian	Mathematics
		Glossary - Vietnamese	Mathematics
		Magnification	ELA, ELA-PT, Mathematics, Science
		Medical Support	ELA, ELA-PT, Mathematics, Science
		Noise Buffers	ELA, ELA-PT, Mathematics, Science

		None	ELA, ELA-PT, Mathematics, Science
		Periodic Table	Science
		Read Aloud Items	ELA, ELA-PT, Mathematics
		Read Aloud Items - Spanish	Mathematics
		Read Aloud Passages	ELA-PT
		Read Aloud Stimuli	Mathematics, Science
		Read Aloud Stimuli - Spanish	Mathematics
		Separate Setting	ELA, ELA-PT, Mathematics
		Simplified Test Directions	ELA, ELA-PT, Mathematics, Science
		Translated Test Directions	ELA, ELA-PT, Mathematics
Permissive Mode	Student can use auxiliary software during testing. Proctors must verify that approved auxiliary software is being provided before approving students for operational testing. Permissive mode must be approved by the SDDOE prior to testing.	Off	ELA, ELA-PT, Mathematics, Science
		On	ELA, ELA-PT, Mathematics, Science
Presentation/ Language	Language in which test items appear. The default language for all assessments is English, unless a student requires the Braille accommodation. SD-Mathematics Assessments are offered in Spanish (Designated Support).	Braille	ELA, ELA-PT, Mathematics, Science
		English	ELA, ELA-PT, Mathematics, Science

		Spanish	Mathematics, Science
Print on Demand	This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.	Items	ELA, ELA-PT, Mathematics, Science
		Passages	ELA, ELA-PT
		Passages and Items	ELA, ELA-PT
		None	ELA, ELA-PT, Mathematics, Science
		Stimuli	Mathematics, Science
		Stimuli and Items	Mathematics, Science
Streamline	Displays test items in a simplified layout. By default, all tests use the standard mode. This interface is compatible with all supported desktops and tablets. The streamlined mode presents the test in an alternate, simplified format in which the items are displayed below the stimuli. All tool and navigation buttons are on the bottom of the screen. The streamlined mode is not intended to be tablet	Off	ELA, ELA-PT, Mathematics, Science
		On	ELA, ELA-PT, Mathematics, Science
Translation Glossary	Glossary of technical terms is available.	Arabic Glossary	Mathematics
		Burmese Glossary	Mathematics
		Cantonese Glossary	Mathematics
		Filipino/Tagalog Glossary	Mathematics
		Hmong Glossary	Mathematics
		Korean Glossary	Mathematics
		Mandarin Glossary	Mathematics
		No Glossary	ELA, ELA-PT, Mathematics

		Punjabi Glossary	Mathematics
		Russian Glossary	Mathematics
		Somali Glossary	Mathematics
		Spanish Glossary	Mathematics
		Ukrainian Glossary	Mathematics
		Vietnamese Glossary	Mathematics
TTS	Text-to-speech is available.	None	ELA, ELA-PT, Mathematics, Science
		Items	ELA, ELA-PT, Mathematics, Science
		Passages	ELA, ELA-PT
		Passages and Items	ELA, ELA-PT
		Stimuli	Mathematics, Science
		Stimuli and Items	ELA, ELA-PT, Mathematics, Science
Zoom	Size of text on screen.	1X	ELA, ELA-PT, Mathematics, Science
		1.5X	ELA, ELA-PT, Mathematics, Science
		1.75X	ELA, ELA-PT, Mathematics, Science
		2.5X	ELA, ELA-PT, Mathematics, Science
		3X	ELA, ELA-PT, Mathematics, Science
		5X (Streamline required)	ELA, ELA-PT, Mathematics, Science

		10X (Streamline required)	ELA, ELA-PT, Mathematics, Science
		15X (Streamline required)	ELA, ELA-PT, Mathematics, Science
		20X (Streamline required)	ELA, ELA-PT, Mathematics, Science