

# Test Information Distribution Engine User Guide

2023–2024

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*Prepared by Cambium Assessment, Inc.*



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## Test Information and Distribution Engine User Guide

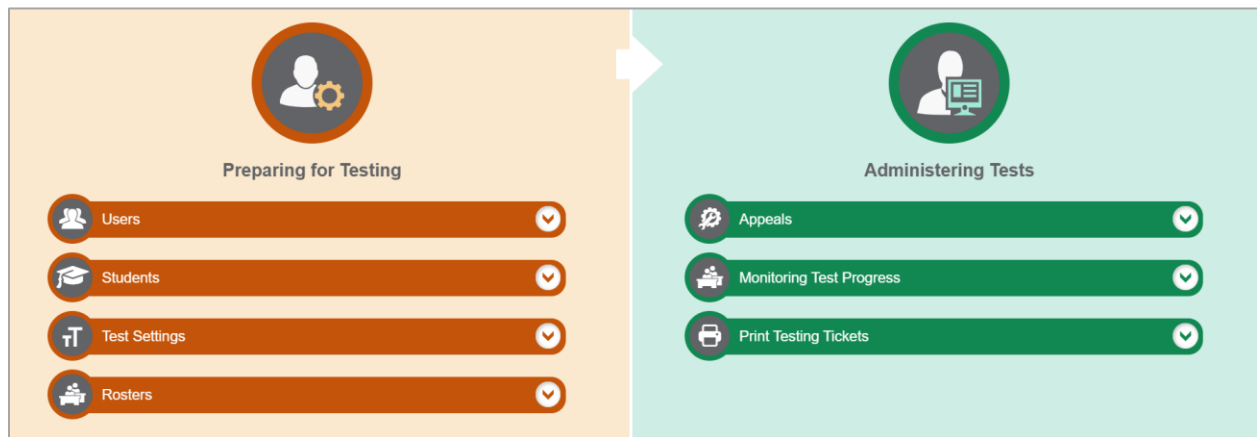
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## Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in TDS. 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.

Figure 1. TIDE Dashboard



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 system can display scores at the classroom, school, district, and state levels.
- 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 districts or school's progress in **starting and completing tests** and **participation rate**.

## Test Information and Distribution Engine User Guide

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

- How to Activate Your Account & Log in to & out of TIDE
- How District-level Users Perform Tasks in TIDE
- How School-level Users Perform Tasks in TIDE
- How Teachers and Test Administrators Perform Tasks in TIDE

There is also an [Appendix](#) with additional information and instructions.

### Three Things All TIDE Users Must Know How To Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in 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 regardless of user role or type of record you want to add.

TIDE users must be familiar with the following actions, as they are the same 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 Page

Figure 3. Add Roster Page

### How to modify existing records one at a time

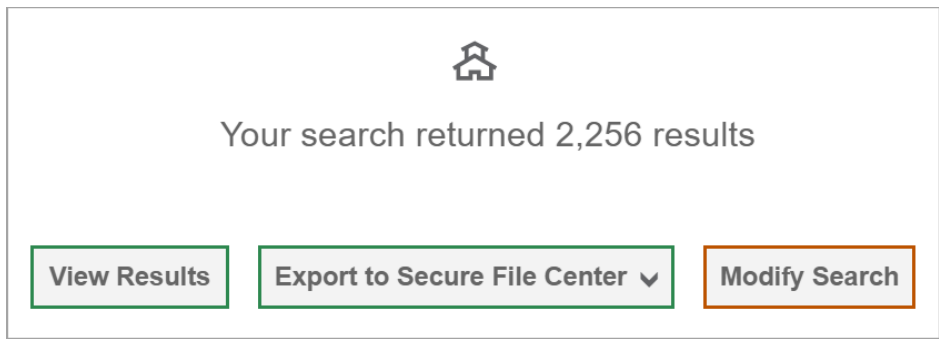
You can view and edit existing records for users in the school system (such as BC, TA, PR) one at a time or multiple existing records all at once through file export. Student records cannot be modified. If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can also delete records from TIDE.

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

Figure 4. View/Edit/Export Student Page

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 Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center, and you will return to the search form.

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 Student Page with Search Results

View/Edit Students


Use this page to view, edit, or export students. [more info](#)

















+ Search Students

Number of students found: 548

Filter results

irds | Page: << 1 of 11 >> 

Edit	School Information			Student Information							Non-Embedded Accommodation - Alternate Assessments	
	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Date of Birth (MMDDYYYY)	EOC Exam Eligibility		Parental Consent for Remote Administration Video Monitoring
<input type="checkbox"/> 	9999	99998	9998			Sydney		Female				
<input type="checkbox"/> 	9999	99998	9998			Taylor		Female				

**How to add or modify multiple records at once**

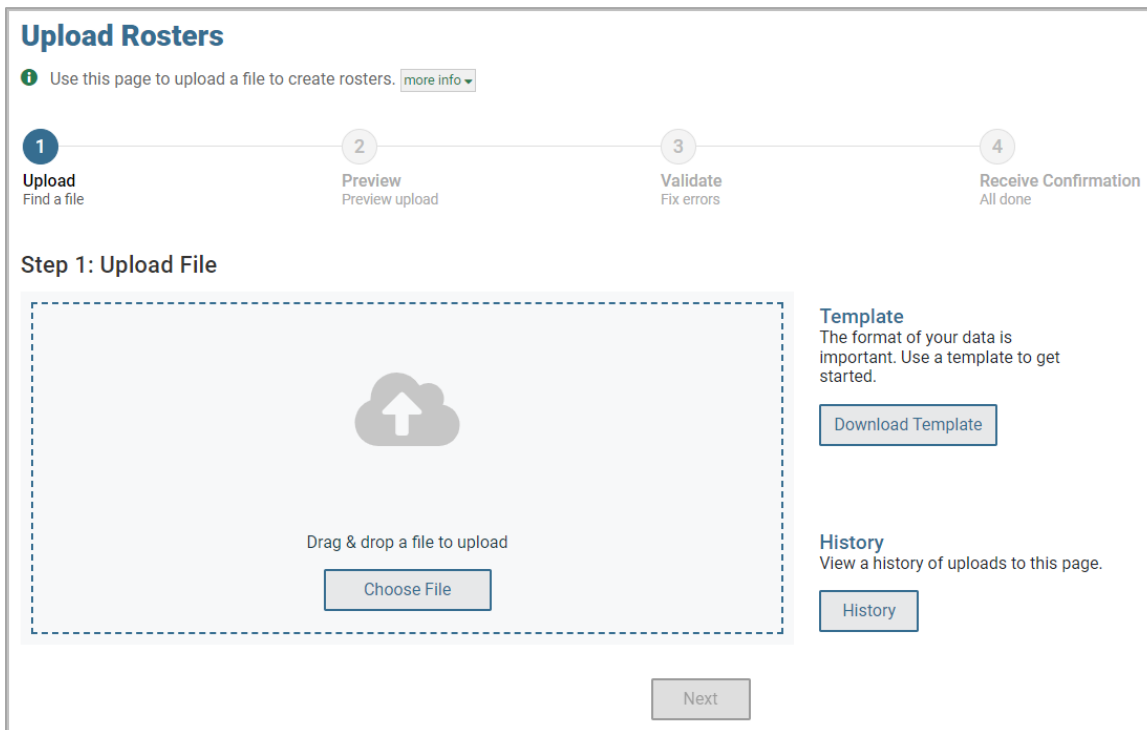
Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content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



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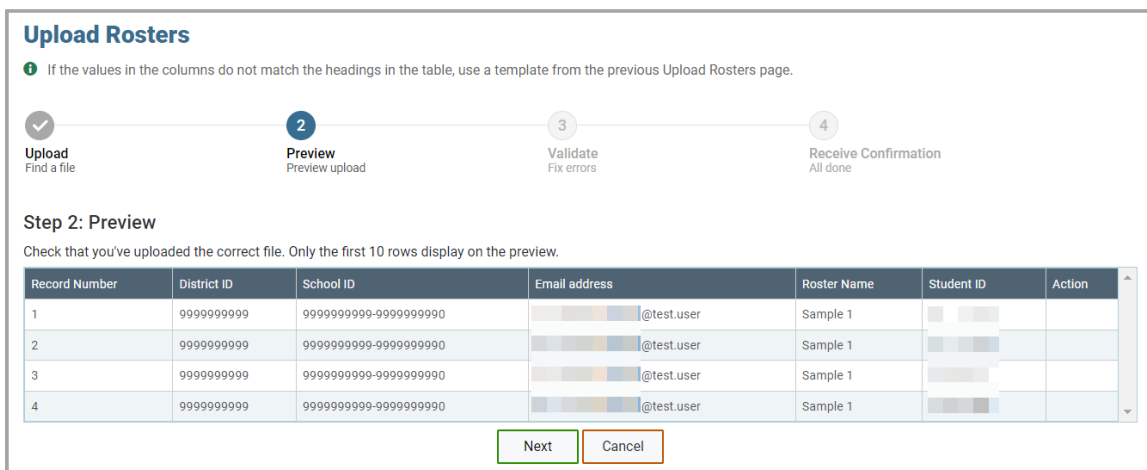
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 7. Upload Rosters Page



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

Figure 8. Upload Rosters Preview Page



## Test Information and Distribution Engine User Guide

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

Figure 9. Upload Rosters Validate Page

**Upload Rosters**

Review the validation results below. [more info](#)

1 Upload Find a file
 2 Preview Preview upload
 3 **Validate** Fix errors
 4 Receive Confirmation All done

**Step 3: Validate**

✓ 3 record(s) will be processed.  
✗ 1 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.

**Summary**

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
<span>✗</span> Error: Student ID is not enrolled in this School	1	Use a Student ID that is enrolled in the School. [ErrorCode700814]

**Details**

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

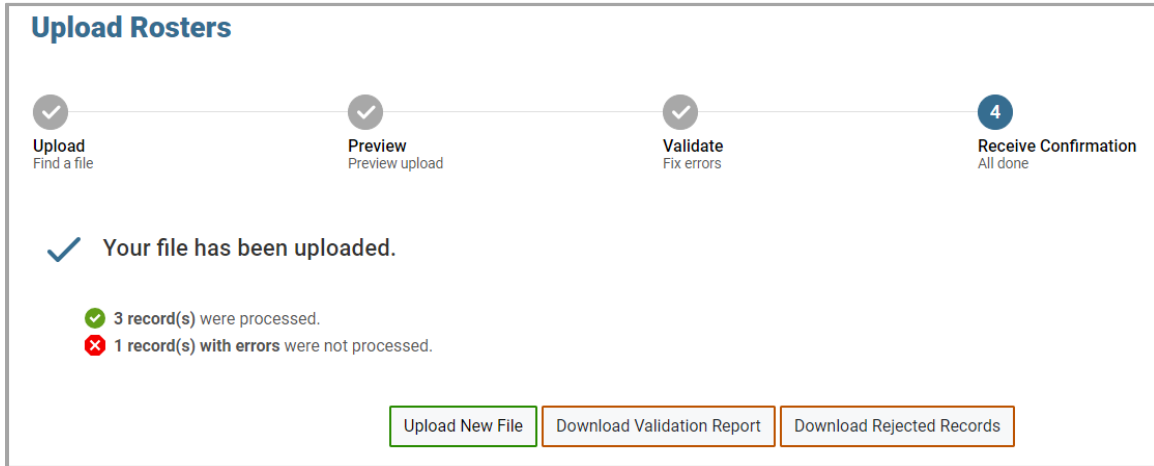
Record Number	District ID	School ID	Email address	Roster Name	Student ID	Action
4	9999999999	9999999999-9999999999	@test.user	Sample 1	<span>✗</span>	

- If there are any issues with the file, the validation screen shows errors or warnings.
  - To make edits to the file before proceeding, select **Upload Revised File** to restart the process.
  - To view a list of issues with the file, select **Download Validation Report**.

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

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

Figure 10. Upload Rosters Confirmation Page



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

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

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.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@cambiumassessment.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 ([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 in the portal page.

Figure 11. Reset Your Password Page

**Reset Your Password**

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

New Password

Confirm New Password

**Submit**

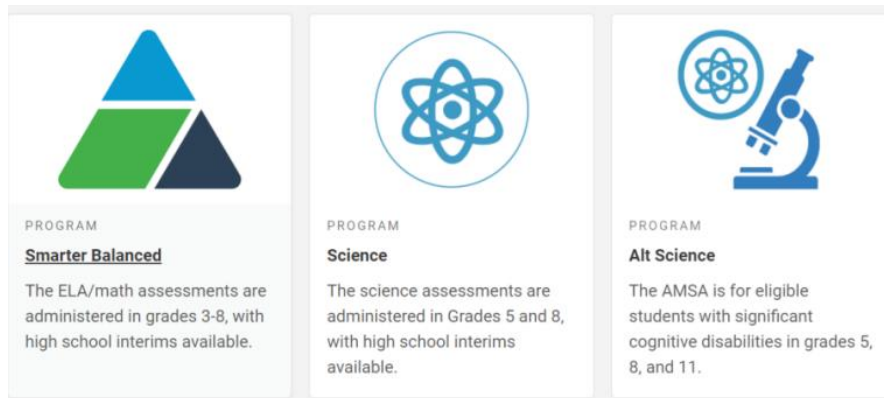
[Return to Login Page](#)

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

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.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.

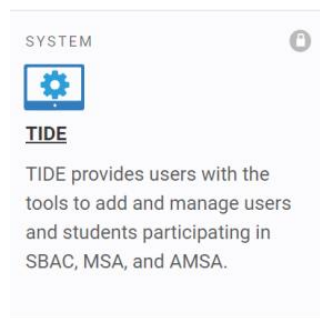
1. Navigate to the Montana Assessment Portal (<http://mt.portal.cambiumast.com>).
2. Select the assessment card you will be administering.

Figure 12 Assessment Cards on Portal



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

Figure 13 TIDE Card



4. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (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 ([Figure 11](#)).
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. Reset Your Password Page

During the reactivation process, you will be taken to the **Enter Code** ([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 for a new code by selecting **Resend Code** on the *Enter Code* page.

Figure 16. Enter Code Page

The screenshot shows a web interface titled "Enter Code". At the top, there is a green notification box with a checkmark icon and the text: "A code has been sent to your email address. The code will expire after 15 minutes." Below the notification is a form area with a user icon on the left and the text "Enter Emailed Code" in the input field. Underneath the input field are two dark blue buttons: "Submit" and "Resend Code". At the bottom of the form area, there is a red "Cancel" link.

## How to log in to TIDE

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

1. Navigate to the Montana Assessment Portal (<http://mt.portal.cambiumast.com>).
2. Select the assessment card you will be administering (Figure 12).
3. Select **TIDE** (Figure 13). The **Login** page appears (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 (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.

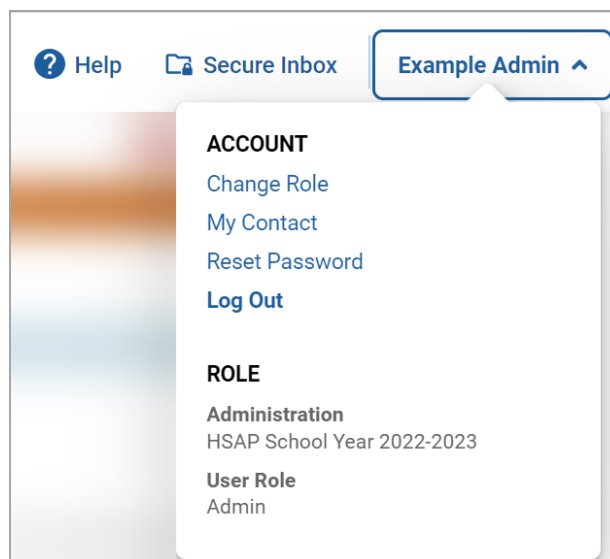
The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

- ⚠ 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 ([Figure 17](#)), select **Log Out**.

Figure 17. Log Out



Logging out of TIDE logs you out of most Montana Assessment systems. However, you will not be logged out of the TA Interface to prevent the accidental interruption of active test session.



## 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.

### 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, review 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 Page


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 Page

4. From the **Role** drop-down, select a role. From the dropdowns that appear, select a state, district, and school, if applicable.
  - Note: the “Test Administration Only” (TAO) user role is a specialized access level designed for individuals who will be administering assessments at an off-site learning center. The “TAO” user role should only be selected for these specific individuals.
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@cambiumassessment.com.

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

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

1. From the **Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section [“How to modify existing records one at a time”](#) in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user’s details as required, using the table [“Fields in the View/Edit Users \[User’s Name\] Page”](#) in the appendix as a reference.

5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
7. Select **Save**.
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

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

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

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

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

1. From the **Users** task menu, select **Upload User Attributes**. The **Upload User Attributes** 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 Attribute template and upload it to TIDE.


### How District-level Users Update Students for Testing

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

### How district-level users generate upload-ready student settings files


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

3. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
4. *Optionally:* Access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:
  - a. View/Edit/Export Student Settings

5. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
6. When the search results pop-up appears, do one of the following:
  - To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.
  - To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to the next step.
7. *Optional:* From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.
8. Select  and then do one of the following:
  - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.
  - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.
  - TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section [How to add or modify multiple records at once](#).

### How district-level users specify student accommodations and test settings

A student's test settings include the available accommodations and designated supports, such as text-to-speech or color choices. This section explains how to edit student test settings via an online form or a file upload.

1. From the **Test Settings** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings**. The **View/Edit/Export Test Settings** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "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.

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

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

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

- Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the 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 set student eligibilities for interim assessments

You can add eligibility rules for students so they can access the proper interim test.

- From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. Navigate to the **Interim Eligibility** section on the **View/Edit Students: [Student's Name]** form (Figure 20)
- Select the grade level for testing.

Figure 20. Drop-down Lists on the Interim Eligibility Section

The screenshot shows a form titled "Interim Eligibility". Underneath, there is a section labeled "Interim Testing Grade". This section contains three rows, each with a subject name and a corresponding drop-down menu. The first row is "Mathematics:" with a drop-down menu showing "Grade 5". The second row is "English Language Arts:" with a drop-down menu showing "Grade 5". The third row is "Science:" with a drop-down menu showing "Grade 5".

### 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.

- From the **Students** task menu on the TIDE dashboard, select **Upload Interims**. The **Upload Interims** page appears.
- Following the instructions in the section “[How to modify existing records one at a time](#)” 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.

## 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 be created for special courses across grades or to group students who need extra support. You can also use rosters to print test tickets containing students' login information to start taking a test.

The rosters you create in TIDE are also available in Reporting. Reporting can aggregate test scores at these roster levels.

Since teachers are responsible for the growth and development of student's skill sets, it is important for teacher to be able to analyze their students' performance data to adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject.

When creating rosters, 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 available from Reporting.

One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.

When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

There are a few restrictions to be aware of when creating rosters:

- Each user-defined roster can only be associated with one school.
- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.
- Only 500 active students can be included in one roster.

### 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** page appears (Figure 21).
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 21. Add Roster Form

3. In the Add/Remove Students to the Roster panel (Figure 21), do the following:
  - a. In the Roster Name field, enter the roster name.
  - b. From the Teacher Name drop-down list, select 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 22. Detail of Add/Remove Students to Roster Pane


- **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 **X** for the student.
    - To remove all the students from the roster, select **Remove All**.
    - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
4. Select **Save**, and in the affirmation dialog box, select **Continue**.

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

You can modify existing rosters by performing the following steps:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** form appears. This form is like the form used to add students to rosters.
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 (Figure 23), do the following:
  - a. In the *Roster Name* field, enter the roster name.
  - b. From the *Teacher Name* drop-down list, select 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 23. Modifying a Roster: View/Edit Form

The screenshot shows a web interface for editing a roster. It is titled 'View/Edit Winter EOC'. On the left, there is a 'Search Results' section with 'Enrolled Grade: 09, 10' and a 'Change Search' button. Below that is an 'Available Students (0)' section with a 'Show more information' dropdown and a 'Filter students' input field. The main area contains two tables. The first table, 'Selected Students (3)', has columns for 'REMOVE ALL', 'STUDENT NAME', 'ENROLLED GRADE', 'SSID', and 'DATE LEFT'. It lists three students with their names, grades (09 and 10), and SSIDs. The second table, 'Available Students (0)', is currently empty and has the same column structure as the 'Selected Students' table.

- e. To remove students, do one of the following in the list of students in the roster:
- To remove one student from the roster, select **X** for the student.
  - To remove all the students from the roster, select **Remove All**
  - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
6. Select **Save**, and in the affirmation dialog box select **Continue**.

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

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction and using the table [“Columns in the Roster Upload File”](#) in the appendix as a reference, fill out the Roster template and upload it to TIDE.

**TIP** You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the View/Edit/Export Roster page, including the teacher’s email address.

### 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 24. Sample Test Ticket

<b>demo,demo</b>	<i>Grade: <b>KG</b></i>
	<i>Gender: <b>M</b></i>
	<i>DOB: <b>08/06/2018</b></i>
 <b>demo</b>	
<i>First Name</i>	
 <b>9968343234</b>	
<i>SSID</i>	
<i>District <b>DEMO DIST 9999 (9999)</b></i>	
<i>School <b>DEMO SCHOOL 1 (9999_9991)</b></i>	
	<i>Student Access Card</i>

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

1. From the **Print Testing Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print 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**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed
  - a. To print test tickets for specific students, mark the checkboxes for the students you want to print.
  - b. To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
  - c. To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
  - a. To print test tickets for selected students, select **My Selected Test Tickets**.
  - b. To print test tickets for all retrieved students, select **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout ([Figure 25](#)), 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.

Figure 25. Layout Model for Test Tickets

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

1. From the **Print Testing 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:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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 ([Figure 25](#)).
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 test administrator-level user may want to request to re-open a test because of a hardware malfunction or a timeout issue.

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

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

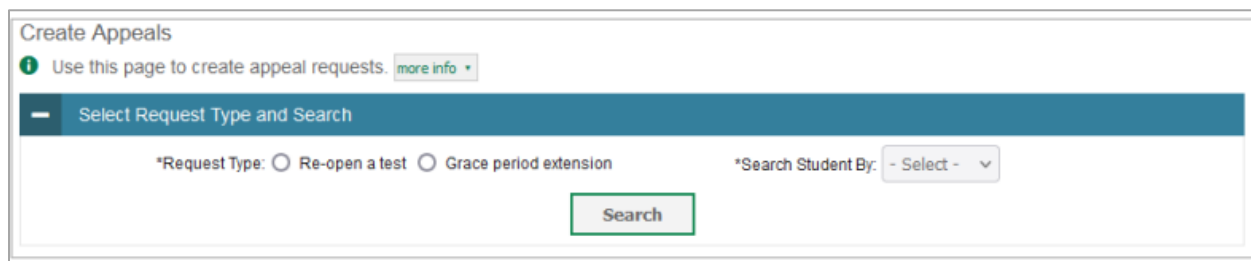
For a list of available appeal requests by test status, the table “[List of Appeal Requests by Test Status](#)” in the appendix.

### 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 **Appeals** task menu on the TIDE dashboard, select **Create Appeals**. The **Create Appeals** page appears ([Figure 26](#)).
  - b. Select a request type.
  - c. From the **Search Student By** drop-down list, select to search by Results ID, Session ID, or SSID.

Figure 26. Create Appeals Page



- d. Select **Search**. TIDE displays the found results at the bottom of the **Create Appeals** page ([Figure 27](#)).
2. Mark the checkbox for each result for which you want to create an appeal, 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 27. Retrieved Test Results

+ Select Request Type and Search								
<a href="#">Create</a>								
Number of records found: 4								
<input type="checkbox"/>	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

4. Enter a reason for the request in the window that pops up.
5. Select **Submit**. TIDE displays a confirmation message.

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

You can view and export existing appeal requests.

1. From the **Appeals** task menu on the TIDE dashboard, select **View Appeals**. The **View Appeals** page appears ([Figure 28](#)).

Figure 28. View Appeals Page

View/Edit/Export Invalidation Requests

*Use this page to view, edit, export, requests.* [more info](#)

#### Invalidation Request Information

Choose a Request Type

Request Type:

- All ?
- Reset a test ?
- Invalidate a test ?
- Report problem item ?
- Re-open a test ?
- Restore a test that was reset ?
- Grace period extension ?
- Re-open a test segment ?

Choose a Request Status

Request Status:

- All ?
- Pending State Approval ?
- Rejected by State User ?
- Submitted for Processing ?
- Processed ?
- Rejected by System ?
- Error occurred ?
- Retracted ?
- Requires Resubmission ?
- Item Information Sent ?

Additional Request Criteria

Session ID:

Filter By:

[Search](#)

- Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. (Figure 29) shows retrieved appeal requests.

Figure 29. Retrieved Appeal Requests

<input type="checkbox"/>	Case Number	Request Type	School IRN	ResultID	Legal Last Name	Legal First Name	Request Status	Test	Test Opp #	Test Status	Iter. Ans
<input checked="" type="checkbox"/>	1	Reset a test	9997	13	Student759	Demo759	Rejected by System	HSA_OP-Science-Biological Science	1	reported	
<input type="checkbox"/>	2	Restore a test that was reset	9997	13	Student759	Demo759	Rejected by System	HSA_OP-Science-Biological Science	1	reported	

- Optional:* Review the initiator’s reason for the appeal request by selecting in the Request 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.

- From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The **Upload Appeals** page appears.
- Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the 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 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.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

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

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The *Plan and Manage Testing* page appears (Figure 30).

Figure 30. Plan and Manage Testing Page

The screenshot shows the 'Plan and Manage Testing' interface. It features several sections for filtering and searching:

- Search Students:** Includes dropdowns for District, School, and Grade Level When Assessed, along with text input fields for Student's Last Name, Student's First Name, and SSID.
- Advanced Search:** Includes a Search Fields dropdown, an Add button, and buttons for Remove All and Remove Selected.
- Choose What:** Includes dropdowns for Test (Smarter ICA), Administration (2022-2023), and Test Name (All selected (28)).
- Get Specific:** Includes radio buttons for search criteria:
  - students who have completed Any opportunity in the selected administration (selected).
  - students on their Any opportunity in the selected administration, and have a status of None selected.
  - search student(s) by SSID: Enter up to 20 SSID(s) separated by commas.
  - students whose current opportunity will expire in days.
  - students whose most recent SessionID was SessionID (optional) between 10/21/2022 and 10/21/2022.

At the bottom, there are buttons for 'Generate Report' and 'Export Report'. A note states: 'Note: The report for untested students is limited to 100,000 records.' and 'Note: If no TA or Session ID is specified, date range cannot exceed 15 days.'

2. In the *Search Students* panel, select the parameters for whose information to include in your report:
  - a. From the **District** drop-down list, select a district if applicable.



- b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If 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 Secure File Center.
- 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 principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

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

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

- d. *Optional:* In the *Student's Last Name* field, enter a student's last name.
  - e. *Optional:* In the *Student's First Name* field, enter a student's first name.
  - f. *Optional:* In the *SSID* field, enter a SSID.
  - g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
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 **Test Instrument** drop-down list, select an assessment.
  - c. *Optional:* From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
  - d. *Optional:* From the **Filter By** drop-down list, select a specific test accommodation or demographic to filter the report.
    - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.

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}):
5. 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.
6. 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 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).
7. Students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.
8. Students who have a status of {student test status} in the selected administration.
9. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
10. Search student(s) by {SSID/Name}: {SSID/Student Name}
11. 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 Secure File Center**.
  - 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 31. Plan and Manage Testing Report

Number of records found: 2

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

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

### How district-level users view reports of test completion rates

The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. There are several ways to view the results:

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 ([Figure 32](#)), 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 32. Test Completion Rates Page: Report Criteria

4. To open the report in Microsoft Excel, select **Export Report**. ([Figure 32](#)) displays a sample Test Completion Rate report.
5. For a description of the columns in this report, the table “[Columns in the Test Completion Rate Report](#)” in the appendix.

Figure 33. Test Completion Rate Report

Date	Administration	Test	Test Name	District	District Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2/2/2023 8:00	Restart Readiness Assessments	Restart Readiness Assessments	Biology : Heredity Checkpoint 3	000139	Alliance Academy	1	1	1	1	100.00%	100.00%
2/2/2023 8:00	Restart Readiness Assessments	Restart Readiness Assessments	G3 Mathematics Benchmark Test	000139	Alliance Academy	1	1	1	1	100.00%	100.00%

## How School-level Users Perform Tasks in TIDE

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

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

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

- Set up **user accounts** for teachers and 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.
- 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

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign into a test.

All test settings must be enabled in TIDE prior to a student entering the test in order for them to be available. Some test settings cannot be edited by a user with the TA or PR-level role. You must have an AR/STC/BC role to edit test settings in TIDE. \*NOTE\* All accommodations require an IDEA/IEP or Section 504 plan. This flag must be set for a student before an accommodation can be updated in TIDE. Click here to review the [Smarter Balanced Usability, Accessibility, and Accommodations Guide \(UAAG\)](#), [MSA UAAG](#), or [Alternate MSA UAAG](#).

### 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 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 includes a student’s username for logging in to a test.

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

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

### How School-level Users Manage 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 test completion rates
- How district-level users view report of test status codes

## How Teachers and Test Administrators 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 test administrators back to the instructions presented in the district-level user section.

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

#### How Teachers and Test Administrators View User Accounts in TIDE

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

#### How Teachers and Test Administrators Manage Student Information

Teachers and test administrators 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 Secure File Center.

Like district- and school-level users, teachers and test administrators can also specify students' accommodations and test tools by following the procedure in the section "[How district-level users add or modify multiple student accounts all at once.](#)"

#### How Teachers and Test Administrators Manage Rosters

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

Like district- and school-level users, teachers and test administrators 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.](#)"

### How Teachers and Test Administrators Use TIDE During Testing

During testing, teachers and test administrators 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 Test Administrators Print Test Tickets

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

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

How district-level users print test tickets from student lists

How district-level users print test tickets from roster lists

### How Teachers and Test Administrators Monitor Test Progress

Like district- and school-level users, teachers and test administrators 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 Test Administrators Only (TAO) Perform Tasks in TIDE

The designated role of TAO grants the user permission to log in to TIDE, while restricting any capabilities to make alterations, modifications, or view student information. The TAO user role is a specialized access level designed for individuals who will be administering assessments at an off-site learning center. TAO users have limited permissions tailored to facilitate administration of assessments.

TAO's have access to the following tasks in TIDE:

- Login to TIDE
- Access the Secure File Center
- View/edit TIDE account information
- Reset password
- Access the Help Guide
- Switch Applications

It is essential to note that creating a roster and adjusting student support or accommodations are tasks that must be performed by a user with the appropriate school or district level role in TIDE.



## Appendix

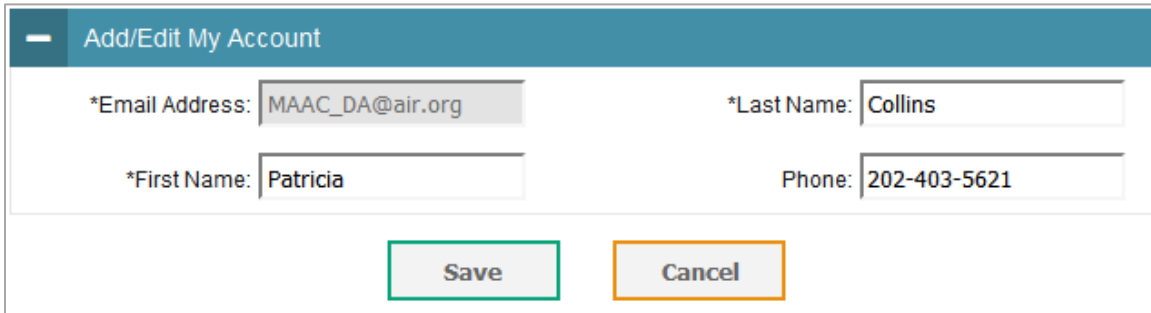
### Account Information

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 (Figure 37), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (Figure 34).
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 34. Fields in the My Contact Information Page



The screenshot shows a web form titled "Add/Edit My Account". It contains four input fields: "\*Email Address:" with the value "MAAC\_DA@air.org", "\*Last Name:" with the value "Collins", "\*First Name:" with the value "Patricia", and "Phone:" with the value "202-403-5621". Below the fields are two buttons: "Save" (highlighted with a green border) and "Cancel" (highlighted with an orange border).

## 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 (Figure 37), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (Figure 35).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 35. Administration Details Window

The screenshot shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the User Role, Test Administration, District, and School (as applicable):". The form contains three dropdown menus: "User Role" (with "User Role" selected), "Test Administration" (with "Test Administration" selected), and "\*State" (with "State" selected). A "Submit" button is located at the bottom center of the form.

### 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.	Re-open a test Grace period extension
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.	Up to 1,000 alphanumeric characters.

\*Required field.

### 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
SSID*	State-assigned student identifier.	Up to 10 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute.	Interim Testing Grade
Subject*	Subject of assessment.	One of the following: <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• English</li> <li>• Science</li> </ul>
Interim Grade*	Student's interim grade.	Any of the following: Grade level in the format "Grade 3, Grade 4, etc." None

\*Required field.

### 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.
Interim Test Grade	Indicates the interim grades set up for the student.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Opportunity	The opportunity number for that student's specific record.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity. This column also shows the number of items to which a student has responded and the total number of items on the test.
Results ID	The unique identifier linked to the student's results for that specific opportunity.

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

### 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.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student’s unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

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\*Required field.

### 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.
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.
Percent Remote Session	Percentage of students who took the test remotely (Interim assessments only).
Total Student Remote Session	Number of students who took the test remotely (Interim assessments only)
Test Type*	Indicates whether the test is a Component Test or part of a Scoring Combo test.
Enrolled Grade*	Student's enrolled grade. *This column is only populated if you select the <b>Show By Grade</b> option.

### Columns in the Test Settings Upload File

You can use the information in the table below to [upload student accommodations and test 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-CAT Mathematics
Tool Name	Name of the tool or accommodation.	the table "Valid Values for Tool Names."
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	the table "Valid Values for Tool Names."

\*Required field.

### Columns in the User Upload File

You can use the information in the table below to [add or modify multiple user accounts all at once through file upload](#).

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
First Name*	User's first name.	Up to 35 characters.
Last Name*	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 Number	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, <a href="#">User Role Permissions</a> .	One of the following: AR—Authorized Representative STC—School Test Coordinator BC—Building Coordinator TA—Test Administrator PR—Proctor TAO – Test Administration Only† 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.

†Note: the “Test Administration Only” (TAO) user role is a specialized access level designed for individuals who will be administering assessments at an off-site learning center. The “TAO” user role should only be selected for these specific individuals.

## D

### Deleting Records from TIDE

You can delete existing records for users, and rosters 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:
4. Mark the checkboxes for the record you want to delete.
5. 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

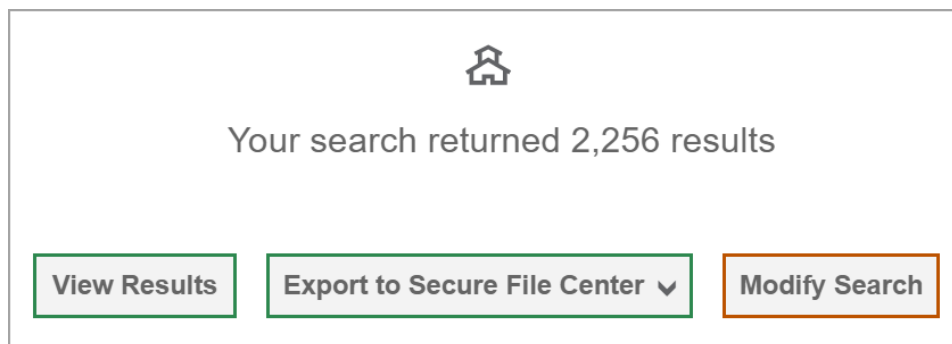
### Exporting Records in TIDE

You can export search results for users, students, rosters, students’ test settings, and appeal requests to the Secure File Center.


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

Figure 36. Search Results



You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
3. Mark the checkboxes for the record you want to export.
4. Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and then select Excel or CSV.

## F

### Fields in the Demographics Panel

You can use the information in the table below on [How to modify existing records one at a time](#).

Field	Description
SSID*	Student's Statewide Student Identifier (SSID) within the enrolled district.
Last Name*	Student's last name.
First Name*	Student's first name.
Middle Name	Initial of student's middle name.
Gender	Student's gender.



Field	Description
Birth Date*	Student's date of birth.
Grade	Grade in which student is enrolled during the test administration.
IDEA Indicator/IEP	Student's IDEA/IEP status.
LEP Status	Student's LEP status.
Section 504	Student's 504 status.
Economic Disadvantage Status	Student's economic disadvantage status
Primary Disability Type	Student's primary disability.
Alternate Assessment	Student eligibility for the alternate assessment.
Race and Ethnicity	Student's race and ethnicity.

\*Required field.

### Fields in the Test Settings and Tools Panels

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

Field	Description
<b>Visual Presentation</b>	
Color Choices	List of available color settings.
Glossaries (English and Translated)	List of available languages for students to view a glossary for certain words in the test content.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Mouse Pointer [Size and Color]	List of available colors and sizes for mouse pointer
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use preapproved hardware or software with secure browser.
Streamlined Mode	Toggles Streamlined Mode setting on or off, displaying test content vertically
Text-to-Speech (TTS)	Sets which test content is administered with the TTS accommodation
Zoom	List of available zoom levels

Field	Description
Embedded Accommodations	
Braille Transcript	Toggles Transcriptions tool on or off, displaying audio content transcripts
Braille Type	List of available braille types for test content.
Closed Captioning (Listening Items)	Toggles the Closed Captioning tool on or off, displaying captions for audio content.
Language	List of available languages for test content.
Sign Language (Embedded)	Toggles the Sign Language tool on or off, displaying videos translating test content into ASL.
Speech-to-Text (Embedded)	Toggles the Speech-to-Text tool on or off, allowing student to dictate responses on constructed response items.
Word Prediction (Embedded)	Toggles the Word Prediction tool on or off, suggesting words to students as they type responses for test items.
Non-Embedded Designated Supports	
Non-Embedded Designated Supports	List of available non-embedded designated supports.
Non-Embedded Accommodations	
Non-Embedded Accommodations	List of available non-embedded designated accommodations.
Print on Request	Toggles the Print on Request tool on or off, allowing students to request test content to be printed.

### 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, <a href="#">User Role Permissions</a> .
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.
Completed TA Cert. Course	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a flag.

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\*Required field.

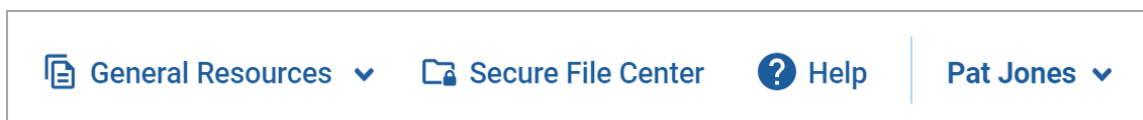
### H

#### Hand-Scoring Resources

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

1. From the **General Resources** drop-down list in the banner (Figure 37), select **Interim Materials**. The *Interim Materials* page appears.

Figure 37. TIDE Banner



2. Select the download link for the required resource.

3.

## L

### List of Appeal Requests by Test Status

You can use the information in the table below to [manage appeal requests](#).

Test Status	Re-open a test	Grace Period Extension
Approved		
Completed	✓	
Denied		✓
Expired	✓	
Paused		✓
Pending		
Processing		
Reported	✓	
Review		
Scored	✓	
Started		
Submitted	✓	
Suspended		
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.
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.
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 revert 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)	<p>Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:</p> <ul style="list-style-type: none"> <li>• If resuming the test within 20 minutes, student can review previously answered questions.</li> <li>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.</li> </ul> <p>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</p>
Re-open a test	Reopens a test that was completed, invalidated, or expired.

## P

### Password Information

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

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

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

- **If you forgot your password:**

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

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


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

- **Additional help:**

If you are unable to log in, contact the Montana Assessment 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:

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

b. 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 ([Figure 38](#)). This section explains how to use this search panel and navigate search results.

Figure 38. Sample Search Panel

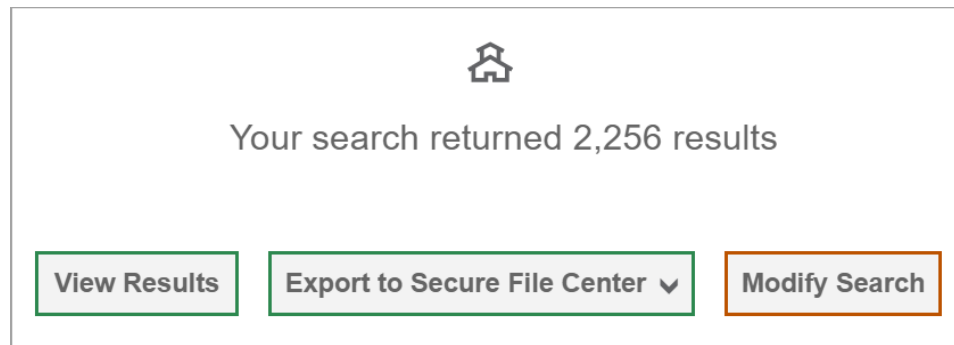
1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school drop-down lists on the student search pages will allow you to select one, multiple, or all values. Similarly, the 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:
3. To include an additional search criterion in the search, select it and select Add or Add Selected as available
4. *Optional:* To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.
5. Select **Search**.
6. If searching for users, students, students' test settings, and appeal requests, proceed to the next step.
7. If searching for other types of records, such as rosters, skip to step [14](#).
8. In the search results pop-up window ([Figure 39](#)) 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:
9. To view the retrieved records on the page, select **View Results**. Continue to step [14](#). This option is not available if TIDE detects that this action might adversely affect its performance.

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Figure 39. Search Results Pop-up Window



10. To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.
11. To return to the page and modify your search criteria, select **Modify Search**. Repeat steps 1-5.
12. The list of retrieved records appears below the search panel ([Figure 40](#)).

Figure 40. Sample Search Results

View/Edit Students

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Number of students found: 548

Filter results






Records | Page: << 1 of 11 >>

Edit	School Information			Student Information							Non-Embedded Accommodation - Alternate Assessments	
	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Date of Birth (MMDDYYYY)	EOC Exam Eligibility		Parental Consent for Remote Administration Video Monitoring
<input type="checkbox"/> <input type="button" value="Edit"/>	9999	99998	9998			Sydney		Female				
<input type="checkbox"/> <input type="button" value="Edit"/>	9999	99998	9998			Taylor		Female				

13. *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.
14. *Optional:* To sort the search results by a given column, select its column header.
15. To sort the column in descending order, select the column header again.



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16. *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.
17. *Optional:* If the search results span more than one page, select  or  to view previous or next pages, respectively.
18. *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.


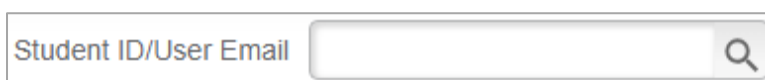
1. In the *Find Student/User by ID* field, enter a student's SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.
2. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

Figure 41. Find Student ID/User Email Search Field



The image shows a search input field with the placeholder text "Student ID/User Email" and a magnifying glass search icon on the right side.

### Secure File Center

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

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

### Viewing Documents in the Secure File Center

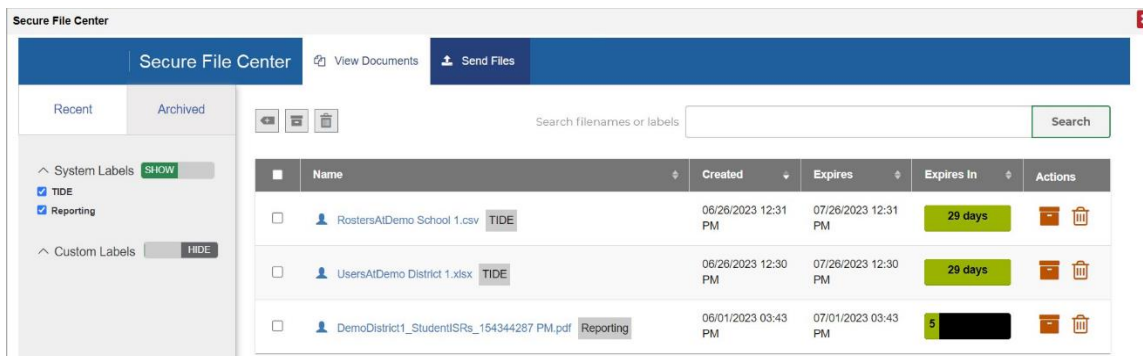
The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure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

1. From the TIDE banner (Figure 37), select **Secure File Center**. The **Secure File Center** page appears (Figure 42). By default, TIDE displays the *View Documents* tab.

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2. *Optional:* Select the file view from the available tabs:
  - a. **Recent:** This is the default view and displays all the files except for the ones that you have archived.
  - b. **Archived:** Displays the files that you have archived.

Figure 42. Secure File Center Window: View Documents Tab



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:


- a. To download a file, select the file name.

- b. 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**.

9. To archive a file, select . To return a file to the Secure File Center from the Archived tab, select .

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10. To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

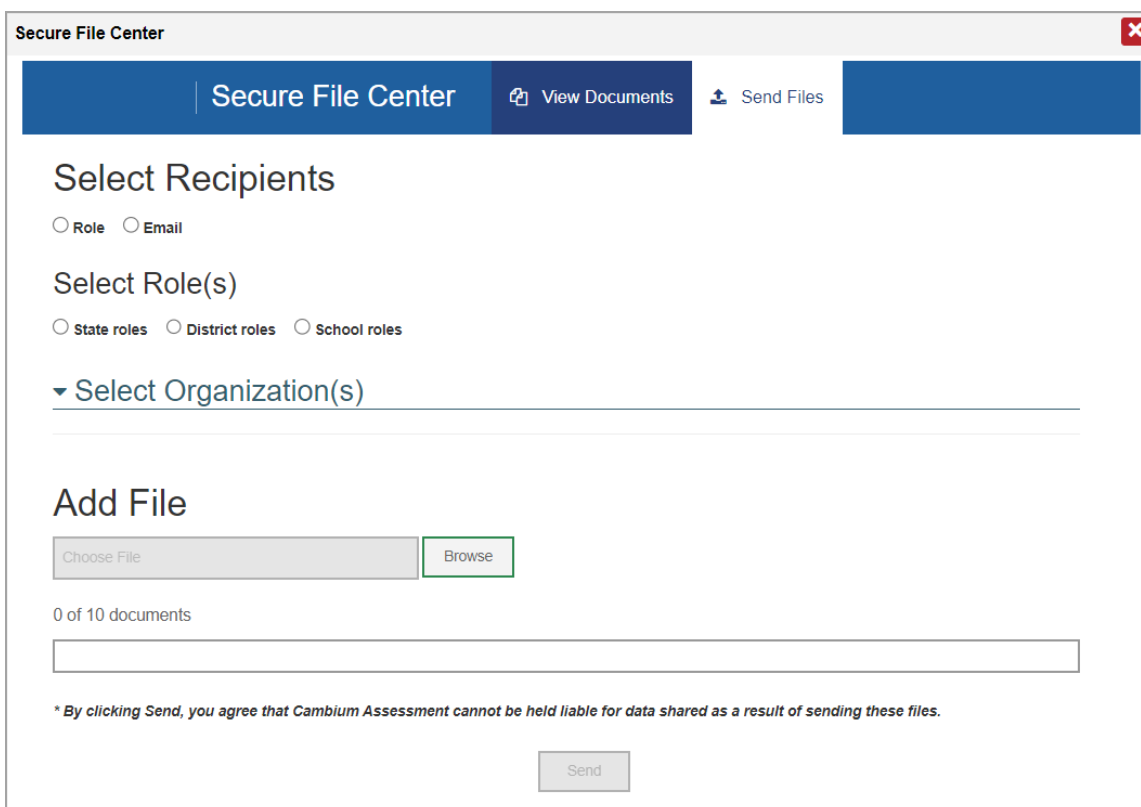
### Sending Files from the Secure File Center

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (Figure 37), select **Secure File Center**. The **Secure File Center** page appears (Figure 42). By default, TIDE displays the *View Documents* tab.
2. Select the **Send Files** tab. The **Send Files** page appears (Figure 43).
3. In the *Select Recipients* field, do one of the following:
  - a. Select **Role** to send a file or files to a group of users by user role.
  - b. Select **Email** to send a file or files to a single recipient by email address.

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

Figure 43. Secure File Center Window: Send Files Tab



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.

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5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to TIDE’s user role hierarchy. For example, district-level users will be able to filter at their role level and below.
7. If you selected **Role** in step [3](#), skip this step. If you selected **Email** in step [3](#), enter the email address of the recipient to whom you wish to send a file or files.
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.
10. Select **Send**.

Files display in the Secure File Center after you send them.

## 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 TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> <li>• The student paused his or her test by selecting the <b>Pause</b> button.</li> <li>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</li> <li>• The test administrator stopped the session the student was testing in.</li> <li>• The test administrator paused the individual student’s test.</li> </ul> The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.

Status	Definitions
Reported	The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the online Reporting System. Some items must be hand scored before they appear in online Reporting System.
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 online Reporting System. Note: All tests go through an internal scoring process during quality assurance review.

## U

### User Role Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE. Refer to the User [Roles and Access](#) document on the Montana testing portal for information on which users can access specific features and tasks within each CAI system. User guides are available for each system containing complete information about system features and functions.

### User Support

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

The Helpdesk is open 6:00 a.m. – 6:00 p.m. MT (except holidays or as otherwise indicated on the State Assessment Portal).

**Montana Assessment Helpdesk**

Toll-Free Phone Support: 1-877-365-7915

Email Support: [mthelpdesk@cambiumassessment.com](mailto:mthelpdesk@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.

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- 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
Braille Transcript	Availability of braille transcripts	Off	ELA
		On	ELA
Braille Type	Type of Braille in which test items are printed.	UEB Contracted with Nemeth Math	ELA, Mathematics, Science
		UEB Uncontracted with Nemeth Math	ELA, Mathematics
		UEB Contracted with UEB Math	Mathematics
		UEB Uncontracted with UEB Math	Mathematics
		Not Applicable	ELA, Mathematics, Science
Color Choices	Selected color of test text and background	Blue, Light blue, Black on cream, Gray, Light gray, Medium Gray on Light Gray Green, Light green, Magenta, Light magenta, White on navy, White on red, Red on white, Yellow, Light yellow, Yellow on Blue; Yellow on black, and Reverse Contrast.	ELA, Mathematics, Science, Alt Science
Closed Captioning (Listening Items)	Availability of closed captioning.	Off	ELA
		On	ELA
Glossaries (English and Translated)	List of available glossaries.	English	ELA, Mathematics
		Arabic Glossary, Burmese Glossary, Cantonese Glossary, Filipino Glossary, Hmong Glossary, Illustration Glossary, Korean Glossary, Mandarin Glossary, Punjabi Glossary, Russian Glossary, Somali Glossary, Spanish Glossary, Tagal Glossary, Ukrainian Glossary,	Mathematics

Tool Name	Description	Valid Value	Applies to
		Vietnamese Glossary All translated language glossaries can be combined with English and Illustration	
		No Word List Available	ELA, Mathematics
Language	Sets language display for test content.	English	ELA, Mathematics, Science, Alt Science
		Braille	ELA, Mathematics, Science
		Spanish	Mathematics, Science
Masking	Availability of masking tool.	Off	ELA, Mathematics, Science, Alt Science
		On	ELA, Mathematics, Science, Alt Science
Mouse Pointer [Size and Color]	List of available mouse pointers.	Large Black, Extra Large Black, Large Green, Extra Large Green, Large Red, Extra Large Red, Large White, Extra Large White, Large Yellow, Extra Large Yellow	ELA, Mathematics, Science, Alt Science
		System Default	ELA, Mathematics, Science, Alt Science
Permissive Mode	Availability of permissive mode.	Off	ELA, Mathematics, Science, Alt Science
		On	ELA, Mathematics, Science, Alt Science
Print on Request	Sets which test content can be requested for printing.	Items	ELA, Mathematics, Science, Alt Science
		Passages	ELA
		Passages and Items	ELA
		Stimuli	Mathematics, Science, Alt Science
		Stimuli and Items	Mathematics, Science, Alt Science
		None	ELA, Mathematics, Science, Alt Science
Streamlined Mode	Availability of streamlined mode.	Off	ELA, Mathematics, Science, Alt Science

Tool Name	Description	Valid Value	Applies to
		On	ELA, Mathematics, Science, Alt Science
Sign Language (Embedded)	Availability of American Sign Language video.	Off	ELA, Mathematics
		On	ELA, Mathematics, Science, Alt Science
Speech-to-Text (Embedded)	Availability of Speech-to-Text	Off	ELA, Mathematics
		On	ELA, Mathematics
Text-to-Speech (Designated Supports and Accommodations)	Sets which test content should read aloud	Items	ELA, Mathematics, Science
		Passages	ELA
		Passages and Items	ELA
		Stimuli	Mathematics, Science
		Stimuli and Items	Mathematics, Science
		None	ELA, Mathematics, Science
Word Prediction (Embedded)	Availability of Word Prediction	Off	ELA
		On	ELA
Zoom	Sets default zoom level for test content.	1X	ELA, Mathematics, Science, Alt Science
		1.5X, 1.75X, 2.X, 3X, 5X, 10X, 15X, 20X	ELA, Mathematics, Science, Alt Science



## Change Log

Location	Change	Date
Throughout	Added the following section: How district-level users generate upload-ready student settings files	1/23/2024