Montana Office of Public Instruction

Test Information and Distribution Engine User Guide

2021-2022

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Introduction to TIDE

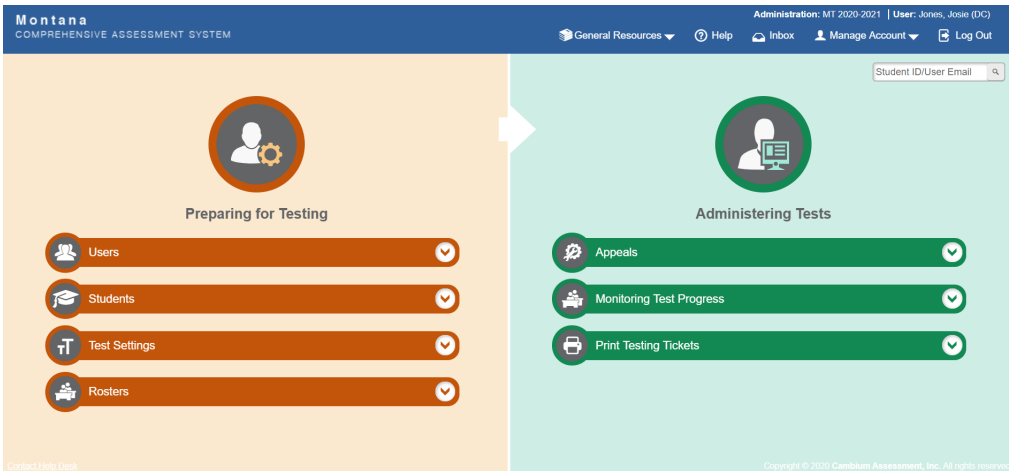
This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access Cambium Assessment, Inc. (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 the Reporting System System can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage appeal requests, and monitor test progress. After testing, TIDE users can clean up data.

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 users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.

Figure 1. TIDE Dashboard



- You can modify **student** test settings so students can take the correct tests with the correct test settings. 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 the Reporting System so those systems can display scores at the classroom, school, district, and state levels.
- You can print hard-copy **test tickets** that include a student's user name so the student can log in to a test.
- You can add new appeal requests or modify existing appeal requests if a test must be retaken or reopened.
- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.

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 and Log in to TIDE**
- **How District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers & 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. The Montana Office of Public Instruction will upload the student's information in TIDE. Students not present in TIDE will not be able to test. If a student is not present in TIDE, check with your System or Building Testing Coordinator and ensure the student information is accurate in the district's student information system (SIS). Rosters not added to TIDE will not be available in the Reporting System and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

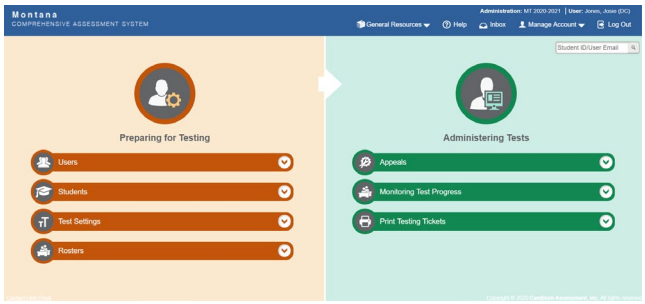
All TIDE users must be familiar with the following actions, as they are the same for Users, Rosters, and Appeal Requests:

- **Adding** new records or **modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

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**.

Figure 2. TIDE Dashboard



2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User

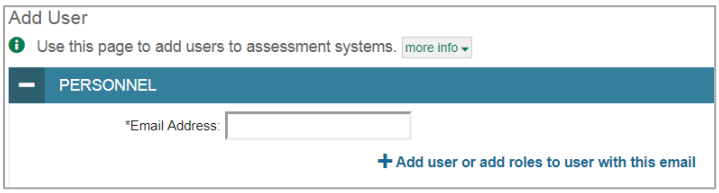
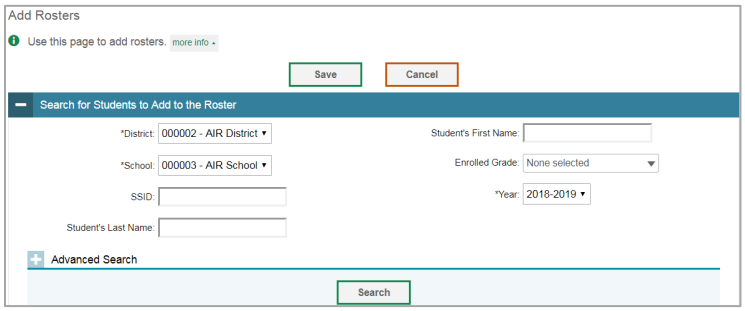


Figure 4. Add Roster

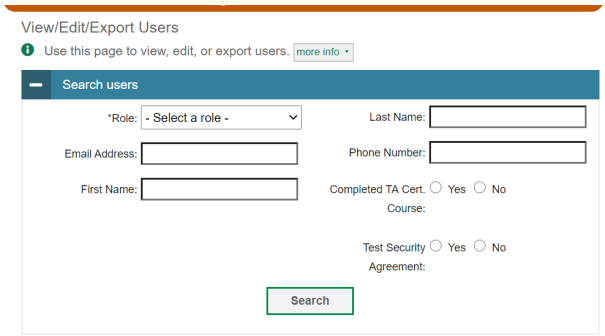


How to modify existing user records one at a time

You can view and edit existing records for users in the school system (such as SC, TE, and TA) 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.

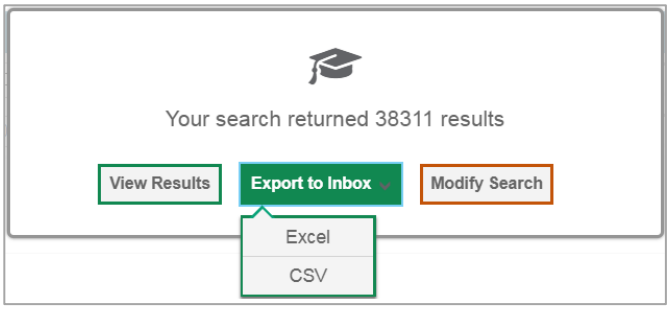
1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 5. View/Edit/Export Users



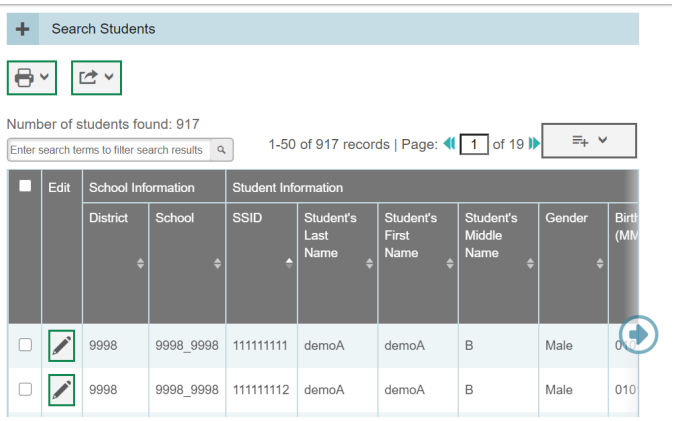
2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search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

Figure 6. Search Results



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

Figure 7. View/Edit/Export Search Results

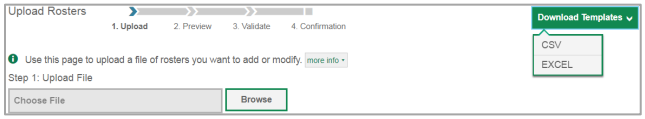


How to add or modify multiple records at once

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

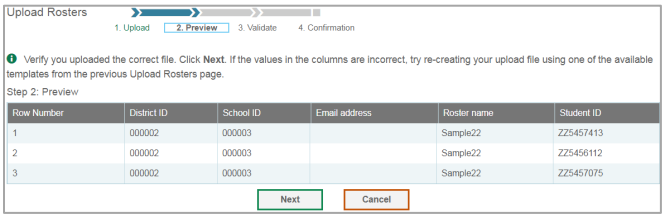
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 8. Upload Roster



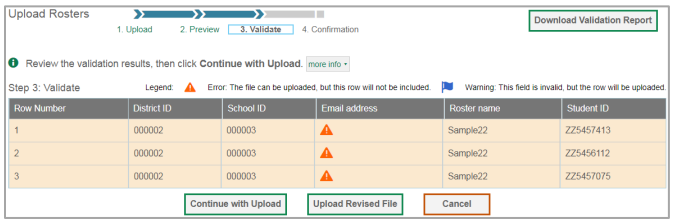
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 9. Upload Roster Preview Page



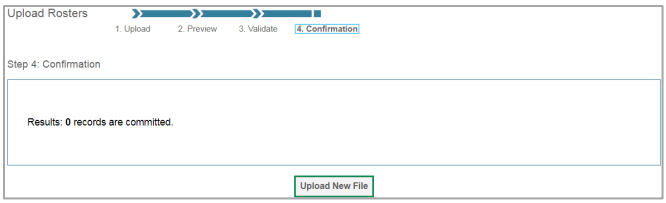
3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 10. Upload Roster Validation Page



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

Figure 11. Upload Roster Confirmation Page



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

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

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@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

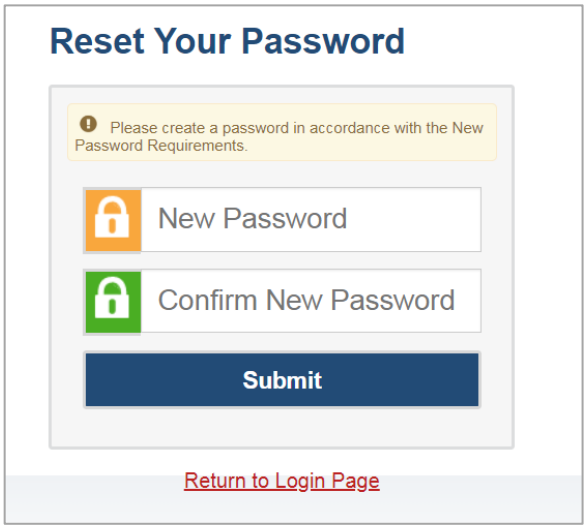
1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 12).

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

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 19) in the portal page.

Figure 12. Reset Your Password Page

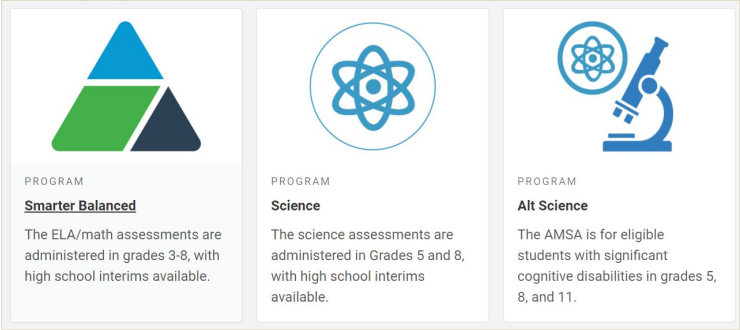


How to reactivate your account at the beginning of the school year

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

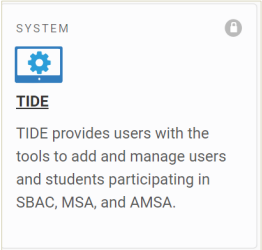
1. Navigate to the Montana Assessment (http://mt.portal.cambiumast.com).
2. Select the assessment card you will be administering.

Figure 13. Assessment Cards on Portal



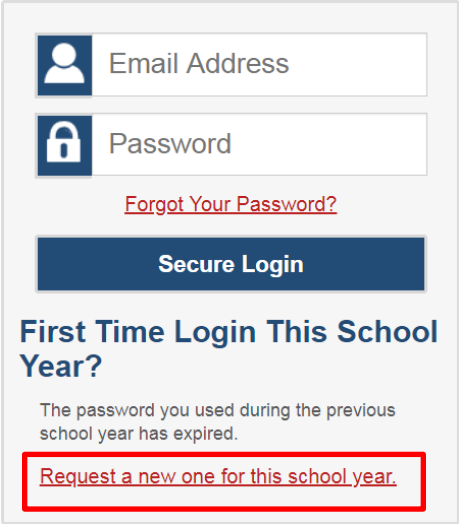
3. Select **TIDE** (see Figure 14). The ***Login*** page appears (see Figure 15).

Figure 14. TIDE Card



4. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (see Figure 16).

Figure 15 Login Page



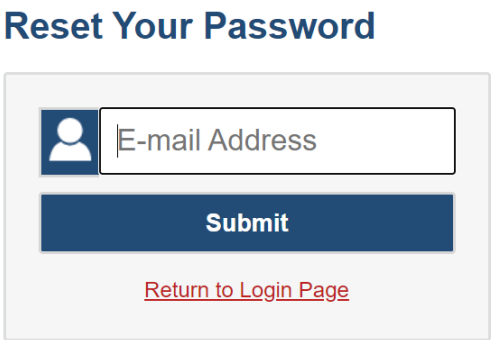
5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

6. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 16).

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 16. Fields in the Reset Your Password: Find Account Page

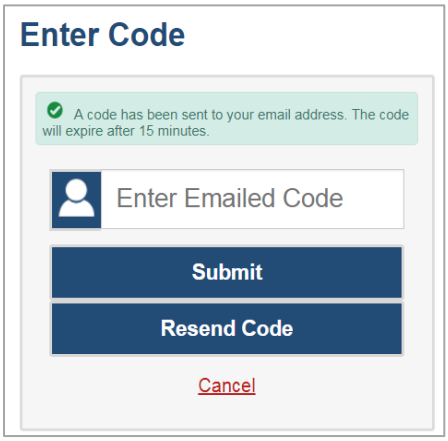


During the reactivation process, you will be taken to the ***Enter Code*** (see Figure 17) page and asked to provide the authentication code sent to your email.

- 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 17. Enter Code Page

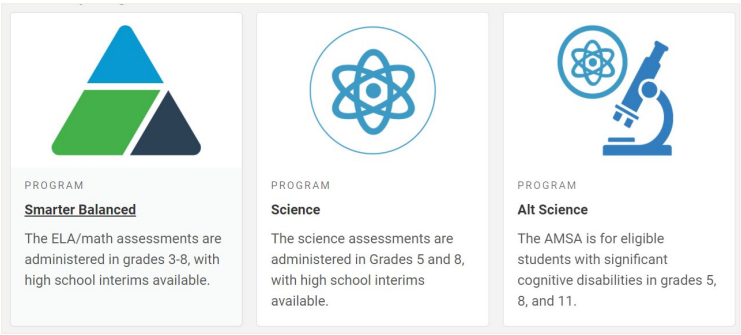


How to log in to TIDE

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 and state privacy laws.

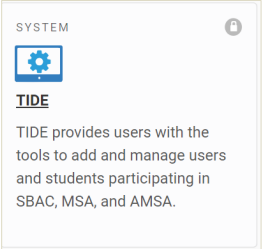
1. Navigate to the Montana Assessment (http://mt.portal.cambiumast.com).
2. Select the assessment card you will be administering.
3. Select your user role.

Figure 18. User Cards on Portal



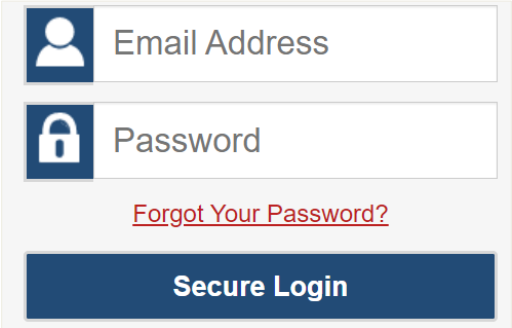
4. Select **TIDE** (see Figure 19). The ***Login*** page appears (see Figure 20).

Figure 19. TIDE Card



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

Figure 20. Login Page



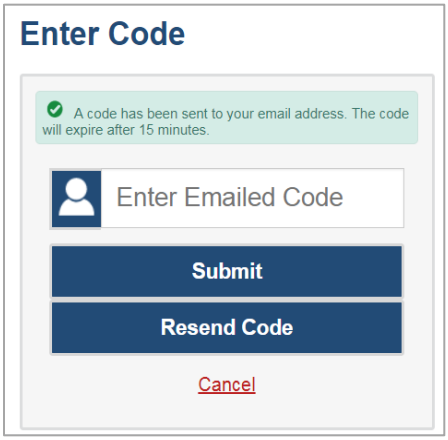
6. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 21) 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**.

Figure 21. Enter Code Page



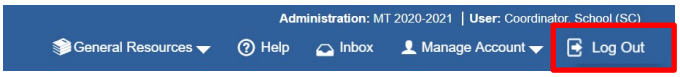
The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

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

How to log out of TIDE

- In the TIDE banner (see Figure 22), select **Log Out**.

Figure 22. Log Out



Logging out of TIDE logs you out of all Montana Assessment systems housed within the Montana Testing Portal.

For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

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.
- District-level users can update **student test settings** to ensure correct tests are assigned. If student accounts are not present in TIDE before testing begins, those students will not be able to test. Contact your district's System Test Coordinator if a student is not present in TIDE.
- Set up **rosters** so the Reporting System 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 who have not had an account at the district in the previous year in order to sign in to TIDE and other CAI systems. If new users don't have accounts set up in TIDE, they will not be able to access any CAI systems. All users who had accounts in FY2020–2021 will have their accounts rolled over and will need to set a new password as outlined on page 7.

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

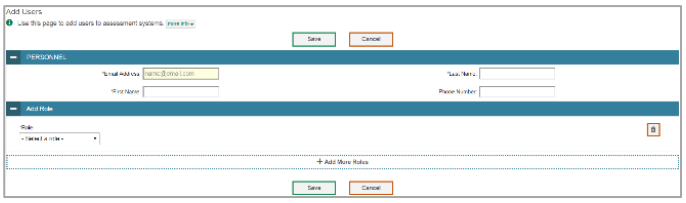
You can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, see the section "How to add records one at a time" in the Introduction.

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

Figure 23. Add User

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

Figure 24. Add User – Additional Fields



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

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 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 user 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

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

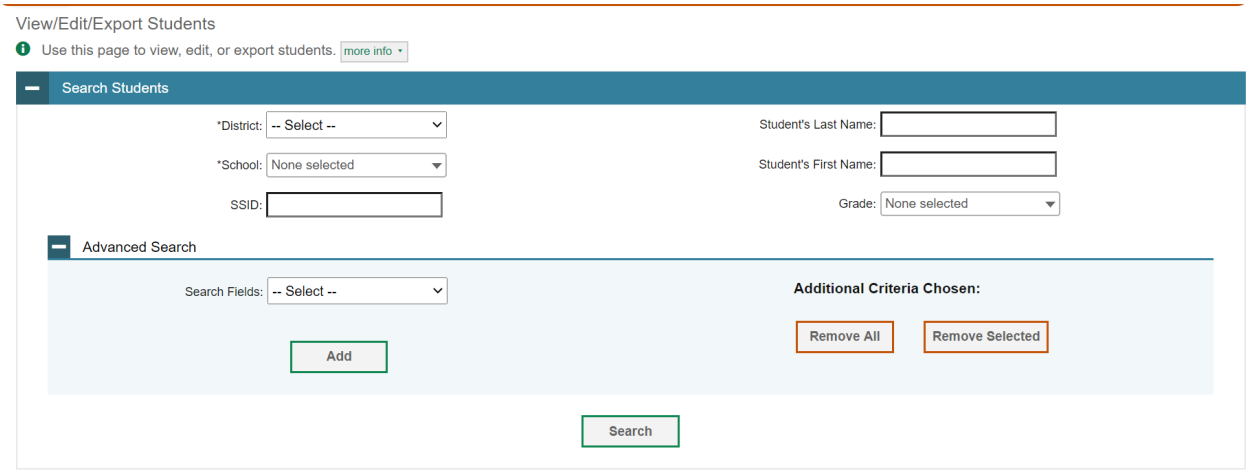
You can view detailed information about a student's record. You can also view a student's test participation report, if available.

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

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

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

Figure 25. View/Edit/Export Students



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

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

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

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

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

6. Select **Save**.

7. In the affirmation dialog box, select **Continue** to return to the list of students test settings.

How district-level users specify student accommodations and test tools

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

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

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

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

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

How district-level users upload student 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 and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The ***Upload Test Settings and Tools*** page appears.

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

How district-level users 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.

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

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

About the Interim Grades Upload File

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

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

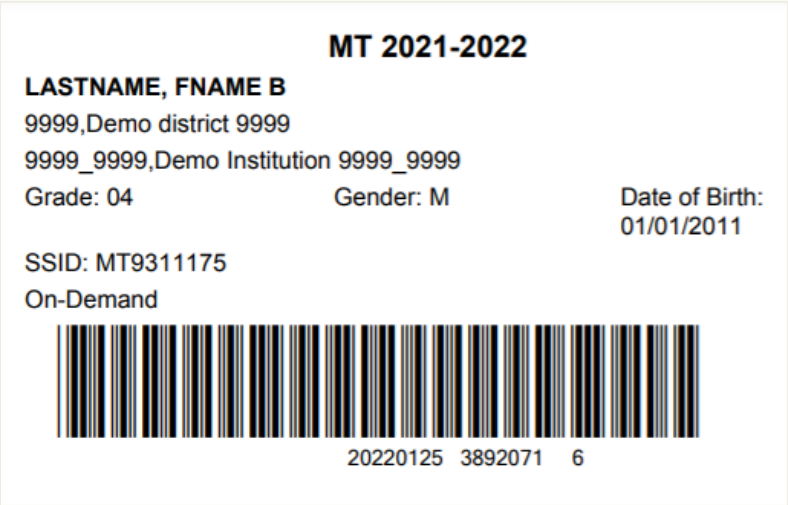
How district-level users print PreID labels from student lists

A PreID label (see Figure 26) is a label that you affix to a student's testing materials, such as an answer booklet.

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

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

Figure 26. Sample PreID Label



How District-level Users Manage Rosters

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

The rosters you create in TIDE are available in the Reporting System. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

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

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

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different

teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

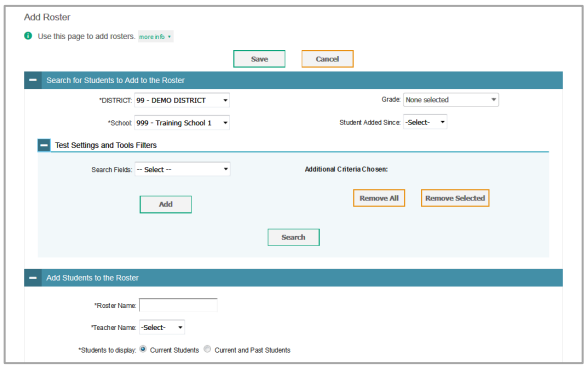
You can only create rosters from students associated with your school or district.

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 27).

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 27. Add Roster Form



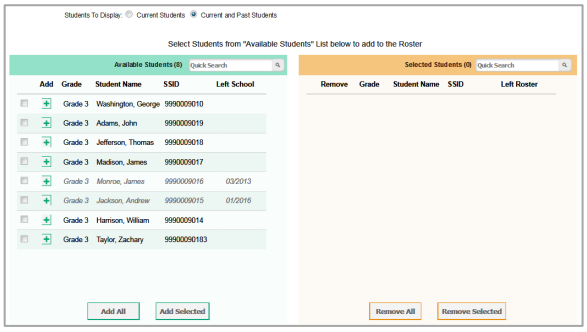
3. In the *Add/Remove Students to the Roster* panel (see Figure 28), do the following:

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

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

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

Figure 28. Add/Remove Students to Roster Panel: Current and Past Students



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

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

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

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

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

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

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

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

  You can modify existing rosters by performing the following steps:

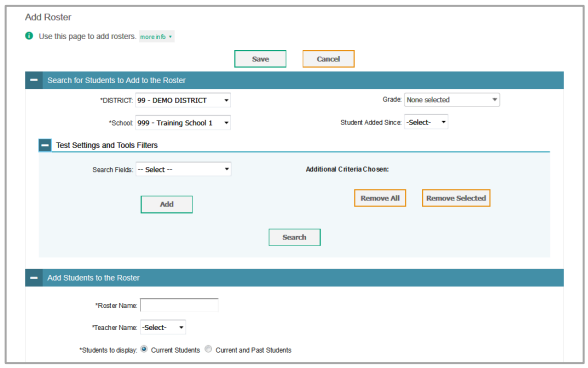
1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The ***View/Edit/Export Roster*** page appears.

2. Retrieve the roster record you want to view or edit by following the procedure in the section "How to modify existing user records one at a time" in the Introduction.

3. In the list of retrieved rosters, select for the roster whose details you want to view. The ***View/Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 29).

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 user records one at a " in the Introduction.

Figure 29. Add Roster Form



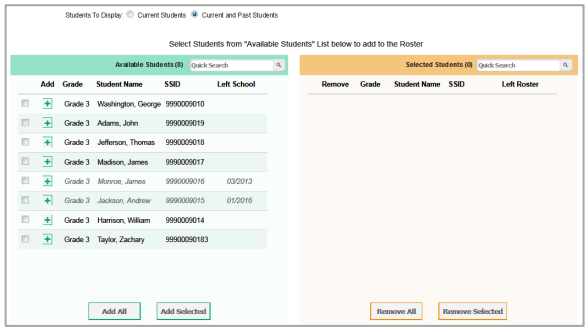
5. In the *Add/Remove Students to the Roster* panel (see Figure 30), do the following:

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

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

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

Figure 30. Add/Remove Students to Roster Panel: Current and Past Students



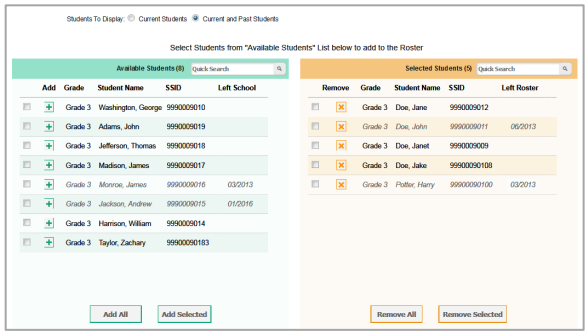
- **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated 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 they were 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, they are listed in the *Available Students* list as a regular student. However, if they have left the school then their record will appear in the *Available Students* list with the date they 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 31. Modifying a Roster: Current and Past Students



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

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

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

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

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

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

How District-level Users 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**.

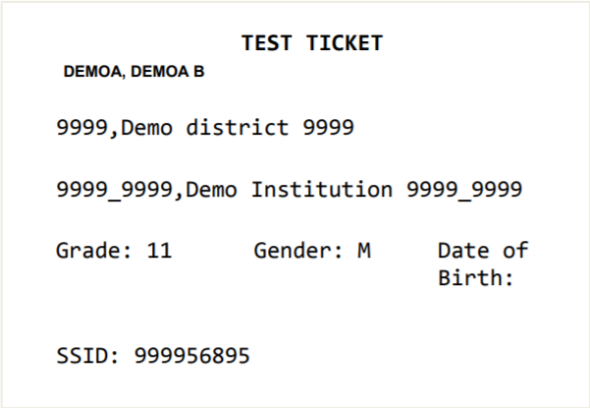
- View reports of students' **current test statuses**, **test completion rates**, and **test status codes**.

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 32. Sample Test Ticket


TEST TICKET

DEMOA, DEMOA B

9999,Demo district 9999

9999_9999,Demo Institution 9999_9999

Grade: 11 Gender: M Date of Birth:

SSID: 999956895

How district-level users print test tickets from student lists

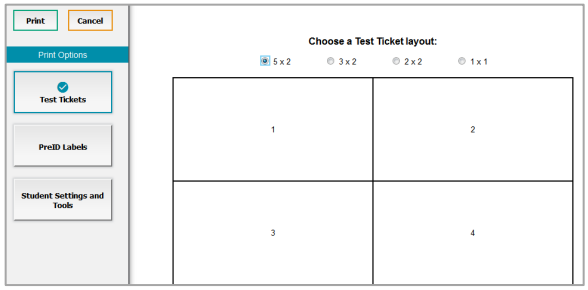
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select 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:
   - To print test tickets for specific students, mark the checkboxes for the students you want to print.
   - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
   - To print test tickets for selected students, select **My Selected Test Tickets**.
   - To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 33), 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 33. Layout Model for Test Tickets



How district-level users print test tickets from roster lists

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

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

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

4. Do one of the following:

   - Mark the checkboxes for the rosters you want to print.

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

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

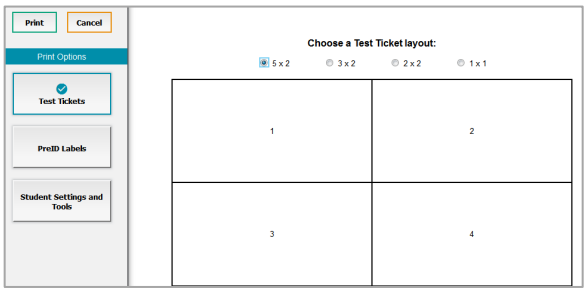
5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 34).

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.

Figure 34. Layout Model for Test Tickets



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 the Reporting System.

Appeal requests are a way of interrupting this normal flow. A test administrator 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, see the table "List of Appeal Request Types" in the appendix.

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

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

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

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

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

   a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The ***Create Appeal Requests*** page appears (see Figure 35).

   b. Select a request type.

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

   d. Select **Search**. TIDE displays the found results at the bottom of the ***Create Appeal Requests*** page (see Figure 36).

2. Mark the checkbox for each result for which you want to create a test 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.

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

Figure 35. Selection Fields in the Create Appeal Requests Page

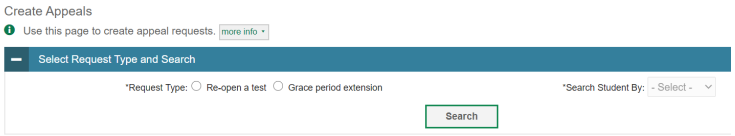
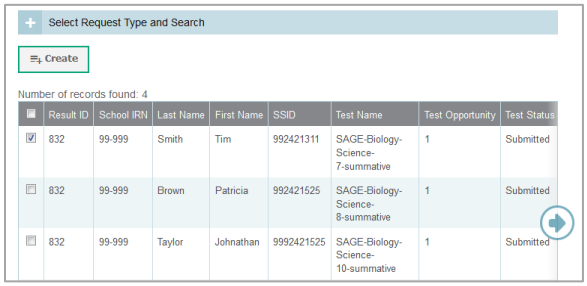


Figure 36. Retrieved Test Results



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

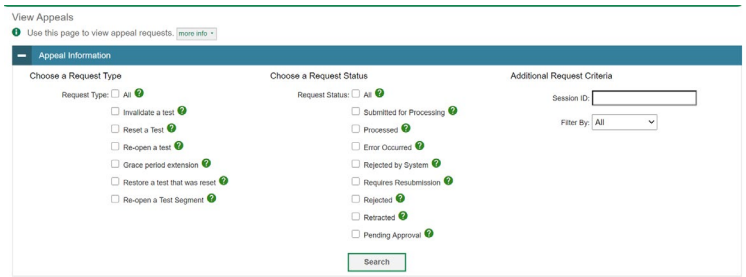
6. Select **Submit**. TIDE displays a confirmation message.

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

You can view and export existing appeal requests.

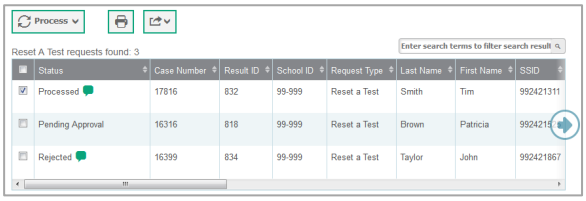
1. From the **Appeal Requests** task menu on the TIDE dashboard, select **View Appeals**. The ***View Appeals*** page appears (see Figure 37).

Figure 37. Selection Fields in the View Appeals Page



2. Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. Figure 38 shows retrieved appeal requests.

Figure 38. Retrieved Appeal Requests



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

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

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

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

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

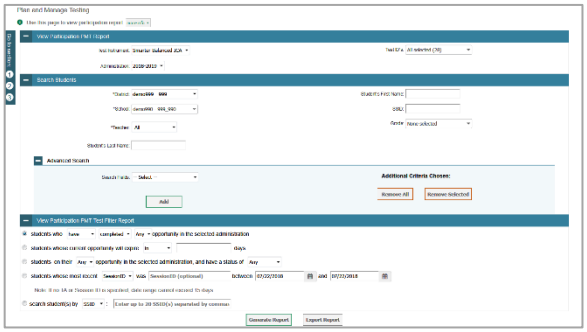
How district-level users view report of students' current test status

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 39).

Figure 39. Plan and Manage Testing Page



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

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

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

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

   d. *Optional*: From the **Filter By** drop-down list, select a specific test accommodation or demographic to filter the report.

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

3. In the *Search Students* panel, select the parameters for whose information to include in your report:

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

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

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

About the Teacher Drop-down List

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

associated roster, the plan and manage testing report shows the test attempts of the students included in the roster.

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

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

d. *Optional:* 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.

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

- Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
  - Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.
- Students whose current opportunity will expire {in/between} {number/range} days.
  - If you select "in", you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
  - If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).
- Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
- Students who have a status of {student test status} in the selected administration.
- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- Search student(s) by {SSID/Name}: {SSID/Student Name}

5. Do one of the following:

   - To view the report on the page, select Generate Report.

   To open the report in Microsoft Excel, select Export Report

Figure 40. Plan and Manage Testing Report

Name	District Name	School Name	SSID	Enrolled Grade	InterimTestGrade	Test	Language	Opportunity	TA Name	SessionID
LastName, Test	Demo district 9999	Demo Institution 9999_9999		07	RE:07; MA:07	Grade 7 ELA - Interim Assessment (ICA)		1	taross, taross	UAT-4818-2
LastName, Test	Demo district 9999	Demo Institution 9999_9999	MT9311456	10	RE:10; MA:10	Grade 10 ELA - Performance Task (ICA)		1	taross, taross	UAT-4818-2

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

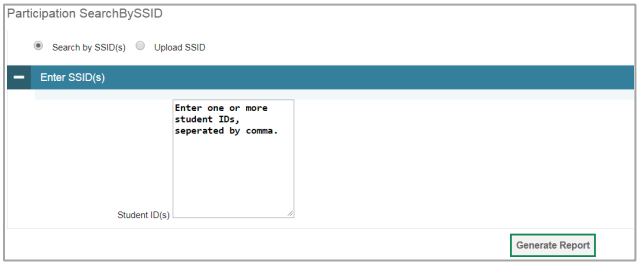
How district-level users view report of students' current test status by student ID

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see Figure 41).

Figure 41. Participation Search by SSID Page



2. Do one of the following:

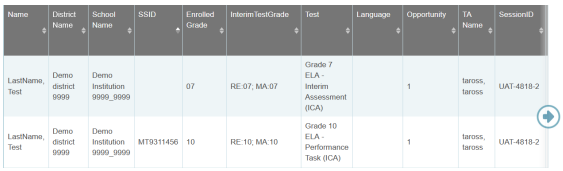
   - To enter students' SSIDs, select Search by SSID(s).Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

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

3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 42).

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

Figure 42. Plan and Manage Testing Report



Name	District Name	School Name	SSID	Enrolled Grade	Interim TestGrade	Test	Language	Opportunity	TA Name	SessionID
LastName, Test	Demo district 9999	Demo Institution 9999_9999		07	RE:07; MA:07	Grade 7 ELA - Interim Assessment (ICA)		1	taross, taross	UAT-4818-2
LastName, Test	Demo district 9999	Demo Institution 9999_9999	MT9311456	10	RE:10; MA:10	Grade 10 ELA - Performance Task (ICA)		1	taross, taross	UAT-4818-2

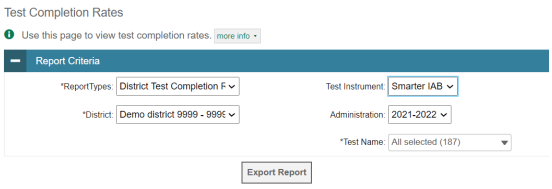
How district-level users view report of test completion rates

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

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

2. In the *Report Criteria* panel (see Figure 43), select the parameters for which tests to include in your report.

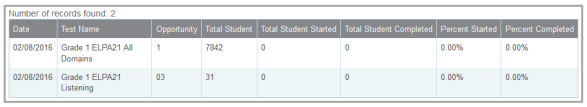
Figure 43. Test Completion Rates Search Fields



3. To open the report in Microsoft Excel, select **Export Report**. Figure 44 displays a sample Test Completion Rate report.

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

Figure 44. Test Completion Rate Report



Number of records found: 2

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

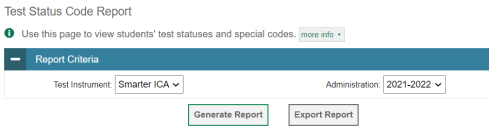
How district-level users view report of test status codes

The Test Status Code report displays all the non-participation codes for a test administration.

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

2. In the *Report Criteria* panel (see Figure 45), select search criteria for the test and administration.

Figure 45. Test Status Code Report Search Results



3. Do one of the following:

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

TIDE displays the tests and associated statuses and special codes (see Figure 46).

Figure 46. Test Status Code Report

Student Name	SSID	Test Name	Test Status	Opportunity	Date Started	Assigned School ID	Assigned School Name
LastName, Fname		Grade 3 ELA - Interim Assessment (ICA)		0		9999_9999	Demo Institution 9999_9999
LastName, Fname		Grade 3 ELA - Interim Assessment (ICA)		0		9999_9999	Demo Institution 9999_9999

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

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

How 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.
- Update **student test settings** to review test settings and ensure correct tests are assigned. 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 the Reporting System 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 for school-level users who have not had an account at the district in the previous year in order to sign in to TIDE and other CAI systems. If new users don't have accounts set up in TIDE, they will not be able to access any CAI systems. All users who had accounts in FY2021 will have their accounts rolled over and will need to set a new password as outlined on page 7.

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 edit student accommodations and test settings for testing. If students are not registered for testing, they will not be able to sign-in to a test.

These tasks can be performed following the procedure as described in the section "How District-level Users Update Students for Testing." For detailed information, please refer to the following sections:

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

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

How School-level Users Manage Rosters

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

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

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

How School-level Users 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 **appeal requests**.
- View reports of students' **current test statuses**, **test completion rates**, and **test status codes**.

How School-level Users Print Test Tickets

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

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

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

How School-level Users Manage Appeal Requests

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

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

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

How School-level Users Monitor Test Progress

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

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

How Teachers and 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 test settings** to ensure student details are properly entered into TIDE and edit student Universal Tools and Designated Supports as outlined in the UAAG, if necessary. All TE and TA users will need to contact their school-level user to turn on/edit student any accommodations. 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 the Reporting System 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 inbox.

Like district- and school-level users, teachers and test administrators can also specify students' Universal Tools and Designated Supports by following the procedure in the section "How district-level users specify student accommodations and test tools." All TE and TA users will need to contact their school-level user to turn on/edit student any accommodations noted in the UAAG. For detailed information, please refer to the following section:

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

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 the Reporting System 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." 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 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 district-level users view report of test status codes

Appendix

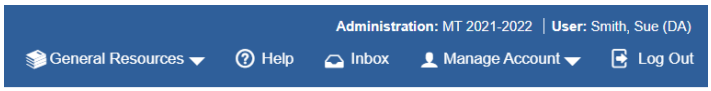
A

Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your System or Building Testing Coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see Figure 47), from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 48).

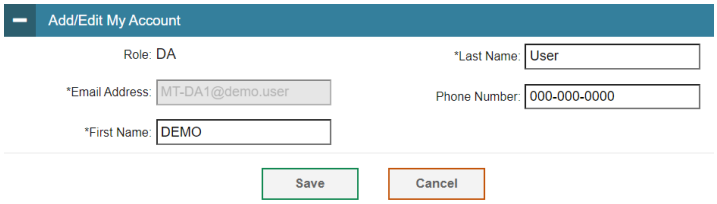
Figure 47. TIDE Banner



2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 48. Fields in the My Contact Information Page



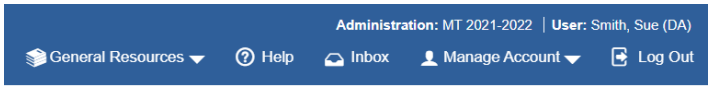
C

Changing Your Associated Test Administration, Institution, or Role

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

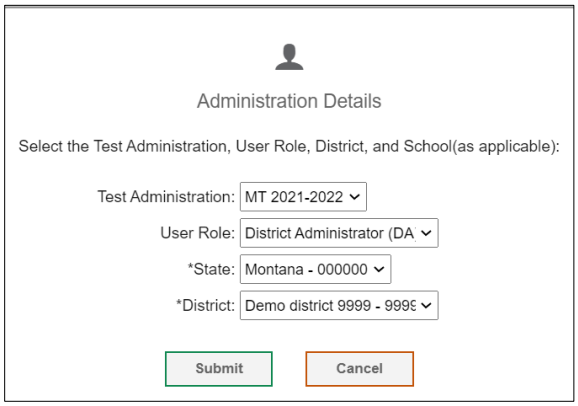
1. In the TIDE banner (see Figure 49), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 50).

Figure 49. TIDE Banner



1. Update the information as necessary.
2. Select **Submit**. A new home page appears that is associated with your selections.

Figure 50. Administration Details Window



Columns in the Appeal Request Upload File

Column Name	Description	Valid Values

Type*	Type of appeal request.	One of the following:
		`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

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

Field Name	Description	Valid Values
Subject*	Subject of assessment.	One of the following: • Mathematics • English • Science
Interim Grade*	Student's interim grade.	Any of the following: Two-character grade in the range 03–12. Add leading zero for single-digit numbers.

*Required field.

Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's Statewide Student Identifier number.
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current LEP	Indicates whether the student is an English Language Learner.
Challenge Up	Indicates whether a student took an on- or off-level test.
Interim 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).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The number of times a student has attempted the assessment.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.

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

Columns in the Roster Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in the Reporting System.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.

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

Columns in the Test Settings Upload File

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 ELA-PT Science Mathematics
Tool Name	Name of the tool or accommodation.	See the table “Valid Values for Tool Names.”
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table “Valid Values for Tool Names.”

*Required field.

Columns in the Test Status Code Report

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

Columns in the User Upload File

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.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.
Email address*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.

Column	Description	Valid Values
Phone Number	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions.	One of the following: `DA`—District administrator. `DC`—District coordinator. `SC`—School test coordinator. `TE`—Teacher. `TA`—Test administrator. Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: `Add`—Add new user or edit existing user record. `Delete`—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

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

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

E

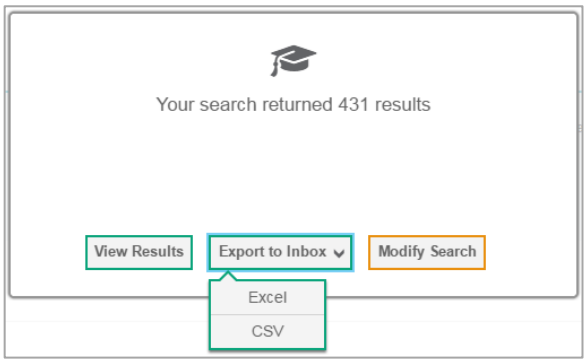
Exporting Records in TIDE

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

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

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

Figure 51. Search Results Pop-up Window



You can also export records from the search results grid.

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

2. Do one of the following:

   - Mark the checkboxes for the record you want to export.

   - Mark the checkbox at the top of the table to export all retrieved records.

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

F

Fields in the Demographics Panel

Field	Description
Grade	Grade in which student is enrolled during the test administration.
Last Name*	Student's last name.
First Name*	Student's first name.
Middle Name	Student's middle name.
SSID*	Student's Statewide Student Identifier (SSID) within the enrolled district.
Birth Date*	Student's date of birth.
Gender	Student's gender.
Section 504	Student's 504 status.

Field	Description
IDEA Indicator/IEP	Student's IDEA/IEP status.
LEP Status	Student's LEP status.
Migrant Status	Student's migrant status.
Primary Disability Type	Student's primary disability.
Race and Ethnicity	Student's ethnicity.
English Language Proficiency Level	Student's ELP level.

*Required field.

Fields in the Test Settings and Tools Panels

Field	Description
Embedded Universal Tools	
Print Size	List of subjects and the type size in which the associated tests appear.
Embedded Designated Supports	
Color Choices	List of available color settings.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Mouse Pointer	List of available colors and sizes for mouse pointer.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Text-to-Speech (TTS)	Sets which test content is administered with the TTS accommodation.
Glossaries	List of available languages for students to view a glossary for certain words in the test content.
Embedded Accommodations	
American Sign Language	Toggles the American Sign Language tool on or off, displaying videos translating test content into ASL.
Audio Transcriptions	Toggles Audio Transcriptions tool on or off, displaying audio content transcripts.
Braille Type	List of available braille types for test content.
Closed Captioning	Toggles the Closed Captioning tool on or off, displaying captions for audio content.

Field	Description
Language	List of available languages for test content.
Streamlined Mode	Toggles the Streamline Mode on or off, displaying test content vertically.
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 accommodations.
Print on Request	Toggles the Print on Request tool on or off, allowing students to request test content be printed.

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

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see **User Role Permissions**.
District*	District associated with the user.
School*	School associated with the user.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a Y.

*Required field.

H

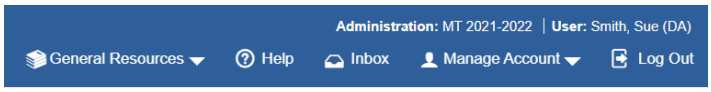
Hand-Scoring Resources

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

1. From the **General Resources** drop-down list in the banner (see Figure 52), select **Smarter Balanced Materials**. The ***Smarter Balanced Materials*** page appears.

2. Select the download link for the required resource.

Figure 52. TIDE Banner



I

Inbox Files

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

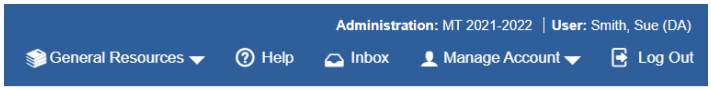
The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

If you need to communicate any student information [SSID, student name, or DOB] to the Montana Help Desk or the OPI Assessment Team you can use the Inbox. The Inbox is secure and sending student information through such does not violate FERPA or state laws.

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents sent from OPI are available for 14 days. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

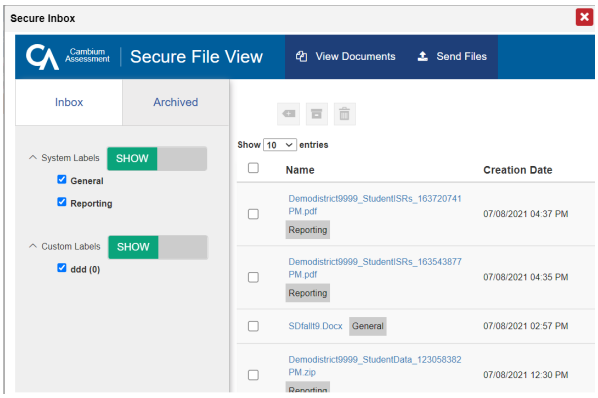
1. From the TIDE banner (see Figure 53), select **Inbox**. The ***Inbox*** page appears (see Figure 54). By default, TIDE displays the *View Documents* tab.

Figure 53. TIDE Banner



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

Figure 54. Inbox



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 HIDE/SHOW.
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 HIDE/SHOW.
7. *Optional*: To hide files with a custom label, unmark the checkbox for that custom label.
8. Do one of the following:
   - To download a file, select the file name.
   - To add a new custom label or apply an existing custom label, select .
     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
   - To archive a file, select .
   - To delete a file, select .

About File Deletion

- Archived files cannot be deleted.

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

L

List of Appeal Requests by Test Status

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

Appeal Request Status	Description of Status
Error Occurred	An error occurred while the appeal request was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal request was sent to the designated recipients.
Pending Approval	Appeal request is pending approval.

Appeal Request Status	Description of Status
Processed	Appeal request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeal request.
Rejected by System	Test Delivery System was unable to process the appeal request.
Requires Resubmission	Appeal request must be resubmitted.
Retracted	Originator retracted the appeal request.
Submitted for Processing	Appeal request submitted to Test Delivery System for processing.

List of Appeal Request Types

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
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.

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 Help Desk at 1-877-365-7915 for assistance. You must provide your name and email address. Contact information is also available in the User Support section of this user guide.

Printing Records in TIDE

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

2. Do one of the following:

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

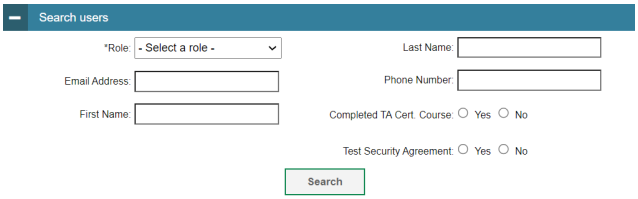
   - To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 55). This section explains how to use this search panel and navigate search results.

Figure 55. Sample Search Panel



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

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

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

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

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

3. Select **Search**.

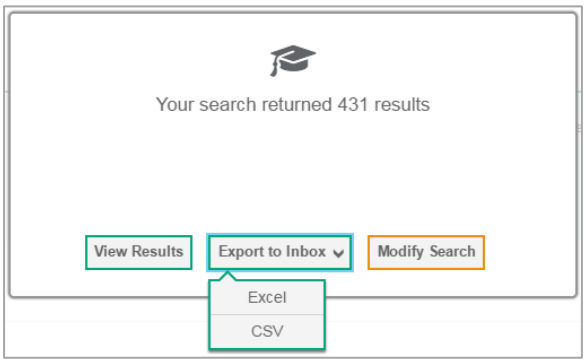
   - If searching for users, students, students' test settings, and appeal requests, proceed to the next step.

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

- In the Search Results pop-up window (see Figure 56) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

  - To view the retrieved records on the page, select View Results. Continue to Step 5. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 56. Search Results Pop-up Window

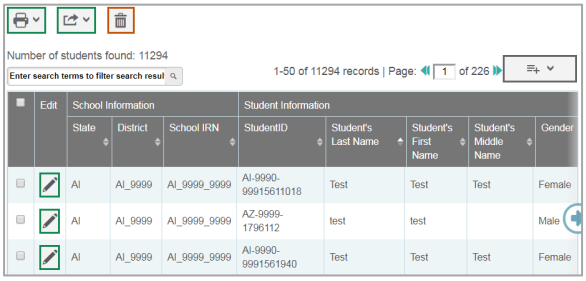


  - To export the retrieved results to the Inbox, select Export to Inbox and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email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

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

- The list of retrieved records appears below the search panel (see Figure 57).

Figure 57. Sample Search Results



4. *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.

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

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

6. *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.

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

8. *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.

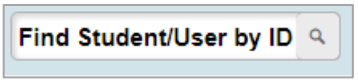
Searching for Students or Users by ID

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 58. Find Student/User by ID



T

Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): • The student paused his or her test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student’s test. • The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the Reporting System. (Some items must be hand scored before they appear in the reporting system.)
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test will display a scored status, followed by the student’s score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the Reporting System. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

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.

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

Task or Site	DA	DC	SC	TE	TA
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
How to Set Up User Accounts					
How to Add New User Accounts	✓	✓	✓		
How to Modify Existing User Accounts	✓	✓	✓		
How to Upload User Accounts	✓	✓	✓		
How to Register Student Test Settings					
How to View/Edit/Export Student Test Settings*	✓	✓	✓	✓*	✓*
How to Upload Student Test Settings*	✓	✓	✓	✓*	
How to Manage Rosters					
How to Add New Rosters	✓	✓	✓	✓	
How to Modify Existing Rosters	✓	✓	✓	✓	
How to Upload Rosters	✓	✓	✓	✓	
How to Print Test Tickets					
How to Print Test Tickets from Student Lists	✓	✓	✓	✓	✓
How to Print Test Tickets from Roster Lists	✓	✓	✓	✓	✓

Task or Site	DA	DC	SC	TE	TA
How to Manage Appeal Requests					
How to Add New Appeal Requests	✓	✓	✓		
How to Monitor Test Progress					
How to View Reports of Students' Current Test Status	✓	✓	✓	✓	✓
How to View Reports of Students' Current Test Status by Student ID	✓	✓	✓	✓	✓
How to View Report of Test Completion Rates	✓	✓	✓	✓	✓
How to View Report of Test Status Codes	✓	✓	✓		
*Some test settings, such as those classified as accommodations, must be set by an SC role or above. TE and TA roles will have View Only access. TE and TA user roles will need to contact their school-level user to turn on/edit student accommodations that require an IEP or 504 Plan.					

User Support

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

The help desk is open 6:00 a.m. – 6:00 p.m. MST (except holidays or as otherwise indicated on the portal).

Montana Help Desk

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

Email Support: mthelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the associated district or school for that student. SSID and additional student PII can only be communicated via phone with the help desk**. Do not leave any student identifying information such as a student name, SSID, and/or personal characteristics in a voicemail or email.**
- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).

V

Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Do not show ASL videos	ELA-CAT, ELA-PT, Mathematics
		Show ASL videos	ELA-CAT, ELA-PT, Mathematics
Braille Type	Type of Braille in which test items are printed.	Contracted	ELA-CAT, ELA-PT
		Nemeth	Science, Mathematics
		Not Applicable	ELA-CAT, ELA-PT, Science, Mathematics
		Uncontracted	ELA-CAT, ELA-PT
Closed Captioning	Availability of closed captioning.	Closed Captioning Available	ELA-CAT
		Closed Captioning Not Available	ELA-CAT

Change Log

Location	Change	Date