How to View Testing Progress Reports

In TIDE (Student & User Management), district-level users, school-level users, and teachers can generate reports that help track the online testing process. The following reports are available:

- **Plan and Manage Testing Report**: Provides details about student test opportunities, such as the status of an opportunity, the date it was started, and the date it expires.
- **Test Completion Rates Report**: Shows how many students have started or completed a test.
- **Participation Search By Student ID**: Displays test opportunity data for specified students.

### Generating a Plan and Manage Testing Report

1. On the TIDE dashboard, open the **Monitoring Test Progress** menu and click **Plan and Manage Testing**.
2. On the **Plan & Manage Testing** page, do the following:
   - In the **Choose What** section, use the fields to choose which tests to include in the report.
   - In the **Search Students** section, use the fields to choose which school and teachers to include.
   - In the **Get Specific** section, use the fields to choose which students to include in the report.
3. To view the report, click **Generate Report**.

### Generating a Test Completion Rates Report

1. On the TIDE dashboard, open the **Monitoring Test Progress** menu and click **Test Completion Rates**.
2. In the **Report Criteria** panel, select the parameters for which tests to include in the report.
3. To open the report in Microsoft Excel, click **Export Report**.
1. On the TIDE dashboard, open the Monitoring Test Progress menu and click Participation SearchBySSID.

2. In the Enter SSID(s) panel, enter the student IDs for the students you wish to include in the report.

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