AIRWays Quick Guide: Managing Student Test Settings

Students’ accommodations and test settings should be set in TIDE prior to testing. Test settings can be added and/or edited by a district- or school-level user. Specific test setting may be altered by the teacher at the time of testing as well.

**Login**

   
a. Select your user role card.
   
b. Select the TIDE card

![User Role Cards](https://via.placeholder.com/150)

![TIDE Card](https://via.placeholder.com/150)

2. Enter your email address and password, then click **Secure Login**.

![Login Page](https://via.placeholder.com/150)
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3. If the *Enter Code* page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click *Submit* within five minutes of receiving the email.

Adjusting Student Test Settings and Tools for an Individual Student

Test settings and tools can be set or changed manually within an individual student’s record.

4. Select either of the following:
   - From the *Students* task menu, *View/Edit Student*.
   - From the *Test Settings and Tools* task menu, *View/Edit/Export Test Settings and Tools*.
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5. Enter search criteria into the fields provided to retrieve student records. Click Search.

6. Click the next to the desired student’s individual record in order to view and edit the selected student’s test settings.

Note: review the Accommodations Guide for a complete list of test settings and options.

7. On the View/Edit Student page, the student’s test settings are displayed. Select the setting(s) you would like from the drop-down menus or by using the switch to turn a setting on or off.

8. Click Save at the bottom of the page. The student’s settings are updated. Allow up to 24 hours for test setting changes to be reflected in the system before testing.