Test Information and Distribution Engine User Guide

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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access AIR systems and students who will take AIR tests. Users of all AIR systems must be added to TIDE before they can access any AIR system. Students must be added to TIDE before they can test in TDS. Rosters must be added in TIDE so AIRWays Reporting can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage administrative procedures, and monitor test progress.

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 AIR systems. Users must be registered in TIDE to access other AIR systems.

- You can add new students or modify existing student accounts so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.

- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to AIRWays Reporting 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 administrative procedures or modify existing administrative procedures if a test must be retaken or rescored.

- You can view your district’s or school’s progress in starting and completing tests and participation rate.

- You can correct student enrollment history and provide reasons why students did not take a test.
TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and 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 AIR systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in AIRWays Reporting and you will not be able to view your students’ test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it’s basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, Test Windows, and Administrative Procedures:

- **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](image)

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

   ![Figure 3. Add User](image)
How to modify existing records one at a time

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

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

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.

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

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.

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

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.
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 AIR systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in the section “Password Information” in the appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from AIR-DoNotReply@airast.org, 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 AIR-DoNotReply@airast.org 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 13).

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 20) in the portal page.

Figure 13. 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 AIR-DoNotReply@airast.org 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.


2. Select your user role.

3. Select TIDE (see Figure 15). The Login page appears (see Figure 16).
4. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see Figure 17).

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 17).

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**.
During the reactivation process, you will be taken to the Enter Code (see Figure 18) 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.

**How to log in to TIDE**

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

2. Select your user role.
3. Select TIDE (see Figure 20). The Login page appears (see Figure 21).
4. On the Login page, enter the email address and password you use to access all AIR systems.

5. Select Secure Login.

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 22) 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.

In the Enter Emailed Code field, enter the emailed code. If the code has expired, Select Resend Code to request a new code.

Select Submit.

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

How to log out of TIDE

- In the TIDE banner (see Figure 23), select Log Out.

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.
Logging out of TIDE logs you out of most AIRWays systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.
How District-level Users Perform Tasks in TIDE

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

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 AIR systems. If user accounts are not set up before testing begins, those users will not be able to access any AIR systems.

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

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

- Set up customized **test windows** so the correct tests are available when you need them.

How District-level Users Set Up User Accounts in TIDE

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

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

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

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

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.
How School-level Users Perform Tasks in TIDE

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 AIR-DoNotReply@airast.org.

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

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

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

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

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

4. 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.
How School-level Users Perform Tasks in TIDE

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 Register Students for Testing

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

How district-level users add new student accounts with permanent IDs one at a time

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

When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district.

1. From the Students task menu on the TIDE dashboard, select Add Students. The Add Students form appears (see Figure 26).

2. In the Demographics panel, enter the student’s demographic information, using the table “Fields in the Demographics Panel” in the appendix as a reference.

3. In the available student test settings and tools panels (see Figure 27), enter the student’s settings for each test, using the table “Fields in the Test Settings and Tools Panels” in the appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

4. In the Test Eligibility panel, mark the checkbox of each test for which the student should be eligible.
5. Select Save.

If TIDE reports that another student already has the SSID, contact the AIRWays Help Desk.

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

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

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

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

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

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

5. Modify the student’s record as required.

   - In the Demographics panel, modify the student’s demographic information, using the table “Fields in the Demographics Panel” in the appendix as a reference.

   - In the available test settings and tools panels, modify the student’s test settings, using the table “Fields in the Test Settings and Tools Panels” in the appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

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

6. Select Save.

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

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

If you have many students to add, edit, or delete all at once, 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 **Students** task menu on the TIDE dashboard, select **Upload Students**. The **Upload Students** page appears.

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

**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 set student eligibilities for interim assessments

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

1. From the Student Test Eligibility task menu on the TIDE dashboard, select Student Test Eligibility. The Add Rules page appears (see Figure 30).

2. Select the state, district, and school associated with the new rule.

3. Select Search.

   If adding a new rule for a grade or multiple grades, proceed to the next step.

   If adding a new rule for an individual student or multiple students, skip to Step 5.

4. Set the Students with field to Grade, and then select the required grade levels from the Grade drop-down list. Skip to Step 6.

5. From the Students with drop-down list, select Student ID, and then select Enter Student IDs. In the pop-up window that appears, do one of the following:

   To enter students’ IDs:
   
   Enter the IDs for one or more students, separated by a comma.

   Select Confirm.

   To upload student IDs:

   Select Upload. The Upload Student ID File window appears.

   Select Browse and use the file browser to select an Excel or CSV file with Student IDs listed in a single column.

   Select Submit. The text box displays the uploaded Student IDs.

   Select Confirm.
6. Select **Select Tests**. The Students will take these tests pop-up window appears (see Figure 31).

7. Mark the checkbox for the test(s) you wish to add. The tests are categorized by subject.
   - To select all the tests within a subject, mark the checkbox for that subject.
   - To select one or more tests for a subject, select + to view the tests available in that category and then mark the checkboxes for the applicable tests.

   - Select + Expand all to expand all subjects or - Collapse All to collapse them. Select ✔ Select All to select all tests or X Select None to select none.

8. Select **Confirm** to confirm selected tests. Select **Cancel** to cancel.

9. To save the rule, select **Add Rule**.

   ![Figure 31. Students Will Take These Tests Pop-Up Window](image)

   You can view existing eligibility rules from the **Add Rules** page by selecting your state, district, and school and then selecting **Search**. Existing rules will appear in the **Existing Rules** panel.

   You can delete existing eligibility rules by marking the checkbox for the rule you wish to delete from the **Existing Rules** panel, selecting ![trash can icon], and then selecting **Yes** to delete the rule.

**How district-level users view student distribution report**

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see Figure 32).

   ![Figure 32. Fields in the Frequency Distribution Report Page](image)
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2. In the Filters for Report panel, select the report filters:

From the **District** drop-down list (if available), select a district.

From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

*Optional:* Select a specific grade or retain the default for all grades.

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

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 33).

4. Do one of the following:
   - To display the FDRs in tabular format, select **Grid**.
   - To display the FDRs in graphical format, select **Graph**.
   - To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
   - To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

**Figure 33. Frequency Distribution Reports by Grade and Gender**

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**How District-level Users Manage Rosters**

Rosters are groups of students associated with an educator. 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 AIRWays Reporting. AIRWays Reporting can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students’ login information to start taking a test.

Since teachers are responsible for the growth and development of student’s skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze 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, Science, Social Studies, and Health.

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

- 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 may 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 34).

2. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting Search.
3. In the **Add/Remove Students to the Roster** panel (see Figure 35), 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:

      - **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.

   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**.

Figure 35. Add/Remove Students to Roster Panel: Current and Past Students

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

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

---

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

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

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

- **Optional**: System-generated Rosters - these are rosters that are imported into TIDE through a nightly-process and cannot be edited.

- **You can modify existing rosters by performing the following steps:**

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

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

  3. In the list of retrieved rosters, select ☑️ for the roster whose details you want to view. The **View/Edit Roster** form appears. This form is similar to the form used to add rosters (see **Figure 36**).

  4. In the **Search for Students to Add to the Roster** panel, search for students by following the procedure in the section “**How to modify existing records one at a time**” in the Introduction.
5. In the Add/Remove Students to the Roster panel (see Figure 37), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students and Selected Students lists. The two options are:

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

   - **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the Selected Students list. If the student who has been removed from the roster is still associated with the school, he is listed in the Available Students list as a regular student. However, if he has left the school then his record will appear in the Available Students list with the date he left the school.
d. To add students, from the list of available students, do one of the following:

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

![Figure 38. Modifying a Roster: Current and Past Students](image)

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 \( \times \) 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 Manage Test Windows

Individual districts or schools can create customized testing windows for their schools or districts.

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

When you create or edit a test window at the district level, all schools within that district’s hierarchy administer the test during that window—except those schools that have their own customized window.
1. From the Test Windows task menu on the TIDE dashboard, select Add Test Windows. The Add Test Windows form appears (see Figure 39).

2. In the Test Window Information panel, do the following:
   
a. In the Window Name field, enter a new name for the test window. The Window Name field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

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

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

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

   e. Select Add Test Window.

Figure 39. Fields in the Add Test Windows Page
3. In the Add/Remove Tests section (see Figure 40), do the following:

   a. To add tests, from the list of available tests, do one of the following:
      - To move one test to the window, select + for that test.
      - To move all the tests in the Available Tests list to the window, select Add All.
      - To move selected tests to the window, mark the checkboxes for the tests you want to add, then select Add Selected.

   b. To remove tests, do one of the following in the list of tests in the window:
      - To remove one test from the window, select ✗ for the test.
      - To remove all the tests from the window, select Remove All.
      - To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select Remove Selected.

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

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

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

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

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

   2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting Search.
3. In the list of retrieved test windows, select the test window whose details you want to view. The *Add Test Windows* form appears. This form is similar to the form used to add test windows (Figure 41).

4. **Optional**: In the *Test Window Information* panel, do the following:
   
a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

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

   c. Select *Add Test Window*.

5. **Optional**: In the *Add/Remove Tests* section (see Figure 42), do the following:
   
a. To add tests, from the list of available tests, do one of the following:

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

   - To move all the tests in the *Available Tests* list to the window, select *Add All*.

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

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

   - To remove one test from the window, select ✗ for the test.

   - To remove all the tests from the window, select *Remove All*.

   - To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select *Remove Selected*. 
6. Select **Save**, and in the affirmation dialog box select **Continue**.

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

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

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

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

### How District-level Users 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 administrative procedures**.
- **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 and ID for logging in to a test.

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

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**Figure 43. Sample Test Ticket**

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

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.

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.

In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 44), verify Test Tickets is selected in the Print Options section.

Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

How district-level users print test tickets from roster lists

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

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

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

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.
5. Select 📑 and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 45).

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

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

Your browser downloads the generated PDF.

**How District-level Users Manage Administrative Procedures**

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 AIRWays Reporting.

Administrative procedures are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

For a full list of administrative procedure types, see the table “List of Administrative Procedures Types” in the appendix.

For a list of administrative procedure statuses, see the table “List of Administrative Procedures Statuses” in the appendix.

For a list of available administrative procedures by test status, see the table “List of Administrative Procedures Available by Test Status” in the appendix.
How district-level users add new administrative procedures one at a time

You can create an administrative procedure for a given test result.

1. Retrieve the result for which you want to create an administrative procedure by doing the following:
   a. From the Administrative Procedures task menu on the TIDE dashboard, select Create Procedures. The Create Procedures page appears (see Figure 46).
   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 Procedures page (see Figure 47).

2. Mark the checkbox for each result for which you want to create an administrative procedure, and then select Create.

3. Select Submit. TIDE displays a confirmation message.

How district-level users modify existing administrative procedures one at a time

You can view, approve, reject, retract, and export existing administrative procedures.

1. From the Administrative Procedures task menu on the TIDE dashboard, select View/Approve/Export Procedures. The View/Export Procedures page appears (see Figure 48).
2. Retrieve the administrative procedures you want to view by filling out the search criteria and selecting Search. Figure 49 shows retrieved administrative procedures.

![Figure 49. Retrieved Administrative Procedures](image)

3. Optional: Review the initiator’s reason for the administrative procedure by selecting 📣 in the Status column.

---

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

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

1. From the Administrative Procedures task menu on the TIDE dashboard, select Upload Procedures. The Upload Procedures 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 Administrative Procedures Upload File” in the appendix as a reference, fill out the Administrative Procedures template and upload it to TIDE.

### How district-level users approve, reject, and retract administrative procedures

Some administrative procedures require you to approve or reject them before TDS can process them. You can also retract administrative procedures you created.

You cannot delete approved or rejected administrative procedures. To delete such administrative procedures, contact the help desk.

1. From the Administrative Procedures task menu on the TIDE dashboard, select Error! Unknown document property name.. The Error! Unknown document property name. page appears.

2. Retrieve the administrative procedures you want to process by filling out the search criteria and selecting Search.

3. Do one of the following:
   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.

4. Select Process above the table and select an action:
Test Information and Distribution Engine User Guide

- To approve the selected requests, select **Approve**.
- To reject the selected requests, select **Reject**.
- To retract the selected requests, select **Retract**.
- To resubmit a request that the TDS could not process, select **Resubmit**.

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

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

TIDE removes the selected administrative procedures from the list of retrieved requests.

**How District-level Users Monitor Test Progress**

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

The following reports are available in TIDE:

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

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

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

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

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

Because the report lists testing opportunities, a student can appear more than once on the report.
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The **Plan and Manage Testing** page appears (see Figure 50).

2. In the **Choose What** panel, select the parameters for which tests to include in your report:
   
   a. From the **Test** drop-down list, select a test category.
   
   b. From the **Administration** drop-down list, select an administration.
   
   c. **Optional**: From the **Test IDs** 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 fewer 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 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 reports shows the test attempts of the students included in the roster.

If you do not select any person from the Teacher drop-down list and use the default value of All to generate the report, you will 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.

- 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.

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 52).

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 53).

For descriptions of the columns in this report, see the table “Columns in the Plan and Manage Testing Report” in the appendix.
How district-level users view report of test completion rates

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

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

2. In the Report Criteria panel (see Figure 54), select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, select Export Report. Figure 55 displays a sample Test Completion Rate report.

4. For a description of the columns in this report, see the table “Columns in the Summary Session Report Page”

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>List of schools for which you can view reports.</td>
</tr>
<tr>
<td>Total # of Students in Test</td>
<td>Total number of students testing in each school.</td>
</tr>
<tr>
<td>Test Started</td>
<td>Number of students who have started their test.</td>
</tr>
<tr>
<td>Test Paused</td>
<td>Number of students who have paused their test.</td>
</tr>
<tr>
<td>Test Completed</td>
<td>Number of students who have completed their test.</td>
</tr>
</tbody>
</table>

5. Columns in the Test Completion Rate Report” in the appendix.

How district-level users view report of test status codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all statuses 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 56**), select search criteria for the test and administration.

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 57**).

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

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

### How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

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

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

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

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

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

7. **Optional:** If multiple tests are available for one session, select **Multiple Tests** to expand the list of tests associated with that session.
8. **Optional:** Select **Expand All Sessions** to expand all sessions containing multiple tests.

9. **Optional:** Select **Collapse All Sessions** to collapse all expanded sessions.

10. **Optional:** To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics.

11. **Optional:** Select **refresh the list of available sessions. Data is refreshed in near real-time.**
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 AIR systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any AIR systems or administer tests.

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

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

How School-level Users Set up User Accounts in TIDE

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

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

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

How School-level Users Register Students for Testing

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

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

- How district-level users add new student accounts one at a time
- How district-level users modify existing student accounts one at a time
- How district-level users add or modify multiple student accounts all at once
- How district-level users specify student accommodations and test tools
- How district-level users upload student accommodations and test tools
- How district-level users upload student test restrictions
- How district-level users view student distribution reports

**How School-level Users Manage Rosters**

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

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

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once
How School-level Users Manage Test Windows

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

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

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

How School-level Users Use TIDE During Test Administration

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

- Print test tickets to help students log in to tests.
- Add, modify, and upload administrative procedures.
- View reports of students’ current test statuses, test completion rates, and test status codes.

How School-level Users Manage Administrative Procedures

School-level users can manage administrative procedures for students in their school.

Like district-level users, school-level users can add or modify administrative procedures 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 Administrative Procedures.” For detailed information, please refer to the following sections:

- How district-level users add new administrative procedures one at a time
- How district-level users modify existing administrative procedures one at a time
- How district-level users add or modify multiple administrative procedures all at once
How School-level Users Perform Tasks in TIDE

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 approve, reject, and retract administrative procedures

Some administrative procedures require you to approve or reject them before TDS can process them. You can also retract administrative procedures you created.

You cannot delete approved or rejected administrative procedures. To delete such administrative procedures, contact the help desk.

12. From the Administrative Procedures task menu on the TIDE dashboard, select Error! Unknown document property name. The Error! Unknown document property name. page appears.

13. Retrieve the administrative procedures you want to process by filling out the search criteria and selecting Search.

14. Do one of the following:

- Mark the checkboxes for the requests you want to process.
- Mark the checkbox at the top of the table to process all the retrieved requests.

15. Select Process above the table and select an action:

- To approve the selected requests, select Approve.
- To reject the selected requests, select Reject.
- To retract the selected requests, select Retract.
- To resubmit a request that the TDS could not process, select Resubmit.

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

17. Select Submit. TIDE displays a confirmation message.

TIDE removes the selected administrative procedures from the list of retrieved requests.

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 accounts to ensure student details are properly entered into TIDE. View student test accommodations and test tools. 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 AIRWays Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Test Administrators View User Accounts in TIDE

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

How Teachers and Test Administrators Manage Student Information

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

Like district- and school-level users, teachers and test administrators can also specify students’ accommodations and test tools by following the procedure in the section “How district-level users specify student accommodations and test tools.” 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 AIRWAYS Reporting so those systems can display scores.

Like district- and school-level users, teachers and test administrators can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section “How District-level Users Manage Rosters.” 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 and SSID 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 approve, reject, and retract administrative procedures.”
Some administrative procedures require you to approve or reject them before TDS can process them. You can also retract administrative procedures you created. You cannot delete approved or rejected administrative procedures. To delete such administrative procedures, contact the help desk.

18. From the **Administrative Procedures** task menu on the TIDE dashboard, select Error! Unknown document property name. The Error! Unknown document property name. page appears.

19. Retrieve the administrative procedures you want to process by filling out the search criteria and selecting **Search**.

20. Do one of the following:

   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.

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

   - To approve the selected requests, select **Approve**.
   - To reject the selected requests, select **Reject**.
   - To retract the selected requests, select **Retract**.
   - To resubmit a request that the TDS could not process, select **Resubmit**.

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

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

TIDE removes the selected administrative procedures from the list of retrieved requests.

How District-level Users Monitor Test Progress.” For detailed information, please refer to the following sections:

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

A

Account Information

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

1. In the TIDE banner (see Figure 63), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 64).

2. Enter updates as necessary.

3. Select Save.

TIDE saves your changes, and a confirmation message appears.

C

Changing Your Associated District, Institution, or Role

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

1. In the TIDE banner (see Figure 65), select Change Role from the Manage Account drop-down menu. The Administration Details window appears (see Figure 66).
1. Update the information as necessary.

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

Columns in the Administrative Procedures Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type*</td>
<td>Type of administrative procedure.</td>
<td>One of the following: Invalidate a test, Reset a test, Re-open a test, Revert a test that's been reset</td>
</tr>
<tr>
<td>Search Type*</td>
<td>Student field to search.</td>
<td>One of the following: Result ID, Session ID, SSID</td>
</tr>
<tr>
<td>Search Value*</td>
<td>Search value corresponding to the search type.</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Required field.
## Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject*</td>
<td>Subject of assessment.</td>
<td>One of the following: • Mathematics • English • Science • Social Sciences N/A – this should be selected for attributes where the subject is not applicable.</td>
</tr>
<tr>
<td>Value*</td>
<td>Value of the student attribute.</td>
<td></td>
</tr>
</tbody>
</table>

*Required field.

### Columns in the Detailed Session Report Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Proctor Name</td>
<td>Name of the proctor associated with the Session ID.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.</td>
</tr>
<tr>
<td>Start Time of Session</td>
<td>Start time of the session.</td>
</tr>
<tr>
<td>Total # of Students in Test</td>
<td>Total number of students testing in each school.</td>
</tr>
<tr>
<td>Test Started</td>
<td>Number of students who have started their test.</td>
</tr>
<tr>
<td>Test Paused</td>
<td>Number of students who have paused their test.</td>
</tr>
<tr>
<td>Test Completed</td>
<td>Number of students who have completed their test.</td>
</tr>
</tbody>
</table>

### Columns in the Plan and Manage Testing Report

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name).</td>
</tr>
<tr>
<td>SSID</td>
<td>Student’s Statewide Student Identifier number.</td>
</tr>
<tr>
<td>District Name</td>
<td>Name of the district associated with the record.</td>
</tr>
<tr>
<td>School Name</td>
<td>Name of the school associated with the record.</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in.</td>
</tr>
<tr>
<td>Current LEP</td>
<td>Indicates whether the student is an English Language Learner.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Challenge Up</td>
<td>Indicates whether a student took an on- or off-level test.</td>
</tr>
<tr>
<td>Interim Grade</td>
<td>Indicates the interim grades set up for the student.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record.</td>
</tr>
<tr>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish).</td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific opportunity.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
</tr>
<tr>
<td>TA Name</td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
</tr>
<tr>
<td>Restarts</td>
<td>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.)</td>
</tr>
<tr>
<td>Restarts Within Grace Period</td>
<td>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.</td>
</tr>
<tr>
<td>Last Activity</td>
<td>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.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
</tr>
<tr>
<td>Force Complete Date</td>
<td>The date a test expired and was force-completed.</td>
</tr>
<tr>
<td>Total Time Spent</td>
<td>The time it took a student to complete a test.</td>
</tr>
</tbody>
</table>

**Columns in the Roster Upload File**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 20 characters.</td>
</tr>
</tbody>
</table>
**Columns in the Student Upload File**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>StateAbbreviation*</td>
<td>State abbreviation.</td>
<td>Two-character state identifier.</td>
</tr>
<tr>
<td>DistrictID*</td>
<td>District responsible for specific educational services or instruction of the student.</td>
<td>Up to 20 alphanumeric characters. Must exist in TIDE.</td>
</tr>
<tr>
<td>SchoolID*</td>
<td>School responsible for specific education services and/or instruction of the student.</td>
<td>Up to 20 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.</td>
</tr>
<tr>
<td>LastOrSurname*</td>
<td>Student’s last name.</td>
<td>Up to 35 alphanumeric characters.</td>
</tr>
<tr>
<td>FirstName*</td>
<td>Student’s first name.</td>
<td>Up to 35 alphanumeric characters.</td>
</tr>
<tr>
<td>MiddleName*</td>
<td>Student’s middle name.</td>
<td>Up to 35 alphanumeric characters.</td>
</tr>
<tr>
<td>Birthdate*</td>
<td>Day on which student was born.</td>
<td>Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.</td>
</tr>
<tr>
<td>StudentIdentifier*</td>
<td>Student's statewide identification number</td>
<td>Up to 30 alphanumeric characters. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.</td>
</tr>
</tbody>
</table>
## Column Name | Description | Valid Values
--- | --- | ---
GradeLevelWhenAssessed | Student’s enrolled grade. | Two-character grade in the range 03–12. Add leading zero for single-digit numbers.
Sex* | Student’s gender. | One of the following: M—Male F—Female
Ethnicity | Student’s ethnicity code. | One of the following: 1—American Indian 2—Asian/Pacific Islander 3—Black/African American 4—Hispanic 5—White 6—Multi-racial 7—Other/Unknown
PrimaryDisabilityType | Major or overriding disability condition that best describes a student’s impairment. | One of the following: AUT—Autism DB—Deaf-blindness DD—Developmental delay EMN—Emotional disturbance HI—Hearing impairment ID—Intellectual Disability MD—Multiple disabilities OI—Orthopedic impairment OHI—Other health impairment SLD—Specific learning disability SLI—Speech or language impairment TBI—Traumatic brain injury VI—Visual impairment
Delete | Indicates if record is a deletion. | Y—Delete the record. If blank, indicates the record is an add or modify.

*Required field.

### Columns in the Summary Session Report Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>List of schools for which you can view reports.</td>
</tr>
</tbody>
</table>
### Columns in the Test Completion Rate Report

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

### Columns in the Test Settings Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSID*</td>
<td>Student's statewide identification number.</td>
<td>Ten digits.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject for which the tool or accommodation applies.</td>
<td>One of the following: ELA-CAT, ELA-PT, EOC/HSA Science, HSA-Alt, Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Name of the tool or accommodation.</th>
<th>See the table “Valid Values for Tool Names.”</th>
</tr>
</thead>
</table>

| 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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student's name.</td>
</tr>
<tr>
<td>SSID</td>
<td>Student's Statewide Student Identifier number.</td>
</tr>
<tr>
<td>OppNum</td>
<td>Test opportunity number.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Test in which student did not participate.</td>
</tr>
<tr>
<td>Test Status</td>
<td>Test's most recent status.</td>
</tr>
<tr>
<td>Date Started</td>
<td>Date student started the test.</td>
</tr>
<tr>
<td>Special Code</td>
<td>Code indicating why student did not start or complete the test.</td>
</tr>
<tr>
<td>Assigned School ID</td>
<td>ID of school where student is enrolled.</td>
</tr>
<tr>
<td>Assigned School Name</td>
<td>Name of school where student is enrolled.</td>
</tr>
<tr>
<td>Result ID</td>
<td>Unique ID for the item result.</td>
</tr>
<tr>
<td>Session ID</td>
<td>Unique ID for the test session.</td>
</tr>
<tr>
<td>Test Expiration Date</td>
<td>Date the test expired.</td>
</tr>
</tbody>
</table>
## Columns in the Test Window Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
</table>
| INSTITUTIONTYPE*    | Type of institution to which the test window applies. | One of the following: 
D—Window applies to districts. 
S—Window applies to schools. |
| INSTITUTIONIRN*     | District’s or school’s ID.               | For district-level windows, a district ID that exists in TIDE. 
For school-level windows, use DD-SS, where DD is the district ID and SS is the school ID. 
The institution must be associated with the user uploading the file. |
| WINDOWNAME*         | Name for the test windows.               | Up to 35 printable characters.                                               |
| TESTNAME*           | Test included in the test window.        | One of the available test names from the drop-down list in the template.     |
| WINDOWSTARTDATE*    | Date test window starts.                 | Timestamp in MMDDYYYY hh:mm:ss format.                                       |
| WINDOWENDDATE*      | Date test window ends.                   | Timestamp in MMDDYYYY hh:mm:ss format.                                       |
| ACTION*             | Indicates if this is an add, modify, or delete transaction. | One of the following: 
Add—Add new window or edit existing window. 
Delete—Remove existing window. |

*Required field.

## Columns in the User Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>StateAbbreviation</td>
<td>State abbreviation.</td>
<td>Any standard two-letter state abbreviation.</td>
</tr>
<tr>
<td>DISTRICTID*</td>
<td>District associated with the user.</td>
<td>District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.</td>
</tr>
</tbody>
</table>
### Column Description Valid Values

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOLID</td>
<td>School associated with the user.</td>
<td>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.</td>
</tr>
<tr>
<td>FirstName*</td>
<td>User’s first name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>LastorSurname*</td>
<td>User’s last name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>ElectronicMailAddress*</td>
<td>User’s email address.</td>
<td>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.</td>
</tr>
<tr>
<td>TelephoneNumber</td>
<td>User’s phone number.</td>
<td>Phone number in xxx-xxx-xxxx format. Extensions allowed.</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see User Role Permissions.</td>
<td>One of the following: DA—District administrator. SAC—State assessment coordinator. TC—Test coordinator. TA—Test administrator. Must be lower in the hierarchy than the user uploading the file.</td>
</tr>
<tr>
<td>Action*</td>
<td>Indicates if this is an add, modify, or delete transaction.</td>
<td>One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.</td>
</tr>
</tbody>
</table>

*Required field.

### D

**Deleting Records from TIDE**

You can delete existing records for users, students, 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:
### Exporting Records in TIDE

You can export search results for users, students, rosters, students’ test settings, test windows, and administrative procedures to the inbox.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in](#).

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.

3. 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](#).

   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 ![delete icon](image), and in the affirmation dialog box select **OK**.

---

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### Fields in the Demographics Panel

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled Grade</td>
<td>Grade in which student is enrolled during the test administration.</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Student’s last name.</td>
</tr>
<tr>
<td>First Name*</td>
<td>Student’s first name.</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Initial of student’s middle name.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s Statewide Student Identifier (SSID) within the enrolled district.</td>
</tr>
<tr>
<td>Birth Date*</td>
<td>Student’s date of birth.</td>
</tr>
<tr>
<td>Gender</td>
<td>Student’s gender.</td>
</tr>
<tr>
<td>Section 504</td>
<td>Student’s 504 status.</td>
</tr>
<tr>
<td>Primary Exceptionality</td>
<td>Student’s primary disability.</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Student’s ethnicity.</td>
</tr>
<tr>
<td>English Language Proficiency Level</td>
<td>Student’s ELP level.</td>
</tr>
<tr>
<td>Migrant Status</td>
<td>Student’s migrant status.</td>
</tr>
</tbody>
</table>

*Required field.

### Fields in the Test Settings and Tools Panels

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visual Presentation</strong></td>
<td></td>
</tr>
<tr>
<td>Color Contrast</td>
<td>List of available color settings.</td>
</tr>
<tr>
<td>Zoom</td>
<td>List of available zoom levels.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Toggles the Highlighter tool on or off, allowing student to highlight text.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>Toggles the Mark for Review tool on or off, allowing student to flag questions to return to later.</td>
</tr>
<tr>
<td>Expandable Passages</td>
<td>Toggles the Expandable Passages tool on or off, allowing student to expand passage section for easier readability.</td>
</tr>
<tr>
<td>Digital Notepad</td>
<td>Toggles the digital notepad tool on or off, allowing student to enter notes for items.</td>
</tr>
<tr>
<td>Text-to-Speech (TTS)</td>
<td>Sets which test content is administered with the TTS accommodation.</td>
</tr>
</tbody>
</table>
Test Information and Distribution Engine User Guide

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masking</td>
<td>Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.</td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.</td>
</tr>
<tr>
<td>Print Size</td>
<td>List of subjects and the type size in which the associated tests appear.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
<td>Email address for logging in to TIDE.</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see User Role Permissions.</td>
</tr>
<tr>
<td>District*</td>
<td>District associated with the user.</td>
</tr>
<tr>
<td>School*</td>
<td>School associated with the user.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
</tr>
<tr>
<td>TA Certified</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Required field.

---

### Inbox Files

When searching for users, students, students’ test settings, test windows, and administrative procedures, 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 AIR systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

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

The files in the Inbox are listed in the order in which they were 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 are available for the period specified by AIR. 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 68), select Inbox. The Inbox page appears (see Figure 69).

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.

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 .
List of Administrative Procedures Available by Test Status

<table>
<thead>
<tr>
<th>Test Status</th>
<th>Invalidate a test</th>
<th>Restart a test</th>
<th>Re-open a test</th>
<th>Re-open Test Segment</th>
<th>Revert a test that has been reset</th>
<th>Restrict Scored</th>
<th>Grace Period Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Completed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Denied</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Expired</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Paused</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Processing</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reported</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Scored</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Started</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Submitted</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Suspended</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Invalidated</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

List of Administrative Procedures Statuses

<table>
<thead>
<tr>
<th>Administrative Procedures Status</th>
<th>Description of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Occurred</td>
<td>An error occurred while the administrative procedure was being processed.</td>
</tr>
<tr>
<td>Administrative Procedures Status</td>
<td>Description of Status</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Item Information Sent</td>
<td>Information regarding a Report Problem with Item administrative procedure was sent to the designated recipients.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Administrative procedure is pending approval.</td>
</tr>
<tr>
<td>Processed</td>
<td>Administrative procedure was successfully processed and the test opportunity has been updated.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Another user rejected the administrative procedure.</td>
</tr>
<tr>
<td>Rejected by System</td>
<td>Test Delivery System was unable to process the administrative procedure.</td>
</tr>
<tr>
<td>Requires Resubmission</td>
<td>Administrative procedure must be resubmitted.</td>
</tr>
<tr>
<td>Retracted</td>
<td>Originator retracted the administrative procedure.</td>
</tr>
<tr>
<td>Submitted for Processing</td>
<td>Administrative procedure submitted to Test Delivery System for processing.</td>
</tr>
</tbody>
</table>

**List of Administrative Procedures Types**

Reset and revert administrative procedures 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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidate a test</td>
<td>Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.</td>
</tr>
<tr>
<td>Restart a test</td>
<td>Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these administrative procedures until the end of the test window.</td>
</tr>
<tr>
<td>Re-open a test</td>
<td>Reopens a test that was completed, invalidated, or expired.</td>
</tr>
<tr>
<td>Re-open Test Segment</td>
<td>Reopens a previous test segment. This administrative procedure is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.</td>
</tr>
<tr>
<td>Revert a test that has been reset</td>
<td>Reverses a reset, restoring the student’s responses on the test when the reset was processed.</td>
</tr>
<tr>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Grace Period Extension (GPE)</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• If resuming the test within 20 minutes, student can review previously answered questions.</td>
</tr>
<tr>
<td></td>
<td>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.</td>
</tr>
<tr>
<td></td>
<td>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</td>
</tr>
</tbody>
</table>

**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 AIRWays Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

**Printing Records in TIDE**

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

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

   - To print all records, select ![Print icon], 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 70). This section explains how to use this search panel and navigate search results.

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 ID drop-down list on the Plan and Manage Testing page will allow you to select one, multiple, or all values.

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

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

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

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

3. **Select Search.**

   - If searching for users, students, students’ test settings, test windows, and administrative procedures, 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 71) 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.

- 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 72).

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.

**T**

**Test Opportunity Status Descriptions**

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to &quot;Pending&quot; until the TA approves or denies the student.</td>
</tr>
<tr>
<td>Expired</td>
<td>The student’s test has not been completed and cannot be resumed because the test has expired.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test result has been invalidated.</td>
</tr>
</tbody>
</table>
**Status**  | **Definitions**
--- | ---
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 ORS. Some items must be hand scored before they appear in ORS.
Rescored | The student’s test was rescored.
Review | The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored | The test will display a scored status, followed by the student’s score.
Started | The student has started the test and is actively testing.
Submitted | The test has been submitted for quality assurance review and scoring before it is sent to the ORS.
  - Note: All tests go through an internal scoring process during quality assurance review.
Suspended | The student is awaiting TA approval to resume a testing.

**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 AIR system. The corresponding user guide for each system contains complete information about each feature.

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>DC/DCA*</th>
<th>SC/SCA*</th>
<th>TE/TEA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Add New User Accounts</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Modify Existing User Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Task or Site</td>
<td>DC/DCA*</td>
<td>SC/SCA*</td>
<td>TE/TEA*</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>How to Upload User Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>How to Add New Student Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>How to Modify Existing Student Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>How to Upload Student Accounts</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>How to Enroll Students in Multiple Schools or Districts</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Transfer Students Between Schools or Districts</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Specify Student Accommodations and Test Tools</td>
<td>✓ ✓ ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Upload Student Accommodations and Test Tools</td>
<td>✓ ✓ ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Set Student Eligibilities</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Upload Student Test Restrictions</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>How to View Student Distribution Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>How to Add New Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>How to Modify Existing Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>How to Upload Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Task or Site</td>
<td>DC/DCA*</td>
<td>SC/SCA*</td>
<td>TE/TEA*</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>How to Add New Test Windows</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to Modify Existing Test Windows</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to Upload Test Windows</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to Add New Administrative Procedures</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to Modify Existing Administrative Procedures</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to Upload Administrative Procedures</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>How to View Reports of Students' Current Test Status</td>
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<td>How to View Reports of Students' Current Test Status by Student ID</td>
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<tr>
<td>How to View Report of Test Completion Rates</td>
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<tr>
<td>How to View Report of Test Status Codes</td>
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<tr>
<td>How district-level users view test session status reports</td>
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<tr>
<td>How to View or Edit Non-Participation Codes</td>
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Apprentice

Appendix

Test Information and Distribution Engine User Guide

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>DC/DCA*</th>
<th>SC/SCA*</th>
<th>TE/TEA*</th>
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<tbody>
<tr>
<td>How to Correct Student Enrollment History</td>
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User Support

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

The help desk is open Help Desk Hours (except holidays or as otherwise indicated on the State Assessment Portal).

AIRWays Help Desk

Toll-Free Phone Support: 1 (877) 426-6941
Email Support: airwayshelpdesk@air.org

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

V

Valid Values for Tool Names in the Test Settings Upload File

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
<th>Valid Value</th>
<th>Applies to</th>
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<td>Do not show ASL videos</td>
<td>ELA-CAT, ELA-PT, Mathematics</td>
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<td>Show ASL videos</td>
<td>ELA-CAT, ELA-PT, Mathematics</td>
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<td>ELA-CAT, ELA-PT</td>
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<td>Nemeth</td>
<td>EOC/HSA Science, Mathematics</td>
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<td>Tool Name</td>
<td>Description</td>
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<td>Applies to</td>
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<td></td>
<td>Not Applicable</td>
<td>ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics</td>
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<td>Uncontracted</td>
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