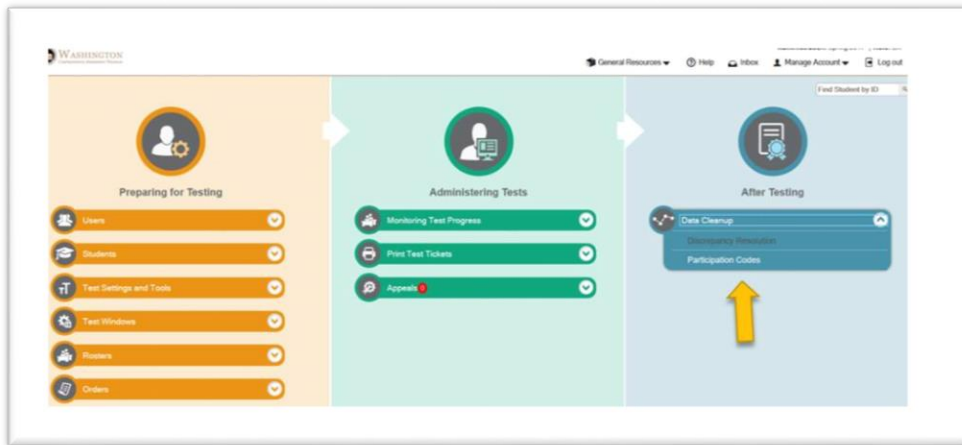
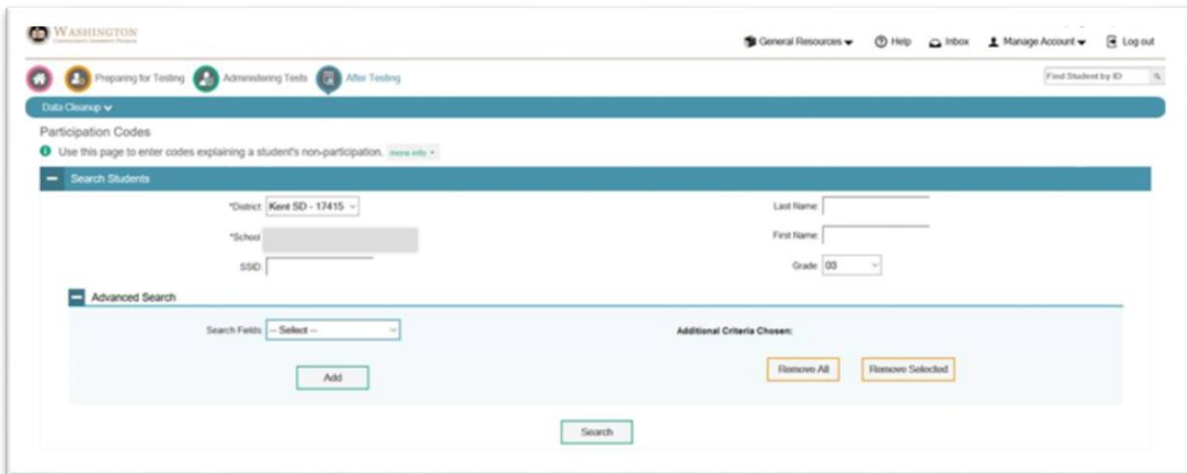


Entering TIDE and other Participation Codes into TIDE

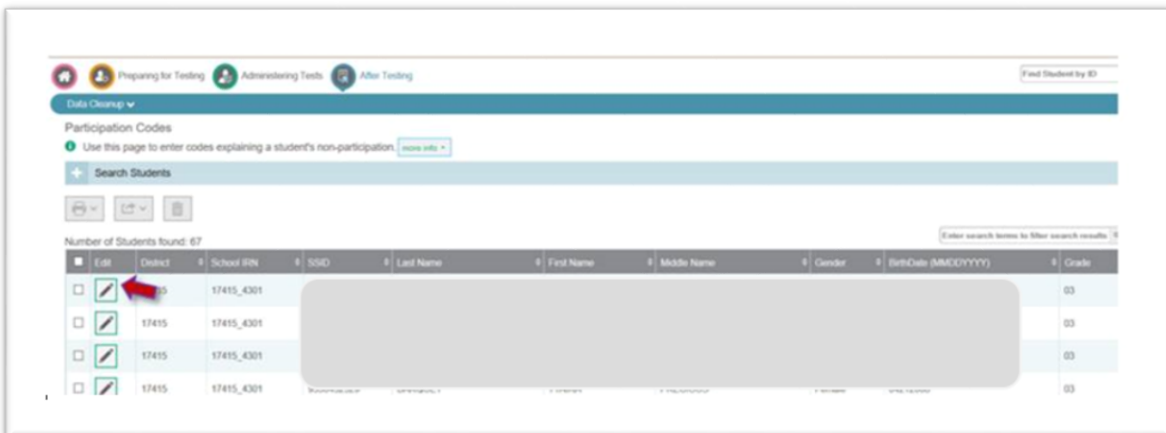
Log into Tide and using the blue **After Testing** box, click on **Participation Codes**.



The next screen that you see will look somewhat similar to the student settings screen. You can search for a group of students using filters, select a grade level, or select an individual student.



Next, to enter the Participation Code for Refusal, click on the Edit box next to the student whose attempt code you want to edit. The default is a "99" code. In this case, you want to change the 99 to a refusal code.



The edit screen for this student will look like the screen shot below – scroll down to the SBA ELA and Math, (include the ELPA21, if this is relevant.)

Click on the down arrow to open up an attempt code menu. You will see a code for parent refusal (RFP) and one for student refusal (RFS). You need to enter the refusal code for both CAT and PT portions of SBA. Be sure to scroll down and click on **SAVE**.

The screenshot shows a web form with two main sections: "Student Information" and "Special Codes".

Student Information:

- District: 1
- School: 1 elementary School
- SSID: 39
- Last Name
- First Name
- Middle Name:
- Gender: M
- BirthDate (MMC)
- Grade: 03

Special Codes:

Attempt Code:

- Grades 2-3 ELPA21 Listening Test: 99 None
- Grades 2-3 ELPA21 Reading Test: 99 None
- Grades 2-3 ELPA21 Speaking Test: 99 None
- Grades 2-3 ELPA21 Writing Test: 99 None
- ELPA21-Screener-Z3-ELPA21-2: 99 None
- Grades 2-3 Screener Pilot: 99 None
- G3 ELA-CAT: 99 None** (highlighted with a purple box and an arrow pointing to the dropdown arrow)
- G3 Math-CAT: 99 None
- G3 ELA-PT: 99 None
- G3 Math-PT: 99 None

L2 Basic:

- ELA: No
- Mathematics: No
- Science: No