Washington Comprehensive Assessment Program

Test Information and Distribution Engine

User Guide

2016–2017

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Introduction to This User Guide

This user guide provides specific instruction for navigating the Test Information Distribution Engine (TIDE) and includes activities to support test preparation, test administration, and post-test administration.

Organization of This User Guide

This guide contains the following sections:

- Section I, Overview of the Test Information Distribution Engine, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

- Section II, Accessing TIDE, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, log out, and change your account information.

- Section III, Understanding the TIDE User Interface, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.

- Section IV, Preparing for Testing, describes the activities you can perform in preparation for testing, including registering users and students, associating test settings and tools for students, uploading rosters (classes), ordering paper test materials (if necessary), and arranging test windows for your schools.

- Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting appeals (if necessary), and monitoring test progress.

- Section VI, After Testing, describes the activities you can perform post-testing, including resolving test discrepancies for paper test materials.

What's new from 2015-16

- Classroom activities have been removed

- Set and Manage Test windows

- Many tools that were previously selectable by the TA and the student in the test delivery system are now only selectable in TIDE.

- TIDE Student Settings updated to more closely align to the GTSA.

- Appeals permissions and system updates.

Document Conventions

describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
⚠	**Warning:** This symbol accompanies information regarding actions that may cause loss of data.
⚠	**Caution:** This symbol accompanies information regarding actions that may result in incorrect data.
📝	**Note:** This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for District Test Coordinators (DCs), School Test Coordinators, and Test Administrators (TAs) who manage the assessment effort. You should be familiar with the concepts of general management of user accounts for an enterprise-wide system, test eligibility, test settings, as well as tools, supports, and accommodations.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Section I. Overview of the Test Information Distribution Engine

This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports District Test Coordinators (DCs) School Test Coordinators (SCs), and Test Administrators (TAs) throughout the testing process, from test preparation, to test administration, to post-test administration. TIDE includes features to:

- manage user and student information

- set and manage school testing windows

- review initial orders of test materials

- order additional testing materials

- track shipments for initial and additional orders

- add/remove tools, supports and accommodations

- monitor test progress

- resolve paper test booklet discrepancies

- execute test appeals such as test reopens or invalidations

- apply participation codes to student tests such as Absent and Homebased. L2 Basic is also indicated for a student under participation codes.

- clean up data, including applying Participation Codes and Discrepancy Resolution

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in each school. TIDE receives the vast majority of this student information from OSPI through nightly uploads and "5 minute files" (these are termed 5 minute files as they are generated every 5 minutes by SSID Issuance. However, files are processed into TIDE hourly). TIDE then distributes this information to the appropriate target system. TIDE sends to the Test Delivery System (TDS) students' eligibilities, settings, accommodations, and designated supports; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Online Reporting System (ORS) students' institutional associations; this enables ORS to aggregate scores at the classroom, school, district, and state levels.

Figure 1. TIDE's Position in the Assessment Process
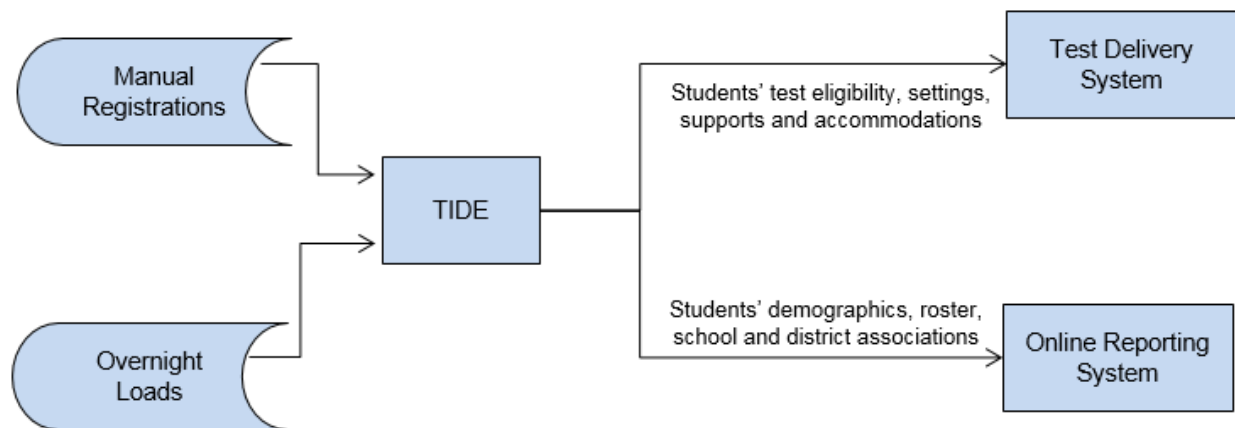
System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the System Requirements for Online Testing. This publication is available in the Technology Coordinator User Card, under the Technical Information section of the Washington Comprehensive Assessment Program Portal (WCAP Portal): http://wa.portal.airast.org.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level, school-level, or a test administrator-level user. A new Instructional Specialists (IS) user role was added in support of data coaches. Each role has an associated list of permissions to access certain features within TIDE.

Table 2 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 2. Overview of User Roles and Permissions

Task or Site	DC*	DA*	SC*	TA*	IS*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
Managing Student Information					
Viewing and Editing Students**	✓	✓	✓	✓	
Printing Pre-ID Labels	✓	✓	✓		
Printing Students' Test Settings	✓	✓	✓		
Generating Frequency-Distribution Reports	✓	✓	✓		

Task or Site	DC*	DA*	SC*	TA*	IS*
Managing Student Test Settings and Tools					
Viewing and Editing Test Settings and Tools	✓	✓	✓		
Uploading Test Settings and Tools	✓	✓	✓		
Managing TIDE Users					
Adding User Accounts	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Adding and Editing Users through File Uploads	✓	✓	✓		
Managing Rosters					
Adding a New Roster	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓		
Creating Rosters Through File Uploads	✓	✓	✓		
Working with Orders for Testing Materials					
Placing Additional Orders	✓	✓			
Viewing Order History	✓	✓			
Viewing Order Quantity Reports	✓	✓			
Printing Test Tickets					
Printing Test Tickets from Student List	✓	✓	✓	✓	
Printing Test Tickets from Roster List	✓	✓	✓	✓	
Managing Test Progress					
Reviewing Test Completion Rates	✓	✓	✓	✓	✓
Reviewing State Participation Counts Reports	✓	✓	✓	✓	✓
Reviewing Test Status Code Reports	✓	✓	✓	✓	✓
Documenting Non-Participation with Special Codes					
Submitting Appeals	✓	✓			
Viewing and Editing a Student's Participation Codes	✓	✓	✓		
Global Features					
Downloading and Installing Voice Packs	✓	✓	✓	✓	
Acknowledging the Non-Disclosure Agreement	✓	✓	✓	✓	
Downloading Teacher Hand-Scoring Resources for THSS	✓	✓	✓	✓	✓
Viewing Role Definitions	✓	✓	✓	✓	✓

Task or Site	DC*	DA*	SC*	TA*	IS*
Access to Test Administration (TA) Sites					
TA Interface Practice and Training Site	✓	✓	✓	✓	
Student Interface Practice and Training Site	✓	✓	✓	✓	
TA Interface	✓	✓	✓	✓	
TA Certification Site	✓	✓	✓	✓	
Access to Online Reporting System (ORS) Features and Tasks					
Score Reports					
School Listing	✓	✓	✓		✓
Teacher Listing	✓	✓	✓	✓	✓
Roster Listing	✓	✓	✓	✓	✓
Student Listing	✓	✓	✓	✓	✓
Individual Student Score Report	✓	✓	✓	✓	✓
Test Management Center					
Summary Statistics	✓	✓	✓	✓	✓
Retrieve Student Results	✓	✓	✓	✓	✓
Plan and Manage Testing	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓		✓
Search Students	✓	✓	✓	✓	

Task or Site	DC*	DA*	SC*	TA*	IS*
Access to Teacher Hand Scoring System (THSS) Features and Tasks					
Scorer	✓	✓	✓	✓	
Score Manager	✓	✓	✓	✓	
Access to Assessment Viewing Application (AVA) Features and Tasks					
Access Interim Smarter Balanced Assessments	✓	✓	✓	✓	✓
Respond to Questions	✓	✓	✓	✓	✓
Access to AIR Ways Features and Tasks					
Assessments Table					
Teacher Assessment Report				✓	
School Assessment Report			✓		✓
District Assessment Report	✓	✓			
Rosters	✓	✓	✓	✓	✓
Test Preferences				✓	
Class Preferences	✓	✓	✓		✓

* DC—District Test Coordinator; DA—District Administrator; SC—School Test Coordinator; TA—Test Administrator; IS—Information Specialist

There is a hierarchy to user roles. As indicated in <u>Figure 2</u>, the District Test Coordinator is at the top of the hierarchy, followed by the District Administrator, then the School Test Coordinator, and finally, the Test Administrator and Information Specialist. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles
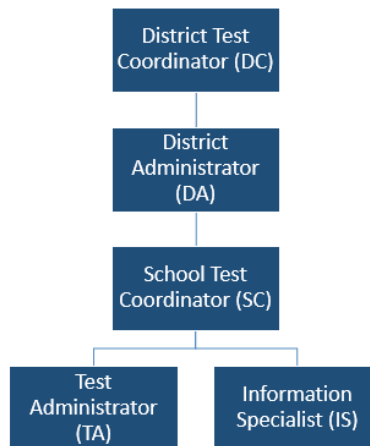
Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, change account information, and log out.

Activating Your TIDE Account
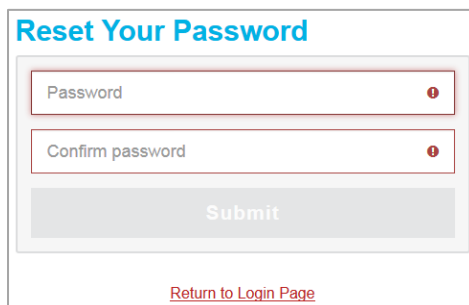
Your account is created in TIDE by a higher-level user, and then TIDE sends you an activation email. DC and DA user roles are set by OSPI, using information collected in WAMS-Profile. This email contains a temporary password and link for logging in to TIDE. This link expires 30 days after the email was sent. If you don't activate your account within 30 days, you need to reset your password as described in Resetting Your Password.

If you do not receive an activation email, check your spam folder. Emails are sent from AIRAST-DoNotReply@airast.org, so you may need to add this address to your contact list.

To activate your account:

1. Click the link in the activation email. A page will appear with fields to re-enter your e-mail and temporary password. Click **Secure Login**. The *Reset Your Password* page appears (see Figure 3) and you will be prompted to change your password.

Figure 3. Fields in the Reset Your Password Page
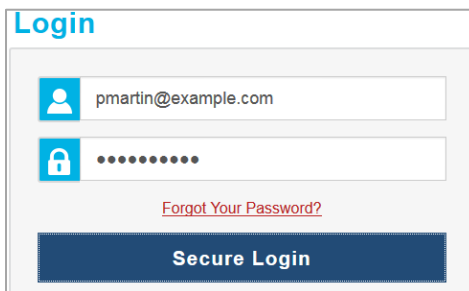
2. Enter a password for your account. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !.

3. Click **Submit**. A confirmation message appears.

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4. Click **Return to Login Page**. The Login page appears (see Figure 4).
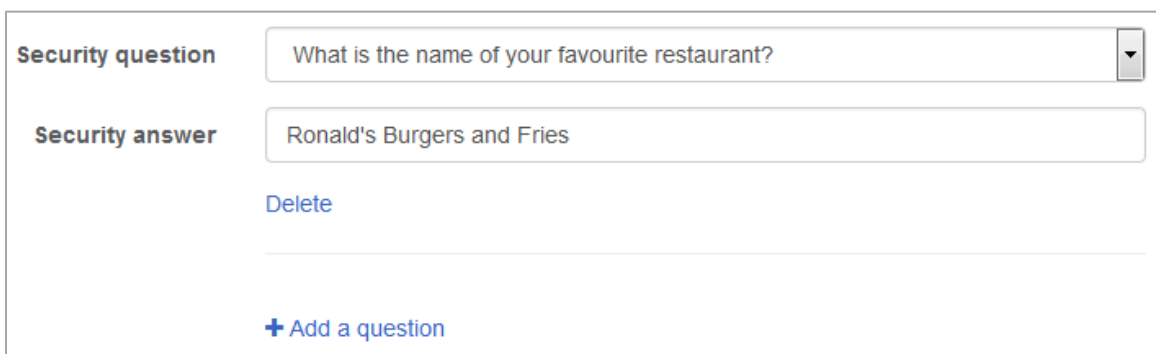
Figure 4. Fields in the Login Page

Login

| 👤 | pmartin@example.com |
| 🔒 | •••••••••• |

Forgot Your Password?

Secure Login

5. Enter your email address and the password you entered in step 2, and then click **Secure Login**. The *User Profile* page appears.

6. Click the **Security Questions** tab.

7. Click **Add a question**. A form appears for adding a security question (see Figure 5).

Figure 5. Form for Adding a Security Question

Security question	What is the name of your favourite restaurant? ▾
Security answer	Ronald's Burgers and Fries
	Delete
	➕ Add a question

8. Select a security question and type the answer.

9. Repeat steps 7–8 until you have added three security questions.

10. Click **Update**. The Washington Comprehensive Assessment Program portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 7) in the portal page.

Logging in to TIDE

To log in to TIDE:

1. Open your web browser and navigate to the WCAP portal at: http://wa.portal.airast.org/.

2. Click the **Test Administrators** or **Test Coordinators** card (see Figure 6).

3. Click the **TIDE** card. The *Login* page appears (see Figure 3).

4. Enter your email address and password.

5. Click **Secure Login**. The TIDE dashboard appears (see Figure 9).

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

Figure 6. User Role Cards

Figure 7. TIDE Card

⚠ **Caution: Loss of Data:** 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.

Resetting Your Password

You need to reset your password in any of the following situations:

*   You forgot your password.

*   You didn't activate your account within 30 days of receiving the activation email.

*   The TIDE administrator locked your account.

To reset your password:

1. Display the *Login* page by following steps 1–3 in the section Logging in to TIDE.

2. In the *Login* page (see Figure 4), click **Forgot Your Password?**. The *Reset Your Password* page appears (see Figure 8).

Figure 8. Fields in the Reset Your Password

Reset Your Password

Enter details to find your account

👤 pmartin@example.com

Submit

3. Enter your email address and click **Submit**. Your security question appears.

4. Enter the response to the security question and click **Submit**. TIDE sends you an activation email containing a link for logging in.

5. Click the link in the activation email. The ***Reset Your Password*** page appears (see Figure 3).

6. Enter a new password for your account. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !. Your new password cannot be the same as your current or previous password.

7. Click **Submit**. A confirmation message appears.

8. Click **Return to Login Page**. The ***Login*** page appears (see Figure 4).

9. Enter your TIDE email address and the password you entered in step 6 and click **Secure Login**. The ***User Profile*** page appears.

10. Under the **Security Questions** tab, review and modify your answers to the security questions as necessary and click **Update**.

The TIDE home page appears.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 11), click **Logout**.

 ⚠️ **Warning:** Logging out of TIDE logs you out of all WCAP systems. For example, if you log out of TIDE while administering a test using the TA interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session and your students will have to log in to resume testing.

Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category could be performed before testing begins. This category includes tasks for managing records for users, students, test settings, and rosters. This category also includes tasks for placing orders for paper testing materials and for setting up test windows. For more information about this category, see the section Preparing for Testing.

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets, requesting appeals, and monitoring testing progress. For more information about this category, see the section Administering Tests.

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes tasks for resolving test discrepancies and tracking participation codes for paper testing materials. For more information about this category, see the section After Testing.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 9). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 9. TIDE Dashboard
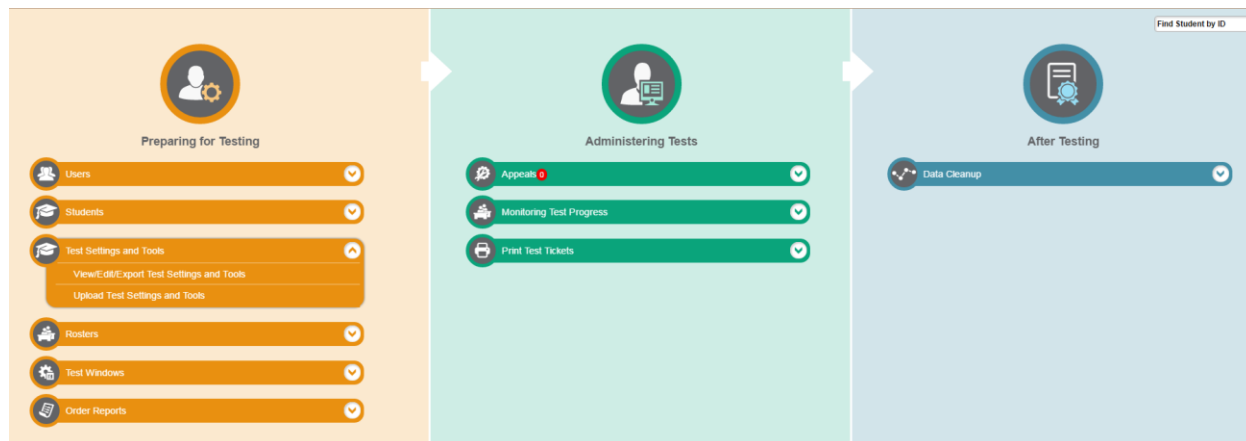
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click [icon] on the end of that menu. To perform a task, click the name of that task listed in this menu.

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 10. Navigation Toolbar

- To access the dashboard, click [icon] in the upper-left corner.

- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 11).

Figure 11. TIDE Banner

The banner displays the current test administration and your current user role. The banner also includes the following features:

- **Single Sign On**: This drop-down list allows you to switch to other AIR systems.

- **General Resources**: This drop-down list allows you to access various resources needed for testing, such as voice pack files, and Teaching Hand Scoring System scoring materials.

- **Help**: This button opens the online TIDE User Guide.

- **Manage Account**: This drop-down list allows you to change your user role and set up your contact information.

- **Logout**: This button logs you out of TIDE and related AIR systems.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by student ID (SSID), and switch to other AIR systems.
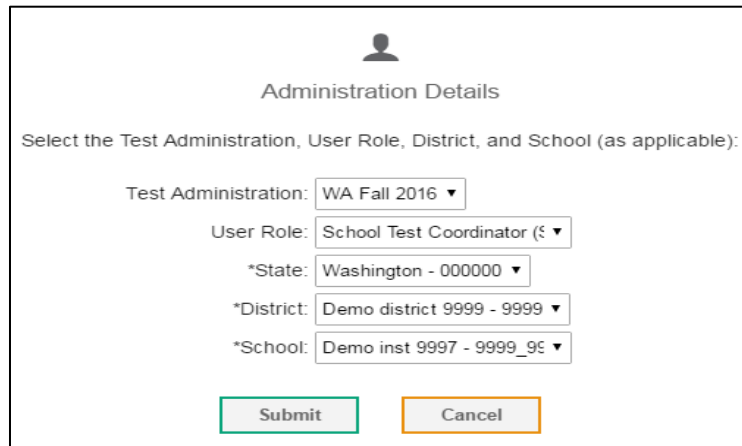
Manage Account

Most TIDE functions are available regardless of the administration selected when logging in, but some TIDE functions, such as material orders and appeals, require selecting a specific administration. Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

Changing Test Administration, Institution, or Role

1. In the TIDE banner (see Figure 11), select **Change Role** from the **Manage Account** drop-down menu. The *Change Role* page appears (see Figure 12).

Figure 12. Change Role
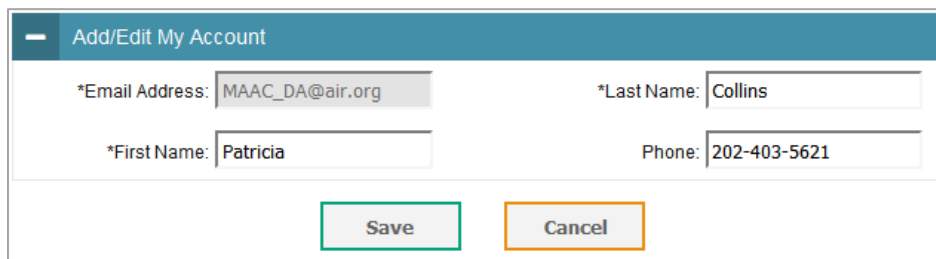
2. Update the information as necessary. All fields are editable.

3. Click **Submit**. A new home page appears that is associated with your selections.

Manage Your Account Information

Email address information is not editable in TIDE. If that contact information needs to be updated, to reflect a change in someone's name or email domain, please contact the Washington Help Desk before taking any action. AIR is able to internally update the email address associated with a TIDE account. Field users experiencing a change in email address should *not* try to implement that change by uploading or adding new user accounts. Doing so will create separate user accounts that do not have all pertinent information, such as student rosters from previous administrations, and will delay AIR's update process. Field users should not delete the TIDE accounts associated with the old email address, as that is the account that AIR will update.

Figure 13. Fields in the My Account Page
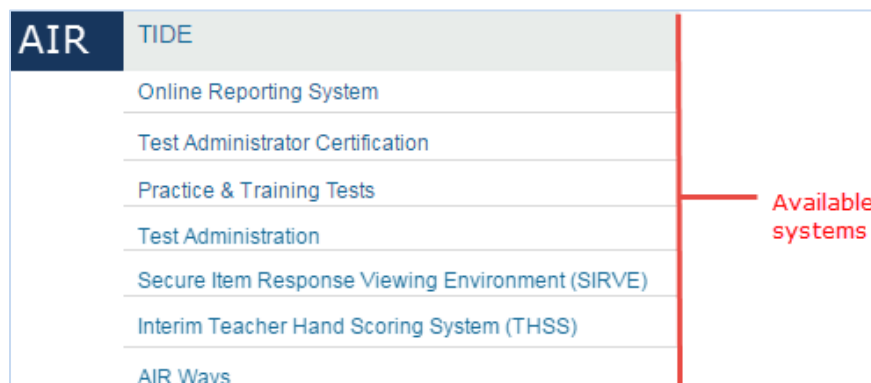
Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to other AIR systems. The Assessment Viewing Application (AVA) is unable to be added to this dropdown for 2016-17.
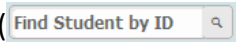
To switch to another AIR system:

- In the banner, click **TIDE**, and then select the other system you want to use (see Figure 14. Switching Between AIR Systems

Figure 14. Switching Between AIR Systems

Finding Students by ID

A *Find Student by ID* field (Find Student by ID   🔍) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View/Edit/Export Student*** page filtered to a specified student's record.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SSID.

2. Click 🔍 . The **View/*Edit Student*** form for that student appears.

Downloading and Installing Voice Packs

TIDE provides the NeoSpeech™ Julie Voice Packs, screen readers students with a text-to-speech accommodation can use during a test opportunity. You can download the voice packs from TIDE and install them on testing computers. These voice packs are compatible with Windows, but not Mac OS X or Linux.

To download voice packs:

1. From the **Resources** drop-down list in the banner (see [Figure 11](#)), select **Voice Pack**. The ***Download Voice Pack*** page appears.

2. Click the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.

3. Read the installation instructions available from the ***Download Voice Pack*** page and then proceed with installation.

Acknowledging the Non-Disclosure Agreement

All users must acknowledge a non-disclosure agreement each year prior to administering tests through the TA interface. If you do not acknowledge the non-disclosure agreement, you will not be able to log into the TA interface.

To acknowledge the non-disclosure agreement:

1. From the **Resources** drop-down list in the banner (see [Figure 11](#)), select **Non-Disclosure Agreement**. The ***Washington Office of Superintendent of Public Instruction Non-Disclosure Agreement*** page appears.

2. Read the agreement and click **I Acknowledge**. A confirmation message appears.

Downloading Teacher Hand-Scoring Resources

TIDE provides resources you should use to prepare for scoring Interim (ICA and IAB) constructed response items by hand. These materials can be used for educator professional development at any time, and can also be reviewed before students take an interim assessment. See the *Teacher Hand Scoring System (THSS) User Guide* for more information on the use of these materials.

To download hand-scoring resources:

1. From the Fall 2016 **Resources** drop-down list in the banner (see [Figure 11](#)), select **THSS Materials**. The *THSS Materials* page appears.

2. Click the download link for the required resource.

Viewing Role Definitions

TIDE provides a list of role definitions that you can review.

To view role definitions:

- From the **Resources** drop-down list in the banner (see [Figure 11](#)), select **Role Definition**. The *Role Definition* page appears.

Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, some elements on the task page are used for multiple tasks. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms, for example, updating a student's test settings (see [Figure 15](#)). This section explains how to navigate these forms.

Figure 15. Sample Record Form to Update a Student's Universal Tools Embedded

Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can view and/or edit. You can click ▬ in the upper-left corner of a panel to collapse it, or click ＋ in a collapsed panel to expand it.

A floating *Go To section* toolbar appears on the left-side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Note: The number of panels and the content of those panels in a record form depend on the record type.

Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 16).

Figure 16. Sample File Upload Page

When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided throughout the section Preparing for Testing.

You can click ＋ next to the *Upload History* panel on the **File Upload** page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see Processing File Uploads in Appendix A.

To upload a file:

1. On the file upload page, click **Download Templates** and select the appropriate file type.

2. Open the file in a spreadsheet application, fill it out, and save it.

3. On the file upload page, click **Browse** and select the file you created in the previous step.

4. Click **Next**. The *Preview* page appears (see Figure 17). Use the file preview on this page to verify you uploaded the correct file.

Figure 17. File Upload Preview (partial view)

Row Number	District ID	School ID	First Name	Last Name	Email Address
1	99	9000	Thomas	Walker	tw@air.org
2	99	9000	Thomas	Walker	tw@air.org
3	99	9000	Thomas	Walker	tw@air.org

5. Click **Next**. TIDE validates the file and displays any errors (⚠) or warnings (🚩) on the *Validate* page (see Figure 18).

> **Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

   o *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.

   o *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 18. Sample Validation Page

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i234gg234	Adams	John	AdamsJ@air.org	(123)234-4567	TA	⚠ Empty
3	52138	e789rg334	Washington	George	⚠ Washington.G@air.org	(222)333-4444	ST	Delete
8	30459	🚩 e2df33235	Jefferson	Thomas	JeffersonT@air.org	(123)456-0987	ST	Delete

Continue with Upload   **Upload Revised File**   **Cancel**

> **Note:** If your file contains more than 200 records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records (see Table 28).

6. Do one of the following:

   o Click **Continue with Upload**. TIDE commits those records that do not have errors.

   o Click **Upload Revised File** to upload a different file. Follow the prompts on the *Upload Revised File* page to submit, validate, and commit the file.

The ***Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 19).

Figure 19. Confirmation Page

7. *Optional*: To upload another file of the same record type, click **Upload New File**.

Searching for Records

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 User task). For such tasks, a search panel appears when you first access the task page (see Figure 20). This section explains how to use this search panel and navigate search results.

Figure 20. Sample Search Panel

To search for records:

1. In the search panel, enter search terms and select values from the available search parameters, as required.

   Note: 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:

   a. To include an additional search criterion in the search, select it and click **Add**.
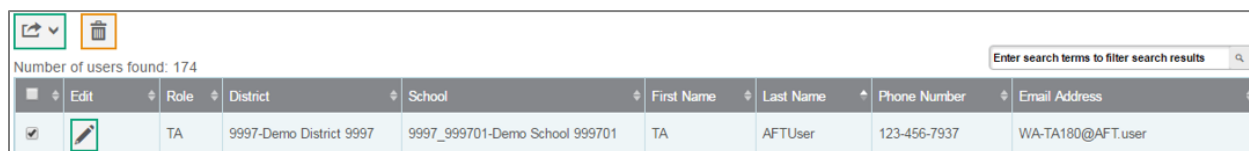
b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

c. For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

3. Click **Search**. The list of retrieved records appears below the search panel (see <u>Figure 21</u>).

a. *Optional*: If you wish to collapse the search panel, click ▬ in the upper-left corner of the panel.

Figure 21. Sample Search Results

4. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and click 🔍. TIDE displays only those records containing the entered value.

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

o To sort the column in descending order, click the column header again.

6. *Optional*: If the table of retrieved records is too wide for your browser window, you can click ◀ and ▶ icons at the sides of the table to scroll left and right, respectively.

Evaluating Advanced Search Criteria
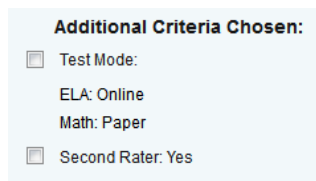
Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

*   If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.

*   If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.

Referring to [Figure 22](#), TIDE retrieves student records that match both of the following:

- Test mode for ELA is online *or* test mode for Math is paper.

- A second rater is allowed.

Figure 22. Additional Search Criteria

Additional Criteria Chosen:
☐ Test Mode:
   ELA: Online
   Math: Paper
☐ Second Rater: Yes

Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

To perform actions on records:

1. Search for the required records by following the procedure in the section [Searching for Records](#).

2. To select records for an action (such as printing or exporting), do one of the following:

   o Mark the checkbox next to each record you wish to select.

   o To select all records, mark the checkbox in the header row.

3. Click the required action button above the table of retrieved records:

   o 🖨: Prints the selected records.

   o 📤⌄: Exports the selected records to a PDF, Excel, or CSV file.

   o 🗑 : Deletes the selected records (User records only).

   Note: When you scroll down in the table, these action buttons appear in a floating toolbar on the left-side of the page. You can click the buttons in this toolbar to perform actions on the selected records.

Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the **Preparing for Testing** category. These tasks should be performed before testing begins.

This section covers the following topics:

- Managing TIDE Users

- Managing Student Information

- Managing Student Test Settings and Tools

- Managing Rosters

- Working with Orders for Testing Materials

- Managing Test Windows

Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Adding User Accounts

This section explains how to add a new user account to TIDE.

> **Note:** When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

To add a user account:

1. From the **Users** task menu on the TIDE dashboard, select **Add User**. The *Add User* page appears (see Figure 23).

Figure 23. Fields in the Add User Page

2. Select the role, district, and school associated with the new user.

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3. Using Table 3 as a reference, enter the user's first name, last name, email address, and other details in the optional fields.

4. Click **Save**.

5. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from AIRAST-DoNotReply@airast.org.

Viewing and Editing User Details

You can view and modify detailed information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in your district or school.

To view and edit user details:

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

2. Retrieve the user account you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved users, click ✏ for the user whose account you want to view. The ***Edit User*** form appears (see Figure 24).

Figure 24. Fields in the Edit User Form

4. If your user role allows it, modify the user's details as required. Use Table 3 as a reference.

5. Click **Save**.

6. In the affirmation dialog box, click **Continue** to return to the list of user accounts.

Table 3 describes the fields in the *Edit User* page.

Table 3. Fields in the Edit User Page

Field	Description
Role	User's role. For an explanation of user roles, see System Requirements To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the System Requirements for Online Testing. This publication is available in the Technology Coordinator User Card, under the Technical Information section of the Washington Comprehensive Assessment Program Portal (WCAP Portal): http://wa.portal.airast.org. Understanding User Roles and Permissions.
District	District associated with the user. To modify the district associated with a user, you must delete and add the user using file uploads. For details, see Adding and Editing Users through File Uploads.
School	School associated with the user. To modify the school associated with a user, you must delete and add the user using file uploads. For details, see Adding and Editing Users through File Uploads.
Email Address	Email address for logging in to TIDE.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.

Adding and Editing Users through File Uploads

If you have many users to add or edit, 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.

To upload user accounts:

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

2. Following the instructions in the section Uploading Records and using Table 4 as a reference, fill out the user template and upload it to TIDE.

Table 4 provides the guidelines for filling out the user template that you can download from the *Upload User* page.

Table 4: Columns in the User Upload File

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	This is the district's 5-digit County District School (CDS) code.
SCHOOLID	School associated with the user.	This is the school's 4-digit CDS code Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.
Email*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions	One of the following: SC—State Coordinator DC—District Coordinator DA—District Administrator TA—Test Administrator IS—Information Specialist Must be lower in the hierarchy than the user uploading the file (see Figure 2).

Column	Description	Valid Values
Action*	Indicates if this is an add or a modify transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Delete an existing user record.

*Required field.

Figure 25 is an example of a simple upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.

- The second row modifies Thomas Walker's account, adding an additional role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.

- The third row adds Patricia Martin as a Test Administrator for school 9000.

- The fourth row adds Patricia Martin as a School Coordinator for a different school—9001.

Figure 25. Sample User Upload File

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action
2	99	9000	Thomas	Walker	tw@air.org		TA	ADD
3	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SC	ADD
4	99	9000	Patricia	Martin	pm@air.org		TA	ADD
5	99	9001	Patricia	Martin	pm@air.org		SC	ADD

Managing Student Information

This section describes the pre-ID process, how to view and edit students' records, and how those records affect testing and reporting.

Pre-Identification of Students

Some test administrations will have default pre-IDs automatically set by the state. The student data will be pulled from CEDARS. In other situations, the pre-ID will need to be supported by the district. Details on the pre-ID process, for the spring 2017 assessments, can be located in the *Pre-ID Details Document* available on the WCAP-Portal http://wa.portal.airast.org/.

Students are automatically identified for accountability testing based on grade level, and students are assigned default test assignments for graduation assessments based on both grade level and progress toward graduation requirements.

All students in grades 3-8 and 11 must take the Smarter Balanced ELA and Math Assessments for accountability purposes. Tenth graders should also be assessed in high school ELA for graduation purposes, and if they have completed algebra II coursework, they should also take high school math. Students are automatically identified by OSPI for testing based on grade level. Information on how to identify students testing Off-Grade Level in Smarter Balanced ELA and/or Math is detailed in the Online Administrations section of the ***Pre-ID Details Document***.

All students in grades 5 and 8 must take the MSP Science Assessment, and all 10th grade students who have yet to earn a level 3 or 4 on EOC Biology must be assessed in biology for accountability purposes.

Student Record Data Flow from CEDARS to TIDE

The TIDE system is used to manage student information and user accounts for all of Washington's state assessments. Each night (7 days a week) all enrolled students in all grades are extracted from CEDARS and sent to TIDE. Students must have a record in TIDE in order to participate in state assessments, and the only way a student can have a record in TIDE is if a record with a valid, unique State Student Identifier (SSID) is sent from CEDARS to TIDE. The **TIDE Student Record Pull Logic** document, located on the WCAP-Portal, outlines how this routine data transmission occurs as well as the steps to take for fringe cases including non-enrolled students participating in state assessments. When discrepancies are noted in TIDE (example: name, grade level) the update needs to be made in CEDARS.

Viewing and Editing Students

You can view and edit detailed information about a student's record.

To view and edit student details:
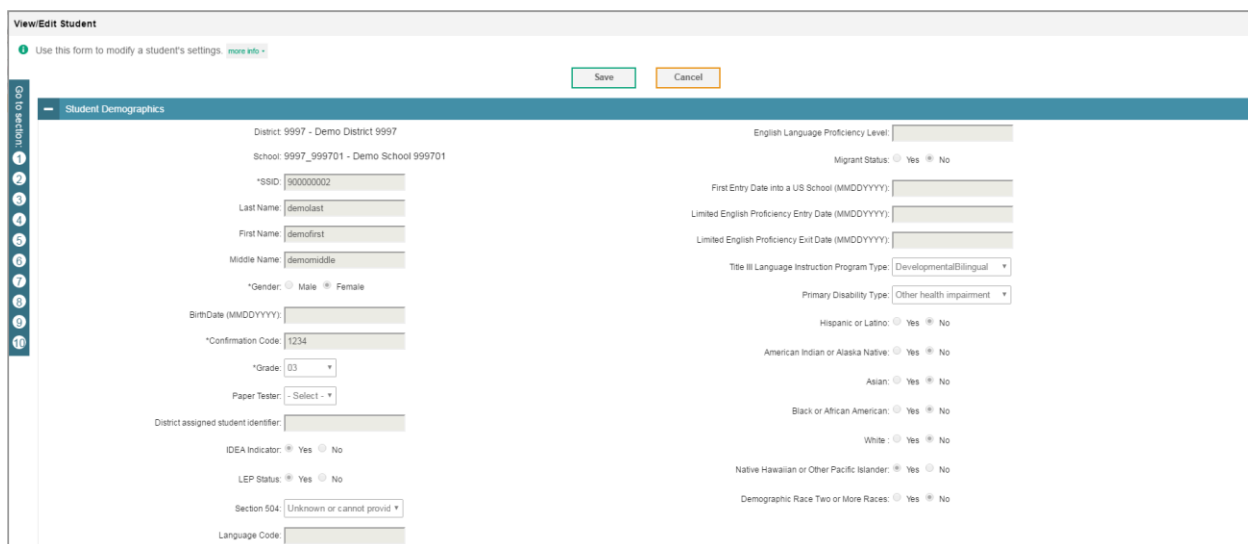
1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears.

2. Retrieve the student record you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click ✏️ for the student whose account you want to view. The *Edit Student* form appears. This form is similar to the form used to add student records (see Figure 26).

Figure 26. Fields in the Add Student Form (top portion)

4. If your user role allows it, modify the student's record as required.

    o   In the *Demographics* panel, modify the student's demographic information, using Table 5 as a reference.

    o   In the *Test Settings and Tools* panel (see Figure 27), modify the student's test settings, using Table 6 as a reference. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary. This also is the location to set Off-Grade Level for student access.

o   In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.

⚠ **Caution: All test settings, including Off-Grade Level are set in TIDE beginning in the 2016-17 school year and not in the TA interface. This is a change from the 2015-16 school year.**

5.   Click **Save**.

6.   In the affirmation dialog box, click **Continue** to return to the list of student records.

Figure 27. Test Settings and Tools Panel

Table 5 describes the fields in the *Demographics* panel on the student form. Data in these fields should mirror data in CEDARS for any enrolled student. If any of these fields need to be updated, the change must be made in CEDARS as it is un-editable in TIDE
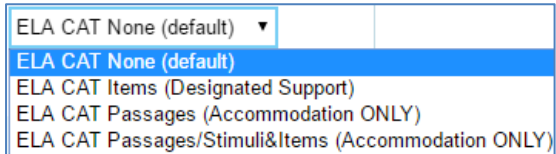
Table 5. Fields in the Demographics Panel

Field	Description
Enrolled Grade	Grade in which student is enrolled during test window.
Last Name	Student's last name.
First Name	Student's first name.
Middle Initial	Initial of student's middle name.
SSID	Student's 10-digit State Student Identifier (SSID)
Birth Date	Student's date of birth.
Gender	Student's gender.
Section 504	Student's 504 status.
Primary Exceptionality	Student's primary disability.
Race/Ethnicity	Student's ethnicity.
English Language Proficiency Level	Student's ELP level.
Migrant Status	Student's migrant status.

Table 6 describes the fields in the *Test Settings and Tools* panel on the student form.

Table 6. Fields in the Test Settings and Tools Panel

Field	Description
Universal Tools – Embedded	
Expandable Items*	Certain items will have arrows that allow the expansion of the item section for easier readability.
Expandable Passages*	Arrows that move the Expandable Passages tool on or off, allowing student to expand a passage section, scenarios, or stimuli section for easier readability. Default on but can be toggled off.
Glossary English	Identified in the GTSA as a Universal Tool, but located in the Designated Support section of TIDE. *The location in TIDE is a noted error for update in 2018.*
Highlighter*	Allows students to highlight text. Please note that students must first select a portion of the item to evoke the highlight tool option in the context menu. Default on but can be toggled off for students who may find it a distraction.
Mark for Review*	Allows students to flag questions to return to later. Default on but can be toggled off for students who may find it a distraction.

Field	Description
Strikethrough*	Allows students to cross out an answer option to focus on the options they think might be correct. Default on but can be toggled off for students who may find it a distraction.
Zoom	Identified in the GTSA as a Universal Tool, but located in the Designated Support section of TIDE. *The location in TIDE is a noted error for update in 2018.*
Additional Universal Tools identified in the GTSA as Embedded, but not displayed in TIDE. These tools are delivered by a TA or within the TDS, when applicable.	**Delivered by TA** Amplification, Audio Support, Breaks, Keyboard Navigation, **Delivered by TDS, when applicable** *(no option to toggle off)* Calculator, Dictionary – English, Notepad Digital, Notepad Global, Spell Check, Thesaurus, Tools-Math, Tools-Writing
Universal Tools – Non-Embedded
Non Embedded Universal Tools: not available in TIDE; not documented in TIDE.	Breaks, Calculator, Dictionary-English, Glossary-English, Scratch/ Graph paper, Spell Check, Thesaurus, Tools-Science/Math/Writing (paper-testers). Refer to the GTSA for use and restrictions.
Designated Supports – Embedded
Color Contrast*	List of available color settings that enable students to adjust screen background and font color, based on student needs or preferences. Default Black on White but can be toggled to other color contrasts.
Masking*	Allows a student to cover distracting regions of the test. Default Masking Not Available but can be toggled to Masking Available.
Mouse Pointer*	Tool which allows a change in color and size of the mouse pointer. System Default Black/Small, but can be toggled to another color/size.
Text-To-Speech (TTS)***, * Alert: ELA CAT Passages and Stimuli are permitted as Accommodation Only (items included). IEP/504 plan required. Undocumented use results in invalidation. *Text-to-Speech ELA CAT Passages/Stimuli identified correctly in GTSA as Accommodation; set here in TIDE.* Refer to the footnote ***	Sets test content administered with TTS Designated Support or Accommodation. This tool utilizes voicepack software in TDS to read aloud Items, Stimuli, Passages, and Scenarios. When selecting Passages/Stimuli or Scenarios/Stimuli (it includes +Items). **Designated Support: ELA:** ELA CAT Items only, ELA PT Items, ELA PT Stimuli, ELA PT Passages and ELA PT Passages/Stimuli+Items, Math Items, Math Stimuli, Math Stimuli+Items, Science Items, Science Stimuli, Science Scenarios/Stimuli+Items **Accommodation Only** (IEP/504 plan): ELA CAT Passages or Passages/Stimuli+Items ELA CAT None (default) ▾ ELA CAT None (default) ELA CAT Items (Designated Support) ELA CAT Passages (Accommodation ONLY) ELA CAT Passages/Stimuli&Items (Accommodation ONLY)

Field	Description
Translation – Glossaries* Glossary – English*	**Translation Glossaries:** As a Designated Support, allows students to view translation for certain words marked with a border in math tests. Students can also select the audio icon next to the glossary term and listen to the audio recording of the glossary. Default English Glossary. Note: Only the English glossary is available for ELA-CAT, ELA-PT and Science. **English Glossaries:** Available as a universal tool for full write portion of an ELA-Performance Task. A full write is Part 2 of a PT. Default on but can be toggled off for students who may find it a distraction. *Identified correctly in GTSA as a Universal Tool; set here in TIDE. The location in TIDE is a noted error for update in 2018.*
Translation Spanish – Stacked	Identified in the GTSA as a Designated Support, but located under the **Presentation** label in the Accommodation section of TIDE to toggle from default English to Spanish.
Zoom*	Student level zoom adjusts the size of the font and other graphics in a window or frame, can be set by student to 1x, 1.5x, 1.75x, 2.5x, 3x levels. Set in TIDE the zoom level (Streamlined Mode 5x, 10x, 15x, 20x levels) of the entire test. Default 1x (14 pt. font). *Identified correctly in GTSA as a Universal Tool; set here in TIDE. The location in TIDE is a noted error for update in 2018.*
Additional Designated Supports identified in the GTSA as Embedded, but not displayed in TIDE.	**Universal Tools Off** Tools—Universally Turn Off is identified in the GTSA. This label does not exist in TIDE, however, DC, DA, or SC may individually toggle off individual Universal Tools, as available in TIDE, if they are a distraction to students. **Delivered by TDS, when applicable** *(no option to toggle off)* Translated Test Directions. Automatically displays when Translation Spanish – Stacked is turned on.
Designated Supports – Non-Embedded
Non Embedded Designated Supports: *Currently not available in TIDE. Once AIR implements enhancement; use is required to be set in TIDE.*	Color Contrast, Color Overlay, Bilingual Dictionary, Magnification, Masking, Noise Buffers, Read Aloud, Scribe, Separate Setting, Simplified Test Directions, Text-to-Speech, Translated Student Directions, Print on Request, Translated Test, Translated Paper Test, Translation Glossary. Refer to the GTSA for use and restrictions.

Accommodations – Embedded	
American Sign Language**	Test content is translated into ASL video. ASL human signer and the signed test content are viewed on the same screen. Default is Do Not Show ASL Videos, but can select Show ASL Videos.
Audio Transcriptions*	When Audio Transcription is enabled to be 'on' via TIDE, the student will see a pop up window appear when he or she hits 'Play' on a listening item that contains the text of that listening item's audio stimulus. This can be used for visually impaired students, as it displays the text on the screen so that screen readers (like JAWs) can output the text to the refreshable braille display. Primarily used for Braille tests. Default is Audio Transcriptions Disabled, but can select Audio Transcriptions Enabled.
Closed Captioning**	Closed Captioning provides enlarged subtitles for only a listening item's audio stimulus. This tool is mainly meant to be used in conjunction with ASL videos, as the enlarged text allows the student to follow along with the audio stimulus. The text is presented in white, and highlighted in black. This tool is available currently. Default is Closed Captioning Not Available, but can select Closed Captioning Available.
Emboss**	Emboss is selected if an embosser is being used as opposed to using JAWS. Allows braille to be presented via embosser; used for math and ELA, when Braille is selected in Presentation. Default is None, but can select Stimuli & Items.
Emboss Request Type**	Emboss request type is the method in which Stimuli&Items are requested to be embossed. For instance, if you selected Auto-Request, each stim&item on the screen would be automatically 'requested' to be embossed. If you selected On-Request, that means someone would have to select exactly which stims&items should be embossed since there wouldn't be any automatic selections. Available to student in TDS when Braille and Emboss are set to on. Default is Auto-Request but can select On-Request or Not Applicable.
Exempted Domains**	Set in TIDE to exempt student from Reading, Writing, Listening, or Speaking portion of the ELPA21 test. Refer to the GTSA for details. Default no exemptions.
Permissive Mode*	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser. Default permissive mode off but can be toggled on.
	One of the tools is Speech-to-Text, which is voice recognition that allows students to use their voices as input devices to the computer to dictate responses or give commands. Tests must be flagged to have Permissive Mode on and download those 2nd/3rd party apps that provide these voice recognition software apps. This tool is different from the Embedded Designated Support Text-To-Speech.
	Additional information about Permissive Mode can be found in the TA User Guide.

Presentation** **Braille** **Translation Spanish - Stacked**	**Braille:** Available to student in TDS when Braille is selected. Default is English, but can set to Braille. **Translation Spanish – Stacked:** Stacked translation provides the full Spanish translation of each test item above the original item in English. Students may also respond in Spanish for the Smarter Balance Math Stacked Spanish assessment, only. *Identified correctly in GTSA as a Designated Support; set here in TIDE. The location in TIDE is a noted error for update in 2018.*
Print on Demand*	Tool that when enabled allows to automatically send a print request for each item Stimuli, and/or passage the student comes across while testing. Default is None, but can set to Items, Stimuli, or Passages+Items
Recordings and Replay Unlimited	As an accommodation, unlimited recording and replays in the Speaking and Listening domains of the ELPA21 test are permitted if identified in an IEP or 504 plan. Identified correctly in GTSA, however, the TDS is unable to limit access to two times, so use is required to be monitored by TAs as identified in the TAM. Use of unlimited recordings and replays is still required to be documented in TIDE.
Streamlined Interface Mode*	Arranges the test content vertically so that stimuli appear above their associated questions on the test page. This tool is necessary for Braille tests and for zoom levels that exceed 5x of the default zoom setting. Default is off, but can be toggled to on.
Text-to-Speech* ELA CAT Stimuli & Passages	Text-to-Speech for ELA CAT Stimuli and ELA CAT Passages are identified correctly in the GTSA under the Accommodation section, but TIDE incorrectly locates under the Designated Supports section. Use by students **must** be identified in an IEP or 504 plan. This error in location is a noted for update in 2017-18.
Accommodations – Non-Embedded	
Non-Embedded *Accommodations Currently not available in TIDE. Once AIR implements enhancements; use is required to be set in TIDE.*	Abacus, Alternate Response Options, American Sign Language, Braille, Calculator, Multiplication Table, 100s Number Table, Paper Pencil Standard/Large Print, Print on Demand, Read Aloud, Recordings & Replays, Scribe, Speech-to-Text, Text-to-Speech. Refer to the GTSA for use and restrictions.

* This test setting is toggled in TIDE. Once set, it **may** be changed during the duration of a student's test setting, by the TA placing the students test on pause and the SC changing the settings in TIDE. No appeal required. This change is immediate and the student can rejoin the current test session.

** This test setting is toggled in TIDE. Once set, it may **not** be changed during the duration of a student's test session without submitting an appeal in TIDE to reset the test. A reset eliminates all student responses, allowing the student to take the correctly identified test. This request may take up to 24 hours to process. Once processed, the SC can toggle the appropriate setting in TIDE for student access in the TDS.

*** Text to Speech incorrectly displays for ELA CAT Stimuli and ELA CAT Passages, under the Designated Support location in TIDE. However, the TDS functions correctly when a Text-to-Speech selection is made in TIDE (whether accommodation or designated support). DCs, DAs, SCs are required to set only the level of access for a student based on the students IEP. Stimuli and Passages for ELA CAT are Accommodation **only** and use must be written into a student's IEP/504 plan. Undocumented use results in invalidation.

Printing Pre-ID Labels

A pre-ID label (see Figure 28) is a label that you affix to a student's testing materials, such as a paper answer booklet.

Figure 28. Sample Pre-ID Label
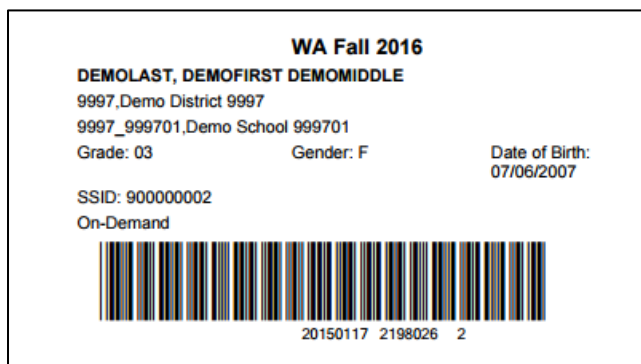
Districts and schools can print labels for students not included in the original pre-ID upload for a given administration, such as students who transferred to a school after the pre-ID upload.

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

To print Pre-ID Labels:

1. Retrieve the student(s) for whom you want to print labels by following the procedure in the section Searching for Records.

2. Click the column headings to sort the retrieved students in the order you want the labels printed.

3. Do one of the following:

    o Mark the checkboxes for the students you want to print.

    o Mark the checkbox at the top of the table to print labels for all retrieved students.

4. Click ![print icon] and then select **Pre-ID Labels**. A model appears for selecting the start position for printing on the first page (see Figure 29).

5. Verify **Pre-ID Labels** is selected in the *Print Options* section.

6. Click the start position you require.

    The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

7. Click **Print**.

    Your browser downloads the generated PDF.

Figure 29. Layout Model for Pre-ID Labels

Printing Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students' test settings:

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

2. Click the column headings to sort the retrieved students in the order you want the records printed.

3. Do one of the following:

    o   Mark the checkboxes for the students you want to print.

    o   Mark the checkbox at the top of the table to print labels for all retrieved students.

4. Click ![print icon] and then select **Student Settings and Tools.** The Students Test Settings and Tools report appears.

5. Verify **Student Settings and Tools** is selected in the *Print Options* section (see Figure 30).

Figure 30. Layout Model for Student Test Settings and Tools

6. Click **Print**.

Your browser downloads the generated PDF.

Generating Frequency-Distribution Reports

A Frequency-Distribution Report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students or students who selected a particular embedded support or accommodation. This feature will be available in September 2016.

You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

To generate Frequency-Distribution Reports:

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

Figure 31. Fields in the Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:

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

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

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

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

3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 32](#)).

Figure 32. Frequency Distribution Reports by Grade and Gender

Grid	Graph	Grid & Graph		Print PDF	

Grade Level When Assessed	# of Records
03	38
04	88
05	53
06	80
07	48
08	176
09	66
10	179
11	125
12	1
Total	854

Gender	# of Records
F	420
M	434
Total	854

4. Do one of the following:

    o   To display the FDRs in graphical format, click **Graph**.

    o   To display the FDRs in both tabular and graphical format, click **Grid & Graph**.

    o   To download a PDF file of the FDRs, click 🖶 .

Managing Student Test Settings and Tools

A student's test settings include the available supports and accommodations, such as color contrast (schemes) or text-to-speech. Test tools specify the tools a student can use during a test, such as a highlighter. In 2016 some supports were available for the TA to set in TDS during time of testing, while others were set in TIDE. For 2017 all available supports and accommodations, as applicable, will reside only in TIDE. No supports will be updated in TDS for 2017. This section explains how to edit student test settings and tools via an online form or a file upload into TIDE.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

To edit a student's test settings and tools:

1. From the **Test Settings and Tools** task menu on the TIDE dashboard under the Fall 2016 administration dropdown, select **View/Edit/Export Student** . The *Student* page appears.

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section [Searching for Records](#).

3. In the list of retrieved students, click 🖉 for the student whose test settings and tools you want to edit. The ***View/Edit Student*** form appears.

4. The ***View/Edit/Export Test Settings and Tools*** form is identical to the form used to modify student records. For information about how to use this form, see the section Viewing and Editing Students.

Uploading Test Settings and 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.

To upload student test settings and tools:

1. From the **Student Information menu**, select **Upload Student Settings**. The ***Upload Student Settings*** page appears.

2. Following the instructions in the section Uploading Records and using Table 7 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 7 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Student Settings*** page.

Table 7. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
Tool Name	Name of the tool or accommodation.	See Table 8
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 8

*Required field

Table 8 lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 8. Valid Values for Tool Names

Tool Name	Valid Value	Applies to
Universal Tools — Embedded		
Expandable Items	Expandable Items On *(default)* Expandable Items Off	ELPA21
Expandable Passages *Requested update to be implemented by AIR in 2018: Change Stimuli&Items become content specific: Scenarios, items, etc.*	Expandable Passages/Stimuli On *(default)* Expandable Passages/Stimuli Off	ELA-CAT, ELA-PT, Mathematics, ELPA21, Science
Glossary – English	Identified correctly in the GTSA as a Tool, but located in the Designated Support section of TIDE. The location in TIDE is a discrepancy for update in 2018.	ELA-CAT, ELA-PT, Mathematics, Science
Highlighter	Highlighter On *(default)* Highlighter Off	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
Mark for Review	Mark for Review On *(default)* Mark for Review Off	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
Strikethrough	Strikethrough On *(default)* Strikethrough Off	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
Zoom	Identified correctly in the GTSA as a Tool, but located in the Designated Support section of TIDE. The location in TIDE is a discrepancy for update in 2018.	
There are additional Universal Tools identified in the GTSA as Embedded but not displayed in TIDE. These tools are automatically delivered to students within TDS, when applicable. Refer to Additional Universal Tools for a list.		
Universal Tools — Non Embedded		
There are non-embedded Universal Tools that are delivered by TAs to students outside of the online TDS engine. Use of these tools are not required to be flagged in TIDE. Refer to Non-Embedded Universal Tools for a list.		

Designated Supports — Embedded		
Translated Test Directions are noted in the GTSA but not in TIDE. This Designated Support is automatically presented to the student when Translation Stacked (Spanish) is turned on in TIDE. *Tools Universally Turn Off* is noted in the GTSA but not in TIDE. There is no single button to turn off all tools, the available tools within TIDE must be turned off individually.		
Translation–Glossaries **Glossary English** *(Identified correctly in GTSA as a Universal Tool, but set here in TIDE.)*	English Glossary *(default)* No Glossary	ELA-CAT, ELA-PT, Science, Mathematics
Translation Glossaries	Arabic Glossary Cantonese Glossary Filipino Glossary Korean Glossary Mandarin Glossary Punjabi Glossary Russian Glossary Spanish Glossary Ukrainian Glossary Vietnamese Glossary Arabic and English Glossary Cantonese and English Glossary Filipino and English Glossary Korean and English Glossary Mandarin and English Glossary Punjabi and English Glossary Russian and English Glossary Spanish and English Glossary Ukrainian and English Glossary Vietnamese and English Glossary	Mathematics Only
Color Contrast	Black on White *(default),* Black on Blue[1], Black on Cream[2], Black on Rose, Yellow on Blue, Medium Gray on Light Gray[3], Reverse Contrast	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science

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[1] Black on Blue is available only for ELPA21. AIR is updating TIDE to remove this option from mathematics.

[2] Black on Cream is available only for ELPA21. AIR is updating TIDE to remove this option from mathematics.

[3] Medium Gray on Light Gray is not available for ELPA21. AIR is updating TIDE to remove this option from ELPA21.

Masking	Masking Not Available *(default)*	ELA-CAT, ELA-PT, ELPA21
	Masking Available	Mathematics, Science
Mouse Pointer	System Default	ELA-CAT, ELA-PT, ELPA21
	Large Black	Mathematics, Science
	Extra Large Black	
	Large Green	
	Extra Large Green	
	Large Red	
	Extra Large Red	
	Large Yellow	
	Extra Large Yellow	
	Large White	
	Extra Large White	
Text-To-Speech Alert: ELA CAT Passages and Stimuli are permitted as Accommodation Only (items included), even though the selection is made in TIDE under Designated Support. IEP/504 plan required for use. Undocumented use results in invalidation. Appears as TTS in the Test Settings upload file Text-To-Speech	ELA CAT None *(default)* ELA CAT Items *(Designated Support)* ELA CAT Passages *(Accommodation only)* ELA CAT Passages/Stimuli+Items[4] *(Accommodation only)*	ELA-CAT
	ELA PT None *(default)* ELA PT Items *(Designated Support)* ELA PT Stimuli *(Designated Support)* ELA PT Passages/Stimuli+Items *(Designated Support)*	ELA-PT
	Math None *(default)* Math Items *(Designated Support)* Math Stimuli *(Designated Support)* Math Stimuli+Items *(Designated Support)*	Mathematics
Translation Spanish-Stacked*	*Identified correctly in the GTSA as a Designated Support, but located under the Presentation label, in Accommodation section of TIDE. The location in TIDE is noted for update in 2018.*	
Zoom *Identified correctly in GTSA as a Universal Tool, but set here in TIDE. The location in TIDE is noted for update in 2018.*	1X, 1.5X, 1.75X, 2.5X, 3X 5X (Streamline Mode Only) 10X (Streamline Mode Only) 15X (Streamline Mode Only) 20X (Streamline Mode Only)	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science

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[4] Items are a designated support, however, when Passages/Stimuli are selected as an accommodation it will include items.

Non-Embedded Designated Supports Default is set to none	Color Contrast	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Color Overlay	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Bilingual Dictionary	ELA-CAT, ELA-PT, Mathematics, Science
	Magnification	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Masking	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Noise Buffers	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Print-on-Request	ELPA21
	Read-Aloud Items – English	ELA-CAT, ELA-PT Mathematics, Science
	Read-Aloud Stimuli – English	ELA-PT, Mathematics, Science
	Read-Aloud Passages/Stimuli+Items – English	ELA-PT
	Read-Aloud Scenarios/Stimuli+Items– English	Science
	Read-Aloud Stimuli+Items – English	Mathematics
	Read-Aloud Items – Spanish	Mathematics
	Read-Aloud Stimuli/Items – Spanish	Mathematics
	Read-Aloud – Student *Not required to be flagged in TIDE.*	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Scribe Items (Non-Writing) Scribe Items	ELA-CAT, ELA-PT Mathematics, Science
	Separate Setting	ELA-CAT, ELA-PT, ELPA21 Mathematics, Science
	Simplified Test Directions	ELA-CAT, ELA-PT, Mathematics, Science
	Text-to-Speech – Items	ELA-CAT, ELA-PT, Mathematics, Science
	Text-to-Speech – Stimuli	ELA-PT, Mathematics, Science

Non-Embedded Designated Supports	Text-to-Speech – Passages/Stimuli+Items Text-to-Speech – Stimuli/Items Text-to-Speech – Scenario/Stimuli+Items	ELA-PT Mathematics Science
Default is set to none	Translated EOC CD Translated MSP CD	Mathematics, Science Science
	Translated Student Directions	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
Smarter Balanced Math Paper Test Only ➤	Translation Glossary	Mathematics

Accommodations		
American Sign Language	Do not show ASL videos *(default)* Show ASL videos	ELA-CAT, ELA-PT, Mathematics
Audio Transcriptions	Audio Transcriptions Disabled *(default)* Audio Transcriptions Enabled	ELA-CAT, ELA-PT, Mathematics
Closed Captioning	Closed Captioning Not Available *(default)* Closed Captioning Available	ELA-CAT, ELA-PT, Mathematics
Emboss	None *(default),* Stimuli/Items	ELA-CAT, ELA-PT, Mathematics
Emboss Request Type	**Auto-Request** *(default),* On-Request, Not Applicable	ELA-CAT, ELA-PT, Mathematics
Exempted Domains	No Exemptions *(default),* Reading, Writing, Listening, Speaking	ELPA21
Presentation **Braille** **Spanish** Stacked	English *(default)* Braille Spanish *Identified correctly in GTSA as a Designated Support, but set here in TIDE.*	ELA-CAT, ELA-PT, Mathematics Mathematics
Permissive Mode	Permissive Mode Disabled *(default)* Permissive Mode Enabled	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
Print On Demand	None *(default)* Items	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Stimuli	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Passages/Stimuli+Items	ELA-CAT, ELA-PT, ELPA21
	Scenarios/Stimuli+Items	Science
	Stimuli+Items	Mathematics
Recordings–Replays	Recordings & Replays *(unlimited) In TIDE under non-embedded. AIR updating to move back to embedded location.*	ELPA21

Streamlined Interface Mode	Streamline Off *(default),* Streamline On	ELA-CAT, ELA-PT, Mathematics, Science
Text-to-Speech	ELA CAT Stimuli and Passages *Identified correctly in the GTSA as Accommodation; located in Designated Support section of TIDE.*	ELA CAT
Non-Embedded Accommodations Default is set to none	Abacus *(currently not displaying for ELA. Should be implemented by 3/13)*	ELA-CAT, ELA-PT Mathematics, Science
	Alternate Response Options	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	American Sign Language	ELA-CAT, ELA-PT Mathematics, Science
	Braille	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Calculator	Math, Science
	Multiplication Table	Mathematics
	Paper Pencil Standard (IEP)	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Paper Pencil Large Print (IEP/504 plan)	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Print-on-Demand Passages/Stimuli+Items	ELA-CAT
	Read Aloud Stimuli	ELA-CAT
	Read Aloud Passages/Stimuli+Items	ELA-CAT
	Scribe Writing Items	ELA-CAT, ELA-PT
	Scribe	ELPA21
	Speech-to-Text	ELA-CAT, ELA-PT, ELPA21, Mathematics, Science
	Text–to-Speech Passages Text-to-Speech Passages/Stimuli+Items	ELA-CAT
	100s Number Table	Mathematics

Figure 33 is an example of a simple upload file that sets the colors for the student with ID 9999999999. For a list of Color Contrast choices see Table 8.

Figure 33. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA-PT	Color Choices	Black on Rose

Note: A selection is required in column A or B before proceeding to column's C or D. Otherwise the drop down list for a cell in column C or D is not selectable.

Managing Rosters

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

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

Adding a New Roster

This section explains how to add a new roster to TIDE.

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

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 34). For more information about using record forms, see the section Navigating Record Forms.

Figure 34. Add Roster Form

2. In the *Roster Information* panel, search for students by following the procedure in the section Searching for Records.

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.

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

■ To move one student to the roster, click ➕ for that student.

■ To move all the students in the *Available Students* list to the roster, click **Add All**.

■ To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 35. Add/Remove Students to Roster Panel

Available Students (8)				Students in Roster (4)			
☐ Grade 3	Washington, George	9990009010	➕	☐ Grade 3	Doe, Jane	9990009012	✖
☐ Grade 3	Adams, John	9990009019	➕	☐ Grade 3	Doe, John	9990009011	✖
☐ Grade 3	Jefferson, Thomas	9990009018	➕	☐ Grade 3	Doe, Janet	9990009009	✖
☐ Grade 3	Madison, James	9990009017	➕	☐ Grade 3	Doe, Jake	99900090...	✖
☐ Grade 3	Monroe, James	9990009016	➕				
☐ Grade 3	Jackson, Andrew	9990009015	➕				
☐ Grade 3	Harrison, William	9990009014	➕				
☐ Grade 3	Taylor, Zachary	99900090...	➕				

Add All   Add Selected   Remove All   Remove Selected

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

■ To remove one student from the roster, click ✖ for the student.

■ To remove all the students from the roster, click **Remove All**.

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

4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying an Existing Roster

You can modify a roster by changing its name, associated teacher, or by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

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 Searching for Records.

3. In the list of retrieved rosters, click ✏ for the roster whose details you want to view. The ***Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 34).

4. In the *Roster Information* panel, search for students by following the procedure in the section Searching for Records.

5. 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.

   c. To add students, from the list of available students, do one of the following:

      ▪ To move one student to the roster, click ➕ for that student.

      ▪ To move all the students in the *Available Students* list to the roster, click **Add All**.

      ▪ To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

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

      ▪ To remove one student from the roster, click ✖ for the student.

      ▪ To remove all the students from the roster, click **Remove All**.

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

6. Click **Save**, and in the affirmation dialog box click **Continue**.

Deleting Rosters

You can delete rosters created in TIDE, or the Online Reporting System. (This feature is not available for system-generated rosters.)

To delete rosters:

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

2. Do one of the following:

   o Mark the checkboxes for the rosters you want to delete.

   o Mark the checkbox at the top of the table to delete all retrieved rosters.

3. Click 🗑, and in the affirmation dialog box click **Yes**.

Creating Rosters Through File Uploads

If you have many rosters 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.

To upload rosters:

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

2. Following the instructions in the section Uploading Records and using Table 9 as a reference, fill out the Roster template and upload it to TIDE.

Table 9 provides the guidelines for filling out the Roster template that you can download from the *Upload Roster* page.

Table 9. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District responsible educational services or instruction of the student	District's 5-digit County District School (CDS) code
School ID	School associated with the roster	School's 4-digit school (CDS) code. Can be blank for district-level rosters
User Email ID*	TA email address associated with roster	Email address of a TA in ORS
Roster Name*	Name of the roster	Up to 20 characters
SSID*	10-Digit State Student Identifier (SSID)	Exactly 10 Numeric Characters

*Required field.

Figure 36 is an example of a simple upload file that creates a roster with two students.

Figure 36. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	Email	Roster Name	SSID
2	99	9999	me@email.com	Math	9999999999
3	99	9999	me@email.com	Math	9999999998

- The first row (aside from the header row) does the following:

    o If the roster Math does not exist in school 9999, TIDE does the following:

        ▪ Creates the roster Math.

        ▪ Associates the teacher whose email address is me@email.com with the roster.

    o Adds the student ID 9999999999 to the roster Math.

- The second row adds the student ID 9999999998 to the roster Math.

Working with Orders for Testing Materials

OSPI provides AIR a preload list of districts that identifies students who are pre-ID'ed to receive paper-pencil materials. Information on which schools would be paper testing is collected from District Test Coordinators through WAMS. Paper testing registration includes Spring Smarter Balanced and Spring MSP. EOC assessments are only administered via paper. There is not a pre-ID for the Fall 2016 administration materials (large print, braille, translation); materials are available as additional orders only through TIDE. For the Fall administration, refer to Placing Additional Orders. TIDE computes the quantities of these paper-pencil materials based on the number of students registered for those tests. This computation includes overage of 5% for districts.

This section describes the ordering life cycle, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

Viewing Order History

You can review the order history of testing materials for your school or district.

To review order history:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **View Order History**. The **Order History** page appears (see Figure 37).

Figure 37. Fields in the Order History Page

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: XYZ District						
131234	Additional	Belle, Samantha	Processed	10/13/2015 10:16AM (EST)		
130253	Additional	Williams, Harry	In Process	10/15/2015 12:00PM (EST)		
135262	Additional	Smith, Johm	Processed	10/15/2015 2:00PM (EST)		
132673	Additional	Davis, Evette	In Process	10/16/2015 9:25AM (EST)		
137352	Additional	Brown, Mark	Approved	10/17/2015 01:36PM (EST)		
School: ABC School						

2. To view the order details, click the order number in the left column. The order history details report appears.

3. To view the order's tracking report, click .

4. To view the order's packing lists, manifests, and security checklists, click .

55

Table 10 describes the columns in the order history page.

Table 10. Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.

Table 11 describes the columns in the order history details report.

Table 11. Columns in the Order History Details Report

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

Viewing Order Quantity Reports

You can review reports for your school's or district's open orders.

To review order quantity reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **View Order Quantity Reports**. The *Order Quantity Report* page appears (see Figure 38).

Figure 38. Fields in the Order Quantity Report Page

2. Do one of the following:

   o Mark **District** (if available) to review orders for an entire district.

   o Mark **School**, and then select a school to review orders for an individual school.

3. Mark the checkbox for **Additional Order** to include those orders in the report.

4. Click **Search**. The order report appears. Table 12 describes the columns appearing in this report.

Table 12 describes the columns in the *Order Quantity Report* page.

Table 12. Columns in the Order Quantity Report Page

Columns	Description
Material Type	Description of the materials included in the order.
Expected Shipment	Quantity to be shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices, and another quantity combining shipments to schools.
Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders, and another quantity showing combined school orders.
Total Expected Shipment Quantity	Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Viewing District Quantity Reports

You can view reports summarizing order quantities for testing materials for a given district and test administration.

To view statewide quantity reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **View State Quantity Reports**. The *State Quantity* page appears (see Figure 39).

Figure 39. Fields in the State Quantity Page

2. Mark the checkbox for **Additional Order** to include those orders in the report.

3. From the *Test Administration* drop-down list, select the test administration to include in the report.

4. From the *District* drop-down list, select the district to include in the report.

5. Click **Search**. The order report appears.

Table 13 describes the columns in the *State Order* page.

Table 13. Columns in the State Order Page

Columns	Description
Material Type	Description of the material.
Shipment Quantity	Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.
Quantity Approved	Cumulative quantity approved.
Quantity Awaiting Approval	Quantities awaiting approval. Decrements each time a quantity is approved. For example, if 100 booklets are awaiting approval, and someone approved 10 of those booklets for purchase, this column subsequently displays 90.

Viewing Order Quantities by Testing Material

You can view reports summarizing test material orders for your school or district.

To view quantities by testing material:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **View Quantity By Material Type**. The *Quantity By Material Type* page appears (see Figure 40).

Figure 40. Fields in the Quantity By Material Type Page

2. From the *Institution Type* drop-down list, select the **District** or **School**.

3. Mark the checkbox for **Additional Order** to include those orders in the report.

4. From the *Material* drop-down list, select the material to include in the report.

5. Click **Search**. The order report appears.

Table 14 describes the columns in the ***Quantity By Material Type*** page.

Table 14. Columns in the Quantity By Material Type Page

Columns	Description
Material Type	Description of the material.
Shipment Quantity	Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.
Quantity Approved	Cumulative quantity approved.
Quantity Awaiting Approval	Quantities awaiting approval. Decrements each time a quantity is approved. For example, if 100 booklets are awaiting approval, and someone approved 10 of those booklets for purchase, this column subsequently displays 90.

Placing Additional Orders

You can request additional materials beyond those specified in your initial order.

To request additional materials:

1. From the **Orders** task menu on the TIDE dashboard, select **Additional Orders**. The ***Additional Orders*** form appears (see Figure 41). For more information about using record forms, see the section Navigating Record Forms.

Figure 41. Fields in the Additional Orders Page

2. Do one of the following:

   o Mark **District** (if available) to place an order for an entire district.

   o Mark **School** and then select a school to place an order for an individual school.

3. Click **Search**. A list of materials available for ordering appears (see Figure 42).

Figure 42. List of Available Additional Orders

Additional orders for ABC School				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
― Miscellaneous				
Smarter Balanced Math Test Administration Manual	135	130	5	135

4. *Optional:* To view or add comments about the order, use the *Comments* panel.

5. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.

6. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

7. Click **Save Orders**. A text box appears allowing you to enter additional comments. Click **Submit** to submit your order.

Table 15 describes the columns in the ***Additional Orders*** page.

Table 15. Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Cumulative quantity sent to the printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Additional Quantity	Amount to order. This amount is in addition to what is already approved or sent to the printer. Resets to zero after approved or disapproved.

Table 16. Columns in the Pending Orders Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order.
Order Status	Order's current status.
Submitted By	User who initiated the order.

Column	Description
Institution	Name of district or school for which the order was placed.
Institution Type	Type of institution.
Submitted Date	Date order was generated.
Email	Email address of user who initiated or modified the order.
Phone	Phone number of user who initiated or modified the order.

Managing Test Windows

Prior to the beginning of a school year, the testing windows for each subject are established by the state. For a complete schedule refer to State Testing Calendar. New for 2016-17, AIR is working to implement the Managing Test Windows application in TIDE. District Test Coordinators will be able to set summative test windows for each school. A 'Make-up' window can also be set to accommodate students who were unable to be assessed during the initial schedule. DCs will be able to adjust the testing schedules as necessary. Once set in TIDE, the change will automatically be reflected in the Test Delivery System.

When setting schedules it is important to remember that testing students in the last week of the state mandated window may limit a student's ability to complete testing; should the student need additional time or should a testing incident occur that is unable to be resolved by the last day of testing.

This section will be updated once the application has been finalized. Communication will be sent to districts through the WAW newsletter and an updated version of this user guide will post to the WCAP Portal.

Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks should be performed immediately before or while testing is underway.

This section covers the following topics:

- Printing Test Tickets

- Managing Appeal Requests

- Monitoring Test Progress

Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test. Referring to the example in Figure 43, the student's username for testing is 5S400.

Figure 43. Sample Test Ticket


```
                         TEST  TICKET
    DEMOLAST, DEMOFIRST DEMOMIDDLE

    9997,Demo District 9997

    9997_999701,Demo School 999701

    Grade: 03          Gender: F        Date of
                                        Birth:
                                        07/06/2007

    SSID: 900000002
```

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

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test ticket labels:

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 following the procedure in the section Searching for Records.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Do one of the following:

    o   Mark the checkboxes for the students you want to print.

    o   Mark the checkbox at the top of the table to print tickets for all retrieved students.

5. Click 🖨˅ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 44).

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

Figure 44. Layout Model for Test Tickets
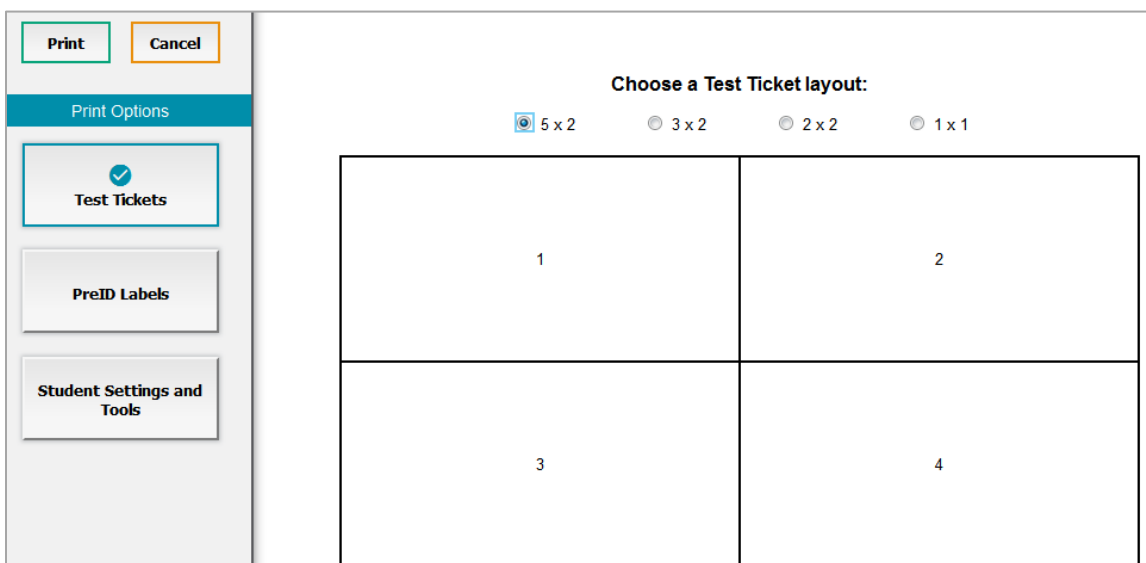
7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

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

2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

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

4. Do one of the following:

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

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

5. Click 🖶˅ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 44).

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

7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Managing Appeal Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then ORS reports the test scores.

Appeals are a way of interrupting this normal flow. A student may need to have his/her test opportunity re-opened. A test administrator may want to request invalidation of a test because of an impropriety. This section describes how appeals are created and reviewed.

> **Note:** Appeals are now available for Interim test opportunities. Interim appeal requests will be handled the same as appeal requests for operational tests.
>
> **Note:** Refer to the *Professional Standards and Security, Incident, Reporting Guidelines* for specifics to the rules of each appeal type.

Table 17 provides descriptions of each appeal request type.

Table 17. Types of Appeal Requests

Type	Description
Re-open Test	Reopens a test. This appeal supports re-opening tests that have expired, exceeded the Pause rule or Time Out rule, and for Technology/System related issues leaving a test incomplete. This appeal re-opens to the first question in the next segment. It will re-open the entire test for non-segmented tests.
Re-open Test Segment	Reopens a previous test segment. This appeal is useful when a technology or system error occurs leaving a test segment incomplete. Students can answer unanswered items. The test opportunity must be paused before a re-open test segment appeal can be submitted. **Approval of this appeal is restricted.**
Invalidation	Eliminates the test opportunity, and the student has no further test opportunities in that administration for the test being invalidated.
Reset	Removes all responses on a test, allowing the student to restart a test opportunity. **Approval of this appeal is restricted.** See Table 20 for completion criteria.

Type	Description
Restore a Test that was Reset	Restores all original student responses to test questions prior to resetting the test.
Grace Period Extension	Permits a student access to review previously answered questions, upon resuming a test after expiration of the 50 minute pause timer. **Approval limited to this appeal**.

An appeal request's status can change throughout its life cycle. Table 18 lists the available statuses.

Table 18. Statuses of Appeal Requests

Appeal Request Status	Description of Status
Pending Approval	Appeal is pending approval
Processed	Appeal was successfully processed and the test opportunity has been updated
Rejected	Another user rejected the appeal
Retracted	Originator retracted the appeal
Submitted for Processing	Appeal submitted to AIR to Test Delivery System for processing

Table 19. Lists the valid combinations of appeal requests and test statuses. Table 27. Test Opportunity Status Descriptions provides a list of Definitions for Test Opportunity Status.

Table 19. Available Appeal Requests by Test Result Status

Test Result Status	Grace Period Extension	Re-Open a Test	Re-Open a Test Segment	Invalidation	Reset	Restore Test That Was Reset	Re-Assign Test
Approved				SA	SA		*
Completed		SA		SA	SA		
Denied							
Expired		SA		SA	SA		
Invalidated					SA	SA	
Paused	SA		SA	SA	SA		
Pending (approval)		SA		SA	SA		
Processing							
Reported		SA		SA	SA		
Review						SA	
Scored					SA		
Started		SA		SA	SA		
Submitted					SA		
Suspended		SA		SA	SA		

*Re-Assign Test does not display in TIDE Appeals. DCs directly contact the AIR helpdesk for assistance when a student incorrectly tests under another student's login.

SA=State Administrator

Creating Appeals

A District Test Coordinator (DC) or District Administrator (DA) can create an appeal for a given Summative (Smarter Balanced, MSP, Off-Grade Level, and ELPA21) test result.

DCs and DAs may now submit appeals for student test opportunities while taking an Interim Assessment. The availability and processing of appeals for the Interim Assessments will follow the appeals process for the Summative Assessments.

To create appeals:

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

    a. From the **Appeals** task menu on the TIDE dashboard, select **Create Appeals**. The ***Create Appeal Requests*** page appears (see Figure 45).

    Figure 45. Selection Fields in the Create Appeals Page

    b. Select a request type.

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

d. Click **Search**. TIDE displays the found results at the bottom of the *Create Appeal Requests* page (see Figure 46).

Figure 46. Retrieved Test Results

2. Mark the checkbox for each result for which you want to create an appeal, and then click **Create**.

3. Enter a reason for the request in the window that pops up. It is extremely important to be clear and concise with your description of the situation to help inform a decision for approval.

4. Click **Submit**. TIDE displays a confirmation message.

⚠️ **Caution: Do not provide confidential student information within the comment box.**

📝 **Note:** You will not be able to create an appeal for a test opportunity in which that particular appeal does not apply, i.e. creating a re-open a test segment appeal for a test that is not segmented. If you try to do so, you will see the test opportunity but will be unable to select it to create that appeal.

Appeal Processing and Approval

Table 20. Reset Appeal Completion Criteria

Test	Component	Approve	Deny
Smarter Balanced	CAT	Less than 5 items answered	More than 5 items answered
	PT	Less than 2 items answered	More than 5 items answered
ELPA21	Speaking Writing	Less than 2 items answered	More than 2 items answered
	Listening Reading	Less than 5 items answered	More than 5 items answered
MSP	N/A	Less than 5 items answered	More than 5 items answered

Appeals are able to be approved for a student to access another testing opportunity by resetting the current test, **if**, the student's number of completed items meets the completion criteria in Table 20.

Reset appeals are also approved for students who were incorrectly administered the Closed Captioning, ASL, Braille, or Spanish Stacked Translation (Smarter Balanced Math only), regardless of how far the student has gotten in their test opportunity.

Viewing Appeals

To view or retract appeals:

1. From the **Appeals** task menu on the TIDE dashboard, select **View Appeals**. The *View Appeal Requests* page appears (see Figure 47).

Figure 47. Selection Fields in the View Requests Page

2. Retrieve the appeals you want to view by following the procedure in the section Searching for Records. Figure 48 shows retrieved appeals.

Figure 48. Retrieved Appeals

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

Creating Appeals Through File Uploads

If you have many appeals 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.

To upload appeals:

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

2. Following the instructions in the section Uploading Records and using Table 21 as a reference, fill out the Appeal template and upload it to TIDE.

Table 21 provides the guidelines for filling out the Appeal template that you can download from the *Upload Appeals* page.

Table 21. Columns in the Appeals Upload File

Column Name	Description	Valid Values

Type*	Type of appeal.	One of the following:
		`Re-open test`
		`Re-open test segment`
		`Invalidate test`
		`Reset test`
		`Restore test that was reset`
		`Grace period extension`

Column Name	Description	Valid Values

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`Session ID`
		`SSID`

Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating appeal.	Up to 1,000 alphanumeric characters.

*Required field.

[Figure 49](#) is an example of an upload file that restores all tests associated with session ID `UAT-9444-1`.

Figure 49. Sample Appeals Upload File

Monitoring 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.

- 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.

Plan and Manage Testing

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.

To generate a Plan and Manage Testing 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).

Figure 50. Plan and Manage Testing
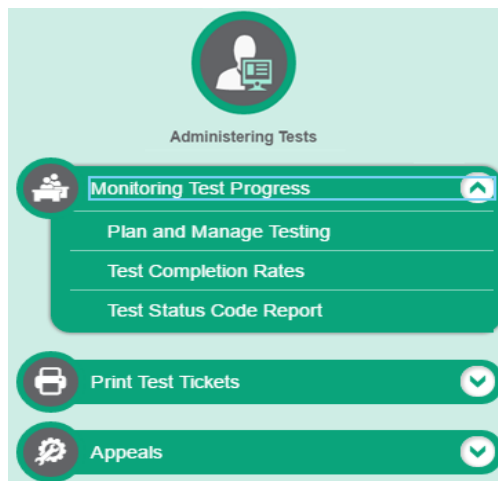
2. In the *Step 1: Choose What* panel, select the parameters for which tests to include in your report:

   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 Name** drop-down list, select the test for which you want to generate the report.

   d. *Optional*: From the **Enrolled Grade** drop-down list, select a grade.

   e. *Optional*: From the **Test Settings** drop-down list, select a specific test accommodation to filter the report.

      ■ If you select a test accommodation, a *Values* field is displayed. Select the required filter criteria from the available options (Figure 51)

Figure 51. Report Criteria Step 1

3. In the *Step 2: Choose Who* panel, select the parameters for whose information to include in your report ([Figure 52](#)):

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

   b. From the **School** drop-down list, select a school if applicable.

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

Figure 52. Report Criteria Step 2

4. In the *Step 3: 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}):

   o Students who {**have/have not**} {**completed/started**} the {**1st/2nd/Any**} opportunity in the selected administration.

o   Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.

o   Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID**} between {**start date**} and {**end date**}.

Figure 53. Report Criteria Step 3

5.   Do one of the following:

o   To view the report on the page, click **Generate Report**.

▪   *Optional*: Click 🖶 to print the report.

▪   *Optional*: Click 📤⌄ and select a file type to export the report.

o   To open the report in Microsoft Excel, click **Export Report**.

Figure 54 displays a sample Plan and Manage Testing report output, and Figure 54 provides descriptions of the columns in this report.

Figure 54: Plan and Manage Testing Report

Table 22. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's 10 digit Statewide Student Identifier (SSID) number.

Attribute	Description
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current ELL	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting assigned to the student (braille, Spanish, English).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The TA who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires. The Smarter Balanced CAT test expires after 45 calendar days. The Smarter Balanced Performance Task expires after 15 calendar days (2016 expiration rule was 10 days). The MSP and Off Grade Science tests expire after one day as they are intended to be completed in one sitting by the students. The DC or DA must submit an appeal to reopen the test for students who have extended time written into their plan or experienced a technology or system issue.

Reviewing Test Completion Rates

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

To review test completion rates:

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 55](#)), select the parameters for which tests to include in your report.

Figure 55. Test Completion Rates Search Fields

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

    o

Figure 56 displays a sample Test Completion Rate report and [Table 23](#) lists the columns in this report.

Figure 56. Test Completion Rate Report

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

Number of records found: 2

Table 23. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Reviewing State Participation Counts Reports

The State Participation Counts report shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.

To review the state participation counts report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **State Participation Counts**. The *State Participation Counts* page appears.

2. In the *Report Criteria* panel (see Figure 57), select the report type and the date for the report.

Figure 57. State Participation Counts Search Fields

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

TIDE displays the State Participation Counts report (see Figure 58).

Figure 58.State Participation Counts Report

Table 24 lists the columns in the State Participation Counts Report and Table 25 lists the columns in the State Unique Counts Report.

Table 24. Columns in the State Participation Counts Report

Column	Description
Date	Date for which the report is generated.
Window	Test window.
Instrument	The test category associated with the test.
Subject	Subject.
Daily Started Count	Number of students who started tests in the subject on the indicated date.
Daily Completed Count	Number of students who completed tests in the subject on the indicated date.
Cumulative Started Count	Cumulative number of students who have started tests in the subject since the start of the test window until the date specified in the report.
Cumulative Completed Count	Cumulative number of students who have completed tests in the subject since the start of the test window until the date specified in the report.

Table 25. Columns in the State Unique Student Counts Report

Column	Description
Date	The date on which the report was generated.
Window	The administration or test window.
Instrument	The test category associated with the test.
Unique Students Started Count	The number of unique students who have started a test for the test category since the start of the test window until the date specified in the report.
Unique Students Completed Count	The number of unique students who have finished a test and submitted the test for scoring for the test category since the start of the test window until the date specified in the report.

Reviewing Test Status Code Reports

If students do not start or complete tests to which they are assigned, school or district officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

For more information about special codes, see the section Managing Participation Codes.

To review explanations for non-participation:

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 59), select search criteria for the test and administration.

Figure 59. Test Status Code Report Search Fields

3. Do one of the following:

   o To view the report on the page, click **Generate Report**.

      ▪ *Optional*: Click 🖨 to print the report.

      ▪ *Optional*: Click 📤▾ and select a file type to export the report.

   o To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see Figure 60).

Figure 60. Test Status Code Report

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Table 26 lists the columns in the Test Status Code Report.

Table 26. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's 10 digit State Student Identifier (SSID) number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 27 describes each status that a test opportunity can have.

Table 27. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired. A re-open appeal will need to be submitted in order for the test opportunity status to no longer be expired.
Invalidated	The test result has been invalidated.

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 clicking the **Pause** button. • The student idled for too long (more than 50 minutes) and the test was automatically paused. If the student only wants to view unanswered questions, then the student is able to get back into the test upon TA approval. • The TA stopped the session the student was testing in. • The TA paused the individual student's test. • The student's browser or computer shut down or crashed. If the student only wants to view unanswered questions, then the student is able to get back into the test upon TA approval.
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.
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 testing.

Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

This section covers the following topics:

- Data Cleanup

Data Cleanup

This section explains how to manage non-participation codes and resolve testing discrepancies.

Managing Participation Codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student having CIA Cut Score (L2 Basic) applied, a student being absent from a test, or a refusal to test (student/parent). In such instances, you need to assign a participation code to the student's test so that the Online Reporting System (ORS) can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. Table 28 lists the special codes and their descriptions.

Table 28. Participation Codes and Their Descriptions

Participation Code	Code Type	Description
Absent Excused or Unexcused	Non-participation	Student was not present during any part of the test administration period and was not able to make up the test. District information only.
Excused—Medical Emergency	Non-participation	Student is unable to test during the testing window due to an unanticipated medical circumstance. Requests for Medical Exemptions must be submitted by the DC directly to the state test coordinator for approval. Documentation in TIDE is for district information ONLY.
L2 Basic		CIA Achievement Cut Score (L-2) on regular test
New Non-English Proficient	Non-participation	Student is an English language learner (ELL) student and was first enrolled in the United States within the last 12 months. District information only. OSPI calculates NNEP from CEDARS.

Participation Code	Code Type	Description
No Special Code		Student took the test under standard testing conditions. No coding is necessary.
Refusal Student or Refusal Parent	Non-participation	A parent or legal guardian has requested that the student not take the test or the student chose to give up during testing or refused to start the test. District information only.
WA-AIM		Student was assessed using the WA-Access to Instruction & Measurement (WA-AIM)

Once you apply a participation code, that code persists until it is changed for operational tests. Participation Codes are placed at the subject level for L2 Basic, the student level for Student Exemption, and at the test level for Attempt Code.

Viewing and Editing a Student's Participation Codes

This section explains how to view or edit a student's participation codes.

To view or edit a student's codes:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Participation Codes**. The **Participation Codes** page appears (see Figure 61).

Figure 61. Fields in the Non-Participation Codes Page

2. Retrieve the student whose participation codes you want to view or edit by following the procedure in the section Searching for Records.
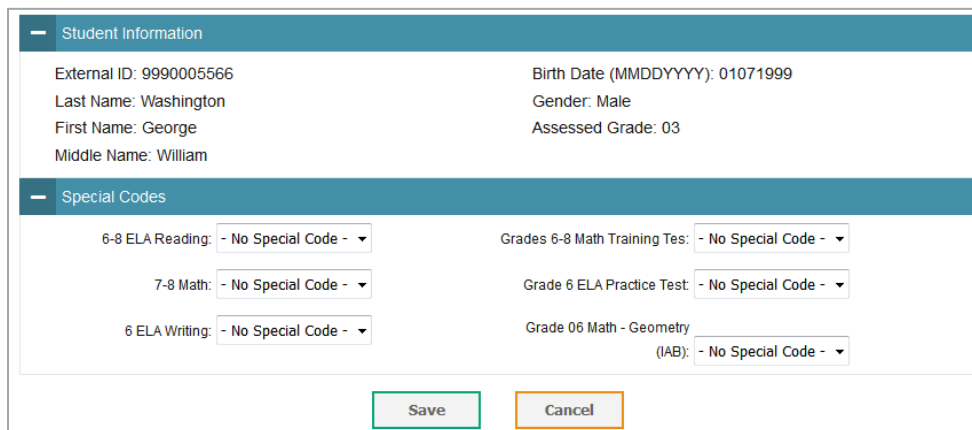
3. In the list of retrieved students, click ✏ for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 62).

Figure 62. Edit Participation Codes

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 28.

5. Click **Save**.

Resolving Discrepancies

After a student submits a paper test, TIDE performs checks for a variety of discrepancies. This section explains those discrepancies and how to resolve them for paper tests.

Resolving Student-Not-Found Discrepancies

A student-not-found discrepancy occurs when the identifying information on a paper answer document is not found in TIDE. The causes for this discrepancy include the following:

- SSID is missing from the test booklet.

- SSID on the test booklet is not present in TIDE.

- The combination of the SSID, first name, and last name on the test booklet does not match the SSID, first name, and last name in TIDE.

Use the following procedure to resolve student-not-found discrepancies.

To resolve student-not-found discrepancies:

4. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page (see Figure 63) appears.

5. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.

Figure 63. Discrepancy Resolution Page
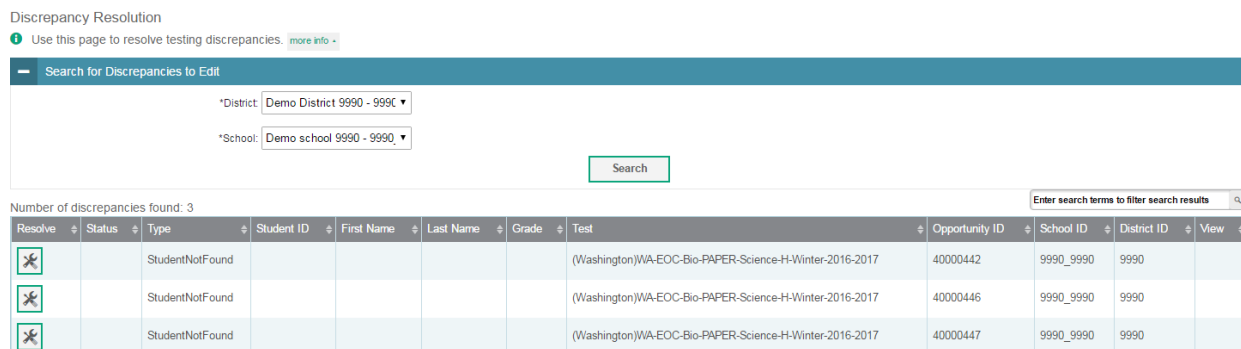
6. *Optional*: To view an image of the paper test booklet for a retrieved discrepancy, click the PDF file in the Resolve View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

7. Click 🔧 for the discrepancy you want to resolve. The ***Resolve Discrepancy: Student Not Found*** window appears (see Figure 64).

Figure 64. Resolve Discrepancy: Student Not Found Window
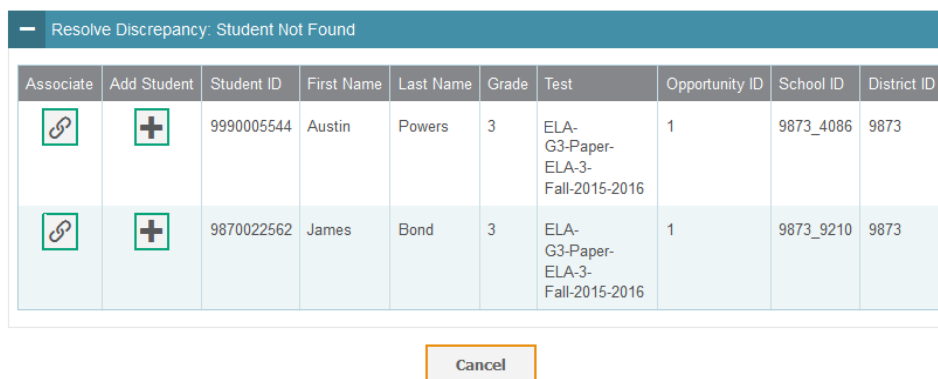
8. Do one of the following:

   o If the student with whom you want to associate the test exists in TIDE, click 🔗 in the Associate column. The *Search for Students to Associate* panel appears (see Figure 65).

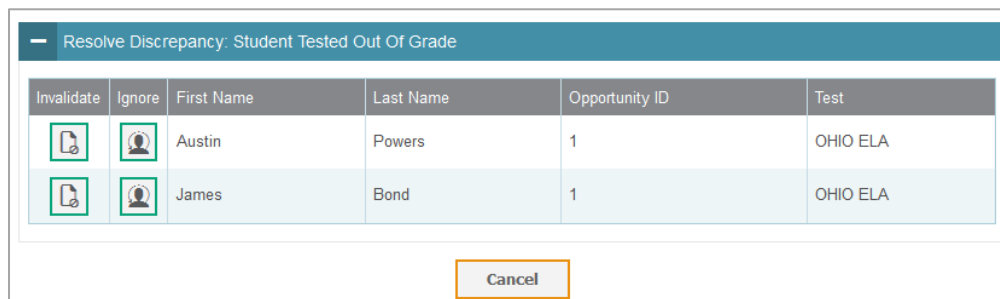   i. Enter search criteria to retrieve an existing student, and click **Search**.

Figure 65. Search for Students to Associate Panel

ii.   In the list of retrieved students, click 🔗 for the student with whom you want to associate the test.

o   If you need to add the student to TIDE, click 🔗 in the Associate column. The *Add Student* panel appears (see <u>Figure 66</u>).

iii. Complete the form for the student you want to add, and click **Add Student**.

Figure 66. Add Student Panel

9.   In the dialog box that pops up, click **Continue**. You return to the listing of discrepancies. The discrepancy you resolved shows `Processing` in the Status column and disappears from the list when processing is complete.

Resolving Student-Tested-Out-of-Grade Discrepancies

A non-eligible test discrepancy occurs when students submit tests for which they are not eligible. This can occur when a student accidentally receives or submits an incorrect answer document.

To resolve non-eligible-test discrepancies:

10. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page appears.

11. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.

12. *Optional*: To view an image of the test booklet for a retrieved discrepancy, click the PDF file in the Resolve View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

13. Click ⚒ for the discrepancy you want to resolve. The ***Resolve Discrepancy: Student-Tested-Out-of-Grade*** window appears (see Figure 67).

14. If you want to ignore the discrepancy and forward the test for scoring, click the icon in the Ignore column.

15. If you want to invalidate the test, do the following:

   a. Click the icon in the Invalidate column.

Figure 67. Resolve Discrepancy: Student-Tested-Out-of-Grade

Invalidate	Ignore	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	OHIO ELA
		James	Bond	1	OHIO ELA

Cancel

   b. In the dialog box that pops up, click **Continue**. You return to the listing of discrepancies. The discrepancy you resolved shows `Processing` in the Status column and disappears from the list when processing is complete.

Resolving Duplicate-Test Discrepancies

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when a student submitted an online test and later submitted a paper test, or when one student inadvertently submitted a test under another student's name.

To resolve duplicate test discrepancies:

16. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page appears.

17. Retrieve the list of discrepancies for your district and school by following the procedure in the section Searching for Records.
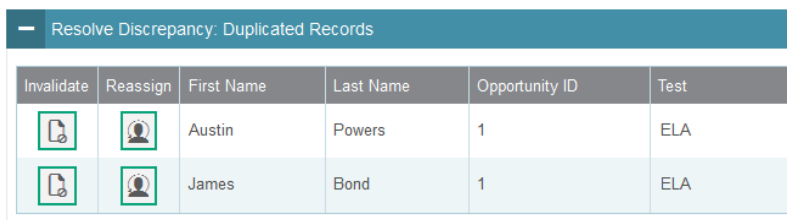
18. *Optional*: To view an image of the paper test booklet for a retrieved discrepancy, click the PDF file in the Resolve View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

19. Click [wrench icon] for the discrepancy you want to resolve. The ***Resolve Discrepancy: Duplicate-Test*** window appears (see Figure 68).

Figure 68. Resolve Discrepancy: Duplicate-Test Window

20. Do one of the following:

   o To invalidate the duplicate test, click [icon] in the Invalidate column.

   o To reassign the duplicate test to another student, click [icon] in the Reassign column. TIDE displays a list of search fields to retrieve the other student (similar to Figure 65).

      i.   Enter search criteria to retrieve an existing student and click **Search**.

      ii. From the list of found students, click [icon] for the student to whom you want to reassign the test.

21. In the dialog box that pops up, click **Continue**. You return to the listing of discrepancies. The discrepancy you resolved shows `Processing` in the Status column, and disappears from the list when processing is complete.

22. Click ![wrench icon] for the discrepancy you want to resolve. The ***Resolve Discrepancy: Student Enrollment History*** page appears (see [Figure 69](#)).

Figure 69. Search Fields in the Resolve Discrepancy: Student Enrollment History Page

23. Enter search criteria to find the student, and click **Search**. TIDE displays a list of matching students (see [Figure 70](#)).

Figure 70. Resolve Discrepancy: Retrieved Students

24. Do one of the following:

   o   If the required student appears in the list, click **Select**.

   o   If the required student does not appear in the list, modify your search criteria or click **Add Student**.

   You return to the ***Resolve Discrepancy: Student Enrollment History*** page.

25. In the *Add/Edit Student's School* panel (see Figure 71), do the following:

    a. Modify the enrollment dates to reflect the student's actual attendance at the listed schools.

    b. If the required school does not appear in the panel, click **Add New School**. Select a new school and enter start and end dates.

Figure 71. Add/Edit Student's School Panel

26. Click **Save**. You return to the listing of discrepancies. The discrepancy you resolved shows `Processing` in the Status column, and disappears from the list when processing is complete.
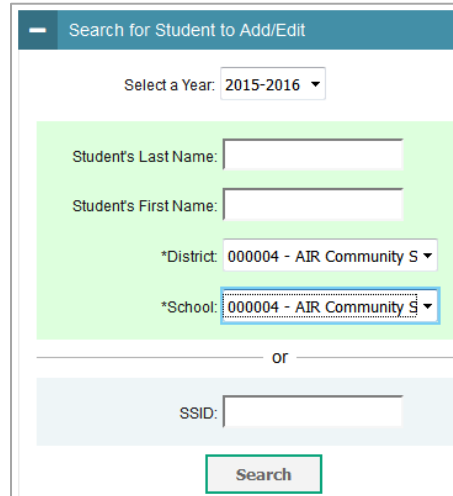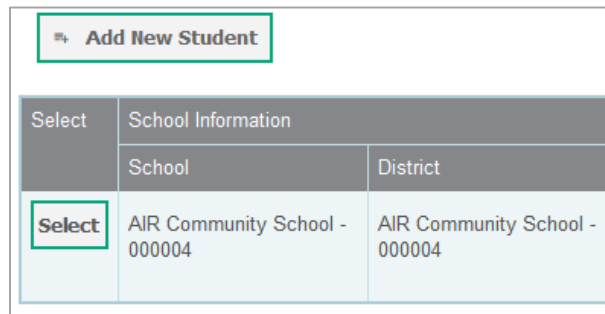
Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

describes the entire processing flow for file uploads.

Figure 72. Upload Processing Flow
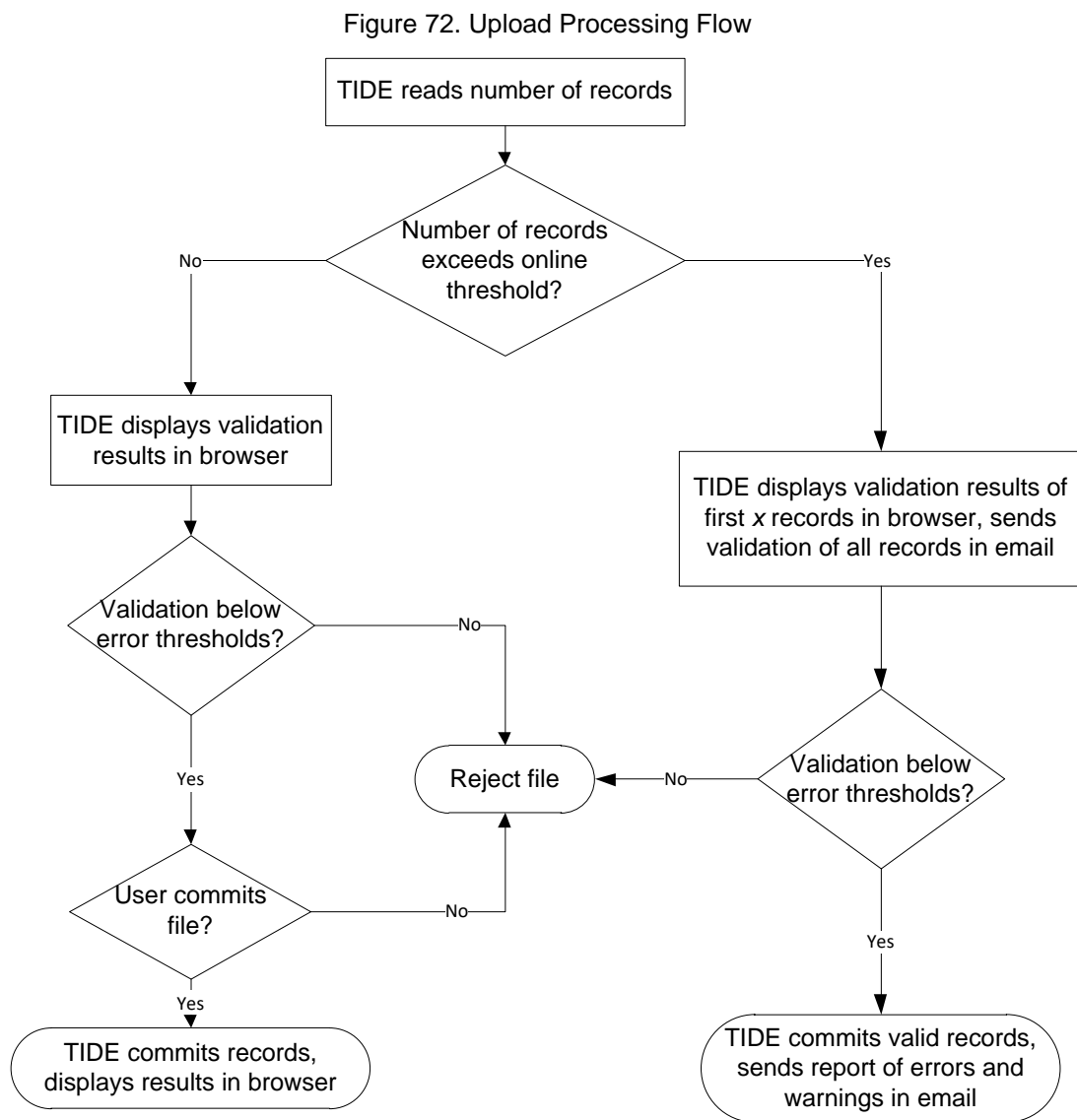
Table 29 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in [Figure 72](#).

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.

2. If you commit the file:

    a. TIDE validates the remaining records offline, and sends a validation report via email.

    b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 29. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students	2,000	200
Test Settings	2,000	200
Rosters	1,000	1,000
Test Windows	1,000	200

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.

*   *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.

*   *Data validation* determines if the fields contain valid data.

Appendix B. Opening CSV Files in Excel 2007 or Later

This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.

3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.

4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.

5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.
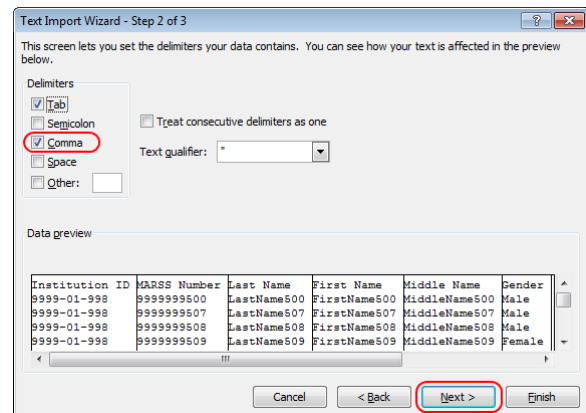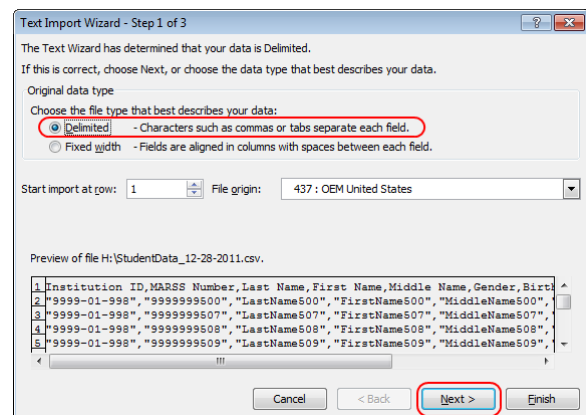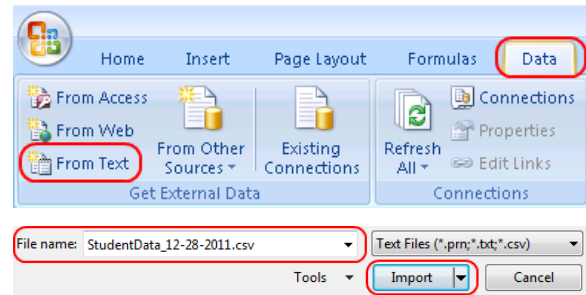
6. In Step 3 of the wizard, do the following:

    a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

    b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.

    c. Repeat steps 6.a–6.b for all columns in the CSV file.

    d. Click **Finish**.

Excel imports and displays the CSV file.
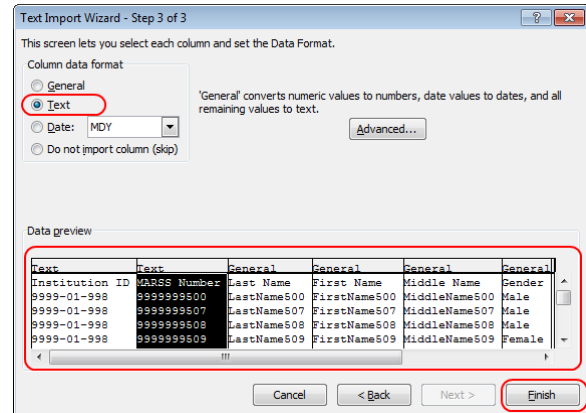
Appendix C. Understanding the Materials Ordering Life Cycle

Some students take tests using traditional paper-and-pencil forms. To administer these tests, students and TAs need to receive standard print paper test booklets or large print, braille, Spanish, or translated foreign CDs that accompany these standard print paper test booklets.

TIDE automatically computes the quantities of test materials that your district or school receives based on the number of eligible students. For example, if there are 1,000 students in your district eligible for a fourth-grade writing test, TIDE initiates an order for 1,000 test booklets.

OSPI will provide a preload file of students identified in districts for pre-ID'ed test materials. These test materials arrive in districts at least two weeks prior to the opening of the test window. After the due in district for each paper test administration, the Additional Order (A/O) window opens. Orders for additional materials should not be placed until your district has inventoried all materials in the initial shipment. For additional detail, refer [Placing Additional Orders.](#)

> ⚠️ **Warning:** Depending on when you place the order, there is no guarantee that additional order materials will arrive in district in time to meet your school's testing schedule, so materials should be identified and ordered immediately. TIDE transmits Additional Order to MI on a daily basis. For schedules specific to each administration, refer to the Materials A/O Schedule documents posted in the Test Coordinators General Information folder on the portal at: http://wa.portal.airast.org/resources/?section=3.

The following graphic shows a time line illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders **only** for return materials.

Additional Order Window for Testing Materials
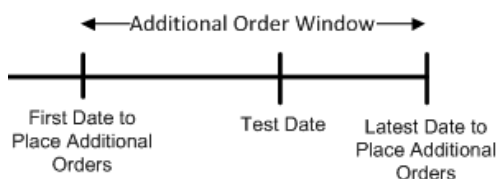
Materials are shipped in packs of 5 or 10. The quantity you receive may not be the same that you order. For example, Smarter Balanced ELA Test Booklets come in packs of 5 or 10. If you order 17 test booklets you will get two packs of 10 test booklets. If you order 25 test booklets you will get two packs of 10 test booklets and a pack of 5 test booklets.

TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section [Viewing Order History](#).

Appendix D. User Support

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

The help desk is open Monday–Friday from 7:00 a.m. to 6:00 p.m. Pacific Time (except holidays).

Washington Comprehensive Assessment Program Help Desk Toll-Free Phone Support: 1-844-560-7366 Email Support: wahelpdesk@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).

Appendix E. Revision Log

Updates to the user guide are noted below.

Section	Page	Description of Change	Revision Date
Table 8. Valid Values for Tool Names	50	1) Currently Abacus is not displaying in TIDE for ELA. This should be corrected by 3/13. 2) Added multiplication table under non-embedded.	3/6/2017
Table 8. Valid Values for Tool Names	48	Added Calculator and Multiplication Table to non-embedded accommodations section.	3/6/2017
Table 8. Valid Values for Tool Names	45	Updated 2017 to 2018 as AIR was unable to make this update for Spring 2017. *Requested update to be implemented by AIR in 2018: Change Stimuli&Items become content specific: Scenarios, items, etc.*	3/6/2017
Table 30. Valid Values for Tool Names	46 - 53	Updated information in each section of the table.	3/1/2017
Managing Appeals	64	Added note that appeals are now available for Interim test opportunities. Interim appeal requests are handled the same as for summative tests. Added note to refer to the Professional Standards and Security, Incident, Reporting Guidelines for specifics to the rules of each appeal type.	3/1/2017
Managing Appeal Requests	68	Note added that interims are able to be appealed.	3/1/2017
Table 31. Statuses of Appeal Requests	69	Updated table.	
Table 19. Available Appeal Requests by Test Result Status	70	Updated table.	3/1/2017
Creating Appeal Requests	72	Added note that you will not be able to create an appeal for a test opportunity in which that particular appeal does not apply	3/1/2017
Table 20. Reset Appeal Completion Criteria	73	Added table.	3/1/2017
Table 7. Columns in the Test Settings Upload File	42	Updated valid values.	1/17/2017
Table 8. Valid Values for Tool Names	44, 45, 46	Updated information in the Tool Name, Valid Value, and Applies to columns.	1/17/2017

Figure 33. Sample Test Settings Upload File	46	Added a note to clarify how to select from the Tool Name and Value columns in the test settings upload file.	12/14/2016
Section V. Administering Tests	73	Updated screenshot and instructions to reflect that TIDE can only export Test Completion Rates.	12/7/2016
Section V. Administering Tests	75	Updated screenshot and instructions to reflect that TIDE can only export State Participation Counts.	12/7/2016
Table 8. Valid Values for Tool Names	44	Added a note that Text-To-Speech appears as TTS in the Test Setting upload file.	12/6/2016
Evaluating Advanced Search Criteria	23	New section	11/15/2016
Searching for Records	23	Added x-ref to "Evaluating Advanced Search Criteria."	11/15/2016
Appeals Processing and Approval	65	Additional information added on how appeals are processed.	11/2/2016
Manage Your Account	17	Additional information about updating username has been added.	11/2/2016
Table 8. Valid Values for Tool Names	44	Added values Read Aloud Items – Spanish, Read Aloud Stimuli – English, Read Aloud Stimuli – Spanish, Bilingual Dictionary, and Text-to-Speech	11/2/2016
Figure 32. Sample Test Settings Upload File	45	Updated screenshot to change value column from Print on Demand to Items.	11/2/2016
Fields in the Test Settings and Tools Panel; Columns in the Test Settings Upload File; Columns in the Plan and Manage Testing Report	34, 44, 70	The embedded accommodation value 'Presentation' has been changed to 'Language.'	10/24/2016
Valid Values for Tool Names	42	Updated values for Mark for Review, Translation – Glossaries and Zoom tools.	10/19/2016
Appeals	60	Added information on how to create, submit and review appeals.	10/19/2016
After Testing	78	Changed test incident codes to participation codes and added information on how to resolve discrepancies.	10/19/2016