

Test Information and Distribution Engine

User Guide

2016–2017

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Introduction to This User Guide

This section describes the contents of this user guide.

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, 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 monitoring test progress.
- [Processing File Uploads, Processing File Uploads](#), describes how TIDE processes file uploads and how to resolve associated error messages.
- [Appendix A, Processing File Uploads](#), describes how TIDE processes files uploaded to the system.
- [Appendix B, Opening CSV Files in Excel 2007 or Later](#), describes how to open CSV files in recent versions of Microsoft Excel.
- [Appendix C, User Support](#), explains how to contact the help desk.
- [Appendix D, Change Log](#), logs changes made to this document since its original release.

Document Conventions

[Table 1](#) 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.
<i>bold italic</i>	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.
<i>italic</i>	Italic indicates a field name.

Intended Audience

This user guide is intended for district-, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

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

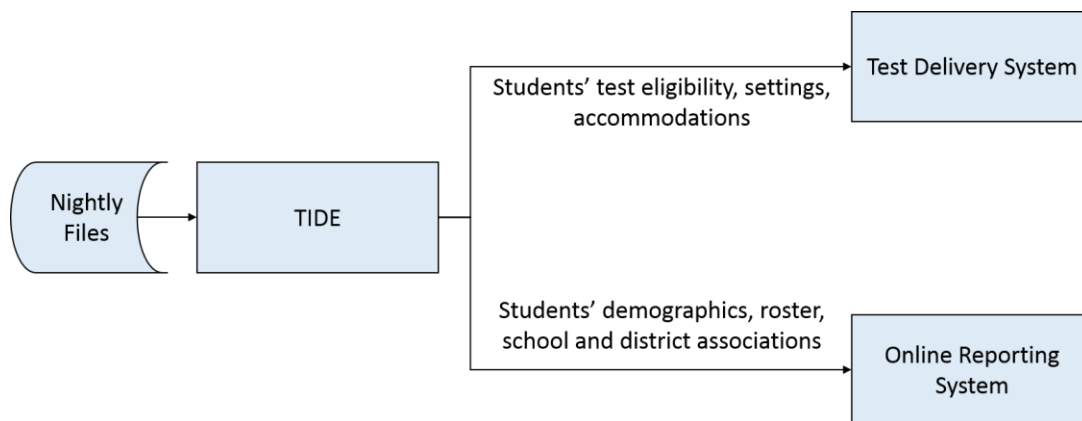
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports state, district, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, order testing materials, track orders, and monitor test progress.

[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 your schools. TIDE receives the vast majority of this student information from uploads from external systems and the Oregon Department of Education (ODE). TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students' eligibilities, settings, and accommodations; 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 *Technical Specifications Manual for Online Testing*.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

[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. User Roles and Associated Descriptions

Role	Role Description
DTC (District Test Coordinator)	Each district can only have one DTC. DTCs can delegate their TIDE-related duties to one or more DLUs. DTCs can create and modify DLU, STC, TA, TT, DRV, and SRV users for their district. DTCs can upload and edit student test settings and student test restrictions for students in their district. DTCs can also administer student tests and view reports for students in their district.
DLU (District Level User)	Each district can have one or more DLUs. DLUs can create and modify STC, TA, TT, and SRV users for their district. DLUs can upload and edit student test settings and student test restrictions for students in their district. DLUs can also administer student tests and view reports for students in their district.
STC (School Test Coordinator)	STCs are typically school or program administrators or principals. STCs can create and modify TA, TT, and SRV users within their institution. STCs can upload and edit student test settings and student test restrictions for students in their institution (with the exception of ELPA21 domain exemptions). STCs can also administer student tests and view reports for students in their institution.
TA (Test Administrator)	TAs can set up test sessions and administer tests. They can also upload and edit student test settings (with the exception of ELPA21 domain exemptions) and view reports for students in their institution.
TT (Test Technician)	TTs can set up test sessions and administer tests in their school. TTs can set and edit embedded designated supports but not accommodations. TTs cannot access reports and view results for students.
DRV/SRV (District/School Report Viewer)	DRVs/SRVs can view student reports (both participation and performance) for students in their institution. They cannot set up test sessions or administer tests.

Table 3. Overview of User Permissions

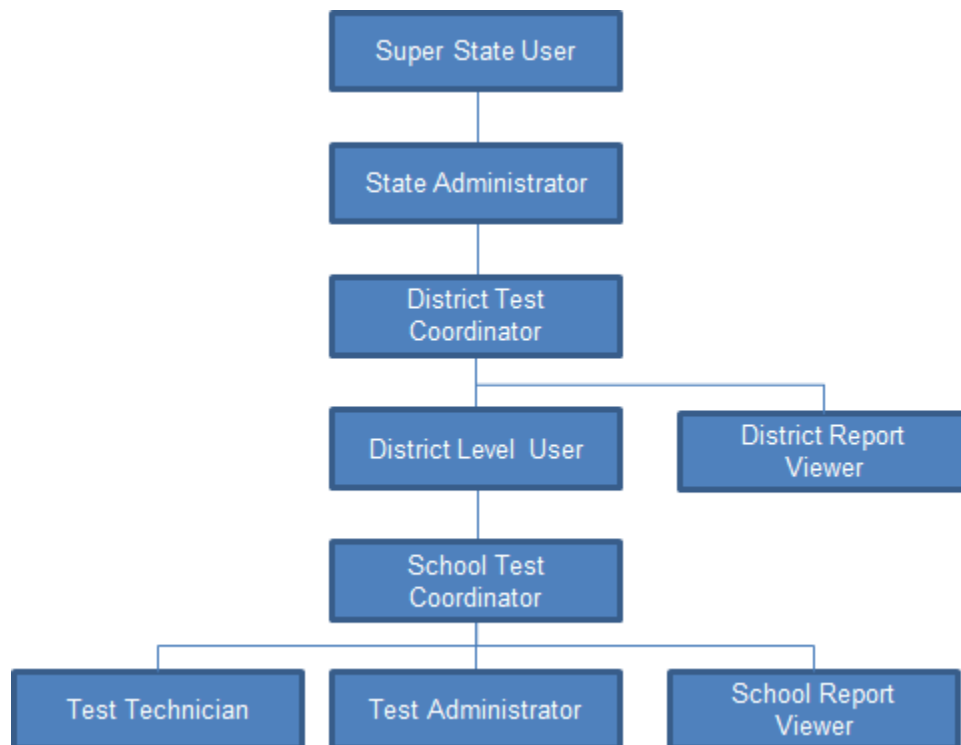
Task or Site	DTC*	DLU*	STC*	TA*	TT*	DRV	SRV
Access to Test Information Distribution Engine (TIDE) Features and Tasks							
Managing Student Information							
Viewing and Editing Students	✓	✓	✓	✓	View Only		
Printing Students' Test Settings	✓	✓	✓	✓	✓		

Task or Site	DTC*	DLU*	STC*	TA*	TT*	DRV	SRV
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, Editing, or Deleting Users through File Uploads	✓	✓	✓				
Managing Rosters							
Adding a New Roster	✓	✓	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓	✓	✓		
Creating Rosters through File Uploads	✓	✓	✓	✓	✓		
Managing Test Windows							
Adding Test Windows	✓	✓					
Modifying an Existing Test Window	✓	✓					
Administering Tests							
Plan and Manage Testing	✓	✓	✓	✓	✓	✓	✓
Reviewing Test Completion Rates	✓	✓	✓	✓	✓	✓	✓

*DTC—District Test Coordinator; DLU—District Level User; STC—School Test Coordinator; TA—Test Administrator; TT—Test Technician; DRV—District Report Viewer; SRV—School Report Viewer

There is a hierarchy to user roles listed in [Table 2](#). As indicated in [Figure 2](#), the district test coordinator is at the top of the hierarchy, followed by the district-level user and district report viewer. Under the district-level user is the school test coordinator, followed by various tester roles. For each district there is only one district test coordinator, but there can be one or more users with the other roles. 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 TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains the following information:

- A 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](#).
- Your temporary 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.



Note: 2015-2016 TIDE accounts will not role over. ESDs will add District Test Coordinator (DTC) users to TIDE after DTCs have completed their 2016-17 training requirements. As in past years, DTCs may then request a list of the users in their districts from the previous year from their ESD partner to facilitate the creation of user accounts for 2016-17.

To activate your account:

1. Click the link in the activation email. The **Login** page appears (see [Figure 3](#)).

Figure 3. Fields in the Login page

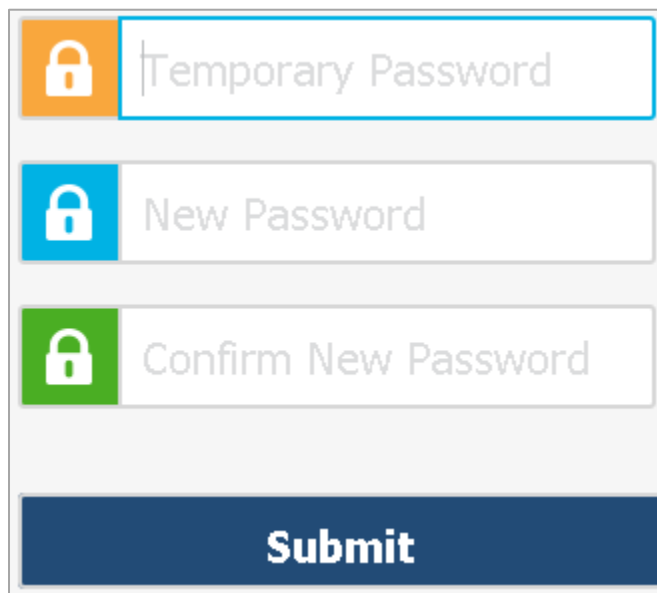
The login page contains the following elements:




- Email input field:
- Password input field:
- Forgot Your Password? link: [Forgot Your Password?](#)
- Login button: **Secure Login**

2. Enter your email address and temporary password.

3. Click **Secure Login**. The **Reset Password** page appears (see [Figure 4](#)).

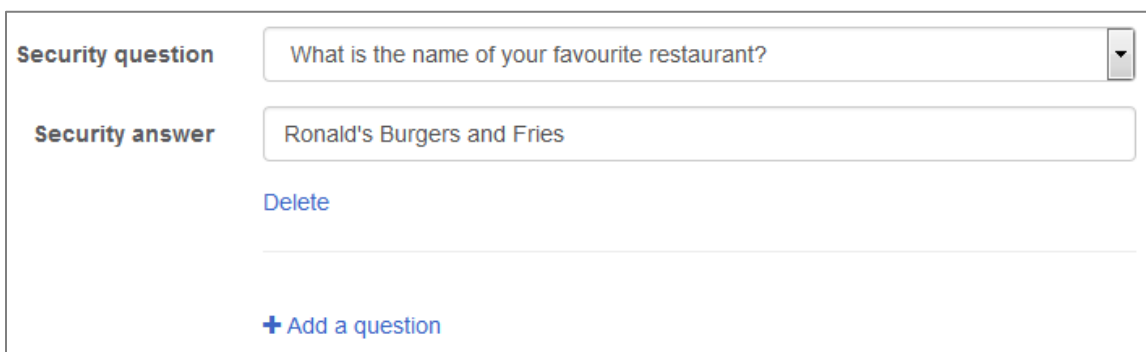
Figure 4. Fields in the Reset Password Page

The form for the Reset Password page contains three input fields and a submit button. The first field is labeled 'Temporary Password' with an orange lock icon. The second field is labeled 'New Password' with a blue lock icon. The third field is labeled 'Confirm New Password' with a green lock icon. Below these fields is a large blue 'Submit' button.

	Temporary Password
	New Password
	Confirm New Password
Submit	

4. In the *Temporary Password* field, enter the password you received in the activation email.
5. In the *New Password* and *Confirm New Password* fields, enter a new password. 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 !.
6. Click **Submit**. The **Select a Security Question** page appears (see [Figure 5](#)).

Figure 5. Fields in the Select a Security Question Page

The form for the Select a Security Question page has two main sections. The first section is for selecting a question from a dropdown menu, which currently shows 'What is the name of your favourite restaurant?'. The second section is for entering the answer, which currently shows 'Ronald's Burgers and Fries'. Below the answer field is a 'Delete' link. At the bottom of the form is a '+ Add a question' link.

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

7. Mark the checkbox next to a question, and enter an answer.
8. Click **Save**. The OAKS portal page appears.

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



Please note that if an account is created for an incorrect e-mail address, it will need to be deleted, and a new account created for the user.

Logging in to TIDE

To log in to TIDE:

1. Open your web browser and navigate to the OAKS portal at oaksportal.org.
2. Click the **System Administrators**, **Test Administrators**, or **Test Coordinators** card.

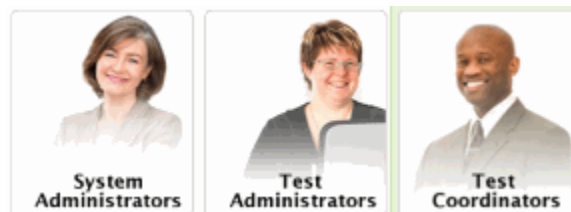


Figure 6. User Role Cards

3. Click the **TIDE** card. The **Login** page appears (see [Figure 3](#)).
4. Enter your email address and password.
5. Click **Secure Login**. The **Home** page 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 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

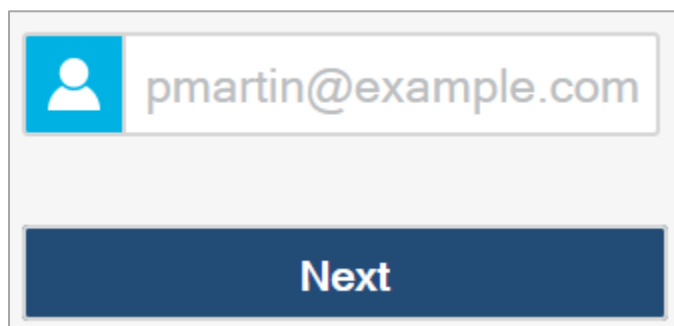
You need to reset your password in any of the following situations:

- 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. If you did not yet activate your account, do the following (otherwise go to step [3](#)):
 - a. In the **Login** page, enter your email address and the temporary password. A password expiration page appears.
 - b. Enter your TIDE email address, and click **OK**. TIDE sends you an activation email with a new temporary password.
 - c. Go to step [6](#).
3. In the **Login** page (see [Figure 3](#)), click **Forgot Your Password?**. The **Password Reset** page appears (see [Figure 8](#)).

Figure 8. Fields in the Password Reset Page

The image shows a web form for password reset. It features a light gray background. At the top, there is a blue square icon with a white person silhouette. To its right is a text input field containing the email address 'pmartin@example.com'. Below this field is a large, dark blue rectangular button with the word 'Next' written in white, bold, sans-serif font.

4. Enter your TIDE email address, and click **Next**. Your security question appears.
5. Enter the response to the security question, and click **OK**. TIDE sends you an activation email with a new temporary password.
6. Return to the **Login** page, enter your username and the temporary password from step [5](#), and click **Secure Login**. The **Reset Password** page appears (see [Figure 4](#)).
7. In the *Old Password* field, enter the temporary password from step [5](#).
8. Enter a new password. 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 password cannot be the same as your current or previous password.
9. Click **Submit**. TIDE resets your password. The **Select a Security Question** page appears.
10. Review and modify your answers to the security question as necessary, and click **Save**.

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 OAKS 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 the new session 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 two 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 monitoring testing progress. For more information about this category, see the section [Administering Tests](#).

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

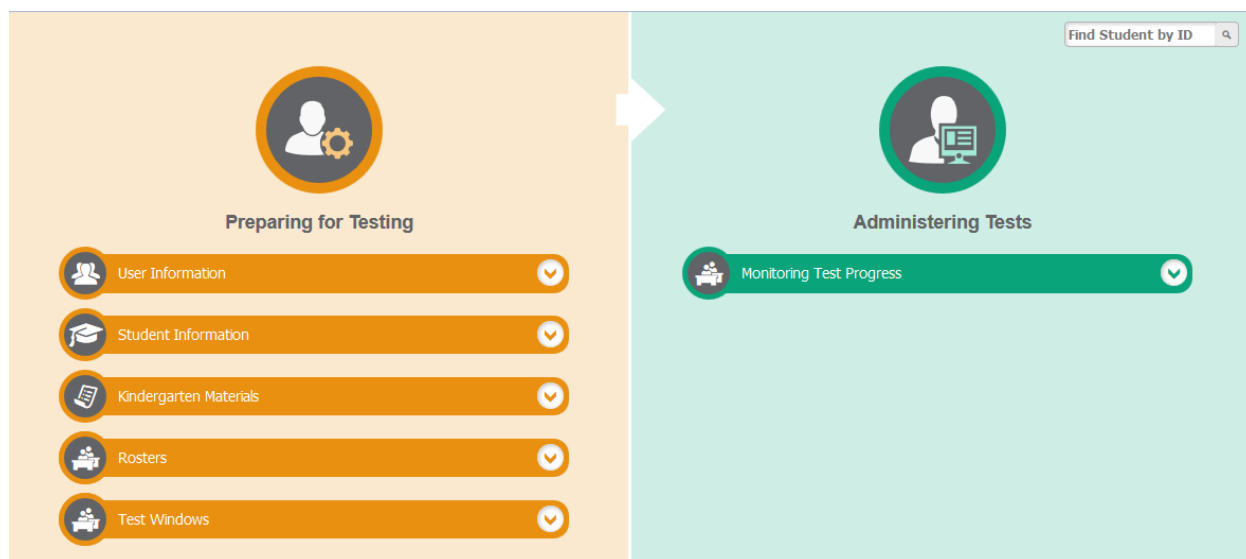
The TIDE dashboard appears when you first log in to TIDE (see [Figure 9](#)). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the two task categories in TIDE (Preparing for Testing and Administering Tests). 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



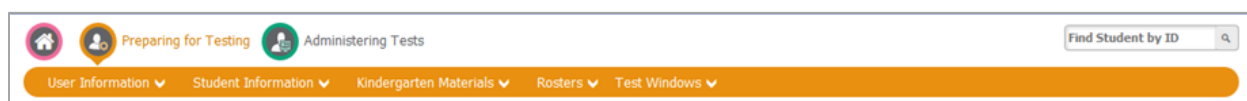
Each task menu contains a set of related tasks. For example, the **User Information** menu contains options for adding users, viewing/editing/exporting users, and uploading users.


To expand a task menu and view its set of related tasks, click  on the right of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see [Figure 10](#)). 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  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 **User Information**) 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:

- **TIDE:** 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, hand-scoring materials, and performance task materials.
- **Help:** This button opens the online version of TIDE User Guide.
- **Manage Account:** This drop-down list allows you to change your user role and set up your contact information.
- **Log out:** 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 search for students by student ID (SSID), and switch to other AIR systems.

Changing Institution or Role

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

To change test administration or institution:

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

Figure 12. Change Role

The image shows a 'Change Role' window. At the top is a user icon and the title 'Change Role'. Below are four dropdown menus: 'Test Administration' set to '2015-2016', 'Role' set to 'Test Administrator', 'District' set to 'Waterhaven District', and 'School' set to 'Reflection Academy'. At the bottom are two buttons: 'Submit' (green border) and 'Cancel' (orange border).

2. Update the information as necessary.
3. Click **Submit**. A new home page appears that is associated with your selections.

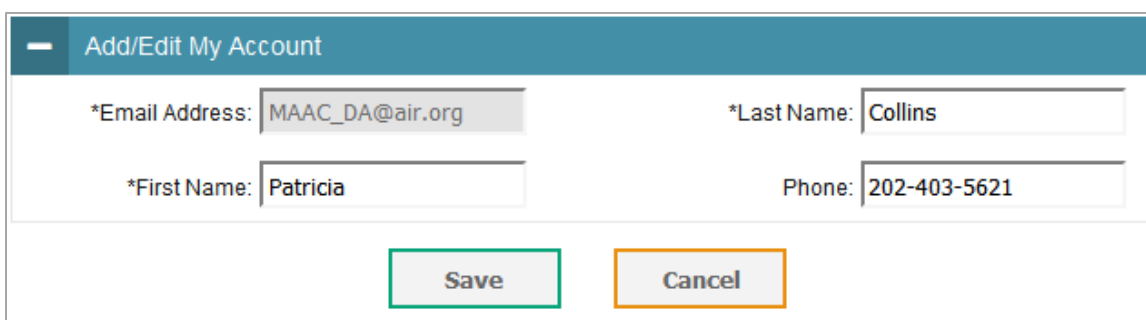
Changing Your Account Information

You can modify your name, phone number, and other account information.

To modify account information:

1. In the TIDE banner (see [Figure 11](#)), from the *Manage Account* drop-down list, select **My Contact**. The **My Account** page appears (see [Figure 13](#)).

Figure 13. Fields in the My Account Page



2. Enter updates as necessary. (To change your email address, contact your TIDE administrator.)
3. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to other AIR systems.

To switch to another AIR system:

- In the banner, click **TIDE**, and then select the other system you want to use (see [Figure 14](#)).

Figure 14. Switching Between AIR Systems



Finding Students by ID

A *Find Student by ID* field () 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. The SSID must be an exact match; TIDE does not search by partial SSID.
2. Click . The **Edit Student** form for that student appears.

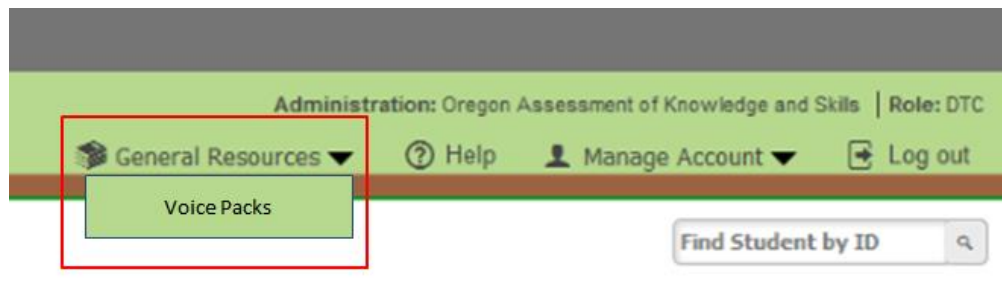
Downloading and Installing Voice Packs

TIDE provides the NeoSpeech™ Juliet and Violeta 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 **General 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.

Figure 15. Download Voice Pack Menu Option



Viewing Role Definitions

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

To view role definitions:

- From the **General 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 (see [Figure 16](#)). This section explains how to navigate these forms.

Figure 16. Sample Record Form

A sample record form with the following fields and values:

*Role:	Test Administrator (TA)	*Email Address:	jp@email.com
*District:	Waterhaven District	*First Name:	John
*School:	School of Arts Elementary	*Last Name:	Phoebe
		Phone:	202-123-4567
<div><div>Save</div><div>Cancel</div></div>			

Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can 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.

Most pages in TIDE have help text that describes the page and how to use it. To show or hide detailed help text on a page, click the gray **more info** link under the page title.

Figure 17. Help Text

Add Roster

Use this page to add rosters. [more info](#)

- Under *Search for Students to Add to the Roster*, select search criteria to retrieve students you want to add to the roster. Click *Search Students to Add to the Roster*.
- Under *Add Students to the Roster*, enter a roster name, and select a teacher.
- Under *Available Students and Students to Be Added to Roster*, mark checkboxes for students you want to add to or remove from the roster.
- Click *Add Selected* or *Remove Selected*. (You can also use *Add All* or *Remove All* to add or remove all the students.)

Save Cancel

Search for Students to Add to the Roster

*District: Waterhaven District Grade: None selected

*School: Reflection Academy Students Added to School Since: 01 day

Test Settings and Tools Filters

Test Settings and Tools: Zoom

Zoom: ☐ Level 1 ☐ Level 2

Criteria Chosen:

☐ Strikethrough: Yes

☐ Highlighter: No

Add Remove All Remove Selected

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 18](#)).

Figure 18. Sample File Upload Page

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)


Step 1: Upload File

Choose File Browse

+ Upload History

Next

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.

- On the file upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The **Preview** page appears (see [Figure 19](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 19. 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


- Click **Next**. TIDE validates the file and displays any errors () or warnings () on the **Validate** page (see [Figure 20](#)).




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.



- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.




Figure 20. Sample Validation Page

Upload User 

1. Upload 2. Preview 3. Validate 4. Confirmation [Download Validation Report](#)

 Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

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 a large number of 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.

- Do one of the following:
 - Click **Continue with Upload**. TIDE commits those records that do not have errors.
 - 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 21](#)).

Figure 21. Confirmation Page

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

i This page indicates how many records were committed or excluded. To upload another file, click **Upload New File**.

Step 4: Confirmation

Results: 11 records committed, 3 records excluded

Upload New File

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 such tasks, a search panel appears when you first access the task page (see [Figure 22](#)). This section explains how to use this search panel and navigate search results.

Figure 22. Sample Search Panel

Search for Users to Edit

*Role: All Roles

*District: Waterhaven District

*School: All Schools

Email Address:

First Name:

Last Name:

Phone:

Search

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**.


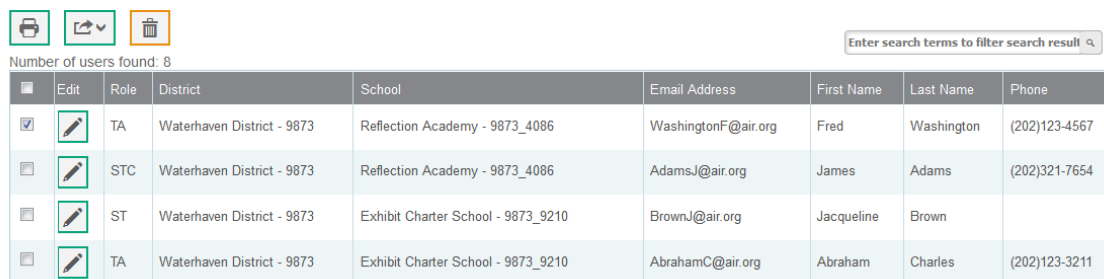



3. Click **Search**. The list of retrieved records appears below the search panel (see [Figure 23](#)).
 - a. *Optional:* If you wish to collapse the search panel, click  in the upper-left corner of the panel.

Figure 23. Sample Search Results



Edit	Role	District	School	Email Address	First Name	Last Name	Phone
<input checked="" type="checkbox"/>	TA	Waterhaven District - 9873	Reflection Academy - 9873_4086	WashingtonF@air.org	Fred	Washington	(202)123-4567
<input type="checkbox"/>	STC	Waterhaven District - 9873	Reflection Academy - 9873_4086	AdamsJ@air.org	James	Adams	(202)321-7654
<input type="checkbox"/>	ST	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	BrownJ@air.org	Jacqueline	Brown	
<input type="checkbox"/>	TA	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	AbrahamC@air.org	Abraham	Charles	(202)123-3211

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.
 - 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  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 24](#), TIDE retrieves student records that match both of the following:

- Suppress score for Science is on *or* suppress score for Social Sciences is off.
- The student has the Limited English Proficiency flag checked.

Figure 24. Additional Search Criteria

Additional Criteria Chosen:

- ☒ Suppress Score:
 - Science: On
 - Social Sciences: Off
- ☒ Limited English Proficiency: 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:
 - Mark the checkbox next to each record you wish to select.
 - To select all records, mark the checkbox in the header row.
3. Click the required action button above the table of retrieved records:
 - : Prints the selected records.
 - : Exports the selected records to a PDF, Excel, or CSV file.
 - : Deletes the selected records.



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](#)
- [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 User Information task menu on the TIDE dashboard, select **Add User**. The **Add User** page appears (see [Figure 25](#)).

Figure 25. Fields in the Add User Page

*Role:	Test Administrator (TA) ▼	*Email Address:	jp@email.com
*District:	Waterhaven District ▼	*First Name:	John
*School:	School of Arts Elementary ▼	*Last Name:	Phoebe
		Phone:	202-123-4567
<div>Save</div>		<div>Cancel</div>	

2. Select the role, district, and school associated with the new user.
3. Using [Table 4](#) 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 User Information task menu on the TIDE dashboard, select **Edit User**. The **Edit 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 26](#)).

Figure 26. Fields in the Edit User Form

*Role:	Test Administrator (TA) ▼	*Email Address:	WashingtonF@air.org
*District:	Waterhaven District ▼	*First Name:	Fred
*School:	Reflection Academy ▼	*Last Name:	Washington
		Phone:	(202)123-4567

4. If your user role allows it, modify the user's details as required. Use [Table 4](#) as a reference.
5. Click **Save**.
6. In the affirmation dialog box, click **Continue** to return to the list of user accounts.

[Table 4](#) describes the fields in the **Edit User** page.


Table 4. Fields in the Edit User Page

Field	Description
Role	User's role. For an explanation of user roles, see Table 2
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, Editing, or Deleting 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, Editing, or Deleting 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.

Deleting User Accounts

You can delete a user's account as long as the user is at or below your role in the hierarchy and the user is in your district or school.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
 - Mark the checkboxes for the users you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved users.
3. Click , and in the affirmation dialog box click **Yes**.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, 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 User Information 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 5](#) as a reference, fill out the User template and upload it to TIDE.

[Table 5](#) provides the guidelines for filling out the User template that you can download from the **Upload User** page.

Table 5: Columns in the User Upload File

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
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.
Role*	User's role. For an explanation of user roles, see the section " Understanding User Roles and Permissions ."	One of the following: DTC—District Test Coordinator DLU—District Level User STC—School Test Coordinator TA—Test Administrator TT—Test Technician DRV—District Report Viewer SRV—School Report Viewer Must be lower in the hierarchy than the user uploading the file; see Figure 2 .

Column	Description	Valid Values
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

[Figure 27](#) 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, changing his 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 deletes Thomas Walker's account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

Figure 27. Sample User Upload File

	A	B	C	D	E	F	G	H
1	DISTRICTID	SCHOOLID	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	SA	ADD
4	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SA	DELETE
5	99	9000	Patricia	Martin	pm@air.org		TA	ADD
6	99	9001	Patricia	Martin	pm@air.org		SA	ADD

Managing Student Information

Viewing and Editing Students

You can view and edit detailed information about a student's record. Only student test settings and tools, not demographic data, can be edited in TIDE.

To view and edit student details:

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

Figure 28. View/Edit/Export Students

View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

Search for Students to Edit

*District: Last Name:

*School: First Name:

External ID: Assessed Grade:

Additional Search

Search Fields:

Gender: ☐ Female ☐ Male

Additional Criteria Chosen:

☐ Print on Demand: Yes

☐ Streamlined ELA: Yes

☐ Streamlined ELAPT: Yes

- Retrieve the student record you want to view or edit by following the procedure in the section [Searching for Records](#).
- In the list of retrieved students, click for the student whose account you want to view. The **Edit Student** form appears.
- In the *Test Settings and Tools* panel, if your user role allows it, modify the student's test settings. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.



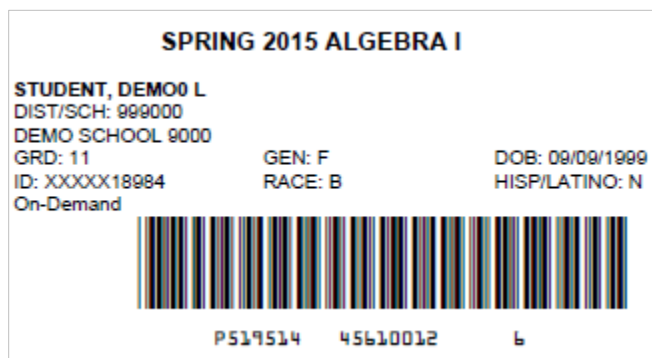
Caution: Test settings in the TA Interface Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

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

Printing PreID Labels

PreID labels are not required for student testing. However, PreID labels (see [Figure 29](#)) may *optionally* be used for other non-testing purposes, such as affixing to student folders or using as student name cards.


Figure 29. Sample PreID Label



Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

This PreID labels are configured to use 5" x 2" label stock. 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 PreID Labels:

7. Retrieve the students for whom you want to print labels by following the procedure in the section [Searching for Records](#).
8. Click the column headings to sort the retrieved students in the order you want the labels printed.
9. Do one of the following:
 - Mark the checkboxes for the students you want to print.
 - Mark the checkbox at the top of the table to print labels for all retrieved students.
10. Click  and then select **PreID Labels**. A model appears for selecting the start position for printing on the first page (see [Figure 30](#)).
11. Verify **PreID Labels** is selected in the *Print Options* section.

12. 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.

13. Click **Print**.

Your browser downloads the generated PDF.

Figure 30. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

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:
 - Mark the checkboxes for the students you want to print.
 - Mark the checkbox at the top of the table to print labels for all retrieved students.
4. Click  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 31](#)).

Figure 31. Layout Model for Student Test Settings and Tools

Student Name	Enrolled Grade	School	District	Test Settings and Tools
Washington, George W	4	Reflection Academy - 9873_4086	Waterhaven District - 9873	ELA-Cat Zoom: Level 2 Color Contrast: Black on White Highlighter: On ELA-PT Zoom: Level 2 Color Contrast: Black on White Highlighter: On Mathematics Zoom: Level 2 Color Contrast: Black on White Highlighter: On
Adams, John M	4	Reflection Academy - 9873_4086	Waterhaven District - 9873	ELA-Cat Zoom: Level 2 Color Contrast: Black on White Highlighter: On ELA-PT Zoom: Level 2 Color Contrast: Black on White Highlighter: On

6. Click **Print**.

Your browser downloads generated PDF.


Managing Student Test Settings and Tools

A student's test settings include the available embedded accessibility supports, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

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 Student Information task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The **View/Edit/Export Test Settings and Tools** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved students, click  for the student whose test settings and tools you want to edit. The **Edit Test Settings and Tools** form appears.
4. If your user role allows it, modify the student's test settings. This form displays a column for each of the student's tests. You can select different settings for each test.



Caution: Test settings in the TA Interface Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

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

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** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The **Upload Test Settings and Tools** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 6](#) as a reference, fill out the Test Settings template and upload it to TIDE.

[Table 6](#) provides the guidelines for filling out the Test Settings template that you can download from the **Upload Test Settings and Tools** page.



Test settings values in file uploads are case sensitive. The Test Settings template contains the correct spellings and cases for all settings. It is recommended this template be used to either upload student settings directly or as a reference. For Excel users, the valid values are prepopulated in drop down menus. For other users, valid values for test settings are also listed in Table 7.

Table 6. 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.	One of the following: ELPA21 ELA Mathematics Science Social Sciences

Column Name	Description	Valid Values
Tool Name	Name of the tool or accommodation.	Once a Subject has been selected in the upload template, only test settings available for that Subject will populate the Tool Name dropdown. See the Excel upload template or Table 7.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	The available values depend on the selected subject and test setting. For example, if you select ELA and American Sign Language, the available values are On and Off. See the Excel upload template or Table 7.

*Required field.

Table 7. Valid Tool Names and Values for Test Settings Upload File.

Valid Tool Names	Valid Test Names	Valid Values
American Sign Language	ELA Mathematics	Off On
Closed Captioning	ELA	Off On

Valid Tool Names	Valid Test Names	Valid Values
Color Choices	ELA ELPA21 Mathematics Science Social Sciences	<u>ELA and Mathematics</u> Black on Pink Black on White Medium Gray on Light Gray Reverse Contrast Yellow on Blue <u>ELPA21</u> Black on Blue Black on Cream Black on Pink Black on White Reverse Contrast Yellow on Blue <u>Science and Social Sciences</u> Black on Blue Black on Pink Black on White Black on Yellow Medium Gray on Light Gray Yellow on Blue
Exempted Domains	ELPA21	No Exemptions Listening Reading Speaking Writing

Valid Tool Names	Valid Test Names	Valid Values
Glossary	ELA Mathematics	<u>ELA</u> English Glossary No Glossary <u>Mathematics</u> Arabic & English Glossary Arabic Glossary Cantonese & English Glossary Cantonese Glossary English Glossary Filipino & English Glossary Filipino Glossary Korean & English Glossary Korean Glossary Mandarin & English Glossary Mandarin Glossary No Glossary Punjabi & English Glossary Punjabi Glossary Russian & English Glossary Russian Glossary Spanish & English Glossary Spanish Glossary Ukrainian & English Glossary Ukrainian Glossary Vietnamese & English Glossary Vietnamese Glossary
Item Type Exclusion	Science Social Sciences	None Grid Items
Line Reader	ELPA21 Science Social Sciences	Off On
Masking	ELA ELPA21 Mathematics Science Social Sciences	Off On

Valid Tool Names	Valid Test Names	Valid Values
Permissive Mode	ELA ELPA21 Mathematics Science Social Sciences	Off On
Presentation	ELA ELPA21 Mathematics Science Social Sciences	<u>Mathematics, Science, and Social Sciences</u> Braille (Accommodation) English Spanish (Designated Support) <u>ELA and ELPA21</u> Braille (Accommodation) English
Print on Request	ELA ELPA21 Mathematics Science Social Sciences	<u>ELA, ELPA21, and Mathematics</u> Off Items Stimuli Stimuli and Items <u>Science and Social Sciences</u> Off Stimuli and Items
Print Size	ELA ELPA21 Mathematics Science Social Sciences	1X 1.5X 1.75X 2.5X 3X
Streamlined Interface Mode	ELA Mathematics Science Social Sciences	Off On
Suppress Score	Science Social Sciences	Off On

Valid Tool Names	Valid Test Names	Valid Values
Text-to-Speech	ELA Mathematics Science Social Sciences	<u>ELA</u> Off Items (Designated Support) Stimuli (Accommodation) Items & Stimuli (Accommodation) <u>Mathematics</u> Off Items (Designated Support) Stimuli (Designated Support) Items & Stimuli (Designated Support) <u>Science and Social Sciences</u> Off Items & Stimuli (Designated Support)

[Figure 32](#) is an example of a simple upload file that sets the colors on the ELA test for the student with ID 9999999999 to black text on a rose background.

Figure 32. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Test Tool	Value
2	9999999999	ELA	Color Choices	Black on Rose
3				

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 33](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 33. 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 34](#)), 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 34. Add/Remove Students to Roster Panel

Available Students (8)				Students in Roster (4)			
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	<input type="checkbox"/>	Grade 3	Doe, John	9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016				
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015				
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014				
<input type="checkbox"/>	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**.

Printing Students Associated with a Roster

You can print a list of students in a roster.

To print students in rosters:




1. Retrieve the rosters to print by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print all retrieved rosters.
3. Click , and then select **Roster**.
4. Under *Print Options*, verify *Roster* is selected. The Roster Student List report appears.

5. Click **Print**. Your browser downloads the generated PDF.

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 33](#)).
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 34](#)), 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**.

Printing Test Settings for Students in a Roster

As a roster of students prepares to start a test, you can print the test settings associated with each student.


To print test settings for students in a roster:

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print all retrieved rosters.
3. Click , and then select **Student Settings and Tools**.
4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Deleting Rosters

You can delete rosters created in TIDE or the Online Reporting System.

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:
 - Mark the checkboxes for the rosters you want to delete.
 - 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 8](#) as a reference, fill out the Roster template and upload it to TIDE.

[Table 8](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 8. Columns in the Rosters Upload File

Column Name	Description	Valid Values
External School ID*	Four-digit numerical district ID followed by the four-digit school ID associated with the roster.	District ID and school ID that exist in TIDE.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district (SSID).	Up to 10 numeric characters.

*Required field.

[Figure 35](#) is an example of a simple upload file that creates a roster with two students.

Figure 35. Sample Roster Upload File

	A	B	C	D
1	External School ID	User Email ID	Roster Name	External Student ID
2	99999898	me@gmail.com	American History	999999999
3	99999898	me@gmail.com	American History	999999998

- The first row (aside from the header row) does the following:
 - If the roster American History does not exist in school 9999, TIDE does the following:
 - Creates the roster American History.
 - Associates the teacher whose email address is me@email.com with the roster.
 - Adds the student ID 999999999 to the roster American History.
- The second row adds the student ID 999999998 to the roster American History.

Managing Test Windows

Prior to the beginning of a school year, ODE establishes the testing windows for each subject. Individual districts or schools can create customized testing windows within those state-level windows. This can be necessary if unexpected events disrupt the testing schedule.

This section describes how to create, edit, and delete test windows.

Adding Test Windows


When you create or edit a test window at the district level, all schools within that district's hierarchy administer the test during that window—except those schools that have their own customized window.

To create or edit a test window:

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The **Add Test Windows** form appears (see [Figure 36](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 36. Fields in the Add Test Windows Page

The screenshot shows the 'Add Test Windows' form. It has a header 'Test Window Information'. Below this, there are two rows of fields. The first row has '*Entity:' with radio buttons for 'District' and 'School', and 'Test Window Label:' with a text input field. The second row has '*District:' with a dropdown menu showing 'District 1', 'Test Window Start Date:' with a date picker, and 'School:' with a dropdown menu showing '- Select -'. Below these fields is a green 'Add Test Window' button. At the bottom of the form is a light blue bar with a '+' icon and the text 'Add / Remove Tests'. Below this bar are two buttons: 'Save' and 'Cancel'.

2. In the *Test Window Information* panel, do the following:
 - a. Mark the type of entity for which you want to add a test window: **District** or **School**.
 - b. From the **District** and **School** drop-down lists (as available), make selections for the district and school.
 - c. In the *Test Window Label* field, enter a name for the test window.
 - d. In the *Test Window Start Date* and *Test Window End Date* fields, enter the test window's start and end dates.
 - e. Click **Add Test Window**.
3. In the *Add/Remove Tests* section (see [Figure 37](#)), do the following:
 - a. To add tests, from the list of available tests, do one of the following:
 - To move one test to the window, click  for that test.
 - To move all the tests in the *Available Tests* list to the window, click **Add All**.

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

Figure 37. Add/Remove Tests Panel

The screenshot displays the 'Add/Remove Tests Panel' with two main sections:

- Available Test IDs (109):** A list of 12 tests, each with a checkbox and a plus icon. The tests are:
 - Grade 1 ELPA21 All Domains
 - ELPA21 Grade 1 DEI Braille Paper Student Response Entry
 - Grade 1 ELPA21 Listening
 - Grade 1 ELPA21 Reading
 - Grade 1 ELPA21 Speaking
 - Grade 1 ELPA21 Writing
 - ELPA21-OP-Optional-1-COMBINED
 - Grades 2 – 3 ELPA21 All Domains
 - ELPA21 Grades 2-3 DEI Braille Paper Student Response Entry
 - Grades 2 - 3 ELPA21 Listening
 - Grades 2 - 3 ELPA21 Reading
- Selected Test IDs (3):** A list of 3 tests, each with a checkbox and an X icon. The tests are:
 - Grades 4 – 5 ELPA21 All Domains
 - Grade 5 Science
 - Grade 5 ELA CAT

At the bottom of the panel, there are four buttons: 'Add All', 'Add Selected', 'Remove All', and 'Remove Selected'.

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

- To remove one test from the window, click for the test.
- To remove all the tests from the window, click **Remove All**.
- To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then click **Remove Selected**.




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

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

Modifying an Existing Test Window

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

To modify a test window:

1. From the **Test Windows** task menu on the TIDE dashboard, select **View/Edit/Export Test Windows**. The **View/Edit/Export Test Window** page appears.
2. Retrieve the test window you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved test windows, click  for the test window whose details you want to view. The **Edit Test Window** form appears. This form is similar to the form used to add test windows ([Figure 36](#)).
4. *Optional:* In the *Test Window Information* panel, do the following:
 - a. In the *Test Window Label* field, enter a new name for the test window.
 - b. In the *Test Window Start Date* and *Test Window End Date* fields, enter the test window's new start and end dates.
 - c. Click **Add Test Window**.
5. *Optional:* In the *Add/Remove Tests* section (see [Figure 37](#)), do the following:
 - a. To add tests, from the list of available tests, do one of the following:
 - To move one test to the window, click  for that test.
 - To move all the tests in the *Available Tests* list to the window, click **Add All**.
 - To move selected tests to the window, mark the checkboxes for the tests you want to add, then click **Add Selected**.
 - b. To remove tests, do one of the following in the list of tests in the window:
 - To remove one test from the window, click  for the test.
 - To remove all the tests from the window, click **Remove All**.
 - To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

Creating Test Windows through File Uploads

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

To upload test windows:

1. From the **Test Windows** task menu on the TIDE dashboard, select **Upload Test Windows**. The **Upload Test Windows** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 9](#) as a reference, fill out the Test Window template and upload it to TIDE.

[Table 9](#) provides the guidelines for filling out the Test Windows template that you can download from the **Upload Test Window** page.

Table 9. Columns in the Test Windows Upload File

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

*Required field.

[Figure 38](#) is an example of a simple upload file that creates a district-level test window with two tests.

Figure 38. Sample Test Window Upload File

	A	B	C	D	E	F	G
1	INSTITUTIONTYPE	INSTITUTIONIRN	WINDOWNAME	TESTNAME	WINDOWSTARTDATE	WINDOWENDDATE	ACTION
2	D	99	Special Testing Session	Summative Grade 3 ELA: Reading	2016-10-01 00:00:00	2016-10-15 23:59:59	ADD
3	D	99	Special Testing Session	Summative Math Grade 3	2016-10-01 00:00:00	2016-10-15 23:59:59	ADD

- The test window applies to the district whose ID is 99.
- The test window starts at midnight on October 1, 2016, and ends at 11:59 p.m. on October 15, 2016. In the absence of overriding test windows, all students in District 99 who are eligible for the Summative Grade 3 ELA: Reading and Summative Math Grade 3 tests in district 99 will take those tests during that time.

Section V. Administering Tests

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

This section covers the following topic:

- [Monitoring Test Progress](#)

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.

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 39](#)).

Figure 39. Plan and Manage Testing Page

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

Report Criteria

Step 1: Choose What

Test: - Select -

Enrolled Grade: - All -

Administration: 2015-2016

Test Settings: - All -

Test Name: - All -

Step 2: Choose Who

District: - Select -

School: - Select -

Personnel: None selected

Step 3: Get Specific

☐ Students who have completed 1st opportunity in the selected administration

☐ Students on their 1st opportunity in the selected administration, and have a status of any

☐ Students whose most recent sessionID was Session ID (optional) between 04/26/2016 and 04/26/2016

Generate Report

Export Report



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.
3. In the *Step 2: Choose Who* panel, select the parameters for whose information to include in your report:
 - a. From the **District** drop-down list, select a district if applicable.

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- 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.
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}):
- Students who {**have/have not**} {**completed/started**} the {**1st/2nd/Any**} opportunity in the selected administration.
 - Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.
 - Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID**} between {**start date**} and {**end date**}.



Note: To determine which of your students have completed a test opportunity, but are not proficient, see the Online Reporting System User Guide section 'Understanding Student Data Files'. This feature is not available through TIDE.

5. Do one of the following:
- 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.
 - To open the report in Microsoft Excel, click **Export Report**.

[Figure 40](#) displays a sample Plan and Manage Testing report output, and [Table 10](#) provides descriptions of the columns in this report.

Figure 40: Plan and Manage Testing Report

Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

Table 10. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's Statewide Student Identifier number.
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 LEP	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
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 test administrator 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.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
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.



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

Figure 41. Test Completion Rates Search Fields

3. Do one of the following:
 - 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.
 - To open the report in Microsoft Excel, click **Export Report**.

[Figure 42](#) displays a sample Test Completion Rate report and [Table 11](#) lists the columns in this report.

Figure 42. Test Completion Rate Report

Number of records found: 2							
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%

Table 11. 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.

Column	Description
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.

Appendix A. Processing File Uploads

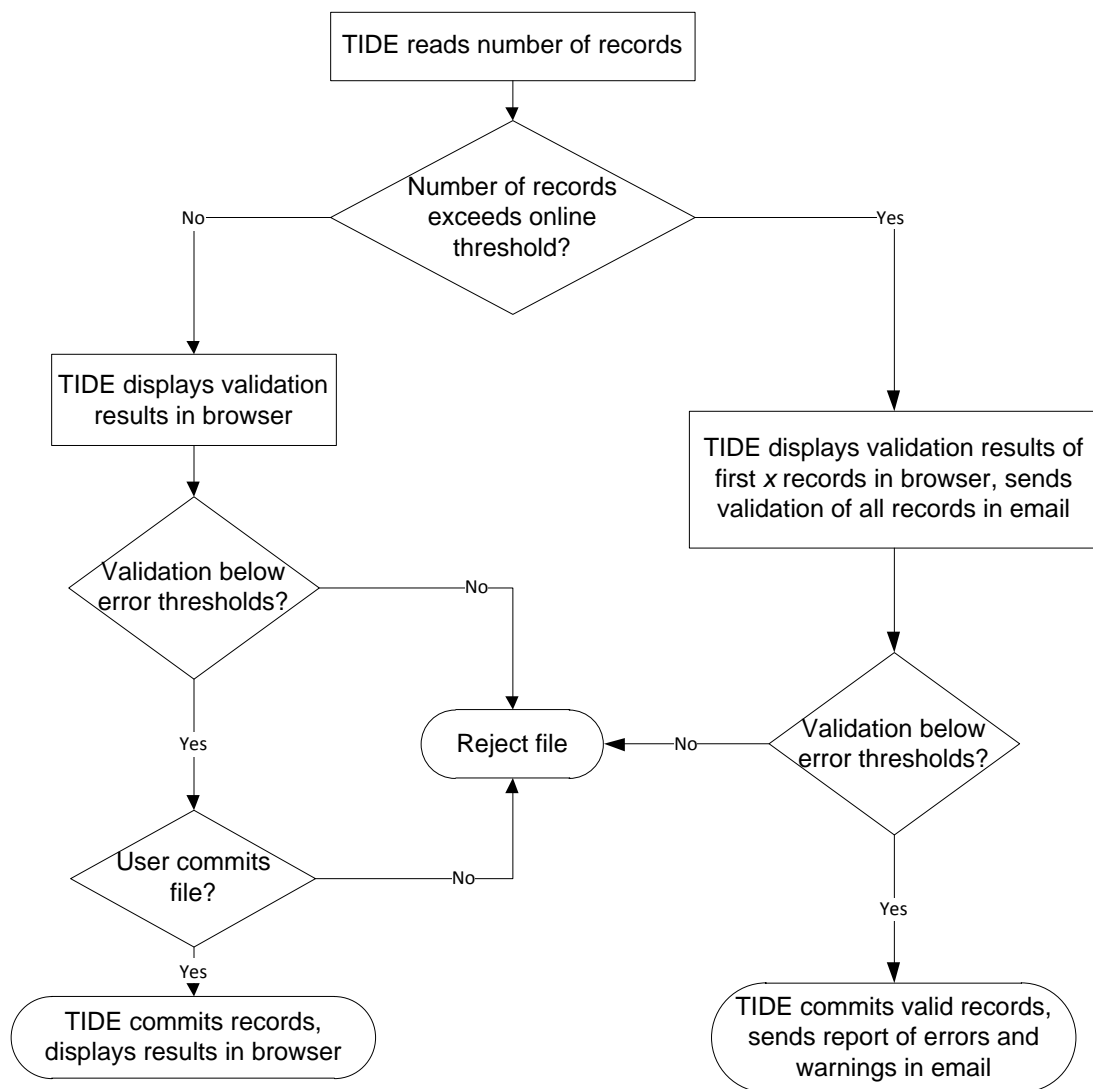
This appendix describes how TIDE processes file uploads.

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.

[Figure 43](#) describes the entire processing flow for file uploads.

Figure 43. Upload Processing Flow



[Table 12](#) 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 43](#).

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 12. Record Thresholds for Offline Processing

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

How TIDE Validates File Uploads

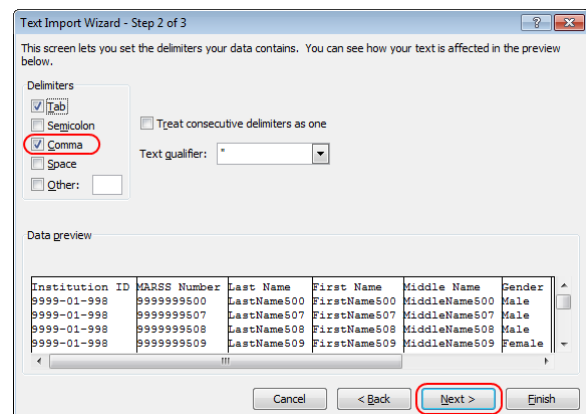
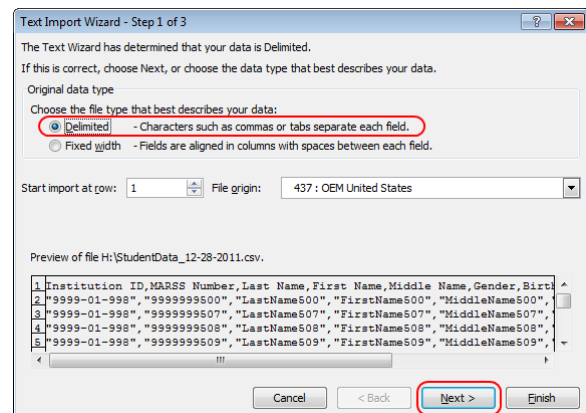
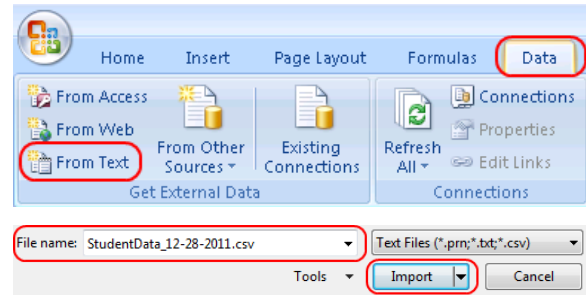
After you submit an upload file, TIDE applies two validations: layout and data.

- *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

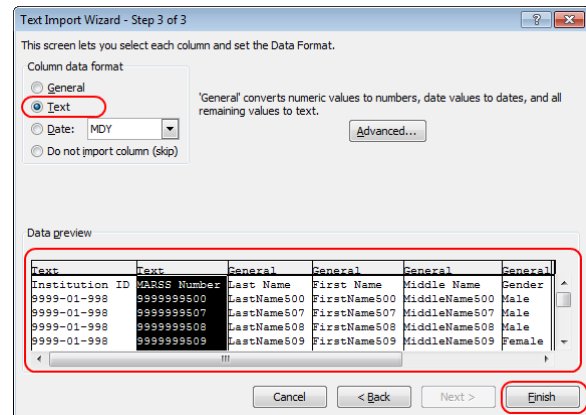
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

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. User Support

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

The help desk is open Monday-Friday 7:00 a.m. to 5:00 p.m. Pacific Time (except holidays or as otherwise indicated on the State Assessment Portal).

AIR Help Desk

Toll-Free Phone Support: 1-866-509-OAKS (6257)

Email Support: oaks.helpdesk@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 D. Change Log

Change Description	Date
Updated Table 8. Columns in the Rosters Upload File to match the columns in the upload file in TIDE (p. 42).	10.28.16
Added section “Evaluating Advanced Search Criteria” (p. 21).	11.16.16
Added note regarding Student Test Settings Template and table with valid tools and values for the template (p. 32 and 33).	11.16.16
Added section “Printing PreID Labels” (p. 29).	11.16.16
Fixed reference to “Understanding Roles and Permissions” (p. 26).	11.22.16