Test Information and Distribution Engine

User Guide

2016–2017

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Prepared by the American Institutes for Research®

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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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td><strong>Warning</strong>: This symbol accompanies information regarding actions that may cause loss of data.</td>
</tr>
<tr>
<td>!</td>
<td><strong>Caution</strong>: This symbol accompanies information regarding actions that may result in incorrect data.</td>
</tr>
<tr>
<td>📅</td>
<td><strong>Note</strong>: This symbol accompanies helpful information or reminders.</td>
</tr>
<tr>
<td><strong>bold italic</strong></td>
<td>Boldface italic indicates a page name.</td>
</tr>
<tr>
<td><strong>bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list selection.</td>
</tr>
<tr>
<td><strong>mono</strong></td>
<td>Monospace indicates a file name or text you enter from the keyboard.</td>
</tr>
<tr>
<td><strong>italic</strong></td>
<td>Italic indicates a field name.</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
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</thead>
<tbody>
<tr>
<td>DTC (District Test Coordinator)</td>
<td>Each district can only have one DTC. DTCs can delegate their TIDE-related duties to one or more DLU. 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.</td>
</tr>
<tr>
<td>DLU (District Level User)</td>
<td>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.</td>
</tr>
<tr>
<td>STC (School Test Coordinator)</td>
<td>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.</td>
</tr>
<tr>
<td>TA (Test Administrator)</td>
<td>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.</td>
</tr>
<tr>
<td>TT (Test Technician)</td>
<td>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.</td>
</tr>
<tr>
<td>DRV/SRV (District/School Report Viewer)</td>
<td>DRV/SRVs can view student reports (both participation and performance) for students in their institution. They cannot set up test sessions or administer tests.</td>
</tr>
</tbody>
</table>

Table 3. Overview of User Permissions

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>DTC*</th>
<th>DLU*</th>
<th>STC*</th>
<th>TA*</th>
<th>TT*</th>
<th>DRV</th>
<th>SRV</th>
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<td>STC*</td>
<td>TA*</td>
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<td>Adding User Accounts</td>
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<td>Viewing and Editing User Details</td>
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<tr>
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<tr>
<td><strong>Administering Tests</strong></td>
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<tr>
<td>Plan and Manage Testing</td>
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<tr>
<td>Reviewing Test Completion Rates</td>
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</tbody>
</table>

*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

- Super State User
- State Administrator
- District Test Coordinator
- District Level User
- School Test Coordinator
- District Report Viewer
- Test Technician
- Test Administrator
- School Report Viewer
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).

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](image)

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](image)

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.

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.

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
   
   ![Password Reset Page](image)

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. |  |
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 the right of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click the up.

**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.

- To access the dashboard, click the home 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 **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).
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).
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](image)

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](image)
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. 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.

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](image)

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.
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).

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 19). Use the file preview on this page to verify you uploaded the correct file.

   ![Figure 19. File Upload Preview (partial view)](image)

5. 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](image)

   **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.

6. 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](image)

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](image)

**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](image)

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.

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
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](image)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>User’s role. For an explanation of user roles, see Table 2</td>
</tr>
<tr>
<td>District</td>
<td>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.</td>
</tr>
<tr>
<td>School</td>
<td>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.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email address for logging in to TIDE.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICTID*</td>
<td>District associated with the user.</td>
<td>District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.</td>
</tr>
<tr>
<td>SCHOOLID</td>
<td>School associated with the user.</td>
<td>School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.</td>
</tr>
<tr>
<td>FirstName*</td>
<td>User’s first name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>LastName*</td>
<td>User’s last name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>Email*</td>
<td>User’s email address.</td>
<td>Any standard email address. Up to 128 characters that are valid for an email address. This is the user’s username for logging in to TIDE.</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see the section “Understanding User Roles and Permissions.”</td>
<td>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.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
<td>Phone number in xxx-xxx-xxxx format. Extensions allowed.</td>
</tr>
<tr>
<td>Action*</td>
<td>Indicates if this is an add, modify, or delete transaction.</td>
<td>One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.</td>
</tr>
</tbody>
</table>

*Required field.

**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.

**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.
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.

4. 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.

5. Click Save.

6. 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" × 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.

**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 **Print** 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**).
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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSID*</td>
<td>Student's statewide identification number.</td>
<td>Ten digits.</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject for which the tool or accommodation applies.</td>
<td>One of the following: ELPA21 ELA Mathematics Science Social Sciences</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Name of the tool or accommodation.</td>
<td>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.</td>
</tr>
<tr>
<td>Value</td>
<td>Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Required field.

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

<table>
<thead>
<tr>
<th>Valid Tool Names</th>
<th>Valid Test Names</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language</td>
<td>ELA</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>ELA</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
</tr>
</tbody>
</table>
## Valid Tool Names

<table>
<thead>
<tr>
<th>Color Choices</th>
<th>Valid Test Names</th>
<th>Valid Values</th>
</tr>
</thead>
</table>
| ELA | ELA and Mathematics  
Black on Pink  
Black on White  
Medium Gray on Light Gray  
Reverse Contrast  
Yellow on Blue |
| ELPA21 | ELPA21  
Black on Blue  
Black on Cream  
Black on Pink  
Black on White  
Reverse Contrast  
Yellow on Blue |
| Mathematics | Science and Social Sciences  
Black on Blue  
Black on Pink  
Black on White  
Black on Yellow  
Medium Gray on Light Gray  
Yellow on Blue |
| Science | |
| Social Sciences | |

## Exempted Domains

<table>
<thead>
<tr>
<th>Exempted Domains</th>
<th>Valid Tool Names</th>
<th>Valid Values</th>
</tr>
</thead>
</table>
| ELPA21 | No Exemptions  
Listening  
Reading  
Speaking  
Writing |
<table>
<thead>
<tr>
<th>Valid Tool Names</th>
<th>Valid Test Names</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELA</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>ELPA21</td>
</tr>
<tr>
<td>Glossary</td>
<td>ELA</td>
<td>English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>No Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Arabic &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Arabic Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Cantonese &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Cantonese Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Filipino &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Filipino Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Korean &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Korean Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Mandarin &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Mandarin Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>No Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Punjabi &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Punjabi Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Russian &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Russian Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Spanish &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Spanish Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Ukrainian &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Ukrainian Glossary</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Vietnamese &amp; English Glossary</td>
</tr>
<tr>
<td></td>
<td>ELPA21</td>
<td>Vietnamese Glossary</td>
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</table>

<table>
<thead>
<tr>
<th>Item Type Exclusion</th>
<th>Science</th>
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<th>None</th>
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</thead>
<tbody>
<tr>
<td>Grid Items</td>
<td></td>
<td></td>
<td>Grid Items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Reader</th>
<th>ELPA21</th>
<th>Science</th>
<th>Off</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Social Sciences</td>
<td>On</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Masking</th>
<th>ELA</th>
<th>ELPA21</th>
<th>Off</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mathematics</td>
<td>Science</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>Social Sciences</td>
<td>On</td>
</tr>
<tr>
<td>Valid Tool Names</td>
<td>Valid Test Names</td>
<td>Valid Values</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>ELA ELPA21 Mathematics Science Social Sciences</td>
<td>Off On</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>ELA ELPA21 Mathematics Science Social Sciences</td>
<td>Mathematics, Science, and Social Sciences Braille (Accommodation) English Spanish (Designated Support) ELA and ELPA21 Braille (Accommodation) English</td>
<td></td>
</tr>
<tr>
<td>Print on Request</td>
<td>ELA ELPA21 Mathematics Science Social Sciences</td>
<td>ELA, ELPA21, and Mathematics Off Items Stimuli Stimuli and Items Science and Social Sciences Off Stimuli and Items</td>
<td></td>
</tr>
<tr>
<td>Print Size</td>
<td>ELA ELPA21 Mathematics Science Social Sciences</td>
<td>1X 1.5X 1.75X 2.5X 3X</td>
<td></td>
</tr>
<tr>
<td>Streamlined Interface Mode</td>
<td>ELA Mathematics Science Social Sciences</td>
<td>Off On</td>
<td></td>
</tr>
<tr>
<td>Suppress Score</td>
<td>Science Social Sciences</td>
<td>Off On</td>
<td></td>
</tr>
<tr>
<td>Valid Tool Names</td>
<td>Valid Test Names</td>
<td>Valid Values</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Text-to-Speech</td>
<td>ELA</td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Items (Designated Support)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Stimuli (Accommodation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>Items &amp; Stimuli (Accommodation)</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 32* is an example of a simple upload file that sets the colors on the ELA test for the student with ID 999999999 to black text on a rose background.

### 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.
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 \(\times\) 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 \(\text{Print}\), 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 **Print**, 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 **Delete**, 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>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>External School ID*</td>
<td>Four-digit numerical district ID followed by the four-digit school ID associated with the roster.</td>
<td>District ID and school ID that exist in TIDE.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier within the district (SSID).</td>
<td>Up to 10 numeric characters.</td>
</tr>
</tbody>
</table>

*Required field.
Figure 35 is an example of a simple upload file that creates a roster with two students.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>External School ID</td>
<td>User Email ID</td>
<td>Roster Name</td>
<td>External Student ID</td>
</tr>
<tr>
<td>9999999898</td>
<td><a href="mailto:me@gmail.com">me@gmail.com</a></td>
<td>American History</td>
<td>9999999999</td>
</tr>
<tr>
<td>9999999898</td>
<td><a href="mailto:me@gmail.com">me@gmail.com</a></td>
<td>American History</td>
<td>9999999998</td>
</tr>
</tbody>
</table>

- 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 9999999999 to the roster American History.
- The second row adds the student ID 9999999998 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](image)

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

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 **X** 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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTIONTYPE*</td>
<td>Type of institution to which the test window applies.</td>
<td>One of the following: D—Window applies to districts. S—Window applies to schools.</td>
</tr>
<tr>
<td>INSTITUTIONIRN*</td>
<td>District's or school's ID.</td>
<td>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.</td>
</tr>
<tr>
<td>WINDOWNAME*</td>
<td>Name for the test windows.</td>
<td>Up to 35 printable characters.</td>
</tr>
<tr>
<td>TESTNAME*</td>
<td>Test included in the test window.</td>
<td>One of the available test names from the drop-down list in the template.</td>
</tr>
<tr>
<td>WINDOWSTARTDATE*</td>
<td>Date test window starts.</td>
<td>Timestamp in YYYY-MM-DD hh:mm:ss format.</td>
</tr>
<tr>
<td>WINDOWENDDATE*</td>
<td>Date test window ends.</td>
<td>Timestamp in YYYY-MM-DD hh:mm:ss format.</td>
</tr>
<tr>
<td>ACTION*</td>
<td>Indicates if this is an add, modify, or delete transaction.</td>
<td>One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.</td>
</tr>
</tbody>
</table>

*Required field.
**Figure 38** is an example of a simple upload file that creates a district-level test window with two tests.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Institution type</td>
<td>Institution ID</td>
<td>Window Name</td>
<td>Test Name</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>2</td>
<td>District 99</td>
<td>99</td>
<td>Special Testing Session</td>
<td>Summative Grade 3 ELA: Reading</td>
<td>2016-10-01 00:00:00</td>
<td>2016-10-15 23:59:59</td>
</tr>
<tr>
<td>3</td>
<td>District 99</td>
<td>99</td>
<td>Special Testing Session</td>
<td>Summative Math Grade 3</td>
<td>2016-10-01 00:00:00</td>
<td>2016-10-15 23:59:59</td>
</tr>
</tbody>
</table>

- 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

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.
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.
Table 10. Columns in the Plan and Manage Testing Report

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student's legal name (Last Name, First Name).</td>
</tr>
<tr>
<td>SSID</td>
<td>Student's Statewide Student Identifier number.</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in.</td>
</tr>
<tr>
<td>Current LEP</td>
<td>Indicates whether the student is an English Language Learner.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record.</td>
</tr>
<tr>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish).</td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific opportunity.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
</tr>
<tr>
<td>TA Name</td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
</tr>
<tr>
<td>Restarts</td>
<td>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)</td>
</tr>
<tr>
<td>Restarts Within Grace Period</td>
<td>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period.</td>
</tr>
<tr>
<td>A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.</td>
<td></td>
</tr>
<tr>
<td>Last Activity</td>
<td>The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
</tr>
</tbody>
</table>
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.

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.

Table 11. Columns in the Test Completion Rates Report

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

TIDE reads number of records

Number of records exceeds online threshold?

TIDE displays validation results in browser

Validation below error thresholds?

User commits file?

TIDE commits records, displays results in browser

TIDE commits valid records, sends report of errors and warnings in email

TIDE displays validation results of first $x$ records in browser, sends validation of all records in email

Validation below error thresholds?

Reject file

No
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

<table>
<thead>
<tr>
<th>Upload File</th>
<th>Offline Processing Threshold</th>
<th>Number of Validated Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Students</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Test Settings</td>
<td>2,000</td>
<td>200</td>
</tr>
<tr>
<td>Rosters</td>
<td>1,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

**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).

<table>
<thead>
<tr>
<th>AIR Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-866-509-OAKS (6257)</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:oaks.helpdesk@air.org">oaks.helpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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

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