

Test Information and Distribution Engine

User Guide

2017–2018

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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, and log out.
- [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), 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.
- [Appendix A, Processing File Uploads](#), describes how TIDE processes file uploads and how to resolve associated error messages.
- [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](#), describes how to contact the OAKS help desk with questions.
- [Appendix D, TIDE 10.1 Changes](#), documents changes in the Feb. 2, 2018 TIDE 10.1 release.
- [Appendix E, 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 coordinators and test administrators who manage administration of Oregon's statewide assessments. 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

Distribution Engine

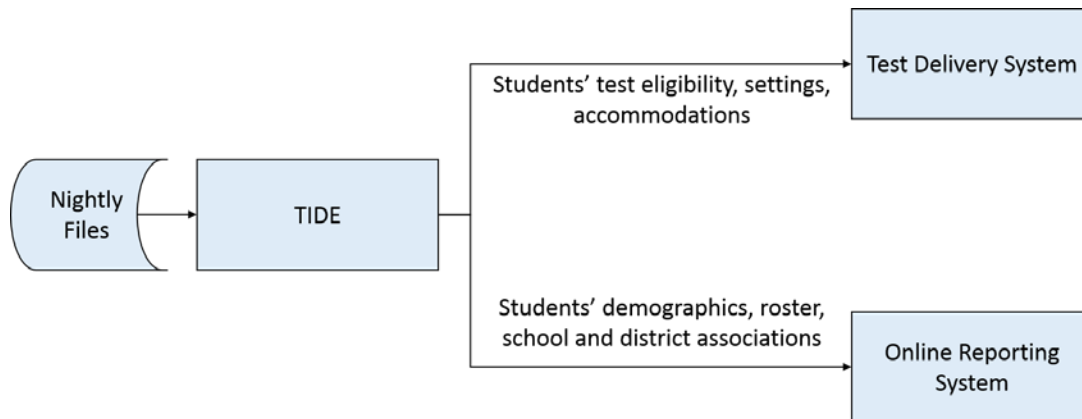
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports state, district-, and school-level users throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, 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 school(s). TIDE receives the vast majority of this student information from uploads from the Oregon Department of Education (ODE). TIDE then distributes this information to the appropriate system. TIDE sends students' eligibilities, settings, and accommodations to the Test Delivery System (TDS); this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends students' institutional associations to the Online Reporting System (ORS); 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. Each role has an associated list of permissions to access certain features within TIDE and the rest of the OAKS Online system.

[Table 2](#) indicates which users can access specific features and tasks within the OAKS Online 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 District Level User (DLU). DTCs can create and modify DLU, School Test Coordinator (STC), Test Administrator (TA), Test Technician (TT), District Report Viewer (DRV), and School Report Viewer (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, view reports for students in their district, and set test windows.
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, view reports for students in their district, and set test windows.
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 edit student test settings (with the exception of ELPA21 domain exemptions and item type exclusions) and view reports for students in their institution.
TT (Test Technician)	TTs can set up test sessions and administer tests in their school. TTs cannot set or edit embedded designated supports or accommodations, access reports, or 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 upload or edit student test settings, set up test sessions, or administer tests.

Table 3. Overview of User Permissions

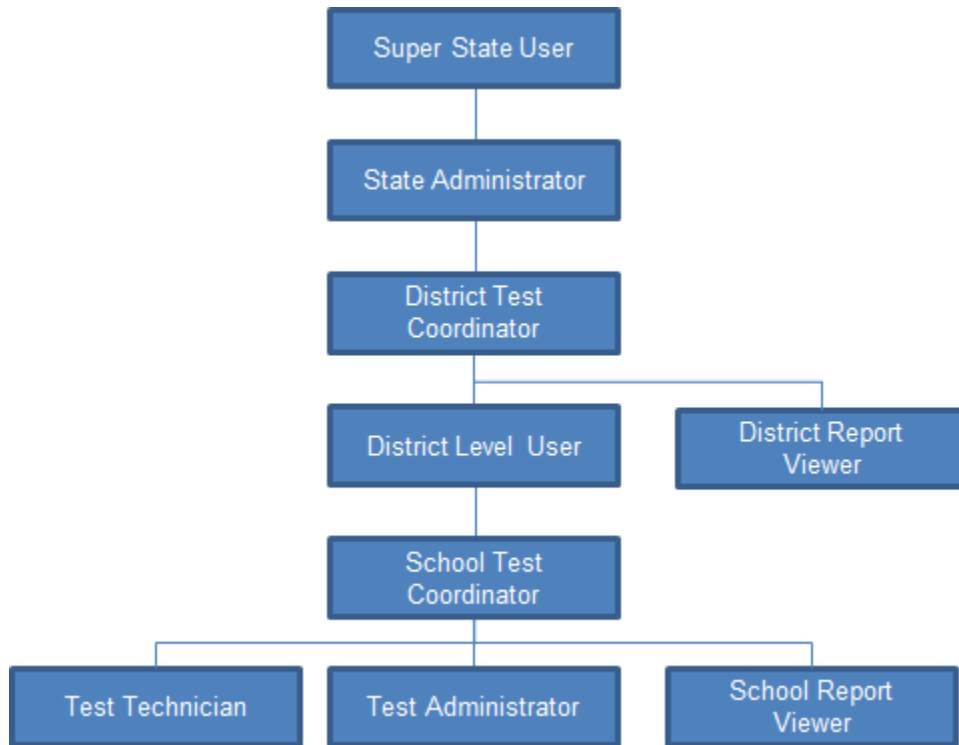
Task or Site	DTC*	DLU*	STC*	TA*	TT*	DRV	SRV
Access to Test Information Distribution Engine (TIDE) Features and Tasks							
Managing Student Information							
Printing Students' Test Settings	✓	✓	✓	✓	✓		
Printing PreID Labels	✓	✓	✓	✓	✓		
Managing Student Test Settings and Tools							
Viewing and Editing Test Settings and Tools	✓	✓	✓	✓	View Only		
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							
Generating Plan and Manage Testing Report	✓	✓	✓	✓	✓	✓	✓
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 school-level 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, and log out.

Activating Your TIDE Account

When a TIDE administrator (usually the DTC or STC) creates a new account for a user, the user receives an email containing a link to the Reset Your Password page ([Figure 3](#)) in TIDE.

The link will remain active for 15 minutes after the email was sent. If the user does not set up his or her password within 15 minutes, the user can easily request a new link at any time to reset their password from the TIDE Login page, by clicking “Forgot Your Password?”, then following the on-screen instructions. This can be done at the user’s convenience, once they are in front of a computer and have set aside time to access TIDE.

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: 2016-2017 TIDE accounts will not role over. ESD Partners will add District Test Coordinator (DTC) users to TIDE after DTCs have completed their 2017-18 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 2017-18.

To activate your account:

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

Figure 3. Fields in the Reset Your Password page

Reset Your Password

New Password Requirements
Your password must be at least eight characters long and have at least one character from three of the following categories:

- an upper case character (a-z)
- a lower-case character (a-z)
- a number (0-9)
- a special character (% , # , !)

Need More Help?
If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

Password

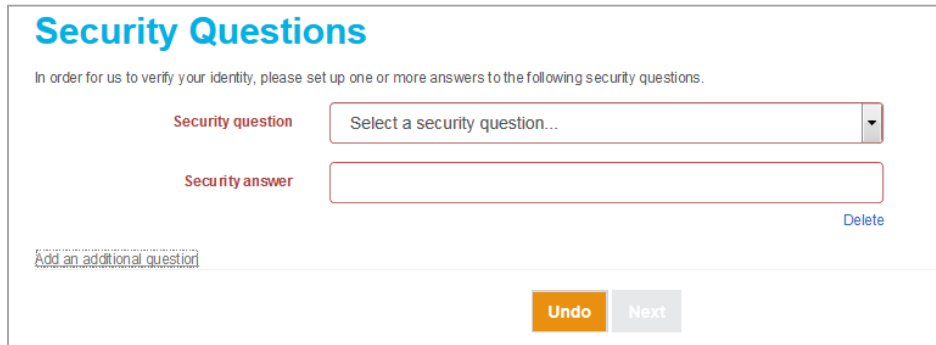
Confirm Password

Submit

[Return to login page](#)

2. In the *Password* and *Confirm Password* fields, enter a new password. The password must be at least eight characters long and must include at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
3. Click **Submit**. The **Select a Security Question** page appears (see [Figure 4](#)).

Figure 4. Fields in the Select a Security Question Page



Security Questions

In order for us to verify your identity, please set up one or more answers to the following security questions.

Security question

Security answer

[Delete](#)

[Add an additional question](#)

Undo **Next**

4. From the *Security Question* drop-down list, select a security question, and enter an answer.
5. *Optional*: To add an additional security question, click **Add an additional question**, select a security question and enter your answer. You can add multiple security questions, if desired.
6. Click **Next**. The OAKS portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see [Figure 6](#)) 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.

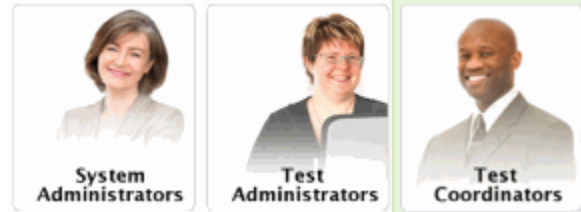


Figure 5. User Role Cards

3. Click the **TIDE** card. The **Login** page appears (see [Figure 7](#)).
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 6. TIDE Card



Figure 7. Login Page

Login

Email Address

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)



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

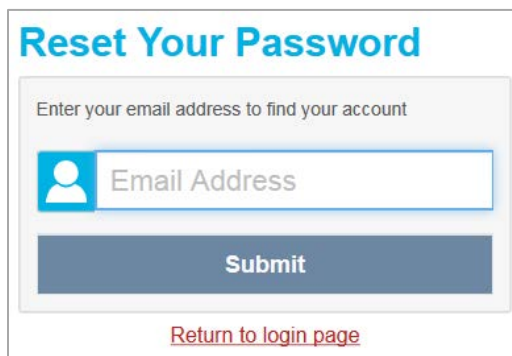
You need to reset your password in any of the following situations:

- You forgot your password.
- You didn't activate your account within 15 minutes of receiving the activation email.
- The TIDE administrator locked your account.

To reset your password:

1. Display the **Login** page by following steps 1–4 in the section [Logging in to TIDE](#) and click **Forgot Your Password?**. The **Reset Your Password: Find Account** page appears (see [Figure 8](#)).

Figure 8. Fields in the Reset Your Password: Find Account Page



2. Enter your TIDE email address, and click **Submit**.
 - o If you have already activated your account, your security question appears.
 - i. Enter the response to the security question, and click **Submit**. TIDE sends you an email containing a link to reset your password.
 - o If you have not yet activated your account, TIDE sends you an email containing a link to reset your password.
3. Click the link in the email to go to the **Reset Your Password** page (see [Figure 3](#)) in TIDE.
4. In the *Password* and *Confirm Password* fields, enter a new password. The password must be at least eight characters long and must include at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !). Your password cannot be the same as your current or previous password.
5. Click **Submit**. TIDE resets your password. The **Select a Security Question** page appears.
 - o If you have already activated your account, review and modify your answers to the security question as necessary.
 - o If you have not yet activated your account, set up your security question and answer as described in [Activating Your TIDE Account](#).
6. Click **Next**. 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 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

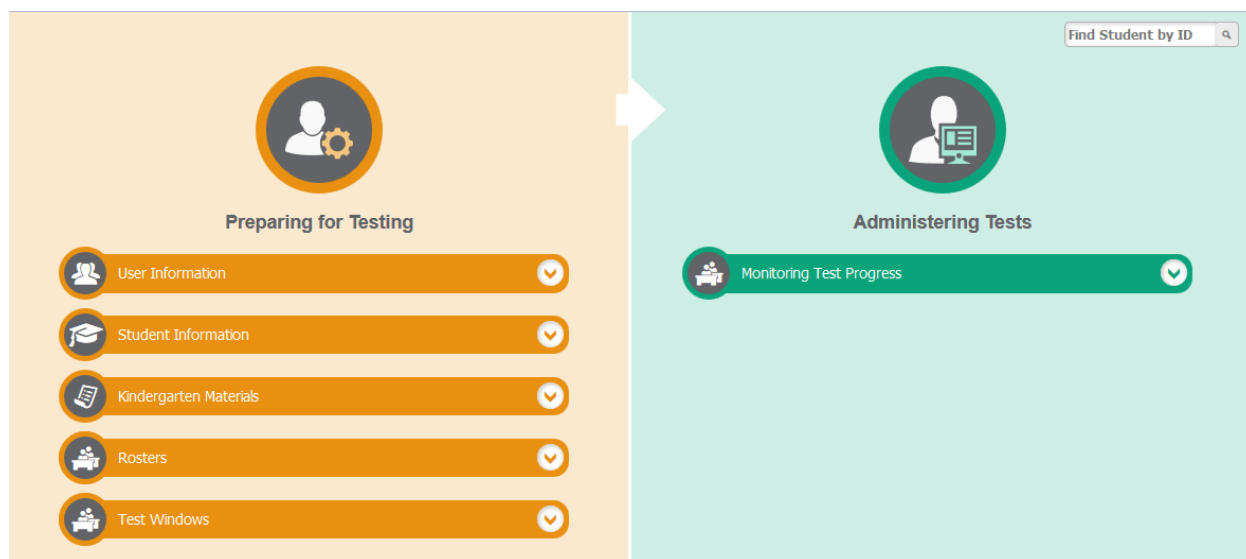
The TIDE dashboard appears when you first log in to TIDE (see [Figure 9](#)). Every task you can perform in TIDE is available on this page.

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 .




Note: The **Student Information** menu contains the task Add Student Temp ID (ELPA Screener Only). This task is only applicable to the ELPA Screener assessment. For more information on this task and assessment, please see the ELPA Screener Test Administration Manual.

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 year 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 and role definitions.
- **Inbox:** This button allows you to open the Inbox and access the student data files you exported in TIDE as well as any secure documents, if available.
- **Help:** This button opens the online version of TIDE User Guide.
- **Manage Account:** This drop-down list allows you to set up your contact information and, for users with more than one user roles, to change your user role.
- **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.

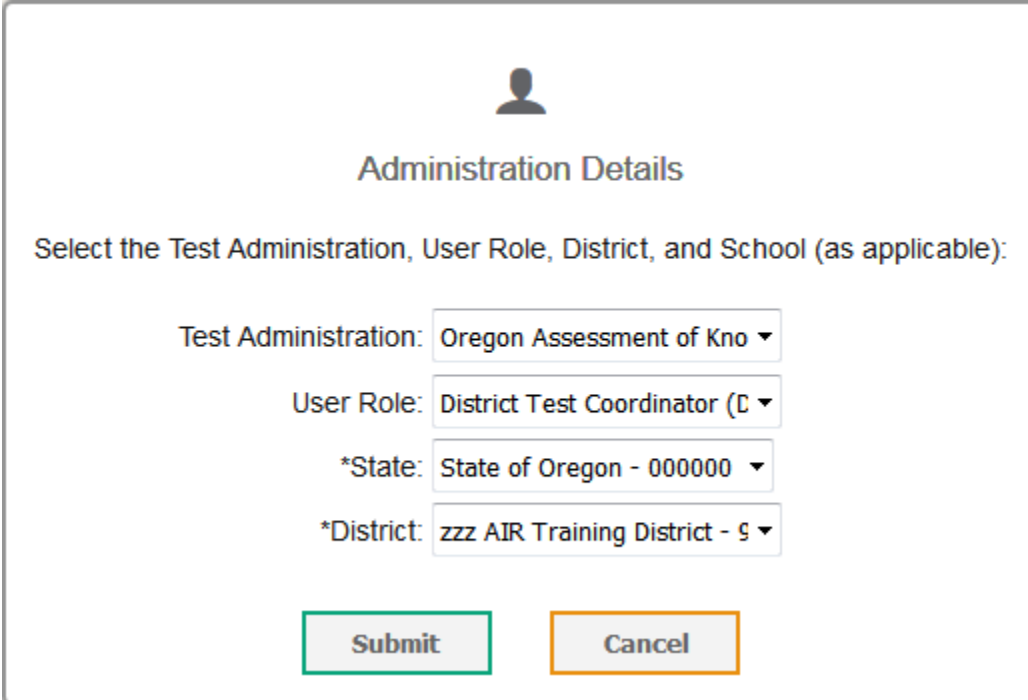
Changing Institution or Role

For users with more than one user roles, 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 **Administration Details** window appears (see [Figure 12](#)).

Figure 12. Change Role



Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration: Oregon Assessment of Kno ▼

User Role: District Test Coordinator (D ▼

*State: State of Oregon - 000000 ▼

*District: zzz AIR Training District - 9 ▼

Submit Cancel

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

The screenshot shows a form titled "Add/Edit My Account" with a teal header. The form contains the following fields:

- ROLE: TA
- *Email: OR-TA1@demo.user
- *First Name: Frampton
- *Last Name: Fairbanks
- Phone number: (empty field)

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

Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to the Test Delivery System or the Online Reporting System.

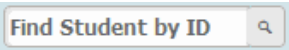
To switch to another AIR system:

- 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 Student** form for the specified student.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SSID or Temp ID (for ELPA Screener only). The SSID or Temp ID must be an exact match; TIDE does not search by partial ID.
2. Click . The **View/Edit Student** form for that student appears.

Downloading and Installing Voice Packs

TIDE provides the NeoSpeech™ Julie and Violeta Voice Packs, screen readers students with a text-to-speech accessibility support 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. Users can download voice packs free of charge as an alternative to the default voice packs found on Windows machines or the commercial Spanish voice packs from Cepstral. The default Windows voice packs as well as the Cepstral voice packs for Windows may still be used for Text-to-Speech, if desired.

To download voice packs:

1. From the **General Resources** drop-down list in the banner (see [Figure 11](#)), select **Download Voice Pack**. The **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 **Voice Pack** page and then proceed with installation.

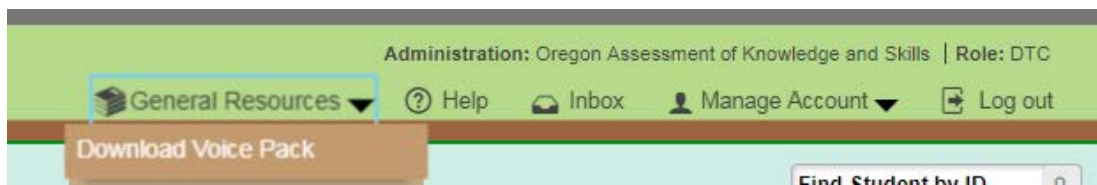


Note: About NeoSpeech™ Voice Pack License Files

The licenses for the NeoSpeech™ Voice Packs expired on May 3, 2017. If your voice pack was installed prior to that and you have not yet renewed your license, you will need to renew your license before administering tests with the voice packs. Voice packs installed after May 3, 2017 have the new license and no further actions are needed.

To renew your license, from the **Voice Pack** page, click the required license link. Read the instructions for updating the license available from the **Voice Pack** page and proceed with updating your license.

Figure 15. Download Voice Pack Menu Option



Viewing Accessibility Supports

TIDE provides a link to ODE's definitions for accessibility supports.

To view definitions for accessibility supports:

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

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.

Downloading Files from the Inbox

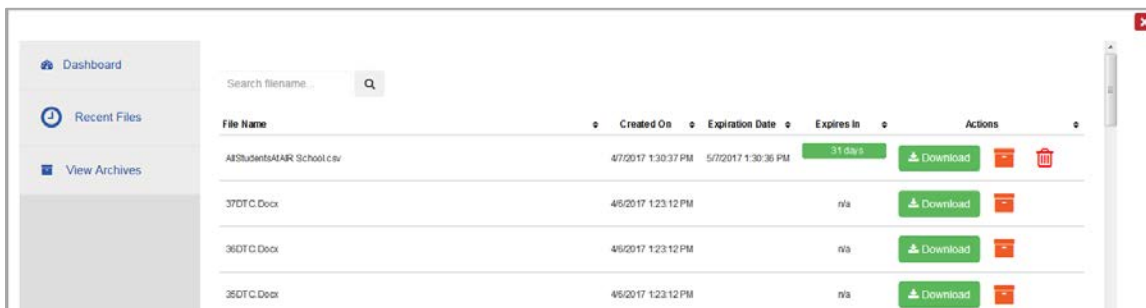
When searching for user, students, students' test settings, and test windows, you can choose to export the search results to the Inbox. The Inbox (see [Figure 16](#)) serves as a secure repository that lists files containing the data that you have exported in TIDE. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

To access files in the Inbox:

1. From the TIDE banner (see [Figure 11](#)), select **Inbox**. The **Inbox** page appears.

Figure 16. Inbox



2. *Optional*: Select the file view from the available tabs:
 - Dashboard: This is the default view and displays all the files except for the ones that you have archived.
 - Recent Files: Displays the files that have been recently created.
 - View Archives: Displays the files that you have archived.
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files and click . TIDE displays only those files containing the entered file name.
4. Do one of the following:
 - To download a file, click **Download**.
 - To archive a file, click .
 - To delete a file, click .



Note: About File Deletion

- The button is only displayed when you are viewing files from the *Dashboard* file view. Hence, archived files cannot be deleted.

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 17](#)). This section explains how to navigate these forms.

Figure 17. Sample Record Form

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 18. 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 19](#)).

Figure 19. 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 20](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 20. 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 21](#)).




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 21. Sample Validation Page

Upload User 

[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 22](#)).

Figure 22. 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 example, locating a set of users to work with when performing the View/Edit/Export User task). For such tasks, a search panel appears when you first access the task page (see [Figure 23](#)). This section explains how to use this search panel and navigate search results.

Figure 23. 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.

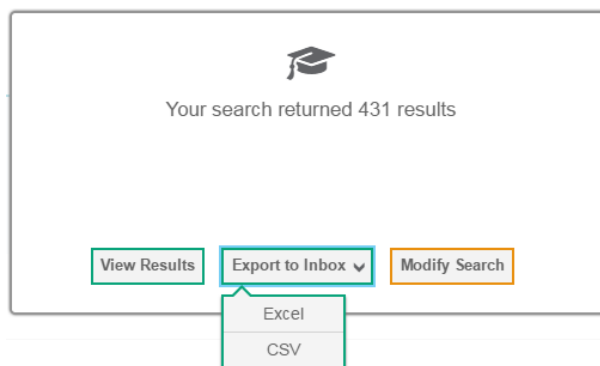


Note: The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

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** or **Add Selected** as available.

- b. *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
 - c. For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).
3. Click **Search**.
 - a. If searching for users, students, students' test settings, and test windows, proceed to the next step.
 - b. If searching for other types of records, such as rosters, skip to Step [5](#).
4. In the search results pop-up window (see [Figure 24](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

Figure 24. Search Results Pop-up Window




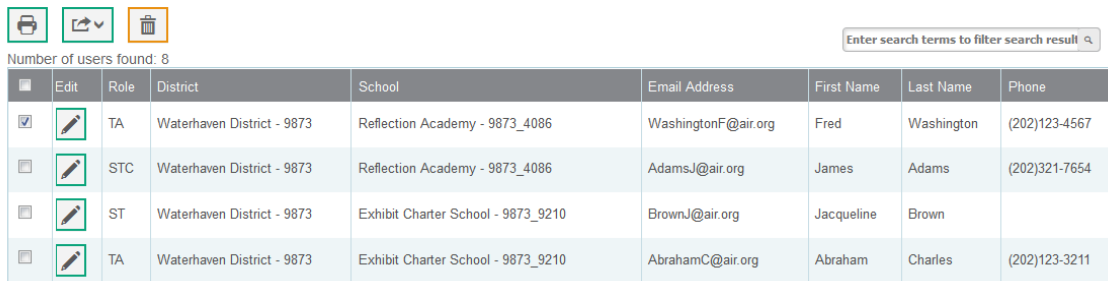
- a. To view the retrieved records on the page, click **View Results**. Continue to Step [5](#).
-  **Note:** This option is not available if TIDE detects that this action might adversely affect its performance.
- b. To export the retrieved results to the Inbox, click **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Downloading Files from the Inbox](#)).
 - c. To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps [1–4](#).
5. The list of retrieved records appears below the search panel (see [Figure 25](#)).

Figure 25. Sample Search Results



Number of users found: 8

<input type="checkbox"/>	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

6. *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.
7. *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.
8. *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 26](#), 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 26. 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.



Note: Performing actions on student records retrieved on the *View/Edit/Export Users*, *View/Edit/Export Student Test Settings and Tools*, and *View/Edit/Export Test Windows* pages

- For printing or exporting student records from the *View/Edit/Export Users*, *View/Edit/Export Student Test Settings and Tools*, and *View/Edit/Export Test Windows* pages, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press **ENTER** on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages. However, when deleting records, you can only delete students selected on the current page.

3. Click the required action button above the table of retrieved records, if available:
- : Prints the selected records or displays options for printing all or selected records.
 - : Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
 - : 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.

For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 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 Test Settings and Tools](#)
- [Uploading Student Test Restrictions](#)
- [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 27](#)).

Figure 27. 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
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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 **View/Edit/Export User**. The **View/Edit/Export User** page appears.
2. Retrieve the user account you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved users, click  for the user whose account you want to view. The **View/Edit User** form appears (see [Figure 28](#)).

Figure 28. Fields in the View/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

Only DTCs, DLUs, and STCs may delete users at lower level roles (see [Figure 2](#)) within their 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 Users**. The **Upload Users** 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 29](#) 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 29. 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 Test Settings and Tools

A student's test settings and tools include the available embedded universal tools, designated supports and accommodations, such as text-to-speech, color choices, or American Sign Language. Only embedded designated supports and embedded accommodations may be modified in TIDE. Universal tools must be modified in the Test Administrator Interface. This section explains how to edit student embedded designated supports and accommodations (referred to as *test settings and tools*) via an online form or a file upload.




Caution: Applying test settings for the appropriate test The student detail page contains six different assessments. Please take care to apply test settings to the appropriate test.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's embedded designated supports and embedded accommodations 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 Student Test Settings and Tools**. The **View/Edit/Export Student 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 **View/Edit Student** 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 or temporary ID (for ELPA Screener only).	Ten digits for SSID. "ORT-" prefix for Temp ID.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELPA Summative ELPA Screener ELA Mathematics Science Social Sciences
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.

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
Embedded Designated Supports				
Color Choices	<p>Smarter Balanced Math & ELA:</p> <ul style="list-style-type: none"> • Black on White • Black on Rose • Medium Gray on Light Gray • Yellow on Blue • Reverse Contrast <p>OAKS Science & Social Sciences:</p> <ul style="list-style-type: none"> • Black on White • Black on Blue • Black on Rose • Black on Yellow • Medium Gray on Light Gray • Yellow on Blue <p>ELPA:</p> <ul style="list-style-type: none"> • Black on White • Black on Blue • Black on Cream • Black on Pink • Yellow on Blue • Reverse Contrast 	<p>Table 2.3 SB (p. 26)</p> <p>Table 3.3 OAKS (p. 30)</p> <p>Table 6.4 ELPA (p. 49)</p>	<p>TIDE & TA Interface</p> <p>State</p> <p>DTC</p> <p>DLU</p> <p>STC</p> <p>TA</p>	<p>This is the color combination applied to a student’s test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color option that will work best is specific to each student.</p>

<p>Glossary</p>	<p>Smarter Balanced ELA:</p> <ul style="list-style-type: none"> • English Glossary (<i>universal tool</i>) • No Glossary <p>Smarter Balanced Math*:</p> <ul style="list-style-type: none"> • English Glossary (<i>universal tool</i>) • Arabic & English Glossary • Arabic Glossary • Cantonese & English Glossary • Cantonese Glossary • Filipino & English Glossary • Filipino Glossary • Korean & English Glossary • Korean Glossary • Mandarin & English Glossary • Mandarin 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 • No Glossary 	<p>Table 2.1 SB (p. 9)</p> <p>Table 2.3 SB (p. 13)</p>	<p>Smarter Balanced ELA & Math CAT – TIDE & TA Interface</p> <p>Smarter Balanced ELA & Math PT – TIDE Only</p> <p>State DTC DLU STC TA</p>	<p>Allows students to view a glossary for selected words in a test passage or question. English is enabled by default. As an accessibility support, you can set the glossary to show another available language, or a combination of English and another available language.</p> <p>Language options for Glossaries vary by assessment. Not all options listed are available for all tests.</p> <p>Smarter Balanced Performance Task foreign language glossaries must be set in TIDE prior to the student opening the test.</p>
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Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
	All other tests: <ul style="list-style-type: none"> <i>Not supported</i> 			
Item Type Exclusion <i>*Item type exclusion must be assigned to the student prior to the start of testing</i>	OAKS Science & Social Sciences: <ul style="list-style-type: none"> None Grid Items All other tests: <ul style="list-style-type: none"> <i>Not supported</i> 	Table 3.3 OAKS (p. 26)	TIDE Only State DTC DLU STC	Allows students to receive a test that excludes item types per the student's IEP. Item Types Exclusion is only available on OAKS Science and Social Sciences.
Masking	All Tests: <ul style="list-style-type: none"> On Off 	Table 2.3 SB (p. 13) Table 3.3 OAKS (p. 26) Table 6.4 ELPA21 (p. 49)	TIDE & TA Interface State DTC DLU STC TA	Allows students to temporarily mask (hide) an area of the test page to reduce distraction.

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
<p>Presentation</p> <p><i>* must be assigned to the student prior to the start of testing</i></p>	<p>Smarter Balanced Math*:</p> <ul style="list-style-type: none"> • English • Spanish (Designated Support) • Braille (Accommodation) <p>Smarter Balanced ELA*:</p> <ul style="list-style-type: none"> • English • Braille (Accommodation) <p>OAKS Science & Social Sciences:</p> <ul style="list-style-type: none"> • English • Spanish (Designated Support) • Braille (Accommodation) <p>ELPA:</p> <ul style="list-style-type: none"> • <i>Not supported</i> 	<p>Table 2.3 SB (p. 14)</p> <p>Table 2.5 SB (p. 18)</p> <p>Table 3.3 OAKS (p. 27)</p> <p>Table 3.5 OAKS (p. 31)</p>	<p>OAKS, Smarter Balanced ELA & Math CAT –</p> <p>TIDE & TA Interface</p> <p>Smarter Balanced ELA & Math PT – TIDE Only</p> <p>State DTC DLU STC TA</p>	<p>The presentation that the student is taking the test in.</p> <ul style="list-style-type: none"> • Spanish translation is available for Smarter Math, OAKS Science and Social Sciences. • Braille is available for OAKS Science and Social Sciences, as well as Smarter ELA and Math. • Upon selecting Braille for a student’s test, settings for Emboss Request Type and Braille Type are automatically displayed. • Presentation must be set in TIDE for Smarter Balanced Performance Tasks prior to the student logging in to the test.

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
<p>Print on Request</p>	<p>Smarter Balanced Math & ELA:</p> <ul style="list-style-type: none"> • Off • Items • Stimuli • Stimuli & Items <p>OAKS Science & Social Sciences:</p> <ul style="list-style-type: none"> • Off • Stimuli & Items <p>ELPA:</p> <ul style="list-style-type: none"> • Off • Items • Stimuli • Stimuli & Items 	<p>Table 2.3 SB (p. 13)</p> <p>Table 3.3 OAKS (p. 26)</p> <p>Table 6.4 ELPA21 (p. 49)</p>	<p>TIDE & TA Interface</p> <p>State</p> <p>DTC</p> <p>DLU</p> <p>STC</p> <p>TA</p>	<p>This accessibility support permits students to request printouts of test content.</p> <p>None – Students cannot request printing of any test stimuli or questions.</p> <p>Stimuli – Students can request printing of any stimuli).</p> <p>Items – Students can request printing of any questions (including answer options).</p> <p>Stimuli and Items – Students can request printing of any test stimuli and questions (including answer options).</p> <p>Note: Print on Request may be changed in the TA interface for Smarter Balanced tests.</p> <p>When printing secure test content, be sure to follow all security procedures related to printed test materials and secure disposal immediately following the testing event, as described in the <i>Test Administration Manual</i>.</p>

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
Print Size	All Tests: <ul style="list-style-type: none"> • Default/No Zoom = 1X • Level 1 = ~1.5X • Level 2 = ~1.75X • Level 3 = ~2.5X • Level 4 = ~3X 	Table 2.3 SB (p. 14) Table 3.3 OAKS (p. 26) Table 6.4 ELPA21 (p.50)	TIDE & TA Interface State DTC DLU STC TA	The selected print size becomes the default for all text content in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual test pages. <i>Note: The default font size is 12 point for most tests. Tests for grades 2, 3, and 4 have a default font size of 14 point.</i> <i>Zoom settings persist across test pages.</i>
Suppress Score	OAKS Science & Social Sciences: <ul style="list-style-type: none"> • Off • On All other tests: <ul style="list-style-type: none"> • <i>Not supported</i> 	Table 3.3 OAKS (p. 26)	TIDE & TA Interface State DTC DLU STC TA	

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
				that are available for that specific test.
Embedded Accommodations – Editable ONLY in TIDE unless otherwise specified.				
Accommodation Flag <i>* Required for students on IEPs</i>	All Tests <ul style="list-style-type: none"> None One or more 		TIDE Only	Indicates the application of an accommodation.
American Sign Language <i>* ASL must be assigned to the student prior to the start of testing</i>	Smarter Balanced Math & ELA*: <ul style="list-style-type: none"> Off On All other tests: <ul style="list-style-type: none"> Not supported 	Table 2.5 SB (p. 18)	Math PT – TIDE Only State DTC DLU STC TA	Allows students to view a video with a signed translation of the passage or question. Available for Smarter ELA listening questions and Mathematics tests.
Audio Transcription	Smarter Balanced ELA (Listening Stimuli): <ul style="list-style-type: none"> Off On All other tests: <ul style="list-style-type: none"> Not supported 	Table 2.5 SB (p. 19)	ELA listening passages – TIDE Only State DTC DLU STC TA	Provides a written transcript of the audio stimuli that can be read by screen readers, or functions as a static document for students who cannot keep up with the closed captioning. JAWS may take the written transcript and send it to a refreshable Braille display if the student uses that functionality. Available for Smarter ELA listening passages.

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
Braille Type	<p>Smarter Balanced ELA:</p> <p>Not Applicable</p> <ul style="list-style-type: none"> Contracted Uncontracted <p>Smarter Balanced Math:</p> <ul style="list-style-type: none"> Nemeth Not Applicable <p>OAKS Science:</p> <ul style="list-style-type: none"> Nemeth Not Applicable <p>OAKS Social Sciences:</p> <ul style="list-style-type: none"> Not Applicable Contracted Uncontracted <p>ELPA:</p> <ul style="list-style-type: none"> <i>Not supported</i> 		<p>TA Interface Only</p> <p>State DTC DLU STC TA</p>	<p>Only available when Presentation is set to Braille. This setting determines the type of Braille that is delivered to students via a refreshable Braille display or a Braille embosser.</p>

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
Closed Captioning	Smarter Balanced ELA CAT*: <ul style="list-style-type: none"> • Off • On All other tests <ul style="list-style-type: none"> • <i>Not supported</i> 	Table 2.5 SB (p. 18)	TIDE Only State DTC DLU STC TA	Enables closed captions for audio in Smarter ELA tests only. <i>Must be set in TIDE.</i>
Emboss	Smarter Balanced and OAKS Science & Social Sciences: <ul style="list-style-type: none"> • None • Stimuli & Items ELPA: <ul style="list-style-type: none"> • <i>Not supported</i> 		TA Interface Only State DTC DLU STC TA	Only available when Presentation is set to Braille. Allows test content to be delivered to students via a Braille embosser.
Emboss Request Type	Smarter Balanced Math, OAKS Science: <ul style="list-style-type: none"> • Auto-request Smarter Balanced ELA OAKS Social Sciences: <ul style="list-style-type: none"> • On-Request • Auto-request ELPA: <ul style="list-style-type: none"> • <i>Not supported</i> 		TA Interface Only State DTC STC TA	Only available when Presentation is set to Braille. This setting determines if students testing in Braille need to manually send print requests or if the print requests automatically generate as students navigate the test. <i>Emboss Request Type options vary by assessment. Not all options are available for all tests.</i>

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
<p>ELPA21 Domain Exemptions</p> <p><i>* ELPA21 domain exemptions must be assigned to the student prior to the start of testing</i></p>	<p>ELPA:</p> <ul style="list-style-type: none"> • No Exemptions • Listening • Reading • Speaking • Writing <p>All other tests:</p> <ul style="list-style-type: none"> • <i>Not supported</i> 	<p>Table 6.6 ELPA21 (p. 53)</p>	<p>TIDE Only</p> <p>State DTC DLU</p>	<p>Some students may be exempted from specified ELPA21 domains based on their IEP.</p> <p>A student may not be exempt from all four domains.</p>
<p>Mute System Volume</p> <p><i>*Only available when Presentation is set to Braille</i></p>	<p>Smarter Balanced:</p> <ul style="list-style-type: none"> • Off: Read Items and Stimuli Aloud (Accommodation) • On: Read Items Only Aloud (Designated Support) <p>All other tests:</p> <ul style="list-style-type: none"> • <i>Not supported</i> 		<p>TA Interface Only</p> <p>State DTC DLU STC TA</p>	<p><i>This feature is only available on Smarter Balanced Braille tests.</i></p> <p>Allows screen reader software to read aloud either items or items and stimuli to students using approved screen readers on Braille tests.</p>

Test Settings	Options* <i>Bold is the Default</i>	References	Editability	Notes
Permissive Mode (Required for Alternate Response Option and Speech-to-Text Accommodations)	All tests: <ul style="list-style-type: none"> Off On 	Table 2.6 SB (p. 19 & 22) Table 3.6 OAKS (p. 32) Table 6.7 ELPA21 (p. 54)	TIDE Only State DTC DLU STC TA	Permissive Mode is an accessibility support option that allows students to use accessibility software in addition to the secure browser.
Streamlined Interface Mode <i>*Streamlined interface mode must be assigned to the student prior to the start of testing</i>	Smarter Balanced Math & ELA: <ul style="list-style-type: none"> Off On OAKS Science & Social Sciences: <ul style="list-style-type: none"> Off On ELPA: <ul style="list-style-type: none"> Not supported 	Table 2.5 SB (p. 18) Table 3.5 OAKS (p. 31)	TIDE Only State DTC DLU STC TA	Allows the student to view the test page content vertically (so that the stimulus is listed above the questions). This layout makes the test page more accessible for students testing with screen-readers.

Figure 30 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 30. Sample Test Settings Upload File

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

Uploading Student Test Restrictions

If you have many students for whom you need to restrict access to tests, 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 restrictions:

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Student Restrictions**. The **Upload Student Restrictions** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 8](#) as a reference, fill out the Test Restrictions template and upload it to TIDE.

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

Table 8: Columns in the Test Restrictions Upload file.

Field Name	Description	Valid Values
SSID*	State-assigned student identifier.	Up to 10 numeric characters. Must be enrolled in your district.
Mathematics	Setting for blocking tests in Mathematics.	One of the following: Y—Yes, blocks tests in Mathematics. N—No, allows tests in Mathematics.
ELA	Setting for blocking tests in English Language Arts.	One of the following: Y—Yes, blocks ELA tests. N—No, allows ELA tests
Science	Setting for blocking tests in Science.	One of the following: Y—Yes, blocks Science tests. N—No, allows Science tests.
Social Sciences	Setting for blocking tests in Social Sciences.	One of the following: Y—Yes, blocks Social Sciences tests. N—No, allows Social Sciences tests.
ELPA21	Setting for blocking tests in English Language Proficiency Assessments.	One of the following: <ul style="list-style-type: none"> • Y—Yes, blocks tests in ELPA. • N—No, allows tests in ELPA.

*Required field.



Note: If blank entries are entered into the template, they do not change the current test restriction status. For example, if mathematics is set to be allowed and a file with a blank math entry is uploaded, it will continue to be allowed. If mathematics is set to be blocked and a file with a blank math entry is uploaded, it will continue to be blocked.

[Figure 31](#) is an example of a simple upload file that blocks tests in mathematics for the student with ID 999999999.

Figure 31. Sample Student Restrictions Upload File

	A	B	C	D	E	F
1	SSID	Mathematics	ELA	Science	Social Sciences	ELPA21
2	999999999	Y				

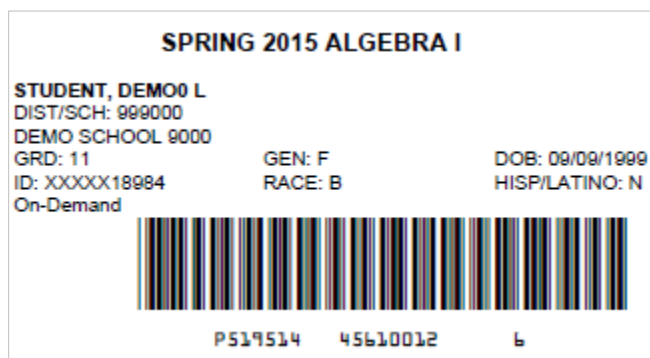
Printing Student Information

You can print PreID labels or students' test settings, if desired.

Printing PreID Labels

PreID labels are not required for student testing. However, PreID labels (see [Figure 32](#)) may *optionally* be used for other non-testing purposes, such as affixing to student folders or using as student name cards.


Figure 32. Sample PreID Label



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:

1. Retrieve the students for whom you want to print labels by following the procedure in the section [Searching for Records](#).
2. Click the column headings to sort the retrieved students in the order you want the labels printed.

3. Do one of the following:
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.
 - To print labels for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
4. Click  and then select the appropriate action:
 - To print labels for selected students, click **My Selected PreID Labels**.
 - To print labels for all retrieved students, click **All PreID Labels**.
5. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 33](#)).
6. Click the start position you require.

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

7. Click **Print**.

Your browser downloads the generated PDF.

Figure 33. 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:
 - To print test settings for specific students, mark the checkboxes for the students you want to print.
 - To print test settings for all students listed on the page, mark the checkbox at the top of the table.
 - To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
4. Click  and then select the appropriate action:
 - To print test settings for selected students, click **My Selected Student Settings and Tools**.
 - To print test settings for all retrieved students, click **All Student Settings and Tools**. The Students Test Settings and Tools report appears.
5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the *Print Options* section (see [Figure 34](#)).

Figure 34. 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	<p>ELA-Cat Zoom: Level 2 Color Contrast: Bk on White Highlighter: On</p> <p>ELA-PT Zoom: Level 2 Color Contrast: Bk on White Highlighter: On</p> <p>Mathematics Zoom: Level 2 Color Contrast: Bk on White Highlighter: On</p>
Adams, John M	4	Reflection Academy - 9873_4086	Waterhaven District - 9873	<p>ELA-Cat Zoom: Level 2 Color Contrast: Bk on White Highlighter: On</p> <p>ELA-PT Zoom: Level 2 Color Contrast: Bk on White Highlighter: On</p>

6. Click **Print**.

Your browser downloads generated PDF.

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

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

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Language Arts, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

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

Figure 35. Add Roster Form

The screenshot shows the 'Add Roster Form' interface. It is divided into two main sections: 'Roster Information' and 'Test Settings and Tools Filters'.
The 'Roster Information' section contains the following fields:

- *District: Demo district 9998 - 9998
- *School: Demo inst 9996 - 9998_99
- *Role: -Select-
- Grade: None selected
- Student Added Since: 01 Month

The 'Test Settings and Tools Filters' section contains the following fields:

- Search Fields: Masking
- ELA: Masking Not Available
- ELA-PT: Masking Not Available
- Mathematics: Masking Not Available

At the bottom of the 'Test Settings and Tools Filters' section, there are two buttons: 'Add' and 'Search'. On the right side of the 'Test Settings and Tools Filters' section, there is a section titled 'Additional Criteria Chosen' with two buttons: 'Remove All' and 'Remove Selected'.


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 36](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
 - c. 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 36. Add/Remove Students to Roster Panel

Students To Display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (8) <input type="text" value="Quick Search"/>				
Add	Grade	Student Name	SSID	Left School
<input type="checkbox"/> +	Grade 3	Washington, George	9990009010	
<input type="checkbox"/> +	Grade 3	Adams, John	9990009019	
<input type="checkbox"/> +	Grade 3	Jefferson, Thomas	9990009018	
<input type="checkbox"/> +	Grade 3	Madison, James	9990009017	
<input type="checkbox"/> +	Grade 3	Monroe, James	9990009016	03/2013
<input type="checkbox"/> +	Grade 3	Jackson, Andrew	9990009015	01/2016
<input type="checkbox"/> +	Grade 3	Harrison, William	9990009014	
<input type="checkbox"/> +	Grade 3	Taylor, Zachary	99900090183	

Selected Students (0) <input type="text" value="Quick Search"/>				
Remove	Grade	Student Name	SSID	Left Roster

- 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**.



Note: When viewing students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired.


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.

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 35](#)).
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 36](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
 - c. 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**.



Note: When viewing students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired. Students who are no longer associated with your roster will display the date on which they left the roster. You can still re-add these students in your roster, if desired.

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.



Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1,000.

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.

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

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

Creating Rosters through File Uploads

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

To upload rosters:

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

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

Table 9. Columns in the Rosters Upload File

Column Name	Description	Valid Values
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.
External Student ID*	Student's unique identifier within the district (SSID).	Up to 10 numeric characters.

*Required field.

[Figure 37](#) is an example of a simple upload file that creates a roster with two students.

Figure 37. 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 statewide test windows for each subject. Individual districts or schools can create school-level testing windows within those statewide 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 38](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 38. Fields in the Add Test Windows Page

The screenshot shows the 'Add Test Windows' form. At the top, there are 'Save' and 'Cancel' buttons. The form is titled 'Test Window Information' and contains the following fields:

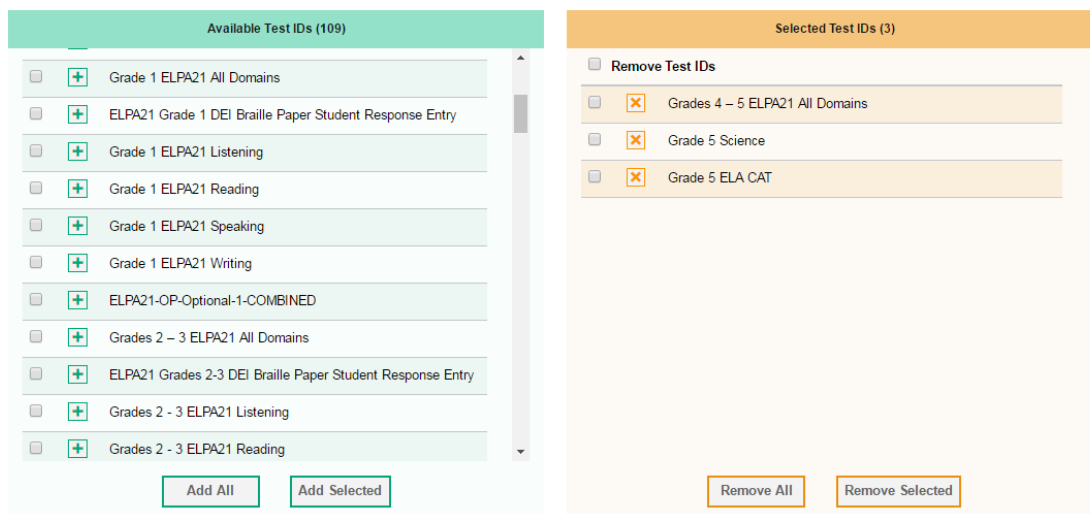
- *Window Name: [Text input field]
- *Entity Type: District School
- *District: [Dropdown menu with '-- Select --']
- *School: [Dropdown menu with '-- Select --']
- Window Start Date: [Date picker]
- Window End Date: [Date picker]


Below the form, there is a text prompt: 'Select Tests from "Available Tests" List below to add to the Test Window'. At the bottom, there are two horizontal bars: a green bar labeled 'Available Test IDs (34)' and an orange bar labeled 'Selected Test IDs (0)'.

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 *Window Name* field, enter a name for the test window.
 - d. In the *Window Start Date* and *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 39](#)), 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 IDs* 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 39. Add/Remove Tests Panel



- 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.






Please note that the *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed in Test Window names.

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 38](#)).
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 39](#)), 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 10](#) as a reference, fill out the Test Window template and upload it to TIDE.

[Table 10](#) provides the guidelines for filling out the Test Windows template that you can download from the **Upload Test Window** page.

Table 10. 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 OR a MMDDYYYY format.
WINDOWENDDATE*	Date test window ends.	Timestamp in YYYY-MM-DD hh:mm:ss OR a MMDDYYYY 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 40](#) is an example of a simple upload file that creates a district-level test window with two tests.

Figure 40. 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, 2017. 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.

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.

Generating Plan and Manage Testing Report

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 41](#)).

Figure 41. Plan and Manage Testing Page

The screenshot shows the 'Plan and Manage Testing' interface. At the top, there is a header 'Plan and Manage Testing' and a link 'Use this page to view participation report: more info'. Below this is a 'Report Criteria' section with three steps:

- Step 1: Choose What**: Contains dropdown menus for 'Test: OAKS/Smarter', 'Administration: 2016-2017', 'Test Name: All', 'Enrolled Grade: All', and 'Filter by: ALL'.
- Step 2: Choose Who**: Contains a dropdown menu for 'District Select District'.
- Step 3: Get Specific**: Contains radio button options for:
 - students who have completed Any opportunity in the selected administration
 - students whose current opportunity will expire in days
 - students on their Any opportunity in the selected administration, and have a status of any
 - students whose most recent SessionID was SessionID (optional) between 01/03/2017 and 01/03/2017
 - search student(s) by SSID: Enter up to 20 SSID(s) separated by commas

At the bottom of the form are two buttons: 'Generate Report' and '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 **Filter By** 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. You may select **All** from this list to view a report containing all schools in your selected district.



Note: The **All** option for selecting all schools is only available for districts with 20 or less schools. If a district has more than 20 schools, you have to generate reports for one school at a time.

- c. *Optional:* If a single school was selected, choose an individual from the **Personnel** drop-down list.



Note: About the “Personnel” Drop-down List

The “Personnel” drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school. When you select a person from the “Personnel” drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

If you do not select any person from the “Personnel” drop-down list and use the default value of “All” to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the TA Name displayed on the Plan and Manage Testing report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

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 whose current opportunity will expire {**in/between**} {**number/range**} days.



Note: If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.

If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

- Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.
- Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID**} between {**start date**} and {**end date**}.
- Search students by {**SSID/Name**}: {Enter SSID/Name}.



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

[Figure 42](#) displays a sample Plan and Manage Testing report output, and [Table 11](#) provides descriptions of the columns in this report.

Figure 42. 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 11. 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.

Attribute	Description
Restarts	<p>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).</p> <p>(This includes Restarts Within Grace Period—see below.)</p>
Restarts Within Grace Period	<p>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).</p> <p>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.</p>
Last Activity	<p>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.</p>
Expiration Date	<p>The date the test opportunity expires. Tests expire at 11:59 p.m. PT on the expiration date.</p>

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

Figure 43. Test Completion Rates Search Fields

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

[Figure 44](#) displays a sample Test Completion Rate report and [Table 12](#) lists the columns in this report.

Figure 44. 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 12. 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.
Test	Test that is being reported.
Administration	Administration that is being reported.
District Name	The name of the reported district.
District ID	The ID of the reported district.
School Name	The name of the reported school. This column is only included in the school-level report.
School ID	The ID of the reported school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Reviewing Test Status Code Reports

The Test Status Code report displays the test information and status of all completed, started, and available tests during the current test administration year.

To review the test status code report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
2. In the *Report Criteria* panel (see [Figure 45](#)) select search criteria for the test and administration year.

Figure 45. Test Status Code Report Search Fields

3. Do one of the following:

- To view the report on the page, click **Generate Report**.
- To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses (see [Figure 46](#)).

Figure 46. Test Status Code Report

Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

[Table 13](#) lists the columns in the Test Status Code Report.

Table 13. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test available to student.
Test Status	Test's most recent status.
Date Started	Date student started the test. If test not started, this column will be blank.

Column	Description
Special Code	Code indicating why student did not start or complete the test. These codes are not gathered or reported in TIDE for Oregon, so this column will always be blank.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

[Table 14](#) describes each status that a test opportunity can have.

Table 14. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring but it has not yet been scored. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed but cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): The student paused his or her test by clicking the Pause button. The student idled for too long (more than 20 minutes) and the test was automatically paused. The test administrator stopped the session the student was testing in. The test administrator paused the individual student’s test. The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test in TDS has been reported in ORS. (Note: Some tests include items that must be hand scored before a score can be generated and reported in ORS).
Rescored	The test was rescored, but the revised score has not yet been reported in ORS.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test will display a scored status, followed by the student’s score; however, the score has not passed QA and does yet appear in ORS.
Started	The student has started the test and is actively testing.

Status	Definitions
Submitted	The test has been scored and submitted for quality assurance review before it is sent to ORS. Once the test passes QA, it moves to completed status. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume testing following a pause.

Appendix A. Processing File Uploads

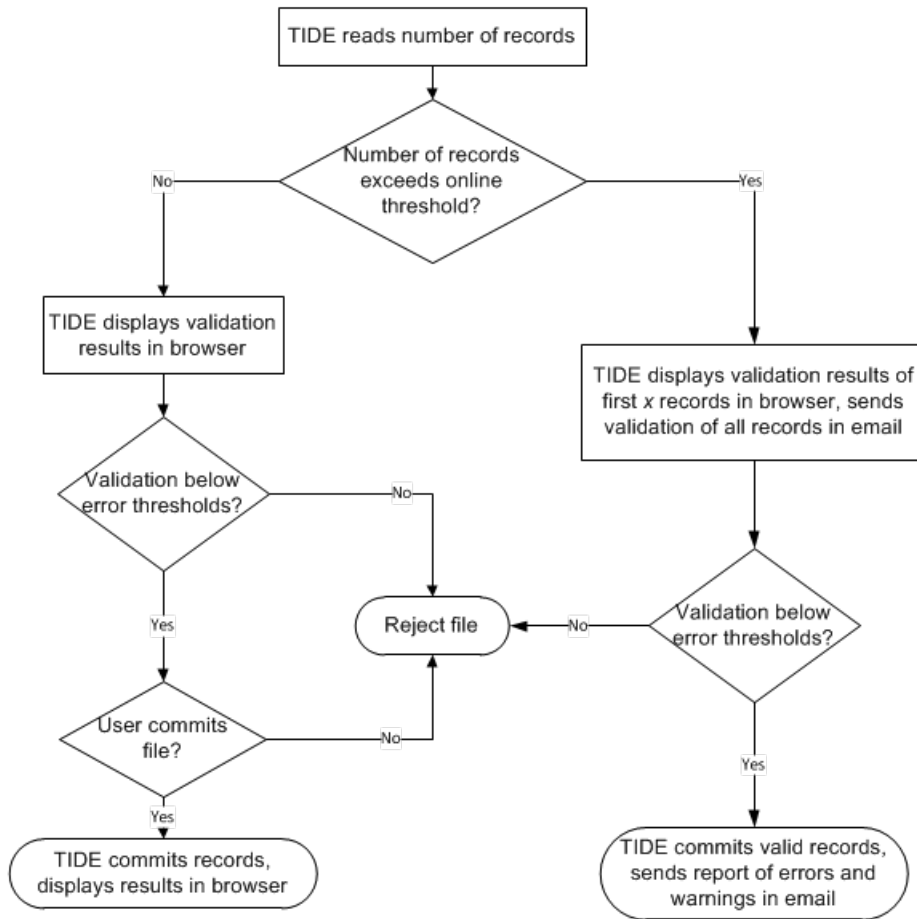
This appendix describes how TIDE processes file uploads

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 47](#) describes the entire processing flow for file uploads.

Figure 47. Upload Processing Flow



[Table 15](#) 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 47](#).

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 15. 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

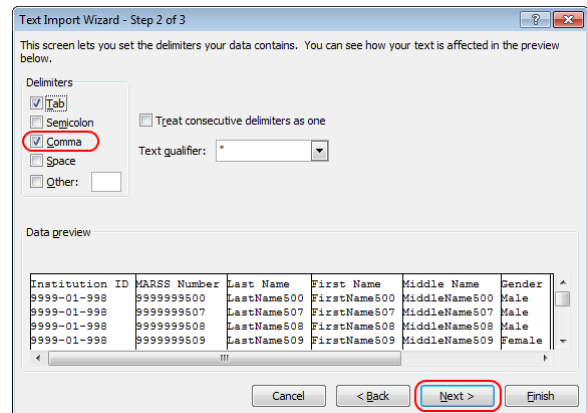
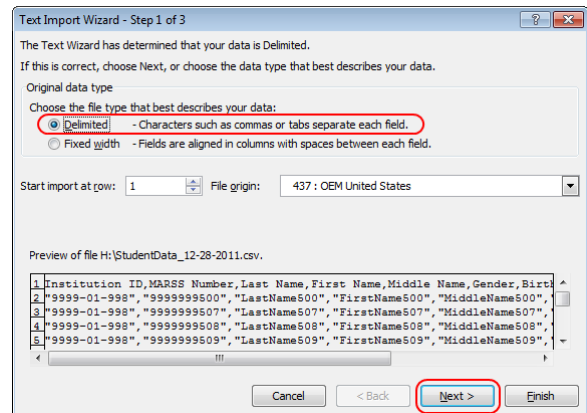
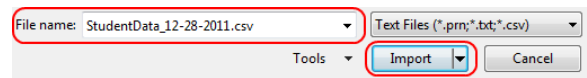
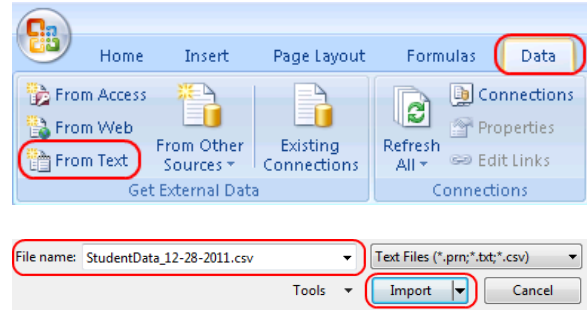
After you submit an upload file, TIDE applies two validations: layout and data.

- *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

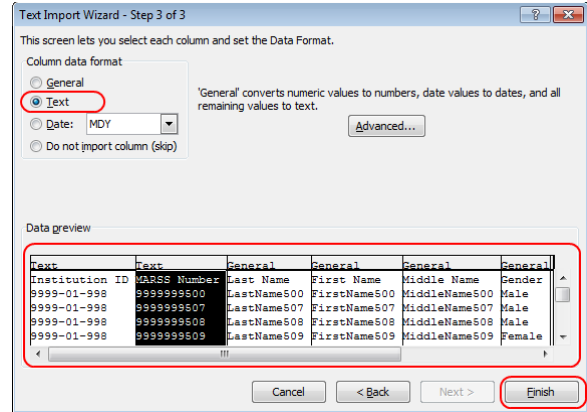
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

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**.

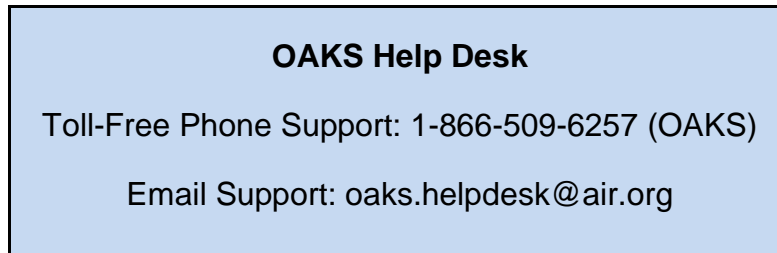
Excel imports and displays the CSV file.



Appendix C. User Support

If this document does not answer your questions, please contact the OAKS Help Desk.

The Help Desk will be open Monday through Friday from 7:00 a.m. to 5:00 p.m. Pacific Time (except holidays or as otherwise indicated on the OAKS portal).



If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- SSIDs of affected students
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

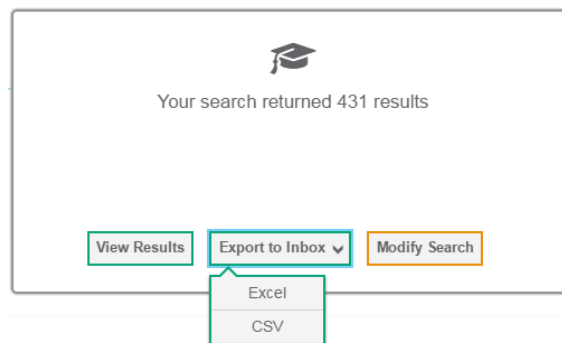
Appendix D. TIDE 10.1 Changes

This appendix describes changes to TIDE with the release of version 10.1 (Release date: February 2, 2018).

Inbox

The Inbox in TIDE 10.1 supports exports from the following modules: Users, Student Test Settings and Tools, and Test Windows. Previously, the Inbox only supported exports from the Student Test Settings and Tools search results. Whereas the search results previously capped at 1000 records, the Inbox supports reports with more than 1000 records, providing users with greater search power. When users run reports in a module, a dialog box appears (see [Figure 48](#)).

Figure 48. Search Results Pop-up Window in TIDE 10.1



Plan and Manage Testing Reports

Plan and Manage Testing reports in TIDE 10.1 support an option to report on all schools in districts with fewer than twenty schools (see [Figure 49](#)). Previously, all districts were required to specify a single school when generating Plan and Manage Testing reports. Please note, districts with twenty or more schools will still be required to specify one school when generating Plan and Manage Testing reports.

Figure 49. Search “All” Schools in a District



Plan and Manage Testing reports in 10.1 provide expanded search options, which include the ability to:

1. Search for students whose tests will expire over a range of days (see [Figure 50](#)) and,
2. Search for students whose tests expire on the current day (see [Figure 51](#)).

Figure 50. Search Test Expiration by Range of Days

Step 3: Get Specific

students who have completed Any opportunity in the selected administration

students whose current opportunity will expire between 4 and 7 days.

students on their Any opportunity in the selected administration, and have a status of any

students whose most recent SessionID was SessionID (optional) between 11/28/2017 and 11/28/2017

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report Export Report

Figure 51. Search Test Expiration on Current Day

Step 3: Get Specific

students who have completed Any opportunity in the selected administration

students whose current opportunity will expire in 0 days.

students on their Any opportunity in the selected administration, and have a status of any

students whose most recent SessionID was SessionID (optional) between 11/29/2017 and 11/29/2017

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report Export Report

Appendix E. Change Log

Change	Date
Updated first paragraph of “Downloading Files from the Inbox” section to include new export types (p. 17)	1/10/18
Added two Steps (3-4) with sub-steps to “Searching for Records” section to include instructions for how to export files to Inbox. This included adding a Figure, which will be “Figure 23. Search Results Pop-up Window” (p. 23-34)	1/10/18
Updated Step 2 Note and Step 3 sub-steps in “Performing Actions on Records” to include new export types (p. 25)	1/10/18
Deleted Steps 3-6 from “Viewing and Editing Test Settings and Tools” section as that information is now included in the “Searching for Records” section (p. 32)	1/10/18
Added additional information to sub-steps in Step 3 of “Plan and Manage Testing Report” section to include instructions on how to search All schools (p. 66)	1/10/18
Added additional information to sub-steps in Step 4 of “Plan and Manage Testing Report” section to include instructions on how to search a range of days and how to search the current day (p. 66)	1/10/18
Added Appendix D on TIDE 10.1 Changes	1/10/18
Added “Reviewing Test Status Code Reports” section to Section V. (pg. 71-73). This section included 2 figures and 2 table, so I also updated the Table of Figures (pg. iv) and the Table of Tables (pg. vi).	3/13/18
Changed “Plan and Manage Testing” heading in Section V to “Generating Plan and Manage Testing Report” to maintain symmetry with other sections. (pg. 64)	3/13/18
Updated cross-reference in Table 3 to show updated Plan and Manage Testing heading. (pg. 5)	3/13/18
Added “Add Selected” button to step 2a in Searching for Records in Section III. (pg. 22)	3/13/18
Updated the wording for login password requirements in Activating Your TIDE Account in Section II (pg. 7)	3/13/18
Updated the word for login password requirements in Resetting Your Password in Section II. (pg. 10)	3/13/18
Updated image of Figure 36 to show new columns in Roster (pg. 55)	3/26/18
Added note explaining presence of new columns in Roster to “Adding a New Roster” (pg. 55) and “Modifying an Existing Roster” (pg. 57).	3/26/18
Changed Mathematics to MATH to reflect new upload template (pg. 34)	4/5/18

Added “Accommodations Flag” row to Table 7, under “Embedded Accommodations – Editable ONLY in TIDE unless otherwise specified” (pg. 42)	4/9/18
Changed MATH to Mathematics to reflect return to previous upload template (pg. 34)	4/25/18
Added note about “Add Student Temp ID (ELPA Screener Only)” task under “About the TIDE Dashboard” in Section III (pg. 13)	7/5/18
Added Temp ID as search option under “Finding Student by ID” in “Accessing Global Features” in Section III (pg. 17)	7/5/18
Added Caution note about applying test settings to correct test under “Managing Students’ Test Settings and Tools” in Section IV (pg. 32-33)	7/5/18
Added Temp ID to SSID column and ELPA tests to Subject column of Table 6 under “Uploading Test Setting and Tools” in “Managing Students’ Test Settings and Tools” in Section IV (pg. 34)	7/5/18
Updated the ELPA label in Table 7 by removing “21” under “Uploading Test Setting and Tools” in “Managing Students’ Test Settings and Tools” in Section IV (pg. 35-46)	7/5/18