

Test Information and Distribution Engine User Guide

2020-2021

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Prepared by Cambium Assessment, Inc.



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Introduction to Test Information and Distribution Engine (TIDE)

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take RISE tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so the Reporting System can display scores at the classroom, school, LEA, and state level. During testing, TIDE users can print test tickets, manage appeal requests, and monitor test progress. After testing, TIDE users can clean up data before the testing window has closed

TIDE receives student information and rosters from the Utah State Board of Education UTREx system nightly. Any information provided via the UTREx upload cannot be modified by system users.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. LEA-level users have access to the most tasks, followed by school-level users, teachers, and test administrators. The structure of this guide is based on user role. It includes the following sections:

- How to Activate Your Account and Log in to TIDE
- How Teachers Perform Tasks in TIDE
- How School-Level Users Perform Tasks in TIDE
- How LEA-Level Users Perform Tasks in TIDE

There is also an <u>Appendix</u> with additional information and instructions.



Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.



How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the *Reset Your Password* page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you will need to request a new link as described below:

 Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the *Reset Your Password* page. You will receive this email from DoNotReply@cambiumast.com. To activate your account, you must set your password within 15 minutes of the email being sent.

a. If your first temporary link expired:

In the activation email you received, select the second link provided and proceed to request a new temporary link.

Figure 1: Password Reset Email

our Password Has Been Reset	$\leftarrow \ll \rightarrow \cdots$
DoNotReply <donotreply@cambiumast.com></donotreply@cambiumast.com>	
To To	Tue 3:22 PN
If there are problems with how this message is displayed, click here to view it in a web browser.	
Action Items	+ Get more add-ins
is automated email contains a link to reset your Utah Password. If you made 1 ssword click the link below to go to the Reset Password page and create a ne	

b. If you forgot your password:

On the *Login* page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

c. If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. Emails are sent from DoNotReply@cambiumast.com, so you may need to add this address to your contact list. If you still do not have an email, contact your School or LEA Administrator to make sure you are listed in TIDE.

d. Additional help: If you are unable to log in, contact the RISE Help Desk for assistance. You must provide your name and email address. Contact information is available in the <u>User Support</u> section of this user guide.

Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts: Alt + Left Arrow (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or Command + Left Arrow (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

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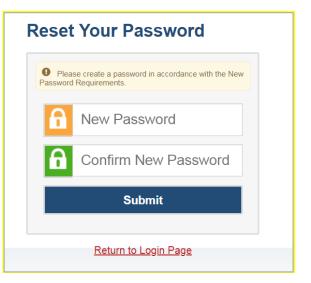
At the beginning of a new school year, your CAI system password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other CAI system until you reactivate your account for the new school year. Follow the instructions in the section "How to reactivate your account" below to reactivate your account for the new school year.

How to activate your account

- 1. Select the link in the activation email. The **Reset Your Password** page appears (see Figure 2).
- 2. In the New Password and Confirm New Password fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
- 3. Select Submit.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 3) in the portal page.

Figure 2: Reset Your Password Page



How to reactivate your account at the beginning of the school year

At the beginning of a new school year, your CAI system password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

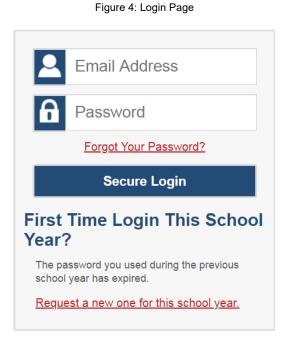
- 1. Navigate to the RISE Portal (<u>UtahRISE.org</u>).
- Select the TIDE (Student and User Management) card from the RISE Portal (see Figure 3). The *Login* page appears (see Figure 4 on the next page).

Figure 3: System Cards on Portal

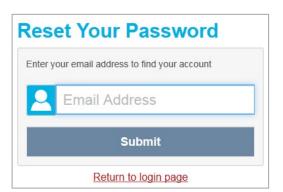




 Select Request a new one for this school year. The *Reset Your Password: Find Account* page appears (see Figure 5).



- Enter your CAI system email address and select Figure 5: Fields in the Reset Your Password: Find Account Page Submit. CAI sends you an email containing a link to reset your password.
 Reset Your Password
- 5. Select the link in the activation email. The **Reset Your Password** page appears (see Figure 5).
- 6. In the New Password and Confirm New Password fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
- 7. Select Submit.





During the reactivation process, you will be taken to the *Enter Code* (see Figure 6) page and asked to provide the authentication code sent to your email.

- In the Enter Emailed Code field, enter the emailed code and select Submit.
- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the *Enter Code* page.

Figure 6: Enter Code Page

Enter Code
A code has been sent to your email address. The code will expire after 15 minutes.
Enter Emailed Code
Submit
Resend Code
Cancel

How to log in to TIDE

Do not share your login information with anyone. All RISE systems provide access to student information, which must be protected in accordance with federal privacy laws.

- 1. Navigate to the RISE Portal (UtahRISE.org).
- 2. Select **TIDE** (see Figure 7). The *Login* page appears (see Figure 8).
- 3. On the *Login* page, enter the email address and password you use to access all CAI systems.

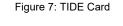




Figure 8: Login Page





- 4. Select Secure Login.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 9) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code. Select **Submit**.
 - ii. If the code has expired, Select **Resend Code** to request a new code.

Figure 9: Enter Code Page

Enter Code
A code has been sent to your email address. The code will expire after 15 minutes.
Enter Emailed Code
Submit
Resend Code
Cancel

The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, LEA, or school to complete the login.

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.

How to log out of TIDE

 In the TIDE banner (see Figure 10), select Log Out. Figure 10: Log Out

Administration: Utah RISE 2019-20 | User: DemoUserA, STATE (STATE) ③ Help
 Inbox
Manage Account
 E Log Out

Logging out of TIDE logs you out of all RISE 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.



How Teachers Perform Tasks in TIDE

The TIDE dashboard for teachers has two sections (see Figure 11). These sections give tasks for teachers to do **Before Testing** and **During Testing**.

Figure 11: Teacher TIDE Dashboard



Teachers have access to TIDE under the "TE" role. Teachers have access to some of the same tasks as LEA-level and school-level users and perform these tasks the same way a LEA-level or school-level user performs them. Instructions on these tasks and how to perform them are in the sections below.

How Teachers Perform Tasks in TIDE Before Testing Begins

Before testing begins, teachers can perform the following tasks in TIDE:

- View user accounts to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up **rosters** so NextGen Reporting System can display scores at the classroom, school, LEA, and state levels.

How Teachers View User Accounts in TIDE

Teachers can view their own user account information in TIDE by selecting **Manage Accounts** from the banner (see Figure 12).

Figure 12: Manage Account Menu in TIDE Banner





How Teachers Manage Student Information

Teachers can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View/Edit/Export Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the inbox.

Teachers specify students' accommodations and test tools by following the procedure below.

How teachers specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload.

 From the Test Settings and Tools task menu on the TIDE dashboard, select View/Edit/Export Test Settings and Tools. The View/Edit/Export Test Settings and Tools page appears (see Figure 13).

Search Students		
"UEA	- Select •	Student's First Name
"School	None selected	Student's Middle Initial
SSID (7 digits)		Studen's Last Name
LEA Student ID		Enrolled Grade: None selected
- Advanced Search		
Search Fields	- Select -	Additional Criteria Chosen:
	Add	Remove All Remove Selected

Figure 13: Test Settings and Tools Page

2. Retrieve the student accounts whose settings and tools you want to view or edit by filling out the search fields.

In the list of retrieved students, select 📝	for the student whose test settings	and tools you want to edit. The View/Edit Students: [Student's Name] form
	-	+
	appears (see Figure 14). Click	to expand each section (see

3. Figure 15on the following page).

Figure 14: View/Edit Student Page

View	Edit	Student: democo testA
0 u	se thi	s form to modify a student's test settings.
		Save
Go to s	+	Student Information
to se	+	Student Participation
ection:	+	Benchmark Parental Exclusion
1	+	
2	+	Presentation
3	+	プ Integration with Assistive Technology
4	+	III Other Accommodations
5 6 7		Save

4. Modify the student's record as required.



In the available test settings and tools panels, modify the student's test settings, using Table 1 on page 15. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary. It is recommended that students use the training tests to verify accommodations are set correctly and to allow the student time to practice using the testing tool.

Student: Test105 Last105				
his form to modify a student's settings. more into				
		Save Cancel		
Student Information				
	LEA: 99 - USBE		"Student's Last Name: Lost105	7
	School: 99-999 - DEMO SCHOOL 1		*Gender: Fernale	-
15	SID (7 digits): 9580105		*Birth Date (MMDDYYYY): 10102010	1
u	A Student ID: 9580105		*Enrolled Grade: 05	1
"Studen	s First Name: Test105			
	Middle Initial: M105		ELL: Yes No	
			Foreign Exchange: Y	
Student Participation				
Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Joent Benchmark Parental Exclusion	No	No. T	No	No *
Visual Assistance Tools				
Visual Assistance Tools	ELA	Mathematics	Science	Writing
Color Choices 🕗	Black on White	Black on White	Black on White	Black on White
Descriptive Audio 🔮	• 110	▼ no	• Notes that the second	• no
Mouse Pointer 🔮	System Default	System Default	System Default	System Default
Streamlined Mode 🔮	OFF	OFF	OFF	OFF
9 Presentation				<u></u>
Presentation	ELA	Mathematics	Science	Writing
American Sign Language 🕖	OFF	0	0	0
Braille 🔮	OFF	OFF	OFF	OFF
Braille Type 🔞	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Print On Request 🔮	None	None	None	None
Print Size 🕖	1X 💌	1X •	1X •	1X 💌
${\mathscr T}$ Integration with Assistive Technology				
Integration with Assistive Technology	ELA	Mathematics	Science	Writing
Assistive Technology 🕖	OFF	OFF	OFF	OFF
III Other Accommodations				
Other Accommodations	ELA	Mathematics	Science	Writing
Calculator 6th grade 🔞	0	No	No	0
Scribe 🕝	No	No	No	No
Visual Representation @	No	No	No	No

Figure 15: View/Edit Student Page



Table 1: Fields in the Test Settings and Tools Panels

Field	Description
Streamlined Mode	Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom and left to right.
Mouse Pointer	List of available Mouse Pointer sizes and colors.
Color Choices	List of available Color Choice settings.
Descriptive Audio	Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read.
Braille with Type	List of available braille settings (UEB or UEB with Nemeth) where available.
Print Size	List of available zoom levels.
Print on Request	List of available Print on Request settings.
American Sign Language	Toggles American Sign Language on or off.
Assistive Technology	Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved
	hardware or software with secure browser. Requires USBE approval
Visual Representation	Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be used on all sections of the mathematics assessment if they are included in the student's IEP or 504.
Calculator 6 th grade	For students in grade 6, the use of a handheld calculation device or printable computation table is
	considered an accommodation and may be provided (based on need documented in the IEP) during
	the allowed segment of the assessment only.
Scribe	Students dictate their responses to a qualified person who records verbatim what they dictate.
	Requires USBE approval

For additional information about Test Settings and Tools, please refer to the Assistive Technology Manual.

Changing a test setting in TIDE <u>after the test starts</u> 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, although the student will need to log out and resume the test for the settings to be applied.

- 5. Select Save.
- 6. In the dialog box, select **Continue** to return to the list of student records.

Edit Student demo testA edits saved

Figure 16: Edit Student Continue

How Teachers Manage 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.

The UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called <u>system-defined</u> and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. <u>User-defined</u> rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting



System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment.

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health.

Teachers can view all rosters but can only add or edit user-defined rosters for students in their school. These rosters are then sent to NextGen Reporting System so those systems can display scores.

If additional user-defined rosters need to be created, 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 Reading, 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, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones20-21' and a secondary school roster may be named 'AikenPeriod3Eng9A20-21'.

You can only create rosters from students associated with your school or LEA.

Like LEA- and school-level users, teachers can add or modify user-defined rosters one at a time or all at once through file upload.

How teachers add new user-defined rosters one at a time

- From the Rosters task menu on the TIDE dashboard, select Add Rosters. The Add Rosters form appears (see Figure 17).
- 2. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting Search.

dd Rosters			
Use this page to add rosters.	more info ·		
		Save Cancel	
 Search for Students to Add 	to the Roster		
*LEA:	99 - USBE 🔻	Student's First Name:	
*School:	99-999 - DEMO SCHOC V	Student's Middle Initial:	
SSID (7 digits):		Student's Last Name:	
LEA Student ID:		Enrolled Grade:	None selected
+ Advanced Search			
		Search	

Figure 17, Add Destars Form



- 3. In the *Add/Remove Students to the Roster* panel (see Figure 18), 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. From the *Students To Display* field, select the students you wish to view in the *Available Students* list. The two options are:

Figure 18: Add/Remove Students to Roster Panel: Current and Past Students

			Teacher Name -Select- To Display: Current	Students 👻 Cu								
			Available Stude	Select Stud		able Stud	ients" List below	to add to		odients (0)	Quick Search	Q
	Add	Grade	Student Name	SSID	Left School		Remove	Grade	Student Name	SSID	Left Roster	
Ð	Ŧ	Grade 3	Washington, George	9990009010								
•	Ŧ	Grade 3	Adams, John	9990009019								
10	+	Grade 3	Jefferson, Thomas	9990009018								
1	Ŧ	Grade 3	Madison, James	9990009017								
83	+	Grade 3	Monroe, James	9990009016	03/2013							
1	+	Grade 3	Jackson, Andrew	9990009015	01/2016							
10	+	Grade 3	Harrison, William	9990009014								
۵	Ŧ	Grade 3	Taylor, Zachary	99900090183								
		ſ	Add All	Add Selected				Res	move All	Remove t	ielected	

- Current Students: Displays students who match your search criteria and are currently associated with the school.
- Current and Past Students: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students To Display* field set to Current and Past Students, the student who has left the school will also be displayed.

When viewing current and past 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.

- d. To add students, in the list of available students do one of the following:
 - To move one student to the roster, select 🕂 for that student.
 - To move all the students in the Available Students list to the roster, select Add All.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🔀 for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.



4. Select **Save**, and in the dialog box, select **Continue**.

How teachers modify existing user-defined rosters one at a time

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- <u>User-defined Rosters</u>: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name or by adding students or removing students.
- <u>System-defined Rosters</u>: These are rosters that are imported into TIDE via UTREx and cannot be edited.
- You can modify existing rosters by performing the following steps:
- 1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears (see Figure 19).

View/Edit/Export Roster	
Use this page to view, edit, or delete rosters. more info ·	
- Search for Rosters to Edit	
*LEA: Utah Model District - YY 💌	*Roster Type: System Defined
*School select a School 🔻	Teacher Name: -Select- •
	Search

Figure 19: Add Roster Form

- 2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.
- In the list of retrieved rosters, select for the roster whose details you want to view. The *View/Edit Roster* form appears (see Figure 20). This form is similar to the form used to add rosters.
- 4. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting **Search**.

Figure 20: View/Edit Roster Form

sw/Edit/Export Roster	
Use this form to modify the roster, more into-	
	Save
Search for Students to Add to the Roster	
SSID (7 digits):	Student's Middle Initiat
LEA Student ID	Student's Last Nome
Student's First Name:	Erroled Grade: None selected
Advanced Search	
	Search
 Add Students to the Roster 	
"Roster Name: Nicoles Roster	
"Teacher Name: Russell, Nicole 🔹	
"Students to display: Current Students Current and Past Stude	ents
Select	students from the "Available Students" list below to add to the roster:
Available Students (0)	Selected Students (2))
	Laft School



Figure 21: Add/Remove Students to Roster Panel: Current and Past Students

- 5. In the *Add/Remove Students to the Roster* panel (see Figure 21), do the following:
 - a. In the Roster Name field, enter the roster name (if different from the one prepopulated).
 - b. From the *Students To Display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

		JUDINIS	To Display: O Current :				idents" List below	to add to	the Roster			
			Available Stude	ents (8) Quick:	Search	٩			Selected St	ad ents (0)	Quick Search	٩
	Add	Grade	Student Name	SSID	Left School		Remove	Grade	Student Name	SSID	Left Roster	
11	+	Grade 3	Washington, George	9990009010								
83	Ŧ	Grade 3	Adams, John	9990009019								
0	+	Grade 3	Jefferson, Thomas	9990009018								
8	+	Grade 3	Madison, James	9990009017								
8	+	Grade 3	Monroe, James	9990009016	03/2013							
	+	Grade 3	Jackson, Andrew	9990009015	01/2016							
8	+	Grade 3	Harrison, William	9990009014								
۵	•	Grade 3	Taylor, Zachary	99900090183								

- Current Students: Displays students who match your search criteria and are currently associated with you and the roster. The Available Students list displays students who are currently associated with you and the Selected Students list displays students who are currently associated with the roster.
- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with you or the roster. If a student has been removed from the roster, the date on which they were removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with you, they are listed in the *Available Students* list as a regular student. However, if they have left the school then their record will appear in the *Available Students* list with the date they left the school.
- c. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, select + for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select Add Selected.

			Available Stude	ents (8) Quick	Search	٩				Selected Stu	idents (5)	uick Search
	Add	Grade	Student Name	SSID	Left School		R	move	Grade	Student Name	SSID	Left Roster
1	٠	Grade 3	Washington, George	9990009010			10	×	Grade 3	Doe, Jane	99900090	12
8	÷	Grade 3	Adams, John	9990009019			8	×	Grade 3	Doe, John	99900090	11 06/2013
	+	Grade 3	Jefferson, Thomas	9990009018				×	Grade 3	Doe, Janet	99900090	09
	Ŧ	Grade 3	Madison, James	9990009017			8	×	Grade 3	Doe, Jake	99900090	108
	+	Grade 3	Monroe, James	9990009016	03/2013			×	Grade 3	Potter, Harry	99900090	100 03/2013
	+	Grade 3	Jackson, Andrew	9990009015	01/2016							
	+	Grade 3	Harrison, William	9990009014								
	٠	Grade 3	Taylor, Zachary	99900090183								
	Ŧ	Grade 3	Harrison, William	9990009014	01/2016							

Figure 22: Modifying a Roster: Current and Past Students

- d. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🗙 for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 6. Select **Save**, and in the dialog box select **Continue**.



How teachers add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown below.

 From the Rosters task menu on the TIDE dashboard, select Upload Rosters. The Upload Rosters page appears where you can download a template file.

Figure 23: Upload Ro	oster
load Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation	Download Templates 🗸
Use this page to upload a file of rosters you want to add or modify. more into -	CSV EXCEL
p 1: Upload File	

2. Fill out the template using Table 2 below.

Table 2: Columns in the User-Defined Roster Upload File

Column Name	Description	Valid Values
LEA Number*	LEA associated with the roster.	LEA ID that exists in TIDE. Up to 20
		characters.
School Number*	School associated with the roster.	School number that exists in TIDE. Up to 20
		characters. Must be associated with the LEA
		ID.
Email Address*	Email address of the teacher associated	Email address of a teacher existing in TIDE
	with the roster.	or in the Reporting System.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the LEA.	Up to 30 alphanumeric characters.

*Required field.

- Once you've downloaded and filled out the template file, return to the upload screen, select Browse, locate the file on your computer, and upload it to TIDE. Select Next. The upload preview screen appears.
- Once you've verified the information on the preview screen, select Next again. The validation screen appears.
- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.

Figure 24: Upload Roster Preview Page

Jpload Rosters	1. Upload 2. Pr		4. Confirmation		
	aded the correct file. Clic previous Upload Rosters		the columns are incorrect	, try re-creating your upload	I file using one of the available
Step 2: Preview					
tep 2: Preview Row Number	District ID	School ID	Email address	Roster name	Student ID
	District ID 000002	School ID 000003	Email address	Roster name Sample22	Student ID ZZ5457413
Row Number			Email address		

Figure 25: Upload Roster Validation Page

Upload Rosters	1. Upload 2. Prev		4. Confirmation	D	ownload Validation Report
Review the valida	ation results, then click C	ontinue with Upload	more info +		
Step 3: Validate	Legend: 🔺	Error: The file can be uploa	ded, but this row will not be inclu	ied. 📜 Warning: This field is	invalid, but the row will be uploade
Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003	A	Sample22	ZZ5457413
2	000002	000003	A	Sample22	ZZ5456112
3	000002	000003	A	Sample22	ZZ5457075
	Con	tinue with Upload	Upload Revised File	Cancel	

Figure 26: Upload Roster Confirmation Page

Upload Rosters	1. Upload		3. Validate	4. Confirmation					
Step 4: Confirmation	lep 4: Confirmation								
Results: 0 records	are committe	d.							
L				Upload New File					



 The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select Upload New File.

How Teachers Use TIDE During Testing

During testing, teachers can perform the following tasks in TIDE:

- Optional: Print test tickets to help students log in to tests.
- View reports of students' current test statuses and test completion rates.

How Teachers Print Test Tickets

Teachers can optionally print test tickets for their students. Test tickets are hard-copy forms that includes a student's username for logging in to a test (see Figure 27).

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

Figure 27: Sample Test Ticket

 TEST TICKET

 BLOG, LOU

 SSID: 9990009231

 School: TRAINING SCHOOL 1 (999)

 GRADE: 03
 D08: 10/22/1982

About Printing Test Tickets for Dual-Enrolled Students

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected LEAs and schools in which the student is enrolled.

The student can use any of the tickets to log in to the Test Delivery System (TDS). When verifying their information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

How teachers print test tickets from student lists

- 1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
- 2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
- 3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.



- 4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
- 5. Select 🗪 and then select the appropriate action:
 - To print test tickets for selected students, select My Selected Test Tickets.
 - To print test tickets for all retrieved students, select All Test Tickets.
- 6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 28), verify Test Tickets is selected in the Print Options section.
- 7. Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

How teachers print test tickets from roster lists

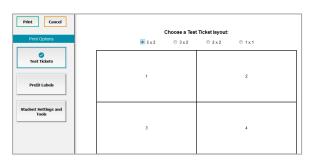
- 1. From the Print Test Tickets task menu on the TIDE dashboard, select Print from Roster List. The View/Edit Rosters
- 2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting Search.
- 3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
- 4. Do one of the following:

page appears.

- Mark the checkboxes for the rosters you want to print.
- Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

When printing multiple class groups, the total number of students included in the class groups should not exceed 1000.

Figure 28: Layout Model for Test Tickets





- 5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 29).
- 6. Verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

How Teachers Monitor Test Progress

Like LEA- and school-level users, the tasks available in the **Monitoring Test Progress** task menu for teachers allow you to generate various reports that provide information about a test administration's progress.

The following reports are available for teachers in TIDE:

- <u>Plan and Manage Testing Report</u>: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Report by SSID** page.
- <u>Test Completion Rates Report</u>: Summarizes the number and percentage of students who have started or completed a test.

Print Cancel	c	hoose a Test	Ticket layout:	
Print Options			© 2 x 2	© 1x1
V Test Tickets				
PreID Labels	1			2
Student Settings and Tools				

Figure 29: Layout Model for Test Tickets



How teachers view report of students' current test status

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.

- 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 30).
- 2. In the *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.

Plan and Manage Testing		
Use this page to view participation report. more any -		
- Choose What		
	7est: Fall 2019-2020 🔻	"Text Name: All selected (16)
Adve	rishator. Inferins T	
- Search Students		
	LEA: 99-USEE ¥	Student's Final Name
	Tortool 99-999 - DEMO SCHOOL 1	Supert's Model Intel
		Student's Last Name
	"laste: -Al-	Evoled Orade. None selected
550	(7.6pm)	
LEA 8	Ivdent D	
Advanced Search		
544	nh Fields - Select - Y	Additional Criteria Ch
	A-51	Remove All Remove
- Get Specific		
* students who have * completed * * oppo	rtunity in the selected administration	
students on their epportunity in the selected adm	inistration, and have a status of None selected +	
Search student(s) by SSID Inter up to 20 SSID	(s) separated by commas	
0 students whose current opportunity will expire in	▼ days.	
students whose most recent Session(D • was Ses	sionID (optional) between (06/21/2019 🗂 and (0	80212819 🛍 Note: If no TA or Session ID is specified, date range cannot exceed 15 days
		Generate Report Export Report

- 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. You may select one, multiple, or all from this list.
- d. *Optional*: From the **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report.
 - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.
- 3. In the *Search Students* panel, select the parameters for whose information to include in your report:
 - a. Note: Your LEA and School will be pre-selected in those drop-down lists.
 - b. *Optional:* In the *Student's Last Name* field, enter a student's last name.
 - c. Optional: In the Student's First Name field, enter a student's first name.
 - d. Optional: In the SSID field, enter a SSID.
 - e. Optional: From the Grade drop-down list, select a grade. You may select one, multiple, or all grades from this list.
- 4. In the *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}):
 - a. Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.

Figure 30: Plan and Manage Testing Page



- b. Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
- c. Search student(s) by {SSID/Name}: {SSID/Student Name}
- d. Students whose current opportunity will expire {in/between} {number/range} days.
- e. 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.
- f. If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).
- g. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- 5. Do one of the following:
 - a. To view the report on the page, select Generate Report.
 - b. To open the report in Microsoft Excel, select Export Report.

For descriptions of the columns in this report, see Table 3 below.

Table 3: Columns in the Plan and Manage Testing Report

Attribute	Description					
Name	Student's legal name (Last Name, First Name).					
LEA Name	Name of the LEA associated with the record.					
School Name	Name of the school associated with the record.					
SSID	Student's Statewide Student Identifier number.					
Enrolled Grade	The grade in which a student is enrolled.					
Current LEP	Indicates whether the student is an English Language Learner.					
Test	Test name for this student record.					
Opportunity	The opportunity number for that student's specific record.					
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.					
Total Time Spent	The time it took a student to complete a test.					
Status	The status for that specific opportunity.					
Results ID	The unique identifier linked to the student's results for that specific opportunity.					
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has					
	resumed the opportunity after each pause, this column will show three restarts).					
	(This includes Restarts Within Grace Period—see below.)					
Restarts Within	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					
Grace Period	been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third					
	pause, this column shows two Restarts Within Grace Period).					
	A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a					
	test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.					
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.					
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and					
	reporting process.					
Expiration Date	The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the					
	tests will expire.					
	Benchmark Modules: 7 days					
	Interims: 14 days Fall Summatives: 21 days					
	Spring Summatives: 60 days					
	spring summatives, oo uays					



How teachers view report of students' current test status by student ID

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

Because the report lists testing opportunities, a student can appear more than once on the report.

- 1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search by SSID**. The *Participation Search by SSID* page appears (see Figure 31).
- 2. Do one of the following:
 - To enter students' SSIDs, select Enter. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Participation Search Use this page to view	by SSID participation reports for specified students. more into	
🖲 Enter 🔍 Uploa	d	
 Enter SSID(s) 		
	Use a comma to separate multiple values.	
	Generate Report	

Figure 31: Participation Search by SSID Page

- To upload SSIDs, select Upload. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs.
- 3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 32).

For descriptions of the columns in this report, see Table X on the previous page.

Figure 32: Plan and Manage Testing Report

Enter search	terms to filter	search result	5 9							
Name \$	LEA Name _{\$}	School Name	SSID	Enrolled Grade	Current LEP	Test \$	Language \$	Opportunity	TA Name	SessionID
testA, demooo	USBE	DEMO SCHOOL 1	1111306	07		Interim: Math Grade 6	ENU	1	DemoUserA, STATE	UAT-E9EC- 3
testA, demooo	USBE	DEMO SCHOOL 1	1111471	04		Interim: Math Grade 4	ENU	1	LEA, Demo6	UAT-7E18-

How teachers view report of test completion rates

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

 From the Monitoring Test Progress task menu on the TIDE dashboard, select Test Completion Rates. The Test Completion Rates page appears.

Report Criteria			
Report Type: Sch	nool Test Completion F 🔻	Test:	Interims •
*LEA: 99 -	- USBE 🔻	Administration:	Fall 2019-2020 🔻
*School: All s	selected (6) 🔹	*Test Name:	All selected (15)
		Export Report	

Figure 33: Test Completion Rates Search Fields



- 2. In the *Report Criteria* panel (see Figure 33), select the parameters for which tests to include in your report.
- To open the report in Microsoft Excel, select Export Report. Figure 34 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 4.

Figure 34: Test Completion Rate Report

				Total Student Started		Percent Started	
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 4: Columns in the Test Completion Rates Report

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

Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes.

Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations. The ability to add, modify, or delete participation codes is based on role assignment in RISE. All participation codes are verified and approved by the LEA assessment director.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in TIDE, that participation code persists until it is changed.



When participation codes are used, only one code can be selected. Participation codes are classified as "non-participation" or "participation." (A student is considered to have attempted a test after answering 6 questions or after responding with any non-blank character to a writing prompt.) For a listing of participation codes, see Table X on page 35.



Policy: Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.



Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your classroom. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student's participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE's **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the LEA or school by using this tab. The ability to add, delete, or modify participation codes is based on role assignment in RISE. All participation codes are verified and approved by the LEA assessment director.

If you assign a non-participation code prior to testing, TIDE removes the student's eligibility and the student will not be able to start that specific test. In order for a student to take the test, you must remove the participation code in TIDE.

The participation and Test Status Code Reports only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated reports.

Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE. The ability to modify or delete participation codes is based on user role permissions.



Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.

To view the participation code in TIDE:

- 1. Click either the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
- 3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 35 below).

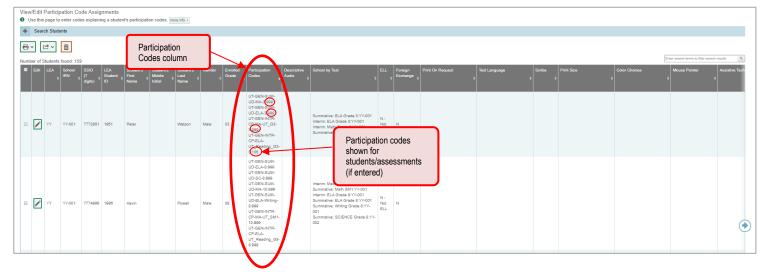


Figure 35: Participation Codes in TIDE

Note: The code 999 (shown in Figure 33 above) indicates that a participation code had been assigned and was then
removed. This is different from a blank participation code, which means that a participation code had never been
assigned for that student's test.



If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had not attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., add the appropriate participation code).
- If the student is no longer eligible for the test and had not attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).
- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., add the appropriate participation code).



Updating a Student's Participation Codes

You can add or modify a student's participation codes as long as the student is enrolled in your school or LEA. The ability to add or modify participation codes is based on user role permissions.

To update a student's participation codes:

- 1. Log in to TIDE, and click the View/Edit Participation Codes tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
- 3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 36 below).

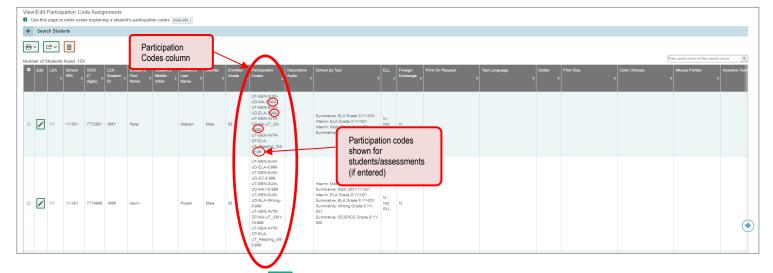


Figure 36: Participation Codes in TIDE

- 4. In the list of retrieved students, select 🧪 for the student whose participation code you want to update.
- 5. The Edit Non-Participation Code page appears. In the *Participation Codes* section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 37).

Figure 37: Participation Codes in the Test Information Distribution Engine

ise this form to add or modify a student's participation codes. more into -		
	Save	Cancel
- Student Information		
LEA: YY - Utah Model District		Student's Last Name: Oliver
School: YY-001 - Model Elementary School		Gender: M
SSID (7 digits): 7772950		Birth Date (MMDDYYYY): 08121997
Student's First Name: Benjamin	Enrolled Grade: 03	
Student's Middle Initial:		
Participation Codes		
Participation Codes		
Interim- ELA Grade 3: No Participation Code		
Interim- Math Grade 3: No Participation Code V		
Summative- ELA Grade 3: No Participation Code 🔹		
Summative- Math Grade 3: No Participation Code 🔹		

6. Click Save when complete.



Table 5 below lists the participation codes and their descriptions.

Table 5: Participation Codes and Their Descriptions

Participation Code	State	Federal	Description
101: Did Not Test	Countable for	Countable for	Student was enrolled at the school and eligible to test (with or without
	Participation only	Participation only	reasonable accommodations) but did not test.
103: EL First Year in U.S. April 15 or Later	Not Countable	Not Countable	The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available.
104: EL First Year in U.S. Before April 15	Counted for Participation only	Counted for Participation only	The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science.
205: EL in Second Year of Enrollment	Counted in Participation and Growth	Counted in Participation and Growth	Student is EL and first enrolled in the U.S. during the 2019-2020 school year. Student must take ELA, Math, and Science.
106: Student Refused to Test	Countable	Countable	Student refuses to start the assessment or refuses to complete at least six items of the assessment.
107: Excused for Health Emergency	Not Countable	Not Countable	Student is unable to test during the testing window due to an unanticipated health circumstance.
108: Course Instruction Not Complete	Not Countable	Not Countable	Student will not complete the relevant course instruction during the current academic year. Not available for Utah Aspire Plus.
109: Course Not Provided	Not Countable	Not Countable	Student did not take a course associated with the assessment (E.g. Student is assigned a test for a course they did not take at any time during the current school year).
110: Test Has Already Been Taken	Not Countable	Not Countable	Student has already taken the same assessment during a previous administration year.
111: USBE Excused – Approval Needed	Not Countable	Not Countable	Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances.
112: Student Transferred Before Testing Window	Not Countable	Not Countable	Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment.
200: Standard Participation	Countable	Countable	Student took the assessment under normal circumstances.
201: Accommodated	Countable	Countable	Student took the assessment with allowed accommodation(s).
202: Modified	Counted for Participation only	Counted for Participation Only	Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test.
203: Invalidated	Not Countable	Not Countable	LEA determines that the test was spoiled or invalid (E.g. Student cheated; test administrator broke protocol).
204: Parental Exclusion*	Not Countable	Countable	A parent or guardian has requested in writing that the student be exempt from the assessment.
208: Test System Irregularity	Not Countable	Not Countable	The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test.
209: Incorrect Course Code Assigned	Countable	Countable	USBE Approval required. An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required.

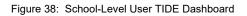
*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.

Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Student Benchmark Parental Exclusion (2)	Yes 🔻	Yes 🔻	No	No



How School-level Users Perform Tasks in TIDE

The TIDE dashboard for school-level users has two sections (see Figure 38).



	Student ID User Email (4)
Preparing for Testing	Administering Tests
🚇 Users 📀	Monitoring Test Progress
Students	Appeal Requests
Rosters 📀	Print Test Tickets
Test Settings and Tools	
View/Edit Participation Codes	
Test Windows	

School-level users are school administrators who have access to TIDE under the "SA" role. Instructions on the tasks users with this role can perform and how to perform them are in the sections below.

How School-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, school-level users must perform the following tasks in TIDE:

- Set up user accounts for teachers so they can sign in to TIDE and other CAI systems. If teachers do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- View and modify **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up user-defined **rosters** so NextGen Reporting System can display scores at the classroom, school, LEA, and state levels.

How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers. If teachers do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

School-level users can add or modify user accounts one at a time or multiple user accounts all at once through file upload.



How school-level users add new user accounts one at a time

You can add users to TIDE one at time by following the steps below:

1. From the Users task menu, select Add Users. The Add Users page appears.

5					
Add Users					
Use this page to add users to assessment systems. Imore infore					
- Add/Edit My Account					
"Email Address.					
+ Add user or add roles to user with this email					

Figure 39: Add User

- 2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.
- 3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 40: Add User – Additional Fields

Add/Edit My Accor	int			
	st Name: Nicole		*Email Address: nrussell@air.org	
"La	st Name: Russell		TA Certified: Ves No	
Phone	number:		Cactus ID:	-
User Roles				
TE	Utah	YY-Utah Model District	YY-001-Model Elementary School	ā
LEA	Utah	YY-Utah Model District		â
*Role: - Select a role - Select a	T Role.			â
		+ Add More Roles		

- 4. From the **Role** drop-down, select a role.
- 5. Optional: To add multiple roles, select +Add More Roles and repeat step 4.
- 6. *Optional:* To delete a role, select in next to that role.
- 7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

How school-level users modify existing user accounts one a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up-to-date information. If the user's account does not include the most up-to-date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

- 1. From the Users task menu, select View/Edit/Export Users. The View/Edit/Export Users page appears.
- 2. Retrieve the individual user account you want to view, edit, export, or delete. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.



Figure 41: View/Edit/Export Students

Search Students			
*LEA: Select	- v	Student's First Name:	
*School: None sele	cted 💌	Student's Middle Initial:	
SSID (7 digits):		Student's Last Name:	
LEA Student ID:		Enrolled Grade:	None selected
Advanced Search			
Search Fields: Select	. .	Additional Criteria Chosen:	
A	id	Remove All	Remove Selected

- 3. In the list of retrieved user accounts, select 📝 for the user whose account you want to view or edit.
- 4. Modify the user's details as required, using Table 6 below.

Field	Description
First Name	User's first name.
Last Name	User's last name.
Phone Number	User's phone number.
Email Address*	Email address for logging in to TIDE.
CACTUS ID	User's C ACTUS ID.
User Roles*	User role(s). For an explanation of user roles, see the User Role Permissions section of the appendix.
LEA*	LEA associated with the user.
School*	School associated with the user.

Table 6: Fields in the View/Edit Users [User's Name] Page

*Required field.



Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

- 5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
- 6. *Optional:* To delete a role, select next to that role. You can also delete the user's entire account from the search results table.
- 7. Select Save.
- 8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.



How school-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload by following the steps below:

- From the Users task menu, select Upload Users. The Upload Users page appears where you can download a template file (see Figure 42).
- 2. To fill out the template, use the information in Table 7 below.

Upload Users 1. Upload 2. Preview 3. Validate 4. Confirmation Image: Upload Sile of Users you want to add, modify, or delete. more info Step 1: Upload File Excel

Figure 42: Upload Users Page

Column	Description	Valid Values
First Name*	User's first name.	Up to 35 characters.
Last Name*	User's last name.	Up to 35 characters.
Email Address*	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.
LEA Number*	User's LEA number.	
School Number*	User's School Number.	
Phone Number	User's phone number.	Phone number in xxx-xxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see the	One of the following:
	User Role Permissions section of the appendix.	LEA—LEA administrator.
		LRV—LEA Report Viewer.
		SA—School administrator.
		SRV—School Report Viewer.
		TE—Test administrator.
		PR—Proctor.
		Must be lower in the hierarchy than the user uploading the file.
CACTUS ID	User's CACTUS ID.	
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.

Table 7: Columns in the User Upload File

*Required field.



Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

 Once you've downloaded and filled out the template file, return to the upload screen, select Browse, locate the file on your computer, and upload it to TIDE. Select Next. The upload preview screen appears.

Figure 43: Uploa	d Users Preview Page
------------------	----------------------

1. Upload 2. Preview 3. Validate 4. Confirmation									
Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Users page.									
tep 2: Preview									
nor je rovenin Row Number First name Last name Email address LEA (D. School ID. Prone number Role Castus ID. Action									
1	Sample FirstName1	Sample LastName1	sampleemailaddress1@air.org	99	555000	703-555-5555	TE	012345	Add
2	Sample FirstName2	Sample LastName2	sampleemailaddress2@air.org	99	444000	703-555-5555	TE	123458	Add



 Once you've verified the information on the preview screen, select Next again. The validation screen appears. Figure 44: Upload UsersValidation Page

Instruction Instruction Download Validation Report									
Review the validation results, then click Continue with Upload more into -									
Step 3: Validate Legend: 🛕 Error: The file can be uploaded, but this row will not be included. 📜 Waming: This feld is invalid, but the row will be uploaded.									
Row Number	First name	Last name	Email address	LEA ID	School ID	Phone number	Role	Cactus ID	Action
1	Sample FirstName1	Sample LastName1	sampleemailaddress1@air.org	99	A 555000	703-555-5555	TE	012345	Add
2	Sample FirstName2	Sample LastName2	sampleemailaddress2@air.org	99	4 44000	703-555-5555	TE	123450	Add
2	Sample FirstName3	Sample LastName3	A sampleemailaddress3	99	A 333000	703-555-5555	TE	234567	Add
J	Continue with Unload Uzeland Revised File Canet								

- 5. The validation screen shows errors or warnings associated with your uploaded file. To revise the file before uploading, select **Upload Revised File**.
- 6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.
- 7. The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 45: Upload Users Confirmation Page

1. U	Ipload 2.1	Preview 3. Valid	ate 4. Confirmation	
Step 4: Confirmation				
Results: 0 records are	e committed.			
				Upload New File

How School-level Users Register Students for Testing

School-level users can view students registered via the nightly UTREx transfer. If students are not registered for testing, they will not be able to sign in to a test.

School-level users can modify student test settings one at a time or all at once through file upload. School-level users can specify or upload student accommodations and test tools, and view student distribution reports. For detailed information, please refer to the following sections:

How school-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available. Note: student information provided via UTREx upload cannot be modified.

- a. In the list of retrieved students (see Figure 46), select for the student whose account you want to view. The *View/Edit Students:* [Student's Name] form appears (see Figure 47 below).
- b. Modify the student's record as required.

Figure 46: View/Edit/Export Students





• In the student information panel, modify the student's record, using Table 8 on the following page.

Figure 47: View/Edit Student Page

View/Edit Student: Test105 Last105				
Use this form to modify a student's settings.	9 *			
		Save Cancel		
Student Information				
Student Information Student Information Student Information Student Information Student Participation	LEA: 99 - USBE		*Student's Last Name: Last105	
clion	School: 99-999 - DEMO SCHOOL 1		*Gender: Female	
0	*SSID (7 digits): 9580105		*Birth Date (MMDDYYYY): 10102010	
0	LEA Student ID: 9580105		*Enrolled Grade: 05 ~	
3 3 *Stude	nt's First Name: Test105		ELL: Yes No	
5 Student	t's Middle Initial: M105			
6 - Student Participation			Foreign Exchange: Y N	
Student Participation				
Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Student Benchmark Parental Exclusion ?	No	No	No	No
Visual Assistance Tools				
Visual Assistance Tools	ELA	Mathematics	Science	Writing
	Black on White	Black on White 💌	Black on White	Black on White
Descriptive Audio 🔮	Off •	On	Off	Off
Mouse Pointer @	System Default	System Default	System Default	System Default
Streamlined Mode 🔮	OFF	OFF	OFF	OFF
- Presentation				
Presentation	ELA	Mathematics	Science	Writing
American Sign Language 😧	OFF	Ø	0	<i>⊘</i>
Braille 👔	OFF	OFF	OFF	OFF
Braille Type 😧	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Print On Request @	None v	None 💌	None 💌	None 👻
	IX Y	14		1
- Integration with Assistive Technology				
Integration with Assistive Technology	ELA	Mathematics	Science	Writing
Assistive Technology 🔮	OFF	OFF	OFF	OFF
III Other Accommodations				
Other Accommodations Calculator 6th grade 🚱	ELA	Mathematics	Science	Writing
Calculator 6th grade 🔮	0	No	No	0
Scribe 💞	No	No	No v	No
Visual Representation 🔮	No	No	No v	No



Table 8: Fields in the Student Information Panel

Field	Description
LEA	LEA number and name.
School IRN	School number.
SSID (7 digits)	Student's Statewide Student Identifier (SSID) within the enrolled LEA.
LEA Student ID	LEA ID number.
Student's First Name	Student's first name.
Student's Middle	Initial of student's middle name.
Initial	
Student's Last Name Student's last name.	
Gender	Student's gender.
Birth Date	Student's date of birth.
Enrolled Grade	Grade in which student is enrolled during the test administration.
Participation Codes	
Descriptive Audio	
School by Test	
ELL	Student's English Language Proficiency level.
Foreign Exchange	Student's foreign exchange status.

Note: all fields provided by USBE and cannot be modified.



How school-level users specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload. For additional information about Test Settings and Tools, please refer to the <u>Assistive Technology Manual</u>.

 From the Test Settings and Tools task menu on the TIDE dashboard, select View/Edit/Export Test Settings and Tools. The View/Edit/Export Test Settings and Tools page appears (see Figure 48).

I Settings and Tools se this page to view, edit, or export	students and their test settin	DS. mare info -
Search Students		
"LEA:	Select 🔻	Student's First Name
"School:	None selected	Student's Middle Initial
SSID (7 digits):		Student's Last Name:
LEA Student ID:		Enrolled Grade: None selected
Advanced Search		
Search Fields	Select •	Additional Criteria Chosen:
	Add	Remove All Remove Selected
		Search

Figure 48: Test Settings and Tools Page

- 2. Retrieve the student accounts whose settings and tools you want by filling out the search fields and selecting **Search**.
- In the list of retrieved students (see Figure 46), select for the student whose test settings and tools you want to edit. The *View/Edit Students:* [Student's Name] form appears (see

Figure 49). Click to expand each section (see Figure 50 on the following page).

- a. Modify the student's record as required.
 - In the available test settings and tools panels, modify the student's test settings, using Table 9 on page 43. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student's test subjects. You can select different settings for each test subject, if necessary.

Figure 49: View/Edit Student Page

View	ewEdit Student: demoto testA								
0	Use this form to modify a student's test settings. were where								
		Save							
8	+	Student Information							
10 80	+	Student Participation							
dion	+	Benchmark Parental Exclusion							
1	+	Visual Assistance Tools							
2	+	(B Presentation							
3		🔊 Integration with Assistive Technology							
8	+	Other Accommodations							
5 6 7		Save Cancel							

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Figure 50: View/Edit Student Page

View/Edit Student: Test105 Last105				
Use this form to modify a student's settings. more	a info. •			
		Save Cancel		
Student Information				
Student Information	LEA: 99 - USBE		"Student's Last Name: Last105	
ction:	School: 99-999 - DEMO SCHOOL 1		*Gender: Fomale	
0	*SSID (7 digits): 9580105		"Birth Date (MMDDYYYY): 10102010	
0	LEA Student ID: 9580105		*Enrolled Grade: 05	_
0 'SI	tudent's First Name: Test105		ELL: Yes No	
5 Stu	dent's Middle Initial: M105		Foreign Exchange: Y	
6 7 - Student Participation			Poreign Exchange: Y	
- Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Student Benchmark Parental Exclusion	No	No 👻	No	No
Ovisual Assistance Tools				
		17755 WA		
Visual Assistance Tools Color Choices 🖗	ELA Black on White	Mathematics Black on White	Science	Writing
Descriptive Audio 🔮	Black on White	Black on White	Black on White	Black on White
Mouse Pointer @				
Streamlined Mode @				
	OFF	OFF	OFF	OFF
- 🦉 Presentation				
Presentation	ELA	Mathematics	Science	Writing
American Sign Language 🕢	OFF	0	0	0
Braille 🚱	OFF	OFF	OFF	OFF
Braille Type 🚱	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Print On Request @	None v	None v	None	None
Print Size 🚱	1X 💌	1X 💌	1X •	1X *
- 🦪 Integration with Assistive Technology				
Integration with Assistive Technology	ELA	Mathematics	Science	Writing
Assistive Technology 🔮	OFF	OFF	OFF	OFF
- II Other Accommodations				
Other Accommodations	ELA	Mathematics	Science	Writing
Calculator 6th grade 🥹	Ø .	No	No	0
Scribe 🔞	No	No	No	No
Visual Representation @	No	No	No	No



Table 9: Fields in the Test Settings and Tools Panels

Field	Description		
Streamlined Mode	Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom		
	and left to right.		
Mouse Pointer List of available Mouse Pointer sizes and colors.			
Color Choices	List of available Color Choice settings.		
Descriptive Audio	Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read.		
Braille with Type List of available braille settings (UEB or UEB with Nemeth) where available.			
Print Size List of available zoom levels.			
Print on Request	List of available Print on Request settings.		
American Sign Language	Toggles American Sign Language on or off.		
Assistive Technology	Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved		
	hardware or software with secure browser. Requires USBE approval		
Visual Representation	Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be		
	used on all sections of the mathematics assessment if they are included in the student's IEP or 504.		
Calculator 6 th grade	For students in grade 6, the use of a handheld calculation device or printable computation table is		
	considered an accommodation and may be provided (based on need documented in the IEP) during		
	the allowed segment of the assessment only.		
Scribe	Students dictate their responses to a qualified person who records verbatim what they dictate.		
	Requires USBE approval		

For additional information about Test Settings and Tools, please refer to the Assistive Technology Manual.

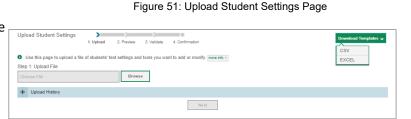
Changing a test setting in TIDE <u>after the test starts</u> does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

- 4. Select Save.
- 5. In the dialog box, select **Continue** to return to the list of student records.

How school-level users modify multiple student accounts all at once

If you have many students to edit all at once (for example, if you need to edit the test settings of multiple students at once), you can do so through file upload as shown below. Note: student information provided via UTREx upload cannot be modified.

- From the Students task menu on the TIDE dashboard, select Upload Student Settings. The Upload Student Settings page appears where you can download a template file (see Figure 51).
- 2. To fill out the template, use the information in Table 10 on the following page.





How school-level users upload student accommodations and test 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.

- 1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Student Settings**. The **Upload Student Settings and Tools** page appears.
- 2. To fill out the template, use the information in Table 10 below.

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA Mathematics Science
Tool Name Name of the tool or accommodation.		See Table 11 on the next page.
Value Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.		See Table 11 on the next page.

Table 10: Columns in the Student Settings Upload File

*Required field.



Table 11: Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
American Sign	Availability of American Sign Language	Off	Reading
Language	video.	On	Reading
Braille		Off	ELA, Math, Science
		On	
Braille Type	Type of Braille in which test items are	Not Applicable	ELA, Math, Science
	printed.	Contracted	
Calculator 6 th Grade		No	Math
		Yes	
Color Choices	Color of text and background for tests in indicated subject.	One of the available color schemes from the drop- down list.	ELA, Math, Science
Descriptive Audio	Indicates student can listen to audio descriptions of interactive answer spaces in test questions.	One of the available descriptive audio settings from the drop-down list.	ELA, Math, Science
Mouse Pointer		One of the available color and size combinations from the drop-down list.	ELA, Math, Science
Assistive Technology	Assistive Technology setting for tests in the	Off	ELA, Math, Science
10000000 100000000000000000000000000000	indicated subject. Requires USBE approval	On	()
Print On Request	Student's print-on- demand (POD)	None	ELA, Math, Science
·	accommodation for tests in the indicated subject.	Stimuli & Items	, ,
Print Size	Print-size accommodation for tests in the indicated subject.	One of the available magnification options from the drop-down list.	ELA, Math, Science
Scribe	Student scribe setting for tests the indicated	No	ELA, Math, Science
	subject. Requires USBE approval	Yes	
Streamlined Mode	Streamlined mode setting for tests in the	Off	ELA, Math, Science
	indicated subject.	On	
Visual Representation		No	ELA, Math, Science
·		Yes	

For additional information about Test Settings and Tools, please refer to the Assistive Technology Manual.



Changing a test setting in TIDE <u>after the test starts</u> 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, although the student will need to log out and resume the test for the settings to be applied.

- 3. Select Save.
- 4. In the dialog box, select **Continue** to return to the list of student records.

How school-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your school by a variety of demographics and accommodations.

- From the Students task menu on the TIDE dashboard, select Frequency Distribution Report. The Frequency Distribution Report page appears (see Figure 52).
- Figure 52: Fields in the Frequency Distribution Report Page

Frequency Distribution Repo Use this page to generate a F	ort requency Distribution Report. more info +
Filters for Report	
*LEA:	99 - USBE 🔻
*School:	99-999 - DEMO SCHOC V
Enrolled Grade:	03 🔻
 Select Demographics 	
Select Demographics:	Gender
	Generate Report

- 2. In the *Filters for Report* panel, select the report filters:
 - a. From the **School** drop-down list (if available), select a school.
 - b. *Optional:* Select a specific grade or retain the default for all grades.
 - c. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
- 3. Select Generate Report. TIDE displays the selected FDRs in grid format (see Figure 53).

Figure 53: Frequency Distribution Reports by Grade and Gender

Grid 🖉 💷 🕮 Graph	aph 🖶
Gender	# of Records
Female	29879
Male	4227
Total	34108
Enrolled Grade	# of Records
00	2737
01	1084
02	1119
	2187
03	
03 04	1774



- 4. Do one of the following:
 - a. To display the FDRs in tabular format, select **Grid**.
 - b. To display the FDRs in graphical format, select **Graph**.
 - c. To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
 - d. To download a PDF file of the FDRs, select

, and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

How School-level Users Manage 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.

The UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called <u>system-defined</u> and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. <u>User-defined</u> rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment .

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health.

School-level users can manage rosters for students in their school. These rosters are then sent to the Reporting System so those systems can display scores.

If additional user-defined rosters need to be created, 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 Reading, 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, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones20-21 and a secondary school roster may be named 'AikenPeriod3Eng9A20-21-20'.

You can only create rosters from students associated with your school or LEA.

School-level users can add or modify user-defined rosters one at a time or all at once through file upload.

How school-level users add new user-defined rosters one at a time

- From the Rosters task menu on the TIDE dashboard, select Add Rosters. The Add Rosters form appears (see Figure 54).
- 2. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting **Search**.

		Save Cancel	
- Search for Students to Add	to the Roster		
*LEA:	99 - USBE 🔻	Student's First Name:	
"School:	99-999 - DEMO SCHOC V	Student's Middle Initial:	
SSID (7 digits):		Student's Last Name:	
LEA Student ID:		Enrolled Grade:	None selected
Advanced Search			

Figure 55: Add/Remove Students to Roster Panel: Current and Past Students

- 3. In the *Add/Remove Students to the Roster* panel (see Figure 55), 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. From the *Students To Display* field, select the students you wish to view in the *Available Students* list. The two options are:

Add Southers is for linear
 Subsets line is designed
 Subsets linear
 Subse

- **Current Students**: Displays students who match your search criteria and are currently associated with the school.

Figure 54: Add Rosters Form



- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students To Display* field set to **Current and Past Students**, the student who has left the school will also be displayed.

When viewing current and past 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.

- d. To add students, in the list of available students do one of the following:
 - To move one student to the roster, select 🕂 for that student.
 - To move all the students in the Available Students list to the roster, select Add All.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🗙 for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 4. Select **Save**, and in the affirmation dialog box, select **Continue**.



How school-level users modify existing user-defined rosters one at a time

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- <u>User-defined Rosters</u>: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- <u>System-defined Rosters</u>: These are rosters that are imported into TIDE via UTREx and cannot be edited.
- You can modify existing rosters by performing the following steps:
- 1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears (see Figure 56).

Figure 56	: Add Roster Form
View/Edit/Export Roster	
 Use this page to view, edit, or delete rosters. more info • Search for Rosters to Edit 	
*LEA: Utah Model District - YY 🔻	"Roster Type: System Defined
*School select a School V	Teacher Name: -Select- •
	Search

- 2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.
- In the list of retrieved rosters, select for the roster whose details you want to view. The *View/Edit Roster* form appears (see Figure 57). This form is similar to the form used to add rosters.
- 4. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting **Search**.

Figure 57: View/Edit Roster Form

ewEdit/Export Roster				
Use this form to modify the roster, more into -				
	Save	Cancel		
Search for Students to Add to the Roster				
SSID (7 digits):		Student's Middle Initial		
LEA Student ID:		Student's Last Name		
Student's First Name:		Enrolled Grade	None selected	
Advanced Search				
	Searc	h		
 Add Students to the Roster 				
*Roster Name: Nicoles Roster				
"Teacher Name: Russell, Nicole				
"Students to display: O Current Students ® Current and Pasi	Sh viants			
Se	elect students from the "Available Stu	dents" list below to add to the roster.		
Available Students (7)			Selected Students (20)	
Add Student Name Enrolled Grade Reporting ID (7 digits)	Left School	B Remove Student Name Enrolls	d Grade Reporting ID (7 digits)	Left Roster



Figure 58: Add/Remove Students to Roster Panel: Current and Past Students

- 5. In the *Add/Remove Students to the Roster* panel (see Figure 58), do the following:
 - a. In the Roster Name field, enter the roster name (if different from the one prepopulated).
 - From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster (if different from the one pre-populated).
 - c. From the *Students To Display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

		Students	To Display: 💿 Current		Current and Past Stur		vfoste" i ist bolow	to add to	the Dostar			
			Available Stude			۵ <i>ש</i>	Juenits List Delow	to add to		adents (0)	Quick Search	Q
	Add	Grade	Student Name	SSID	Left School		Remove	Grade	Student Name	SSID	Left Roster	
10	+	Grade 3	Washington, George	999000901	0							
10	Ŧ	Grade 3	Adams, John	999000901	9							
8	Ŧ	Grade 3	Jefferson, Thomas	999000901	8							
13	+	Grade 3	Madison, James	999000901	7							
13	+	Grade 3	Monroe, James	999000901	6 03/2013							
	+	Grade 3	Jackson, Andrew	99900090	5 01/2016							
8	+	Grade 3	Harrison, William	999000901	4							
8	•	Grade 3	Taylor, Zachary	999000901	83							

- **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.
- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which they were removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, they are listed in the *Available Students* list as a regular student. However, if they have left the school then their record will appear in the *Available Students* list with the date they left the school.
- d. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, select + for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select Add Selected.

		Available Stude	ents (8) Quic	k Search	٩				Selected Stu	idents (5)	Quick Search
Add	Grade	Student Name	SSID	Left School		R	emove	Grade	Student Name	SSID	Left Roster
+	Grade 3	Washington, George	9990009010	I.			×	Grade 3	Doe, Jane	9990009	012
Ŧ	Grade 3	Adams, John	9990009019				×	Grade 3	Doe, John	9990009	011 06/2013
+	Grade 3	Jefferson, Thomas	9990009018				×	Grade 3	Doe, Janet	9990009	009
+	Grade 3	Madison, James	9990009017				×	Grade 3	Doe, Jake	9990009	0108
+	Grade 3	Monroe, James	9990009016	03/2013			×	Grade 3	Potter, Harry	9990009	0100 03/2013
+	Grade 3	Jackson, Andrew	9990009015	01/2016							
+	Grade 3	Harrison, William	9990009014								
+	Grade 3	Taylor, Zachary	9990009018	3							

Figure 59: Modifying a Roster: Current and Past Students

- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🗙 for the student.
 - To remove all the students from the roster, select Remove All.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 6. Select **Save**, and in the affirmation dialog box select **Continue**.

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How school-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown below.

 From the Rosters task menu on the TIDE dashboard, select Upload Rosters. The Upload Rosters page appears where you can download a template file.

			Figu	re 60: Upload F	Roster
Upload Rosters 1	> . Upload	2. Preview	3. Validate	4. Confirmation	Download Templates 🗸
 Use this page to uplo 	ad a file of ro	sters you wa	nt to add or m	odify. more into •	CSV EXCEL
Step 1: Upload File					
Choose File			Browse]	

2. Fill out the template using Table 12 below.

Table 12: Columns in the User-Defined Roster Upload File

Column Name	Description	Valid Values
LEA Number*	LEA associated with the roster.	LEA ID that exists in TIDE. Up to 20
		characters.
School Number*	School associated with the roster.	School number that exists in TIDE. Up to 20
		characters. Must be associated with the LEA
		ID.
Email Address*	Email address of the teacher associated	Email address of a teacher existing in TIDE
	with the roster.	or the Reporting System.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the LEA.	Up to 30 alphanumeric characters.

*Required field.

- Once you've downloaded and filled out the template file, return to the upload screen, select Browse, locate the file on your computer, and upload it to TIDE. Select Next. The upload preview screen appears.
- Once you've verified the information on the preview screen, select Next again. The validation screen appears.
- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.

Figure 61: Upload Roster Preview Page

Jpload Rosters	1. Upload 2. Pn	aview 3. Validate	4. Confirmation		
	ded the correct file. Clic revious Upload Rosters		the columns are incorrect,	try re-creating your upload	file using one of the available
Row Number					
Row Number	District ID 000002	School ID 000003	Email address	Roster name Sample22	Student ID ZZ5457413
Row Number 1			Email address		

Figure 62: Upload Roster Validation Page

Upload Rosters	1. Upload 2. Previ	ew 3, Validate 4	. Confirmation	D	ownload Validation Report
8 Review the validati	on results, then click Co	ontinue with Upload.	more info +		
Step 3: Validate	Legend: 🛕 I	Error: The file can be upload	led, but this row will not be included	Warning: This field is i	nvalid, but the row will be uploade
Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003	A	Sample22	ZZ5457413
2	000002	000003	A	Sample22	ZZ5456112
3	000002	000003	A	Sample22	ZZ5457075
Continue with Upload Upload Revised File Cancel					

Figure 63: Upload Roster Confirmation Page

Upload Rosters		2. Preview		(4. Confirmation)				
Step 4: Confirmation								
Results: 0 records	are committe	۱d.						
	Upload New File							



 The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select Upload New File.

How School-level Users Manage Test Windows

School-level users can view test windows for students in their school. If test windows are not properly set, students will not able to test at the proper time.

How school-level users modify existing test windows one at a time

School-level administrators can modify a custom test window only by changing its name and dates, or by adding or removing students within the LEA-designated testing 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 filling out the search criteria and selecting **Search**.
- In the list of retrieved test windows, select for the test window whose details you want to view. The *View/Edit/Export Test Windows* form appears. This form is similar to the form used to add test windows (see Figure 64).
- 4. *Optional*: In the *Test Window Information* panel, do the following:

Add Test Windows	
Use this page to add test windows. more into -	
Save	Cancel
- Test Window Information	
"Window Name: example Window	"State: Utah - 000000 🔻
*EntityType: @ LEA 🔍 School	"LEA: USBE - 99 🔹
	"Window Start Date: 11012019
	"Window End Date: 12022019
Select Tests from "Available Test Family(i	ies)" List below to add to the Test Window
Available Test IDs (329)	Selected Test IDs (4)
Add Test IDs	Remove Test IDs
Eenchmark Module: ELA Grade 3 - Editing B	Benchmark Module: ELA Grade 3 - Editing A
Benchmark Module: ELA Grade 3 - Informational B	Benchmark Module: ELA Grade 3 - Informational A

Figure 64: Fields in the Add Test Windows Page

- a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.
- b. In the *Window Start Date* and *Window End Date* fields, enter the test window's new start and end dates.
- c. Select Add Test Window.



- 5. *Optional*: In the *Add/Remove Tests* section (see Figure 65), do the following:
 - a. To add test IDs, from the list of available tests, do one of the following:
 - To move one test ID to the window, select + for that test.
 - To move all the test IDs in the *Available Test Family(ies)* list to the window, select **Add All**.
 - To move selected test IDs to the window, mark the checkboxes for the tests you want to add, then select Add Selected.

		Available Test Family(ies) (4)				Selected Test Family(ies) (2)
9	Add	Test Family(les)	E	F	lemow	e Test Family(ies)
9	+	Benchmark ELA Tests	6)	×	Interim ELA Tests
9	+	Benchmark Math Tests	E	9	×	Interim Math Tests
9	+	Benchmark Science Tests				
	+	Interim Science Tests				

Figure 65: Add/Remove Tests Panel

- b. To remove test IDs, do one of the following in the list of test IDs in the window:
 - To remove one test ID from the window, select 🗙 for the test ID.
 - To remove all the test IDs from the window, select **Remove All**.
 - To remove selected test IDs from the window, mark the checkboxes for the test IDs you want to remove, then select **Remove Selected**.
- 6. Select **Save**, and in the affirmation dialog box select **Continue**.



How School-level Users Use TIDE During Test Administration

During testing, school-level users can perform the following tasks in TIDE:

- Optional: Print test tickets to help students log in to tests.
- Add, modify, and upload appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How School-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test (see Figure 66).

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

Figure 66: Sample Test Ticket

 TEST TICKET

 BLOG, LOU

 SSID: 9990009231

 School: TRAINING SCHOOL 1 (999)

 GRADE: 03
 DOB: 10/22/1982

About Printing Test Tickets for Dual-Enrolled Students

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected LEAs and schools in which the student is enrolled.

The student can use any of the tickets to log in to the Test Delivery System (TDS). When verifying their information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

How school-level users print test tickets from student lists

- 1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
- 2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
- 3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
- 4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.



- To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
- 5. Select 🗪 and then select the appropriate action:
 - To print test tickets for selected students, select **My Selected Test Tickets**.
 - To print test tickets for all retrieved students, select **All Test Tickets**.
- 6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 67), verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

Print Cancel Choose a Test Ticket layout: Pret O tabels Image: Stadent settings and roots Image: Stadent settings and roots Stadent settings and roots 3 4

How school-level users print test tickets from roster lists

- 1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The *View/Edit Rosters* page appears.
- 2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting Search.
- 3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
- 4. 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 tickets for all retrieved rosters.

When printing multiple class groups, the total number of students included in the class groups should not exceed 1000.

Figure 67: Layout Model for Test Tickets



- Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 68).
- 6. Verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

Figure 68: Layout Model for Test Tickets

Print Cancel	Choose a Test Ticket layout:
Print Options	
Test lickets PreID Labels	1 2
Student Settings and Tools	3 4

How School-level Users Manage Appeal Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported in NextGen Reporting System.

Appeal requests are a way of interrupting this normal flow. A student may need to get back into a segment they incorrectly exited or have a grace period extension if they had to pause their test and didn't have time to review. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

School-level users can create appeal requests for students in their school. Please note that all appeals requests submitted by school-level users will require approval from a LEA-level approver.

School-level users can add an appeal requests one at a time or all at once through file upload.

List of Appeal Request Types

Reset and revert appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity. Table 13 lists the types of appeals.

Туре	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test). You can submit these appeal requests until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This appeal request is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened segment.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:
	• If resuming the test within 20 minutes, student can review previously answered questions.
	 Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.

Table 13: Types of Appeals



For a list of appeal request statuses, see Table 14 below.

Table 14: List of Appeal Request Statuses

Appeal Request Status	Description of Status	
Error Occurred	An error occurred while the appeal request was being processed.	
Pending Approval	Appeal request is pending approval.	
Processed	Appeal request was successfully processed and the test opportunity has been updated.	
Rejected	Another user rejected the appeal request.	
Rejected by System	Test Delivery System was unable to process the appeal request.	
Requires Resubmission	Appeal request must be resubmitted.	
Retracted	Originator retracted the appeal request.	
Submitted for Processing	Appeal request submitted to Test Delivery System for processing.	

For a list of available appeal requests by test status, see Table 15 below.

Table 15: List of Appeal Requests by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Previous Test Segment	Grace Period Extension
Approved		?			
Completed	?	?	?		
Denied	?	?		?	?
Expired	?	?	?		
Paused	?	?		?	?
Pending		?			
Processing		?			
Reported	?	?	?		
Review		?			
Scored	?	?	?		
Started		?			
Submitted	?	?	?		
Suspended		?			
Invalidated		?	?		

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How school-level users add new appeal requests one at a time

You can create an appeal request for a given test result.

- 1. Retrieve the result for which you want to create Figure 69: Selection Fields in the Create Appeal Requests Page an appeal request by doing the following:
 - a. From the Appeal Requests task menu on the TIDE dashboard, select Create Appeal Requests. The Create Appeal Requests page appears (see Figure 69).
 - b. Select a request type.
 - c. From the drop-down lists and in the text field, enter search criteria.
 - d. Select **Search**. TIDE displays the found results at the bottom of the *Create Appeal Requests* page (see Figure 70).
- 2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.
- 3. From the **Select a reason from the list** dropdown, select a reason for creating the appeal request. The reasons may vary based on the appeal request type.
- 4. Enter a reason for the request in the window that pops up.
- 5. Select **Submit**. TIDE displays a confirmation message.

Use this page to create test status events. more into -	
Select Request Type and Search	
"Request Type: 🔍 Reset a Test 🔞	*Search Student By: SSID (7 digits) V
Invalidate a Test 🚱	
Re-open a test	*SSID (7 digits):
Grace Period Extension (2)	
Re-open test segment (2)	
	Search

Figure 70: Retrieved Test Results

÷	Select Re	quest Type	and Search					
=+	Create							
lumt	per of recor	ds found: 4						
	Result ID		Last Name	First Name		Test Name	Test Opportunity	Test Status
7	832	99-999	Smith	Tim	992421311	SAGE-Biology- Science- 7-summative	1	Submitted
	832	99-999	Brown	Patricia	992421525	SAGE-Biology- Science- 8-summative	1	Submitted
	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology- Science- 10-summative	1	Submitted



How school-level users add or modify multiple appeal requests all at once

If you have many appeal requests 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.

1. From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The **Upload Appeals** page appears where you can download a template file.

Figure 71: Upload Appeals Page

Upload Requests	> 1. Upload	2. Preview	3. Validate	4. Commit	5. Confirmation	Download Templates ↓
Use this page to up Step 1: Upload File Choose File	load a file of te	st status event	S. more info • Browse			EXCEL
+ Upload History						
				ħ	lext	

2. Fill out the template using Table 16 below.

Table 16: Columns in the Appeal Request Upload File

Column Name	Description	Valid Values
Туре*	Type of appeal request.	One of the following:
		Invalidate a test
		Reset a Test
		Re-open a test
		Grace Period Extension
		Re-open test segment
SearchType*	Student field to search.	One of the following:
		Result ID
		SSID
		Session ID
SearchValue*	Search value corresponding to the search	Up to 1,000 alphanumeric characters. The
	type.	value must exist in TDS or TIDE. For
		example, specifying a result ID of 123456
		requires that this result ID exist in TDS.
Reason*	Reason for creating appeal request.	Up to 1,000 alphanumeric characters.

*Required field.

 Once you've downloaded and filled out the template file, return to the upload screen, select Browse, locate the file on your computer, and upload it to TIDE. Select Next. The upload preview screen appears.

Figure 72: Upload Appeals Preview Page

Row Number	Туре	Search Type	Search value	Reason
Step 2. Preview				
Step 2: Preview				
	led the correct file. Click Next. If the load Test Status Event page.	values in the columns are	e incorrect, try re-creating you	r upload file using one of the available templat
_				
	1. Upload 2. Preview 3	I. Validate 4. Commit	5. Confirmation	



- Once you've verified the information on the preview screen, select Next again. The validation screen appears.
- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.
- The commit page appears, showing how many records will be committed based on your upload file.
- 8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.
- 9. Appeals submitted are sent to your LEA assessment director for approval. Any pending appeal(s) you submitted will be shown when you search for them, with "Pending Approval" listed in the **Approval Status** column (see Figure 75). Once an appeal is approved by your LEA assessment director, it will no longer be shown when you search for it.

Figure 73: Upload Appeals Validation Page



Figure 74: Upload Appeals Committ Page

			. Validate 4. Co	ommit	5. Confirm	ation					
Step 4: Commit											
Request School R Type IRN	tesultID SSID digits	(7 Student's First Name	Student's Last Name			Test Start Date	Date of Last Activity	Test	Appeal Status	AppealReason	lterns Answered

Figure 75: Appeals Record List with Appeal Status Shown

Create Req.														
Use this page to create test status events. move into -														
+ Select i	Select Request Type and Search													
Pp. Create]											1	ter search terms to filter searc	h Houlds G
Request	School e IRN e	ResultD o	SSID (7 digits)	Student's First (Name	Student's Lust s Name	Tent Opp # o	Test Sutus	Test Start Date	Date of Last Activity	Test	e Case Namber	6 Appeal Status	AppuaRousen	e Herrs Accevered 0
Re-open a test	99-995	2007430	9999042	Bromesh43	DemaKidd3	1	reported	2/11/2020 1:59:27 PM	2/11/2020 3.02-48 PM	UT-GEN-SUM-UD- MA-3	12425	Pending Approval	Test	55
												\sim		



How School-level Users Monitor Test Progress

The tasks available in the **Monitoring Test Progress** task menu for school-level users allow you to generate various reports that provide information about a test administration's progress.

The following reports are available for school-level users in TIDE:

- <u>Plan and Manage Testing Report</u>: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page (see Figure 75) or the *Participation Report by SSID* page.
- <u>Test Completion Rates Report</u>: Summarizes the number and percentage of students who have started or completed a test.
- <u>Test Status Code Report</u>: Displays all the participation codes for a test administration.

How school-level users view report of students' current test status

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.

- 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 76).
- 2. In the *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.

Figure 76: Plan and Manage Testing Page

- 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. You may select one, multiple, or all from this list.
- d. *Optional*: From the **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report.
 - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.
- 3. In the Search Students panel, select the parameters for whose information to include in your report:
 - a. *Optional*: Choose a teacher from the **Teacher** drop-down list.

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About the Teacher Drop-down List

The **Teacher** drop-down list includes all school-level users, such as teachers and the principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no class groups 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 **Teacher** 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 Test Administrator 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 be a different person.

- b. Optional: In the Student's Last Name field, enter a student's last name.
- c. Optional: In the Student's First Name field, enter a student's first name.
- d. Optional: In the SSID field, enter a SSID.
- e. Optional: From the Grade drop-down list, select a grade. You may select one, multiple, or all grades from this list.
- 4. In the *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}):
 - a. Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
 - b. Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
 - c. Search student(s) by {SSID/Name}: {SSID/Student Name}
 - d. Students whose current opportunity will expire {in/between} {number/range} days.
 - e. 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.
 - f. If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).
 - g. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- 5. Do one of the following:
 - a. To view the report on the page, select Generate Report.
 - b. To open the report in Microsoft Excel, select Export Report.

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For descriptions of the columns in this report, see Table 17 below.

Table 17: Columns in the Plan and Manage Testing Report

Attribute	Description			
Name	Student's legal name (Last Name, First Name).			
LEA Name	Name of the LEA associated with the record.			
School Name	Name of the school associated with the record.			
SSID	Student's Statewide Student Identifier number.			
Enrolled Grade	The grade in which a student is enrolled.			
Current LEP	Indicates whether the student is an English Language Learner.			
Test	Test name for this student record.			
Opportunity	The opportunity number for that student's specific record.			
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.			
Total Time Spent	The time it took a student to complete a test.			
Status	The status for that specific opportunity.			
Results ID	The unique identifier linked to the student's results for that specific opportunity.			
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has			
	resumed the opportunity after each pause, this column will show three restarts).			
	(This includes Restarts Within Grace Period—see below.)			
Restarts Within	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			
Grace Period	been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third			
	pause, this column shows two Restarts Within Grace Period).			
	A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a			
	test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.			
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.			
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and			
	reporting process.			
Expiration Date	The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the			
	tests will expire.			
	Benchmark Modules: 7 days			
	Interims: 14 days			
	Midyear Summatives: 21 days			
	Spring Summatives: 60 days			



How school-level users view report of students' current test status by student ID

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

Because the report lists testing opportunities, a student can appear more than once on the report.

- From the Monitoring Test Progress task menu on the TIDE dashboard, select Participation Search by SSID. The Participation Search by SSID page appears (see Figure 77).
- 2. Do one of the following:
 - To enter students' SSIDs, select Enter. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Figure 77:	Participation	Search by	SSID Page

rticipation Search by SSID						
Use this page to view participation reports for specified students. more into -						
Enter Upload						
- Enter SSID(s)						
Use # comma to separate multiple values.						
Generate Report						

- To upload SSIDs, select Upload. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs.
- 3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 78).

For descriptions of the columns in this report, see Table X on the previous page.

Figure 78: Plan and Manage Testing Report

Enter search terms to filter search results Q										
Name ¢	LEA Name _{\$}	School Name _{\$}	SSID	Enrolled Grade	Current LEP	Test ¢	Language	Opportunity	TA Name	SessionID
testA, demooo	USBE	DEMO SCHOOL 1	1111306	07		Interim: Math Grade 6	ENU	1	DemoUserA, STATE	UAT-E9EC- 3
testA, demooo	USBE	DEMO SCHOOL 1	1111471	04		Interim: Math Grade 4	ENU	1	LEA, Demo6	UAT-7E18-3



How school-level users view report of test completion rates

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

- 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 79), select the parameters for which tests to include in your report.
- To open the report in Microsoft Excel, select Export Report. Figure 80 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 18 below.

Figure 79: Test Completion Rates Search Fields

-	Report Criteria			
	Report Type:	School Test Completion F 🔻	Test	Interims •
	*LEA:	99 - USBE 🔻	Administration:	Fall 2019-2020 🔻
	*School:	All selected (6)	*Test Name:	All selected (15) 💌
			Export Report	

Figure 80: Test Completion Rate Report

Number of records found: 2								
Date				Total Student Started				
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 18: Columns in the Test Completion Rates Report

Column	Description			
Date	Date and time that the file was generated.			
Test	Test that is being reported.			
Administration	Administration that is being reported.			
Test Name Grade, test, and subject that are being reported.				
Opportunity	Test opportunity number that is being reported.			
Total Student Number of students with an active relationship to the school in TIDE.				
Total Student Started Number of students who have started the test.				
Total Student	tudent Number of students who have finished the test and submitted it for scoring.			
Completed				
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.			
LEA Name	The name of the reported LEA.			
LEA ID	The ID of the reported LEA.			
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.				



Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes.

Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in TIDE, that participation code persists until it is changed.

When participation codes are used, only one code can be selected. Participation codes are classified as "non-participation" or "participation." (A student is considered to have attempted a test after answering 6 questions or after responding with any non-blank character to a writing prompt.) For a listing of participation codes, see Table X on the following page.



Policy: Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your school. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student's participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE's **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the school by using this tab.

If you assign a non-participation code prior to testing, TIDE removes the student's eligibility and the student will not be able to start that specific test. In order for a student to take the test, you must remove the participation code in TIDE.

The participation and Test Status Code Reports only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated reports.

Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE.

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Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.

To view the participation code in TIDE:

- 1. Click either the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
- 3. Click **Search.** The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 81 below).

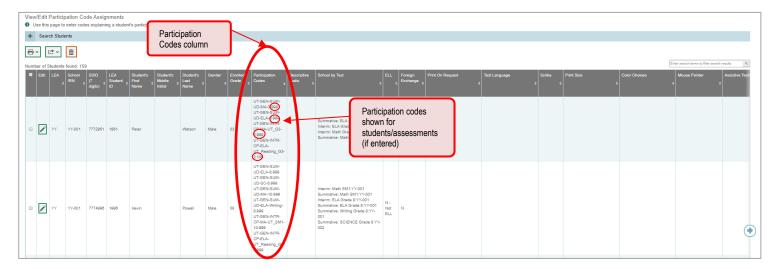


Figure 81: Participation Codes in TIDE

• Note: The code 999 (shown in Figure 81 above) indicates that a participation code had been assigned and was then removed. This is different from a blank participation code, which means that a participation code had never been assigned for that student's test.



If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section below.
- If the student is no longer eligible for the test and had attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had not attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer enrolled in the LEA, your LEA will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).
- If the student is no longer eligible for the test and had not attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data.
- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

Updating a Student's Participation Codes

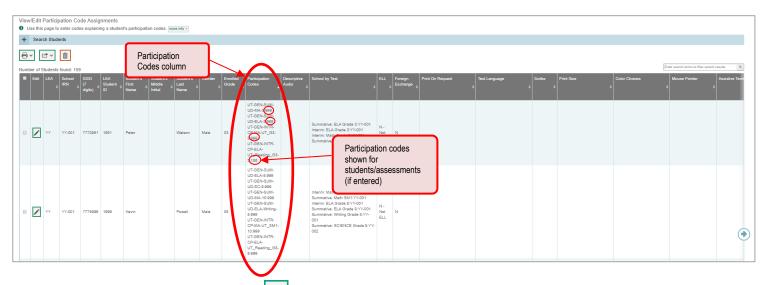
You can add or modify a student's participation codes as long as the student is enrolled in your school.

To update a student's participation codes:

- 1. Log in to TIDE, and click the *View/Edit Participation Codes* tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.
- 3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 82 on the following page).



Figure 82: Participation Codes in TIDE



- 4. In the list of retrieved students, select 🧪 for the student whose participation code you want to update.
- 5. The Edit Non-Participation Code page appears. In the *Participation Codes* section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 83).

Figure 83: Participation Codes in the Test Information Distribution Engine

dit Non-Participation Codes		2
Use this form to add or modify a student's participation codes. more into -		
5	Save	Cancel
- Student Information		
Student Information LEA: YY-Ubih Model District School: Yy-001 - Model Elementary School SSID (7 digits): 7772950 Students First Name: Benjamin Students Model Initia:		Student's Last Name: Oliver Gender: M Birth Date (MMDDY'YY'): 08121997 Enrolled Grade: 03
Participation Codes		
Participation Codes		
Interin- ELA Orade 3 No Participation Code • Interim- Main Orade 2 No Participation Code • Summative- ELA Orade 3 No Participation Code • Summative- Main Orade 3 No Participation Code •		
	Save	Cancel

6. Click **Save** when complete.

Table 19 on the following page lists the participation codes and their descriptions.



Table 19: Participation Codes and Their Descriptions

Participation Code	State	Federal	Description
101: Did Not Test	Countable for	Countable for	Student was enrolled at the school and eligible to test (with or without
	Participation only	Participation only	reasonable accommodations) but did not test.
103: EL First Year in U.S.	Not Countable	Not Countable	The student is an English learner (EL) and first enrolled in the U.S. on or
April 15 or Later			after April 15 of current school year. Student is not required to test,
			but testing is made available.
104: EL First Year in U.S.	Counted for	Counted for	The student is EL and first enrolled in the U.S. before April 15 of
Before April 15	Participation only	Participation only	current school year. Student must take ELA, Math, and Science.
205: EL in Second Year of	Counted in	Counted in	Student is EL and first enrolled in the
Enrollment	Participation and Growth	Participation and Growth	U.S. during the 2019-2020 school year. Student must take ELA, Math, and
	Glowth	and Growth	Science.
106: Student Refused to	Countable	Countable	Student refuses to start the assessment or refuses to complete at least six
Test			items of the assessment.
107: Excused for Health	Not Countable	Not Countable	Student is unable to test during the testing window due to an unanticipated
Emergency			health circumstance.
108: Course Instruction Not	Not Countable	Not Countable	Student will not complete the relevant course instruction during the current
Complete			academic year. Not available for Utah Aspire Plus.
109: Course Not Provided	Not Countable	Not Countable	Student did not take a course associated with the assessment (E.g.
			Student is assigned a test for a course they did not take at any time
			during the current school year).
110: Test Has Already Been Taken	Not Countable	Not Countable	Student has already taken the same assessment during a previous administration year.
111: USBE Excused – Approval Needed	Not Countable	Not Countable	Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances.
112: Student Transferred Before Testing Window	Not Countable	Not Countable	Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment.
200: Standard	Countable	Countable	Student took the assessment under normal circumstances.
Participation			
201: Accommodated	Countable	Countable	Student took the assessment with allowed accommodation(s).
202: Modified	Counted for	Counted for	Student took the assessment with non-allowed modifications which
	Participation only	Participation	interfere with the validity/reliability of the test.
		Only	interfere with the valuety/reliability of the test.
203: Invalidated	Not Countable	Not Countable	LEA determines that the test was spoiled or invalid (E.g. Student cheated;
			test administrator broke protocol).
204: Parental Exclusion*	Not Countable	Countable	A parent or guardian has requested in writing that the student be exempt
			from the assessment.
208: Test System Irregularity	Not Countable	Not Countable	
			The test event was interrupted by a system error without reasonable
			opportunity to reset or re-open the test.
			USBE Approval required.
209: Incorrect Course Code	Countable	Countable	An incorrect course code or grade was assigned, triggering an
Assigned			incorrect test. LEA correction of the course code is required.
			incorrect test. EEA correction of the course code is required.
*If the parental exclusion in	cludes benchmark mo	odules, set the Benc	hmark Parental Exclusion fields in TIDE found on the View/Edit Student page.
It is set by subject.			······································
 Benchmark Parental Exclusion 			

Benchmark Parental Exclusion	ELA		Mathematics		Science		Writing	
tudent Benchmark Parental Exclusion 💡	Yes	•	Yes	•	No	•	No	•



How school-level users view report of test status codes

The Test Status Code report displays all the non-participation codes for a test administration.

- 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 84), select search criteria for the test and administration.

Figure 84: Test Status Code Report Search Results

- Report Criteria	
Test Instrument: Interims V	Administration: Fall 2019-2020 🔻
	Generate Report Export Report

3. Do one of the following:

- To open the report in Microsoft Excel, select Export Report.
- To view the report on the page, select Generate Report. Note: due to the size of this report, it is recommended that users Export instead of Generate.

TIDE displays the tests and associated statuses and participation codes (see Figure 85).

For a description of the columns in this report, see Table 20 below.

Number of records found: 2							
	SSID	Test Name		Date Started	Special Code		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

Figure 85: Test Status Code Report

Table 20: Columns in the Test Status Code Report

Column	Description
Name	Student's name.
SSID	Student's Statewide Student Identifier number.
TestName	Test in which student did not participate.
TestStatus	Test's most recent status.
Date Started	Date student started the test.
Participation Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School	Name of school where student is enrolled.
Name	
Opportunity	Test opportunity number.
Result ID	Unique ID for the item result.
Session ID	Unique ID for the test session.
Test Expiration Date	Date the test expired.

For a description of each status that a test opportunity can have, see Table 21 on the following page.



Table 21: Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status
	will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
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 selecting 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 passed the quality assurance review and has been
	submitted to the ORS.
	Some items must be hand scored before they appear in ORS.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the
	test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS.
	Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.



How school-level users view test session status reports

School-level users can view school-level test session status reports for their school. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

 From the Monitoring Test Progress task menu on the TIDE dashboard, select Test Session Status Report. The Test Session Status Report page appears.

Figure	86:	Test	Session	Status	Report	Page

Test Session Status Report	
Use this page to view session reports for a school. mere into -	
- Session Report	
"LEA:	Select •
"School:	None selected 👻
	Generate Report

2. Select Generate Report.

3. A detailed report will appear after you complete step 2. For a description of the columns in this report, see Table 22 below.

Figure 87: Detailed Session Report

Market Mittelling Particular description Particular descrin Particular descrin
ADACH Anton Simple, bab, Albad O Albad
MARE 6 a form 6 with Mark 9 divide 0 divide 9 divide
COLD Constraint State (Lab) Classifier Display (Lab) State (Lab) Display
Older Directories Objectories Objectories <thobjectories< th=""></thobjectories<>
2012 Brue Henne Ander Halde 100 Brue Brue Brue Brue Brue Brue Brue Brue
MR133 LMR150 ∰ Interpret News 0.000.00 100 40 5 6 NETHO How Steel. NELMAR NELMAR 100 30 5 5
RETHO Resetures GasterNation STRAM 100 90 5 5
XIST40 Rule Causer Gaslett Male 306000 500 90 5 5

4. *Optional:* Select Expand All Sessions to expand all sessions containing multiple tests.

5. *Optional:* Select Collapse All Sessions to collapse all expanded sessions.

6. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics.

Figure 88: School Report Page with All Sessions Expanded

frool Name							
Espand All Sections	Collepse All Sections	IP includo inactive sossions					(
Seean ID	2 Paula Name	the last harts	2 Shell Inne of Dessen	2 Initial # of Machines and Initial	2 Inst Stated	ter Percel	6 Sed Conglebel
XXXR1234	Elen Ry21	Matapin Tonda	ECE AM	100	00		0
		2541 Whiteg and Language Sectors 1		25	ь	0	25
		341 Writing and Langauge Studion?		20	10 S	0	20
		5/8 Villing and Language Section 3		10	0	0	10
		S/T Vitting and Language Section 4		20	15	5	20
081235	Sun-Garrett	Grade 3 Math	POT AM	100	10	5	5
0031230	Busic Smile	Nurdpic Tools	SIGE AM	100	99	5	4
		S48 Vitting and Language Section 1		25	5	0	27
		Sidd Shiding and Enrypage Sectors 1		25	ь.	0	- 20
OR1227	Bropet Simpson	- Available Toolite	IS OF AM	100	00	5	0
		SAL Writing writtlanguage Sectors 1		25	5		20
		2543 Midleg and Langroupe Field on 1		.26	21	2	
081298	Bruce Harrison	Cradu 4 Math	SIGE AM	100	50	5	4
681333	Lara Lana	- Analyzie lineby	ACT AM	103	10	5	5
		248 Vinters and Language Station 1		25	80		22
		5/8 Vitting and Language Section 1		25	6	0	25
081242	Roso Ramson	Grade 5 Math	D152 AM	100	00	5	8
09/241	Kaba Gamer	Grade & Math	POT AM	103	10	5	

7. *Optional:* Select or refresh the list of available sessions. Data is refreshed in near real-time.

Table 22: Columns in the Detailed Session Report Page

Column	Description
Session ID	The Session ID to which the test is linked.
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Start Time of Session Start time of the session.	
Total # of Students in Test Total number of students testing in each school.	
Test Started	Number of students who have started their test.
Test Paused	Number of students who have paused their test.
Test Completed	Number of students who have completed their test.



Recommended process for managing summative participation during testing

As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular, users can use the following features found in the **Monitoring Test Progress** task menu on the TIDE dashboard.

- 8. Plan and Manage Testing
 - a. This report allows users to view, at any time, a list of students who have not started their tests or have not completed their tests.
 - The data in this report are generated in real-time.

Figure 89: Plan and Manage Testing Results Page

Plan and Manag																			
Use this page to	o view participatio	n report. more info +																	
+ Choose Wi	nat																		
+ Search Stu	dents																		
- Get Specifi	c																		
Note:The rep	ort for untested stu	ompleted Any op dents is limited to 100,000 ortunity in the selected	records.			e selected 🛛 🔻													
search stude	ent(s) by SSID V	: Enter up to 20 SSID	(s) separat	ed by commas															
students wh	ose current oppor	tunity will expire in	•		days.														
		SessionID V was Ses	sionID (onti	onal)	between	13/02/2020	and 03/02	2020	**										
		pecified, date range canno																	
											1								
								Generate Rep	oort	Export Report]								
[* v																			
Number of student	Is found: 21																		-
Enter search terms to fi	ter search results 9,																		=+ ∨
Name 🔶	LEA Name 🕴	School Name	SSID +	Enrolled Grade	Current ¢	Test \$	Language 🖕	Opportunity	TA ¢ Name	SessionID 👌	Total Time Spent	Status ¢	Results ID \$	Restarts 🖕	Restarts Within Grace Period	Date ¢ Started	Date Completed	Last Activity ¢	Expiration ¢ Date ¢
Oliver, Benjamin	Utah Model District	Model Elementary School	7772950	03		Summative: ELA Grade 3													
Watson, Peter	Utah Model District	Model Elementary School	7772951	03		Summative: ELA Grade 3													
Sanderson, Thomas	Utah Model District	Model Elementary School	7772952	03		Summative: ELA Grade 3													
Stewart, Rachel	Utah Model District	Model Elementary School	7772953	03		Summative: ELA Grade 3													
Short, Steven	Utah Model District	Model Elementary School	7772954	03		Summative: ELA Grade 3													
Churchill, Steven	Utah Model District	Model Elementary School	7772955	03		Summative: ELA Grade 3													

• For the steps to take to generate this report, see the "<u>How school-level users view report of students' current</u> <u>test status</u>" section on page 62 of this guide.

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- 9. Test Completion Rate Report
 - a. This report shows the number of students eligible (Total Student), number of students started (Total Student Started), number of students completed (Total Student Completed), and percentages.
 - The data in this report are generated by the system each night; the data is not generated in real-time.
 - b. It's recommended for users to view this report by school as they start their Summative test window.
 - The report provides a quick way to monitor progress in a user's school.

Figure 90: Test Completion Rate Report

Date	Test	Administration	Test Name	District Name	LEA ID	LEA NAME	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 3		YY	Utah Model District	1	21	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 4		YY	Utah Model District	1	20	1	0	5.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 5		YY	Utah Model District	1	20	8	8	40.00%	40.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 6		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 7		YY	Utah Model District	1	15	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 8		YY	Utah Model District	1	14	5	5	35.71%	35.71%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 3		YY	Utah Model District	1	21	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 4		YY	Utah Model District	1	20	10	10	50.00%	50.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 5		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 6		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 7		YY	Utah Model District	1	15	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 8		YY	Utah Model District	1	8	6	5	75.00%	62.50%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math SM1		YY	Utah Model District	1	6	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 4		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 5		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 6		YY	Utah Model District	1	20	1	1	5.00%	5.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 7		YY	Utah Model District	1	15	8	8	53.33%	53.33%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 8		YY	Utah Model District	1	14	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Writing Grade 5		YY	Utah Model District	1	20	5	5	25.00%	25.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Writing Grade 8		YY	Utah Model District	1	14	5	5	35.71%	35.71%

• For the steps to take to generate this report, see the "<u>How school-level users view report of test completion</u> <u>rates</u>" section on page 66 of this guide.

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- 10. Test Status Code Report
 - a. This is the one report that includes both test status and participation code with a record for every student and every test for which they're eligible.
 - Note: due to the size of this report, it is recommended that users Export instead of Generate. Generating the report can increase the amount of time it takes to load.
 - b. Once a user has downloaded the report, they can turn on filters when viewing it in Excel to control the view:
 - In Column D (Test Status),
 - a. Tests that are listed as completed can be filtered out.
 - b. For tests that are listed as paused, users should make sure the student responded to at least six items or entered one non-blank character if it is a writing test to ensure they count as participated.
 - In Column F (Participation Code),
 - a. Tests with participation codes already assigned can be filtered out.
 - Once these filters have been applied, users can see the students who need to finish or start their Summative test.
 - c. It's recommended that SAs begin to review this report regularly two weeks before their test window closes.
 - d. SAs should use the Test Status Code Report for <u>current students</u>; for students who have moved, your LEA assessment director should use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

Name 🔽	SSID 💌	TestName	 TestStatus 	🖌 Date Started 💌	Participation Code	耳 Assigned School ID 💌	Assigned School Name	 Opportunity
Test, Test	9810212	Summative: ELA Grade 3			Student Transferred Before Testing Window	99-995	DEMO SCHOOL 4	0
Last25, Test25	9980025	Summative: ELA Grade 3			Student Refuses to Test	99-998	DEMO SCHOOL 2	0
Last70, Test70	9980070	Summative: ELA Grade 3			Excused - Medical Emergency	99-999	DEMO SCHOOL 1	0
Last100, Test100	9980100	Summative: ELA Grade 3			Student Transferred Before Testing Window	99-998,99-995	DEMO SCHOOL 2, DEMO SCHOOL 4	0
DemoKid37, Bromesh37	9999036	Summative: ELA Grade 3			Student Refuses to Test	99-995	DEMO SCHOOL 4	0
DemoKid109, Bromesh109	9999108	Summative: ELA Grade 3			Absent - Did not take test	99-995	DEMO SCHOOL 4	0
DemoKid144, Bromesh144	9999143	Summative: SCIENCE Grade 8			Excused - Medical Emergency	99-999	DEMO SCHOOL 1	0
DemoKid962, Bromesh962	9999961	Summative: Math Grade 4			Student Transferred Before Testing Window	99-996	DEMO SCHOOL 3	0
DemoKid970, Bromesh970	9999969	Summative: SCIENCE Grade 6			Excused - Medical Emergency	99-996	DEMO SCHOOL 3	0
DemoKid978, Bromesh978	9999977	Summative: Writing Grade 8			Test Has Already Been Taken	99-996	DEMO SCHOOL 3	0

Figure 91: Test Code Status Report

 For the steps to take to generate this report, see the "<u>How school-level users view report of test status codes</u>" section on page 72 of this guide.

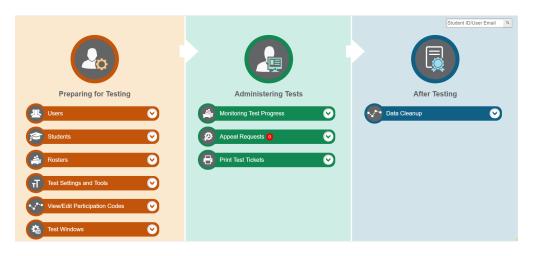
Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.



How LEA-level Users Perform Tasks in TIDE

The TIDE dashboard for LEA-level users has three sections (see Figure 92). These sections give tasks for LEA-level users to do **Before Testing**, **During Testing** and **After Testing**.

Figure 92: LEA-Level User TIDE Dashboard



LEA-level users can perform all of the tasks available in TIDE. Some of these tasks must be performed before testing begins; some must be performed during testing; and some must be performed after testing.

How LEA-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, LEA-level users must perform the following tasks in TIDE:

- Set up user accounts for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Review **student accounts**, uploaded nightly from UTREx, so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Review system-generated **rosters** so the Reporting System can display scores at the classroom, school, LEA, and state levels.
- If desired, set up customized **test windows** so the correct tests are available when you need them. This is highly recommended.

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How LEA-level Users Set Up User Accounts in TIDE

LEA-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

How LEA-level users add new user accounts one at a time

You can add users to TIDE one at time by following the steps below:

1. From the Users task menu, select Add Users. The Add Users page appears.

F	igure 93: Add User
Add Users	
Use this page to add users to assessment systems. me	re info •
Add/Edit My Account	
*Email Address:	
	+ Add user or add roles to user with this email

- In the *Email Address* field, enter the new user's email address and select +Add user or add roles to use with this email. Additional fields appear.
- 3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 94: Add User - Additional Fields

 Add/Edit My Acco 	unt			
19	st Name: Nicole		*Email Address: nrussell@ait.org	
10	st Name: Russell		TA Certified: O Yes @ No	
Phone	number		Cactus ID:	
 User Roles 				
TE	Utah	YY-Utah Model District	YY-001-Model Elementary School	â
LEA	Utah	YY-Utah Model District		8
"Role: - Select a role -	T Role.			8

- 4. From the **Role** drop-down, select a role. From the drop-down menus that appear, select an LEA, and school, if applicable.
- 5. Optional: To add multiple roles, select +Add More Roles and repeat step 4.
- 6. *Optional:* To delete a role, select in next to that role.
- 7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

How LEA-level users modify existing user accounts one a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up-to-date information. If the user's account does not include the most up-to-date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the Users task menu, select View/Edit/Export Users. The View/Edit/Export Users page appears.



2. Retrieve the individual user account you want to view, edit, export, or delete. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 95: View/Edit/Export Students

ew/Edit/Export Students		
Use this page to view, edit, or	export students. more info ·	
 Search Students 		
*LEA:	Select 🔻	Student's First Name:
"School:	None selected	Student's Middle Initial:
SSID (7 digits):		Student's Last Name:
LEA Student ID:		Enrolled Grade: None selected
 Advanced Search 		
Search Fields:	Select 🔻	Additional Criteria Chosen:
	Add	Remove All Remove Selected
		Search

- 3. In the list of retrieved user accounts, select 📝 for the user whose account you want to view or edit.
- 4. Modify the user's details as required, using Table 23 below.

Table 23: Fields in the View/Edit Users [User's Name] Page

Field	Description
First Name	User's first name.
Last Name	User's last name.
Phone Number	User's phone number.
Email Address*	Email address for logging in to TIDE.
Cactus ID	User's cactus ID.
User Roles*	User role(s). For an explanation of user roles, see User Role Permissions.
LEA*	LEA associated with the user.
School*	School associated with the user.

*Required field.

- 5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
- 6. *Optional:* To delete a role, select next to that role. You can also delete the user's entire account from the search results table.
- 7. Select Save.
- 8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.



How LEA-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload by following the steps below:

 From the Users task menu, select Upload Users. The Upload Users page appears where you can download a template file (see Figure 96).

Figure 96: Upload Users Page

Jpload Users			Download Templates V
	1. Upload 2. Pr	eview 3. Validate 4. Confirmation	
Use this page	e to unload a file of users	you want to add, modify, or delete. more into -	CSV
step 1: Upload		you want to add, mouny, or delete.	EXCEL
	10	Browse	
Choose File		Browse	
	story		
+ Upload Hi			
+ Upload Hi			

2. To fill out the template, use the information in Table 24 below.

Column	Description	Valid Values
First Name*	User's first name.	Up to 35 characters.
Last Name*	User's last name.	Up to 35 characters.
Email Address*	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.
LEA Number*	User's LEA number.	
School Number*	User's School Number.	
Phone Number	User's phone number.	Phone number in xxx-xxx-xxxx format.
		Extensions allowed.
Role*	User's role. For an explanation of user roles,	One of the following:
	see User Role Permissions.	LEA—LEA administrator.
		LRV—LEA Report Viewer.
		SA—School administrator.
		SRV—School Report Viewer.
		TE—Test administrator.
		PR—Proctor.
		Must be lower in the hierarchy than the user
		uploading the file.
Cactus ID	User's CACTUS ID.	
Action*	Indicates if this is an add, modify, or delete	One of the following:
	transaction.	Add—Add new user or edit existing user
		record.
		Delete—Remove existing user record.

Table 24: Columns in the User Upload File

*Required field.

 Once you've downloaded and filled out the template file, return to the upload screen, select
 Browse, locate the file on your computer, and upload it to TIDE. Select Next. The upload preview screen appears.

Figure 97: Upload Users Preview Page

	1. Upload 2. Preview	3. Validate 4. Confirmation							
Marify you uplo	aded the correct file. Click Next	If the values in the columns are	incorrect, try re-creating your upload file using	one of the available	templates from th	e previous Unload Users	0308		
Step 2: Preview	and the context life. Once next	. If the values in the columns are	inconces, by re-creating your upload the during	one of the transform	templates nom a	e previous opioud osers	page.		
		Last name	Email address	LEA ID	School ID	Phone number	Role	Cactus ID	Action
1	Sample FirstName1	Sample LastName1	sampleemailaddress1@air.org	99	555000	703-555-5555	TE	012345	Add
1	Sample FirstName1 Sample FirstName2	Sample LastName1 Sample LastName2	sampleemailaddress1@air.org sampleemailaddress2@air.org	99	555000 444000	703-555-5555 703-555-5555	TE TE	012345	Add Add



 Once you've verified the information on the preview screen, select Next again. The validation screen appears. Figure 98: Upload Users Validation Page

Upload Users	1. Upload 2. Preview 3.	Validate 4. Confirmation						Download Valida	tion Report
	1. optoso 2. Preview [validate4. Continuation							
Review the val	dation results, then click Continue	e with Upload. more into -							
Step 3: Validate			Legend: 🔺 Err	or: The file can be	uploaded, but this row will r	not be included. 💌 Warni	ng: This field	I is invalid, but the row	will be uploa
Row Number	First name	Last name	Email address	LEAID	School ID	Phone number	Role	Cactus ID	Action
	Sample FirstName1	Sample LastName1	sampleemailaddress1@air.org	00	A 555000	703-555-5555	TE	012345	Add
						703-555-5555	TE	123456	Add
2	Sample FirstName2	Sample LastName2	sampleemailaddress2@air.org	00	A 444000		16	120400	
2	Sample FirstName2 Sample FirstName3	Sample LastName2 Sample LastName3	sampleemailaddress2@air.org		A 444000 A 333000	703-555-5555	TE	234567	Add

- 5. The validation screen shows errors or warnings associated with your uploaded file. To revise the file before uploading, select **Upload Revised File**.
- 6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.
- 7. The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 99: Upload Users Confirmation Page

Upload Users		2. Preview	4. Confirmation	 	 	 	 	
Step 4: Confirmation	on							_
Results: 0 reco	rds are commi	tted.						
				Upload New File				_

How LEA-level Users Set Up Student Accounts in TIDE

How LEA-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available. Note: student information provided via UTREx upload cannot be modified.

a. From the Students task menu on the TIDE dashboard, select View/Edit/Export Students. The View/Edit/Export Students page appears. Fill out the given fields and hit Search.

Use this page to view, edit, or	export students. more info +	
Search Students		
*LEA:	Select 🔻	Student's First Name:
"School:	None selected	Student's Middle Initiat
SSID (7 digits):		Student's Last Name:
LEA Student ID:		Enrolled Grade: None selected
- Advanced Search		
Search Fields:	Select 🔻	Additional Criteria Chosen:
	Add	Remove All Remove Selected

Figure 100: View/Edit/Export Students



- b. In the list of retrieved students (see Figure 100), select for the student whose account you want to view. The *View/Edit Students: [Student's Name]* form appears (see Figure 101 below).
- c. Modify the student's record as required.
 - In the student information panel, modify the student's record, using Table 25 on the following page.

Figure 101: View/Edit/Export Students

				Students view, edit,		students. mo	re info +							
Ŀ	F.	Searc	ch Stude	nts										
N	If I v International statements from and 1887 International statements from another (s) International statements Internatinternatio													
				School IRN ¢	SSID (7 + digits)	LEA Student ‡ ID	Student's First ¢ Name	Student's Middle (Initial	Student's Last ¢ Name	Gender	Enrolled Grade ¢	Participation Code ¢	Descriptive Audio d	School by Test
	•	/	99	99-999	1111502	1111111502	demooo	testA	testA	Female	03			99010810010:99-

Student: Test105 Last105				
is form to modify a student's settings. more into	<u>.</u>			
		Save Cancel		
Student Information				
	LEA: 99 - USBE		"Student's Last Name: Last105]
	School: 99-999 - DEMO SCHOOL 1		*Gender. Female	
15	SSID (7 digits): 9580105		*Birth Date (MMDDYYYY): 10102010	1
LE	EA Student ID: 9580105		*Enrolled Grade: 05	
"Student	t's First Name: Test105		ELL: Yes No	
Student's	Middle Initial: M105			
			Foreign Exchange: III Y C N	
Student Participation				
Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	
udent Benchmark Parental Exclusion	ELA No	Mathematics	No V	Writing
	140		100	
Visual Assistance Tools				
Visual Assistance Tools	ELA	Mathematics	Science	Writing
Color Choices 🕖	Black on White 💌	Black on White 🔻	Black on White	Black on White 💌
Descriptive Audio 🕖	Off	Off	▼ INO	Vif Vi
Mouse Pointer 🚱	System Default	System Default	System Default	System Default
Streamlined Mode 🔞	OFF	OFF	OFF	OFF
N				
Presentation				
Presentation	ELA	Mathematics	Science	Writing
American Sign Language 🚱	OFF	0	0	0
Braille 🕖	OFF	OFF	OFF	OFF
Braille Type 🚱	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Print On Request 🔞	None	None	None	None
Print Size 🔞	1X *	1X •	1X •	[1X *
${\mathscr T}$ Integration with Assistive Technology				
Integration with Assistive Technology Assistive Technology	ELA	Mathematics	Science	Writing
Assistive recimology	OFF	OFF	OFF	OFF
Uther Accommodations				
Other Accommodations	ELA	Mathematics	Science	Writing
Calculator 6th grade 🕖	ela Ø	No *	No V	winting
	17.1	UT.		2
Scribe @	No	No	No	No

Figure 102: View/Edit Student Page



Table 25: Fields in the Student Information Panel

Field	Description
LEA	LEA number and name.
School IRN	School number.
SSID (7 digits)	Student's Statewide Student Identifier (SSID) within the enrolled LEA.
LEA Student ID	LEA ID number.
Student's First Name	Student's first name.
Student's Middle	Initial of student's middle name.
Initial	
Student's Last Name	Student's last name.
Gender	Student's gender.
Birth Date	Student's date of birth.
Enrolled Grade	Grade in which student is enrolled during the test administration.
Participation Codes	
Descriptive Audio	
School by Test	
ELL	Student's English Language Proficiency level.
Foreign Exchange	Student's foreign exchange status.

Note: all fields provided by USBE and cannot be modified.

How LEA-level users specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload. For additional information about Test Settings and Tools, please refer to the <u>Assistive Technology Manual</u>.

 From the Test Settings and Tools task menu on the TIDE dashboard, select View/Edit/Export Test Settings and Tools. The View/Edit/Export Test Settings and Tools page appears.

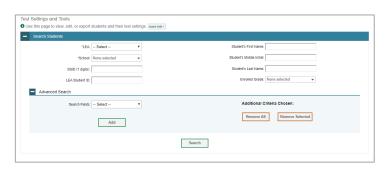


Figure 103: Test Settings and Tools Page

2. Retrieve the student accounts whose settings and tools you want by filling out the search fields and selecting Search.



 In the list of retrieved students, select for the student whose test settings and tools you want to edit. The *View/Edit Students:* [Student's Name] form appears (see Figure

103). Click to expand each section (see Figure 104 on the following page).

- a. Modify the student's record as required.
 - In the available test settings and tools panels, modify the student's test settings, using Table 26 on page 87. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student's test subjects. You can select different settings for each test subject, if necessary.

Figure 104: View/Edit Student Page



Figure 105: View/Edit Student Page

View/Edit Student: Test105 Last105				5
Use this form to modify a student's settings.	ore info. •			
Composition of the constraint of the constrai		Save Cancel		
ဂ္ဂ – Student Information				
Student Information Student Information Student Participation	LEA: 99 - USBE		"Student's Last Name: Last105	
ction:	School: 99-999 - DEMO SCHOOL 1		*Gender: Female	
0	*SSID (7 digits): 9580105		*Birth Date (MMDDYYYY): 10102010	1
0	LEA Student ID: 9580105		*Enrolled Grade: 05 V	-
ő	Student's First Name: Test105		ELL: Yes No	
5 s	tudent's Middle Initial: M105			
6 7 - Student Participation			Foreign Exchange: Y	
- Student Participation				
- Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathomatics	Science	Writing
Student Benchmark Parental Exclusion 2	No	No. 👻	No	No
			N	
Visual Assistance Tools			1	
Visual Assistance Tools Color Choices 🚱	ELA	Mathematics	Science	Writing
Descriptive Audio	Black on White	Black on White	Black on White	Black on White
	• NO	m	 ▼ 100 	• NO
Mouse Pointer @	System Default 🔻	System Default	System Default	System Default
Streamlined Mode 🖤	OFF	OFF	OFF	OFF
- Presentation				
Presentation	ELA	Mathematics	Science	Writing
American Sign Language 🔮	OFF	0	0	
Braille 🚱	OFF	OFF	OFF	OFF
Braille Type 🚱				
Print On Request		Not Applicable	Not Applicable	Not Applicable
Print Oil Nequest	None v	1X V	1X V	1X V
		iA .		
- 🍠 Integration with Assistive Technology	ý.			
Integration with Assistive Technology	ELA	Mathematics	Science	Writing
Assistive Technology 🔞	OFF	OFF	OFF	OFF
III Other Accommodations		·		
Other Accommodations Calculator 6th grade 3	ELA Ø	Mathematics	Science	Writing
Scribe @	No	No V	No ¥	No V
Visual Representation @				
visual representation 🥑	No	No	No	No



Table 26: Fields in the Test Settings and Tools Panels

Field	Description
Streamlined Mode	Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom
	and left to right.
Mouse Pointer	List of available Mouse Pointer sizes and colors.
Color Choices	List of available Color Choice settings.
Descriptive Audio	Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read.
Braille with Type	List of available braille settings (UEB or UEB with Nemeth) where available.
Print Size	List of available zoom levels.
Print on Request	List of available Print on Request settings.
American Sign Language	Toggles American Sign Language on or off.
Assistive Technology	Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved
	hardware or software with secure browser. USBE approval required.
Visual Representation	Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be
	used on all sections of the mathematics assessment if they are included in the student's IEP or 504.
Calculator 6 th grade	For students in grade 6, the use of a handheld calculation device or printable computation table is
	considered an accommodation and may be provided (based on need documented in the IEP) during
	the allowed segment of the assessment only.
Scribe	Students dictate their responses to a qualified person who records verbatim what they dictate. USBE
	approval required.

For additional information about Test Settings and Tools, please refer to the Assistive Technology Manual.

Changing a test setting in TIDE <u>after the test starts</u> does not update the student's test setting if the same test setting is available in the Test Administration Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

- 4. Select Save.
- 5. In the dialog box, select **Continue** to return to the list of student records.

How LEA-level users modify multiple student accounts all at once

If you have many students to edit all at once (for example, if you need to edit the test settings of multiple students at once), you can do so through file upload as shown below. Note: student information provided via UTREx upload cannot be modified.

- From the Students task menu on the TIDE dashboard, select Upload Student Settings. The Upload Student Settings page appears where you can download a template file (see Figure 106).
- 2. To fill out the template, use the information in Table X on the following page.

Upload Student Settings	Download Templates 🗸
1. Upload 2. Preview 3. Validate 4. Confirmation	Download remplates 🗸
	CSV
O Use this page to upload a file of students' test settings and tools you want to add or modify. more into -	EXCEL
Step 1: Upload File	
Choose File Browse	
+ Upload History	
Next	

Figure 106: Upload Student Settings Page



How LEA-level users upload student accommodations and test 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.

- 1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Student Settings**. The **Upload Student Settings and Tools** page appears where you can download a template file.
- 2. To fill out the template, use the information in Table 27 below.

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA Mathematics Science
Tool Name	Name of the tool or accommodation.	See Table 28 on the next page.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 28 on the next page.

Table 27: Columns in the Student Settings Upload File

*Required field.



Table 28: Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to	
American Sign	Availability of American Sign	Off	ELA	
Language	Language video.	On	ELA	
Braille		Off	ELA, Math,	
		On	Science, Writing	
Braille Type	Type of Braille in which test items are Not Applicable printed.		ELA, Math,	
	printed.	Contracted	Science, Writing	
Calculator 6 th Grade		No	Math	
		Yes		
Color Choices	Color of text and background for tests in indicated subject.	One of the available color schemes from the drop- down list.	ELA, Math, Science, Writing	
Descriptive Audio	Indicates student can listen to audio descriptions of interactive answer spaces in test questions.	One of the available descriptive audio settings from the drop- down list.	ELA, Math, Science, Writing	
Mouse Pointer		One of the available color and size combinations from the drop-down list.	ELA, Math, Science, Writing	
Assistive Technology	Assistive Technology setting for tests in	Off	ELA, Math,	
	the indicated subject. USBE approval required.	On	Science, Writing	
Print On Request	Student's print-on- demand (POD) None		ELA, Math,	
	accommodation for tests in the indicated subject.	Stimuli & Items	Science, Writing	
Print Size	Print-size accommodation for tests in the indicated subject.	One of the available magnification options from the drop-down list.	ELA, Math, Science, Writing	
Scribe	Student scribe setting for tests the	No	ELA, Math,	
	indicated subject.	Yes	Science, Writing	
Streamlined Mode	Streamlined mode setting for tests in	Off	ELA, Math,	
	the indicated subject.	On	Science, Writing	
Visual Representation	Manipulatives such as cubes, tiles, rods,	No	ELA, Math,	
	blocks, models, etc. USBE approval required.	Yes	Science, Writing	

Changing a test setting in TIDE <u>after the test starts</u> does not update the student's test setting if the same test setting is available in the Test Administration Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

For additional information about Test Settings and Tools, please refer to the Assistive Technology Manual.



- 3. Select Save.
- 4. In the dialog box, select **Continue** to return to the list of student records.

How LEA-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your LEA or school by a variety of demographics and accommodations.

 From the Students task menu on the TIDE dashboard, select Frequency Distribution Report. The Frequency Distribution Report page appears (see Figure 107). Figure 107: Fields in the Frequency Distribution Report Page

Use this pa	ge to generate a Fr	equency Distribution	Report. more inf	o •
Filters fo	or Report			
	*LEA:	99 - USBE	•	
	*School:	99-999 - DEMO SCH	V00 V	
	Enrolled Grade:	03 🔻		
Select E	Demographics			
1	Select Demographics:	Gender	•	

- 2. In the *Filters for Report* panel, select the report filters:
 - a. From the **School** drop-down list (if available), select a school. LEA-level users can retain the default for all schools within the LEA.
 - b. *Optional:* Select a specific grade or retain the default for all grades.
 - c. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
- Select Generate Report. TIDE displays the selected FDRs in grid format (see Figure 108).

Figure 108: Frequency Distribution Reports by Grade and Gender

I Grid 🖉	0
Gender	# of Records
Female	29879
Male	4227
Total	34108
Enrolled Grade	# of Records
00	2737
01	1084
02	1119
03	2187
04	1774
05	3569



- 4. Do one of the following:
 - To display the FDRs in tabular format, select **Grid**.
 - To display the FDRs in graphical format, select Graph.
 - To display the FDRs in both tabular and graphical format, select Grid & Graph.
 - To download a PDF file of the FDRs, select
 and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

How LEA-level Users Manage 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.

The UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called <u>system-defined</u> and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. <u>User-defined</u> rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment .

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health.



If additional user-defined rosters need to be created, 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 Reading, 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, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones20-21' and a secondary school roster may be named 'AikenPeriod3Eng9A20-21'.

You can only create rosters from students associated with your school or LEA.

How LEA-level users add new user-defined rosters one at a time

- From the Rosters task menu on the TIDE dashboard, select Add Rosters. The Add Rosters form appears (see Figure 109).
- 2. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting **Search**.

		Save Cancel	
 Search for Students to Add 	to the Roster		
*LEA:	99 - USBE 🔻	Student's First Name:	
"School:	99-999 - DEMO SCHOC V	Student's Middle Initial:	
SSID (7 digits):		Student's Last Name:	
LEA Student ID:		Enrolled Grade:	None selected
Advanced Search			

Figure 110: Add/Remove Students to Roster Panel: Current and Past Students

- 3. In the *Add/Remove Students to the Roster* panel (see Figure 110), 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. From the *Students To Display* field, select the students you wish to view in the *Available Students* list. The two options are:

 Add Subwers is so latered

 Stater is the set of the set o

- **Current Students**: Displays students who match your search criteria and are currently associated with the school.

Figure 109: Add Rosters Form



- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students To Display* field set to **Current and Past Students**, the student who has left the school will also be displayed.

When viewing current and past 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.

- d. To add students, in the list of available students do one of the following:
 - To move one student to the roster, select 🕂 for that student.
 - To move all the students in the Available Students list to the roster, select Add All.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🗙 for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 4. Select **Save**, and in the dialog box, select **Continue**.



How LEA-level users modify existing user-defined rosters one at a time

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- <u>User-defined Rosters</u>: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- <u>System-defined Rosters</u>: These are rosters that are imported into TIDE via UTREx and cannot be edited.
- You can modify existing rosters by performing the following steps:
- 1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears (see Figure 111).

Figure 111: Add Poster Form

View/Edit/Export Roster	
Use this page to view, edit, or delete rosters. more info ·	
Search for Rosters to Edit "LEA: Utah Model District - YY	"Roster Type: System Defined *
*School select a School 🔻	Teacher Name: -Select- V
	Search

- 2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.
- In the list of retrieved rosters, select for the roster whose details you want to view. The *View/Edit Roster* form appears (see Figure 112). This form is similar to the form used to add rosters.
- 4. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting **Search**.

Figure 112: View/Edit Roster Form

Edit/Export Roster	
se this form to modify the roster. more into -	
	Save
Search for Students to Add to the Roster	
SSID (7 digits):	Student's Middle Initiat
LEA Student ID:	Student's Last Name
Student's First Name:	Enrolled Grade: None selected
Advanced Search	
	Search
	annan Gan
Add Students to the Roster	
Add Students to the Roster	
"Roster Name: Nicoles Roster	
"Teacher Name: Russell, Nicole 🔹	
"Students to display: O Current Students ® Current and Past Stu	xdenta
Salar	I students from the "Available Students" list below to add to the roster:
Available Students (0)	subdems nom me wvariable subdems tak berow to app to the roster.



- 5. In the *Add/Remove Students to the Roster* panel Figure 113: Add/Remove Students to Roster Panel: Current and Past Students (see Figure 113), do the following:
 - a. In the *Roster Name* field, enter the roster name (if different from the one prepulated).
 - From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster (if different from the one pre-populated).
 - c. From the *Students To Display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

		Students	To Display: Current										
			Arailable Stude	Select Stud	lents from "Avail Search	able S	tudents	" List below	to add to		Students (0)	Quick Search	٩
	Add	Grade	Student Name	SSID	Left School			Remove	Grade	Student Nam	e SSID	Left Roster	
11	+	Grade 3	Washington, George	9990009010									
8	Ŧ	Grade 3	Adams, John	9990009019									
8	+	Grade 3	Jefferson, Thomas	9990009018									
	+	Grade 3	Madison, James	9990009017									
8	+	Grade 3	Monroe, James	9990009016	03/2013								
	+	Grade 3	Jackson, Andrew	9990009015	01/2016								
8	+	Grade 3	Harrison, William	9990009014									
0	Ŧ	Grade 3	Taylor, Zachary	99900090183									

- **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.
- **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which they were removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, they are listed in the *Available Students* list as a regular student. However, if they have left the school then their record will appear in the *Available Students* list with the date they left the school.
- d. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, select + for that student.
 - To move all the students in the *Available Students* list to the roster, select **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then select Add Selected.

			Available Stude	ents (8) Quici	cSearch	۹				Selected Stu	idents (5) Quick	Search
	Add	Grade	Student Name	SSID	Left School		F	emove	Grade	Student Name	SSID	Left Roste
11	٠	Grade 3	Washington, George	9990009010				×	Grade 3	Doe, Jane	9990009012	
	÷	Grade 3	Adams, John	9990009019				×	Grade 3	Doe, John	9990009011	06/2013
	+	Grade 3	Jefferson, Thomas	9990009018				×	Grade 3	Doe, Janet	9990009009	
	÷	Grade 3	Madison, James	9990009017				×	Grade 3	Doe, Jake	99900090108	
٥	+	Grade 3	Monroe, James	9990009016	03/2013			×	Grade 3	Potter, Harry	99900090100	03/2013
	+	Grade 3	Jackson, Andrew	9990009015	01/2016							
	+	Grade 3	Harrison, William	9990009014								
8	Ŧ	Grade 3	Taylor, Zachary	9990009018	3							

Figure 114: Modifying a Roster: Current and Past Students

- e. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, select 🗙 for the student.
 - To remove all the students from the roster, select **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.
- 6. Select **Save**, and in the affirmation dialog box select **Continue**.

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How LEA-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown below.

 From the Rosters task menu on the TIDE dashboard, select Upload Rosters. The Upload Rosters page appears where you can download a template file.

		F	gure 115: Upl	oad Roster	
Upload Rosters	>	>>			Download Templates 🗸
 Use this name to r 	1. Upload	2. Preview	3. Validate 4. Confirmation		CSV
Step 1: Upload File		1001010 you no	n to data of modify. Insteado		EXCEL
Choose File			Browse		

2. Fill out the template using Table 29 below.

Table 29: Columns in the User-Defined Roster Upload File

Column Name	Description	Valid Values
LEA Number*	LEA associated with the roster.	LEA ID that exists in TIDE. Up to 20
		characters.
School Number*	School associated with the roster.	School number that exists in TIDE. Up to 20
		characters. Must be associated with the LEA
		ID.
Email Address*	Email address of the teacher associated	Email address of a teacher existing in TIDE
	with the roster.	or the Reporting System.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the LEA.	Up to 30 alphanumeric characters.

*Required field.

 Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Once you've verified the information on the preview screen, select Next again. The validation screen appears.

Figure 116: Upload Roster Preview Page

Jpload Rosters	1. Upload 2. Pr	eview 3. Validate	4. Confirmation				
O Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, by re-creating your upload file using one of the available templates from the previous Upload Rosters page. So 2: Preview							
Row Number	District ID	School ID	Email address	Roster name	Student ID		
	District ID 000002	School ID 000003	Email address	Roster name Sample22	Student ID ZZ5457413		
			Email address				

Figure 117: Upload Roster Validation Page

1. Upload 2. Pres	view 3. Validate	4. Confirmation	C	ownload Validation Report			
Review the validation results, then click Continue with Upload. more into -							
Legend: 🛕	Error: The file can be uploa	aded, but this row will not be includ	led. 📜 Warning: This field is	invalid, but the row will be upload			
District ID	School ID	Email address	Roster name	Student ID			
000002	000003	A	Sample22	ZZ5457413			
000002	000003	A	Sample22	ZZ5456112			
000002	000003	A	Sample22	ZZ5457075			
	tion results, then click C Legend: District ID 000002 000002	tion results, then click Continue with Upload Legend A Error. The file can be uploa District ID School ID 000002 000003 000002 000003	ton results, then click Continue with Upload. more into - Legend Control Enter The file can be splaaded, bid this now will not be include Control Control Co	t Uptant 2 Prevent 3.Validate 4 Continuation			



- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.
- The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select Upload New File.

Jpload Rosters	>	>>>	>>>	
	1. Upload	2. Preview	3. Validate	4. Confirmation
Step 4: Confirmation				
Results: 0 record	s are committe	ed.		
				Upload New File

Figure 118: Upload Roster Confirmation Page

How LEA-level Users Manage Test Windows

Prior to the beginning of a school year, the Utah State Board of Education (USBE) establishes the State testing windows for each type of test. Individual LEAs can create customized testing windows, within the state-assigned dates, to control when tests are available in the TA interface for users to select. Creating customized testing windows is highly recommended.

How LEA-level users add new test windows one at a time

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

A 11 To 11 House

- From the Test Windows task menu on the TIDE dashboard, select Add Test Windows. The Add Test Windows form appears (see Figure 119).
- 2. In the *Test Window Information* panel, do the following:
 - a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Fig	jure 119: /	Add Test \	Nindows P	age

Use this page to add test windows. were into -	
	Save
- Test Window Information	
Window Name: example Window	"State: Utah - 000000 •
"EntityType: ® LEA © School	1.6A USBE - 99 •
	"Window Start Date: 11012819
	"Window End Date: 12022019 1
Select Tests	from "Available Test Family(ies)" List below to add to the Test Window
Available Test IDs (333)	Selected Test IDs (1)
Add Test IDs	A B Remove Test IDs
Benchmark Module: ELA Grade 3 - Editing A	
Benchmark Module: ELA Grade 3 - Editing B	

- b. Mark the type of entity for which you want to add a test window: **LEA** or **School**.
- c. From the **LEA** and **School** drop-down lists (as available), make selections for the LEA and school.
- d. In the *Window Start Date* and *Window End Date* fields, enter the test window's start and end dates.
- e. Select Add Test Window.



Figure 120: Add/Remove Tests Panel

- 3. In the *Add/Remove Tests* section (see Figure 120), do the following:
 - a. To add tests, from the list of available test IDs, do one of the following:
 - To move one test ID to the window, select + for that test.
 - To move all the test IDs in the *Available Tests* list to the window, select **Add All**.
 - To move selected tests to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Available Test IDs (325)						Selected Test IDs (4)
8	Add	Test IDs		E p	demov	o Test IDs
9	٠	Benchmark Module: ELA Grade 3 - Editing B		₿	×	Benchmark Module: ELA Grade 3 - Editing A
8	٠	Benchmark Module: ELA Grade 3 - Informational B				Benchmark Module: ELA Grade 3 - Informational A
8	Benchmark Module: ELA Grade 3 - Literature A				×	Benchmark Module: ELA Grade 3 - Listening A
9	٠	Benchmark Module: ELA Grade 3 - Literature B			×	Benchmark Module: Writing Grade 3 Informative A
9	٠	Benchmark Module: Writing Grade 3 Informative B				
в	٠	Benchmark Module: Writing Grade 3 Opinion A				
9	٠	Benchmark Module: Witting Grade 3 Opinion B				
9	٠	Braille Benchmark Module: ELA Grade 3 - Editing A				
Э	٠	Braille Banchmark Module: ELA Grade 3 - Informational A				
9	٠	Braille Benchmark Module: ELA Grade 3 - Listening A				
		Add All Add Selected				Remove All Remove Selected

- b. To remove test IDs, do one of the following in the list of test IDs in the window:
 - To remove one test ID from the window, select 🗙 for the test.
 - To remove all the test IDs from the window, select **Remove All**.
 - To remove selected test IDs from the window, mark the checkboxes for the test IDs you want to remove, then select **Remove Selected**.
- 4. Select **Save**, and in the affirmation dialog box select **Continue**.

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

How LEA-level users modify existing test windows one at a time

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

- 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 filling out the search criteria and selecting **Search**.



Figure 121: Fields in the Add Test Windows Page

Save Cancel

EntityType:

LEA

Scho

- In the list of retrieved test windows, select for the test window whose details you want to view. The *View/Edit/Export Test Windows* form appears. This form is similar to the form used to add test windows (see Figure 121).
- 4. *Optional*: In the *Test Window Information* panel, do the following:
 - a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Add Test II

- b. In the *Window Start Date* and *Window End Date* fields, enter the test window's new start and end dates.
- c. Select Add Test Window.
- 5. *Optional*: In the *Add/Remove Tests* section (see Figure 122), do the following:
 - a. To add test IDs, from the list of available tests, do one of the following:
 - To move one test ID to the window, select + for that test.
 - To move all the test IDs in the *Available Test Family(ies)* list to the window, select **Add All**.
 - To move selected test IDs to the window, mark the checkboxes for the tests you want to add, then select Add Selected.

	Available Test Family(ies) (4)	Selected Test Family(les) (2)			
Add	Test Family(les)	II F	Remov	e Test Family(ies)	
• •	Benchmark ELA Tests		×	Interim ELA Tests	
• •	Benchmark Math Tests		×	Interim Math Tests	
• •	Benchmark Science Tests				
•	Interim Science Tests				

- b. To remove test IDs, do one of the following in the list of test IDs in the window:
 - To remove one test ID from the window, select 🗙 for the test ID.
 - To remove all the test IDs from the window, select Remove All.
 - To remove selected test IDs from the window, mark the checkboxes for the test IDs you want to remove, then select **Remove Selected**.
- 6. Select **Save**, and in the affirmation dialog box select **Continue**.

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Figure 122: Add/Remove Tests Panel



How LEA-level users add or modify multiple test windows all at once

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.

- 1. From the **Test Windows** task menu on the TIDE dashboard, select **Upload Test Windows**. The **Upload Test Windows** page appears where you can download a template file.
- 2. Fill out the template using Table 30 below; update the template to reflect the desired window label, start dates, end dates and the correct list of test IDs.

Figure 123: Upload Test Window

Jpload Test Windows	1. Upload 2. Preview 3. Validate 4. Confirmation	Download Templates 🗸
Use this page to upload Step 1: Upload File	a file of test windows you want to add, modify, or delete. more info -	CSV EXCEL
Choose File	Browse	
+ Upload History		
	Next	

Table 30: Columns in the Test Windows Upload File

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window	One of the following:
	applies.	D—Window applies to LEAs.
		S—Window applies to schools.
INSTITUTIONIRN*	LEA's or school's ID.	For LEA-level windows, a LEA ID that exists in TIDE.
		For school-level windows, use DD-SS, where DD is the LEA 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 family included in the test window.	One of the available test families from the drop-down list in the template.
WINDOWSTARTDATE*	Date test window starts.	Timestamp in MM-DD-YYYY format.
WINDOWENDDATE*	Date test window ends.	Timestamp in MM-DD-YYYY format.
ACTION*	Indicates if this is an add, modify, or delete	One of the following:
	transaction.	Add—Add new window.
		Update—Edit an existing window.
		Delete—Remove existing window.

*Required field.



- Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.
- Once you've verified the information on the preview screen, select Next again. The validation screen appears.
- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.
- The confirmation page appears, confirming how many records have been committed as a result of your upload. To upload a new file, select Upload New File.

Figure 124: Upload Test Window Preview Page

1. Upload 2. Preview 3. Validate 4. Confirmation								
Step 2: Preview								
Row Number	InstitutionType	School ID	WindowName	Test Name	WindowStartDate	WindowEndDate	Action	
1	D	01	Spring Summatives	Summative	2010-11-01	2020-03-31	ADD	
2	D	8K	Spring Summatives	Summative	2019-12-10	2020-03-10	ADD	
	D	8B	Spring Summatives	Summative	2019-01-10	2020-00-01	ADD	

Figure 125: Upload Test Window Validation Page

Jpload Test Win	Idows >	2. Preview 3	Validate 4. Confirmation			Download Valid	lation Report	
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	InstitutionType	School ID	WindowName	Test Name	WindowStartDate	WindowEndDate	Action	
	InstitutionType D		_					

Figure 126: Upload Test Window Confirmation Page

Upload Test Windows	>>	\rightarrow	S						
	1. Upload	2. Preview	3. Validate	4. Confirmation					
Step 4: Confirmation	tep 4: Confirmation								
Results: 2 records are co	ommitted.								
				Upload New File					

How LEA-level Users Use TIDE during Test Administration

During testing, LEA-level users can perform the following tasks in TIDE:

- Optional: Print test tickets to help students log in to tests.
- Add, modify, upload and process appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How LEA-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test (see Figure 127).

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

Figure 127: Sample Test Ticket

 TEST TICKET

 BLOG, LOU

 SSID: 9990009231

 School: TRAINING SCHOOL 1 (999)

 GRADE: 03
 DOB: 10/22/1982



About Printing Test Tickets for Dual-Enrolled Students

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected LEAs and schools in which the student is enrolled.

The student can use any of the tickets to log in to the Test Delivery System (TDS). When verifying their information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

How LEA-level users print test tickets from student lists

- 1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
- 2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
- 3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
- 4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
- 5. Select and then select the appropriate action:
 - To print test tickets for selected students, select My Selected Test Tickets.
 - To print test tickets for all retrieved students, select **All Test Tickets**.
- In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 128), verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select Print.

Your browser downloads the generated PDF.



Print Cancel	
	Choose a Test Ticket layout:
Print Options	■ 5x2 ◎ 3x2 ◎ 2x2 ◎ 1x1
Contract Tickets	
PreID Labels	1 2
Student Settings and Tools	3 4



How LEA-level users print test tickets from roster lists

- 1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The *View/Edit Rosters* page appears.
- 2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.
- 3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
- 4. 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 tickets for all retrieved rosters.

When printing multiple class groups, the total number of students included in the class groups should not exceed 1000.

- 5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 129).
- 6. Verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select Print.

Your browser downloads the generated PDF.

Print Cancel		hoose a Test T	1-1-414	
Print Options				
r nin opiono	🧐 5 x 2	© 3×2	© 2×2	© 1x1
Test Tickets				
PreID Labels	1			2
Student Settings and Tools				
	3			4

Figure 129: Layout Model for Test Tickets



How LEA-level Users Manage Appeal Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported in NextGen Reporting System.

Appeal requests are a way of interrupting this normal flow. A student may need to get back into a segment they incorrectly exited or have a grace period extension if they had to pause their test and didn't have time to review. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

List of Appeal Request Types

Reset and revert appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity Table 31 lists the types of appeals.

Туре	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test). You can submit these appeal requests until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This appeal request is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened segment.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:
	• If resuming the test within 20 minutes, student can review previously answered questions.
	 Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions— student can only work on unanswered questions. Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal
	pause rules apply to this opportunity.

Table 31: Types of Appeals

For a list of appeal request statuses, see Table 32 on the following page.



Table 32: List of Appeal Request Statuses

Appeal Request Status	Description of Status	
Error Occurred	An error occurred while the appeal request was being processed.	
Pending Approval	Appeal request is pending approval.	
Processed	Appeal request was successfully processed and the test opportunity has been updated.	
Rejected	Another user rejected the appeal request.	
Rejected by System	Test Delivery System was unable to process the appeal request.	
Requires Resubmission	Appeal request must be resubmitted.	
Retracted	Originator retracted the appeal request.	
Submitted for Processing	Appeal request submitted to Test Delivery System for processing.	

For a list of available appeal requests by test status, see Table 33 below.

Table 33: List of Appeal Requests by Test Status

	lidate a test	et a test	pen a test	pen Previous Test nent	e Period Extension
Approved		\checkmark			
Completed	\checkmark	\checkmark	\checkmark		
Denied	✓	\checkmark		\checkmark	✓
Expired	✓	\checkmark	✓		
Paused	✓	\checkmark		\checkmark	✓
Pending		\checkmark			
Processing		\checkmark			
Reported	✓	\checkmark	✓		
Review		\checkmark			
Scored	\checkmark	\checkmark	\checkmark		
Started		\checkmark			
Submitted	\checkmark	\checkmark	\checkmark		
Suspended		\checkmark			
Invalidated		\checkmark	✓		

How LEA-level users add new appeal requests one at a time

You can create an appeal request for a given test result.

- 1. Retrieve the result for which you want to create Figure 130: Selection Fields in the Create Appeal Requests Page an appeal request by doing the following:
 - a. From the Appeal Requests task menu on the TIDE dashboard, select Create Appeal Requests. The Create Appeal Requests page appears (see Figure 130).

Create Requests 0 Use this page to create test status events. more into -	
 Select Request Type and Search 	
Mequest Type: © Recet a Tast () ® Invalidate a Tast () P Recepta tast () © Grade Revol Enterson () © Recept tast segment ()	*Search Student Byr (SSID (7 digits) ▼ *SSID (7 digits)
	Search

b. Select a request type.



- c. From the drop-down lists and in the text field, enter search criteria.
- d. Select **Search**. TIDE displays the found results at the bottom of the *Create Appeal Requests* page (see Figure 131).
- 2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.
- 3. From the **Select a reason from the list** dropdown, select a reason for creating the appeal request. The reasons may vary based on the appeal request type.

Figure 131: Retrieved Test Results

=	Create							
umt	per of record	rds found: 4						
1								Test Status
V	832	99-999	Smith	Tim	992421311	SAGE-Biology- Science- 7-summative	1	Submitted
	832	99-999	Brown	Patricia	992421525	SAGE-Biology- Science- 8-summative	1	Submitted
E	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology- Science- 10-summative	1	Submitted

- 4. Enter a reason for the request in the window that pops up.
- 5. Select **Submit**. TIDE displays a confirmation message.

How LEA-level users approve or modify existing appeal requests one at a time

You can view, approve, reject, retract, and export existing appeal requests.

 From the Appeal Requests task menu on the TIDE dashboard, select View/Approve/Export Appeal Requests. The View/Export Appeal Requests page appears (see Figure 132). Figure 132: Selection Fields in the View/Export Appeal Requests Page

Appeal Information		
Choose a Request Type	Choose a Request Status	Additional Request Criteria
Request Type: 🗉 All 🚱	Request Status: 🗎 All 🚱	Session ID:
Reset a Test Ø	Submitted for Processing	film for All
Invalidate a Test 0	Processed 🔞	Fiber by: All 🔻
Re-open a test	Error Occurred 🚱	
Orace Period Extension	Rejected by System ⁽¹⁾	
Re-open test segment 🔞	Requires Resubmission @	
	Pending Approval Ø	
	Rejected	

 Retrieve the appeal requests you want to view by filling out the search criteria and selecting Search. Figure 133 shows retrieved appeal requests. Figure 133: Retrieved Appeal Requests

0	Prepar	ing for Testing	🙆 Adı	ministering Te	sts						Student ID/Use	er Email Q
Monit	oring Test Pr	ogress 🗸 🗸	Appeals 🔞	✓ Print T	est Tickets 🗸							
Appr	ove Requ	iests										
0 U	se this pag	e to approve	, reject, or	retract reque	ests. more info	-						
+	Appeal In	formation										
12 Numt		Process	2							Enter search terms t	io filter search resi	uts Q
•	Number	Reject Retract	School IRN \$	ResultID	SSID (7 digits)	Student's First ¢ Name	Student's Last Name 🗘	Segments ¢	Request Status	¢ Request ¢ Date ¢	Additional Comments	Test
۲	4937	Invalidate a Test	99-999	2000033		Cwqn	EbNf		Pending Approval 🗭	04/26/2017 3:36 PM		SAGE-W
	5684	Invalidate a Test	99-999	2000054	9990009240	Lou	Blog		Pending Approval 🗭	08/08/2017 1:19 PM		SAGE-MB- Information Reading-4

- 3. *Optional:* Review the initiator's reason for the appeal request by selecting 💭 in the Request Status column.
- 4. To approve appeals, select the appeal to be approved and click the **Process** button when ready. Please note that this is a two-step procedure. To complete the appeal, the requests must be reviewed and processed.

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How LEA-level users add or modify multiple appeal requests all at once

If you have many appeal requests 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.

1. From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The **Upload Appeals** page appears where you can download a template file.

Figure 134: Upload Appeals Page

Jpload Requests		\rightarrow				Download Templates V
	1. Upload	2. Preview	3. Validate	4. Commit	5. Confirmation	
Use this page to up	load a file of te	st status event	S more info +			CSV
Step 1: Upload File						EXCEL
Choose File			Browse			
01100001110						
+ Upload History						
				P	Vext	

2. Fill out the template using Table 34 below.

Table 34: Columns in the Appeal Request Upload File

Column Name	Description	Valid Values
Туре*	Type of appeal request.	One of the following:
		Invalidate a test
		Reset a Test
		Re-open a test
		Grace Period Extension
		Re-open test segment
SearchType*	Student field to search.	One of the following:
		Result ID
		SSID
		Session ID
SearchValue*	Search value corresponding to the search	Up to 1,000 alphanumeric characters. The
	type.	value must exist in TDS or TIDE. For
		example, specifying a result ID of 123456
		requires that this result ID exist in TDS.
Reason*	Reason for creating appeal request.	Up to 1,000 alphanumeric characters.

*Required field.

 Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 135: Upload Appeals Preview Page

	1. Upload 2. Preview 3	. Validate 4. Commit	5. Confirmation	
Verify you uploade	d the correct file. Click Next. If the	values in the columns are	incorrect, try re-creating your up	ioad file using one of the available templa
rom the previous Uplo Step 2: Preview	oad Test Status Event page.			
	ad Test Status Event page.	Search Type	Search value	Reason



- Once you've verified the information on the preview screen, select Next again. The validation screen appears.
- 5. The validation screen shows errors or warnings associated with your uploaded file.
- To continue with the upload despite these errors or warnings, select Continue with Upload. The selected file will be uploaded, but the rows with errors will not be included.
- The commit page appears, showing how many records will be committed based on your upload file.
- 8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File.**
- Appeals submitted need to be approved and processed by you, the LEA. Any pending appeal(s) you submitted will be shown when you search for them, with "Pending Approval" listed in the **Approval Status** column (see Figure 138). Once an appeal is approved, it will no longer be shown when you search for it.

Figure 136: Upload Appeals Validation Page



Figure 137: Upload Appeals Committ Page

Ipload Invalidatio	1. Uol	2. Preview 3.	Validate 4. Co	5. Confirma	ation						
tep 4: Commit											
Request School Type IRN	ResultID S	Student's First Name			Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	AppealReason	lterns Answered

Figure 138: Appeals Record List with Appeal Status Shown

Create Requ	nets													
Use this pa		lest status e	wents, more info											
+ Select P	lequest Type	and Search												
IF. Create														
Number of reco													Enter search terms to litter	
Request .	nds found: 1 Scheel o	ResultD a	558D (7 ; digits) ;	Student's First Name	Student's Last Name	o Test Opp # o	Test Status	Test Start Date	Date of Last Activity =	Test	Case Number	o Appeol Status	_	search results 4, soft 0 Beaus Antoworld 0
	School .	ResultID a	558D (7 digits) 99990-42	Stadent's First Name Bromssh43		•	Test Status reported	Test Start Date 2/11/2020 1 59:27 PM	Date of Last Activity 2011/2020 3:02:48 PM	Test UT-GEN-SLM-LID- MA-3	Case Number 12425			on terrs



How LEA-level Users Monitor 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:

- <u>Plan and Manage Testing Report</u>: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page or the *Participation Report by SSID* page.
- <u>Test Completion Rates Report</u>: Summarizes the number and percentage of students who have started or completed a test.
- <u>Test Status Code Report</u>: Displays all the participation codes for a test administration.

How LEA-level users view report of students' current test status

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.

- 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 139).
- 2. In the *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.

Choose What		
	Test: #e0 2015-2020 *	"Sex Name [28 selected (16)
	Administration: Infantes T	
- Search Students		
	-LEA 00.USBE V	Ender's Try Name
	*Genesi 99-999 - DEMO SCHOOL 1	Dudenta Mode Intel
		Thuberts Las. Name
	Teacher 46-	Envired Oracle. Name International
	880 (f ega)	
	LEA Sudert ID	
Advanced Search		
	Search Fields - Select -	Additional Cititria Cite
	Search Factor = 54962 - •	
	Add	Ennove All Element 5
	Print	
Orit Specific		
Out Specific		
* students who have * completed *	· opportunity in the selected administration	
students on their epportunity in the se	lected administration, and have a status of Incoe selected	
search studentis) by [3310 • : [Lineroj	to 20 (CIEC(s) separated by comman	
students whose current opportunity will expire	in • days.	
students whose most recent Session() +	vas (SessionID (optional) between (68/21/2019 🖾 and	00/21/2019 Decided 15 days

Figure 139: Plan and Manage Testing Page

- 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. You may select one, multiple, or all from this list.
- d. *Optional*: From the **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report.
 - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.
- 3. In the *Search Students* panel, select the parameters for whose information to include in your report:
 - a. From the **LEA** drop-down list, select an LEA if applicable.

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- b. From the School drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected LEA has 20 or less schools. For LEAs that have more than 20 schools, the Select all option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.
- c. Optional: If a single school was selected, choose a teacher from the Teacher drop-down list.

About the Teacher Drop-down List

The **Teacher** 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 **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no class groups 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 **Teacher** 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 Test Administrator 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 be a different person.

- d. Optional: In the Student's Last Name field, enter a student's last name.
- e. Optional: In the Student's First Name field, enter a student's first name.
- f. Optional: In the SSID field, enter a SSID.
- g. Optional: From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
- 4. In the *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}):
 - a. Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
 - b. Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
 - c. Search student(s) by {SSID/Name}: {SSID/Student Name}
 - d. Students whose current opportunity will expire {in/between} {number/range} days.
 - e. 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.
 - f. If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).



- g. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- 5. Do one of the following:
 - a. To view the report on the page, select Generate Report.
 - b. To open the report in Microsoft Excel, select Export Report.

For descriptions of the columns in this report, see Table 35 below.

Table 35: Columns in the Plan and Manage Testing Report

Attribute	Description				
Name	Student's legal name (Last Name, First Name).				
LEA Name	Name of the LEA associated with the record.				
School Name	Name of the school associated with the record.				
SSID	Student's Statewide Student Identifier number.				
Enrolled Grade	The grade in which a student is enrolled.				
Current LEP	Indicates whether the student is an English Language Learner.				
Test	Test name for this student record.				
Opportunity	The opportunity number for that student's specific record.				
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.				
Total Time Spent	The time it took a student to complete a test.				
Status	The status for that specific opportunity.				
Results ID	The unique identifier linked to the student's results for that specific opportunity.				
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed				
	the opportunity after each pause, this column will show three restarts).				
	(This includes Restarts Within Grace Period—see below.)				
Restarts Within	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				
Grace Period	been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause,				
	this column shows two Restarts Within Grace Period).				
	A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test				
	is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.				
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.				
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting				
	process.				
Expiration Date	The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the				
	tests will expire.				
	Benchmark Modules: 7 days				
	Interims: 14 days				
	Fall Summatives: 21 days				
	Spring Summatives: 60 days				



How LEA-level users view report of students' current test status by student ID

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

Because the report lists testing opportunities, a student can appear more than once on the report.

- From the Monitoring Test Progress task menu on the TIDE dashboard, select Participation Search by SSID. The Participation Search by SSID page appears (see Figure 140).
- 2. Do one of the following:
 - To enter students' SSIDs, select Enter. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Use this page to view	Participation Search by SSID Use this page to view participation reports for specified students. maw into -							
 Enter SSID(s) 								
	Uur a comma to separate multiple values.							
	Generate Report							

- To upload SSIDs, select **Upload**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs.
- 3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 141).

For descriptions of the columns in this report, see Table X on the previous page.

Figure 141: Plan and Manage Testing Report

Enter search terms to filter search results Q.										
Name ¢	LEA Name _{\$}	School Name	SSID ÷	Enrolled Grade 🖕	Current LEP	Test	Language	Opportunity	TA Name	SessionID
testA, democo	USBE	DEMO SCHOOL 1	1111306	07		Interim: Math Grade 6	ENU	1	DemoUserA, STATE	UAT-E9EC- 3
testA, democo	USBE	DEMO SCHOOL 1	1111471	04		Interim: Math Grade 4	ENU	1	LEA, Demo6	UAT-7E18-3



How LEA-level users view report of test completion rates

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

- 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 142), select the parameters for which tests to include in your report.
- To open the report in Microsoft Excel, select Export Report. Figure 143 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 36 below.

Figure 142: Test Completion Rates Search Fields

 Report Criteria 						
	Report Type:	School Test Comple	ition F 🔻	Tes	Interims 🔻	
	"LEA:	99 - USBE	•	Administration	Fall 2019-2020 🔻	
	"School:	All selected (6)	Ŧ	"Test Name	All selected (15)	٣
				Export Report		

Figure 143: Test Completion Rate Report

Number of records found: 2							
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 36: Columns in the Test Completion Rates Report

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



Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes.

Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in the Test Information Distribution Engine (TIDE), that participation code persists until it is changed.

When participation codes are used, only one code can be selected. Participation codes are classified as "non-participation" or "participation." (A student is considered to have attempted a test after answering 6 questions or after responding with any text to a writing prompt.) For a listing of participation codes, see Table X on the following page.



Policy: Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your LEA or school. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student's participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE's **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the LEA or school by using this tab.

If you assign a non-participation code prior to testing, TIDE removes the student's eligibility and the student will not be able to start that specific test. In order for a student to take the test, you must remove the participation code in TIDE.

The participation and Test Status Code Reports only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated reports.



Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE.

Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.

To view the participation code in TIDE:

- 1. Click either the *View/Edit/Export Students* tab or the *View/Edit Participation Codes* tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
- 3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 144 below).

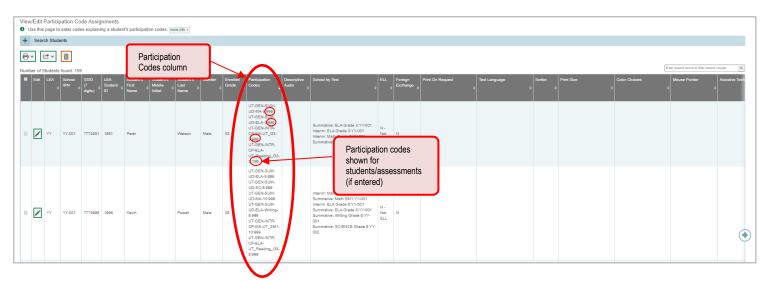


Figure 144: Participation Codes in TIDE

• Note: The code 999 (shown in Figure 144 above) indicates that a participation code had been assigned and was then removed. This is different from a blank participation code, which means that a participation code had never been assigned for that student's test.



If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had not attempted the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer enrolled in the LEA, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "<u>How LEA-level users use</u> <u>Discrepancy Resolution for cleanup</u>" section on page 126.

If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the *View/Edit Participation Codes* tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "<u>How</u> <u>LEA-level users use Discrepancy Resolution for cleanup</u>" section on page 126.
- If the student is no longer eligible for the test and had not attempted the test, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section on page 126.
- If the student is no longer enrolled in the LEA, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "<u>How LEA-level users use</u> <u>Discrepancy Resolution for cleanup</u>" section on page 126.



Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.



Updating a Student's Participation Codes

You can add or modify a student's participation codes as long as the student is enrolled in your school or LEA.

To update a student's participation codes:

- 1. Log in to TIDE, and click the *View/Edit Participation Codes* tab.
- 2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
- 3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 145).

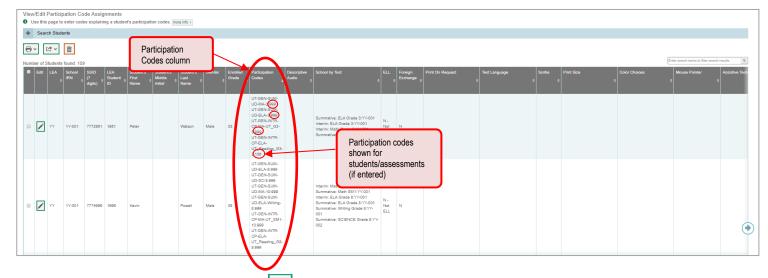


Figure 145: Participation Codes in TIDE

- 4. In the list of retrieved students, select 🖍 for the student whose participation code you want to update.
- 5. The **Edit Non-Participation Code** page appears. In the *Participation Codes* section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 146).

Figure 146: Participation Codes in the Test Information Distribution Engine

Edit Non-Participation Codes	
Use this form to add or modify a student's participation codes. more into -	
Student Information If An VY The Model District	Save
- Student Information	
LEA: YY - Utah Model District School: YY-001 - Model Elementary School School: Y0-001 - Model Elementary School Still of digits; 777250 Student's First Name: Benjamin Student's Model Initial:	Students Last Hame: Oliver Gender: M Binh Dale (MMDDYYY): 08121997 Enrolled Grade: 03
Participation Codes	
Participation Codes	
Interim- ELA Grade 3 No Participation Code Interim- Mark Grade 3 No Participation Code Summative- ELA Grade 3 No Participation Code	
Summative- Math Grade 3: No Participation Code	
	Save

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6. Click **Save** when complete.

Table 37 below lists the participation codes and their descriptions.

Table 37: Participation Codes and Their Descriptions

Participation Code	State	Federal	Description
101: Did Not Test	Countable for Participation only	Countable for Participation only	Student was enrolled at the school and eligible to test (with or without reasonable accommodations) but did not test.
103: EL First Year in U.S. April 15 or Later	Not Countable	Not Countable	The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available.
104: EL First Year in U.S. Before April 15	Counted for Participation only	Counted for Participation only	The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science.
205: EL in Second Year of Enrollment	Counted in Participation and Growth	Counted in Participation and Growth	Student is EL and first enrolled in the U.S. during the 2017-2018 school year. Student must take ELA, Math, and Science.
106: Student Refused to Test	Countable	Countable	Student refuses to start the assessment or refuses to complete at least six items of the assessment.
107: Excused for Health Emergency	Not Countable	Not Countable	Student is unable to test during the testing window due to an unanticipated health circumstance.
108: Course Instruction Not Complete	Not Countable	Not Countable	Student will not complete the relevant course instruction during the current academic year. Not available for Utah Aspire Plus.
109: Course Not Provided	Not Countable	Not Countable	Student did not take a course associated with the assessment (E.g. Student is assigned a test for a course they did not take at any time during the current school year).
110: Test Has Already Been Taken	Not Countable	Not Countable	Student has already taken the same assessment during a previous administration year.
111: USBE Excused – Approval Needed	Not Countable	Not Countable	Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances.
112: Student Transferred Before Testing Window	Not Countable	Not Countable	Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment.
200: Standard Participation	Countable	Countable	Student took the assessment under normal circumstances.
201: Accommodated	Countable	Countable	Student took the assessment with allowed accommodation(s).
202: Modified	Counted for Participation only	Counted for Participation Only	Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test.
203: Invalidated	Not Countable	Not Countable	LEA determines that the test was spoiled or invalid (E.g. Student cheated; test administrator broke protocol).
204: Parental Exclusion*	Not Countable	Countable	A parent or guardian has requested in writing that the student be exempt from the assessment.
208: Test System Irregularity	Not Countable	Not Countable	The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test.
209: Incorrect Course Code Assigned	Countable	Countable	USBE Approval required. An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required.

*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.

- Benchmark Parental Exclusion				
Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Student Benchmark Parental Exclusion 🔗	Yes 💌	Yes 💌	No	No

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How LEA-level users view report of test status codes

The Test Status Code report displays all the non-participation codes for a test administration.

- 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 147), select search criteria for the test and administration.
- Figure 147: Test Status Code Report Search Results

-	Report Criteria		
	Test Instrument: Interims V	Ad	dministration: Fall 2019-2020 V
		Generate Report Export Report	

- 3. Do one of the following:
 - To open the report in Microsoft Excel, select
 Export Report.
 - To view the report on the page, select Generate Report. Note: due to the size of this report, it is recommended that users Export instead of Generate.

TIDE displays the tests and associated statuses and participation codes (see Figure 148).

For a description of the columns in this report, see Table 38 below.

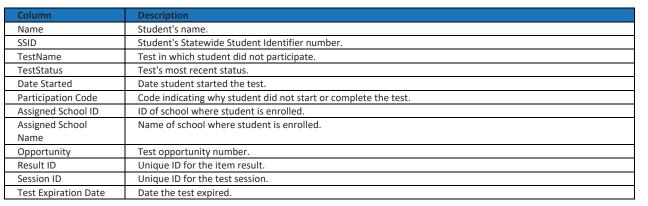


Table 38: Columns in the Test Status Code Report

For a description of each status that a test opportunity can have, see Table 39 on the following page.

Figure 148: Test Status Code Report

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 39: Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status
	will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
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 selecting 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 passed the quality assurance review and has been
	submitted to the ORS.
	Some items must be hand scored before they appear in ORS.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the
	test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS.
	Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.



How LEA-level users view test session status reports

LEA -level users can view status reports of active and inactive test sessions happening in their LEA. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

LEA -level users can also view school-level test session status reports for each school in their LEA. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

 From the Monitoring Test Progress task menu on the TIDE dashboard, select Test Session Status Report. The Test Session Status Report page appears.

-	
Test Session Status Report	
Use this page to view session reports for a school. more into -	
- Session Report	
'LEA:	Select 🔻
"Schoot I	None selected 👻
	Generate Report

Figure 149: Test Session Status Report Page

- 2. From the **LEA** drop-down list, select an LEA.
- 3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your LEA, select **All Schools**.
- 4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.
- If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see Table 40 on the following page.

Figure 150: Summary Session Report

icholis	Total # of Students in Test	Test Started	Tist Pased	Tost Completed
Ocerwater Economiany School (K218882148324)	100	50	9	5
Spring Dementary School (4233002148395)	110	10	.5	ь
Jackson's Public School 803 (02 1266680324)	100	209	ь	
Blanton College Preparatory School (CD13588304)	100	10	0	0
International Bouties Charter High School (098368354)	100	50	0	5

 Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see Table 41 on the following page.

Figure 151: Detailed Session Report



- 7. *Optional:* Select Expand All Sessions to expand all sessions containing multiple tests.
- 8. *Optional:* Select Collapse All Sessions to collapse all expanded sessions.
- 9. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics.

Figure 152: School Report Page with All Sessions Expanded

tool Name							
Spand All Sections	Collepse All Sections	III Include Inactive sessions					[
incess ID	C Posta Norm	1 Ind Pages	1 Start Lores of Terminan	8 Indial 9 of 12tabeets on feed	· leal Thefeil	9 Int Passel	8 Teed Classification 1
DIR1224	Elan Ry21	Malagia Torda	808.034	100	00	5	
		541 Writing and Engineer-Section 1		25	5	0	20
		2542 Wedney and Langancyv Studiour2		20	D.	0	25
		5/8 Vinking and Language Section 3		10	0	0	10
		6/8 Vitting and Language Section 4		20	15	5	20
D681235	Sun Correlt	Grade 3 Mith	POTAM	100	10	5	
DAR1296	Eccle Smith	Valdpic Tests	SIGE AM	103	99	5	5
		SAE Value and Language Section 1		- 35	5	0	22
		540 Stateg and Language Sandres 1		25	N.1	0	20
DIR1237	Broget Skrpson	- Valigie Toda	5/08 AM	103	50	5	5
		544 Malag and Language Section 1		28	h. 1	0	30
		2.40 Waterpard Langrage Sector 1		25	ъ	0	70
0401238	Brace Harison	Gradu 4 Multi	SIGE AM	100	90	5	6
10001233	Lastan	- Analyzie linear	ECT AM	103	10	5	8
		SAL Videg and Language Section 1		29	6		22
		5/8 Vinking and Language Section 1		25	5	5	25
0081242	Roso Sarison	Grade G Math	B-STAM	102	00	5	0
DRD42	Kata Gareer	Gode 6 Mith	POTAM	101	Fer.		

10. *Optional:* Select 🖸 to refresh the list of available sessions. Data is refreshed in near real-time.

Table 40: Col	umns in the	Summary	Session	Report Page	

Column	Description
Schools	List of schools for which you can view reports.
Total # of Students in	Total number of students testing in each school.
Test	
Test Started	Number of students who have started their test.
Test Paused	Number of students who have paused their test.
Test Completed	Number of students who have completed their test.

Table 41: Columns in the Detailed Session Report Page

Column	Description
Session ID	The Session ID to which the test is linked.
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Start Time of Session	Start time of the session.
Total # of Students in	Total number of students testing in each school.
Test	
Test Started	Number of students who have started their test.
Test Paused	Number of students who have paused their test.
Test Completed	Number of students who have completed their test.



Recommended process for managing summative participation during testing

As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular, users can use the following features found in the **Monitoring Test Progress** task menu on the TIDE dashboard.

- 1. Plan and Manage Testing
 - a. This report allows users to view, at any time, a list of students who have not started their tests or have not completed their tests.
 - The data in this report are generated in real-time.

Figure 153: Plan and Manage Testing Results Page

Plan and Manag	e Testing																		
Use this page to	o view participation	n report. more info •																	
+ Choose Wh	at																		
+ Search Stu	dents																		
- Get Specifi	c																		
	students who have not ▼ completed ▼ Any ▼ opportunity in the selected administration Note: The report for unitated students is limited to 100,000 records.																		
students on	their Any 🔻 opp	ortunity in the selected	administra	tion, and have a	status of None	selected v													
search stude	ent(s) by SSID 🔻	: Enter up to 20 SSID	(s) separat	ed by commas															
students wh	ose current oppor	tunity will expire in	T		days.														
		SessionID 🔻 was Sess			between 0	3/02/2020	and 03/02/	2020	#										
Note: If no Tr	A or Session ID is sp	oecified, date range canno	ot exceed 15	5 days															
								Generate Re	port	Export Report]								
C2 ~																			
Number of student	s found: 21																		
Enter search terms to fil	ter search results 9,																		=+ ∨
Name ¢	LEA Name 🖕	School Name ¢		Enrolled Grade	Current ¢	Test \$	Language 👌	Opportunity 🖕	TA ¢ Name [¢]	SessionID 👌	Total Time Spent	Status _¢	Results ID [‡]	Restarts ¢	Restarts Within Grace ¢	Date ¢ Started	Date ¢ Completed	Last ¢ Activity	Expiration ¢ Date
Oliver, Benjamin	Utah Model District	Model Elementary School	7772950	03		Summative: ELA Grade 3													
Watson, Peter	Utah Model District	Model Elementary School	7772951	03		Summative: ELA Grade 3													
Sanderson, Thomas	Utah Model District	Model Elementary School	7772952	03		Summative: ELA Grade 3													
Stewart, Rachel	Utah Model District	Model Elementary School	7772953	03		Summative: ELA Grade 3													
Short, Steven	Utah Model District	Model Elementary School	7772954	03		Summative: ELA Grade 3													
Churchill, Steven	Utah Model District	Model Elementary School	7772955	03		Summative: ELA Grade 3													

• For the steps to take to generate this report, see the "<u>How LEA-level users view report of students' current test</u> <u>status</u>" section on page 109 of this guide.

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- 2. Test Completion Rate Report
 - a. This report shows the number of students eligible (Total Student), number of students started (Total Student Started), number of students completed (Total Student Completed), and percentages.
 - The data in this report are generated by the system each night; the data is not generated in real-time.
 - b. It's recommended for users to view this report by school as they start their Summative test window.
 - The report provides a quick way to monitor progress in a user's LEA or school.

Figure 154: Test Completion Rate Report

Date	Test	Administration	Test Name	District Name	LEA ID	LEA NAME	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 3		YY	Utah Model District	1	21	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 4		YY	Utah Model District	1	20	1	0	5.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 5		YY	Utah Model District	1	20	8	8	40.00%	40.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 6		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 7		YY	Utah Model District	1	15	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: ELA Grade 8		YY	Utah Model District	1	14	5	5	35.71%	35.71%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 3		YY	Utah Model District	1	21	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 4		YY	Utah Model District	1	20	10	10	50.00%	50.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 5		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 6		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 7		YY	Utah Model District	1	15	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math Grade 8		YY	Utah Model District	1	8	6	5	75.00%	62.50%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Math SM1		YY	Utah Model District	1	6	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 4		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 5		YY	Utah Model District	1	20	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 6		YY	Utah Model District	1	20	1	1	5.00%	5.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 7		YY	Utah Model District	1	15	8	8	53.33%	53.33%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: SCIENCE Grade 8		YY	Utah Model District	1	14	0	0	0.00%	0.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Writing Grade 5		YY	Utah Model District	1	20	5	5	25.00%	25.00%
3/2/2020 1:00:01 AM	RISE Summative	2019-2020	Summative: Writing Grade 8		YY	Utah Model District	1	14	5	5	35.71%	35.71%

• For the steps to take to generate this report, see the "<u>How LEA-level users view report of test completion</u> <u>rates</u>" section on page 113 of this guide.

1

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- 3. Test Status Code Report
 - a. This is the one report that includes both test status and participation code with a record for every student and every test for which they're eligible.
 - Note: due to the size of this report, it is recommended that users Export instead of Generate. Generating the report can increase the amount of time it takes to load.
 - b. Once a user has downloaded the report, they can turn on filters when viewing it in Excel to control the view:
 - In Column D (Test Status),
 - a. Tests that are listed as completed can be filtered out.
 - b. For tests that are listed as paused, users should make sure the student responded to at least six items or entered one non-blank character if it is a writing test to ensure they count as participated.
 - In Column F,

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- a. Tests with participation codes already assigned can be filtered out;
- Once these filters have been applied, users can see the students who need to finish or start their Summative test.
- c. It's recommended that LEAs and SAs begin to review this report regularly two weeks before their test window closes.
- d. LEAs should use the Test Status Code Report for <u>current students</u>; for students who have moved, they should use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "<u>How LEA-level users use Discrepancy Resolution for cleanup</u>" section on page 126.

Figure 154. Test Code Status Report

Name	SSID 💌	TestName	▼ TestStatus	• Date Started •	Participation Code	Assigned School ID 🔻	Assigned School Name	Opportunity
Test, Test	9810212	Summative: ELA Grade 3			Student Transferred Before Testing Window	99-995	DEMO SCHOOL 4	0
Last25, Test25	9980025	Summative: ELA Grade 3			Student Refuses to Test	99-998	DEMO SCHOOL 2	o
Last70, Test70	9980070	Summative: ELA Grade 3			Excused - Medical Emergency	99-999	DEMO SCHOOL 1	0
Last100, Test100	9980100	Summative: ELA Grade 3			Student Transferred Before Testing Window	99-998,99-995	DEMO SCHOOL 2, DEMO SCHOOL 4	0
DemoKid37, Bromesh37	9999036	Summative: ELA Grade 3			Student Refuses to Test	99-995	DEMO SCHOOL 4	0
DemoKid109, Bromesh109	9999108	Summative: ELA Grade 3			Absent - Did not take test	99-995	DEMO SCHOOL 4	0
DemoKid144, Bromesh144	9999143	Summative: SCIENCE Grade 8			Excused - Medical Emergency	99-999	DEMO SCHOOL 1	0
DemoKid962, Bromesh962	9999961	Summative: Math Grade 4			Student Transferred Before Testing Window	99-996	DEMO SCHOOL 3	0
DemoKid970, Bromesh970	9999969	Summative: SCIENCE Grade 6			Excused - Medical Emergency	99-996	DEMO SCHOOL 3	0
DemoKid978, Bromesh978	9999977	Summative: Writing Grade 8			Test Has Already Been Taken	99-996	DEMO SCHOOL 3	0

 For the steps to take to generate this report, see the "<u>How LEA-level users view report of test status codes</u>" section on page 119 of this guide.

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How LEA-level Users Use TIDE after Testing

After testing, LEA-level users can perform cleanup using the *Discrepancy Resolution* page in the TIDE system (see Figure 155).



20		Student ID/User Email (4)
Preparing for Testing Users Image: Comparing for Testing Students Image: Comparing for Testing Rosters Image: Comparing for Testing Test Settings and Tools Image: Comparing for Testing	Administering Tests	After Testing Data Cleanup Discrepancy Resolution Student Enrollment History
View/Edit Participation Codes		

How LEA-level users use Discrepancy Resolution for cleanup

The *Discrepancy Resolution* page will show any students eligible for a summative test who have not started that test so users can see any students that still need to test or for whom participation codes need to be added.

• In the After Testing section of the TIDE dashboard, select **Data Cleanup** then **Discrepancy Resolution**. The **Discrepancy Resolution** page appears (see Figure 156).

Discrepancy Resolution		
 Use this page to resolve testing discrepancies. 	more info -	
 Search for Discrepancies to Edit 		
	Search Discrepancies With No School Association	Student's First Name:
*LEA:	Select 🔻	Student's Middle Initial:
*School:	None selected	Student's Last Name:
SSID (7 digits):		Enrolled Grade: None selected
LEA Student ID:		Discrepancy Type: UntestedStudents
Advanced Search Search Fields:	Print On Request	Additional Criteria Chosen:
Mathematics:	None None None Add Selected	Remove All Remove Selected
	[Search

Figure 156: Discrepancy Resolution Page

• Fill out the fields given as desired and hit **Search**. The results of the search will be generated, showing the students within the search criteria with discrepancies (those who are eligible for a summative test who have not started).



Figure 157: Discrepancy Resolution Results Page

Discrepancy Resol	ution solve testing discrepancies	S. more info +									
 Search for Discr 											
lumber of discrepanci								1-50 of 201	7 records Pa	ge: 📢 🚺 of 41 🕨	≡+ ∨
Resolve 🗧 Status ≑		SSID (7 digits) \$	Student's First Name 👙	Student's Last Name 👙	Enrolled Grade 👙	Test Name \$	Opportunity ID 💠	School ID 👙	District ID \$	Test ID 4	View
*	Non-participated Students	9999072	Bromesh73	DemoKid73		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9980100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9180100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9280100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9380100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999144	Bromesh145	DemoKid145		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999180	Bromesh181	DemoKid181		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
×	Non-participated Students	9999216	Bromesh217	DemoKid217		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*									99 1-50 of 20	17 records Page 1	10f.41

• Select to resolve the discrepancy. The *Resolve Discrepancy* page will appear.

Figure 158: Resolve Discrepancy Page

solve Discrepancy : Non-participated Students Bromesh73 DemoKid73									
Resolve Discrepancy : Non-participated Students									
District ID Test ID	ool ID District ID	Opportunity ID School I	Test Name	Enrolled Grade	Student's Last Name	Student's First Name	SSID (7 digits)	Status	AssignCode
99 UT-GEN-SUM-UD-ELA-3	995 99	99-995	Summative: ELA Grade 3		DemoKid73	Bromesh73	9999072		
99 UT-GEN-SUM-UD-ELA	99 99	99-995	Summative: ELA Grade 3		DemoKid73	Bromesh73	9999072		

• Select Select to assign a participation code to the student listed in that row. The *Assign Non-participation code* page will appear.

Figure 159: Assign Non-Participation Page

Resolve Discrepa	esolve Discrepancy : Non-participated Students Bromesh73 DemoKid73									
Resolve Discrepancy . Non-participated Students										
AssignCode	Status	SSID (7 digits)	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
1		9999072	Bromesh73	DemoKid73		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3
- Assign Non	-participati	ion code								
	*1	Non-Participation Code	No Participation Code	•						
	Save									
					Cancel					

- Use the drop-down menu given to assign a non-participation code to the student as applicable.
- Click **Save** when complete. A confirmation screen will appear confirming that the discrepancy has been resolved.



Figure 160: Assign Non-Participation Page

e.,, ^{0.} e]
Resolve Discrepancy	l
This discrepancy has been resolved successfully.	
Continue	

• Click **Continue**. The *Resolve Discrepancy* page will re-appear, updated to exclude the student for whom a participation code was entered because that student's discrepancy is resolved.

Figure 161: Updated Discrepancy Resolution Results Page

Discrepancy R											
 Use this page 	to resolve testing discrepancies	S. more info -									
+ Search for I	Discrepancies to Edit										
1 ×											
lumber of discrep	pancies found: 2017										
Enter search terms to	filter search resul							1-50 of 201	7 records Pa	ige: 4 1 of 41 🕨	=+ ∨
Resolve ¢ Statu	as¢Type ≎	SSID (7 digits) 🗧	Student's First Name 💠	Student's Last Name 🔅	Enrolled Grade \$	Test Name \$	Opportunity ID a	School ID \$	District ID 🗧	Test ID ;	View
*	Non-participated Students	9980100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9180100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9280100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9380100	Test100	Last100		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999144	Bromesh145	DemoKid145		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999180	Bromesh181	DemoKid181		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999216	Bromesh217	DemoKid217		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*	Non-participated Students	9999252	Bromesh253	DemoKid253		Summative: ELA Grade 3		99-995	99	UT-GEN-SUM-UD-ELA-3	
*									99 1-50 of 2	017 records Page 4 1	of 41

It is recommended that users begin using this part of the system two weeks prior to the test window closing for the LEA or school. As a reminder, all participation codes must be submitted by **June 14, 2021**; however, it is best to do this cleanup process and the process of assigning participation codes while students are still in school so users can have a student finish or take a test that may have been discovered was missed.

Appendix

Please note: To return to the page in this manual that you were on before clicking a link to this appendix, use one of the following keyboard shortcuts: Alt + Left Arrow (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

Α

Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or LEA assessment coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see Figure 162), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 163).

Figure	162:	TIDE	Banner	

on: Utah RISE 2019-20 User: DemoUserA

(?) Help __ Inbox _ Manage Account E Log Out

STATE (LEA



Figure 163: Fields in the My Contact Information Page

- Enter updates as necessary.
- 3. Select Save.

TIDE saves your changes, and a confirmation message appears.

 Add/Edit My Account 	
Role: LEA	Phone number:
*First Name: STATE	Email Address: UT-STATE1@demo.user
*Last Name: DemoUserA	
	Save

С

Changing Your Associated Test Administration, Institution, or Role

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

- 1. In the TIDE banner (see Figure 164), select Change Role from the Manage Account drop-R down menu. The *Administration Details* window appears (see Figure 165).
 - 2. Update the information as necessary.
 - 3. Select Submit. A new home page appears that is associated with your selections.

		Figure 164: TIDE Banner
SF.	DEADINEES INFROVEMENT SUCCESS ENFOWERMENT	Administration: Utah RISE 2019-20 User: DemoUserA. STATE (LEA) ⑦ Help

Figure 165: Administration Details Window

	<u>+</u>
Adm	inistration Details
Select the Test Administration,	User Role, District, and School (as applicable)
Test Administration:	Utah RISE 2019-20 ¥
User Role:	School Administrator (S/ V
*State:	000000 - Utah 🔻
*LEA:	99 - USBE 🔻
"School:	99-999 - DEMO SCHOC V



Ε

Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, test windows, and appeal requests to the inbox.

- 1. Retrieve the records you want to export by searching for records in TIDE.
- In the search results pop-up window, select 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.

Your s	earch returned	d 431 results	
View Results	Export to Inbox Excel CSV	Modify Search	

Figure 166: Image Caption

You can also export records from the search results grid.

- 1. Retrieve the records you want to delete by searching for records in TIDE.
- 2. Do one of the following:
 - Mark the checkboxes for the record you want to export.
 - Mark the checkbox at the top of the table to export all retrieved records.
- 3. Select *make* a selection.

I

Inbox Files

When searching for users, students, students' test settings, test windows, and appeal requests, you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. 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 Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.



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 while secure documents are available for the period specified by the USBE. 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.

 From the TIDE banner (see Figure 167) select Inbox. The Inbox page appears (see Figure 168). Figure 167: TIDE Banner



- 4. *Optional*: Select the file view from the available tabs:
 - Inbox: This is the default view and displays all the files except for the ones that you have archived.
 - Archived: Displays the files that you have archived.

5.	Optional: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE
	displays only those files containing the entered file name.

- 6. *Optional*: To hide or display system labels, toggle
- 7. *Optional*: To hide files with a system label, unmark the checkbox for that system label.
- 8. *Optional*: To hide or display custom labels, toggle
- 9. *Optional*: To hide files with a custom label, unmark the checkbox for that custom label.
- 10. Do one of the following:
 - To download a file, select the file name.
 - To add a new custom label or apply an existing custom label, select
 - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
 - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

131

Figure	168:	Inbox	

erm ir e.	n the text b	ox above the	e list of files. TI
	HIDE	SHOW	





- To archive a file, select
- To delete a file, select ¹

About File Deletion

- Archived files cannot be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

Ρ

Printing Student Records in TIDE

- 1. Retrieve the student records you want to print by searching for records in TIDE.
- 2. Do one of the following:
 - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
 - To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

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 Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 169). This section explains how to use this search panel and navigate search results.

*Role:	All Roles		 Email Ar 	ddress:
*District	Waterhaven District 💌		First	Name:
*School:	All Schools	•	Last	Name:
				Phone:

Figure 169: Sample Search Panel

 In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow you to select one, multiple, or all values. Similarly, the **Test ID** drop-down list on the *Plan and Manage Testing* page will allow you to select one, multiple, or all values.



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:
 - To include an additional search criterion in the search, select it and select Add or Add Selected as available
 - Optional: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.
- 3. Select Search.
 - If searching for users, students, test windows, and appeal requests, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to Step 4.
 - In the search results pop-up window (see Figure 170) 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:
 - To view the retrieved records on the page, select View Results. Continue to Step 4. This option is not available if TIDE detects that this action might adversely affect its performance.

	ß	
Your s	earch returned 43	31 results
View Results	Export to Inbox 🗸	Modify Search
L	Excel	
	CSV	

- To export the retrieved results to the Inbox, select 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.
- To return to the page and modify your search criteria, select **Modify Search**. Repeat Steps 1 3.

Figure 170: Search Results Pop-up Window



• The list of retrieved records appears below the search panel (see Figure 171).

Figure 171: Sample Search Results

Num	ber of s	tudents	found: 218	7									
Enter	search te	rms to filter	search results	٩					1	50 of 2187	records Page:	4 1 of 44)	=+ ∨
Edit School Information Student Information													
		LEA ¢	School IRN ¢	SSID (7 * digits)	LEA Student ¢ ID	Student's First ¢ Name	Student's Middle ¢ Initial	Student's Last ¢ Name	Gender ¢	Enrolled Grade ¢	Participation Code ¢	Descriptive Audio \$	School by Te
•		99	99-999	1111502	1111111502	demooo	testA	testA	Female	03			99010810010:

- 4. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.
- 5. *Optional*: To sort the search results by a given column, select its column header.
 - To sort the column in descending order, select the column header again.
- 6. *Optional*: If the table of retrieved records is too wide for your browser window, you can select () and () at the sides of the table to scroll left and right, respectively.
- 7. Optional: If the search results span more than one page, select \triangleleft or \triangleright to view previous or next pages, respectively.
- 8. *Optional*: To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

A Student ID/User Email field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

- In the Student ID/User Email field, enter a student's SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.
- Select . The View and Edit Student or View/Edit User: [User's Name] form for that student or user appears.

Figure 172: Student ID/User Email





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User Role Permissions

Each user in TIDE has a role, such as an LEA-level user. Each role has an associated list of permissions to access certain features within TIDE. Table 42 indicates which users can access specific features and tasks within each CAI system.

Table 42: User Role Permissions

Task or Site	LEA	LRV	SA	TE	PR
Access to Test Information Distribution Engine (TIDE) Features and Tasks	•		•		
How to Set Up User Accounts					
How to Add New User Accounts	✓		✓		
How to Modify Existing User Accounts	√		✓		
How to Upload User Accounts	✓		✓		
How to Register Students	-				
How to Modify Existing Student Accounts	\checkmark		\checkmark	✓	
How to Upload Student Accounts	√		✓	✓	
How to Specify Student Accommodations and Test Tools	\checkmark		\checkmark	✓	\checkmark
How to Upload Student Accommodations and Test Tools	√		✓		
How to View Student Distribution Reports	\checkmark	✓	\checkmark	✓	\checkmark
How to Manage Rosters	-				
How to Add New Rosters	\checkmark		\checkmark	✓	
How to Modify Existing Rosters	\checkmark		\checkmark	✓	
How to Upload Rosters	\checkmark		\checkmark	✓	
How to Manage Test Windows					
How to Add New Test Windows	\checkmark				
How to Modify Existing Test Windows	\checkmark				
How to Upload Test Windows	\checkmark				
How to Print Test Tickets					
How to Print Test Tickets from Student Lists	\checkmark	✓	\checkmark	✓	
How to Print Test Tickets from Roster Lists	\checkmark	\checkmark	\checkmark	\checkmark	
How to Manage Appeal Requests					
How to Add New Appeal Requests	\checkmark		\checkmark		
How to Modify and Approve Existing Appeal Requests	\checkmark				
How to Upload Appeal Requests	\checkmark		\checkmark		
How to Monitor Test Progress					
How to View Reports of Students' Current Test Status	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
How to View Reports of Students' Current Test Status by Student ID	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
How to View Report of Test Completion Rates	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
How district-level users view test session status reports	\checkmark		✓		
How to View Report of Test Status Codes	\checkmark	\checkmark	\checkmark		
How to Perform Data Cleanup					
How to View or Edit Participation Codes	\checkmark	\checkmark	\checkmark	\checkmark	



User Support

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

The help desk is open 8:00am - 5:00pm (except holidays or as otherwise indicated on the RISE Portal).

RISE Help Desk
Toll-Free Phone Support: 877-269-4966
Email Support: RISEhelpdesk@cambiumassessment.com

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated LEA or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).