# Test Information and Distribution Engine User Guide

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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 Appendix 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.*

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

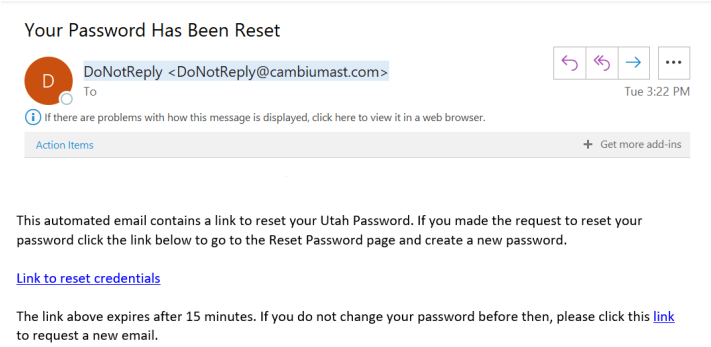
Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after 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:

1. 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




   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 User Support 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.*

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

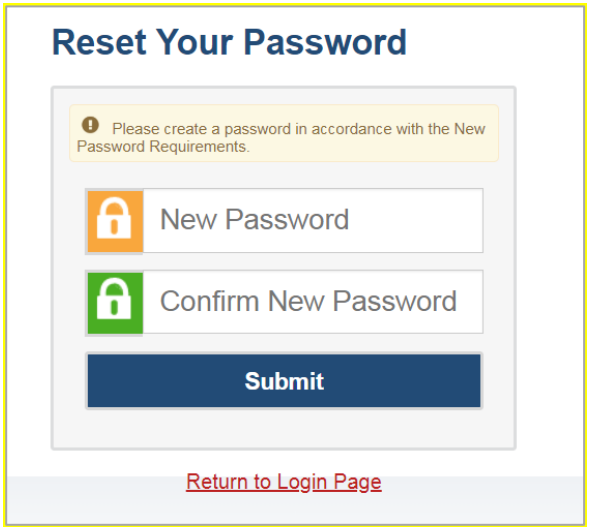
1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 2).

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



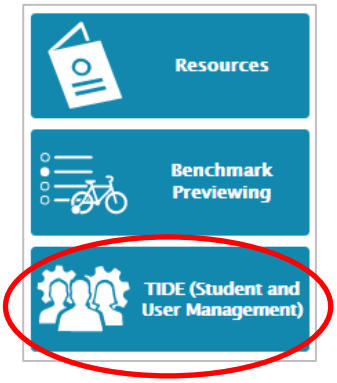

## How to reactivate your account at the beginning of the school year

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 (UtahRISE.org).

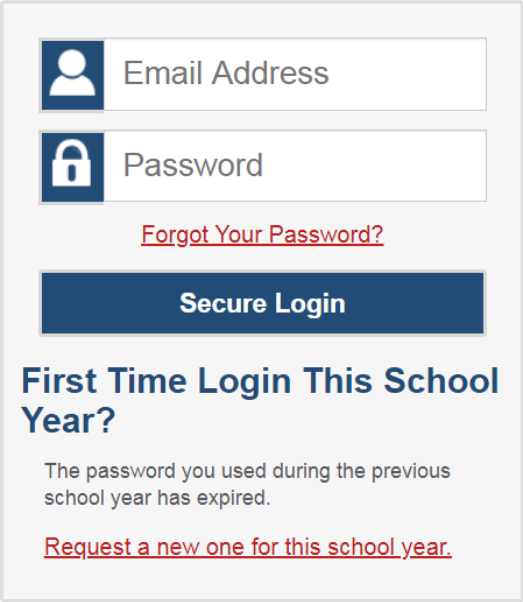
2. Select the TIDE (Student and User Management) card from the RISE Portal (see Figure 3). The ***Login*** page appears (see Figure 4 on the next page).

Figure 3: System Cards on Portal



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

Figure 4: Login Page



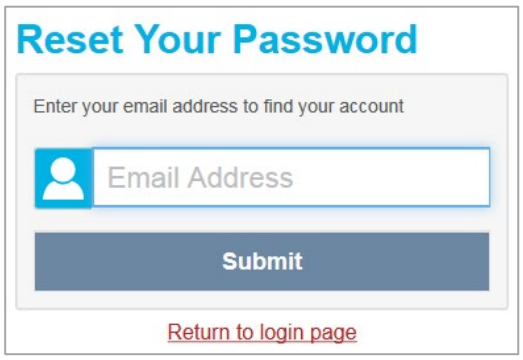

4. Enter your CAI system email address and select **Submit**. CAI sends you an email containing a link to reset your password.

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**.

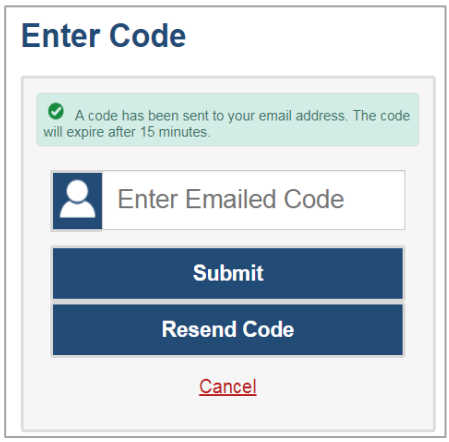
Figure 5: Fields in the Reset Your Password: Find Account Page



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




## 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).

Figure 7: TIDE Card

3. On the ***Login*** page, enter the email address and password you use to access all CAI systems.

Figure 8: Login Page

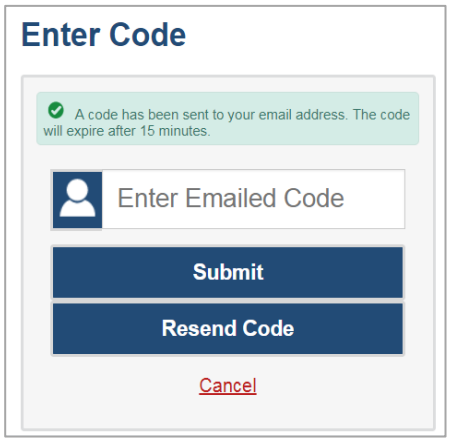
4. Select **Secure Login**.

   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



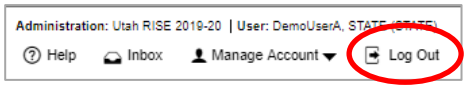

The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, LEA, or school to complete the login.

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



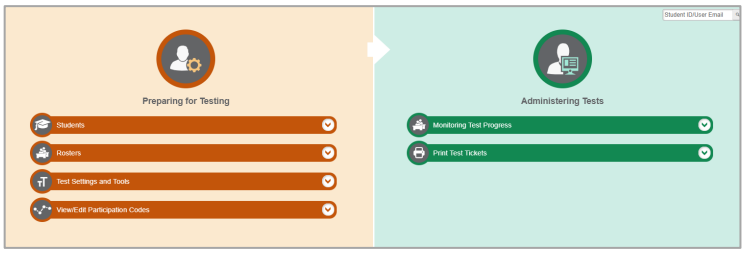

Logging out of TIDE logs you out of all RISE systems.

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.

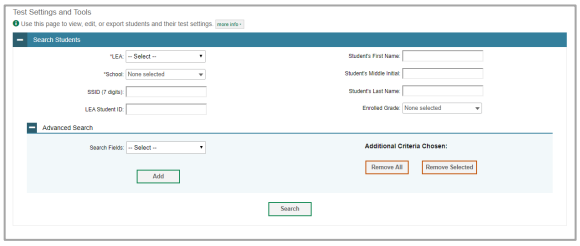
Teachers specify students' accommodations and test tools by following the procedure below.

## 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.

1. 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).

Figure 13: Test Settings and Tools Page

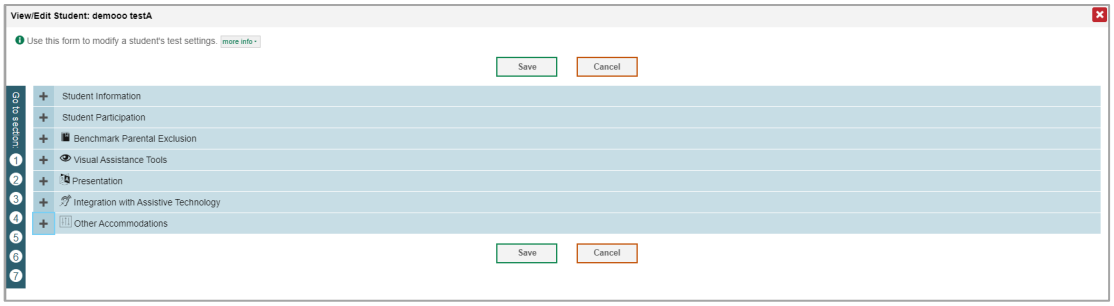



2. Retrieve the student accounts whose settings and tools you want to view or edit by filling out the search fields.

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




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.

Figure 15: View/Edit Student Page

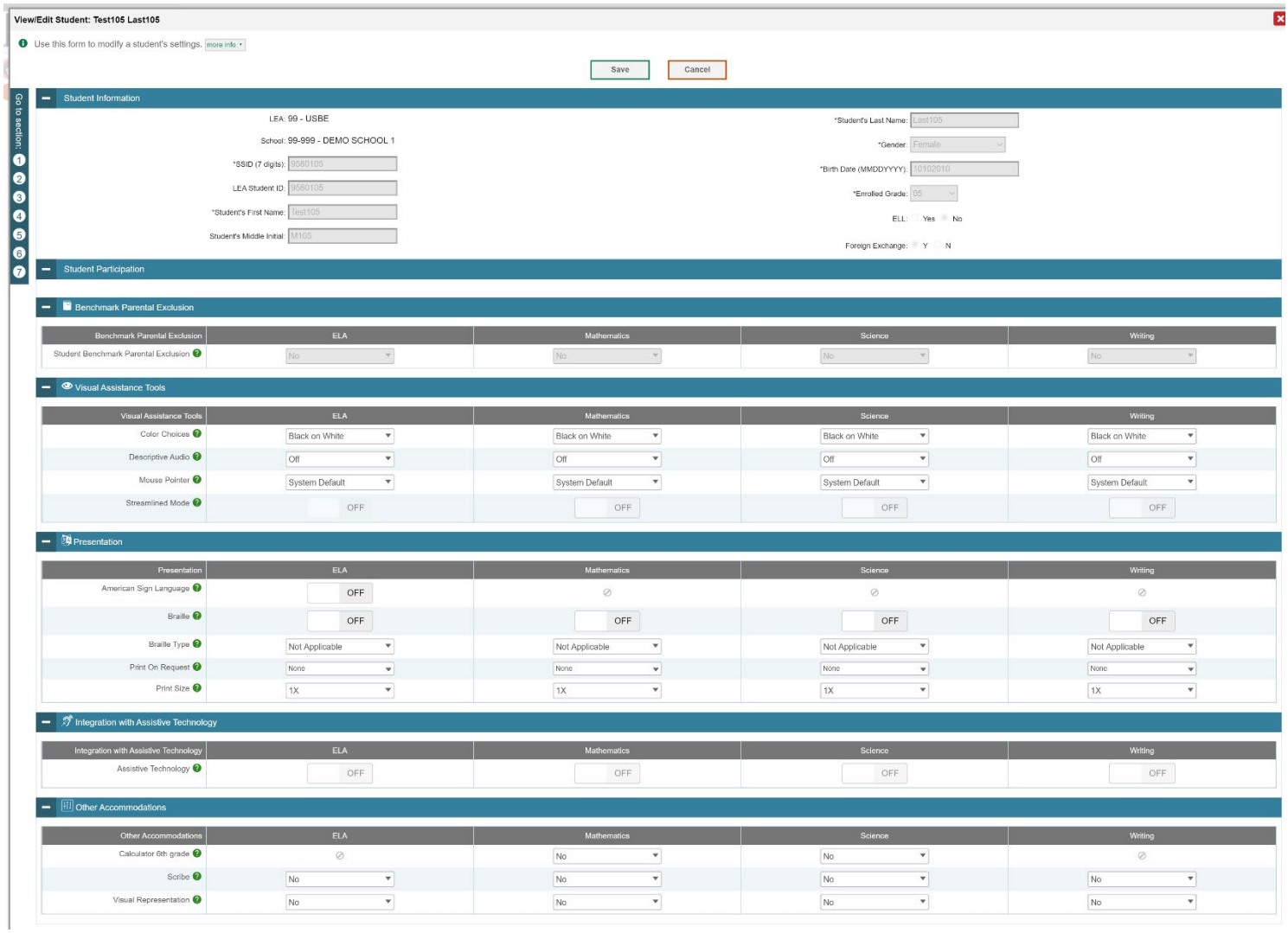


Table 1: Fields in the Test Settings and Tools Panels

| 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 6th 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 |

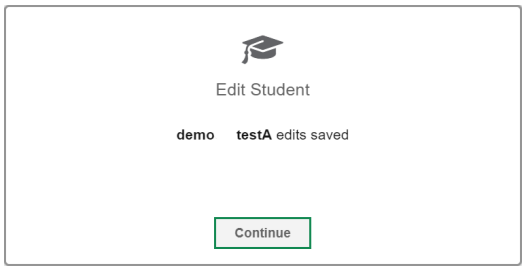
For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

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

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 system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined 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.

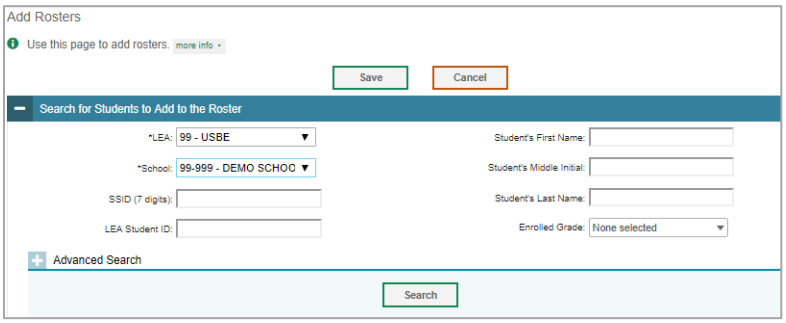
Like LEA- and school-level users, teachers can add or modify user-defined rosters one at a time or all at once through file upload.

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

1. 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**.

Figure 17: Add Rosters Form



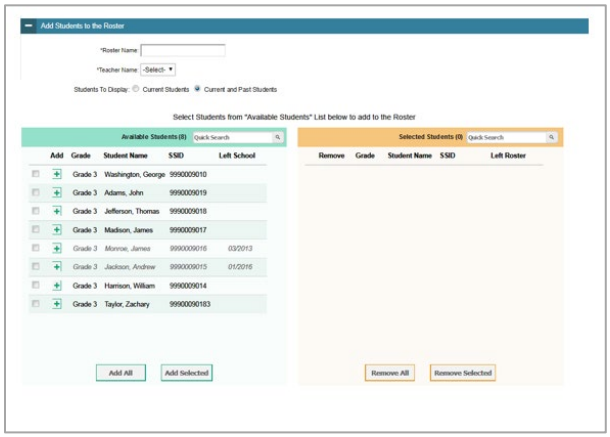
3. In the *Add/Remove Students to the Roster* panel (see Figure 18), do the following:

   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




   - **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**.

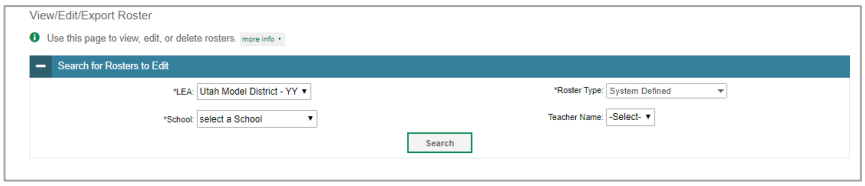
## How teachers modify existing user-defined rosters one at a time

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:

- User-defined Rosters: 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.
- System-defined Rosters: 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).

Figure 19: Add Roster Form

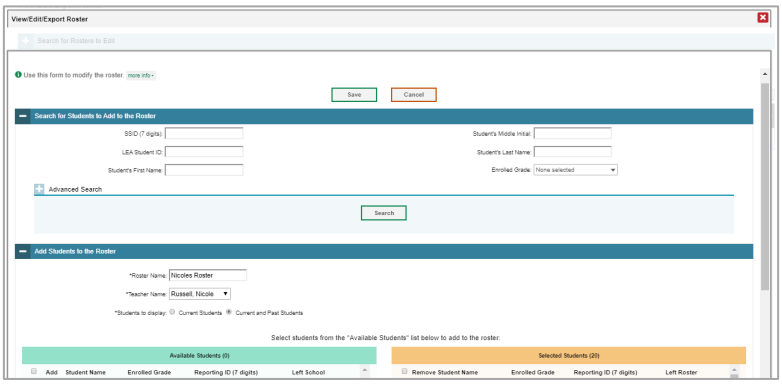



2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

3. 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

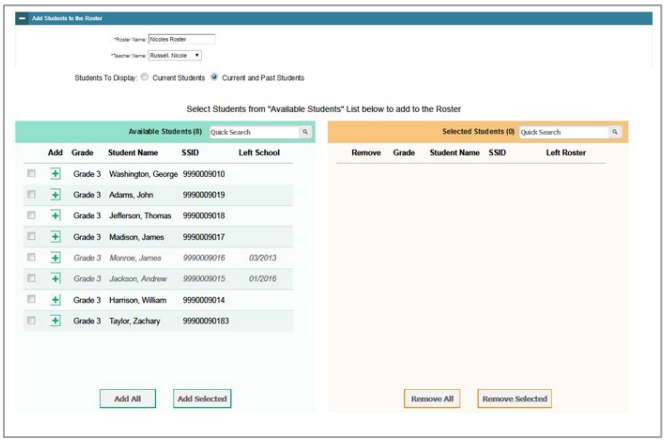


5. In the *Add/Remove Students to the Roster* panel (see Figure 21), do the following:

   a. In the *Roster Name* field, enter the roster name (if different from the one pre-populated).

   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:

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




   - **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.

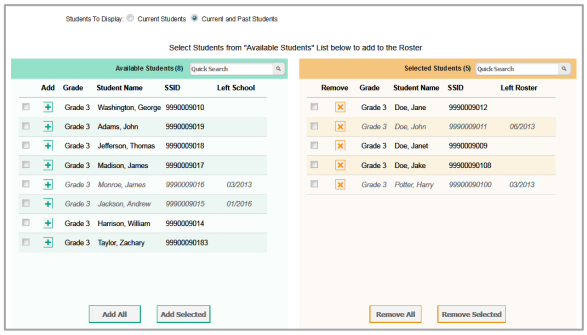
   c. To add students, from the list of available students, do one of the following:

   - 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**.

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**.

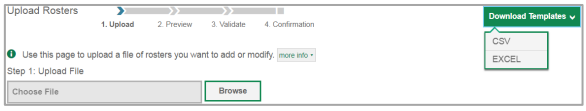
6. Select **Save**, and in the dialog box select **Continue**.

## 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.

1. 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 Roster




2. Fill out the template using Table 2 below.

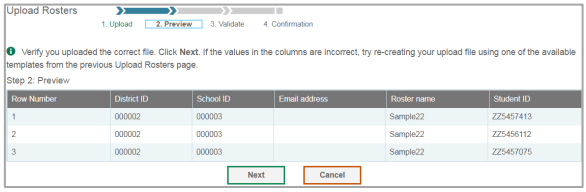
Table 2: Columns in the User-Defined Roster Upload File

| 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 with the roster. | Email address of a teacher existing in TIDE 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.

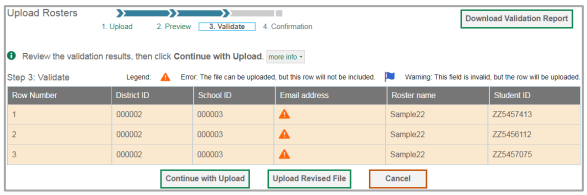
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 24: Upload Roster Preview Page




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

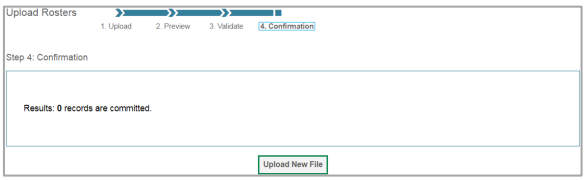
Figure 25: Upload Roster Validation Page




5. The validation screen shows errors or warnings associated with your uploaded 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.

Figure 26: Upload Roster Confirmation Page



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**.

# How Teachers Use TIDE During Testing

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

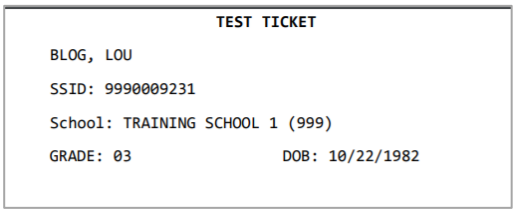
- *Optional:* Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses and test completion rates.

## 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 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 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.

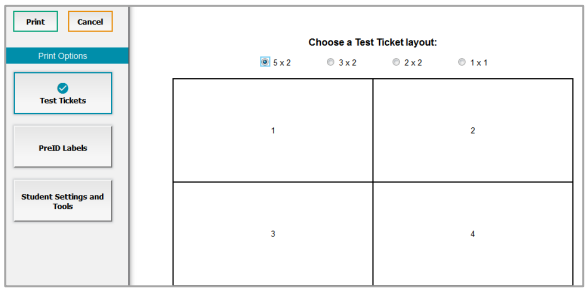
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

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.

Figure 28: Layout Model for Test Tickets




## 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*** 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.

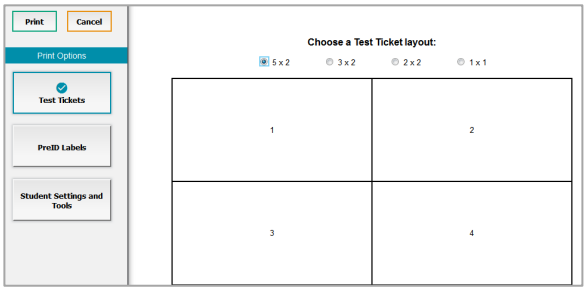
5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 29).

6. 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.

Figure 29: Layout Model for Test Tickets




## 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:

- Plan and Manage Testing Report: 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.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

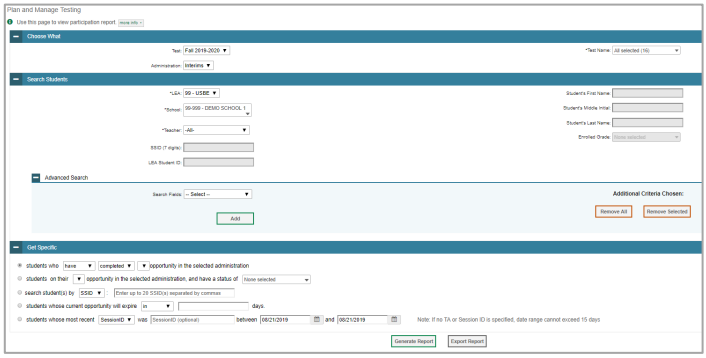
## How teachers view report of students' current test status

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.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 30).

Figure 30: Plan and Manage Testing Page




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.

   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.

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).<br>(This includes Restarts Within Grace Period—see below.) |
| Restarts Within Grace Period | The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period).<br>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.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Fall Summatives: 21 days<br>Spring Summatives: 60 days |

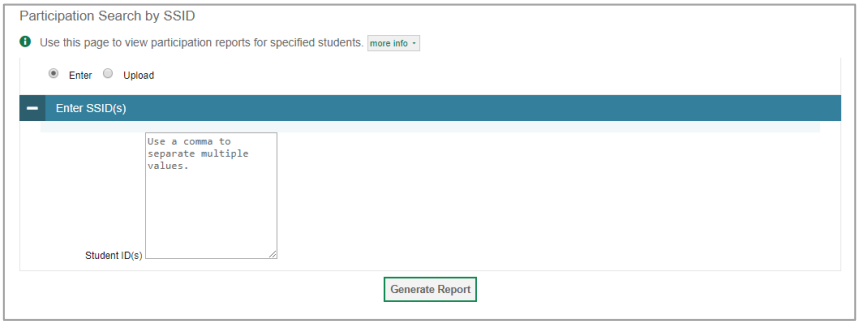
## How teachers view report of students' current test status by student ID

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).

Figure 31: Participation Search by SSID Page




2. Do one of the following:

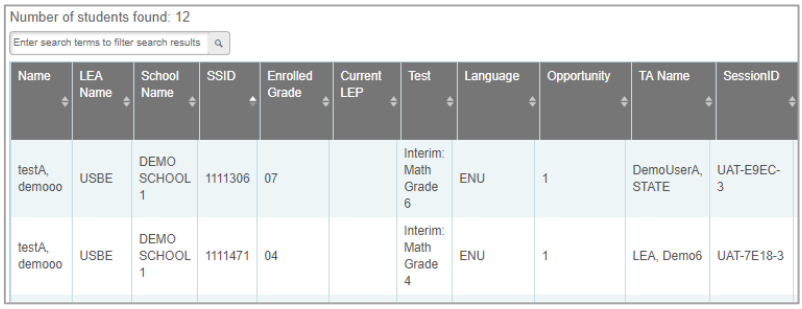
   - To enter students' SSIDs, select **Enter**. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

   - 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



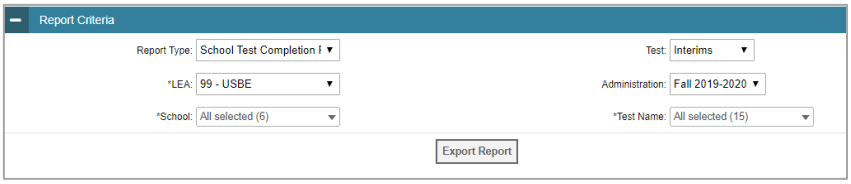

| Name | LEA Name | School Name | SSID | Enrolled Grade | Current LEP | Test | Language | Opportunity | TA Name | SessionID |
|---|---|---|---|---|---|---|---|---|---|---|
| testA, demooo | USBE | DEMO SCHOOL 1 | 1111306 | 07 | | Interim: Math Grade 6 | ENU | 1 | DemoUserA, STATE | UAT-E9EC-3 |
| testA, demooo | USBE | DEMO SCHOOL 1 | 1111471 | 04 | | Interim: Math Grade 4 | ENU | 1 | LEA, Demo6 | UAT-7E18-3 |

## How 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.

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

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.

3. 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

Number of records found: 2

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

Table 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 Completed | Number of students who have finished the test and submitted it for scoring. |
| Percent Started | Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE. |
| Percent Completed | Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE. |
| 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.

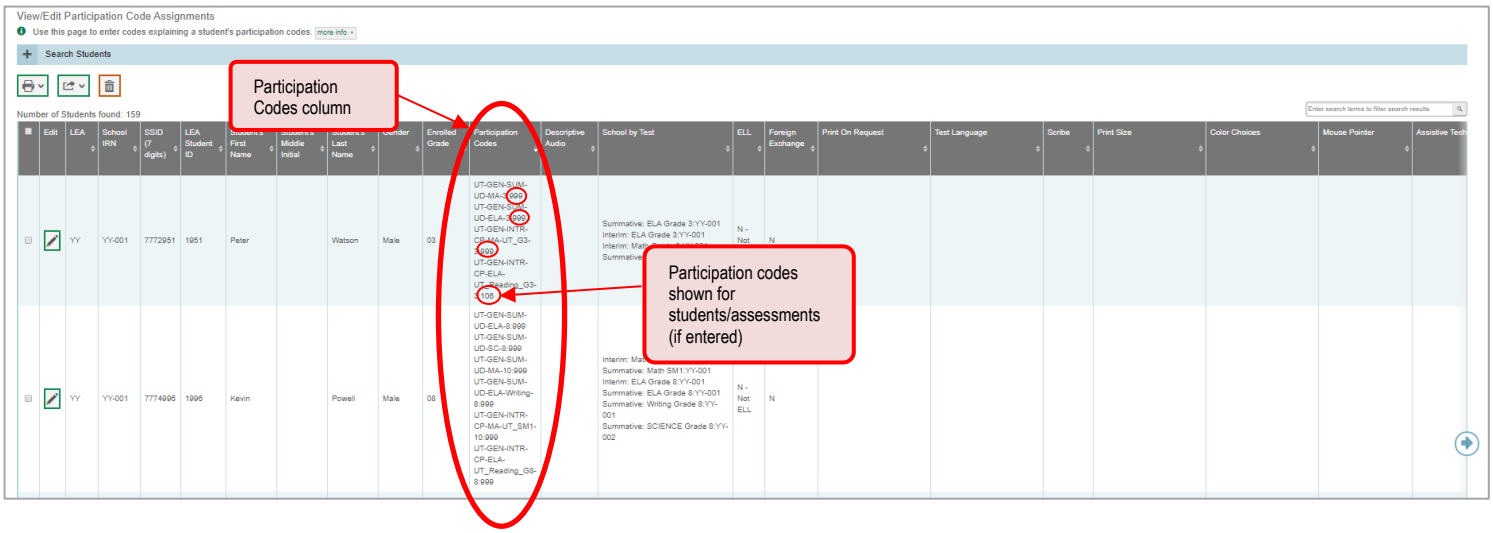
# Viewing a Student's Participation Codes

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 partcipation 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).

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# 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.

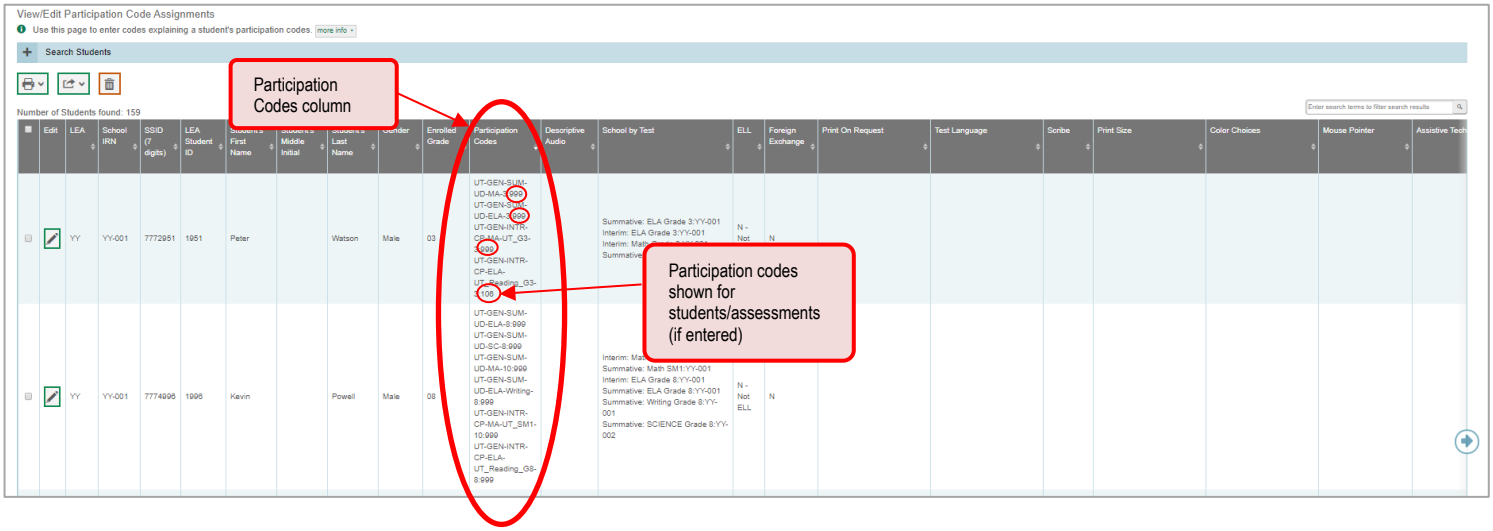
*To update a student's participation codes:*

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).

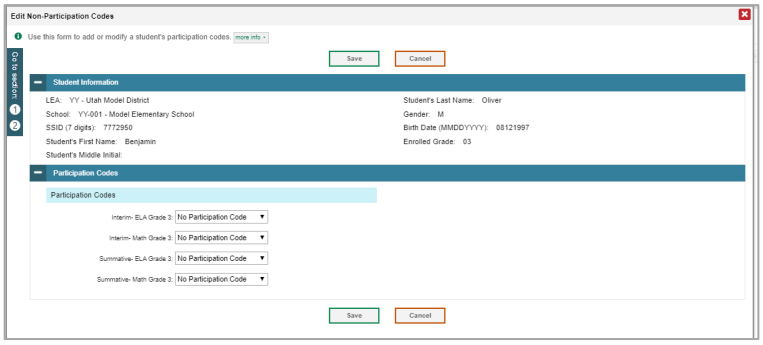
Figure 36: Participation Codes in TIDE




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



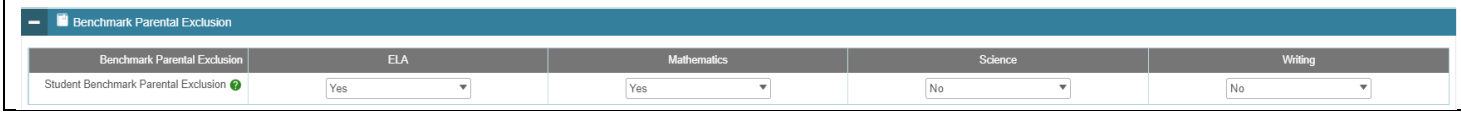

6. Click **Save** when complete.

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 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 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.<br>USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required. |

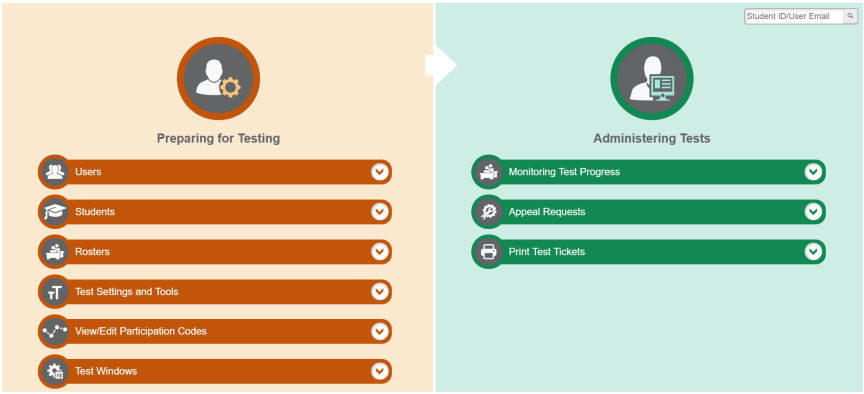
*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.



# How School-level Users Perform Tasks in TIDE

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

Figure 38: School-Level User TIDE Dashboard




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.

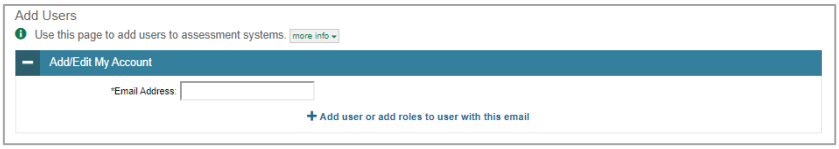
School-level users can add or modify user accounts one at a time or multiple user accounts all at once through file upload.

## 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.

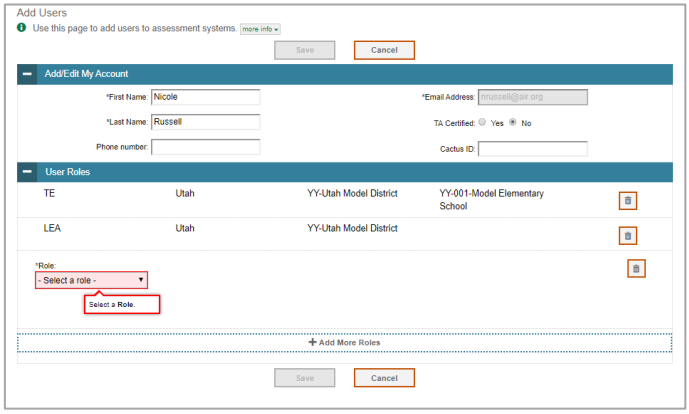
Figure 39: Add User




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




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 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.

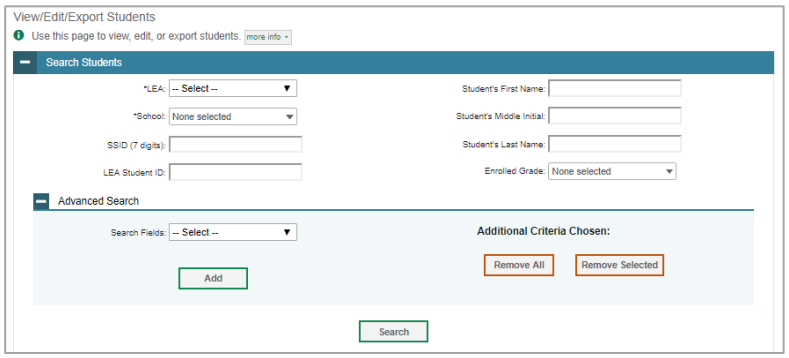
## How school-level users modify existing user accounts one a time

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




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.

Table 6: 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 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. |

*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:

1. 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.

Figure 42: Upload Users Page

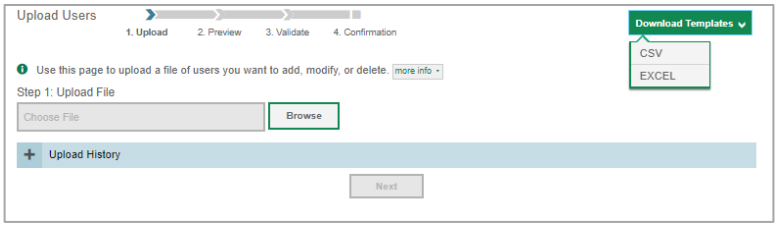



Table 7: Columns in the User Upload File

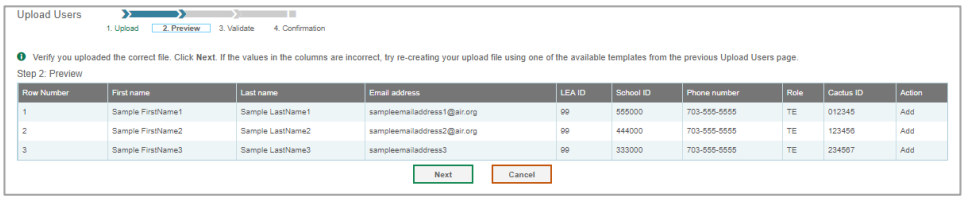
| Column | Description | Valid Values |
|---|---|---|
| First Name* | User's first name. | Up to 35 characters. |
| Last Name* | User's last name. | Up to 35 characters. |
| Email Address* | User's email address. | Any standard email address. Up to 128 characters that are valid for an email address. 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, see the User Role Permissions section of the appendix. | One of the following:<br>LEA—LEA administrator.<br>LRV—LEA Report Viewer.<br>SA—School administrator.<br>SRV—School Report Viewer.<br>TE—Test administrator.<br>PR—Proctor.<br>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:<br>Add—Add new user or edit existing user record.<br>Delete—Remove existing user record. |

*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.*

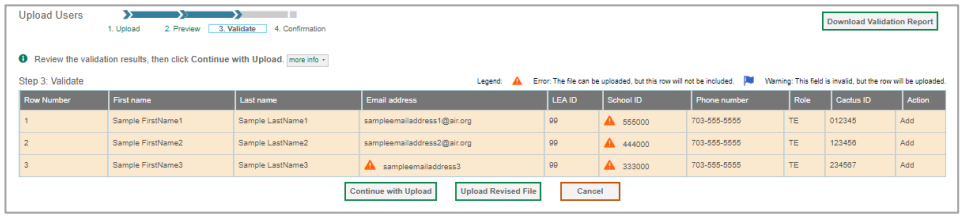
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 43: Upload Users Preview Page



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

Figure 44: Upload UsersValidation Page




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

## 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:

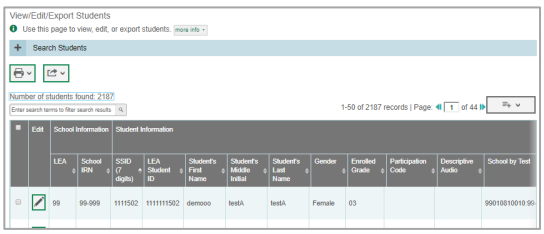
## How school-level users modify existing student accounts one at a time

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

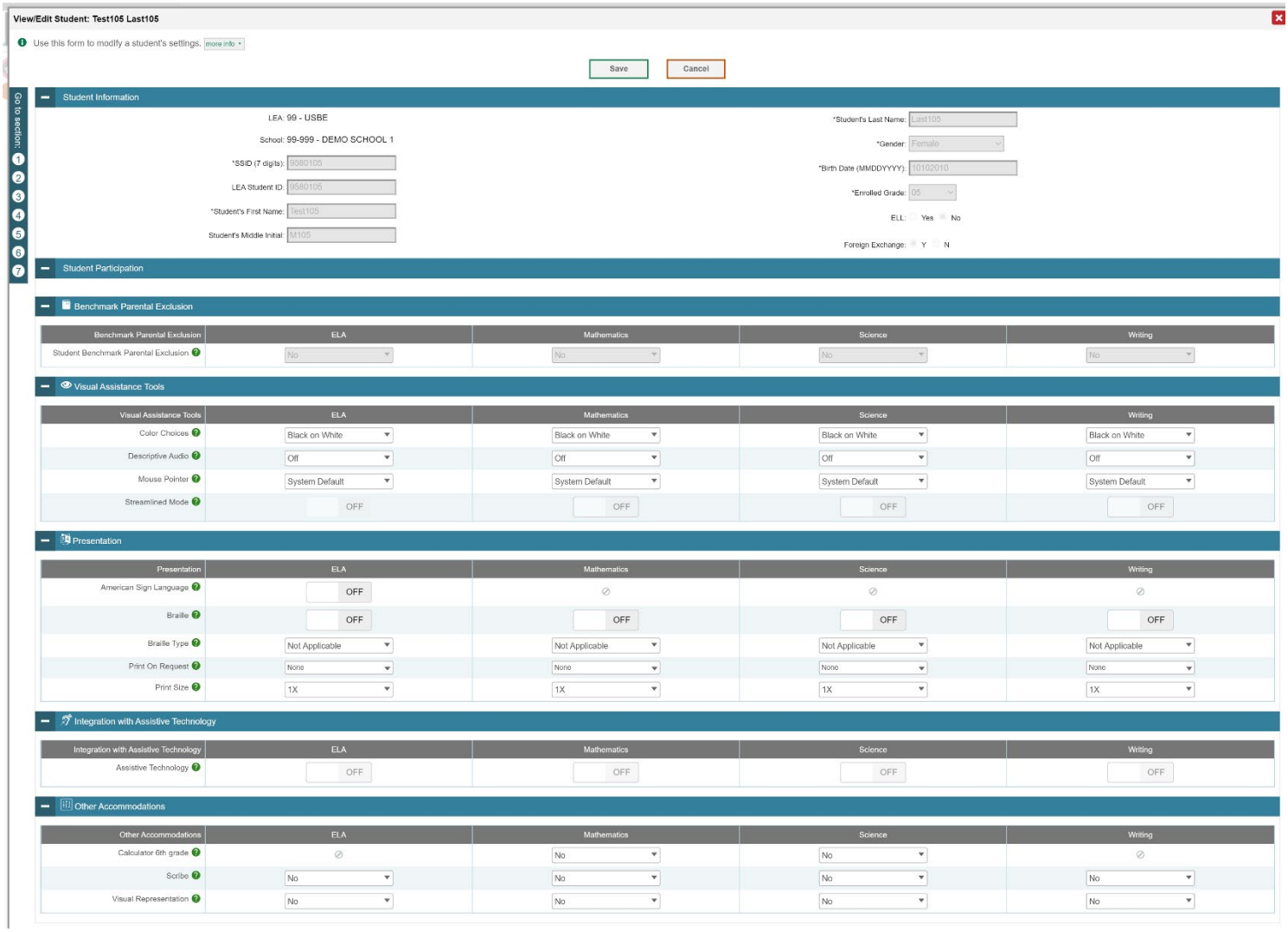


Table 8: Fields in the Student Information Panel

| 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 | Initial of student's middle name. |
| 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. |

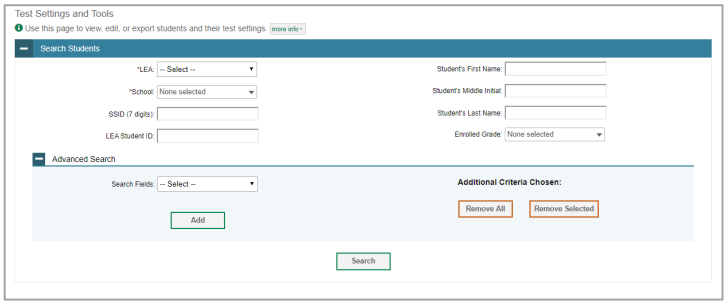
Note: all fields provided by USBE and cannot be modified.

## 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 *Assistive Technology Manual*.

1. 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).

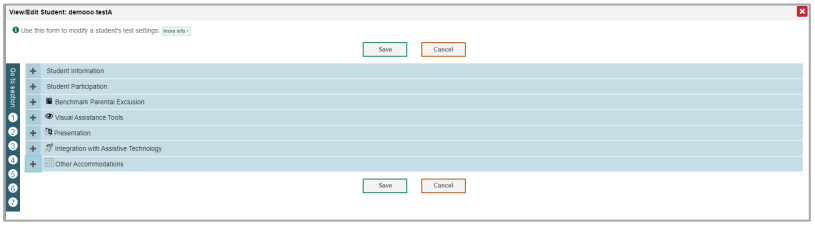
Figure 48: Test Settings and Tools Page




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

3. 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).

Figure 49: View/Edit Student 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 50: View/Edit Student Page

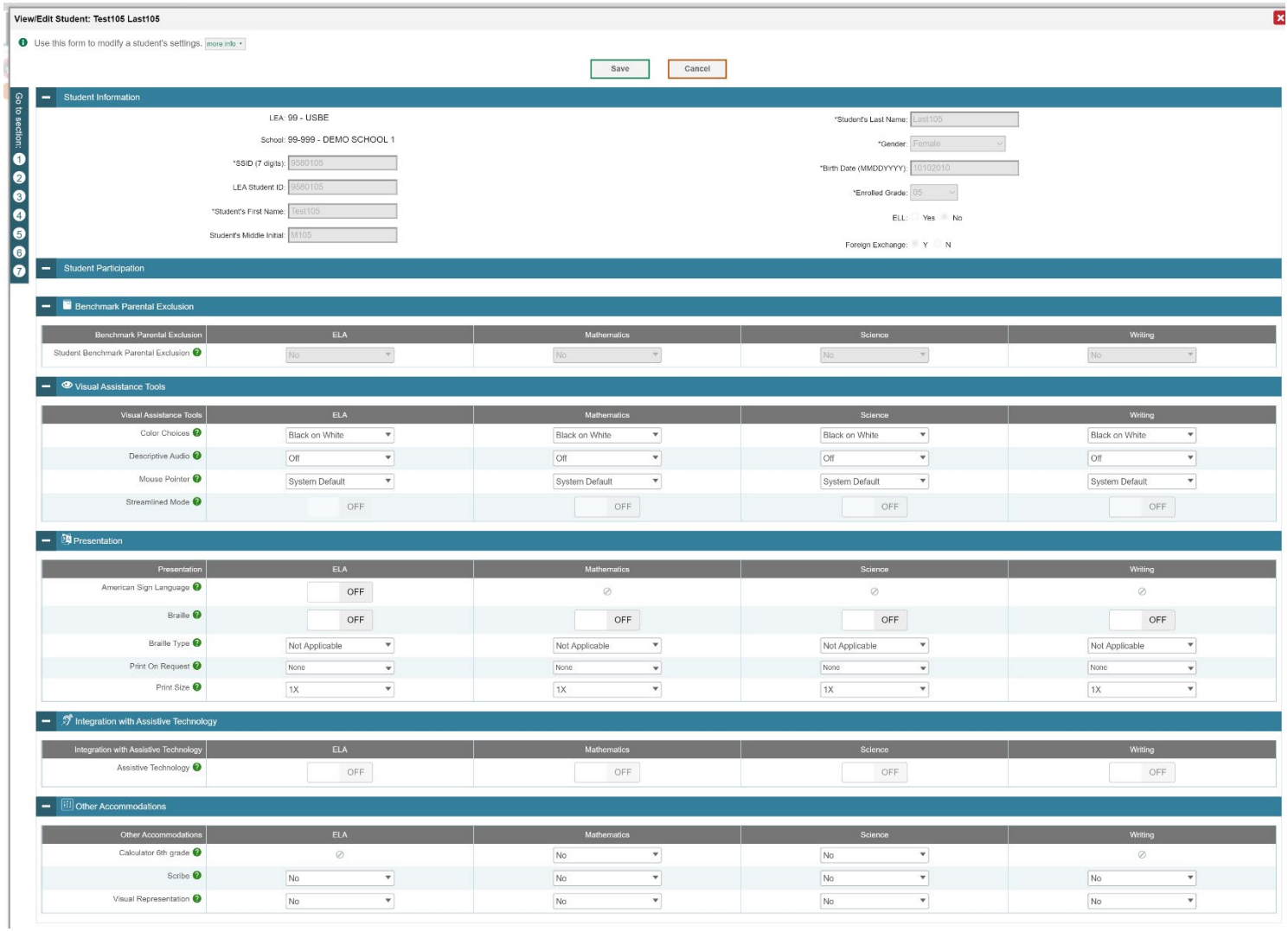


Table 9: Fields in the Test Settings and Tools Panels

| 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 6th 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 after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, 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.

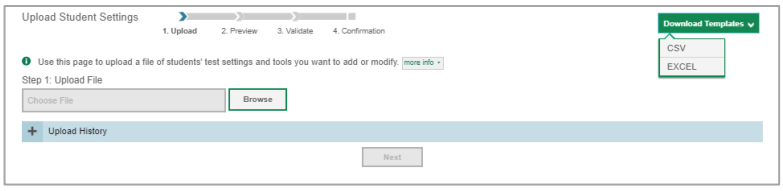
## How school-level users modify multiple student accounts all at once

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.

1. 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.

Figure 51: Upload Student Settings 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.

Table 10: Columns in the Student Settings Upload File

| 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:<br>ELA<br>Mathematics<br>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. |

*Required field.

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

| Tool Name | Description | Valid Value | Applies to |
|---|---|---|---|
| American Sign Language | Availability of American Sign Language video. | Off | Reading |
| | | On | Reading |
| Braille | | Off | ELA, Math, Science |
| | | On | |
| Braille Type | Type of Braille in which test items are printed. | Not Applicable | ELA, Math, Science |
| | | Contracted | |
| Calculator 6th 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 indicated subject. Requires USBE approval | Off | ELA, Math, Science |
| | | On | |
| Print On Request | Student's print-on- demand (POD) accommodation for tests in the indicated subject. | None | ELA, Math, Science |
| | | 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 subject. Requires USBE approval | No | ELA, Math, Science |
| | | Yes | |
| Streamlined Mode | Streamlined mode setting for tests in the indicated subject. | Off | ELA, Math, Science |
| | | 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 after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

3. Select **Save**.

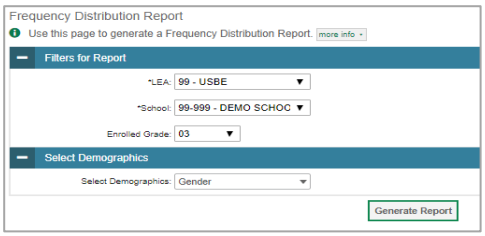
4. In the dialog box, select **Continue** to return to the list of student records.

## 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.

1. 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




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

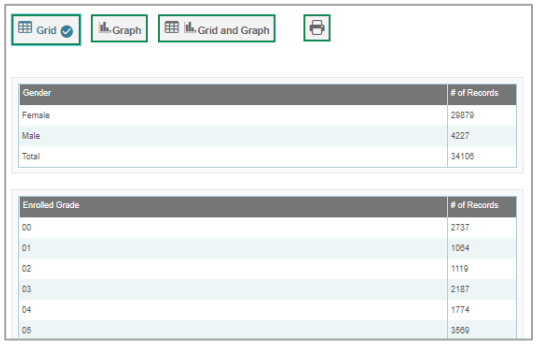
   a. From the **School** drop-down list (if available), select a school.

   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



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 system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined 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.

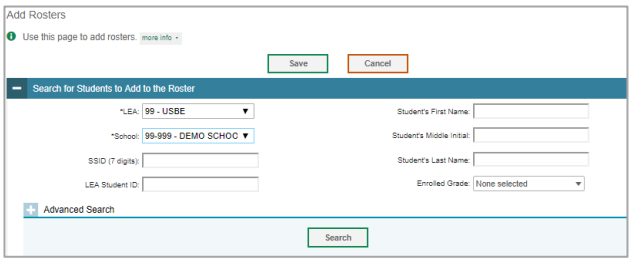
School-level users can add or modify user-defined rosters one at a time or all at once through file upload.

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

1. 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**.

Figure 54: Add Rosters Form



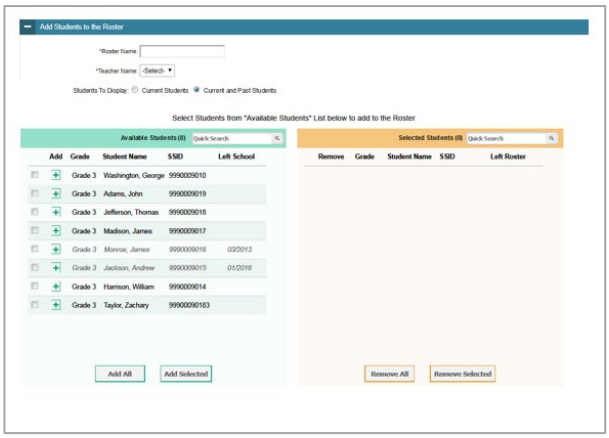

3. In the *Add/Remove Students to the Roster* panel (see Figure 55), do the following:

   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:

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




   - **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 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:

- User-defined Rosters: 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.
- System-defined Rosters: 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).

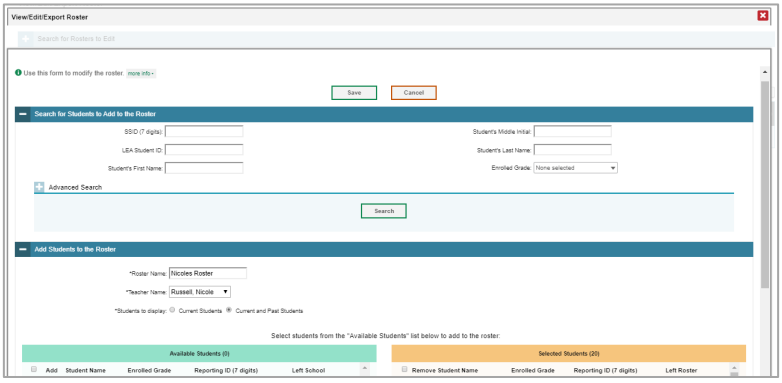
Figure 56: Add Roster Form

2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

3. 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.

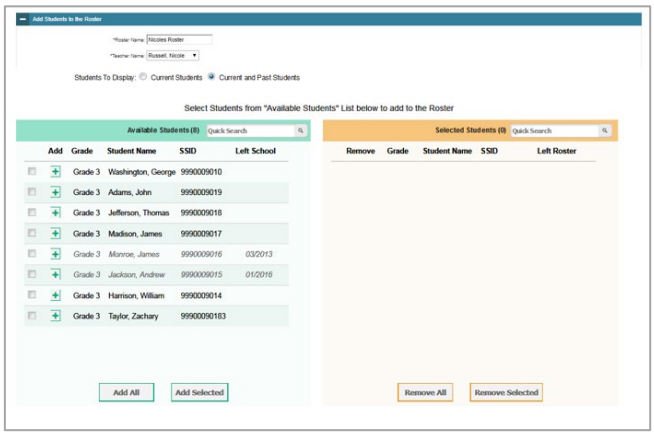
4. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 57: View/Edit Roster Form



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 pre-populated).
   b. 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:

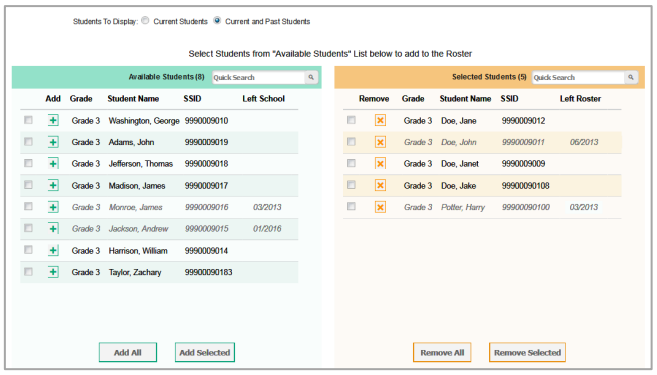
Figure 58: Add/Remove Students to Roster Panel: Current and Past Students




- **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**.

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**.

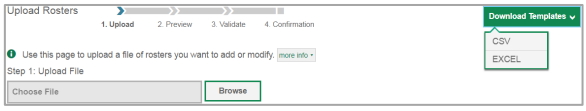
6. Select **Save**, and in the affirmation dialog box select **Continue**.

## 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.

1. 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 60: Upload Roster




2. Fill out the template using Table 12 below.

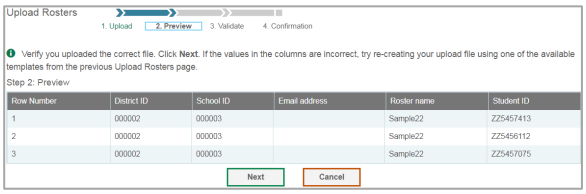
Table 12: Columns in the User-Defined Roster Upload File

| 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 with the roster. | Email address of a teacher existing in TIDE 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.

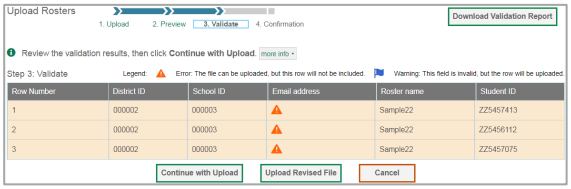
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 61: Upload Roster Preview Page




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

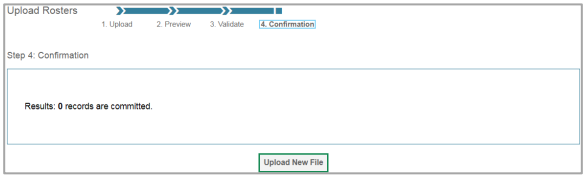
Figure 62: Upload Roster Validation Page




5. The validation screen shows errors or warnings associated with your uploaded 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.

Figure 63: Upload Roster Confirmation Page



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**.

## 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.

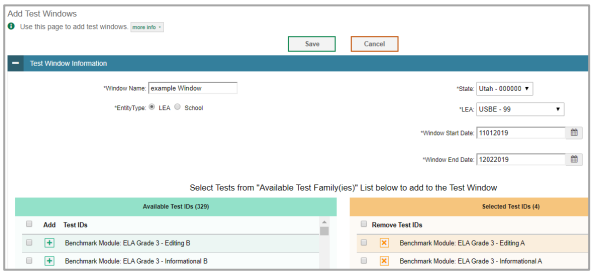
1. From the **Test Windows** task menu on the TIDE dashboard, select **View/Edit/Export Test Windows**. The ***View/Edit/Export Test Window*** page appears.

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

3. 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:

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:

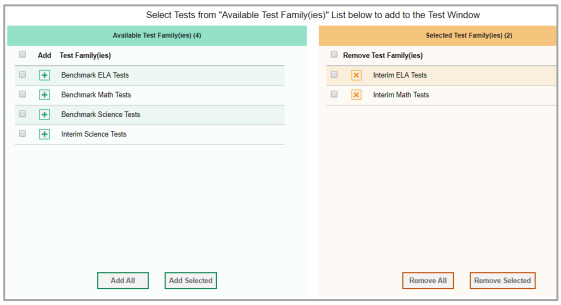
   a. To add test IDs, from the list of available tests, do one of the following:

      - 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**.

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:

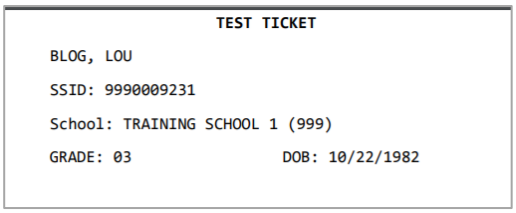
- *Optional:* Print **test tickets** to help students log in to tests.
- Add, modify, and upload appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

## 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.

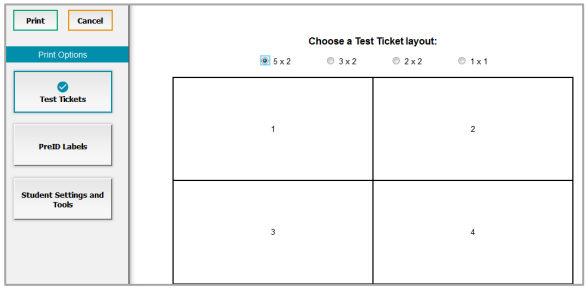
5. Select and then select the appropriate action:
   - To print test tickets for selected students, select **My Selected Test Tickets**.
   - To print test tickets for all retrieved students, select **All Test Tickets**.

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.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 67: Layout Model for Test Tickets




## 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.

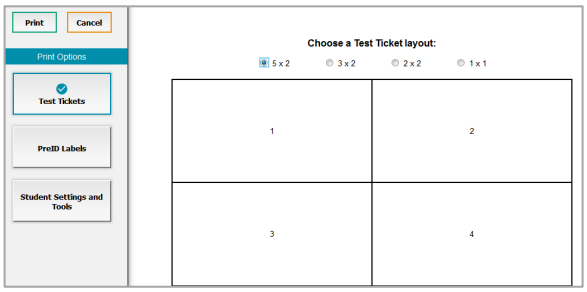
5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 68).

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

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 68: Layout Model for Test Tickets




## 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.

Table 13: Types of Appeals

| Type | 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:<br>• If resuming the test within 20 minutes, student can review previously answered questions.<br>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.<br>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. |

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 | | ? | ? | | |

## 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 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**.

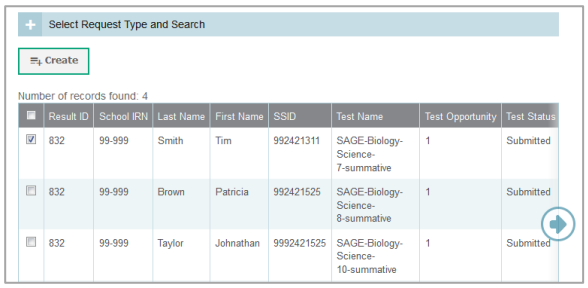
3. From the **Select a reason from the list** drop-down, select a reason for creating the appeal request. The reasons may vary based on the appeal request type.

4. Enter a reason for the request in the window that pops up.

5. Select **Submit**. TIDE displays a confirmation message.

Figure 69: Selection Fields in the Create Appeal Requests Page

Figure 70: Retrieved Test Results



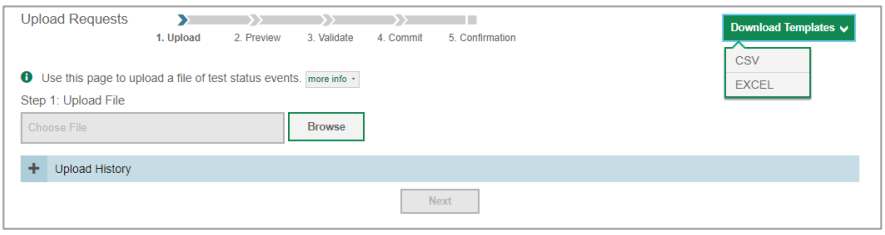

| | Result ID | School IRN | Last Name | First Name | SSID | Test Name | Test Opportunity | Test Status |
|---|---|---|---|---|---|---|---|---|
| ☑ | 832 | 99-999 | Smith | Tim | 992421311 | SAGE-Biology-Science-7-summative | 1 | Submitted |
| ☐ | 832 | 99-999 | Brown | Patricia | 992421525 | SAGE-Biology-Science-8-summative | 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




2. Fill out the template using Table 16 below.

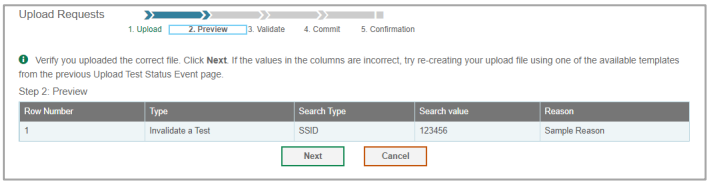
Table 16: Columns in the Appeal Request Upload File

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

*Required field.

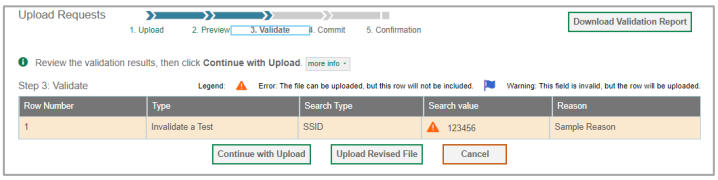
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 72: Upload Appeals Preview Page



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

Figure 73: Upload Appeals Validation Page



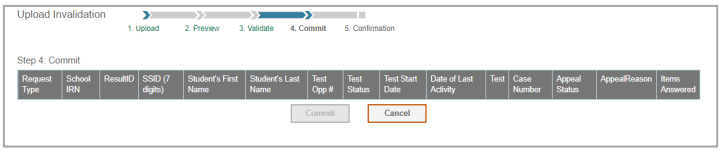

5. The validation screen shows errors or warnings associated with your uploaded file.

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 commit page appears, showing how many records will be committed based on your upload file.

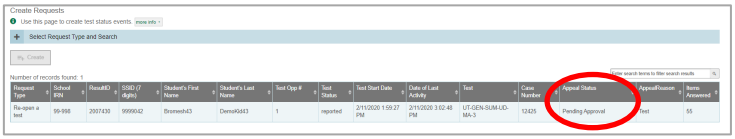
8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 74: Upload Appeals Committ Page




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 75: Appeals Record List with Appeal Status Shown



## 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:

- Plan and Manage Testing Report: 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.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the participation codes for a test administration.

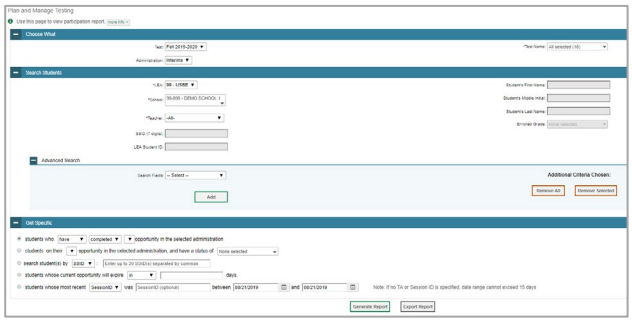
## How school-level users view report of students' current test status

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.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 76).

Figure 76: Plan and Manage Testing Page



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.

   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.

**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.

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).<br>(This includes Restarts Within Grace Period—see below.) |
| Restarts Within Grace Period | The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period).<br>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.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Midyear Summatives: 21 days<br>Spring Summatives: 60 days |

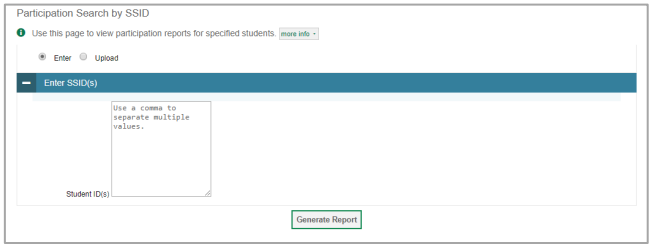
## How school-level users view report of students' current test status by student ID

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.

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 77).

Figure 77: Participation Search by SSID Page




2. Do one of the following:

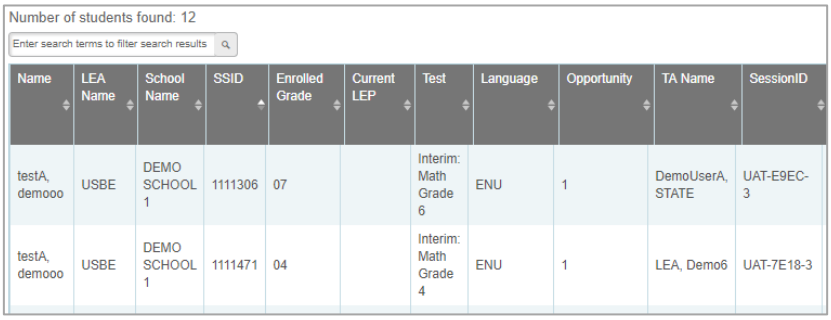
   - To enter students' SSIDs, select **Enter**. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

   - 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



Number of students found: 12

Enter search terms to filter search results

| 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 |

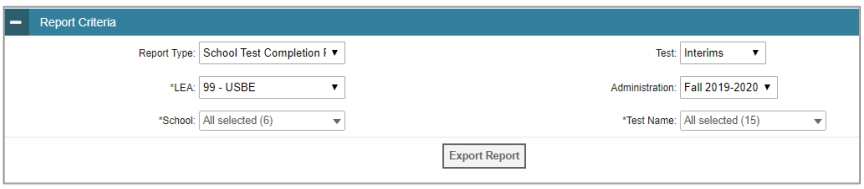
## How school-level users view report of test completion rates

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

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

2. In the *Report Criteria* panel (see Figure 79), select the parameters for which tests to include in your report.

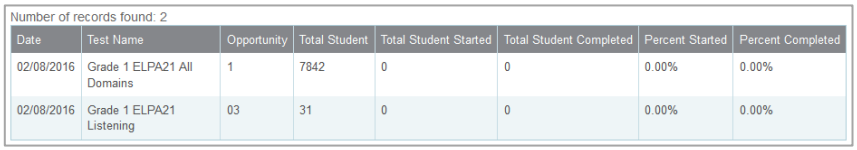
Figure 79: Test Completion Rates Search Fields




3. 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 80: Test Completion Rate Report



Number of records found: 2

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

Table 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 Completed | Number of students who have finished the test and submitted it for scoring. |
| Percent Started | Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE. |
| Percent Completed | Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE. |
| 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.

# 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.

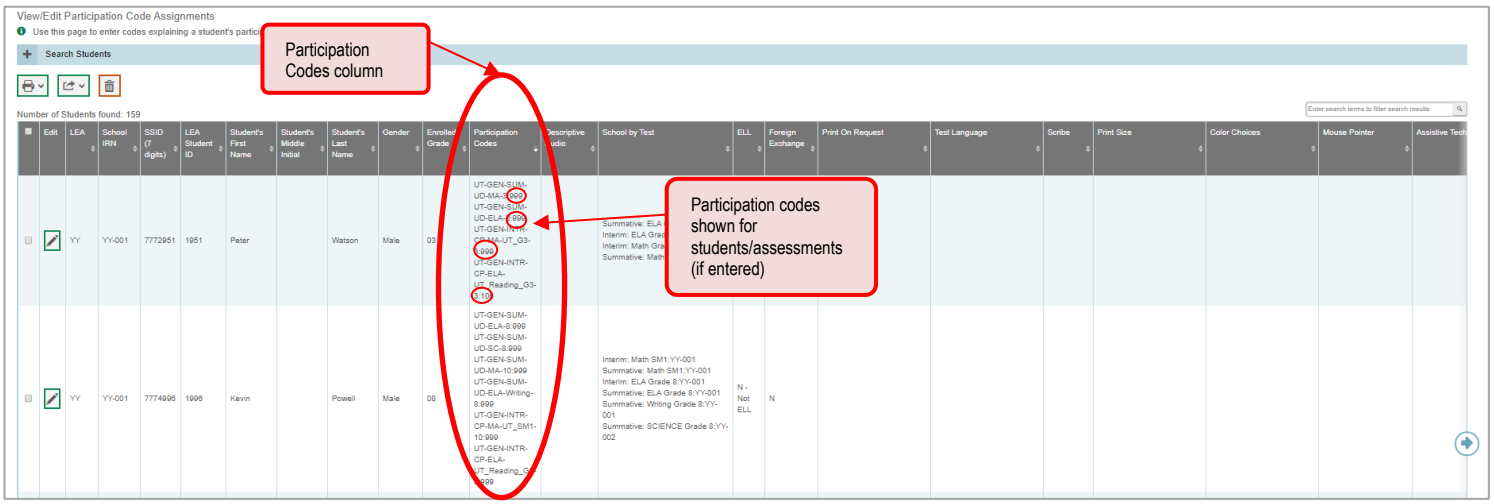
*To view the participation code in TIDE:*

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 partcipation 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.

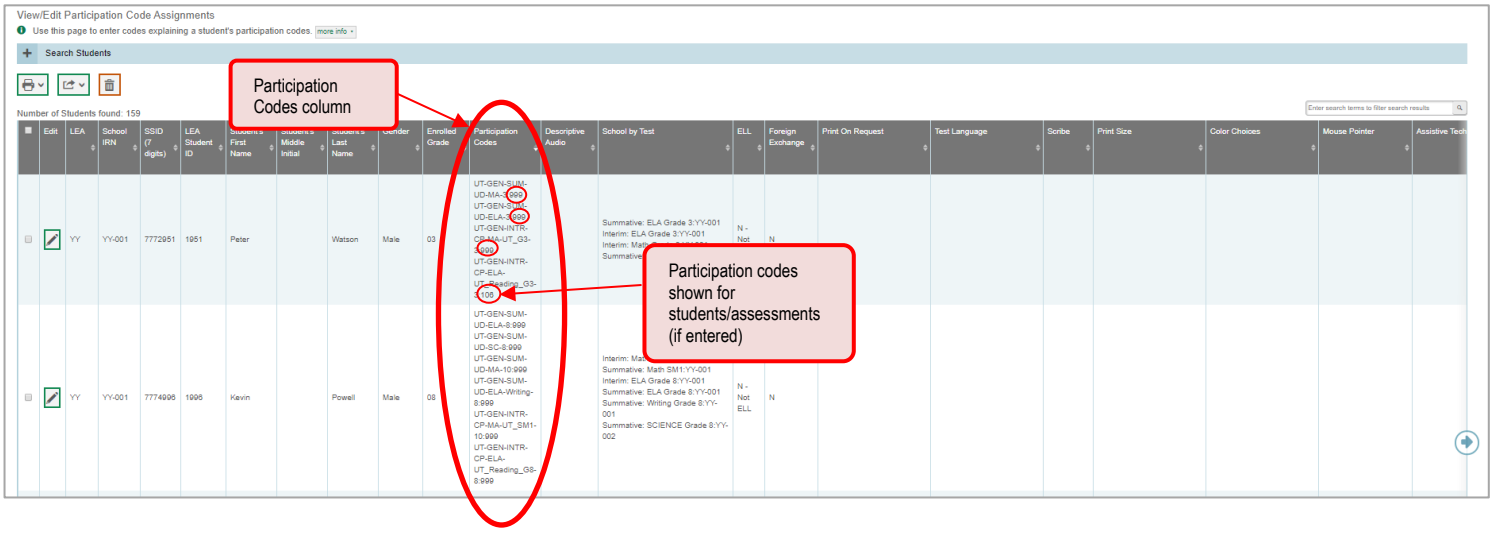
*To update a student's participation codes:*

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).

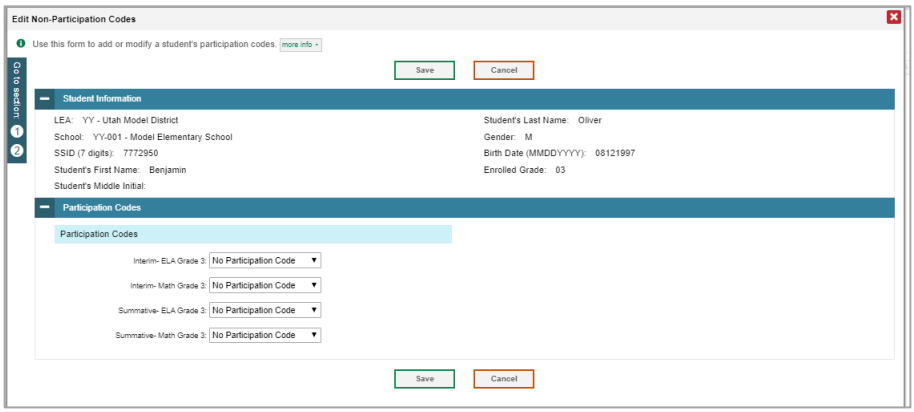
Figure 82: Participation Codes in TIDE




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



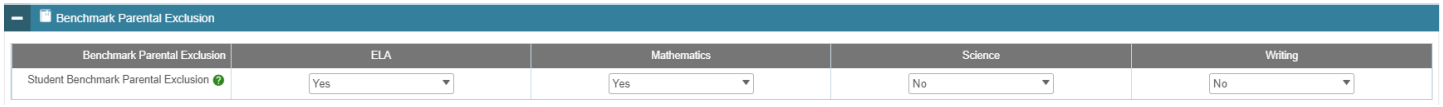

6. Click **Save** when complete.

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 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 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. USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | 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.



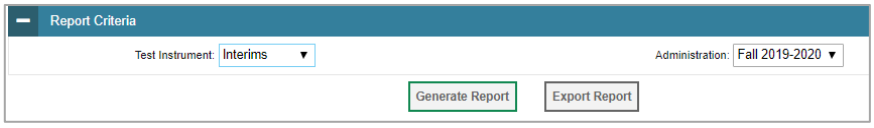
## How school-level users view report of test status codes

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

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

2. In the *Report Criteria* panel (see Figure 84), select search criteria for the test and administration.

Figure 84: Test Status Code Report Search Results



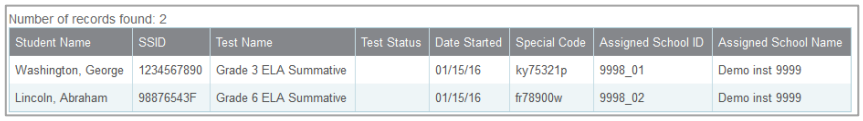

3. Do one of the following:

   - 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).

Figure 85: Test Status Code Report



Number of records found: 2

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

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

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 | Name of school where student is enrolled. |
| 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

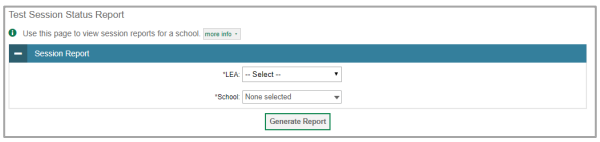
| Status | Definitions |
|---|---|
| Approved | The TA has approved the student for the session, but the student has not yet started or resumed the test. |
| Completed | The student has submitted the test for scoring. No additional action can be taken by the student. |
| Denied | The TA denied the student 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):<br>• The student paused his or her test by selecting the **Pause** button.<br>• The student idled for too long (more than 20 minutes) and the test was automatically paused.<br>• The test administrator stopped the session the student was testing in.<br>• The test administrator paused the individual student's test.<br>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.<br>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.<br>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.

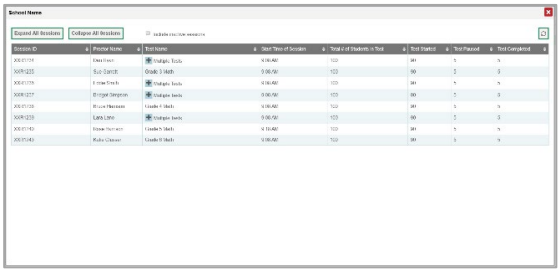
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Session Status Report**. The ***Test Session Status Report*** page appears.

Figure 86: Test Session Status Report Page



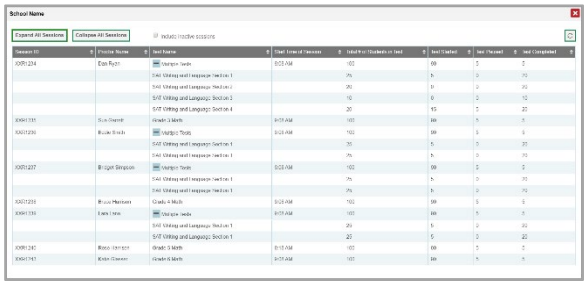

2. Select **Generate Report**.
3. A detailed report will appear after you complete step 2. For a description of the columns in this report, see Table 22 below.

Figure 87: Detailed Session Report



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



7. *Optional:* Select ↻ to 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. |

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## Recommended process for managing summative participation during testing

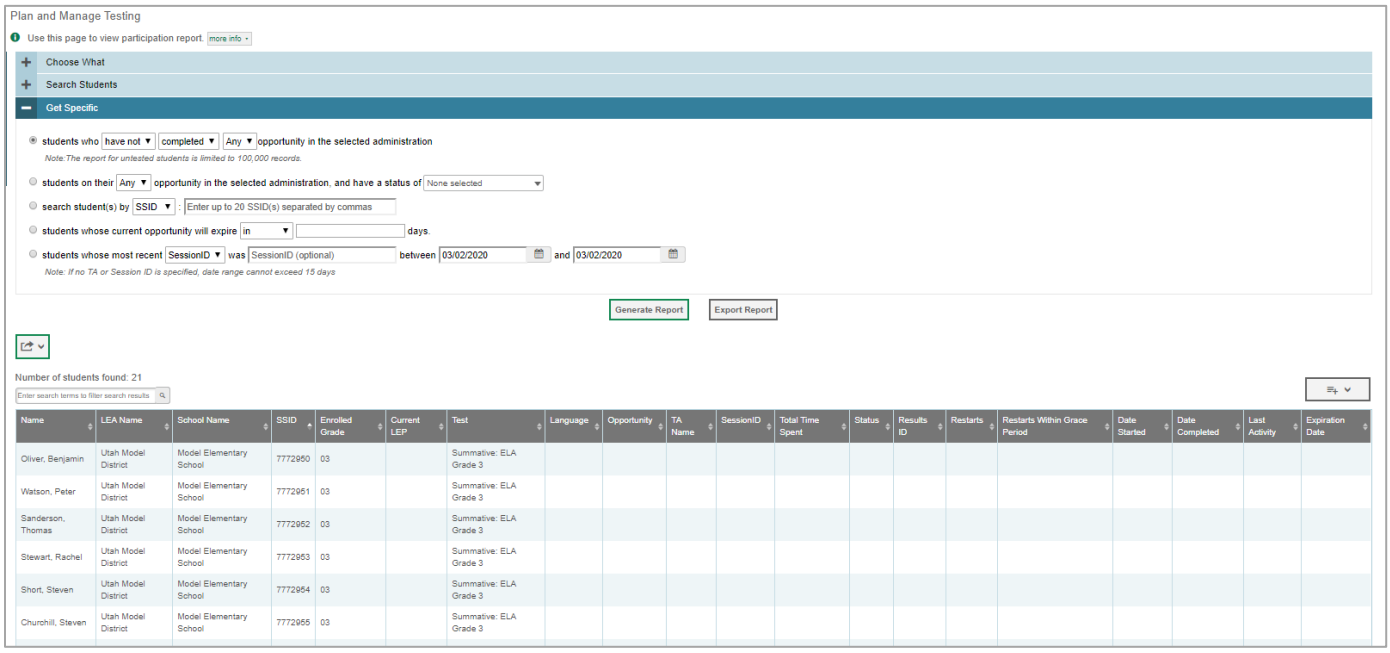
As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular,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




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

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 "How school-level users view report of test completion rates" section on page 66 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.*

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 current students; 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).

Figure 91: 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 | 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 |

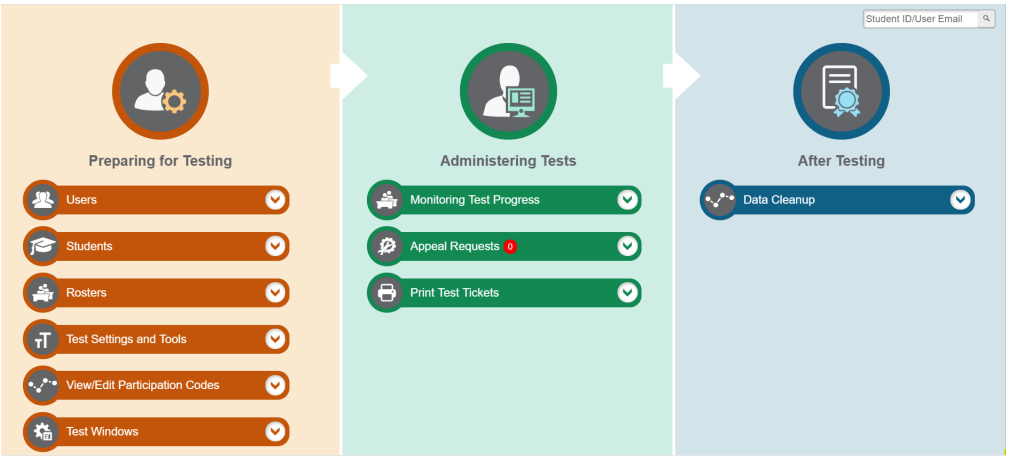
- For the steps to take to generate this report, see the "How school-level users view report of test status codes" section on page 72 of this guide.

*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.

## 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:

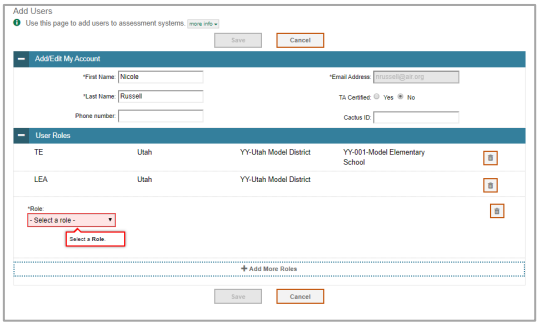
1. From the **Users** task menu, select **Add Users**. The ***Add Users*** page appears.

Figure 93: 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 94: Add User – Additional Fields




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 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.

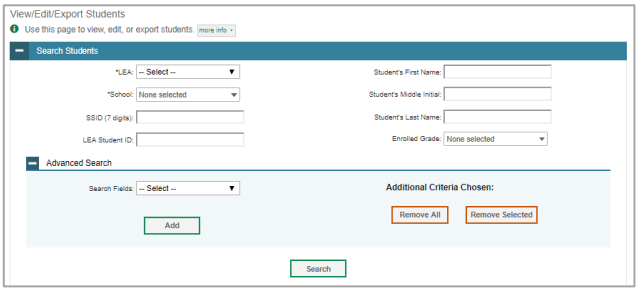
## How LEA-level users modify existing user accounts one a time

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




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**.

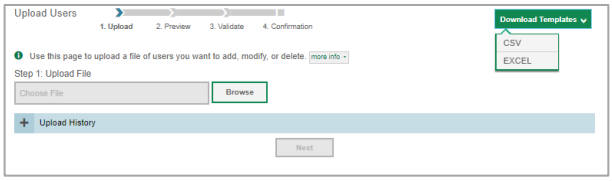
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

## 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:

1. 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




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

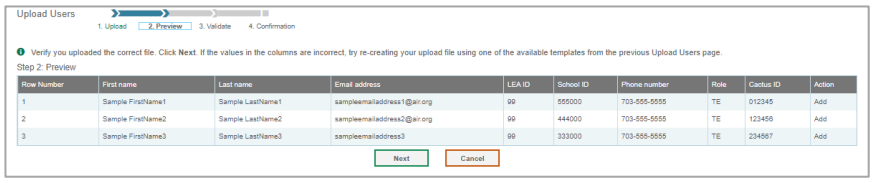
Table 24: Columns in the User Upload File

| 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, see User Role Permissions. | One of the following:<br>LEA—LEA administrator.<br>LRV—LEA Report Viewer.<br>SA—School administrator.<br>SRV—School Report Viewer.<br>TE—Test administrator.<br>PR—Proctor.<br>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:<br>Add—Add new user or edit existing user record.<br>Delete—Remove existing user record. |

*Required field.

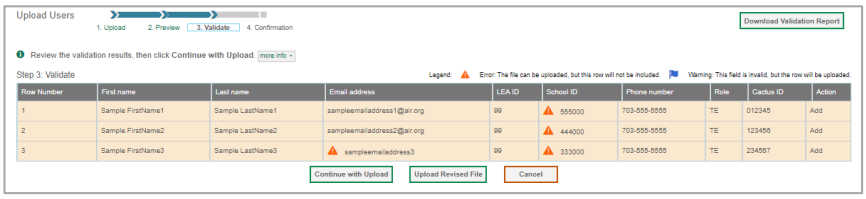
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 97: Upload Users Preview Page



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

Figure 98: Upload Users Validation Page




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

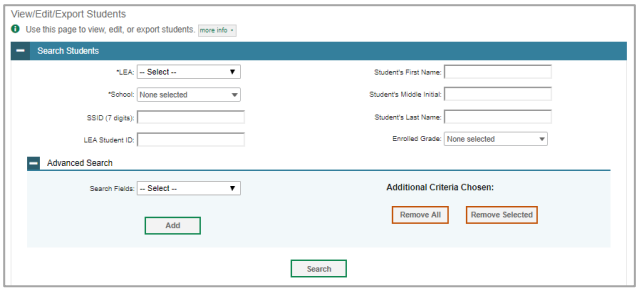
## How LEA-level Users Set Up Student Accounts in TIDE

## 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***.

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

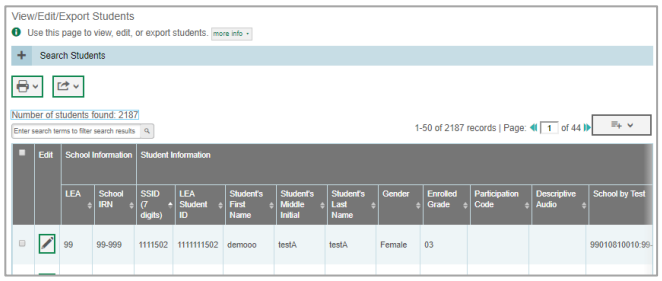



Figure 102: View/Edit Student Page

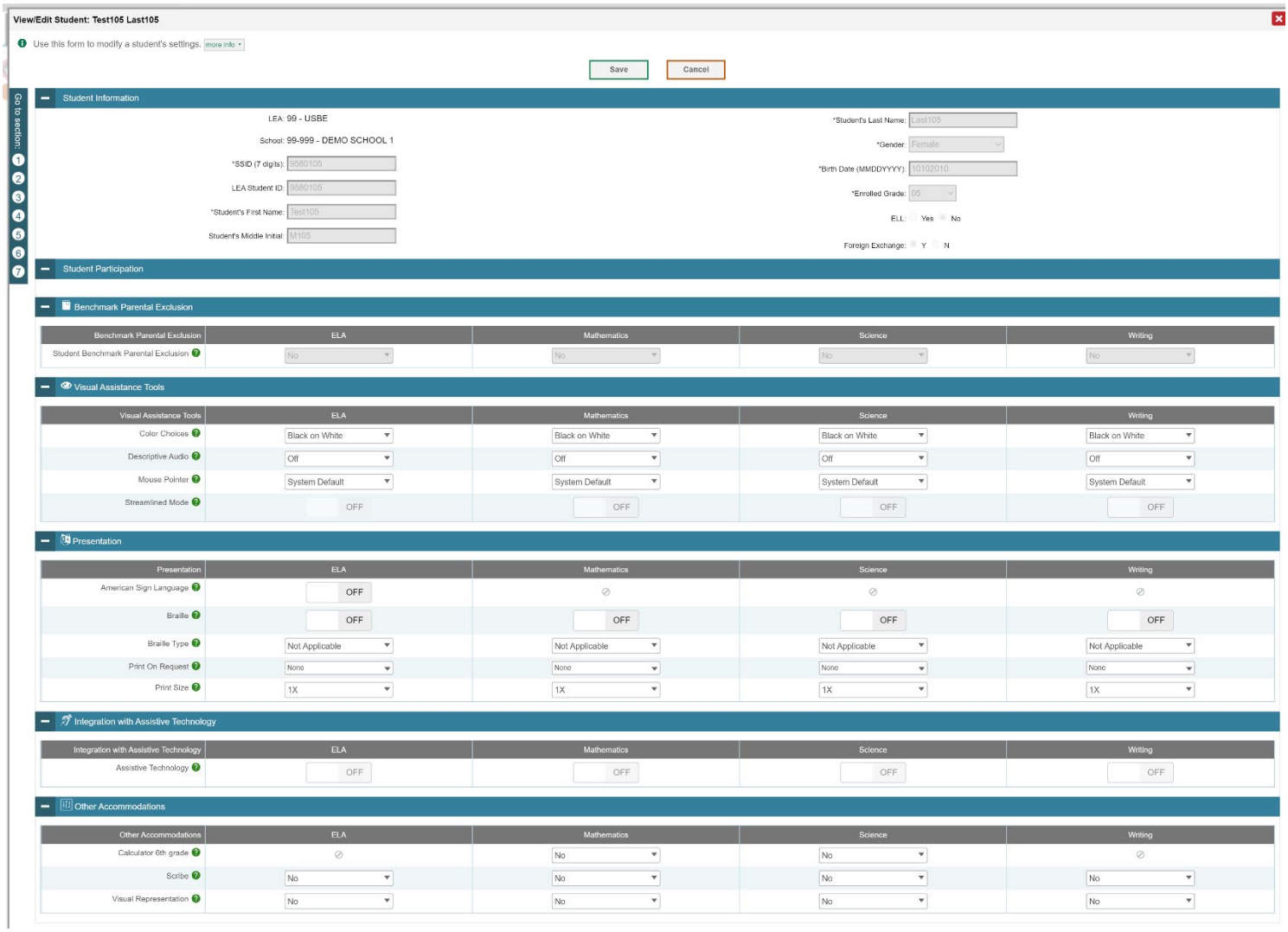


Table 25: Fields in the Student Information Panel

| 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 | Initial of student's middle name. |
| 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. |

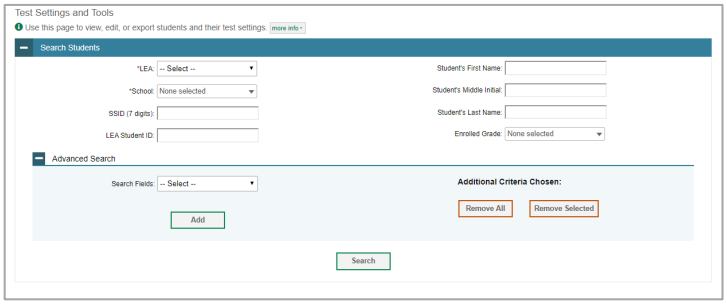
Note: all fields provided by USBE and cannot be modified.

## 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 *Assistive Technology Manual*.

1. 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**.

3. 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

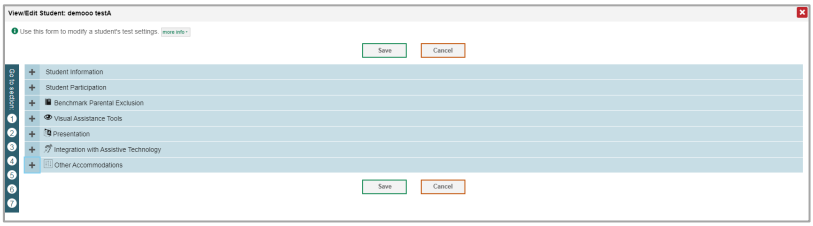


Figure 105: View/Edit Student Page

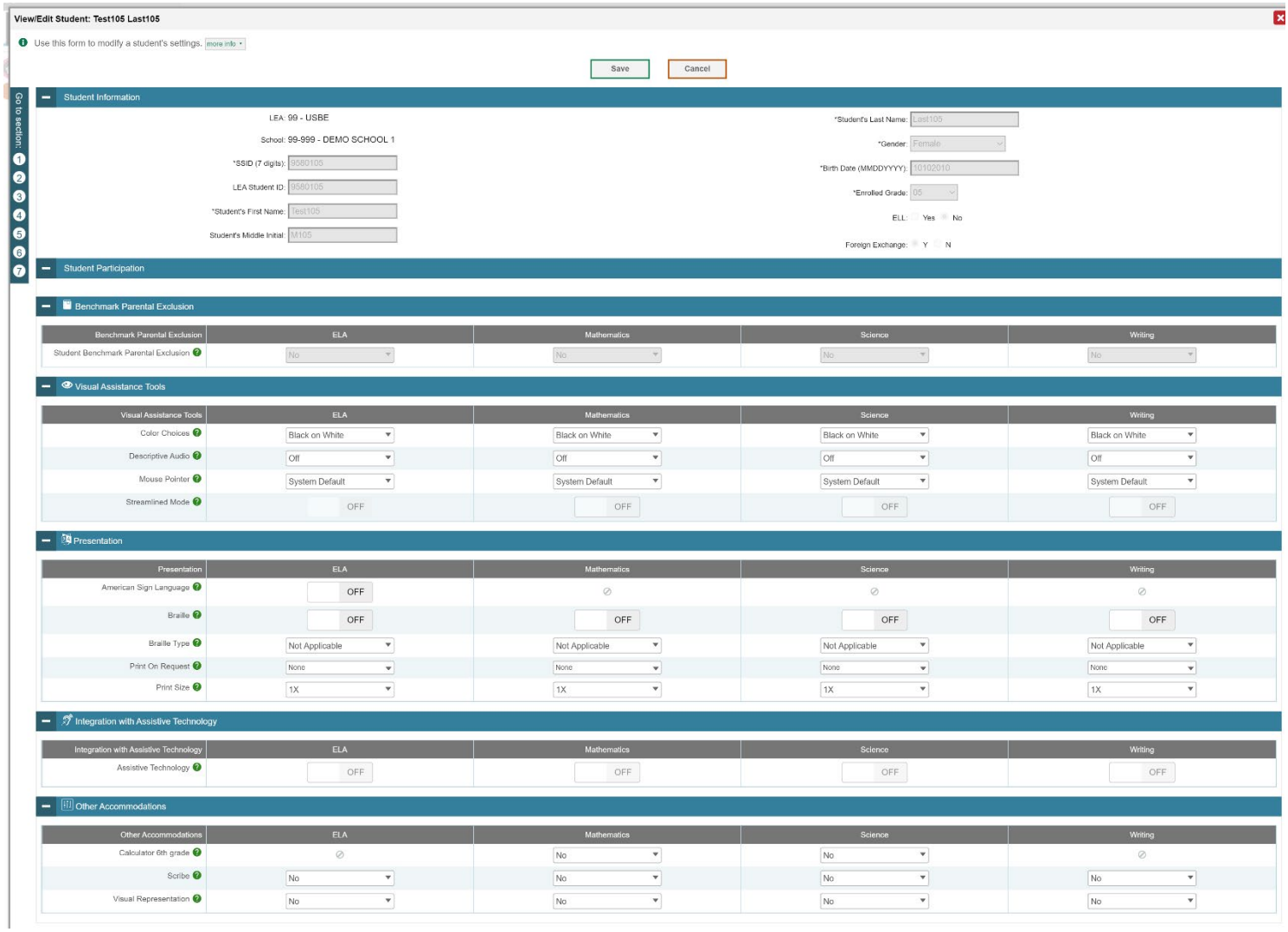


Table 26: Fields in the Test Settings and Tools Panels

| 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 6th 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 after the test starts 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.

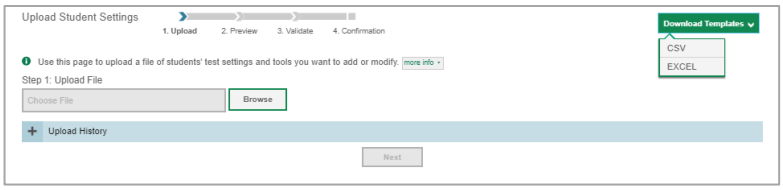
## How LEA-level users modify multiple student accounts all at once

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.

1. 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.

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.

Table 27: Columns in the Student Settings Upload File

| 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:<br>ELA<br>Mathematics<br>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. |

*Required field.

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

| Tool Name | Description | Valid Value | Applies to |
|---|---|---|---|
| American Sign Language | Availability of American Sign Language video. | Off | ELA |
| | | On | ELA |
| Braille | | Off | ELA, Math, Science, Writing |
| | | On | |
| Braille Type | Type of Braille in which test items are printed. | Not Applicable | ELA, Math, Science, Writing |
| | | Contracted | |
| Calculator 6th 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 the indicated subject. USBE approval required. | Off | ELA, Math, Science, Writing |
| | | On | |
| Print On Request | Student's print-on- demand (POD) accommodation for tests in the indicated subject. | None | ELA, Math, Science, Writing |
| | | 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, Writing |
| Scribe | Student scribe setting for tests the indicated subject. | No | ELA, Math, Science, Writing |
| | | Yes | |
| Streamlined Mode | Streamlined mode setting for tests in the indicated subject. | Off | ELA, Math, Science, Writing |
| | | On | |
| Visual Representation | Manipulatives such as cubes, tiles, rods, blocks, models, etc. USBE approval required. | No | ELA, Math, Science, Writing |
| | | Yes | |

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the 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**.

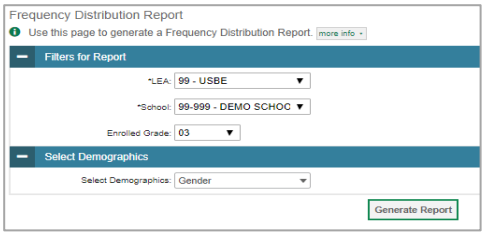
4. In the dialog box, select **Continue** to return to the list of student records.

## 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.

1. 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




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

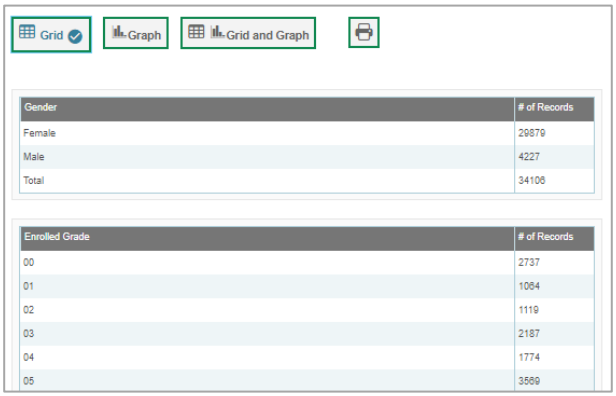
   a. From the **School** drop-down list (if available), select a school. LEA-level users can retain the default for all schools within the LEA.

   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.

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 108).

Figure 108: Frequency Distribution Reports by Grade and Gender



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 system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined 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.

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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'.

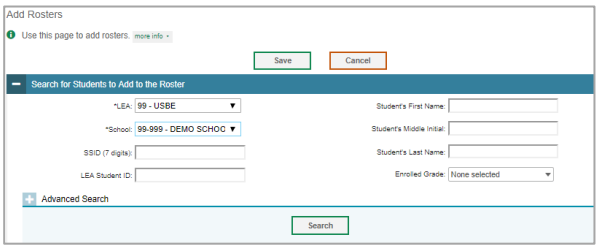
You can only create rosters from students associated with your school or LEA.

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

1. 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**.

Figure 109: Add Rosters Form



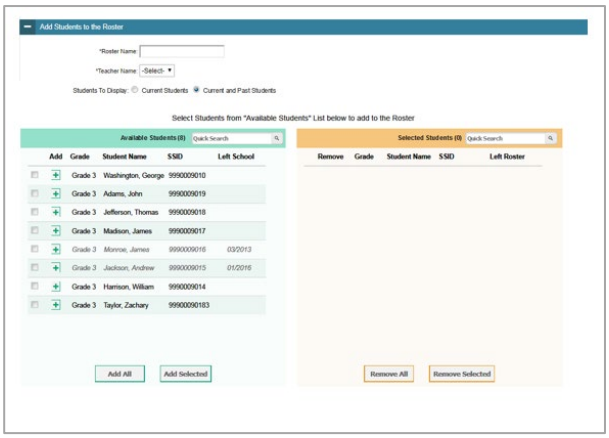

3. In the *Add/Remove Students to the Roster* panel (see Figure 110), do the following:

   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:

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




   - **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 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:

- User-defined Rosters: 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.
- System-defined Rosters: 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).

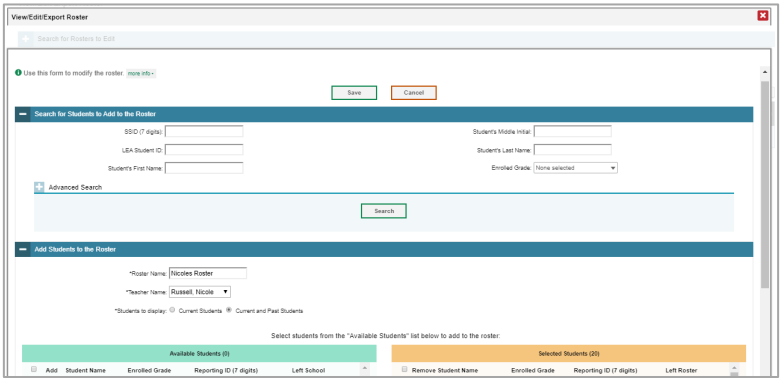
Figure 111: Add Roster Form

2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

3. 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.

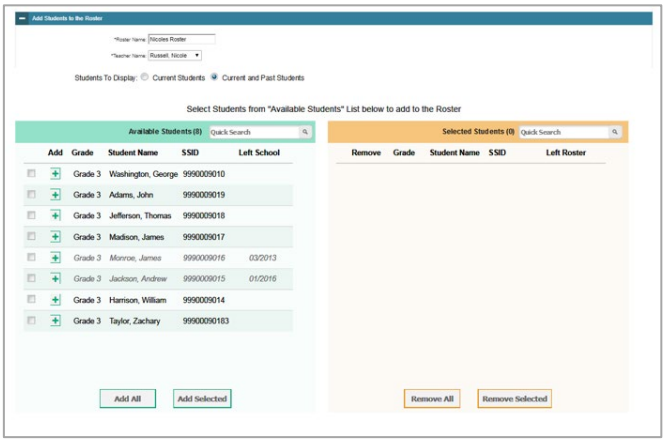
4. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 112: View/Edit Roster Form



5. In the *Add/Remove Students to the Roster* panel (see Figure 113), do the following:

Figure 113: Add/Remove Students to Roster Panel: Current and Past Students




   a. In the *Roster Name* field, enter the roster name (if different from the one pre-populated).

   b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster (if different from the one pre-populated).

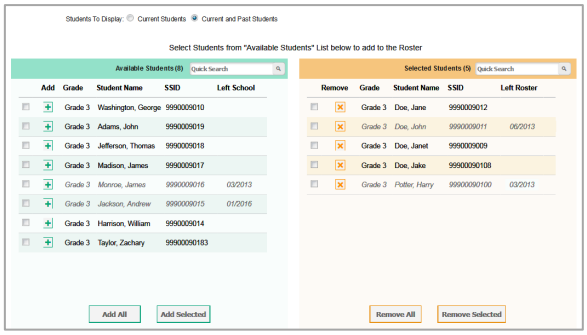
   c. From the *Students To Display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

      - **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:

Figure 114: Modifying a Roster: Current and Past Students




      - 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**.

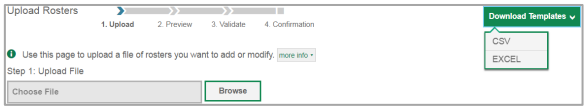
6. Select **Save**, and in the affirmation dialog box select **Continue**.

## 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.

1. 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 115: Upload Roster




2. Fill out the template using Table 29 below.

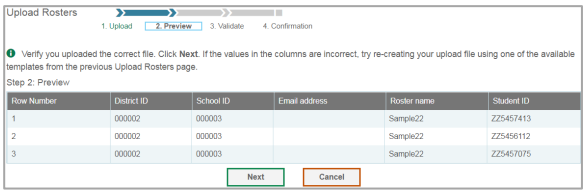
Table 29: Columns in the User-Defined Roster Upload File

| 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 with the roster. | Email address of a teacher existing in TIDE 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.

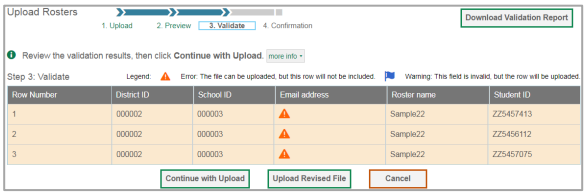
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 116: Upload Roster Preview Page




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

Figure 117: Upload Roster Validation Page

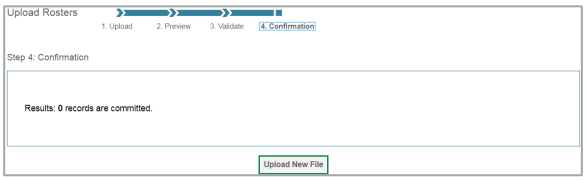


5. The validation screen shows errors or warnings associated with your uploaded file.

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 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.

1. 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.

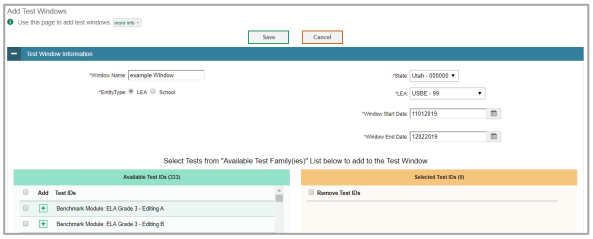
   b. Mark the type of entity for which you want to add a test window: **LEA** or **School**.

   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 119: Add Test Windows Page



3. In the *Add/Remove Tests* section (see Figure 120), do the following:

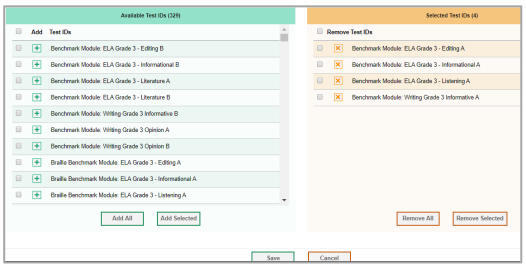
   a. To add tests, from the list of available test IDs, do one of the following:

      - 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**.

Figure 120: 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.

      - 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

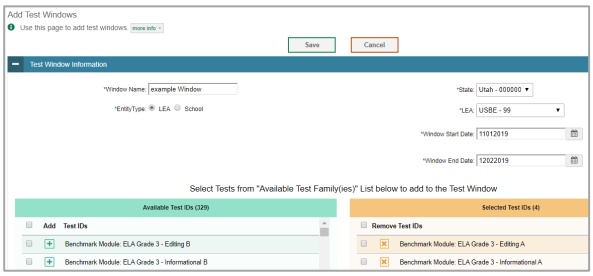
You can modify a custom test window by changing its name and dates, or by adding or removing students.

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**.

3. 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).

Figure 121: Fields in the Add Test Windows Page




4. *Optional*: In the *Test Window Information* panel, do the following:

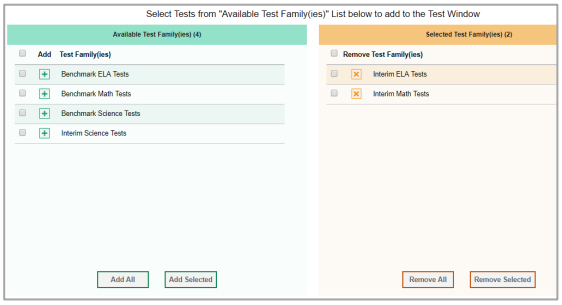
   a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

   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:

Figure 122: Add/Remove Tests Panel




   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**.

   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 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

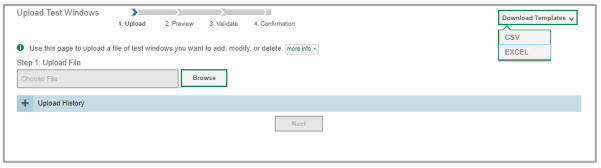


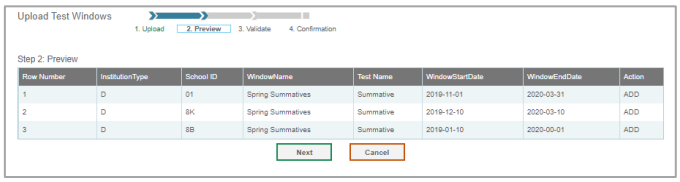

Table 30: Columns in the Test Windows Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| INSTITUTIONTYPE* | Type of institution to which the test window applies. | One of the following:<br>D—Window applies to LEAs.<br>S—Window applies to schools. |
| INSTITUTIONIRN* | LEA's or school's ID. | For LEA-level windows, a LEA ID that exists in TIDE.<br>For school-level windows, use DD-SS, where DD is the LEA ID and SS is the school ID.<br>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 transaction. | One of the following:<br>Add—Add new window.<br>Update—Edit an existing window.<br>Delete—Remove existing window. |

*Required field.

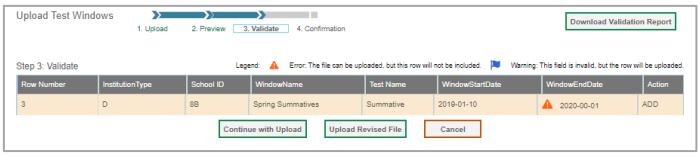
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 124: Upload Test Window Preview Page




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

Figure 125: Upload Test Window Validation Page

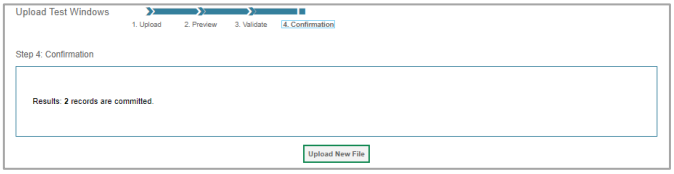



5. The validation screen shows errors or warnings associated with your uploaded file.

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 126: Upload Test Window Confirmation Page




# How LEA-level Users Use TIDE during Test Administration

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

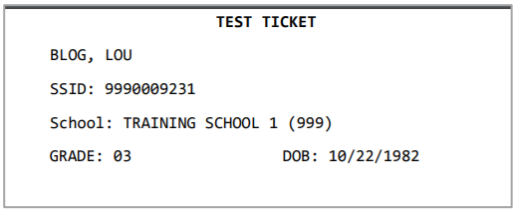
- *Optional:* Print **test tickets** to help students log in to tests.
- Add, modify, upload and process appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

## 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



**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:

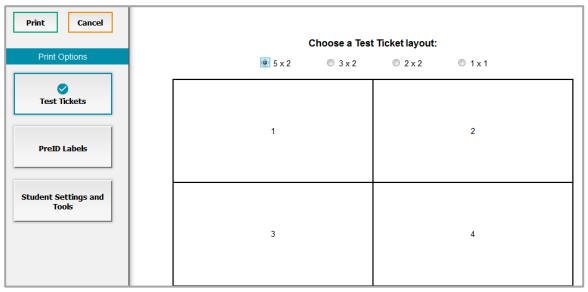
   - To print test tickets for selected students, select **My Selected Test Tickets**.
   - To print test tickets for all retrieved students, select **All Test Tickets**.

6. 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.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 128: Layout Model for Test Tickets



## 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.

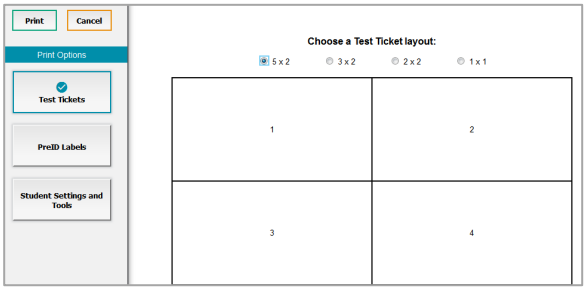
5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 129).

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

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

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.

Table 31: Types of Appeals

| Type | 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:<br>• If resuming the test within 20 minutes, student can review previously answered questions.<br>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.<br>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. |

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

| 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 | | ✓ | ✓ | | |

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

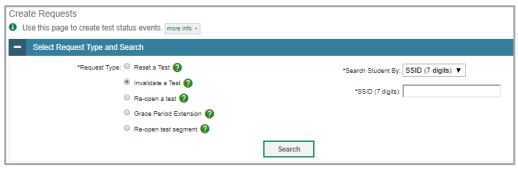
You can create an appeal request for a given test result.

1. Retrieve the result for which you want to create 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).

   b. Select a request type.

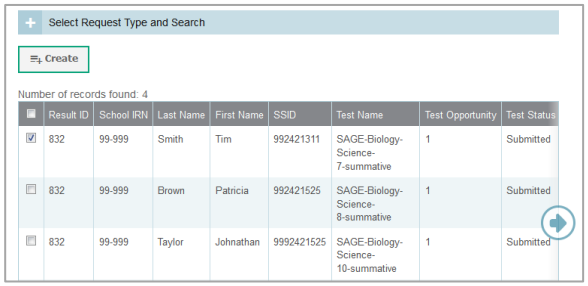
Figure 130: Selection Fields in the Create Appeal Requests Page



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).

Figure 131: Retrieved Test Results




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** drop-down, 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.

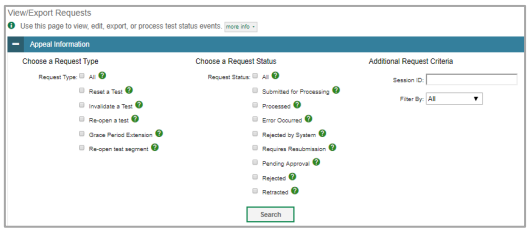
5. Select **Submit**. TIDE displays a confirmation message.

## 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.

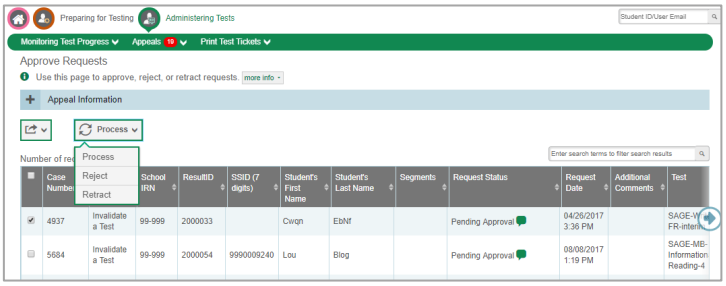
1. From the **Appeal Requests** task menu on the TIDE dashboard, select **View/Approve/Export Appeal Requests**. The ***View/Export Appeal Requests*** page appears (see Figure 132).

Figure 132: Selection Fields in the View/Export Appeal Requests Page




2. 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




3. *Optional:* Review the initiator's reason for the appeal request by selecting in the Request Status column.

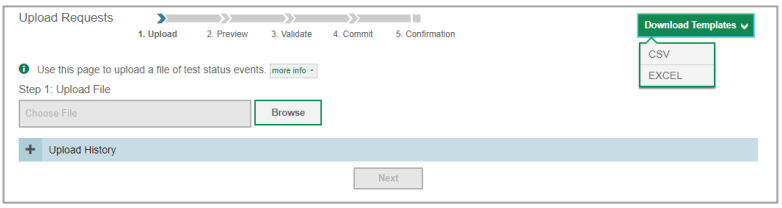
4. To approve appeals, select the appeal to be approved and click the **Process** button when ready. Please note that this is a two-step procedure. To complete the appeal, the requests must be reviewed and processed.

## 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




2. Fill out the template using Table 34 below.

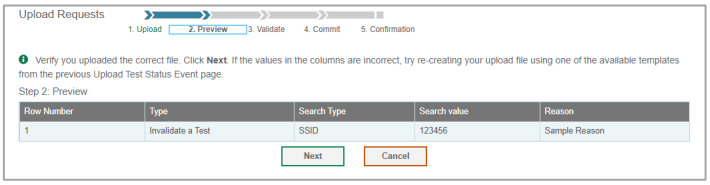
Table 34: Columns in the Appeal Request Upload File

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

*Required field.

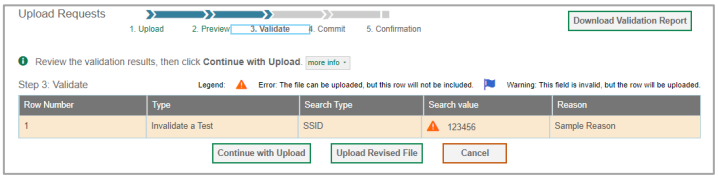
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 135: Upload Appeals Preview Page



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

Figure 136: Upload Appeals Validation Page



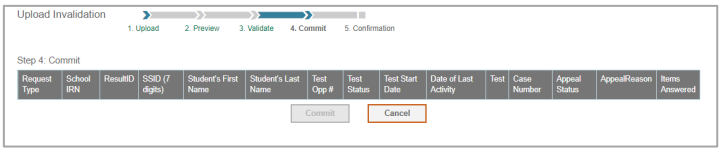

5. The validation screen shows errors or warnings associated with your uploaded file.

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 commit page appears, showing how many records will be committed based on your upload file.

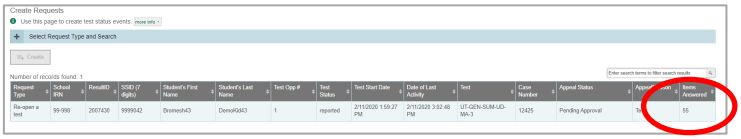
8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File.**

Figure 137: Upload Appeals Committ Page




9. 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 138: Appeals Record List with Appeal Status Shown



## 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:

- Plan and Manage Testing Report: 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.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the participation codes for a test administration.

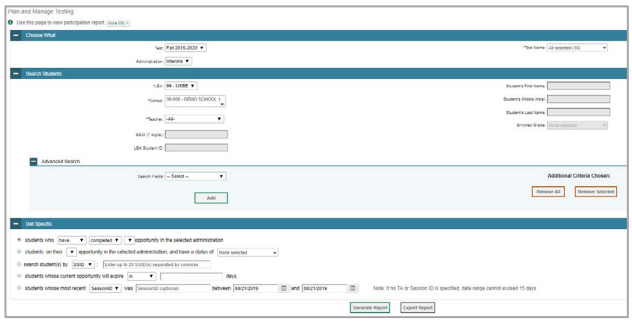
## How LEA-level users view report of students' current test status

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.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 139).

Figure 139: Plan and Manage Testing Page



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.

   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.

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).<br>(This includes Restarts Within Grace Period—see below.) |
| Restarts Within Grace Period | The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period).<br>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.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Fall Summatives: 21 days<br>Spring Summatives: 60 days |

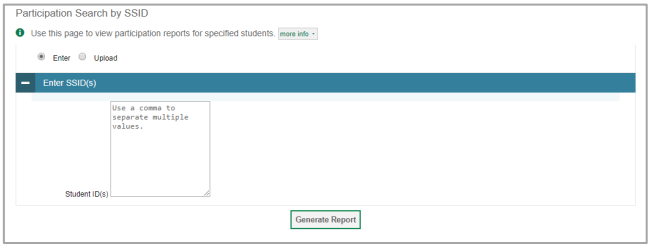
## How LEA-level users view report of students' current test status by student ID

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.

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 140).

Figure 140: Participation Search by SSID Page




2. Do one of the following:

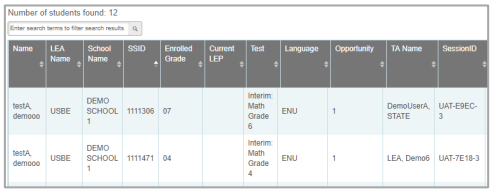
   - To enter students' SSIDs, select **Enter**. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

   - 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



## 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.

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

2. In the *Report Criteria* panel (see Figure 142), select the parameters for which tests to include in your report.

3. 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

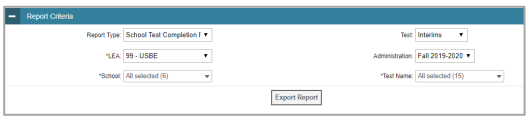
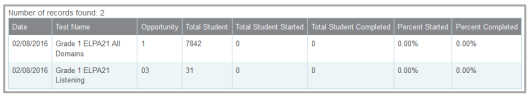



Figure 143: Test Completion Rate Report



Number of records found: 2

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

Table 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 Completed | Number of students who have finished the test and submitted it for scoring. |
| Percent Started | Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE. |
| Percent Completed | Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE. |
| 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.

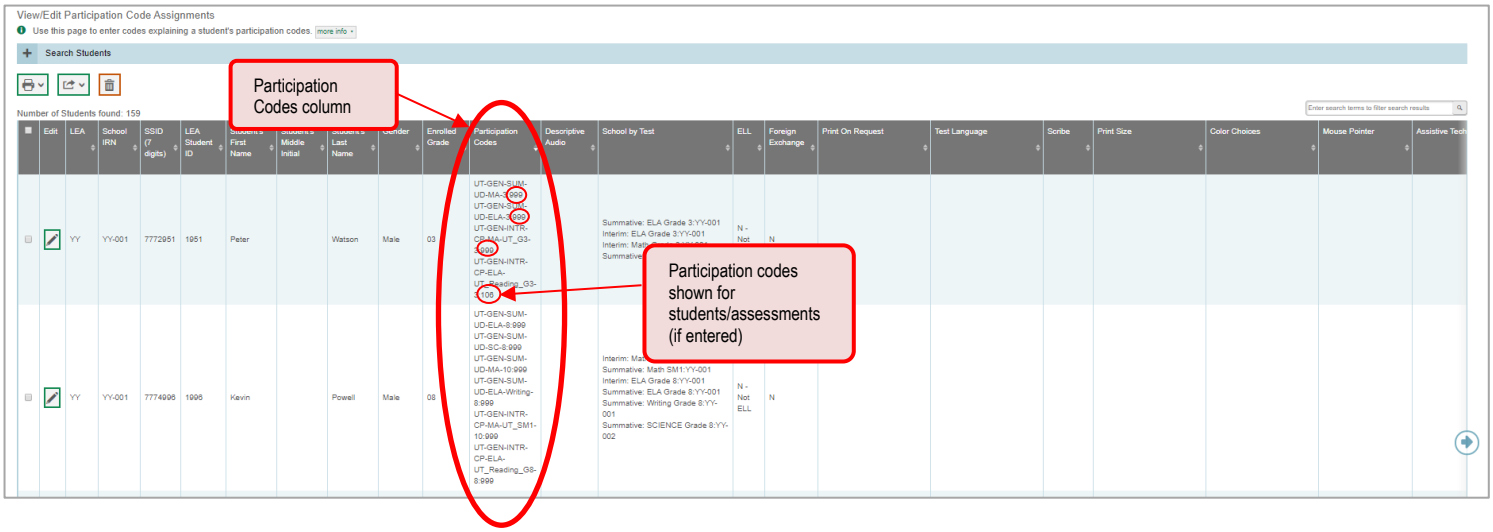
## Viewing a Student's Participation Codes

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 partcipation 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 "How LEA-level users use Discrepancy Resolution for cleanup" 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 "How LEA-level users use Discrepancy Resolution for cleanup" 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 "How LEA-level users use Discrepancy Resolution for cleanup" 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.

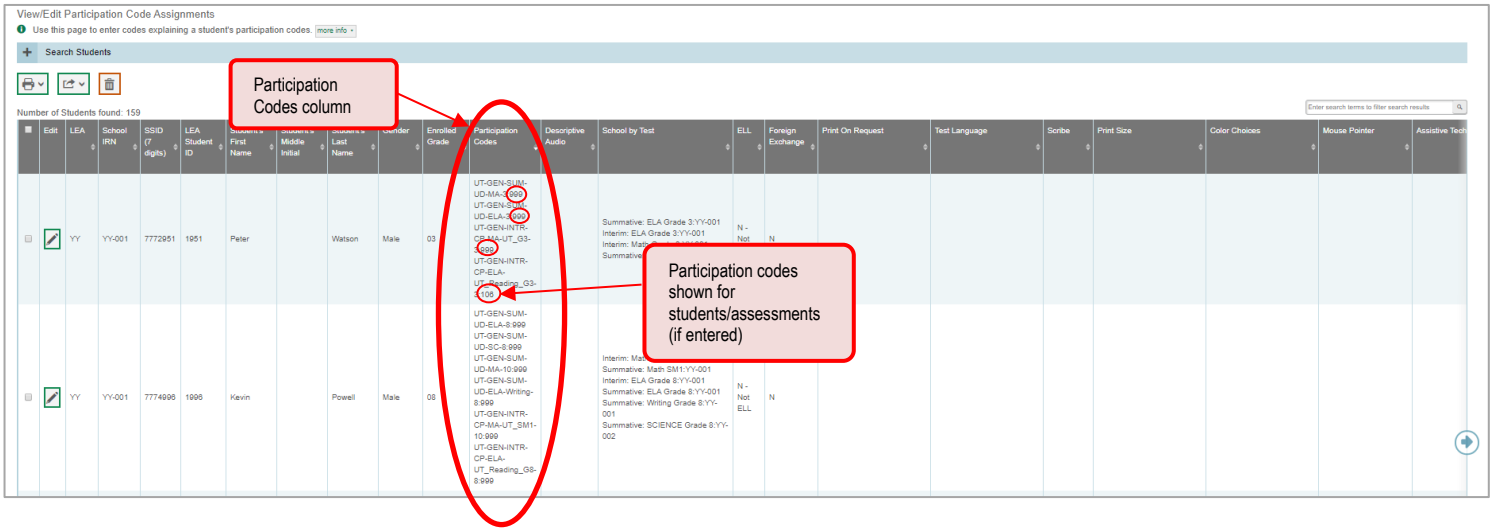
*To update a student's participation codes:*

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).

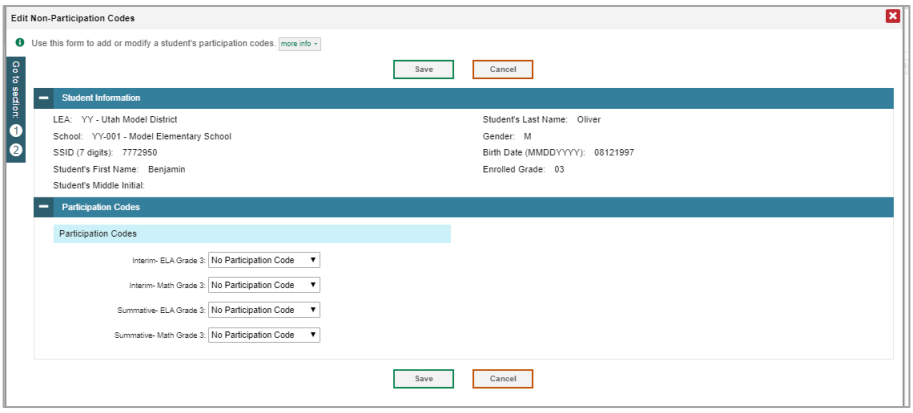
Figure 145: Participation Codes in TIDE




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



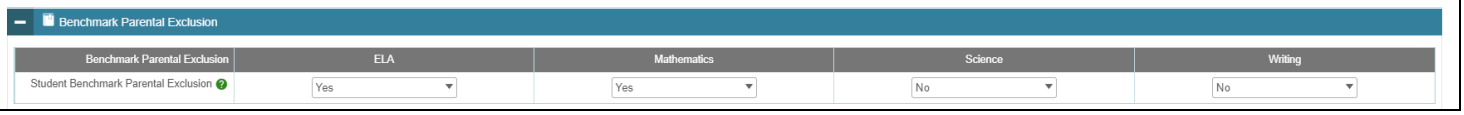
6. Click **Save** when complete.

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. USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | 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.



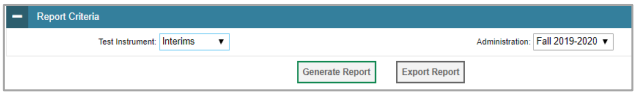
## How LEA-level users view report of test status codes

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

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

2. In the *Report Criteria* panel (see Figure 147), select search criteria for the test and administration.

Figure 147: Test Status Code Report Search Results



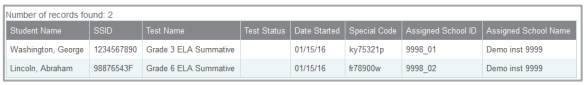

3. Do one of the following:

   - 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).

Figure 148: Test Status Code Report



Number of records found: 2

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

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

Table 38: 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 | Name of school where student is enrolled. |
| 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 39 on the following page.

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):<br>• The student paused his or her test by selecting the **Pause** button.<br>• The student idled for too long (more than 20 minutes) and the test was automatically paused.<br>• The test administrator stopped the session the student was testing in.<br>• The test administrator paused the individual student's test.<br>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.<br>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.<br>Note: All tests go through an internal scoring process during quality assurance review. |
| Suspended | The student is awaiting TA approval to resume a testing. |

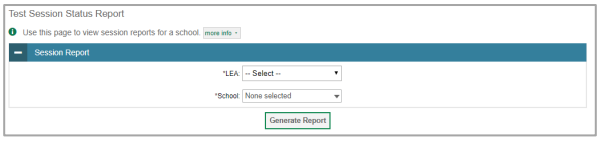
## How LEA-level users view test session status reports

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.

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

Figure 149: Test Session Status Report Page



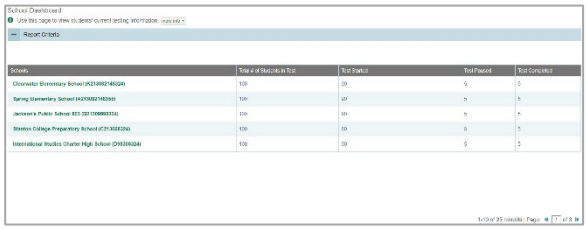

2. From the **LEA** drop-down list, select an LEA.

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.

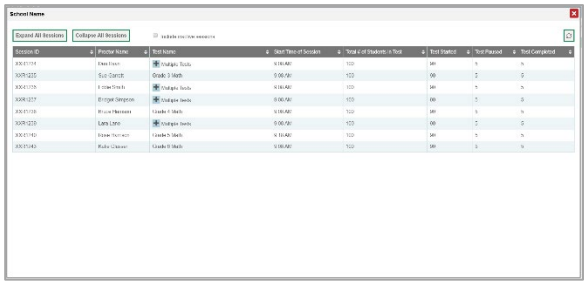
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see Table 40 on the following page.

Figure 150: Summary Session Report



6. 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

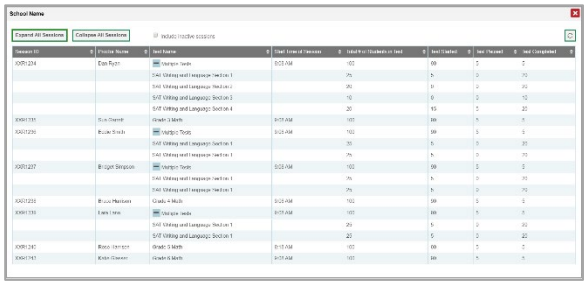


7. *Optional:* Select Expand All Sessions to expand all sessions containing multiple tests.

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



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

Table 40: Columns in the Summary Session Report Page

| Column | Description |
|---|---|
| Schools | List of schools for which you can view reports. |
| 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. |

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 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

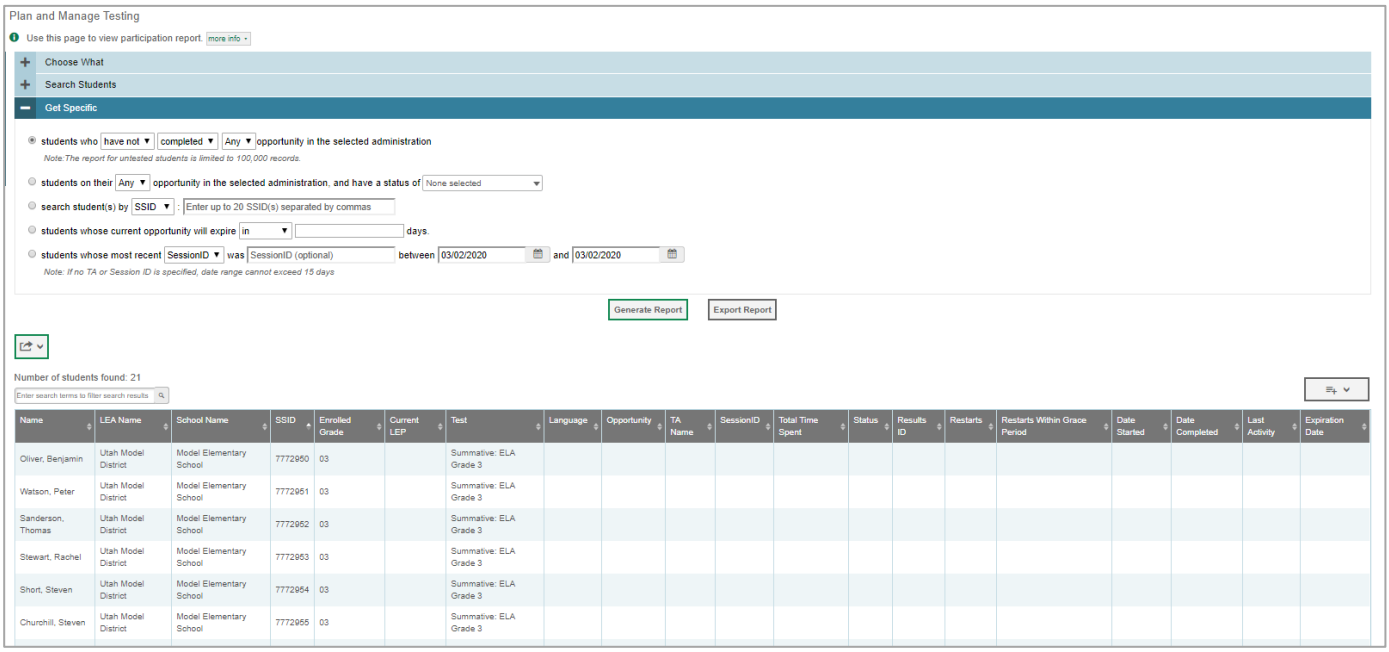
As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular,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

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




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

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 "How LEA-level users view report of test completion rates" section on page 113 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.*

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,

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 current students; 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 "How LEA-level users use Discrepancy Resolution for cleanup" 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 | 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 |

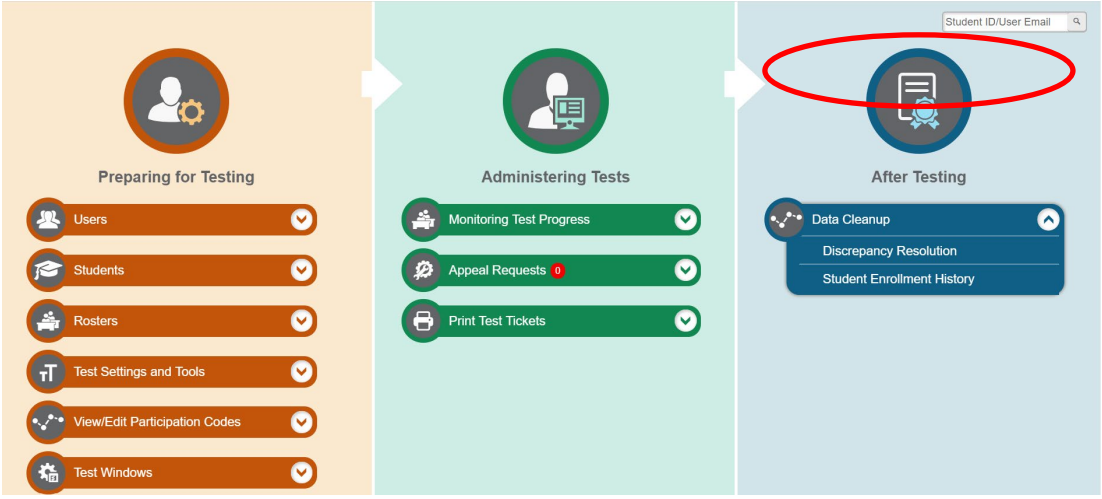
- For the steps to take to generate this report, see the "How LEA-level users view report of test status codes" section on page 119 of this guide.

*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 Use TIDE after Testing

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

Figure 155: LEA-Level User TIDE Dashboard

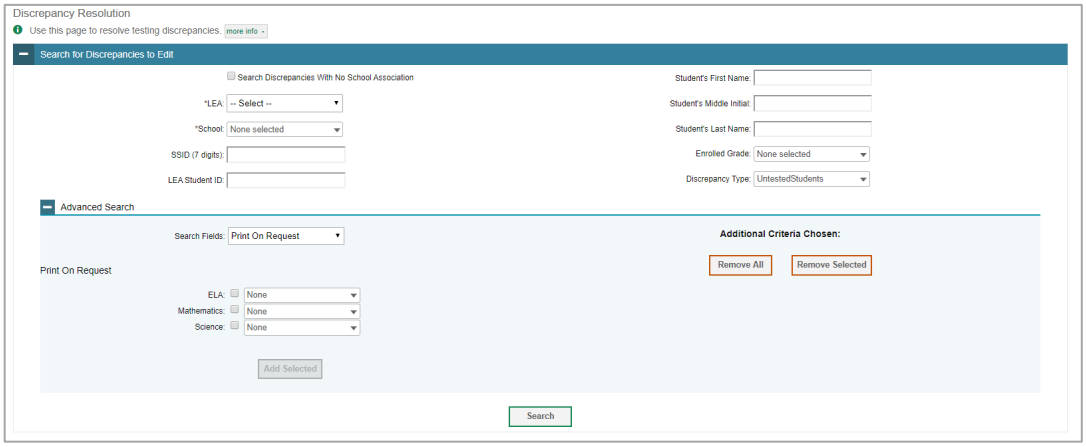



## How LEA-level users use Discrepancy Resolution for cleanup

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.

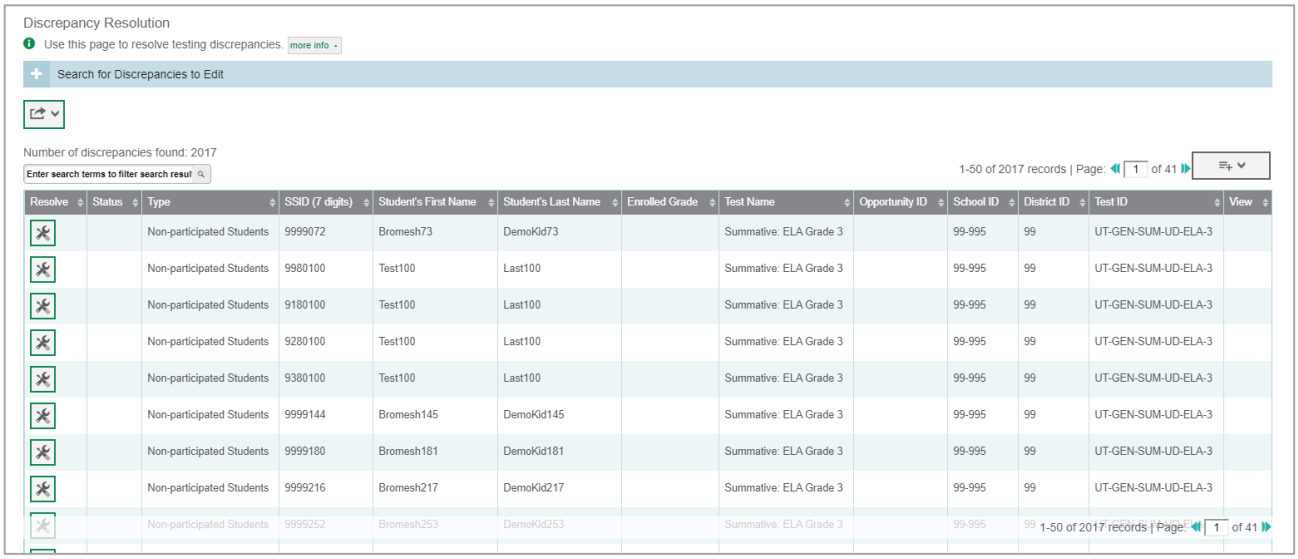
- In the **After Testing** section of the TIDE dashboard, select **Data Cleanup** then **Discrepancy Resolution**. The ***Discrepancy Resolution*** page appears (see Figure 156).

Figure 156: Discrepancy Resolution Page



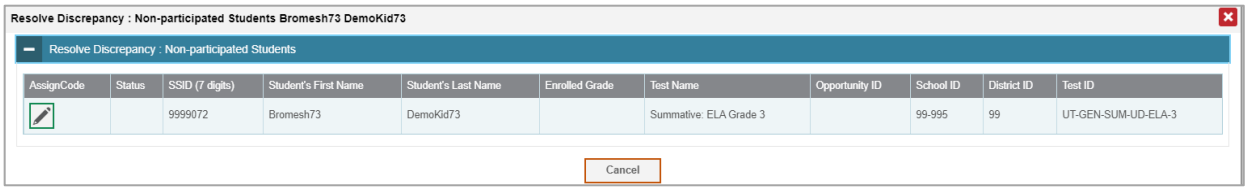

- Fill out the fields given as desired and hit **Search**. The results of the search will be generated, showing the students within the search criteria with discrepancies (those who are eligible for a summative test who have not started).

Figure 157: Discrepancy Resolution Results Page



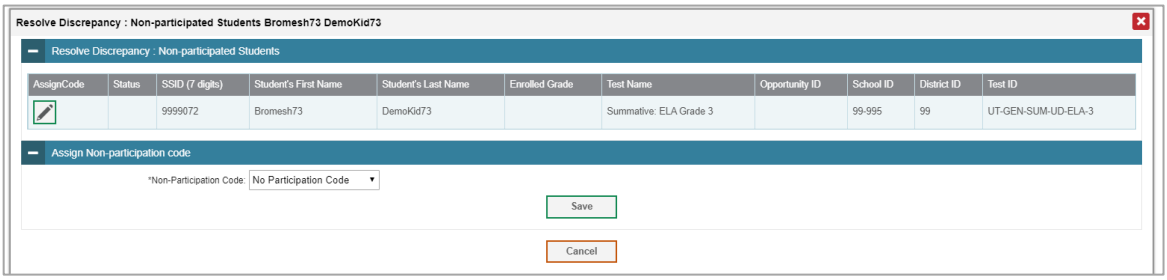

- Select to resolve the discrepancy. The ***Resolve Discrepancy*** page will appear.

Figure 158: Resolve Discrepancy Page



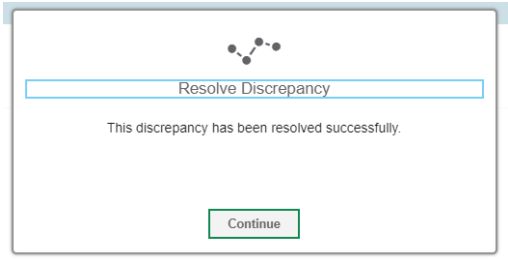

- Select to assign a participation code to the student listed in that row. The ***Assign Non-participation code*** page will appear.

Figure 159: Assign Non-Participation Page



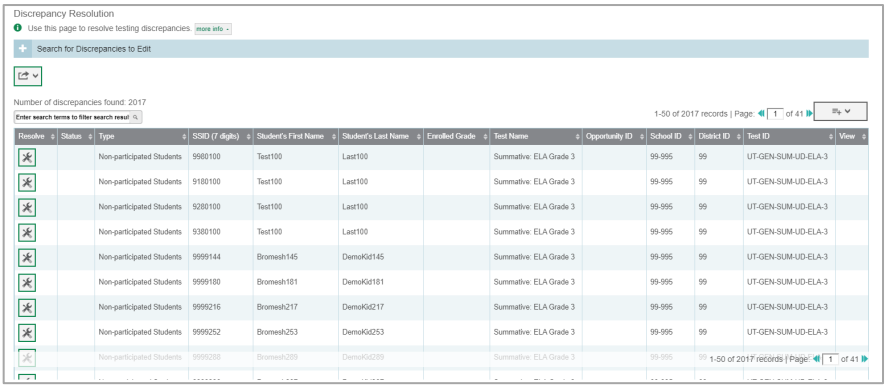

- Use the drop-down menu given to assign a non-participation code to the student as applicable.
- Click **Save** when complete. A confirmation screen will appear confirming that the discrepancy has been resolved.

Figure 160: Assign Non-Participation Page




- 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




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.*

## A

### Account Information

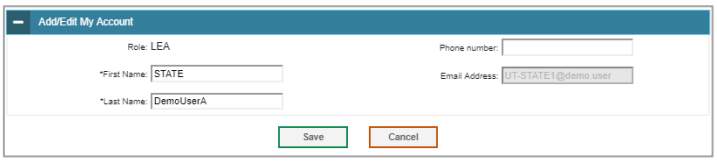
You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or LEA assessment coordinator must create a new account with the updated email address.)

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).
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 162: TIDE Banner

Figure 163: Fields in the My Contact Information Page




## C

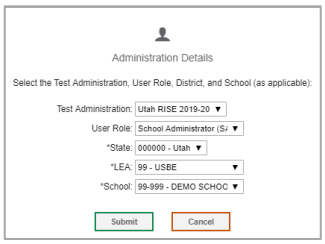
### Changing Your Associated Test Administration, Institution, or Role

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-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

Figure 165: Administration Details Window



# E

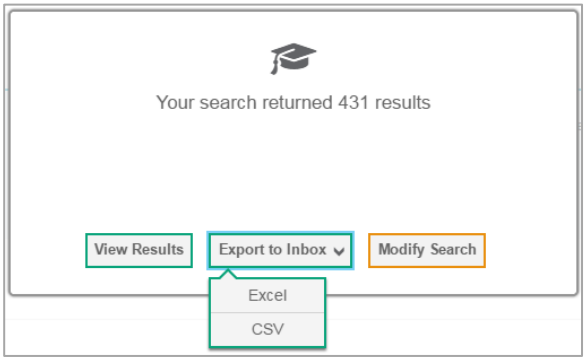
## Exporting Records in TIDE

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.

2. 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.

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 , and 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.

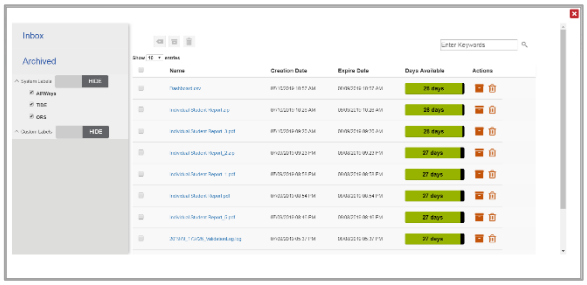
The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days 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.

3. 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.

Figure 168: Inbox




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 HIDE/SHOW.
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 HIDE/SHOW.
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**.

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

**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.

# P

## Printing Student Records in TIDE

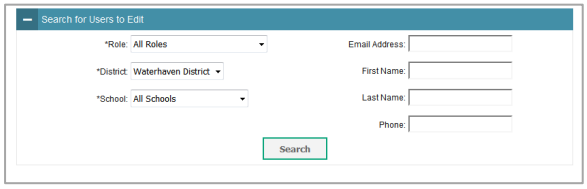
1. Retrieve the student records you want to print by searching for records in TIDE.
2. Do one of the following:
   - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
   - To print all records, select , select All, and then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

Figure 169: Sample Search Panel

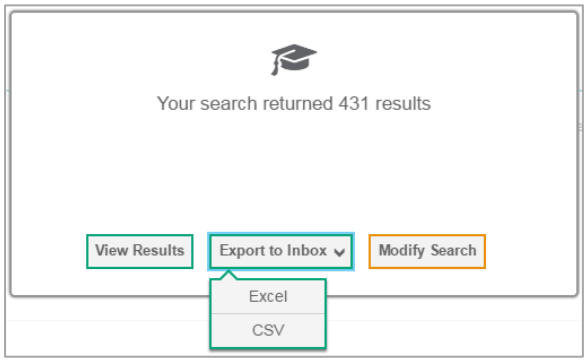



1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow you to select one, multiple, or all values. Similarly,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

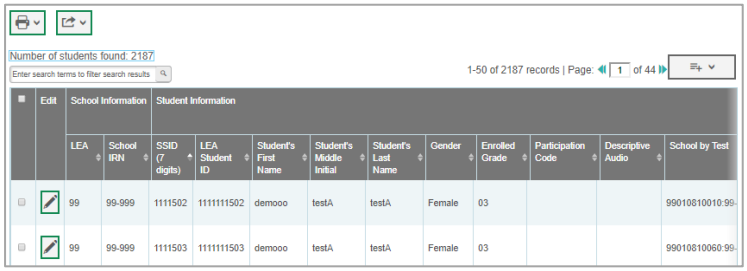
Figure 170: Search Results Pop-up Window




   - 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.

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

Figure 171: Sample Search Results




4. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and 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 or 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.

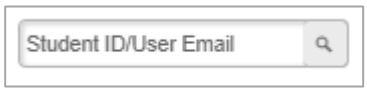
## Searching for Students or Users by ID

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.

1. 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.

2. 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



# U

## 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 | ✓ | | ✓ | ✓ | |
| How to Upload Student Accounts | ✓ | | ✓ | ✓ | |
| How to Specify Student Accommodations and Test Tools | ✓ | | ✓ | ✓ | ✓ |
| How to Upload Student Accommodations and Test Tools | ✓ | | ✓ | | |
| How to View Student Distribution Reports | ✓ | ✓ | ✓ | ✓ | ✓ |
| How to Manage Rosters | | | | | |
| How to Add New Rosters | ✓ | | ✓ | ✓ | |
| How to Modify Existing Rosters | ✓ | | ✓ | ✓ | |
| How to Upload Rosters | ✓ | | ✓ | ✓ | |
| How to Manage Test Windows | | | | | |
| How to Add New Test Windows | ✓ | | | | |
| How to Modify Existing Test Windows | ✓ | | | | |
| How to Upload Test Windows | ✓ | | | | |
| How to Print Test Tickets | | | | | |
| How to Print Test Tickets from Student Lists | ✓ | ✓ | ✓ | ✓ | |
| How to Print Test Tickets from Roster Lists | ✓ | ✓ | ✓ | ✓ | |
| How to Manage Appeal Requests | | | | | |
| How to Add New Appeal Requests | ✓ | | ✓ | | |
| How to Modify and Approve Existing Appeal Requests | ✓ | | | | |
| How to Upload Appeal Requests | ✓ | | ✓ | | |
| How to Monitor Test Progress | | | | | |
| How to View Reports of Students' Current Test Status | ✓ | ✓ | ✓ | ✓ | ✓ |
| How to View Reports of Students' Current Test Status by Student ID | ✓ | ✓ | ✓ | ✓ | ✓ |
| How to View Report of Test Completion Rates | ✓ | ✓ | ✓ | ✓ | ✓ |
| How district-level users view test session status reports | ✓ | | ✓ | | |
| How to View Report of Test Status Codes | ✓ | ✓ | ✓ | | |
| How to Perform Data Cleanup | | | | | |
| How to View or Edit Participation Codes | ✓ | ✓ | ✓ | ✓ | |

## 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).