TIDE Tasks for Test Coordinators
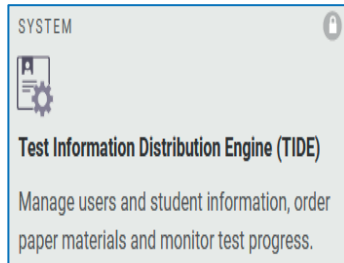
This document provides district test coordinators with information about the Test Information Distribution Engine (TIDE) and includes a summary of key tasks.

SYSTEM

Test Information Distribution Engine (TIDE)

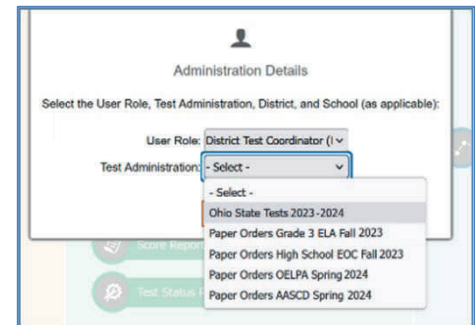Manage users and student information, order paper materials and monitor test progress.

Overview

District test coordinators (DTCs) use TIDE to complete administrative tasks for Ohio's State Tests (OST) in English language arts, mathematics, science and social studies, the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA) and the Ohio English Language Proficiency Screener (OELPS). District test coordinators access TIDE via the Ohio's State Tests Portal, the Ohio Alternate Assessment Portal or the Ohio English Language Proficiency Assessments Portal.
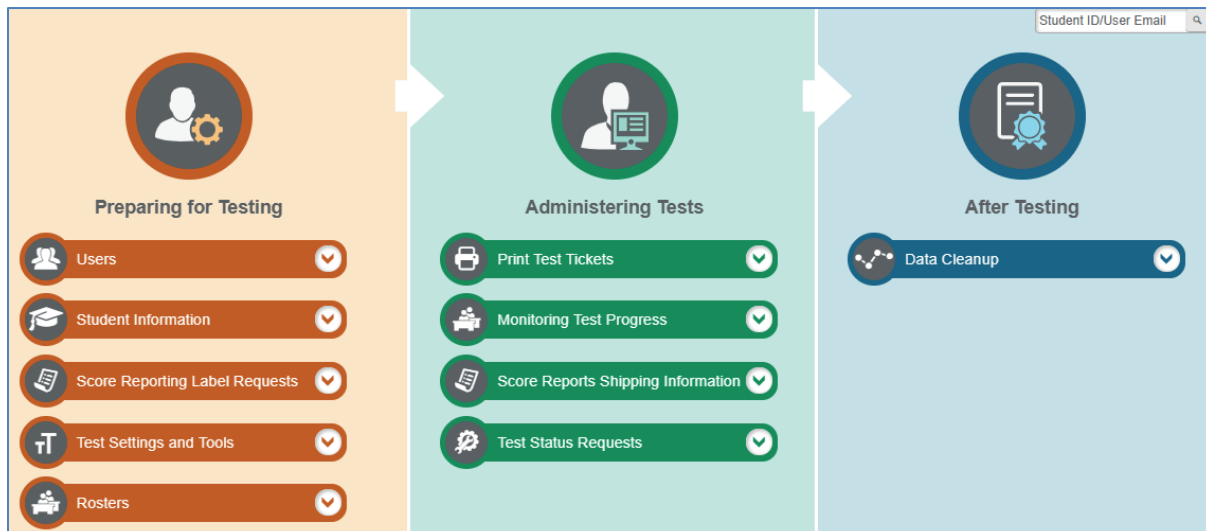
Selecting an Administration

When authorized users log into TIDE, they select the appropriate administration as they become available throughout the school year:

- Ohio State Tests 2023-2024
- Paper Orders Grade 3 ELA (fall, summer)
- Paper Orders Grades 3-8 (spring)
- Paper Orders High School EOC (fall, spring, summer)
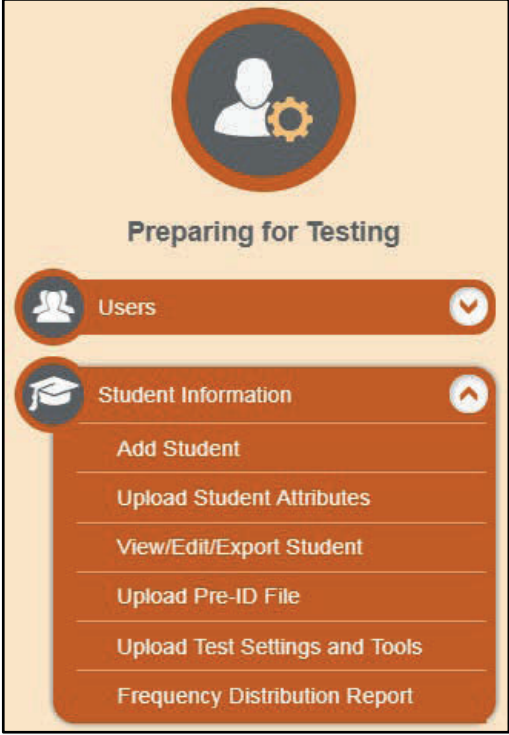- Paper Orders AASCD (spring)
- Paper Orders OELPA (spring)

Administration Details

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

User Role: District Test Coordinator (I ✓)

Test Administration: - Select -

- Select -
Ohio State Tests 2023-2024
Paper Orders Grade 3 ELA Fall 2023
Paper Orders High School EOC Fall 2023
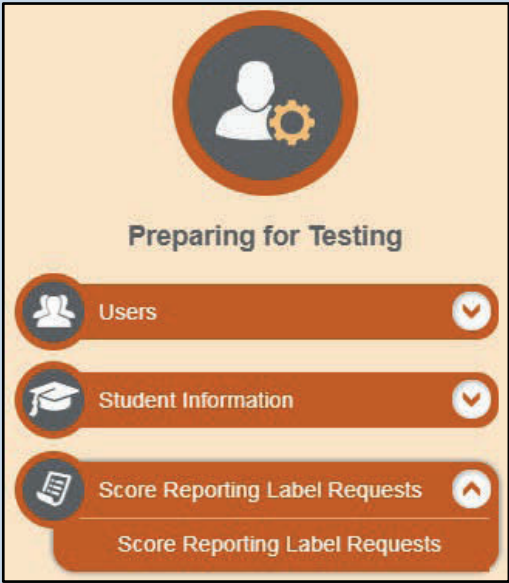Paper Orders OELPA Spring 2024
Paper Orders AASCD Spring 2024

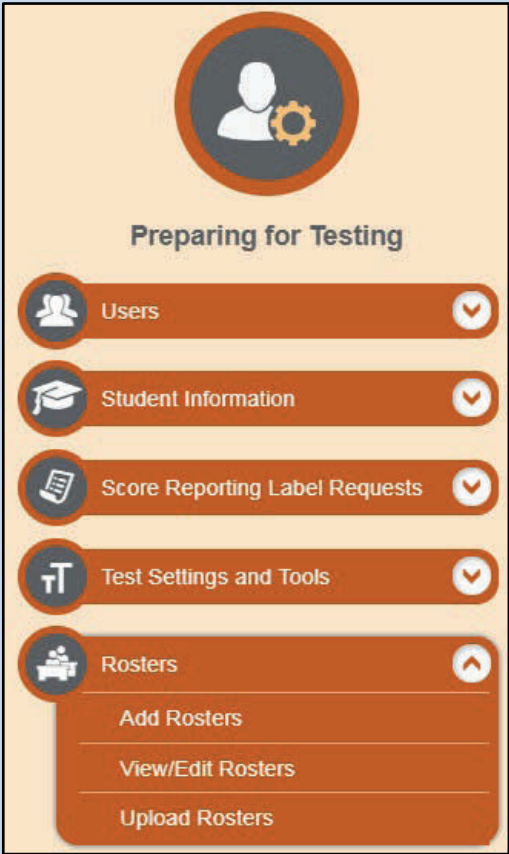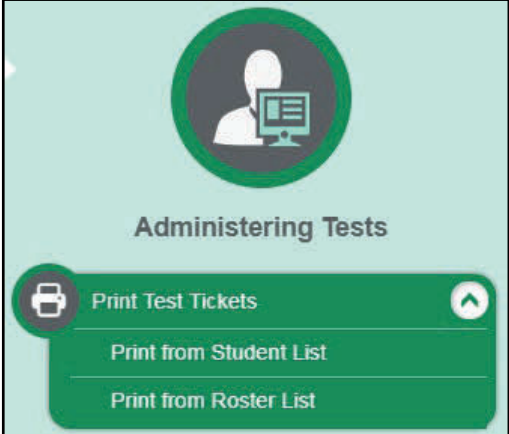## Tasks Under the "Ohio State Tests 2023-2024" Administration

The Ohio State Tests 2023-2024 administration includes tasks that are common across all administrations.

Student ID/User Email

Preparing for Testing
- Users
- Student Information
- Score Reporting Label Requests
- Test Settings and Tools
- Rosters

Administering Tests
- Print Test Tickets
- Monitoring Test Progress
- Score Reports Shipping Information
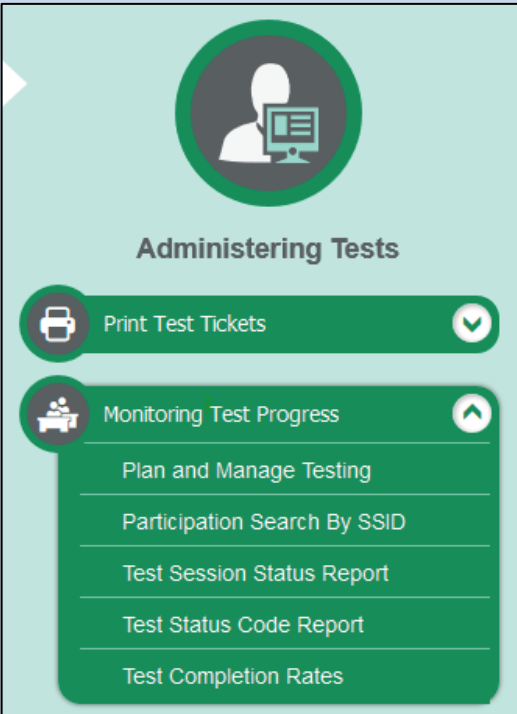- Test Status Requests
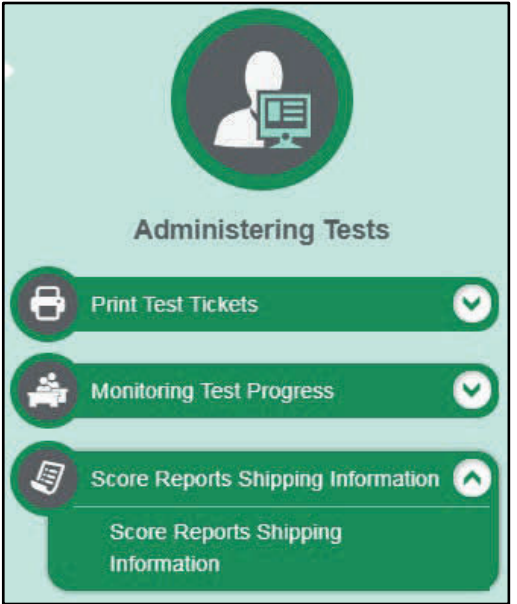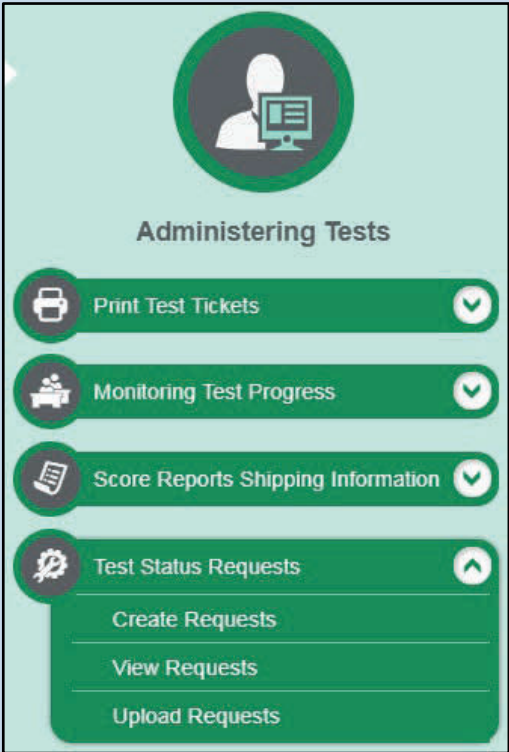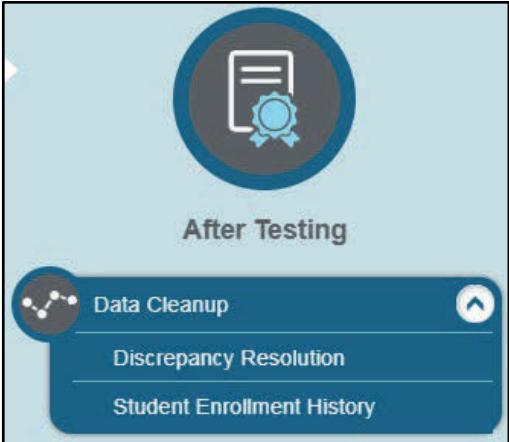
After Testing
- Data Cleanup

Tasks available under the "Ohio State Tests 2023-2024" administration contain information and actions that affect all administrations during the school year. For example, districts will add all students taking any of the OST, the OELPA, the Alt-OELPA, the OELPS or the AASCD tests under the Student Information task. Similarly, district test coordinators use the Users task to create, delete or edit users who are involved in any administration.

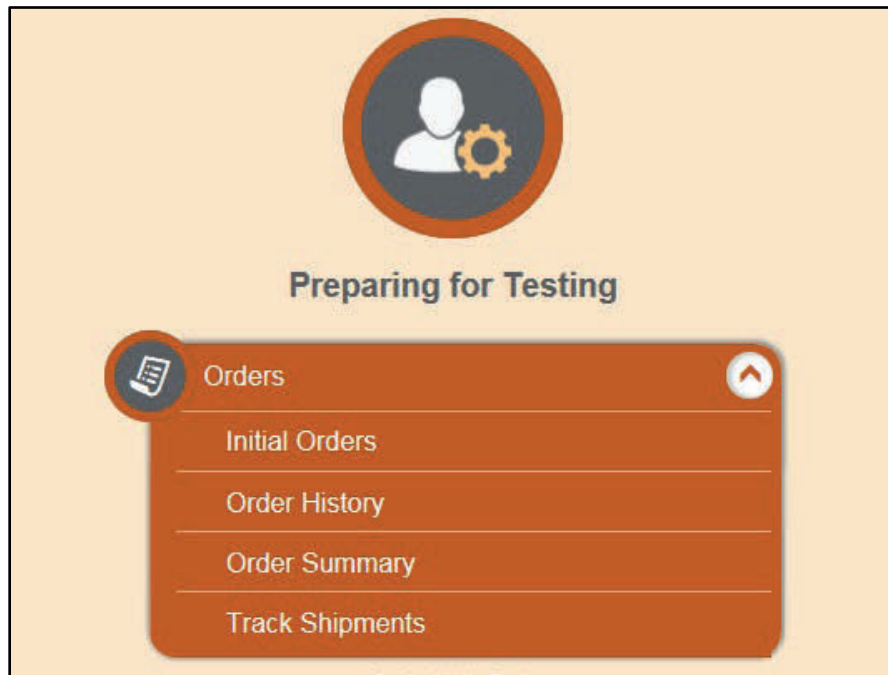| Task	Guidance	Location in TIDE
Users	The Users task is required for districts and schools administering any Ohio assessment. District test coordinators (DTCs) are responsible for creating (or delegating the creation of) accounts for users in their district and schools in advance of the test window(s). Refer to the _Online User Role Matrix_ and _Online User Management Guidance Document_ for more information.	**Preparing for Testing** Users Add User View/Edit/Export User Upload Users
Student Information	The Student Information task is required for all districts participating in any Ohio assessment. Districts must preidentify **all** students. Districts (or their information technology centers) must preidentify students using the 2023-2024 Ohio Pre-ID File Layout. The layout includes fields that designate which test(s) students are eligible to take. Refer to the _Guidance Document for 2023-2024 Ohio Pre-ID Files_ for more information. Students who are testing online cannot access the Student Testing Site until district test coordinators or building test coordinators preidentify them in TIDE. Test administrators and teachers cannot enter responses for AASCD, OELPA or OELPS students that tested on paper into the Data Entry Interface (DEI) until district test coordinators have preidentified the students in TIDE. Districts testing OST students on paper must submit Pre-ID data by the posted deadline for the administration to ensure receipt of printed Pre-ID labels. Alternatively, districts can print on-demand Pre-ID labels in TIDE. **Pre-ID labels are not required for tests that use the DEI.**	**Preparing for Testing** Users Student Information Add Student Upload Student Attributes View/Edit/Export Student Upload Pre-ID File Upload Test Settings and Tools Frequency Distribution Report

Task	Guidance	Location in TIDE
Score Reporting Label Requests	***This task only applies to OST, excluding Ohio's Adult Tester (ADT) Administrations of the OST as there are no printed reports for ADT.*** Authorized users access the Score Reporting Label Requests task to request printed score reporting labels. Districts that wish to receive score report labels must access and request score report labels by the close of each administration's test window. Score reporting labels, for those districts that indicated yes, will ship to the address indicated in the Score Reports Shipping Information task.	
Test Settings and Tools	The Student Testing Site includes several accessibility features and accommodations that authorized users can turn on or off on a student-by-student basis in advance of testing. Refer to *Ohio's Accessibility Manual* for guidance regarding accessibility features and accommodations. Authorized users can upload a file to TIDE or manually edit student records in TIDE to adjust most student settings for students testing online. Teachers and test administrators also can adjust student settings in the TA Interface on test day while approving students to test online. Refer to the *Test Administrator User Guide* for more information.	

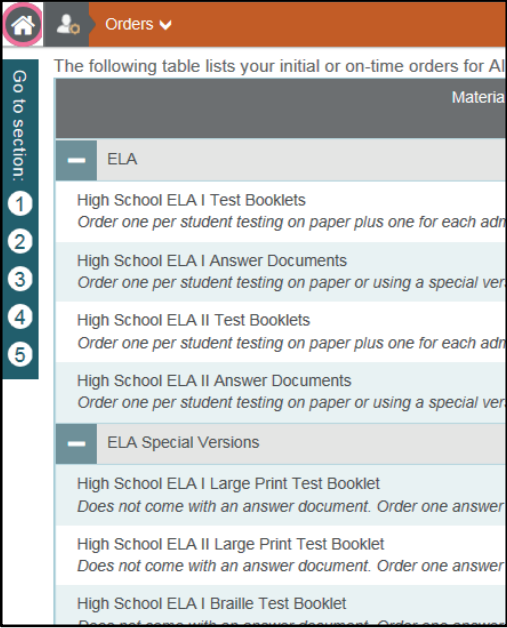| Task	Guidance	Location in TIDE
Rosters	Rosters have three purposes: • Organizing students into groups to print test tickets; • Organizing students for tracking test completion; and • Assigning students to teachers for online reporting. Refer to the *TIDE User Guide* and the *Reporting System User Guide* for more information on using rosters.	
Print Test Tickets	Authorized users can access the Print Test Tickets task to print test tickets. Test tickets are a PDF that contains the student information needed for the student to sign into the Student Testing Site (the Session ID is provided by the TA when starting the session) or for test administrators to sign into the Data Entry Interface (DEI). This task is optional. Refer to the *TIDE User Guide* for additional information on printing test tickets.	

Task	Guidance	Location in TIDE
Monitoring Test Progress:	Authorized users can access the Monitoring Test Progress task to generate various reports that provide information **about the progress of online testing and data entry**. Information on paper testing is not included on any of the reports generated.	
Plan and Manage Testing	The Plan and Manage Testing task provides districts with reports detailing all of a student's test opportunities and the status of those test opportunities for online or data entry tests.	
Test Completion Rates	The Test Completion Rate task provides districts with reports summarizing the number and percentage of students who have started and completed an online test or the test administrator's response status in the Data Entry Interface for a data entry test.	
Test Status Code Report	The Test Status Code Report task allows district users to review the status of all students in the district eligible for an online or data entry test.	
Participation Search by SSID	The Participation Search by SSID task allows users to generate participation reports for specific students by SSID for an online or data entry test.	
Test Session Status Report	The Test Session Status Report allows test coordinators to monitor test sessions in their school(s) in near real-time.	
Score Reports Shipping Information	Authorized users access the Score Reports Shipping Information task to establish shipping contact information for the district's printed score reports.

The contact and shipping information in this task will be used to ship printed score reports and printed score report labels to the district.

To update the score reports shipping address information, the district test coordinator must contact the Ohio Help Desk at 1-877-231-7809.

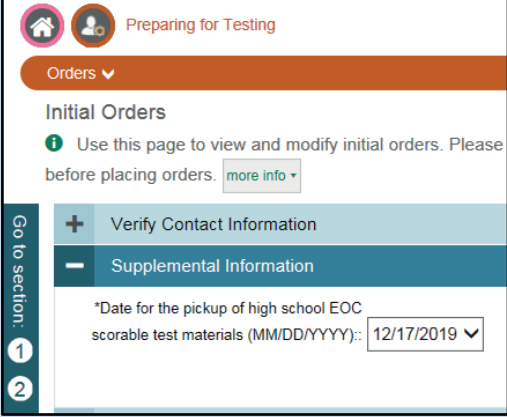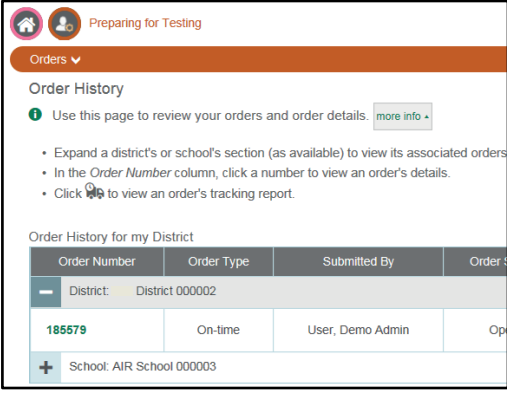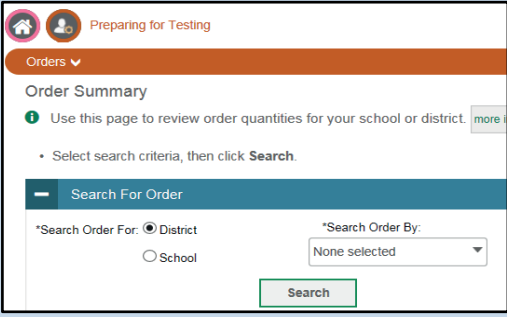***This task does not apply to OELPS or Ohio's Adult Tester (ADT) Administrations.*** | |

Task	Guidance	Location in TIDE

Test Status Requests	Test status requests, such as reopen a test, reset a test and invalidations, are available under the Test Status Requests task. District test coordinators access this task as needed.
	
	Guidance for test status requests can be found in each respective test administration manual.
	
	All test status requests for OST, AASCD, OELPA, OELPS and Alt-OELPA are submitted to the Department for approval. District test coordinators can submit test status requests throughout the designated test windows.
		Administering Tests
		
		Print Test Tickets
		Monitoring Test Progress
		Score Reports Shipping Information
		Test Status Requests
		  Create Requests
		  View Requests
		  Upload Requests

Data Cleanup:
 	
Discrepancy Resolution
 	
Student Enrollment History
	District test coordinators use the Data Cleanup tasks in TIDE to identify and resolve discrepant records for students who tested using paper tests.
	
	Upon resolution of discrepant records, student results data will flow into the Centralized Reporting System.
	
	Refer to the *Discrepancy Resolution Guidance* document for more information.
	
	This task only applies to OST and OELPA.
		After Testing
		
		Data Cleanup
		  Discrepancy Resolution
		  Student Enrollment History

Tasks Under the "Paper Orders" Administrations

Task	Guidance	Location
Initial Orders: **Verify Contact Information**	The Verify Contact Information task is required for districts to place orders for OST, OELPA, and AASCD administrations. District test coordinators must verify the contact information to access the Orders task. The Verify Contact Information task lists the primary point of contact for the chosen administration, as well as the shipping address. The shipping address reflects the location to which the test contractor will deliver paper materials. • Districts may have separate shipping addresses for each paper administration. • For example, a district may have one shipping address for the OST grades 3-8 materials and another address for the OST high school materials. • To update the shipping address information, the district test coordinator must contact the Ohio Help Desk at 1-877-231-7809.	

Task	Guidance	Location
Initial Orders (On-Time) & **Additional Orders**	District test coordinators must complete the Orders task if administering: • OST on paper; • OELPA on paper; • AASCD on full paper; or • AASCD on supplemental paper **Ohio's State Tests (OST)** District test coordinators (DTCs) place initial orders during the on-time order window (Important Dates) for each school. DTCs cannot place orders at the district level during the on-time window. **Important note regarding grade 3 board resolution districts that selected paper**: These districts must confirm contact information, indicate a supplemental pick-up date and click Save on the Search Order screen in TIDE by the end of the *on-time window*. Board resolution districts will receive one scorable test booklet for each grade 3 student preidentified in TIDE as of the close of the on-time order window for the fall and spring administrations. These districts will not place an order for scorable test booklets during the on-time order window for the subject(s) indicated in the board resolution. During the additional order window (Important Dates), districts can place additional orders at the school or district levels. All orders are subject to Department approval. **OELPA** District test coordinators (DTCs) testing students on paper place on-time orders for K-12 test materials during the on-time order window. DTCs can also order additional paper materials during the additional order window (Important Dates). All orders are subject to Department approval. **AASCD** District test coordinators (DTCs) testing students on full paper or supplemental paper place on-time orders at the school level. During the additional order window, orders can only be placed at the district-level (Important Dates). All AASCD orders are subject to Department approval.	

Task	Guidance	Location
Initial Orders: **Supplemental Information**	District test coordinators will indicate a pickup date for their scorable materials under the Supplemental Information task during the on-time order window. This date must be one business day after the conclusion of paper testing. If the district does not know their pickup date this can be left blank and the district will need to schedule their own UPS pickup following procedures in the Supplemental Instructions for Paper Testing manual. *This task only applies to OST.*	
Order History	District test coordinators use the Order History task to view order details, view packing lists and track shipments of paper test materials to the district.	
Order Summary and Order Quantity Reports	District test coordinators use the Order Summary and Order Quantity Reports to view a summary of on-time and/or additional order material quantities.	
Track Documents (Answer Document Tracking)	After the test windows have closed, the Track Documents task in TIDE will list all scorable documents the test contractor shipped to the district and each document's return status. District test coordinators with paper testers should access this task to verify the return of their district's scorable documents. *This task only applies to OST.*	