

Test Information and Distribution Engine User Guide

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Introduction to the 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 Ohio 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 can be added in TIDE so the Centralized Reporting System (CRS) can display scores at the teacher, school and district level. During testing, TIDE users can print test tickets, manage test status requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

TIDE can be used to perform the following tasks:

- Add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- Add new **students** or modify existing **student accounts** so students can take the correct tests with the correct test settings. Students must be registered in TIDE to test in the Test Delivery System (TDS).
- **Transfer students** into your district and run reports of students who have transferred into or out of your organization.
- Add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to the Centralized Reporting System (CRS) so it can display scores at the roster level.
- Set up points of contact and shipping information for **paper testing materials**.
- Print hard-copy **test tickets** that include a student's name and SSID so the student can log in to a test.
- Add new test status requests or modify existing test status requests if a test must be retaken or rescored.
- View your district's or school's progress under **monitoring test progress**.
- Correct student enrollment history and resolve discrepant records.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-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 District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers and Test Administrators Perform Tasks in TIDE**

There is also an [Appendix](#) with additional information and instructions.

Three Things All TIDE Users Must Know How To Do

Records for users and students must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in the Centralized Reporting System. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters and Test Status Requests:

- **Adding** new records one at a time.
- **Viewing or modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE ([Figure 1](#)), select the task for which you want to add a new record, and select **Add**.

Figure 1. TIDE Dashboard



2. On the page that appears, fill out the information, verify its accuracy, and select **Save** ([Figure 2-Figure 4](#)).

Figure 2. Add User

The screenshot shows the 'Add User' form with the following elements:

- Header: 'Add User' with a green information icon and the text 'Use this page to add users to assessment systems. [more info](#)'.
- Section Header: 'PERSONNEL' with a minus sign icon.
- Form Field: '*Email Address:' followed by an input box.
- Action: '+ Add user or add roles to user with this email'.

Figure 3. Add Student

Figure 4. Add Roster

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record's information changes after you've added the record to TIDE, you must edit the record to match the most up to date information. You can also delete records from TIDE.

1. 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** ([Figure 5](#)). Fill out the form that appears and select **Search**.

Note: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school IRN.

Figure 5. View/Edit/Export Student

2. A pop-up window appears, allowing you to view or export search results or modify your search (Figure 6). To view and edit search results, select **View Results**. To export all search results to the Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center and you will return to the search form.


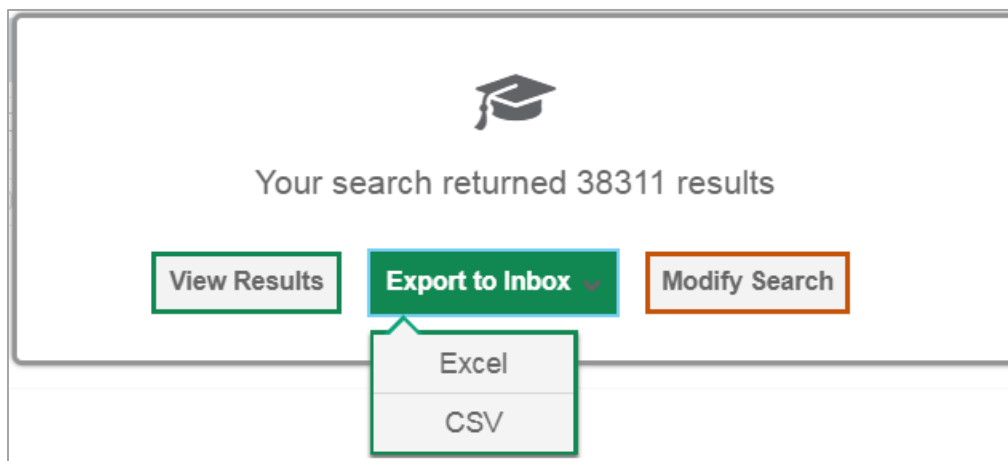
 **Note:** The View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 6. Search Results





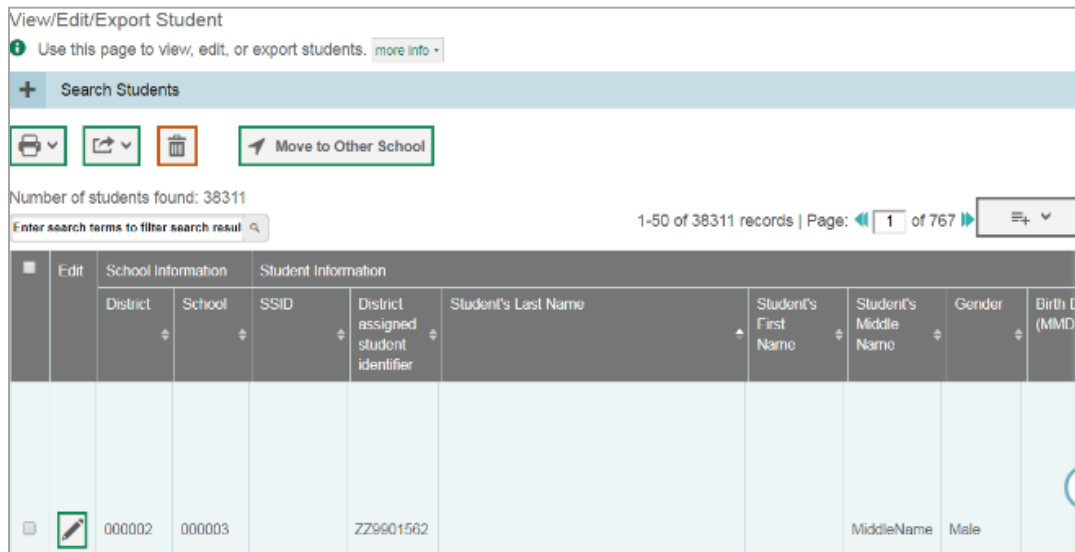
3. If you select **View Results**, the search results will appear in a table (Figure 7). To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .

Figure 7. View/Edit/Export Student Search Results

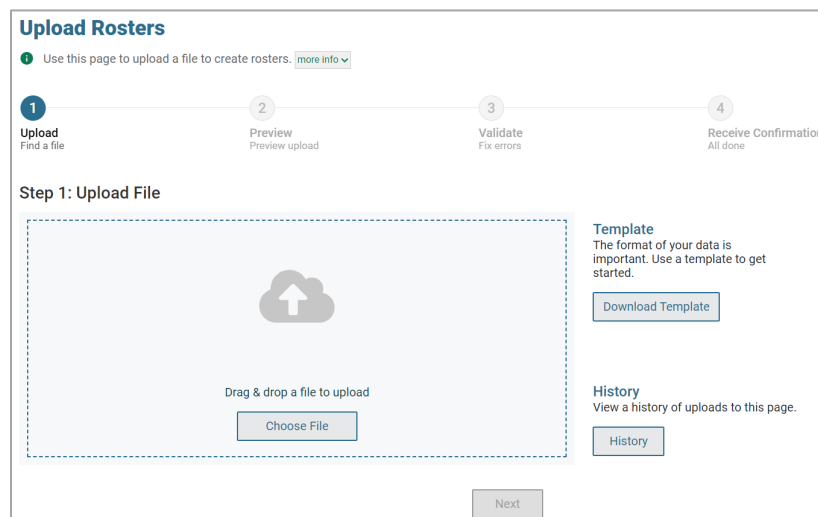


How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file ([Figure 8](#)).

Figure 8. Upload Roster



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- Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears ([Figure 9](#)).

Figure 9. Upload Roster Preview Page

Upload Rosters

1 If the values in the columns do not match the headings in the table, use a template from the previous Upload Rosters page.

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 2: Preview

Check that you've uploaded the correct file. Only the first 10 rows display on the preview.

Record Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	000002	000003		Sample Roster	DEMO12345	Add
2	000002	000003		Sample Roster	DEMO67891	Add
3	000002	000003		Sample Roster	DEMO11121	Add

Next Cancel

- Once you've verified the information on the preview screen, select **Next** again. The validation screen appears ([Figure 10](#)).

Figure 10. Upload Roster Validation Page

Upload Rosters

1 Review the validation results below. [more info](#)

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 3: Validate

0 record(s) will be processed.
3 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
Error: Email address is not recognized	3	Please use a valid email address.
Error: Student ID is not enrolled in this School	3	Use a Student ID that is enrolled in the School. [ErrorCode701833]

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

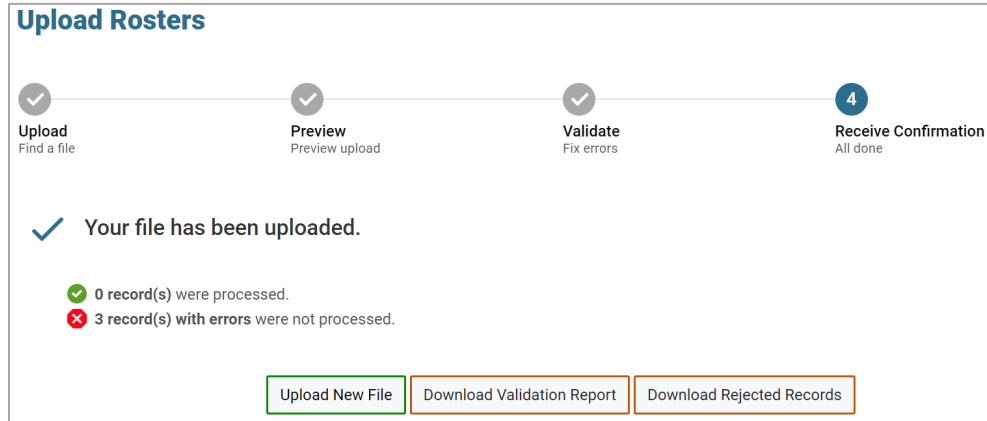
Record Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	000002	000003	✘	Sample Roster	✘ DEMO12345	Add
2	000002	000003	✘	Sample Roster	✘ DEMO67891	Add
3	000002	000003	✘	Sample Roster	✘ DEMO11121	Add

Upload Revised File Continue with Upload Download Validation Report

- If there are any issues with the file, the validation screen shows errors or warnings.
 - To make edits to the file before proceeding, select **Upload Revised File** to restart the process.
 - To view a list of issues with the file, select **Download Validation Report**.

- To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears (Figure 11).
 - ⚠ **Caution:** Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 11. Upload Roster Confirmation Page



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 need to request for a new link as described in the section “[Password Information](#)” in the appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumast.com, so you may need to add this address to your contact list.

At the beginning of a new school year, your TIDE 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. Follow the instructions in the section “How to reactivate your account at the beginning of the school year” below.

How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears ([Figure 12](#)).
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 (% , # , or !).
3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card ([Figure 14](#)) in the portal page.

Figure 12. Reset Your Password Page

Reset Your Password

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

Submit

[Return to Login Page](#)

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

At the beginning of a new school year, your TIDE 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.

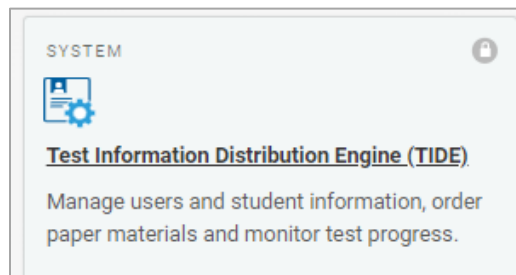
1. Navigate to the Ohio Assessment Portal (<https://oh.portal.cambiumast.com/>).
2. Select the assessment card you will be administering.
3. Select your user role ([Figure 13](#)).

Figure 13. User Cards on Portal



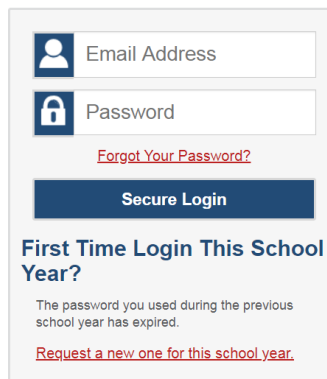
4. Select **TIDE** ([Figure 14](#)).

Figure 14. TIDE Card



The Login page appears ([Figure 15](#)).

Figure 15 Login Page



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5. Select **Request a new one for this school year**. The *Reset Your Password: Find Account* page appears (Figure 16).
6. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.
7. Select the link in the activation email. The *Reset Your Password* page appears (Figure 12).
8. 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 (% , # , or !).
9. Select **Submit**.

Figure 16. Fields in the Reset Your Password: Find Account Page

During the reactivation process, you will be taken to the *Enter Code* (Figure 17) 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 a new code by selecting **Resend Code** on the *Enter Code* page.

Figure 17. Enter Code Page

How to log in to TIDE

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

1. Navigate to the Ohio Assessment Portal (<https://oh.portal.cambiumast.com/>).
2. Select the assessment you will be administering.
3. Select your user role ([Figure 13](#)).
4. Select **TIDE** ([Figure 14](#)). The **Login** page appears ([Figure 15](#)).
5. On the **Login** page, enter the email address and password you use to access all CAI systems.
6. 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 ([Figure 17](#)) 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 fifteen minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
 - ii. Select **Submit**.

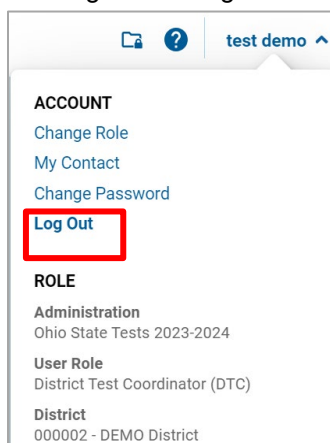
The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, district, or school to complete the login.

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 ([Figure 18](#)), select your account name, then select **Log Out**.

Figure 18. Log Out



Logging out of TIDE logs you out of most Ohio Assessment systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How District-level Users Perform Tasks in TIDE

District-level users can perform most 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 District-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, district-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.
- Set up **student accounts** so students can take the correct tests with the correct test settings. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so the Centralized Reporting System can display scores at the roster level.
- Set up point of contact and verify shipping information for **paper testing materials**.
- Set up pickup date for paper testing materials.

How District-level Users Set Up User Accounts in TIDE

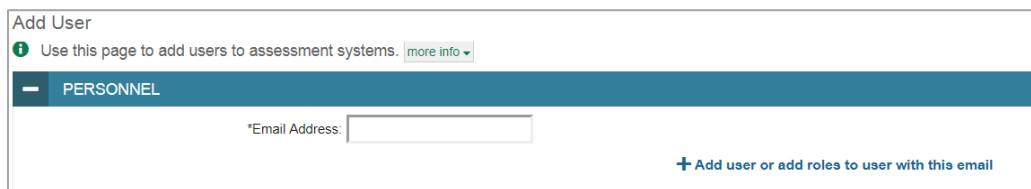
District-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

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

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, review the section "[How to add records one at a time](#)" in the Introduction.


1. From the **Users** task menu, select **Add Users** ([Figure 19](#)). The **Add Users** page appears.

Figure 19. 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 ([Figure 20](#)).
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 20. Add User – Additional Fields


4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a district, 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 district-level users view and modify existing user accounts one at 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 by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user’s details as required, using the table “[Fields in the View/Edit Users \[User’s Name\] Page](#)” in the appendix as a reference.
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.

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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 district-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 as shown in the section "[How to add or modify multiple records at once](#)" in the Introduction.

1. From the **Users** task menu, select **Upload Users**. The *Upload Users* page appears.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the User Upload File](#)" in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How district-level users upload user attributes

You can set up attributes for multiple users through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Users** task menu, select **Upload User Attributes**. The *Upload User Attributes* page appears.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Attributes Upload File](#)" in the appendix as a reference, fill out the Attribute template and upload it to TIDE.

How District-level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in TDS.

How district-level users add new student accounts one at a time

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, refer to the section "[How to add records one at a time](#)" in the Introduction.

When you add a student to a district and school, you must be associated with those entities.

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The *Add Students* form appears ([Figure 21](#)).
2. In the *Demographics* panel, enter the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the appendix as a reference.

Figure 21. Fields in the Add Students Form (top portion)

The screenshot shows the 'Add Student' form with the following fields:

- Student Information** (Section Header)
- *District: 000002 - DEMO District (Dropdown)
- *School: -- Select -- (Dropdown)
- *SSID: (Text Input)
- District assigned student identifier: (Text Input)
- *Student's Last Name: (Text Input)
- *Student's First Name: (Text Input)
- Student's Middle Name: (Text Input)
- Gender: Male Female (Radio Buttons)
- *Birth Date (MMDDYYYY): (Text Input with Calendar Icon)
- *Enrolled Grade: - Select - (Dropdown)
- *Ethnicity: - Select - (Dropdown)
- Home School IRN** (Section Header)
- District: -- Select -- (Dropdown)
- School: -- Select -- (Dropdown)

- In the available student test settings and tools panels (Figure 22), enter the student's settings for each test, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped into categories, such as general, reading, and visual. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Figure 22. Sample Student Settings and Tools Panel

General Testing Tools	AASCD	Alt-OELPA	ELA	Mathematics	OELPA	OELPS	Science	Social Studies
Strikethrough ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Highlighter ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Masking ?	<input checked="" type="checkbox"/>	<input type="checkbox"/> OFF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Clock ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Word Prediction ?	<input type="checkbox"/>	<input type="checkbox"/> OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- In the *Test Eligibility* panel, indicate the test mode for each test for which the student should be eligible.
- Select **Save**.

How district-level users view and 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 and rosters to which students are active, if available.

- From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears (Figure 23).
- Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.

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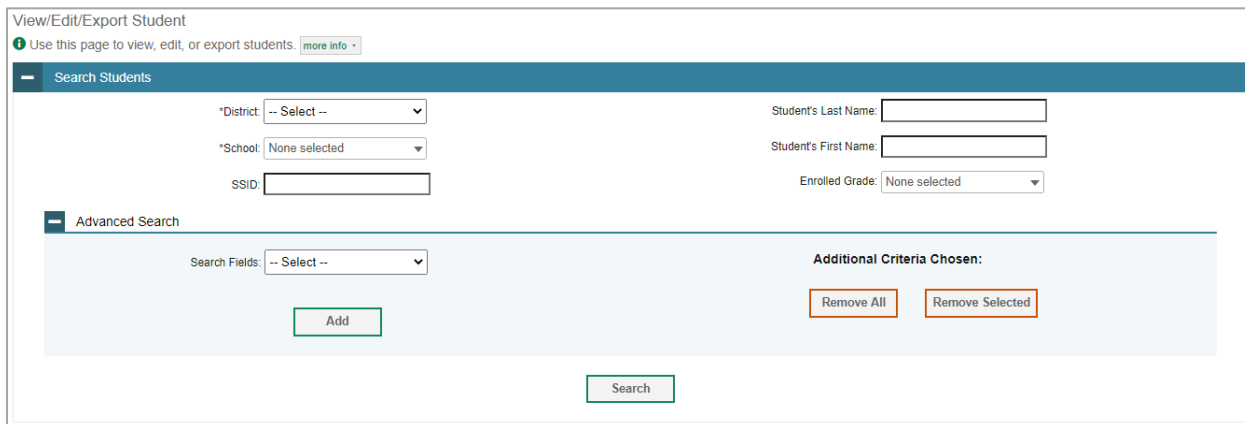
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Students: [Student's Name]** form appears.

Figure 23. View/Edit/Export Students



View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

Search Students

*District: -- Select --
 *School: None selected
 SSID:

Student's Last Name:
 Student's First Name:
 Enrolled Grade: None selected

Advanced Search

Search Fields: -- Select --

Additional Criteria Chosen:

4. From the *Rosters* panel, view rosters to which the student is currently active, if available.
5. If your user role allows it, modify the student's record as required.
 - In the *Demographics* panel, modify the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the appendix as a reference.
 - In the available test settings and tools panels, modify the student's test settings, using the table "[Fields in the Test Settings and Tools Panels](#)" in the appendix as a reference. The test settings are grouped into categories, such as general, reading, and visual. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.
 - In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.

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

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

How district-level users view a history of changes to a student's account

The View Student History feature provides detailed information on updates made to a student's account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user's name or process that initiated the change.


You can view a history of:

- Recent Changes

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- Student Information and Test Settings
- Enrollment and Rosters
- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes for the prior and current school year. All times shown are displayed in US Eastern Time (ET).

-  **Note:** When a student is completely deleted from TIDE, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

To access a student's history:


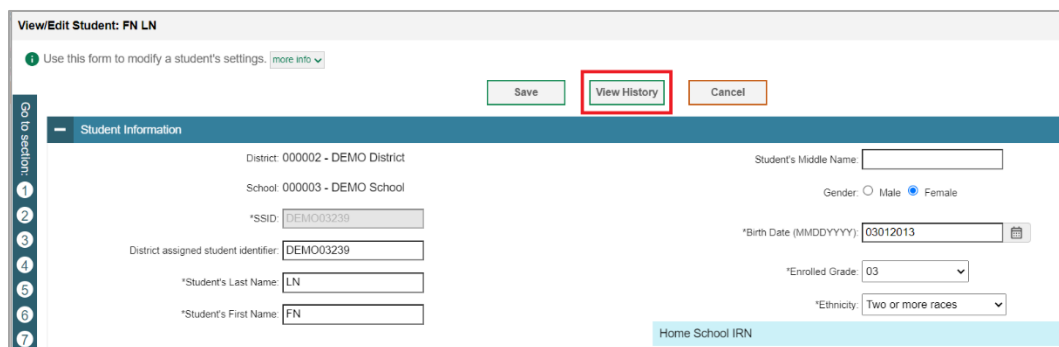

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears ([Figure 23](#)).
2. Retrieve the individual student account you want to view by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Student: [Student's Name]** window appears.
4. From the top of the page, select the **View History** button ([Figure 24](#)).

Figure 24. View History



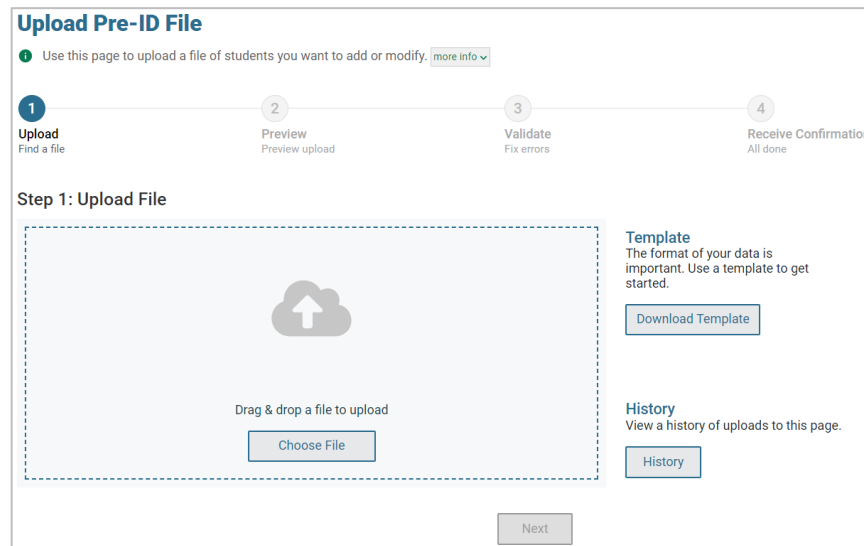
5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.
6. *Optional:* Use the filters and search options to limit the information shown in the history.
7. *Optional:* Use the Include Blank Values checkbox to hide or show empty fields that display No Selected Value. Using this feature will remove any filter applied and show the full contents of the table.
8. *Optional:* Export the content from each tab by selecting  and then selecting a file format.

How district-level users add or modify multiple student accounts all at once

If you have many students to add or edit all at once, you can do so through file upload as shown in the section “[How to add or modify multiple records at once](#)” in the Introduction. If you are trying to move a student from one school to another, or if you are trying to delete a student, **please do so from the *View/Edit/Export Students* page and NOT through file uploads.**

1. From the **Students** task menu on the TIDE dashboard, select **Upload Students**. The **Upload Students** page appears ([Figure 25](#)).

Figure 25. Upload Pre-ID Page




2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Student Upload File](#)” in the appendix as a reference, fill out the Student template and upload it to TIDE.

How district-level users generate upload-ready student settings files

TIDE can generate student settings files in an upload-ready format. This allows you to download the file, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system.

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. *Optionally:* Access the **Upload-Ready Student Settings File** export from the View/Edit/Export Student Settings task.
3. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
4. When the search results pop-up appears, do one of the following:

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- To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.
 - To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to step [5](#).
5. *Optional:* From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.
 6. Select  and then do one of the following:
 - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.
 - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.
 - TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section [How to add or modify multiple records at once](#).

How district-level users transfer students between schools

If you are associated with multiple schools, you can also move students from one school to another on the **View/Edit/Export Students** page.

1. Retrieve the student account you want to view or edit by following the procedure in the section “How district-level users modify existing student records one at a time.”
2. In the list of retrieved records, do one of the following:
 - Mark the checkboxes for the students you want to move.
 - Mark the checkbox at the top of the table to move all students listed on the page.

When moving students, you can only move students who are listed on the page that you are viewing.

3. Do one of the following:
 - Select **Move to Another School** above the search results.
 - Select  in the floating Actions toolbar.
4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.
5. From the *School* drop-down list, select the school to which you want to move the student.
6. Select **Yes**. After TIDE moves the student, an affirmation message appears.

7. Select **Continue** to return to the student listing.


How district-level users transfer students into their district

District-level users can transfer a student into their district on the **Transfer Student In** page.

1. From the **Students** task menu on the TIDE dashboard, select **Transfer Student In** and enter the student's SSID.
2. Enter the student's information for at least two of the three remaining fields; Student's Last Name, Student's First Name and Birth Date. Click Search.
3. If TIDE has an enrolled student that matches the information you entered in, you will receive a pop-up message allowing you to *View Results* or *Modify Search*. To view the student you want to transfer into your district, select *View Results*. In the table displaying the student result, check that the information listed is correct for the student you want to transfer into your district. If everything looks correct, mark the checkbox for the student you want to transfer and click **Move to Another School**.
4. From the Move to Another School window, your district will be pre-selected. From the *School* drop-down list, select the school within your district that you want to transfer the student to.
5. Select **Yes**. After TIDE transfers the student, an affirmation message appears.
6. Select **Continue** to return to the Transfer Student In page.

How district-level users specify student accommodations and test tools

A student's test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

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.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "How district-level users modify existing student accounts one at a time."
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.
4. For information about how to use this form, refer to the section "How District-Level Users Modify Existing Student Accounts One at a Time."

How district-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.

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1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The *Upload Test Settings and Tools* page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Test Settings Upload File](#)” in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How district-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 district 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 ([Figure 26](#)).

Figure 26. Fields in the Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:
 - a. From the **District** drop-down list (if available), select a district. To view a report for all districts, select **All Districts**.
 - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
 - c. *Optional:* Select a specific grade or retain the default for all grades.
 - d. *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 ([Figure 27](#)).

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4. Do one of the following:



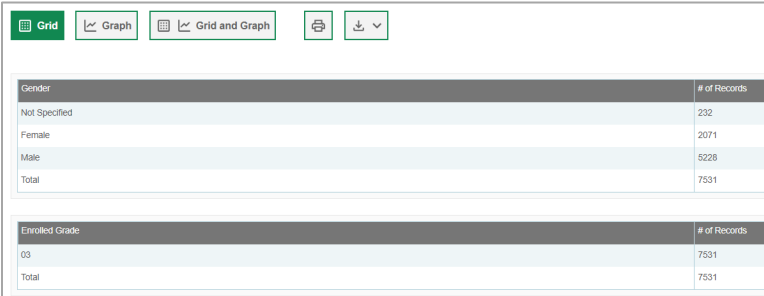
- To display the FDRs in tabular format, select **Grid**.
- To display the FDRs in graphical format, select **Graph**.
- To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
- To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
- To export to Excel, select , and in the affirmation dialog box select **OK**.

Figure 27. Frequency Distribution Reports by Grade and Gender



Gender	# of Records
Not Specified	232
Female	2071
Male	5228
Total	7531

Enrolled Grade	# of Records
03	7531
Total	7531

How district-level users upload student attributes

You can set up attributes for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Attributes**. The **Upload Student Attributes** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Attributes Upload File](#)” in the appendix as a reference, fill out the Attribute template and upload it to TIDE.

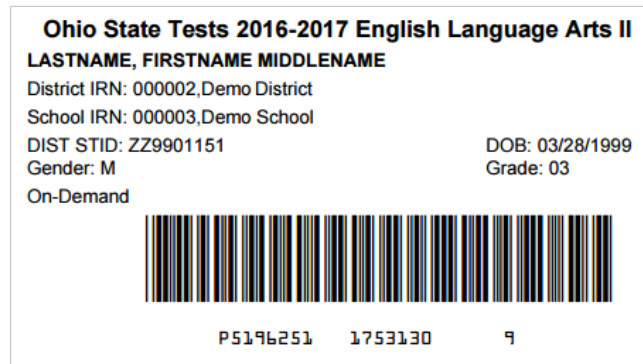
How district-level users print PreID labels from student lists


A PreID label ([Figure 28](#)) is a label that you affix to a student’s scorable document.

Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

Figure 28. Sample PreID Label



1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the students for whom you want to print PreID labels 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 labels printed.
4. Specify the students for whom labels need to be printed:
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **My Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page ([Figure 29](#)).
7. Select the start position you require.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.
8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 29. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

How district-level users view reports of students who have transferred into their organization

District-level users can view reports of students who have transferred into their organization by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Transfer In Report**. The ***Student Transfer In Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of students who have transferred out of their organization

District-level users can view reports of students who have transferred out of their organization by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Transfer Out Report**. The ***Student Transfer Out Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How District-level Users Manage Rosters

Rosters are groups of students associated with a particular user. 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 rosters you create in TIDE are available in the Centralized Reporting System. The Centralized Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

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

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for 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 'Gr3Jones' and a secondary school roster may be named 'AikenPeriod3Eng9A'.

There are a few restrictions to be aware of when creating rosters:

- Each roster can only be associated with one school.
- You can only create rosters from students associated with your school or district.
- Only 500 active students can be included in one roster.

How district-level users add new rosters one at a time


1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears.
2. Select a school
3. On the Add Roster form ([Figure 30](#)), add a roster name and select a teacher.
4. Decide how you want to add students:
 - **Quick Roster** tab (search adds students automatically, manually remove students to edit)
 - Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.
 - **Student Search** tab (search finds students that you add and remove manually)
 - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select to add individuals or select **Add All** from the top of the grid.

Tip: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Figure 30. Add Roster Form

5. *Optional:* After results appear under *Selected Students*, change the information that displays about students.



- **Show more information drop-down:** Select or clear additional columns under Available/Selected Students grids.

 **Note:** Selecting Former Students shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

- Use the **Filter** field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware if you enter 11 to find students in 11th grade, any content with the text 11 will display. This could potentially pull in results you did not intend to find.

After saving, rosters must be changed from the *Edit Rosters* screen.

How district-level users modify existing rosters one at a time

- 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.
 2. Retrieve the roster record you want to view or edit by following the procedure in the section [“How to modify existing records one at a time”](#) in the Introduction.
 3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit Roster** form appears ([Figure 31](#)). This form is similar to the form used to add students to rosters. The *Selected Students* list displays students currently associated with the roster.
 4. To add students, select **Find Students**.
 - Select the **Student Search** tab to add individual students manually.
 - Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.
 5. To remove students, select  next to individual students or select **Remove All** from the top of the grid.
 6. Select **Save**, and in the affirmation dialog box select **Continue**.


 **Note:** Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

Figure 31. Modifying a Roster: View/Edit Form

View/Edit Demo Roster A

Search Results
 Student's Last Name: LN; Student's First Name: FN; Enrolled Grade: 04
 A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Available Students (124)

STUDENT NAME	ENROLLED GRADE	SSID	DATE LEFT	ADD ALL +
LN, FN	04	DEMO02470		+
LN, FN	04	DEMO02472		+
LN, FN	04	DEMO02474		+

Roster Details
 You can change the name and teacher associated with this roster.
 *Roster Name:
 *Teacher Name:

Selected Students (3)

X REMOVE ALL	STUDENT NAME	ENROLLED GRADE	SSID	DATE LEFT
X	LN, FN	04	DEMO02469	
X	LN, FN	04	DEMO02471	
X	LN, FN	04	DEMO02473	

How district-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 in the section [“How to add or modify multiple records at once”](#) in the Introduction.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.

- Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Roster Upload File](#)” in the appendix as a reference, fill out the Roster template and upload it to TIDE.

How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, refer to the section “[How district-level users print PreID labels from student lists.](#)”

- From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.
- Retrieve the rosters for which you want to print PreID labels by filling out the search criteria and selecting **Search**.
- Select the column headings to sort the retrieved rosters in the order you want the labels printed.
- Specify the rosters for whom labels need to be printed:
 - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print labels for all rosters listed on the page, mark the checkbox at the top of the table.
- Select , and then select **My Selected PreID Labels**.
- In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page ([Figure 29](#)).
- Select the start position you require.

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

- Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.


Your browser downloads the generated PDF.

How District-level Users Manage Test Windows

The Readiness Assessments (Benchmarks and Checkpoints) are available for the entire school year. Individual districts or schools can create customized testing windows that override this state-level window. This can help avoid confusion with other testing events, such as the Ohio’s State Tests.

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

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

 **Note:** The Department recommends only setting windows at the district level.

- From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The **Add Test Windows** form appears ([Figure 3232](#)).

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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.

Figure 3232. Add Test Windows Page


- b. Mark the type of entity for which you want to add a test window: **District** or **School**.
 - c. From the **District** and **School** drop-down lists (as available), make selections for the district and school.
3. In the *Window Start Date* and *Window End Date* fields, enter the test window’s start and end dates.
4. In the *Available Tests* section ([Figure 33](#)), do the following:
 - a. To add tests, from the list of *Available Test Families*, do one of the following:

- i. To move one test family to the window, select **+** for that test.
 - ii. To move all test families in the list to the window, select **Add All**.
 - iii. To move selected test families to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Figure 33. Add/Remove Tests Panel

- b. To remove tests, do one of the following in the list of *Selected Test Family(ies)* in the window:

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- i. To remove one test family from the window, select  for the test.
- ii. To remove all the test families from the window, select **Remove All**.
- iii. To remove selected test families from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

5. 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 district-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 tests.


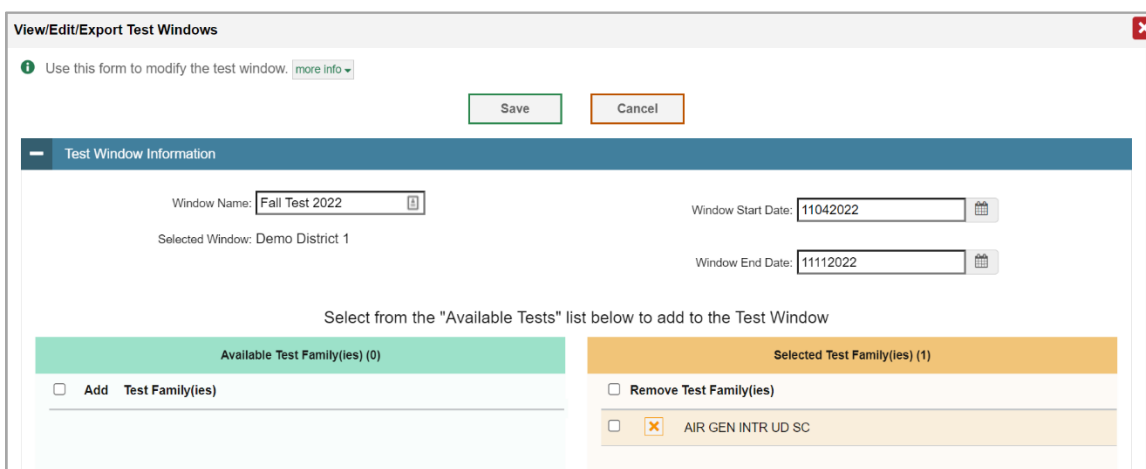
1. From the **Test Windows** task menu on the TIDE dashboard, select **View/Edit/Export Test Windows**. The **View/Edit/Export Test Windows** page appears.
2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.
3. In the list of retrieved test 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 ([Figure 34](#)).
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.

Figure 34. Detail of View/Edit/Export Test Windows Page



- b. In the *Window Start Date* and *Window End Date* fields, enter the test window's new start and end dates.

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5. *Optional:* In the *Available Tests* section ([Figure 35](#)), do the following:
 - a. To edit test windows, from the list of available test families, do one of the following:
 - i. To move one test family to the window, select  for that test.
 - ii. To move all the test families in the *Available Test Families* list to the window, select **Add All**.
 - iii. To move selected test families to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Figure 35. Add/Remove Test Families

- b. To remove tests, do one of the following in the selected list of test families in the window:
 - i. To remove one test from the window, select  for the test family.
 - ii. To remove all the tests from the window, select **Remove All**.
 - iii. To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

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

How district-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.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Test Window Upload File](#)" in the appendix as a reference, fill out the Test Window template and upload it to TIDE.

How District-level Users Manage Orders for Paper Testing Materials

Your district or school may need paper materials for testing, such as test booklets and answer documents. This section describes how to confirm contact information of the person serving as the district shipping contact, how to establish the shipping address to which all testing materials are

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shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

How district-level users review orders placed before test administration

You can review and modify initial orders at any time during the initial order window.

1. From the **Orders** task menu on the TIDE dashboard, select **Initial Orders**. The **Initial Orders** form appears ([Figure 36](#)).
2. In the *Verify Contact Information* panel (if available), do the following:
 - a. Verify or enter information in the *District Test Coordinator Information* panel.

Figure 36. Initial Orders Page

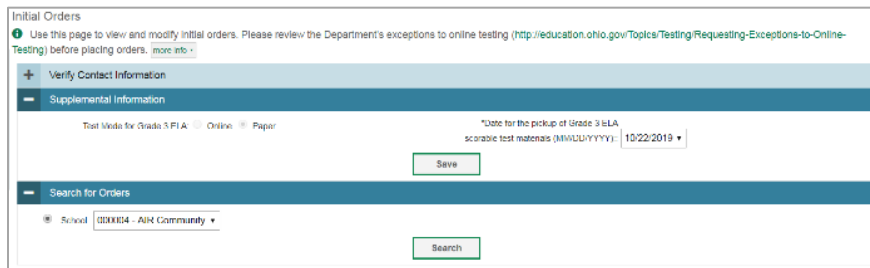
- b. Verify information in the *Shipping Information* panel. If you need to change the shipping address, contact the Ohio Help Desk. Post Office (P.O.) boxes are not allowed for a shipping address.
 - c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

If contact information is not established, you will not be able to proceed.

3. Next, in the *Supplemental Information* panel ([Figure 37](#)), do the following:
 - a. From the drop-down list, select the pick-up date for the scorable materials for the entire district.

Specified dates must be one business day after the conclusion of paper testing.

Figure 37. Fields in the Supplemental Information Panel



- b. Select **Save**. An Initial Orders pop-up window appears informing you that your supplemental information has been saved. Select **Continue**. The *Search for Orders* panel appears.
4. In the *Search for Orders* panel, do one of the following:
 - Mark **District** (if available) to place an order for an entire district.
 - Mark **School**, and then select a school, to place an order for an individual school.
5. Select **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.
6. *Optional*: To view comments about the order, use the *Comments* panel (Figure 38) if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 38. Initial Orders: Comments Panel



7. In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (Figure 39). For information on the columns that appear, refer to the table [Columns in the Initial Orders Page](#) in the appendix.

Figure 39. List of Initial Orders

The following table lists your initial or on-time orders for AIR Community School

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Grade 3				
Board Resolution - Grade 3 ELA Test Booklets <small>Districts that filed a Board Resolution with the Department to test on paper. You will receive one test booklet for each student preidentified as testing on paper in TIDE as of August 26. The test booklet count shown is updated each night. Do NOT enter an order for "Accommodation - Grade 3 ELA Test Booklets" for your students testing. Use the "Accommodation - Grade 3 ELA Test Booklets" below to order one test booklet for each of your administrators that are providing a read aloud accommodation.</small>	15	15	0	<input type="text" value="15"/>
Accommodation - Grade 3 ELA Test Booklets <small>Online testing districts: Order one per student testing with a paper accommodation paper plus one for each administrator providing a read aloud accommodation. This is a scorable test booklet. Board Resolution districts: Only place an order here for administrators that are providing a read aloud accommodation.</small>	0	0	0	<input type="text" value="1"/>
Grade 3 ELA Large Print Test Booklet <small>This is not a scorable test booklet. Student responses must be recorded in a general test booklet. Order one per student receiving this accommodation and one general testbooklet.</small>	0	0	0	<input type="text" value="0"/>
Grade 3 ELA Braille Test Booklet <small>This is not a scorable test booklet. Student responses must be recorded in a general test booklet. Order one per student receiving this accommodation and one general testbooklet.</small>	0	0	0	<input type="text" value="0"/>

8. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require Department approval.
9. Select **Save Orders**. A text box appears allowing you the option to enter additional comments.
10. Select **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.
11. Select **Close** to return to the **Initial Orders** page.

How district-level users place orders for additional paper testing materials

You can request additional materials beyond those specified in your initial order.

1. From the **Orders** task menu on the TIDE dashboard, select **Additional Orders**. The **Additional Orders** form appears ([Figure 40](#)).

Figure 40. Fields in the Additional Orders Page

2. In the *Verify Contact Information* panel (if available), do the following:
 - a. Verify or enter information in the *District Test Coordinator Information* panel.
 - b. Verify information in the *Shipping Information* panel. If you need to change the shipping address, contact the Ohio Help Desk. Post Office (P.O.) boxes are not allowed for a shipping address.

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- c. Select **Verify**, and then select **Continue** in the confirmation message that appears.
3. Do one of the following:
 - Mark **District** (if available) to place an order for an entire district.
 - Mark **School**, and then select a school, to place an order for an individual school.
4. Select **Search**. A list of materials available for ordering appears ([Figure 41](#)). For information on the columns that appear, refer to the table [Columns in the Additional Orders Page](#) in the appendix.

Figure 41. List of Available Additional Orders

The following table lists your additional orders for your school or district.

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">- Paper Test Materials</div> <div style="padding: 2px;">Paper Materials</div> </div>	10	0	10	25

5. *Optional:* To view comments about the order, expand the *Comments* ([Figure 42](#)) panel if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 42. Additional Orders: Comments Panel



6. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.
7. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require Department approval.
8. Select **Save Orders**. A text box appears allowing you to enter additional comments.
9. Select **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.
10. Select **Close** to return to the **Additional Orders** page.

How district-level users track shipments of paper testing materials

You can view tracking reports showing the status of inbound shipments of testing materials.

1. From the **Orders** task menu on the TIDE dashboard, select **Track Shipments**. The **Track Shipments** page appears ([Figure 43](#)).
2. To view the shipping company’s tracking report, select its tracking number.

Figure 43. Shipment Tracking Panel in the Track Shipments Page

Shipment Tracking		
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 2/10/2014
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 2/10/2014

How district-level users view order history reports

You can review the order history of testing materials for your school or district.



1. From the **Orders** task menu on the TIDE dashboard, select **Order History**. The **Order History** page appears ([Figure 44](#)).
2. To view the order details, select the order number in the Order Number column. The Order Details form appears.
3. To view the order’s tracking report, select .
4. To view the order’s packing lists, manifests, and security checklists, select .

Figure 44. Fields in the Order History Page

View Order History

i Use this page to review your orders. [more info](#)

Order History for my District

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99 99						
104651	Initial	DemoUser1, STATE1	Open	07/09/2018 12:14 PM (EST)		
+	School: BOULWARE SPRINGS CHARTER 99-1012					
+	School: Demo School 9000 99-9000					
+	School: Demo School 9001 99-9001					
+	School: Demo School 9002 99-9002					
+	School: Demo School 9003 99-9003					
+	School: Demo School 9004 99-9004					
+	School: Demo School 9005 99-9005					

How district-level users view order summary reports

You can review reports for your school's or district's open orders.

1. From the **Orders** task menu on the TIDE dashboard, select **Order Summary Reports**. The **Order Summary Report** page appears ([Figure 45](#)).

Figure 45. Fields in the Order Summary Report Page

Search For Order

*Search Order For: District School

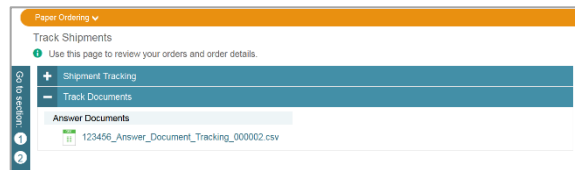
*Search Order By:

Select all
 On-time
 Additional

2. Under *Search Order For*, do one of the following:
 - Mark **District** (if available) to review orders for an entire district.
 - Mark **School**, and then select a school, to review orders for an individual school.
3. From the **Search Order By** drop-down list, mark the checkboxes for **Select All**, **On-time** or **Additional**, as available, to include those types of orders in the report.
4. Select **Search**. The order report appears.

How District-level Users Track Return of Paper Scorable Documents

Figure 46. Track Shipments Page



Some districts administer paper tests, in which students record responses in a scorable document. The district ships this document to Data Recognition Corporation (DRC) for scoring.

DRC provides a report listing the status for each scorable document returned to the district. You can download this report on the **Track Shipments** page (Figure 46) and use it to ensure that all scorable documents have been shipped to DRC. DRC updates this report on a weekly basis.

The *Track Documents* panel on this page also allows you to download an Excel file listing the scorable documents and their return status.

1. On the TIDE dashboard, select **Track Shipments**. The **Track Shipments** page appears.
2. In the *Track Documents* panel, select the answer document tracking report.

For a description of the fields in the answer document report, refer to the table “[Columns in the Answer Document Report](#)” in the appendix. The bottom of the report includes total counts.

How District-level Users Use TIDE during Test Administration

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

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

How District-level Users Print Test Tickets


A test ticket is a hard-copy form that includes a student’s name and SSID for logging in to a test (Figure 47).

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

Figure 47. Sample Test Ticket

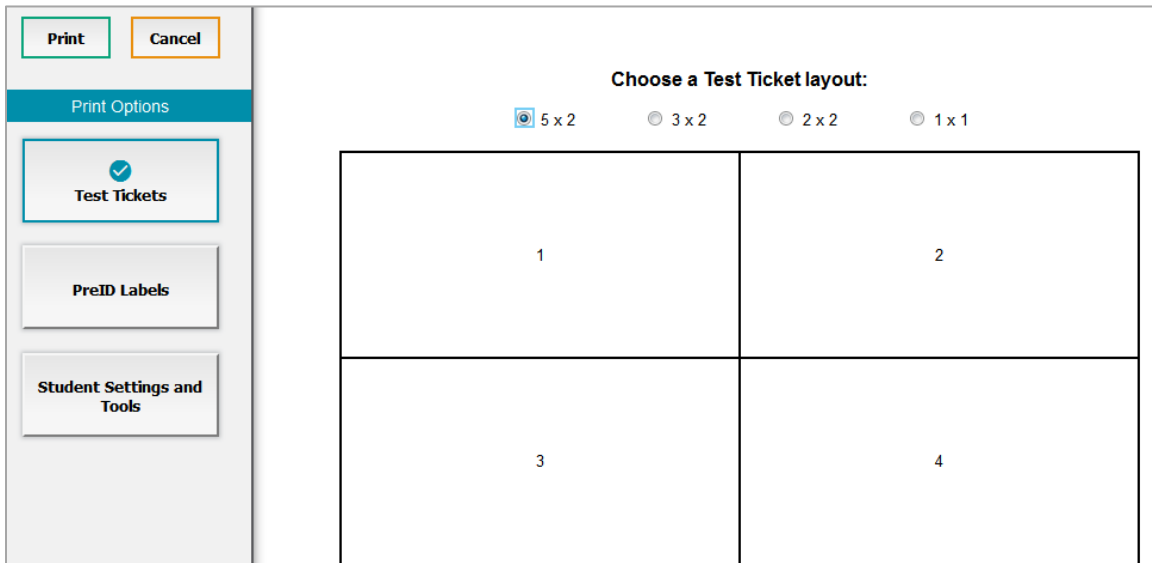
FN, LN	Grade: 11 Gender: F DOB: 03/01/2008
FN First Name	
DEMO02693 SSID	
District DEMO DISTRICT (000002) School DEMO SCHOOL (000003)	
	Student Access Card

How district-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 ([Figure 48](#)), 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 48. Layout Model for Test Tickets



How district-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 rosters, the total number of students included in the rosters should not exceed 1000.

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout ([Figure 48](#)).
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.

How District-level Users Manage Test Status 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 the Centralized Reporting System.

Test Status Requests are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

For a full list of test status request types, refer to the table "[List of Test Status Request Types](#)" in the appendix.

For a list of test status request statuses, refer to the table "[List of Test Status Request Statuses](#)" in the appendix.

For a list of available test status requests by test status, refer to the table "[List of Test Status Requests by Test Status](#)" in the appendix.

How district-level users add new test status requests one at a time

You can create a test status request for a given test result.

1. Retrieve the result for which you want to create a test status request by doing the following:
 - a. From the **Test Status Requests** task menu on the TIDE dashboard, select **Create Test Status Requests**. The **Create Test Status Requests** page appears ([Figure 49](#)).
 - b. Select a request type.
 - c. From the drop-down lists and in the text field, enter search criteria.
 - i. *Optional:* You can also limit your search by using TDS Test Windows to narrow your results. From the **Test Window** drop-down, select specific test windows to limit your search or keep All Selected for the broadest search.
 - ii. *Optional:* You can further limit your search results by choosing to view only tests that are provided through the official testing program or to view tests that are created in the Assessment Authoring system by educators. Use the **Test Type** radio buttons to make a selection.
 - Note:** When selecting tests created in the Authoring system, the Test Window filter is unavailable.

Figure 49. Selection Fields in the Create Test Status Requests Page

The screenshot shows the 'Create Requests' page with the following elements:

- Header: Create Requests
- Info: Use this page to create test status requests. [more info](#)
- Section: Select Request Type and Search
- *Request Type:
 - Invalidate a test ?
 - Reset a test ?
 - Restore a test that's been Reset ?
 - Re-open a test ?
 - Rescore a test ?
- *Search Student By: SSID (dropdown)
- *SSID: (text input)
- *Test Type:
 - OH State Tests
 - Teacher Authored Tests
- Test Window: All selected (9) (dropdown)
- Search button

- d. Select **Search**. TIDE displays the found results at the bottom of the **Create Test Status Requests** page ([Figure 50](#)).
2. Mark the checkbox for each result for which you want to create a test status request, and then select **Create**.

Figure 50. Retrieved Test Results

The screenshot shows the 'Retrieved Test Results' table with the following data:

	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

Number of records found: 4

Buttons: **Create** (highlighted), **+** (top left), **+** (bottom right)

3. Enter a reason for the request in the window that pops up.
 - Note:** For rescore requests, which **require a purchase order (PO)** to be submitted, the PO number **must** be entered in the reason box. The same PO number can be used for multiple rescore requests. If the PO number is unavailable, contact the Ohio Help Desk for direction.
4. Select **Submit**. TIDE displays a confirmation message. How district-level users modify existing test status requests one at a time

You can view and retract existing test status requests.

1. From the **Test Status Requests** task menu on the TIDE dashboard, select **View Test Status Requests**. The **View Requests** page appears ([Figure 51](#)).

Figure 51. Selection Fields in the View Requests Page

The screenshot shows the 'View Requests' interface. At the top, there is a header 'View Requests' and a sub-header 'Appeal Information'. Below this, there are three main sections for filtering requests:

- Choose a Request Type:** Includes checkboxes for 'All', 'Invalidate a test', 'Reset a test', 'Restore a test that's been Reset', 'Re-open a test', and 'Rescore a test'.
- Choose a Request Status:** Includes checkboxes for 'All', 'Submitted for Processing', 'Processed', 'Error occurred', 'Rejected by System', 'Requires Resubmission', 'Pending Approval', 'Rejected', and 'Retracted'.
- Additional Request Criteria:** Includes a 'Session ID' text input field and a 'Filter By' dropdown menu currently set to 'All'.

A 'Search' button is located at the bottom center of the form.

- Retrieve the test status requests you want to view by filling out the search criteria and selecting **Search**. [Figure 52](#) shows retrieved test status requests.

Figure 52. Retrieved Test Status Requests

The screenshot shows the 'View Requests' page with a table of retrieved test status requests. The table has 12 columns: Case Number, Request Type, School, ResultID, SSID, Student's Last Name, Student's First Name, Request Status, Request Date, Additional Comments, and Test. There are 5 rows of data displayed.

Case Number	Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Request Status	Request Date	Additional Comments	Test
94822	Invalidate a test	000003	28537044	DEMO50170	LN	FN	Retracted	03/18/2023 2:08 PM		Kindergarten Alt-OELF Writing
94819	Invalidate a test	000003	28535706	DEMO50199	LN	FN	Processed	03/18/2023 1:58 PM		Grades 9-12 Alt-OELF Writing
94816	Invalidate a test	000003	28538922	DEMO50186	LN	FN	Retracted	03/18/2023 1:56 PM		Grades 4-5 Alt-OELF Reading
94815	Invalidate a test	000003	28886141	DEMO41267	LastName	FirstName	Processed	03/18/2023 11:10 AM		AASCD Grade 5 English Language Arts Online
93917	Invalidate a test	000003	28536472	DEMO50186	LN	FN	Processed	02/23/2023 11:35 PM		Grades 4-5 Alt-OELF Listening

- Optional:* Review the initiator's reason for the test status request by selecting in the Request Status column or by viewing the columns for Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer Comments.

Note: When you select records with a *Request Status* that cannot be changed, like *Rejected by System* or *Submitted for Processing*, the **Process** options show *No Action(s) (#)* indicating that additional steps in the workflow are not possible for some records.

How district-level users add multiple test status requests all at once

If you have many test status 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.

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1. From the Test Status Requests task menu on the TIDE dashboard, select Upload Test Status Requests. The Upload Test Status Requests page appears.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Test Status Request Upload File](#)" in the appendix as a reference, fill out the Test Status Request template and upload it to TIDE.

How District-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 status of all tests for which a student is eligible.

How district-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 ([Figure 53](#)).
2. In the *Search Students* panel, select the parameters for whose information to include in your report:
 - a. From the **District** drop-down list, select a district if applicable.
 - b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.
 - c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

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

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

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

- 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.
3. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - a. From the **Test Type** field, select a test type. If you select Teacher Authored Tests, skip to step [Error! Reference source not found.](#)
 - b. From the **Test** drop-down list, select a test category.

Figure 53. Plan and Manage Testing Page

- c. From the **Administration** drop-down list, select an administration.

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- d. *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.
 - e. *Optional:* From the **Advanced Search** drop-down list, select a specific test accommodation or demographic to filter the report.
4. If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.
 5. 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}):
 - Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
 - Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.
 - Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
 - Search student(s) by {SSID/Name}: {SSID/Name}
 6. Do one of the following:
 - To view the report on the page, select Generate Report. If you are viewing a report for more than 20 schools, use this option and then select **Export to the Secure File Center**.
 - To open the report in Microsoft Excel, select Export Report. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 54. Plan and Manage Testing Report

Number of records found: 2						
Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

For descriptions of the columns in this report, refer to the table "[Columns in the Plan and Manage Testing Report](#)" in the appendix.

How district-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.

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1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears ([Figure 55](#)).
2. Do one of the following:
 - To enter students' SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Figure 55. Participation Search by SSID Page

- To upload SSIDs, select Upload SSID. 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.

For descriptions of the columns in this report, refer to the table "[Columns in the Plan and Manage Testing Report](#)" in the appendix.

How district-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. There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)
- By students' enrolled grade for each test selected (one row per grade per test)
- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

*Only shows tests with component parts. For example: Biology Part 1 + Biology Part 2 = Biology Scoring Combo. Not all tests have component test parts, so this report may be blank if the test selected does not contain a scoring combo. You can find more information on scoring combos and other report options later in this section.

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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 ([Figure 56](#)), select the parameters for which tests to include in your report.

Figure 56. Test Completion Rates Search Fields

The screenshot shows the 'Report Criteria' panel with the following fields:

- *Report: District Test Completion R
- Administration: OELPA
- *District: 000002 - DEMO District
- *Test Name: All selected (72)
- Test: OELPA
- Additional Options: - Select - (dropdown menu is open showing options: - Select -, Show By Grade, Show By Scoring Combo)
- Export Report button

3. Optional: Select a different report output under *Additional Options* to view more granular participation and completion information.
 - a. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report. This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.
 - b. To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 6 students must take that also has some limited accelerated testing participation among grades 4 and 5. This report makes it easy to track overall completion within the grade 6 population without the accelerated testers skewing the rates.

- c. To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**.

Showing results by scoring combo allows you to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, English Language Arts Part 1 is a component test and English Language Arts Part 2 is another component test of the English Language Arts Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

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- To open the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. [Figure 57](#) displays a sample Test Completion Rate report for the default setting showing information for all students.
- For a description of the columns in this report, refer to the table “[Columns in the Test Completion Rate Report](#)” in the appendix.

Figure 57. Test Completion Rate Report

Date	Administrative	Test	Test Name	Scoring Combo	Test Type	District ID	District Name	Opportunity	Enrolled Grade	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2/24/2023 1:00:00 AM	OELPA	OELPA	Grade 1 OELPA - Listening	Grade 1 ELPA21 Summative Scoring Combo	Component Test	000002	DEMO District		1	16	2	2	12.50%	12.50%
2/24/2023 1:00:00 AM	OELPA	OELPA	Grade 1 OELPA - Reading	Grade 1 ELPA21 Summative Scoring Combo	Component Test	000002	DEMO District		1	17	2	2	11.76%	11.76%
2/24/2023 1:00:00 AM	OELPA	OELPA	Grade 1 OELPA - Speaking	Grade 1 ELPA21 Summative Scoring Combo	Component Test	000002	DEMO District		1	17	2	2	11.76%	11.76%
2/24/2023 1:00:00 AM	OELPA	OELPA	Grade 1 OELPA - Writing	Grade 1 ELPA21 Summative Scoring Combo	Component Test	000002	DEMO District		1	17	2	2	11.76%	11.76%

How district-level users view report of test status codes

The Test Status Code Report allows district users to review the status of all students in the district eligible for an online test.

- From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
- In the *Report Criteria* panel ([Figure 58](#)), select search criteria for the test and administration.

Figure 58. Test Status Code Report Search Results

- Do one of the following:
 - To view the report on the page, select Generate Report.
 - To open the report in Microsoft Excel, select Export Report.

TIDE displays the tests and associated statuses ([Figure 59](#)).

Figure 59. Test Status Code Report

Number of students found: 2

Enter search terms to filter search results

Student Name	SSID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID	Expiration Date
Lincoln, Abraham	DEMO00000	Grades 6-8 OELPS	reported 6/1/61	07/13/2022	000003	DEMO School	UAT-4A80-1	73368	
Washington, George	DEMO01774	Grades 6-8 OELPS			000003	DEMO School			

For a description of the columns in this report, refer to the table “[Columns in the Test Status Code Report](#)” in the appendix.

For a description of each status that a test opportunity can have, refer to the table “[Test Opportunity Status Descriptions](#)” in the appendix.

How district-level users view test session status reports

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

District-level users can also view school-level test session status reports for each school in their district. 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 60](#)).

Figure 60. Test Session Status Report Page

Test Session Status Report

i Use this page to view session reports for a school. [more info](#)

Session Report

*District: 000002 - DEMO District

*School: 000003 - DEMO School

2. From the **District** drop-down list, select a district.
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 district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.

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- If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, refer to the table “[Columns in the Summary Session Report Page](#)” in the appendix.

Figure 61. Summary Session Report

DEMO School(000003)

Expand All Sessions Collapse All Sessions Include inactive sessions

Number of Sessions (active and inactive) found: 16

Proctor Name	Test Name	Session ID	Start Time of Session	Total # of Tests	Tests In Progress	Tests Paused	Tests Completed
TA, Demo	Integrated Mathematics II Benchmark Test	OHIO-1460-1	2023-07-24 10:48 AM	1	0	0	1
TE, DEMO	+ Multiple Tests	OHIO-4E03-1	2023-07-24 12:58 PM	7	0	0	7
TE, DEMO	Integrated Mathematics I Benchmark Test	OHIO-71F7-1	2023-07-24 09:20 AM	1	0	0	1

- 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, refer to the table “[Columns in the Detailed Session Report Page](#)” in the appendix.

Note: The detailed report includes tests created for the official testing program and those created by educators through the Assessment Authoring system that are not associated with the official testing program.

Figure 62. Detailed Session Report

Test Session Status Report

Use this page to view session reports for a school. [more info](#)

+ Session Report

Generate Report

Expand All Sessions Collapse All Sessions Include inactive sessions

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests Started	Tests Paused	Tests Completed
UAT-7B4F-1	test, test	+ Multiple Tests	10/17/2019 9:11:45 AM	2	0	0	2
UAT-C26A-1	Demo, Demo	ELPA21-ELL-SCRN-UD-ELPA-23-2	10/17/2019 8:56:00 AM	1	0	0	1
UAT-C694-1	user, demo	+ Multiple Tests	10/17/2019 10:43:56 AM	3	0	0	3

- Optional:* If multiple tests are available for one session, select **+ Multiple Tests** to expand the list of tests associated with that session ([Figure 63](#)).

Figure 63. Multiple Tests in One Session

Test Name

- Multiple Tests

OH-GEN-SUM-EOC-ELA-OST_BREACH_PART1-9

OH-GEN-SUM-EOC-ELA-OST_BREACH_PART2-9


- Optional:* Select **Expand All Sessions** to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist ([Figure 64](#)).

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9. *Optional:* Select **Collapse All Sessions** to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Figure 64. School Report Page with All Sessions Expanded

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests Started	Tests Paused	Tests Completed
UAT-7B4F-1	test, test	Multiple Tests	10/17/2019 9:11:45 AM	2	0	0	2
		OH-GEN-SUM-EOC-ELA-OST_BREACH_PART1-9		1	0	0	1
		OH-GEN-SUM-EOC-ELA-OST_BREACH_PART2-9		1	0	0	1
UAT-C26A-1	Demo, Demo	ELPA21-ELL-SCRN-UID-ELPA-23-2	10/17/2019 8:56:00 AM	1	0	0	1
UAT-C694-1	user, demo	Multiple Tests	10/17/2019 10:43:56 AM	3	0	0	3
		OH-GEN-SUM-EOC-SS-OST_BREACH_AG_PART1-11		2	0	0	2
		OH-GEN-SUM-EOC-SS-OST_BREACH_AG_PART2-11		1	0	0	1

10. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.
11. *Optional:* Select  to refresh the list of available sessions. Data is refreshed in near real-time.

How District-level Users Use TIDE after Testing

After testing, district-level users can perform the following tasks in TIDE:

- Resolve discrepant records
- Correct student enrollment information

How district-level users resolve discrepancies

After a paper test has been processed for scoring, TIDE performs checks for a variety of discrepancies. This section explains those discrepancies and how to resolve them. A discrepant record's result will not report in the Centralized Reporting System (CRS) until it has been resolved.

How district-level users resolve student-not-found discrepancies

A student-not-found discrepancy occurs when the identifying information on a scorable document is not found in TIDE. The causes for this discrepancy include the following:

- A Pre-ID label was not applied to the document.
- A Pre-ID label was applied to the document, but the student's record was not present in TIDE during the testing window.

You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student

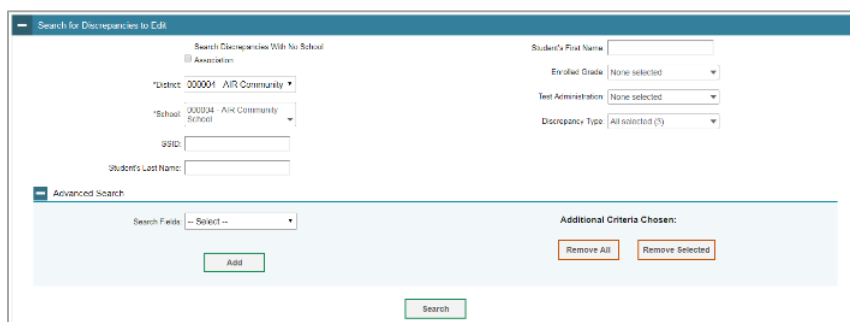
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- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE

To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page (Figure 65) appears.
2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
3. *Optional:* To view the answer document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.

Figure 65. Resolve Discrepancies Page









4. Select  for the student-not-found discrepancy you want to resolve. The **Resolve Discrepancy: Student Not Found** window appears (Figure 66).

Figure 66. Resolve Discrepancy: Student Not Found Window

Resolve Discrepancy: Student Not Found									
Associate	Add Student	Student ID	First Name	Last Name	Grade	Test	Opportunity ID	School ID	District ID
		9990005544	Austin	Powers	3	ELA-G3-Paper-ELA-3-Fall-2015-2016	1	9873_4086	9873
		9870022562	James	Bond	3	ELA-G3-Paper-ELA-3-Fall-2015-2016	1	9873_9210	9873




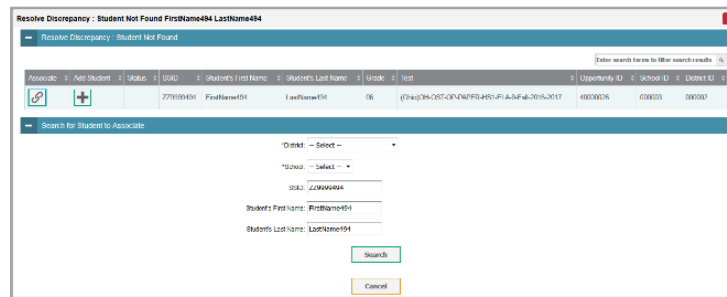
5. If the student with whom you want to associate the test exists in TIDE, select  in the Associate column. The **Search for Students to Associate** panel appears (Figure 67).
6. Select the District and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.
7. Select **Search**.

Figure 67. Search for Students to Associate Panel






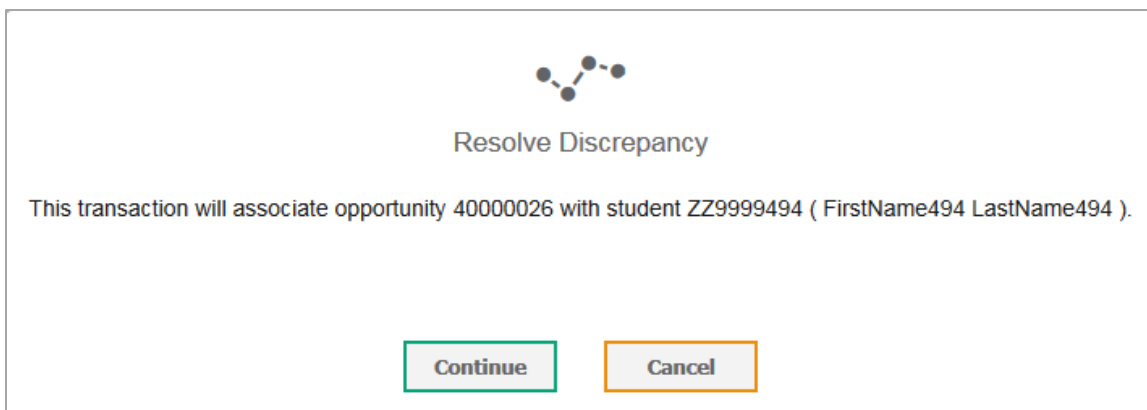
- In the list of retrieved students, select  for the student with whom you want to associate the test ([Figure 68](#)).

Figure 68. Search Results

Student's First Name	Student's Last Name	Birth Date (MM/DD/YYYY)	SSID
 FirstName1	LastName1	08/11/99	ZZ9999001
 FirstName2	LastName2	08/12/97	ZZ9999002

- To continue with the association, select **Continue** in the Confirmation pop-up window ([Figure 69](#)).
- An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select **Continue** to return to the **Resolve Discrepancies** page.

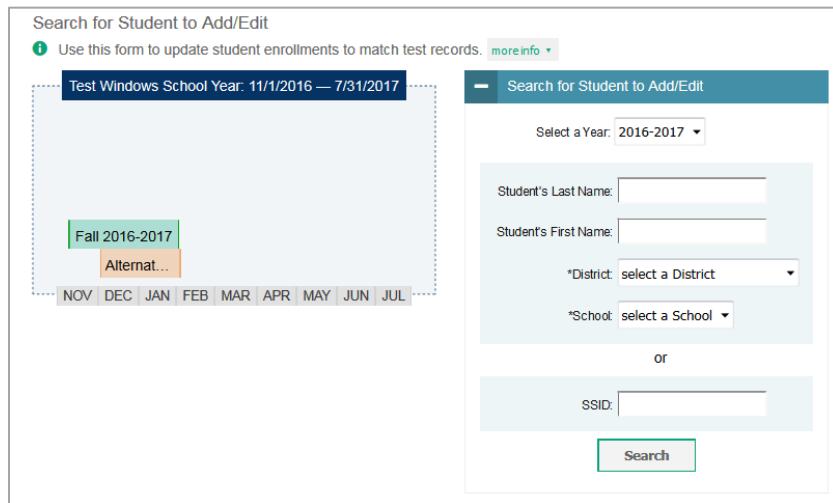
Figure 69. Confirmation Pop-up Window



To resolve student-not-found discrepancies by adding/editing a student:

- If you need to add the student to TIDE, select  in the Add column. The *Search for Students to Add/Edit* panel appears ([Figure 70](#)).

Figure 70. Search for Students to Add/Edit Panel

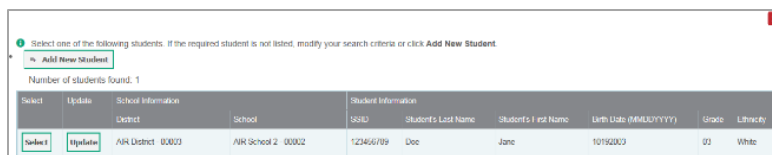


2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student’s SSID, or by specifying the student’s first name and last name in addition to the District and School.

A note on the Test Windows School Year: TIDE creates a superset of the test administrations for the entire school year that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today’s date to prevent overwriting the student’s information for the ongoing test administration.

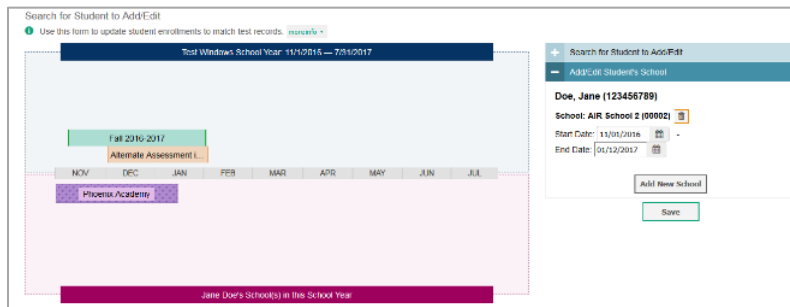
3. Select **Search**. The Add/Edit Student window opens ([Figure 71](#)).

Figure 71. Add/Edit Student Window



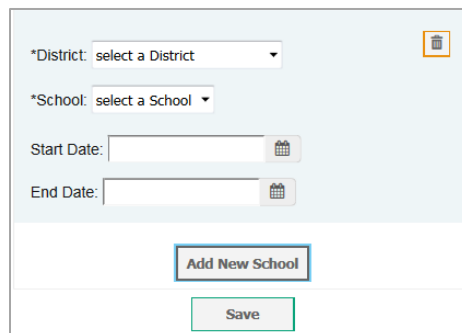
4. From the Add/Edit Student window, do one of the following:
 - To select the retrieved student:
5. Select **Select**. The *Search for Students to Add/Edit* panel appears ([Figure 72](#)).
6. To add the student to the discrepant test without any modifications, select **Save**.

Figure 72. Search for Students to Add/Edit Panel with Student Details



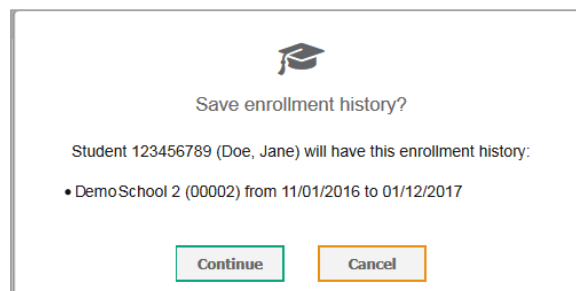
7. To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel and then select **Save**. You can make the following modifications:
 - a. Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
 - b. If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School** and enter the student's new school information in the displayed fields ([Figure 73](#)).

Figure 73. New School Fields in the Add/Edit Student's School Panel



8. Select **Continue** on the confirmation message that appears ([Figure 74](#)).
9. Select **Continue** on the affirmation message to return to the *Resolve Discrepancy* page.

Figure 74. Confirmation Message



- To update the student's demographic information and then select the student:

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10. Select **Update**. The **Demographics** window (Figure 75) will appear.
11. Complete the form for the student you want to add and select **Save**.

Figure 75. Fields in the Demographics Window

12. In the confirmation dialog, select **Continue** to return to the Add/Student Edit Window.
13. Click **Select** and follow the procedure described under the section [To select the retrieved student](#) to resolve the discrepancy.
 - To add a new student:
14. Select **Add New Student**. The **Demographics** window (Figure 75) will appear.
15. Complete the form for the student you want to add and select **Save**.
16. In the confirmation dialog, select **Continue** to return to the *Search for Students to Add/Edit* Panel (Figure 76).
17. Follow steps 2–4 to add the student to the test and resolve the discrepancy.

Figure 76. Search for Students to Add/Edit Panel

How district-level users resolve duplicate test discrepancies

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when more than one scorable document has been returned with a Pre-ID label applied for the same student.

You can resolve a duplicate-test discrepancy in two ways:









- Invalidate – enables you to invalidate the test and prevent any further action on the test
 - Reassign – enables you to reassign the test and related data to the correct student.
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page appears.
 2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
 3. To view the document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.
 4. Select  for the duplicate discrepancy you want to resolve. The **Resolve Discrepancy: Duplicate-Test** window appears ([Figure 77](#)).

Figure 77. Resolve Discrepancy: Duplicate-Test Window

Resolve Discrepancy: Duplicated Records					
Invalidate	Reassign	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	ELA
		James	Bond	1	ELA

5. Do one of the following:
 - To invalidate the duplicate test, select  in the Invalidate column.
 - To reassign the duplicate test to another student, select  in the Reassign column. TIDE displays a list of search fields to retrieve the other student.
 - i. Enter search criteria to retrieve an existing student and select **Search**.
 - ii. From the list of found students, select  for the student to whom you want to reassign the test.
6. In the dialog box that pops up, select **Continue**.

How district-level users resolve non-matching school discrepancies

A non-matching school discrepancy occurs when a student submits a test while enrolled in one school, but TIDE’s records indicate that the student was enrolled in another school at the time of the test. For example, a student moved from School A to School B in the middle of the school year, but TIDE’s records were not updated to reflect that move. The student then submitted a test while in School B. As a result, the scoring engine detects a discrepancy between TIDE’s records and the submitted test. To resolve this discrepancy, you need to modify the student’s enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.

You can resolve a non-matching school discrepancy in three ways:



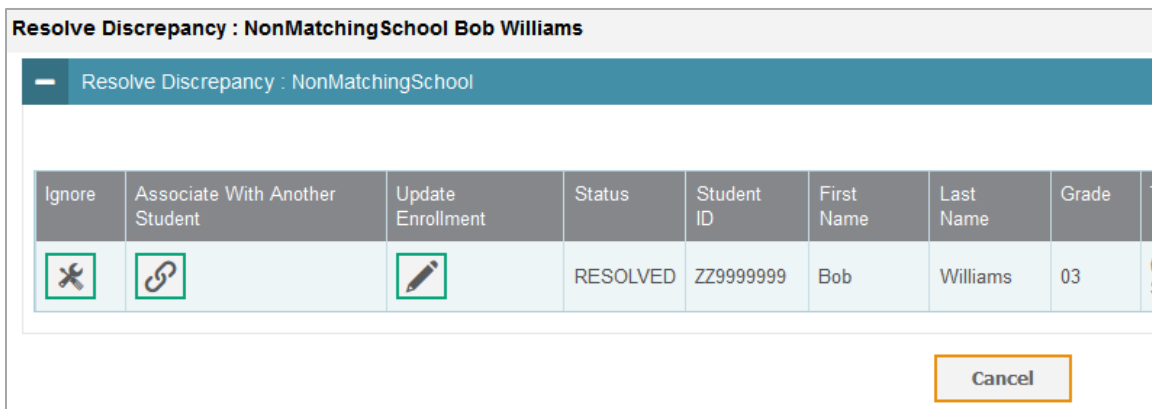
- Ignore – enables you to overrule the discrepancy and forward the test for scoring.
 - Associate with Another Student – enables you to associate the test with an existing student.
 - Update Enrollment – enables you to modify the student’s enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page appears.
 2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
 3. To view the document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the school in which the student was actually enrolled during the test.
 4. Select  for the non-matching school discrepancy you want to resolve. The **Resolve Discrepancy: Non-Matching School** page appears (Figure 78).
 5. To ignore the discrepancy and associate the score with the school as recorded in TIDE, select  in the Ignore column, and in the subsequent affirmation dialog boxes select **Continue**.

Figure 78. Search Fields in the Resolve Discrepancy: Non-Matching School Page






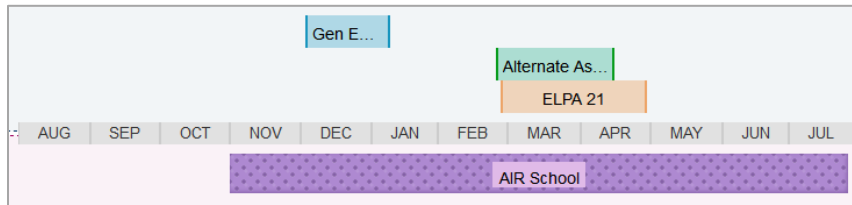
6. To associate the test with a different existing student, select  in the Associate column, search for the student, and select  for the student with whom you want to associate the test. Select Continue on the confirmation and affirmation pop-up windows.
7. To modify the student’s enrollment, do the following:
 - a. Select  in the Update Enrollment column. The *Search for Student to Add/Edit* panel appears. This panel includes a graph showing the student’s enrollment as recorded in TIDE ([Figure 79](#)).

Figure 79. Graph of Student’s Enrollment



- b. In the *Add/Edit Student’s School* panel ([Figure 80](#)), modify the enrollment dates to reflect the student’s actual attendance at the listed schools.
- c. If the required school does not appear in the panel, select **Add New School**. Select a new school and enter start and end dates.
- d. Select **Save**, and in the following affirmation dialog boxes select **Continue**.

Figure 80. Add/Edit Student’s School Panel

How district-level users correct student enrollment information

You can edit a student’s enrollment history or add a new student record to a past test administration if required.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Student Enrollment History**. The **Search for Students to Add/Edit** page appears ([Figure 81](#)) displaying the Test Windows School Year.

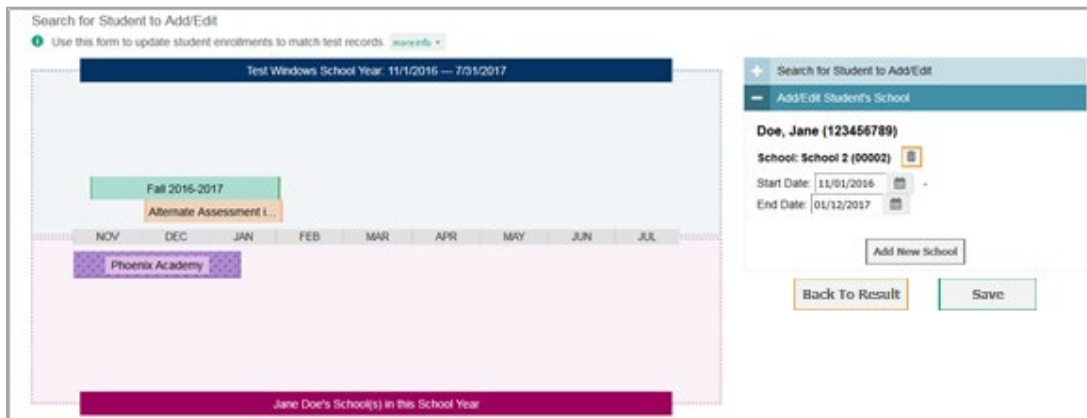
Figure 81. Search for Students to Add/Edit Page

About the Test Windows School Year

This is a superset of the test administrations that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today’s date to prevent overwriting the student’s information for the ongoing test administration.

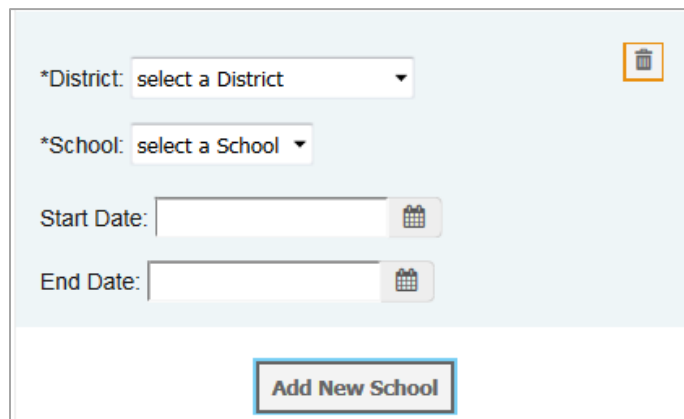
2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student’s SSID, or by specifying the student’s first name and last name in addition to the District and School.
3. Select **Search**. The Add/Edit Student window opens ([Figure 71](#)).
4. From the Add/Edit Student window, do one of the following:
 - To select the retrieved student:
 - i. Select **Select**. The **Search for Students to Add/Edit** page appears displaying the selected student’s record ([Figure 82](#)).

Figure 82. Search for Students to Add/Edit Page with Student Details



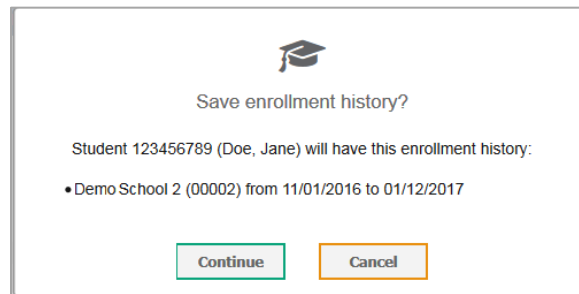
- ii. In the *Add/Edit Student's School* panel, make the necessary modifications to the student's record. You can make the following modifications:
 - Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
 - If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School**, and enter the student's new school information in the displayed fields ([Figure 83](#)).

Figure 83. New School Fields in the Add/Edit Student's School Panel



- iii. Select **Save** to save your modifications.
- iv. Select **Continue** on the confirmation message that appears ([Figure 84](#)).
- v. Select **Continue** on the confirmation message to return to the *Search for Student to Add/Edit* page.

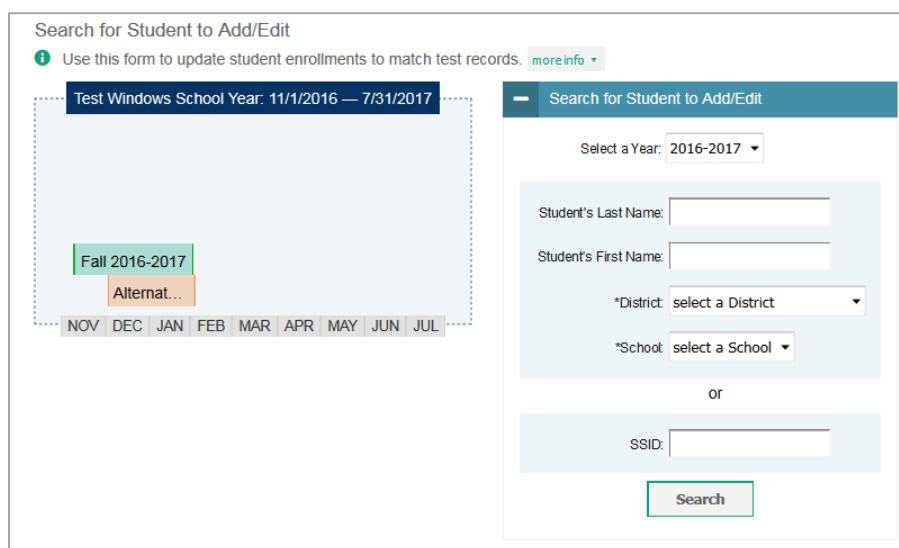
Figure 84 Confirmation Message



- To update the student’s demographic information:
 - i. Select Update. The *Demographics* window (Figure 75) will appear.
 - ii. Complete the form for the student you want to add and select **Save**.
 - iii. In the confirmation message, select **Continue** to return to the Add/Student Edit Window (Figure 71).
 - iv. To return to the *Search for Student to Add/Edit* page, close the window.

- To add a new student:
 - Select **Add New Student**. The *Demographics* window (Figure 75) will appear.
 - Complete the form for the student you want to add and select **Save**.
 - In the confirmation message, select **Continue** to return to the *Search for Students to Add/Edit* page (Figure 85).

Figure 85 Search for Students to Add/Edit Page



How School-level Users Perform Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

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 and test administrators so they can sign in to TIDE and other CAI systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up **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 before testing begins, those students will not be able to test.
- Set up **rosters** so the Centralized Reporting System (CRS) can display scores at the teacher, school, and district levels.

How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and test administrators. If teachers and test administrators 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.

Like district-level users, school-level users can add or modify user accounts for their associated schools one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the section "[How District-level Users Set Up User Accounts in TIDE](#)." For detailed information, please refer to the following sections:

- How district-level users add new user accounts one at a time
- How district-level users modify existing user accounts one at a time
- How district-level users add or modify multiple user accounts all at once

How School-level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign into a test.

Like district-level users, school-level users can add or modify student accounts for their associated schools. School-level users can also specify student accommodations and test tools and view student distribution reports. These tasks can be performed following the procedure as described in the section "[How District-level Users Register Students for Testing](#)." For detailed information, please refer to the following sections:

- How district-level users add new student accounts one at a time

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- How district-level users modify existing student accounts one at a time
- How district-level users specify student accommodations and test tools
- How district-level users generate upload-ready student settings files
- How district-level users upload student accommodations and test tools
- How district-level users view student distribution reports

How School-level Users Manage Rosters

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

Like district-level users, school level users can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section “[How District-level Users Manage Rosters](#).” For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once
- How district-level users print PreID labels from roster lists

How School-level Users Use TIDE During Test Administration

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

- Print **test tickets** to help students log in to tests.
- View reports of students’ current test statuses, test completion rates, and test status codes.

How School-level Users Print Test Tickets

School-level users can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student’s username for logging in to a test.

Test tickets can be printed by following the procedure in the section “[How District-level Users Print Test Tickets](#).” For detailed information, please refer to the following sections:

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

How School-level Users Monitor Test Progress

Like district-level users, school-level users can view reports of students’ current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the

section [“How District-level Users Monitor Test Progress.”](#) For detailed information, please refer to the following sections:

- How district-level users view report of students’ current test status
- How district-level users view report of students’ current test status by student ID
- How district-level users view report of test completion rates
- How district-level users view report of test status codes
- How district-level users view test session status reports

How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

How Teachers and Test Administrators Perform Tasks in TIDE Before Testing

Before testing begins, teachers and test administrators 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 before testing begins, those students will not be able to test.
- Set up **rosters** so the Centralized Reporting System can display the rosters.

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

How Teachers and Test Administrators Manage Student Information

Teachers and test administrators can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the Secure File Center.

Like district- and school-level users, teachers and test administrators can also specify students' accommodations and test tools by following the procedure in the section "[How district-level users specify student accommodations and test tools](#)." For detailed information, please refer to the following section:

- How district-level users specify student accommodations and test tools

How Teachers Manage Rosters

Teachers can manage rosters for students in their school. These rosters are then sent to the Centralized Reporting System so the systems can display scores.

Like district- and school-level users, teachers can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section "[How District-level Users Manage Rosters](#)." For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once

How Teachers and Test Administrators Use TIDE During Testing

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

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

How Teachers and Test Administrators Print Test Tickets

Teachers and test administrators can print test tickets for their students. Test tickets are hard-copy forms that includes a student's name and SSID for logging in to a test.

Test tickets can be printed by following the procedure in the section "[How District-level Users Print Test Tickets.](#)" For detailed information, please refer to the following sections:

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

How Teachers and Test Administrators Monitor Test Progress

Like district- and school-level users, teachers and test administrators can view reports of students' current test statuses, test status codes, and test session status information. These tasks can be performed by following the procedure in the section "[How District-level Users Monitor Test Progress.](#)" For detailed information, please refer to the following sections:

- How district-level users view report of students' current test status
- How district-level users view report of students' current test status by student ID
- How district-level users view report of test completion rates
- How district-level users view report of test status codes
- How district-level users manage test session status reports

Appendix

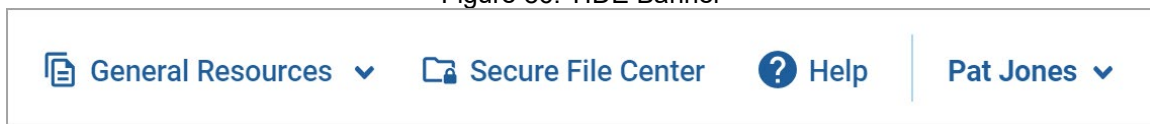
A

Account Information

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

1. In the TIDE banner ([Figure 86](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears ([Figure 87](#)).

Figure 86. TIDE Banner



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

TIDE saves your changes, and a confirmation message appears.

Figure 87. Fields in the My Contact Information Page

The screenshot shows a form titled 'Add/Edit My Account'. It contains the following fields: 'Role: DTC', 'Email Address: oh-dtc2@demo.user', '*First Name: Demo', '*Last Name: User', and 'Phone Number:'.


C

Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner ([Figure 86](#)), select **Change Role** from the **Manage Account/Administration** drop-down menu. The **Administration Details** window appears ([Figure 88](#)).
1. Update the information as necessary.
2. Select **Submit**. A new home page appears that is associated with your selections.

Figure 88. Administration Details Window


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

User Role: ▾
 Test Administration: ▾
 *State: ▾

Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the <i>Quantity You Will Receive</i> column along with any additional quantity. For example, if the quantity displayed in the <i>Quantity You Will Receive</i> column shows 135 and you need 10 more, enter 145.
Quantity Pending Approval	Latest quantity sent for approval.
Quantity Approved	Latest quantity approved.
Quantity You Will Receive	Cumulative quantity sent to the shipping vendor. This number is rounded up to the multiple in a pack or box.

Columns in the Answer Document Report

Field	Description
TEST	Test’s administration.
SUBJECT	Subject for which test was administered.
DISTRICT	IRN of district where document was shipped.
SCHOOL	IRN of school where document was shipped.
STATUS	One of the following: <ul style="list-style-type: none"> • Returned Scorable—DRC received the answer document. • Returned Nonscorable—DRC received the document, but it was returned as nonscorable. • Pending—DRC received the document but has not yet processed it or the document could not be processed. • Do Not Score—DRC received the document with a Do Not Score label applied. • Not Returned—DRC has not yet received the document, or DRC has not yet finished processing it.

Field	Description
DATE SCANNED AT DRC	Date DRC scanned in the returned scorable document.
LAST NAME*	Student's last name.
FIRST NAME*	Student's first name.
MI*	Student's middle initial.
DOB*	Student's date of birth.
GRADE*	Student's enrolled grade.
STUDENT ID*	Student's SSID.
SECURITY NUMBER	Bar code appearing on the answer document.

* Values in this column reflect student demographics associated with the Pre-ID label.

Columns in the Test Status Request Upload File

Column Name	Description	Valid Values
Type*	Type of test status request.	One of the following: Invalidate a test Reset a test Re-open a test Revert a test that's been reset
Search Type*	Student field to search.	One of the following: Result ID Session ID SSID
Search Value*	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 test status request.	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the Attributes Upload File

You can use the information in the table below to upload [student attributes](#).

Field Name	Description	Valid Values
SSID*	State-assigned student identifier.	9 alphanumeric characters. Must be enrolled in your district.
AttributeName*	Name of the student attribute.	
Subject*	Subject of assessment.	N/A – this should be selected for attributes where the subject is not applicable.
Value*	Value of the student attribute.	Yes or No

*Required field.

Columns in the Detailed Session Report Page

Column	Description
Proctor Name	Name of the test administrator 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.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start time of the session.
Total # of Tests	Total number of tests in each school.
Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.
Earliest Start Time of Student Testing	The time the first test opportunity was started by the first student in the session

Columns in the Initial Orders Page

Column	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.
Quantity Approved	Quantity that is approved. This reflects what has been automatically approved or approved by the Department.
Quantity Pending Approval	Quantity requiring approval by the Department.
Additional Quantity	The total quantity of materials ordered in TIDE.

Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor. This includes pack rounding.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Quantities you ordered that are pending approval.
Approval Status	Approval status of quantities you ordered.

Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status. Statuses are: Open – Order generated by TIDE, awaiting review by a test coordinator. Awaiting Approval – Order is awaiting Department approval. Approved – All line items in the order were approved or partially approved. Partially Approved – At least one line item in the order was rejected. Rejected – Order was not approved by the Department. In Process – Order is approved, but not yet transmitted to the vendor. Processed – Order was transmitted to vendor.
Submitted Date	Date order was generated.

Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district 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.
Test	Test name for this student record.
Total Time Spent	The amount of time the student was in the test.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
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).
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.
Accelerated Testing Grade	Tested grade if student tested a grade-level test at a grade high than enrolled grade
Force Complete Date	The date a test expired and was force-completed.
Opportunity	The test opportunity number for that specific test.

Columns in the Roster Upload File

Column Name	Description	Valid Values
District IRN*	District associated with the roster.	Six-digit district ID that exists in TIDE.
School IRN*	School associated with the roster.	Six-digit school ID that exists in TIDE. Must be associated with the district ID.
Email*	Email address of the user associated with the roster.	Email address of a user existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique statewide student identifier.	Nine-digit identifier.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Student Upload File

For information pertaining to the columns and acceptable values in student upload files, refer to the Ohio Pre-ID File Layout available under the [TIDE Support Documents](#) resource folder on the Ohio's State Tests [portal](#). A Pre-ID Guidance Document and Pre-ID file upload templates in excel (.xlsx) and comma separated (.csv) formats are also available under the [TIDE Support Documents](#) resource folder.

Available Pre-ID File Upload Formats

- Pre-ID files can be accepted in excel (.xlsx), comma separated (.csv) and fixed width (.txt) formats. Fixed width files must be created using the [Ohio Pre-ID File Layout](#).

Columns in the Summary Session Report Page

Column	Description
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.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start date and time of the session.
Total # of Students in Test	Total number of students testing in each school.
Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Test Completion Rate Report

You can use the information in the table below to [view report of test completion rates](#). Columns specific to the *Additional Options* report outputs are noted at the end of the table.

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
Test	Specific Ohio test program selected for the file generated
Administration	Test administration year and season selected for the file generated
District Name	The name of the associated district.
District ID	Six-digit IRN of the associated district.
School Name	The name of the associated school. This column is only included in the school-level report.
School ID	Six-digit IRN of the associated school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE and eligible for this test.
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 and eligible for this test.
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 and eligible for this test.
Total Student Remote Session	Number of students who took the test remotely.
Percent Remote Session	Percentage of students who took the test remotely.
Enrolled Grade*	Student's enrolled grade. *This column is only populated if you select the Show By Grade option.
Test Type*	<i>Component Tests</i> are the individual tests or parts that make up the scoring combo. <i>Scoring Combo</i> refers to the merged completion rates of the component tests within the combo. *This column is only populated if you select the Show By Scoring Combo option.
Scoring Combo*	When tests are broken into parts and delivered individually, the scoring combos contain the combined completion data of the component parts. Defined as the name of the test. *This column is only populated if you select the Show By Scoring Combo option.

Columns in the Test Settings Upload File

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Nine digits.
Subject	Subject for which the tool or test setting applies.	One of the following: AASCD ELA Mathematics Science Social Studies OELPA OELPS Alt-OELPA
Tool Name	Name of the tool or test setting.	Refer to the table "Valid Values for Tool Names."
Value	Indicates if the tool or test setting is on or off, or the options available for the test setting.	Refer to the table "Valid Values for Tool Names."

*Required field.

Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test name for this student record
Test Status	Test's most recent status.
Date Started	Date student started the test.
Assigned School ID	IRN of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Session ID	Unique ID for the test session.
Result ID	Unique ID for the test opportunity.
Expiration Date	Date the test expired.

Columns in the Test Window Upload File

You can use the information in the table below to [add or modify multiple test windows all at once through file upload](#).

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.
INSTITUTIONIRN*	District’s or school’s IRN.	For district-level windows, a district IRN that exists in TIDE. For school-level windows, use DDDDDD-SSSSSS, where DDDDDD is the district IRN and SSSSSS is the school IRN. The institution must be associated with the user uploading the file.
WINDOWNAME*	Name for the test window.	Up to 35 printable characters.
TESTNAME*	Test family included in the test window.	One of the available test family names from the drop-down list in the template.
WINDOWSTARTDATE*	Date test window starts.	Timestamp in MMDDYYYY hh:mm:ss format.
WINDOWENDDATE*	Date test window ends.	Timestamp in MMDDYYYY hh:mm:ss format.
ACTION*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

Columns in the User Upload File

Column	Description	Valid Values
DISTRICT IRN*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file.
SCHOOL IRN	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Must be associated with the district ID. Can be blank when adding district-level users.
First Name*	User’s first name.	Up to 35 characters.
Last Name*	User’s last name.	Up to 35 characters.
Email*	User’s email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user’s username for logging in to TIDE.

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Column	Description	Valid Values
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, refer to User Role Permissions .	One of the following: DA - District administrator DRU - District reporting user EC - EMIS coordinator BTC - Building test coordinator BRU - Building reporting user TE - Teacher TA- Test Administrator User role must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

You can delete existing records for users, students and rosters from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

E

Exporting Records in TIDE

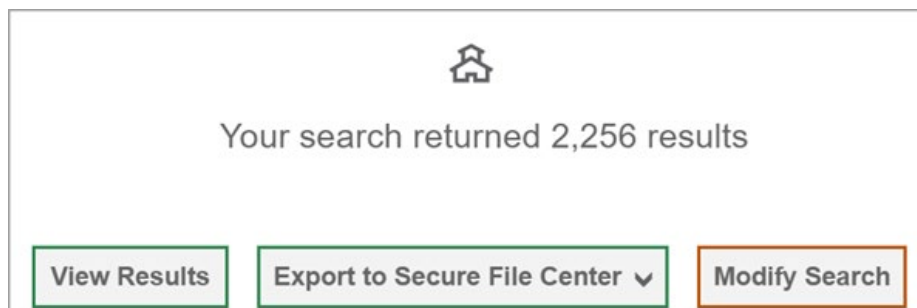
You can export search results for users, students, rosters, students' test settings, and test status requests to the Secure File Center.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).


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- In the search results pop-up window ([Figure 89](#)), select **Export to the Secure File Center** 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 Secure File Center.

Figure 89. Search Results



You can also export records from the search results grid.

- Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
- Do one of the following:
 - Mark the checkboxes for the records you want to export.
 - Mark the checkbox at the top of the table to export all retrieved records.
- Select , and then select Excel or CSV.

F

Fields in the Student Information Panel

Field	Description
District*	District where student is enrolled.
School*	School where student is enrolled.
SSID*	Statewide Student Identifier (SSID) assigned by ODE or Student ID for nonpublic and home-schooled students only.
District assigned student identifier	School or district student ID assigned locally.
Last Name*	Student's last name.
First Name*	Student's first name.
Middle Name	Student's middle name.
Gender	Student's gender.
Birth Date*	Student's date of birth.
Enrolled Grade*	Grade in which student is enrolled during the test administration.

Field	Description
Ethnicity*	Indicates student's race or ethnicity.
Home District	IRN of student's home district. Should only be used to report scores to a home district. This is most commonly used by JVSDs or CTCs.
Home School	IRN of student's home school.

*Required field.

Fields in the Eligibility Panel

Field	Description
Test Mode for Ohio's State Tests and AASCD (subject)	Test mode for the indicated subject. Refer to the Ohio Pre-ID Layout File for more information.
OELPA/OELPS Mode	Indicates whether the student is eligible to take the Ohio English Language Proficiency Assessment (OELPA) and the mode (paper or online). Required for OELPA students.
OELPA Braille	Indicates whether the student is eligible to take the braille version of the Ohio English Language Proficiency Assessment (OELPA) or the (OELPS).
Alternate OELPA	Indicates whether student is eligible for the Alternate OELPA.
Test Eligibility (Alternate Assessment)	Indicates student is eligible for the Alternate Assessments. Students marked "Yes" will not be eligible for Ohio's State tests and the Primary Disability field will be required.
LCI Assignment	Indicates an Alternate Assessment student has been assigned the Learning Characteristics Inventory (LCI). Note this is a read only field. Not applicable for this year.
Accelerated Testing for Ohio's State Tests (subject)	The grade (must be higher than the enrolled grade) at which a student is tested for a given subject.
Breach Eligibility for Ohio's State Tests (subject)	Students that have been approved by the Department to use the online breach form will have the appropriate test marked here. Note this is a read only field.

Fields in the Additional Student Data Panel

Field	Description
English Learner (EL)	Indicates if student is or is not an English learner.
Home Schooled	Indicates child is part of a home-schooled program.
Student's Migrant Status	Student's migrant status
Gifted/Talented	Indicates student is identified as gifted.
Accommodations	Indicated if student is eligible for an accommodation (subject)
504	Indicates student has a 504.
IEP	Indicates student has an IEP.
Primary Disability	Indicates the primary disability condition that best describes student's impairment. This field is required when the Test Eligibility (Alternate Assessment) field is indicated as Y (yes).
Retester [EOC Subject]	Indicates whether the student is retaking the corresponding End-of-Course (EOC) test.

Fields in the Test Settings and Tools Panels

Field	Description
General Tools	
Highlighter	Toggles the Highlighter tool on or off, allowing student to highlight text. Default is on.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page. Default is on.
Strikethrough	Toggles the Strikethrough tool on or off, allowing student to cross out answer options for selected response items. Default is on.
Test Clock	Allows the student to see the time they have been actively testing. Default is on. Only available for OST.
Word Prediction	Toggles the Word Prediction tool on or off, allowing the student to be prompted with a list of likely word choices from which to select. Default is off. Only applies to Alt-OELPA
Reading Tools	
Line Reader	List of available Line Reader tools. When enabled, allows the student to focus on a single line of text as they read. Default is Enhanced.
Text-to-Speech (TTS)	Sets which test content is administered with TTS. Default is off for ELA and on for Mathematics, Science and Social Studies. Cannot be turned off for AASCD. Not available for OELPA, OELPS or Alt-OELPA.
Text-to-Speech Tracking	When enabled, each word in an item is highlighted as it is read. Default is off for ELA and on for Mathematics, Science, Social Studies and AASCD. Not available for OELPA, OELPS or Alt-OELPA.
Group Oral Administration	When enabled, the students will receive a common sequence of test questions for online testing. Default is Off. Only applies to the Spring Ohio's State Tests.
Paginated Stimuli*	When enabled, allows a student to read a passage by "flipping" pages, similar to a book or e-reader. This eliminates vertical scrolling on passages. Only available for ELA and Social Studies. Default is off. *Cannot be used with Screen Reader Mode
Visual Tools	
Color Choices	List of available color settings. Default is "None."
Mouse Pointer	Indicates the size and color for a user's mouse pointer. Default is system default.
Print On Request	When enabled, allows students to request printouts of test passages and questions. When students send print requests, a notification appears in the Tests Requiring TA Intervention table of the TA Interface. Only available for Alt-OELPA.
Print Size	Sets the default type size in which the associated tests appear. Default is "No default zoom applied".
Screen Reader Mode*	Indicates student can use the streamlined interface accommodation. This interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli. This feature is only for blind or visually impaired students who use a screen reader. Only available for OST ELA, Mathematics, Grade 5 Science and Social Studies tests. Default is off. *Cannot be used with Paginated Stimuli

Field	Description
Other Tools	
Access Limited - Blind	Indicates AASCD student will not receive items that are marked as Access Limited – Blind.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with the secure browser. This feature requires Department approval at least 72 hours prior to testing. Default is off for all tests except AASCD. For AASCD default is on and cannot be turned off.
Language	Language in which test is presented. Bilingual: English-Spanish only available for OST Mathematics, Science and Social Studies. Default is English.
Speech-to-Text	Toggles Speech-to-Text setting on or off, allowing a student to dictate a spoken response that is transcribed into an item response area. This feature requires Department approval at least 72 hours prior to testing. Default is off. Only applies to OST ELA tests, OELPA, OELPS, or Alt-OELPA.
Domain Exemptions: Exempted Domains	Indicates if a student is exempt from a domain on the OELPA, OELPS or Alt-OELPA test. Only applies to OELPA, OELPS and Alt-OELPA

Fields in the View/Edit Users [User’s Name] Page

Field	Description
Personnel	User’s general information like name, contact information, and TA Certification Course will populate in this section.
Email Address*	User’s email address for logging in to TIDE.
First Name*	User’s first name. To edit the user’s first name, type their new name in the First Name box and click the save button.
Last Name*	User’s last name. To edit the user’s last name, type their new name in the Last Name box and click the save button.
Phone Number	User’s phone number. To edit the user’s phone number type new phone number in the Phone Number box and click the save button.
TA Certifications	Indicates if the user has completed the optional TA Certification Course and/or the option TA-Alt Certification Course. Once the user completes the course this field will automatically populate with “General” indicating the TA Certification Course, “AASCD” indicating the TA-Alt Certification Course or “All Selected” indicating both TA and TA-Alt Certification Courses.
User Roles	User roles associated with the email address listed in Personnel will populate in this section. If the email address has multiple user roles associated with it, each role will appear one per row. Each row will show the user role, district and school (if applicable) which that role is associated with. For an explanation of user roles, refer to User Role Permissions . To remove this user from TIDE, click the red trash can symbol.
Add More Roles	This button allows additional user roles to be associated with the user’s email address.

*Required field.

L

List of Test Status Request by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that's been reset	Rescore a Test
Approved		✓			
Completed	✓	✓	✓		
Denied	✓	✓			
Expired	✓	✓	✓		
Paused	✓	✓			
Pending		✓			
Processing		✓			
Reported	✓	✓	✓		✓
Review		✓			
Reset				✓	
Scored	✓	✓	✓		
Started		✓			
Submitted	✓	✓	✓		
Suspended		✓			
Invalidated		✓	✓		

List of Test Status Request Statuses

You can use the information in the table below to [manage test status requests](#).

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

List of Test Status Request Types

Reset and restore test status requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

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) or allows the test administrator to restart the data entry interface (DEI) process. You can submit these test status requests until the end of the test window.
Re-open a test	<p>Reopens a test in completed, submitted, scored or reported status. This request is useful when a student inadvertently or accidentally submits a test before completing it.</p> <p>For OST, if a student experiences a test interruption and the student is unable to complete testing the same day, the test will become inactive (grayed out) the next day. District test coordinators (or district administrators) can submit a Re-open a Test request in TIDE if the student needs to resume testing on a subsequent day. For other test administrations, consult the appropriate Test Administration Manual (TAM) for reopen rules.</p> <p>Authorized users must wait until the test becomes inactive to submit the request in TIDE. You can submit these re-open requests until the end of the test window.</p>
Restore a test that's been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. You can submit these restore requests until the end of the test window.
Rescore a Test	<p>Sends a request to scoring contractor to rescore a test. District test coordinators submit this test status request if they believe the student's score does not reflect expected student achievement. You can submit rescore requests during the rescore and verification window.</p> <p>Only available for OST and OELPA.</p>

P

Password Information

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. To [activate your account](#), you must set your password within 15 minutes of the email being sent.

- **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.

- **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.

- **If you did not receive an email containing a temporary link or authentication code:**



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Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your Building or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Ohio 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.

Printing Records in TIDE

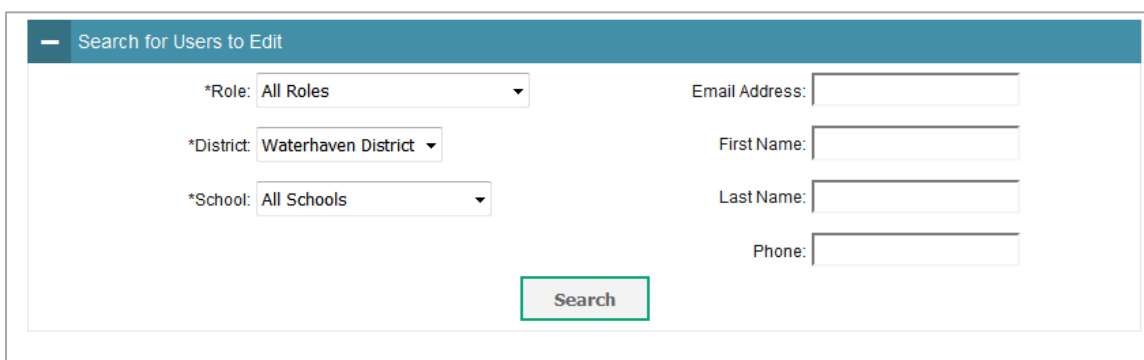
1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
 - To print all records, 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 ([Figure 90](#)). This section explains how to use this search panel and navigate search results.

Figure 90. Sample Search Panel



The screenshot shows a search panel titled "Search for Users to Edit". It contains the following fields:

- *Role: All Roles (dropdown)
- *District: Waterhaven District (dropdown)
- *School: All Schools (dropdown)
- Email Address: [text input]
- First Name: [text input]
- Last Name: [text input]
- Phone: [text input]
- Search (button)

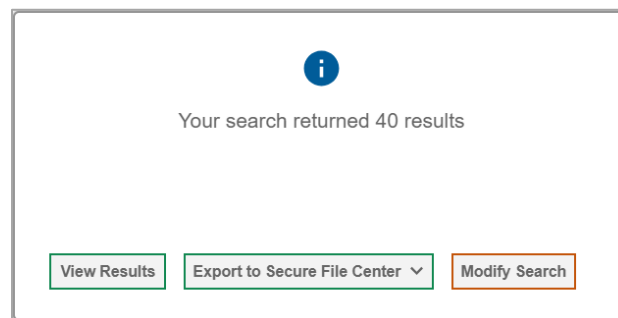
1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and enrolled grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to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

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2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an advanced 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 advanced search criteria, select Remove All.
3. Select **Search**.
 - If searching for users, students, students' test settings, test windows, and test status requests, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to step [5](#).
4. In the search results pop-up window ([Figure 91](#)) 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 [5](#). This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 91. Search Results Pop-up Window



- To export the retrieved results to the Secure File Center, select **Export to Secure File Center** 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 [Secure File Center](#).
 - To return to the page and modify your search criteria, select **Modify Search**. Repeat steps [1–3](#).
5. The list of retrieved records appears below the search panel ([Figure 92](#)).

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Figure 92. Sample Search Results

Number of students found: 11294

1-50 of 11294 records | Page: 1 of 226

Enter search terms to filter search result

	Edit	School Information			Student Information				
		State	District	School IRN	StudentID	Student's Last Name	Student's First Name	Student's Middle Name	Gender
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AI-9990-99915611018	Test	Test	Test	Female
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AZ-9999-1796112	test	test		Male
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AI-9990-9991561940	Test	Test	Test	Female

- 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.
- 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.
- 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.
- Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.
- 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 *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE ([Figure 93](#)). You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

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

Figure 93. Find Student/User by ID

Find Student/User by ID

Secure File Center

When searching for users, students, students' test settings, and test status requests, you can choose to export the search results to the Secure File Center. The shared Secure File Center 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 Secure File Center, TIDE sends you an email when the export task is completed and the file is available in the Secure File Center for download.

The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view, files shared between users and automated child alerts.

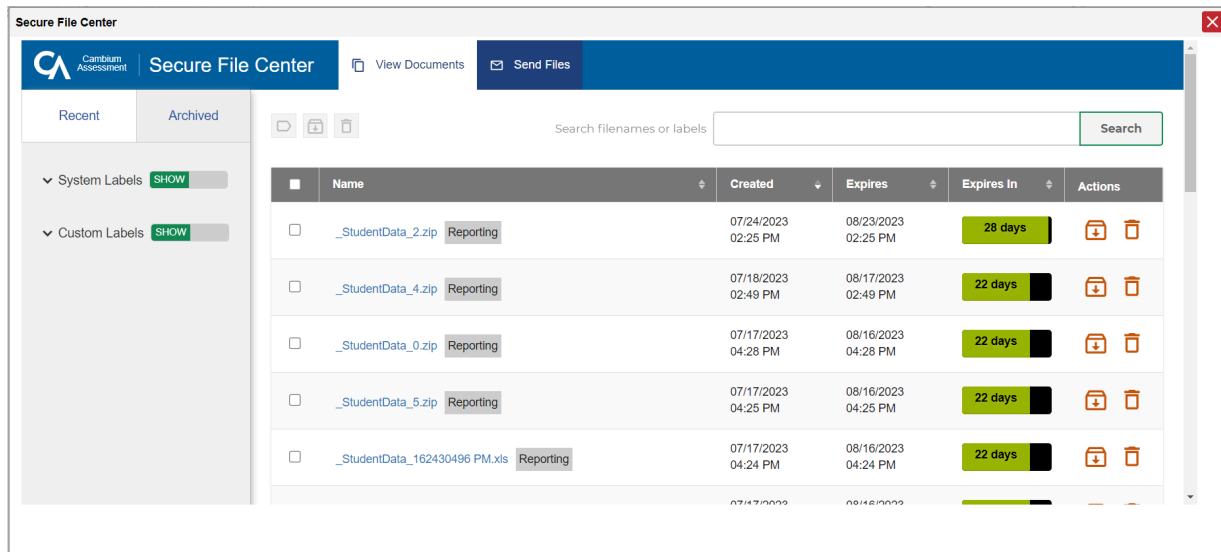
Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage the files in their Secure File Centers. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. Users can archive or delete files as needed. Users can also share files by sending them to other users' Secure File Centers.

Viewing Documents in the Secure File Center

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

1. From the TIDE banner ([Figure 86](#)), select **Secure File Center**. The **Secure File Center** page appears ([Figure 94](#)).
2. *Optional:* Select the file view from the available tabs:
 - **Recent:** 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 94. Secure File Center




3. *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.
4. *Optional:* To hide or display system labels, toggle .
5. *Optional:* To hide files with a system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, toggle .
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
8. 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 unarchive a file from the **Archived** tab, select .
 - To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

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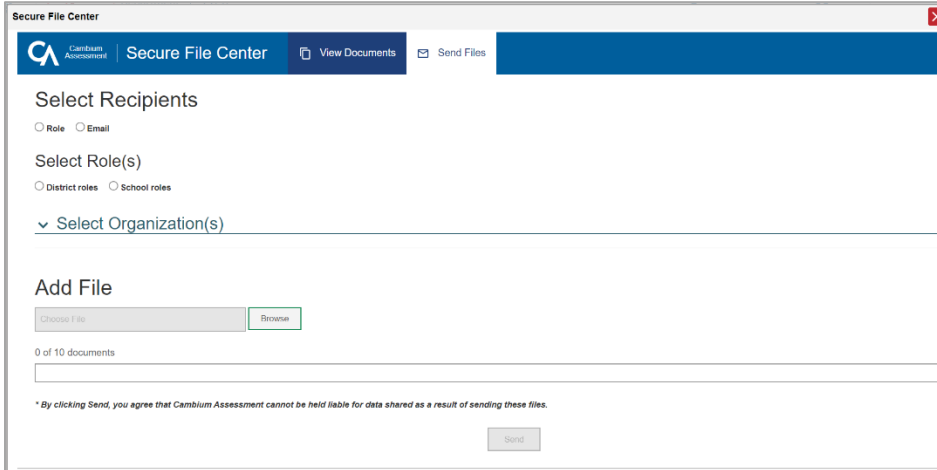
Sending Files from the Secure File Center

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

 **Note:** Files will be available in the recipients Secure File Center for 14 days.

1. From the TIDE banner ([Figure 86](#)), select **Secure File Center**. The **Secure File Center** page appears ([Figure 94](#)).
2. Select the **Send Files** tab. The **Send Files** page appears ([Figure 95](#)).

Figure 95. Secure File Center Window: Send Files Tab



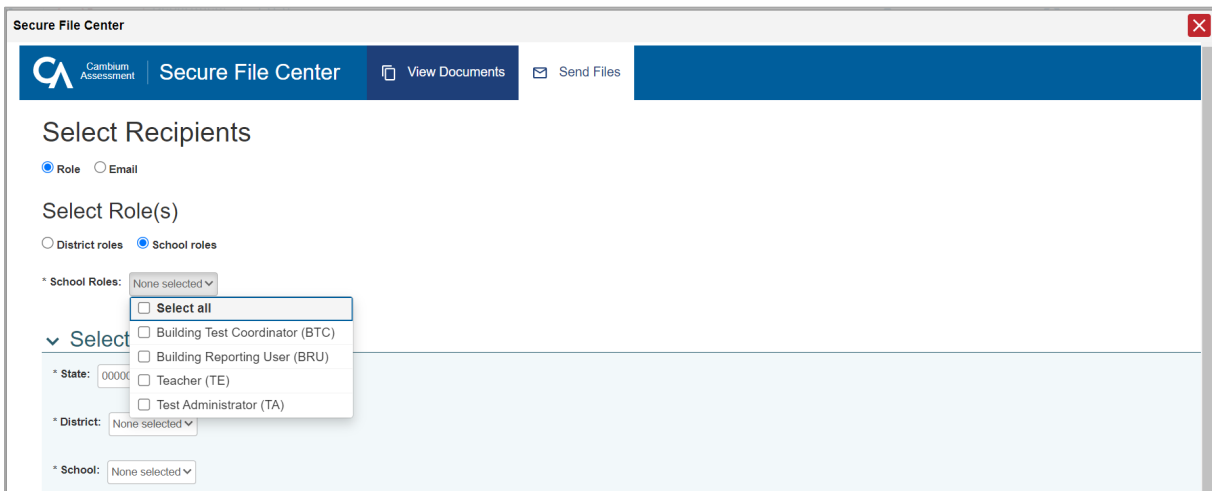
3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step [7](#).

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list ([Figure 96](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

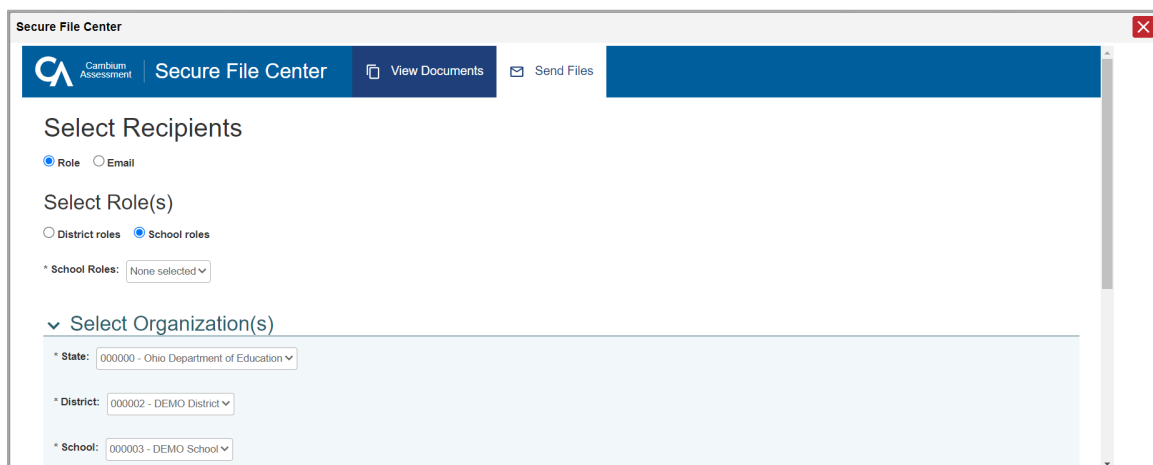
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Figure 96. Secure File Center Window: Select Recipients



- From the *Select Organization(s)* drop-down lists (Figure 97), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 97. Secure File Center Window: Send Files Tab



- If you selected **By Role** in step 3, skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

About File Deletion

- Secure File Center and Archived files are automatically deleted after 30 days.

T

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 test 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 was not submitted and cannot be resumed because the test opportunity has expired (applicable to reopened tests only).
Invalidated	The test opportunity has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student’s test. • The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test has been submitted to the reporting system. The score will be visible in the reporting system when results are released.
Reset	The student’s test has been reset.
Review	The student has clicked the End Test button. A test with a “review” status is not considered complete.
Scored	The Test Delivery System (TDS) has processed the student’s responses. The score will be visible in the reporting system when results are released.
Started	The student has accessed the test content.
Submitted	The test has been submitted for quality assurance review. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a test.

U

User Role Permissions

Each user in TIDE has a role, such as a District Test Coordinator or Test Administrator. Each role has an associated list of permissions to access certain features within the Cambium Assessment systems.

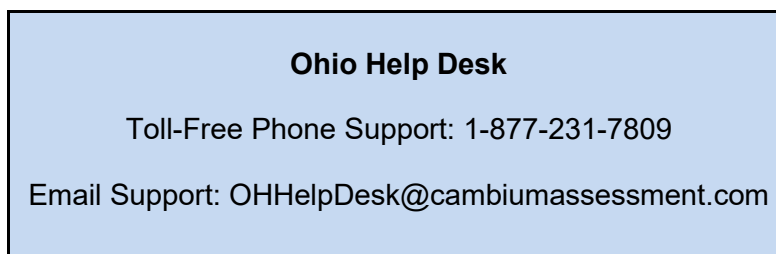
For details pertaining to available user roles and permissions, refer to the Online User Role Matrix under the [TIDE Support Documents](#) resource folder on the Ohio’s State Tests [portal](#). An Online User Management Guidance Document is also available under the [TIDE Support Documents](#) resource folder.

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User Support

For additional information and assistance in using TIDE, contact the Ohio Help Desk.

The Ohio Help Desk is open 7:00 a.m. to 5:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Ohio Assessment Portals).



Please provide the Ohio Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 10 and Firefox 102 or Mac OS 11 and Safari 15).

V

Valid Values for Tool Names in the Test Settings Upload File


Tool Name	Description	Valid Value	Applies to
Highlight	Toggles the Highlighter tool on or off, allowing the student to highlight text.	On Off	All Tests
Group Oral Administration	Toggles the Group Oral tool on or off, allowing the student to receive a common sequence of test questions for online testing.	On Off	Spring Ohio's State Tests
Strikethrough	Toggles the Strikethrough tool on or off, allowing student to cross out answer options for selected response items.	On Off	All Tests
Line Reader	List of available line reader tools, Allows the student to focus on a single line of text as they read.	Enhanced Classic Off	All Tests
Test Clock	Allows the student to see the time they have been actively testing.	On Off	All Tests except AASCD and OELPA




Tool Name	Description	Valid Value	Applies to
Color Choices	List of available color settings.	None Light Yellow Light Blue Light Magenta Inverted (White on Black) White on Navy	All Tests
TTS (Text-to-Speech)	Sets which test content is administered with text-to-speech. Cannot be disabled for AASCD. Accommodation for OST ELA.	None Instructions & Stimulus & Items	OST Mathematics, Science and Social Studies tests and AASCD tests
TTS Tracking (Text-to-Speech Tracking)	When enabled, each word in an item is highlighted as it is read.	On Off	OST ELA, Mathematics, Science and Social Studies tests and AASCD tests
Language	Language in which test is presented.	English Bilingual English-Spanish	OST Mathematics, Science and Social Studies tests
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.	On Off	All Tests
Print Size	List of subjects and the type size in which the associated tests appear.	No default zoom applied Level 1 Level 2 Level 3 Level 4	All Tests
Mouse Pointer	Indicates the size and color for a user's mouse pointer.	System default Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large Yellow Extra Large Yellow Large White Extra Large White	All Tests


Tool Name	Description	Valid Value	Applies to
Paginated Stimuli	<p>When enabled, allows a student to read a passage by “flipping” pages, similar to a book or e-reader. This eliminates vertical scrolling on passages.</p> <p>Note: Cannot be used with Screen Reader Mode.</p>	<p>On Off</p>	OST ELA and Social Studies tests
Speech-to-Text	<p>When enabled, allows a student to dictate a spoken response that is transcribed into an item response area.</p> <p>Note: This feature requires Department approval at least 72 hours prior to testing.</p>	<p>On Off</p>	OST ELA tests, OELPA, OELPS, and Alt-OELPA.
Word Prediction	<p>When enabled, allows the student to be prompted with a list of likely word choices from which to select.</p>	<p>On Off</p>	Alt-OELPA
Print On Request	<p>When enabled, allows students to request printouts of test passages and questions. When students send print requests, a notification appears in the Tests requiring TA intervention table of the TA Interface.</p>	<p>On Off</p>	Alt-OELPA

Revision Log

The revision history of this 2023-2024 TIDE User Guide helps readers easily locate sections where updates have occurred.

Location	Change	Date
	Initial 2023-2024 version	7/31/23
<p>Page 16</p> <p>How district-level users view a history of changes to a student’s account</p>	<p>New options for including blank values and for exporting.</p> <p><i>Optional:</i> Use the Include Blank Values checkbox to hide or show empty fields that display No Selected Value. Using this feature will remove any filter applied and show the full contents of the table.</p> <p><i>Optional:</i> Export the content from each tab by selecting  and then selecting a file format.</p>	1/26/2024
<p>Page 18</p> <p>How district-level users generate upload-ready student settings files</p>	<p>New section</p> <p>TIDE can generate student settings files in an upload-ready format. This allows you to download the file, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system.</p>	1/26/2024
<p>Page 19</p> <p>How district-level users transfer students between schools</p>	<p>New section</p> <p>If you are associated with multiple schools, you can also move students from one school to another on the View/Edit/Export Students page.</p>	1/26/2024
<p>Pages 28-31</p> <p>How District-level Users Manage Test Windows</p>	<p>New Section</p> <p>The Readiness Assessments (Benchmarks and Checkpoints) are available for the entire school year. Individual districts or schools can create customized testing windows that override this state-level window. This can help avoid confusion with other testing events, such as the Ohio’s State Tests.</p> <ul style="list-style-type: none"> • How district-level users add new test windows one at a time • How district-level users modify existing test windows one at a time • How district-level users add or modify multiple test windows all at one 	1/26/2024

Location	Change	Date
<p>Page 41</p> <p>How district-level users add new test status requests one at a time</p>	<p>New option to view teacher authored tests</p> <p>From the drop-down lists and in the text field, enter search criteria.</p> <ul style="list-style-type: none"> i. <i>Optional:</i> You can also limit your search by TDS Test Windows to narrow your results. From the Test Window drop-down, select specific test windows to limit your search or keep All Selected for the broadest search. ii. <i>Optional:</i> You can further limit your search results by choosing to view only tests that are provided through the official testing program or to view tests that are created in the Assessment Authoring system by educators. Use the Test Type radio buttons to make a selection. <p> Note: When selecting tests created in the Authoring system, the Test Window filter is unavailable.</p>	<p>1/26/2024</p>
<p>Page 42</p> <p>How district-level users modify existing test status requests one at a time</p>	<p>New columns added to grid view</p> <p><i>Optional:</i> Review the initiator’s reason for the test status request by selecting  in the Request Status column or by viewing the columns for Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer Comments.</p>	<p>1/26/2024</p>
<p>Page 44</p> <p>How district-level users view report of students’ current test status</p>	<p>New option to view teacher authored tests</p> <p>In the <i>Choose What</i> panel, select the parameters for which tests to include in your report:</p> <p>From the Test Type field, select a test type. If you select Teacher Authored Tests, skip to step 2.</p>	<p>1/26/2024</p>
<p>Page 50</p> <p>How district-level users view test session status reports</p>	<p>New ability to view teacher authored tests</p> <p> Note: The detailed report includes tests created for the official testing program and those created by educators through the Assessment Authoring system that are not associated with the official testing program.</p>	<p>1/26/2024</p>

Location	Change	Date																								
<p>Page 77</p> <p>Appendix - Columns in the Test Window Upload File</p>	<p>New Section</p> <p>You can use the information in the table below to add or modify multiple test windows all at once through file upload.</p> <table border="1" data-bbox="482 394 1289 1262"> <thead> <tr> <th data-bbox="482 394 716 426">Column Name</th> <th data-bbox="716 394 980 426">Description</th> <th data-bbox="980 394 1289 426">Valid Values</th> </tr> </thead> <tbody> <tr> <td data-bbox="482 426 716 548">INSTITUTIONTYPE*</td> <td data-bbox="716 426 980 548">Type of institution to which the test window applies.</td> <td data-bbox="980 426 1289 548">One of the following: D—Window applies to districts. S—Window applies to schools.</td> </tr> <tr> <td data-bbox="482 548 716 825">INSTITUTIONIRN*</td> <td data-bbox="716 548 980 825">District's or school's IRN.</td> <td data-bbox="980 548 1289 825">For district-level windows, a district IRN that exists in TIDE. For school-level windows, use DDDDDD-SSSSSS, where DDDDDD is the district IRN and SSSSSS is the school IRN. The institution must be associated with the user uploading the file.</td> </tr> <tr> <td data-bbox="482 825 716 867">WINDOWNAME*</td> <td data-bbox="716 825 980 867">Name for the test window.</td> <td data-bbox="980 825 1289 867">Up to 35 printable characters.</td> </tr> <tr> <td data-bbox="482 867 716 961">TESTNAME*</td> <td data-bbox="716 867 980 961">Test family included in the test window.</td> <td data-bbox="980 867 1289 961">One of the available test family names from the drop-down list in the template.</td> </tr> <tr> <td data-bbox="482 961 716 1024">WINDOWSTARTDATE*</td> <td data-bbox="716 961 980 1024">Date test window starts.</td> <td data-bbox="980 961 1289 1024">Timestamp in MMDDYYYY hh:mm:ss format.</td> </tr> <tr> <td data-bbox="482 1024 716 1098">WINDOWENDDATE*</td> <td data-bbox="716 1024 980 1098">Date test window ends.</td> <td data-bbox="980 1024 1289 1098">Timestamp in MMDDYYYY hh:mm:ss format.</td> </tr> <tr> <td data-bbox="482 1098 716 1262">ACTION*</td> <td data-bbox="716 1098 980 1262">Indicates if this is an add, modify, or delete transaction.</td> <td data-bbox="980 1098 1289 1262">One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.</td> </tr> </tbody> </table>	Column Name	Description	Valid Values	INSTITUTIONTYPE*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.	INSTITUTIONIRN*	District's or school's IRN.	For district-level windows, a district IRN that exists in TIDE. For school-level windows, use DDDDDD-SSSSSS, where DDDDDD is the district IRN and SSSSSS is the school IRN. The institution must be associated with the user uploading the file.	WINDOWNAME*	Name for the test window.	Up to 35 printable characters.	TESTNAME*	Test family included in the test window.	One of the available test family names from the drop-down list in the template.	WINDOWSTARTDATE*	Date test window starts.	Timestamp in MMDDYYYY hh:mm:ss format.	WINDOWENDDATE*	Date test window ends.	Timestamp in MMDDYYYY hh:mm:ss format.	ACTION*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.	<p>1/26/2024</p>
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<p>Page 90</p> <p>Appendix – Sending Files from the Secure File Center</p>	<p>Added note for how long files are available when sent</p> <p>You can send a file or files to individual recipients by email address or to groups of recipients by user role.</p> <p> Note: Files will be available in the recipients Secure File Center for 14 days.</p>	<p>1/26/2024</p>																								