



# Using TIDE to Prepare for Testing

for Test Coordinators and Test Administrators



Ohio Department of Education

Cambium Assessment, Inc.



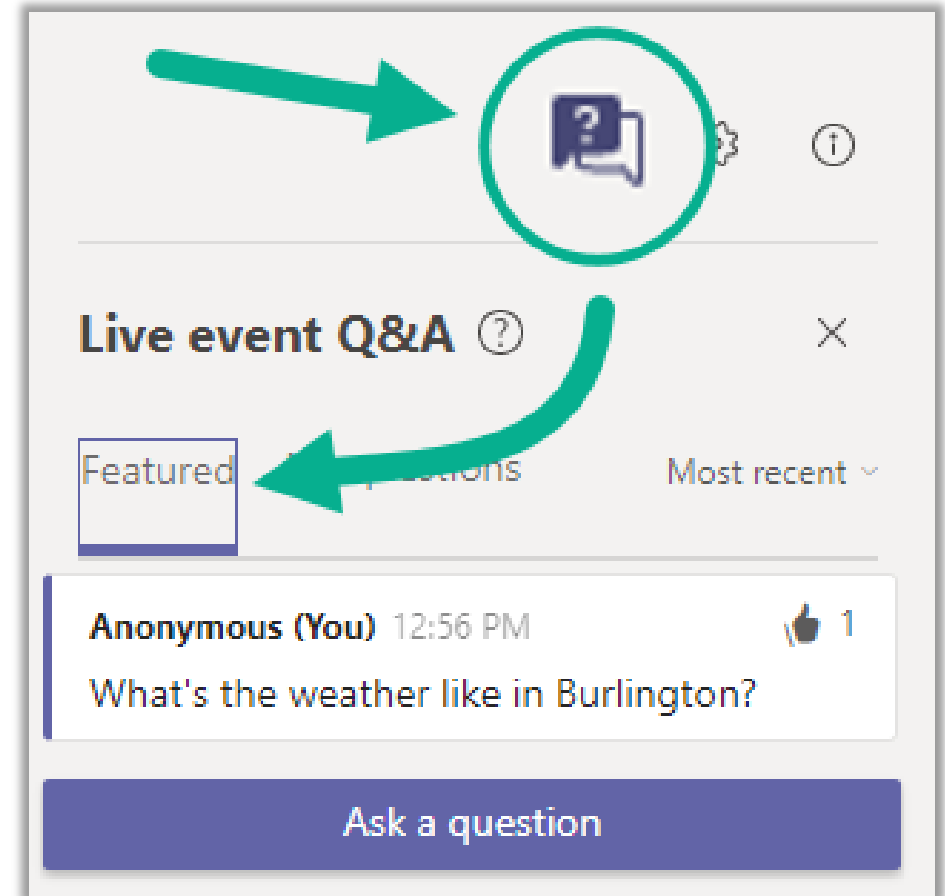
# Teams Live Event

- Attendee microphones are muted.
- Submit questions in the Q&A.
- Live stream is delayed 20-30 seconds.

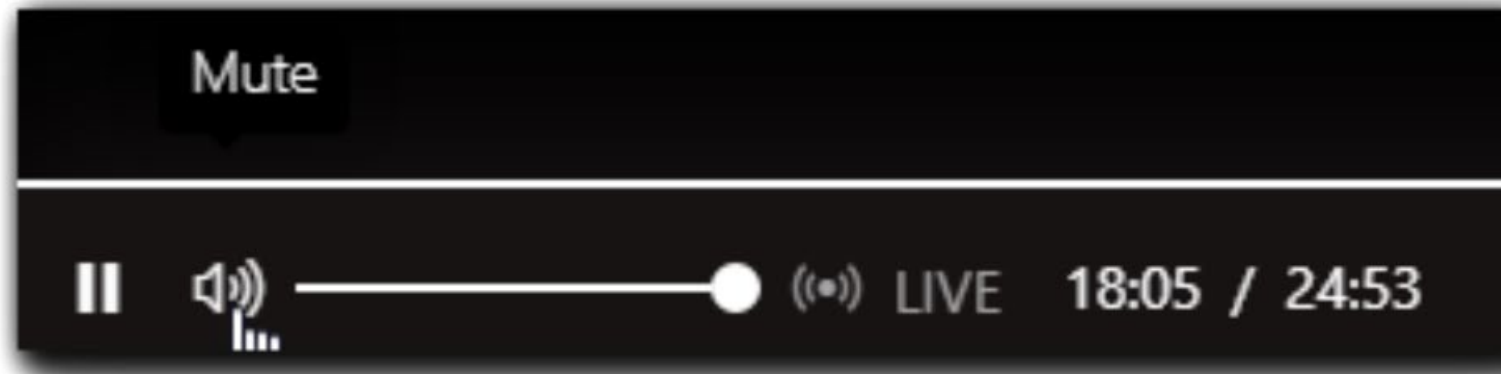


# Teams Live Event – Q&A Feature

- **Attendees** can submit questions to presenters while the Q&A chat is open.
- **Presenters** can reply privately or feature questions and answers for all to see.



# Teams Live Event – Attendee Controls



<b>Pause</b>	Attendees can pause the live stream.
<b>Volume/Mute</b>	Attendees can adjust volume and mute.
<b>Live</b>	After pausing, selecting “Live” will jump forward to the live stream.
<b>Timer</b>	Indicates where attendee’s stream is versus the live event.

# Teams Live Event – Webinar Announcements

- Sessions recorded and available later.
- Complete [evaluation](#) to receive certificate of attendance.



# Webinar Topics:

- Accessing and logging in to TIDE (Test Information Distribution Engine)
- Navigating the TIDE interface
- Prepare for Testing tasks
  - Managing User Information
  - Managing Student Information
  - Score Reporting Label Requests
  - Managing Test Settings and Tools
  - Managing Rosters
  - Printing Test Tickets



# Important Dates

- Add dates
- Important dates for testing will vary for each test administration. Please check the following resources:
  - Testing Dates – [ODE website](#)
  - Upcoming Important Dates on each of the [test administration pages](#)
  - Test Administration Dates and Tasks can be found in each administration's Test Administration Manual (TAM), Test Coordinator Manual (TCM) or Supplemental Instructions for Paper Testing (SIFPT) manual that can be found on the Resource's Page of that test portal

# User Role Chart

	<input checked="" type="checkbox"/> access provided at the district level <input type="checkbox"/> access restricted at the school level	District Test Coordinator (DTC)	Building Test Coordinator (BTC)	Test Administrator (TA)
<b>Users</b>				
Add User	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
View/Edit/Export User	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Upload Users	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>Students</b>				
Add Student	<input checked="" type="checkbox"/>			
View/Edit/Export Students	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Student Transfer Reports	<input checked="" type="checkbox"/>			
Upload Student Attributes	<input checked="" type="checkbox"/>			
Upload Pre-ID File	<input checked="" type="checkbox"/>			
Frequency Distribution Report	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>Test Settings and Tools</b>				
View/Edit/Export Test Settings and Tools	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Upload Test Settings and Tools	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>Rosters</b>				
Add Rosters	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
View/Edit/Export Rosters	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Upload Rosters	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>Print Test Tickets</b>				
Print from Student List	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Print from Roster List	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Refer to the [Online User Role Matrix](#) and [Online User Management Guidance Document](#) for more information.





# Activating Your Account and Accessing TIDE



# TIDE User Accounts

- Every person who will administer an online test must have a Test Coordinator (DTC/BTC), District Administrator (DA), Teacher (TE) or Test Administrator (TA) user account. **Users should never log in using another individual's credentials.**
- If you do not have a user account or if your email address has changed, contact your district test coordinator (DTC) who is responsible for creating and maintaining user accounts **for personnel who need access to online testing systems**. For updates to the DTC role please contact the Ohio Help Desk at [ohhelpdesk@cambiumassessment.com](mailto:ohhelpdesk@cambiumassessment.com) or 1-877-231-7809 option 2.
- All users should ensure they have a TIDE account in advance of the test window.
- Administrator user accounts must be associated with the school and district where their students are preidentified.
- Users can have different roles in different schools and districts. For example, a person can be a TE in School A and a TA in School B.
  - *The same email address should be used to add users to multiple schools or districts.*

# TIDE User Accounts (continued)

When a test coordinator creates a user account, the user will receive an activation email to setup their password.

Username is the email address used when adding the account in TIDE.

Users **MUST** access the link within 15 minutes of receiving the activation email.

If a user fails to do so within 15 minutes, a new activation email can be requested on the login screen.

Activation and password reset emails come from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com)

**Do not share your password with anyone!**

 Email Address

 Password

[Forgot Your Password?](#)

**Secure Login**

## First Time Login This School Year?

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

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



# TIDE Interface Overview



# Selecting an Administration

- Choose the User Role set up for you in TIDE.
- Choose the “Ohio State Tests 2022-2023” in the drop down for the test administration in TIDE.
- Select your district and school if applicable.

Ohio Department of Education Administration: | User: () Log Out

Administration Details

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

User Role: District Test Coordinator (▼)

Test Administration: Ohio State Tests 2022-20 (▼)

\*State: 000000 - Ohio Departmer (▼)

\*District: 000002 - DEMO District (▼)

Submit

# Preparing for Testing Tasks

The screenshot displays the TIDE interface for the Ohio Department of Education. The top navigation bar includes the Ohio Department of Education logo, the text "Administration: Ohio State Tests 2022-2023 | User: demo, test (DTC)", and links for Help, Secure Inbox, Manage Account/Administration, and Log Out. A search bar for "Student ID/User Email" is located in the top right.

The interface is divided into three vertical panels:

- Preparing for Testing (Orange Panel):** Contains a large icon of a person with a gear. Below it are five menu items: Users, Student Information, Score Reporting Label Requests, Test Settings and Tools, and Rosters.
- Administering Tests (Green Panel):** Contains a large icon of a person at a computer. Below it are four menu items: Print Test Tickets, Monitoring Test Progress, Score Reports Shipping Information, and Test Status Requests.
- After Testing (Blue Panel):** Contains a large icon of a document with a gear. Below it is one menu item: Data Cleanup.

White arrows point from the "Preparing for Testing" panel to the "Administering Tests" panel, and from the "Administering Tests" panel to the "After Testing" panel, indicating a sequential workflow.

# Preparing for Testing Tasks

The screenshot displays the TIDE (Test Information Delivery Environment) interface for the Ohio Department of Education. The top navigation bar includes the Ohio Department of Education logo, the text "Administration: Ohio State Tests 2022-2023 | User: demo, test (DTC)", and links for Help, Secure Inbox, Manage Account/Administration, and Log Out. A search bar for "Student ID/User Email" is located in the top right.

The main interface is divided into three vertical panels:

- Preparing for Testing (Left Panel, highlighted with a red border):** This panel contains a large icon of a person with a gear and a list of tasks:
  - Users
  - Student Information
  - Score Reporting Label Requests
  - Test Settings and Tools
  - Rosters
- Administering Tests (Middle Panel, highlighted with a red border):** This panel contains a large icon of a person at a computer and a list of tasks:
  - Print Test Tickets
  - Monitoring Test Progress
  - Score Reports Shipping Information
  - Test Status Requests
- After Testing (Right Panel):** This panel contains a large icon of a document with a seal and a single task:
  - Data Cleanup

White arrows indicate a flow from the "Preparing for Testing" panel to the "Administering Tests" panel, and from the "Administering Tests" panel to the "After Testing" panel.

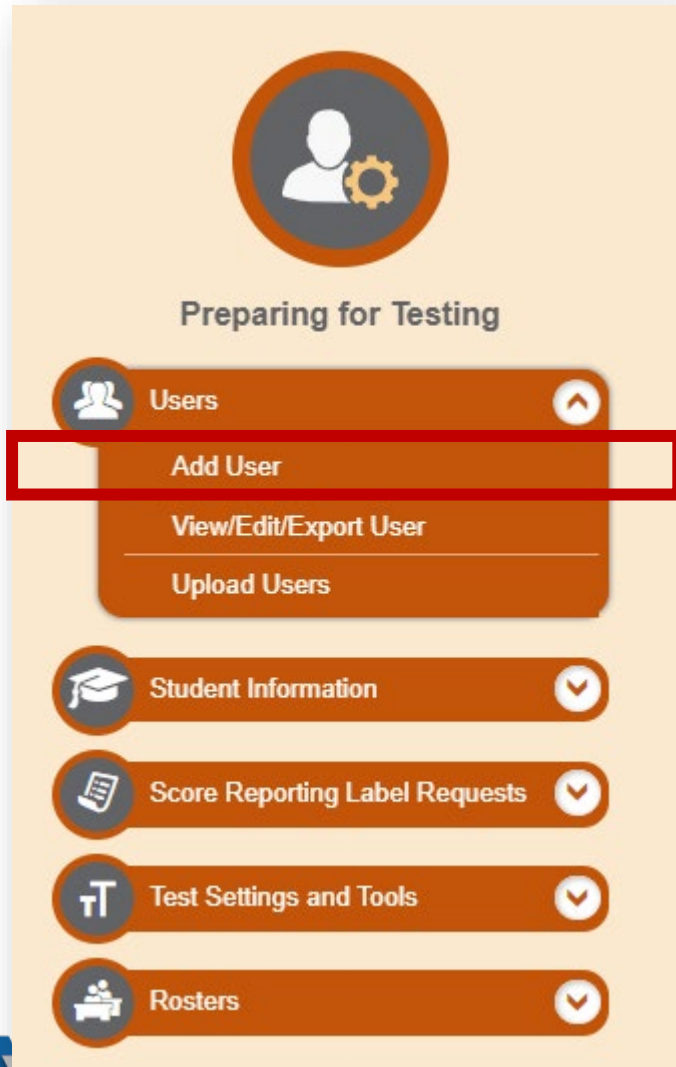


# Managing Users





# Add User



Preparing for Testing

- Users
  - Add User**
  - View/Edit/Export User
  - Upload Users
- Student Information
- Score Reporting Label Requests
- Test Settings and Tools
- Rosters

## Add User

Use this page to add users to assessment systems. [more info](#)

**PERSONNEL**

\*Email Address:

[+ Add user or add roles to user with this email](#)

**PERSONNEL**

\*Email Address:  Phone Number:

\*First Name:  TA Certifications:

\*Last Name:

**Add Role**


\*Role:

- Select a role -
- District Administrator (DA)
- EMIS Coordinator (EC)
- District Reporting User (DRU)
- Building Test Coordinator (BTC)
- Building Reporting User (BRU)
- Teacher (TE)
- Test Administrator (TA)


[+ Add More Roles](#)











# View/Edit/Export User



Preparing for Testing


- Users 
- Add User
- View/Edit/Export User**
- Upload Users

-  Student Information 
-  Score Reporting Label Requests 
-  Test Settings and Tools 
-  Rosters 


## View/Edit/Export User

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


### Search Users

\*Role: Test Administrator (TA) 


First Name:


\*State: 000000 - Ohio Departmer 

Last Name:

\*District: 000002 - DEMO District 

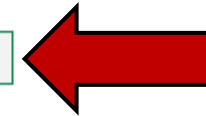
Phone Number:

\*School: 000003 - DEMO School 

TA Certifications: General 


Email Address:

Search

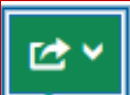


# View/Edit/Export User Results

## View/Edit/Export User

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

+ Search Users







Export All to Excel (4)

Export My Selected to Excel (2)

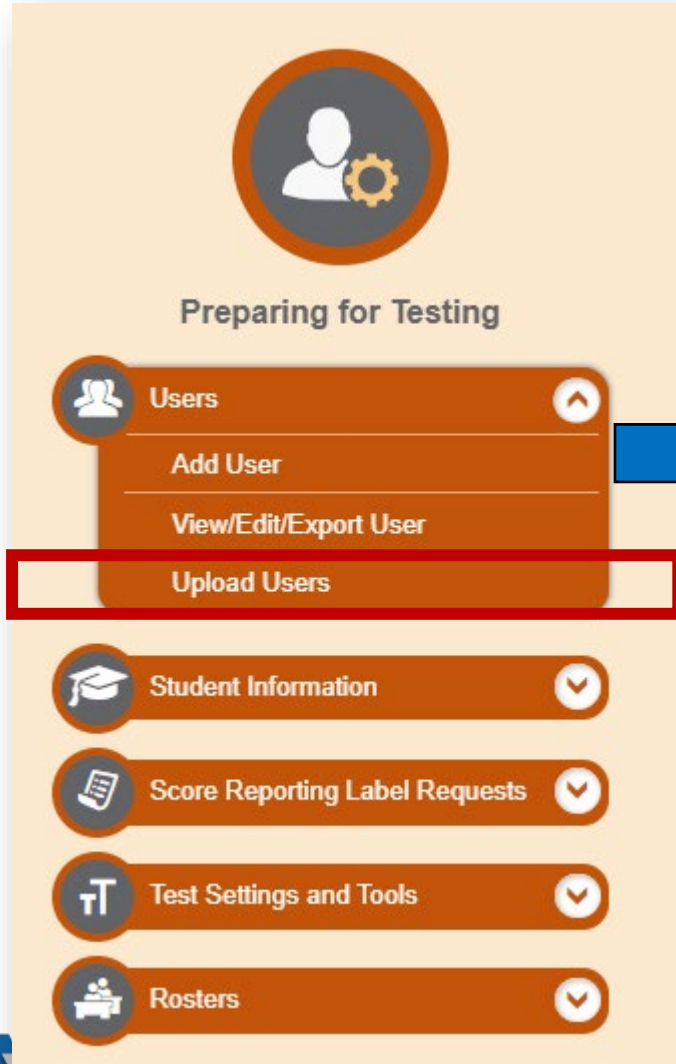
Export All to CSV (4)

Export My Selected to CSV (2)



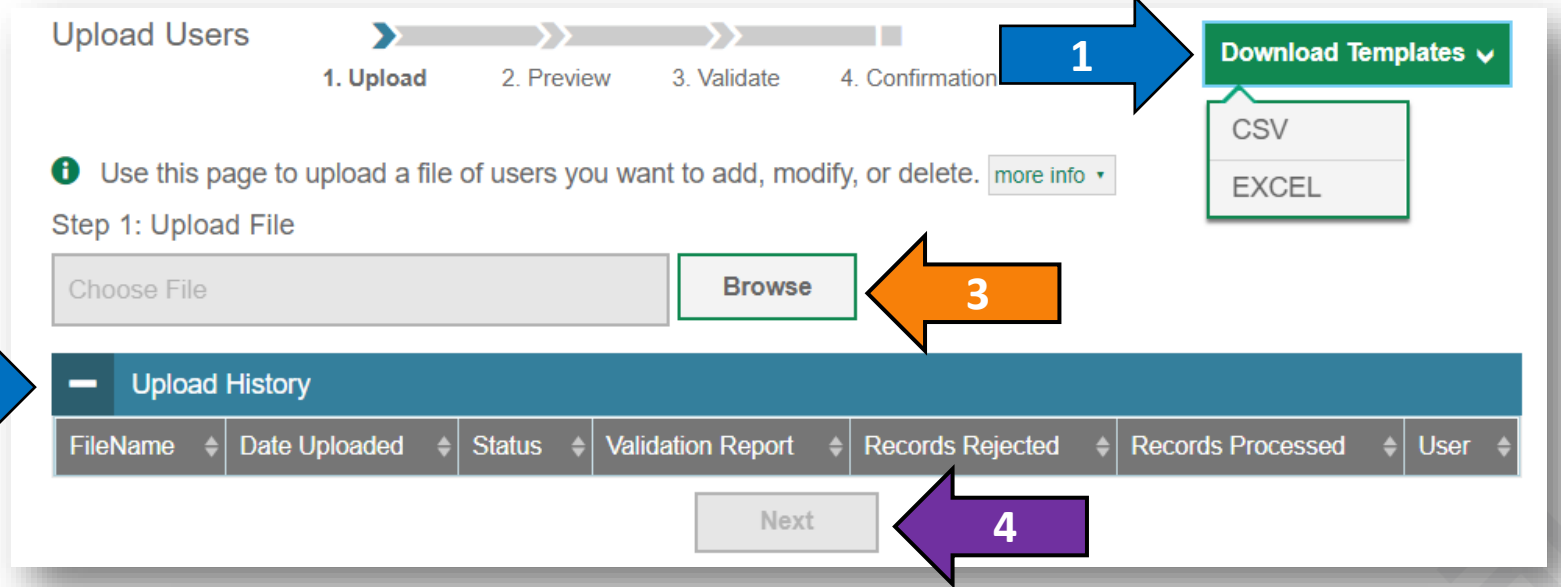
				School	Email Address	First Name	Last Name	Phone Number	TA Certifications
<input checked="" type="checkbox"/>		TA	000002-DEMO District	000003-DEMO School	testftest@test.user	demo	demo	567-098-0987	ALT;GEN
<input checked="" type="checkbox"/>		TA	000002-DEMO District	000003-DEMO School	testohpt3-4@test.user	demo	demo	567-098-0987	ALT;GEN
<input type="checkbox"/>		TA	000002-DEMO District	000003-DEMO School	testohfall2021@test.user	Demo	Demo		ALT;GEN
<input type="checkbox"/>		TA	000002-DEMO District	000003-DEMO School	schoolopen1@demo.user	demo	demo		ALT;GEN

# Upload Users



Preparing for Testing

- Users
- Add User
- View/Edit/Export User
- Upload Users**
- Student Information
- Score Reporting Label Requests
- Test Settings and Tools
- Rosters



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

1

Download Templates ▾

- CSV
- EXCEL

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

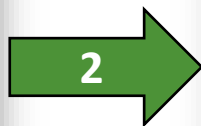
Choose File

3

Upload History

FileName	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed	User
<input type="button" value="Next"/>						

4



	A	B	C	D	E	F	G	H
1	District IRN	School IRN	First Name	Last Name	Email Address	User Role	Phone Number	Action
2								
3								
4								
5								
6								
7								

# Upload Users, continued



Upload Users












1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

**i** Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	District IRN	School IRN	First Name	Last Name	Email Address	User Role	Phone Number	Action
2	 2	3	demo1	demo1		DA	567-098-0987	ADD
3	2	 3	demo	demo	 test1adm2022@test.user	BTC	567-098-0987	delete
4	2	3	demo2	demo2	test1adm2022@test.user			ADD
5	2	 3	demo	demo	test1adm2022@test.user	TE	567-098-0987	
6	2	 3	demo	demo	 test1adm2022@test.user	TA	567-098-0987	delete
7	 2	3	demo3	demo3	 test1adm2022@test.user	EC	567-098-0987	ADD

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)



# Managing Student Information



# Add Student



## Preparing for Testing

Users

Student Information

Add Student

Upload Student Attributes

View/Edit/Export Student

Upload Pre-ID File

Upload Test Settings and Tools

Frequency Distribution Report

Transfer Student In

Student Transfer In Report

Student Transfer Out Report

## Add Student

Use this page to add students to assessment systems. [more info](#)



Save

Cancel

- Go to section:
- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9

### Student Information

\*District: 000002 - DEMO District

\*School: 000010 - DEMO School

\*SSID: demo67019

District assigned student

identifier:

\*Student's Last Name: Demofirst

\*Student's First Name: Demolast

Student's Middle Name:

Gender:  Male  Female

\*Birth Date (MMDDYYYY): 07032012

\*Enrolled Grade: 05

\*Ethnicity: Two or more races

Home District IRN:

Home School IRN:

### + Eligibility Information



# Upload Student Attributes

**Preparing for Testing**

- Users
- Student Information
  - Add Student
  - Upload Student Attributes**
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report
  - Transfer Student In
  - Student Transfer In Report
  - Student Transfer Out Report

Upload Student Attributes

1. Upload 2. Preview 3. Validate 4. Confirmation

**1** → Download Templates ▾

**1** Use this page to add or modify students' attributes through file uploads. [more info](#) ▾

Step 1: Upload File

Choose File  **2** ←

+ Upload History

**3** ←



# View/Edit/Export Student



## Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student**
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report
  - Transfer Student In
  - Student Transfer In Report
  - Student Transfer Out Report

## View/Edit/Export Student

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

### Search Students

\*District: 000002 - DEMO District

\*School: 000003 - DEMO School

SSID:

Student's Last Name:

Student's First Name:

Enrolled Grade: 08

### Advanced Search

Search Fields: District assigned student i

District assigned student identifier:

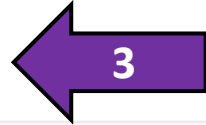
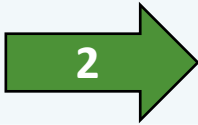
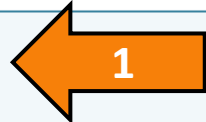
Add

### Additional Criteria Chosen:

Remove All

Remove Selected

Search



# Upload Pre-ID File



## Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student
  - Upload Pre-ID File**
  - Upload Test Settings and Tools
  - Frequency Distribution Report
  - Transfer Student In
  - Student Transfer In Report
  - Student Transfer Out Report

## Upload Pre-ID File

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to upload a file of students you want to add or modify. [more info](#)

### Step 1: Upload File

Choose File

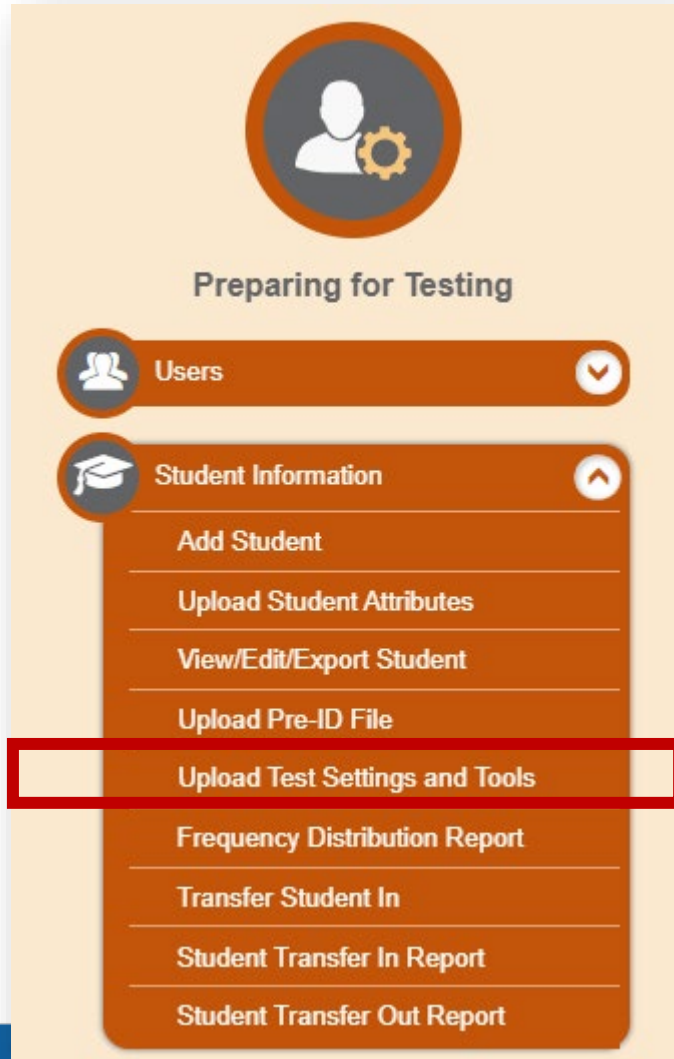
Browse

+ Upload History

Next

	A	B	C	D	E	F	G	H	I	J
1	Attending District IRN	Attending District Name	Attending School IRN	Attending School Name	SSID	District Student ID	Student Last Name	Student First Name	Student Middle Name	Date of Birth
2										
3										
4										
5										
6										
7										
8										
9										

# Upload Test Settings and Tools



Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools**
  - Frequency Distribution Report
  - Transfer Student In
  - Student Transfer In Report
  - Student Transfer Out Report

## Upload Test Settings and Tools

1. Upload 2. Preview 3. Validate 4. Confirmation

1

Download Templates

Use this page to upload a file of students' test settings and tools you want to add or modify. [more info](#)

### Step 1: Upload File

Choose File

Browse

3

+ Upload History

Next

4

2

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA	Line Reader	Enhanced
3	9999999998	Mathematics	Masking	On
4	9999999997	Science	Highlight	On
5	9999999996	Social Studies	Mouse Pointer	Extra Large Red

# Frequency Distribution Report



## Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report**
  - Transfer Student In
  - Student Transfer In Report
  - Student Transfer Out Report

## Frequency Distribution Report

Use this page to generate a Frequency Distribution Report. [more info](#)

**View Student FD Report**

\*District: 000002 - DEMO District

\*School: All Schools

Enrolled Grade: 06

**Select Demographics**

Select Demographics: Test Mode for Ohio's State Tests or AASCD Tests

[Generate Report](#)

Grid  | Graph  | Grid and Graph  | Print  | Share

Enrolled Grade	# of Records
06	2504
Total	2504



# Transfer Student In



## Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report
  - Transfer Student In**
  - Student Transfer In Report
  - Student Transfer Out Report

## Transfer Student In

Use this page to transfer students from outside of your district into your district. [more info](#)

**Search for Students to Transfer**

SSID:

Student's Last Name:

Student's First Name:

Birth Date (MMDDYYYY):

Number of students found: 1

	School Information		Student Information	Student Demographics		
	District	School	SSID	Student's Last Name	Student's First Name	Birth Date (MMDDYYYY)
<input type="checkbox"/>	000002	000003	DEMO57067	demo	demo	02232011



# Student Transfer In/Out Reports



## Preparing for Testing

- Users
- Student Information
  - Add Student
  - Upload Student Attributes
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report
  - Transfer Student In
  - Student Transfer In Report**
  - Student Transfer Out Report

### Student Transfer In Report

Use this page to retrieve a report of students who transferred into your organization. [more info](#)

**Search criteria**

\*District:  Start Date:

\*School:  End Date:



Number of students found: 0

Student's First Name	Student's Last Name	SSID	Enrolled Grade

### Student Transfer Out Report

Use this page to retrieve a report of students who transferred out of your organization. [more info](#)

**Search criteria**

\*District:  Start Date:

\*School:  End Date:



Number of students found: 11

Student's First Name	Student's Last Name	SSID	Enrolled Grade	Transferred from (District)	Transferred from (School)	Transferred To (District)	Transferred To (School)	Date Of Transfer	Transferred By
First Name	Last Name	DEMO70004	22	000002 - DEMO District	000003 - DEMO School	000007 - ODE Training Demo District	000098 - ODE Training Demo School-B	12/13/2022 1:14:41 PM	User, Demo Admin(OH-ADMIN1@demo







# Ohio's State Tests (OST) Score Reporting Label Requests



# Score Reporting Label Requests



## Preparing for Testing

- Users
- Student Information
- Score Reporting Label Requests
- Score Reporting Label Requests**
- Test Settings and Tools
- Rosters

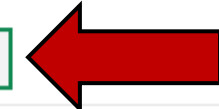
## Score Reporting Label Requests

### Score Reporting Label Requests

\*Would your district like to receive Score Reporting labels?: Yes ▾



Save







# Setting and Managing Test Settings and Tools



# View/Edit/Export Test Settings and Tools



## Preparing for Testing

Users

Student Information

Score Reporting Label Requests

Test Settings and Tools

**View/Edit/Export Test Settings and Tools**

Upload Test Settings and Tools

Rosters

## View/Edit/Export Test Settings and Tools

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

### Search Students

\*District: 000002 - DEMO District

Student's Last Name:

\*School: 000003 - DEMO School

Student's First Name:

SSID:

Enrolled Grade: 08

### Advanced Search

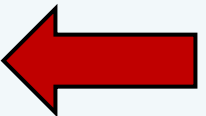
Search Fields: -- Select --

#### Additional Criteria Chosen:

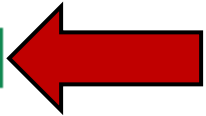
Add

Remove All

Remove Selected



Search



# Editing Test Settings and Tools

## View/Edit/Export Test Settings and Tools

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

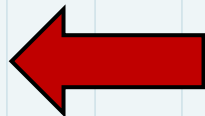
+ Search Students

Number of students found: 2764

Enter search terms to filter search results

1-50 of 2764 records | Page: **1** of 56

Edit	School Information		Student Information						
	District	School	SSID	District assigned student identifier	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)
<input type="checkbox"/>			EMO38776	ZZ9957661	Demo	Demo	Demo	Female	09092001



**View/Edit Student: Demo Demo** ✕

Use this form to modify a student's test settings. [more info](#)

Go to section:

- 1 Student Information
- 2 Eligibility Information
- 3 Additional Student Data
- 4 Class Information
- 5 Participation Student
- 6 **General Testing Tools**
- 7 Reading Tools
- 8 Visual Tools
- 9 Other Tools
- 10 Domain Exemptions

General Testing Tools	AASCD	Alt-OELPA	ELA	Mathematics
Strikethrough ?	<input type="checkbox"/> ON	<input type="checkbox"/> ON	On	On
Masking ?	<input type="checkbox"/> ON	<input type="checkbox"/> ON	<input type="checkbox"/> ON	<input type="checkbox"/> ON
Highlighter ?	<input type="checkbox"/> ON	<input type="checkbox"/> OFF	<input type="checkbox"/> ON	<input type="checkbox"/> ON
Word Prediction ?	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Test Clock ?	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> ON	<input type="checkbox"/> ON



# Upload Test Settings and Tools



## Preparing for Testing

Users

Student Information

Score Reporting Label Requests

Test Settings and Tools

View/Edit/Export Test Settings and Tools

Upload Test Settings and Tools

Rosters

## Upload Test Settings and Tools

1. Upload 2. Preview 3. Validate 4. Confirmation

1

Download Templates

Use this page to upload a file of students' test settings and tools you want to add or modify. [more info](#)

### Step 1: Upload File

Choose File

Browse

3

+ Upload History

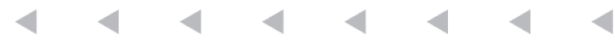
Next

4

2

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	DEMO12345	ELA	Mouse Pointer	Extra Large Black
3	DEMO12345	Mathematics	Language	Bilingual English-Spanish
4	DEMO12345	Mathematics	Masking	On
5	DEMO98765	Science	Permissive Mode	On
6	DEMO98766	Science	Line Reader	Enhanced
7	DEMO98767	Social Studies	Highlight	Off
8				





# Managing Rosters



# Add Rosters



## Preparing for Testing



Users



Student Information



Score Reporting Label Requests



Test Settings and Tools



Rosters



Add Rosters

View/Edit Rosters

Upload Rosters

## Add Rosters

Use this page to add rosters. [more info](#)

Save

Cancel

### Search for Students to Add to the Roster

\*District: 000002 - DEMO District

Student's First Name:

\*School: 000003 - DEMO School

Enrolled Grade: 05

SSID:

\*Year: 2022-2023

Student's Last Name:

### + Advanced Search

Search

### Add Students to the Roster

\*Roster Name:

\*Teacher Name: -Select-

\*Students to display:  Current Students

Current and Past Students

# Adding Students to a Roster

**Add Students to the Roster**

\*Roster Name:

\*Teacher Name:

\*Students to display:  Current Students  Current and Past Students

Select students from the "Available Students" list below to add to the roster:

**Available Students (3)**

<input type="checkbox"/>	Add	Student Name	Enrolled Grade	SSID
<input type="checkbox"/>	<input type="checkbox"/>	acc,acc	05	DEMO67014
<input type="checkbox"/>	<input type="checkbox"/>	demo,demo	05	DEMO57067
<input type="checkbox"/>	<input type="checkbox"/>	Demo,Student	05	DEMO54216

**Selected Students (3)**

<input type="checkbox"/>	Remove	Student Name	Enrolled Grade	SSID
<input type="checkbox"/>	<input type="checkbox"/>	Demo,Student	05	DEMO54217
<input type="checkbox"/>	<input type="checkbox"/>	Demo,Student	05	DEMO54218
<input type="checkbox"/>	<input type="checkbox"/>	Demo,Student	05	DEMO54219

Save

Cancel



# View/Edit Rosters



## Preparing for Testing

- Users
- Student Information
- Score Reporting Label Requests
- Test Settings and Tools
- Rosters**
  - Add Rosters
  - View/Edit Rosters**
  - Upload Rosters

## View/Edit Rosters

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

**Search for Rosters to Edit**

\*Year: 2022-2023      \*Roster Type: User Defined

\*District: 000002 - DEMO District      Teacher Name: a, a

\*School: 000003 - DEMO School



Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 5

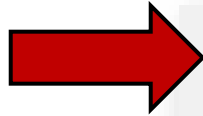
Enter search terms to filter search results

<input type="checkbox"/>	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input checked="" type="checkbox"/>		Roster1	a, a	01	2
<input checked="" type="checkbox"/>		Roster2	a, a	22	1
<input type="checkbox"/>		Roster3	a, a		1
<input type="checkbox"/>		Roster4	a, a		2
<input type="checkbox"/>		Roster5	a, a	02	1





# View/Edit Rosters, continued



Print Cancel

12/20/2022, 5:55:29 PM

### Roster Student List

School ID: 000003  
School Name: DEMO School  
Teacher Name: a, a

Roster Name: !!!@1tests2

Student Name	Enrolled Grade	SSID	Left Roster
Demo,Student	01	DEMO54197	
Testthicketthathasfewchangeswitht,Testthicketthathasfewchangeswitht	01	DEMO54201	

School ID: 000003  
School Name: DEMO School  
Teacher Name: a, a

Roster Name: !!!@1tests4

Student Name	Enrolled Grade	SSID	Left Roster
ssid,ssid	22	DEMO98006	

School ID: 000003  
School Name: DEMO School  
Teacher Name: a, a

Roster Name: 6829328

Student Name	Enrolled Grade	SSID	Left Roster
--------------	----------------	------	-------------

School ID: 000003  
School Name: DEMO School  
Teacher Name: a, a

**Print Options**

- Roster (Current Students)
- Roster (All Students)
- Test Tickets
- PreID Labels
- Student Settings and Tools



# Upload Rosters



## Preparing for Testing

- Users
- Student Information
- Score Reporting Label Requests
- Test Settings and Tools
- Rosters
  - Add Rosters
  - View/Edit Rosters
  - Upload Rosters

## Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

1

Download Templates

Use this page to upload a file to create rosters. [more info](#)

### Step 1: Upload File

UserTemplateFile (1).xlsx

Browse

2

### Upload History

FileName	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed	User
RosterTemplateFile.xlsx	10/20/2022 11:07 AM	UI Validated	<a href="#">Download</a>	N/A	N/A	OH-DTC1@demo.user
RosterTemplateFile (1).xlsx	09/06/2022 5:06 PM	Processed	N/A	N/A	<a href="#">Download (1)</a>	OH-DTC1@demo.user
RosterTemplateFile Delete.csv	07/13/2022 2:20 PM	Processed	N/A	N/A	<a href="#">Download (6)</a>	OH-DTC1@demo.user

Next

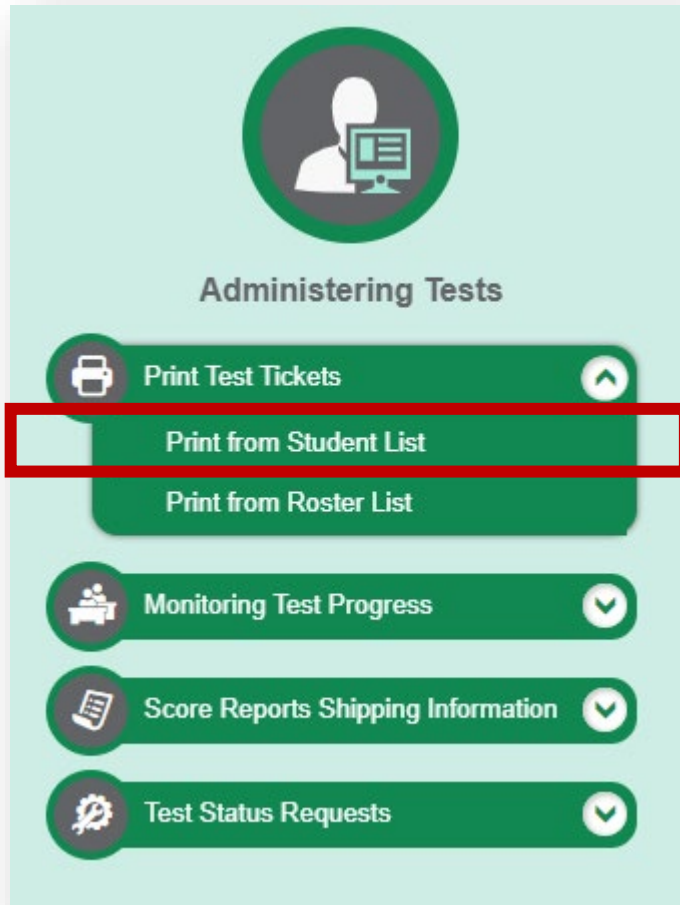
3



# Printing Test Tickets



# Print from Student List



**Administering Tests**

- Print Test Tickets
- Print from Student List**
- Print from Roster List
- Monitoring Test Progress
- Score Reports Shipping Information
- Test Status Requests

## Print from Student List

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

### Search Students

\*District: 000002 - DEMO District

\*School: 000003 - DEMO School

SSID:

Student's Last Name:

Student's First Name:

Enrolled Grade: 04

### Advanced Search

Search Fields: -- Select --

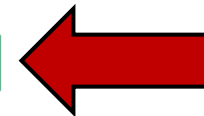
Add

Additional Criteria Chosen:

Remove All

Remove Selected

Search






# Print from Student List, continued

Print from Student List

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

+ Search Students

   [Move To Another School](#)

- All Test Tickets (3)
- My Selected Test Tickets (3)
- My Selected PreID Labels (3)
- All Student Settings and Tools (3)
- My Selected Student Settings and Tools (3)

	District assigned student identifier	Student's Last Name	Student's First Name	Student's Middle Name		
<input checked="" type="checkbox"/>	000002	000003	DEMO26144	demo	demo	SM1
<input checked="" type="checkbox"/>	000002	000003	DEMO26149	demo	demo	SM1

**Print Options**

**Choose a Test Tickets Layout:**

5 x 2     3 x 2     2 x 2     1 x 1

1	2
3	4

# Print from Roster List



## Administering Tests



Print Test Tickets



Print from Student List

Print from Roster List



Monitoring Test Progress



Score Reports Shipping Information



Test Status Requests



## Print from Roster List

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

### Search for Rosters to Edit

\*Year: 2022-2023

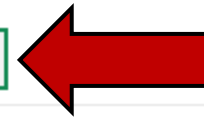
\*Roster Type: User Defined

\*District: 000002 - DEMO District

Teacher Name: -Select-

\*School: 000003 - DEMO School

Search



# Print from Roster List, continued

## Print from Roster List

**i** Use this page to view, edit, or delete rosters. [more info](#)

+ Search for Rosters to Edit



Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 68

<input type="checkbox"/>	Edit	Roster Name	Teacher	Grade
<input checked="" type="checkbox"/>		!!!!14 AprilupdatePatch0001	demo, demo	04, 2
<input checked="" type="checkbox"/>		!!!@1tests2	a, a	01
<input checked="" type="checkbox"/>		!!!@1tests3	PatchRegression, PatchOffline	22
<input checked="" type="checkbox"/>		!!!@1tests4	a, a	22



Print Options

Print Cancel

Enter search

- Roster (Current Students)
- Roster (All Students)
- Test Tickets
- PreID Labels
- Student Settings and Tools

### Choose a Test Tickets Layout:

- 5 x 2     3 x 2     2 x 2     1 x 1

1	2
3	4
5	6

# TIDE User Guide

- Access to TIDE
- Manage user and student information
- Manage student test settings and tools
- Manage rosters
- Print student test tickets, roster lists, and pre-ID labels

The screenshot shows the Ohio Department of Education website. At the top, there are logos for 'hio', 'Department of Education', and 'Ohio's State Tests'. Below the logos is a banner image of a classroom. The main content area is titled 'Resources' and includes a search bar with the text 'What can we help you find?'. The search bar contains the text 'TIDE User Guide' and a 'Search' button. Below the search bar, there is a link to 'Browse the Glossary' and a message stating 'Your search has returned 325 results.'. On the left side, there is a 'REFINE' section with a 'Clear All' link and several dropdown menus for 'Resource Type', 'Audience', 'Grade', 'Subject', 'Testing Phase', and 'Topic'. The search results list includes 'USER GUIDE' and 'TIDE User Guide' with a description: 'This user guide provides an overview of the Test Information Distribution Engine (TIDE), how to access'. Below this, there is a link to 'FAQ Frequently Asked Questions about TIDE'.





# Thank you

for your time!



# Help Desk Contact Information

For questions about test administration and online systems:

**Ohio Help Desk**

**1-877-231-7809**

**7am – 5pm**

[OHHelpDesk@cambiumassessment.com](mailto:OHHelpDesk@cambiumassessment.com)



# FAQs