

How to Assign Student Interim Grades

This document explains how to assign interim assessments to students out of their grade level or band (i.e., interim grades). For the Smarter Balanced Interim Assessments, students are assigned to their designated grade level in TIDE. For the NGSS Interim Assessments, students are assigned to a grade band based on their designated grade in TIDE (elementary school for Grades 3-5, middle school for Grades 6-8, and high school for 9-12). There are two ways to assign student interim grades in TIDE:

1. **Uploading Student Interim Grades**
2. **Setting Individual Student Interim Grades via the User Interface**

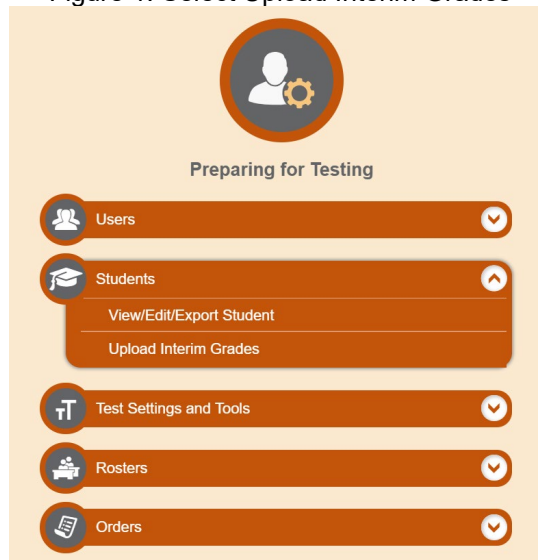
1. Uploading Student Interim Grades

Those with a TIDE user level of District Administrator (DA), District Test Coordinator (DC), or School Test Coordinator (SC) can set up interim grades for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload interim grades through file uploads:

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

Figure 1. Select Upload Interim Grades



2. Download and fill out the Interims template using the **Columns in the Interims Upload File** table for reference.

Note:

- If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student's subject.
- If the upload file includes two rows for the same student and subject and the second row has a value "None", then all interim grades established for the student's subject up to that point will be removed.

3. Upload the completed Interims template to TIDE.

Figure 2. Upload Interim Grades Page

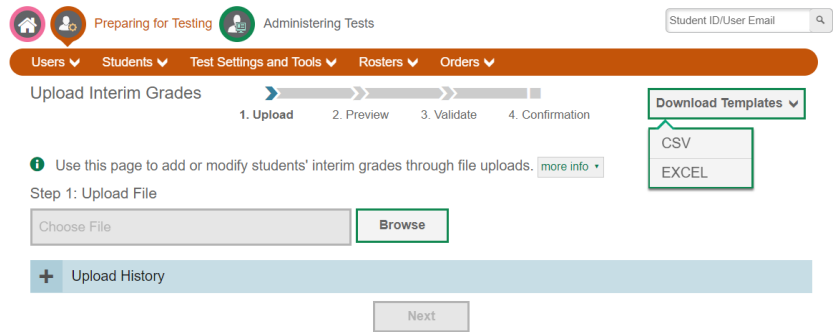
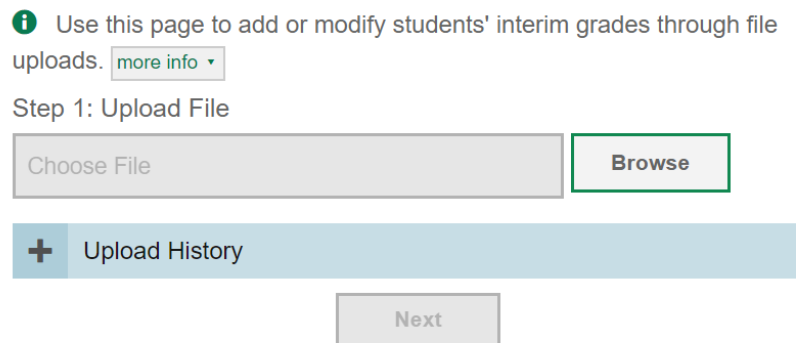


Table 1. Columns in the Interims Upload File

| Columns in the Interims Upload File | | |
|-------------------------------------|--|--|
| Field Name | Description | Valid Values |
| SASID* | Student's SASID (State Assigned Student Identifier). | Up to 10 numeric characters. Student must be enrolled in your district. |
| Field* | Label used for the interim grade attribute. | Interim Testing Grade |
| Subject* | Subject of assessment. | One of the following: <ul style="list-style-type: none"> • Mathematics • English Language Arts • Science |
| Grade* | Student's interim grade. | Any of the following: <ul style="list-style-type: none"> • Grade 3 • Grade 4 • Grade 5 • Grade 6 • Grade 7 • Grade 8 • Grade 11 |

*Required field.

Figure 3. Upload File



2. Setting Individual Student Interim Grades via the User Interface

All user-levels in TIDE can set interim grades for individual students through editing student Interim Eligibility within a student’s profile. See the [TIDE User Guide](#) for additional ways of accessing student profiles other than the method explained below.

To set interim grades through editing student Interim Eligibility:

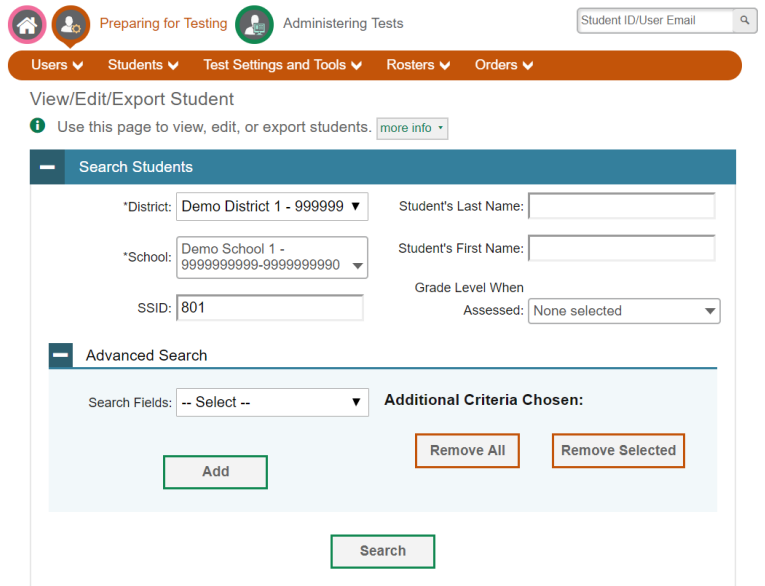
1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Student**. The **View/Edit/Export Student** page appears.


Figure 4. Select View/Edit/Export Student



2. Enter all relevant search criteria and click **Search**.

Figure 5. View/Edit/Export Student Search Page



- Click the  next to the student's name for whom you wish to set/edit Interim eligibility. The **View/Edit Student: FIRSTNAME LASTNAME** page appears.

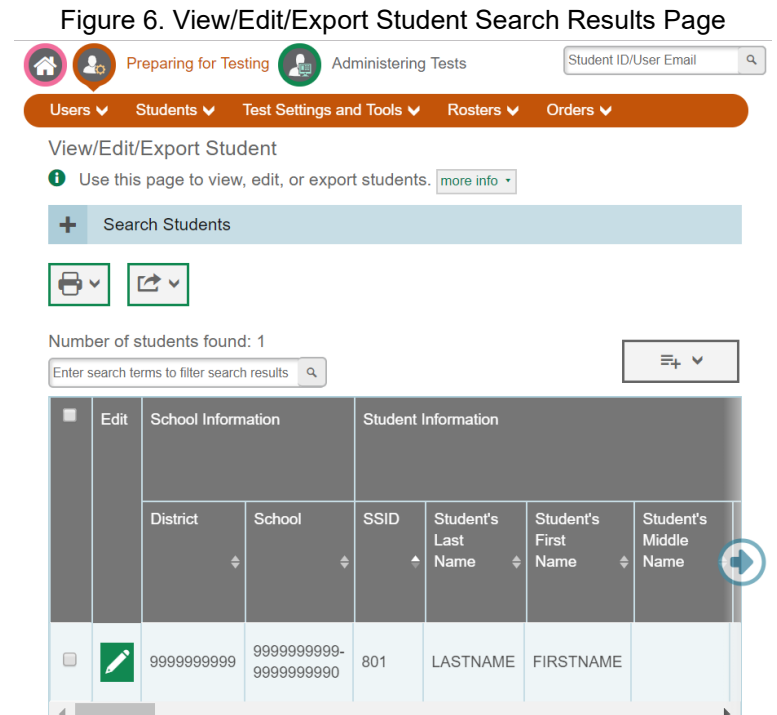
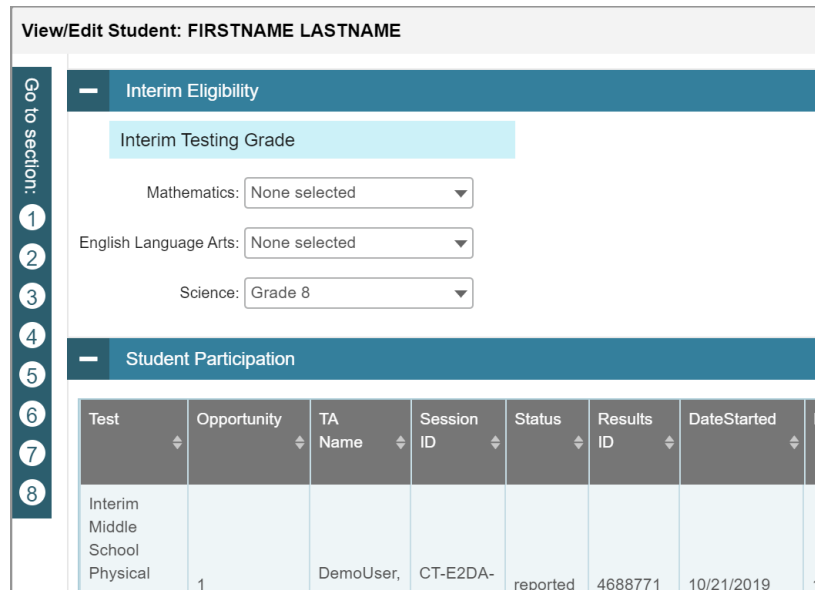


Figure 7. Section 2 of View/Edit Student: FIRSTNAME LASTNAME Page

- Scroll down to **Section 2: Interim Eligibility** of the **View/Edit Student: FIRSTNAME LASTNAME** page.



5. Select all relevant Interim Testing Grades for each subject. When done, click Save at the bottom of the page.

Note:

For Science, refer to the legend below to determine which grade selection(s) correspond with which Science Interim Assessment.

| Grade(s) Selected | Science Interim Assessment Eligibility |
|-------------------|--|
| Grades 3-5 | Grade 5 |
| Grades 5-8 | Grade 8 |
| Grades 9-12 | Grade 11 |

Figure 8. Interim Testing Grade Selection

The screenshot shows the 'View/Edit Student: FIRSTNAME LASTNAME' interface. The 'Interim Eligibility' section is active, showing a list of subjects: Mathematics, English Language Arts, and Science. The 'Science' subject has a dropdown menu open, displaying a list of grade options: Select all, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. The 'Student Participation' section is also visible below, showing columns for Test, Opportunity, Status, and Results ID. A vertical sidebar on the left contains numbered steps 1 through 8.

Contact the Help Desk at 844-202-7583 for any additional assistance.