Connecticut Comprehensive Assessment Program

Test Information Distribution Engine

User Guide

2023-2024

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Prepared by Cambium Assessment, Inc.

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Introduction to This User Guide

This user guide provides information on how to best navigate the Test Information Distribution Engine (TIDE). This system is utilized by the following Connecticut Comprehensive Assessment Program online assessments:

- Smarter Balanced Summative Assessments
- Smarter Balanced Interim Assessments
- Next Generation Science Standards (NGSS) Summative Assessments
- NGSS Interim Assessments
- Connecticut Alternate Assessment (CTAA)
- Connecticut Alternate Science (CTAS) Assessment
- Connecticut Alternate Assessment of English Language Proficiency (CAAELP)

This guide contains the following sections:

- Section I, Overview of TIDE, includes a description of TIDE features, system requirements information, and provides an overview of user roles and permissions.

- Section II, Accessing TIDE, describes how to activate your account for TIDE (and other CAI systems that you are authorized to access), including how to log in and out.

- Section III, Understanding the TIDE User Interface, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, modifying your account information, and available global features.

- Section IV, Preparing for Testing, describes the activities you can perform in preparation for testing, including registering users and students, associating test settings and tools for students, uploading rosters (classes), and ordering paper test materials (if necessary). **The order window for these materials opens January 26, 2024.**

- Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting appeals (if necessary), and monitoring test progress.

Document Conventions

Table 1 describes the conventions that appear in this user guide.

Table 1. Document Conventions

Element	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for district- and school-level test administrators and coordinators who manage the assessment effort. These readers should already be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

All TIDE users need to be familiar with using a web browser to retrieve data and with filling out web forms. Using the file upload and download features requires familiarity with using a spreadsheet application and/or working with comma-separated value (CSV) files.

Section I. Overview of TIDE

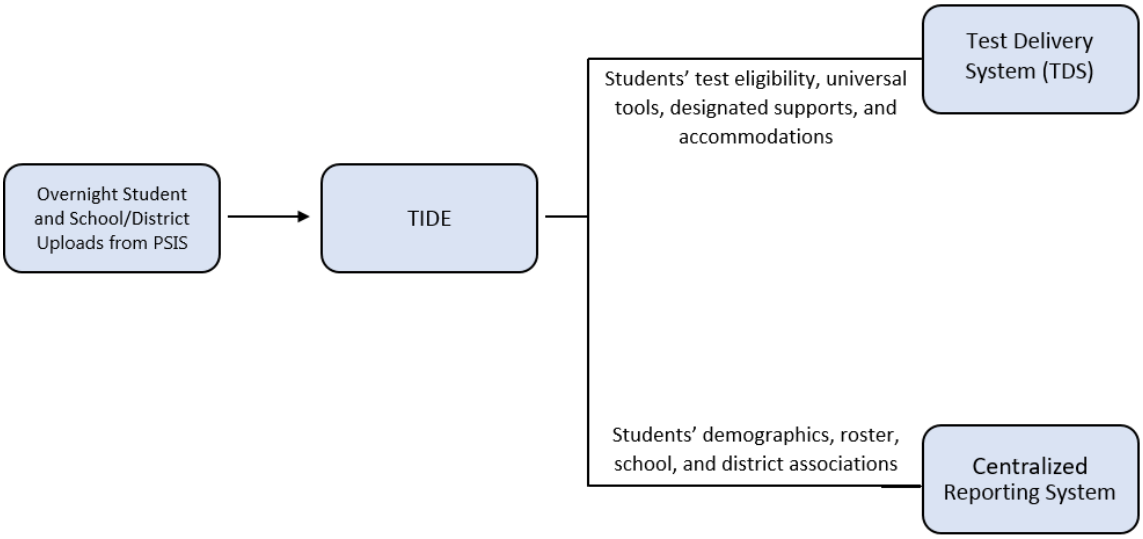
This section provides a description of the TIDE system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

Cambium Assessment, Inc. (CAI) developed the TIDE system to support state, district, and school test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. Features included in TIDE allow test coordinators to manage user information, student test settings, order testing materials, track orders, monitor test progress, and execute administrative functions such as test resets or reopens.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in Connecticut's schools. The TIDE system receives the vast majority of this student information from uploads from the Public School Information System (PSIS), although TIDE has features for adding students manually. The system then distributes this information to the appropriate school system and sends to the Test Delivery System (TDS) students' eligibilities, settings, and accommodations. This enables the TDS to deliver the appropriate test to any given student in the required format. The Centralized Reporting System (CRS) receives students' institutional associations from TIDE. This enables the CRS to aggregate scores at the classroom, school, district, and state levels.

Figure 1. TIDE's Position in the Assessment Process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox or Chrome. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the Operating System Support Plan for Test Delivery System located on the Connecticut Comprehensive Assessment Program Portal.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

The User Role Positions for Secure Online Systems resource indicates which users can access specific features and tasks within each CAI system.

Section II. Accessing TIDE

This section explains how to reset your TIDE account from a previous school year, activate your TIDE account, log in to TIDE, reset a forgotten password, and log out.

Resetting Your TIDE Account from a Previous 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@cambiumassessment.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" below to reactivate your account for the new school year.

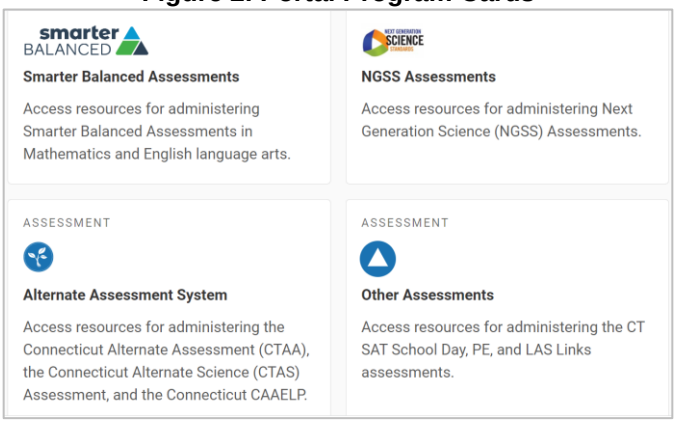
If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list.

Note: All users will be required to do a one-time password reset/update at the beginning of every school year. All user accounts are reset at the beginning of the school year for security purposes.

To reset your account:

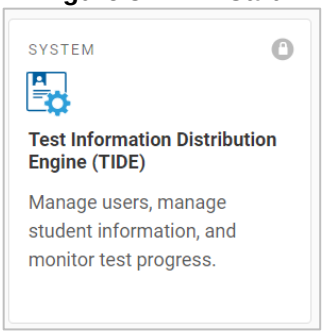
1. From the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.cambiumast.com/), select the assessment card you will be administering (see Figure 2).

Figure 2. Portal Program Cards



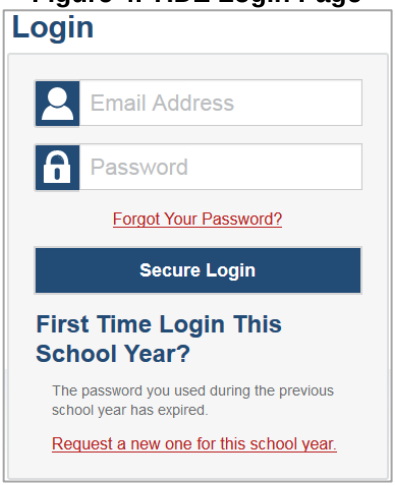
2. Click on the **TIDE** card (see Figure 3). The TIDE login page appears.

Figure 3. TIDE Card



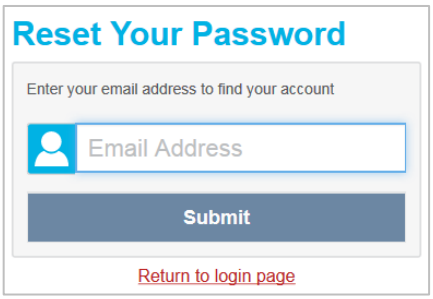
3. On the **Login** page, under ***First Time Login This School Year?*** click the **Request a new one for this school year** link (see Figure 4). The reset your password page appears (see Figure 5).

Figure 4. TIDE Login Page



4. Enter the email address that you use to access TIDE and all other Connecticut Comprehensive Assessment Program online systems in the **Email Address** field and click **Submit**. You are returned to the **Login** page.

Figure 5. TIDE Password Reset Page



5. If the email address that you entered in Step 4 is a registered CAI Assessment email account, you will receive an email (from DoNotReply@cambiumassessment.com) with a link to reset your password. ***If you do not see the email, check your spam or junk folders. It is important that this email address is added to your list of trusted senders to receive emails from TIDE.***

6. Within 15 minutes, click the link provided in the password reset email to go to the **Reset Password** page. ***This link must be accessed within 15 minutes of receiving the email, or you will need to restart the password reset process***.

7. Enter and confirm a new password. The password must be at least eight characters long and must include **at least** one of the following: one number, one lowercase alphabetic character, one uppercase alphabetic character, or one special character (e.g., %, #, or !).

8. Click **Submit**. The Connecticut Comprehensive Assessment Program Portal appears.

9. The TIDE reset password process is complete. You may proceed to log in to TIDE by following the instructions provided in Logging in to TIDE.

Activating Your TIDE Account

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 a new link as described in Requesting a Password Reset. If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list.

To activate your account:

1. Click the link in the activation email. The ***Reset your Password*** page appears (see Figure 5).

2. Enter your school email address in the **Email Address** field and click **Submit**. You are returned to the **Login** page.

3. If the email address that you entered in Step 2 is a registered CAI Assessment email account, you will receive an email (from DoNotReply@cambiumassessment.com) with a link to reset your password. ***If you do not see the email, check your spam or junk folders. It is important that this email address is added to your list of trusted senders to receive emails from TIDE.***

4. Within 15 minutes, click the link provided in the password reset email to go to the **Reset Password** page. ***This link must be accessed within 15 minutes of receiving the email, or you will need to restart the password reset process***.

5. Enter and confirm a new password. The password must be at least eight characters long and must include **at least** one of the following: one number, one lowercase alphabetic character, one uppercase alphabetic character, or one special character (e.g., %, #, or !).

6. Click **Submit**. The Connecticut Comprehensive Assessment Program Portal appears.

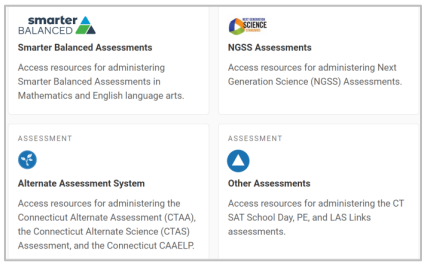
7. Your TIDE account activation is complete. You may log in to TIDE by following the instructions provided in Logging in to TIDE.

Logging in to TIDE

To log in to TIDE:

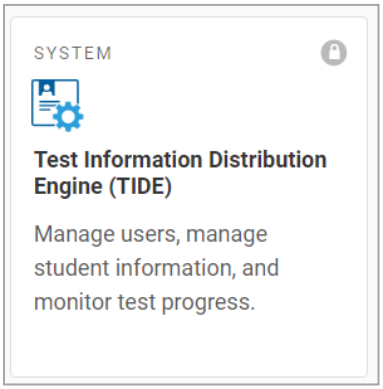
1. Open your web browser and navigate to the Connecticut Comprehensive Assessment Program Portal. Select the assessment you will be administering (see Figure 6).

Figure 6. Program Cards



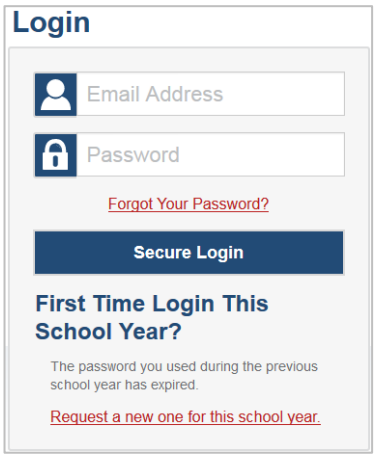
2. Click on the **TIDE** card (see Figure 7). The login page appears.

Figure 7. TIDE Card



3. Enter your email address and password, then click **Secure Login**.

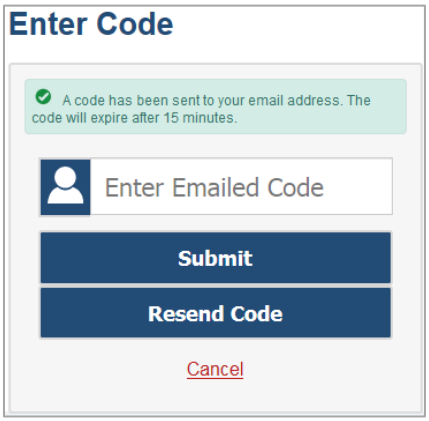
Figure 8. Login Page



4. If this is your first time logging in to TIDE for the school year, from a new device, or after clearing your browser's cache, the **Enter Code** page appears. If this page does not appear, proceed to Step 5.

   If the **Enter Code** page appears (see Figure 9), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within fifteen minutes of receiving the code via email. If the code has expired, select **Resend Code** to request a new code.

Figure 9. Enter Code Page



5. Depending on your user role, TIDE may prompt you to select a role to complete the log in. The TIDE dashboard appears (see Figure 13).

Caution: Loss of Data: 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.

Requesting a Password Reset

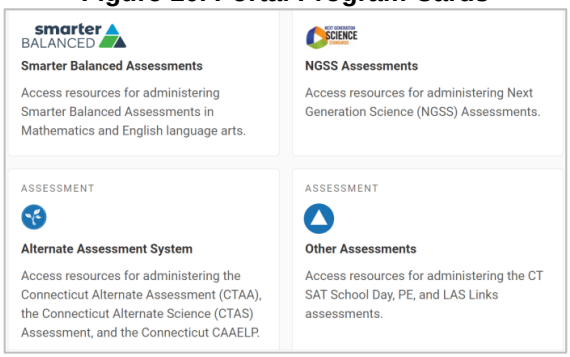
You need to request a password reset in any of the following situations:

- You forgot your password.
- You didn't activate your account within 15 minutes of receiving the activation email.
- The TIDE administrator locked your account.

To request a password reset:

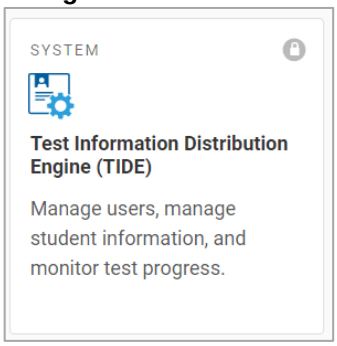
1. From the Connecticut Comprehensive Assessment Program Portal (https://ct.portal.cambiumast.com/), select the assessment card you will be administering (see Figure 10).

Figure 10. Portal Program Cards



2. Click on the **TIDE** card (see Figure 11). The TIDE login page appears.

Figure 11. TIDE Card



3. On the **Login** page, under ***First Time Login This School Year?*** click the **Forgot Your Password?** link (see Figure 4). The reset your password page appears (see Figure 5).

4. Enter the email address that you use to access TIDE and all other Connecticut Comprehensive Assessment Program online systems in the **Email Address** field and click **Submit**. You are returned to the **Login** page.

5. If the email address that you entered in Step 4 is a registered CAI Assessment email account, you will receive an email (from DoNotReply@cambiumassessment.com) with a link to reset

your password. ***If you do not see the email, check your spam or junk folders. It is important that this email address is added to your list of trusted senders to receive emails from TIDE.***

6. Within 15 minutes, click the link provided in the password reset email to go to the **Reset Password** page. ***This link must be accessed within 15 minutes of receiving the email, or you will need to restart the password reset process***.

7. Enter and confirm a new password. The password must be at least eight characters long and must include **at least** one of the following: one number, one lowercase alphabetic character, one uppercase alphabetic character, or one special character (e.g., %, #, or !).

8. Click **Submit**. The Connecticut Comprehensive Assessment Program Portal appears.

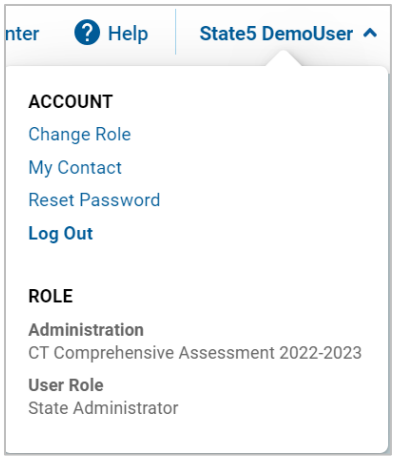
9. The TIDE reset password process is complete. You may proceed to log in to TIDE by following the instructions provided in Logging in to TIDE.

Logging out of TIDE

To log out of TIDE:

- In the TIDE menu, click **Log Out** in the **[User's Name]** dropdown menu in the top righthand corner of the page (see **Figure *12* .**

Figure 12. Logging out of TIDE



Note: Logging out of TIDE while administering a test using the TA Interface, does NOT interrupt your test session.

Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category should be performed before testing begins. This category includes tasks for managing records for users, students, test settings, and rosters. This category also includes tasks for placing orders for paper testing materials, which can only be done by the District Administrator. **The order window for these materials opens January 26, 2024.** For more information about this category, see the section Preparing for Testing.

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets, requesting appeals, and monitoring testing progress. For more information about this category, see the section Administering Tests.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the **Preparing for Testing** category is the same from one record type to another.

About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 13). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the categories in TIDE (Preparing for Testing and Administering Tests). Each section lists menus for the tasks available in that category.

Figure 13. TIDE Dashboard

Note: The task menus displayed on the TIDE dashboard depend on your user role and the associated permissions. The view of the TIDE dashboard indicated in Figure 13 displays task menus that are available to users with a District Administrator user role.

Each task menu contains a set of related tasks. For example, the **Users** task menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 14). This toolbar allows you to access each task and action available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 14. Navigation Toolbar

- To access the dashboard, click  in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.
- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 15).

Figure 15. TIDE Banner

The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other CAI systems (e.g., the Centralized Reporting System, the Assessment Viewing Application, TA Training Site, Test Administration, Tools for Teachers).
- **General Resources**: This drop-down list allows you to access various resources needed for testing, such as scoring materials and answer keys.
- **Help**: This button opens the online *TIDE User Guide*.
- **Secure File Center**: This button allows you to open the Secure File Center Inbox and access the student data files or any secure documents you exported in TIDE.
- **Manage Account [User's Name]**: This drop-down list allows you to change user roles (as available), input or change your contact information, and reset your password.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by State Assigned Student Identifier (SASID), and switch to other CAI systems.

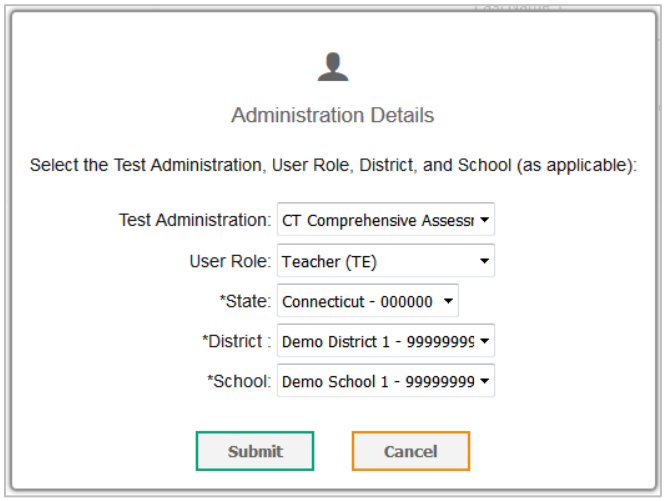
Changing Test Administration, Institution, or Role

Depending on your permissions, you can switch to a different district, school, or user role in TIDE.

To change test administration or institution:

1. In the TIDE banner (see Figure 15), select **Change Role** from the **Manage Account [User's Name]** drop-down menu. The ***Administration Details*** window appears (see Figure 16).

Figure 16. Administration Details



2. Update the information as necessary.

3. Click **Submit**. A new home page appears that is associated with your selections.

Modifying Your Account Information

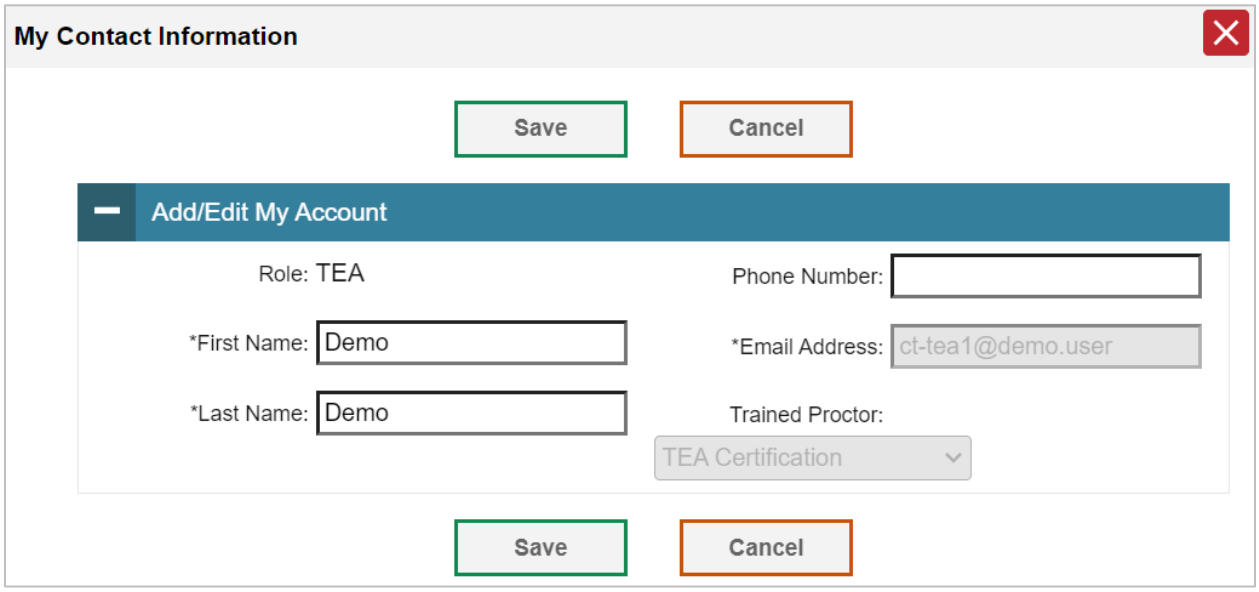
You can modify your name, phone number, and other account information in TIDE.

Note: To change your email address, your District Administrator must create a new account with the updated email address and delete the old account.

To modify account information:

1. In the TIDE banner (see Figure 15), from the *Manage Account [User's Name]* drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 17).

Figure 17. Fields in the My Contact Information Page



2. Enter updates as necessary.

3. Click **Save**.

4. A confirmation message appears once your changes are saved in TIDE.

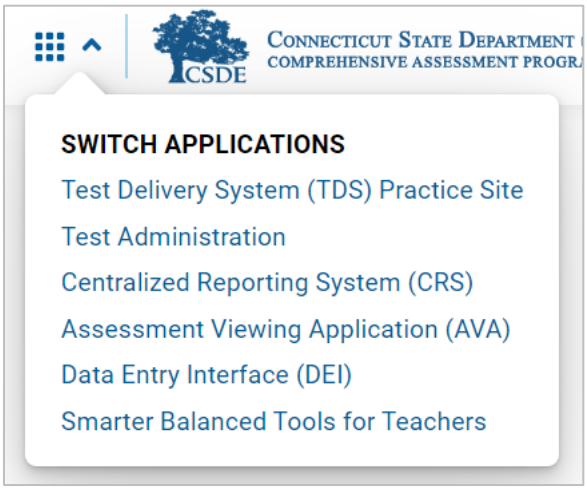
Switching Between Connecticut Comprehensive Assessment Program Online Systems

Depending on your user role, when you log in to TIDE you can also switch to other Connecticut Comprehensive Assessment Program online systems.

To switch to another online system:

- In the banner at the top left of the page, click on the box ( ), and click the other system name (see Figure 18).

Figure 18. Switching Between CAI Systems



Finding Students by ID

A *Find Student by ID* field (Student ID/User Email) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View and Edit Student*** form for the specified student's record.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SASID. The SASID must be an exact match; TIDE does not search by partial SASID.

2. Click . The ***View and Edit Student*** form for that student appears.

Note: "SSID" is used as the designation in all CAI systems for "SASID," the State Assigned Student Identifier. Both SSID and SASID refer to the same 10-digit unique student identification number.

Downloading Interim Assessment Materials

Resources are provided in TIDE that can be used to prepare for scoring Smarter Balanced and NGSS Interim Assessments by hand or when working in the Assessment Viewing Application. These resources include answer keys for all interim assessments and scoring guides and exemplar sets for all open-ended items.

To download interim assessment materials:

1. From the **General Resources** drop-down list in the banner (see Figure 15), select **Interim Assessment Materials**. The ***Interim Assessment Materials*** page appears.

2. Click the download link for the required materials.

Downloading Files from the Secure File Center

The **Secure File Center** lists all the files containing student information that you export from the **View/Edit/Export Students** page. When you choose to export student 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 is shared by all CAI systems that allow you to export files to the Inbox (i.e., TIDE and CRS) and serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems.

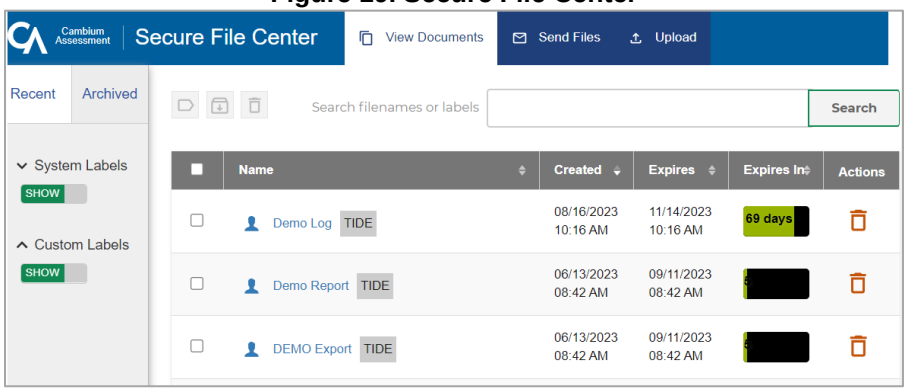
The Secure File Center also lists any secure documents that have been uploaded to the Inbox by CSDE and CAI that you have privileges to view (e.g., Connecticut Alternate Assessment [CTAA] *Directions for Test Administration* are available to **only** DA and TEA user roles in the TIDE Secure File Center).

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

To access files in the Secure File Center:

1. From the TIDE banner (see Figure 15), select **Secure File Center**. The Secure File Center **Inbox** page appears (see Figure 19).

Figure 19. Secure File Center



2. *Optional:* Select the file view from the available tabs:

   a. **Inbox**: This is the default view and displays all the files except for the ones that you have archived.

   b. **Archived**: Displays the files that you have archived.

3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. Only those files containing the entered file name will be displayed in TIDE.

4. Do one of the following:

   a. To download a file, click the file name.

   b. To archive a file, click .

   c. To delete a file, click .

Note: About File Deletion

- Archived files cannot be deleted.
- You can delete files that you have exported into the Secure Inbox from any search query that you have performed. However, you cannot delete secure documents uploaded to the Inbox by CSDE or CAI.

Overview of Task Page Elements

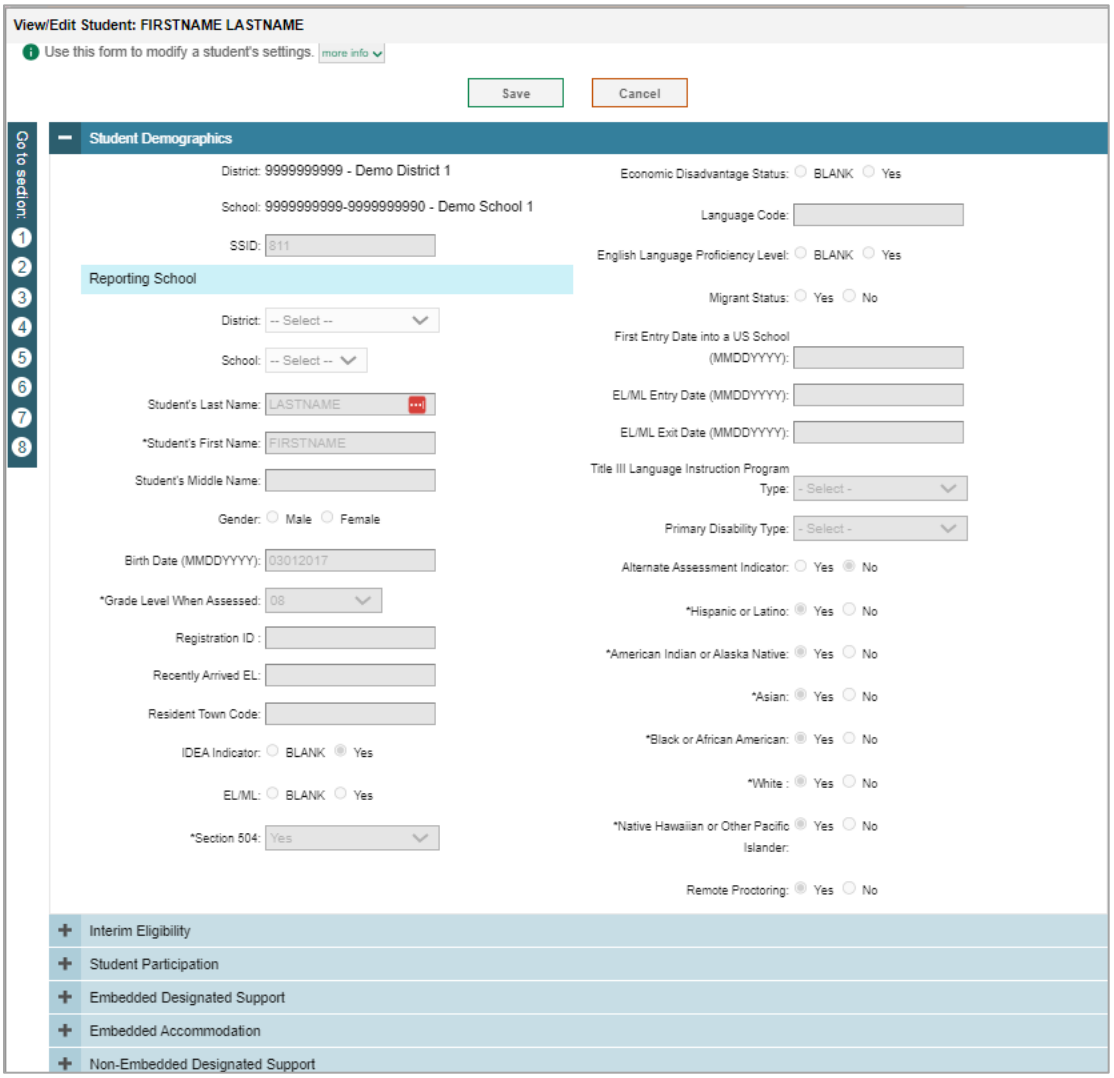
When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, some elements on the task page are used for multiple tasks. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 20). This section explains how to navigate these forms.

Note: "SSID" is used as the designation in all CAI systems for "SASID," the State Assigned Student Identifier. Both SSID and SASID refer to the same 10-digit unique student identification number.

Figure 20. Sample Record Form



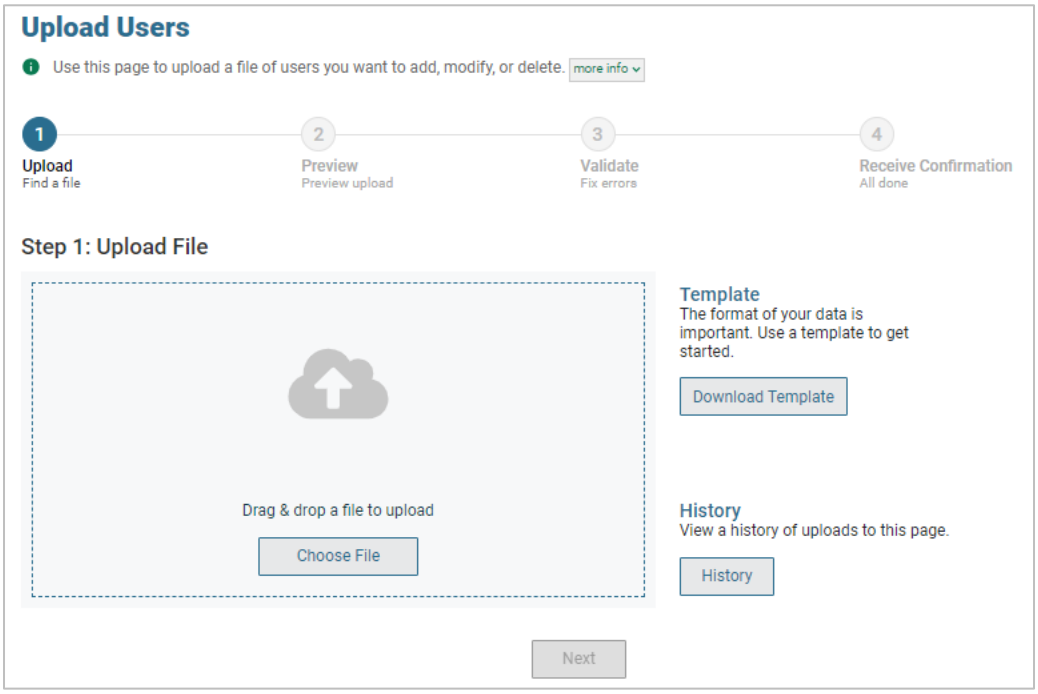
Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click − in the upper-left corner of a panel to collapse it, or click + in a collapsed panel to expand it.

Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 21).

Note: The instructions in this section apply to file upload pages only and do not apply to upload tasks that are available on pages such as the ***Participation Report by SSID***.

Figure 21. Sample File Upload Page



When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided throughout the Preparing for Testing section.

You can click *History* on the ***File Upload*** page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see Appendix A: Processing File Uploads.

To upload a file:

1. On the file upload page, click **Download Templates** and select the appropriate file type.

2. Open the file in a spreadsheet application, fill it out, and save the file locally to your computer.

3. On the file upload page, click **Browse** and select the file you created in the previous step.

4. Click **Next**. The ***Preview*** page appears (see Figure 22). Use the file preview on this page to verify that you uploaded the correct file.

Figure 22. File Upload Preview (Partial View)

Row Number	District ID	School ID	First Name	Last Name	Email Address
1	99	9000	Thomas	Walker	tw@air.org
2	99	9000	Thomas	Walker	tw@air.org
3	99	9000	Thomas	Walker	tw@air.org

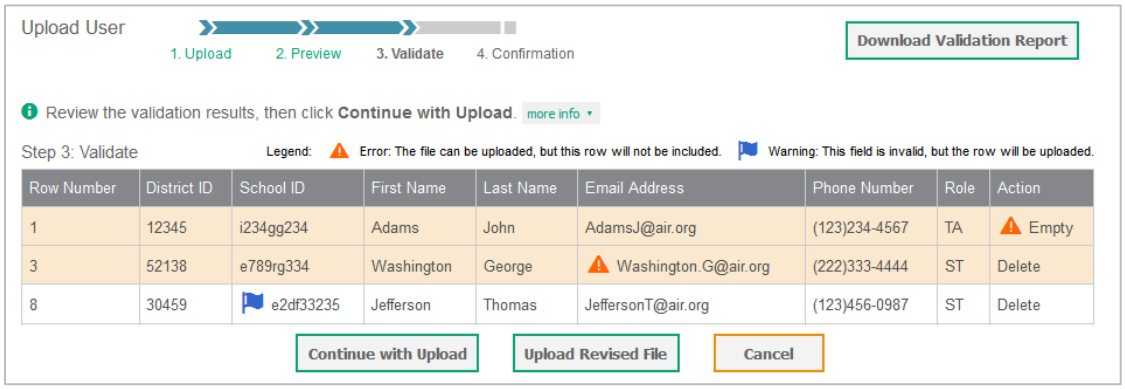
5. Click **Next** and TIDE will validate the file and displays any errors (⚠) or warnings (⚑) on the ***Validation*** page (see Figure 23).

Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.

- *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 23. Sample Validation Page



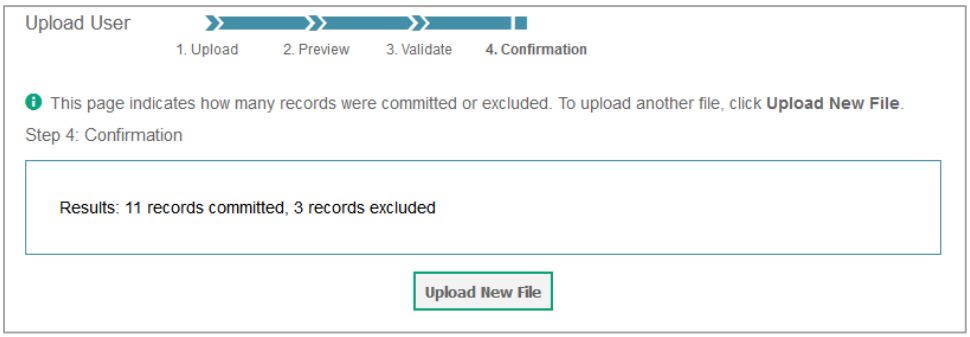
Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Do one of the following:

- Click **Continue with Upload** and TIDE will commit those records that do not have errors.
- Click **Upload Revised File** to upload a different file. Follow the prompts on the ***Upload Revised File*** page to submit, validate, and commit the file.

7. The ***Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 24).

Figure 24. Confirmation Page

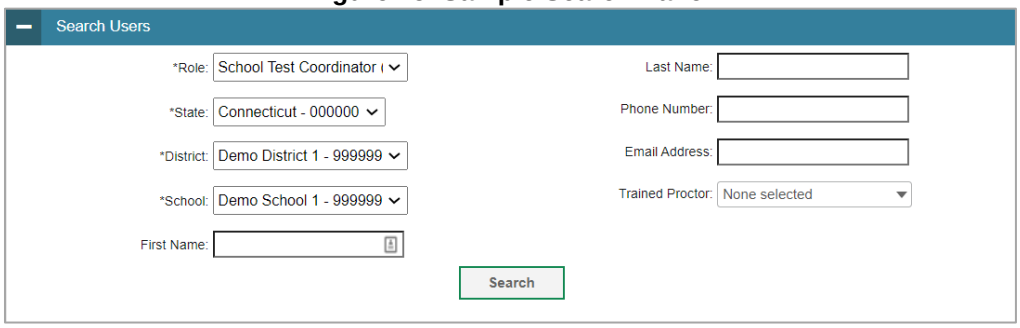


- *Optional*: To upload another file of the same record type, click **Upload New File**.

Searching for Records

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 25). This section explains how to use this search panel and navigate search results.

Figure 25. Sample Search Panel



To search for records:

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

> **Note:** The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

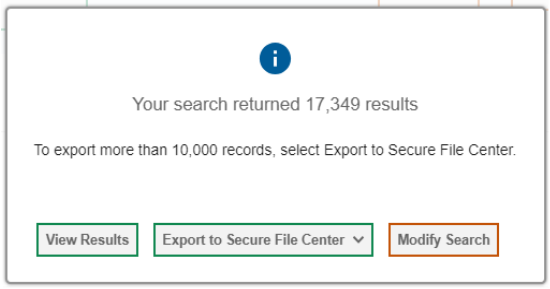
   a. To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available.

   b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

3. Click **Search**. The list of retrieved records appears below the search panel.

4. A search results pop-up window (see Figure 26) appears and indicates the number of records that match your search criteria. This window provides you with options to view or export the records. You may also modify your search parameters. Do one of the following

Figure 26. Search Results Pop-Up Window



a. To view the retrieved student records on the page, click **View Results**. Continue to Step 5.

Note: This option is not available if TIDE detects that this action might adversely affect its performance.

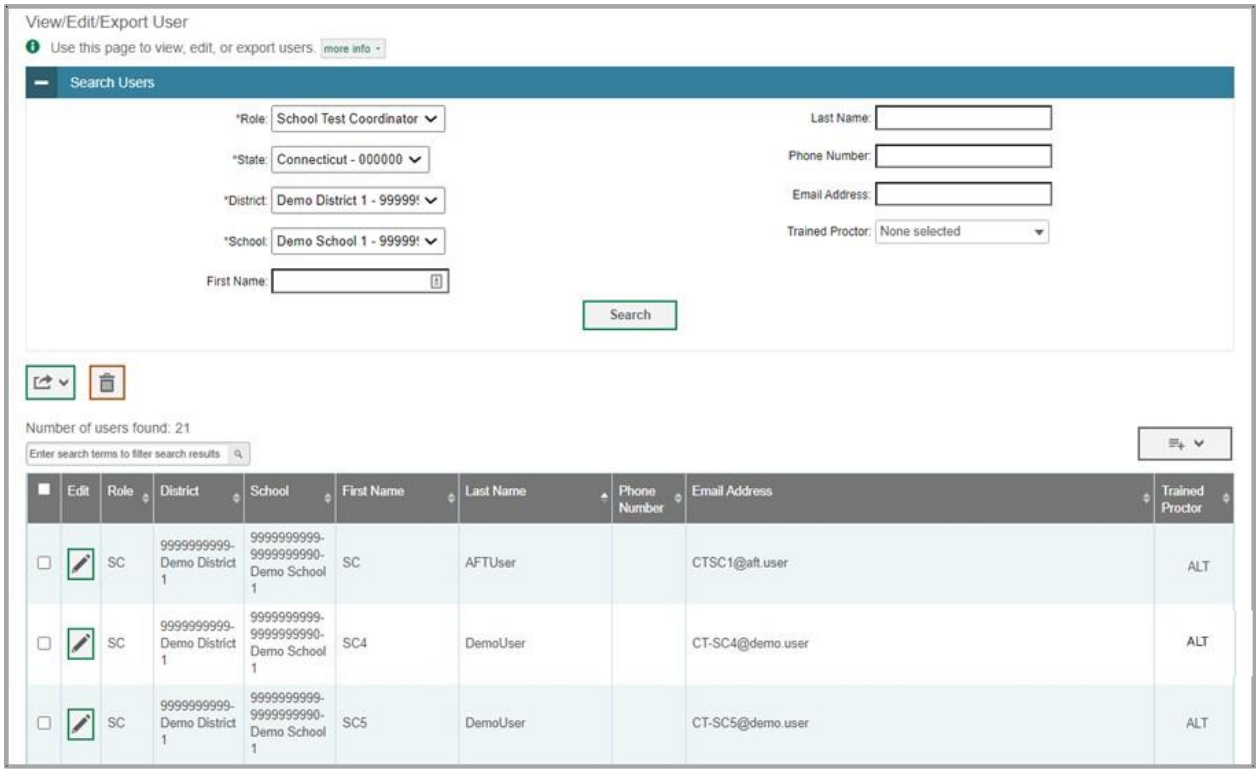
b. To export the retrieved results to the Secure Inbox, click **Export to the Secure File Inbox** and select the file format (Excel or CSV) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will 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 (see Downloading Files from the Secure File Center).

c. To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps 1–4.

5. The list of retrieved records appears below the search panel (see Figure 27).

a. *Optional*: If you wish to collapse the search panel, click − in the upper-left corner of the panel.

Figure 27. Sample Search Results



b. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . Only those records containing the entered value will be displayed.

c. *Optional*: To sort the search results by a given column, click the desired column header. To sort the column in descending order, click the same column header again.

d. *Optional*: If the table of retrieved records is too wide for your browser window, you can click and at the sides of the table to scroll left and right, respectively.

e. *Optional:* To hide columns, click (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them.

To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.

2. To select records for an action (such as printing or exporting), do one of the following:

   a. Mark the checkbox next to each record you wish to select.

   b. To select all records, mark the checkbox in the header row.

Note: Performing actions on records retrieved on the *View/Edit/Export Students* page.

- For printing or exporting student records from the ***View/Edit/Export Students*** page, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press `ENTER` on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages. However, when deleting records, you can only delete students selected on the current page.

3. Click the required action button above the table of retrieved records:

c. : Prints the selected records or on the View/Edit/Export Students page, displays options for printing all or selected records.

d. : Exports the selected records to an Excel or CSV file.

e. : Deletes the selected records.

Note: About the Action Buttons

- When you scroll down in the table, the action buttons listed above appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it will be grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the **Preparing for Testing** category. These tasks should be performed before testing begins.

This section covers the following topics:

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

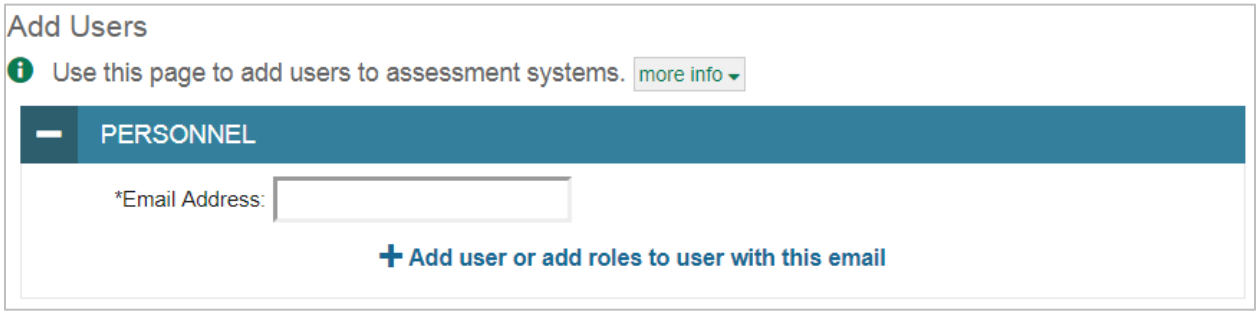
Adding User Accounts

This section explains how to add a new user account to TIDE.

Note: When you add a user account, their role must be lower in the hierarchy than your role (Table 2 provides an overview of this hierarchy). Furthermore, you can add only those users that fall within your institution. For example, district-level users (with the exception of the district reporting user role) can create school-level accounts only for schools within their district.

1. *To add a user account: From the **Users** task menu on the TIDE dashboard, select **Add Users**. The* **Add Users** *page appears (see Figure 28).*

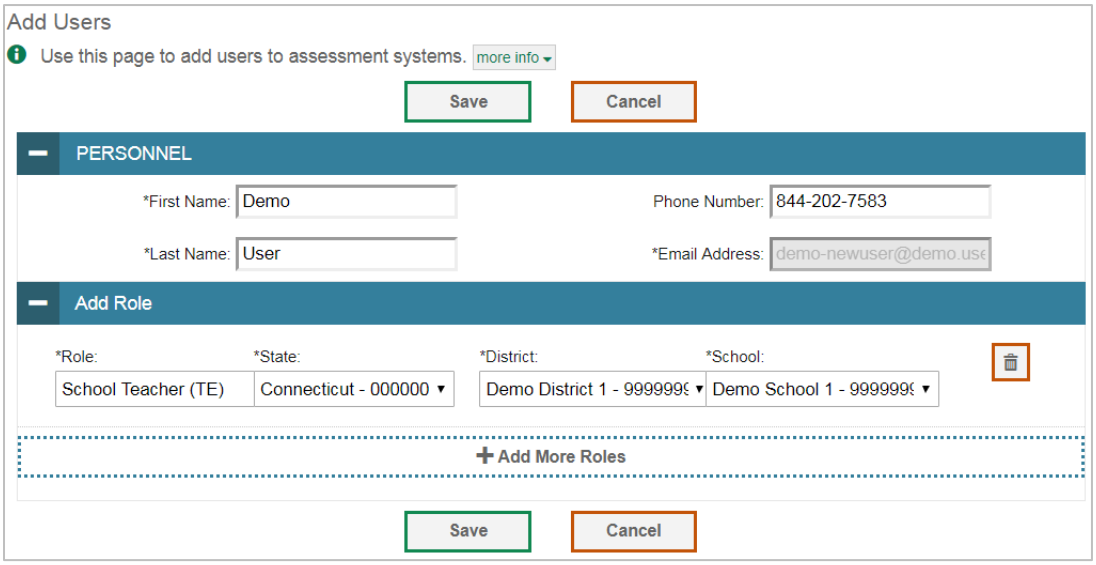
Figure 28. Fields in the Add Users Page



2. In the *Email Address* field, enter the new user's school/district email address.

3. Click **+ Add user or add roles to user with this email**. Additional fields appear (see Figure 29).

Figure 29. Fields in the Add Users Page



4. Using Table 2 as a reference, enter the user's first name, last name, school/district email address, and other details in the optional fields.

5. From the **Role** drop-down list, select a role.

6. From the drop-down list that appears, select a district and school, if applicable.

7. *Optional:* To add multiple roles for the same user, click **+ Add More Roles** and repeat Steps 5 and 6.

8. *Optional*: To delete a role, click  next to the role that you wish to delete.

9. Click **Save**.

10. In the affirmation dialog box, click **Continue** to return to the ***Add Users*** *page*. The account will be added and TIDE will send the new user an activation email from DoNotReply@cambiumassessment.com.

Viewing and Editing User Details

District Administrators, District Test Coordinators, and School Test Coordinators can view and modify detailed information about a user's TIDE account—as long as the user is below your user role in the hierarchy, is in your district and/or school, and you have the appropriate permissions to add users (e.g., a Teacher **cannot** add any user to TIDE, a District Administrator and District Coordinators can add a user at any level to TIDE. Only School Test Coordinators can add Teachers or Test Administrators to TIDE).

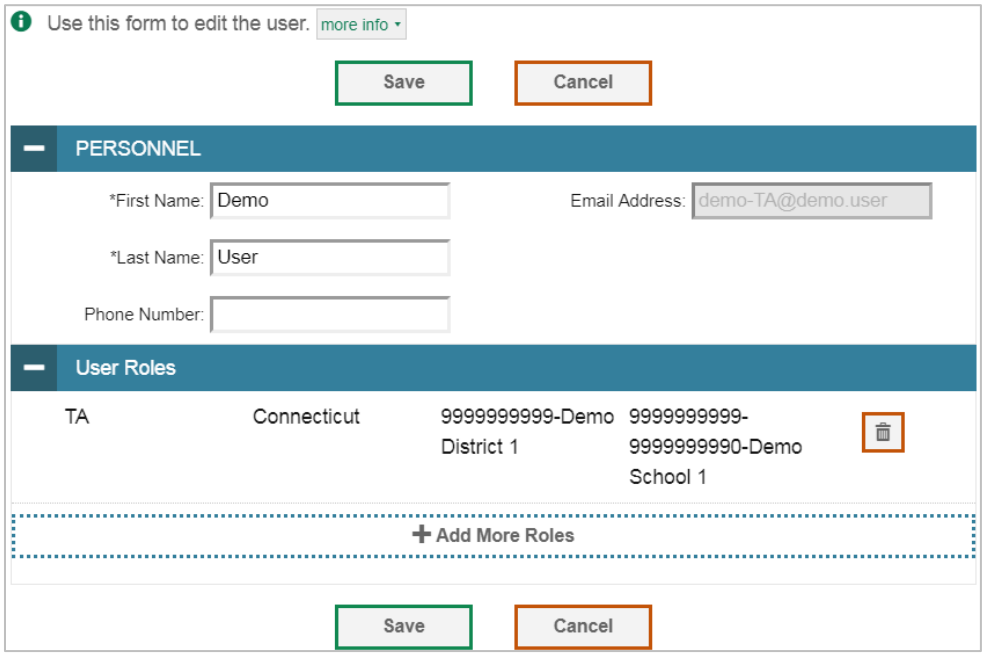
To view and edit user details:

3. From the **Users** task menu on the TIDE dashboard, select **View/Edit/Export Users**. The ***View/Edit/Export Users*** page appears.

4. Retrieve the user account you want to view or edit by following the procedure in the section Searching for Records.

5. In the list of retrieved users, click for the user whose account you want to view. The ***View/Edit User*** form appears (see Figure 30).

Figure 30. Fields in the View/Edit User Form



6. If your user role allows it, modify the user's details as required. Use Table 2 as a reference.

7. Click **Save**.

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

Table 2 describes the fields in the ***View/Edit User*** and ***Add User*** pages.

Table 2. Fields in the View/Edit User and Add User Page

Field	Description
First Name	User's first name (up to 35 characters).
Last Name	User's last name (up to 35 characters).
Phone Number	User's phone number (in xxx-xxx-xxxx format).
Email Address	Email address for logging in to TIDE.
User Roles	Includes the following information: • User's role(s). For an explanation of user roles, see Understanding User Roles and Permissions. • District associated with the user. To modify the district associated with a user, you must delete and then add the user through file uploads. For details, see Adding, Editing, or Deleting Users Through File Uploads. • School associated with the user. To modify the school associated with a user, you must delete and add the user through file uploads. For details, see Adding, Editing, or Deleting Users Through File Uploads.
District	District associated with the user. To modify the district associated with a user, you must delete and add the user through file uploads. For details, see Adding, Editing, or Deleting Users Through File Uploads.
School	School associated with the user. To modify the school associated with a user, you must delete and then add the user through file uploads. For details, see Adding, Editing, or Deleting Users Through File Uploads.

Deleting User Accounts

You can delete a user's account as long as the user is at or below your role in the hierarchy and the user is in your district or school.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.

2. Do one of the following:

   a. Mark the checkboxes for the users you want to delete.

   b. Mark the checkbox at the top of the table to delete all retrieved users.

3. Click 🗑, and in the affirmation dialog box click **Yes**.

Adding, Editing, or Deleting Users Through File Uploads

If you have many users to add, edit, or delete, 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.

To upload user accounts:

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

2. Following the instructions in the section Uploading Records and using Table 3 as a reference, fill out the User template and upload it to TIDE.

Table 3 provides the guidelines for filling out the User template that you can download from the ***Upload Users*** page.

Table 3. Columns in the User Upload File

Column	Description	Valid Values
District ID*	District associated with the user.	District ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters.
School ID	School associated with the user.	School ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	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.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

Table 3. Columns in the User Upload File

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.	One of the following: • DA—District Administrator • DC—District Test Coordinator • DR–District Reporting Administrator** • SC—School Test Coordinator • SA—School Reporting Administrator** • TE—Teacher** • TA—Test Administrator** • TEA—Teacher Administering the Alternate** • TR—Teacher Reporting Role** • T4T—Tools for Teachers** The user role(s) that you are uploading **must** be lower in the hierarchy than the user role used to upload the file. **These roles cannot add users in TIDE.
Action*	Indicates if this is an add or delete transaction.	One of the following: • Add—Add new user or edit existing user record. • Delete—Remove existing user record.

*Required field.

Figure 31 includes a sample upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user with a Test Administrator (TA) user role, specifying all fields except phone number.
- The second row updates Thomas Walker's permissions by adding the role of School Reporting Administrator (SA) and adding his phone number to his account. In this case, you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker's School Test Coordinator (SC) role from his account.
- The fourth row adds Patricia Martin as a TA for school 9000.
- The fifth row adds Patricia Martin as a SA for a different school—9001.

Figure 31. Sample User Upload File

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action
2	99	9000	Thomas	Walker	tw@demo.email		TA	ADD
3	99	9000	Thomas	Walker	tw@demo.email	844-202-7583	SA	ADD
4	99	9000	Thomas	Walker	tw@demo.email	844-202-7583	SC	DELETE
5	99	9000	Patricia	Martin	demo-user1@demo.user		TA	ADD
6	99	9001	Patricia	Martin	demo-user1@demo.user		SA	ADD

Managing Student Information

This section describes how to view and modify students' records, as allowed.

Viewing Students

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 student record you want to view by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose account you want to view. The student's form appears.

4. If your user role allows it, modify the student's record as required.

   a. In the *Test Settings and Tools* panel (see Viewing and Editing Test Settings and Tools), modify the student's test settings for each test, using Appendix C: Student Test Setting Values as a reference. Furthermore, the options available for a test setting are grouped to indicate if the test setting is an Embedded Designated Support, Non-Embedded Designated Support, Embedded Accommodation, or Non-Embedded Accommodation. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.

> **Caution: Changing a student's test setting in TIDE after a student has entered or begun a test session will not update the student's test setting**. If a student's test setting is incorrect prior to the time of testing, you must either change the test setting in the Test Administration Interface (if the test setting is editable by your user role), or you must pause testing for the student and contact your District Administrator to adjust the test setting and reset the test as an appeal.

5. Click **Save**.

6. In the affirmation dialog box, click **Continue** to return to the list of student records.

Printing Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students' test settings:

1. Retrieve the student records you want to print by following the procedure in the section Searching for Records.

2. Click the column headings to sort the retrieved students in the order you want the records printed.

3. Specify the students for whom test settings need to be printed:

   a. To print test settings for specific students, mark the checkboxes for the students you want to print.
   b. To print test settings for all students listed on the page, mark the checkbox at the top of the table.
   c. To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Click and then select the appropriate action:

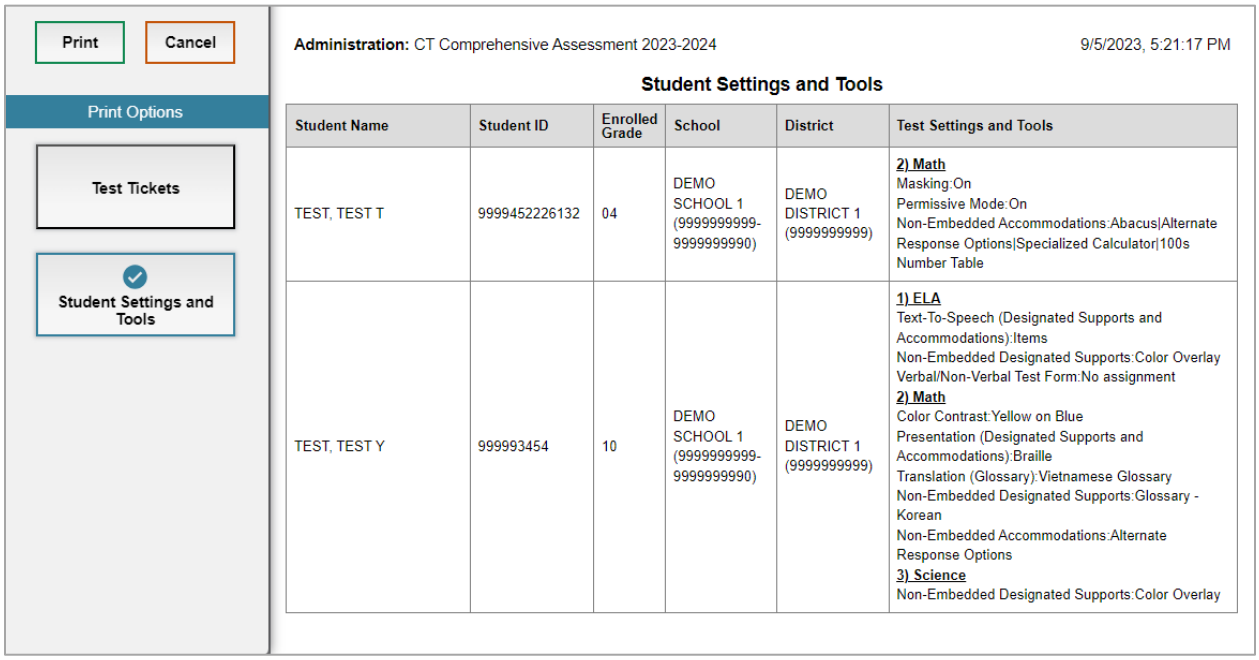
   a. To print test settings for selected students, click **My Selected Student Settings and Tools**.
   b. To print test settings for all retrieved students, click **All Student Settings and Tools.**

5. In the new browser window that opens, verify that **Student Settings and Tools** is selected in the *Print Options* section (see Figure 32).

6. Click **Print**.

7. Your browser generates the Students Test Settings and Tools PDF with the test settings and tools that differ from the default.

Figure 32. Layout Model for Student Test Settings and Tools



Uploading Student Interim Grades

You 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.

2. Following the instructions in the section Uploading Records and using Table 4 as a reference, fill out the Interims template and upload it to TIDE.

Table 4 provides the guidelines for filling out the Interims template that you can download from the ***Upload Interim Grades*** page.

Table 4. 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: Mathematics English Language Arts Science
Grade*	Student's interim grade.	Any of the following: Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 11

*Required field.

Note: About the Interim Grades Upload File

- 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.

Figure 33 is an example of an interim grades upload file with the following transactions:

The first row (excluding the header row) sets Grade 4 as a grade for the subject English Language Arts for a student whose ID is 9999990001.

- The second row adds Grade 6 as a grade for the same subject and student.
- The third row adds Grade 7 as a grade for the same subject and student.

The fourth and fifth row sets Grade 5 as a grade for the subject English Language Arts and Mathematics for a student whose ID is 9999990004.

Figure 33. Sample Interim Grades Upload File

	A	B	C	D
1	SSID	Field	Subject	Grade
2	9999990001	Interim Testing Grade	English Language Arts	Grade 4
3	9999990001	Interim Testing Grade	English Language Arts	Grade 6
4	9999990001	Interim Testing Grade	English Language Arts	Grade 7
5	9999990004	Interim Testing Grade	English Language Arts	Grade 5
6	9999990004	Interim Testing Grade	Mathematics	Grade 5

Managing Student Test Settings and 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.

Viewing and Editing Test Settings and Tools

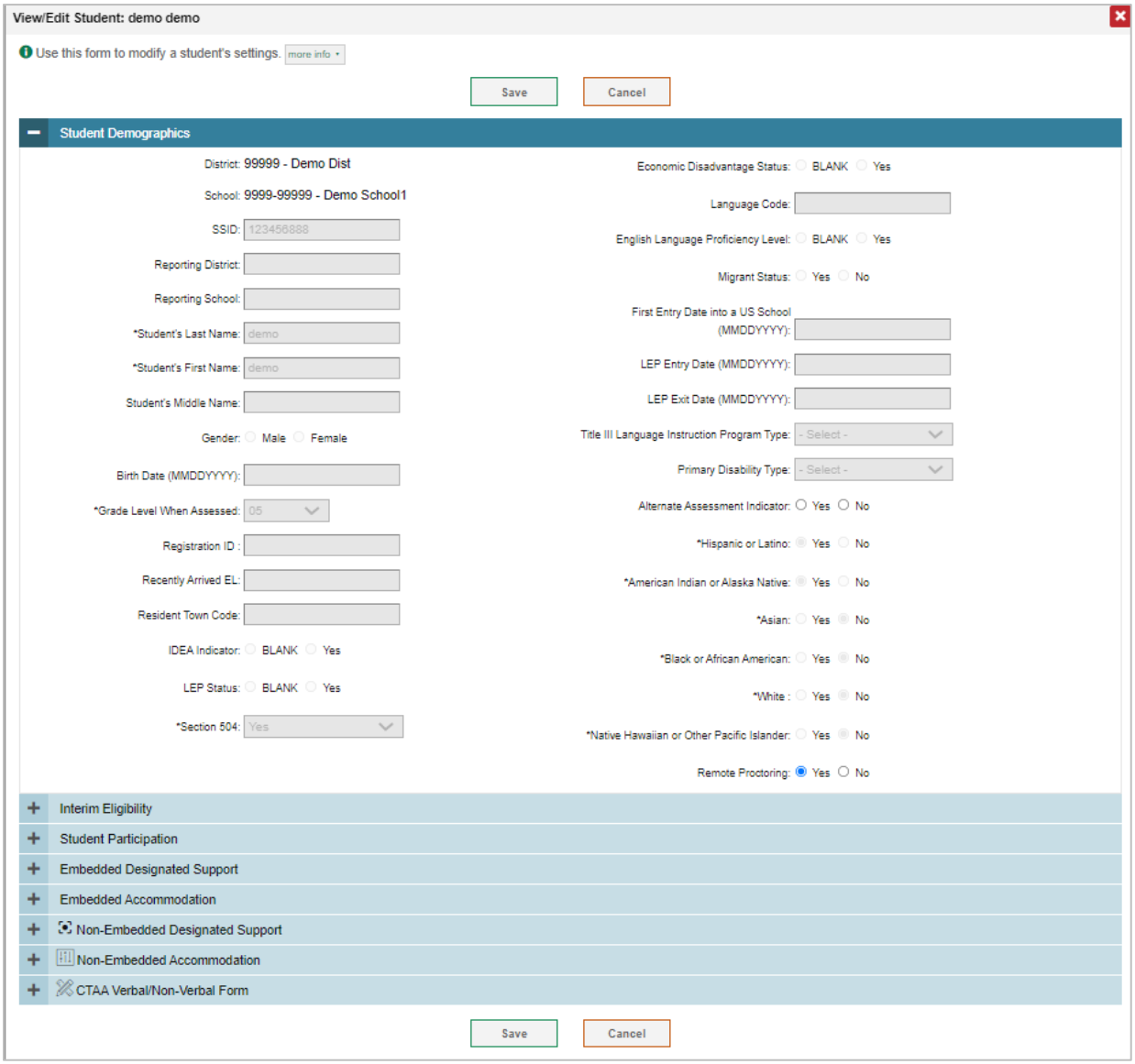
This section explains how to view and edit a student's test settings and tools in TIDE.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Test Settings and Tools**. The ***Test Settings and Tools*** page appears.

2. Retrieve the student records whose settings and tools you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose test settings and tools you want to edit. The ***View/Edit Student*** panel appears.

Figure 34. View/Edit Student Panel



4. In ***View/Edit Student*** panel (see Figure 34), enter the student's settings for each test (as allowed), using Appendix C: Student Test Setting Values as a reference. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.

Uploading Test Settings and 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.

To upload student test settings and tools:

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 Uploading Records and using Table 5 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 5 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Test Settings and Tools*** page.

Table 5. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's SASID (State Assigned Student Identifier).	Exactly 10 digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: 1) ELA 2) Math 3) Science
Tool Name	Name of the tool or accommodation.	See Table 17.
Value	Indicate the application of the tool or accommodation and how it is presented to the student.	See Table 17.

*Required field.

Figure 35 includes a sample upload file that sets the colors on the Mathematics test for the student with ID 9999999999 to black text on a rose background.

Figure 35. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999	2) Math	Color Contrast	Black on Rose

Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

The rosters you create in TIDE are available in the Centralized Reporting System. The CRS can aggregate test scores at the roster level. You can also use rosters to print test tickets containing students' login information that will enable students to start taking a test.

This section provides instructions for adding, modifying, and managing rosters via file uploads.

Adding New Rosters

For a teacher to be able to review performance data for a group of students, those students **must be included in a roster** associated with that teacher.

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 ELA, 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. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

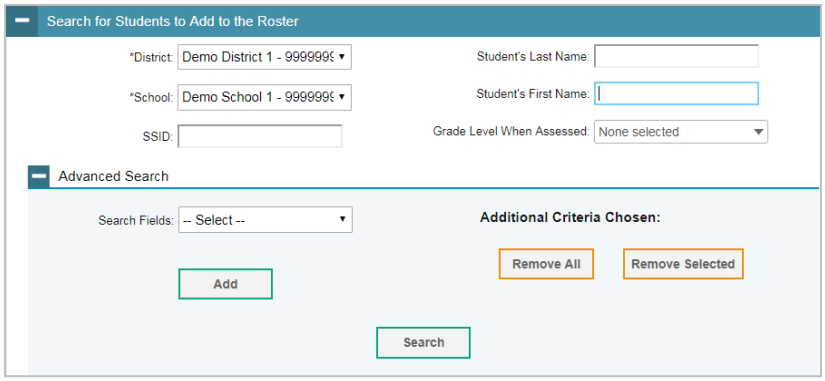
This section explains how to add a new roster to TIDE.

Note: You can only create rosters with students associated with your school or district.

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 36). For more information about using record forms, see the section Navigating Record Forms.

Figure 36. Add Roster Form



2. On the *Add Roster* form (Figure 37), add a roster name and select a teacher.

3. Decide how you want to add students:

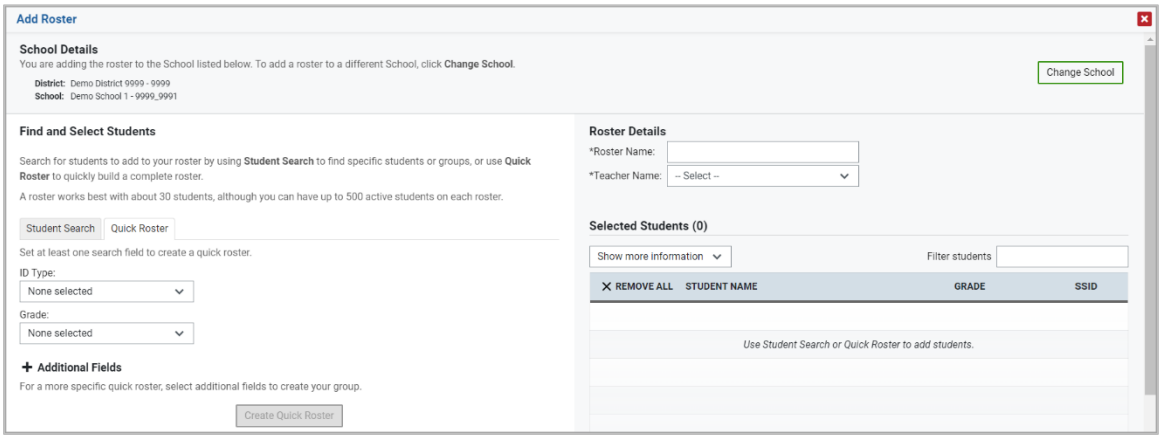
   - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

     - 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.

Figure 37. Add Roster Form



1. *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.

   - 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.

Modifying Existing Rosters

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-Defined Rosters that you create through the **Add Roster** page or the **Upload Rosters** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- System-Generated Rosters: These are rosters that are imported into TIDE through a nightly-process and cannot be edited.

You can modify existing rosters by performing the following steps:

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

2. In the list of retrieved rosters, select  for the roster whose details you want to view. The ***View/Edit [Roster Name]*** form appears.

The *Selected Students* list displays students who are currently associated with the roster.

3. To add students, select **Find Students**.

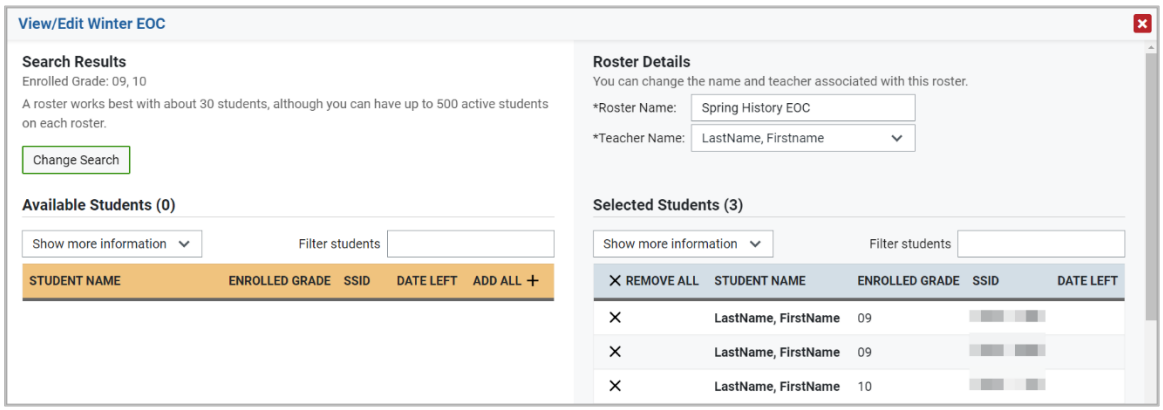
   - Select the **Student Search** tab to add individual students manually.
   - Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

   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.

4. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid.

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

Figure 38. Modifying a Roster: View/Edit Form



Printing Lists of Students Associated with a Roster

You can print a list of students in a roster.

To print a list of students associated with a roster:

1. Retrieve the rosters to print by following the procedure in the section Searching for Records.

2. Do one of the following:

   a. Mark the checkboxes for the rosters you want to print.

   b. Mark the checkbox at the top of the table to print all retrieved rosters.

Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1000. In this case, print each roster separately.

3. Click , and then select **Roster**.

4. Under *Print Options*, verify *Roster* is selected. The Roster Student List report appears.

5. Click **Print**. Your browser downloads the generated PDF.

Printing Test Tickets for Students in a Roster

As students prepare to start a test, you can print all the associated test tickets.

To print test tickets for students in a roster:

1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

2. Do one of the following:

   a. Mark the checkboxes for the rosters you want to print.

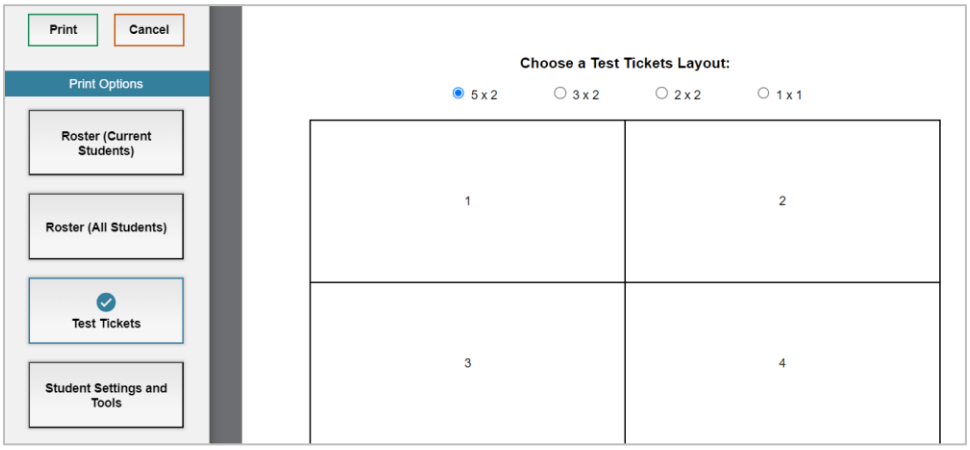
   b. Mark the checkbox at the top of the table to print all retrieved rosters.

Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1000. In this case, print each roster separately.

3. Click , and then select **Test Tickets**.

4. Under *Print Options*, verify *Test Tickets* is selected. A layout model appears (see Figure 39).

Figure 39. Test Ticket Layout Model



5. Select the required layout.

6. Click **Print**. Your browser downloads the generated PDF.

Printing Test Settings for Students in a Roster

As students prepare to start a test, you can print the test settings associated with each student.

To print test settings for students in a roster:

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section Searching for Records.
2. Do one of the following:
   a. Mark the checkboxes for the rosters you want to print.
   b. Mark the checkbox at the top of the table to print all retrieved rosters.
3. Click , and then select **Student Settings and Tools**.
4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Deleting Rosters

You can delete rosters created in TIDE or CRS. TEs and TAs cannot delete rosters.

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   a. Mark the checkboxes for the rosters you want to delete.
   b. Mark the checkbox at the top of the table to delete all retrieved rosters.
3. Click , and in the affirmation dialog box click **Yes**.

Creating Rosters Through File Uploads

If you have many rosters 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.

To upload rosters:

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

2. Following the instructions in the section Uploading Records and using Table 6 as a reference, fill out the Roster template and upload it to TIDE.

Table 6 provides the guidelines for filling out the Roster template that you can download from the ***Upload Roster*** page.

Table 6. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's SASID (State Assigned Student Identifier).	Exactly 10 digits.
Action	Action column to add or delete students from class group	Add – adds student to roster Delete – deletes student from roster

*Required field.

Figure 40 includes a sample upload file that creates a roster with two students under the name "Smarter Balanced."

Figure 40. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	User Email ID	Roster Name	SSID
2	99	9999	me@email.com	Smarter Balanced	9999999999
3	99	9999	me@email.com	Smarter Balanced	9999999998

The first row (aside from the header row) does the following:

a. If the roster name `Smarter Balanced` does not already exist in school `9999`, TIDE does the following:

   - Creates the roster `Smarter Balanced`.
   - Associates the teacher whose email address is `me@email.com` with the roster.

b. Adds the student ID `9999999999` to the roster `Smarter Balanced`.

The second row adds the student ID `9999999998` to the roster `Smarter Balanced`.

Note: Rosters can be created for any assessment program in TIDE.

Working with Orders for Testing Materials

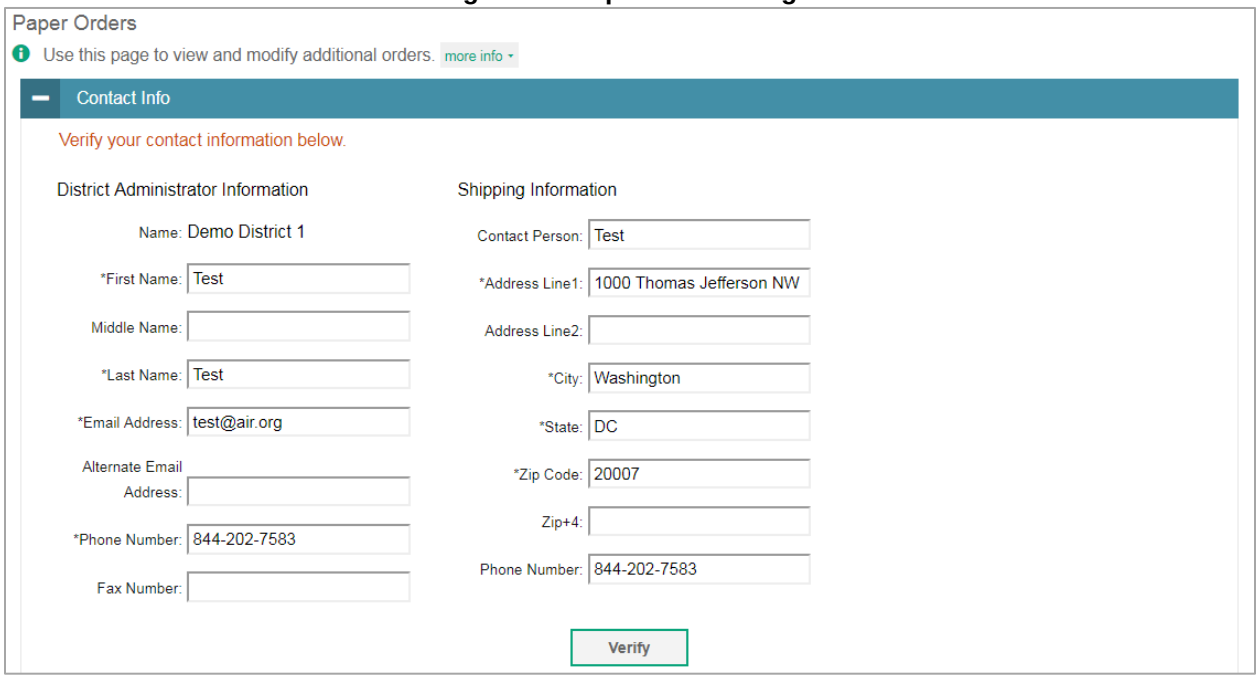
Your district or school may order Large Print or braille paper testing materials. This section describes how to set up contact information for the District Administrator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, and how to review the orders for those materials. This section also describes how to track order shipments and returns. **The order window for these materials opens January 26, 2024**

Reviewing, and Modifying Paper Orders

To review and modify paper orders:

1. From the **Orders** task menu on the TIDE dashboard, select **Paper Orders**. The ***Paper Orders*** page appears (see Figure 41). For more information about using record forms, see the section Navigating Record Forms.

Figure 41. Paper Orders Page



2. In the ***Contact Info*** panel, do the following:

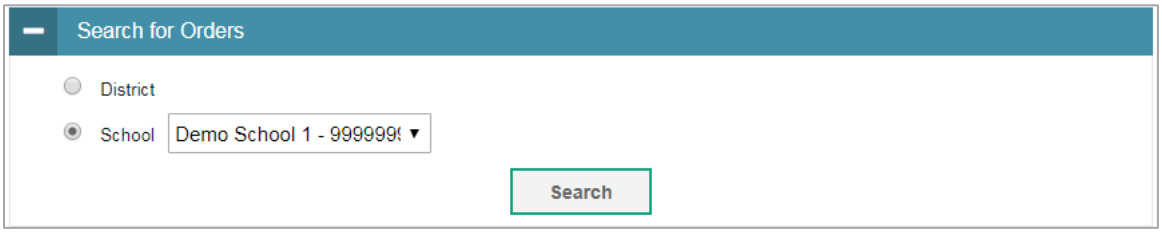
   a. Verify or enter information in the ***Contact Info.***

   b. Verify or enter information in the *Shipping Information* section. Please note that Post Office (P.O.) boxes are not permitted as a valid shipping address.

   c. Click **Save** if entering the information for the first time or **Verify** if verifying or editing the existing information.

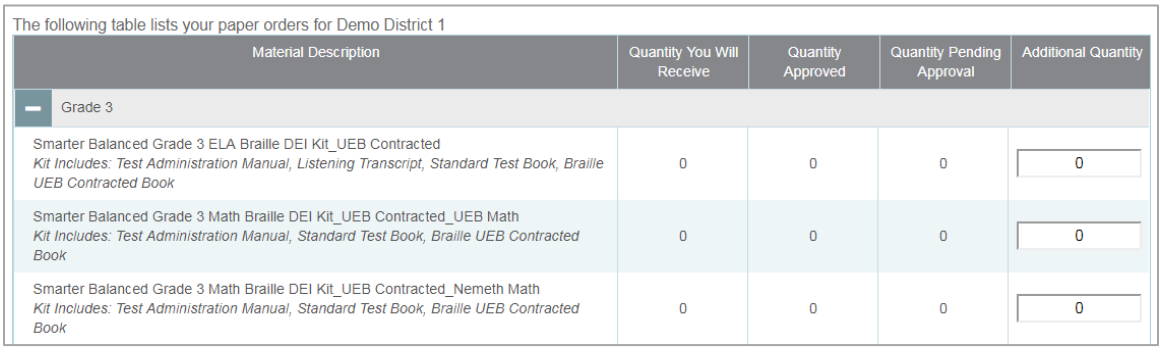
Note: If contact information is not established, you will not be able to proceed.

Figure 42. Fields in the Paper Orders Page



3. In the *Search for Orders* panel, do one of the following:
   - Mark **District** to place an order for an entire district.
   - Mark **School**, and then select a school, to place an order for an individual school.
4. Click **Search**. The *Shipping Address for This Order* panel appears, along with a list of materials available for ordering.
5. *Optional:* To change the shipping address, return to the ***Contact Info*** panel.
6. In the list of paper orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see Figure 43).

Figure 43. List of Paper Orders



The following table lists your paper orders for Demo District 1

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Grade 3				
Smarter Balanced Grade 3 ELA Braille DEI Kit_UEB Contracted *Kit Includes: Test Administration Manual, Listening Transcript, Standard Test Book, Braille UEB Contracted Book*	0	0	0	0
Smarter Balanced Grade 3 Math Braille DEI Kit_UEB Contracted_UEB Math *Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book*	0	0	0	0
Smarter Balanced Grade 3 Math Braille DEI Kit_UEB Contracted_Nemeth Math *Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book*	0	0	0	0

7. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
8. Click **Save Orders**. A text box appears allowing you the option to enter additional comments.

9. Click **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.

10. Click **Close** to return to the ***Paper Orders*** page.

Table 7 describes the columns in the ***Paper Orders*** page.

Table 7. Columns in the Paper Orders Page

Column	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Quantity to be shipped from the printing vendor after the paper order window closes. This includes the quantity of materials that have been ordered in the past.
Quantity Approved	Quantity that is approved. This reflects what was requested in the Additional Quantity column. This figure will reset to a zero value after the order has been received by the printing vendor.
Quantity Pending Approval	Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.
Additional Quantity	Quantity of materials requested.

Establishing Contact and Shipping Information

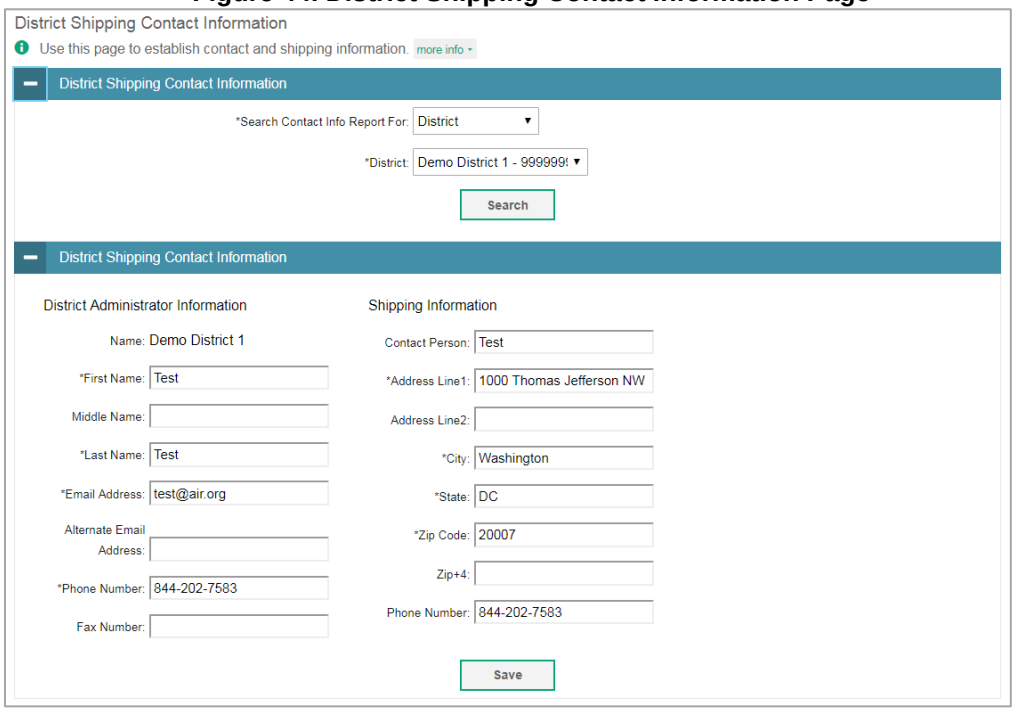
District Administrators serve as the overall contact for all paper testing matters within the district. When sending announcements regarding TIDE or other testing applications, CAI uses the District Administrator's email address. In addition, the District Administrator must establish an address to which all district-level for testing materials or reports are shipped.

Only District Administrators may perform the actions that follow.

To establish contact and shipping information:

1. From the **District Shipping Contact Information** task menu on the dashboard, select **District Shipping Contact Information**. The ***District Shipping Contact Information*** page appears (see Figure 44).

Figure 44. District Shipping Contact Information Page



2. From the *Search Contact Info Report For* drop-down list, select District.
3. Make a selection from the District drop-down list.
4. Click **Search**.
5. When the report appears, verify or enter District Administrator Information and Shipping Information columns in the *District Shipping Contact Information* panel.
6. Click **Save**.

Note: Please note that Post Office (P.O.) boxes are not permitted as valid addresses for the Shipping Information column.

Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

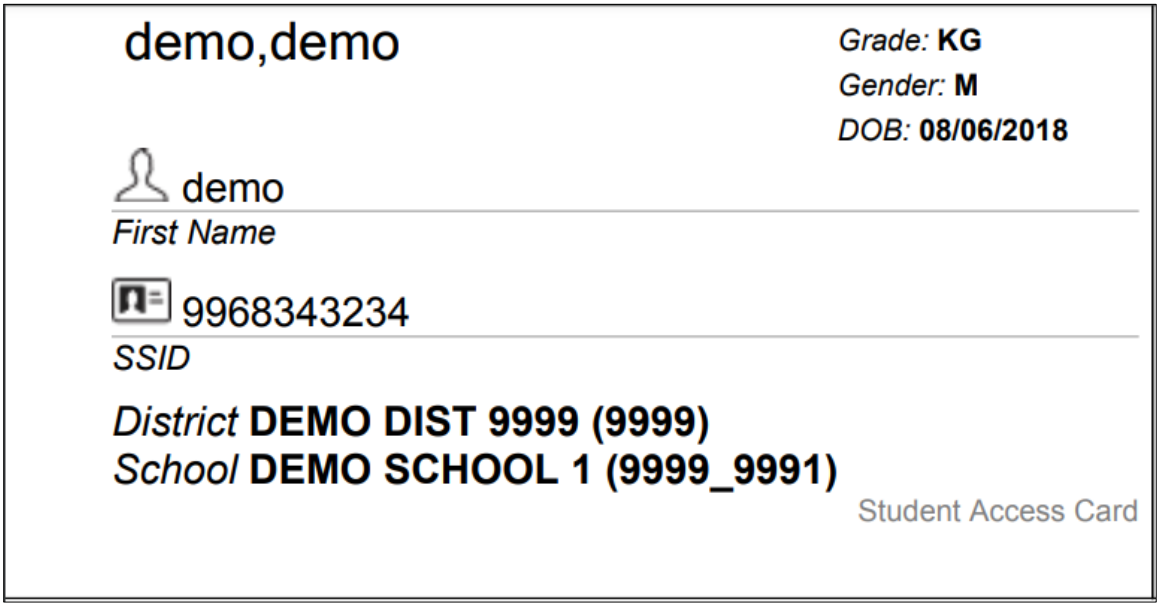
This section covers the following topics:

- Printing Test Tickets
- Managing Appeals
- Monitoring Test Progress

Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test (see Figure 45).

Figure 45. Sample Test Ticket



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

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test ticket labels:

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 following the procedure in the section Searching for Records.

3. Click 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:

   a. To print test tickets for specific students, mark the checkboxes for the students you want to print.

   b. To print test tickets for all students listed on the page, mark the checkbox at the top of the table.

   c. To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

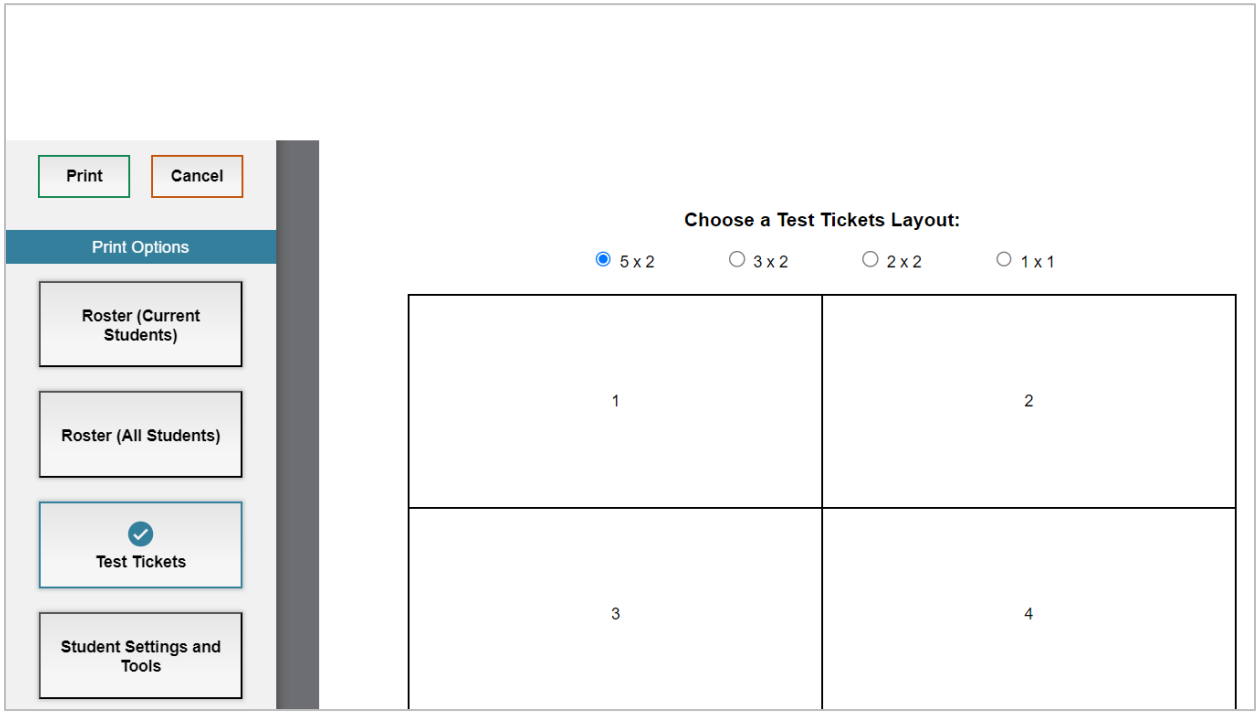
5. Click and then select the appropriate action:

   a. To print test tickets for selected students, click **My Selected Test Tickets**.

   b. To print test tickets for all retrieved students, click **All Test Tickets**.

6. A new browser window opens that displays a layout model for selecting the printed layout (see Figure 46). Verify **Test Tickets** is selected in the *Print Options* section.

Figure 46. Layout Model for Test Tickets



7. Click the layout you require, and then click **Print**.

8. Your browser downloads the generated PDF.

Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***View/Edit/Export Roster*** page appears.

2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.

4. Do one of the following:

   a. Mark the checkboxes for the rosters you want to print.

   b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

Note: When printing multiple rosters, the total number of students included in the roster should not exceed 1000.

5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 46).

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

7. Click the layout you require, and then click **Print**.

8. Your browser downloads the generated PDF.

Managing Appeals

In the normal flow of a test opportunity, a student takes the test in the Test Delivery System (TDS) and then submits it. Next, the TDS forwards the test for scoring, and then the test scores are reported in in CRS (summative and interim reporting).

Appeals are a way of interrupting this normal flow. A student may need to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or a testing incident. This section describes how you view, create, and approve appeal requests.

Note: Some appeal requests require documentation. Refer to the Testing Irregularities Requiring Documentation section for more information.

Table 8 provides descriptions of each appeal type.

Table 8. Types of Appeals

Type	Description
Invalidate a Test	Invalidations are extremely rare. Invalidating a student's test eliminates the test opportunity, and the student will have no further opportunities to complete the test. Invalidated tests will not be scored. You can submit these appeals until the end of the test window. The CSDE may approve an appeal to invalidate a test if a student was administered the wrong grade-level test because of an error in the Public School Information System (PSIS)—this type of event should be logged as a testing irregularity.
Reset a Test	Resetting a student's test allows the student to restart a test opportunity (removing all responses on the test) or allows the data entry operator to restart the data entry process. You can submit these appeals until the end of the test window. The CSDE may approve an appeal to reset a test in the event that certain test settings need to be changed because they were incorrectly set while the student is testing. Some embedded test settings will not appear until after the test has been reset. **These requests may require written documentation.**
Re-open a Test	Re-open is used for a test that was completed, invalidated, or expired. This appeal is useful when a student is unable to complete a test due to a technological difficulty that results in the expiration of the test or a student is unable to complete the test before it expires due to an unanticipated excused absence or unanticipated school closure. **When you submit an appeal to re-open a test, a GPE appeal will automatically be submitted.**
Grace Period Extension (GPE)	A GPE allows a student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, a student can review previously answered questions. • Without a GPE, a student resuming the test after 20 minutes cannot review previously answered questions—a student can only work on unanswered questions. • Upon receiving a GPE, a student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.
Restore a Test that was Reset	Restore reverses a reset, restoring the student's responses to what they were before the reset was processed. The CSDE will only approve an appeal to restore a test if a test was inadvertently or inappropriately reset.

Table 8. Types of Appeals

Type	Description
Re-open Test Segment	Re-opens a test segment. Students can answer unanswered items and modify responses to answered items in the re-opened segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened test.

Warning: Timing of appeals. Submit any appeal at least one day prior to the end of the test window so that students can complete their test opportunity.

Caution: Appeals should be submitted cautiously. Reopening tests, for example, can lead to security issues and should be used sparingly. Contact the CSDE for guidance on potential test irregularities and next steps.

Students with an active Individualized Education Program (IEP) who have a Planning and Placement Team (PPT) approved Connecticut Alternate Assessment Eligibility Form submitted by the required due date are expected to participate in the Alternate Assessment System. If the student is determined to “no longer be eligible” for some reason, the DA must contact the Performance Office and file an appeal to invalidate the Connecticut Alternate Assessment Eligibility Form previously submitted. The CSDE will then have the Alternate Assessment Indicator removed. The student would then have access to the standard assessments and will be provided accurate reporting results, which ultimately affects district accountability.

An appeal’s status can change throughout its life cycle. Table 9 lists the available statuses.

Table 9. Statuses of Appeals

Appeal Status	Description of Status
Error Occurred	An error occurred while the appeal was being processed.
Pending Approval	Appeal is pending approval.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	The CSDE rejected the appeal request. If an appeal is rejected by the CSDE, the rejection will include an explanation.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal request.
Submitted for Processing	Appeal submitted to Test Delivery System for processing.

Table 10 lists the valid combinations of appeal requests and test statuses. For example, you can re-open a test that is in one of the following statuses: completed, expired, reported, scored, submitted, or invalidated.

Table 10. Available Appeals by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open test segment	Restore a test that was reset	Grace period extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

Creating Appeals

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

To create an appeal:

1. Retrieve the result for which you want to create an appeal by doing the following:

    a. From the **Appeals** task menu on the TIDE dashboard, select **Create Appeals**. The ***Create Appeals*** page appears (see Figure 47).

    b. Select a request type.

    c. From the drop-down lists and in the text field, enter search criteria.

    d. Click **Search**. TIDE displays the found results at the bottom of the ***Create Appeals*** page (see Figure 48).

2. Mark the checkbox for each result for which you want to create an appeal, and then click **Create**.

3. Enter a reason for the request in the window that pops up—include all relevant details to explain the reason for the appeal.

4. Click **Submit**. You will receive a confirmation message from TIDE.

Testing Irregularities Requiring Documentation

If a testing irregularity occurs, and a student with an IEP or 504 Plan is not given the correct assessment or is not provided the mandated accommodations, the DTC must provide a letter to the CSDE on their district/school letterhead. Letters must be on district/school letterhead, signed by the DTC, and faxed to Performance Office Irregularities at 860-713-7033. The letter **must include**:

a. The student's grade, SASID, and the name of the test on which the irregularity occurred;

b. The date and a detailed explanation of the irregularity;

c. The name of the teacher involved;

d. A description of the discussion that occurred with parents/guardians of the student explaining the irregularity, options offered, and impact on the student's time; and,

e. A brief list of procedures in place to ensure the irregularity is not repeated.

Figure 47. Selection Fields in the Create Appeals Page

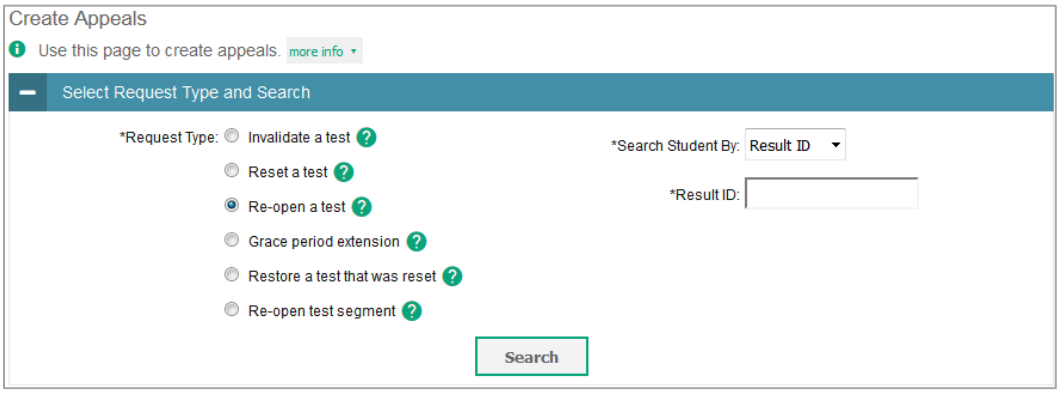
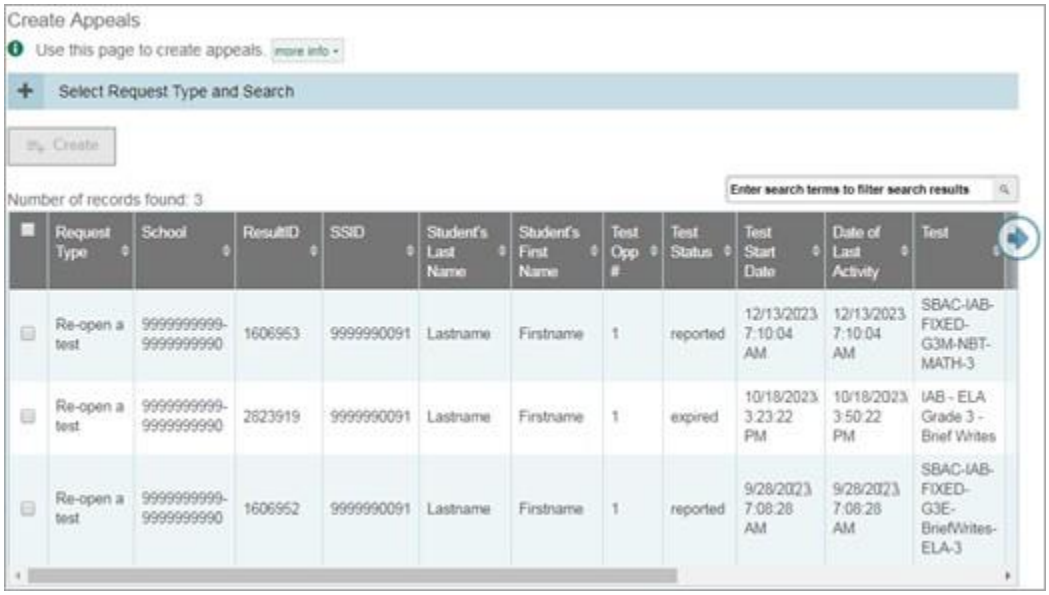


Figure 48. Retrieved Appeals



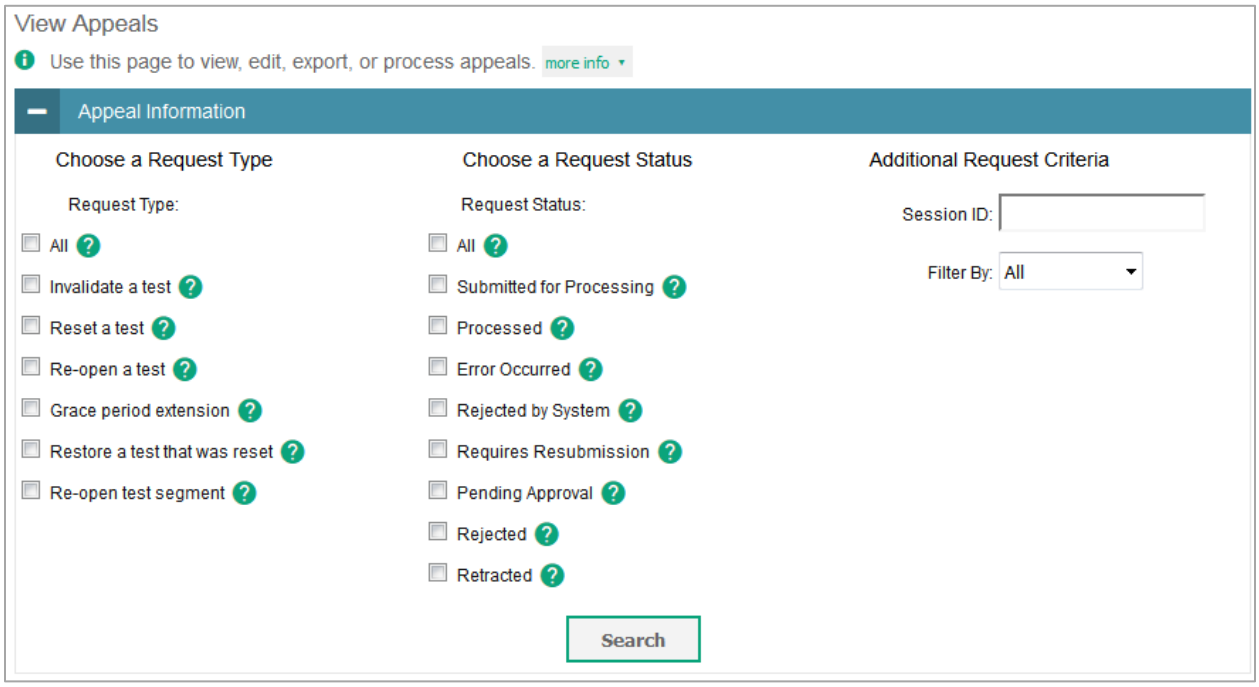
Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test
Re-open a test	9999999999-9999999990	1606953	9999990091	Lastname	Firstname	1	reported	12/13/2023 7:10:04 AM	12/13/2023 7:10:04 AM	SBAC-IAB-FIXED-G3M-NBT-MATH-3
Re-open a test	9999999999-9999999990	2623919	9999990091	Lastname	Firstname	1	expired	10/18/2023 3:23:22 PM	10/18/2023 3:50:22 PM	IAB - ELA Grade 3 - Brief Writes
Re-open a test	9999999999-9999999990	1606952	9999990091	Lastname	Firstname	1	reported	9/28/2023 7:08:28 AM	9/28/2023 7:08:28 AM	SBAC-IAB-FIXED-G3E-BriefWrites-ELA-3

Viewing Appeals

To view appeals:

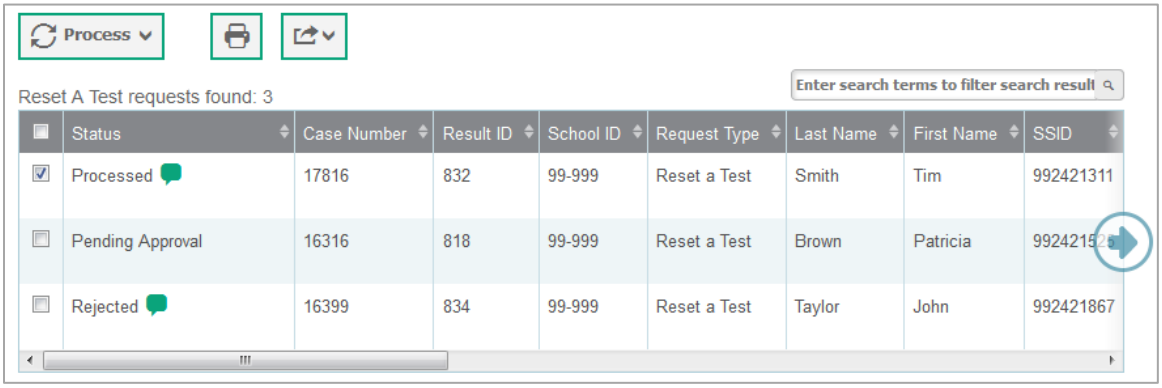
1. From the **Appeals** task menu on the TIDE dashboard, select ***View Appeals***. The ***View Appeals*** page appears (see Figure 49).

Figure 49. Selection Fields in the View Appeals Page



2. Retrieve the appeals you want to view by following the procedure in the section Searching for Records. Figure 50 shows retrieved appeal requests.

Figure 50. Retrieved Appeal Requests



3. *Optional:* Review the initiator's reason for the invalidation request by clicking in the Status column.

Creating Appeals through File Uploads

If you have many appeals 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.

To upload appeals:

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

2. Following the instructions in the section Uploading Records and using Table 11 as a reference, fill out the Appeals template and upload it to TIDE.

Table 11 provides the guidelines for filling out the Appeals template that you can download from the ***Upload Appeals*** page.

Table 11. Columns in the Appeals Upload File

Column Name	Description	Valid Values
Type*	Type of appeal.	One of the following: • Invalidate a test • Reset a test • Re-open a test • Re-open a test segment • Restore a test that was reset • Grace period extension
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*	Details explaining the reason for creating the appeal.	Up to 1,000 alphanumeric characters.

*Required field

Figure 51 is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

Figure 51. Sample Invalidation Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that was reset	Session ID	UAT-9444-1	Inadvertently reset the test

Monitoring 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:

1. **Plan and Manage Testing Report:** Details a student's test opportunities and the status of those test opportunities.
2. **Test Completion Rates Report:** Summarizes the number and percentage of students who have started or completed a test.
3. **Test Status Code Report:** Displays all the test statuses and the non-participation codes for students within a district or school.

Plan and Manage Testing

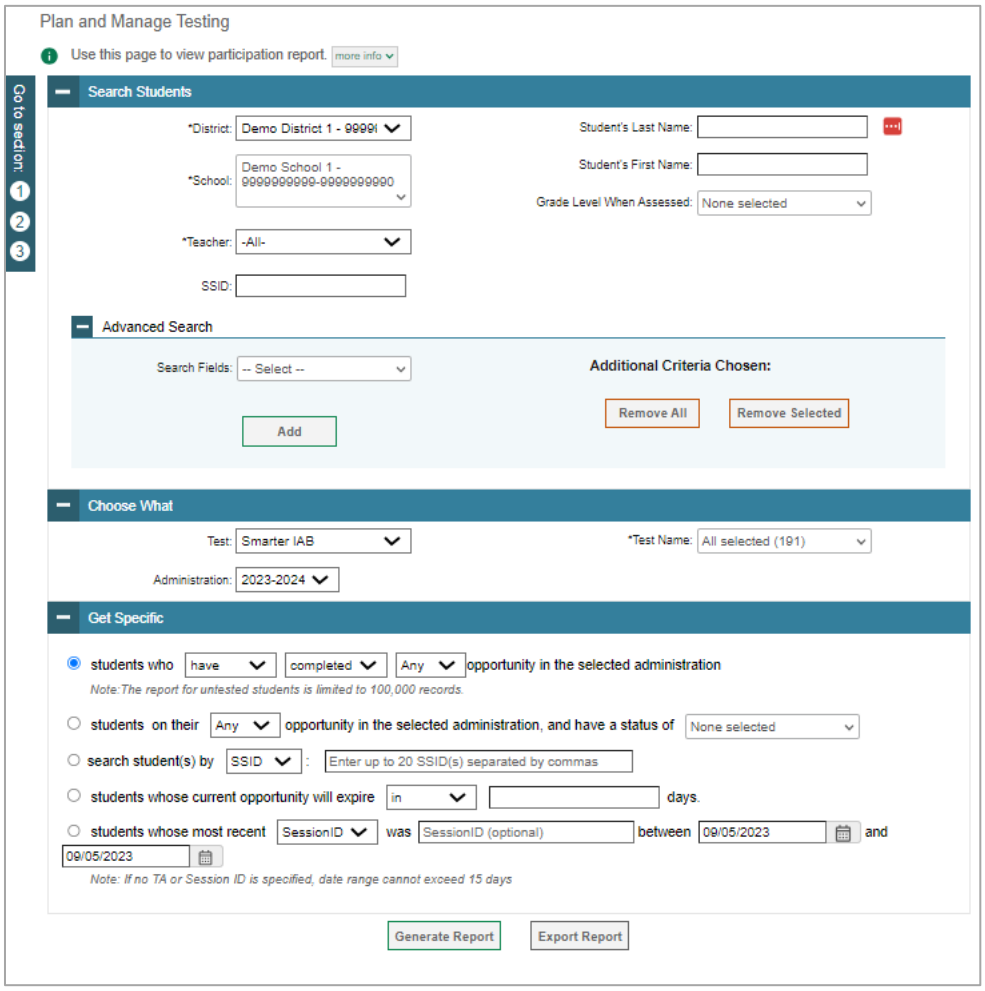
A Plan and Manage Testing report is available in TIDE. This report details all of a student's test opportunities and the status of those test opportunities.

Note: Because the report lists testing opportunities, a student can appear more than once on the report.

To generate a Plan and Manage Testing report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 52).

Figure 52. Plan and Manage Testing Page



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 inbox.

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, test administrators, and principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no classes 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.

Note: About the "Teacher" Drop-Down List
The "Teacher" drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school. When you select a person from the "Teacher" drop-down list, TIDE performs a check to see if the person is associated with any roster. If no 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.

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

It is important to note that the 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.

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

It is important to note that the 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 *SASID* field, enter a SASID.

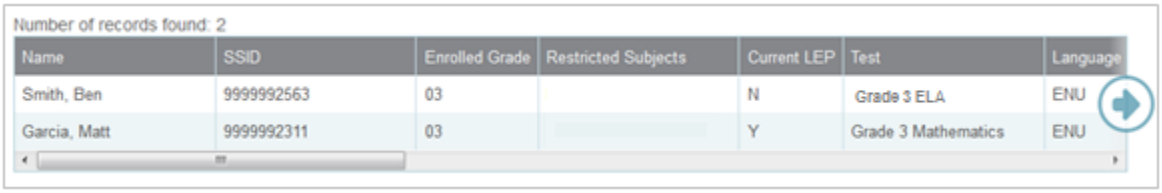
g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.

Note: For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes to select several schools will be deactivated once 20 schools have been selected.

3. In the *Choose What* panel, select the parameters for which tests to include in your report:
    a. From the **Test** drop-down list, select a test category.
    b. From the **Administration** drop-down list, select an administration.
    c. From the **Test Name** drop-down list, select a test name.
4. In the *Step 3: Get Specific* panel, select the radio button for one of the options and then set the parameters for that option.
5. Do one of the following:
    a. To view the report on the page, click **Generate Report**.
    b. To open the report in Microsoft Excel, click **Export Report**.

Figure 53 displays a sample Plan and Manage Testing report output, and Table 12 provides descriptions of the columns in this report.

Figure 53. Plan and Manage Testing Report


Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03		N	Grade 3 ELA	ENU
Garcia, Matt	9999992311	03		Y	Grade 3 Mathematics	ENU

Table 12. 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 SASID (State Assigned Student Identifier).
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current ELL	Indicates whether the student is an English Language Learner.
Interim Test Grade	Indicates the interim grades set for the student (if any).

Table 12. Columns in the Plan and Manage Testing Report

Attribute	Description
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Opportunity	The opportunity number for that student's specific record.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but took longer than 20 minutes to return to the test after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.
Force Complete Date	The date a test expired and was force completed.
Test Duration	The time it took a student to complete a test.
Remote Session	This indicates whether the test was taken remotely.

Generating Participation Reports by SSID

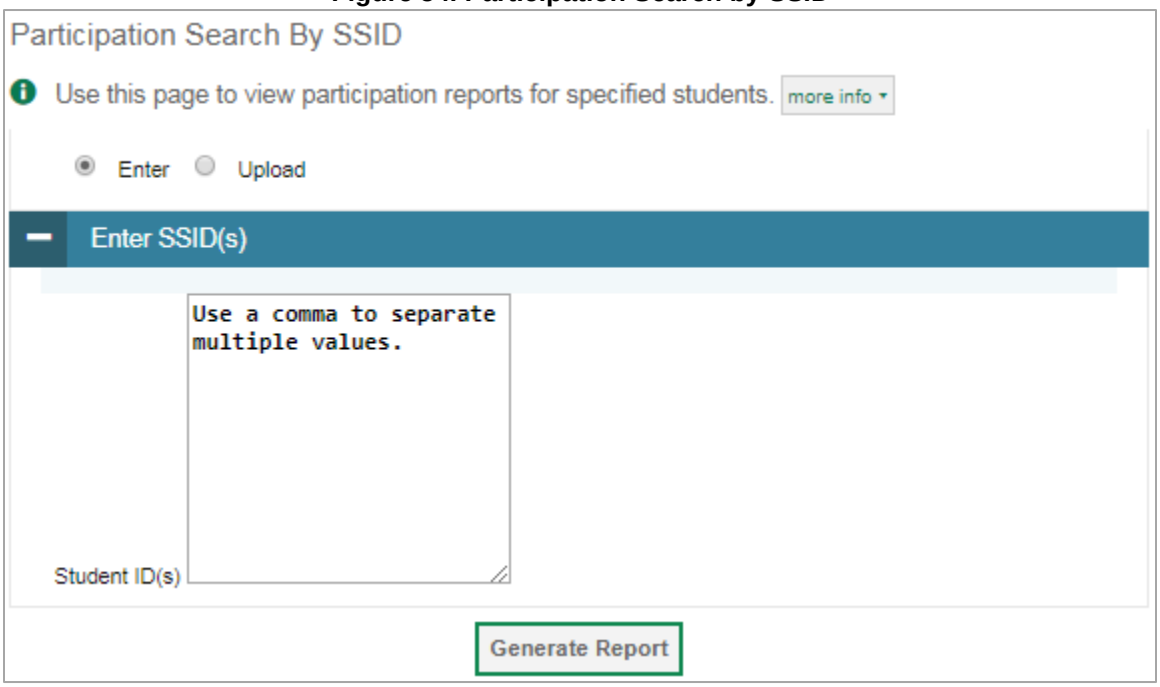
You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

Because the report lists testing opportunities, a student can appear more than once on the report.

To generate Participation Reports by SSID:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The ***Participation Search by SSID*** page appears (see Figure 54).

Figure 54. Participation Search by SSID



2. Do one of the following:

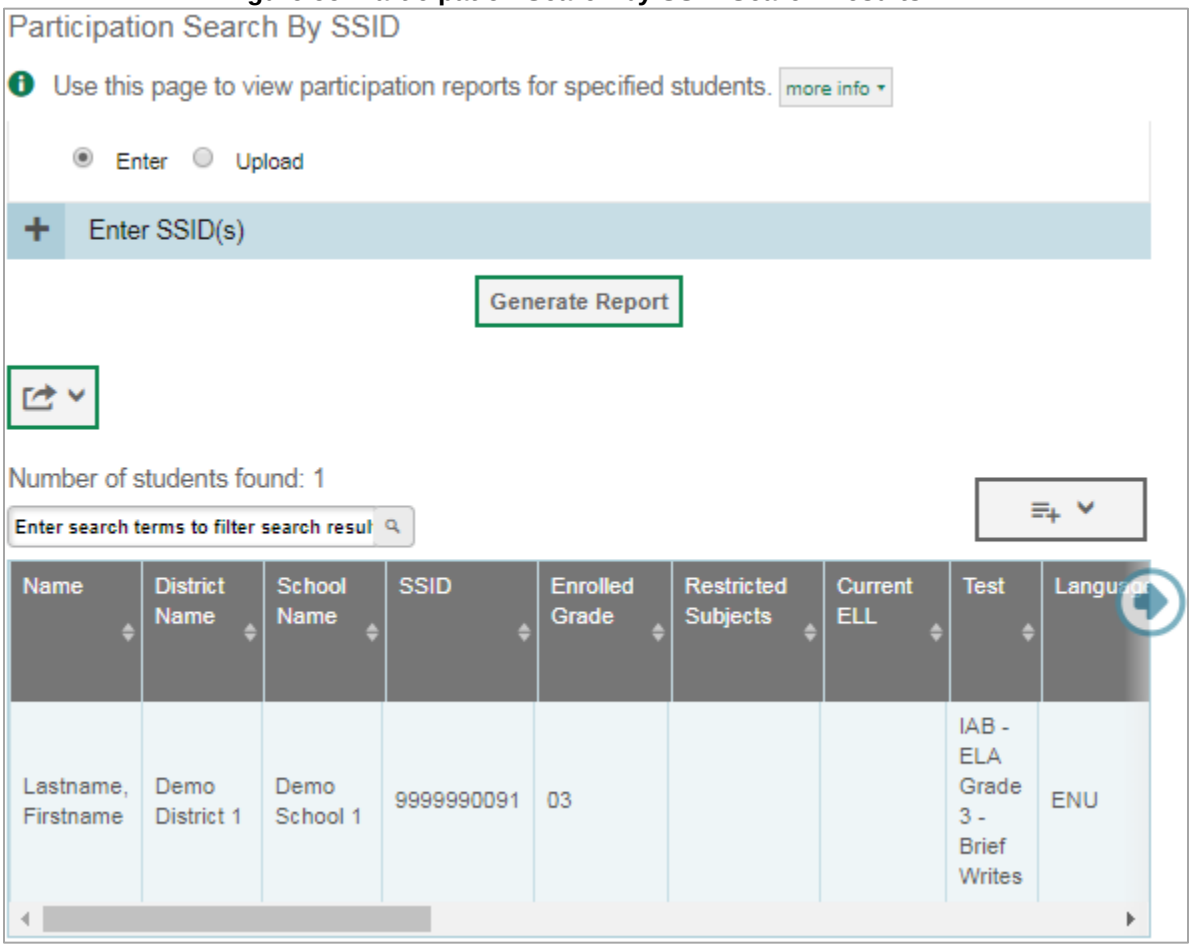
   a. To enter students' SSIDs, select **Enter**. Next, manually enter one or more SSIDs, separated by commas, in the *Student ID(s)* field.

   b. To upload SSIDs, select **Upload**. Next, click **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column.

Note: You can enter or upload up to 1,000 SSIDs.

3. Select **Generate Report**. The Participation Report by SSID search results appears (see Figure 55). Table 12 provides descriptions of columns in this report.

Figure 55. Participation Search by SSID Search Results



Reviewing Test Completion Rates

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

To review test completion rates:

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

2. In the *Report Criteria* panel (see Figure 56)**,** select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, click **Export Report**.

Table 13 lists the columns in this report.

Figure 56. Test Completion Rates Search Fields

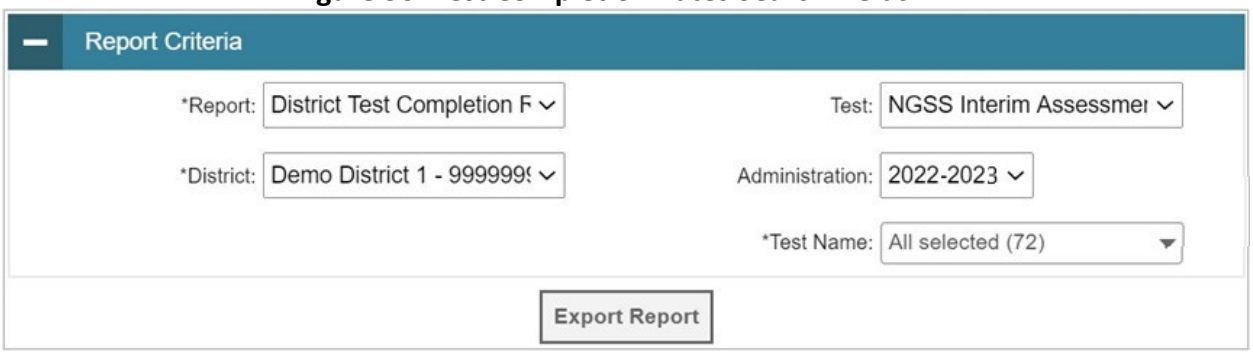


Table 13. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Administration	Administration that is being reported.
Test	Test that is being reported.
Test Name	Grade, test, and subject that are being reported.
District ID	The ID of the reported district.
District Name	The name of the reported district.
School ID	The ID of the reported school. This column is only included in the school-level report.
School Name	The name of the reported 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.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Reviewing Test Status Code Reports

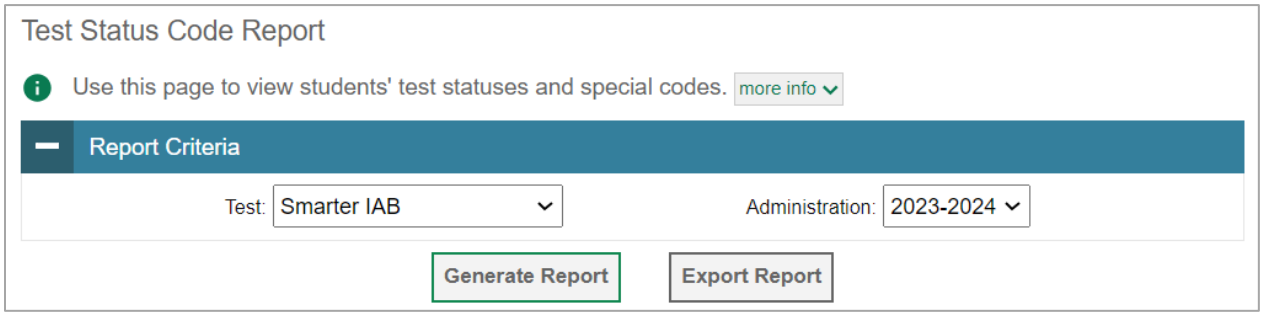
If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

To review explanations for non-participation:

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

2. In the *Report Criteria* panel (see Figure 57), select search criteria for the test and administration.

Figure 57. Test Status Code Report Search Fields



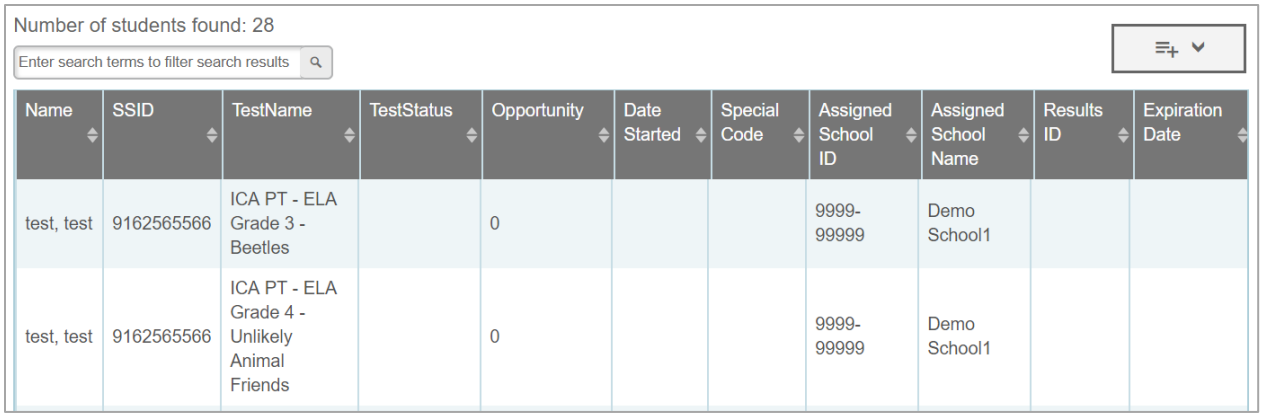
3. Do one of the following:

   a. To view the report on the page, click **Generate Report**.

   b. To open the report in Microsoft Excel, click **Export Report**.

4. TIDE displays the tests and associated statuses and special codes (see Figure 58).

Figure 58. Test Status Code Report



Name	SSID	TestName	TestStatus	Opportunity	Date Started	Special Code	Assigned School ID	Assigned School Name	Results ID	Expiration Date
test, test	9162565566	ICA PT - ELA Grade 3 - Beetles		0			9999-99999	Demo School1		
test, test	9162565566	ICA PT - ELA Grade 4 - Unlikely Animal Friends		0			9999-99999	Demo School1		

Table 14 lists the columns in the Test Status Code Report.

Table 14. Columns in the Test Status Code Report

Column	Description
Name	Student's name.
SSID	Student's SASID (State Assigned Student Identifier).
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Opportunity	Test opportunity number.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Result ID	Unique ID for the item result.
Expiration Date	Date the test expired.

Table 15 describes each status that a test opportunity can have.

Table 15. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): • The student paused his or her test by clicking 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 while the student was testing. • The test administrator paused the individual student’s test. • The student’s browser or computer shut down or crashed.

Table 15. Test Opportunity Status Descriptions

Status	Definitions
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the CRS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the CRS (for summative and interim assessments). All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume taking a test.

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Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 59 describes the entire processing flow for file uploads.

Figure 59. Upload Processing Flow

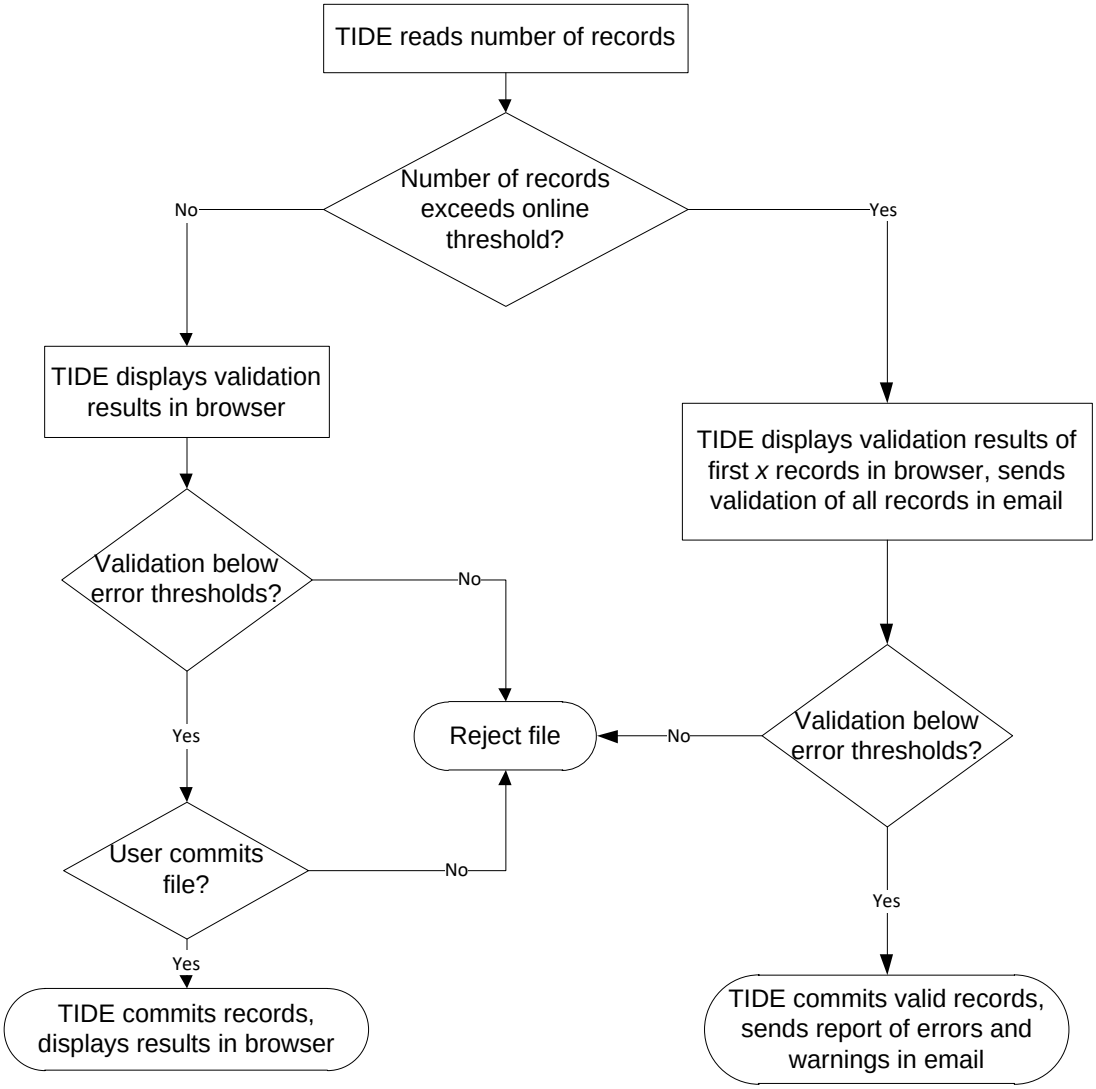


Table 16 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 59.

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
    a. TIDE validates the remaining records offline and sends a validation report via email.
    b. TIDE then commits the error-free records and sends a report listing all errors and warnings via email.

Table 16. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Test Settings	2,000	200
Appeal Requests	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.

1. *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
2. *Data validation* determines if the fields contain valid data.

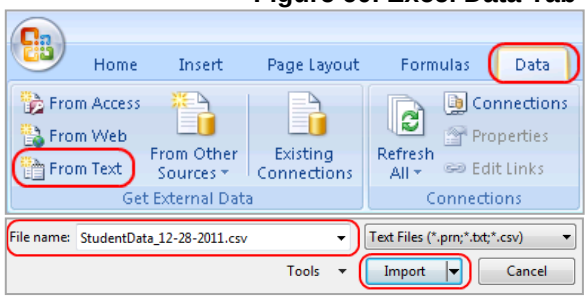
Appendix B. Opening CSV Files in Excel 2007 or Later

This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

   On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears (see Figure 60).

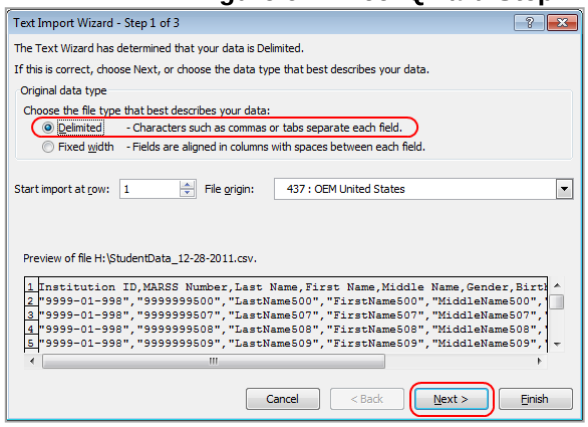
Figure 60. Excel Data Tab



2. Navigate to the CSV file and click **Import**. The Text Import Wizard appears.

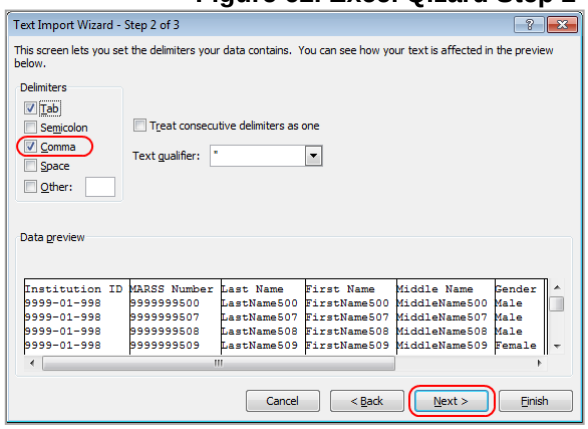
3. In Step 1 of the wizard, mark **Delimited**, and click **Next** (see Figure 61).

Figure 61. Excel Qizard Step 1



4. In Step 2 of the wizard, mark **Comma**, and then click **Next** (see Figure 62).

Figure 62. Excel Qizard Step 2



5. In Step 3 of the wizard, do the following:

   a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

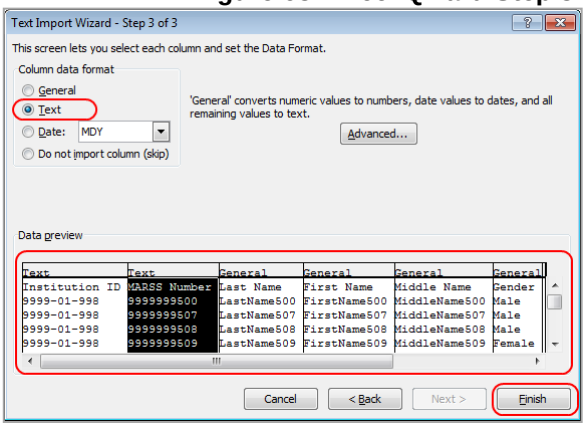
   b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.

   c. Repeat Steps 5.a–5.b for all columns in the CSV file.

   d. Click **Finish** (see Figure 63).

Excel imports and displays the CSV file.

Figure 63. Excel Qizard Step 3



Appendix C. Student Test Setting Values

Table 17 lists the valid values for the Tool Name and Value columns in the Test Settings template used for Uploading Test Settings and Tools. These values can also be found in the ***View/Edit Student*** panel (see Figure 34 in the section Managing Student Test Settings and Tools).

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
American Sign Language Video	Displays videos translating test content into American Sign Language.	Embedded Accommodation	OFF	ELA, Mathematics
			ON	ELA, Mathematics
Braille Type	Type of braille in which test items are presented.	Embedded Accommodation	Not Applicable	ELA, Mathematics, Science
			UEB Contracted (No Math Content)	ELA
			UEB Uncontracted (No Math Content)	ELA
			UEB Contracted + UEB Math	Mathematics
			UEB Uncontracted + UEB Math	Mathematics
			UEB Contracted + Nemeth Math	Mathematics, Science
			UEB Uncontracted + Nemeth Math	Mathematics
Closed Captioning	Displays captions for audio content in the test.	Embedded Accommodation	OFF	ELA (Listening)
			ON	ELA (Listening)
Color Contrast	Displays the test with a different background or font color.	Embedded Designated Support	Black on White	ELA, Mathematics, Science
			Medium Gray on Light Gray	ELA, Mathematics, Science
			Reverse Contrast	ELA, Mathematics, Science

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
			Yellow on Blue	ELA, Mathematics, Science
			Black on Rose	ELA, Mathematics, Science
			Red on White	ELA, Mathematics, Science
			White on Red	ELA, Mathematics, Science
			Yellow on Black	ELA, Mathematics, Science
CTAA Verbal/Non-Verbal Form	Designates a CTAA form assignment. All Grade 3 and 4 students must have a form assignment to be eligible for the CTAA ELA test.	CTAA Verbal/Non-Verbal Form	No assignment	ELA (for CTAA-eligible students)
			Non-Verbal Form	ELA (for CTAA-eligible students)
			Verbal Form (Default)	ELA (for CTAA-eligible students)
Customized Medical Accommodation	Allows an accommodation outside the documented accommodations listed in the *Assessment Guidelines*	Accommodation	OFF	ELA, Mathematics, Science
			ON	ELA, Mathematics, Science
Masking	Ability to allow students to block off content that is not of immediate need or may be distracting. Allows students to cover a distracting area of the page.	Embedded Designated Support	OFF	ELA, Mathematics, Science
			ON	ELA, Mathematics, Science

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
Math Manipulatives	Allows eligible students to use concrete mathematical tools strategically to support their decision making.	Accommodation	OFF	Mathematics
			ON	Mathematics
Non-Embedded Accommodations	Select all non-embedded accommodations applicable to the student and content area. **Note**: *Not all non-embedded accommodations listed here are available for every content area. Consult the* ***CSDE Assessment Guidelines*** *for complete information.*	Non-Embedded Accommodation	None	ELA, Mathematics, Science
			100s Number Table (Grades 3-8)	Mathematics
			Abacus	Mathematics, Science
			Alternate Response Options (Requires Permissive Mode)	ELA, Mathematics, Science
			Calculator	Mathematics
			Human Signer/Visual Support	ELA, Mathematics, Science
			Large Print	ELA, Mathematics, Science
			Multiplication Table (Grades 3-8)	Mathematics
			Sign Language for Test Items	Science
			Speech-to-Text (Requires Permissive Mode)	ELA, Mathematics, Science
			UEB Braille Booklet-Contracted (No Math Content)	ELA

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
			UEB Braille Booklet-Uncontracted (No Math Content)	ELA
			UEB Braille Booklet-Uncontracted + UEB Math	Mathematics
			UEB Braille Booklet-Uncontracted + Nemeth Math	Mathematics
			UEB Braille Booklet-Contracted + UEB Math	Mathematics
			UEB Braille Booklet-Contracted + Nemeth Math	Mathematics, Science
			Specialized Calculator	Mathematics, Science
Print Size	Default zoom level applied when the student accesses the test.	Embedded Designated Support	No Default Zoom Applied Level 1 Level 2 Level 3 Level 4 Level 5 (Use with Streamline Mode Enabled) Level 6 (Use with Streamline Mode Enabled) Level 7 (Use with Streamline Mode Enabled) Level 8 (Use with Streamline Mode Enabled)	ELA, Mathematics, Science

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
Non-Embedded Designated Supports	Select all non-embedded designated supports applicable to the student and content area. **Note**: *Not all non-embedded designated supports listed here are available for every content area. Consult the* ***CSDE Assessment Guidelines*** *for complete information.* *These non-embedded designated supports must be specified when ordering Large Print or Braille test materials.*	Non-Embedded Designated Support	None	ELA, Mathematics, Science
			Bilingual Dictionary	Science
			Color Contrast	ELA, Mathematics, Science
			Color Overlay	ELA, Mathematics, Science
			Glossary – Arabic	Mathematics
			Glossary – Burmese	Mathematics
			Glossary – Cantonese	Mathematics
			Glossary – English	Mathematics
			Glossary – Filipino	Mathematics
			Glossary – Hmong	Mathematics
			Glossary – Illustration	Mathematics
			Glossary – Korean	Mathematics
			Glossary – Mandarin	Mathematics
			Glossary – Punjabi	Mathematics
			Glossary – Russian	Mathematics
			Glossary – Somali	Mathematics
			Glossary – Spanish	Mathematics
			Glossary – Ukrainian	Mathematics
			Glossary – Vietnamese	Mathematics

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
			Magnification	ELA, Mathematics, Science
			Native Language Reader Test Directions	ELA, Mathematics, Science
			Noise Buffers	ELA, Mathematics, Science
			Printed Test Directions in English	ELA, Mathematics, Science
			Read Aloud Items	ELA
			Read Aloud Stimuli & Items	Mathematics, Science
			Read Aloud Stimuli & Items (Spanish)	Mathematics, Science
			Separate Setting	ELA, Mathematics, Science
			Simplified Test Directions	ELA, Mathematics
			Translated Test Directions	ELA, Mathematics, Science
			Translated Test Directions in ASL	ELA, Mathematics, Science
Permissive Mode	Allows certified accessibility software/AT devices to be used with the secure browser.	Embedded Accommodation	OFF	ELA, Mathematics, Science
			ON	ELA, Mathematics, Science
Presentation (Designated Supports and Accommodations)	Language type in which test items are presented to the student.	Embedded Accommodation	English (Default)	ELA, Mathematics, Science
			Spanish (Toggle)	Mathematics

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
			Spanish (Toggle)	Science
			Braille	ELA, Mathematics, Science
Speech-to-Text	Allows students to dictate their responses English, only available on constructed response items.	Embedded Accommodation	OFF	ELA, Mathematics
			ON	ELA, Mathematics
Streamline Mode (Embedded Designated Support)	Items are presented sequentially without a split screen.	Embedded Designated Support	Off	ELA, Mathematics, Science
			On	ELA, Mathematics, Science
Translations (Glossaries)		Embedded Designated Support	No Glossary	ELA, Mathematics
			English Glossary (Default)	ELA, Mathematics

	Enables language support for construct-irrelevant terms presented on the test.		• Arabic Glossary • Burmese Glossary • Cantonese Glossary • Filipino Glossary • Hmong Glossary • Illustration Glossary • Korean Glossary • Mandarin Glossary • Punjabi Glossary • Russian Glossary • Somali Glossary • Spanish Glossary • Ukrainian Glossary • Vietnamese Glossary • Arabic & English Glossary • Burmese & English Glossary • Cantonese & English Glossary • Filipino & English Glossary • Hmong & English Glossary • Illustration & English Glossary • Korean & English Glossary • Mandarin & English Glossary • Punjabi & English Glossary • Russian & English Glossary • Somali & English Glossary • Spanish & English Glossary	Mathematics

			• Ukrainian & English Glossary • Vietnamese & English Glossary • Arabic, English, & Illustration Glossary • Burmese, English, & Illustration Glossary • Cantonese, English, & Illustration Glossary • Filipino, English, & Illustration Glossary • Hmong, English, & Illustration Glossary • Korean, English, & Illustration Glossary • Mandarin, English, & Illustration Glossary • Punjabi, English, & Illustration Glossary • Russian, English, & Illustration Glossary • Somali, English, & Illustration Glossary • Spanish, English, & Illustration Glossary • Ukrainian, English, & Illustration Glossary • Vietnamese, English, & Illustration Glossary	

Table 17. Valid Values for Tool Names

Tool Name	Description	Location in Test Settings and Tools	Valid Value	Applies to
Text-to-Speech (Designated Supports and Accommodations)	Text-to-Speech (TTS) allows parts of the test to be read aloud.	Embedded Designated Support	None	ELA, Mathematics, Science
			Items	ELA
			Passage & Items (Accommodation)	ELA
			Stimuli & Items	Mathematics, Science
Word Prediction	Word prediction allows students to begin writing a word and choose from a list of single words that have been predicted from word frequency and syntax rules	Embedded Accommodation	OFF	ELA, Mathematics
			ON	ELA, Mathematics

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Appendix D. User Support

For additional information and assistance in using TIDE, contact the Connecticut Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. EST during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. EST outside of the summative testing window (except holidays).

Connecticut Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1-844-202-7583

Email Support: cthelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SASID 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 7 and Firefox 13 or Mac OS 10.7 and Safari 5).