Test Information Distribution Engine (TIDE) User Guide

District and Campus Coordinator Resources 2022-2023

Exported on 08/22/2022

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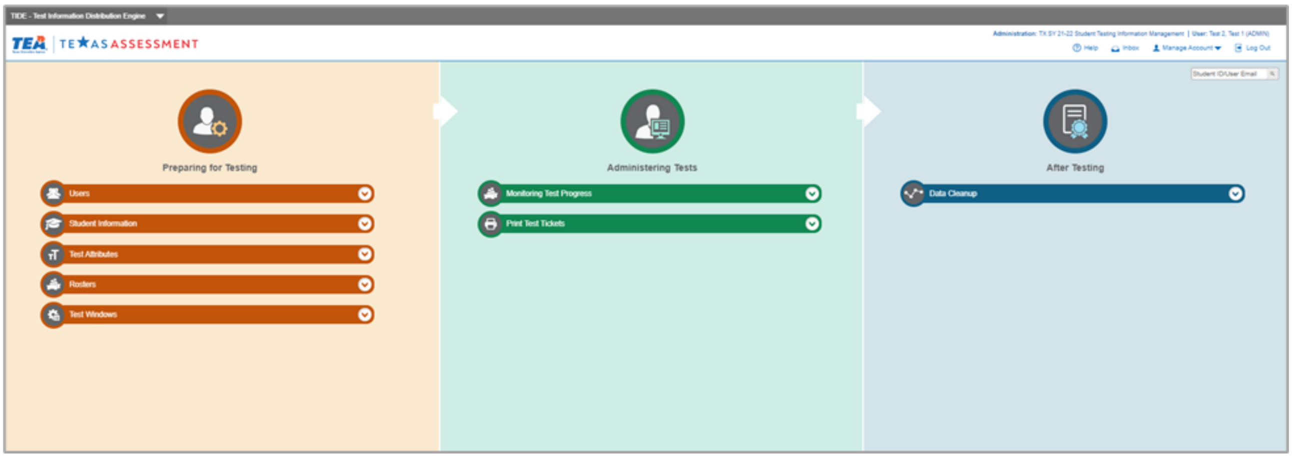
2 Introduction to TIDE

At its core, the Test Information Distribution Engine (TIDE) is a registration system for users who will access CAI systems and students who will take CAI tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). During testing, TIDE users can print test tickets, manage appeals/score codes, and monitor test progress. After testing, TIDE users can clean up data and track secure shipments of paper testing materials.

You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and campus personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can add new **students** or modify existing **student accounts** so students can take the correct tests with the correct test attributes at the correct time. Students must be registered in TIDE to test in TDS.
- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. Rosters must be added in TIDE so Reporting can display scores at the classroom level.
- You can print hard-copy **test tickets** that include a student's unique identifier so the student can log in to a test.
- You can add new appeals/score codes or modify existing appeals/score codes if a test must be retaken or rescored.
- You can view your district's or campus's assessment **participation rates**.



1 Figure 1. TIDE Dashboard

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by campus-level users, test administrators, and teachers with assigned rosters. Refer to the **User Role Permissions**[1] matrix to determine which specific features and tasks within each CAI system you can access.

1 https://tx.portal.cambiumast.com/resources/system-user-guides/user-role-permissions-for-the-texas-assessment-program

3 How to Activate Your Account & Log in to & Out of TIDE

When your TIDE account is created, TIDE sends you an activation email. This email contains a link that directs 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 is sent. If you do not set up your password within 15 minutes, you need to request a new link as described in the section Password Information(see page 0) in the appendix.

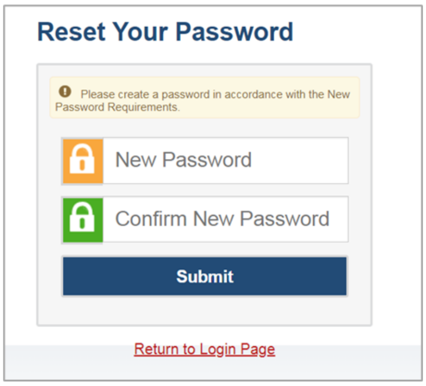
If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com[2], so you may need to add this address to your contact list.

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com[3] 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 below to reactivate your account for the new school year.

3.1 How to activate your account

1. Select the link in the activation email. The *Reset Your Password* page appears (refer to Figure 2(see page 8)).
2. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., `%`, `#`, or `!`).
3. Select ***Submit***.

Account activation is complete. You can proceed to TIDE by selecting the TIDE card (refer to Figure 4(see page 10)) from the *Testing Personnel* page of the Texas Assessment Program website.



2 Figure 2. Reset Your Password Page

2 mailto:DoNotReply@cambiumassessment.com
3 mailto:DoNotReply@cambiumassessment.com

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

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com[4] to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

1. Navigate to the Texas Assessment Program[5] website.
2. Select the *Testing Personnel* user role (refer to Figure 3(see page 10)).
3. Select the ***Test Information Distribution Engine (TIDE)*** **card** (refer to Figure 4(see page 10)) from the *Prepare for Testing* section. The *Login* page appears (refer to Figure 5(see page 10)).
4. Select ***Request a new one for this school year***. The Reset Your Password: Find Account page appears (refer to Figure 6(see page 10)).
5. Enter your TIDE email address and select ***Submit***. TIDE sends you an email containing a link to reset your password.
6. Select the link in the activation email. The Reset Your Password page appears (refer to Figure 2(see page 8)).
7. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., `%`, `#`, or `!`).
8. Select ***Submit***.

3.3 How to log in to TIDE

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

1. Navigate to the Texas Assessment Program[6] website.
2. Select the *Testing Personnel* user role (refer to Figure 3(see page 10)).
3. Select the *TIDE* card (refer to Figure 4(see page 10)) from the *Prepare for Testing* section. The *Login* page appears (refer to Figure 5(see page 10)).
4. On the *Login* page, enter the email address and password you use to access all CAI systems.
5. Select *Secure Login*.
    a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (refer to Figure 7(see page 11)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
        i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select *Resend Code* to request a new code.
        ii. Select *Submit*.
    b. If the *Terms and Conditions* page appears, you should review the terms on this page and click *Accept* to proceed.

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

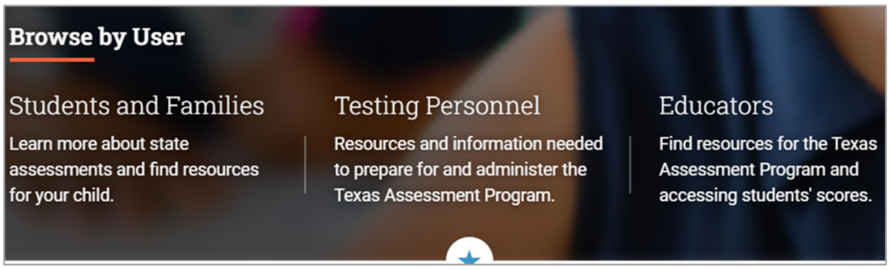
Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

4 mailto:DoNotReply@cambiumassessment.com
5 https://texasassessment.gov/
6 https://texasassessment.gov/

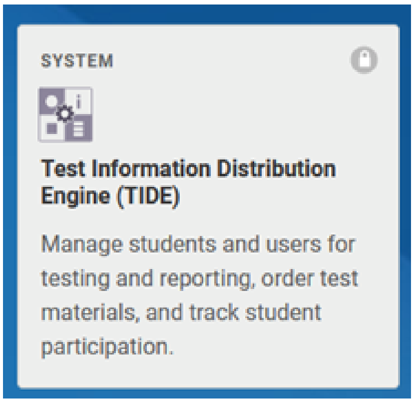
3.4 How to log out of TIDE

In the TIDE banner (refer to Figure 8(see page 11)), select ***Log Out***.

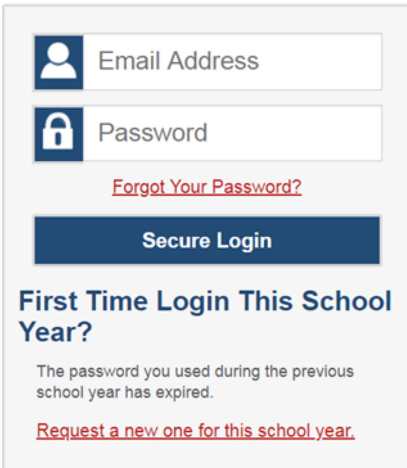
Logging out of TIDE logs you out of most Texas Assessment Program systems. However, you will not be logged out of the Test Administrator Interface in order to prevent the accidental interruption of active test sessions.



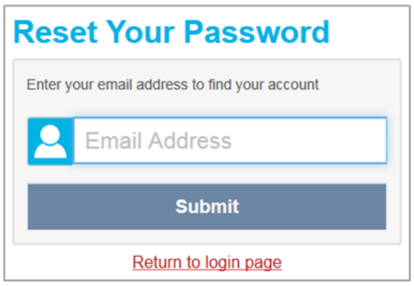
3 Figure 3. User Role Options



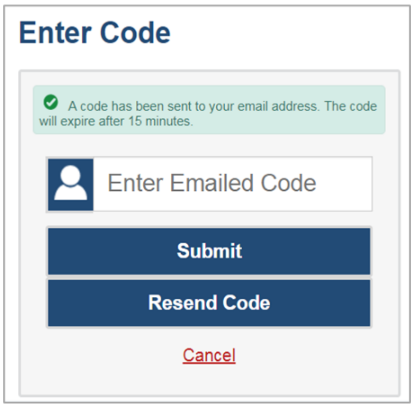
4 Figure 4. TIDE Card



5 Figure 5. Login Page



6 Figure 6. Reset Your Password Page



7 Figure 7. Enter Code Page

8 Figure 8. Log Out

4 Three Things All TIDE Users Must Know How To Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it is the same, regardless of your user role or which type of record you want to add.

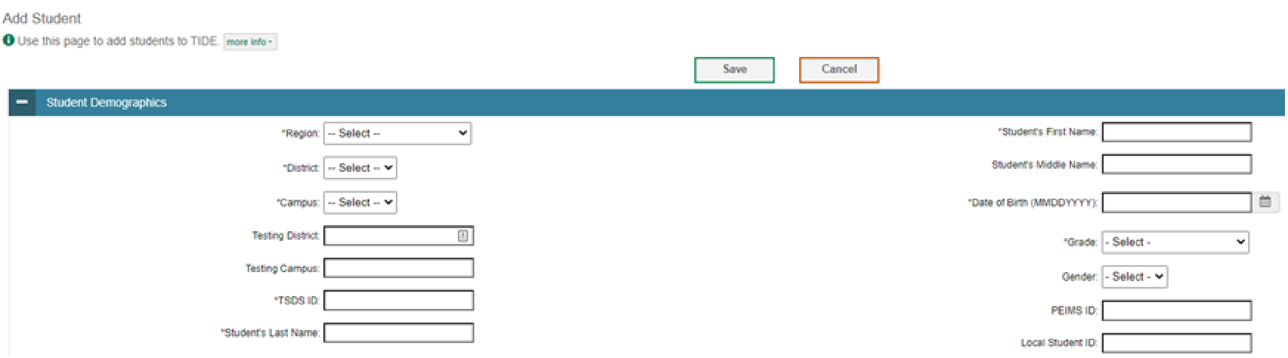
All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, and Appeals/Score Codes:

- You can **add** new records one at a time.
- You can **view or modify** existing records one at a time.
- You can **upload** multiple new records or modify multiple existing records in the same file.

4.1 How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select *Add*.
2. On the page that appears, fill out the information, verify its accuracy, and select *Save* (refer to Figure 9(see page 12), Figure 10(see page 12) and Figure 11(see page 12)).

9 Figure 9. Add User Page



10 Figure 10. Add Student page

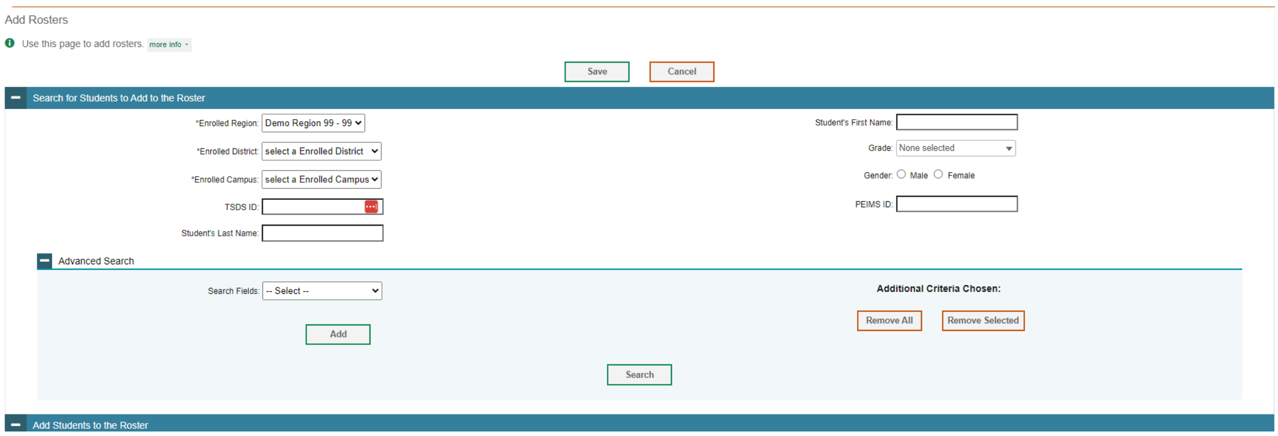
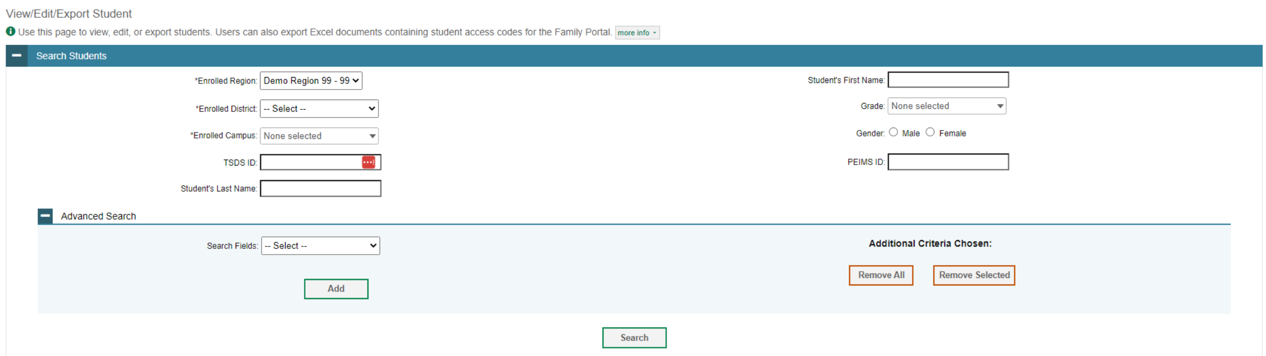


Figure 11. Add Roster Page

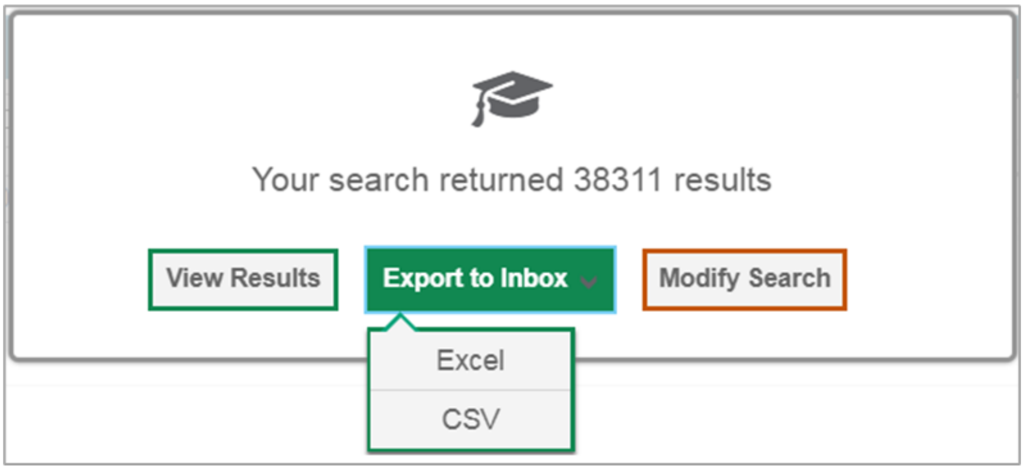
4.2 How to modify existing records one at a time

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

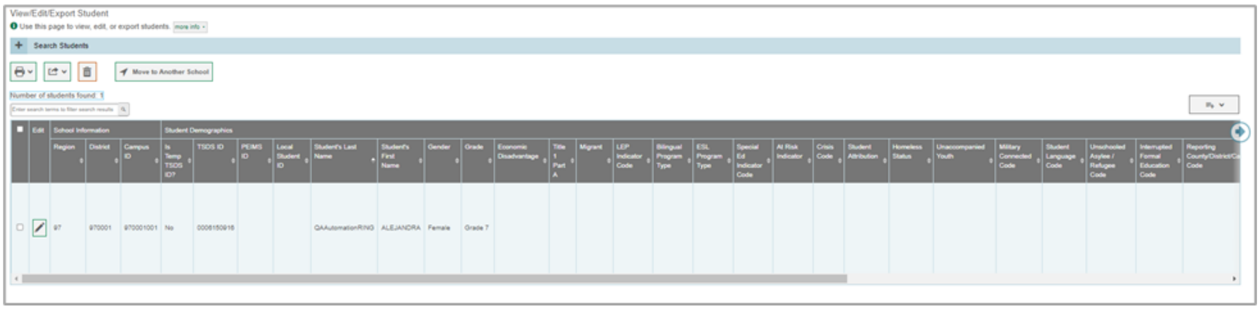
1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select *View/Edit/Export Student* (refer to Figure 12(see page 13)). Fill out the form that appears and select *Search*. **Note:** In the *Enrolled Campus* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete campus name or campus ID.
2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select *View Results*. To export all search results to the Inbox from the pop-up window, select *Export to Inbox* and then select either *Excel* or *CSV*. The search results will be exported to your Inbox and you will return to the search form.
   Please note that the *View Results* button may be disabled if the search results contain records from all districts or all campuses.
3. If you select *View Results*, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select :delete_button:. To export records, mark the checkbox by that record and select :export_button:.



11 Figure 12. View/Edit/Export Student Page



12 Figure 13. Search Results



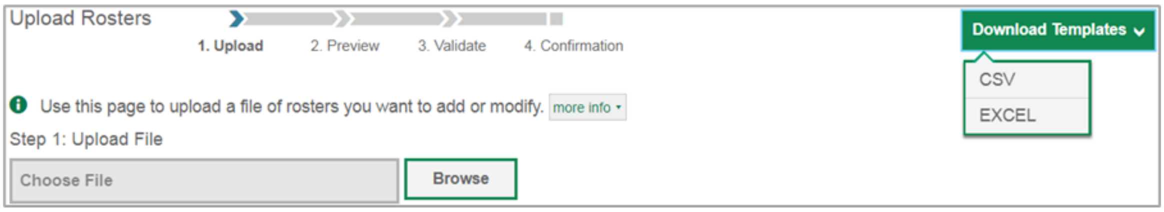
13 Figure 14. View/Edit/Export Student Page with Search Results

4.3 How to add or modify multiple records at once

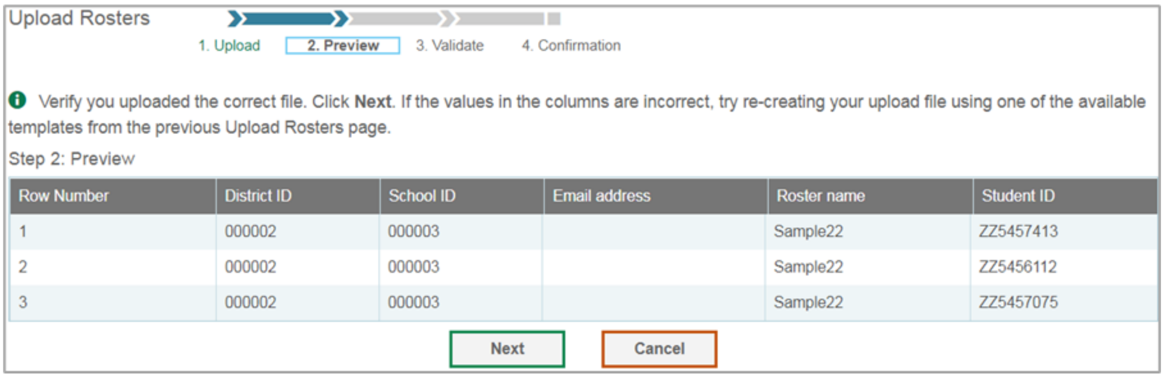
Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content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

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you would like to upload records, and select *Upload*. An upload screen will appear where you can download a template file (refer to Figure 15(see page 15)).
2. Once you have downloaded and filled out the template file, return to the upload screen, select *Browse*, locate the file on your computer, and upload it to TIDE. Select *Next*. The upload preview screen appears (refer to Figure 16(see page 15)).
3. Once you have verified the information on the preview screen, select *Next* again. The validation screen appears (refer to Figure 17(see page 15)).
4. The validation screen shows errors or warnings associated with your uploaded file. Hover over the error icons to view validation messages. Alternatively, select *Download Validation Report* to download the complete log of errors in the upload file. To continue with the upload despite these errors or warnings, select *Continue with Upload*. The confirmation screen appears. To revise the file before uploading, select *Upload*

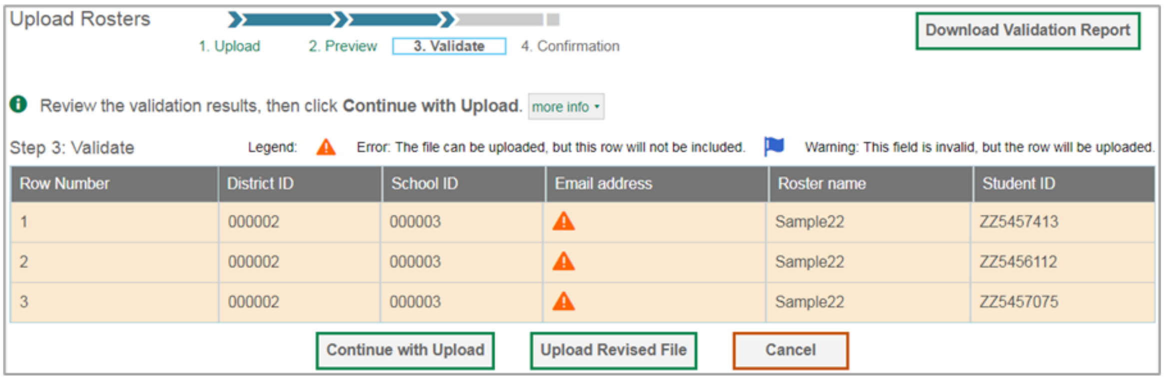
Revised File. To upload a new file from the confirmation screen, select *Upload New File* (refer to Figure 18(see page 15)).



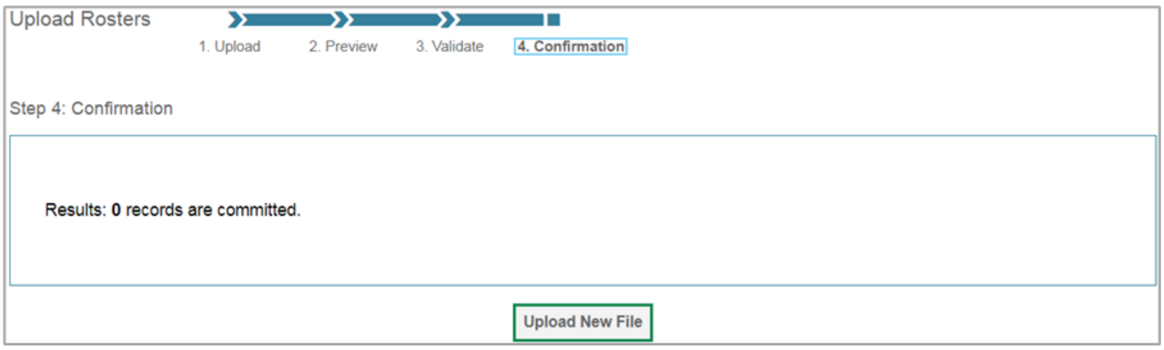
14 **Figure 15. Upload Rosters Page**



15 **Figure 16. Upload Rosters Preview Page**



16 **Figure 17. Upload Rosters Validation Page**



17 **Figure 18. Upload Rosters Confirmation Page**

5 How Users Perform Tasks in TIDE

Tasks available in TIDE vary based on your user role and assessment program. Please refer to the **User Role Permissions**[7] matrix to determine which specific features and tasks within each CAI system you can access. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

Before testing begins, users must perform the following tasks in TIDE:

- Set up user accounts for so educators can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up student accounts so students can take the correct tests with the correct test attributes at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up rosters so Reporting can display scores at the classroom level.
- Complete applicable Administration and Security Forms.
- Generate Access Code List.

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

- Print test tickets to help students log in to tests.
- Manage appeals/score codes.
- View reports of students' current test statuses, test completion rates, and test status codes.
- Track secure shipments of paper testing materials.

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

- Add STAAR Medical Exclusions and resolve discrepant records.
- Track return shipments of paper testing materials.

5.1 Setting up User Accounts

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

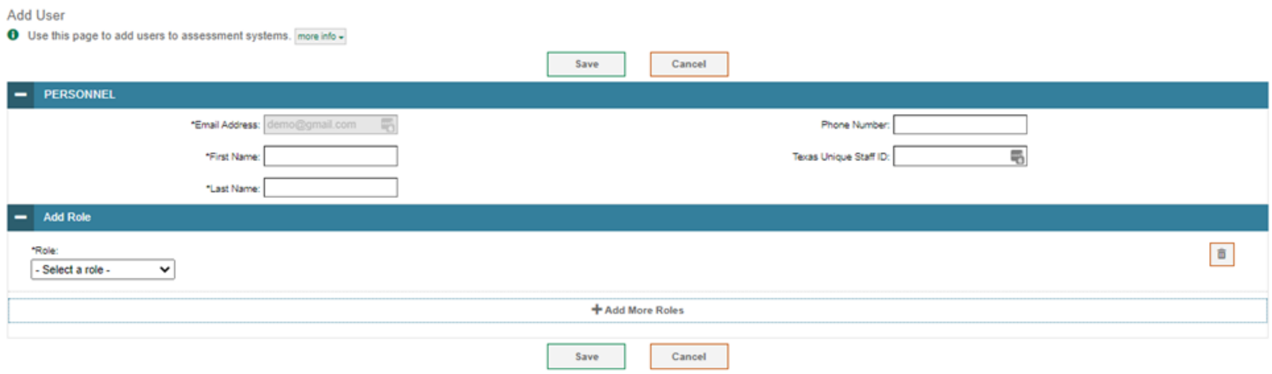
You can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, refer to the section "How to add records one at a time" in the Introduction.

1. From the ***Users*** task menu, select ***Add User***. The Add User page appears (refer to Figure 19(see page 17)).
2. In the *Email Address* field, enter the new user's email address and select *+Add user or add roles to user with this email*. Additional fields appear (refer to Figure 20(see page 17)).
3. Enter the new user's first and last names in the required fields and other details in the optional fields.
4. From the *Role* dropdown, select a role. From the dropdowns that appear, select a region, district, and campus, if applicable.
5. *Optional:* To add multiple roles, select *+Add More Roles* and repeat Step 4.
6. *Optional:* To delete a role, select :delete_button: next to that role.

[7] https://tx.portal.cambiumast.com/resources/system-user-guides/user-role-permissions-for-the-texas-assessment-program

7. Select *Save*. In the affirmation dialog box, select *Continue* to return to the *Add User* page (refer to Figure 19(see page 17)). TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com[8].

18 Figure 19. Add User Page



19 Figure 20. Add User Page

5.1.2 How district-level users modify existing user accounts one a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file upload. If a user's information changes after you have added the user to TIDE, you must edit the user account to match the most up-to-date information. If the user's account does not include the most up-to-date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the ***Users*** task menu, select ***View/Edit/Export User***. The *View/Edit/Export User* page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time" in the Introduction.
3. In the list of retrieved user accounts, select :pencil_edit_button: for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the table "Fields in the View/Edit User Page(see page 0)" in the appendix as a reference.
5. *Optional:* To add more roles for this user, select *+Add More Roles* and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select Trashcan button next to that role. You can also delete the user's entire account from the search results table.
7. Select *Save*.
8. In the affirmation dialog box, select *Continue* to return to the list of user accounts.

8 mailto:DoNotReply@cambiumassessment.com

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

You can also add or modify multiple user accounts all at once through file upload as shown in the section "How to add or modify multiple records at once"(see page 0) in the Introduction.

1. From the ***Users*** task menu, select ***Upload Users***. The Upload Users page appears.
2. Following the instructions in the section "How to add or modify multiple records at once"(see page 0) in the Introduction and using the table "Columns in the User Upload File"(see page 0) in the appendix as a reference, fill out the template, and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

5.2 Setting up Student Accounts

5.2.1 How district-level users add new student accounts with a permanent TSDS ID one at a time

You can add students to TIDE one at time. To learn more about adding records to TIDE one at a time, see the section "How to add records one at a time"(see page 0) in the Introduction.

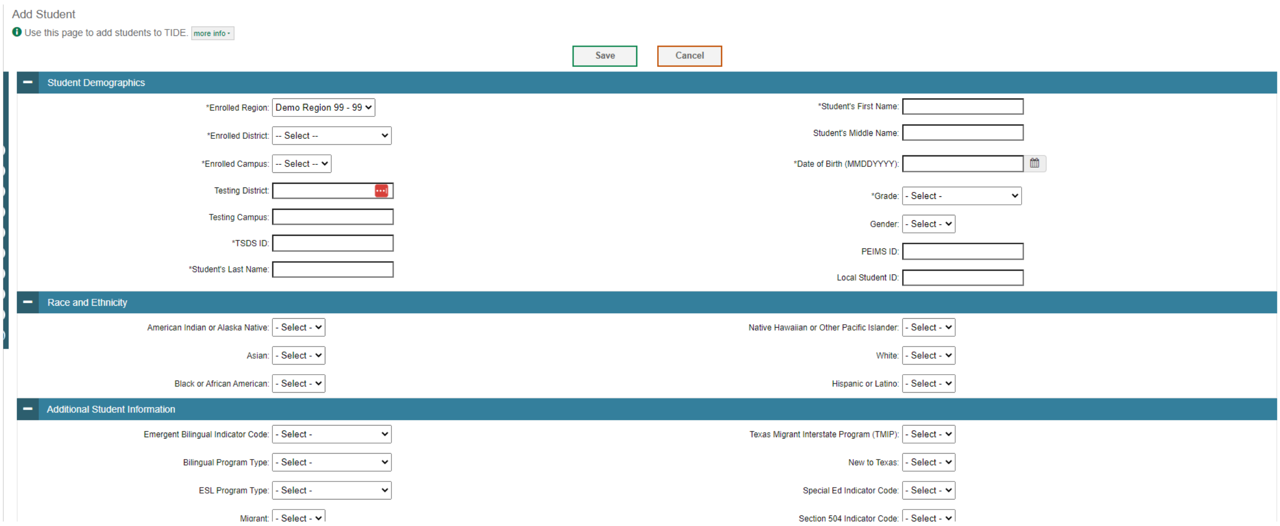
When you add a student to a district or campus, you must be associated with those entities. For example, district-level users can add students to any campus within their district.

1. From the ***Student Information*** task menu on the TIDE dashboard, select ***Add Student***. The Add Student form appears (refer to Figure 21(see page 19)).
2. In the *Demographics* panel, enter the student's demographic information, using the table "Fields in the Demographics Panel"(see page 0) in the appendix as a reference.
3. In the *available test attributes* panels (refer to Figure 22(see page 19)), enter the student's settings for each test, using the table "Fields in the Test Attributes Panels"[9] in the appendix as a reference. The test attributes are grouped into categories, such as visual, auditory, language, and presentation. Furthermore, the options available for test attributes are also grouped to indicate if an option is an accommodation, designated

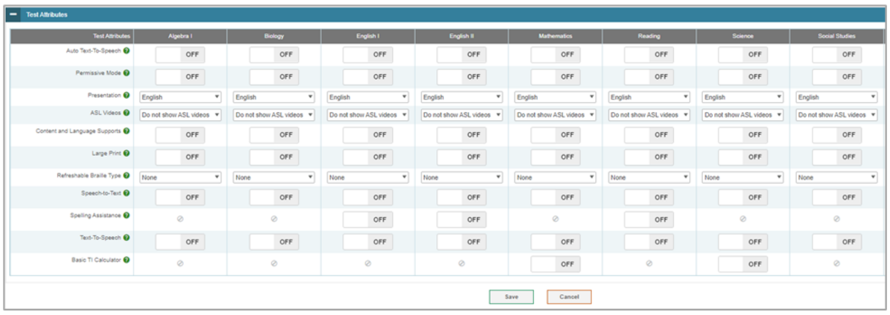
[9] https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720366630/F#Fields-in-the-Test-Attributes-Panels

support, or universal tool. The panels display a column for each of the available courses. You can select different attributes for each course, if necessary.

4. In the Student Eligibility panels, select each test and test format from the dropdown menu for which the student should be eligible.
5. Select ***Save***.
    a. If TIDE reports that another student already has the TSDS ID, contact Texas Testing Support.



20 Figure 21. Detail of Add Student Form



21 Figure 22. Sample Test Attributes Panel

5.2.2 How district-level users add new student accounts with a Temporary ID one at a time

You can add students in TIDE with temporary IDs. This is especially useful if you have a new student who needs to be added in TIDE for testing but whose TSDS ID is not available at the time. Once the student's TSDS ID becomes available, you can edit the temporary ID and merge it with the student's real TSDS ID.

To assign a temporary ID to a student for screening:

1. From the Student Information task menu on the TIDE dashboard, select *Add Student with Temp ID*. The *Add Student with Temp ID* page appears. For more information about using record forms, refer to the section Navigating Record Forms[10].
2. Fill out the form in the same process as described in Adding Students[11].
3. Click *Save*. A confirmation message is displayed that includes the student's temporary ID.
4. Click *Continue* to return to the *Add Student with Temp ID* page.

You can retrieve the student's record using the *Find Student by ID* feature (refer to Finding Students by ID or Users by Email Address[12]) or from the *View/Edit/Export Student* page (refer to Viewing and Editing Students[13]) to view and edit the student's details and provide the student's real TSDS ID. **NOTE**: The extract from the *View/Edit/Export Student* page will not be in the same format as the student registration upload file. The student data from the export will need to be transferred to the correct template of the Upload Student Information template before uploading to TIDE.

5.2.3 How district-level users merge student accounts with a Temporary ID with a TSDS ID

You can update students' temporary IDs with permanent IDs through file upload. This task requires familiarity with composing CSV files or working with Microsoft Excel.

To update temporary IDs with permanent IDs through file upload:

1. From the *Student Information* task menu on the TIDE dashboard, select *Merge Temp ID with TSDS ID*. The *Merge Temp ID with TSDS ID* page appears.
2. Following the instructions in the section Uploading Records[14] and using the section "Columns in the Update Temp ID to TSDS ID Upload file(see page 18)" as a reference, fill out the Update Temp ID to TSDS ID template and upload it to TIDE.

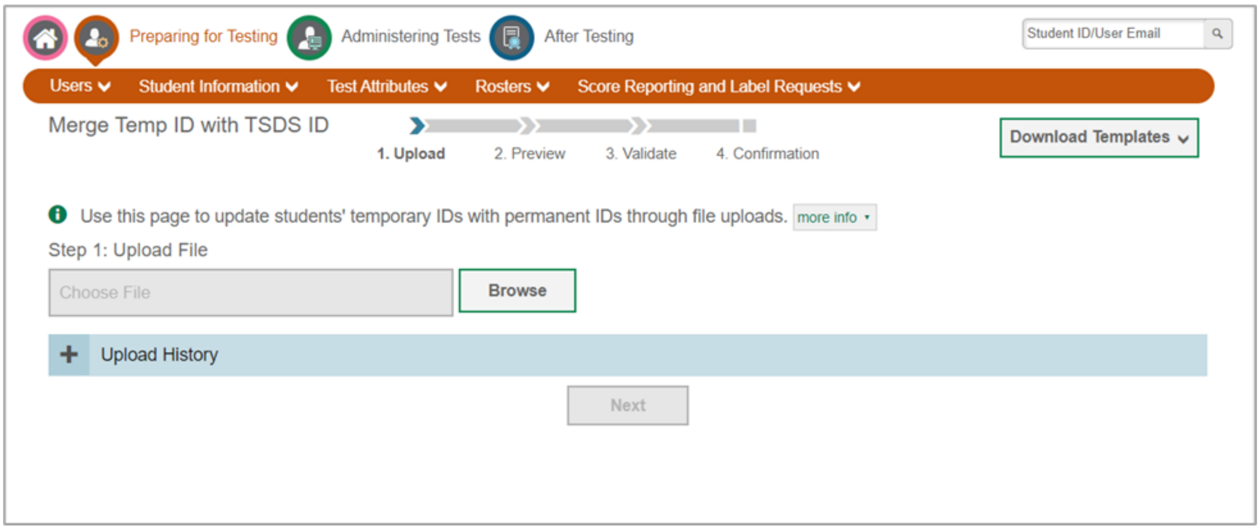
10 https://guides.cambiumast.com/TIDE/v1/Texas/Content/04_Understanding_the_TIDE_User_Interface/Overview_of_Task_Page_Elements/Navigating_Record_Forms.htm

11 https://guides.cambiumast.com/TIDE/v1/Texas/Content/05_Preparing_For_Testing/Managing_Student_Information/Adding_Students.htm

12 https://guides.cambiumast.com/TIDE/v1/Texas/Content/04_Understanding_the_TIDE_User_Interface/Accessing_Global_Features/Finding_Students_by_ID_or_Users_by_Email_Address.htm

13 https://guides.cambiumast.com/TIDE/v1/Texas/Content/05_Preparing_For_Testing/Managing_Student_Information/Viewing_Editing_Students.htm

14 https://guides.cambiumast.com/TIDE/v1/Texas/Content/04_Understanding_the_TIDE_User_Interface/Overview_of_Task_Page_Elements/Uploading_Records.htm



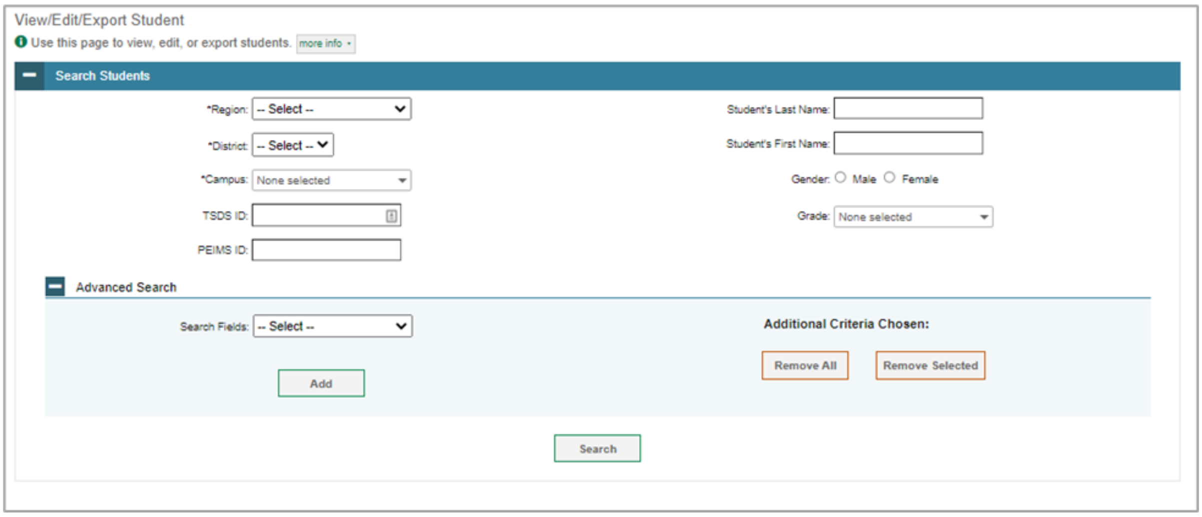
22 Figure 23. Merge Temp ID with TSDS ID Upload Page

5.2.4 How district-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report and rosters to which students are active, if available.

1. From the ***Student Information*** task menu on the TIDE dashboard, select ***View/Edit/Export Student***. The View/Edit/Export Student page appears.
2. Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time"(see page 0) in the Introduction.
3. In the list of retrieved students, select :pencil_edit_button: for the student whose account you want to view. The *View/Edit Student: [Student's Name]* form appears.
4. From the *Participation Student* panel, view the student's test participation report, if available.
5. From the *Rosters* panel, view rosters to which the student is currently active, if available.
6. If your user role allows it, modify the student's record as required.
    a. In the *Demographics* panel, modify the student's demographic information, using the table "Fields in the Demographics Panel"[15] in the appendix as a reference.
    Note: In the event a test is started and the student's grade is not correct, submit an appeal for "Do Not Report" in the *Appeals/Score Codes* module. The reason for the appeal would be 'grade level change.'
    b. In the available test settings and tools panels, modify the student's test attributes, using the table "Fields in the Test Attributes Panels" (see page 0)in the appendix as a reference. The panels display a column for each of the student's tests. You can select different attributes for each test, if necessary.
    c. In the *Student Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.
    Changing a test attribute in TIDE after the test starts does not update the student's test attribute if the same test attribute is available in the Test Administrator Interface.
7. Select ***Save***.
8. In the affirmation dialog box, select ***Continue*** to return to the list of student records.

15 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720366630/F#Fields-in-the-Demographics-Panel

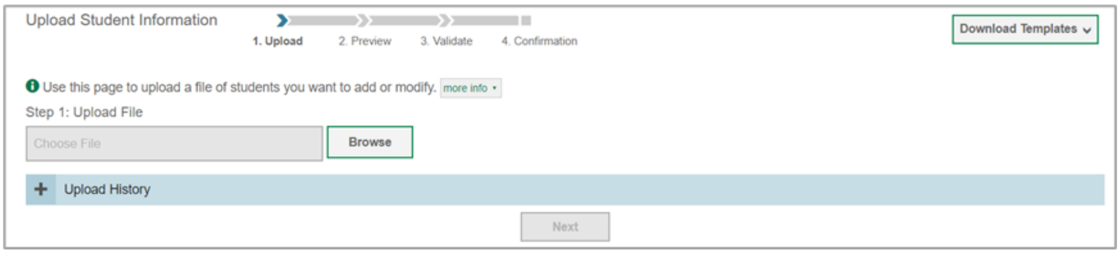


23 Figure 24. View/Edit/Export Student Page

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

If you have many students to add, edit, or delete all at once, you can do so through the Upload Additional Student Fields template, available through the Student Information module in TIDE, as shown in the section "How to add or modify multiple records at once"(see page 0) in the Introduction.

1. From the ***Student Information*** task menu on the TIDE dashboard, select ***Upload Student Information***. The Upload Student Information page appears.
2. Following the instructions in the section "How to add or modify multiple records at once"(see page 0) in the Introduction and using the table "Columns in the Student Information Upload File"(see page 0) in the appendix as a reference, fill out the Student template and upload it to TIDE.



24 Figure 25. Upload Student Information Page

5.2.6 How district-level users transfer students between campuses

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

1. Retrieve the student account you want to view or edit by following the procedure in the section "How district-level users modify existing student accounts one at a time."(see page 0)
2. In the list of retrieved records, do one of the following:
    a. Mark the checkboxes for the students you want to move.
    b. Mark the checkbox at the top of the table to move all students listed on the page.

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

1. Do one of the following:
    a. Select ***Move to Another Campus*** above the search results.
    b. Select :Arrow_Button: in the floating *Actions* toolbar.
2. A section appears for moving the students. From the *District* dropdown list (if available), select the district to which you want to move the student.
3. From the *Campus* dropdown list, select the campus to which you want to move the student.
4. Select ***Yes***. After TIDE moves the student, an affirmation message appears.
5. Select ***Continue*** to return to the student listing.

5.2.7 How district-level users transfer students between districts

If a student is registered in another district but belongs in your district, you can transfer them using the Transfer Student feature.

NOTE: If a student is registered in another district but needs to test in your district, the enrolling district will need to indicate the testing district and testing campus in the student's record. Students in this scenario should not be transferred. Refer to the STAAR Out-of-School and Out-of-District Administration[16] section of these *Coordinator Resources* for additional information.

1. From the ***Student Information* task menu on the** TIDE dashboard, select *Transfer Student*. The *Transfer Student* page appears.
2. In the *TSDS ID* field, enter the student's unique identifier.
3. Specify values for any two of the following three fields:
    a. In the *Student's Last Name* field, enter the student's last name as it is registered in TIDE.
    b. In the *Student's First Name* field, enter the student's first name as it is registered in TIDE.
    c. In the *Date of Birth* field, enter the student's date of birth as it is registered in TIDE.
4. Select *Search*. The search results grid appears, displaying the student's information.
5. Verify the student's information. Next, mark the checkbox for the student and select ***Move to Another Campus*** above the search results.
6. A pop-up window appears for moving the students. From the *Region* drop-down list (if available), select the region to which the district where you want to move the student belongs.
7. From the *District* drop-down list (if available), select the district to which you want to move the student.
8. From the *Campus* drop-down list, select the campus to which you want to move the student.
9. Select *Yes*. After TIDE moves the student, an affirmation message appears.
10. Select *Continue* to return to the student listing.

5.2.8 How district-level users specify student accommodations and test attributes

A student's test attributes include the available accommodations a student can use during a test, such as text-to-speech. This section explains how to edit student test attributes through an online form or a file upload.

1. From the ***Test Attributes*** task menu on the TIDE dashboard, select ***View/Edit/Export Test Attributes***. The *View/Edit/Export Test Attributes* page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "How district-level users modify existing student accounts one at a time."(see page 0)
3. In the list of retrieved students, select :pencil_edit_button: for the student whose test attributes you want to edit. The *View/Edit Student: [Student's Name]* form appears.

16 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2710606883/STAAR+Out-of-School+and+Out-of-District+Administrations

4. For information about how to use this form, refer to the section "How district-level users modify existing student accounts one at a time."(see page 0)

5.2.9 How district-level users upload student accommodations and test attributes

If you have many students for whom you need to apply test attributes, it may be easier to perform those transactions through file upload. This task requires familiarity with composing CSV files or working with Microsoft Excel.

1. From the ***Test Attributes*** task menu on the TIDE dashboard, select ***Upload Test Attributes***. The *Upload Test Attributes* page appears.
2. Following the instructions in the section "How to add or modify multiple records at once"(see page 0) in the Introduction and using the table "Columns in the Test Attributes Upload File"(see page 0) in the appendix as a reference, fill out the Test Attributes template and upload it to TIDE.

5.2.10 How district-level users generate upload-ready student data files

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

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Student**. The ***View/Edit/Export Student*** page appears.
2. Retrieve the student(s) you want to include in the data file by following the procedure in the section "How to add or modify multiple records at once".(see page 0)
3. When the search results pop-up appears, do one of the following:
    a. To export an upload-ready student data file containing records for all students who match your search criteria to the secure inbox, select **Export to Inbox** and then select **Upload-Ready File**.
    b. To view the search results grid and select students to include in the upload-ready student data file, select **View Results** and continue to step 4(see page 0).
4. *Optional:* In the list of retrieved students, mark the checkbox(es) for one or more students you want to include in an upload-ready data file.
5. Select :export_button: and then do one of the following:
    a. To export the students you selected, if applicable, select **Export in upload format**.
    b. To export all students in the results grid, select **Export All in upload format**.

TIDE generates the upload-ready student data file and exports it to your device. You can edit student data as necessary, save your changes, and upload the file back to TIDE to update student data in the system.

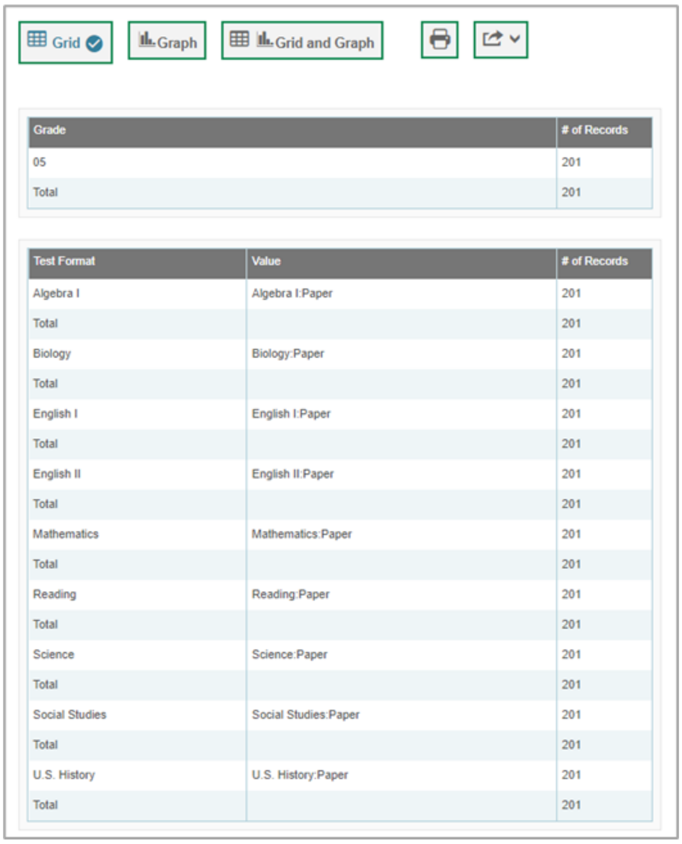
5.2.11 How district-level users view student distribution report

An Frequency Distribution Report (FDR) shows the number of occurrences of a particular category, such as the test format. You can generate FDRs for the students in your district or campus by a variety of demographics and accommodations. For example, a district can use the FDR to verify that the enrollment counts in TIDE what is expected.

1. From the ***Student Information*** task menu on the TIDE dashboard, select ***Frequency Distribution Report***. The Frequency Distribution Report page appears (refer to Figure 26(see page 25)).
2. In the *Filters for Report* panel, select the report filters:
    a. From the *Enrolled Region* dropdown list (if available), select a region. To view a report for all regions, select *All Regions*.
    b. From the *Enrolled District* dropdown list (if available), select a district. To view a report for all districts, select *All Districts*.

   c. From the *Enrolled Campus* dropdown list (if available), select a campus. District-level users can retain the default for all campuses within the district.
   d. *Optional:* Select a specific grade or retain the default for all grades.
   e. *Optional:* In the *Select Demographics* subpanel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Select ***Generate Report***. TIDE displays the selected FDRs in grid format (refer to Figure 27(see page 25)).
4. Do one of the following:
   a. To display the FDR in tabular format, select ***Grid***.
   b. To display the FDR in graphical format, select ***Graph***.
   c. To display the FDR in both tabular and graphical format, select ***Grid & Graph***.
   d. To download a PDF file of the FDRs, select :Print_Button:, and then select ***Print*** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of ***Grid***, ***Graph***, or ***Grid & Graph***.
   e. To export to Microsoft Excel, select :export_button:, and in the affirmation dialog box select *OK*.

25 Figure 26. Frequency Distribution Report Page



Grade	# of Records
05	201
Total	201

Test Format	Value	# of Records
Algebra I	Algebra I:Paper	201
Total		201
Biology	Biology:Paper	201
Total		201
English I	English I:Paper	201
Total		201
English II	English II:Paper	201
Total		201
Mathematics	Mathematics:Paper	201
Total		201
Reading	Reading:Paper	201
Total		201
Science	Science:Paper	201
Total		201
Social Studies	Social Studies:Paper	201
Total		201
U.S. History	U.S. History:Paper	201
Total		201

26 Figure 27. Frequency Distribution Reports by Test Format

5.2.12 How district-level users upload interim grades

You can set up interim grades for multiple students through file upload. This task requires familiarity with composing CSV files or working with Microsoft Excel.

1. From the ***Student Information*** task menu on the TIDE dashboard, select ***Upload Interim Grades***. The Upload Interim Grades page appears.
2. Following the instructions in the section "How to add or modify multiple records at once"(see page 0) in the Introduction and using the table "Columns in the Interim Grades Upload File"(see page 0) in the appendix as a reference, fill out the Interim Grade template and upload it to TIDE.

NOTES:

- By default, students will be eligible for interim assessments for their enrolled grade.
- Interim grade values will also be used to set eligibility for Beginning of Year (BOY) tests.

5.2.13 About the Interim Grades Upload File

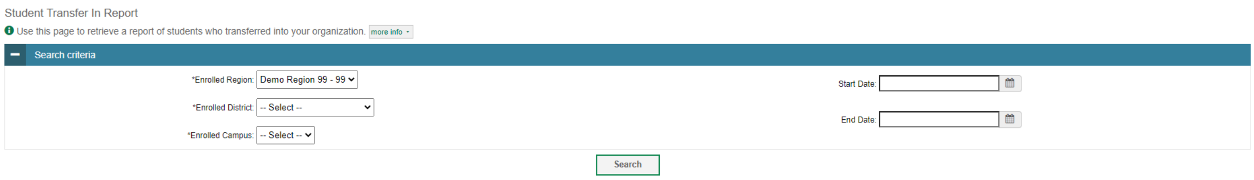
If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student's subject.

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.

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

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

The report appears, displaying students matching the search criteria.



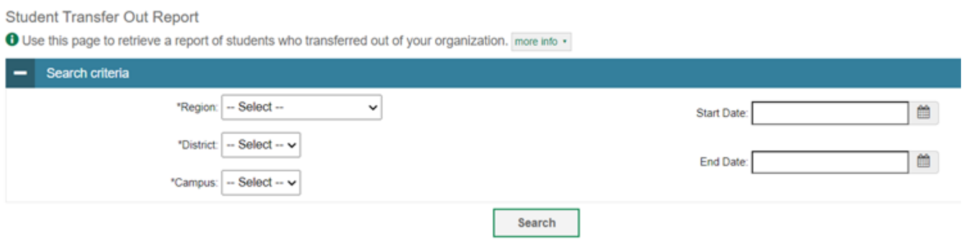
27 Figure 30. Student Transfer In Report

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

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

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

The report appears, displaying students matching the search criteria.



28 Figure 31. Student Transfer Out Report

5.3 Setting up Rosters

- How District-level Users Manage Rosters(see page 28)
- How district-level users add new rosters one at a time(see page 28)
- How district-level users modify existing rosters one at a time(see page 30)
- How district-level users add or modify multiple rosters all at once(see page 31)

- How district-level users print Family Portal Access Codes from roster lists(see page 31)

5.3.1 How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular campus. 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 Reporting. Reporting can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

Since teachers are responsible for the growth and development of students' skill sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze their students' performance data and adjust their teaching strategies accordingly. For a teacher to be able to see their students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as mathematics, reading/ literacy, science, social studies, and Biology.

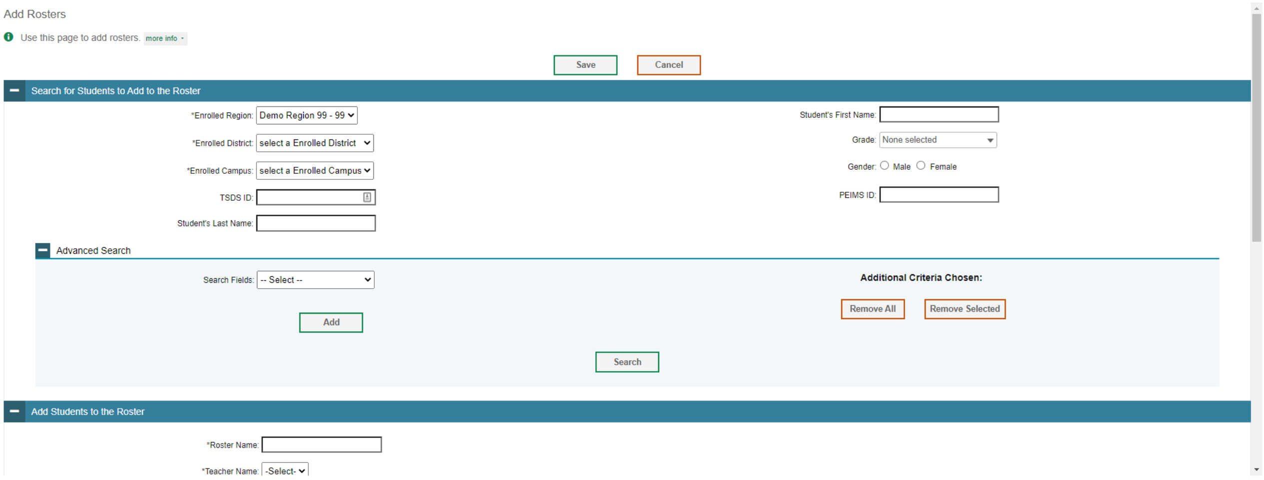
When creating rosters, it is recommended to follow the guidelines below:

- 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 mathematics, reading, and science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects, then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and period as applicable. For example, an elementary campus roster may be named 'Gr3Jones17-18' and a secondary campus roster may be named 'AikenPeriod3Eng9A17-18'.

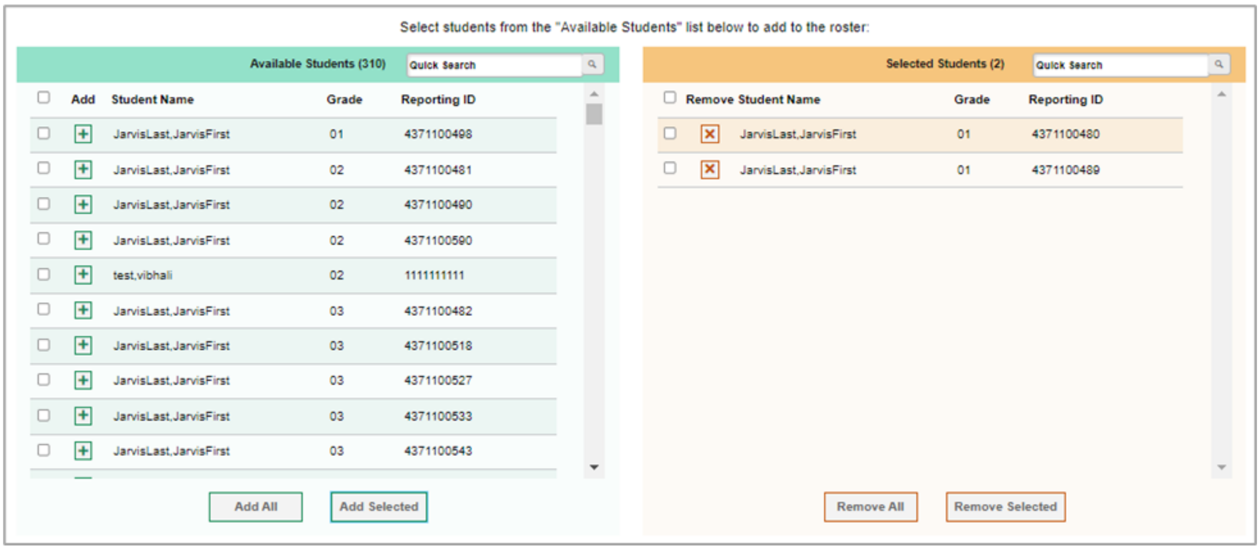
You can create rosters from only students associated with your campus or district.

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

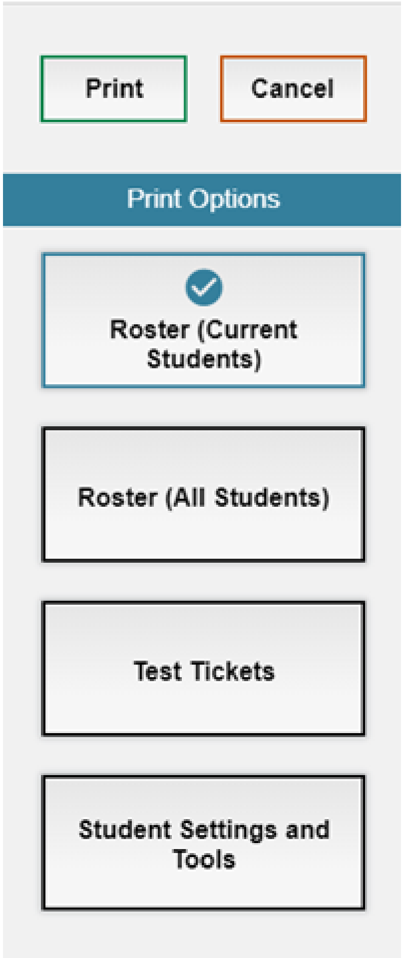
1. From the ***Rosters*** task menu on the TIDE dashboard, select ***Add Rosters***. The Add Rosters form appears (refer to Figure 30(see page 28)).
2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting *Search*.
3. In the *Add/Remove Students to the Roster* panel (refer to Figure 31(see page 29)), do the following:
    a. In the *Roster Name* field, enter the roster name.
    b. From the *Teacher Name* dropdown list, select teacher or campus personnel associated with the roster.
    c. To add students, in the list of available students do one of the following:
        i. To move one student to the roster, select :Plus_sign_button_to_add_student: for that student.
        ii. To move all the students in the *Available Students* list to the roster, select ***Add All***.
        iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then select ***Add Selected***.
    d. To remove students, do one of the following in the list of students in the roster:
        i. To remove one student from the roster, select :X_button_to_remove_student: for the student.
        ii. To remove all the students from the roster, select ***Remove All***.
        iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select ***Remove Selected***.
4. Select ***Save***, and in the affirmation dialog box, select ***Continue***.



29 30. Add Roster Form



30 Figure 31. Detail of Add/Remove Students to Roster Panel



31 Figure 32. Print Options

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

You can modify rosters that are user-defined, if required. User-defined Rosters are rosters that you create through the *Add Rosters* 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.

You can modify existing rosters by performing the following steps:

1. From the ***Rosters*** task menu on the TIDE dashboard, select ***View/Edit Rosters***. The View/Edit Rosters page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "How to modify existing records one at a time"(see page 0) in the Introduction.
3. In the list of retrieved rosters, select :pencil_edit_button: for the roster whose details you want to view. The *View/Edit Rosters* form appears. This form is similar to the form used to add rosters (refer to Figure 30(see page 28)).
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section "How to modify existing records one at a time" (see page 0)in the Introduction.
5. In the *Add/Remove Students to the Roster* panel (refer to Figure 31(see page 29)), do the following:
    a. In the *Roster Name* field, enter the roster name.

   b. From the *Teacher Name* dropdown list, select teacher or campus personnel associated with the roster.
   c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The list **of current students displays** students who match your search criteria and are currently associated with the campus and roster. The *Available Students* list displays students who are currently associated with your campus and the *Selected Students* list displays students who are currently associated with the roster.
   d. To add students from the list of available students, do one of the following:
      i. To move one student to the roster, select :Plus_sign_button_to_add_student: for that student.
      ii. To move all the students in the *Available Students* list to the roster, select ***Add All***.
      iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then select ***Add Selected***.
   e. To remove students, do one of the following in the list of students in the roster:
      i. To remove one student from the roster, select :X_button_to_remove_student: for the student.
      ii. To remove all the students from the roster, select ***Remove All***.
      iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select ***Remove Selected***.
6. Select ***Save***, and in the affirmation dialog box select ***Continue***.

5.3.4 How district-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown in the section "How to add or modify multiple records at once"(see page 0) in the Introduction.

1. From the ***Rosters*** task menu on the TIDE dashboard, select ***Upload Rosters***. The *Upload Rosters* page appears.
2. Following the instructions in the section "How to add or modify multiple records at once"(see page 0) in the Introduction and using the table "Columns in the Roster Upload File"(see page 0) in the appendix as a reference, fill out the Roster template and upload it to TIDE.

5.3.5 How district-level users print Family Portal Access Codes from roster lists

TIDE users can print Family Portal access codes from roster lists and provide these codes to families.

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The ***View/Edit/Export Roster*** page appears.
2. Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
4. Specify the rosters for whom access codes need to be printed:
   a. To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
   b. To print access codes for all rosters listed on the page, mark the checkbox at the top of the table.
5. Select :Print_Button: , and then select **Family Portal Access Cards**.
6. In the new browser window that opens, verify **Family Portal Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
7. Select the start position you require.
   a. The start position applies only to the first page of access codes. For all subsequent pages, the printing starts in position 1, the upper-left corner.
8. Select **Print**. When printing access codes, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

5.4 Managing Orders for Paper Testing Materials

Your district or campus may be pre-approved to receive paper materials for testing, such as test booklets. TIDE computes the quantities of these materials based on the number of students in TIDE with the appropriate attributes flagged for those tests. These flags include *Section 504 Indicator Code* or *Special Ed Indicator Code* fields for STAAR Alternate 2 or TELPAS Alternate, as well as the appropriate *Test Mode* and *Paper Test Format* fields for all special paper or holistic administrations. For more information, refer to the Registration[17] section of these *Coordinator Resources*. This section describes how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

5.4.1 How district-level users review orders placed before test administration

You will be able to review and modify initial orders at any time during the initial order window.
NOTE: Not all assessment programs have an initial order window.

1. From the ***Orders*** task menu on the TIDE dashboard, select ***Initial Orders***. The *On-time* (Initial) *Orders* form appears (refer to Figure 33(see page 33)).
2. In the *Contact Information* panel (if available), do the following:
   a. Verify or enter information in the *Test Coordinator Information* panel.
   b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.
   c. Select ***Verify***, and then select ***Continue*** **in the confirmation message that appears**. If contact information is not established, you will not be able to proceed.
   Note: Contact Information is based on Shipping Addresses listed in AskTED.
3. In the *Search for Orders* panel, select ***Search***. The list of materials available for ordering will appear.
4. In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (refer to Figure 34(see page 34)). For information on the columns that appear, refer to the table Columns in the Initial Orders Page(see page 0) in the appendix.
5. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
6. Select ***Save Orders***. A text box appears allowing you the option to enter additional comments.
7. Select ***Submit*** to submit your order. The Order Summary pop-up window appears with the new order request on display.
8. Select ***Close*** to return to the *On-time (Initial) Orders* page.

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

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

1. From the ***Orders*** task menu on the TIDE dashboard, select ***Additional Orders***. The Additional Orders form appears (refer to Figure 35(see page 34)).

17 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2774564869/Registration

2. In the *Contact Information* panel (if available), do the following:
    a. Verify or enter information in the *Test Coordinator Information* panel.
    b. Select ***Verify***, and then select ***Continue*** in the confirmation message that appears. If contact information is not established, you will not be able to proceed.
3. Select ***Search***. A list of materials available for ordering appears (refer to Figure 36(see page 34)). For information on the columns that appear, refer to the table Columns in the Additional Orders Page(see page 0) in the appendix.
4. In the list of additional orders, review the number in the *Quantity Approved* column; this is the amount of each item you are scheduled to receive.
5. If the *Quantity Approved* column is incorrect, enter a different number in the *Additional Quantity* column. Any additional quantities you order may require approval.
6. Select ***Save Orders***. A text box appears allowing you to enter additional comments.
7. Select ***Submit*** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.
8. Select ***Close*** to return to the Additional Orders page.

5.4.3 How district-level users track shipments of paper testing materials

You can view tracking reports showing the status of shipments of testing materials. Using this feature, district-level users can track shipments heading towards their district before an administration as well as shipments sent to the vendor by the district after the administration.

1. From the ***Orders*** task menu on the TIDE dashboard, select ***Track Shipments***. The Track Shipments page appears (refer to Figure 38(see page 35)).
2. To view the shipping company's tracking report, select its tracking number.

5.4.4 How district-level users view order history reports

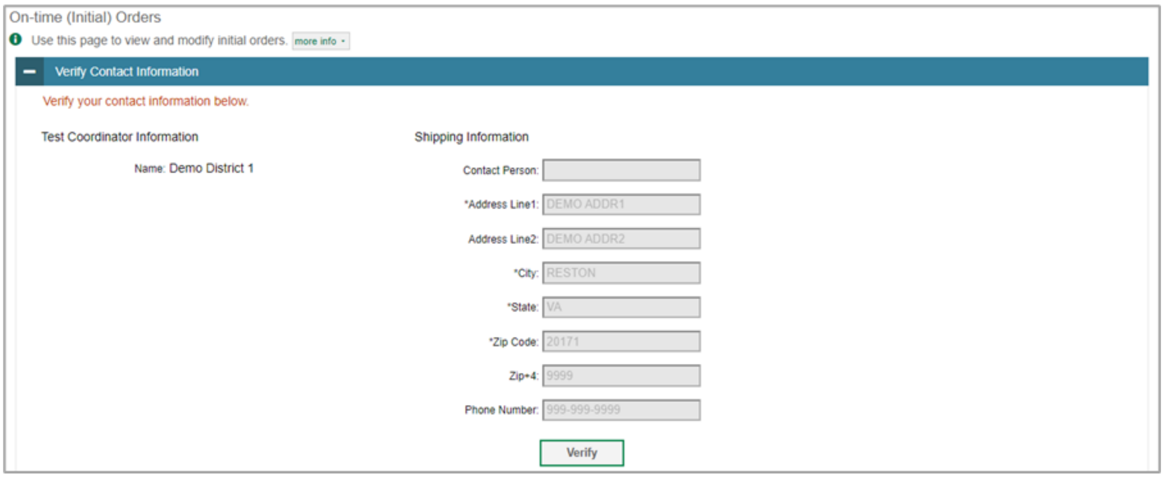
You can review the order history of testing materials for your campus or district.

1. From the ***Orders*** task menu on the TIDE dashboard, select ***Order History***. The Order History page appears (refer to Figure (see page 35)39(see page 35)).
2. To view the order details, select the order number in the *Order Number* column. The *Order Details* form appears.
3. To view the order's tracking report, select :tracking_report_button:.
4. To view the order's packing lists, manifests, and security checklists, select :Order_information_button:.

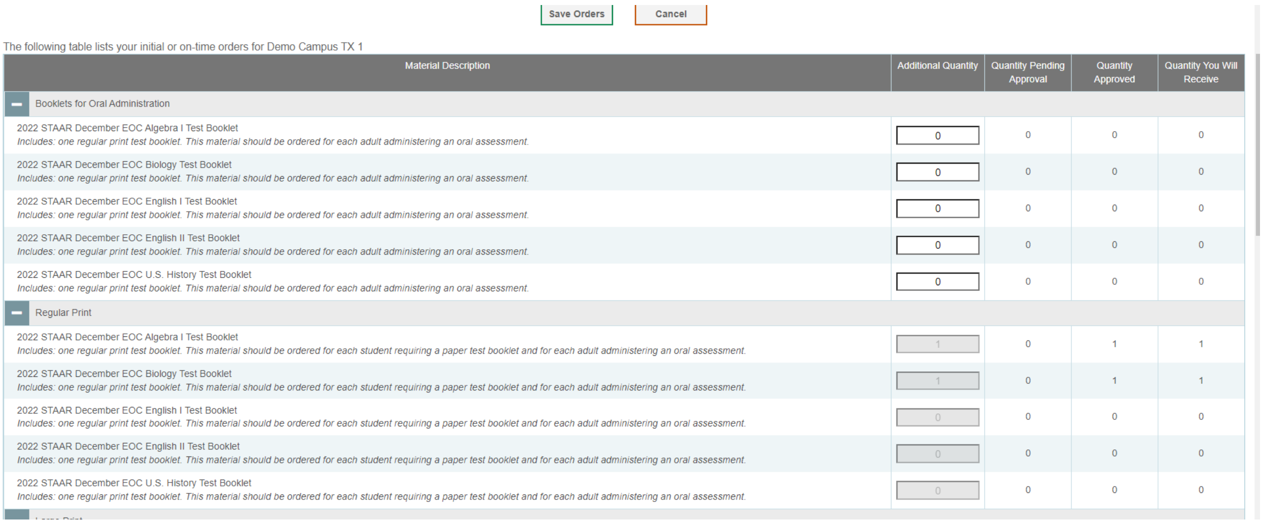
5.4.5 How district-level users view order summary reports

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

1. From the ***Order Reports*** task menu on the TIDE dashboard, select ***Order Summary***. The ***Order Summary*** page appears (refer to Figure (see page 35)40(see page 0)).
2. Under *Search Order For*, do one of the following:
    a. Mark ***District*** (if available) to review orders for an entire district.
3. From the ***Search Order By*** dropdown list, mark the checkboxes for ***Initial*** and ***Additional*, as available,** to include those types of orders in the report.
4. Select ***Search***. The order report appears.



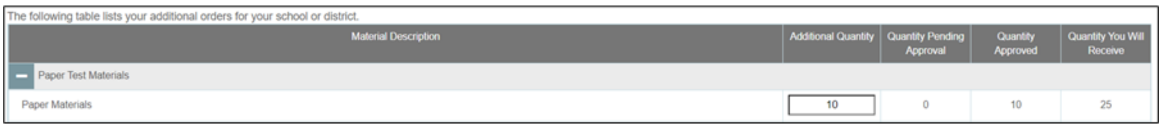
32 Figure 33. Paper Orders Page



Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
Booklets for Oral Administration				
2022 STAAR December EOC Algebra I Test Booklet *Includes: one regular print test booklet. This material should be ordered for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC Biology Test Booklet *Includes: one regular print test booklet. This material should be ordered for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC English I Test Booklet *Includes: one regular print test booklet. This material should be ordered for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC English II Test Booklet *Includes: one regular print test booklet. This material should be ordered for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC U.S. History Test Booklet *Includes: one regular print test booklet. This material should be ordered for each adult administering an oral assessment.*	0	0	0	0
Regular Print				
2022 STAAR December EOC Algebra I Test Booklet *Includes: one regular print test booklet. This material should be ordered for each student requiring a paper test booklet and for each adult administering an oral assessment.*	1	0	1	1
2022 STAAR December EOC Biology Test Booklet *Includes: one regular print test booklet. This material should be ordered for each student requiring a paper test booklet and for each adult administering an oral assessment.*	1	0	1	1
2022 STAAR December EOC English I Test Booklet *Includes: one regular print test booklet. This material should be ordered for each student requiring a paper test booklet and for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC English II Test Booklet *Includes: one regular print test booklet. This material should be ordered for each student requiring a paper test booklet and for each adult administering an oral assessment.*	0	0	0	0
2022 STAAR December EOC U.S. History Test Booklet *Includes: one regular print test booklet. This material should be ordered for each student requiring a paper test booklet and for each adult administering an oral assessment.*	0	0	0	0

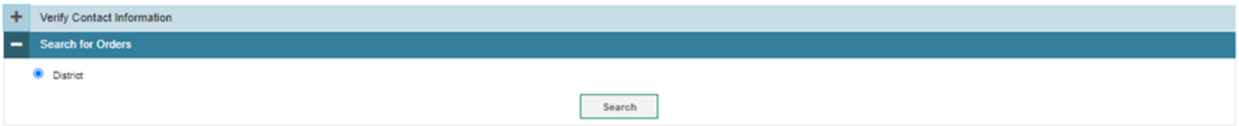
33 Figure 34. List of Initial Orders

34 Figure 35. Additional Orders Page: Search for Orders Panel

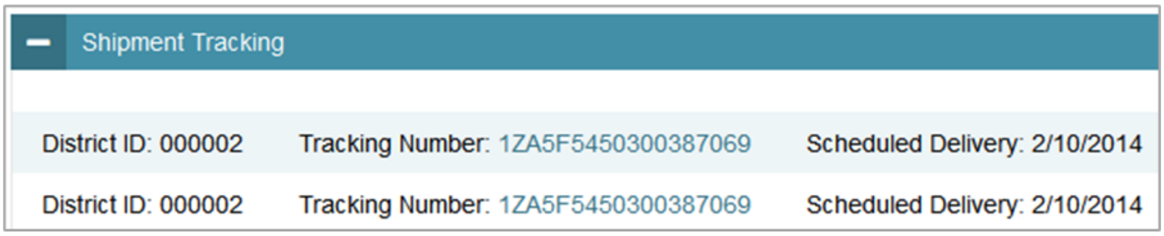


Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
Paper Test Materials				
Paper Materials	10	0	10	25

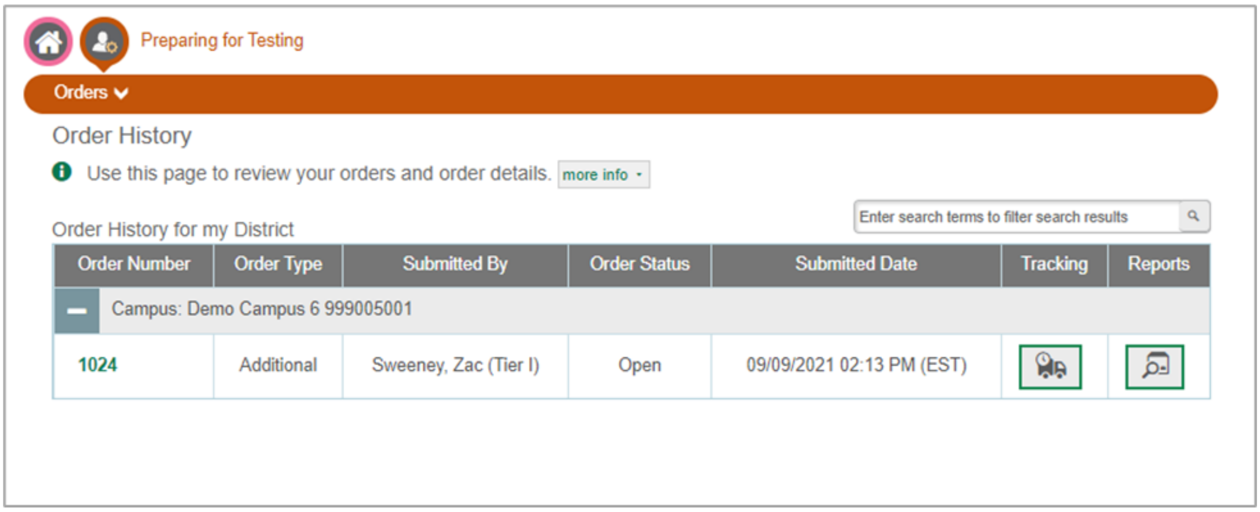
35 Figure 36. List of Available Additional Orders



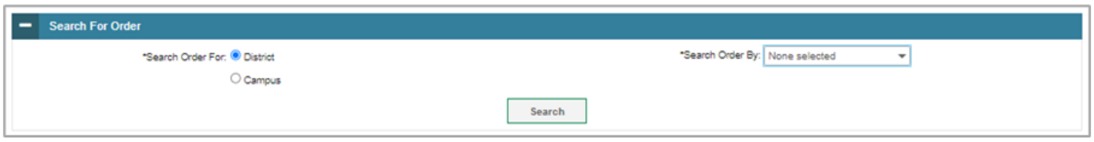
36 Figure 37. Search for Orders



37 Figure 38. Track Shipments Page: Shipment Tracking Panel



38 Figure 39. View Order History Page



39 Figure 40. Order Summary Page

5.5 Printing Test Tickets

A test ticket (refer to Figure 42(see page 36)) is a hard-copy form that includes a student's username for logging in to a test. TIDE generates the test tickets as PDF files that you download with your browser. This page provides instructions for generating and printing test tickets.

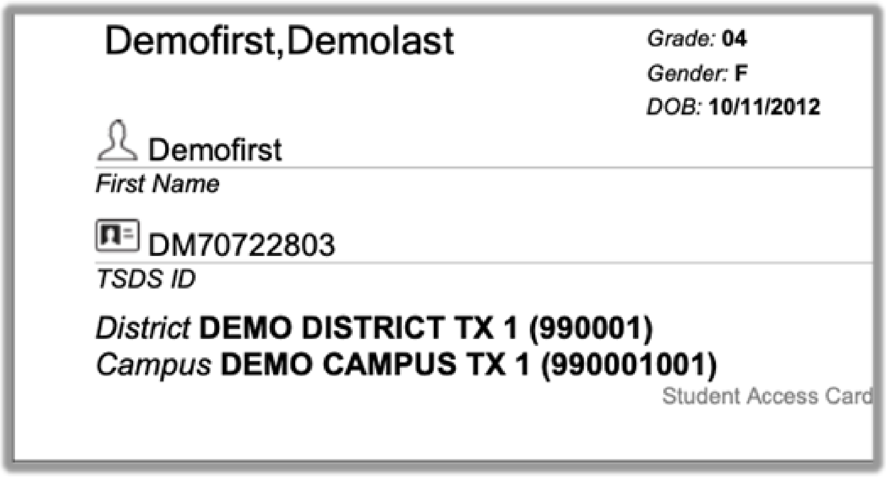
- How district-level users print test tickets from student lists(see page 35)

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

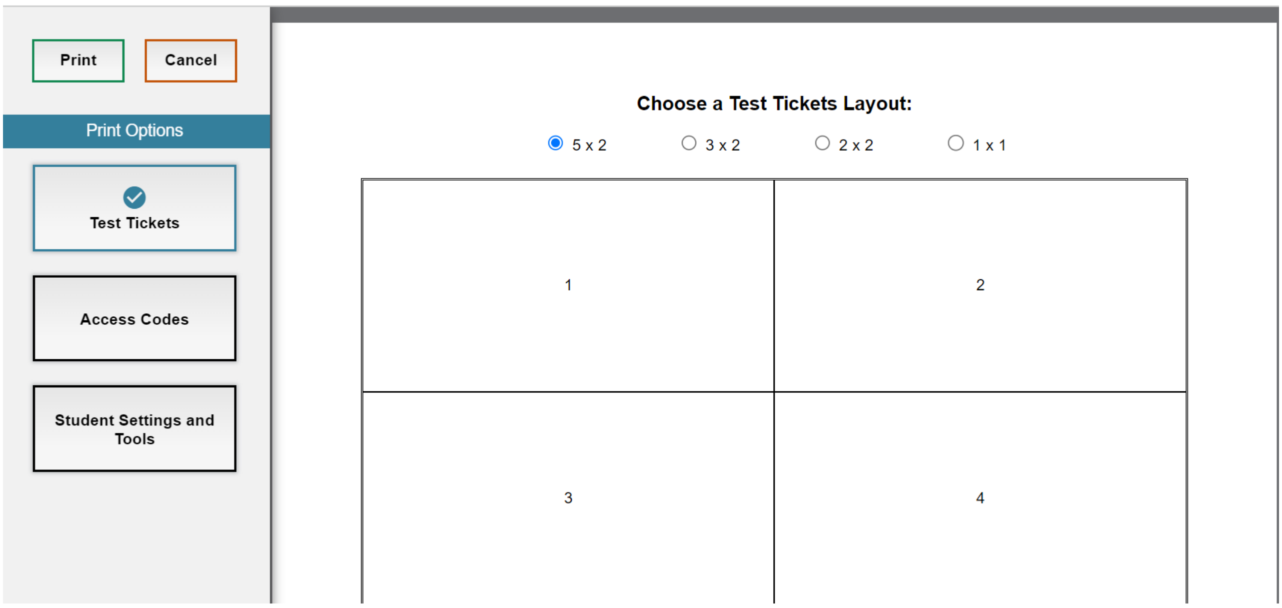
1. From the ***Print Test Tickets*** task menu on the TIDE dashboard, select ***Print from Student List***. The Print Test Tickets from Student List page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting *Search*.

3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
    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. Select :Print_Button: and then select the appropriate action:
    a. To print test tickets for selected students, select ***My Selected Test Tickets***.
    b. To print test tickets for all retrieved students, select ***All Test Tickets***.
6. In the new browser window that opens displaying a layout for selecting the printed layout (refer to Figure 43(see page 36)), verify ***Test Tickets*** is selected in the *Print Options* section.
7. Select the layout you require, and then select ***Print***.

Your browser downloads the generated PDF file.



40 Figure 42. Sample Test Ticket



41 Figure 43. Layout for Test Tickets

5.6 Managing Appeals and Score Codes

In the normal flow of a test opportunity, a student takes an online test in TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported in Reporting. Appeals are a way of interrupting this normal flow. For example, a test administrator may want to reset a test because the student started the test without the proper accommodations.

Score codes can be entered for a student taking an online test that is not completed/submitted for scoring.

Instructions for managing appeal requests is in the section below.

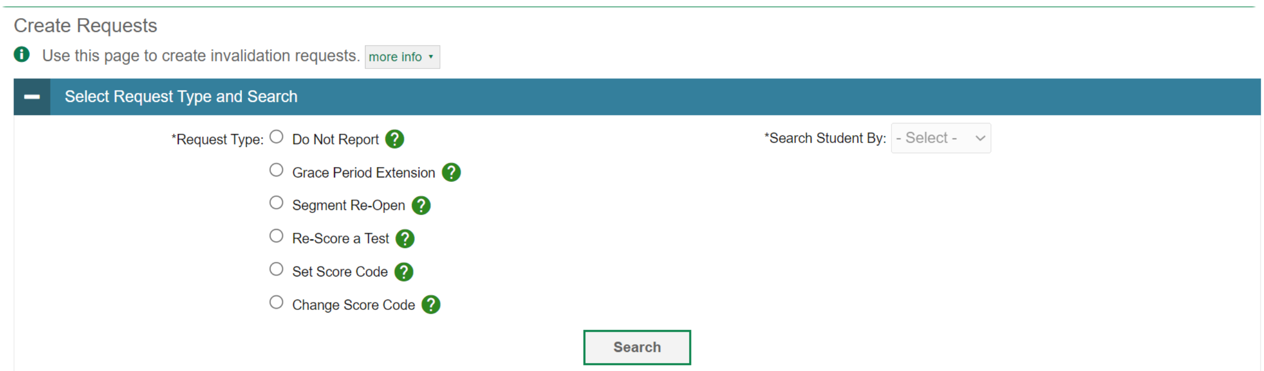
- A full list of appeal types will be available in the table "List of Appeal Request Types(see page 0)" in the appendix.
- A list of appeals/score codes statuses will be available in the table "List of Appeal Request Statuses(see page 0)" in the appendix.
- A list of available appeals/score codes by test status will be available in the table "List of Appeal Request Statuses by Test Status(see page 0)" in the appendix.

- How district-level users add new appeals/score codes requests one at a time(see page 37)
- How district-level users approve, reject, and retract requests(see page 38)

5.6.1 How district-level users add new appeals/score codes requests one at a time

You can create an appeals/score codes for a given test result.

1. Retrieve the result for which you want to create an appeals/score codes by doing the following:
   a. From the ***Appeals/Score Codes*** task menu on the TIDE dashboard, select ***Create Requests***. The Create Requests page appears (refer to Figure 44(see page 37)).
   b. Select a request type.
   c. From the drop-down lists and in the text field, enter search criteria.
   d. Select ***Search***. TIDE displays the found results at the bottom of the Create Requests page (refer to Figure 45(see page 38)).
2. From the ***Select a reason from the list*** drop-down, select a reason for creating the appeals/score codes. The reasons may vary based on the appeals/score codes type.
3. Select ***Submit***. TIDE displays a confirmation message.



42 Figure 44. Create Requests Page

☐	Case Number	Request Type	Enrolled Campus ID	ResultID	TSDS ID	Student's Last Name	Student's First Name	Segments	Request Status	Request Date
☐	15491	Do Not Report	990001001	1864		DemLast	DemoFirst		Pending Approval	10/27/2021 12:20 PM
☐	15322	Re-Open a test	990001001	904	3841619762	Demo-SDR1	Demo-SDR1		Pending Approval	09/23/2021 1:02 PM
☐	21057	Do Not Report	600008001	349598	DM66088853	Simulation	Test		Pending Approval	03/17/2022 12:18 PM
☐	21055	Do Not Report	600008001	1116267	DM66088853	Simulation	Test		Pending Approval	03/17/2022 12:04 PM

43 Figure 45. Retrieved Test Results

5.6.2 How district-level users approve, reject, and retract requests

Some appeal requests require you to approve or reject them before TDS can process them. You can also retract appeals requests you created. You cannot delete approved or rejected appeals requests. To delete such requests, contact Texas Testing Support.

1. From the **Appeals/Score Codes** task menu on the TIDE dashboard, select **Approve Requests**. The ***Approve Requests*** page appears.
2. Retrieve the appeals/score codes you want to process by filling out the search criteria and selecting **Search**.
3. Do one of the following:
    a. Mark the checkboxes for the requests you want to process.
    b. Mark the checkbox at the top of the table to process all the retrieved requests.
4. Select **Process** above the table and select an action:
    a. To approve the selected requests, select **Approve**.
    b. To reject the selected requests, select **Reject**.
    c. To retract the selected requests, select **Retract**.
    d. To resubmit a request that the TDS could not process, select **Resubmit**.
5. Enter a reason for the requested action in the window that pops up.
6. Select **Submit**. TIDE displays a confirmation message.

TIDE removes the selected appeals/score codes from the list of retrieved requests.

5.7 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.

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page or the *Search Students* by *TSDS ID* page.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.
- Test Session Status Report: Displays status reports of active and inactive test sessions happening in your district for the current day.

- How district-level users view report of students' current test status(see page 39)
- How district-level users view report of students' current test status by student ID(see page 42)
- How district-level users view report of test completion rates(see page 42)
- How district-level users view test session status reports(see page 43)

5.7.1 How district-level users view report of students' current test status

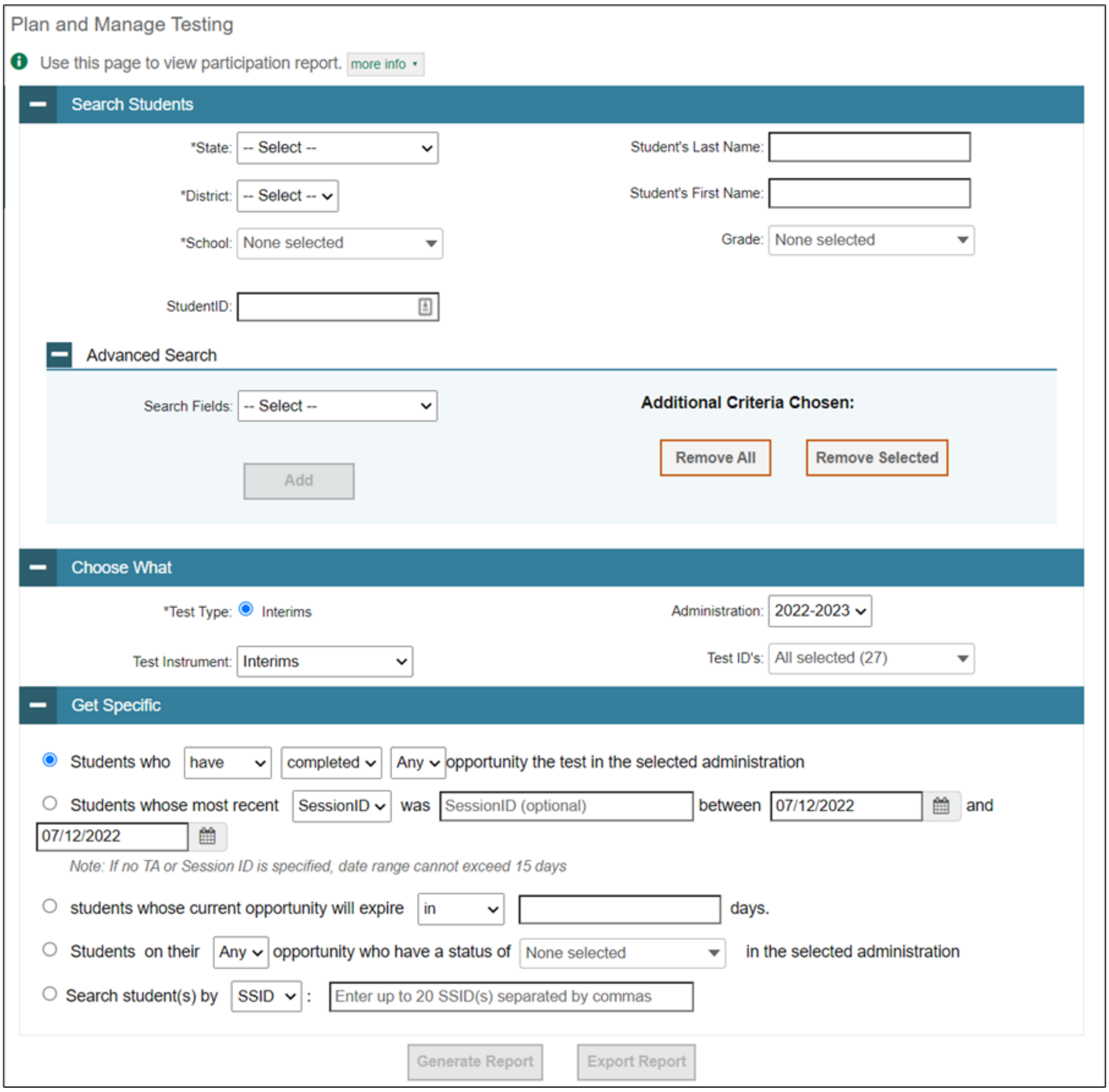
TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

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

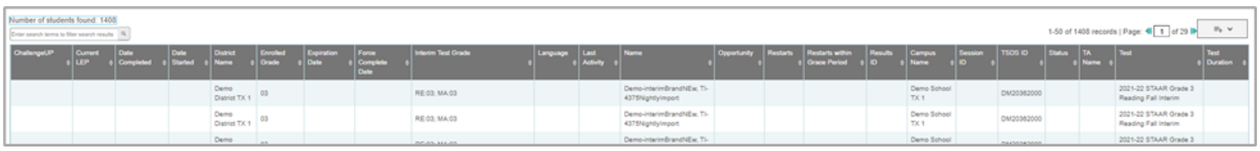
1. From the ***Monitoring Test Progress*** task menu on the TIDE dashboard, select ***Plan and Manage Testing***. The Plan and Manage Testing page appears (refer to Figure 46(see page 40)).
2. In the *Search Students* panel, select the parameters for whose information to include in your report:
    a. From the Enrolled Region dropdown list, select a region if applicable.
    b. From the Enrolled District dropdown list, select a district if applicable.
    c. From the Enrolled Campus dropdown list, select a campus if applicable. You may select one or more campuses from this list. You may also select all campuses. If you select more than 20 campuses or if you select all campuses and the district contains more than 20 campuses, the report will only be available to export to the Inbox.
    d. *Optional:* If a single campus was selected, choose a teacher from the ***Proctor*** dropdown list. The ***Proctor*** dropdown list includes all campus-level users, such as teachers, test administrators, and principals associated with the selected campus. When you select a person from the ***Proctor*** dropdown 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 report shows the test attempts of the students included in the roster.
    If you do not select any person from the ***Proctor*** dropdown list and use the default value of ***All*** to generate the report, you will see all the tests taken in that campus, irrespective of roster associations. It is important to note that the **proctor's** name displayed on the Plan and Manage Testing report does not imply the name of the teacher. The **proctor** is the person who creates the test session. This can be the same as the teacher or it can mean a different person.
    e. *Optional: In the TSDS ID field, enter a TSDS ID.*
    f. *Optional:* In the *Student's Last Name* field, enter a student's last name.
    g. *Optional:* In the *Student's First Name* field, enter a student's first name.
    h. *Optional: From the Grade dropdown list, select a grade. You may select one, multiple, or all grades from this list.*
    i. *Optional: In the Gender field, select Male or Female.*
    j. *Optional:* In the *PEIMS ID* field, enter a PEIMS ID.
3. In the *Choose What* panel, select the parameters for which tests to include in your report:
    a. Select a Test Type. **NOTE:** TFAR Teacher Authored Test selection is only for tests created by teachers in the Authoring system. For all other tests, including STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate, and others, use Texas Provided Tests.
    b. From the **Test** dropdown list, select a test category.
    c. From the **Administration** dropdown list, select an administration.
    d. From the Test Name dropdown list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
    e. *Optional*: From the Advanced Search panel, select a specific test accommodation or demographic to filter the report. If you select a test accommodation or demographic, a *Values* filed is displayed. Select the required filter criteria from the available options.
4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):
    a. Students who {have/have not} {completed/started} the {1st/2nd/any} opportunity in the selected administration.
        i. Searching for students who have not started the 1st/any opportunity will return results for students who have not started their first opportunity on the selected test.

   b. Students on their {1st/2nd/any} opportunity in the selected administration and have a status of {any/completed/started/paused}.
   c. Search student(s) by {TSDS ID/Name}: {TSDS ID/Student Name}.
   d. Students whose current opportunity will expire {in/between} {number/range} days.
      i. If you select "in," you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter "0" to see opportunities that expire that day.
      ii. If you select "between," you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).
   e. Students who have a status of {student test status} in the selected administration.
   f. Students whose most recent {Session ID/Test Administrator Name} was {Optional Session ID/Test Administrator Name} between {start date} and {end date}.
5. Do one of the following:
   a. To view the report on the page, select ***Generate Report***. If you are viewing a report for more than 20 campuses, use this option and then select *Export to Inbox*.
   b. To open the report in Microsoft Excel, select ***Export Report***. If you are viewing a report for more than 20 campuses, this option will be disabled.

For descriptions of the columns in this report, refer to the table "Columns in the Plan and Manage Testing Report(see page 0)" in the appendix.



44 Figure 46. Plan and Manage Testing Page



45 Figure 47. Plan and Manage Testing Report

46 Figure 48. Participation Search by TSDS ID Page

5.7.2 How district-level users view report of students' current test status by student ID

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

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

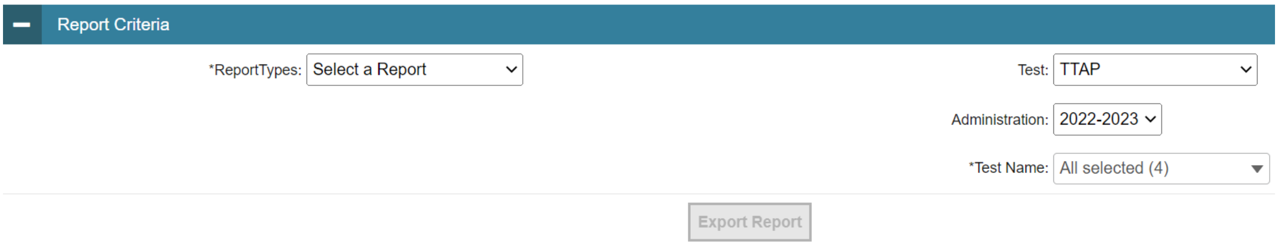
1. From the ***Monitoring Test Progress*** task menu on the TIDE dashboard, select *Search Students by TSDS ID*. The *Search Students by TSDS ID* page appears (refer to Figure 48(see page 41)).
2. Do one of the following:
   a. To enter students' TSDS IDs, select *Search by TSDS ID(s)*. Next, enter one or more TSDS IDs, separated by commas, in the *Student IDs* field. You can enter up to 1,000 TSDS IDs.
   b. To upload TSDS IDs, select *Upload TSDS ID*. Next, select ***Browse*** and then use the file browser to select a Microsoft Excel or CSV file with Student IDs listed in a single column. You can upload up to 1,000 TSDS IDs.
3. Select *Generate Report*. The *Participation Report by TSDS ID* appears (refer to Figure 48(see page 41)).

For descriptions of the columns in this report, see the table "Columns in the Plan and Manage Testing Report(see page 0)" in the appendix.

5.7.3 How district-level users view report of test completion rates

The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. **Note:** This report is updated nightly.

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 (refer to Figure 49(see page 42)), select the parameters for which tests to include in your report.
3. To open the report in Microsoft Excel, select ***Export Report***. Figure 50(see page 43) displays a sample Test Completion Rates report.
4. For a description of the columns in this report, see the table "Columns in the Test Completion Rates Report(see page 0)" in the appendix.



47 Figure 49. Test Completion Rates Page: Report Criteria

Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

48 Figure 50. Test Completion Rates Report

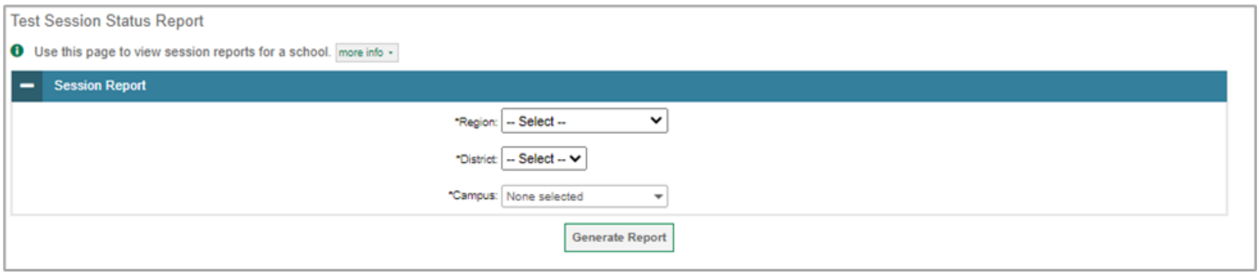
5.7.4 How district-level users view test session status reports

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

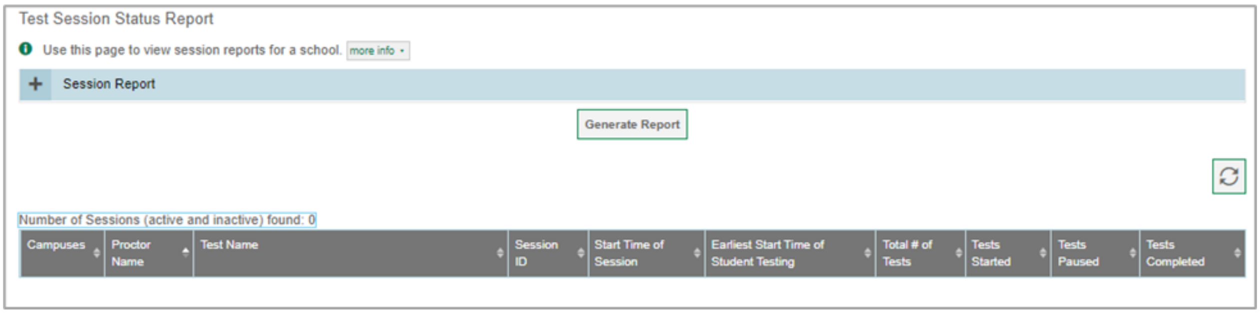
District-level users can also view campus-level test session status reports for each campus in their district. These reports show each active and inactive session ID for a campus, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

1. From the ***Monitoring Test Progress*** task menu on the TIDE dashboard, select *Test Session Report*. The *Test Session Report* page appears.
2. From the *Region* dropdown list, select an ESC.
3. From the *District* dropdown list, select a district.
4. From the *Campus* dropdown list, select an individual campus to view a detailed report for that campus or select multiple campuses to view a summary report for the campuses you select. To view a summary report for all campuses in your district, select *All Campuses*.
5. Select *Generate Report*. If you selected an individual campus in Step 4, skip Step 6.
6. If you selected multiple campuses in Step 4, a summary report page appears. For a description of the columns in this report, refer to the table "Columns in the Summary Session Report Page[18]" in the appendix.
7. Select a campus from the summary report page to view a detailed report for that campus. If you selected an individual campus in Step 4, a detailed report would appear after you complete Step 5(see page 0). For a description of the columns in this report, refer to the table "Columns in the Detailed Session Report Page(see page 0)" in the appendix.

18 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720170012/C#Columns-in-the-Summary-Session-Report-Page



49 Figure 51. Test Session Status Report Page



50 Figure 52. Test Session Status Report

5.8 Managing Administration and Security Forms

You can submit new administration and security forms and view existing forms through TIDE. TIDE currently supports the following forms:

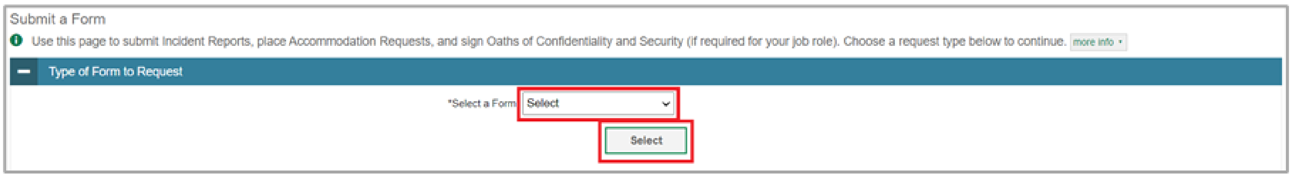
- Accommodation Request – This form allows you to request accommodations for students.
- Procedural Testing Irregularity – This form allows you to report procedural testing irregularities.
- Serious Testing Violation – This form allows you to report serious testing violations.
- Security Oath for Superintendent – This form allows superintendents to submit security oaths.
- Security Oath Part I and II for District Coordinator – This form allows district coordinators to submit security oaths.

- How District-Level Users Submit Administration and Security Forms(see page 44)
- How District-Level Users View Existing Administration and Security Forms(see page 45)

5.8.1 How District-Level Users Submit Administration and Security Forms

You can submit administration and security forms by following instructions below.

1. From the **Administration and Security Forms** task menu on the TIDE dashboard, select **Submit a Form**. The ***Submit a Form*** page appears.
2. From the *Select a Form* drop-down list, select the form you wish to submit.
3. Select **Select**. The form appears.
4. Using any available drop-down lists, checkboxes, and text boxes, fill out of the request form.
5. Select **Submit**. The form is submitted.



51 Figure 53. Submit a Form Page

5.8.2 How District-Level Users View Existing Administration and Security Forms

You can view existing administration and security forms by following instructions below.

1. From the **Administration and Security Forms** task menu on the TIDE dashboard, select **View Forms**. The ***View Forms*** page appears.
2. Enter search criteria to find the form you want to view.
3. Select **Search**. A search results grid appears, displaying forms matching your search criteria.
4. To view a form, select the edit button (:pencil_edit_button:) for that form. The form appears.
5. *Optional*: To add attachments to the form, select **Choose Files** and use the file browser to select the file(s) you want to attach.
6. If you added attachments, select **Submit**. The form with new attachments is submitted.

52 Figure 54. View Forms Page

5.9 Managing Exclusions and Resolving Discrepancies

- How district-level users view or edit STAAR Medical Exclusions(see page 45)
- How district-level users resolve discrepancies(see page 46)
- How district-level users resolve student-not-found discrepancies(see page 46)
- How district-level users resolve duplicate test discrepancies(see page 46)

5.9.1 How district-level users view or edit STAAR Medical Exclusions

There are circumstances in which a student did not participate in an expected test. In such instances, you need to specify whether the absent student's test record is eligible for a medical exclusion to accurately explain the non-participation.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **STAAR Medical Exclusion**. The ***STAAR Medical Exclusion*** page appears.
2. Retrieve the student whose record you want to view or edit by filling out the search criteria and selecting **Search**.

3. In the list of retrieved students, select :pencil_edit_button: for the student whose record you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel.
4. From the drop-down lists in the *Special Codes* panel, select the medical exclusion code for each available test, as required.
5. Select **Save**.

5.9.2 How district-level users resolve discrepancies

Due to the nature and complexity of the testing process as well as the great volume of students involved, a variety of test discrepancies may occur when administering a test. After a student submits a paper or online test, TIDE performs checks for discrepancies. The DTC needs to take appropriate action to resolve the discrepancies before any further action can be taken on the discrepant tests.

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

A student-not-found discrepancy occurs when a student who tests with a temporary ID is later merged with a TSDS ID that was not active during the test administration window. You can resolve a student-not-found discrepancy by associating the test with an existing student.

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

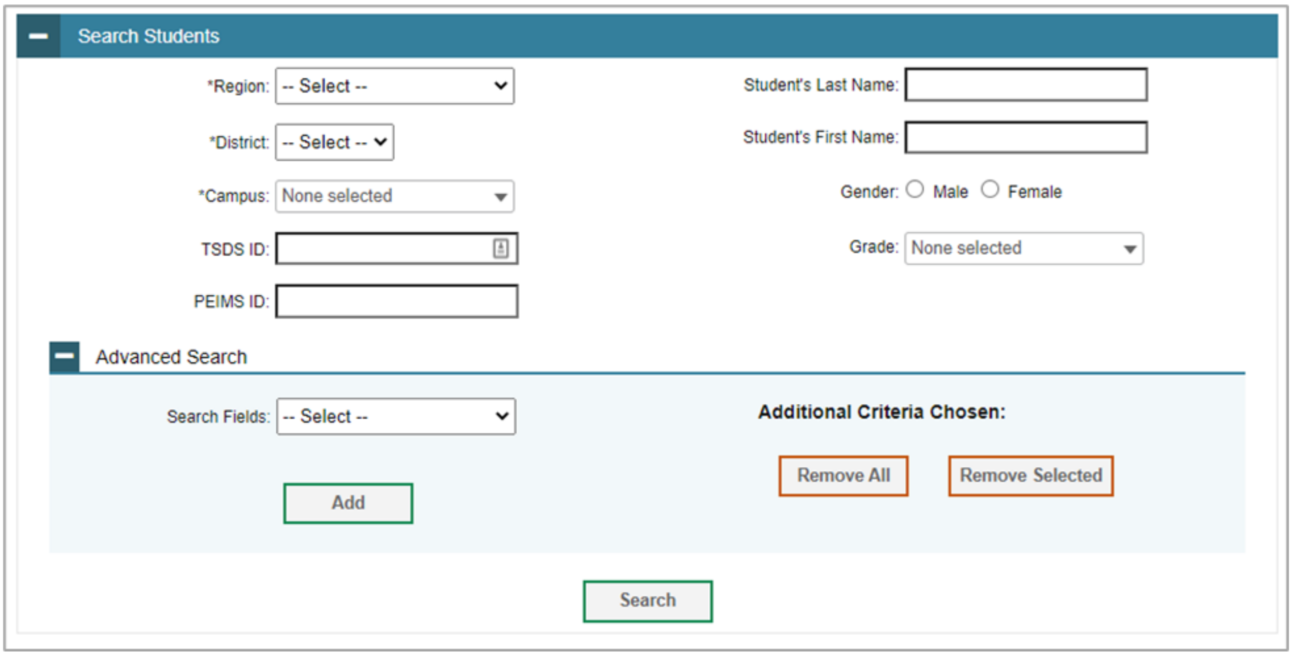
1. From the ***Data Cleanup*** task menu on the TIDE dashboard, select ***Resolve Discrepancies***. The *Resolve Discrepancies* page (refer to Figure 55(see page 47)) appears.
2. Retrieve the list of discrepancies for your district and campus by filling out the search criteria and selecting *Search*.
3. *Optional:* To view the answer document for a retrieved discrepancy, select the PDF file in the *View* column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.
4. Select :Resolve_Discrepancy_button: for the student-not-found discrepancy you want to resolve. The *Resolve Discrepancy: Student Not Found* window appears (refer to Figure 56(see page 48)).
5. If the student with whom you want to associate the test exists in TIDE, select :Link_button_to_associate_student_with_test: in the *Associate* column. The *Search for Students to Associate* panel appears (refer to Figure 57(see page 48)).
6. Select the district and campus and enter search criteria for the other optional fields, if desired, to retrieve an existing student.
7. Select ***Search***.
8. In the list of retrieved students, select :Link_button_to_associate_student_with_test: for the student with whom you want to associate the test.
9. To continue with the association, select ***Continue*** in the *Confirmation* pop-up window.
10. An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select ***Continue*** to return to the *Resolve Discrepancies* page.

5.9.4 How district-level users resolve duplicate test discrepancies

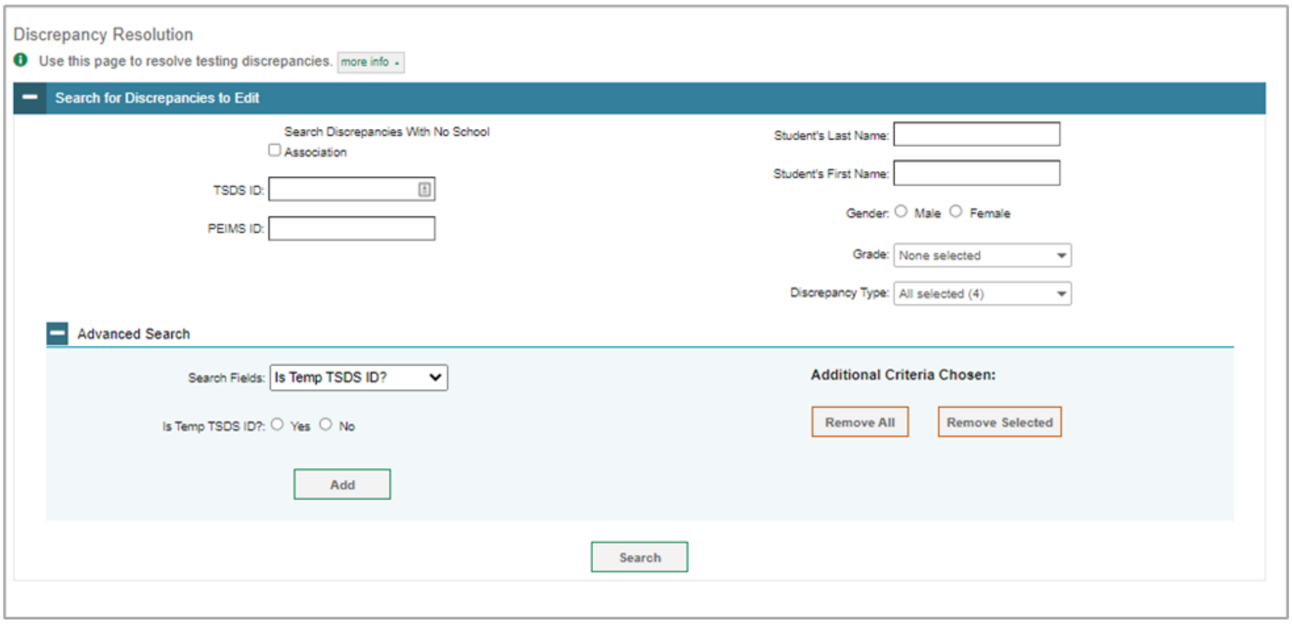
A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student for the same subject. This discrepancy can occur when an online test is started/submitted and later a special paper administration test is entered into DEI.

You can resolve a duplicate-test discrepancy in two ways: Reassign (enables you to reassign the test and related data to the correct student) and Reset Test (enables you to reset the test so that it is not reported.)

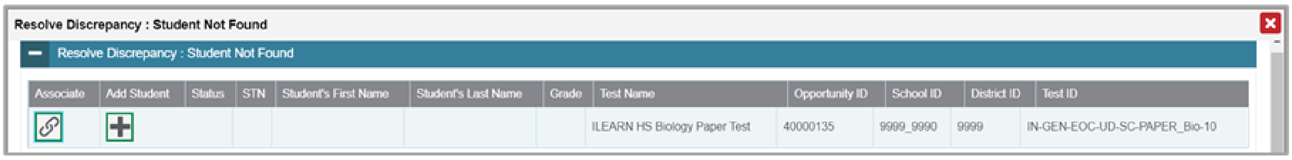
1. From the ***Data Cleanup*** task menu on the TIDE dashboard, select ***Resolve Discrepancies***. The Resolve Discrepancies page appears.
2. Retrieve the list of discrepancies for your district and campus by filling out the search criteria and selecting *Search*.
3. Select :Resolve_Discrepancy_button: for the duplicate discrepancy you want to resolve. The *Resolve Discrepancy: Duplicated Records* window appears (refer to Figure 60(see page 49)).
4. Do one of the following:
    a. To reset the test, select :pencil_edit_button: in the Reset column.
    b. To reassign the duplicate test to another student, select :Reassign_button: in the *Reassign* column. TIDE displays a list of search fields to retrieve the other student.
        i. Enter search criteria to retrieve an existing student and select ***Search***.
        ii. From the list of found students, select :Reassign_student_button: for the student to whom you want to reassign the test.
5. In the dialog box that pops up, select ***Continue***.



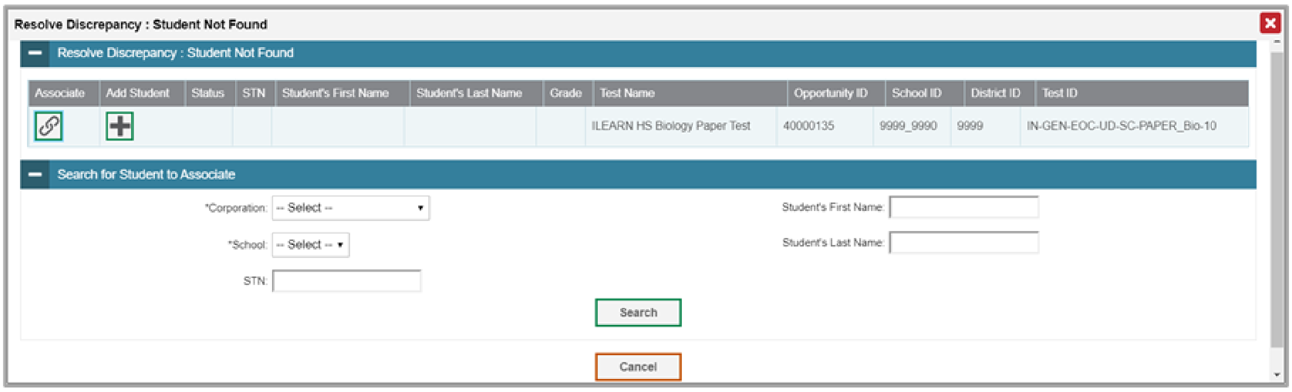
53 Figure 54. STAAR Medical Exclusion Page: Search Students Panel



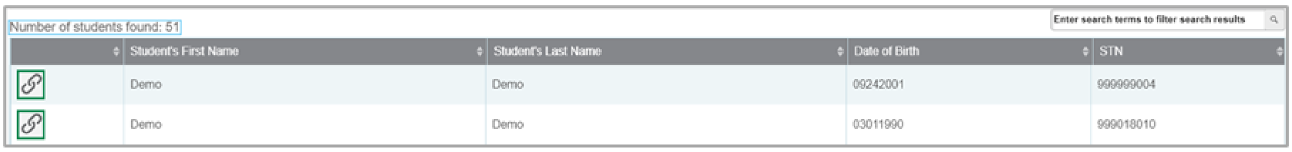
54 **Figure 55. Resolve Discrepancies Page**



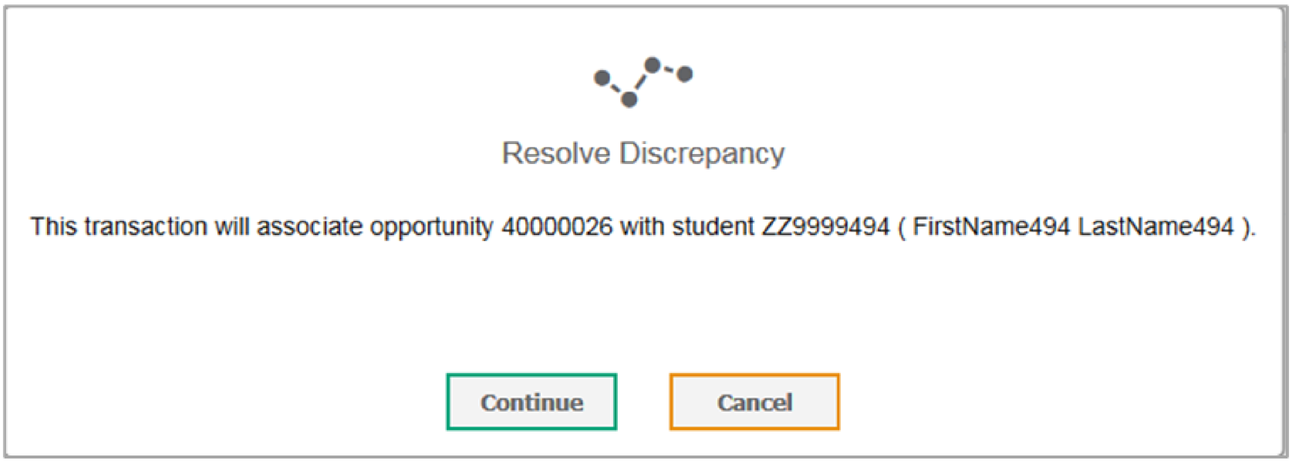
55 **Figure 56. Resolve Discrepancy: Student Not Found Window**



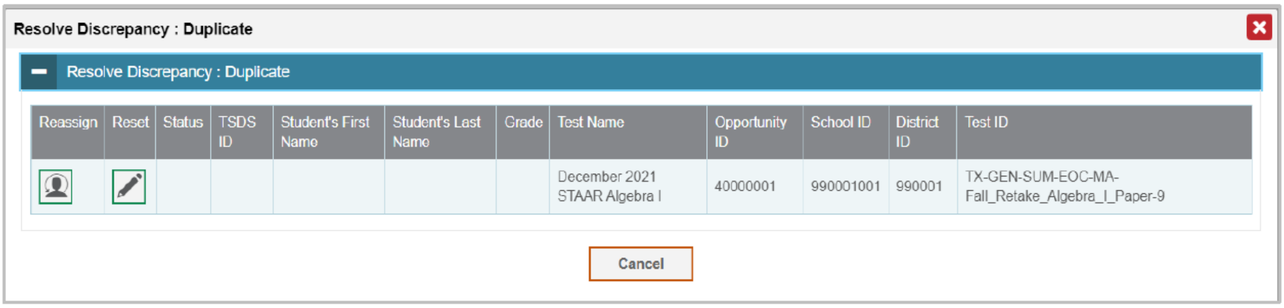
56 **Figure 57. Search for Students to Associate Panel**



57 **Figure 58. Search Results**



58 Figure 59. Resolve Discrepancy Confirmation Pop-up Window



59 Figure 60. Resolve Discrepancy: Duplicated Records Panel

5.10 Tracking Return Shipments of Paper Testing Materials

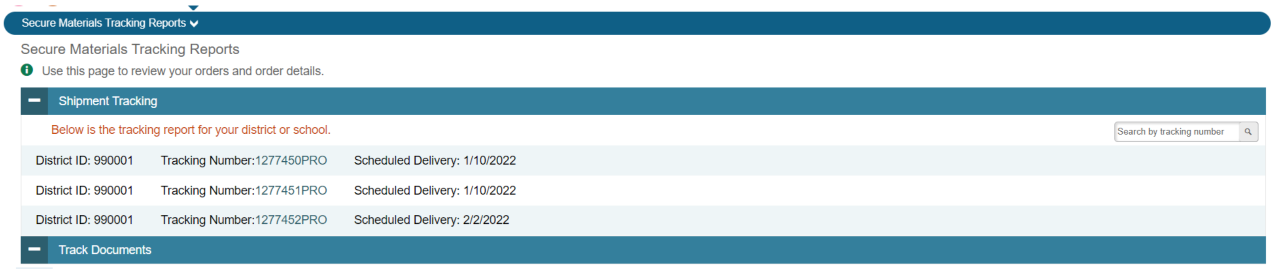
Some districts administer paper tests, in which students record responses in their test booklets and test administrators submit the student responses in the Data Entry Interface (DEI). The district ships this document for scoring.

Pearson provides a report listing the status for each secure test returned to the district. You can download this report on the *Secure Materials Tracking Reports* page (refer to Figure 61(see page 49)) and use it to ensure that all secure materials have been shipped to or returned from Pearson.

The *Track Documents* panel on this page also allows you to download PDF files of the answer documents.

1. On the TIDE dashboard, select *Secure Materials Tracking Reports*. The *Secure Materials Tracking Reports* page appears.
2. In the *Shipment Tracking* panel, do the following:
    a. Review the infographic for each shipment to check its shipping status.
    b. *Optional:* To filter the panel to a single shipment, enter its tracking number in the field in the upper-right corner of this panel.
    c. To view the secure materials report for a shipment, select its tracking number.

For a description of the fields in the document report, refer to the table "Columns in the Secure Materials Tracking Report(see page 0)" in the appendix. The bottom of the report includes total counts.



60 61. Secure Materials Tracking Reports Page

6 TIDE Appendix

6.1 A

6.1.1 Account Information

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

1. In the TIDE banner, from the *Manage Account* dropdown list, select ***My Contact***. The *My Contact Information* page appears (refer to Figure 62[19]).
2. Enter updates as necessary.
3. Select ***Save***.

TIDE saves your changes, and a confirmation message appears.

61 Figure 62. Fields in the My Contact Information Page

6.1.2 Administration and Security Forms

You can submit new administration and security forms and view and edit existing forms through TIDE. TIDE currently supports the following forms:

- Accommodation Request – This form allows you to request accommodations for students.
- Procedural Testing Irregularity – This form allows you to report procedural testing irregularities.
- Serious Testing Violation – This form allows you to report serious testing violations.
- Security Oath for Superintendent – This form allows superintendents to submit security oaths.

19 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720596009/A#TIDE-F62

- Security Oath for District Coordinator Part I and Part II – This form allows district coordinators to submit security oaths.

6.1.2.1 Submitting Administration and Security Forms

You can submit new administration and security forms by following the steps below.

1. From the **Administration and Security Forms** task menu on the TIDE dashboard, select **Submit a Form**. The ***Submit a Form*** page appears.
2. From the *Select a Form* drop-down list, select the form you wish to submit.
3. Select **Select**. The form appears.
4. Using any available drop-down lists, checkboxes, and text boxes, fill out the request form.
5. Select **Submit**. The form is submitted.

6.1.2.2 Viewing and Editing Administration and Security Forms

You can view and edit existing administration and security forms by following instructions below.

1. From the **Administration and Security Forms** task menu on the TIDE dashboard, select **View/Edit Forms**. The ***View/Edit Forms*** page appears.
2. Enter search criteria to find the form you want to view or edit.
3. Select **Search**. A search results grid appears, displaying forms matching your search criteria.
4. To view or edit a form, select :pencil_edit_button: for that form. The form appears.
5. Using any available drop-down lists, checkboxes, and text boxes, edit the form as necessary.
6. Select **Submit**. The edited form is submitted.

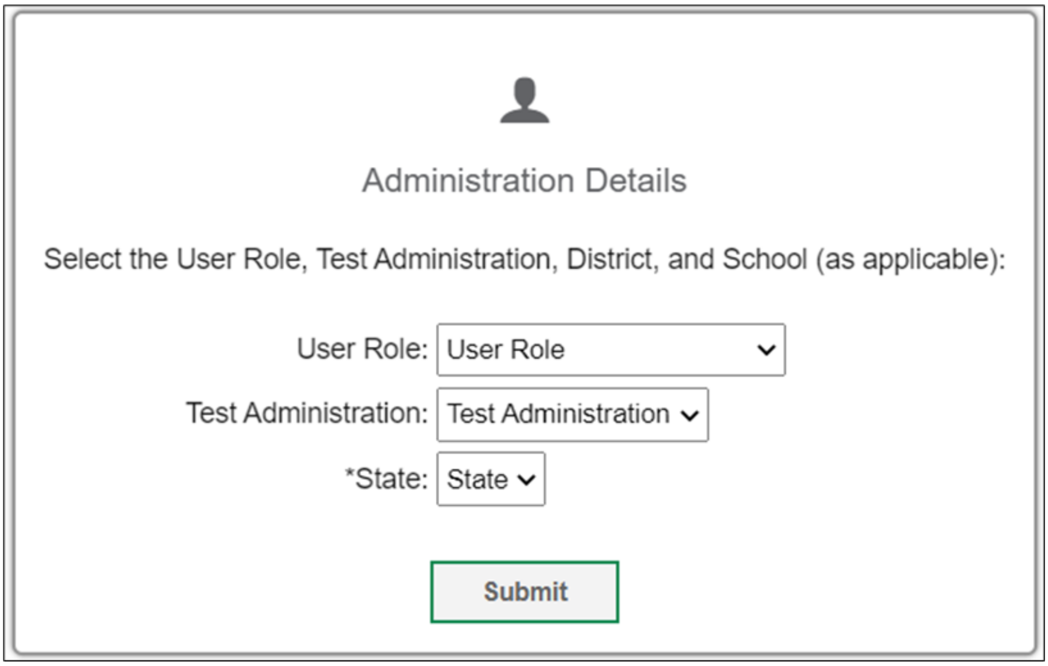
6.2 C

6.2.1 Changing Your Associated Administration Task

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

1. In the TIDE banner, select ***Change Role*** from the ***Manage Account*** dropdown menu. The *Administration Details* window appears (refer to Figure 63[20]).
2. Update the information as necessary.
3. Select ***Submit***. A new homepage appears that is associated with your selections.

20 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720170012/C#TIDE-F63



62 Figure 63. Administration Details Window

6.2.2 Columns in the Additional Orders Page

You can use the information in the table below to place orders for additional paper testing materials during testing(see page 51).

Status	Description
Material Description	Description of the materials included in the order.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the Quantity You Will Receive column along with any additional quantity. For example, if the quantity displayed in the Quantity You Will Receive column shows 135 and you need 10 more, enter 145.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity You Will Receive	Cumulative quantity sent to the printer. This number always increases after each transmission. In some cases, this number is rounded up to the multiple in a pack or box.

6.2.3 Columns in the Additional Student Fields Upload File

Field Name	Description	Valid Values
TSDS ID	Students' state assigned unique identifier.	10 numeric characters

Attribute	Special programs and accommodations that the student needs to be made eligible for.	• Agency Code A • Agency Code B • Agency Code C • Agency Code D • Agency Code E • Alternate Student Flag • American Indian or Alaska Native • Asian • At-Risk Indicator • Bilingual Program Type • Black or Native American • Date of Birth (MMDDYYYY) • December EOC Eligibility • Economic Disadvantage • Emergent Bilingual Indicator Code • ESL Program Type • Extra Day • Gender • Gifted/Talented • Grade • High School Equivalency Program (HSEP) • Hispanic or Latino • Interrupted Formal Education Code • June EOC Eligibility • Local Student ID • Migrant • Native Hawaiian or Other Pacific Islander • New to Texas • Other Designated Supports • Paper Test Format • Parental Denial • PEIMS ID • Re-tester • Special Ed Indicator Code • Spring EOC Eligibility • STAAR 3-8 Above Grade • STAAR ALT2 Non-Embedded Supports

		• STAAR Alternate 2 EOC Eligibility • STAAR Non-Embedded Supports • TAKS/TAAS/TEAMS • TELPAS Non-Embedded Supports • TELPAS Rater A (relationship) • TELPAS Rater B (Collaboration) • Test Mode • Texas Migrant Interstate Program (TMIP) • Title 1 Part A • Unschooled Asylee/ Refugee Code • White • Years in U.S. Schools
Subject	Subject associated with selected field.	• Algebra I • Biology • English I • English II • U.S. History • Mathematics • Reading Language Arts • Science • Social Studies • TELPAS Listening & Speaking • TELPAS Reading & Writing
Value	Value for associated subject.	For Agency Codes A-E, Date of Birth, (MMDDYYYY), Emergent Bilingual Indicator Code, ESL Program Type, Extra Day, Gender, Grade, Local Student ID, Other Designated Supports, Paper Test Format, PEIMS ID, Restester, STAAR 3-8 Above Grade, STAAR Alt2 Non-Embedded Supports, STAAR Non-Embedded Supports, TAKS/TAAS/

		TEAMS, TELPAS Non-Embedded Supports, TELPAS Rater A (relationship), Test Mode, Title 1 Part A, and Years in U.S. Schools, refer to Valid Values in the Additional Student Fields Upload File[21]. For all other attributes: • Yes • No

6.2.4 Columns in the Appeals/Score Codes Upload File

You can use the information in the table below to add or modify multiple appeals/score codes all at once through file upload(see page 0).

Field Name	Description	Valid Values
Request Type*	Type of appeals/score codes.	One of the following: • Do Not Report • Re-open a test • Grace Period Extension • Segment Re-Open • Re-Score a Test • Set Score Code • Change Score Code Note: Rescore a test cannot be managed in mass.
Search Type*	Student field to search.	One of the following: • Result ID • Session ID • TSDS ID
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.

21 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720890907/V#Valid-Values-in-the-Additional-Student-Fields-Upload-File

Reason	Explanation of request.	One of the following (depending which type is selected): • Started test by mistake • Technical issue • Testing on paper • Grade level change • Extended time • Power/internet outage • Submitted test too early • Technical issue • Parent Request • Educator Request • Other
Comments	Additional comments for request.	Up to 1,000 alphanumeric characters

*Required field.

6.2.5 Columns in the Detailed Session Report Page

You can use the information in the table below to view test session status reports(see page 0).

Column	Description
Enrolled Campuses	Name of the campuses associated with the Session ID.
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start time of the session.
Total # of Tests	Total number of students testing in each campus.
Tests Started	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.

Tests Completed	Number of students who have completed their test.

6.2.6 Columns in the Initial Orders Page

You can use the information in the table below to review orders placed before test administration(see page 0).

Column	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.
Quantity Approved	Quantity that is approved. This reflects what was requested in the Additional Quantity column. Resets to zero after transmittal to the printer.
Quantity Pending Approval	Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.
Additional Quantity	Quantity of materials based on eligibility counts plus 10% overage (for STAAR Alternate 2 only).

6.2.7 Columns in the Interim Grades Upload File

You can use the information in the table below to upload interim grades(see page 0).(see page 26) By default, students are eligible for interim assessments in their enrolled grade.

Field Name	Description	Valid Values
TSDS ID*	State-assigned student identifier.	10 numeric characters. Must be enrolled in your district.
Field*	Label used for the interim grade attribute.	Interim Grade Testing

Subject*	Subject of assessment.	One of the following: • Mathematics • Reading • Science • Social Studies • Algebra I • Biology • English I • English II • U.S. History
Grade*	Student's interim grade.	For Mathematics and Reading: • None • 03 • 04 • 05 • 06 • 07 • 08 For Science: • None • 05 • 08 For Social Studies: • None • 08 For Algebra I, Biology, US History, English I, and English II: • None • Yes

*Required field.

6.2.8 Columns in the Order Summary Page

Column	Description
Material Type	Description of the materials included in the order.
District Expected Shipment	Quantity to be shipped from the vendor to district.
District Awaiting Approval	Additional quantities district ordered that are pending approval.

Enrolled Campus Expected Shipment	Quantity to be shipped from the vendor to campus.
Enrolled Campus Awaiting Approval	Additional quantities campus ordered that are pending approval.
Total Expected Shipment	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Total Awaiting Approval	Additional quantities you ordered that are pending approval.

6.2.9 Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.
Tracking	Tracking information for user orders.
Reports	Shipping reports.

6.2.10 Columns in the Plan and Manage Testing Report

You can use the information in the table below to view report of students' current test status through the Plan and Manage Testing Report or when searching by student ID(see page 0).

Attribute	Description
Challenge Up	Indicates whether a student took an on- or off-level test.
Current LEP	Indicates whether the student is an English learner.
Date Completed	The date when the student submitted the test for scoring.

Date Started	The date when the first test item was presented to the student for that opportunity.
District Name	Name of the district associated with the record.
Enrolled Grade	The grade in which a student is enrolled.
Expiration Date	The date the test opportunity expires.
Force Complete Date	The date a test expired and was force-completed.
Interim Test Grade	Indicates the interim grades set up for the student.
Language	The language setting that was assigned to the student (English or Spanish).
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.
Name	Student’s legal name (Last Name, First Name).
Opportunity	The opportunity number for that student’s specific record.
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 25 minutes 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.
Results ID	The unique identifier linked to the student’s results for that specific opportunity.
Campus Name	Name of the campus associated with the record.
Session ID	The Session ID to which the test is linked.

TSDS ID	Student's Statewide Student Identifier number.
Status	The status for that specific opportunity.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Test	Test name for this student record.
Test Duration	The time it took a student to complete a test.

6.2.11 Columns in the Roster Upload File

You can use the information in the table below to add or modify multiple rosters all at once(see page 0).

Column Name	**Description**	**Valid Values**
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
Campus ID*	Campus associated with the roster.	Campus ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
Teacher Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher existing in CRS.
Roster Name*	Name of the roster.	Up to 20 characters.
Student ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Indicates if this is an add or delete transaction.	ADD/DELETE

*Required field.

6.2.12 Columns in the Secure Materials Tracking Report

You can use the information in the table below to track return shipments of paper testing materials(see page 51).

Field	**Description**

TEST	Test's administration.
SUBJECT	Subject for which test was administered.
DISTRICT	ID of district where document was shipped.
CAMPUS	ID of school where document was shipped.
STATUS	One of the following: • Returned Scorable • Returned Nonscorable • Pending • Do Not Score • Not Returned
LAST NAME*	Student's last name.
FIRST NAME*	Student's first name.
MI*	Student's middle initial.
DOB*	Student's date of birth.
GRADE*	Student's enrolled grade.
STUDENT ID*	Student's TSDS ID.

*Values in this column reflect demographics in the student's TIDE record.

6.2.13 Columns in the Student Information Upload File

You can use the information from Data File Layouts[22] available on the Technology Resources section of the Texas Assessment Program website (TexasAssessment.gov[23]) to add or modify multiple student accounts all at once through file upload(see page 0).

Note: Uploading a registration file replaces data in TIDE previously entered for a student. Make sure to include correct or updated information in the file for the student. Fields left blank will be set to the default value.

The table below lists the required Fields in the Student Information (Registration) File:

Field Name	Description	Valid Values

22 https://tx.portal.cambiumast.com/testing-tech-resources.html
23 https://texasassessment.gov/

TSDS ID	Students' state assigned unique identifier	10 numeric characters
Enrolled District Code	District code where the student is currently enrolled.	6 numeric characters
Enrolled Campus Code	Campus code where the student is currently enrolled.	9 numeric characters
Last Name	Student's last name.	Up to 60 printable ASCII characters
First Name	Student's first name.	Up to 60 printable ASCII characters
Date of Birth	Student's date of birth.	8 number characters in mmddyyyy format
Grade Level Code	Student's enrolled grade.	EE = Early Education PK = Pre- Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 OS = Grade 14 (out of school)
Note: The student registration data file also includes 60+ other optional fields.		

The table below lists the optional fields in the Student Information (Registration) File and their use cases:

Field Name	**Description**

Testing District Code	
Testing Campus Code	
Middle Name	
Gender	
PEIMS ID	
Local Student ID	
Hispanic Latino CODE (ETH)	
American Indian/Alaska Native (I)	
Asian Code (A)	
Black / African American Code (B)	
Native Hawaiian/Pacific Islander Code (P)	
White Code (W)	
Emergent Bilingual Indicator Code (EL)	
Migrant Indicator Code (MS)	
Years in U.S. Schools	
Parental Denial Code	
Unschooled Asylee / Refugee Code	
High School Equivalency Program (HSEP)	
Texas Migrant Interstate Program (TMIP)	

New To Texas	
Special Ed Indicator Code	
Section 504 Indicator Code	
Gifted / Talented Indicator Code (G/T)	
Economic Disadvantage Code (ED)	
Title 1 Part A Indicator Code (TIA)	
At-Risk Indicator Code (AR)	
TELPAS Alternate	
STAAR Alternate 2	
STAAR Alternate 2 EOC Eligibility	Algebra I, Biology, English I, English II, U.S. History
STAAR 3-8 Above Grade	Mathematics, Reading, Science, Social Studies
December EOC Eligibility	Algebra I, Biology, English I, English II, U.S. History
Spring EOC Eligibility	Algebra I, Biology, English I, English II, U.S. History
June EOC Eligibility	Algebra I, Biology, English I, English II, U.S. History
Fields for Local Use 1-4	
Interim Test Grade	Algebra I, Biology, English I, English II, U.S. History, Mathematics, Reading, Science, Social Studies
Action	

6.2.14 Columns in the Summary Session Report Page

You can use the information in the table below to view test session status reports(see page 0).

Column	Description

Campuses	List of campuses for which you can view reports.
Total # of Students in Test	Total number of students testing in each campus.
Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

6.2.15 Columns in the Test Completion Rates Report

You can use the information in the table below to view report of test completion rates(see page 0).

Column	Description
Administration Description	Administration that is being reported.
Date	Date and time that the file was generated.
District ID	The ID of the reported district.
District Name	The name of the reported district.
Test Window Description	
Campus ID	
Campus Name	
Opportunity	Test opportunity number that is being reported.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the campus in TIDE.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the campus in TIDE.

Test Family	Group of tests containing the test that is being reported.
Test Name	Grade, test, and subject that are being reported.
Total Students	Number of students with an active relationship to the campus in TIDE.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Total Student Started	Number of students who have started the test.

6.2.16 Columns in the Test Attributes Upload File

You can use the information in the table below to upload student accommodations and test tools(see page 0).

Column	Description	Valid Values
TSDS ID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: • Algebra I • Biology • English I • English II • Mathematics • Reading • Science • Social Studies • TFAR • U.S. History • TELPAS Reading & Writing
Tool Name	Name of the tool or accommodation.	Refer to the table "Valid Values for Tool Names in the Test Attributes Upload File.[24]"

24 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720890907/V#Valid-Values-for-Tool-Names-in-the-Test-Attributes-Upload-File

Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	Refer to the table "Valid Values for Tool Names in the Test Attributes Upload File[25]."

*Required field.

6.2.17 Columns in the Update Temp ID to TSDS ID Upload file

Column	Description	Valid Values
TempID*	Student's temporary ID.	TXT-followed by up to six numeric characters.
TSDS ID*	Student's statewide identification number.	10 numeric characters.

*Required field.

6.2.18 Columns in the User Upload File

You can use the information in the table below to add or modify multiple user accounts all at once through file upload(see page 0).

Column	Description	Valid Values
Regional Center ID*	Region/ESC associated with the user.	Region/ESC that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
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.
Campus ID	Campus associated with the user.	Campus 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.

25 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720890907/V#Valid-Values-for-Tool-Names-in-the-Test-Attributes-Upload-File

First Name*	User's first name.	Up to 35 characters.
Last Name*	User's last name.	Up to 35 characters.
Email Address*	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.
User Role*	User's role. For an explanation of user roles, refer to User Role Permissions[26].	One of the following: ERS: ESC Region Staff DS: District Superintendent DTC: District Testing Coordinator DTA: District Testing Assistant DRV: District Report Viewer CTC: Campus Testing Coordinator OTA: Online Test Administrator PR: Principal SDA: Student Data Assistant TE: Teacher CTS: Campus Technology Staff TSA: Test Setup Assistant RCU: Regional Content User DCU: District Content User Must be lower in the hierarchy than the user uploading the file.
Phone Number	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Texas Unique Staff ID	User's Staff ID	Up to 10 characters.

26 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720333864/U#User-Role-Permissions

Action	Indicates if this is an add, modify, or delete transaction.	One of the following: `Add` —Add new user or edit existing user record. `Delete` —Remove existing user record.

*Required field.

6.3 D

6.3.1 Deleting Records from TIDE

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

1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE[27].
2. Do one of the following:
    a. Mark the checkboxes for the record you want to delete.
    b. Mark the checkbox at the top of the table to delete all retrieved records.
3. Select :delete_button:, and in the affirmation dialog box select ***OK***.

6.4 E

6.4.1 Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, testing windows, and appeals/score codes to the Inbox.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in TIDE[28].
2. In the search results pop-up window, select ***Export to Inbox*** and select the file format (CSV or Microsoft Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox.

You can also export records from the search results grid:

1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE[29].
2. Do one of the following:
    a. Mark the checkboxes for the record you want to export.

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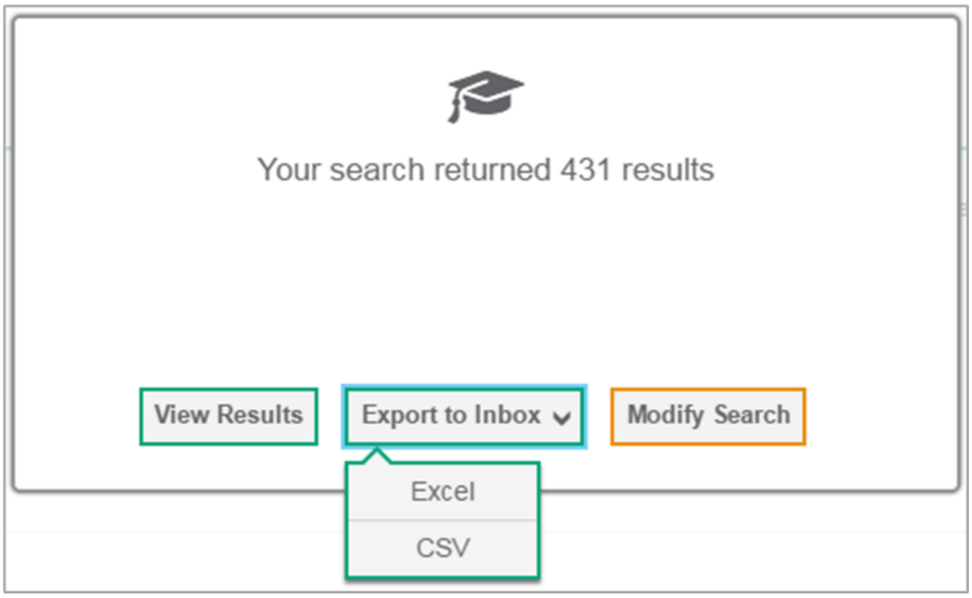
27 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720759839/S#Searching-for-Records-in-TIDE
28 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720759839/S#Searching-for-Records-in-TIDE
29 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720759839/S#Searching-for-Records-in-TIDE

b. Mark the checkbox at the top of the table to export all retrieved records.
c. Select :export_button:, and then select *Excel* or *CSV*.



63 Figure 64. Search Results

6.5 F

6.5.1 Fields in the Demographics Panel

You can use the information from Data File Layouts[30] available on the Technology Resources section of the Texas Assessment Program website (TexasAssessment.gov[31]) to add new student accounts with permanent IDs one at a time(see page 0) or to modify existing student accounts one at a time(see page 0).

Note: If a demographic information field is left blank, data from the February 2023 PEIMS submission will be used to complete the field. New students will be added to TIDE during the PEIMS import if the PEIMS file includes TSDS IDs that do not exist in TIDE already.

6.5.2 Fields in the Test Attributes Panels

When you are adding new student accounts with permanent IDs one at a time(see page 0) or modifying existing student accounts one at a time(see page 0), you can use the information from Data File Layouts[32] available on the Technology Resources section of the Texas Assessment Program website (TexasAssessment.gov[33]) to enter the student's settings for each test.

30 https://tx.portal.cambiumast.com/testing-tech-resources.html
31 https://texasassessment.gov/
32 https://tx.portal.cambiumast.com/testing-tech-resources.html
33 https://texasassessment.gov/

6.5.3 Fields in the View/Edit User Page

You can use the information in the table below to modify existing user accounts(see page 0).

Field	**Description**
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, refer to User Role Permissions[34].
Region	Region associated with the user.
District	District associated with the user.
Campus	Campus associated with the user.
First Name	User's first name.
Last Name	User's last name.
Phone Number	User's phone number.
Texas Unique Staff ID	User's Staff ID.

*Required field.

6.6 G

6.6.1 **Generating Upload-ready Student Data Files**

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

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Student**. The ***View/Edit/Export Student*** page appears.
2. Retrieve the student(s) you want to include in the data file.
3. *Optional:* In the list of retrieved students, mark the checkbox(es) for one or more students you want to include in the data file.
4. Select :export_button: and then do one of the following:
    a. To export the students you selected, if applicable, select **Export in upload format**.
    b. To export all students in the results grid, select **Export All in upload format**.

34 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720333864/U#User-Role-Permissions

TIDE generates the upload-ready student data file and exports it to your device. You can edit student data as necessary, save your changes, and upload the file back to TIDE to update student data in the system.

6.7 I

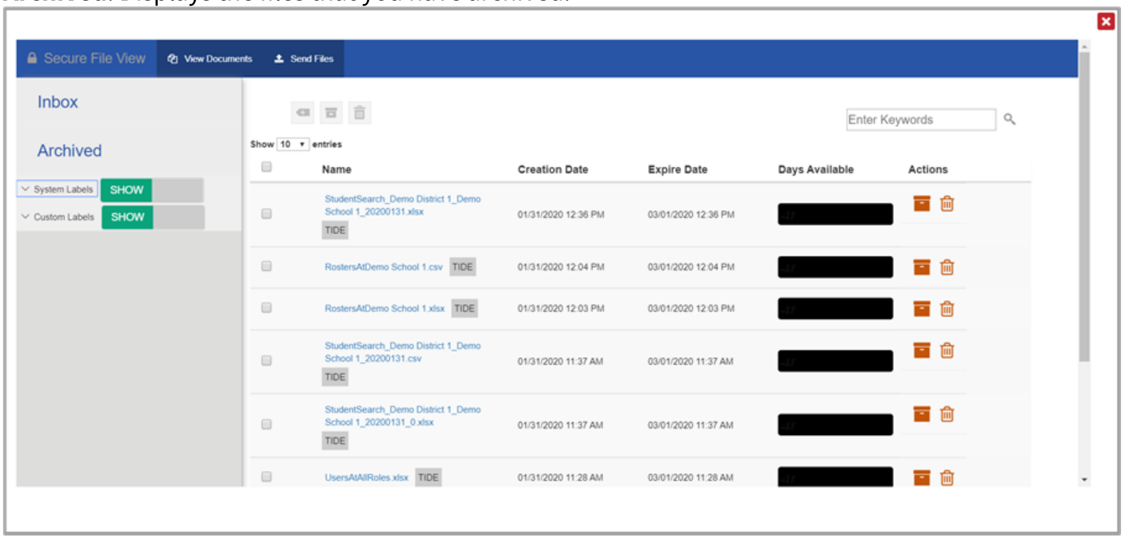
6.7.1 Inbox Files

When searching for users, students, students' test settings, testing windows, and appeals/score codes, you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were created. 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 Texas Education Agency (TEA). You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

1. From the TIDE banner, select ***Inbox***. The Inbox page appears (refer to Figure 65(see page 0)). By default, TIDE displays the *View Documents* tab.
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.



64 Figure 65. Inbox Window: View Documents Tab

3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.
4. *Optional:* To hide or display system labels, toggle :toggle_button_to_hide_system_labels:/ :toggle_button_to_show_system_labels:.
5. *Optional:* To hide files with a system label, unmark the checkbox for that system label.

6. *Optional:* To hide or display custom labels, toggle :toggle_button_to_hide_system_labels:/ :toggle_button_to_show_system_labels:.
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
8. Do one of the following:
   a. To download a file, select the file name.
   b. To add a new custom label or apply an existing custom label, select :custom_label_button:.
      i. To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select *Save New Label*.
      ii. To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select *Apply Label*.
   c. To archive a file, select :archive_button:.
   d. To delete a file, select :delete_button:.

About File Deletion

- Archived files may be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

6.8 L

6.8.1 List of Appeal Requests by Test Status

You can use the information in the table below to manage appeals/score codes(see page 51).

Test Status	Restart a Test	Re-Open a Test	Segment Re-Open	Grace Period Extension	Re-Score a Test	Change a Score Code	Set Score Code
Approved	X						
Completed	X	X					
Denied	X		X	X			
Expired	X	X					
Paused	X		X	X			
Pending	X						
Processing	X						
Reported	X	X			X	X	X

Review	X						
Scored	X	X			X	X	X
Started	X						
Submitted	X	X					

6.8.2 List of Appeal Request Statuses

You can use the information in the table below to manage appeals/score codes(see page 51).

Appeals/Score Codes Status	Description of Status
Error Occurred	An error occurred while the appeals/score codes was being processed.
Pending Approval	Appeals/Score Codes is pending approval.
Processed	Appeals/Score Codes was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeals/score codes.
Rejected by System	Test Delivery System was unable to process the appeals/score codes.
Requires Resubmission	Appeals/Score Codes must be resubmitted.
Retracted	Originator retracted the appeals/score codes.
Submitted for Processing	Appeals/Score Codes submitted to Test Delivery System for processing.

6.8.3 List of Appeal Request Types

You can use the information in the table below to manage appeals/score codes(see page 51).

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

Type	Description

Do Not Report	
Re-Open a Test	Reopens a test whose window expired, and the student never took the test.
Segment Re-Open	Reopens a test segment. This invalidation request 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 segment. Note: This is only applicable to interim assessments.
Grace Period Extension (GPE)	Allows the 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, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.
Re-Score a Test	Sends a request to CAI to rescore a test. This invalidation request is applicable to tests that involve hand scoring. District coordinators submit this invalidation request if they believe the student's score does not reflect expected student achievement.
Set Score Code	Sets a new score code for a test opportunity.
Change Score Code	Updates an existing score code for a test opportunity.

6.9 O

6.9.1 Ordering Materials

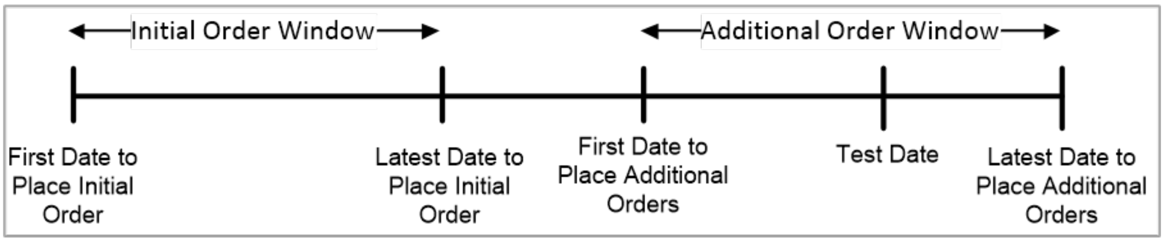
Some students take tests using traditional paper forms. To administer these tests, students and test administrators need to receive test materials, such as test booklets or instruction guides.

TIDE automatically computes the quantities of test materials that your district or campus receives based on the number of eligible students. For example, if there are 1,000 students in your district eligible for special paper administration of the a fourth-grade reading test, TIDE initiates an order for 1,000 test booklets.

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can review, confirm, and modify orders for materials and be guaranteed that they arrive at the district in time to distribute them to the campus for the test. These orders arrive as a single shipment. For example, if your district plans to distribute workbooks to the campus on May 1, and the time for order processing is two weeks, then the first window ends on April 15. On that date, TIDE accumulates all the orders and additional quantities, and sends them to the printer. Refer to the section "How district-level users review orders placed before test administration(see page 0)" for an explanation about working with initial orders.

After the initial order window closes, the additional order window opens for placing additional orders. During this time, you can place additional orders for materials as described in the section "How district-level users place orders for additional paper testing materials during testing(see page 0)." However, depending on when you place the order, there is no guarantee that they will arrive in time for the test. During this second window, TIDE transmits the orders to the printer on a daily basis.

Figure 66(see page 80) shows a timeline illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.



65 Figure 66. Order Windows for Testing Materials

All materials require approval for every additional order placed. TIDE transmits to the printer only those orders that are approved.

The quantity you receive may not be the same that you order. Some STAAR Alternate 2 items come in packs of five or 20. For example, suppose reading test booklets come in packs of five, and you order three booklets. In that case, you receive one pack of five test booklets.

TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the *View Order History* task, as described in the section "How district-level users view order history reports(see page 0)."

6.9.1.1 Understanding an Order's Status

In the normal workflow for an initial order, a testing coordinator generates the order, then reviews and submits it for approval. Next, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order.

On the View Order History page (refer to the section "How district-level users view order history reports(see page 0)."), TIDE displays an order's status depending on its most recent activity. The "List of Order Statuses[35]" table on the following page describes those statuses. (Your version of TIDE may not include all of these statuses.)

6.9.1.2 List of Order Statuses

Status	Description
Open	Order was generated by TIDE, awaiting review by a testing coordinator. (Not applicable to additional orders.)
Awaiting Approval	Order is awaiting approval.
Rejected	Order was not approved.
Approved	All line items in the order were approved.
Processed	Order was transmitted to vendor.
Partially Approved	At least one line item in the order was rejected.
In Process	Order is approved, not yet transmitted to vendor.
Canceled	Order was canceled.

6.9.1.3 Confirming Order Participation

TIDE automatically computes the initial order quantities for testing materials based on the number of eligible students entered into TIDE by the date of the close of the initial order window (as shown on the Calendar of Events). For example, if 1,000 students in a district are in fourth grade with Special Education Indicator Code or Section 504 Indicator Code flags set to "Yes," Test Mode set to "Paper," and the appropriate Paper Test Format selected, then TIDE recommends an initial order of 1,000 test booklets for all of the fourth-grade tests.

6.10 P

6.10.1 Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the *Reset Your Password* page. To activate your account(see page 8), you must set your password within 15 minutes of the email being sent.

35 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720694318/O#List-of-Order-Statuses

- **If your first temporary link expired:**

  In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

  On the *Login* page, select ***Forgot Your Password?*** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

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

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

- **Additional help:**

  If you are unable to log in, contact the **Texas Testing Support** for assistance. You must provide your name and email address. Contact information is available in the User Support[36] section of this user guide.

6.10.2 Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE[37].
2. Do one of the following:
   a. To print some records, mark the checkboxes for the records you want to print, select :Print_Button:, select *My Selected*, and then select *Print*.
   b. To print all records, select :Print_Button:, select *All*, and then select *Print*.

6.11 S

6.11.1 Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the *View/Edit/Export User* task). For such tasks, a search panel appears when you first access the task page (refer to Figure 67(see page 83)). This section explains how to use this search panel and navigate search results.

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 campus and grade dropdown list on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values. Similarly, the ***Test ID*** dropdown list on the *Plan and Manage Testing* page will allow you to select one, multiple, or all values.
   The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.
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 select ***Add*** or ***Add Selected*** as available.

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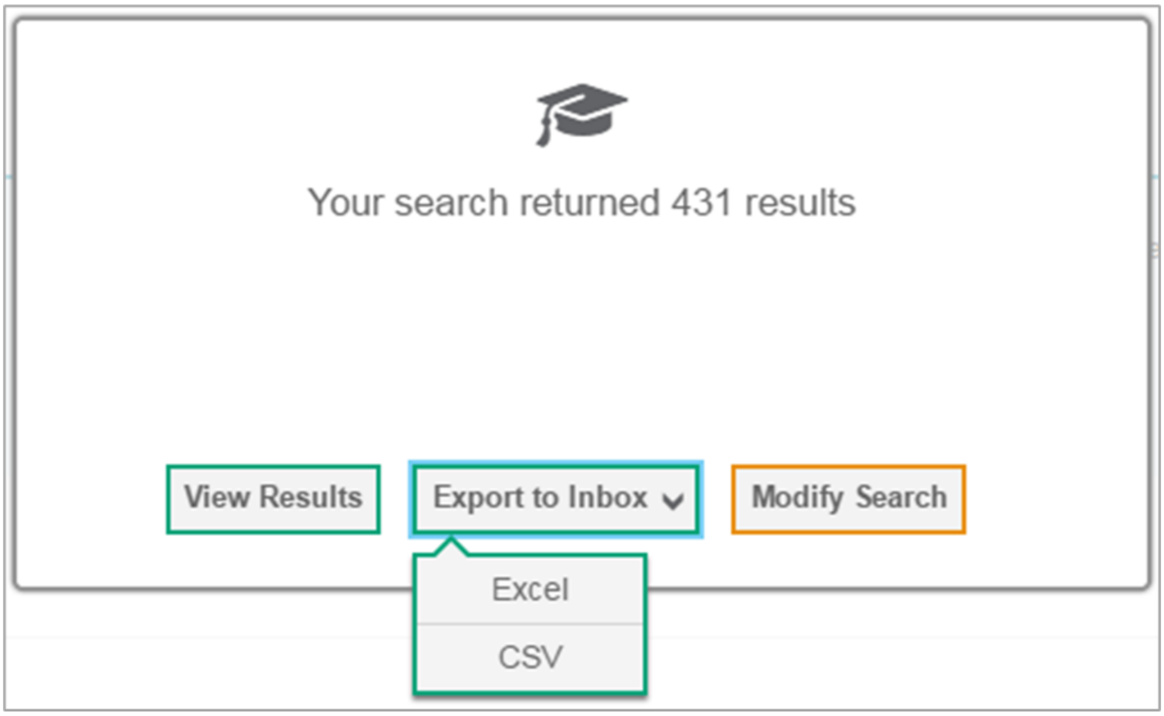
36 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720333864/U#User-Support
37 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720759839/S#Searching-for-Records-in-TIDE

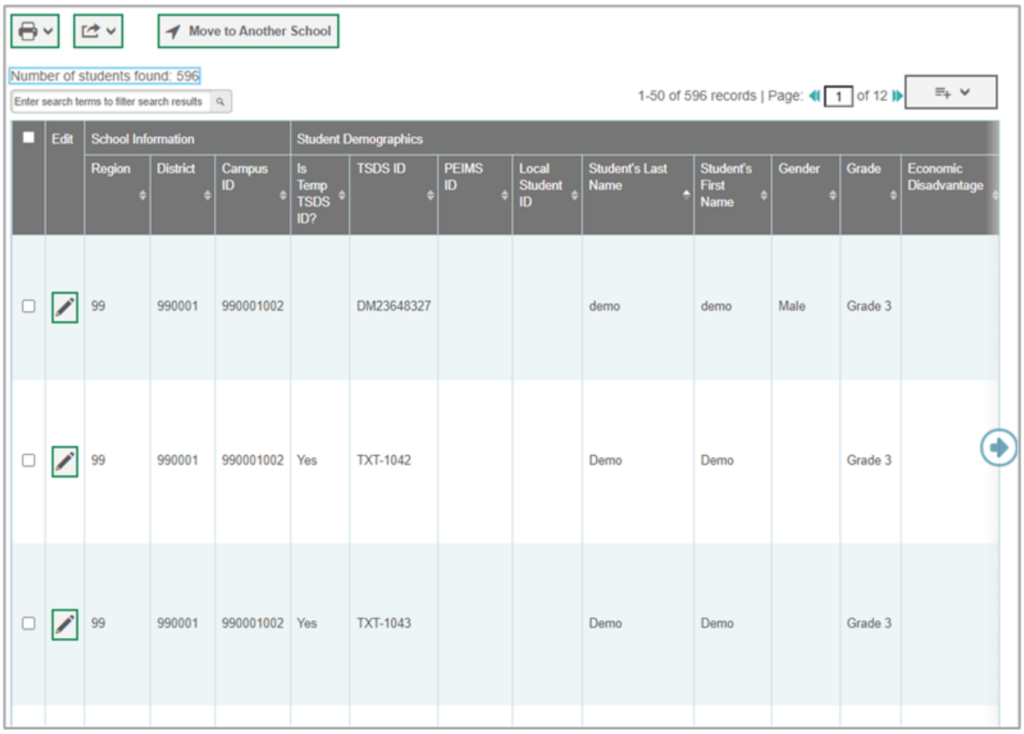
   b. *Optional:* To delete an additional search criterion, select it and select ***Remove Selected***. To delete all additional search criteria, select ***Remove All***.
3. Select ***Search***.
   a. If searching for users, students, students' test settings, and appeals/score codes, proceed to the next step.
   b. If searching for other types of records, such as rosters, skip to Step 7.
4. In the search results pop-up window (refer to Figure 68(see page 83)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
   a. To view the retrieved records on the page, select ***View Results***. Continue to Step 7. This option is not available if TIDE detects that this action might adversely affect its performance.
   b. To export the retrieved results to the Inbox, select ***Export to Inbox*** and select the file format (*CSV* or *Excel*) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (refer to Inbox Files[38]).
   c. To return to the page and modify your search criteria, select ***Modify Search***. Repeat Steps 1–3.
5. The list of retrieved records appears below the search panel (refer to Figure 69(see page 84)).
6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select :magnifying_glass_search_button:. TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, select its column header.
   a. To sort the column in descending order, select the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select :scroll_left_arrow_button: and :scroll_right_arrow_button: at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, select:previous_search_results_button: or :next_search_results_button: to view previous or next pages, respectively.
10. *Optional:* To hide columns, select :columns_menu: (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

66 Figure 67. Sample Search Panel

38 https://txassessmentdocs.atlassian.net/wiki/spaces/ODCCM23/pages/2720301095/I#Inbox-Files



67 Figure 68. Search Results Pop-up Window



68 Figure 69. Sample Search Results

6.11.2 Searching for Students or Users by ID

A *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the *View and Edit Student* or *View/Edit User: [User's Name]* form for a specified student or user.

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

69 Figure 70. Find Student/User by ID Search Field

6.11.3 Sending Family Portal Access Codes via Email

You can send family portal access codes to families via email. This task requires working with Microsoft Excel.

6.11.3.1 Generating Access Code Template

To send family portal access codes to families via email, you must first generate an access code template.

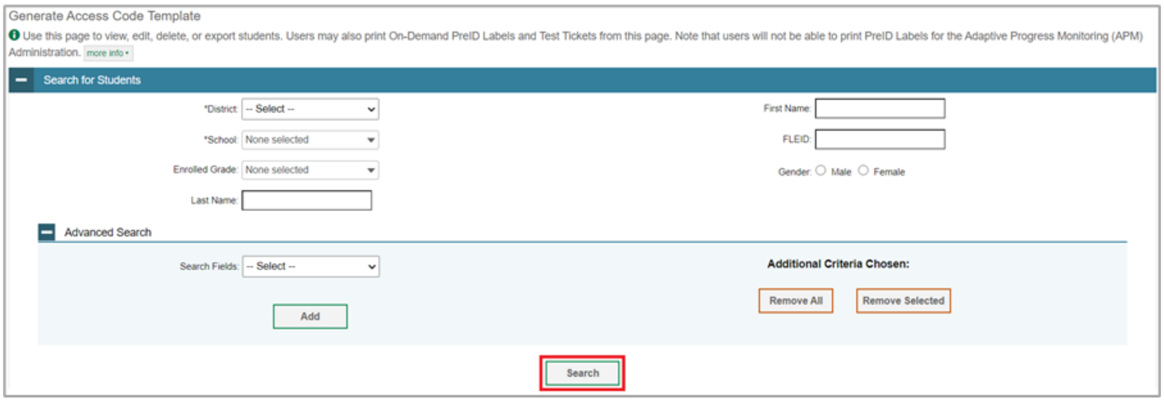
1. From the Family Portal Access task menu on the TIDE dashboard, select **Generate Access Code Template**. The *Generate Access Code Template* page appears.
2. Enter search criteria as required. For more information, see the section Searching for Records in TIDE.
3. Select **Search**.
4. The search results pop-up window appears. Select **View Results**.
5. From the list of retrieved students, do one of the following:
    a. Mark the checkbox(es) for the student(s) whose access codes you wish to generate.
    b. Mark the checkbox at the top of the table to generate access codes for all retrieved students.
6. Select **Download Student Access Codes**, and then do one of the following:
    a. To export all students in the search results, select **Export All to Excel**.
    b. To export only selected students, select **Export My Selected to Excel.**
7. The template downloads to your computer. Open it and, in the *Send Access Code to This Email Address* column for each student, enter the email address of the recipient you wish to receive the student's access code.
8. Save and close the template.

6.11.3.2 Emailing Student Access Codes

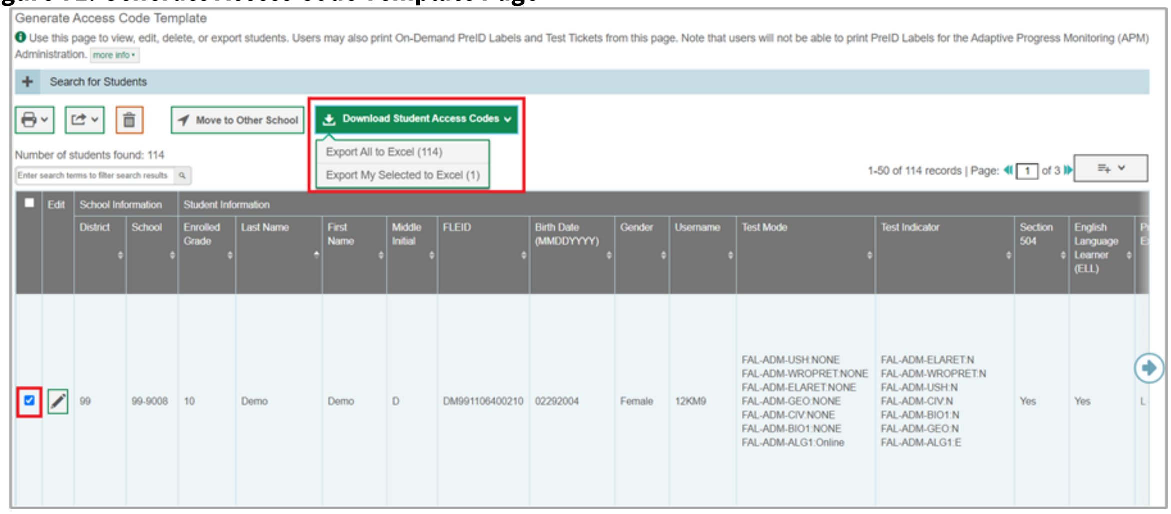
Before you can send access codes, you must first complete the steps in the section Generating Access Code Template. You will use the template you created and edited to complete the steps below.

1. From the Family Portal Access task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.
2. Upload the file you created by following instructions in the section How to add or modify multiple records at once.
3. To CC yourself on emails sent to families, in the *CC me on the access code emails* field, select **Yes**. This is only available if fewer than 50 records are included in the upload file.

Emails received by families will contain a link to a site where families can obtain their student's access code. These links expire in an amount of time determined by your state. If this link expires, schools will need to send another email to the family with a new link.



70 Figure 71. Generate Access Code Template Page

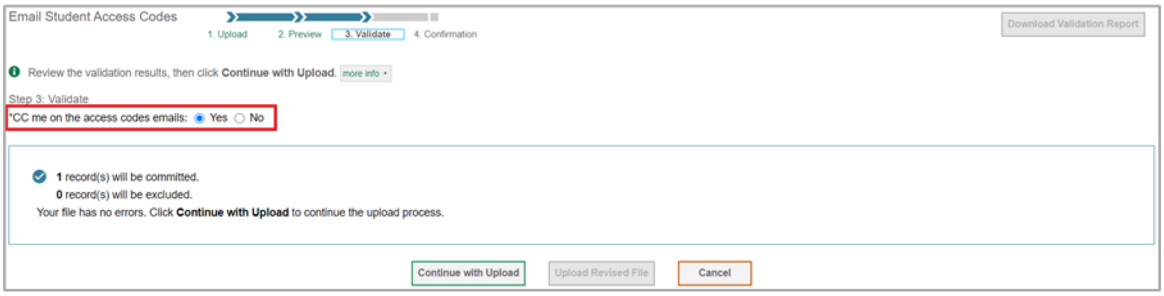


71 Figure 72. Generate Access Code Template Search Results

	A	B	C	D	E	F
1	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
2	Smith	Sally	DM999999999999	1012001	xxx555	sample@email.com

72 Figure 73. Student Access Code Template

73 Figure 74. Email Student Access Code Page

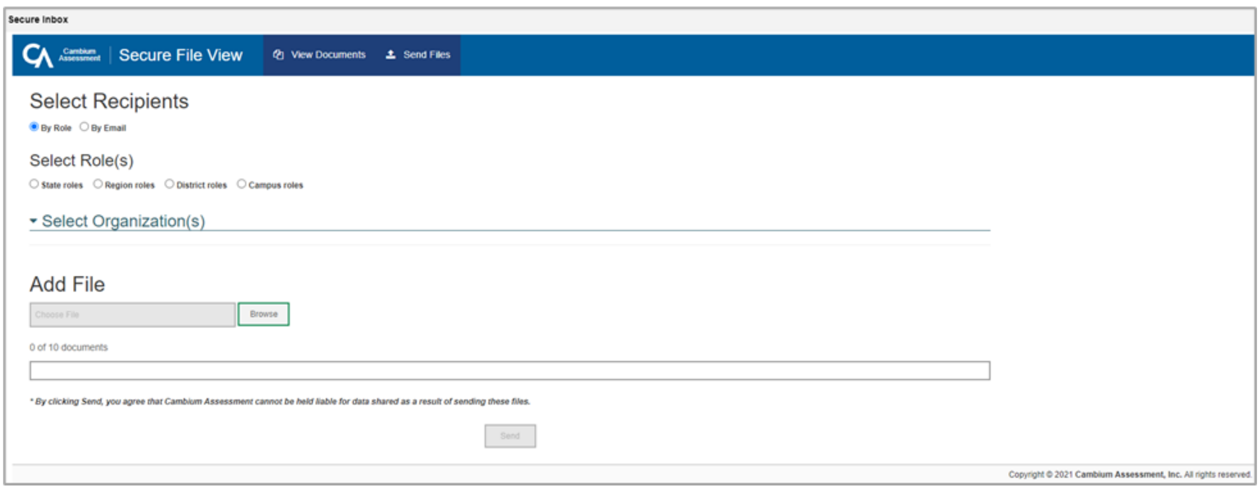


74 Figure 75. Email Student Access Code Page - Step 3: Validate

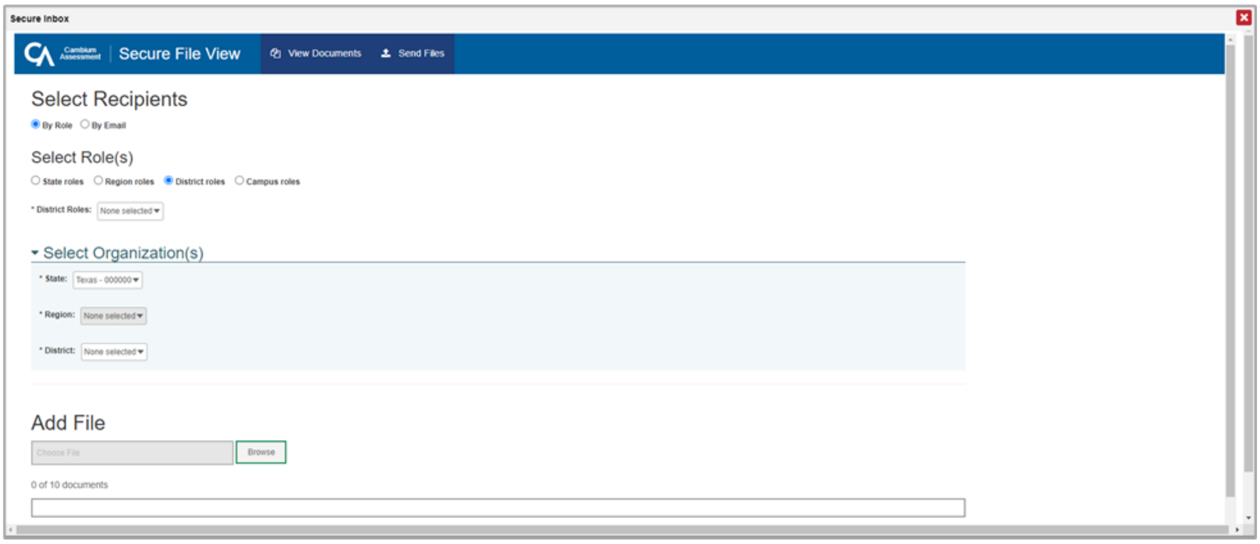
6.11.4 Sending Files from the Inbox

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

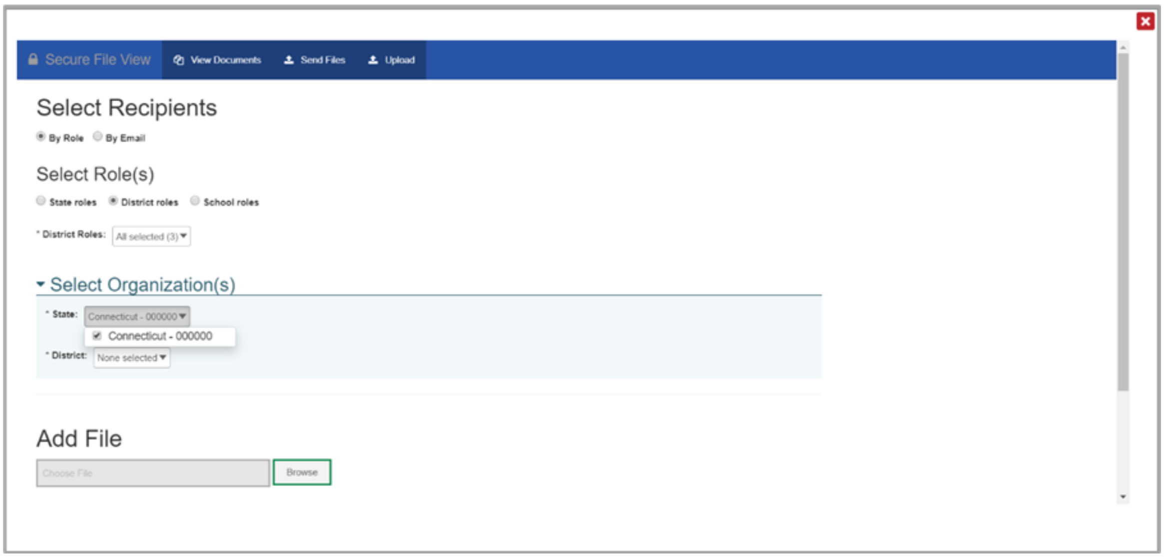
1. From the TIDE banner, select ***Inbox***. The Inbox page appears (refer to Figure 65(see page 0)). By default, TIDE displays the *View Documents* tab.
2. Select the *Send Files* tab. The *Send Files* page appears.
3. In the *Select Recipients* field, do one of the following:
    a. Select *By Role* to send a file or files to a group of users by user role.
    b. Select *By Email* to send a file or files to a single recipient by email address. If you select *By Email*, skip to Step 7.
    c. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A dropdown list appears (refer to Figure 77(see page 87)).
4. From the dropdown list, select the role(s) to which you want to send a file or files. You can choose *Select all* to send a file or files to all roles in the selected role group.
5. From the *Select Organization(s)* dropdown lists, select organizations that will receive the file(s) you send (refer to Figure 78(see page 88)). These dropdown lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.
6. If you selected *By Role* in Step 3, skip this step. If you selected *By Email* in Step 3, enter the email address of the recipient to whom you wish to send a file or files.
7. To select a file or files to send, in the *Add File* field, select *Browse*. A file browser appears.
8. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
9. Select *Send*.



75 Figure 76. Inbox Window: Send Files Tab



76 Figure 77. Inbox Window: Send Files Tab with Expanded Select Roles Dropdown Menu



77 Figure 78. Inbox Window: Send Files Tab with Select Organization(s) Panel in Use

6.12 T

6.12.1 Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you view reports of test status codes(see page 0).

Status	**Definitions**

Approved	The test administrator 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 test administrator denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the test administrator approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Paused	The student's test is currently paused (as a result of one of the following): • The student paused his or her test by selecting the ***Pause*** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. The student's browser or computer shut down or crashed.
Pending	The student is awaiting test administrator 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. Some items must be handscored before they appear in 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, followed by the student's score.
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. **NOTE:** All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting test administrator approval to resume a testing.

6.13 U

6.13.1 User Role Permissions

Each user in TIDE is assigned at least one user role. Most user roles are district or campus-level. Each user role has an associated list of permissions to access certain features within TIDE. Tasks available to users in TIDE are dependent on the role assigned to the user.

Note: Roles at the same level can have different permissions. For example, Teacher (TE) is a campus level role but has access to less tasks than the campus-level testing coordinator (CTC) role.

The **User Role Permissions**[39] matrix available in the Resources section of Texas Assessment Program website (TexasAssessment.gov[40]) indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

6.13.2 User Support

For additional information and assistance in using TIDE, contact Texas Testing Support. Texas Testing Support is open 7:00 a.m. to 7:00 p.m. (Central Time) (except holidays or as otherwise indicated on the Texas Assessment Program website).

Texas Testing Support

Toll-Free Phone Support: 833-601-8821

Email Support: TexasTestingSupport@cambiumassessment.com[41]

Please provide the Texas Testing Support with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the TSDS ID and associated district or campus for that student. Do not provide the student's name or any personally identifiable information in communications via email.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 10 or Mac OS 10.11).

6.14 V

6.14.1 Valid Values in the Additional Student Fields Upload File

Attribute	Subject	Valid Value

39 https://tx.portal.cambiumast.com/resources/system-user-guides/user-role-permissions-for-the-texas-assessment-program
40 https://texasassessment.gov/
41 mailto:TexasTestingSupport@cambiumassessment.com

Agency Code A Agency Code B Agency Code C Agency Code D Agency Code E	STAAR/STAAR Alternate 2 Algebra I STAAR/STAAR Alternate 2 Biology STAAR/STAAR Alternate 2 English I STAAR/STAAR Alternate 2 English II STAAR/STAAR Alternate 2 Mathematics STAAR/STAAR Alternate 2 Reading STAAR/STAAR Alternate 2 Science STAAR/STAAR Alternate 2 Social Studies STAAR/STAAR Alternate 2 U.S. History TELPAS TELPAS Alternate	
Alternate Student Flag	TELPAS Alternate STAAR Alternate 2	Yes No
Economic Disadvantage	N/A	1 - Eligible for free meals under the National School Lunch and Child Nutrition Program 2 - Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program 9 - Other economic disadvantage 0 - Not identified as economically disadvantaged

Emergent Bilingual Indicator Code	N/A	1 - Identified as Emergent Bilingual (EB)/English learner (EL) F - Monitored 1st Year (M1), reclassified from EB/EL S - Monitored 2nd Year (M2), reclassified from EB/EL 3 - Monitored 3rd Year (M3), reclassified from EB/EL 4 - Monitored 4th Year (M4), reclassified from EB/EL 5 - Former EB/EL (Post Monitoring) 0 - Non-Emergent Bilingual (Non-EB)/Non-English learner (Non-EL)
ESL Program Type	N/A	2 - English as a second language/ content-based 3 - English as a second language/ pull-out 0 - Student does not participate in the English as a second language (ESL program)
Extra Day	N/A	STAAR Algebra I STAAR Biology STAAR English I STAAR English II STAAR U.S. History STAAR Mathematics STAAR Reading STAAR Science STAAR Social Studies TELPAS Listening & Speaking TELPAS Reading
Gender	N/A	Female Male

Grade	Student's enrolled grade.	EE = Early Education PK = Pre- Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 OS = Grade 14 (out of school)
Local Student ID	N/A	Assigned by the campus district.
Other Designated Supports	N/A	STAAR Algebra I STAAR Biology STAAR English I STAAR English II STAAR Mathematics STAAR Reading STAAR Science STAAR Social Studies STAAR U.S. History TELPAS Listening & Speaking TELPAS Reading
PEIMS ID	N/A	ID used in the local Student Information System.

Retester	Algebra I Biology English I English II U.S. History	No December
STAAR 3-8 Above Grade	Mathematics Reading Science Social Studies	04 05 06 07 08
STAAR ALT2 Non-Embedded Supports	Algebra I Biology English I English II Mathematics Reading Science Social Studies U.S. History	Color Or Highlight Images Color Overlays Photographs Or Objects Paired With Text Textured Materials Demonstrate Concepts Raise Or Darken Outline Enlarge Images Or Text Braille Describe Images Provide Images Or Text Separately Cover Or Isolate Images Picture Representations Calculator, Manipulatives, Math Tools Reread Text (Prior To "Find" Statement) Provide Structured Reminders Translated Student Material

STAAR Non-Embedded Supports	N/A	Algebra I Biology English I English II Mathematics Reading Science Social Studies U.S. History
TAKS/TAAS/TEAMS	Algebra I Biology US History	T
	English II	T R W RW
TELPAS Non-Embedded Supports	Reading & Writing Listening & Speaking	Basic Transcribing Complex Transcribing (R&W only) Individualized Structured Reminders Manipulating Test Materials
TELPAS Rater A (Relationship)	N/A	1 - Bilingual Education Teacher 2 - ESL Teacher 3 - Elementary General Education Teacher 4 - MS or HS General Ed Teacher of Core Subjects 5 - Special Education Teacher 6 - Gifted and Talented Teacher 7 - Teacher of Enrichment Subjects

Test Mode	Algebra I Biology English I English II Mathematics Reading Science Social Studies U.S. History	Online Paper The field needs to be populated with O for the student to be eligible for an online assessment, or with P for the student to be eligible for a paper assessment. Note: If left blank, test format defaults to online.
Title 1 Part A	N/A	6 - Student attends campus with school wide program 7 - Student participates in program at targeted assistance school 8 - Student is previous participant in program at targeted assistance school (not a current participant) 9 - Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless 0 - Student does not currently participate in and has not previously participated in program at current campus

Years in U.S. Schools	N/A	1 - First enrolled in U.S. schools during part or all of the current school year 2 - Has been enrolled in U.S. schools for all or part(s) of 2 school years 3 - Has been enrolled in U.S. schools for all or part(s) of 3 school years 4 - Has been enrolled in U.S. schools for all or part(s) of 4 school years 5 - Has been enrolled in U.S. schools for all or part(s) of 5 school years 6 - Has been enrolled in U.S. schools for all or part(s) of 6 or more school years

6.14.2 Valid Values for Tool Names in the Test Attributes Upload File

NOTE: This information is also available from Data File Layouts[42] available on the Technology Resources section of the Texas Assessment Program website (TexasAssessment.gov[43]).

Tool Name	Valid Value	Default Value	Applies To
American Sign Language (ASL) Videos	Do not show ASL videos Show ASL videos	Do not show ASL videos	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, TFAR, U.S. History
Auto Text-to-Speech	Off On	Off	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, TFAR, U.S. History

42 https://tx.portal.cambiumast.com/testing-tech-resources.html
43 https://texasassessment.gov/

Content and Language Supports	Off On	Off	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, TFAR, U.S. History
Permissive Mode	Off On	Off	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, U.S. History, TELPAS Reading & Writing, TFAR
Presentation	English Braille Spanish* *Reading, Mathematics and Science only	English	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, TFAR, U.S. History, TELPAS Reading & Writing
Speech-to-Text	Off On	Off	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, U.S. History, TELPAS Reading & Writing, TFAR
Spelling Assistance	Off On	Off	Reading, English I, English II, TFAR
Text-to-Speech	Off On	Off	Mathematics, Reading, Science, Social Studies, English I, English II, Algebra I, Biology, TFAR, U.S. History
Basic TI Calculator	Off On	Off	Mathematics, Science, TFAR